

Mayor

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

The addition of a part-time employee to work out of the Mayor's office on strengthening collaborations within our Latino community is the only substantive staffing change.

Recent Accomplishments

Finances

- Completed Comprehensive Annual Financial Report (CAFR) in accordance with GFOA standards
- Received Distinguished Budget Presentation Award
- Continuation of City's first 5-year financial forecast
- Continuation of comprehensive Capital Improvement Plan
- Received an upgrade in Fiscal Management Practices to the highest grade offered by Standard & Poor's
- Completed successful negotiations resulting in a new collective bargaining agreements with public labor unions reducing costly sick leave buyback benefits.
- Competitively bid Solid Waste Collection and Disposal Contract resulting in an annual \$250,000 savings

Improving Government

- Continuation of Salem State University Advisory Committee and Neighborhood Improvement Advisory Council
- Implementation of customer service initiatives
- Creation of BuildingSalem public information initiative
- Updated *New Resident Guide*
- Created annual online Resident Survey and provided it in Spanish for the first time
- Pro-actively advertised openings on City boards and committees
- Began implementation of CitiStat program helping to measure and document work system in various departments
- Continued worked to implement ViewPermit software and tablets to streamline licensing and permits

Public Improvement Initiatives

- Completion of Bypass Road Construction Project
- Completion of North Street Improvements Construction Project
- Completion of Furlong Park clean-up and improvements
- Continued implementation of Pavement Management Plan
- Cleaning of downtown storm water/sewer siphons
- Initiation of Splaine Park clean-up and improvements
- Implementation of first phase of Canal Street flood control and mitigation project
- Initiation of Bertram Field improvement project

Other Accomplishments

- Initiated Gateway Center project, including the new Mayor Jean Levesque Community Life Center and over 140,000 square feet of new commercial development
- Played a lead role in the efforts to revitalize the redevelopment of the former court properties downtown
- Worked with Salem Chamber of Commerce and Main Streets to once again organize and promote the Salem Farmers Market and Living Green & Renewable Energy Fair
- Salem designated one of the best communities in which to live in Massachusetts by *Boston* magazine
- Downtown Salem named the best shopping district in Massachusetts by the Retailers Association of Massachusetts
- Managed safe and successful Haunted Happenings
- Received \$3 million grant for Canal Street improvements
- Received \$400,000 grant for Bertram Field improvements
- Received \$130,000 grant to establish a summer ELL academy for Salem students
- Worked with partner stakeholders to develop the Point Visioning Plan and pursue a Working Cities Challenge Grant for implementation
- Re-dedicated the Salem Witch Trials Memorial
- Negotiated new contract for operation of the Salem-Boston Ferry service
- Continuation of the Senior Citizen Tax Work-Off Abatement program
- Purchase of new ladder truck for City's Fire Department
- Acquired and redeveloped Universal Steel lot for temporary displaced parking related to MBTA garage project

FY 2014 Goals and Objectives

- Continue to work with the City Council on a pro-active agenda to professionalize local government and lead Salem forward
- Continue comprehensive turn-around and school improvement process for Salem Public Schools
- Continue to negotiate and/or increase PILOT/SILOT agreements with non-profits
- Continue to enhance the management and profitability of Haunted Happenings

- Continue efforts to improve and expand the Salem ferry pier and enhance Salem's waterfront activity
- Study opportunities to regionalize certain city services
- Continue process to appropriately manage redevelopment of the Salem Harbor Station power plant site
- Improve the energy efficiency and infrastructure of municipal buildings

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Mayor-Personnel									
11211	5111	SALARIES-FULL TIME	268,135.66	272,298.00	272,298.00	256,733.86	276,484.00	282,506.00	282,506.00
11211	5113	SALARIES-PART TIME	0.00	0.00	0.00	0.00	10,179.00	10,179.00	10,179.00
Total Mayor-Personnel			268,135.66	272,298.00	272,298.00	256,733.86	286,663.00	292,685.00	292,685.00
Mayor-Expenses									
11212	5305	ACCOUNTING AND AUDIT	50,080.00	50,800.00	50,800.00	50,080.00	50,800.00	50,800.00	50,800.00
11212	5320	CONSULT/CONTRACTED SERVICES	14,425.00	40,000.00	40,000.00	26,407.73	100,000.00	100,000.00	100,000.00
11212	5381	PRINTING AND BINDING	1,153.84	1,650.00	1,650.00	1,355.32	1,650.00	1,650.00	1,650.00
11212	5421	OFFICE SUPPLIES (GEN	1,940.98	3,050.00	3,050.00	1,779.01	3,050.00	3,050.00	3,050.00
11212	5710	IN STATE TRAVEL/MEETINGS	1,952.69	3,000.00	3,000.00	1,726.07	3,000.00	3,000.00	3,000.00
11212	5730	DUES AND SUB	8,170.00	11,500.00	11,500.00	8,387.03	11,500.00	11,500.00	11,500.00
Total Mayor-Expenses			77,722.51	110,000.00	110,000.00	89,735.16	170,000.00	170,000.00	170,000.00
160	121	Department Total	345,858.17	382,298.00	382,298.00	346,469.02	456,663.00	462,685.00	462,685.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Propsd FY 2014 52.2	Council Voted FY 2014
ACKERMAN MEGHAN	160 MAYOR	11211-5111	PROJECT MANAGER	5/17/10	38,872.28		0.0	0	100%	-	-	Resigned	-	-	-
DRISCOLL KIMBERLEY	160 MAYOR	11211-5111	MAYOR	1/1/2006	100,000.16		1.0	1	100%	1,923.08	1,923.08	100,384.62	1,923.08	100,384.62	100,384.62
HOYSRADT KRISTIAN	160 MAYOR	11211-5111	PROJECT MANAGER	12/10/12			1.0	1	100%	807.69	807.69	42,161.42	823.84	43,004.65	43,004.65
PANGALLO DOMINICK	160 MAYOR	11211-5111	CHIEF ADMIN AIDE	3/18/2013			1.0	1	100%	1,431.90	1,431.90	74,745.09	1,460.54	76,239.99	76,239.99
SILVA JASON	160 MAYOR	11211-5111	CHIEF ADMIN AIDE	1/1/2006	74,458.71		0.0	0	100%	1,431.90		Resigned	-	-	-
WESSELL JENNIFER	160 MAYOR	11211-5111	EXECUTIVE SECY	1/1/2006	58,965.88		1.0	1	100%	1,133.96	1,133.96	59,192.67	1,156.64	60,376.53	60,376.53
Increase for Mayor as of 1/1/14														2,500.00	2,500.00
					272,297.04				Total Full Time - 5111			276,483.80		282,505.78	282,505.78
	160 MAYOR	11211-5113	Latino Translator/coordinator		-	P		15		13.00	13.00	10,179.00	13.00	10,179.00	10,179.00
									Total Part Time - 5113			10,179.00		10,179.00	10,179.00
					272,297.04		4.0		Department Total			286,662.80		292,684.78	292,684.78

EMPLOYEES GRANTS/SPECIAL REVENUE FUNDING

							Total
DEBSKI BETH	Canal St Project	TBD	Project Manager	0.57	20 Hours	1,100.00	57,200.00

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.0	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

MAYOR - 160

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11212	5305	Accounting and Audit			
		Contractual services for annual city audit (includes Retirement)	48,000	48,000	48,000
		CAFR Filing Fees	2,800	2,800	2,800
TOTAL			50,800	50,800	50,800
11212	5320	ContractedSevices			
		Utility Lawyer for Power Plant issues	40,000	40,000	40,000
		EFB - Engineering Consultants	10,000	10,000	10,000
		National Grid Issues	25,000	25,000	25,000
		Gas Lines Issues	10,000	10,000	10,000
		Translation to Spanish services	15,000	15,000	15,000
Total			100,000	100,000	100,000
11212	5381	PRINTING AND BINDING			
		City Seals, Business Cards,	1,000	1,000	1,000
		Envelopes	200	200	200
		Printing Special flyers/notices as required	450	450	450
TOTAL			1,650	1,650	1,650
11212	5421	OFFICE SUPPLIES			
		Water, Fedex coss, Ota gifts	1,150	1,150	1,150
		Printer Cartridges for Printer (Color, Black)	400	400	400
		Other Miscellaneous supplies as needed: pens, pencils, scotch tape, staples, etc	1,500	1,500	1,500
TOTAL			3,050	3,050	3,050
11212	5710	IN STATE TRAVEL/MEETINGS			
		Registrations and travel expenses for various meetings and seminars	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
11212	5730	DUES AND SUBSCRIPTIONS			
		Massachusetts Municipal Association Dues	7,750	7,750	7,750
		North Shore Mayor's Coalition(Metropolitan Area Planning Council)	1,250	1,250	1,250
		Massachusetts Mayors Association	2,500	2,500	2,500
TOTAL			11,500	11,500	11,500
TOTAL PROPOSED			170,000	170,000	170,000

City Council

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

With City Councillor Joan B. Lovely being elected as a new State Senator the City Council elected William Legault to fill the vacant seat until December 31, 2013 as Councillor At Large.

Recent Accomplishments

FY 2014 Goals & Objectives

- Maintain the upkeep of all Council records.
- To do the necessary archiving of all records for their safe keeping
- To continue to do the printing of the Government Card in house and the City Manual.
- Maintain the upkeep of the Council minutes on the Website
- Look into putting on with the minutes the recording of the City Council meeting
- All Ordinances are updated on the web monthly by Municipal Code Corp.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY2014
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LICENSES PASSED BY COUNCIL				
Public Guide	102	100	100	100
Second Hand Valuable	23	22	22	22
Second Hand Clothing	4	6	6	6
Taxi Operator	130	152	150	150
Taxi Cab Licenses	13	39	26	26
Limousine License	13	12	12	12
Vehicle for Hire	6	8	8	8
Vehicle for Hire Operators	19	21	21	21
Drain layer/Contract Operator	31	35	33	33
Junk Dealer	2	3	3	3
Pawnbroker	1	1	1	1
Sea worm License	14	14	14	14
Council records processed	770	724	747	747
Ordinances adopted	5	8	7	7
Zoning Ordinances	1	1	1	1
Traffic Ordinances	25	35	30	30

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- We will review fees to insure they accurately reflect current fees charged by surrounding communities.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
City Council-Personnel									
11111	5111	SALARIES-FULL TIME	119,700.48	119,700.00	119,700.00	113,019.21	119,700.00	122,450.00	122,450.00
	Total	City Council-Personnel	119,700.48	119,700.00	119,700.00	113,019.21	119,700.00	122,450.00	122,450.00
City Council-Expenses									
11112	5306	ADVERTISING	25,000.00	20,000.00	20,000.00	15,565.52	20,000.00	20,000.00	20,000.00
11112	5320	CONTRACTED SERVICES	3,644.25	21,000.00	15,700.00	0.00	21,000.00	21,000.00	21,000.00
11112	5381	PRINTING AND BINDING	11,020.84	11,177.00	16,477.00	13,412.44	11,177.00	11,177.00	11,177.00
11112	5421	OFFICE SUPPLIES (GEN	127.00	250.00	250.00	174.62	250.00	250.00	250.00
11112	5730	DUES AND SUB	300.00	200.00	200.00	125.00	200.00	200.00	200.00
11112	5783	MIDTERM/INAUGURAL	0.00	0.00	0.00	0.00	500.00	500.00	500.00
	Total	City Council-Expenses	40,092.09	52,627.00	52,627.00	29,277.58	53,127.00	53,127.00	53,127.00
030	111	Department Total	159,792.57	172,327.00	172,327.00	142,296.79	172,827.00	175,577.00	175,577.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
CARR KEVIN	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2012	10,000.00			1				10,000.00		10,000.00	10,000.00
FUREY THOMAS	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/1996	10,000.00			1				10,000.00		10,000.00	10,000.00
LOVELY JOAN	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/05/1998	10,000.00			0				-		-	-
MCCARTHY ROBERT	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2008	10,500.00			1				10,000.00		10,000.00	10,000.00
OKEEFE SR JOSEPH	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2000	10,000.00			1				10,000.00		10,000.00	10,000.00
PREVEY PAUL	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2004	10,000.00			1				10,000.00		10,000.00	10,000.00
RYAN JERRY	030 CITY COUNCIL	11111-5111	COUNCIL PRESIDENT	01/01/2008	10,000.00			1				10,500.00		10,500.00	10,500.00
SARGENT ARTHUR	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2000	10,000.00			1				10,000.00		10,000.00	10,000.00
SIEGEL TODD	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2012	10,000.00			1				10,000.00		10,000.00	10,000.00
SOSNOWSKI MICHAEL	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2004	10,000.00			1				10,000.00		10,000.00	10,000.00
TURIEL JOSH	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2012	10,000.00			1				10,000.00		10,000.00	10,000.00
LEGAULT WILLIAM	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2013	-			1				10,000.00		10,000.00	10,000.00
Increase for Council (250 each for 5 months) as of 1/1/14															2,750.00
LAPOINTE CHERYL	030 CITY COUNCIL	11111-5111	CLERK OF COUNCIL	05011977	4,000.00	B			12	333.33	333.33	4,000.00	333.33	4,000.00	4,000.00
LAPOINTE CHERYL	030 CITY COUNCIL	11111-5111	CLERK OF COMMITTEE	05011977	500.00	B			12	41.67	41.67	500.00	41.67	500.00	500.00
SIMONS ILENE	030 CITY COUNCIL	11111-5111	ASST CLERK	02271989	4,000.00	B			12	333.33	333.33	4,000.00	333.33	4,000.00	4,000.00
SACCO EILEEN	030 CITY COUNCIL	11111-5111	BUDGET CLERK	06161988	700.00	B			1			700.00		700.00	700.00
119,700.00												119,700.00		122,450.00	122,450.00
119,700.00												119,700.00		122,450.00	122,450.00
119,700.00												119,700.00		122,450.00	122,450.00

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	0.0	0.0	0.0	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

CITY COUNCIL 030

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
11112	5306	ADVERTISING			
		Salem Evening News - Charter and M.G.L. mandated ordinance advertising unpredictable due to adoption of ordinances	20,000	20,000	20,000
TOTAL			20,000	20,000	20,000
	5320	CONTRACTED SERVICES			
		Budget analyst reinstated by the Mayor last fiscal year	21,000	21,000	21,000
			21,000	21,000	21,000
11112	5381	PRINTING AND BINDING			
		Government cards (printed in-house)			
		Printing Manual	2,727	2,727	2,727
		Stationery and envelopes	150	150	150
		Municipal Code Ordinances - hardcopy and online download			
		Municipal Code Zoning Ordinances - hard copy and online download			
		Municipal Code Traffic Ordinances - hard copy and online download	7,000	7,000	7,000
		West Group - Mass. General Laws	1,100	1,100	1,100
		Forms, ordinances, orders, committee reports, archive paper for minutes, binders, binding	200	200	200
		This line will need to be increased back to 11,200 at least FY 2012 for manuals			
TOTAL			11,177	11,177	11,177
11112	5421	OFFICE SUPPLIES GENERAL			
		General office supplies as needed	250	250	250
TOTAL			250	250	250
11112	5730	DUES AND SUBSCRIPTIONS			
		International Institute of Municipal Clerks	200	200	200
		North Shore City and Town Clerk's Association			
		Massachusetts City and Town Clerk's Association			
		New England Association of City and Town Clerks			
TOTAL			200	200	200
11112	5783	Midterm/Inauguration			
		Programs, flowers, etc.	500	500	500
TOTAL			500	500	500
TOTAL PROPOSED			53,127	53,127	53,127

City Clerk

Mission Statement– Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

Since the retirement of Julie McNaught we have a new member to the staff Maureen Fisher who brings great customer skills to the office. Maureen has also worked in the past at the polls and will be a valuable asset at election time.

Recent Accomplishments

- Adding information to the website for view by the public for campaign finance, Council Committee minutes

FY 2014 Goals & Objectives

- The use of protective paper for the issuance of vital records. This paper cannot be copied.
- The maintaining of information on the city's website in reference to the City Clerks office.
- Maintain the staffing level.
- Automate vital records for processing, recording and indexing.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
VITAL RECORDS				
Copies of vital records	8,472	8553	9,000	9,000+
Birth records recorded	1,685	1,575	1,600	1,600+
Death records recorded	610	556	600	600+
Marriage Licenses	352	349	350	350+
Affidavits of vital records	100	45	150	150+
LICENSES				
Dog Licenses	2,442	2448	2,586	2,500+
Business Certificates	327	341	718	718+
Yard Sale permits	204	213	283	283+

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Try and secure more vault space for vital record retention
- Vital records to be done online

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
City Clerk-Personnel									
11611	5111	SALARIES-FULL TIME	247,603.11	250,580.00	251,419.00	234,029.65	260,400.00	263,481.00	263,481.00
11611	5131	OVERTIME (GENERAL)	0.00	0.00	4.00	0.00	0.00	0.00	0.00
11611	5150	FRINGE/STIPENDS	3,450.00	3,450.00	3,450.00	3,015.06	0.00	0.00	0.00
Total City Clerk-Personnel			251,053.11	254,030.00	254,873.00	237,044.71	260,400.00	263,481.00	263,481.00
City Clerk-Expenses									
11612	5242	OFFICE EQUIPMENT REP	385.19	500.00	500.00	180.00	500.00	500.00	500.00
11612	5317	EDUCATIONAL TRAINING	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
11612	5381	PRINTING AND BINDING	3,000.00	3,000.00	3,000.00	2,293.20	3,000.00	3,000.00	3,000.00
11612	5421	OFFICE SUPPLIES (GEN	692.35	750.00	750.00	699.65	750.00	750.00	750.00
11612	5450	ARCHIVAL SUPP & EQUI	1,233.51	1,250.00	1,250.00	686.07	1,250.00	1,250.00	1,250.00
11612	5509	DOG LICENSES	999.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
11612	5710	IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	500.00	500.00	500.00
11612	5730	DUES AND SUB	500.00	500.00	500.00	0.00	500.00	500.00	500.00
Total City Clerk-Expenses			6,810.05	7,000.00	7,000.00	4,858.92	8,500.00	8,500.00	8,500.00
030	161	Department Total	257,863.16	261,030.00	261,873.00	241,903.63	268,900.00	271,981.00	271,981.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Propsed FY 2014 52.2	Council Voted FY 2014
LAPOINTE CHERYL	030 CITY CLERK	11611-5111	CITY CLERK	02/27/1989	80,477.90		1.0	1	100%	1,547.65	1,547.65	80,787.43	1,578.61	82,403.18	82,403.18
SIMONS ILENE	030 CITY CLERK	11611-5111	ASST CITY CLERK	09/05/2000	48,662.08		1.0	1	100%	935.81	935.81	48,849.24	963.88	50,314.72	50,314.72
					79,369.65		3.0				Total AFSCME 1818	130,762.68		130,762.68	130,762.68
					208,509.63		5.0	Total Full Time - 5111				260,399.36		263,480.58	263,480.58
030 CITY CLERK					3,450.00			3.0		1,150.00					
					211,959.63		5.0	Department Total				260,399.36		263,480.58	263,480.58

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	5.0	5.0	5.0	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
MCNAUGHT	JULIE	030 CITY CLERK	11611-5111	ASST REGISTRAR	08101998	42,069.53	0.0	862.71	879.96					100%	Retired	Retired	Retired
SERPA	LINDA	030 CITY CLERK	11611-5111	ASST REGISTRAR	7/26/2004	42,069.53	1.0	862.71	879.96					100%	45,934.13	45,934.13	45,934.13
EMMONS	JANET	030 CITY CLERK	11611-5111	ASST REGISTRAR	5/17/10	37,300.12	1.0	814.16	830.44	8/13/2013	879.96	6.0 46.2	100%	45,636.81	45,636.81	45,636.81	
FISHER	MAUREEN	030 CITY CLERK	11611-5111	SR CLERK TYPIST 1/III	9/21/12		1.0	719.16	730.33	9/21/2013	756.91	12.0 40.2	100%	39,191.74	39,191.74	39,191.74	
						121,439.18	3.00				-			130,762.68	130,762.68	130,762.68	

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

CITY CLERK - 030

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
11612	5242	OFFICE EQUIPMENT REPAIR			
		simplex time recorder maintenance	500	500	500
		typewriter maintenance (5 typewriters)			
TOTAL			500	500	500
11612	5317	Educational training	1,000	1,000	1,000
		Training to teach staff Spanish			
TOTAL			1,000	1,000	1,000
11612	5381	PRINTING AND BINDING			
		Vital Records Binders & Sleeves(Birth-Death-Marriage)	3,000	3,000	3,000
		Mylar sheets (Birth-Death-Marriage)			
		Book Binding (Index/Birth/Death/Marriage)			
		Index Cards (Birth/Death/Marriages), Master Cert (Vitals)			
		Marriage Return Envelopes & City Clerk envelopes, City Clerk Stationary			
TOTAL			3,000	3,000	3,000
11612	5421	OFFICE SUPPLIES GENERAL			
		W. B. MASON - Typewriter ribbons & correction tapes for vital records,	750	750	750
TOTAL			750	750	750
11612	5450	ARCHIVAL SUPPLIES AND EQUIPMENT			
		Acid free state mandate vital records recording paper ledger sheets (birth/death/marr)	1,250	1,250	1,250
		Birth, Death & Marriage certificate paper for long and short forms			
		State Bond paper			
		replacement of vital binders for affidavits and births and mylar sleeves due to water damage			
TOTAL			1,250	1,250	1,250
11612	5509	DOG LICENSES			
		National Band and Tag for dog tags (3000 tags)	1,000	1,000	1,000
		Maintenance for Dog Software			
TOTAL			1,000	1,000	1,000
11612	5710	INSTATE TRAVE/MEETINGS			
		Registration and travel expenses for various meetings and seminars	500	500	500
		Educational Training			
TOTAL			500	500	500
11612	5730	DUES AND SUBSCRIPTIONS			
		West Group - Mass. General Laws annual updates-pocket parts	500	500	500
		West Group - Acts and Resolves			
TOTAL			500	500	500
TOTAL PROPOSED			8,500	8,500	8,500

Elections & Registrations

Mission Statement– Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

There are no significant budget or staffing changes for FY 2014 with the onset of two special elections during census time it may be necessary to use Senior Work off people to help as well as use of temporary part time help.

Recent Accomplishments

We have just come through a very busy Presidential election with a record turn out of young students though the numbers were less than four years ago, long lines at the polls were inevitable. It was busy but Salem showed what we have always know that the residents here are true patriots that exercise their right to vote.

Our office has maintained campaign finance reports viewable on our website. This is a City election year and with the Mayor term there may be an increase in voter activity. Making it necessary to use volunteer and part time help. I am hoping that we are able to coordinate with the schools professional days to have the schools that are polling places closed for the day to enable easy access for the voters.

We successful lowered our number of polling locations from fourteen (14) to nine (9). We still are unable to identify a location in Ward 6 that could hold two precincts and if the schools are closed on election days we may be able to use the Saltonstall School to combine Ward 5 two precincts under one roof. This would enable us to streamline the use of police at the polling location. Still, by lowering the number of locations to nine we were able to save costs on police detail and programming costs of handicap machines. Also, this reduction has led to a time saving measure for me and my assistant as we visit each polling location during the day. It has also allowed for sharing of poll workers in emergency situations.

FY 2014 Goals & Objectives

- Maintain the staffing level in order to continue with required census and elections work especially with the Presidential Election in the fall

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
ELECTIONS (based on month of Nov.)				
# Registered Voters	25,516	25,918	28,482	28,482+
Voter turnout %	54%	21%	70%	48%
Actual turnout	13,623	5,359	19,847	13,671
CENSUS				
Census forms mailed out and processed	16,000+	16,000+	16,000+	16,000+

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Look for ways to reduce cost for financial stability
- Find more storage space for required retention of paperwork and equipment

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Elect & Reg-Personnel									
11621	5111	SALARIES-FULL TIME	91,011.75	91,579.00	93,433.00	87,750.73	95,620.00	97,460.00	97,460.00
11621	5131	OVERTIME (GENERAL)	5,000.00	5,000.00	14,533.00	10,888.59	5,000.00	5,000.00	5,000.00
11621	5150	FRINGE/STIPENDS	1,150.00	1,150.00	1,150.00	1,150.00	0.00	0.00	0.00
Total Elect & Reg-Personnel			97,161.75	97,729.00	109,116.00	99,789.32	100,620.00	102,460.00	102,460.00
Elect & Reg-Expenses									
11622	5242	OFFICE EQUIPMENT REP	285.00	325.00	325.00	325.00	325.00	325.00	325.00
11622	5280	POLLING PLACE RENT	150.00	300.00	300.00	150.00	300.00	300.00	300.00
11622	5306	ADVERTISING	614.25	650.00	1,100.00	849.00	650.00	650.00	650.00
11622	5309	POLLWORKERS	24,860.00	25,000.00	48,800.00	34,530.00	29,000.00	29,000.00	29,000.00
11622	5381	PRINTING AND BINDING	6,499.04	6,500.00	6,500.00	1,390.65	6,500.00	6,500.00	6,500.00
11622	5386	VOTING MACHINE SERVI	16,324.43	16,325.00	19,925.00	16,024.27	16,325.00	16,325.00	16,325.00
11622	5421	OFFICE SUPPLIES (GEN	988.44	1,000.00	1,000.00	997.88	1,000.00	1,000.00	1,000.00
Total Elect & Reg-Expenses			49,721.16	50,100.00	77,950.00	54,266.80	54,100.00	54,100.00	54,100.00
030	162	Department Total	146,882.91	147,829.00	187,066.00	154,056.12	154,720.00	156,560.00	156,560.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
BARTON CHARLES	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER	9/17/2008	700.00	B			4	175.00	175.00	700.00	175.00	700.00	700.00
LAPOINTE CHERYL	030 ELECTIONS & REGISTR	11621-5111	CLERK OF BOARD		1,600.00	B			12	133.33	133.33	1,600.00	133.33	1,600.00	1,600.00
LAPOINTE CHERYL	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER		700.00	B			12	58.33	58.33	700.00	58.33	700.00	700.00
SAINDON PHILIP	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER		700.00	B			4	175.00	175.00	700.00	175.00	700.00	700.00
SWAN RALPH	030 ELECTIONS & REGISTR	11621-5111	CH BOARD REGISTRAR	2008		B			4	No Compensation requested					
SPORT ROCHELLE	030 ELECTIONS & REGISTR	11621-5111	ELEC ASST TO CITY CLK		45,809.43		1.0	1		880.95	880.95	45,985.59	916.19	47,825.01	47,825.01
					42,069.53		1.0			Total AFSCME 1818		45,934.13		45,934.13	45,934.13
					91,578.96		2.0	Total Full Time 5111				95,619.72		97,459.14	97,459.14
030 ELECTIONS & REGISTR 11621-5131 OVERTIME					5,000.00							5,000.00		5,000.00	5,000.00
030 ELECTIONS & REGISTR 11621-5150 AFSCME Stipend					1,150.00				1.0	1,150.00					
					97,728.96		2.0	Department Total				100,619.72		102,459.14	102,459.14

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	2.0	2.0	2.0	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks					
											Old	New					
KIRKPATRICK	MARCIA	030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR	3/20/06	42,069.53	1.0	862.71	879.96					100%	45,934.13	45,934.13	45,934.13
						42,069.53	1.0								45,934.13	45,934.13	45,934.13

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

ELECTIONS AND REGISTRATIONS 030

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
11622	5242	OFFICE EQUIPMENT REPAIR			
		Typewriter maintenance (3 typewriters)	325	325	325
		Time stamp ribbon & installation			
TOTAL			325	325	325
11622	5280	POLLING PLACE RENTAL			
		\$25.00 rental each election	300	300	300
		Reduction in polling locations.			
TOTAL			300	300	300
11622	5306	ADVERTISING			
		Salem Evening News advertising for special voter registration sessions	650	650	650
TOTAL			650	650	650
11622	5309	POLL WORKERS			
		Staffing of 14 Precincts on Election Day for Elections			
		14 Wardens, 14 Clerks, 14 precinct Asst., 10 inspectors each Precinct	29,000	29,000	29,000
TOTAL			29,000	29,000	29,000
11622	5381	PRINTING AND BINDING			
		Printing of Annual Poll Book, census forms, nomination papers, petition forms, etc.			
		Printing of postcards for confirmation mailings			
		Envelopes for voter registration, etc.	6,500	6,500	6,500
TOTAL			6,500	6,500	6,500
11622	5386	VOTING MACHINE SERVICES			
		Voting Machine and Tabulator Maintenance Agreement	16,325	16,325	16,325
		Election programs (16 tabulators)			
		Election day coverage L.H.S. Associates (software & program vendor)			
		Three-hole legal paper for voting list			
		ballot printing & envelopes			
		Tabulator supplies-special ribbons, ink, electrical cords, adapters, paper rolls			
		<i>Note - we will need to print ballots for FY 2012</i>			
TOTAL			16,325	16,325	16,325
11622	5421	OFFICE SUPPLIES GENERAL			
		General office supplies as needed	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
TOTAL PROPOSED			54,100	54,100	54,100

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 2014

With the new CPA voted in November 2012 we will need to have our second clerk full time in the Assessors Office to help implement the CPA application process.. With the loss of Paul Tierney at the end of FY 2012, Jim Bond was promoted from field inspector to Assistant Director of Assessing. In November, we hired Stephen Cortes, an experienced Assessor formerly of Worcester, 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

- Received timely approval of our valuation as part of the three year Recertification required by the Department of Revenue for Fiscal Year 2013. Patriot Property Appraisers were hired to review the software components and support the office with the recertification process. We were able to upgrade our GIS application in our assessing software to help with the overall city review required by the Department of Revenue in the recertification year.
- Added a GIS component into our Patriot Property assessing software. We can now globally add and update information that can be utilized by us and other departments.
- We completed our DOR required inspection program and have implemented an annual re inspection plan to inspect approximately 750 to 1,000 properties per year beyond the annual sales verification and building permit inspection already in place.
- Completion of several courses in the MAAO certification program, as well as continuing education by all assessors to maintain or achieve MAAO certification.
- We have eliminated all residential and commercial Appellate Tax Board cases and only have the state valued utility cases left unsettled.
- 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.

FY 2014 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.
- Train the Assistant Assessing Director on valuing Personal Property, which requires an initial steep learning curve. This training involves working closely with our software provider, Patriot Property.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Real Estate Billing - Bills done quarterly	12,780	13736	13,710	13,781
Personal Property Bills- Billing done quarterly	890	871	900	890
Auto Excise	32,707	33,700	33,000	33,000
Boat Excise	1,106	1104	1,100	975
Exemptions	479	451	450	450
Abatements	128	99	250	250
Personal Property inventory forms (required by law for abatements)	990	975	900	975
ABC Forms - Tax exempts (required by law to qualify for status)	71	73	75	75
Income & Expense Statements	1,405	1380	1,400	1,400

How FY 2014 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 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Assessors-Personnel									
11411	5111	SALARIES-FULL TIME	227,144.46	250,499.00	253,501.00	223,265.86	266,005.00	269,418.00	269,418.00
11411	5150	FRINGE/STIPENDS	4,879.13	8,300.00	8,300.00	5,845.79	6,000.00	6,000.00	6,000.00
Total Assessors-Personnel			232,023.59	258,799.00	261,801.00	229,111.65	272,005.00	275,418.00	275,418.00
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	500.00	800.00	0.00	0.00	800.00	800.00	800.00
11412	5308	CONTRACTED SERVICES	57,943.13	19,500.00	19,500.00	14,442.50	25,500.00	25,500.00	25,500.00
11412	5381	PRINTING AND BINDING	1,020.50	1,500.00	1,700.00	1,343.15	1,500.00	1,500.00	1,500.00
11412	5421	OFFICE SUPPLIES (GEN	2,076.05	2,677.00	3,277.00	2,059.93	2,677.00	2,677.00	2,677.00
11412	5710	IN STATE TRAVEL/MEETINGS	1,958.20	2,500.00	2,500.00	1,846.65	2,500.00	2,500.00	2,500.00
11412	5860	EQUIPMENT	0.00	500.00	500.00	474.33	500.00	500.00	500.00
Total Assessors-Expenses			63,596.88	27,677.00	27,677.00	20,265.56	33,677.00	33,677.00	33,677.00
010	141	Department Total	295,620.47	286,476.00	289,478.00	249,377.21	305,682.00	309,095.00	309,095.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
BATES DONALD	010 ASSESSORS	11411-5111	BOARD MEMBER		3,000.00	B			4	750.00	750.00	3,000.00	-	3,000.00	3,000.00
BOND JAMES	010 ASSESSORS	11411-5111	ASST ASSESSOR	9/19/2011	42,491.92		1.0	1	100%	965.08	965.08	50,377.18	984.38	51,384.72	51,384.72
JACKSON DEBORAH	010 ASSESSORS	11411-5111	DIR ASSESSING	9/22/09	77,314.66		1.0	1	100%	1,486.82	1,486.82	77,612.02	1,516.56	79,164.26	79,164.26
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	1,500.00	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		50,184.17		0.0	1	100%	-	-	-	-	-	-
CORTES STEPHEN	010 ASSESSORS	11411-5111	ASST ASSESSOR	10/10/12	-		1.0	1	100%	817.15	817.15	42,655.23	833.49	43,508.33	43,508.33
					70,007.57		2.0			Total AFSCME 1818		84,860.07		84,860.07	84,860.07
					250,498.32	5.0	Total Full Time - 5111					266,004.50		269,417.39	269,417.39
010 ASSESSORS					3,000.00				3	3,000.00	1,000.00	3,000.00	3,000.00	3,000.00	3,000.00
010 ASSESSORS					2,070.00				2.0	1,150.00					
010 ASSESSORS					3,000.00				2.0	1,500.00	1,500.00	3,000.00	1,500.00	3,000.00	3,000.00
					8,070.00		Total Fringe - 5150					6,000.00		6,000.00	6,000.00
					258,798.32	5.0	Department Total					272,004.50		275,417.39	275,417.39

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	4.8	4.8	5.0	0.2

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2	
										Date	Rate	# Wks Old New						
FELIX	GLORIA	010 ASSESSORS	11411-5111	PRINCIPAL CLERK III	03221993	42,069.53	1.0	862.71	879.96					100%	45,934.13	45,934.13	45,934.13	
FORGIONI	CLAUDIA	010 ASSESSORS	11411-5111	SR CLERK TYPIST VII	4/1/12	27,938.04	0.0	742.07	756.91					0%	-	-	-	
DELLORFANO	DELINDA	010 ASSESSORS	11411-5111	SR CLERK TYPIST VII	12/3/2013		1.0	719.16	730.33	12/3/2013	756.91	22.0 30.2	100%	38,925.94	38,925.94	38,925.94		
						70,007.57	2.0									84,860.07	84,860.07	84,860.07

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

ASSESSORS - 010

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Council
11412	5242	OFFICE EQUIPMENT REP Computer, Copier, Printers, Fax & Typewriter 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. Annual GIS Enhancement contract addition Appraisals for two 121A properties coming back to rolls	18,000 1,500 6,000	18,000 1,500 6,000	18,000 1,500 6,000
TOTAL			25,500	25,500	25,500
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	5860	EQUIPMENT Used to purchase mission related small equipment.	500	500	500
TOTAL			500	500	500
TOTAL PROPOSED			33,677	33,677	33,677

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 2014

There is no significant budget or staffing changes for FY 2014

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 worked with the parking implementation committee to implement the new parking ordinances.

FY 2014 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 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Passports Processed	333	359	250	250
Resident Parking Stickers/Visitor Passes	2,695	2,385	2,500	2,500
Email Correspondence	75	80	50	50
Municipal Lien Certificates Processed	1350	1,000	1,400	1,200
Bills Payments Processed In-House:				
Excise Tax	9,045	9,588	6,500	9,000
Parking Tickets	8,186	7,638	7,250	7,250
Boat Excise Tax	198	151	190	150
Real Estate	46,546	41,028	45,000	41,000
Personal Property	2,430	1,748	2,500	1,700
Water/Sewer & Trash	57,717	44,937	50,000	44,000
Mooring/Slips (Began collecting in March 2011)	1049	1,611	1,250	1,250
Lockbox Payments				
Real Estate / Personal Property / Water & Sewer / Trash (Lockbox began June 2006)	26,158	35,117	30,000	32,000
Online Payments - UniBank				
Real Estate	2,505	2,690	2,500	2,500
Water/Sewer	5,037	5,137	4,500	5,000
Personal Property	119	147	125	150
Trash (Began billing in November 2006)	1,213	1,225	1,000	1,200
Excise Tax	5,522	6,866	4,500	6,500

How FY 2014 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 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Collector-Personnel									
11461	5111	SALARIES-FULL TIME	189,003.12	193,605.00	198,349.00	185,228.12	202,533.00	203,829.00	203,829.00
11461	5131	OVERTIME (GENERAL)	946.62	1,000.00	1,740.00	1,739.11	1,000.00	1,000.00	1,000.00
11461	5150	FRINGE/STIPENDS	7,449.95	7,450.00	7,450.00	6,490.00	4,000.00	4,000.00	4,000.00
Total Collector-Personnel			197,399.69	202,055.00	207,539.00	193,457.23	207,533.00	208,829.00	208,829.00
Collector-Expenses									
11462	5242	OFFICE EQUIPMENT REP	95.00	500.00	0.00	0.00	0.00	0.00	0.00
11462	5317	EDUCATIONAL TRAINING	310.00	1,000.00	1,000.00	853.50	1,000.00	1,000.00	1,000.00
11462	5381	PRINTING AND BINDING	1,988.36	2,000.00	2,000.00	1,883.19	2,500.00	2,500.00	2,500.00
11462	5421	OFFICE SUPPLIES (GEN	2,806.92	3,000.00	3,500.00	3,265.08	3,000.00	3,000.00	3,000.00
Total Collector-Expenses			5,200.28	6,500.00	6,500.00	6,001.77	6,500.00	6,500.00	6,500.00
040	146	Department Total	202,599.97	208,555.00	214,039.00	199,459.00	214,033.00	215,329.00	215,329.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
CELI	BONNIE	040 COLLECTOR	11461-5111 CITY COLLECTOR	2/01/2004	64,580.97		1.0	1	100%	1,241.94	1,241.94	64,829.27	1,266.78	66,125.85	66,125.85
					129,023.19		3.0			Total AFSCME 1818		137,702.83		137,702.83	137,702.83
					193,604.16		4.0	Total Full Time - 5111				202,532.10		203,828.68	203,828.68
	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					
					7,450.00			Total Fringe - 5150				4,000.00		4,000.00	4,000.00
	040 COLLECTOR	11461-5131	OVERTIME		1,000.00							1,000.00		1,000.00	1,000.00
					202,054.16		4.0	Department Total				207,532.10		208,828.68	208,828.68

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.0	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By	F T E	Rate	Rate	STEP INCREASES					Dept Request	Mayor	Council
						Council FY 2013 52		FY 2013 0.0%	FY 2014 2.0%	Date	Rate	# Wks Old New	FY 2014 52.2		FY 2014 52.2	FY 2014 52.2	
HUTCHINSON	SARAH	040 COLLECTOR	11461-5111	ASSISTANT COLLECTOR	11/08/2004	47,018.92	1.0	959.79	978.99					100%	51,103.06	51,103.06	51,103.06
DAVIS	MAUREEN	040 COLLECTOR	11461-5111	PRINCIPAL CLERK	4/24/2007	42,069.83	1.0	862.71	879.96					100%	45,934.13	45,934.13	45,934.13
MORAN	KAREN	040 COLLECTOR	11461-5111	SR ACCOUNT CLERK	9/14/09	40,088.03	0.0							100%	To Engineering	To Engineering	To Engineering
VASSY	MARCIE	040 COLLECTOR	11461-5111	SR ACCOUNT CLERK III	7/18/12		1.0	763.76	779.04	8/18/2013	807.56	6.0	46.2	100%	40,665.64	40,665.64	40,665.64
						129,023.19	3.0								137,702.83	137,702.83	137,702.83

FY 2014 BUDGET DETAIL EXPENSES
EXPENSES

COLLECTOR - 040

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
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 Inserts for real estate tax bills print resident parking stickers - reorder zone stickers and visitor passes Print passes for monthly pass zone (100 per month) \$1.00 per pass	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
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 2014

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 2014 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.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Help Desk Calls	N/A	N/A		

How FY 2014 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 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Data Proc IT/GIS/-Personnel									
11551	5111	SALARIES-FULL TIME	146,008.15	101,028.00	130,940.00	123,109.01	153,616.00	166,928.00	166,928.00
11551	5113	SALARIES-PART TIME	11,775.00	13,000.00	7,088.00	7,562.50	0.00	0.00	0.00
Total Data Proc IT/GIS/-Personnel			157,783.15	114,028.00	138,028.00	130,671.51	153,616.00	166,928.00	166,928.00
Data Proc IT/GIS-Expenses									
11552	5317	EDUCATIONAL TRAINING	4,739.26	6,100.00	6,100.00	2,085.00	6,100.00	6,100.00	6,100.00
11552	5320	CONTRACTED SERVICES	8,476.00	0.00	0.00	0.00	0.00	0.00	0.00
11552	5421	OFFICE SUPPLIES (GEN	1,521.96	2,874.00	2,874.00	915.35	2,874.00	2,874.00	2,874.00
11552	5520	SOFTWARE SUPPORT/ENHANCEMEI	4,086.73	5,500.00	5,500.00	4,514.80	5,500.00	5,500.00	5,500.00
11552	5582	DATA PROCESSING SUPP	3,052.05	5,500.00	5,500.00	2,499.22	5,500.00	5,500.00	5,500.00
11552	5710	IN STATE TRAVEL/MEETINGS	56.78	1,475.00	1,475.00	48.06	1,475.00	1,475.00	1,475.00
Total Data Proc IT/GIS-Expenses			21,932.78	21,449.00	21,449.00	10,062.43	21,449.00	21,449.00	21,449.00
070	155	Department Total	179,715.93	135,477.00	159,477.00	140,733.94	175,065.00	188,377.00	188,377.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
CLAY	NINA	070 Information Tech-GIS	11551-5111 COMPUTER ANALYST	09/20/1993	56,836.93		1.0	1	100%	1,093.02	1,093.02	57,055.54	1,114.88	58,196.65	58,196.65
DUIJVESTEIJN	OLLE	070 Information Tech-GIS	11551-5111 IT-GIS Director	10/12/2010	38,534.09		0.6		60%	1,235.07	1,235.07	38,682.30	1,259.77	39,455.94	39,455.94
GROCKI	KEVIN	070 Information Tech-GIS	11551-5111 Addl MIS Pay		5,656.19		0.1	4 Hours/Wk	100%	108.77	108.77	5,677.94	110.95	5,791.50	5,791.50
GAUDET	JAMES	070 Information Tech-GIS	11551-5111 COMPUTER ANALYST	7/1/2012	-		1.0	1	100%	1,000.00	1,000.00	52,200.00	1,216.16	63,483.55	63,483.55
					101,027.21		2.7	Total Full Time - 5111				153,615.78		166,927.64	166,927.64
RUST	JOANNE	070 Information Tech-GIS	11551-5111 Consultant		13,000.00	P						To Finance Budget			
					13,000.00			Total Part Time - 5113							
					114,027.21		2.7	Department Total				153,615.78		166,927.64	166,927.64

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	2.7	1.7	2.7	1.0

							Total
DUIJVESTEIJN	OLLE	Information Tech-GIS	11551-5111 IT-GIS Director		0.60	60%	1,259.77
		SEWER	600131-5111		0.20	20%	13,151.98
		WATER	610131-5111		0.20	20%	13,151.98
							65,759.91

**FY 2014 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 GIS Training as needed	1,000	1,000	1,000
TOTAL			6,100	6,100	6,100
11552	5320	Contracted Services			
	RECURRING	FIXED Costs: Contractual Agreements for GIS services			
	FIXED COSTS	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 Desktop 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	5,500	5,500	5,500
TOTAL			5,500	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			21,449	21,449	21,449

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
IT/GIS-Fixed Costs									
11562	5243	IT/GIS MAINTENANCE	294,136.14	320,136.00	296,136.00	280,293.26	342,979.00	342,979.00	342,979.00
11562	5341	PHONE/DSL/COMMUNICATIONS	9,116.63	11,980.00	11,980.00	9,749.36	15,580.00	15,580.00	15,580.00
	Total	IT/GIS-Fixed Costs	303,252.77	332,116.00	308,116.00	290,042.62	358,559.00	358,559.00	358,559.00
070	156	Department Total	303,252.77	332,116.00	308,116.00	290,042.62	358,559.00	358,559.00	358,559.00

**FY 2014 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	203,787	203,787	203,787
		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 virtualization and Server image/data stored nightly at both East and West Coast data centers	19,992	19,992	19,992
		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 + salemfilloffice + 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 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				
		Hardware for citywide permit management program: 30 tablets @ \$300 = \$9,000	9,000	9,000	9,000
		Hardware for citywide permit management program: 5 kiosk computers @ \$1,000 = \$5,000	5,000	5,000	5,000
		Tyler Technologies - GoDocs Software Module and Configuration	9,375	9,375	9,375
		Tyler Technologies - Employee Self Service (ESS) Software Module	12,750	12,750	12,750
			342,979	342,979	342,979
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
		Verizon Wireless Cellular Service for permit program tablets \$300 mo x 12 = \$3,600	3,600	3,600	3,600
			15,580	15,580	15,580
	TOTAL		15,580	15,580	15,580
	TOTAL PROPOSED FIXED COSTS		358,559	358,559	358,559

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 2014

The Finance Director resigned in January 2013. A new Finance Director, Sarah Stanton, was hired in March 2013.

Recent Accomplishments

- Received the GFOA Distinguished Budget Presentation Award for the FY 2013 budget (5th consecutive year).
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting FY 2012 budget (7th consecutive year).
- 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).
- Continued participation on the City's Parking Plan Implementation Committee, putting forth the recommendations of the Nelson/Nyberg report
- Increased the City's stabilization fund to \$3.9 million dollars through sound fiscal policy on use of free cash.
- Continue to assist new Superintendent and new School Business Manager in the development of the FY2014 budget.
- Negotiated new contracts for police, fire and AFSCME unions.
- Worked with Human Resource department and IT Department to implement "Total Compensation Reports" through the MUNIS software system.



FY 2014 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.
- Implement a citywide Citi-Stat program, using performance indicators to improve city-wide efficiency and transparency.
- 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 for 2015 to 2017.
- Finalize 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.
- Address all 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 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
# Accounts Payable Invoices Processed Annually	30,889	33065	34,000	35,000
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*	150,122	649,875	505,165	400,000
20% of Free Cash certified to Capital Improvement Project Fund*	150,122	649,875	505,165	400,000
<i>*Note - FY 2012 amounts are actual amounts transferred</i>				
10% of Free Cash certified to OPEB Liability Fund	50,000	324,924	252,582	200,000
Retirement Stabilization Fund	850,000	400,000	850,000	600,000

How FY 2014 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 oversee 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 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Finance-Personnel									
11351	5111	SALARIES-FULL TIME	240,441.74	250,633.00	252,486.00	232,250.42	261,123.00	265,427.00	265,427.00
11351	5113	SALARIES-PART TIME	0.00	0.00	0.00	0.00	13,000.00	13,000.00	13,000.00
11351	5131	OVERTIME (GENERAL)	190.70	200.00	205.00	0.00	200.00	200.00	200.00
11351	5150	FRINGE/STIPENDS	1,150.00	1,150.00	1,150.00	1,150.00	0.00	0.00	0.00
Total Finance-Personnel			241,782.44	251,983.00	253,841.00	233,400.42	274,323.00	278,627.00	278,627.00
Finance-Expenses									
11352	5320	CONTRACTED SERVICES	23,945.00	30,000.00	27,000.00	10,865.96	30,000.00	30,000.00	30,000.00
11352	5381	PRINTING AND BINDING	200.00	200.00	200.00	170.00	200.00	200.00	200.00
11352	5421	OFFICE SUPPLIES (GEN	2,599.35	3,500.00	4,300.00	2,843.94	3,500.00	3,500.00	3,500.00
11352	5423	BUDGET PREPARATION	2,557.42	2,400.00	2,400.00	1,850.85	2,400.00	2,400.00	2,400.00
11352	5710	IN STATE TRAVEL/MEETINGS	2,958.38	3,500.00	5,700.00	4,736.87	3,500.00	3,500.00	3,500.00
11352	5730	DUES AND SUB	883.00	1,100.00	1,100.00	993.00	1,100.00	1,100.00	1,100.00
Total Finance-Expenses			33,143.15	40,700.00	40,700.00	21,460.62	40,700.00	40,700.00	40,700.00
090	135	Department Total	274,925.59	292,683.00	294,541.00	254,861.04	315,023.00	319,327.00	319,327.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
BRIDGMAN	NINA	090 FINANCE/AUDITING	11351-5111 ASSISTANT FINANCE DIR	07061982	68,027.36		1.0	1	100%	1,308.22	1,308.22	68,289.00	1,334.38	69,654.78	69,654.78
FULL	DIANNE	090 FINANCE/AUDITING	11351-5111 OFFICE MANAGER	11/1/2004	49,336.82		1.0	1	100%	948.78	948.78	49,526.58	967.76	50,517.11	50,517.11
VISCAY	RICHARD	090 FINANCE/AUDITING	11351-5111 FINANCE DIR/AUDITOR	3/6/06	91,198.44		0.0	0	100%	-	-	Resigned	-	-	-
STANTON	SARAH	090 FINANCE/AUDITING	11351-5111 FINANCE DIR/AUDITOR	3/25/2013			1.0	1	100%	1,865.38	1,865.38	97,372.84	1,902.69	99,320.29	99,320.29
					42,069.61		1.0			Total AFSME 1818		45,934.13		45,934.13	45,934.13
					250,632.23		4.0		Total Full Time - 5111			261,122.55		265,426.32	265,426.32
RUST	JOANNE	090 FINANCE/AUDITING	11351-5113 Consultant			From IT Budget	P					13,000.00	-	13,000.00	13,000.00
									Total Part Time - 5113			13,000.00		13,000.00	13,000.00
					200.00							200.00		200.00	200.00
					1,150.00			1.0		1,150.00					
					251,982.23		4.0		Department Total			274,322.55		278,626.32	278,626.32

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	3.9	4.0	4.0	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
GIUNTA	JUDITH	090 FINANCE/AUDITING	11351-5111	PRINC ACCT CLERK	06171996	42,069.61	1.0	862.71	879.96					100%	45,934.13	45,934.13	45,934.13
						42,069.61	1.0								45,934.13	45,934.13	45,934.13

**FY 2014 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 regulations and sound business practices.	10,000	10,000	10,000
		Fund actuarial report for GASB 45 - OPEB BI-Annual report.	20,000	20,000	20,000
		Fraud Risk Audits per management letter			
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.	3,000	3,000	3,000
		Accounting School ~ Finance Director and Asst Finance Director			
		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 2014

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.

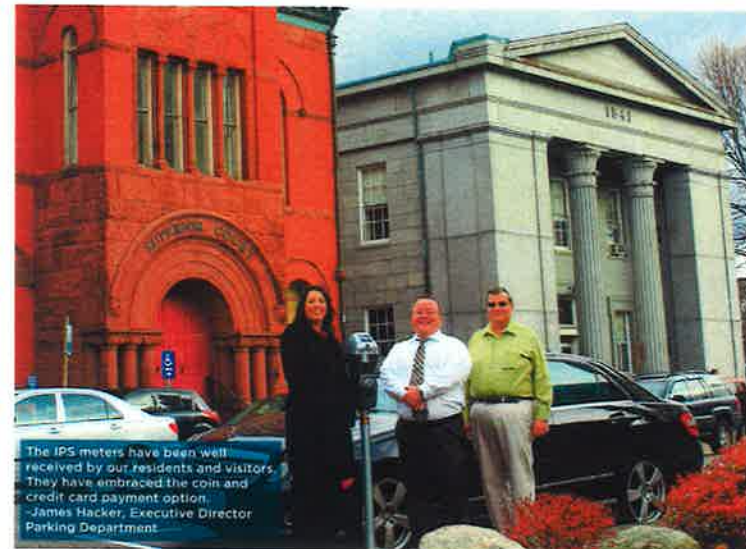
Recent Accomplishments

- 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.
- Survey M P garage to outline and repair drainage, electrical and structural issues.

FY 2014 Goals & Objectives

- Initiate new meter control coin pick up

CITY OF SALEM, MA



KIMBERLEY DRISCOLL, RICHARD VISCAY, JAMES HACKER



- 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
- Install smart meters on Washington Street
- Repair electrical, drainage, and structural issues at the MP Garage
- Updat and improve the kiosk system

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Parking Fines collected	\$ 957,070	\$911,111	\$ 900,000	\$ 900,000
Parking Garage revenue	\$ 1,341, 606	\$1,227,724	\$ 1,200,000	\$ 1,000,000
Parking Lot / Meter revenue	\$ 991,870	\$1,044,905	\$1,100,000	\$1,400,000
Parking citations issued	40,974	36,893	25,000	25,000
Parking citation dollar value	\$ 658,400	\$567,573	\$ 630,000	\$625,000

How FY 2014 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 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Parking Department-Personnel									
14811	5111	SALARIES-FULL TIME	391,516.81	394,686.00	422,736.00	397,882.30	462,346.00	470,727.00	470,727.00
14811	5113	SALARIES-PART TIME	130,050.30	173,816.00	152,069.25	130,123.21	187,576.00	178,176.00	178,176.00
14811	5131	OVERTIME (GENERAL)	697.34	1,500.00	8,172.75	7,639.58	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	0.00	0.00	0.00
Total Parking Department-Personnel			530,314.45	578,052.00	591,028.00	543,695.09	651,422.00	650,403.00	650,403.00
Parking Department-Expenses									
14812	5211	ELECTRICITY	83,996.99	86,000.00	79,023.00	79,023.00	90,000.00	90,000.00	90,000.00
14812	5255	BUILDING/EQUIP MAINT	48,918.82	50,000.00	58,477.00	47,566.35	73,544.00	74,500.00	74,500.00
14812	5284	EQUIPEMENT LEASE	0.00	0.00	0.00	0.00	25,572.00	25,572.00	25,572.00
14812	5341	TELEPHONE	6,784.28	15,000.00	15,000.00	14,353.32	15,000.00	15,000.00	15,000.00
14812	5381	PRINTING AND BINDING	5,999.79	6,000.00	6,000.00	5,999.95	6,000.00	6,000.00	6,000.00
14812	5421	OFFICE SUPPLIES (GEN	2,500.00	2,500.00	2,500.00	2,498.82	2,500.00	3,000.00	3,000.00
14812	5521	PARKING TICKETS	0.00	500.00	0.00	0.00	500.00	0.00	0.00
14812	5710	IN STATE TRAVEL/MEETINGS	0.00	1,000.00	0.00	0.00	1,000.00	500.00	500.00
14812	5860	EQUIPMENT	8,320.97	3,500.00	3,500.00	3,262.45	3,500.00	3,000.00	3,000.00
Total Parking Department-Expenses			156,520.85	164,500.00	164,500.00	152,703.89	217,616.00	217,572.00	217,572.00
180	481	Department Total	686,835.30	742,552.00	755,528.00	696,398.98	869,038.00	867,975.00	867,975.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
HACKER	JAMES	180 PARKING DEPT	14811-5111	PARKING DIRECTOR	05012001	59,826.47		1.0	1	100%	1,150.51	1,150.51	60,056.57	1,173.52	61,257.70	61,257.70
SULLAWAY	ALAN	180 PARKING DEPT	14811-5111	ASST PARKING DIRECTOR	09/04/03	38,463.72		1.0	1	100%	739.69	739.69	38,611.65	852.56	44,503.63	44,503.63
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	32,463.42		1.0	1	100%	624.30	624.30	32,588.28	636.78	33,240.04	33,240.04
PZENY	DAVID	180 PARKING DEPT	14811-5111	SHIFT SUPERVISOR	6/2011	31,654.27		0.0	1	100%	-	-	Resigned	-	-	-
MILLET	MARY	180 PARKING DEPT	14811-5111	SHIFT SUPERVISOR				1.0	1	100%	608.74	608.74	31,776.02	620.91	32,411.54	32,411.54
						231,437.52		8.0	Total AFSCME 1818				298,473.19		298,473.19	298,473.19
						394,685.40		12.0	Total Full Time - 5111				462,345.71		470,726.11	470,726.11
		180 PARKING DEPT	14811-5113	SECURITY		10,077.60	P		2	19	10.20	10.20	20,232.72	10.40	20,637.37	20,637.37
		180 PARKING DEPT	14811-5113	CASHIER/MAINTENANCE		110,853.60	P		11	19	10.20	10.20	111,279.96	10.40	113,505.56	113,505.56
		180 PARKING DEPT	14811-5113	SEASONAL WORKER		19,760.00	P		1	19	10.00	10.00	9,918.00	10.20	10,116.36	10,116.36
		180 PARKING DEPT	14811-5113	METER CONTROL		20,280.00	P		2	15	13.00	13.00	20,358.00	13.26	20,765.16	20,765.16
		180 PARKING DEPT	14811-5113	ASSISTANT METER COLLECTOR		12,844.00	P		2	19	13.00	13.00	25,786.80	13.26	13,151.27	13,151.27
						173,815.20			Total Part Time - 5113				187,575.48		178,175.72	178,175.72
		180 PARKING DEPT	14811-5131	OVERTIME		1,500.00							1,500.00		1,500.00	1,500.00
		180 PARKING DEPT	14811-5150	AFSCME Stipend		8,050.00			7.0		1,150.00		-	-	-	-
						578,050.60		12.0	Department Total				651,421.19		650,401.83	650,401.83

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	11.0	11.0	12.0	1.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
Date	Rate	# Wks Old	New														
BATES	MARK	180 PARKING DEPT	14811-5111	METER REPAIR PERSON	2/14/2000	40,750.81	1.0	836.84	853.58					100%	44,556.71	44,556.71	44,556.71
DELIGIANIDIS	ZACH	180 PARKING DEPT	14811-5111	PK GARAGE MAINT	12/2/2012		1.0	704.34	718.43	12/2/2013	744.56	26.2	26.0	100%	38,181.34	38,181.34	38,181.34
DELIGIANIDIS	Shift Differential-WEEKENDS													100%	420.00	420.00	420.00
GRENADER	BELA	180 PARKING DEPT	14811-5111	CASHIER STEP	01021992	24,994.90	1.0	527.78	538.34					100%	28,101.12	28,101.12	28,101.12
KIRNOS	MICHAEL	180 PARKING DEPT	14811-5111	CASHIER STEP	12301991	24,994.78	1.0	527.78	538.34					100%	28,101.12	28,101.12	28,101.12
KIRNOS	Shift Differential-NIGHTS			Base Rate X 9%		1,999.58		42.22	43.07					100%	2,248.09	2,248.09	2,248.09
MERRIL	GLORIA	180 PARKING DEPT	14811-5111	METER CONTROL	7/14/04	38,520.14	1.0	793.09	808.95					100%	42,227.28	42,227.28	42,227.28
MERRIL	Shift Differential-WEEKENDS													100%	208.00	208.00	208.00
RAMSDELL	DAWNE	180 PARKING DEPT	14811-5111	METER CONTROL	08311998	38,520.37	1.0	793.09	808.95					100%	42,227.28	42,227.28	42,227.28
STWEART	JOYCE	180 PARKING DEPT	14811-5111	CASHIER STEP	01021992	24,994.90	1.0	527.78	538.34					100%	28,101.12	28,101.12	28,101.12
WONG	MICHAEL	180 PARKING DEPT	14811-5111	METER REPAIR	7/19/2007	36,662.04	1.0	807.08	823.22	10/15/2013	853.57	15.0	37.2	100%	44,101.13	44,101.13	44,101.13
						231,437.52	8.0								298,473.19	298,473.19	298,473.19

FY 2014 DETAILED BUDGET REPORT
EXPENSES

Parking Department - 180

ORG	OBJECT	DESCRIPTION	Dept Request	Approved By Mayor	Approved by Council
14812	5211	ELECTRICITY			
		Museum Place	50,500	50,500	50,500
		South Harbor	25,250	25,250	25,250
		Church St	4,000	4,000	4,000
		Sewall St.	2,750	2,750	2,750
		Delandes	3,750	3,750	3,750
		Charter & Crombie Lot	3,750	3,750	3,750
TOTAL			90,000	90,000	90,000
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 Material	1,000	1,000	1,000
		Elevator monitoring 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
		annual kiosk monitoring	3,240	3,240	3,240
		annual smart meter monitoring	20,304	21,260	21,260
TOTAL			73,544	74,500	74,500
14812	5284	Equipment Lease			
		Kiosks at Bridge St Lot and Church St Lot - 2,131. X 12 Months	25,572	25,572	25,572
TOTAL			25,572	25,572	25,572
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 Verizon Meter Fees for Single Space Meters	7,400	7,400	7,400
TOTAL			15,000	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	3,000	3,000
TOTAL			2,500	3,000	3,000

**FY 2014 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	-	-
TOTAL			500	-	-
14812	5710	In State Travel/Meeting Training and meetings	1,000	500	500
TOTAL			1,000	500	500
14812	5860	Equipment Misc office equipment replacement as needed Shelters for Kiosks	3,500	3,000	3,000
TOTAL			3,500	3,000	3,000
Total proposed			217,616	217,572	217,572

Purchasing

Mission Statement – Why We Exist

The mission of the Purchasing Department is to acquire and dispose of, all supplies, services and real property at the best value to the City, while ensuring compliance with all state laws, regulations and City ordinances.

Significant Budget & Staffing Changes for FY 2014

There are no significant Budget or Staffing changes anticipated in FY 2014.

Recent Accomplishments

- Effectively issued and managed competitive procurements for the City of Salem and Town of Swampscott.
- Ensured that Requisitions and Purchase Orders were processed in compliance with procurement laws, and in a timely manner.
- Drafted ‘Procurement Manual’ which outlined policies, procedures and responsibilities of all parties involved in competitive procurement, requisitions, purchase orders, and contract administration.
- Transferred City cellphone service to Verizon Wireless in order to address service limitations and other complaints and issues directed towards previous provider.
- Continued working with the School Department to comply with the ‘Consent Order’ issued by the Attorney General’s Office.
- Joined and attended meetings and conferences of the Massachusetts Association of Public Purchasing Officials (MAPPO).
- Attended continuing education courses provided by the Massachusetts Office of the Inspector General’s Massachusetts Certified Public Purchasing Officials (MCPPO) Program.
- Participated in several cooperative and joint solicitations to encourage regionalization and take advantage of higher volume pricing rates.
- Served on City Hall Renovation Building Committee.
- Updated routing process of contracts, change orders and other legal documents to encourage efficiency.
- Worked with Data Processing to analyze the City’s current copy machine agreements and usages to ensure that the equipment and terms are in line with the users’ needs.

FY 2014 Goals & Objectives

- Goal: Increase City awareness of current contracts held by the various departments, statewide contracts and other purchasing options (ex. cooperative purchasing) through distribution of a master contract list for the City and State.

- Goal: Provide a line of communication between Departments making similar procurements so that purchases may be consolidated and savings realized.
- Goal: Lobby to update legislation regarding procurement thresholds and other out of date requirements that increase costs.
- 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: Attend Massachusetts Association of Public Purchasing Official meetings to keep current with the Commonwealth's Purchasing Guidelines, Requirements, Laws, and obtain credits towards certification requirements as a Massachusetts Certified Public Purchasing Officer.
- Goal: Work to conserve resources by implementing paperless record keeping systems, when possible.
- Goal: Continue to participate in cooperative bidding initiatives.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Bids and RFP's				
City of Salem	51	62	70	70
Town of Swampscott	6	8	6	6
Purchase Orders	7,833	7,806	7,850	7,850

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Goal: Improve communication with citizens
 - Updating the website to include features such as an "awarded contract" page will allow citizens to view the bidding process from beginning to end, encouraging transparency and the transmission of accurate information
- Goal: Implement regionalized services to enhance services while saving taxpayer dollars.
 - The Purchasing Department has engaged in, and will continue to seek opportunities to take advantage of group purchasing options. The Department also continues to work with the Town of Swampscott, preparing solicitations for competitively procured goods and services.
- Goal: Incorporate more public art throughout the City.
 - The Purchasing Department was heavily involved in the solicitation of proposals for the creation of a public art master plan, and will continue to be involved in future efforts.
- Goal: Enter into new five year agreement on collection and disposal of solid waste
 - The Purchasing Department assisted in drafting the new contract/scope of services, drafted and issued the Invitation for Bids (a joint effort with the City of Beverly) and awarded and executed the contract.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Purchasing-Personnel									
11381	5111	SALARIES-FULL TIME	97,212.11	98,616.00	100,470.00	94,596.90	102,698.00	103,833.00	103,833.00
11381	5113	SALARIES-PART TIME	0.00	1,600.00	1,200.00	1,200.00	1,600.00	1,600.00	1,600.00
11381	5150	FRINGE/STIPENDS	1,900.00	2,150.00	2,150.00	1,900.00	1,000.00	1,000.00	1,000.00
Total Purchasing-Personnel			99,112.11	102,366.00	103,820.00	97,696.90	105,298.00	106,433.00	106,433.00
Purchasing-Expenses									
11382	5306	ADVERTISING	15,000.00	15,000.00	15,000.00	13,920.41	15,000.00	15,000.00	15,000.00
11382	5381	PRINTING AND BINDING	243.00	500.00	289.00	289.00	500.00	500.00	500.00
11382	5421	OFFICE SUPPLIES (GEN	1,086.79	1,250.00	1,250.00	926.05	1,250.00	1,250.00	1,250.00
11382	5710	IN STATE TRAVEL/MEETINGS	294.66	600.00	250.00	250.00	850.00	850.00	850.00
11382	5730	DUES AND SUB	539.00	700.00	255.00	205.00	350.00	350.00	350.00
11382	5851	OFFICE EQUIPMENT	145.80	300.00	0.00	0.00	300.00	300.00	300.00
Total Purchasing-Expenses			17,309.25	18,350.00	17,044.00	15,590.46	18,250.00	18,250.00	18,250.00
240	138	Department Total	116,421.36	120,716.00	120,864.00	113,287.36	123,548.00	124,683.00	124,683.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
WATKINS THOMAS	240 PURCHASING	11381-5111	PURCHASING AGENT	9/22/09	56,545.94		0.0		100%	1,087.42	1,087.42	Resigned	-	Resigned	
HASKELL WHITTNEY	240 PURCHASING	11381-5111	PURCHASING AGENT	10/9/12			1.0		100%	1,087.42	1,087.42	56,763.32	1,109.17	57,898.59	57,898.59
					42,069.61		1.0			Total AFSCME 1818		45,934.13		45,934.13	45,934.13
					98,615.55		2.0		Total Full Time - 5111			102,697.46		103,832.72	103,832.72
	240 PURCHASING	11381-5113	PT INTERN		1,600.00			160		10.00	10.00	1,600.00	10.00	1,600.00	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					
	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			1,000.00	1,000.00	1,000.00	1,000.00
					102,365.55		2.0		Department Total			105,297.46		106,432.72	106,432.72

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	2.0	2.0	2.0	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013	F T E	Rate FY 2013	Rate FY 2014	STEP INCREASES					Dept Request FY 2014	Mayor FY 2014	Council FY 2014
						52		0.0%	2.0%	Date	Rate	# Wks Old New		52.2	52.2	52.2	
FOLEY	ELIZABETH	240 PURCHASING	11381-5111	PRINCIPAL CLERK III	09151986	42,069.61	1.0	862.71	879.96				100%	45,934.13	45,934.13	45,934.13	
						42,069.61	1.0							45,934.13	45,934.13	45,934.13	

**FY 2014 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	700	700	700
		Massachusetts Association of Public Purchasing Officials Monthly Meetings located in different Towns and Cities of the Commonwealth.	150	150	150
TOTAL			850	850	850
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
TOTAL			350	350	350
11382	5851	Office Equipment			
		Misc. office equipment as needed	300	300	300
TOTAL			300	300	300
TOTAL PROPOSED			18,250	18,250	18,250

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Purchasing-Fixed Costs									
11392	5341	TELEPHONE-NEXTELS	20,999.70	21,000.00	24,706.00	24,357.33	27,600.00	27,600.00	27,600.00
11392	5422	COPIERS & SUPPLIES	29,798.20	29,726.00	27,726.00	22,133.37	28,980.00	28,980.00	28,980.00
	Total	Purchasing-Fixed Costs	50,797.90	50,726.00	52,432.00	46,490.70	56,580.00	56,580.00	56,580.00
240	139	Department Total	50,797.90	50,726.00	52,432.00	46,490.70	56,580.00	56,580.00	56,580.00

**FY 2014 DETAIL BUDGET REPORT
EXPENSES**

PURCHASING - FIXED COSTS 240

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11392	5341	Telephone-Verizon Wireless			
		Verizon - Cemetery, City Clerk, Electrical, Engineer, Finance, Health, Legal, Mayor, Park, Parking, Planning, Public Property, Public Services, Veterans	27,600	27,600	27,600
TOTAL			27,600	27,600	27,600
11392	5422	Photocopy Machine			
		Model: Canon IR3025, Location DPW Garage, Lease Payment: \$117/month X 12 months=	1,404	1,404	1,404
		Model: Canon IRC2880, Location: Mayor's Office, Lease Payment: \$195/month x 12 months=	2,340	2,340	2,340
		Model: Canon IRC5240, Location: 3rd Floor, Finance Office, Lease Payment: \$330/month X 12 months=	3,960	3,960	3,960
		Model: Canon IR3235, Location: Assessors Office, Lease Payment: \$153/month x 12 months=	1,836	1,836	1,836
		Model: Canon IR1025IF, Location: Collectors Office, Lease Payment: \$42/month X 12 months=	504	504	504
		Model: Canon IRC3235, Location: Treasurers Office, Lease Payment: \$153/month X 12 months=	1,836	1,836	1,836
		Model: Xerox W5150PY, Location: 3rd Floor, Annex, Lease Payment: \$195/month x 12 months=	2,340	2,340	2,340
		Model: Xerox W5150PT, Location: Clerk Rm 1, Lease Payment: \$195/month x 12 months=	2,340	2,340	2,340
		Model: Xerox W5638PT, Location: Clerk Rm 3, Monthly Payment: \$90/month x 12 months=	1,080	1,080	1,080
		Model: Xerox WC7132, Location: 2nd Floor, Finance, Monthly Payment: \$70/month x 12 months=	840	840	840
		Toner, Staples and Paper Annual estimate=	6,000	6,000	6,000
		OVERAGE CHARGES IN FY 2014 Budget	4,500	4,500	4,500
TOTAL			28,980	28,980	28,980
TOTAL PROPOSED			56,580	56,580	56,580

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 2014

There are no staffing changes anticipated for FY 2014

A budget change anticipated for FY 2014 could be an increase in credit card fees as the City looks to implement additional smart meters and Unibank ACH fees.

Recent Accomplishments

- Transitioned Payroll Coordinator to the Treasurer's Office from Information Technologies
- Supervised payroll functions for weekly and bi-weekly payroll
- Streamlined the paying of various employee deductions
- Advisory Board of the Massachusetts Municipal Depository Trust
- Participated on the Procurement Management Team 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
- Instrumental in initiating advantage for lump sum payment from MSBA resulting in a 2 million dollar savings to the City of Salem over the next ten years
- Participated in the Cities review process resulting in a upgraded bond rating from Standard & Poors
- Implemented E-Payables with Bank of America for electronic vendor payments

FY 2014 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
- Continued to improve efficiencies and controls
- Review tax title accounts and identify if they would generate funds to the City of Salem.
- Address gaps in the process to best utilize staff expertise and contribute to sustaining positive staff morale and productivity
- Obtain treasurer certification through the Massachusetts Collectors and Treasurers Association.

How FY 2014 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 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Treasurer-Personnel									
11451	5111	SALARIES-FULL TIME	156,681.42	206,360.00	208,214.00	196,151.76	210,857.00	220,825.00	220,825.00
11451	5150	FRINGE/STIPENDS	1,150.00	2,150.00	2,150.00	1,150.00	1,000.00	1,000.00	1,000.00
Total Treasurer-Personnel			157,831.42	208,510.00	210,364.00	197,301.76	211,857.00	221,825.00	221,825.00
Treasurer-Expenses									
11452	5317	EDUCATIONAL TRAINING	610.19	650.00	650.00	639.20	650.00	650.00	650.00
11452	5320	CONTRACTED SERVICES	0.00	1,400.00	1,400.00	0.00	1,400.00	1,400.00	1,400.00
11452	5388	TAX FORECLOSURE SERV	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
11452	5421	OFFICE SUPPLIES (GEN	1,454.92	1,500.00	1,500.00	887.47	1,500.00	1,500.00	1,500.00
11452	5425	CHECKS/FORMS	5,214.00	6,500.00	6,500.00	3,649.89	6,500.00	6,500.00	6,500.00
11452	5709	CREDIT CARD/EFT FEES	40,100.00	55,100.00	55,100.00	53,661.20	82,850.00	82,850.00	82,850.00
11452	5730	DUES AND SUB	145.00	160.00	160.00	145.00	160.00	160.00	160.00
Total Treasurer-Expenses			55,524.11	73,310.00	73,310.00	66,982.76	101,060.00	101,060.00	101,060.00
270	145	Department Total	213,355.53	281,820.00	283,674.00	264,284.52	312,917.00	322,885.00	322,885.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Propsed FY 2014 52.2	Council Voted FY 2014
FABIZEWSKI KATHY	270 TREASURER	11451-5111	ASSISTANT TREASURER	7/1/2010	48,521.66		1.0	1	100%	933.11	933.11	48,708.34	951.77	49,682.51	49,682.51
LEBLANC SHERRIE	270 TREASURER	11451-5111	Payroll Coordinator	2/1/2010	47,988.75		1.0	1	100%	922.86	922.86	48,173.29	941.32	49,136.76	49,136.76
MCMAHON KATHLEEN	270 TREASURER	11451-5111	TREASURER	12/27/2010	67,779.84		1.0	1	100%	1,303.46	1,303.46	68,040.61	1,457.30	76,071.06	76,071.06
					42,069.61		1.0				Total AFSCME 1818	45,934.13		45,934.13	45,934.13
					206,359.85		4.0	Total Full Time - 5111				210,856.38		220,824.46	220,824.46
270 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
270 AFSCME Fringe 11451-5150					1,150.00			1.0		1,150.00					
					2,150.00			Total Fringe - 5150				1,000.00		1,000.00	1,000.00
					208,509.85		4.0	Department Total				211,856.38		221,824.46	221,824.46

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	3.0	4.0	4.0	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Voted By	F T E	Rate	Rate	STEP INCREASES					Dept Request	Mayor	Council
					Council		FY 2013	FY 2014	Date	Rate	# Wks			FY 2014	FY 2014	FY 2014
					52		0.0%	2.0%			Old	New		52.2	52.2	52.2
COOK	ELAINE	270	TREASURER	11451-5111	PRINCIPAL CLERK		3/11/96	42,069.61	1.0	862.71	879.96		100%	45,934.13	45,934.13	45,934.13
							42,069.61	1.0						45,934.13	45,934.13	45,934.13

**FY 2014 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 20 Hrs @ 70.00	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	700	700	700
		Copy Paper 10 Cases @ 40.00	400	400	400
		Ink toner for fax machine 2 @ 25.00	50	50	50
		toner for munis printer 2 @ 175.00	350	350	350
TOTAL			1,500	1,500	1,500
11452	5425	Checks/Forms			
		A/P and PYR checks 42 cases of pressure seal direct deposit forms@ \$51.00/case	2,142	2,142	2,142
		50 cases pressure seal green checks @ \$62.00	3,100	3,100	3,100
		Freight \$13.65/case	1,258	1,258	1,258
TOTAL			6,500	6,500	6,500
11452	5709	Credit Card/EFT Fees			
		Bank fees associated with credit card machines located throughout the City	35,900	35,900	35,900
		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
		Unibank ACH Fees (15,000 x .25)	3,750	3,750	3,750
		Smart Meter Credit Card Fees 2000.00 per mont	24,000	24,000	24,000
TOTAL			82,850	82,850	82,850
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			101,060	101,060	101,060

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 FY14, the City's total Long-Term Debt Service is \$5,943,518. This includes principal payments of \$4,199,119 and interest payments of \$1,744,399. The majority of bonding has been directed to finance School remodeling projects, with smaller amounts financing City Hall Renovations, the Police Department, 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

In FY 13 the City received a lump sum payment from the Massachusetts School Building Authority for \$15,901,131 to take advantage of a refunding opportunity. The refinancing of bonds dated 1/15/2003 for the Bowditch, Carlton and Bates Schools gave the city a total savings of over 2 million dollars over the next ten years.

Per the Municipal Finance Oversight Board of the Commonwealth of Massachusetts the City in accordance with provisions of Chapter 44A of the General Laws is entitled to issue state qualified bonds from time to time in increments not to exceed sixty-two million twenty four thousand eight hundred fifty nine dollars (\$62,024,859)

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 FY13, the City bonded \$1,795,677 as part of the \$18,191,000 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 2013, Salem had 150 students in the Regional system. There will be debt service interest payment FY14.

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 670 retirees, and collects pension contributions from 876 active employees and 174 inactive or on leave members as of January 1, 2013.

Treasurer – Non-Contributory Pensions

As of February 14, 2013, 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 FY14, an adjustment was made in the Medicare budget as it has been underfunded in the past. Thus, FY14 is based on the average of prior year actual and the projected FY 13 actual plus 1%.

Treasurer – Municipal Insurance

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

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Debt Service-Expenses									
17102	5903	08-SCHL PROJ REF-PRIN (00)	612,000.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5908A	09-BOWDITCH SCHL-PRIN (03)	805,000.00	840,000.00	840,000.00	840,000.00	75,000.00	75,000.00	75,000.00
17102	5908B	10-CARLTON SCHL-PRIN (03)	435,000.00	455,000.00	455,000.00	455,000.00	50,000.00	50,000.00	50,000.00
17102	5908C	11-BATES SCHL-PRIN (03)	85,000.00	90,000.00	90,000.00	90,000.00	0.00	0.00	0.00
17102	5908D	12-SCHL PROJ REF-PRIN (03)	465,000.00	460,000.00	460,000.00	460,000.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
17102	5910A	17-POLICE EQUIP-PRIN (07)	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
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)	80,000.00	80,000.00	80,000.00	80,000.00	615,000.00	615,000.00	615,000.00
17102	5919B	20-SCHL RENOV-PRIN (10)	100,000.00	90,000.00	90,000.00	90,000.00	85,000.00	85,000.00	85,000.00
17102	5919C	21-BATES SCHL-PRIN (10)	617,300.00	639,000.00	639,000.00	639,000.00	670,000.00	670,000.00	670,000.00
17102	5919D	22-GOLF CLBHS PRIN (10)	32,000.00	31,000.00	31,000.00	31,000.00	30,000.00	30,000.00	30,000.00
17102	5919E	23-SWIMMING POOL PRIN (10)	40,700.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5919F	SALTONSTALL PRIN (2013)	0.00	81,244.00	573.00	0.00	71,244.00	71,244.00	71,244.00
17102	5919G	COLLINS PRIN (2013)	0.00	154,854.00	54.00	0.00	134,854.00	134,854.00	134,854.00
17102	5919H	MCGRATH PRIN (2013)	0.00	30,000.00	30,000.00	0.00	30,000.00	30,000.00	30,000.00
17102	5930	07-POLICE REF-INT (01)	5,860.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5930A	17-POLICE EQUIP-INT (07)	15,400.00	11,400.00	11,400.00	11,400.00	7,800.00	7,800.00	7,800.00
17102	5938	18-FERRY-INT (07)	23,350.00	20,350.00	20,350.00	20,350.00	17,650.00	17,650.00	17,650.00
17102	5943	08-SCHL PROJ REF (00)	12,240.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5948A	09-BOWDITCH SCHL-INT (03)	540,100.00	509,913.00	509,913.00	509,913.00	39,143.00	39,143.00	39,143.00
17102	5948B	10-CARLTON SCHL-INT (03)	291,328.76	275,016.00	275,016.00	275,016.00	27,690.00	27,690.00	27,690.00
17102	5948C	11-BATES SCHL-INT (03)	39,655.00	36,468.00	36,468.00	36,468.00	0.00	0.00	0.00
17102	5948D	12-SCHL PROJ REF-INT (03)	27,675.00	10,350.00	10,350.00	10,350.00	0.00	0.00	0.00
17102	5948E	13-PARKING GARAGE-INT (05)	27,800.00	25,250.00	25,250.00	25,250.00	21,500.00	21,500.00	21,500.00
17102	5948F	14-WITCHCRAFT-INT (05)	55,561.26	52,331.00	52,331.00	52,331.00	47,582.00	47,582.00	47,582.00
17102	5948G	15-CARLTON-INT (05)	16,707.50	15,688.00	15,688.00	15,688.00	14,188.00	14,188.00	14,188.00
17102	5948H	16-HIGH SCHOOL-INT (07)	233,118.76	215,869.00	215,869.00	215,869.00	200,344.00	200,344.00	200,344.00
17102	5948I	19-SCHL REMODEL-INT (10)	33,750.00	32,150.00	32,150.00	32,150.00	15,975.00	15,975.00	15,975.00
17102	5948J	20-SCHL RENOV-INT (10)	12,150.00	10,250.00	10,250.00	10,250.00	7,225.00	7,225.00	7,225.00
17102	5948K	21-BATES SCHL-INT (10)	203,858.50	191,295.00	191,295.50	191,295.50	168,155.00	168,155.00	168,155.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
17102	5948L	22-GOLF CLUBHS-INT (10)	4,810.00	4,180.00	4,180.00	4,180.00	3,120.00	3,120.00	3,120.00
17102	5948M	23-SWIMMING POOL-INT (10)	407.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5948N	SALTONSTALL INT (2013)	0.00	119,627.00	55,496.50	51,047.34	118,263.00	118,263.00	118,263.00
17102	5948O	COLLINS INT (2013)	0.00	217,112.00	98,713.00	92,780.45	214,867.00	214,867.00	214,867.00
17102	5948P	MCGRATH INT (2013)	0.00	45,853.00	45,853.00	19,458.54	45,038.00	45,038.00	45,038.00
17102	5949A	CIP 2009-INT (11)	64,525.00	57,175.00	57,175.00	57,175.00	49,975.00	49,975.00	49,975.00
17102	5949B	CIP 2010-INT (11)	143,760.00	80,575.00	80,575.00	80,575.00	73,300.00	73,300.00	73,300.00
17102	5949C	CIP 2009-PRIN (12)	245,000.00	245,000.00	245,000.00	245,000.00	235,000.00	235,000.00	235,000.00
17102	5949D	CIP 2010-PRIN (12)	394,000.50	245,000.00	245,000.00	245,000.00	240,000.00	240,000.00	240,000.00
17102	5949E	CIP 2011 INT	0.00	20,925.00	20,925.00	20,925.00	19,575.00	19,575.00	19,575.00
17102	5949F	CIP 2011-PRIN	0.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
17102	5949G	CIP 2012-PRIN	0.00	227,000.00	0.00	0.00	217,500.00	217,500.00	217,500.00
17102	5949H	CIP 2012-INT	0.00	106,671.00	50,033.00	49,662.35	112,832.00	112,832.00	112,832.00
Total Debt Service-Expenses			6,641,057.28	6,456,546.00	5,754,908.00	5,687,134.18	4,387,820.00	4,387,820.00	4,387,820.00

270	710	Department Total	6,641,057.28	6,456,546.00	5,754,908.00	5,687,134.18	4,387,820.00	4,387,820.00	4,387,820.00
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**FY 2014 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	4,387,820	4,387,820	4,387,820
TOTAL			4,387,820	4,387,820	4,387,820
TOTAL PROPOSED			4,387,820	4,387,820	4,387,820

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Short Term Debt Int-Expense									
17522	5270	LEASE PAYMENTS	0.00	0.00	0.00	0.00	157,500.00	157,500.00	157,500.00
17522	5304	PROF SERVICES/FEES	12,277.18	15,000.00	15,000.00	14,450.00	15,000.00	15,000.00	15,000.00
17522	5925	INTEREST ON BANS	513.00	0.00	0.00	0.00	149,824.00	210,000.00	210,000.00
17522	5926	INTEREST ON OTHER SHORT TERM	25,400.00	24,797.00	24,797.00	45,631.36	0.00	0.00	0.00
17522	5926A	INTEREST ON OTHER-ENSATS	0.00	0.00	0.00	0.00	259,906.00	259,906.00	259,906.00
17522	5927	INTEREST ON LEASES	0.00	0.00	0.00	0.00	9,821.00	9,821.00	9,821.00
Total Short Term Debt Int-Expense			38,190.18	39,797.00	39,797.00	60,081.36	592,051.00	652,227.00	652,227.00
270	752	Department Total	38,190.18	39,797.00	39,797.00	60,081.36	592,051.00	652,227.00	652,227.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - Short Term Debt GF - 270					
17522	5270	Lease Payments Lease Payments	157,500	157,500	157,500
TOTAL			157,500	157,500	157,500
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 Interest on Bans Additional money needed for CIP 2013, Salts, Collins, Bertram	149,824	149,824 60,176	149,824 60,176
TOTAL			149,824	210,000	210,000
17522	5926	Interest on Other Short Term Estimated Interest for borrowing short term State Aid Revenue Anticipation Notes	-	-	-
TOTAL			-	-	-
17522	5926A	Interest on BAN ENSATS Estimated	259,906	259,906	259,906
TOTAL			259,906	259,906	259,906
17522	5927	Capital Lease Payments Capital Lease Payment for 2014 leases with Century	9,821	9,821	9,821
TOTAL			9,821	9,821	9,821
TOTAL PROPOSED			592,051	652,227	652,227

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
School Assessments									
18202	5641	NSRS ASSESSMENT	1,574,316.00	1,603,586.00	1,603,586.00	1,583,485.00	1,900,409.00	1,945,039.00	1,945,039.00
	Total	School Assessments	1,574,316.00	1,603,586.00	1,603,586.00	1,583,485.00	1,900,409.00	1,945,039.00	1,945,039.00
270	820	Department Total	1,574,316.00	1,603,586.00	1,603,586.00	1,583,485.00	1,900,409.00	1,945,039.00	1,945,039.00

**FY 2014 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 Regional Vocational School Assessment	1,900,409	1,900,409	1,900,409
		<i>As of 02/24/13 - Before State Legislature Approval</i>			
		<i>Enrollment increased from 113 to 134 with a per capita of approximately \$17,000</i>			
		<i>per student resulting in over a \$300,000 increase</i>			
		Additional funds required due to CH70 cuts	-	44,630	44,630
TOTAL			1,900,409	1,945,039	1,945,039
TOTAL PROPOSED			1,900,409	1,945,039	1,945,039

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
State Assessments-Expenses									
18302	5387	DEP FEES	21,755.00	0.00	0.00	0.00	0.00	0.00	0.00
18302	5622	ESSEX AGRICULTURAL TUITION	368,156.00	261,976.00	261,976.00	196,482.00	200,850.00	200,850.00	200,850.00
18302	5630	MBTA	830,777.00	873,554.00	873,554.00	655,166.00	883,027.00	883,027.00	883,027.00
18302	5631	SPECIAL EDUCATION	37,095.00	36,923.00	36,923.00	0.00	4,182.00	4,182.00	4,182.00
18302	5635	RETIRED MUN TEACHERS	1,931,725.00	0.00	0.00	0.00	0.00	0.00	0.00
18302	5637	AIR POLLUTION CONTR	10,633.00	10,940.00	10,940.00	8,205.00	11,114.00	11,114.00	11,114.00
18302	5638	MET AREA PLANNING CO	12,585.00	13,023.00	13,023.00	9,768.00	13,349.00	13,349.00	13,349.00
18302	5640	RMV NONRENEWAL SUR	179,760.00	179,760.00	179,760.00	141,000.00	188,000.00	188,000.00	188,000.00
18302	5643	SCHOOL CHOICE	188,290.00	176,441.00	176,441.00	182,170.00	273,255.00	273,255.00	273,255.00
18302	5644	CHARTER SCHOOLS	2,771,372.00	3,917,437.00	3,917,437.00	2,555,639.00	4,107,235.00	4,026,516.00	4,026,516.00
18302	5646	NE MASS MOSQUITO CON	38,760.00	40,667.00	40,667.00	30,530.00	44,155.00	44,155.00	44,155.00
Total State Assessments-Expenses			6,390,908.00	5,510,721.00	5,510,721.00	3,778,960.00	5,725,167.00	5,644,448.00	5,644,448.00
270	830	Department Total	6,390,908.00	5,510,721.00	5,510,721.00	3,778,960.00	5,725,167.00	5,644,448.00	5,644,448.00

FY 2014 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - STATE ASSESSMENTS - 270					
18302	State Assessments		5,725,167	5,644,448	5,644,448
	State Assessment amounts are derived from Massachusetts Department of Revenue Cherry Sheet Assessment Report.				
TOTAL			5,725,167	5,644,448	5,644,448
TOTAL PROPOSED					

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Contrib Retirement - Personnel									
19101	5178	PENSION ASSES (CONTR	8,773,799.81	9,167,161.00	9,167,161.00	9,203,876.66	9,686,094.00	9,526,094.00	9,526,094.00
	Total	Contrib Retirement - Personnel	8,773,799.81	9,167,161.00	9,167,161.00	9,203,876.66	9,686,094.00	9,526,094.00	9,526,094.00
270	910	Department Total	8,773,799.81	9,167,161.00	9,167,161.00	9,203,876.66	9,686,094.00	9,526,094.00	9,526,094.00

FY 2014 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - CONTRIBUTORY RETIREMENT - 270					
19101	5178	Contributory Retirement			
		City Contributory Retirement	9,686,094	9,686,094	9,686,094
		<i>Less other entity reimbursements (CDBG/NSWIB/Other Grants)</i>		(160,000)	(160,000)
TOTAL			9,686,094	9,526,094	9,526,094
TOTAL PROPOSED			9,686,094	9,526,094	9,526,094

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Non-Contrib Retire-Personnel									
19111	5176	PENSIONS-NON CONTRIB	69,474.33	72,650.00	72,650.00	62,976.40	74,408.00	74,408.00	74,408.00
Total Non-Contrib Retire-Personnel			69,474.33	72,650.00	72,650.00	62,976.40	74,408.00	74,408.00	74,408.00
270	911	Department Total	69,474.33	72,650.00	72,650.00	62,976.40	74,408.00	74,408.00	74,408.00

**FY 2014 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 \$793.56 X 12 months	9,523	9,523	9,523
		Weekly \$1,247.79 X 52 weeks	64,885	64,885	64,885
		Less COLA Reimbursements from state			
TOTAL			74,408	74,408	74,408
TOTAL PROPOSED			74,408	74,408	74,408

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Medicare-Personnel									
19191	5177	MEDICARE	852,215.08	797,239.00	797,239.00	850,929.99	832,974.00	832,974.00	832,974.00
Total Medicare-Personnel			852,215.08	797,239.00	797,239.00	850,929.99	832,974.00	832,974.00	832,974.00
270	919	Department Total	852,215.08	797,239.00	797,239.00	850,929.99	832,974.00	832,974.00	832,974.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
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 14. Thus FY 14 is funded based on the average of the prior year actual plus 1% and the projected FY 13 actual.	832,974	832,974	832,974
TOTAL PROPOSED			832,974	832,974	832,974

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Municipal Insurance-Expense									
19452	5740	INSURANCE PREMIUMS	244,813.82	297,500.00	258,184.00	166,444.50	312,375.00	312,375.00	312,375.00
19452	5740A	Insurance Deductibles	4,875.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Total	Municipal Insurance-Expense		249,688.82	302,500.00	263,184.00	171,444.50	317,375.00	317,375.00	317,375.00
270	945	Department Total	249,688.82	302,500.00	263,184.00	171,444.50	317,375.00	317,375.00	317,375.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - MUNICIPAL INSURANCE - 270					
19452	5740	Municipal Insurance			
		Annual municipal insurance costs 5% increase over FY 13	312,375	312,375	312,375
TOTAL			312,375	312,375	312,375
19191	5740A	Insurance Deductibles			
		Deductibles - estimated	5,000	5,000	5,000
		Level Funded			
TOTAL			5,000	5,000	5,000
TOTAL PROPOSED			317,375	317,375	317,375

Solicitor & Licensing Board

Mission Statement – Why We Exist

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

The Licensing Board issues and oversees licenses for the following activities: auto dealerships, fortunetelling, liquor, vending, common victualler, lodging houses, street performers and entertainment.

Significant Budget & Staffing Changes for FY 2014

The Solicitor is proposing that the department increase its staff of attorneys from less than 1.5 to 2 full time attorneys to handle the volume of work of the department.

Recent Accomplishments

- Managed claims against city with minimal damages paid outside of insurance policy
- Defended law suits against the city and its Boards in Land Court (zoning appeals) and Superior Court
- Prepared multiple amendments to the City's Ordinance including:
 - Public Guides
 - Shopping Carts
 - Fortunetelling
 - Medical Marijuana
 - Parking
 - Panhandling
 - Community Preservation Act
- Advised various boards and commissions re. state and local law and case law
- Participated in labor arbitration cases
- Prepared contracts, license agreements and mutual aid agreements
- Prepared Opinions for boards and commissions, e.g. Bertram Field
- Worked with various departments on solicitations for bids and requests for proposals

- Part of team overseeing redevelopment of Dominion site
- Designated liaison to the Ethics Commission and oversee implementation of new ethics law requirements
- Negotiated all non-school union contracts
- Settled disputes with contractors on payment
- Worked as part of a team on securing new contracts for recycling, solid waste collection and disposal
- Negotiated various leases including city hall annex
- Advised HR on various personnel matters
- Investigated and advised departments on personnel infractions and prepared disciplinary documents
- Drafted various easements and rights of entry agreements

FY 2014 Goals & Objectives

- Goal: Successfully defend claims against city and its officers
- Goal: Revise existing ordinances to address any inefficiencies
- Goal: Address local needs/neighborhood concerns
- Goal: Address problem properties, health, bldg. violations
- Goal: Maximize MIIA rewards programs
- Goal: Redevelop Dominion site
- Goal: Assist in administrations efforts for regionalization
- Goal: Assist Licensing Board in regulating licenses
- Goal: Improve vendor management and offerings
- Goal: Ensure all liquor licenses are fully utilized
- Goal: Negotiate new contract with Comcast

- Objective: Maximize resources, including insurance coverage to defend claims
- Objective: Conduct periodic review of Ordinance with Department Heads
- Objective: Create or amend Ordinances to provide tools to address needs/concerns
- Objective: Amend Ordinances to provide power to enforce regulations
- Objective: Assign staff to attend programs
- Objective: Work with team to oversee consultants
- Objective: Draft agreements as needed, e.g. boards of health
- Objective: Create specific regulations for the board to adopt, e.g. rooming houses
- Objective: Work as part of a team to improve quality of vendors
- Objective: Work with Board to address any pocket licenses
- Objective: Hold public meetings and address public need in new contract

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
SOLICITOR				
Reduce payments from judgments acct.	8578	4216	4000	3000
Reduce outside counsel	46509	71422	40000	60000
Increase attendance at MIIA Reward classes	15	16	80	50

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
LICENSING				
Restaurant All Alcohol and B&W	\$ 68,250	\$68,250	\$ 68,250	\$68,250
Club Liquor Licenses	\$ 18,750	\$18,750	\$ 18,750	\$18,750
Inn holder Liquor License	\$ 3,262	\$3,800	\$ 2,175	\$3,800
Package Goods	\$ 34,000	\$34,000	\$ 34,475	\$34,000
Seasonal Licenses	\$ 15,600	\$16,650	\$ 7,900	\$16,000
Other Liquor Licenses	\$ 6,525	\$6,525	\$ 7,500	\$6,525
Weekday Entertainment	\$ 6,000	\$6,000	\$ 6,000	\$6,000
Common Victuallers Licenses	\$ 4,700	\$4,500	\$ 4,500	\$4,500
Auto Dealers	\$ 3,100	\$3,100	\$ 3,200	\$3,200
Lodging House & Inn Licenses	\$ 5,875	\$5,875	\$ 600	\$5,875
Street Performers	\$ 300	\$600	\$ 200	\$500
Haunted Happenings	\$ 36,025	\$21,550	\$ 35,000	\$25,000
Automatic Amusements	\$ 5,000	\$5,000	\$5,000	\$5,000

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Continue to assist in expanding inter-governmental agreements with North Shore communities similar to the purchasing and building inspection agreements with Swampscott, MA to meet city's short and long term goal of regionalization of services
- Ensure proper bidding and contracting of infrastructure and park improvements to enable the city to meet its goal of improving these systems
- Work with department heads and safety committee to ensure City is getting full credit from MIIA rewards program so that City is able to meet its goal of having a balanced budget
- Work with collective bargaining units to prepare consolidated collective bargaining agreements
- Assist the city by working with consulting attorney and engineer to redevelop Dominion site

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Solicitor-Licensing-Personnel									
11511	5111	SALARIES-FULL TIME	208,206.76	214,357.00	216,211.00	199,297.65	230,622.00	234,170.00	234,170.00
11511	5131	OVERTIME (GENERAL)	596.44	2,500.00	2,551.00	1,516.94	2,000.00	2,000.00	2,000.00
11511	5150	FRINGE/STIPENDS	1,150.00	1,150.00	1,150.00	1,150.00	0.00	0.00	0.00
Total Solicitor-Licensing-Personnel			209,953.20	218,007.00	219,912.00	201,964.59	232,622.00	236,170.00	236,170.00
Solicitor-Licensing-Expenses									
11512	5303	LEGAL SERVICES	71,421.90	60,000.00	67,750.00	60,347.13	50,000.00	50,000.00	50,000.00
11512	5306	ADVERTISING	175.00	400.00	150.00	113.31	400.00	400.00	400.00
11512	5381	PRINTING AND BINDING	394.45	500.00	500.00	495.39	500.00	500.00	500.00
11512	5421	OFFICE SUPPLIES (GEN	997.98	1,000.00	1,000.00	787.72	1,000.00	1,000.00	1,000.00
11512	5730	DUES AND SUB	6,500.00	6,500.00	6,500.00	5,210.85	6,500.00	5,500.00	5,500.00
11512	5760	JUDGMENTS	4,215.83	10,000.00	2,500.00	1,360.54	10,000.00	7,000.00	7,000.00
Total Solicitor-Licensing-Expenses			83,705.16	78,400.00	78,400.00	68,314.94	68,400.00	64,400.00	64,400.00
260	151	Department Total	293,658.36	296,407.00	298,312.00	270,279.53	301,022.00	300,570.00	300,570.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
RENNARD	ELIZABETH	260 SOLICITOR -LICENSING	11511-5111 SOLICITOR	4/1/2004	92,115.10		1.0	1	100%	1,771.44	1,771.44	92,469.39	1,806.87	94,318.77	94,318.77
FREITAS	JOANNE	260 SOLICITOR -LICENSING	11511-5113 PARALEGAL	6/28/06	33,281.54		1.0	1	100%	640.03	800.10	41,765.22	816.10	42,600.52	42,600.52
STEIN	ROBIN	260 SOLICITOR -LICENSING	11511-5111 ASSISTANT SOLICITOR		39,590.14		0.54	1	100%	761.35	826.69	43,153.22	843.22	44,016.28	44,016.28
CASEY	J	260 SOLICITOR -LICENSING	11511-5111 BOARD MEMBER		1,300.00	B			4	325.00	325.00	1,300.00	325.00	1,300.00	1,300.00
LEE	RICHARD	260 SOLICITOR -LICENSING	11511-5111 BOARD MEMBER		1,300.00	B			4	325.00	325.00	1,300.00	325.00	1,300.00	1,300.00
PAGLIARO	MELISSA	260 SOLICITOR -LICENSING	11511-5111 CLERK OF BOARD		3,000.00	B			4	750.00	750.00	3,000.00	750.00	3,000.00	3,000.00
ST PIERRE	ROBERT	260 SOLICITOR -LICENSING	11511-5111 BOARD CHAIRMAN		1,700.00	B			4	425.00	425.00	1,700.00	425.00	1,700.00	1,700.00
					42,069.53		1.0			Total AFSCME 1818		45,934.13		45,934.13	45,934.13
					214,356.31		3.5	Total Full Time - 5111				230,621.96		234,169.71	234,169.71
260 SOLICITOR -LICENSING 11551-5150 Overtime					2,500.00				0.0	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
					2,500.00			Total Overtime - 5131				2,000.00		2,000.00	2,000.00
260 SOLICITOR -LICENSING 11551-5150 AFSCME Stipend					1,150.00				1.0	1,150.00					
					1,150.00			Total Fringe - 5150							
					218,006.31		3.5	Department Total				232,621.96		236,169.71	236,169.71

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	3.2	3.2	3.5	0.3

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Voted By Council	F	Rate	Rate	STEP INCREASES				Dept Request FY 2014	Mayor FY 2014	Council FY 2014
					FY 2013 52	T E	FY 2013 0.0%	FY 2014 2.0%	Date	Rate	# Wks Old New				
PAGLIARO	MELISSA	260	SOLICITOR-LICENSING	11511-5111	PRINCIPAL CLERK		42,069.53	1.0	862.71	879.96		100%	45,934.13	45,934.13	45,934.13
							42,069.53	1.0					45,934.13	45,934.13	45,934.13

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Solicitor - 260

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11512	5303	Legal Services			
		Ouside legal services - labor, workers comp, environmental	30,000	30,000	30,000
		Surveying, title Examinations, Etc.	5,000	5,000	5,000
		arbitration fees - filing and arbitrator fees	15,000	15,000	15,000
TOTAL			50,000	50,000	50,000
11512	5306	ADVERTISING			
		Advertisement for Alcohol Licensing	400	400	400
		Memberships and Publications			
		Expenses incurred for travel and meetings			
TOTAL			400	400	400
11512	5381	PRINTING AND BINDING			
		Licenses and Forms as needed (alcohol, auto dealers, etc.)	150	150	150
		Envelopes, Business Cards, Letterhead Stationary	350	350	350
TOTAL			500	500	500
11512	5421	Office Supplies and Equipment			
		Supplies	500	500	500
		Office Supplies - Licensing Board	100	100	100
		Office Equipment - Licensing Board	400	400	400
TOTAL			1,000	1,000	1,000
11512	5730	Dues & Subscriptions			
		Bar membership/ dues	1,000	1,000	1,000
		Subscriptions & publications; Cont. legal ed.	1,450	1,450	1,450
		Westlaw service	4,050	3,050	3,050
TOTAL			6,500	5,500	5,500
11512	5760	Judgments			
		Judgments	10,000	7,000	7,000
TOTAL			10,000	7,000	7,000
TOTAL PROPOSED			68,400	64,400	64,400

Human Resources – General Administration

Mission Statement – Why We Exist

The City of Salem Human Resources Department is responsible for negotiating and administering various collective bargaining agreements; interpreting agreement language and mediating grievances; reviewing, drafting and enforcing personnel policies and procedures; posting vacant positions, scheduling and conducting interviews, and hiring full and part-time employees.

The Department is also responsible to ensuring all personnel actions are made in accordance with applicable laws, policies and collective bargaining agreement. We are looking forward to our second year of working with the Group Insurance Commission to continue to provide affordable, quality health care to all of our employees and retirees. Along with MIIA, we oversee our workers' compensation plan and utilization for the City and the School Department. Human Resources is responsible for administering unemployment claims, developing programs and procedures to ensure the City's compliance with the ADA and acting as a liaison to the Commission on Disabilities, maintaining the employee salary and classification schedules, and administering City-wide employee benefits such as health, dental and life insurance to all benefit eligible employees.

The Department is also a confidential resource for employees, and the Director acts as a liaison and mediator between employees and their supervisors as needed.

Significant Budget & Staffing Changes for FY 2014

This year I am requesting a part-time position to the Human Resources budget be added for a switchboard operator at City Hall. This position was, at one time, a full-time position within this budget, with benefits, along with a part-time position without benefits. Four years ago both of these positions were removed from this budget. Since then we have utilized volunteers participating in the Senior Work off Program, as well as regular volunteers, to staff the busy switchboard at 93 Washington Street and offer personalized assistance to City Hall visitors. Staffing that position with volunteers has proven to be challenging and, unfortunately, at times just not possible. As such, when that office is not staffed, guests and residents entering City Hall are not greeted by a person upon entry, and all switchboard calls are routed to the Human Resources office for answering. A part-time employee in that position will guarantee nineteen hours per week of coverage in that vital role.

Recent Accomplishments

- It has been a busy year so far for new hires! Since July of 2012, we have recruited, hired, and trained new employees throughout various City departments, ranging from entry-level clerical employees to Department Heads. We have new clerical staff in the Collector's Office, the City Clerk's office, the Assessor's office the Planning Department and the Engineering Department. We also have a new Purchasing Agent, a new Park, Recreation, and Community Services Director, and as of this writing, a new Director of Public Services. Before this fiscal year ends, we will also have a new Chief Administrative Aide in the

Mayor's Office and a new Finance Director. While it is always sad to see co-workers leave, we are excited for them and are even more excited to see the number of candidates who are interested in working for the City of Salem when we post a vacant position!

- Participated in the hiring for the School Department's Director of Human Resources. I was pleased to be involved in this process with the Superintendent and the Business Manager. As I stated last year, we have developed a strong relationship with the School Department and have opened up lines of communication where our paths cross, especially with Unemployment and Workers' Compensation benefits. We no longer operate as "us and them", it is much more of a "we" arrangement. Having a Human Resources Director has only served to enhance our role with the School and have a key person on site there.
- Met the deadline for city-wide enrollment in the Group Insurance Commission for July 1, 2012.
- Continued to comply with the requirements of the Massachusetts Health Care Reform Act. This includes completing the Fair Share Contribution filing with the Department of Unemployment Administration, annual completion of Employee Health Insurance Responsibility Disclosure Form on a timely basis, and developing the City Census for the Mass Health Care Connector.
- Routinely promoted Employee Assistance Program with MIIA, a completely free and confidential program for all employees. Reviewed our EAP utilization with MIIA to maximize our usage of this benefit. The EAP is a resource for employees with any number of needs for assistance.
- Updated salary schedule for non-union employees.
- Worked with the Treasurer to develop and distribute, for the first time, Total Compensation Reports for all employees. These reports illustrate an employee's complete compensation, taking into consideration his or her employer paid benefits which include vacation, sick and personal leave, as well as bereavement leave, and jury duty. These reports also demonstrate to the employee the City's contributions to the employee's health and life insurance, employer paid benefits that often get lost in the discussion of benefits and total compensation discussions.
- Entered into an agreement with Aramark, a uniform provider from the State Bid List. We have been unhappy for years with the prior vendor. This agreement will likely cost us less in the long run, while still allowing us to provide contractually required uniforms to employees.
- Along with the Finance Department and the City Solicitor, we were able to negotiate and settle fair and affordable three year agreements with the Police Patrolman's Union, the Superior Officers Association, the Fire Fighters, and AFSCME Union. We are very pleased that all of these agreements have provisions for the elimination of Sick Leave Buyback for all new hires after January 1, 2013.
- Additionally, these agreements contain terms for mandatory Direct Deposit for all employees. We have had this on the table with our bargaining units in the past; we are pleased we were able to agree on this term.

FY 2014 Goals & Objectives

- Educate employees about our transfer to the GIC and assist them in enrolling in the most affordable and quality healthcare offered by the Commission. Open enrollment is rapidly approaching and we need to make sure that employees again have all of the information they need to make informed choices for their health insurance.
- Meet with our Public Employee Committee to discuss health insurance utilization, trends, and reimbursement policies. We agreed to do this when we joined the GIC, and this is important to keep our communication open.
- Explore alternative options for wellness activities within and outside of the GIC.
- Continue to work with the Treasurer to streamline our internal payroll and deduction procedures.
- Continue to maintain salary schedule for non-union employees current on an annual basis.
- Continue to put even more information relative to the Human Resources Department online, for employees as well as the public. In this day and age, people have come to expect to find information online, and it is important for us to keep our employees and the public up to date.

- Work with the Commission on Disabilities to wisely use the funds generated from the Handicap Violations. I attend their meetings on a regular basis and I am excited with the enthusiasm this group has along with the ideas they have for the funds.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Actual FY 2013	Estimated FY 2014
Workers comp. costs (COLA decreased this year, unsure as to Oct. '11)				
Workers' Comp. cases open 1+ years			9	9
Salaries on pre-FY'09 claims			170,000.00	180,000.00
Medicals on tail claims			7,468.00	15,000.00
MIIA premium FY'13			335,010.60	400,00.00
Training sessions (actual and estimates)				
Payroll Law, FLSA, and MMA seminars			6	
Investigations				
Miscellaneous for MIIA Rewards Credit			10	
Health fairs for GIC enrollment and education			6	
Included sun damage, cholesterol and BP			n/a	
Open enrollments				
Health		25	1	1
Dental (including retiree dental)		4	4	4
Life			2	
Unemployment Assistance, current plus estimate				
School			90	
City			15	
Job applications processed				
Labor service			50	65
Seasonal			120	135
CORI checks			195	200
Volunteers processed			12	10
New Employees (Full time)			26	10
Coordinate drug testing for DPS, SBWB, school employees			39	40
Audit Preparation				
Accrual compilation for audit and MUNIS programming purposes			All city employees	All city employees

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Human Resources Department's goals of maximizing savings while still providing affordable and quality health care and benefits to employees and retirees are directly related those of the City of Salem. The City is committed to maximizing saving and spending funds wisely for not only health care, but also for the City's other needs. Here in Human Resources we strive to maximize our production and minimize costs, in all that we do.
- Employee and retiree benefits will continue to require our constant focus, especially in these difficult economic times. We need to continue to work with our employees, our unions and our retirees and educate them on the mutual benefit of not only our move to the GIC last July, but also encourage them to become even more aware of their affordable choices with the GIC.
- Whether it is health insurance, workers' compensation, unemployment, or simply office supplies, our goals in the Human Resources Department are directly related to those of the City of Salem: to provide quality services at an affordable cost, and do as much as we possibly can with sometimes limited resources.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Human Resources-Personnel									
11521	5111	SALARIES-FULL TIME	221,954.53	226,452.00	226,452.00	213,325.19	227,323.00	231,869.00	231,869.00
11521	5113	SALARIES-PART TIME	0.00	0.00	0.00	0.00	23,751.00	23,751.00	23,751.00
11521	5171	COLLECTIVE BARGANING RESERVE	0.00	525,000.00	476,927.00	431,182.00	0.00	0.00	0.00
Total	Human Resources-Personnel		221,954.53	751,452.00	703,379.00	644,507.19	251,074.00	255,620.00	255,620.00
Human Resources-Expenses									
11522	5300	PURCHASE OF SERVICES	8,033.93	6,000.00	7,089.16	6,562.83	6,000.00	6,000.00	6,000.00
11522	5303	LEGAL SERVICES/ABRITRATION	675.00	1,000.00	760.00	760.00	1,000.00	1,000.00	1,000.00
11522	5306	ADVERTISING	215.00	2,000.00	683.00	683.00	2,000.00	2,000.00	2,000.00
11522	5317	EDUCATIONAL TRAINING	2,504.94	5,000.00	3,400.00	2,681.32	5,000.00	5,000.00	5,000.00
11522	5320	CONTRACTED SERVICES	15,495.06	12,800.00	15,673.10	14,077.00	12,800.00	12,800.00	12,800.00
11522	5381	PRINTING AND BINDING	450.00	450.00	158.90	158.90	150.00	150.00	150.00
11522	5421	OFFICE SUPPLIES (GEN	1,957.12	3,000.00	2,710.84	2,233.23	3,300.00	3,300.00	3,300.00
11522	5710	IN STATE TRAVEL/MEETINGS	145.65	200.00	200.00	199.71	400.00	400.00	400.00
11522	5730	DUES AND SUB	275.00	500.00	275.00	275.00	300.00	300.00	300.00
Total	Human Resources-Expenses		29,751.70	30,950.00	30,950.00	27,630.99	30,950.00	30,950.00	30,950.00
130	152	Department Total	251,706.23	782,402.00	734,329.00	672,138.18	282,024.00	286,570.00	286,570.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
BRADY ALICIA	130 HUMAN RESOURCES	11521-5111	OFFICE MANAGER		44,692.26		1.0	1	100%	859.47	859.47	44,864.15	876.66	45,761.44	45,761.44
CAMMARATA LISA	130 HUMAN RESOURCES	11521-5111	PERSONNEL DIRECTOR	3/5/07	75,846.63		1.0	1	100%	1,458.59	1,458.59	76,138.35	1,487.76	77,661.11	77,661.11
DEVEREUX BEATRICE	130 HUMAN RESOURCES	11521-5111	BENEFITS MANAGER	11091998	45,795.57		1.0	1	100%	880.68	880.68	45,971.70	898.30	46,891.14	46,891.14
DOMINGUEZ MONICA	130 HUMAN RESOURCES	11521-5111	PERSONNEL AIDE/ASST	2/1/04	30,386.08		0.7	28	100%	584.35	584.35	30,502.95	596.03	31,113.01	31,113.01
PEREIRA LINDA	130 HUMAN RESOURCES	11521-5111	BENEFITS MANAGER-PT	2/1/2008	29,731.04		0.8	30	100%	571.75	571.75	29,845.39	583.19	30,442.30	30,442.30

226,451.58	4.5	Total Full Time - 5111	227,322.55	231,869.00	231,869.00
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130 HUMAN RESOURCES	11521-5111	PT SWITCHBOARD	-	P	19	13.00	13.00	12,893.40	13.00	12,893.40	12,893.40
130 HUMAN RESOURCES	11521-5111	PT SWITCHBOARD	-	P	16	13.00	13.00	10,857.60	13.00	10,857.60	10,857.60
Total Part Time - 5113								23,751.00		23,751.00	23,751.00

130 HUMAN RESOURCES	11521-5171	Collective Bargaining Reserve	525,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				</
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	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	4.5	4.5	4.5	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

HUMAN RESOURCES - 130

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11522	5300	Purchase of Service			
		Drug/Alcohol Testing	2,500	2,500	2,500
		Pre-employment physicals	3,500	3,500	3,500
		Shredding services with Heritage Industries, Employee background checks			
TOTAL			6,000	6,000	6,000
11522	5303	Legal Sevices			
		Fees to AAA (Abitration) \$300 per case and Arbitrator Fee between \$500 and \$1,000 per case.	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
11522	5306	Advertising			
		Advertising of vacant positions within the City via various media: Boston Globe, Salem News, MMA, position-related publications, and on-line	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
11522	5317	Educational Training			
		Management Tuition Reimbursement, miscellaneous licenses for City employees	2,000	2,000	2,000
		Miscellaneous training courses for employees	3,000	3,000	3,000
TOTAL			5,000	5,000	5,000
11522	5320	Contracted Services			
		Weekly uniforms for City employees contractually required to wear them	12,800	12,800	12,800
TOTAL			12,800	12,800	12,800
11522	5381	Printing and Binding			
		HR Personnel Action Forms (PAFs)	150	150	150
TOTAL			150	150	150
11522	5421	Office Supplies			
		General office supplies as needed	3,000	3,000	3,000
		ADA Supplies	300	300	300
TOTAL			3,300	3,300	3,300
11522	5710	In State Travel/Meetings			
		Periodic MPPA conferences	400	400	400
TOTAL			400	400	400
11522	5730	Dues and Subscriptions			
		MPPA Dues	100	100	100
		Subscription to legal reports	200	200	200
TOTAL			300	300	300
TOTAL PROPOSED			30,950	30,950	30,950

Human Resources – Workers' Compensation

Recent Accomplishments

- Workers' Compensation is on everyone's radar screen. Our practices and continued accomplishments with WC have not varied much since last year, however, that does not mean we have not made progress with this very important area of our responsibility. We still meet with our WC rep. from MIIA on a regular basis in person and have numerous discussions over the phone to monitor the progress of our injured employees. We encourage MIIA to pursue all claims aggressively to assist our employees in returning to work in a timely manner.
- This year we actually fought long and hard against a claim we knew was meritless – and we prevailed!! Judge Preston heard the case and determined there was no compensable injury sustained by the employee. Four witnesses testified against their co-worker that day; I was pleased and encouraged that there were people who were willing to literally take the stand and testify on the City's behalf.
- Attended meeting with School Superintendent, Business Manager, and School leaders to instruct supervisors on proper reporting of injuries. Stressed the need for completion of supervisory form by the supervisor and immediate reporting to the Human Resources Department. This meeting was extremely worthwhile, and will take place again as often as necessary.
- Secured Quadrant Health Strategies for the City's first referral for an injured employee. This not only nearly guarantees an injured employee to be seen sooner but also qualifies the City for MIIA Rewards. Using Quadrant Health for pre-employment physicals also allows the City to earn Rewards.
- Completed the MIIA Risk Analysis Took Kit to assist us in indentifying where we can not only minimize our losses, but also earn valuable Rewards Credits on our premiums.

FY 2014 Goals & Objectives

- Continue to meet as often as necessary with our representative from MIIA, and continue to meet with the schools to promote training to prevent on the job injuries that ultimately affect our premium rates.
- With a victory at the Department of Industrial Accidents under our belt, I am more confident than ever in our efforts to stay on top of claims and work with our insurer to fight meritless claims.
- Meet with the leaders of the school department and the City of Salem on an even more frequent basis to reinforce the need for accurate and timely reporting of injuries, as well as engage the school department in a discussion of how we can minimize our school-related claims.
- Attend as many MIIA trainings as allowable to maximize the MIIA Rewards Program to obtain the highest possible percentage off our annual premium. This means attending leadership trainings and continuing with our timely processing of claims to MIIA.
- Promote the MIIA Rewards Program via MIIA sponsored safety trainings, which will help keep employee injuries to a minimum, which will ultimately and hopefully have an effect on our annual premium with MIIA.
- Work closely with MIIA on our renewal for FY 14 to ensure our rate is as low as it can be. That means making sure our audited payroll is accurate along with the risk codes that factor into our premium. In the alternative, explore a move back to self-insurance for workers' compensation.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Workmens' Comp-Personnel									
19121	5111	SALARIES-FULL TIME	169,771.42	160,000.00	172,989.40	164,885.13	180,000.00	180,000.00	180,000.00
19121	5172	WORKMENS' COMP-MEDIC	16,869.78	15,000.00	15,000.00	9,477.18	15,000.00	15,000.00	15,000.00
19121	5179	WORKERS COMP-MIIA PREMIUM	270,000.00	260,000.00	374,326.60	335,010.60	675,000.00	675,000.00	675,000.00
	Total	Workmens' Comp-Personnel	456,641.20	435,000.00	562,316.00	509,372.91	870,000.00	870,000.00	870,000.00
130	912	Department Total	456,641.20	435,000.00	562,316.00	509,372.91	870,000.00	870,000.00	870,000.00

FY 2014 DETAILED BUDGET REPORT
EXPENSES

HR/WORKMEN'S COMP - 130

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
19121	5111	Workers' Compensation Wages Wages paid to employees injured on the job prior to 7/1/2008 Increase due to COLA	180,000	180,000	180,000
TOTAL			180,000	180,000	180,000
19121	5172	Workers' Compensation Medicals Medical invoices for injuries incurred prior to 7/1/2008	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
19121	5179	Workers' Compensation Insurance Premium to MIIA Annual premium to MIIA for Workers' Compensation Insurance	675,000	675,000	675,000
TOTAL			675,000	675,000	675,000
TOTAL PROPOSED			870,000	870,000	870,000

Human Resources – Unemployment Compensation

Recent Accomplishments

- Attended six unemployment hearings so far this fiscal year, and we prevailed in all six.
- We have protested others that have not resulted in live hearings. We have prevailed on those as well.
- We are in the process of appealing three decisions of DUA on awards. All three are terminations of employment, one within the City and two within the School Department. No hearing dates have been set as of yet.
- Obtained seasonal certification from the state for several positions last summer, thereby eliminating our unemployment exposure for those positions. We actually were able to use that certification to prevail on three claims.

FY 2014 Goals & Objectives

- We will continue to aggressively contest meritless unemployment claims.
- Maintain open and continuous communication with the school department to ensure we are minimizing our unemployment liability. We have already implemented a procedure to track substitute teacher refusals, and by the time this budget is presented to the Council, we will have already met to discuss and implement procedures to monitor lay-offs from the school department.
- Continue to work with department heads in personnel procedures regarding termination and job cessation, which would include proper documentation for progressive discipline.
- Obtain certification for the City of Salem as a seasonal employer again this year for as many seasonal positions as possible, which in turn holds us harmless for unemployment liability.
- Attend Unemployment Training Sessions when they are offered to be aware of changes within the Department.
- Keep in touch with the DUA via the Designated Municipal Line to stay up to date with the Department.
- Keep our Unemployment costs as low as we can via our aggressive efforts. We have seen a drop in our costs this year, and while that can be attributed to the lack of mandated extensions, I am convinced that our efforts, here and at the school, have affected this decrease as well.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Unemployment Comp-Personnel									
19131	5173	UNEMPLOYMENT COMPENS	349,377.95	356,000.00	356,000.00	146,929.96	300,000.00	300,000.00	300,000.00
Total Unemployment Comp-Personnel			349,377.95	356,000.00	356,000.00	146,929.96	300,000.00	300,000.00	300,000.00
130	913	Department Total	349,377.95	356,000.00	356,000.00	146,929.96	300,000.00	300,000.00	300,000.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

HR/UNEMPLOYMENT COMP - 130

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
19131	5173	Unemployment compensation Payments to MA DET for unemployment compensation paid to former employees	300,000	300,000	300,000
TOTAL			300,000	300,000	300,000
TOTAL PROPOSED			300,000	300,000	300,000

Human Resources – Group Insurance

Significant Budget & Staffing Changes for FY 2014

Effective July 1, 2012 all employees and retirees, including retired municipal teachers, were enrolled in health insurance plans under the Group Insurance Commission. This was a long process, and for some, a difficult process; however, given our utilization and trends with rate increases, moving to the GIC has been the best move for the City of Salem with regards to health insurance.

We expect an increase in insurance rates from the GIC in early March. We anticipate nothing more than a 5% increase; last year the GIC's rates increased 1.45%. I am cautiously optimistic for a low rate increase!

Recent Accomplishments

- Since I started here nearly six years ago, every year, and even before that, the City has worked tirelessly and aggressively to promote ways to lower health care costs. The City's move to the GIC last year for three years has allowed us to do that. For the first time, we saw employees offered a host of plans, and employees chose plans based on individual needs and costs. We are no longer required to negotiate plan design changes with each individual union, and employees will again this year have a choice of several health insurance plans that will allow them to still have quality health care at an affordable rate.
- Happy to learn from many employees that the cost of their prescriptions under the GIC has actually decreased.
- Implemented the largest number of employees opting out of health insurance and receiving a financial incentive.
- Expanded our Section 125 Cafeteria Plan to offer the Benny Card to participants. Employees have wanted this for many years, and we were able to offer this benefit with the 125 Plan this year. No more sending in receipts for reimbursements!

FY 2014 Goals & Objectives

- Continue to educate myself, my staff, employees, and retirees as to the plans and their benefits under the GIC. Realizing that health insurance is a very personal matter and decision, and each person's needs are different from the next, we plan to assist employees to make affordable health care choices over the next couple of
- Explore ways to promote wellness programs now that we are in the GIC and offer any programs promoted by the GIC to our employees.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Group Insurance-Personnel									
19141	5174	MEDICAL INSURANCE	10,886,437.70	9,388,955.00	9,281,055.00	9,251,786.12	12,050,695.00	11,514,395.00	11,514,395.00
19141	5174A	RETIRED TEACHERS INSURANCE	0.00	2,343,211.00	2,343,211.00	1,881,988.85	0.00	0.00	0.00
19141	5181	DENTAL INSURANCE	28,498.14	32,902.00	32,902.00	25,600.37	32,902.00	30,000.00	30,000.00
19141	5182	LIFE INSURANCE	74,898.45	120,000.00	120,000.00	98,980.59	120,000.00	110,000.00	110,000.00
19141	5186	OPT OUT PROGRAM	150,000.00	0.00	107,900.00	114,200.00	128,400.00	128,400.00	128,400.00
Total Group Insurance-Personnel			11,139,834.29	11,885,068.00	11,885,068.00	11,372,555.93	12,331,997.00	11,782,795.00	11,782,795.00
130	914	Department Total	11,139,834.29	11,885,068.00	11,885,068.00	11,372,555.93	12,331,997.00	11,782,795.00	11,782,795.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

HR/GROUP INSURANCE - 130

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
19141	5174	Medical Insurance			
		City share of health insurance costs for City and School employees and Retirees	12,050,695	12,050,695	12,050,695
		Less Fringe from WIB, School Grants, CDBG, etc.	-	(536,300)	(536,300)
TOTAL			12,050,695	11,514,395	11,514,395
19141	5174A	RETIRED TEACHERS INSURANCE			
		City share of health/dental/live for retired teachers previously administered by GIC	-	-	-
		Increased 5%	-	-	-
		RETIRED TEACHERS INSURANCE COMBINED IN ACCT 5174 ABOVE	-	-	-
TOTAL			-	-	-
19141	5181	Dental Insurance			
		City share of dental insurance costs for City and School employees	32,902	30,000	30,000
TOTAL			32,902	30,000	30,000
19141	5182	Life Insurance			
		City share of employee basic term life insurance premiums	120,000	110,000	110,000
TOTAL			120,000	110,000	110,000
19141	5186	Opt Out Program			
		Program to pay for employees who opt-out of City Medical Insurance	128,400	128,400	128,400
		Individual = 1,200.00 Family = 3,000.00			
TOTAL			128,400	128,400	128,400
TOTAL PROPOSED			12,331,997	11,782,795	11,782,795

Fire

Mission Statement

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

Significant Budget & Staffing Changes For FY 2014- Events Effecting the Department

This fiscal year we will near completion of restoring the department to a manpower level that the city needs and deserves. Today we stand at 85 uniformed personnel with projected hire dates of March 2013, July 2013 and January 2014 bringing us to a full complement of 88. This includes 1 Chief of Department, 4 Deputy Chiefs, 9 Captains, 16 Lieutenants and 58 firefighters. In an effort to have our Department reflect the Salem community we have begun hiring bilingual candidates. We presently have two Spanish speaking Firefighters with another bilingual hire in the process.

After many months of study our Ladder Committee reached a decision on the purchase of a new “Ladder Truck”. The first decision the encountered was the type of aerial device that best suited our needs. It was decided that the new aerial should be a mid mounted 95’ Aerial Platform. Salem has never had a platform but due to its superior stability and safety advantages it will serve the city well. Two companies returned bids on the truck, Pierce and KME. These two companies presently represent our entire frontline fleet. In the end Pierce was awarded the bid and paper work was completed on February 5, 2013. The agreed upon build and delivery timeframe is 300 or less days. We look forward



to this addition to our fleet. Our present Ladder One, stationed at 48 Lafayette Street will be moved to Station 4 415 Essex Street after some needed renovations to the existing overhead door opening. I would like to publically thank the members of the ladder Committee, Tom O'Donnell, Mike O'Donnell, Rich Arno, Chris Palamara, Pat Burke, Tom Brophy, DJ Geary, and Dickie Thomas, for the many hours they have put into this project.

Our Department responded to 6137 emergency runs last year. We also performed 1077 regular and quarterly inspections along with the liquor license renewal inspections (304'S) rooming houses, an the many inspections that revolve around Haunted Happenings. We also join in on many inspections that bring health, police, building and fire together. These inspections may be directed towards one person or one property but they go a long way in improving the quality of life for everyone. The many events held here in Salem place us in buildings and spaces we seldom get called out to. This keeps us constantly reviewing our code and fire laws raising the knowledge level of our code compliance inspectors. In

November of 2012 our Fire Marshal, Lieutenant Erin Griffin, who held the position for 8 years, returned to a line position on Engine 1. As Marshal, Erin set the tone for our fire prevention division. They continually held themselves to the same standard as they expected from their clients and that is a standard of professionalism. This will make the transition of the new Fire Marshal Lieutenant Bob Lemelin and new inspector Paul Gallant who replaced Charles Holloran (retired) go smoothly.

We participated in two regional grant applications one that has been funded through FEMA. The funded grant was for the training of safety officers through out Essex County. The course is a blended e-learning and classroom mixture ending in Pro-Board certification. The original goal was to put through 400 candidates, as of January 2013 we have 300 students enrolled with 6 certified safety officers from Salem. This training provides for a trained safety officer at all incidents in Essex County. We have also collaborated with surrounding departments to replace all of our hose, this grant is still pending. Salem Fire has applied for a FEMA fire prevention grant to educate senior citizens on various fire safety issues and to replace nonfunctioning or missing smoke and CO detectors with new units.

FY 2014 Goals & Objectives

- ***Maintain training level of confined space rescue personnel.*** Dominion Power has transitioned to Footprint Power. We have made introductions to the new staff and explained our part in the functioning of plant safety. There are many permit required (OSHA) spaces within the plant that cannot be entered without notifying Salem Fire. We will be in place through the shutdown and dismantling. During this time we will assess the needs of the new facility and our roll in their future.
- ***Have all new city employees take and pass all required NIMS courses.*** Our ongoing objective is to have all departments including schools to take the National Incident Management 700, 100 and 200 courses. This is a requirement by the federal government and a requirement to receive Homeland Security funds. All necessary employees will receive instructions on how to access the FEMA web site to take the online course.



- ***Conduct a Table top exercise with Salem State University.*** Salem State saw the replacement of their retired Police Chief with Chief Gene Labonte. Gene is a former Salem State Graduate and Connecticut State Trooper retiring as the number two in command for the state. We have a positive relation with him and his staff and look forward to completing this objective this FY.
- ***Regionalization of Selected Services.*** We are in the process of discussing the possibility of sharing specialty services such as fire prevention and fire training with surrounding departments. The sharing of ideas and resources will only benefit our departments and our cities. Bringing together small segments may eventually lead to bringing a regional department together.



- **Regionalization of Essex County Fire Departments.** Form a committee of members of District 5 and 15 under the umbrella of the Essex County Fire Chiefs to discuss the feasibility of a county wide department. Work with MAPC to conduct a preliminary study providing the initial direction we should focus our attention.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Fire inspections	1,213	1077	1,400	1,400
Emergency Responses	6,409	6137	6,200	6,200
Average response time to emergencies	3:29	3:54	3:30	3:30
Mutual Aid Given	40	47	36	36
Mutual Aid Received	46	28	34	34
Training Classes	365	365	365	365

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Fire department works under a set of Massachusetts General Laws, Commonwealth of Massachusetts



Regulations and City Ordinances. If we were to enforce just our fire code buildings could remain out of compliance. We work together with all code enforcement departments within the city and state to make sure all issues are looked at prior to signing off our work. The city looks to keep existing buildings up to code and new projects are constantly watched so they are built with safety in mind for many years to come.



CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Fire-Personnel									
12201	5111	SALARIES-FULL TIME	4,439,664.44	4,608,175.00	4,728,942.00	4,580,758.54	5,419,152.00	5,419,152.00	5,419,152.00
12201	5113	SALARIES-PART TIME	15,516.35	58,772.00	58,772.00	14,050.58	58,772.00	58,772.00	58,772.00
12201	5131	OVERTIME (GENERAL)	774,808.22	761,084.00	844,247.00	760,544.00	841,855.00	801,855.00	801,855.00
12201	5133	EMT	93,369.96	109,800.00	109,800.00	67,209.65	39,000.00	39,000.00	39,000.00
12201	5134	DEFIB	40,721.14	43,500.00	43,500.00	20,335.71	0.00	0.00	0.00
12201	5135	DEFIB RECERTIFICATIO	84,000.00	87,000.00	87,000.00	43,000.00	0.00	0.00	0.00
12201	5136	HOLIDAYS	360,963.62	373,862.00	373,862.00	363,876.44	426,439.00	426,439.00	426,439.00
12201	5137	FIRST RESPONDER	35,451.02	31,200.00	31,200.00	15,133.09	0.00	0.00	0.00
12201	5138	OUT OF GRADE	74,069.27	50,000.00	90,000.00	68,549.53	50,000.00	50,000.00	50,000.00
12201	5139	NIGHTS	301,460.97	319,882.00	319,882.00	307,989.36	364,868.00	364,868.00	364,868.00
12201	5141	LONGEVITY	108,570.48	113,690.00	113,690.00	110,323.73	134,733.00	134,733.00	134,733.00
12201	5143	FIREFIGHTER RANK STIPEND	26,750.00	29,000.00	29,000.00	28,500.00	30,000.00	30,000.00	30,000.00
12201	5145	EDUCATION INCENTIVE	33,237.58	37,045.00	37,045.00	33,047.63	37,970.00	37,970.00	37,970.00
12201	5149	UNIFORM STIPEND	125,250.00	130,500.00	90,500.00	64,500.00	0.00	0.00	0.00
12201	5150	FRINGE/STIPENDS	308,850.00	308,000.00	308,000.00	304,000.00	312,550.00	312,550.00	312,550.00
12201	5154	SPECIALTY STIPEND	0.00	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00
Total Fire-Personnel			6,822,683.05	7,061,510.00	7,265,440.00	6,781,818.26	7,721,339.00	7,681,339.00	7,681,339.00
Fire-Expenses									
12202	5211	ELECTRICITY	40,907.89	38,110.00	37,110.00	33,939.96	38,110.00	38,110.00	38,110.00
12202	5215	NATURAL GAS	22,947.18	28,840.00	23,840.00	21,278.62	28,840.00	28,840.00	28,840.00
12202	5216	OIL HEAT	16,457.60	20,600.00	25,600.00	23,064.53	20,600.00	20,600.00	20,600.00
12202	5241	BUILDING MAINTENANCE	24,085.31	20,000.00	24,308.28	21,785.95	25,000.00	25,000.00	25,000.00
12202	5258	FIRE EQUIPMENT REPAI	70,434.96	57,000.00	57,000.00	48,014.83	59,850.00	59,850.00	59,850.00
12202	5264	PUBLIC EDUCATION	0.00	500.00	0.00	0.00	1,500.00	1,500.00	1,500.00
12202	5277	PHOTOCOPY MACHINE LE	3,500.00	3,500.00	3,500.00	3,342.68	3,500.00	3,500.00	3,500.00
12202	5284	EQUIPMENT LEASE	57,264.00	57,264.00	57,264.00	57,264.00	57,264.00	57,264.00	57,264.00
12202	5294	FIRE PROT CLOTHING	19,000.00	27,000.00	27,000.00	13,430.26	21,000.00	21,000.00	21,000.00
12202	5300	PURCHASE OF SERVICES	11,681.47	15,000.00	13,000.00	8,373.89	15,000.00	15,000.00	15,000.00
12202	5317	EDUCATIONAL TRAINING	12,950.41	15,000.00	15,000.00	14,211.05	15,000.00	15,000.00	15,000.00
12202	5318	DENTAL/MEDICAL SERVI	13,355.39	15,000.00	15,000.00	9,480.26	15,000.00	15,000.00	15,000.00
12202	5318R	DENTAL/MEDICAL SERVI	19,272.91	25,000.00	25,000.00	16,759.28	25,000.00	25,000.00	25,000.00
12202	5341	TELEPHONE	18,516.77	21,000.00	21,000.00	18,914.00	21,000.00	21,000.00	21,000.00
12202	5421	OFFICE SUPPLIES (GEN	4,569.95	5,250.00	5,250.00	4,213.76	5,250.00	5,250.00	5,250.00
12202	5451	CUSTODIAL SUPPLIES	5,970.01	6,000.00	6,000.00	5,960.73	6,000.00	6,000.00	Sec 6,000.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
12202	5510	FIRE PREVENTION	1,520.00	5,000.00	4,191.72	3,041.72	5,000.00	5,000.00	5,000.00
12202	5513	EMERGENCY MANAGEMENT	0.00	3,000.00	3,000.00	1,053.36	3,000.00	3,000.00	3,000.00
12202	5586	FIRE SUPPRESSION SUP	21,044.39	21,500.00	21,500.00	18,640.78	21,500.00	21,500.00	21,500.00
12202	5730	DUES AND SUB	1,500.00	1,500.00	1,500.00	700.00	1,500.00	1,500.00	1,500.00
Total Fire-Expenses			364,978.24	386,064.00	386,064.00	323,469.66	388,914.00	388,914.00	388,914.00

100	220	Department Total	7,187,661.29	7,447,574.00	7,651,504.00	7,105,287.92	8,110,253.00	8,070,253.00	8,070,253.00
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FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
CODY	DAVE	100 FIRE	12201-5111	CHIEF		90,890.22		1.0	1		91,610.22	105,511.57	105,511.57	105,511.57	105,511.57	105,511.57
		100 FIRE	12201-5111	Deputy Chiefs		285,924.68		4.0	4		71,481.17	82,327.81	329,311.24	82,327.81	329,311.24	329,311.24
		100 FIRE	12201-5111	Captains		559,417.86		9.0	9		62,157.54	71,589.40	644,304.60	71,589.40	644,304.60	644,304.60
		100 FIRE	12201-5111	Lieutenants		864,800.48		16.0	16		54,050.03	62,251.65	996,026.40	62,251.65	996,026.40	996,026.40
		100 FIRE	12201-5111	Fire Fighters -4		2,061,229.95		44.0	44		45,805.11	52,755.64	2,321,248.16	52,755.64	2,321,248.16	2,321,248.16
		100 FIRE	12201-5111	Fire Fighters -3		-		7.0	7		43,514.85	50,372.85	352,609.95	50,372.85	352,609.95	352,609.95
		100 FIRE	12201-5111	Fire Fighters -2		277,029.34		4.0	4		39,575.62	46,274.48	185,097.92	46,274.48	185,097.92	185,097.92
		100 FIRE	12201-5111	Fire Fighters -1		105,534.99		2.0	2		35,178.33	41,699.53	83,399.06	41,699.53	83,399.06	83,399.06
		100 FIRE	12201-5111	Fire Fighters -1		17,589.17		1.0	1	6 Months	17,589.17	20,849.77	20,849.77	20,849.77	20,849.77	20,849.77
ODONNELL	THOMAS	100 FIRE	12201-5111	MECHANIC	11/2005	48,614.84		1.0	1		48,614.84	55,678.88	55,678.88	55,678.88	55,678.88	55,678.88
DICHIRICO	CYNTHIA	100 FIRE	12201-5113	EXECUTIVE SECRETARY		42,910.95		1.0	1	100%	825.21	825.21	43,075.96	825.21	43,075.96	43,075.96
				Step Increases		18,675.56			1		18,675.56	15,249.82	15,249.82	15,249.82	15,249.82	15,249.82
				Fire Prevention Add to base		-			3		-	2,500.00	7,500.00	2,500.00	7,500.00	7,500.00
						235,556.86		5.0			Afscme Total		259,288.53		259,288.53	259,288.53
						4,608,174.91		95.0		Total Full Time - 5111			5,419,151.85		5,419,151.85	5,419,151.85
THERIAULT	CINDY	100 FIRE	12201-5113	CLERK	7/14/2008	18,772.00	P		19		15.30	15.30	18,772.00	15.30	18,772.00	18,772.00
Part-Time FAO's		100 FIRE	12201-5113	FAO's		25,000.00			4		15.00	15.00	25,000.00	15.00	25,000.00	25,000.00
		100 FIRE	12201-5113	Emergency Mgmt Clerk		15,000.00			1		15.00	15.00	15,000.00	15.00	15,000.00	15,000.00
						58,772.00				Total PartTime - 5113			58,772.00		58,772.00	58,772.00
		100 FIRE	12201-5131	OT FF Contractual-82 & Mechanic		657,683.07			88			12%	734,778.26		734,778.26	734,778.26
		100 FIRE	12201-5131	OT FF Contractual		-							-		-	-
		100 FIRE	12201-5131	OT - FAO'S		35,000.00							35,000.00		35,000.00	35,000.00
		100 FIRE	12201-5131	OT - FF - Non-Contractual		40,000.00							40,000.00		-	-
		100 FIRE	12201-5131	OT - Haunted Happenings		6,100.00							7,100.00		7,100.00	7,100.00
		100 FIRE	12201-5131	OT - Community Events		2,300.00							2,800.00		2,800.00	2,800.00
		100 FIRE	12201-5131	OT - Recruits to Academy		20,000.00							22,176.00		22,176.00	22,176.00
						761,083.07				Total Overtime - 5131			841,854.26		801,854.26	801,854.26
		100 FIRE	12201-5133	EMT		109,800.00					1,800.00	600.00	39,000.00	1,800.00	39,000.00	39,000.00
		100 FIRE	12201-5134	Defib - FF & Mechanic		43,500.00					500.00	-	-	500.00	-	-
		100 FIRE	12201-5135	DEFIB RECERT-FF & Mechanic		87,000.00					1,000.00	-	-	1,000.00	-	-
		100 FIRE	12201-5136	Holidays FF& Mechanic		373,861.66					Varies	Varies	426,439.33	Varies	426,439.33	426,439.33
		100 FIRE	12201-5137	First Resp - FF & Mech		31,200.00					1,200.00	-	-	1,200.00	-	-
		100 FIRE	12201-5138	Out of Grade		50,000.00							50,000.00		50,000.00	50,000.00
		100 FIRE	12201-5139	Nights Frefighters & Fao's		319,881.64					Varies	Varies	364,867.88	Varies	364,867.88	364,867.88
		100 FIRE	12201-5141	LONGEVITY - FF & Mechanic		113,689.42					Varies	Varies	134,732.88	Varies	134,732.88	134,732.88
		100 FIRE	12201-5143	FF Rank Duty Recognition		29,000.00					500.00	500.00	30,000.00	500.00	30,000.00	30,000.00
		100 FIRE	12201-5145	Edu Incentive		37,044.01					Varies	Varies	37,970.11	Varies	37,970.11	37,970.11
		100 FIRE	12201-5149	Uniforms -FF & Mechanic		130,500.00					1,500.00	1,500.00	-	1,500.00	-	-
		100 FIRE	12201-5150	Fringe - FAO's & FT Clerk		6,900.00				5	1,150.00		-	-	-	-
		100 FIRE	12201-5150	Senior/Master/Veteran		302,250.00					Varies	Varies	312,550.00	Varies	312,550.00	312,550.00
		100 FIRE	12201-5154	Specialty		-						500.00	6,000.00	500.00	6,000.00	6,000.00
						1,325,476.73				Total All Other			1,401,560.20		1,401,560.20	1,401,560.20
						7,061,506.71		95.0		Department Total			7,721,338.31		7,681,338.31	7,681,338.31

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	91.0	93.0	95.0	2.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old	New				
BROWN	JEFFREY	100 FIRE	12201-5111	FIRE ALARM OP SUPERV	07/05/1990	47,923.18	1.0	977.54	997.09					100%	52,048.14	52,048.14	52,048.14
LERNER	SHAWN	100 FIRE	12201-5111	FIRE ALARM OPER	11/11/1994	44,021.12	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
LERNER - Shift Differential						1,830.92		72.08	73.52					100%	3,837.78	3,837.78	3,837.78
O'KEEFE	FRANCIS	100 FIRE	12201-5111	FIRE ALARM OPER	1/7/2008	44,021.12	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
O'KEEFE- Shift Differential						3,943.68		72.08	73.52					100%	3,837.78	3,837.78	3,837.78
STEPHEN	PAUL	100 FIRE	12201-5111	FIRE ALARM OPER	10/29/1996	44,021.12	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
STEPHEN - Shift Differential						1,830.92		72.08	73.52					100%	3,837.78	3,837.78	3,837.78
WHITMORE	JOHATHON	100 FIRE	12201-5111	FIRE ALARM OPERATOR	3/20/2010	44,021.12	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
WHITMORE - Shift Differential						3,943.68		72.08	73.52					100%	3,837.78	3,837.78	3,837.78
						235,556.86	5.0								259,288.53	259,288.53	259,288.53

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

FIRE DEPARTMENT - 100

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
12202	5211	Electricity Electric service for five stations.	38,110	38,110	38,110
TOTAL			38,110	38,110	38,110
12202	5215	Natural Gas Gas service for heating, cooking, hot water in five stations.	28,840	28,840	28,840
TOTAL			28,840	28,840	28,840
12202	5216	Oil Heat Fuel oil for heat at Stations 4 & 6.	20,600	20,600	20,600
TOTAL			20,600	20,600	20,600
12202	5241	Building Maintenance (5 buildings) Repair of overhead doors, springs, and motors. Repair to plumbing toilets, sinks. General station maintenance/repairs Exhaust recovery system	25,000	25,000	25,000
TOTAL			25,000	25,000	25,000
12202	5258	Fire Equipment Repair Ladder testing laerial Tires - cars & trucks Batteries, motor oil, etc. Pump testing and repairs Vehicle glass repairs Inspection stickers - all vehicles Transmission & engine work Body work - apparatus Truck lighting equipment Equipment - valves, hose repairs, plumbing Air compressors service & repairs air and breathing air Spark plugs, filters, small parts for trucks & other vehicles Brakes and other miscellaneous parts & supplies increase 5%	3,500 5,000 5,000 2,500 1,000 1,500 9,500 12,500 1,000 4,000 3,850 3,000 7,500	3,500 5,000 5,000 2,500 1,000 1,500 9,500 12,500 1,000 4,000 3,850 3,000 7,500	3,500 5,000 5,000 2,500 1,000 1,500 9,500 12,500 1,000 4,000 3,850 3,000 7,500
TOTAL			59,850	59,850	59,850
12202	5264	Public Education Public Education school age and elderly Public Safety Days Color Guard Supplies - New Contractual Educational material - handouts SAFE program	500 - 1,000 - 1,500	500 - 1,000 - 1,500	500 - 1,000 - 1,500
TOTAL			1,500	1,500	1,500
12202	5277	Photocopy Machine Lease Machine lease and service calls - two copiers (Administration & Fire Prevention)	3,500	3,500	3,500
TOTAL			3,500	3,500	3,500
12202	5284	Equipment Lease Provides for payment for the lease-purchase of KME Engine 1	57,264	57,264	57,264
TOTAL			57,264	57,264	57,264
12202	5294	Fire Protective Clothing Badges, PBI hoods, rubber & leather boots, suspenders, gloves Repairs to PPE (jackets & trousers) Purchase of/ replacement Personal Protective Equipment 2 new hires @ \$3000.00 each	7,000 2,000 6,000 6,000	7,000 2,000 6,000 6,000	7,000 2,000 6,000 6,000
TOTAL			21,000	21,000	21,000

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

FIRE DEPARTMENT - 100

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
12202	5300	Purchase of Services			
		Radio service- mobiles,portables,repeaters, batteries	8,000	8,000	8,000
		faxes, servers, workstations	1,500	1,500	1,500
		Computer work - installations, upgrades, hardware	5,500	5,500	5,500
TOTAL			15,000	15,000	15,000
12202	5317	Educational Training			
		New Officer training	3,000	3,000	3,000
		EMT re-certifications, classes	5,500	5,500	5,500
		Firehouse software (training for users, updates, support)	4,000	4,000	4,000
		Training seminars	2,500	2,500	2,500
TOTAL			15,000	15,000	15,000
12202	5318	Dental Medical Services (Active Personnel)			
		Provides for medical expenses for active personnel - job-related medical expenses.	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
12202	5318R	Dental Medical Services (Retired Personnel)			
		Provides for medical expenses incurred by retired personnel who were retired on a line of duty medical disability.	25,000	25,000	25,000
TOTAL			25,000	25,000	25,000
12202	5341	Telephone			
		Verizon (Local & Regional)	12,100	12,100	12,100
		long distance provider	1,500	1,500	1,500
		Sprint/Nextel	4,400	4,400	4,400
		Telephone lines from repeaters	3,000	3,000	3,000
TOTAL			21,000	21,000	21,000
12202	5421	Office Supplies (General)			
		General Office Supplies as needed	5,250	5,250	5,250
TOTAL			5,250	5,250	5,250
12202	5451	Custodial Supplies			
		General Custodial Supplies as needed	6,000	6,000	6,000
TOTAL			6,000	6,000	6,000
12202	5510	Fire Prevention			
		Fire Prevention Week educational materials	1,000	1,000	1,000
		Code books	500	500	500
		NFPA code updates	1,000	1,000	1,000
		Arson seminars/membership	250	250	250
		Fire Prevention forms / supplies	1,500	1,500	1,500
		Fire Prevention seminars / meetings/expenses	750	750	750
TOTAL			5,000	5,000	5,000
12202	5513	Emergency Management			
		Emergency management expenses:	3,000	3,000	3,000
Total		Multi gas meter replacement	3,000	3,000	3,000

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

FIRE DEPARTMENT - 100

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
12202	5586	Fire Suppresion Supplies			
		Hose & nozzles	5,000	5,000	5,000
		Tools and Equipment	2,500	2,500	2,500
		Class A & B foam	1,000	1,000	1,000
		Self-contained breathing apparatus (SCBA) repair, face piece, flo testing	2,500	2,500	2,500
		Mask fit testing	2,000	2,000	2,000
		Ground ladder testing, repairs	2,000	2,000	2,000
		Mobil radio parts, microphones, cases	3,500	3,500	3,500
		Other miscellaneous or unanticipated items - ladder replacements	2,000	2,000	2,000
		Supplies laundering PPE	1,000	1,000	1,000
TOTAL			21,500	21,500	21,500
12202	5730	Dues & Subscriptions			
		Membership dues - professional organizations: ECFC/ Fpdivision FCAM	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
TOTAL PROPOSED			388,914	388,914	388,914

Police

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes For FY 2014

The budget reflects an increase in funding for the hiring of three fulltime officers and contractual obligations for both Unions. The Domestic Violence Officer position will be restored and the Criminal Investigation Division will be augmented. Increases in training and education are significant due to mandated training and our goal of achieving State Accreditation. Total effect to the Personnel budget is an increase of \$907,950.

Recent Accomplishments

- The Police Department has attained State Certification.
- Through a community wide effort the Police Department has acquired 3 K9's and have successfully completed the required academy with their handlers and are actively patrolling.
- The Police Department responded to approximately 39,420 calls for service within the community.
- Approximately 3,200 individuals were arrested for various misdemeanor and felony charges.
- The Police Department attended approximately 22 neighborhood meetings throughout the City to be responsive to and receive feedback from the community through the Community Impact Unit and Special Response Units resolving many concerns in the neighborhoods.
- Conducted nineteen (19) four-hour blocks of traffic enforcement operations throughout the City with Grant funds from the Governor's Highway Safety Program.
- The Traffic Division has utilized speed boards and selective enforcement to effectively address traffic concerns. Estimated totals for FY2013 will be 7,654.





- The Special Response Unit (SRU) continued to see enormous success focusing on current crime trends and quality of life issues.
- The Community Impact Unit (CIU) has partnered with other agencies to expand the teen resource center “On-Point” and continues to be a key to its success.
- Continued to provide classroom instruction and training for Internet Safety, Cyberbullying, Drug Awareness for the Middle School and Street Law for the High School. The School Resource Officer and Juvenile Officer have attended several trainings in these areas as well. Members of the police department have met to formulate to address violence in schools.
- Administered the Congressionally Selected Grant to work with five local police departments in sharing police support services, including fingerprint, computer forensics, firing range, the utilization of MILO, which is a portable range simulation unit. The Police Department in conjunction with the Harbormaster’s Office was able to acquire a 30 foot vessel which will aid in fire suppression, water rescue and daily operations. A Klein side scan sonar was also acquired to aid in search and rescue. Additional Community Cameras were installed along the waterfront.

- Offered Child Fingerprint Services and attended various Health Fairs in the City, the City of Salem Safety Day and the Salem Public Schools City-wide Science Fair.

FY 2014 Goals & Objectives

- Consistently respond to community’s needs as they become known through input either individually or collectively by email, by phone calls or by neighborhood meetings, whether the concerns be crime related, quality of life issues and specifically any traffic concerns through the Traffic Unit as traffic concerns tend to be the number one issue identified during neighborhood meetings.
- Attain State Accreditation through Massachusetts Police Accreditation Commission.
- Work with the School Department to develop a protocol that will address training for and responding to incidents of school violence for both Police and school personnel.
- Dedicate an officer to the Downtown area to allow for visibility and consistent interaction among citizens and business owners.
- Reinstate the Domestic Violence Unit to allow for continuous follow-up of domestic incidents and victim assistance.



- Continued collaboration and cooperation with other area police departments in recognizing and addressing crime trends with an emphasis on drug overdoses.
- Review and make any necessary improvements to public safety protocols during Haunted Happenings events and 4th of July Holiday festivities.
- Consistently attend neighborhood meetings and encourage feedback and information sharing through MyPD Application.
- Continue to host the Citizens' Police Academy during the year.
- Seek and apply for federal and state grant funds that are aimed towards Public Safety and our goals.
- Improve the overall training within the Police Department with all personnel attending In-Service Training throughout the year.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Calls for Service	33,849	35,056	39,420	43,756
Arrests (Court Action Taken) / Protective Custody	2,756	2,974	3,200	3424
Robberies	26	38	42	38
Breaking and Entering	236	224	176	165
Sexual Assaults	35	21	18	15
MV Thefts	72	64	56	49
Larceny	1,219	1,202	1,032	888
Assaults	745	773	694	675
MV Accidents	2,450	2,176	2,112	2,075
MV Citation Violations	10,336	8,500	7,654	8,100
Neighborhood Meetings	31	25	22	25

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- As it relates to the Police Department's overall mission, the Police Department's goals are in line with the City of Salem's Long and Short Term Strategic Plan Summary in maintaining a high level of police services as well as traffic and parking enforcement in neighborhoods.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Police-Personnel									
12101	5111	SALARIES-FULL TIME	4,674,138.97	4,841,977.00	4,965,406.00	4,795,095.42	5,821,365.00	5,755,810.00	5,755,810.00
12101	5113	SALARIES-PART TIME	42,666.65	77,966.00	77,966.00	66,232.72	88,704.00	89,781.00	89,781.00
12101	5131	OVERTIME (GENERAL)	622,436.19	627,600.00	769,796.00	677,223.21	678,323.00	648,323.00	648,323.00
12101	5135	DEFIB RECERTIFICATIO	35,275.00	36,975.00	36,975.00	36,125.00	0.00	0.00	0.00
12101	5136	HOLIDAYS	381,939.02	412,394.00	418,538.00	391,010.94	498,403.00	493,204.00	493,204.00
12101	5138	OUT OF GRADE	11,940.46	15,000.00	15,000.00	14,387.00	15,756.00	15,756.00	15,756.00
12101	5141	LONGEVITY	93,400.00	95,700.00	95,700.00	93,900.00	99,700.00	99,700.00	99,700.00
12101	5142	ELECTIONS	5,980.00	7,000.00	26,220.00	21,060.00	11,000.00	11,000.00	11,000.00
12101	5145	EDUCATION INCENTIVE	576,023.37	697,872.00	591,677.00	542,765.50	821,768.00	821,768.00	821,768.00
12101	5150	FRINGE/STIPENDS	11,300.00	2,300.00	2,300.00	2,300.00	0.00	0.00	0.00
12101	5151	WELLNESS	5,200.00	6,500.00	6,500.00	2,250.00	6,500.00	6,500.00	6,500.00
12101	5152	FIREARMS STIPEND	49,000.00	51,300.00	51,300.00	50,000.00	0.00	0.00	0.00
12101	5153	SENIOR/MASTER/VET STIPEND	294,800.00	305,000.00	305,000.00	298,050.00	307,500.00	307,500.00	307,500.00
12101	5154	SPECIALTY STIPEND	53,923.48	65,500.00	68,233.00	66,770.65	52,000.00	52,000.00	52,000.00
12101	5155	PROFESSIONAL DEVELOPMENT	308,300.00	329,375.00	389,225.00	388,825.00	0.00	0.00	0.00
12101	5156	SHIFT DIFFERENTIAL	290,692.91	388,328.00	379,895.00	289,858.24	464,659.00	464,659.00	464,659.00
Total Police-Personnel			7,457,016.05	7,960,787.00	8,199,731.00	7,735,853.68	8,865,678.00	8,766,001.00	8,766,001.00
Police-Expenses									
12102	5211	ELECTRICITY	55,711.15	57,500.00	54,500.00	51,146.16	57,500.00	55,000.00	55,000.00
12102	5215	NATURAL GAS	16,744.56	24,000.00	19,000.00	16,983.69	20,000.00	19,000.00	19,000.00
12102	5253	RADIO & VEHICLE MAINT	46,126.02	40,000.00	45,000.00	43,508.46	47,175.00	47,175.00	47,175.00
12102	5284	EQUIPMENT LEASE	11,500.00	13,500.00	13,500.00	13,500.00	22,334.00	22,334.00	22,334.00
12102	5300	BUILDING MAINT & SERVICES	93,655.48	100,000.00	102,000.00	96,971.62	115,222.00	115,222.00	115,222.00
12102	5317	TRAINING AND EDUCATION	25,862.03	29,700.00	29,700.00	28,611.17	28,520.00	25,520.00	25,520.00
12102	5318	MEDICAL - ACTIVE	49,487.05	32,200.00	37,200.00	30,122.84	11,900.00	11,900.00	11,900.00
12102	5326	DIVE TEAM EXPENSES	1,611.19	2,500.00	2,500.00	2,500.00	4,000.00	4,000.00	4,000.00
12102	5341	TELEPHONE & COMMUNICATIONS	93,888.78	89,845.00	86,453.44	86,424.33	92,145.00	92,145.00	92,145.00
12102	5381	PRINTING AND BINDING	2,951.55	3,000.00	3,000.00	2,952.65	4,375.00	4,375.00	4,375.00
12102	5384	ANIMAL CARE & CONTROL	6,449.16	8,000.00	8,000.00	7,994.50	8,000.00	8,000.00	8,000.00
12102	5421	OFFICE SUPPLIES (GEN	21,997.74	19,000.00	25,000.00	24,311.80	19,000.00	19,000.00	19,000.00
12102	5585	ARMS AND AMMUNITION	6,997.80	11,000.00	12,200.00	12,168.95	12,500.00	12,500.00	12,500.00
12102	5710	IN STATE TRAVEL/MEETINGS	1,139.20	800.00	588.79	588.79	500.00	500.00	500.00
12102	5720	OUT OF STATE TRAVEL	213.40	1,250.00	1,461.21	1,461.21	1,600.00	1,600.00	1,600.00
12102	5730	DUES AND SUB	15,680.77	15,750.00	15,750.00	15,554.76	15,750.00	15,750.00	15,750.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
12102	5775	COMMUNITY EVENTS	54,777.45	51,000.00	54,391.56	54,391.56	51,000.00	61,000.00	61,000.00
12102	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12102	5862	POLICE EQUIPMENT	26,317.12	23,900.00	22,700.00	22,036.04	29,200.00	27,200.00	27,200.00
	Total	Police-Expenses	531,110.45	522,945.00	532,945.00	511,228.53	540,721.00	542,221.00	542,221.00
210	210	Department Total	7,988,126.50	8,483,732.00	8,732,676.00	8,247,082.21	9,406,399.00	9,308,222.00	9,308,222.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
TUCKER PAUL	210 POLICE	12101-5111	CHIEF		92,588.90		1.0	1	2,078.07	108,059.49	108,059.49	108,059.49	108,059.49	108,059.49	108,059.49
	210 POLICE	12101-5111	CAPTAINS		294,026.80		4.0	4	1,648.13	73,506.70	85,702.67	342,810.68	85,702.67	342,810.68	342,810.68
	210 POLICE	12101-5111	LIEUTENANTS		506,942.72		8.0	8	1,420.80	63,367.84	73,881.61	591,052.88	73,881.61	591,052.88	591,052.88
	210 POLICE	12101-5111	SERGEANTS		764,784.30		14.0	14	1,224.83	54,627.45	63,691.04	891,674.56	63,691.04	891,674.56	891,674.56
	210 POLICE	12101-5111	SPECIALISTS		416,650.05		0.0	0	1,039.03	46,294.45	54,029.74	-	54,029.74	-	-
	210 POLICE	12101-5111	PATROLMEN STEP 5		1,990,661.35		54.0	54	1,039.03	46,294.45	54,029.74	2,917,605.96	54,029.74	2,917,605.96	2,917,605.96
	210 POLICE	12101-5111	PATROLMEN STEP 4		-		0.0	0	1,032.31	45,958.64	53,680.37	-	53,680.37	-	-
	210 POLICE	12101-5111	PATROLMEN STEP 3		-		6.0	6	1,016.58	45,172.59	52,862.21	317,173.26	52,862.21	317,173.26	317,173.26
	210 POLICE	12101-5111	PATROLMEN STEP 2		260,041.08		2.0	2	979.93	43,340.18	50,956.12	101,912.24	50,956.12	101,912.24	101,912.24
	210 POLICE	12101-5111	PATROLMEN STEP 1		82,367.72		2.0	3	936.78	41,183.86	48,712.69	146,138.07	48,712.69	73,069.04	73,069.04
			SPECIALITY PAY - BASE		34,500.00										-
LUBAS SHARYN	210 POLICE	12101-5111	OFFICE MANAGER	6/27/1994	47,350.44		1.0	1		910.59	910.59	47,532.80	974.33	50,860.09	50,860.09
CONNORS JAYNE	210 POLICE	12101-5111	ADMIN ASSISTANT	12/06/2010	38,934.75		1.0	1		748.75	748.75	39,084.75	763.73	39,866.45	39,866.45
RAYMOND LINDA	210 POLICE	12101-5111	EXECUTIVE SECRETARY	7/1/2011	35,694.54		1.0	1		686.43	686.43	35,831.65	700.16	36,548.28	36,548.28
Partially Grant Funded	210 POLICE	12101-5111	CIVILIAN DISPATCHERS		134,395.20		3.5	5 @ 40 hrs each @ 70%		734.40	734.40	134,395.20	749.09	137,083.10	137,083.10
	210 POLICE	12101-5111	IT/CRIME ANALYST		56,160.00		1.0	1		1,019.23	1,019.23	53,203.81	1,019.23	53,203.81	53,203.81
					-										-
		AFSCME			86,878.82		2.0			Total AFSCME 1818		94,889.18		94,889.18	94,889.18
					4,841,976.67		100.5			Total Full Time - 5111		5,821,364.52		5,755,809.02	5,755,809.02
KOBIALKA THEODORE	210 POLICE	12101-5113	POL TEMP		12,381.90			19		14.01	14.01	13,895.12	14.29	14,173.02	14,173.02
LANDERS SALLY	210 POLICE	12101-5113	JR CLERK		13,567.25			19		13.73	13.73	13,617.41	14.00	13,889.76	13,889.76
FAMICO DONALD	210 POLICE	12101-5113	ANIMAL CONTROL		11,124.46			12		17.83	17.83	11,168.71	18.19	11,392.09	11,392.09
TBD - Call in Dispatcher	210 POLICE	12101-5113	PER DIEM DISPATCHER		5,616.00			208		18.00	18.00	5,616.00	18.00	5,616.00	5,616.00
GAUTHIER JAMES	210 POLICE	12101-5113	FINGERPRINT EXPERT		20,160.00			16		35.00	35.00	29,232.00		29,232.00	29,232.00
GREENER FRED	210 POLICE	12101-5113	PT JR CLERK		15,116.40			19		15.30	15.30	15,174.54	15.61	15,478.03	15,478.03
					77,966.00					Total Part Time - 5113		88,703.78		89,780.90	89,780.90
	210 POLICE	12101-5131	OVERTIME		345,000.00							365,516.00		335,516.00	335,516.00
	210 POLICE	12101-5131	Training		33,100.00							55,307.00		55,307.00	55,307.00
	210 POLICE	12101-5131	OT COURT		136,000.00							136,000.00		136,000.00	136,000.00
	210 POLICE	12101-5131	OT-Events		32,000.00							40,000.00		40,000.00	40,000.00
	210 POLICE	12101-5131	OT HH		65,000.00							65,000.00		65,000.00	65,000.00
	210 POLICE	12101-5131	OT - DISPATCHERS		16,500.00							16,500.00		16,500.00	16,500.00
					627,600.00					Total Overtime - 5131		678,323.00		648,323.00	648,323.00
	210 POLICE	12101-5135	DEFIB CERT		36,975.00			89	425			-		-	-
	210 POLICE	12101-5136	HOLIDAYS Officers & Dispatch		412,394.00							498,403.00		493,203.87	493,203.87
	210 POLICE	12101-5138	OUT OF GRADE		15,000.00							15,756.00		15,756.00	15,756.00
	210 POLICE	12101-5141	LONGEVITY		95,700.00							99,700.00		99,700.00	99,700.00
	210 POLICE	12101-5142	ELECTIONS		7,000.00							11,000.00		11,000.00	11,000.00
	210 POLICE	12101-5145	EDUCATION INCENTIVE		697,872.00							821,768.00		821,768.00	821,768.00
	210 POLICE	12101-5151	WELLNESS		6,500.00							6,500.00		6,500.00	6,500.00
	210 POLICE	12101-5152	FIREARMS Stipend		51,300.00							-		-	-
	210 POLICE	12101-5153	SENIOR/MASTER/VETERAN		305,000.00							307,500.00		307,500.00	307,500.00
	210 POLICE	12101-5154	SPECIALTY STIPEND		65,000.00							52,000.00		52,000.00	52,000.00
	210 POLICE	12101-5155	PROF DEV & TRAINING		329,375.00							-		-	-
					2,022,616.00					Total other -		1,812,627.00		1,807,427.87	1,807,427.87
	210 POLICE	12101-5156	SHIFT DIFFERENTIAL		377,679.00							454,010.00		454,010.00	454,010.00
	210 POLICE	12101-5156	Night/Weekend Differential-Dispatchers		10,648.80			40		5.10	5.10	10,648.80	5.10	10,648.80	10,648.80
					388,327.80					Total Shift/Night Diff-5156		464,658.80		464,658.80	464,658.80
Specialty Pay Base (34,500) 5111 above	210 POLICE	12101-5150	DET'S STIPEND		-							-		-	-
	210 POLICE	12101-5150	AFSCME Stipend		2,300.00			2.0		1,150.00					
					2,300.00					Total Fringe - 5150		-		-	-

25343-5111

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 \$2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
					7,960,786.48	100.5	Department Total			8,865,677.10		8,765,999.59		8,765,999.59	

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	94.0	98.5	100.5	2.0

GRANT FUNDING

Police 911 Support Grant	25343-5111	Five Dispatchers	0.30	5	30%	720.00	56,376.00	
Police Budget	12101-5111	Five Dispatchers	0.70	5	70%	720.00	137,083.10	193,459.10

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old	New				
PATTERSON	DONNA	210 POLICE	12101-5111	PRIN CLERK	08161993	42,069.96	1.0	862.71	879.96					100%	45,934.13	45,934.13	45,934.13
VASSY	MARK	210 POLICE	12101-5111	SR BLDG CUSTODIAN III	11231992	41,489.71	1.0	851.34	868.37	8% Shift Differential	below			100%	45,328.75	45,328.75	45,328.75
VASSY	Shift Differential			Base Rate X 8%		3,319.15		68.11	69.47					100%	3,626.30	3,626.30	3,626.30
						86,878.82	2.0							94,889.18	94,889.18	94,889.18	

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Police - 210

ORG	Object	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
12102	5211 Electricity				
		Monthly average of \$5,000 totals \$60,000	57,500	55,000	55,000
TOTAL			57,500	55,000	55,000
12102	5215 Natural Gas				
		Monthly average for transport is \$2,500 and gas is \$800	20,000	19,000	19,000
TOTAL			20,000	19,000	19,000
12102	5253 Radio & Vehicle Maintenance and Parts				
		Normal maintenance & repair of portable, mobile and base radios	30,000	30,000	30,000
		Normal maintenance of fleet, including parts not supplied by DPW			
		Cybercomm Radio Maintenance Contract	17,175	17,175	17,175
TOTAL			47,175	47,175	47,175
12101	5284 Equipment Lease				
		Lease to own 2 Motorcycles per year	13,834	13,834	13,834
		Lease 2 Copiers (196.80/month-.006 copy and 435.54 month-.006 black .049 color)	8,500	8,500	8,500
TOTAL			22,334	22,334	22,334
12102	5300 Bldg Maintenance & Services				
		Bldg. Services & maintenance not covered by contract (estimated)	8,000	8,000	8,000
		Custodial Supplies	6,500	6,500	6,500
		Microsystems computer contract	25,260	25,260	25,260
		Dictronics 911 Maintenance of old system	672	672	672
		HVAC maintenance	3,500	3,500	3,500
		Copier maintenance & service (American Lazer & Xerox)	6,700	6,700	6,700
		Alarm inspection & service	1,650	1,650	1,650
		Fire Extinguisher inspection	2,000	2,000	2,000
		Elevator inspection & testing	2,000	2,000	2,000
		Boiler Inspections	250	250	250
		Water service	650	650	650
		AFIX Tracker contract	5,550	5,550	5,550
		Outdoor Equip./Grounds Maint./Landscaping-Lawn mower,snowblower,sprinkler)	4,500	4,500	4,500
		Pasek maintenance contract & service Community Cameras/ Waterfront Cameras	9,800	9,800	9,800
		Sideband community cameras maintenance contract	11,500	11,500	11,500
		Salient Stills CID Interview Room	3,200	3,200	3,200
		Identi-Kit Solutions - Lease	400	400	400
		SBE - Generator Maintenance 2x year	900	900	900
		CJIS- Live Scan Fingerprinting Machine (L1 Technologies)	6,042	6,042	6,042
		Share Point Software and maintenance - w/ server	3,000	3,000	3,000
		Cellbrite Forensics Analysis Contract	3,098	3,098	3,098
		Electrical, Plumbing, Lock Work	3,500	3,500	3,500
		New Snowblower	1,600	1,600	1,600
		JivaSoft On-Dty/X-Tra Duty	1,450	1,450	1,450
		On Point Building (Comcast, Nat. Gas, Electric & Alarm Services)	3,500	3,500	3,500
TOTAL			115,222	115,222	115,222

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Police - 210

ORG	Object	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
12102	5317 Training and Education				
		MGL updates, training materials, mandated postings, court decisions.	2,250	2,250	2,250
		U.S. ID manuals (3) and PDR Reference Books	250	250	250
		Trainings - Leadership / 911 / Instructor training, etc.	10,000	10,000	10,000
	*	Academy Training for 3 new recruits	9,000	6,000	6,000
		Mandated Training to Maintain Accreditation and MA legal standards	7,020	7,020	7,020
TOTAL			28,520	25,520	25,520
12102	5318 Medical - Active				
		Psychological consults - current employees.	5,000	5,000	5,000
		Medical costs for disabled retired officers	3,000	3,000	3,000
		Psychologicals / Physicals/Drug Screening for 3 recruits	3,900	3,900	3,900
TOTAL			11,900	11,900	11,900
12102	5326 Dive Team				
		Equipment / gear upkeep, replacement and repair of Robotics, wet suits and tanks	4,000	4,000	4,000
TOTAL			4,000	4,000	4,000
12102	5341 Telephone & Communications				
		Verizon - \$2,500/month	30,000	30,000	30,000
		USA Mobility - \$ 5 / month	60	60	60
		SCC Systems- maintenance yearly	2,000	2,000	2,000
		Verizon Wireless - Cruiser air time \$40/mn x 20 units	9,600	9,600	9,600
		Comcast Internet Services \$120/month	1,440	1,440	1,440
		Subpoena Costs \$100 per subpoena (yrly average of 6)	600	600	600
		CID / Specialty Units / Department cellphone coverage	18,000	18,000	18,000
		Code Red Yearly maintenance	28,945	28,945	28,945
		RTT Mobile Interpretation - Multi Language translation 24/7 service per min. cost.	1,500	1,500	1,500
TOTAL			92,145	92,145	92,145
12102	5381 Printing and Binding				
		Business cards, calendars, Detail Slips, Miranda Warnings, Taxi Medallions, Go Fast	4,375	4,375	4,375
TOTAL			4,375	4,375	4,375
12102	5384 Animal Care & Control				
		Temporary housing for stray/dangerous animals & transportation	8,000	8,000	8,000
TOTAL			8,000	8,000	8,000
12102	5421 Office Supplies (General)				
		All office supplies, equipment supplies & cartridges, and office equip., etc.	19,000	19,000	19,000
TOTAL			19,000	19,000	19,000
12102	5585 Arms and Ammunition				
		Weapons - repair parts for all department weapons & cleaning solutions	2,000	2,000	2,000
		Ammo for mandatory state qualification and training of 92 officers (2 Handgun Quals / 1 Shotgun qual.)	10,500	10,500	10,500
		Required ammunition for Academy training for service weapon, shotgun and rifle.			
TOTAL			12,500	12,500	12,500
12102	5710 In-State Travel/Meetings				
		In-State conferences, training, investigations, etc. - travel, parking, fees, etc	500	500	500
TOTAL			500	500	500

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Police - 210

ORG	Object	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
12102	5710 Out-of-State Travel				
		Any travel out of state for conferences, training, investigations, etc. including air-fare, accomodations, expenses and program costs - IACP Annual Conference	1,600	1,600	1,600
TOTAL			1,600	1,600	1,600
12102	5731 Dues and Subscriptions				
		All police affiliations dues, subscriptions and periodic legal updates.	15,750	15,750	15,750
TOTAL			15,750	15,750	15,750
12102	5775 Community Events				
		Halloween costs, Boston PD and NEMLEC, other PD's and Sheriff Dept. (Necessary Mutual Aid)	51,000	61,000	61,000
TOTAL			51,000	61,000	61,000
12102	5862 Police Supplies & Equipment				
		Misc Police supplies and equipment, Heart Smart Pads (AED's)	19,200	17,200	17,200
		Equipment replacement and maintenance for various police equipment, including T-3, Bike, NEMLEC, Honor Guard gear, New recruits, Dispatcher Clothing, cameras.	6,500	6,500	6,500
		LSAG Licesne Plate Reader Maintenance Contract (2 units)	3,500	3,500	3,500
TOTAL			29,200	27,200	27,200
TOTAL PROPOSED			540,721	542,221	542,221

**FY 2014 BUDGET
POLICE DEPARTMENT PERSONNEL**

Rank	Name	Base Salary	#	
Chief	Tucker, P.	108,059.49	1	108,059.49
Captains	Comeau	85,702.67		
	Gilligan	85,702.67		
	Griffin	85,702.67		
	Losolfo	85,702.67	4	342,810.68
Lieutenants	Berube	73,881.61		
	Bona	73,881.61	CID	
	Butler, M.	73,881.61		
	Englehardt	73,881.61		
	Preczewski	73,881.61		
	Prosniewski	73,881.61		
	Stephens	73,881.61		
	Walker	73,881.61	8	591,052.88
Sergeants	Carter	63,691.04		
	Dacy	63,691.04		
	Doyle	63,691.04		
	Gagnon	63,691.04		
	Gifford	63,691.04		
	Hanson	63,691.04	CID	
	King	63,691.04	CIU	
	Lubas	63,691.04		
	Makros	63,691.04		
	Page, J.	63,691.04		
	Rocheville	63,691.04	CIU	
	Ryan	63,691.04		
	Tucker	63,691.04		
	TBD	63,691.04	14	891,674.56
Patrolmen - 5	Andrus	54,029.74		
	Anderson	54,029.74		
	Baglioni	54,029.74	CID	
	Ball	54,029.74		
	Bedard	54,029.74	K9	
	Brennan	54,029.74	CID	
	Burke	54,029.74		
	Butler, B	54,029.74		
	Connolly	54,029.74	CID	
	Cunningham, R.	54,029.74		
	Cunningham, T.	54,029.74		
	Davis	54,029.74	K9	
	Driscoll	54,029.74	TRF	
	Dubiel	54,029.74		
	Fabiszewski	54,029.74		
	Fecteau	54,029.74	SRO	
	Gagnon, D	54,029.74		
	Gaito	54,029.74	SRU	
	Gaudet	54,029.74	CID	
	Gonzalez	54,029.74		
	Jennings	54,029.74		
	Jerzylo	54,029.74		
	Johnson	54,029.74		

Rank	Name	Base Salary	#	
Patrolmen - 5	LaRiviere	54,029.74		
	Lebrun	54,029.74	TRF	
	Levesque	54,029.74		
	Luti	54,029.74		
	Manninen	54,029.74		
	Mazola	54,029.74		
	Norris	54,029.74		
	O'Donnell, K	54,029.74		
	O'Donnell, N	54,029.74		
	O'Leary	54,029.74		
	Page, M	54,029.74	TRF	
	Pelletier	54,029.74	SRU	
	Phelan	54,029.74	CIU	
	Pierce	54,029.74		
	Priddy	54,029.74		
	Puleo	54,029.74		
	Reardon	54,029.74		
	Riley	54,029.74		
	Rocheville, K.	54,029.74		
	Ruiz	54,029.74		
	Salvo	54,029.74	K9	
	Sano	54,029.74	CID	
	Sears	54,029.74		
	St.Pierre, B.	54,029.74	CID	
	St.Pierre, K.	54,029.74	CID	
	Troncoso	54,029.74		
	Tucker, Daniel	54,029.74		
	Vaillancourt	54,029.74		
	Verrette	54,029.74		
	Transfer	54,029.74		
	Transfer	54,029.74	54	2,917,605.96
Patrolmen - 4			0	0.00
Patrolmen - 3	Arundel	52,862.21		
	Caldera	52,862.21		
	Duzz	52,862.21		
	Gerrard	52,862.21		
	Gross	52,862.21		
	White	52,862.21	6	317,173.26
Patrolmen - 2	Benson	50,956.12		
	Scialdone	50,956.12	2	101,912.24
Patrolmen-1	TBD	48,712.69		
	TBD - 6 Mos	24,356.35		
	TBD		2	73,069.04
Total # Employees			91.0	5,343,358.11

Harbormaster

Mission Statement-Why We Exist

The primary mission of the Harbormaster Department is the preservation of life and protection of property in the waters and on the Islands of the City of Salem, the enforcement of local and state laws and security of the Port. Additionally, the department manages the public piers, gangways and floats as well as supervises the proper mooring of vessels and collection of associated fees within the jurisdiction.

Significant Budget & Staffing Changes for FY 2014

The implementation of a two (2)-man watch during periods of anticipated heavy vessel traffic was crucial to this department's success for what proved to be a busy 2012 summer season. Last year the department performed all routine maintenance and most repairs on equipment without a designated maintenance position. Direct operator involvement in the repair process resulted in improved efficiency and quality control. With the recent resignation of the office administrator, a salaried Assistant Harbormaster Position will provide for additional multi-tasking, increased preparedness and a safe productive operation as waterfront development progresses and responsibilities increase.



Recent Accomplishments



- A project to update the mooring/slip database from an access to a web-based version has been initiated.
- Designed, managed construction and commissioned new multi-mission vessel purchased with funds provided by the DHS.
- Continued growth of the winter boat storage program.
- Enforced City Ordinance compliance for mariners, including vessel owners that seek refuge in Salem waters during the winter season.
- Expansion of float storage at McCabe Marina.
- Secured a seat on the managing board of the Massachusetts Bay Safety Committee.

2014 Goals and Objectives

- Promote and ensure safety and security in the jurisdiction.

- Ensure continued preparedness of the department through systematic replacement of aging emergency equipment and assessment and training of personnel.
- Maintain compliance of local and state laws through monitoring of new control initiatives and consistent enforcement.
- Establish a new site for transient mariners to gain convenient access to the City's Historic Waterfront.
- Continue to promote Salem as a Deep Water Port and work with the City's administration on redevelopment projects.
- Improve electronic documentation and record keeping.
- Secure approval of a Facility Security Plan for the Port.



	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
MOORING INFORMATION				
MOORINGS RECORDS	1,655	1700	1,535	1560
MOORINGS CATALOGED	1,295	1340	1,175	1200
SLIPS CATALOGED	360	360	360	360
MOORING / SLIP FEE'S COLLECTED	1,565	1640	1,650	1725
WARNING TAGS ISSUED	40	100	100	100
MOORING CALLS (UNAUTHORIZED USE OR BOATS HITTING)	10	14	5	10
SHIP ESCORT & INSPECTIONS / POWER PLANT SERVICE				
BULKER ESCORT INBOUND (HEAVY)	6	3	4	2
BULKER ESCORT OUTBOUND (LIGHT)	6	3	4	2
BULKER ESCORT OUTBOUND (HEAVY)			2	1
OIL BARGE INBOUND (HEAVY)	1	1	1	2
OIL BARGE OUTBOUND (LIGHT)	1	1	1	2
OIL BARGE OUTBOUND (HEAVY)	0	2	1	1
SPECIAL PROJECT GARGO (ARRIVAL/DEPARTURE)	-	-	12	40
LAW ENFORCEMENT				
FOUND/LOST/STOLEN BOATS	7	15	10	10
BREAKING AND ENTERING	2	3	5	3
ABANDONED BOATS	3	2	0	1
FUEL SPILLS	8	11	4	4

	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
DOMESTICS	1	0	1	1
LARCENY	2	3	12	7
MOVING VIOLATIONS	11	15	25	20
CASES THAT REACH COURT	8	1	5	5
WARNING/SAFETY STOP	15	98	100	100
LEAVING SCENE OF ACCIDENT	2	8	2	2
ARREST/PROTECTIVE CUSTODY	2	1	9	10
SAR RESPONSES (SEARCH & RESCUE)				
FATALITIES	1	1	1	1
MAYDAYS	12	22	25	25
GROUNDINGS SOFT	13	24	15	15
TOWS	32	45	40	40
DEWATERINGS (PREVENT SINKING)	5	61	45	50
FLARE SIGHTINGS	2	6	3	5
CAR IN WATER	0	0	1	1
COLLISIONS	5	6	6	6
MANOVERBOARD	6	3	6	5
MED AID	6	8	7	6
OVERDUE	6	8	7	6
MUTUAL AID REQUESTS				
MARBLEHEAD	10	29	30	30
BEVERLY	10	6	10	10
MANCHESTER	2	4	2	3
COAST GUARD	5	4	5	5
MEP	1	1	1	1
OTHER CALLS	-	245	280	300

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Maintain law enforcement and compliance, with a balance of public interaction and presence appropriate for an expanding multi-use port.
- Ensure equipment and personnel are evolving to meet regulatory compliance and the future demands of the port.
- Compare Salem's fees and practices to those of surrounding communities to verify they are economically feasible and commensurate with services provided.
- Increase Salem's profile in the maritime community.
- Explore and promote existing and new initiatives to increase revenue for the City of Salem.



CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Harbormaster-Personnel									
12951	5111	SALARIES-FULL TIME	62,523.12	65,281.00	65,281.00	61,229.11	107,693.00	109,847.00	109,847.00
12951	5113	SALARIES-PART TIME	93,143.54	110,000.00	110,000.00	95,234.21	86,510.00	86,510.00	86,510.00
Total Harbormaster-Personnel			155,666.66	175,281.00	175,281.00	156,463.32	194,203.00	196,357.00	196,357.00
Harbormaster-Expenses									
12952	5211	ELECTRICITY	3,032.91	3,000.00	2,200.00	2,151.44	3,000.00	3,000.00	3,000.00
12952	5217	GAS/OIL HEAT	249.56	700.00	410.00	409.31	700.00	700.00	700.00
12952	5244	VEHICLE REPAIR AND M	12,463.79	13,000.00	15,111.55	10,447.59	10,000.00	10,000.00	10,000.00
12952	5284	EQUIPMENT LEASE	0.00	14,012.00	14,012.00	14,011.89	14,012.00	14,012.00	14,012.00
12952	5317	EDUCATIONAL TRAINING	3,500.00	2,500.00	2,500.00	2,419.50	2,500.00	2,500.00	2,500.00
12952	5320	CONTRACTED SERVICES	2,689.43	1,700.00	1,382.00	1,382.00	1,700.00	1,700.00	1,700.00
12952	5341	TELEPHONE	3,488.51	4,000.00	4,000.00	3,689.55	4,000.00	4,000.00	4,000.00
12952	5353	HAULING FLOATS/BOATS	1,367.69	1,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00
12952	5381	PRINTING AND BINDING	1,036.72	1,000.00	1,000.00	900.50	1,000.00	1,000.00	1,000.00
12952	5421	OFFICE SUPPLIES (GEN	2,760.90	2,800.00	2,300.00	1,970.27	2,800.00	2,800.00	2,800.00
12952	5481	GASOLINE/DIESEL FUEL	7,375.19	9,000.00	10,000.00	8,002.49	11,000.00	11,000.00	11,000.00
12952	5710	IN STATE TRAVEL/MEETINGS	2,218.28	0.00	0.00	0.00	0.00	0.00	0.00
12952	5791	UNIFORMS	1,074.25	2,500.00	2,296.45	2,296.45	2,500.00	2,500.00	2,500.00
Total Harbormaster-Expenses			41,257.23	55,212.00	55,212.00	47,680.99	54,212.00	54,212.00	54,212.00
110	295	Department Total	196,923.89	230,493.00	230,493.00	204,144.31	248,415.00	250,569.00	250,569.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
MCHUGH WILLIAM	110 HARBORMASTER	12951-5111	HARBORMASTER	7/12/2011	65,280.04		1.0			1,255.39	1,255.39	65,531.36	1,280.50	66,841.99	66,841.99
	110 HARBORMASTER	12951-5111	Office Manager/Asst Hrbmrstr	7/1/13			1.0	1	100%	807.69	807.69	42,161.42	823.84	43,004.65	43,004.65
					65,280.04	2.0	Total Full Time - 5111					107,692.78		109,846.63	109,846.63
Pump Out	110 HARBORMASTER	12951-5113	Pump Out Operators		2,596.00		25%	245	man hours	11.00	11.00	2,695.00	11.00	2,695.00	2,695.00
Pump Out	110 HARBORMASTER	12951-5113	Pump Out Operators		2,596.00		25%	245	man hours	11.00	11.00	2,695.00	11.00	2,695.00	2,695.00
Deckhand/Utility	110 HARBORMASTER	12951-5113	Deckhand/Utility		14,880.00			1240	man hours	12.00	12.00	14,880.00	12.00	14,880.00	14,880.00
Patrol - Regular	110 HARBORMASTER	12951-5113	Assistant Harbormaster		66,240.00			2976	man hours	15.00	15.00	44,640.00	15.00	44,640.00	44,640.00
Patrol - Peak Weekdays	110 HARBORMASTER	12951-5113	Assistant Harbormaster		11,040.00			600	man hours	15.00	15.00	9,000.00	15.00	9,000.00	9,000.00
Patrol - Peak Weekends	110 HARBORMASTER	12951-5113	Assistant Harbormaster		4,200.00			200	man hours	15.00	15.00	3,000.00	15.00	3,000.00	3,000.00
Clerk	110 HARBORMASTER	12951-5113	Clerk		7.00			800	man hours	12.00	12.00	9,600.00	15.00	9,600.00	9,600.00
	110 HARBORMASTER	12951-5113	Part-Time Clerk	5/13/09	15,418.73			19	52	15.61	15.61	Resigned	-	-	-
					110,000.00		Total PartTime - 5113					86,510.00		86,510.00	86,510.00
					175,280.04	2.0	Department Total					194,202.78		196,356.63	196,356.63

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	1.0	1.0	2.0	1.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

HARBORMASTER - 110

ORG		EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
12952	5211	ELECTRICITY			
		The primary source of heat for the office is from an electric system. Due to it's remote location, security lighting is illuminated around the perimeter of the office during all hours of darkness. Weatherproofing measures as well as other energy saving initiatives have proven effective.	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
12952	5217	GAS/PROPANE HEAT			
		A supplimental heating system for the office is fueled by Propane which is delevered by Eastern Propane Co.	700	700	700
TOTAL			700	700	700
12952	5244	VEHICLE REPAIR AND MAINTENANCE			
		This is an especially vital line item to the department to ensure we are able to maintain our equipment to the necessary level of readiness. These funds allow for five vessels and their trailers to receive routine scheduled maintenance as well as repairs from mechanical or electrical failure. In addition to the vessels and associated equipment, buoys and ground tackle that mark speed zones, obstructions and/or restricted areas, as well as city and emergency moorings are maintained. Due to the harsh salt water environment, ground tackle has a short service life and all items suffer adverse effects over time despite the most proactive maintenance schedule. By systematic replacment of emergency equipment, the burden on this funding will be reduced.	10,000	10,000	10,000
TOTAL			10,000	10,000	10,000
12952	5284	Equipment Lease			
		Lease payment for purchase of Ford F-350 Truck. Year 2 of 3 year financing agreement.	14,012	14,012	14,012
TOTAL			14,012	14,012	14,012
12952	5317	EDUCATIONAL TRAINING			
		Dues to the Harbormaster Association are \$40.00 per person. This organization provides training and the nexus for state recognized certification. To remain at the forefront of regulatory compliance, four (4) personnel are applying for certification and seven (7) additional Assistant Harbormasters are enrolled in training for this purpose.	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
12952	5320	Contracted Services			
		Annual printing, postage and costs associated with processing slip and mooring permit applications by the deputy collector, Kelly & Ryan.	1,700	1,700	1,700
TOTAL			1,700	1,700	1,700
12952	5341	TELEPHONE & COMMUNICATIONS			
		The office phone equipment operates on 4-phone line "rollover" system. This allows multiple calls to be transferred to open lines for timely dispatch of units in an emergency. Also, a verizon cellular phone is assigned to the Harbormaster, Watch Officer, and Office Staff for a total of three devices. This arrangement allows for call forwarding and unimpeded communications between mariners and department staff on a 24/7/365 basis. Currently, many calls are received by telephone, which historically were broadcast on VHF marine radios.	4,000	4,000	4,000
TOTAL			4,000	4,000	4,000
12952	5353	HAULING FLOATS/BOATS			
		These funds are used to pay trucking contractors to haul out and properly secure abandoned boats on land before they become a hazard. Traditionally, once these vessels are deemed legally abandoned, they are auctioned or destroyed depending on condition. Through proactive interaction with mariners, we currently have no abandoned vessels in Salem waters.	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000

FY 2014 DETAILED BUDGET REPORT
EXPENSES

HARBORMASTER - 110

ORG		EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
12952	5381	PRINTING AND BINDING			
		Mooring and slip permit decals are funded through this item.	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
12952	5421	OFFICE SUPPLIES (GENERAL)			
		General Office & Medical Supplies as needed	2,800	2,800	2,800
TOTAL			2,800	2,800	2,800
12952	5481	GASOLINE/DIESELFUEL			
		Fuel to operate the department's boats. This line item has not been increased in several years despite a significant rise in fuel cost. Policy implemented in 2012 to abate sales and excise tax has provided a modest reb:	11,000	11,000	11,000
TOTAL			11,000	11,000	11,000
12952	5791	UNIFORMS			
		Defrays costs to employees for uniforms, duty equipment and survival gear.	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
Total Proposed			54,212	54,212	54,212

Public Property – Building/Plumbing/Gas Inspections

Mission Statement – Why We Exist

The Department is responsible for receiving, reviewing, and issuing all Building, Plumbing and Gas Permits. The majority of these permits require at least one inspection. The department also handles large amounts of complaints and inquiries regarding housing, zoning, and City Ordinance compliance

Significant Budget & Staffing Changes for FY 2014

For FY 2014 we are requesting 1 additional building inspector to assist in the increase in workload.

Recent Accomplishments

- Received, processed approx. 870 building permits and 663 gas and plumbing permits
- Assisted Fire, Health, Police, Electrical and many other Departments with numerous inspections and miscellaneous problems.

FY 2014 Goals & Objectives

- Will attempt to track numbers and source of calls made to the department.
- Additional coordination of annual inspections and enforcement actions.
- Will coordinate with health and Data Processing to select new software program that would tie all inspectional services together as well as much simplified reporting of activities.
- Will increase the 21D Ticket program for chronic offenders.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Annual Inspections				
Number of Inspections--- Building ,plumbing and Gas and certificates of inspection	800	1700	1500	1800
Revenue	\$ 320,000	330,000	325,000	350,000

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Department will upgrade our code publications to reflect the recent change to the I.C.C code family and the adoption of the eighth edition of the State Building Code. We will continue to share this information with the Contractors and trades people that frequent our counter

The City has signed an agreement with the Town of Swampscott to utilize the City's building inspector as part of a continued effort to regionalize and combine services with surrounding communities. The Town of Swampscott will pay the City of Salem an annual fee to cover the cost of the building inspector's services.

The Department is Coordinating with the School Department on two projects- Collins Middle School and Saltonstall as well as assisting with continued renovations to City Hall.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Pub Prop/Inspections-Personnel									
12411	5111	SALARIES-FULL TIME	267,176.89	275,993.00	279,701.00	263,289.40	336,659.00	341,582.00	341,582.00
12411	5113	SALARIES-PART TIME	24,368.53	24,280.00	24,280.00	22,874.67	24,373.00	24,373.00	24,373.00
12411	5150	FRINGE/STIPENDS	2,300.00	2,300.00	2,300.00	2,300.00	0.00	0.00	0.00
Total Pub Prop/Inspections-Personnel			293,845.42	302,573.00	306,281.00	288,464.07	361,032.00	365,955.00	365,955.00
Bldg/Gas/Plumb Insp - Expenses									
12412	5295	SAFETY GEAR	0.00	250.00	250.00	250.00	250.00	250.00	250.00
12412	5320	CONTRACTED SERVICES	4,468.20	6,000.00	7,515.00	7,406.38	7,500.00	7,500.00	7,500.00
12412	5381	PRINTING AND BINDING	456.62	500.00	500.00	499.25	500.00	500.00	500.00
12412	5387	FEES - DEP ADMIN	35,599.53	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
12412	5421	OFFICE SUPPLIES (GEN	1,767.69	2,000.00	1,775.00	1,031.96	2,000.00	2,000.00	2,000.00
12412	5710	IN STATE TRAVEL/MEETINGS	6,040.08	7,200.00	7,560.00	7,316.39	7,200.00	10,200.00	10,200.00
12412	5713C	EXPENSES-CLEAN IT/LIEN IT	2,662.19	2,000.00	2,000.00	1,999.42	2,000.00	2,000.00	2,000.00
12412	5778	SEALER WEIGHTS & MEASURERS E	855.75	1,000.00	550.00	536.56	1,000.00	1,000.00	1,000.00
12412	5846	EMERGENCY DEMOLITION/REPAIR	18,730.65	0.00	8,924.50	8,924.50	0.00	0.00	0.00
Total Bldg/Gas/Plumb Insp - Expenses			70,580.71	22,950.00	33,074.50	31,964.46	24,450.00	27,450.00	27,450.00
220	241	Department Total	364,426.13	325,523.00	339,355.50	320,428.53	385,482.00	393,405.00	393,405.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Propsed FY 2014 52.2	Council Voted FY 2014
ROSS DENNIS	220 PUBLIC PROP-INSP	12411-5111	PLUMBING & GAS INSP	03301987	55,631.85		1.0	1	100%	1,069.84	1,069.84	55,845.82	1,091.24	56,962.74	56,962.74
ST PIERRE THOMAS	220 PUBLIC PROP-INSP	12411-5111	INSPECTIONAL SERVICE DIR		82,891.84		1.0	1	100%	1,594.07	1,594.07	83,210.65	1,625.96	84,874.87	84,874.87
LUTRZYKOWSKI MICHAEL	220 PUBLIC PROP-INSP	12411-5111	ASST BUILDING INSPEC	9/29/11	53,329.11		1.0	1	100%	1,025.56	1,025.56	53,534.22	1,066.58	55,675.59	55,675.59
New Position	220 PUBLIC PROP-INSP	12411-5111	ASST BUILDING INSPEC	7/1/13			1.0	1	100%		1,000.00	52,200.00	1,000.00	52,200.00	52,200.00
					84,139.22		2.0			Total AFSCME 1818		91,868.26		91,868.26	91,868.26
					275,992.02		6.0	Total Full Time - 5111				336,658.96		341,581.46	341,581.46
DOYLE JOHN	230 PUBLIC PROP-INSP	12411-5113	SEALER WEIGHTS/MEAS		24,279.36			19 hours per wk		24.57	24.57	24,372.74	25.07	24,372.74	24,372.74
					24,279.36			Total PartTime - 5113				24,372.74		24,372.74	24,372.74
	230 PUBLIC PROP-INSP	12411-5150	AFSME- Stipend		2,300.00			2.0		1,150.00					
					302,571.38		6.0	Department Total				361,031.70		365,954.20	365,954.20

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees - Inspections	5.0	5.0	6.0	1.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES DateRate# Wks OldNew					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
MURTAGH	SALLY	220	PUBLIC PROP-INSP	12411-5111	PRINCIPAL CLERK III	03/14/1989		42,069.61	1.0	862.71	879.96			100%	45,934.13	45,934.13	45,934.13
BILODEAU	JOYCE	220	PUBLIC PROP-INSP	12411-5111	PRINCIPAL CLERK III	3/16/06		42,069.61	1.0	862.71	879.96			100%	45,934.13	45,934.13	45,934.13
						84,139.22	2.0										

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC PROPERTY - Inspections - 220

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
12412	5295	SAFTY GEAR			
		Hard hats, protective eyewear, etc for inspectors	250	250	250
TOTAL			250	250	250
12412	5320	CONTRACTED SERVICES			
		Contracted Services - Temp Plumbing Inspector to cover vacations/sick/etc.	7,500	7,500	7,500
TOTAL			7,500	7,500	7,500
12412	5381	Printing and Binding			
		For printing and binding of zoning book and maps			
		Letter Head & Envelopes	500	500	500
TOTAL			500	500	500
12412	5387	FEES - DEP ADMIN			
		Admin fees for Dept Environmental Protection (2K per incident)	4,000	4,000	4,000
		Annual DEP Audit Fees for open projects.			
		Setelza Lane ,Winter Island, Peabody Street			
TOTAL			4,000	4,000	4,000
12412	5421	General Office supplies			
		This is for general stationary and office supplies	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
12412	5710	IN-STATE TRAVEL/MEETING			
		Mileage and seminar reimbursements for 4 full time and one part time inspector	7,200	10,200	10,200
TOTAL			7,200	10,200	10,200
12412	5713C	EXPENSES-CLEAN IT/LIEN IT			
		Clean it or lien it- Monies to secure vacant buildings etc. Monies expended are	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
12412	5778	SEALER WEIGHTS & MEASURERS EXPENSES			
		Misc supplies	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
TOTAL PROPOSED			24,450	27,450	27,450

Inspectional Services – Board of Appeals

Mission Statement – Why We Exist

The function of clerk for the Zoning Board of Appeals is now provided by Planning and Development

Significant Budget & Staffing Changes for FY 2014

None

Recent Accomplishments

FY 2014 Goals & Objectives

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Board of Appeals-Personnel									
11761	5111	SALARIES-FULL TIME	3,000.00	3,000.00	3,000.00	2,575.00	0.00	0.00	0.00
Total Board of Appeals-Personnel			3,000.00	3,000.00	3,000.00	2,575.00	0.00	0.00	0.00
Board of Appeals-Expenses									
11762	5306	ADVERTISING	0.00	250.00	250.00	0.00	250.00	250.00	250.00
11762	5381	PRINTING AND BINDING	170.34	200.00	200.00	107.00	200.00	200.00	200.00
11762	5421	OFFICE SUPPLIES (GEN	91.65	100.00	100.00	23.98	100.00	100.00	100.00
Total Board of Appeals-Expenses			261.99	550.00	550.00	130.98	550.00	550.00	550.00
220	176	Department Total	3,261.99	3,550.00	3,550.00	2,705.98	550.00	550.00	550.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
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MCKNIGHT	DANNIEL	220 BOARD OF APPEALS	11761-5111 BOARD CLERK		3,000.00	B			12	-		To Planning		To Planning	To Planning
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3,000.00	0.0	Total Full Time - 5111	-	-	-
3,000.00	0.0	Department Total	-	-	-

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	0.0	0.0	0.0	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC PROPERTY - Board of Appeals - 220

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11762	5306	ADVERTISING Advertising for meetings.	250	250	250
TOTAL			250	250	250
11762	5381	PRINTING AND BINDING Letter head, envelopes.	200	200	200
TOTAL			200	200	200
11762	5421	OFFICE SUPPLIES Miscellaneous office supplies as needed	100	100	100
TOTAL			100	100	100
TOTAL PROPOSED			550	550	550

Inspectional Services – Fixed Costs

Mission Statement – Why We Exist

The Department is responsible for reviewing and issuing Plumbing, Gas, and Building permits to insure Public safety, The Department also handles numerous complaints such as illegal housing units, zoning violations, City ordinance violations and request for assistance from numerous other Departments.

Significant Budget & Staffing Changes for FY 2014

We are proposing adding one Assistant Building Inspector due to recent increase in Commercial permitting for FY 2014.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Public Prop-Fixed Costs									
11962	5211	ELECTRICITY	63,090.30	60,000.00	63,000.00	59,843.82	53,000.00	53,000.00	53,000.00
11962	5212	HVAC/Water-120 Washington St	9,357.60	10,000.00	10,000.00	8,577.80	10,000.00	10,000.00	10,000.00
11962	5216	OIL HEAT	56,632.10	60,000.00	58,000.00	57,796.63	60,000.00	60,000.00	60,000.00
11962	5271	CITY HALL ANNEX RENT	374,508.00	393,234.00	393,234.00	344,919.93	369,000.00	369,000.00	369,000.00
11962	5274	ANNEX RENT TAXES	48,962.91	43,648.00	43,648.00	42,965.60	48,407.00	48,407.00	48,407.00
11962	5341	TELEPHONE	34,992.38	35,000.00	39,000.00	38,916.24	49,600.00	49,600.00	49,600.00
11962	5342	POSTAGE	104,966.06	105,000.00	105,000.00	98,536.08	107,100.00	107,100.00	107,100.00
Total Public Prop-Fixed Costs			692,509.35	706,882.00	711,882.00	651,556.10	697,107.00	697,107.00	697,107.00
220	196	Department Total	692,509.35	706,882.00	711,882.00	651,556.10	697,107.00	697,107.00	697,107.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC PROPERTY - FIXED COSTS - 220

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11962	5211	Electricity			
		Old Town Hall- First 3K of electricity for 2011	5,800	5,800	5,800
		Council on Aging	12,400	12,400	12,400
		120 Washington Street	12,800	12,800	12,800
		City Hall	22,000	22,000	22,000
TOTAL			53,000	53,000	53,000
11962	5212	HVAC/Water 120 Washington Street			
		Water 120 Washington Street	5,024	5,024	5,024
		HVAC - 129 Washington St	6,976	6,976	6,976
		(Utility Bills paid to landlord for 120 Washington Street)	(2,000)	(2,000)	(2,000)
TOTAL			10,000	10,000	10,000
11962	5216	Oil Heat			
		Gas for 120 Washington street	23,500	23,500	23,500
		fiest \$9,000 of gas or oil for old town hall- last year for agreement	9,000	9,000	9,000
		93 Washington Street	13,500	13,500	13,500
		Council on Aging	14,000	14,000	14,000
TOTAL			60,000	60,000	60,000
11962	5271	ANNEX RENT			
TOTAL			369,000	369,000	369,000
11962	5274	ANNEX RENT TAXES	48,407	48,407	48,407
TOTAL			48,407	48,407	48,407
11962	5341	TELEPHONE			
		Telephone bills and Maintenance of existing system.	40,000	40,000	40,000
		Bill for all of City Hall, Council on Aging, 120 Washington Street, Health Department fax lines and internet lines			
		Monthly Maintenance Fees - Carousel Industries 12 X 800.00	9,600	9,600	9,600
TOTAL			49,600	49,600	49,600
11962	5342	POSTAGE			
		Mailing for City Hall . Note this fee has increased due to the increase in postage	107,100	107,100	107,100
		City Clerk - Census, Dog License			
		Collectors - Excise Tax, Real Estate			
		Miss. Mail of all Department			
TOTAL			107,100	107,100	107,100
TOTAL PROPOSED			697,107	697,107	697,107

Health Department

Mission Statement-Why We Exist

The Salem Board of Health is responsible for the stewardship of Public Health. The Board of Health is actively involved in the Promotion of Health, Prevention of Health Risks and Protection of the community from the adverse impact of those risks. The goals from this mission are to increase the general health of Salem. The Board of health currently enforces 4 General Laws, 16 State regulations and 28 Board of Health regulations. These are necessary to ensure the general health safety and wellbeing of the community

Significant Budget & Staffing Changes for FY 2014

The Board of Health is requesting an additional staff member, a Clerk to assist with the clerical duties in the department. This request is due to a heavy workload, increased responsibilities, new programming currently we have to shift professional staff from field work to assist with clerical duties. Justina Polvere RN, BSN has joined the Department as the Public Health Nurse and Delilah Castro as a Sanitarian. We are also asking for an increase in our rodent control budget due to increased rodent complaints and increases in cost of providing the service. The Department has responsibilities to inspect food service events, respond to off-hour emergencies and continue follow-up after hours with emergency condemnation of housing units and closure of dwelling units, the current budget is not covering the costs of these additional duties

Recent Accomplishments

- Followed up on cases of reportable contagious diseases.
- Responded to emergency calls from Police and Fire Departments
- Provided a community Health information program including, Blog, Facebook and Twitter presence.
- Provided Public Health information at Farmer's Market, Community wellness fair
- Provided vaccination clinics for influenza.
- Ensured compliance with conditions set for various developments.
- Ensured compliance with tobacco regulations.
- Entered into a Mutual Aid Agreement with communities in regional emergency preparedness coalition to provide for Mutual Aid during Public Health emergencies
- Enforced the State Sanitary Code for housing, food establishments bathing beaches, swimming pools and other permitted facilities conducting over 2500 inspections.
- Provided sanitary inspections for problem areas in neighborhoods.
- Participated in community health and wellness fairs on the North Shore.
- In conjunction with other North Shore communities and North Shore Elder Services participant in task force to handle hoarding issues on the North Shore.

- Entered into a reciprocity agreement with the City of Beverly to allow residents of both communities to participate in household hazardous waste collections twice per year.
- Secured Northshore Public Health District Incentive Grant management
- Secured scholarships that allowed Larry Ramdin , Health Agent and Michael Lutrzykowski
- David Greenbaum attended Massachusetts Food Inspector training
- Board of Health went receives and processes communicable diseases online
- Larry Ramdin certified as a Massachusetts Food Inspection Trainer
- David Greenbaum and Delilah Castro completed FDA ORAU online training completing all food Safety modules
- Elizabeth completed Certified Pool operator and Certified Food Manager certification
- Justina Polvere Public Health Nurse Completed ICS training to the 400 level
- Emergency Go Kits provided to Salem seniors
- New tobacco regulations enacted
- Justina Polvere, attended Pandemic Influenza Preparedness training at the Department of Homeland Security, Center for Domestic Preparedness, Anniston Alabama.

FY 2014 Goals & Objectives

- Continue Community Health improvement program geared towards reducing Chronic disease risks within Salem, thus improving the health of the community
- Continue ongoing Staff development to improve the service delivery to the community
- Improve communication with residents to improve general health and well-being and resolve citizen concerns
- Use Technology to improve efficiencies and responsibilities in complaint tracking, inspection, increase and service delivery to residents
- Limit the exposure and incidence of infectious diseases through investigation, detection and prevention.
- Respond to residents' concerns regarding illness and sanitation issues.
- Maintain an inventory of vaccines and biologics required by the City sponsored clinics.
- Provide immunization clinics and educational seminars as determined by the Board.
- Ensure that the public health policies of the Board and State are followed.
- Maintain preparedness for public health emergencies.
- Maintain and strengthen working relationships with other City departments.
- Use the media and other avenues as a tool for disseminating information regarding public health concerns and education.
- Comply with Massachusetts Dept of Public Health regulations regarding inspection requirements for establishments governed by the State Sanitary Code.
- Respond to residents' public health concerns.
- Manage regional Shared Public Health services grant

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Number of inspections (not all inspections listed below)	2,859	2868	2900	2654
Number of permits issued from the Board of Health	1,200	1200	1300	1300
Number of Death Certificates processed/issued	600	533	600	800
Number of trash and general nuisance inspections	750	627	800	800
Number of Certificate of Fitness inspections/re-inspections	675	570	700	700
Number of food establishment inspections/re-inspections	400	358	450	400
Body art establishments	3	4	4	4
Recreational camp inspections	13	13	13	13
Pool inspections	20	20	20	30
Swimming beach sampling	150	140	150	150
Total number of communicable disease investigations	90	126	90	90
Flu Shots Administered	1,500	120	1500	500

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Work collaboratively with internal and community partners to improve the general health status of the community especially those most in need and who are generally most at risk
- The Salem Board of Health will participate in and manage Northshore Regionalization Public Health District Incentive Grant
- The Board of Health will review the department fee schedule to insure they adequately cover all administrative costs.
- Improve responsiveness to citizen complaints accessibility to Board of Health services and communication with citizens by adding clerical staff
- Enhance the effectiveness and efficiency inspection processes
- Improve/enhance (update) the professional skills of the Board of Health staff
- Review and update Public Health emergency plans and participate as a member of Regional Public Health Response Coalition

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Health-Personnel									
15101	5111	SALARIES-FULL TIME	294,929.30	315,351.00	325,135.00	305,696.77	378,459.00	341,259.00	341,259.00
15101	5113	SALARIES-PART TIME	8,553.75	15,997.00	15,997.00	9,768.75	15,997.00	15,997.00	15,997.00
15101	5131	OVERTIME (GENERAL)	2,219.74	2,000.00	2,097.00	1,953.94	2,000.00	2,000.00	2,000.00
15101	5150	FRINGE/STIPENDS	9,125.00	10,250.00	10,250.00	9,336.86	4,500.00	4,500.00	4,500.00
Total Health-Personnel			314,827.79	343,598.00	353,479.00	326,756.32	400,956.00	363,756.00	363,756.00
Health-Expenses									
15102	5306	ADVERTISING	672.92	1,000.00	1,000.00	635.00	1,000.00	1,000.00	1,000.00
15102	5318	DENTAL/MEDICAL SERVI	2,226.46	2,500.00	2,500.00	1,794.38	2,500.00	2,500.00	2,500.00
15102	5320	CONTRACTED SERVICES	160.00	500.00	160.00	160.00	500.00	500.00	500.00
15102	5396	HOUSING-SAN	4,888.98	5,500.00	5,840.00	4,557.18	5,500.00	5,500.00	5,500.00
15102	5421	OFFICE SUPPLIES (GEN	2,728.78	2,800.00	2,800.00	2,131.53	2,800.00	2,800.00	2,800.00
15102	5710	IN STATE TRAVEL/MEETINGS	978.58	500.00	500.00	0.00	500.00	500.00	500.00
15102	5785	RODENT CONTROL	2,250.00	2,000.00	3,500.00	2,000.00	3,750.00	3,750.00	3,750.00
15102	5786	BEACH WATER ANALYSIS	70.00	800.00	800.00	0.00	800.00	800.00	800.00
Total Health-Expenses			13,975.72	15,600.00	17,100.00	11,278.09	17,350.00	17,350.00	17,350.00
120	510	Department Total	328,803.51	359,198.00	370,579.00	338,034.41	418,306.00	381,106.00	381,106.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014		
LYONS RAMDIN	HEATHER LARRY	120 HEALTH 120 HEALTH	15101-5111 15101-5111	BOARD CLERK HEALTH AGENT	5/2011	2,000.00 76,500.12 236,850.44	B 5.0	 1.0 5.0	 1 5.0	4 100%	500.00 1,471.16	500.00 1,471.16	2,000.00 76,794.55	500.00 1,500.58	2,000.00 78,330.44	2,000.00 78,330.44		
									Total AFSCME 1818					299,663.84		260,927.78	260,927.78	
						315,350.56		6.0	Total Full Time - 5111					378,458.39		341,258.23	341,258.23	
REALE CODY	JOSEPH ROBERTA	120 HEALTH	15101-5113	PT CODE ENFORCEMENT OFFICER		12,350.00			9.5	hours per wk	25.00	25.00	12,350.00	25.00	12,350.00	12,350.00		
		120 HEALTH	15101-5113	PT CODE ENFORCEMENT OFFICER		11,992.00 (8,345.00)			9.5	hours per wk	25.00	25.00	11,992.00 (8,345.00)	25.00	11,992.00 (8,345.00)	11,992.00 (8,345.00)		
								15,997.00		Total PartTime - 5113					15,997.00	15,997.00	15,997.00	
								2,000.00							2,000.00	2,000.00	2,000.00	
								2,000.00		Total PartTime - 5113					2,000.00	2,000.00	2,000.00	
		120 HEALTH	15101-5131	Overtime			2,000.00								2,000.00	2,000.00	2,000.00	
								2,000.00							2,000.00	2,000.00	2,000.00	
		120 HEALTH	15101-5150	AFSME Stipend			5,750.00				5.0	1,150.00						
		120 HEALTH	15101-5150	Mileage stipend			4,500.00				3.0	1,500.00	1,500.00	4,500.00	1,150.00	4,500.00	4,500.00	
						10,250.00			Total PartTime - 5113					4,500.00	4,500.00	4,500.00		
						343,597.56		6.0	Department Total					400,955.39		363,755.23	363,755.23	

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	6.0	6.0	6.0	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2		
										Date	Rate	# Wks Old	New						
POLVERE	JUSTINA	120	HEALTH	15101-5111	PUB HLTH NURSE STEP II/III	3/19/2012		46,815.20	1.0	980.94	1,000.56	3/19/2014	1,038.00	37.0	15.2	100%	52,798.28	52,798.28	52,798.28
GREENBAUM	DAVID	120	HEALTH	15101-5111	SR. SANITARIAN	11/03/03		52,896.48	1.0	1,075.08	1,096.58					100%	57,241.56	57,241.56	57,241.56
LYONS	HEATHER	120	HEALTH	15101-5111	PRINCIPAL CLERK	10/12/04		42,069.29	1.0	862.71	879.96					100%	45,934.13	45,934.13	45,934.13
GAGAKIS	ELIZABETH	120	HEALTH	15101-5111	SANITARIAN	1/7/2008		49,223.72	1.0	1,003.04	1,023.10					100%	53,405.86	53,405.86	53,405.86
CASTRO	DELILAH	120	HEALTH	15101-5111	SANITARIAN Step II/III	5/14/2012		45,845.75	1.0	966.86	986.20	5/14/2014	1,023.10	44.8	7.2	100%	51,547.95	51,547.95	51,547.95
New		120	HEALTH	15101-5111	SR CLERK TYPIST I	7/1/13			0.0	742.07	742.07					100%	38,736.05	-	-
						236,850.44	5.0									299,663.84	260,927.78	260,927.78	

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

HEALTH - 120

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
15102	5306	ADVERTISING			
		Public Health alerts, such as for Seasonal Flu, Avian Flu, other contagious diseases and legal notices required for regulations.	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
15102	5318	DENTAL/MEDICAL SERVICES			
		Influenza Clinic supplies including 12 boxes Sensicare sterile gloves, 1 carton Curad bandages, 20 boxes alcohol wipes, 10 sharps containers, 12 boxes 3cc 23G 1" syringes, NIOSH N95 masks, 4 Epipens, 7 ice packs, 10 packs 1X1's Other general medical supplies as needed	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
15102	5320	CONTRACTED SERVICES			
		Fees for expert consultant to review plans and specs as needed.	500	500	500
TOTAL			500	500	500
15102	5396	HOUSING/SAN			
		Educational Conferences: Contagious diseases, inspections, emergency preparedness,	700	700	700
		Inspectional Equipment such as stem type thermometers, flashlights, batteries,	540	540	540
		License for computerized inspection module	425	425	425
		litmus paper, file, camera supplies, hardware supplies	1,160	1,160	1,160
		Codes from Mass DEP and MDPH	300	300	300
		Professional Membership for 7 employees: MHOA, APHA, MPHA, NEHA, NALBOH	1,200	1,200	1,200
		newspaper	175	175	175
		Beach signs, pool test kits, instructional videos	500	500	500
		Training	500	500	500
TOTAL			5,500	5,500	5,500
15102	5421	OFFICE SUPPLIES			
		General Office Supplies as needed	2,800	2,800	2,800
TOTAL			2,800	2,800	2,800
15102	5710	IN STATE TRAVEL			
		Mileage reimbursement for travel outside of Salem	500	500	500
TOTAL			500	500	500
15102	5785	RODENT CONTROL			
		30 professional exterminations @ \$125each	3,750	3,750	3,750
TOTAL			3,750	3,750	3,750
15102	5786	BEACH WATER ANALYSIS			
		Bacterial analysis of swimming water	800	800	800
TOTAL			800	800	800
TOTAL PROPOSED			17,350	17,350	17,350

Electrical Department

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

The level of funding for FY 2014 should increase slightly as our Holiday lighting program has expanded over the last couple of years. The Fire alarm system is being completed this year on Rte. 107. We have expanded our Christmas lighting program to New Derby Street, Front Street and upper Essex Street. We will be finishing the Bridge Street Renovation project likely by the end of this calendar year. That will include all new decorative Street Lights, traffic signals and new Fire Alarm hardware as well. The Electrical department will be installing new Fire Alarm Cable from Porter Street to Gardner street as part of our ongoing maintenance to the system. The Department is seriously understaffed for Traffic Signal maintenance, Fire Alarm, and decorative Street light repairs. The department needs 1 First Class Signal Maintainer so we can train them on how to utilize and install our equipment. The person should also have working knowledge of a 100 mil Fire Alarm System and traffic control Systems. These are the two issues of greatest concern.

Recent Accomplishments

- The City's Fire Alarm is being upgraded on Rte 107 to accommodate the Bridge street renovation project. The project is still incomplete at this time.
- We have completed a City wide installation of neighborhood speed signs.
- Installation of traffic signals at Harbor & Lafayette Streets
- Installation of traffic signals at Dow & Lafayette Streets
- Installation of Fire Alarm and Street lighting at the Osborne Hills Development
- Coordinated electrical & Fire Alarm with Planning and Barrone Construction Company for the St. Joseph's Development.
- U.S. Biological LLC has been completed Electrical inspections, Fire Alarm and street lighting
- Maintaining lighting at Blaney Street.
- Maintaining lighting at the Salem Willows Park
- Maintaining lighting on the Bridge Street Bypass Roadway.
- Maintaining lighting on Rte 107 Bridge Street
- Maintaining the lighting at the Common
- CVS on Canal street is complete with Fire Alarm and area lighting.

- Completed the Radar speed sign project throughout the City.
- The Ruane center has been completed with all Electrical inspections, area lighting and Fire Alarm System.
- Installation of traffic signals at Derby & Congress Streets.
- Working with Peabody Essex Museum to bring more power into the facility for it's expansion
- Working with the Planning Department for the Pedestrian Mall enhancements and Electrical equipment relocation.
- Working with Verizon to transfer the City's Fire Alarm Cables to the new poles being installed throughout the City
- Completely maintained our Decorative Roadway lighting system.
- Completely maintained our Traffic signals and controllers through out the City.
- Completed working with the Police department to bring our firing Range up to current standards.

FY 2014 Goals & Objectives

- To complete Bridge Street improvement plans and to complete installation of all utilities.
- To have all our traffic signals and hardware painted at all of our major intersections starting in April 2014
- To Retrofit our Area shoebox style lights from 175 watt metal halide lamps 55 watt LED style Lamps
- To work with all Utilities to complete the St. Joseph's Development and complete all Electrical inspections on the site during construction.
- To begin the MBTA Garage facility off of RTE 107 and work with the Engineers to develop a safe pedestrian traffic pattern and as well as a fully functional vehicle traffic pattern.
- To retrofit the remaining portion of our decorative street lights from 175 watt metal halide lamps to 55 watt led style lamps.
- To paint fireboxes in different locations through out the City.
- To install new Fire Alarm cable from Porter Street to Gardner street.
- To Complete installation of new Fire Alarm Cables and Fire boxes along Route 107 Bridge street Renovation project.
- As the Council On Aging Development moves forward we will work with Planning and the Engineers to create Safe Pedestrian crossings and improve our signalization equipment.
- The City is looking at long range energy procurement beyond 2013 to further reduce our energy costs.
- To work with Planning / Engineering Depts. To move for traffic signals to be installed at the intersection of New Derby Street and Congress Street.
- To complete all the pole transfers for the City's Fire Alarm cable
- To step up maintenance in potential problem area's with our Fire Alarm System and our traffic control system.
- To find a suitable permanent place for an Electronic banner that may be programmed via internet.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
ELECTRICAL PERMITS ISSUED	818	922	850	850
ELECTRICAL INSPECTIONS PERFORMED	1543	1621	1650	1650
FIRE ALARM MASTERBOX RESETS	445	378	475	475
TRAFFIC SIGNAL REPAIRS	225	246	225	250
DECORATIVE STREET LIGHT REPAIRS	180	256	120	120
COBRAHEAD STREEET LIGHT REPAIRS	210	250	250	250
BOARD OF HEALTH ELEC. COMPLAINTS	26	10	30	30
FIRE PREVENTION ELEC. COMPLAINTS	30	18	38	35
ELECTRICAL REPAIRS TO PUBLIC BLDGS	42	13	50	50
FIRE ALARM OPEN CIRCUITS / REPAIR	57	86	57	57
MAINTAIN FOUNTAIN PUMPS	2	0	2	0
FIRE ALARM POLE TRANSFERS	110	140	50	30
ROADWAY BANNERS HUNG	40	40	40	40
DECORATED CHRISTMAS TREES	165	180	180	180

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Electrical Department will review fees to ensure they cover actual costs of services and are in line with surrounding communities. Any fees determined to be insufficient will be reviewed for possible increases.
- There are many on going economic development and infrastructure improvements that require coordination with the electrical inspectors on a regular basis. We work regularly with other City agencies and outside contractors in coordinating the inspections to ensure timely completion of these projects.
- We are looking to retrofit our decorative style lights at the Willows to LED lamps.
- Revitalization and improvement of the Essex Street pedestrian Mall, the lighting fixtures would be upgraded with LED lighting technology further helping the City to reduce energy costs and improve the lighting on the mall. This project will be ongoing.

- To retrofit our remaining shoebox decorative style roadway lights to more efficient LED type. The electrical department is always striving to being green every opportunity that presents itself. This project will be short term.
- The St Joseph's development shall be completed in the near term future.
- The Senior center will need additional traffic control modifications to the intersection of Bridge Street and Boston Street to make that intersection fully pedestrian functional and safe. This could be completed in the short term.
- Working with all the utility companies to keep transferring the City's Fire Alarm cables to the new poles so that we may remove the old ones as quickly as possible. The End result being the double poles get removed.
- The department will be installing new Fire Alarm Cable from Porter Street to Gardner Street, this is a short term Goal and a long term goal. The finish line would be at West Avenue. We should be able to achieve the goal by beginning of fiscal 2015.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
Electrical-Personnel									
12451	5111	SALARIES-FULL TIME	246,501.83	248,589.00	256,273.00	242,025.17	316,184.00	321,560.00	321,560.00
12451	5131	OVERTIME (GENERAL)	7,946.89	8,000.00	8,872.00	5,370.26	8,000.00	8,000.00	8,000.00
12451	5141	LONGEVITY	150.00	150.00	150.00	150.00	150.00	150.00	150.00
12451	5150	FRINGE/STIPENDS	4,120.88	4,600.00	4,600.00	4,600.00	0.00	0.00	0.00
Total Electrical-Personnel			258,719.60	261,339.00	269,895.00	252,145.43	324,334.00	329,710.00	329,710.00
Electrical-Expenses									
12452	5213	STREET LIGHTING	665,629.10	675,000.00	675,000.00	653,155.23	705,000.00	493,208.00	493,208.00
12452	5214	TRAFFIC SIGNAL LIGHT	41,542.91	35,000.00	35,000.00	26,140.75	35,000.00	35,000.00	35,000.00
12452	5254	STREET LIGHTING MAINT	11,800.93	13,200.00	13,200.00	12,175.16	13,200.00	48,200.00	48,200.00
12452	5255	BUILDING/EQUIP MAINT	6,227.91	8,000.00	8,000.00	5,208.22	8,000.00	8,000.00	8,000.00
12452	5256	FIRE/MUN SIGNAL MAIN	9,923.81	12,000.00	11,440.00	11,295.68	12,000.00	12,000.00	12,000.00
12452	5257	MAINT TRAFFIC SIGNAL	6,134.99	7,500.00	7,500.00	5,767.50	9,000.00	9,000.00	9,000.00
12452	5301	POLICE DETAIL	540.00	2,750.00	3,310.00	3,310.00	2,750.00	2,750.00	2,750.00
12452	5324	TRAINING & CERTIFICATION	474.00	1,250.00	1,250.00	634.00	1,250.00	1,250.00	1,250.00
12452	5341	TELEPHONE	2,080.39	2,000.00	2,000.00	1,363.58	2,000.00	2,000.00	2,000.00
12452	5421	OFFICE SUPPLIES (GEN	1,776.20	2,500.00	2,500.00	1,638.01	2,500.00	2,500.00	2,500.00
12452	5710	IN STATE TRAVEL/MEETINGS	281.20	500.00	500.00	60.00	500.00	500.00	500.00
Total Electrical-Expenses			746,411.44	759,700.00	759,700.00	720,748.13	791,200.00	614,408.00	614,408.00
080	245	Department Total	1,005,131.04	1,021,039.00	1,029,595.00	972,893.56	1,115,534.00	944,118.00	944,118.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Propsed FY 2014 52.2	Council Voted FY 2014
GIARDI	JOHN	080 ELECTRICAL	12451-5111 CITY ELECTRICIAN	06041984	66,936.80		1.0	1	100%	1,287.25	1,287.25	67,194.45	1,390.23	72,570.01	72,570.01
					181,651.28		5.0			Total AFSCME 1818		248,989.07		248,989.07	248,989.07
					248,588.08		6.0	Total Full Time - 5111				316,183.52		321,559.08	321,559.08
	080 ELECTRICAL	12451-5131	Overtime		8,000.00							8,000.00		8,000.00	8,000.00
	080 ELECTRICAL	12451-5141	Longevity- Thibodeau (150)		150.00					150.00	150.00	150.00	150.00	150.00	150.00
	080 ELECTRICAL	12451-5150	AFSCME Stipend		4,600.00			4.0		1,150.00					
					261,338.08		6.0	Department Total				324,333.52		329,709.08	329,709.08

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	5.0	5.0	6.0	1.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES				Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2	
										Date	Rate	# Wks Old New					
PARENT	RICHARD	080 ELECTRICAL	12451-5111	Signal Maint Supervisor	5/12/2011	46,337.12	1.0	977.54	997.09				100%	52,048.14	52,048.14	52,048.14	
ROCHON	MARK	080 ELECTRICAL	12451-5111	WIRE INSPECTOR	4/30/2001	49,223.67	1.0	1,003.04	1,023.10				100%	53,405.86	53,405.86	53,405.86	
THIBODEAU	ALISON	080 ELECTRICAL	12451-5111	PRINCIPAL CLERK III	03/20/1976	42,069.61	1.0	862.71	879.96				100%	45,934.13	45,934.13	45,934.13	
VALLANTE	KENNETH	080 ELECTRICAL	12451-5111	SIGNAL MAINTAINER III	10/28/2002	44,020.88	1.0	900.99	919.01				100%	47,972.31	47,972.31	47,972.31	
New		080 ELECTRICAL	12451-5111	WIRE INSPECTOR			1.0	-	950.74				100%	49,628.63	49,628.63	49,628.63	
						181,651.28	5.0								248,989.07	248,989.07	248,989.07

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

ELECTRICAL - 080

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
12452	5213	STREET LIGHTS			
		THIS ACCOUNT IS USED FOR ALL OF OUR ROADWAY LIGHTING, ALSO OUR	675,000	675,000	675,000
		DECORATIVE LIGHTING THROUGHOUT THE CITY.	30,000	30,000	30,000
		ADDITIONAL REVENUE WILL BE NEEDED FOR UPKEEP OF THE STREET LIGHTING IF THE CITY			
		PURCHASES THE STREET LIGHTS FROM NATIONAL GRID AND IF WE WILL BE RESPONSIBLE FOR			
		THE UNDERGROUND WIRING NETWORK.			
		Cost Savings from purchasing Street Lights from National Grid		(299,792)	(299,792)
		Purchase of Street lights from National Grid		47,000	47,000
		Audit of New Street Lights New England Civil Engineering		41,000	41,000
TOTAL			705,000	493,208	493,208
12452	5214	TRAFFIC SIGNALS			
		THIS ACCOUNT IS USED FOR ALL OF OUR TRAFFIC SIGNAL ENERGY COSTS	35,000	35,000	35,000
TOTAL			35,000	35,000	35,000
12452	5254	ROADWAY AND MALL LIGHTING MAINTAINANCE			
		USED FOR THE REPLACEMENT OF POLES,LUMINAIRES,WIRING,TRANSFORMERS,LAMPS	13,200	13,200	13,200
		AND LENSES. WE HAVE ADDED MORE HARDWARE AND ANTICIPATE A 10% INCREASE			
		Maintenance for Additional Lights purchased from National Grid		35,000	35,000
TOTAL			13,200	48,200	48,200
12452	5255	BUILDING/EQUIPMENT MNT.			
		THE ELECTRICAL DEPT. ASSISTS OTHER DEPARTMENTS WITH REPAIRS TO OUR	8,000	8,000	8,000
		FACILITIES.			
TOTAL			8,000	8,000	8,000
12452	5256	FIRE/MUN SIGNAL MNT			
		THE ACCOUNT IS USED TO MAINTAIN ALL OUR FIRE ALARM CABLE OVERHEAD AND	12,000	12,000	12,000
		UNDERGROUND AS WELL AS OUR FIREBOXES. AS A RESULT OF ALL THE DOUBLE POLES			
TOTAL			12,000	12,000	12,000
12452	5257	MNT TRAFFIC SIGNALS			
		TRAFFIC CONTROLLERS, SIGNALS, CONDUITS AND LIGHTING ARE ALL MAINTAINED	9,000	9,000	9,000
		FROM THIS ACCOUNT. AT ANY GIVEN TIME A CONTROLLER DUE TO AGE MAY EXPIRE. A NEW			
TOTAL			9,000	9,000	9,000
12452	5301	POLICE DETAIL			
		REPLACING FIRE ALARM CABLE OVERHEAD AND UNDERGROUND. WE WILL BE	2,750	2,750	2,750
		TRANSFERING OUR CABLE AND HARDWARE TO THE NEW POLES THAT HAVE BEEN			
		INSTALLED BY NATIONAL GRID AND VERIZON			
		FOR THIS AND OUR CHRISTMAS LIGHTING PROGRAM HAS EXPANDED.			
TOTAL			2,750	2,750	2,750

FY 2014 DETAILED BUDGET REPORT
EXPENSES

ELECTRICAL - 080

ORG	OBJECT	DECSRIPTION	Dept Request	Approved by Mayor	Approved by Council
12452	5324	TRAINING & CERTIFICATION			
		CERTIFICATION COURSES AND LISCENSE RENEWALS	400	400	400
		ESSEX CTY SIGNAL ASSOC.	36	36	36
		IMSA NFPA LED CERTIFICATION	225	225	225
		MUN.ELECTRICAL INSP ASSOC	60	60	60
		TRAFFIC SIGNAL SCHOOL	150	150	150
		COMP.COURSES	379	379	379
TOTAL			1,250	1,250	1,250
12452	5341	TELEPHONE			
		2 BUSINESS PHONE LINES @ 120.MO	1,000	1,000	1,000
		LONG DISTANCE @ 82.50 X12 MOS	1,000	1,000	1,000
TOTAL			2,000	2,000	2,000
12452	5421	OFFICE SUPPLIES (GENERAL)			
		MISC OFFICE SUPPLIES AS NEEDED	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
12452	5710	IN STATE TRAVEL/MEETING			
		PROGRAMS AND SEMINARS			
		ESSEX CTY SIGNAL ASSOC. 10MEETINGS @30.	300	300	300
		MUN.ELECTRICAL INSP ASSOC10 MEETINGS@20.	200	200	200
TOTAL			500	500	500
TOTAL PROPOSED			791,200	614,408	614,408

Planning – General Administration

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

There is no proposed change in the total budget request for FY 2014. However, you may notice a shift between the funding allocation of Planning Department funds and CDBG funds for two positions – the Economic Development Planner position (currently vacant) and the Staff Planner position..

The reason is that the Economic Development Planner spends significant time working on CDBG projects, while the Staff Planner spends limited time on CDBG projects. This change is overdue.

As an update to last year's budget narrative, we did promote the Housing Assistant to Housing Coordinator, and cut the Housing Assistant position, thereby reducing the number of total staff.

Recent Accomplishments

- Worked with City Solicitor, City Engineer, and engineering consultant to provide comments to the Energy Facilities Siting Board on Footprint's proposed natural gas facility at Salem Harbor Station.
- Helped coordinate startup of the Salem Harbor Station Stakeholder group to provide input on Footprints' proposed facility.
- The first construction phase of the Salem Wharf was completed, which consisted of \$1.4 million in landside improvements for Salem Wharf including utility installation, seawall construction, base paving and upgrading of terminal building. Additional construction funding for the next phase of the Salem Wharf project was acquired, including \$2.5 million in Federal Ferry Discretion funds and \$ 600,000 in State Seaport Council funds. The City of Salem has now begun construction of the marine structures for this second phase. Work includes completion of the seawall and construction of approximately half of the planned concrete and steel pier and wave fence. An aluminum gangway and ramp system will be installed along with a steel barge for passenger landing. Electrical service, water and pump out will be installed.



- The City also received \$1.2 million dollars for associated dredging and is completing the first phase of dredging (24,000 cubic yards) relating to the wharf. All work under this phase is expected to be completed by spring 2014.



- The permitting and final engineering phase of the South River dredging project is moving forward.
- The City has begun the renovation of Splaine Park with the support of a Parkland Acquisitions and Renovations for Communities (PARC) grant from the state's Division of Conservation Services in the amount of \$420,946.
- The City obtained a PARC grant to support the renovation of Bertram Field in the amount of \$400,000.
- The City partnered with the Town of Marblehead and Essex County Greenbelt to acquire the former Chadwick Lead Mills property for use as parkland.
- City received a Sustainable Communities grant in the amount of \$60,000 partnering with the North Shore Community Development Coalition (NSCDC) and the Metropolitan Area Planning Council for the development of a Point Vision Plan. The planning process is underway.
- Incremental improvements to the Essex Street pedestrian mall were undertaken and completed before the peak tourism season. Improvements included removal of several landscape beds to make the mall more pedestrian-friendly in terms of ease of walking and to improve the aesthetics. Construction documents are underway for additional improvements to take place this spring 2013, including removal of

additional landscape beds, refurbishing of the fountain at Washington Street, and removal of some cobblestone areas and replacement with brick. The extent of improvements will depend on the cost of construction and available budget.

- Continue to persistently work with the MBTA on moving forward with the parking garage/enhanced commuter rail station. The 60% public meeting was held on November 13, 2012 and the public meeting on 85% design is scheduled for March 20, 2013. Work is scheduled to begin in June 2013 with a completion date of October 1, 2014.
- Implementation of parking system management changes were implemented during 2012. While the changes as a whole were considered positive, there were tweaks proposed by the Mayor and Councilors and adopted by City Council to improve it.
- Significant progress was made toward the cleanup and redevelopment of the Universal Steel property on Bridge Street. A partnership involving the U.S. EPA, Massachusetts DEP, MassDevelopment, and the City has begun the cleanup of the contaminated former Universal Steel property. The remaining building was demolished utilizing MassDevelopment funds, and EPA is currently at the site undertaking the cleanup work. It is anticipated to be completed in late spring. The City's interim objective is to use the site for parking during construction of the MBTA parking garage.
- An architect was hired as part of the City Hall repair project and the roof replacement began in October 2012.
- The City completed the Phase II and Phase III environmental assessment testing and report for the City properties known as Szetela Lane as required by DEP. This assessment work was funded through the EPA Assessment grant. A request for proposals was released to developers.
- Continue to plan, engineer, and permit the 1.5 mile long extension of the Salem Bike Path from its current end at Canal Street near Gardner Mattress to Downtown Salem via a City owned right-of-way and portions of MBTA active and unused railroad rights-of-way. This project is being done in conjunction with the Canal Street Improvement Project and once completed will connect downtown Salem with downtown Marblehead and Salem State University with an entirely off-road multi-use path.

- The Bike Path Committee completed a Salem Bike Routes Map and is now working with Salem Mass-in-Motion to create a Bike Safety Brochure.
- Salem Energy and Sustainability Manager has undertaken numerous energy and sustainability projects, as described below.
 - Continues to work on purchase of National Grid-owned streetlights in the city. It is a complex project. The purchase is expected to save the City approximately \$150,000 per year after maintenance costs once implemented.
 - Partnered with the housing rehabilitation program to provide four Salem homes with \$25,000 worth of weatherization improvements to their homes.
 - Completed the installation of electric vehicle charging stations in the municipal garages, which was funded through a grant from the MA Department of Energy Resources and local funds.
 - Replaced toilets and faucets at the Salem Public Library, Fire Headquarters, and at the Bentley Elementary School with new low-flow or dual-flush toilets and low-flow metering faucets, which results in an estimated total savings of 613,625 gallons of water and \$9,170 on an annual basis.
 - Successfully implemented the first full season of the *Salem Spins* bike sharing program funded through Green Communities seeing over 1,000 individual rides and saving over 2,000 vehicle miles traveled, reducing traffic congestion and improving air quality.
 - Energy efficiency projects were completed for the Energy Efficiency and Conservation Block Grant (EECBG) and the grant was closed out.
 - Worked with WingPower Energy to install three hybrid wind/solar generation turbines on the South Harbor garage roof, powering video and telecommunications equipment that provides free wi-fi internet to the public in the immediate area.
 - Successfully completed the Green Communities grant, including all the financial and energy reporting for the following projects: facility lighting, LED streetlights, weatherization projects, and *Salem Spins*.
 - Will be preparing the grant application for the second round of Green Communities funding. The City is eligible because the Energy Manager was able to successfully complete the first program.
 - Secured grant funding for a more comprehensive acoustic study of the proposed Winter Island wind turbine. Consultant is on board to undertake this additional work.
 - Submitted a grant proposal for technical assistance
- Continued to implement the Downtown Retail Market Study in collaboration with Salem Main Streets.
- A \$25,000 grant was received from the National Endowment for the Arts (NEA) for development of a master plan for public art. Development of the master plan is underway.
- Continued to implement local elements of a regional creative economy initiative.
- The improvements to Lafayette Street from Harbor to Dow/Washington were completed, including traffic signalization and streetscape improvements, such as period lighting, benches, trash receptacles, bus shelters, and landscaping. It was funded with a \$1,000,000 grant from the State Public Works Economic Development (PWED) program and CDBG funds as the local match.
- Continue to work with Destination Salem to increase tourism. See marketing and Tourism.
- Had a successful 9th season of Artists' Row season.



- Gordon College rented Old Town Hall for eighty-eight events, including private, non-profit, city, corporate, and wedding events. Annual non-profit event hosts included the Salem Chamber of Commerce, the City of Salem, the Paul Madore Chorale, Commonwealth Vintage Dancers, Salem YMCA, Salem Main Streets, Salem Parks and Recreation Department, Salem Public Schools, and the Salem Charter School. The hall also hosted several private parties including art shows, theatrical and musical performances, birthday parties, wedding ceremonies and receptions.
- The Salem Museum, operated by Gordon College in Old Town Hall welcomed over 30,000 visitors in its second year.
- We recently completed our work on a possible zoning amendment for Bridge Street Neck, which was funded through a technical assistance grant from the Metropolitan Regional Planning Agency. It was based on a concept that was proposed as part of the Bridge Street Neck Neighborhood Plan. However, the working Group of residents, businesses, and property owners could not reach a consensus on a proposed rezoning. The issue has been tabled.
- The North Shore Transportation Management Association is successfully operating its fourth year through Mass DOT funding and membership dues. Northeast Transit Planning & Management Corp. serves as the director of the program, whose goals are to encourage alternative forms of transportation and reduce traffic congestion.



- Utilizing Massachusetts Historical Commission Survey and Planning Grant funds, the City completed an Existing Conditions Survey of the Salem Common Fence and produced bid documents for the restoration work. In June, 2012, the City of Salem received notification of a \$40,700 allocation from the Massachusetts Preservation Project's Fund to undertake the work. The project has been bid and the work is ready to commence.
- Neighborhood history signs were installed for the Point neighborhood and South Salem.
- The City was awarded a \$11,500 Massachusetts Historical Commission Survey and Planning Grant in March, 2012 for the update of Historic Interpretive Panels in Salem Neighborhoods (project is currently underway).
- Provided economic development loan to one business, which will create a minimum of 13 new jobs.
- Bike path delineation (striping) completed in several areas.
- Handicapped accessibility equipment purchased for Salem YMCA pool.
- Re-sodded the Palmer Cove Park baseball infield.
- New sand purchased for MaryJane Lee Playground.
- City Hall elevator directory sign installation completed.
- Through the Main Streets program, provided technical assistance to 6 new and 22 existing micro-enterprises.
- Working through the Main Streets program, a successful Farmers' Market continued at Derby Square, increasing the vitality of downtown and providing an economic boost, as well as fresh produce! A Winter Market was added for the second year.
- Numerous other downtown events were organized through or in collaboration with the Salem Main Streets program, including Ice Scream Bowl, Mayor's Night Out, management of information booth for Haunted Happenings, Holiday Happenings, Salem Common Family Fun Day, Salem Arts Festival, North Shore Pride Parade, development of a new downtown shopping and dining guide, technical assistance workshop on internet marketing, technical assistance workshop on film, Salem Living Green Fair, Clean Sweeps Day, Mass Poetry Festival, and Salem So Sweet.
- Housing
 - 5 families assisted to purchase their first home in Salem;
 - 7 housing units were renovated, with an additional 4 projects underway;
 - 58 families received assistance with first/last month's rent and/or security deposits.
- CDBG assistance was provided to 29 social service programs which assisted 9,142 persons, including at least 819 youth and at least 368 seniors.
- Congress/Derby intersection pedestrian lights installed.

- 25 trees planted in low-mod neighborhoods.

FY 2014 Goals & Objectives

1. Goal – To improve general government

Objectives:

- To improve responsiveness and accessibility to residents and businesses.
- To look for ways to deliver City services more efficiently and effectively.
- To keep the community informed and to share information through full utilization of the City's web site.
- To continue to provide high quality technical assistance to the various land use boards and commissions.
- To continue our green energy and sustainability initiatives and to continue to participate in the North Shore Transportation Management Association (TMA) in order to reduce traffic congestion and benefit the environment.

2. Goal – To encourage appropriate economic development

Objectives:

- To work with new owners of Salem Power Station to redevelop Power Plant site and harbor
- To develop Blaney Street Wharf.
- To enhance and encourage use of the waterfront through implementation of projects identified in the Harbor Plan.
- To dredge the South River basin and redevelop the area
- To cleanup and redevelop the Universal Steel property on Bridge Street.
- To revitalize and improve the Essex Street Pedestrian Mall.
- To create a Point neighborhood revitalization plan.
- To use Tax Increment Financing (TIF) to encourage desired economic development.
- To identify funding and implement the next phase of the Comprehensive Signage program, which consists of vehicular wayfinding signs.
- To encourage responsible private development and new growth opportunities.



3. Goal – To improve infrastructure and facilities

Objectives:

- To build an enhanced MBTA commuter rail station and parking garage facility.
- To create a new Senior Center.
- To continue to work with Gordon College toward the significant reuse and preservation of Old Town Hall.

- To maintain and upgrade City infrastructure (i.e. roads, parks, water & sewer) in the City's low-income neighborhoods through the CDBG program.
- To continue to advance the south River Basin flooding mitigation project
- Continue to advance the Canal Street improvement project

4. Goal – To improve recreation and quality of life

Objectives:

- To work with Park & Recreation to implement the Winter Island Master Plan.
- To continue to implement the Open Space & Recreation Plan.
- To provide affordable housing opportunities through housing rehabilitation funding, downpayment assistance, and support of other affordable housing initiatives; and to continue to work on initiatives to address the foreclosure problem.
- To identify funding sources and continue to implement the Bike Circulation Master Plan.

5. Goal – To enhance travel and tourism

Objective:

- To establish Salem as a dynamic year round arts & cultural destination
- To incorporate more public art throughout the City

Outcomes and Performance Measures	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Community Development Block Grants received	\$1,125,477	\$1,042,096	\$903,833	\$903,833
HOME funds received	\$208,768	\$181,248	\$102,250	\$102,250
Studies and reports completed	1	2	2	1
Zoning amendments adopted	0	1	0	0
CDBG projects completed	1	5	6	6
Rental housing subsidies provided	47	58	38	38
Affordable housing units assisted	0	0	0	51 (St. Joseph's site)
First-time homebuyers assisted	7	5	4	4
Housing units rehabilitated	17	7	7	7+77 units NSCDC
Social service programs assisted	31	25	26	26
Technical assistance to businesses	34	28	30	30

Financial assistance to businesses	3	1	1	1
Street/sidewalks improved	19	0	2	2
Contaminated sites cleaned up	1	0	1 (Universal Steel)	0
Street trees planted	8	25	32	10

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Department's goal To work with new owners of Salem Power Station to redevelop the Power Plant site and harbor is a high priority for the City.

- The Department's goal develop the Blaney Street Wharf is a high priority for the City.
- The Department's goal to dredge and develop the South River Basin is a high priority for the City.
- The Department's goal to enhance and encourage use of the waterfront in accordance with the Harbor Plan is a medium priority for the City.
- The Department's goal to build an enhanced MBTA commuter rail station and parking garage facility.
- is a high priority for the City.
- The Department's goal of a new Senior Center is a high priority for the City.
- The Department's goal to cleanup and redevelop the Universal Steel property is a medium priority for the City.
- The Department's goal to create a Point neighborhood revitalization plan is a medium priority for the City.
- The Department's goal to plan to revitalize and improve the Essex Street pedestrian mall is a medium priority for the City.
- The Department's goal to implement the Winter Island Master Plan is a high priority for the City as part of maintaining and upgrading the City's infrastructure, including parks.
- The Department's goal to maintain and upgrade City infrastructure (i.e. roads, parks, water and sewer) in low income neighborhoods through the CDBG program is a high priority for the City.
- The Department's goal to undertake green energy initiatives is a medium priority for the City.
- The Department's goal to provide better services and improve our communication with residents is a high priority for the City.
- The Department's goal to establish Salem as a dynamic year round arts & cultural destination is a high priority for the City as part of the travel and tourism goal to continue to improve upon City management of Haunted Happenings and other community events.



CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Planning-Personnel									
11821	5111	SALARIES-FULL TIME	255,662.84	276,969.00	276,969.00	238,530.50	273,291.00	278,697.00	278,697.00
	Total	Planning-Personnel	255,662.84	276,969.00	276,969.00	238,530.50	273,291.00	278,697.00	278,697.00
Planning-Expenses									
11822	5421	OFFICE SUPPLIES (GEN	4,265.00	4,275.00	4,275.00	3,937.36	4,375.00	4,375.00	4,375.00
11822	5426	REPRODUCTIONS	341.48	500.00	500.00	45.00	500.00	500.00	500.00
11822	5710	IN STATE TRAVEL/MEETINGS	1,256.77	2,000.00	2,000.00	1,556.90	2,000.00	2,000.00	2,000.00
11822	5730	DUES AND SUB	475.00	500.00	500.00	500.00	500.00	500.00	500.00
	Total	Planning-Expenses	6,338.25	7,275.00	7,275.00	6,039.26	7,375.00	7,375.00	7,375.00
200	182	Department Total	262,001.09	284,244.00	284,244.00	244,569.76	280,666.00	286,072.00	286,072.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
DANIEL THOMAS	200 PLANNING DEPT	11821-5111	ECON DEVELOP DIR		28,707.89		0.00	1	45%	1,226.83	-	-	-	-	-
DEVINE THOMAS	200 PLANNING DEPT	11821-5111	STAFF PLANNER		19,151.40		0.47	1	47.1%	864.54	864.54	21,255.75	881.83	21,680.87	21,680.87
DONAHUE LISA	200 PLANNING DEPT	11821-5111	ADMIN ASSISTANT		16,554.84		0.50	1	50%	-	-	Resigned	-	Resigned	Resigned
WALSH AMY	200 PLANNING DEPT	11821-5111	ADMIN ASSISTANT		-		0.50	1	50%	624.24	624.24	16,292.66	636.72	16,618.52	16,618.52
DUNCAN LYNN	200 PLANNING DEPT	11821-5111	DIRECTOR OF PLANNING	7/5/2004	57,862.99		0.64	1	64%	1,738.67	1,738.67	58,085.54	1,773.45	59,247.25	59,247.25
MARQUIS PAUL	200 PLANNING DEPT	11821-5111	ENERGY MANAGER		51,187.76		0.00	1	100%	984.38	984.38	Resigned	-	Resigned	Resigned
ELLE JEFF	200 PLANNING DEPT	11821-5111	ENERGY MANAGER	9/6/12	-		1.00	1	100%	846.20	846.20	44,171.64	863.12	45,055.07	45,055.07
MEDINA JULIA	200 PLANNING DEPT	11821-5111	PLANNING ASSISTANT	12/14/1979	45,547.78		0.80	1	80%	1,094.90	1,094.90	45,722.97	1,116.80	46,637.42	46,637.42
WINN KATHLEEN	200 PLANNING DEPT	11821-5111	ASST DIR OF PLANNING	1/10/2006	57,956.12		0.85	1	85.0%	1,447.46	1,447.46	64,208.69	1,476.41	65,492.86	65,492.86
SEXTON DANIEL	200 PLANNING DEPT	11821-5111	STAFF PLANNER		-		0.46	1	45.5%	865.38	865.38	20,553.64	882.69	20,964.71	20,964.71
SEXTON DANIEL	200 PLANNING DEPT	11821-5111	ZONING BOARD CLERK			From Pub Prop	B		12	250.00		3,000.00	250.00	3,000.00	3,000.00
					276,968.79		5.2	Total Full Time - 5111				273,290.89		278,696.71	278,696.71
					276,968.79		5.2	Department Total				273,290.89		278,696.71	278,696.71

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	4.1	4.6	5.2	0.6

PLANNING DEPARTMENT EMPLOYEES COMBINED SALARIES BUDGET & GRANTS

										Total
SHAPIRO	ANDREW	CDBG - Grant	25513-5111	ECONOMIC DEVEL PLANNER		1.00		100.0%	1,105.77	57,721.19
		Planning Budget	11821-5111			0.00		0.0%	1,105.77	57,721.19
DUNCAN	LYNN	CDBG - Grant	25513-5111	PLANNER/CD DIRECTOR		0.36		36%	1,738.67	32,673.09
		Planning Budget	11821-5111			0.64		64%	1,738.67	58,085.49
DEVINE	THOMAS	CDBG - Grant	25513-5111	CDBG/Con Com Agent/Planning		0.00		0.0%	864.54	-
		Planning Budget	11821-5111			0.47		47.1%	864.54	21,255.75
		Con Com Budget	11711-5111			0.53		52.9%	864.54	23,873.23
FRANCISCO	NAOMI	CDBG - Grant	25513-5111	HOUSING COORD		1.00		100%	843.46	44,028.61
GUY	JANE	CDBG - Grant	25513-5111	ASST CD DIR/HIS AIDE		1.00		100%	1,224.23	63,904.81
		Historic Comm Budget	16911-5111			0.00		0%	1,224.23	63,904.81
LOVETTE	NATALIE	CDBG - Grant	25513-5111	CDBG PLANNER		0.57	20 hrs	76.2%	513.99	20,444.67
		Historic Comm Budget	16911-5111					23.8%	513.99	6,385.61
MEDINA	JULIA	CDBG - Grant	25513-5111	BUDGET COORDINATOR		0.20		20%	1,094.90	11,430.76
		Planning Budget	11821-5111			0.80		80%	1,094.90	45,723.02
SEXTON	DANIEL	CDBG - Grant	25513-5111	STAFF PLANNER		0.00		4.5%	865.38	2,032.78
		Planning Budget	11821-5111			0.50		45.5%	865.38	20,553.64
		Planning BOARD	11751-5111			0.50		50.0%	865.38	22,586.42
TAORMINA	FRANK	HARBOR PLAN Grant	24713-5111	STAFF PLANNER/HARBOR COOR		1.00		100%	974.08	50,846.98
WALSH	AMY	CDBG - Grant	25513-5111	JR CLERK		0.50		50%	624.24	16,292.66
		Planning Budget	11821-5111			0.50		50%	624.24	16,292.66
WINN	KATHY	CDBG - Grant	25513-5111	ASSISSTANT CITY PLANNER		0.18		15.02%	1,447.46	11,348.72
		Planning Budget	11821-5111			0.82		84.98%	1,447.46	64,208.69
PENNELL	JENNIFER	CDBG - Grant	25513-5111	BOARD			24		75.00	75.00
		Planning Budget	11821-5111	ENERGY MANAGER		1.00		100%	849.45	44,341.29
										11.6
										635,830.07
										Total Salaries in CDBG Grant
										259,952.29
										Total Salaries in Harbor Grant
										50,846.98

FY 2014 DETAILED BUDGET REPORT
EXPENSES

PLANNING - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11822	5421	OFFICE SUPPLIES			
		COPIER PAPER - 15 CT @ \$30 PER CT.	950	950	950
		TONER CARTRIDGES - 6 @ \$70	920	920	920
		25 @ \$18	450	450	450
		15 @ \$35	525	525	525
		4 @ \$65	260	260	260
		RULED NOTE PADS, FILE FOLDERS, HANGING FOLDERS, CLASP ENVELOPES, BINDERS	350	350	350
		MISC. SUPPLIES - i.e. CLIPS, PENS, MARKERS, WATER COOLER RENTAL/WATER,	570	570	570
		MAILING LABELS, TAPE, STAPLES, ETC.			
		PLANNING DEPT. ENVELOPES, BUSINESS CARDS	350	350	350
TOTAL			4,375	4,375	4,375
11822	5426	REPRODUCTIONS			
		COPYING AND BINDING OF STUDIES	250	250	250
		PAPER AND TONER CARTRIDGES FOR LARGE SCALE PLANS	250	250	250
TOTAL			500	500	500
11822	5710	IN STATE TRAVEL/MEETINGS			
		MILEAGE	1,250	1,250	1,250
		PARKING FEES	500	500	500
		REGISTRATION FEE	250	250	250
TOTAL			2,000	2,000	2,000
11822	5730	DUES AND SUB			
		i.e. AMERICAN PLANNING ASSOCIATION;	500	500	500
		CITIZEN HOUSING AND PLANNING ASSOCIATION;			
		MASSACHUSETTS ASSOCIATION OF PLANNING DIRECTORS			
TOTAL			500	500	500
TOTAL PROPOSED			7,375	7,375	7,375

Planning – Conservation Commission

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes For FY 2014

There are no significant personnel changes. The budget re-inserts the \$2,000 stipend for planning certification that was in the FY10 budget for the conservation agent at that time. When she left, the stipend was no longer applicable and it was removed from the budget. In order to be eligible for the stipend, the current conservation agent would need to pass the certification exam. He is now eligible to take the exam.

Recent Accomplishments

- In accordance with the Commission’s mission, the Commission:
 - Issued 12 Determinations of Applicability
 - Issued 10 Orders of Conditions
 - Issued 7 Certificates of Compliance
 - Issued 2 Enforcement Orders
- The Conservation Agent attended various workshops throughout the fiscal year on topics including revised state wetland regulations, sea level rise, and permitting transportation projects.
- The Commission continued its contribution towards the City’s membership to Greenscapes North Shore Coalition. Greenscapes educates homeowners about maintaining attractive lawns and gardens while protecting rivers, waterways, beaches, harbor and coast. As a member Salem residents benefited from free workshops, newsletters, and discounts on various plants from local nurseries. This is the fifth year the City has been a member of Greenscapes.
- The Commission hosted a public meeting to gather input from the community on the proposed renovation of Bertram Field.
- The Commission worked with Salem State University to address the ongoing problem of residents dumping yard waste into the Old Creek Salt Marsh on the Central Campus. The University removed debris and posted “No Dumping” signs and the Conservation Agent contacted residents.
- The Commission continues to work towards achieving goals stated in the Open Space and Recreation Plan.



FY 2014 Goals & Objectives

Goal – To improve application review

Objectives:

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

Goal – To protect wetlands

Objectives:

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

Goal – To protect open space

Objectives:

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

Goal – To undertake consistent public outreach

Objectives:

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



Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Request for Determination of Applicability (RDA) applications reviewed/acted upon (Does the wetlands act apply)	7	12	12	12
Notices of Intent considered	18	10	12	12
Orders of Conditions issued	17	10	12	12
Full Certificates of Compliance issued	8	7	10	10

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- See Planning – General Administration

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Conservation Comm-Personnel									
11711	5111	SALARIES-FULL TIME	24,286.93	25,432.00	25,432.00	23,520.11	25,524.00	26,001.00	26,001.00
11711	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
Total Conservation Comm-Personnel			24,286.93	25,432.00	25,432.00	23,520.11	27,524.00	28,001.00	28,001.00
Conservation Comm-Expenses									
11712	5421	OFFICE SUPPLIES (GEN	83.44	119.00	119.00	119.00	119.00	119.00	119.00
11712	5730	DUES AND SUB	306.00	306.00	306.00	306.00	306.00	306.00	306.00
Total Conservation Comm-Expenses			389.44	425.00	425.00	425.00	425.00	425.00	425.00
200	171	Department Total	24,676.37	25,857.00	25,857.00	23,945.11	27,949.00	28,426.00	28,426.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Propsed FY 2014 52.2	Council Voted FY 2014
ATCHINSON-KILI STACY	200 PLANNING-CON COM	11711-5111	CLERK	2007	1,650.00	B			22	75.00	75.00	1,650.00	75.00	1,650.00	1,650.00
DEVINE THOMAS	200 PLANNING-CON COM	11711-5111	CON COM AGENT/STAFF PLAN		23,781.90		0.5		52.9%	864.54	864.54	23,873.23	881.83	24,350.70	24,350.70
					25,431.90		0.5	Total Full Time - 5111				25,523.23		26,000.70	26,000.70
								1				2,000.00		2,000.00	2,000.00
								Total Fringe - 5150				2,000.00		2,000.00	2,000.00
					25,431.90		0.5	Department Total				27,523.23		28,000.70	28,000.70

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	0.5	0.5	0.5	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

CONSERVATION COMMISSION - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11712	5421	OFFICE SUPPLIES CONCOM ENVELOPES, NAME PLATES, BUSINESS CARDS	119	119	119
TOTAL			119	119	119
11712	5730	DUES & SUB MEMBERSHIP FOR CONSERVATION COMMISSION BOARD MEMBERS TO THE MASSACHUSETTS ASSOCIATION OF CONSERVATION COMMISSIONS	306	306	306
TOTAL			306	306	306
TOTAL PROPOSED			425	425	425

Planning – Planning Board

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

Daniel Sexton started work as Staff Planner on February 4, 2013 after resignation of Danielle McKnight. He comes on board with 4 ½ years of municipal planning experience in western Massachusetts, Alaska, and Minnesota.

There is no change in the Planning Board budget.

Recent Accomplishments

Between July 1, 2011 and June 30, 2012, the Planning Board considered the following applications:

Form A Applications - Application Not Requiring Approval under the Subdivision Control Law *(4 approved)*

Form B Applications - Preliminary Subdivision Plans *(none submitted)*

Form C Applications - Definitive Subdivision Plans *(none submitted)*

Amendment to previously approved Definitive Subdivision Plan *(2 approved)*

Waiver from Frontage *(2 approved)*

Site Plan Review *(2 approved, 1 pending)*

Amendment to previously approved Site Plan Review *(none submitted)*

Flood Hazard District Special Permits *(1 pending)*



the

Drive-Through Facilities Special Permit – Fast Food *(none submitted)*
Drive-Through Facilities Special Permit – Other *(1 approved)*
North River Canal Corridor (NRCC) Special Permit *(none submitted)*
Wireless Communication Facility Special Permits *(1 approved)*
Unit Development Special Permit *(1 approved, 1 pending)*
Amendment to previously approved Planned Unit Development Special Permit *(none submitted)*
Request for Insignificant Change *(2 approved)*

Planning Board Significant Projects:

Some of the Planning Board's significant projects during the 2012 fiscal year included the following:

- **CVS:** Proposed Planned Unit Development project at 72 Loring Avenue; 292, 296 & 300 Canal Street; and 399 ½ & 401 Jefferson Avenue. The project includes construction of a new CVS pharmacy with a drive-through, and associated parking, landscaping, and site improvements. *(This application has since been approved in FY 2013.)*

Ongoing Project:

As of June 30, 2012, the following project was undergoing review:

- **Legacy Park:** Proposed Planned Unit Development project located at 3 Harmony Grove Road and 60 & 64 Grove Street (Map 16, Lots 236, 237 and 239). The proposed project includes construction of three multi-family residential buildings (total of 141 units), re-use of an existing 17,000 square foot commercial office building, associated parking and landscaping, and a bicycle path providing public access to the North River Canal. *(This application has since been approved in FY 2013.)*

Zoning Ordinance Changes:

The Board made a favorable recommendation to City Council on the following matter:

- Adopting changes to the Wetlands and Flood Hazard Overlay District ordinance to eliminate the requirement for a Wetlands Special Permit, making corrections and updates to the Flood Hazard Special Permit according to new state and Federal regulations, and adopting updated Flood Insurance Rate Maps and a Flood Insurance Study for Salem.

Other Projects:

- The Board worked with a consultant to complete a transportation study for the North River Canal Corridor. This plan identified numerous roadway improvements to improve current safety and traffic issues and to mitigate traffic impacts associated with the anticipated development of five key sites in the corridor (28 Goodhue Street mixed use project, Riverview Place apartments, Legacy Park apartments, Gateway Center office/retail and senior center, and former Flynntan site).

- The Board expects to receive a fling from Footprint Energy in the coming months regarding the demolition, remediation, and construction of a new natural gas facility at 24 Fort Avenue.

July 1, 2010 and June 30, 2011, the Planning Board considered the following applications:

Form A Applications - Application Not Requiring Approval under the Subdivision

Control Law *(4 approved)*

Form B Applications - Preliminary Subdivision Plans *(none submitted)*

Form C Applications - Definitive Subdivision Plans *(none submitted)*

Amendment to previously approved Definitive Subdivision Plan *(1 pending)*

Waiver from Frontage *(3 approved)*

Site Plan Review *(3 approved, 1 pending)*

Amendment to previously approved Site Plan Review *(none submitted)*

Wetlands and Flood Hazard District Special Permits *(2 approved)*

Drive-Through Facilities Special Permit – Fast Food *(none submitted)*

Drive-Through Facilities Special Permit *(1 withdrawn without prejudice)*

North River Canal Corridor (NRCC) Special Permit *(none submitted)*

Wireless Communication Facility Special Permits *(2 approved)*

Planned Unit Development Special Permit *(3 approved)*

Amendment to previously approved Planned Unit Development Special Permit *(none submitted)*

FY 2014 Goals & Objectives

Goal – To ensure that proposed private development projects are done in a manner that best protects the interests of the City

Objectives:

- To professionally review development proposals and make recommendations to the Planning Board
- To ensure compliance with state laws and local ordinances.
- To work closely with the Design Review Board on specific development projects to ensure that the architecture and site design is compatible with and enhances the historic character of the city.
- To effectively work with other local boards and commissions reviewing development projects.

Goal – To enhance the future development of the City

- To work on long-range community planning efforts.
- To review and comment on proposed zoning amendments.
- To obtain training which can further the skills and knowledge of Board members, keep Board members up to date on current practices, and assist Board members in making effective land-use decisions.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Form A Applications - Application Not Requiring Approval under the Subdivision Control Law (Review/Action)	4	4	3	3
Subdivision Applications (Review/Action)	0	0	1	0
Special Permits (Review/Action)	10	4	10	10
Site Plan Review (Review/Action)	3	3	3	3

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- See Planning – General Administration

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Planning Board-Personnel									
11751	5111	SALARIES-FULL TIME	22,667.57	24,275.00	24,275.00	20,931.88	25,107.00	25,559.00	25,559.00
	Total	Planning Board-Personnel	22,667.57	24,275.00	24,275.00	20,931.88	25,107.00	25,559.00	25,559.00
Planning Board-Expenses									
11752	5306	ADVERTISING	698.50	1,000.00	1,000.00	508.00	1,000.00	1,000.00	1,000.00
11752	5421	OFFICE SUPPLIES (GEN	278.00	300.00	300.00	0.00	300.00	300.00	300.00
11752	5426	REPRODUCTIONS	975.98	1,000.00	1,000.00	394.18	1,000.00	1,000.00	1,000.00
11752	5710	IN STATE TRAVEL/MEETINGS	82.28	450.00	450.00	380.62	450.00	450.00	450.00
11752	5730	DUES AND SUB	150.00	250.00	250.00	210.00	250.00	250.00	250.00
	Total	Planning Board-Expenses	2,184.76	3,000.00	3,000.00	1,492.80	3,000.00	3,000.00	3,000.00
200	175	Department Total	24,852.33	27,275.00	27,275.00	22,424.68	28,107.00	28,559.00	28,559.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
GERARD	BETH	200 PLANNING BOARD	11751-5111 CLERK		2,520.00	B			28	90.00	90.00	2,520.00	90.00	2,520.00	2,520.00
MCKNIGHT	DANIELLE	200 PLANNING BOARD	11751-5111 STAFF PLANNER	11/10/08	21,754.74	B	0.0	1	50%	836.72	-	-	-	-	-
SEXTON	DANIEL	200 PLANNING BOARD	11751-5111 STAFF PLANNER	2/4/13	-	B	0.5	1	50%	865.38	865.38	22,586.42	882.69	23,038.15	23,038.15
					24,274.74	0.5	Total Full Time - 5111					25,106.42		25,558.15	25,558.15
					24,274.74	0.5	Department Total					25,106.42		25,558.15	25,558.15

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	0.5	0.5	0.5	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PLANNING BOARD - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11752	5306	ADVERTISING JOINT PUBLIC HEARINGS - CITY COUNCIL AND PLANNING BD (3 PER YEAR)	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
11752	5421	OFFICE SUPPLIES PLANNING BOARD ENVELOPES, NAME PLATES, MISC. BUSINESS CARDS	258 42	258 42	258 42
TOTAL			300	300	300
11752	5426	REPRODUCTIONS COPIER PAPER FOR PRINTERS, COPY MACHINE, and FAX PAPER AND TONER FOR LARGE SCALE PRINTS COURIER SERVICES	400 400 200	400 400 200	400 400 200
TOTAL			1,000	1,000	1,000
11752	5710	IN STATE TRAVEL/MEETINGS MILEAGE PARKING FEES REGISTRATION FEE	225 125 100	225 125 100	225 125 100
TOTAL			450	450	450
11752	5730	DUES AND SUB CITIZEN PLANNER TRAINING COLLABORATIVE; SALEM NEWS	250	250	250
TOTAL			250	250	250
TOTAL PROPOSED			3,000	3,000	3,000

Planning – Market & Tourism

Mission Statement – Why We Exist

Our goals are to establish Salem as dynamic year round arts & cultural destination; identify new markets and a fresh message and; explore and expand partnerships with the Boston tourism industry. We will also endeavor to boost the local creative economy by generating new markets for local artists through a variety of means including ongoing efforts to redevelop Old Town Hall into a more active venue for live performances and the visual arts, and through the continued, successful operation of Artists Row.

Significant Budget & Staffing Changes for FY 2014

There are no significant budget or staffing changes.

Recent Accomplishments

Destination Salem, the City's marketing organization, completed a successful sixth year of operation. The organization held its fifth annual meeting and put into place a newly elected Board of Directors. Destination Salem's operating budget continues to show a surplus, as a result of its reorganization.

Over the past year, Destination Salem:

- Engaged 126 Salem businesses in the marketing and promotion of Salem through the annual visitor guide, cooperative advertisements, and the annual guide to Salem Haunted Happenings.
- Generated \$211,612 in private investment to more than match the City of Salem's investment in the marketing and promotion of Salem, and using the total funds to create marketing campaigns that promote Salem as a destination for diners, day-trippers, and vacationers.
- Invested in and implemented an 18-month marketing plan.
- Produced and distributed 300,000 copies of the *2012 Salem Guide*, which is a resource for visitors, travel agents, tour operators, tourism professionals, and locals.
- Organized 29 media and trade familiarization tours, including two tours targeting the Greater Boston Concierge Association.
- Placed destination advertising with the Greater Boston Convention & Visitor Bureau, *Boston Spirit Magazine*, the North of Boston convention & Visitors Bureau and *Boston Magazine*.
- Run cooperative advertisements in the *Cape Cod Travel Guide*, *AAA MidAtlantic World*, *CT-1/Hartford Courant* and the *Pennsylvania Bus Association Directory*.



- Created advertising campaigns on Boston.com, Patch.com, and WBZ-AM Radio to promote Salem's festivals, shopping, and dining, including Holiday Happenings, Salem So Sweet, Restaurant Week, Salem Arts Festival and Heritage Days.
- Collaborated with the City of Salem, Salem Chamber of Commerce, and Salem Main Streets to create an insert in Boston Magazine to promote Salem as a great place to live, work, study, and play. Used this insert and its overruns as an economic development tool, as recommended by the marketing plan commissioned by Destination Salem.
- Launched a new and improved Salem.org, with easier navigation, more images, and a dynamic calendar of events that is a resource for locals and visitors alike. Traffic to Salem.org increased more than 8% in FY12, as compared to FY11.
- Continued to market and promote Salem Haunted Happenings as a family-friendly festival, including the maintenance of HauntedHappenings.org, where traffic increased 17.4% in FY12 over FY11, and the production of the *Guide to Haunted Happenings*, of which 125,000 copies were printed and distributed.
- Conducted successful social media campaigns, which utilized blogs, Facebook and Twitter to engage visitors from near and far in Salem programming and businesses.
- Organized the seventh annual Salem Tourism Day for the Greater Boston Concierge and tourism industry, represented Salem to the international market at the Discover New England Summit, and hosted 30 press and trade familiarization tours during FY12. Visitation to Salem during the calendar year 2011, as tracked by the National Park Service, increased more than 5%.



- Generated positive media coverage for Salem tourism in the *Salem News*, *Salem Gazette*, *Boston Globe*, Fox CT TV, *The Times Sun-Union* in Albany, NY, *Montreal Gazette*, *CD Traveler* (UK), and other publications.
- The City continues its associations with Gordon College in the management of Old Town Hall.
- The College's History Alive! Program produced original plays at Old Town Hall and Pioneer Village. The Marketplace stalls were successfully leased to local artists and artisans who provided entertainment and promotional events in addition to the selling of their crafts.
- The City continued to enliven the Marketplace by once again installing outside tables and chairs at Old Town Hall, which proved to be very popular.
- A very successful weekly Farmer's Market continued to enliven the Marketplace and draw residents to the downtown.
- Heritage Trail Red Line was re-vamped and re-painted.
- The City hired a new, larger Ferry Operator to run the Salem Ferry, Boston Harbor Cruises. BHC carries out a strong marketing campaign on behalf of the Salem Ferry and Salem as a destination. The City entered into an agreement with the MBTA designed to attract more commuters to

strengthen the ferry's viability, so that it may continue to provide an economic boost to downtown merchants and attractions.

- The City of Salem continued its efforts, through its Port Manager, to market the planned Wharf facility to the cruise industry.
- The City of Salem partnered with local artists for the first year of ArtBox, a program to create works of art transforming electrical boxes. The City and the artists created five new works of art. ArtBox 2013 is now underway with a Call to Artists. During FY14 six new works of art will be created.

- The City continued to work with local cultural groups and creative economy enterprises to carry out and promote local festivals including the Salem Film Fest, Literary Salem, the Salem Jazz Festival and the Salem Poetry Festival.

FY 2014 Goals & Objectives

Goal – To establish Salem as a dynamic year round arts & cultural destination

Objectives:

- Continue to identify new markets and a fresh message
- Explore and expand partnerships with the Boston tourism industry.
- To support the mission and efforts of Destination Salem through continued financial support from the hotel/motel tax and acquisition of grant funding.
- To work with Destination Salem in carrying out a new marketing strategy and message that positions Salem as a year-round, rather than simply a seasonal, destination.
- To increase awareness and generate business from the growing international cruise markets.

Goal - To boost the local creative economy by promoting the local arts community, generating new markets for local artists, and generating additional economic activity in the downtown.

Objectives:

- To continue to lease the Marketplace stalls to local artist and artisans to promote events and bring exposure to the City's Marketplace.
- To continue our association with Gordon College toward successful management of Old Town Hall and increased artistic programming.
- To continue to work with local artists in the installation of public art throughout the downtown.
- To continue to work with cultural groups and business to carry out and promote local festivals such as the Salem Film Fest, Literary Salem, the Salem Jazz Festival and the Salem Poetry festival.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Businesses participating in Visitors Guide	120	126	135	140
Visitor Guides Distributed	295,000	300,000	310,000	320,000
Marketplace stalls leased/licensed	5	5	5	5

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- See Planning - General Administration

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
Market & Tour-Expenses									
11992	5211	ELECTRICITY	1,867.21	3,275.00	3,275.00	1,222.99	3,275.00	3,275.00	3,275.00
11992	5306	ADVERTISING	491.40	500.00	500.00	475.69	500.00	500.00	500.00
11992	5389	PROMOTION & MARKETING	187,500.00	187,500.00	187,500.00	187,500.00	190,500.00	190,500.00	190,500.00
11992	5846	RENOVATION & REPAIRS	6,495.11	18,600.00	18,600.00	18,583.00	18,600.00	18,600.00	18,600.00
	Total	Market & Tour-Expenses	196,353.72	209,875.00	209,875.00	207,781.68	212,875.00	212,875.00	212,875.00
200	199	Department Total	196,353.72	209,875.00	209,875.00	207,781.68	212,875.00	212,875.00	212,875.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

MARKET & TOURISM - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
11992	5211	ELECTRICITY ELECTRICAL SERVICES FOR MARKET PLACE	3,275	3,275	3,275
TOTAL			3,275	3,275	3,275
11992	5306	ADVERTISING ADVERTISEMENT FOR RFP'S FOR MARKET PLACE STALLS	500	500	500
TOTAL			500	500	500
11992	5389	PROMOTION & MARKETING PROMOTION & MARKETING OF SALEM Free Trolley Rides for Salem Residents - July, August, Sept	187,500 3,000	187,500 3,000	187,500 3,000
TOTAL			190,500	190,500	190,500
11992	5846	RENOVATION & REPAIRS RENOVATION, REPAIRS & UPKEEP AS NEEDED TO PUBLIC RESTROOMS Public Art - Utility box art, sculpture series, public murals	8,600 10,000	8,600 10,000	8,600 10,000
TOTAL			18,600	18,600	18,600
TOTAL PROPOSED			212,875	212,875	212,875

Planning – Historical Commission

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

The Historical Commission is now being staffed by Natalie Lovett, CDBG Planner. There is no significant budget change.

Recent Accomplishments

- The Historic Commission issued 149 decisions on projects in local historic districts.
- The Commission reviewed and acted on 6 requests under the Demolition Delay Ordinance.
- The Commission commented on the Salem Common Fence Study and Restoration Plan
- The Commission commented on the proposed modification to the AT & T Mobility at 320 Lafayette Street and 39 Norman Street under Section 106 Review.
- The Commission commented on the proposed telecommunications installation at 72 Loring Ave./Eastern Bank
- The Commission commented on the St. Joseph's Complex redevelopment (2 letter), as well as the Memorandum of Agreement (3 letters)
- The Commission provided letters of support for
 - 2012 MHC Preservation Awards: Individual Lifetime Achievement Category: Annie C. Harris;
 - City of Salem's FY2012 Survey & Planning Grant application for neighborhood historic signage
 - City of Salem's application for a 2012 Massachusetts Preservation Projects fund grant for the Salem Common fence restoration
 - North Shore Community Development Coalition's request for Massachusetts Historic Rehabilitation Tax Credits
 - Placing the Community Preservation Act on the November, 2012 local ballot
- The Commission submitted a Certified Local Government evaluation for National Register listing for the Point Neighborhood.
- The nomination of 142 North Street (fire station) for the National Register of Historic Places was submitted to Massachusetts Historical Commission.

FY 2014 Goals & Objectives

Goals - To provide regulatory design review within Salem's four local historic districts and to undertake community-wide historic preservation planning.
Objectives:



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

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Regular meetings of the Salem Historical Commission	20	21	23	24
Applications will be received for approval	131	150	150	150
# of Certificates of Non-Applicability to be issued	75	79	79	79
# of Certificates of Appropriateness to be issued	57	66	66	66
# of Certificates of Hardship to be issued	0	1	1	1
Workshops/seminars/trainings related to historic preservation issues to be attended by Commission members	53	39	39	39

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- See Planning – General Administration

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
Historical Comm-Personnel									
16911	5111	SALARIES-FULL TIME	8,019.52	8,166.00	8,166.00	7,540.85	8,186.00	8,314.00	8,314.00
Total Historical Comm-Personnel			8,019.52	8,166.00	8,166.00	7,540.85	8,186.00	8,314.00	8,314.00
Historical Comm-Expenses									
16912	5342	POSTAGE	450.89	500.00	500.00	159.00	500.00	500.00	500.00
16912	5421	OFFICE SUPPLIES (GEN	200.00	200.00	200.00	21.63	200.00	200.00	200.00
16912	5583	PHOTOGRAPHY SUPPLIES	289.00	300.00	300.00	0.00	300.00	300.00	300.00
16912	5730	DUES AND SUB	0.00	30.00	30.00	0.00	30.00	0.00	0.00
Total Historical Comm-Expenses			939.89	1,030.00	1,030.00	180.63	1,030.00	1,000.00	1,000.00
200	691	Department Total	8,959.41	9,196.00	9,196.00	7,721.48	9,216.00	9,314.00	9,314.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Propsed FY 2014 52.2	Council Voted FY 2014
GUY	JANE	200 PLANNING-HIST COMM	16911-5111 ASST CD DIR/HIS AIDE	08171998	6,365.98		0.0	1	10%	-	-	-	-	-	-
GUY	JANE	200 PLANNING-HIST COMM	16911-5111 CLERK	07061987	1,800.00	B		1	24						
LOVETTE	NATALIE	200 PLANNING-HIST COMM	16911-5111 CDBG Planner		-		0.1	1	23.80%	513.99	513.99	6,385.61	524.27	6,513.32	6,513.32
LOVETTE	NATALIE	200 PLANNING-HIST COMM	16911-5111 CLERK		-	B		1	24	75.00	75.00	1,800.00	75.00	1,800.00	1,800.00
					8,165.98	0.1	Total Full Time - 5111					8,185.61		8,313.32	8,313.32
					8,165.98	0.1	Department Total					8,185.61		8,313.32	8,313.32

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	0.1	0.1	0.1	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Historical Commission - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16912	5342	POSTAGE POSTAGE AND LABELS	500	500	500
TOTAL			500	500	500
16912	5421	OFFICE SUPPLIES LETTERHEAD, ENVELOPES, COPIER PAPER MISC. i.e. BUSINESS CARDS, NAME PLATES	200	200	200
TOTAL			200	200	200
16912	5583	PHOTOGRAPHY SUPPLIES PHOTO SUPPLIES; i.e. BATTERIES, PAPER, AND TONER	300	300	300
TOTAL			300	300	300
16912	5730	DUES AND SUB HISTORIC SALEM INC.	30	-	-
TOTAL			30	-	-
TOTAL PROPOSED			1,030	1,000	1,000

Public Services – General Administration

Mission Statement – Why We Exist

The purpose of this department is to maintain the City's streets, vehicles and infrastructure including the water and sewer systems and other physical assets to ensure that the quality of life, public safety, and condition of the City's assets are at their best at all times. This department strives to manage at a high level all green space areas assigned to it, including but not limited to all municipally owned cemeteries, trees, parks and beaches. In addition, we provide responsive services to the public in a responsible manner and interface with all City Departments to improve overall team performance within budget constraints and available staffing.

Significant Budget & Staffing Changes for FY 2014

There are no significant budget or staffing changes in the FY 2014 budget. An employee was reassigned to the tree crew which now makes for a safer crew size of three. Retirements of a few employees may occur in FY2014 with replacements a necessity to address the ongoing work load within the department. To better monitor routine functions, GPS tracking has been added to DPW vehicles with the cost being split between General and Water & Sewer Enterprise funds. GPS phones have also been given to hired contractors during snow plowing operations and paid for from the snow and ice budget.

Recent Accomplishments

- There was a continued effort of restructuring the staff within the division offering promotional upgrades. Personnel has been integrated on many levels, resulting in a beneficial factor of being able to assign employees within the division where needed.
- A new DPS Director was hired in February.
- Approximately 123 sidewalks were replaced or repaired.
- Street sweeping out to bid and was awarded to New England Water Main
- After the solicitation of bids, Northside Carting was awarded the solid waste collection and recycling program.
- The Haunted Happenings events were successful as well as other special events. This department provided coverage and assistance during many of these events.
- Assistance and support was provided for many of the block parties.
- Support staff was provided to supplement election staff personnel.
- Continued with new signage and replacement for A.D.A. compliance within ten year allowance.
- Issued new line painting contract.
- Cemetery division continues in-house grave digging with limited contractor use. (note 1:1 ratio of burials to cremation interments)
- Continued to improve tracking of potholes, sidewalks, and other improvements using computer program and GIS
- Continued utilization of reverse 911.

- Open Space/Tree division removed 85 trees and stumps
- Open Space/Tree division planted 82 new trees in 2012
- For the past several years we have been designated as at “Tree City USA” in recognition of the city’s commitment to a cleaner, safer environment with the aid of its beautiful trees throughout the city.
- The cemetery division acquired a new mower and other small equipment necessary to maintain the property.
- Completed installation of the holiday tree in the pedestrian mall.
- Started painting of the pillars and light poles at pedestrian mall. This work is ongoing.
- Ready to oversee hiring of architecture for city hall outer shell rehab project paid for by planning.
- Added wood fibers at various playgrounds throughout the City.
- Maintained various open spaces and parks throughout the City.
- Performed various pier repairs.
- Finish work at O’Grady Field
- Resod Palmers Cove Baseball Field
- Install new floats at Kernwood Marina
- Worked with Little League installing baseball field at Witchcraft School
- Installed hand railing along the Congress St walkway
- A new chipper was purchased and was delivered in February.
- Installation of new playground equipment at DiBiase Park
- Greenlawn Cemetery acquired a new John Deere Gator using vaults/lots funding
- Continued contracted work for centerlines and crosswalks.

FY 2014 Goals & Objectives

- Continue to support recycle program.
- Provide courteous and timely responses to the requests from the constituents and other city departments.
- Continue to offer and support Arbor Day programs throughout the school system.
- Continue with tree plantings using CDBG funding.
- Continue online service for constituent reports of work orders especially sidewalk and pothole repairs. This online service allows for reporting and tracking purposes through website.
- Continue to improve public relations through the use of media, our web site and public notices keeping staff and residents informed about what is expected of them such as city policies and practices.
- Maintain roadways and sidewalks to reduce danger to life and safety of residents, businesses and visitors to the City of Salem.
- Oversee mowing contract for open spaces including parks.
- Begin process of installing rain sensors at our sprinkler systems
- Complete plan and budget needs for DPS garage and facility repairs including bathrooms.

- Obtain approval for vehicle lifts for Central Motors – Approximate cost \$39,000
- Obtain approval for the purchase of F550 1 ton pick up.
- Obtain approval for the purchase of F550 1 ton dump with sander and plow.
- Update Gasboy program which would include new tower, software and card system.
- Complete signage replacement for A.D.A. compliance.
- Continue to consider ways in which our overall budget can reflect savings and efficiencies in personnel through cross training and programming.
- Provide maintenance on City parks and beaches allowing for safe recreational areas for Salem residents.
- Continue to supply staff for trash removal, sweeping program, sanding and snow removal.
- Re-point City Hall 57,500.00? CIP monies or possibility grant monies
- Mack Park roof replacement is under contract and should start in the spring.
- Greenlawn Cemetery would like to add two additional fountains to the ponds and acquire a new mower in FY14.
- The shade tree division would like to acquire an additional chainsaw in FY14.
- Ongoing pruning of problematic trees.
- Continue partnership with Tree City USA.
- Shade tree would like to acquire a new tree truck in FY14.
- Continued monitoring of fuel consumption with the goal to reduce consumption and expense.
- Activate May Street irrigation system and install new ballfield.
- Activate sprinkler system on the Church Street Island.
- Revamp upper Gallows Hill Playground; cut back brush and install mulch around play equipment. May need to remove damaged playground equipment.
- Prepare High Street playground for installation of new playground equipment.
- Utilize state and community service groups for open space areas.
- Web questions and answers.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY2014
Street				
Sidewalk Repairs	80	123	100	130
Pothole Fills (Repairs)	1200	1375	1000	1200
Catch Basin Repairs	80	54	50	50
Sink Holes	41	28	40	50
Trenches	83	68	75	80
Trees/Open Space/Cemetery				
Trees planted Spring (FY13 fall plantings =24)	30	82		50

Full Burials				
Foundations	54	45	50	50
Lots sold	68	70	70	75

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Provide oversight to expenditures to ensure that City is getting best value for cost.
- Better use of implementing purchasing laws and practices.
- Improved monitoring of contractual services

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Public Services/General-Psn									
14111	5111	SALARIES-FULL TIME	1,268,846.53	1,321,437.00	1,355,147.00	1,259,352.37	1,474,485.00	1,478,624.00	1,478,624.00
14111	5113	SALARIES-PART TIME	27,704.63	28,148.00	28,148.00	26,523.21	28,255.00	28,820.00	28,820.00
14111	5118	SEASONAL LABOR	82,332.20	86,600.00	101,600.00	85,743.25	86,600.00	86,600.00	86,600.00
14111	5131	OVERTIME (GENERAL)	96,135.36	75,000.00	82,709.00	87,756.17	75,000.00	75,000.00	75,000.00
14111	5150	FRINGE/STIPENDS	27,232.00	28,382.00	28,382.00	27,807.00	0.00	0.00	0.00
Total Public Services/General-Psn			1,502,250.72	1,539,567.00	1,595,986.00	1,487,182.00	1,664,340.00	1,669,044.00	1,669,044.00
Public Services/General-Exp									
14112	5211	ELECTRICITY	9,300.00	10,000.00	10,000.00	6,806.66	10,000.00	9,000.00	9,000.00
14112	5215	NATURAL GAS	8,992.13	9,000.00	9,000.00	6,675.11	9,000.00	9,000.00	9,000.00
14112	5216	OIL HEAT	7,497.72	7,500.00	7,500.00	7,499.56	7,500.00	7,500.00	7,500.00
14112	5241	BUILDING MAINT-DPW	13,821.03	15,000.00	15,000.00	13,823.81	15,000.00	15,000.00	15,000.00
14112	5249	GROUND MAINTENANCE-CEMETER	3,999.24	4,000.00	4,000.00	3,836.84	4,000.00	4,000.00	4,000.00
14112	5253	RADIO MAINT & PARTS	752.90	2,500.00	2,500.00	552.50	2,500.00	1,500.00	1,500.00
14112	5270	RENTAL & LEASE	2,550.00	2,550.00	2,550.00	499.38	2,550.00	2,000.00	2,000.00
14112	5301	POLICE DETAIL	39,145.36	35,000.00	35,000.00	26,650.00	42,000.00	42,000.00	42,000.00
14112	5304	PROFESSIONAL SERV/FEEs	8,899.34	8,900.00	5,009.45	4,685.95	8,900.00	8,900.00	8,900.00
14112	5317	EDUCATIONAL TRAINING	2,000.00	2,000.00	2,000.00	1,459.80	2,000.00	2,000.00	2,000.00
14112	5320	CONTRACTED SERVICES	155,459.71	147,150.00	147,150.00	115,471.35	147,150.00	147,150.00	147,150.00
14112	5341	TELEPHONE	3,396.16	9,150.00	9,150.00	8,506.52	9,640.00	9,640.00	9,640.00
14112	5383	BURIAL SERVICES	9,180.00	0.00	13,320.00	13,320.00	0.00	0.00	0.00
14112	5391	SPRAYING AND REMOVAL	6,999.10	7,000.00	7,000.00	5,296.15	7,000.00	7,000.00	7,000.00
14112	5392	TREE PLANTING	5,000.00	5,000.00	5,000.00	3,681.12	5,000.00	5,000.00	5,000.00
14112	5421	OFFICE SUPPLIES (GEN	2,379.06	2,380.00	1,880.00	1,520.89	2,380.00	2,000.00	2,000.00
14112	5451	CUSTODIAL SUPPLIES	7,622.08	9,000.00	9,000.00	8,288.06	9,000.00	9,000.00	9,000.00
14112	5461	GROUNDS MAINT & SUPPLIES	9,352.40	9,700.00	7,700.00	4,507.66	9,700.00	9,700.00	9,700.00
14112	5481	GASOLINE/DIESEL FUEL	159,036.00	123,700.00	159,610.55	132,355.23	123,700.00	123,700.00	123,700.00
14112	5483	VEHICLE PARTS-DPW	49,845.32	25,000.00	25,000.00	18,254.15	25,000.00	25,000.00	25,000.00
14112	5483A	VEHICLE PARTS-POLICE	0.00	15,000.00	15,000.00	14,979.96	15,000.00	15,000.00	15,000.00
14112	5483B	VEHICLE PARTS-OTHER	0.00	10,000.00	11,995.00	11,258.42	10,000.00	10,000.00	10,000.00
14112	5485	STREET SWEEPER BROOM	4,769.08	5,000.00	5,000.00	4,733.71	5,000.00	5,000.00	5,000.00
14112	5710	IN STATE TRAVEL/MEETINGS	455.00	1,600.00	500.00	0.00	1,600.00	1,600.00	1,600.00
14112	5717	PROF LICENSE REIMB	270.00	1,420.00	0.00	0.00	1,420.00	1,420.00	1,420.00
14112	5730	DUES AND SUB	476.00	500.00	500.00	180.00	500.00	500.00	500.00
14112	5843	IMPROVEMENTS PW & PARK	46,058.93	47,541.00	47,541.00	40,008.13	47,541.00	47,000.00	48,000.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
14112	5846	REPAIRS/RENOV/SIDEWALKS	66,794.47	20,000.00	20,000.00	18,047.73	20,000.00	20,000.00	20,000.00
14112	5860	EQUIPMENT PURCHASE & REPAIR	55,982.43	17,000.00	67,089.67	65,202.15	17,000.00	17,000.00	17,000.00
	Total	Public Services/General-Exp	680,033.46	552,591.00	644,995.67	538,100.84	560,081.00	556,610.00	556,610.00
230	411	Department Total	2,182,284.18	2,092,158.00	2,240,981.67	2,025,282.84	2,224,421.00	2,225,654.00	2,225,654.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
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PUBLIC SERVICES - GENERAL (Combined Open Space/Park Maint/Public Services)

MALIONEK	RONALD	230 PUBLIC SERVICES	14111-5111 Assistant Pub Services Dir	9/5/06	71,455.41		1.0		100%	1,374.14	1,374.14	71,730.24	1,401.63	73,164.84	73,164.84
O'SHEA	THOMAS	230 PUBLIC SERVICES	14111-5111 GENERAL FOREMAN		69,364.49		1.0		100%	1,333.93	1,333.93	69,631.28	1,360.61	71,023.90	71,023.90
RENNARD	RICHARD	230 PUBLIC SERVICES	14111-5111 PUBLIC SERVICES DIR	06/03/1974	31,606.18		0.0		34%	1,787.68	1,787.68	Retired	-	Retired	
CONNOLLY	JOHATHAN	230 PUBLIC SERVICES	14111-5111 SR BLDG CUST-COA	07/01/2009	29,624.06		0.7		70%	813.85	813.85	29,738.00	830.12	30,332.76	30,332.76
TOMASZ	JOHN	230 PUBLIC SERVICES	14111-5111 PUBLIC SERVICES DIR	2/18/13			0.3		34%	2,019.23	2,019.23	35,837.29	2,059.61	36,554.04	36,554.04
					1,119,386.75		25.7			Total AFSCME 1818		1,267,548.18		1,267,548.18	1,267,548.18

1,321,436.89	28.7	Total Full Time - 5111	1,474,484.99	1,478,623.73	1,478,623.73
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MICHAUD	DONNA	230 PUBLIC SERVICES	14111-5113 PT ADMIN ASSISTANT	11/7/2008	12,416.13		15	hours per wk	15.92	15.92	12,465.36	16.24	12,714.67	12,714.67
RYAN	KELLY	230 PUBLIC SERVICES	14111-5113 PT ADMIN ASSISTANT	1/4/11	15,731.13		19	hours per wk	15.92	15.92	15,789.46	16.24	16,105.25	16,105.25
New		230 PUBLIC SERVICES	14111-5113 TREE WARDEN				19	hours per wk		-	12,000.00	-	12,000.00	12,000.00

28,147.27	Total Part Time - 5113	28,254.82	28,819.91	28,819.91
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230 PUBLIC SERVICES	14111-5118 SEASONAL LABOR-OS	21,400.00		21,400.00	21,400.00	21,400.00
230 PUBLIC SERVICES	14111-5118 SEASONAL-Park	33,000.00		33,000.00	33,000.00	33,000.00
230 PUBLIC SERVICES	14111-5118 SEASONAL -Park Trash Weekends	10,600.00		10,600.00	10,600.00	10,600.00
230 PUBLIC SERVICES	14111-5118 Seasonal Operation Clean Sweep	21,600.00	10 Kids/5 days week/8 weeks/\$9.00 per hour	21,600.00	21,600.00	21,600.00

86,600.00	Total Seasonal - 5118	86,600.00	86,600.00	86,600.00
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230 PUBLIC SERVICES	14111-5131 Overtime-Open Space	15,000.00		15,000.00	15,000.00	15,000.00
230 PUBLIC SERVICES	14111-5131 Overtime-Park	28,000.00		28,000.00	28,000.00	28,000.00
230 PUBLIC SERVICES	14111-5131 Overtime-Public Services	30,000.00		30,000.00	30,000.00	30,000.00
230 PUBLIC SERVICES	14111-5131 Overtime-Custodians	2,000.00		2,000.00	2,000.00	2,000.00

75,000.00	Total Seasonal - 5118	75,000.00	75,000.00	75,000.00
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230 PUBLIC SERVICES	14111-5150 AFSME-Stipend	29,187.00	24.7	1,150.00		
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1,539,566.16	28.7	Department Total	1,664,339.81	1,669,043.64	1,669,043.64
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	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	27.7	27.7	28.7	1.0

TOMASZ	JOHN	Public Services	14111-5111 Public Service Director	0.34	34.0%	2,059.61	36,554.04	
		Sewer Fund	60001-5111	0.33	33.0%	2,059.61	35,478.92	
		Water Fund	61001-5100	0.33	33.0%	2,059.61	35,478.92	107,511.88

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
Date	Rate	# Wks Old	New														
ADDISON JOHN	230	PUBLIC SERVICES	14111-5111	MOTOR EQUIP REPAIR I/II	7/31/07	45,704.84	1.0	934.01	952.69					100%	49,730.43	49,730.43	49,730.43
ALBERT MICHAEL	230	PUBLIC SERVICES	14111-5111	HEO	03062000	44,020.83	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
BEZZATI JOHN	230	PUBLIC SERVICES	14111-5111	HEO III	3/28/00	44,021.17	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
BICK MIKE	230	PUBLIC SERVICES	14111-5111	SR BLDG CUST-City Hall	07011985	41,489.71	1.0	851.34	868.37					100%	45,328.75	45,328.75	45,328.75
BICK - Shift Differential	230	PUBLIC SERVICES	14111-5111	Base Rate X 9%		3,282.98		76.62	78.15					100%	3,282.98	3,282.98	3,282.98
CLEARY JAMES	230	PUBLIC SERVICES	14111-5111	WORKING FOREMAN III	08061990	47,923.37	1.0	977.54	997.09					100%	52,048.14	52,048.14	52,048.14
COVIELLO VALERIE	230	PUBLIC SERVICES	14111-5111	PRINCIPAL ACCT CLERK	3/2/2000	14,303.64	0.34	862.71	879.96					34%	15,617.60	15,617.60	15,617.60
CRONIN DAVID	230	PUBLIC SERVICES	14111-5111	WORKING FOREMAN III	09141987	47,923.56	1.0	977.54	997.09					100%	52,048.14	52,048.14	52,048.14
HARVEY ROBERT	230	PUBLIC SERVICES	14111-5111	WORKING FOREMAN III	02131992	47,923.58	1.0	977.54	997.09					100%	52,048.14	52,048.14	52,048.14
HENDERSON SCOTT	230	PUBLIC SERVICES	14111-5111	HEO	05281985	44,020.97	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
HUGHES BRIAN	230	PUBLIC SERVICES	14111-5111	HEAD FOREMAN III	04081996	52,896.57	1.0	1,075.08	1,096.58					100%	57,241.56	57,241.56	57,241.56
JODOIN RAYMOND	230	PUBLIC SERVICES	14111-5111	HEO	10/18/2010	42,914.95	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
JODOIN - Shift/Weekend Diff	230	PUBLIC SERVICES	14111-5111	Shift Differential		1,748.79		25.00	30.00					100%	2,086.00	2,086.00	2,086.00
LAVIOE STEPHEN	230	PUBLIC SERVICES	14111-5111	HMEQ III	12/3/2012	-	1.0	778.45	794.01	12/3/2013	807.08	21.0	31.2	100%	41,855.11	41,855.11	41,855.11
LECLERC STEVEN	230	PUBLIC SERVICES	14111-5111	CEMETERY MAINT III	04111996	38,519.87	1.0	793.09	808.95					100%	42,227.28	42,227.28	42,227.28
LEVESQUE JAMES	230	PUBLIC SERVICES	14111-5111	St/Sidewalk Foreman III	06211999	17,984.83	0.34	1,075.08	1,096.58					34%	19,462.13	19,462.13	19,462.13
LEVESQUE LOUIS	230	PUBLIC SERVICES	14111-5111	MOTOR EQUIP REPAIR	8/1/2006	45,704.62	1.0	934.01	952.69					100%	49,730.43	49,730.43	49,730.43
MACDONALD WILLIAM	230	PUBLIC SERVICES	14111-5111	HMEQ	6/12/2012	-	1.0	807.08	823.22	6/12/2014	853.57	48.2	4.0	100%	43,093.56	43,093.56	43,093.56
MARTINEAU RICHARD	230	PUBLIC SERVICES	14111-5111	MAINT CRAFTS	8/21/2000	40,750.48	1.0	836.84	853.58					100%	44,556.71	44,556.71	44,556.71
MORRIS RALPH	230	PUBLIC SERVICES	14111-5111	HEO	11/30/2009	43,445.48	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
MORRIS-Shift Differential	230	PUBLIC SERVICES	14111-5111	Base Rate X 9% & 10 per weekend X 22		3,923.44		96.76	82.71					100%	4,837.51	4,837.51	4,837.51
OBRIEN JIM	230	PUBLIC SERVICES	14111-5111	TREE CLIMBER III	3/13/2006	44,021.17	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
PARSONS DAVID	230	PUBLIC SERVICES	14111-5111	MAINT CRAFTSMAN III	5/14/2001	40,750.48	1.0	836.84	853.58					100%	44,556.71	44,556.71	44,556.71
PELLETIER EDWARD	230	PUBLIC SERVICES	14111-5111	Senior Pesticide	05131996	40,750.48	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
PERRY JOHN	230	PUBLIC SERVICES	14111-5111	MEO	8/6/07	38,519.90	0.0	-	-					100%	-	-	-
SANDS GEORGE	230	PUBLIC SERVICES	14111-5111	WORKING FOREMAN III/II	04271987	47,923.20	1.0	977.54	997.09					100%	52,048.14	52,048.14	52,048.14
SOPER JAMES	230	PUBLIC SERVICES	14111-5111	WORKING FOREMAN III	04221996	47,923.56	0.0	977.54	-					100%	-	-	-
STANWOOD JR DANIEL	230	PUBLIC SERVICES	14111-5111	WORKING FOREMAN I/II	12041989	47,923.58	1.0	977.54	997.09					100%	52,048.14	52,048.14	52,048.14
STUART MIKE	230	PUBLIC SERVICES	14111-5111	MAINT CRAFTSPERSON		40,750.48	1.0	836.84	853.58					100%	44,556.71	44,556.71	44,556.71
TASSINARI STEPHEN	230	PUBLIC SERVICES	14111-5111	HEAD WORKING FOREMAN	05241999	52,896.64	1.0	1,075.08	1,096.58					100%	57,241.56	57,241.56	57,241.56
WRIGHT JOHN	230	PUBLIC SERVICES	14111-5111	WORKING FOREMAN III	9/14/1992	47,923.58	1.0	977.54	997.09					100%	52,048.14	52,048.14	52,048.14
Replace Soper	230	PUBLIC SERVICES	14111-5111	WORKING FOREMAN III		-	1.0	977.54	997.09					100%	52,048.14	52,048.14	52,048.14
OUT OF GRADE PAYS	230	PUBLIC SERVICES	14111-5111			1,500.00									2,000.00	2,000.00	2,000.00
						1,119,386.75	25.7								1,267,548.18	1,267,548.18	1,267,548.18

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
14112	5211	ELECTRICITY			
		Nat'l Grid electricity power to Public Works Garage	10,000	9,000	9,000
		Transcanda and National Grid			
		Electricity for fountains in large & small cemetery pond, garage & office-cemetery			
TOTAL		Split with W/S	10,000	9,000	9,000
14112	5215	NATURAL GAS			
		Keyspan & Metromedia	9,000	9,000	9,000
TOTAL		Split with W/S	9,000	9,000	9,000
14912	5216	OIL HEAT-CEM			
		Yearly Maintenance for 4 oil burners vendor Booma	400	400	400
		Oil Heat for chapel vendor Stadium Oil	800	800	800
		Oil Heat for office vendor Stadium Oil 300.00 x 6 months	1,800	1,800	1,800
		Oil heat for 1 cem maint garages 1100.00 x 6 months	6,600	6,600	6,600
		Oil heat for 1 garages 1 @ 1100.00 x 5 months	5,500	5,500	5,500
		pc/vaults or lots to supplement	(8,300)	(8,300)	(8,300)
		Burner service for City Hall and Old Town Hall	700	700	700
TOTAL			7,500	7,500	7,500
14112	5241	BUILDING MAINTENANCE - DPW			
		overhead door repairs vendor Salem Overhead Door vendor 4624	3,000	3,000	3,000
		Cintas Gas Boy tests mandated and fuel pump repairs	900	900	900
		Electrical purchases for repairs (Beacon Electrical, Delandes)	500	500	500
		Hayden and All Safe - keys and lock repairs dps facilities	400	400	400
		McEachern Plumbing	1,400	1,400	1,400
		Fire Extinguishers test & repair vendor Boston Fire	1,100	1,100	1,100
		for. Unkeep of boilers at City Hall, Old Town Hall	3,000	3,000	3,000
		Emergency repairs and small renovations to City Owned Buildings	2,920	2,920	2,920
		Old Town Hall elevator \$115.00 x 12 and 400.00 to certify	1,780	1,780	1,780
TOTAL			15,000	15,000	15,000
14112	5249	GROUND MAINTENANCE - CEMETERY			
		Mulch, Stateline Irrigation - systems, repairs cemetery and open space areas	4,000	4,000	4,000
TOTAL			4,000	4,000	4,000
14112	5253	RADIO MAINT & PARTS			
		Northeast Radio, Nextel for bad phone replacements, repairs or accessories	2,500	1,500	1,500
TOTAL			2,500	1,500	1,500
14112	5270	RENTAL AND LEASE - UNIFORMS			
		AmSan rags for central motor usage	750	200	200
		Gloves, Goggles, Safety Equipment, Rain Gear etc	800	800	800
		Rent All misc	1,000	1,000	1,000
TOTAL			2,550	2,000	2,000
14112	5301	POLICE DETAIL			
		Tree removal details 10hrs. @ 100.00 1000.00	1,000	1,000	1,000
		As needed for road work for street openings, paving, pothole repairs etc.	32,000	32,000	32,000
		As needed for fall sweeping police details now budgeted ps (snow/spring)	7,000	7,000	7,000
		As needed for traffic maintenance crew details	2,000	2,000	2,000
TOTAL			42,000	42,000	42,000
14112	5304	PROFESSIONAL SERVICES			
		Stump removals - vendor David Porter	4,300	4,300	4,300
		Bobs Tire Service	500	500	500
		North Side Carting Dumpster usage and fees for emerg/special pickups	500	500	500
		Eagle Tribune Notices	700	700	700

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
		Tanknology - central motors	2,100	2,100	2,100
		N.E. Environmental - central motors	200	200	200
		surveying	600	600	600
TOTAL			8,900	8,900	8,900
14112	5317	EDUCATIONAL TRAINING			
		Street personnel and management training seminars and exhibits	500	500	500
		Begin offering inservices for dept employees, training	1,500	1,500	1,500
TOTAL			2,000	2,000	2,000
14112	5320	CONTRACTED SERVICES-			
		CONTRACT FOR MOWING SERVICES BY Greenscapes Land Design	125,000	125,000	125,000
		cem - roadside vegetation mowing	4,950	4,950	4,950
		Belmont Springs	600	600	600
		Line Painting	15,000	15,000	15,000
		Workplace Essentials - sanitation disposal fees/rentals City hall & 120 Wash restrooms	1,600	1,600	1,600
TOTAL			147,150	147,150	147,150
14112	5341	TELEPHONE			
		744-3302, 744-3306, 744-1837, 745-2676, 745-0195, fax	4,000	4,000	4,000
		Sprint/Nextel GPS tracking for DPW Trucks @ 1,410.00 x 12 mos (1/3)	5,640	5,640	5,640
TOTAL			9,640	9,640	9,640
14112	5383	BURIAL EXPENSES			
		Burial Expenses are funded from Sale of Lots and sale of Vaults Funds	-	-	-
TOTAL			-	-	-
14112	5391	SPRAYING AND REMOVAL - CEM			
		two chain saws	1,050	1,050	1,050
		Chains for saws, ropes, 3166 equipment maint.	3,166	3,166	3,166
		Equipment	1,000	1,000	1,000
		Emergency Contract services	1,784	1,784	1,784
TOTAL			7,000	7,000	7,000
14112	5392	TREE PLANTING - CEM/OPEN SPACE			
		Tree planting in areas not designated under CDBG locations	4,000	4,000	4,000
		Arbor Day plantings and material	1,000	1,000	1,000
TOTAL			5,000	5,000	5,000
14112	5421	OFFICE SUPPLIES			
		Copy Paper and other office supplies - Cemetery office Public Services general	900	900	900
		Toner and Print Cartridges	600	600	600
		Plastic Sleeves for temporary signage mostly for traffic maintenance, special events	500	500	500
		Medical Supplies (formally 5501) -Northern Safety, WB Mason	380	-	-
TOTAL			2,380	2,000	2,000
14112	5451	CUSTODIAL SUPPLIES			
		General cleaning and Paper supplies	2,000	2,000	2,000
		Big Belly Trash Compactor Bags	500	500	500
		Trash Bags, etc. Needed for upkeep of Office, Garage, DPW, Cem., Central Motors,	2,000	2,000	2,000
		Additional From Bldg Insp for 120 & 93 Washington Street orig 6,000 reduce to 4,500	4,500	4,500	4,500
TOTAL			9,000	9,000	9,000
14112	5461	GROUNDKEEPING SUPPLIES - DPW			
		misc purchases, Winers, Home Depot, Moynihan, One Way,	8,800	8,800	8,800
		Hickory Knoll Crematory Fees	400	400	400
		Oilman's supply	500	500	500
TOTAL			9,700	9,700	9,700

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
14112	5481	GASOLINE/DIESEL FUEL			
		Burke for diesel and unleaded fuel per state bid	123,700	123,700	123,700
		Mayors figure represents 3 year average of GF/W/S combined			
TOTAL			123,700	123,700	123,700
14112	5483	VEHICLE PARTS DPW			
		C & C Auto Parts & Jack Young - State Bid	25,000	25,000	25,000
		Minuteman Truck, Ideal Transmission, Sullivan Tire, Goodyear			
		motor oil and lubricants purchased under state bid			
		State inspection fees 29.00 x 160.			
		Safety Clean Parts Cleaning Tank, Holden Propane for Hot Top Box			
TOTAL			25,000	25,000	25,000
14112	5483A	VEHICLE PARTS POLICE			
		Vehicle parts for police vehicles	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
14112	5483B	VEHICLE PARTS OTHER			
		Vehicle parts for other city vehicles	10,000	10,000	10,000
TOTAL			10,000	10,000	10,000
14112	5485	STREET SWEEPER BROOM			
		Atlantic Broom-main brooms, gutter brooms, misc. parts \$12-15,000.	5,000	5,000	5,000
		C. N. Wood - misc. parts not supplied by Atlantic Broom - \$5-\$8,000			
TOTAL			5,000	5,000	5,000
14112	5710	IN STATE TRAVEL, MEETINGS			
		Tolls, Parking, Seminars	150	150	150
		Seminars New. England Grows. Grows cem	450	450	450
		N. E. Cem. Assoc. Mass Tree Wardens Seminars 600.00 cem	600	600	600
		Tree seminar cem	250	250	250
		Reimbursable travel for tolls for fleet transport	50	50	50
		Business Meeting Expense Lunches	100	100	100
		Reimbursement Prisoner lunches etc. for volunteer			
			1,600	1,600	1,600
14112	5717	PROF LICENSE REIMBURSEMENTS			
		Reimbursement for licenses for DPS personnel per AFSCME agrmnt Clay, Bezzati	950	950	950
		5 pesticide licenses @\$50 albert, cronin, pelletier, hughes, soper	250	250	250
		1 pesticide license @ \$100 rennard	100	100	100
		hoisting licenses- cemetery	120	120	120
TOTAL			1,420	1,420	1,420
14112	5730	DUES & SUBSCRIPTIONS			
		Arborist, Highway Assoc., ISA	500	500	500
TOTAL			500	500	500
14112	5843	GEN PW IMPROVEMENTS			
		Aggregate Industries - State Bid - Mix for patching, lypac for filling trenches,	35,541	35,000	35,000
		Repairs to roads, & other surfaces, hot top removal costs.			
		Brox Products	2,000	2,000	2,000
		North Shore Concrete - \$5,000 +/- for small amounts of poured concrete	6,000	6,000	6,000
		Traffic maintenance Dept -supplies, paint, signs Permaline and WW Grainger	4,000	4,000	4,000
TOTAL			47,541	47,000	47,000

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
14112	5846	RENOVATION & REPAIRS - REPAIRS/SIDEWALKS			
		Used strictly for maintaining City Sidewalks and includes outside contractors if necessary and supplies. Marchese	20,000	20,000	20,000
TOTAL			20,000	20,000	20,000
14112	5860	EQUIPMENT PURCHASE & REPAIRS			
		Paint, rakes, shovels, brooms, etc	900	900	900
		Oil, batteries, filters, etc. 1000.00	1,000	1,000	1,000
		trimmers 5 x 200.00	1,000	1,000	1,000
		Trimmer nylon	450	450	450
		Nuts , bolts screws, ear protectors	125	125	125
		Heavy chains 2 @40.00	80	80	80
		Garden hoses	150	150	150
		Power drill, bits	140	140	140
		All repairs and parts for the upkeep of all equipment for dept.	10,055	10,055	10,055
		Cutters, Lawnmowers, Bobcats, Sanders, tools, lumber, motor parts, hardware			
		Plumbing, Hardware Supplies, Maintenance and upkeep DPW Garage	3,000	3,000	3,000
		Locks	100	100	100
			17,000	17,000	17,000
TOTAL PROPOSED			560,081	556,610	556,610

Public Services – Snow & Ice

Mission Statement – Why We Exist

Coordination of private and publicly owned plows with the objective to clear streets and keep local streets passable. Mechanics and route supervisors inspect and control plowing activities and other support personnel to maintain high level of service during snow events. It is our goal to do all we can to reduce the likelihood of personal injury to our residents, automobile accidents and property damage by making the roadways as safe as possible under the worst of conditions.

Significant Budget & Staffing Changes for FY 2014

For FY14 we are setting forth a plan to demonstrate prudent budgeting practices. Budget increased by newly awarded sweep bid. This budget also includes snow removal and sanding costs for school department which was added in FY 2010. In FY 13 we will be giving all plowing contractors phones with GPS. This cost is included in the Fy13 budget.

Recent Accomplishments

- Continued utilization of Reverse 911 and Web site used for up-to-date snow emergency related bulletins.
- Awarded New England Water Main sweeping contract.
- Streamlined plowing operation by organizing driver locations.
- Additional sidewalks cleared due to Trackless machine.
- Purchased new telephone equipment with tracking capabilities for snow driver use.

FY 2014 Goals & Objectives

- Continue to provide service to quickly open streets making them passable so that they can be safe to navigate.
- Obtain new sanders/plows to replace those damaged during the January blizzard.
- Continue to work with other city departments in support of restoring safe road conditions as efficiently as possible.
- Decrease usage of contractors called in for salting only use, with additional purchase of sanding equipment supported by CIP monies.
- Update plows with newer units to help cut down on fuel and on mechanical deficiencies
- Investigate further the idea of purchasing a salt shed.
- Update snow maps.

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Reduction in expenditures
- Better use of implementing purchasing laws and practices.
- Improved monitoring of contractual services

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Snow & Ice-Personnel									
14231	5131	OVERTIME (GENERAL)	21,394.97	50,000.00	50,000.00	93,143.97	50,000.00	50,000.00	50,000.00
	Total	Snow & Ice-Personnel	21,394.97	50,000.00	50,000.00	93,143.97	50,000.00	50,000.00	50,000.00
Snow & Ice-Expenses									
14232	5244	VEHICLE REPAIR AND M	58,354.29	32,000.00	32,000.00	66,871.07	32,000.00	32,000.00	32,000.00
14232	5292	SNOW REMOVAL	36,368.75	115,000.00	115,000.00	572,668.07	115,000.00	115,000.00	115,000.00
14232	5293	SAND REMOVAL/SWEEPING	36,750.00	61,845.00	61,845.00	39,332.50	64,937.00	64,937.00	64,937.00
14232	5341	TELEPHONE	18,338.08	10,930.00	10,930.00	5,543.59	10,930.00	10,930.00	10,930.00
14232	5429	MISC SUPPLIES	23,433.28	8,000.00	8,000.00	35,523.89	8,000.00	8,000.00	8,000.00
14232	5481	GASOLINE/DIESEL FUEL	10,709.40	20,000.00	20,000.00	31,286.21	20,000.00	20,000.00	20,000.00
14232	5534	SALT	131,113.40	121,560.00	121,560.00	244,648.45	118,468.00	118,468.00	118,468.00
14232	5535	CACLIUM CHLORIDE	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
14232	5536	SAND	2,929.12	8,000.00	8,000.00	4,509.03	8,000.00	8,000.00	8,000.00
	Total	Snow & Ice-Expenses	317,996.32	382,335.00	382,335.00	1,000,382.81	382,335.00	382,335.00	382,335.00
230	423	Department Total	339,391.29	432,335.00	432,335.00	1,093,526.78	432,335.00	432,335.00	432,335.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Snow & Ice - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
14232	5244	VEHICLE REPAIR AND MAINTENANCE			
		General line for misc. vendors- for winter equip parts & maint to snow vehicles	32,000	32,000	32,000
TOTAL			32,000	32,000	32,000
14232	5292	SNOW REMOVAL			
		For payment to snow contractors as approved by contract for services to aid in sanding and plowing of city streets as well as city lots/parking garages etc as directed also may include snow removal note- schools also included	115,000	115,000	115,000
TOTAL			115,000	115,000	115,000
14232	5293	SAND REMOVAL / SWEEPINGS			
		police details for spring sweep			
		spring street sweeping contract national Water Main, 3 year \$64,937 2014	64,937	64,937	64,937
TOTAL		split with ps budget for fall sweep	64,937	64,937	64,937
14232	5341	Telephone			
		50 GPS Phones for snow contractors @ 1,249.50 - 6 months	10,930	10,930	10,930
TOTAL			10,930	10,930	10,930
14232	5429	MISC SUPPLIES			
		Precision Weather Forecasting \$1395.00	1,395	1,395	1,395
		Clarke Steel Drums for sand barrel usage	1,680	1,680	1,680
		Brox Performance Patch or aggregate product for pothole fills	3,500	3,500	3,500
		NE Nursery rock salt - cemetery	325	325	325
		Lesco, Park and open space	200	200	200
		other small items not deemed parts	900	900	900
TOTAL			8,000	8,000	8,000
14232	5481	GASOLINE/DIESEL FUEL			
		approx \$2250.00 per storm x 8 storms would be	20,000	20,000	20,000
TOTAL			20,000	20,000	20,000
14232	5534	SALT			
		Salt product purchased under state bid	118,468	118,468	118,468
TOTAL		FY13 cost per ton \$45.00 delivered	118,468	118,468	118,468
14232	5535	CALCIUM CHLORIDE			
		Fill up of Calcium Chloride Product in tanks 5 Jefferson Ave under state bid	5,000	5,000	5,000
TOTAL		5,000 gallon tanks	5,000	5,000	5,000
14232	5536	SAND			
		Sand product purchased from Aggregate for sanding of streets.	8,000	8,000	8,000
TOTAL			8,000	8,000	8,000
TOTAL PROPOSED			382,335	382,335	382,335

Engineering – General Administration

Mission Statement – Why We Exist

The Engineering Department provides technical expertise and plan review to various city boards and departments for all public infrastructure improvements and private development projects. Engineering is responsible to implement the City-wide pavement management system and also manages the Chapter 90 paving program, other state and federally funded roadway re-construction (TIP) projects, and the City's Road Opening, Private Property and Trench Permit Program. In addition, Engineering is also responsible for the City's capital improvement program relative to infrastructure and provides guidance from the City's perspective to the larger state funded developments including the Peabody Essex Museum (PEM) expansion, Footprint Power Plant area development, National Grid Electrical power cable installation project, and various improvements at Salem State University. Funding for the efforts described herein is derived from the City's general fund. The Engineering Dept. also includes Water, Sewer and Trash enterprise funds and departments.

Significant Budget & Staffing Changes for FY 2014

A part time intern has been requested to help with the various projects and administrative and billing issues in the Water, Sewer and Trash Departments.



Recent Accomplishments

- Managed a city-wide paving program – utilizing the pavement management program and Chapter 90 funds. Bidding Salem's improvements with the town of Swampscott the City paved roads at a cost of \$2.3 million.
- Bridge Street, Route 1A reconstruction project was completed.
- Advanced the next two projects to be ready for construction funded through the TIP Program: Canal Street (to 25% design), including the Canal Street Bike path to 25% design, and Boston Street (to conceptual design), ensuring Salem's continued successful involvement in the TIP program.
- Issued over 200 road opening permits and reviewed over 25 developments for the planning board.
- Began evaluating the impacts of a number of large developments on the City's infrastructure including PEM, Footprint Power, National Grid cable, and Salem State University.

FY 2013 Goals & Objectives

- Continue to advance the City's proposed TIP projects to ensure state funding is secured for the reconstruction of Canal Street this year so construction can start in the spring of 2014.
- Continue to manage City's Chapter 90 roadway improvement program to maximize the cost effectiveness of the City's re-investment into its roadway infrastructure.
- Developed the annual city-wide roadway improvement program for 2014.
- Managed current Road Opening Permit Tracking System and made improvements.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY2014
Number of street permits issued	220	221	230	250
Drain layer licenses issued	36	31	35	35
Commercial Backflow tests completed	950	974	970	980
Number of linear miles paved	3.5 miles or 62,000 square yards	4.6 miles or 72,300 square yards	9.2 miles or 146,600 square yards	

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Both the City's long and short term goals for sustainable infrastructure will be met with the departments' goals, by reinvesting and rehabilitating the city's roadway, sidewalk and public way infrastructure.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Engineering-Psnl									
14121	5111	SALARIES-FULL TIME	67,589.90	71,610.00	71,610.00	73,017.20	71,885.00	73,323.00	73,323.00
14121	5113	SALARIES-PART TIME	4,724.10	4,801.00	4,801.00	3,689.19	9,619.00	4,915.00	4,915.00
Total Engineering-Psnl			72,314.00	76,411.00	76,411.00	76,706.39	81,504.00	78,238.00	78,238.00
Engineering-Expenses									
14122	5306	ADVERTISING	750.00	750.00	750.00	0.00	750.00	500.00	500.00
14122	5317	EDUCATIONAL TRAINING	380.00	500.00	500.00	500.00	500.00	500.00	500.00
14122	5421	OFFICE SUPPLIES (GEN	904.90	1,200.00	1,200.00	514.19	1,200.00	1,200.00	1,200.00
14122	5710	IN STATE TRAVEL/MEETINGS	481.25	500.00	500.00	452.00	500.00	500.00	500.00
14122	5730	DUES AND SUB	793.00	1,000.00	1,000.00	815.00	1,000.00	1,000.00	1,000.00
14122	5851	OFFICE EQUIPMENT	1,824.90	2,000.00	2,000.00	295.00	2,000.00	2,000.00	2,000.00
Total Engineering-Expenses			5,134.05	5,950.00	5,950.00	2,576.19	5,950.00	5,700.00	5,700.00
235	412	Department Total	77,448.05	82,361.00	82,361.00	79,282.58	87,454.00	83,938.00	83,938.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
TALKOWSKI	ELLEN	235 ENGINEERING	14121-5111 ADMIN ASSISTANT		40,253.82		0.8		80%	967.64	967.64	40,408.65	986.99	41,216.82	41,216.82
KNOWLTON	DAVID	235 ENGINEERING	14121-5111 CITY ENGINEER	5/21/2007	31,355.72		0.3		34%	1,773.51	1,773.51	31,476.26	1,808.98	32,105.78	32,105.78
					71,609.54		1.1	Total Full Time - 5111				71,884.90		73,322.60	73,322.60
ALBERT	JIMMY	235 ENGINEERING	14121-5113 INTERN	11/05/1991	4,800.90			10	hours per wk	9.23	9.23	4,818.06	9.41	4,914.42	4,914.42
		235 ENGINEERING	14121-5113 INTERN	11/05/1991				19	52 Weeks	12.00	12.00	4,800.00	-	-	-
					4,800.90			Total Part Time - 5113				9,618.06		4,914.42	4,914.42
					76,410.45		1.1	Department Total				81,502.96		78,237.02	78,237.02

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	1.1	1.1	1.1	0.0

ENGINEERING DEPARTMENT NON-UNION EMPLOYEES COMBINED SALARIES BUDGET & GRANTS

										Total
KNOWLTON	DAVID	ENGINEERING	14121-5111	CITY ENGINEER		0.34		34%	1,808.98	32,105.78
		SEWER	600131-5111			0.33		33%	1,808.98	31,161.55
		WATER	610131-5111			0.33		33%	1,808.98	31,161.55
										94,428.89
TALKOWSKI	ELLEN	ENGINEERING	14121-5111	ADMIN ASSISTANT		0.80		80.0%	986.99	41,216.82
		SEWER	600131-5111			0.10		10.0%	986.99	5,152.10
		WATER	610131-5111			0.10		10.0%	986.99	5,152.10
										51,521.02
Zabeleta	Giovanna	Capital Projects	Varies	CLERK OF WORKS		1.00		100%	923.07	48,184.20
CRIPPS	CHERYL	SEWER	600131-5111	SECRETARY		0.33		33.0%	807.65	13,912.51
		WATER	610131-5111			0.33		33.0%	807.65	13,912.51
		TRASH	620031-5111			0.34		34.0%	807.65	14,334.10
										42,159.13
ROSE	JULIE	SEWER	600131-5111	Business Manager/Water Reg		0.25		25.0%	1,195.38	15,599.72
		WATER	610131-5111			0.25		25.0%	1,195.38	15,599.72
		TRASH	620031-5111			0.50		50.0%	1,195.38	31,199.44
										62,398.87
										5.0
										Total Engineering Non-Union Salaries
										298,692.12

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

ENGINEERING 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
14122	5306	ADVERTISING			
		Newspaper ads	750	500	500
TOTAL			750	500	500
14122	5317	EDUCATIONAL TRAINING			
		Management training seminars and exhibits	500	500	500
TOTAL			500	500	500
14122	5421	OFFICE SUPPLIES			
		Printer Paper, 3-hole printer paper, envelopes	250	250	250
		Scanner Supplies	500	500	500
		Color Print Cartridges	450	450	450
TOTAL			1,200	1,200	1,200
14122	5710	IN STATE TRAVEL, MEETINGS			
		Tolls, Parking, Seminars	500	500	500
TOTAL			500	500	500
14122	5730	DUES & SUBSCRIPTIONS			
		ENR, American Society of Civil Engineers, Essex County Highway Assoc., Mass Highway	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
14122	5851	OFFICE EQUIPMENT			
		Flat File to accommodate files in plan room- plan management initiative	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
TOTAL PROPOSED			5,950	5,700	5,700

Recreation – General Administration

Mission Statement – Why We Exist

The goal of the Salem Park and Recreation Department Staff and Administration is to continually improve the availability and effectiveness of recreational, athletic, educational and park services that benefit all Salem Residents. Maximum participation and enjoyment are criteria for assessing the effectiveness of our programs.

Significant Budget & Staffing Changes for FY 2014

There is an urgent need for the department to purchase financial software in order to modernize our operations and become more fiscally responsible for funds and program fees we process. In addition, our requirement to maintain 26 parks, additional funding is necessary to keep these areas safe and in good repair for the use by the public.

Recent Accomplishments

- Hired new Park & Recreation Director
- Saw completion of new playgrounds at Gonyea Park and Forest River Park tot lot
- Hosted 1st Annual Breakfast with Santa with over 100 kids, moms, dads & grandparents.
- Hosted 6th annual appreciation awards for individuals and groups who contribute to the Department and city
- Worked with Salem Police Department to create *Crime Scene Investigation: Salem* as a youth program
- Worked with Stand Up Paddle Boarding East Coast Style to establish programs as well as community nights.
- Maintained full services and strong programs for Salem residents of all ages at no cost to city budget through use of Recreation Revolving fund
- Improved the quality of our programs by utilizing the online program and instructor evaluation form.
 - Enabled volunteer groups to continually participate in the cleaning and upgrading of our parks and facilities
 - Removed fence at the Palmer Cove baseball field
 - Built a ramp at the Bandstand at Salem Willows
 - Installed swings at Pickman Park
 - Received 5 new floats for McCabe Marina
 - Started work on Castle Hill Park
 - Final completion stage of Splaine Park with Parc grants funds.



FY 2014 Goals & Objectives

- To begin improvements to the fencing around Memorial Park
- Upgrade the swings and Gazebo at Upper Gallows Hill
- Add additional light and resurface the basketball court at Palmer Cove
- Implement an updated plan for our bench donation program to include all city parks
- Implement a program review process to analyze participant and financial success
- To lease a building at the Willows to provide additional services to the public



- Begin the construction phase of the turf field at Bertram Field
- Continue to offer new programs to residents of all ages and keep fees affordable
- Continue to solicit ads for the recreation booklet to offset the mailing and printing costs
- Produce the recreation booklet and mail twice a year to each household in Salem at no cost to city budget
- Due to the success of the 2013-road race series, we are continuing the series in 2014.
- To maintain the high level of participation and quality to our special events as our numbers of participants continue to grow each year.
- To continue to enable volunteer groups to participate in the enhancement of our parks and facilities
- To continue repairs the fence at the Salem Common through the CIP program

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Overall Programs	207	221	235	240
Special events (Road races & Swim races) participants	4000	4125	4225	4300
Pooch passes sold	352	346	375	400
Park stickers sold	1125	1459	1500	1550
Pool Passes sold	2127	1385	1435	1475

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- We are continuing in 2014 to maintain and upgrade Recreation facilities
- Greater Collaboration with schools on a summer enrichment program
- Overseeing completion of playground installations
- Keeping an inventory of all parks
- Controlling trash at Parks
- Overseeing the mowing at Parks
- Working with youth sports organizations in upkeep and maintenance of fields.



CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Recreation-Personnel									
16501	5111	SALARIES-FULL TIME	173,303.17	179,956.00	181,810.00	163,392.29	184,045.00	186,783.00	186,783.00
16501	5118	SEASONAL LABOR	153,494.75	156,386.00	154,386.00	124,950.00	156,386.00	156,386.00	156,386.00
16501	5131	OVERTIME (GENERAL)	710.28	2,000.00	4,097.00	3,331.74	2,000.00	2,000.00	2,000.00
16501	5141	LONGEVITY	150.00	150.00	150.00	150.00	150.00	150.00	150.00
16501	5150	FRINGE/STIPENDS	1,150.00	1,150.00	1,150.00	1,150.00	0.00	0.00	0.00
Total Recreation-Personnel			328,808.20	339,642.00	341,593.00	292,974.03	342,581.00	345,319.00	345,319.00
Recreation-Expenses									
16502	5211	ELECTRICITY	56,962.65	57,000.00	56,000.00	53,033.54	57,000.00	57,000.00	57,000.00
16502	5217	GAS/OIL HEAT	7,327.80	8,400.00	7,400.00	4,726.44	9,000.00	9,000.00	9,000.00
16502	5249	PARK & GROUND MAINT	26,832.17	31,000.00	31,000.00	26,366.23	36,000.00	36,000.00	36,000.00
16502	5251	UTILITY SERV REP & M	697.00	700.00	700.00	662.25	700.00	700.00	700.00
16502	5301	POLICE DETAIL	2,200.00	2,000.00	2,000.00	1,671.00	2,000.00	2,000.00	2,000.00
16502	5320	CONTRACTED SERVICES	11,811.80	12,000.00	12,000.00	4,519.00	12,000.00	12,000.00	12,000.00
16502	5341	TELEPHONE	2,565.31	5,000.00	5,000.00	2,720.19	4,000.00	4,000.00	4,000.00
16502	5352	POOL MAINTENANCE	6,417.15	12,000.00	12,000.00	7,493.20	12,000.00	12,000.00	12,000.00
16502	5353	HAULING FLOATS	890.97	1,400.00	1,400.00	611.30	1,400.00	1,400.00	1,400.00
16502	5381	PRINTING AND BINDING	1,000.00	1,000.00	1,000.00	970.55	1,000.00	1,000.00	1,000.00
16502	5421	OFFICE SUPPLIES (GEN	1,387.02	1,400.00	3,400.00	1,400.00	7,000.00	7,000.00	7,000.00
16502	5588	RECREATIONAL SUPPLIE	12,000.00	12,000.00	12,000.00	8,847.85	12,000.00	12,000.00	12,000.00
16502	5730	DUES AND SUB	117.96	210.00	210.00	150.00	210.00	210.00	210.00
16502	5846	RENOVATION & REPAIRS	6,691.54	7,500.00	10,915.00	9,377.81	7,500.00	7,500.00	7,500.00
Total Recreation-Expenses			136,901.37	151,610.00	155,025.00	122,549.36	161,810.00	161,810.00	161,810.00
170	650	Department Total	465,709.57	491,252.00	496,618.00	415,523.39	504,391.00	507,129.00	507,129.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
BOLLEN DOUGLAS	170 RECREATION	16501-5111	SUPERINTENDENT	07/22/2002	80,579.79		0.0	1	100%	1,549.61	-	Resigned	-	Resigned	Resigned
PARTANEN KAREN	170 RECREATION	16501-5111	SUPERINTENDENT	11/8/2012			1.0	1	100%	1,549.70	1,549.70	80,894.34	1,580.69	82,512.23	82,512.23
SHORT TIM	170 RECREATION	16501-5111	PROGRAM SUPERVISOR		44,511.44		1.0	1	93%	900.12	900.12	43,697.23	918.12	44,571.17	44,571.17
O'BRIEN CHRISTINE	170 RECREATION	16501-5111	P/R COMMISSION CLERK	10/15/2010	1,200.00	B		12		-	-	-	-	-	-
FINKELSTEIN MARSHA	170 RECREATION	16501-5111	P/R COMMISSION CLERK			B		12		100.00	100.00	1,200.00	100.00	1,200.00	1,200.00
WOOLLEY WILLIAM	170 RECREATION	16501-5111	ASST DIR REC & COMM SER		11,594.19		0.3	1	25%	943.94	943.94	12,318.42	962.82	12,564.79	12,564.79
					42,069.61		1.0			Total AFSCME 1818		45,934.13		45,934.13	45,934.13
					179,955.03		3.3	Total Full Time - 5111				184,044.11		186,782.31	186,782.31
	170 RECREATION	16501-5118	CASHIER KERNWOOD		10,560.00	P		40	16	14.00	14.00	10,560.00	14.00	10,560.00	10,560.00
	170 RECREATION	16501-5118	CASHIER KERNWOOD		10,560.00	P		25	10	10.00	10.00	10,560.00	10.00	10,560.00	10,560.00
	170 RECREATION	16501-5118	CASHIERS FST RVR		8,064.00	P		56	9	10.00	10.00	8,064.00	10.00	8,064.00	8,064.00
	170 RECREATION	16501-5118	LEAGUE DIRECTOR		2,884.00	P		1	4	1,000.00	1,000.00	2,884.00	1,000.00	2,884.00	2,884.00
	170 RECREATION	16501-5118	SEASONAL OFFICE		10,400.00	P		35	14	10.00	10.00	10,400.00	10.00	10,400.00	10,400.00
	170 RECREATION	16501-5118	INSTRUCTORS		11,200.00	P		70	10	10.00	10.00	11,200.00	10.00	11,200.00	11,200.00
	170 RECREATION	16501-5118	POOL MAINT		19,250.00	P		140	10	10.00	10.00	19,250.00	10.00	19,250.00	19,250.00
	170 RECREATION	16501-5118	LIFEGUARDS- POOL		56,700.00	P		595	9	10.00	10.00	56,700.00	10.00	56,700.00	56,700.00
	170 RECREATION	16501-5118	SUPERVISORS		19,200.00	P		80	10	13.00	13.00	19,200.00	13.00	19,200.00	19,200.00
	170 RECREATION	16501-5118	SECURITY		1,968.00	P		15	12	11.00	11.00	1,968.00	11.00	1,968.00	1,968.00
	170 RECREATION	16501-5118	Pool Director		5,600.00	P		40	10	18.00	18.00	5,600.00	18.00	5,600.00	5,600.00
					156,386.00			Total Seasonal - 5118				156,386.00		156,386.00	156,386.00
	170 RECREATION	16501-5131	OVERTIME		2,000.00							2,000.00		2,000.00	2,000.00
	170 RECREATION	16501-5141	LONGEVITY- LeBlanc - (150)		150.00			1				150.00		150.00	150.00
	170 RECREATION	16501-5150	AFSCME- Fringe Stipend		1,150.00			1.0		1,150.00					
					3,300.00			Total Other				2,150.00		2,150.00	2,150.00
					339,641.03		3.3	Department Total				342,580.11		345,318.31	345,318.31

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	3.3	3.3	3.3	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
LEBLANC	ALICE	170 RECREATION	16501-5111	PRINCIPAL CLERK	11131978	42,069.61	1.0	862.71	879.96					100%	45,934.13	45,934.13	45,934.13
						42,069.61	1.0										
						42,069.61	1.0										
						42,069.61	1.0										

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

RECREATION - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16502	5211	ELECTRICITY All Parks and Ballfields summaries Kernwood Marina, Forest River, Leavitt Street, Islands, Walkways, (22) Sprinkler Systems Commercial Street	57,000	57,000	57,000
TOTAL			57,000	57,000	57,000
16502	5217	GAS/OIL HEAT Gas, Mack Park Garage, Forest River, Leavitt Street, Oil Heat, Mack Park Office, Forest River Caretakers, Gallows Hill Caretakers, Leavitt Street, All Energy, Boston Gas, Michaud & Raymond (Boiler Cleaning)	9,000	9,000	9,000
TOTAL			9,000	9,000	9,000
16502	5249	PARK & GROUND MAINTENANCE General annual maintenance to City Parks & Playgrounds benches, signs, wood carpet, sod, clay for ballfields, irrigation supplies, backboards, rims, nets, field paint, fertilizer program, tools, lawnmower, papergoods (trash bags toilet paper), grass seed, hardware, keys, locks, lightbulbs, beach sand, infield conditioner	36,000	36,000	36,000
TOTAL			36,000	36,000	36,000
16502	5251	UTILITY SERVICE REP & MAINT Service Repairs, Alarms Repairs Water Heater Rental	700	700	700
TOTAL			700	700	700
16502	5301	POLICE DETAIL Details Forest River Gate & Pool for Season Witch House Haunted Happenings & Special Events	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
16502	5320	CONTRACTED SERVICES Cleaning Services for Mac Park, Golf Course, Willows	12,000	12,000	12,000
TOTAL			12,000	12,000	12,000
16502	5341	TELEPHONE All Park & Rec Telephone Lines 3 in Office, Parks, (2) Pool, (1) Garages (1) Kernwood Marina Long Distance Credit Card Line, Fax	4,000	4,000	4,000
TOTAL			4,000	4,000	4,000
16502	5352	POOL MAINTENANCE Opening and Closing of Forest River Pool Maintenance & Painting Forest River Pool Chlorine	6,000 1,000 5,000	6,000 1,000 5,000	6,000 1,000 5,000
TOTAL			12,000	12,000	12,000
16502	5353	HAULING FLOATS Floats set out in the Spring and brought in in the Fall at Salem Willows Pier and Kernwood Marina	1,400	1,400	1,400
TOTAL			1,400	1,400	1,400
16502	5381	PRINTING AND BINDING Letterhead, Envelopes, Brochures, etc....	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

RECREATION - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16502	5421	OFFICE SUPPLIES (GENERAL)			
		Miscellaneous supplies needed for performance of the office and all functions	1,000	1,000	1,000
		20 cs Copier, Pens, Pads, Toner Cartridges			
		Financial Software for recording cash receipts - Rec/Golf/WI/WH	2,500	2,500	2,500
		Copier Lease	3,500	3,500	3,500
TOTAL			7,000	7,000	7,000
16502	5588	RECREATIONAL SUPPLIES			
		Athletic Supplies (Balls, nets, Etc.),	5,500	5,500	5,500
		Miscellaneous supplies needed (replacement swings, etc.)	6,500	6,500	6,500
TOTAL			12,000	12,000	12,000
16502	5730	DUES AND SUBSCRIPTIONS			
		Annual Dues, Subscriptions, etc....	210	210	210
TOTAL			210	210	210
16502	5846	RENOVATIONS AND REPAIRS			
		Hardware Supplies & Equipment, Plumbing, Electrical, etc.. Needed for upkeep	7,500	7,500	7,500
		of all Parks Buildings, Garages, Kernwood Marina, Willows Cottages, Office, etc.			
		Renovations of all Parks			
TOTAL			7,500	7,500	7,500
TOTAL PROPOSED			161,810	161,810	161,810

Recreation – Golf Course

Mission Statement – Why We Exist

The mission of Olde Salem Greens Golf Course is to provide an excellent golfing experience while at the same time promoting friendly relationships within our community.

Significant Budget & Staffing Changes for FY 2014

As the Golf Course improvements continue and the revenues stay on track to increase, it is requested that the budget for seasonal staff is increased in order to maximize player experience. It is necessary to have a maintenance person on site from early morning until close 7 days a week to ensure the best playing conditions. The need for a ranger to be on the course is also required in order to keep play moving for the maximum enjoyment of all players. In order to keep the facility in good repair and functional, the replacement of the furnace is a necessity for the continued use of the clubhouse.

Recent Accomplishments

- Renovated 1st hole to bring back to a links style course.
- Renovated and brought back into use the original 1st tee.
- Changed the putting conditions of the greens to make them putt quicker and smoother through different mowing, cultivating, fertilizing and watering practices.
- Aerate the greens in 1-2 days to limit the amount of interruption to play.
- Followed a watering program during the summer that helped keep the greens putting consistent. This intern also helped to minimize turf loss, disease pressure and chemical usage.
- Improved conditions of tees by designing a turf maintenance program according to soil testing results.
- Instituted a tee divot program to keep grass on the tees that will help deal with the increase in play.
- Installed a new computer irrigation control system to help fine tune watering and improve conditions.
- Changed reel grinding practices to improve turf cut. This improves putting conditions and overall turf health throughout the golf course.
- Enlarged fairways on the 1,6,7 & 9 holes
- Removed brush throughout the golf course to improve playability and aesthetics.
- Improved cart path on 8th hole.
- Replaced old irrigation valves that were causing issues.



- Rerouted carts on holes 6 & 9 to improve fairway conditions.
- Enlarged the 7th green substantially and other greens slightly to increase putting square footage.
- Renovated Pro Shop and now offer more merchandise to sell to golfers.
- Offer golf specials to fill in slow times throughout the season.
- Now offer rental golf clubs to golfers that need them.
- Offered customer friendly service
- Have starters and rangers to keep play moving on time.
- Changed tee sheet scheduling to help fill in slow times.
- Provided stronger management and controls with a new golf course manager.

FY 2014 Goals & Objectives

- Purchase a new top-dresser unit to help with aerating the greens. This will help make aeration easier and improve greens conditions by making them healthier, drain better, putt quicker and more consistent.
- Purchase a new 1" watering hose and trailer with electric hose feed to help with summer watering issues to improve turf conditions.
- Update the irrigation pump house to help solve irrigation issues.
- Improve irrigation coverage on tees.
- Remove trees and brush in areas that are causing issues with turf quality, pace of play and improve aesthetics.
- Install periscope on 2nd tee so golfers on the tee can see the green and will know when it is safe to tee off. This will hopefully help speed up play and increase safety.
- Start the process of moving and installing cart paths on holes 1 & 2 to improve playability.
- Finish cleanup and grow fescue in the brush cleared areas on the 1st hole to give it a Links style.
- Enlarge the 8th tee and install irrigation.
- Continue to improve turf quality by designing a turf maintenance program based on soil testing results.
- Start replacing old worn out equipment.
- Continue to provide free golf instruction to residents of all ages which include a golf league for kids during the summer and instruction from May to Nov.
- To conduct the 10th annual Mayor's Cup golf tournament to raise funds for golf course improvements and maintenance.
- Improve pro shop merchandise options to golfers.
- Offer special membership rates for families.
- Increase pace of play by having a ranger on the course more often.
- Sign a new lease for the concessions operations.
- Increase the number of golf carts we have so we do not run out of carts at busy times.



Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Revenue at Olde Salem Greens	548,805	648,916	675,000	725,000
Season passes sold	128	143	150	165
Rounds played	30,376	36,988	37,150	37,200
Round played daily fee	21,004	26,742	26,825	26,875
Rounds played by season pass holders	9,372	10,187	10,225	10,255

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals



Goal – Maintenance and upgrade Parks & recreational facilities

- To improve the Golf Course back to the original Links Style Golf Course through ongoing renovations and upgrades.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Golf Course-Personnel									
16511	5111	SALARIES-FULL TIME	149,024.06	144,263.00	145,959.00	139,524.77	152,249.00	153,444.00	153,444.00
16511	5118	SEASONAL LABOR	69,433.90	83,359.00	83,359.00	74,250.00	99,610.00	99,610.00	99,610.00
16511	5131	OVERTIME (GENERAL)	2,081.60	4,000.00	4,099.00	3,232.88	0.00	0.00	0.00
16511	5150	FRINGE/STIPENDS	2,300.00	2,300.00	2,300.00	2,300.00	0.00	0.00	0.00
Total Golf Course-Personnel			222,839.56	233,922.00	235,717.00	219,307.65	251,859.00	253,054.00	253,054.00
Golf Course-Expenses									
16512	5211	ELECTRICITY	4,770.10	11,500.00	4,500.00	3,509.59	11,500.00	11,500.00	11,500.00
16512	5217	GAS/OIL HEAT	8,961.73	9,000.00	7,000.00	6,782.48	9,000.00	9,000.00	9,000.00
16512	5270	RENTAL & LEASE	28,000.00	23,000.00	38,000.00	30,272.61	23,000.00	23,000.00	23,000.00
16512	5320	CONTRACTED SERVICES	22,123.45	29,400.00	29,400.00	25,960.00	29,400.00	29,400.00	29,400.00
16512	5341	TELEPHONE	2,662.83	3,500.00	3,500.00	3,136.78	3,500.00	3,500.00	3,500.00
16512	5354	IRRIGATION SYSTEM MA	29,495.62	4,500.00	4,500.00	3,791.39	4,500.00	4,500.00	4,500.00
16512	5421	OFFICE SUPPLIES (GEN	500.00	500.00	500.00	500.00	3,000.00	3,000.00	3,000.00
16512	5431	BLDG REP/MAINT SUPPL	3,180.88	3,500.00	3,500.00	3,294.75	3,500.00	3,500.00	3,500.00
16512	5461	GROUNDSKEEPING SUPPL	18,225.00	18,000.00	18,000.00	15,577.47	18,000.00	18,000.00	18,000.00
16512	5581	SOUVENIRS/MERCHANDISE	8,999.69	9,000.00	9,000.00	8,629.04	9,000.00	9,000.00	9,000.00
16512	5730	DUES AND SUB	775.00	1,000.00	1,000.00	854.72	1,000.00	1,000.00	1,000.00
16512	5846	RENOVATION & REPAIRS	9,931.26	10,000.00	51,000.00	34,802.53	6,000.00	6,000.00	6,000.00
16512	5860	EQUIPMENT	5,993.76	6,000.00	6,000.00	5,386.71	18,100.00	18,100.00	18,100.00
Total Golf Course-Expenses			143,619.32	128,900.00	175,900.00	142,498.07	139,500.00	139,500.00	139,500.00
170	651	Department Total	366,458.88	362,822.00	411,617.00	361,805.72	391,359.00	392,554.00	392,554.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
LEVER	PAUL	170 GOLF COURSE	16511-5111 GOLF COURSE SUPT	04301983	59,491.01		1.0	1	100%	1,144.06	1,144.06	59,719.93	1,166.94	60,914.33	60,914.33
					84,771.31		2.0	Total AFSCME 1818				92,529.02		92,529.02	92,529.02
					144,262.31		3.0	Total Full Time - 5111				152,248.95		153,443.35	153,443.35
	170 GOLF COURSE	16511-5118 LABORERS			6,939.00	P		91	35 Wks	10.00	10.00	31,850.00	10.00	31,850.00	31,850.00
	170 GOLF COURSE	16511-5118 CARTS			7,400.00	P		42	26 wks	10.00	10.00	10,920.00	10.00	10,920.00	10,920.00
	170 GOLF COURSE	16511-5118 STARTER			24,050.00	P		77	31 Wks	10.00	10.00	23,870.00	10.00	23,870.00	23,870.00
	170 GOLF COURSE	16511-5118 CASHIER			22,310.00	P		63		10.00	10.00	22,050.00	10.00	22,050.00	22,050.00
	170 GOLF COURSE	16511-5118 HEAD CASHIER			20,160.00	P				-	-	-	12.00	-	-
	170 GOLF COURSE	16511-5118 RANGER			2,500.00	P		42	26 Wks	10.00	10.00	10,920.00	10.00	10,920.00	10,920.00
					83,359.00			Total Seasonal - 5118				99,610.00		99,610.00	99,610.00
	170 GOLF COURSE	16511-5131 OVERTIME			4,000.00										-
	170 GOLF COURSE	16511-5150 AFSCME - Fringe Stipend			2,300.00			2.0		1,150.00					
					233,921.31		3.0	Department Total				251,858.95		253,053.35	253,053.35

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	3.0	3.0	3.0	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department		Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
											Date	Rate	# Wks Old New					
CASTONGUAY	WILLIAM	170	GOLF COURSE	16511-5111	Sr Pesticide/Groundskeeper	04241989	44,020.88	1.0	900.99	919.01					100%	47,972.31	47,972.31	47,972.31
GALLAGHER	MICHAEL	170	GOLF COURSE		MAINT CRAFTSMAN II/III	4/17/07	40,750.43	1.0	836.84	853.58					100%	44,556.71	44,556.71	44,556.71
							84,771.31	2.0								92,529.02	92,529.02	92,529.02

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

GOLF COURSE - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16512	5211	ELECTRICITY Golf Course, Willson Street Lights around Rotary and up the Hill, Clubhouse, Workshop, Garage,	11,500	11,500	11,500
TOTAL			11,500	11,500	11,500
16512	5217	GAS/OIL HEAT Oil for Clubhouse and Garages Gas & Carrier Charges	9,000	9,000	9,000
TOTAL			9,000	9,000	9,000
16512	5270	RENTAL AND LEASE Leasing contract for Golf Carts @ 53%	23,000	23,000	23,000
TOTAL			23,000	23,000	23,000
16512	5320	CONTRACTED SERVICES Golf Manager	29,400	29,400	29,400
Total			29,400	29,400	29,400
16512	5341	TELEPHONE Clubhouse Line, Garage, Pay Phone outside Clubhouse Register, Fax Line, Credit Card Line, Computer Line Long Distance charges	3,197 303	3,197 303	3,197 303
TOTAL			3,500	3,500	3,500
16512	5354	IRRIGATION SYSTEMS MAINTENANCE Toro Irrigation Parts, Conversion Assemblies, Valves,	4,500	4,500	4,500
TOTAL			4,500	4,500	4,500
16512	5421	OFFICE SUPPLIES Copier Paper, Printing of Tickets, Paper, Pens, Toner Cartridges, Register Tape Financial Software for recording cash receipts - Rec/Golf/WI/WH	500 2,500	500 2,500	500 2,500
TOTAL			3,000	3,000	3,000
16512	5431	BUILDING REPAIRS/MAINTENANCE SUPPLIES Alarms, Plumbing, Electrical, Custodial Supplies, Hardware Supplies, Cable, All that is needed to keep Clubhouse, Workshop, and Garages repaired and maintained	3,500	3,500	3,500
TOTAL			3,500	3,500	3,500
16512	5461	GROUNDSKEEPING SUPPLIES Groundskeeping Supplies - Fertilizer, Loam, Mulch Chemicals Grass Seeds, Flowers, Trees, Shrubery, etc...	4,750 10,650 2,600	4,750 10,650 2,600	4,750 10,650 2,600
TOTAL			18,000	18,000	18,000
16512	5581	SOUVENIRS/PRO SHOP MERCHANDISE This line is funded through R/Res transfers during the year	9,000	9,000	9,000
TOTAL			9,000	9,000	9,000
16512	5730	DUES AND SUBSCRIPTIONS Annual Dues, Special Licenses (Chemicals, Pesticide) MGA Dues	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
16512	5846	RENOVATIONS AND REPAIRS Maintenance of all Golf Course Equipment - Rental of Equipment Equipment Repair Parts, vehicle repairs added Hardware & Tools Supplies, Locks Repairs to Garage or Clubhouse,	6,000	6,000	6,000
TOTAL			6,000	6,000	6,000

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

GOLF COURSE - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16512	5860	EQUIPMENT AND PARTS			
		New Equipment needed to maintain the Golf Course in good condition	10,000	10,000	10,000
		All Equipment is dated 1985 and before - should be replaced			
		Replace Club House Furnance	8,100	8,100	8,100
TOTAL			18,100	18,100	18,100
TOTAL PROPOSED			139,500	139,500	139,500

Recreation – Witch House

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

A significant staffing change for FY 2014 would be to switch the Witch House Manager from an hourly Part Time Position to a Salaried Full Time position. This change will not increase department costs significantly, but will ensure we have the maximum coverage of a manager during all events. The Witch House is a self-sustaining receipts reserved department.

Recent Accomplishments

- Continued all special programming events from previous years: Family Hearth and Field Day, ENHC Trails and Sails, NPS Maritime Festival, Women's History Day (with Historic New England and House of Seven Gables), Salem Heritage Days and 17th Century Saturdays.
- Continued to maintain revolving monthly exhibit changes.
- Repairs-All minor plaster work has been completed in the house interior.
- The basement window well design was modified and improved for more pleasing aesthetics and improved function
- Opened early in mid-march for another year of record breaking revenue for the house.
- Continued consultation of several media productions including producers from National Geographic and the history Channel.
- Eerie evenings ticket sales revenue reached \$12, 468.00, despite the storm ravaged tourism numbers experienced by Salem, city-wide.
- Maintained physic garden increased public history regarding importance of herbs in colonial households.



FY 2014 Goals & Objectives

- Create an audio tour to accompany house tour
- Create walking tour mobile media application placing the Witch House within its Multi-centurial impact and contribution to Salem's history
- Continue communication with NEH regarding our application's evolution and scope.
- Explore museum capacity expansion, orientation center potential, inter-museum programs and the semantics of artifact loan requirements.
- Test timbers through dendrochronology to determine age of house
- Maintain a year round opening schedule
- Continue annual author event and all other events
- Expand 17th century physick garden and landscaping around house
- Repair clapboards
- Revisit garnering permission to put gift shop and sales online.

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Increase hours by remaining open year round with monthly themed events

Outcomes and Performance Measurers	Actual	Actual	Estimated	Estimated
	FY 2011	FY 2012	FY 2013	FY 2014
Revenue at Witch House	204,956	219,761	223,000	225,000
Attendance	24,579	26,684	26,700	26,800
Erie events attendance	1,325	1,029	1,050	1,050

*Erie Evenings has been restructured for increased functionality/profitability while decreasing impact on the structure. Ticket sales are fewer by design while potential revenue remains the same as previous years.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
Witch House-Personnel									
16521	5118	SEASONAL LABOR	69,495.00	74,066.00	74,066.00	65,407.00	74,162.00	74,661.00	74,661.00
Total Witch House-Personnel			69,495.00	74,066.00	74,066.00	65,407.00	74,162.00	74,661.00	74,661.00
Witch House-Expenses									
16522	5211	ELECTRICITY	4,103.88	5,000.00	5,000.00	3,681.11	5,000.00	5,000.00	5,000.00
16522	5215	NATURAL GAS	1,914.89	2,500.00	2,500.00	987.78	2,500.00	2,500.00	2,500.00
16522	5241	BUILDING MAINTENANCE	2,980.00	3,000.00	3,000.00	1,903.65	3,000.00	3,000.00	3,000.00
16522	5306	ADVERTISING	7,312.97	7,500.00	7,500.00	6,745.00	7,500.00	7,500.00	7,500.00
16522	5320	CONTRACTED SERVICES	14,847.50	16,380.00	16,380.00	15,084.87	16,380.00	16,380.00	16,380.00
16522	5341	TELEPHONE	1,306.13	2,500.00	2,500.00	1,418.38	2,500.00	2,500.00	2,500.00
16522	5381	PRINTING AND BINDING	3,400.00	3,400.00	3,400.00	1,972.00	3,400.00	3,400.00	3,400.00
16522	5421	OFFICE SUPPLIES (GEN	8,996.21	9,000.00	9,000.00	8,816.15	11,500.00	11,500.00	11,500.00
16522	5581	SOUVENIRS	14,520.05	15,000.00	15,000.00	14,012.23	15,000.00	15,000.00	15,000.00
Total Witch House-Expenses			59,381.63	64,280.00	64,280.00	54,621.17	66,780.00	66,780.00	66,780.00
170	652	Department Total	128,876.63	138,346.00	138,346.00	120,028.17	140,942.00	141,441.00	141,441.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
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PETERSON	ELIZABETH	170 WITCH HOUSE	16521-5118 WITCH HOUSE MANAGER		-		1.0	1	100%	477.54	477.54	24,927.59	487.09	25,426.14	25,426.14
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				-	1.0	Total Full Time - 5111						24,927.59		25,426.14	25,426.14
170 WITCH HOUSE	16521-5118	Witch House Manager - April to Oct	17,920.00	P		40	28	16.00	-	To Full Time	-	-	-	-	-
170 WITCH HOUSE	16521-5118	Witch House Manager - Dec to March	6,912.00	P		18	24	16.00	-	To Full Time	-	-	-	-	-
170 WITCH HOUSE	16521-5118	Gift Shop Cashier	14,700.00	P		52.5	28	10.00	10.00	14,700.00	10.00	14,700.00	10.00	14,700.00	14,700.00
170 WITCH HOUSE	16521-5118	Admissions Cashier (Weekends)	4,200.00	P		15	28	10.00	10.00	4,200.00	10.00	4,200.00	10.00	4,200.00	4,200.00
170 WITCH HOUSE	16521-5118	Tour Guides	2,625.00	P		52.5	5	10.00	10.00	2,625.00	10.00	2,625.00	10.00	2,625.00	2,625.00
170 WITCH HOUSE	16521-5118	Tour Guides	18,975.00	P		82.5	23	10.00	10.00	18,975.00	10.00	18,975.00	10.00	18,975.00	18,975.00
170 WITCH HOUSE	16521-5118	Interns Stipends	3,734.00	P						3,734.00				3,734.00	3,734.00
170 WITCH HOUSE	16521-5118	Other Seasonal	5,000.00	P						5,000.00				5,000.00	5,000.00
			74,066.00			Total Seasonal - 5118						49,234.00		49,234.00	49,234.00
			74,066.00		1.0	Department Total						74,161.59		74,660.14	74,660.14

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	0.0	0.0	1.0	1.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

WITCH HOUSE 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16522	5211	ELECTRICITY Mass Electric Alarms	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
16522	5215	NATURAL GAS Natural Gas Witch House Allenergy (Carrier)	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
16522	5241	BUILDING MAINTENANCE Floor Mat Rental & Cleaning, Renovation of Several Rooms and Public Restroom, Painting, etc... Flowers, Corn Stalks (Halloween), Xmas wreaths Custodial Supplies, Paper Goods, Locks, Curtains	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
16522	5306	ADVERTISING Advertising in Visitor Guide Advertising in Trolley Advertising Maps, North of Boston County Newspapers for Haunted Happenings & Heritage Days	7,500	7,500	7,500
TOTAL			7,500	7,500	7,500
16522	5320	CONTRACTED SERVICES Haunted City Programs Actors, Specialists, All Participants Supplies & Costumes needed for Haunted City Program	15,380 1,000 16,380	15,380 1,000 16,380	15,380 1,000 16,380
TOTAL					
16522	5341	TELEPHONE Witch House Telephone Long Distance Service Charge Card Line, Fax, New Register, Computer, etc..	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
16522	5381	PRINTING & BINDING Haunted City Flyers, Brochures, Posters Admittance Tickets, Program Flyers	3,400	3,400	3,400
TOTAL			3,400	3,400	3,400
16522	5421	OFFICE SUPPLIES General Supplies, Paper Bags, Sales Tags, Copier Paper New Cash Register, Computer, Tapes, Ink, Ribbons Financial Software for recording cash receipts - Rec/Golf/WI/WH	9,000 2,500 11,500	9,000 2,500 11,500	9,000 2,500 11,500
TOTAL					

FY 2014 DETAILED BUDGET REPORT
EXPENSES

WITCH HOUSE 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16522	5581	SOUVENIRS			
		Gift shop inventory for resale	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
TOTAL PROPOSED			66,780	66,780	66,780

Recreation – Winter Island

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes FY 2014

As the usage of Winter Island increases under the new management staff, it is requested that there is an increase in seasonal staff to balance out the work load. Additional resources are required to cover the camping and RV sites which are at full capacity for the majority of the season, increase of daily function hall and pavilion rentals and a higher demand on the cashier.

Recent Accomplishments

- Successful arts-in-education theatre program (Rebel Shakespeare Company) for children and teens
- Successful community sailing program (Sail Salem) for children and adults
- Successful kayaking program (Salem Kayak) offering rentals, courses and tours
- Working toward awarding proposal bid to contractor to paint Fort Pickering Light
- Continue to expand established dinghy rack program with increased emphasis on kayak racks
- Expanded the camp store merchandise offerings by selling ball caps and hooded sweatshirts
- Worked closely with Friends of Winter Island (FOWI) and volunteers in first phase of cutting and clearing invasive overgrowth in Fort Pickering
- Designed and installed a solid mahogany 'Winter Island Park Function Hall' sign with gold leaf letters to the front of the Function Hall
- Purchased a new refrigerator for the Function Hall



- Painted and added detail to the original 'Winter Island Office Store' sign
- Purchased a new air conditioner for the gate house
- Installed two new bicycle racks attached to concrete pads near Waikiki Beach in support of the new Salem Spins free bike sharing program
- Sold City of Salem parking stickers to Salem Residents and Non-Residents. Collected \$16,445 in revenue for the city between the months of May-September 2013.
- Sold 360 Salem Trolley tickets to Winter Island Park campground guests between months of June-October 2012
- Hosted 101 Function Hall events and 48 Pavilion events between months of January-November 2012
- Established relationships with Salem Cub Scout packs and Boy Scout troops as they completed community service projects at Winter Island Park
- Scrapped peeling paint and re-painted picnic tables located in the older pavilion and in the picnic area adjacent to the playground
- Winter Island pump station was converted to a much more reliable, easy to maintain and more energy efficient wastewater pump station for Winter Island Park.

FY 2014 Goals & Objectives

- Introduce stand-up paddling program (SUP East Coast Style) to Winter Island



- Continue the relationships with Rebel Shakespeare Company, Sail Salem, and Salem Kayak
- Continue relationships with Salem Cub Scout packs and Boy Scout troops as they prepare for future community service projects at Winter Island Park
- Purchase and install access control gates, card reader, card printer and video equipment to enhance security at Winter Island Park
- Conduct safety inspection of Winter Island playground. Repair or replace, if necessary, any equipment regarded as not safe for children to use.
- Continue to expand merchandise offerings in camp store, adding long sleeve tee shirts and Winter Island bumper stickers among other items
- Paint interior walls and floors of men's and women's bath rooms and shower rooms
- Repair or replace benches in men's and women's shower rooms
- Replace all 14 window frames and screens on the bath house
- Work with City of Salem IT Department towards improving existing WiFi access at Winter Island to make it available to patrons camping throughout the park
- Award proposal to contractor to paint Fort Pickering Light
- Paint exterior of Winter Island Park Store/Office
- Paint gas shed
- Paint Function Hall deck rails and posts

- Remove aging shingles on Function Hall roof and install new asphalt shingles. Repair/replace as necessary any damaged/rotten wood on Function Hall roof.
- Paint the wood on the front side of the aircraft hanger
- Replace faded or damaged signs located throughout Winter Island Park
- Work with Massachusetts Office of Fishing and Boating Access to have white lines for designated boat trailer parking re-painted and new signs installed as necessary
- Plant grass on the site formerly occupied by the Winter Island community gardeners
- Purchase new wood to replace aging wood on several steel frame picnic tables
- Replace missing campground site signs
- Assist FOWI with Park & Rec Commission approved plan to install a horseshoe pit adjacent to the older pavilion
- Purchase and install new flooring tiles in the Function Hall
- Purchase crushed stone or a base material to cover the ground at the rear of the aircraft hanger where the former caretaker's building was located. Area to be used by Sail Salem.
- Work closely with FOWI and volunteers in second and final phase of cutting and clearing invasive overgrowth in Fort Pickering
- Replace aging concrete picnic tables on the deck of the Function Hall

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Revenue at Winter Island	228,000	233,285	260,000	265,000
Rentals	undocumented	149	155	165

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

Winter Island Master Plans

- We will continue working to implement recommendations from the new Winter Island Master Plan.
- Work with The Friends of Winter Island to enhance the Island.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Winter Island-Personnel									
16991	5111	SALARIES-FULL TIME	45,172.66	46,077.00	46,077.00	43,417.91	46,254.00	47,179.00	47,179.00
16991	5118	SEASONAL LABOR	68,870.90	68,874.00	68,874.00	56,487.00	76,320.00	76,320.00	76,320.00
Total Winter Island-Personnel			114,043.56	114,951.00	114,951.00	99,904.91	122,574.00	123,499.00	123,499.00
Winter Island-Expenses									
16992	5211	ELECTRICITY	21,767.50	24,000.00	16,800.00	11,113.16	24,000.00	16,800.00	16,800.00
16992	5217	GAS/OIL HEAT	5,120.46	6,000.00	11,000.00	7,159.78	6,000.00	11,000.00	11,000.00
16992	5249	GROUND MAINTENANCE	4,995.00	5,000.00	5,000.00	3,467.21	5,000.00	5,000.00	5,000.00
16992	5306	ADVERTISING	1,000.00	1,000.00	1,000.00	1,000.00	500.00	500.00	500.00
16992	5341	TELEPHONE	1,944.66	2,000.00	2,000.00	1,795.07	2,000.00	2,000.00	2,000.00
16992	5421	OFFICE SUPPLIES (GEN	500.00	500.00	500.00	500.00	3,000.00	3,000.00	3,000.00
16992	5440	STORE INVENTORY	4,989.45	5,000.00	5,000.00	4,825.46	5,000.00	5,000.00	5,000.00
16992	5846	RENOVATION & REPAIRS	3,000.00	3,000.00	5,200.00	1,474.98	3,500.00	5,700.00	5,700.00
16992	5860	EQUIPMENT	3,000.00	3,000.00	3,000.00	1,862.88	3,000.00	3,000.00	3,000.00
Total Winter Island-Expenses			46,317.07	49,500.00	49,500.00	33,198.54	52,000.00	52,000.00	52,000.00
170	699	Department Total	160,360.63	164,451.00	164,451.00	133,103.45	174,574.00	175,499.00	175,499.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
GILBERT	DAVID	170 WINTER ISLAND	16991-5111	MANAGER	3/14/11	46,076.38	P	1.0	100%	886.08	886.08	46,253.38	903.80	47,178.44	47,178.44

46,076.38	1.0	Total Full Time - 5111	46,253.38	47,178.44	47,178.44
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					Hours	Weeks									
170 WINTER ISLAND	16991-5118	CASHIER-OPEN SEASON	5,616.00	P	35	24	9.50	9.50	7,980.00	9.50	7,980.00	7,980.00	7,980.00	7,980.00	7,980.00
170 WINTER ISLAND	16991-5118	GATEKEEPERS	27,144.00	P	113	24	9.50	9.50	25,764.00	9.50	25,764.00	25,764.00	25,764.00	25,764.00	25,764.00
170 WINTER ISLAND	16991-5118	LABORER	18,902.00	P	107	24	9.50	9.50	24,396.00	9.50	24,396.00	24,396.00	24,396.00	24,396.00	24,396.00
170 WINTER ISLAND	16991-5118	OFFICE/STORE	8,320.00	P	40	24	13.00	13.00	12,480.00	13.00	12,480.00	12,480.00	12,480.00	12,480.00	12,480.00
170 WINTER ISLAND	16991-5118	Caretaker	8,892.00	P	0	0	-	-	-	-	-	-	-	-	-
170 WINTER ISLAND	16991-5118	Functions/Facilities	-	P	25	24	9.50	9.50	5,700.00	9.50	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00

68,874.00	Total Seasonal- 5118	76,320.00	76,320.00	76,320.00	76,320.00
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114,950.38	1.0	Department Total	122,573.38	123,498.44	123,498.44
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	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	1.0	1.0	1.0	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

WINTER ISLAND - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16992	5211	ELECTRICITY Winter Island Road Lights, Office, Function Hall, Camp Store, All Camp Sites, Park Lights, 10 Accounts	24,000	16,800	16,800
TOTAL			24,000	16,800	16,800
16992	5217	GAS/OIL HEAT Propane Gas for all Camp Sites	6,000	11,000	11,000
TOTAL			6,000	11,000	11,000
16992	5249	GROUND MAINTENANCE Supplies and Equipment for Ground work, Hardware The Shed Portable Restroom Custodial Supplies, Paper Goods Exterminators Services	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
16992	5306	ADVERTISING Salem Maps, Salem Tourism & Cultural Advertising Essex County Newspapers, North of Boston, etc....	500	500	500
TOTAL			500	500	500
16992	5341	TELEPHONE Telephone Line (1) AT&T, Verizon Long Distance Cove Communications Credit Card Line, Computer Line, Fax Line	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
16992	5421	OFFICE SUPPLIES General Supplies for Office Functions Copier Paper, Pads, Pens, & Supplies in order for the Office to Function Financial Software for recording cash receipts - Rec/Golf/WI/WH	500 2,500	500 2,500	500 2,500
TOTAL			3,000	3,000	3,000
16992	5440	STORE INVENTORY Camp store inventory for resale	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
16992	5846	RENOVATIONS AND REPAIRS Repairs to Equipment, Buildings, Camp Sites, Function Hall, Office, Hangar, etc... Upkeep of all Buildings, motor vehicle repair	3,500	3,500 2,200	3,500 2,200
TOTAL			3,500	5,700	5,700

FY 2014 DETAILED BUDGET REPORT
EXPENSES

WINTER ISLAND - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16992	5860	EQUIPMENT Equipment needed for Groundskeeping & upkeep of all Camp Sites and Park	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
TOTAL PROPOSED			52,000	52,000	52,000

Council on Aging

Mission Statement – Why We Exist

The mission of the Salem Council on Aging (COA) is to develop and offer a program for all senior citizens (60 and older) of Salem that affirms life, challenges creativity, enhances socialization and promotes spiritual, psychological and physical wellness. The Council recognizes that the main center of programs and services is offered at the Senior Center of Salem, but also stresses the necessity of offering services to the homebound, isolated and culturally diverse senior citizens of Salem. Note: The COA was merged with the Park and Recreation Department in April of 2006, forming the Park, Recreation & Community Services Department (PRCS).

Significant Budget & Staffing Changes For FY 2014

The PRCS, along with the COA, made several significant staffing changes in FY 2013. Karen Partanen became the new PRCS Director; Danielle Milo became the new COA Transportation Coordinator, and; Fay Ventouris became the new COA Activity Coordinator. Two new part-time COA van drivers – Fred Mangini and Robert Bell -- were hired, as well as a part-time afternoon receptionist, Kathleen O'Brien. Full responsibility of the Nutrition Coordinator was assumed by Sandy George, who had previously shared those duties with the Transportation Coordinator.

Recent Accomplishments

- A new 12-passenger van was acquired through a Mobility Assistance Grant and a donation from the Friends of the Salem Council on Aging.
- The COA continued to enhance access to its programs and services for the City's Spanish-speaking population. A simultaneous interpretation system was acquired through a state Service Incentive Grant, enabling immediate interpretations of English presentations to multiple guests who do not understand English. The equipment has been shared with Salem public schools and other local agencies on numerous occasions. Also, the Senior Center was designated as a site for voting in the Dominican presidential election.
- Twelve senior citizens were enrolled in the senior citizen call-reassurance program, which successfully prompted more than 4,000 daily automated calls over the course of the last full reporting fiscal year (2012).



- The number of people attending weekday congregate lunches has been steady at approximately 30 per day. The number of people requesting home-delivered meals is about 110.
- The COA transportation service provided more than 300 senior and disabled citizens 9,000 round-trip rides.



- Program booklets, which include Council on Aging activities, were published and mailed to all households in the City for the sixth consecutive year. Approximately 20,000 spring/summer booklets, and a similar number of fall/winter booklets, inform residents of all ages about scores of recreational opportunities offered throughout the year. The entire cost of the booklets is covered by advertising and through the PRCS Department's revolving account, which is maintained through activity fees and is independent of tax revenue.
 - The Council on Aging board, under the leadership of Chair Pat Donahue, remained viable in support of the COA administration.
- The Senior Volunteer Property Tax Work-Off Program continued to allow senior citizen volunteers to earn property tax abatements through volunteer service for a City department. The maximum allowable 25 seniors will take advantage of the opportunity in FY 2013.
- Nursing students from North Shore Community College were accommodated at the Senior Center to help them fulfill requirements for their "Well Elder" curricular credits. The students visited with guests and supported lunch service during their fall semesters.
- Salem's Triad program (a partnership between senior citizens, law enforcement and the COA) continued to administer the following personal safety programs: Seniors and Law Enforcement Together (SALT), REACT, the File of Life, Yellow Dot, Is Your Number Up? and Emergency Grab-and-Go Bags.
- More than 100 programs, activities, classes and events were offered, many of them at multiple times throughout the year. Approximately 1,300 separate opportunities for recreation and socialization were taken advantage of by approximately 1,000 senior citizens.
- A flu clinic accommodated more than 100 citizens, and a successful blood drive, "Salem So Scary," attracted 26 donors.
- All COA-specific state and federal grants were successfully renewed and secured.
- Social workers provided general information services to approximately 700 senior citizens on 2,400 occasions. Case management/advocacy was provided for more than 500 senior citizens on nearly 2,200 occasions. Health benefits counseling was provided to nearly 100 senior citizens on more than 200 occasions, with additional clients having been counseled by a SHINE (Serving the Health and Information Needs of Elders) counselor. Additionally, during this time span, social service workers were able to secure approximately \$20,000 in grants/other funds to assist senior citizens with prescription costs and personal-need items like mattresses, stoves, air conditioners, etc.



FY 2014 Goals & Objectives

- Continue to support efforts to move the COA to a new facility, due to be constructed at the corner of Boston and Bridge streets, and to be actively involved in development of plans for that building for the facilitation of programs and services for senior citizens and the community at large. Also, to make preliminary plans for revised programming and staff scheduling, as deemed beneficial, at the new building.
- Maintain and enhance full services and programs for COA clients, and to pursue grants to help fund staff positions, activities and/or services.
- Create more opportunities for the enhancement of senior citizens' fitness and health by using off-site venues and partnering with other local agencies and/or businesses.
- More effectively plan, publicize and promote COA programs for underserved senior citizens, including those of the Baby Boomer generation, male senior citizens, non-English-speaking senior citizens, and LGBT senior citizens.

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

Our goals related to the new Community Center, which will accommodate the Council on Aging, are to support efforts to move the COA to the new facility, and to be actively involved in development of plans for that building for the facilitation of programs and services for senior citizens and the community at large.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Total number of senior citizens served through COA (unduplicated)	1,612	1,680	1,700	1,750
Van rides, point-to-point	16,907	18,475	18,500	18,250
Meals on wheels (duplicated)	24,734	27,484	27,500	27,500
Tax work-off participants (25 maximum allowed)	25	25	25	25
Volunteers	46	52	55	60
Congregate Meals (duplicated)	6,300	7,146	7,200	7,250
Social Services (unduplicated)	941	1,069	1,100	1,150

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Council On Aging-Personnel									
15411	5111	SALARIES-FULL TIME	219,169.11	222,685.00	224,539.00	210,892.53	227,184.00	260,907.00	260,907.00
15411	5113	SALARIES-PART TIME	10,452.88	31,132.00	31,132.00	25,651.64	31,774.00	32,409.00	32,409.00
15411	5131	OVERTIME (GENERAL)	455.01	500.00	500.00	0.00	500.00	500.00	500.00
15411	5150	FRINGE/STIPENDS	1,150.00	1,150.00	1,150.00	1,150.00	0.00	0.00	0.00
Total Council On Aging-Personnel			231,227.00	255,467.00	257,321.00	237,694.17	259,458.00	293,816.00	293,816.00
Council On Aging-Expenses									
15412	5320	CONTRACTED SERVICES	1,100.00	1,200.00	1,200.00	1,101.00	1,200.00	1,200.00	1,200.00
15412	5341	TELEPHONE	1,097.80	1,000.00	1,000.00	967.21	1,000.00	1,000.00	1,000.00
15412	5351	RECREATIONAL ACTIVIT	3,995.00	4,000.00	4,000.00	3,888.00	4,000.00	4,000.00	4,000.00
15412	5381	PRINTING AND BINDING	500.00	500.00	500.00	454.00	500.00	500.00	500.00
15412	5421	OFFICE SUPPLIES (GEN	3,490.56	3,600.00	3,600.00	3,034.07	3,600.00	3,600.00	3,600.00
15412	5431	BLDG REP/MAINT SUPPL	10,821.07	11,000.00	11,000.00	9,137.82	13,000.00	13,000.00	13,000.00
15412	5483	VEHICLE PRTS & ACCES	4,626.88	5,000.00	5,000.00	4,837.01	5,000.00	5,000.00	5,000.00
15412	5491	FOOD	831.36	1,000.00	1,000.00	924.85	1,000.00	1,000.00	1,000.00
15412	5710	IN STATE TRAVEL/MEETINGS	1,451.50	1,800.00	1,800.00	1,766.62	1,800.00	1,800.00	1,800.00
15412	5730	DUES AND SUB	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Total Council On Aging-Expenses			28,914.17	30,100.00	30,100.00	27,110.58	32,100.00	32,100.00	32,100.00
060	541	Department Total	260,141.17	285,567.00	287,421.00	264,804.75	291,558.00	325,916.00	325,916.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
BARRETT LYNNE	060 COUNCIL ON AGING	15411-5111	OUTREACH SOCIAL WORKER	03051993	18,633.76		0.42	42	42%	853.19	853.19	18,705.43	870.26	19,079.54	19,079.54
FELTON SHARON	060 COUNCIL ON AGING	15411-5111	SOCIAL SERVICE COORDINATOR	12181995	44,673.57		1.00	1	100%	859.11	859.11	44,845.39	876.29	45,742.30	45,742.30
FOTEINI VENTOURIS	060 COUNCIL ON AGING	15411-5111	ACTIVITIES COORDINATOR	8/29/12	-		1.00	1	100%	595.00	595.00	31,059.00	606.90	31,680.18	31,680.18
KEARNEY SHARON	060 COUNCIL ON AGING	15411-5111	BOARD CLERK	10/14/11	900.00	B			12	75.00	75.00	900.00	75.00	900.00	900.00
MURTAGH MEGHAN	060 COUNCIL ON AGING	15411-5111	RECEPTIONIST/Activity Coord	6/18/08	31,076.14		0.00	1	100%	-	-	-	-	-	-
SAUVAGEAU JOHN	060 COUNCIL ON AGING	15411-5111	TRANS COORD/Nutrition	09/19/2006	-		0.85	1	85%	490.00	490.00	21,741.30	499.80	22,176.13	22,176.13
SHORT TIM	060 COUNCIL ON AGING	15411-5111	PROGRAM SUPERVISOR		3,350.32		0.07	1	7%	900.12	900.12	3,289.04	918.12	3,354.82	3,354.82
SOUCY-GEORGE SANDRA	060 COUNCIL ON AGING	15411-5111	VOL COORD/Nutrition		22,925.28		0.74	1	74%	678.73	678.73	26,217.98	692.30	26,742.34	26,742.34
WALSH AMY	060 COUNCIL ON AGING	15411-5111	TRANS COORD/Nutrition	09/19/2006	24,696.55		0.00	1	85%	-	-	-	-	-	-
WOOLLEY WILLIAM	060 COUNCIL ON AGING	15411-5111	ASST DIR REC & COMM SER	8/4/2006	34,359.54		0.70	1	70%	943.94	943.94	34,491.69	962.82	35,181.53	35,181.53
New Position	060 COUNCIL ON AGING	15411-5111	COA Director	1/1/2014			1.00	1	50%	-	-	-	1,153.85	30,115.49	30,115.49
					42,069.83		1.0			Total AFSCME 1818		45,934.13		45,934.13	45,934.13
					222,684.99		6.78		Total Full Time - 5111			227,183.97		260,906.45	260,906.45
					12,818.10	P		19		12.70	12.70	12,595.86	12.95	12,847.78	12,847.78
					8,235.76	P		13		12.18	12.18	8,267.44	12.43	8,432.79	8,432.79
					-	P		19		11.00	11.00	10,909.80	11.22	11,128.00	11,128.00
					21,053.87				Total Part Time - 5113			31,773.10		32,408.56	32,408.56
					-	P		35	28	-	-	-	-	-	-
									Total Seasonal - 5118			-		-	-
					500.00							500.00		500.00	500.00
					1,150.00				1.0	1,150.00					
					255,466.46		6.8		Department Total			259,457.07		293,815.01	293,815.01

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	7.7	7.7	6.8	-0.9

COA OTHER SPECIAL REVENUE FUNDING SOURCES - For Informational Purposes Only - Not voted by Council

Total

AKATYSZEWSKI JOHN	CDBG	2575	VAN DRIVER	19	100%	11.00	11.00	10,909.80	21,819.60
Barrett Lynne	State Formula	2460	PT SOCIAL WORKER		58%	853.19	870.26	26,347.93	
	COA Budget	15411-5111			42%	853.19	870.26	19,079.54	45,427.47
Donahue Rosanna	State Formula	2460	Bilingual Resceptionist	19.5	100%	13.26	13.53	13,767.30	27,534.60
GROCKI JAMES	CDBG	2575	VAN DRIVER	12	100%	10.00	10.20	6,389.28	12,778.56
MANGINI FRED	Title 3B	2451	P/T VAN DRIVER	12	100%	11.00	11.22	7,028.21	7,028.21
Moon Jeff	Title 3B	2575	P/T VAN DRIVER	6	100%	11.00	11.22	3,514.10	3,514.10
SOUCY-GEORGE SANDRA	State Formula	2460	Vol Coordinator/Nutrition Coordinator		12%	678.73	692.30	4,336.60	
	Title 3C	2576			14%	678.73	692.30	5,059.36	
	COA Budget	15411-5111			74%	678.73	692.30	26,742.34	36,138.30
Short Tim	COA Budget	15411-5111	Program Supervisor		7%	900.12	918.12	3,354.82	
	Rec Budget	16501-5111			93%	900.12	918.12	44,571.17	47,925.99
SAUVAGEAU JOHN	Title 3C	2576	Trans Coordinator/Nutrition Coordinator		15%	490.00	499.80	3,913.43	
	COA Budget	15411-5111			85%	490.00	499.80	22,176.13	26,089.56
Woolley William	State Formula	2460	ASST DIR REC & COMM SER		5%	943.94	962.82	2,512.97	
	COA Budget	15411-5111			70%	943.94	962.82	35,181.53	
	Rec Budget	16501-5111			25%	943.94	962.82	12,564.79	50,259.28

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
GRIMES	JACQUELYN	060 COUNCIL ON AGING	15411-5111	PRIN ACCT CLK III	07071997	42,069.83	1.0	862.71	879.96				100%	45,934.13	45,934.13	45,934.13	
						42,069.83	1.0							45,934.13	45,934.13	45,934.13	

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

COUNCIL ON AGING - 060

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
15412	5320	Contracted Services			
		Service contract with New England Copier Service.	1,200	1,200	1,200
		Service contract on copier for 1 year or up to 66,000 copies this includes			
		all labor, parts, drum, webs and iol rollers			
TOTAL			1,200	1,200	1,200
15412	5341	Telephone			
		744-0924, 744-0925, 744-0929, 745-0409 - regular lines	1,000	1,000	1,000
		744-0929 & 744-0924 Long Distance - per month x 12 months			
TOTAL			1,000	1,000	1,000
15412	5351	Recreational Activities			
		Guest Lectures, Musical programs, Holiday Bazaar, Cookbook	2,500	2,500	2,500
		Recreational activities for Salem Seniors	1,500	1,500	1,500
TOTAL			4,000	4,000	4,000
15412	5381	Printing & Binding			
		Stationary and envelopes	250	250	250
		Printing of flyers for major events and brochures as needed	250	250	250
TOTAL			500	500	500
15412	5421	Office Supplies			
		Misc office supplies as needed	3,600	3,600	3,600
TOTAL			3,600	3,600	3,600
15412	5431	Bldg Rep/Maint Supplies			
		Misc building maintenence supplies as needed	3,000	3,000	3,000
		monthly service charge for elevator, repairs to elevator, yearly certification	10,000	10,000	10,000
TOTAL			13,000	13,000	13,000
15412	5483	Vehicle Parts & Assessories			
		parts for repairing of vans	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
15412	5491	Food			
		All COA sponsored workshops	250	250	250
		volunteer appreciation celebration	750	750	750
TOTAL			1,000	1,000	1,000
15412	5713	In State Travel/Meetings			
		NSDCOA and conference	1,000	1,000	1,000
		MSOA fall conference	800	800	800
TOTAL			1,800	1,800	1,800
15412	5730	Dues and Subscriptions			
		annual membership for MCOA member ship	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
TOTAL PROPOSED			32,100	32,100	32,100

Library

Mission Statement – Why We Exist

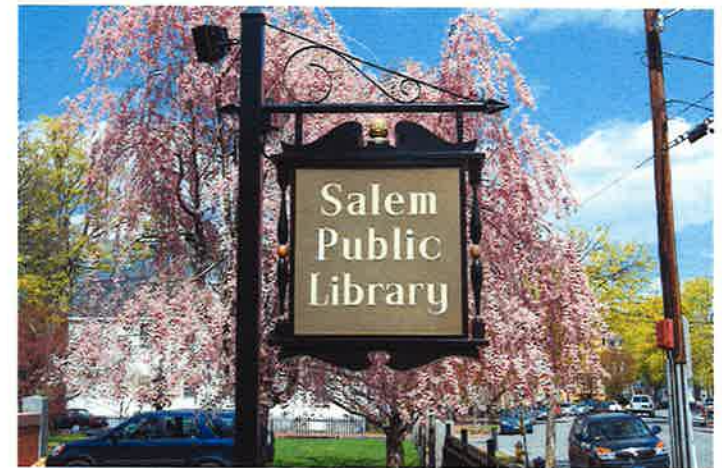
To provide quality public library service at the Salem Public Library in a reliable, caring, and cost-effective manner; to satisfy Salem Public Library patrons by delivering a level of library service that exceeds our patrons' expectations and to achieve consistent upward growth in the total quality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

Significant Budget & Staffing Changes for FY 2014

The Library's FY14 budget has a slight increase to meet the State's mandated Municipal Appropriation Requirement. This is the amount needed to be certified by the Massachusetts Board of Library Commissioners. This will allow the Library to receive State Aid (\$50,042 in FY12). Reduction to this amount may result in de-certification. If de-certified the Library would be ineligible for State Aid. Salem residents would also lose borrowing privileges at area libraries and would not be allowed to borrow materials on interlibrary loan from other libraries. There are no staffing level changes.

Recent Accomplishments

- Continued to have the highest circulation of the libraries in the NOBLE (North of Boston Library Exchange) network.
- Continued to stress excellent customer service with staff attending two related webinars.
- Hired new Assistant Director and Head of Circulation in a timely manner.
- Completed training and migration to Evergreen, a new open source Integrated Library System.
- Purchased new computers and increased RAM and processing speed on older ones to support new Evergreen system.
- Installed new modem utilizing new, shorter, more direct cabling to increase network connectivity and stability.
- Held workshop to aid patrons in downloading library e-books and audiobooks to various devices.
- Increased the Library's online presence with account on new social site Pinterest to complement our presence on Facebook, Twitter and Flickr.
- Working with a local Girl Scout troop opened new Young Adult section with sitting area and separate study area.
- Added Saturday Children's programming, Tail Waggin' Tutor to improve fluency and confidence in reluctant readers.
- Added new monthly adult book club "Broad Street Readers" held monthly at Senior Center.



- Expanded Museum Pass program with addition of Salem Maritime National Historic Site pass.
- Added a new online database (Hobbies & Crafts).
- Completed Phase 1 of rebinding project to preserve Salem History Collection books in disrepair.
- Began systematic evaluation of Reference sources.
- Worked on space management through relocation of several collections and construction of new reserve shelves.
- Replaced public and staff toilets and faucets with those featuring low water usage through a grant from the Planning Department.

FY 2014 Goals & Objectives

- Purchase more staff and public computers to continue gradual replacement plan and fully migrate all computers from XP to Windows 7.
- Replace wireless equipment with UniFi wireless APs creating a more manageable and reportable wireless network.



- Revamp current website and transition to WordPress for more responsive design.
- Offer two more workshops on downloading of e-books and audiobooks from Library website/catalog.
- Continue to work on space planning with concentration on location of media and paperbacks.
- Redesign work area on third floor for better work flow.
- Purchase a scanner for public use.
- Complete evaluation of Reference collection.
- Complete rebinding project to repair and preserve Salem Collection books in disrepair.
- Maintain emphasis on excellent customer service with staff meetings.
- Work with Salem Award Committee to support Community Read by providing multiple copies of selected book and involving Library's two book groups.
- Purchase an iPad to be loaded with educational apps for in-house use in the Children's Room.
- Expand weekend programming with planned collaborations with local businesses and community organizations.

- Add "Get Ready for Kindergarten" program in August for all incoming kindergarteners.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Volumes in Circulation	148,634	159,796	160,000	161,000
Total Volumes borrowed	508,293	493,315	495,000	497,000
Attendance in Library	234,957	236,305	237,000	238,000
Number of Salem Library Cardholders	34,759	24,548	26,000	28,000
Number of Reference Questions Asked	58,721	56,121	57,500	58,500
Number of Children's Programs Held	271	320	325	330
Number of Internet Computer Sessions	33,604	36,820	37,000	38,000

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Libraries wrote the book on regionalization. The Salem Public Library is a member of NOBLE (North of Boston Library Exchange) – a cooperative effort of 28 area libraries founded to improve library service through automation. NOBLE libraries share a common catalog, circulation system and Internet access. With a library card Salem citizens can check out books in any library in Massachusetts. They may also request a book from any library in Massachusetts to be delivered to their home library for pick up. The latest cooperative effort of NOBLE libraries is the building and sharing of the e-content catalog, which provides both downloadable audiobooks and e-books.
- The Salem Public Library has always been a strong supporter of the Salem schools and the goal of a quality education for all. During the school year books and materials are purchased by the Library to enhance the curriculum of the schools. Each summer the Library works with school librarians to purchase multiple copies of books on the schools' summer reading lists. There are several ongoing programs with the elementary schools. Each year a Children's Librarian visits every first grade classroom, reads a book and donates the book to the classroom library. The Librarian talks to the children about the Library and gives each child a bag with an informational letter for parents and an invitation for the child to get his/her own library card. Each June every fourth grader is bussed to the



Library for a presentation by a Children's author. In preparation for the event a Librarian visits each fourth grade class to tell the children about the author and his/her books. The Library donates copies of the books to every classroom to be read before the author event. The "Fifth Grade Read" program expands each year to include another school. All the fifth graders in the schools involved read the same book given to each child by the Library. Children's Librarians visit the schools on three different occasions to discuss the book with students, culminating with a special book-related event on the last visit. Beyond these special programs any class may book a tour or visit to the Library. Again this year due to Saltonstall School's temporary relocation to a smaller space with much of their school library material in storage, several classrooms visit the Library on a regular basis. In addition, our Spanish-speaking Librarian provides pre-school storytimes monthly to classroom groups at two daycare centers.

- The Library is very proud of its historic building and places a priority on maintenance and upgrades. Working with the Head Custodian building issues are identified and repaired before becoming major problems. In recent years, the Library has replaced emergency roof lighting, replaced two small flat roofs and upgraded to energy efficient lighting. Most recently through a grant from the Planning Department all toilets and faucets were replaced with those featuring low water usage. In addition, the Library works with a landscaper each year for new plantings and maintenance of the grounds. Currently the Library is in the process of applying for a Mass Historical Commission preservation grant to replace rotting window frames and sills.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Library-Personnel									
16101	5111	SALARIES-FULL TIME	626,992.89	638,099.00	636,656.00	587,527.95	643,065.00	654,978.00	654,978.00
16101	5113	SALARIES-PART TIME	186,497.75	200,492.00	202,092.00	187,091.88	203,392.00	207,459.00	207,459.00
16101	5115	SUNDAY HOURS	35,011.91	37,500.00	37,500.00	33,893.65	37,500.00	38,250.00	38,250.00
16101	5131	OVERTIME (GENERAL)	3,620.32	4,142.00	5,942.00	5,169.14	5,000.00	5,100.00	5,100.00
16101	5150	FRINGE/STIPENDS	1,150.00	1,150.00	1,150.00	1,150.00	0.00	0.00	0.00
Total Library-Personnel			853,272.87	881,383.00	883,340.00	814,832.62	888,957.00	905,787.00	905,787.00
Library-Expenses									
16102	5211	ELECTRICITY	37,124.92	41,500.00	37,500.00	32,238.72	39,500.00	39,500.00	39,500.00
16102	5216	OIL & GAS HEATING FUEL	10,913.57	12,500.00	9,000.00	8,521.43	11,800.00	11,800.00	11,800.00
16102	5241	BUILDING MAINTENANCE	18,943.30	18,700.00	26,200.00	21,283.35	19,000.00	19,000.00	19,000.00
16102	5341	TELEPHONE	3,533.12	4,000.00	4,000.00	3,219.49	3,900.00	3,900.00	3,900.00
16102	5451	CUSTODIAL SUPPLIES	4,000.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
16102	5512	BOOKS & MATERIALS	153,881.14	165,044.00	165,044.00	163,103.12	165,966.00	165,966.00	165,966.00
16102	5516	MICROFILM SUBSCRIPTI	2,300.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
16102	5517	PERIODICALS	4,000.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
16102	5730	DUES AND SUB	45,728.00	46,401.00	46,401.00	46,401.00	49,877.00	49,877.00	49,877.00
Total Library-Expenses			280,424.05	300,145.00	300,145.00	286,767.11	302,043.00	302,043.00	302,043.00
140	610	Department Total	1,133,696.92	1,181,528.00	1,183,485.00	1,101,599.73	1,191,000.00	1,207,830.00	1,207,830.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
ALLEN PATRICIA	140 LIBRARY	16101-5111	CHILDREN'S LIBRARIAN	9/17/2007	46,009.95		1.0	1	100%	884.81	884.81	46,186.91	902.50	47,110.65	47,110.65
ARMSTRONG PATRICIA	140 LIBRARY	16101-5111	LIBRARY ASSISTANT I	01031990	31,910.81		1.0	1	100%	613.67	613.67	32,033.55	625.94	32,674.22	32,674.22
BARRY ALISON	140 LIBRARY	16101-5111	ASST LIBRARY DIRECTOR	9/17/2012	-		1.0	1	100%	1,111.74	1,111.74	58,032.83	1,133.97	59,193.48	59,193.48
BEHRLE MARY	140 LIBRARY	16101-5111	ASST LIBRARY DIRECTOR		57,810.63		0.0	1	100%	-	-	-	-	-	-
CONNELLY AMY	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	11261979	35,442.59		1.0	1	100%	681.59	681.59	35,578.91	695.22	36,290.49	36,290.49
CUMMINGS DIANA	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	05301995	35,880.90		1.0	1	100%	-	-	-	-	-	-
DAVIS COURTNEY	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	8/17/2009	35,827.19		0.0	1	100%	688.98	688.98	35,964.76	702.76	36,684.05	36,684.05
DELLAMONICA VITTORIA	140 LIBRARY	16101-5111	SPEC LIBRARY ASSISTANT	07011982	38,836.31		1.0	1	100%	746.85	746.85	38,985.68	761.79	39,765.39	39,765.39
DONNELLY PATRICIA	140 LIBRARY	16101-5111	LIBRARY ASSISTANT I	6/28/2012	-		1.0	1	100%	605.76	605.76	31,620.67	617.88	32,253.09	32,253.09
GAUDRAULT SUSAN	140 LIBRARY	16101-5111	TECH SERV/CATALOG	05301989	40,931.38		1.0	1	100%	787.14	787.14	41,088.81	802.88	41,910.59	41,910.59
GROCKI KEVIN	140 LIBRARY	16101-5111	TECH SERV/COMPUTER	11102001	46,376.58		1.0	1	100%	891.86	891.86	46,554.96	909.69	47,486.06	47,486.06
LORRAIN SIMONE	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	12/13/10	33,591.66		1.0	1	100%	676.92	676.92	35,335.22	690.46	36,041.93	36,041.93
MANSFIELD TARA	140 LIBRARY	16101-5111	CIRCULATION LIBRARIAN	9/10/2012	-		1.0	1	100%	759.62	759.62	39,652.16	774.81	40,445.21	40,445.21
NIEVES SUZANNE	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	09111995	34,189.77		1.0	1	100%	657.50	657.50	34,321.27	670.65	35,007.69	35,007.69
STEELE RACHEL	140 LIBRARY	16101-5111	CIRCULATION LIBRARIAN	10/02/2006	39,974.77		0.0	1	100%	-	-	-	-	-	-
TRACY NANCY	140 LIBRARY	16101-5111	LIBRARY DIRECTOR	06151994	75,110.98		1.0	1	100%	1,444.44	1,444.44	75,399.87	1,473.33	76,907.86	76,907.86
WALSH JANE	140 LIBRARY	16101-5111	REFERENCE LIBRARIAN	10151979	43,818.66		1.0	1	100%	842.67	842.67	43,987.19	859.52	44,866.94	44,866.94
SHIFT DIFFERENTIAL			SHIFT DIFFERENTIAL		896.23					896.23	896.23	896.23	914.15	914.15	914.15
					41,489.76		1.0			Total AFSCME 1818		47,425.79		47,425.79	47,425.79
					638,098.18		15.0		Total Full Time - 5111			643,064.80		654,977.58	654,977.58
BAEZ MERCY	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	6/17/2009	1,737.59	P		14.5		12.60	12.60	9,536.94	12.85	9,727.68	9,727.68
BARUA DARSANA	140 LIBRARY	16101-5113	DESK PAGE	09/21/1994	Sunday Only	P		0		13.62	13.62	Sunday Only	13.89	Sunday Only	Sunday Only
CAMARDA NICHOLE	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/13/11	4,243.20	P		0		-	-	-	-	-	-
CHE KATHY	140 LIBRARY	16101-5113	DESK PAGE	12/02/2009	7,449.68	P		15.5		12.24	12.24	9,903.38	12.48	10,101.45	10,101.45
CORPUZ KHRISNA	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/24/2009	3,246.05	P		8.5		8.32	8.32	3,693.00	8.49	3,766.86	3,766.86
COUGHLIN ELIZABETH	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	9/16/1990	Sunday Only	P		0		17.48	17.48	Sunday Only	17.83	Sunday Only	Sunday Only
CRAIGEN ROBERT	140 LIBRARY	16101-5113	JR. BLDG. CUSTODIAN	5/17/07	7,051.57	P		12		11.30	11.30	7,078.69	11.53	7,220.26	7,220.26
DARMODY DANIEL	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/09/11	4,243.20	P		10		8.16	8.16	4,259.52	8.32	4,344.71	4,344.71
DAWSON JEAN	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	05/21/1999	3,305.65	P		0		-	-	-	-	-	-
DONNELLY PATRICIA	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	12/19/11	5,346.43	P		0		-	-	-	-	-	-
FELTON DAVID	140 LIBRARY	16101-5113	JR. BLDG CUSTODIAN	10/18/1994	10,291.04	P		12		16.49	16.49	10,330.62	16.82	10,537.23	10,537.23
FLAHERTY ERIN	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	10/14/2003	Sunday Only	P		0		14.56	14.56	Sunday Only	14.85	Sunday Only	Sunday Only
GROVES VICTORIA	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	11/01/04	Sunday Only	P		0		14.03	14.03	Sunday Only	14.31	Sunday Only	Sunday Only
GUERRERO DESIREE	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/13/10	5,940.48	P		8		8.16	8.16	3,407.62	8.32	3,475.77	3,475.77
HARTY NATALIE	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	10/18/10	2,858.86	P		0		-	-	-	-	-	-
HEDIO JOSEPH	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	1/26/05	11,724.46	P		15.5		14.55	14.55	11,769.56	14.84	12,004.95	12,004.95
HO STEPHANIE	140 LIBRARY	16101-5113	PAGE SHELV & PASTING	11/01/2006	1,737.59	P		2		9.55	9.55	996.73	9.74	1,016.66	1,016.66
HOOKE MARY	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	05/16/2005	5,673.13	P		14.5		15.30	15.30	11,580.57	15.61	11,812.18	11,812.18
KINNON SKYE	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	12/30/2009	1,514.82	P		2		8.32	8.32	868.94	8.49	886.32	886.32
LANDRY ANNE	140 LIBRARY	16101-5113	DESK PAGE	12/18/2002	9,534.93	P		0		-	-	-	-	-	-
LEVESQUE ASHLEY	140 LIBRARY	16101-5113	DESK PAGE	8/30/10	1,947.63	P		0		-	-	-	-	-	-
LORD SUZANNE	140 LIBRARY	16101-5113	LIBRARY ASSISTANT	11/08/01	10,942.46	P		0		-	-	-	-	-	-
MICHELINI CHRISTINE	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	8/10/11	2,617.52	P		3.5		14.38	14.38	2,627.59	14.67	2,680.14	2,680.14
MOHLER JANET	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	10/18/11	2,831.01	P		0		-	-	-	-	-	-
MORASSE ALICIA	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/12/11	1,697.28	P		0		-	-	-	-	-	-
NIETHAMER DIANA	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	7/19/2002	3,025.96	P		4		14.55	14.55	3,037.60	14.84	3,098.35	3,098.35
OPOLSKI CHERYL	140 LIBRARY	16101-5113	LIBRARY ASSISTANT		5,454.63	P		4.5		17.48	17.48	4,106.71	17.83	4,188.84	4,188.84
PAGLIARO ROBERT	140 LIBRARY	16101-5113	JR. BLDG CUSTODIAN	2/17/10	4,701.47	P		8		11.30	11.30	4,719.55	11.53	4,813.94	4,813.94
PRESSMAN SHARI	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	9/4/07	6,051.92	P		8		14.55	14.55	6,075.20	14.84	6,196.70	6,196.70
RAMOS RUFINO	140 LIBRARY	16101-5113	JR. BLDG CUSTODIAN	8/24/2005	9,825.19	P		16		11.81	11.81	9,862.98	12.05	10,060.24	10,060.24
RASMUSSEN SARAH	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	10/02/2000	3,228.01	P		4		15.52	15.52	3,240.42	15.83	3,305.23	3,305.23
RHODES SIDNEY	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	11/03/11	2,545.92	P		2		8.16	8.16	851.90	8.32	868.94	868.94
RYDER RUKMAL	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	11/07/2000	2,713.34	P		3.5		15.60	15.60	2,850.12	15.91	2,907.12	2,907.12
STROM JENNIFER	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	10/04/2006	15,748.88	P		17		17.82	17.82	15,809.46	18.17	16,125.65	16,125.65
STROM ROSEMARY	140 LIBRARY	16101-5113	PAGE SHELVING & PASTING	9/5/07	1,737.59	P		0		-	-	-	-	-	-

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
SZPAK SUSAN	140 LIBRARY	16101-5113	JR LIBRARY ASSISTANT	08/01/1985	21,318.90	P	0.6	21		19.52	19.52	21,400.89	19.91	21,828.91	21,828.91
TROTTER ASHLEY	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	12/07/07	7,832.26	P		11.5		13.10	13.10	7,862.39	13.36	8,019.63	8,019.63
VALENZUELA MARCUS	140 LIBRARY	16101-5113	PAGE SHELIVING & PASTING	8/22/11	4,243.20	P		0		-	-	-	-	-	-
VO DIANNE	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	8/31/2009	6,130.16	P		10.5		14.53	14.53	7,963.89	14.82	8,123.17	8,123.17
VONG GIA	140 LIBRARY	16101-5113	PAGE SHELIVING & PASTING	8/30/10	-	P		0		-	-	-	-	-	-
ALLEN CHRISTOPHER	140 LIBRARY	16101-5113	JR LIBRARY ASSISTANT	7/30/2012		P		12		14.00	14.00	8,769.60	14.28	8,944.99	8,944.99
Beaulier REBECCA	140 LIBRARY	16101-5113	PAGE SHELIVING & PASTING	3/9/2012		P		4		8.16	8.16	1,703.81	8.32	1,737.88	1,737.88
BORDEN CHELSEA	140 LIBRARY	16101-5113	DESK PAGE	8/11/2009		P		3		9.18	9.18	1,437.59	9.36	1,466.34	1,466.34
BRUYNELL LAURA	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	3/8/2012		P		3.5		15.30	15.30	2,795.31	15.61	2,851.22	2,851.22
BUCKLEY MEREDITH	140 LIBRARY	16101-5113	PAGE SHELIVING & PASTING	7/14/2012		P		3.5		8.00	8.00	1,461.60	8.16	1,490.83	1,490.83
CONNELLY NICHOLE	140 LIBRARY	16101-5113	DESK PAGE	3/3/2012		P		8		9.18	9.18	3,833.57	9.36	3,910.24	3,910.24
DEE JAMES	140 LIBRARY	16101-5113	PAGE SHELIVING & PASTING	8/27/2012		P		10		8.00	8.00	4,176.00	8.16	4,259.52	4,259.52
MORIN CHRISTINE	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	7/2/2012		P		2		15.25	15.25	1,592.10	15.56	1,623.94	1,623.94
NAYLOR MARY	140 LIBRARY	16101-5113	JR LIBRARY ASSISTANT	10/22/2012		P		3.5		13.75	13.75	2,512.13	14.03	2,562.37	2,562.37
SANTIAGO ANABEL	140 LIBRARY	16101-5113	PAGE SHELIVING & PASTING	9/4/2012		P		10		8.00	8.00	4,176.00	8.16	4,259.52	4,259.52
SEDA KIANA	140 LIBRARY	16101-5113	PAGE SHELIVING & PASTING	9/4/2012		P		9		8.00	8.00	3,758.40	8.16	3,833.57	3,833.57
KOROMA JENEBA	140 LIBRARY	16101-5113	PAGE SHELIVING & PASTING			P		8		8.00	8.00	3,340.80	8.16	3,407.62	3,407.62
					200,492.00	0.6	Total Part Time - 5113					203,391.17		207,458.99	207,458.99
140 LIBRARY					16101-5115	Sunday Hours						37,500.00		38,250.00	38,250.00
140 LIBRARY					16101-5131	Overtime						5,000.00		5,100.00	5,100.00
140 LIBRARY					16101-5150	AFSCME Stipend		1.0		1,150.00					
					881,382.06	15.6	Department Total					888,955.97		905,786.57	905,786.57

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	15.6	15.6	15.6	0.0

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
FOUCHER	KEVIN	140 LIBRARY	16101-5111	Working Foreman	6/13/05	41,489.76	1.0	851.34	908.54					100%	47,425.79	47,425.79	47,425.79
						41,489.76	1.0								47,425.79	47,425.79	47,425.79

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

LIBRARY - 140

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16102	5211	ELECTRICITY			
		National Grid	39,500	39,500	39,500
		TransCanada			
TOTAL			39,500	39,500	39,500
16102	5216	OIL HEAT - GAS			
		Hess Corporation	11,800	11,800	11,800
		National Grid			
TOTAL			11,800	11,800	11,800
16102	5241	BUILDING MAINTENANCE			
		A-1 Exterminators (\$120 per month, maintenance etc.)	1,600	1,600	1,600
		Atlantic Elevator (monthly maintenance fees, application fees, etc.)	5,800	5,800	5,800
		Clean Team (carpet cleaning services)	1,550	1,550	1,550
		Keane Fire & Safety Equipment	900	900	900
		Lyons Plumbing	600	600	600
		Patriot Alarm (elevator phone monitoring)	200	200	200
		Preferred Air Inc. (HVAC maintenance)	1,500	1,500	1,500
		3M Library Systems	3,900	3,900	3,900
		SOS (yearly monitoring, maintenance)	1,400	1,400	1,400
		Talbot Electric	600	600	600
		Various Vendors	150	150	150
		Workplace Essentials (OSHA disposal services)	800	800	800
TOTAL			19,000	19,000	19,000
16102	5341	TELEPHONE			
		740-4533 \$32.00 x 12 months=	384	384	384
		744-0860 \$18.00 x 12 months=	216	216	216
		744-0863 \$28.00 x 12 months=	336	336	336
		744-4143 \$89.00 x 12 months=	1068	1068	1068
		744-3931/744-9667 100 per month x 12 months=	1300	1300	1300
		744-5442 \$18.00 x 12 months=	216	216	216
		744-3931 long distance \$32.00 x 12 months=	380	380	380
TOTAL			3,900	3,900	3,900
16102	5451	CUSTODIAL SUPPLIES			
		General	4,500	4,500	4,500
TOTAL			4,500	4,500	4,500
16102	5512	BOOKS			
		Baker & Taylor/Ingram (Bid)	168,063	168,063	168,063
		Various Vendors	(2,097)	(2,097)	(2,097)
TOTAL			165,966	165,966	165,966
16102	5516	MICROFILM SUBSCRIPTION			
		Proquest	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
16102	5517	PERIODICALS			
		North Shore News	4,500	4,500	4,500
TOTAL			4,500	4,500	4,500

FY 2014 DETAILED BUDGET REPORT
EXPENSES

LIBRARY - 140

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
16102	5730	DUES AND SUBSCRIPTION			
		NOBLE (bid) - North Shore Library computer consortium of 17 public libraries, 5 public college libraries, and 4 private college libraries	49,877	49,877	49,877
TOTAL			49,877	49,877	49,877
TOTAL PROPOSED			302,043	302,043	302,043

Veterans Services

Mission Statement – Why We Exist

The Veterans Services Departments direct responsibility is to provide Mass. state benefits for eligible veterans and their dependants provided under M.G.L. Chap. 115. (75% of these benefit costs are reimbursed to the City of Salem within one year.) Additional responsibilities include; coordination for the city's Memorial Day and Veteran day activities, assist veterans and their dependants in obtaining federal VA compensation and/or pensions, advocacy to reduce veteran homelessness, assist veterans in employment searches, and enrollment into the VA health care system.

Significant Budget & Staffing Changes for FY 2014

- 2013 saw an increase in eligible veteran and dependants. As the drawdown of the Armed Forces continues, we expect the upward to continue.
- Even if the department case load remains steady, we will be functioning with one less part-time person. In May of 2013, the office will lose a federally funded part-time volunteer from the "National Senior Network". This loss will require the department to operate at an increased level with one less part time administration assistant.

Recent Accomplishments

- Our Department has seen a 100% increase of applicants, requests for services, and benefits in the past year. We have been able to successfully respond and administer these increased responsibilities without seeking additional help.
- The Veterans Service Agent attended approximately 15-20 outreach and/or veteran's related training and education events.
- The use of our 'donation' accounting line has proved very effective in the separation of non reimbursable expenses.

FY 2014 Goals & Objectives

- Continue to advocate for veterans in their need for Services from the State and Federal Department of Veterans Affairs. Especially important is to continue the department outreach within the city neighborhood associations, Veterans Council, Veteran Centers and at other "service provider" locations. These activities will help identify veterans and their dependants in need of help and allow our office to expeditiously attend to their needs without utilizing city resources.
- Protect our department's transportation availability. With the expected increase in eligible veterans, we will continue consolidating rides and appointments.





- Enroll as many new veterans into the VA Healthcare system as possible. This will help reduce prescription drug costs and medical reimbursement costs to eligible veterans under Chapter 115.
- Work with the many existing volunteer groups and community agencies; in a search to find services and “free help” which can be used and expanded upon to pay for manpower hours and/or costly health/rehab services.
- Maximize time and effort in seeking a sensible approach to control costs of providing healthcare to our veteran community.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Number of Cases	233	289	330	360
Dollars in Benefits expended	\$221,094	\$212,170	\$420,000	\$480,000
Amount reimbursed to the City from the State	\$166,511	\$183,170	\$315,000	\$360,000
% Authorized by the State (75% max. allowed)	\$166,511	\$183,170	\$315,000	\$360,000

How FY 2014 Departmental Goals Relate to City’s Overall Long & Short Term Goals

- This office will work with the veterans and their dependants on Chapter 115 benefits to assure that benefits are as transitional as possible. We will continue to closely monitor job searches and permanent living conditions for our veteran population.
- We will continue to ‘close out’ each month with as few monthly over runs as possible. While this will not affect the total return of reimbursable Chapter 115 benefits to the city, it will force the department to be more accountable on a monthly basis.
- By utilizing the veteran’s service car more efficiently, we will extend the life of the vehicle as long as possible.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Veterans Services-Personnel									
15431	5111	SALARIES-FULL TIME	46,557.21	52,867.00	52,867.00	49,816.83	53,070.00	54,132.00	54,132.00
15431	5113	SALARIES-PART TIME	21,700.83	24,700.00	24,700.00	21,314.00	23,803.00	23,803.00	23,803.00
Total Veterans Services-Personnel			68,258.04	77,567.00	77,567.00	71,130.83	76,873.00	77,935.00	77,935.00
Veterans Services-Expenses									
15432	5249	GROUND MAINTENANCE	1,000.00	1,000.00	1,000.00	971.39	1,500.00	1,500.00	1,500.00
15432	5341	TELEPHONE	396.94	1,000.00	1,000.00	571.48	1,000.00	750.00	750.00
15432	5421	OFFICE SUPPLIES (GEN	721.75	1,000.00	1,000.00	825.80	1,200.00	1,200.00	1,200.00
15432	5710	IN STATE TRAVEL/MEETINGS	1,876.81	2,000.00	2,000.00	776.19	2,000.00	2,000.00	2,000.00
15432	5770	VETERANS BENEFITS	212,170.68	230,000.00	490,000.00	483,719.14	430,000.00	430,000.00	430,000.00
15432	5788	VETERANS DAY	6,020.21	2,500.00	2,855.00	2,812.20	3,500.00	3,500.00	3,500.00
15432	5796	CARE OF GRAVES	2,689.50	2,700.00	2,345.00	2,266.00	2,700.00	2,700.00	2,700.00
15432	5851	OFFICE EQUIPMENT	758.10	500.00	500.00	89.80	650.00	650.00	650.00
Total Veterans Services-Expenses			225,633.99	240,700.00	500,700.00	492,032.00	442,550.00	442,300.00	442,300.00
280	543	Department Total	293,892.03	318,267.00	578,267.00	563,162.83	519,423.00	520,235.00	520,235.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
EMERLING	KIM	280 VETERANS AGENT	15431-5111	VETERANS AGENT		52,866.36		1.0	1	100%	1,016.66	1,016.66	53,069.65	1,036.99	54,131.05	54,131.05
						52,866.36		1.0	Total Full Time - 5111				53,069.65		54,131.05	54,131.05
MARTINEAU	JEAN-GUY	280 VETERANS AGENT	15431-5113	PART TIME DRIVER		9,880.00			19	Hours	10.00	10.00	9,918.00	10.00	9,918.00	9,918.00
GRENIER	TRACEY	280 VETERANS AGENT	15431-5113	PT Clerk		14,820.00			19	Hours	14.00	14.00	13,885.20	14.26	13,885.20	13,885.20
						24,700.00			Total Partl Time - 5113				23,803.20		23,803.20	23,803.20
						77,566.36		1.0	Department Total				76,872.85		77,934.25	77,934.25

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	1.0	1.0	1.0	0.0

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

VETERANS - 280

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
15432	5249	GROUND MAINTENANCE FLAGS FOR GRAVES	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
15432	5341	TELEPHONE MCI VERIZON	300 700	300 450	300 450
TOTAL			1,000	750	750
15432	5421	OFFICE SUPPLIES GENERAL General Office Supplies as needed	1,200	1,200	1,200
TOTAL			1,200	1,200	1,200
15432	5710	IN STATE TRAVEL, MEETING TRANSPORTATION TO VA HOSPITALS, TOLLS,PARKING, ETC.	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
15432	5770	VETERANS BENEFITS MEDICAL AND FOOD ORDERS BENEFITS FOR VETERANS AND EMERGENCY SHELTER FOR VETERANS	430,000	430,000	430,000
TOTAL			430,000	430,000	430,000
15432	5788	VETERANS DAY FLOWERS COLLATION PARADE MEMORIAL DAY AND OTHER CITY EVENTS	500 1,000 200 1,800	500 1,000 200 1,800	500 1,000 200 1,800
TOTAL			3,500	3,500	3,500
15432	5796	CARE OF GRAVES PAYMENTS TO HARMONY GROVE FOR PERPETUAL CARE OF GRAVE	2,700	2,700	2,700
TOTAL			2,700	2,700	2,700
15432	5851	OFFICE EQUIPMENT TYPEWRITER REPAIRS MAINTENANCE FEE FOR COPIER (DOES NOT INCLUDE A DRUM) OTHER EQUIPMENT AS NEEDED SUCH AS DRUM FOR COPIER AND TYPEWRITE	250 400	250 400	250 400
TOTAL			650	650	650
TOTAL PROPOSED			442,550	442,300	442,300

School

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes for FY 2014

- Programs to return special needs students placed outside the district have reduced those numbers by 35.8% in the past three years.
- Capacity for special education programs continues to expand with additional sections added to work with needy students
- Additional personnel to maintain small elementary class sizes, expand academic offerings at the high school level, and provide support for “at risk” students
- Pre-AP program continues at middle and high school levels and AP programming expands both in offerings and enrollment
- Planning proceeds for an “Innovation School” in cooperation with Salem State College

Recent Accomplishments

- Continuation of sound fiscal management procedures and oversight in the Salem Public Schools’ business office
- Grade 10 MCAS science scores remain among the highest on the North Shore
- Initiation of a process for developing a strategic plan for the Salem Public Schools for 2010-2015
- Expansion of Advanced Placement course offerings and enrollment at Salem High School
- Addition of Latin to the Salem High School Curriculum
- Preparation for 2010-11 introduction of “Super Kids” phonics-based reading program, K - 2
- Expansion and continued support of a “credit recovery” program to reduce failure of some students to complete high school

FY 2014 Goals & Objectives

- Begin implementation of a five-year strategic plan for Salem Public Schools
- Establish a facilities study committee to report to the School Committee on facilities needs in light of the strategic plan
- Develop more effective programming to improve the district’s high school graduation rate
- Extend grade 6 revised laboratory instruction into grades 7 and 8
- Complete planning for “Innovation School” program at Saltonstall School
- Introduce “continuous learning” model for second Innovation School
- Realize continued cost management in special education programs

- Continue to expand Advanced Placement course offerings at Salem High School
- Review Salem Public Schools vocational-technical programs in light of planned 2013 opening of a new regional vocational school

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Number of Students	4,649			
Number of Graduates	262			
Number of Teachers	512			
10th Graders Passing MCAS-ELA for Graduation				
10th Graders Passing MCAS-Math for Graduation				
10th Graders Passing MCAS-Science				

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Admin & Support-PIC-Super-Psnl									
13031420	5160	CLERICAL	0.00	0.00	117,996.00	40,592.96	39,047.00	39,047.00	39,047.00
13031420	5163	PARAPROFESSIONALS	0.00	0.00	30,826.00	28,203.03	31,043.00	31,043.00	31,043.00
13032020	5160	CLERICAL	19,065.40	18,335.00	18,335.00	18,125.40	18,702.00	18,702.00	18,702.00
13032040	5117	ADMINISTRATIVE	168,673.03	170,000.00	170,000.00	156,923.04	173,400.00	173,400.00	173,400.00
13032040	5160	CLERICAL	60,633.11	56,501.00	56,501.00	57,949.59	58,875.00	58,875.00	58,875.00
13032060	5117	ADMINISTRATIVE	112,199.88	114,444.00	114,444.00	97,253.71	147,900.00	147,900.00	147,900.00
13032060	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13032060	5160	CLERICAL	50,992.39	50,601.00	50,601.00	48,807.73	52,786.00	52,786.00	52,786.00
13032060	5780	SRG-REALLOCATION	0.00	0.00	0.00	0.00	357,000.00	357,000.00	357,000.00
Total Admin/Supp-Asst Super-Psnl			411,563.81	409,881.00	558,703.00	447,855.46	878,753.00	878,753.00	878,753.00
Admin/Supp- Schl Comm-Exp									
13032021	5320	CONTRACTED SERVICES	1,000.00	1,000.00	1,000.00	450.94	1,000.00	1,000.00	1,000.00
13032021	5421	OFFICE SUPPLIES (GEN	147.95	900.00	900.00	800.00	900.00	900.00	900.00
13032041	5320	CONTRACTED SERVICES	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
13032041	5421	OFFICE SUPPLIES (GEN	499.70	1,250.00	1,250.00	997.92	1,250.00	1,250.00	1,250.00
13032041	5780	SRG-REALLOCATION	0.00	0.00	0.00	0.00	410,000.00	410,000.00	410,000.00
13032061	5421	OFFICE SUPPLIES (GEN	1,185.98	1,250.00	1,250.00	378.22	1,250.00	1,250.00	1,250.00
13032061	5712	EXPENSE REIMBURSE	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
Total Admin/Supp-Asst Super-Exp			25,833.63	27,400.00	27,400.00	25,627.08	437,400.00	437,400.00	437,400.00
250	003	Department Total	437,397.44	437,281.00	586,103.00	473,482.54	1,316,153.00	1,316,153.00	1,316,153.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Crossing Guards-Oth-Exp-Psn									
13120120	5113	SALARIES-PART TIME	200,177.38	160,650.00	160,650.00	122,595.61	162,027.00	162,027.00	162,027.00
Total Crossing Guards-Oth-Exp-Psn			200,177.38	160,650.00	160,650.00	122,595.61	162,027.00	162,027.00	162,027.00
Crossing Guards-Oth-Exp-Exp									
13120121	5421	OFFICE SUPPLIES (GEN	0.00	1,000.00	1,000.00	615.99	1,000.00	1,000.00	1,000.00
Total Crossing Guards-Oth-Exp-Exp			0.00	1,000.00	1,000.00	615.99	1,000.00	1,000.00	1,000.00
250	012	Department Total	200,177.38	161,650.00	161,650.00	123,211.60	163,027.00	163,027.00	163,027.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Technology-Tech-Psnl									
13170120	5111	SALARIES-FULL TIME	231,074.62	238,505.00	238,505.00	224,397.26	248,142.00	248,142.00	248,142.00
13170120	5117	ADMINISTRATIVE	90,680.16	91,687.00	91,687.00	84,634.08	96,272.00	96,272.00	96,272.00
13170120	5125	DIST WIDE TEACHING	67,142.39	66,665.00	66,665.00	51,903.07	70,062.00	70,062.00	70,062.00
13170120	5141	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13170120	5150	FRINGE/STIPENDS	21,750.00	15,000.00	15,000.00	14,250.00	15,000.00	15,000.00	15,000.00
13170120	5160	CLERICAL	39,882.04	40,034.00	40,034.00	36,730.36	41,825.00	41,825.00	41,825.00
13170940	5130	MIDDLE SCHOOL	66,465.00	66,465.00	66,465.00	49,785.65	69,862.00	69,862.00	69,862.00
13171030	5140	TEACHING	72,211.94	72,212.00	72,212.00	55,847.18	75,833.00	75,833.00	75,833.00
Total Technology/HS/Guidance			589,206.15	590,568.00	590,568.00	517,547.60	616,996.00	616,996.00	616,996.00
Technology-Tech-Exp									
13170121	5270	RENTAL & LEASE	54,200.00	64,200.00	0.00	0.00	0.00	0.00	0.00
13170121	5272	COMPUTER EQUIPMENT	18,240.00	8,240.00	45,500.00	22,567.51	65,000.00	65,000.00	65,000.00
13170121	5320	CONTRACTED SERVICES	193,323.85	193,345.00	180,000.00	178,393.20	168,500.00	168,500.00	168,500.00
13170121	5429	MISC SUPPLIES	3,150.00	3,150.00	5,000.00	806.16	5,000.00	5,000.00	5,000.00
13170121	5519	COMPUTER SOFTWARE	59,152.00	59,152.00	60,000.00	36,312.10	56,000.00	56,000.00	56,000.00
13170121	5522	COMPUTER NETWORKING	0.00	0.00	20,000.00	4,192.15	16,000.00	16,000.00	16,000.00
13170121	5710	IN STATE TRAVEL/MEETINGS	4,439.74	4,500.00	4,803.00	1,238.92	4,803.00	4,803.00	4,803.00
13170121	5730	DUES AND SUB	716.00	716.00	1,000.00	810.93	1,000.00	1,000.00	1,000.00
Total Technology-Tech-Exp			333,221.59	333,303.00	316,303.00	244,320.97	316,303.00	316,303.00	316,303.00
250	017	Department Total	922,427.74	923,871.00	906,871.00	761,868.57	933,299.00	933,299.00	933,299.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
General Op-Bus Off-Psnl									
13252010	5117	ADMINISTRATIVE	165,119.20	151,800.00	151,800.00	142,740.88	157,933.00	157,933.00	157,933.00
13252010	5131	OVERTIME (GENERAL)	0.00	5,000.00	5,000.00	4,999.85	5,000.00	5,000.00	5,000.00
13252010	5160	CLERICAL	221,139.78	235,357.00	235,357.00	224,373.99	248,045.00	248,045.00	248,045.00
Total	General Op-Bus Off-Psnl		386,258.98	392,157.00	392,157.00	372,114.72	410,978.00	410,978.00	410,978.00
General Op-Bus Off-Exp									
13252011	5320	CONTRACTED SERVICES	15,678.04	17,000.00	17,000.00	15,982.75	17,000.00	17,000.00	17,000.00
13252011	5421	OFFICE SUPPLIES (GEN	229.07	1,750.00	1,750.00	385.12	1,750.00	1,750.00	1,750.00
13252011	5582	DATA PROCESSING SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13252011	5851	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13252030	5273	OFFICE EQUIPMENT REN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13252030	5277	PHOTOCOPY MACHINE LE	190,214.95	214,866.00	214,866.00	194,939.39	214,866.00	214,866.00	214,866.00
13252030	5303	LEGAL SERVICES	45,350.75	50,000.00	50,000.00	27,273.71	50,000.00	50,000.00	50,000.00
13252030	5320	CONTRACTED SERVICES	267,169.85	30,000.00	30,000.00	29,368.66	30,000.00	30,000.00	30,000.00
13252030	5342	POSTAGE	33,998.71	35,000.00	30,000.00	29,951.06	30,000.00	30,000.00	30,000.00
13252030	5381	PRINTING AND BINDING	346.00	1,000.00	1,000.00	948.93	1,000.00	1,000.00	1,000.00
13252030	5421	OFFICE SUPPLIES (GEN	4,784.34	11,000.00	11,000.00	9,540.80	11,000.00	11,000.00	11,000.00
13252030	5582	DATA PROCESSING SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	General Op-Central Serv-Exp		557,771.71	360,616.00	355,616.00	308,390.42	355,616.00	355,616.00	355,616.00
250	025	Department Total	944,030.69	752,773.00	747,773.00	680,505.14	766,594.00	766,594.00	766,594.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Insurance-Insurance-Exp									
13392020	5740	INSURANCE PREMIUMS	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00
Total Insurance-Insurance-Exp			280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00
250	039	Department Total	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Occ Ed-High Schl-Psnl									
13421020	5140	HIGH SCHOOL	359,030.58	373,188.00	373,188.00	288,894.88	374,989.00	374,989.00	374,989.00
Total Occ Ed-High Schl-Psnl			359,030.58	373,188.00	373,188.00	288,894.88	374,989.00	374,989.00	374,989.00
Occ Ed-High Schl-Exp									
13421021	5514	INSTRUCTIONAL SUPPLI	29,714.70	30,000.00	20,844.00	18,022.54	20,844.00	20,844.00	20,844.00
Total Occ Ed-High Schl-Exp			29,714.70	30,000.00	20,844.00	18,022.54	20,844.00	20,844.00	20,844.00
250	042	Department Total	388,745.28	403,188.00	394,032.00	306,917.42	395,833.00	395,833.00	395,833.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Guidance-Guidance-Psnl									
13440120	5102	ELEMENTARY	504,950.42	566,122.00	566,122.00	391,722.32	532,216.00	532,216.00	532,216.00
13440920	5130	MIDDLE SCHOOL	207,675.50	189,107.00	189,107.00	155,735.83	211,578.00	211,578.00	211,578.00
13441020	5117	ADMINISTRATIVE	90,680.16	90,687.00	90,687.00	83,711.04	95,222.00	95,222.00	95,222.00
13441020	5131	OVERTIME (GENERAL)	6,382.32	5,000.00	5,000.00	4,275.00	5,000.00	5,000.00	5,000.00
13441020	5140	HIGH SCHOOL	661,419.32	664,405.00	664,405.00	513,991.17	700,358.00	700,358.00	700,358.00
13441020	5160	CLERICAL	38,481.58	38,339.00	38,339.00	36,186.92	40,046.00	40,046.00	40,046.00
Total	Guidance-Guidance-Psnl		1,509,589.30	1,553,660.00	1,553,660.00	1,185,622.28	1,584,420.00	1,584,420.00	1,584,420.00
Guidance-Guidance-Exp									
13441021	5307	INSTRUCT/EDUC TEST	19,668.53	30,000.00	30,000.00	26,150.26	30,000.00	30,000.00	30,000.00
13441021	5381	PRINTING AND BINDING	16,114.58	19,000.00	5,000.00	4,900.48	5,000.00	5,000.00	5,000.00
Total	Guidance-Guidance-Exp		35,783.11	49,000.00	35,000.00	31,050.74	35,000.00	35,000.00	35,000.00
250	044	Department Total	1,545,372.41	1,602,660.00	1,588,660.00	1,216,673.02	1,619,420.00	1,619,420.00	1,619,420.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Athl/St Activ-Stud Activ-Ps									
13450920	5116	CO-CURRIC/ATHLETIC	16,818.41	16,000.00	16,000.00	2,051.23	16,000.00	16,000.00	16,000.00
13451020	5112	TRANSPORTATION	24,129.99	25,600.00	25,600.00	27,110.98	25,600.00	25,600.00	25,600.00
13451020	5113	SALARIES-PART TIME	5,000.00	5,000.00	5,000.00	4,705.00	5,000.00	5,000.00	5,000.00
13451020	5116	CO-CURRIC/ATHLETIC	160,993.38	162,000.00	162,000.00	166,439.13	162,000.00	162,000.00	162,000.00
13451020	5117	ADMINISTRATIVE	62,423.92	62,424.00	62,424.00	57,622.08	63,673.00	63,673.00	63,673.00
13451020	5131	OVERTIME (GENERAL)	677.48	2,500.00	2,500.00	2,021.94	2,500.00	2,500.00	2,500.00
13451020	5160	CLERICAL	39,632.81	39,585.00	39,585.00	37,361.45	41,249.00	41,249.00	41,249.00
13451030	5116	CO-CURRIC/ATHLETIC	39,763.96	40,000.00	40,000.00	28,519.12	50,000.00	50,000.00	50,000.00
13451030	5140	HIGH SCHOOL	5,289.62	5,300.00	5,300.00	5,289.62	5,300.00	5,300.00	5,300.00
Total Athl/St Activ-Stud Activ-Ps			354,729.57	358,409.00	358,409.00	331,120.55	371,322.00	371,322.00	371,322.00
Athl/St Activ-Athl-Exp									
13451021	5246	ATHLETIC EQUIPMENT R	20,855.68	21,000.00	21,000.00	19,746.94	21,000.00	21,000.00	21,000.00
13451021	5270	RENTAL & LEASE	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00
13451021	5320	CONTRACTED SERVICES	27,703.00	20,939.00	20,939.00	20,929.00	20,939.00	20,939.00	20,939.00
13451021	5333	PUPIL TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13451021	5394	SECURITY	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
13451021	5421	OFFICE SUPPLIES (GEN	374.00	4,300.00	4,300.00	4,060.05	4,300.00	4,300.00	4,300.00
13451021	5730	DUES AND SUB	7,525.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
13451021	5742	INSURANCE-ATHLETIC	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
13451031	5320	CONTRACTED SERVICES	3,880.00	5,650.00	5,650.00	3,222.88	5,650.00	5,650.00	5,650.00
13451031	5514	INSTRUCTIONAL SUPPLI	5,295.82	8,100.00	8,100.00	1,367.77	2,100.00	2,100.00	2,100.00
13451031	5780	OTHER EXPENSES	6,968.06	8,850.00	8,850.00	6,011.45	8,850.00	8,850.00	8,850.00
13451031	5860	EQUIPMENT	0.00	4,000.00	4,000.00	3,170.00	0.00	0.00	0.00
Total Athl/St Activ-Stud Activ-Ex			103,601.56	112,839.00	112,839.00	98,508.09	102,839.00	102,839.00	102,839.00
250	045	Department Total	458,331.13	471,248.00	471,248.00	429,628.64	474,161.00	474,161.00	474,161.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
Bates									
13460210	5163	PARAPROFESSIONALS	10,199.87	10,279.00	10,279.00	9,080.10	10,583.00	10,583.00	10,583.00
13460310	5163	PARAPROFESSIONALS	11,754.18	11,284.00	11,284.00	7,541.21	11,284.00	11,284.00	11,284.00
13460410	5163	PARAPROFESSIONALS	11,399.52	11,034.00	11,034.00	10,081.24	11,376.00	11,376.00	11,376.00
13460510	5163	PARAPROFESSIONALS	10,255.18	10,279.00	10,279.00	8,869.72	10,583.00	10,583.00	10,583.00
13460610	5163	PARAPROFESSIONALS	10,485.04	10,279.00	10,279.00	8,876.85	10,583.00	10,583.00	10,583.00
13460710	5163	PARAPROFESSIONALS	11,126.11	10,634.00	10,634.00	8,886.62	10,956.00	10,956.00	10,956.00
13460810	5163	PARAPROFESSIONALS	10,470.78	10,279.00	10,279.00	9,763.39	10,583.00	10,583.00	10,583.00
13460920	5130	MIDDLE SCHOOL	69,212.00	69,212.00	69,212.00	54,039.58	72,833.00	72,833.00	72,833.00
13460920	5163	PARAPROFESSIONALS	12,603.84	11,121.00	11,121.00	9,226.07	11,572.00	11,572.00	11,572.00
13461020	5140	HIGH SCHOOL	50,048.00	51,751.00	51,751.00	40,044.93	66,315.00	66,315.00	66,315.00
13461020	5163	PARAPROFESSIONALS	11,360.27	9,733.00	9,733.00	8,940.31	10,220.00	10,220.00	10,220.00
Total	MediaLibrary-Psnl		218,914.79	215,885.00	215,885.00	175,350.02	236,888.00	236,888.00	236,888.00
250	046	Department Total	218,914.79	215,885.00	215,885.00	175,350.02	236,888.00	236,888.00	236,888.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Personnel- Personnel-Psnl									
13482020	5160	CLERICAL	58,204.40	123,000.00	123,000.00	104,231.91	126,626.00	126,626.00	126,626.00
Total Personnel- Personnel-Psnl			58,204.40	123,000.00	123,000.00	104,231.91	126,626.00	126,626.00	126,626.00
Personnel- Personnel-Exp									
13482021	5306	ADVERTISING	7,258.25	10,000.00	10,000.00	8,693.80	16,250.00	16,250.00	16,250.00
13482021	5421	OFFICE SUPPLIES (GEN	957.05	1,000.00	1,000.00	975.29	1,000.00	1,000.00	1,000.00
Total Personnel- Personnel-Exp			8,215.30	11,000.00	11,000.00	9,669.09	17,250.00	17,250.00	17,250.00
250	048	Department Total	66,419.70	134,000.00	134,000.00	113,901.00	143,876.00	143,876.00	143,876.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Health- Attendnce-Psnl									
13490120	5111	SALARIES-FULL TIME	72,406.22	148,386.00	148,386.00	122,977.66	168,862.00	168,862.00	168,862.00
13490140	5111	SALARIES-FULL TIME	647,375.66	633,814.00	633,814.00	510,614.50	682,021.00	682,021.00	682,021.00
13490140	5163	PARAPROFESSIONALS	25,158.19	27,401.00	27,401.00	24,250.72	17,095.00	17,095.00	17,095.00
13490140	5180	SUBSTITUTES NURSE	10,019.81	10,000.00	10,000.00	9,212.52	0.00	0.00	0.00
Total	Health- Hlth Serv-Psnl		754,959.88	819,601.00	819,601.00	667,055.40	867,978.00	867,978.00	867,978.00
Health- Attendnce-Exp									
13490121	5421	OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13490141	5320	CONTRACTED SERVICES	13,000.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
13490141	5421	OFFICE SUPPLIES (GEN	0.00	1,000.00	1,000.00	504.26	1,000.00	1,000.00	1,000.00
13490141	5501	MED & SURGICAL SUPPL	5,819.77	7,000.00	7,000.00	6,934.78	7,000.00	7,000.00	7,000.00
13490141	5514	INSTRUCTIONAL SUPPLI	1,324.64	2,505.00	2,505.00	665.08	2,505.00	2,505.00	2,505.00
Total	Health- Hlth Serv-Exp		20,144.41	24,005.00	24,005.00	21,604.12	24,005.00	24,005.00	24,005.00
250	049	Department Total	775,104.29	843,606.00	843,606.00	688,659.52	891,983.00	891,983.00	891,983.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Operations/Maint- Op/Maint-									
13530120	5117	ADMINISTRATIVE	122,864.55	168,000.00	138,000.00	105,922.92	110,160.00	110,160.00	110,160.00
13530120	5131	OVERTIME (GENERAL)	61,075.90	59,000.00	59,000.00	58,928.11	59,000.00	59,000.00	59,000.00
13530120	5150	FRINGE/STIPENDS	28,945.99	29,000.00	29,000.00	27,748.06	29,000.00	29,000.00	29,000.00
13530120	5160	CLERICAL	46,103.35	43,673.00	43,673.00	41,537.56	45,647.00	45,647.00	45,647.00
13530120	5162	CUSTODIAL	989,905.94	998,407.00	998,407.00	920,796.78	1,050,091.00	1,050,091.00	1,050,091.00
13530120	5166	MAINTENANCE	162,422.68	176,489.00	176,489.00	125,890.01	185,570.00	185,570.00	185,570.00
13530140	5162	CUSTODIAL	4,991.74	5,000.00	5,000.00	1,820.84	5,000.00	5,000.00	5,000.00
Total Operations/Maint- Civic Act			1,416,310.15	1,479,569.00	1,449,569.00	1,282,644.28	1,484,468.00	1,484,468.00	1,484,468.00
Operations/Maint- Op/Maint-									
13530121	5211	ELECTRICITY	784,583.74	900,000.00	900,000.00	818,713.23	922,500.00	922,500.00	922,500.00
13530121	5215	NATURAL GAS	480,099.02	599,769.00	576,769.00	354,743.18	591,189.00	591,189.00	591,189.00
13530121	5216	OIL HEAT	29,068.11	12,150.00	12,150.00	12,150.00	12,150.00	12,150.00	12,150.00
13530121	5241	BUILDING MAINTENANCE	102,253.28	200,545.00	200,545.00	108,046.72	200,545.00	200,545.00	200,545.00
13530121	5249	GROUND MAINTENANCE	12,115.36	90,000.00	90,000.00	4,150.00	90,000.00	90,000.00	90,000.00
13530121	5251	UTILITY SERV REP & M	168,597.16	250,000.00	250,000.00	248,486.87	250,000.00	250,000.00	250,000.00
13530121	5255	BUILDING/EQUIP MAINT	585.47	5,000.00	5,000.00	3,075.97	5,000.00	5,000.00	5,000.00
13530121	5270	RENTAL & LEASE	8,181.67	8,201.00	8,201.00	935.00	8,201.00	8,201.00	8,201.00
13530121	5292	SNOW REMOVAL	14,320.00	0.00	0.00	0.00	0.00	0.00	0.00
13530121	5341	TELEPHONE	64,995.21	65,000.00	65,000.00	64,372.24	65,000.00	65,000.00	65,000.00
13530121	5394	SECURITY	7,673.54	20,500.00	20,500.00	7,199.51	20,500.00	20,500.00	20,500.00
13530121	5421	OFFICE SUPPLIES (GEN	514.09	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
13530121	5431	BLDG REP/MAINT SUPPL	56,474.52	75,000.00	75,000.00	30,571.52	75,000.00	75,000.00	75,000.00
13530121	5451	CUSTODIAL SUPPLIES	81,703.75	83,061.00	83,061.00	52,729.57	83,061.00	83,061.00	83,061.00
13530121	5461	GROUNDSKEEPING SUPPL	11,661.43	20,000.00	20,000.00	1,763.57	20,000.00	20,000.00	20,000.00
13530121	5780	OTHER Expenses	28,198.71	40,000.00	40,000.00	37,720.70	40,000.00	40,000.00	40,000.00
13530121	5781	AUTO ALLOWANCE	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00
13530121	5854	TRUCKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13530121	5860	EQUIPMENT	3,245.66	12,249.00	12,249.00	8,858.87	12,249.00	12,249.00	12,249.00
13530121	5868	EQUIP: NON-INSTRUCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operations/Maint- Op/Maint-			1,854,270.72	2,383,975.00	2,360,975.00	1,754,516.95	2,397,895.00	2,397,895.00	2,397,895.00
250	053	Department Total	3,270,580.87	3,863,544.00	3,810,544.00	3,037,161.23	3,882,363.00	3,882,363.00	3,882,363.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
Regular Day- Teach/Und-Psnl									
13570140	5100	SUBSTITUTE TEACHERS	262,609.84	210,000.00	210,000.00	240,793.37	210,000.00	210,000.00	210,000.00
13570140	5101	LONG-TERM SUBS	105,120.57	110,000.00	110,000.00	120,652.40	110,000.00	110,000.00	110,000.00
13570140	5111	SALARIES-FULL TIME	163,566.80	0.00	0.00	0.00	0.00	0.00	0.00
13570140	5114	TUTORS	1,275.00	0.00	0.00	0.00	0.00	0.00	0.00
13570140	5125	DIST WIDE TEACHING	480,573.62	407,927.00	407,927.00	353,076.61	385,262.00	385,262.00	385,262.00
13570150	5112	TRANSPORTATION	53,028.71	42,200.00	42,200.00	70,916.66	43,104.00	43,104.00	43,104.00
13570150	5131	OVERTIME (GENERAL)	916.33	1,000.00	1,000.00	684.18	1,000.00	1,000.00	1,000.00
13570220	5102	ELEMENTARY	1,185,314.55	1,225,618.00	1,225,618.00	950,859.77	1,237,551.00	1,237,551.00	1,237,551.00
13570220	5117	ADMINISTRATIVE	94,798.08	177,854.00	177,854.00	150,353.00	182,026.00	182,026.00	182,026.00
13570220	5150	FRINGE/STIPENDS	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
13570220	5163	PARAPROFESSIONALS	11,164.16	11,375.00	11,375.00	10,048.88	11,839.00	11,839.00	11,839.00
13570240	5160	CLERICAL	30,158.24	29,937.00	29,937.00	24,218.64	31,224.00	31,224.00	31,224.00
13570320	5102	ELEMENTARY	1,191,921.71	1,551,044.00	1,551,044.00	878,637.88	1,037,767.00	1,037,767.00	1,037,767.00
13570320	5117	ADMINISTRATIVE	97,456.98	137,028.00	137,028.00	146,270.94	174,719.00	174,719.00	174,719.00
13570320	5150	FRINGE/STIPENDS	9,375.00	144,740.00	144,740.00	66,809.08	12,740.00	12,740.00	12,740.00
13570320	5163	PARAPROFESSIONALS	26,087.07	27,581.00	27,581.00	30,824.37	40,806.00	40,806.00	40,806.00
13570340	5160	CLERICAL	29,097.49	29,629.00	29,629.00	27,532.16	30,901.00	30,901.00	30,901.00
13570420	5102	ELEMENTARY	761,053.22	945,764.00	945,764.00	678,056.45	1,015,046.00	1,015,046.00	1,015,046.00
13570420	5117	ADMINISTRATIVE	91,353.02	127,881.00	127,881.00	120,952.30	137,548.00	137,548.00	137,548.00
13570440	5160	CLERICAL	29,866.57	29,935.00	29,935.00	24,568.37	31,222.00	31,222.00	31,222.00
13570520	5102	ELEMENTARY	839,962.91	1,745,746.00	1,745,746.00	1,277,133.45	1,722,075.00	1,722,075.00	1,722,075.00
13570520	5117	ADMINISTRATIVE	95,000.10	178,056.00	178,056.00	130,157.89	164,339.00	164,339.00	164,339.00
13570520	5150	FRINGE/STIPENDS	6,999.00	7,000.00	7,000.00	2,600.00	7,000.00	7,000.00	7,000.00
13570520	5163	PARAPROFESSIONALS	18,263.93	18,266.00	18,266.00	15,363.66	27,078.00	27,078.00	27,078.00
13570540	5160	CLERICAL	53,562.53	60,619.00	60,619.00	54,202.65	59,157.00	59,157.00	59,157.00
13570620	5102	ELEMENTARY	1,084,344.08	1,090,813.00	1,090,813.00	957,782.22	1,244,249.00	1,244,249.00	1,244,249.00
13570620	5117	ADMINISTRATIVE	43,176.52	84,706.00	84,706.00	81,698.84	121,721.00	121,721.00	121,721.00
13570620	5150	FRINGE/STIPENDS	5,351.25	5,400.00	5,400.00	1,250.00	5,400.00	5,400.00	5,400.00
13570620	5163	PARAPROFESSIONALS	10,167.55	5,015.00	5,015.00	14,809.04	5,266.00	5,266.00	5,266.00
13570640	5160	CLERICAL	23,289.02	29,365.00	29,365.00	19,711.39	17,200.00	17,200.00	17,200.00
13570720	5102	ELEMENTARY	1,604,906.64	1,537,013.00	1,637,013.00	1,169,362.87	1,529,840.00	1,529,840.00	1,529,840.00
13570720	5117	ADMINISTRATIVE	45,000.04	128,056.00	128,056.00	103,496.88	135,077.00	135,077.00	135,077.00
13570720	5150	FRINGE/STIPENDS	9,000.00	9,000.00	9,000.00	7,800.00	9,000.00	9,000.00	9,000.00
13570720	5163	PARAPROFESSIONALS	34,158.81	32,489.00	32,489.00	28,381.71	39,556.00	39,556.00	39,556.00
13570740	5160	CLERICAL	43,722.53	42,904.00	42,904.00	40,483.20	44,839.00	44,839.00	44,839.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
13570820	5102	ELEMENTARY	1,483,015.21	1,561,524.00	1,561,524.00	1,352,158.66	1,950,169.00	1,950,169.00	1,950,169.00
13570820	5117	ADMINISTRATIVE	93,386.02	176,442.00	176,442.00	146,379.40	176,695.00	176,695.00	176,695.00
13570820	5150	FRINGE/STIPENDS	5,409.14	5,000.00	5,000.00	2,240.00	5,000.00	5,000.00	5,000.00
13570820	5163	PARAPROFESSIONALS	7,787.55	5,015.00	5,015.00	3,500.06	7,898.00	7,898.00	7,898.00
13570840	5160	CLERICAL	29,547.74	30,797.00	30,797.00	27,782.16	32,126.00	32,126.00	32,126.00
13570920	5114	TUTORS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570920	5117	ADMINISTRATIVE	290,208.25	286,518.00	286,518.00	266,400.72	299,845.00	299,845.00	299,845.00
13570920	5130	MIDDLE SCHOOL	2,729,656.22	2,714,469.00	2,714,469.00	2,039,652.93	2,786,136.00	2,786,136.00	2,786,136.00
13570920	5150	FRINGE/STIPENDS	30,505.00	28,250.00	28,250.00	13,315.00	28,250.00	28,250.00	28,250.00
13570920	5163	PARAPROFESSIONALS	49,978.44	47,791.00	47,791.00	42,912.52	50,180.00	50,180.00	50,180.00
13570940	5160	CLERICAL	65,009.57	73,370.00	73,370.00	69,336.25	74,942.00	74,942.00	74,942.00
13570950	5114	TUTORS	18,032.00	17,100.00	17,100.00	0.00	17,100.00	17,100.00	17,100.00
13571020	5114	TUTORS	31,862.50	29,250.00	29,250.00	26,968.75	29,835.00	29,835.00	29,835.00
13571020	5140	HIGH SCHOOL	5,226,115.00	5,347,335.00	5,347,335.00	4,115,674.87	5,526,577.00	5,526,577.00	5,526,577.00
13571020	5150	FRINGE/STIPENDS	14,080.63	18,500.00	18,500.00	11,545.46	18,500.00	18,500.00	18,500.00
13571020	5160	CLERICAL	126,900.64	129,854.00	129,854.00	123,079.38	174,118.00	174,118.00	174,118.00
13571020	5163	PARAPROFESSIONALS	22,264.62	15,044.00	15,044.00	13,405.86	15,796.00	15,796.00	15,796.00
13571060	5117	ADMINISTRATIVE	494,236.44	494,264.00	494,264.00	439,003.73	515,364.00	515,364.00	515,364.00
13571120	5150	FRINGE/STIPENDS	1,250.00	3,000.00	3,000.00	804.53	3,000.00	3,000.00	3,000.00
13571120	5160	CLERICAL	28,873.60	29,629.00	29,629.00	27,532.16	30,796.00	30,796.00	30,796.00
13571320	5117	ADMINISTRATIVE	0.00	0.00	0.00	0.00	95,339.00	95,339.00	95,339.00
13571320	5140	HIGH SCHOOL	0.00	0.00	0.00	0.00	381,789.00	381,789.00	381,789.00
13571320	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	500.00	500.00	500.00
13571320	5163	PARAPROFESSIONALS	0.00	0.00	0.00	0.00	69,062.00	69,062.00	69,062.00
Total Regular Day-Salem Prep-HS-Psnl			19,292,260.44	21,199,613.00	21,299,613.00	16,523,681.30	22,116,069.00	22,116,069.00	22,116,069.00
Regular Day- Teach/Und-Exp									
13570141	5320	CONTRACTED SERVICES	20,108.81	21,383.00	21,383.00	16,138.46	21,383.00	21,383.00	21,383.00
13570141	5333	PUPIL TRANSPORTATION	61.09	0.00	0.00	0.00	0.00	0.00	0.00
13570141	5508	EDUCATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570141	5511	TEXTBOOKS	2,978.45	1,782.00	1,782.00	0.00	1,782.00	1,782.00	1,782.00
13570141	5514	INSTRUCTIONAL SUPPLI	56,827.61	58,005.00	53,005.00	33,904.75	53,005.00	53,005.00	53,005.00
13570141	5710	IN STATE TRAVEL/MEETINGS	540.02	0.00	0.00	0.00	0.00	0.00	0.00
13570141	5730	DUES AND SUB	6,498.39	6,500.00	11,500.00	9,986.91	11,500.00	11,500.00	11,500.00
13570141	5852	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570141	5860	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570151	5333	PUPIL TRANSPORTATION	497,020.00	558,000.00	558,000.00	501,818.00	508,000.00	508,000.00	508,000.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
13570221	5320	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570221	5421	OFFICE SUPPLIES (GEN	12,051.77	8,200.00	4,313.00	3,914.44	4,313.00	4,313.00	4,313.00
13570221	5429	MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570221	5511	TEXTBOOKS	12,588.97	8,648.00	8,648.00	8,287.02	8,648.00	8,648.00	8,648.00
13570221	5514	INSTRUCTIONAL SUPPLI	9,387.60	10,000.00	13,887.00	13,135.56	13,887.00	13,887.00	13,887.00
13570321	5320	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5381	PRINTING AND BINDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5421	OFFICE SUPPLIES (GEN	10,515.10	10,550.00	10,550.00	7,635.76	10,550.00	10,550.00	10,550.00
13570321	5429	MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5511	TEXTBOOKS	10,285.61	6,176.00	6,176.00	3,891.80	6,176.00	6,176.00	6,176.00
13570321	5512	BOOKS-LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5514	INSTRUCTIONAL SUPPLI	6,971.72	7,000.00	7,000.00	6,805.24	7,000.00	7,000.00	7,000.00
13570321	5515	AUDIO VISUAL SUPPLIE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5710	IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5730	DUES AND SUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5852	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570321	5860	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570421	5320	CONTRACTED SERVICES	79.00	200.00	0.00	0.00	0.00	0.00	0.00
13570421	5421	OFFICE SUPPLIES (GEN	4,860.39	5,000.00	5,000.00	4,863.86	5,000.00	5,000.00	5,000.00
13570421	5429	MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570421	5511	TEXTBOOKS	10,000.00	5,939.00	1,039.00	985.09	4,000.00	4,000.00	4,000.00
13570421	5512	BOOKS-LIBRARY	672.70	763.00	269.00	206.81	500.00	500.00	500.00
13570421	5514	INSTRUCTIONAL SUPPLI	8,812.51	5,807.00	10,707.00	10,083.13	4,508.00	4,508.00	4,508.00
13570421	5730	DUES AND SUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570421	5860	EQUIPMENT	1,143.56	1,144.00	1,838.00	1,833.00	2,000.00	2,000.00	2,000.00
13570521	5320	CONTRACTED SERVICES	1,780.00	1,780.00	1,780.00	0.00	0.00	0.00	0.00
13570521	5381	PRINTING AND BINDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521	5421	OFFICE SUPPLIES (GEN	11,144.22	9,770.00	9,770.00	7,507.14	9,770.00	9,770.00	9,770.00
13570521	5429	MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521	5511	TEXTBOOKS	13,215.15	5,939.00	5,939.00	0.00	5,939.00	5,939.00	5,939.00
13570521	5512	BOOKS-LIBRARY	1,397.10	7,936.00	7,936.00	543.22	7,936.00	7,936.00	7,936.00
13570521	5514	INSTRUCTIONAL SUPPLI	14,005.37	10,939.00	10,939.00	10,279.22	12,719.00	12,719.00	12,719.00
13570521	5515	AUDIO VISUAL SUPPLIE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521	5710	IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521	5730	DUES AND SUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
13570521	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521	5852	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570521	5860	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570621	5320	CONTRACTED SERVICES	286.00	300.00	300.00	0.00	300.00	300.00	300.00
13570621	5421	OFFICE SUPPLIES (GEN	5,594.37	5,829.00	5,829.00	5,713.05	5,829.00	5,829.00	5,829.00
13570621	5429	MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570621	5511	TEXTBOOKS	13,564.13	8,071.00	8,071.00	5,427.74	8,071.00	8,071.00	8,071.00
13570621	5512	BOOKS-LIBRARY	1,990.66	1,588.00	1,588.00	482.90	1,588.00	1,588.00	1,588.00
13570621	5514	INSTRUCTIONAL SUPPLI	11,409.34	11,412.00	11,412.00	9,219.29	11,412.00	11,412.00	11,412.00
13570621	5730	DUES AND SUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570621	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570621	5860	EQUIPMENT	47.84	64.00	64.00	63.59	64.00	64.00	64.00
13570721	5320	CONTRACTED SERVICES	1,384.00	1,000.00	1,000.00	206.01	1,000.00	1,000.00	1,000.00
13570721	5421	OFFICE SUPPLIES (GEN	1,914.24	3,000.00	3,000.00	2,999.57	3,000.00	3,000.00	3,000.00
13570721	5429	MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570721	5511	TEXTBOOKS	10,483.08	11,877.00	11,877.00	5,618.32	11,877.00	11,877.00	11,877.00
13570721	5512	BOOKS-LIBRARY	993.08	916.00	916.00	831.56	916.00	916.00	916.00
13570721	5514	INSTRUCTIONAL SUPPLI	20,610.35	21,237.00	21,237.00	15,592.34	21,237.00	21,237.00	21,237.00
13570721	5852	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570721	5860	EQUIPMENT	3,390.52	4,230.00	4,230.00	1,994.79	4,230.00	4,230.00	4,230.00
13570821	5320	CONTRACTED SERVICES	945.00	0.00	0.00	0.00	0.00	0.00	0.00
13570821	5421	OFFICE SUPPLIES (GEN	9,098.81	10,000.00	1,794.00	1,794.00	1,794.00	1,794.00	1,794.00
13570821	5429	MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570821	5511	TEXTBOOKS	5,384.09	3,231.00	11,437.00	11,019.20	11,437.00	11,437.00	11,437.00
13570821	5512	BOOKS-LIBRARY	4,977.48	3,815.00	3,815.00	1,893.55	3,815.00	3,815.00	3,815.00
13570821	5514	INSTRUCTIONAL SUPPLI	17,385.29	17,500.00	17,500.00	17,058.56	17,500.00	17,500.00	17,500.00
13570821	5515	AUDIO VISUAL SUPPLIE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570821	5860	EQUIPMENT	4,533.96	5,000.00	5,000.00	4,204.14	5,000.00	5,000.00	5,000.00
13570921	5320	CONTRACTED SERVICES	0.00	2,129.00	2,129.00	2,023.00	2,129.00	2,129.00	2,129.00
13570921	5381	PRINTING AND BINDING	6,499.01	6,500.00	6,500.00	1,929.62	6,500.00	6,500.00	6,500.00
13570921	5421	OFFICE SUPPLIES (GEN	14,440.48	13,500.00	13,500.00	1,825.37	13,500.00	13,500.00	13,500.00
13570921	5429	MISC SUPPLIES	960.00	960.00	960.00	0.00	960.00	960.00	960.00
13570921	5511	TEXTBOOKS	10,142.37	6,597.00	6,597.00	0.00	6,597.00	6,597.00	6,597.00
13570921	5512	BOOKS-LIBRARY	14,170.19	11,074.00	11,074.00	7,642.70	11,074.00	11,074.00	11,074.00
13570921	5514	INSTRUCTIONAL SUPPLI	32,623.38	31,649.00	31,649.00	10,736.14	31,649.00	31,649.00	31,649.00
13570921	5515	AUDIO VISUAL SUPPLIE	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
13570921	5710	IN STATE TRAVEL/MEETINGS	0.00	1,118.00	1,118.00	0.00	1,118.00	1,118.00	1,118.00
13570921	5730	DUES AND SUB	0.00	1,423.00	1,423.00	178.00	1,423.00	1,423.00	1,423.00
13570921	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570921	5852	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13570921	5860	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13571021	5320	CONTRACTED SERVICES	10,700.00	10,700.00	10,700.00	8,355.29	10,700.00	10,700.00	10,700.00
13571021	5381	PRINTING AND BINDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13571021	5421	OFFICE SUPPLIES (GEN	22,991.95	23,000.00	23,000.00	22,011.98	24,000.00	24,000.00	24,000.00
13571021	5429	MISC SUPPLIES	1,000.00	1,000.00	1,000.00	961.72	0.00	0.00	0.00
13571021	5511	TEXTBOOKS	21,902.77	14,846.00	37,596.00	37,041.55	37,596.00	37,596.00	37,596.00
13571021	5512	BOOKS-LIBRARY	4,634.52	6,104.00	6,104.00	6,102.41	6,104.00	6,104.00	6,104.00
13571021	5514	INSTRUCTIONAL SUPPLI	37,620.49	37,722.00	51,722.00	47,341.28	53,722.00	53,722.00	53,722.00
13571021	5515	AUDIO VISUAL SUPPLIE	600.79	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00
13571021	5710	IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13571021	5730	DUES AND SUB	4,991.87	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
13571021	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13571021	5860	EQUIPMENT	21,331.65	21,400.00	5,106.00	5,100.21	7,806.00	7,806.00	7,806.00
13571121	5320	CONTRACTED SERVICES	0.00	750.00	750.00	0.00	750.00	750.00	750.00
13571121	5381	PRINTING AND BINDING	0.00	500.00	500.00	0.00	500.00	500.00	500.00
13571121	5421	OFFICE SUPPLIES (GEN	1,465.59	2,000.00	2,000.00	1,700.85	2,000.00	2,000.00	2,000.00
13571121	5429	MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13571121	5514	INSTRUCTIONAL SUPPLI	1,270.26	1,438.00	1,438.00	558.77	1,438.00	1,438.00	1,438.00
13571121	5860	EQUIPMENT	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
13571321	5320	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	2,800.00	2,800.00	2,800.00
13571321	5421	OFFICE SUPPLIES (GEN	0.00	0.00	0.00	0.00	800.00	800.00	800.00
13571321	5514	INSTRUCTIONAL SUPPLI	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
13571321	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
Total	Regular Day-Salem Prep-HS-Exp		1,034,282.70	1,063,941.00	1,084,397.00	886,446.91	1,040,852.00	1,040,852.00	1,040,852.00

250	057	Department Total	20,326,543.14	22,263,554.00	22,384,010.00	17,410,128.21	23,156,921.00	23,156,921.00	23,156,921.00
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CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
SPED- Supervision-Psnl									
13640140	5163	PARAPROFESSIONALS	447.53	0.00	0.00	0.00	0.00	0.00	0.00
13640160	5100	SUBSTITUTE TEACHERS	107,081.29	100,000.00	100,000.00	89,694.62	100,000.00	100,000.00	100,000.00
13640160	5111	SALARIES-FULL TIME	269,395.70	270,144.00	270,144.00	286,394.77	286,395.00	286,395.00	286,395.00
13640160	5114	TUTORS	75,429.00	35,000.00	35,000.00	23,878.75	35,000.00	35,000.00	35,000.00
13640160	5117	ADMINISTRATIVE	198,434.08	283,799.00	283,799.00	267,994.96	317,035.00	317,035.00	317,035.00
13640160	5125	DIST WIDE TEACHING	1,209,333.66	2,642,757.00	2,642,757.00	2,127,729.37	2,186,838.00	2,186,838.00	2,186,838.00
13640160	5160	CLERICAL	31,993.56	69,844.00	69,844.00	76,210.20	80,146.00	80,146.00	80,146.00
13640180	5112	TRANSPORTATION	417,584.17	362,580.00	362,580.00	388,708.81	340,228.00	340,228.00	340,228.00
13640180	5131	OVERTIME (GENERAL)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13640180	5160	CLERICAL	39,326.71	34,879.00	34,879.00	33,076.58	36,412.00	36,412.00	36,412.00
13640180	5165	NON-INST SUPERVISOR	51,196.20	51,001.00	51,001.00	48,587.47	53,060.00	53,060.00	53,060.00
13640220	5102	ELEMENTARY	343,167.62	228,339.00	228,339.00	152,036.80	440,771.00	440,771.00	440,771.00
13640220	5163	PARAPROFESSIONALS	188,315.71	181,402.00	181,402.00	146,335.08	163,717.00	163,717.00	163,717.00
13640320	5102	ELEMENTARY	245,446.67	243,611.00	243,611.00	195,840.02	451,397.00	451,397.00	451,397.00
13640320	5163	PARAPROFESSIONALS	75,228.13	77,428.00	77,428.00	111,880.24	119,382.00	119,382.00	119,382.00
13640420	5102	ELEMENTARY	408,189.85	374,059.00	374,059.00	361,583.10	384,782.00	384,782.00	384,782.00
13640420	5163	PARAPROFESSIONALS	107,185.12	120,221.00	120,221.00	101,502.47	80,576.00	80,576.00	80,576.00
13640520	5102	ELEMENTARY	227,085.21	280,105.00	280,105.00	169,680.86	267,319.00	267,319.00	267,319.00
13640520	5163	PARAPROFESSIONALS	144,094.28	124,428.00	124,428.00	116,081.55	129,830.00	129,830.00	129,830.00
13640620	5102	ELEMENTARY	330,979.24	231,901.00	231,901.00	185,006.63	253,383.00	253,383.00	253,383.00
13640620	5163	PARAPROFESSIONALS	147,215.97	112,630.00	112,630.00	114,841.42	120,666.00	120,666.00	120,666.00
13640720	5102	ELEMENTARY	139,648.55	165,764.00	165,764.00	107,242.32	158,350.00	158,350.00	158,350.00
13640720	5163	PARAPROFESSIONALS	170,144.86	165,105.00	165,105.00	159,173.64	185,601.00	185,601.00	185,601.00
13640820	5102	ELEMENTARY	619,622.18	468,738.00	468,738.00	349,931.27	718,229.00	718,229.00	718,229.00
13640820	5163	PARAPROFESSIONALS	341,755.66	267,413.00	267,413.00	246,724.45	263,407.00	263,407.00	263,407.00
13640920	5130	MIDDLE SCHOOL	1,094,167.42	1,011,560.00	1,011,560.00	771,892.52	1,213,958.00	1,213,958.00	1,213,958.00
13640920	5163	PARAPROFESSIONALS	389,313.36	392,863.00	392,863.00	295,850.20	360,298.00	360,298.00	360,298.00
13641020	5140	SPED High Schl-Psnl	1,884,475.50	1,768,293.00	1,768,293.00	1,368,898.74	1,434,843.00	1,434,843.00	1,434,843.00
13641020	5163	PARAPROFESSIONAL	491,070.16	425,954.00	425,954.00	348,901.46	377,275.00	377,275.00	377,275.00
13641120	5111	SALARIES-FULL TIME	553,810.57	348,000.00	348,000.00	300,730.50	372,679.00	372,679.00	372,679.00
13641120	5163	PARAPROFESSIONALS	144,915.92	143,580.00	143,580.00	128,531.49	150,294.00	150,294.00	150,294.00
Total SPED- Pre Schl-Psnl			10,446,053.88	10,981,398.00	10,981,398.00	9,074,940.29	11,081,871.00	11,081,871.00	11,081,871.00

SPED- Teach/Und-Exp

13640161	5302	MEDICAL CONTRACTUAL	758,271.96	271,000.00	271,000.00	230,431.13	271,000.00	271,000.00	271,000.00
13640161	5307	INSTRUCT/EDUC TEST	2,894.13	0.00	0.00	0.00	0.00	0.00	Sec 8 - 2990

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
13640161	5313	EDUCATION EVALUATION	49,772.50	50,000.00	50,000.00	44,593.71	50,000.00	50,000.00	50,000.00
13640161	5317	EDUCATIONAL TRAINING	22,270.50	20,000.00	20,000.00	15,285.26	20,000.00	20,000.00	20,000.00
13640161	5320	CONTRACTED SERVICES	449,471.76	463,000.00	463,000.00	371,128.21	383,575.00	383,575.00	383,575.00
13640161	5324	TUITION	3,211,236.04	3,250,385.00	3,250,385.00	2,748,006.32	3,097,897.00	3,097,897.00	3,097,897.00
13640161	5421	OFFICE SUPPLIES (GEN	8,077.73	9,000.00	9,000.00	6,703.61	9,000.00	9,000.00	9,000.00
13640161	5514	INSTRUCTIONAL SUPPLI	61,002.58	60,000.00	60,000.00	42,013.68	63,000.00	63,000.00	63,000.00
13640161	5519	COMPUTER SOFTWARE	5,000.00	5,000.00	5,000.00	4,364.23	5,000.00	5,000.00	5,000.00
13640161	5582	DATA PROCESSING SUPP	607.39	1,200.00	1,200.00	1,198.80	1,200.00	1,200.00	1,200.00
13640161	5780	OTHER EXPENSES	1,193.42	1,200.00	1,200.00	816.48	1,200.00	1,200.00	1,200.00
13640161	5860	EQUIPMENT	20,255.03	20,000.00	20,000.00	19,375.15	22,100.00	22,100.00	22,100.00
13640181	5244	VEHICLE REPAIR AND M	15,030.94	30,000.00	30,000.00	17,510.02	30,000.00	30,000.00	30,000.00
13640181	5332	SPEC ED TRANSPORTATI	755,087.93	740,000.00	740,000.00	656,982.27	740,000.00	740,000.00	740,000.00
Total SPED- Trans-Exp			5,360,171.91	4,920,785.00	4,920,785.00	4,158,408.87	4,693,972.00	4,693,972.00	4,693,972.00
250	064	Department Total	15,806,225.79	15,902,183.00	15,902,183.00	13,233,349.16	15,775,843.00	15,775,843.00	15,775,843.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Bilingual- Supervision-Psnl									
13700120	5125	DIST WIDE TEACHING	161,989.46	348,196.00	348,196.00	167,552.04	205,900.00	205,900.00	205,900.00
13700120	5160	CLERICAL	37,528.67	117,996.00	0.00	0.00	0.00	0.00	0.00
13700120	5163	PARAPROFESSIONALS	31,446.80	30,826.00	0.00	0.00	0.00	0.00	0.00
13700130	5114	TUTORS/TRANSLATORS	93,912.17	68,400.00	68,400.00	59,143.75	37,640.00	37,640.00	37,640.00
13700220	5102	ELEMENTARY	33,376.78	27,093.00	27,093.00	64,779.02	71,242.00	71,242.00	71,242.00
13700320	5102	ELEMENTARY	236,448.04	251,499.00	251,499.00	208,712.96	334,703.00	334,703.00	334,703.00
13700320	5163	PARAPROFESSIONALS	16,890.48	22,605.00	22,605.00	0.00	22,605.00	22,605.00	22,605.00
13700420	5102	ELEMENTARY	106,962.98	108,863.00	108,863.00	132,465.70	181,748.00	181,748.00	181,748.00
13700520	5111	SALARIES-FULL TIME	897,751.06	116,090.00	116,090.00	133,181.74	177,395.00	177,395.00	177,395.00
13700520	5114	TUTORS	0.00	0.00	0.00	0.00	17,640.00	17,640.00	17,640.00
13700620	5102	ELEMENTARY	43,567.94	63,565.00	63,565.00	76,274.17	104,311.00	104,311.00	104,311.00
13700620	5114	TUTORS	0.00	0.00	0.00	0.00	17,640.00	17,640.00	17,640.00
13700720	5111	SALARIES-FULL TIME	69,799.41	73,820.00	73,820.00	93,225.12	132,106.00	132,106.00	132,106.00
13700820	5102	ELEMENTARY	101,159.78	108,273.00	108,273.00	82,633.51	114,446.00	114,446.00	114,446.00
13700920	5114	TUTORS	13,848.99	17,640.00	17,640.00	16,247.00	17,640.00	17,640.00	17,640.00
13700920	5130	MIDDLE SCHOOL	245,425.13	254,660.00	254,660.00	258,962.85	339,187.00	339,187.00	339,187.00
13701020	5111	SALARIES-FULL TIME	47,826.60	32,559.00	32,559.00	17,337.32	0.00	0.00	0.00
13701020	5114	TUTORS	15,580.05	0.00	0.00	0.00	0.00	0.00	0.00
13701020	5140	TEACHING	384,845.64	465,068.00	465,068.00	388,977.20	494,570.00	494,570.00	494,570.00
13701020	5163	PARAPROFESSIONALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Bilingual- High Schl-Psnl			2,538,359.98	2,107,153.00	1,958,331.00	1,699,492.38	2,268,773.00	2,268,773.00	2,268,773.00
Bilingual- Teach/Und-Exp									
13701331	5320	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13702030	5421	OFFICE SUPPLIES (GEN	2,760.57	4,000.00	4,000.00	3,976.26	4,000.00	4,000.00	4,000.00
Total Bilingual- Supervision-Exp			2,760.57	4,000.00	4,000.00	3,976.26	4,000.00	4,000.00	4,000.00
250	070	Department Total	2,541,120.55	2,111,153.00	1,962,331.00	1,703,468.64	2,272,773.00	2,272,773.00	2,272,773.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
GENERAL FUND-IN KIND EXPENSES									
13901221	5270	RENTAL & LEASE	30,025.64	0.00	0.00	0.00	0.00	0.00	0.00
Total GENERAL FUND-IN KIND EXP			30,025.64	0.00	0.00	0.00	0.00	0.00	0.00
250	090	Department Total	30,025.64	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Reserve Fund- Contingncy-Ps									
13930120	5161	RETROACTIVE WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13930120	5171	COLLECTIVE BARGANING RESERVE	0.00	0.00	1,073,073.00	704,433.45	125,000.00	125,000.00	125,000.00
	Total	Reserve Fund- Contingncy-Ps	0.00	0.00	1,073,073.00	704,433.45	125,000.00	125,000.00	125,000.00
250	093	Department Total	0.00	0.00	1,073,073.00	704,433.45	125,000.00	125,000.00	125,000.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Prof Dev- Prof Dev-Psnl									
13990160	5150	FRINGE/STIPENDS	7,084.07	0.00	0.00	0.00	0.00	0.00	0.00
13990410	5150	FRINGE/STIPENDS	0.00	25,000.00	25,000.00	23,538.36	25,000.00	25,000.00	25,000.00
13990710	5150	FRINGE/STIPENDS	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	Prof Dev-Saltonstall-Prof Dev		7,184.07	25,000.00	25,000.00	23,538.36	25,000.00	25,000.00	25,000.00
Professional Development-tech									
13990145	5317	EDUCATIONAL TRAINING	4,984.00	4,984.00	4,984.00	2,364.86	4,984.00	4,984.00	4,984.00
13990161	5317	EDUCATIONAL TRAINING	15,000.00	52,395.00	27,395.00	12,134.56	27,395.00	27,395.00	27,395.00
13990161	5324	TUITION	39,999.90	40,000.00	40,000.00	39,999.80	40,000.00	40,000.00	40,000.00
13990161	5514	INSTRUCTIONAL SUPPLI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13990241	5317	EDUCATIONAL TRAINING	925.37	0.00	0.00	0.00	0.00	0.00	0.00
13990321	5317	EDUCATIONAL TRAINING	5,088.28	1,980.00	1,980.00	0.00	1,980.00	1,980.00	1,980.00
13990420	5317	EDUCATIONAL TRAINING	1,005.65	1,155.00	1,155.00	199.00	4,000.00	4,000.00	4,000.00
13990541	5317	EDUCATIONAL TRAINING	4,600.00	1,518.00	1,518.00	0.00	1,518.00	1,518.00	1,518.00
13990621	5317	EDUCATIONAL TRAINING	2,120.00	825.00	825.00	0.00	825.00	825.00	825.00
13990720	5317	EDUCATIONAL TRAINING	3,475.00	1,650.00	1,650.00	0.00	1,650.00	1,650.00	1,650.00
13990821	5317	EDUCATIONAL TRAINING	2,860.00	3,650.00	3,650.00	500.00	3,650.00	3,650.00	3,650.00
13990941	5317	EDUCATIONAL TRAINING	10,051.70	3,337.00	3,337.00	0.00	3,337.00	3,337.00	3,337.00
13991021	5317	EDUCATIONAL TRAINING	6,670.46	4,950.00	7,650.00	5,559.41	4,950.00	4,950.00	4,950.00
Total	Prof Dev- Prof Dev-Exp		96,780.36	116,444.00	94,144.00	60,757.63	94,289.00	94,289.00	94,289.00
250	099	Department Total	103,964.43	141,444.00	119,144.00	84,295.99	119,289.00	119,289.00	119,289.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

	Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Fund Totals For 100	48,315,381.27	50,508,040.00	51,581,113.00	41,423,034.15	52,553,423.00	52,553,423.00	52,553,423.00

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
BUDGET TRANSFERS OUT OF GF									
120	5963	TRANSFERS TO CPA FUND	0.00	0.00	0.00	0.00	50,000.00	50,000.00	50,000.00
120	5964	TRANS TO STABILIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	5965	TRANS TO RETIREMENT STAB-8311	400,000.00	850,000.00	850,000.00	850,000.00	600,000.00	600,000.00	600,000.00
120	5966	TRANS TO CIP FUND-2000	200,000.00	340,000.00	340,000.00	340,000.00	303,000.00	303,000.00	303,000.00
120	5967	TRANS TO CHARTER SCHOOL	764,000.00	1,011,111.00	1,011,111.00	1,011,111.00	1,060,257.00	1,060,257.00	1,060,257.00
120	5968	TRANSFER TO HRA FUND	0.00	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00
120	5969	TRANS TO SALEM 2026 FUND	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
Total BUDGET TRANSFERS OUT OF			1,364,000.00	2,301,111.00	2,301,111.00	2,301,111.00	2,023,257.00	2,023,257.00	2,023,257.00
900	000	Department Total	1,364,000.00	2,301,111.00	2,301,111.00	2,301,111.00	2,023,257.00	2,023,257.00	2,023,257.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Budget Transfers Out of General Fund - 900

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
120	5963	Transfers to CPA Fund			
		City Appropriation for Playgrounds Upgrades	50,000	50,000	50,000
TOTAL			50,000	50,000	50,000
120	5964	Transfers to Stabilization Fund 8301			
		Annual transfer to stabilization per City Policy	-	-	-
TOTAL			-	-	-
120	5965	Transfers to Retirement stabilization Fund 8311			
		To Fund Retirements For Fiscal Year	600,000	600,000	600,000
TOTAL			600,000	600,000	600,000
120	5966	Transfers to Capital Improvement Fund 2000			
		Annual Transfer to CIP for smaller capital equipment & repairs per City policy	303,000	303,000	303,000
TOTAL			303,000	303,000	303,000
120	5967	Transfer to Charter School			
		City portion of Salem Community Charter School	1,060,257	1,060,257	1,060,257
TOTAL			1,060,257	1,060,257	1,060,257
120	5969	Transfer To Salem 2026-400 Anniversary Fund			
		Fund set up for Salem's 400th Anniversary Celebration	10,000	10,000	10,000
TOTAL			10,000	10,000	10,000
TOTAL PROPOSED			2,023,257	2,023,257	2,023,257

Public Services – Sewer Enterprise

Mission Statement – Why We Exist

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

Significant Budget & Staffing Changes For FY 2014

We would hope to maintain the level of services as provided at this time. GPS tracking has been added to DPW vehicles and the cost will be split between General and Water & Sewer Enterprise funds.

Recent Accomplishments

- Viewed 24 sewer lines with contracted video cameras
- Rebuilt 42 sewer manholes and catch basins
- Cleaned 3000'+ feet of sewer line
- Cleaned 500+ catch basins
- Web site used for up-to-date sewer related bulletins.
- Began sewer inspection records for reference
- Utilize GIS system in place

FY 2014 Goals & Objectives

- Maintain sewer system to help reduce sewer backups
- Replace and secure rims and covers - manhole
- Routine cleaning of catch basins
- Clean 3000 feet of sewer line
- Continue to view thru video any troubled areas
- Reduce flooding of areas thru active c/b cleaning
- Utilization of reverse 911
- Leak detection efforts to continue to identify areas of weakness in the infrastructure and implement repairs and maintenance of, minimizing sewer and drain leaks and breaks.
- TV Camering with contractor

- Continue to investigate sewer separation in certain areas
- Would like to purchase light tower (cip funding)
- Would like to purchase message boards (cip funding)

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY2014
Sewer Backups Reported -Residential & City Owned	49		50	
City Responsible	22		25	
Resident Responsible	27		25	

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Reduction in expenditures
- Better use of implementing purchasing laws and practices.
- Improved monitoring of contractual services

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Sewer-Pub Serv-Personnel									
600031	5111	SALARIES-FULL TIME	229,025.64	240,467.00	246,662.00	219,971.20	286,476.00	287,171.00	287,171.00
600031	5131	OVERTIME (GENERAL)	8,494.20	10,560.00	10,879.00	6,382.22	10,560.00	10,560.00	10,560.00
600031	5150	FRINGE/STIPENDS	5,359.00	5,359.00	5,359.00	4,422.78	0.00	0.00	0.00
Total Sewer-Pub Serv-Personnel			242,878.84	256,386.00	262,900.00	230,776.20	297,036.00	297,731.00	297,731.00
Sewer-Pub Serv-Expenses									
600032	5211	ELECTRICITY	6,235.44	8,000.00	8,000.00	7,045.74	8,000.00	9,000.00	9,000.00
600032	5215	NATURAL GAS	9,165.52	9,180.00	5,180.00	3,703.70	9,180.00	9,000.00	9,000.00
600032	5251	UTILITY SERV REP & MAINT	9,416.53	10,399.00	10,399.00	9,473.94	10,399.00	10,399.00	10,399.00
600032	5301	POLICE DETAIL	5,291.85	5,000.00	5,400.00	5,320.00	5,000.00	5,000.00	5,000.00
600032	5317	EDUCATIONAL TRAINING	0.00	500.00	100.00	100.00	500.00	500.00	500.00
600032	5320	CONTRACTED SERVICES	4,575.00	3,690.00	2,410.00	1,409.50	3,690.00	3,690.00	3,690.00
600032	5341	TELEPHONE	0.00	5,150.00	5,150.00	5,605.40	5,640.00	5,640.00	5,640.00
600032	5421	OFFICE SUPPLIES (GEN	407.05	750.00	400.00	384.37	750.00	750.00	750.00
600032	5481	GASOLINE/DIESEL FUEL	127,400.00	123,700.00	158,830.00	154,237.77	123,700.00	123,700.00	123,700.00
600032	5483	VEHICLE PRTS & ACCES	19,477.76	20,000.00	20,000.00	18,121.66	20,000.00	20,000.00	20,000.00
600032	5485	STREET SWEEPER BROOM	1,937.17	2,500.00	2,500.00	2,334.82	2,500.00	2,500.00	2,500.00
600032	5839	INFRASTRUCTURE REPAI	18,995.89	15,000.00	10,500.00	10,420.15	15,000.00	15,000.00	15,000.00
Total Sewer-Pub Serv-Expenses			202,902.21	203,869.00	228,869.00	218,157.05	204,359.00	205,179.00	205,179.00
230	440	Department Total	445,781.05	460,255.00	491,769.00	448,933.25	501,395.00	502,910.00	502,910.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Propsed FY 2014 52.2	Council Voted FY 2014
RENNARD	RICHARD	230 SEWER-PUBLIC SERV	600031-5111 PUBLIC SERVICES DIR	06031974	30,676.60		0.0		33%	1,787.68	1,787.68	Retired	-	-	-
TOMASZ	JOHN	230 SEWER-PUBLIC SERV	600031-5111 PUBLIC SERVICES DIR				0.3		33%	2,019.23	2,019.23	34,783.26	2,059.61	35,478.92	35,478.92
					209,790.37		5.2			Total AFSCME 1818		251,692.02		251,692.02	251,692.02
					240,466.97		5.5		Total Full Time - 5111			286,475.28		287,170.94	287,170.94
					10,560.00				0.3			10,560.00		10,560.00	10,560.00
					5,359.00				4.7	1,150.00					
					256,385.97		5.5		Department Total			297,035.28		297,730.94	297,730.94

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	5.0	5.0	5.5	0.5

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
BARNES	DAVID	230 SEWER - PUBLIC SERV	600031-5111	HME0	6/27/2012	-	0.5	807.08	823.22	6/27/2014	857.57	50.2 2.0	50%	21,520.43	21,520.43	21,520.43	
BEAUREGARD	RICHARD	230 SEWER - PUBLIC SERV	600031-5111	HEAD FOREMAN	12/18/2006	26,448.24	0.5	1,075.08	1,096.58				50%	28,620.78	28,620.78	28,620.78	
CLAY	JOHN	230 SEWER - PUBLIC SERV	600031-5111	HEO	03221999	22,010.32	0.5	900.99	919.01				50%	23,986.16	23,986.16	23,986.16	
CONDON	DEREK	230 SEWER - PUBLIC SERV	600031-5111	HME0	9/8/2000	20,375.24	0.5	836.84	853.58				50%	22,278.35	22,278.35	22,278.35	
COVIELLO	VALERIE	230 SEWER - PUBLIC SERV	600031-5111	PRINCIPAL ACCT CLERK	3/2/2000	14,023.04	0.3	862.71	879.96				33%	15,311.22	15,311.22	15,311.22	
CULIPHER	WAYNE	230 SEWER - PUBLIC SERV	600031-5111	HEO III	09011997	22,010.47	0.0	-	-				50%	-	-	-	
LEVESQUE	JAMES	230 SEWER - PUBLIC SERV	600031-5111	S/Sidewalk Foreman	06211999	17,455.87	0.3	1,075.08	1,096.58				33%	18,889.71	18,889.71	18,889.71	
MARINO	PAUL	230 SEWER - PUBLIC SERV	600031-5111	WORKING FOREMAN	07231998	23,961.59	0.5	977.54	997.09				50%	26,024.07	26,024.07	26,024.07	
MURRAY III	JOHN	230 SEWER - PUBLIC SERV	600031-5111	WATER SYS MAIN CRAFT	05221989	20,375.24	0.5	836.84	853.58				50%	22,278.35	22,278.35	22,278.35	
MURRAY III	Shift Differentia	230 SEWER - PUBLIC SERV	600031-5111	Base Rate X 8% (4 days 32 hrs at \$.50)		1,630.02		66.95	68.29				50%	1,782.27	1,782.27	1,782.27	
OSGOOD	STEPHEN	230 SEWER - PUBLIC SERV	600031-5111	HME0	1/27/2007	20,375.16	0.5	836.84	853.58				50%	22,278.35	22,278.35	22,278.35	
PERRY	SCOTT	230 SEWER - PUBLIC SERV	600031-5111	HEO	9/1/2007	20,375.19	0.0	-	-				50%	-	-	-	
Replace Cullipher		230 SEWER - PUBLIC SERV	600031-5111	HEO	09011997	22,010.47	0.5	900.99	919.01				50%	23,986.16	23,986.16	23,986.16	
Upgrade to Mason in FY14		230 SEWER - PUBLIC SERV	600031-5111	MASON	7/1/2013	-	0.5	900.99	919.01				50%	23,986.16	23,986.16	23,986.16	
OUT OF GRADE						750.00								750.00	750.00	750.00	
						209,790.37	5.2								251,692.02	251,692.02	251,692.02

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Public Services - Sewer Enterprise - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
600032	5211	ELECTRICITY			
		Nat'l Grid electricity power to Public Works Garage 1015.00 X 12 = 12185.00	8,000	9,000	9,000
		Split with DPW/Water/SEWER	8,000	9,000	9,000
TOTAL					
600032	5215	NATURAL GAS			
		Keyspan - avg. monthly \$533 x 12 = \$6396.	9,180	9,000	9,000
		Metromedia - avg. monthly \$942.33 x 12 = \$11308.00			
		Split with DPW/Water/SEWER	9,180	9,000	9,000
TOTAL					
600032	5251	UTILITY SERVICE REPAIR & MAINT			
		E. J. Prescott - pvc pipe, valves, covers, frames, gaskets, & misc. items \$5000. +/-	10,399	10,399	10,399
TOTAL			10,399	10,399	10,399
600032	5301	POLICE DETAIL			
		needed for road work during water sewer line repairs in roads	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
600032	5317	EDUCATIONAL TRAINING			
		New England Water Works Assoc. for employee recertifications			
		Misc. training courses as needed inservices	500	500	500
TOTAL			500	500	500
600032	5320	CONTRACTED SERVICES			
		Trauma Clean, Mackey (videoing)	3,690	3,690	3,690
TOTAL			3,690	3,690	3,690
600032	5421	OFFICE SUPPLIES (GENERAL)			
		Copy paper and other misc. general office supplies purchased	750	750	750
TOTAL			750	750	750
600032	5341	Telephone			
		Sprint/Nextel GPS tracking for DPW Trucks @ 1,410.00 x 12 mos (1/3)	5,640	5,640	5,640
TOTAL			5,640	5,640	5,640
600032	5481	GASOLINE/DIESEL FUEL			
		Fuel for Sewer/Water Vehicles	123,700	123,700	123,700
		Mayors figure represents 3 year average of GF/W/S combined			
TOTAL			123,700	123,700	123,700
600032	5483	VEHICLE PARTS & ACCESSORIES			
		C & C Auto Parts - State Bid - \$20,000-\$25,000	20,000	20,000	20,000
		Tires & Tubes purchased under State Bid (Sullivan Tire & Goodyear Tire),.			
TOTAL			20,000	20,000	20,000
600032	5485	Sweeper			
		associated costs for sweeper repairs	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
600032	5839	INFRASTRUCTURE REPAIR			
		Misc repairs to infrastructure, aggregate products	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
TOTAL PROPOSED			204,359	205,179	205,179

Engineering – Sewer Enterprise

Mission Statement – Why We Exist

The Engineering Department provides technical expertise related to connections to, and extensions of, the municipal wastewater collection system. All sewer infrastructure improvement projects are managed by the Engineering Department. The City Engineer is Salem's representative on the South Essex Sewerage District's (SESD) board of directors. SESD is the regional wastewater treatment plant that serves Danvers, Peabody, Beverly, Marblehead and Salem, located on Fort Avenue in Salem. The Engineering Department manages the contracted operations and maintenance effort, including utility and supply costs, for the City's 8 wastewater pumping stations and mechanical tide gates at the outlet of the Forest River to Salem Harbor. The Department also manages the City's annual city-wide catch basin cleaning program to ensure flood mitigation and storm water quality is maximized.

Engineering is also responsible for the billing of all wastewater expenses, based on usage, to all institutional, commercial, and residential properties in the City that are connected to the municipal collection system, over 12,000 accounts. The sewer department provides customer service in a timely and professional manner in response to billing inquiries, managing current accounts, establishing new accounts, scheduling appointments for meter readers, identifying accounts requiring service, selling meters and deduct meters and processing of over 4,000 water and sewer bills monthly, approximately 15% requiring analysis and estimating. Funding for the efforts described herein is derived from the Sewer Enterprise System.

Significant Budget & Staffing Changes For FY 2014

A part time intern has been requested to help with the various projects and administrative and billing issues in the Water, Sewer and Trash Departments.

Recent Accomplishments

- Continued efforts to identify and remove illicit (direct sanitary) connections to the City's drainage systems. Efforts have focused on the South and North River outfall locations, in response to Notices of Non-Compliance issued to the City from DEP, and recently completed audit by US EPA.
- Received a \$40,000 grant to study and ultimately improve storm drain discharges to the North River outfall on Commercial Street.
- Managed for the fourth year liens on overdue water, sewer and trash bills to 3rd quarter real estate tax bills; resulting in major revenue influx, estimated at over \$350,000 (sewer only). Initiated liens on condo developments owing over \$500 (have lowered this threshold for the last 4 years).
- Advanced CIP funded projects to address flooding issues and storm water collection system deficiencies city-wide, including the South River, Canal Street, Forrester Street, Station Road and Moffat Road.
- Advanced a City-wide Infiltration / Inflow (I/I) Study which metered the entire city's wastewater collection system and identified areas cost effective for further study. Canal Street Sewer improvement projects have been planned to reduce extraneous flow to SESD.
- Managed contract operator for the City's wastewater pumping stations.

- Managed CB cleaning contract.
- Continued streamlining the water and sewer billing system and to expeditiously resolve any billing disputes in a customer friendly manner. Continued to utilize meter software to continually improve customer service.
- Worked on resolving continuing issues within the new meter project, quality control of all meters input to new system, etc. Have effectively troubleshot dozens of meter issues monthly; input over 8,000 meters automatically into Munis (never been done with Neptune meters before).

FY 2014 Goals & Objectives

- Continue illicit connection detection and removal program.
- Address requirements of US EPA court order relative to storm water issues including a wet weather and dry weather sampling of a minimum of 50 storm drain outfalls to Salem Harbor and other Citywater. Follow-upoutfall from .
- Continue resolving flooding and collection system deficiencies city-wide including a large flood mitigation project in the Canal Street/SSU areas.
- Continue Infiltration & Inflow study.
- Manage the contractor operator of the City's wastewater pump stations.
- Manage the City's efforts related to EPA's newly mandated city-wide storm water permit, which will require expenditures on our storm water collection and conveyance systems.
- Evaluate the need for sewer extensions in areas currently unsewered.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY2014
Number of new 5/8 inch meters and/or heads installed	56	45	42	40
Number of over 5/8 inch meters installed	4	6	6	5
Number of MIU's installed		10	25	50
Number of on-site appointments	320	300	270	270
Number of meters installed from ARM program	3,200	5,165	3,500	2175

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Both the City's long and short term goals for sustainable infrastructure will be met with the departments' goals, by reinvesting and rehabilitating the city's wastewater and storm water collection and conveyance infrastructure.
- Partnerships are being developed with the many neighborhood associations, institutions (SSU, Salem Hospital, etc.) and commercial establishments that will enable the Department goals to be obtained.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Sewer-Engineer-Personnel									
600131	5111	SALARIES-FULL TIME	167,932.48	171,568.00	175,217.00	163,864.31	161,255.00	162,804.00	162,804.00
600131	5113	SALARIES-PART TIME	1,340.00	2,800.00	2,800.00	2,136.75	2,800.00	0.00	0.00
600131	5131	OVERTIME (GENERAL)	5,054.65	5,790.00	5,879.00	4,853.47	5,790.00	5,790.00	5,790.00
600131	5150	FRINGE/STIPENDS	2,300.00	2,300.00	2,300.00	1,916.66	0.00	0.00	0.00
Total Sewer-Engineer-Personnel			176,627.13	182,458.00	186,196.00	172,771.19	169,845.00	168,594.00	168,594.00
Sewer-Engineer-Expenses									
600132	5211	ELECTRICITY-PUMP STATION	21,768.30	26,000.00	26,000.00	24,848.26	26,000.00	23,500.00	23,500.00
600132	5277	PHOTOCOPY MACHINE LE	2,946.02	1,200.00	1,200.00	726.05	1,200.00	1,200.00	1,200.00
600132	5278	TELEPHONE EQUIP-PUMP STATION	931.41	2,800.00	2,800.00	759.77	2,800.00	2,000.00	2,000.00
600132	5283	SEWER LINE LEASE	630.00	700.00	700.00	0.00	700.00	700.00	700.00
600132	5305	ACCOUNTING AND AUDIT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
600132	5306	ADVERTISING	650.81	750.00	750.00	269.88	750.00	650.00	650.00
600132	5317	EDUCATIONAL TRAINING	2,308.00	2,500.00	2,500.00	1,790.91	2,500.00	2,500.00	2,500.00
600132	5320	CONTRACTED SERVICES-MAINT	0.00	50,000.00	50,000.00	49,999.05	50,000.00	50,000.00	50,000.00
600132	5342	POSTAGE	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
600132	5375	PUMP STAT OP & MAINT	90,000.00	90,000.00	90,000.00	85,581.81	90,000.00	90,000.00	90,000.00
600132	5381	PRINTING AND BINDING	1,895.55	2,000.00	2,000.00	1,450.54	2,000.00	2,000.00	2,000.00
600132	5421	OFFICE SUPPLIES (GEN	1,949.16	2,500.00	2,500.00	2,285.08	2,500.00	2,500.00	2,500.00
600132	5445	PUMP STATION SUPPL	3,138.49	15,000.00	15,000.00	12,099.01	15,000.00	10,000.00	10,000.00
600132	5520	SOFTWARE SUPPORT/ENHANCEMEI	1,000.00	2,500.00	2,500.00	1,143.75	2,500.00	2,500.00	2,500.00
600132	5710	IN STATE TRAVEL/MEETINGS	500.00	500.00	500.00	500.00	500.00	500.00	500.00
600132	5717	PROF LICENSE REIMB	750.00	750.00	750.00	750.00	750.00	750.00	750.00
600132	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600132	5837	SEWER SYS IMPROV PROG	192,248.25	25,000.00	25,000.00	14,998.80	25,000.00	25,000.00	25,000.00
600132	5869	COMPUTER EQUIP/TECH	7,000.00	1,500.00	1,500.00	868.01	1,500.00	1,500.00	1,500.00
Total Sewer-Engineer-Expenses			337,415.99	233,400.00	233,400.00	207,770.92	233,400.00	225,000.00	225,000.00
235	441	Department Total	514,043.12	415,858.00	419,596.00	380,542.11	403,245.00	393,594.00	393,594.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
CRIPPS CHERYL	235 SEWER-ENGINEERING	600131-5111	SECRETARY		13,587.46		0.3		33%	791.81	791.81	13,639.72	807.65	13,912.51	13,912.51
TALKOWSKI ELLEN	235 SEWER-ENGINEERING	600131-5111	ADMIN ASSISTANT		5,031.73		0.1		10%	967.64	967.64	5,051.08	986.99	5,152.10	5,152.10
KNOWLTON DAVID	235 SEWER-ENGINEERING	600131-5111	CITY ENGINEER	5/21/2007	30,433.49		0.3		33%	1,773.51	1,773.51	30,550.54	1,808.98	31,161.55	31,161.55
DUIJVESTIJN OLLE	235 SEWER-ENGINEERING	600131-5111	GIS		12,844.70		0.2		20%	1,235.07	1,235.07	12,894.10	1,259.77	13,151.98	13,151.98
ROSE JULIE	235 SEWER-ENGINEERING	600131-5111	BUSINESS MGR/WTR REG		24,376.39		0.3		25%	1,171.94	1,171.94	15,293.84	1,195.38	15,599.72	15,599.72
					85,294.01		1.9			Total AFSCME 1818		83,825.25		83,825.25	83,825.25
					171,567.77		3.1		Total Full Time - 5111			161,254.53		162,803.12	162,803.12
235 SEWER-ENGINEERING 600131-5113 PT INTERN					2,800.00			19	52 weeks	12.00	12.00	2,800.00	-	-	-
					2,800.00				Total Partl Time - 5113			2,800.00		-	-
235 SEWER-ENGINEERING 600131-5131 OVERTIME					5,790.00							5,790.00		5,790.00	5,790.00
235 SEWER-ENGINEERING 600131-5150 AFSCME					2,300.00				2.0	1,150.00					
					182,457.77		3.1		Department Total			169,844.53		168,593.12	168,593.12

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	3.4	3.4	3.1	-0.3

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
BRENNAN	ARTHUR	235 SEWER - ENGINEERING	600131-5111	WATER METER READER	09141998	20,375.24	0.5	836.84	853.58					50%	22,278.35	22,278.35	22,278.35
GRIGGS	DONNA	235 SEWER - ENGINEERING	600131-5111	PRINCIPAL CLERK	2/27/2006	21,034.77	0.0	862.71	879.96					50%	Retired	Retired	Retired
MCCARTHY JR	JOHN	235 SEWER - ENGINEERING	600131-5111	WATER METER READER	04301990	20,375.06	0.5	836.84	853.58					50%	22,278.35	22,278.35	22,278.35
WHITTEN	CYNTHIA	235 SEWER - ENGINEERING	600131-5111	ASST WATER REG	7/1/2003	23,508.94	0.0	959.79	978.99					50%	Retired	Retired	Retired
MORAN	KAREN	235 SEWER - ENGINEERING	600131-5111	ASST WATER REG	9/10/2013		0.5	925.31	943.82	9/10/2013	978.98			50%	24,633.60	24,633.60	24,633.60
FORGIONE	CLAUDIA	235 SEWER - ENGINEERING	600131-5111	PRINCIPAL CLERK	10/19/2012		0.35	785.33	801.04	10/19/2013	830.44			35%	14,634.94	14,634.94	14,634.94
						85,294.01	1.9								83,825.25	83,825.25	83,825.25

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Sewer Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
600132	5211	ELECTRICITY: Includes electricity for new meter program			
		Ravenna Ave, Jefferson Ave Pump, Home Street, March Street, Wilson St Pump Swampscott Road Pump, Rice Street Gas	26,000	23,500	23,500
TOTAL			26,000	23,500	23,500
600132	5277	PHOTOCOPY MACHINE LEASE			
		Copier at \$200/month; 6 months; half in Water	1,200	1,200	1,200
TOTAL			1,200	1,200	1,200
600132	5278	TELEPHONE EQUIP/Pump Station			
		Various alarms to support sewer pumping stations ATT lease for ARM system-data collectors	300 2,500	300 1,700	300 1,700
TOTAL			2,800	2,000	2,000
600132	5283	SEWER LINE LEASE			
		Fees charge by MBTA for use of lines under commuter rail tracks Quarterly payments of 78.75 X 4= 315 and one annual payment of 315.00	700 700	700 700	700 700
TOTAL			700	700	700
600132	5305	ACCOUNTING AND AUDITING			
		Annual service for audits, contracted through Finance Dept.	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
600132	5306	ADVERTISING			
		Newspaper ads to advertise various contracts	750	650	650
TOTAL			750	650	650
600132	5317	EDUCATIONAL TRAINING			
		Attending Profesional organization seminars and meetings Munis training and support: Crystal Program, Interface with billing, reprogramming liens, etc.	2,500 2,500	2,500 2,500	2,500 2,500
TOTAL			2,500	2,500	2,500
600132	5320	Contracted Services - Maintenance			
		Annual Catch Basin cleaning	50,000	50,000	50,000
TOTAL			50,000	50,000	50,000
600132	5342	POSTAGE			
		Total cost of postage for mailing w/s bills @ \$1,500/month @ 50%	7,200	7,200	7,200
TOTAL			7,200	7,200	7,200
600132	5375	PUMP STATION OPERATION & MAINT			
		Water Department in FY14 (60% sewer, 40% water)	90,000	90,000	90,000
TOTAL			90,000	90,000	90,000
600132	5381	PRINTING AND BINDING			
		Collector's office includes printing costs for billing Inserts once a year	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
600132	5421	OFFICE SUPPLIES (GENERAL)			
		Printer paper - \$500 Misc. general office supplies purchased under State Bid, supplies for office machines: fax, printers, toner, color printer	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
600132	5445	PUMP STATION SUPPLIES			
		50% of costs for pump station op and Main. Will be shared with the Sewer Department in FY14	15,000	10,000	10,000
TOTAL			15,000	10,000	10,000

FY 2014 DETAILED BUDGET REPORT
EXPENSES

Engineering - Sewer Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
600132	5520	COMPUTER SOFTWARE & SUPPORT			
		GIS licensing-Engineer and Engineer Assistant	2,000	2,000	2,000
		Other software	500	500	500
TOTAL			2,500	2,500	2,500
600132	5710	IN STATE TRAVEL & MEETINGS			
		tolls, parking, seminars, etc.	500	500	500
TOTAL			500	500	500
600132	5717	PROF LICENSE REIMBURSEMENT			
		Reimbursement for maintenance of licenses for meter readers per AFSCME	750	750	750
TOTAL			750	750	750
600132	5837	Sewer System Improvement Program			
		Work contracted for improvements to system to various vendors			
		EPA's MS4 Storm water Permit Compliance			
		Year 8 Annual Report	25,000	25,000	25,000
		Phase II (2011 to 2016) Notice of inflow			
		City-wide storm water management plan (swamp)			
		Educational Notices distribution			
		Map drainage basin of each outfall, estimate impervious area in each catch basin			
TOTAL			25,000	25,000	25,000
600132	5869	COMPUTER EQUIPMENT/TECH			
		Scanner maintenance	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
TOTAL PROPOSED			233,400	225,000	225,000

Treasurer – Sewer Enterprise – SESD Assessment

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

Treasurer–Sewer Enterprise–Long Term Debt

On October 15, 2010 the City issued a \$15,373,000 bond which combined existing BANS for Water, Sewer and School projects with new funding for Capital Improvement projects. The Sewer Enterprise Principal portion of this Bond is \$1,690,000.

On September 27, 2012 the City issued an \$18,141,542 bond for new funding for School, Park and Capital Improvement projects. The Sewer Enterprise principal portion of this bond is \$ 1, 435,000.

Treasurer – Sewer Enterprise – Insurance Deductable

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

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Sewer Assessments									
600033	5649	SESD ASSESSMENT	6,140,989.00	5,962,900.00	5,962,900.00	5,962,873.00	5,831,817.00	5,831,817.00	5,831,817.00
Total Sewer Assessments			6,140,989.00	5,962,900.00	5,962,900.00	5,962,873.00	5,831,817.00	5,831,817.00	5,831,817.00
270	840	Department Total	6,140,989.00	5,962,900.00	5,962,900.00	5,962,873.00	5,831,817.00	5,831,817.00	5,831,817.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Sewer Enterprise Fund - 270

TREASURER - Sewer SESD ASSESSMENT

600033	5649	SESD Assessment			
		City's portion of South Essex Sewerage District operating budget FY14	5,831,817	5,831,817	5,831,817
		Per SESD			
TOTAL			5,831,817	5,831,817	5,831,817
TOTAL PROPOSED			5,831,817	5,831,817	5,831,817

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Sewer Debt Service									
600034	5920A	CIP - 2009-PRIN (11)	105,000.00	145,000.00	134,748.00	100,000.00	135,000.00	135,000.00	135,000.00
600034	5949A	CIP 2009-INT (11)	61,125.00	88,612.00	88,612.00	58,050.00	87,400.00	87,400.00	87,400.00
600034	5949G	CIP 2012-PRIN	0.00	15,000.00	6,793.50	0.00	15,000.00	15,000.00	15,000.00
600034	5949H	CIP 2012-INT	0.00	10,851.00	19,057.50	19,057.50	11,450.00	11,450.00	11,450.00
Total Sewer Debt Service			166,125.00	259,463.00	249,211.00	177,107.50	248,850.00	248,850.00	248,850.00
270	710	Department Total	166,125.00	259,463.00	249,211.00	177,107.50	248,850.00	248,850.00	248,850.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Sewer Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - Sewer LONG TERM DEBT					
600034	5920A	CIP 2009 PRIN (11)	135,000	135,000	135,000
	5920B	CIP 2010 PRIN (11)	-	-	-
	5949A	CIP 2009 INT (11)	87,400	87,400	87,400
	5949E	CIP 2011 INT	11,450	11,450	11,450
	5949f	CIP 2011-PRIN	15,000	15,000	15,000
TOTAL PROPOSED			248,850	248,850	248,850

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Sewer Enterprise Fund-Ins Dedu									
600037	5740A	Insurance Deductibles	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
Total Sewer Enterprise Fund-Ins Dedu			0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
270	945	Department Total	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Sewer Enterprise Fund - 270

TREASURER - Sewer Enterprise Fund Insurance Deductibles

600037	5740A	Sewer Enterprise Fund - Ins Deduc	5,000	5,000	5,000
		Estimated amount for insurance deductibles related to Sewer claims			
TOTAL			5,000	5,000	5,000
TOTAL PROPOSED			5,000	5,000	5,000

Public Services – Water Enterprise

Mission Statement – Why We Exist

Maintain safe and effective water distribution system.

Significant Budget & Staffing Changes For FY 2014

We would hope to maintain the level of services as provided at this time. GPS tracking has been added to DPW vehicles and the cost will be split between General and Water & Sewer Enterprise funds.

Recent Accomplishments

- City currently about 60% through city – wide meter installation project. Public Works has provided much support including preparation/repair of curb stops.
- Rebuilt catch basins
- Flushing Program
- Assisted with hydrant flow tests
- Web site used for up-to-date water emergency related bulletins.
- Liston Leak Detection services used resulting in our finding leaks and weaknesses in the system

FY 2014 Goals & Objectives

- Improve system flow, reduce leaks through leak detection and ensure safe drinking water
- Continue flushing program
- Water Gate program – replacing and exercising valves
- Paint and Repair hydrants when necessary.
- Work with city engineer on system improvements
- Continue to identify areas of weakness in the infrastructure and implement repairs and maintenance of, minimizing water loss, leaks and breaks.
- Rebid catch basin cleaning

Outcomes and Performance Measurers	Actual FY 2012	Actual FY 2013	Estimated FY 2013	Estimated FY2014
Water Main Breaks	10		10	
Service Breaks (Residential issues)	5		5	

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Reduction in expenditures
- Better use of implementing purchasing laws and practices.
- Improved monitoring of contractual services

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Water-Pub Serv-Personnel									
610031	5111	SALARIES-FULL TIME	229,029.33	240,467.00	246,662.00	219,924.69	286,476.00	287,171.00	287,171.00
610031	5131	OVERTIME (GENERAL)	30,030.53	27,000.00	27,319.00	18,467.31	27,000.00	27,000.00	27,000.00
610031	5150	FRINGE/STIPENDS	5,359.00	5,359.00	5,359.00	4,422.78	0.00	0.00	0.00
Total Water-Pub Serv-Personnel			264,418.86	272,826.00	279,340.00	242,814.78	313,476.00	314,171.00	314,171.00
Water-Pub Serv-Expenses									
610032	5211	ELECTRICITY	10,200.00	10,200.00	10,200.00	10,200.00	10,200.00	9,000.00	9,000.00
610032	5215	NATURAL GAS	455.93	9,180.00	5,680.00	5,680.00	9,180.00	9,000.00	9,000.00
610032	5251	UTILITY SERV REP & MAINT	14,999.16	20,000.00	20,000.00	19,232.37	20,000.00	20,000.00	20,000.00
610032	5301	POLICE DETAIL	28,100.00	20,000.00	23,500.00	20,990.00	20,000.00	20,000.00	20,000.00
610032	5317	EDUCATIONAL TRAINING	1,053.00	2,235.00	635.00	158.00	2,235.00	2,235.00	2,235.00
610032	5320	CONTRACTED SERVICES	6,648.00	1,648.00	1,648.00	550.00	1,648.00	1,648.00	1,648.00
610032	5341	TELEPHONE	0.00	5,150.00	1,000.00	4,203.70	5,640.00	5,640.00	5,640.00
610032	5421	OFFICE SUPPLIES (GEN	0.00	1,000.00	0.00	0.00	1,000.00	750.00	750.00
610032	5481	GASOLINE/DIESEL FUEL	125,805.97	123,700.00	130,450.00	126,788.01	123,700.00	123,700.00	123,700.00
610032	5483	VEHICLE PRTS & ACCES	19,659.95	20,000.00	20,000.00	17,858.94	20,000.00	20,000.00	20,000.00
610032	5839	INFRASTRUCTURE REPAI	21,000.00	15,000.00	15,000.00	14,845.15	15,000.00	15,000.00	15,000.00
Total Water-Pub Serv-Expenses			227,922.01	228,113.00	228,113.00	220,506.17	228,603.00	226,973.00	226,973.00
230	450	Department Total	492,340.87	500,939.00	507,453.00	463,320.95	542,079.00	541,144.00	541,144.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
RENNARD	RICHARD	230 WATER-PUBLIC SERV	610031-5111	PUBLIC SERVICES DIR	06031974	30,676.60				33%	1,787.68	1,787.68	Retired	-	-	-
TOMASZ	JOHN	230 WATER-PUBLIC SERV	610031-5111	PUBLIC SERVICES DIR				0.3		33%	2,019.23	2,019.23	34,783.26	2,059.61	35,478.92	35,478.92
						209,790.36		5.2			Total AFSCME 1818		251,692.02		251,692.02	251,692.02
						240,466.96		5.5	Total Full Time - 5111				286,475.28		287,170.94	287,170.94
						27,000.00							27,000.00		27,000.00	27,000.00
						230 WATER-PUBLIC SERV	610031-5131	OVERTIME								
						230 WATER-PUBLIC SERV	610031-5150	AFSCME Fringe		4.7	1,150.00					
						272,825.96		5.5	Department Total				313,475.28		314,170.94	314,170.94

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	5.0	5.0	5.5	0.5

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
BARNES	DAVID	230	WATER - PUBLIC SERV	610031-5111	HME0	6/27/2012	-	0.5	807.08	823.22	6/27/2014	857.57	50.2 2.0	50%	21,520.43	21,520.43	21,520.43
BEAUREGARD	RICHARD	230	WATER - PUBLIC SERV	610031-5111	HEAD FOREMAN I/II	3/2/2001	26,448.24	0.5	1,075.08	1,096.58				50%	28,620.78	28,620.78	28,620.78
CLAY	JOHN	230	WATER - PUBLIC SERV	610031-5111	HE0	03221999	22,010.30	0.5	900.99	919.01				50%	23,986.16	23,986.16	23,986.16
CONDON	DEREK	230	WATER - PUBLIC SERV	610031-5111	HME0	9/8/2000	20,375.24	0.5	836.84	853.58				50%	22,278.35	22,278.35	22,278.35
COVIELLO	VALERIE	230	WATER - PUBLIC SERV	610031-5111	PRINCIPAL ACCT CLERK	3/2/2000	14,023.04	0.3	862.71	879.96				33%	15,311.22	15,311.22	15,311.22
CULIPHER	WAYNE	230	WATER - PUBLIC SERV	610031-5111	HE0 III	09011997	22,010.47	0.0	-	-				50%	-	-	-
LEVESQUE	JAMES	230	WATER - PUBLIC SERV	610031-5111	SvSidewalk Foreman III	06211999	17,455.87	0.3	1,075.08	1,096.58				33%	18,889.71	18,889.71	18,889.71
MARINO	PAUL	230	WATER - PUBLIC SERV	610031-5111	WORKING FOREMAN	07231998	23,961.59	0.5	977.54	997.09				50%	26,024.07	26,024.07	26,024.07
MURRAY III	JOHN	230	WATER - PUBLIC SERV	610031-5111	WATER SYS MAIN CRAFT	05221989	20,375.24	0.5	836.84	853.58				50%	22,278.35	22,278.35	22,278.35
MURRAY III	Shift Differentia	230	WATER - PUBLIC SERV	610031-5111	Base Rate X 8% (4 days 32 hrs at \$.50)		1,630.02		66.95	68.29				50%	1,782.27	1,782.27	1,782.27
OSGOOD	STEPHEN	230	WATER - PUBLIC SERV	610031-5111	HME0	1/27/2007	20,375.16	0.5	836.84	853.58				50%	22,278.35	22,278.35	22,278.35
PERRY	SCOTT	230	WATER - PUBLIC SERV	610031-5111	HE0	9/1/2007	20,375.19	0.0	-	-				50%	-	-	-
Replace Cullipher		230	WATER - PUBLIC SERV	610031-5111	HE0	09011997	22,010.47	0.5	900.99	919.01				50%	23,986.16	23,986.16	23,986.16
Upgrade to Mason in FY14		230	WATER - PUBLIC SERV	610031-5111	MASON	7/1/2013	-	0.5	900.99	919.01				50%	23,986.16	23,986.16	23,986.16
OUT OF GRADE						750.00									750.00	750.00	750.00
						231,800.83	5.2								251,692.02	251,692.02	251,692.02

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Public Services-Water Enterprise-230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
610032	5211	ELECTRICITY			
		Nat'l Grid electricity power to Public Works Garage 1015.00 X 12 = 12185.00	10,200	9,000	9,000
TOTAL		Split with DPW/Water/SEWER	10,200	9,000	9,000
610032	5215	NATURAL GAS			
		Keyspan - avg. monthly \$533 x 12 = \$6396.	9,180	9,000	9,000
		Metromedia - avg. monthly \$942.33 x 12 = \$11308.00			
TOTAL		Split with DPW/Water/SEWER	9,180	9,000	9,000
610032	5251	UTILITY SERVICE & REPAIR			
		Purchase of Hydrants and related parts - E. J. Prescott - \$15,000	20,000	20,000	20,000
		Other misc. vendors as needed.			
TOTAL			20,000	20,000	20,000
610032	5301	POLICE DETAIL			
		Needed for road work repairs during water line repairs in roads	20,000	20,000	20,000
TOTAL			20,000	20,000	20,000
610032	5317	EDUCATIONAL TRAINING			
		New England Water Works - \$100 per course average x 10 = \$1,000	1,000	1,000	1,000
		License Reimbursements & membership dues	1,235	1,235	1,235
TOTAL			2,235	2,235	2,235
610032	5320	CONTRACTED SERVICES			
		Liston Utilities	1,648	1,648	1,648
			1,648	1,648	1,648
610032	5421	OFFICE SUPPLIES (GENERAL)			
		Copy paper & Toner - Misc. General office supplies purchased	1,000	750	750
TOTAL			1,000	750	750
600032	5341	Telephone			
		Sprint/Nextel GPS tracking for DPW Trucks @ 1,410.00 x 12 mos (1/3)	5,640	5,640	5,640
TOTAL			5,640	5,640	5,640
610032	5481	GASOLINE/DIESEL FUEL			
		Fuel for Sewer/Water Vehicles	123,700	123,700	123,700
		Mayors figure represents 3 year average of GF/W/S combined	-	-	-
TOTAL			123,700	123,700	123,700
610032	5483	VEHICLE PARTS			
		vehicle parts	20,000	20,000	20,000
TOTAL			20,000	20,000	20,000
610032	5839	INFRASTRUCTURE REPAIR			
		Filling/covering of trenches-Aggregate-Lynpac, High yield concrete	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
Total Proposed			228,603	226,973	226,973

Engineering –Water Enterprise

Mission Statement – Why We Exist

The Engineering Department provides technical expertise related to connections to, and extensions of, the municipal water distribution system. All water infrastructure improvement projects are managed by the Engineering Department. The City Engineer is Salem's representative on the Salem Beverly Water Supply Board (SBWSB) the entity that treats all Salem drinking water. The Engineering Department manages the contracted operations and maintenance effort, including utility and supply costs, for the City's 2 water pumping stations and 2 covered storage reservoirs. The Department is also currently managing the over \$4 million meter replacement program City-wide.

Engineering is responsible for the billing of all water expenses based on usage to all institutional, commercial, and residential properties in the City that are connected to the municipal collection system, over 12,000 accounts. The water department provides customer service in a timely and professional manner in response to billing inquiries, managing current accounts, establishing new accounts, scheduling appointments for meter readers, identifying accounts requiring service, selling meters and deduct meters and processing of 4,000 water and sewer billings monthly and approximately 15% currently requiring analysis and estimating. The Engineering Department provides technical assistance to the Public Services Divisions' Water Operations in response to the condition and location of the City's water infrastructure. The condition of the transmission mains that convey Salem water from SBWSB to the City continues to be a high priority for the department. Funding for the efforts described herein is derived from the Water Enterprise System.

Significant Budget & Staffing Changes For FY 2014

A part time intern has been requested to help with the various projects and administrative and billing issues in the Water, Sewer and Trash Departments.

Recent Accomplishments

- Managed implementation of every aspect of new meter contract; continually adapting generic software and procedures to perform to Salem's requirements. Led the consultants in implementing each aspect of the program, with great support from IT. Issues included: meter dials, automatic input of meters into Munis, handheld and fixed base software, and the integration of all these factors to ensure seamless billing. Salem's program has been a success due primarily to the drive of the department to ensure the consultants adapt these generic products to suit our customer service and billing needs.



- Continued a City wide automatic reading system and meter replacement (ARM) program. This program will replace the entire city's residential and commercial meters over the next two years; readings will then be transmitted via radio into an IT server at the City Hall annex, enabling staff to analyze and troubleshoot individual accounts. This new program will provide more extensive customer service tools and enable improved leak detection. This program will also identify unmetered areas as well as correctly sized meters that may currently be the wrong size.
- Managed for the fourth year in a row liens on overdue water, sewer and trash bills to 3rd quarter real estate tax bills; resulting in over \$175,000 of revenues (water only). Liened condo complexes for the first time owing over \$500 (reduced this threshold for the last 4years). This effort involved analysis of dozens of challenging accounts; and resulted in many improvements to the current database.
- Continued providing effective billing and meter repair for water consumed with a minimum of billing issues.
- Ensured 95% of water meters are read at least annually.
- Completed efforts to identify unaccounted for water by evaluating the City's transmission mains located outside of the City.
- Assisted Department of Public Services with their leak detection efforts.
- Managed the City's contract operator for the City's water pumping stations and storage facilities and pump station costs.
- Worked with the Town of Danvers as plan to repair the Waters Street and Liberty Street Bridges which have Salem Transmission mains on them.
- Finalized and implemented a uni-directional fire hydrant flushing program.
- Managed the City's back-flow inspection, testing and survey program. The City worked with an engineering services company to manage the program
- Completed design of the cleaning and lining of Salem's 36-inch water transmission main in Sohler Road Beverly. Project to be re-advertised in FY 13 and contracted in FY 14.
- Completed evaluations of the existing storage tanks (Gallows Hill and Folly Hill) for operational and structural deficiencies. Added mixing equipment to each reservoir for improving water quality.

FY 2014 Goals & Objectives

- Continue to increase public awareness of water conservation through Earth Day, Green Business Challenge, Green Fair and other events; continue collaborating with other organizations.
- New Water Conservation position will evaluate current educational material, develop a variety of materials for public consumption, and assist with developing a volunteer committee to continue this effort.
- Improve unaccounted for water through improved reporting, new meter installation, and CIP project implementation.
- The new meter program is at approximately 80% completion, integrating of the new billing process is continuing. Staff is now able to provide increased customer service in evaluating leaks, usage, etc. on accounts with new meters and MIU's.
- Continue to coordinate relocating the City's elevated water storage tank.
- Renew city-wide leak detection efforts to continue reducing the City's unaccounted for water.
- Manage the contract operator of the City's water pump stations and storage facilities.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY2014
Number of new 5/8 inch meters installed	56	45	42	40
Number of over 5/8 inch meters installed	4	6	6	5
Number of MIU's installed		10	25	50
Number of on-site appointments	320	300	270	270
Participation in various water conservation/environmental initiatives: senior center, Green Salem, Science Fairs	7	8	10	12
Distribution of water conservation devices	75	225	1,000	1,000
Number of meters installed from ARM program	3,200	5,165	3,500	2,175

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Both the City's long and short term goals for sustainable infrastructure will be met with the departments' goal, by reinvesting and rehabilitating the city's water transmission and distribution infrastructure.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Water-Engineer-Personnel									
610131	5111	SALARIES-FULL TIME	168,247.90	171,568.00	175,217.00	163,866.93	161,255.00	162,804.00	162,804.00
610131	5113	SALARIES-PART TIME	1,340.00	2,800.00	2,800.00	2,136.75	2,800.00	0.00	0.00
610131	5131	OVERTIME (GENERAL)	4,960.61	5,790.00	5,879.00	4,436.64	5,790.00	5,790.00	5,790.00
610131	5150	FRINGE/STIPENDS	2,300.00	2,300.00	2,300.00	1,916.67	0.00	0.00	0.00
Total Water-Engineer-Personnel			176,848.51	182,458.00	186,196.00	172,356.99	169,845.00	168,594.00	168,594.00
Water-Engineer-Expenses									
610132	5211	ELECTRICITY-PUMP STATION	209,890.69	210,000.00	210,000.00	207,197.71	207,500.00	205,000.00	205,000.00
610132	5233	COMPUTER MAINTENANCE	994.92	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
610132	5277	PHOTOCOPY MACHINE LE	2,663.03	1,200.00	1,200.00	726.05	1,200.00	1,200.00	1,200.00
610132	5278	TELEPHONE EQUIP-PUMP STATION	8,405.01	2,800.00	2,800.00	99.99	2,800.00	2,000.00	2,000.00
610132	5305	ACCOUNTING AND AUDIT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
610132	5306	ADVERTISING	650.81	750.00	750.00	269.88	750.00	750.00	750.00
610132	5317	EDUCATIONAL TRAINING	4,400.00	4,500.00	4,500.00	3,253.75	4,500.00	4,500.00	4,500.00
610132	5342	POSTAGE	7,183.98	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
610132	5375	PUMP STAT OP & MAINT	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
610132	5381	PRINTING AND BINDING	2,000.00	2,000.00	2,000.00	1,835.53	2,000.00	2,000.00	2,000.00
610132	5421	OFFICE SUPPLIES (GEN	1,945.22	2,500.00	2,500.00	1,529.38	2,500.00	2,500.00	2,500.00
610132	5445	PUMP STATION SUPPL	14,280.00	15,000.00	9,800.00	3,450.30	15,000.00	10,000.00	10,000.00
610132	5519	COMPUTER SOFTWARE	647.46	2,500.00	2,500.00	1,143.75	2,500.00	2,500.00	2,500.00
610132	5538	WATER METERS (REV)	5,000.00	7,500.00	12,700.00	11,268.71	10,000.00	10,000.00	10,000.00
610132	5692	STATE TAXES	18,893.12	20,000.00	20,000.00	18,274.58	20,000.00	20,000.00	20,000.00
610132	5710	IN STATE TRAVEL/MEETINGS	500.00	500.00	500.00	460.95	500.00	500.00	500.00
610132	5717	PROF LICENSE REIMB	500.00	750.00	750.00	500.00	750.00	750.00	750.00
610132	5780	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610132	5835	WATER SYS IMPR PROG	2,334.00	0.00	0.00	0.00	0.00	0.00	0.00
610132	5869	COMPUTER EQUIP/TECH	4,300.00	1,500.00	1,500.00	868.01	1,500.00	1,500.00	1,500.00
Total Water-Engineer-Expenses			347,088.24	342,200.00	342,200.00	320,578.59	342,200.00	333,900.00	333,900.00
235	451	Department Total	523,936.75	524,658.00	528,396.00	492,935.58	512,045.00	502,494.00	502,494.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
CRIPPS CHERYL	235 WATER-ENGINEERING	610131-5111	SECRETARY		13,587.46		0.3		33%	791.81	791.81	13,639.72	807.65	13,912.51	13,912.51
TALKOWSKI ELLEN	235 WATER-ENGINEERING	610131-5111	ADMIN ASSISTANT		5,031.73		0.1		10%	967.64	967.64	5,051.08	986.99	5,152.10	5,152.10
KNOWLTON DAVID	235 WATER-ENGINEERING	610131-5111	CITY ENGINEER	5/21/2007	30,433.49		0.3		33%	1,773.51	1,773.51	30,550.54	1,808.98	31,161.55	31,161.55
DUIJVESTELJN OLLE	235 WATER-ENGINEERING	610131-5111	GIS	10/12/10	12,844.70		0.2		20%	1,235.07	1,235.07	12,894.10	1,259.77	13,151.98	13,151.98
ROSE JULIE	235 WATER-ENGINEERING	610131-5111	BUSINESS MGR/WTR REG	2/1/2007	24,376.39		0.3		25%	1,171.94	1,171.94	15,293.84	1,195.38	15,599.72	15,599.72
					40,750.30		1.9			Total AFSCME 1818		83,825.25		83,825.25	83,825.25
					127,024.07	3.1	Total Full Time - 5111					161,254.53		162,803.12	162,803.12
235 WATER-ENGINEERING 610131-5113 PT INTERN					2,800.00			19	52 weeks	12.00	12.00	2,800.00	*	*	-
					2,800.00		Total Partl Time - 5113					2,800.00		-	-
235 WATER-ENGINEERING 610131-5131 OVERTIME					5,790.00				0.0			5,790.00		5,790.00	5,790.00
235 WATER-ENGINEERING 610131-5150 AFSCME Stipend					2,300.00				2.0	1,150.00					
					137,914.07	3.1	Department Total					169,844.53		168,593.12	168,593.12

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	3.4	3.4	3.1	-0.3

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES					Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New					
BRENNAN	ARTHUR	235 WATER - ENGINEERING	610131-5111	WATER METER READER	09141998	20,375.24	0.5	836.84	853.58					50%	22,278.35	22,278.35	22,278.35
GRIGGS	DONNA	235 WATER - ENGINEERING	610131-5111	PRINCIPAL CLERK	2/27/2006	21,034.77	0.0							50%	Retired	Retired	Retired
MCCARTHY JR	JOHN	235 WATER - ENGINEERING	610131-5111	WATER METER READER	04301990	20,375.06	0.5	836.84	853.58					50%	22,278.35	22,278.35	22,278.35
WHITTEN	CYNTHIA	235 WATER - ENGINEERING	610131-5111	ASST WATER REG	7/1/2003	23,508.94	0.0	959.79						50%	Retired	Retired	Retired
MORAN	KAREN	235 WATER - ENGINEERING	610131-5111	ASST WATER REG	9/10/2013		0.5	925.31	943.82	9/10/2013	978.98			50%	24,633.60	24,633.60	24,633.60
FORGIONE	CLAUDIA	235 WATER - ENGINEERING	610131-5111	PRINCIPAL CLERK	10/19/2012		0.35	785.33	801.04	10/19/2013	830.44			35%	14,634.94	14,634.94	14,634.94
						85,294.01	1.9								83,825.25	83,825.25	83,825.25

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Water Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
610132	5211	ELECTRICITY: Includes electricity for new meter prog Salem's share of electricity for Salem/Beverly Water Board - \$1933.5 (CY2012) based on water usage; also based on generation charges which fluctuate with fuel costs Town of Danvers, Folly Hill and Gallows Hill are two storage water tank Electric est. 600 X 12 (if lake full not taking from Essex River, Putnamville is reservoir in Danvers; Longham (gravity) Reservoir in Wenham) Highland Ave P. 2000 X12 Alameda Street-	183,700	181,200	181,200
			7,200	7,200	7,200
			16,600	16,600	16,600
TOTAL			207,500	205,000	205,000
610132	5233	COMPUTER MAINTENANCE Ongoing support for Ti Sales handhelds and meter reading system	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
610132	5277	PHOTOCOPY MACHINE LEASE Copier at \$200/month; 6 months; half in Water	1,200	1,200	1,200
TOTAL			1,200	1,200	1,200
610132	5278	TELEPHONE EQUIP LEASE Various alarms to support sewer pumping stations ATT lease for ARM system-data collectors	300	300	300
			2,500	1,700	1,700
TOTAL			2,800	2,000	2,000
610132	5305	ACCOUNTING AND AUDITING Annual service for audits, contracted through Finance Dept.	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
610132	5306	ADVERTISING Newspaper ads to advertise various contracts	750	750	750
TOTAL			750	750	750
610132	5317	EDUCATIONAL TRAINING Attending Profesional organization seminars and meetings Munis training and support: Crystal Program, Interface with billing, reprogramming liens, etc.	1,000	1,000	1,000
			3,500	3,500	3,500
TOTAL			4,500	4,500	4,500
610132	5342	POSTAGE Total cost of postage for mailing w/s bills @ \$1,500/month @ 50% W&S Depts.	7,200	7,200	7,200
TOTAL			7,200	7,200	7,200
610132	5375	Pump Station OP & Maintenance Water Department in FY 14 (60% sewer, 40% water)	60,000	60,000	60,000
TOTAL			60,000	60,000	60,000
610132	5381	PRINTING AND BINDING Collector's office includes printing costs for billing Inserts once a year	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
610132	5421	OFFICE SUPPLIES (GENERAL) Misc Office Supplies Supplies for colored printers	1,000	1,000	1,000
			1,500	1,500	1,500
TOTAL			2,500	2,500	2,500
610132	5445	Pump Station Supplies 50% of costs for pump station op and Maint. Will be shared with Sewer in FY14	15,000	10,000	10,000
TOTAL			15,000	10,000	10,000
610132	5520	COMPUTER SOFTWARE & SUPPORT GIS licensing-Engineer and Engineer Assistant Other software	2,000	2,000	2,000
			500	500	500
TOTAL			2,500	2,500	2,500

FY 2014 DETAILED BUDGET REPORT
EXPENSES

Engineering - Water Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
610132	5538	WATER METERS			
		Misc. water meters for replacements (ECODER), meter supplies: MIU's, Transponders, meter heads, freeze plates, flanges, seals Approximate of average spending for prior 3 years About 90% of this comes back as revenue; we charge our cost for meters	10,000	10,000	10,000
TOTAL			10,000	10,000	10,000
610132	5692	STATE TAXES			
		State fee charged per capita annually for water usage & taxes for Danvers Folly Hill	20,000	20,000	20,000
TOTAL			20,000	20,000	20,000
610132	5710	IN STATE TRAVEL & MEETINGS			
		Tolls, parking, seminars, etc.	500	500	500
TOTAL			500	500	500
610132	5717	PROF LICENSE REIMBURSEMENT			
		Reimbursement for maintenance of licenses for meter readers per AFSCME	750	750	750
TOTAL			750	750	750
610132	5869	COMPUTER EQUIPMENT/TECH			
		Scanner maintenance	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
TOTAL PROPOSED			342,200	333,900	333,900

Treasurer–Water Enterprise–Long Term Debt

The Massachusetts Water Pollution Abatement Trust (MWPAT) was established in 1989 pursuant to Title VI of the Federal Clean Water Act. It was later amended in 1998 to encompass the provisions of Title XIV of the Federal Safe Drinking Water Act. The Trust's mission is to fund the implementation of water pollution control and drinking water projects in the Commonwealth through a revolving fund loan program. In March 2006, MWPAT approved a loan commitment to the City of Salem in the amount of \$7,640,000. The Loan Interest Rate is 2%. On March 13, 2003, the Salem City Council approved the authorization of \$12,000,000 in principal amount to be borrowed to finance anticipated water projects. Of this amount, \$7,640,000 would be funded through the MWPAT Loan Commitment and \$4,360,000 would be raised through future bond issues. In December 2006, the City raised funding through an MWPAT 2% Loan in the amount of \$2,330,656 to finance Contract No. 1, the Loring Avenue Water Main Improvements. This project was completed in the spring of 2007. The \$2,330,656 MWPAT 2% Loan will be paid off in semi-annual principal payments through July 2026. For FY14 there is a principal and interest payment of \$18,119 due in July, and an interest-only payment of \$33,507 due in January.

On September 27, 2012 the City issued an \$18,141,542 bond for new funding for School, Park and Capital Improvement projects. The water Enterprise Principal portion of the bond is \$1,412,944

Treasurer–Water Enterprise–Short Term Debt

On October 15, 2008 the City issued a \$15,373,000 bond which combined existing BANS for Water, Sewer and School projects with new funding for Capital Improvement projects. The Water Enterprise Principal portion of this bond is \$7,464,000.

Treasurer-Water Enterprise-SBWSB

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

Treasurer-Water Enterprise-Insurance Deductible

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

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2012	FY 2013	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014
Water Debt Service									
610034	5916	WATER BOND 1 - PRIN-MWPAT	103,880.00	105,978.00	105,978.00	105,978.00	108,119.00	108,119.00	108,119.00
610034	5920	WATER BOND 2 - PRIN	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00
610034	5920E	CIP 2010 PRIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610034	5921	WATER BOND 3 - PRIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610034	5936	WATER BOND 1 - INT-MWPAT	37,746.80	35,648.00	35,648.00	35,648.00	33,508.00	33,508.00	33,508.00
610034	5939	WATER BOND 2 - INT	109,562.50	101,313.00	101,313.00	101,312.50	93,888.00	93,888.00	93,888.00
610034	5949A	CIP 2009-INT (11)	269,860.00	294,262.00	294,262.00	275,346.10	286,437.00	286,437.00	286,437.00
610034	5949B	CIP 2010-INT (11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610034	5949C	CIP 2009-PRIN (12)	444,000.00	490,000.00	479,748.00	440,542.00	492,402.00	492,402.00	492,402.00
610034	5949E	CIP 2011 INT	0.00	30,500.00	30,500.00	30,500.00	27,500.00	27,500.00	27,500.00
610034	5949F	CIP 2011-PRIN	0.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Total Water Debt Service			1,130,049.30	1,322,701.00	1,312,449.00	1,254,326.60	1,306,854.00	1,306,854.00	1,306,854.00
270	710	Department Total	1,130,049.30	1,322,701.00	1,312,449.00	1,254,326.60	1,306,854.00	1,306,854.00	1,306,854.00

FY 2014 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Water Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - Water Long Term Debt- 270					
610034	5916	Water Bond 1-Prin-MWPAT	108,119	108,119	108,119
	5920	Water Bond 2 - Prin	165,000	165,000	165,000
	5920E	CIP 2011 PRIN	100,000	100,000	100,000
	5936	Water Bond 1-Int-MWPAT	33,508	33,508	33,508
	5939	Water Bond 2 - Int	93,888	93,888	93,888
	5949A	CIP 2009 INT (11)	286,437	286,437	286,437
	5949C	CIP 2009 PRIN (11)	492,402	492,402	492,402
	5949E	CIP 2011 INT	27,500	27,500	27,500
TOTAL PROPOSED			1,306,854	1,306,854	1,306,854

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Water-Short Term Debt Int-Exp									
610035	5304	PROFESSIONAL SERV/FEES	0.00	3,000.00	3,000.00	2,673.84	3,000.00	3,000.00	3,000.00
610035	5925	INTEREST ON NOTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	Water-Short Term Debt Int-Exp	0.00	3,000.00	3,000.00	2,673.84	3,000.00	3,000.00	3,000.00
270	752	Department Total	0.00	3,000.00	3,000.00	2,673.84	3,000.00	3,000.00	3,000.00

FY 2014 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Water Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - Water Short Term Debt - 270					
610035	5304	Professional Services/Fees			
TOTAL		MWPAT Annual Service Fees	3,000	3,000	3,000
610035	5925	Interest on Notes	-	-	-
TOTAL			-	-	-
TOTAL PROPOSED			3,000	3,000	3,000

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Water Assessments									
610033	5650	SBWSB ASSESSMENT	2,403,095.00	2,450,815.00	2,450,815.00	2,450,815.00	2,482,531.00	2,482,531.00	2,482,531.00
	Total	Water Assessments	2,403,095.00	2,450,815.00	2,450,815.00	2,450,815.00	2,482,531.00	2,482,531.00	2,482,531.00
270	840	Department Total	2,403,095.00	2,450,815.00	2,450,815.00	2,450,815.00	2,482,531.00	2,482,531.00	2,482,531.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Water Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - Water Assessments - 270					
610033	5650	SBWSB Salem Beverly Water Supply Board Annual Operating Assessment	2,482,531	2,482,531	2,482,531
TOTAL			2,482,531	2,482,531	2,482,531
TOTAL PROPOSED			2,482,531	2,482,531	2,482,531

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Water Enterprise Fund-Ins Dedu									
610037	5740A	Insurance Deductibles	0.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00
Total Water Enterprise Fund-Ins Dedu			0.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00
270	945	Department Total	0.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

TREASURER - Water Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
TREASURER - Water Enterprise Fund - Ins Deductibles					
610037	5704A	Water Enterprise Fund Insurance Deductibles Estimated amount for insurance deductibles related to water claims	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
TOTAL PROPOSED			2,500	2,500	2,500

Engineering – Trash Enterprise

Mission Statement – Why We Exist

The Engineering Department provides management oversight of the City's curb-side, weekly solid waste and recycling collection program and is responsible for developing and managing the trash fee collection program, implementing new policies and procedures as they arise, and resolving any problems with the program. Any trash related complaint calls received are also resolved. The Department's Business Manager also coordinates and staffs the City's volunteer recycling committee, SalemRecycles, and manages their events to promote recycling and run numerous events throughout the year. The Department continues to process billing to over 1,500 accounts monthly; generating over \$600,000 in income annually including the liens process during the third property tax billing period. Funding for the efforts described herein is derived from the Trash Enterprise System.

Significant Budget & Staffing Changes For FY 2014

A part time intern has been requested to help with the various projects and administrative and billing issues in the Water, Sewer and Trash Departments.

Recent Accomplishments

- Implemented programs from two 2012 DEP grants.
 - Provided technical assistance as the City evaluated its current trash and recycling contract and determined the approach to re-bid, resulting in three very favorable contracts.
 - Implemented a \$10,500 grant from DEP to collect bulky rigid plastics. Collaborated with the towns Swampscott and Marblehead and North Shore Recycled Fibers to initiate this program in January 2012. Currently continuing the education process so residents from all three towns are aware of this opportunity. Collected over 9.25 tons of bulky rigid plastics in the first year.
- Continued to staff Recycling Committee (celebrating its 5 year anniversary in March 2013) which continues to be instrumental in developing and implementing educational program for new trash contract including: community outreach, website updates, door hanger, rigid plastics flyer, etc..
- Executed a second Textiles Recycling event in November 2012, collected almost 4.2 tons of textiles during a 6 hour event. Have assisted many other communities in setting up their own events.



of



- Continued success in maintaining 19% recycling rate through collateral material, newspaper articles, mailings and flyers distribution, participation in many events such as individual school Science Fair, Book Swaps, Earth Days, Green Day, Clean Salem Green Salem, Recycling contests, Textiles collections, Rigid Plastics collection, city-wide science fair, Neighborhood Association meetings, etc.
- SalemRecycles continues to be seen as a leader in the State regarding its various initiatives. Recycling Committee also participated in Green Fair, various Earth Day events, Drop and Swap, and hosted two Book Swap days.
- Promoted Salem Recycles activities on Facebook on a regular basis
- Collaborated with RETF, TMA, Salem Chamber and the City to re-vamp the Green Salem Business Challenge program. The first two years, the program enjoyed almost 100 participants; this year the program has been re-designed so that businesses compete with themselves and can attain various shades of green; the survey has been streamlined and various green business resources have been included.
- Successfully managed the fourth year of the new solid waste collection contract including waste limitations, cardboard ban, and weekly recycling; resulted in a 26% reduction in solid waste from the start of the contract and a corresponding 4% increase in recycling tonnage.
- Recycling tonnage has increased 40% from the former contract.
- Continued to process letters for new owners of residential properties; which has resulted in several dozen new trash accounts each year; currently billing over 1,500 accounts at over \$600,000 annualized rate.
- Paper recycling efforts result in over \$50,000 revenue from North Shore Recycled Fiber.
- Continued to improve public recycling through community awareness and purchase of additional public recycling containers. Working with Licensing Board and Parks and Rec board to continue to draw attention

to 'greening' public events.

- Managed for the fourth year a City-wide effort to implement liens program; where properties with trash fees 180 days in arrears were liened to the 3rd quarter real estate tax bill, yielding over \$45,000.
- Fielded hundreds of calls to educate public on trash and recycling pick-up contract; continued to provide information on best ways to dispose of difficult items (ex. Resulted in Textiles event, and upcoming Drop and Swap Day)
- Developed implementation plan for \$50,000 grant received in 2013 for Mandatory Recycling Enforcement Coordinator a mandatory recycling ordinance including a fine structure, must be in place by June 30, 2102 in order to accept this funding.

FY 2014 Goals & Objectives

- Continue to successfully implement the new solid waste collection and recycling program, including many educational initiatives such as drop and swap, Clean Salem-Green Salem,



- Shredding Day, Book Swaps, Textiles Drives and participation in the City-wide Science Fair.
- Implement new contracts-separate dual stream recycling, disposal, and collection and transportation.
- Continue with liens process for delinquent bills.
- Adjust trash fee to reflect new contracts pricing structure. ???
- Continue to educate the public in the benefits of recycling and implement the DEP mandatory recycling enforcement plan.

Outcomes and Performance Measurers	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY2014
Tons of trash	13,240	12,670	11,900	12,000
Tons of recycling	2,809	2,953	3,200	3,500
Recycling percentage	18%	19%	20%	23%
Diverting challenging recycling items from waste stream: Textiles		6.2 tons	6.5 tons	7.0 tons
Bulky Rigid Plastics		5 tons	9.0 tons	10.0 tons
Books	5.0 tons	6.0 tons	6.5 tons	7.0 tons
Door hangers distributed (assuming Mandatory Recycling Position grant is accepted)			3,000	5,000
Cost of trash contract, in \$ Millions	2.63	2.6	2.74	2.5

How FY 2014 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Both the City's long and short term goals for sustainable infrastructure will be met with the departments' goals, by investing in and promoting the recycling program.
- Continued support of SalemRecycles, an all volunteer committee, which continues to effectively promote recycling education and offer new initiatives such as Textiles Recycling, Public Event Recycling, Bulky Rigid Plastics Recycling, 4th annual Green Salem Business Challenge, and new door hanger education initiative.

CITY OF SALEM - FY 2014 OPERATING BUDGET

			Expenditures FY 2012	Adopted Budget FY 2013	Adjusted Budget FY 2013	Y-T-D Expenses FY 2013	Department FY 2014	Mayor FY 2014	Council FY 2014
Trash Enterprise-Personnel									
620031	5111	SALARIES-FULL TIME	29,876.56	33,855.00	33,855.00	29,758.65	57,185.00	58,078.00	58,078.00
620031	5113	SALARIES-PART TIME	539.00	0.00	0.00	0.00	8,500.00	8,500.00	8,500.00
620031	5131	OVERTIME (GENERAL)	0.00	500.00	500.00	90.49	500.00	500.00	500.00
620031	5150	FRINGE/STIPENDS	0.00	230.00	230.00	0.00	0.00	0.00	0.00
Total Trash Enterprise-Personnel			30,415.56	34,585.00	34,585.00	29,849.14	66,185.00	67,078.00	67,078.00
Trash Enterprise-Expenses									
620032	5291	SOLID WASTE COLLECTI	2,674,291.00	2,741,149.00	2,741,149.00	2,412,587.05	2,364,260.00	2,326,760.00	2,326,760.00
620032	5298	TRASH REMOVAL-BAKERS ISLAND	10,560.00	10,700.00	10,700.00	10,667.30	10,700.00	10,700.00	10,700.00
620032	5305	ACCOUNTING AND AUDIT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
620032	5317	EDUCATIONAL TRAINING	1,550.00	4,000.00	4,000.00	1,419.02	4,000.00	2,000.00	2,000.00
620032	5342	POSTAGE	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
620032	5381	PRINTING AND BINDING	0.00	1,000.00	1,000.00	0.00	1,000.00	500.00	500.00
620032	5421	OFFICE SUPPLIES (GEN	237.60	750.00	750.00	600.00	750.00	750.00	750.00
620032	5780	RECYCLING EXPENSES	8,774.04	10,000.00	10,000.00	5,749.58	10,000.00	8,000.00	8,000.00
Total Trash Enterprise-Expenses			2,703,912.64	2,776,099.00	2,776,099.00	2,439,522.95	2,399,210.00	2,357,210.00	2,357,210.00
235	442	Department Total	2,734,328.20	2,810,684.00	2,810,684.00	2,469,372.09	2,465,395.00	2,424,288.00	2,424,288.00

FY 2014 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2013 52	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2013 2.0%	Prop Rate FY 2014 0.0%	Dept Request FY 2014 52.2	Mayor Rate FY 2014 2.0%	Mayor Proposed FY 2014 52.2	Council Voted FY 2014
CRIPPS	CHERYL	235 TRASH-ENGINEERING	620031-5111	EXECUTIVE SECRETARY		13,999.20		0.3		34%	791.81	791.81	14,053.04	807.65	14,334.10	14,334.10
ROSE	JULIE	235 TRASH-ENGINEERING	620031-5111	BUSINESS MGR/WTR REG	2/1/2007	12,188.20		0.5		50%	1,171.94	1,171.94	30,587.68	1,195.38	31,199.44	31,199.44
						7,667.06		0.0			Total AFSCME 1818		12,544.23		12,544.23	12,544.23
						33,854.45		0.8	Total Full Time - 5111				57,184.96		58,077.77	58,077.77
		235 TRASH-ENGINEERING	620031-5111	PT INTERN					13.5	52 weeks	12.00	12.00	8,500.00	12.00	8,500.00	8,500.00
						-			Total Part Time - 5113				8,500.00		8,500.00	8,500.00
		235 TRASH-ENGINEERING	620031-5131	OVERTIME		500.00							500.00		500.00	500.00
		235 TRASH-ENGINEERING	620031-5150	AFSCME Stipend		230.00			0.2		1,150.00					
						33,854.45		0.8	Department Total				66,184.96		67,077.77	67,077.77

	FY 2012	FY 2013	FY 2014	Variance
Full-Time Equivalent Employees:	0.7	0.7	0.8	0.1

FY 2014 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2013 52	F T E	Rate FY 2013 0.0%	Rate FY 2014 2.0%	STEP INCREASES				Dept Request FY 2014 52.2	Mayor FY 2014 52.2	Council FY 2014 52.2
										Date	Rate	# Wks Old New				
FORGIONE	CLAUDIA	235 TRASH-ENGINEERING	620031-5111	PRINCIPAL CLERK		7,667.06	0.0	785.33	801.04	10/19/2013	830.44		30%	12,544.23	12,544.23	12,544.23
DELLORFANO	DELINDA	235 TRASH-ENGINEERING	620031-5111	PRINCIPAL CLERK I/II		-	0.0	785.33	-					-	-	-
						7,667.06	-							12,544.23	12,544.23	12,544.23

**FY 2014 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Trash Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
620032	5291	SOLID WASTE COLLECTION/DISPOSAL			
		Disposal-\$61.5/ton at 13, 240 tons	814,260	814,260	814,260
		Collection and Transportation-NSC bid, plus additions	1,550,000	1,550,000	1,550,000
		Sharps Disposal-between \$5,000 and \$10,000 annually	7,500	7,500	7,500
		Overthrow Bags	5,000	5,000	5,000
				(50,000)	(50,000)
	TOTAL		2,364,260	2,326,760	2,326,760
620032	5298	TRASH REMOVAL			
		Baker's Island Trash - Contractual	10,700	10,700	10,700
	TOTAL		10,700	10,700	10,700
620032	5305	ACCOUNTING AND AUDITING			
		Annual service for audits, contracted through Finance Dept.	2,500	2,500	2,500
	TOTAL		2,500	2,500	2,500
620032	5317	EDUCATIONAL TRAINING			
		Continued training on liens, CRYSTAL reports, continued improvements in MUNIS system	2,000	2,000	2,000
		Attending Profesional organization seminars and meetings	2,000		
	TOTAL		4,000	2,000	2,000
620032	5342	POSTAGE			
		Costs of mailing monthly trash bills to consumers	6,000	6,000	6,000
		1,400 monthly; costs updated by K&R on 2/11, increase by 2%			
	TOTAL		6,000	6,000	6,000
620032	5381	PRINTING AND BINDING-printing for brochures, etc.	1,000	500	500
		Now Collector's office includes printing costs for billing			
		Would like to print 2014 calendar for solid waste and recycling information	1,000	500	500
	TOTAL				
620032	5421	OFFICE SUPPLIES (GENERAL)			
		Copy paper - \$300 Misc. General office supplies purchased	750	750	750
		under State Bid.\$400 Cartridges/Toners \$300; color printer			
	TOTAL		750	750	750
620032	5780	RECYCLING EXPENSES			
		Purchase of public recycling containers	3,500	3,500	3,500
		Website hosting and support-GreenSalem.com	1,500	1,500	1,500
		General Expenses for events such as Clean Salem-Green Salem, Science Fairs, rentals, et	5,000	3,000	3,000
		banners, supplies, handouts, displays, etc.			
	TOTAL		10,000	8,000	8,000
Total Proposed			2,399,210	2,357,210	2,357,210