Assessor

Mission Statement – Why We Exist

The duties and responsibilities of the Assessing Department remain essentially the same from year to year. The Assessors are required by Massachusetts General Law to value all real and personal property as well as prepare tax-billing commitments for both motor vehicle and boat excise tax. The Assessing Department 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 Budget & Staffing Changes for FY 2013

With the retirement of Joseph Murphy at the end of FY2011, Paul Tierney was promoted from field inspector to Assistant Director of Assessing. In September, we hired Jim Bond, an experienced Appraiser and Assessor formerly of Mashpee, to be the field assessor. With a full complement of three Assessors and two clerks, the office staff is able to complete all necessary requirements promulgated by the Massachusetts Department of Revenue.

Recent Accomplishments

- The Board of Assessors settled one of our long standing ATB cases with Verizon/Bell Atlantic cell phone utility. These values are set by the Department of Revenue. The settlement was a multi year settlement for significantly less than was originally contested. We were also able to settle most Real Estate cases for well below encumbered amounts. As a result, the Board of Assessors was able to release to Overlay Surplus in the amount of $130,000 in January 2012.
- Inspected over 3,000 properties in FY2012 for our DOR required inspection program. The City will have completed inspections of all 13,000 parcels by June 2012.
- Completion of several courses in the MAAO certification program, as well as continuing education by all assessors to maintain or achieve MAAO certification.
- Reviewed, updated and enhanced all of our condominium data in Patriot Property database, which is utilized by all real estate professionals and home owners.
- Worked with Harbormaster, Collector, and Finance Departments to implement a revised Mooring/Boat billing and abatement program that has proper checks and balances and monthly reconciliations of fees collected and abated, as well as proper documentation of those boats that have been bought and sold.
- Elimination of one City owned vehicle by implementing a reimbursement stipend for field assessors who use their own vehicle, saving the City money on insurance, maintenance, and fuel costs.

FY 2013 Goals & Objectives

- To have all assessors as certified Massachusetts Accredited Assessor's Organization (MAAO) designation. This accreditation requires significant training and education. The various courses of the MAAO accreditation program offer in-depth training to those individuals that strive to obtain the knowledge and background that is required to perform the duties of an Assessor in a professional and competent manner.
- 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.
- Upgrade the Patriot Property software with a GIS mapping enhancement that will create efficiencies and can be utilized by the City as well as the general public.
- The addition of this GIS component, along with assistance from the City's GIS Department, will help develop 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 expedite many municipal functions that previously involved time consuming research and human resources.
- Train the Assistant Assessing Director on valuing Personal Property, which requires an initial steep learning curve. This training involve working closely with our software provider, Patriot Property.

Outcomes and Performance Measurers	**Actual FY 2010**	**Actual FY 2011**	**Estimated FY 2012**	**Estimated FY 2013**
Real Estate Billing - Bills done quarterly	13,258	12,780	13,271	13,710
Personal Property Bills- Billing done quarterly	820	890	890	900
Auto Excise	33,000	32,707	33,000	33,000
Boat Excise	1,230	1,106	1150	1,100
Exemptions	580	479	450	450
Abatements	235	128	225	250
Personal Property inventory forms (required by law for abatements)	930	990	900	900
ABC Forms - Tax exempts (required by law to qualify for status)	70	71	73	75
Income & Expense Statements	1,950	1,405	1925	1,400

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Through education and in house seminars we always strive to improve communication and deliver exceptional services to the public. In order to keep improving upon this goal, all Assessors in the office are working toward having their MAAO designation, which indicates a certain level of knowledge and expertise in the Assessing field.. The additional education and completion of all required courses by all assessors has reduced the need for potential outside help in defending Appellate Tax Board cases.
- With our new GIS enhancement to our Patriot Property assessing software, we will be able to deliver enhanced services to the general public as well as throughout the different departments.

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Assessors-Personnel									
11411	5111	SALARIES-FULL TIME	240,062.69	249,985.00	231,735.00	227,144.46	254,150.00	250,499.00	250,499.00
11411	5150	FRINGE/STIPENDS	2,788.30	3,070.00	5,320.00	4,879.13	8,300.00	8,300.00	8,300.00
Total	**Assessors-Personnel**		**242,850.99**	**253,055.00**	**237,055.00**	**232,023.59**	**262,450.00**	**258,799.00**	**258,799.00**
Assessors-Expenses									
11412	5242	OFFICE EQUIPMENT REP	99.00	200.00	200.00	99.00	200.00	200.00	200.00
11412	5303	LEGAL/REGISTRY SERVICES	550.00	800.00	800.00	500.00	800.00	800.00	800.00
11412	5308	CONTRACTED SERVICES	13,141.94	18,000.00	58,000.00	57,943.13	19,500.00	19,500.00	19,500.00
11412	5381	PRINTING AND BINDING	647.50	1,500.00	1,500.00	1,020.50	1,500.00	1,500.00	1,500.00
11412	5421	OFFICE SUPPLIES (GEN	1,993.24	2,677.00	2,677.00	2,076.05	2,677.00	2,677.00	2,677.00
11412	5710	IN STATE TRAVEL/MEETINGS	1,449.90	2,500.00	2,500.00	1,958.20	2,500.00	2,500.00	2,500.00
11412	5781	AUTO ALLOWANCE	462.70	0.00	0.00	0.00	0.00	0.00	0.00
11412	5860	EQUIPMENT	0.00	500.00	500.00	0.00	500.00	500.00	500.00
Total	**Assessors-Expenses**		**18,344.28**	**26,177.00**	**66,177.00**	**63,596.88**	**27,677.00**	**27,677.00**	**27,677.00**
010	**141**	**Department Total**	**261,195.27**	**279,232.00**	**303,232.00**	**295,620.47**	**290,127.00**	**286,476.00**	**286,476.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
BATES	DONALD	010 ASSESSORS	11411-5111	BOARD MEMBER		3,000.00	B			4	750.00	750.00	3,000.00	750.00	3,000.00	3,000.00
BOND	JAMES	010 ASSESSORS	11411-5111	ASSESSOR	9/19/2011	41,818.97		1.0	1	100%	801.13	801.13	41,658.75	817.15	42,491.92	42,491.92
HANLON	KRISTIN	010 ASSESSORS	11411-5111	BOARD CLERK		1,500.00	B			4	375.00	-	Resigned	-	Resigned	Resigned
JACKSON	DEBORAH	010 ASSESSORS	11411-5111	DIR ASSESSING	9/22/09	76,090.24		1.0	1	100%	1,457.67	1,457.67	75,798.68	1,486.82	77,314.66	77,314.66
JAGOLTA	RICHARD	010 ASSESSORS	11411-5111	BOARD MEMBER		3,000.00	B			4	750.00	750.00	3,000.00	750.00	3,000.00	3,000.00
JOHNSON	DAMIAN	010 ASSESSORS	11411-5111	BOARD MEMBER		3,000.00	B			4	750.00	750.00	3,000.00	750.00	3,000.00	3,000.00
FORGIONI	CLAUDIA	010 ASSESSORS	11411-5111	BOARD CLERK	4/1/2012		B			4	375.00	375.00	1,500.00	375.00	1,500.00	1,500.00
TIERNEY	PAUL	010 ASSESSORS	11411-5111	ASST ASSESSOR		49,389.40		1.0	1	100%	946.16	946.16	49,200.16	965.08	50,184.17	50,184.17
						72,186.23		*1.8*			*Total AFSCME 1818*		*76,992.08*		*70,007.57*	*70,007.57*
						249,984.84		**4.8**	**Total Full Time - 5111**				**254,149.68**		**250,498.32**	**250,498.32**
		010 ASSESSORS	11411-5150	Certified Assessor Stipends		1,000.00				3	1,000.00	1,000.00	3,000.00	3,000.00	3,000.00	3,000.00
		010 ASSESSORS	11411-5150	AFSCME Stipend		2,070.00				2.0	1,150.00	1,150.00	2,300.00	1,150.00	2,300.00	2,300.00
		010 ASSESSORS	11411-5150	Mileage Reimbursement - Assessors						2.0	1,500.00	1,500.00	3,000.00	1,500.00	3,000.00	3,000.00
						3,070.00			**Total Fringe - 5150**				**8,300.00**		**8,300.00**	**8,300.00**
						253,054.84		**4.8**	**Department Total**				**262,449.68**		**258,798.32**	**258,798.32**

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	4.7	4.8	4.8	0.0

FY 2013 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2012 52.2	FTE	Rate FY 2012 0.0%	Rate FY 2013 0.0%	STEP INCREASES Date	STEP INCREASES Rate	# Wks Old	# Wks New		Dept Request FY 2013 52	Mayor FY 2013 52	Council FY 2013 52
FELIX	GLORIA	010 ASSESSORS	11411-5111	PRINCIPAL CLERK III	03221993	42,231.34	1.0	809.03	809.03					100%	42,069.53	42,069.53	42,069.53
HANLON	KRISTIN	010 ASSESSORS	11411-5111	SR CLERK TYPIST III	9/17/2007	29,954.89	0.0	717.31	717.31					80%	Resigned	Resigned	Resigned
MYETTE	DIANE	010 ASSESSORS	11411-5111	SR CLERK TYPIST I/II	8/1/2011		0.0	665.20	-	8/1/2012	-	4.2	47.8	80%	Terminated	Terminated	Terminated
FORGIONI	CLAUDIA	010 ASSESSORS	11411-5111	SR CLERK TYPIST I/II	4/1/12		0.8	665.20	665.20	4/1/2013	690.75	39.0	13.0	80%	34,922.55	27,938.04	27,938.04
						72,186.23	**1.8**								**76,992.08**	**70,007.57**	**70,007.57**

FY 2013 DETAILED BUDGET REPORT
EXPENSES

ASSESSORS - 010

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Council
11412	5242	**OFFICE EQUIPMENT REP**			
		Computer, Copier, Printers, Fax & Typrwriter routine care & maintenance	200	200	200
TOTAL			**200**	**200**	**200**
11412	5303	**LEGAL SERVICES**			
		Primarily used to pay for deeds and other legal papers needed to maintain the Department's legal file.	800	800	800
TOTAL			**800**	**800**	**800**
11412	5308	**CONTRACTED SERVICES**			
		Primarily used to fund services of professional appraisers or consultants necessary to support the Department's ATB cases and valuation functions.	18,000	18,000	18,000
		Annual GIS Enhancement contract addition	1,500	1,500	1,500
TOTAL			**19,500**	**19,500**	**19,500**
11412	5381	**PRINTING AND BINDING**			
		Used to pay for binding and printing of tax commitment books.	1,500	1,500	1,500
TOTAL			**1,500**	**1,500**	**1,500**
11412	5421	**OFFICE SUPPLIES (GENERAL)**			
		General office supplies as needed	2,677	2,677	2,677
TOTAL			**2,677**	**2,677**	**2,677**
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.	2,500	2,500	2,500
TOTAL			**2,500**	**2,500**	**2,500**
11412	5781	**AUTO ALLOWANCE**			
		Used to defray expenses associated with personal vehicle use for job related activities.	-	-	-
TOTAL			-	-	-
11412	5860	**EQUIPMENT**			
		Used to purchase mission related small equipment.	500	500	500
TOTAL			**500**	**500**	**500**
TOTAL PROPOSED			**27,677**	**27,677**	**27,677**

Collector

Mission Statement– Why We Exist

The Collector's Office serves as the portal for all revenues billed and received by the City of Salem. All bills for Real Estate & Personal Property Taxes, Motor Vehicle Excise Taxes, Personal Property Taxes, Boat Excise Tax, Water and Sewer Bills, Trash fees, City Ordinance tickets, and all other receivables committed by the Board of Assessors are the responsibility of the Collector. Parking tickets are also paid at the Collector's Office. Upon receipt of a written request and the applicable payment, the Collector's office will research and produce a Municipal Lien Certificate (MLC). The Collector's Office also processes Passport Applications and issues and tracks resident parking stickers and processes slip and mooring payments on behalf of the Harbormasters Office.

Significant Budget & Staffing Changes for FY 2013

There is no significant budget or staffing changes for FY 2013

Recent Accomplishments

- Collectors has worked closely with the Harbormasters Office to transfer the billing system for moorings and slips to Kelley and Ryan which has resulted in a more efficient means to track payments, stickers and renewals
- Both the Collector and Asst Collector are working with the parking implementation committee to implement the new parking ordinances

FY 2013 Goals & Objectives

- Maintain high collection rate
- Continue to enhance online payment system and continue to provide public education to increase usage of the system.
- Maintain quality service.
- Continue educating members of the Collector's Office

Outcomes and Performance Measurers	Actual FY 2010	Actual FY 2011	Estimated FY 2012	Estimated FY 2013
Passports Processed	401	333	250	250
Resident Parking Stickers/Visitor Passes	1,775	2,695	2,500	2,500
Email Correspondence	150	75	50	50
Municipal Lien Certificates Processed	1,308	1350	1,400	1,400
Bills Payments Processed In-House:				
Excise Tax	9,547	9,045	6,500	6,500
Parking Tickets	8,849	8,186	7,250	7,250
Boat Excise Tax	186	198	190	190
Real Estate	50,864	46,546	45,000	45,000
Personal Property	3,860	2,430	2,500	2,500
Water/Sewer & Trash	58,328	57,717	50,000	50,000
Mooring/Slips (Began collecting in March 2011)	NA	1049	1,250	1,250
Lockbox Payments				
Real Estate / Personal Property / Water & Sewer / Trash	39,358	26,158	30,000	30,000
(Lockbox began June 2006)				
Online Payments - UniBank				
Real Estate	2,408	2,505	2,500	2,500
Water/Sewer	4,606	5,037	4,500	4,500
Personal Property	119	119	125	125
Trash (Began billing in November 2006)	1,140	1,213	1,000	1,000
Excise Tax	5,406	5,522	4,500	4,500

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Keep collections current so the City has funds available to help maintain financial stability.

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Collector-Personnel									
11461	5111	SALARIES-FULL TIME	163,673.63	190,962.00	190,962.00	189,003.12	192,338.00	193,605.00	193,605.00
11461	5131	OVERTIME (GENERAL)	533.56	1,000.00	1,000.00	946.62	1,000.00	1,000.00	1,000.00
11461	5150	FRINGE/STIPENDS	6,741.66	7,450.00	7,450.00	7,449.95	7,450.00	7,450.00	7,450.00
Total	**Collector-Personnel**		**170,948.85**	**199,412.00**	**199,412.00**	**197,399.69**	**200,788.00**	**202,055.00**	**202,055.00**
Collector-Expenses									
11462	5242	OFFICE EQUIPMENT REP	0.00	500.00	500.00	95.00	500.00	500.00	500.00
11462	5317	EDUCATIONAL TRAINING	427.32	1,000.00	1,000.00	310.00	1,000.00	1,000.00	1,000.00
11462	5381	PRINTING AND BINDING	985.42	2,000.00	2,000.00	1,988.36	2,000.00	2,000.00	2,000.00
11462	5421	OFFICE SUPPLIES (GEN	3,033.61	3,000.00	3,000.00	2,806.92	3,000.00	3,000.00	3,000.00
Total	**Collector-Expenses**		**4,446.35**	**6,500.00**	**6,500.00**	**5,200.28**	**6,500.00**	**6,500.00**	**6,500.00**
040	**146**	**Department Total**	**175,395.20**	**205,912.00**	**205,912.00**	**202,599.97**	**207,288.00**	**208,555.00**	**208,555.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	FTE	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
CELI	BONNIE	040 COLLECTOR	11461-5111	CITY COLLECTOR	2/01/2004	58,207.67		1.0	1	100%	1,217.59	1,217.59	63,314.68	1,241.94	64,580.97	64,580.97
CELI	BONNIE	040 COLLECTOR	11461-5111	HEARING OFFICER		5,000.00										
						127,753.51		*3.0*			*Total AFSCME 1818*		*129,023.19*		*129,023.19*	*129,023.19*
						190,961.17		**4.0**	**Total Full Time - 5111**				**192,337.87**		**193,604.16**	**193,604.16**
		040 COLLECTOR	11461-5150	Certified Collector Stipends		1,000.00				1	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
		040 COLLECTOR	11461-5150	RES PARKING STICKER Stipend		3,000.00				12	250.00	250.00	3,000.00	250.00	3,000.00	3,000.00
		040 COLLECTOR	11461-5150	AFSCME Stipend		3,450.00				3.0	1,150.00	1,150.00	3,450.00	1,150.00	3,450.00	3,450.00
						7,450.00			**Total Fringe - 5150**				**7,450.00**		**7,450.00**	**7,450.00**
		040 COLLECTOR	11461-5131	OVERTIME		1,000.00							1,000.00		1,000.00	1,000.00
						199,411.17		**4.0**	**Department Total**				**200,787.87**		**202,054.16**	**202,054.16**

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.0	0.0

FY 2013 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2012 52.2	FTE	Rate FY 2012 0.0%	Rate FY 2013 0.0%	STEP INCREASES Date	Rate	# Wks Old	New		Dept Request FY 2013 52	Mayor FY 2013 52	Council FY 2013 52
HUTCHINSON	SARAH	040 COLLECTOR	11461-5111	ASSISTANT COLLECTOR	11/08/2004	45,433.84	1.0	904.21	904.21					100%	47,018.92	47,018.92	47,018.92
DAVIS	MAUREEN	040 COLLECTOR	11461-5111	PRINCIPAL CLERK	4/24/2007	42,231.64	1.0	809.04	809.04					100%	42,069.83	42,069.83	42,069.83
MORAN	KAREN	040 COLLECTOR	11461-5111	SR ACCOUNT CLERK	9/14/09	40,088.03	1.0	767.97	767.97					100%	39,934.44	39,934.44	39,934.44
						127,753.51	3.0								129,023.19	129,023.19	129,023.19

FY 2013 BUDGET DETAIL EXPENSES
EXPENSES

COLLECTOR - 040

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11462	5242	**Office Equipment and Repair**			
		Copier and fax routine care and maintenance	500	500	500
TOTAL		cleaning and annual drum replacement (not covered by service contract)	**500**	**500**	**500**
11462	5317	**Educational Training**			
		certification courses for collectors staff	1,000	1,000	1,000
TOTAL			**1,000**	**1,000**	**1,000**
11462	5381	**Printing and Binding**			
			2,000	2,000	2,000
		Inserts for real estate tax bills			
		print resident parking stickers			
TOTAL			**2,000**	**2,000**	**2,000**
11462	5421	**Office Supplies**			
		General office supplies as needed.	3,000	3,000	3,000
TOTAL			**3,000**	**3,000**	**3,000**
TOTAL PROPOSED			**6,500**	**6,500**	**6,500**

Information Technology Services (ITS)

Mission Statement-Why We Exist

The Information Technology Services (ITS) Department continuously strives for excellence by providing cost effective, innovative information management and technological solutions that support the business strategies and decision-making process 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.

Budget & Staffing Changes for FY 2013

Under the restructuring and streamlining of the Data Processing and GIS Department adopted for FY 2012, all functions performed by these two departments have been merged into a new department, the Information Technology Services Department. The FY 2013 budget reflects the continuation of this restructuring effort. Items that were on the Contracted Services line (Org-Obj 11552-5320) have been moved over to the Fixed Costs line (Org-Obj 11562-5243) in the amount of $8,476.00 As the demand on the GIS program is slowly increasing, there will be additional software maintenance costs in the amount of $1,500.00, as shown on the Fixed Costs line (Org-Obj 11562-5243)

Recent Accomplishments

- Performed migration of all physical servers in our department to a virtual environment. This allows us to better manage our servers and storage environment, and operate on a lower power-consumption budget
- Upgrade of the main firewall and several remote firewalls that are used to protect our network
- Upgraded security software on all servers and workstations
- Upgraded security on some of our wireless hotspots
- Prepared for and completed the upgrade from Munis release version 7.5 to version 9.2; work included installing new client versions city-wide, training all end-users, updating Crystal Reports, testing with all departments, and writing documentation.
- Performed various tasks, including creating and running custom reports in Munis
- Setup two extra Exchange servers to balance email load and provide better access for mobile devices
- Responded to all un-categorized WebQA/Citizen's Request emails
- Responded to all CodeRED / reverse-911 calls and email requests
- Provided website / Virtual Town Hall support

- Setup network infrastructure to support several different types of communication devices with email access, such as Android-based phones, iPhones, iPads and BlackBerrys
- Assisted the Parking Department with their evaluation and implementation of "smart" parking meters
- Continued to provide technical support and guidance for the City-wide AMR (Automatic Meter Read) program
- Assisted the Purchasing Agent with the evaluation of our phone system
- Installed and configured a GIS-tracking and accountability program for the Department of Public Services (DPS)
- Replaced older Windows 2000 and Windows XP computers with new Windows 7 computers
- Completed the re-drawing of City wards and precincts in GIS, based on the 2010 United States Census Bureau data; provided support to City Council and City Clerk's office, produced new maps to reflect changes in said wards and precincts
- Provided mapping support and data management for several City departments and their contractors, including Planning & Community Development, Engineering, Water & Sewer, the Mayor's Office, Public Health, Assessing, Public Services, School Department, Police, Fire, and Building
- Assisted with the successful implementation of the City's new reverse-911 program
- Updated assessor parcel maps for FY12 in-house, resulting in significant cost savings
- Supervised and mentored two interns from the Salem State University Geography department
- Updated all data acquired from MassGIS to reflect the most recently available data
- Obtained new (April 2012) high resolution oblique aerial photographs to be used with both Pictometry, Inc.'s EFS software, and ArcGIS software
- Continued to provide the City Assessor's Office and Planning & Community Development Office with training and support for Pictometry, Inc.'s Electronic Field Study (EFS) software
- Provided the Police Department and Planning & Community Development office with ArcView 9.3.1 licenses and technical support
- Worked with Applied Geographics to develop scope of work to upgrade the City's web-based GIS portal's functionality and performance.

FY 2013 Goals & Objectives

- Implement a help desk system to expedite requests of the department(s), create troubleshooting tickets and track progress
- Upgrade remainder of outdated firewalls at remote sites
- Update City's network use policy and require acceptance/adherence to said policy
- Create network storage guidelines and best practices
- Update Disaster Recovery Program and test it on a regular basis
- Evaluate current and future email needs, plan for upgrade
- Evaluate network security:
    - Wireless hotspots – Internet access
    - "Smart" Devices – Internet / Email access
    - Growing trend of employees bringing in their personal devices
- Evaluate virtualization of desktops, cloud computing and/or private hosting of the City's data and prepare migration plan
- Centralize all licenses for permitting allowing the city to use price leveraging

- Investigate City-wide document storage needs and methods
- Look into and pursue grant funding if available
- Add additional staff to take on current and additional work/projects
- Evaluate City's website needs
- Continue to replace older computers with new ones and/or upgrade existing computers with more memory
- Start to upgrade Windows XP computers to Windows 7 as Microsoft will be retiring the Windows XP operating system in April of 2014
- Continue to train staff and take advantage of professional training and education when available
- Implement Munis paper-less PAF system
- Re-organize GIS server data structure
- Implement ArcGIS Server software now that servers have been virtualized
- Continue to maintain and update, as necessary, all spatial data including parcels, easements, street centerlines and road conditions
- Continue to provide mapping support and GIS data management for departments City-wide
- Migrate GIS software from version 9.3.1 to version 10.1
- Standardize address data input between different software products used in various departments to enable creation of a master address file
- Determine the level of need for additional ArcView licenses and employees or interns under the GIS umbrella to further the City's GIS initiatives
- Setup database synchronization between the City's GIS and its various consultants
- Collect and update drainage, sewer and other data as necessary using GPS unit at higher accuracy with new equipment
- Work with and provide mentoring to Salem State University interns
- Develop custom web mapping applications for departmental use, utilizing ArcGIS Server 9.3.1/10.1

Outcomes and Performance Measurers

We have found that previous performance measures are inadequate for our newly re-organized department, and that the old measurers cannot accurately, or fully capture all of our duties and responsibilities. Therefore, our first objective for FY 2013 is to implement a help desk system, which will allow us to track all of our user requests and related response times. With this system in place, we will be able to analyze all requests, prioritize them, bring new focus to the department and increase responsiveness both internally and publicly. We expect next year's report to positively reflect these changes. In the meantime, please look to our recent accomplishments for indicators of our progress.

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The ITS Department remains committed to making the City of Salem a healthier place to live, work, and do business in. To that extent, we have implemented as many "green" initiatives as possible, and our recent migration from physical to virtual servers helps lower our energy footprint for the City. We will continue to seek out as many innovative approaches as possible to serve up data effectively, reliably, and safely, while reducing our impact on the environment.
- Continuing GIS and mapping support for City departments aids in the progress of various projects planned to sustain and increase the 'livability' of Salem for its residents, businesses, and visitors. Projects and studies that are currently receiving support include, but are not limited to, City bike path mapping, the bike path extension project, the re-development of the Dominion power plant site, the re-development of the "Blubber Hollow" area, and the Canal Street/Salem State University Flood Mitigation project.
- Our department continues its mission to serve all City departments, its users, and the City's constituents by looking at ways to unify our address and permitting data, and develop a functional master address database. This endeavor will aid in the de-duplication of City efforts, resulting in streamlining our flow of information. We are committed to not only maintain, but increase public access to as many constituent services as possible through our website.
- As the GIS infrastructure becomes more integrated into the City's business practices, we strive to support all new initiatives. Continued geospatial data maintenance and acquisition will allow the City's GIS to remain a robust and up-to-date information delivery and retrieval system.

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Data Proc IT/GIS/-Personnel									
11551	5111	SALARIES-FULL TIME	164,260.39	146,657.00	146,657.00	146,008.15	146,095.00	101,028.00	101,028.00
11551	5113	SALARIES-PART TIME	500.00	13,000.00	13,000.00	11,775.00	13,000.00	13,000.00	13,000.00
Total	**Data Proc IT/GIS/-Personnel**		**164,760.39**	**159,657.00**	**159,657.00**	**157,783.15**	**159,095.00**	**114,028.00**	**114,028.00**
Data Proc IT/GIS-Expenses									
11552	5317	EDUCATIONAL TRAINING	4,825.00	6,100.00	6,100.00	4,739.26	6,100.00	6,100.00	6,100.00
11552	5320	CONTRACTED SERVICES	0.00	8,476.00	8,476.00	8,476.00	0.00	0.00	0.00
11552	5421	OFFICE SUPPLIES (GEN	635.72	2,874.00	2,874.00	1,521.96	2,874.00	2,874.00	2,874.00
11552	5520	SOFTWARE SUPPORT/ENHANCEMEI	2,500.00	5,500.00	5,500.00	4,086.73	5,500.00	5,500.00	5,500.00
11552	5582	DATA PROCESSING SUPP	4,734.67	6,800.00	6,800.00	3,052.05	6,800.00	5,500.00	5,500.00
11552	5710	IN STATE TRAVEL/MEETINGS	0.00	1,475.00	1,475.00	56.78	1,475.00	1,475.00	1,475.00
Total	**Data Proc IT/GIS-Expenses**		**12,695.39**	**31,225.00**	**31,225.00**	**21,932.78**	**22,749.00**	**21,449.00**	**21,449.00**
070	**155**	**Department Total**	**177,455.78**	**190,882.00**	**190,882.00**	**179,715.93**	**181,844.00**	**135,477.00**	**135,477.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	FTE	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
CLAY	NINA	070 Information Tech-GIS	11551-5111	COMPUTER ANALYST	09201993	55,936.80		1.0	1	100%	1,071.59	1,071.59	55,722.49	1,093.02	56,836.93	56,836.93
LeBlanc	Sherrie	070 Information Tech-GIS	11551-5111	Computer Op/Payroll Coordinator	2/1/2010	47,228.75		0.0	1	100%	904.77	904.77	47,047.79		To Treasurer	
DUIJVESTEIJN	OLLE	070 Information Tech-GIS	11551-5111	IT-GIS Director	10/12/2010	37,923.82		0.6		60%	1,210.85	1,210.85	37,778.52	1,235.07	38,534.09	38,534.09
GROCKI	KEVIN	070 Information Tech-GIS	11551-5111	Addl MIS Pay				0.1	4 Hours per week			106.64	5,545.28	108.77	5,656.19	5,656.19
Note - Payroll coordinator moved from MIS to Treasuerers budget in FY 2013																
						146,656.03		1.7	Total Full Time - 5111				146,094.08	2,436.86	101,027.21	101,027.21
RUST	JOANNE	070 Information Tech-GIS	11551-5111			13,000.00	P				-	-	13,000.00	-	13,000.00	13,000.00
						13,000.00			Total Part Time - 5113				13,000.00		13,000.00	13,000.00
						159,656.03		1.7	Department Total				159,094.08		114,027.21	114,027.21

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	2.7	2.7	1.7	-1.0

									Total
DUIJVESTEIJN	OLLE	Information Tech-GIS	11551-5111	IT-GIS Director	0.60	60%	1,235.07	38,534.09	
		SEWER	600131-5111		0.20	20%	1,235.07	12,844.70	
		WATER	610131-5111		0.20	20%	1,235.07	12,844.70	64,223.48

FY 2013 DETAILED BUDGET REPORT
EXPENSES

DATA PROC/MIS/GIS/IT - 070

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11552	5317	**Educational Training**			
		Munis Training as needed 4 days at $1,275	5,100	5,100	5,100
		ESRI Introduction to ArcGIS Server	1,000	1,000	1,000
TOTAL			**6,100**	**6,100**	**6,100**
11552	5320	**Contracted Services**			
RECURRING FIXED COSTS		**FIXED Costs**: Contractual Agreements for GIS services	-	-	-
		MOVED TO 11562-5243	-	-	-
TOTAL			-	-	-
11552	5421	**Office Supplies (General)**			
		General office supplies as needed	2,874	2,874	2,874
TOTAL			**2,874**	**2,874**	**2,874**
11552	5520	**Software Support/Enhancements**			
		DELL/ASAP State Contract Misc network software and licensing fees	2,500	2,500	2,500
		ArcGIS 3D Analyst Extension	2,500	2,500	2,500
		Pictometry International Imagery Update for 2012	500	500	500
TOTAL			**5,500**	**5,500**	**5,500**
11552	5582	**IT/GIS Supplies**			
		General IT/GIS Supplies as needed	6,800	5,500	5,500
TOTAL			**6,800**	**5,500**	**5,500**
11552	5710	**In State Travel, meetings**			
		IT/GIS Meetings & Conferences; Registration, Travel & Gas	1,475	1,475	1,475
TOTAL			**1,475**	**1,475**	**1,475**
TOTAL PROPOSED			22,749	21,449	21,449

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
IT/GIS-Fixed Costs									
11562	5243	IT/GIS MAINTENANCE	302,939.79	310,160.00	310,160.00	294,136.14	320,136.00	320,136.00	320,136.00
11562	5341	PHONE/DSL/COMMUNICATIONS	11,076.36	11,980.00	11,980.00	9,116.63	11,980.00	11,980.00	11,980.00
Total	**IT/GIS-Fixed Costs**		**314,016.15**	**322,140.00**	**322,140.00**	**303,252.77**	**332,116.00**	**332,116.00**	**332,116.00**
070	**156**	**Department Total**	**314,016.15**	**322,140.00**	**322,140.00**	**303,252.77**	**332,116.00**	**332,116.00**	**332,116.00**

FY 2013 DETAILED BUDGET REPORT
EXPENSES

DATA PROC/MIS/GIS/IT - 070 - FIXED COSTS

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11562	5243	IT/GIS MAINTENANCE			
RECURRING		Tyler Tech. Munis ASP Annual Fee includes OSDBA and Disaster Recovery Support	190,844	190,844	190,844
		RetroFit 9 Servers, 68 Printer and 195 PC maintenance $ 8,247 x 4 quarters	32,726	32,726	32,726
		RetroFit Time + Material for Printer Kits (printer kit = $350.00 x 15 kits)	5,250	5,250	5,250
		Backup and Disaster Recovery Services for 9 MS Windows Servers with on-site	19,992	19,992	19,992
		virtualization and Server image/data stored nightly at both East and West Coast data centers			
		Essex Craftsman A/C cleaning for 2 units	500	500	500
		Formax Sealer Maintenance	1,436	1,436	1,436
		GoDaddy.com to keep salemferry.com + salemfilmoffice + salem.com + ci.salem.ma.us	48	48	48
		Building Inspectors and Health Dept GEOTMS Annual Maint	4,943	4,943	4,943
		GeoTms update Assessors to Patriot files recurring maintenance support	1,500	1,500	1,500
		Iron Mountain Escrow Service for Munis Source Code	275	275	275
		Firewall Maintenance / Anti-Virus for 9 Servers	8,481	8,481	8,481
		includes Email Security Device and 8 remote site firewalls			
		Network IT Management Consulting	24,000	24,000	24,000
		" for Network/Servers/Switches/Firewall/PC configuration and troubleshooting	-	-	-
		Network Project Consulting	5,000	5,000	5,000
		Virtual Town Hall Annual application services and hosting for 22 users	7,000	7,000	7,000
		Texthelp for salem.com browsealoud	1,680	1,680	1,680
		Citizens Requests support, hosting at $250.00 per month	3,000	3,000	3,000
		Alloy Software Help Desk and Inventory	960	960	960
		Applied Geographics, Inc. Annual Web Hosting fee	3,000	3,000	3,000
		ESRI ArcGIS Server license Annual Maintenance	2,500	2,500	2,500
		ESRI ArcGIS Desktop ArcInfo concurrent license Annual Maintenance	3,000	3,000	3,000
		ESRI ArcGIS Desktop Extensions license Annual Maintenance	1,500	1,500	1,500
		new item based on GIS program expansion			
		ESRI ArcPad license Annual Maintenance	276	276	276
NON-RECURRING			-	-	-
		Tyler Technologies Munis Utility Billing CIS Migration Costs	2,225	2,225	2,225
			320,136	**320,136**	**320,136**
11562	5341	PHONE\DSL\COMMUNICATIONS			
		Comcast for 93/120 Washington @ 231.90 per month	2,783	2,783	2,783
		COA/Library/Electrical/Cemetery/DPW Comcast 5 sites @ $81.90 mo = $409.50 per month	4,914	4,914	4,914
		Electric Dept Comcast to control cameras and lights $74.90 mo	899	899	899
		Electric Dept AT&T Wireless for Traffic Controller at Essex/Federal/Bridge Street	720	720	720
		Digital Transport Adaptors for 93 Washington Street 6.45 X 12	77	77	77
		Parking Dept DSL to Salem network at $90.90 mo x 12 = $1,090.80	1,091	1,091	1,091
		Parking Dept DSL to Automated Meters Dryloop $90.90 mo x 12 months = $1090.80	1,091	1,091	1,091
		Misc Charges for Comcast/Verizon/AT&T not covered	405	405	405
TOTAL			**11,980**	**11,980**	**11,980**
TOTAL PROPOSED FIXED COSTS			**332,116**	**332,116**	**332,116**

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Data Processing-GIS-Personnel									
11571	5111	SALARIES-FULL TIME	28,572.47	0.00	0.00	0.00	0.00	0.00	0.00
Total	**Data Processing-GIS-Personnel**		**28,572.47**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Data Processing-GIS-Expenses									
11572	5317	EDUCATIONAL TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11572	5320	CONTRACTED SERVICES	8,262.67	0.00	0.00	0.00	0.00	0.00	0.00
11572	5421	OFFICE SUPPLIES (GEN	1,535.89	0.00	0.00	0.00	0.00	0.00	0.00
11572	5520	SOFTWARE SUPPORT/ENHANCEMEI	2,225.00	0.00	0.00	0.00	0.00	0.00	0.00
11572	5582	DATA PROCESSING SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11572	5710	IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	**Data Processing-GIS-Expenses**		**12,023.56**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
070	**157**	**Department Total**	**40,596.03**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Finance

Mission Statement-Why We Exist

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 Budget & Staffing Changes for FY 2013

There are no significant changes in the staffing of the City's Finance Department.

Recent Accomplishments

- Received the GFOA Distinguished Budget Presentation Award for the FY 2012 budget (fourth consecutive year).
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting FY 2011 budget (sixth consecutive year).
- Assisted in the upgrading of the City's municipal financial software system, from MUNIS v7.5 to MUNIS v9.2.
- Served as chief negotiator on behalf of the City for purposes of implementing the health care reform act that was voted by the City Council, saving the City over $1.5 million dollars for FY2013, while providing quality health care to all employees and retirees at a better price through the State's Group Insurance Commission (GIC).
- Consolidated the City's Data Processing and GIS departments into one department and budget, saving the City over $37,000 per year in FY2012.
- Assisted the School Business Office in the creation of an in-district Charter School, including creation of a new chart of accounts.
- Active participation on the School Building Committee, serving as a member of both the Committee and attending all Executive Committee meetings with the Mayor and Superintendent with the focus on maximizing our 78.26% expense reimbursement from the Massachusetts School Building Authority (MSBA).
- Active participation on the City's Parking Plan Implementation Committee, putting forth the recommendations of the Nelson/Nyberg report
- Participated in the third annual Mayor/Council retreat to help keep open communication with Council on budget strategies.
- Increased the City's stabilization fund to $3.4 million dollars through sound fiscal policy on use of free cash.
- Created a stabilization account for "OPEB liability" through the City Council, as well as funded $375,000 in the newly created account.
- Assisted new Superintendent and new School Business Manager in the development of the FY2013 budget.
- Helped the School Department in hiring a grants administration, who oversees approximately $7 million in grants for the school.
- Completed new policy and procedure manual for the collection of Harbormaster's mooring fees which will strengthen internal controls and to provide better reporting through the use of the Deputy Collector's software system.

FY 2013 Goals & Objectives

- Continue with payroll audit at the School department and to implement Time and Attendance module in the School Business Office.
- Completion of a citywide fraud risk assessment to ensure that the City's cash and assets are safeguarded.
- Continue to improve the GFOA budget as per recommendations by review committee.
- Work with HR, Solicitor and Mayor's office to negotiate new contracts for police, fire, and AFSCME unions.
- Completion of the implementation of the Parking Plan, which will add new technologies to the parking operation, as well as the implementation of new monthly parking passes and other modification to the existing way we do business.
- Implement new citywide permitting software that will connect all departments to one system, which will create efficiencies, give better data to end users, and professionalize the way the City conducts its permitting business.

- Review all departmental revenues with each department and make recommendations to the Mayor for potential revenue enhancements.
- Review all departmental expenditures with each department and make recommendations to the Mayor for potential cost savings.
- Work with city departments to write policies and procedures for administrative and financial functions per management letter.
- Work to more clearly define the methodologies for charging indirect costs to enterprise funds per management letter.

- Work with Human Resource department and Information Technology Department to implement "Total Compensation Reports" through the MUNIS software system..
- Address Winter Island and Golf Course issues per the recommendation of the auditors in the management letter.
- Continue to encourage training and continuing education for both the Finance office as well as those departments that report to the Finance Director.

Outcomes and Performance Measurers	**Actual FY 2010**	**Actual FY 2011**	**Estimated FY 2012**	**Estimated FY 2013**
# Accounts Payable Invoices Processed Annually	31,830	30,889	31,000	32,000
Reports To DOR by Deadline				
Schedule A - Due 10/31	100%	100%	100%	100%
Snow & Ice - Due 9/15	100%	100%	100%	100%
Schedule of Indebtedness - Due 9/30	100%	100%	100%	100%
Reports to Council Within 15 Days of closing				
Administration & Finance Committee Reports	100%	100%	100%	100%
City Council Monthly Reports	100%	100%	100%	100%
Financial Policies				

20% of Free Cash certified to Stabilization Fund*	252,240	150,122	649,875	200,000
20% of Free Cash certified to Capital Improvement Project Fund*	252,240	150,122	649,875	200,000
**Note - FY 2012 amounts are actual amounts transferred*				
10% of Free Cash certified to OPEB Liability Fund		50,000	324,924	100,000
Retirement Stabilization Fund	325,000	850,000	400,000	850,000

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Finance Department will continue to work with the Mayor and Human Resource Director to implement health care reform that will help the City manage it's fixed costs budget, while providing top shelf health plans to its employees and retirees.
- The Finance Department will work with the Mayor to implement sound fiscal policies and procedures, including adherence to the City's funding of the Stabilization, OPEB Liability and Capital Improvement Fund to ensure long term sustainability.
- The Finance Department will work with departments to conceptualize ways to regionalize services with other communities as it has with the Town of Swampscott with the purchasing department and inspectional services department, with the goal to create synergies and improve delivery of services to all.
- The Finance Department will work closely with the School department on all financial matters to ensure all requirements are met in a responsible manner.
- The Finance Department will work with all departments in developing and implementing Capital Improvement Programs that will not only maintain and upgrade City buildings, infrastructure, and vehicle fleet, but also maximize the use of grant dollars and other cost offsetting opportunities to ensure all City's assets are maintained and preserved.

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Finance-Personnel									
11351	5111	SALARIES-FULL TIME	232,586.08	240,549.00	240,549.00	240,441.74	246,543.00	250,633.00	250,633.00
11351	5131	OVERTIME (GENERAL)	138.69	200.00	200.00	190.70	200.00	200.00	200.00
11351	5150	FRINGE/STIPENDS	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00
Total	**Finance-Personnel**		**233,874.77**	**241,899.00**	**241,899.00**	**241,782.44**	**247,893.00**	**251,983.00**	**251,983.00**
Finance-Expenses									
11352	5320	CONTRACTED SERVICES	11,081.37	30,000.00	29,500.00	23,945.00	30,000.00	30,000.00	30,000.00
11352	5381	PRINTING AND BINDING	145.00	200.00	200.00	200.00	200.00	200.00	200.00
11352	5421	OFFICE SUPPLIES (GEN	2,598.67	3,000.00	3,500.00	2,599.35	3,500.00	3,500.00	3,500.00
11352	5423	BUDGET PREPARATION	1,069.74	2,400.00	2,900.00	2,557.42	2,400.00	2,400.00	2,400.00
11352	5710	IN STATE TRAVEL/MEETINGS	1,853.04	4,000.00	3,500.00	2,958.38	3,500.00	3,500.00	3,500.00
11352	5730	DUES AND SUB	1,038.00	1,100.00	1,100.00	883.00	1,100.00	1,100.00	1,100.00
11352	5780	OTHER Expenses	169.78	0.00	0.00	0.00	0.00	0.00	0.00
Total	**Finance-Expenses**		**17,955.60**	**40,700.00**	**40,700.00**	**33,143.15**	**40,700.00**	**40,700.00**	**40,700.00**
090	**135**	**Department Total**	**251,830.37**	**282,599.00**	**282,599.00**	**274,925.59**	**288,593.00**	**292,683.00**	**292,683.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
BRIDGMAN	NINA	090 FINANCE/AUDITING	11351-5111	ASSISTANT FINANCE DIR	07061982	66,950.00		1.0	1	100%	1,282.57	1,282.57	66,693.49	1,308.22	68,027.36	68,027.36
FULL	DIANNE	090 FINANCE/AUDITING	11351-5111	OFFICE MANAGER	11/1/2004	43,699.92		1.0	1	100%	930.18	930.18	48,369.43	948.78	49,336.82	49,336.82
VISCAY	RICHARD	090 FINANCE/AUDITING	11351-5111	FINANCE DIR/AUDITOR	3/6/06	89,754.12		1.0	1	100%	1,719.43	1,719.43	89,410.23	1,753.82	91,198.44	91,198.44
						(2,087.00)										
						42,231.41		*1.0*			*Total AFSCME 1818*		*42,069.61*		*42,069.61*	*42,069.61*
						240,548.46		**4.0**	**Total Full Time - 5111**				**246,542.76**		**250,632.23**	**250,632.23**
		090 FINANCE/AUDITING	11351-5131	Overtime		200.00							200.00		200.00	200.00
		090 FINANCE/AUDITING	11351-5150	AFSCME Stipend		1,150.00				1.0	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00
						241,898.46		**4.0**	**Department Total**				**247,892.76**		**251,982.23**	**251,982.23**

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	3.9	3.9	4.0	0.1

FY 2013 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2012 52.2	FTE	Rate FY 2012 0.0%	Rate FY 2013 0.0%	STEP INCREASES Date	Rate	# Wks Old	New		Dept Request FY 2013 52	Mayor FY 2013 52	Council FY 2013 52
GIUNTA	JUDITH	090 FINANCE/AUDITING	11351-5111	PRINC ACCT CLERK	06171996	42,231.41	1.0	809.03	809.03					100%	42,069.61	42,069.61	42,069.61
						42,231.41	**1.0**								**42,069.61**	**42,069.61**	**42,069.61**

FY 2013 DETAILED BUDGET REPORT
EXPENSES

Finance Department - 090

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11352	5320	**Contracted Services**			
		Funds to be used for operational audits of department to ensure compliance with Fed, State, and Local requlations and sound business practices.	10,000	10,000	10,000
		Fund actuarial report for GASB 45 - OPEB BI-Annual report. Fraud Risk Audits per management letter	20,000	20,000	20,000
TOTAL			**30,000**	**30,000**	**30,000**
11352	5381	**Printing & Binding**			
		Letter Head, Envelopes, Writing Pads	200	200	200
			-	-	-
TOTAL			**200**	**200**	**200**
11352	5421	**Office Supplies**			
		Misc office supplies as needed.	3,500	3,500	3,500
TOTAL			**3,500**	**3,500**	**3,500**
11352	5423	**Budget Preparation**			
		Binders For Budget	340	340	340
		Dividers/Cover Papers/File Folders/Labels/Pocket Folders	300	300	300
		Toner Cartridges - Printer/Copier 3 @ 304. 00	912	912	912
		Misc Supplies	848	848	848
TOTAL			**2,400**	**2,400**	**2,400**
11352	5710	**Instate Travel/ Meeting**			
		Seminars and Training as needed - MUNIS, GFOA online classes, NEGFOA, MMA, etc. Accounting School ~ Finance Director and Asst Finance Director	3,000	3,000	3,000
		Mileage, tolls, etc.	500	500	500
TOTAL			**3,500**	**3,500**	**3,500**
11352	5730	**Dues and Subscriptions**			
		Eastern Massachusetts Municipal of Auditors/Accountants	60	60	60
		Publications - Financial, GASB, GAO, MMA, MGFOA, etc.	500	500	500
		MMAAA membership	260	260	260
		GFOA Membership	280	280	280
TOTAL			**1,100**	**1,100**	**1,100**
TOTAL PROPOSED			**40,700**	**40,700**	**40,700**

Parking

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2013

Increase in electrical line item due to rate increases, extended hours of operation in the garages and addition of lighting fixtures. Increase in maintenance line item due to the need to purchase spare parts for the new credit card meters. Increase part time salary to accommodate and implement the new parking plan to include two new part-time meter control officers and one new part-time assistant meter collector.

Recent Accomplishments

- Hand held ticketing devices upgraded to take pictures.
- Expanded hours of operation resulting in additional security and revenue.
- Updated paid by space at the Bridge and Church Street lots.
- Malfunctioning meters repaired within 24 hours.
- Initiated garage structure survey.
- Maintained preventative maintenance schedule.
- Expanded security in both garages
- monitor security cameras in both garages
- Painted stairwells and exterior metal trim at S H garage.
- Steamed cleaned and painted all Museum Place garage stairwells.
- Replaced banners at the Museum Place garage.

FY 2013 Goals & Objectives

- Initiate new meter control coin pick up
- New equipment to automate garages.
- Water proof M P garage and steam clean
- Increase revenue / increase collection with poor economy and budget restraints.

- Implement new down town parking program and monitor
- Improve technology at both garages. Obtain a grant to install and accommodate electric vehicle charging stations

Outcomes and Performance Measurers	**Actual FY 2010**	**Actual FY 2011**	**Estimated FY 2012**	**Estimated FY 2013**
Parking Fines collected	$ 1,043,483	$ 957,070	$ 1,000,000	$ 900,000
Parking Garage revenue	$ 1,108,654	$ 1,341, 606	$ 1,300,000	$ 1,200,000
Parking Lot / Meter revenue	$ 929,581	$ 991,870	$ 1,200,000	$1,100,000
Parking citations issued	43,119	40,974	41,000	25,000
Parking citation dollar value	$ 683,388	$ 658,400	$ 750,000	$ 630,000

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Parking Department Strives to provide safe and cost effective parking to support down town business, visitors, cultural events and residents.
- Our goal is to generate revenue to cover expenses and return revenue to the general fund to assist in stabilizing the tax rate.
- Review parking fees and fines
- Update garage technologies (CIP)
- Water proof Museum Place garage (CIP)

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Parking Department-Personnel									
14811	5111	SALARIES-FULL TIME	389,557.28	392,431.00	392,431.00	391,516.81	391,501.00	394,686.00	394,686.00
14811	5113	SALARIES-PART TIME	108,072.86	144,292.00	134,292.00	130,050.30	173,816.00	173,816.00	173,816.00
14811	5131	OVERTIME (GENERAL)	4,623.65	1,500.00	1,500.00	697.34	1,500.00	1,500.00	1,500.00
14811	5150	FRINGE/STIPENDS	8,050.00	8,050.00	8,050.00	8,050.00	8,050.00	8,050.00	8,050.00
Total	**Parking Department-Personnel**		**510,303.79**	**546,273.00**	**536,273.00**	**530,314.45**	**574,867.00**	**578,052.00**	**578,052.00**
Parking Department-Expenses									
14812	5211	ELECTRICITY	79,000.00	84,000.00	84,000.00	83,996.99	86,000.00	86,000.00	86,000.00
14812	5255	BUILDING/EQUIP MAINT	33,495.07	47,000.00	57,000.00	48,918.82	50,000.00	50,000.00	50,000.00
14812	5341	TELEPHONE	5,699.96	7,600.00	7,600.00	6,784.28	7,600.00	15,000.00	15,000.00
14812	5381	PRINTING AND BINDING	6,999.66	6,000.00	6,000.00	5,999.79	6,000.00	6,000.00	6,000.00
14812	5421	OFFICE SUPPLIES (GEN	2,440.65	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
14812	5521	PARKING TICKETS	1,000.00	500.00	500.00	0.00	500.00	500.00	500.00
14812	5710	IN STATE TRAVEL/MEETINGS	2,000.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
14812	5860	EQUIPMENT	2,500.00	12,500.00	12,500.00	8,320.97	12,500.00	3,500.00	3,500.00
Total	**Parking Department-Expenses**		**133,135.34**	**161,100.00**	**171,100.00**	**156,520.85**	**166,100.00**	**164,500.00**	**164,500.00**
180	**481**	**Department Total**	**643,439.13**	**707,373.00**	**707,373.00**	**686,835.30**	**740,967.00**	**742,552.00**	**742,552.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	FTE	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
HACKER	JAMES	180 PARKING DEPT	14811-5111	PARKING DIRECTOR	05012001	58,878.99		1.0	1	100%	1,127.95	1,127.95	58,653.40	1,150.51	59,826.47	59,826.47
SULLAWAY	ALAN	180 PARKING DEPT	14811-5111	ASST PARKING DIRECTOR	09/04/03	37,854.56		1.0	1	100%	725.18	725.18	37,709.53	739.69	38,463.72	38,463.72
GUY	JANE	180 PARKING DEPT	14811-5111	BOARD CLERK	07061987	840.00	B			12	-	-	840.00	-	840.00	840.00
O'KEEFE	ROBERT	180 PARKING DEPT	14811-5111	SHIFT SUPERVISOR	9/20/10	31,949.29		1.0	1	100%	612.06	612.06	31,826.88	624.30	32,463.42	32,463.42
PZENEY	DAVID	180 PARKING DEPT	14811-5111	SHIFT SUPERVISOR	6/2011	31,949.29		1.0	1	100%	596.80	596.80	31,033.60	608.74	31,654.27	31,654.27
						(1,369.00)										
						232,327.67		*7.0*			*Total AFSCME 1818*		*231,437.52*		*231,437.52*	*231,437.52*
						392,430.80		**11.0**	**Total Full Time - 5111**				**391,500.93**		**394,685.40**	**394,685.40**
		180 PARKING DEPT	14811-5113	SECURITY		10,116.36	P		1	19	10.20	10.20	10,077.60	10.20	10,077.60	10,077.60
		180 PARKING DEPT	14811-5113	CASHIER/MAINTENANCE		10,116.36	P		11	19	10.20	10.20	110,853.60	10.20	110,853.60	110,853.60
		180 PARKING DEPT	14811-5113	SEASONAL WORKER		10,116.36	P		2	19	10.00	10.00	19,760.00	10.20	19,760.00	19,760.00
		180 PARKING DEPT	14811-5113	METER CONTROL			P		2	15	13.00	13.00	20,280.00	13.00	20,280.00	20,280.00
		180 PARKING DEPT	14811-5113	ASSISTANT METER COLLECTOR			P		1	19	13.00	13.00	12,844.00	13.00	12,844.00	12,844.00
						144,291.24			**Total Part Time - 5113**				**173,815.20**	**56.60**	**173,815.20**	**173,815.20**
		180 PARKING DEPT	14811-5131	OVERTIME		1,500.00							1,500.00		1,500.00	1,500.00
		180 PARKING DEPT	14811-5150	FRINGE		8,050.00				7.0	1,150.00	1,150.00	8,050.00	1,150.00	8,050.00	8,050.00
						546,272.04		**11.0**	**Department Total**				**574,866.13**		**578,050.60**	**578,050.60**

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	11.0	11.0	11.0	0.0

FY 2013 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2012 52.2	FTE	Rate FY 2012 0.0%	Rate FY 2013 0.0%	STEP INCREASES Date	Rate	# Wks Old	New		Dept Request FY 2013 52	Mayor FY 2013 52	Council FY 2013 52
BATES	MARK	180 PARKING DEPT	14811-5111	METER REPAIR PERSON	2/14/2000	40,907.54	1.0	783.67	783.67					100%	40,750.81	40,750.81	40,750.81
GRENADER	BELA	180 PARKING DEPT	14811-5111	CASHIER STEP	01021992	25,091.03	1.0	480.67	480.67					100%	24,994.90	24,994.90	24,994.90
KIRNOS	MICHAEL	180 PARKING DEPT	14811-5111	CASHIER STEP	12301991	25,090.92	1.0	480.67	480.67					100%	24,994.78	24,994.78	24,994.78
KIRNOS	Shift Differential			Base Rate X 8%		2,007.27		38.45	38.45					100%	1,999.58	1,999.58	1,999.58
MERRIL	GLORIA	180 PARKING DEPT	14811-5111	METER CONTROL	7/14/04	38,668.30	1.0	740.77	740.77					100%	38,520.14	38,520.14	38,520.14
RAMSDELL	DAWNE	180 PARKING DEPT	14811-5111	METER CONTROL	08311998	38,668.53	1.0	740.78	740.78					100%	38,520.37	38,520.37	38,520.37
STWEART	JOYCE	180 PARKING DEPT	14811-5111	CASHIER STEP	01021992	25,091.03	1.0	480.67	480.67					100%	24,994.90	24,994.90	24,994.90
WONG	MICHAEL	180 PARKING DEPT	14811-5111	GARAGE MAINT	7/19/2007	36,803.05	1.0	705.04	705.04					100%	36,662.04	36,662.04	36,662.04
						232,327.67	7.0								231,437.52	231,437.52	231,437.52

FY 2013 DETAILED BUDGET REPORT
EXPENSES

Parking Department - 180

ORG	OBJECT	DESCRIPTION	Dept Request	Approved By Mayor	Approved by Council
14812	5211	**ELECTRICITY**			
		Museum Place	48,500	48,500	48,500
		South Harbor	24,250	24,250	24,250
		Church St	3,600	3,600	3,600
		Sewall St.	2,550	2,550	2,550
		Delandes	3,550	3,550	3,550
		Charter & Crombie Lot	3,550	3,550	3,550
TOTAL			**86,000**	**86,000**	**86,000**
14812	5255	**BUILDING/EQUIP MAINT**			
		Roto Rooter	2,225	2,225	2,225
		Amano/McGann Misc. Repairs / Updates (Older equipment)	3,500	3,500	3,500
		Misc. Meter Supplies	1,164	1,164	1,164
		Lighting Meterial	1,000	1,000	1,000
		Elevator monitering contract	1,500	1,500	1,500
		Meter Batteries	3,400	3,400	3,400
		Elevator Contract	10,011	10,011	10,011
		Elevator repairs (Older equipment)	2,000	2,000	2,000
		Daily Maint/repairs	1,500	1,500	1,500
		Paint - Traffic strip - white, yellow, blue	1,525	1,525	1,525
		maintenance and supplies	3,000	3,000	3,000
		General custodial supplies	2,615	2,615	2,615
		driveway sealer	60	60	60
		vehicle maint	2,000	2,000	2,000
		meter/pole repairs	1,500	1,500	1,500
		power washing & garage repairs	13,000	13,000	13,000
TOTAL			**50,000**	**50,000**	**50,000**
14812	5341	**TELEPHONE**			
		At&T$200.00 Monthly	2,400	2,400	2,400
		Verizon	1,600	1,600	1,600
		Telephone repairs (Responsible for dept. phone repairs)	500	500	500
		2 Modems	1,200	1,200	1,200
		credit cards	1,900	1,900	1,900
		Monthly Verizion Meter Fees for Single Space Meters		7,400	7,400
TOTAL			**7,600**	**15,000**	**15,000**
14812	5381	**PRINTING AND BINDING**			
		Garage/Lot Tickets:	2,000	2,000	2,000
		Discount Parking Stamps:			
		10,000 12 hour parking stamps	2,274	2,274	2,274
		5,000 1 hour parking stamps	1,726	1,726	1,726
TOTAL			**6,000**	**6,000**	**6,000**
14812	5421	**OFFICE SUPPLIES**			
		General Office Supplies	2,500	2,500	2,500
TOTAL			**2,500**	**2,500**	**2,500**

FY 2013 DETAILED BUDGET REPORT
EXPENSES

Parking Department - 180

ORG	OBJECT	DESCRIPTION	Dept Request	Approved By Mayor	Approved by Council
14812	5521	**PARKING TICKETS**			
		Parking Tickets for Police department	500	500	500
TOTAL			**500**	**500**	**500**
14812	5710	**In State Travel/Meeting**			
		Training and meetings	1,000	1,000	1,000
TOTAL			**1,000**	**1,000**	**1,000**
14812	5860	**Equipment**			
		Misc office equipment replacement as needed	2,500	3,500	3,500
		Shelters for Kiosks	10,000		
TOTAL			**12,500**	**3,500**	**3,500**
Total proposed			**166,100**	**164,500**	**164,500**

Purchasing

Mission Statement – Why We Exist

To assist all departments of the City of Salem in the procurement of equipment, supplies, and services at the lowest cost, consistent with the quality and service rendered, while following the rules and regulations of the Commonwealth of Massachusetts, City of Salem municipal ordinances and sound business practices.

Significant Budget & Staffing Changes for FY 2013

In FY 2013 a part-time intern position as been added to help staff during the summer months.

Recent Accomplishments

- Purchasing continues to provide a steady flow of Goods and Services to the various city departments to meet their needs
- Continued update of Master City Contract list for both City of Salem and Town of Swampscott
- Effectively managed the bid/rfp process for the Town of Swampscott, pursuant to the intergovernmental agreement which went into effect on July 1, 2010
- Continue to proactively work with the School Department to address procurement compliance issues
- Worked with Copy machine vendors to re-lease a variety of machines and take advantage of new deals being offered to further reduce the budget line item for copy machines and overage charges
- Worked with Sprint/Nextel representatives, City Finance Office and Public Works Department to procure GPS phones and software to be utilized in City snow plow vehicles and private contractors hired for snow plowing
- Worked with Bank of America and the City Treasurer's Office to implement the E-Procurement Card and E-Payables Program in order to minimize the payment cycle to vendors and maximize the rebate program offered
- Continued partnership with Municibid.com to auction surplus vehicles on their website to a broader audience of buyers. The auction of 12 vehicles in September of 2011 resulted in $20,422.00
- Actively participated in various in-house committees, including School Building Committee and City Hall Renovation Building Committee, along with numerous other RFP/Bid Review Teams
- Elected Co-Treasurer of the Massachusetts Association of Public Purchasing Officials (MAPPO) – continued to keep revenues and expenses stable
- Appointed Chair of the Website Committee of MAPPO – led the design and implementation process of a brand new website for the Association
- Utilized numerous state and cooperative purchasing contracts to more efficiently purchase goods/services

FY 2013 Goals & Objectives

- Goal: Continue to provide an efficient means for procurement of goods and services.
- Goal: Continue to explore ways to make the Purchasing Department webpage more efficient, user friendly and informative
  - Research other Purchasing web pages to review what information they include on their own webpage
  - Work with City web provider, Virtual Town Hall, to implement new ideas
- Goal: Introduce new Purchasing Policies to City Staff
  - Update the current Purchasing Policy & Procedures guidebook and distribute to all Departments in both electronic and hard copy format
- Goal: Selling of surplus goods and equipment
  - Continue to poll departments to see what supplies/equipment they may have available for surplus
  - Work with online auction site, Municibid.com, to advertise and sell surplus items
- Goal: Re-introduce "green" purchasing policies and procedures for the City of Salem and School District
  - Develop a City Environmentally Preferable Purchasing Policy for all goods and services when applicable and cost efficient
  - Incorporate energy efficient and environmentally friendly criteria and specifications into bids/rfp's when practical
- 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.

Outcomes and Performance Measurers	**Actual FY 2010**	**Actual FY 2011**	**Estimated FY 2012**	**Estimated FY 2013**
Bids and RFP's				
City of Salem	43	51	70	60
Town of Swampscott	0	6	10	8
Purchase Orders	8,012	7,833	7,900	7,900

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Goal: Increase revenue streams for the City
  - Continue aggressive approach to sell surplus goods and equipment on auction website
  - Research various bid/rfp opportunities which will bring revenue into City
  - Work with vendors in accepting the E-Procurement Card in order to maximize the rebate offered through the Bank of America E-Payables Program
- Explore more ways to purchase goods and services on a regional basis so as to receive better quotes/prices and to save the City money

- Goal: Save money and/or reduce costs
    - Research various bid/rfp opportunities which will save the City money
    - Work with Sprint/Nextel and Copy Machine representatives to take advantage of cost saving opportunities
    - Continue to aggressively monitor purchases from all departments assuring that all purchases for goods/services and construction related projects are procured properly, therefore assuring that all goods/services and projects are being procured in the most cost effective manner as possible.
- The continued expansion of purchasing environmentally friendly and energy efficient vehicles and goods and services whenever applicable and cost-effective to help reduce the City's overall carbon footprint as well as comply with the Green Communities Act administered by the Department of Energy Resources (DOER)

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Purchasing-Personnel									
11381	5111	SALARIES-FULL TIME	95,194.26	97,220.00	97,220.00	97,212.11	97,507.00	98,616.00	98,616.00
11381	5113	SALARIES-PART TIME	0.00	0.00	0.00	0.00	1,600.00	1,600.00	1,600.00
11381	5150	FRINGE/STIPENDS	2,400.00	2,150.00	2,150.00	1,900.00	2,150.00	2,150.00	2,150.00
Total	**Purchasing-Personnel**		**97,594.26**	**99,370.00**	**99,370.00**	**99,112.11**	**101,257.00**	**102,366.00**	**102,366.00**
Purchasing-Expenses									
11382	5306	ADVERTISING	18,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
11382	5381	PRINTING AND BINDING	455.88	500.00	500.00	243.00	500.00	500.00	500.00
11382	5421	OFFICE SUPPLIES (GEN	1,125.83	1,250.00	1,250.00	1,086.79	1,250.00	1,250.00	1,250.00
11382	5710	IN STATE TRAVEL/MEETINGS	258.32	300.00	300.00	294.66	600.00	600.00	600.00
11382	5730	DUES AND SUB	1,049.83	550.00	550.00	539.00	700.00	700.00	700.00
11382	5851	OFFICE EQUIPMENT	142.50	300.00	300.00	145.80	300.00	300.00	300.00
Total	**Purchasing-Expenses**		**21,032.36**	**17,900.00**	**17,900.00**	**17,309.25**	**18,350.00**	**18,350.00**	**18,350.00**
240	**138**	**Department Total**	**118,626.62**	**117,270.00**	**117,270.00**	**116,421.36**	**119,607.00**	**120,716.00**	**120,716.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	FTE	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
WATKINS THOMAS	240 PURCHASING	11381-5111	PURCHASING AGENT	9/22/09	55,650.24		1.0		100%	1,066.10	1,066.10	55,437.20	1,087.42	56,545.94	56,545.94
					(662.00)										
					42,231.41		*1.0*				*Total AFSCME 1818*	*42,069.61*		*42,069.61*	*42,069.61*
					97,219.65		**2.0**	**Total Full Time - 5111**				**97,506.81**		**98,615.55**	**98,615.55**
	240 PURCHASING	11381-5113	PT INTERN					160		10.00	10.00	1,600.00	10.00	1,600.00	1,600.00
					-			**Total Part Time - 5113**				**1,600.00**		**1,600.00**	**1,600.00**
	240 PURCHASING	11381-5150	AFSCME Fringe		1,150.00				1.0	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00
	240 PURCHASING	11381-5150	Clerk Stipend for Add'l work from Swampscott		1,000.00				1.0	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
					2,150.00			**Total Part Time - 5150**				**2,150.00**	**2,150.00**	**2,150.00**	**2,150.00**
					99,369.65		**2.0**	**Department Total**				**101,256.81**		**102,365.55**	**102,365.55**

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	2.0	2.0	2.0	0.0

FY 2013 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2012 52.2	FTE	Rate FY 2012 0.0%	Rate FY 2013 0.0%	STEP INCREASES Date	Rate	# Wks Old	New		Dept Request FY 2013 52	Mayor FY 2013 52	Council FY 2013 52
FOLEY	ELIZABETH	240 PURCHASING	11381-5111	PRINCIPAL CLERK III	09151986	42,231.41	1.0	809.03	809.03					100%	42,069.61	42,069.61	42,069.61
						42,231.41	**1.0**								**42,069.61**	**42,069.61**	**42,069.61**

FY 2013 DETAIL BUDGET REPORT
EXPENSES

PURCHASING - 240

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11382	5306	**Advertising**			
		Requirement to solicit bids and Proposals	15,000	15,000	15,000
TOTAL			**15,000**	**15,000**	**15,000**
11382	5381	**Printing and Binding**			
		Office Envelopes	500	500	500
		Varies every year according to amount of correspondence, bid packages and memos to all departments			
TOTAL			**500**	**500**	**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	1,250	1,250
TOTAL			**1,250**	**1,250**	**1,250**
11382	5710	**In State Travel and Meetings**			
		Professional Organizations and State sponsored courses to sustain Purchasing Certification	100	100	100
		Massachusetts Association of Public Puchasing Officials Monthly Meetings located in different Towns and Cities of the Commonwealth.	500	500	500
TOTAL			**600**	**600**	**600**
11382	5730	**Dues and Subscriptions**			
		Goods and Services Bulletin and any other necessary publications, est =	100	100	100
		MAPPO yearly membership = Payable each May	250	250	250
		ICMA Membership Annual Due	350	350	350
TOTAL			**700**	**700**	**700**
11382	5851	**Office Equipment**			
		Misc office equipment as needed	300	300	300
TOTAL			**300**	**300**	**300**
TOTAL PROPOSED			**18,350**	**18,350**	**18,350**

CITY OF SALEM - FY 2013 OPERATING BUDGET

Purchasing-Fixed Costs

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
11392	5341	TELEPHONE-NEXTELS	21,695.95	21,000.00	21,000.00	20,999.70	21,000.00	21,000.00	21,000.00
11392	5422	COPIERS & SUPPLIES	30,316.71	30,254.00	30,254.00	29,798.20	29,726.00	29,726.00	29,726.00
Total	Purchasing-Fixed Costs		**52,012.66**	**51,254.00**	**51,254.00**	**50,797.90**	**50,726.00**	**50,726.00**	**50,726.00**
240	**139**	**Department Total**	**52,012.66**	**51,254.00**	**51,254.00**	**50,797.90**	**50,726.00**	**50,726.00**	**50,726.00**

FY 2013 DETAIL BUDGET REPORT
EXPENSES

PURCHASING - FIXED COSTS 240

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11392	5341	**Telephone-NEXTELS**			
		Nextels - Cemetery, City Clerk, Electrical, Mayor, Park, Parking, Planning, Public Property, Public Services, Veterans	21,000	21,000	21,000
TOTAL			**21,000**	**21,000**	**21,000**
11392	5422	**Photocopy Machine**			
		Xerox Copier Model # WC7132 Located 2nd Flr. City Hall. Lease Payment, $195.00 Per Month x 12 Months =	2,340	2,340	2,340
		Xerox Copier Model #W5150 Located 3rd Flr.City Hall Annex. Lease Payment, $195.00 Per Month x 12 Months (plus $30/month for 6 months) =	2,520	2,520	2,520
		Cannon Copier Ser. # JAE 0314 Located at DPW Garage. Lease Payment, $117.00 Per Month x 12 Months =	1,404	1,404	1,404
		Xerox Copier Model # W5638 Located in City Clerks Office. Lease, $90 Per Month x 12 =	1,080	1,080	1,080
		Xerox Copier Model # W5150 Located in City Clerks Office, Lease Payment, $225.00 Per Month	2,700	2,700	2,700
		Xerox Copier Model # W5150 Located on 3rd Floor 120 Washington St., Lease Payment, $225.00 Per Month	2,700	2,700	2,700
		Cannon Copier Model # IRC2880 Located in Mayor's Office, Lease Payment, $194.00 Per Month x 12 =	2,328	2,328	2,328
		Cannon Copier Model # IR3235 located in City Assessor's Office. Lease Payment, $152.22 Per Month x 12 =	1,827	1,827	1,827
		Cannon Copier Model IR1025IF located in Collector's Office. Lease Payment, $41.90 Per Month x 12 =	503	503	503
		Cannon Copier Model #IR3235 located in Treasurer's Office. Lease Payment, $152.00 Per Month x 12 =	1,824	1,824	1,824
		Toner, Staples and Paper. Annualized est. =	6,000	6,000	6,000
		OVERAGE CHARGES IN FY 2013 Budget	4,500	4,500	4,500
TOTAL			**29,726**	**29,726**	**29,726**
TOTAL PROPOSED			**50,726**	**50,726**	**50,726**

Treasurer – General Admin

Mission Statement – Why We Exist

The primary function of the Treasurer's Office is to preserve, protect and manage the financial resources of the City. The Treasurer is responsible for the receipt, deposit and disbursement of City funds, the accurate accounting and prudent investment of City funds in order to maximize yields while maintaining adequate liquidity and ensure compliance with Massachusetts General Laws, with the Charter and Ordinances of the City of Salem. The Treasurer 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 and cash accounts. The Treasurer in conjunction with the Finance Director negotiates municipal borrowings (both long and short term) for capital related projects. 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 Budget & Staffing Changes for FY 2013

There are no staffing changes anticipated for FY 2013.
A budget change anticipated for FY 2013 could be an increase in credit card fees as the City looks to implement 75 and possibly an additional 123 smart meters.

Recent Accomplishments

- Worked in conjunction with Human Resources implementing the time and attendance accruals within the MUNIS payroll system
- Partnered with Human Resources and Information Technology Services in complying with the new reporting of healthcare on W2's
- Streamlined the paying of various employee deductions
- Joined the Advisory Board of the Massachusetts Municipal Depository Trust
- Became a Procurement Management Team Member with the Office of the State Treasurer and Receiver General, reviewing the Request for Response for an Investment Manager to the Massachusetts Municipal Depository Trust
- Drafted and proposed OPEB Investment Policy
- The City was selected to have the opportunity to invest in the currently closed Massachusetts Municipal Depository Trust Short Term Bond Fund

FY 2013 Goals & Objectives

- Continue to upgrade on-line banking and employee deduction reporting systems and vendor
- Strive to maintain quality fiscal management and reporting.
- Continue to train staff, and to take advantage of professional training and education when available and practical.
- Continue to maximize investment earnings by working with current and new financial institutions.
- Review debt management policies and make recommendations and updates as needed
- Update Investment Policy to include a policy for custodial credit risk and interest rate risk
- Review tax title accounts and identify if they would generate funds to the City of Salem.
- Work with the Contributory Retirement System and the Trust Commission to develop Investment Policies
- Obtain treasurer certification through the Massachusetts Collectors and Treasurers Association.
- To have all employees participate in direct deposit for payroll

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- To take advantage of all opportunities, through upgrading or education, to become sufficiently knowledgeable and efficient in order to meet current challenges.
- Strive to maintain quality fiscal management and reporting.
- In conjunction with the Finance Director review financing for the replacement, repair and acquisition of capital assets as prudent planning and funding of its capital infrastructure ensures the City can continue to provide quality public services in a financially sound manner
- To work with the Finance Director to prioritize funding in order be within the limitations of the City's budget
- Maximize investment earnings
- Review tax title accounts and identify source of funds

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Treasurer-Personnel									
11451	5111	SALARIES-FULL TIME	157,443.95	156,692.00	156,692.00	156,681.42	203,139.00	206,360.00	206,360.00
11451	5150	FRINGE/STIPENDS	1,679.96	2,150.00	2,150.00	1,150.00	2,150.00	2,150.00	2,150.00
Total	**Treasurer-Personnel**		**159,123.91**	**158,842.00**	**158,842.00**	**157,831.42**	**205,289.00**	**208,510.00**	**208,510.00**
Treasurer-Expenses									
11452	5317	EDUCATIONAL TRAINING	283.50	650.00	650.00	610.19	650.00	650.00	650.00
11452	5320	CONTRACTED SERVICES	19,500.00	1,400.00	1,400.00	0.00	1,400.00	1,400.00	1,400.00
11452	5388	TAX FORECLOSURE SERV	5,217.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
11452	5421	OFFICE SUPPLIES (GEN	1,374.50	1,500.00	1,500.00	1,454.92	1,500.00	1,500.00	1,500.00
11452	5425	CHECKS/FORMS	7,593.71	6,500.00	6,500.00	5,214.00	6,500.00	6,500.00	6,500.00
11452	5709	CREDIT CARD/EFT FEES	31,306.06	40,100.00	65,100.00	40,100.00	55,100.00	55,100.00	55,100.00
11452	5730	DUES AND SUB	120.00	160.00	160.00	145.00	160.00	160.00	160.00
Total	**Treasurer-Expenses**		**65,394.77**	**58,310.00**	**83,310.00**	**55,524.11**	**73,310.00**	**73,310.00**	**73,310.00**
270	**145**	**Department Total**	**224,518.68**	**217,152.00**	**242,152.00**	**213,355.53**	**278,599.00**	**281,820.00**	**281,820.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	FTE	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
FABIZEWSKI	KATHY	270 TREASURER	11451-5111	ASSISTANT TREASURER	7/1/2010	47,753.21		1.0	1	100%	914.81	914.81	47,570.25	933.11	48,521.66	48,521.66
LEBLANC	SHERRIE	270 TREASURER	11451-5111	Payroll Coordinator	2/1/2010	From MIS		1.0	1	100%	904.77	904.77	47,047.79	922.86	47,988.75	47,988.75
MCMAHON	KATHLEEN	270 TREASURER	11451-5111	TREASURER	12/27/2010	66,706.40		1.0	1	100%	1,277.90	1,277.90	66,450.82	1,303.46	67,779.84	67,779.84
Note - Payroll coordinator moved from MIS to Treasuerers budget in FY 2013						*42,231.41*		*1.0*				*Total AFSCME 1818*	*42,069.61*		*42,069.61*	*42,069.61*
						156,691.03		**4.0**	**Total Full Time - 5111**				**203,138.47**		**206,359.85**	**206,359.85**
		Certified Treasurer's Stipe	11451-5150			1,000.00				1	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
		AFSCME Stipend	11451-5150			1,150.00				1.0	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00
						2,150.00			**Total Fringe - 5150**				**2,150.00**		**2,150.00**	**2,150.00**
						158,841.03		**4.0**	**Department Total**				**205,288.47**		**208,509.85**	**208,509.85**

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	3.0	3.0	4.0	1.0

FY 2013 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2012 52.2	FTE	Rate FY 2012 0.0%	Rate FY 2013 0.0%	STEP INCREASES Date	Rate	# Wks Old	New		Dept Request FY 2013 52	Mayor FY 2013 52	Council FY 2013 52
COOK	ELAINE	270 TREASURER	11451-5111	PRINCIPAL CLERK	3/11/96	42,231.41	1.0	809.03	809.03					100%	42,069.61	42,069.61	42,069.61
						42,231.41	**1.0**								**42,069.61**	**42,069.61**	**42,069.61**

FY 2013 DETAILED BUDGET REPORT
EXPENSES

TREASURER - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
11452	5317	**Professional Training/Education**	650	650	650
TOTAL			**650**	**650**	**650**
11452	5320	**Contracted Services**			
		Financial Consulting Services 50 Hrs @ 50.00	1,400	1,400	1,400
TOTAL			**1,400**	**1,400**	**1,400**
11452	5388	**Tax Foreclosure Service**			
		Cost of Required Advertising	8,000	8,000	8,000
TOTAL			**8,000**	**8,000**	**8,000**
11452	5421	**Office Supplies (General)**			
		General supplies Misc	180	180	180
		Copy Paper 10 Cases @ 40.00	400	400	400
		Ink toner for fax machine 3 @ 25.00	75	75	75
		toner for munis printer 2 @ 175.00	350	350	350
		Office Chair	495	495	495
TOTAL			**1,500**	**1,500**	**1,500**
11452	5425	**Checks/Forms**			
		A/P and PYR checks 44 cases of pressure seal direct deposit forms@ $51.00/case	2,248	2,248	2,248
		50 cases pressure seal green checks @ $62.00	3,100	3,100	3,100
		Frieght $12.25/case	1,152	1,152	1,152
TOTAL			**6,500**	**6,500**	**6,500**
11452	5709	**Credit Card/EFT Fees**			
		Bank fees associated with credit card machines located throughout the City	34,563	34,563	34,563
		Based on Prior Period Actual Costs(Smart Meters $5.75 per month + $.13 per transaction)			
		Bank Fees associated with credit card machines for Parking Meters			
		estimated as follows: Off season $1,000 X 6	6,000	6,000	6,000
		High Season $2,200 X 6	13,200	13,200	13,200
		Estimated Cost of Replaced Equipment	1,337	1,337	1,337
TOTAL			**55,100**	**55,100**	**55,100**
11452	5730	**Dues and Subscriptions**			
		Treasurer's Association dues Eastern Mass Treasurer's Collector's Association	65	65	65
		MCTA	95	95	95
TOTAL			**160**	**160**	**160**
TOTAL PROPOSED			**73,310**	**73,310**	**73,310**

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 FY13, the City's total Long-Term Debt Service is $6,867,273. This includes principal payments of $4,815,978 and interest payments of $2,051,295. The majority of bonding has been directed to finance School remodeling projects, with smaller amounts financing projects on the Golf Course Clubhouse, the Parking Garage , and various capital improvement projects and equipment.

In FY 11 the City $15,373,000 of long-term debt, the proceeds were used to retire $4,589,000 of governmental BANs, $5,389,000 of water BANs and $1,641,000 of sewer BANs outstanding. The remaining $3,754,000 of proceeds is allocated for $1,630,000 in governmental expenditures, $2,075,000 in water expenditures and $49,000 in sewer expenditures

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, Grant Anticipation Notes and State Aid Anticipation Note.

In FY12, the City rolled over a $1,795,677 BAN which incorporated the existing Blaney Street land improvements.

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 February 2012, Salem had 113 students in the Regional system. There will be no debt service assessment in FY13.

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 602 retirees, and collects pension contributions from 868 active employees and 145 inactive or on leave members as of January 1, 2012.

Treasurer – Non-Contributory Pensions

As of February 14, 2012, the City provides pension benefits for a limited group of seven non-contributory retirees. This includes five pension payments paid weekly and two pension payments paid monthly.

Treasurer – Medicare

The Medicare budget calculation is based on prior year number of employees and is adjusted for inflation. There is no indication that there will be enough of a change in the employment level for FY13, an adjustment was made in the Medicare budget as it has been underfunded in the past. Thus, FY13 is based on the average of prior year actual and the projected FY 12 actual plus 1%.

Treasurer – Municipal Insurance

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

Debt Service-Expenses

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
17102	5902	06-SCHL PROJ REF-PRIN (01)	505,000.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5903	08-SCHL PROJ REF-PRIN (00)	632,000.00	612,000.00	612,000.00	612,000.00	0.00	0.00	0.00
17102	5908	03-BATES SCHL-PRIN (00)	535,000.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5908A	09-BOWDITCH SCHL-PRIN (03)	775,000.00	805,000.00	805,000.00	805,000.00	840,000.00	840,000.00	840,000.00
17102	5908B	10-CARLTON SCHL-PRIN (03)	415,000.00	435,000.00	435,000.00	435,000.00	455,000.00	455,000.00	455,000.00
17102	5908C	11-BATES SCHL-PRIN (03)	85,000.00	85,000.00	85,000.00	85,000.00	90,000.00	90,000.00	90,000.00
17102	5908D	12-SCHL PROJ REF-PRIN (03)	475,000.00	465,000.00	465,000.00	465,000.00	460,000.00	460,000.00	460,000.00
17102	5908E	13-PARKING GARAGE-PRIN (05)	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
17102	5908F	14-WITCHCRAFT-PRIN (05)	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00
17102	5908G	15-CARLTON-PRIN (05)	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
17102	5908H	16-HIGH SCHOOL-PRIN (07)	345,000.00	345,000.00	345,000.00	345,000.00	345,000.00	345,000.00	345,000.00
17102	5910	07-POLICE CONSTR PRIN (00)	293,000.00	293,000.00	293,000.00	293,000.00	0.00	0.00	0.00
17102	5910A	17-POLICE EQUIP-PRIN (07)	85,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
17102	5913	04-GOLF CLUBHS-PRIN (00)	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5914	05-SWIMMING POOL-PRIN (00)	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5918	18-FERRY-PRIN (07)	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
17102	5919A	19-SCHL REMODEL-PRIN (10)	75,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
17102	5919B	20-SCHL RENOV-PRIN (10)	100,000.00	100,000.00	100,000.00	100,000.00	90,000.00	90,000.00	90,000.00
17102	5919C	21-BATES SCHL-PRIN (10)	38,800.00	617,300.00	617,300.00	617,300.00	639,000.00	639,000.00	639,000.00
17102	5919D	22-GOLF CLBHS PRIN (10)	0.00	32,000.00	32,000.00	32,000.00	31,000.00	31,000.00	31,000.00
17102	5919E	23-SWIMMING POOL PRIN (10)	1,200.00	40,700.00	40,700.00	40,700.00	0.00	0.00	0.00
17102	5919F	SALTONSTALL PRIN (2013)	0.00	0.00	0.00	0.00	81,244.00	81,244.00	81,244.00
17102	5919G	COLLINS PRIN (2013)	0.00	0.00	0.00	0.00	154,854.00	154,854.00	154,854.00
17102	5919H	MCGRATH PRIN (2013)	0.00	0.00	0.00	0.00	30,000.00	30,000.00	30,000.00
17102	5930	07-POLICE REF-INT (01)	17,580.00	5,860.00	5,860.00	5,860.00	0.00	0.00	0.00
17102	5930A	17-POLICE EQUIP-INT (07)	19,525.00	15,400.00	15,400.00	15,400.00	11,400.00	11,400.00	11,400.00
17102	5933	04-GOLF CLUBHS-INT (00)	690.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5934	05-SWIMMING POOL-INT (00)	920.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5938	18-FERRY-INT (07)	26,350.00	23,350.00	23,350.00	23,350.00	20,350.00	20,350.00	20,350.00
17102	5942	06-SCHL PROJ REF-INT (01)	10,100.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5943	08-SCHL PROJ REF (00)	37,120.00	12,240.00	12,240.00	12,240.00	0.00	0.00	0.00
17102	5948	03-BATES SCHL-INT (00)	12,305.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5948A	09-BOWDITCH SCHL-INT (03)	567,224.88	540,100.00	540,100.00	540,100.00	509,913.00	509,913.00	509,913.00
17102	5948B	10-CARLTON SCHL-INT (03)	305,853.88	291,329.00	291,329.00	291,328.76	275,016.00	275,016.00	275,016.00
17102	5948C	11-BATES SCHL-INT (03)	42,630.00	39,655.00	39,655.00	39,655.00	36,468.00	36,468.00	36,468.00

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
17102	5948D	12-SCHL PROJ REF-INT (03)	41,775.00	27,675.00	27,675.00	27,675.00	10,350.00	10,350.00	10,350.00
17102	5948E	13-PARKING GARAGE-INT (05)	30,237.75	27,800.00	27,800.00	27,800.00	25,250.00	25,250.00	25,250.00
17102	5948F	14-WITCHCRAFT-INT (05)	58,648.57	55,562.00	55,561.50	55,561.26	52,331.00	52,331.00	52,331.00
17102	5948G	15-CARLTON-INT (05)	17,682.44	16,708.00	16,707.50	16,707.50	15,688.00	15,688.00	15,688.00
17102	5948H	16-HIGH SCHOOL-INT (07)	250,368.76	233,119.00	233,119.00	233,118.76	215,869.00	215,869.00	215,869.00
17102	5948I	19-SCHL REMODEL-INT (10)	38,704.72	33,750.00	33,750.00	33,750.00	32,150.00	32,150.00	32,150.00
17102	5948J	20-SCHL RENOV-INT (10)	15,580.83	12,150.00	12,150.00	12,150.00	10,250.00	10,250.00	10,250.00
17102	5948K	21-BATES SCHL-INT (10)	230,328.55	203,858.00	203,858.50	203,858.50	191,295.00	191,295.00	191,295.00
17102	5948L	22-GOLF CLUBHS-INT (10)	5,614.50	4,810.00	4,810.00	4,810.00	4,180.00	4,180.00	4,180.00
17102	5948M	23-SWIMMING POOL-INT (10)	905.14	407.00	407.00	407.00	0.00	0.00	0.00
17102	5948N	SALTONSTALL INT (2013)	0.00	0.00	0.00	0.00	119,627.00	119,627.00	119,627.00
17102	5948O	COLLINS INT (2013)	0.00	0.00	0.00	0.00	217,112.00	217,112.00	217,112.00
17102	5948P	MCGRATH INT (2013)	0.00	0.00	0.00	0.00	45,853.00	45,853.00	45,853.00
17102	5949A	CIP 2009-INT (11)	25,764.42	64,525.00	64,525.00	64,525.00	57,175.00	57,175.00	57,175.00
17102	5949B	CIP 2010-INT (11)	43,319.78	143,760.00	143,760.00	143,760.00	80,575.00	80,575.00	80,575.00
17102	5949C	CIP 2009-PRIN (12)	0.00	245,000.00	245,000.00	245,000.00	245,000.00	245,000.00	245,000.00
17102	5949D	CIP 2010-PRIN (12)	0.00	394,000.00	394,000.50	394,000.50	245,000.00	245,000.00	245,000.00
17102	5949E	CIP 2011 INT	0.00	0.00	0.00	0.00	20,925.00	20,925.00	20,925.00
17102	5949F	CIP 2011-PRIN	0.00	0.00	0.00	0.00	45,000.00	45,000.00	45,000.00
17102	5949G	CIP 2012-PRIN	0.00	0.00	0.00	0.00	227,000.00	227,000.00	227,000.00
17102	5949H	CIP 2012-INT	0.00	0.00	0.00	0.00	106,671.00	106,671.00	106,671.00
Total	**Debt Service-Expenses**		**6,489,229.22**	**6,641,058.00**	**6,641,058.00**	**6,641,057.28**	**6,456,546.00**	**6,456,546.00**	**6,456,546.00**

270	**710**	**Department Total**	**6,489,229.22**	**6,641,058.00**	**6,641,058.00**	**6,641,057.28**	**6,456,546.00**	**6,456,546.00**	**6,456,546.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

Short Term Debt Int-Expense

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
17522	5304	PROF SERVICES/FEES	4,901.07	15,000.00	19,087.00	12,277.18	15,000.00	15,000.00	15,000.00
17522	5925	INTEREST ON BANS	112,472.00	0.00	513.00	513.00	0.00	0.00	0.00
17522	5926	INTEREST ON OTHER SHORT TERM	0.00	15,000.00	45,400.00	25,400.00	24,797.00	24,797.00	24,797.00
Total	**Short Term Debt Int-Expense**		**117,373.07**	**30,000.00**	**65,000.00**	**38,190.18**	**39,797.00**	**39,797.00**	**39,797.00**
270	**752**	**Department Total**	**117,373.07**	**30,000.00**	**65,000.00**	**38,190.18**	**39,797.00**	**39,797.00**	**39,797.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
School Assessments									
18202	5641	NSRS ASSESSMENT	1,588,226.00	1,601,211.00	1,574,316.00	1,574,316.00	1,603,586.00	1,603,586.00	1,603,586.00
Total	**School Assessments**		**1,588,226.00**	**1,601,211.00**	**1,574,316.00**	**1,574,316.00**	**1,603,586.00**	**1,603,586.00**	**1,603,586.00**
270	**820**	**Department Total**	**1,588,226.00**	**1,601,211.00**	**1,574,316.00**	**1,574,316.00**	**1,603,586.00**	**1,603,586.00**	**1,603,586.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

State Assessments-Expenses

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
18302	5387	DEP FEES	0.00	0.00	21,755.00	21,755.00	0.00	0.00	0.00
18302	5622	ESSEX AGRICULTURAL TUITION	356,401.00	368,156.00	368,156.00	368,156.00	261,976.00	261,976.00	261,976.00
18302	5630	MBTA	841,487.00	830,777.00	830,777.00	830,777.00	873,554.00	873,554.00	873,554.00
18302	5631	SPECIAL EDUCATION	20,128.00	23,116.00	37,095.00	37,095.00	36,923.00	36,923.00	36,923.00
18302	5635	RETIRED MUN TEACHERS	2,025,713.00	1,931,725.00	1,931,725.00	1,931,725.00	0.00	0.00	0.00
18302	5637	AIR POLLUTION CONTR	10,734.00	10,633.00	10,633.00	10,633.00	10,940.00	10,940.00	10,940.00
18302	5638	MET AREA PLANNING CO	12,438.00	12,585.00	12,585.00	12,585.00	13,023.00	13,023.00	13,023.00
18302	5640	RMV NONRENEWAL SUR	197,620.00	197,620.00	197,620.00	179,760.00	179,760.00	179,760.00	179,760.00
18302	5643	SCHOOL CHOICE	206,951.00	207,559.00	221,951.00	188,290.00	176,441.00	176,441.00	176,441.00
18302	5644	CHARTER SCHOOLS	2,735,033.00	3,140,765.00	3,101,970.00	2,771,372.00	3,917,437.00	3,917,437.00	3,917,437.00
18302	5646	NE MASS MOSQUITO CON	38,875.00	38,757.00	38,760.00	38,760.00	40,667.00	40,667.00	40,667.00
Total	**State Assessments-Expenses**		**6,445,380.00**	**6,761,693.00**	**6,773,027.00**	**6,390,908.00**	**5,510,721.00**	**5,510,721.00**	**5,510,721.00**
270	**830**	**Department Total**	**6,445,380.00**	**6,761,693.00**	**6,773,027.00**	**6,390,908.00**	**5,510,721.00**	**5,510,721.00**	**5,510,721.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

Contrib Retirement - Personnel

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
19101	5178	PENSION ASSES (CONTR	8,331,689.36	8,765,223.00	8,774,024.81	8,773,799.81	9,337,442.00	9,167,161.00	9,167,161.00
Total	Contrib Retirement - Personnel		**8,331,689.36**	**8,765,223.00**	**8,774,024.81**	**8,773,799.81**	**9,337,442.00**	**9,167,161.00**	**9,167,161.00**
270	**910**	**Department Total**	**8,331,689.36**	**8,765,223.00**	**8,774,024.81**	**8,773,799.81**	**9,337,442.00**	**9,167,161.00**	**9,167,161.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

Non-Contrib Retire-Personnel

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
19111	5176	PENSIONS-NON CONTRIB	86,134.34	87,675.00	69,673.19	69,474.33	72,650.00	72,650.00	72,650.00
	Total	**Non-Contrib Retire-Personnel**	**86,134.34**	**87,675.00**	**69,673.19**	**69,474.33**	**72,650.00**	**72,650.00**	**72,650.00**
270	**911**	**Department Total**	**86,134.34**	**87,675.00**	**69,673.19**	**69,474.33**	**72,650.00**	**72,650.00**	**72,650.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Medicare-Personnel									
19191	5177	MEDICARE	810,408.76	768,282.00	852,377.00	852,377.00	797,239.00	797,239.00	797,239.00
Total	**Medicare-Personnel**		**810,408.76**	**768,282.00**	**852,377.00**	**852,377.00**	**797,239.00**	**797,239.00**	**797,239.00**
270	**919**	**Department Total**	**810,408.76**	**768,282.00**	**852,377.00**	**852,377.00**	**797,239.00**	**797,239.00**	**797,239.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

Municipal Insurance-Expense

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
19452	5740	INSURANCE PREMIUMS	239,409.97	300,000.00	252,000.00	244,813.82	307,500.00	297,500.00	297,500.00
19452	5740A	Insurance Deductibles	0.00	5,000.00	5,000.00	4,875.00	5,000.00	5,000.00	5,000.00
Total	**Municipal Insurance-Expense**		**239,409.97**	**305,000.00**	**257,000.00**	**249,688.82**	**312,500.00**	**302,500.00**	**302,500.00**
270	**945**	**Department Total**	**239,409.97**	**305,000.00**	**257,000.00**	**249,688.82**	**312,500.00**	**302,500.00**	**302,500.00**

FY 2013 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - Long Term Debt GF - 270					
17102		**DEBT SERVICE**			
		Debt Service Figures from Debt Schedule provided by First Southwest	6,456,546	6,456,546	6,456,546
TOTAL			**6,456,546**	**6,456,546**	**6,456,546**
TOTAL PROPOSED			**6,456,546**	**6,456,546**	**6,456,546**
TREASURER - Short Term Debt GF - 270					
17522	5304	**Professional Fees**			
		Fees for First Southwest and Legal Services	15,000	15,000	15,000
TOTAL			**15,000**	**15,000**	**15,000**
17522	5925	**Interest on BANS**	-	-	-
TOTAL			-	-	-
17522	5926	**Interest on Other Short Term**			
		Estimated Interest for borrowing short term State Aid Revenue Anticipation Notes	24,797	24,797	24,797
TOTAL			**24,797**	**24,797**	**24,797**
TOTAL PROPOSED			**39,797**	**39,797**	**39,797**

FY 2013 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - SCHOOL ASSESSMENT - 270					
18202	5641	**NSRVS Assessment**			
		North Shore Retional Vocational School Assessment	1,603,586	1,603,586	1,603,586
		As of 02/24/12 - Before State Legislature Approval			
		There will be no interest on new debt service for the merging districts in FY 13	-	-	-
TOTAL			**1,603,586**	**1,603,586**	**1,603,586**
TOTAL PROPOSED			**1,603,586**	**1,603,586**	**1,603,586**
TREASURER - STATE ASSESSMENTS - 270					
18302		**State Assessments**	6,809,782	6,809,782	6,809,782
		State Assessment amounts are derived from Massachusetts Department of Revenue	563,224	563,224	563,224
		Cherry Sheet Assessment Report.			
		In FY 2013 Retired Teachers Health, Life, Dental now part of City GIC Budget	(1,862,285)	(1,862,285)	(1,862,285)
TOTAL			**5,510,721**	**5,510,721**	**5,510,721**
TOTAL PROPOSED					
19101	5178	**Contributory Retirement**			
		City Contributory Retirement	9,337,442	9,167,161	9,167,161
		Less other entity reimbursements (CDBG/NSWIB/Other Grants)			
TOTAL			**9,337,442**	**9,167,161**	**9,167,161**
TOTAL PROPOSED			**9,337,442**	**9,167,161**	**9,167,161**

FY 2013 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - NON-CONTRIBUTORY RETIREMENT - 270					
19111	5176	**Pension Non-Contributory**			
		City Non-Contributory Retirement based on current payments annualized			
		Monthly $770.45 X 12 months	9,245	9,245	9,245
		Weekly $1,219.32 X 52 weeks	63,405	63,405	63,405
		Less COLA Reimbursements from state			
TOTAL			**72,650**	**72,650**	**72,650**
TOTAL PROPOSED			**72,650**	**72,650**	**72,650**
TREASURER - MEDICARE - 270					
19191	5177	The medicare budget is based on the number of employees and there is no indication that there will be enough of a change in the employment level for FY 13. An adjustment was made in the budget as it has been underfunded for the past two years. Thus FY 13 is funded based on the average of the prior year actual plus 1% and the projected FY 12 actual.	797,239	797,239	797,239
TOTAL PROPOSED			**797,239**	**797,239**	**797,239**
TREASURER - MUNICIPAL INSURANCE - 270					
19452	5740	**Municipal Insurance**			
		Annual municipal insurance costs.	307,500	297,500	297,500
		2 year rate guarantee with a 2.5% increase			
TOTAL			**307,500**	**297,500**	**297,500**
19191	5740A	**Insurance Deductibles**			
		Deductibles - estimated	5,000	5,000	5,000
		Level Funded			
TOTAL			**5,000**	**5,000**	**5,000**
TOTAL PROPOSED			**312,500**	**302,500**	**302,500**