

Mayor

Mission Statement

The Office of the Mayor is responsible in ensuring that the visitors, businesses and residents of Salem are provided with the highest quality of services and assistance that is available to them and that is within the jurisdiction of the Office. The Mayor's Office is accountable to all individuals and municipal employees with the City of Salem and provides constituent services in a concise and business friendly manner.

Significant Changes

The continued professionalization of all aspects of municipal operations. The City's adoption of M.G.L. Ch.71 Section 37M to allow consolidation of City and School administrative functions

Previous Fiscal Year Accomplishments

Finances

- Completed second Comprehensive Annual Financial Report (CAFR) in accordance with GFOA standards
- Initiation of City's first 5-year financial forecast
- Initiation of comprehensive Capital Improvement Plan
- Implementation of Stabilization Fund Policy
- Initiated new Service In Lieu of Tax (SILOT) Agreement with Salem State College equaling \$350,000 in services provided to the City by the College
- Re-negotiated one-year tax agreement with Salem Harbor Power Plant delivering an additional \$250,000 to city coffers
- Received an upgrade in Fiscal Management Practices to the highest grade offered by Standard & Poor's
- Completed successful negotiations resulting in new labor union contracts with AFSCME, Fire Fighters and Teachers
- Competitively bid Solid Waste Collection and Disposal Contract and Health Insurance Services for the City of Salem

Waterfront Revitalization Efforts

- Completion of Winter Island Barracks Feasibility Study
- Completion of Salem Willows Sea Wall Repair
- Completed update of City of Salem Harbor Plan
- Receipt of final funding for South Harbor Walkway Construction

Public Safety Initiatives

- Purchase of two T-3 vehicles to improve community policing efforts
- Creation of highly successful Community Impact Unit (CIU) to help deal with chronic neighborhood nuisance and quality of life issues
- Receipt of \$141,000 grant from Department of Justice for initiation of Gang Resistance Education and Training (GREAT) Program
- Receipt of \$95,000 Community Policing Grant
- Receipt of a \$66,500 Edward J. Byrne Memorial Justice Assistance Grant from the Executive Office of Public Safety and Security
- Initiation of lock box program for senior residents

Opening up the Process of Government

- Hosted second Mayor-City Council Retreat aimed at fostering a strong partnership with the City Council
- Creation of Youth Commission and Recycling Committee
- Re-establishment of Neighborhood Improvement Advisory Council to improve communication with neighborhood groups and to help deal with neighborhood quality of life issues
- Implementation of customer service initiatives
- Creation of quarterly newsletter – FYI Salem

Public Works Initiatives

- Coordination of Bypass Road Construction Project
- Coordination of North Street Improvements Construction Project
- Creation of Pavement Management Plan
- Establishment of regular leak detection services for our aging water infrastructure

Other Accomplishments

- Established Fleet Management Policy
- Reinvigorate Destination Salem to enhance the marketing and promotion of the City of Salem
- Implementation of 21D non-criminal ticketing program
- Completion and approval of Open Space and Recreational Plan
- Receipt of \$674,000 in grant dollars for design and construction of 15 Peabody Street park
- Creation of How to Do Business Guide
- Organized the Inspectional Services Division for improved services and coordination and hired Inspectional Services Director
- Played a leadership role in the creation of the North Shore Transportation Management Association
- Received EPA funding for the clean-up of 61 Ward Street which is part of the intersection improvement at Peabody, Ward and Congress Streets

FY 2009 Goals and Objectives

- Continue to work with the City Council on a pro-active agenda for Salem
- Establish citizen academy program
- Deliver first state of the schools address
- Continue to negotiate and/or increase PILOT/SILOT agreements with non-profits
- Complete labor negotiations with all city unions
- Continue to enhance the management and profitability of Haunted Happenings
- Continue to advance the development of Salem Wharf and public access to the waterfront
- Work toward the preservation, re-use and revitalization of Old Town Hall
- Reach agreement with Dominion on a new tax agreement

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Mayor-Personnel								
11211	5111 SALARIES-FULL TIME	228,463.73	227,967.00	227,967.00	227,966.96	235,220.00	238,325.00	238,325.00
Total Mayor-Personnel		228,463.73	227,967.00	227,967.00	227,966.96	235,220.00	238,325.00	238,325.00
Mayor-Expenses								
11212	5242 OFFICE EQUIPMENT REP	387.26	400.00	400.00	161.84	0.00	0.00	0.00
11212	5299 BAKER ISLAND	7,500.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00	0.00
11212	5305 ACCOUNTING AND AUDIT	47,000.00	53,050.00	53,050.00	52,550.00	53,300.00	50,800.00	50,800.00
11212	5320 CONSULT SERV-DOMINION T.	0.00	50,000.00	50,000.00	50,000.00	50,000.00	45,000.00	45,000.00
11212	5381 PRINTING AND BINDING	3,810.62	1,500.00	1,500.00	1,362.24	1,650.00	1,650.00	1,650.00
11212	5421 OFFICE SUPPLIES (GEN	1,046.71	700.00	700.00	618.06	1,900.00	1,900.00	1,900.00
11212	5710 IN STATE TRAVEL/MEETINGS	627.00	1,400.00	2,400.00	744.82	3,000.00	3,000.00	3,000.00
11212	5720 OUT OF STATE TRAVEL	0.00	1,800.00	300.00	250.00	0.00	0.00	0.00
11212	5730 DUES AND SUB	7,508.00	7,700.00	7,700.00	7,517.00	11,500.00	11,500.00	11,500.00
11212	5780 OTHER Expenses	2,349.69	3,000.00	3,500.00	2,975.64	1,150.00	1,150.00	1,150.00
11212	5852 OFFICE FURNITURE	491.96	500.00	500.00	118.17	250.00	250.00	250.00
Total Mayor-Expenses		70,721.24	127,050.00	127,050.00	123,297.77	129,750.00	115,250.00	115,250.00
160	121 Department Total	299,184.97	355,017.00	355,017.00	351,264.73	364,970.00	353,575.00	353,575.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
DRISCOLL	KIMBERLEY J 160 MAYOR	11211-5111	MAYOR	1/1/2006	80,000.00		1	1	-	-	80,000.00	80,000.00	80,000.00
WESSELL	JENIFFER S 160 MAYOR	11211-5111	EXECUTIVE SECY	1/1/2006	53,351.10		1	1	1,022.05	1,042.49	53,351.10	54,418.13	54,418.13
SILVA	JASON 160 MAYOR	11211-5111	CHIEF ADMIN AIDE	1/1/2006	64,235.27		1	1	1,230.56	1,255.17	64,235.27	65,519.97	65,519.97
WATKINS	THOMAS 160 MAYOR	11211-5111	PROJECT MANAGER	1/23/2006	37,633.36		1	1	720.95	735.36	37,633.36	38,366.02	38,366.02
					235,219.72		Total Full Time - 5111				235,219.72	238,324.12	238,324.12
					235,219.72		Department Total				235,219.72	238,324.12	238,324.12

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.0	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

MAYOR - 160

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11212	5299	Bakers Island	
		Pest & Poison Ivy Control, General ground maintenance and security, and maintenance of water supply pumps and fire safety equipment	7,000
TOTAL			7,000
11212	5305	Accounting and Audit	
		Contractural services for annual city audit (includes Retirement)	47,500
		CAFR & Filing Fees	5,800
TOTAL			53,300
11212	5320	ContractedSevices	
		Power Plant/Dominion	50,000
Total			50,000
11212	5381	PRINTING AND BINDING	
		City Seals, Business Cards,	1,000
		Envelopes	200
		Printing Special flyers/notices as required	450
TOTAL			1,650
11212	5421	OFFICE SUPPLIES	
		Printer Cartridges for Printer (Color, Black)	400
		Other Miscellaneous supplies as needed: pens, pencils, scotch tape, staples, etc	1,500
TOTAL			1,900
11212	5710	IN STATE TRAVEL/MEETINGS	
		Registrations and travel expenses for various meetings and seminars	3,000
TOTAL			3,000
11212	5730	DUES AND SUBSCRIPTIONS	
		Massachusetts Municipal Association Dues	7,750
		North Shore Mayor's Coalition(Metropolitan Area Planning Council)	1,250
		Massachusetts Mayors Association	2,500
TOTAL			11,500
11212	5780	OTHER EXPENSES	
		Misc Reimbursements	600
		Water for Mayors office	100
		Fed Ex and Courier Service	250
		Miscellaneous Expenses / Ota	200
TOTAL			1,150
1212	5852	OFFICE FURNITURE	
			250
TOTAL			250
TOTAL PROPOSED			129,750

City Council

Mission Statement

As Clerk of the City Council attends all regular, Special and public hearing meetings, serves as parliamentarian, records the action taken by the City Council, roll call votes, prepares and distributes agendas using experienced and discretion regarding proper form, oversees recording and indexing of Council minutes, advertising of all ordinances as required by City Charter, processes and forwards Council matters to proper departments and agencies in accordance with the votes of the City Council.

Significant Changes

None

Previous Fiscal Year Accomplishments

All minutes of Council meetings are up to date and on the website.

FY 2009 Goals & Objectives

- Put the Traffic and Zoning Ordinances on the City's website as we do for the Regular City Ordinances. This information will be helpful to the public and to other city departments.
- Another goal is to get more office help in order to keep up the standards of the office and get projects done.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
City Council-Personnel							
11111 5111 SALARIES-FULL TIME	97,302.90	97,700.00	97,700.00	97,700.00	97,700.00	97,700.00	97,700.00
11111 5150 FRINGE/STIPENDS	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
Total City Council-Personnel	119,302.90	119,700.00	119,700.00	119,700.00	119,700.00	119,700.00	119,700.00
City Council-Expenses							
11112 5306 ADVERTISING	12,000.00	16,000.00	36,891.24	36,368.25	20,000.00	20,000.00	20,000.00
11112 5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00
11112 5381 PRINTING AND BINDING	10,073.52	10,400.00	10,400.00	10,176.81	11,200.00	11,200.00	11,200.00
11112 5421 OFFICE SUPPLIES (GEN	244.99	250.00	250.00	243.69	250.00	250.00	250.00
11112 5730 DUES AND SUB	104.95	200.00	200.00	130.00	200.00	200.00	200.00
Total City Council-Expenses	22,423.46	26,850.00	47,741.24	46,918.75	31,650.00	38,650.00	38,650.00
030 111 Department Total	141,726.36	146,550.00	167,441.24	166,618.75	151,350.00	158,350.00	158,350.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2
BLAIR	E 030 CITY COUNCIL	11111-5111	COUNCILLOR	03/01/2006	8,000.00		1				-	-	-
CORCHADO	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1				-	-	-
FUREY	H 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/1996	8,000.00		1				8,000.00	8,000.00	8,000.00
LOVELY	P 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/05/1998	8,000.00		1				8,000.00	8,000.00	8,000.00
MCCARTHY	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2008	-		1				8,000.00	8,000.00	8,000.00
O'KEEFE SR	A 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2000	8,000.00		1				8,000.00	8,000.00	8,000.00
OLEARY	F 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/1984	8,000.00		1				-	-	-
PELLETIER	A 030 CITY COUNCIL	11111-5111	COUNCIL PRESIDENT	01/01/2004	8,000.00		1				8,000.00	8,000.00	8,000.00
PINTO	STEVE	11111-5111	COUNCILLOR	01/01/2008	-		1				8,000.00	8,000.00	8,000.00
PREVEY	PAUL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1				8,000.00	8,000.00	8,000.00
RYAN	JERRY	11111-5111	COUNCILLOR	01/01/2008	-		1				8,000.00	8,000.00	8,000.00
SARGENT	ARTHUR	11111-5111	COUNCILLOR	01/01/2000	8,000.00		1				8,000.00	8,000.00	8,000.00
SOSNOWSKI	MICHAEL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1				8,500.00	8,500.00	8,500.00
VENO	MATTHEW	11111-5111	COUNCILLOR	01/01/2004	8,500.00		1				8,000.00	8,000.00	8,000.00
LAPORTE	CHERYL	11111-5111	CLERK OF COUNCIL	05011977	4,000.00	B	12		333.33	333.33	4,000.00	4,000.00	4,000.00
LAPORTE	CHERYL	11111-5111	CLERK OF COMMITTEE	05011977	500.00	B	12		41.67	41.67	500.00	500.00	500.00
SIMONS	ILENE	11111-5111	ASST CLERK	02271989	4,000.00	B	12		333.33	333.33	4,000.00	4,000.00	4,000.00
SACCO	E	11111-5111	BUDGET CLERK	06161988	700.00	B	1				700.00	700.00	700.00
					97,700.00			Total Full Time - 5111			97,700.00	97,700.00	97,700.00
Councillors	030 CITY COUNCIL	11111-5150	CITY COUNCIL EXPENSES		22,000.00		11		2,000.00	2,000.00	22,000.00	22,000.00	22,000.00
					22,000.00			TotalFringe - 5150			22,000.00	22,000.00	22,000.00
					119,700.00			Department Total			119,700.00	119,700.00	119,700.00

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	5.0	5.0	5.0	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

CITY COUNCIL 030

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11112	5306	ADVERTISING	
		Salem Evening News - Charter and M.G.L. mandated ordinance advertising	20,000
TOTAL			20,000
11112	5381	PRINTING AND BINDING	
		Government cards (printed in-house)	
		Halloween hang tags (printed in house)	
		Printing Manual restored	2,700
		Stationery and envelopes	300
		Municipal Code Ordinances - hardcopy and online download	
		Municipal Code Zoning Ordinances - hard copy and online download	
		Municipal Code Traffic Ordinances - hard copy and online download	5,800
		West Group - Mass. General Laws	1,500
		Forms, ordinances, orders, committee reports, archive paper for minutes, binders, binding	500
		Funding for website restored	400
TOTAL			11,200
11112	5421	OFFICE SUPPLIES GENERAL	
		W.B. Mason - Typewriter ribbons, xerox memorywriters, rm. 1	250
		cassette tapes for committee meetings	
TOTAL			250
11112	5730	DUES AND SUBSCRIPTIONS	
		International Institute of Municipal Clerks	
		North Shore City and Town Clerk's Association	
		Massachusetts City and Town Clerk's Association	
		New England Association of City and Town Clerks	200
TOTAL			200
TOTAL PROPOSED			31,650

City Clerk

Mission Statement

The position of City Clerk in the Commonwealth of Massachusetts was originally modeled after a similar position in England. City Clerks are required to exercise wide authority and have extensive responsibilities. The City Clerk holds department head status, and serves as custodian of city records, supervision of the recording and reporting of vital statistics (births, deaths and marriages). The Clerk certifies copies of records and ordinances. Supervises the issuances of permits and licenses in accordance with State Laws and Ordinances, such as marriage intentions and licenses, dog licenses, Auctioneer, Beano, Contract Operator, Drainlayer, Public Guide, Junk Dealer, Pawnbroker, Photographer, Raffles, Seaworms, Second Hand Valuable, Second Hand Clothing, Taxi Operator, Taxi Cab, Limo, Pedi Cab, Horsedrawn Carriages, Trolleys and Yard Sales. Administer the oath of office to elected and appointed City officials for all City Departments, Boards and Commissions and attests all official documents of the City with the City Seal. As well the City Clerk is a member of the Board of Registrar of Voters and Chief Election Official for all elections. Maintains and processes Non-Criminal citations and files cash report to Treasurer. Processes Claims and maintains tracking form for Council Committee. Sends letters to claimant on approved or denied claims. Notifies Solicitor's office of claims.

Significant Changes

Retirement anticipation of Principal Clerk Julie McNaught at the end of 2008 calendar year. And the unexpected retirement of Elaine Blake has left a major strain on our personnel and the processing of work in a timely manner. The transaction time to service the public in person has increased as well as the lines that have formed with just the two women remaining. This situation is compounded when someone is out due to illness or vacation also not being able to answer all the incoming phone calls as well as getting the request for records by mail done besides processing the vital records. Even with cross training and having one from another office to cover has a domino affect of putting the other offices work behind. Overall this in not a solution to the problem.

Previous Fiscal Year Accomplishments

- Streamlined the processing of Taxi Cab, Limo and Taxi Operator Licenses.

FY 2009 Goals & Objectives

- The maintaining of information on the city's website in reference to Council Committee and regular meetings, agendas and minutes as well as any other City Clerk related information.
- Increase staffing levels by one full-time position.
- Replace Elaine Blake's position as well as Julie McNaught when she retires.
- Raise fees for copies of vital records and go over the fees for licenses. This will bring in much needed revenue. By raising the fee for vital records to be comparable with surrounding City and Towns, it would more than pay for additional staff for the City Clerks office. This will bring us back to the level we once were in order to keep up the standards of the office.
- Automate vital records for processing, recording and indexing.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
City Clerk-Personnel							
11611 5111 SALARIES-FULL TIME	148,787.45	148,990.00	148,990.00	148,989.36	190,754.00	152,456.00	152,456.00
11611 5150 FRINGE/STIPENDS	300.00	300.00	300.00	300.00	1,300.00	650.00	650.00
Total City Clerk-Personnel	149,087.45	149,290.00	149,290.00	149,289.36	192,054.00	153,106.00	153,106.00
City Clerk-Expenses							
11612 5242 OFFICE EQUIPMENT REP	765.00	500.00	500.00	282.00	500.00	500.00	500.00
11612 5381 PRINTING AND BINDING	6,627.93	3,000.00	3,000.00	2,998.35	3,000.00	3,000.00	3,000.00
11612 5421 OFFICE SUPPLIES (GEN	747.35	750.00	750.00	749.57	750.00	750.00	750.00
11612 5450 ARCHIVAL SUPP & EQUI	768.60	800.00	800.00	593.25	800.00	800.00	800.00
11612 5509 DOG LICENSES	923.13	1,000.00	1,000.00	935.97	1,000.00	1,000.00	1,000.00
11612 5730 DUES AND SUB	0.00	500.00	500.00	215.00	500.00	500.00	500.00
Total City Clerk-Expenses	9,832.01	6,550.00	6,550.00	5,774.14	6,550.00	6,550.00	6,550.00

030 161 Department Total	158,919.46	155,840.00	155,840.00	155,063.50	198,604.00	159,656.00	159,656.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
LAPORTE	CHERYL A 030 CITY CLERK	11611-5111	CITY CLERK	02271989	72,814.73		1		1,394.92	1,422.82	72,814.73	74,271.03	74,271.03
SIMONS	ILENE 030 CITY CLERK	11611-5111	ASST CITY CLERK	09/05/2000	42,506.22		1		814.30	830.58	42,506.22	43,356.34	43,356.34
Increase of 1,500.00 for Ilene Simons added to Salary for FY09											1,500.00		
					115,320.95		Total Full Time - 5111				116,820.95	117,627.37	117,627.37
					115,320.95		Department Total				116,820.95	117,627.37	117,627.37

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	3.0	3.0	3.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date	Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BLAKE ELAINE	J 030 CITY CLERK	11611-5111	PRINCIPAL CLERK	09301985	39,991.57	766.12	-			Retired	Retired	Retired	
Replace E Blake	030 CITY CLERK	11611-5111	PRINCIPAL CLERK I		-	-	708.17			36,966.47	-	-	
New Position	030 CITY CLERK	11611-5111	PRINCIPAL CLERK I		-	-	708.17			36,966.47	-	-	
Replace Blacks position funded at a Sr Clerk Step 2			SR CLERK STEP 2				667.20				34,827.84	34,827.84	
					<u>39,991.57</u>					<u>73,932.95</u>	<u>34,827.84</u>	<u>34,827.84</u>	
													-

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

CITY CLERK - 030

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11612	5242	OFFICE EQUIPMENT REPAIR	
		reinstate simplex time recorder maintenance	
		reinstate typewriter maintenance (5 typewriters)	500
TOTAL			500
11612	5381	PRINTING AND BINDING	
		Vital Records Binders & Sleeves(Birth-Death-Marriage)	3,000
		Mylar sheets (Birth-Death-Marriage)	
		Book Binding (Index/Birth/Death/Marriage)	
		Index Cards (Birth/Death/Marriages)	
		Master Cert (Vitals)	
		Marriage Return Envelopes & City Clerk envelopes	
		City Clerk Stationary	
TOTAL			3,000
11612	5421	OFFICE SUPPLIES GENERAL	
		W. B. MASON - Typewriter ribbons & correction tapes for vital records,	750
TOTAL			750
11612	5450	ARCHIVAL SUPPLIES AND EQUIPMENT	
		Acid free state mandate vital records recording paper ledger sheets (birth/death/marr)	800
		Birth, Death & Marriage certificate paper for long and short forms	
		State Bond paper	
TOTAL			800
11612	5509	DOG LICENSES	
		National Band and Tag for dog tags (3000 tags)	1,000
		Dog notification and envelopes and labels	
		Maintenance for Dog Software	
		Dog index cards	
TOTAL			1,000
11612	5730	DUES AND SUBSCRIPTIONS	
		West Group - Mass. General Laws annual updates-pocket parts	500
		West Group - Acts and Resolves	
TOTAL			500
TOTAL PROPOSED			6,550

Elections & Registrations

Mission Statement

The City Clerk serves as the Clerk to the Board of Registrars of Voters, officiates elections and establishes procedures to be followed by election officials at each precinct, oversees registration of voters, prepares computer reports on election returns and prepares election materials of voting precincts. Also organizes the set-up of precincts and maintains handicapped accessibility of all voting locations, supervises staff, issues nominations papers to local candidates, certifies signatures of voters signing nomination papers and initiative petitions for state ballot questions. Oversees citywide resident parking program and issues stickers and visitor passes. And we are also responsible for the mass mailing of the citywide census, maintaining and entering the date and the notifying of voter confirmation.

Significant Changes

Hire one more to the Election staff to help with high voter turnout for Presidential Election and increased volume of work needed by this office.

Previous Fiscal Year Accomplishments

- The polling location for Ward 7 precinct 1 was moved to a new location at the Salem State College Public Safety building on Loring Avenue. The precinct officials are very pleased with the new location and so are the voters who have contacted me.
- This was the first year of implementing the new state mandated Automark voting machines for the handicap at each polling location. This machine enables the handicapped to be independent in the marking of their ballot.

FY 2009 Goals & Objectives

- Re-evaluate all the polling locations to consider condensing all the wards. The locations will have to be handicapped accessible and public safety is met. The only cost that would be saved is on Police Detail. We would by law still need the same amount of poll workers.
- Increase staffing levels by one full-time position.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Elect & Reg-Personnel							
11621 5111 SALARIES-FULL TIME	156,694.90	162,693.00	162,693.00	162,692.06	208,238.00	172,101.00	172,101.00
11621 5131 OVERTIME (GENERAL)	3,955.90	4,000.00	4,850.00	4,714.52	5,000.00	5,000.00	5,000.00
11621 5150 FRINGE/STIPENDS	900.00	900.00	900.00	900.00	2,600.00	1,950.00	1,950.00
Total Elect & Reg-Personnel	161,550.80	167,593.00	168,443.00	168,306.58	215,838.00	179,051.00	179,051.00
Elect & Reg-Expenses							
11622 5221 RES STICKER PARKING	250.00	250.00	250.00	248.40	250.00	250.00	250.00
11622 5222 MOTOR VOTER	486.31	500.00	350.00	350.00	0.00	0.00	0.00
11622 5242 OFFICE EQUIPMENT REP	324.56	325.00	325.00	324.00	325.00	325.00	325.00
11622 5280 POLLING PLACE RENT	200.00	300.00	200.00	200.00	300.00	300.00	300.00
11622 5306 ADVERTISING	560.98	650.00	584.76	584.76	650.00	650.00	650.00
11622 5309 POLLWORKERS	25,000.00	25,000.00	22,040.00	22,040.00	25,000.00	25,000.00	25,000.00
11622 5381 PRINTING AND BINDING	6,369.00	6,500.00	6,500.00	6,453.74	6,500.00	6,500.00	6,500.00
11622 5386 VOTING MACHINE SERVI	16,221.43	16,325.00	11,859.00	11,856.00	16,325.00	16,325.00	16,325.00
11622 5421 OFFICE SUPPLIES (GEN	1,934.97	2,000.00	2,000.00	1,657.25	1,000.00	1,000.00	1,000.00
Total Elect & Reg-Expenses	51,347.25	51,850.00	44,108.76	43,714.15	50,350.00	50,350.00	50,350.00

030 162 Department Total	212,898.05	219,443.00	212,551.76	212,020.73	266,188.00	229,401.00	229,401.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
DEFRANCESCO	030 ELECTIONS & REGISTR	11621-5111	CH BOARD REGISTRAR		750.00	B		4	187.50	187.50	750.00	750.00	52.2
KIRKPATRICK	030 ELECTIONS & REGISTR	11621-5111	RES PARKING STICKER	3/20/06	750.00	B		6	125.00	125.00	750.00	750.00	750.00
LAPORTE	030 ELECTIONS & REGISTR	11621-5111	CLERK OF BOARD		1,600.00	B		12	133.33	133.33	1,600.00	1,600.00	1,600.00
LAPORTE	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER		700.00	B		12	58.33	58.33	700.00	700.00	700.00
MCNAUGHT	030 ELECTIONS & REGISTR	11621-5111	RES PARKING STICKER		750.00	B		6	125.00	125.00	750.00	750.00	750.00
MORAN	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER	7/14/2005	700.00	B		4	175.00	175.00	700.00	700.00	700.00
SAINDON	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER		700.00	B		4	175.00	175.00	700.00	700.00	700.00
SPORT	030 ELECTIONS & REGISTR	11621-5111	RES PARKING STICKER		1,500.00	B		12	125.00	125.00	1,500.00	1,500.00	1,500.00
SPORT	030 ELECTIONS & REGISTR	11621-5111	ELEC ASST TO CITY CLK		41,447.42		1		794.01	809.89	41,447.42	42,276.37	42,276.37
					48,897.42			Total Full Time 5111			48,897.42	49,726.37	49,726.37
					48,897.42			Department Total			48,897.42	49,726.37	49,726.37

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
MCNAUGHT JULIE	M 030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR III	08101998	39,991.57	766.12	781.44		40,791.40	40,791.40	40,791.40	
SERPA LINDA	030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR III/III	7/26/2004	39,991.57	766.12	781.44		40,791.40	40,791.40	40,791.40	
KIRKPATRICK MARCIA	030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR III	3/20/06	39,991.57	766.12	781.44		40,791.40	40,791.40	40,791.40	
New Position	030 ELECTIONS & REGISTR	11611-5111	PRINCIPAL CLERK I		-		708.17		36,966.47	-	-	
					<u>119,974.71</u>							
						<u>159,340.67</u>	<u>122,374.20</u>				<u>122,374.20</u>	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

ELECTIONS AND REGISTRATIONS 030

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11622	5221	RESIDENT STICKER PARKING Resident stickers 6 zones Lamination and paper for visitor passes	250
TOTAL			250
11622	5222	MOTOR VOTER Replacement of phone batteries, or equipment for elections	-
TOTAL			-
11622	5242	OFFICE EQUIPMENT REPAIR Typewriter maintenance (3 typewriters) Time stamp ribbon & installation	325
TOTAL			325
11622	5280	POLLING PLACE RENTAL \$25.00 rental each election	300
TOTAL			300
11622	5306	ADVERTISING Salem Evening News advertising for special voter registration sessions	650
TOTAL			650
11622	5309	POLL WORKERS Staffing of 14 Precincts on Election Day for Elections 14 Wardens, 14 Clerks, 14 precinct Asst., 10 inspectors each Precinct	25,000
TOTAL			25,000
11622	5381	PRINTING AND BINDING Printing of Annual Poll Book Sending out Census forms Printing of Nomination papers, petitions forms etc. Printing of postcards for confirmation mailings Envelopes for voter registration, etc.	6,500
TOTAL			6,500
11622	5386	VOTING MACHINE SERVICES Voting Machine and Tabulator Maintenance Agreement Election programs (16 tabulators) Election day coverage L.H.S. Associates (software & program vendor) Three-hole legal paper for voting list ballot printing & envelopes Tabulator supplies-special ribbons, ink, electrical cords, adapters, paper rolls	16,325
TOTAL			16,325
11622	5421	OFFICE SUPPLIES GENERAL W.B. Mason (precinct-felt tip ballot pens, tape, looseleaf binders) W.B. Mason office supplies-typewriter ribbons, staples, tape, etc. Print cartridges and supplies for 5 computer printers, rms. 1,3,5 24 lb. Paper for printing RMV certs. Xerox print cartridges and dry ink for copier	1,000
TOTAL			1,000
TOTAL PROPOSED			50,350

Assessor

Mission Statement

The duties and responsibilities of the Assessing Department remain essentially the same from year to year. The Assessors are required by Massachusetts's law to value all real and personal property as well as prepare tax-billing commitments for both motor vehicle and boat excise tax. It also receives and processes several hundred exemption requests and tax abatement applications. The office is open to the public and the staff is required to maintain the extensive databases needed to accomplish its mission.

Significant Changes

Perhaps the most significant change to the Department was the loss of a clerk to budget cuts in the previous year. The administration restored the position and the Department was able to return to more normal work schedule enabling the assessors to devote more time and attention to assessing procedures and less time dealing with daily telephone and counter traffic – functions normally performed by the clerks.

Previous Fiscal Year Accomplishments

- FY2008 was an “interim” year in the Salem assessment cycle and although the data preparation for the Department of Revenue was not as extensive as that required in a recertification year, the fast-changing real estate market required close scrutiny and somewhat more work than other interim years.
- Because of the expiration of the power plant agreement, this was also the first year in ten years that a “growth” calculation was done for that facility – a process that required considerable time and added work.
- The assessors also “defended” several significant cases at the State’s Appellate Tax Board achieving favorable results for the City.

FY 2009 Goals & Objectives

- Producing high quality work and implementing and conducting an aggressive database maintenance program still remain our principal tasks. Since these elements are essential in maintaining the level of professionalism expected by Department of Revenue, the City Administration and the public at large, it is the primary objective and continuous goal of the Department to achieve both.
- Although still a work in progress, the Department, along with the City’s GIS Department, is developing an enhanced program that will include digital mapping and aerial photography as part of web-based property record information. This user-friendly, comprehensive, information source, will speedily expedite many municipal functions that previously involved time consuming research and human resources. A full operational program is expected within a month or two.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Assessors-Personnel								
11411	5111 SALARIES-FULL TIME	218,683.45	193,713.00	193,713.00	193,712.59	237,342.00	237,500.00	237,500.00
11411	5150 FRINGE/STIPENDS	600.00	300.00	300.00	300.00	1,300.00	4,300.00	4,300.00
	Total Assessors-Personnel	219,283.45	194,013.00	194,013.00	194,012.59	238,642.00	241,800.00	241,800.00
Assessors-Expenses								
11412	5242 OFFICE EQUIPMENT REP	89.10	200.00	200.00	89.10	200.00	200.00	200.00
11412	5303 LEGAL/REGISTRY SERVICES	663.74	1,500.00	1,500.00	958.24	1,500.00	1,500.00	1,500.00
11412	5308 CONTRACTED SERVICES	11,700.00	24,000.00	25,000.00	24,700.00	24,000.00	21,000.00	21,000.00
11412	5381 PRINTING AND BINDING	1,422.14	1,500.00	1,500.00	1,263.00	1,500.00	1,500.00	1,500.00
11412	5421 OFFICE SUPPLIES (GEN	2,215.04	3,300.00	3,300.00	1,929.87	3,300.00	3,300.00	3,300.00
11412	5710 IN STATE TRAVEL/MEETINGS	1,949.12	2,000.00	1,000.00	650.00	2,000.00	2,000.00	2,000.00
11412	5781 AUTO ALLOWANCE	0.00	500.00	500.00	66.56	500.00	500.00	500.00
11412	5860 EQUIPMENT	919.17	1,000.00	1,000.00	876.87	1,000.00	1,000.00	1,000.00
	Total Assessors-Expenses	18,958.31	34,000.00	34,000.00	30,533.64	34,000.00	31,000.00	31,000.00

010	141	Department Total	238,241.76	228,013.00	228,013.00	224,546.23	272,800.00	272,800.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
BATES	010 ASSESSORS - BOARD OF	11411-5111	BOARD MEMBER		3,000.00	B		4	750.00	750.00	3,000.00	3,000.00	52.2
JACKSON	010 ASSESSORS - BOARD OF	11411-5111	ASST ASSESSOR	03/08/1999	50,672.75		1		970.74	990.16	Resigned	Resigned	3,000.00
JACKSON	010 ASSESSORS - BOARD OF	11411-5111	BOARD CLERK		1,500.00	B		4	375.00	375.00	Resigned	Resigned	3,000.00
HANLON	010 ASSESSORS - BOARD OF	11411-5111	BOARD CLERK		-	B		4		375.00	1,500.00	1,500.00	1,500.00
JAGOLTA	010 ASSESSORS - BOARD OF	11411-5111	BOARD MEMBER		3,000.00	B		4	750.00	750.00	3,000.00	3,000.00	3,000.00
JOHNSON	010 ASSESSORS - BOARD OF	11411-5111	BOARD MEMBER		3,000.00	B		4	750.00	750.00	3,000.00	3,000.00	3,000.00
KULIK	010 ASSESSORS - BOARD OF	11411-5111	DIR ASSESSING	06/16/1986	63,170.47		1		1,210.16	1,300.00	63,170.47	67,860.00	67,860.00
MURPHY	010 ASSESSORS - BOARD OF	11411-5111	ASST ASSESSOR	7/13/2005	37,378.61		1		716.07	900.00	37,378.61	46,980.00	46,980.00
Replace Murphy Position	010 ASSESSORS - BOARD OF	11411-5111	ASSESSOR	7/13/2005			1		700.00	700.00	36,540.00	36,540.00	36,540.00
					161,721.83		Total Full Time - 5111				147,589.08	161,880.00	161,880.00
	Certified Assessor Stipends	11411-5150						3		1,000.00		3,000.00	3,000.00
					-		Total Fringe - \$150				-	3,000.00	3,000.00
							Department Total				147,589.08	164,880.00	164,880.00

FY 2007

FY 2008

FY 2009

Variance

4.0

5.0

5.0

0.0

Full-Time Equivalent Employees:

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
FELIX	010 ASSESSORS	11411-5111	PRINCIPAL CLERK III	03/22/1993	39,991.57	786.12	781.44		40,791.40	40,791.40	40,791.40	
HANLON	010 ASSESSORS	11411-5111	SR CLERK TYPIST III/III	9/17/2007	34,145.06	654.12	667.20	9/17/2008 692.84 11.6 40.6	34,827.97	34,827.97	34,827.97	
					74,136.63				75,619.37	75,619.37	75,619.37	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

ASSESSORS - 010

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11412	5242	OFFICE EQUIPMENT REP Computer, Copier, Printers, Fax & Typewriter routine care & maintenance	200
TOTAL			200
11412	5303	LEGAL SERVICES Primarily used to pay for deeds and other legal papers needed to maintain the Department's legal file. High property turnover has contributed to an increase in the amount associated with this line item.	1,500
TOTAL			1,500
11412	5308	CONTRACTED SERVICES Primarily used to fund services of professional appraisers or consultants necessary to support the Department's ATB cases or valuation functions.	24,000
TOTAL			24,000
11412	5381	PRINTING AND BINDING Used to pay for binding and printing of tax commitment books.	1,500
TOTAL			1,500
11412	5421	OFFICE SUPPLIES (GENERAL) Used to pay for paper, toner, and sundry office supplies necessary to keep the Department operating. It is expected that a substantial amount of this line item will be returned to the GF as a result of the sale over-the-counter copies as well as "Assessors Files" CDs.	3,300
TOTAL			3,300
11412	5710	IN STATE TRAVEL/MEETINGS Used to pay for professional meetings throughout the year. Eg., Mass. Assessors Association and Essex County Assessors Association, and Assessing Clerk's meetings.	2,000
TOTAL			2,000
11412	5781	AUTO ALLOWANCE Used to defray expenses associated with personal vehicle use for job related activities.	500
TOTAL			500
11412	5860	EQUIPMENT Used to purchase mission related small equipment.	1,000
TOTAL			1,000
TOTAL PROPOSED			34,000

Collector

Mission Statement

To provide for the efficient and proper issuance and collection of Real Estate Taxes, Personal Property Taxes, Motor Vehicle and Boat Excise tax, Trash Fees, and Water/Sewer billings in accordance with Commonwealth of Massachusetts General Laws and Department of Revenue regulations. To provide excellent customer service to the residents of Salem

Significant Changes

We added a new member to the Collectors Staff to replace a retired employee. We are currently in the process of RFP for printing and billing services and will have a new company in place shortly. This is the first year that liens have been added to the tax bills for the purpose of collecting delinquent water /sewer and trash bills. The Collectors office began collecting and tracking fines for City Ordinance tickets. The government changed the fees the City keeps from accepting passports from \$30 to \$25 per passport. This will unfortunately decrease revenues.

Previous Fiscal Year Accomplishments

- Two staff members completed the second year of classes at the Mass Treasurers and Collectors Association school in Amherst
- All staff members were certified as passport acceptance agents. Revenue from passports totaled \$15,000 for FY 2007, the current FY 08 total for revenue from passports in \$12,645.
- Trained a new staff member to replace a retired member of the staff
- Began accepting and tracking City Ordinance tickets to assist in increasing revenues

FY 2009 Goals & Objectives

- Maintain quality service
- Increase success with the new online payment system and encourage taxpayers usage
- Complete the third year of classes at the MCTA school
- Continue to increase revenue processing passports, estimate for FY 09 is \$25,000
- Customer Satisfaction

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Collector-Personnel								
11461	5111 SALARIES-FULL TIME	140,580.25	175,434.00	175,492.01	175,492.01	183,319.00	184,390.00	184,390.00
11461	5120 RETIREMENT ANTICIPATN	0.00	16,524.00	16,524.00	16,524.00	0.00	0.00	0.00
11461	5131 OVERTIME (GENERAL)	210.40	750.00	691.99	676.49	500.00	500.00	500.00
11461	5141 LONGEVITY	150.00	150.00	150.00	150.00	0.00	0.00	0.00
11461	5150 FRINGE/STIPENDS	900.00	900.00	900.00	600.00	1,950.00	3,950.00	3,950.00
Total Collector-Personnel		141,840.65	193,758.00	193,758.00	193,442.50	185,769.00	188,840.00	188,840.00
Collector-Expenses								
11462	5242 OFFICE EQUIPMENT REP	0.00	100.00	100.00	0.00	100.00	100.00	100.00
11462	5317 EDUCATIONAL TRAINING	0.00	1,000.00	680.00	501.08	1,000.00	1,000.00	1,000.00
11462	5381 PRINTING AND BINDING	12,864.98	13,750.00	13,750.00	13,254.63	13,750.00	29,000.00	29,000.00
11462	5421 OFFICE SUPPLIES (GEN	2,564.79	2,600.00	2,920.00	2,639.53	2,600.00	2,600.00	2,600.00
11462	5730 DUES AND SUB	0.00	175.00	175.00	0.00	175.00	175.00	175.00
Total Collector-Expenses		15,429.77	17,625.00	17,625.00	16,395.24	17,625.00	32,875.00	32,875.00

040	146	Department Total	157,270.42	211,383.00	211,383.00	209,837.74	221,715.00	221,715.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
CELI HERLIHY	040 COLLECTOR	11461-5111	CITY COLLECTOR	2/01/2004	53,512.57		1		1,025.15	1,045.65	53,512.57	54,582.82	54,582.82
	040 COLLECTOR	11461-5111	HEARING OFFICER		10,660.00	B	52	2	205.00	205.00	10,660.00	10,660.00	10,660.00
					64,172.57		Total Full Time - 5111				64,172.57	65,242.82	65,242.82
	Certified Collector Slipends	11461-5150					2			1,000.00		2,000.00	2,000.00
							Total Fringe - 5150					2,000.00	2,000.00
					64,172.57		Department Total				64,172.57	67,242.82	67,242.82

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
HUTCHINSON SARAH	040 COLLECTOR	11461-5111	PRINCIPAL CLERK	11/08/2004	39,991.57	766.12	781.44		40,791.40	40,791.40	40,791.40	
PAGLIARO MELISSA	040 COLLECTOR	11461-5111	PRINCIPAL CLERK	6/30/06	39,991.57	766.12	781.44		40,791.40	40,791.40	40,791.40	
DAVIS MAUREEN	040 COLLECTOR	11461-5111	SR ACCOUNT CLERK III/II	4/24/2007	35,196.41	674.26	714.22	4/24/2008 741.78 42.0 10.2	37,563.40	37,563.40	37,563.40	
					<u>115,179.55</u>							
					115,179.55		119,146.20					
							119,146.20					

**FY 2009 BUDGET DETAIL EXPENSES
EXPENSES**

COLLECTOR - 040

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11462	5242	Office Equipment and Repair	
		Copier and fax routine care and maintenance	100
TOTAL			100
11462	5317	Educational Training	
		certification courses for collectors staff	1,000
TOTAL			1,000
11462	5381	Printing and Binding	
		Print real estate and personal property bills	11,000
		Inserts for passport applications	1,750
		Bind books for permanent retention	1,000
TOTAL			13,750
11462	5421	Office Supplies	
		Paper 15 cases @ 33.30	500
		carbonless duplicate adding machine rolls 3 cases	180
		Bankers Boxes	120
		2 Printers 4 cartridges @ \$110.00	440
		File boxes for daily work 24 boxes @ \$30 per dozen	60
		Binders	200
		Misc Supplies -	500
		Water	150
		cleaning supplies no longer provided by bldg dept	200
		toner 5@ \$50	250
TOTAL			2,600
11462	5730	Dues & Sub.	
		Treasurer - Collector Associations (2) dues	
		Mass. Treas. & Coll. Assoc.	100
		Eastern Mass. Treas. & Coll.	75
TOTAL			175
TOTAL PROPOSED			17,625

Data Processing Department

Mission Statement

The Data Processing Department continuously strives for excellence by providing cost effective, innovative information management and technological solutions that support the business strategies of the City of Salem. We work to provide a secure environment for data integrity, accessibility, system availability and delivery of information resources to the employees of the City of Salem and the citizens they serve.

Significant Changes

The biggest change within the Data Processing Department was the update all of our departments Munis documentation, which changed significantly with the migration from Munis version 2003 to 2006. We also wrote new system documentation for Windows 2003/Active Directory and Exchange 2003 procedures. The purchase of a new Sonicwall 300 spam filter device/software greatly reduced the amount of spam to ensure a reliable secure network. Converting over to Sonicwall McAfee Anti-Virus at the Server and end-user also insured the networks integrity.

Previous Fiscal Year Accomplishments

- Hire an in-house GIS Consultant to administer the City's GIS initiatives.
- Complete upgrade of 9 remote sites from 56K to DSL and/or cable using VPN with Sonicwall firewalls.
- Work on automating the bridge between the Assessors Patriot database and the GeoTms permit database.
- Complete update of all IT Munis documentation to reflect the changes in Munis 2003 and 2006 versions.
- Complete the update of all IT system documentation.
- Update the server room with a new rack and new UPS and backup air conditioner.
- Install and configured new Sonicwall 300 spam filter
- Converted from Trend Micro to Sonicwall McAfee Anti-Virus all servers and desktops
- Content filtering for Server room firewall to increase bandwidth
- Upgrade Munis Informix Standard Engine to IDS 10.0 for multi-threading performance

FY 2009 Goals & Objectives

- Implement Disaster Recovery Plan (DRP) for Munis data
- Implement off-site DRP of 6 Windows servers to include Exchange
- Purchase 3 laptops and load with applications software for immediate use at Command Headquarters should a disaster occur and also place a printer and supplies at off-site location with complete documentation of procedures.
- Train and test the Disaster Recovery Plan
- Provide video streaming on salem.com of all City Council and School Committee meetings
- Provide more on-line payment features for salem.com
- Expand our existing GeoTms building permit modules to include conservation commission, Zoning board of appeals, Planning, Historical and Redevelopment Modules.
- Provide PDA/Camera and remote printers for 3 building inspectors for field inspections and the ability to update GeoTms software and print permits and/or stop work orders.
- Implement Citizens request system via salem.com
- Implement GeoTms on-line permit payment

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2007	FY 2008	FY 2008	FY 2008	FY 2009	FY 2009	FY 2009

Data Processing-Personnel

11551	5111	SALARIES-FULL TIME	145,280.94	144,734.00	144,733.67	151,829.00	160,085.00
Total Data Processing-Personnel			145,280.94	144,734.00	144,733.67	151,829.00	160,085.00

Data Processing-Expenses

11552	5317	EDUCATIONAL TRAINING	0.00	0.00	0.00	20,925.00	10,000.00
11552	5421	OFFICE SUPPLIES (GEN	832.59	882.00	807.99	882.00	800.00
11552	5520	SOFTWARE SUPPORT/ENHAN	2,526.00	2,526.00	2,526.00	2,526.00	2,500.00
11552	5582	DATA PROCESSING SUPP	4,822.00	4,822.00	4,748.19	4,822.00	4,800.00
11552	5710	IN STATE TRAVEL/MEETINGS	0.00	886.00	425.00	886.00	900.00
Total Data Processing-Expenses			8,180.59	9,116.00	8,507.18	30,041.00	19,000.00

070	155	Department Total	153,461.53	153,850.00	153,240.85	181,870.00	179,085.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
CAMPBELL	DIANE	070	DATA PROCESSING	03301998	39,188.55		1		750.74	765.75	39,188.55	39,972.32	39,972.32
CLAY	NINA	M	070 DATA PROCESSING	09201993	49,059.73		1		939.84	958.64	49,059.73	50,040.93	50,040.93
RUST	JOANNE	H	070 DATA PROCESSING	06041979	63,580.13		1		1,218.01	1,242.37	63,580.13	64,851.74	64,851.74
GROCKI	KEVIN	070	DATA PROCESSING	11102001			1		-	100.00	-	5,220.00	5,220.00
*Note - Grockie works FT at Library and would assist MIS as needed.													
					151,828.41	Total Full Time - 5111					151,828.41	160,084.98	160,084.98
					151,828.41	Department Total					151,828.41	160,084.98	160,084.98

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	3.0	3.0	3.0	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

DATA PROCESSING - 070

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11552	5317	Educational Training	
		7 Munis training days to implement new Human Resource and " "Time and Attendance Modules. \$1,275.00 day x 7 days = \$8,400.00	8,925
		4 GeoTms training days for Building Permit and Code Enforcement \$1,500 per day	6,000
		1 GeoTms training day for Conservation Module	1,500
		1 GeoTms training day for Zoning Board of Appeals	1,500
		1 GeoTms training day for Planning Module	1,500
		1 GeoTms training day for Historical/Redevelopment Authority Module	1,500
TOTAL			20,925
11552	5421	Office Supplies (General)	
		3 Dozen Blue Pens @ .89 each x 12 = 10.68 per dozen	32
		3 Dozen Black Pens @ .89 each x 12 = 10.68 per dozen	32
		3 Dozen Red Pens @ .89 each x 12 = 10.68 per dozen	32
		25 Bubble Lined Envelopes 10 x 13 @ 1.24 each	31
		25 Disk/CD Mailers with Tyvek Lining 6 x 8 1/2 @ .78	32
		3 UPS/Surge protector @ 47.00 each	141
		3 Monthly Desk Pad Calendars @ 13.99 each	42
		1 One Year Wall Calendars @ 11.49 each	11
		Other Office Supplies as required such as staples, post-it notes, writing paper, " calculator paper + ink, pencils, magic markers, scotch tape, filing folders,	421
		" 3 ring binders, steno pads, ruled paper, memo sheets, correction tape,	
		" mailing labels, index tabs and record storage boxes, CD, Copier Toner	
		Belmont Springs Water for Treasury + Data Proc	108
TOTAL			882
11552	5520	Software Support/Enhancements	
		ASAP State Contract Misc network software and licensing fees	2,526
TOTAL			2,526
11552	5582	Data Processing Supplies	
		15 cases 3 hole punched letter size paper @ \$29.30 case	440
		9 cases letter size paper @ 26.98 case	243
		Micr Toner for Payroll + Accounts Payable Checks 6 months @ 307.00 each	1,842
		Regular Toner for HP 4000 Laser printer 6 per year = 6 @ \$ 160.00	960
		7 HP LTO Ultrium 600GB Data Cartridge @ \$87.00	609
		6 HP Ultrium Cleaning Cartridge for 2 servers @ \$ 72.81	437
		6 HP LTO Ultrium 200GB Data Cartridge for Munis Server @ \$33.82	203
		2 DLT Cleaning tapes for Assessor server @ \$44.00	88
TOTAL			4,822
11552	5710	In State Travel, meetings	
		2 persons @ \$200.00 each X 2 Munis meetings in Westborough MA	800
		Gas	86
TOTAL			886
TOTAL PROPOSED			30,041

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Data Processing-Fixed Costs

11562	5243	DATA PROCESSING MAINTEN	224,808.52	147,678.00	147,678.00	147,252.75	316,632.00	281,432.00	281,432.00
11562	5341	PHONE/DSL/COMMUNICATIO	12,845.87	25,242.00	25,242.00	24,854.95	12,309.00	12,309.00	12,309.00
Total Data Processing-Fixed Costs			237,654.39	172,920.00	172,920.00	172,107.70	328,941.00	293,741.00	293,741.00

070	156	Department Total	237,654.39	172,920.00	172,920.00	172,107.70	328,941.00	293,741.00	293,741.00
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**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

DATA PROCESSING - 070 - FIXED COSTS

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11562	5243	DATA PROCESSING MAINTENANCE	
	RECURRING		
		MUNIS Module Annual Support (includes Crystal Reports + Formmunis print solution)	78,992
		Munis 4JS GUI Support 69 @ \$60.00	4,140
		Munis Informix IDS Workgroup 10-CPU MAINT 2 CPU @ \$2060.004	4,120
		MUNIS Disaster Recovery Service SVC-DIS-DR-01	17,773
		Munis OS/DBA Contract Services SVC-OSDBA-OS-03	17,773
		Retrofit 8 Servers, Printer and PC maintenance \$ 8,752 x 4 quarters	35,008
		Retrofit Time + Material for Printer Kits (printer kit = \$350.00 x 15 kits)	5,250
		Essex Craftsman A/C maintenance for 2 units	800
		Formax Sealer Maintenance	1,367
		Minolta Copier Maintenance	659
		Green Net to keep Salem web address: ci.salem.ma.us	21
		Domain Discover to keep web address: salem.com	12
		Building Inspectors GEOTMS Annual Maint	5,421
		GeoTms update Assessors to Patriot files recurring maintenance support	266
		Iron Mountain Escrow Service for Munis Source Code	275
		Sonicwall McAfee Anti-Virus for 250 PC's	6,854
		Sonicwall Email Security 300 series	664
		SonicWall Pro 3060 annual 24 x 7 maintenance 2 X \$ 567.00	1,134
		SonicWall annual OS Enhanced software services \$1,000	1,000
		SonicWall annual internet content filter Subscription	824
		SonicWall annual Gateway Anti-Virus/Intrusion	1,200
		SonicWall annual View services to track internet bandwidth	650
		SonicWall 9 remote sites 8 x 5 support and maintenance	1,880
		Network Consulting - 127 hrs @ \$125.000/hr (127hrs/7 hrs day = 18 days for entire year) " for Network/Switches/Sonicwall Firewall configuration and troubleshooting	15,875
		Virtual Town Hall Annual application services and hosting	6,500
	Video STR	VTH video streaming 600 hours SATV City Council and School Committee via internet	3,000
		VTH on-line Beach Permits \$250 / Mooring applications \$250 hosting/support	500
	Citizen	Citizens Requests support, hosting	3,000
	PDA	Building Inspectors PDA module Annual Maint	673
	Conservation	GeoTms Conservation Standard tech support and software upgrades	449
	Zoning	GeoTms Zoning Board tech support and software upgrades	599
	Planning	GeoTms Planning tech support and software upgrades	599
	Redevelopment	GeoTms Redevelopment Authority tech support and software upgrades	254
	Historical	GeoTms Historical Commission tech support and software upgrades	254
	Web Based	GeoTms Web Based salem.com permit payments/on-line permit support	750
	"	" " hosting at GeoTms to synch with Salem server \$195.00 month x 12	2,340
	NON-RECURRING		
	Disaster Recovery	Dell Server/Replostor Software \$38,000/Firewall \$3,000/Spam Filter \$2,000/Switch \$500	43,500
	DRP location Fire Dept	DRP Configuration of Hardware/Software and full documentation and staff DRP training	5,800
	"	DRP 3 Notebooks loaded with application software \$900.00	2,700
	Video STR	VTH video streaming setup from SATV City Council and School Committee meetings	1,000
	"	" " VTH Decoder of SATV for video streaming	6,000
		VTH on-line Stickers for beach permits \$1000 / mooring \$250.00 hosting/support	1,250
	Citizen	Citizens Requests via salem.com broken by Dept and Event (tree down/abandoned car)	8,000
	PDA	3 Building Inspectors PDA/Camera \$300 /Remote printer \$380 adapters \$35 = \$715 x 3	2,145
	Building	3 Building Inspectors PDA GeoTms Licenses \$1,495 x 3	4,485
	Inspectors	GeoTms Load PDA software, sync, add lists in PDA and Train 3 inspectors	1,500
	Conserv	GeoTms Conservation Commission module for 1 concurrent license	2,995
	Zoning	GeoTms Zoning Board of Appeals for 1 concurrent license	3,995
	Planning	GeoTms Planning Module for 1 concurrent license	3,995
	Redevelopment	GeoTms Redevelopment Authority for 1 concurrent license	1,695
	Historical	GeoTms Historical Commission for 1 concurrent license	1,695
	Web Based	GeoTms Web Based salem.com permit payments/on-line permit	5,000
			316,632
11562	5341	PHONE/DSL/COMMUNICATIONS	
		Comast for 93/120 Washington and remote sites. 12 months @ \$212.50 per month	2,550
		Disaster Recovery Comcast from 120 Wash to Fire Dept	960
		2 Business phone lines used as data lines \$58.24 x 12 months	699
		School/COA-Veterans/Library/Police/Electric/Garage/DPW/Greenlawn/Harbormaster	
		9 Remote sites DSL/Cable \$75.00 month x 9 sites = \$675 x 12 months	8,100
	TOTAL		12,309
TOTAL PROPOSED FIXED COSTS			328,941

Data Processing Department - GIS

Mission Statement

The GIS Administrator continuously strives for excellence by providing cost effective, innovative spatial information management and mapping solutions that support the business strategies and decision-making processes of the City of Salem. The Administrator works to provide a secure environment for spatial data integrity and delivery of information to the employees of the City of Salem and the citizens they serve.

Significant Changes

The GIS Administrator was hired in August of 2007 to provide mapping support and spatial data management for the City of Salem.

Previous Fiscal Year Accomplishments

- Provided extensive mapping support and data management for several City departments and their contractors, including Planning & Community Development, Engineering, the Mayor's Office, Public Health, Assessing, School Department, Police and Building.
- Updated assessor parcel maps for FY08 in-house, resulting in significant cost savings.
- Worked with the Engineering department to develop scope of a spatially referenced Road Condition Database to be used for planning future roadway projects within the City.
- Developed a methodology for extracting permitting and licensing data from MUNIS and GeoTMS, to be mapped as needed.
- Worked with Applied Geographics toward developing a master address list for the City for use by all departments. Benefits will include streamlined data extraction and spatial integration and ensuring uniformity in permitting and licensing information across departments.
- Updated all data acquired from MassGIS to reflect the most recently available data.
- Provided the Planning & Community Development Office with training and support for Pictometry, Inc.'s Electronic Field Study software.
- Contracted with MassGIS to obtain newly available high resolution aerial photographs (to be shot in April, 2008), representing a temporal upgrade over the Citywide photographs shot in April of 2004.
- Worked with Applied Geographics to develop scope of work to upgrade the City's web-based GIS portal's functionality and performance.

FY 2009 Goals & Objectives

- Work with Applied Geographics to develop a City-wide master address list to be used by all departments in permitting and licensing data entry.
- Develop methodology for streamlined licensing and permitting data extraction for use in mapping applications.
- Develop scope of work for future 40-scale orthophotography and updated planimetric layer development.
- Continue to maintain and update, as necessary, all spatial data including parcels, easements, street centerlines and road condition.
- Continue to provide existing map support and data management for departments City-wide.
- Determine the level of need for additional ArcView licenses and employees or interns under the GIS umbrella to further the City's GIS initiatives.

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures		Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2007		FY 2008	FY 2008	FY 2008	FY 2009	FY 2009	FY 2009
Data Processing-GIS-Personnel							
11571	5111 SALARIES-FULL TIME	0.00	0.00	0.00	30,886.00	31,504.00	31,504.00
Total Data Processing-GIS-Personnel		0.00	0.00	0.00	30,886.00	31,504.00	31,504.00
Data Processing-GIS-Expenses							
11572	5317 EDUCATIONAL TRAINING	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
11572	5320 CONTRACTED SERVICES	52,000.00	52,000.00	51,632.21	19,528.00	5,000.00	5,000.00
11572	5421 OFFICE SUPPLIES (GEN	5,000.00	5,000.00	4,972.95	5,350.00	4,000.00	4,000.00
11572	5710 IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	650.00	650.00	650.00
Total Data Processing-GIS-Expenses		57,000.00	57,000.00	56,605.16	27,528.00	11,650.00	11,650.00
070	157 Department Total	57,000.00	57,000.00	56,605.16	58,414.00	43,154.00	43,154.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
LEVINE	TRILLIUM	070 DATA PROCESSING-GIS	11571-5111	GIS	31,320.00		60%		986.13	1,005.85	30,885.59	31,503.30	31,503.30
					31,320.00		Total Full Time - 5111				30,885.59	31,503.30	31,503.30
							Remaining budget in water/sewer						
					31,320.00		Department Total				30,885.59	31,503.30	31,503.30

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.0	0.6	0.6	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

DATA PROCESSING - 070 - GIS

ORG	OBJECT	EXPENSE TITLE	Dept Amount
	5317	Educational Training	
		ESRI Introduction to ArcGIS Server & Gas	1,000
		ArcGIS Server: Web Administration Using Microsoft.NET Framework	1,000
TOTAL			2,000
11572	5320	Contracted Services	
		Contractual Agreements for GIS services	
		-Applied Geographics, Inc. Annual Web Hosting fee	3,000
		- ESRI Single floating ArcInfo license annual maintenance fee	2,528
		Proposed Contracted GIS Services	
		-Applied Geographics, Inc. Master Address List Implementation Study	10,000
		-Applied Geographics, Inc. Time as needed	4,000
TOTAL			19,528
11572	5421	Office Supplies	
		20 36" x 150' Rolls of 24 lb. paper for plotter @ 33.00/ea	660
		2 42" x 150' Rolls of 24 lb. paper for plotter @ 60.00/ea	120
		15 Inkjet Cartridges for HP DesignJet 5500 Plotter @ 44.00/ea	660
		1 Box Quill 5160 Laser Address Labels @ 33.00/ea	33
		2 Reams Quill 11" x 17" Multi-Purpose copy paper @ 18.00/ea	36
		2 Packs of 10 Quill padded CD mailers @ 25.00/ea	50
		1 Carton of 25 42" Mailing Tubes	140
		1 5-Drawer Map Cabinet	1,400
		1 Base for Map Cabinet	250
		1 USB 2.0 Imation 2GB Flash Drive	135
		1 Memorex 50-CD Spindle	25
		1 Pack 50 Verbatim Slim CD Jewel Cases	21
		1 Panasonic Toughbook 52 Laptop Computer	1,820
TOTAL			5,350
	5710	In-State Travel & Meetings	
		NEARC Annual Conference, Lodging and Gas	650
TOTAL			650
TOTAL PROPOSED			27,528

Finance

Mission Statement

The mission of the Finance Department is to present a complete and accurate statement of the City's financial condition. It is responsible for all financial and accounting activities in the City of Salem. Many of these activities are prescribed by Massachusetts General Laws to insure the fair assessment and collection of revenues and the proper disbursement of funds to meet approved expenditures. These activities are guided by the City Charter and Ordinances, sound financial and accounting business practices, and adherence to the Massachusetts General Laws.

Significant Changes

The finance department had a situation where a deliberate pattern of fraudulent financial reporting of the school business operations resulted in a multi-million dollar appropriation deficit in FY07 as well as a multi-million dollar structural deficit within the operating budget of FY08. As a result of this, the School Committee and City Council adopted legislation that allows for the City's Finance Director to oversee all financial operations of both the school and the city. Therefore, the organization of how the city's finances operate will undergo a significant change to ensure that there is more oversight of the school's finances by the Finance Director. Many of the specifics to this new organizational structure will be developed during the FY09 budget process; however, some changes such as the consolidation of benefits administration and capital planning have been implemented.

Previous Fiscal Year Accomplishments

- Created the City's first Safety Committee whose goals are to proactively seek out ways to prevent work related injuries and property damage as well as costly insurance claims that can result.
- Established enterprise fund accounting for solid waste to better track revenues and expenses of solid waste collection and disposal in the City
- Completed City's first five year financial forecast for multi year budgeting, planning, and forecasting

FY 2009 Goals & Objectives

- Establish written policies and procedures that will address deficiencies in the internal controls of both the school and city's finances.
- Distinguished Budget Presentation Award (Budget Awards Program). The finance department will be implementing and presenting the FY09 budget in accordance with the GFOA model for distinguished budget presentation. The mission of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. It is designed to provide finance officers with concrete illustrations of how high-performance governments use recommended practices to improve the planning, development, adoption, and execution phases of their budgeting process. The Budget Awards Program is designed to encourage governments to prepare budget documents of the highest quality to meet the needs of decision makers and citizens.
- Promote continuing education for all department heads under the direction of the Finance Director.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Finance-Personnel								
11351	5111 SALARIES-FULL TIME	201,644.61	211,304.00	211,304.00	200,713.19	221,482.00	225,096.00	225,096.00
11351	5131 OVERTIME (GENERAL)	105.20	200.00	200.00	40.39	200.00	200.00	200.00
11351	5150 FRINGE/STIPENDS	300.00	300.00	300.00	300.00	650.00	650.00	650.00
	Total Finance-Personnel	202,049.81	211,804.00	211,804.00	201,053.58	222,332.00	225,946.00	225,946.00
Finance-Expenses								
11352	5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
11352	5381 PRINTING AND BINDING	90.00	100.00	100.00	91.32	200.00	200.00	200.00
11352	5421 OFFICE SUPPLIES (GEN	1,931.94	1,730.00	1,730.00	1,527.85	1,800.00	1,800.00	1,800.00
11352	5423 BUDGET PREPARATION	518.77	780.00	780.00	451.21	1,500.00	1,500.00	1,500.00
11352	5710 IN STATE TRAVEL/MEETINGS	134.00	1,100.00	922.00	467.45	2,800.00	2,800.00	2,800.00
11352	5730 DUES AND SUB	320.00	1,100.00	1,100.00	1,045.00	1,100.00	1,100.00	1,100.00
11352	5780 OTHER Expenses	250.41	190.00	368.00	347.12	200.00	200.00	200.00
	Total Finance-Expenses	3,245.12	5,000.00	5,000.00	3,929.95	27,600.00	27,600.00	27,600.00

090	135	Department Total	205,294.93	216,804.00	216,804.00	204,983.53	249,932.00	253,546.00	253,546.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
BRIDGMAN	NINA A 090 FINANCE/AUDITING	11351-5111	ASSISTANT FINANCE DIR	07/06/1982	59,138.21		1		1,132.92	1,155.57	59,138.21	60,320.97	60,320.97
FULL	DIANNE 090 FINANCE/AUDITING	11351-5111	OFFICE MANAGER	11/1/2004	42,874.97		1		821.36	837.79	42,874.97	43,732.47	43,732.47
VISCAY	RICHARD 090 FINANCE/AUDITING	11351-5111	FINANCE DIR/AUDITOR	3/6/06	78,676.57		1		1,507.21	1,537.36	78,676.57	80,250.10	80,250.10
					180,689.74	Total Full Time - 5111					180,689.74	184,303.54	184,303.54
					180,689.74	Department Total					180,689.74	184,303.54	184,303.54

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
GIUNTA JUDITH	A 090 FINANCE/AUDITING	11351-5111	PRINC ACCT CLERK	06/17/1996	39,991.64	766.12	781.45		40,791.48	40,791.48	40,791.48	
					<u>39,991.64</u>				<u>40,791.48</u>	<u>40,791.48</u>	<u>40,791.48</u>	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Finance Department - 090

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11352	5320	Contracted Services	
		Funds to be used for operational audits of department to ensure compliance with Fed, State, and Local regulations and sound business practices.	20,000
TOTAL			20,000
11352	5381	Printing & Binding	
		Letter Head, Envelopes, Writing Pads	200
TOTAL			200
11352	5421	Office Supplies	
		3 Hole - Laser Paper 20 Cases @ 33.30	666
		Laser Printer Cartridges - 5 @ 120.00	600
		4 @ 25.00	100
		Copier Paper - Laser paper 5 cases @ 31.00	155
		Misc Supplies - Pens, paper, file folders, hanging folders, adding machine tape	279
		Binders for Payroll & budget, dividers, etc.	
TOTAL			1,800
11352	5423	Budget Preparation	
		Binders For Budget	340
		Dividers/Cover Papers/File Folders/Labels/Pocket Folders	200
		Toner Cartridges - Printer/Copier 3 @ 120. 00 2 @ 50	460
		Misc Supplies	500
TOTAL			1,500
11352	5710	Instate Travel/ Meeting	
		Munis Seminars and Training as needed	1,000
		Accounting School ~ Finance Director and Asst Finance Director	1,300
		Mileage, tolls, etc.	500
TOTAL			2,800
11352	5730	Dues and Subscriptions	
		Eastern Massachusetts Municipal of Auditors/Accountants	60
		Publications - Financial, GASB, GAO, MMA, MGFOA, etc.	500
		MMAAA membership	260
		GFOA Membership	280
TOTAL			1,100
11352	5780	Other Expenses	
		Water Cooler Rental/Water	60
		Other Misc	140
TOTAL			200
TOTAL PROPOSED			27,600

Parking

Mission Statement

Provide pleasant and secure parking services to customers, while maintaining courteous and helpful assistance to the general public.

Significant Changes

The significant changes for the department were the rehiring of a full time maintenance person to perform preventative maintenance and updating old equipment to better use current technology.

Previous Fiscal Year Accomplishments

- Record revenue for lots and meters October of \$114,889.
- Record revenue for Garage October of \$261,076.
- Record annual revenue of \$2,558,630.
- Line and define all downtown parking meters.
- Record annual garage revenue \$1,040,944.
- Record annual lots and meter revenue \$672,705.
- Malfunctioning meters repaired within 24 hours.
- M.P. Elevators added to main alarm system
- Initiated garage structure survey.
- Maintained preventative maintenance schedule.
- Initiated armored car cash pickup.

FY 2009 Goals & Objectives

- Update all meters with Smart Card capabilities.
- Replace all missing meter poles and meters.
- Increase revenue.
- Begin cycle of painting all lot and garage lines at 1/3 per year.
- Experiment with Pay and Display units.
- Recommend new parking facility and opportunities.
- Co-op advertising.
- Update gates.

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Parking Department-Personnel

14811	5111	SALARIES-FULL TIME	291,206.19	286,435.00	292,535.29	292,535.29	343,007.00	345,404.00	345,404.00
14811	5113	SALARIES-PART TIME	61,751.91	158,418.00	150,317.71	96,629.92	127,938.00	127,938.00	127,938.00
14811	5118	SEASONAL LABOR	13,256.40	0.00	0.00	0.00	0.00	0.00	0.00
14811	5131	OVERTIME (GENERAL)	1,078.74	1,500.00	3,500.00	2,274.70	1,500.00	1,500.00	1,500.00
14811	5150	FRINGE/STIPENDS	1,950.00	1,800.00	1,800.00	1,800.00	4,550.00	4,550.00	4,550.00
Total Parking Department-Personnel			369,243.24	448,153.00	448,153.00	393,239.91	476,995.00	479,392.00	479,392.00

Parking Department-Expenses

14812	5211	ELECTRICITY	80,000.00	90,000.00	65,000.00	63,780.69	95,000.00	79,000.00	79,000.00
14812	5255	BUILDING/EQUIP MAINT	36,556.55	25,000.00	54,000.00	52,164.79	36,500.00	35,000.00	35,000.00
14812	5341	TELEPHONE	3,719.36	8,200.00	4,200.00	4,107.00	5,700.00	5,700.00	5,700.00
14812	5381	PRINTING AND BINDING	6,846.02	8,000.00	8,000.00	7,990.56	9,000.00	7,000.00	7,000.00
14812	5421	OFFICE SUPPLIES (GEN	2,498.77	2,500.00	2,500.00	2,486.16	2,500.00	2,500.00	2,500.00
14812	5521	PARKING TICKETS	4,258.00	9,000.00	9,000.00	8,924.05	4,000.00	1,000.00	1,000.00
14812	5710	IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
14812	5720	OUT OF STATE TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14812	5860	EQUIPMENT	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Total Parking Department-Expenses			133,878.70	145,200.00	145,200.00	141,953.25	157,200.00	134,700.00	134,700.00

180	481	Department Total	503,121.94	593,353.00	593,353.00	535,193.16	634,195.00	614,092.00	614,092.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
PEZZULO	180 PARKING DEPT	14811-5111	SHIFT SUPERVISOR		33,427.63		1		640.38	653.18	33,427.63	34,096.18	52.2
HACKER	B 180 PARKING DEPT	14811-5111	PARKING DIRECTOR	05012001	51,612.08		1		988.74	1,008.51	51,612.08	52,644.32	52,644.32
SULLAWAY	180 PARKING DEPT	14811-5111	PARKING SUPERVISOR	09/04/03	34,801.17		1		666.69	680.02	34,801.17	35,497.19	35,497.19
GUY	A 180 PARKING DEPT	14811-5111	BOARD CLERK	07061987	840.00	B		12	-	-	840.00	840.00	840.00
					120,680.88				Total Full Time - 5111		120,680.88	123,077.70	123,077.70
CASHIERS/MAINT/SECURITY	180 PARKING DEPT	14811-5113	5-1 to 11-30		72,005.25	P	244.5	31	9.50	9.50	72,005.25	72,005.25	72,005.25
CASHIERS/MAINT/SECURITY	180 PARKING DEPT	14811-5113	12/1 to 4/30		31,620.75	P	158.5	21	9.50	9.50	31,620.75	31,620.75	31,620.75
MAINTENANCE (2 PART TIMERS)	180 PARKING DEPT	14811-5113	7-1-06 TO 6-30-07		-	P	38	52	-	-	-	-	-
HAUNTED HAPPENINGS	180 PARKING DEPT	14811-5113	October		1,392.00	P	0	0	9.50	9.50	1,392.00	1,392.00	1,392.00
VACATIONS & HOLIDAYS	180 PARKING DEPT	14811-5113	July - June (not Oct)		4,320.00	P	0	0	9.50	9.50	4,320.00	4,320.00	4,320.00
METER MAID - PART TIME	180 PARKING DEPT	14811-5113	5-1 to 11-30		18,600.00	P	40	31	15.00	15.00	18,600.00	18,600.00	18,600.00
					127,938.00				Total Part Time - 5113		127,938.00	127,938.00	127,938.00
					248,618.88				Department Total		248,618.88	251,015.70	251,015.70

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	10.0	10.0	10.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BATES MARK	180 PARKING DEPT	14811-5111	METER REPAIR PERSON	2/14/2000	38,737.98	742.11	756.95		39,512.74	39,512.74	39,512.74	
GRENADER BELA	180 PARKING DEPT	14811-5111	CASHIER STEP III	01/02/1992	23,760.31	455.18	464.28		24,235.52	24,235.52	24,235.52	
KIRNOS MICHAEL	E 180 PARKING DEPT	14811-5111	CASHIER STEP III	12/30/1991	23,760.20	455.18	464.28		24,235.41	24,235.41	24,235.41	
RAMSDALL DAWNIE	M 180 PARKING DEPT	14811-5111	METERMAID STEP III	08/31/1998	36,617.71	701.49	715.52		37,350.07	37,350.07	37,350.07	
STEWART JOYCE	A 180 PARKING DEPT	14811-5111	CASHIER STEP III	01/02/1992	23,760.31	455.18	464.28		24,235.52	24,235.52	24,235.52	
MERRILL GLORIA	180 PARKING DEPT	14811-5111	METERMAID STEP III	7/14/04	36,617.50	701.48	715.51		37,349.85	37,349.85	37,349.85	
WONG MICHAEL	180 PARKING DEPT	14811-5111	GARAGE MAINT III/III		33,558.10	642.88	655.73	8/6/2008 681.00 5.6 46.6	35,406.70	35,406.70	35,406.70	
					216,812.11							
					222,325.80							
					222,325.80							

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Parking Department - 180

ORG	OBJECT	EXPENSE TITLE	Dept Amount
14812	5211	ELECTRICITY	
		Museum Place	56,000
		South Harbor	28,000
		Church St	3,000
		Sewall St.	2,000
		Delandes	3,000
		Charter & Crombie Lot	3,000
TOTAL			95,000
14812	5255	BUILDING/EQUIP MAINT	
		Roto Rooter	2,225
		Amano/McGann Misc. Repairs / Updates (Older equipment)	3,000
		Misc. Meter Supplies	464
		Lighting Meterial	1,000
		Elevator monitoring contract (new) (New contract)	1,500
		Meter Batteries	3,400
		Elevator Contract (Est. new contract)	10,011
		Elevator repairs (Older equipment)	2,000
		Daily Maint/repairs	1,500
		Paint - Traffic strip - white, yellow, blue	1,525
		Eastern Bag Maint. Supplies (Most products are oil derivitive)	3,000
		toilet tissue, trash can liners, white fold towels, gratitti remover, deoderizer, glass cleaner, misc brooms/mops, pvc gloves, trash bags, asst tape, rags, bleach, citrus cleaner, bands, caution tape, lysol spray, electrical tape, duct tape	2,615
		driveway sealer	60
		Vehicle maint. (new) (Repair parts for vehicles)	2,000
		Meter pole repairs (Anticipated 2 hour changeover)	2,200
TOTAL			36,500
14812	5341	TELEPHONE	
		At&T\$200.00 Monthly	2,400
		Verizon	1,600
		Telephone repairs (Responsible for dept. phone repairs)	500
		2 Modems	1,200
TOTAL			5,700
14812	5381	PRINTING AND BINDING	
		Garage/Lot Tickets:	4,000
		Discount Parking Stamps:	
		10,000 12 hour parking stamps	3,274
		5,000 1 hour parking stamps	1,726
TOTAL			9,000
14812	5421	OFFICE SUPPLIES	
		ribbons for printers, spitter ribbons, pens, paper clips, adding machine rolls, register rolls, elastics, note pads, copier paper, file folders, time cards, message pads, scotch tape, toner, staples, coin envelopes ribbons, printer paper, pencils, copier & printer ink.	2,500
TOTAL			2,500
14812	5521	PARKING TICKETS	4,000
		Cost of printing	
		Additional meter control ticket supplies due to expanding enforcement	
TOTAL			4,000
14812	5710	In State Travel/Meeting	
		Training and meetings	2,000
TOTAL			2,000
14812	5860	Equipment	
		Ticket dispenser / Gate replacement	2,500
TOTAL			2,500
Total proposed			157,200

Purchasing – General Admin

Mission Statement

To assist all departments of the city in the procurement of equipment, supplies, and services at the lowest cost, consistent with the quality and service rendered, while following regulations and sound business practices.

Significant Changes

None

Previous Fiscal Year Accomplishments

- Purchasing continues to provide a steady flow of Goods and Services to the various city departments to meet their needs.

FY 2009 Goals & Objectives

- Continue to provide an efficient means for procurement of goods and services.
- Solicit a request to the Mayor and City Council to increase the threshold to \$25, 000 for formal bid requests.
- Obtain a membership in the Metropolitan Area Purchasing Council to take advantage of Regional Purchasing.
- Attend Massachusetts Association of Public Purchasing Official meetings to keep current with the Commonwealths Purchasing Guidelines, Requirements, Laws, and obtain credits towards certification requirements as a Massachusetts Certified Public Purchasing Officer.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Purchasing-Personnel

11381	5111	SALARIES-FULL TIME	121,204.17	94,224.00	94,222.97	98,662.00	99,819.00	99,819.00
11381	5150	FRINGE/STIPENDS	600.00	300.00	300.00	650.00	650.00	650.00
Total Purchasing-Personnel			121,804.17	94,524.00	94,522.97	99,312.00	100,469.00	100,469.00

Purchasing-Expenses

11382	5306	ADVERTISING	13,776.59	15,000.00	18,999.96	15,450.00	14,000.00	14,000.00
11382	5381	PRINTING AND BINDING	67.00	500.00	350.50	500.00	500.00	500.00
11382	5421	OFFICE SUPPLIES (GEN	926.04	1,250.00	834.18	1,250.00	1,250.00	1,250.00
11382	5710	IN STATE TRAVEL/MEETINGS	44.67	450.00	267.07	450.00	450.00	450.00
11382	5730	DUES AND SUB	195.00	250.00	195.00	250.00	250.00	250.00
11382	5851	OFFICE EQUIPMENT	318.79	250.00	237.60	300.00	300.00	300.00
Total Purchasing-Expenses			15,328.09	17,700.00	20,884.31	18,200.00	16,750.00	16,750.00

240	138	Department Total	137,132.26	112,224.00	116,224.00	115,407.28	117,512.00	117,219.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
HILL	ALBERT C 240 PURCHASING	11381-5111	PURCHASING AGENT	03161998	57,869.94		1		1,106.62	1,130.79	57,869.94	52.2	52.2
					57,869.94		Total Full Time - 5111				57,869.94	59,027.34	59,027.34
					57,869.94		Department Total				57,869.94	59,027.34	59,027.34

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	3.0	2.0	2.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
FOLEY	ELIZABETH A 240 PURCHASING	11381-5111	PRINCIPAL CLERK III	09151986	39,991.64	766.12	781.45		40,791.48	40,791.48	40,791.48	
					39,991.64							
					40,791.48							

**FY 2009 DETAIL BUDGET REPORT
EXPENSES**

PURCHASING - 240

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11382	5306	Advertising	
		Requirement to solicit bids and Proposals	15,450
TOTAL			15,450
11382	5381	Printing and Binding	
		Office Envelopes	500
		Varies every year according to amount of correspondence, bid packages and memos to all departments	
TOTAL			500
11382	5421	Office Supplies (General)	
		File folders hanging folders, envelopes, pens, pencils, large envelopes for Bid and Proposal packages, binder clips, ink cartridges for fax machine & toner for HP Printer located in Purchasing =	1,250
TOTAL			1,250
11382	5710	In State Travel and Meetings	
		Professional Organizations and State sponsored courses to sustain Purchasing Certification	100
		Massachusetts Association of Public Purchasing Officials Monthly Meetings located in different Towns and Cities of the Commonwealth.	350
TOTAL			450
11382	5730	Dues and Subscriptions	
		Goods and Services Bulletin and any other necessary publications, est =	100
		MAPPO yearly membership = Payable each May	150
TOTAL			250
11382	5851	Office Equipment	
		Misc office equipment as needed	300
TOTAL			300
TOTAL PROPOSED			18,200

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Purchasing-Fixed Costs								
11392	5341 TELEPHONE-NEXTELS	29,339.16	24,000.00	24,000.00	23,999.94	24,000.00	24,000.00	24,000.00
11392	5422 PHOTOCOPY MACHINE & SUF	23,944.61	30,000.00	33,500.00	33,500.00	30,181.00	30,181.00	30,181.00
	Total Purchasing-Fixed Costs	53,283.77	54,000.00	57,500.00	57,499.94	54,181.00	54,181.00	54,181.00
240	139 Department Total	53,283.77	54,000.00	57,500.00	57,499.94	54,181.00	54,181.00	54,181.00

**FY 2009 DETAIL BUDGET REPORT
EXPENSES**

PURCHASING - FIXED COSTS 240

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11392	5341	Telephone-NEXTELS	
		Nextels - Cemetery, City Clerk, Electrical, Mayor, Park, Parking, Planning, Public Property, Public Services, Veterans	24,000
TOTAL			24,000
11392	5422	Photocopy Machine	
		Xerox Copier Model # WC7132 Located 2nd Flr. City Hall. Lease Payment, \$253.71 Per Month x 12 Months =	3,045
		Xerox Copier Model # W5655 Located 3rd Flr. City Hall Annex. Lease Payment, \$598.75 Per Month x 12 Months =	7,185
		Cannon Copier Ser. # JAE 0314 Located at DPW Garage. Lease Payment, \$218.90 Per Month x 12 Months =	2,627
		Xerox Copier Model # WC7132 Located in City Clerks Office. Lease Payment, \$233.67 Per Month x 12 =	2,804
		Xerox Copier Model # W5638 Located in City Clerks Office, Lease Payment, \$399.07 Per Month x 12=	4,789
		Canon Copier Model # IRC2880 Located 3rd Floor City Hall. Lease Payment, \$270.00 Per Month x 12 Months=	3,240
		Cannon Copier Model # IRC2880 Located in Mayor's Office< Lease Payment, \$270.00 Per Month x 12 =	3,240
		Annual Maintenance Fee for Cannon Copier located in Mayor's Office =	252
		Toner, Staples and Paper. Annualized est. =	3,000
TOTAL			30,181
TOTAL PROPOSED			54,181

Treasurer – General Admin

Mission Statement

The Treasurer receives and disburses City funds, negotiates borrowing, and acts as custodian for City of Salem monies as prescribed by the Commonwealth of Massachusetts and by the Charter and Ordinances of the City of Salem. The Treasurer's Department pays over the City's Payroll and Accounts Payable, distributes annual W-2 Forms to employees, and prepares and submits quarterly employment tax forms to the State and Federal governments. The Treasurer undertakes continual maintenance of the City's operating and investment funds and completes a monthly reconciliation of the City's Bank, cash and revenue accounts. The department accounts for Capital Projects as undertaken. The Department is also responsible for accounts and properties in the Tax Title process, and for the public auction of foreclosed properties. The Treasurer for the City of Salem is also the Treasurer for the Salem Contributory Retirement system and the Salem/Beverly Water Supply Board.

Significant Changes

There have been no significant changes in the Treasurer's Office.

Previous Fiscal Year Accomplishments

- With the hiring of a permanent third person as Senior Clerk, the Department has worked to restructure itself, catch up on projects, and maintain an even flow of responsibilities and reporting.

FY 2009 Goals & Objectives

- The Treasurer's Department will continue to upgrade its on-line banking and employee tax reporting systems.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Treasurer-Personnel								
11451	5111 SALARIES-FULL TIME	140,062.84	135,134.00	135,134.00	135,134.00	139,400.00	140,626.00	140,626.00
11451	5131 OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	300.00	300.00	300.00
11451	5150 FRINGE/STIPENDS	525.00	600.00	600.00	600.00	1,300.00	2,300.00	2,300.00
Total Treasurer-Personnel		140,587.84	135,734.00	135,734.00	135,734.00	141,000.00	143,226.00	143,226.00
Treasurer-Expenses								
11452	5317 EDUCATIONAL TRAINING	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00
11452	5320 CONTRACTED SERVICES	8,788.58	5,000.00	5,000.00	4,607.48	2,500.00	2,500.00	2,500.00
11452	5388 TAX FORECLOSURE SERV	41,351.61	25,000.00	24,350.00	18,675.82	60,000.00	30,000.00	30,000.00
11452	5421 OFFICE SUPPLIES (GEN	1,894.69	2,000.00	2,000.00	1,756.74	2,000.00	2,000.00	2,000.00
11452	5425 CHECKS/FORMS	5,845.09	7,800.00	7,800.00	4,525.74	7,800.00	7,800.00	7,800.00
11452	5709 CREDIT CARD/EFT FEES	19,311.57	12,000.00	12,650.00	12,645.55	14,000.00	14,000.00	14,000.00
11452	5730 DUES AND SUB	240.00	250.00	250.00	240.00	250.00	250.00	250.00
Total Treasurer-Expenses		77,431.54	52,050.00	52,050.00	42,451.33	88,050.00	58,050.00	58,050.00

270	145	Department Total	218,019.38	187,784.00	187,784.00	178,185.33	229,050.00	201,276.00	201,276.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
BUSTEED	270 TREASURER	11451-5111	TREASURER	05222000	61,325.62		1		1,174.82	1,198.32	61,325.62	62,552.13	62,552.13
					61,325.62			Total Full Time - 5111			61,325.62	62,552.13	62,552.13
								1		1,000.00		1,000.00	1,000.00
								Total Fringe - 5150				1,000.00	1,000.00
					61,325.62			Department Total			61,325.62	63,552.13	63,552.13

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	3.0	3.0	3.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
MICHAUD DONNA	270 TREASURER	11451-5111	PRINCIPAL CLERK III	6/15/2000	39,991.57	766.12	781.44		40,791.40	40,791.40	40,791.40	
FIALHO MONIQUE	270 TREASURER	11451-5111	SR ACCOUNT CLERK II		35,196.41	674.26	714.22		37,282.28	37,282.28	37,282.28	
					<u>75,187.98</u>				<u>78,073.68</u>	<u>78,073.68</u>	<u>78,073.68</u>	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - 270

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11452	5317	Professional Training/Education	1,500
TOTAL			1,500
11452	5320	Contracted Services	
		Financial Consulting Services 50 Hrs @ 50.00	2,500
TOTAL			2,500
11452	5388	Tax Foreclosure Service	
		147 Accounts to Tax Title @ \$100 to file a lien and \$165 to redeem	37,100
		Advertisement for Tax Title	4,700
		Land Court Accounts 20 @ \$910	18,200
TOTAL			60,000
11452	5421	Office Supplies (General)	
		General supplies Misc	680
		Copy Paper 20 Cases @ 20.00	400
		Ink toner for fax machine 6 @ 40.00	240
		toner for munis printer 4 @ 170.00	680
TOTAL			2,000
11452	5425	Checks/Forms	
		A/P checks (18,500. @ \$1,000/10,000)	1,850
		910 forms (±5,000)	550
		Payroll checks (54,000 @ \$1,000/10,000)	5,400
TOTAL			7,800
11452	5709	Credit Card/EFT Fees	
		Bank fees associated with credit card machines located throughout the City	13,000
		Based on Prior Period Actual Costs	
		Estimated Cost or Replaced Equipment	1,000
TOTAL			14,000
11452	5730	Dues and Subscriptions	
		Treasurer's Association dues	250
TOTAL			250
TOTAL PROPOSED			88,050

Treasurer – Long Term Debt Service

This expenditure covers the cost of the principal and interest payments of the City's General Fund bonded debt. Short-term debt service and Water & Sewer Enterprise Fund debt service appear separately in the Treasurer's budget.

In FY09, the City's total Long-Term Debt Service is \$6,925,496. This includes principal payments of \$4,519,497 and interest payments of \$2,405,999. The majority of bonding has been directed to finance School remodeling projects, with smaller amounts financing projects on the Golf Course Clubhouse, the Swimming Pool, and the Parking Garage.

Treasurer – Short Term Debt Service

This expenditure covers the cost of the City's Short-term borrowing, including principal and interest on any Bond Anticipation Notes, Tax Anticipation Notes, Revenue Anticipation Notes, or Grant Anticipation Notes. At present, the City is paying debt service on \$3,930,000 principal amount of BANs, of which \$2,930,000 is directed to the High School project. The remaining \$1,000,000 BAN principal is directed to Water Short-Term Debt..

Note: A Bond Anticipation Note (BAN) is a short-term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be reissued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 S17). Principal payments on school-related BANs may be deferred up to seven years if has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.

Treasurer – North Shore Regional Voc Assmnt

A portion (30%) of the funding for the North Shore Regional Vocational comes from the State through Chapter 70 School Aid. The majority (70%) is made up by assessments from each of the 16 member communities in the school district. The amount of a community's assessment is determined by the size of its enrollment. As of March 2008, Salem had 116 students in the Regional system.

Treasurer – State Assessments (Cherry Sheet)

The State assess the municipalities for certain functions including Mass Teachers Retirement, Air Pollution Control, Mosquito Control, MBTA, Metropolitan Area Planning Council, RMV Non Renewal Surcharges, And tuition for Essex Aggie, School Choice Charger Schools and Special Ed. A complete description of each assessment can be found on the DOR website.

Treasurer – Contributory Retirement

The Salem Contributory Retirement System includes employees of the City of Salem, the South Essex Sewer District, the Salem/Beverly Water Supply Board and the Salem Housing Authority. It provides pension and annuity payments to 625 retirees, and collects pension contributions from 915 active employees as of January 1, 2007.

Treasurer – Non-Contributory Pensions

As of January 1, 2008, the City provides pension benefits for a limited group of 16 non-contributory retirees. This includes seven pension payments paid weekly and nine pension payments paid monthly.

Treasurer – Medicare

The Medicare budget calculation is based on prior year number of employees and is adjusted for inflation. Between 2006 and 2007, the total number of City of Salem employees remained within a 4% range per the December 31 W-2 reports. This 4% range was sufficiently insignificant to allow for a level-funded Medicare budget, adjusted by 3% inflation, for FY07. There is no indication that there will be enough of a change in the employment level for FY09 to warrant an adjustment in the Medicare budget. Thus, FY09 is also level-funded and adjusted for 3% inflation.

Treasurer – Municipal Insurance

The City's Liability Insurance is currently with Massachusetts Inter-local Insurance Association (MIIA).

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures - FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Debt Service-Expenses								
17102	5902	06-SCHL PROJ REF-PRIN (01)	565,000.00	555,000.00	555,000.00	530,000.00	530,000.00	530,000.00
17102	5903	08-SCHL PROJ REF-PRIN (00)	721,000.00	706,000.00	706,000.00	662,000.00	662,000.00	662,000.00
17102	5905	01-SCHL REMODEL-PRIN (96)	395,000.00	420,000.00	420,000.00	35,000.00	35,000.00	35,000.00
17102	5906	02-SCHL RENOV-PRIN (96)	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00
17102	5908	03-BATES SCHL-PRIN (00)	395,000.00	420,000.00	420,000.00	475,000.00	475,000.00	475,000.00
17102	5908A	09-BOWDITCH SCHL-PRIN (03)	630,000.00	655,000.00	655,000.00	710,000.00	710,000.00	710,000.00
17102	5908B	10-CARLTON SCHL-PRIN (03)	340,000.00	355,000.00	355,000.00	385,000.00	385,000.00	385,000.00
17102	5908C	11-BATES SCHL-PRIN (03)	70,000.00	70,000.00	70,000.00	75,000.00	75,000.00	75,000.00
17102	5908D	12-SCHL PROJ REF-PRIN (03)	530,000.00	520,000.00	520,000.00	495,000.00	495,000.00	495,000.00
17102	5908E	13-PARKING GARAGE-PRIN (0	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
17102	5908F	14-WITCHCRAFT-PRIN (05)	97,447.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00
17102	5908G	15-CARLTON-PRIN (05)	32,553.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
17102	5908H	16-HIGH SCHOOL-PRIN (07)	0.00	0.00	0.00	345,633.00	345,633.00	345,633.00
17102	5910	07-POLICE CONSTR PRIN (00)	294,000.00	294,000.00	294,000.00	293,000.00	293,000.00	293,000.00
17102	5910A	17-POLICE EQUIP-PRIN (07)	0.00	0.00	0.00	88,864.00	88,864.00	88,864.00
17102	5913	04-GOLF CLUBHS-PRIN (00)	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
17102	5914	05-SWIMMING POOL-PRIN (00)	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
17102	5918	18-FERRY-PRIN (07)	0.00	0.00	0.00	60,000.00	60,000.00	60,000.00
17102	5930	07-POLICE REF-INT (01)	119,780.00	64,480.00	64,480.00	41,020.00	41,020.00	41,020.00
17102	5930A	17-POLICE EQUIP-INT (07)	0.00	0.00	0.00	43,294.00	43,294.00	43,294.00
17102	5933	04-GOLF CLUBHS-INT (00)	16,175.00	14,825.00	14,825.00	11,938.00	11,938.00	11,938.00
17102	5934	05-SWIMMING POOL-INT (00)	12,320.00	10,520.00	10,520.00	6,670.00	6,670.00	6,670.00
17102	5938	18-FERRY-INT (07)	0.00	0.00	0.00	49,275.00	49,275.00	49,275.00
17102	5942	06-SCHL PROJ REF-INT (01)	117,500.00	95,100.00	95,100.00	51,600.00	51,600.00	51,600.00
17102	5943	08-SCHL PROJ REF (00)	128,320.00	143,320.00	143,320.00	88,880.00	88,880.00	88,880.00
17102	5945	01-SCHL REMODEL-INT (96)	243,140.00	221,253.00	221,253.00	57,808.00	57,808.00	57,808.00
17102	5946	02-SCHL RENOV-INT (96)	54,425.00	49,319.00	49,319.00	39,225.00	39,225.00	39,225.00
17102	5948	03-BATES SCHL-INT (00)	453,778.76	435,442.00	435,442.00	392,311.00	392,311.00	392,311.00
17102	5948A	09-BOWDITCH SCHL-INT (03)	680,550.00	661,650.00	661,650.00	621,600.00	621,600.00	621,600.00
17102	5948B	10-CARLTON SCHL-INT (03)	367,241.25	357,042.00	357,042.00	335,292.00	335,292.00	335,292.00
17102	5948C	11-BATES SCHL-INT (03)	54,892.51	52,793.00	52,793.00	48,443.00	48,443.00	48,443.00
17102	5948D	12-SCHL PROJ REF-INT (03)	104,412.50	91,938.00	91,938.00	68,425.00	68,425.00	68,425.00
17102	5948E	13-PARKING GARAGE-INT (05)	42,237.50	39,238.00	39,238.00	34,738.00	34,738.00	34,738.00
17102	5948F	14-WITCHCRAFT-INT (05)	73,946.64	70,049.00	70,049.00	64,349.00	64,349.00	64,349.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
17102 5948G15-CARLTON-INT (05)	22,584.62	21,283.00	21,283.00	21,282.50	19,483.00	19,483.00	19,483.00
17102 5948H16-HIGH SCHOOL-INT (07)	0.00	0.00	0.00	0.00	431,648.00	431,648.00	431,648.00
Total Debt Service-Expenses	6,801,303.78	6,688,252.00	6,688,252.00	6,688,247.53	6,925,496.00	6,925,496.00	6,925,496.00
270 710 Department Total	6,801,303.78	6,688,252.00	6,688,252.00	6,688,247.53	6,925,496.00	6,925,496.00	6,925,496.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Short Term Debt Int-Expense								
17522	5304	23,507.21	50,000.00	50,000.00	50,000.00	30,000.00	20,000.00	20,000.00
17522	5925	392,530.28	197,452.00	197,452.00	197,451.56	117,200.00	117,200.00	117,200.00
17522	5926	12,239.58	50,000.00	50,000.00	50,000.00	25,000.00	0.00	0.00
Total Short Term Debt Int-Expense		428,277.07	297,452.00	297,452.00	297,451.56	172,200.00	137,200.00	137,200.00
270	752	428,277.07	297,452.00	297,452.00	297,451.56	172,200.00	137,200.00	137,200.00
Department Total								

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2007	FY 2008	FY 2008	FY 2008	FY 2009	FY 2009	FY 2009

School Assessments

18202	5641	NSRS ASSESSMENT	1,302,497.00	1,514,562.00	1,511,259.00	1,510,808.00	1,649,661.00	1,649,661.00
		Total School Assessments	1,302,497.00	1,514,562.00	1,511,259.00	1,510,808.00	1,649,661.00	1,649,661.00

270	820	Department Total	1,302,497.00	1,514,562.00	1,511,259.00	1,510,808.00	1,649,661.00	1,649,661.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
State Assessments-Expenses								
18302	5622	0.00	0.00	289,480.00	289,480.00	241,532.00	241,532.00	241,532.00
18302	5630	0.00	0.00	812,602.00	812,602.00	833,219.00	833,219.00	833,219.00
18302	5631	0.00	0.00	22,101.00	14,161.00	16,192.00	16,192.00	16,192.00
18302	5635	0.00	0.00	1,897,549.00	1,897,549.00	2,207,678.00	2,045,538.00	2,045,538.00
18302	5637	0.00	0.00	10,253.00	10,253.00	10,479.00	10,479.00	10,479.00
18302	5638	0.00	0.00	11,778.00	11,778.00	12,118.00	12,118.00	12,118.00
18302	5640	0.00	0.00	170,740.00	170,740.00	174,880.00	174,880.00	174,880.00
18302	5643	0.00	0.00	319,908.00	264,990.00	230,121.00	230,121.00	230,121.00
18302	5644	0.00	0.00	2,340,310.00	2,078,288.00	3,257,049.00	2,513,906.00	2,513,906.00
18302	5646	0.00	0.00	40,145.00	40,145.00	40,188.00	39,579.00	39,579.00
Total State Assessments-Expenses		0.00	0.00	5,914,866.00	5,589,986.00	7,023,456.00	6,117,564.00	6,117,564.00
270	830	0.00	0.00	5,914,866.00	5,589,986.00	7,023,456.00	6,117,564.00	6,117,564.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2007	FY 2008	FY 2008	FY 2008	FY 2009	FY 2009	FY 2009

Contrib Retirement - Personnel

19101	5178	PENSION ASSES (CONTR	6,839,449.31	7,065,685.00	7,126,210.79	7,126,210.53	7,990,999.00	7,790,999.00	7,790,999.00
Total	Contrib Retirement - Personnel		6,839,449.31	7,065,685.00	7,126,210.79	7,126,210.53	7,990,999.00	7,790,999.00	7,790,999.00

270	910	Department Total	6,839,449.31	7,065,685.00	7,126,210.79	7,126,210.53	7,990,999.00	7,790,999.00	7,790,999.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Non-Contrib Retire-Personnel

19111 5176 PENSIONS-NON CONTRIB	173,304.34	175,000.00	139,925.00	139,924.37	130,692.00	130,692.00
Total Non-Contrib Retire-Personnel	173,304.34	175,000.00	139,925.00	139,924.37	130,692.00	130,692.00

270 911 Department Total	173,304.34	175,000.00	139,925.00	139,924.37	130,692.00	130,692.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Medicare-Personnel

19191 5177 MEDICARE	645,640.11	645,000.00	652,637.45	652,621.18	672,200.00	672,200.00
Total Medicare-Personnel	645,640.11	645,000.00	652,637.45	652,621.18	672,200.00	672,200.00

270 919 Department Total	645,640.11	645,000.00	652,637.45	652,621.18	672,200.00	672,200.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2007	FY 2008	FY 2008	FY 2008	FY 2009	FY 2009	FY 2009

Municipal Insurance-Expense

19452 5740 INSURANCE PREMIUMS	493,747.80	296,118.00	295,234.25	321,300.00	321,300.00	321,300.00
19452 5740A Insurance Deductibles	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
Total Municipal Insurance-Expense	493,747.80	296,118.00	295,234.25	326,300.00	326,300.00	326,300.00

270 945 Department Total	493,747.80	296,118.00	295,234.25	326,300.00	326,300.00	326,300.00
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**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - DEBT SERVICE GF - 270

ORG	OBJECT	EXPENSE TITLE	Dept Amount
17102	DEBT SERVICE		
		Debt Service Figures from Debt Schedule provided by First Southwest	6,925,496
TOTAL			6,925,496

TOTAL PROPOSED	6,925,496
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TREASURER - Short Term Debt GF - 270

17522	5304	Professional Fees	
		Fees for First Southwest and Ropes & Grey	30,000
TOTAL			30,000
17522	5925	Interest on BANS	
		Interest Figures from Debt Schedule provided by First Southwest (Net Short Term Water Debt)	117,200
TOTAL			117,200

17522	5926	Interest on Other Short Term	
		Estimated Interest for borrowing short term Revenue Anticipation Notes	25,000
TOTAL			25,000

TOTAL PROPOSED	172,200
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TREASURER - SCHOOL ASSESSMENT - 270

18202	5641	Assess NSRS	
		North Shore Retional Vocational School Assessment <i>As of 3-3-08 - Before State Legislature Approval</i>	1,649,661
TOTAL			1,649,661

TOTAL PROPOSED	1,649,661
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TREASURER - STATE ASSESSMENTS - 270

18302	State Assessments		7,023,456
	State Assessment amounts are derived from Massachusetts Department of Revenue Cherry Sheet Assessment Report. This figure is from the HOUSE 2 budget. This number will be adjusted to actual figures when the tax rate is set and the tax RECAP is done in December.		
TOTAL			7,023,456

TOTAL PROPOSED	
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FY 2009 DETAILED BUDGET REPORT
EXPENSES

TREASURER - CONTRIBUTORY RETIREMENT - 270

ORG	OBJECT	EXPENSE TITLE	AMOUNT
19101	5178	Contributory Retirement	
		City Contributory Retirement	7,990,999
		<i>Estimated assessment as of 3/3/08</i>	
		<i># Needs to be Verified with CRS Before Budget is Finalized</i>	
TOTAL			7,990,999

TOTAL PROPOSED	7,990,999
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TREASURER - NON-CONTRIBUTORY RETIREMENT - 270

19111	5176	Pension Non-Contributory	
		City Non-Contributory Retirement	130,692
		Based on current payments annualized:	
	9	Monthly \$3,377 X 12 = 40,524	
TOTAL	7	Weekly \$1,734 X = 90,168	130,692

TOTAL PROPOSED	130,692
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TREASURER - MEDICARE - 270

19191	5177	Medicare	
		FY08 \$652,622 X 1.03	672,200
TOTAL			672,200

TOTAL PROPOSED	672,200
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TREASURER - MUNICIPAL INSURANCE - 270

19452	5740	Municipal Insurance	
		Annual municipal insurance costs.	321,300
		<i>Level Funded at FY08</i>	
		Deductibles - estimated	5,000
TOTAL			326,300

TOTAL PROPOSED	326,300
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Solicitor

Mission Statement

The Solicitor's office is responsible for providing representations and advice to the City and its officials in numerous areas including but not limited to: zoning issues, employment law, civil rights, civil service, contract actions, real estate, workers' compensation, education law, tort actions involving personal injury and property damage claims. Members of the legal department regularly attend and provide advice at meetings of the City Council and sub-committees thereof and to several City boards and commissions. In addition to drafting ordinances and other legal documents, numerous verbal and written opinions are rendered to the City Council and Department Heads.

Significant Changes

Provided in-house counsel to various departments, municipal boards, commissions and committees. Prosecuted violations of health, building and zoning regulations through court system. Managing slip and fall and road defect cases with new insurance carrier. In the process of disposing of contaminated city owned property to be capped via sale/development. Settlement of collective bargaining agreements with long-term benefits/cost reductions for city.

Previous Fiscal Year Accomplishments

- Reduced funds spent on outside legal counsel
- Established in-house legal department
- Reduced city-funded claims via effective use of liability insurance
- Defended numerous law suits and achieved favorable results for the City including the defense of a Motion of Injunctive Relief and Motion for Summary Judgment regarding the implementation of a fee for solid waste removal
- Prepared Civil Complaints and Motions for Preliminary Injunction concerning zoning violations
- Prepared multiple amendments to the City's Ordinance including:
 - Fortunetelling, Adult Entertainment, Cross Connection Devices, Dog Park, Pawnbrokers, Solid Waste Management, Taxi cabs, Bicycles within Essex Street Mall
- Prepared conservation documents for Camp Naumkaeg
- Advised various boards and commissions re. state and local law and case law
- Negotiated collective bargaining agreements
- Settled labor disputes
- Prepared contracts and license agreement
- Prepared Opinions for boards and commissions
- Worked, as part of a committee, on various requests for proposals, e.g. sale of transfer station, red light violation enforcement and solid waste collection.
- Chair safety committee to reduce risk of property damage and personal injury
- Initiated collection action for unpaid police and fire details

FY 2009 Goals & Objectives

- To reduce use of outside legal counsel
- Defend claims against city and its officers
- Revise existing ordinances to address inefficiencies, e.g. mooring fees
- Establish new ordinance to meet new state law relative to trench safety
- Establish new ordinances to assist police department, e.g. panhandling, graffiti
- Address problem properties, health, building and zoning violations, through civil and criminal action
- Update zoning and sign regulations, e.g. wind turbines, flat screen television advertising

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Solicitor-Personnel

11511	5111	SALARIES-FULL TIME	93,340.19	142,418.00	142,418.00	142,408.68	149,284.00	152,269.00	152,269.00
Total Solicitor-Personnel			93,340.19	142,418.00	142,418.00	142,408.68	149,284.00	152,269.00	152,269.00

Solicitor-Expenses

11512	5303	LEGAL SERVICES	91,017.20	60,000.00	61,250.60	61,231.48	58,000.00	48,000.00	48,000.00
11512	5421	OFFICE SUPPLIES (GEN	0.00	3,000.00	5,000.00	4,993.35	2,500.00	2,500.00	2,500.00
11512	5730	DUES AND SUB	982.80	3,000.00	2,200.00	2,200.00	6,500.00	6,500.00	6,500.00
11512	5760	JUDGMENTS	28,350.00	25,000.00	22,549.40	22,549.40	24,000.00	15,000.00	15,000.00
Total Solicitor-Expenses			120,350.00	91,000.00	91,000.00	90,974.23	91,000.00	72,000.00	72,000.00

260	151	Department Total	213,690.19	233,418.00	233,418.00	233,382.91	240,284.00	224,269.00	224,269.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
RENNARD	260 SOLICITOR	11511-5111	ACTING SOLICITOR	4/1/2004	75,967.66		1		1,455.32	1,484.43	75,967.66	77,487.02	77,487.02
PARISELLA	260 SOLICITOR	11511-5111	ASSISTANT SOLICITOR	6/28/06	36,715.84		1		703.37	717.44	36,715.84	37,450.16	37,450.16
BOSSE	260 SOLICITOR	11511-5111	PARALEGAL	8/7/06	36,599.65		1		701.14	715.17	36,599.65	37,331.64	37,331.64
					149,283.16		Total Full Time - 5111				149,283.16	152,268.82	152,268.82
					149,283.16		Department Total				149,283.16	152,268.82	152,268.82

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	2.0	3.0	3.0	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Solicitor - 260

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11512	5303	Legal Services	
		Kevin Daly	15,000
		Daniel Kulak	15,000
		Other Special Counsel	15,000
		Surveying, title Examinations, Etc.	10,000
		Filing Fees & Printing	3,000
TOTAL			58,000
11512	5421	Office Supplies and Equipment	
		Supplies	1,000
		Equipment	1,500
TOTAL			2,500
11512	5730	Dues & Subscriptions	
		Bar membership/ dues	1,000
		Subscriptions & publications; Cont. legal ed.	1,450
		Westlaw service	4,050
TOTAL			6,500
11512	5760	Judgments	
		Judgments	24,000
TOTAL			24,000
TOTAL PROPOSED			91,000

Human Resources – General Admin

Mission Statement

The Human Resources Department is responsible for negotiating and administering various collective bargaining agreements; interpreting agreement language and mediating grievances; drafting and enforcing personnel policies and procedures; hiring full and part-time employees; ensuring that personnel actions are made in accordance with all applicable laws, policies and labor agreements; developing programs for the improvement of employee health and safety; administering workmen's compensation and unemployment claims; developing programs and procedures to ensure the City's compliance with the ADA; administering the City's Personnel Board; maintaining the various employee salary and classification schedules; and administering City-wide employee benefits such as health, dental and life insurance.

Significant Changes

In fiscal year 2008 the Human Resources Department assumed responsibility of administering the Health, Dental, and Life Insurance Benefits for the Salem School Department. We opened up and are maintaining communication with the School Department regarding benefits, unemployment compensation, and worker's compensation. The Human Resources Department has, along with the Finance Department, also worked to offer a more affordable health insurance option for all employees.

Previous Fiscal Year Accomplishments

- Assisted in coordination and implementation in merging the Salem School Department benefits department with that of the City.
- Recruited and hired various new employees throughout various City departments including the Assessor's office, the Treasurer's office, Data Processing, Public Services, and the Building Department.
- Assisted in reviewing bids for Health Insurance Carriers for FY09; met with Insurance Advisory Committee and Unions to promote affordable health care options.
- Along with City Solicitor successfully negotiated the 2004-2007 and current 2007-2010 collective bargaining agreements with the Salem Fire Fighters.
- Settled 2007-2010 collective bargaining agreement with AFSCME Local 1818.
- Settled collective bargaining agreements represent successful negotiation of increased employee contribution towards health insurance to 25% by the end of FY2010.
- Worked with Tufts to present two health fairs for all City of Salem employees, covering blood pressure, preventing sun damage and cholesterol screenings.
- Updated Human Resources website to include on-line employment application and other information.
- Served as hearing officer for upwards of ten union grievances.
- Currently in negotiations with the Salem Police Patrolman's Union and the Salem Police Superior Officer's Unions.
- Obtained CORI certification allowing us to conduct criminal background checks on potential employees.
- Complied with the requirements of the Massachusetts Health Care Reform Act.

FY 2009 Goals & Objectives

- Remain dedicated to reducing health insurance costs through promotion of plan design changes.
- Encourage additional wellness fairs to keep our employees healthy.
- Explore methods to reduce cost of workmen's compensation and unemployment, including reviewing long-standing cases.

- Maintain current strong communication with the City of Salem's Commission on Disabilities and monitor access by disabled to city buildings, schools, and services.
- Provide training in departments where needed.
- Ensure MUNIS system for payroll and other functions is consistent with contractual salary and other language, and work with Finance Department to achieve this goal.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Human Resources-Personnel							
11521 5111 SALARIES-FULL TIME	162,150.30	168,114.00	149,852.62	146,865.60	203,255.00	207,321.00	207,321.00
11521 5113 SALARIES-PART TIME	21,818.02	13,743.00	18,996.38	18,281.02	24,083.00	12,000.00	12,000.00
11521 5146 VAC/SICK LEAVE BYBK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Human Resources-Personnel	183,968.32	181,857.00	168,849.00	165,146.62	227,338.00	219,321.00	219,321.00
Human Resources-Expenses							
11522 5300 PURCHASE OF SERVICES	13,529.10	9,500.00	19,797.00	18,817.86	19,500.00	18,000.00	18,000.00
11522 5303 LEGAL SERVICES/ABRITRATION	1,672.67	2,800.00	2,170.00	2,122.67	2,800.00	2,800.00	2,800.00
11522 5306 ADVERTISING	3,315.99	5,350.00	8,600.33	8,299.41	4,000.00	4,000.00	4,000.00
11522 5317 EDUCATIONAL TRAINING	545.88	5,000.00	4,352.67	4,336.00	5,000.00	5,000.00	5,000.00
11522 5320 CONTRACTED SERVICES	924.84	0.00	0.00	0.00	14,000.00	14,000.00	14,000.00
11522 5381 PRINTING AND BINDING	132.65	450.00	150.00	125.99	450.00	450.00	450.00
11522 5421 OFFICE SUPPLIES (GEN	1,474.04	1,150.00	1,250.00	1,192.97	2,250.00	2,250.00	2,250.00
11522 5710 IN STATE TRAVEL/MEETINGS	0.00	100.00	0.00	0.00	300.00	300.00	300.00
11522 5730 DUES AND SUB	1,527.50	750.00	550.00	534.75	750.00	750.00	750.00
11522 5780 OTHER EXPENSES - ADA	183.60	350.00	350.00	60.00	350.00	350.00	350.00
11522 5851 OFFICE EQUIPMENT	146.99	200.00	1,430.00	1,409.61	250.00	250.00	250.00
Total Human Resources-Expenses	23,453.26	25,650.00	38,650.00	36,899.26	49,650.00	48,150.00	48,150.00
130 152 Department Total	207,421.58	207,507.00	207,499.00	202,045.88	276,988.00	267,471.00	267,471.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
BRADY	130 HUMAN RESOURCES	11521-5111	OFFICE MANAGER		40,436.63		1		774.65	790.14	40,436.63	41,245.36	52.2
CAMMARATA	130 HUMAN RESOURCES	11521-5111	PERSONNEL DIRECTOR	3/5/07	66,990.54		1		1,283.34	1,309.01	66,990.54	68,330.35	68,330.35
DEVEREUX	130 HUMAN RESOURCES	11521-5111	BENEFITS MANAGER	11/09/1998	41,434.87		1		793.77	809.65	41,434.87	42,263.57	42,263.57
DOMINGUEZ	130 HUMAN RESOURCES	11521-5111	PERSONNEL AIDE/ASST	2/1/04	27,492.70		1		526.68	537.21	27,492.70	28,042.55	28,042.55
PEREIRA	130 HUMAN RESOURCES	11521-5111	BENEFITS MANAGER-PT	2/1/2008	From School		30		515.33	525.64	26,900.23	27,438.23	27,438.23
					176,354.74		Total Full Time - 5111				203,254.96	207,320.06	207,320.06
BOGLE	130 HUMAN RESOURCES	11521-5113	SWITCHBOARD OP		5,215.98	P	7	0	14.27	14.56	5,215.98	2,649.96	2,649.96
MCTAGUE	130 HUMAN RESOURCES	11521-5113	SWITCHBOARD OP		17,883.34	P	24	0	14.27	14.56	17,883.34	9,085.96	9,085.96
			Vacation Coverage		983.52		24	3			983.52	264.48	264.48
					24,082.84		Total Part Time - 5113				24,082.84	12,000.00	12,000.00
					200,437.57		Department Total				227,337.80	219,320.06	219,320.06

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.8	0.8

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

HUMAN RESOURCES - 130

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11522	5300	Purchase of Service	
		Drug/Alcohol Testing	2,500
		Health and Education Services Contract, Pre-employment physicals	15,000
		Shredding services with Heritage Industries, Employee background checks	2,000
TOTAL			19,500
11522	5303	Legal Seivces	
		Fees to AAA (Abitration) \$300 per case and Arbitrator Fee between \$500 and \$1,000 per case.	2,800
TOTAL			2,800
11522	5306	Advertising	
		Advertising of vacant positions within the City via various media: Boston Globe, Salem News, MMA, position-related publications, and on-line	4,000
TOTAL			4,000
11522	5317	Educational Training	
		Management Tuition Reimbursement, miscellaneous licenses for City employees	2,000
		Miscellaneous training courses for employees	3,000
TOTAL			5,000
11522	5320	Contracted Services	
		Weekly uniforms for City employees contractually required to wear them	14,000
TOTAL			14,000
11522	5381	Printing and Binding	
		Envelopes, Letterhead	100
		Printing employee correspondence	200
		H.R. Forms (PAFs, Employee Injury)	150
TOTAL			450
11522	5421	Office Supplies	
		General office supplies as needed	1,400
		Cartridges for fax machine and two (2) printers	850
TOTAL			2,250
11522	5710	In State Travel/Meetings	
		Periodic MMPA conferences	300
TOTAL			300
11522	5730	Dues and Subscriptions	
		MMPA Dues	100
		Subscription to legal reports	450
		Subscription to FLSA and Civil Service Reporter	200
TOTAL			750
11522	5780	Other Expenses	
		Commission on Disabilities Expenses	
		Film	50
		Brochures	125
		Letterhead	75
		Braille Printer Stock	100
TOTAL			350
11522	5851	Office Equipment	250
TOTAL			250
TOTAL PROPOSED			49,650

Human Resources – Worker's Comp

Previous Fiscal Year Accomplishments

- Worked to reduce worker's compensation salaries by assisting injured workers in returning to work.

FY 2009 Goals & Objectives

- Maintain communication with injured workers and the City's worker's compensation attorney as we continue to explore and implement methods to reduce cost of workmen's compensation.
- Review worker's compensation claims.

Human Resources – Unemployment Comp

FY 2009 Goals & Objectives

- Explore methods to reduce cost of unemployment.
- Work with the North Shore Career Center to ensure opportunities are available for displaced City of Salem employees when needed.

Human Resources – Group Insurance

Significant Changes

Offered a lower premium health insurance plan to employees. Began to implement new policies and procedures for health insurance reconciliations. Assumed responsibility for Salem School Department health insurance.

Previous Fiscal Year Accomplishments

- With Tufts plan expiring June 30, 2000, along with Finance Department, put health plan out to bid.
- Promoted plan with lowest rate increase to Insurance Advisory Committee and Unions.
- In light of increased rates for the Medex III and Managed Blue Plans for retirees, set up an open enrollment for retirees for the Tufts' Medicare Complement and Medicare Preferred plans.

FY 2009 Goals & Objectives

- As always, strive to reduce health insurance costs with promotion of plan design changes and options, and frequent wellness fairs for all employees.
- Promote the Section 125 Cafeteria Plan to all employees which would save not only our employees money, but also save the City money as well.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Workmens' Comp-Personnel								
19121	5111	276,539.51	240,000.00	211,849.83	211,849.83	230,000.00	230,000.00	230,000.00
19121	5172	103,086.13	50,000.00	67,415.78	67,415.78	60,000.00	60,000.00	60,000.00
19121	5175	15,000.00	15,000.00	13,595.97	13,595.97	15,000.00	15,000.00	15,000.00
Total Workmens' Comp-Personnel		394,625.64	305,000.00	292,861.58	292,861.58	305,000.00	305,000.00	305,000.00
130	912	394,625.64	305,000.00	292,861.58	292,861.58	305,000.00	305,000.00	305,000.00
Department Total								

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

HR/WORKMEN'S COMP - 130

ORG	OBJECT	PERSONNEL TITLE	Dept Amount
19121	5111	Workmen's Compensation Wages	
		Wages paid to employees injured on the job	230,000
TOTAL			230,000
19121	5172	Workmens' Compensation Medical Costs	
		Medical invoices for treating on-the-job injuries, paid at state-mandated rates	60,000
TOTAL			60,000
19121	5175	Medical Extension	
		Statutorily required legal fees and COLA Assessment paid to Mass. DIA	15,000
TOTAL			15,000
TOTAL PROPOSED			305,000

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Unemployment Comp-Personnel

19131 5173 UNEMPLOYMENT COMPENS	183,940.73	259,138.42	249,471.37	260,000.00	230,000.00	230,000.00
Total Unemployment Comp-Personnel	183,940.73	259,138.42	249,471.37	260,000.00	230,000.00	230,000.00

130 913 Department Total	183,940.73	259,138.42	249,471.37	260,000.00	230,000.00	230,000.00
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FY 2009 DETAILED BUDGET REPORT
EXPENSES

HR/UNEMPLOYMENT COMP - 130

ORG	OBJECT	PERSONNEL TITLE	Dept Amount
19131	5173	Unemployment compensation Payments to MA DET for unemployment compensation paid to former employees	260,000
TOTAL			260,000
TOTAL PROPOSED			260,000

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Group Insurance-Personnel								
19141	5174	MEDICAL INSURANCE	8,266,950.52	9,327,067.37	9,327,067.37	10,395,748.00	9,894,642.00	9,894,642.00
19141	5181	DENTAL INSURANCE	21,221.80	22,856.58	14,562.57	23,000.00	40,000.00	40,000.00
19141	5182	LIFE INSURANCE	99,982.00	107,309.50	101,132.00	107,000.00	95,000.00	95,000.00
Total Group Insurance-Personnel		8,388,154.32	9,429,000.00	9,457,233.45	9,442,761.94	10,525,748.00	10,029,642.00	10,029,642.00
130	914	Department Total	8,388,154.32	9,457,233.45	9,442,761.94	10,525,748.00	10,029,642.00	10,029,642.00

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

HR/GROUP INSURANCE - 130

ORG	OBJECT	EXPENSE TITLE	Dept Amount
19141	5174	Medical Insurance	
		City share of health insurance costs for City and School employees and Retirees	10,395,748
TOTAL			10,395,748
19141	5181	Dental Insurance	
		City share of dental insurance costs for City and School employees	23,000
TOTAL			23,000
19141	5182	Life Insurance	
		City share of employee basic term life insurance premiums	107,000
TOTAL			107,000
TOTAL PROPOSED			10,525,748

Fire

Mission Statement

The primary mission of the Salem fire Department is to provide a range of programs designed to protect the lives and property of the citizens of Salem from the adverse effects of fire sudden medical emergencies or the exposure to dangerous conditions created by either man or nature.

Significant Changes

Significant changes for this fiscal year will be the changes that have and will take place within our ranks. January of 08 saw the retirement of a Deputy Chief, a Captain, and a Firefighter. We also increased our numbers by 1 new Firefighter in January bringing the total uniformed force to 77. These personnel moves provided for a considerable change in our command structure. By the time July of 08 rolls around (FY09) we will have 1 new Deputy Chief, 2 new Captains, 2 new Lieutenants, and 4 new firefighters who will be trained and adjusted to their new positions. I am also anticipating two more retirements and the addition of two more Firefighters by January 1 of 2009. Our new recruits will reduce the overall age of our firefighting force and as always will infuse a sense of excitement for training with the veteran members of the department. Our Technical rescue team will continue to train and grow. This is one of the most exciting programs to be undertaken by our firefighters in many years. This program has the support of the department the union and private industry.

Previous Fiscal Year Accomplishments

- Responded to over 7000 runs including fires, medical aid, hazardous material, and various service requests
- Completed federal compliance for National Incident Management System (NIMS) with firefighters and officers.
- Conducted a Table Top Exercise for top City Officials, NERAC grant funding.
- Organized and participated in a Regional Table top/functional drill with members of the Southern Essex Regional planning Committee, NRAC grant funding.
- Purchased new SCBA (self contained breathing apparatus) and turnout gear with AFGP funding.
- Purchased equipment to outfit a technical rescue team with private industry support.

FY 2009 Goals & Objectives

- Further develop our Technical Rescue Team that can serve the city and industry in the areas of rope rescue trench rescue and confined space rescue. Study area businesses for inclusion in confined space regulations.
- Further develop the office of Emergency Management within the fire department to one day have a full time Manager.
- Work with area communities to further develop Regional Emergency Planning Committee and integrate private business in a cooperative effort to track and record Tier 2 reports.
- Further develop a functional Emergency Operation Center at Station 1.
- Conduct a functional exercise with all departments followed by a functional exercise following Homeland Security Exercise and Evaluation (HSEEP) guidelines.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Fire-Personnel							
12201 5111 SALARIES-FULL TIME	4,266,238.98	4,337,486.00	4,328,797.55	4,303,828.81	4,873,948.00	4,873,948.00	4,873,948.00
12201 5113 SALARIES-PART TIME	0.00	18,427.00	18,427.00	15,479.52	59,330.00	59,717.00	59,717.00
12201 5120 RETIREMENT ANTICIPATN	62,712.21	0.00	35,753.45	35,753.45	0.00	0.00	0.00
12201 5131 OVERTIME (GENERAL)	561,069.89	697,521.00	697,521.00	697,521.00	726,427.00	696,427.00	696,427.00
12201 5135 DEFIB RECERTIFICATIO	79,000.00	78,000.00	80,000.00	80,000.00	85,000.00	85,000.00	85,000.00
12201 5141 LONGEVITY	99,887.00	99,001.00	99,001.00	99,001.00	108,579.00	108,579.00	108,579.00
12201 5150 FRINGE/STIPENDS	345,600.00	347,975.00	347,975.00	347,125.00	433,700.00	433,700.00	433,700.00
12201 5161 RETROACTIVE WAGES	0.00	0.00	241,227.04	239,820.72	0.00	0.00	0.00
Total Fire-Personnel	5,414,508.08	5,578,410.00	5,848,702.04	5,818,529.50	6,286,984.00	6,257,371.00	6,257,371.00
Fire-Expenses							
12202 5211 ELECTRICITY	24,512.66	31,000.00	28,200.00	28,178.16	40,000.00	37,000.00	37,000.00
12202 5215 NATURAL GAS	30,106.90	25,023.00	30,063.00	29,733.99	28,000.00	28,000.00	28,000.00
12202 5216 OIL HEAT	13,682.35	9,950.00	13,463.39	13,463.39	16,550.00	20,000.00	20,000.00
12202 5241 BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	30,000.00	25,000.00	25,000.00
12202 5258 FIRE EQUIPMENT REPAI	33,524.55	35,000.00	49,038.59	44,689.73	75,000.00	45,000.00	45,000.00
12202 5264 PUBLIC EDUCATION	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00	2,500.00
12202 5277 PHOTOCOPY MACHINE LE	5,304.48	5,500.00	5,500.00	3,180.88	5,500.00	5,500.00	5,500.00
12202 5284 EQUIPMENT LEASE	105,940.00	105,940.00	105,940.00	105,940.00	103,295.00	103,295.00	103,295.00
12202 5294 FIRE PROT CLOTHING	3,218.05	15,000.00	11,800.00	10,464.19	15,000.00	15,000.00	15,000.00
12202 5300 PURCHASE OF SERVICES	12,115.24	19,000.00	12,800.00	12,017.51	15,000.00	15,000.00	15,000.00
12202 5317 EDUCATIONAL TRAINING	5,285.81	15,000.00	10,117.13	10,117.13	15,000.00	15,000.00	15,000.00
12202 5318 DENTAL/MEDICAL SERVI	12,982.37	20,000.00	21,939.78	19,664.02	30,287.00	15,000.00	15,000.00
12202 5318R DENTAL/MEDICAL SERVI	34,362.41	20,000.00	34,369.48	32,293.86	33,500.00	25,000.00	25,000.00
12202 5341 TELEPHONE	18,327.46	21,000.00	19,160.00	18,890.08	21,000.00	21,000.00	21,000.00
12202 5382 LAUNDRY SERVICES	153.56	1,000.00	1,000.00	989.88	1,000.00	1,000.00	1,000.00
12202 5421 OFFICE SUPPLIES (GEN	4,339.09	5,250.00	4,282.90	4,147.06	5,250.00	5,250.00	5,250.00
12202 5451 CUSTODIAL SUPPLIES	3,359.39	4,500.00	4,500.00	4,494.10	5,000.00	5,000.00	5,000.00
12202 5510 FIRE PREVENTION	5,883.63	5,000.00	4,060.22	4,020.22	5,000.00	5,000.00	5,000.00
12202 5513 EMERGENCY MANAGEMENT	3,490.48	4,500.00	4,500.00	4,500.00	5,000.00	5,000.00	5,000.00
12202 5586 FIRE SUPPRESSION SUP	14,013.36	21,500.00	21,500.00	21,018.58	21,500.00	21,500.00	21,500.00
12202 5730 DUES AND SUB	483.55	1,200.00	1,200.00	1,200.00	1,500.00	1,500.00	1,500.00
Total Fire-Expenses	331,085.34	367,863.00	383,434.49	369,002.78	474,882.00	416,545.00	416,545.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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100	220	Department Total	5,745,593.42	5,946,273.00	6,232,136.53	6,187,532.28	6,761,866.00	6,673,916.00	6,673,916.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
CODY	100 FIRE	DAVE	CHIEF		86,532.09		1		86,532.09	88,262.73	88,262.73	52.2	88,262.73
	100 FIRE		Deputy Chiefs				4		62,413.86	63,682.14	254,648.56	254,648.56	254,648.56
	100 FIRE		Captains		249,655.44		9		55,726.66	56,841.19	511,570.71	511,570.71	511,570.71
	100 FIRE		Lieutenants		501,539.94		16		48,755.96	50,751.08	812,017.28	812,017.28	812,017.28
	100 FIRE		Fire Fighters -4		796,095.36		43		43,266.04	44,131.36	1,897,648.48	1,897,648.48	1,897,648.48
	100 FIRE		Fire Fighters -3		1,817,173.68		0		41,535.40	41,535.40	-	-	-
	100 FIRE		Fire Fighters -2		124,606.20		0		39,804.77	39,804.77	-	-	-
	100 FIRE		Fire Fighters -1		39,804.77		5		33,228.32	33,892.89	169,464.45	169,464.45	169,464.45
ODONNELL	100 FIRE	THOMAS	MECHANIC	11/2005	16,614.16		1		42,858.44	46,837.42	46,837.42	46,837.42	46,837.42
	100 FIRE		Step Increases		42,858.44		79		7,061.01	7,061.01	280,370.40	280,370.40	280,370.40
			Nights Firefighters & Fao's		14,134.15		79		Varies	Varies	37,507.06	37,507.06	37,507.06
			Edu Incentive		271,507.03		52.0		1,450.00	1,550.00	80,600.00	80,600.00	80,600.00
			EMT		35,191.80		80		500.00	500.00	40,000.00	40,000.00	40,000.00
			Defib - FF & Mechanic		71,775.00		80		Varies	Varies	326,628.64	326,628.64	326,628.64
			Holidays FF& Mechanic		38,750.00		28		850.00	850.00	26,600.00	26,600.00	26,600.00
			First Resp - FF & Mech		316,358.65		79				30,000.00	30,000.00	30,000.00
			Out of Grade		23,800.00						-	-	-
			Settlement		30,000.00						-	-	-
					10,000.00						-	-	-
					4,486,396.71						4,609,216.74	4,609,216.74	4,609,216.74
CAMPBELL	100 FIRE	CHRISTINE	CLERK		19,329.44	P	19		19.49	19.88	19,329.44	19,716.03	19,716.03
Part-Time FAO's	100 FIRE		FAO's				4		12.00	15.00	25,000.00	25,000.00	25,000.00
	100 FIRE		Emergency Mgmt Clerk	Previously Part of FAO OT line			1		15.00	15.00	15,000.00	15,000.00	15,000.00
					19,329.44						59,329.44	59,716.03	59,716.03
	100 FIRE		OT FF Contractual-79 & Mechanic		544,097.39						561,025.79	561,025.79	561,025.79
	100 FIRE		OT FF Contractual-8		78,789.72						55,400.96	55,400.96	55,400.96
	100 FIRE		OT - FAO'S		40,000.00						35,000.00	35,000.00	35,000.00
	100 FIRE		OT - FF - Non-Contractual		45,000.00						75,000.00	45,000.00	45,000.00
					707,887.11						726,426.75	696,426.75	696,426.75
	100 FIRE		DEFIB RECERT-FF & Mechanic		78,000.00						80,000.00	80,000.00	80,000.00
			DEFIB RECERT- Retiree		1,000.00						5,000.00	5,000.00	5,000.00
					79,000.00						85,000.00	85,000.00	85,000.00
	100 FIRE		LONGEVITY - FF & Mechanic		107,580.56						108,578.13	108,578.13	108,578.13
					107,580.56						108,578.13	108,578.13	108,578.13
	100 FIRE		Uniforms -FF & Mechanic		117,000.00						120,000.00	120,000.00	120,000.00
	100 FIRE		Uniforms -FAO's & FT Clerk		2,775.00						3,900.00	3,900.00	3,900.00
	100 FIRE		Slipend - FF		277,400.00						283,050.00	283,050.00	283,050.00
	100 FIRE		Slipend - Mechanic & Retiree		4,350.00						26,750.00	26,750.00	26,750.00
					401,525.00						433,700.00	433,700.00	433,700.00
					5,801,718.82						6,022,251.06	5,992,637.65	5,992,637.65

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	79.0	83.0	86.0	3.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BAUTISTA PAULINE	A 100 FIRE	12201-5111	PRINCIPAL ACCT CLERK III	04151998	39,991.57	766.12	781.44		40,791.40	40,791.40	40,791.40	
BROWN JEFFREY	A 100 FIRE	12201-5111	FIRE ALARM OPER III	07051990	41,846.59	801.66	851.77		44,462.39	44,462.39	44,462.39	
BROWN - Shift Differential									3,815.72	3,815.72	3,815.72	
DOBROSIELSKI JOHN	M 100 FIRE	12201-5111	FIRE ALARM OP SUPERV	04281985	45,556.44	872.73	890.18		46,467.57	46,467.57	46,467.57	
LERNER SHAWN	100 FIRE	12201-5111	FIRE ALARM OPER III	11111994	41,846.59	801.66	817.69		42,683.52	42,683.52	42,683.52	
LERNER - Shift Differential									1,778.87	1,778.87	1,778.87	
O'KEEFE FRANCIS	100 FIRE	12201-5111	FIRE ALARM OPER III	1172008	-	742.98	757.84	1172009 787.18 28.0 24.2	40,269.26	40,269.26	40,269.26	
STEPHEN PAUL	100 FIRE	12201-5111	FIRE ALARM OPER III	10291996	41,846.59	801.66	817.69		42,683.52	42,683.52	42,683.52	
STEPHEN - Shift Differential									1,778.87	1,778.87	1,778.87	
					211,087.78							

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

FIRE DEPARTMENT - 100

ORG	OBJECT	EXPENSE TITLE	Dept Amount
12202	5211	Electricity	
		Electric service for five stations. Reflects proposed increase in rates	40,000
TOTAL			40,000
12202	5215	Natural Gas	
		Gas service for heating, cooking, hot water in five stations. Reflects proposed increase in rates approx 7%	28,000
TOTAL			28,000
12202	5216	Oil Heat	
		Fuel oil for heat at Stations 4 & 6. Reflects increased cost.	16,550
TOTAL			16,550
12202	5241	Building Maintenance (5 buildings)	
		Repair of overhead doors, springs, and motors.	
		Repair to plumbing toilets, sinks.	30,000
		replace carpeting in office wing	
		General station maintenance/repairs	
TOTAL			30,000
12202	5258	Fire Equipment Repair	
		Ladder testing	3,500
		Tires - cars & trucks	5,000
		Batteries, motor oil, etc.	3,000
		Plow parts & repairs	1,000
		Vehicle glass repairs	500
		Inspection stickers - all vehicles	500
		Rental equipment - medical oxygen, etc.	750
		Unexpected transmission & engine work	10,000
		Body work - apparatus	12,500
		Truck lighting equipment	1,000
		Equipment - axes, valves, hose repairs	3,000
		Air compressor service & repairs	2,500
		Spark plugs, filters, small parts for trucks & other vehicles	2,250
		restore interior and body work Eng 2&5	25,000
		Other miscellaneous parts & supplies	4,500
TOTAL			75,000
12202	5264	Public Education	
		S.A.F.E. program	200
		Public Safety Days	300
		Educational material - handouts	2,000
TOTAL			2,500
12202	5277	Photocopy Machine Lease	
		Machine lease and service calls - two copiers (Administration & Fire Prevention)	5,500
TOTAL			5,500
12202	5284	Equipment Lease	
		Provides for payment for the lease-purchase of KME Engine 1 and FP vehicles along with radio system dispatch.	103,295
TOTAL			103,295
12202	5294	Fire Protective Clothing	
		Badges, PBI hoods, rubber & leather boots, suspenders	7,000
		Repairs to PPE (jackets & trousers)	2,000
		Purchase of/ replacement Personal Protective Equipment	6,000
TOTAL			15,000
12202	5300	Purchase of Services	
		Radio service- mobiles, portables, repeaters batteries	8,000
		Typewriters & office machines	1,000
		Fax machines	500
		Computer work - installations, upgrades, hardware	5,500
TOTAL			15,000
12202	5317	Educational Training	
		EMT training	3,000
		EMT re-certifications	5,500
		Firehouse software (training for users, updates, support)	3,000
		Training seminars	1,000
		Other miscellaneous training-related expenses tuition	2,500
TOTAL			15,000
12202	5318	Dental Medical Services (Active Personnel)	
		Provides for medical expenses for active personnel - job-related medical expenses	30,287
		Will have to ask for additional funds if unexpected medical problems arise.	
TOTAL		Figure is a 7 year average	30,287
12202	5318R	Dental Medical Services (Retired Personnel)	
		Provides for medical expenses incurred by retired personnel who were retired on medical disability. Will have to ask for additional funds during fiscal year if unexpected medical problems arise. Figure is 7year average.	33,500
TOTAL			33,500
12202	5341	Telephone	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

FIRE DEPARTMENT - 100

ORG	OBJECT	EXPENSE TITLE	Dept Amount
		Verizon (Local & Regional)	11,900
		AT&T (Long Distance)	2,500
		Nextel	5,000
		DSL lines outside stations	1,000
		Other	600
TOTAL			21,000
12202	5382	Laundry Services	
		Provides for service and supplies incidental to the cleaning and maintenance of fire turnout clothing.	1,000
TOTAL			1,000
12202	5421	Office Supplies (General)	
		Paper	
		Toner and ink cartridges	5,250
		Station logs and Fire Alarm log Books	
		CD/DVD	
		Office forms and supplies	
TOTAL			5,250
12202	5451	Custodial Supplies	
		toilet tissue (heavy duty, perforated)	5,000
		rolled paper towels	
		50 cases trash can liners	
		Mops, dust-pans, mop handles, Spic & Span, urinal cakes, powdered hand soap, spray bottles, Lysol disinfectant, floor wax, dish washing soap, windex, furniture polish, SOS scrubbing pads, cleaning materials, bleach, Axax foaming cleaner, ammonia, hand soap toilet bowl brushes. Other misc cleaning supplies	
TOTAL			5,000
12202	5510	Fire Prevention	
		Fire Prevention Week educational materials	1,000
		Code books	500
		NFPA code updates	1,000
		Arson seminars	250
		Fire Prevention forms / supplies	1,500
		Fire Prevention seminars / meetings	600
		Other miscellaneous supplies / expenses	150
TOTAL			5,000
12202	5513	Emergency Management	
		Emergency management expenses	5,000
Total			5,000
12202	5586	Fire Suppresion Supplies	
		Hose & nozzles	5,000
		Pump testing	1,000
		Class A foam	1,000
		Self-contained breathing apparatus (SCBA) repair/face piece	2,500
		Dictaphone callcheck repairs / parts	3,500
		Mask fit testing	1,000
		Mobil radio replacements	5,000
		Other miscellaneous or unanticipated items - ladder replacements	2,500
TOTAL			21,500
12202	5730	Dues & Subscriptions	
		Membership dues - professional organizations, fire & management periodicals	1,500
TOTAL			1,500
TOTAL PROPOSED			474,882

Harbormaster

Mission Statement

The Harbormaster Departments primary mission is the protection of life and property upon the Islands and waters of Salem Sound, enforcement of all state and local laws and the security of the Port. The secondary mission is the management of mooring fields, the assignment of slips, the management of all public docks and the enforcement and collection of mooring fees on a fair and equitable basis.

Significant Changes

The Harbormaster's office funds a part-time security guard for Winter Island for \$7000 per year. The security guard stays in the trailer behind the hanger and provides security to protect against loss and damage to assets, office, boats, buildings, tools and equipment, both Harbormaster and Park Dept. A full time position would be preferable in the future.

Previous Year Accomplishments

- All Assistant Harbormasters have now completed the Massachusetts Reserve Police Officer Academy. They have been sworn in by the police chief as reserves and have been issued firearms after training.
- Initiated procurement of new boat with letter to State Rep. Keenan requesting state help after Federal funding denial. The new plate alloy patrol boat was put into service in July and cut fuel by at least a third.
- Upgraded USCG license to Master of Inspected, steam and motor vessels resulting in more credibility with commercial ships, the USCG and public.
- Upgraded Assistant Harbormaster personnel through Academy training.
- Entered into a written agreement with the United States Coast Guard enabling us to enforce federal laws pertaining to port security.
- Convinced local launch operator to expand coverage to Winter Island thereby making the mooring field more desirable and subject to growth.

2009 Goals and Objectives

- To attain 100% compliance in the mooring fields and slips while maintaining a high level of public safety on the water which encompass police, medical and primary fire fighting functions along with the maritime specialty skills.
- Review and update mooring and slip fees to ensure compliance with MGL and to ensure they are within ranges of surrounding communities.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Harbormaster-Personnel								
12951	5111 SALARIES-FULL TIME	101,015.72	106,298.00	106,298.00	103,118.81	115,678.00	115,678.00	115,678.00
12951	5113 SALARIES-PART TIME	63,192.89	108,208.00	108,208.00	77,548.07	79,508.00	79,508.00	79,508.00
12951	5150 FRINGE/STIPENDS	0.00	0.00	0.00	0.00	650.00	650.00	650.00
Total Harbormaster-Personnel		164,208.61	214,506.00	214,506.00	180,666.88	195,836.00	195,836.00	195,836.00
Harbormaster-Expenses								
12952	5211 ELECTRICITY	2,301.20	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00
12952	5244 VEHICLE REPAIR AND M	13,966.38	14,000.00	16,000.00	15,035.03	13,000.00	13,000.00	13,000.00
12952	5317 EDUCATIONAL TRAINING	985.00	1,200.00	1,200.00	1,180.00	1,200.00	1,200.00	1,200.00
12952	5341 TELEPHONE	5,539.25	5,000.00	6,800.00	5,985.91	6,000.00	4,000.00	4,000.00
12952	5353 HAULING FLOATS/BOATS	0.00	500.00	0.00	0.00	500.00	500.00	500.00
12952	5381 PRINTING AND BINDING	710.05	1,000.00	730.09	730.09	1,000.00	1,000.00	1,000.00
12952	5421 OFFICE SUPPLIES (GEN	2,473.74	2,500.00	2,900.00	2,898.00	2,500.00	2,500.00	2,500.00
12952	5481 GASOLINE/DIESEL FUEL	7,968.42	8,000.00	9,000.00	7,378.82	9,000.00	9,000.00	9,000.00
12952	5501 MED & SURGICAL SUPPL	0.00	300.00	200.00	193.96	300.00	300.00	300.00
12952	5791 UNIFORMS	3,100.00	2,800.00	3,269.91	2,694.75	2,800.00	2,800.00	2,800.00
Total Harbormaster-Expenses		37,044.04	37,300.00	42,100.00	38,096.56	39,300.00	37,300.00	37,300.00

110	295	Department Total	201,252.65	251,806.00	256,606.00	218,763.44	235,136.00	233,136.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 5.2%	Dept FY 2009	Mayor FY 2009	Council FY 2009
COOK	110 HARBORMASTER	12951-5111	Asst Harbormaster	3/11/96	36,116.35		1		691.88	-	To UNION	To UNION	To UNION
GIFFORD	110 HARBORMASTER	12951-5111	HARBORMASTER		55,356.53		1		1,060.47	1,060.47	55,356.53	55,356.53	55,356.53
		Gifford	Longevity						1,500.00	1,500.00			
			Holidays				2 days	218.88	437.76	437.76			
			Holidays				11 days	327.57	3,603.27	3,603.27			
			Night Rate				Per Wk	87.56	4,588.14	4,588.14			
			Senior Master/Veteran						4,550.00	4,550.00			
			Specialty Pay						1,000.00	1,000.00			
			Professional Develop						2,675.00	2,675.00			
			Firearms Qualification						500.00	500.00			
			Defib						425.00	425.00			
			Wellness		19,529.17				250.00	250.00	19,529.17	19,529.17	19,529.17
									74,885.70	74,885.70			
					111,002.05			Total Full Time - 5111			74,885.70	74,885.70	74,885.70
AUSTIN	110 HARBORMASTER	12951-5113	ASST HARBORMASTER	12/1/93	5,280.00	P	8	22	15.00	15.00	2,640.00	2,640.00	2,640.00
BUONFIGLIO	110 HARBORMASTER	12951-5113	ASST HARBORMASTER		5,280.00	P	12	22	15.00	15.00	3,960.00	3,960.00	3,960.00
CAVANAUGH	110 HARBORMASTER	12951-5113	SECURITY		5,280.00	P	16	52	9.00	9.00	7,488.00	7,488.00	7,488.00
CLEARY	110 HARBORMASTER	12951-5113	PUMP BOAT OPER	?????		25%	20	22	12.00	12.00	5,280.00	5,280.00	5,280.00
COOK	110 HARBORMASTER	12951-5113	ASST HARBORMASTER		5,280.00	P	12	22	-	-	-	-	-
DUNN	110 HARBORMASTER	12951-5113	ASST HARBORMASTER		5,280.00	P	10	22	15.00	15.00	3,300.00	3,300.00	3,300.00
GIKAS	110 HARBORMASTER	12951-5113	ASST HARBORMASTER		5,280.00	P	12	22	-	-	-	-	-
GREEN	110 HARBORMASTER	12951-5113	ASST HARBORM/PUMP/OUT		5,280.00	P	12	22	15.00	15.00	3,960.00	3,960.00	3,960.00
LAFRENIERE	110 HARBORMASTER	12951-5113	ASST HARBORMASTER		5,280.00	P	12	22	15.00	15.00	3,960.00	3,960.00	3,960.00
LARVEE	110 HARBORMASTER	12951-5113	ASST HARBORMSTR		5,280.00	P	16	22	15.00	15.00	5,280.00	5,280.00	5,280.00
LEVESQUE	110 HARBORMASTER	12951-5113	ASST HARBORMSTR	7/17/00	5,280.00	P	12	22	15.00	15.00	3,960.00	3,960.00	3,960.00
MACFARLANE	110 HARBORMASTER	12951-5113	ASST HARBORMSTR		5,280.00	P	16	22	15.00	15.00	5,280.00	5,280.00	5,280.00
MALONEK	110 HARBORMASTER	12951-5113	ASST HARBORMASTER		5,280.00	P	16	22	15.00	15.00	5,280.00	5,280.00	5,280.00
MULLIGAN	110 HARBORMASTER	12951-5113	ASST HARBORMSTR	05/04/1994	5,280.00	P	16	22	15.00	15.00	5,280.00	5,280.00	5,280.00
MURPHY	110 HARBORMASTER	12951-5113	ASST HARBORMSTR		5,280.00	P	12	22	15.00	15.00	3,960.00	3,960.00	3,960.00
NICGORSKI	110 HARBORMASTER	12951-5113	ASST HARBORMSTR	8/02/00	5,280.00	P	8	22	15.00	15.00	2,640.00	2,640.00	2,640.00
REDDY	110 HARBORMASTER	12951-5113	ASST HARBORMSTR		5,280.00	P	8	22	15.00	15.00	3,960.00	3,960.00	3,960.00
SCIALDONE	110 HARBORMASTER	12951-5113	ASST HARBORMSTR		5,280.00	P	12	22	15.00	15.00	3,960.00	3,960.00	3,960.00
STPIERRE	110 HARBORMASTER	12951-5113	PUMP BOAT OPER	5/30/05	4,224.00	25%	12	22	-	-	-	-	-
STPIERRE	110 HARBORMASTER	12951-5113	ASST HARBORMSTR	8/29/01	5,280.00	P	12	22	15.00	15.00	3,960.00	3,960.00	3,960.00
VAN DE STADT	110 HARBORMASTER	12951-5113	ASST HARBORMSTR	6/4/04	5,280.00	P	8	22	15.00	15.00	2,640.00	2,640.00	2,640.00
3rd Shift Coverage - July - Sept	110 HARBORMASTER	12951-5113	ASST HARBORMMASTER		9,904.95			15 Weeks	660.33	660.33	8,000.00	8,000.00	8,000.00
					93,328.95			Total PartTime - 5113			79,508.00	79,508.00	79,508.00
					204,331.00			Department Total			154,393.70	154,393.70	154,393.70

Full-Time Equivalent Employees:	FY 2007	FY 2008	FY 2009	Variance
	2.0	2.0	2.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008	Rate FY 2008	Rate FY 2009	STEP INCREASES Date Rate # Wks	Old	New	Dept FY 2009	Mayor FY 2009	Council FY 2009	LONGEVITY
COOK ELAINE	110 HARBORMASTER	12951-5111	PRINCIPAL CLERK	3/11/96	52.2	766.12	781.45				52.2	52.2	52.2	
											40,791.48	40,791.48	40,791.48	
											40,791.48	40,791.48	40,791.48	

*Note - In FY 2008 this employee was budgeted in the Management budget.

**FY 2008 DETAILED BUDGET REPORT
EXPENSES**

HARBORMASTER - 110

ORG	EXPENSE TITLE	Dept Amount
12952	ELECTRICITY	
	Office has electric heat supplemented by propane. Security lights are on during all hours of darkness due to the isolation of the building and its proximity to Plummer Farm	3,000
TOTAL		3,000
12952	VEHICLE REPAIR AND MAINTENANCE	
	Most expenditures come from this item. We are basically running a motor pool for four boats. All four run all summer and two in the winter. All must be maintained as well as the pumpout station. All engine purchases, engine repairs, repairs to the hull, steering system, radar, GPS, GPS, radios, sirens, blue lights, gas pumps, hoses, nozzles, three trailers and all parts come out of this line item. All chains for 8 "5MPH" buoys and rock marker buoys. We primarily use three vendors in Salem. Nautical Traders, Weiner Bros, and J&W Marine for most routine needs. Less used vendors include Quality marine, Home Depot, H&H Propeller, Markarian Sign (boat lettering). Salt water and the constant salt air have extreme effect on equipment. This item is sufficiently funded but is used at times to supplement other line items. \$659.00 was used to pay Dave Deyoung for computer work and \$967 was used to replace the office AC A January balance of \$1500. should have sufficed to get us to July but was unexpectedly depleted when the dept truck manifold blew. The motor pool had me bring it to Thomas Ford at a cost of \$1086.00 I will find a way to get to July 1st. All equipment is in top condition barring any unforeseen events.	13,000
TOTAL		13,000
12952	EDUCATIONAL TRAINING	
	Pays for state law mandated training. Has been decreasing from 5,000 to 3,000 to 2800 to 700 over last 4 years. Last year it was restored to a manageable level In service classes that run all winter at SPD are funded through this line item nerpi plice acadamy for new personnel is funded through this item. CPR & 1st responder courses will take place this spring	1,200
TOTAL		1,200
12952	TELEPHONE & COMMUNICATIONS	
	Office operates on 4-phone line "bump" system, similar to the Police Depts. So that if a line is busy it will be bumped to an open line. 3 Nextels are inservice with call forwarding so that no call will go unanswered 24 per day. More and more boaters and commercial traffic are using cell phones instead of the traditional radios to call for help. Sufficiently funded and should have small balance in June.	6,000
TOTAL		6,000
12952	HAULING FLOATS/BOATS	
	These funds are used to pay Joycelyn trucking to haul out abandoned boats before the break loose. The jackstands are rented until boats are destroyed or auctioned.	500
TOTAL		500
12952	PRINTING AND BINDING	
	5 boxes envelopes 3 plain 2 window 100.00 transferred to uniforms ran low for gun holsters now required 8inch decals for partol boats mooring/slip permit decals	1,000
TOTAL		1,000
12952	OFFICE SUPPLIES (GENERAL)	
	Any and all office supplies, equipment supplies & cartridges, etc. general office equipment Propane office heat, pens, stamp for citations, calculator paper, calendars, and all other general office supplies as needed.	2,500
TOTAL		2,500
12952	GASOLINE/DIESELFUEL	
	Fuel for operation of the three boats 24/7 from Memorial to Labor day. During the off-season we trailer to the motor pool to supplement the fuel budget. The low consumption of the new Honda engine balanced the increase in fuel costs. We have \$1500. left which should get us to July but it will be tight.	9,000
TOTAL		9,000
12952	MED & SURGICAL SUPPLY	
	medical supplies for upcoming season as needed	300
TOTAL		300
12952	UNIFORMS	
	Pays for all uniforms, badges, float coats and survival gear. The turnover rate is significant ands each new man must be outfitted. Uniforms are critical element in how we are perceived by the public. Life preservers come from this line item as well.	2,800
TOTAL		2,800
Total Proposed		39,300

Police

Mission Statement

The Salem Police Department will enforce the laws of society, the ordinances of the City, promote order and protect individual rights, lives and property and help reduce the fear of crime by utilizing problem solving strategies that focus on crime prevention and resolution of disputes and facilitating communication and cooperation with the City's residents, businesses, educators, human service agencies and government officials.

Significant Changes

Two officers and one Sergeant were assigned to the Community Impact Unit (CIU) to work with the City and Neighborhood groups to find resolution to ongoing and consistent problems being addressed by frequent calls for service to the patrol force who lack the time to devote to problem solving. Two officers were selected to work the G.R.E.A.T. Program (Gang Resistance Education and Training) in the schools all the City's 6th graders at 6 schools, including the Salem Academy Charter School and St. Joseph's School. There has also been an increased presence, by officers, at the Boys and Girls Club, through the G.R.E.A.T. Program and Community Policing Grant, as well as, at the YMCA with youth activities, which is funded through the Shannon Grant. To date, there has been about one hundred (100) traffic enforcement initiatives aimed at responding to the traffic concerns voiced at neighborhood meetings.

Previous Fiscal Year Accomplishments

- The Police Department responded to approximately 33,000 calls for service within the community.
- About 2,800 individuals were arrested for various misdemeanor and felony charges.
- The Police Department attended a number of neighborhood meetings throughout the City to be responsive to and receive feedback from the community.
- Conducted more than 400 hours of Selective Traffic Enforcement in response to neighborhood concerns and wrote a number of citations & fines totaling about \$90,000.
- Conducted several traffic enforcement operations throughout the City with Grant funds from the Governor's Highway Safety Program
- The Police Department took the lead in the Shannon Grant for the second year, a gang and youth violence program, involving nine other local police departments, and five agencies, which has proved invaluable for information sharing and collaborative police efforts.
- Received \$84,000 grant awards for the GREAT Program, our first year of funding, to teach gang resistance education and good decision making skills to all 6th graders, including a families program and summer program to be incorporated with DARE summer camp.
- Received \$51,000 grant award for Municipal Police Building program to assist in offsetting the cost of replacing the HVAC system in the building
- Received \$66,500 grant award for the Byrne Memorial Justice Assistance Grant to assist youth in meeting their community service hour obligations, assist chronic alcoholics get court assisted help and to meet the state's requirements for the Sex Offender Registry Board.
- Through assistance of Boston PD and MBTA Police, the newly formed CIU officers were able to identify and arrest three constant graffiti offenders.
- Began the process of expanding the Community Cameras in the downtown area.
- Began researching computers and mounting devices for the cruisers through the use of funds from the Community Policing Grant.

- Obtained the video and computer forensic equipment for criminal investigation division through the use of funds from the Community Policing Grant.
- Installed interview room secure evidentiary video system in compliance with new court standards through the use of funds from the Community Policing Grant
- Salem Police is a lead organization in the development of the CJIS/CHSB SWISS Program (Statewide Information Sharing System), as well as, the state Gang Intelligence Data base system through the current computer vendor, Microsystems Integrated Public Safety Solutions, Inc.
- Provide classroom instruction and training for Internet Safety, Cyberbullying, Drug Awareness for the Middle School and Street Law for the High School.
- Offer Child Fingerprint Services and attend various Health Fairs in the City
- Began using two T-3's alternative mobile transportation devices to be used in the downtown area and for City events to enhance patrol and response functions provided in part by donations from the business community.
- Management staff received required training in NIMS (National Incident Management System) with funding recouped through Federal Grant.
- Updated Salem Police Department website and provided email capabilities for each division.

FY 2009 Goals & Objectives

- Appropriately and effectively respond to community's needs as they become known through input either individually or collectively by email, by phone calls or by neighborhood meetings, whether the concerns be crime related, quality of life issues or traffic concerns.
- Conduct Citizen's Police Academy at youth level – 8th grade program.
- Continued collaboration and cooperation with other area police departments in addressing crime trends.
- Determine locations and schedule installation of four additional community cameras.
- Finalize selection and install cruiser computers in the front line marked vehicles.
- Continue with the GREAT program goals and objectives, Byrne Grant, Shannon Grant, and all other currently funded grant programs.
- Schedule two officers for Police Academy training to replace officers lost through attrition.
- Review and make any necessary improvements to public safety provided during Haunted Happenings.
- Acquire much needed equipment, including, service weapons, radios, both portable and mobile, and firing range equipment to enable it to be used for proper qualification requirements.
- Work together with the state and computer vendor in installing and using the SWISS and Gang Intelligence Computer systems currently being developed.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Police-Personnel							
12101 5111 SALARIES-FULL TIME	5,625,160.23	5,680,769.00	5,676,519.67	5,676,519.67	6,070,439.00	6,070,439.00	6,070,439.00
12101 5113 SALARIES-PART TIME	38,899.80	48,090.00	51,205.78	51,205.78	72,425.00	72,425.00	72,425.00
12101 5120 RETIREMENT ANTICIPATN	0.00	107,717.00	109,600.55	109,600.55	0.00	0.00	0.00
12101 5131 OVERTIME (GENERAL)	556,981.21	534,630.00	507,783.95	507,783.95	598,000.00	598,000.00	598,000.00
12101 5135 DEFIB RECERTIFICATIO	20,500.00	35,700.00	36,125.00	36,125.00	36,125.00	36,125.00	36,125.00
12101 5141 LONGEVITY	91,800.00	89,000.00	88,500.00	88,500.00	97,900.00	97,900.00	97,900.00
12101 5150 FRINGE/STIPENDS	215,125.00	214,750.00	214,825.00	214,825.00	221,800.00	221,800.00	221,800.00
12101 5151 WELLNESS	5,700.00	6,000.00	5,250.00	5,250.00	6,000.00	6,000.00	6,000.00
Total Police-Personnel	6,554,166.24	6,716,656.00	6,689,809.95	6,689,809.95	7,102,689.00	7,102,689.00	7,102,689.00
Police-Expenses							
12102 5211 ELECTRICITY	32,329.14	40,000.00	47,050.46	45,465.64	52,500.00	52,500.00	52,500.00
12102 5215 NATURAL GAS	19,754.73	19,400.00	31,349.54	18,655.75	22,000.00	22,000.00	22,000.00
12102 5253 RADIO & VEHICLE MAINT	1,900.99	23,000.00	36,000.00	33,524.77	40,000.00	25,000.00	25,000.00
12102 5284 EQUIPEMENT LEASE-CRUISEI	95,902.00	0.00	0.00	0.00	104,308.00	104,308.00	104,308.00
12102 5300 BUILDING MAINT & SERVICE	49,004.86	112,350.00	81,050.00	68,110.87	115,000.00	115,000.00	115,000.00
12102 5317 TRAINING AND EDUCATION	3,423.61	2,500.00	2,500.00	2,487.50	4,400.00	4,400.00	4,400.00
12102 5318 MEDICAL - ACTIVE	12,989.59	50,000.00	39,500.00	39,500.00	30,000.00	30,000.00	30,000.00
12102 5326 DIVE TEAM EXPENSES	2,411.52	3,000.00	3,000.00	2,909.95	3,000.00	3,000.00	3,000.00
12102 5341 TELEPHONE & COMMUNICAT	49,000.00	57,500.00	57,500.00	52,845.41	50,175.00	50,175.00	50,175.00
12102 5381 PRINTING AND BINDING	1,518.55	2,000.00	3,000.00	2,986.63	4,400.00	3,000.00	3,000.00
12102 5384 ANIMAL CARE & CONTROL	1,993.00	3,500.00	7,500.00	7,104.59	6,000.00	6,000.00	6,000.00
12102 5421 OFFICE SUPPLIES (GEN	11,696.78	17,000.00	17,000.00	16,389.30	23,000.00	20,000.00	20,000.00
12102 5585 ARMS AND AMMUNITION	7,914.19	8,000.00	8,500.00	8,238.53	10,500.00	10,500.00	10,500.00
12102 5710 IN STATE TRAVEL/MEETINGS	258.90	500.00	500.00	254.00	500.00	500.00	500.00
12102 5720 OUT OF STATE TRAVEL	0.00	1,500.00	1,500.00	1,500.00	3,600.00	1,500.00	1,500.00
12102 5730 DUES AND SUB	1,847.95	12,000.00	13,500.00	12,642.43	16,100.00	12,000.00	12,000.00
12102 5775 COMMUNITY EVENTS	0.00	6,000.00	30,846.05	26,317.07	36,800.00	36,800.00	36,800.00
12102 5780 OTHER EXPENSES	3,396.06	15,900.00	20,700.00	20,262.04	15,900.00	15,900.00	15,900.00
12102 5862 POLICE EQUIPMENT	11,247.56	10,000.00	10,000.00	8,699.31	19,200.00	10,000.00	10,000.00
Total Police-Expenses	306,589.43	384,150.00	410,996.05	367,893.79	557,383.00	522,583.00	522,583.00
210 210 Department Total	6,860,755.67	7,100,806.00	7,100,806.00	7,057,703.74	7,660,072.00	7,625,272.00	7,625,272.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 52.2	Dept FY 2009	Mayor FY 2009 52.2	Council FY 2009 52.2
STPIERRE	R	M	210 POLICE										
			CHIEF		95,678.36		1		94,947.99	95,678.36	95,678.36	95,678.36	95,678.36
			CAPTAINS		269,686.76		4		86,907.02	86,907.02	269,686.76	269,686.76	269,686.76
			LIEUTENANTS		469,020.47		8		58,180.02	58,180.02	469,020.47	469,020.47	469,020.47
			SERGEANTS		662,746.29		13		50,591.32	50,591.32	662,746.29	662,746.29	662,746.29
			SPECIALISTS		309,480.45		7		43,874.00	43,874.00	309,480.45	309,480.45	309,480.45
			PATROLMEN STEP 5		1,900,967.20		42		42,874.00	42,874.00	1,807,633.80	1,807,633.80	1,807,633.80
			PATROLMEN STEP 4		85,453.41		3		42,563.00	42,563.00	128,180.11	128,180.11	128,180.11
			PATROLMEN STEP 3		41,835.00		4		41,835.00	41,835.00	167,404.36	167,404.36	167,404.36
			PATROLMEN STEP 2		161,787.02		0		40,138.00	40,138.00			
			PATROLMEN STEP 1				3		38,141.00	38,141.00	86,079.00	86,079.00	86,079.00
			NIGHT DIFFERENTIAL		357,058.40						352,794.83	351,204.98	351,204.98
			HOLIDAYS		371,785.90						375,531.99	375,531.99	375,531.99
			INCENTIVE PAY		704,856.82						711,823.96	711,823.96	711,823.96
			OUT OF GRADE		24,000.00						20,000.00	20,000.00	20,000.00
			ELECTIONS		15,000.00						15,000.00	15,000.00	15,000.00
			FIREARMS QUALIFICATION		42,000.00						42,500.00	42,500.00	42,500.00
			Sr/Mstr/Vet Years in Supe		283,650.00						283,200.00	283,200.00	283,200.00
			SPECLTY JOBS-PTRL/SUP		65,000.00						66,500.00	66,500.00	66,500.00
BARBER	CYNTHIA	A	210 POLICE	07/10/1989	42,841.69		1		820.72	837.14	42,841.69	43,698.53	43,698.53
CURTIN	CHRISTINE		210 POLICE	10/05/1987	36,650.38		1		702.11	716.16	36,650.38	37,383.39	37,383.39
			EXECUTIVE SECRETARY		5,939,498.16		Total Full Time - 5111				5,942,752.45	5,942,752.45	5,942,752.45
KOBALKA	THEODORE		210 POLICE		12,833.89		19		12.94	13.20	12,833.89	12,833.89	12,833.89
LANDERS	SALLY		210 POLICE		12,833.89		19		12.94	13.20	12,833.89	12,833.89	12,833.89
FAMICO	DONALD		210 POLICE		12,036.28		14		16.47	16.80	12,036.28	12,036.28	12,036.28
LUBOS	SHARYN		210 POLICE	6/27/94	10,570.50		15		13.50	13.77	10,570.50	10,570.50	10,570.50
GAUTHIER	JAMES		210 POLICE		24,150.00		15		35.00	35.00	24,150.00	24,150.00	24,150.00
			FINGERPRINT TECH		72,424.56		Total Part Time - 5113				72,424.56	72,424.56	72,424.56
			OVERTIME		356,800.00						372,000.00	372,000.00	372,000.00
			OT COURT		136,000.00						136,000.00	136,000.00	136,000.00
			OT-Events		32,000.00						32,000.00	32,000.00	32,000.00
			OT HH		55,000.00						58,000.00	58,000.00	58,000.00
			LONGEVITY		579,800.00		Total Overtime - 5131				598,000.00	598,000.00	598,000.00
					96,900.00						97,900.00	97,900.00	97,900.00
					96,900.00		Total Longevity - 5141				97,900.00	97,900.00	97,900.00
			PROF DEV & TRAINING		209,950.00						212,350.00	212,350.00	212,350.00
			DET'S STIPEND		7,000.00						7,500.00	7,500.00	7,500.00
			AFSOME Stipend								1,950.00	1,950.00	1,950.00
					216,950.00		Total Fringe - 5150				221,800.00	221,800.00	221,800.00
			WELLNESS		6,000.00						6,000.00	6,000.00	6,000.00
					6,000.00		Total Wellness - 5151				6,000.00	6,000.00	6,000.00
			DEFIB CERT		35,700.00						36,125.00	36,125.00	36,125.00
					35,700.00		Total Defib - 5135				36,125.00	36,125.00	36,125.00
					6,947,272.72		Department Total				6,975,002.01	6,975,002.01	6,975,002.01

FY 2007 FY 2008 FY 2009 Variance			
Full-Time Equivalent Employees:			
90.0	87.0	87.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BICK MICHAEL	P 210 POLICE	12101-5111	SR BLDG CUSTODIAN III	02211995	39,440.39	755.56	770.67	8% Shift Differential below	40,229.19	40,229.19	40,229.19	
BICK Shift Differential			Base Rate X 8%		3,155.21	60.44	61.65		3,218.31	3,218.31	3,218.31	
PATTERSON DONNA	L 210 POLICE	12101-5111	PRIN CLERK	08161993	39,991.97	766.13	781.45		40,791.81	40,791.81	40,791.81	
VASSY MARK	P 210 POLICE	12101-5111	SR BLDG CUSTODIAN III	11231992	39,440.39	755.56	770.67	8% Shift Differential below	40,229.19	40,229.19	40,229.19	
VASSY Shift Differential			Base Rate X 8%		3,155.21	60.44	61.65		3,218.31	3,218.31	3,218.31	
					125,183.16							

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Police - 210

ORG	Object	EXPENSE TITLE	Dept Amount
12102	5211 Electricity		
		Monthly average of \$3,300 totals \$40,000	\$ 52,500
		Request increase of \$2,500 based on FY08 projected expenses	
TOTAL			\$ 52,500
12102	5215 Natural Gas		
		Monthly average for transport is \$2,500 and gas is \$800	\$ 22,000
		Request decrease of \$3,000 based on FY08 projected expenses	
TOTAL			\$ 22,000
12102	5253 Radio & Vehicle Maintenance and Parts		
		Normal maintenance & repair of portable, mobile and base radios	\$ 8,000
		Normal maintenance of fleet, including parts not supplied by DPW as of FY2007	\$ 32,000
		Request increase of \$16,500 for parts no longer provided by DPW	
TOTAL			\$ 40,000
12101	5284 Equipment Lease		
		Lease/Purchase of Vehicle Equipment 7 marked units & 2 unmarked units	\$ 104,308
		Year 2 - Increased in FY09 - FY08 partial payments from grants	
TOTAL			\$ 104,308
12102	5300 Bldg Maintenance & Services		
		Bldg. Services & maintenance not covered by contract (estimated)	\$ 13,340
		Custodial Supplies	\$ 6,000
		Cybercomm contract	\$ 15,600
		Microsystems computer contract	\$ 22,050
		Internet service costs	\$ 1,740
		Printer maintenance & service	\$ 3,000
		HVAC maintenance	\$ 3,500
		Copier maintenance & service (American Lazer & Xerox)	\$ 6,700
		Alarm inspection	\$ 800
		Fire Extinguisher inspection	\$ 3,500
		Elevator inspection & testing	\$ 2,120
		Water service	\$ 1,000
		Live Scan contract	\$ 5,000
		Afix Tracker contract	\$ 3,500
		Landscaping expenses - Grounds & Sprinkler repair/prep	\$ 5,900
		Pasek maintenance contract & service	\$ 9,800
		Sideband community cameras maintenance contract	\$ 6,250
		Salient Stills CID Interview Room	\$ 3,200
		Identi-Kit Solutions - Lease	\$ 400
		SBE	\$ 500
		CJIS	\$ 1,100
TOTAL			\$ 115,000
12102	5317 Educational Training		
		MGL updates, training materials, mandated postings, court decisions.	\$ 3,400
		U.S. ID manuals (3) and PDR Reference Books	\$ 1,000
		Request increase of \$900 based on actual FY08 expenses	
TOTAL			\$ 4,400
12102	5318 Medical - Active		
		Medical/psychological costs for job related problems of current employees.	\$ 22,000
		Medical costs for disabled retired officers	\$ 8,000
TOTAL			\$ 30,000
12102	5326 Dive Team		
		Equipment and gear, including replacement and boat maintenance, etc.	\$ 3,000
TOTAL			\$ 3,000

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Police - 210

ORG	Object	EXPENSE TITLE	Dept Amount
12102	5341 Telephone & Communications		
	Verizon - \$2,560/month	\$	30,720
	AT & T - \$ 45/month	\$	540
	Arch Wireless- \$ 120/month	\$	1,440
	Nextel - \$ 650/month	\$	7,800
	Coastal Comm - maintenance yearly	\$	1,500
	Verizon Wireless - Cruiser air time \$50/mn x 10 units	\$	6,000
	Comcast Internet Services \$120/month and Webpage Network Solutions (\$135)	\$	1,575
	Sprint - \$ 50/month	\$	600
	Request decrease of \$7,325 based on FY08 expenses		
TOTAL		\$	50,175
12102	5381 Printing and Binding		
	Business cards, calendars, notices, Miranda warnings, accident reports, etc.	\$	4,400
	Request increase of \$900 based on increased cost of printing		
TOTAL		\$	4,400
12102	5384 Animal Care & Control		
	Temporary housing for stray/dangerous animals	\$	5,000
	Transportation for animals, holding and testing costs.	\$	1,000
TOTAL		\$	6,000
12102	5421 Office Supplies (General)		
	All office supplies, equipment supplies & cartridges, and office equip., etc.	\$	23,000
	Request increase of \$3000 based on FY08 exp & increased cost of suppl		
TOTAL		\$	23,000
12102	5585 Arms and Ammunition		
	Weapons - repair parts for all department weapons & cleaning solutions	\$	1,000
	Ammunition for qualification and training and lead hazard cleaning of range	\$	7,500
	Academy training for service weapon, shotgun and rifle. Required training	\$	2,000
TOTAL		\$	10,500
12102	5710 In-State Travel		
	In-State conferences, training, investigations, etc.	\$	500
TOTAL		\$	500
12102	5710 Out-of-State Travel		
	Any travel out of state for conferences, training, investigations, etc. including air-fare, accomodations, expenses and program costs - IACP Annual Conference	\$	3,600
	Request increase of \$3,600 based on FY08 expenses		
TOTAL		\$	3,600
12102	5731 Dues and Subscriptions		
	All police affiliations dues, subscriptions and periodic legal updates.	\$	16,100
	Request increase of \$4,100 based on FY08 expenses		
TOTAL		\$	16,100
12102	5775 Community Events		
	Halloween costs, Boston PD and NEMLEC, other PD's	\$	36,800
	Request increase of \$3,300 based on FY08 1 day HH costs		
TOTAL		\$	36,800
12102	5780 Other Police Expenses		
	Prisoner meals, postage, business meetings, cleaning costs, CID expenses, etc.	\$	15,900
TOTAL		\$	15,900
12102	5862 Police Equipment		
	Unifor and equipment replacement and maintenance, equipment and uniforms for Bike Unit or uniforms and equipment for any specialty assignment.	\$	10,000
	Portable Radio Batteries - 1/2 cost from Community Policing Grant 1/2 from Budget	\$	-
		\$	9,200
TOTAL		\$	19,200
TOTAL PROPOSED		\$	557,383

Health Department

Mission Statement

The Salem Board of Health is responsible for the stewardship of the Public Health.

This is accomplished through vigilant follow-up of reportable contagious diseases; the enforcement of Environmental and Sanitary Codes, State Statutes, local regulations, and ordinances; the promotion of sound public health practices, education, and disease prevention; and the ongoing preparation for an infectious disease emergency.

Significant Changes

As the Board of Health continued with completion of its current-day responsibilities including emergency planning and inspections, it also addressed issues of contagious disease more reminiscent of the past, such as tuberculosis cases requiring directly observed therapy. A sanitarian's position became vacant and was filled. An employee of 20 years retires in April. An employee of 33 years will retire in September.

Previous Fiscal Year Accomplishments

- Followed up on 68 cases of reportable contagious diseases.
- Distributed approximately 30,000 doses of vaccine to Salem medical providers
- Provided vaccination clinics for influenza, pneumonia, hepatitis A, and measles including over 1500 vaccinations not counting those for police and fire.
- Hosted and chaired the North Shore-Cape Ann Emergency Preparedness Coalition (15 communities).
- Ensured compliance with conditions set for various developments.
- Ensured compliance with tobacco regulations.
- Enforced the State Sanitary Code for housing, food establishments bathing beaches, swimming pools and other permitted facilities conducting over 2500 inspections.
- Provided sanitary inspections for problem areas in neighborhoods.

FY 2009 Goals & Objectives

- Limit the exposure and incidence of infectious diseases through investigation, detection and prevention.
- Respond to residents' concerns regarding illness and sanitation issues.
- Maintain an inventory of vaccines and biologics required by the City's hospitals, clinics and physicians.
- Provide immunization clinics and educational seminars as determined by the Board.
- Ensure that the public health policies of the Board and State are followed.
- Maintain preparedness for public health emergencies.
- Maintain and strengthen working relationships with other City departments.
- Use the media and other avenues as a tool for disseminating information regarding public health concerns and education.
- Comply with the Massachusetts Department of Public Health regulations regarding inspection requirements for establishments governed by the State Sanitary Code.
- Respond to residents' public health concerns.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Health-Personnel								
15101	5111	355,158.79	376,090.00	370,090.00	365,063.02	382,288.00	353,093.00	353,093.00
15101	5113	0.00	22,246.00	22,246.00	22,246.00	0.00	18,289.00	18,289.00
15101	5131	853.83	1,000.00	1,000.00	976.85	1,000.00	1,000.00	1,000.00
15101	5141	150.00	150.00	150.00	150.00	150.00	150.00	150.00
15101	5150	1,800.00	2,100.00	2,100.00	2,100.00	4,550.00	4,550.00	4,550.00
Total Health-Personnel		357,962.62	401,586.00	395,586.00	390,535.87	387,988.00	377,082.00	377,082.00
Health-Expenses								
15102	5306	250.06	1,000.00	1,136.80	1,136.80	1,000.00	1,000.00	1,000.00
15102	5318	3,449.58	3,600.00	3,463.20	3,453.32	3,600.00	3,600.00	3,600.00
15102	5320	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
15102	5396	4,998.93	5,000.00	5,000.00	4,955.05	5,000.00	5,000.00	5,000.00
15102	5421	2,530.78	2,800.00	2,800.00	2,798.41	2,800.00	2,800.00	2,800.00
15102	5710	2,228.50	2,250.00	2,250.00	1,796.36	5,000.00	5,000.00	5,000.00
15102	5778	0.00	1,000.00	1,000.00	999.69	0.00	0.00	0.00
15102	5785	1,200.00	1,200.00	1,600.00	1,560.00	2,000.00	2,000.00	2,000.00
15102	5786	330.00	800.00	400.00	400.00	800.00	800.00	800.00
Total Health-Expenses		14,987.85	17,650.00	17,650.00	17,099.63	21,200.00	21,200.00	21,200.00
120	510	372,950.47	419,236.00	413,236.00	407,635.50	409,188.00	398,282.00	398,282.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
SCOTT PAGE	120 HEALTH	15101-5111	HEALTH AGENT	04111994	64,067.26		1		1,227.34	1,251.89	64,067.26	65,348.60	65,348.60
	120 HEALTH	15101-5111	BOARD CLERK		2,000.00	B		4	500.00	500.00	2,000.00	2,000.00	2,000.00
					66,067.26			Total Full Time - 5111			66,067.26	67,348.60	67,348.60
REALE	120 HEALTH	15101-5111	PART-TIME INSPECTOR				20	hours per wk	25.00	-	-	-	-
TRACCHIA	120 HEALTH	15101-5111	SEALER WEIGHTS/MEAS		23,336.06		20	hours per wk	22.35	-	To Insp Serv	To Insp Serv	To Insp Serv
REPLACE Mary Page	120 HEALTH	15101-5113	PART-TIME CLERK		23,336.06		19		18.44			18,288.79	18,288.79
<i>Tracchia moved from Pub Services to Inspectional Services Division</i>							Total PartTime - 5113				-	18,288.79	18,288.79
					89,403.32			Department Total			66,067.26	85,637.39	85,637.39

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	8.6	8.6	7.6	-1.0

OTHER SPECIAL REVENUE FUNDING SOURCES

WHITTAKER	MARGARET	Coalition Grant	24963	F	35	26.98	49,292.46
RACZKOWSKI	DOROTHY	Coalition Grant		F	12	12.00	7,516.80
1 Union Position to be funded by admin money for FY 2008					35		
Total Grant						Total Grant	Total Grant

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
DIONNE JANET	120 HEALTH	15101-5111	SR. SANITARIAN	5/10/04	50,283.63	963.29	982.55		51,289.31	51,289.31	51,289.31	
GEHAN JOHN	L 120 HEALTH	15101-5111	SANITARIAN STEP III	12/1/05	-	-	-		-	-	-	
GIARLA TRACY	L 120 HEALTH	15101-5111	PUB HLTH NURSE	11/12/1998	47,499.95	909.96	928.16		48,449.95	48,449.95	48,449.95	
GREENBAUM DAVID	J 120 HEALTH	15101-5111	SANITARIAN	11/03/03	46,792.34	896.41	914.33		47,728.19	47,728.19	47,728.19	
LYONS HEATHER	J 120 HEALTH	15101-5111	SR ACCT CLERK	10/12/04	37,961.91	727.24	741.78		38,721.15	38,721.15	38,721.15	
PAGE MARY	F 120 HEALTH	15101-5111	PRINCIPAL CLERK	08/04/1975	39,991.57	766.12	781.44		40,791.40	10,315.07	10,315.07	150.00
SALANDREA ELIZABETH	120 HEALTH	15101-5111	SANITARIAN STEP III	1/7/2008		830.56	847.16	1/7/2009 890.07 28.0 24.2	45,018.17	45,018.17	45,018.17	
VALDEZ PABLO	A 120 HEALTH	15101-5111	CODE ENFRONT OFFICER 01181988		46,792.34	896.41	914.33		RETIRED	RETIRED	RETIRED	
REPLACE VALDEZ	A 120 HEALTH	15101-5111	CODE ENFRONT OFF Step I				847.16		44,221.75	44,221.75	44,221.75	
Move 1 union employee to the Coalition Grant - to be paid by admin fees.					(40,000.00)							
Mary Page to Retire on 9/30/2008 - Salary calculated for FY09 at 13.2 weeks												
					<u>269,321.75</u>				<u>316,219.92</u>	<u>285,743.59</u>	<u>285,743.59</u>	<u>150.00</u>

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

HEALTH - 120

ORG	OBJECT	EXPENSE TITLE	Dept Amount
15102	5306	ADVERTISING	
		Public Health alerts, such as for Seasonal Flu, Avian Flu, other contagious diseases and legal notices required for regulations.	1,000
TOTAL			1,000
15102	5318	DENTAL/MEDICAL SERVICES	
		Influenza Clinic supplies including 12 boxes Sensicare sterile gloves, 1 carton Curad bandages, 20 boxes alcohol wipes, 10 sharps containers, 12 boxes 3cc 23G 1" syringes, NIOSH N95 masks, 4 EpiPens, 7 ice packs, 10 packs 1X1's	1,000
		Stricycle Sharps Disposal	464
		MPHA Professional Membership	50
		Public Health Nurse seminars	100
		Sharps Disposal	500
		Restricted mail	10
		FluClinic Ads	1,000
		Police Detail for Flu Clinic	160
		APHA Publication	66
		Mileage to pick up immunizations	250
TOTAL			3,600
15102	5320	CONTRACTED SERVICES	
		Fees for expert consultants to review new pool and septic system plans.	1,000
TOTAL			1,000
15102	5396	HOUSING/SAN	
		Educational Conferences: Contagious diseases, inspections, emergency preparedness,	700
		Inspectional Equipment such as stem type thermometers, flashlights, batteries,	540
		License for computerized inspection module	425
		litmus paper	300
		Belmont Springs water	260
		Film, camera supplies	400
		Hardware supplies: wire, nails, etc for hanging signs	200
		Codes from Mass DEP and MDPH	300
		Professional Membership for 7 employees: MHOA, APHA, MPHA, NEHA, NALBOH	1,200
		newspaper	175
		Beach signs, pool test kits, instructional videos	500
TOTAL			5,000
15102	5421	OFFICE SUPPLIES	
		30 cartons paper @ \$23	690
		30 telephone logs @ \$38	110
		5000 letterhead	300
		5000 envelopes	250
		Business cards for employees	150
		Copier toner	300
		printer cartridges	350
		pens, pencils, staples, post-its, manilla folders paper clips, poster board, binders	300
		CD disks	150
		Belmont water	200
TOTAL			2,800
15102	5710	IN STATE TRAVEL	
		Mileage reimbursement for 3 employees @ \$1500 each, per contract	4,500
		Mileage reimbursement for travel outside of Salem	500
TOTAL			5,000
15102	5778	OTHER EXPENSES-SEALER	
		Sealer of Weights & Measurers move to Bldg Inspectors Budget.	-
TOTAL			-
15102	5785	RODENT CONTROL	
		20 professional exterminations @ \$100 each	2,000
TOTAL			2,000
15102	5786	BEACH WATER ANALYSIS	
		Bacterial analysis of swimming water	800
TOTAL			800
TOTAL PROPOSED			21,200

Public Property – Board of Appeals

Mission Statement

Department takes in Board of Appeals Applications and coordinates Abutters lists and the placing of Legal Adds for the Z.B.A hearings

Significant Changes

None

Previous Fiscal Year Accomplishments

- Provided required services on time

FY 2009 Goals & Objectives

- To continue to support the Zoning Board of Appeals.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Board of Appeals-Personnel								
11761	5111 SALARIES-FULL TIME	3,000.00	3,000.00	3,000.00	2,410.00	3,000.00	3,000.00	3,000.00
Total Board of Appeals-Personnel		3,000.00	3,000.00	3,000.00	2,410.00	3,000.00	3,000.00	3,000.00
Board of Appeals-Expenses								
11762	5306 ADVERTISING	175.00	175.00	175.00	175.00	400.00	400.00	400.00
11762	5381 PRINTING AND BINDING	165.00	200.00	200.00	199.89	200.00	200.00	200.00
11762	5421 OFFICE SUPPLIES (GEN	257.26	300.00	300.00	267.36	300.00	300.00	300.00
Total Board of Appeals-Expenses		597.26	675.00	675.00	642.25	900.00	900.00	900.00
220	176 Department Total	3,597.26	3,675.00	3,675.00	3,052.25	3,900.00	3,900.00	3,900.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
MERHALSKI	DANIEL	C 220	PUBLIC PROP-BD APPEALS	11761-5111	3,000.00	B		12	-	-	52.2	52.2	52.2
LASH	AMY	C 220	PUBLIC PROP-BD APPEALS	11761-5111	-	B		12	250.00	250.00	3,000.00	3,000.00	3,000.00
					3,000.00			Total Full Time - 5111			-	-	-
					3,000.00			Department Total			-	-	-

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.0	0.0	0.0	0.0

FY 2009 DETAILED BUDGET REPORT
EXPENSES

PUBLIC PROPERTY - Board of Appeals - 220

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11762	5306	ADVERTISING Advertising for meetings.	400
TOTAL			400
11762	5381	PRINTING AND BINDING Letter head, envelopes.	200
TOTAL			200
11762	5421	OFFICE SUPPLIES Miscellaneous office supplies as needed	300
TOTAL			300
TOTAL PROPOSED			900

Public Property – Building Maintenance

Mission Statement

The Public Property Department no longer maintains City Buildings with the exception of Janitorial services for City Hall and City Hall Annex. Department will continue to pay utilities for City Hall, Old Town Hall City Hall Annex and Council on Aging Building. The utilities include Oil Heat, Water and Sewer, and Electricity.

Significant Changes

None

Previous Fiscal Year Accomplishments

- Continue to provide technical expertise to various city Departments regarding repairs

FY 2009 Goals & Objectives

- To continue to invoice monthly bills and process in a timely manner.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Pub Prop/Bldg Maint-Personnel							
11921 5111 SALARIES-FULL TIME	84,997.89	86,093.00	41,901.00	41,845.35	43,448.00	43,448.00	43,448.00
11921 5131 OVERTIME (GENERAL)	108.93	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
11921 5150 FRINGE/STIPENDS	600.00	600.00	300.00	300.00	650.00	650.00	650.00
Total Pub Prop/Bldg Maint-Personnel	85,706.82	88,693.00	44,201.00	42,145.35	46,098.00	46,098.00	46,098.00
Pub Prop/Bldg Maint-Expense							
11922 5211 ELECTRICITY	34,999.58	38,500.00	45,500.00	45,363.88	72,000.00	72,000.00	72,000.00
11922 5212 HVAC, W/S - 120 WASHINGTON	9,102.80	9,360.00	9,360.00	9,357.60	11,360.00	11,360.00	11,360.00
11922 5216 OIL HEAT	54,986.86	60,000.00	53,000.00	52,998.42	58,000.00	58,000.00	58,000.00
11922 5241 BUILDING MAINT/REPAIRS/SU	19,496.81	30,000.00	45,200.00	44,127.43	0.00	0.00	0.00
11922 5381 PRINTING AND BINDING	389.48	500.00	710.00	687.00	1,000.00	1,000.00	1,000.00
11922 5421 OFFICE SUPPLIES (GEN	380.28	500.00	500.00	494.95	1,200.00	1,200.00	1,200.00
11922 5431 BLDG REP/MAINT SUPPL	1,916.70	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
11922 5451 CUSTODIAL SUPPLIES	3,974.31	3,500.00	5,200.00	5,189.13	6,000.00	6,000.00	6,000.00
11922 5710 IN STATE TRAVEL/MEETINGS	665.00	800.00	690.00	685.00	1,200.00	1,200.00	1,200.00
11922 5846 EMERGENCY REPAIRS	39,666.42	0.00	15,375.00	14,901.00	0.00	0.00	0.00
11922 5851 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
Total Pub Prop/Bldg Maint-Expense	165,578.24	143,160.00	175,535.00	173,804.41	153,760.00	153,760.00	153,760.00
220 192 Department Total	251,285.06	231,853.00	219,736.00	215,949.76	199,858.00	199,858.00	199,858.00

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date	Rate # Wks Old	New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BAUTISTA RAFAEL	P 220 PUBLIC PROP-BLDG MAINT	11921-5111	SR BLDG CUST III	07011985	39,440.39	755.56	770.67				40,229.19	40,229.19	40,229.19	
Shift Differential - Baulista			Base Rate X 8%		3,155.21	60.44	61.65				3,218.31	3,218.31	3,218.31	
					<u>42,595.59</u>						<u>43,447.50</u>	<u>43,447.50</u>	<u>43,447.50</u>	-
Overtime- Regular	220 PUBLIC PROP-BLDG MAINT	11921-5131	OT - Regular		<u>2,000.00</u>						<u>2,000.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	-
					<u>2,000.00</u>						<u>2,000.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	-

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC PROPERTY - BUILDING MAINTENANCE- 220

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11922	5211	Electricity	
		Old Town Hall	12,800
		Council on Aging	20,000
		120 Washington Street	12,800
		City Hall	26,400
	TOTAL		72,000
11922	5212	HVAC/Water 120 Washington Street	
		Water 120 Washington Street	5,024
		HVAC - 129 Washington St	6,336
		(Utility Bills paid to landlord for 120 Washington Street)	
	TOTAL		11,360
11922	5216	Oil Heat	
		Gas for 120 Washington street	14,000
		Old Town Hall	10,000
		93 Washington Street	16,000
		Council on Aging	18,000
	TOTAL		58,000
11922	5381	Printing and Binding	
		For printing and binding of zoning book and maps	500
		Letter Head	300
		Enevelops	200
	TOTAL		1,000
11922	5421	General Office supplies	
		This is for general stationary and office supplies	200
		Pens	50
		Steno Paper	50
		File Folders	50
		Misc. Supplies	550
		New Fax	300
	TOTAL		1,200
11922	5431	Building repair and maintenance supplies	
		For Miscellaneous materials - keys, and small items not covered in PS budget	
		Winer Brothers - Supplies	1,000
		Home Depot - Building Supplies	1,000
	TOTAL		2,000
11922	5451	Custodial supplies	
		Custodial supplies for City Hall and 120 Washington Street	2,500
		Trash Bags	1,000
		Hand Soap	300
		Paper Towels/ Toilet Paper	800
		Cleaning Supplies	700
		Vacuum Cleaner bags/broom/mops and other miscellaneous supplies as needed	700
	TOTAL		6,000
11922	5710	Instate travel and meetings	
		Instate travel and monthly meeting	1,200
		Meetings and seminars for 2 Bld Inspectors, 2 Plumbing & Gas Inspectors	
		1 Backflow Prevention	
	TOTAL		1,200
11922	5851	Office Equipment	
		Replace office furniture & equipment	1,000
	TOTAL		1,000
TOTAL PROPOSED			153,760

Public Property – Fixed Costs

Mission Statement

Fixed costs consist of Budgeting and Payment of the rent and taxes for City Hall Annex, telephone for City Hall, and City Hall Annex, and Postage for all City Departments.

Significant Changes

None

Previous Fiscal Year Accomplishments

- Paid all monthly invoices and maintained Postage and Distribution of all City mail in a timely manner.

FY 2009 Goals & Objectives

- To attempt to track mail by Department to pinpoint individual Department's usage.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Public Prop-Fixed Costs								
11962	5271 CITY HALL ANNEX RENT	360,000.00	360,000.00	360,000.00	360,000.00	360,000.00	360,000.00	360,000.00
11962	5274 ANNEX RENT TAXES	6,920.52	7,725.00	7,725.00	7,725.00	10,000.00	15,000.00	15,000.00
11962	5341 TELEPHONE	41,102.91	30,000.00	36,000.00	33,688.07	40,000.00	35,000.00	35,000.00
11962	5342 POSTAGE	87,893.99	100,000.00	77,000.00	72,143.38	100,000.00	100,000.00	100,000.00
	Total Public Prop-Fixed Costs	495,917.42	497,725.00	480,725.00	473,556.45	510,000.00	510,000.00	510,000.00
220	196 Department Total	495,917.42	497,725.00	480,725.00	473,556.45	510,000.00	510,000.00	510,000.00

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC PROPERTY - FIXED COSTS - 220

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11962	5271	ANNEX RENT	
		Monthly Rent 30,000 x 12	360,000
TOTAL			360,000
11962	5274	ANNEX RENT TAXES	
		Escalator Taxes per Solicitor	10,000
TOTAL			10,000
11962	5341	TELEPHONE	
		Telephone bills and Maintenance of existing system.	40,000
		Bill for all of City Hall, Council on Aging, 120 Washington Street, Health Department fax lines and internet lines	
TOTAL			40,000
11962	5342	POSTAGE	
		Mailing for City Hall . Note this fee has increased due to the increase in postage	100,000
		City Clerk - Census, Dog License	
		Collectors - Excise Tax, Water Bills, Real Estate	
		Miss. Mail of all Department	
TOTAL			100,000
TOTAL PROPOSED			510,000

Public Property – Building/Plumbing/Gas Inspections

Mission Statement

The Department is responsible for receiving, reviewing, and issuing all Building, Plumbing and Gas Permits. The majority of these permits require at least one inspection.

Significant Changes

The department has added a full time Building Inspector, A part time Bld Inspector and A Part time Sealer of Weights and Measures.

Previous Fiscal Year Accomplishments

- Received, processed 1008 building permits, 883 plumbing and gas permits, 273 certificates of occupancy.
- Assisted Fire, Health, Police, Electrical and many other Departments with numerous inspections and miscellaneous problems.

FY 2009 Goals & Objectives

- Will attempt to track numbers and source of calls made to the department.
- Additional coordination of annual inspections and enforcement actions.
- Department will increase data entry in existing Geo-TMS programs.
- Department has added to the ability to perform Annual inspections with the hire of a part time inspector. The costs of this employee will be covered by the additional inspection fees.
- Will coordinate with other Departments to standardize GEO TMS data entries
- Will increase the 21D Ticket program for cronic offenders.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Pub Prop/Inspections-Personnel							
12411 5111 SALARIES-FULL TIME	224,237.63	228,026.00	240,526.00	227,644.43	293,188.00	297,420.00	297,420.00
12411 5113 SALARIES-PART TIME	0.00	0.00	0.00	0.00	40,022.00	40,823.00	40,823.00
12411 5150 FRINGE/STIPENDS	600.00	600.00	600.00	600.00	1,300.00	1,300.00	1,300.00
Total Pub Prop/Inspections-Personnel	224,837.63	228,626.00	241,126.00	228,244.43	334,510.00	339,543.00	339,543.00
Bldg/Gas/Plumb Insp - Expenses							
12412 5320 CONTRACTED SERVICES	0.00	0.00	4,359.88	4,359.88	25,500.00	10,000.00	10,000.00
12412 5387 FEES - DEP ADMIN	0.00	0.00	6,500.00	6,500.00	8,000.00	8,000.00	8,000.00
12412 5710 IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
12412 5713C EXPENSES-CLEAN IT/LIEN IT	1,150.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
12412 5778 OTHER EXP - SEALER	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
Total Bldg/Gas/Plumb Insp - Expenses	1,150.00	2,000.00	12,859.88	12,859.88	46,500.00	31,000.00	31,000.00
220 241 Department Total	225,987.63	230,626.00	253,985.88	241,104.31	381,010.00	370,543.00	370,543.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
BARBEAU	220 PUBLIC PROP-INSPECTIONS	12411-5111	ASST BUILDING INSPEC		42,749.51		1		818.96	835.34	42,749.51	43,604.50	43,604.50
ROSS	220 PUBLIC PROP-INSPECTIONS	12411-5111	PLUMBING & GAS INSP	03301987	50,334.54		1		984.26	983.55	50,334.54	51,341.24	51,341.24
MCGRATH	220 PUBLIC PROP-INSPECTIONS	12411-5111	ASST BUILDING INSPEC		64,269.63		1		924.35	942.84	48,251.07	49,216.09	49,216.09
ST PIERRE	220 PUBLIC PROP-INSPECTIONS	12411-5111	INSPECTIONAL SERVICE DIR		70,269.03		1		1,346.15	1,373.07	70,269.03	71,674.41	71,674.41
					227,622.71		Total Full Time - 5111				211,604.15	215,836.23	215,836.23
DOYLE	230 PUBLIC PROP-INSPECTIONS	12411-5113	SEALER WEIGHTS/MEAS				19 hours per wk		22.35	22.80	22,169.28	22,612.64	22,612.64
PAQUIN	230 PUBLIC PROP-INSPECTIONS	12411-5113	PT ASST BUILDING INSPEC	10/15/2007			19 hours per wk		18.00	18.36	17,852.40	18,209.45	18,209.45
							Total Part Time - 5113				40,021.68	40,822.09	40,822.09
					227,622.71		Department Total				251,625.81	256,658.33	256,658.33

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees - Inspections	5.0	6.0	6.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
MURTAGH SALLY	C 220 PUBLIC PROP-INSPECTIONS	12411-5111	PRINCIPAL CLERK III	03/14/1989	39,991.64	766.12	781.45		40,791.48	40,791.48	40,791.48	
BILODEAU JOYCE	C 220 PUBLIC PROP-INSPECTIONS	12411-5111	PRINCIPAL CLERK III	3/16/06	39,991.64	766.12	781.45		40,791.48	40,791.48	40,791.48	
					<u>79,983.29</u>				<u>81,582.95</u>	<u>81,582.95</u>	<u>81,582.95</u>	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC PROPERTY - Inspections - 220

ORG	OBJECT	EXPENSE TITLE	Dept Amount
12412	5320	CONTRACTED SERVICES	
		Contracted Services - Temp Plumbing Inspector to cover vacations/sick/etc.	5,500
		contracted services Winter Island Remediation- Thu Fisc 09	20,000
TOTAL			25,500
12412	5387	FEES - DEP ADMIN	
		Admin fees for Dept Environmental Protection (2K per incident)	8,000
TOTAL			8,000
12412	5710	IN-STATE TRAVEL/MEETING	
		Mileage reimbursements for Inspectors - 4 full-time 2 part-time.	10,000
TOTAL			10,000
12412	5713C	EXPENSES-CLEAN IT/LIEN IT	
		Clean it or lien it- Monies to secure vacant buildings etc. Monies expended are	2,000
TOTAL			2,000
12412	5778	OTHER EXPENSES - SEALER	
		Misc supplies	1,000
TOTAL			1,000
TOTAL PROPOSED			46,500

Licensing Board

Mission Statement

To provide a community service to the City of Salem in processing, overseeing and renewing the licenses of over 400 establishments of different categories. Among the types of licenses are; Common Victualler (alcohol and non-alcohol), Package/Convenient Stores (alcohol), Auto Dealers, Lodging Houses, Inn Holders, Bed and Breakfasts, Week day and Sunday Entertainment, Automatic Amusements, Special One Day Alcohol, Street Performers, Seasonal and Halloween Vendors.

Significant Changes

The Office Licensing office has relocated to the Building Inspector's office. The staff person reports to the Director of Inspectional Services

Previous Fiscal Year Accomplishments

- The Licensing Board Participated in the coordination of inspections and enforcement for licensed establishments relative to sprinkler regulation requirements – Chapter 304 of the Acts of 2004.
- The Board increased inspections of Licensed Premises.

FY 2009 Goals & Objectives

- The Licensing Boards' goal is to serve the various license holders throughout the City and to ensure adherence to all segments of Chapter 138 and Chapter 140.
- The Licensing Boards' objectives are to prevent infractions of the Law and to ensure the Licensees do not exceed the limits of their license.
- To accurately track Licensing fees related to specific events such as Haunted Happenings

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Licensing-Personnel								
11651	5111 SALARIES-FULL TIME	45,737.00	46,358.00	46,557.16	46,557.16	48,092.00	48,092.00	48,092.00
11651	5150 FRINGE/STIPENDS	300.00	300.00	300.00	300.00	650.00	650.00	650.00
Total Licensing-Personnel		46,037.00	46,658.00	46,857.16	46,857.16	48,742.00	48,742.00	48,742.00
Licensing-Expenses								
11652	5306 ADVERTISING	0.00	99.00	99.00	99.00	400.00	400.00	400.00
11652	5381 PRINTING AND BINDING	152.50	500.00	300.84	285.00	500.00	500.00	500.00
11652	5421 OFFICE SUPPLIES (GEN	506.88	540.00	540.00	384.74	640.00	640.00	640.00
11652	5851 OFFICE EQUIPMENT	399.99	400.00	400.00	400.00	400.00	400.00	400.00
Total Licensing-Expenses		1,059.37	1,539.00	1,339.84	1,168.74	1,940.00	1,940.00	1,940.00
150	165 Department Total	47,096.37	48,197.00	48,197.00	48,025.90	50,682.00	50,682.00	50,682.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
CASEY	J	H	150 LICENSING BOARD										
LEE	RICHARD	11651-5111	MEMBER		1,300.00	B		4	325.00	325.00	1,300.00	1,300.00	1,300.00
SHEA	DAVE	11651-5111	MEMBER		1,300.00	B		4	325.00	325.00	1,300.00	1,300.00	1,300.00
SIROIS	BARBARA	11651-5111	CHAIRMAN		1,700.00	B		4	425.00	425.00	1,700.00	1,700.00	1,700.00
		11651-5111	CLERK OF BOARD		3,000.00	B		4	750.00	750.00	3,000.00	3,000.00	3,000.00
					7,300.00			Total Full Time - 5111			7,300.00	7,300.00	7,300.00
								Department Total			7,300.00	7,300.00	7,300.00

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	1.0	1.0	1.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
SIROIS	150 LICENSING BOARD	11651-5111	PRINCIPAL CLERK	7/11/97	39,991.57	766.12	781.44		40,791.40			Retiring
REPLACE SIROIS	150 LICENSING BOARD	11651-5111	PRINCIPAL CLERK				784.44			40,791.40	40,791.40	
					<u>39,991.57</u>				<u>40,791.40</u>	<u>40,791.40</u>	<u>40,791.40</u>	-

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Licensing Board - 150

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11652	5306	ADVERTISING	
		Advertisement for Alcohol Licensing	400
		Memberships and Publications	
		Expenses incurred for travel and meetings	
TOTAL			400
11652	5381	PRINTING AND BINDING	
		Licenses and Forms as needed (alcohol, auto dealers, etc.)	200
		Envelopes	100
		Business Cards	50
		Letterhead Stationary	150
TOTAL			500
11652	5421	OFFICE SUPPLIES (GEN)	
		tape, clips, elastics, folders, files, staples, pen, glue sticks, highlighters	
		calendars, self inked stampels, laminating pouches, typewriter ribbons,	
		binders, labels, film, name plates, audio tapes, file boxes	400
		Updating MGL, Memberships, travel & meetings	240
TOTAL			640
11652	5851	OFFICE EQUIPMENT	
		Maintenance of typewriter, time stamp machine, adding machine and rolls,	
		toner and recorder	
		File Cabinet, book case, flat screen	400
TOTAL			400
TOTAL PROPOSED			1,940

Electrical Department

Mission Statement

The Mission of the Electrical Department is to protect the safety and welfare of the City's residents and its visitors. More specifically, the department will enforce all laws, bylaws and regulations in accordance with the City and State of Massachusetts Electrical Codes. The Electrical Department will assist our residents as to any concern that they might have about their safety and well being.

Significant Changes

The department has performed numerous inspections for compliance at the High School renovation project. A vast amount of condominium and renovation projects have also had to be inspected. A significant amount of commercial development has taken place over the last year. The I Hop restaurant on Trader's way and the Irving Gas Station on Swampscott Rd. A major project was also the conversion of 96 Swampscott road. Salem, State College is ever expanding The College has added new sports facility's such as new tennis courts and a Baseball field. The 2 Major Roadways, RTE. 114 and RTE 107 are being upgraded with new Traffic Signals, Roadway Lighting and Fire Alarm. The Electrical Department is maintaining more Roadway lighting, Signal lighting and Fire Alarm service than ever, due to all the renovation work that has taken place. R.C.G. Development team has completed projects in the City's Central district as well.

Previous Fiscal Year Accomplishments

- The City's Fire Alarm has been extended to accommodate numerous projects listed above.
- Worked in conjunction with Park and Rec. to complete a sprinkler project at Gallows Hill Park.
- Installed new lighting in the Salem Market place.
- Installed outlets and wiring for the building Department office area.
- Completed Fire Alarm equipment transfers on new poles installed by Verizon. Transfers have taken place on Lafayette Street, Canal Street and Summit Avenue.
- City of Salem Electrical permits are obtainable on line.
- Designed Osborne Hills Fire Alarm System
- Designed Osborne Hills Roadway Lighting System

FY 2009 Goals & Objectives

- To meet all inspectional service needs in a timely fashion and thoroughly complete them.
- To conduct an energy efficient plan for the City's buildings
- Plan a short term and a long term painting project for the up keep of our roadway lighting and traffic signals.
- To Complete installation of new Fire Alarm Cables and Fire boxes along Routes 114 and 107
- To Complete Decorative roadway lighting along Routes 114 and 107
- Coordinate with Mass. Highway the installation of new traffic signals on Route 107 from the Lynn Line to Wilson Street.
- The Wilson Street intersection will change in regard to a lane change as well as a signal change. The advanced green will start from the Wilson Street side of the intersection. We recommend being able to take a left as well as a right turn from the right hand lane also. We will have the capability from within our traffic controller to make these changes. These changes would significantly help improve the flow of traffic during peak times of the day. The end result we will move more traffic out of the school area's safer and faster.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Electrical-Personnel								
12451	5111 SALARIES-FULL TIME	224,877.28	227,851.00	227,851.00	227,849.96	238,234.00	239,446.00	239,446.00
12451	5131 OVERTIME (GENERAL)	37,740.38	36,000.00	39,352.14	39,352.14	40,000.00	10,000.00	10,000.00
12451	5141 LONGEVITY	400.00	400.00	400.00	400.00	400.00	400.00	400.00
12451	5150 FRINGE/STIPENDS	1,200.00	1,200.00	1,200.00	1,200.00	2,600.00	2,600.00	2,600.00
Total Electrical-Personnel		264,217.66	265,451.00	268,803.14	268,802.10	281,234.00	252,446.00	252,446.00
Electrical-Expenses								
12452	5213 STREET LIGHTING	450,000.00	465,000.00	465,000.00	465,000.00	634,219.00	635,000.00	635,000.00
12452	5214 TRAFFIC SIGNAL LIGHT	39,982.67	44,000.00	43,000.00	42,941.25	67,260.00	67,500.00	67,500.00
12452	5254 STREET LIGHTING MAINT	1,338.23	1,000.00	1,000.00	812.00	12,000.00	12,000.00	12,000.00
12452	5255 BUILDING/EQUIP MAINT	7,348.68	8,000.00	8,000.00	7,750.79	10,000.00	8,000.00	8,000.00
12452	5256 FIRE/MUN SIGNAL MAIN	9,936.67	11,769.00	11,769.00	11,678.01	12,000.00	12,000.00	12,000.00
12452	5257 MAINT TRAFFIC SIGNAL	8,746.22	9,000.00	7,487.86	5,589.45	9,000.00	7,500.00	7,500.00
12452	5301 POLICE DETAIL	481.00	500.00	500.00	481.00	1,000.00	1,000.00	1,000.00
12452	5324 TUITION	979.00	1,000.00	1,000.00	872.90	1,000.00	1,000.00	1,000.00
12452	5341 TELEPHONE	2,194.74	2,432.00	1,932.00	1,815.51	2,432.00	2,000.00	2,000.00
12452	5421 OFFICE SUPPLIES (GEN	2,952.41	2,998.00	2,998.00	2,925.09	2,998.00	2,500.00	2,500.00
12452	5710 IN STATE TRAVEL/MEETINGS	481.00	500.00	160.00	141.00	500.00	500.00	500.00
Total Electrical-Expenses		524,440.62	546,199.00	542,846.86	540,007.00	752,409.00	749,000.00	749,000.00
080	245 Department Total	788,658.28	811,650.00	811,650.00	808,809.10	1,033,643.00	1,001,446.00	1,001,446.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
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GIARDI	JOHN	M	080 ELECTRICAL	12451-5111	CITY ELECTRICIAN	06041984							
					60,563.03		1		1,183.42		60,563.03	61,774.29	61,774.29
					60,563.03						60,563.03	61,774.29	61,774.29
								Total Full Time - 5111					

Note - Overtime account reduced to 10,000. An Offset Account will be set up to handle overtime offset by alarm call receipts in FY 2009

60,563.03	Department Total	60,563.03	61,774.29	61,774.29
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	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	5.0	5.0	5.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
DURKIN	JAMES	M 080 ELECTRICAL	12451-5111	WORKING FOREMAN III	12111972	45,556.46	872.73	890.18		46,467.59	46,467.59	46,467.59	250.00
ROCHON	MARK	T 080 ELECTRICAL	12451-5111	WIRE INSPECTOR	4/30/2001	46,792.34	896.41	914.33		47,728.19	47,728.19	47,728.19	
THIBODEAU	ALISON	J 080 ELECTRICAL	12451-5111	PRINCIPAL CLERK III	03201976	39,991.64	766.12	781.45		40,791.48	40,791.48	40,791.48	150.00
VALLANTE	KENNETH	J 080 ELECTRICAL	12451-5111	SIGNAL MAINTAINER III	10/28/2002	41,846.53	801.66	817.69		42,683.46	42,683.46	42,683.46	
						174,186.98							

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

ELECTRICAL - 080

ORG	OBJECT	EXPENSE TITLE	Dept Amount
12452	5213	STREET LIGHTS	
		THIS ACCOUNT IS USED FOR ALL OF OUR ROADWAY LIGHTING, ALSO OUR DECORATIVE LIGHTING THROUGHOUT THE CITY.	634,219
TOTAL		AN INCREASE OF 14% IS NEEDED IN THIS ACCOUNT FOR THE NEXT TWO YEARS	634,219
12452	5214	TRAFFIC SIGNALS	
		THIS ACCOUNT IS USED FOR TRAFFIC SIGNALS.	67,260
TOTAL		AN INCREASE OF 14% IS NEEDED IN THIS ACCOUNT FOR THE NEXT TWO CONSECUTIVE YEAR	67,260
12452	5254	ROADWAY AND MALL LIGHTING MAINTAINANCE	
		USED FOR THE REPLACEMENT OF POLES, LUMINAIRES, WIRING, TRANSFORMERS, LAMPS AND LENSES	12,000
TOTAL			12,000
12452	5255	BUILDING/EQUIPMENT MNT.	
		THE ELECTRICAL DEPT. ASSISTS OTHER DEPARTMENTS WITH REPAIRS TO OUR FACILITIES.	10,000
TOTAL			10,000
12452	5256	FIRE/MUN SIGNAL MNT	
		THE ACCOUNT IS USED TO MAINTAIN ALL OUR FIRE ALARM CABLE OVERHEAD AND UNDERGROUND AS WELL AS ALL OUR FIREBOXES.	12,000
TOTAL			12,000
12452	5257	MNT TRAFFIC SIGNALS	
		TRAFFIC CONTROLLERS, SIGNALS, CONDUITS AND LIGHTING ARE ALL MAINTAINED FROM THIS ACCOUNT.	9,000
TOTAL			9,000
12452	5301	POLICE DETAIL	
		REPLACING UNDERGROUND CABLE AND OPEN MANHOLES FOR INSPECTION OF SPLICES. ROADWAY PROJECTS RTE 114 & RTE 107	1,000
TOTAL			1,000
12452	5324	TUITION	
		CERTIFICATION PROGRAMS AND COURSES	
		ESSEX CTY SIGNAL ASSOC.	36
		IMSA - IAEA - NFPA	225
		MUN.ELECTRICAL INSP ASSOC	60
		TRAFFIC SIGNAL SCHOOL	300
		COMP.COURSES	379
TOTAL			1,000
12452	5341	TELEPHONE	
		2 BUSINESS PHONE LINES @ 120.MO	1,440
		LONG DISTANCE @ 82.50 X12 MOS	992
TOTAL			2,432
12452	5421	OFFICE SUPPLIES (GENERAL)	
		GENERAL SUPPLIES, PRINTING	250
		NFPA ELECTRIC BKS	440
		MECA BKS	210
		OTHER SUPPLIES AS NEEDED	498
		PRINTING: LETTERHEADS, PERMITS, BUS.CDS, RECEIPT	250
		SUPPLIES: COPIER PAPER, LABELS FOR MAILING	700
		PENS, PDS OF PAPER, TONER FOR COPY MACH,	650
TOTAL			2,998
12452	5710	IN STATE TRAVEL/MEETING	
		PROGRAMS AND SEMINARS	
		ESSEX CTY SIGNAL ASSOC. 10 MEETINGS @30.	300.00
		MUN.ELECTRICAL INSP ASSOC 10 MEETINGS @20.	200.00
TOTAL			500
TOTAL PROPOSED			752,409

Planning – Conservation Commission

Mission Statement

The mission of the Salem Conservation Commission is to protect wetlands and riverfront areas through the administration of the Wetlands Protection Act, the Rivers Protection Act, Stormwater Management regulations, and the local Wetlands Protection and Conservation Ordinance, and to promote conservation awareness and practice.

Significant Changes

There were no significant changes this past year. There were no staff level changes.

Previous Fiscal Year Accomplishments

- In accordance with the Commission's mission, the Commission:
 - Issued 17 Determinations of Applicability
 - Issued 1 Abbreviated Notice of Intent
 - Issued 29 Orders of Conditions
 - Issued 10 Full Certificates of Compliance
- The Conservation Commission funded the update of the City of Salem's Open Space and Recreation Plan 2007-2012. A representative from the Conservation Commission served on the Open Space and Recreation Committee to complete an update of the plan.

FY 2009 Goals & Objectives

Application Review

- Perform a thorough review of applications through site inspections, public hearings, and issuance of determinations of applicability and orders of conditions
- Review applications and issue decisions in a timely manner
- Inspect and resolve reported violations in a timely manner
- Maintain expertise of Conservation Commission membership
- Maintain expertise of the Conservation Agent by supporting attendance at appropriate workshops, seminars, certification courses, etc.

Protect Wetlands

- Identify and plan for acquisition of key wetland and buffer properties
- Identify ways to restore filled wetlands and provide natural floodplain protection

Protect Open Spaces

- Protect examples of Salem's ecological diversity
- Revise local land use regulations to address open space preservation and protection
- Support establishment of "friends of" groups to help maintain open spaces
- Participate in the long range planning for protection of open spaces
- Apply the goals and objectives of the Open Space and Recreation Plan's 5 year Action Plan
- Work with other City departments to keep the Open Space and Recreation Plan current and updated

Public Outreach

- Participate in public education activities to inform the public of the responsibilities of the Conservation Commission
- Provide information to the public regarding the City's open spaces and land owned by the Conservation Commission, including but not limited to trail maps, open space maps, etc.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Conservation Comm-Personnel

11711 5111 SALARIES-FULL TIME	14,475.00	21,592.00	21,592.00	21,591.02	23,133.00	23,562.00	23,562.00
Total Conservation Comm-Personnel	14,475.00	21,592.00	21,592.00	21,591.02	23,133.00	23,562.00	23,562.00

Conservation Comm-Expenses

11712 5421 OFFICE SUPPLIES (GEN	0.00	150.00	150.00	126.00	119.00	119.00	119.00
11712 5730 DUES AND SUB	115.00	225.00	225.00	225.00	306.00	306.00	306.00
Total Conservation Comm-Expenses	115.00	375.00	375.00	351.00	425.00	425.00	425.00

200 171 Department Total	14,590.00	21,967.00	21,967.00	21,942.02	23,558.00	23,987.00	23,987.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008	Rate FY 2009	Dept FY 2009	Mayor FY 2009	Council FY 2009
DUQUES	CAREY	200 PLANNING-CON COM	11711-5111	Con Com Agnt/Staff Planr	7/5/2006			50%	823.07	839.53	21,482.13	21,911.77	21,911.77
BRAY	ANDREA	M 200 PLANNING-CON COM	11711-5111	CLERK	2007	B		22	75.00	75.00	1,650.00	1,650.00	1,650.00
								Total Full Time - 5111			23,132.13	23,561.77	23,561.77
								Department Total			23,132.13	23,561.77	23,561.77

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.5	0.5	0.5	0.0

FY 2009 DETAILED BUDGET REPORT
EXPENSES

CONSERVATION COMMISSION - 200

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11712	5387	FEES	
		RECORDING ORDER OF CONDITIONS AT THE REGISTRY OF DEEDS	-
TOTAL			-
11712	5421	OFFICE SUPPLIES	
		CONCOM ENVELOPES	119
TOTAL			119
11712	5730	DUES & SUB	
		MEMBERSHIP FOR CONSERVATION COMMISSION BOARD MEMBERS TO	306
		THE MASSACHUSETTS ASSOCIATION OF CONSERVATION COMMISSION	
TOTAL			306
TOTAL PROPOSED			425

Planning – Planning Board

Mission Statement

To ensure the best possible new development in accordance with the City of Salem Zoning Ordinance and the Subdivision Rules and Regulations, to review and comment on proposed zoning amendments, and to work on long range community planning efforts.

Significant Changes

The Planning Board has been participating in the Zoning Ordinance recodification through representation of the Board on the Zoning Recodification Committee. The Planning Board has been participating in the update of the Harbor Plan through the representation of the Board on the Harbor Plan Implementation Committee. In June of 2007 after many years of serving as Chairman, Walter Power announced that he was resigning from the position of Chairman, but would continue his service as a member. Charles Puleo, formerly the Vice Chairman, was elected as the new Chairman of the Planning Board and Mr. Power was given the title of Chairman Emeritus. There have been no staffing level changes.

Previous Fiscal Year Accomplishments

- Between July 1, 2006 and June 30, 2007, the Planning Board considered and approved the following applications:
 - 8 Form A applications not requiring approval under the Subdivision Control Law
 - 1 Waiver from Frontage
 - 4 Site Plan Review Applications
 - 2 Site Plan Review/Wetlands and Flood Hazard District Special Permits
 - 4 Site Plan Review/Drive Through Facilities Special Permit
 - 3 Site Plan Review Decision Amendments
 - 1 North River Canal Corridor (NRCC) Special Permit
 - 1 Planned Unit Development Special Permit
 - 3 Definitive Subdivision Plans
 - 1 Amendment to Previously Approved Definitive Subdivision Plan
- Additionally, the Board made a favorable recommendation to the City Council to rezone eight (8) parcels on Clark Ave from Industrial (I) to Residential One Family (R-1).

FY 2009 Goals & Objectives

- To continue to review development proposals to ensure the best possible development for the City, and ensure compliance with state laws and local ordinances.
- To work closely with the Design Review Board on specific development projects to ensure that the architecture and site design is compatible with and enhances the historic character of the city.
- To effectively work with other local board and commissions reviewing development projects.
- To work on long range community planning efforts, as applicable.
- To review and comment on proposed zoning amendments.
- To continue participation in the Zoning Ordinance Recodification through member representation.
- To obtain training which can further the skills and knowledge of Board members, keep Board members up to date on current practices, and assist Board members in making effective land-use decisions.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Planning Board-Personnel								
11751	5111 SALARIES-FULL TIME	21,508.98	21,592.00	21,592.00	19,981.19	23,439.00	23,858.00	23,858.00
Total Planning Board-Personnel		21,508.98	21,592.00	21,592.00	19,981.19	23,439.00	23,858.00	23,858.00
Planning Board-Expenses								
11752	5306 ADVERTISING	297.00	700.00	990.00	989.32	1,000.00	1,000.00	1,000.00
11752	5421 OFFICE SUPPLIES (GEN	148.00	500.00	500.00	500.00	500.00	300.00	300.00
11752	5426 REPRODUCTIONS	525.39	1,600.00	1,310.00	1,155.42	1,300.00	1,000.00	1,000.00
11752	5710 IN STATE TRAVEL/MEETINGS	213.47	450.00	450.00	86.16	450.00	450.00	450.00
11752	5730 DUES AND SUB	48.39	250.00	250.00	248.00	250.00	250.00	250.00
Total Planning Board-Expenses		1,232.25	3,500.00	3,500.00	2,978.90	3,500.00	3,000.00	3,000.00
200	175 Department Total	22,741.23	25,092.00	25,092.00	22,960.09	26,939.00	26,858.00	26,858.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
DUPUIS	M 200 PLANNING BOARD	11751-5111	CLERK			B		28	90.00	90.00	2,520.00	52.2	52.2
FULLERTON	M 200 PLANNING BOARD	11751-5111	CLERK	10/25/2006	2,520.00	B		28	-	-	2,520.00	2,520.00	2,520.00
LASH	200 PLANNING BOARD	11751-5111	STAFF PLANNER			B	1		400.75	408.76	20,919.00	21,337.38	-
MERHALSKI	200 PLANNING BOARD	11751-5111	STAFF PLANNER	9/6/2005	20,919.00	B	1		-	-	-	-	21,337.38
					23,439.00		Total Full Time - 5111				23,439.00	23,857.38	23,857.38
					23,439.00		Department Total				23,439.00	23,857.38	23,857.38

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.5	0.5	0.5	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PLANNING BOARD - 200

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11752	5306	ADVERTISING JOINT PUBLIC HEARINGS - CITY COUNCIL AND PLANNING BD MEMBERS (3 PER YEAR)	1,000
TOTAL			1,000
11752	5421	OFFICE SUPPLIES PLANNING BOARD ENVELOPES 14 BOXES CLASP ENVELOPES BUSINESS CARDS	325 135 40
TOTAL			500
11752	5426	REPRODUCTIONS REPRODUCTIONS FOR CITY APPLICATIONS MADE TO THE PLANNING BOARD AND CITY PRESENTATIIONS MADE TO PLANNING BOARD ADHESIVE MOUNTING SPRAY - 12 @ 5.00 COURIER SERVICES REPRODUCTION OF BLUEPRINTS AND PLANS	400 60 440 400
TOTAL			1,300
11752	5710	IN STATE TRAVEL/MEETINGS MILEAGE PARKING FEES REGISTRATION FEE	225 125 100
TOTAL			450
11752	5730	DUES AND SUB DUES, i.e., MASSACHUSETTS FEDERATION OF PLANNING BOARDS SUBSCRIPTION TO SALEM NEWS	 250 250
TOTAL			250
TOTAL PROPOSED			3,500

Planning – General Administration

Mission Statement

To provide a strong, comprehensive approach for the future development of the City through a wide range of activities, including economic development, land use planning, housing policy, transportation projects, historic preservation, open space conservation, and neighborhood improvement efforts.

Significant Changes

The Department is now responsible to provide staffing and technical assistance to the Affordable Housing Trust Fund Board in addition to our other land use boards. There were no staffing level changes.

Previous Fiscal Year Accomplishments

- The Open Space and Recreation Plan Update was completed and approved by the State.
- Received EPA and Urban Self Help grants for approximately \$675,000 to remediate 15 Peabody Street and create a park adjacent to the South River. Project is underway.
- Received EPA funding for cleanup of 61 Ward Street, which will be part of the roadway intersection project at Peabody/Ward and Congress Streets. Project is underway. Construction slated for 2008.
- The Harbor Plan Update was approved locally and submitted to the State for their approval.
- Port Plan – schematic design of the Salem Wharf is being finalized. Significant funding received from the State for waterfront development, including preliminary engineering for dredging of the South River.
- Harborwalk – All permits received, including an Order of Conditions and a Chapter 91 license.
- Salem Willows seawall repaired
- Completed the Downtown Salem Retail Market Study funded by the SRA.
- Worked with the Salem Partnership and Chamber of Commerce to revitalize the Main Streets Program and hired a new Main Streets Manager.
- *How to Do Business in Salem Guide* was completed to assist businesses with permitting.
- With funding through a Massachusetts Cultural Council grant, various tourism models were evaluated and a new Destination Salem was organized. An Executive Director was hired.
- Provided funding to 13 business and property owners for storefront improvement and new signs.
- Provided economic development loans to four businesses.
- Secured funding from the EOT to establish a Transportation Management Association in order to encourage alternative forms of transportation and reduce traffic congestion.
- Secured funding for a neighborhood preservation study from Massachusetts Historical Commission.
- Housing
 - Secured additional grant funding for housing to assist low-income first-time homebuyers.
 - Rehabilitated 19 units of housing for low and moderate income households.
 - Deleaded 7 housing units.
 - Provided downpayment assistance to 20 households to enable them to purchase their first home.
 - Provided rental assistance to 45 households.
- Social service programs funded through CDBG assisted over 6,800 people.
- Implemented neighborhood improvements, including roadway and sidewalk improvements, tree planting, and a new basketball hoop at Mary Jane Lee playground.
- Through the Bike Path Committee the City received 54 bicycle racks from MAPC at no cost to the City, which were installed in various locations downtown.
- Electrical upgrades and handicapped accessible bathroom completed at Loring Avenue Firehouse.

FY 2009 Goals & Objectives

- To continue to keep the community informed and to share information through full utilization of the City's web site.
- To continue to provide high quality technical assistance to the various land use boards and commissions.
- Continue to work with DCAM and residents on the design and implementation of the new Court complex.
- To develop the Harbor into an active waterfront through the implementation of projects identified in the Harbor Plan, including the harbor walk, and the Salem wharf.
- To complete the creation of the park at 15 Peabody Street.
- To remediate environmental conditions and construct roadway intersection improvements at Peabody Street/Ward Street/ and Congress Street.
- To provide affordable housing opportunities through housing rehabilitation funding, downpayment assistance, and support of other affordable housing initiatives.
- To promote appropriate economic development.
- To work with Mass Highway to secure funding and implement transportation improvement projects.
- To continue the revitalization of the downtown through a comprehensive approach.
- To work toward the significant reuse and preservation of Old Town Hall.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Planning-Personnel								
11821	5111 SALARIES-FULL TIME	151,454.76	175,586.00	175,586.00	175,463.24	189,161.00	192,944.00	192,944.00
Total Planning-Personnel		151,454.76	175,586.00	175,586.00	175,463.24	189,161.00	192,944.00	192,944.00
Planning-Expenses								
11822	5320 CONTRACTED SERVICES-NST	0.00	0.00	0.00	0.00	15,000.00	15,000.00	15,000.00
11822	5421 OFFICE SUPPLIES (GEN	2,439.99	3,275.00	3,275.00	3,275.00	3,275.00	3,275.00	3,275.00
11822	5426 REPRODUCTIONS	173.00	500.00	500.00	351.18	500.00	500.00	500.00
11822	5710 IN STATE TRAVEL/MEETINGS	1,000.00	2,000.00	2,000.00	1,900.96	2,000.00	2,000.00	2,000.00
11822	5730 DUES AND SUB	430.00	500.00	500.00	471.36	500.00	500.00	500.00
11822	5771 PUBLIC/PRIVATE PARTNERSH	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
11822	5851 OFFICE EQUIPMENT	7.51	1,000.00	1,000.00	998.76	1,000.00	1,000.00	1,000.00
Total Planning-Expenses		4,050.50	7,275.00	7,275.00	6,997.26	32,275.00	32,275.00	32,275.00

200	182	Department Total	155,505.26	182,861.00	182,460.50	221,436.00	225,219.00	225,219.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008	Rate FY 2009	Dept FY 2009	Mayor FY 2009	Council FY 2009
DUNCAN	200 PLANNING DEPT	11821-5111	DIRECTOR OF PLANNING	7/5/2004	52,161.94		1	64%	1,567.07	1,598.41	52,352.67	53,359.73	53,399.73
DUQUES	200 PLANNING DEPT	11821-5111	STAFF PLANNER		16,714.36		1	40%	823.07	839.53	17,185.70	17,529.42	17,529.42
HARTFORD	C 200 PLANNING DEPT	11821-5111	ECON DEVELOP DIR	03/25/2002	24,485.96		1	45%	-	-	-	-	-
DANIEL	C 200 PLANNING DEPT	11821-5111	ECON DEVELOP DIR				1	45%	1,105.76	1,127.88	25,974.30	26,493.79	26,493.79
MEDINA	D 200 PLANNING DEPT	11821-5111	BUDGET COORDINATOR	12/14/1979	38,777.13		1	80%	986.84	1,006.58	41,210.44	42,034.65	42,034.65
WINN	200 PLANNING DEPT	11821-5111	ASST DIR OF PLANNING	1/10/2006	51,053.50		1	77%	1,304.61	1,330.70	52,437.49	53,486.24	53,486.24
Total Full Time - 5111					184,192.88						189,160.61	192,943.82	192,943.82
Department Total					184,192.88						189,160.61	192,943.82	192,943.82

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	3.1	3.1	3.0	-0.1

CDBG AND OTHER SPECIAL REVENUE FUNDING SOURCES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008	Rate FY 2009	Dept FY 2009	Mayor FY 2009	Council FY 2009
DANIEL	CDBG (PLANNING Budget)		ECONOMIC DEVEL MGR						55/45		33,014.00	33,674.28	
DUNCAN	CDBG (PLANNING Budget)		PLANNER/CD DIRECTOR						64/36		29,912.52	29,912.52	
DUQUES	CDBG & (Con Com & Planning)		CDBG/Con Com Agen/Planning						10/40/50		5,167.00	5,270.34	
FRANCISCO	CDBG & HOME PROG		Housing Assistant						100		36,052.00	36,773.04	
GUY	CDBG (Hist Comm Budget)		ASST CD DIR/HIS AIDE						90/10		52,070.00	53,111.40	
KINZER	CDBG		CDBG PLANNER						100		42,800.00	43,656.00	
KOLODZIELI	CDBG & HOME PROG		HOUSING COORDINATOR						100		44,500.00	45,390.00	
LASH	CDBG (PLANNING BD Budget)		STAFF PLANNER						50/50		19,081.00	19,462.62	
LEVESQUE	CDBG		COMMISSION ON DISABILITIES AIDE						100		12,730.00	12,984.80	
MEDINA	CDBG (PLANNING Budget)		BUDGET COORDINATOR						20/80		11,539.00	11,769.78	
TAROMINA	HARBOR PLAN		STAFF PLANNER/HARBOR COOR						100		43,800.00	44,676.00	
WALSH	CDBG		ADMIN ASSISTANT						100		30,827.00	31,443.54	
WINN	CDBG (PLANNING Budget)		ASSISTANT CITY PLANNER						23/77		16,787.00	17,122.74	
Total Other Funding Sources											377,693.00	385,246.96	

*Note - The department(s) listed in parenthesis is where the portion of the salary funded by the General Fund is located)

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PLANNING - 200

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11822	5320	CONTRACTED SERVICES	
		TRANSPORTATION MANAGEMENT ASSOCIATION	15,000
TOTAL			15,000
11822	5421	OFFICE SUPPLIES	
		COPIER PAPER FOR PRINTERS, COPIER AND FAX MACHINE - 12 CT @ 26.10 PER CT.	313
		12 DOZ. RULED PADS @ 9.50 PER DOZEN	114
		NOTE, POST IT - 12 DOZ @ 4.80 PER DOZEN	58
		PENS - 20 DOZ @ 4.20 PER DOZEN	84
		5 BOXES OF MANILA FOLDERS @ 4.20	21
		3 BOXES OF CLASP ENVELOPES - 9.5X12 @9.35	28
		BUSINESS CARDS FOR PLANNING DEPARTMENT STAFF - 2 @ 40 EACH	80
		PLANNING DEPT. ENVELOPES	234
		HEWLETT PACKARD 4000 LASERJET CARTRIDGES 6 @ 119.00 PER CARTRIDGE	714
		HEWLETT PACKARD INKJET 1200 CARTRIDGES - 5 @ 32 PER CARTRIDGE	160
		HEWLETT PACKARD INKJET 1200 CARTRIDGES COLOR - 5 @ 36 PER CARTRIDGE	180
		HEWLETT PACKARD 7400 CARTRIDGES BLACK - 15 @ 24.00 PER CARTRIDGE	360
		HEWLETT PACKARD 7400 CARTRIDGES COLOR - 13 @ 37.00 PER CARTRIDGE	481
		TONER/CARTRIDGES FOR (2) LASERJET 4 - 4 @ 112	448
TOTAL			3,275
11822	5426	REPRODUCTIONS	
		COPY/BINDING FOR STUDIES	350
		SHEETS FOAM CORE FOR PRESENTATIONS	150
TOTAL			500
11822	5710	IN STATE TRAVEL/MEETINGS	
		MILEAGE	1,250
		PARKING FEES	500
		REGISTRATION FEE	250
TOTAL			2,000
11822	5730	DUES AND SUB	
		i.e. AMERICAN PLANNING ASSOCIATION	500
		CITIZEN HOUSING AND PLANNING ASSOCIATION	
TOTAL			500
11822	5771	PUBLIC/PRIVATE PARTNERSHIP	
		SALEM PARTNERSHIP DUES	10,000
TOTAL			10,000
11822	5851	OFFICE EQUIPMENT	
		Chairs, Desks, File Cabinets, , Book Cases, Desk Supplies	1,000
TOTAL			1,000
TOTAL PROPOSED			32,275

Planning – Market & Tourism

Mission Statement

Our goal is to establish Salem as a dynamic, year-round arts & cultural destination by identifying new markets and a fresh message, and by exploring partnerships with the Boston tourism industry to create an enticing new, regional destination. In addition, our goal is to boost the local creative economy by generating new markets for local artists through a variety of means including the redevelopment of Old Town Hall into a more active venue for live performances and the visual arts and by the continued, successful operation of Artists Row.

Significant Changes

The most significant change has been the transformation of Destination Salem, the City's destination marketing organization. With technical assistance funded by an Abigail Adams Planning Grant, a community-wide planning process was undertaken which enabled key players within the local tourism industry to reach consensus and establish a new organization now led by a reorganized Board of Directors and a qualified, professional Executive Director. Notably, the City also restored its contribution to Destination Salem's operation by dedicating a percentage of the City's hotel/motel tax. The Salem Ferry enjoyed a very successful second year of operation and the local economy received a noticeable boost from the increase in tourists and visitors who rode the Ferry from Boston. This success has prompted the City to pursue additional partnerships with Boston to take greater advantage of this promising market. The City also initiated efforts to market Salem to the growing cruise industry. There have been no staffing level changes within the Department.

Previous Fiscal Year Accomplishments

- The Marketplace stalls were successfully leased to local artists and artisans who provided entertainment and promotional events in addition to the selling of their crafts.
- Heritage Trail Red Line was re-vamped and re-painted.
- City acquired two Abigail Adams Grants from the Mass. Cultural Council and led efforts to reorganize Destination Salem and develop a new marketing strategy aimed at establishing Salem as a year round arts & cultural destination.
- The City issued a Request for Proposals for the management of Old Town Hall by an outside entity with a goal of increasing programming to generate economic activity downtown and to provide a venue for local theater and the arts.
- More than 80,000 visitors arrived in Salem via the Salem Ferry providing an economic boost to downtown merchants and attractions.

FY 2009 Goals & Objectives

- To support the mission and efforts of Destination Salem through continued financial support from the hotel/motel tax and acquisition of grant funding.
- To work with Destination Salem in the development of a new marketing strategy and message that will re-position Salem as a year-round, rather than simply a seasonal destination.
- To work with Destination Salem to increase awareness and generate business from a number of new constituencies, such as the growing convention industry and international cruise markets.
- To continue to lease the Marketplace stalls to local artist and artisans to promote events and bring exposure to the City's Marketplace.
- To pursue redevelopment of Old Town Hall in order to increase artistic programming in an effort to promote the local arts community and to generate additional economic activity in the downtown.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Market & Tour-Expenses

11992 5211 ELECTRICITY	1,501.27	1,700.00	1,700.00	1,558.01	1,700.00	1,700.00	1,700.00
11992 5306 ADVERTISING	0.00	500.00	500.00	327.76	500.00	500.00	500.00
11992 5389 PROMOTION & MARKETING	0.00	0.00	0.00	0.00	65,000.00	75,000.00	75,000.00
11992 5846 RENOVATION & REPAIRS	5,724.00	5,800.00	5,800.00	5,799.48	5,800.00	5,800.00	5,800.00
Total Market & Tour-Expenses	7,225.27	8,000.00	8,000.00	7,685.25	73,000.00	83,000.00	83,000.00

200 199 Department Total	7,225.27	8,000.00	8,000.00	7,685.25	73,000.00	83,000.00	83,000.00
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FY 2009 DETAILED BUDGET REPORT
EXPENSES

MARKET & TOURISM - 200

ORG	OBJECT	EXPENSE TITLE	Dept Amount
11992	5211	ELECTRICITY ELECTRICAL SERVICES FOR MARKET PLACE	1,700
TOTAL			1,700
11992	5306	ADVERTISING ADVERTISEMENT FOR RFP'S FOR MARKET PLACE STALLS ADVERTISEMENT FOR UPCOMING EVENTS	250 250
TOTAL			500
11992	5389	PROMOTION & MARKETING PROMOTION & MARKETING OF SALEM	65,000
TOTAL			65,000
11992	5846	RENOVATION & REPAIRS RENOVATION & REPAIRS AS NEEDED	5,800
TOTAL			5,800
TOTAL PROPOSED			73,000

Planning – Historical Commission

Mission Statement

The mission of the Salem Historical Commission is to provide regulatory design review within Salem's four local historic districts and to undertake community-wide historic preservation planning.

Significant Changes

There were no significant changes this past year.

Previous Fiscal Year Accomplishments

- The Historic Commission issued 155 decisions on projects in local historic districts.
- The Commission reviewed and acted on 6 requests under the Demolition Delay Ordinance.
- The Commission reviewed proposed architectural, site and roadway plans for the new Courthouse; met with representatives of Massachusetts Highway Department, Division of Capital Asset Management (DCAM) and Massachusetts Historical Commission; and commented on architectural design, site design and roadway changes. Many of the comments of the Historical Commission have been incorporated into the plans to date, while the design continues to be refined.
- The Commission commented on another 3 projects involving historic resources.
- The City of Salem received \$15,000 in FY06 Survey and Planning Grant program funding for a reuse study of the U.S. Coast Guard Administration Building on Winter Island (total project cost of \$35,000). The grant project was completed during this FY07.
- In May, 2007, the City of Salem received a notice of funding award in the amount of \$18,000 from the FY07 Survey and Planning Grant program to conduct a Neighborhood Architectural Conservation District study which is underway in FY08.

FY 2009 Goals & Objectives

- To ensure that the Salem Historical Commission Ordinance is legally enforced.
- To conduct public hearings and issue decisions for projects within local historic districts.
- To comment on projects that may impact historic resources.
- To prepare grant applications for funding in order to implement various preservation related projects through the Department of Planning & Community Development.
- To maintain relationships with other preservation-based organizations and the Massachusetts Historical Commission.
- To administer the Certified Local Government Program.
- To provide information to property owners within historic districts.
- To obtain training which can further the skills and knowledge of Board members, keep Board members up to date on current practices, and assist Board members in making decisions and recommendations.
- To continue to review architectural plans for the Courthouse project as an interested party and comment as appropriate to ensure that the project is compatible with the historic character of the city and enhances the city's architectural fabric.
- To continue to work with the State and other interested parties on the reuse of the Superior Court and County Commissioner's Building.
- To continue to enhance the Salem Historical Commission's web page on the city's website.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Historical Comm-Personnel								
16911	5111 SALARIES-FULL TIME	6,720.98	6,710.00	6,710.00	6,709.08	6,958.00	7,064.00	7,064.00
Total Historical Comm-Personnel		6,720.98	6,710.00	6,710.00	6,709.08	6,958.00	7,064.00	7,064.00
Historical Comm-Expenses								
16912	5306 ADVERTISING	0.00	80.00	80.00	0.00	80.00	0.00	0.00
16912	5342 POSTAGE	138.06	723.00	723.00	571.57	723.00	600.00	600.00
16912	5421 OFFICE SUPPLIES (GEN	0.00	150.00	150.00	150.00	150.00	150.00	150.00
16912	5583 PHOTOGRAPHY SUPPLIES	22.99	456.00	456.00	421.30	456.00	400.00	400.00
16912	5710 IN STATE TRAVEL/MEETINGS	0.00	50.00	50.00	0.00	50.00	50.00	50.00
16912	5730 DUES AND SUB	30.00	150.00	150.00	30.00	150.00	150.00	150.00
Total Historical Comm-Expenses		191.05	1,609.00	1,609.00	1,172.87	1,609.00	1,350.00	1,350.00
200	691 Department Total	6,912.03	8,319.00	8,319.00	7,881.95	8,567.00	8,414.00	8,414.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008	Rate FY 2009	Dept FY 2009	Mayor FY 2009	Council FY 2009
GUY	JANE E 200 PLANNING-HIST COMM	16911-5111	Preservation Planner	08171998	5,307.07		1		101.67	103.70	5,307.07	52.2	52.2
GUY	JANE A 200 PLANNING-HIST COMM	16911-5111	CLERK	07061987	1,650.00	B	1	22	75.00	75.00	1,650.00	5,413.21	5,413.21
					6,957.07		Total Full Time - 5111				6,957.07	1,650.00	1,650.00
					6,957.07		Department Total				6,957.07	7,063.21	7,063.21

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.0	0.0	0.0	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

HISTORICAL COMMISSION - 200

ORG	OBJECT	EXPENSE TITLE	Dept Amount
16912	5306	ADVERTISING ADVERTISEMENT FOR SPECIAL MEETINGS	80
TOTAL			80
16912	5342	POSTAGE POSTAGE AND LABELS	723
TOTAL			723
16912	5421	OFFICE SUPPLIES ENVELOPES	150
TOTAL			150
16912	5583	PHOTOGRAPHY SUPPLIES PHOTO SUPPLIES AND DEVELOPMENT OF FILMS FOR MEETINGS	456
TOTAL			456
16912	5710	IN STATE TRAVEL/MEETINGS REIMBURSEMENT FOR EXPENSES INCURRED IN STATE TRAVEL AND MEETING	50
TOTAL			50
16912	5730	DUES AND SUB SUBSCRIPTION TO FORUM NATIONAL TRUST HISTORIC MASSACHUSETTS, INC.	105 45
TOTAL			150
TOTAL PROPOSED			1,609

Public Services – General Administration

Mission Statement

The purpose of this department is to maintain and manage at a high level all green space areas assigned to it, including but not limited to all municipally owned cemeteries, trees and open space areas including parks and beaches. In addition we provide services to the public, manage, operate and maintain the municipal infrastructure and interface with all City Departments to improve overall team performance within budget constraints and available staffing.

Significant Changes

FY08 continued to bring forward the merge of Cemetery/Open Space, Park Maintenance, Traffic Maintenance, Public Property and the Public Services General Administration group to the newly organized Public Services Division. FY09 will bring about additional changes with the return of solid waste calls and concerns to this office. We anticipate also staffing changes as a result of this reorganization. We incurred much higher than anticipated fuel costs throughout our budgets. We would like the FY09 budget to reflect the higher anticipated costs. Staffing changes also included a change in budget lines for head foreman Jim Levesque. In the absence of Head Water/Sewer Foreman, he oversees the 3 aspects – Water, Sewer and Street side of the DPW, therefore we are looking to have his pay reallocated to 34% street, 33% water and 33% sewer. Within the Cemetery side of the division, where we have begun in house grave digging, we are looking to upgrade an employee to Heavy Equipment Operator in July. In FY 2008 the City picked up the cost of some snow and ice invoices generated by the school department in order to assist in reducing the school budget deficit. All school snow and ice have been previously budgeted and paid for in the school budget.

Previous Fiscal Year Accomplishments

- There was a continued effort of restructuring the staff within the division.
- Personnel has been integrated on many levels, resulting in a beneficial factor of being able to assign employees within the division where needed.
- Housekeeping issues were addressed with necessary repairs and updates being done at the cemetery side of the division.
- During FY08 the sticker program continued to be a success as it supported the associated fees of holding a Household Hazardous Day run by the Board of Health Department.
- Approx 60 sidewalks replaced/repared – approx 50% funded by CDBG monies
- Successful street sweeping program 3 sweepers 5 times per week for 4 months.
- Haunted Happenings events successful as well as other special events and coverage thereof.
- Expanded the contracted services for park maintenance to ELM Services to also include vegetation removals.
- Built new softball field at Gallows Hill.
- Redid Baseball Field at Gallows Hill
- Repaired seawall – Salem Willows Pier
- Reactivated Lafayette Park, Gallows Hill sprinklers
- Installed sprinkler Washington St flower boxes
- Basketball Hoops Mary Jane
- Prepared Juniper Park for playground
- Installed Scoreboard at Palmers Cove
- Aided in the negotiations of a fleet policy addressing concerns of fuel and vehicle usage for city vehicles as well as private vehicles used for city business.
- Bid solid waste collection and recycle
- Reduced flooding areas through catch basin cleaning contract.
- Started signage replacement for A.D.A. compliance

- Put line painting out to bid and hired subsequent contractor.
- Cemetery side of division began in house grave digging. With understanding that if needed the contractor will help out.
- Utilization of reverse 911.

FY 2009 Goals & Objectives

- To obtain a new solid waste contractor at a lower cost.
- Improve recycle program, in conjunction with bringing solid waste and its issues back to this departments care.
- To provide courteous and timely response to the requests from the constituents and other city departments.
- Acquire online service for constituent reports of work orders especially, sidewalk and pothole repairs for tracking purposes.
- Improve tracking of potholes, sidewalks, and other improvements using computer program and GIS
- Continue to improve public relations through the use of media, web site, notices keeping staff and residents informed about what is expected of them; such as city policy and practices.
- Maintain roadways and sidewalks to reduce danger to life and safety of residents, businesses and visitors to City of Salem.
- Continued signage replacement for A.D.A. compliance.
- Rebid line painting.
- Chapter 90 monies to purchase sign machine for the traffic maintenance side of the division.
- CIP monies requested for purchase of a traffic maintenance vehicle.
- We certainly aim to maintain the level of services provided to the residents. It is our hope to continue to enhance the quality of the ball fields through daily maintenance and upkeep.
- We look forward to the purchase through use of CIP monies of a trash truck.
- Continue to consider ways in which our overall budget can reflect savings and efficiencies in personnel, through cross training and programming.
- Provide maintenance on City Parks and beaches, allowing for safe recreational areas for Salem residents.
- Continue to supply staff for trash removal, sanding and snow removal.
- Street Signage throughout the City of Salem to be initiated for update. To be funded by Chapter 90 monies.
- City Hall roof is in need of repair, and we hope to retain CIP monies for the repair. Possibility of grant monies to also be used as this is a historical building. Expected cost to repair \$80,000.+/-
- Repoint City Hall 57,500.00? CIP monies
- Mack Park Roof needs replacement CIP
- Continued monitoring of fuel consumption with the goal to reduce consumption and expense of.
- We are requesting funds to purchase a small tree stump grinder, this would allow us to do *some* of the removal work rather than having to call in a professional service to do for us all the time.
- Would like to Re-do Castle Hill Softball field
- Work on Sprinkler system at Riley Plaza
- Install benches, shrubs on Bike Path
- Activate May Street irrigation System
- Install playground equipment at DiBiase Park
- Extend ramp at Forest River (Pioneer Beach) ramp.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Public Services/General-Psn							
14111 5111 SALARIES-FULL TIME	552,440.99	1,292,699.00	1,297,699.00	1,263,362.97	1,302,446.00	1,255,761.00	1,255,761.00
14111 5118 SEASONAL LABOR	0.00	70,000.00	70,000.00	61,142.76	70,000.00	70,000.00	70,000.00
14111 5131 OVERTIME (GENERAL)	55,162.65	80,000.00	75,000.00	69,533.92	75,000.00	75,000.00	75,000.00
14111 5150 FRINGE/STIPENDS	3,350.00	8,700.00	8,700.00	8,400.00	17,290.00	17,290.00	17,290.00
Total Public Services/General-Psn	610,953.64	1,451,399.00	1,451,399.00	1,402,439.65	1,464,736.00	1,418,051.00	1,418,051.00
Public Services/General-Exp							
14112 5211 ELECTRICITY	15,000.00	25,900.00	24,900.00	24,900.00	34,844.00	24,000.00	24,000.00
14112 5215 NATURAL GAS	19,306.76	16,073.00	25,073.00	25,052.34	18,473.00	20,000.00	20,000.00
14112 5216 OIL HEAT	0.00	11,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
14112 5241 BUILDING MAINT-DPW	8,509.03	18,000.00	18,000.00	16,676.71	35,180.00	22,000.00	22,000.00
14112 5249 GROUND MAINTENANCE-CEN	0.00	0.00	0.00	0.00	18,350.00	4,700.00	4,700.00
14112 5253 RADIO MAINT & PARTS	2,358.33	2,500.00	2,296.00	1,750.00	2,500.00	2,500.00	2,500.00
14112 5270 RENTAL & LEASE	0.00	6,327.00	6,531.00	6,530.36	2,550.00	2,550.00	2,550.00
14112 5284 EQUIPEMENT LEASE-TRUCKS	0.00	45,880.00	45,916.00	45,916.00	0.00	0.00	0.00
14112 5301 POLICE DETAIL	10,000.00	11,000.00	15,000.00	15,000.00	21,000.00	20,000.00	20,000.00
14112 5304 PROFESSIONAL SERV/FEEES	0.00	5,100.00	5,100.00	5,100.00	11,900.00	11,900.00	11,900.00
14112 5317 EDUCATIONAL TRAINING	250.00	0.00	0.00	0.00	2,250.00	2,250.00	2,250.00
14112 5320 CONTRACTED SERVICES	0.00	81,400.00	81,400.00	81,400.00	138,550.00	138,550.00	138,550.00
14112 5341 TELEPHONE	3,727.66	6,044.00	6,044.00	3,970.09	7,044.00	4,000.00	4,000.00
14112 5383 BURIAL SERVICES	0.00	0.00	63,678.78	50,219.00	0.00	0.00	0.00
14112 5391 SPRAYING AND REMOVAL	0.00	4,216.00	4,216.00	3,893.07	14,201.00	14,000.00	14,000.00
14112 5392 TREE PLANTING	0.00	2,500.00	2,500.00	2,500.00	6,000.00	6,000.00	6,000.00
14112 5421 OFFICE SUPPLIES (GEN)	1,997.06	2,000.00	2,000.00	1,977.11	2,500.00	2,500.00	2,500.00
14112 5451 CUSTODIAL SUPPLIES	1,063.77	2,500.00	2,500.00	2,371.84	10,500.00	7,000.00	7,000.00
14112 5461 GROUNDS MAINT & SUPPLIES	9,014.01	28,000.00	28,000.00	23,241.34	10,900.00	10,900.00	10,900.00
14112 5481 GASOLINE/DIESEL FUEL	72,389.28	70,000.00	70,000.00	60,679.76	130,000.00	100,000.00	100,000.00
14112 5483 VEHICLE PRTS/ACCES/OIL/TIF	60,422.07	70,000.00	70,000.00	59,535.85	89,450.00	50,000.00	50,000.00
14112 5485 STREET SWEEPER BROOM	21,289.80	15,000.00	15,000.00	14,164.41	20,000.00	15,000.00	15,000.00
14112 5537 GROUND MAINT PARKS	0.00	0.00	0.00	0.00	74,325.00	0.00	0.00
14112 5710 IN STATE TRAVEL/MEETINGS	664.07	1,250.00	1,250.00	1,062.06	2,200.00	2,200.00	2,200.00
14112 5730 DUES AND SUB	710.01	500.00	500.00	500.00	500.00	500.00	500.00
14112 5780 OTHER EXPENSES	225.00	900.00	864.00	683.21	3,170.00	3,170.00	3,170.00
14112 5843 IMPROVEMENTS PW & PARK	49,304.07	100,000.00	104,000.00	99,507.68	117,000.00	50,000.00	50,000.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
14112 5846 REPAIRS/RENOV/SIDEWALKS	14,985.35	0.00	0.00	0.00	35,000.00	15,000.00	15,000.00
14112 5851 OFFICE EQUIPMENT	989.34	500.00	500.00	500.00	1,000.00	1,000.00	1,000.00
14112 5860 EQUIPMENT PURCHASE & RE	0.00	25,000.00	25,000.00	22,891.83	20,445.00	20,445.00	20,445.00
Total Public Services/General-Exp	292,205.61	551,590.00	633,268.78	583,022.66	842,832.00	563,165.00	563,165.00

230 411 Department Total	903,159.25	2,002,989.00	2,084,667.78	1,985,462.31	2,307,568.00	1,981,216.00	1,981,216.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
PUBLIC SERVICES - GENERAL (Combined Open Space/Park/Public Services-Engineering)													
OSHEA THOMAS	230 PUBLIC SERVICES-GENERAL:	14111-5111	GENERAL FOREMAN		56,438.58		1		1,081.20	1,102.82	56,438.58	57,567.35	57,567.35
MALJONEK RONALD	A 230 PUBLIC SERVICES-GENERAL:	14111-5111	GENERAL FOREMAN	9/5/06	56,438.58		1		1,081.20	1,102.82	56,438.58	57,567.35	57,567.35
RENNARD RICHARD	N 230 PUBLIC SERVICES-GENERAL:	14111-5111	PUBLIC SERVICES DIR	06031974	28,457.81		34%		1,603.44	1,635.51	28,457.81	29,026.97	29,026.97
Increase for O'Shea and Maljonek					141,334.96			Total Full Time - 5111			151,334.96	144,161.66	144,161.66
N 020 PUBLIC SERVICES-GENERAL:	14111-5111		SEASONAL LABOR-OS		22,500.00						20,400.00	20,400.00	20,400.00
N 020 PUBLIC SERVICES-GENERAL:	14111-5111		SEASONAL-Park Trash		38,000.00						38,000.00	38,000.00	38,000.00
N 020 PUBLIC SERVICES-GENERAL:	14111-5111		SEASONAL-Park Trash		11,600.00						11,600.00	11,600.00	11,600.00
					(2,100.00)			Total Seasonal - 5118			70,000.00	70,000.00	70,000.00
N 020 PUBLIC SERVICES-GENERAL:	14111-5131		Overtime-Open Space		15,000.00						15,000.00	15,000.00	15,000.00
N 020 PUBLIC SERVICES-GENERAL:	14111-5131		Overtime-Park		28,000.00						28,000.00	28,000.00	28,000.00
N 020 PUBLIC SERVICES-GENERAL:	14111-5131		Overtime-Public Services		50,000.00						32,000.00	32,000.00	32,000.00
					(18,000.00)			Total Seasonal - 5118			75,000.00	75,000.00	75,000.00
					75,000.00			Department Total			296,334.96	289,161.66	289,161.66

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	14.7	28.6	28.6	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
ADDISON	JOHN	230 PUBLIC SERV-General	14111-5111	MOTOR EQUIP REPAIR I/II	7/31/07		771.33	786.76	7/31/2008 817.27 4.8 47.4	42,515.05	42,515.05	42,515.05	
ALBERT	MICHAEL	230 PUBLIC SERV-General	14111-5111	MAINT CRAFTSMAN to HEO III in FY09	03082000	38,737.62	742.10	801.66		41,846.65	41,846.65	41,846.65	
BASH	EDWARD	230 PUBLIC SERV-General	14111-5111	MAINT CRAFTSMAN		38,737.67	742.10	756.94		39,512.43	39,512.43	39,512.43	
BELL	ROBERT	A 230 PUBLIC SERV-General	14111-5111	MAINT CRAFTSMAN III	07271998	38,737.67	742.10	756.94		39,512.43	39,512.43	39,512.43	
BEZZATI	JOHN	230 PUBLIC SERV-General	14111-5111	HEO III	3/28/00	41,846.81	801.66	817.70		42,683.75	42,683.75	42,683.75	
CLEARY	JAMES	G 230 PUBLIC SERV-General	14111-5111	WORKING FOREMAN III	08061990	43,446.99	832.32	890.18		46,467.40	46,467.40	46,467.40	
COVIELLO	VALERIE	230 PUBLIC SERV-General	14111-5111	PRINCIPAL ACCT CLERK	3/2/2000	13,597.13	766.12	781.44	34%	13,869.08	13,869.08	13,869.08	
CRONIN	DAVID	H 230 PUBLIC SERV-General	14111-5111	WORKING FOREMAN III	09141987	45,556.44	872.73	890.18		46,467.57	46,467.57	46,467.57	
CULIPHER	WAYNE	230 PUBLIC SERV-General	14111-5111	HEO III	09011997	41,846.59	801.66	817.69		42,683.52	42,683.52	42,683.52	
CULIPHER	Shift Differential	230 PUBLIC SERV-General	14111-5111	Base Rate X 8% (20 HRS)		3,342.37	64.03	65.31		3,409.21	3,409.21	3,409.21	
HARVEY	ROBERT	230 PUBLIC SERV-General	14111-5111	WORKING FOREMAN III	02131992	45,556.46	872.73	890.18		46,467.59	46,467.59	46,467.59	
HENDERSON	SCOTT	A 230 PUBLIC SERV-General	14111-5111	HEO III	05281985	41,846.62	801.66	817.69		42,683.55	42,683.55	42,683.55	
HUGHES	BRIAN	S 230 PUBLIC SERV-General	14111-5111	HEAD FOREMAN III	04081996	50,283.82	963.29	982.56		51,289.50	51,289.50	51,289.50	
LECLERC	STEVEN	M 230 PUBLIC SERV-General	14111-5111	CEMETERY MAINT III	04111996	36,617.24	701.48	715.51		37,349.59	37,349.59	37,349.59	
LEVESQUE	JAMES	W 230 PUBLIC SERV-General	14111-5111	SU/Sidewalk Foreman III	06211999	17,096.50	963.29	982.56	34%	17,438.43	17,438.43	17,438.43	
LEVESQUE	LOUIS	230 PUBLIC SERV-General	14111-5111	MOTOR EQUIP REPAIR	8/1/2006	43,447.10	832.32	848.97		44,316.05	44,316.05	44,316.05	
MARTINEAU	RICHARD	230 PUBLIC SERV-General	14111-5111	MAINT CRAFTS	8/21/2000	38,737.67	742.10	756.94		39,512.43	39,512.43	39,512.43	
OBRIEN	JIM	230 PUBLIC SERV-General	14111-5111	TREE CLIMBER III	3/13/2006	41,846.81	801.66	817.70		42,683.74	42,683.74	42,683.74	
OSGOOD	STEPHEN	230 PUBLIC SERV-General	14111-5111	HNEO I/II	1/27/2007	33,948.37	650.35	663.36	1/27/2008 662.18 30.0 22.2 0%	-	-	-	WS Only
OSTALKIEWICZ	MARILYN	C 230 PUBLIC SERV-General	14111-5111	PRINCIPAL CLERK III	03211989	39,991.57	766.12	781.44		40,791.40	40,791.40	40,791.40	
PARSONS	DAVID	230 PUBLIC SERV-General	14111-5111	MAINT CRAFTSMAN III	5/14/2001	38,737.67	742.10	756.94		39,512.43	39,512.43	39,512.43	
PELLETIER	EDWARD	230 PUBLIC SERV-General	14111-5111	MAINT CRAFTSMAN III	05131996	38,737.67	742.10	756.94		39,512.43	39,512.43	39,512.43	
REDDY	WILLIAM	A 230 PUBLIC SERV-General	14111-5111	HOIST EQUIP OPERATOR	06021980	-	-	-	Out on Workers comp	-	-	-	Terminated - Fighting Term
ROCHNA	RHETT	230 PUBLIC SERV-General	14111-5111	TRAFFIC MAINT/SIGN PA	08231993	38,737.43	742.10	756.94		39,512.18	-	-	
SANDS	GEORGE	J 230 PUBLIC SERV-General	14111-5111	HEO	04271987	41,846.59	801.66	817.69		42,683.52	42,683.52	42,683.52	
SANDS	Shift Differential	230 PUBLIC SERV-General	14111-5111	Base Rate X 8% (20 HRS)		2,063.21	39.53	-		-	-	-	
SOPER	JAMES	R 230 PUBLIC SERV-General	14111-5111	WORKING FOREMAN III	04221996	45,556.44	872.73	890.18		46,467.57	46,467.57	46,467.57	
SPILOTIS	PAUL	230 PUBLIC SERV-General	14111-5111	MOTOR EQUIP REPAIR I/II/III	7/7/2005	41,824.76	801.24	-		-	-	-	
STANWOOD JR	DANIEL	V 230 PUBLIC SERV-General	14111-5111	WORKING FOREMAN I/II	12041989	45,556.46	872.73	890.18		46,467.59	46,467.59	46,467.59	
STUART	MIKE	230 PUBLIC SERV-General	14111-5111	MAINT CRAFTSPERSON		38,737.67	742.10	756.94		39,512.43	39,512.43	39,512.43	
TASSINARI	STEPHEN	J 230 PUBLIC SERV-General	14111-5111	SR WORKING FOREMAN	05241999	47,513.48	910.22	928.42		48,463.75	48,463.75	48,463.75	
WRIGHT	JOHN	F 230 PUBLIC SERV-General	14111-5111	WORKING FOREMAN III	9/14/1992	45,556.46	872.73	890.18		46,467.59	46,467.59	46,467.59	

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
ZENDARSKI WILLIAM	230 PUBLIC SERV-General	14111-5111	MAINT CRAFTSMAN III	7/1/2003	38,737.43	742.10	756.94		39,512.18	39,512.18	39,512.18	
OUT OF GRADE PAYS									1,500.00	1,500.00	1,500.00	
									1,151,111.01	1,111,598.84	1,111,598.84	-

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	EXPENSE TITLE	Dept Amount
14112	5211	ELECTRICITY	
		Nat'l Grid electricity power to Public Works Garage 1015.00 X 12 = 12185.00	12,185
		Transcanda 604 X 12 and National Grid 411.00, costs may increase	7,659
		Electricity for fountains in large pond cemetery	1,500
		6 mo. @350.00, 2 mo @233.00, 4 mo. @ 8.32	
		Electricity for fountains in small pond cemetery	1,800
		6 mo. @ 250.00, 2 mo. @183.00, 4 mo @ 8.32	
		Electricity for garage cemetery	1,200
		6 mo @ 200.00, 6 mo @ 100.00	
		Electricity for office cemetery	500
		8 mo. @50.00 4 mo. @ 25.00	
		allowance for increase *finance suggested budgeting for increase	10,000
TOTAL			34,844
14112	5215	NATURAL GAS	
		Keyspan - avg. monthly \$533 x 12 = \$6396.	6,400
		Metromedia - avg. monthly \$942.33 x 12 = \$11308.00	11,308
		5% forecasted cost increase for Fy 09'	765
TOTAL			18,473
14912	5216	OIL HEAT	
		Yearly Maintenance for 4 oil burners vendor Booma	400
		Oil Heat for chapel vendor Todd Oil	800
		Oil Heat for office vendor Todd Oil	1,500
		Oil heat for 1 cem garages 1 @ 4400.00	5,400
		Oil heat for 1 garages 1 @ 3200.00	4,200
		Burner service for City Hall and Old Town Hall	700
TOTAL			13,000
14112	5241	BUILDING MAINTENANCE - DPW	
		overhead door repairs fy08 7000.00 vendor Salem Overhead Door, Karmin Door	7,000
		Cintas Gas Boy tests mandated and fuel pump repairs	900
		Electrical purchases for repairs (Beacon Electrical, Delandes)	700
		Cemetery Bathroom Repairs needed	2,500
		Hayden and All Safe - keys and lock repairs dps facilities	1,500
		McEachern Plumbing	2,500
14912		automatic door maintenance- garage	500
		Fire Extinguishers test & repair vendor Boston Fire	1,500
		work still needed at cemetery greenhouse	800
11922		Repairs and small projects on the ten buildings that this department is responsible for. Unkeep of boilers at City Hall, Old Town Hall	10,000
		Major Repairs for City Building including electrical, plumbing and repairs	
		Emergency repairs and small renovations to City Owned Buildings	5,500
		Old Town Hall elevator \$115.00 x 12 and 400.00 to certify	1780
TOTAL			35,180
14112	5249	GROUND MAINTENANCE - CEMETERY	
		Loam 20 yds. @ 150.00	3,000
		Fertilizer and grass seed	300
		Mulch 40 yds @30.00	1,200
		Kernco grave markers	2,000
		Lesco, N.E. Nursery, Rent-All misc purchases	2,000
		Hanna Lore Flags	600
		Aggregate sand for cemetery foundation	2,000
		rakes, shovels, brooms	500
		Aquatic and ASAP Drains fountains repairs/set ups, clean outs etc.	2,500
		Mower Blades	600
		Garden hoses	150
		Wood Trucking	2,000
		Stateline Irrigation - systems, repairs cemetery and open space areas	1,500
TOTAL			18,350
14112	5253	RADIO MAINT & PARTS	
		Ranmark Unlimited, Nextel for bad phone replacements, repairs or accessories	2,500
TOTAL			2,500
14112	5270	RENTAL AND LEASE - UNIFORMS	
		AmSan rags for central motor usage	750
		Gloves, Goggles, Safety Equipment, Rain Gear etc..needed by Employees formally 5780	800
		Rent All misc	1,000
TOTAL			2,550
14112	5301	POLICE DETAIL	
		Tree removal details 10hrs. @ 100.00 1000.00	1,000
		As needed for road work for street openings, paving, pothole repairs etc.	16,000
		As needed for traffic maintenance crew details	4,000
TOTAL			21,000

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	EXPENSE TITLE	Dept Amount
14112	5304	PROFESSIONAL SERVICES	
		Stump removals - vendor David Porter	5,800
		Bobs Tire Service	500
		North Side Carting Dumpster usage and fees for emerg/special pickups	2,000
		Eagle Tribune Notices	700
		Tanknology - central motors	2,100
		N.E. Environmental - central motors	200
		surveying	600
TOTAL			11,900
14112	5317	EDUCATIONAL TRAINING	
		Street personnel and management training seminars and exhibits	750
		Begin offering inservices for dept employees, training	1,500
TOTAL			2,250
14112	5320	CONTRACTED SERVICES-	
		CONTRACT FOR MOWING SERVICES BY ELM	81,400
		cem - roadside vegetation mowing proposal ELM 1,650.00 x 3 visits	4,950
		Belmont Springs	600
		Line Painting	50,000
		Workplace Essentials - sanitation disposal fees/rentals City hall & 120 Wash restrooms	1,600
TOTAL			138,550
14112	5341	TELEPHONE	
		744-3302 - \$88 x 12 = \$1056 vendor Verizon	1,056
		744-3306 - \$61 x 12 = \$732	732
		744-1837 - \$59 x 12 = \$708	708
		745-2676 - \$59 x 12 = \$708	708
		Covad Internet for DPW networking to City- 70.00 X 12 = 840.00	840
		Verizon 12 @130. Cemetery	1,560
		A. T. & T. 12 mo. @ 36.66 cemetery	440
		allowance for increase	1,000
TOTAL			7,044
14112	5383	BURIAL EXPENSES	
		Burial Expenses are funded from Sale of Lots and sale of Vaults Funds	-
TOTAL			-
14112	5391	SPRAYING AND REMOVAL - CEM	
		two chain saws	1,050
		Chains for saws, ropes, 3166 equipment maint.	3,166
		stump grinder unit	8,985
		Emergency Contract services	1,000
TOTAL			14,201
14112	5392	TREE PLANTING - CEM/OPEN SPACE	
		Tree planting in areas not designated under CDBG locations	5,000
		Arbor Day plantings and material	1,000
TOTAL			6,000
14112	5421	OFFICE SUPPLIES	
		Copy Paper and other office supplies - Cemetery office Public Services general	1,200
		Toner and Print Cartridges	800
		Plastic Sleeves for temporary signage mostly for traffic maintenance, special events	500
TOTAL			2,500
14112	5451	CUSTODIAL SUPPLIES	
		General cleaning and Paper supplies	4,500
		Big Belly Trash Compactor Bags	2,000
		Trash Bags, etc. Needed for upkeep of Office, Garage, Kernwood	4,000
		DPW, Cem., Mack Park Garage, Central Motors, Willows Cottages, F.R. Bathhouse	
		not sure F.R. Marina, Naumkeag	10,500
TOTAL			10,500
14112	5461	GROUNDKEEPING SUPPLIES - DPW	
		misc purchases, Winers, Home Depot, Moynihan, One Way,	10,000
		Hickory Knoll Crematory Fees	400
		Oilman's supply	500
TOTAL			10,900
14112	5481	GASOLINE/DIESEL FUEL	
		Burke for diesel and unleaded fuel per state bid	70,000
		FY08 total fuel est spending at \$380,000.00 with costs divided between 3 or 4 budgets	60,000
TOTAL			130,000
14112	5483	VEHICLE PARTS & ACCESSORIES	
		C & C Auto Parts - State Bid - approx 3-4,000 x 12 months	40,000
		Jack Young - State Bid - \$15,000	15,000
		Thomas Ford - \$1500 Minuteman Truck - \$2500	4,000
		motor oil and lubricants purchased under state bid FY08 req	5,000
		Ideal transmission repairs	2,500
		Sullivan Tire and Goodyear Tire \$5,000	5,000
		Misc. Vendors -	12,000
		State inspection fees 29.00 x 160.	4,800
		Safety Clean Parts Cleaning Tank	600
		Holden Propane for hot top box	150
		Walnut Printing City Seals, decals for city fleet vehicles	400
		if school - need additional 40,000.00 plus contracted \$7000 amount based on FY08	
TOTAL			89,450

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	EXPENSE TITLE	Dept Amount
14112	5485	STREET SWEEPER BROOM	
		Atlantic Broom-main brooms, gutter brooms, misc. parts \$12-15,000.	20,000
		C. N. Wood - misc. parts not supplied by Atlantic Broom - \$5-\$8,000	
TOTAL			20,000
14112	5537	GROUND MAINT PARKS	
		Infield Mix for all Ballfields, Loam, etc...for all Parks	8,000
		Ballfield infield paint, cement, lumber, pallets lime, irrigation parts, clay, etc...	10,000
		Castle Hill Softball project-remove hump,clay, hydro seed,dozer rental	3,600
		upkeep of 22 Parks, Flowers for Spring planting, flags, barrels	5,000
		Heffron	4,800
		Fences, Signs, Paving, Windows, Doors, Paving Basketball Courts, Etc...	5,000
		To improve any and all Parks	
		Hardware Supplies & Equipment, Plumbing, Electrical, etc.. Needed for upkeep	10,000
		of all Parks Buildings, Garages, Willows Cottages,	
		raingear -seasonals	125
		Locks needed for Park gates....	100
		equipment- public services, hand tools, rakes, brooms, misc purchases winer bros etc.	14,200
		Infield Machine	13,500
TOTAL		vendors Trugreen 5400., MEObrien 6,000. Future Supply	74,325
14112	5710	IN STATE TRAVEL, MEETINGS	
		Tolls, Parking, Seminars	750
		Seminars New. England Grows. Grows cem	450
		N. E. Cem. Assoc. Mass Tree Wardens Seminars 600.00 cem	600
		Tree seminar cem	250
		Reimbursable travel for tolls for fleet transport	150
TOTAL			2,200
14112	5730	DUES & SUBSCRIPTIONS	
		Arborist, Highway Assoc., ISA	500
TOTAL			500
14112	5780	OTHER EXPENSES	
		Reimbursement for licenses for DPS personnel per AFSCME agrmnt Clay, Bezzati	950
		5 pesticide licenses @\$50 albert, cronin,pelletier, hughes, soper	250
		1 pesticide license @ \$100 rennard	100
		hoisting licenses- cemetery	120
		Medical Supplies (formally 5501) -Northern Safety, WB Mason	500
		Business Meeting Expense Lunches	1,000
		Reimbursement Prisoner lunches etc. for volunteer	250
TOTAL			3,170
14112	5843	GEN PW IMPROVEMENTS	
		Aggregate Industries - State Bid - Mix for patching, lypnac for filling trenches,	94,000
		Repairs to roads, & other surfaces, hot top removal costs.	
		Brox Products	2,000
		North Shore Concrete - \$5,000 +/- for small amounts of poured concrete	6,000
		Traffic maintenance Dept -supplies, paint, signs Permaline and WW Grainger	15,000
TOTAL			117,000
14112	5846	RENOVATION & REPAIRS - REPAIRS/SIDEWALKS	
		Used strictly for maintaining City Sidewalks and includes outside contractors if necessary and supplies. Marchese	35,000
TOTAL			35,000
14112	5851	OFFICE EQUIPMENT	
		Computer equipment, office machines, etc., file cabinets,	1,000
TOTAL			1,000
14112	5860	EQUIPMENT PURCHASE & REPAIRS	
		Paint, rakes, shovels, brooms, etc	900
		Oil, batteries, filters, etc. 1000.00	1,000
		trimmers 5 x 200.00	1,000
		Trimmer nylon	450
		Nuts , bolts screws, ear protectors	125
		Heavy chains 2 @40.00	80
		Garden hoses	150
		Power drill, bits	140
		All repairs and parts for the upkeep of all equipment for dept.	13,500
		Cutters, Lawnmowers, Bobcats, Sanders, tools, lumber, motor parts, hardware	
		Plumbing, Hardware Supplies, Maintenance and upkeep DPW Garage	3,000
		Locks	100
			20,445
TOTAL PROPOSED			842,832

Public Services – Snow & Ice

Mission Statement

Coordination of private and publicly owned plows, mechanics and route supervisors to inspect and control plowing activities and other support personnel. It is our goal to do all we can to reduce the likelihood of personal injury to our residents, automobile accidents and property damage by making the roadways as safe as possible under the worst of conditions.

Significant Changes

For FY09 we are increasing the snow and ice budget to demonstrate prudent budgeting practices. We have requested to our budget an additional line for Gasoline/Diesel Fuel for consumption of fuel of city fleet vehicles while performing snow related duties. We also are requesting an equipment line for the purchase of a snow blower for open space areas.

Previous Fiscal Year Accomplishments

- Emergency Blue Lights were updated.
- Continued utilization of Reverse 911 and Web site used for up-to-date snow emergency related bulletins.

FY 2009 Goals & Objectives

- Continue to provide service to quickly open streets making them passable so that they can be safe to navigate.
- Continue to work with other city departments in support of restoring safe road conditions as efficiently as possible.
- Decrease usage of contractors called in for salting only use, with additional purchase of sanding equipment supported by CIP monies.
- Update plows with newer units to help cut down on fuel and on mechanical deficiencies

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Snow & Ice-Personnel								
14231	5131 OVERTIME (GENERAL)	55,174.84	50,000.00	50,000.00	37,029.51	50,000.00	50,000.00	50,000.00
	Total Snow & Ice-Personnel	55,174.84	50,000.00	50,000.00	37,029.51	50,000.00	50,000.00	50,000.00
Snow & Ice-Expenses								
14232	5244 VEHICLE REPAIR AND M	62,861.02	45,000.00	46,960.44	47,260.44	65,000.00	45,000.00	45,000.00
14232	5284 EQUIPEMENT LEASE	39,485.00	39,560.00	39,955.40	39,955.40	0.00	0.00	0.00
14232	5292 SNOW REMOVAL	151,487.78	115,000.00	108,025.60	108,025.60	126,500.00	115,000.00	115,000.00
14232	5293 SAND REMOVAL/SWEEPING	64,350.00	20,000.00	19,842.98	19,842.98	50,000.00	20,000.00	20,000.00
14232	5429 MISC SUPPLIES	11,883.75	10,000.00	13,219.56	13,219.56	13,225.00	8,000.00	8,000.00
14232	5481 GASOLINE/DIESEL FUEL	0.00	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
14232	5534 SALT	258,327.30	100,000.00	103,976.94	128,310.73	175,000.00	121,560.00	121,560.00
14232	5535 CACLUM CHLORIDE	2,817.00	5,000.00	4,300.00	4,300.00	5,000.00	5,000.00	5,000.00
14232	5536 SAND	4,765.44	10,000.00	8,279.08	8,279.08	11,000.00	10,000.00	10,000.00
14232	5860 EQUIPMENT	0.00	0.00	0.00	0.00	1,600.00	0.00	0.00
	Total Snow & Ice-Expenses	595,977.29	344,560.00	344,560.00	369,193.79	467,325.00	344,560.00	344,560.00
230	423 Department Total	651,152.13	394,560.00	394,560.00	406,223.30	517,325.00	394,560.00	394,560.00

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Snow & Ice - 230

ORG	OBJECT	EXPENSE TITLE	Dept Amount
14232	5244	VEHICLE REPAIR AND MAINTENANCE	
		General line for misc. vendors-Brake & Clutch, Atlantic Plow	65,000
		winter equipment parts and maintenance	
		plow and sander parts and repairs as needed on city fleet vehicles	65,000
TOTAL			65,000
14232	5284	EQUIPMENT LEASE	
TOTAL			-
14232	5292	SNOW REMOVAL	
		For payment to snow contractors as approved by contract for services to aid in	126,500
		sanding and plowing of city streets as well as city lots/parking garages etc as directed	
		also may include snow removal (FY08 SPENT TO DATE \$200,000 PLUS 70,000 SCHOOL)	126,500
TOTAL			126,500
14232	5293	SAND REMOVAL / SWEEPINGS	
		Contract to Robert James for hauling and disposal of material swept from city streets	50,000
TOTAL		following winter storm maintenance. Street sweeper costs to remove sand	50,000
14232	5429	MISC SUPPLIES	
		Precision Weather Forecasting \$1075.00	1,075
		Clarke Steel Drums for sand barrel usage	2,000
		Brox Performance Patch	5,000
		Marino Mix	3,000
		NE Nursery rock salt - cemetery	400
		Lesco, Park and open space	500
		Feeding Work Crews- meals during storm coverage etc.	500
		other small items not deemed parts	750
TOTAL			13,225
14232	5481	GASOLINE/DIESEL FUEL	
		would like to add fuel line - approx \$2250.00 per storm x 8 storms would be	20,000
TOTAL			20,000
14232	5534	SALT	
		Salt product purchased under state bid	175,000
TOTAL		FY08 cost per ton \$59.90 delivered FY08 SPENT \$300,000.+	175,000
14232	5535	CALCIUM CHLORIDE	
		Fill up of Calcium Chloride Product in tanks 5 Jefferson Ave under state bid	5,000
TOTAL		5,000 gallon tanks	5,000
14232	5536	SAND	
		Sand product purchased from Aggregate for sanding of streets.	11,000
TOTAL		FY08 cost per ton \$22.95 picked up delivery has add'l fees (fy08 20,000.00 SPENT)	11,000
14232	5860	EQUIPMENT	
		snowblower purchase	1,600
		cip MONIES - 6.1 CUBIC 17,655. AND 3.6 CUBIC YARD SANDERS 7545.00	
TOTAL			1,600
TOTAL PROPOSED			467,325

Engineering – General Administration

Mission Statement

The Engineering Department provides technical expertise and plan review to various city boards and departments for all public infrastructure improvements and private development projects. Engineering is responsible to implement the City-wide pavement management system and also manages the Chapter 90 paving program and other state and federally funded (TIP) projects. The Engineering Department is responsible for the City's capital improvement program relative to infrastructure.

Funding for the efforts described herein are derived for the City's general Fund.

Significant Changes

The new City Engineer came on board in mid-May; and along with the Business Manager made significant inroads to the many issues for which the department is responsible. A new GIS Administrator was also hired; which has matrix responsibility to Engineering and MIS.

The City-wide pavement management program was completed in December and is being utilized to develop the Spring 2008 City-wide pavement program and to plan future pavement programs. A City-wide Coastal Inventory and Assessment of City owned Coastal Structures, funded by the Department of Conservation and Recreation, was also completed in December. This planning document will be essential in the City's future planning for seawall and bulkhead improvements.

Both, state and federally funded Transportation Improvement Projects currently ongoing in the City are approaching substantial completion. The North Street and Bridge Street By-Pass Road improvement projects have only landscaping, final paving and striping, along with cleanup activities to complete, which should be done by June 1, 2008.

Previous Fiscal Year Accomplishments

- The new City Engineer started in late May 2007 to provide design review of major projects, manage Chapter 90 contracts, GIS, and continue projects in place.
- Oversaw and permitted an estimated 120 road opening permits and 10 drainage alteration permits.
- State comments were received on the City's 25% plan submittal on the Bridge Street reconstruction project. The comments are being addressed and public comment meetings will be schedule in FY 2009. The project limits are from Washington Street to the Salem-Beverly bridge. Construction is expected to start in either 2009 or 2010.
- The Canal Street Improvement Project was advanced past the preliminary schematic stage, with access issues identified for discussions with the many abutters involved. The City will seek approval to move to develop 25% plans of the project, for review and approval by the state planning organizations and to advance to the project toward construction, expected after the Bridge Street Project starts construction.
- Continued to educate the public on recycling and water conservation by providing more outreach to community groups, initiate public relations effort to increase awareness, and work within City employees to distribute information and conservation tools.
- A project was initiated to study the lower end of Lafayette Street and identify any safety improvements that may be needed there. Many accidents, including a recent fatality have occurred in the section between Raymond Ave and the Salem – Marblehead line. Safety signage has been recommended and should be installed in the Spring of 2008. Additional structural improvements to the roadway, currently being evaluated and designed, may be constructed in FY 2009.

- The Leggs Hill Road Culvert, located on the Forrest River, immediately east of Loring Avenue, was evaluated structurally for its ability to carry loads similar to a fire truck. The analysis was completed in January of 2008 and showed the culvert could carry a standard fire truck and a ladder truck safely; however, some minor structural improvements were recommended and should be implemented in FY 2009.
- Plans and construction documents were reviewed, and many public meetings attended, to address City concerns relative to the new Courthouse project on Federal Street.
- Provided design review services for the following planning board projects:
 - Osborne Hills Development of Marlborough Road
 - Marblehead/Swampscott YMCA on Leggs Hill Drive
 - Chapel Hill Development on Clark Road
 - Old Salem Jail Redevelopment on Bridge Street
 - Salem News Building on Front Street, and
 - Salem Suede Redevelopment on Mason Street
- Held first annual City-wide Earth Day event in April 2007

FY 2009 Goals & Objectives

- Continue implementation of the Pavement Management Program.
- Oversee the 2008 paving program.
- Provide the necessary guidance and oversight to ensure the current roadway improvement projects move along in the review process to ensure construction begins when desired by the City and funding is appropriate.
- Review Road Opening permitting and tracking program and make changes as necessary.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Engineering-Psnl							
14121 5111 SALARIES-FULL TIME	0.00	73,759.00	73,671.40	66,799.88	70,586.00	71,998.00	71,998.00
14121 5113 SALARIES-PART TIME	0.00	3,724.00	3,811.60	3,811.60	4,364.00	4,452.00	4,452.00
Total Engineering-Psnl	0.00	77,483.00	77,483.00	70,611.48	74,950.00	76,450.00	76,450.00
Engineering-Expenses							
14122 5298 TRASH REMOVAL	0.00	9,600.00	9,600.00	9,600.00	0.00	0.00	0.00
14122 5317 EDUCATIONAL TRAINING	0.00	750.00	750.00	699.00	1,000.00	500.00	500.00
14122 5421 OFFICE SUPPLIES (GEN	0.00	1,000.00	1,400.00	969.29	1,980.00	1,000.00	1,000.00
14122 5710 IN STATE TRAVEL/MEETINGS	0.00	500.00	100.00	0.00	500.00	500.00	500.00
14122 5730 DUES AND SUB	0.00	500.00	500.00	328.00	1,000.00	1,000.00	1,000.00
14122 5851 OFFICE EQUIPMENT	0.00	500.00	500.00	259.48	500.00	500.00	500.00
Total Engineering-Expenses	0.00	12,850.00	12,850.00	11,855.77	4,980.00	3,500.00	3,500.00
235 412 Department Total	0.00	90,333.00	90,333.00	82,467.25	79,930.00	79,950.00	79,950.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
DUBINSKY	235 PUBLIC SERV-ENGINEER	14121-5111	ADMIN ASSISTANT		42,215.47		100%		808.73	824.90	42,215.47	43,059.78	43,059.78
KNOWLTON	235 PUBLIC SERV-ENGINEER	14121-5111	CITY ENGINEER	7/33/2007	29,644.98		34%		1,598.49	1,630.46	28,370.00	28,937.40	28,937.40
					<u>71,860.45</u>		<u>Total Full Time - 5111</u>				<u>70,585.47</u>	<u>71,997.18</u>	<u>71,997.18</u>
ALBERT	235 PUBLIC SERV-ENGINEER	14121-5113	INTERN	11/05/1991	4,363.92		10 hours per wk		8.36	8.53	4,363.92	4,451.20	4,451.20
					<u>4,363.92</u>		<u>Total Part Time - 5113</u>				<u>4,363.92</u>	<u>4,451.20</u>	<u>4,451.20</u>
					<u>76,224.37</u>		<u>Department Total</u>				<u>74,949.39</u>	<u>76,448.38</u>	<u>76,448.38</u>

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.0	1.4	1.4	0.0

SPECIAL REVENUE FUNDING SOURCES

CONNORS	BISA	TRASH GRANT	24583-5111	EXECUTIVE SECRETARY	10/11/2005	70%	803.85	803.85
BROWN	MICHAEL	GRANT	25693-5111	ENG INTERN	6/2/2004		14.00	14.00
Total Other Funding Siding Sources								

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

ENGINEERING 235			
ORG	OBJECT	EXPENSE TITLE	Dept Amount
14112	5298	TRASH REMOVAL	
		Baker's Island Trash - Contractual - MOVED TO TRASH ENTERPRISE IN FY2009	
TOTAL			-
14112	5317	EDUCATIONAL TRAINING	
		Management training seminars and exhibits	1,000
TOTAL			1,000
14112	5421	OFFICE SUPPLIES	
		Printer Paper, 3-hole printer paper, envelopes	800
		Oce' Map Machine - paper rolls - 4 ctns @ \$48 = \$192 + 2 ctns toner @\$295=\$580	580
		Print Cartridges:color and b/w = \$400	400
		Other: pens, paper, etc.	200
TOTAL			1,980
14112	5710	IN STATE TRAVEL, MEETINGS	
		Tolls, Parking, Seminars	500
TOTAL			500
14112	5730	DUES & SUBSCRIPTIONS	
		ENR, American Society of Civil Engineers, Essex County Highway Assoc.	1,000
TOTAL			1,000
14112	5851	OFFICE EQUIPMENT	
		Replacement/repair of scanner, fax, etc.	500
TOTAL			500
TOTAL PROPOSED			4,980

Council on Aging

Mission Statement

The mission of the Salem Council on Aging is to develop and offer a program for all senior citizens of Salem that affirms life, challenges creativity, enhances socialization and promotes spiritual, psychological and physical wellness. The Council recognizes that the main center of programs and services is offered at the Senior Center of Salem, but also stresses the necessity of offering services to the homebound, isolated and culturally diverse senior citizens of Salem.

Significant Changes

The Council on Aging (COA) logged its first full year as part of the Park, Recreation & Community Services Department, under the direction of Doug Bollen. Due to a concerted effort by the new administration, all the regular activities and services senior citizens have come to expect have been faithfully maintained. Notably, along the way, new programs have been added to enhance the experience of guests at the Senior Center. Collaborative relationships have also been struck or continued with the Salem Public School Department, the Salem Police and Fire departments, Northshore Ambulance, Salem State College, North Shore Community College, the Moose Lodge, the Ward 1 Social Club, the Ward 2 Social Club, and others. The building itself, at 5 Broad St., will remain the home of the Council on Aging for the foreseeable future, since the City Council turned down plans, in the spring of 2007, to relocate to the site of the former St. Joseph's Church on Lafayette Street. City officials, meanwhile, rededicated themselves to studying options for a new facility to accommodate the Council on Aging, perhaps in combination with a community center, at a site elsewhere in the city. An *ad hoc* committee was convened, in June of 2007, to explore the possibilities for a new facility at a new site.

Previous Fiscal Year Accomplishments

- Glossy-cover program booklets, which included Council on Aging activities, were published and circulated, via the U.S. Postal Service, to all households in the city. Approximately 20,000 spring/summer booklets, and a similar number of fall/winter booklets, informed residents of all ages about scores of recreational opportunities offered throughout the year. The cost of the booklets was covered by the department's revolving account, which is maintained through activity fees, not tax revenue.
- The Council on Aging Web site, which had been static and limited to brief, general information, was upgraded, expanded, and is updated on a weekly basis. It currently includes a calendar of events and the monthly "Senior Power" newsletter, as well as COA-specific information from the aforementioned program booklet. Images and links have also been added to enhance user interface.
- New Council on Aging board members were recruited. Active COA Board members now include: Kathleen Wilkinson (chair), Pat Donahue (vice chair), Elaine Heredeen (treasurer), Robert Dionne (secretary), Frank Clocher, James Willis, Donna Clifford and Roland Jean. Liaison between the City Council and the COA Board is Joan Lovely.
- The Friends of the Salem Council on Aging group, which had been dormant for years, was revived with a board of directors that was duly elected at an annual meeting in January of 2007. Since then, the group has planned and executed fundraisers and contributed time and money to meet a variety of needs at the Senior Center.
- A comprehensive transportation service policy was crafted, approved by the Council on Aging board, and successfully implemented.
- A senior volunteer property tax work-off program, an option for municipalities approved by state legislators several years ago, was successfully implemented in Salem. Seven senior citizens completed as

many as 75 hours of volunteer service each to earn property tax abatements of \$500. By City Council ordinance, as many as 25 eligible senior citizens were welcomed to take advantage of the opportunity.

- Staff support from Operation: ABLE (a Boston-based work training program that serves 55-year-olds and up) was expanded.
- A defibrillator was secured, via donation from Northshore Ambulance, to the Senior Center. Employees were subsequently trained on its use.
- Salem's Triad program (a partnership between senior citizens, law enforcement and the COA) was commended for its record of success in service to senior citizens. The program includes: Seniors and Law Enforcement Together (SALT), the File of Life, Yellow Dot, RUOK and Is Your Number Up? personal safety efforts.
- A translation "hotline" for Spanish-speaking seniors was created. Salem State College student-volunteers were recruited to respond to Spanish-speaking seniors for the purpose of relaying essential information to Council on Aging staff members.
- A computer lab was initiated at the COA. The computers were donated thru Operational: ABLE and Friends of the COA.
- A new telephone system was installed in the Senior Center, at no cost to the city. It was included as part of our State Formula Grant application, which paid for the entire process.

FY 2009 Goals & Objectives

- Maintain full services and programs for COA clients with level-funded budget, and to pursue grants to help fund staff positions and/or programs.
- To explore ways in which senior citizens can be more fully integrated into recreational programs and activities for residents of all ages.
- To effectively publicize and promote COA programs to the Baby Boom generation, which is increasingly gaining senior citizen status, as well as to the Hispanic community.
- To consider more ways in which last year's merging of departments can create cost savings and efficiencies in facilities, personnel, programming, etc.
- To support efforts to move the COA to a new facility, and to be actively involved in development of plans for that building for the facilitation of programs and services for senior citizens.
- To successfully introduce and implement the My Senior Center digital data-collection system that was acquired in FY 2008.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Council On Aging-Personnel								
15411	5111	270,223.77	226,738.00	239,338.00	235,474.73	264,029.00	267,671.00	267,671.00
15411	5113	30,565.16	34,830.00	22,230.00	18,826.32	18,980.00	19,360.00	19,360.00
15411	5131	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
15411	5150	600.00	600.00	600.00	600.00	1,300.00	1,300.00	1,300.00
Total Council On Aging-Personnel		301,388.93	262,168.00	262,168.00	254,901.05	285,309.00	289,331.00	289,331.00
Council On Aging-Expenses								
15412	5320	49.70	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
15412	5341	2,891.77	4,000.00	3,100.00	2,794.35	3,000.00	3,000.00	3,000.00
15412	5351	3,966.00	4,047.00	4,047.00	3,631.03	4,000.00	4,000.00	4,000.00
15412	5381	0.00	500.00	500.00	500.00	500.00	500.00	500.00
15412	5421	2,607.78	3,000.00	3,400.00	3,282.67	3,000.00	3,000.00	3,000.00
15412	5431	3,780.49	3,850.00	4,350.00	4,059.66	12,000.00	12,000.00	12,000.00
15412	5483	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
15412	5491	883.48	1,000.00	1,000.00	805.10	1,000.00	1,000.00	1,000.00
15412	5710	346.84	500.00	500.00	500.00	500.00	500.00	500.00
15412	5730	792.30	800.00	800.00	800.00	1,000.00	1,000.00	1,000.00
Total Council On Aging-Expenses		15,318.36	18,797.00	18,797.00	17,472.81	31,100.00	31,100.00	31,100.00
060	541	316,707.29	280,965.00	280,965.00	272,373.86	316,409.00	320,431.00	320,431.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2
BARRETT	M 060	15411-5111	SOCIAL REC COORD	03051993	40,141.52		1		768.99	784.37	40,141.52	40,944.35	40,944.35
FELTON	060	15411-5111	SOC SERV TECH	12181995	40,419.72		1		774.32	789.81	40,419.72	41,228.11	41,228.11
GRIECO	060	15411-5111	VAN DRIVER	10231987	20,548.06		35		393.64	401.51	20,548.06	20,959.02	20,959.02
KENNEDY	060	15411-5111	FOOD SVC		10,134.11		14	40%	13.87	14.14	10,134.11	10,336.80	10,336.80
MEZOFF	M 170	15411-5111	BOARD CLERK			B		12	75.00	75.00	900.00	900.00	900.00
SOUCHY-GEORGE	060	15411-5111	ACT TRANS COORD	09/19/2006	24,304.31		35		465.50	474.81	24,299.10	24,785.08	24,785.08
WALSH	060	15411-5111	RECEPTIONIST	08/19/2006	17,182.94		35		329.35	335.94	17,192.07	17,535.91	17,535.91
WOOLLEY	M 170	15411-5111	ASST DIR REC & COMM SEF	8/4/2006	29,372.51		1	70%	803.85	819.92	29,372.51	29,959.96	29,959.96
					182,103.16		Total Full Time - 5111				183,007.09	186,649.23	186,649.23
HINCAMAN	060	15411-5113	P/T VAN DRIVER		11,152.00	P	19		11.24	11.47	11,152.00	11,375.04	11,375.04
MOON	060	15411-5113	P/T VAN DRIVER		7,827.78	P	14		10.71	10.93	7,827.78	7,984.34	7,984.34
					18,979.78		Total Part Time - 5113				18,979.78	19,359.37	19,359.37
					201,082.94		Department Total				201,986.87	206,008.61	206,008.61

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	8.0	8.0	8.0	0.0

COA OTHER SPECIAL REVENUE FUNDING SOURCES

						Special Revenue funding only
CALNAN	JUDITH	2460	COA GRANT	OUT REACH SOCIAL WKR	15	16.00
FOLEY	WM	2460	COA GRANT	OUT REACH SOCIAL WKR	15	15.00
HODSDON	MARGE	2461	COA GRANT	VAN DRIVER	19	9.50
ISAACSON	CAROLE	2460	COA GRANT	VOLUNTEER COORDINATOR	19	13.00
KENNEDY	ELLEN	2576	COA GRANT	FOOD SVC	21	13.27
MARCHI	RICHARD	2575	COA GRANT	VAN DRIVER	16	10.00
SOUCHY	JACLYN	2461	COA GRANT	VAN DRIVER	19	9.50
SOUCHY-GEORGE	SANDRA	2460	COA GRANT	TRANS COORDINATOR	35	0.50
TURNER	JUDY	2575	COA GRANT	VAN DRIVER	19	9.50

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date	Rate # Wks Old	New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
GRIMES	JACQUELYN A 060 COUNCIL ON AGING	15411-5111	PRIN ACCT CLK III	07071997	39,991.64	766.12	781.45				40,791.48	40,791.48	40,791.48	
VOTTA	ALFRED J 060 COUNCIL ON AGING	15411-5111	SR BLDG CUST STEP	7/26/1999	39,440.75	755.57	770.68				40,229.57	40,229.57	40,229.57	
											81,021.04	81,021.04	81,021.04	-

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

COUNCIL ON AGING - 060

ORG	OBJECT	EXPENSE TITLE	Dept Amount
15412	5320	Contracted Services	
		Service contract with New England Copier Service.	1,100
TOTAL		Service contract on copier for 1 year or up to 66,000 copies this includes all labor, parts, drum, webs and iol rollers	1,100
15412	5341	Telephone	
		744-0924 - per month x 12 months =	3,000
		744-0925 - per month x 12 months =	
		744-0929 - per month x 12 months =	
		745-0409 - per month x 12 months =	
		744-0929 Long Distance - per month x 12 months	
		744-0924 Long Distance - per moonth x 12 months =	
TOTAL			3,000
15412	5351	Recreational Activites	
		Guest Lectures, Musical programs, Holiday Bazaar, Cookbook	2,500
TOTAL		Recreational activities for Salem Seniors	1,500
15412	5381	Printing & Binding	
		Stationary and envelopes	250
TOTAL		Printing of flyers for major events and brochures as needed	250
15412	5421	Office Supplies	
		15 cases of copier paper	3,000
		15 printer cartridges black	
		8 printer cartridges color	
		20 dozen blue pens	
		20 dozen black pens	
		4 boxes of labels for mailings	
		15 dozen of pads of paper 8x11 -white	
		15 dozen of pads of paper 8x11 - yellow	
		10 dozen of pads of paper 5x8 - white	
		10 dozen of pads of paper 5x8 -yellow	
		30 dozen of stickie pads	
		8 toner for copier	
		other supplies as needed and not mentioned	
TOTAL			3,000
15412	5431	Bldg Rep/Maint Supplies	
		30 cases toilet paper	4,000
		25 cases multifold paper towels	
		25 cases paper towels	
		30 cases trash liners SM.	
		10 cases disinfectant spray	
		15 cases glass cleaner	
		25 casess trash liners very large	
		test & repair fire extinguishers once a year	
		alarm company 12 months D12	
		supplies for repairs as needed	
		monthly service charge for elevator, repairs to elevator, yearly certification	8,000
TOTAL			12,000
15412	5483	Vehicle Parts & Assessories	
		parts for repairing of vans	5,000
TOTAL			5,000
15412	5491	Food	
		All COA sponsored workshops	250
		volunteer appreciation celebration	750
TOTAL			1,000
15412	5713	In State Travel/Meetings	
		NSDCOA and conference	500
TOTAL		MSOA fall conference	500
15412	5730	Dues and Subscriptions	
		annual membership for MCOA member ship	1,000
TOTAL			1,000
TOTAL PROPOSED			31,100

Library

Mission Statement

To provide quality public library service at the Salem Public Library in a reliable, caring, and cost-effective manner; to satisfy Salem Public Library patrons by delivering a level of library service that exceeds our patrons' expectations and to achieve consistent upward growth in the total quality of our Salem Public Library services and collections.

Significant Changes

The Library continues to be a vital and active institution. The major roof repair project is underway insuring that the Library building will continue to be usable and the Library's collection will be secure.

Previous Fiscal Year Accomplishments

- Obtained a \$52,000 Massachusetts Preservation Projects Fund Grant for the repair of the libraries roof
- Continued to be the busiest Library in the NOBLE Network—over 500,000 yearly circulations.
- Re-designed magazine room to provide more shelving for new books.
- Worked with the Friends of the Salem Public Library Group. Designed and sold new book bags as fundraiser.
- Strengthened the Children's Room non-fiction book collection.

FY 2009 Goals & Objectives

- Make needed repairs or replace brick handicapped ramp/children's entrance walkway.
- Purchase additional data bases for patrons to access from both the Library and at home.
- Continue to stress strong customer service which contributes to Salem Public Library being the highest circulating library in NOBLE.
- Collaborate with Friends of the Salem Public Library on two major fund-raisers.
- Continue to re-design shelving layout to maximize space for the collection.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Library-Personnel								
16101	5111 SALARIES-FULL TIME	541,311.54	543,764.00	543,764.00	536,350.98	578,333.00	589,095.00	589,095.00
16101	5113 SALARIES-PART TIME	149,584.08	174,118.00	172,118.00	159,661.41	187,966.00	195,090.00	195,090.00
16101	5115 SUNDAY HOURS	33,183.88	34,826.00	36,826.00	32,581.83	36,394.00	37,394.00	37,394.00
16101	5131 OVERTIME (GENERAL)	3,023.64	5,000.00	5,000.00	3,805.47	5,000.00	4,000.00	4,000.00
16101	5150 FRINGE/STIPENDS	300.00	300.00	300.00	300.00	650.00	650.00	650.00
Total Library-Personnel		727,403.14	758,008.00	758,008.00	732,699.69	808,343.00	826,229.00	826,229.00
Library-Expenses								
16102	5211 ELECTRICITY	27,939.82	30,000.00	32,048.04	32,048.04	43,000.00	43,000.00	43,000.00
16102	5216 OIL & GAS HEAT	9,844.89	13,000.00	10,951.96	10,951.96	13,000.00	13,000.00	13,000.00
16102	5241 BUILDING MAINTENANCE	14,972.28	17,502.00	17,502.00	17,494.92	17,502.00	17,502.00	17,502.00
16102	5341 TELEPHONE	3,358.39	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
16102	5451 CUSTODIAL SUPPLIES	3,145.68	3,500.00	3,500.00	3,496.67	3,500.00	3,500.00	3,500.00
16102	5512 BOOKS	143,074.95	147,000.00	147,000.00	146,995.89	147,000.00	147,000.00	147,000.00
16102	5516 MICROFILM SUBSCRIPTI	4,700.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00
16102	5517 PERIODICALS	6,483.77	7,000.00	7,000.00	6,994.87	7,000.00	7,000.00	7,000.00
16102	5730 DUES AND SUB	41,544.00	41,544.00	41,544.00	41,544.00	43,570.00	43,570.00	43,570.00
Total Library-Expenses		255,063.78	268,846.00	268,846.00	268,826.35	283,872.00	283,872.00	283,872.00
140	610 Department Total	982,466.92	1,026,854.00	1,026,854.00	1,001,526.04	1,092,215.00	1,110,101.00	1,110,101.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
ALLEN	140 LIBRARY	16101-5111	LIBRARY ASSISTANT	9/17/2007	-		1		660.38	673.59	34,471.84	35,161.27	52.2
ARMSTRONG	140 LIBRARY	16101-5111	LIBRARY ASSISTANT I	01/03/1990	28,872.24		1		553.11	564.17	28,872.24	29,449.69	35,161.27
CONNELLY	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	11/26/1979	32,067.72		1		614.32	626.61	32,067.72	32,709.08	29,449.69
CUMMINGS	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	05/30/1995	32,464.29		1		621.92	634.36	32,464.29	33,113.58	32,709.08
DELLAMONICA	140 LIBRARY	16101-5111	SPEC LIBRARY ASSISTANT	07/01/1982	35,138.28		1		673.15	686.61	35,138.28	35,841.05	33,113.58
GAUDRAULT	140 LIBRARY	16101-5111	TECH SERV/CATALOG	05/30/1989	37,033.86		1		709.46	723.65	37,033.86	37,774.54	35,841.05
GROCKI*	140 LIBRARY	16101-5111	TECH SERV/COMPUTER	11/02/2001	41,960.73		1		803.85	819.92	41,960.73	42,799.94	37,774.54
JACKSON	140 LIBRARY	16101-5111	LIBRARY DIRECTOR	12/08/1971	67,958.78		1		1,301.89	1,327.93	67,958.78	69,317.96	42,799.94
JOHNSON	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	09/15/1970	33,662.73		1		644.88	-	-	69,317.96	69,317.96
NEEVES	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	09/11/1995	30,934.19		1		592.61	604.46	30,934.19	31,552.88	31,552.88
OPOLSKI	140 LIBRARY	16101-5111	CHILDRENS LIBRARIAN	09/04/1990	39,364.19		1		754.10	769.19	39,364.19	40,151.48	31,552.88
SPEICHER	140 LIBRARY	16101-5111	LIBRARY ASSISTANT I	09/24/2001	28,872.24		1		553.11	564.17	28,872.24	29,449.69	29,449.69
STEELE	140 LIBRARY	16101-5111	CIRCULATION LIBRARIAN		36,193.26		1		692.88	706.74	36,193.26	36,891.70	29,449.69
TRACY	140 LIBRARY	16101-5111	ASST LIBRARY DIRECTOR	06/15/1994	52,305.95		1		1,022.03	1,022.07	52,305.95	53,352.06	36,891.70
WALSH	140 LIBRARY	16101-5111	REFERENCE LIBRARIAN	10/15/1979	39,646.21		1		759.51	774.70	39,646.21	40,439.14	53,352.06
SHIFT DIFFERENTIAL			SHIFT DIFFERENTIAL		844.54				844.54	861.43	844.54	861.43	40,439.14
*Note - Grocki paid 5,200.00 in MIS budget to assist MIS as needed.					537,319.23			Total Full Time - 5111			538,103.40	548,865.47	548,865.47
ARNO	140 LIBRARY	16101-5113	PAGE SHELVING	1/5/2006	4,091.18	P	0		-	-	-	-	-
BAEZ	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/17/07		P	12		8.00	8.16	5,011.20	5,111.42	5,111.42
BAEZ	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	7/31/07		P	8		8.00	8.16	3,340.80	3,407.62	3,407.62
BARUA	140 LIBRARY	16101-5113	JR LIBRARY ASSISTANT	5/20/2002	9,934.74	P	0		-	-	-	-	-
BARUA	140 LIBRARY	16101-5113	DESK PAGE	09/21/1994	2,627.08	P	4		12.58	12.83	2,627.08	2,679.62	2,679.62
BURKE	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	Pending		P	4		13.44	13.71	2,806.27	2,806.27	2,806.27
CHE	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	6/22/07		P	5		12.10	12.34	3,158.10	3,221.26	3,221.26
CHOATE	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/5/07		P	10		8.00	8.16	4,176.00	4,259.52	4,259.52
COUGHLIN	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	9/16/1990	Sunday Only	P	0		16.15	16.47	Sunday Only	Sunday Only	Sunday Only
CRAIGEN	140 LIBRARY	16101-5113	JR. BLDG. CUSTODIAN	5/17/07		P	12		10.44	10.65	6,539.62	6,670.41	6,670.41
CROCKETT	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	5/11/2005	3,510.23	P	5		13.45	13.72	3,510.23	3,580.43	3,580.43
CUNNINGHAM	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	07/19/2006	4,091.18	P	12		8.35	8.52	5,230.44	5,335.05	5,335.05
DAMICO	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	01/22/1990	Sunday Only	P	0		18.16	18.53	Sunday Only	Sunday Only	Sunday Only
DAWSON	140 LIBRARY	16101-5113	JR LIBRARY ASSISTANT	05/21/1999	5,748.10	P	9		14.68	14.98	6,897.72	7,035.68	7,035.68
FELTON	140 LIBRARY	16101-5113	JR BLDG CUSTODIAN	10/18/1994	6,362.80	P	12		15.24	15.54	9,543.89	9,734.77	9,734.77
FLAHERTY	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	10/14/2003	Sunday Only	P	0		13.45	13.72	Sunday Only	Sunday Only	Sunday Only
FOO	140 LIBRARY	16101-5113	PAGE SHELV & PASTING	05/19/2005	5,727.65	P	0		-	-	-	-	-
GROVES	140 LIBRARY	16101-5113	JR LIBRARY ASSISTANT	11/01/04	Sunday Only	P	0		12.96	13.22	Sunday Only	Sunday Only	Sunday Only
HARVEY	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	11/07/2000	3,594.78	P	5		13.77	14.05	3,594.78	3,666.67	3,666.67
HEDIO	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	1/26/05	11,224.00	P	16		13.44	13.71	11,224.00	11,448.48	11,448.48
HIGGINS	140 LIBRARY	16101-5113	JR BLDG CUSTODIAN	7/3/04	7,538.67	P	8		14.44	14.73	6,030.94	6,151.56	6,151.56
HO	140 LIBRARY	16101-5113	PAGE SHELV & PASTING	11/01/2006	2,454.71	P	6		8.35	8.52	2,615.22	2,667.52	2,667.52
HOOKS	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	05/16/2005	5,612.00	P	4		13.44	13.71	2,806.00	2,862.12	2,862.12
LANDRY	140 LIBRARY	16101-5113	DESK PAGE	12/19/2002	6,750.44	P	10		12.10	12.34	6,316.20	6,442.52	6,442.52
LARSON	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	7/12/07		P	8		8.00	8.16	3,340.80	3,407.62	3,407.62
LEJEUNE	140 LIBRARY	16101-5113	SR LIBRARY ASSISTANT	01/12/04	12,122.97	P	16		14.52	14.81	12,122.97	12,365.43	12,365.43
LEPAGE	140 LIBRARY	16101-5113	LIBRARY ASSISTANT II	8/23/04	Sunday Only	P	0		-	-	-	-	-
LORD	140 LIBRARY	16101-5113	LIBRARY ASSISTANT	11/08/01	8,398.36	P	17		13.41	13.68	11,897.68	12,135.64	12,135.64
MATTOX	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	12/07/07		P	5		12.10	12.34	3,158.10	3,158.10	3,158.10
MCCARTHY	140 LIBRARY	16101-5113	JR BLDG CUSTODIAN	11/29/2006	7,403.39	P	0		-	-	-	-	-
MOHLER	140 LIBRARY	16101-5113	JR BLDG CUSTODIAN	10/24/06	3,507.50	P	0		-	-	-	-	-
NIETHAMER	140 LIBRARY	16101-5113	JR LIBRARY ASSISTANT	7/19/2002	2,801.64	P	4		13.44	13.71	2,806.27	2,862.40	2,862.40
NINA	140 LIBRARY	16101-5113	PAGE SHELV & PASTING	06/20/06	2,863.82	P	0		-	-	-	-	-
OLSZEWSKI	140 LIBRARY	16101-5113	DESK PAGE	01/19/1988	11,537.11	P	18		12.28	12.52	11,537.11	11,767.86	11,767.86

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2
OLSZEWSKI	140 LIBRARY	16101-5113	JR BLDG CUSTODIAN	10/22/04	Sunday Only	P	0	0	-	-	-	-	-
PHU	140 LIBRARY	16101-5113	PAGE SHELV & PASTING	05/16/2005	4,909.41	P	0	0	-	-	-	-	-
PRESSMAN	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	9/4/07		P	8	0	13.44	13.71	5,612.54	5,724.79	5,724.79
RAMOS	140 LIBRARY	16101-5113	JR BLDG CUSTODIAN	8/24/2005	9,111.86	P	16	16	10.91	11.13	9,111.86	9,294.10	9,294.10
RASMUSSEN	140 LIBRARY	16101-5113	SR LIBRARY ASSISTANT	10022000	2,993.65	P	4	4	14.34	14.62	2,993.65	3,053.52	3,053.52
RIVERA	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	10/22/07		P	10	10	8.00	8.16	4,176.00	4,259.52	4,259.52
SEALEY	140 LIBRARY	16101-5113	LIBRARY ASSISTANT	08/11/2006	2,310.15	P	0	0	-	-	-	-	-
SEARL	140 LIBRARY	16101-5113	LIBRARY ASSISTANT	3/27/07		P	0	0	-	-	-	-	-
STROM	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	10/04/2006	13,746.35	P	12	12	16.46	16.79	10,309.76	10,515.96	10,515.96
ROSEMARY	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/5/07		P	6	6	8.00	8.16	2,505.60	2,555.71	2,555.71
SZPAK	140 LIBRARY	16101-5113	JR LIBRARY ASSISTANT	08/01/1985	22,965.13	P	25	25	17.60	17.95	22,965.13	23,424.43	23,424.43
TAUBENECK	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	1/3/07		P	0	0	-	-	-	-	-
ZULOWSKI	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	06/23/2005	4,091.18	P	0	0	-	-	-	-	-
New Position	140 LIBRARY	16101-5113	Part-Time Computer Assist			P	10		-	13.70	-	7,124.00	7,124.00
					188,029.86	Total Part Time - 5113							
					725,349.08	Department Total							

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
FOUCHER KEVIN	140 LIBRARY	16101-5111	SR BLDG CUSTODIAN	6/13/05	39,440.49	755.57	770.68		40,229.30	40,229.30	40,229.30	
					<u>39,440.49</u>				<u>40,229.30</u>	<u>40,229.30</u>	<u>40,229.30</u>	
									<u>40,229.30</u>	<u>40,229.30</u>	<u>40,229.30</u>	-

**FY2009 DETAILED BUDGET REPORT
EXPENSES**

LIBRARY - 140

ORG	OBJECT	EXPENSE TITLE	Dept Amount
16102	5211	ELECTRICITY	
		National Grid	43,000
		TransCanada	
TOTAL			43,000
16102	5216	OIL HEAT - GAS	
		Keyspan	13,000
		Metromedia	
TOTAL			13,000
16102	5241	BUILDING MAINTENANCE	
		A-1 Exterminators (\$120 monthly maintenance)	1,440
		Atlantic Elevator (\$250 monthly maintenance etc.)	3,500
		Keane Fire & Safety Equipment	900
		Lyons Plumbing	1,800
		Preferred Air Inc. (HVAC maintenance)	2,000
		3M Library Systems	3,300
		SOS Security Systems (yearly monitoring)	1,000
		Talbot Electric	1,594
		Various Vendors	1,400
		Workplace Essentials (OSHA disposal services)	568
TOTAL			17,502
16102	5341	TELEPHONE	
		740-4533 - 21.00 per month x 12 months =	252
		744-0860 - 105.00 per month x 12 months	1260
		744-0863 - 50.53 per month x 12 months	605
		744-4143 70.00 per month x 12 months =	840
		744-4552 - 34.95 per month x 12 months=	418
		744-0860 Long Distance 21.45 per month x 12 months =	257
		744-0863 Long Distance 16.80 per month x 12 months =	200
		744-5442 Long Distance 14.02 per month x 12 months =	168
TOTAL			4,000
16102	5451	CUSTODIAL SUPPLIES	3,500
		General	
TOTAL			3,500
16102	5512	BOOKS	
		Baker & Taylor/Ingram (Bid)	147,000
		Various Vendors	
TOTAL			147,000
16102	5516	MICROFILM SUBSCRIPTION	
		Proquest	5,300
TOTAL			5,300
16102	5517	PERIODICALS	
		General Periodicals	7,000
TOTAL			7,000
16102	5730	DUES AND SUBSCRIPTION	
		NOBLE (bid) - North Shore Library computer consortium of 17 public libraries, 5 public college libraries, and 4 private college libraries	43,570
TOTAL			43,570
TOTAL PROPOSED			283,872

Recreation – General Administration

Mission Statement

Maximum participation and enjoyment are criteria for assessing worth of individual programs. Utilization of all available facilities in order to provide recreational involvement for all Salem Residents is the goal of the Parks and Recreation Department Staff and Administrators.

Significant Changes

We welcomed Eileen Dunn as our new Recreation Supervisor in May of 2007, following the retirement of Dottie Tracy. Eileen has vast experience in the field of recreation, having worked in a recreation department in her New York State hometown, as well as at a Boys & Girls Club and a YMCA. She is a graduate of the University of New Hampshire and has already had a positive impact on our program, bringing new ideas and fresh new enthusiasm to the position. We offered more than 100 activities and events to residents of all ages. Our Recreation Revolving Fund, established in 2002, enables us to cover a wide range of costs at no expense to taxpayers. The revolving fund also enables us to subsidize certain activities the already-low user fees do not cover. One such activity is the youth basketball program, which annually serves more than 1,000 boys and girls. The fee to participate in the summer and winter leagues is \$25 per season. By raising money through special events and other activities, we are able to keep that fee modest and have never turned away a child due to inability to pay. Some special purchases made from the revolving fund have included: a copy machine; a road race clock; four computers, a movie projector and screen, an ice rink; and equipment for programs. In addition, for the fourth consecutive year we did a citywide mailing (approximately 20,000 households) of our spring/summer program booklet. We also did a citywide mailing for the fall/winter brochure, which was the first time we have mailed this booklet out twice in one year. We sold ads to local business and organizations for the first time and sold out our allotted space for them and had a waiting list of merchants who wanted to be part of this successful and popular booklet. This attractive publication has become eagerly anticipated by residents. Each spring we get calls from residents asking when the next booklet will be available. It is distributed to key spots throughout the city, and sent to public schools along with announcements of new programs and special events. We hosted our first Park and Recreation Commission Appreciation Awards evening in January. This event will become an annual event and it was a way to thank local business, organizations and individuals for their volunteer work and donations to the Parks, Recreation and community. It was well attended and appreciated by those in attendance. We continue to offer new activities throughout the year and work to stay on the cutting edge of recreation on behalf of Salem residents of all ages.

Previous Fiscal Year Accomplishments

- The Recreation Department continued to thrive using the Recreation Revolving Fund. The fund was used to not only pay for summer camp program salaries and supplies; it also subsidizes the Youth basketball and enabled the recreation department to offer 100's of programs to residents of all ages at a low cost to residents.
- We produced two brochures, which were both mailed citywide at no cost to the taxpayer. All costs of the spring/summer brochure and fall/winter brochure, which was mailed, to 20,000 residents came from the Recreation Revolving Fund. The Recreation Revolving Fund also enabled us to purchase a movie projector, multi use copy machine, four computers, race clock timer as well as an ice rink.
- Sold ads for the brochure to raise funds to offset some of the mailing and printing.
- Special events continued to grow and become traditions in the city and raise revenue for the Revolving fund. The Wild Turkey road race, Derby Mile, 5k Cross country run, One Mile swim, youth triathlons all raised significant amount of profit to subsidize other recreation programs such as kid's track meet and swim meet. Thousands of dollars have been saved since its inception in 2003 and 100's of programs has

been funded. New Special events included Wicked Half marathon and New Year's Day Frosty Four Mile race.

- Continued to sell parking stickers for second year.
- To put out a Requisition for a Proposal for Pioneer Village for a long term lease and to have it open on a full time basis.

FY 2009 Goals & Objectives

- To maintain full services and strong programs for Salem residents of all ages at no cost to city budget thru use of Recreation Revolving fund
- To continue to offer new programs to residents of all ages and keep fees affordably to residents
- To continue to sell ads for the brochure to offset some of the mailing and printing costs.
- To continue to network with agencies in Salem to offer a wider range of programs.
- To start up the Pooch pass Program at the new dog park to raise funds for maintenance at the park
- To host the second annual appreciation awards for individuals and groups who contribute to the Department and city.
- To move Recreation Day Program from Camp Naumkeag to Forest River Park which will provide a wider range of activities for the youth in Salem.
- To offer the 2008 Race series for our 5 road races to enhance each event and provide residents an opportunity to achieve personal goals.
- Fitness for all ages programs

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Recreation-Personnel								
16501	5111	487,680.10	148,187.00	156,187.00	155,465.76	165,987.00	168,467.00	168,467.00
16501	5118	175,664.70	157,502.00	149,502.00	118,019.58	157,502.00	157,502.00	157,502.00
16501	5131	19,089.30	2,000.00	2,000.00	250.52	2,000.00	2,000.00	2,000.00
16501	5141	150.00	150.00	150.00	150.00	150.00	150.00	150.00
16501	5150	2,700.00	300.00	300.00	300.00	650.00	650.00	650.00
Total Recreation-Personnel		685,284.10	308,139.00	308,139.00	274,185.86	326,289.00	328,769.00	328,769.00
Recreation-Expenses								
16502	5211	41,990.33	35,000.00	40,000.00	39,539.01	60,000.00	57,000.00	57,000.00
16502	5217	7,998.99	5,000.00	6,000.00	5,978.27	8,400.00	8,400.00	8,400.00
16502	5249	0.00	0.00	0.00	0.00	40,000.00	30,000.00	30,000.00
16502	5251	654.35	700.00	700.00	394.96	700.00	700.00	700.00
16502	5301	4,876.50	3,000.00	2,000.00	1,944.00	3,000.00	3,000.00	3,000.00
16502	5320	47,021.86	12,000.00	10,000.00	9,980.00	12,000.00	12,000.00	12,000.00
16502	5341	6,681.38	5,000.00	5,000.00	4,887.33	5,000.00	5,000.00	5,000.00
16502	5352	8,580.79	12,000.00	12,000.00	11,237.60	12,000.00	12,000.00	12,000.00
16502	5353	0.00	1,400.00	1,400.00	1,391.49	1,400.00	1,400.00	1,400.00
16502	5381	513.00	702.00	702.00	311.00	1,000.00	1,000.00	1,000.00
16502	5421	1,877.60	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00
16502	5588	11,495.82	12,000.00	12,000.00	11,042.88	12,000.00	12,000.00	12,000.00
16502	5730	210.00	210.00	210.00	187.00	210.00	210.00	210.00
16502	5846	16,844.37	9,000.00	7,500.00	6,465.38	10,500.00	7,500.00	7,500.00
Total Recreation-Expenses		148,744.99	97,412.00	98,912.00	94,758.92	167,610.00	151,610.00	151,610.00
170	650	834,029.09	405,551.00	407,051.00	368,944.78	493,899.00	480,379.00	480,379.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
BOLLEN	DOUGLAS J 170 RECREATION	16501-5111	SUPERINTENDENT	07/22/2002	72,906.92		1		1,396.68	1,424.62	72,906.92	74,365.06	52.2
DUNN	EILEEN 170 RECREATION	16501-5111	PROGRAM SUPERVISOR	5/28/2007	-		1		737.55	752.30	38,500.11	39,270.11	74,365.06
THIBODEAU	COLLEEN A 170 RECREATION	16501-5111	P/R COMMISSION CLERK		1,200.00	B	12		100.00	100.00	1,200.00	1,200.00	39,270.11
TRACY	DOROTHY M 170 RECREATION	16501-5111	RECREATION SUPERVISOR		40,313.35		1		772.29	-	Retired	Retired	1,200.00
WOOLLEY	WILLIAM M 170 RECREATION	16501-5111	ASST DIR REC & COMM SER		12,588.22		1	30%	803.85	819.92	12,588.22	12,839.98	12,839.98
					127,008.49			Total Full Time - 5111			125,195.25	127,675.15	127,675.15
	170 RECREATION	16501-5118	CASHIER KERNWOOD		10,560.00	P	40	22	12.00	12.00	10,560.00	10,560.00	10,560.00
	170 RECREATION	16501-5118	CASHIER KERNWOOD		10,560.00	P	40	22	12.00	12.00	10,560.00	10,560.00	10,560.00
	170 RECREATION	16501-5118	CASHIERS FST RVR		8,064.00	P	56	12	12.00	12.00	8,064.00	8,064.00	8,064.00
	170 RECREATION	16501-5118	LEAGUE DIRECTOR		4,000.00	P	1	4	1,000.00	1,000.00	4,000.00	4,000.00	4,000.00
	170 RECREATION	16501-5118	SEASONAL OFFICE		10,400.00	P	40	26	10.00	10.00	10,400.00	10,400.00	10,400.00
	170 RECREATION	16501-5118	INSTRUCTORS		11,200.00	P	140	8	10.00	10.00	11,200.00	11,200.00	11,200.00
	170 RECREATION	16501-5118	POOL MAINT		19,250.00	P	175	11	10.00	10.00	19,250.00	19,250.00	19,250.00
	170 RECREATION	16501-5118	LIFEGUARDS- POOL		56,700.00	P	630	9	10.00	10.00	56,700.00	56,700.00	56,700.00
	170 RECREATION	16501-5118	LIFEGUARDS-BEACHES		-	P	-	10	10.00	10.00	-	-	-
	170 RECREATION	16501-5118	SUPERVISORS		19,200.00	P	160	10	12.00	12.00	19,200.00	19,200.00	19,200.00
	170 RECREATION	16501-5118	SECURITY		1,968.00	P	15	12	11.00	11.00	1,968.00	1,968.00	1,968.00
	170 RECREATION	16501-5118	TRASH		-	P	45	26	-	-	-	-	-
	170 RECREATION	16501-5118	Pool Director		5,600.00	P	40	10	10.00	10.00	5,600.00	5,600.00	5,600.00
					157,502.00			Total Seasonal - 5118			157,502.00	157,502.00	157,502.00
	170 RECREATION	16501-5131	OVERTIME		2,000.00						2,000.00	2,000.00	2,000.00
	170 RECREATION	16501-5141	LONGEVITY		150.00		1				150.00	150.00	150.00
	170 RECREATION	16501-5150	FRINGE		300.00		1				650.00	650.00	650.00
					2,450.00			Total Other			2,800.00	2,800.00	2,800.00
					286,960.49			Department Total			285,487.25	287,977.15	287,977.15

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	13.0	3.3	3.3	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
LEBLANC ALICE	M 170 RECREATION	18501-5111	PRINCIPAL CLERK	11131978	39,991.64	766.12	781.45		40,791.48	40,791.48	40,791.48	150.00
					<u>39,991.64</u>				<u>40,791.48</u>	<u>40,791.48</u>	<u>40,791.48</u>	<u>150.00</u>

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

PARK AND REC - 170			
ORG	OBJECT	EXPENSE TITLE	Dept Amount
16502	5211	ELECTRICITY	
		All Parks and Ballfields summaries	40,000
		Kernwood Marina, Forest River, Leavitt Street, Islands, Walkways, (22) Sprinkler Systems	20,000
TOTAL		Commercial Street	60,000
16502	5217	GAS/OIL HEAT	
		Gas, Mack Park Garage, Forest River, Leavitt Street,	8,400
		Oil Heat, Mack Park Office, Forest River Caretakers, Gallows Hill Caretakers, Leavitt Street,	
		All Energy, Boston Gas, Michaud & Raymond (Boiler Cleaning)	
TOTAL			8,400
16502	5249	PARK & GROUND MAINTENANCE	
		General annual maintenance to City Parks & Playgrounds	40,000
		benches, signs, wood carpet, sod, clay for ballfields, irrigation supplies, backboards, rims, nets, field paint, fertilizer program, tools, lawnmower, papergoods (trash bags toilet paper), grass seed, hardware, keys, locks, lightbulbs, beach sand, infield conditioner	40,000
TOTAL			40,000
16502	5251	UTILITY SERVICE REP & MAINT	
		Service Repairs, Alarms Repairs	700
		Water Heater Rental	
TOTAL			700
16502	5301	POLICE DETAIL	
		Details Forest River Gate & Pool for Season	3,000
		Witch House Haunted Happenings & Special Events	
TOTAL			3,000
16502	5320	CONTRACTED SERVICES	
		Cleaning Services for Mac Park, Golf Course, Willows	12,000
TOTAL			12,000
16502	5341	TELEPHONE	
		All Park & Rec Telephone Lines 3 in Office, Parks, (2) Pool, (1) Garages	5,000
		(1) Kernwood Marina	
		Long Distance	
		Credit Card Line, Fax	
TOTAL			5,000
16502	5352	POOL MAINTENANCE	
		Opening and Closing of Forest River Pool	6,000
		Maintenance & Painting Forest River Pool	1,000
		Chlorine	5,000
TOTAL			12,000
16502	5353	HAULING FLOATS	
		Floats set out in the Spring and brought in in the Fall at Salem Willows Pier and Kernwood Marina	1,400
TOTAL			1,400
16502	5381	PRINTING AND BINDING	
		Letterhead, Envelopes, Brochures, etc....	1,000
TOTAL			1,000
16502	5421	OFFICE SUPPLIES (GENERAL)	
		Miscellaneous supplies needed for performance of the office and all functions	1,400
		20 cs Copier, Pens, Pads, Toner Cartridges	
TOTAL			1,400
16502	5588	RECREATIONAL SUPPLIES	
		Athletic Supplies (Balls, nets, Etc..),	5,500
		Miscellaneous supplies needed (replacement swings, etc.)	6,500
TOTAL			12,000
16502	5730	DUES AND SUBSCRIPTIONS	
		Annual Dues, Subscriptions, etc....	210
TOTAL			210
16502	5846	RENOVATIONS AND REPAIRS	
		Hardware Supplies & Equipment, Plumbing, Electrical, etc.. Needed for upkeep of all Parks Buildings, Garages, Kernwood Marina, Willows Cottages, Office, etc.	10,500
		Renovations of all Parks	
TOTAL			10,500
TOTAL PROPOSED			167,610

Recreation – Golf Course

Mission Statement

Maximum participation and enjoyment are criteria for assessing worth of individual programs. Utilization of Olde Salem Greens in order to provide recreational involvement for Salem Residents is the goal of the Parks and Recreation Department Staff and Administrators.

Significant Changes

The revenues increased for the second year in a row since hitting an all-time low three years ago. The weather played a major role in the past year, but we need to continue to explore new ideas to increase revenue more predictably. We received an appropriation from the golf course receipt reserve account to put a new roof on the garage and repair the irrigation pump house. These were long-overdue projects. We signed a new four-year lease with Country Club Enterprises for golf carts, which will raise our revenue share to 70 percent for Salem and 30 percent for the company. This marked an improvement from the previous agreement with New England-based golf Cart Company, which included a revenue share of only 60 percent for the City. We currently host 13 leagues and four tournaments. We directed the Mayor's Cup Golf Tournament, which raised more than \$6,000, all of which went back into the golf course for improvements. We also purchased new clothing to enhance sales at the pro shop and bring in more revenue. Diamond Catering finished its final year of a three-year lease, and next season we will be pursuing a Request for Proposals for the concession. The tournament committee at the course donated 100,000 scorecards, which should last approximately five years. They solicited sponsorships and placed advertisements on the cards.

Previous Fiscal Year Accomplishments

- To increase the sale of passes to all non-residents.
- Provide ADA golf cart to handicap challenge individuals
- To go out for lease on sale of signs at each tee box
- To continue to offer a golf special weekdays from 10am to 1pm to fill slow periods.
- To continue to provide golf instruction to residents of all ages, which include a golf league for, kids during the summer and instruction from May to Nov.
- Hire a new golf cart company which increased percentage of split to city from 60-to 70%
- Expand Revenue at Golf course - saw an increase in revenues for second straight year.
- Mayor's Cup golf tournament raised approximately \$6000 which went toward improvements at course
- 100,000 scorecards were printed and donated to golf course at no fee to city by tournament committee
- Garage roof done, irrigation repaired
- Four additional greens covered were purchased from Mayors Cup tournament

FY 2009 Goals & Objectives

- To Hire a golf consultant to do a study and evaluation at Olde Salem Greens to determine the best practices available and recommendation for possible outsourcing.
- To hire a new company for golf concession stand.
- Raise fees for season passes to increase revenue
- Maintain daily fees to be competitive with other courses
- Enhance Pro shop sales thru offering a wider inventory
- To continue to offer a golf special weekdays from 10am to 1pm to fill slow periods.
- To continue to provide golf instruction to residents of all ages, which include a golf league for, kids during the summer and instruction from May to Nov.

- To conduct Mayor's Cup golf tournament
- to upgrade old equipment from 1980's

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Golf Course-Personnel								
16511	5111	128,595.35	130,013.00	130,013.00	111,973.95	136,023.00	137,099.00	137,099.00
16511	5118	82,806.05	86,609.00	86,609.00	79,584.50	86,609.00	86,609.00	86,609.00
16511	5131	2,954.91	3,000.00	3,000.00	2,953.87	3,000.00	3,000.00	3,000.00
16511	5150	600.00	600.00	600.00	600.00	1,300.00	1,300.00	1,300.00
Total Golf Course-Personnel		214,956.31	220,222.00	220,222.00	195,112.32	226,932.00	228,008.00	228,008.00
Golf Course-Expenses								
16512	5211	6,813.99	7,000.00	7,000.00	6,140.52	15,000.00	11,500.00	11,500.00
16512	5217	5,844.51	5,850.00	10,850.00	10,634.04	9,000.00	9,000.00	9,000.00
16512	5270	22,051.02	22,000.00	22,000.00	21,747.33	23,000.00	23,000.00	23,000.00
16512	5320	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16512	5341	3,498.62	3,500.00	3,500.00	3,491.36	3,500.00	3,500.00	3,500.00
16512	5354	4,362.01	4,500.00	4,500.00	3,232.61	4,500.00	4,500.00	4,500.00
16512	5421	445.07	500.00	500.00	499.90	500.00	500.00	500.00
16512	5431	2,967.55	3,500.00	3,500.00	3,057.32	3,500.00	3,500.00	3,500.00
16512	5461	17,020.96	18,000.00	18,000.00	16,845.30	18,000.00	18,000.00	18,000.00
16512	5581	5,187.75	9,000.00	9,000.00	6,484.98	9,000.00	9,000.00	9,000.00
16512	5730	980.00	1,000.00	1,000.00	275.00	1,000.00	1,000.00	1,000.00
16512	5846	5,288.22	6,061.00	6,061.00	5,484.19	10,000.00	10,000.00	10,000.00
16512	5860	26,517.92	6,000.00	26,000.00	7,194.50	6,000.00	6,000.00	6,000.00
Total Golf Course-Expenses		100,977.62	86,911.00	111,911.00	85,087.05	103,000.00	99,500.00	99,500.00
170	651	315,933.93	307,133.00	332,133.00	280,199.37	329,932.00	327,508.00	327,508.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
DREW	RICHARD J	170 GOLF COURSE	GOLF COURSE SUPT	04301983	53,826.23		1	Total Full Time - 5111	1,031.15	1,051.78	53,826.23	52.2	54,902.75
					53,826.23						53,826.23	54,902.75	54,902.75
2 Seasonal Lab	170 GOLF COURSE	16511-5118	SEASONAL LABORER		9,189.00	P	30	37 Wks	10.00	10.00	9,189.00	9,189.00	9,189.00
2 Seasonal	170 GOLF COURSE	16511-5118	CUSTODIAN/CARTS		7,400.00	P	20	37 Wks	10.00	10.00	7,400.00	7,400.00	7,400.00
3 Starters	170 GOLF COURSE	16511-5118	STARTER		24,050.00	P	65	37 Wks	10.00	10.00	24,050.00	24,050.00	24,050.00
3 Cashiers	170 GOLF COURSE	16511-5118	CASHIER		23,310.00	P	63	37 Wks	10.00	10.00	23,310.00	23,310.00	23,310.00
1 Head Cashier	170 GOLF COURSE	16511-5118	HEAD CASHIER		20,160.00	P	40	42 Wks	12.00	12.00	20,160.00	20,160.00	20,160.00
1 Ranger	170 GOLF COURSE	16511-5118	RANGER		2,500.00	P	12.5	10 Wks	10.00	10.00	2,500.00	2,500.00	2,500.00
					86,609.00			Total Seasonal - 5118			86,609.00	86,609.00	86,609.00
					140,435.23			Department Total			140,435.23	141,511.75	141,511.75

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	3.0	3.0	3.0	0.0

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES			Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
CASTONGUAY WILLIAM	A 170 GOLF COURSE	16511-5111	Sr Pesticide/Groundskeeper	04241989	41,846.53	801.66	817.69	Date	Rate	# Wks				
GALLAGHER MICHAEL	170 GOLF COURSE		MAINT CRAFTSMAN III/III	4/17/07	38,737.62	742.10	756.94				42,683.46	42,683.46	42,683.46	
											39,512.37	39,512.37	39,512.37	
											82,195.84	82,195.84	82,195.84	
					80,664.15									

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

GOLF COURSE - 170

ORG	OBJECT	EXPENSE TITLE	Dept Amount
16512	5211	ELECTRICITY	
		Golf Course, Willson Street Lights around Rotary and up the Hill, Clubhouse, Workshop, Garage,	15,000
TOTAL			15,000
16512	5217	GAS/OIL HEAT	
		Oil for Clubhouse and Garages	9,000
		Gas & Carrier Charges	
TOTAL			9,000
16512	5270	RENTAL AND LEASE	
		Leasing contract for Golf Carts @ 53%	23,000
TOTAL			23,000
16512	5341	TELEPHONE	
		Clubhouse Line, Garage, Pay Phone outside Clubhouse	
		Register, Fax Line, Credit Card Line, Computer Line	3,197
		Long Distance charges	303
TOTAL			3,500
16512	5354	IRRIGATION SYSTEMS MAINTENANCE	
		Toro Irrigation Parts, Conversion Assemblies, Valves,	4,500
TOTAL			4,500
16512	5421	OFFICE SUPPLIES	
		Copier Paper, Printing of Tickets, Paper, Pens, Toner Cartridges, Register Tape	500
TOTAL			500
16512	5431	BUILDING REPAIRS/MAINTENANCE SUPPLIES	
		Alarms, Plumbing, Electrical, Custodial Supplies, Hardware Supplies, Cable,	
		All that is needed to keep Clubhouse, Workshop, and Garages	
		repaired and maintained	3,500
TOTAL			3,500
16512	5461	GROUNDKEEPING SUPPLIES	
		Groundskeeping Supplies -	
		Fertilizer, Loam, Mulch	4,750
		Chemicals	10,650
		Grass Seeds, Flowers, Trees, Shrubbery, etc...	2,600
TOTAL			18,000
16512	5581	SOUVENIRS	
		This line is funded through R/Res transfers during the year	9,000
TOTAL			9,000
16512	5730	DUES AND SUBSCRIPTIONS	
		Annual Dues, Special Licenses (Chemicals, Pesticide) MGA Dues	1,000
TOTAL			1,000
16512	5846	RENOVATIONS AND REPAIRS	
		Maintenance of all Golf Course Equipment - Rental of Equipment	10,000
		Equipment Repair Parts, vehicle repairs added	
		Hardware & Tools Supplies, Locks	
		Repairs to Garage or Clubhouse,	
TOTAL			10,000
16512	5860	EQUIPMENT	
		New Equipment needed to maintain the Golf Course in good condition	6,000
		All Equipment is dated 1985 and before - should be replaced	
TOTAL			6,000
TOTAL PROPOSED			103,000

Recreation – Witch House

Mission Statement

The Witch House, a property of the City of Salem Park and Recreation Department, is a historic site offering public tours, educational programs, and historical interpretation. It is dedicated to preserving and interpreting the social history and material culture of the seventeenth century, as well as providing information about the Salem witchcraft trials of 1692 and their connection to the house's long-time owner, Judge Jonathan Corwin. The Witch House, which is listed on the National Register of Historic Places as part of Salem's historic McIntire District, was built between 1642 and 1675 and is the only home standing in modern-day Salem with direct ties to the witchcraft trials of 1692. It was restored to its seventeenth-century appearance in 1945 by Historic Salem, Incorporated, and opened to the public in 1947. The Witch House is committed to providing an exemplary program of public access that interprets the history, architecture, and collections of the house in a relevant, educational, and engaging way.

Significant Changes

There were no significant changes at the Witch House during FY08 as of January 2008.

Previous Fiscal Year Accomplishments

- So far, revenue for FY08 from the period of July-December has increased 0.3% as compared to revenue for the same period in FY07. Comparing attendance for July-December of both years shows an increase of 0.5% in FY08. *Eerie Evenings 2007* attendance and revenue remained the same as that of 2006.
- The Witch House ran well-attended family programs in July and October, both funded in part by a grant from the Massachusetts Foundation for the Humanities, awarded in the previous year.
- In the spring of 2007, the Witch House received a grant from the Essex National Heritage Commission to help fund an Architectural History Report and Roof Preservation Plan. The report will examine the history of the house itself, which will greatly enhance interpretation for visitors. The roof preservation plan will begin the process of obtaining a much-needed roof repair and/or replacement. An RFP was issued in September 2007, and the preservation-consulting firm Finch & Rose was chosen. Work is to begin on this project in February 2008.

FY 2009 Goals & Objectives

- To complete as much work as possible on Phase 1 of the Witch House's handicapped accessibility improvement plan, funded by a CDBG grant, and to increase program offerings for visually impaired visitors.
- To increase local outreach through special programs held at different points during the year.
- To maintain house tour attendance and gift shop revenue at current levels, or to increase those revenues.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Witch House-Personnel								
16521	5118 SEASONAL LABOR	70,807.80	74,066.00	74,066.00	71,396.50	74,066.00	74,066.00	74,066.00
Total Witch House-Personnel		70,807.80	74,066.00	74,066.00	71,396.50	74,066.00	74,066.00	74,066.00
Witch House-Expenses								
16522	5211 ELECTRICITY	2,497.11	3,000.00	3,000.00	2,629.43	5,000.00	5,000.00	5,000.00
16522	5215 NATURAL GAS	1,500.00	2,000.00	5,000.00	4,564.25	2,500.00	2,500.00	2,500.00
16522	5241 BUILDING MAINTENANCE	3,995.06	3,000.00	3,000.00	2,821.92	3,000.00	3,000.00	3,000.00
16522	5306 ADVERTISING	5,685.00	6,000.00	6,000.00	5,247.27	7,500.00	7,500.00	7,500.00
16522	5320 CONTRACTED SERVICES	9,678.34	14,380.00	14,380.00	14,092.70	15,380.00	15,380.00	15,380.00
16522	5341 TELEPHONE	1,803.98	4,000.00	4,000.00	1,925.35	2,500.00	2,500.00	2,500.00
16522	5381 PRINTING AND BINDING	2,289.60	2,400.00	2,400.00	601.00	3,400.00	3,400.00	3,400.00
16522	5421 OFFICE SUPPLIES (GEN	9,978.88	10,000.00	7,000.00	6,320.20	9,000.00	9,000.00	9,000.00
16522	5581 SOUVENIRS	13,401.99	15,000.00	18,000.00	13,279.34	15,000.00	15,000.00	15,000.00
16522	5780 OTHER EXPENSES	874.51	900.00	900.00	898.04	1,000.00	1,000.00	1,000.00
Total Witch House-Expenses		51,704.47	60,680.00	63,680.00	52,379.50	64,280.00	64,280.00	64,280.00

170	652	Department Total	122,512.27	134,746.00	137,746.00	123,776.00	138,346.00	138,346.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
3 Cashiers	170 WITCH HOUSE	16521-5118	CASHIER WITCH HOUSE		45,792.00	P	2862		16.00	16.00	45,792.00	45,792.00	45,792.00
Guides	170 WITCH HOUSE	16521-5118	GUIDES WITCH HOUSE		22,264.00	P	2024		11.00	11.00	22,264.00	22,264.00	22,264.00
4 Interns	170 WITCH HOUSE	16521-5118	INTERNS		6,009.60	P	1920		3.13	3.13	6,009.60	6,009.60	6,009.60
					<u>74,065.60</u>		<u>Total Seasonal - \$118</u>				<u>74,065.60</u>	<u>74,065.60</u>	<u>74,065.60</u>
					<u>74,065.60</u>		<u>Department Total</u>				<u>74,065.60</u>	<u>74,065.60</u>	<u>74,065.60</u>

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.0	0.0	0.0	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

WITCH HOUSE 170

ORG	OBJECT	EXPENSE TITLE	Dept Amount
16522	5211	ELECTRICITY Mass Electric Alarms	5,000
TOTAL			5,000
16522	5215	NATURAL GAS Natural Gas Witch House Allenergy (Carrier)	2,500
TOTAL			2,500
16522	5241	BUILDING MAINTENANCE Floor Mat Rental & Cleaning, Renovation of Several Rooms and Public Restroom, Painting, etc... Flowers, Corn Stalks (Halloween), Xmas wreaths Custodial Supplies, Paper Goods, Locks, Curtains	3,000
TOTAL			3,000
16522	5306	ADVERTISING Advertising in Visitor Guide Advertising in Trolley Advertising Maps, North of Boston County Newspapers for Haunted Happenings & Heritage Days	7,500
TOTAL			7,500
16522	5320	CONTRACTED SERVICES Haunted City Programs Actors, Specialists, All Participants	15,380
TOTAL			15,380
16522	5341	TELEPHONE Witch House Telephone Long Distance Service Charge Card Line, Fax, New Register, Computer, etc..	2,500
TOTAL			2,500
16522	5381	PRINTING & BINDING Haunted City Flyers, Brochures, Posters Admittance Tickets, Program Flyers	3,400
TOTAL			3,400
16522	5421	OFFICE SUPPLIES General Supplies, Paper Bags, Sales Tags, Copier Paper New Cash Register, Computer, Tapes, Ink, Ribbons	9,000
TOTAL			9,000
16522	5581	SOUVENIRS Gift shop inventory for resale	15,000
TOTAL			15,000
16522	5780	OTHER EXPENSES Supplies & Costumes needed for Haunted City Program	1,000
TOTAL			1,000
TOTAL PROPOSED			64,280

Recreation – Winter Island

Mission Statement

Provision of quality recreation services at Winter Island Park, offering a diverse range of maritime activities at competitive prices, while maintaining economic self-sufficiency and compatibility with community standards and expectations.

Significant Changes

Winter Island continued to be busy from May through October. This was the first year in which a manager was not on duty during the winter months. Despite that absence, Winter Island enjoyed one of its best revenue years since Fiscal Year 2003. The revenue in 2003 was \$224,000. It decreased to \$199,000 in 2006, but for 2007 it rose to \$226,000. Favorable weather played a significant role in the revenue increase, attracting more boating and camping to the island. This past year also saw a study done on the reuse of the barracks building. Vine Associates did the study and held several public hearings. The recommended findings were to host a boating program, such as “Sail Salem” (see below) in the basement, a meeting place for non-profits on the first floor, such as veterans groups, and a function hall on the second floor. The study included ideas for grants and self-generating funds thru rental of the building. Sail Salem is a new program directed by Salem resident Dave Smith and designed, to teach children how to sail. The program is similar the Community Boating Program on the Charles River in Boston, where the fee for a child is \$1 per year. Sail Salem is a non-profit organization and they have received preliminary permission from the Park and Recreation Commission to stage the program at Winter Island in 2008. This promises to be a great program for Salem. The function hall continues to stay busy for rentals on weekends. To continue, the Water Taxi business will have to respond to a Request for Proposals in 2008. It serves an important safety service in bringing boaters out to their moorings. Boat storage is being considered for next winter as a revenue-producer, and the island continues to be a jewel on the North Shore. The Rebel Shakespeare drama program returned for its fourth season and more Salem residents have joined the program. Winter Island was also chosen as the initial location for a Peace Pole, part of a citywide project undertaken by Girl Scout Megan Woodcock in pursuit of her Silver Award.

Previous Fiscal Year Accomplishments

- The Manager’s position was changed from full-time, year-round, to seasonal which provided a significant savings in salary and fringe costs.
- Winter Island duties, such as rental and coverage of the Function Hall, were handled by Park and Recreation Department during the winter months at no additional cost to the city.
- Raise Function Hall rental fee \$50.
- Changes in rates for sticker fee for Parks. A first car for a Salem resident is \$20 and a second car is an additional \$5. For a senior citizen, a first car is \$15 and a second car is \$5.

FY 2009 Goals & Objectives

- Initiate a sailing program for Salem residents (Sail Salem)
- Continue Water Taxi service to moorings
- To increase use of facilities and rentals.
- To implement Harbormaster’s boats storage plan during the winter months.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Winter Island-Personnel							
16991 5113 SALARIES-PART TIME	53,423.80	59,982.00	30,326.00	30,326.00	0.00	0.00	0.00
16991 5118 SEASONAL LABOR	5,376.00	32,500.00	62,156.00	60,411.45	94,076.00	94,757.00	94,757.00
Total Winter Island-Personnel	58,799.80	92,482.00	92,482.00	90,737.45	94,076.00	94,757.00	94,757.00
Winter Island-Expenses							
16992 5211 ELECTRICITY	14,995.64	15,000.00	16,500.00	16,430.33	24,000.00	24,000.00	24,000.00
16992 5217 GAS/OIL HEAT	5,912.89	5,000.00	5,000.00	4,965.54	6,000.00	6,000.00	6,000.00
16992 5249 GROUND MAINTENANCE	5,275.15	5,500.00	5,500.00	5,125.18	5,500.00	5,500.00	5,500.00
16992 5306 ADVERTISING	599.00	1,000.00	1,000.00	599.00	1,000.00	1,000.00	1,000.00
16992 5341 TELEPHONE	2,113.09	2,000.00	2,000.00	1,921.13	2,000.00	2,000.00	2,000.00
16992 5421 OFFICE SUPPLIES (GEN	500.00	500.00	500.00	351.74	500.00	500.00	500.00
16992 5440 STORE INVENTORY	7,370.50	5,000.00	6,000.00	5,855.84	11,000.00	11,000.00	11,000.00
16992 5846 RENOVATION & REPAIRS	-210.49	3,550.00	2,050.00	2,030.95	4,000.00	3,000.00	3,000.00
16992 5860 EQUIPMENT	3,708.95	3,970.00	2,970.00	2,810.83	3,000.00	3,000.00	3,000.00
Total Winter Island-Expenses	40,264.73	41,520.00	41,520.00	40,090.54	57,000.00	56,000.00	56,000.00

170 699 Department Total	99,064.53	134,002.00	134,002.00	130,827.99	151,076.00	150,757.00	150,757.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
ARNOLD	CHARLIE	170 WINTER ISLAND	16991-5118 ASSISTANT MANAGER		34,093.13	P			653.13	666.19	34,093.13	34,774.99	52.2
		170 WINTER ISLAND	16991-5118 CASHIER-OPEN SEASON		5,616.00	P	24	26	9.00	9.00	5,616.00	5,616.00	34,774.99
		170 WINTER ISLAND	16991-5118 GATEKEEPERS		27,144.00	P	116	26	9.00	9.00	27,144.00	27,144.00	5,616.00
		170 WINTER ISLAND	16991-5118 LABORER		18,902.00	P	120	26	9.00	9.00	18,902.00	18,902.00	27,144.00
		170 WINTER ISLAND	16991-5118 OFFICE/STORE		8,320.00	P	32	26	10.00	10.00	8,320.00	8,320.00	18,902.00
					94,075.13	Total Seasonal- 5118							
					94,075.13	Department Total							
					94,075.13								
					94,075.13								

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	1.0	0.0	0.0	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

WINTER ISLAND - 170			
ORG	OBJECT	EXPENSE TITLE	Dept Amount
16992	5211	ELECTRICITY	
		Winter Island Road Lights, Office, Function Hall, Camp Store, All Camp Sites, Park Lights, 10 Accounts	24,000
TOTAL			24,000
16992	5217	GAS/OIL HEAT	
		Propane Gas for all Camp Sites Gas Tank Rentals	6,000
TOTAL			6,000
16992	5249	GROUND MAINTENANCE	
		Supplies and Equipment for Ground work, Hardware The Shed Portable Restroom Custodial Supplies, Paper Goods Exterminators Services	5,500
TOTAL			5,500
16992	5306	ADVERTISING	
		Salem Maps, Salem Tourism & Cultural Advertising Essex County Newspapers, North of Boston, etc....	1,000
TOTAL			1,000
16992	5341	TELEPHONE	
		Telephone Line (1) AT&T, Verizon Long Distance Cove Communications Credit Card Line, Computer Line, Fax Line	2,000
TOTAL			2,000
16992	5421	OFFICE SUPPLIES	
		General Supplies for Office Functions Copier Paper, Pads, Pens, & Supplies in order for the Office to Function	500
TOTAL			500
16992	5440	STORE INVENTORY	
		Camp store inventory for resale	11,000
TOTAL			11,000
16992	5846	RENOVATIONS AND REPAIRS	
		Repairs to Equipment, Buildings, Camp Sites, Function Hall, Office, Hangar, etc... Upkeep of all Buildings, motor vehicle repair	4,000
TOTAL			4,000
16992	5860	EQUIPMENT	
		Equipment needed for Groundskeeping & upkeep of all Camp Sites and Park	3,000
TOTAL			3,000
TOTAL PROPOSED			57,000

Veterans Services

Mission Statement

The Veterans Services Department provides Services & Benefits to Veterans and their dependents. As the Director of Veterans Services, assistance, guidance and advocacy are given to those who seek and apply for Federal help from the Department of Veterans Affairs. As the Veterans Agent, State Benefits for Veterans are provided under M.G.L. Chap. 115. These benefit costs are reimbursed to the City of Salem. (.75 to the dollar)

Significant Changes

The State has mandated new eligibility of “peace-time” veterans; as well as the increase of “poverty-level” elderly/needy veterans. This has doubled the Veterans Benefits being applied for and given out. With the return of many Iraq & Afghanistan veterans we will experience twice more applications for help. These additional increases have necessitated the need to request for an additional part-time driver and more monies to pay for Veterans Benefits.

Previous Fiscal Year Accomplishments

- Our Department has seen a doubling of the applicants and requests for services and benefits in the past year. We have been able to respond and administer these additional duties without seeking help.
- Our office made the necessary arrangements to receive two additional office assistants, at no costs to the City of Salem. These two part-time workers are from Operation Able and are paid from Federal Funds. The savings of the costs of these “free” office workers is \$20,000.00 in salaries & benefits to the city.

FY 2009 Goals & Objectives

- Continue to advocate for Veterans in their need for Services from the Federal Department of Veterans Affairs. Especially important is to increase our outreach within the Vet Centers and at other “service providers”, who will administer to veterans; the costs and services which the City could void.
- Double our department’s transportation availability. With the new eligibility guidelines a vast number of veterans and their surviving widows are now able to apply for Healthcare from the Veterans Services Department. By enrolling them in V.A. Healthcare and transporting them to the V.A. Facilities, the city can hope to avoid having to pick up the costs of these eligible veterans who might opt for local hospital care and local prescription drug purchases.
- Work with the many existing volunteer groups and community agencies; in a search to find services and “free help” which can be used and expanded upon to pay for man-power hours and/or costly health/rehab services.
- Maximize all time and effort in seeking a sensible approach to control the costs of providing healthcare to our aging veteran community; as well as the young veterans returning home. As the state increases the numbers of eligible “peace-time” veterans, it means more applications of these elderly “peace-time” & “poverty-level” veterans will seek help. More time and effort will be needed to educate the veteran community and get them enrolled in V.A. Healthcare. Hopefully the “steering-away” from local hospitalization and nursing home/rehab use will cut the city’s liability to pay.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Veterans Services-Personnel								
15431	5111 SALARIES-FULL TIME	45,770.78	45,598.00	45,598.00	45,597.24	47,833.00	48,790.00	48,790.00
15431	5113 SALARIES-PART TIME	10,455.66	10,416.00	15,816.00	15,355.60	20,845.00	21,262.00	21,262.00
Total Veterans Services-Personnel		56,226.44	56,014.00	61,414.00	60,952.84	68,678.00	70,052.00	70,052.00
Veterans Services-Expenses								
15432	5249 GROUND MAINTENANCE	842.64	1,000.00	5,100.00	4,980.20	1,000.00	1,000.00	1,000.00
15432	5341 TELEPHONE	1,283.63	1,500.00	1,500.00	1,289.96	1,500.00	1,500.00	1,500.00
15432	5421 OFFICE SUPPLIES (GEN	901.33	1,000.00	1,000.00	958.38	1,000.00	1,000.00	1,000.00
15432	5710 IN STATE TRAVEL/MEETINGS	12,902.31	12,000.00	6,600.00	6,597.08	2,000.00	2,000.00	2,000.00
15432	5770 VETERANS BENEFITS	55,460.85	55,957.00	100,857.00	88,062.13	70,000.00	70,000.00	70,000.00
15432	5788 VETERANS DAY	2,387.92	2,500.00	2,500.00	2,088.43	2,500.00	2,500.00	2,500.00
15432	5796 CARE OF GRAVES	2,689.50	2,700.00	2,700.00	2,689.50	2,700.00	2,700.00	2,700.00
15432	5851 OFFICE EQUIPMENT	423.67	500.00	500.00	392.89	500.00	500.00	500.00
Total Veterans Services-Expenses		76,891.85	77,157.00	120,757.00	107,058.57	81,200.00	81,200.00	81,200.00

280	543	Department Total	133,118.29	133,171.00	182,171.00	168,011.41	149,878.00	151,252.00	151,252.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
MARTINEAU	JEAN-GUY J 280 VETERANS AGENT	15431-5111	VETERANS AGENT	04041991	47,832.38		1		916.33	934.66	47,832.38	52.2	52.2
					47,832.38		Total Full Time - 5111				47,832.38	48,789.03	48,789.03
ROCHON	BARBARA J 280 VETERANS AGENT	15431-5113	PRINCIPAL CLERK-PT		10,926.16		10 Hours		209.31	213.50	10,926.16	11,144.69	11,144.69
MERRY	MICHALE 280 VETERANS AGENT	15431-5113	PART TIME DRIVER		9,918.00		19 Hours		10.00	10.20	9,918.00	10,116.36	10,116.36
					20,844.16		Total Partl Time - 5113				20,844.16	21,261.05	21,261.05
					68,676.55		Department Total				68,676.55	70,050.08	70,050.08

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	1.0	1.0	1.0	0.0

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

VETERANS - 280

ORG	OBJECT	EXPENSE TITLE	Dept Amount
15432	5249	GROUND MAINTENANCE	
		FLAGS FOR GRAVES	1,000
TOTAL			1,000
15432	5341	TELEPHONE	
		MCI	300
		VERIZON	1,200
TOTAL			1,500
15432	5421	OFFICE SUPPLIES GENERAL	
		RENTAL OF WATER COOLER AND FRIDGE	85
		BUSINESS CARDS	50
		TONER FOR COPIER 3@ 65.00	195
		HANGING FOLDER 10 BOXES @ 6.88	69
		BROWN ENVELOPES 8 BOXES @ 8.87	71
		CALENDERS 4@10.25	41
		CARTIDGE TAPES FOR LABEL MACHINE 12 @ 4.41	53
		PENS - BLACK 10 BOXES @ 7.00	70
		OFFICE SUPPLIES AS NEEDED NOT MENTIONED	366
TOTAL			1,000
15432	5710	IN STATE TRAVEL, MEETING	
		TRANSPORTATION TO VA HOSPITALS, TOLLS,PARKING, ETC.	2,000
TOTAL			2,000
15432	5770	VETERANS BENEFITS	
		MEDICAL AND FOOD ORDERS	20,000
		BENEFITS FOR VETERANS AND EMERGENCY SHELTER FOR VETERANS	50,000
TOTAL			70,000
15432	5788	VETERANS DAY	
		FLOWERS	385
		COLLATION	725
		PARADE	200
		MEMORIAL DAY AND OTHER CITY EVENTS	1,190
TOTAL			2,500
15432	5796	CARE OF GRAVES	
		PAYMENTS TO HARMONY GROVE FOR PERPETUAL CARE OF GRAVE	2,700
TOTAL			2,700
15432	5851	OFFICE EQUIPMENT	
		TYPEWRITER REPAIRS	60
		MAINTENANCE FEE FOR COPIER (DOES NOT INCLUDE A DRUM)	250
		OTHER EQUIPMENT AS NEEDED SUCH AS DRUM FOR COPIER AND TYPEWRITE	190
TOTAL			500
TOTAL PROPOSED			81,200

School

Mission Statement

By being focused in everything we do, by fostering the best teaching and learning practices, and by using the rich resources of the Salem community, the mission of the Salem Public Schools is to inspire students to realize their full potential and to prepare them to function successfully in a complex world.

Significant Changes

- Establishment of programs to return special needs students placed outside the district
- Reduction in Salem Public Schools staffing to help close large budget shortfall for FY 2008
- Initiate consolidation of municipal and school business office functions
- Implementation of improved mathematics instruction program art elementary level

Previous Fiscal Year Accomplishments

- Replacement of school business official and establishment of sound fiscal management procedures and oversight in the Salem Public Schools' business office
- Implementation of fiscal consolidation of Salem Public Schools with the City of Salem, involving multi-level controls and sign-offs
- 20% reduction from prior school year of students placed in out-of-district special education programs
- Grade 10 MCAS science scores among the highest on the North Shore
- Implementation of expansion of K-8 model to Saltonstall School
- Expansion of Advanced Placement course offerings at Salem High School

FY 2009 Goals & Objectives

- Plan for 2009-2010 implementation of project-based science curriculum, Grades 6-8
- Realize continued cost management in special education programs
- Continue to expand Advanced Placement course offerings at Salem High School
- Expand foreign language offerings in Grades 6-12
- Improve operation of Salem Public Schools vocational-technical programs
- Implement fully recommended or required Mass. Dept. of Elementary and Secondary Education improvements as a result of February 2008 coordinated program review

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Admin/Supp- Schl Comm-Psnl

13032020 5160 CLERICAL	19,316.91	16,606.00	16,606.00	17,773.63	18,977.00	18,977.00
13032040 5117 ADMINISTRATIVE	124,999.94	125,000.00	125,000.00	124,999.94	133,000.00	133,000.00
13032040 5160 CLERICAL	54,066.94	56,540.00	56,540.00	54,099.26	56,294.00	56,294.00
13032040 5163 PARAPROFESSIONALS	10,891.28	11,343.00	11,343.00	10,885.05	0.00	0.00
13032060 5117 ADMINISTRATIVE	16,535.52	95,000.00	95,000.00	95,000.08	100,815.00	100,815.00
13032060 5160 CLERICAL	45,907.39	46,437.00	46,437.00	45,736.60	49,036.00	49,036.00
Total Admin/Supp-Asst Super-Psnl	271,717.98	350,926.00	350,926.00	348,494.56	358,122.00	358,122.00

Admin/Supp- Schl Comm-Exp

13032021 5320 CONTRACTED SERVICES	370.15	1,000.00	1,000.00	971.99	1,000.00	1,000.00
13032021 5421 OFFICE SUPPLIES (GEN	400.00	1,900.00	1,900.00	1,347.53	400.00	400.00
13032041 5320 CONTRACTED SERVICES	8,868.18	5,000.00	10,000.00	9,299.43	5,000.00	5,000.00
13032041 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	1,000.00	1,000.00
13032041 5514 INSTRUCTIONAL SUPPLI	0.00	0.00	0.00	0.00	0.00	0.00
13032041 5780 OTHER EXPENSES	3,837.41	10,750.00	120,750.00	120,724.87	1,500.00	1,500.00
13032061 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	500.00	500.00
13032061 5712 EXPENSE REIMBURSE	0.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Total Admin/Supp-Asst Super-Exp	13,475.74	33,650.00	148,650.00	147,343.82	24,400.00	24,400.00

250 003 Department Total	285,193.72	384,576.00	499,576.00	495,838.38	382,522.00	382,522.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Crossing Guards-Oth-Exp-Psn							
13120120 5113 SALARIES-PART TIME	116,853.00	125,000.00	125,000.00	127,726.50	122,535.00	122,535.00	122,535.00
Total Crossing Guards-Oth-Exp-Psn	116,853.00	125,000.00	125,000.00	127,726.50	122,535.00	122,535.00	122,535.00
Crossing Guards-Oth-Exp-Exp							
13120121 5421 OFFICE SUPPLIES (GEN	800.00	800.00	800.00	472.40	1,000.00	1,000.00	1,000.00
Total Crossing Guards-Oth-Exp-Exp	800.00	800.00	800.00	472.40	1,000.00	1,000.00	1,000.00
250 012 Department Total	117,653.00	125,800.00	125,800.00	128,198.90	123,535.00	123,535.00	123,535.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Technology-Tech-Psnl							
13170120 5111 SALARIES-FULL TIME	0.00	0.00	0.00	0.00	236,383.00	236,383.00	236,383.00
13170120 5117 ADMINISTRATIVE	15,764.90	80,420.00	80,420.00	80,420.08	85,342.00	85,342.00	85,342.00
13170120 5125 DIST WIDE TEACHING	286,162.77	140,250.00	210,250.00	255,117.70	0.00	0.00	0.00
13170120 5160 CLERICAL	0.00	0.00	0.00	0.00	38,351.00	38,351.00	38,351.00
13170230 5102 ELEMENTARY	77,201.00	68,349.00	68,349.00	67,849.00	0.00	0.00	0.00
13170310 5102 ELEMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13170430 5102 ELEMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13170510 5102 ELEMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13170610 5102 ELEMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13170740 5102 ELEMENTARY	18,163.78	0.00	0.00	0.00	0.00	0.00	0.00
13170810 5102 ELEMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13170940 5130 MIDDLE SCHOOL	57,337.90	59,246.00	59,246.00	58,445.34	63,397.00	63,397.00	63,397.00
13171030 5140 TEACHING	28,621.46	62,899.00	50,812.67	50,812.67	67,271.00	67,271.00	67,271.00
13171060 5160 CLERICAL	20,205.63	14,792.00	14,792.00	16,542.48	0.00	0.00	0.00
Total Technology-Tech-Psnl	503,457.44	425,956.00	483,869.67	529,187.27	490,744.00	490,744.00	490,744.00
Technology-Tech-Exp							
13170121 5270 RENTAL & LEASE	200,000.00	200,000.00	198,072.96	198,072.96	0.00	0.00	0.00
13170121 5320 CONTRACTED SERVICES	76,992.08	106,870.00	106,870.00	78,808.84	229,000.00	229,000.00	229,000.00
13170121 5421 OFFICE SUPPLIES (GEN	496.10	2,100.00	2,100.00	1,638.12	2,100.00	2,100.00	2,100.00
13170121 5519 COMPUTER SOFTWARE	6,173.72	10,000.00	11,196.00	10,683.85	10,700.00	10,700.00	10,700.00
13170121 5522 COMPUTER NETWORKING	12,288.61	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
13170121 5780 OTHER EXPENSES	0.00	42,030.00	46,825.32	45,662.68	0.00	0.00	0.00
13170240 5272 COMPUTER EQUIPMENT	826.14	1,000.00	996.38	996.38	0.00	0.00	0.00
13170240 5519 COMPUTER SOFTWARE	495.00	500.00	494.81	494.81	0.00	0.00	0.00
13170240 5582 DATA PROCESSING SUPP	2,625.88	2,000.00	1,998.63	1,998.63	0.00	0.00	0.00
13170340 5582 DATA PROCESSING SUPP	973.02	0.00	0.00	0.00	0.00	0.00	0.00
13170420 5519 COMPUTER SOFTWARE	0.00	1,000.00	925.03	925.03	0.00	0.00	0.00
13170420 5582 DATA PROCESSING SUPP	1,101.34	0.00	0.00	0.00	0.00	0.00	0.00
13170540 5272 COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13170540 5519 COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13170540 5582 DATA PROCESSING SUPP	2,931.75	4,100.00	1,688.31	1,688.31	0.00	0.00	0.00
13170640 5272 COMPUTER EQUIPMENT	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
13170640 5519 COMPUTER SOFTWARE	207.00	250.00	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
13170640 5582 DATA PROCESSING SUPP	495.00	500.00	283.26	283.26	0.00	0.00	0.00
13170741 5272 COMPUTER EQUIPMENT	1,068.02	0.00	0.00	0.00	0.00	0.00	0.00
13170741 5519 COMPUTER SOFTWARE	0.00	2,200.00	1,889.09	1,889.09	0.00	0.00	0.00
13170741 5582 DATA PROCESSING SUPP	3,450.00	2,500.00	2,407.00	2,407.00	0.00	0.00	0.00
13170840 5272 COMPUTER EQUIPMENT	0.00	325.00	0.00	0.00	0.00	0.00	0.00
13170840 5519 COMPUTER SOFTWARE	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
13170840 5582 DATA PROCESSING SUPP	2,086.59	2,775.00	2,775.00	2,775.00	0.00	0.00	0.00
13170941 5272 COMPUTER EQUIPMENT	4,602.97	5,340.00	7,626.15	5,338.06	0.00	0.00	0.00
13170941 5519 COMPUTER SOFTWARE	745.00	733.00	1,100.00	1,100.00	0.00	0.00	0.00
13170941 5582 DATA PROCESSING SUPP	9,978.07	6,500.00	6,479.47	6,479.47	0.00	0.00	0.00
13171020 5272 COMPUTER EQUIPMENT	0.00	12,600.00	10,959.47	10,939.47	0.00	0.00	0.00
13171061 5272 COMPUTER EQUIPMENT	8,284.38	0.00	0.00	0.00	0.00	0.00	0.00
13171061 5519 COMPUTER SOFTWARE	5,115.27	8,400.00	7,646.11	7,632.25	0.00	0.00	0.00
13171061 5582 DATA PROCESSING SUPP	7,142.99	8,969.00	7,411.64	7,330.56	0.00	0.00	0.00
Total Technology-Tech-Exp	348,078.93	422,692.00	419,744.63	387,143.77	261,800.00	261,800.00	261,800.00

250	017	Department Total	851,536.37	848,648.00	903,614.30	916,331.04	752,544.00	752,544.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
General Op-Bus Off-Psnl							
13252010 5117 ADMINISTRATIVE	90,346.19	90,000.00	90,000.00	90,000.04	86,700.00	86,700.00	86,700.00
13252010 5131 OVERTIME (GENERAL)	13,910.85	4,700.00	10,258.84	10,258.84	0.00	0.00	0.00
13252010 5160 CLERICAL	234,436.01	193,952.00	169,908.22	217,995.78	186,562.00	186,562.00	186,562.00
13252010 5180 SUBSTITUTES	549.00	0.00	0.00	2,196.00	0.00	0.00	0.00
Total General Op-Bus Off-Psnl	339,242.05	288,652.00	270,167.06	320,450.66	273,262.00	273,262.00	273,262.00
General Op-Central Serv-Exp							
13250110 5342 POSTAGE	27,296.22	45,000.00	40,000.00	39,927.08	0.00	0.00	0.00
13250110 5780 OTHER EXPENSES	16,809.18	10,000.00	5,000.00	5,000.00	0.00	0.00	0.00
13252011 5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
13252011 5421 OFFICE SUPPLIES (GEN)	0.00	0.00	0.00	0.00	2,750.00	2,750.00	2,750.00
13252011 5582 DATA PROCESSING SUPP	0.00	0.00	0.00	0.00	1,800.00	1,800.00	1,800.00
13252011 5851 OFFICE EQUIPMENT	0.00	2,400.00	2,400.00	2,047.58	1,500.00	1,500.00	1,500.00
13252030 5273 OFFICE EQUIPMENT REN	3,709.15	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00
13252030 5277 PHOTOCOPY MACHINE LE	24,931.19	40,728.00	37,728.00	37,422.72	125,000.00	125,000.00	125,000.00
13252030 5303 LEGAL SERVICES	56,598.68	57,000.00	25,499.71	24,515.71	35,000.00	35,000.00	35,000.00
13252030 5320 CONTRACTED SERVICES	55,957.75	97,820.00	76,114.04	27,955.65	40,000.00	40,000.00	40,000.00
13252030 5342 POSTAGE	0.00	0.00	0.00	0.00	35,000.00	35,000.00	35,000.00
13252030 5381 PRINTING AND BINDING	4,646.00	5,000.00	7,372.72	8,824.70	5,000.00	5,000.00	5,000.00
13252030 5421 OFFICE SUPPLIES (GEN)	14,719.83	12,500.00	12,500.00	10,902.76	15,000.00	15,000.00	15,000.00
13252030 5582 DATA PROCESSING SUPP	0.00	6,000.00	1,000.00	0.00	5,500.00	5,500.00	5,500.00
13252030 5780 OTHER EXPENSES	0.00	0.00	0.00	-5,338.01	0.00	0.00	0.00
Total General Op-Central Serv-Exp	204,668.00	276,448.00	207,614.47	151,258.19	270,050.00	270,050.00	270,050.00
250 025 Department Total	543,910.05	565,100.00	477,781.53	471,708.85	543,312.00	543,312.00	543,312.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures		Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2007		FY 2008	FY 2008	FY 2008	FY 2009	FY 2009	FY 2009
Insurance-Insurance-Exp							
13392020 5740	INSURANCE PREMIUMS	308,884.00	294,817.00	294,817.00	280,000.00	280,000.00	280,000.00
Total	Insurance-Insurance-Exp	308,884.00	294,817.00	294,817.00	280,000.00	280,000.00	280,000.00
250	039 Department Total	308,884.00	294,817.00	294,817.00	280,000.00	280,000.00	280,000.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Occ Ed-High Schl-Psnl

13421020 5140 HIGH SCHOOL	289,805.11	338,096.00	301,518.00	301,517.50	288,777.00	288,777.00
Total Occ Ed-High Schl-Psnl	289,805.11	338,096.00	301,518.00	301,517.50	288,777.00	288,777.00

250 042 Department Total	289,805.11	338,096.00	301,518.00	301,517.50	288,777.00	288,777.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Guidance-Guidance-Psnl							
13440120 5102 ELEMENTARY	462,805.56	393,522.00	393,522.00	433,276.29	433,616.00	433,616.00	433,616.00
13440920 5130 MIDDLE SCHOOL	170,143.34	179,539.00	179,539.00	182,947.04	215,389.00	215,389.00	215,389.00
13441020 5117 ADMINISTRATIVE	89,399.20	80,420.00	80,420.00	80,420.08	85,342.00	85,342.00	85,342.00
13441020 5131 OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13441020 5140 HIGH SCHOOL	339,662.43	288,401.00	264,367.00	264,366.93	410,924.00	410,924.00	410,924.00
13441020 5150 FRINGE/STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13441020 5160 CLERICAL	40,489.34	62,666.00	62,666.00	64,311.68	36,503.00	36,503.00	36,503.00
Total Guidance-Guidance-Psnl	1,102,499.87	1,004,548.00	980,514.00	1,025,322.02	1,181,774.00	1,181,774.00	1,181,774.00
Guidance-Guidance-Exp							
13441021 5272 COMPUTER EQUIPMENT	0.00	800.00	0.00	0.00	0.00	0.00	0.00
13441021 5307 INSTRUCT/EDUC TEST	8,927.61	22,661.00	32,683.61	32,396.66	0.00	0.00	0.00
13441021 5381 PRINTING AND BINDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13441021 5514 INSTRUCTIONAL SUPPLI	0.00	3,000.00	2,162.11	2,095.11	0.00	0.00	0.00
13441021 5582 DATA PROCESSING SUPP	0.00	900.00	0.00	0.00	0.00	0.00	0.00
Total Guidance-Guidance-Exp	8,927.61	27,361.00	34,845.72	34,491.77	0.00	0.00	0.00

250	044	Department Total	1,111,427.48	1,031,909.00	1,015,359.72	1,059,813.79	1,181,774.00	1,181,774.00	1,181,774.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Athl/St Activ-Stud Activ-Ps							
13450220 5116 CO-CURRIC/ATHLETIC	0.00	2,000.00	70.00	0.00	0.00	0.00	0.00
13450320 5116 CO-CURRIC/ATHLETIC	1,300.00	1,580.00	2,180.00	1,200.00	0.00	0.00	0.00
13450420 5116 CO-CURRIC/ATHLETIC	1,500.00	1,500.00	1,200.00	1,200.00	0.00	0.00	0.00
13450520 5116 CO-CURRIC/ATHLETIC	0.00	5,200.00	6,200.00	4,300.00	0.00	0.00	0.00
13450620 5116 CO-CURRIC/ATHLETIC	750.00	2,500.00	2,500.00	900.00	0.00	0.00	0.00
13450720 5116 CO-CURRIC/ATHLETIC	1,400.00	1,500.00	3,000.00	2,800.00	0.00	0.00	0.00
13450820 5116 CO-CURRIC/ATHLETIC	0.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00
13450920 5116 CO-CURRIC/ATHLETIC	12,528.38	16,000.00	16,000.00	16,166.04	0.00	0.00	0.00
13451020 5112 TRANSPORTATION	22,591.87	25,600.00	25,600.00	22,818.43	25,600.00	25,600.00	25,600.00
13451020 5113 SALARIES-PART TIME	174,083.60	153,403.00	165,489.33	159,409.19	0.00	0.00	0.00
13451020 5116 CO-CURRIC/ATHLETIC	0.00	0.00	0.00	0.00	137,000.00	137,000.00	137,000.00
13451020 5117 ADMINISTRATIVE	62,738.85	72,614.00	72,614.00	75,219.04	60,000.00	60,000.00	60,000.00
13451020 5150 FRINGE/STIPENDS	0.00	4,942.00	4,942.00	4,942.00	0.00	0.00	0.00
13451020 5160 CLERICAL	35,677.63	34,889.00	34,889.00	35,489.40	37,624.00	37,624.00	37,624.00
13451030 5116 CO-CURRIC/ATHLETIC	28,964.16	31,000.00	31,000.00	27,630.41	35,809.00	35,809.00	35,809.00
13451030 5140 HIGH SCHOOL	70,817.00	28,327.00	28,327.00	28,327.00	5,300.00	5,300.00	5,300.00
Total Athl/St Activ-Stud Activ-Ps	412,351.49	382,305.00	395,261.33	380,401.51	301,333.00	301,333.00	301,333.00
Athl/St Activ-Stud Activ-Ex							
13450120 5333 PUPIL TRANSPORTATION	225.00	2,500.00	1,500.00	1,500.00	0.00	0.00	0.00
13451021 5270 RENTAL & LEASE	5,950.00	6,200.00	6,200.00	6,200.00	8,000.00	8,000.00	8,000.00
13451021 5320 CONTRACTED SERVICES	53,593.93	45,775.00	47,775.00	47,755.45	57,255.00	57,255.00	57,255.00
13451021 5333 PUPIL TRANSPORTATION	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
13451021 5394 SECURITY	6,500.00	6,500.00	6,000.00	6,000.00	6,500.00	6,500.00	6,500.00
13451021 5421 OFFICE SUPPLIES (GEN	799.00	800.00	800.00	715.21	800.00	800.00	800.00
13451021 5742 INSURANCE-ATHLETIC	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
13451031 5320 CONTRACTED SERVICES	6,926.76	7,100.00	8,100.00	8,100.00	5,650.00	5,650.00	5,650.00
13451031 5514 INSTRUCTIONAL SUPPLI	7,753.05	8,100.00	8,100.00	7,932.07	8,100.00	8,100.00	8,100.00
13451031 5780 OTHER EXPENSES	4,527.72	4,600.00	4,600.00	4,013.41	8,850.00	8,850.00	8,850.00
13451031 5860 EQUIPMENT	3,740.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Total Athl/St Activ-Stud Activ-Ex	100,515.46	96,075.00	97,575.00	96,716.14	114,655.00	114,655.00	114,655.00
250 045 Department Total	512,866.95	478,380.00	492,836.33	477,117.65	415,988.00	415,988.00	415,988.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Bates							
13460210 5163 PARAPROFESSIONALS	0.00	15,109.00	15,109.00	14,508.95	0.00	0.00	0.00
13460310 5163 PARAPROFESSIONALS	0.00	12,599.00	12,599.00	9,142.22	0.00	0.00	0.00
13460410 5163 PARAPROFESSIONALS	0.00	11,702.00	11,702.00	9,475.79	0.00	0.00	0.00
13460510 5163 PARAPROFESSIONALS	0.00	14,002.00	14,002.00	13,780.99	0.00	0.00	0.00
13460610 5163 PARAPROFESSIONALS	0.00	12,599.00	12,599.00	12,444.89	0.00	0.00	0.00
13460710 5163 PARAPROFESSIONALS	0.00	14,769.00	14,769.00	14,734.18	0.00	0.00	0.00
13460810 5163 PARAPROFESSIONALS	0.00	11,702.00	11,702.00	11,626.61	0.00	0.00	0.00
13460920 5130 MIDDLE SCHOOL	60,567.00	60,517.00	60,517.00	60,567.00	64,271.00	64,271.00	64,271.00
13460920 5163 PARAPROFESSIONALS	19,464.06	23,277.00	23,277.00	17,599.97	0.00	0.00	0.00
13461020 5140 HIGH SCHOOL	60,517.00	60,517.00	37,507.00	37,507.00	43,085.00	43,085.00	43,085.00
13461020 5163 PARAPROFESSIONALS	28,126.35	11,115.00	11,115.00	12,280.01	0.00	0.00	0.00
Total MediaLibrary-Psnl	168,674.41	247,908.00	224,898.00	213,667.61	107,356.00	107,356.00	107,356.00
District Wide							
13460121 5320 CONTRACTED SERVICES	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
13460121 5421 OFFICE SUPPLIES (GEN	0.00	600.00	600.00	0.00	0.00	0.00	0.00
13460220 5320 CONTRACTED SERVICES	0.00	600.00	495.00	495.00	0.00	0.00	0.00
13460220 5514 INSTRUCTIONAL SUPPLI	2,856.69	2,275.00	1,953.30	1,353.30	0.00	0.00	0.00
13460320 5514 INSTRUCTIONAL SUPPLI	3,773.10	2,875.00	2,513.72	-14,680.13	0.00	0.00	0.00
13460420 5514 INSTRUCTIONAL SUPPLI	1,558.69	1,100.00	965.84	965.84	0.00	0.00	0.00
13460520 5514 INSTRUCTIONAL SUPPLI	0.00	3,500.00	1,061.80	1,061.80	0.00	0.00	0.00
13460520 5582 DATA PROCESSING SUPP	0.00	2,740.00	0.00	0.00	0.00	0.00	0.00
13460620 5514 INSTRUCTIONAL SUPPLI	2,906.83	2,130.00	1,793.26	1,793.26	0.00	0.00	0.00
13460620 5582 DATA PROCESSING SUPP	0.00	200.00	0.00	0.00	0.00	0.00	0.00
13460720 5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13460720 5512 BOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13460720 5514 INSTRUCTIONAL SUPPLI	3,262.73	2,700.00	2,674.98	2,674.98	0.00	0.00	0.00
13460820 5320 CONTRACTED SERVICES	0.00	250.00	0.00	0.00	0.00	0.00	0.00
13460820 5514 INSTRUCTIONAL SUPPLI	3,546.41	4,625.00	4,101.21	4,101.21	0.00	0.00	0.00
13460820 5582 DATA PROCESSING SUPP	0.00	500.00	0.00	0.00	0.00	0.00	0.00
13460921 5320 CONTRACTED SERVICES	495.00	600.00	642.61	642.61	0.00	0.00	0.00
13460921 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13460921 5514 INSTRUCTIONAL SUPPLI	9,206.23	13,814.00	8,756.34	8,756.34	0.00	0.00	0.00
13460921 5582 DATA PROCESSING SUPP	0.00	0.00	2,567.69	2,567.69	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
134610215320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
134610215421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
134610215512 BOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
134610215514 INSTRUCTIONAL SUPPLI	26,302.29	22,469.00	19,871.07	19,491.73	0.00	0.00	0.00
134610215860 EQUIPMENT	2,779.54	3,626.00	3,578.36	3,578.36	0.00	0.00	0.00
Total MediaLibrary-Exp	56,687.51	65,604.00	51,575.18	32,801.99	0.00	0.00	0.00
250 046 Department Total	225,361.92	313,512.00	276,473.18	246,469.60	107,356.00	107,356.00	107,356.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Personnel- Personnel-Psnl							
13482020 5117 ADMINISTRATIVE	76,615.44	75,000.00	75,000.00	83,000.06	58,080.00	58,080.00	58,080.00
13482020 5160 CLERICAL	49,740.59	48,987.00	48,987.00	48,986.76	51,786.00	51,786.00	51,786.00
Total Personnel- Personnel-Psnl	126,356.03	123,987.00	123,987.00	131,986.82	109,866.00	109,866.00	109,866.00
Personnel- Personnel-Exp							
13482021 5306 ADVERTISING	50,000.00	15,000.00	53,000.00	53,000.00	40,000.00	40,000.00	40,000.00
13482021 5320 CONTRACTED SERVICES	0.00	3,500.00	3,500.00	3,662.10	0.00	0.00	0.00
13482021 5381 PRINTING AND BINDING	0.00	2,175.00	2,175.00	1,485.00	1,000.00	1,000.00	1,000.00
13482021 5421 OFFICE SUPPLIES (GEN	0.00	1,000.00	1,000.00	378.42	1,000.00	1,000.00	1,000.00
Total Personnel- Personnel-Exp	50,000.00	21,675.00	59,675.00	58,525.52	42,000.00	42,000.00	42,000.00
250 048 Department Total	176,356.03	145,662.00	183,662.00	190,512.34	151,866.00	151,866.00	151,866.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Health- Attendance-Psnl							
13490120 5111 SALARIES-FULL TIME	34,368.30	54,336.00	60,296.05	76,080.45	57,662.00	57,662.00	57,662.00
13490140 5111 SALARIES-FULL TIME	354,201.73	452,178.00	446,217.95	446,217.95	543,715.00	543,715.00	543,715.00
13490140 5163 PARAPROFESSIONALS	23,583.77	18,260.00	18,260.00	18,075.63	14,058.00	14,058.00	14,058.00
13490140 5180 SUBSTITUTES CLERICAL	35,517.75	5,600.00	5,600.00	16,345.15	5,600.00	5,600.00	5,600.00
Total Health- Hlth Serv-Psnl	447,671.55	530,374.00	530,374.00	556,719.18	621,035.00	621,035.00	621,035.00
Health- Attendance-Exp							
13490121 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	500.00	500.00	500.00
13490141 5320 CONTRACTED SERVICES	12,490.70	12,510.00	12,510.00	12,152.19	13,260.00	13,260.00	13,260.00
13490141 5421 OFFICE SUPPLIES (GEN	0.00	500.00	500.00	396.72	500.00	500.00	500.00
13490141 5501 MED & SURGICAL SUPPL	6,516.21	7,000.00	7,000.00	6,923.58	7,000.00	7,000.00	7,000.00
13490141 5514 INSTRUCTIONAL SUPPLI	1,328.26	2,505.00	2,505.00	2,305.17	2,505.00	2,505.00	2,505.00
Total Health- Hlth Serv-Exp	20,335.17	22,515.00	22,515.00	21,777.66	23,765.00	23,765.00	23,765.00
250 049 Department Total	468,006.72	552,889.00	552,889.00	578,496.84	644,800.00	644,800.00	644,800.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Other Fixed Chgs- Op/Maint-

13500520 5270 RENTAL & LEASE	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00
13500920 5270 RENTAL & LEASE	15,000.00	15,000.00	10,800.00	0.00	0.00	0.00
Total Other Fixed Chgs- Op/Maint-	115,000.00	110,800.00	110,800.00	0.00	0.00	0.00

250 050 Department Total	115,000.00	110,800.00	110,800.00	0.00	0.00	0.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Operations/Maint- Op/Maint-							
13530120 5117 ADMINISTRATIVE	91,163.77	142,636.00	142,636.00	150,590.36	93,000.00	93,000.00	93,000.00
13530120 5118 SEASONAL LABOR	10,000.00	0.00	0.00	656.00	0.00	0.00	0.00
13530120 5131 OVERTIME (GENERAL)	123,106.48	91,000.00	131,000.00	125,921.62	90,000.00	90,000.00	90,000.00
13530120 5141 LONGEVITY	7,100.00	7,100.00	7,100.00	7,000.00	0.00	0.00	0.00
13530120 5150 FRINGE/STIPENDS	1,925.00	0.00	0.00	2,625.00	0.00	0.00	0.00
13530120 5160 CLERICAL	40,522.99	39,873.00	39,873.00	40,680.32	42,314.00	42,314.00	42,314.00
13530120 5162 CUSTODIAL	1,240,911.60	1,056,956.00	1,056,956.00	1,038,301.44	988,229.00	988,229.00	988,229.00
13530120 5166 MAINTENANCE	162,963.54	106,620.00	106,620.00	93,345.06	119,437.00	119,437.00	119,437.00
13530140 5162 CUSTODIAL	0.00	0.00	0.00	0.00	4,725.00	4,725.00	4,725.00
Total Operations/Maint- Civic Act	1,677,693.38	1,444,185.00	1,484,185.00	1,459,119.80	1,337,705.00	1,337,705.00	1,337,705.00
Operations/Maint- Op/Maint-							
13530121 5211 ELECTRICITY	908,310.89	1,185,000.00	985,000.00	984,876.88	1,303,500.00	1,303,500.00	1,303,500.00
13530121 5215 NATURAL GAS	501,370.54	540,000.00	768,918.28	761,558.71	582,000.00	582,000.00	582,000.00
13530121 5216 OIL HEAT	858.39	6,150.00	6,150.00	975.03	5,150.00	5,150.00	5,150.00
13530121 5241 BUILDING MAINTENANCE	200,568.83	250,000.00	219,035.00	192,719.77	210,000.00	210,000.00	210,000.00
13530121 5249 GROUND MAINTENANCE	31,004.51	90,000.00	70,000.00	67,944.49	90,000.00	90,000.00	90,000.00
13530121 5251 UTILITY SERV REP & M	219,940.24	270,820.00	236,901.72	227,936.70	250,000.00	250,000.00	250,000.00
13530121 5255 BUILDING/EQUIP MAINT	2,967.91	3,000.00	3,000.00	2,951.31	3,000.00	3,000.00	3,000.00
13530121 5270 RENTAL & LEASE	7,200.00	7,200.00	7,200.00	5,602.40	7,200.00	7,200.00	7,200.00
13530121 5292 SNOW REMOVAL	40,711.12	55,000.00	25,965.00	25,965.00	0.00	0.00	0.00
13530121 5341 TELEPHONE	42,550.78	80,000.00	77,000.00	14,992.58	65,000.00	65,000.00	65,000.00
13530121 5394 SECURITY	17,354.16	20,500.00	20,500.00	15,206.35	20,500.00	20,500.00	20,500.00
13530121 5421 OFFICE SUPPLIES (GEN	774.34	1,000.00	1,000.00	506.90	1,000.00	1,000.00	1,000.00
13530121 5431 BLDG REP/MAINT SUPPL	54,515.12	75,000.00	75,000.00	38,011.88	75,000.00	75,000.00	75,000.00
13530121 5451 CUSTODIAL SUPPLIES	68,808.12	70,000.00	100,000.00	93,087.53	65,000.00	65,000.00	65,000.00
13530121 5461 GROUNDSKEEPING SUPPL	851.58	20,000.00	20,000.00	3,948.94	20,000.00	20,000.00	20,000.00
13530121 5780 OTHER Expenses	47,178.11	48,000.00	48,000.00	47,437.67	40,000.00	40,000.00	40,000.00
13530121 5781 AUTO ALLOWANCE	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00
13530121 5860 EQUIPMENT	550.00	10,000.00	10,000.00	7,483.85	10,000.00	10,000.00	10,000.00
13530121 5868 EQUIP: NON-INSTRUCT	4,553.79	10,950.00	10,950.00	4,719.56	10,950.00	10,950.00	10,950.00
13530141 5211 ELECTRICITY	0.00	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00
13530141 5215 NATURAL GAS	0.00	1,300.00	1,300.00	1,300.00	0.00	0.00	0.00
13530141 5421 OFFICE SUPPLIES (GEN	71.40	3,300.00	3,300.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
13530141 5780 OTHER EXPENSES	0.00	2,500.00	2,500.00	44.00	0.00	0.00	0.00
Total Operations/Maint- Civic Act	2,150,139.83	2,755,720.00	2,697,720.00	2,503,269.55	2,759,800.00	2,759,800.00	2,759,800.00
250 053 Department Total	3,827,833.21	4,199,905.00	4,181,905.00	3,962,389.35	4,097,505.00	4,097,505.00	4,097,505.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Regular Day- Supervision-Ps							
13570120 5163 PARAPROFESSIONALS	2,274.63	0.00	0.00	538.91	0.00	0.00	0.00
13570130 5117 ADMINISTRATIVE	55,093.91	0.00	0.00	1,000.00	0.00	0.00	0.00
13570140 5100 SUBSTITUTE TEACHERS	139,495.58	125,000.00	198,500.00	262,518.09	200,000.00	200,000.00	200,000.00
13570140 5101 LONG-TERM SUBS	41,828.24	75,000.00	75,000.00	152,309.82	125,000.00	125,000.00	125,000.00
13570140 5114 TUTORS	20,811.00	15,000.00	15,000.00	22,108.75	15,000.00	15,000.00	15,000.00
13570140 5125 DIST WIDE TEACHING	198,517.97	200,507.00	208,507.00	227,846.72	340,551.00	340,551.00	340,551.00
13570140 5160 CLERICAL	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
13570150 5112 TRANSPORTATION	40,281.13	0.00	40,552.00	57,364.80	52,874.00	52,874.00	52,874.00
13570150 5131 OVERTIME (GENERAL)	14,225.91	0.00	57,493.33	57,667.44	11,000.00	11,000.00	11,000.00
13570220 5102 ELEMENTARY	895,757.01	990,511.00	866,718.82	866,740.09	1,006,783.00	1,006,783.00	1,006,783.00
13570220 5117 ADMINISTRATIVE	29,721.42	85,862.00	85,862.00	85,861.88	91,117.00	91,117.00	91,117.00
13570220 5131 OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570220 5163 PARAPROFESSIONALS	12,623.56	0.00	9,455.28	9,455.28	14,316.00	14,316.00	14,316.00
13570240 5160 CLERICAL	25,233.00	27,119.00	28,019.00	28,141.49	29,301.00	29,301.00	29,301.00
13570320 5102 ELEMENTARY	968,283.55	1,015,621.00	970,216.00	969,286.83	1,055,516.00	1,055,516.00	1,055,516.00
13570320 5117 ADMINISTRATIVE	64,134.98	87,189.00	87,189.00	89,188.60	87,720.00	87,720.00	87,720.00
13570320 5150 FRINGE/STIPENDS	9,375.00	11,250.00	11,250.00	8,750.00	0.00	0.00	0.00
13570320 5163 PARAPROFESSIONALS	23,515.61	12,012.00	8,512.00	6,143.25	0.00	0.00	0.00
13570340 5160 CLERICAL	46,425.11	55,581.00	55,581.00	54,080.18	57,408.00	57,408.00	57,408.00
13570350 5131 OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570420 5102 ELEMENTARY	539,362.94	464,996.00	458,925.43	457,775.13	526,346.00	526,346.00	526,346.00
13570420 5117 ADMINISTRATIVE	81,120.00	81,120.00	81,120.00	81,120.00	84,660.00	84,660.00	84,660.00
13570420 5131 OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570420 5163 PARAPROFESSIONALS	3,042.09	4,352.00	10,422.57	10,509.57	0.00	0.00	0.00
13570440 5160 CLERICAL	23,033.83	27,410.00	27,410.00	26,162.68	28,135.00	28,135.00	28,135.00
13570520 5102 ELEMENTARY	749,618.22	725,780.00	610,351.00	607,996.22	747,299.00	747,299.00	747,299.00
13570520 5117 ADMINISTRATIVE	171,603.68	166,909.00	166,909.00	168,409.08	91,783.00	91,783.00	91,783.00
13570520 5150 FRINGE/STIPENDS	1,220.00	0.00	0.00	60.45	0.00	0.00	0.00
13570520 5163 PARAPROFESSIONALS	13,846.88	21,225.00	21,225.00	20,142.39	0.00	0.00	0.00
13570540 5160 CLERICAL	55,723.49	54,009.00	54,009.00	54,663.73	56,670.00	56,670.00	56,670.00
13570620 5102 ELEMENTARY	946,540.35	840,224.00	946,600.00	947,852.74	870,990.00	870,990.00	870,990.00
13570620 5117 ADMINISTRATIVE	33,557.85	48,473.00	42,001.00	42,000.02	44,571.00	44,571.00	44,571.00
13570620 5163 PARAPROFESSIONALS	6,056.70	22,499.00	22,499.00	24,849.12	6,065.00	6,065.00	6,065.00
13570640 5160 CLERICAL	25,737.50	27,554.00	27,554.00	25,629.01	26,884.00	26,884.00	26,884.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
13570650 5131 OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570720 5102 ELEMENTARY	1,096,988.53	1,251,181.00	1,209,267.00	1,208,106.45	1,386,751.00	1,386,751.00	1,386,751.00
13570720 5117 ADMINISTRATIVE	76,519.16	45,750.00	45,750.00	44,749.92	45,897.00	45,897.00	45,897.00
13570720 5163 PARAPROFESSIONALS	33,478.80	116,768.00	35,268.00	35,179.14	24,960.00	24,960.00	24,960.00
13570740 5160 CLERICAL	57,686.22	59,647.00	59,647.00	61,476.80	40,707.00	40,707.00	40,707.00
13570820 5102 ELEMENTARY	1,583,165.12	1,463,779.00	1,395,048.91	1,400,999.41	1,261,039.00	1,261,039.00	1,261,039.00
13570820 5117 ADMINISTRATIVE	61,400.16	88,689.00	88,689.00	82,000.10	89,760.00	89,760.00	89,760.00
13570820 5150 FRINGE/STIPENDS	11,250.00	11,750.00	11,750.00	11,250.00	0.00	0.00	0.00
13570820 5163 PARAPROFESSIONALS	22,601.20	22,449.00	16,631.80	16,631.30	10,394.00	10,394.00	10,394.00
13570840 5160 CLERICAL	27,929.60	28,119.00	28,119.00	26,479.01	29,301.00	29,301.00	29,301.00
13570910 5117 ADMINISTRATIVE	329,284.02	249,965.00	249,965.00	255,615.79	0.00	0.00	0.00
13570920 5114 TUTORS	17,470.16	24,400.00	24,400.00	20,284.20	19,400.00	19,400.00	19,400.00
13570920 5117 ADMINISTRATIVE	0.00	0.00	0.00	0.00	253,972.00	253,972.00	253,972.00
13570920 5130 MIDDLE SCHOOL	3,524,758.53	3,218,138.00	3,386,598.10	3,401,185.28	2,722,157.00	2,722,157.00	2,722,157.00
13570920 5131 OVERTIME (GENERAL)	9,450.00	10,800.00	10,800.00	14,260.92	0.00	0.00	0.00
13570920 5150 FRINGE/STIPENDS	17,500.00	17,500.00	17,500.00	12,065.00	0.00	0.00	0.00
13570920 5163 PARAPROFESSIONALS	89,001.59	80,347.00	80,347.00	91,358.47	44,748.00	44,748.00	44,748.00
13570940 5160 CLERICAL	112,921.24	93,380.00	93,380.00	92,310.64	61,940.00	61,940.00	61,940.00
13570950 5114 TUTORS	0.00	15,000.00	-2,380.00	-2,380.00	15,000.00	15,000.00	15,000.00
13571020 5131 OVERTIME (GENERAL)	2,159.15	0.00	0.00	0.00	0.00	0.00	0.00
13571020 5140 HIGH SCHOOL	4,606,474.00	4,475,920.00	4,693,642.00	4,687,887.30	4,687,697.00	4,687,697.00	4,687,697.00
13571020 5150 FRINGE/STIPENDS	5,620.00	0.00	-3,000.00	3,000.00	0.00	0.00	0.00
13571020 5160 CLERICAL	139,199.53	112,498.00	115,498.00	119,284.74	100,733.00	100,733.00	100,733.00
13571020 5163 PARAPROFESSIONALS	35,087.27	11,615.00	11,615.00	24,715.48	14,010.00	14,010.00	14,010.00
13571060 5117 ADMINISTRATIVE	374,031.73	473,252.00	339,152.00	339,129.00	471,478.00	471,478.00	471,478.00
13571120 5150 FRINGE/STIPENDS	0.00	4,500.00	4,500.00	625.00	0.00	0.00	0.00
13571120 5160 CLERICAL	24,252.56	26,719.00	26,719.00	25,728.95	27,885.00	27,885.00	27,885.00
Total Regular Day- Pre Schl-Psnl	17,496,289.71	17,089,369.00	17,127,788.24	17,340,115.17	16,879,818.00	16,879,818.00	16,879,818.00
Regular Day- Teach/Und-Exp							
13570141 5320 CONTRACTED SERVICES	0.00	10,000.00	10,000.00	5,278.03	10,000.00	10,000.00	10,000.00
13570141 5333 PUPIL TRANSPORTATION	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
13570141 5508 EDUCATIONAL	44,334.99	70,000.00	70,000.00	69,995.41	95,000.00	95,000.00	95,000.00
13570141 5511 TEXTBOOKS	0.00	3,000.00	3,000.00	2,982.65	3,000.00	3,000.00	3,000.00
13570141 5514 INSTRUCTIONAL SUPPLI	0.00	17,000.00	17,000.00	9,816.34	18,000.00	18,000.00	18,000.00
13570141 5730 DUES AND SUB	0.00	7,000.00	7,000.00	5,946.00	6,500.00	6,500.00	6,500.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
13570141 5852 OFFICE FURNITURE	0.00	5,000.00	5,000.00	1,072.54	5,000.00	5,000.00	5,000.00
13570141 5860 EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	5,000.00	5,000.00
13570151 5333 PUPIL TRANSPORTATION	282,649.00	390,000.00	463,846.50	463,253.23	610,000.00	610,000.00	610,000.00
13570160 5514 INSTRUCTIONAL SUPPLI	0.00	0.00	0.00	0.00	501,500.00	501,500.00	501,500.00
13570221 5277 PHOTOCOPY MACHINE LE	10,410.82	9,109.00	10,609.00	10,461.36	0.00	0.00	0.00
13570221 5511 TEXTBOOKS	10,893.33	11,900.00	10,700.41	10,695.48	0.00	0.00	0.00
13570221 5514 INSTRUCTIONAL SUPPLI	14,211.10	16,700.00	16,627.01	16,569.88	0.00	0.00	0.00
13570241 5320 CONTRACTED SERVICES	1,300.00	225.00	2,000.00	2,000.00	0.00	0.00	0.00
13570241 5421 OFFICE SUPPLIES (GEN	9,709.57	10,000.00	9,776.74	9,776.74	0.00	0.00	0.00
13570321 5277 PHOTOCOPY MACHINE LE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321 5320 CONTRACTED SERVICES	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00
13570321 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321 5511 TEXTBOOKS	0.00	7,600.00	7,192.88	7,192.88	0.00	0.00	0.00
13570321 5514 INSTRUCTIONAL SUPPLI	16,548.00	14,266.00	18,097.96	16,837.11	0.00	0.00	0.00
13570321 5860 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570341 5277 PHOTOCOPY MACHINE LE	13,180.11	9,000.00	14,112.33	12,249.82	0.00	0.00	0.00
13570341 5421 OFFICE SUPPLIES (GEN	7,379.12	8,500.00	8,135.95	8,032.45	0.00	0.00	0.00
13570341 5851 OFFICE EQUIPMENT	842.80	500.00	499.85	499.85	0.00	0.00	0.00
13570421 5277 PHOTOCOPY MACHINE LE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570421 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570421 5511 TEXTBOOKS	4,717.84	3,800.00	2,506.29	2,506.29	0.00	0.00	0.00
13570421 5514 INSTRUCTIONAL SUPPLI	4,138.05	6,000.00	6,837.14	6,837.14	0.00	0.00	0.00
13570441 5277 PHOTOCOPY MACHINE LE	5,096.28	5,743.00	7,138.00	6,596.92	0.00	0.00	0.00
13570441 5320 CONTRACTED SERVICES	408.00	0.00	300.00	300.00	0.00	0.00	0.00
13570441 5421 OFFICE SUPPLIES (GEN	6,496.74	5,000.00	6,568.96	6,568.96	0.00	0.00	0.00
13570521 5277 PHOTOCOPY MACHINE LE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521 5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521 5511 TEXTBOOKS	11,721.43	1,500.00	5,338.38	5,338.38	0.00	0.00	0.00
13570521 5514 INSTRUCTIONAL SUPPLI	11,007.28	15,000.00	13,205.09	13,205.09	0.00	0.00	0.00
13570521 5860 EQUIPMENT	1,588.84	2,000.00	60.75	60.75	0.00	0.00	0.00
13570541 5277 PHOTOCOPY MACHINE LE	6,629.54	3,500.00	8,000.00	5,495.88	0.00	0.00	0.00
13570541 5320 CONTRACTED SERVICES	124.00	9,200.00	1,899.00	1,899.00	0.00	0.00	0.00
13570541 5421 OFFICE SUPPLIES (GEN	24,196.71	20,000.00	19,557.13	19,557.13	0.00	0.00	0.00
13570621 5270 RENTAL & LEASE	0.00	3,600.00	3,600.00	3,600.00	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
13570621 5277	7,934.38	8,933.00	9,933.00	6,755.63	0.00	0.00	0.00
13570621 5320	5,261.12	1,035.00	490.00	490.00	0.00	0.00	0.00
13570621 5421	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570621 5511	5,559.13	7,467.00	6,499.64	6,499.64	0.00	0.00	0.00
13570621 5514	11,073.16	12,200.00	9,418.26	9,418.26	0.00	0.00	0.00
13570621 5852	172.45	500.00	0.00	0.00	0.00	0.00	0.00
13570621 5860	1,045.12	2,500.00	1,513.59	1,513.59	0.00	0.00	0.00
13570641 5421	6,436.32	7,800.00	7,728.21	7,728.21	0.00	0.00	0.00
13570721 5277	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570721 5320	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570721 5421	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570721 5511	8,999.77	0.00	5,558.56	5,558.56	0.00	0.00	0.00
13570721 5514	8,621.25	0.00	9,985.72	9,857.97	0.00	0.00	0.00
13570721 5852	100.75	0.00	0.00	0.00	0.00	0.00	0.00
13570721 5860	612.83	0.00	0.00	0.00	0.00	0.00	0.00
13570741 5277	7,981.03	0.00	10,375.00	8,500.14	0.00	0.00	0.00
13570741 5320	305.00	0.00	0.00	0.00	0.00	0.00	0.00
13570741 5421	9,654.39	0.00	8,396.34	8,396.34	0.00	0.00	0.00
13570821 5277	20,344.84	16,346.00	17,346.00	14,123.95	0.00	0.00	0.00
13570821 5421	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570821 5511	8,313.92	8,622.00	7,389.68	7,389.68	0.00	0.00	0.00
13570821 5514	14,123.67	11,250.00	10,890.49	10,890.49	0.00	0.00	0.00
13570841 5421	7,744.42	5,984.00	6,310.98	6,310.98	0.00	0.00	0.00
13570921 5277	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570921 5320	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570921 5381	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570921 5421	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570921 5511	22,516.46	20,000.00	16,507.97	16,507.97	0.00	0.00	0.00
13570921 5514	26,286.39	24,500.00	29,968.10	22,468.10	0.00	0.00	0.00
13570921 5860	0.00	10,000.00	10,790.00	10,790.00	0.00	0.00	0.00
13570941 5277	24,209.63	20,000.00	24,990.63	24,703.36	0.00	0.00	0.00
13570941 5381	6,241.70	26,700.00	14,770.75	14,613.35	0.00	0.00	0.00
13570941 5421	23,917.89	25,567.00	16,282.57	16,282.57	0.00	0.00	0.00
13570960 5320	3,267.55	10,150.00	18,059.39	18,059.39	0.00	0.00	0.00
13571021 5277	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
13571021 5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13571021 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13571021 5511 TEXTBOOKS	88,181.84	93,370.00	103,536.03	103,062.67	0.00	0.00	0.00
13571021 5514 INSTRUCTIONAL SUPPLI	46,744.91	55,280.00	52,556.07	45,299.85	0.00	0.00	0.00
13571021 5860 EQUIPMENT	6,343.12	18,285.00	4,523.98	3,867.98	0.00	0.00	0.00
13571040 5277 PHOTOCOPY MACHINE LE	44,885.30	35,000.00	42,923.40	39,576.39	0.00	0.00	0.00
13571040 5320 CONTRACTED SERVICES	1,590.06	30,595.00	28,570.00	28,570.00	0.00	0.00	0.00
13571040 5421 OFFICE SUPPLIES (GEN	43,161.82	42,801.00	41,678.17	40,497.10	0.00	0.00	0.00
13571121 5277 PHOTOCOPY MACHINE LE	1,759.09	6,000.00	0.00	0.00	0.00	0.00	0.00
13571121 5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13571121 5421 OFFICE SUPPLIES (GEN	6,672.47	7,950.00	4,309.38	4,272.29	0.00	0.00	0.00
13571121 5514 INSTRUCTIONAL SUPPLI	11,490.43	12,199.00	9,317.85	9,191.69	0.00	0.00	0.00
Total Regular Day- Pre Schl-Exp	969,135.76	1,192,677.00	1,279,229.13	1,225,821.46	1,259,000.00	1,259,000.00	1,259,000.00

250	057	Department Total	18,465,425.47	18,282,046.00	18,407,017.37	18,565,936.63	18,138,818.00	18,138,818.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
SPED- Supervision-Psnl							
13640140 5117 ADMINISTRATIVE	92,699.88	90,000.00	79,100.00	79,068.64	0.00	0.00	0.00
13640140 5160 CLERICAL	53,547.77	28,676.00	28,676.00	28,945.03	0.00	0.00	0.00
13640140 5163 PARAPROFESSIONALS	14,374.77	0.00	0.00	0.00	250,000.00	250,000.00	250,000.00
13640160 5100 SUBSTITUTE TEACHERS	8,192.50	1,800.00	0.00	0.00	0.00	0.00	0.00
13640160 5111 SALARIES-FULL TIME	12,419.70	0.00	0.00	0.00	0.00	0.00	0.00
13640160 5114 TUTORS	17,902.00	1,200.00	12,000.00	27,356.00	15,000.00	15,000.00	15,000.00
13640160 5117 ADMINISTRATIVE	0.00	0.00	0.00	0.00	180,509.00	180,509.00	180,509.00
13640160 5125 DIST WIDE TEACHING	60,481.43	113,878.00	109,805.61	97,233.14	490,906.00	490,906.00	490,906.00
13640160 5160 CLERICAL	0.00	0.00	0.00	0.00	28,391.00	28,391.00	28,391.00
13640160 5163 PARAPROFESSIONALS	0.00	0.00	0.00	0.00	7,156.00	7,156.00	7,156.00
13640170 5125 DIST WIDE TEACHING	84,483.49	0.00	0.00	0.00	0.00	0.00	0.00
13640180 5112 TRANSPORTATION	535,764.85	634,772.00	485,998.10	463,159.87	470,451.00	470,451.00	470,451.00
13640180 5131 OVERTIME (GENERAL)	64,465.40	0.00	8,148.57	8,148.57	30,000.00	30,000.00	30,000.00
13640180 5165 NON-INST SUPERVISOR	30,354.12	47,345.00	45,317.39	45,317.39	43,860.00	43,860.00	43,860.00
13640220 5102 ELEMENTARY	348,960.72	349,213.00	357,613.00	357,969.06	292,459.00	292,459.00	292,459.00
13640220 5163 PARAPROFESSIONALS	127,115.89	126,993.00	128,930.90	128,930.90	168,778.00	168,778.00	168,778.00
13640320 5102 ELEMENTARY	121,865.49	258,190.00	285,190.00	294,480.36	275,134.00	275,134.00	275,134.00
13640320 5163 PARAPROFESSIONALS	118,338.12	142,579.00	146,579.00	146,769.92	126,280.00	126,280.00	126,280.00
13640420 5102 ELEMENTARY	170,314.20	172,064.00	166,555.02	166,257.30	207,433.00	207,433.00	207,433.00
13640420 5163 PARAPROFESSIONALS	2,390.00	0.00	21,033.98	23,883.06	91,736.00	91,736.00	91,736.00
13640520 5102 ELEMENTARY	166,419.47	85,971.00	163,198.00	167,512.83	253,511.00	253,511.00	253,511.00
13640520 5163 PARAPROFESSIONALS	38,228.11	23,924.00	53,924.00	52,044.53	167,800.00	167,800.00	167,800.00
13640620 5102 ELEMENTARY	141,310.91	199,131.00	150,677.00	147,869.67	258,501.00	258,501.00	258,501.00
13640620 5163 PARAPROFESSIONALS	130,187.18	1,500.00	134,226.00	134,067.59	172,640.00	172,640.00	172,640.00
13640720 5102 ELEMENTARY	97,791.75	117,858.00	117,858.00	114,020.34	121,933.00	121,933.00	121,933.00
13640720 5163 PARAPROFESSIONALS	80,430.12	116,768.00	66,603.19	66,603.19	113,336.00	113,336.00	113,336.00
13640820 5102 ELEMENTARY	171,427.32	176,406.00	191,403.14	191,403.14	332,951.00	332,951.00	332,951.00
13640820 5163 PARAPROFESSIONALS	80,093.01	90,508.00	116,093.01	116,093.01	262,872.00	262,872.00	262,872.00
13640920 5130 MIDDLE SCHOOL	727,529.08	717,697.00	717,697.00	714,923.34	1,095,000.00	1,095,000.00	1,095,000.00
13640920 5163 PARAPROFESSIONALS	140,152.12	124,174.00	161,183.01	170,283.66	251,333.00	251,333.00	251,333.00
13641020 5140 SPED High Schl-Psnl	785,100.25	875,061.00	906,159.50	991,449.67	1,275,853.00	1,275,853.00	1,275,853.00
13641020 5163 PARAPROFESSIONAL	76,751.89	34,539.00	59,611.56	71,931.67	182,659.00	182,659.00	182,659.00
13641120 5111 SALARIES-FULL TIME	495,362.52	300,529.00	300,529.00	347,151.09	367,241.00	367,241.00	367,241.00
13641120 5150 FRINGE/STIPENDS	1,875.00	0.00	0.00	625.00	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
136411205163 PARAPROFESSIONALS	158,967.93	88,674.00	88,674.00	88,674.00	195,222.00	195,222.00	195,222.00
Total SPED- Pre Schl-Psnl	5,155,296.99	4,919,450.00	5,098,783.98	5,242,171.97	7,728,945.00	7,728,945.00	7,728,945.00
SPED- Teach/Und-Exp							
136401615302 MEDICAL CONTRACTUAL	889,176.48	1,100,272.00	779,272.00	774,993.99	1,275,000.00	1,275,000.00	1,275,000.00
136401615307 INSTRUCT/EDUC TEST	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
136401615313 EDUCATION EVALUATION	81,605.35	85,000.00	107,500.00	106,540.38	180,000.00	180,000.00	180,000.00
136401615320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	310,000.00	310,000.00	310,000.00
136401615324 TUITION	2,919,572.24	4,878,580.00	5,109,320.70	4,895,866.60	4,627,000.00	4,627,000.00	4,627,000.00
136401615421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00
136401615514 INSTRUCTIONAL SUPPLI	2,776.46	3,950.00	4,950.00	4,519.53	25,000.00	25,000.00	25,000.00
136401615519 COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00
136401615582 DATA PROCESSING SUPP	0.00	800.00	800.00	748.44	1,200.00	1,200.00	1,200.00
136401615780 OTHER EXPENSES	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
136401615860 EQUIPMENT	8,544.75	15,000.00	17,500.00	16,401.17	35,000.00	35,000.00	35,000.00
136401715307 INSTRUCT/EDUC TEST	4,768.20	5,500.00	5,500.00	5,457.31	0.00	0.00	0.00
136401815244 VEHICLE REPAIR AND M	0.00	5,000.00	5,000.00	3,928.82	30,000.00	30,000.00	30,000.00
136401815270 RENTAL & LEASE	21,833.00	28,940.00	28,940.00	28,391.91	70,280.00	70,280.00	70,280.00
136401815320 CONTRACTED SERVICES	0.00	1,700.00	36,700.00	35,212.12	2,500.00	2,500.00	2,500.00
136401815332 SPEC ED TRANSPORTATI	661,115.19	700,000.00	803,757.58	798,800.63	800,000.00	800,000.00	800,000.00
136401815504 SUPPLIES-TRANS GENRL	3,980.76	8,750.00	3,750.00	3,219.11	15,000.00	15,000.00	15,000.00
136411405514 INSTRUCTIONAL SUPPLI	1,676.80	0.00	0.00	0.00	0.00	0.00	0.00
136420205320 CONTRACTED SERVICES	6,176.37	17,000.00	27,000.00	26,960.96	0.00	0.00	0.00
136420205421 OFFICE SUPPLIES (GEN	3,087.00	5,100.00	5,100.00	3,956.30	0.00	0.00	0.00
136420205519 COMPUTER SOFTWARE	0.00	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00
136420205780 OTHER EXPENSES	5,000.00	10,000.00	9,580.00	7,876.92	0.00	0.00	0.00
Total SPED-Supervision-Exp	4,609,312.60	6,885,592.00	6,964,670.28	6,732,874.19	7,421,980.00	7,421,980.00	7,421,980.00

250	064	Department Total	9,764,609.59	11,805,042.00	12,063,454.26	11,975,046.16	15,150,925.00	15,150,925.00	15,150,925.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Bilingual- Supervision-Psnl							
13700120 5125 DIST WIDE TEACHING	47,212.80	24,412.00	24,412.00	56,517.98	98,011.00	98,011.00	98,011.00
13700120 5131 OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
13700120 5160 CLERICAL	56,750.63	51,224.00	51,224.00	59,384.31	33,569.00	33,569.00	33,569.00
13700120 5163 PARAPROFESSIONALS	0.00	0.00	0.00	668.61	12,500.00	12,500.00	12,500.00
13700320 5102 ELEMENTARY	0.00	0.00	0.00	0.00	179,930.00	179,930.00	179,930.00
13700320 5111 SALARIES-FULL TIME	185,228.11	153,251.00	153,251.00	149,609.92	0.00	0.00	0.00
13700320 5163 PARAPROFESSIONALS	21,573.16	19,269.00	19,269.00	15,078.08	10,876.00	10,876.00	10,876.00
13700520 5111 SALARIES-FULL TIME	1,003,436.30	966,204.00	966,204.00	970,392.59	814,234.00	814,234.00	814,234.00
13700520 5163 PARAPROFESSIONALS	18,487.99	104,093.00	21,093.00	20,266.43	0.00	0.00	0.00
13700720 5111 SALARIES-FULL TIME	103,542.61	136,320.00	136,320.00	136,369.98	70,111.00	70,111.00	70,111.00
13700720 5163 PARAPROFESSIONALS	30,934.43	0.00	30,473.00	31,863.49	0.00	0.00	0.00
13700820 5102 ELEMENTARY	0.00	58,314.00	0.00	0.00	127,315.00	127,315.00	127,315.00
13700820 5111 SALARIES-FULL TIME	73,509.33	0.00	58,314.00	58,164.00	0.00	0.00	0.00
13700820 5163 PARAPROFESSIONALS	24,416.45	22,449.00	22,449.00	23,319.41	0.00	0.00	0.00
13700920 5130 MIDDLE SCHOOL	156,409.74	289,377.00	226,883.84	226,883.84	284,738.00	284,738.00	284,738.00
13701020 5111 SALARIES-FULL TIME	8,613.24	0.00	0.00	0.00	307,796.00	307,796.00	307,796.00
13701020 5140 TEACHING	196,613.45	232,992.00	201,893.50	201,893.42	0.00	0.00	0.00
13701020 5163 PARAPROFESSIONALS	13,653.19	33,445.00	8,372.44	8,372.44	14,698.00	14,698.00	14,698.00
Total Bilingual- High Schl-Psnl	1,940,381.43	2,091,350.00	1,920,158.78	1,958,784.50	1,954,778.00	1,954,778.00	1,954,778.00
Bilingual- Teach/Und-Exp							
13701331 5320 CONTRACTED SERVICES	8,791.50	25,000.00	25,000.00	23,769.10	50,000.00	50,000.00	50,000.00
13701331 5514 INSTRUCTIONAL SUPPLI	0.00	2,500.00	2,500.00	103.50	0.00	0.00	0.00
13702020 5277 PHOTOCOPY MACHINE LE	2,975.42	3,000.00	3,000.00	2,905.47	0.00	0.00	0.00
13702020 5582 DATA PROCESSING SUPP	0.00	600.00	600.00	0.00	0.00	0.00	0.00
13702030 5421 OFFICE SUPPLIES (GEN	2,145.49	4,000.00	4,000.00	1,865.25	4,000.00	4,000.00	4,000.00
13702030 5780 OTHER EXPENSES	750.00	2,000.00	0.00	0.00	0.00	0.00	0.00
Total Bilingual- Prof Dev-Exp	14,662.41	37,100.00	35,100.00	28,643.32	54,000.00	54,000.00	54,000.00

250	070	Department Total	1,955,043.84	2,128,450.00	1,955,258.78	1,987,427.82	2,008,778.00	2,008,778.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Capital Project Expenses

13730120 5760	JUDGMENTS/SETTLEMENTS	0.00	0.00	39,533.00	39,533.00	0.00	0.00
Total	Capital Project Expenses	0.00	0.00	39,533.00	39,533.00	0.00	0.00

250	073	Department Total	0.00	39,533.00	0.00	0.00	0.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Prior FY Exp - Personnel							
13800001 5111 SALARIES-FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Prior FY Exp - Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior FY Exp-Non-personnel							
13800005 5302 MEDICAL CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13800005 5313 EDUCATION EVALUATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13800005 5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13800005 5324 TUITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13800005 5332 SPEC ED TRANSPORTATI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13800005 5780 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Prior FY Exp-Non-personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
250 080 Department Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
FY2008 ISSUES-PERSONNEL							
13810001 5110 FURLOUGH & DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total FY2008 ISSUES-PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FY2008 ISSUES-NON-PERSONNEL							
13810005 5780G STATE ALLOWED DEFICIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13810005 5780H SPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13810005 5780I CIP-Lease Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total FY2008 ISSUES-NON-PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
250 081 Department Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Reserve Fund- Contingency-Ps							
139301205146 VAC/SICK LEAVE BYBK	314,321.76	300,000.00	190,000.00	305,116.93	0.00	0.00	0.00
139301205161 RETROACTIVE WAGES	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00	1,000,000.00
139301205164 MERIT POOL	0.00	0.00	0.00	89.70	0.00	0.00	0.00
Total Reserve Fund- Contingency-Ps	314,321.76	300,000.00	190,000.00	305,206.63	1,000,000.00	1,000,000.00	1,000,000.00
250 093 Department Total	314,321.76	300,000.00	190,000.00	305,206.63	1,000,000.00	1,000,000.00	1,000,000.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Prof Dev- Prof Dev-Psnl							
13990160 5100	0.00	0.00	0.00	35.00	0.00	0.00	0.00
13990160 5150	17,188.65	30,500.00	24,560.00	19,717.66	30,500.00	30,500.00	30,500.00
13990240 5150	2,700.00	3,120.00	4,150.00	4,150.00	0.00	0.00	0.00
13990320 5150	50.72	1,000.00	2,000.00	0.00	0.00	0.00	0.00
13990410 5150	1,540.00	3,500.00	3,104.00	2,725.36	0.00	0.00	0.00
13990540 5100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13990540 5150	1,600.00	6,600.00	2,500.00	545.17	0.00	0.00	0.00
13990710 5100	0.00	0.00	0.00	0.00	500.00	500.00	500.00
13990820 5100	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
13990820 5150	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00
13990940 5100	0.00	30,500.00	0.00	0.00	0.00	0.00	0.00
13990940 5150	1,855.00	17,400.00	17,400.00	11,552.80	0.00	0.00	0.00
13991020 5150	0.00	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00
Total Prof Dev- Prof Dev-Psnl	24,934.37	97,620.00	58,714.00	42,725.99	33,000.00	33,000.00	33,000.00
Prof Dev- Asst Super-Exp							
13990120 5324	7,516.00	6,714.00	3,594.00	3,507.50	0.00	0.00	0.00
13990141 5730	1,090.00	5,000.00	5,000.00	3,380.00	0.00	0.00	0.00
13990150 5317	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13990150 5780	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13990161 5317	10,083.62	5,000.00	10,940.00	10,880.00	5,000.00	5,000.00	5,000.00
13990161 5324	26,895.00	40,000.00	23,508.73	23,508.73	50,000.00	50,000.00	50,000.00
13990161 5514	1,540.33	5,000.00	5,000.00	3,992.59	5,000.00	5,000.00	5,000.00
13990161 5780	0.00	0.00	0.00	0.00	6,500.00	6,500.00	6,500.00
13990161 5781	0.00	5,000.00	286.29	286.29	0.00	0.00	0.00
13990241 5317	639.00	3,120.00	994.00	994.00	0.00	0.00	0.00
13990241 5514	0.00	2,000.00	1,995.80	1,995.80	0.00	0.00	0.00
13990321 5780	0.00	1,515.00	1,471.90	1,369.00	0.00	0.00	0.00
13990415 5780	100.00	665.00	582.88	562.28	0.00	0.00	0.00
13990420 5780	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13990541 5317	79.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00
13990541 5514	928.40	1,000.00	691.79	691.79	0.00	0.00	0.00
13990541 5780	0.00	3,375.00	0.00	0.00	0.00	0.00	0.00
13990621 5514	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
13990621 5780 OTHER EXPENSES	0.00	1,370.00	537.00	537.00	0.00	0.00	0.00
13990720 5317 EDUCATIONAL TRAINING	695.00	1,035.00	1,035.00	1,035.00	0.00	0.00	0.00
13990720 5514 INSTRUCTIONAL SUPPLI	0.00	200.00	93.17	79.97	0.00	0.00	0.00
13990821 5317 EDUCATIONAL TRAINING	0.00	500.00	210.00	210.00	0.00	0.00	0.00
13990821 5514 INSTRUCTIONAL SUPPLI	94.46	500.00	0.00	0.00	0.00	0.00	0.00
13990910 5780 OTHER EXPENSES	3,300.00	3,300.00	3,176.21	3,097.21	0.00	0.00	0.00
13990941 5317 EDUCATIONAL TRAINING	5,924.38	3,700.00	3,673.09	-3,651.87	0.00	0.00	0.00
13990941 5514 INSTRUCTIONAL SUPPLI	1,330.44	1,000.00	674.59	674.59	0.00	0.00	0.00
13990941 5780 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13991021 5317 EDUCATIONAL TRAINING	1,327.01	2,945.00	-5,553.52	-5,553.52	0.00	0.00	0.00
13991021 5780 OTHER EXPENSES	0.00	3,000.00	1,266.44	1,266.44	0.00	0.00	0.00
13992020 5712 EXP CTL REIMBURSE	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00
13992020 5780 OTHER EXPENSES	3,000.00	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00
13992040 5780 OTHER EXPENSES	2,571.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
13992060 5780 OTHER EXPENSES	1,942.45	0.00	0.00	0.00	0.00	0.00	0.00
Total Prof Dev- Personnel-Exp	84,056.09	96,939.00	60,177.37	49,862.80	74,500.00	74,500.00	74,500.00

250	099	Department Total	108,990.46	118,891.37	92,588.79	107,500.00	107,500.00
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Public Services – Sewer Enterprise

Mission Statement

To provide increased regular maintenance on sewer and drain system thus reducing system failure.

Significant Changes

Budget reflects appropriations for National Water Mains of \$40,000.00 as well as increase of 45,000.00 for fuel purchases based on FY 08 expenses. As well, we had the support of the City Engineer and City council when we recently asked for funding to help offset the sweeping program. It was felt that was justifiable as it would ultimately end up in the catch basins without this program. \$10,000.00 has been requested for FY09 for this item. As far as employee changes, the Head Foremans position has now been split to be paid from Water, Sewer and Street rather than the street side alone, as he oversees all aspects of the work from the DPW.

Previous Fiscal Year Accomplishments

- Viewed 12 sewer lines with contracted video cameras
- Rebuilt 9 sewer manholes
- Cleaned 4000'+ feet of sewer line
- Cleaned 450+ catch basins
- Web site used for up-to-date sewer related bulletins.
- Began sewer inspection records for reference

FY 2009 Goals & Objectives

- Maintain sewer system to help reduce sewer backups
- Routine cleaning of catch basins
- Clean 3000 feet of sewer line
- Continue to view thru video any troubled areas
- Reduce flooding of areas thru active c/b cleaning
- Utilization of reverse 911
- Leak detection efforts to continue to identify areas of weakness in the infrastructure and implement repairs and maintenance of, minimizing sewer and drain leaks and breaks.
- Intend to have sewer system information GIS available

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Sewer-Pub Serv-Personnel							
600031 5111 SALARIES-FULL TIME	342,448.12	240,686.00	161,499.34	141,726.84	244,175.00	244,727.00	244,727.00
600031 5131 OVERTIME (GENERAL)	25,973.89	40,000.00	35,500.00	20,394.12	20,000.00	20,000.00	20,000.00
600031 5150 FRINGE/STIPENDS	0.00	0.00	0.00	0.00	3,361.00	3,361.00	3,361.00
Total Sewer-Pub Serv-Personnel	368,422.01	280,686.00	196,999.34	162,120.96	267,536.00	268,088.00	268,088.00
Sewer-Pub Serv-Expenses							
600032 5211 ELECTRICITY	20,000.00	0.00	0.00	0.00	5,400.00	0.00	0.00
600032 5251 UTILITY SERV REP & MAINT	74,523.68	0.00	810.00	810.00	20,000.00	10,000.00	10,000.00
600032 5283 SEWER LINE LEASE	945.00	630.00	630.00	393.75	0.00	0.00	0.00
600032 5301 POLICE DETAIL	8,955.00	15,000.00	15,000.00	8,418.00	5,000.00	5,000.00	5,000.00
600032 5317 EDUCATIONAL TRAINING	1,000.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
600032 5320 CONTRACTED SERVICES	0.00	0.00	1,850.00	1,850.00	50,000.00	10,000.00	10,000.00
600032 5421 OFFICE SUPPLIES (GEN	1,919.09	1,000.00	1,000.00	974.35	750.00	750.00	750.00
600032 5481 GASOLINE/DIESEL FUEL	119,574.20	80,000.00	133,250.00	123,273.38	125,000.00	125,000.00	125,000.00
600032 5483 VEHICLE PRTS & ACCES	62,615.49	80,000.00	88,300.00	73,845.87	83,400.00	30,000.00	30,000.00
600032 5485 STREET SWEEPER BROOM	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
600032 5710 IN STATE TRAVEL, MEE	550.41	0.00	0.00	0.00	250.00	250.00	250.00
600032 5839 INFRASTRUCTURE REPAI	0.00	25,000.00	41,050.00	38,503.11	25,000.00	25,000.00	25,000.00
600032 5860 EQUIPMENT	0.00	0.00	39,284.50	0.00	4,554.00	0.00	0.00
Total Sewer-Pub Serv-Expenses	290,082.87	202,630.00	322,174.50	248,068.46	330,354.00	217,000.00	217,000.00

230	440	Department Total	658,504.88	483,316.00	519,173.84	410,189.42	597,890.00	485,088.00	485,088.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008	Rate FY 2009	Dept FY 2009	Mayor FY 2009	Council FY 2009
RENNARD	RICHARD	N 230 SEWER-PUBLIC SERVICES	600031-5111	PUBLIC SERVICES DIR	06031974								
					27,620.82		33%		1,603.44	1,635.51	27,620.82	28,173.23	28,173.23
					27,620.82		Total Full Time - 5111				27,620.82	28,173.23	28,173.23
					27,620.82		Department Total				27,620.82	28,173.23	28,173.23
Full-Time Equivalent Employees:													
							8.7	5.1	5.5				0.4

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BEAUREGARD RICHARD	230 SEWER - PUBLIC SERV	600031-5111	WORKING FOREMAN II/III	12/18/2006	21,925.57	840.06	856.86	12/18/2008 873.99 24.8 27.4 50%	22,598.74	22,598.74	22,598.74	
CLAY JOHN	230 SEWER - PUBLIC SERV	600031-5111	HME0	03/22/1999	19,368.71	742.10	756.94		19,756.09	19,756.09	19,756.09	
CONDON DEREK	J 230 SEWER - PUBLIC SERV	600031-5111	HME0	9/8/2000	19,368.84	742.10	756.94		19,756.21	19,756.21	19,756.21	
COVIELLO VALERIE	230 SEWER - PUBLIC SERV	600031-5111	PRINCIPAL ACCT CLERK	3/2/2000	13,330.39	766.12	781.44		13,597.00	13,597.00	13,597.00	
LEVESQUE JAMES	W 230 SEWER - PUBLIC SERV	600031-5111	Su/Sidewalk Foreman III	06/21/1999	16,593.66	963.29	982.56		16,925.53	16,925.53	16,925.53	
MARINO PAUL	L 230 SEWER - PUBLIC SERV	600031-5111	HEO STEP	07/23/1998	20,923.30	801.66	817.69		21,341.76	21,341.76	21,341.76	
MURRAY III JOHN	J 230 SEWER - PUBLIC SERV	600031-5111	WATER SYS MAIN CRAFT	05/22/1989	19,368.84	742.10	756.94		19,756.21	19,756.21	19,756.21	
MURRAY III	Shift Differential	600031-5111	Base Rate X 8% (4 days 32 hrs at \$ 50)		1,549.51	59.37	60.56		1,580.50	1,580.50	1,580.50	
OSGOOD STEPHEN	230 SEWER - PUBLIC SERV	600031-5111	HME0 II/III	1/27/2007	18,647.93	714.48	728.77	8/13/2008 756.94 50.8 1.4 50%	19,040.61	19,040.61	19,040.61	
PERRY JOHN	230 SEWER - PUBLIC SERV	600031-5111	MEO I/II	8/6/07	16,974.14	650.35	663.36	8/6/2008 688.93 5.6 46.6 50%	17,909.47	17,909.47	17,909.47	
PERRY SCOTT	230 SEWER - PUBLIC SERV	600031-5111	MEO I/II	8/13/07	16,974.14	650.35	663.36	8/13/2008 688.93 6.6 45.6 50%	17,896.68	17,896.68	17,896.68	
THIBODEAU BRIAN	230 SEWER - PUBLIC SERV	600031-5111	CROSS CONNECT INSP	7/1/2004	25,141.82	963.29	982.55		25,644.65	25,644.65	25,644.65	
OUT OF GRADE									750.00	750.00	750.00	
					210,166.82				216,553.46	216,553.46	216,553.46	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Public Services - Sewer Enterprise - 230

ORG	OBJECT	EXPENSE TITLE	Dept Amount
600032	5211	ELECTRICITY	
		Jefferson Ave - \$450. x 12 = \$5400.	5,400
		5% forecast increase in energy costs in FY 08'	
TOTAL			5,400
600032	5251	UTILITY SERVICE REPAIR & MAINT	
		E. J. Prescott - pvc pipe, valves, gate valves & misc. items \$5000. +/-	20,000
		Public Works Supply - flanges, pvc pipe, etc. - \$5,000	
		Hoadley & Sons - \$5000 for items only they stock	
		Aggregate Industries-High Yield Concrete and Lynpac - \$5000.	
		Additional funding mayl be needed for unexpected sewer breaks and repairs	
TOTAL			20,000
600032	5301	POLICE DETAIL	
		needed for road work during water sewer line repairs in roads	5,000
TOTAL			5,000
600032	5317	EDUCATIONAL TRAINING	
		New England Water Works Assoc. for employee recertifications	500
		Misc. training courses as needed inservices	500
TOTAL			1,000
600032	5320	CONTRACTED SERVICES	
		National Water Mains	40,000
		Trauma Clean	4,000
		Mackey video lines	6,000
TOTAL			50,000
600032	5421	OFFICE SUPPLIES (GENERAL)	
		Copy paper and other misc. general office supplies purchased	750
		under State Bid, supplies for office machines: fax, printers, copiers, toner	
TOTAL			750
600032	5481	GASOLINE/DIESEL FUEL	
		Fuel for Sewer/Water Vehicles	80,000
		additional funding requested based on FY08 expenses	45,000
TOTAL			125,000
600032	5483	VEHICLE PARTS & ACCESSORIES	
		C & C Auto Parts - State Bid - \$20,000-\$25,000	80,000
		Jack Young Co. - State Bid - \$10,000	
		Schmidt Equipment - State Bid - Backhoe and Loader Parts - \$10,000	
		New England Muncipal Equipment - Vactor Truck parts - \$10,000	
		Misc. vendors as needed 25,000	
		Tires & Tubes purchased under State Bid (Sullivan Tire & Goodyear Tire)	3,400
		Large tires for backhoe and loader are special tires that need to be purchased separately.	
TOTAL			83,400
600032	5484	TIRES & TUBES combined with parts and accessories see above	
		This line combined with 5483 above	-
TOTAL			-
600032	5485	Sweeper	
		associated costs for sweeper repairs	10,000
TOTAL			10,000
600032	5710	IN STATE TRAVEL & MEETINGS	
		tolls, parking, seminars, etc.	250
TOTAL			250
600032	5839	INFRASTRUCTURE REPAIR	
		Misc repairs to infrastructure	25,000
TOTAL			25,000
600032	5860	EQUIPMENT	
		R & A Hose making equipment and start up stock	4,554
TOTAL			4,554
TOTAL PROPOSED			330,354

Engineering – Sewer Enterprise

Mission Statement

The Engineering Department provides technical expertise related to connections to, and extension of, the municipal wastewater collection system. All sewer infrastructure improvement projects are managed by the Engineering Department. The City Engineer is Salem's representative on the South Essex Sewerage District's board of directors. The Engineering Department manages the contracted operations and maintenance effort, including utility and supply costs, for the City's 8 wastewater pumping stations and mechanical tide gates is the outlet of the Forest River to Salem Harbor. Engineering is responsible for the billing of all wastewater expenses, based on usage, to all institutional, commercial, and residential properties in the City that are connected to the municipal collection system. Funding for the efforts described herein are derived from the Sewer Enterprise System.

Significant Changes

Last year, the SESD enabling legislation was modified to allow the City Engineer from Salem to sit on the SESD board of directors. The City's assessment from SESD, based on projections of flow and load from the City, is expected to rise by 4.25 percent for FY 2009.

Previous Fiscal Year Accomplishments

- Implemented staff training in Munis, Excel, Billing and Outlook software; now all billing staff are able to effectively run bill process.
- Identified and removed illicit connections to the harbor in the South River and Derby Street drainage system outfall areas.
- Advanced City GIS mapping of wastewater collection and drainage system in the downtown area.
- Initiated investigation of the Forrester Avenue drainage system for condition and capacity problems that result in flooding.
- Met with EPA and DEP, with Salem's Health Department, to discuss strategies to ensure summer bathing beach closures, due to bacteria pollution, are minimized.
- Developed CIP plan, to be implemented over next several years, to address stormwater flooding and wastewater collection system deficiencies.
- As a cost-reduction effort, a City-wide Infiltration and Inflow Program has been initiated, funded 100% by SESD, to address leaking sewer pipes and potential tidal inflow. Extraneous flows, particularly ground water infiltration and storm water and tidal water inflow are inflating the City's wastewater flow to SESD and in turn increasing our assessment. This study of the city's system is the first of a multi-phased, multi-year effort to reduce extraneous flows to reduce SESD's transportation and treatment costs to the City.

FY 2009 Goals & Objectives

- Continue to streamline billing system and resolve billing disputes in a customer friendly manner; continue to improve read rates in very challenging meter system; with a high percentage of meters requiring manual reads
- Continue efforts to identify and remove illicit (direct sanitary connections) on the City's drainage systems.
- Advance drainage improvement CIP program to address flooding issues and collection system deficiencies city-wide.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Sewer-Engineer-Personnel							
600131 5111 SALARIES-FULL TIME	0.00	51,082.00	130,268.66	122,596.50	151,604.00	148,888.00	148,888.00
600131 5131 OVERTIME (GENERAL)	0.00	0.00	4,500.00	4,119.78	5,677.00	5,700.00	5,700.00
Total Sewer-Engineer-Personnel	0.00	51,082.00	134,768.66	126,716.28	157,281.00	154,588.00	154,588.00
Sewer-Engineer-Expenses							
600132 5211 ELECTRICITY-PUMP STATION	0.00	52,650.00	52,335.00	52,334.50	40,800.00	37,000.00	37,000.00
600132 5278 TELEPHONE EQUIP-PUMP STA	0.00	1,322.00	1,322.00	1,322.00	1,800.00	1,500.00	1,500.00
600132 5283 SEWER LINE LEASE	0.00	0.00	315.00	315.00	756.00	700.00	700.00
600132 5305 ACCOUNTING AND AUDIT	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
600132 5317 EDUCATIONAL TRAINING	0.00	0.00	0.00	0.00	8,400.00	5,400.00	5,400.00
600132 5342 POSTAGE	0.00	6,325.00	6,325.00	6,271.33	9,000.00	7,000.00	7,000.00
600132 5375 PUMP STAT OP & MAINT	0.00	62,500.00	62,500.00	62,499.91	126,000.00	70,000.00	70,000.00
600132 5381 PRINTING AND BINDING	0.00	3,750.00	3,750.00	3,749.40	10,000.00	7,000.00	7,000.00
600132 5421 OFFICE SUPPLIES (GEN	0.00	1,000.00	1,000.00	999.36	3,000.00	2,000.00	2,000.00
600132 5445 PUMP STATION SUPPL	0.00	50,000.00	50,000.00	49,999.22	30,000.00	30,000.00	30,000.00
600132 5520 SOFTWARE SUPPORT/ENHAN	0.00	0.00	0.00	0.00	2,225.00	2,200.00	2,200.00
600132 5710 IN STATE TRAVEL/MEETINGS	0.00	1,500.00	1,500.00	1,500.00	1,400.00	1,400.00	1,400.00
600132 5780 OTHER EXPENSES	0.00	0.00	0.00	0.00	5,250.00	4,000.00	4,000.00
600132 5837 SEWER SYS IMPROV PROG	0.00	60,000.00	60,000.00	59,999.05	45,000.00	30,000.00	30,000.00
600132 5869 COMPUTER EQUIP/TECH	0.00	0.00	0.00	0.00	2,980.00	3,000.00	3,000.00
Total Sewer-Engineer-Expenses	0.00	241,547.00	241,547.00	241,489.77	289,111.00	203,700.00	203,700.00
235 441 Department Total	0.00	292,629.00	376,315.66	368,206.05	446,392.00	358,288.00	358,288.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
CONNORS	BISA	235 SEWER-ENGINEERING	600131-5111 EXECUTIVE SECRETARY	10/11/2005	4,196.07		25%		690.79	704.61	9,014.81	52.2	52.2
KNOWLTON	DAVID	235 SEWER-ENGINEERING	600131-5111 CITY ENGINEER		28,773.07		33%		1,598.49	1,630.46	27,535.59	9,195.11	9,195.11
LEVINE	TRILLIUM	235 SEWER-ENGINEERING	600131-5111 GIS		10,440.00		20%		986.13	1,005.85	10,295.20	28,086.30	28,086.30
ROSE	JULIE	235 SEWER-ENGINEERING	600131-5111 BUSINESS MGR/WTR REG		22,055.25		40%		1,056.29	1,077.41	22,055.25	10,501.10	10,501.10
					65,464.39		Total Full Time - 5111				68,900.85	22,496.36	22,496.36
												70,278.86	70,278.86
					<u>65,464.39</u>		<u>Department Total</u>				<u>68,900.85</u>	<u>70,278.86</u>	<u>70,278.86</u>

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.0	2.8	3.1	0.3

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date	Rate # Wks	Old	New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BRENNAN ARTHUR	J 235 SEWER - ENGINEERING	600131-5111	WATER METER READER	09/14/1988	19,368.84	742.10	756.94					50%	19,756.21	19,756.21	
MCCARTHY JR JOHN	W 235 SEWER - ENGINEERING	600131-5111	WATER METER READER	04/30/1990	19,368.66	742.09	756.94					50%	19,756.04	19,756.04	
THIBODEAU DOROTHY	E 235 SEWER - ENGINEERING	600131-5111	ASST WATER REG III	04/15/1983	22,348.01	856.25	873.37					50%	22,794.97	6,113.59	Retiring 10/1/08
WHITTEN CYNTHIA	235 SEWER - ENGINEERING	600131-5111	PRINCIPAL CLERK III	7/1/2003	19,995.71	766.12	781.44					50%	20,395.63	20,395.63	
REPLACE THIBODEAU	235 SEWER - ENGINEERING	600131-5111	SR CLERK STEP 1		-		645.51					50%	12,587.45	12,587.45	
					81,081.23							82,702.85	78,608.92	78,608.92	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Sewer Enterprise - 235

ORG	OBJECT	EXPENSE TITLE	Dept Amount
600132	5211	ELECTRICITY	
		Alameda Street-\$100x12; 1200	1,200
		Ravenna Ave-\$400x12+\$4800	4,800
		Jefferson Ave Pump-600x12, \$7,200	7,200
		Home St - \$500 x 12 = \$6000	6,000
		March St - \$400 x 12 = \$4800	4,800
		Wilson St. Pump 500 X 12 = 6000	6,000
		Highland Ave Pump 500 X 12 =6000	6,000
		Swampscott - \$200x 12 = 2280	2,400
		Swampscott Rd. Pump 330 - 200 X 12 = 2400	2,400
TOTAL			40,800
600132	5278	TELEPHONE EQUIP LEASE	
		Various phone lines, alarms and fax lines to support sewer pumping stations	1,800
		March St. 745-4278, Ravenna Ave. 741-1871, Swampscott Rd. 745-9615	
TOTAL			1,800
600132	5283	SEWER LINE LEASE	
		Fees charge by MBTA for use of lines under commuter rail tracks	756
TOTAL		Quarterly payments of 78.75 X 4= 315 and one annual payment of 315.00	756
600132	5305	ACCOUNTING AND AUDITING	
		Annual service for audits, contracted through Finance Dept.	2,500
TOTAL			2,500
600132	5317	EDUCATIONAL TRAINING	
		Misc. training courses as needed	400
		Munis training: Crystal Program, Interface with billing, etc.	8,000
TOTAL			8,400
600132	5342	POSTAGE	
		Total cost of postage for mailing w/s bills @ \$1,500/month @ 50%	9,000
		Water and Sewer department	
TOTAL			9,000
600132	5375	PUMP STATION OPERATION & MAINT	
		FY08 costs expected to be \$175, 000; add 20% increase for new contract	126,000
		\$126,000.00	
		Water Department in FY 09 (60% sewer, 40% water)	
TOTAL			126,000
600132	5381	PRINTING AND BINDING	
		Total cost of printing for mailing w/s bills @ 1,500/month @ 50%	9,000
		Inserts once a year	1,000
TOTAL		cost would almost triple if we go to montly billing	10,000
600132	5421	OFFICE SUPPLIES (GENERAL)	
		Printer paper - \$500 Printing - \$300 - Misc. general office supplies purchased	1,000
		under State Bid, supplies for office machines: fax, printers,toner	
		Supplies for colored printers	2,000
TOTAL			3,000
600132	5445	PUMP STATION SUPPLIES	
		50% of costs for pump station op and Maint. Will be shared with the	30,000
		Sewer Department in FY 09'	
TOTAL			30,000
600132	5520	COMPUTER SOFTWARE & SUPPORT	
		Licensing for second computer(\$1,650); 1 day ltron support(\$2,800) at 50%	2,225
TOTAL			2,225
600132	5710	IN STATE TRAVEL & MEETINGS	
		tolls, parking, seminars, etc.	1,400
TOTAL			1,400
600132	5780	OTHER EXPENSES	
		Reimbursement for maintenance of licenses for meter readers per AFSCME	750
		Copier at \$500/month; 6 months	3,000
		Newspaper ads	1,500
			5,250
600132	5837	Sewer System Improvement Program	45,000
		Work contracted for improvements to system to various vendors	
TOTAL			45,000
600132	5869	COMPUTER EQUIPMENT/TECH	
		The server at \$4,300, \$491.00 for the Windows 2003 Server Standard Edition, \$1,000 for	
		one day for Server Migration and \$166 for Veritas Backup Exec Remote Agent License	2,980
TOTAL			2,980
TOTAL PROPOSED			289,111

Treasurer – Sewer Enterprise – SESD Assessment

Pursuant to Chapter 339 of the Acts of 1925, the South Essex Sewerage Board determines the estimated cost of operations/maintenance and debt service for the Fiscal Year and apportions this amount to the cities, towns, county and Commonwealth served by the District.

Treasurer – Sewer Enterprise – Insurance Ded

The City has taken an insurance policy to protect itself for City-at-fault sewerage back-ups into private structures. The City pays a deductible on each claim.

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2007	FY 2008	FY 2008	FY 2008	FY 2009	FY 2009	FY 2009

Sewer Assessments

600033	5649	SESD ASSESSMENT	5,492,153.00	5,515,899.00	5,515,899.00	5,841,346.00	5,841,346.00
Total Sewer Assessments			5,492,153.00	5,515,899.00	5,515,899.00	5,841,346.00	5,841,346.00

270	840	Department Total	5,492,153.00	5,515,899.00	5,515,899.00	5,841,346.00	5,841,346.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Sewer Enterprise Fund-Ins Dedu								
600037	5740A Insurance Deductibles	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
Total Sewer Enterprise Fund-Ins Dedu		0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
270	945 Department Total	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Sewer Assessments - 270

ORG	OBJECT	EXPENSE TITLE	Dept Amount
600033	5649	SESD Assessment	
		City's portion of South Essex Sewerage District operating budget FY09	5,841,346
		FY09 figure from Dave Knowlton/SESD	
TOTAL			5,841,346

TOTAL PROPOSED	5,841,346
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TREASURER - Sewer Enterprise Fund Insurance Deductibles

600037	5740A	Sewer Enterprise Fund - Ins Deduc	10,000
		Estimated amount for insurance deductibles related to Sewer claims	
TOTAL			10,000
TOTAL PROPOSED			10,000

Public Services – Water Enterprise

Mission Statement

Maintain safe and effective water distribution system.

Significant Changes

FY09 Budget reflects appropriations for National Water Mains of \$40,000 as well as increase of \$45,000.00 for fuel purchases based on FY08 expenses. Staffing changes include an appropriation change for Head Foreman of the DPW from 100% public service monies, to a reallocation of his pay to be 34% street, 33% water, and 33% sewer, as in the absence of a Head Water/Sewer Foreman, he oversees the 3 aspects – Water, Sewer and Street side of the DPW. In July we are requesting to post an upgrade opportunity for an employee to step up to a HMEO position. Weekly difference of 40.00 in pay would be split between the water and sewer budget lines.

Previous Fiscal Year Accomplishments

- National Water Main Cleaning continued their cleaning of the catch basins
- Rebuilt catch basins
- 36" water main repair at Salem/Beverly Bridge
- Assisted with 9 hydrant flow tests
- Web site used for up-to-date water emergency related bulletins.
- Liston Leak Detection services used resulting in our finding leaks and weaknesses in the system

FY 2009 Goals & Objectives

- Improve system flow, reduce leaks and ensure safe drinking water
- Continue flushing program
- Water Gate program – exercising valves
- Paint and Repair all hydrants
- Repair, placing back in service 20" water main line Salem/Beverly Bridge – funds to come from water enterprise fund
- Continue Leak detection – work with city engineer on system improvements
- Continue to identify areas of weakness in the infrastructure and implement repairs and maintenance of, minimizing water loss, leaks and breaks.

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Water-Pub Serv-Personnel

610031	5111	SALARIES-FULL TIME	327,836.04	240,686.00	159,224.85	141,219.48	244,727.00	244,727.00
610031	5131	OVERTIME (GENERAL)	41,903.42	40,000.00	37,774.49	37,177.22	30,000.00	30,000.00
610031	5150	FRINGE/STIPENDS	3,000.00	3,600.00	3,600.00	3,000.00	3,361.00	3,361.00
Total Water-Pub Serv-Personnel			372,739.46	284,286.00	200,599.34	181,396.70	277,536.00	278,088.00

Water-Pub Serv-Expenses

610032	5251	UTILITY SERV REP & MAINT	93,379.10	0.00	15,258.86	15,147.97	50,000.00	35,000.00
610032	5301	POLICE DETAIL	23,647.00	20,000.00	23,050.00	23,050.00	20,000.00	20,000.00
610032	5317	EDUCATIONAL TRAINING	1,000.00	1,000.00	1,000.00	883.00	1,500.00	1,500.00
610032	5320	CONTRACTED SERVICES	0.00	0.00	44,975.00	44,561.71	50,000.00	10,000.00
610032	5421	OFFICE SUPPLIES (GEN	1,254.61	1,000.00	1,000.00	697.09	1,600.00	1,600.00
610032	5481	GASOLINE/DIESEL FUEL	104,589.28	80,000.00	133,250.00	132,025.89	125,000.00	125,000.00
610032	5483	VEHICLE PRTS & ACCES	0.00	0.00	4,000.00	3,182.04	30,000.00	30,000.00
610032	5501	MED & SURGICAL SUPPL	0.00	100.00	100.00	100.00	100.00	100.00
610032	5710	IN STATE TRAVEL, MEE	1,458.21	0.00	0.00	0.00	300.00	300.00
610032	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	1,535.00	1,535.00
610032	5835	WATER SYS IMPR PROG	17,582.72	0.00	7,000.00	4,682.29	0.00	0.00
610032	5839	INFRASTRUCTURE REPAI	3,050.34	25,000.00	40,725.00	40,278.48	25,000.00	25,000.00
610032	5860	EQUIPMENT	0.00	0.00	353,774.50	108,216.22	0.00	0.00
Total Water-Pub Serv-Expenses			245,961.26	127,100.00	624,133.36	372,824.69	275,035.00	250,035.00

230	450	Department Total	618,700.72	411,386.00	824,732.70	554,221.39	552,571.00	528,123.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
RENNARD	RICHARD N 230 WATER-PUBLIC SERVICES	610031-5111	PUBLIC SERVICES DIR	06031974	27,620.82		33%		1,603.44	1,635.51	27,620.82	52.2	52.2
					27,620.82		Total Full Time - 5111				27,620.82	28,173.23	28,173.23
					27,620.82		Department Total				27,620.82	28,173.23	28,173.23

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	8.7	5.1	5.5	0.4

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BEAUREGARD RICHARD	230 WATER - PUBLIC SERV	610031-5111	WORKING FOREMAN III	3/2/2001	21,925.57	840.06	856.86	12/18/2008 873.99 24.8 27.4 50%	22,598.74	22,598.74	22,598.74	
CLAY JOHN	230 WATER - PUBLIC SERV	610031-5111	HME0	03/22/1999	19,388.71	742.10	756.94		19,756.09	19,756.09	19,756.09	
CONDON DEREK	J 230 WATER - PUBLIC SERV	610031-5111	HME0	9/8/2000	19,388.84	742.10	756.94		19,756.21	19,756.21	19,756.21	
COVIELLO VALERIE	230 WATER - PUBLIC SERV	610031-5111	PRINCIPAL ACOT CLERK	3/2/2000	13,330.39	766.12	781.44		13,597.00	13,597.00	13,597.00	
LEVESQUE JAMES	W 230 WATER - PUBLIC SERV	610031-5111	SU/Sidewalk Foreman III	06/21/1999	16,593.66	963.29	982.56		16,925.53	16,925.53	16,925.53	
MARINO PAUL	L 230 WATER - PUBLIC SERV	610031-5111	HEO STEP	07/23/1998	20,923.30	801.66	817.69		21,341.76	21,341.76	21,341.76	
MURRAY III JOHN	J 230 WATER - PUBLIC SERV	610031-5111	WATER SYS MAIN CRAFT	05/22/1989	19,388.84	742.10	756.94		19,756.21	19,756.21	19,756.21	
MURRAY III Shift Differential	230 WATER - PUBLIC SERV	610031-5111	Base Rate X 8% (4 days 32 hrs at \$.50)		1,549.51	59.37	60.56		1,580.50	1,580.50	1,580.50	
OSGOOD STEPHEN	230 WATER - PUBLIC SERV	610031-5111	HME0 III	1/27/2007	18,647.93	714.48	728.77	8/13/2008 756.94 50.8 1.4 50%	19,040.61	19,040.61	19,040.61	
PERRY JOHN	230 WATER - PUBLIC SERV	610031-5111	MEO III	8/6/07	16,974.14	650.35	663.36	8/6/2008 688.93 5.6 48.6 50%	17,909.47	17,909.47	17,909.47	
PERRY SCOTT	230 WATER - PUBLIC SERV	610031-5111	HEO III	8/13/07	16,974.14	650.35	663.36	8/13/2008 688.93 6.6 45.6 50%	17,896.68	17,896.68	17,896.68	
THIBODEAU BRIAN	230 WATER - PUBLIC SERV	610031-5111	CROSS CONNECT INSP	7/1/2004	25,141.82	963.29	982.55		25,644.65	25,644.65	25,644.65	
OUT OF GRADE									750.00	750.00	750.00	
					210,166.82				216,553.46	216,553.46	216,553.46	

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Public Services-Water Enterprise-230

ORG	OBJECT	EXPENSE TITLE	Dept Amount
610032	5251	UTILITY SERVICE & REPAIR	
		Purchase of Hydrants and related parts - E. J. Prescott - \$15,000	50,000
		Aggregate Industries - Mix for patching, High Yield Concrete and Lynpac all purchased from State Bid - \$20,000	
		Public Works Supply - misc. pipe and parts for repairs - \$15,000	
		Other misc. vendors as needed.	
TOTAL			50,000
610032	5301	POLICE DETAIL	
		Needed for road work repairs during water line repairs in roads	20,000
TOTAL			20,000
610032	5317	EDUCATIONAL TRAINING	
		New England Water Works - \$100 per course average x 10 = \$1,000	1,000
		Educational inservices	500
TOTAL			1,500
610032	5320	CONTRACTED SERVICES	
		New England Water Main Cleaning	40,000
		Liston Utilities	10,000
			50,000
610032	5421	OFFICE SUPPLIES (GENERAL)	
		Copy paper - \$600 - Misc. General office supplies purchased under State Bid. Cartridges/Toners \$400	1,000
		Cross Connect Billing Program \$600.00	600
TOTAL			1,600
610032	5481	GASOLINE/DIESEL FUEL	
		Est. fuel cost minus receivables \$195,000 div. By three departments	80,000
		Burke for unleaded gas and diesel	45,000
TOTAL			125,000
610032	5501	MEDICAL & SURGICAL SUPPLIES	
		First Aid Kits, and misc. supplies	100
TOTAL			100
610032	5710	IN STATE TRAVEL & MEETINGS	
		Tolls, parking, seminars, etc.	300
TOTAL			300
610032	5780	OTHER EXPENSES	
		CDL reimbursements	210
		Gage It services - certification of back flow inspection kits and any repairs	500
		Mass Water works membership dues	75
		Brian Thibodeau car allowance	750
TOTAL			1,535
610032	5839	INFRASTRUCTURE REPAIR	
		Filling and covering of trenches.	25,000
		Aggregate Industries - Lynpac, High Yield Concrete	
TOTAL			25,000
Total Proposed			275,035

Engineering –Water Enterprise

Mission Statement

The Engineering Department provides technical expertise related to connections to, and extension of, the municipal water distribution system. All water infrastructure improvement projects are managed by the Engineering Department. The City Engineer is Salem's representative on the Salem Beverly Water Supply Board (SBWSB). The Engineering Department manages the contracted operations and maintenance effort, including utility and supply costs, for the City's 2 water pumping stations and 2 covered storage reservoirs. Engineering is responsible for the billing of all water expenses, based on usage, to all institutional, commercial, and residential properties in the City that are connected to the municipal collection system. Funding for the efforts described herein are derived from the Water Enterprise System.

Significant Changes

The Engineering Department provide technical assistance to the Water Department of Public Services in response to 2 major breaks located on the City's transmission mains to provide water to the City. A break in the 20-inch main on the Salem-Beverly bridge was repaired in the summer of 2007, as well as a break in the City's 36-inch main under the North River, that was repaired as well. The condition and location of the City's transmission mains outside of the City continue to be a high priority for the department. The City's assessment from SBWSB, based on projections of demand by the City, is expected to increase by 1.3 percent for FY 2009.

Previous Fiscal Year Accomplishments

- Managed (with MIS, Collections and Assessors) liens on overdue water, sewer and trash bills to 4th quarter real estate tax bills; resulting in major revenue influx, estimated at \$175,000.
- Managed two rounds of dunning/shut-offs, for non-payment of water/sewer bills, in April and June of 2007; resulting in major revenue influx, estimated at \$100,000.
- Advanced cross train staff on intra-department tasks to more effectively utilize department resources.
- Integrated trash Department within water/sewer, resulting in improved communications and cross functionality.
- Streamlined data collection process for breakout of water consumption and various other aspects of DEP annual statistical report.
- Educated staff on system and other like communities approaches through attending various conferences and networking with like communities to determine best practices
- Continue providing effective billing and meter repair for water, sewer and trash fees
- Implemented staff training to improve Water and Sewer billing; including increasing number of actual reads on Metron meters (historically very problematic).
- In conjunction with Collectors Office, introduced new bill printing company which improved readability and efficiency of current Water, Sewer and Trash bills
- Worked at length to identify meter locations and readings; and resolved Salem State and Salem Hospital issues to provide for accurate monthly reading and billings of City's major accounts. Worked on Salem Housing Authority issues; advanced resolution of SHA leakage problems.
- Initiated analysis of City wide water usage; and determined additional meter needs as well as more accurate water accounting.
- Applied for and received DEP grant to subsidize 50 rainbarrels to be purchased by City of Salem citizens, 125 water conservation devices, idle reduction kit, etc. valued at \$3,700.

- Initiated effort to identify unaccounted for water; including evaluation of transmission mains located outside of the City, City-wide leak detection, as well as advanced the analysis needed for the recommendation for City-wide meter replacement program.
- Initiated investigation of current Metron system, currently providing only a 10% accuracy in meter readings for the City's largest accounts.
- Completed the Loring Avenue water improvement project, which included the cleaning and lining of a significant portion of the main in Lafayette Street. Curb-to-curb paving was completed on the project.
- Prepared bid documents and accepted bids on the proposed Highland Avenue 1.0 million gallon elevated water tank. Construction is expected to begin in the Spring of 2008.
- Secured long-term, low-interest financing from the Massachusetts Water Pollution Abatement Trust for both the Loring Ave water improvement and Highland Ave tank Projects.
- Advanced engineering analysis of the problematic 20-inch watermain on the Salem-Beverly bridge, that is currently out of service.
- Developed water gate valve exercise program, to be implemented in FY 2009.
- Worked with Massachusetts Highway Department and the Town of Danvers to coordinate the replacement of the City's 30-inch transmission main on the Waters Street bridge in Danvers. Design of the replacement will be completed in FY 2008 and construction will follow in 2009.
- Coordinated with Beverly for the replacement of the City's 20-inch main in Rantoul Street, Beverly. Beverly plans to reconstruct Rantoul Street and the City will take advantage of cost savings to replace our 100+ year old main prior to the reconstruction of the roadway.

FY 2009 Goals & Objectives

- Continue to increase public awareness of water conservation through Earth Day, June Chamber event; and collaborating with other organizations.
- Improve unaccounted for water.
- Move forward in implementation of new metering system.
- Manage construction of Highland Ave water tank.
- Repair and place back in service the 20-inch main on the Salem-Beverly bridge.
- Advance the design and construction of a new section of 20-inch transmission on Rantoul Street in Beverly.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Water-Engineer-Personnel								
610131	5111 SALARIES-FULL TIME	0.00	51,082.00	130,228.49	122,598.40	151,604.00	148,888.00	148,888.00
610131	5131 OVERTIME (GENERAL)	0.00	0.00	4,540.17	4,540.17	5,677.00	5,700.00	5,700.00
610131	5150 FRINGE/STIPENDS	0.00	0.00	0.00	0.00	2,600.00	2,600.00	2,600.00
Total Water-Engineer-Personnel		0.00	51,082.00	134,768.66	127,138.57	159,881.00	157,188.00	157,188.00
Water-Engineer-Expenses								
610132	5211 ELECTRICITY-PUMP STATION	0.00	244,745.00	244,745.00	244,744.53	284,400.00	200,000.00	200,000.00
610132	5233 COMPUTER MAINTENANCE	0.00	1,000.00	7,000.00	997.95	13,700.00	13,000.00	13,000.00
610132	5278 TELEPHONE EQUIP-PUMP ST/	0.00	4,680.00	7,680.00	7,671.91	5,500.00	5,000.00	5,000.00
610132	5301 POLICE DETAIL	0.00	0.00	1,600.00	1,600.00	0.00	0.00	0.00
610132	5305 ACCOUNTING AND AUDIT	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
610132	5317 EDUCATIONAL TRAINING	0.00	0.00	6,000.00	2,000.00	9,000.00	5,400.00	5,400.00
610132	5342 POSTAGE	0.00	6,825.00	10,325.00	10,325.00	9,000.00	7,000.00	7,000.00
610132	5375 PUMP STAT OP & MAINT	0.00	62,500.00	59,500.00	1,406.20	134,000.00	40,000.00	40,000.00
610132	5381 PRINTING AND BINDING	0.00	3,750.00	8,750.00	8,750.00	10,000.00	7,000.00	7,000.00
610132	5421 OFFICE SUPPLIES (GEN	0.00	1,000.00	1,500.00	1,154.90	3,000.00	2,000.00	2,000.00
610132	5445 PUMP STATION SUPPL	0.00	50,000.00	50,000.00	35,197.33	30,000.00	30,000.00	30,000.00
610132	5519 COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	2,225.00	2,200.00	2,200.00
610132	5538 WATER METERS (REV)	0.00	15,000.00	21,000.00	20,999.40	26,250.00	20,000.00	20,000.00
610132	5692 STATE TAXES	0.00	18,000.00	18,000.00	17,943.15	20,000.00	20,000.00	20,000.00
610132	5710 IN STATE TRAVEL/MEETINGS	0.00	500.00	1,250.00	831.95	500.00	500.00	500.00
610132	5780 OTHER EXPENSES	0.00	0.00	0.00	0.00	5,250.00	5,000.00	5,000.00
610132	5835 WATER SYS IMPR PROG	0.00	65,000.00	65,000.00	21,892.14	65,000.00	25,000.00	25,000.00
610132	5839 INFRASTRUCTURE REPAI	0.00	0.00	214,040.00	14,500.00	0.00	0.00	0.00
610132	5869 COMPUTER EQUIP/TECH	0.00	0.00	0.00	0.00	2,980.00	3,000.00	3,000.00
Total Water-Engineer-Expenses		0.00	475,500.00	718,890.00	392,514.46	623,305.00	387,600.00	387,600.00
235	451 Department Total	0.00	526,582.00	853,658.66	519,653.03	783,186.00	544,788.00	544,788.00

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
CONNORS	BISA	235	WATER-ENGINEERING	10/11/2005	4,196.07		25%		690.79	704.61	9,014.81	9,195.11	52.2
KNOWLTON	DAVID	610131-5111	EXECUTIVE SECRETARY	01/01/2003	28,773.07		33%		1,598.49	1,630.46	27,535.59	28,086.30	9,195.11
LEVINE	TRILLIUM	235	WATER-ENGINEERING		10,440.00		20%		986.13	1,005.85	10,295.20	10,501.10	28,086.30
ROSE	JULIE	610131-5111	GIS		22,055.25		40%		1,056.29	1,077.41	22,055.25	22,496.36	10,501.10
			BUSINESS MGRWTR REG	2/1/2007	65,464.39		Total Full Time - 5111				68,900.85	70,278.86	22,496.36
					<u>65,464.39</u>						<u>68,900.85</u>	<u>70,278.86</u>	<u>70,278.86</u>
					<u>65,464.39</u>						<u>68,900.85</u>	<u>70,278.86</u>	<u>70,278.86</u>

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.0	2.8	3.1	0.3

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
BRENNAN ARTHUR	J 235 WATER - ENGINEERING	610131-5111	WATER METER READER	09/14/1998	19,368.84	742.10	756.94	50%	19,756.21	19,756.21	19,756.21	
MCCARTHY JR JOHN	W 235 WATER - ENGINEERING	610131-5111	WATER METER READER	04/30/1990	19,368.66	742.09	756.94	50%	19,756.04	19,756.04	19,756.04	
THIBODEAU DOROTHY	E 235 WATER - ENGINEERING	610131-5111	ASST WATER REG	04/15/1993	22,348.01	856.25	873.37	50%	22,794.97	6,113.59	6,113.59	Retiring 10/1/08
WHITTEN CYNTHIA	235 WATER - ENGINEERING	610131-5111	PRINCIPAL CLERK	7/1/2003	19,995.71	766.12	781.44	50%	20,395.63	20,395.63	20,395.63	
REPLACE THIBODEAU	235 WATER - ENGINEERING	600131-5111	SR CLERK STEP 1		-		645.51	50%	12,587.45	12,587.45	12,587.45	
					81,081.23							

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Water Enterprise - 235

ORG	OBJECT	EXPENSE TITLE	Dept Amount
610132	5211	ELECTRICITY	
		Salem's share of electricity for Salem/Beverly Water Board - \$21000 x 12 = if lakes are filled don't need to pump	252,000
		Town of Danvers, Folly Hill and Gallows Hill are two storage water tank Electric est. 600 X 12 (if lake full not taking from Essex River, Putnamville is reservoir in Danvers; Longham (gravity) Reservoir in Wenham)	7,200
		Colby St - \$100 x 12 = \$1200; accounts	1,200
		Highland Ave P. 2000 X12	24,000
TOTAL			284,400
610132	5233	COMPUTER MAINTENANCE	
		Water Meter Itron annual support agreement	1,200
		Itron, MVRs, RAMAR, ConFigIT	
		Maintenance for Metron Meters, new reading system, new batteries	10,000
		Support from Itron on billing system	2,500
TOTAL			13,700
610132	5278	TELEPHONE EQUIP LEASE	
		Various phone lines, alarms and fax lines to support water pumping stations and reservoirs SBPS, 922-2595; 232-6503; trunk line	5,500
		Highland Avenue; 744-1684, Gallows Hill, 740-2735., Folly Hill; 777-6824	
TOTAL			5,500
610132	5305	ACCOUNTING AND AUDITING	
		Annual service for audits, contracted through Finance Dept.	2,500
TOTAL			2,500
610132	5317	EDUCATIONAL TRAINING	
		One day seminars and training sessions	1,000
		Munis training: Crystal Program, Interface with billing, etc.	8,000
TOTAL			9,000
610132	5342	POSTAGE	
		Total cost of postage for mailing w/s bills @ \$1,500/month @ 50% W&S Depts	9,000
TOTAL			9,000
610132	5375	Pump Station OP & Maintenance	
		FY08 costs expected to be \$175, 000; add 20% increase for new contract \$84,000.00	84,000
		Water Department in FY 09 (60% sewer, 40% water)	
		Annual Cost for Grade 3 or 4 contracted water license employee	50,000
TOTAL			134,000
610132	5381	PRINTING AND BINDING	
		Total cost of printing for mailing w/s bills @ 1,500/month @ 50%	9,000
		Inserts once a year	1,000
		cost would almost triple if we go to montly billing	10,000
TOTAL			10,000
610132	5421	OFFICE SUPPLIES (GENERAL)	
		Printer paper - \$500 Printing - \$300 - Misc. general office supplies purchased under State Bid, supplies for office machines: fax, printers,toner	1,000
		Supplies for colored printers	2,000
TOTAL			3,000
610132	5445	Pump Station Supplies	
		50% of costs for pump station op and Maint. Will be shared with Sewer in FY09	30,000
TOTAL			30,000
610132	5520	COMPUTER SOFTWARE & SUPPORT	
		Licensing for second computer(\$1,650); 1 day Itron support(\$2,800) at 50%	2,225
TOTAL			2,225
610132	5538	WATER METERS	
		Misc. water meters for replacements (Neptune and Metron), meter supplies: MIU's, TranspondITs, meter heads, freeze plates, flanges, seals	15,000
		Approximate of average spending for prior 3 years	11,250
TOTAL			26,250
610132	5692	STATE TAXES	
		State fee charged per capita annually for water usage & taxes for Danvers Folly Hill	20,000
TOTAL			20,000
610132	5710	IN STATE TRAVEL & MEETINGS	
		Tolls, parking, seminars, etc.	500
TOTAL			500
610132	5780	OTHER EXPENSES (meter readers, \$750 per person)	
		Reimbursement for maintenance of licenses for meter readers per AFSCME	750
		Copier at \$500/month; 6 months	3,000
		Newspaper ads	1,500
TOTAL			5,250
610132	5835	WATER SYSTEM IMPROVEMENT PROGRAM	
		Work contracted for improvements to system to various vendors	65,000
TOTAL			65,000
610132	5869	COMPUTER EQUIPMENT/TECH	
		The server at \$4,300, \$491.00 for the Windows 2003 Server Standard Edition, \$1,000 for one day for Server Migration and \$166 for Veritas Backup Exec Remote Agent License	2,980
TOTAL			2,980
TOTAL PROPOSED			623,305

Treasurer–Water Enterprise–Long Term Debt

The Massachusetts Water Pollution Abatement Trust (MWPAT) was established in 1989 pursuant to Title VI of the Federal Clean Water Act. It was later amended in 1998 to encompass the provisions of Title XIV of the Federal Safe Drinking Water Act. The Trust's mission is to fund the implementation of water pollution control and drinking water projects in the Commonwealth through a revolving fund loan program.

In March 2006, MWPAT approved a loan commitment to the City of Salem in the amount of \$7,640,000. The Loan Interest Rate is 2%. On March 13, 2003, the Salem City Council approved the authorization of \$12,000,000 in principal amount to be borrowed to finance anticipated water projects. Of this amount, \$7,640,000 would be funded through the MWPAT Loan Commitment and \$4,360,000 would be raised through future bond issues.

In December 2006, the City raised funding through an MWPAT 2% Loan in the amount of \$2,330,656 to finance Contract No. 1, the Loring Avenue Water Main Improvements. This project is expected to be completed in the spring of 2007. Contract No. 2, the Water Storage Tank Installation on Highland Avenue, is expected to be completed in January 2008 at an estimated Cost of \$4,476,019.

Upon completion of Contract No. 2, the City will fund through an additional MWPAT 2% Loan for the actual Contract No. 2 cost. It is estimated that interest on draw-downs on Contract No. 2 will accrue at 1.76% in the total amount of \$50,000 between the present time and the completion of the project. Debt Service on the final 2% Loan for Contract No. 2 will begin in FY09. The \$2,330,656 MWPAT 2% Loan will be paid off in semi-annual principal payments through July 2026. For FY08 there is a principal and interest payment of \$119,238.47 due in July, and an interest-only payment of \$2,837.38 due in January.

Treasurer–Water Enterprise–Short Term Debt

On October 23, 2007 the City issued a \$1,000,000 BAN for the purpose of continuing its upgrades of the water systems.

Treasurer-Water Enterprise-SBWSB

Chapter 700 of the Acts of 1913 requires the Salem/Beverly Water Supply Board to annually determine the volume of water supplied to the cities of Salem and Beverly during the three years prior to September 30. This data establishes the proportions on which the cities pay their expenses for the operation of the Water Board.

Treasurer-Water Enterprise-Insurance Ded

The City has taken an insurance policy to protect itself for City-at-fault water back-ups into private structures. The City pays a deductible on each claim.

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Water Debt Service								
610034	5916 WATER BOND 1 - PRIN-MWPA	0.00	0.00	0.00	0.00	97,830.00	97,830.00	97,830.00
610034	5920 WATER BOND 2 - PRIN	0.00	0.00	0.00	0.00	170,503.00	170,503.00	170,503.00
610034	5922 PRINCIPAL PAYDOWN ON BA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610034	5936 WATER BOND 1 - INT-MWPAT	0.00	0.00	0.00	0.00	43,797.00	43,797.00	43,797.00
610034	5939 WATER BOND 2 - INT	0.00	0.00	0.00	0.00	203,807.00	203,807.00	203,807.00
Total Water Debt Service		0.00	0.00	0.00	0.00	515,937.00	515,937.00	515,937.00
270	710 Department Total	0.00	0.00	0.00	0.00	515,937.00	515,937.00	515,937.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Water-Short Term Debt Int-Exp								
610035	5304 PROFESSIONAL SERV/FEES	10,000.00	10,000.00	10,000.00	5,500.00	10,000.00	10,000.00	10,000.00
610035	5925 INTEREST ON NOTES	113,560.00	141,604.00	152,232.72	152,232.72	90,000.00	90,000.00	90,000.00
Total Water-Short Term Debt Int-Exp		123,560.00	151,604.00	162,232.72	157,732.72	100,000.00	100,000.00	100,000.00

270	752 Department Total	123,560.00	151,604.00	162,232.72	157,732.72	100,000.00	100,000.00	100,000.00
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CITY OF SALEM - FY 2009 OPERATING BUDGET

		Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Water Assessments								
610033	5650 SBWSB ASSESSMENT	2,023,668.00	2,081,364.00	2,081,364.00	2,081,364.00	2,168,075.00	2,168,075.00	2,168,075.00
	Total Water Assessments	2,023,668.00	2,081,364.00	2,081,364.00	2,081,364.00	2,168,075.00	2,168,075.00	2,168,075.00
270	840 Department Total	2,023,668.00	2,081,364.00	2,081,364.00	2,081,364.00	2,168,075.00	2,168,075.00	2,168,075.00

CITY OF SALEM - FY 2009 OPERATING BUDGET

Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
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Water Enterprise Fund-Ins Dedu

610037 5740A Insurance Deductibles	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
Total Water Enterprise Fund-Ins Dedu	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
270 945 Department Total	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Water Long Term Debt Service - 270

ORG	OBJECT	EXPENSE TITLE	Dept Amount
610034	5916	Water Bond 1-Prin-MWPAT Principal Amount: \$2,330,656	97,830
TOTAL			97,830
610034	5920	Water Bond 2 - Prin	170,503
TOTAL			170,503
610034	5922	Water Debt Service-BAN Paydown \$3,308,136 BAN	-
TOTAL			-
610034	5936	Water Bond 1-Int-MWPAT Debt Service interest on \$2,330,656	43,797
TOTAL			43,797
610034	5939	Water Bond 2 - Int	203,807
TOTAL			203,807
Water Bond 3 -MWPAT 2 - Prin			-
TOTAL			-
Water Bond 3 - MWPAT 2 - INT			-
TOTAL			-
TOTAL PROPOSED			515,937

TREASURER - Water Short Term Debt - 270

610035	5304	Professional Services/Fees Fees for First Southwest and Ropes & Grey - for BAN/BOND processing	10,000
TOTAL			10,000
610035	5925	Interest on Notes Interest on 1 Million BAN - \$40,000 Accrued Int. on MWPAT-Contract 2 - \$50,000	90,000
TOTAL			90,000
TOTAL PROPOSED			100,000

TREASURER - Water Assessments - 270

610033	5650	SBWSB Salem Beverly Water Supply Board Annual Operating Assessment	2,168,075
TOTAL			2,168,075
TOTAL PROPOSED			2,168,075

TREASURER - Water Enterprise Fund - Ins Deductibles

610037	5704A	Water Enterprise Fund Insurance Deductibles Estimated amount for insurance deductibles related to water claims	10,000
TOTAL			10,000
TOTAL PROPOSED			10,000

Engineering –Trash Enterprise

Mission Statement

The trash enterprise fund collects trash fees from non-owner occupied and commercial users in the City of Salem. This group is responsible for developing the system, implementing new policies and procedures as they arise, and resolving problems. Funding for the efforts described herein are derived from the Trash Enterprise System.

Significant Changes

Department has sent out several hundred letters for new owners of residential and commercial properties; which has resulted in 200 New trash accounts this year; currently billing at \$700,000 annualized rate.

Previous Fiscal Year Accomplishments

- Worked with Salem Sound Coastwatch to fund annual program; will participate in Earth Day
- Implemented new ticketing program, enforced by Board of Health
- Applied for and received a DEP technical assistance grant, valued at over \$3,000; allowing for DEP expertise in developing RFP for new solid waste collections contract
- Held seat on City-wide selection committee to award new solid waste and recycling contracts
- Managed City-wide effort (in conjunction with MIS, Collections, Assessors) to implement liens program; where properties with trash fees 180 days in arrears were liened to the 4th quarter real estate tax bill
- Continued trash collection contract with minimum complaints
- Actively participated in committee to bid new solid waste collection contract; and analyze current recycling procedures
- Initiated new Citizens recycling committee; objective to increase recycling awareness in City.
- Provided technical assistance for the sale of the transfer station on Swampscott Road.

FY 2009 Goals & Objectives

- Continue to increase public awareness of solid waste recycling.
- Assist Department of Public Services in the Implementation and management of the new solid waste collection contract.
- Continue to provide assistance on the sale of the Transfer Station.

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009	Council FY 2009
Trash Enterprise-Personnel							
620031 5111 SALARIES-FULL TIME	0.00	0.00	0.00	0.00	69,849.00	70,430.00	70,430.00
620031 5131 OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	500.00	500.00	500.00
620031 5150 FRINGE/STIPENDS	0.00	0.00	0.00	0.00	650.00	650.00	650.00
Total Trash Enterprise-Personnel	0.00	0.00	0.00	0.00	70,999.00	71,580.00	71,580.00
Trash Enterprise-Expenses							
620032 5291 SOLID WASTE COLLECTI	0.00	0.00	0.00	0.00	2,590,000.00	2,490,000.00	2,490,000.00
620032 5298 TRASH REMOVAL-BAKERS IS	0.00	0.00	0.00	0.00	10,700.00	10,700.00	10,700.00
620032 5305 ACCOUNTING AND AUDIT	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00
620032 5317 EDUCATIONAL TRAINING	0.00	0.00	0.00	0.00	5,000.00	3,000.00	3,000.00
620032 5342 POSTAGE	0.00	0.00	0.00	0.00	5,880.00	5,000.00	5,000.00
620032 5381 PRINTING AND BINDING	0.00	0.00	0.00	0.00	5,880.00	5,000.00	5,000.00
620032 5421 OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	1,000.00	500.00	500.00
620032 5710 IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	1,000.00	500.00	500.00
620032 5780 OTHER EXPENSES-RECYCLIN	0.00	0.00	0.00	0.00	21,500.00	12,000.00	12,000.00
Total Trash Enterprise-Expenses	0.00	0.00	0.00	0.00	2,643,460.00	2,529,200.00	2,529,200.00

235	442	Department Total	0.00	0.00	0.00	2,600,780.00	2,600,780.00
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FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009	Council FY 2009
CONNORS ROSE	BISA	235	TRASH-ENGINEERING	10/11/2005	4,196.07		50%		690.79	704.61	18,028.62	18,390.21	18,390.21
	JULIE	235	TRASH-ENGINEERING	2/1/2007	11,027.63		20%		1,056.29	1,077.41	11,027.63	11,248.18	11,248.18
					15,223.70		Total Full Time - 5111				29,057.24	29,638.39	29,638.39
					15,223.70		Department Total				29,057.24	29,638.39	29,638.39

	FY 2007	FY 2008	FY 2009	Variance
Full-Time Equivalent Employees:	0.0	1.0	1.7	0.7

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	STEP INCREASES Date Rate # Wks	New Old	Dept FY 2009 52.2	Mayor FY 2009 52.2	Council FY 2009 52.2	LONGEVITY
GRIGGS DONNA	235 TRASH-ENGINEERING	620031-5111	PRINCIPAL CLERK	2/27/2006	39,991.57	766.12	781.44	100%		40,791.40	40,791.40	40,791.40	-
					<u>39,991.57</u>					40,791.40	40,791.40	40,791.40	-

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Trash Enterprise - 235

ORG	OBJECT	EXPENSE TITLE	Dept Amount
620032	5291	SOLID WASTE COLLECTION	
		New Trash contract being negotiated - Collection (Estimated)	1,400,000
		Disposal (Estimated)	1,190,000
TOTAL			2,590,000
620032	5298	TRASH REMOVAL	
		Baker's Island Trash - Contractual	10,700
TOTAL			10,700
620032	5305	ACCOUNTING AND AUDITING	
		Annual service for audits, contracted through Finance Dept.	2,500
TOTAL			2,500
620032	5317	EDUCATIONAL TRAINING	
		Continued training and education on biling, liens, continued improvements in MUNIS syste	5,000
TOTAL			5,000
620032	5342	POSTAGE	
		Costs of mailing monthly trash bills to consumers	5,880
		1,400 montly	
TOTAL			5,880
620032	5381	PRINTING AND BINDING	5,880
		1400 bills monthly	
TOTAL			5,880
620032	5421	OFFICE SUPPLIES (GENERAL)	
		Copy paper - \$300 Misc. General office supplies purchased	1,000
		under State Bid.\$400 Cartridges/Toners \$300	
TOTAL			1,000
620032	5710	IN STATE TRAVEL & MEETINGS	
		Tolls, parking, seminars, etc.	1,000
TOTAL			1,000
620032	5780	OTHER EXPENSES	
		Re-developing and Printing recycling calendar	5,000
		Purchase of bins, etc.	10,000
		Printing, website, etc. to support recycling committee	1,500
		Items for conferences, etc. to support recycling committee	5,000
			21,500
Total Proposed			2,643,460