

Mayor

Mission Statement – Why We Exist

The Mayor is the Chief Executive Officer and administrative head of the City of Salem. In that capacity she appoints departmental staff and board members, submits the annual budget to the City Council, approves all financial instruments and contracts, recommends bond issues, legislation, and orders to the City Council, and represents the City with other governmental entities. As the general administrator of all City departments she is responsible for the operations of City government in carrying out the people's work and ensuring the City's overall welfare. The Mayor serves as Chair of the School Committee, the Board of Public Library Trustees, and the Board of Trust Fund Commissioners, and is a member of the Salem Contributory Retirement Board. 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 within the City of Salem and provides constituent services in a concise and business friendly manner.

Significant Budget & Staffing Changes for FY 2016

The Office of the Mayor has restructured its team in order to improve the delivery of constituent services. The positions of Constituent Services Director and Latino Affairs Coordinator have been combined into one position and some of the routine constituent service and administrative tasks have been moved to a new Constituent Services & Special Projects Assistant position. The office's personnel line has been adjusted to reflect competitive salaries for these two positions. This adjustment is off-set by a substantial reduction in the Consulting/Contracted Services line item for the office (a cut of 25% from FY2015). The end result is an overall reduction in the Mayor's Office budget for FY2016. Also new for FY2016 is a fully grant-funded part-time Summer Meals Program Manager.



Recent Accomplishments

Finances

- Completed Comprehensive Annual Financial Report (CAFR) in accordance with GFOA standards
- Held City spending to 2.2% growth, one of the most stable on the North Shore
- Received Distinguished Budget Presentation Award
- Continuation of City's first 5-year financial forecast
- Continuation of comprehensive Capital Improvement Plan
- Received a confirmation of bond rating upgrade by Standard & Poor's to AA, the highest level on record for the City

- Received highest bond rating for existing debt service by Standard & Poor's
- Negotiated Tax Agreement and Community Benefits Agreement with Footprint Power
- Negotiated or renewed PILOT and SILOT agreements with local nonprofits

Improving Government

- Continuation of Salem State University Neighborhood Advisory Committee and Neighborhood Improvement Advisory Council
- Participated in joint Salem/Beverly Homelessness Task Force
- Established a Complete Streets policy for all roadway projects
- Convened Salem Complete Streets Working Group and Bertram Field Committee
- Continued internal Problem Properties Working Group and began participation in the Attorney General's Abandoned Housing Initiative.
- Continued City Hall Annex Working Group
- Continued National Grid Cable Replacement Project working group
- Began process of creating a Salem Port Authority
- Began re-establishment of the Salem Youth Commission
- Continued the Building Salem public information initiative
- Began City-wide "City Walk" constituent service review walking survey
- Updated *New Resident Guide* in English and Spanish
- Launched new parks and open space interactive online map and in print



- Created annual online Resident Survey in English and Spanish and compiled/analyzed results
- Re-launched *FYI Salem* as a twice-monthly newsletter of City updates and information
- Encouraged broader civic engagement through appointments to City boards and commissions
- Continued implementation of Salem Stat program to collect and analyze performance measures in various departments
- Continued to implement View Permit software and tablets to streamline licensing and permits
- Began implementation of Commonwealth Connect constituent solutions platform
- Began implementation of SeeClickFix Field Apps internal work order and CRM tool for City workers
- Continued use of 24/7 Salem Announcements and Information Line (SAIL) with recorded bulletins and alerts
- Updated online Snow Emergency Central webpage with maps, guides, contact information, and other resources
- Expanded use of "Get Through October" Twitter feed for real-time October road closure and traffic updates
- Upgraded CodeRED reverse notification system to more user-friendly interface and created new, clear policies around the system's use and protocols

Public Improvement Initiatives

- With opening of new Salem intermodal station downtown, began advocacy for South Salem MBTA commuter rail stop
- Completed energy efficiency, accessibility, and historic preservation improvements at City Hall

- Working with community stakeholders developed concepts for next round of City CPA applications
- Continuation of Horace Mann Laboratory School relocation feasibility study
- Continuation of City Hall Annex study
- Worked to achieve SRA acquisition of former District Court building and property
- Continued disposition of former Universal Steel site for future redevelopment
- Continued implementation of Pavement Management Plan
- Cleaning of storm water/sewer siphons, completion of planned leak detection and valve exercising to address water infrastructure challenges
- Developed design for improvements to McGlew Park
- Developed RFP for preservation and reuse of Winter Island barracks and hangar
- Created Salem PowerChoice municipal electrical aggregation program
- Retained contractor for final stage of streetlight LED conversion initiative
- Advanced initiative for high school solar canopies to reduce school electric bill to \$0
- Continued growth of the curbside compost collection pilot and advocacy for recycling and solid-waste reduction initiatives
- First City in New England to provide cigarette waste recycling receptacles throughout downtown

Other Accomplishments

- Continued working for the new Mayor Jean Levesque Community Life Center
- Supported job creation and retention through private business expansion and job readiness programs
- Achieved 100% on the Human Rights Campaign's Municipal Equality Index
- Continued implementation of the Point Vision and Action Plan
- Offered free citizenship and immigration workshop
- Launched South Salem Neighborhood Master Plan and North River Basin Master Plan efforts
- Continued Public Art Master Plan implementation and began strategic plan on the future of Artists Row
- Began implementation of the Climate Change Vulnerability Assessment and Action Plan
- Continued operation of the grant-funded Salem Mass in Motion health and wellness program and associated activities and initiatives
- Secured grant to pilot Summer food initiative and Community Council to address childhood hunger
- Worked with Salem Chamber of Commerce and Main Streets to organize and promote the Salem Farmers Market and Living Green & Renewable Energy Fair
- Designated newest open space as Remond Park to celebrate famed Salem abolitionists Charles and Sarah Remond
- Managed safe and successful Haunted Happenings, as well as other special events, including the July 4th celebration, Heritage Days, and the 2nd annual "Launch" New Year's family event
- Received \$181,000 in grants for Council on Aging programs
- Received \$194,400 PARC grant for Winter Island trail
- Received, with Peabody, \$950,000 brownfields grant from EPA



- Received \$2.5 million MassWorks grant for utility relocation and roadway reconfigurations in Riley Plaza
- Received CPA grants for City properties and projects: \$90,000 for Fort Pickering, \$46,000 for Old Town Hall, \$100,000 for the Salem Common fence, \$51,000 for Winter Island, \$40,000 for the Choate statue, \$22,500 for Patten and Driver Parks
- Received \$200,000 grant for climate change preparedness and flood mitigation in the Rosies Pond neighborhood
- Received \$75,000 grant for climate change infrastructure design
- Received \$20,000 grant to repair Old Town Hall's historic windows
- Received \$135,000 grant for Salem Police Department's jail diversion program
- Received \$169,000 in grants for Salem Police Department training, programs, and equipment
- Received \$80,000 in grants for Salem Fire Department programs, emergency preparedness initiatives, and equipment
- Continuation of the Senior Citizen Tax Work-Off Abatement program
- Hired new Chief Information Officer, Schools Superintendent, and Chief of Police

FY 2016 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 enhance the management and profitability of Haunted Happenings
- Continue efforts to improve and expand Salem Wharf and enhance Salem's waterfront activity
- Study opportunities to regionalize certain city services
- Continue oversight of the multiple concurrent and planned public and private capital projects
- Continue to offer the highest quality customer/constituent services and responsiveness

Outcomes and Performance Measures	Actual FY 2013	Actual FY 2014	Estimate FY 2015	Estimated FY 2016
Submit balanced City budget on schedule	Yes	Yes	Yes	Yes
Total non-anonymous, unduplicated constituent contacts*	Not measured	664	1,100	1,100
Average business days to respond to constituent contact	Not measured	0.97	0.65	0.45
Average business days to close constituent contact**	Not measured	1.6	1.3	1.1
SCF: "Other" issues	Not applicable	Not applicable	345	350
SCF: Issues assigned to Mayor's Office	Not applicable	Not applicable	177	185
SCF: Average days to acknowledge assigned issues	Not applicable	Not applicable	1.8	1.5
SCF: Average days to close assigned issues	Not applicable	Not applicable	3.2	3.0
City Walk streets completed	Not applicable	Not applicable	15	170

City Walk street miles completed	Not applicable	Not applicable	3	36
Board vacancies at end of FY	Not measured	5	4	3
News and announcements issued	Not measured	109	110	110
SAIL recordings issued***	Not applicable	37	41	45
FYI Salem issues	0	0	9	24
NIAC and SSUNAC meetings	19	17	17	17
Constable appointments processed	22	18	20	20
Banner applications processed	45	44	47	45
Trust Fund grants and scholarships distributed	\$149,300	\$143,800	\$140,800	\$144,600
Mayoral appointments and meetings	1,739	1,737	1,773	1,750
SalemStat meetings	Not applicable	24	36	48
Latino Affairs Coordinator one-on-one meetings****	Not applicable	63	72	75
Latino Affairs Coordinator pages translated	Not applicable	57	276	167
Latino Affairs Coordinator City Hall walk-in translations	Not applicable	25	35	45
Salem Mass in Motion (MiM) Facebook followers	50	221	250	270
Salem MiM meetings with partners and stakeholders	82	136	145	150
Salem MiM nutrition and/or physical activity projects	4	6	7	6
Salem MiM partner organizations and individual stakeholders	30	35	40	45
BuildingSalem digital updates*****	70	304	293	310
BuildingSalem unique website visitors	294	5,611	5,827	6,051
BuildingSalem combined Twitter & Facebook followers	438	939	1,400	2,087
Get Through October Twitter followers	Not applicable	289	300	315
Get Through October Twitter updates	Not applicable	108	120	120

*Constituent database implemented part-way through FY2014 (on September 3, 2013) (Includes: calls, letters, emails, faxes, and walk-ins.

**Of all contacts closed.

***SAIL was implemented mid-way through FY2014 (on October 23, 2013).

****Latino Affairs Coordinator began work mid-way through FY2014 (on September 22, 2013). Estimated FY2015 figures assume LAC becomes full-time.

*****BuildingSalem was launched towards the end of FY2013 (on April 3, 2013).

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

The goals of the Mayor's Office are closely aligned to the City's overall strategic plan goals. As the most frequently utilized portal to local government by

constituents, the Mayor's Office places a high priority on customer service, responsiveness, and transparency. By seeking to reduce response times to constituent inquiries the Office aims to improve communication and maintain a high level of responsiveness and accessibility.

The Office is actively involved in the implementation of the SalemStat performance measurement and evaluation program, with the Mayor and Chief of Staff attending monthly SalemStat meetings for all participating departments. Communication and transparency is also achieved through the Neighborhood Improvement Advisory Council (NIAC) and the Salem State University Neighborhood Advisory Council (SSUNAC), both of which are made up of residents and are chaired by the Mayor's Chief of Staff. It is also met through the development of new communication tools, such as Commonwealth Connect, the SAIL alert phone line and the BuildingSalem public information initiative. The Mayor's Office also includes the City's first Latino Affairs Coordinator and continues to oversee the Salem Mass in Motion health and wellness program.

The Mayor's Office is active in developing the Mayor's annual budget and seeks to annually develop, in partnership with the Finance Department, an on-time, balanced budget and five-year capital plan that meet the GFOA's highest standards.

The Mayor and her staff are deeply engaged in advancing the economic development goals of the City, especially the Footprint power plant project, Salem Wharf development, implementation of the Point Vision and Action Plan, and the re-use of the Salem District Court, Superior Court, and County Commissioners building. The Mayor and her team are very involved in the successful planning and execution of special events, including the July 4th celebration, Heritage Days, Haunted Happenings, and other community events that positive impact the local economy and build civic pride and engagement at the same time. Finally, the Mayor takes an active role in ensuring public infrastructure and facilities projects are advanced; these especially include the ongoing Canal Street flood control project, the National Grid cable replacement project, the paving master plan and sidewalk repairs, and other major roadway enhancements.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Mayor-Personnel									
11211	5111	SALARIES-FULL TIME	280,694.00	331,119.00	322,419.00	295,230.65	354,899.00	357,548.00	357,548.00
11211	5113	SALARIES-PART TIME	8,902.50	0.00	0.00	0.00	0.00	0.00	0.00
Total Mayor-Personnel			289,596.50	331,119.00	322,419.00	295,230.65	354,899.00	357,548.00	357,548.00
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	71,776.08	120,000.00	126,700.00	113,362.17	120,000.00	90,000.00	90,000.00
11212	5381	PRINTING AND BINDING	977.12	1,650.00	1,650.00	220.00	1,650.00	1,650.00	1,650.00
11212	5421	OFFICE SUPPLIES (GEN	1,995.10	3,050.00	3,050.00	2,082.43	3,050.00	3,050.00	3,050.00
11212	5710	IN STATE TRAVEL/MEETINGS	2,698.76	3,000.00	5,000.00	3,136.26	3,000.00	3,000.00	3,000.00
11212	5730	DUES AND SUB	10,628.44	11,500.00	11,500.00	9,540.46	11,500.00	11,500.00	11,500.00
Total Mayor-Expenses			138,155.50	190,000.00	198,700.00	178,421.32	190,000.00	160,000.00	160,000.00
160	121	Department Total	427,752.00	521,119.00	521,119.00	473,651.97	544,899.00	517,548.00	517,548.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
DRISCOLL KIMBERLEY	160 MAYOR	11211-5111	MAYOR 7/1/2014 - 12/31/2014	1/1/2006	50,192.39		0.50	1	50%	1,923.08	1,923.08	50,384.70	1,923.08	50,384.70	50,384.70
DRISCOLL KIMBERLEY	160 MAYOR	11211-5111	MAYOR 1/1/2015 to 6/30/2015*		60,230.71		0.50	1	50%	2,307.69	2,307.69	60,461.48	2,307.69	60,461.48	60,461.48
HOYSRADT KRISTIAN	160 MAYOR	11211-5111	PROJECT MANAGER	12/10/12	44,079.56		0.00	0	0%	844.44	-	-	-	-	-
PANGALLO DOMINICK	160 MAYOR	11211-5111	CHIEF OF STAFF	3/18/2013	83,861.91		1.00	1	100%	1,606.55	1,606.55	84,183.22	1,606.55	84,183.22	84,183.22
WESSELL JENNIFER	160 MAYOR	11211-5111	EXECUTIVE SECY	1/1/2006	61,886.02		1.00	1	100%	1,185.56	1,185.56	62,123.13	1,215.19	63,676.21	63,676.21
*VARGAS ISABEL	160 MAYOR	11211-5111	LATINO TRANS/COORD	2013	30,868.10		0.00	0	0%	591.34	-	-	-	-	-
COX JEFF	160 MAYOR	11211-5111	Constituent ServSp Proj Asst	7/1/2015			1.00	1	100%	-	769.23	40,307.65	769.23	40,307.65	40,307.65
ASSADE LAURA	160 MAYOR	11211-5111	Constituent ServLatino Coord				1.00	1	100%	-	1,096.15	57,438.26	1,096.15	57,438.26	57,438.26

FY 2015 Increase for Mayor as voted by council - 20K annually - 10K for 6 mos for FY 2015
Proposed Increase for Mayor as of 1/14

-			1,096.15			1,096.15		
331,118.69			Total Full Time - 5111			354,898.44		
-			Total Part Time - 5113			-		
331,118.69			5.00			Department Total		
						354,898.44		
						357,547.67		
						357,547.67		

Full-Time Equivalent Employees:	FY 2014	4.00
	FY 2015	5.00
	FY 2016	5.00
	Variance 15 vs. 16	0.00

EMPLOYEES GRANTS/SPECIAL REVENUE FUNDING

Name	Funding	Job Desc	FY 2015	Hours	Total FY 2016
	All CIP Projects	CIP			
Murphy Kerry	EOS Summer Meals	2316	Capital Project Director	70,000.00	0.00
				35.00	2,000.00
					-
					To Engineering
Pelletier John	Mass in Motion	2538	Program Manager	15.00	192.52
				36.00	10,000.00
					10,000.00
Assick Daniel	Mass in Motion	2538	MIM Coordinator	35,841.60	0.54
				19.00	36.00
					684.00
Lamberti Mathew	Mass in Motion	2538	Media Intern	4,611.20	0.23
				8.00	11.00
					88.00
Griffin Jude	Mass in Motion	2538	GIS Intern	9,536.80	0.40
				14.00	13.00
					182.00
				19.00	16.00
					304.00
					15,929.60
					15,929.60
1.71					

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

MAYOR - 160

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11212	5305	Accounting and Audit			
		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			
		Consulting, translation and constituent services, SalemStat & performance improvement initiatives	120,000	90,000	90,000
Total			120,000	90,000	90,000
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			
		General office supplies as needed	3,050	3,050	3,050
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			190,000	160,000	160,000

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. Maintain all minutes of the Council Committees. Prepare paperwork for all committee and scheduling of all Committee meetings with invitations to invitees.

Significant Budget & Staffing Changes for FY 2016

As of January 1, 2016 City Council will now receive \$12,000 per year and \$12,500 for the Council President. No staffing changes.

Recent Accomplishments

All offices made ADA compliant along with the refurbishing of City Hall.

FY 2016 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 2013	Actual FY 2014	Estimated FY 2015	Estimate FY2016
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LICENSES PASSED BY COUNCIL				
Public Guide	119	105	112	112
Second Hand Valuable	25	18	21	21
Second Hand Clothing	9	5	7	7
Taxi Operator	181	140	160	160
Taxi Cab Licenses	37	48	42	42
Limousine License	0	2	2	2
Vehicle for Hire	7	7	7	7
Vehicle for Hire Operators	18	17	17	17
Drain layer/Contract Operator	39	41	40	40
Junk Dealer	3	3	3	3
Pawnbroker	1	1	1	1
Sea worm License	13	12	12	12
Council records processed	741	718	729	729
Ordinances adopted	10	15	12	12
Zoning Ordinances	0	6	1	1
Traffic Ordinances	38	36	30	30

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
City Council-Personnel									
11111	5111	SALARIES-FULL TIME	119,699.66	119,700.00	119,700.00	112,187.73	130,700.00	130,700.00	130,700.00
Total City Council-Personnel			119,699.66	119,700.00	119,700.00	112,187.73	130,700.00	130,700.00	130,700.00
City Council-Expenses									
11112	5306	ADVERTISING	26,773.01	20,000.00	25,000.00	17,593.43	20,000.00	20,000.00	20,000.00
11112	5320	CONTRACTED SERVICES	491.40	21,000.00	16,000.00	0.00	21,000.00	0.00	0.00
11112	5381	PRINTING AND BINDING	17,221.25	11,177.00	11,177.00	9,466.70	11,177.00	11,177.00	11,177.00
11112	5421	OFFICE SUPPLIES (GEN	199.76	250.00	250.00	0.00	250.00	250.00	250.00
11112	5730	DUES AND SUB	25.00	200.00	200.00	125.00	200.00	200.00	200.00
11112	5783	MIDTERM/INAUGURAL	84.00	500.00	500.00	0.00	500.00	500.00	500.00
Total City Council-Expenses			44,794.42	53,127.00	53,127.00	27,185.13	53,127.00	32,127.00	32,127.00
030	111	Department Total	164,494.08	172,827.00	172,827.00	139,372.86	183,827.00	162,827.00	162,827.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
EPLY DAVID	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2014	10,000.00			1				10,000.00		10,000.00	10,000.00
FAMICO HEATHER	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2014	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
GERARD BETH	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2014	10,000.00			1				10,000.00		10,000.00	10,000.00
LEGAULT WILLIAM	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2013	10,000.00			1				10,000.00		10,000.00	10,000.00
MCCARTHY ROBERT	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2008	10,500.00			1				10,000.00		10,500.00	10,500.00
MILO ELAINE	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2014	10,000.00			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
SARGENT ARTHUR	030 CITY COUNCIL	11111-5111	COUNCIL PRESIDENT	01/01/2000	10,000.00			1				10,500.00		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
TURIEL JOSH	030 CITY COUNCIL	11111-5111	COUNCILLOR	1/1/2012	10,000.00			1				10,000.00		10,000.00	10,000.00
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
Council increase on 1/1/16 - \$2,000.00 annual increase (6 months for FY 2016)								11	50%		2,000.00	11,000.00		11,000.00	11,000.00

119,700.00	0.00	Total Full Time - 5111	130,700.00	130,700.00	130,700.00
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Full-Time Equivalent Employees:	FY 2014	0.00
	FY 2015	0.00
	FY 2016	0.00
	Variance 15 vs. 16	0.00

119,700.00	0.00	Department Total	130,700.00	130,700.00	130,700.00
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**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

CITY COUNCIL 030

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
11112	5306	ADVERTISING			
		Salem Evening News - Charter and M.G.L. mandated ordinance advertising	20,000	20,000	20,000
		unpredictable due to adoption of ordinances			
TOTAL			20,000	20,000	20,000
	5320	CONTRACTED SERVICES			
		Budget analyst	21,000	-	-
			21,000	-	-
11112	5381	PRINTING AND BINDING			
		Government cards (printed in-house)			
		Printing Manual	11,177	11,177	11,177
		Stationery and envelopes			
		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			
		West Group - Mass. General Laws			
		Forms, ordinances, orders, committee reports, archive paper for minutes, binders, binding			
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	32,127	32,127

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 2016

Increase in lines for Archival supplies and Office supplies are needed to meet true costs. Increase in salary for the Assistant City Clerk to be in line with other assistants in the city.

Recent Accomplishments

- New Death records are now being transmitted by the state to our office online. The system has been up and running since September 2014. The next will be the marriage records but the state has not informed us yet when the launch date is. The new system like anything is not perfect but in a lot of ways much faster. The VIP system is the state's system and is State wide system.

FY 2016 Goals & Objectives

- The maintaining of information on the city's website in reference to the City Clerks office.
- Maintain the staffing level.



Motto: "To the farthestmost parts of the rich East"

- Automate vital records for processing, recording and indexing.
- We will be undertaking the project of going through our retention schedule to free up space for records. Also we are going to evaluate what is actually needed in vault space for the records which must be maintained permanently. Currently we have almost 500 years worth of records being archived in a vault that clearly has run out of space for years now. This project will be ongoing throughout 2015.
- Archival supplies line is increased due to cost increase for materials and we have noticed already that there is a 10% increase in births and deaths in 2015.
- Increased office supplies as tone and related supplies for printers are needed.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
VITAL RECORDS				
Copies of vital records	8207	7,497	8,000	8,000
Birth records recorded	1579	1,622	1,785	1,785
Death records recorded	590	563	620	620
Marriage Licenses	339	358	390	390
Affidavits of vital records	57	232	200	200
LICENSES				
Dog Licenses	2407	2,765	2,500	2,500
Business Certificates	332	351	350	350
Yard Sale permits	203	237	230	230

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Ordinance relative to the fees for a dog license has been changed due to new state law. For spay and neutered dog the fee is still \$10.00 but dogs not spayed or neutered the new fee is now \$15.00. Also there have been dogs not coming in to be licensed and a second notice will be going out earlier to try and bring them into compliance. Our system shows 5,160 records of dogs and last year only 2,407 were licensed which leaves 2,753 dog records. Some may have moved or the animal may be deceased but even if only 1,000 more get licensed that is \$10,000 more dollars provided they are spayed or neutered not to mention the late fee. So the goal is to get dog licenses up to date.
- We are currently looking at ways for archiving our records. We are quickly running out of archival space. The whole city with it's all it's history could use an archive. If our records are to last through the ages they need proper storage. I believe CPA money could be used for this purpose.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
City Clerk-Personnel									
11611	5111	SALARIES-FULL TIME	247,744.16	266,644.00	266,644.00	249,406.58	275,163.00	276,506.00	276,506.00
11611	5131	OVERTIME (GENERAL)	1,979.89	0.00	0.00	0.00	0.00	0.00	0.00
Total City Clerk-Personnel			249,724.05	266,644.00	266,644.00	249,406.58	275,163.00	276,506.00	276,506.00
City Clerk-Expenses									
11612	5242	OFFICE EQUIPMENT REP	520.59	500.00	500.00	500.00	500.00	500.00	500.00
11612	5317	EDUCATIONAL TRAINING	0.00	1,000.00	1,000.00	0.00	500.00	0.00	0.00
11612	5381	PRINTING AND BINDING	2,890.07	3,000.00	3,000.00	2,989.53	3,000.00	3,000.00	3,000.00
11612	5421	OFFICE SUPPLIES (GEN	749.84	750.00	750.00	748.49	1,500.00	1,500.00	1,500.00
11612	5450	ARCHIVAL SUPP & EQUI	1,250.00	1,250.00	1,250.00	1,246.00	1,500.00	1,500.00	1,500.00
11612	5509	DOG LICENSES	1,079.24	1,400.00	1,400.00	1,207.05	1,400.00	1,400.00	1,400.00
11612	5710	IN STATE TRAVEL/MEETINGS	0.00	500.00	500.00	0.00	500.00	0.00	0.00
11612	5730	DUES AND SUB	25.00	500.00	500.00	190.00	500.00	500.00	500.00
Total City Clerk-Expenses			6,514.74	8,900.00	8,900.00	6,881.07	9,400.00	8,400.00	8,400.00
030	161	Department Total	256,238.79	275,544.00	275,544.00	256,287.65	284,563.00	284,906.00	284,906.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Propsed FY 2016 52.4	Council Voted FY 2016
LAPOINTE CHERYL	030 CITY CLERK	11611-5111	CITY CLERK	02/27/1989	84,463.53		1.00	1	100%	1,618.08	1,618.08	84,787.13	1,658.53	86,906.81	86,906.81
*SIMONS ILENE	030 CITY CLERK	11611-5111	ASST CITY CLERK	09/05/2000	51,572.40		1.00	1	100%	987.98	1,027.50	53,841.00	1,012.68	53,064.30	53,064.30
*Increase of 4% requested for Ilene Simons - no additional money above 2.5% approved					130,607.93		3.00			Total AFSCME 1818		136,534.03		136,534.03	136,534.03
					266,643.85		5.00	Total Full Time - 5111				275,162.16		276,505.14	276,505.14

Full-Time Equivalent Employees:			FY 2014	5.00
			FY 2015	5.00
			FY 2016	5.00
			Variance 15 vs. 16	0.00

266,643.85	5.00	Department Total	275,162.16	276,505.14	276,505.14
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FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4			
													Date	Rate	# Wks Old New								
SERPA	LINDA	030 CITY CLERK	11611-5111	ASST REGISTRAR	7/26/2004	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56					100%	47,503.80	47,503.80	47,503.80			
EMMONS	JANET	030 CITY CLERK	11611-5111	ASST REGISTRAR	5/17/10	45,933.91	1.00	879.96	1.015	893.16	1.015	906.56					100%	47,503.58	47,503.58	47,503.58			
BROWN	TRACEY	030 CITY CLERK	11611-5111	SR CLERK TYPIST II/III	1/20/2014	38,739.88	1.00	756.91	1.015	768.26	1.015	779.79	1/20/2016	808.24	29.0 23.4	100%	41,526.66	41,526.66	41,526.66				
						130,607.93	3.00											-			136,534.03	136,534.03	136,534.03

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

CITY CLERK - 030

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
11612	5242	OFFICE EQUIPMENT REPAIR			
		simplex time recorder maintenance			
		typewriter maintenance (5 typewriters)	500	500	500
TOTAL			500	500	500
11612	5317	Educational training	500		
		Traing to teach staff Spanish		To HR	To HR
TOTAL			500	-	-
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,	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
11612	5450	ARCHIVAL SUPPLIES AND EQUIPMENT			
		Acid free state mandate vital records recording paper ledger sheets (birth/death/marr)	1,500	1,500	1,500
		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			1,500	1,500	1,500
11612	5509	DOG LICENSES			
		National Band and Tag for dog tags (3000 tags)	1,400	1,400	1,400
		Maintenance for Dog Software			
TOTAL			1,400	1,400	1,400
11612	5710	INSTATE TRAVE/MEETINGS			
		Registration and travel expenses for various meetings and seminars	500	-	-
		Educational Training			
TOTAL			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			9,400	8,400	8,400

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 2016

No significant budget and staffing changes are anticipated for FY2016. The only challenges that I foresee that if the law is implemented for early voting for the March Presidential primary we may need additional staffing to accomplish the state mandated required work.



Recent Accomplishments

- We have moved polling locations for the 2014 elections. Ward 1 Precinct 2 has been relocated to the site of the old St. Joseph's Church at 135 Lafayette Street in order to accommodate the volume of residents living in the Point area. Also have added more Spanish speaking interpreters to aid with the election process for those whom need translation. I believe it was successful in that it seems the Spanish community made good use of them. We will be attempting to continue this practice for future elections if the budget allows.
- Ward 5 Precincts 1 and 2 were relocated to the Saltonstall School on Lafayette Street as the Temple Shalom was sold to a private developer and we could no longer use the site. The upcoming elections are the Cities Municipal elections and the Presidential primary in March of 2016.

FY 2016 Goals & Objectives

- Maintain the staffing level in order to continue with required census and elections work.
- Due to the loss in space in our office we will be looking to relocate storage and continue to organize the election materials, records and supplies.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
ELECTIONS (based on month of Nov.)				
# Registered Voters	26101	27,056	28,482	28,482
Voter turnout %	26%	50%	48%	48%
Actual turnout	6661	13,429	13,671	13,671
CENSUS				
Census forms mailed out and processed	16,000	17,547	17,547	17,547

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Elect & Reg-Personnel									
11621	5111	SALARIES-FULL TIME	93,882.93	96,482.00	96,482.00	88,635.81	100,663.00	101,893.00	101,893.00
11621	5131	OVERTIME (GENERAL)	4,682.78	5,000.00	5,000.00	4,757.40	7,500.00	5,000.00	5,000.00
Total Elect & Reg-Personnel			98,565.71	101,482.00	101,482.00	93,393.21	108,163.00	106,893.00	106,893.00
Elect & Reg-Expenses									
11622	5242	OFFICE EQUIPMENT REP	128.50	325.00	325.00	0.00	325.00	325.00	325.00
11622	5280	POLLING PLACE RENT	100.00	300.00	300.00	50.00	300.00	300.00	300.00
11622	5306	ADVERTISING	424.50	650.00	650.00	431.50	975.00	975.00	975.00
11622	5309	POLLWORKERS	26,948.00	29,000.00	29,000.00	24,940.00	43,500.00	43,500.00	43,500.00
11622	5381	PRINTING AND BINDING	9,159.00	6,500.00	6,500.00	6,031.82	9,000.00	9,000.00	9,000.00
11622	5386	VOTING MACHINE SERVI	15,791.06	16,325.00	16,325.00	13,596.87	16,325.00	16,325.00	16,325.00
11622	5421	OFFICE SUPPLIES (GEN	999.86	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
Total Elect & Reg-Expenses			53,550.92	54,100.00	54,100.00	45,050.19	71,425.00	71,425.00	71,425.00
030	162	Department Total	152,116.63	155,582.00	155,582.00	138,443.40	179,588.00	178,318.00	178,318.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
BARTON CHARLES	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR CHAIRMAN	9/17/2008	700.00	B			4	187.50	187.50	750.00	175.00	750.00	750.00
LAPORTE 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
LAPORTE 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
SANDON 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
BATES DONALD	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER		700.00	B			4	175.00	175.00	700.00	175.00	700.00	700.00
SPORT ROCHELLE	030 ELECTIONS & REGISTR	11621-5111	ELEC ASST TO CITY CLK	9/26/2000	49,020.75		1.00	1		939.09	939.09	49,208.56	962.57	50,438.78	50,438.78
					43,060.85		1.00			Total AFSCME 1818		47,003.75		47,003.75	47,003.75
					96,481.59		2.00	Total Full Time 5111				100,662.31		101,892.53	101,892.53
030 ELECTIONS & REGISTR 11621-5131 OVERTIME					5,000.00							7,500.00		5,000.00	5,000.00
					101,481.59		2.00	Department Total				108,162.31		106,892.53	106,892.53

Full-Time Equivalent Employees:	FY 2014	2.00
	FY 2015	2.00
	FY 2016	2.00
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4		
													Date	Rate	# Wks Old New							
FISHER	MAUREEN	030 ELECT & REGISTR	11621-5111	ASST REGISTRAR	9/3/2013	43,060.85	1.00	830.44	1.015	842.90	1.015	855.54	9/3/2015	906.56	9.8 42.6	100%	47,003.75	47,003.75	47,003.75			
						43,060.85	1.00													47,003.75	47,003.75	47,003.75

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

ELECTIONS AND REGISTRATIONS 030

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted 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	975	975	975
TOTAL			975	975	975
11622	5309	POLL WORKERS			
		Staffing of 14 Precincts on Election Day for Elections			
		14 Wardens, 14 Clerks, 14 precinct Asst., 10 inspectors each Precinct	43,500	43,500	43,500
TOTAL			43,500	43,500	43,500
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.	9,000	9,000	9,000
TOTAL			9,000	9,000	9,000
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			71,425	71,425	71,425

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 2016

FY2016 is a recertification year. Patriot Property has helped us review our property values prior to submission to the Department of Revenue requiring additional funds in order to complete this process. We have tried to keep the outside help to a minimum with a strong staff and only request the outside valuation review every three years.

Recent Accomplishments

- FY2015 was an “interim” year in the Salem assessment cycle and although the data preparation for the Department of Revenue was not as extensive as that required in a recertification year, the fast-changing real estate market required close scrutiny and somewhat more work than other interim years.
- We 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 in preparation for Department of Revenue tri-annual certification requirements.
- Completion of several courses in the MAAO certification program, as well as continuing education by all assessors to maintain or achieve MAAO certification. Two of the three assessor’s have reached that goal. By the end of the year all three assessor’s should have their MAAO certification.
- We have eliminated all residential and commercial Appellate Tax Board cases and only have the state valued utility cases left unsettled.
- Work in progress with the 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.
- Worked closely with the Mayor on the implementation of a new long term Power Plant agreement.

FY 2016 Goals & Objectives



- Producing high quality work and implementing and conducting an aggressive database maintenance program still remain our principal tasks. Since these elements are essential in maintaining the level of professionalism expected by Department of Revenue, the City Administration and the public at large, it is the primary objective and continuous goal of the Department to achieve both.
- FY2016 is also a recertification year for the city. This additional work-load for the Department will stress both the human as well as the financial resources available to it to accomplish this detailed procedure.
- To have our FY2016 recertification valuations certified by the end of September and be prepared to have our classification hearing in November.
- To enhance our portion of the City of Salem website with more online information available for the public.
- In preparation for the FY2016 recertification the 2015 data quality study will focus on income producing properties.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Real Estate Billing - Bills done quarterly	13,373	13,439	13,440	13,460
Personal Property Bills- Billing done quarterly	871	878	910	900
Auto Excise	33,190	32,746	33,000	32,800
Boat Excise	1,057	1,066	1,070	1,071
Exemptions	415	451	425	425
Abatements	210	59	200	200
Personal Property inventory forms (required by law for abatements)	904	887	925	925
ABC Forms - Tax exempts (required by law to qualify for status)	71	71	71	71
Income & Expense Statements	1,376	1,368	1,400	1,375

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Assessors seek to provide additional information to the Public via an enhanced Assessor's section of the Salem website. Each year we have added additional information related to Assessing services and answers to general questions that can be acquired online instead of daily phone calls making for a more efficient delivery of services.

- By the end of 2015 all Assessors in the office will have their MAA designation which indicates a certain level of knowledge so we can do the majority of our analysis in house instead of the need to have additional help in years other than a recertification year. This year we have seen more commercial abatements due to increases in commercial taxes. The additional education and completion of income courses by all assessors has reduced the need for potential outside help in defending Appellate Tax Board cases. We have an experienced staff that is working well together and has had the ability to maintain a high quality assessing data base. We have expanded the knowledge of the three assessors in the office with all participating in the abatement processing and one of the assistant assessor's is also mastering personal property assessment.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Assessors-Personnel									
11411	5111	SALARIES-FULL TIME	268,882.41	278,247.00	278,247.00	256,962.63	282,547.00	287,102.00	287,102.00
11411	5150	FRINGE/STIPENDS	4,999.92	6,000.00	6,000.00	5,708.26	6,000.00	6,000.00	6,000.00
Total Assessors-Personnel			273,882.33	284,247.00	284,247.00	262,670.89	288,547.00	293,102.00	293,102.00
Assessors-Expenses									
11412	5242	OFFICE EQUIPMENT REP	99.00	100.00	100.00	99.00	0.00	0.00	0.00
11412	5308	CONTRACTED SERVICES	17,588.00	25,500.00	25,500.00	24,479.25	34,500.00	34,500.00	34,500.00
11412	5381	PRINTING AND BINDING	1,292.56	1,500.00	1,500.00	353.20	1,500.00	1,500.00	1,500.00
11412	5421	OFFICE SUPPLIES (GEN	1,804.24	3,300.00	3,300.00	1,140.22	3,400.00	3,400.00	3,400.00
11412	5710	IN STATE TRAVEL/MEETINGS	2,127.26	2,500.00	2,500.00	1,638.31	2,500.00	2,500.00	2,500.00
11412	5860	EQUIPMENT	499.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Assessors-Expenses			23,410.06	32,900.00	32,900.00	27,709.98	41,900.00	41,900.00	41,900.00
010	141	Department Total	297,292.39	317,147.00	317,147.00	290,380.87	330,447.00	335,002.00	335,002.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
BOND JAMES	010 ASSESSORS	11411-5111	ASST ASSESSOR	9/19/2011	52,669.25		1.00	1	100%	1,008.99	1,008.99	52,871.05	1,034.21	54,192.83	54,192.83
JACKSON DEBORAH	010 ASSESSORS	11411-5111	DIR ASSESSING	9/22/09	81,143.54		1.00	1	100%	1,554.47	1,554.47	81,454.44	1,593.34	83,490.80	83,490.80
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
DELLORFANO DELINDA	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
CORTES STEPHEN	010 ASSESSORS	11411-5111	ASST ASSESSOR	10/10/12	47,682.59		1.00	1	100%	913.46	913.46	47,865.28	936.30	49,061.91	49,061.91
MILLERICK ROBERT	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
					86,251.34		2.00				Total AFSCME 1818	89,855.71		89,855.71	89,855.71
					278,246.72		5.00	Total Full Time - 5111				282,546.47		287,101.24	287,101.24
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					3,000.00				2.0	1,500.00	1,500.00	3,000.00	1,500.00	3,000.00	3,000.00
					6,000.00			Total Fringe - 5150				6,000.00		6,000.00	6,000.00
					284,246.72		5.00	Department Total				288,546.47		293,101.24	293,101.24

Full-Time Equivalent Employees:	FY 2014	5.00
	FY 2015	5.00
	FY 2016	5.00
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME	Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES				Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4	
												Date	Rate	# Wks Old	New				
FELIX GLORIA	010 ASSESSORS	11411-5111	PRINCIPAL CLERK	03221993	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56				100%	47,503.80	47,503.80	47,503.80	
DELLORFANO DELINDA	010 ASSESSORS	11411-5111	SR CLERK TYPIST	12/17/2013	40,317.21	1.00	784.53	1.015	796.30	1.015	808.24				100%	42,351.90	42,351.90	42,351.90	
					86,251.34	2.00											89,855.71	89,855.71	89,855.71

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

ASSESSORS - 010

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11412	5242	OFFICE EQUIPMENT REP Moved to office supplies	-	-	-
TOTAL			-	-	-
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 Recertification	18,000 1,500 15,000	18,000 1,500 15,000	18,000 1,500 15,000
TOTAL			34,500	34,500	34,500
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	3,400	3,400	3,400
TOTAL			3,400	3,400	3,400
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
TOTAL PROPOSED			41,900	41,900	41,900

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 2016

No significant budget or staffing changes for FY 2016

Recent Accomplishments

- Updated the Collector's policies and procedures manual
- The Collector's office hired a new clerk, Yeimi Colon. Yeimi is bilingual and has been a great asset to the office.
- Each employee in the Collectors office has been re-certified as a passport acceptance agent.
- Work in progress with the Harbormaster, Collector and Finance Department 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 boats that have been bought and sold.
- Collector continues to attend annual school to maintain certification.



FY 2016 Goals & Objectives

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

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Passports Processed	308	308	250	250
Resident Parking Stickers/Visitor Passes	2019	2607	2,500	2500
E-Notice/E-Billing 354 e-notice, 498 e-billing			852	1000
Municipal Lien Certificates Processed	1163	1080	1,200	1200
Bills Payments Processed In-House:				
Excise Tax	9932	10244	9,000	9000
Parking Tickets	6178	5294	7,000	6000
Boat Excise Tax	178	138	150	150
Real Estate	41127		41,000	
Personal Property	1076		1,700	
Water/Sewer & Trash	40135		40,000	
Mooring/Slips (Began collecting in March 2011)	1358	1348	1,250	1300
City ordinance tickets	65	176	100	150
Lockbox Payments				
Real Estate / Personal Property / Water & Sewer / Trash (Lockbox began June 2006)	32692		32,000	
Online Payments – City Hall Systems				
Real Estate	2777	2698	2,700	2700
Water/Sewer	5970	5109	6,000	5500
Personal Property	199	201	250	200
Trash (Began billing in November 2006)	1423	1428	1,500	1500
Excise Tax	6551	6954	7000	7000

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Collector-Personnel									
11461	5111	SALARIES-FULL TIME	203,484.89	209,295.00	209,295.00	192,090.44	212,795.00	214,517.00	214,517.00
11461	5131	OVERTIME (GENERAL)	1,058.17	1,000.00	1,000.00	1,106.25	1,000.00	1,000.00	1,000.00
11461	5150	FRINGE/STIPENDS	3,999.96	4,000.00	4,000.00	3,604.13	4,000.00	4,000.00	4,000.00
Total Collector-Personnel			208,543.02	214,295.00	214,295.00	196,800.82	217,795.00	219,517.00	219,517.00
Collector-Expenses									
11462	5317	EDUCATIONAL TRAINING	300.91	1,000.00	1,000.00	529.77	1,000.00	1,000.00	1,000.00
11462	5381	PRINTING AND BINDING	2,484.36	4,500.00	4,500.00	4,231.34	4,500.00	4,500.00	4,500.00
11462	5421	OFFICE SUPPLIES (GEN	2,941.96	3,000.00	3,000.00	2,849.48	3,000.00	3,000.00	3,000.00
Total Collector-Expenses			5,727.23	8,500.00	8,500.00	7,610.59	8,500.00	8,500.00	8,500.00
040	146	Department Total	214,270.25	222,795.00	222,795.00	204,411.41	226,295.00	228,017.00	228,017.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
CELI	BONNIE	040 COLLECTOR	11461-5111 CITY COLLECTOR	2/01/2004	68,612.72		1.00	1	100%	1,314.42	1,314.42	68,875.61	1,347.28	70,597.50	70,597.50
					140,682.26		3.00				Total AFSCME 1818	143,919.01		143,919.01	143,919.01
					209,294.98		4.00		Total Full Time - 5111			212,794.62		214,516.51	214,516.51
		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
					4,000.00				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
					214,294.98		4.00		Department Total			217,794.62		219,516.51	219,516.51

Full-Time Equivalent Employees:	FY 2014	4.00
	FY 2015	4.00
	FY 2016	4.00
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4			
													Date	Rate	# Wks Old New								
HUTCHINSON	SARAH	040 COLLECTOR	11461-5111	ASSISTANT COLLECTOR	11/08/2004	51,103.06	1.00	978.99	1.015	993.67	1.015	1,008.58					100%	52,849.36	52,849.36	52,849.36			
DAVIS	MAUREEN	040 COLLECTOR	11461-5111	PRINCIPAL CLERK	4/24/2007	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56					100%	47,503.80	47,503.80	47,503.80			
GLICK	MARCIE	040 COLLECTOR	11461-5111	SR ACCOUNT CLERK	7/18/12	43,645.07	1.00					-					100%	To Finance	To Finance	To Finance			
COLON	YEIMI	040 COLLECTOR	11461-5111	SR ACCOUNT CLERK VII	7/8/14	-	1.00	779.04	1.015	790.73	1.015	802.59	7/8/2015	831.97	1.0 51.4	100%	43,565.84	43,565.84	43,565.84				
						140,682.26	3.00														143,919.01	143,919.01	143,919.01

FY 2016 BUDGET DETAIL EXPENSES
EXPENSES

COLLECTOR - 040

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted 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	4,500	4,500	4,500
TOTAL			4,500	4,500	4,500
11462	5421	Office Supplies General office supplies as needed.	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
TOTAL PROPOSED			8,500	8,500	8,500

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.

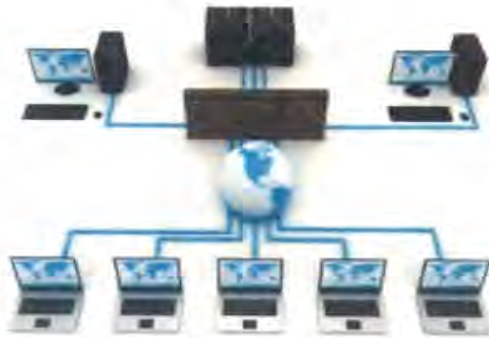


Budget & Staffing Changes for FY 2016

A new position of CIO was created to unify municipal, school, and public safety information technology operations under one strategic vision, with the first CIO hired in January of 2015. The proposed budget recommends the continued unification of IT operations with a budget neutral transfer of support staff, a funded technology equipment management plan, aligned to existing inventory levels and departmental needs and migration to a cloud-based productivity solution, improving service while allowing for a decrease in server count and storage requirements and incorporates prior year capital projects impacts, which account for approximately half of the proposed increase.

Recent Accomplishments

- Implemented redundant power backup systems at the City Hall and City Hall Annex buildings to safeguard network infrastructure against longer power outages (up to 4 hours) without the use of a generator (which is not available at these locations)
- Expanded our SAN environment and performed regular maintenance
- Switched the PRI backbone feeding the City Hall/City Hall Annex PBX (phone system) from one provider to another
- Assisted the Purchasing department in the cleanup of copper telephone line accounts City-wide
- Deployed some additional Voice over IP (VoIP) telephones
- Coordinated and made necessary system change to prepare for the upgrade from Munis release version 9.4 to version 10.5
- Implemented Munis Employee Self Service (ESS). This allows, for example, employees to view their W-2s online, it lets them initiate time-off requests, run deduction simulations on their own pay.
- Assisted the Purchasing department in the annual processing of 1099-M records and forms
- Assisted the Treasury department in the annual processing of W-2 records and forms



- Provided ongoing support for all City Munis users for the Munis application modules, including creating and running custom reports using Crystal Reports
- Provided ongoing support for the ViewPermit program, both in terms of module support as well as editing/creating reports
- Replaced Windows XP computers with Windows 7 computers
- Continued maintenance and monitoring of servers
- Continued maintenance and monitoring of firewalls
- Responded to all CodeRED / reverse-911 calls and email requests
- Responded to all un-categorized WebQA/Citizen's Request emails
- Provided ongoing website / Virtual Town Hall support
- Continued to provide technical support and guidance for the City-wide AMR (Automatic Meter Read) program
- Worked with other cities and towns through the "MassOrtho" program to acquire new, very high resolution aerial imagery for Salem, flown in 2014
- Worked with vendor to undergo a much needed update and improvement to the City's web-based GIS capabilities, usability, and performance
- Provided ongoing 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
- Updated assessor parcel maps for FY15 in-house, resulting in significant cost savings
- Updated all data acquired from MassGIS to reflect the most recently available data
- 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
- Supervised and mentored interns from the Salem State University Geography department

FY 2016 Goals & Objectives

- Build out Phase 1 of a City-wide municipal fiber network by end of FY16. Phase 1 includes fiber cabling to all identified City-owned buildings, and fiber equipment installed in all identified City-owned buildings, except schools.
- Annual IT Equipment Replacement Program: identify equipment to be replaced by the end of October 2015
- Annual IT Equipment Replacement Program: complete actual equipment replacement by the end of March 2016
- Implement the transition from internally hosted to externally hosted email platform to increase availability, stability, and City-wide compatibility by the end of May 2016
- ViewPermit: have this implemented externally (accessible to the public) for the Building, Electrical, and Health departments by the end of July 2015
- ViewPermit: have this implemented internally for Fire, Licensing, and Engineering departments by the end of September 2015
- Implement Munis paper-less PAF system and paper-less purchase order processing by the end of October 2015
- Re-organize GIS data structure to mostly follow one of the "standard" government GIS data models by the end of November 2015
- Improve help desk system to expedite requests of the department(s), create troubleshooting tickets and track progress by:
 - Setting up initial Service Level Agreements (SLAs) by end of May 2016

Ongoing, continuous goals:

- Update City's network use policy and require acceptance/adherence to said policy
- Update network storage guidelines and best practices
- Update Disaster Recovery Program and test it on a regular basis
- Evaluate and implement improved network security and device management, specifically for:
 - Wireless hotspots – Internet access
 - “Smart” Devices – Internet / Email access
 - Growing trend of employees bringing in their personal devices
- Continue evaluation of cloud computing and/or private hosting of the City's data
- Investigate City-wide document storage needs and methods
- Look into and pursue grant funding if available
- Continue to train staff and take advantage of professional training and education when available
- 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 10.0 to version 10.2/10.3
- 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 Citywide use, utilizing ArcGIS Server 10.2/10.3
- During calendar year 2013 a significantly higher number of help desk tickets were logged, mostly due to the fact that our outdated email security device was generating email alerts that we thought would be useful to monitor and log into our helpdesk system. The security device has since been replaced, and these emails are no longer being generated, which is why calendar year 2014 saw such a steep drop. Our previous goal to implement so-called Service Level Agreements has not been achieved yet, due to the fact that a much more in-depth review of all different service types is necessary. This is still a goal for us, but in the meantime we're striving to complete as many help desk tickets in a timely manner as possible.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Help Desk Tickets Received and Resolved	1500	880	900	N/A

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Our department's overarching goals are the continued adoption of new and innovative technologies. These technologies range from electronic permitting to electronic field inspections and more efficient data gathering methods. The goal of adopting newer technology is to increase transparency in our City government and maximize the efficiency of our City's personnel.
- The ITS Department remains committed to the City's overall goal for Salem to be 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 Footprint power plant site, the re-development of the "Blubber Hollow" area, snow plow tracking and snow removal coordination.
- 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 the City's website, as well as through a plethora of related City-managed web-based platforms.
- 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 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
IT/GIS/-Personnel									
11551	5111	SALARIES-FULL TIME	153,282.99	211,401.00	211,401.00	144,185.34	271,992.00	278,792.00	278,792.00
Total IT/GIS/-Personnel			153,282.99	211,401.00	211,401.00	144,185.34	271,992.00	278,792.00	278,792.00
IT/GIS-Expenses									
11552	5317	EDUCATIONAL TRAINING	725.00	6,100.00	6,100.00	948.37	7,500.00	7,500.00	7,500.00
11552	5421	OFFICE SUPPLIES (GEN	1,095.05	2,874.00	2,874.00	1,414.46	2,000.00	2,000.00	2,000.00
11552	5520	SOFTWARE SUPPORT/ENHANCEMEI	3,700.00	5,500.00	5,500.00	1,749.00	5,500.00	5,500.00	5,500.00
11552	5582	DATA PROCESSING SUPP	3,158.85	5,500.00	5,500.00	2,919.01	5,500.00	5,500.00	5,500.00
11552	5710	IN STATE TRAVEL/MEETINGS	0.00	1,475.00	1,475.00	0.00	1,475.00	1,475.00	1,475.00
Total IT/GIS-Expenses			8,678.90	21,449.00	21,449.00	7,030.84	21,975.00	21,975.00	21,975.00
070	155	Department Total	161,961.89	232,850.00	232,850.00	151,216.18	293,967.00	300,767.00	300,767.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
CLAY NINA	070 Information Tech-GIS	11551-5111	COMPUTER ANALYST	09/20/1993	59,651.65		1.00	1	100%	1,142.75	1,142.75	59,880.20	1,171.32	61,377.21	61,377.21
DUIJVESTEIJN OLLE	070 Information Tech-GIS	11551-5111	IT-GIS Director	10/12/2010	40,442.40		0.60		60%	1,291.26	1,291.26	40,597.35	1,323.55	41,612.28	41,612.28
FRACZEK JAKE	070 Information Tech-GIS	11551-5111	IT/CRIME ANALYST			From Police	1.00	1		1,044.71	1,044.71	54,742.84	1,070.83	56,111.41	56,111.41
GROCKI KEVIN	070 Information Tech-GIS	11551-5111	TECH SERVICE COORD	7/2/2008	10,921.44		0.20	7	20%	1,046.16	1,046.16	10,963.76	1,072.31	11,237.85	11,237.85
KILLEN MATTHEW	070 Information Tech-GIS	11551-5111	Chief Information Officer	1/20/2015	100,384.78		1.00	1	100%	2,019.23	2,019.23	105,807.65	2,069.71	108,452.84	108,452.84

****Note - Jake Fraczek moved here from Police**

Kevin Grocki remains at 7 hrs in IT 28 hrs in Library

211,400.27	3.80	Total Full Time - 5111	271,991.80	278,791.60	278,791.60
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Full-Time Equivalent Employees:	FY 2014	2.80
	FY 2015	2.80
	FY 2016	3.80
	Variance 15 vs. 16	1.00

211,400.27	3.80	Department Total	271,991.80	-	278,791.60	278,791.60
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0.20

								Total
DUIJVESTEIJN	OLLE	Information Tech-GIS	11551-5111	IT-GIS Director	0.60	60%	1,323.55	41,612.28
		SEWER	600131-5111		0.20	20%	1,323.55	13,870.76
		WATER	610131-5111		0.20	20%	1,323.55	13,870.76
								69,353.80

FY 2016 DETAILED BUDGET REPORT
EXPENSES

DATA PROC/MIS/GIS/IT - 070

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11552	5317	Educational Training Technology Training as needed (Certification, Munis, ESRI)	7,500	7,500	7,500
TOTAL			7,500	7,500	7,500
11552	5421	Office Supplies (General) General office supplies as needed	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
11552	5520	Software Support/Enhancements DELL/ASAP State Contract Misc network software and licensing fees	3,000	3,000	3,000
		ArcGIS Desktop Extension	2,500	2,500	2,500
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			21,975	21,975	21,975

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
IT/GIS-Fixed Costs									
11562	5243	IT/GIS MAINTENANCE	309,582.62	337,820.00	330,820.00	261,277.85	404,952.00	344,952.00	344,952.00
11562	5341	PHONE/DSL/COMMUNICATIONS	15,106.29	45,370.00	52,370.00	46,563.45	48,053.00	48,053.00	48,053.00
Total IT/GIS-Fixed Costs			324,688.91	383,190.00	383,190.00	307,841.30	453,005.00	393,005.00	393,005.00
070	156	Department Total	324,688.91	383,190.00	383,190.00	307,841.30	453,005.00	393,005.00	393,005.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

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

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11562	5243	IT/GIS MAINTENANCE			
	RECURRING	Tyler Technologies - Munis ASP Annual Fee includes OSDBA and Disaster Recovery Support	203,787	203,787	203,787
		Annual Technology Equipment Replacement Program	60,000	-	-
		Annual Technology Equipment Repair	5,000	5,000	5,000
		Annual Microsoft software licensing - Office 365	55,000	55,000	55,000
		Annual Microsoft software licensing - Workstation/Server/Database	5,000	5,000	5,000
		EMC Licensing for Maintenance & Remote replication, Backup & Recovery for SAN / servers	15,000	15,000	15,000
		ViewPermit Annual Software License & Maintenance	16,000	16,000	16,000
		RetroFit - 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	5,000	5,000	5,000
		Essex Craftsman A/C cleaning for 2 units	500	500	500
		Formax Sealer Maintenance	800	800	800
		Domain registration for various domains, such as salem.com, buildingsale.com, salemferry.com, salem	60	60	60
		Iron Mountain Escrow Service for Munis Source Code	275	275	275
		Antivirus for 300 computers and 30 servers with remote administration	2,500	2,500	2,500
		Remote Computer Assistance & Administration Software Maintenance	1,500	1,500	1,500
		Alloy Software Help Desk and Inventory	1,500	1,500	1,500
		Network/Project Consulting	5,000	5,000	5,000
		Virtual Town Hall Annual application services and hosting for City website - unlimited users	7,000	7,000	7,000
		BrowseAloud by TextHelp - Speech / reading support services for salem.com website	1,680	1,680	1,680
		WebGIS - Annual application and hosting	3,000	3,000	3,000
		ESRI ArcGIS for Desktop Basic (ArcView) Single Use Primary Annual Maintenance (1)	400	400	400
		ESRI ArcGIS for Desktop Advanced (ArcInfo) Concurrent Use Annual Maintenance (2)	6,000	6,000	6,000
		ESRI ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Annual Maintenance (1)	500	500	500
		ESRI ArcGIS Engine without Extension Maintenance (1)	200	200	200
		ESRI ArcGIS for Server Workgroup Advanced (ArcInfo) Annual Maintenance (1)	2,500	2,500	2,500
		ESRI ArcPad Annual Maintenance (1)	250	250	250
		ESRI ArcGIS Desktop Extensions license Annual Maintenance (3)	1,500	1,500	1,500
	NON-RECURRING	Web GIS site - additional modules (i.e. Snow Ops)	5,000	5,000	5,000
			404,952	344,952	344,952
11562	5341	PHONE\DSL\COMMUNICATIONS			
		COA/Library/Electrical/Cemetery/DPW/Parking/Winter Island Comcast 7 sites @ \$97.85 mo = \$684.95			
		Internet/Network per month	8,220	8,220	8,220
		Wireless Electric Dept AT&T Wireless for Traffic Controller at Essex/Federal/Bridge Street	685	685	685
		TV Digital Transport Adaptors for 93 Washington Street 6.45 X 12	77	77	77
		Internet/Network 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
		Wireless Verizon Wireless Cellular Service for permit program tablets \$300 mo x 12 = \$3,600	3,600	3,600	3,600
		From Purchasing Verizon Wireless - Cellular Data Plan for up to 10 tablets for various departments \$153.90/mo	1,847	1,847	1,847
		Internet/Phone/PBX Comcast fiber internet & PRI (phone)	17,213	17,213	17,213
		Comcast COAX backup internet & PRI (phone)	5,326	5,326	5,326
		Comcast additional PRI service charges	84	84	84
		Avaya PBX phone system maintenance & support	9,505	9,505	9,505
	TOTAL		48,053	48,053	48,053
	TOTAL PROPOSED FIXED COSTS		453,005	393,005	393,005

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 2016

No significant budget or staffing changes for FY 2016.

Recent Accomplishments

- Received the GFOA Distinguished Budget Presentation Award for the FY 2015 budget (7th consecutive year).
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting FY 2015 budget (9th consecutive year).
- Worked with the school department to implement the Time and Attendance procedure/module for the School Business Office.
- 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 \$5.8 million dollars through sound fiscal policy on use of free cash.
- Worked with the Superintendent and School Business Manager to improve financial policies and procedures at the School Department.
- Held a quarterly AP Clerk staff training to update city and school staff on new Munis applications and updated policies and procedures.
- Negotiated new collective bargaining agreements for the fire and AFSCME unions for 2015-2017.
- Worked with the Human Resource department and IT Department to implement "Total Compensation Reports" through the



MUNIS software system.

- Continued to implement and manage the city's first performance management program "SalemStat" with the departments of Police, Public Works, Building and Fire.
- Attended and received certification at the Denver, Colorado "Peak Performance Academy," learning new techniques for performance management and efficient government service delivery.
- Began Phase I of the city's district-wide Fraud/Risk Audit, identifying areas for procedural improvement and policy development.



FY 2016 Goals & Objectives

- Completion of the citywide fraud risk assessment to ensure that the City's cash and assets are safeguarded.
- Continue expansion of the SalemStat program in to the following departments: Engineering, Electrical and Purchasing.
- Continue to improve the GFOA budget as per recommendations by review committee.
- Work with HR, Solicitor and Mayor's office to finalize collective bargaining agreements for the Salem police department.
- 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.
- Hold quarterly AP and Payroll Clerk staff training to improve financial policies and procedures.
- Work collaboratively with the School Department to implement a performance management system for the Business Manager's Office.
- 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.
- Work closely with Finance Directorate to create written policy and procedure manuals.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
# Accounts Payable Invoices Processed Annually	34,832	30,599	30,000	29,000
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				
City Council Monthly Reports	100%	100%	100%	100%
Financial Policies				
20% of Free Cash certified to Stabilization Fund*	505,165	1,099,742	669,936	800,000
20% of Free Cash certified to Capital Improvement Project Fund*	505,165	1,099,742	669,936	800,000
<i>*Note - FY 2015 amounts are actual amounts transferred</i>				
10% of Free Cash certified to OPEB Liability Fund – changed to 5% in FY 2015	325,582	549,871	167,484	175,000
5% of Free Cash certified to Retirement Board to Pay down assessment – FY 2015	N/A	N/A	167,484	175,000
Retirement Stabilization Fund	600,000	600,000	600,000	400,000

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- 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 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Finance-Personnel									
11351	5111	SALARIES-FULL TIME	267,011.92	270,914.00	270,914.00	253,250.83	280,765.00	278,992.00	278,992.00
11351	5113	SALARIES-PART TIME	1,500.00	13,000.00	13,000.00	2,934.82	10,000.00	10,000.00	10,000.00
11351	5131	OVERTIME (GENERAL)	94.28	200.00	200.00	0.00	200.00	200.00	200.00
11351	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Finance-Personnel			268,606.20	284,114.00	284,114.00	256,185.65	290,965.00	289,192.00	289,192.00
Finance-Expenses									
11352	5320	CONTRACTED SERVICES	1,518.40	30,000.00	28,000.00	8,772.37	41,320.00	36,320.00	36,320.00
11352	5381	PRINTING AND BINDING	0.00	200.00	200.00	0.00	0.00	0.00	0.00
11352	5421	OFFICE SUPPLIES (GEN	3,262.43	3,500.00	3,500.00	2,476.60	3,700.00	3,500.00	3,500.00
11352	5423	BUDGET PREPARATION	2,400.00	2,400.00	2,400.00	892.05	2,400.00	2,400.00	2,400.00
11352	5710	IN STATE TRAVEL/MEETINGS	2,228.24	3,500.00	5,500.00	3,864.31	3,500.00	3,500.00	3,500.00
11352	5730	DUES AND SUB	955.00	1,100.00	1,100.00	995.00	1,100.00	1,100.00	1,100.00
Total Finance-Expenses			10,364.07	40,700.00	40,700.00	17,000.33	52,020.00	46,820.00	46,820.00
090	135	Department Total	278,970.27	324,814.00	324,814.00	273,185.98	342,985.00	336,012.00	336,012.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
BRIDGMAN NINA	090 FINANCE/AUDITING	11351-5111	ASSISTANT FINANCE DIR	07061982	71,396.00		1.00	1	100%	1,367.74	1,449.80	75,969.72	1,401.93	73,461.29	73,461.29
FULL DIANNE	090 FINANCE/AUDITING	11351-5111	OFFICE MANAGER	11/1/2004	51,780.00		1.00	1	100%	991.95	1,051.47	55,097.09	1,016.75	53,277.85	53,277.85
STANTON SARAH	090 FINANCE/AUDITING	11351-5111	FINANCE DIR/AUDITOR	3/25/2013	101,803.43		1.00	1	100%	1,950.26	1,950.26	102,193.48	1,999.01	104,748.32	104,748.32
					45,934.13		1.00					Total AFSCE 1818	47,503.80	47,503.80	47,503.80

*Increase of 6% requested for Bridgman & Full - reduced PT Salary to offset - no additional money above 2.5% approved

					270,913.56	4.00	Total Full Time - 5111					280,764.10		278,991.26	278,991.26
RUST JOANNE	090 FINANCE/AUDITING	11351-5113	Consultant		13,000.00	P						10,000.00	-	10,000.00	10,000.00
					13,000.00	Total Part Time - 5113						10,000.00		10,000.00	10,000.00

090 FINANCE/AUDITING 11351-5131 Overtime

200.00 200.00 200.00 200.00

Full-Time Equivalent Employees:	FY 2014	4.00
	FY 2015	4.00
	FY 2016	4.00
	Variance 15 vs. 16	0.00

284,113.56	4.00	Department Total	290,964.10	289,191.26	289,191.26
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FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4		
													Date	Rate	# Wks Old New							
GIUNTA	JUDITH	090 FINANCE/AUDITING	11351-5111	PRINC ACCT CLERK	06171996	45,934.13	0.00	-				-				100%	Retired		-			
GLICK	MARCIE	090 FINANCE/AUDITING	11351-5111	PRINC ACCT CLERK	6/30/2014		1.00	879.96	1.015	893.16	1.015	906.56				100%	47,503.80	47,503.80	47,503.80			
						45,934.13	1.00													47,503.80	47,503.80	47,503.80

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Finance Department - 090

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted 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.	5,000	-	-
		Fund actuarial report for GASB 45 - OPEB Report	20,000	20,000	20,000
		Fraud Risk Audits per Management Letter	10,000	10,000	10,000
		Annual Costs for Boston Computing - Web hosting of PDF files for Payroll	1,320	1,320	1,320
		Annual costs for Boston Computing - Data storage	5,000	5,000	5,000
TOTAL			41,320	36,320	36,320
11352	5421	Office Supplies			
		General office supplies as needed.	3,500	3,500	3,500
		Letter Head, Envelopes, Writing Pads	200	-	-
TOTAL			3,700	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
		Misc Supplies	1,760	1,760	1,760
TOTAL			2,400	2,400	2,400
11352	5710	Instate Travel/ Meeting			
		Seminars and Training as needed - MUNIS, GFOA online classes, NEGFOA, MMA, MAPPO.	3,500	3,500	3,500
		Mileage, tolls, etc.	-	-	-
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.	325	325	325
		MMAAA membership	260	260	260
		GFOA Membership	280	280	280
		MAPPO Membership	175	175	175
TOTAL			1,100	1,100	1,100
TOTAL PROPOSED			52,020	46,820	46,820

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 2016

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.

Smart. Flexible. Easy.



Recent Accomplishments

- Updated paid by space at the Universal Steel lot.
- Malfunctioning meters repaired within 24 hours.
- Initiated garage structure survey.
- Maintained preventative maintenance schedule.
- Expanded security in both garages.
- Painted stairwells and exterior metal trim at S H garage.
- Replaced banners at the Museum Place garage.
- Survey M P garage to outline and repair drainage, electrical and structural issues.
- Maintain 135 smart meters.



FY 2016 Goals & Objectives

- Initiate new meter control coin pick up
- New equipment to automate garages.
- Water proof M P garage and steam clean

- Increase revenue / increase collection.
- Monitor down town parking program.
- Repair electrical, drainage, and structural issues at the MP Garage



Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Parking Fines collected	914,790	862,324	850,000	850,000
Parking Garage revenue	1,213,083	1,127,831	1,100,000	1,100,000
Parking Lot / Meter revenue	1,005,236	1,382,348	1,200,000	1,200,000
Parking citations issued	31,869	20,697	27,000	27,000
Parking citation dollar value	710,092	512,695	600,000	600,000

How FY 2016 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) – contract awarded in FY 2015 and work will continue into FY 2016.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Parking Department-Personnel									
14811	5111	SALARIES-FULL TIME	460,411.57	476,622.00	476,622.00	413,872.80	496,454.00	500,997.00	500,997.00
14811	5113	SALARIES-PART TIME	130,872.98	178,105.00	178,105.00	127,208.48	178,787.00	183,257.00	183,257.00
14811	5131	OVERTIME (GENERAL)	1,379.73	4,500.00	4,500.00	1,688.22	4,500.00	4,500.00	4,500.00
Total Parking Department-Personnel			592,664.28	659,227.00	659,227.00	542,769.50	679,741.00	688,754.00	688,754.00
Parking Department-Expenses									
14812	5211	ELECTRICITY	81,263.51	90,000.00	90,000.00	78,744.35	90,000.00	90,000.00	90,000.00
14812	5255	BUILDING/EQUIP MAINT	74,450.64	74,500.00	74,500.00	66,100.95	74,500.00	74,500.00	74,500.00
14812	5271	ALPHA AUTO LEASE	0.00	6,000.00	6,000.00	4,800.00	0.00	0.00	0.00
14812	5284	EQUIPEMENT LEASE	25,571.04	25,572.00	25,572.00	25,572.00	25,572.00	25,572.00	25,572.00
14812	5341	TELEPHONE	6,880.74	15,000.00	15,000.00	6,133.53	15,000.00	15,000.00	15,000.00
14812	5381	PRINTING AND BINDING	5,988.14	6,000.00	6,000.00	4,878.40	6,000.00	6,000.00	6,000.00
14812	5421	OFFICE SUPPLIES (GEN	2,998.20	3,000.00	3,000.00	2,768.06	3,000.00	3,000.00	3,000.00
14812	5710	IN STATE TRAVEL/MEETINGS	0.00	500.00	500.00	0.00	500.00	500.00	500.00
14812	5860	EQUIPMENT	3,000.00	3,000.00	3,000.00	2,935.21	3,000.00	3,000.00	3,000.00
Total Parking Department-Expenses			200,152.27	223,572.00	223,572.00	191,932.50	217,572.00	217,572.00	217,572.00
180	481	Department Total	792,816.55	882,799.00	882,799.00	734,702.00	897,313.00	906,326.00	906,326.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
HACKER JAMES	180 PARKING DEPT	14811-5111	PARKING DIRECTOR	05/01/2001	62,789.19		0.00	0	0%	Retired		-	-	-	-
REPLACE HACKER	180 PARKING DEPT	14811-5111	PARKING DIRECTOR				1.00	1	100%	1,202.86	1,202.86	63,029.76	1,232.93	64,605.50	64,605.50
SULLAWAY ALAN	180 PARKING DEPT	14811-5111	ASST PARKING DIRECTOR	09/04/03	45,616.22		1.00	1	100%	873.87	873.87	45,791.00	895.72	46,935.77	46,935.77
GUY JANE	180 PARKING DEPT	14811-5111	BOARD CLERK	07/06/1987	840.00	B			12	-	-	840.00	-	840.00	840.00
O'KEEFE ROBERT	180 PARKING DEPT	14811-5111	SHIFT SUPERVISOR	9/20/10	36,746.16		1.00	1	100%	703.95	703.95	36,886.95	721.55	37,809.13	37,809.13
MILLETT MARY	180 PARKING DEPT	14811-5111	SHIFT SUPERVISOR	9/27/2011	35,897.04		1.00	1	100%	687.68	687.68	36,034.58	704.87	36,935.44	36,935.44
					294,733.28		8.00			Total AFSCME 1818		313,871.13		313,871.13	313,871.13
					476,621.89		12.00		Total Full Time - 5111			496,453.41		500,996.97	500,996.97
	180 PARKING DEPT	14811-5113	SECURITY		21,145.18	P		2	19	10.66	10.66	21,226.19	10.93	21,756.85	21,756.85
	180 PARKING DEPT	14811-5113	CASHIER/MAINTENANCE		111,825.45	P		10	19	11.28	11.28	112,253.90	11.56	115,060.25	115,060.25
	180 PARKING DEPT	14811-5113	SEASONAL WORKER		10,369.27	P		1	19	10.46	10.46	10,409.00	10.72	10,669.22	10,669.22
	180 PARKING DEPT	14811-5113	METER CONTROL		21,284.29	P		2	15	13.59	13.59	21,365.84	13.93	21,899.98	21,899.98
	180 PARKING DEPT	14811-5113	ASSISTANT METER COLLECTOR		13,480.05	P		1	19	13.59	13.59	13,531.70	13.93	13,869.99	13,869.99
					178,104.23				Total Part Time - 5113			178,786.63		183,256.29	183,256.29
	180 PARKING DEPT	14811-5131	OVERTIME		4,500.00							4,500.00		4,500.00	4,500.00
					659,226.13		12.00		Department Total			679,740.04		688,753.26	688,753.26

Full-Time Equivalent Employees:	FY 2014	12.00
	FY 2015	12.00
	FY 2016	12.00
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4				
													Date	Rate	# Wks Old	New								
BATES	MARK	180 PARKING DEPT	14811-5111	METER REPAIR PERSON	2/14/2000	44,556.71	1.00	853.58	1.025	874.92	1.025	896.79					100%	46,991.75	46,991.75	46,991.75				
COLLINS	TIMOTHY	180 PARKING DEPT	14811-5111	CASHIER STEP II/III	2/17/14	26,695.53	1.00	520.15	1.025	533.15	1.025	546.48	2/17/2016	565.59	30.0	22.4	100%	29,063.69	29,063.69	29,063.69				
DELIGIANIDIS	ZACH	180 PARKING DEPT	14811-5111	PK GARAGE MAINT	12/2/2012	39,579.20	0.00			-		-					0%	-	-	-				
HAGAN	CARL	180 PARKING DEPT	14811-5111	METER CONTROL II/III	2/4/14	39,900.69	1.00	780.32	1.025	799.83	1.025	819.82	2/4/2016	849.90	28.0	24.4	100%	43,692.62	43,692.62	43,692.62				
HAGAN	Shift Differential-WEEKENDS 50 CENTS PER HOUR					208.00				-		-					100%	200.00	200.00	200.00				
HENDERSON	MARK	180 PARKING DEPT	14811-5111	PK GARAGE MAINT I/II	9/29/2014	420.00	1.00	718.42	1.025	736.38	1.025	754.79	9/29/2015	782.25	12.0	40.4	100%	40,660.38	40,660.38	40,660.38				
HENDERSON	Shift Differential-WEEKENDS 50 CENTS PER HOUR									-		-					100%	420.00	420.00	420.00				
NELSON	MARJORY	180 PARKING DEPT	14811-5111	CASHIER STEP II/III	2/17/14	26,695.53	1.00	520.15	1.025	533.15	1.025	546.48	2/17/2016	565.59	30.0	22.4	100%	29,063.69	29,063.69	29,063.69				
NELSON	Shift Differential-9%							46.81	1.025	47.98	1.025	49.18		50.90	30.0	22.4	100%	2,615.73	2,615.73	2,615.73				
RAMSDELL	DAWNE	180 PARKING DEPT	14811-5111	METER CONTROL	08/31/1998	42,227.28	1.00	808.95	1.025	829.18	1.025	849.90					100%	44,535.02	44,535.02	44,535.02				
STEWART	JOYCE	180 PARKING DEPT	14811-5111	CASHIER STEP	01/02/1992	28,101.12	1.00	538.34	1.025	551.79	1.025	565.59					100%	29,636.86	29,636.86	29,636.86				
WONG	MICHAEL	180 PARKING DEPT	14811-5111	METER REPAIR	7/19/2007	44,101.13	1.00	853.57	1.025	874.91	1.025	896.78					100%	46,991.38	46,991.38	46,991.38				
						292,485.19	8.00															313,871.13	313,871.13	313,871.13

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Parking Department - 180

ORG	OBJECT	DESCRIPTION	Dept Request	Approved By Mayor	Voted by Council
14812	5211	ELECTRICITY			
		Museum Place	50,500	50,500	50,500
		South Harbor	25,250	25,250	25,250
		Church St, Sewall St, Charter & Crombie	14,250	14,250	14,250
TOTAL			90,000	90,000	90,000
14812	5255	BUILDING/EQUIP MAINT			
		General building maintenance & custodial supplies	30,229	30,229	30,229
		Elevator Contract	10,011	10,011	10,011
		power washing & garage repairs	13,000	13,000	13,000
		annual smart meter monitoring	21,260	21,260	21,260
TOTAL			74,500	74,500	74,500
14812	5271	ALPHA AUTO LEASE			
		Remaining Alpha Auto Parking Lot Lease July through November @ 1,200.00 per month	-	-	-
TOTAL			-	-	-
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, & parking stamps	6,000	6,000	6,000
TOTAL			6,000	6,000	6,000
14812	5421	OFFICE SUPPLIES			
		General Office Supplies	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
14812	5710	In State Travel/Meeting			
		Training and meetings	500	500	500
TOTAL			500	500	500
14812	5860	Equipment			
		Misc office equipment replacement as needed	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
Total proposed			217,572	217,572	217,572

Purchasing

Mission Statement – Why We Exist

The Purchasing Department is primarily responsible for acquiring all services, supplies and real property, and disposing of surplus supplies, for the best value to the City, while ensuring compliance with state law and local ordinances. The Purchasing Department is also responsible for drafting and administering City contracts and approving purchase orders.

Significant Budget & Staffing Changes for FY 2016

No significant budget or staffing changes for FY 2016.

Recent Accomplishments

- Expanded use of ‘Commodity Codes’ and other measures in an effort to track City spending, improve accuracy and efficiency.
- Worked with ITS to analyze and reorganize the City’s landline telephone and long distance services and internet services.
- Utilized inter-municipal agreement with Swampscott to engage in joint bidding opportunities.
- Participated in cooperative bidding opportunities and other collective purchasing arrangements.
- Updated department website to include an email subscriber list to increase interest and awareness of contract opportunities.
- Corrected and consolidated the City’s vendor information files in MUNIS Financial Management Software.
- Served as Secretary of Massachusetts Association of Public Purchasing Officials (MAPPO).



FY 2016 Goals & Objectives

- Use information gleaned from newly instituted tracking procedures to identify opportunities to increase efficiency and accuracy in procurements.
- Increase communication and cooperation among City Departments and School Department to eliminate redundancy and take advantage of savings that may be realized through larger volume purchases.
- Identify additional opportunities to partner with Swampscott and/or other purchasing groups.
- Continue working on the correction and consolidation of City’s vendor information.
- Work to conserve resources by implementing paperless record keeping systems, when possible.
- Continue to improve the Department’s website, making it more user-friendly and informative.

- 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 to maintain Massachusetts Certified Public Purchasing Official (MCPPO) status.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Invitations to Bid and Requests for Proposals (Salem)	64	56	60	60
Invitations to Bid and Requests for Proposals (Swampscott)	14	10	10	10
Purchase Orders	7,162	6,939	7,850	7,000
Surplus Items auctioned (\$)	15 (\$12,550)	11 (\$10,636)	10 (\$5,000)	10 (\$10,000)
Bid results (Aggregate difference between highest bid and awarded bid. Amount will vary depending on the size and complexity of projects in the given year)	\$4,040,673	\$5,179,852	\$4,500,000	\$4,500,000

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Improve communication and transparency with citizens.
 - The Department will continue to make improvements to the layout and contents of the website making information more accessible.
- Look for ways to deliver City services more efficiently and effectively through the use of technology.
 - Through maintaining electronic procurement files, the Department will be able efficiency share information among departments and the public. When possible, the Department also seeks to utilize electronic purchase orders to speed up the purchasing process while reducing waste of ink and paper.
- Implement regionalized services where applicable in order to better utilize tax dollars.
 - The Department has engaged in, and will continue to seek collective purchasing options, utilizing our intergovernmental agreement with the Town of Swampscott and/or other communities of purchasing groups.
- Continue City's commitment to Green Communities designation and energy efficiency goals.
 - The Department has been involved in, and will continue to be involved in the purchase of any City vehicles in order to ensure compliance with Green Communities requirements.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Purchasing-Personnel									
11381	5111	SALARIES-FULL TIME	96,646.83	106,806.00	106,806.00	99,605.86	107,215.00	109,895.00	109,895.00
11381	5113	SALARIES-PART TIME	0.00	1,600.00	400.00	0.00	600.00	0.00	0.00
11381	5150	FRINGE/STIPENDS	250.00	1,000.00	1,000.00	916.63	1,000.00	1,000.00	1,000.00
Total Purchasing-Personnel			96,896.83	109,406.00	108,206.00	100,522.49	108,815.00	110,895.00	110,895.00
Purchasing-Expenses									
11382	5306	ADVERTISING	13,311.32	15,000.00	15,000.00	14,358.22	15,000.00	15,000.00	15,000.00
11382	5320	CONTRACTED SERVICES	0.00	0.00	1,200.00	1,175.00	1,000.00	1,000.00	1,000.00
11382	5381	PRINTING AND BINDING	460.73	500.00	500.00	42.64	0.00	0.00	0.00
11382	5421	OFFICE SUPPLIES (GEN	873.44	1,250.00	1,250.00	779.19	2,000.00	2,000.00	2,000.00
11382	5710	IN STATE TRAVEL/MEETINGS	758.50	1,200.00	1,325.00	1,320.95	1,000.00	1,000.00	1,000.00
11382	5730	DUES AND SUB	230.00	350.00	350.00	350.00	350.00	350.00	350.00
11382	5851	OFFICE EQUIPMENT	199.99	250.00	125.00	55.00	0.00	0.00	0.00
Total Purchasing-Expenses			15,833.98	18,550.00	19,750.00	18,081.00	19,350.00	19,350.00	19,350.00
240	138	Department Total	112,730.81	127,956.00	127,956.00	118,603.49	128,165.00	130,245.00	130,245.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Propsed FY 2016	Council Voted FY 2016
HASKELL	WHITTNEY	240 PURCHASING	11381-5111 PURCHASING AGENT	10/9/12	60,502.93		1.00		100%	1,159.06	1,159.06	60,734.74	1,188.04	62,253.11	62,253.11
GIRARD	MICHELLE	240 PURCHASING	11381-5111 ASST PURCHASING AGENT		46,302.16		1.00		100%	887.01	887.01	46,479.56	909.19	47,641.55	47,641.55
					106,805.09	2.00	Total Full Time - 5111					107,214.30		109,894.66	109,894.66
					1,600.00			60		10.00	10.00	600.00	-	-	-
					1,600.00		Total Part Time - 5113					600.00		-	-
					1,000.00			1.0		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
					1,000.00		Total Part Time - 5150			1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
					109,405.09	2.00	Department Total					108,814.30		110,894.66	110,894.66

Full-Time Equivalent Employees:	FY 2014	2.00
	FY 2015	2.00
	FY 2016	2.00
	Variance 15 vs. 16	0.00

FY 2016 DETAIL BUDGET REPORT
EXPENSES

PURCHASING - 240

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11382	5306	Advertising Required legal notices for solicitation of bids and proposals	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
11382	5320	Contracting Services Purchasing consulting services as needed.	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
11382	5381	Printing and Binding Combined with Office Supplies.	-	-	-
TOTAL			-	-	-
11382	5421	Office Supplies (General) Office supplies as needed	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
11382	5710	In State Travel and Meetings MCPPO Certification Courses	900	900	900
		Massachusetts Association of Public Purchasing Officials monthly meetings	100	100	100
TOTAL			1,000	1,000	1,000
11382	5730	Dues and Subscriptions Massachusetts Association of Public Purchasing Officials yearly membership dues	250	250	250
		Other subscriptions	100	100	100
TOTAL			350	350	350
11382	5851	Office Equipment Combined with Office Supplies.	-	-	-
TOTAL			-	-	-
TOTAL PROPOSED			19,350	19,350	19,350

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Purchasing-Fixed Costs									
11392	5341	TELEPHONE-Wireless	27,600.00	27,600.00	27,600.00	24,112.54	24,800.00	24,800.00	24,800.00
11392	5422	COPIERS & SUPPLIES	28,568.30	29,796.00	29,796.00	23,374.85	30,072.00	30,072.00	30,072.00
	Total	Purchasing-Fixed Costs	56,168.30	57,396.00	57,396.00	47,487.39	54,872.00	54,872.00	54,872.00
240	139	Department Total	56,168.30	57,396.00	57,396.00	47,487.39	54,872.00	54,872.00	54,872.00

**FY 2016 DETAIL BUDGET REPORT
EXPENSES**

PURCHASING - FIXED COSTS 240

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted 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	24,800	24,800	24,800
		Tablets moved to ITS			
TOTAL			24,800	24,800	24,800
11392	5422	Photocopy Machine			
		Building, Planning: Lease Payment= \$195/month x 12 months	2,340	2,340	2,340
		City Clerk (Rm 1): Lease Payment= \$344/month x 12 months	4,128	4,128	4,128
		City Clerk (Rm 3): Lease Payment=\$171/month x 12 months	2,052	2,052	2,052
		Treasurer: Lease Payment= \$156/month x 12 months	1,872	1,872	1,872
		Finance (2nd Floor): Lease Payment= \$70/month x 12 months	840	840	840
		Finance (3rd Floor): Lease Payment= \$330/month x 12 months	3,960	3,960	3,960
		Assessor: Lease Payment= \$155/month x 12 months	1,860	1,860	1,860
		Collector: Lease Payment= \$0/month x 12 months	-	-	-
		Mayor: Lease Payment= \$156/month x 12 months	1,872	1,872	1,872
		Public Services: Lease Payment= \$117/month x 12 months	-	-	-
		Purchasing: Lease Payment=\$140/month x 12 months	1,680	1,680	1,680
		Supplies (Toner, Staples, Copy Paper)	4,000	4,000	4,000
		USAGE AND OVERAGE CHARGES IN FY 2015 Budget	5,468	5,468	5,468
TOTAL			30,072	30,072	30,072
TOTAL PROPOSED			54,872	54,872	54,872

Treasurer – General Administration

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 2016

No significant budget or staffing changes for FY 2016

Recent Accomplishments

- Continued to supervise and enhance the Payroll Coordinator position
- Supervised payroll functions for weekly and bi-weekly payroll
- Streamlined the paying of various employee deductions
- Prepared monthly reconciliation for the GIC Health Insurance previously completed by a consultant
- Maximized Investment Earnings
- Participated in the Cities review process resulting in a upgraded bond rating from Standard & Poors
- Oversaw E-Payables with Bank of America for electronic vendor payments resulting in a rebate of \$23,885

FY 2016 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
- To work in conjunction with IT to implement Employee Self Service and electronic direct deposits and W-2's

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Treasurer's Office will work with the Mayor and Finance Department to maintain or possibly increase the City's bond rating
- The Treasurer's Office will oversee the management of the City's Stabilization, OPEB Liability and Capital Improvement investments
- The Treasurer's Office will reconcile and manage cash accounts resulting in accountability and transparency



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Treasurer-Personnel									
11451	5111	SALARIES-FULL TIME	220,843.02	226,653.00	226,653.00	210,096.96	228,915.00	232,135.00	232,135.00
11451	5150	FRINGE/STIPENDS	999.96	1,000.00	1,000.00	916.63	1,000.00	1,000.00	1,000.00
Total Treasurer-Personnel			221,842.98	227,653.00	227,653.00	211,013.59	229,915.00	233,135.00	233,135.00
Treasurer-Expenses									
11452	5317	EDUCATIONAL TRAINING	488.26	1,300.00	1,300.00	500.17	1,300.00	1,300.00	1,300.00
11452	5320	CONTRACTED SERVICES	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
11452	5388	TAX FORECLOSURE SERV	8,142.81	8,000.00	8,000.00	6,703.13	8,000.00	8,000.00	8,000.00
11452	5421	OFFICE SUPPLIES (GEN	1,497.89	1,500.00	1,500.00	1,200.16	1,500.00	1,500.00	1,500.00
11452	5425	CHECKS/FORMS	3,675.62	6,500.00	6,500.00	3,321.99	6,500.00	6,500.00	6,500.00
11452	5709	CREDIT CARD/EFT FEES	82,572.37	83,300.00	83,300.00	77,799.11	83,300.00	83,300.00	83,300.00
11452	5730	DUES AND SUB	155.64	255.00	255.00	255.00	345.00	345.00	345.00
Total Treasurer-Expenses			96,532.59	101,855.00	101,855.00	89,779.56	101,945.00	101,945.00	101,945.00
270	145	Department Total	318,375.57	329,508.00	329,508.00	300,793.15	331,860.00	335,080.00	335,080.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Propsed FY 2016	Council Voted FY 2016
FABIZEWSKI KATHY	270 TREASURER	11451-5111	ASSISTANT TREASURER	7/1/2010	52,379.79		0.00	1	100%	1,003.44	-	-	Retired		-
LEBLANC SHERRIE	270 TREASURER	11451-5111	Payroll Coordinator	2/1/2010	50,365.33		1.00	1	100%	964.85	964.85	50,558.30	988.97	51,822.25	51,822.25
MCMAHON KATHLEEN	270 TREASURER	11451-5111	TREASURER	12/27/2010	77,972.84		1.00	1	100%	1,493.73	1,493.73	78,271.58	1,531.08	80,228.37	80,228.37
Replace Fabizewski	270 TREASURER	11451-5111	ASSISTANT TREASURER				1.00	1	100%	1,003.44	1,003.44	52,580.48	1,003.44	52,580.26	52,580.26
					45,934.13		1.00			Total AFSCME 1818		47,503.80		47,503.80	47,503.80
					226,652.08		4.00	Total Full Time - 5111				228,914.16		232,134.69	232,134.69
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
					1,000.00			Total Fringe - 5150				1,000.00		1,000.00	1,000.00
					227,652.08		4.00	Department Total				229,914.16		233,134.69	233,134.69

Full-Time Equivalent Employees:	FY 2014	4.00
	FY 2015	4.00
	FY 2016	4.00
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES				Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4	
													Date	Rate	# Wks Old New					
COOK	ELAINE	270 TREASURER	11451-5111	PRINCIPAL CLERK	3/11/96	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56				100%	47,503.80	47,503.80	47,503.80	
						45,934.13	1.00											47,503.80	47,503.80	47,503.80

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
11452	5317	Professional Training/Education	1,300	1,300	1,300
TOTAL			1,300	1,300	1,300
11452	5320	Contracted Services Financial Consulting Services 14 Hrs @ 70.00	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
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 Office supplies as needed	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
11452	5425	Checks/Forms A/P and PYR checks pressure seal direct deposit forms 72,500 @ 865 per 10,000	6,500	6,500	6,500
TOTAL			6,500	6,500	6,500
11452	5709	Credit Card/EFT Fees Bank fees associated with credit card machines and meters located throughout the City Based on Prior Period Actual Costs FY 13 Actual \$63,019 Bank Fees associated with credit card machines and Kiosks Transaction Fees 35,000 x .13 System management and wireless data fees (137 smart meters x 5.75 x 12) Smart Meter Credit Card Fees 3.50 x 137 x 12	63,543 4,550 9,453 5,754	63,543 4,550 9,453 5,754	63,543 4,550 9,453 5,754
TOTAL			83,300	83,300	83,300
11452	5730	Dues and Subscriptions Treasurer's Association dues Eastern Mass Treasurer's Collector's Association MCTA 2 members @ \$140 each	65 280 345	65 280 345	65 280 345
TOTAL			345	345	345
TOTAL PROPOSED			101,945	101,945	101,945

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 FY 16, the City's total Long-Term Debt Service is \$6,936,821. This includes principal payments of \$4,812,532 and interest payments of \$2,124,289. The majority of bonding has been directed to finance School remodeling projects, with smaller amounts financing City Hall Renovations, the Police, Fire Engineering, and Public Service Departments, and various capital improvement projects and equipment.

In FY 15 the City bonded \$2,300,000 for Water/Sewer Capital Improvement Projects, \$5,980,000 for General Fund Capital Improvements, for a total of \$8,280,000.

In FY 14 the City refinanced the January 15, 2003 bonds (the remaining, non called portions) and the January 1, 2005 bonds. Based on market rates the refunding produced approximately \$241,521 in budgetary savings over the remaining life of the bonds being refunded, which is 7.504% on a present value basis. (The standard threshold for refunding transactions is to have present value savings of at least 3% of refunded principal). The refunding bonds were included in the 12/20/2013 \$13,450,000 bond issue. The long-term debt bond proceeds were used to retire \$6,790,000 of governmental Ban's, \$3,900,000 for Canal Street Utility Program, \$2, 870,000 for refunding. The remaining \$6,680,000 of proceeds is allocated for \$1,540,000 in governmental expenditures and \$5,140,000 for school projects.

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

The 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.

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.

In FY 15 the City issued Bond Anticipation Notes for Water/Sewer improvement projects for a total of \$6,250,000 and \$4,440,153 for General Fund Capital Improvements for a grand total of \$10,690,153.

The City issued A State Anticipation Note for Blaney Street Wharf Phase 4 in the amount of \$3,000,000.

Treasurer – Essex Technical High School

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 2015, Salem had 169 students in the Regional system. There will be debt service principal and interest payment in FY16.

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, 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, the Essex Technical High School and the Salem Housing Authority. It provides pension and annuity payments to 476 retirees, 94 survivors, and collects pension contributions from 1001 active employees an increase due to the additional members from the Essex Technical High School and 142 inactive or on leave members as of February 05, 2015.

Treasurer – Non-Contributory Pensions

As of February 05, 2015, the City provides pension benefits for a limited group of six non-contributory retirees. This includes four 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 FY16, an adjustment was made in the Medicare budget as it has been underfunded in the past. Thus, FY16 is based on the average of prior year actual and the projected FY 15 actual plus 1%.

Treasurer – Municipal Insurance

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

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Debt Service-Expenses									
17102	5908A	09-BOWDITCH SCHL-PRIN (03)	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5908B	10-CARLTON SCHL-PRIN (03)	50,000.00	0.00	0.00	0.00	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	0.00	0.00	0.00
17102	5908F	14-WITCHCRAFT-PRIN (05)	95,000.00	95,000.00	95,000.00	95,000.00	0.00	0.00	0.00
17102	5908G	15-CARLTON-PRIN (05)	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00	0.00
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	5908I	WITCHCRAFT-PRIN (14 REF)	0.00	0.00	0.00	0.00	92,000.00	92,000.00	92,000.00
17102	5908J	GARAGE-PRIN (14 REF)	0.00	0.00	0.00	0.00	75,500.00	75,500.00	75,500.00
17102	5908K	BOWDITCH-PRIN (14 REF)	0.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
17102	5908L	CARLTON-PRIN (14 REF)	0.00	60,000.00	60,000.00	60,000.00	60,800.00	60,800.00	60,800.00
17102	5908M	CARLTON-PRIN (14 REF)	0.00	0.00	0.00	0.00	31,700.00	31,700.00	31,700.00
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)	615,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00
17102	5919B	20-SCHL RENOV-PRIN (10)	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00
17102	5919C	21-BATES SCHL-PRIN (10)	670,000.00	705,000.00	705,000.00	705,000.00	735,000.00	735,000.00	735,000.00
17102	5919D	22-GOLF CLBHS PRIN (10)	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
17102	5919F	SALTONSTALL PRIN (2013)	71,244.00	130,000.00	130,000.00	130,000.00	135,000.00	135,000.00	135,000.00
17102	5919G	COLLINS PRIN (2013)	134,854.00	255,000.00	255,000.00	255,000.00	265,000.00	265,000.00	265,000.00
17102	5919H	MCGRATH PRIN (2013)	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
17102	5930A	17-POLICE EQUIP-INT (07)	7,800.00	4,600.00	4,600.00	4,600.00	1,500.00	1,500.00	1,500.00
17102	5938	18-FERRY-INT (07)	17,650.00	15,250.00	15,250.00	15,250.00	12,925.00	12,925.00	12,925.00
17102	5948A	09-BOWDITCH SCHL-INT (03)	32,581.25	0.00	0.00	0.00	0.00	0.00	0.00
17102	5948B	10-CARLTON SCHL-INT (03)	27,690.00	0.00	0.00	0.00	0.00	0.00	0.00
17102	5948E	13-PARKING GARAGE-INT (05)	21,500.00	3,750.00	3,750.00	3,750.00	0.00	0.00	0.00
17102	5948F	14-WITCHCRAFT-INT (05)	47,580.63	4,750.00	4,750.00	4,750.00	0.00	0.00	0.00
17102	5948G	15-CARLTON-INT (05)	14,183.75	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00
17102	5948H	16-HIGH SCHOOL-INT (07)	200,343.76	186,544.00	186,544.00	186,543.76	173,176.00	173,176.00	173,176.00
17102	5948I	19-SCHL REMODEL-INT (10)	15,975.00	300.00	300.00	300.00	0.00	0.00	0.00
17102	5948J	20-SCHL RENOV-INT (10)	7,225.00	3,825.00	3,825.00	3,825.00	1,275.00	1,275.00	1,275.00
17102	5948K	21-BATES SCHL-INT (10)	168,155.00	140,830.00	140,830.00	140,830.00	119,230.00	119,230.00	119,230.00
17102	5948L	22-GOLF CLUBHS-INT (10)	3,120.00	1,920.00	1,920.00	1,920.00	1,020.00	1,020.00	1,020.00
17102	5948N	SALTONSTALL INT (2013)	118,263.75	175,507.00	175,507.00	146,337.51	170,982.00	170,982.00	170,982.00
17102	5948O	COLLINS INT (2013)	214,866.72	333,507.00	333,507.00	273,275.01	324,532.00	324,532.00	324,532.00
17102	5948P	MCGRATH INT (2013)	45,037.50	44,138.00	44,138.00	44,137.50	43,238.00	43,238.00	43,238.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
17102	5948Q	WITCHCRAFT-INT (14 REF)	0.00	34,437.00	34,437.00	17,218.13	32,597.00	32,597.00	32,597.00
17102	5948R	GARAGE-INT (14 REF)	0.00	12,320.00	12,320.00	6,160.00	10,810.00	10,810.00	10,810.00
17102	5948S	BOWDITCH-INT (14 REF)	0.00	27,235.00	27,235.00	14,417.50	24,035.00	24,035.00	24,035.00
17102	5948T	CARLTON-INT (14 REF)	0.00	19,382.00	19,382.00	10,291.00	16,966.00	16,966.00	16,966.00
17102	5948U	CARLTON-INT (14 REF)	0.00	10,108.00	10,108.00	5,054.00	9,474.00	9,474.00	9,474.00
17102	5949A	CIP 2009-INT (11)	49,975.00	43,075.00	43,075.00	43,075.00	36,550.00	36,550.00	36,550.00
17102	5949B	CIP 2010-INT (11)	73,300.00	66,175.00	66,175.00	66,175.00	59,125.00	59,125.00	59,125.00
17102	5949C	CIP 2009-PRIN (12)	235,000.00	225,000.00	225,000.00	225,000.00	210,000.00	210,000.00	210,000.00
17102	5949D	CIP 2010-PRIN (12)	240,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00
17102	5949E	CIP 2011 INT	19,575.00	18,225.00	18,225.00	18,225.00	16,875.00	16,875.00	16,875.00
17102	5949F	CIP 2011-PRIN	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
17102	5949G	CIP 2012-PRIN	217,500.00	230,000.00	230,000.00	230,000.00	240,000.00	240,000.00	240,000.00
17102	5949H	CIP 2012-INT	112,831.00	106,119.00	106,119.00	106,118.78	99,069.00	99,069.00	99,069.00
17102	5949I	CIP 2013-PRIN	0.00	115,000.00	115,000.00	115,000.00	120,000.00	120,000.00	120,000.00
17102	5949J	CIP 2013-INT	0.00	63,994.00	63,994.00	33,146.88	59,294.00	59,294.00	59,294.00
17102	5949K	CIP 2014-PRIN	0.00	0.00	0.00	0.00	575,000.00	575,000.00	575,000.00
17102	5949L	CIP 2014-INT	0.00	0.00	0.00	0.00	215,026.00	215,026.00	215,026.00
Total Debt Service-Expenses			4,381,251.36	4,247,491.00	4,247,491.00	4,076,900.07	4,957,699.00	4,957,699.00	4,957,699.00
270	710	Department Total	4,381,251.36	4,247,491.00	4,247,491.00	4,076,900.07	4,957,699.00	4,957,699.00	4,957,699.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Long Term Debt GF - 270					
17102	DEBT SERVICE	Debt Service Figures from Debt Schedule provided by First Southwest	4,957,699	4,957,699	4,957,699
TOTAL			4,957,699	4,957,699	4,957,699
TOTAL PROPOSED			4,957,699	4,957,699	4,957,699

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Short Term Debt Int-Expense									
17522	5270	LEASE PAYMENTS	157,500.00	157,500.00	157,500.00	157,500.00	411,980.00	411,980.00	411,980.00
17522	5304	PROF SERVICES/FEES	26,017.31	15,000.00	15,000.00	1,800.00	15,000.00	15,000.00	15,000.00
17522	5925	INTEREST ON BANS	117,976.14	210,000.00	210,000.00	192,782.02	164,000.00	164,000.00	164,000.00
17522	5926	INTEREST ON OTHER SHORT TERM	58,626.52	0.00	0.00	0.00	0.00	0.00	0.00
17522	5926A	INTEREST ON OTHER-Essex Tech	184,588.00	0.00	0.00	0.00	0.00	0.00	0.00
17522	5927	INTEREST ON LEASES	9,696.85	6,548.00	6,548.00	7,140.75	17,776.00	17,776.00	17,776.00
Total Short Term Debt Int-Expense			554,404.82	389,048.00	389,048.00	359,222.77	608,756.00	608,756.00	608,756.00
270	752	Department Total	554,404.82	389,048.00	389,048.00	359,222.77	608,756.00	608,756.00	608,756.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Short Term Debt GF - 270					
17522	5270	Lease Payments			
		CIP FY 2013 \$472,500 Lease - Principal Payment 3 of 3	157,500	157,500	157,500
		CIP FY 2014 \$284,000 Lease - Principal Payment 1 of 3	94,667	94,667	94,667
		LED Street Light Conversion \$1,118,688 Lease - Principal Payment 1 of 7	159,813	159,813	159,813
TOTAL			411,980	411,980	411,980
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 BAN	164,000	164,000	164,000
TOTAL			164,000	164,000	164,000
17522	5926	Interest on Other Short Term	-	-	-
TOTAL			-	-	-
17522	5926A	Interest on BAN ENSATS (Essex North Short Agricultural/Technical School)			
		Estimated			
		<i>Debt is now part of assessment in 18202-5641</i>			
TOTAL			-	-	-
17522	5927	Capital Lease Payments			
		CIP FY 2013 \$472,500 - Lease Interest Payment 3 of 3	3,274	3,274	3,274
		CIP FY 2014 \$284,000 - Lease Interest Payment 1 of 3	4,607	4,607	4,607
		LED Street Light Conversion \$1,118,688 Lease - Interest Payment 1 of 7	9,895	9,895	9,895
TOTAL			17,776	17,776	17,776
TOTAL PROPOSED			608,756	608,756	608,756

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
School Assessments									
18202	5641	ESSEX TECH & VOC ASSESSMENT	1,900,409.00	2,376,792.00	2,376,792.00	2,486,713.00	2,561,373.00	2,561,373.00	2,561,373.00
	Total	School Assessments	1,900,409.00	2,376,792.00	2,376,792.00	2,486,713.00	2,561,373.00	2,561,373.00	2,561,373.00
270	820	Department Total	1,900,409.00	2,376,792.00	2,376,792.00	2,486,713.00	2,561,373.00	2,561,373.00	2,561,373.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - SCHOOL ASSESSMENT - 270					
18202	5641	Essex NS Agricultural & Technical School Assessment Essex Aggie & Technical School	2,131,187	2,131,187	2,131,187
		<i>Debt - From FSW</i>	430,186	430,186	430,186
		<i>No transportation assessment</i>			
TOTAL			2,561,373	2,561,373	2,561,373
TOTAL PROPOSED			2,561,373	2,561,373	2,561,373

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
State Assessments-Expenses									
18302	5622	ESSEX AGRICULTURAL TUITION	200,850.00	0.00	0.00	0.00	0.00	0.00	0.00
18302	5630	MBTA	883,027.00	898,463.00	898,463.00	823,592.00	911,057.00	911,057.00	911,057.00
18302	5631	SPECIAL EDUCATION	1,335.00	1,407.00	1,362.00	0.00	6,789.00	6,789.00	6,789.00
18302	5637	AIR POLLUTION CONTR	11,114.00	11,154.00	11,154.00	10,225.00	11,405.00	11,405.00	11,405.00
18302	5638	MET AREA PLANNING CO	13,349.00	13,681.00	21,110.00	19,145.00	21,049.00	21,049.00	21,049.00
18302	5640	RMV NONRENEWAL SUR	170,100.00	170,100.00	170,100.00	155,925.00	170,100.00	170,100.00	170,100.00
18302	5643	SCHOOL CHOICE	336,977.00	349,798.00	350,377.00	384,056.00	463,770.00	463,770.00	463,770.00
18302	5644	CHARTER SCHOOLS	4,119,542.00	4,881,116.00	4,872,672.00	4,176,266.00	5,652,306.00	5,554,423.00	5,554,423.00
18302	5646	NE MASS MOSQUITO CON	40,534.00	40,670.00	40,670.00	37,282.00	40,962.00	40,962.00	40,962.00
Total State Assessments-Expenses			5,776,828.00	6,366,389.00	6,365,908.00	5,606,491.00	7,277,438.00	7,179,555.00	7,179,555.00
270	830	Department Total	5,776,828.00	6,366,389.00	6,365,908.00	5,606,491.00	7,277,438.00	7,179,555.00	7,179,555.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - STATE ASSESSMENTS - 270					
18302	State Assessments	State Assessment amounts are derived from Massachusetts Department of Revenue Cherry Sheet Assessment Report.	7,277,438	7,179,555	7,179,555
TOTAL			7,277,438	7,179,555	7,179,555
TOTAL PROPOSED					

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Contrib Retirement - Personnel									
19101	5178	PENSION ASSES (CONTR	9,531,271.01	10,011,291.00	10,178,775.00	10,132,334.54	10,071,175.00	10,071,175.00	10,071,175.00
Total	Contrib Retirement - Personnel		9,531,271.01	10,011,291.00	10,178,775.00	10,132,334.54	10,071,175.00	10,071,175.00	10,071,175.00
270	910	Department Total	9,531,271.01	10,011,291.00	10,178,775.00	10,132,334.54	10,071,175.00	10,071,175.00	10,071,175.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - CONTRIBUTORY RETIREMENT - 270					
19101	5178	Contributory Retirement City Contributory Retirement	10,071,175	10,071,175	10,071,175
TOTAL			10,071,175	10,071,175	10,071,175
TOTAL PROPOSED			10,071,175	10,071,175	10,071,175

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Non-Contrib Retire-Personnel									
19111	5176	PENSIONS-NON CONTRIB	63,353.76	76,196.00	76,196.00	56,994.44	50,773.00	50,773.00	50,773.00
	Total	Non-Contrib Retire-Personnel	63,353.76	76,196.00	76,196.00	56,994.44	50,773.00	50,773.00	50,773.00
270	911	Department Total	63,353.76	76,196.00	76,196.00	56,994.44	50,773.00	50,773.00	50,773.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - NON-CONTRIBUTORY RETIREMENT - 270					
19111	5176	Pension Non-Contributory			
		City Non-Contributory Retirement based on current payments annualized			
		Monthly \$841.89 X 12 months 2 pensioners	10,103	10,103	10,103
		Weekly \$776.15 X 52.4 weeks 3 pensioners	40,670	40,670	40,670
		Less COLA Reimbursements from state			
TOTAL			50,773	50,773	50,773
TOTAL PROPOSED			50,773	50,773	50,773

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Medicare-Personnel									
19191	5177	MEDICARE	1,004,455.18	950,000.00	950,000.00	939,092.30	987,000.00	987,000.00	987,000.00
	Total	Medicare-Personnel	1,004,455.18	950,000.00	950,000.00	939,092.30	987,000.00	987,000.00	987,000.00
270	919	Department Total	1,004,455.18	950,000.00	950,000.00	939,092.30	987,000.00	987,000.00	987,000.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted 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 16. Thus FY 16 is funded based on the average of the prior year actual plus 1% and the projected FY 14 actual.	987,000	987,000	987,000
TOTAL PROPOSED			987,000	987,000	987,000

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Municipal Insurance-Expense									
19452	5740	INSURANCE PREMIUMS	217,530.35	279,018.00	259,018.00	218,692.11	293,001.00	293,001.00	293,001.00
19452	5740A	Insurance Deductibles	903.00	5,000.00	25,000.00	9,620.00	5,000.00	5,000.00	5,000.00
	Total	Municipal Insurance-Expense	218,433.35	284,018.00	284,018.00	228,312.11	298,001.00	298,001.00	298,001.00
270	945	Department Total	218,433.35	284,018.00	284,018.00	228,312.11	298,001.00	298,001.00	298,001.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Fixed Costs 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - MUNICIPAL INSURANCE - 270					
19452	5740	Municipal Insurance			
		Annual municipal insurance costs Property & Casualty	498,622	498,622	498,622
		Annual professional liability insurance costs	94,379	94,379	94,379
		Less School Portion	(300,000)	(300,000)	(300,000)
TOTAL			293,001	293,001	293,001
19452	5740A	Insurance Deductibles			
		Deductibles - estimated	5,000	5,000	5,000
		Level Funded			
TOTAL			5,000	5,000	5,000
TOTAL PROPOSED			298,001	298,001	298,001

Solicitor & Licensing Board

Mission Statement – Why We Exist

The Solicitor's office is responsible for providing representation 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, workmen's compensation, education law, and 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 2016

Adjusted salaries of Paralegal and Asst. City Solicitor to reflect hours worked and job duties.

Recent Accomplishments

- Managed claims against city with minimal damages paid outside of insurance policy
- Represented City at Energy Facilities Siting Board on National Grid Cable Replacement Project
- Negotiated agreements with NGRID and Algonquin to minimize disruptions and maximize benefits to City and residents
- Defended law suits against the city and its Boards
- Initiated and successfully obtained Receivers for delinquent properties through the Housing Court
- Prepared multiple amendments to the City's Ordinances
- Advised various boards and commissions re. state and local law and case law
- Defended the city in labor arbitration cases
- Prepared contracts, license agreements and mutual aid agreements
- Prepared Opinions for boards and commissions
- Worked with various departments on solicitations for bids and requests for proposals
- Part of team overseeing redevelopment of Footprint site
- Conducted Board and commission training on Open Meeting Law and Ethics

- Negotiating all non-school union contracts
- Settled disputes with contractors on payment
- Served as part of team to interview prospective senior staff, including Police Chief
- 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 2016 Goals & Objectives

- Goal: Successfully defend claims against city and its officers resources, including insurance coverage to defend claims
- 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: Develop Port Authority
- Goal: Assist Licensing Board in regulating licenses
- Goal: Improve vendor management and offerings
- Goal: Ensure all liquor licenses are fully utilized
- Goal: Mitigate effect of NGrid and Algonquin line installations
- Goal: Redevelop Transfer Station Site
- Goal: Redevelop municipal properties
- Goal: Construct Community Life Center

Objective: Maximize

Objective: Conduct periodic review of Ordinance with Department Heads

Objective: Create or amend Ordinances to provide tools to address needs/concerns

Objective: Continue to seek Receivership to address problem properties

Objective: Assign staff to attend programs

Objective: Work with team to implement

Objective: Create specific regulations for the board

Objective: Work as part of a team to improve quality of vendors

Objective: Work with Board and businesses

Objective: Work with engineers and stakeholders to ensure condition compliance

Objective: Develop DEP approved plan to see site is remediated

Objective: Assist in redevelopment of Court buildings, 5 Broad Street and former Universal Steel site

Objective: Work with team to facilitate development & prepare legal documents

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
SOLICITOR				
Limit payments from judgments acct.	1,721	2,590	4,000	4,000
Reduce outside counsel	\$69,577	\$56,835	\$50,000	\$50,000
Increase attendance at MIIA Reward classes	34	30	35	35

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
LICENSING				
Liquor Licenses	174,887	169,713	170,000	170,000
One Day Liquor	2,000	6,100	2,000	5,000
Weekday Entertainment	8,400	11,650	8,400	11,000
Common Victuallers Licenses	4,950	4,500	4,950	4,500
Auto Dealers	6,400	6,000	6,400	6,000
Lodging House & Inn Licenses	6,500	6,675	6,500	6,675
Street Performers	520	685	500	700
Haunted Happenings	23,924	30,529	25,000	30,000
Automatic Amusements	2,600	6,450	5,000	6,000
Fortune Tellers licenses	1,700	2,500	1,700	2,500
Conversion fees	32,500	5,000	2,500	0

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Legal Department's goals include several of the short and long term goals of the City. These shared goals include 1) working with Footprint Energy to ensure the successful redevelopment of the Salem Harbor Station Power Plant site; 2) encouraging responsible private development and new growth opportunities, including the courts buildings, Riley Plaza, North River Canal Corridor, 5 Broad Street, and former Universal Steel site; 3) continuing to improve upon management of Haunted Happenings and other community events; 4) continuing planning for and construction of Mayor Jean Levesque Community Life Center; 5) managing impacts of the National Grid Cable Replacement project; 6) overseeing successful disposition and remediation of the transfer station site; and 7) implementing mitigation measures from SSU garage.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Solicitor-Licensing-Personnel									
11511	5111	SALARIES-FULL TIME	228,837.12	242,358.00	242,358.00	225,407.49	261,231.00	264,058.00	264,058.00
11511	5131	OVERTIME (GENERAL)	1,168.79	2,000.00	2,000.00	1,185.54	2,000.00	2,000.00	2,000.00
11511	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Solicitor-Licensing-Personnel			230,005.91	244,358.00	244,358.00	226,593.03	263,231.00	266,058.00	266,058.00
Solicitor-Licensing-Expenses									
11512	5303	LEGAL SERVICES	56,835.39	50,000.00	51,500.00	49,498.65	50,000.00	50,000.00	50,000.00
11512	5306	ADVERTISING	0.00	400.00	400.00	178.06	400.00	400.00	400.00
11512	5381	PRINTING AND BINDING	0.00	500.00	500.00	0.00	500.00	500.00	500.00
11512	5421	OFFICE SUPPLIES (GEN	872.35	1,000.00	1,000.00	729.43	1,000.00	1,000.00	1,000.00
11512	5730	DUES AND SUB	3,119.00	5,500.00	4,000.00	3,136.00	5,500.00	5,500.00	5,500.00
11512	5760	JUDGMENTS	2,590.64	7,000.00	7,000.00	2,144.00	7,000.00	7,000.00	7,000.00
Total Solicitor-Licensing-Expenses			63,417.38	64,400.00	64,400.00	55,686.14	64,400.00	64,400.00	64,400.00
260	151	Department Total	293,423.29	308,758.00	308,758.00	282,279.17	327,631.00	330,458.00	330,458.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
RENNARD	ELIZABETH	260 SOLICITOR -LICENSING	11511-5111 SOLICITOR	4/1/2004	100,341.45		1.00	1	100%	1,922.25	1,922.25	100,725.90	1,970.31	103,244.05	103,244.05
ROOMEY	JOANNE	260 SOLICITOR -LICENSING	11511-5113 PARALEGAL	6/28/06	43,665.43		1.00	1	100%	836.50	879.96	46,109.90	857.42	44,928.55	44,928.55
STEIN	ROBIN	260 SOLICITOR -LICENSING	11511-5111 ASSISTANT SOLICITOR		45,116.49		0.00	0	100%	-	-	-	-	-	-
CALDWELL	VICTORIA	260 SOLICITOR -LICENSING	11511-5111 ASSISTANT SOLICITOR	3/24/14	-		0.71	1	100%	864.30	1,137.24	59,591.38	1,165.67	61,081.16	61,081.16
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
Requested Increase of 5.2% for Roomey - no additional money above 2.5%					45,934.13		1.00			Total AFSCME 1818		47,503.80		47,503.80	47,503.80
Caldwell Increased hours/salary - 31.58% - Increase approved by Mayor					242,357.50		3.71	Total Full Time - 5111				261,230.98		264,057.56	264,057.56
O'KEEFE	AMY	260 SOLICITOR -LICENSING	11552-5320 Intern - Contracted Serv		2,000.00				0.0	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
		260 SOLICITOR -LICENSING	11551-5150 Overtime		2,000.00			Total Overtime - 5131				2,000.00		2,000.00	2,000.00
					244,357.50		3.71	Department Total				263,230.98		266,057.56	266,057.56

Full-Time Equivalent Employees:	FY 2014	3.50
	FY 2015	3.54
	FY 2016	3.71
	Variance 15 vs. 16	0.17

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES				Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4			
													Date	Rate	# Wks Old New							
PAGLIARO	MELISSA	260 SOLICITOR-LICENSIN	11511-5111	PRINCIPAL CLERK		45,934.13	1.00	879.96	1.015	893.16	1.015	906.56				100%	47,503.80	47,503.80	47,503.80			
						45,934.13	1.00													47,503.80	47,503.80	47,503.80

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Solicitor - 260

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11512	5303	Legal Services			
		Outside legal services - labor, workers comp, environmental	35,000	35,000	35,000
		Surveying, title Examinations, Etc.	5,000	5,000	5,000
		arbitration fees - filing and arbitrator fees	10,000	10,000	10,000
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			
		General office supplies as needed	1,000	1,000	1,000
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	3,050	3,050	3,050
TOTAL			5,500	5,500	5,500
11512	5760	Judgments			
		Judgments	7,000	7,000	7,000
TOTAL			7,000	7,000	7,000
TOTAL PROPOSED			64,400	64,400	64,400

Human Resources – General Administration

Mission Statement – Why We Exist

The City of Salem Human Resources Department is a five person department. Besides myself, we have an Office Manager, a Benefits Manager, a Personnel Aide and a School Benefits Coordinator. The 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.

We are also responsible to ensure all personnel actions are made in accordance with applicable laws, policies and collective bargaining agreements. We are in our final year of our first contract with the Group Insurance Commission, and we have agreed to stay with the GIC for the next three years 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 monitoring and administering City and School 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.

We also develop and maintain the employee salary schedules to ensure we can attract the most valuable candidates for vacant positions. Human Resources 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 2016

I see no significant budget and staffing changes for FY 16. I am pleased we were able to maintain funding for the part time switchboard operator again last year, and I would encourage us to keep that part time position in place. I would still like to increase the part time school benefits coordinator in my department from a 30 hour week position to a 35 hour per week position. As we are more involved than ever with HR functions with the school department, we have done a pilot program to locate the school benefits coordinator at the school department. Whether this person is located in my office or at the school department, the volume of work to keep school employees and retirees insured warrants a full time position.



Recent Accomplishments

- It has been a busy year and it has gone by so fast! 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.
- Updated salary schedule for AFSCME employees, a tool that proved effective during our recent negotiation sessions.
- Tentatively settled AFSCME Local 1818 Contract for FY15-FY17. We are finalizing language and expect no issues.
- Tentatively settled Fire Fighters' Contract for FY 15-FY17. We are waiting for signatures on the MOA submitted to them, again, we expect no issues.
- Worked with the Disabilities Commission to purchase Assistive Listening Devices to allow hearing impaired individuals fully participate in City meetings.
- Secured new carrier for life insurance, we are now with Boston Mutual, a much more affordable carrier with a guaranteed rate for three years; this is our second year with this company. The transition was smooth and we have had no problems.



- Brought in the Employee Assistance Program to work with two departments on four occasions. We set up off site training for the Public Services Department at our own Winter Island Function Hall. We also had the EAP work with our Health Department. Communication clearly is a key component to running effective and efficient departments.
- Implemented training for staff who supervise CDL drivers to have authority for cause testing, ie, thoughts of impairment due to drug or alcohol use.
- Prevailed on two arbitration case, which resulted in the City's saving a significant amount of money in sick leave buybacks.
- Prevailed in two Unemployment cases with successful defenses. One was a termination from the Parking Garage and one was a voluntary quit at the school department.
- Offered ten GIC info sessions regarding for Open Enrollment for health insurance. Each was well-attended and allowed employees and retirees the opportunity to make informed decisions about their health care.
- Hired a new mechanic at the DPS.
- Heard several grievances

FY 2016 Goals & Objectives

- Educate, educate, educate! We will continue to educate employees about the GIC and assist them in enrolling in the most affordable and quality healthcare offered by the Commission. Open enrollment is over and we always want to make sure that employees again have all of the information they need to make informed choices for their health insurance, and their care moving forward.
- Meet more frequently with the Public Employee Committee to discuss reimbursements, the plans and employee concerns.
- Explore alternative options for wellness activities within and outside of the GIC.
- Continue to maintain salary schedule for non-union and union employees current on an annual basis.
- 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. Further usage of the accessible icon throughout the city is a huge goal

for the Commission, as well as purchasing accessible picnic tables for our parks. We should have the tables purchased for use this summer in our parks throughout the City.

- Seek out trainings through MIIA to assist us in earning rewards towards our Workers' Compensation Insurance Premium. Solidify our Risk Committee to ensure we are doing all we can to minimize our financial risks with regards to Workers' Compensation, and our Property and Casualty premiums.
- Negotiate and settle contracts with the rest of our bargaining units as soon as possible..
- Update and distribute the Employee Handbook.
- Review all city policies for compliance and revise and negotiate as required.
- Work with the Purchasing Agent and the Finance Director to offer and RFP for our voluntary benefits and our deferred compensation plans.
- Update our Labor Service listing. We did this in 2011, and this process assisted us in maintaining an accurate listing of potential employees.
- Work with IT to get Employee Self Service up and running, with an end result of paperless checks.
- Hire a director for the parking garage.
- Maintain the HR section of the city's website.
- Implement an Employee Evaluation Process with all staff.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated/based on Actuals so far FY 2015	Estimated FY 2016
Workers comp. costs (COLA decreased this year, unsure as to Oct. '14)				
Workers' Comp. cases open 1+ years	9	9	7	7
Salaries on pre-FY'09 claims	175,068	163,506.81	137,345.00	140,000.00
Medicals on tail claims		31,428.12	8,000.00	7,500.00
IIIA premium FY'13	371,732	601,611.28	300,000.00	700,000.00
Training sessions (actual and estimates)				
Miscellaneous for MIIA Rewards Credit, several departments participate	12	15	25	25
Health fairs for GIC enrollment and education				
N/A, GIC does not offer wellness, working with the YMCA to develop programs	N/A	8	N/A	N/a
Open enrollments				
Health, GIC refresher meetings at city, school, and public safety locations	22	8	10	10
Dental (including retiree dental)	1	4	4	4
Life	1	10	6	8
Unemployment Assistance, current plus estimate				
School	109,764	262,428.12	231,585.46	350,000.00
City	54,285	12,305.00	28,496.93	25,000.00
Job applications processed				
Labor service	66		70	

Seasonal	230		215	250
CORI checks	170		200	225
Volunteers processed	12		15	20
New Employees (Full time)	38		15	7
Audit Preparation				
Accrual compilation for audit and MUNIS programming purposes	All city employees	All city employees	All city employees	All city employees

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Mayor's goal of negotiating, settling and managing the collective bargaining agreement with our unions is a shared goal of this department as well. We value our employees' contributions to their respective departments. Two of our groups have tentatively settled their contracts, and we are in negotiations with the two remaining groups. It is our hope that we will be able to settle and execute contracts that are reasonable, affordable and beneficial to both sides. This is not without challenges, as we must put the tough issue on the table: retirements, buybacks, OPEB, and the City's ability to fund the ultimate contract. In beginning the process early enough, we can minimize the administrative burden within other affected departments of retroactive adjustments, financial as well as administrative.
- Additionally, now that we have an executed Public Employee (PEC) Agreement in place, we will be meeting with that group often to discuss our long range plans for health insurance. This clearly ties into the Mayor's long term goal of continuing to provide affordable and quality healthcare to our employees and retirees. We will look that the rates, the potential savings, and feasibility of staying with the GIC or going out to bid for another provider.
- We are offering an RFP for our deferred compensation programs for our City and School employees. Again, this ties to the Mayor's goals as she is in favor of streamlining our current offerings and making the processes more efficient for not only the employees, but also staff.
- We are in the process of putting together an RFP for our voluntary benefits as well. With so many options available to employees, things can just get too confusing, resulting in people not enrolling in voluntary plans that may actually be of value to them. With one provider we can streamline that process while still offering quality benefits to our employees.
- We will also be looking at offering more in house training this coming year, from trainings geared to front line staff as well as department heads. The Mayor is very supportive of staff development, and as such, we will be taking advantage of opportunities to ensure all staff members are as effective as they can be in the City.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Human Resources-Personnel									
11521	5111	SALARIES-FULL TIME	231,892.75	238,830.00	238,830.00	220,956.43	239,745.00	243,712.00	243,712.00
11521	5113	SALARIES-PART TIME	12,277.15	13,216.00	13,216.00	11,453.14	13,267.00	13,599.00	13,599.00
11521	5169	CONTRACT AGRMNT-AFSCME	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
11521	5171	COLLECTIVE BARGANING RESERVE	0.00	236,655.00	236,655.00	0.00	0.00	150,000.00	150,000.00
Total Human Resources-Personnel			244,169.90	488,701.00	488,701.00	232,409.57	253,012.00	422,311.00	422,311.00
Human Resources-Expenses									
11522	5300	PURCHASE OF SERVICES	10,761.18	8,525.00	3,955.97	3,838.07	6,500.00	6,500.00	6,500.00
11522	5303	LEGAL SERVICES/ABRITRATION	782.00	1,000.00	5,375.00	5,375.00	3,425.00	3,425.00	3,425.00
11522	5306	ADVERTISING	1,969.36	750.00	250.00	250.00	500.00	500.00	500.00
11522	5317	EDUCATIONAL TRAINING	3,087.64	5,025.00	0.00	0.00	5,025.00	5,525.00	5,525.00
11522	5320	CONTRACTED SERVICES	15,299.05	12,800.00	19,030.15	16,328.19	12,800.00	12,800.00	12,800.00
11522	5381	PRINTING AND BINDING	67.25	0.00	0.00	0.00	0.00	0.00	0.00
11522	5421	OFFICE SUPPLIES (GEN	1,990.54	2,450.00	2,295.68	2,194.17	2,450.00	2,450.00	2,450.00
11522	5710	IN STATE TRAVEL/MEETINGS	113.95	400.00	43.20	43.20	250.00	250.00	250.00
Total Human Resources-Expenses			34,070.97	30,950.00	30,950.00	28,028.63	30,950.00	31,450.00	31,450.00
130	152	Department Total	278,240.87	519,651.00	519,651.00	260,438.20	283,962.00	453,761.00	453,761.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
BRADY	ALICIA	130 HUMAN RESOURCES	11521-5111	OFFICE MANAGER	8/7/2007	46,905.69		1.00	1	100%	898.58	898.58	47,085.41	921.04	48,262.54	48,262.54
CAMMARATA	LISA	130 HUMAN RESOURCES	11521-5111	PERSONNEL DIRECTOR	3/5/07	80,766.45		1.00	1	100%	1,547.25	1,547.25	81,075.90	1,547.25	81,075.90	81,075.90
DEVEREUX	BEATRICE	130 HUMAN RESOURCES	11521-5111	BENEFITS MANAGER	11091998	48,063.54		1.00	1	100%	920.76	920.76	48,247.69	943.78	49,453.89	49,453.89
DOMINGUEZ	MONICA	130 HUMAN RESOURCES	11521-5111	PERSONNEL AIDE/ASST	2/1/04	31,890.59		0.70	28	100%	610.93	610.93	32,012.77	626.20	32,813.09	32,813.09
PEREIRA	LINDA	130 HUMAN RESOURCES	11521-5111	BENEFITS MANAGER-PT	2/1/2008	31,203.58		0.80	30	100%	597.77	597.77	31,323.13	612.71	32,106.21	32,106.21
						238,829.85		4.50	Total Full Time - 5111				239,744.91		243,711.63	243,711.63
		130 HUMAN RESOURCES	11521-5111	PT SWITCHBOARD		13,215.74	P		19		13.33	13.33	13,266.37	13.66	13,598.03	13,598.03
						13,215.74			Total Part Time - 5113				13,266.37		13,598.03	13,598.03
		130 HUMAN RESOURCES	11521-5169	Contract Agreement-AFSCME									-		15,000.00	15,000.00
		130 HUMAN RESOURCES	11521-5171	Collective Bargaining Reserve		236,655.00							-		150,000.00	150,000.00
						236,655.00			Other Total				-		165,000.00	165,000.00
Full-Time Equivalent Employees: FY 2014 4.50						488,700.59		4.50	Department Total				253,011.28		422,309.66	422,309.66

Full-Time Equivalent Employees:	FY 2014	4.50
	FY 2015	4.50
	FY 2016	4.50
	Variance 15 vs. 16	0.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

HUMAN RESOURCES - 130

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11522	5300	Purchase of Service			
		Drug/Alcohol Testing	6,500	6,500	6,500
		Pre-employment physicals			
		Shredding services with Heritage Industries, Employee background checks		-	-
TOTAL			6,500	6,500	6,500
11522	5303	Legal Services			
		Fees to AAA (Abitration) \$300 per cas and Arbitrator Fee between \$500 and \$1000 per case.	3,425	3,425	3,425
TOTAL			3,425	3,425	3,425
11522	5306	Advertising			
		Advertising of vacant positions within the City via various media: Boston Globe, Salem News, MMA, position-related publications, and on-line	500	500	500
TOTAL			500	500	500
11522	5317	Educational Training			
		Management Tuition Reimbursement, miscellaneous licenses for City employees	5,025	5,025	5,025
		Miscellaneous training courses for employees			
		MMPA Dues		500	500
		Spanish Training From City Clerks Budget			
TOTAL			5,025	5,525	5,525
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	5421	Office Supplies			
		General office supplies as needed	2,450	2,450	2,450
TOTAL			2,450	2,450	2,450
11522	5710	In State Travel/Meetings			
		Periodic MMA, MIIA and MMPA seminars and training	250	250	250
TOTAL			250	250	250
TOTAL PROPOSED			30,950	31,450	31,450

Human Resources – Workers' Compensation

Recent Accomplishments

- Again, as is every year, Workers' Compensation is still on mine and 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 have settled two cases that will, in the long run, prove to be a cost effective measure for us. We encourage MIIA to pursue all claims aggressively to assist our employees in returning to work in a timely manner. We are in the process of settling a third case that will also be financially beneficial to us in the long run.
- We have also increased our presentation in the School Department. We have regular meetings with the School Superintendent, Business Manager, and School leaders to instruct supervisors on proper reporting of injuries. These meetings are extremely worthwhile.
- Implemented some light duty restrictions for employees returning to work after an injury. Allowing an employee to return to work just makes sense as we budget for salary, and indemnity costs will affect our premiums.



FY 2016 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.
- 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.
- Establish a strong safety committee to assist in minimizing our physical risk factors within the city and the schools.
- Continue to work closely with MIIA on our future renewals for coverage. We were fortunate to see less of an increase than we had expected this year., and we are doing all that we can to maintain that swing in our favor. Workers' Compensation is a costly program; we do all that we can to minimize our claims. Additionally, we will continue to be vigilant with our payroll submissions to MIIA with the accurate risk codes to ensure our premiums are accurate and are not subject to modification after an audit.
- In the alternative, keep a move back to self-insurance for workers' compensation on our radar screen.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Workmens' Comp-Personnel									
19121	5111	SALARIES-FULL TIME	163,506.81	137,345.00	137,345.00	115,810.57	135,000.00	128,000.00	128,000.00
19121	5172	WORKMENS' COMP-MEDIC	32,000.00	15,000.00	15,000.00	1,867.30	7,500.00	7,500.00	7,500.00
19121	5179	WORKERS COMP-MHIA PREMIUM	601,611.28	300,000.00	300,000.00	256,657.90	700,000.00	192,018.00	192,018.00
Total Workmens' Comp-Personnel			797,118.09	452,345.00	452,345.00	374,335.77	842,500.00	327,518.00	327,518.00
130	912	Department Total	797,118.09	452,345.00	452,345.00	374,335.77	842,500.00	327,518.00	327,518.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

HR/WORKERS' COMP - 130

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
19121	5111	Workers' Compensation Wages Wages paid to employees injured on the job prior to 7/1/2008 Increase due to COLA	135,000	128,000	128,000
TOTAL			135,000	128,000	128,000
19121	5172	Workers' Compensation Medicals Medical invoices for injuries incurred prior to 7/1/2008	7,500	7,500	7,500
TOTAL			7,500	7,500	7,500
19121	5179	Workers' Compensation Insurance Premium to MIIA Annual premium to MIIA for Workers' Compensation Insurance	700,000	492,018	492,018
		School Workers Comp of 300K in School Budget		(300,000)	(300,000)
TOTAL			700,000	192,018	192,018
TOTAL PROPOSED			842,500	327,518	327,518

Human Resources – Unemployment Compensation

Recent Accomplishments

- Established a strong relationship with our UTMC, our third party administrator for unemployment. We are very pleased with their performance and dedication to us. UTMC is very thorough.
- We still protest claims we believe are meritless. We have protested 18 claims so far this fiscal year, and we were present at seven hearings.
- As of this date we are awaiting a decision of an appeal made by a terminated employee, who collected over \$20,000.00, prior to the claim being adjudicated. If we prevail, the state becomes our collection agent. As of this date we have not yet received a response on this matter.
- We recently prevailed on two claims, for which we saved a significant amount of money. Both claims could have gone either way; I am pleased our detailed documentation and testimony played roles in our prevailing.
- I recently attended a leadership team meeting at the school department with our UTMC representative, Paul Scott, and trained the principals on effective ways to minimize our unemployment exposure with their internal procedures relative to hiring and discharge.
- Implemented a system with the School Department whereby while the Unemployment Bill is actually paid out of Human Resources, forwarding the information to the School Business Manager allows the Department to be aware of the actual costs. This plan was a result of our attendance at the school leadership meeting, which again, was a success.

FY 2016 Goals & Objectives

- We will continue to aggressively contest meritless unemployment claims, and work closely with UTMC to minimize our exposure on all fronts.
- Maintain open and continuous communication with the school department to ensure we are minimizing our unemployment liability.
- 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.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Unemployment Comp-Personnel									
19131	5173	UNEMPLOYMENT COMPENS	313,641.41	300,000.00	380,000.00	345,900.65	450,000.00	450,000.00	450,000.00
Total Unemployment Comp-Personnel			313,641.41	300,000.00	380,000.00	345,900.65	450,000.00	450,000.00	450,000.00
130	913	Department Total	313,641.41	300,000.00	380,000.00	345,900.65	450,000.00	450,000.00	450,000.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

HR/UNEMPLOYMENT COMP - 130

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted By Council
19131	5173	Unemployment compensation Payments to MA DET for unemployment compensation paid to former employees	450,000	450,000	450,000
TOTAL			450,000	450,000	450,000
TOTAL PROPOSED			450,000	450,000	450,000

Human Resources – Group Insurance

Significant Budget & Staffing Changes for FY 2016

As you may know, 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.

Our rate increase for fy16 is much higher than we were hoping. We have been fortunate over the last three years to have avoided major increases. Due to budget issues at the state level, the GIC has not only issued a much higher premium increase, but also the plans are also offering plan design changes, some of which will affect our employees. Deductibles and co-pays are increasing, and one of our retiree plans will be a new plan come January 2016.



As a result we have amped up our educational sessions, we have reached out to all of our employees and retirees three times already, and from now until the end of open enrollment, we will do all that we can to make sure everyone has all of the information he needs to make an informed decision about health care. We have ten sessions set up all throughout the city, targeted to all groups, starting on April 8. A code red call, targeted to all enrolled in health insurance will also be going out, reminding everyone to be sure and read the materials sent to them regarding their health insurance. Health insurance continues to be the largest piece of the HR budget, and we are committed to not only helping employees and retirees save money, but also we are committed to maximizing the city's dollars as well.

Our school benefits coordinator has been assigned to the school department to maintain a presence onsite. This has proven already to be of value to the school department employees. The current Benefits Coordinator for the school department currently works a 30 hour week, and it would be helpful if this person were to be here a full 35 hours per week.

Recent Accomplishments:

- Since I started 8 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.
- Negotiated with the Public Employee Committee to stay with the GIC for the next three years.
- Promoted lower cost plans to employees, resulting in a huge shift of high cost plan enrollment to a much lower cost plan, resulting in not only the City's saving money, but also employees and retirees will be saving money too.

FY 2016 Goals & Objectives

- Explore ways to minimize health care costs for employees through educational sessions during the year, not just at open enrollment. From mail order to flex spending to simply paying attention to individual bills, there are ways to assist our employees with rising health care costs.
- Meet with the Public Employee Committee to discuss our plan for the future. This will allow us to explore the feasibility of staying in the GIC or going out to bid for affordable and quality health care.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Group Insurance-Personnel									
19141	5174	MEDICAL INSURANCE	11,329,659.84	11,829,450.00	11,822,500.00	11,358,122.40	13,012,395.00	12,210,286.00	12,210,286.00
19141	5181	DENTAL INSURANCE	29,333.25	32,900.00	32,900.00	32,886.61	40,000.00	35,000.00	35,000.00
19141	5182	LIFE INSURANCE	102,614.93	90,000.00	90,000.00	90,571.68	90,000.00	80,000.00	80,000.00
19141	5186	OPT OUT PROGRAM	128,850.00	30,000.00	36,950.00	36,950.00	30,000.00	30,000.00	30,000.00
Total Group Insurance-Personnel			11,590,458.02	11,982,350.00	11,982,350.00	11,518,530.69	13,172,395.00	12,355,286.00	12,355,286.00
130	914	Department Total	11,590,458.02	11,982,350.00	11,982,350.00	11,518,530.69	13,172,395.00	12,355,286.00	12,355,286.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

HR/GROUP INSURANCE - 130

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
19141	5174	Medical Insurance City share of health insurance costs for City and School employees and Retirees Less Fringe from WIB, School Grants, CDBG, etc.	13,012,395	12,210,286	12,210,286
TOTAL			13,012,395	12,210,286	12,210,286
19141	5181	Dental Insurance City share of dental insurance costs for City and School employees	40,000	35,000	35,000
TOTAL			40,000	35,000	35,000
19141	5182	Life Insurance City share of employee basic term life insurance premiums - City and School City share of retiree basic term life insurance premiums - City and School	90,000	55,000 25,000	55,000 25,000
TOTAL			90,000	80,000	80,000
19141	5186	Opt Out Program Program to pay for employees who opt-out of City Medical Insurance Individual = 1,200.00 Family = 3,000.00	30,000	30,000	30,000
TOTAL			30,000	30,000	30,000
TOTAL PROPOSED			13,172,395	12,355,286	12,355,286

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 exposure to dangerous conditions created by either man or nature.

Significant Budget & Staffing Changes For FY 2016

No significant budget or staff changes for FY 2016.

FY 2016 Goals & Objectives

- **Working with Footprint to enhance confined space rescue personnel.** Our technical rescue team is now in its 9th year. This year we have provided the opportunity to all department members to attend state sponsored Confined Space Training. With this initial training we have added 6 additional trained rescuers to the team. Quarterly onsite drills sponsored by Footprint will continue through the decommissioning of the coal fired plant and into the building phase of the new gas fired plant. This team is trained and managed by Deputy Chief "Gerry" Giunta who is currently a task force leader for the national FEMA Urban Search and Rescue team out of Beverly Massachusetts (MATF1). Our 2016 goal for this team is to fully integrate the new members through proper "hands on training" along with classroom scenarios.



- **Emergency Management.** Through the efforts of Captain Dennis Levasseur Emergency Management is taking a more proactive role in the safety and security of major events. Captain Levasseur has reached out to all departments to bring about a real sense of team work in our approach when dealing with major events that tax our response efforts. Our goal is to have the schools update their crisis management plans. Working with the school resource officer we can help teach the importance of putting a solid plan to paper and the development of an emergency curriculum. We can then get the information to those (teachers and lay staff) that will put the plan into action. We will also be focusing on large assembly occupancies across the city to review their occupancy safety plans.



- **Technology Enhancement** The work of our Fire Prevention Division has changed over the years. Lieutenant Peter Schaeublin has taken on the duties as Fire Marshal for the city along with veteran inspectors Paul Gallant and Dean Larrabee . Last year, through their efforts, we have



placed I pads in all our vehicles. Through the use of these devices we will continue our in service inspection program adding more and more valuable data to the system. This will allow us to receive valuable data allowing us to make informed decisions. Our goal for 2016 is the interconnection of all our stations. Through a state grant we were able to purchase new desk top computers for our outside stations. Putting our reporting system on each of these PC's will allow our Officers direct data input into the system from each emergency run. We will also continue our goal of certifying our inspectors through the course offerings at the Massachusetts Firefighting Academy.



Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Fire inspections	1,019	1137	1500	1200
Emergency Responses	6,077	6292	6200	6300
Average response time to emergencies	3:55	3:19	3:40	3:19
Mutual Aid Given	48	57	46	50
Mutual Aid Received	22	56	28	50
Training Classes	365	365	365	365

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Fire Department will work with the Mayor's office to develop a comprehensive IT program that will carry us into the future.
- Seek the best solutions that will secure Radio communications for the Fire Department and meet interoperable communication requirements.
- Work with all of our inspectional service departments to provide the best customer service for our citizens.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Fire-Personnel									
12201	5111	SALARIES-FULL TIME	5,337,180.06	5,457,034.00	5,457,034.00	5,063,200.62	5,780,066.00	5,781,196.00	5,781,196.00
12201	5113	SALARIES-PART TIME	20,716.37	49,316.00	49,316.00	28,242.05	49,390.00	49,875.00	49,875.00
12201	5131	OVERTIME (GENERAL)	837,194.89	843,258.00	843,258.00	785,116.62	892,216.00	892,216.00	892,216.00
12201	5133	EMT	37,895.18	39,000.00	39,000.00	35,891.58	39,600.00	39,600.00	39,600.00
12201	5136	HOLIDAYS	423,402.25	425,617.00	425,617.00	383,071.98	447,703.00	447,703.00	447,703.00
12201	5138	OUT OF GRADE	68,469.68	72,000.00	72,000.00	52,079.17	72,000.00	72,000.00	72,000.00
12201	5139	NIGHTS	356,571.37	364,164.00	364,164.00	337,825.82	383,062.00	383,062.00	383,062.00
12201	5141	LONGEVITY	132,146.50	140,880.00	140,880.00	125,986.88	148,945.00	148,945.00	148,945.00
12201	5143	FIREFIGHTER RANK STIPEND	29,000.00	29,500.00	29,500.00	14,750.00	29,500.00	29,500.00	29,500.00
12201	5145	EDUCATION INCENTIVE	36,729.75	38,434.00	38,434.00	36,840.62	40,286.00	40,286.00	40,286.00
12201	5150	FRINGE/STIPENDS	311,810.27	323,450.00	323,450.00	311,450.00	323,200.00	323,200.00	323,200.00
12201	5154	SPECIALTY STIPEND	2,500.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Total Fire-Personnel			7,593,616.32	7,788,653.00	7,788,653.00	7,180,455.34	8,211,968.00	8,213,583.00	8,213,583.00
Fire-Expenses									
12202	5211	ELECTRICITY	36,886.02	38,110.00	38,110.00	32,174.39	38,110.00	38,110.00	38,110.00
12202	5215	NATURAL GAS	24,260.47	28,840.00	28,840.00	22,108.73	28,840.00	28,840.00	28,840.00
12202	5216	OIL HEAT	25,413.62	20,600.00	20,600.00	15,105.48	20,600.00	15,600.00	15,600.00
12202	5241	BUILDING MAINTENANCE	28,053.48	35,000.00	35,000.00	29,033.94	35,000.00	35,000.00	35,000.00
12202	5258	FIRE EQUIPMENT REPAI	73,749.15	59,850.00	59,850.00	38,406.08	59,850.00	59,850.00	59,850.00
12202	5277	PHOTOCOPY MACHINE LE	3,334.85	3,500.00	3,500.00	3,320.79	3,500.00	3,500.00	3,500.00
12202	5284	EQUIPMENT LEASE	57,264.00	0.00	0.00	0.00	0.00	0.00	0.00
12202	5294	FIRE PROT CLOTHING	22,049.44	21,000.00	21,000.00	3,732.13	21,000.00	21,000.00	21,000.00
12202	5300	PURCHASE OF SERVICES	13,171.60	15,000.00	15,000.00	13,033.20	15,000.00	15,000.00	15,000.00
12202	5317	EDUCATIONAL TRAINING	13,800.02	15,000.00	15,000.00	13,238.57	15,000.00	12,500.00	12,500.00
12202	5318	DENTAL/MEDICAL SERVI	14,676.85	15,000.00	15,000.00	8,254.25	15,000.00	15,000.00	15,000.00
12202	5318R	DENTAL/MEDICAL SERVI	18,125.71	25,000.00	25,000.00	14,122.10	25,000.00	25,000.00	25,000.00
12202	5341	TELEPHONE	19,279.68	23,100.00	23,100.00	18,162.23	25,428.00	25,428.00	25,428.00
12202	5421	OFFICE SUPPLIES (GEN	5,228.49	5,250.00	5,250.00	5,043.89	5,250.00	5,250.00	5,250.00
12202	5451	CUSTODIAL SUPPLIES	7,495.04	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
12202	5510	FIRE PREVENTION	4,872.68	5,000.00	5,000.00	2,765.17	5,000.00	5,000.00	5,000.00
12202	5513	EMERGENCY MANAGEMENT	1,939.44	3,000.00	3,000.00	1,163.59	3,000.00	3,000.00	3,000.00
12202	5586	FIRE SUPPRESSION SUP	19,374.95	21,500.00	21,500.00	16,460.58	21,500.00	21,500.00	21,500.00
12202	5730	DUES AND SUB	1,400.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Total Fire-Expenses			390,375.49	342,250.00	342,250.00	243,625.12	344,578.00	337,078.00	337,078.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
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100	220	Department Total	7,983,991.81	8,130,903.00	8,130,903.00	7,424,080.46	8,556,546.00	8,550,661.00	8,550,661.00
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FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016	
CODY: DAVE		100 FIRE	12201-5111	CHIEF		105,511.57		1.00	1		2,029.07	2,131.78	111,705.27	2,131.78	111,705.27	111,705.27	
		100 FIRE	12201-5111	DEPUTY CHIEFS		329,311.24		4.00	4		1,583.23	1,663.38	348,644.45	1,663.38	348,644.45	348,644.45	
		100 FIRE	12201-5111	CAPTAINS		644,304.60		9.00	9		1,376.72	1,446.42	682,131.67	1,446.42	682,131.67	682,131.67	
		100 FIRE	12201-5111	LIEUTENANTS		996,026.40		16.00	16		1,197.15	1,257.75	1,054,497.60	1,257.75	1,054,497.60	1,054,497.60	
		100 FIRE	12201-5111	FIRE FIGHTERS-4		2,637,782.00		50.00	50		1,014.53	1,065.89	2,792,631.80	1,065.89	2,792,631.80	2,792,631.80	
		100 FIRE	12201-5111	FIRE FIGHTERS-3		151,118.55		2.00	2		968.71	1,017.75	106,660.20	1,017.75	106,660.20	106,660.20	
		100 FIRE	12201-5111	FIRE FIGHTERS-2		92,548.96		6.00	6		889.89	934.94	293,945.14	934.94	293,945.14	293,945.14	
		100 FIRE	12201-5111	FIRE FIGHTERS-1		125,098.59		0.00	0		801.91	842.51	-	842.51	-	-	
ADDISON JOHN		100 FIRE	12201-5111	MECHANIC	1/1/2014	52,468.00		1.00	1		1,009.00	1,060.08	55,548.19	1,060.08	55,548.19	55,548.19	
				STEP INCREASE 2 & 3					1			71.84	3,764.46	71.84	3,764.46	3,764.46	
DICHIRICO CYNTHIA		100 FIRE	12201-5113	EXECUTIVE SECRETARY		44,152.86		1.00	1	100%	862.75	862.75	45,208.10	884.32	46,338.30	46,338.30	
				STEP INCREASES		11,921.84			1		9,213.41	9,679.84	9,679.84	9,679.84	9,679.84	9,679.84	
				FIRE PREVENTION ADD TO BASE		7,500.00			3		2,500.00	2,500.00	7,500.00	2,500.00	7,500.00	7,500.00	
						259,288.53		5.00				Afsome Total	268,148.99		268,148.99	268,148.99	
						5,457,033.14		95.00	Total Full Time - 5111				5,780,065.71		5,781,195.91	5,781,195.91	
THERIAULT CINDY		100 FIRE	12201-5113	CLERK	7/14/2008	19,315.31	P		19		19.48	19.48	19,389.31	19.96	19,874.04	19,874.04	
Part-Time FAO's		100 FIRE	12201-5113	FAO's		15,000.00			19		15.00	15.00	15,000.00	15.00	15,000.00	15,000.00	
		100 FIRE	12201-5113	EMERGENCY MGMT CLERK		15,000.00			19		15.00	15.00	15,000.00	15.00	15,000.00	15,000.00	
						49,315.31			Total PartTime - 5113				49,389.31		49,874.04	49,874.04	
		100 FIRE	12201-5131	OT FF CONTRACTUAL-88 & MECHANIC		740,357.92			88				779,315.95		779,315.95	779,315.95	
		100 FIRE	12201-5131	OT - FAO'S		45,000.00			5				45,000.00		45,000.00	45,000.00	
		100 FIRE	12201-5131	OT - FF		40,000.00							50,000.00		50,000.00	50,000.00	
		100 FIRE	12201-5131	OT - HAUNTED HAPENINGS		7,100.00							7,100.00		7,100.00	7,100.00	
		100 FIRE	12201-5131	OT - COMMUNITY EVENTS		2,800.00							6,300.00		6,300.00	6,300.00	
		100 FIRE	12201-5131	OT - RECRUITS TO ACADEMY		8,000.00							4,500.00		4,500.00	4,500.00	
						843,257.92			Total Overtime - 5131				892,215.95		892,215.95	892,215.95	
		100 FIRE	12201-5133	EMT		39,000.00			66		600.00	600.00	39,600.00		39,600.00	39,600.00	
		100 FIRE	12201-5136	HOLIDAYS FF & MECHANIC		425,616.50					Varies	Varies	447,702.97		447,702.97	447,702.97	
		100 FIRE	12201-5138	OUT OF GRADE		72,000.00					Varies	Varies	72,000.00		72,000.00	72,000.00	
		100 FIRE	12201-5139	NIGHTS FIREFIGHTERS & FAO'S		364,163.85					Varies	Varies	383,061.36		383,061.36	383,061.36	
		100 FIRE	12201-5141	LONGEVITY - FF & Mechanic		140,879.81					Varies	Varies	148,944.80		148,944.80	148,944.80	
		100 FIRE	12201-5143	FF RANK DUTY RECOGNITION		29,500.00			59		500.00	500.00	29,500.00		29,500.00	29,500.00	
		100 FIRE	12201-5145	EDUCATION INCENTIVE		38,433.16					926.10 to 1852.20	Varies	40,285.36		40,285.36	40,285.36	
		100 FIRE	12201-5150	SENIOR/MASTER/VETERAN		323,450.00					3150.00 to 4850.00	Varies	323,200.00		323,200.00	323,200.00	
		100 FIRE	12201-5154	SPECIALTY PAY		6,000.00			12		500.00	500.00	6,000.00		6,000.00	6,000.00	
						1,439,043.32			Total All Other				1,490,294.49		1,490,294.49	1,490,294.49	
Full-Time Equivalent Employees:						FY 2014	95.00	7,788,649.68			95.00	Department Total			8,211,965.46	8,213,580.39	8,213,580.39
						FY 2015	95.00										
						FY 2016	95.00										
						Variance 15 vs. 16	0.00										

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4
													Date	Rate	# Wks Old	New				
BROWN	JEFFREY	100 FIRE	12201-5111	FIRE ALARM OP SUPERV	07/05/1990	52,048.14	1.00	997.09	1.015	1,012.05	1.015	1,027.23					100%	53,826.74	53,826.74	53,826.74
LERNER	SHAWN	100 FIRE	12201-5111	FIRE ALARM OPER	11/11/1994	47,972.31	1.00	919.01	1.015	932.79	1.015	946.79					100%	49,611.63	49,611.63	49,611.63
LERNER - Shift Differential						3,837.78		73.52	1.015	74.62	1.015	75.74					100%	3,968.93	3,968.93	3,968.93
O'KEEFE	FRANCIS	100 FIRE	12201-5111	FIRE ALARM OPER	1/7/2008	47,972.31	1.00	919.01	1.015	932.79	1.015	946.79					100%	49,611.63	49,611.63	49,611.63
O'KEEFE- Shift Differential						3,837.78		73.52	1.015	74.62	1.015	75.74					100%	3,968.93	3,968.93	3,968.93
STEPHEN	PAUL	100 FIRE	12201-5111	FIRE ALARM OPER	10/29/1996	47,972.31	1.00	919.01	1.015	932.79	1.015	946.79					100%	49,611.63	49,611.63	49,611.63
STEPHEN - Shift Differential						3,837.78		73.52	1.015	74.62	1.015	75.74					100%	3,968.93	3,968.93	3,968.93
WHITMORE	JONATHON	100 FIRE	12201-5111	FIRE ALARM OPERATOR	3/20/2010	47,972.31	1.00	919.01	1.015	932.79	1.015	946.79					100%	49,611.63	49,611.63	49,611.63
WHITMORE - Shift Differential						3,837.78		73.52	1.015	74.62	1.015	75.74					100%	3,968.93	3,968.93	3,968.93
						259,288.53	5.00											268,148.99	268,148.99	268,148.99

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

FIRE DEPARTMENT - 100

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted 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	15,600	15,600
TOTAL			20,600	15,600	15,600
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	35,000	35,000	35,000
TOTAL			35,000	35,000	35,000
12202	5258	Fire Equipment Repair Ladder testing \aerials 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	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	- - - -	- - - -	- - - -
TOTAL			-	-	-
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	-	-	-
TOTAL			-	-	-
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 2016 DETAILED BUDGET REPORT
EXPENSES

FIRE DEPARTMENT - 100

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted 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	12,500	12,500
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)	13,200	13,200	13,200
		long distance provider	1,500	1,500	1,500
		Sprint/Nextel/ Inspection pads	4,400	4,400	4,400
		Call back/Detail program	2,328	2,328	2,328
		Telephone lines from repeaters/channel 2 added	4,000	4,000	4,000
	TOTAL		25,428	25,428	25,428
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	8,000	8,000	8,000
	TOTAL		8,000	8,000	8,000
12202	5510	Fire Prevention			
		Grounds care/ lawn service	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:	1,000	1,000	1,000
Total		Multi gas meter replacement	1,000	1,000	1,000

FY 2016 DETAILED BUDGET REPORT
EXPENSES

FIRE DEPARTMENT - 100

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted 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 repairs	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			344,578	337,078	337,078

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 2016

Currently the Salem Police Department is staffed with 89 full-time officers. The department's goal is to continue to add three (3) officers per year. This will allow for fully staffed shifts, cover cars to address the time(s) of day when call volume is heaviest and for more officers to be assigned to walk the downtown area. Chief's salary now includes all stipends (previously broken out) in base pay.

Recent Accomplishments

- The Police Department is in the process of upgrading our CAD system.
- Another officer has been added to the Community Impact Unit to continue to address homelessness, mental health issues and to continue community outreach.
- The Police Department attended 61 neighborhood meetings throughout the City to receive feedback from the community. Many issues and concerns are able to be



resolved through the Community Impact Unit and Special Response Units.

- The Traffic Division devoted enforcement efforts to Pedestrian and Bike Safety through a recent grant award.
- The department is in its second year of SalemStat which is allowing for more effective budgetary oversight and continues to improve use of our resources.
- The Special Response Unit (SRU) continues to target low level drug dealing, crimes against properties as well as monitoring crime trends and performing directed patrol.
- The department hired two new officers.
- The Community Impact Unit (CIU) continues to maintain a strong presence in the On-Point while and their work with the juvenile court and probation department.
- Re-launched Twitter and FaceBook page to allow for greater access to public.

- The Salem Police Department has partnered with North Shore Elder Services, Essex County District Attorney's Office, HAWC, and Network La Red to administer a grant award by the Office of Violence Against Women to address abuse later in life, targeting individuals within our community that are 50 years of age or older.
- CIU has partnered with the DMH and a clinician from Lahey Clinic to focus on Police Based Diversion programs for individuals with mental illness and while offering crisis intervention team training and follow-up to those in need.
- Partnered with Project Cope / Bridgewell to address heroin epidemic.

FY 2016 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.
- Be fully operational with all modules within new CAD/RMS system.
- Continued collaboration and cooperation with Project Cope and area police departments/law enforcement agencies in addressing drug usage and drug overdoses.
- Review and make any necessary improvements to public safety protocols during Haunted Happenings events and 4th of July Holiday festivities. Work with City officials to provide exceptional public safety for anticipated cruise ships and provide Port Security.
- Consistently attend neighborhood meetings and encourage feedback and information sharing through MyPD Application and Tips line.
- Continue to apply for federal and state grant funds that are aimed towards Public Safety and our goals.
- Improve the overall training and continuing education within the Police Department with all personnel attending mandated In-Service Training throughout the year.
- Prepare for and achieve re-Accreditation in 2016.



Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Calls for Service	40,246	39,881	46,381	48,700
Arrests (Court Action Taken) / Protective Custody	3,004	2,734	3,972	4,170
Robberies	25	27	30	33
Breaking and Entering	179	128	158	172
Sexual Assaults	10	23	14	13
MV Thefts	53	52	47	44
Larceny	1,055	1,096	710	746
Assaults	590	553	824	865
MV Accidents	2,293	2,257	2,230	2,342
MV Citation Violations	8,504	8,093	8,303	8,718
Neighborhood Meetings	40	45	33	35

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The police department intends on completing a building analysis in an effort to maintain the building and our facility long term.
- Conducting blocks of Traffic Enforcement through the Governor's Highway Safety Grant to address traffic and parking enforcement.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Police-Personnel									
12101	5111	SALARIES-FULL TIME	5,774,758.67	5,866,931.00	5,858,994.11	5,335,855.91	5,932,705.00	5,903,002.00	5,903,002.00
12101	5113	SALARIES-PART TIME	83,786.22	75,287.00	75,287.00	67,211.77	75,554.00	76,569.00	76,569.00
12101	5131	OVERTIME (GENERAL)	705,698.65	672,807.00	807,807.00	740,981.98	710,127.00	710,127.00	710,127.00
12101	5136	HOLIDAYS	496,280.16	481,538.00	489,474.89	490,267.07	482,390.00	471,807.00	471,807.00
12101	5138	OUT OF GRADE	14,539.05	16,000.00	16,000.00	12,628.53	14,000.00	14,000.00	14,000.00
12101	5141	LONGEVITY	99,100.00	100,800.00	100,800.00	100,800.00	102,300.00	100,800.00	100,800.00
12101	5142	ELECTIONS	11,720.00	12,000.00	12,000.00	11,980.00	21,270.00	21,270.00	21,270.00
12101	5145	EDUCATION INCENTIVE	798,401.78	795,015.00	735,015.00	679,434.02	747,729.00	720,715.00	720,715.00
12101	5151	WELLNESS	5,050.00	6,500.00	6,500.00	3,950.00	6,750.00	6,750.00	6,750.00
12101	5153	SENIOR/MASTER/VET STIPEND	306,100.00	309,200.00	309,200.00	307,450.00	305,250.00	300,650.00	300,650.00
12101	5154	SPECIALTY STIPEND	45,421.44	50,500.00	50,500.00	37,600.83	47,000.00	47,000.00	47,000.00
12101	5156	SHIFT DIFFERENTIAL	358,234.26	464,658.00	389,658.00	360,384.86	444,105.00	431,949.00	431,949.00
Total Police-Personnel			8,699,090.23	8,851,236.00	8,851,236.00	8,148,544.97	8,889,180.00	8,804,639.00	8,804,639.00
Police-Expenses									
12102	5211	ELECTRICITY	51,933.28	55,000.00	55,000.00	45,805.58	55,000.00	55,000.00	55,000.00
12102	5215	NATURAL GAS	18,881.89	19,000.00	19,000.00	18,694.31	19,000.00	19,000.00	19,000.00
12102	5253	RADIO & VEHICLE MAINT	51,183.21	58,662.00	60,862.00	56,333.43	61,207.00	61,207.00	61,207.00
12102	5284	EQUIPMENT LEASE	22,332.80	22,334.00	22,334.00	19,994.47	22,334.00	8,500.00	8,500.00
12102	5300	BUILDING MAINT & SERVICES	109,299.75	138,995.00	138,995.00	125,123.26	124,878.00	124,878.00	124,878.00
12102	5317	TRAINING AND EDUCATION	30,175.66	33,400.00	33,400.00	18,854.03	33,400.00	33,400.00	33,400.00
12102	5318	MEDICAL - ACTIVE	84,675.88	11,900.00	71,900.00	52,177.32	20,000.00	20,000.00	20,000.00
12102	5326	DIVE TEAM EXPENSES	2,118.33	3,000.00	3,000.00	1,308.17	5,000.00	3,000.00	3,000.00
12102	5341	TELEPHONE & COMMUNICATIONS	97,942.27	92,025.00	92,025.00	88,212.91	98,345.00	98,345.00	98,345.00
12102	5381	PRINTING AND BINDING	3,218.01	4,375.00	4,375.00	3,817.25	4,375.00	4,375.00	4,375.00
12102	5384	ANIMAL CARE & CONTROL	7,415.89	13,000.00	13,000.00	11,107.95	13,000.00	13,000.00	13,000.00
12102	5421	OFFICE SUPPLIES (GEN	18,746.37	17,000.00	17,000.00	13,955.47	17,000.00	17,000.00	17,000.00
12102	5585	ARMS AND AMMUNITION	11,463.14	14,800.00	14,800.00	6,219.60	19,500.00	19,500.00	19,500.00
12102	5710	IN STATE TRAVEL/MEETINGS	475.21	500.00	700.00	613.30	500.00	500.00	500.00
12102	5720	OUT OF STATE TRAVEL	1,600.00	1,600.00	1,400.00	1,372.66	1,600.00	1,600.00	1,600.00
12102	5730	DUES AND SUB	14,922.16	17,739.00	17,739.00	13,481.97	17,739.00	17,739.00	17,739.00
12102	5775	COMMUNITY EVENTS	51,447.14	55,000.00	55,000.00	47,694.87	55,000.00	55,000.00	55,000.00
12102	5862	POLICE EQUIPMENT	17,712.02	25,000.00	22,800.00	18,578.16	32,776.00	32,776.00	32,776.00
Total Police-Expenses			595,543.01	583,330.00	643,330.00	543,344.71	600,654.00	584,820.00	584,820.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
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210	210	Department Total	9,294,633.24	9,434,566.00	9,494,566.00	8,691,889.68	9,489,834.00	9,389,459.00	9,389,459.00
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FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
					52.2					0.0%	0.0%	52.4	2.5%	52.4	
TUCKER PAUL	210 POLICE	12101-5111	CHIEF		108,059.49		0.00	0	-	-	-	Retired	-	Retired	Retired
BUTLER MARY	210 POLICE	12101-5111	CHIEF				1.00	1	2,078.07	108,059.49	108,059.49	108,059.49	155,000.00	155,000.00	155,000.00
	210 POLICE	12101-5111	CAPTAINS		342,810.68		4.00	4	1,648.13	85,702.67	85,702.67	342,810.68	85,702.67	342,810.68	342,810.68
	210 POLICE	12101-5111	LIEUTENANTS		664,934.49		9.00	9	1,420.80	73,881.61	73,881.61	664,934.49	73,881.61	664,934.49	664,934.49
	210 POLICE	12101-5111	SERGEANTS		891,674.56		14.00	14	1,224.83	63,691.04	63,691.04	891,674.56	63,691.04	891,674.56	891,674.56
	210 POLICE	12101-5111	PATROLMEN STEP 5		2,863,576.22		55.00	55	1,039.03	54,029.74	54,029.74	2,971,635.70	54,029.74	2,971,635.70	2,971,635.70
	210 POLICE	12101-5111	PATROLMEN STEP 4		214,721.48		2.00	2	1,032.31	53,680.37	53,680.37	107,360.74	53,680.37	107,360.74	107,360.74
	210 POLICE	12101-5111	PATROLMEN STEP 3		105,724.42		3.00	3	1,016.58	52,862.21	52,862.21	158,586.63	52,862.21	158,586.63	158,586.63
	210 POLICE	12101-5111	PATROLMEN STEP 2		203,624.48		2.00	2	979.93	50,956.12	50,956.12	101,912.24	50,956.12	101,912.24	101,912.24
	210 POLICE	12101-5111	PATROLMEN STEP 1		24,356.35		2.00	3	468.39	24,356.35	24,356.35	73,069.05	24,356.35	48,712.70	48,712.70
LUBAS SHARYN	210 POLICE	12101-5111	OFFICE MANAGER	6/27/1994	53,605.22		1.00	1		1,052.59	1,052.59	55,155.72	1,052.59	55,155.72	55,155.72
CONNORS JAYNE	210 POLICE	12101-5111	ADMIN ASSISTANT	12/06/2010	40,863.37		1.00	1		782.82	782.82	41,019.94	802.39	42,045.44	42,045.44
RAYMOND LINDA	210 POLICE	12101-5111	EXECUTIVE SECRETARY	7/1/2011	37,462.06		1.00	1		717.66	717.66	37,605.59	735.61	38,545.73	38,545.73
Partially Grant Funded	210 POLICE	12101-5111	CIVILIAN DISPATCHERS Day		56,711.34	2	0.00	0%	5 @ 70%	776.02	-	AFSCME	-	-	-
Partially Grant Funded	210 POLICE	12101-5111	CIVILIAN DISPATCHERS Nights/Weekends		88,684.77	3	0.00	0%	5 @ 70%	829.25	-	AFSCME	-	-	-
FRACZEK JAKE	210 POLICE	12101-5111	IT/CRIME ANALYST		54,533.90		0.00	1		1,044.71	1,044.71	54,742.84	-	To ITS	-
GREENER FRED	210 POLICE	12101-5113	JR CLERK/Grants		20,045.11		0.70	24		15.61	15.61	19,631.14	16.00	20,121.91	20,121.91
Note - Chiefs salary now includes all stipends in BASE					AFSCME		95,342.31	5.50		Total AFSCME 1818		304,505.24		304,505.24	304,505.24
							5,856,930.26	101.20	Total Full Time - 5111			5,932,704.05		5,903,001.78	5,903,001.78
KOBIALKA THEODORE	210 POLICE	12101-5113	POL TEMP		14,527.14			19		14.65	14.65	14,582.80	15.01	14,947.37	14,947.37
LANDERS SALLY	210 POLICE	12101-5113	JR CLERK		14,232.33			19		14.35	14.35	14,286.86	14.71	14,644.03	14,644.03
FAMICO DONALD	210 POLICE	12101-5113	ANIMAL CONTROL		11,679.07			12		18.64	18.64	11,723.82	19.11	12,016.91	12,016.91
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		29,232.00			16		35.00	35.00	29,344.00	35.00	29,344.00	29,344.00
GREENER FRED	210 POLICE	12101-5113	PT JR CLERK		-			19		-	-	-	-	-	-
					75,286.54			Total Part Time - 5113				75,553.48		76,568.32	76,568.32
	210 POLICE	12101-5131	OVERTIME		370,000.00							370,000.00		370,000.00	370,000.00
	210 POLICE	12101-5131	Training		55,307.00							73,480.00		73,480.00	73,480.00
	210 POLICE	12101-5131	OT COURT		126,000.00							126,000.00		126,000.00	126,000.00
	210 POLICE	12101-5131	OT-Events		40,000.00							59,147.00		59,147.00	59,147.00
	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
					672,807.00			Total Overtime - 5131				710,127.00		710,127.00	710,127.00
	210 POLICE	12101-5136	HOLIDAYS Officers & Dispatch		501,943.00							482,389.70		471,806.96	471,806.96
					(20,405.48)			-2.5	8,162.19			-		-	-
	210 POLICE	12101-5138	OUT OF GRADE		16,000.00							14,000.00		14,000.00	14,000.00
	210 POLICE	12101-5141	LONGEVITY		100,800.00							102,300.00		100,800.00	100,800.00
	210 POLICE	12101-5142	ELECTIONS		12,000.00							21,270.00		21,270.00	21,270.00
	210 POLICE	12101-5145	EDUCATION INCENTIVE		795,015.00							747,729.00		720,714.13	720,714.13
	210 POLICE	12101-5151	WELLNESS		6,500.00							6,750.00		6,750.00	6,750.00
	210 POLICE	12101-5153	SENIOR/MASTER/VETERAN		309,200.00							305,250.00		300,650.00	300,650.00
	210 POLICE	12101-5154	SPECIALTY STIPEND		50,500.00							47,000.00		47,000.00	47,000.00
					1,771,552.63			Total other -				1,726,688.70		1,682,991.09	1,682,991.09
	210 POLICE	12101-5156	SHIFT DIFFERENTIAL		454,010.00							433,456.00		421,299.31	421,299.31
	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
Moved Jake Fraczek to IT Services					464,658.80			Total Shift/Night Diff-5156				444,104.80		431,948.11	431,948.11
					8,851,235.13		101.20	Department Total				8,889,178.03		8,804,636.30	8,804,636.30

Full-Time Equivalent Employees:	FY 2014	100.50
	FY 2015	102.20
	FY 2016	101.20
Variance 15 vs. 16		(1.00)

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
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<i>Note - Dispatchers are now a part of AFSCME 1818 Union</i>										FY 2015	FY 2016
GRANT FUNDING											
Police 911 Support Grant:	25343-5111	Five Dispatchers					0.30	2	30%	61,719.82	71,349.96
Police Budget	12101-5111	Five Dispatchers					0.70	2	70%	144,012.91	166,483.23
										205,732.73	237,833.19
											16%

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4
													Date	Rate	# Wks Old New					
PATTERSON	DONNA	210 POLICE	12101-5111	PRIN CLERK	06161993	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56					100%	47,503.80	47,503.80	47,503.80
VASSY	MARK	210 POLICE	12101-5111	SR BLDG CUSTODIAN III	11231992	45,328.75	1.00	868.37	1.025	890.08	1.025	912.33	8% Shift Differential	below			100%	47,805.98	47,805.98	47,805.98
VASSY	Shift Differential		12101-5111	Base Rate X 9%		4,079.43		78.15	1.025	80.10	1.025	82.11					100%	4,302.37	4,302.37	4,302.37
DUXBURY	LISA	210 POLICE	12201-5111	Police Dispatcher Step I/II	1/1/2014		0.70	854.54	1.015	867.36	1.015	880.37	1/1/2016	912.92	26.0 26.4	70%	39,760.34	39,760.34	39,760.34	
GRIFFIN	MICHAEL	210 POLICE	12201-5111	Police Dispatcher Step I/II	1/1/2014		0.70	854.54	1.015	867.36	1.015	880.37	1/1/2016	912.92	26.0 26.4	70%	39,760.34	39,760.34	39,760.34	
MCKENNA	CHARLES	210 POLICE	12201-5111	Police Dispatcher Step I/II	1/1/2014		0.70	854.54	1.015	867.36	1.015	880.37	1/1/2016	912.92	26.0 26.4	70%	39,760.34	39,760.34	39,760.34	
SARAIVA	MELISSA	210 POLICE	12201-5111	Police Dispatcher Step I/II	1/1/2014		0.70	854.54	1.015	867.36	1.015	880.37	1/1/2016	912.92	26.0 26.4	70%	39,760.34	39,760.34	39,760.34	
STOKES	KEEGAN	210 POLICE	12201-5111	Police Dispatcher Step I/II	1/1/2014		0.70	854.54	1.015	867.36	1.015	880.37	1/1/2016	912.92	26.0 26.4	70%	39,760.34	39,760.34	39,760.34	
DUXBURY	Shift Differential		12201-5111	Base Rate X 9%				76.76	1.015	77.91	1.015	79.08					70%	2,030.46	2,030.46	2,030.46
GRIFFIN	Shift Differential		12201-5111	Base Rate X 9%				76.76	1.015	77.91	1.015	79.08					70%	2,030.46	2,030.46	2,030.46
STOKES	Shift Differential		12201-5111	Base Rate X 9%				76.76	1.015	77.91	1.015	79.08					70%	2,030.46	2,030.46	2,030.46
						95,342.31	5.50											304,505.24	304,505.24	304,505.24

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Police - 210

ORG	Object	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
12102	5211 Electricity				
		Based on FY14 and year to date (FY15) expenses	55,000	55,000	55,000
TOTAL			55,000	55,000	55,000
12102	5215 Natural Gas				
		Based on FY14 and year to date (FY15) expenses	19,000	19,000	19,000
TOTAL			19,000	19,000	19,000
12102	5253 Radio & Vehicle Maintenance and Parts				
		Normal maintenance of fleet, including parts not supplied by DPW, and deductibles	40,000	40,000	40,000
		Cybercomm Contract maintenance & repair of portable, mobile and base radios	21,207	21,207	21,207
TOTAL			61,207	61,207	61,207
12101	5284 Equipment Lease				
		Lease to own 2 Motorcycles per year	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	8,500	8,500
12102	5300 Bldg Maintenance & Services				
		Bldg. Services & maintenance not covered by contract (estimated)	12,172	12,172	12,172
		Custodial Supplies	6,500	6,500	6,500
		Microsystems computer contract	6,540	6,540	6,540
		HVAC maintenance	3,500	3,500	3,500
		Copier maintenance & service (American Lazer & Xerox)	4,500	4,500	4,500
		General Inspections and services (Boiler, Elevator and Cells- Sprinklers etc.)	12,100	12,100	12,100
		Outdoor Equip./Grounds Maint./Landscaping-Lawn mower,snowblower,sprinklers	3,500	3,500	3,500
		Lantel Service Contract & Maint. Community Cameras/ Waterfront Cameras/security	18,780	18,780	18,780
		Sideband community cameras maintenance contract / Wireless Alvaron Base Stations	24,050	24,050	24,050
		Technology - IT Needs for Department	10,000	10,000	10,000
		Salient Stills- Forensics Computer	1,800	1,800	1,800
		CJIS- Live Scan Fingerprinting Machine (L1 Technologies)	6,042	6,042	6,042
		Trackstar GPS (Software licenses, TransCor support, Trackstar support)	2,444	2,444	2,444
		ESRI Software - Crime Analysis / Mapping	500	500	500
		Cellbrite Forensics Analysis Contract (Maintenance and Contract on 2 Units)	6,000	6,000	6,000
		JivaSoft On-Dty/X-Tra Duty	1,450	1,450	1,450
		On Point Building (Comcast, Nat. Gas, Electric & Alarm Services)	5,000	5,000	5,000
TOTAL			124,878	124,878	124,878
12102	5317 Training and Education				
		MGL updates, training materials, mandated postings, court decisions, Legal Updates	2,250	2,250	2,250
		U.S. ID manuals (3) and PDR Reference Books	250	250	250
		IACP, Assessment Center(s), MPI, LEEDS	13,000	13,000	13,000
	*	Academy Training for 3 new recruits Tuition / Books	9,900	9,900	9,900
		Mandated Training & Supplemental (First Responder, FTO, HIDTA,K9 Inservice)	8,000	8,000	8,000
TOTAL			33,400	33,400	33,400

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Police - 210

ORG	Object	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
12102	5318 Medical - Active				
		Psychological consults, medical costs and drug screens-Active / Retirees	20,000	20,000	20,000
TOTAL			20,000	20,000	20,000
12102	5326 Dive Team				
		Equipment / gear upkeep, replacement and repair of Robotics, wet suits and tanks	5,000	3,000	3,000
TOTAL			5,000	3,000	3,000
12102	5341 Telephone & Communications				
		Verizon/ MCI - \$2,500/month	30,000	30,000	30,000
		SCC Systems- maintenance yearly	2,000	2,000	2,000
		Verizon Wireless - Cruiser air time \$40/month x 23 units	11,040	11,040	11,040
		Comcast Internet Services / Cable / DCJIS Access	3,360	3,360	3,360
		CID / Specialty Units / Department cellphone coverage	23,000	23,000	23,000
		Code Red Yearly maintenance	28,945	28,945	28,945
TOTAL			98,345	98,345	98,345
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- City of Salem	8,000	8,000	8,000
		Kenneling and Veterinary Care for SPD K-9's (3)	5,000	5,000	5,000
TOTAL			13,000	13,000	13,000
12102	5421 Office Supplies (General)				
		General Office supplies as needed	17,000	17,000	17,000
TOTAL			17,000	17,000	17,000
12102	5585 Arms and Ammunition				
		Weapons - repair parts for all department weapons & cleaning solutions	1,500	1,500	1,500
		Ammo for mandatory state qualification and training of all officers	18,000	18,000	18,000
TOTAL			19,500	19,500	19,500
12102	5710 In-State Travel/Meetings				
		In-State conferences, training, investigations, etc. - travel, EZ Pass ,parking, fees, etc	500	500	500
TOTAL			500	500	500
12102	5720 Out-of-State Travel				
		Any travel out of state for conferences, training, investigations, etc.	1,600	1,600	1,600
TOTAL		(IACP Chief - Captains, FBI)	1,600	1,600	1,600
12102	5731 Dues and Subscriptions				
		All police affiliations, dues, investigative databases subscriptions	17,739	17,739	17,739
		(CLEAR, WEST, WESTLAW, MyPD App.)			
TOTAL			17,739	17,739	17,739

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Police - 210

ORG	Object	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
12102	5775 Community Events				
		4th of July, Halloween (Boston PD, NEMLEC, other PD's and Sheriff's Dept.)	55,000	55,000	55,000
TOTAL			55,000	55,000	55,000
12102	5862 Police Supplies & Equipment				
		Police supplies and equipment, AED Battery Replacements, NARCAN, Epinephrine	21,426	21,426	21,426
		Police Equipment replacement and maintenance , Bullet-Proof Vests (7)	7,850	7,850	7,850
		ELSAG License Plate Reader General Maintenance (2 units)	3,500	3,500	3,500
TOTAL			32,776	32,776	32,776
TOTAL PROPOSED			600,654	584,820	584,820

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, including the enforcement of local, state, and in some cases, federal laws. Additionally, the department implements and maintains MTSA mandated security, provides management of the port area, 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 2016

The Harbormaster Department will assume responsibility for McCabe Marina in FY 2016. Part-time salary increase of \$19,200.00 is budget neutral due to decrease of part-time salaries in recreation budget.



Recent Accomplishments

- Successfully coordinated port call for 450' passenger vessel, **SEABOURNE QUEST**.
- Negotiated MOU with USCG for enforcement of Federal Safety and Security Zones.
- Assisted with oversight of Salem Wharf Expansion.
- Amended and obtained USCG approval of the Salem Wharf Terminal Facility Security Plan to include the deep-water berth.
- Developed marine ops plan for the safe execution of SESD and Algonquin construction projects.
- Obtained authorization for tender float at NPS Maritime Site, including the transfer of the steel barge system to the City.



2016 Goals and Objectives

- Promote and ensure safety and security in the department's area of responsibility.
- Maintain MTSA mandated Facility Security Compliance.
- Coordinate movement and interaction of recreational and commercial vessels during concurrent large scale waterfront/marine projects.
- Continue rigorous maintenance schedule and systematic replacement of equipment.
- Install City managed tender float at NPS Maritime Site for visiting mariners.
- Maintain interaction and training with other maritime professionals and port partners throughout the region.



Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
MOORING INFORMATION				
MOORINGS RECORDS	1611	1600	1600	1600
MOORINGS CATALOGED	1276	1321	1350	1350

SLIPS CATALOGED	335	279	300	300
MOORING / SLIP FEE'S COLLECTED	1434	1579	1600	1600
WARNING TAGS ISSUED	89	110	100	100
MOORING CALLS (UNAUTHORIZED USE OR BOATS HITTING)	11	3	10	10
SHIP ESCORT & INSPECTIONS / POWER PLANT SERVICE				
TANKSHIP/BULK/PASSENGER VESSEL ESCORT & INSPECTION INBOUND	7	8	7	4
TANKSHIP/BULK/PASSENGER VESSEL ESCORT & INSPECTION OUTBOUND	7	8	7	4
SPECIAL PROJECT GARGO (ARRIVAL & DEPARTURE)	-	15	50+	50+
FACILITY SECURITY RESPONSE	15	17	30	30
PASSENGER VESSEL ACTIVITY				
VESSEL ESCORT & ASSIST	3	3	3	5
LAW ENFORCEMENT				
FOUND/LOST/STOLEN BOATS	9	7	9	10
BREAKING AND ENTERING	4	4	4	4
ABANDONED BOATS	1	3	2	2
FUEL SPILLS	3	2	3	4
DOMESTICS/ PUBLIC COMPLAINT	12	8	10	10
LARCENY	4	4	5	5
MOVING & CITY VIOLATIONS	30	20/22	25/25	25/25
CASES THAT REACH COURT	6	10	6	10
WARNING/SAFETY STOP	95	110	100	100
LEAVING SCENE OF/ ACCIDENT	5	5	5	5
ARREST/PROTECTIVE CUSTODY	1	8	5	5
SAR RESPONSES (SEARCH & RESCUE)				
FATALITIES	1	1	1	1
MAYDAYS	19	22	25	25
GROUNDINGS SOFT	9	4	7	7
TOWS	38	42	40	40
DEWATERINGS (PREVENT SINKING)	55	61	55	55
FLARE SIGHTINGS	5	8	5	5
CAR IN WATER	0	0	0	0
COLLISIONS	5	5	5	5
MANOVERBOARD	3	7	5	5
MED AID	7	8	7	7
OVERDUE	7	1	1	1
MUTUAL AID REQUESTS				

MARBLEHEAD	28	15	20	20
BEVERLY	9	11	10	10
MANCHESTER	2	3	3	3
COAST GUARD	3	4	3	3
MEP	3	4	3	3
OTHER CALLS	277	320	300	300

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Maintain a high level of Public Service.
- Utilize intelligence, specialized equipment and employ necessary tactics to facilitate the completion of port development projects and ensure port security, safety and federal compliance.
- Continue with the implementation of enhanced electronic record keeping for increased efficiency, reliability and improved public service.
- Evaluate and prioritize CIP initiatives to ensure department readiness and efficiency.
- Promote Salem as a preferred destination for recreational mariners.
- Elevate the Port of Salem within the commercial maritime industry.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Harbormaster-Personnel									
12951	5111	SALARIES-FULL TIME	109,030.61	112,593.00	112,593.00	105,250.75	113,025.00	119,633.00	119,633.00
12951	5113	SALARIES-PART TIME	73,430.01	86,510.00	86,510.00	78,354.01	105,710.00	105,710.00	105,710.00
Total Harbormaster-Personnel			182,460.62	199,103.00	199,103.00	183,604.76	218,735.00	225,343.00	225,343.00
Harbormaster-Expenses									
12952	5211	ELECTRICITY	2,080.31	2,500.00	2,500.00	2,399.09	2,500.00	2,500.00	2,500.00
12952	5217	GAS/OIL HEAT	0.00	700.00	0.00	0.00	0.00	0.00	0.00
12952	5244	VEHICLE REPAIR AND M	5,800.63	10,000.00	10,000.00	7,127.15	10,000.00	10,000.00	10,000.00
12952	5284	EQUIPMENT LEASE	14,011.89	14,012.00	14,012.00	14,011.89	0.00	0.00	0.00
12952	5317	EDUCATIONAL TRAINING	4,185.00	3,000.00	4,600.00	4,486.77	5,000.00	5,000.00	5,000.00
12952	5320	CONTRACTED SERVICES	1,452.70	1,700.00	1,700.00	1,443.40	1,700.00	1,700.00	1,700.00
12952	5341	TELEPHONE	4,008.32	4,000.00	4,000.00	3,257.33	4,000.00	4,000.00	4,000.00
12952	5353	HAULING FLOATS/BOATS	929.93	6,000.00	6,000.00	4,745.94	6,000.00	6,000.00	6,000.00
12952	5381	PRINTING AND BINDING	847.44	1,000.00	1,000.00	756.71	1,000.00	1,000.00	1,000.00
12952	5421	OFFICE SUPPLIES (GEN	1,828.96	2,800.00	1,900.00	1,269.28	2,800.00	2,800.00	2,800.00
12952	5481	GASOLINE/DIESEL FUEL	7,453.44	11,000.00	11,000.00	4,779.25	11,000.00	11,000.00	11,000.00
12952	5791	UNIFORMS	2,498.56	2,500.00	2,500.00	2,220.41	5,000.00	5,000.00	5,000.00
Total Harbormaster-Expenses			45,097.18	59,212.00	59,212.00	46,497.22	49,000.00	49,000.00	49,000.00
110	295	Department Total	227,557.80	258,315.00	258,315.00	230,101.98	267,735.00	274,343.00	274,343.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
MCHUGH WILLIAM	110 HARBORMASTER	12951-5111	HARBORMASTER	7/12/2011	68,513.15		1.00		100.0%	1,312.51	1,312.51	68,775.66	1,417.51	74,277.52	74,277.52
MULLIGAN PATRICK	110 HARBORMASTER	12951-5111	Office Manager/Asst Hbrmrstr	7/1/13	44,079.56		1.00	1	100%	844.44	844.44	44,248.45	865.55	45,354.66	45,354.66
Increased Salary 8%															
					112,592.71		2.00	Total Full Time - 5111				113,024.10		119,632.18	119,632.18
Pump Out	110 HARBORMASTER	12951-5113	Pump Out Operators		2,695.00		0.25	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		2,695.00		0.25	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		44,640.00			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		9,000.00			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		3,000.00			200 man hours		15.00	15.00	3,000.00	15.00	3,000.00	3,000.00
Clerk	110 HARBORMASTER	12951-5113	Clerk		9,600.00			800 man hours		12.00	12.00	9,600.00	12.00	9,600.00	9,600.00
McCabe Marina Personnel	110 HARBORMASTER	12951-5113	Assistant Harbormaster					1280 man hours		15.00	15.00	19,200.00	15.00	19,200.00	19,200.00
					86,510.00			Total PartTime - 5113				105,710.00		105,710.00	105,710.00
					199,102.71		2.00	Department Total				218,734.10		225,342.18	225,342.18

Full-Time Equivalent Employees:	FY 2014	2.00
	FY 2015	2.00
	FY 2016	2.00
	Variance 15 vs. 16	0.00

MCHUGH WILLIAM	110 HARBORMASTER	12951-5111	HARBORMASTER	94.70%	1,417.51	70,340.82	
	Footprint - CBA Money	12951-5111		5.30%	1,417.51	3,936.71	74,277.52
NOTE - Footprint CBA money will be deposited into the Harbormasters Receipts Reserved Fund. This money is then appropriated to cover Harbormaster Expenses including Salary increase.							

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

HARBORMASTER - 110

ORG		EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
12952	5211	ELECTRICITY			
		General electrical costs	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
12952	5244	VEHICLE REPAIR AND MAINTENANCE			
		These funds allow for five vessels and their trailers to receive routine maintenance and repairs from mechanical or electrical failure. In addition buoys and ground tackle, 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.	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. Final Payment made FY-2015	-	-	-
TOTAL			-	-	-
12952	5317	EDUCATIONAL TRAINING			
		Dues to the Harbormaster Association (\$40.00 per person) for Harbormaster and Assistants. Organization provides training and the nexus for state recognized certification. Also, this item provides for Law Enforcement Training through the Massachusetts Police Training Council and USCG License Ed.	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
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 a 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
		<i>Hauling Floats money moved from Park & Rec budget - FY 2015</i>	5,000	5,000	5,000
TOTAL			6,000	6,000	6,000
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/DIESEL FUEL			
		Fuel to operate the department's boats.	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.	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
Total Proposed			49,000	49,000	49,000

Inspectional Services – 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 2016

No significant staffing changes for FY2015.

Recent Accomplishments

- Received, processed approx. 934 building permits and 978 gas and plumbing permits
- Assisted Fire, Health, Police, Electrical and many other Departments with numerous inspections and miscellaneous problems.
- New Inspector has increased the required 110 inspections.



FY 2016 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 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Annual Inspections				
Number of Inspections--- Building ,plumbing and Gas and certificates of inspection	1,912		1,800	
Revenue	539,364		530,000	

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

This Department's goal is to switch fully to the new View Permit software. We would also like to include the ability to take credit cards to facilitate some limited on line permits and to make it easier for customers at the counter. With the new view-permit, better reporting of permit counts and costs should be possible. The view-permit software also makes it easier for project proponents to receive approvals and or track where a hold up on approval s is located



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Pub Prop/Inspections-Personnel									
12411	5111	SALARIES-FULL TIME	321,702.81	349,444.00	349,444.00	326,846.43	353,571.00	358,562.00	358,562.00
12411	5113	SALARIES-PART TIME	24,866.82	25,487.00	25,487.00	23,829.04	25,584.00	26,224.00	26,224.00
12411	5150	FRINGE/STIPENDS	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pub Prop/Inspections-Personnel			352,569.63	374,931.00	374,931.00	350,675.47	379,155.00	384,786.00	384,786.00
Bldg/Gas/Plumb Insp - Expenses									
12412	5295	SAFETY GEAR	250.00	250.00	250.00	0.00	250.00	0.00	0.00
12412	5320	CONTRACTED SERVICES	7,203.28	7,500.00	7,500.00	5,118.12	7,650.00	7,650.00	7,650.00
12412	5381	PRINTING AND BINDING	490.90	500.00	500.00	496.34	500.00	400.00	400.00
12412	5387	FEES - DEP ADMIN	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
12412	5421	OFFICE SUPPLIES (GEN	1,857.58	2,000.00	2,000.00	1,140.71	3,800.00	4,000.00	4,000.00
12412	5710	IN STATE TRAVEL/MEETINGS	10,200.00	10,200.00	10,200.00	7,649.82	10,600.00	10,600.00	10,600.00
12412	5713C	EXPENSES-CLEAN IT/LIEN IT	1,150.00	2,000.00	2,000.00	775.00	2,000.00	2,000.00	2,000.00
12412	5778	SEALER WEIGHTS & MEASURERS E	771.17	1,000.00	1,000.00	961.73	1,000.00	1,000.00	1,000.00
12412	5846	EMERGENCY DEMOLITION/REPAIR	0.00	0.00	30,470.22	30,470.22	0.00	0.00	0.00
Total Bldg/Gas/Plumb Insp - Expenses			23,922.93	23,450.00	53,920.22	46,611.94	25,800.00	25,650.00	25,650.00
220	241	Department Total	376,492.56	398,381.00	428,851.22	397,287.41	404,955.00	410,436.00	410,436.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
ROSS DENNIS	220 PUBLIC PROP-INSP	12411-5111	PLUMBING & GAS INSP	03/30/1987	58,386.80		1.00	1	100%	1,118.52	1,118.52	58,610.50	1,146.48	60,075.76	60,075.76
ST PIERRE THOMAS	220 PUBLIC PROP-INSP	12411-5111	INSPECTIONAL SERVICE DIR	4/2/1998	86,996.99		1.00	1	100%	1,666.61	1,666.61	87,330.31	1,708.27	89,513.57	89,513.57
LUTRZYKOWSKI MICHAEL	220 PUBLIC PROP-INSP	12411-5111	ASST BUILDING INSPEC	9/29/11	58,686.89		1.00	1	100%	1,124.27	1,124.27	58,911.75	1,124.27	58,911.75	58,911.75
WAGG HARRY	220 PUBLIC PROP-INSP	12411-5111	ASST BUILDING INSPEC	10/21/13	53,505.00		1.00	1	100%	1,025.00	1,025.00	53,710.00	1,050.63	55,052.75	55,052.75
					91,868.26		2.00				Total AFSCME 1818	95,007.61		95,007.61	95,007.61
					349,443.94		6.00	Total Full Time - 5111				353,570.17		358,561.44	358,561.44
DOYLE JOHN	230 PUBLIC PROP-INSP	12411-5113	SEALER WEIGHTS/MEAS	1/2/2008	25,486.04			19 hours per wk		25.70	25.70	25,583.68	26.34	26,223.28	26,223.28
					25,486.04			Total PartTime - 5113				25,583.68		26,223.28	26,223.28
					374,929.98		6.00	Department Total				379,153.85		384,784.71	384,784.71

Full-Time Equivalent Employees:	FY 2014	6.00
	FY 2015	6.00
	FY 2016	6.00
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES				Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4			
													Date	Rate	# Wks Old	New						
MURTAGH	SALLY	220 PUBLIC PROP-INSP	12411-5111	PRINCIPAL CLERK III	03/14/1989	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56					100%	47,503.80	47,503.80	47,503.80		
KIRKPATRICK	MARCIA	220 PUBLIC PROP-INSP	12411-5111	PRINCIPAL CLERK III	10/28/2000	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56					100%	47,503.80	47,503.80	47,503.80		
						91,868.26	2.00													95,007.61	95,007.61	95,007.61

FY 2016 DETAILED BUDGET REPORT
EXPENSES

PUBLIC PROPERTY - Inspections - 220

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
12412	5295	SAFTY GEAR			
		Hard hats, protective eyewear, etc for inspectors	250	-	-
TOTAL		Moved to office supplies	250	-	-
12412	5320	CONTRACTED SERVICES			
		Contracted Services - Temp Plumbing Inspector to cover vacations/sick/etc.	7,650	7,650	7,650
TOTAL			7,650	7,650	7,650
12412	5381	Printing and Binding			
		For printing and binding of zoning book and maps			
		Letter Head & Envelopes	500	400	400
TOTAL			500	400	400
12412	5387	FEES - DEP ADMIN			
		Admin fees for Dept Environmental Protection (2K per incident)	-	-	-
		Annual DEP Audit Fees for open projects.			
		Setelza Lane ,Winter Island, Peabody Street			
		MOVED TO PLANNING BUDGET IN FY 2015			
TOTAL			-	-	-
12412	5421	General Office supplies			
		General office supplies as needed	3,800	4,000	4,000
TOTAL		Amount increasae reflects need to purchase new code books for the Department	3,800	4,000	4,000
12412	5710	IN-STATE TRAVEL/MEETING			
		Mileage and seminar reimbursements for 4 full time and one part time inspector	10,600	10,600	10,600
TOTAL			10,600	10,600	10,600
12412	5713C	EXPENSES-CLEAN IT/LIEN IT			
		Clean it or lien it- Monies to secure vacant buildings etc. Monies expended are recovere	2,000	2,000	2,000
		through liening			
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			25,800	25,650	25,650

Inspectional Services – Board of Appeals

Mission Statement – Why We Exist

The Building Department is responsible for reviewing and issuing Building permits and to inspect these projects for compliance with both the State Building Code as well as the Architectural Access Board Regulations. We also enforce Salem Zoning. Under this Department are our Plumbing and Gas Inspector and the part time Sealer of weights and measures. We frequently assist other Inspectional teams, (Electrical, Fire and Health as well as Salem P.D) on a number of life safety and quality of life issues. This Department also consults on construction projects throughout the City.

Significant Budget & Staffing Changes for FY 2016

No significant changes.

Recent Accomplishments

- Issued 721 Plumbing Permits (\$65,699),
- Issued 565 Gas permits (\$35,995) and 1107 Building permits (\$366,708.69) for a total of \$468,400.69
- Additionally 82,304 certificates totaling \$8,220 and 154,110 certificates totaling \$8,460 were issued.
- Weights and Measures collected another \$25,567 in fees for inspections of scales and certification of gas pumps and oil trucks.
- Approximate total of all revenue is \$510,647.



FY 2016 Goals & Objectives

- This Department would like to have the ability to take credit cards at our counter as well as utilizing View Permit to allow some on line permits to be issued. This would enable frequent permit requestors to save trips and decrease the labor needed to issue simple permits.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Board of Appeals-Personnel									
11761	5111	SALARIES-FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Board of Appeals-Personnel			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Board of Appeals-Expenses									
11762	5306	ADVERTISING	93.28	250.00	250.00	227.75	250.00	100.00	100.00
11762	5381	PRINTING AND BINDING	171.65	200.00	200.00	199.00	200.00	200.00	200.00
11762	5421	OFFICE SUPPLIES (GEN	92.24	100.00	100.00	99.80	100.00	100.00	100.00
Total Board of Appeals-Expenses			357.17	550.00	550.00	526.55	550.00	400.00	400.00
220	176	Department Total	357.17	550.00	550.00	526.55	550.00	400.00	400.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

PUBLIC PROPERTY - Board of Appeals - 220

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11762	5306	ADVERTISING Advertising for meetings.	250	100	100
TOTAL			250	100	100
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	400	400

Inspectional Services – Fixed Costs

Mission Statement – Why We Exist

Fixed costs are related to rental costs and utilities for City Hall, City Hall Annex, and Council on Aging. Additionally, city wide postage is included in this section.

Significant Budget & Staffing Changes for FY 2016

No significant changes.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Public Prop-Fixed Costs									
11962	5211	ELECTRICITY	59,329.04	56,000.00	56,000.00	53,765.34	56,000.00	56,000.00	56,000.00
11962	5212	HVAC/Water-120 Washington St	9,102.00	10,000.00	10,000.00	8,577.80	10,000.00	10,000.00	10,000.00
11962	5216	OIL HEAT	76,095.88	69,004.00	44,004.00	43,999.12	64,000.00	64,000.00	64,000.00
11962	5271	CITY HALL ANNEX RENT	366,000.00	371,250.00	371,250.00	349,827.00	384,100.00	384,100.00	384,100.00
11962	5274	ANNEX RENT TAXES	41,341.96	48,407.00	48,407.00	38,951.08	49,860.00	49,860.00	49,860.00
11962	5341	TELEPHONE	49,248.55	19,715.00	19,715.00	9,923.88	13,000.00	13,000.00	13,000.00
11962	5342	POSTAGE	100,533.59	112,455.00	137,455.00	127,586.53	120,000.00	115,000.00	115,000.00
Total Public Prop-Fixed Costs			701,651.02	686,831.00	686,831.00	632,630.75	696,960.00	691,960.00	691,960.00
220	196	Department Total	701,651.02	686,831.00	686,831.00	632,630.75	696,960.00	691,960.00	691,960.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

PUBLIC PROPERTY - FIXED COSTS - 220

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11962	5211	Electricity			
		Old Town Hall- First 3K of electricity for 2011	5,800	5,800	5,800
		Council on Aging	13,400	13,400	13,400
		120 Washington Street	13,800	13,800	13,800
		City Hall	23,000	23,000	23,000
TOTAL			56,000	56,000	56,000
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	56,000	56,000	56,000
		first \$9,000 of gas or oil for old town hall- last year for agreement	10,000	10,000	10,000
		93 Washington Street			
		Council on Aging			
TOTAL			64,000	64,000	64,000
11962	5271	ANNEX RENT			
			384,100	384,100	384,100
TOTAL			384,100	384,100	384,100
11962	5274	ANNEX RENT TAXES			
			49,860	49,860	49,860
TOTAL			49,860	49,860	49,860
11962	5341	TELEPHONE			
			13,000	13,000	13,000
TOTAL			13,000	13,000	13,000
11962	5342	POSTAGE			
		Mailing for City Hall . Note this fee has increased due to the increase in postage	120,000	115,000	115,000
		City Clerk - Census, Dog License			
		Collectors - Excise Tax, Real Estate			
		Miss. Mail of all Department			
TOTAL			120,000	115,000	115,000
TOTAL PROPOSED			696,960	691,960	691,960

Health Department

Mission Statement-Why We Exist

The mission of the Salem Board of Health is to deliver public health services to residents, businesses and visitors to benefit the culturally diverse population of the City of Salem. Public health includes preventing and monitoring disease, providing health education and enforcing public health codes and regulations. This mission is accomplished through the core values of public health which are to prevent, promote, and protect.

Significant Budget & Staffing Changes for FY 2016

The Board of Health is requesting the addition of a Senior Clerk Typist to assist in the clerical duties and anticipated increases in workload as new health improvement and outreach programs that will positively impact health status of the community are developed and implemented. Delilah Castro, Sanitarian, resigned in FY2015, and was replaced with a new Sanitarian

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.
- 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.
- Participate in A region wide Asthma reduction program that provides information on multi-unit housing owners on smoke free housing, Integrated pest management and smoking cessation programs



- Participated in a reciprocal agreement with the City of Beverly to allow residents of both communities to participate in household hazardous waste collections twice per year.
- Worked with Mayor's office to do a Point Cleanup day and Health fair
- Board of Health receives and processes communicable diseases online.
- Suzanne Doty, Public Health Nurse attended pandemic Influenza Preparedness and response training at the Center for Domestic Preparedness, Anniston Alabama.
- Suzanne Doty completed ICS100 to 400 training
- Electronic processing of Burial permits
- Inspectors trained in Food Establishment Plan review
- Larry Ramdin inducted as a 'Fellow of the Local Public Health Institute'
- Larry Ramdin Health Agent elected Chair, Food Establishment Advisory Committee

FY 2016 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.
- Participate in an opiate risk reduction program with Lynn and Peabody
- 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 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Number of inspections (not all inspections listed below)	1,969	2045	1,800	1800
Number of permits issued from the Board of Health	1,572	1142	1,500	1600
Number of Death Certificates processed/issued	493	382	500	500
Number of trash and general nuisance inspections	423	744	600	600
Number of Certificate of Fitness inspections/re-inspections	568	553	700	700
Number of food establishment inspections/re-inspections	716	577	726	600
Body art establishments	6	4	5	5
Recreational camp inspections	24	27	13	30
Pool inspections	24	23	20	20
Swimming beach sampling	111	117	120	110
Total number of communicable disease investigations	127	118	100	100
Flu Shots Administered	264	373	450	350

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Increase programs that will reduce risk factors and impact of chronic disease.
- Increase delivery of services and response by increasing use of technology.
- Enhance skill sets in the departmental staff that will impact better public health protections for community.
- Participate in an Opiate overdose reduction project with Lynn and Peabody to reduce the scourge of Opiate use and overdose in Salem



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Health-Personnel									
15101	5111	SALARIES-FULL TIME	315,977.06	341,229.00	341,229.00	308,805.00	393,477.00	357,223.00	357,223.00
15101	5113	SALARIES-PART TIME	18,889.87	15,997.00	15,997.00	8,050.00	18,537.00	16,545.00	16,545.00
15101	5131	OVERTIME (GENERAL)	1,657.17	2,000.00	2,000.00	1,632.41	2,500.00	2,000.00	2,000.00
15101	5150	FRINGE/STIPENDS	4,500.00	4,500.00	4,500.00	3,687.50	4,500.00	4,500.00	4,500.00
Total Health-Personnel			341,024.10	363,726.00	363,726.00	322,174.91	419,014.00	380,268.00	380,268.00
Health-Expenses									
15102	5306	ADVERTISING	0.00	800.00	800.00	113.99	800.00	800.00	800.00
15102	5318	DENTAL/MEDICAL SERVI	2,102.06	2,500.00	2,500.00	1,027.24	2,500.00	2,500.00	2,500.00
15102	5320	CONTRACTED SERVICES	0.00	400.00	400.00	138.40	0.00	0.00	0.00
15102	5396	HOUSING-SAN	4,789.52	5,500.00	5,500.00	3,107.84	5,900.00	5,900.00	5,900.00
15102	5421	OFFICE SUPPLIES (GEN	4,062.45	2,800.00	2,800.00	2,458.83	2,800.00	2,800.00	2,800.00
15102	5710	IN STATE TRAVEL/MEETINGS	179.61	500.00	500.00	96.82	500.00	500.00	500.00
15102	5785	RODENT CONTROL	5,148.66	3,750.00	5,750.00	4,000.00	5,000.00	5,000.00	5,000.00
15102	5786	BEACH WATER ANALYSIS	310.00	800.00	800.00	0.00	800.00	800.00	800.00
Total Health-Expenses			16,592.30	17,050.00	19,050.00	10,943.12	18,300.00	18,300.00	18,300.00
120	510	Department Total	357,616.40	380,776.00	382,776.00	333,118.03	437,314.00	398,568.00	398,568.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
LYONS RAMDIN	HEATHER LARRY	120 HEALTH 120 HEALTH	15101-5111 BOARD CLERK 15101-5111 HEALTH AGENT	5/2011	2,000.00 80,288.53	B	1.00	1	4 100%	500.00 1,538.09	500.00 1,538.09	2,000.00 80,596.15	500.00 1,576.55	2,000.00 82,611.06	2,000.00 82,611.06
					258,940.39		5.00				Total AFSOME 1818	310,880.42		272,611.65	272,611.65
					341,228.92	6.00	Total Full Time - 5111						393,476.57	357,222.71	357,222.71
REALE CODY	JOSEPH ROBERTA	120 HEALTH 120 HEALTH	15101-5113 PT CODE ENFORCEMENT OFFI 15101-5113 PT CODE ENFORCEMENT OFFI	9/21/2007 10/29/2008	12,350.00 11,992.00 (8,345.00)			9.5 9.5	hours per wk hours per wk	25.00 25.00	27.00 27.00	13,440.60 13,440.60 (8,345.00)	25.00 25.00	12,445.00 12,445.00 (8,345.00)	12,445.00 12,445.00 (8,345.00)
					15,997.00		Total PartTime - 5113						18,536.20	16,545.00	16,545.00
					2,000.00								2,500.00	2,000.00	2,000.00
					2,000.00		Total PartTime - 5113						2,500.00	2,000.00	2,000.00
					4,500.00		3.0	1,500.00		1,500.00		4,500.00	1,500.00	4,500.00	4,500.00
					4,500.00		Total PartTime - 5113						4,500.00	4,500.00	4,500.00
					363,725.92	6.00	Department Total						419,012.77	380,267.71	380,267.71

Full-Time Equivalent Employees:	FY 2014	6.00
	FY 2015	6.00
	FY 2016	6.00
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME	Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES				Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4	
												Date	Rate	# Wks Old New					
GREENBAUM DAVID	120 HEALTH	15101-5111	SR. SANITARIAN	11/03/03	57,241.56	1.00	1,096.58	1.025	1,124.00	1.025	1,152.10				100%	60,369.83	60,369.83	60,369.83	
LYONS HEATHER	120 HEALTH	15101-5111	PRINCIPAL CLERK	10/12/04	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56				100%	47,503.80	47,503.80	47,503.80	
GAGAKIS ELIZABETH	120 HEALTH	15101-5111	SANITARIAN	1/7/2008	53,405.86	1.00	1,023.10	1.025	1,048.68	1.025	1,074.89				100%	56,324.47	56,324.47	56,324.47	
CASTRO DELILAH	120 HEALTH	15101-5111	SANITARIAN	3/18/2012	52,010.89	0.00	1,023.10	1.025	1,048.68	1.025	1,074.89				100%	-	-	-	
DOTY SUZANNE	120 HEALTH	15101-5111	PUB HLTH NURSE STEP III/I	3/19/2012	50,347.94	1.00	1,000.56	1.025	1,025.57	1.025	1,051.21	3/19/2016	1,090.55	39.0 13.4	100%	55,610.69	55,610.69	55,610.69	
BAROSY JEFFREY	120 HEALTH	15101-5111	SANITARIAN I/II	3/1/2015		1.00	950.74	1.025	974.51	1.025	998.87	3/1/2016	1,036.13	40.0 12.4	100%	52,802.86	52,802.86	52,802.86	
New	120 HEALTH	16501-5111	SR. CLERK TYPIST	7/1/2015		0.0	730.32		730.32		730.32				100%	38,268.77	-	-	
					258,940.39	5.00											310,880.42	272,611.65	272,611.65

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

HEALTH - 120

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
15102	5306	ADVERTISING			
		Public Health alerts, such as for Seasonal Flu, Avian Flu, other contagious diseases and legal notices required for regulations.	800	800	800
TOTAL			800	800	800
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.	-	-	-
		Moved to 5396 in FY 2016 budget			
TOTAL			-	-	-
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, cameral 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, & Training	1,000	1,000	1,000
		Fees for expert consultant to review plans and specs as needed.	400	400	400
TOTAL			5,900	5,900	5,900
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			
		40 professional exterminations @ \$125 each	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
15102	5786	BEACH WATER ANALYSIS			
		Bacterial analysis of swimming water	800	800	800
TOTAL			800	800	800
TOTAL PROPOSED			18,300	18,300	18,300

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 2016

No significant budget or staffing changes.

Recent Accomplishment

- The City's Fire Alarm is being upgraded on Rte. 1A to accommodate the Canal street renovation project.
- Installed Emergency Generator at the DPW Garage to operate the entire facility under emergency conditions
- Completed all inspections and Installation of Fire Alarm and Electrical Utilities.
- Assisted Salem P.D. installing surveillance cameras throughout the City.
- Installation of Fire Alarm and Street lighting at the Osborne Hills Development ongoing
- Installation of new traffic signals at the entrance of the MBTA station.
- Repaired wiring in Leslie Retreat Park for the Park lighting system
- 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
- Helped secure a power contract for the City of Salem with Integrys Energy
- We have retrofitted the market place with all LED fixtures. 175 metal halide fixtures were replaced with 55 watt led fixtures with more illumination.
- Blaney Street pier area have LED fixtures installed
- Installing outlets for the police department along the East side of the building parking lot to be able to wash and service the vehicles.
- The Common Bandstand has LED fixtures installed.
- Working with the Planning Department for the Pedestrian Mall enhancements and Electrical equipment relocation is completed
- The Electrical department is now maintaining all of our Roadway lighting
- Complete traffic signal and Fire Alarm installation for the MBTA garage.
- 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.
- The Electrical Department is now maintaining all street lights throughout the City.

FY 2016 Goals & Objectives

- To complete Canal 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 2015
- To Retrofit Collins Cove walkway with LED lighting
- To Work with Engineering and Planning to have installed, Fire Alarm, and Electric Utilities at the Senior Center site.
- To Work with Fire Prevention to coordinate the Fire Alarm installation for the future dormitories at Salem State University.
- To paint fireboxes in different locations through out the City.
- To install new Fire Alarm cable from Gardner street to Holly street
- 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 working on an aggregation plan to purchase power for it's residents.
- To Convert all our roadway lighting to LED Luminaires
- 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. The electronic banner may be placed at the Northern corner of Riley Plaza
- Working on completion of our Capital improvement projects.
- Working with Footprint Power company on the short term temporary power to the site to begin demolition of the last stack and the building itself.
- We will be working with Footprint Power co. during the actual construction as well.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
ELECTRICAL PERMITS ISSUED	750		800	833
ELECTRICAL INSPECTIONS PERFORMED	1650		1650	1767
FIRE ALARM MASTERBOX PLUG OUT AND SYSTEM RESETS	1290		1290	1345
TRAFFIC SIGNAL REPAIRS	282		289	349
DECORATIVE STREET LIGHT REPAIRS	218		230	30
COBRAHEAD STREET LIGHT REPAIRS	197		475	242
BOARD OF HEALTH ELEC. COMPLAINTS	28		30	4
FIRE PREVENTION ELEC. COMPLAINTS	12		24	13
ELECTRICAL REPAIRS TO PUBLIC BLDGS	23		35	53
FIRE ALARM OPEN CIRCUITS / REPAIR	74		85	132
MAINTAIN FOUNTAIN PUMPS	1		1	1
FIRE ALARM POLE TRANSFERS	113		120	0
ROADWAY BANNERS HUNG	65		65	87
DECORATED CHRISTMAS TREES	180		180	180

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Electrical-Personnel									
12451	5111	SALARIES-FULL TIME	313,832.83	324,977.00	324,977.00	304,036.42	340,038.00	341,905.00	341,905.00
12451	5131	OVERTIME (GENERAL)	9,875.59	8,000.00	8,000.00	7,035.19	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
Total Electrical-Personnel			323,858.42	333,127.00	333,127.00	311,221.61	348,188.00	350,055.00	350,055.00
Electrical-Expenses									
12452	5213	STREET LIGHTING	674,129.08	493,208.00	493,208.00	303,005.93	400,000.00	400,000.00	400,000.00
12452	5214	TRAFFIC SIGNAL LIGHT	26,149.71	35,000.00	35,000.00	33,440.43	35,000.00	35,000.00	35,000.00
12452	5254	STREET LIGHTING MAINT	14,821.77	48,200.00	48,200.00	14,508.23	48,200.00	40,000.00	40,000.00
12452	5255	BUILDING/EQUIP MAINT	6,474.86	8,000.00	8,000.00	5,927.14	8,000.00	8,000.00	8,000.00
12452	5256	FIRE/MUN SIGNAL MAIN	11,384.97	12,000.00	12,000.00	9,947.56	12,000.00	12,000.00	12,000.00
12452	5257	MAINT TRAFFIC SIGNAL	8,664.09	9,000.00	9,000.00	6,942.24	12,000.00	12,000.00	12,000.00
12452	5301	POLICE DETAIL	1,080.00	3,750.00	3,750.00	0.00	3,750.00	3,750.00	3,750.00
12452	5324	TRAINING & CERTIFICATION	917.00	1,250.00	1,250.00	204.00	1,250.00	1,250.00	1,250.00
12452	5341	TELEPHONE	1,397.78	2,000.00	2,000.00	1,199.77	2,000.00	2,000.00	2,000.00
12452	5421	OFFICE SUPPLIES (GEN	1,791.47	2,500.00	2,500.00	1,764.64	2,500.00	2,000.00	2,000.00
12452	5710	IN STATE TRAVEL/MEETINGS	279.00	500.00	500.00	80.00	500.00	500.00	500.00
Total Electrical-Expenses			747,089.73	615,408.00	615,408.00	377,019.94	525,200.00	516,500.00	516,500.00
080	245	Department Total	1,070,948.15	948,535.00	948,535.00	688,241.55	873,388.00	866,555.00	866,555.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
GIARDI	JOHN	080 ELECTRICAL	12451-5111 CITY ELECTRICIAN	06041984	74,384.26		1.00	1	100%	1,424.99	1,424.99	74,669.25	1,460.61	76,535.98	76,535.98
					250,591.86		5.00				Total AFSCME 1818	265,368.27		265,368.27	265,368.27
					324,976.12		6.00	Total Full Time - 5111				340,037.52		341,904.25	341,904.25
		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
					333,126.12		6.00	Department Total				348,187.52		350,054.25	350,054.25

Full-Time Equivalent Employees:	FY 2014	6.00
	FY 2015	6.00
	FY 2016	6.00
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4		
													Date	Rate	# Wks Old	New						
PARENT	RICHARD	080 ELECTRICAL	12451-5111	Signal Maint Supervisor	5/12/2011	52,048.14	1.00	997.09	1.025	1,022.02	1.025	1,047.57					100%	54,892.59	54,892.59	54,892.59		
ROCHON	MARK	080 ELECTRICAL	12451-5111	WIRE INSPECTOR	4/30/2001	53,405.86	1.00	1,023.10	1.025	1,048.68	1.025	1,074.90					100%	56,324.51	56,324.51	56,324.51		
THIBODEAU	ALISON	080 ELECTRICAL	12451-5111	PRINCIPAL CLERK	03/20/1976	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56					100%	47,503.80	47,503.80	47,503.80		
VALLANTE	KENNETH	080 ELECTRICAL	12451-5111	SIGNAL MAINTAINER	10/28/2002	47,972.31	1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.02	50,594.02	50,594.02		
CITRONI	DAVID	080 ELECTRICAL	12451-5111	WIRE INSPECTOR II/III	8/15/2013	51,231.42	1.00	986.20	1.025	1,010.86	1.025	1,036.13	8/15/2015	1,074.90	7.0	45.4	100%	56,053.34	56,053.34	56,053.34		
						250,591.86	5.00													265,368.27	265,368.27	265,368.27

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

ELECTRICAL - 080

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
12452	5213	STREET LIGHTS THIS ACCOUNT IS USED FOR ALL OF OUR ROADWAY LIGHTING, ALSO OUR DECORATIVE LIGHTING THROUGHOUT THE CITY.	400,000	400,000	400,000
TOTAL			400,000	400,000	400,000
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 AND LENSES. WE HAVE ADDED MORE HARDWARE AND ANTICIPATE A 10% INCREASE Maintenance for Additional Lights purchased from National Grid	48,200	40,000	40,000
TOTAL			48,200	40,000	40,000
12452	5255	BUILDING/EQUIPMENT MNT. THE ELECTRICAL DEPT. ASSISTS OTHER DEPARTMENTS WITH REPAIRS TO OUR FACILITIES.	8,000	8,000	8,000
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 UNDERGROUND AS WELL AS OUR FIREBOXES. AS A RESULT OF ALL THE DOUBLE POLES THE CITY HAS TO TRANSFER OVER ALL FIRE ALARM CABLES AND HARDWARE. 10% ADD.	12,000	12,000	12,000
TOTAL			12,000	12,000	12,000
12452	5257	MNT TRAFFIC SIGNALS TRAFFIC CONTROLLERS, SIGNALS, CONDUITS AND LIGHTING ARE ALL MAINTAINED FROM THIS ACCOUNT. AT ANY GIVEN TIME A CONTROLLER DUE TO AGE MAY EXPIRE. A NEW TRAFFIC CONTROLLER WOULD COST APPROXIMATELY \$10,000 DOLLARS	12,000	12,000	12,000
TOTAL			12,000	12,000	12,000
12452	5301	POLICE DETAIL REPLACING FIRE ALARM CABLE OVERHEAD AND UNDERGROUND. WE WILL BE 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. ADDITIONAL FUNDS WILL BE NEEDED FOR THE CANAL STREET UPGRADE F.A. AND TRAFFIC.	3,750	3,750	3,750
TOTAL			3,750	3,750	3,750
12452	5324	TRAINING & CERTIFICATION CERTIFICATION COURSES AND LISCENSE RENEWALS ESSEX CTY SIGNAL ASSOC. IMSA NFPA LED CERTIFICATION MUN.ELECTRICAL INSP ASSOC TRAFFIC SIGNAL SCHOOL COMP.COURSES	400 36 225 60 150 379	400 36 225 60 150 379	400 36 225 60 150 379
TOTAL			1,250	1,250	1,250

FY 2016 DETAILED BUDGET REPORT
EXPENSES

ELECTRICAL - 080

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
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)			
		GENERAL OFFICE SUPPLIES AS NEEDED	2,500	2,000	2,000
TOTAL			2,500	2,000	2,000
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			525,200	516,500	516,500

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 2016

There are two staffing changes for FY 2015.

- The Energy and Sustainability Manager position is added to the City budget. The accomplishments and on going projects of Jeff Elie, Energy and Sustainability Manager, are described under *Recent Accomplishments*, documenting why this position is critically important to the city. No other staff has the expertise to undertake this work.
- A Clerk for the Board of Appeals will be hired using the existing ZBA stipend budget (11821-5111)

Budget changes

- The total compensation for Erin Schaeffer, Staff Planner, remains the same. However, this is achieved by eliminating her ZBA stipend and increasing her salary by the same amount. The budget proposes a Clerk for the ZBA consistent with the Planning Board, Conservation Commission, SRA, and DRB, which all have recording clerks.
- New stipend (11821-5150) – Historically, staff planners who have AICP (American Institute of Certified Planners) certification have received an annual stipend of \$2,000. For FY16, the budget includes a \$2,000 stipend for Lynn Duncan, City Planner, who has had her AICP certification for many years, but has not received a stipend to date.
- Contractual services (11822-5320) – \$25,000 budget is proposed for a conceptual redevelopment plan for the Franklin Street area. Purpose is to determine actions the city can take to catalyze desirable redevelopment in that location. The consultant team would analyze environmental constraints (both contamination and C. 91); analyze financial feasibility both in terms of development cost and market analysis; and develop 2 or 3 viable options for redevelopment that incorporate some type of city subsidy/actions, such as acquisition of open space, increasing allowable density, etc.
- Fees DEP Admin (11822-5387) – Budget figure of \$8,320 is based on costs for the current fiscal year. (Gonyea Park -\$4,320; Furlong Park - \$2,000; and Szetela Lane parcels - \$2,000).



Recent Accomplishments

- The Energy and Sustainability Manager, Jeff Elie, has undertaken numerous energy and sustainability projects, as described below.
 1. **Streetlight purchase and LED Conversion** – In October 2014, the City successfully purchased and assumed maintenance on all 3,500 streetlights in the City that were once owned and maintained by National Grid. Even after maintenance costs, the City will save about \$200,000 a year by not paying National Grid for maintenance. Because the City now owns and maintains the streetlights, the City can now switch the existing lighting system to high efficiency LED lights, which will result in a 50-60% electricity energy and cost reduction. In the fall of 2014, through Metropolitan Area Planning Council group procurement with 7 other cities and towns, Siemens was selected as the LED installer for the overall project. Despite the \$1.1 million cost of the lights, the City will save an additional \$120,000 a year in savings and the lights come with a 10-year parts warranty that takes care of the cost of maintaining the lights. The Energy and Sustainability Manager is the project manager for the conversion and is working with John Giardi, Electric Department, to complete the project in a timely manner. Currently the City is working with Siemens to complete the design and audit of the streetlight system so proper LED fixtures can be selected that best maximize energy and cost savings. The installation of the lights will be installed by the end of Fiscal Year 2015 according to the current project timeline. **Total savings for streetlight purchase and LED Conversion is approximately \$320,000 annually.**
 2. **Green Communities Competitive Grant** - Through the work of the Energy and Sustainability Manager, the City was awarded \$228,000 in June 2013 under the second round of Green Communities funding. The Energy Manager is working with the selected energy contractor, Guardian Energy, to finalize the reporting on the projects and submit the final report on February 18, 2015. Projects include energy efficiency projects throughout the city, including, DPW building envelope energy efficiency upgrades, DPW energy management system, DPA infrared heaters, DPW outdoor lighting LED fixture upgrade; retro-commissioning in 6 buildings, including the High School Bentley School, Public Library, Police Station, fire HG, and the DPW.
 3. **Future Green Communities Competitive Grant** - Because the work has been completed for the current grant, the City is now eligible for another round of Competitive Grant funding for a maximum of \$250,000. Recommendations from Guardian's reporting on the retrocommissioning projects, LED lighting, and renewable energy projects are all potential projects for the 2015 round of grant funding. Grant applications are due in March 2015 with a summer 2015 award date.
 4. **Coastal Zone Management Rosie's Pond Grant** – Jeff Elie, Energy and Sustainability Manager, worked jointly with other staff to prepare and write the grant for Rosie's Pond. The grant was successful and, the Massachusetts Office of Coastal Zone Management awarded the City a \$200,000 grant for design and permitting for a flood mitigation project in the Rosie's Pond/Jefferson Ave neighborhood of Salem. The Energy and Sustainability Manager is handling the administration of this grant and the Engineering Department is working with Woodard and Curran to handle the design and permitting work of the grant.
 5. **Coastal Zone Management Green Infrastructure Grant** – Through another joint grant writing effort by Jeff Elie, Energy and Sustainability Manager, and other staff, the City was awarded a \$75,000 grant in December 2014 to conduct a feasibility study to assess where green infrastructure to mitigate climate change impacts on the coast can be implemented. J. Elie is the project manager and grant administrator for the project and it will be completed by the end of 2015 calendar year. The City is working with Salem Sound Coastwatch and Chester Engineering to develop the feasibility study, public outreach, and final report.
 6. **Climate Change Vulnerability Assessment and Adaptation Plan** - The City, working with CDM Smith Consultant, finalized the Climate Change Vulnerability Assessment and Adaptation Plan after a widely attended public meeting in December 2014. This two-year study will serve as a guide for the City to implement practical and feasible adaptation strategies that will better prepare the City for climate change events in the short and long-term future. J. Elie, the Energy and Sustainability Manager, was the project manager for this comprehensive, two-year undertaking, placing the City of Salem in the forefront of climate adaptation planning. Through this Assessment and Adaptation Plan, the City shows that it is aware of the climate change stressors and ready to plan and take action to implement projects that make the City more resilient.

7. **Salem Bicycle Advisory Committee** – The Energy and Sustainability Manager is now responsible for staffing the Salem Bicycle Advisory Committee. Additional responsibilities now include serving as representative to the Complete Streets Working Group, coordinating with Mass-in-Motion, Engineering, DPW, and other applicable City Departments to manage, promote, and increase bicycle related infrastructure in the City of Salem. Current and future projects include an update to the Bicycle Master Plan, working with MassDOT and Engineering to build the new Canal Street off-road path, and working with Engineering and MassDOT to implement bicycle infrastructure on the planned Highland Ave/107 street reconstruction project.
 8. **DOER Decommissioned Coal Powered Power Plant Renewable Energy Grant** - Through the CLF/Footprint settlement the City of Salem was awarded \$2 million as a grant to spend on renewable energy projects or feasibility studies to enhance energy and cost savings while promoting a clean and sustainable energy future. However, the Energy and Sustainability Manager has had several unsuccessful meetings and discussions with DOER officials to identify eligible projects. The renewable energy projects defined in the grant requirements are extremely limited in scope and projects that would maximize the cost and energy savings for Salem have been deemed ineligible by the State.
- The City was awarded \$2,535,000 through the State's MassWorks Infrastructure Program for public infrastructure improvements at Washington & Dodge Streets. This project will relocate a number of public utilities from the Riley Plaza East parking Lot, including sewer, water, natural gas, and telecommunications lines, as well as electric transmission and distribution infrastructure. In addition, the intersection of Dodge Street and Washington Street will be reconfigured. The investment will allow the Riley Plaza East parking lot to be developed into a 190,000 SF mixed use development, which will include residential units, commercial space, and potentially a hotel.
 - Worked with the City Council to approve a tax increment financing agreement for Jacqueline's Wholesale Bakery, which provides over \$75,000 in tax relief to the company over five years. This agreement paved the way for Jacqueline's to receive over \$475,000 in state tax credits through the Commonwealth's Economic Development Incentive Program. The company will be adding 50 new jobs and investing about \$4.7 million in the expansion of their business over the next few years.
 - The City applied for a \$25,000 Planning Assistance Toward Housing (PATH) grant, which is administered by the Commonwealth's Department of Housing and Community Development. If awarded, the funding will be used to support technical assistance from the Metropolitan Area Planning Council (MAPC) to develop Salem's first 40R smart growth overlay district, which would be located in the Point neighborhood. This new zoning district would facilitate mixed use development at higher densities by allowing them by right, rather than by special permit. It would also ensure the inclusion of a minimum of 20% affordable units in residential and mixed use redevelopment projects
 - In 2014 the City was awarded \$20,000 from the Massachusetts Cultural Facilities Fund to partially fund the restoration of Old Town Hall's windows. The project will be completed in 2015.
 - In 2014 the City was awarded a total of \$105,000 through the Federal Reserve Bank of Boston's "Working Cities Challenge," which is being used to realize action items in the Point Vision and Action Plan. Examples of programs being funded include a healthcare career training program benefitting 13 Point residents, leadership and civic engagement activities, and the development of a retail market analysis of the neighborhood. Salem was one of only six Gateway Cities to receive funding through this competitive program.
 - In 2014 the City was awarded \$25,000 in District Local Technical Assistant (DLTA) funding from the Metropolitan Area Planning Council (MAPC), which was used to develop a Commercial Corridor Plan for the Point neighborhood.
 - The City was awarded a \$1,475,000 MassWorks grant for improvements to Grove Street. The improvements are currently underway and will be complete by September 2015.





New Year's Eve event at Old Town Hall. "LAUNCH," was well attended and provided families an opportunity to experience arts and crafts, games, live music, and ceremonial balloon drop at the end.

- Coordinated and envisioned by the Planning Department, the City Council approved the sale of a City-owned parking lot at the corner of Washington and Dodge Streets to Dodge Area LLC c/o RCG LLC for \$275,000 in 2014. RCG is proposing to build a mixed-use development, which will include a hotel, residential units, office units, retail, and additional parking. The project received Planning Board approval in the fall, 2014.
- The City worked with the Salem Redevelopment Authority (SRA) to ensure that legislation conveying the District Court property to the SRA was passed and signed by the Governor. At present, the Superior Court complex will remain under state control. DPCD is working with the SRA to issue an RFP for redevelopment of the District Court building/site. The RFP will be issued in FY15.
- Working with other departments and the Community Preservation Committee, the second year of implementation of the CPA is well on its way. Ten projects were recommended for funding the first year and approved by Council. For more detailed information see the CPA FY14 Annual Report.
- In cooperation with Salem Main Streets, helped to support Salem's second annual family friendly

- Coordinated the work of the Salem Harbor Station Stakeholder group with architectural and engineering consultants to provide input on Footprint's proposed facility and create the framework for a Community Benefits Agreement.
- The City completed major improvements at Salem Wharf funded with a \$4M allocation from the Governor's Seaport Council. This past October, the City completed work to the Footprint Deep-water Dock and connection to Salem Wharf and hosted its first major cruise ship, Holland America's Seaborn Quest.
- Lighting and landscaping improvements were undertaken at Blaney Street and construction of the Harborwalk began and will be completed in Spring of 2015.
- The City received a grant on \$192,404 to construct a multi-purpose trail along the ocean at Winter Island and expects to construct the trail in fall, 2015. The City is also utilizing Community Preservation funds to begin restoration of Fort Pickering at Winter Island.
- The City completed the renovation of Splaine Park. The project was supported by a \$420,946 Parkland Acquisitions and Renovations for Communities (PARC) grant from the Division of Conservation Services and a \$42,500 Brownfields Assessment grant from MassDevelopment.
- The City is developing a request for proposals for the sale and redevelopment of the former Universal Steel property.
- The City obtained a \$950,000 grant from the US EPA to establish a Brownfields Cleanup Revolving Loan Fund jointly with the City of Peabody. The program is focused on the remediation of industrial contamination to spur redevelopment of underutilized properties within the North River Corridor.
- Students from the Conway School of Landscape Architecture completed a concept plan for improvements to the Lead Mills Conservation Area, a protected open space that is jointly owned by the City of Salem and Town of Marblehead.
- The City began construction of a splash pad at Mary Jane Lee Park, funded in part by an Our Common Backyards grant from Executive Office of Energy and Environmental



Affairs. The grant additionally supported the development of a master plan for the park to identify future improvements beyond the splash pad.

- The City hired Gale Associates to update its Open Space & Recreation Plan and to conduct a Recreation Facilities Needs Assessment & Master Plan.
- Department staff earned professional credentials, including a Massachusetts license as a Registered Landscape Architect (RLA) and membership in the American Institute of Certified Planners (AICP).
- Rehabilitation of Salem's Town Pump Fountain at Essex and Washington Street was completed in October of 2014. The fountain now features a significantly smaller basin with etched text from a Nathaniel Hawthorne work, fully functioning jets and water bubblers, and a new grate that will discourage vandalism.
- 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 City was awarded a \$16,000 Massachusetts Historical Commission Survey and Planning Grant to update the City's Preservation Master Plan (project underway).
- The City was awarded a \$62,000 Massachusetts Historical Commission Preservation Project Funds grant to restore 20 sections of the Salem Common Fence (project underway).
- Continued to implement the Downtown Retail Market Study in collaboration with Salem Main Streets.
- With support from a \$25,000 National Endowment for the Arts (NEA) grant, a Master Plan for Public Art was completed in 2013. Since completion of the Plan, the City hired a Public Art Planner and appointed a Public Art Commission to oversee its implementation.



- Continue to work with Destination Salem to increase tourism. See Marketing and Tourism.
- Had a successful 11th season of Artists' Row.
- The City assumed control of Old Town Hall from Gordon College in the summer of 2014. The City will ensure that Old Town Hall is continually utilized as a cultural event venue hosting benefits, concerts, parties, dances, theatrical performances, and a museum of Salem's history on its first floor.
- The Salem Museum continued to operate under the auspices of the City for the 2014 season after the City assumed control of Old Town Hall.
- The North Shore Transportation Management Association is successfully operating its sixth 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 the \$3,750 Massachusetts Historical Commission Survey and Planning Grant, the nomination of Greenlawn Cemetery to the National Register of Historic Places was completed.

- Provided an economic development loan to one business, which created two jobs and assisted one business with storefront improvements.
- Through the Main Streets program, provided technical assistance to 11 new and 18 existing businesses, creating two new full-time jobs.



- With CDBG funds, the City assisted the North Shore CDC to acquire 15 Ward Street to be developed into a neighborhood park
- Gallows Hill Park gazebo roof and stabilization work completed using CDBG funds.
- Memorial Park/Irzyk basketball court improvements were completed using CDBG funds.
- 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 held for the fourth 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 Arts Festival, Salem Film Fest, Salem Living Green Fair, Clean Sweeps Day, Salem Poetry Festival, Salem So Sweet Festival and New Year's Eve Launch.
- Housing
 - a. 51 units of new affordable rental housing created
 - b. 1 family assisted to purchase their first home in Salem
 - c. 6 housing units were renovated, with an additional 3 projects underway
 - d. 41 families received assistance with first/last month's rent and/or security deposits.

- CDBG assistance was provided to 24 social service programs which assisted 9,053 persons, including at least 772 youth and at least 206 seniors.
- 13 trees planted in low-mod neighborhoods.

FY 2016 Goals & Objectives

1. **Goal – To improve general government**

Objectives:

- To maintain a high level of responsiveness and accessibility to the Planning & Community Development Department.
- To look for ways to deliver City services more efficiently and effectively through the use of technology.
- To successfully implement the second year of the voter-approved Community Preservation Act.
- 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 the city's commitment to Green Communities designation and energy efficiency and sustainability goals.

2. Goal – To encourage appropriate economic development

Objectives:

- To work with Footprint Energy to ensure the successful redevelopment of the Salem Harbor Power Plant site.
- To complete Phase II of the Salem Wharf Development and continue revitalization of Salem Harbor and the waterfront.
- To update/amend the existing Harbor Plan to encourage appropriate economic development on the waterfront.
- To encourage responsible private development and new growth opportunities, including the courts buildings, Riley Plaza, North River Canal Corridor, 5 Broad Street, and former Universal Steel site.
- To continue implementation of the Point Vision and Action Plan and to implement the Point Neighborhood Commercial Corridors Revitalization Plan.
- To solicit and oversee the future re-use of the former District Court and Superior Court buildings.
- To support the growth of new and existing private businesses
- To implement a 40R smart growth overlay district in the Point neighborhood.
- To develop a new vision for Artists' Row.

3. Goal – To improve recreation and quality of life

Objectives:

- To update the Open Space & Recreation Plan.
- To work with Park & Recreation to implement the Winter Island Master Plan as part of maintaining and upgrading the City's infrastructure, including parks.
- To work with Park and Recreation to plan for new facilities at McGlew Park and implement
- To provide affordable housing opportunities through housing rehabilitation funding, downpayment assistance, and support of other affordable housing initiatives.
- To identify funding sources to update the Bike Circulation Master Plan and implement.

4. Goal – To enhance travel and tourism

Objective:

- To establish Salem as a dynamic year round arts & cultural destination
- To continue development and implementation of cruise port activities
- To continue implementation of the Public Art Master Plan.

5. Goal – To improve infrastructure and facilities

Objectives:



- To continue planning for and construction of Mayor Jean Levesque Community Life Center
- To continue to advance the Canal Street improvement project
- To begin development and design of the Route 107/Highland Avenue improvement plan.
- To identify stakeholders and timeline for improvements to Boston Street corridor
- To continue to work toward the significant reuse and preservation of Old Town Hall.
- To plan and implement municipal electrical aggregation for Salem rate payers.
- To work with Engineering to maintain and upgrade City roads, sidewalks, and open spaces.
- To work with Engineering to upgrade City water and sewer systems.

Outcomes and Performance Measures	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Community Development Block Grants received	903,833	968,058	952,491	952,491
HOME funds received	102,250	93,638	100,335	100,335
Studies and reports completed	0	2	2	1
Zoning amendments adopted	0	1	5	5
CDBG projects completed	4	4	4	4
Rental housing subsidies provided	62	41	41	41
Affordable housing units assisted	0	51	37	27
First-time homebuyers assisted	3	1	2	2
Housing units rehabilitated	9	6	77	9
Social service programs assisted	25	24	24	24
Technical assistance to businesses	22	29	29	29
Financial assistance to businesses	2	2	2	2
Street/sidewalks improved	0	6	5	5
Contaminated sites cleaned up	0	4	3	2
Street trees planted	61	13	13	13

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The Department's goal to maintain a high level of responsiveness and accessibility is a high priority for the City.
- The Department's goal to look for ways to deliver city services more efficiently and effectively through the use of technology is a medium priority for the City.
- The Department's goal to successfully implement the second year of the voter-approved Community Preservation Act is a medium priority of the City.
- The Department's goal to continue the city's commitment to Green Communities designation and energy efficiency and sustainability goals is a medium priority of the City.
- The Department's goal to work with Footprint Energy to ensure the successful redevelopment of the Salem Harbor Station Power Plant site is a high priority of the City.
- The Department's goal to complete Phase II of the Salem Wharf Development and continue revitalization of Salem Harbor and the waterfront is a high priority of the City.
- The Department's goal to encourage responsible private development and new growth opportunities, including the courts buildings, Riley Plaza, North River Canal Corridor, 5 Broad Street and former Universal Steel site is a high priority of the City.
- The Department's goal to continue implementation of the Point Vision and Action Plan is a medium priority of the City.
- The Department's goal to solicit and oversee the future re-use of the former District and Superior Court buildings is a medium priority of the City.
- The Department's goal to support the growth of new and existing private businesses is a medium priority of the City.
- The Department's goal to work with Park & Recreation to implement the Winter Island Master Plan is a high priority of the City.
- The Department's goal to continue development and implementation of cruise port activities is a medium priority of the City.
- The Department's goal to continue implementation of the Public Art Master Plan is a medium priority of the City.
- The Department's goal to continue planning for and construction of the Mayor Jean Levesque Community Life Center is a high priority for the City.
- The Department's goal to work with Engineering to maintain and upgrade City



water and sewer systems is a high priority of the City.

- The Department's goal to work with Engineering to maintain and upgrade City roads, sidewalks, and open spaces is a high priority of the City.
- The Department's goal to continue to advance the Canal Street improvement project is a high priority of the City.
- The Department's goal to begin development and design of the Route 107/Highland Avenue improvement plan is a medium priority of the City.
- The Department's goal to identify stakeholders and timeline for Boston Street corridor is a medium priority of the City.
- The Department's goal to plan implement municipal electrical aggregation for Salem rate payers is a medium priority of the City.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Planning-Personnel									
11821	5111	SALARIES-FULL TIME	275,845.82	342,793.00	342,793.00	328,109.19	394,102.00	399,521.00	399,521.00
11821	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
Total Planning-Personnel			275,845.82	342,793.00	342,793.00	328,109.19	396,102.00	401,521.00	401,521.00
Planning-Expenses									
11822	5216	HEAT & ELECTRICITY-GORDON COI	9,819.45	10,000.00	10,000.00	8,907.73	10,000.00	10,000.00	10,000.00
11822	5320	CONTRACTED SERVICES	16,000.00	55,000.00	64,000.00	37,092.16	25,000.00	20,000.00	20,000.00
11822	5387	FEES - DEP ADMIN	0.00	6,000.00	6,000.00	5,120.00	8,320.00	8,320.00	8,320.00
11822	5421	OFFICE SUPPLIES (GEN	4,372.61	4,375.00	4,375.00	3,763.25	4,375.00	4,375.00	4,375.00
11822	5426	REPRODUCTIONS	499.13	500.00	500.00	92.00	500.00	500.00	500.00
11822	5710	IN STATE TRAVEL/MEETINGS	1,958.23	2,000.00	2,000.00	1,255.29	2,000.00	2,000.00	2,000.00
11822	5730	DUES AND SUB	475.00	500.00	500.00	0.00	500.00	500.00	500.00
Total Planning-Expenses			33,124.42	78,375.00	87,375.00	56,230.43	50,695.00	45,695.00	45,695.00
200	182	Department Total	308,970.24	421,168.00	430,168.00	384,339.62	446,797.00	447,216.00	447,216.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
DEVINE THOMAS	200 PLANNING DEPT	11821-5111	STAFF PLANNER	3/4/2010	22,222.87		0.53	1	53.0%	903.88	1,022.31	28,391.59	1,047.87	29,101.38	29,101.38
WALSH AMY	200 PLANNING DEPT	11821-5111	ADMIN ASSISTANT	7/6/2012	17,033.85		0.50	1	50%	652.64	652.64	17,099.12	668.95	17,526.59	17,526.59
DUNCAN LYNN	200 PLANNING DEPT	11821-5111	DIRECTOR OF PLANNING	7/5/2004	60,728.60		0.64	1	64%	1,817.79	1,817.79	60,961.28	1,863.23	62,485.31	62,485.31
MEDINA JULIA	200 PLANNING DEPT	11821-5111	PLANNING ASSISTANT	12/14/1979	47,803.51		0.80	1	80%	1,144.72	1,144.72	47,986.66	1,173.34	49,186.33	49,186.33
WINN KATHLEEN	200 PLANNING DEPT	11821-5111	ASST DIR OF PLANNING	1/10/2006	67,130.22		0.85	1	85.0%	1,513.32	1,513.32	67,387.42	1,551.15	69,072.11	69,072.11
MENON DANA	200 PLANNING DEPT	11821-5111	STAFF PLANNER	7/25/2013	21,520.35		0.47	1	47.0%	938.23	938.23	23,106.73	961.69	23,684.40	23,684.40
MENON TBD	200 PLANNING DEPT	11821-5111	ZONING BOARD CLERK		3,000.00	B			12	-	-	-	-	-	-
TAROMINA FRANK	200 PLANNING DEPT	11821-5111	ZONING BOARD CLERK		-	B			12	250.00	250.00	3,000.00	250.00	3,000.00	3,000.00
GREEL DEBORA	200 PLANNING DEPT	11821-5111	STAFF PLANHARBOR COOR		53,160.43		0.00	1	100.0%	-	-	-	-	-	-
*SCHAEFFER ERIN	200 PLANNING DEPT	11821-5111	Public Arts Planner	6/25/2014	50,192.39	B	1.00	1	100.0%	961.54	961.54	50,384.70	961.54	50,384.70	50,384.70
ELIE JEFFREY	200 PLANNING DEPT	11821-5111	STAFF PLANNER	8/25/2014	-		1.00	1	100.0%	846.16	903.85	47,361.74	867.31	45,447.25	45,447.25
			Energy manager		-	B	1.00	1	100.0%	924.08	924.08	48,421.79	947.18	49,632.34	49,632.34
* Increase requested - additional 3K for Schaeffer - 2.5% approved					342,792.22		6.79	Total Full Time - 5111				394,101.03		399,520.41	399,520.41
New	200 PLANNING DEPT	11821-5150	AICP Certification	Duncan					1	-	-	2,000.00	-	2,000.00	2,000.00

Full-Time Equivalent Employees:	FY 2014	5.23
	FY 2015	5.73
	FY 2016	6.79
General Fund Budget ONLY	Variance 15 vs. 16	1.06

342,792.22	6.79	Department Total	396,101.03	401,520.41	401,520.41
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PLANNING DEPARTMENT EMPLOYEES COMBINED SALARIES BUDGET & GRANTS					FTE		RATE	Total
SHAPIRO ANDREW	CDBG - Grant	25513-5111	ECONOMIC DEVEL PLANNER		1.00	100.0%	1,161.75	60,875.70
DUNCAN LYNN	CDBG - Grant	25513-5111	PLANNER/CD DIRECTOR		0.36	36%	1,863.23	35,147.99
	Planning Budget	11821-5111			0.64	64%	1,863.23	62,485.31
DEVINE THOMAS	CDBG - Grant	25513-5111	CDBG/Con Com Agent/Planning		0.00	0.0%	-	-
	Planning Budget	11821-5111			0.53	53.0%	1,047.87	29,101.38
	Con Com Budget	11711-5111			0.47	47.0%	1,047.87	25,806.89
FRANCISCO NAOMI	CDBG - Grant	25513-5111	HOUSING COORD		1.00	100%	903.89	47,363.84
GUY JANE	CDBG - Grant	25513-5111	ASST CD DIR/HIS AIDE		1.00	100%	1,311.92	68,744.61
	Historic Comm Budget	16911-5111			0.00	0%	-	-
LOVETT NATALIE	CDBG - Grant	25513-5111	CDBG PLANNER	Part time-20 hrs	0.57	20 hrs	76.2%	550.81
	Historic Comm Budget	16911-5111					23.8%	550.81
MEDINA JULIA	CDBG - Grant	25513-5111	BUDGET COORDINATOR		0.20	20%	1,173.34	12,296.58
	Planning Budget	11821-5111			0.80	80%	1,173.34	49,186.33
MENON DANA	CDBG - Grant	25513-5111	STAFF PLANNER		0.03	3.0%	961.69	1,511.77
	Planning Budget	11821-5111			0.47	47.0%	961.69	23,684.40
	Planning BOARD	11751-5111			0.50	50.0%	961.69	25,196.17
								50,392.33

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
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PLANNING DEPARTMENT EMPLOYEES COMBINED SALARIES BUDGET & GRANTS

WALSH	AMY	CDBG - Grant Planning Budget	25513-5111 JR CLERK 11821-5111			0.50 0.50	50% 50%	668.95 668.95	17,526.59 17,526.59		
										35,053.19	
WINN	KATHY	CDBG - Grant Planning Budget	25513-5111 ASSISTANT CITY PLANNER 11821-5111			0.15 0.85	15.02% 84.98%	1,551.15 1,551.15	12,208.32 69,072.11		81,280.43
PENNELL	JENNIFER	CDBG - Grant	25513-5111 BOARD				24	75.00	1,800.00		1,800.00
	TBD	Planning	11821-5111 BOARD				12	250.00	3,000.00		3,000.00
GREEL	DEBORAH	Planning	11821-5111 Public Arts Planner	6/25/2014		1.00	100%	961.54	50,384.70		50,384.70
SCHAEFFER	ERIN	Planning	11821-5111 STAFF PLANNER	6/25/2014		1.00	100%	867.31	45,447.25		45,447.25
ELIE	JEFF	Planning Budget DOER Renewables	11821-5111 ENERGY MANAGER NEW	9/6/2012		1.00 0.00	100% 0%	947.18 947.18	49,632.34 -		49,632.34 -
Full-Time Equivalent Employees:			FY 2014	11.57	TOTAL PLANNING FTE INCLUDING GRANTS -->		12.57	Total Salaries From CDBG Grant-->		275,151.39	
			FY 2015	12.57							
			FY 2016	12.57							
All Planning - GF Budget & Grants			Variance 15 vs. 16	(0.00)				Total Other Grants & Budgets-->		57,872.33	

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

PLANNING - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11822	5216	Heat & Electricity For heat and electricity costs at Old Town Hall	10,000	10,000	10,000
TOTAL			10,000	10,000	10,000
11822	5320	CONTRACTED SERVICES Winter Island/Mary Jane Lee Park	25,000	20,000	20,000
TOTAL			25,000	20,000	20,000
11822	5387	FEES - DEP ADMIN Annual DEP Audit Fees for open projects. Gonyea Park Furlong Park Szetela Lane	4,320 2,000 2,000	4,320 2,000 2,000	4,320 2,000 2,000
TOTAL			8,320	8,320	8,320
11822	5421	OFFICE SUPPLIES General Office supplies as needed	4,375	4,375	4,375
TOTAL			4,375	4,375	4,375
11822	5426	REPRODUCTIONS Copying and Binding of Studies Paper and Toner Cartridges for large scale plans	250 250	250 250	250 250
TOTAL			500	500	500
11822	5710	IN STATE TRAVEL/MEETINGS Mileage, parking fees and registration fees as needed	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
11822	5730	DUES AND SUB American Planning Association Citizen Housing and Planning Association Massachusetts Association of Planning Directors	500	500	500
TOTAL			500	500	500
TOTAL PROPOSED			50,695	45,695	45,695

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 2016

There are no staffing changes for FY 2016. There is a minor budget increase in the dues line item to reflect the increased cost of membership to the Massachusetts Association of Conservation Commissions (MACC). The MACC is the primary organization to provide training for staff and Commission members.

Recent Accomplishments

- In accordance with the Commission’s mission, the Commission:
 - Issued 11 Determinations of Applicability
 - Issued 18 Orders of Conditions
 - Issued 6 Certificates of Compliance
- The Conservation Agent and Commission members attended various workshops throughout the fiscal year on topics related to wetlands protection and conservation of open space.
- The Commission sponsored a public Wild Edibles walk at the Forest River Conservation Area.
- 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 sixth year the City has been a member of Greenscapes.
- The Commission continued to provide a portion of the funding for Salem’s ongoing Climate Vulnerability Assessment and Adaptation Plan.
- The Commission provided a portion of the funds for the City’s Green Infrastructure Feasibility Assessment.
- The Commission is working with the Park & Recreation Commission to update the Open Space and recreation Plan during FY15 and continues to work towards achieving goals of that Plan.



FY 2016 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 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Request for Determination of Applicability (RDA) applications reviewed/acted upon (Does the wetlands act apply)	10	10	11	10
Notices of Intent considered	18	18	15	15
Orders of Conditions issued	18	18	11	15
Full Certificates of Compliance issued	8	7	8	8

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- See Planning – General Administration



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Conservation Comm-Personnel									
11711	5111	SALARIES-FULL TIME	25,260.19	26,610.00	26,610.00	24,265.63	26,828.00	27,457.00	27,457.00
11711	5150	FRINGE/STIPENDS	2,000.00	2,000.00	2,000.00	1,833.37	2,000.00	2,000.00	2,000.00
Total Conservation Comm-Personnel			27,260.19	28,610.00	28,610.00	26,099.00	28,828.00	29,457.00	29,457.00
Conservation Comm-Expenses									
11712	5421	OFFICE SUPPLIES (GEN	115.65	119.00	119.00	37.94	119.00	100.00	100.00
11712	5730	DUES AND SUB	306.00	503.00	503.00	0.00	525.00	400.00	400.00
Total Conservation Comm-Expenses			421.65	622.00	622.00	37.94	644.00	500.00	500.00
200	171	Department Total	27,681.84	29,232.00	29,232.00	26,136.94	29,472.00	29,957.00	29,957.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Propsed FY 2016 52.4	Council Voted FY 2016
ATCHINSON-KILI STACY	200 PLANNING-CON COM	11711-5111	CLERK	10/7/2007	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		24,959.44		0.50		47.0%	1,022.31	1,022.31	25,177.45	1,047.87	25,806.89	25,806.89
					26,609.44	0.50	Total Full Time - 5111					26,827.45		27,456.89	27,456.89
					2,000.00			1		-	-	2,000.00	-	2,000.00	2,000.00
					2,000.00			Total Fringe - 5150					2,000.00	2,000.00	2,000.00
					28,609.44	0.50	Department Total					28,827.45		29,456.89	29,456.89

Full-Time Equivalent Employees:	FY 2014	0.50
	FY 2015	0.50
	FY 2016	0.50
	Variance 15 vs. 16	0.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

CONSERVATION COMMISSION - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11712	5421	OFFICE SUPPLIES General office supplies as needed	119	100	100
TOTAL			119	100	100
11712	5730	DUES & SUB MEMBERSHIP FOR CONSERVATION COMMISSION BOARD MEMBERS TO THE MASSACHUSETTS ASSOCIATION OF CONSERVATION COMMISSIONS	525	400	400
TOTAL			525	400	400
TOTAL PROPOSED			644	500	500

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 2016

There are no staffing changes.

Budget changes: Stipend (11751-5150) – Historically, staff planners who have AICP (American Institute of Certified Planners) certification have received an annual stipend of \$2,000. For FY16, the budget includes a \$2,000 stipend for Dana Menon, Staff Planner, who received her RLA, Registered Landscape Architect Massachusetts license. It is extremely valuable to have a planner with these skills. Advertising (11752-5306) – Increase from \$1,000 to \$2,500 to realistically reflect the cost of advertising for the number of anticipated public hearings. The cost of advertising has increased to approximately \$500 for each public hearing and to date in FY15 there have been 5 joint public hearings with Council for rezonings.



Recent Accomplishments

Between July 1, 2013 and June 30, 2014, 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 *(none submitted)*

Waiver from Frontage *(1 approved)*

Site Plan Review *(4 approved, 1 pending)*

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

Flood Hazard District Special Permits *(2 approved, 1 pending)*

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

Drive-Through Facilities Special Permit – Other *(none submitted)*
North River Canal Corridor (NRCC) Special Permit *(none submitted)*
Wireless Communication Facility Special Permits *(none approved)*
Planned Unit Development Special Permit 1 *approved, 1 pending*
Amendment to previously approved Planned Unit Development Special Permit *(none submitted)*
Request for Insignificant Change *(3 approved)*

Planning Board Significant Projects:

Significant projects approved during the 2014 fiscal year included the following:

- **Footprint Power Salem Harbor Development:** *Planned Unit Development, Site Plan Review, Flood Hazard Overlay District Special Permit* for the properties located at 24 FORT AVENUE (Map 71, Lots 271). The proposed project includes the select demolition and redevelopment of the Salem Harbor Power Station Site to include the construction of a new state-of-the-art Combined Cycle Gas fired electric generation facility on a 20+/- acre portion of the Site.
- **70-92 ½ Boston Street:** Site Plan Review and a Flood Hazard District Special Permit for the proposed redevelopment of the former Flynnntan site into a medical office building, with associated parking, landscaping, and demolition of existing buildings.
- **107 Highland Avenue:** Site Plan Review of the proposed redevelopment of the existing building, formerly used as a medical office, into 8 residential units, with associated parking and landscaping.



Ongoing Project:

As of June 30, 2014, the following project was undergoing review:

- **The Salem Waterfront Hotel & Suites, LLC:** a petition for a Planned Unit Development Special Permit, Site Plan Review, and a Flood Hazard District Special Permit for the demolition of the existing Marina Building and the redevelopment of that site to include an expansion of the existing Salem Waterfront Hotel & Suites with associated parking and landscaping, and off-site parking at 13-15 Herbert Street and 25 Peabody Street. The petition includes the properties: 19 Congress St; 23 Congress St; 223-231 Derby St ; 235 Derby St; Congress St Map 34, Lot 408; 25 Peabody St; and the remaining land of Pickering Wharf Condominium Trust (Map 34, Lot 408).

Zoning Ordinance Changes:

- **Discussion & vote on a recommendation to the City Council regarding the proposed**

amendments to the City of Salem Zoning Ordinance Section 8.1.2.2 (a) to update Flood Hazard District Boundaries, and Base Flood Elevation and Floodway Data to incorporate the Essex County Flood Insurance Rate Map panels updated on July 16, 2014. The Planning Board recommended approval of the proposed amendment, noting that they support the proposed ordinance amendment as a failure to adopt the new floodplain management regulations would result in a suspension of Salem from the National Flood Insurance Program (NFIP). If a community is suspended from the NFIP, owners of property within the community will not be able to purchase NFIP flood insurance policies, and existing policies will not be renewed. This would result in a lack of protection for Salem property owners.

- **Discussion & vote on a recommendation to the City Council regarding the proposed amendment to the City of Salem Zoning Ordinance to add a definition for “Brewery, Distillery, or Winery with a Tasting Room” and “Tasting Room” under Section 10; and to amend the Table of Principal and Accessory Use Regulations under Section 3.0 to add a new “Brewery, Distillery, or Winery with Tasting Room” use, to be allowed by-right in I and BPD zones, and by special permit of the Board of Appeals in the B1, B2, B4, and B5 zones.** The Planning Board voted to recommend with modifications the proposed Zoning Ordinance amendment. The Board noted that their recommended modifications to the proposed amendment address the questions and concerns raised by City Councilors and Planning Board members at the June 16, 2014 joint Public Hearing held by those two bodies.

FY 2016 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 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Form A Applications - Application Not Requiring Approval under the Subdivision Control Law (Approved)	3	4	4	4
Subdivision Applications (Approved)	1	0	0	0
Special Permits (Approved)	8	4	6	4
Site Plan Review (Approved)	2	4	3	3

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- See Planning – General Administration

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Planning Board-Personnel									
11751	5111	SALARIES-FULL TIME	21,673.35	25,414.00	25,414.00	16,089.33	27,102.00	27,717.00	27,717.00
11751	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
Total Planning Board-Personnel			21,673.35	25,414.00	25,414.00	16,089.33	29,102.00	29,717.00	29,717.00
Planning Board-Expenses									
11752	5306	ADVERTISING	999.12	1,000.00	1,000.00	906.50	2,500.00	1,000.00	1,000.00
11752	5421	OFFICE SUPPLIES (GEN	298.98	300.00	300.00	29.99	300.00	300.00	300.00
11752	5426	REPRODUCTIONS	989.93	1,000.00	1,000.00	558.41	1,000.00	1,000.00	1,000.00
11752	5710	IN STATE TRAVEL/MEETINGS	0.00	450.00	450.00	240.12	450.00	0.00	0.00
11752	5730	DUES AND SUB	160.00	250.00	250.00	160.00	250.00	250.00	250.00
Total Planning Board-Expenses			2,448.03	3,000.00	3,000.00	1,895.02	4,500.00	2,550.00	2,550.00
200	175	Department Total	24,121.38	28,414.00	28,414.00	17,984.35	33,602.00	32,267.00	32,267.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Propsed FY 2016	Council Voted FY 2016
MENON DANA	200 PLANNING BOARD	11751-5111	STAFF PLANNER	7/25/13	22,893.99	B	0.50	1	50%	938.23	938.23	24,581.63	961.69	25,196.17	25,196.17
BRODERICK PAMELA	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
					25,413.99		0.50	Total Full Time - 5111				27,101.63		27,716.17	27,716.17

New	200 PLANNING BOARD	11751-5150	RLA Certification	Menon				1	-	-		2,000.00	-	2,000.00	2,000.00
					2,000.00			Total Fringe - 5150				2,000.00		2,000.00	2,000.00

Full-Time Equivalent Employees:	FY 2014	0.50
	FY 2015	0.50
	FY 2016	0.50
	Variance 15 vs. 16	0.00

27,413.99	0.50	Department Total	29,101.63	29,716.17	29,716.17
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**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

PLANNING BOARD - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11752	5306	ADVERTISING JOINT PUBLIC HEARINGS - CITY COUNCIL AND PLANNING BD (5 PER YEAR)	2,500	1,000	1,000
TOTAL			2,500	1,000	1,000
11752	5421	OFFICE SUPPLIES General office supplies as needed	300	300	300
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 and registration fees	450	-	-
TOTAL			450	-	-
11752	5730	DUES AND SUB CITIZEN PLANNER TRAINING COLLABORATIVE; SALEM NEWS	250	250	250
TOTAL			250	250	250
TOTAL PROPOSED			4,500	2,550	2,550

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. We will continue to form partnerships with local non-profits and cultural organizations to carry out festivals and community celebrations.

Significant Budget & Staffing Changes for FY 2016

There are three proposed budget changes:

1. Increase the Marketplace budget for renovation and cleaning (line item 5846) in the amount of \$1250 from \$11,250 to \$12,500 to reflect the expanded hours Artists' Row will be open this season.
2. Add \$2000 to the budget for the Marketplace to incorporate recommendations from the Artists' Row Urban Design and Planning Study to be completed in FY15 for short term improvements to Artists' Row.
3. Increase free trolley rides from \$3,000 to \$7,000 to accurately reflect FY15 expenditures (\$6,157) and anticipated cost increases.



Recent Accomplishments

Destination Salem, the City's marketing organization, completed a successful eighth year of operation. The organization held its seventh 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.

During fiscal year 2014, Destination Salem:

- Engaged 137 Salem businesses, a 7% increase in engagement over FY13, in the marketing and promotion of Salem through the annual Salem Guide, cooperative advertisements, street banners, and the annual guide to Salem Haunted Happenings.
- Generated \$326,687 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.
- Continued implementation of the 18-month marketing plan, working with a marketing committee comprised of representatives from Salem's business community.
- Produced 325,000 copies of the *2014 Salem Guide*, which is a resource for visitors, travel agents, tour operators, tourism professionals, and locals.
- Distributed the Salem Guide via direct mail, CTM Media Group to more than 380 greater Boston and north of Boston locations, including Faneuil Hall, AAA Offices, transportation centers, attractions, information centers, and hotels.

- Created a digital flip-book of the Salem Guide, which received 31,326 unique views over the course of the year.
- Attended trade shows to promote Salem to the international and group tour segments of the tourism industry, including the American Bus Association Marketplace, Discover New England Summit, and IPW (International Pow Wow).



- Represented Salem at the AAA Travel Marketplace, CT-1 / Hartford Courant Daytrips and Destinations, Boston Spirit Networking Night, and Big E Fair consumer shows.
- Organized more than 24 media and trade familiarization tours, including visits for travel writers and tour operators from China, Japan, Ireland, France, Sovereign Cruises, and the annual Salem Tourism Day for members of 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, *Boston Globe Magazine*, and *Where Boston*.
- Ran a digital display advertisement in New York City's Time Square for 10 weeks.
- Ran cooperative advertisements in the *Cape Cod Travel Guide*, Discover New England/*Yankee Magazine*'s international publications in Canada, Japan, and the UK, CT-1/Hartford Courant and the Pennsylvania Bus Association Directory.
- Created advertising campaigns on Boston.com and Facebook to promote Salem's festivals, shopping, and dining, including Holiday Happenings,

Salem So Sweet, Restaurant Week, Salem Arts Festival and Heritage Days.

- Continued to market and promote Salem Haunted Happenings as a family-friendly festival, including the production of the *Guide to Haunted Happenings*, of which 150,000 copies were printed and distributed.
- Undertook successful social media campaigns, which utilized blogs, Facebook, Twitter, Instagram, Pinterest, and YouTube to engage visitors from near and far in Salem programming and businesses.
- Generated positive media coverage for Salem tourism in *Passport*, *Schwäbische Zeitung* (Germany), *Sunday Business Post* (Ireland), *WWLP-TV MassAppeal* (live broadcast, Springfield, MA), *Vanity Fair* (Italy), *Urban Expressions* (Montreal), *The Metropolitan* (Quebec), Mrs. Robinson, *Group Tour Magazine*, *SeaTrade Insider*. (All articles are linked from Salem.org/media)
- Gained recognition for Salem Haunted Happenings as an ABA Top 100 Event for Groups by the American Bus Association.
- Worked with the Salem business community to create SalemWeddings.org, a resource site for brides, grooms, and their families who are planning a wedding in Salem.
- Implemented a downtown street banner program.
- Invested in a new calendar platform that will become the Salem Calendar at events.salem.org.
- Represented Salem to the North of Boston Convention & Visitors Bureau, Greater Boston Convention & Visitors Bureau, and Massachusetts Office of Travel & Tourism.
- Supported Salem Main Streets with an investment of \$10,000, as well as marketing and public relations support.

- Tourism spending in Salem in 2013 increased approximately 4.5% in 2013 over 2012, and is estimated at more than \$100 million annually. \$90 million generated by domestic travel and more than \$10 million in international travel spending. Tourism supported an estimated 740 jobs in Salem in 2013. (Statistics provided by the Massachusetts Office of Travel and Tourism.)
- The City hired its first Public Art Planner, who worked with the newly formed Public Art Commission to write the City's first public art work plan, which guides implementation of the Public Art Master Plan..
- The Public Art Commission released "A Call for Creative Entrepreneurs" in a new effort to promote the Marketplace stalls as incubator businesses for local artists.
- The City, through its new Public Art Planner, took over management of Old Town Hall from Gordon College including oversight of the Salem Museum. Old Town Hall continued to host performances of the History Alive! Program, recently reorganized as a 501c3 non-profit.
- Had a successful 11th season of the Artist Row program as 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. A Winter Farmer's Market operated for the third year moving to Artist's Row.
- Heritage Trail Red Line was re-painted
- The City of Salem partnered with local artists for the third year of ArtBox, a program to create works of art transforming electrical boxes. The City and the artists created six new works of art. ArtBox 2015 is now underway with a Call to Artists. During FY15 six new works of art will be created.
- The City successfully hosted its first major cruise ship, the Seaborn Quest, at its newly completed cruise terminal.
- Boston Harbor Cruises continue to carry out a strong marketing campaign on behalf of the Salem Ferry and Salem as a destination. Rates for Salem residents were substantially reduced.
- For the fourth year, 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 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, the Salem Poetry Festival, and Salem So-Sweet.
- Boston Harbor Cruises continue to carry out a strong marketing campaign on behalf of the Salem Ferry and Salem as a destination. For the third year, 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.



FY 2016 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, including Boston and North of Boston.
- 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 refined 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 lease the Artists' Row stalls to "Creative Entrepreneurs", those who bring high craft and unique products that appeal to both residents and tourists.
- To work with experts, such as lighting and museum designers, to help plan and implement a light festival in Salem.
- To increase artistic programming and use of Old Town Hall to generate additional vitality downtown.
- To continue implementation of the Public Art Master Plan through the Public Art Commission, including development of new public art installations.
- 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 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2065
Businesses participating in Visitors Guide	128	137	150	163
Visitor Guides Distributed*	350,000	325,000	310,000	310,000
Digital Visitor Guide Unique Visits*	21,147	31,326	37,500	40,000
Marketplace stalls leased/licensed	5	5	5	5

* The digital numbers for the Salem Guide are added because their increase is important to note as print production is decreased. Many DMOs are eliminating print, which is not indicative of decreased success, rather it is indicative of a shift in consumer behavior.

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- See Planning - General Administration

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Market & Tour-Expenses									
11992	5211	ELECTRICITY	892.01	1,775.00	1,275.00	900.39	1,775.00	1,775.00	1,775.00
11992	5306	ADVERTISING	307.12	500.00	0.00	0.00	500.00	500.00	500.00
11992	5389	PROMOTION & MARKETING	190,500.00	226,000.00	226,000.00	223,300.00	230,000.00	230,000.00	230,000.00
11992	5846	RENOVATION & REPAIRS	20,599.35	11,250.00	12,250.00	11,964.38	14,500.00	12,500.00	12,500.00
Total Market & Tour-Expenses			212,298.48	239,525.00	239,525.00	236,164.77	246,775.00	244,775.00	244,775.00
200	199	Department Total	212,298.48	239,525.00	239,525.00	236,164.77	246,775.00	244,775.00	244,775.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

MARKET & TOURISM - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
11992	5211	ELECTRICITY ELECTRICAL SERVICES FOR MARKET PLACE	1,775	1,775	1,775
TOTAL			1,775	1,775	1,775
11992	5306	ADVERTISING ADVERTISEMENT FOR RFP'S FOR MARKET PLACE STALLS	500	500	500
TOTAL			500	500	500
11992	5389	PROMOTION & MARKETING Destination Salem Funding	213,000	213,000	213,000
		Free Trolley Rides for Salem Residents - July, August, Sept	7,000	7,000	7,000
		Public Art - Utility box art, sculpture series, public murals	10,000	10,000	10,000
TOTAL			230,000	230,000	230,000
11992	5846	RENOVATION & REPAIRS Renovations, repairs and upkeep to public restrooms as needed	12,500	12,500	12,500
		Short Term Improvements/Cecil Group Recommendations	2,000		
TOTAL			14,500	12,500	12,500
TOTAL PROPOSED			246,775	244,775	244,775

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 2016

No significant budget or staffing changes for FY 2015.

Recent Accomplishments

- The Historic Commission issued 145 decisions on projects in local historic districts.
- The Commission reviewed and acted on 10 requests under the Demolition Delay Ordinance.
- The Commission commented on the 90% design drawings for the MBTA Salem Intermodal Station
- The Commission commented on the 30% and 60% design drawings for the Salem Probate and Family Court project
- The Commission commended on a DCAMM application for a various from the Americans with Disabilities Act for the Salem Probate and Family Court project
- The Commission commented on the proposed Beverly Draw Bridge Repair/ Rehabilitation project under Section 106 Review.
- The Commission commented on the proposed Salem Lateral Pipeline project under Section 106 Review.
- The Commission commented on the proposed Grove Street Improvement project under Section 106 Review.
- The Commission commented on the development of the Community Preservation Committee Guidelines
- The Commission provided letters of support for:
 - a. City of Salem MHC MPPF grant application to restore sections of the Salem Common Fence
 - b. City of Salem MHC Survey and Planning grant application to update the Preservation Master Plan
 - c. Strega Realty Trust's request for Massachusetts Historic Rehabilitation Tax credits
 - d. North Shore Community Development Coalition's request for Massachusetts Historic Rehabilitation Tax credits
 - e. Renewal Ventures, LLC's request for Massachusetts Historic Rehabilitation Tax credits
- The Commission submitted a Certified Local Government evaluation for Buffum Street
- The nomination of Greenlawn Cemetery for the National Register of Historic Places was submitted to Massachusetts Historical Commission by the City of Salem



FY 2016 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 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Regular meetings of the Salem Historical Commission	20	19	23	24
Applications received for approval	121	153	150	150
# of Certificates of Non-Applicability to be issued	65	81	80	80
# of Certificates of Appropriateness to be issued	53	63	65	65
# of Certificates of Hardship to be issued	0	0	2	1
Workshops/seminars/trainings related to historic preservation issues to be attended by Commission members	36	31	35	35

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- See Planning – General Administration

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Historical Comm-Personnel									
16911	5111	SALARIES-FULL TIME	7,785.44	8,477.00	8,477.00	7,306.59	8,502.00	8,670.00	8,670.00
Total Historical Comm-Personnel			7,785.44	8,477.00	8,477.00	7,306.59	8,502.00	8,670.00	8,670.00
Historical Comm-Expenses									
16912	5342	POSTAGE	437.97	500.00	500.00	450.34	500.00	500.00	500.00
16912	5421	OFFICE SUPPLIES (GEN	172.98	200.00	200.00	0.00	200.00	200.00	200.00
16912	5583	PHOTOGRAPHY SUPPLIES	300.00	300.00	300.00	0.00	300.00	300.00	300.00
Total Historical Comm-Expenses			910.95	1,000.00	1,000.00	450.34	1,000.00	1,000.00	1,000.00
200	691	Department Total	8,696.39	9,477.00	9,477.00	7,756.93	9,502.00	9,670.00	9,670.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Propsed FY 2016 52.4	Council Voted FY 2016
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LOVETTE NATALIE 200 PLANNING-HIST COMM 16911-5111 CDBG Planner
 LOVETTE NATALIE 200 PLANNING-HIST COMM 16911-5111 CLERK

6,676.15	0.10	1	23.80%	537.38	537.38	6,701.73	550.81	6,869.28	6,869.28
1,800.00	B	1	24	75.00	75.00	1,800.00	75.00	1,800.00	1,800.00

8,476.15	0.10	Total Full Time - 5111				8,501.73		8,669.28	8,669.28
8,476.15	0.10	Department Total				8,501.73		8,669.28	8,669.28

Full-Time Equivalent Employees:	FY 2014	0.10
	FY 2015	0.10
	FY 2016	0.10
	Variance 15 vs. 16	0.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Historical Commission - 200

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16912	5342	POSTAGE Postage & labels as needed	500	500	500
TOTAL			500	500	500
16912	5421	OFFICE SUPPLIES General office supplies as needed	200	200	200
TOTAL			200	200	200
16912	5583	PHOTOGRAPHY SUPPLIES General photography supplies as needed	300	300	300
TOTAL			300	300	300
TOTAL PROPOSED			1,000	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 2016

No significant budget or staffing changes for FY 2016.

Recent Accomplishments

- Personnel continue to be integrated on many levels resulting in a beneficial factor of being able to assign employees within the division where needed. Since May 2013, division foremen have been tracking employee work assignments and hours with the goal being to prioritize and better utilize personnel.
- City employees repaired sidewalks at 70 locations. Using CDBG funding, approximately 5,304 SF of sidewalk and 816 LF of berm was replaced at Rainbow Terrace. Using a new method, approximately 1,972 LF of sidewalk was repaired which eliminated over 460 trip hazards. The Department continues to inspect and prioritize the sidewalk work with those sidewalks identified as a high priority being promptly fixed.
- The Department continues to utilize the CitiStat work documentation and performance measuring system. Monthly meetings are being held to review the data and discuss ways to enhance the information being provided.
- Street sweeping was awarded to Hi-Way Safety Systems, Inc. for this work which occurs in the spring and fall.
- The Department became one of the key participants in the new SEE-CLICK-FIX issue reporting option for residents responding to over 700 items in a multitude of categories.





- Hi-Way Safety Systems was also awarded the contract for painting crosswalks, stop bars and centerlines. The Department has documented those streets and locations where markings are done in an attempt to establish a plan for ensuring that all painting is done at least once within a two year period.
- After the solicitation of bids, Northside Carting was awarded the solid waste collection and recycling program. This Department has been working with engineering to address collection issues. The Department has also been coordinating the monthly CRT and white goods collection days at the end of each month with collections now quarterly at the Salem High School starting in March.
- The Haunted Happenings events were successful with the DPS providing preparation and cleanup for many activities. This department also provided coverage and assistance during many other

events including all elections.

- Snow plow contractors hours and rates are being tracked and being compared with their invoices to ensure accurate billings.
- The Department has identified snow plowing priority routes along with identifying City personnel and contractors assigned to every road within the City. Snow plowing complaints are being logged and addressed to reduce the amount of persistent complaints.
- The Department contracted with Empire Design and Construction for replacing 600 non-compliant street signs that did not meet the federal requirements for reflectivity or conformance with federal standards and City acceptance. This is phase 1 of a 3 year program.
- Cemetery division continues some in-house grave digging while utilizing expanded contractor use.
- Continued to improve tracking of potholes, sidewalks, and other improvements using computer programs and GIS.
- Open Space/Tree division planted 45 new trees in 2013. For the past several years we have been designated as a “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.
- Added wood fibers at various playgrounds throughout the City.
- The Department coordinated the repair of the Columbus Avenue seawall,
- Working with the Mayors office and engineering, installed approximately 80 cigarette butt receptacles and has been responsible for emptying them.
- Purchased 8 trash barrels which were installed in the point neighborhood.
- Maintained various open spaces and parks throughout the City.
- Utilized contractor services in an attempt to improve cleanliness in the downtown area.

FY 2016 Goals & Objectives

- Continue to modify the CitiStat program to establish performance standards for most DPS work. Work with SEE-CLICK-FIX and the existing website system to integrate all work submitted and performed by the Department.
- Continue to support recycle programs including the butt recycling.
- Provide courteous and timely responses to the requests from the constituents and other City departments. Continue to strive for responding to all constituent calls within 24 hours.
- Utilize the information from the public property survey to establish a short and long term maintenance plan which will include work that can be performed during the winter.

- Continue to offer and support Arbor Day programs throughout the school system.
- Continue with tree plantings with particular emphasis at those locations with viable open tree pits.
- Establish a downtown maintenance plan to reduce litter and improve cleanliness of the downtown area using a combination of contractor services and DPS personnel.
- 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.
- Using Chapter 90 funding, begin replacing those signs identified by WorldTech as not meeting federal safety standards. Also, use this funding source for the purchase and erection of a new salt shed.
- 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.
- Work with engineering to identify those downtown sidewalks not meeting ADA requirements or that need repair.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY2016
Street				
Sidewalk Repairs	117	100+	150	125
Pothole Fills (Repairs)	950	1,200	1,200	1,200
Catch Basin Repairs	42	25	50	35
Sink Holes	34	12	40	40
Trenches	54	105	60	80
Trees/Open Space/Cemetery				
Trees planted Spring (FY13 fall plantings =24)	82	45	60	50
Full Burials	104	68	50	50
Foundations	38	50	40	50
Lots Sold	66	54	75	45

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Two of the more important goals of the Department of Public Services is to make sure that taxpayers monies are being spent in an effective and efficient manner and that the Department is addressing the many ongoing needs of the City; sidewalks, potholes, parks, snow plowing, etc.
- During the past year the Department continues to track and hold personnel and contractors accountable for the work performed using the CitiStat system and other newly established methods.
- The Department continues to evaluate ongoing means and methods of work being done in an attempt to establish the best method of accomplishing work whether through Department personnel, contractors, seasonal hires or volunteers.
- Work continues to identify capital needs in the short and long term and to identify the best means to meet those needs of equipment which in some instances is dangerously close to the end of its useful life.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Public Services/General-Psn									
14111	5111	SALARIES-FULL TIME	1,285,430.58	1,486,594.00	1,406,594.00	1,269,149.81	1,508,060.00	1,513,490.00	1,513,490.00
14111	5113	SALARIES-PART TIME	40,822.75	45,020.00	45,020.00	41,061.58	45,146.00	45,975.00	45,975.00
14111	5118	SEASONAL LABOR	59,048.50	86,600.00	86,600.00	67,129.75	86,600.00	86,600.00	86,600.00
14111	5131	OVERTIME (GENERAL)	123,953.25	75,000.00	75,000.00	129,953.43	75,000.00	75,000.00	75,000.00
14111	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Public Services/General-Psn			1,509,255.08	1,693,214.00	1,613,214.00	1,507,294.57	1,714,806.00	1,721,065.00	1,721,065.00
Public Services/General-Exp									
14112	5211	ELECTRICITY	8,999.49	9,500.00	9,500.00	6,641.25	9,500.00	9,500.00	9,500.00
14112	5215	NATURAL GAS	4,999.79	9,000.00	4,500.00	1,255.87	9,000.00	7,000.00	7,000.00
14112	5216	OIL HEAT	7,500.00	7,500.00	7,500.00	7,299.22	7,500.00	7,500.00	7,500.00
14112	5241	BUILDING MAINT-DPW	14,994.84	15,000.00	23,400.00	20,158.44	15,000.00	15,000.00	15,000.00
14112	5249	GROUND MAINTENANCE-CEMETER	3,999.25	3,800.00	3,800.00	3,439.38	3,800.00	3,800.00	3,800.00
14112	5249R	GROUND MAINT-PARKS & REC	0.00	30,000.00	30,000.00	29,603.04	30,000.00	30,000.00	30,000.00
14112	5253	RADIO MAINT & PARTS	1,500.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
14112	5270	RENTAL & LEASE	2,000.00	2,400.00	2,400.00	2,236.10	2,400.00	2,400.00	2,400.00
14112	5301	POLICE DETAIL	44,000.00	42,000.00	40,000.00	36,891.20	42,000.00	42,000.00	42,000.00
14112	5304	PROFESSIONAL SERV/FEES	8,899.58	8,900.00	15,900.00	12,601.90	8,900.00	8,900.00	8,900.00
14112	5317	EDUCATIONAL TRAINING	1,992.67	2,000.00	2,000.00	460.00	2,000.00	2,000.00	2,000.00
14112	5320	CONTRACTED SERVICES	150,149.40	147,150.00	252,150.00	202,813.79	147,150.00	147,150.00	147,150.00
14112	5341	TELEPHONE	9,639.40	8,640.00	15,465.00	12,137.79	8,640.00	8,640.00	8,640.00
14112	5383	BURIAL SERVICES	11,100.00	0.00	31,660.00	19,050.00	0.00	0.00	0.00
14112	5391	SPRAYING AND REMOVAL	7,000.00	7,000.00	7,000.00	5,022.39	7,000.00	7,000.00	7,000.00
14112	5392	TREE PLANTING	5,000.00	5,000.00	5,000.00	4,995.00	5,000.00	5,000.00	5,000.00
14112	5421	OFFICE SUPPLIES (GEN	1,999.96	2,000.00	2,000.00	916.14	2,000.00	2,000.00	2,000.00
14112	5451	CUSTODIAL SUPPLIES	8,999.99	9,000.00	9,000.00	6,318.95	9,000.00	9,000.00	9,000.00
14112	5461	GROUNDS MAINT & SUPPLIES	9,700.00	9,700.00	9,700.00	5,676.46	9,700.00	9,700.00	9,700.00
14112	5481	GASOLINE/DIESEL FUEL	222,050.24	142,000.00	135,700.00	84,278.38	142,000.00	130,000.00	130,000.00
14112	5483	VEHICLE PARTS-DPW	25,999.02	25,000.00	30,000.00	21,442.16	25,000.00	25,000.00	25,000.00
14112	5483A	VEHICLE PARTS-POLICE	14,998.27	15,000.00	15,000.00	14,989.58	15,000.00	15,000.00	15,000.00
14112	5483B	VEHICLE PARTS-OTHER	11,684.00	10,000.00	15,000.00	14,804.46	10,000.00	10,000.00	10,000.00
14112	5485	STREET SWEEPING & BROOMS	4,994.93	69,937.00	40,704.50	14,444.10	82,700.00	82,700.00	82,700.00
14112	5710	IN STATE TRAVEL/MEETINGS	915.38	1,600.00	1,600.00	1,190.93	1,600.00	1,000.00	1,000.00
14112	5717	PROF LICENSE REIMB	1,269.00	1,420.00	1,420.00	544.00	1,420.00	1,420.00	1,420.00
14112	5730	DUES AND SUB	195.00	500.00	500.00	17.11	500.00	500.00	500.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
14112	5843	IMPROVEMENTS PW & PARK	71,999.98	47,000.00	47,000.00	33,986.23	47,000.00	47,000.00	47,000.00
14112	5846	REPAIRS/RENOV/SIDEWALKS	19,920.35	20,000.00	20,000.00	16,267.10	20,000.00	20,000.00	20,000.00
14112	5860	EQUIPMENT PURCHASE & REPAIR	65,884.04	17,000.00	70,107.50	67,722.59	17,000.00	17,000.00	17,000.00
Total Public Services/General-Exp			742,384.58	669,347.00	849,307.00	648,503.56	682,110.00	667,510.00	667,510.00
230	411	Department Total	2,251,639.66	2,362,561.00	2,462,521.00	2,155,798.13	2,396,916.00	2,388,575.00	2,388,575.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
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PUBLIC SERVICES - GENERAL (Combined Open Space/Park Maint/Public Services)

MALONEK	RONALD	230 PUBLIC SERVICES	14111-5111 Assistant Pub Services Dir	9/5/06	74,994.21		1.00		100%	1,436.67	1,436.67	75,281.55	1,472.59	77,163.59	77,163.59
O'SHEA	THOMAS	230 PUBLIC SERVICES	14111-5111 GENERAL FOREMAN		72,799.44		1.00		100%	1,394.63	1,394.63	73,078.36	1,429.49	74,905.32	74,905.32
CONNOLLY	JOHATHAN	230 PUBLIC SERVICES	14111-5111 SR BLDG CUST-COA	07/01/2009	31,090.90		0.70		70%	850.87	850.87	31,210.02	872.14	31,990.27	31,990.27
TOMASZ	JOHN	230 PUBLIC SERVICES	14111-5111 PUBLIC SERVICES DIR	2/18/13	37,467.81		0.34		34%	2,111.10	2,111.10	37,611.36	2,163.88	38,551.65	38,551.65

1,270,241.32	24.68	Total AFSCME 1818	1,290,878.61	1,290,878.61	1,290,878.61
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1,486,593.68	27.72	Total Full Time - 5111	1,508,059.91	1,513,489.44	1,513,489.44
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MICHAUD	DONNA	230 PUBLIC SERVICES	14111-5113 PT ADMIN ASSISTANT	11/7/2008	16,509.50		19	hours per wk	16.65	16.65	16,572.76	17.06	16,987.08	16,987.08
RYAN	KELLY	230 PUBLIC SERVICES	14111-5113 PT ADMIN ASSISTANT	1/4/11	16,509.50		19	hours per wk	16.65	16.65	16,572.76	17.06	16,987.08	16,987.08
RENNARD	RICHARD	230 PUBLIC SERVICES	14111-5113 TREE WARDEN		12,000.00		12	mnthly stipend	1,000.00	1,000.00	12,000.00	1,000.00	12,000.00	12,000.00

45,019.01	Total Part Time - 5113	45,145.52	45,974.15	45,974.15
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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/6 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 Overtime - 5131	75,000.00	75,000.00	75,000.00
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1,693,212.69	27.72	Department Total	1,714,805.42	1,721,063.59	1,721,063.59
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Full-Time Equivalent Employees:	FY 2014	28.72
	FY 2015	28.72
	FY 2016	27.72
	Variance 15 vs. 16	(1.00)

TOMASZ	JOHN	Public Services	14111-5111 Public Service Director	0.34	34.0%	2,163.88	38,551.65
		Sewer Fund	60001-5111	0.33	33.0%	2,163.88	37,417.77
		Water Fund	61001-5100	0.33	33.0%	2,163.88	37,417.77
							113,387.19

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4		
Date	Rate	# Wks Old	New																			
ADDISON JOHN	230 PUBLIC SERVICES	14111-5111	MOTOR EQUIP REPAIR VII	7/31/07	49,730.43	0.00	952.69		-		-					100%	Retired	Retired	Retired			
ALBERT MICHAEL	230 PUBLIC SERVICES	14111-5111	HEO	03062000	47,972.31	1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.02	50,594.02	50,594.02			
BEZZATI JOHN	230 PUBLIC SERVICES	14111-5111	HEO	3/28/00	47,972.31	1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.02	50,594.02	50,594.02			
BICK MIKE	230 PUBLIC SERVICES	14111-5111	SR BLDG CUST-City Hall	07011985	45,328.75	1.00	868.37	1.025	890.08	1.025	912.33					100%	47,805.98	47,805.98	47,805.98			
BICK - Shift Differential	230 PUBLIC SERVICES	14111-5111	Base Rate X 9%		3,282.98		78.15	1.025	80.11	1.025	82.11					100%	3,282.98	3,282.98	3,282.98			
CASTONGUAY WILLIAM	230 PUBLIC SERVICES	14111-5111	WORKING FOREMAN	4/7/15	47,972.31	1.00	997.09	1.025	1,022.02	1.025	1,047.57					100%	54,892.55	54,892.55	54,892.55			
CLEARY JAMES	230 PUBLIC SERVICES	14111-5111	WORKING FOREMAN	08061990	52,048.14	1.00	997.09	1.025	1,022.02	1.025	1,047.57					100%	54,892.59	54,892.59	54,892.59			
COVIELLO VALERIE	230 PUBLIC SERVICES	14111-5111	PRINCIPAL ACCT CLERK	3/2/2000	15,617.60	0.34	879.96	1.015	893.16	1.015	906.56					34%	16,151.29	16,151.29	16,151.29			
CRONIN DAVID	230 PUBLIC SERVICES	14111-5111	WORKING FOREMAN	09141987	52,048.14	1.00	997.09	1.025	1,022.02	1.025	1,047.57					100%	54,892.59	54,892.59	54,892.59			
GAROZZO JOSEPH	230 PUBLIC SERVICES	14111-5111	Motor Equipment Repair/Mair	8/29/2014		1.00	918.55	1.025	941.51	1.025	965.05	8/29/2015	1,000.92	8.0	44.4	100%	52,161.26	52,161.26	52,161.26			
HARVEY ROBERT	230 PUBLIC SERVICES	14111-5111	WORKING FOREMAN	02131992	52,048.14	1.00	997.09	1.025	1,022.02	1.025	1,047.57					100%	54,892.59	54,892.59	54,892.59			
HENDERSON SCOTT	230 PUBLIC SERVICES	14111-5111	HEO	05281985	47,972.31	1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.02	50,594.02	50,594.02			
HUGHES BRIAN	230 PUBLIC SERVICES	14111-5111	HEAD FOREMAN	04081996	57,241.56	1.00	1,096.58	1.025	1,124.00	1.025	1,152.10					100%	60,369.83	60,369.83	60,369.83			
JODOIN RAYMOND	230 PUBLIC SERVICES	14111-5111	HEO	10/18/2010	47,972.31	1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.02	50,594.02	50,594.02			
JODOIN - Shift/Weekend Diff	230 PUBLIC SERVICES	14111-5111	Shift Differential		2,086.00		30.00	1.025	30.75	1.025	31.52					100%	2,165.28	2,165.28	2,165.28			
LAVIOE STEPHEN	230 PUBLIC SERVICES	14111-5111	HMEO	12/3/2012	43,919.00	1.00	853.57	1.025	874.91	1.025	896.78					100%	46,991.38	46,991.38	46,991.38			
LECLERC STEVEN	230 PUBLIC SERVICES	14111-5111	CEMETERY MAINT	04111996	42,227.28		-	1.025	-	1.025	-					100%	Resigned	Resigned	Resigned			
LEVESQUE JAMES	230 PUBLIC SERVICES	14111-5111	St/Sidewalk Foreman	06211999	17,696.35	0.34	997.09	1.025	1,022.02	1.025	1,047.57					34%	18,663.47	18,663.47	18,663.47			
LEVESQUE LOUIS	230 PUBLIC SERVICES	14111-5111	MOTOR EQUIP REPAIR	8/1/2006	49,730.43	1.00	988.03	1.025	1,012.73	1.025	1,038.05					100%	54,393.77	54,393.77	54,393.77			
MACDONALD WILLIAM	230 PUBLIC SERVICES	14111-5111	HMEO	6/12/2012	43,093.56	1.00	853.57	1.025	874.91	1.025	896.78					100%	46,991.38	46,991.38	46,991.38			
MARTINEAU RICHARD	230 PUBLIC SERVICES	14111-5111	MAINT CRAFTS	8/21/2000	44,556.71	1.00	853.57	1.025	874.91	1.025	896.78					100%	46,991.38	46,991.38	46,991.38			
MORRIS RALPH	230 PUBLIC SERVICES	14111-5111	HEO	11/30/2009	47,972.31	0.00	919.01	1.025	941.99	1.025	965.53					100%	To W/S	To W/S	To W/S			
MORRIS-Shift Differential	230 PUBLIC SERVICES	14111-5111	Base Rate X 9% & 10 per weekend X 22		4,837.51		82.71	1.025	84.78	1.025	86.90					100%	To W/S	To W/S	To W/S			
OBRIEN JIM	230 PUBLIC SERVICES	14111-5111	TREE CLIMBER	3/13/2006	47,972.31	1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.02	50,594.02	50,594.02			
OSGOOD STEPHEN	230 PUBLIC SERVICES	14111-5111	PESTICIDE GROUNDSKEEF	6/2/14	From W/S	1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.03	50,594.03	50,594.03			
PARSONS DAVID	230 PUBLIC SERVICES	14111-5111	MAINT CRAFTSMAN	5/14/2001	44,556.71	1.00	853.57	1.025	874.91	1.025	896.78					100%	46,991.38	46,991.38	46,991.38			
SANDS GEORGE	230 PUBLIC SERVICES	14111-5111	WORKING FOREMAN	04271987	52,048.14	1.00	997.09	1.025	1,022.02	1.025	1,047.57					100%	54,892.59	54,892.59	54,892.59			
Replace Soper	230 PUBLIC SERVICES	14111-5111	WORKING FOREMAN Step 1	04221996	51,027.59	1.00	926.71	1.025	949.88	1.025	973.62					100%	51,017.93	51,017.93	51,017.93			
STANWOOD JI DANIEL	230 PUBLIC SERVICES	14111-5111	WORKING FOREMAN	12/4/1999	52,048.14	1.00	997.09	1.025	1,022.02	1.025	1,047.57					100%	54,892.59	54,892.59	54,892.59			
STUART MIKE	230 PUBLIC SERVICES	14111-5111	SR PESTICIDE GROUNDSK	10/8/2013	47,972.32	1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.03	50,594.03	50,594.03			
TASSINARI STEPHEN	230 PUBLIC SERVICES	14111-5111	HEAD WORKING FOREMAN	05241999	57,241.56	1.00	1,096.58	1.025	1,123.99	1.025	1,152.09					100%	60,369.74	60,369.74	60,369.74			
Replace Wright	230 PUBLIC SERVICES	14111-5111	WORKING FOREMAN Step 1		52,048.10	1.00	926.71	1.025	949.88	1.025	973.62					100%	51,017.93	51,017.93	51,017.93			
OUT OF GRADE PAYS	230 PUBLIC SERVICES	14111-5111			2,000.00												2,000.00	2,000.00	2,000.00			
						1,270,241.32	24.68													1,290,878.61	1,290,878.61	1,290,878.61

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
14112	5211	ELECTRICITY			
		Nat'l Grid- Public Works Garage and Cemetery (Split with W/S)	9,500	9,500	9,500
TOTAL			9,500	9,500	9,500
14112	5215	NATURAL GAS			
		Keyspan & Metromedia (split with W/S)	9,000	7,000	7,000
TOTAL			9,000	7,000	7,000
14112	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)	200	200	200
		Hayden and All Safe - keys and lock repairs dps facilities	500	500	500
		McEachern Plumbing	500	500	500
		Fire Extinguishers test & repair vendor Boston Fire	500	500	500
		Unkeep of boilers at City Hall, Old Town Hall	3,500	3,500	3,500
		Emergency repairs and small renovations to City Owned Buildings	4,120	4,120	4,120
		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	3,800	3,800	3,800
TOTAL			3,800	3,800	3,800
14112	5249R	GROUND MAINTENANCE - PARKS & REC (From Rec Dept Budget)			
		General annual maintenance to City Parks & Playgrounds	30,000	30,000	30,000
		(benches, signs, wood carpet, sod, clay for ballfields, irrigation supplies, backboards, rims, fertilizer program, tools, lawnmower, grass seed, beach sand, infield conditioner)			
TOTAL			30,000	30,000	30,000
14112	5253	RADIO MAINT & PARTS			
		Northeast Radio, Nextel for bad phone replacements, repairs or accessories	1,300	1,300	1,300
TOTAL			1,300	1,300	1,300
14112	5270	RENTAL AND LEASE - UNIFORMS			
		Rags, Gloves, Goggles, Safety Equipment, Rain Gear & Rent All Misc	2,400	2,400	2,400
TOTAL			2,400	2,400	2,400
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

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
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
		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	3,000	3,000	3,000
		Sprint/Nextell GPS tracking for DPW Trucks @ 1,410.00 x 12 mos (1/3)	5,640	5,640	5,640
TOTAL			8,640	8,640	8,640
14112	5383	BURIAL EXPENSES			
		Burial Expenses are funded from Sale of Lots and sale of Vaults Funds			
TOTAL			-	-	-
14112	5391	SPRAYING AND REMOVAL - CEM			
		Chain Saws, Ropes, equipment and emergency contract services	7,000	7,000	7,000
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			
		General office supplies as needed	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
14112	5451	CUSTODIAL SUPPLIES			
		General Custodial supplies as needed	9,000	9,000	9,000
TOTAL			9,000	9,000	9,000
14112	5461	GROUNDKEEPING SUPPLIES - DPW			
		General Groundskeeping supplies as needed	9,700	9,700	9,700
TOTAL			9,700	9,700	9,700
14112	5481	GASOLINE/DIESEL FUEL			
		Burke for diesel and unleaded fuel per state bid	142,000	130,000	130,000
		Mayors figure represents 3 year average of GF/W/S combined			
TOTAL			142,000	130,000	130,000
14112	5483	VEHICLE PARTS DPW			
		Vehicle parts & Inspection stickers as needed for DPW	25,000	25,000	25,000
TOTAL			25,000	25,000	25,000

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Admin - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
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 SWEEPING & BROOMS			
		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			
		Highway Safety System Year 2 Contract Amount	77,700	77,700	77,700
TOTAL			82,700	82,700	82,700
14112	5710	IN STATE TRAVEL, MEETINGS			
		Tolls, Parking, Seminars	1,600	1,000	1,000
			1,600	1,000	1,000
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			
		Mix for patching, lypac for filling trenches, repairs to roads and other surfaces	35,000	35,000	35,000
		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			47,000	47,000	47,000
14112	5846	RENOVATION & REPAIRS - REPAIRS/SIDEWALKS			
		City Sidewalks and includes outside contractors if necessary	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.	1,000	1,000	1,000
		Small equipment	1,000	1,000	1,000
		Small equipment supplies	200	200	200
		Hardware	125	125	125
		Safety Items	200	200	200
		Garden hoses	150	150	150
		Power drill, bits & other tools	500	500	500
		All repairs and parts for the upkeep of all equipment for dept.	9,825	9,825	9,825
		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			682,110	667,510	667,510

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 2016

No significant budget or staffing changes for FY 2016.

Recent Accomplishments

- Continued utilization of Reverse 911 and Web site used for up-to-date snow emergency related bulletins.
- The City has contracts with 32 contractors to provide assistance during snow plowing operations.
- Streamlined plowing operation by organizing driver locations and assigning DPS personnel to provide oversights to contractors in their locations.
- Plow routes with City and contractor personnel have been identified with complaints being tracked by storm with the goal being to reduce persistent issues at certain locations.
- A map identifying road plowing priorities has been prepared.
- Continue to use telephone equipment with tracking capabilities for snow driver use. The DPS can now monitor all DPS and contractor vehicles during snow events.
- Identified downtown locations where youth groups could assist the City of Salem in clearing snow at crosswalks.

FY 2016 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 which are at or nearing their useful life.
- Continue to work with other city departments in support of restoring safe road conditions as efficiently as possible..
- Update plows with newer units to help cut down on fuel and on mechanical deficiencies
- Purchase and install a new salt shed.
- Update snow maps.

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

Monitor contractor and City snow plowing operations to improve quality and response time while hopefully reducing complaints. Continue to purchase salt through a consortium to reduce the cost. Whether through City personnel or contractors, verify that all parking lots, sidewalks and crosswalks are cleared as soon as possible after a snow event.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Snow & Ice-Personnel									
14231	5131	OVERTIME (GENERAL)	107,075.07	50,000.00	50,000.00	154,660.12	50,000.00	50,000.00	50,000.00
Total Snow & Ice-Personnel			107,075.07	50,000.00	50,000.00	154,660.12	50,000.00	50,000.00	50,000.00
Snow & Ice-Expenses									
14232	5244	VEHICLE REPAIR AND M	74,741.51	32,000.00	32,000.00	174,743.23	32,000.00	32,000.00	32,000.00
14232	5292	SNOW REMOVAL	589,655.10	115,000.00	115,000.00	2,486,735.18	115,000.00	115,000.00	115,000.00
14232	5292S	SNOW REMOVAL/SANDING-SCHOOI	0.00	80,000.00	80,000.00	186,125.00	80,000.00	80,000.00	80,000.00
14232	5293	SAND REMOVAL/SWEEPING	63,391.00	0.00	0.00	0.00	0.00	0.00	0.00
14232	5341	TELEPHONE	6,315.21	10,930.00	10,930.00	5,810.21	10,930.00	10,930.00	10,930.00
14232	5429	MISC SUPPLIES	8,955.75	8,000.00	8,000.00	40,109.44	8,000.00	8,000.00	8,000.00
14232	5481	GASOLINE/DIESEL FUEL	29,894.92	20,000.00	20,000.00	45,607.17	20,000.00	20,000.00	20,000.00
14232	5534	SALT	313,133.32	103,405.00	103,405.00	312,663.82	103,405.00	103,405.00	103,405.00
14232	5535	CACLIUM CHLORIDE	4,000.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
14232	5536	SAND	8,386.37	8,000.00	8,000.00	6,346.37	8,000.00	8,000.00	8,000.00
Total Snow & Ice-Expenses			1,098,473.18	382,335.00	382,335.00	3,258,140.42	382,335.00	382,335.00	382,335.00
230	423	Department Total	1,205,548.25	432,335.00	432,335.00	3,412,800.54	432,335.00	432,335.00	432,335.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

PUBLIC SERVICES - Snow & Ice - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted 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	5292S	SNOW REMOVAL & SANDING SCHOOL			
		Snow removal and sanding for school department	80,000	80,000	80,000
TOTAL			80,000	80,000	80,000
14232	5293	SAND REMOVAL / SWEEPINGS			
		spring street sweeping contract national Water Main, 3 year \$64,937 2014 MOVED TO DPW BUDGET PER AUDITORS	-	-	-
TOTAL			-	-	-
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	103,405	103,405	103,405
TOTAL			103,405	103,405	103,405
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	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 2016

No significant budget or staffing changes for FY 2015.

Recent Accomplishments

- Managed a city-wide paving program – utilizing the pavement management program and Chapter 90 funds. Bidding Salem's improvements for the City paved roads at a cost of \$1.5 million.
- Scanned 40% of historical plans; through a part time employee funded through the Senior Network-a federally funded program.
- Advanced the next two projects to be ready for construction funded through the TIP Program: Canal Street (to 10 % 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 330 road opening permits and reviewed over 7 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 2016 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 2015.
- 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 2015.
- Managed current Road Opening Permit Tracking System and made improvements.
- Scan 80% of historical engineering plans currently located in Engineering Plan Room.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY2016
Number of street permits issued	230	330	255	340
Drain layer licenses issued	32	40	36	42
Commercial Backflow tests completed	978	996	1,000	1,050
Number of linear miles paved	4.9 miles	5.2 miles	5.5 miles	5.5 miles

How FY 2016 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.
- The Engineering Department will also provide infrastructure guidance for the new Senior/Gateway Center, the National Grid cable replacement, and the Canal Street Corridor project improvements.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Engineering-Psnl									
14121	5111	SALARIES-FULL TIME	73,518.71	75,156.00	75,156.00	71,023.17	75,444.00	77,330.00	77,330.00
14121	5113	SALARIES-PART TIME	4,918.40	5,035.00	5,035.00	3,772.19	5,240.00	5,371.00	5,371.00
Total Engineering-Psnl			78,437.11	80,191.00	80,191.00	74,795.36	80,684.00	82,701.00	82,701.00
Engineering-Expenses									
14122	5317	EDUCATIONAL TRAINING	275.00	1,500.00	1,500.00	922.20	1,500.00	1,000.00	1,000.00
14122	5421	OFFICE SUPPLIES (GEN	956.31	1,200.00	1,200.00	844.07	1,200.00	1,000.00	1,000.00
14122	5710	IN STATE TRAVEL/MEETINGS	498.07	500.00	500.00	498.30	500.00	500.00	500.00
14122	5730	DUES AND SUB	990.25	2,000.00	2,000.00	1,657.00	2,000.00	2,000.00	2,000.00
14122	5851	OFFICE EQUIPMENT	1,586.53	2,000.00	2,000.00	1,048.50	2,000.00	2,000.00	2,000.00
Total Engineering-Expenses			4,306.16	7,200.00	7,200.00	4,970.07	7,200.00	6,500.00	6,500.00
235	412	Department Total	82,743.27	87,391.00	87,391.00	79,765.43	87,884.00	89,201.00	89,201.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
TALKOWSKI ELLEN	235 ENGINEERING	14121-5111	ADMIN ASSISTANT		42,247.12		0.80		80%	1,011.66	1,011.66	42,408.99	1,036.96	43,469.21	43,469.21
KNOWLTON DAVID	235 ENGINEERING	14121-5111	CITY ENGINEER	5/21/2007	32,908.42		0.34		34%	1,854.20	1,854.20	33,034.51	1,900.56	33,860.37	33,860.37
					75,155.54		1.14	Total Full Time - 5111				75,443.49		77,329.58	77,329.58
ALBERT JIMMY	235 ENGINEERING	14121-5113	INTERN	11/05/1991	5,034.82			10	hours per wk	10.00	10.00	5,240.00	10.25	5,371.00	5,371.00
					5,034.82			Total Part Time - 5113				5,240.00		5,371.00	5,371.00
					80,190.36		1.14	Department Total				80,683.49		82,700.58	82,700.58

Full-Time Equivalent Employees:	FY 2014	1.14
	FY 2015	1.14
	FY 2016	1.14
Variance 15 vs. 16		0.00

ENGINEERING DEPARTMENT NON-UNION EMPLOYEES COMBINED SALARIES BUDGET & GRANTS

										Total
KNOWLTON DAVID	ENGINEERING	14121-5111	CITY ENGINEER			0.34		34%	1,900.56	33,860.37
	SEWER	600131-5111				0.33		33%	1,900.56	32,864.48
	WATER	610131-5111				0.33		33%	1,900.56	32,864.48
										99,589.32
TALKOWSKI ELLEN	ENGINEERING	14121-5111	ADMIN ASSISTANT			0.80		80.0%	1,036.96	43,469.21
	SEWER	600131-5111				0.10		10.0%	1,036.96	5,433.65
	WATER	610131-5111				0.10		10.0%	1,036.96	5,433.65
										54,336.51
Zabeleta Giovanna	Capital Projects	Varies	CLERK OF WORKS			1.00		100%	965.04	50,568.10
SILVA JASON	CBA-Building Salem	2006162-5805G	CAPITAL PROJECT DIRECTOR			0.20		20%	1,750.00	18,000.00
	Capital Projects	Varies				0.80		80%	1,750.00	73,000.00
										91,000.00
CRIPPS CHERYL	SEWER	600131-5111	SECRETARY			0.33		33.0%	848.54	14,672.91
	WATER	610131-5111				0.33		33.0%	848.54	14,672.91
	TRASH	620031-5111				0.34		34.0%	848.54	15,117.54
										44,463.35
ROSE JULIE	SEWER	600131-5111	Business Manager/Water Reg			0.25		25.0%	1,255.90	16,452.24
	WATER	610131-5111				0.25		25.0%	1,255.90	16,452.24
	TRASH	620031-5111				0.50		50.0%	1,255.90	32,904.48
										65,808.96
Total FTE for General Funds AND Grants/Capital Projects (Excludes Enterprise)										6.00
Full-Time Equivalent Employees:										
		FY 2014	2.14							
		FY 2015	3.14							
		FY 2016	3.14							
		Variance 15 vs. 16	0.00							
										Total Engineering Salaries
										405,766.24
										Total Engineering General Fund & Special Revenue
										218,897.68

FY 2016 DETAILED BUDGET REPORT
EXPENSES

ENGINEERING 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
14122	5317	EDUCATIONAL TRAINING			
		Management training seminars and exhibits	500	-	-
		Review Classes for Junior Engineer for Engineering/Training test	1,000	1,000	1,000
TOTAL			1,500	1,000	1,000
14122	5421	OFFICE SUPPLIES			
		General office supplies as needed	1,200	1,000	1,000
TOTAL			1,200	1,000	1,000
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 Engineer and Junior Engineer memberships	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
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			7,200	6,500	6,500

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 2016

Increased the Electricity, Seasonal Labor and Park & Ground Maintenance line items to account for the newly added Splash Pad at MJL Park. Requesting an increase in seasonal salaries to offset the cost of our extremely low priced basketball program. Moved the seasonal salaries for the Kernwood Cashier and supervisor to the Harbormaster's budget. Increased the seasonal salaries for the Mary Jane Lee Instructors due to the increased popularity of the playground program. Reorganized the department to create a management team in order to provide more efficient services. The Assistant Director Position has been transitioned to a Facilities Manager. The Recreation Supervisor position has been transitioned to a Program Manager. The Council on Aging Nutrition/Volunteer Coordinator position has been transitioned to a Recreation Assistant.

Recent Accomplishments

- Ongoing collaboration in the effort to repair/renovate the historic Common fence, with some sections having been completed.
- Replaced the Lights at the Salem Common Gazebo
- Resurfaced the basketball Court at Memorial Park
- Improved the bench donation program to include all city parks and converted it to a replacement program.
- Hired a contractor to update our Open Space Plan and to conduct a citywide field assessment
- Implemented a Park Ambassador program for all city parks
- Improved infields at Mack Park and McGlew Park
- Leased to Mack Park House to caretakers to perform renovations to the house and improve the friendly environment throughout the park
- Continued to offer new programs to residents of all ages and keep fees affordable.
- Enhanced our online registration and credit card processing
- Introduced a Rugby Program - Skills and Drills & Youth



- Tripled participation at the Mary Jane Lee Park Playground Program
- Offered weekly field trips to both Forest River and Mary Jane Lee Playground Programs
- Added a Splash Pad to Mary Jane Lee Park
- Increased staff training for instructors and front desk personnel
- Increased the number of online registrations for all programs
- Collaborated with different organizations to provide affordable programming for all
- Had a successful 1st summer with the YMCA running the Forest River Pool Operations
- Converted out Snow Shoe race at the golf course to a successful Cocoa Cross Country Run

FY 2016 Goals & Objectives

- Establish sessions for instructional programs and activities
- Enhance the Summer Playground Program by offering more themed weeks and weekly field trips
- Continue to grow the Mary Jane Lee Park program by offering community events
- Target teen population with providing programs geared toward community involvement and promoting civic awareness
- Continue to encourage residents to register for activities/programs via www.salemrec.com
- Increase renovations and enhancements to the Willows by collaborating with private organizations for large city events
- To maintain the high level of participation and quality to our special events as our numbers of participants continue to grow each year
- To use updated Open Space Plan and anticipated citywide field assessment to address problems and take advantage of possibilities at parks and playgrounds
- To continue to enable volunteer groups to participate in the enhancement of our parks and facilities, including refinement of the Park Ambassador program
- Formalize partnership with the Salem Community Gardens
- Begin preliminary planning stages for our relocation to the Community Life Center in 2016
- Offer intergenerational programs in collaboration with the Council on Aging
- Continue to solicit ads for the recreation booklet to offset the mailing and printing costs

Outcomes and Performance Measures	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Overall Programs	212	241	250	255
*Special events participants	2,961	372	725	775
Pooch passes sold	32	213	250	263
Parking stickers sold	1,233	1,364	1,350	1,355
Pool Passes sold	1,279	Turned over to YMCA 2014	Obsolete	Obsolete

*Wild Turkey Road Race moved to Boys & Girls Club in 2013

How FY 2016 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

- **Mayor's Goal: Parks & Recreation; undertake a field assessment of existing facilities citywide, and develop the framework for the creation of a Park Ambassador program.**
- **Recreation Goal:** *"To continue to enable volunteer groups to participate in the enhancement of our parks and facilities ... Implement a Park Ambassador Program for City Playgrounds."* An assessment of City fields and facilities will be used to inform plans for repairs and enhancements, as well as recreational programming. Increasing volunteer participation, especially through refinement of the Park Ambassador program, will boost Recreation Department awareness of park and playground conditions and enhance their enjoyment by visitors.
- **Mayor's Goal: Parks & Recreation; Establish a Bertram Field Commission and policies for ongoing use and maintenance of the facility.**
- **Recreation Goal:** *"To continue to enable volunteer groups to participate in the enhancement of our parks and facilities."* The Recreation Department is prepared to collaborate with Public School officials to enlist volunteers to serve on a commission, the intent of which would be to facilitate the creation of policies for the ongoing use and maintenance of Bertram Field.
- **Mayor's Goal: Parks & Recreation; Develop plan for new facilities at McGlew Park and implement.**
- **Recreation Goal:** *"To use updated Open Space Plan and anticipated citywide field assessment to address problems and take advantage of possibilities at parks and playgrounds."* An anticipated citywide assessment of fields and facilities will be used to inform plans for enhancement of facilities at McGlew Park.
- **Mayor's Goal: Economic Development; Continue implementation of The Point Vision and Action Plan, which includes "providing a variety of quality recreational options for people of all ages."**
- **Recreation Goal:** *"Continue to grow the Mary Jane Lee Park program in The Point neighborhood by offering community events."* The goal of expanding and diversifying quality recreational opportunities for all City residents is designed to increase participation, including at parks and playgrounds in The Point. Volunteer opportunities, including the Park Ambassador program are intended to keep parks and playgrounds cleaner, safer and more attractive.
- **Mayor's Goal: Infrastructure & Facilities; Continue planning for, and construction of, the Mayor Jean Levesque Community Life Center.**
- **Recreation Goal:** *"Begin preliminary planning stages for our relocation to the Community Life Center in 2016."* The Recreation Department will continue to support any and all efforts to transition operations to the new facility that will be sited at the corner of Boston and Bridge streets. Projected staffing and scheduling plans will be considered to make that transition as smooth as possible, while maximizing use of the space and features of the new facility.
- **Mayor's Goal: General Government; To maintain a high level of responsiveness and accessibility to City departments and employees.**



- **Recreation Goals:** *Staff development, program enhancement, online program registration.* All aspects of Recreation Department goals are designed to increase the level of engagement with Salem residents, as well as people from other communities who may participate in our activities and events. Such goals will be achieved by being aware of demand, sensitive to feedback and open to suggestion.
- **Mayor's Goal: General Government; Look for ways to deliver City services more effectively and efficiently through the use of technology.**
- **Recreation Goal:** Publicize and promote awareness of the Department's Web site that enables people to review, register for and pay for recreational activities, as well as to acquire parking stickers.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Recreation-Personnel									
16501	5111	SALARIES-FULL TIME	175,822.12	218,051.00	218,051.00	182,011.40	217,484.00	225,701.00	225,701.00
16501	5118	SEASONAL LABOR	132,249.66	70,122.00	70,122.00	42,381.21	65,422.00	39,400.00	39,400.00
16501	5131	OVERTIME (GENERAL)	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
16501	5141	LONGEVITY	150.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Recreation-Personnel			308,221.78	290,173.00	290,173.00	224,392.61	284,906.00	267,101.00	267,101.00
Recreation-Expenses									
16502	5211	ELECTRICITY	56,845.46	55,000.00	62,000.00	61,427.15	60,000.00	60,000.00	60,000.00
16502	5217	GAS/OIL HEAT	6,994.65	6,000.00	3,000.00	2,980.48	6,000.00	6,000.00	6,000.00
16502	5249	PARK & GROUND MAINT	36,422.60	10,000.00	16,200.00	10,867.65	17,000.00	17,000.00	17,000.00
16502	5251	UTILITY SERV REP & M	352.00	1,000.00	1,000.00	132.00	1,000.00	1,000.00	1,000.00
16502	5301	POLICE DETAIL	1,618.00	2,000.00	0.00	0.00	0.00	0.00	0.00
16502	5320	CONTRACTED SERVICES	10,828.03	99,000.00	99,000.00	93,746.15	99,000.00	99,000.00	99,000.00
16502	5341	TELEPHONE	3,597.74	3,500.00	1,500.00	1,382.95	3,500.00	3,500.00	3,500.00
16502	5352	POOL MAINTENANCE	8,119.03	12,000.00	12,000.00	6,801.58	12,000.00	12,000.00	12,000.00
16502	5353	HAULING FLOATS	912.93	0.00	0.00	0.00	0.00	0.00	0.00
16502	5381	PRINTING AND BINDING	951.17	1,000.00	1,000.00	942.00	1,000.00	1,000.00	1,000.00
16502	5421	OFFICE SUPPLIES (GEN	5,592.70	7,000.00	9,000.00	7,403.40	9,000.00	7,000.00	7,000.00
16502	5588	RECREATIONAL SUPPLIE	9,025.36	12,000.00	10,000.00	9,009.06	11,500.00	11,500.00	11,500.00
16502	5730	DUES AND SUB	75.00	210.00	210.00	155.00	710.00	210.00	210.00
16502	5846	RENOVATION & REPAIRS	5,771.84	9,000.00	9,000.00	4,537.73	9,000.00	9,000.00	9,000.00
Total Recreation-Expenses			147,106.51	217,710.00	223,910.00	199,385.15	229,710.00	227,210.00	227,210.00
170	650	Department Total	455,328.29	507,883.00	514,083.00	423,777.76	514,616.00	494,311.00	494,311.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
PARTANEN KAREN	170 RECREATION	16501-5111	SUPERINTENDENT	11/8/2012	87,531.05		1.00	1	100%	1,676.84	1,676.84	87,866.42	1,676.84	87,866.42	87,866.42
FINKELSTEIN MARSHA	170 RECREATION	16501-5111	P/R COMMISSION CLERK	10/23/2014	1,200.00	B		12		100.00	100.00	1,200.00	100.00	1,200.00	1,200.00
WOOLLEY WILLIAM	170 RECREATION	16501-5111	FACILITIES MANAGER		30,909.41		0.70	1	70%	986.89	1,019.23	37,385.36	1,044.71	38,319.99	38,319.99
DUFFEY KATHLEEN	170 RECREATION	16501-5111	PROGRAM SUPERVISOR	1/13/2014	52,476.10		0.00	0	0%	1,005.29	1,005.29	-	-	-	-
Replace Duffy	170 RECREATION	16501-5111	PROGRAM MANAGER				0.33	1	33%	1,019.23	1,019.23	17,624.53	1,019.23	17,624.53	17,624.53
NEW	170 RECREATION	16501-5111	REC ACTIVITIES				1.00	1	100%	625.00	625.00	32,750.00	625.00	32,750.00	32,750.00
O'SHEA ANNIE	170 RECREATION	16501-5111	RECEPTIONIST				0.11	1	11%	495.90	560.00	3,227.84	560.00	3,227.84	3,227.84
					45,934.13		1.00			Total AFSCME 1818		44,711.61		44,711.61	44,711.61
					218,050.69		4.14	Total Full Time - 5111				224,765.75		225,700.39	225,700.39
					11,362.00	P		52	19	11.50	11.50	11,362.00	-	-	-
					4,000.00	P		10	40	10.00	-	To Harbormaster	-	To Harbormaster	To Harbormaster
					15,360.00	P		24	40	16.00	-	To Harbormaster	-	To Harbormaster	To Harbormaster
					3,500.00	P				-		4,500.00	-	4,500.00	4,500.00
					7,500.00	P		12.5	40	15.00	15.00	7,500.00	15.00	7,500.00	7,500.00
					14,400.00	P		10	160	12.00	12.00	19,200.00	12.00	11,700.00	11,700.00
					5,600.00	P		10	56	10.00	10.00	5,600.00	10.00	5,600.00	5,600.00
					3,200.00	P		32	10	10.00	10.00	3,200.00	-	-	-
					5,200.00	P		13	40	10.00	10.00	5,200.00	10.00	5,200.00	5,200.00
New	170 RECREATION	16501-5118	WILLOWS LABOR			P		14	35		10.00	4,900.00	10.00	4,900.00	4,900.00
New	170 RECREATION	16501-5118	BASKET BALL REF (3 GAMES DAY)			P			60		66.00	3,960.00	-	-	-
					70,122.00			Total Seasonal - 5118				65,422.00		39,400.00	39,400.00
					2,000.00							2,000.00		2,000.00	2,000.00
					2,000.00			Total Other				2,000.00		2,000.00	2,000.00
					290,172.69		4.14	Department Total				292,187.75		267,100.39	267,100.39

Full-Time Equivalent Employees:		FY 2014	3.30
		FY 2015	3.60
		FY 2016	4.14
		Variance 15 vs. 16	0.54

RECREATION EMPLOYEES COMBINED SALARIES BUDGET & GRANTS						Rate	Total
WOOLLEY WILLIAM	Rec Budget	16501-5111	FACILITIES MANAGER	0.70	70%	1,044.71	38,319.99
	Golf Budget	16511-5111		0.15	15%	1,044.71	8,211.43
	Witch House Budget	16521-5111		0.15	15%	1,044.71	8,211.43
							54,742.84

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4
													Date	Rate	# Wks Old New					
LEBLANC	ALICE	170 RECREATION	16501-5111	PRINCIPAL CLERK	11/13/1978	45,934.13	0.00	879.96	1.015	893.16	1.015	906.56				100%	Retired	Retired	Retired	
NICE	Michele	170 RECREATION	16501-5111	PRINCIPAL CLERK III	8/1/2014	-	1.00	801.64	1.015	813.66	1.015	825.87	8/1/2015	855.54	4.0 48.4	100%	44,711.61	44,711.61	44,711.61	
						45,934.13	1.00													
</																				

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

RECREATION - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16502	5211	ELECTRICITY All Parks and Ballfields-Kernwood, Forest River, Leavitt St, Island, Walkways, 22 Sprinklers	60,000	60,000	60,000
TOTAL			60,000	60,000	60,000
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 St All Energy, Boston Gas, Michaud & Raymond (Boiler Cleaning)	6,000	6,000	6,000
TOTAL			6,000	6,000	6,000
16502	5249	PARK & GROUND MAINTENANCE (30K moved to DPS Budget) Paper & janitorial supplies for park restrooms, misc hardware, nuts, bolts & screws, basketball & soccer netting, field paint, light bulbs, hand tools, keys....	17,000	17,000	17,000
TOTAL		ADDITIONAL FUNDS MOVED TO DPS BUDGET IN FY 2015	17,000	17,000	17,000
16502	5251	UTILITY SERVICE REP & MAINT Service Repairs, Alarms Repairs, water heater rental	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
16502	5301	POLICE DETAIL Details Forest River Gate & Pool for Season	-	-	-
TOTAL			-	-	-
16502	5320	CONTRACTED SERVICES Cleaning Services for Mack Park, Golf Course, Willows, aquatic management YMCA - Forest River Pool staffing and maintenance	12,000 87,000	12,000 87,000	12,000 87,000
TOTAL			99,000	99,000	99,000
16502	5341	TELEPHONE All Park & Rec Telephone Lines 3 in Office, Parks, Pool, Garage, Kernwood Credit Card lines & Faxes Credit Card Line, Fax	3,500	3,500	3,500
TOTAL			3,500	3,500	3,500
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 at Salem Willows Pier, Kernwood Marina, Congress St - Moved to Harbormaster Budget	-	-	-
TOTAL			-	-	-
16502	5381	PRINTING AND BINDING Letterhead, Envelopes, Brochures, etc....	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
16502	5421	OFFICE SUPPLIES (GENERAL) General Office supplies as needed Financial Software for recording cash receipts - Rec/Golf/WI/WH Copier Lease	3,000 2,500 3,500	1,000 2,500 3,500	1,000 2,500 3,500
TOTAL			9,000	7,000	7,000
16502	5588	RECREATIONAL SUPPLIES Athletic Supplies (Balls, nets, Etc.), Miscellaneous supplies needed (replacement swings, etc.)	6,000 5,500	6,000 5,500	6,000 5,500
TOTAL			11,500	11,500	11,500

FY 2016 DETAILED BUDGET REPORT
EXPENSES

RECREATION - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16502	5730	DUES AND SUBSCRIPTIONS Annual Dues, Subscriptions, etc....	710	210	210
TOTAL			710	210	210
16502	5846	RENOVATIONS AND REPAIRS Hardware Supplies & Equipment, Plumbing, Electrical, etc.. Needed for upkeep of all Parks Buildings, Garages, Kernwood Marina, Willows Cottages, Office, etc. Renovations of all Parks	9,000	9,000	9,000
TOTAL			9,000	9,000	9,000
TOTAL PROPOSED			229,710	227,210	227,210

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 2016

Increased Contracted Services to account for the approved Golf Course Manager Contract, the club house cleaning service and video camera security. Increased Grounds Keeping Supplies to improve fairway conditions through a new pesticide and fertilizer program. Added a mileage reimbursement line for the Superintendents use of his private vehicle for work related tasks and travel. The newly titled Facilities Manager position within the Recreation Budget is partially funded from the Golf Course due to a portion of the facility management being Golf.

Recent Accomplishments

- Increased available merchandise in the pro shop for better customer service and increased revenue.
- Invited more family, woman and junior oriented groups through fees and specials.
- Continued to work with the community with our entry in the Halloween parade.
- Started the expansion of the tee at the 8th hole.
- Made improvements to our turf maintenance program on the greens for improved conditions.
- Improved our watering program to help keep turf conditions as pristine as possible.
- Improved our existing irrigation system by replacing outdate parts.
- Removed several trees throughout the course to improve turf conditions, playability, pace of play and to give golfers an open atmosphere to play.
- Hired a golf course architect who is familiar with Wayne Stile's designs and links-style golf courses. Had him evaluate and give recommendations for grooming and renovations so we can develop a maintenance and renovation plan for the golf course.
- Installed a new cart path on the 2nd hole in a different location to make the hole play the way it was originally intended.
- Expanded collars around the greens back to the original size and shapes of the greens.
- Increased width of fairways closer to original sizes and shape.
- Leased a new fleet of golf carts with 10 more carts, increasing the number to 36.
- Purchased four new pieces of golf course equipment to improve conditions, replacing old equipment and made maintenance more efficient.
- Implemented a herbicide program to eliminate crabgrass, dandelions and clover.
- Hosted local tournaments and Junior events, Tom Doyle's 6 week junior clinic and Sterling Rowe's 1st Tee.
- Improved internal golf tournaments including league members and regular players which increased revenue.



FY 2016 Goals & Objectives

- Continue to improve customer service and increase pro shop inventory.
- Continue to make the golf course family-oriented and attract more woman and junior golfers.
- Continue to improve the golf course's relationship with the public.
- Finish the expansion of the tee at the 8th hole.
- Renovate and bring back into play the original 7th tee.
- Improve fairway conditions through a new pesticide and fertilizer program.
- Continue to install new cart paths on holes 1, 4 and 6.
- Continue to improve overall turf conditions.
- Improve aesthetics of the golf course by replacing and/or painting benches, water cooler houses, pins, flags and ball washers.
- Continue to replace old equipment and purchase other equipment to improve course conditions.
- Rebuild the 9th green complex by increasing it back to its original size and shape. Also installing new irrigation and renovating bunkers.
- Paint gates, pump house and maintenance buildings.
- Complete an as built course drawing using 1938 aerial photo and Wayne Stiles plans showing original layout with bunkers and greens complexes.

Outcomes and Performance Measures	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Revenue at Olde Salem Greens	697,131	696,044	720,000	740,000
Season passes sold	177	174	170	170
Rounds played	37,392	36,387	37,000	38,000
Round played daily fee	24,653	25,955	26,000	27,000
Rounds played by season pass holders	10,896	10,432	10,000	10,000

How FY 2016 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

- **Mayor's Goal: Infrastructure and Facilities; Maintain and upgrade ... open spaces.**
- **Golf Course Goal:** *Various course improvements, landscaping and renovations.* The acquiring of new equipment, the upgrading of landscaping and natural features are intended to make golfing at Olde Salem Greens more appealing and enjoyable.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Golf Course-Personnel									
16511	5111	SALARIES-FULL TIME	134,031.63	154,966.00	154,966.00	142,514.41	160,315.00	170,093.00	170,093.00
16511	5118	SEASONAL LABOR	99,380.20	97,610.00	97,610.00	80,337.30	97,610.00	97,610.00	97,610.00
16511	5131	OVERTIME (GENERAL)	2,239.80	2,000.00	2,000.00	1,965.77	2,000.00	2,000.00	2,000.00
Total Golf Course-Personnel			235,651.63	254,576.00	254,576.00	224,817.48	259,925.00	269,703.00	269,703.00
Golf Course-Expenses									
16512	5211	ELECTRICITY	7,565.40	7,500.00	7,500.00	7,390.17	7,500.00	7,500.00	7,500.00
16512	5217	GAS/OIL HEAT	6,403.91	7,500.00	7,500.00	5,771.46	7,500.00	7,500.00	7,500.00
16512	5270	RENTAL & LEASE	19,696.44	33,000.00	33,000.00	30,124.75	33,000.00	33,000.00	33,000.00
16512	5320	CONTRACTED SERVICES	24,360.00	29,400.00	32,900.00	30,539.90	44,980.00	44,980.00	44,980.00
16512	5341	TELEPHONE	3,087.82	3,500.00	3,500.00	3,318.75	3,500.00	3,500.00	3,500.00
16512	5354	IRRIGATION SYSTEM MA	2,900.15	6,000.00	6,000.00	4,234.81	6,000.00	6,000.00	6,000.00
16512	5421	OFFICE SUPPLIES (GEN	2,300.68	3,000.00	3,000.00	2,000.75	3,000.00	3,000.00	3,000.00
16512	5431	BLDG REP/MAINT SUPPL	3,422.79	3,500.00	3,500.00	2,859.61	3,500.00	3,500.00	3,500.00
16512	5461	GROUNDKEEPING SUPPL	35,773.39	22,000.00	22,000.00	20,687.06	27,000.00	27,000.00	27,000.00
16512	5581	SOUVENIRS/MERCHANDISE	13,958.83	16,000.00	16,000.00	14,030.59	16,000.00	16,000.00	16,000.00
16512	5710	IN STATE TRAVEL/MEETINGS	0.00	0.00	0.00	0.00	900.00	900.00	900.00
16512	5730	DUES AND SUB	984.00	1,000.00	1,000.00	325.00	1,000.00	1,000.00	1,000.00
16512	5846	RENOVATION & REPAIRS	11,074.83	9,000.00	39,000.00	8,292.46	9,000.00	9,000.00	9,000.00
16512	5860	EQUIPMENT	94,559.99	12,000.00	75,028.00	73,670.20	12,000.00	12,000.00	12,000.00
Total Golf Course-Expenses			226,088.23	153,400.00	249,928.00	203,245.51	174,880.00	174,880.00	174,880.00
170	651	Department Total	461,739.86	407,976.00	504,504.00	428,062.99	434,805.00	444,583.00	444,583.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
LEVER PAUL	170 GOLF COURSE	16511-5111	GOLF COURSE SUPT	04301983	62,437.12		1.00	1	100%	1,196.11	1,196.11	62,676.35	1,226.02	64,243.26	64,243.26
WOOLLEY WILLIAM	170 GOLF COURSE	16511-5111	FACILITIES MANAGER				0.15	1	15%	986.89	1,019.23	8,011.15	1,044.71	8,211.43	8,211.43

92,528.51	2.00	Total AFSCME 1818				97,638.25		97,638.25	97,638.25
154,965.63	3.15	Total Full Time - 5111				168,325.75		170,092.94	170,092.94
31,850.00	P	91	35 Wks	10.00	10.00	31,850.00	10.00	31,850.00	31,850.00
10,920.00	P	42	26 wks	10.00	10.00	10,920.00	10.00	10,920.00	10,920.00
23,870.00	P	77	31 Wks	10.00	10.00	23,870.00	10.00	23,870.00	23,870.00
20,050.00	P	63		10.00	10.00	20,050.00	10.00	20,050.00	20,050.00
10,920.00	P	42	26 Wks	10.00	10.00	10,920.00	10.00	10,920.00	10,920.00
97,610.00		Total Seasonal - 5118				97,610.00		97,610.00	97,610.00
2,000.00						2,000.00		2,000.00	2,000.00
254,575.63	3.15	Department Total				267,935.75		269,702.94	269,702.94

Full-Time Equivalent Employees:	FY 2014	3.00
	FY 2015	3.00
	FY 2016	3.15
	Variance 15 vs. 16	0.15

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME	Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES				Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4	
												Date	Rate	# Wks Old	New				
GALLAGHER MICHAEL	170 GOLF COURSE	16511-5111	Sr Pesticide/Groundskeeper	4/17/07	47,971.80	1.00	919.00	1.025	941.98	1.025	965.52				100%	50,593.48	50,593.48	50,593.48	
Replace Castonguay	170 GOLF COURSE	16511-5111	Sr Pesticide/Groundskeeper I		44,556.71	1.00	854.54	1.025	875.90	1.025	897.80				100%	47,044.78	47,044.78	47,044.78	
					92,528.51	2.00											97,638.25	97,638.25	97,638.25

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

RECREATION - GOLF COURSE - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16512	5211	ELECTRICITY Golf Course, Willson Street Lights around Rotary and up the Hill, Clubhouse, workshop & Garage	7,500	7,500	7,500
TOTAL			7,500	7,500	7,500
16512	5217	GAS/OIL HEAT Oil for Clubhouse and Garages Gas & Carrier Charges	7,500	7,500	7,500
TOTAL			7,500	7,500	7,500
16512	5270	RENTAL AND LEASE Leasing contract for Golf Carts	33,000	33,000	33,000
TOTAL			33,000	33,000	33,000
16512	5320	CONTRACTED SERVICES Seasonal Cleaning Service Alarm monitoring Golf Manager	6,000 2,000 36,980	6,000 2,000 36,980	6,000 2,000 36,980
Total			44,980	44,980	44,980
16512	5341	TELEPHONE Clubhouse Line, Garage, Pay Phone outside Clubhouse Register, Fax Line, Credit Card Line, Computer Line Long Distance charges	3,200 300	3,200 300	3,200 300
TOTAL			3,500	3,500	3,500
16512	5354	IRRIGATION SYSTEMS MAINTENANCE Toro Irrigation Parts, Conversion Assemblies, Valves,	6,000	6,000	6,000
TOTAL			6,000	6,000	6,000
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 General upkeep for Clubhouse, Workshop, and Garages repaired and maintained	3,500	3,500	3,500
TOTAL			3,500	3,500	3,500
16512	5461	GROUNDSKEEPING SUPPLIES Yearly Pesticide and fertilizer program Goundskeeping Supplies, fertilizer, loam, mulch, chemicals, grass seeds, flowers, trees, etc.	5,000 22,000	5,000 22,000	5,000 22,000
TOTAL			27,000	27,000	27,000
16512	5581	SOUVENIRS/PRO SHOP MERCHANDISE This line is funded through R/Res transfers during the year	16,000	16,000	16,000
TOTAL			16,000	16,000	16,000
16512	5710	IN STATE TRAVEL/MEETINGS Reimbursement of superintendents private vehicle use (average 30 miles per week)	900	900	900
TOTAL			900	900	900
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, vehcile repairs, hardware, tools, locks and garage and clubhouse repairs	9,000	9,000	9,000
TOTAL			9,000	9,000	9,000

FY 2016 DETAILED BUDGET REPORT
EXPENSES

RECREATION - GOLF COURSE - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16512	5860	EQUIPMENT AND PARTS New Equipment needed to maintain the Golf Course in good condition	12,000	12,000	12,000
TOTAL			12,000	12,000	12,000
TOTAL PROPOSED			174,880	174,880	174,880

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 2016

Increased seasonal staffing to add a 19 hours a week employee during the off season for special projects and tour coordination. The newly titled Facilities Manager position within the Recreation Budget is partially funded from the Witch House due to a portion of the facility management being the Witch House.

Recent Accomplishments

- Continued all special programming events from previous years
- Continued to install revolving monthly exhibit changes throughout the museum
- Continued and expanded author events and lectures
- Increased networking and shared programming with other Salem museums, attractions, historic houses and sites
- Had entire house conditioned assessed
- Entire house exterior stained
- Ductwork updated and covered appropriately
- Window frames stained to improve
- Increased visitation and revenue

FY 2016 Goals & Objectives

- Maintain and expand monthly exhibit changes, programming, events and programming
- Continue to create and strengthen connections with PEM, House of Seven Gables, Phillips House through shared research, events and printed materials



- Develop a unified presence for all municipal 17th century sites, a heritage alliance, by advertising our mobile map walking tour on brochures and rack cards to be shared at the NPS Visitor Center
- Repair, reprint iconic Witch House sign
- Maintain year round schedule

Outcomes and Performance Measures	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
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Revenue at Witch House	236,627	272,233	225,000	225,000
Attendance	27,682	31,240	26,800	26,800
Erie events attendance	1,050	927	925	925

**Performances were restructured to mitigate impact on the house and staff. Fewer show times were available for this year, with approximately the same earning potential.*

How FY 2016 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

- **Mayor's Goal: Travel and Tourism; Continue to improve upon management of Haunted Happenings and other community events.**

Witch House Goal: *Maintain, expand and enhance exhibit changes and programming.* Ongoing evaluation and revision of existing programs and activities are designed to expand appeal. New programs and activities are created with an eye toward attracting more guests and engaging a broader range of community members.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Witch House-Personnel									
16521	5111	SALARIES-FULL TIME	0.00	39,328.00	39,328.00	0.00	39,479.00	48,677.00	48,677.00
16521	5118	SEASONAL LABOR	84,956.46	49,234.00	49,234.00	76,591.09	53,623.00	53,623.00	53,623.00
Total Witch House-Personnel			84,956.46	88,562.00	88,562.00	76,591.09	93,102.00	102,300.00	102,300.00
Witch House-Expenses									
16522	5211	ELECTRICITY	1,848.26	4,000.00	4,000.00	2,736.02	4,000.00	4,000.00	4,000.00
16522	5215	NATURAL GAS	1,360.85	1,500.00	2,200.00	1,530.74	1,500.00	1,500.00	1,500.00
16522	5241	BUILDING MAINTENANCE	1,121.82	4,000.00	4,000.00	3,102.19	4,000.00	4,000.00	4,000.00
16522	5306	ADVERTISING	7,490.00	8,500.00	8,500.00	8,288.00	8,500.00	8,500.00	8,500.00
16522	5320	CONTRACTED SERVICES	12,913.00	16,380.00	15,680.00	12,032.00	16,380.00	16,380.00	16,380.00
16522	5341	TELEPHONE	1,340.39	2,000.00	2,000.00	1,798.12	2,000.00	2,000.00	2,000.00
16522	5381	PRINTING AND BINDING	1,168.00	3,400.00	3,400.00	0.00	3,400.00	3,400.00	3,400.00
16522	5421	OFFICE SUPPLIES (GEN	7,507.65	11,500.00	11,500.00	6,467.50	11,500.00	11,500.00	11,500.00
16522	5581	SOUVENIRS	9,573.52	15,500.00	15,500.00	10,163.44	15,500.00	15,500.00	15,500.00
Total Witch House-Expenses			44,323.49	66,780.00	66,780.00	46,118.01	66,780.00	66,780.00	66,780.00
170	652	Department Total	129,279.95	155,342.00	155,342.00	122,709.10	159,882.00	169,080.00	169,080.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
PETERSON	ELIZABETH	170 WITCH HOUSE	16521-5111 WITCH HOUSE MANAGER				1.00	1	100%	753.41	753.41	39,478.46	772.24	40,465.42	40,465.42
WOOLLEY	WILLIAM	170 WITCH HOUSE	16521-5111 FACILITIES MANAGER		30,909.41		0.15	1	15%	986.89	1,019.23	8,011.15	1,044.71	8,211.43	8,211.43
					39,327.78		1.15	Total Full Time - 5111				47,489.61		48,676.85	48,676.85
		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	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	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	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	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
New		170 WITCH HOUSE	16521-5118 Special Projects - Off Season			P		21	19	11.00		4,389.00		4,389.00	4,389.00
					49,234.00			Total Seasonal - 5118				53,623.00		53,623.00	53,623.00
					88,561.78		1.15	Department Total				101,112.61		102,299.85	102,299.85

Full-Time Equivalent Employees:	FY 2014	1.00
	FY 2015	1.00
	FY 2016	1.15
	Variance 15 vs. 16	0.15

FY 2016 DETAILED BUDGET REPORT
EXPENSES

RECREATION - WITCH HOUSE 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16522	5211	ELECTRICITY Mass Electric and alarms	4,000	4,000	4,000
TOTAL			4,000	4,000	4,000
16522	5215	NATURAL GAS All Energy - Gas supplier	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
16522	5241	BUILDING MAINTENANCE General building maintenance and supplies	4,000	4,000	4,000
TOTAL			4,000	4,000	4,000
16522	5306	ADVERTISING Advertising in Visitor Guide Advertising in Trolley Advertising Maps, North of Boston County Newspapers for Haunted Happenings & Heritage Days	8,500	8,500	8,500
TOTAL			8,500	8,500	8,500
16522	5320	CONTRACTED SERVICES Haunted City Programs Actors, Specialists, All Participants Supplies & Costumes needed for Haunted City Program	15,380	15,380	15,380
TOTAL			1,000 16,380	1,000 16,380	1,000 16,380
16522	5341	TELEPHONE Long Distance Service, Charge card Line, Fax & Computer	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
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 office supplies as needed Financial Software for recording cash receipts - Rec/Golf/WI/WH	9,000 2,500	9,000 2,500	9,000 2,500
TOTAL			11,500	11,500	11,500
16522	5581	SOUVENIRS Gift shop inventory for resale	15,500	15,500	15,500
TOTAL			15,500	15,500	15,500
TOTAL PROPOSED			66,780	66,780	66,780

Recreation – Pioneer Village

Mission Statement – Why We Exist

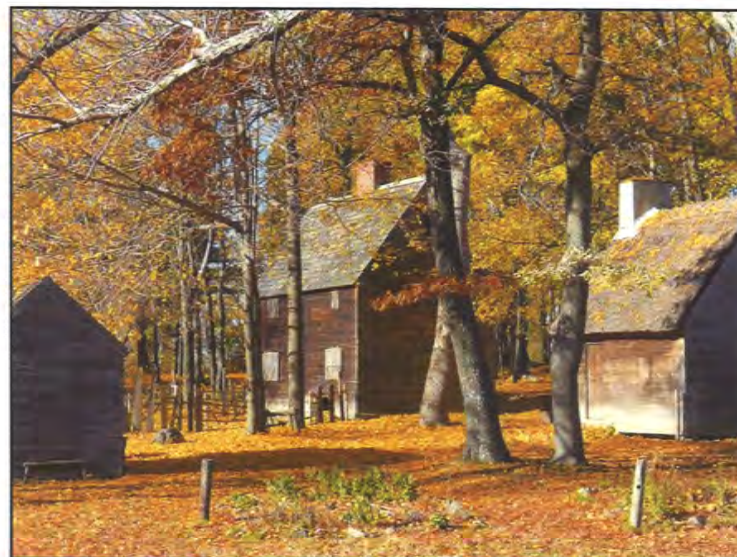
Pioneer Village was created to commemorate the 1630 arrival of the Winthrop Fleet to Salem's shores. We are committed to the maintenance, preservation and continued public accessibility of the site. Through tours, events and programming, we will ensure the accurate and relevant educational interpretation of our earliest colonial history.

Significant Budget & Staffing Changes for FY 2016

No significant changes for 2016

Recent Accomplishments

- Continued to conduct public tours and host school groups for our first official season
- Enlisted e marketing solutions to drive customers to our museum. [Groupon, Living Social]
- Researched and expanded our educational offerings
- Continued to clean, repair and maintain structures
- Continued to clean and maintain grounds
- Continued to repair wooden fence planks, cover exposed metal fencing with historically appropriate reed fencing.
- Planted climbing plants at base of river reed installments to encourage natural growth as a natural vandalism deterrent.
- Added stone to worn pathways
- Successfully produced complete evening theater events for Haunted Happenings
- Installed new sign on front gate
- Began major repairs on gift shop cottage
- Appeared in National Park Service magazine Repaired thatch on English Wigwam



FY 2016 Goals & Objectives

- Continue fence improvement until all metal fence is no longer visible
- Repair cracked chimney on Cottage #2



- Develop more classes and festivals to rally attention and donations to our site. Shakespeare, Mead and Ale, Folk Art etc., Native American
- Install cameras and alarm to increase security
- Maintain and increase production of period herb gardens
- Explore introduction of colonial livestock breeds
- Reintroduce endangered and indigenous plant breeds
- Access and share original film produced at Pioneer Village
- Create an information book about Pioneer Village
- Create filmed cooking and colonial art episodes to be shared on SATV and PBS.

Outcomes and Performance Measures	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Revenue at Pioneer Village	na	14,405	20,000	21,000
Attendance	na	1,537	2,000	2,150

How FY 2016 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

- **Mayor's Goal: Cultural; Continue to improve upon management of Haunted Happenings and other community events.**
Pioneer Village Goal: *Develop more classes and festivals to rally attention and donations. Make various improvements to grounds and features, while enhancing publicity.* Goals for Pioneer Village, including new program initiative, are intended to increase its profile as an educational, cultural and tourist destination. Changes and improvements will make the site more historically authentic and will present a more worthwhile experience to students and visitors.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Pioneer Village-Expenses									
16532	5211	ELECTRICITY	0.00	1,000.00	1,000.00	94.11	1,000.00	1,000.00	1,000.00
16532	5241	BUILDING MAINTENANCE	0.00	5,000.00	5,000.00	433.78	5,000.00	5,000.00	5,000.00
16532	5306	ADVERTISING	0.00	3,000.00	3,000.00	493.90	3,000.00	3,000.00	3,000.00
16532	5320	CONTRACTED SERVICES	0.00	7,900.00	7,900.00	7,188.52	7,900.00	7,900.00	7,900.00
16532	5381	PRINTING AND BINDING	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
Total Pioneer Village-Expenses			0.00	18,900.00	18,900.00	8,210.31	18,900.00	18,900.00	18,900.00
170	653	Department Total	0.00	18,900.00	18,900.00	8,210.31	18,900.00	18,900.00	18,900.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

RECREATION - Pioneer Village 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16532	5211	ELECTRICITY Mass Electric	1,000	1,000	1,000
TOTAL			1,000	1,000	1,000
16532	5241	BUILDING MAINTENANCE Chimney, Wigwam, Floor	5,000	5,000	5,000
TOTAL			5,000	5,000	5,000
16532	5306	ADVERTISING County Newspapers for Haunted Happenings & Heritage Days Advertising in Trolley	3,000	3,000	3,000
TOTAL			3,000	3,000	3,000
16532	5320	CONTRACTED SERVICES Tour Guides Salem Trolley	5,500 2,400	5,500 2,400	5,500 2,400
TOTAL			7,900	7,900	7,900
16532	5381	PRINTING & BINDING Haunted City Flyers, Brochures, Posters, admittance tickets, program flyers	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
TOTAL PROPOSED			18,900	18,900	18,900

Recreation – Winter Island

Mission Statement – Why We Exist

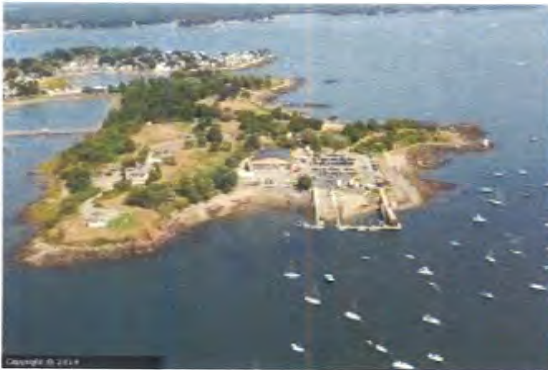
Provide quality recreation services at Winter Island Park, offering a diverse range of maritime activities at competitive prices, while maintaining economic self-sufficiency and compatibility with community standards and expectations.

Significant Budget & Staffing Changes FY 2016

No significant changes for 2016

Recent Accomplishments

- Successful arts-in-education theatre program for children and teens.
- Successful community sailing program for children and adults.
- Sold a total of 1,175 City of Salem parking stickers
- Sold 283 Salem Trolley tickets to Winter Island Park campground guests between the months of July-October 2014.
- Hosted 83 Function Hall events, 48 Pavilion events, and 25 Camp Naumkeag events between the months of January-December 2014.
- Continued good relationships with the Salem Cub Scout packs and Salem Boy Scout troops as they completed community service projects at Winter Island Park.
- Renovated and installed two park benches in the ladies bath house.
- Painted equipment storage area building.
- WiFi access is now available throughout Winter Island Park, including areas used for RV and tent camping.
- Completed enhancements to existing surveillance cameras and added two new wireless surveillance cameras.
- Replaced the Function Hall roof, gutters and downspouts.
- Replaced STOP sign at entrance and the YIELD sign at the exit.
- Installed two new 10 MPH speed limit signs.
- Purchased 9 new pedestal grills and installed throughout Winter Island Park.
- Removed obsolete wooden patio, including concrete foundation, from outside the Office/Store and replaced with pavement.
- Repaired and painted the patio decks located at the RV sites next to the aircraft hanger.



FY 2016 Goals & Objectives

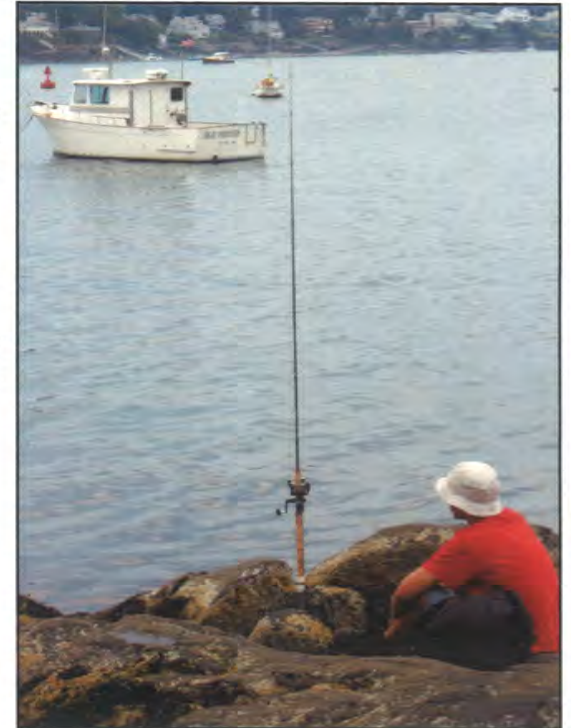


- Continue established relationships with Rebel Shakespeare Company and Sail Salem.
- Continue established relationships with Salem Cub Scout packs and Salem Boy Scout troops as they prepare for future community service projects at Winter Island Park.
- Continue to expand merchandise offerings in camp store.
- Install a park bench for the men's bath house.
- Paint exterior walls of Winter Island Park Office/Store.
- Remove existing concrete deck and railing around the Function Hall and replace with a new deck and railing.
- Paint the front door of the aircraft hanger.
- Work with Massachusetts Office of Fishing and Boating Access to have white lines for designated boat trailer parking repainted and new signs installed as necessary.
- Install new flooring in the Function Hall.
- Purchase new utility trailer for John Deere Gator.
- Apply stain/wood preservative to the interior ceiling of the Pavilion.
- Invasive clean-up and survey work planned in the early spring (March and April 2015).
- Complete first of two phases for electrical enhancements to the RV Field.
- Winter Island Scenic Trail. FY14 Project Awarded CPA Funds
- Fort Pickering Phase Rehabilitation. FY14 Project Awarded CPA Funds
- Create a trail including informational signs and planting of some native greenery. (PARC grant)
- Purchase two new round tables for the Function Hall.
- Purchase two new racks for folding chairs.
- Purchase 100 new folding chairs to be used for events held at the Pavilion.
- Paint the walls and floors of Men's and Women's bath house.
- Install new partitions between the two showers in both the Men's and Women's shower rooms.

Outcomes and Performance Measures	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Revenue at Winter Island	259,087	269,127	274,000	279,000
Rentals	153	156	160	160

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- **Mayor's Goal: Recreation; Implement the Winter Island Master Plan as part of maintaining and upgrading the City's infrastructure, including parks.**
Winter Island Goal: *"Continue implementation of the Winter Island Master Plan by upgrading the walking trail around Winter Island and begin restoration process of deteriorating Fort Pickering."* With the Master Plan as a guide, the Parks, Recreation & Community Services Department will pursue projects designed to improve the facilities and, in turn, enhance guests' experience at Winter Island.
- **Mayor's Goal: Infrastructure and Facilities; Maintain and upgrade City roads, sidewalks and open spaces. Improve overall cleanliness of streets, parks and public areas.**
Winter Island Goal: *Various repairs and renovations, as listed above.* Numerous projects will be undertaken to upgrade specific facilities at Winter Island Park. Repairs and renovations will include both cosmetic changes that will enhance the general appearance of the park, as well as essential structural improvements that will serve to ensure guests' safety and enjoyment.
- **Mayor's Goal: General Government; Look for ways to deliver City services more effectively and efficiently through the use of technology.**
Winter Island Goal: *"Continue to work with City of Salem Information Technology Department toward improving existing WiFi access at Winter Island to make it available to patrons camping throughout the park and not just outside the office/store."*



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Winter Island-Personnel									
16991	5111	SALARIES-FULL TIME	47,016.98	53,201.00	53,201.00	49,721.14	53,406.00	54,741.00	54,741.00
16991	5118	SEASONAL LABOR	76,454.90	82,320.00	82,320.00	68,162.10	82,320.00	82,320.00	82,320.00
Total Winter Island-Personnel			123,471.88	135,521.00	135,521.00	117,883.24	135,726.00	137,061.00	137,061.00
Winter Island-Expenses									
16992	5211	ELECTRICITY	16,070.99	15,000.00	14,500.00	14,152.09	15,000.00	15,000.00	15,000.00
16992	5217	GAS/OIL HEAT	9,247.15	8,000.00	8,000.00	7,972.17	8,000.00	8,000.00	8,000.00
16992	5249	GROUND MAINTENANCE	4,385.62	5,000.00	5,000.00	1,647.51	10,000.00	5,000.00	5,000.00
16992	5306	ADVERTISING	0.00	500.00	500.00	0.00	500.00	500.00	500.00
16992	5341	TELEPHONE	2,000.00	2,000.00	2,500.00	2,176.31	2,000.00	2,000.00	2,000.00
16992	5421	OFFICE SUPPLIES (GEN	2,483.61	3,000.00	3,000.00	2,178.23	3,000.00	3,000.00	3,000.00
16992	5440	STORE INVENTORY	4,604.05	5,000.00	5,000.00	2,030.60	0.00	0.00	0.00
16992	5846	RENOVATION & REPAIRS	5,005.92	7,700.00	7,700.00	2,859.13	7,700.00	5,000.00	5,000.00
16992	5860	EQUIPMENT	2,456.44	5,800.00	5,800.00	5,015.17	5,800.00	5,800.00	5,800.00
Total Winter Island-Expenses			46,253.78	52,000.00	52,000.00	38,031.21	52,000.00	44,300.00	44,300.00
170	699	Department Total	169,725.66	187,521.00	187,521.00	155,914.45	187,726.00	181,361.00	181,361.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Propsed FY 2016 52.4	Council Voted FY 2016
GILBERT DAVID	170 WINTER ISLAND	16991-5111	MANAGER	3/14/11	53,201.20	P	1.00		100%	1,019.18	1,019.18	53,405.03	1,044.66	54,740.16	54,740.16

53,201.20	1.00	Total Full Time - 5111	53,405.03	54,740.16	54,740.16
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170 WINTER ISLAND	16991-5118	CASHIER-OPEN SEASON
170 WINTER ISLAND	16991-5118	GATEKEEPERS
170 WINTER ISLAND	16991-5118	LABORER
170 WINTER ISLAND	16991-5118	OFFICE/STORE
170 WINTER ISLAND	16991-5118	Functions/Facilities

Hours Weeks									
10,980.00	P	35	33	9.50	9.50	10,980.00	9.50	10,980.00	10,980.00
25,764.00	P	113	24	9.50	9.50	25,764.00	9.50	25,764.00	25,764.00
27,396.00	P	107	27	9.50	9.50	27,396.00	9.50	27,396.00	27,396.00
12,480.00	P	40	24	13.00	13.00	12,480.00	13.00	12,480.00	12,480.00
5,700.00	P	25	24	9.50	9.50	5,700.00	9.50	5,700.00	5,700.00
82,320.00		Total Seasonal- 5118				82,320.00		82,320.00	82,320.00

135,521.20	1.00	Department Total	135,725.03	137,060.16	137,060.16
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Full-Time Equivalent Employees:	FY 2014	1.00
	FY 2015	1.00
	FY 2016	1.00
	Variance 15 vs. 16	0.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

RECREATION - WINTER ISLAND - 170

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16992	5211	ELECTRICITY Winter Island Road Lights, Office, Function Hall, Camp Store, All Camp Sites, Park Lights, 10 Accounts	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
16992	5217	GAS/OIL HEAT Propane Gas for all Camp Sites	8,000	8,000	8,000
TOTAL			8,000	8,000	8,000
16992	5249	GROUND MAINTENANCE Supplies and Equipment for Ground work, Hardware The Shed Portable Restroom Custodial Supplies, Paper Goods Exterminators Services	5,000 1,000 3,000 1,000	5,000 1,000 3,000 1,000 (5,000)	5,000 1,000 3,000 1,000 (5,000)
TOTAL			10,000	5,000	5,000
16992	5306	ADVERTISING Salem Maps, Salem Tourism & Cultural Advertising	500	500	500
TOTAL			500	500	500
16992	5341	TELEPHONE AT&T, Verizon Long Distance , Cove Communications & Credit Card Line	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
16992	5421	OFFICE SUPPLIES General Office Supplies as needed 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 - Now use revolving fund	-	-	-
TOTAL			-	-	-
16992	5846	RENOVATIONS AND REPAIRS Repairs to Equipment, Buildings, Camp Sites, Function Hall, Office, Hangar, etc... Upkeep of all Buildings, motor vehicle repair	7,700	5,000	5,000
TOTAL			7,700	5,000	5,000
16992	5860	EQUIPMENT Equipment needed for Groundskeeping & upkeep of all Camp Sites and Park	5,800	5,800	5,800
TOTAL			5,800	5,800	5,800
TOTAL PROPOSED			52,000	44,300	44,300

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 2016

Reorganized the department for better integration between the Council on Aging and Parks and Recreation. Transitioned the Nutrition Volunteer Coordinator position to a Recreation Assistant. Transitioned the Part Time Receptionist position to a part time Nutrition Scheduler. Created a new Full Time Receptionist position for our front desk operations. We are requesting to add a part time driver to allow us to extend hours of service and add weekend and evening services.

Recent Accomplishments

- More than 1000 seniors participated in over 100 programs, activities, classes and events offered with approximately 1,500 opportunities for recreation and socialization. Programs include Enhanced Fitness line dancing, Zumba, Pilates, Chair Yoga and Walking Club, Wellness and Hearing Clinics, Message Therapy and Meditation.
- Local and out of town trips to Savannah, Georgia, the Newport Mansions and shopping in New York City.
- Presentations made throughout the year, including: *Keeping Your Mind Sharp*, *Estate Planning*, *5 Wishes*.
- In partnership with Catholic Charities, English as a Second Language classes to approximately 15 Spanish speaking seniors.
- A flu clinic accommodated more than 100 citizens
- 30,000+ meals were provided to seniors. On average 25 seniors join us each day at the center for a hot meal and more than 120 meals are delivered to homebound seniors.





- More than 1,000 seniors received counseling and support services on a variety of issues including health benefits and health care, Medicare and housing.
- \$13,000 in grants/other funds to assist senior citizens with prescription costs and home furnishing such as mattresses, stoves, air conditioners, etc.
- Salem's Triad program (partnering senior citizens, law enforcement and the COA) continued to administer the following personal safety programs: Seniors and Law Enforcement Together (SALT), the File of Life, Yellow Dot, LifeSaver and Emergency Grab-and-Go Bags.
- The COA transportation service provided more than 300 senior and disabled citizens approximately 15,000 point-to-point rides to medical offices, as well as to stores, salons, the Public Library, government offices, the Senior Center and other local destinations.
- Partnered with the National Senior Network to provide seniors with an opportunity to rebuild their employment history, learn new skills and receive valuable coaching.

- The Council on Aging Board remained vital in supporting the COA administration.
- The Senior Volunteer Property Tax Work-Off Program continued to allow senior citizen volunteers to earn \$750 property tax abatements by logging 94 hours of volunteer time for a City department. The maximum allowable 25 seniors took advantage of the opportunity during FY 2015.
- All COA-specific state and federal grants were successfully renewed and secured. We began working with Jewish Children and Family Services in Waltham to conduct a needs assessment, and received a grant from the Massachusetts Council on Aging to conduct a study on transportation needs for seniors in Salem. The Massachusetts Area Planning Council and Mass in Motion will be partnering with the Senior Center in the transportation study.

FY 2016 Goals & Objectives

- Identify new programming needs for Community Life Center in 2016, begin preliminary planning stages.
- Improve program outcomes by conducting pre and post-tests to measure level of responsiveness and accessibility
- Offer intergenerational programs
- Increase number of afternoon and evening programming
- Seek new partnerships (YMCA) to provide programs throughout the community.
- Continue to offer new programming based on results from needs assessment and focus groups.
- Recruit a minimum of 300 new members between July 2015 to June 2016, through use of social media to targeted populations (limited English speaking, baby boomers, LGBT, etc.)
- Improve customer service

- Conduct an aggressive effort to increase the number of documented email addresses from 538 currently in the system to 672 identified email addresses (a 25% increase).

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Total number of senior citizens served through COA (unduplicated)	1,852	2,068	2,100	2,200
Congregate Meals (duplicated)	5,564	5,586	6,125	6,200
Meals on wheels (duplicated)	28,084	29,000	30,000	30,000
Social Services (unduplicated)	1,052	1,162	1,200	1,250
Tax work-off participants (25 maximum allowed)	25	25	25	25
Transportation Van rides, point-to-point	12,735	13,593	14,000	15,000
Volunteers	55	48	55	65

Figures are more accurate result for numbers served based on improvement in data collection.

How FY 2016 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

- **Mayor's Goal: Continue planning for and construction of Mayor Jean Levesque Community Life Center**
- **COA Goal:** The COA board will provide input and feedback in the development of the internal structure. Through ongoing needs assessments, surveys and focus groups, the COA will identify new programming needs for the new facility, and will work closely with city planners in identifying needed internal structure (examples: a functioning kitchen, an art room, an exercise room are possible ideas) .
- **Mayor's Goal: General Government: To maintain a high level of responsiveness and accessibility to City Departments and employees.**
- **COA Goal:** To conduct pre and post-tests with seniors to measure level of responsiveness and accessibility. Pre-test surveys will be conducted in July/August of 2015 and post-test surveys will be conducted in June/July of 2016. In addition, COA will conduct a number of focus groups with targeted populations (baby boomers, non-English speakers, general population, by age category 60 to 70, 70-80, etc. to better understand the needs of each group). Customer Service staff training will be provided throughout the year to continue to improve responsiveness and accessibility.
- **Mayor's Goal: Look for ways to deliver City services more efficiently and effectively through use of technology.**
- **COA Goal:** Improve and increase use of social media to both target baby boomers and to recruit older seniors to join the Jean Levesque Community Life Center. Conduct an aggressive effort to identify email addresses for current seniors increasing the number of documented email addresses from 538 currently in the system to 672 identified email addresses (25% increase). Continued use of Facebook and other social media to target both seniors and the public in general will be a focus. Use of SATV to announce programming will continue. Monthly updating of the website.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Council On Aging-Personnel									
15411	5111	SALARIES-FULL TIME	248,560.58	285,002.00	278,074.62	262,371.00	276,745.00	301,807.00	301,807.00
15411	5113	SALARIES-PART TIME	33,513.74	33,217.00	40,144.38	31,340.91	44,457.00	24,084.00	24,084.00
15411	5131	OVERTIME (GENERAL)	0.00	500.00	500.00	0.00	500.00	500.00	500.00
Total Council On Aging-Personnel			282,074.32	318,719.00	318,719.00	293,711.91	321,702.00	326,391.00	326,391.00
Council On Aging-Expenses									
15412	5320	CONTRACTED SERVICES	1,187.22	1,200.00	0.00	0.00	500.00	500.00	500.00
15412	5341	TELEPHONE	1,000.00	1,000.00	1,000.00	946.35	1,100.00	1,100.00	1,100.00
15412	5351	RECREATIONAL ACTIVIT	3,846.32	4,000.00	4,000.00	3,548.73	4,000.00	4,000.00	4,000.00
15412	5381	PRINTING AND BINDING	482.00	500.00	1,700.00	938.28	1,100.00	1,100.00	1,100.00
15412	5421	OFFICE SUPPLIES (GEN	3,442.84	3,600.00	3,600.00	2,221.30	3,600.00	3,600.00	3,600.00
15412	5431	BLDG REP/MAINT SUPPL	12,618.46	18,000.00	18,000.00	10,046.54	18,000.00	18,000.00	18,000.00
15412	5483	VEHICLE PRTS & ACCES	4,383.95	5,000.00	5,000.00	3,884.83	5,000.00	5,000.00	5,000.00
15412	5491	FOOD	992.50	1,000.00	1,000.00	652.62	1,000.00	1,000.00	1,000.00
15412	5710	IN STATE TRAVEL/MEETINGS	1,708.74	2,500.00	2,500.00	1,805.62	2,500.00	2,000.00	2,000.00
15412	5730	DUES AND SUB	984.27	1,500.00	1,500.00	1,334.12	1,500.00	1,500.00	1,500.00
Total Council On Aging-Expenses			30,646.30	38,300.00	38,300.00	25,378.39	38,300.00	37,800.00	37,800.00
060	541	Department Total	312,720.62	357,019.00	357,019.00	319,090.30	360,002.00	364,191.00	364,191.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
BARRETT LYNNE	060 COUNCIL ON AGING	15411-5111	OUTREACH SOCIAL WORKER	03051993	19,556.57		0.42	42	42%	892.02	892.02	19,631.50	914.32	20,122.29	20,122.29
DONAHUE ROSANNA	060 COUNCIL ON AGING	15411-5111	ACTIVITIES COORDINATOR	8/19/14	24,354.14		0.92	1	92%	622.07	622.07	29,988.75	637.62	30,738.47	30,738.47
FELTON SHARON	060 COUNCIL ON AGING	15411-5111	SOCIAL SERVICE COORDINATOR	12181995	46,885.90		1.00	1	100%	898.20	898.20	47,065.54	920.65	48,242.17	48,242.17
FOTEINI VENTOURIS	060 COUNCIL ON AGING	15411-5111	ACTIVITIES COORDINATOR	8/29/12	32,472.18		0.00	1	0%	-	-	-	-	-	-
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
SOUCY-GEORGI SANDRA	060 COUNCIL ON AGING	15411-5111	VOL COORD/Nutrition	11/21/03	27,410.72		0.00	1	0%	709.61	-	-	-	-	-
WOOLLEY WILLIAM	060 COUNCIL ON AGING	15411-5111	ASST DIR REC & COMM SER	8/4/2006	20,606.27		0.00	1	0%	986.89	-	-	-	-	-
VELAZQUEZ ROSALIA	060 COUNCIL ON AGING	15411-5111	COA Director	3/1/2014	66,881.25		1.00	1	100%	1,281.25	1,281.25	67,137.50	1,313.28	68,815.94	68,815.94
NORTON FREDERIC JR.	060 COUNCIL ON AGING	15411-5111	TRANSPORTATION COORD	10/1/14	-		0.80	1	80%	548.88	548.88	23,009.05	562.60	23,584.28	23,584.28
Replace Duffy	060 COUNCIL ON AGING	15411-5111	PROGRAM MANAGER				0.67	1	67%	1,019.23	1,019.23	35,783.13	1,019.23	35,783.13	35,783.13
O'SHEA ANNIE	060 COUNCIL ON AGING	15411-5111	RECEPTIONIST				0.89	1	89%	495.90	560.00	26,116.16	560.00	26,116.16	26,116.16
					45,934.13		1.00			Total AFSCME 1818		47,503.80		47,503.80	47,503.80
					285,001.16		6.70	Total Full Time - 5111				297,135.42		301,806.23	301,806.23
GUERREO JORGE	060 COUNCIL ON AGING	15411-5113	P/T VAN DRIVER		13,164.91	P		19		11.00	11.00	10,951.60	11.28	11,225.39	11,225.39
HINCMAN RAYMOND	060 COUNCIL ON AGING	15411-5113	P/T VAN DRIVER		8,645.87	P		19		12.60	12.60	12,544.56	12.92	12,858.17	12,858.17
New	060 COUNCIL ON AGING	15411-5113	P/T VAN DRIVER			P		16.5		11.00	11.00	9,510.60	-	-	-
SILVA ALISSA	060 COUNCIL ON AGING	15411-5113	PT RECEPTIONIST		11,406.20	P		19		11.50	11.50	11,449.90	-	-	-
					33,216.97			Total Part Time - 5113				44,456.66		24,083.56	24,083.56
060 COUNCIL ON AGING 15411-5131 OVERTIME					500.00							500.00		500.00	500.00
					318,718.14		6.70	Department Total				342,092.08		326,389.80	326,389.80

Full-Time Equivalent Employees:	FY 2014	6.90
	FY 2015	6.41
	FY 2016	6.70
	Variance 15 vs. 16	0.29

COA OTHER EMPLOYEES COMBINED SALARIES BUDGET & GRANTS

										Rate	Total
NEW		COA Budget	15411-5111	P/T VAN DRIVER	PT	0.00	16.5	100%		11.00	9,510.60
BELL ROBERT		Title 3B	2575	P/T VAN DRIVER	PT	0.00	19	100%		11.00	10,951.60
TACHUK JOHN		CDBG	2461	VAN DRIVER	PT	0.00	19	100%		11.00	10,951.60
HINCMAN RAYMOND		COA BUDGET	15411-5113	VAN DRIVER	PT	0.00	19	100%		12.60	12,544.56
OSHEA ANNE		State Formula	2460	PT RECEPTIONIST	PT	0.00	19	100%		-	-
NEW		Title 3C	2576	PT Nutrition Scheduler	PT	0.00	19	100%		16.50	16,427.40
GUERREO JORGE		Title 3B	2575	PT Van Driver	PT	0.00	19	0%		11.00	-
		COA Budget	15411-5113		PT	0.00	19	100%		11.00	10,951.60
TURNBALL MICHAEL		State Formula	2460	PT Van Driver	PT	0.00	19	100%		11.00	10,951.60
		Title 3B	2575		PT	0.00		0%		11.00	-

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
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COA OTHER EMPLOYEES COMBINED SALARIES BUDGET & GRANTS

										Rate	Total
BARRETT	LYNNE	State Formula	2460	PT SOCIAL WORKER				0.58	58%	914.32	27,787.92
		COA Budget	15411-5111					0.42	42%	914.32	20,122.29
DONAHUE	ROSANNA	COA Budget	15411-5111	ACTIVITIES COORD				0.92	92%	637.62	30,738.47
		State Formula	2460					0.08	8%	622.07	2,607.72
FELTON	SHARON	COA Budget	15411-5111	SOCIAL SERV COORD				1.00	100%	920.65	48,242.17
GRIMES	JACKIE	COA Budget	15411-5111	PRINCIPAL CLERK				1.00	100%	906.56	47,503.80
VELAZQUEZ	ROSALIA	COA Budget	15411-5111	COA DIRECTOR				1.00	100%	1,313.28	68,815.94
OSHEA	ANNE	COA Budget	15411-5111	RECEPTIONIST				0.89	89%	560.00	26,116.16
		Rec Budget	16501-5111					0.11	11%	560.00	3,227.84
NORTON	FREDERIC	Title 3B	2575	Trans Coordinator				0.20	5%	548.88	1,438.07
		CDBG	2461					0.20	15%	548.88	4,314.20
		COA Budget	15411-5111					0.80	80%	548.88	23,009.05
Replace Duffy		COA Budget	15411-5111	PROGRAM MANAGER				0.67	67%	1,019.23	35,783.13
		Rec Budget	16501-5111					0.33	33%	1,019.23	17,624.53

TOTAL	8.20	439,620.23
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Full-Time Equivalent Employees:	FY 2014	7.00
(All COA GF Budget & Grants)	FY 2015	7.95
	FY 2016	8.20
Variance 15 vs. 16		0.25

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME	Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4
												Date	Rate	# Wks Old	New				
GRIMES	JACQUELYN 060 COUNCIL ON AGING	15411-5111	PRIN ACCT CLK III	07071997	45,934.13	1.00	879.96	1.015	893.16	1.015	906.56					100%	47,503.80	47,503.80	47,503.80
					45,934.13	1.00													
					45,934.13	1.00													

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

COUNCIL ON AGING - 060

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
15412	5320	Contracted Services Service contract with New England Copier Service.	500	500	500
TOTAL		Service contract on copier for 1 year or up to 66,000 copies this includes all labor, parts, drum, webs and iol rollers	500	500	500
15412	5341	Telephone 744-0924, 744-0925, 744-0929, 745-0409 - regular lines	1,100	1,100	1,100
TOTAL		744-0929 & 744-0924 Long Distance - per month x 12 months	1,100	1,100	1,100
15412	5351	Recreational Activities Guest Lectures, Musical programs, Holiday Bazaar, Cookbook	2,500	2,500	2,500
TOTAL		Recreational activities for Salem Seniors	1,500	1,500	1,500
15412	5381	Printing & Binding Stationary and envelopes	300	300	300
TOTAL		Printing of flyers for major events and brochures as needed	800	800	800
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
TOTAL		monthly service charge for elevator, repairs to elevator, yearly certification	15,000	15,000	15,000
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
TOTAL		volunteer appreciation celebration	750	750	750
15412	5713	In State Travel/Meetings NSDCOA and conferencecoord, (2)social workers and Head of COA	1,200	1,000	1,000
TOTAL		MCOA fall conference -coord, (2)social workers and Head of COA	1,300	1,000	1,000
15412	5730	Dues and Subscriptions annual membership for MCOA	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
TOTAL PROPOSED			38,300	37,800	37,800

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 2016

The Library's FY16 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 (\$50,316 in FY14). 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 significant staffing level changes.

Recent Accomplishments

- Continued to have the highest circulation of the libraries in the NOBLE (North of Boston Library Exchange) network.
- Expanded adult programming to include genealogy, Ancestry.com, Facebook, iOS, Android, E-Readers and G-Mail.
- Purchased six laptops for use with adult programming.
- Replaced aging microfilm printers.
- Continued outsourced rebinding and digitization project of books from Salem Room collection.
- Added in-house scanning station for additional digitization of historic Salem collection by staff.
- Increased Young Adult programming including author visits and first very successful "After Hours" program.
- Increased Children's programming on weekends to be more accessible for patron's various schedules.
- Continued Library's support of education and literacy with regular story times, school visits, partnering with PEM and the CFCE for "Count Down to Kindergarten" program and creating Homeschooler Lunch program where homeschool families meet at the Library and use its resources.
- Began collaboration with Bentley School to incorporate Library outreach for grades 3-5.
- Hosted Community Read author event in cooperation with the Salem Partnership.
- Continued work on space management by reorganization of music collection with installation of additional shelving for CDs.
- Evaluated and updated serials collection to better meet the needs of patrons using input from patron survey.
- Added New England Aquarium to the Library's museum pass program.



- Installed granite retaining wall and curbing on Library walkway.
- Applied for and awarded CPA grant for replacement of rear roof.

FY 2016 Goals & Objectives

- Purchase additional staff computers to continue gradual replacement plan and migrate older to PCs for public catalog use.
- Install “Print Only” station for public PCs in Reference Department.



- Replace older color printers.
- Upgrade PC Reservation system.
- Refine and increase number of adult programs with emphasis on technology classes.
- Maintain emphasis on excellent customer service.
- Create virtual “Salem Room” for online access to Library’s special collections.
- Explore options for increasing number of public PCs with internet connection.
- Increase number of low vision accessible PCs.
- Continue rebinding/digitization project to repair and preserve Salem Collection books.
- Train additional staff for in-house digitization project.
- Continue adding programming for younger children focusing on babies and toddlers.
- Add makerspace to Children’s Room for crafting.
- Continue work on space planning with focus on redesign of Reference Room.
- Apply for Mass Historical Commission grant for replacement of deteriorating window sills and frames.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Volumes in Circulation	162,486	166,967	170,000	174,000
Total Volumes borrowed	471,416	430,466	440,000	450,000
Attendance in Library	227,546	212,467	215,000	217,000
Number of Salem Library Cardholders	26,255	28,154	29,500	31,000
Number of Reference Questions Asked	58,994	56,875	58,000	59,000
Number of Children's Programs Held	337	396	410	420
Number of Internet Computer Sessions	33,408	34,191	35,000	36,000

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- 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. This regionalization effort enables NOBLE libraries to share a common catalog, circulation system and Internet access. With a library card Salem citizens can check out material in any library in Massachusetts or request an item be delivered to their home library for pick up. NOBLE libraries continue to collaborate on building their collection of downloadable audiobooks and e-books in their shared catalog. This regionalized service and the technology it uses help deliver Library services effectively. It stretches tax dollars with services a single library could not afford to provide on its own.
- The Salem Public Library has always been a strong supporter of the success of Salem schools and is proud to be part of this community mission. Books and materials are purchased by the Library to enhance the curriculum of the schools and support the summer reading lists. Ongoing programs with the schools include visits by Librarians to each first grade, an author presentation for all fourth grades and visits by the Young Adult Librarian to high school classes to spread awareness of the Library's resources and programs. The Children's Librarian also collaborates with the schools and the PEM for the annual "Count Down to Kindergarten" program. Additionally our Spanish-speaking Librarian provides pre-school story times monthly to classroom groups at two daycare centers.
- Beyond these special programs any class may book a tour or visit the Library. The "1000 Books Before Kindergarten" program and weekly long standing story times are aimed at the very young. Additional programming for the very young are planned for next year. This year the Library supported the City's first Community Read including hosting an author event in cooperation with the Salem Partnership. The Library looks forward to working with the Partnership on expanding next year's Community Read.
- The Library works with a local company in the digitization of books from the "Salem Room" collection. Recently the Library added an in-house scanning station and trained staff for additional digitization of historic collections. The goal to create a virtual "Salem Room" for online access to the Library's special collections will deliver Library services effectively through the use of technology.
- The Library is proud of its historic building and places a priority on maintenance and upgrades in keeping with the City's goals. This year the Library was pleased to receive a grant from the first round of Community Preservation Act funds to replace a rear roof which houses the Library's HVAC units. Looking forward the Library plans to apply for a Mass Historical Commission grant for replacement of deteriorating window sills and frames.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Library-Personnel									
16101	5111	SALARIES-FULL TIME	637,890.31	674,028.00	670,628.00	615,015.28	677,086.00	691,636.00	691,636.00
16101	5113	SALARIES-PART TIME	198,206.35	209,171.00	212,571.00	196,240.49	213,126.00	218,455.00	218,455.00
16101	5115	SUNDAY HOURS	36,133.82	38,250.00	38,250.00	33,019.55	38,250.00	39,207.00	39,207.00
16101	5131	OVERTIME (GENERAL)	5,273.44	5,100.00	5,100.00	3,635.78	5,100.00	5,100.00	5,100.00
Total Library-Personnel			877,503.92	926,549.00	926,549.00	847,911.10	933,562.00	954,398.00	954,398.00
Library-Expenses									
16102	5211	ELECTRICITY	32,314.79	38,600.00	32,600.00	28,230.66	34,300.00	32,600.00	32,600.00
16102	5216	OIL & GAS HEATING FUEL	9,613.55	11,600.00	11,600.00	8,626.71	10,200.00	10,200.00	10,200.00
16102	5241	BUILDING MAINTENANCE	19,661.67	19,000.00	25,000.00	24,383.02	19,600.00	18,600.00	18,600.00
16102	5341	TELEPHONE	3,549.04	3,800.00	3,800.00	2,990.02	3,600.00	3,600.00	3,600.00
16102	5451	CUSTODIAL SUPPLIES	4,499.75	4,500.00	4,500.00	4,492.73	4,500.00	4,500.00	4,500.00
16102	5512	BOOKS & MATERIALS	165,966.00	168,576.00	168,576.00	167,346.84	171,733.00	160,233.00	160,233.00
16102	5516	MICROFILM SUBSCRIPTI	3,000.00	3,200.00	3,200.00	3,200.00	3,400.00	3,000.00	3,000.00
16102	5517	PERIODICALS	4,500.00	4,500.00	4,500.00	4,500.00	4,800.00	4,500.00	4,500.00
16102	5730	DUES AND SUB	49,877.00	52,685.00	52,685.00	52,685.00	55,255.00	50,060.00	50,060.00
Total Library-Expenses			292,981.80	306,461.00	306,461.00	296,454.98	307,388.00	287,293.00	287,293.00
140	610	Department Total	1,170,485.72	1,233,010.00	1,233,010.00	1,144,366.08	1,240,950.00	1,241,691.00	1,241,691.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
ARMSTRONG PATRICIA	140 LIBRARY	16101-5111	LIBRARY ASSISTANT I	01031990	33,490.92		0.00	0	100%			RETIRED			
CONNELLY AMY	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	11261979	37,197.75		1.00	1	100%	712.60	712.60	37,340.27	730.42	38,273.77	38,273.77
DAVIS COURTNEY	140 LIBRARY	16101-5111	CHILDRENS LIBRARIAN	8/17/2009	45,067.80		1.00	1	100%	863.37	863.37	45,240.47	884.95	46,371.48	46,371.48
DELLAMONICA VITTORIA	140 LIBRARY	16101-5111	SPEC LIBRARY ASSISTANT	07011982	40,759.57		1.00	1	100%	780.83	780.83	40,915.74	800.36	41,938.63	41,938.63
DONNELLY PATRICIA	140 LIBRARY	16101-5111	LIBRARY ASSISTANT I	6/28/2012	33,059.67		0.00	0	100%						
FLECK-STEFF LAUREN	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	3/21/13	35,891.69		1.00	1	100%	687.58	687.58	36,029.21	704.77	36,929.94	36,929.94
GAUDRAULT SUSAN	140 LIBRARY	16101-5111	TECH SERVICATALOG	05301989	46,125.06		1.00	1	100%	883.62	883.62	46,301.78	905.71	47,459.32	47,459.32
GROCKI KEVIN	140 LIBRARY	16101-5111	TECH SERVICOMPUTER	11102001	47,232.61		0.80	1	80%	1,046.16	1,046.16	43,855.03	1,072.31	44,951.40	44,951.40
HVIDING MARIE	140 LIBRARY	16101-5111	CIRCULATION LIBRARIAN	8/19/13	45,099.90		1.00	1	100%	863.98	863.98	45,272.70	885.58	46,404.51	46,404.51
LORRAIN SIMONE	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	12/13/10	38,893.85		1.00	1	100%	745.09	745.09	39,042.87	763.72	40,018.95	40,018.95
MANSFIELD TARA	140 LIBRARY	16101-5111	ASST LIBRARY DIRECTOR	9/10/2012	58,855.50		1.00	1	100%	1,127.50	1,127.50	59,081.00	1,155.69	60,558.03	60,558.03
NIEVES SUZANNE	140 LIBRARY	16101-5111	LIBRARY ASSISTANT II	09111995	35,883.13		1.00	1	100%	687.42	687.42	36,020.61	704.60	36,921.13	36,921.13
PEVNA MOLLY	140 LIBRARY	16101-5111	LIBRARY ASSISTANT I	8/5/14			1.00	1	100%	634.62	634.62	33,254.09	650.49	34,085.44	34,085.44
STAPLES ALYSSA	140 LIBRARY	16101-5111	LIBRARY ASSISTANT I	3/31/14			1.00	1	100%	673.02	673.02	35,266.25	689.85	36,147.90	36,147.90
TRACY NANCY	140 LIBRARY	16101-5111	LIBRARY DIRECTOR	06151994	78,830.52		1.00	1	100%	1,510.16	1,510.16	79,132.55	1,547.92	81,110.87	81,110.87
YALLOP GALE	140 LIBRARY	16101-5111	REFERENCE LIBRARIAN	8/5/13	46,125.06		1.00	1	100%	883.62	883.62	46,301.78	905.71	47,459.32	47,459.32
SHIFT DIFFERENTIAL		16101-5111	SHIFT DIFFERENTIAL		937.00					937.00	937.00	937.00	960.43	960.43	960.43
Add'l compensation for Grocki for extra hours		16101-5111								1,500.00	450.00	450.00	450.00	450.00	450.00
DAVIS COURTNEY	New	16101-5111	MLIS Certification (beginning 1/1/16)							1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
					50,577.02		1.00					Total AFSCME 1818	50,594.03	50,594.03	50,594.03
					674,027.04		14.80		Total Full Time - 5111			676,035.37		691,635.16	691,635.16
ACOSTA VICTOR	140 LIBRARY	16101-5113	LIBRARY PAGE	11/1/14		P		4		9.00	9.00	1,886.40	9.23	1,933.56	1,933.56
BEAULIEU REBECCA	140 LIBRARY	16101-5113	PAGE SHELVEING & PASTING	3/9/2012	1,780.65	P		0							
BOI OLIVIA	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	11/6/14		P		7.5		13.50	13.50	5,305.50	13.84	5,438.14	5,438.14
BORDEN CHELSEA	140 LIBRARY	16101-5113	DESK PAGE	8/11/2009	1,502.42	P		2		10.00	10.00	1,048.00	10.25	1,074.20	1,074.20
BORDEN MADISON	140 LIBRARY	16101-5113	LIBRARY PAGE	6/9/14		P		6		9.00	9.00	2,829.60	9.23	2,900.34	2,900.34
BROWNE MEREDITH	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	10/14/14		P		15.5		13.50	13.50	10,964.70	13.84	11,238.82	11,238.82
BUCCO LISA	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	8/19/13	5,885.55	P		0							
BUCKLEY MEREDITH	140 LIBRARY	16101-5113	PAGE SHELVEING & PASTING	7/14/2012	3,492.81	P		7		9.00	9.00	3,301.20	9.23	3,383.73	3,383.73
CARRESI JOHN	140 LIBRARY	16101-5113	JR. Bldg. Custodian	9/20/14		P		12		11.82	11.82	7,432.42	12.12	7,618.23	7,618.23
CAYQUETTE ELIABTH	140 LIBRARY	16101-5113	LIBRARY PAGE	7/8/13	1,284.12	P		2		9.00	9.00	943.20	9.23	966.78	966.78
CHE KATHY	140 LIBRARY	16101-5113	DESK PAGE	12/02/2009	10,016.14	P		12		12.79	12.79	8,043.61	13.11	8,244.70	8,244.70
CLYNE OWNE	140 LIBRARY	16101-5113	LIBRARY PAGE	9/10/14		P		6		9.00	9.00	2,829.60	9.23	2,900.34	2,900.34
CONNELLY NICOLE	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	6/9/14		P		6		10.00	10.00	3,144.00	10.25	3,222.60	3,222.60
COUGHLIN RACHEL	140 LIBRARY	16101-5113	LIBRARY PAGE	5/13/13	1,746.40	P		4		9.00	9.00	1,886.40	9.23	1,933.56	1,933.56
CRAIGEN ROBERT	140 LIBRARY	16101-5113	JR. BLDG. CUSTODIAN	5/17/07	7,402.95	P		12		11.82	11.82	7,431.32	12.11	7,617.10	7,617.10
DARMODY DANIEL	140 LIBRARY	16101-5113	PAGE SHELVEING & PASTING	9/09/11	4,451.62	P		10		9.00	9.00	4,716.00	9.23	4,833.90	4,833.90
DEE JAMES	140 LIBRARY	16101-5113	PAGE SHELVEING & PASTING	8/27/2012	4,366.01	P		0							
FELTON DAVID	140 LIBRARY	16101-5113	JR. BLDG CUSTODIAN	10/18/1994	10,799.45	P		9		17.24	17.24	8,130.62	17.67	8,333.89	8,333.89
GARCIA SHANTTAL	140 LIBRARY	16101-5113	LIBRARY PAGE	7/22/14		P		14		9.00	9.00	6,602.40	9.23	6,767.46	6,767.46
GRAY JENNIFER	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	8/18/14		P		7		13.50	13.50	4,951.80	13.84	5,075.60	5,075.60
HAMIDOU TABAYI ESTHER	140 LIBRARY	16101-5113	LIBRARY PAGE	8/27/14		P		4		9.00	9.00	1,886.40	9.23	1,933.56	1,933.56
HEDIO JOSEPH	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	1/26/05	12,307.22	P		17.5		15.21	15.21	13,948.49	15.59	14,297.20	14,297.20
HOOKE MARY	140 LIBRARY	16101-5113	SR LIBRARY ASSISTANT	05/16/2005	12,110.59	P		14.5		16.00	16.00	12,156.99	16.40	12,460.91	12,460.91
KLEMENTS MARITA	140 LIBRARY	16101-5113	SR LIBRARY ASSISTANT	11/25/13	6,634.62	P		0							
KLODZIEJ JOHN	140 LIBRARY	16101-5113	JR. BLDG. CUSTODIAN	12/16/13	7,402.95	P		12		11.82	11.82	7,431.32	12.11	7,617.10	7,617.10
KOROMA JENEBA	140 LIBRARY	16101-5113	PAGE SHELVEING & PASTING		3,492.81	P		6		9.00	9.00	2,829.60	9.23	2,900.34	2,900.34
LIGGIO MAJURA	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	11/20/14		P		7.5		13.50	13.50	5,305.50	13.84	5,438.14	5,438.14
LIMARDO CATHERINE	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	7/01/14		P		8		13.58	13.58	5,692.74	13.92	5,835.05	5,835.05
MCCARTHY JESSI	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	6/1/13	10,314.69	P		0							
MICHELINI CHRISTINE	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	8/10/11	2,747.21	P		2.5		15.04	15.04	1,969.81	15.41	2,019.06	2,019.06
MORILLO HERMINIA	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	9/29/14		P		9		13.25	13.25	6,248.70	13.58	6,404.92	6,404.92
MOUNTAIN EMILIA	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	9/15/14		P		7.5		15.80	15.80	6,209.40	16.20	6,364.64	6,364.64
MURPHY MAEVE	140 LIBRARY	16101-5113	LIBRARY PAGE	3/24/14		P		2		9.00	9.00	943.20	9.23	966.78	966.78
OPOLSKI CHERYL	140 LIBRARY	16101-5113	LIBRARY ASSISTANT		3,338.98	P		0							
PRESSMAN SHARI	140 LIBRARY	16101-5113	JR. LIBRARY ASSISTANT	9/4/07	7,146.13	P		10		15.21	15.21	7,970.56	15.59	8,169.83	8,169.83
RAMOS RUFINO	140 LIBRARY	16101-5113	JR. BLDG CUSTODIAN	8/24/2005	7,736.82	P		0							
RASMUSSEN SARAH	140 LIBRARY	16101-5113	SR LIBRARY ASSISTANT	10/02/2000	3,387.94	P		0							
RYDER RUKMAL	140 LIBRARY	16101-5113	SR. LIBRARY ASSISTANT	11/07/2000	2,553.79	P		2.5		16.31	16.31	2,136.32	16.72	2,189.72	2,189.72

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
					52.2					0.0%	0.0%	52.4	2.5%	52.4	
SANTIAGO	ANABEL	140 LIBRARY	16101-5113 PAGE SHELVING & PASTING	9/4/2012	4,366.01	P		0		-	-	-	-	-	-
SEDA	KIANA	140 LIBRARY	16101-5113 PAGE SHELVING & PASTING	9/4/2012	3,929.41	P		0		-	-	-	-	-	-
STAPLES	ALYSSA	140 LIBRARY	16101-5113 JR. LIBRARY ASSISTANT	6/5/13	10,489.12	P		0		-	-	TO FULL TIME	-	-	-
STROM	JENNIFER	140 LIBRARY	16101-5113 SR. LIBRARY ASSISTANT	10/04/2006	15,554.97	P		16		18.62	18.62	15,614.57	19.09	16,004.94	16,004.94
SZPAK	SUSAN	140 LIBRARY	16101-5113 JR LIBRARY ASSISTANT	08/01/1985	22,370.98	P	0.60	21		20.41	20.41	22,456.69	20.92	23,018.11	23,018.11
TITONG	KRISTIAN	140 LIBRARY	16101-5113 LIBRARY PAGE	9/16/13	3,424.32	P		8		10.00	10.00	4,192.00	10.25	4,296.80	4,296.80
TITONG	KRYSTAL	140 LIBRARY	16101-5113 LIBRARY PAGE	4/10/13	3,929.41	P		8		10.00	10.00	4,192.00	10.25	4,296.80	4,296.80
VO	DIANNE	140 LIBRARY	16101-5113 JR. LIBRARY ASSISTANT	8/31/2009	11,894.16	P		12		15.19	15.19	9,551.79	15.57	9,790.58	9,790.58
WAXMAN	LILLIAN	140 LIBRARY	16101-5113 LIBRARY PAGE	1/28/13	1,309.80	P		2		9.00	9.00	943.20	9.23	966.78	966.78
16101-5113 Minimum Wage Increase 1/1/16											-	-	-	-	-
					209,170.04	0.60	Total Part Time - 5113					213,126.03		218,454.18	218,454.18
BARUA	DARSANA	140 LIBRARY	16101-5113 DESK PAGE	09/21/1994	Sunday Only	P		0		-	-	-	-	-	-
FLAHERTY	ERIN	140 LIBRARY	16101-5113 SR. LIBRARY ASSISTANT	10/14/2003	Sunday Only	P		0		16.09	16.09	Sunday Only	16.49	Sunday Only	Sunday Only
GROVES	VICTORIA	140 LIBRARY	16101-5113 JR LIBRARY ASSISTANT	11/01/04	Sunday Only	P		0		14.67	14.67	Sunday Only	15.03	Sunday Only	Sunday Only
REARDON	JESSICA	140 LIBRARY	16101-5113 LIBRARY PAGE	2/4/13	Sunday Only	P		0		-	-	-	-	-	-
		140 LIBRARY	16101-5115 Sunday Hours		38,250.00							38,250.00	956.25	39,206.25	39,206.25
		140 LIBRARY	16101-5131 Overtime		5,100.00							5,100.00		5,100.00	5,100.00
Full-Time Equivalent Employees:					FY 2014	15.40				926,547.08	15.40	Department Total		932,511.40	954,395.58
					FY 2015	15.40									
					FY 2016	15.40									
Variance 15 vs. 16						0.00									

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4		
													Date	Rate	# Wks Old New							
FOUCHER	KEVIN	140 LIBRARY	16101-5111	Working Foreman	6/13/05	50,577.02	0.00	961.21	1.015	975.63							100%	Retired	Retired	Retired		
BRENNAN	ARTHUR	140 LIBRARY	16101-5111	LIBRARY CUSTODIAN	9/15/14		1.00	919.01	1.025	941.99	1.025	965.53					100%	50,594.03	50,594.03	50,594.03		
						50,577.02	1.00													50,594.03	50,594.03	50,594.03

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

LIBRARY - 140

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
16102	5211	ELECTRICITY National Grid	34,300	32,600	32,600
TOTAL			34,300	32,600	32,600
16102	5216	OIL HEAT - GAS Direct Energy Business National Grid	10,200	10,200	10,200
TOTAL			10,200	10,200	10,200
16102	5241	BUILDING MAINTENANCE			
		A-1 Exterminators (\$120 per month, maintenance etc.)	1,600	(1,000)	(1,000)
		Atlantic Elevator (monthly maintenance fees, application fees, etc.)	6,000	1,600	1,600
		Clean Team (carpet cleaning services)	1,550	6,000	6,000
		Ebacher (fire sprinkler system)	700	1,550	1,550
		Keane Fire & Safety Equipment	800	700	700
		Lyons Plumbing	600	800	800
		Patriot Alarm (elevator phone monitoring)	300	600	600
		Preferred Air Inc. (HVAC maintenance)	1,500	300	300
		3M Library Systems	3,900	1,500	1,500
		SOS (yearly monitoring, maintenance)	1,400	3,900	3,900
		Talbot Electric	600	1,400	1,400
		Workplace Essentials (OSHA disposal services)	650	600	600
TOTAL			19,600	18,600	18,600
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=	968	968	968
		744-3931/744-9667 100 per month x 12 months=	1,100	1,100	1,100
		744-5442 \$18.00 x 12 months=	216	216	216
		744-3931 long distance \$32.00 x 12 months=	380	380	380
TOTAL			3,600	3,600	3,600
16102	5451	CUSTODIAL SUPPLIES			
		General Custodial Supplies	4,500	4,500	4,500
TOTAL			4,500	4,500	4,500
16102	5512	BOOKS			
		Baker & Taylor/Ingram (Bid)	171,733	160,233	160,233
		Ingram			
TOTAL			171,733	160,233	160,233
16102	5516	MICROFILM SUBSCRIPTION			
		Proquest	3,400	3,000	3,000
TOTAL			3,400	3,000	3,000
16102	5517	PERIODICALS			
		North Shore News	4,800	4,500	4,500
TOTAL			4,800	4,500	4,500
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	55,255	50,060	50,060
TOTAL			55,255	50,060	50,060

FY 2016 DETAILED BUDGET REPORT
EXPENSES

LIBRARY - 140

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
TOTAL PROPOSED			307,388	287,293	287,293

	FY 2013 Budget	1,183,485
	FY 2014 Budget	1,207,830
	FY 2015 Budget	1,233,010
	Total	3,624,325
	Average Last 3 Years	1,208,108
	Multiply by 1.025 (2.5% Increase per MAR = Minimum Current FY Budget	1,238,311
	Proposed FY 2016 Budget Including 2.5% Salary Increase	1,241,691
	Variance between FY 2016 MARS minimum Budget and Sumbitted by Mayor	3,380

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 2016

The only significant change to the veteran department staffing will be an ***additional part time or full time assistant***. The department has not seen an increase in personnel for several years. Yet, the reimbursable State veteran benefits have significantly increased since FY2012. Total benefits paid in FY2012 were \$212,170, in FY2013 were \$483,719, FY2014 were \$565,246, and they are estimated to be \$466,442 in FY2015 and \$471,106 in FY2016. Paralleling this benefit outlay has been an increase in basic case load; 289 in FY2012, 633 in FY2013, estimated 804 in 2015 and estimated 812 in FY2016.

There was an average of 53 cases per month in FY2013 and estimated 67 in FY2016. This is a ***28% increase since FY2013!*** An additional clerk will be instrumental better servicing our veterans and dependants and allow the office to operate as efficiently as possible.

Recent Accomplishments

- Our Department continues to operate as efficiently as possible given the increase in veteran and dependant need.
- The Veterans Service Agent attended approximately 25-30 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.
- The city continues to receive the full reimbursable cost from the state.
- Excellent working relationship with the Salem Career Center veteran rep and the SSVF (Supportive Services for Veterans and Families).



FY 2016 Goals & Objectives

- Present a plan to regionalize veteran services between Salem, Marblehead, and Swampscott to meet Mass. state compliance standards and better serve our veteran population.



- An additional part time, or full time, employee will allow the veterans agent to help veterans and dependants seek alternate methods of economic self sufficiency. This can be accomplished primarily through obtaining VA compensation claims, VA pension claims, VA healthcare support, and Social Security benefits-all time consuming ventures for the department.
- Further the department outreach with 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”.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Number of Cases	633	797	804	**812
Dollars in Benefits expended	483,719	565,246	466,442	471,106
Amount reimbursed to the City from the State	366,659	*423,934	349,831	353,329
% Authorized by the State (75% max. allowed)	366,659	*423,934	349,831	353,329

*Estimated 2014; not all months are reimbursed. **1% increase from FY15 to FY16

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

- The veteran's department goals remain consistent with the Mayors goals of improving communication with our veterans and dependent population. All donation account and basic reimbursable expenses are open to all citizens of Salem.
- We hope to add another full time or part time, clerical position to offer a more effective service to our veteran population and efficiently respond to all office inquiries regarding all our veterans.
- We will continue to work very closely with the Council on Aging Social workers to identify and support needy veterans and their dependents.
- Regionalize the veteran services functions in keeping with the city goal of implementing this type of service where applicable.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Veterans Services-Personnel									
15431	5111	SALARIES-FULL TIME	54,016.77	56,295.00	56,295.00	52,625.41	56,511.00	57,924.00	57,924.00
15431	5113	SALARIES-PART TIME	23,654.08	24,435.00	24,435.00	22,239.45	37,472.00	25,142.00	25,142.00
Total Veterans Services-Personnel			77,670.85	80,730.00	80,730.00	74,864.86	93,983.00	83,066.00	83,066.00
Veterans Services-Expenses									
15432	5249	GROUND MAINTENANCE	1,239.63	4,200.00	4,200.00	2,171.15	4,200.00	4,200.00	4,200.00
15432	5341	TELEPHONE	713.97	750.00	750.00	449.67	750.00	750.00	750.00
15432	5421	OFFICE SUPPLIES (GEN	1,191.95	1,850.00	1,850.00	927.42	1,850.00	1,850.00	1,850.00
15432	5710	IN STATE TRAVEL/MEETINGS	1,460.30	2,000.00	3,500.00	2,337.92	2,000.00	2,000.00	2,000.00
15432	5770	VETERANS BENEFITS	565,246.05	447,000.00	447,000.00	412,437.16	471,106.00	471,106.00	471,106.00
15432	5788	VETERANS EVENTS	2,210.07	3,500.00	3,500.00	3,441.88	3,500.00	3,500.00	3,500.00
15432	5796	CARE OF GRAVES	2,525.33	0.00	0.00	0.00	0.00	0.00	0.00
15432	5851	OFFICE EQUIPMENT	449.99	0.00	0.00	0.00	0.00	0.00	0.00
Total Veterans Services-Expenses			575,037.29	459,300.00	460,800.00	421,765.20	483,406.00	483,406.00	483,406.00
280	543	Department Total	652,708.14	540,030.00	541,530.00	496,630.06	577,389.00	566,472.00	566,472.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015 0.0%	Prop Rate FY 2016 0.0%	Dept Request FY 2016 52.4	Mayor Rate FY 2016 2.5%	Mayor Proposed FY 2016 52.4	Council Voted FY 2016
EMERLING	KIM	280 VETERANS AGENT	15431-5111 VETERANS AGENT	11/12/10	56,294.57		1.00	1	100%	1,078.44	1,078.44	56,510.26	1,105.40	57,923.01	57,923.01
					56,294.57		1.00	Total Full Time - 5111				56,510.26		57,923.01	57,923.01
MARTINEAU	JEAN-GUY	280 VETERANS AGENT	15431-5113 PART TIME DRIVER		9,918.00			19	Hours	10.00	10.00	9,956.00	10.25	10,204.90	10,204.90
LEVER	TIFFANY	280 VETERANS AGENT	15431-5113 PT Clerk		14,516.98			19	Hours	-	-	-	-	-	-
CANADY	BRENDA	280 VETERANS AGENT	15431-5113 PT Clerk	6/29/14	-			19	Hours	14.64	14.64	14,572.60	15.00	14,936.91	14,936.91
New		280 VETERANS AGENT	15431-5113 PT Clerk		-			19	Hours	13.00	13.00	12,942.80	-	-	-
					24,434.98			Total Partl Time - 5113				37,471.40		25,141.81	25,141.81
					80,729.54		1.00	Department Total				93,981.65		83,064.82	83,064.82

Full-Time Equivalent Employees:	FY 2014	1.00
	FY 2015	1.00
	FY 2016	1.00
	Variance 15 vs. 16	0.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

VETERANS - 280

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
15432	5249	GROUND MAINTENANCE/CARE OF GRAVES			
		Flags for graves and misc maintenance.	1,500	1,500	1,500
		Payments to Harmony Grove for perpetual care of graves.	2,700	2,700	2,700
	TOTAL		4,200	4,200	4,200
15432	5341	TELEPHONE			
		MCI	300	300	300
		Verizon	450	450	450
	TOTAL		750	750	750
15432	5421	OFFICE SUPPLIES GENERAL			
		General Office Supplies as needed	1,200	1,200	1,200
		Maintenance and supplies for copier as needed	650	650	650
	TOTAL		1,850	1,850	1,850
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	471,106	471,106	471,106
		Benefits for veterans and emergency shelter for veterans			
	TOTAL		471,106	471,106	471,106
15432	5788	VETERANS EVENTS			
		Flowers	500	500	500
		Collation	1,000	1,000	1,000
		Parade	200	200	200
		Memorial Day and other events	1,800	1,800	1,800
	TOTAL		3,500	3,500	3,500
TOTAL PROPOSED			483,406	483,406	483,406

School

Mission Statement – Why We Exist

The mission of the Salem Public Schools is to provide each student who enrolls with a sound education, which will prepare that student well for personal growth, continuing formal and informal learning, productive work, and active, well-informed participation in self-government upon graduation.

As understood by the Salem Public Schools, a sound education consists of the mastery of traditional basic skills, a higher-level learning, an understanding of the ways to lead a healthy, an active life, and knowledge of the required curriculum. It also includes acquiring the fundamental traits of respect for others, self-control, and having opportunities throughout the educational process for self-expression by acquiring skill in the creative arts, athletics and other aspects of a well-rounded life.

The mission of the Salem Public Schools is to provide an inclusive, high quality learning environment and experience so that all students achieve academic and personal excellence and grow their capacity to contribute positively in their local and global communities.

Core Principles

We declare that student success and well-being are our top priorities.

We hold all students and all professionals to high standards and expectations.

We value all of our leaders, teachers, and students.

We value family and community as partners and stakeholders.

We value thoughtful innovation aimed at raising achievement.

We hold ourselves accountable for student outcomes and work to improve educational practice.

We strive for meaningful collaboration, effective communication and a culture of transparency.

We recognize and celebrate that the differences of each are assets to the whole.

We value that adults model integrity, respect, creativity and accountability.



Recent Accomplishments

As the FY 16 school department budget is being brought forward, I'd like to highlight some of our milestones and accomplishments. During the 2014-15 school year we have:

- “survived” one of the worst winters on record that included seven snow days and record-breaking snowfall!
- seen student success continue to climb across multiple measures. Our 4 year adjusted dropout rate has fallen to 3.4%
 - (from 5.5 % in 2012) and our average daily student attendance has surpassed 90% during the past year averaging 94% in June across all of our schools.
- had continued student progress on MCAS. Bentley School pupil performance index (PPI scores) rose over the past four years from 50 to 63 for all students. At the Carlton School, PPI scores rose from 58 to 69 and at the Witchcraft School scores improved from 55 to 61 points. Credit for this progress goes to our staff, students and families for their continued work to insure student success!
- Undergone DESE Coordinated Program Review (November 2014), successfully meeting the benchmark on 92 of 112 criterion related to Special Education, Civil Rights, and Career/Vocational Technical Education.
- Reached contractual settlements (through August 2015) with our administrators, teachers, custodians, bus drivers and food service staff; negotiations with our paraprofessionals are ongoing.
- Completed a multi-year renovation of the Collins Middle School.
- Successfully launched an extended learning time initiative at the Collins Middle School.
- Recruited and hired three new principals - Glenn Burns, Collins Middle School; William Shevory, Nathaniel Bowditch School; and Thomas Milachewski, Bates School.
- Supported the Bentley Gr. 3-5 School, under the leadership of Justin Vernon, in year I of their two year transition to a Horace Mann Charter School.
- Established the Bowditch School Working Group, made up of citizens, teachers and parents, who worked throughout the summer to develop a 2014-15 plan for improvements at the Bowditch School. In the spring of 2015 this was followed by the appointment of a joint labor-management School Support Team, designed to continue the turn-around work underway.
- Working with Pathways for Children, we helped to establish Head Start Programs at the Carlton and Bates Schools, with plans to add a third program at the Bentley School next year.
- Continued to work closely with the Salem Police Department to improve building safety and security in all of our schools through improved radio communications and staff training.





- Expanded the School Breakfast Program beyond the Bates, Bentley, Carlton and Horace Mann Schools into Bowditch and Salem High School during the upcoming months.
- Partnered with the Salem Academy Charter School through a MA Department of Elementary & Secondary Education Dissemination Grant to study standards-based educational practices.
- Bid farewell to Superintendent Stephen Russell and welcomed incoming Superintendent Margarita Ruiz.

FY 2016 Goals & Objectives

The FY 16 budget proposal has been developed against a backdrop of ongoing changes and challenges. These include significant reductions in available federal/state grant funding, declines in enrollment, contractual obligations and increases in fixed costs. Our budget priorities include:

- standards-based practices (build teacher understanding/fluency with Common Core, establish common practices, development of proficiency scales, pilot standards-based grading and reporting)
- teacher and leader development (build teacher capacity to implement Common Core reading, writing and math standards across content areas, strengthen capacity to effectively execute a co-teaching model, continue to grow principals as leaders within a standards-based instructional cycle, diversify teacher leader opportunities)
- student supports (enhance supports for struggling adolescent readers, build capacity for math intervention, continue implementation of a system of positive behavioral supports)
- time (provide equity and access to expanded learning time across schools, develop an ELT implementation plan and a process for ensuring effectiveness of ELT programming)
- infrastructure (align supports of HR and Technology offices to the core functions of the district, improve district-wide data systems to enhance data-driven decision making and accountability, improve student access to and use of technology)
- continuing our success in year three of the Accelerated Improvement Plan to exit MA DESE Level IV status
- conducting and successfully completing a search for outstanding Principals at the Bowditch and Saltonstall Schools
- successfully negotiating new contracts with all of our bargaining units
- expanding extended learning time opportunities through afterschool programming and the addition of time at the Bates and Bowditch Schools
- sustaining the progress being made in concert with our local partners such as LEAP for Education, the Salem Education Foundation, Salem State University, the Gables, For Kids Only, the Peabody Essex Museum, YMCA and Boys' & Girls' Club.
- In the year ahead you can expect us to maintain high expectations for, and pride in, our diverse student population, while supporting a culture of continuous improvement and our ongoing commitment to keeping you up to date and involved in our schools.



CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Admin & Support-PIC-Super-Psnl									
13031420	5160	CLERICAL	43,787.03	45,023.00	45,023.00	98,859.58	121,856.00	90,878.00	90,878.00
13031420	5163	PARAPROFESSIONALS	36,369.13	48,159.00	48,159.00	5,537.28	0.00	0.00	0.00
13032020	5160	CLERICAL	22,209.39	19,525.00	19,525.00	19,384.88	20,013.00	20,013.00	20,013.00
13032040	5117	ADMINISTRATIVE	175,183.06	175,183.00	175,183.00	161,707.44	275,183.00	175,183.00	175,183.00
13032040	5160	CLERICAL	59,660.12	59,434.00	59,434.00	57,199.50	60,905.00	60,905.00	60,905.00
13032060	5117	ADMINISTRATIVE	147,500.08	147,500.00	147,500.00	138,461.52	150,000.00	150,000.00	150,000.00
13032060	5160	CLERICAL	67,973.07	51,751.00	51,751.00	41,108.64	52,000.00	52,000.00	52,000.00
13032060	5780	SRG-REALLOCATION	132,214.79	90,000.00	90,000.00	82,196.36	90,000.00	42,000.00	42,000.00
Total Admin/Supp-Asst Super-Psnl			684,896.67	636,575.00	636,575.00	604,455.20	769,957.00	590,979.00	590,979.00
Admin/Supp- Schl Comm-Exp									
13032021	5320	CONTRACTED SERVICES	401.75	1,000.00	838.50	838.50	1,000.00	750.00	750.00
13032021	5421	OFFICE SUPPLIES (GEN	520.63	900.00	0.00	0.00	900.00	675.00	675.00
13032041	5320	CONTRACTED SERVICES	5,000.00	5,000.00	3,908.59	2,592.17	5,000.00	5,000.00	5,000.00
13032041	5421	OFFICE SUPPLIES (GEN	942.84	1,250.00	942.15	942.15	1,250.00	938.00	938.00
13032041	5780	SRG-REALLOCATION	554,998.53	702,000.00	641,412.03	624,495.55	702,000.00	347,500.00	347,500.00
13032061	5421	OFFICE SUPPLIES (GEN	1,012.10	1,250.00	705.98	566.83	1,250.00	938.00	938.00
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			580,875.85	729,400.00	665,807.25	647,435.20	729,400.00	373,801.00	373,801.00
250	003	Department Total	1,265,772.52	1,365,975.00	1,302,382.25	1,251,890.40	1,499,357.00	964,780.00	964,780.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Crossing Guards-Oth-Exp-Psn									
13120120	5113	SALARIES-PART TIME	137,760.26	164,435.00	164,435.00	121,709.83	160,695.00	160,695.00	160,695.00
Total Crossing Guards-Oth-Exp-Psn			137,760.26	164,435.00	164,435.00	121,709.83	160,695.00	160,695.00	160,695.00
Crossing Guards-Oth-Exp-Exp									
13120121	5421	OFFICE SUPPLIES (GEN	496.00	1,000.00	1,000.00	1,000.00	1,000.00	750.00	750.00
Total Crossing Guards-Oth-Exp-Exp			496.00	1,000.00	1,000.00	1,000.00	1,000.00	750.00	750.00
250	012	Department Total	138,256.26	165,435.00	165,435.00	122,709.83	161,695.00	161,445.00	161,445.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Technology-Tech-Psnl									
13170120	5111	SALARIES-FULL TIME	250,153.43	249,967.00	249,967.00	237,436.13	256,217.00	256,217.00	256,217.00
13170120	5117	ADMINISTRATIVE	96,983.90	96,984.00	79,984.00	34,802.08	99,835.00	69,835.00	69,835.00
13170120	5125	DIST WIDE TEACHING	71,454.04	71,455.00	71,455.00	19,951.28	73,316.00	0.00	0.00
13170120	5150	FRINGE/STIPENDS	13,674.45	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
13170120	5160	CLERICAL	40,573.15	39,860.00	39,860.00	39,199.41	41,849.00	41,849.00	41,849.00
13170940	5130	MIDDLE SCHOOL	63,633.28	69,962.00	69,962.00	0.00	0.00	0.00	0.00
13171030	5140	TEACHING	75,831.92	75,833.00	75,833.00	59,696.20	78,226.00	78,226.00	78,226.00
Total Technology/HS/Guidance			612,304.17	619,061.00	602,061.00	406,085.10	564,443.00	461,127.00	461,127.00
Technology-Tech-Exp									
13170121	5272	COMPUTER EQUIPMENT	60,112.53	65,000.00	64,821.18	64,821.18	65,000.00	65,000.00	65,000.00
13170121	5320	CONTRACTED SERVICES	168,407.37	168,500.00	183,129.95	183,129.95	173,500.00	173,500.00	173,500.00
13170121	5429	MISC SUPPLIES	3,409.37	5,000.00	4,719.54	4,201.13	5,000.00	3,750.00	3,750.00
13170121	5519	COMPUTER SOFTWARE	52,859.39	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00
13170121	5522	COMPUTER NETWORKING	12,180.96	16,000.00	15,036.43	11,567.38	16,000.00	16,000.00	16,000.00
13170121	5710	IN STATE TRAVEL/MEETINGS	936.51	4,803.00	4,803.00	4,803.00	4,803.00	3,603.00	3,603.00
13170121	5730	DUES AND SUB	902.93	1,000.00	955.00	955.00	1,000.00	750.00	750.00
Total Technology-Tech-Exp			298,809.06	316,303.00	329,465.10	325,477.64	321,303.00	318,603.00	318,603.00

250	017	Department Total	911,113.23	935,364.00	931,526.10	731,562.74	885,746.00	779,730.00	779,730.00
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CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
General Op-Bus Off-Psnl									
13252010	5117	ADMINISTRATIVE	161,671.90	161,672.00	161,672.00	156,521.52	166,596.00	166,596.00	166,596.00
13252010	5131	OVERTIME (GENERAL)	5,000.00	5,000.00	5,000.00	5,002.04	5,000.00	5,000.00	5,000.00
13252010	5160	CLERICAL	237,717.40	249,602.00	249,602.00	225,556.85	261,201.00	261,201.00	261,201.00
Total	General Op-Bus Off-Psnl		404,389.30	416,274.00	416,274.00	387,080.41	432,797.00	432,797.00	432,797.00
General Op-Bus Off-Exp									
13252011	5320	CONTRACTED SERVICES	16,168.31	17,000.00	16,702.33	15,428.41	17,000.00	17,000.00	17,000.00
13252011	5421	OFFICE SUPPLIES (GEN	1,273.98	3,750.00	0.00	0.00	3,750.00	2,813.00	2,813.00
13252030	5277	PHOTOCOPY MACHINE LE	215,799.37	214,866.00	198,465.32	176,527.77	214,866.00	214,866.00	214,866.00
13252030	5303	LEGAL SERVICES	55,281.37	50,000.00	35,931.00	33,424.46	50,000.00	50,000.00	50,000.00
13252030	5320	CONTRACTED SERVICES	113,405.71	25,000.00	96,259.70	29,780.31	25,000.00	25,000.00	25,000.00
13252030	5342	POSTAGE	30,000.00	30,000.00	29,508.54	29,508.54	30,000.00	30,000.00	30,000.00
13252030	5381	PRINTING AND BINDING	379.00	1,000.00	745.00	745.00	1,000.00	750.00	750.00
13252030	5421	OFFICE SUPPLIES (GEN	10,288.35	11,000.00	5,892.40	4,820.02	11,000.00	8,250.00	8,250.00
Total	General Op-Central Serv-Exp		442,596.09	352,616.00	383,504.29	290,234.51	352,616.00	348,679.00	348,679.00
250	025	Department Total	846,985.39	768,890.00	799,778.29	677,314.92	785,413.00	781,476.00	781,476.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Insurance-Insurance-Exp									
13392020	5740	INSURANCE PREMIUMS	280,000.00	580,000.00	580,000.00	580,000.00	580,000.00	580,000.00	580,000.00
Total Insurance-Insurance-Exp			280,000.00	580,000.00	580,000.00	580,000.00	580,000.00	580,000.00	580,000.00
250	039	Department Total	280,000.00	580,000.00	580,000.00	580,000.00	580,000.00	580,000.00	580,000.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Occ Ed-High Schl-Psnl									
13421020	5140	HIGH SCHOOL	379,109.29	379,808.00	379,808.00	312,253.39	390,868.00	390,868.00	390,868.00
Total Occ Ed-High Schl-Psnl			379,109.29	379,808.00	379,808.00	312,253.39	390,868.00	390,868.00	390,868.00
Occ Ed-High Schl-Exp									
13421021	5514	INSTRUCTIONAL SUPPLI	17,615.55	20,844.00	20,553.34	20,188.84	20,844.00	20,844.00	20,844.00
Total Occ Ed-High Schl-Exp			17,615.55	20,844.00	20,553.34	20,188.84	20,844.00	20,844.00	20,844.00
250	042	Department Total	396,724.84	400,652.00	400,361.34	332,442.23	411,712.00	411,712.00	411,712.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Guidance-Guidance-Psnl									
13440120	5102	ELEMENTARY	558,647.07	591,291.00	555,001.00	442,170.10	0.00	0.00	0.00
13440920	5130	MIDDLE SCHOOL	144,909.00	141,716.00	141,716.00	109,521.12	0.00	0.00	0.00
13441020	5117	ADMINISTRATIVE	95,937.92	95,939.00	95,939.00	91,168.56	99,735.00	99,735.00	99,735.00
13441020	5131	OVERTIME (GENERAL)	3,915.00	5,000.00	5,000.00	637.62	5,000.00	5,000.00	5,000.00
13441020	5140	HIGH SCHOOL	770,951.20	778,819.00	778,819.00	593,009.40	408,679.00	408,679.00	408,679.00
13441020	5160	CLERICAL	40,789.48	40,333.00	40,333.00	40,561.97	41,583.00	41,583.00	41,583.00
Total Guidance-Guidance-Psnl			1,615,149.67	1,653,098.00	1,616,808.00	1,277,068.77	554,997.00	554,997.00	554,997.00
Guidance-Guidance-Exp									
13441021	5307	INSTRUCT/EDUC TEST	21,674.36	30,000.00	30,000.00	29,284.83	30,000.00	30,000.00	30,000.00
13441021	5381	PRINTING AND BINDING	5,000.00	5,000.00	2,929.50	2,844.57	5,000.00	5,000.00	5,000.00
Total Guidance-Guidance-Exp			26,674.36	35,000.00	32,929.50	32,129.40	35,000.00	35,000.00	35,000.00
250	044	Department Total	1,641,824.03	1,688,098.00	1,649,737.50	1,309,198.17	589,997.00	589,997.00	589,997.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Athl/St Activ-Stud Activ-Ps									
13450920	5116	CO-CURRIC/ATHLETIC	11,998.52	16,000.00	16,000.00	400.00	16,000.00	11,000.00	11,000.00
13451020	5112	TRANSPORTATION	32,260.70	25,600.00	25,600.00	24,935.82	25,600.00	25,600.00	25,600.00
13451020	5113	SALARIES-PART TIME	5,000.00	5,000.00	5,000.00	4,877.00	5,000.00	5,000.00	5,000.00
13451020	5116	CO-CURRIC/ATHLETIC	171,806.55	162,000.00	162,000.00	163,384.15	162,000.00	162,000.00	162,000.00
13451020	5117	ADMINISTRATIVE	65,000.00	70,000.00	70,000.00	61,753.92	66,900.00	66,900.00	66,900.00
13451020	5131	OVERTIME (GENERAL)	1,985.57	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00
13451020	5160	CLERICAL	43,500.74	45,495.00	45,495.00	43,881.25	47,009.00	47,009.00	47,009.00
13451030	5116	CO-CURRIC/ATHLETIC	34,865.52	50,000.00	50,000.00	28,626.69	50,000.00	50,000.00	50,000.00
13451030	5140	HIGH SCHOOL	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00
Total Athl/St Activ-Stud Activ-Ps			371,717.60	381,895.00	381,895.00	333,158.83	380,309.00	375,309.00	375,309.00
Athl/St Activ-Athl-Exp									
13451021	5246	ATHLETIC EQUIPMENT R	23,140.30	23,500.00	23,500.00	22,288.08	23,500.00	23,500.00	23,500.00
13451021	5270	RENTAL & LEASE	13,999.50	14,000.00	14,000.00	13,706.00	14,000.00	14,000.00	14,000.00
13451021	5320	CONTRACTED SERVICES	25,584.00	20,939.00	55,039.00	53,741.89	55,039.00	41,280.00	41,280.00
13451021	5394	SECURITY	3,999.40	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
13451021	5421	OFFICE SUPPLIES (GEN	4,156.66	4,300.00	4,300.00	4,002.41	4,300.00	3,225.00	3,225.00
13451021	5730	DUES AND SUB	9,000.00	9,000.00	9,000.00	8,999.44	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	0.00	39,750.00	5,500.00	2,160.00	5,650.00	4,238.00	4,238.00
13451031	5514	INSTRUCTIONAL SUPPLI	2,100.00	2,100.00	2,100.00	457.50	2,100.00	1,575.00	1,575.00
13451031	5780	OTHER EXPENSES	8,835.00	8,850.00	8,800.00	2,410.10	8,850.00	8,850.00	8,850.00
Total Athl/St Activ-Stud Activ-Ex			101,314.86	136,939.00	136,739.00	122,265.42	136,939.00	120,168.00	120,168.00
250	045	Department Total	473,032.46	518,834.00	518,634.00	455,424.25	517,248.00	495,477.00	495,477.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Bates									
13460210	5163	PARAPROFESSIONALS	11,215.05	10,923.00	10,923.00	10,254.00	11,544.00	11,544.00	11,544.00
13460310	5163	PARAPROFESSIONALS	8,367.10	10,459.00	5,489.00	0.00	0.00	0.00	0.00
13460410	5163	PARAPROFESSIONALS	0.00	11,376.00	11,376.00	0.00	11,376.00	11,376.00	11,376.00
13460510	5163	PARAPROFESSIONALS	10,904.88	10,823.00	10,823.00	9,557.06	11,260.00	11,260.00	11,260.00
13460610	5163	PARAPROFESSIONALS	10,644.84	10,823.00	10,823.00	9,293.19	11,157.00	11,157.00	11,157.00
13460710	5163	PARAPROFESSIONALS	10,736.03	11,601.00	11,601.00	10,821.06	11,957.00	11,957.00	11,957.00
13460810	5163	PARAPROFESSIONALS	11,610.16	11,201.00	11,201.00	9,690.20	11,544.00	11,544.00	11,544.00
13460920	5130	MIDDLE SCHOOL	72,832.04	72,833.00	72,833.00	30,744.09	42,103.00	42,103.00	42,103.00
13460920	5163	PARAPROFESSIONALS	12,397.88	10,459.00	10,459.00	6,523.45	10,771.00	10,771.00	10,771.00
13461020	5140	HIGH SCHOOL	66,313.94	66,962.00	66,962.00	52,560.80	68,981.00	68,981.00	68,981.00
13461020	5163	PARAPROFESSIONALS	11,299.53	10,459.00	10,459.00	8,811.52	10,676.00	10,676.00	10,676.00
Total	MediaLibrary-Psnl		226,321.45	237,919.00	232,949.00	148,255.37	201,369.00	201,369.00	201,369.00
250	046	Department Total	226,321.45	237,919.00	232,949.00	148,255.37	201,369.00	201,369.00	201,369.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Personnel- Personnel-Psnl									
13482020	5160	CLERICAL	129,162.74	127,658.00	127,658.00	130,426.02	132,497.00	132,497.00	132,497.00
Total Personnel- Personnel-Psnl			129,162.74	127,658.00	127,658.00	130,426.02	132,497.00	132,497.00	132,497.00
Personnel- Personnel-Exp									
13482021	5306	ADVERTISING	7,886.62	21,250.00	16,746.12	16,511.49	21,250.00	15,938.00	15,938.00
13482021	5421	OFFICE SUPPLIES (GEN	299.80	1,000.00	185.00	185.00	1,000.00	750.00	750.00
Total Personnel- Personnel-Exp			8,186.42	22,250.00	16,931.12	16,696.49	22,250.00	16,688.00	16,688.00
250	048	Department Total	137,349.16	149,908.00	144,589.12	147,122.51	154,747.00	149,185.00	149,185.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Health- Attendance-Psnl									
13490120	5111	SALARIES-FULL TIME	172,083.36	159,364.00	159,364.00	163,176.02	184,185.00	184,185.00	184,185.00
13490140	5111	SALARIES-FULL TIME	695,940.32	687,541.00	655,480.00	526,956.92	631,638.00	586,638.00	586,638.00
13490140	5163	PARAPROFESSIONALS	29,151.08	29,355.00	29,355.00	26,457.80	30,245.00	0.00	0.00
13490140	5180	SUBSTITUTES NURSE	15,257.37	12,000.00	12,000.00	4,800.00	12,000.00	12,000.00	12,000.00
Total Health- Hlth Serv-Psnl			912,432.13	888,260.00	856,199.00	721,390.74	858,068.00	782,823.00	782,823.00
Health- Hlth Serv-Exp									
13490141	5320	CONTRACTED SERVICES	11,880.00	13,500.00	12,036.90	12,036.90	13,500.00	13,500.00	13,500.00
13490141	5421	OFFICE SUPPLIES (GEN	313.76	1,000.00	1,000.00	1,000.00	1,000.00	750.00	750.00
13490141	5501	MED & SURGICAL SUPPL	6,073.17	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
13490141	5514	INSTRUCTIONAL SUPPLI	1,285.23	2,505.00	2,505.00	2,505.00	2,505.00	1,879.00	1,879.00
Total Health- Hlth Serv-Exp			19,552.16	26,005.00	24,541.90	24,541.90	26,005.00	25,129.00	25,129.00
250	049	Department Total	931,984.29	914,265.00	880,740.90	745,932.64	884,073.00	807,952.00	807,952.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Operations/Maint- Op/Maint-									
13530120	5117	ADMINISTRATIVE	115,069.06	108,000.00	108,000.00	105,507.54	108,000.00	108,000.00	108,000.00
13530120	5131	OVERTIME (GENERAL)	61,715.66	59,000.00	59,000.00	59,628.86	59,000.00	59,000.00	59,000.00
13530120	5150	FRINGE/STIPENDS	29,134.42	29,000.00	29,000.00	13,978.80	29,000.00	29,000.00	29,000.00
13530120	5160	CLERICAL	47,540.60	46,988.00	46,988.00	45,213.32	48,445.00	48,445.00	48,445.00
13530120	5162	CUSTODIAL	1,077,216.24	1,130,501.00	1,130,501.00	1,019,520.55	1,167,407.00	1,086,888.00	1,086,888.00
13530120	5166	MAINTENANCE	144,442.22	104,647.00	104,647.00	82,736.64	107,994.00	107,994.00	107,994.00
13530140	5162	CUSTODIAL	5,241.46	5,000.00	5,000.00	6,121.52	5,000.00	5,000.00	5,000.00
Total Operations/Maint- Civic Act			1,480,359.66	1,483,136.00	1,483,136.00	1,332,707.23	1,524,846.00	1,444,327.00	1,444,327.00
Operations/Maint- Op/Maint-									
13530121	5211	ELECTRICITY	685,965.49	882,500.00	882,500.00	699,297.79	882,500.00	882,500.00	882,500.00
13530121	5215	NATURAL GAS	405,556.52	591,189.00	591,189.00	363,076.46	624,189.00	624,189.00	624,189.00
13530121	5216	OIL HEAT	12,150.00	12,150.00	12,150.00	8,964.01	12,150.00	12,150.00	12,150.00
13530121	5241	BUILDING MAINTENANCE	192,903.37	200,545.00	200,545.00	178,972.70	200,545.00	200,545.00	200,545.00
13530121	5249	GROUND MAINTENANCE	8,225.80	90,000.00	90,000.00	15,159.56	90,000.00	90,000.00	90,000.00
13530121	5251	UTILITY SERV REP & M	104,400.33	250,000.00	250,000.00	192,499.50	250,000.00	250,000.00	250,000.00
13530121	5255	BUILDING/EQUIP MAINT	0.00	5,000.00	5,000.00	1,320.70	5,000.00	5,000.00	5,000.00
13530121	5270	RENTAL & LEASE	0.00	8,201.00	8,201.00	0.00	8,201.00	8,201.00	8,201.00
13530121	5292	SNOW REMOVAL	123,335.00	0.00	0.00	0.00	0.00	0.00	0.00
13530121	5341	TELEPHONE	54,028.44	65,000.00	65,000.00	49,811.38	65,000.00	65,000.00	65,000.00
13530121	5394	SECURITY	12,349.00	20,500.00	20,500.00	7,053.00	20,500.00	20,500.00	20,500.00
13530121	5421	OFFICE SUPPLIES (GEN	0.00	1,000.00	1,000.00	0.00	1,000.00	750.00	750.00
13530121	5431	BLDG REP/MAINT SUPPL	49,178.35	75,000.00	75,000.00	41,910.76	75,000.00	56,250.00	56,250.00
13530121	5451	CUSTODIAL SUPPLIES	49,113.79	83,061.00	83,061.00	51,448.76	83,061.00	83,061.00	83,061.00
13530121	5461	GROUNDSKEEPING SUPPL	5,167.30	20,000.00	20,000.00	2,424.22	20,000.00	20,000.00	20,000.00
13530121	5780	OTHER Expenses	19,426.90	40,000.00	40,000.00	11,320.81	40,000.00	30,000.00	30,000.00
13530121	5781	AUTO ALLOWANCE	0.00	1,500.00	1,500.00	10.00	1,500.00	1,500.00	1,500.00
13530121	5860	EQUIPMENT	0.00	12,249.00	12,249.00	910.98	12,249.00	9,187.00	9,187.00
Total Operations/Maint- Op/Maint-			1,721,800.29	2,357,895.00	2,357,895.00	1,624,180.63	2,390,895.00	2,358,833.00	2,358,833.00
250	053	Department Total	3,202,159.95	3,841,031.00	3,841,031.00	2,956,887.86	3,915,741.00	3,803,160.00	3,803,160.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Regular Day- Teach/Und-Psnl									
13570140	5100	SUBSTITUTE TEACHERS	272,819.96	210,000.00	210,000.00	224,105.66	210,000.00	210,000.00	210,000.00
13570140	5101	LONG-TERM SUBS	112,816.57	110,000.00	110,000.00	122,794.32	110,000.00	110,000.00	110,000.00
13570140	5125	DIST WIDE TEACHING	457,054.19	466,925.00	427,534.00	550,423.08	733,512.00	755,304.00	755,304.00
13570150	5112	TRANSPORTATION	68,332.41	43,470.00	43,470.00	66,753.83	44,818.00	44,818.00	44,818.00
13570150	5131	OVERTIME (GENERAL)	1,905.95	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
13570220	5102	ELEMENTARY	1,217,518.07	1,247,844.00	1,247,844.00	993,510.31	1,249,591.00	1,226,556.00	1,226,556.00
13570220	5117	ADMINISTRATIVE	183,754.54	184,102.00	184,102.00	156,356.18	182,151.00	182,151.00	182,151.00
13570220	5150	FRINGE/STIPENDS	2,500.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00
13570220	5163	PARAPROFESSIONALS	47,093.18	47,538.00	47,538.00	40,758.89	48,997.00	20,682.00	20,682.00
13570240	5160	CLERICAL	32,725.58	36,825.00	36,825.00	31,263.07	32,245.00	32,245.00	32,245.00
13570320	5102	ELEMENTARY	1,027,615.66	1,048,655.00	433,390.00	467,561.01	0.00	0.00	0.00
13570320	5117	ADMINISTRATIVE	188,316.27	176,086.00	78,158.00	93,451.26	0.00	0.00	0.00
13570320	5150	FRINGE/STIPENDS	7,224.64	12,740.00	6,686.00	179.42	0.00	0.00	0.00
13570320	5163	PARAPROFESSIONALS	25,704.19	25,575.00	13,422.00	30,632.67	0.00	0.00	0.00
13570340	5160	CLERICAL	31,549.56	36,825.00	19,327.00	30,442.74	0.00	0.00	0.00
13570420	5102	ELEMENTARY	1,005,269.80	1,032,403.00	1,032,403.00	823,051.98	1,092,644.00	1,092,644.00	1,092,644.00
13570420	5117	ADMINISTRATIVE	161,170.73	155,917.00	155,917.00	155,367.08	174,913.00	174,913.00	174,913.00
13570420	5163	PARAPROFESSIONALS	15,731.22	30,134.00	30,134.00	29,030.47	28,059.00	17,059.00	17,059.00
13570440	5160	CLERICAL	32,556.51	36,925.00	36,925.00	30,657.91	32,348.00	32,348.00	32,348.00
13570520	5102	ELEMENTARY	1,851,634.38	1,934,544.00	1,934,544.00	1,611,222.34	2,117,301.00	2,117,301.00	2,117,301.00
13570520	5117	ADMINISTRATIVE	188,857.05	185,749.00	185,749.00	206,972.67	278,178.00	278,178.00	278,178.00
13570520	5150	FRINGE/STIPENDS	2,895.94	7,000.00	7,000.00	3,436.96	7,000.00	7,000.00	7,000.00
13570520	5163	PARAPROFESSIONALS	45,716.90	49,194.00	49,194.00	50,016.33	47,930.00	47,930.00	47,930.00
13570540	5160	CLERICAL	63,273.85	67,000.00	67,000.00	61,153.40	68,884.00	68,884.00	68,884.00
13570620	5102	ELEMENTARY	1,260,453.85	1,315,439.00	1,315,439.00	1,080,646.87	1,441,673.00	1,388,871.00	1,388,871.00
13570620	5117	ADMINISTRATIVE	139,442.23	129,790.00	129,790.00	103,505.52	133,010.00	133,010.00	133,010.00
13570620	5150	FRINGE/STIPENDS	4,250.00	5,400.00	5,400.00	3,952.50	5,400.00	5,400.00	5,400.00
13570620	5163	PARAPROFESSIONALS	17,683.32	24,932.00	24,932.00	20,946.11	30,524.00	30,524.00	30,524.00
13570640	5160	CLERICAL	27,059.55	30,909.00	30,909.00	28,993.72	35,786.00	35,786.00	35,786.00
13570720	5102	ELEMENTARY	1,526,752.66	1,583,233.00	1,583,233.00	1,289,819.23	1,724,486.00	1,693,810.00	1,693,810.00
13570720	5117	ADMINISTRATIVE	130,032.78	127,863.00	127,863.00	106,435.89	135,246.00	135,246.00	135,246.00
13570720	5150	FRINGE/STIPENDS	7,350.00	9,000.00	9,000.00	8,030.00	9,000.00	7,550.00	7,550.00
13570720	5163	PARAPROFESSIONALS	42,329.79	46,838.00	46,838.00	40,493.50	49,869.00	44,319.00	44,319.00
13570740	5160	CLERICAL	45,646.18	45,173.00	45,173.00	43,572.67	46,677.00	46,677.00	46,677.00
13570820	5102	ELEMENTARY	1,954,597.68	2,109,250.00	2,109,250.00	1,607,134.64	2,200,785.00	2,214,508.00	2,214,508.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
13570820	5117	ADMINISTRATIVE	182,055.62	180,537.00	180,537.00	166,900.31	196,551.00	196,551.00	196,551.00
13570820	5150	FRINGE/STIPENDS	5,000.00	5,000.00	5,000.00	2,725.00	5,000.00	0.00	0.00
13570820	5163	PARAPROFESSIONALS	9,121.16	18,743.00	18,743.00	21,831.91	8,325.00	8,325.00	8,325.00
13570840	5160	CLERICAL	31,649.56	36,925.00	36,925.00	30,262.47	38,070.00	38,070.00	38,070.00
13570920	5117	ADMINISTRATIVE	302,866.72	302,867.00	302,867.00	270,290.27	300,769.00	285,935.00	285,935.00
13570920	5130	MIDDLE SCHOOL	2,726,731.88	2,744,097.00	2,744,097.00	1,904,298.89	2,831,462.00	2,778,364.00	2,778,364.00
13570920	5150	FRINGE/STIPENDS	30,320.00	28,250.00	28,250.00	13,347.50	28,250.00	28,250.00	28,250.00
13570920	5163	PARAPROFESSIONALS	71,811.49	60,162.00	60,162.00	61,032.56	74,232.00	41,169.00	41,169.00
13570940	5160	CLERICAL	74,751.38	75,502.00	75,502.00	73,080.64	77,609.00	77,609.00	77,609.00
13570950	5114	TUTORS	0.00	17,100.00	17,100.00	0.00	17,100.00	17,100.00	17,100.00
13571020	5114	TUTORS	30,650.00	17,100.00	17,100.00	25,737.50	17,100.00	17,100.00	17,100.00
13571020	5140	HIGH SCHOOL	5,463,386.39	5,505,756.00	5,505,756.00	4,310,618.84	5,642,134.00	5,305,768.00	5,305,768.00
13571020	5150	FRINGE/STIPENDS	15,483.26	18,500.00	18,500.00	13,125.51	18,500.00	18,500.00	18,500.00
13571020	5160	CLERICAL	145,131.63	187,908.00	187,908.00	176,423.20	195,696.00	195,696.00	195,696.00
13571020	5163	PARAPROFESSIONALS	16,994.34	22,903.00	22,903.00	62,727.62	72,147.00	72,147.00	72,147.00
13571060	5117	ADMINISTRATIVE	519,662.94	525,563.00	525,563.00	489,199.49	549,597.00	549,597.00	549,597.00
13571120	5150	FRINGE/STIPENDS	625.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
13571120	5160	CLERICAL	31,399.56	36,675.00	36,675.00	30,009.71	37,812.00	37,812.00	37,812.00
13571320	5117	ADMINISTRATIVE	82,878.22	96,984.00	96,984.00	93,555.53	95,938.00	95,938.00	95,938.00
13571320	5140	HIGH SCHOOL	450,015.73	455,109.00	455,109.00	347,993.26	476,333.00	478,157.00	478,157.00
13571320	5150	FRINGE/STIPENDS	500.00	500.00	500.00	0.00	500.00	500.00	500.00
13571320	5160	CLERICAL	30,353.94	36,075.00	36,075.00	29,716.49	32,273.00	32,273.00	32,273.00
13571320	5163	PARAPROFESSIONALS	59,778.25	69,444.00	69,444.00	50,304.02	54,631.00	54,631.00	54,631.00
13571520	5102	ELEMENTARY	0.00	0.00	864,895.00	637,141.23	0.00	0.00	0.00
13571520	5117	ADMINISTRATIVE	0.00	0.00	158,500.00	147,346.18	0.00	0.00	0.00
13571520	5150	FRINGE/STIPENDS	0.00	0.00	37,000.00	17,247.50	0.00	0.00	0.00
Total Regular Day-Elem Ed-PSNL			22,480,802.26	23,021,478.00	23,293,584.00	19,090,587.86	23,047,556.00	22,489,706.00	22,489,706.00
Regular Day- Teach/Und-Exp									
13570141	5320	CONTRACTED SERVICES	15,995.49	21,383.00	4,304.75	3,142.21	20,722.00	15,542.00	15,542.00
13570141	5333	PUPIL TRANSPORTATION	3,304.60	12,000.00	1,500.00	1,389.71	12,000.00	12,000.00	12,000.00
13570141	5508	EDUCATIONAL	9,699.98	20,000.00	19,101.93	15,858.51	20,000.00	20,000.00	20,000.00
13570141	5511	TEXTBOOKS	2,159.74	1,582.00	0.00	0.00	1,533.00	1,150.00	1,150.00
13570141	5514	INSTRUCTIONAL SUPPLI	24,109.08	35,005.00	27,554.32	27,554.32	33,923.00	25,443.00	25,443.00
13570141	5730	DUES AND SUB	8,677.54	11,500.00	9,483.00	8,263.45	11,500.00	8,625.00	8,625.00
13570151	5333	PUPIL TRANSPORTATION	451,324.90	496,000.00	456,300.00	455,582.79	496,000.00	496,000.00	496,000.00
13570221	5421	OFFICE SUPPLIES (GEN	2,598.45	4,313.00	2,420.74	2,420.74	4,313.00	2,329.00	2,329.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
13570221	5511	TEXTBOOKS	7,349.10	8,648.00	7,575.02	7,575.02	8,648.00	6,486.00	6,486.00
13570221	5512	BOOKS-LIBRARY	0.00	100.00	0.00	0.00	100.00	75.00	75.00
13570221	5514	INSTRUCTIONAL SUPPLI	13,758.23	13,887.00	12,690.26	12,690.26	13,887.00	5,287.00	5,287.00
13570321	5421	OFFICE SUPPLIES (GEN	3,480.63	10,550.00	1,846.25	1,846.25	0.00	0.00	0.00
13570321	5511	TEXTBOOKS	6,015.76	6,176.00	0.00	0.00	0.00	0.00	0.00
13570321	5512	BOOKS-LIBRARY	0.00	100.00	0.00	0.00	0.00	0.00	0.00
13570321	5514	INSTRUCTIONAL SUPPLI	5,548.68	7,000.00	2,156.85	2,156.85	0.00	0.00	0.00
13570421	5421	OFFICE SUPPLIES (GEN	4,817.92	4,000.00	2,660.93	2,660.93	4,000.00	3,000.00	3,000.00
13570421	5511	TEXTBOOKS	4,000.00	5,000.00	3,580.90	3,580.90	5,000.00	3,750.00	3,750.00
13570421	5512	BOOKS-LIBRARY	181.02	500.00	423.50	423.50	500.00	375.00	375.00
13570421	5514	INSTRUCTIONAL SUPPLI	4,508.00	4,508.00	4,475.13	4,475.13	7,353.00	7,353.00	7,353.00
13570421	5860	EQUIPMENT	1,983.62	2,000.00	1,983.32	1,983.32	2,000.00	1,500.00	1,500.00
13570521	5421	OFFICE SUPPLIES (GEN	6,466.89	9,770.00	7,955.93	7,955.93	9,770.00	7,328.00	7,328.00
13570521	5511	TEXTBOOKS	5,906.40	5,939.00	8,375.28	8,375.28	8,998.00	6,749.00	6,749.00
13570521	5512	BOOKS-LIBRARY	6,400.45	7,936.00	1,287.54	1,287.54	7,936.00	5,952.00	5,952.00
13570521	5514	INSTRUCTIONAL SUPPLI	6,696.73	12,719.00	9,254.93	9,254.93	9,660.00	9,660.00	9,660.00
13570621	5320	CONTRACTED SERVICES	0.00	300.00	0.00	0.00	300.00	300.00	300.00
13570621	5421	OFFICE SUPPLIES (GEN	1,440.28	5,829.00	1,371.72	1,371.72	5,829.00	4,372.00	4,372.00
13570621	5511	TEXTBOOKS	5,363.43	8,071.00	958.22	958.22	8,071.00	6,054.00	6,054.00
13570621	5512	BOOKS-LIBRARY	1,562.70	1,588.00	1,028.26	1,028.26	1,588.00	1,191.00	1,191.00
13570621	5514	INSTRUCTIONAL SUPPLI	5,445.08	11,412.00	3,742.44	3,742.44	11,412.00	11,412.00	11,412.00
13570621	5860	EQUIPMENT	0.00	64.00	10.99	10.99	64.00	48.00	48.00
13570721	5320	CONTRACTED SERVICES	40.50	1,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00
13570721	5421	OFFICE SUPPLIES (GEN	1,296.10	3,000.00	443.39	443.39	3,000.00	2,250.00	2,250.00
13570721	5511	TEXTBOOKS	9,982.26	11,877.00	2,177.06	2,177.06	11,877.00	8,908.00	8,908.00
13570721	5512	BOOKS-LIBRARY	916.00	916.00	0.00	0.00	916.00	687.00	687.00
13570721	5514	INSTRUCTIONAL SUPPLI	7,025.53	21,237.00	10,341.33	10,341.33	21,237.00	21,237.00	21,237.00
13570721	5860	EQUIPMENT	1,072.65	4,230.00	772.15	772.15	4,230.00	3,173.00	3,173.00
13570821	5421	OFFICE SUPPLIES (GEN	1,794.00	1,794.00	1,794.00	1,794.00	1,794.00	1,346.00	1,346.00
13570821	5511	TEXTBOOKS	10,707.80	11,437.00	9,190.59	9,190.59	11,437.00	1,578.00	1,578.00
13570821	5512	BOOKS-LIBRARY	5,760.32	6,815.00	6,329.38	6,329.38	6,815.00	1.00	1.00
13570821	5514	INSTRUCTIONAL SUPPLI	17,381.23	17,500.00	14,572.77	14,572.77	17,500.00	17,500.00	17,500.00
13570821	5860	EQUIPMENT	1,623.38	2,000.00	1,999.99	1,999.99	2,000.00	0.00	0.00
13570921	5320	CONTRACTED SERVICES	2,129.00	2,129.00	0.00	0.00	2,129.00	1,597.00	1,597.00
13570921	5381	PRINTING AND BINDING	6,492.67	6,500.00	1,853.30	1,853.30	6,500.00	6,500.00	6,500.00
13570921	5421	OFFICE SUPPLIES (GEN	13,484.54	13,500.00	4,693.04	4,693.04	13,500.00	10,125.00	10,125.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
13570921	5429	MISC SUPPLIES	0.00	960.00	220.00	220.00	960.00	720.00	720.00
13570921	5511	TEXTBOOKS	6,588.58	6,597.00	0.00	0.00	6,597.00	1.00	1.00
13570921	5512	BOOKS-LIBRARY	9,458.73	11,074.00	5,429.76	5,429.76	11,074.00	8,306.00	8,306.00
13570921	5514	INSTRUCTIONAL SUPPLI	30,087.67	31,649.00	9,206.09	9,206.09	31,649.00	23,649.00	23,649.00
13570921	5710	IN STATE TRAVEL/MEETINGS	0.00	1,118.00	1,118.00	1,118.00	1,118.00	839.00	839.00
13570921	5730	DUES AND SUB	539.00	1,423.00	1,423.00	1,423.00	1,423.00	1,068.00	1,068.00
13571021	5320	CONTRACTED SERVICES	14,200.59	40,000.00	39,946.50	36,538.94	40,000.00	15,000.00	15,000.00
13571021	5421	OFFICE SUPPLIES (GEN	21,773.39	24,000.00	23,067.71	20,472.77	24,000.00	18,000.00	18,000.00
13571021	5511	TEXTBOOKS	29,884.96	34,396.00	34,396.00	32,386.41	34,396.00	25,797.00	25,797.00
13571021	5512	BOOKS-LIBRARY	6,061.39	6,104.00	5,977.92	5,977.92	6,104.00	4,578.00	4,578.00
13571021	5514	INSTRUCTIONAL SUPPLI	45,190.68	53,722.00	51,745.00	51,116.74	53,722.00	53,722.00	53,722.00
13571021	5730	DUES AND SUB	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
13571021	5860	EQUIPMENT	7,001.43	7,806.00	7,204.54	7,128.16	7,806.00	5,855.00	5,855.00
13571121	5320	CONTRACTED SERVICES	0.00	750.00	0.00	0.00	750.00	563.00	563.00
13571121	5381	PRINTING AND BINDING	0.00	500.00	0.00	0.00	500.00	375.00	375.00
13571121	5421	OFFICE SUPPLIES (GEN	1,158.00	2,000.00	1,298.47	1,298.47	2,000.00	1,500.00	1,500.00
13571121	5514	INSTRUCTIONAL SUPPLI	0.00	1,438.00	1,066.69	1,066.69	1,438.00	1,438.00	1,438.00
13571121	5860	EQUIPMENT	0.00	2,000.00	873.48	873.48	2,000.00	1,500.00	1,500.00
13571321	5320	CONTRACTED SERVICES	0.00	2,800.00	0.00	0.00	2,800.00	2,100.00	2,100.00
13571321	5421	OFFICE SUPPLIES (GEN	657.12	800.00	537.95	421.23	800.00	600.00	600.00
13571321	5514	INSTRUCTIONAL SUPPLI	1,227.56	2,000.00	1,250.00	973.36	2,000.00	2,000.00	2,000.00
13571321	5780	OTHER EXPENSES	737.52	1,000.00	406.98	406.98	1,000.00	750.00	750.00
13571521	5514	INSTRUCTIONAL SUPPLIES	0.00	0.00	102,652.00	46,105.42	0.00	0.00	0.00
Total Regular Day-Elem Ed-Expense			868,067.30	1,068,952.00	939,029.30	866,919.62	1,046,179.00	911,244.00	911,244.00

250	057	Department Total	23,348,869.56	24,090,430.00	24,232,613.30	19,957,507.48	24,093,735.00	23,400,950.00	23,400,950.00
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CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
SPED- Teach/Und-Psnl									
13640160	5100	SUBSTITUTE TEACHERS	138,558.15	100,000.00	100,000.00	120,120.65	100,000.00	100,000.00	100,000.00
13640160	5111	SALARIES-FULL TIME	290,983.40	286,395.00	286,395.00	296,007.31	286,395.00	286,395.00	286,395.00
13640160	5114	TUTORS	43,537.83	40,000.00	40,000.00	31,962.50	40,000.00	40,000.00	40,000.00
13640160	5117	ADMINISTRATIVE	345,981.64	341,877.00	341,877.00	319,298.64	347,969.00	347,969.00	347,969.00
13640160	5125	DIST WIDE TEACHING	2,278,948.58	2,140,296.00	2,140,296.00	1,866,561.21	2,206,459.00	2,206,459.00	2,206,459.00
13640160	5126	PSYCHOLOGIST	0.00	0.00	0.00	0.00	1,640,585.00	1,640,585.00	1,640,585.00
13640160	5160	CLERICAL	79,900.21	88,023.00	88,023.00	84,580.38	90,191.00	90,191.00	90,191.00
13640160	5163	PARAPROFESSIONALS	0.00	34,500.00	34,500.00	21,147.80	34,500.00	34,500.00	34,500.00
13640180	5112	TRANSPORTATION	456,664.53	316,776.00	316,776.00	453,739.21	327,627.00	327,627.00	327,627.00
13640180	5131	OVERTIME (GENERAL)	244.35	0.00	0.00	0.00	0.00	0.00	0.00
13640180	5160	CLERICAL	40,535.00	43,273.00	43,273.00	38,582.78	42,190.00	42,190.00	42,190.00
13640180	5165	NON-INST SUPERVISOR	53,224.38	53,581.00	53,581.00	56,871.52	65,000.00	65,000.00	65,000.00
13640220	5102	ELEMENTARY	327,683.29	345,555.00	345,555.00	263,713.20	198,114.00	198,114.00	198,114.00
13640220	5163	PARAPROFESSIONALS	160,568.73	136,551.00	136,551.00	173,826.98	210,079.00	194,079.00	194,079.00
13640320	5102	ELEMENTARY	411,865.07	379,267.00	199,048.00	148,312.86	0.00	0.00	0.00
13640320	5163	PARAPROFESSIONALS	130,708.70	139,683.00	73,309.00	75,499.72	0.00	0.00	0.00
13640420	5102	ELEMENTARY	316,781.35	292,371.00	292,371.00	242,796.74	306,102.00	306,102.00	306,102.00
13640420	5163	PARAPROFESSIONALS	69,727.16	64,340.00	64,340.00	59,797.19	52,519.00	36,519.00	36,519.00
13640520	5102	ELEMENTARY	236,464.99	242,207.00	242,207.00	165,589.20	220,294.00	220,294.00	220,294.00
13640520	5163	PARAPROFESSIONALS	183,331.27	97,175.00	97,175.00	69,143.23	86,795.00	70,795.00	70,795.00
13640620	5102	ELEMENTARY	119,804.02	147,038.00	147,038.00	113,946.19	281,139.00	281,139.00	281,139.00
13640620	5163	PARAPROFESSIONALS	104,783.98	105,972.00	105,972.00	92,347.98	149,933.00	133,933.00	133,933.00
13640720	5102	ELEMENTARY	482,213.46	520,136.00	520,136.00	437,137.11	579,077.00	579,077.00	579,077.00
13640720	5163	PARAPROFESSIONALS	221,865.71	204,280.00	204,280.00	207,740.75	228,593.00	212,593.00	212,593.00
13640820	5102	ELEMENTARY	628,471.81	684,724.00	684,724.00	529,497.53	734,766.00	734,766.00	734,766.00
13640820	5163	PARAPROFESSIONALS	261,111.58	272,413.00	272,413.00	236,347.26	314,732.00	298,732.00	298,732.00
13640920	5130	MIDDLE SCHOOL	1,095,889.79	1,170,867.00	1,170,867.00	883,671.74	1,119,149.00	1,119,149.00	1,119,149.00
13640920	5163	PARAPROFESSIONALS	328,488.21	372,501.00	372,501.00	331,579.61	497,890.00	337,890.00	337,890.00
13641020	5140	SPED High Schl-Psnl	1,524,265.45	1,585,024.00	1,585,024.00	1,143,095.14	1,388,224.00	1,388,224.00	1,388,224.00
13641020	5163	PARAPROFESSIONAL	419,500.84	440,164.00	440,164.00	431,136.73	539,528.00	507,528.00	507,528.00
13641120	5111	SALARIES-FULL TIME	368,735.72	418,147.00	418,147.00	337,201.84	383,412.00	383,412.00	383,412.00
13641120	5163	PARAPROFESSIONALS	164,244.47	200,272.00	200,272.00	157,792.78	177,852.00	177,852.00	177,852.00
Total SPED- Pre Schl-Psnl			11,285,083.67	11,263,408.00	11,016,815.00	9,389,045.78	12,649,114.00	12,361,114.00	12,361,114.00

SPED- Teach/Und-Exp

13640161	5302	MEDICAL CONTRACTUAL	215,415.13	271,000.00	271,000.00	196,369.79	271,000.00	271,000.00	271,000.00
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CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
13640161	5313	EDUCATION EVALUATION	32,624.60	50,000.00	18,739.18	13,028.22	50,000.00	50,000.00	50,000.00
13640161	5317	EDUCATIONAL TRAINING	18,655.38	20,000.00	20,000.00	15,461.01	20,000.00	20,000.00	20,000.00
13640161	5320	CONTRACTED SERVICES	504,087.06	493,575.00	493,575.00	395,691.46	493,575.00	443,575.00	443,575.00
13640161	5324	TUITION	2,667,655.55	3,152,897.00	2,954,278.39	2,631,891.78	1,609,532.00	3,246,897.00	3,246,897.00
13640161	5421	OFFICE SUPPLIES (GEN	7,088.26	9,000.00	9,000.00	6,232.54	9,000.00	6,750.00	6,750.00
13640161	5514	INSTRUCTIONAL SUPPLI	50,818.69	63,000.00	63,000.00	44,559.90	63,000.00	47,250.00	47,250.00
13640161	5519	COMPUTER SOFTWARE	2,457.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
13640161	5582	DATA PROCESSING SUPP	1,172.25	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
13640161	5780	OTHER EXPENSES	263.07	1,200.00	912.83	736.63	1,200.00	900.00	900.00
13640161	5860	EQUIPMENT	17,646.09	22,100.00	18,357.43	17,846.36	22,100.00	16,575.00	16,575.00
13640181	5244	VEHICLE REPAIR AND M	28,041.71	30,000.00	30,000.00	20,067.94	30,000.00	30,000.00	30,000.00
13640181	5332	SPEC ED TRANSPORTATI	820,439.76	740,000.00	973,909.17	933,685.89	740,000.00	740,000.00	740,000.00
Total SPED- Trans-Exp			4,366,364.55	4,858,972.00	4,858,972.00	4,281,771.52	3,315,607.00	4,879,147.00	4,879,147.00
250	064	Department Total	15,651,448.22	16,122,380.00	15,875,787.00	13,670,817.30	15,964,721.00	17,240,261.00	17,240,261.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Bilingual- Supervision-Psnl									
13700120	5125	DIST WIDE TEACHING	290,500.68	292,760.00	292,760.00	125,152.24	231,176.00	231,176.00	231,176.00
13700130	5114	TUTORS/TRANSLATORS	67,494.09	54,300.00	54,300.00	33,017.08	71,300.00	71,300.00	71,300.00
13700220	5102	ELEMENTARY	71,242.00	71,242.00	71,242.00	69,411.37	73,588.00	73,588.00	73,588.00
13700320	5102	ELEMENTARY	144,894.58	132,501.00	69,540.00	32,849.96	0.00	0.00	0.00
13700320	5163	PARAPROFESSIONALS	0.00	22,605.00	22,605.00	0.00	0.00	0.00	0.00
13700420	5102	ELEMENTARY	65,667.02	65,668.00	65,668.00	51,610.00	67,639.00	67,639.00	67,639.00
13700520	5111	SALARIES-FULL TIME	686,302.83	723,993.00	723,993.00	557,490.56	780,968.00	780,968.00	780,968.00
13700520	5114	TUTORS	0.00	68,640.00	68,640.00	31,088.75	0.00	0.00	0.00
13700620	5102	ELEMENTARY	123,834.70	123,836.00	123,836.00	97,414.00	127,655.00	127,655.00	127,655.00
13700620	5114	TUTORS	0.00	17,640.00	17,640.00	14,875.00	17,640.00	17,640.00	17,640.00
13700720	5111	SALARIES-FULL TIME	43,525.88	118,154.00	118,154.00	94,370.78	124,186.00	124,186.00	124,186.00
13700820	5102	ELEMENTARY	71,241.88	71,242.00	71,242.00	109,493.00	143,703.00	143,703.00	143,703.00
13700920	5114	TUTORS	17,969.00	17,000.00	17,000.00	15,190.00	0.00	0.00	0.00
13700920	5130	MIDDLE SCHOOL	186,094.68	152,658.00	152,658.00	137,513.82	196,628.00	196,628.00	196,628.00
13701020	5111	SALARIES-FULL TIME	36,990.03	0.00	0.00	0.00	0.00	0.00	0.00
13701020	5140	TEACHING	428,539.36	433,649.00	433,649.00	372,252.73	502,937.00	502,937.00	502,937.00
Total Bilingual- High Schl-Psnl			2,234,296.73	2,365,888.00	2,302,927.00	1,741,729.29	2,337,420.00	2,337,420.00	2,337,420.00
Bilingual- Supervision-Exp									
13702030	5421	OFFICE SUPPLIES (GEN	3,522.63	48,346.00	26,318.22	25,651.53	46,852.00	35,139.00	35,139.00
13702030	5514	INSTRUCTIONAL SUPPLIES	95,546.40	0.00	0.00	0.00	0.00	0.00	0.00
Total Bilingual- Supervision-Exp			99,069.03	48,346.00	26,318.22	25,651.53	46,852.00	35,139.00	35,139.00
250	070	Department Total	2,333,365.76	2,414,234.00	2,329,245.22	1,767,380.82	2,384,272.00	2,372,559.00	2,372,559.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Reserve Fund- Contingncy-Ps									
13930120	5171	COLLECTIVE BARGANING RESERVE	0.00	148,839.00	148,839.00	0.00	0.00	299,773.00	299,773.00
Total	Reserve Fund- Contingncy-Ps		0.00	148,839.00	148,839.00	0.00	0.00	299,773.00	299,773.00
250	093	Department Total	0.00	148,839.00	148,839.00	0.00	0.00	299,773.00	299,773.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Prof Dev- Prof Dev-Psnl									
13990160	5100	SUBSTITUTE TEACHERS	8,377.44	21,910.00	11,910.00	0.00	11,910.00	11,910.00	11,910.00
13990160	5150	FRINGE/STIPENDS	100.00	0.00	0.00	0.00	0.00	0.00	0.00
13990410	5150	FRINGE/STIPENDS	24,962.98	25,000.00	25,000.00	26,100.77	25,000.00	15,000.00	15,000.00
Total	Prof Dev/Carlton/Prof Dev		33,440.42	46,910.00	36,910.00	26,100.77	36,910.00	26,910.00	26,910.00
Professional Development-tech									
13990145	5317	EDUCATIONAL TRAINING	4,231.45	4,984.00	1,010.00	810.00	4,830.00	4,830.00	4,830.00
13990161	5317	EDUCATIONAL TRAINING	25,216.56	27,395.00	53,928.98	47,226.44	33,703.00	33,703.00	33,703.00
13990161	5324	TUITION	32,437.25	40,000.00	36,047.00	36,047.00	40,000.00	40,000.00	40,000.00
13990420	5317	EDUCATIONAL TRAINING	2,187.00	0.00	0.00	0.00	0.00	0.00	0.00
13991021	5317	EDUCATIONAL TRAINING	987.97	0.00	0.00	0.00	0.00	0.00	0.00
Total	Prof Dev- Prof Dev-Exp		65,060.23	72,379.00	90,985.98	84,083.44	78,533.00	78,533.00	78,533.00
250	099	Department Total	98,500.65	119,289.00	127,895.98	110,184.21	115,443.00	105,443.00	105,443.00

CITY OF SALEM - FY 2016 OPERATING BUDGET

	Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Fund Totals For 100	51,883,707.77	54,461,543.00	54,161,545.00	44,964,630.73	53,145,269.00	53,145,269.00	53,145,269.00

Budget Transfer Out

Retirement Stabilization Trust Fund

In FY 2016 \$400,000 is budgeted in the general fund to be transferred to the Retirement Stabilization Trust Fund. This trust fund was established in FY 2009 in accordance with Massachusetts General Law – Chapter 46 sections 14 and 50 and Chapter 140 sections 19 and 137 of the Acts of 2003. The purpose of this trust fund is to fund retiring employees' accrued sick and vacation buybacks as established by City Policy and contractual agreements. In FY 2016 we reduced the appropriation due to budget constraints. The school department is funding 40% of their anticipated retirements in their budget. We anticipating not backfilling other city departments as retirements occur in order to fund retirements.

New Liberty Charter School (NLCS)

In FY 2016 the City budgeted \$890,257 in the general fund to be transferred to the New Liberty Charter School (NLCS) Special Revenue Fund. The NLCS has had substantial unspent balances in the prior fiscal year's budgets that can cover some expenses for FY 2016 as noted in the transfer detail report.

Bentley Academy Charter School

In FY 2016 the Bentley School becomes a Horace Mann Charter School. The City budgeted \$2,612,500 in the general fund to be transferred out to a Special Revenue Fund set up for the Bentley Academy Charter School. The school is being run by the Blueprint School Network.

Salem 2026 – 400 Anniversary Fund

In FY 2014 the Mayor established a new special revenue fund to help fund the City's 400th anniversary celebration. The Mayor appropriates \$10,000.00 per year to help pay for events in 2026.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
BUDGET TRANSFERS OUT OF GF									
120	5962	TRANSFER TO BENTLEY CHARTER	0.00	0.00	0.00	0.00	2,880,000.00	2,612,500.00	2,612,500.00
120	5963	TRANSFERS TO CPA FUND	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00
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	600,000.00	600,000.00	600,000.00	600,000.00	900,000.00	400,000.00	400,000.00
120	5966	TRANS TO CIP FUND-2000	303,000.00	0.00	0.00	0.00	0.00	0.00	0.00
120	5967	TRANS TO CHARTER SCHOOL	1,060,257.00	990,257.00	990,257.00	990,257.00	990,257.00	890,257.00	890,257.00
120	5968	TRANSFER TO HRA FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	5969	TRANS TO SALEM 2026 FUND	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Total BUDGET TRANSFERS OUT OF			2,023,257.00	1,600,257.00	1,600,257.00	1,600,257.00	4,780,257.00	3,912,757.00	3,912,757.00
900	000	Department Total	2,023,257.00	1,600,257.00	1,600,257.00	1,600,257.00	4,780,257.00	3,912,757.00	3,912,757.00

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Budget Transfers Out of General Fund - 900

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
120	5962	Transfers to Bentley Charter School City portion of Bentley Charter School	2,880,000	2,612,500	2,612,500
TOTAL			2,880,000	2,612,500	2,612,500
120	5965	Transfers to Retirement stabilization Fund 8311 To Fund Retirements For Fiscal Year City - Police, Fire, DPW, Etc. *School AFSCME 45 Day buybacks <i>*Note - 40% of school retirements budgeted in School Budget in FY 2016</i>	350,000 450,000 100,000	91,000 309,000 -	91,000 309,000 -
TOTAL			900,000	400,000	400,000
120	5967	Transfer to Charter School City portion of New Liberty Charter School Turnbacks of 250,00 from prior fiscal years increases charter school allocation for FY 2016 to 1,140,257.00	990,257 -	990,257 (100,000)	990,257 (100,000)
TOTAL			990,257	890,257	890,257
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			4,780,257	3,912,757	3,912,757

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 2016

No significant budget or staffing changes for FY 2016.

Recent Accomplishments

- Responded to over 48 sewer backups.
- Rebuilt over 25 sewer manholes and catch basins.
- Repaired over 105 trenches.
- Cleaned over 40 catch basins.
- Used web site for up-to-date sewer related bulletins.
- Continued sewer inspection records for reference.

FY 2016 Goals & Objectives

- Maintain sewer system to help reduce sewer backups.
- Purchase new Vactor truck to assist in sewer backups.
- Replace and secure rims and covers – manhole.
- Continue 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 catch basin cleaning.
- 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.
- Continue to investigate sewer and storm water separation in certain areas.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY2016
Sewer Backups Reported -Residential & City Owned	62	48	70	60
City Responsible	34	18	35	20
Resident Responsible	28	30	35	40

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Department of Public Services is committed to addressing any residential or business issue as soon as possible to reduce the public health risk. DPS personnel continue to work with the local residences and businesses to identify and assign responsibility for any sewer issue while promptly working to fix any issue that is the City's responsibility.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Sewer-Pub Serv-Personnel									
600031	5111	SALARIES-FULL TIME	274,783.43	263,478.00	263,478.00	258,576.34	326,510.00	327,423.00	327,423.00
600031	5118	SEASONAL LABOR	1,875.00	0.00	3,225.00	3,225.00	0.00	0.00	0.00
600031	5131	OVERTIME (GENERAL)	8,970.28	10,560.00	7,335.00	12,447.52	10,560.00	10,560.00	10,560.00
Total Sewer-Pub Serv-Personnel			285,628.71	274,038.00	274,038.00	274,248.86	337,070.00	337,983.00	337,983.00
Sewer-Pub Serv-Expenses									
600032	5211	ELECTRICITY	8,941.01	9,000.00	7,500.00	5,284.69	9,000.00	9,000.00	9,000.00
600032	5215	NATURAL GAS	8,154.13	9,000.00	9,000.00	6,620.51	9,000.00	7,000.00	7,000.00
600032	5251	UTILITY SERV REP & MAINT	10,399.00	10,400.00	10,400.00	10,251.68	10,400.00	10,400.00	10,400.00
600032	5284	EQUIPMENT LEASE	0.00	0.00	69,055.63	69,055.63	0.00	0.00	0.00
600032	5301	POLICE DETAIL	3,480.00	5,000.00	6,500.00	5,184.00	5,000.00	5,000.00	5,000.00
600032	5317	EDUCATIONAL TRAINING	496.28	500.00	500.00	150.00	500.00	500.00	500.00
600032	5320	CONTRACTED SERVICES	3,000.00	2,500.00	2,500.00	2,491.80	2,500.00	2,500.00	2,500.00
600032	5341	TELEPHONE	5,640.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
600032	5421	OFFICE SUPPLIES (GEN	749.05	750.00	350.00	349.98	750.00	750.00	750.00
600032	5481	GASOLINE/DIESEL FUEL	123,699.99	142,000.00	142,000.00	106,390.58	142,000.00	130,000.00	130,000.00
600032	5483	VEHICLE PRTS & ACCES	23,007.38	20,000.00	20,400.00	20,114.02	20,000.00	20,000.00	20,000.00
600032	5485	STREET SWEEPER BROOM	2,499.68	2,500.00	2,500.00	1,096.69	2,500.00	2,500.00	2,500.00
600032	5839	INFRASTRUCTURE REPAI	14,999.06	15,000.00	15,000.00	12,932.91	15,000.00	15,000.00	15,000.00
600032	5860	EQUIPMENT	0.00	0.00	0.00	0.00	34,528.00	34,528.00	34,528.00
Total Sewer-Pub Serv-Expenses			205,065.58	220,650.00	289,705.63	243,922.49	255,178.00	241,178.00	241,178.00
230	440	Department Total	490,694.29	494,688.00	563,743.63	518,171.35	592,248.00	579,161.00	579,161.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Propsed FY 2016	Council Voted FY 2016
TOMASZ JOHN	230 SEWER-PUBLIC SERV	600031-5111	PUBLIC SERVICES DIR		52.2					0.0%	0.0%	52.4	2.5%	52.4	
					36,365.81		0.33		33%	2,111.10	2,111.10	36,505.15	2,163.88	37,417.77	37,417.77
					227,111.41		5.66				Total AFSCME 1818	290,004.57		290,004.57	290,004.57
					263,477.22		5.99		Total Full Time - 5111			326,509.72		327,422.35	327,422.35
	230 SEWER-PUBLIC SERV	600031-5131	OVERTIME		10,560.00				0.3			10,560.00		10,560.00	10,560.00
					274,037.22		5.99		Department Total			337,069.72		337,982.35	337,982.35

Full-Time Equivalent Employees:	FY 2014	5.50
	FY 2015	5.99
	FY 2016	5.99
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES				Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4	
													Date	Rate	# Wks Old	New				
BARNES	DAVID	230 SEWER - PUB SERV	600031-5111	HME0	6/27/2012	21,520.43	0.50	853.57	1.025	874.91	1.025	896.78				50%	23,495.69	23,495.69	23,495.69	
BEAUREGARD	RICHARD	230 SEWER - PUB SERV	600031-5111	HEAD FOREMAN I/II	3/2/2001	28,620.78	0.50	1,096.58	1.025	1,123.99	1.025	1,152.09				50%	30,184.87	30,184.87	30,184.87	
CLAY	JOHN	230 SEWER - PUB SERV	600031-5111	HEO	03/22/1999	25,988.17	0.50	919.01	1.025	941.99	1.025	965.53				50%	25,297.01	25,297.01	25,297.01	
CONDON	DEREK	230 SEWER - PUB SERV	600031-5111	MASON	9/8/2000	23,986.16	0.50	919.01	1.025	941.99	1.025	965.53				50%	25,297.01	25,297.01	25,297.01	
COVIELLO	VALERIE	230 SEWER - PUB SERV	600031-5111	PRINCIPAL ACCT CLERK	3/2/2000	15,311.22	0.33	879.96	1.015	893.16	1.015	906.56				33%	15,834.44	15,834.44	15,834.44	
LEVESQUE	JAMES	230 SEWER - PUB SERV	600031-5111	St/Sidewalk Foreman III	06/21/1999	17,175.87	0.33	997.09	1.025	1,022.02	1.025	1,047.57				33%	18,114.54	18,114.54	18,114.54	
LINTON	GARCIA	230 SEWER - PUB SERV	600031-5111	HEO II/III	8/12/2013	21,395.72	0.50	886.14	1.025	908.29	1.025	931.00	9/1/2015	965.53	8.0	44.4	50%	25,158.77	25,158.77	25,158.77
LINTON-Shift Differential		230 SEWER - PUB SERV	600031-5111	Base Rate X 9% & 10 per weekend X 22				82.71	1.025	84.78	1.025	86.90				50%	2,276.73	2,276.73	2,276.73	
MARINO	PAUL	230 SEWER - PUB SERV	600031-5111	WORKING FOREMAN	07/23/1998	26,024.07	0.50	997.09	1.025	1,022.02	1.025	1,047.57				50%	27,446.30	27,446.30	27,446.30	
MORRIS	RALPH	230 SEWER - PUB SERV	600031-5111	HEO	11/30/2009		0.50	919.01	1.025	941.99	1.025	965.53				50%	25,297.01	25,297.01	25,297.01	
MURRAY III	JOHN	230 SEWER - PUB SERV	600031-5111	WATER SYS MAIN CRAFT	05/22/1989	22,278.35	0.50	853.57	1.025	874.91	1.025	896.78				50%	23,495.69	23,495.69	23,495.69	
MURRAY III	Shift Different	230 SEWER - PUB SERV	600031-5111	Base Rate X 8% (4 days 32 hrs at \$.50)		1,782.27		68.29	1.025	69.99	1.025	71.74				50%	1,879.67	1,879.67	1,879.67	
OSGOOD	STEPHEN	230 SEWER - PUB SERV	600031-5111	PESTICIDE GROUNDSKEEF	5/20/2014	22,278.35	0.00	919.01	1.025	941.99						0%	To DPS	To DPS	To DPS	
SMITH	MICHAEL	230 SEWER - PUB SERV	600031-5111	HME0 II/III	2/20/14	-	0.50	823.23	1.025	843.81	1.025	864.91	2/20/2016	896.78	33.0	19.4	50%	22,969.72	22,969.72	22,969.72
NADEAU	ADAM	230 SEWER - PUB SERV	600031-5111	HME0 I/II	9/23/14	-	0.50	794.01	1.025	813.86	1.025	834.21	9/23/2015	864.91	10.0	42.4	50%	22,507.13	22,507.13	22,507.13
OUT OF GRADE						750.00											750.00	750.00	750.00	
						227,111.41	5.66										290,004.57	290,004.57	290,004.57	

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Public Services - Sewer Enterprise - 230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
600032	5211	ELECTRICITY			
		Nat'l Grid electricity power to Public Works Garage 1015.00 X 12 = 12185.00	9,000	9,000	9,000
		Split with DPW/Water/SEWER	9,000	9,000	9,000
TOTAL					
600032	5215	NATURAL GAS			
		Keyspan - avg. monthly \$533 x 12 = \$6396.	9,000	7,000	7,000
		Metromedia - avg. monthly \$942.33 x 12 = \$11308.00			
		Split with DPW/Water/SEWER	9,000	7,000	7,000
TOTAL					
600032	5251	UTILITY SERVICE REPAIR & MAINT			
		E. J. Prescott - pvc pipe, valves, covers, frames, gaskets, & misc. items \$5000. +/-	10,400	10,400	10,400
TOTAL			10,400	10,400	10,400
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)	2,500	2,500	2,500
TOTAL			2,500	2,500	2,500
600032	5341	Telephone			
		Sprint/Nextell GPS tracking for DPW Trucks @ 1,410.00 x 12 mos (1/3)	4,000	4,000	4,000
TOTAL			4,000	4,000	4,000
600032	5421	OFFICE SUPPLIES (GENERAL)			
		General Office supplies as needed	750	750	750
TOTAL			750	750	750
600032	5481	GASOLINE/DIESEL FUEL			
		Fuel for Sewer/Water Vehicles	142,000	130,000	130,000
		Mayors figure represents 3 year average of GF/W/S combined			
TOTAL			142,000	130,000	130,000
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
600032	5860	EQUIPMENT PURCHASE			
		Vactor truck - 50/50 split between water & sewer	34,528	34,528	34,528
TOTAL		Lease to purchase - FY 16 Year 2 of 5	34,528	34,528	34,528
TOTAL PROPOSED			255,178	241,178	241,178

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 water usage, to all institutional, commercial, and residential properties in the City that are connected to the municipal collection system, over 10,000 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 reader, identifying accounts requiring service, selling meters and deduct meters and processing of over 3,300 water and sewer bills monthly, approximately 5% requiring analysis and estimating. During FY 2016 we will continue to move any commercial and large users to monthly billing. Funding for the efforts described herein is derived from the Sewer Enterprise System.

Significant Budget & Staffing Changes For FY 2016

Two significant budget changes for FY 2016- the data bill from ATT which increased significantly now that all the new meters/MIU's are on line. Also, reduction from two to one meter reader with corresponding reduction in salaries and overtime.

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.
- Completed \$40,000 study to improve storm drain discharges to the North River outfall on Commercial Street.
- Managed for the fifth year liens on overdue water, sewer and trash bills to 3rd quarter real estate tax bills (711 accounts); resulting in major revenue influx, estimated at \$508,000 (sewer only). Continued to lien condo developments owing over \$500.



- Signed a Memorandum of Understanding with Salem State University to site an underground storage tank and pump station on the O'Keefe Center Parking Lot to advance the Canal Street/SSU flood utilization project.
- Sought permits from various regulatory agencies for the pump station outfall pipe at Salem Harbor.
- 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; completed input over 10,000 meters automatically into Munis (never been done with Neptune meters before).

FY 2016 Goals & Objectives

- Continue illicit connection detection and removal program.
- Seek grant funding for this construction of storm drain discharge improvements to the North River on Commercial Street.
- 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 City water bodies.
- 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.
- Advance the Canal Street/SSU flood mitigation project to construction.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY2016
Number of new 5/8 inch meters and/or heads installed	35	69	30	60
Number of over 5/8 inch meters installed	5	17	5	10
Number of MIU's installed	50	65	80	100
Number of on-site appointments	240	264	650	650
Number of meters installed from ARM program	2,528	907	70	70

How FY 2016 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 department's goals by reinvesting and rehabilitating the city's waste water 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 Dept. goals to be obtained.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Sewer-Engineer-Personnel									
600131	5111	SALARIES-FULL TIME	164,432.97	166,860.00	166,860.00	139,860.59	146,859.00	148,891.00	148,891.00
600131	5131	OVERTIME (GENERAL)	3,329.03	5,790.00	5,790.00	473.09	2,000.00	2,000.00	2,000.00
Total Sewer-Engineer-Personnel			167,762.00	172,650.00	172,650.00	140,333.68	148,859.00	150,891.00	150,891.00
Sewer-Engineer-Expenses									
600132	5211	ELECTRICITY-PUMP STATION	23,011.34	23,800.00	23,485.00	22,686.71	23,800.00	23,800.00	23,800.00
600132	5277	PHOTOCOPY MACHINE LE	711.42	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00
600132	5278	TELEPHONE EQUIP-PUMP STATION	1,178.84	2,000.00	2,000.00	2,000.00	18,300.00	18,300.00	18,300.00
600132	5283	SEWER LINE LEASE	630.00	700.00	1,015.00	1,015.00	1,200.00	1,200.00	1,200.00
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	0.00	300.00	300.00	0.00	300.00	0.00	0.00
600132	5317	EDUCATIONAL TRAINING	3,177.71	2,500.00	2,500.00	1,843.53	2,500.00	2,500.00	2,500.00
600132	5320	CONTRACTED SERVICES-MAINT	31,815.20	50,000.00	50,000.00	0.00	50,000.00	50,000.00	50,000.00
600132	5342	POSTAGE	6,410.56	7,000.00	7,000.00	7,000.00	8,200.00	7,000.00	7,000.00
600132	5375	PUMP STAT OP & MAINT	70,491.83	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
600132	5381	PRINTING AND BINDING	1,249.90	1,000.00	1,000.00	0.00	1,750.00	1,750.00	1,750.00
600132	5421	OFFICE SUPPLIES (GEN	2,286.61	2,500.00	2,500.00	2,148.71	2,500.00	2,500.00	2,500.00
600132	5445	PUMP STATION SUPPL	2,227.70	8,000.00	8,000.00	3,658.85	8,000.00	5,000.00	5,000.00
600132	5520	SOFTWARE SUPPORT/ENHANCEMEI	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
600132	5710	IN STATE TRAVEL/MEETINGS	430.00	500.00	500.00	104.95	500.00	500.00	500.00
600132	5717	PROF LICENSE REIMB	750.00	750.00	750.00	0.00	375.00	375.00	375.00
600132	5837	SEWER SYS IMPROV PROG	15,630.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
600132	5869	COMPUTER EQUIP/TECH	1,434.13	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
Total Sewer-Engineer-Expenses			165,935.24	220,850.00	220,850.00	162,257.75	239,725.00	235,225.00	235,225.00
235	441	Department Total	333,697.24	393,500.00	393,500.00	302,591.43	388,584.00	386,116.00	386,116.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
CRIPPS CHERYL	235 SEWER-ENGINEERING	600131-511	SECRETARY		52.2				33%	827.84	827.84	52.4	2.5%	52.4	
TALKOWSKI ELLEN	235 SEWER-ENGINEERING	600131-511	ADMIN ASSISTANT		5,280.89		0.33		10%	1,011.66	1,011.66	5,301.12	1,036.96	5,433.65	14,672.91
KNOWLTON DAVID	235 SEWER-ENGINEERING	600131-511	CITY ENGINEER	5/21/2007	31,940.53		0.33		33%	1,854.20	1,854.20	32,062.90	1,900.56	32,864.48	5,433.65
DUIJVESTIJN OLLE	235 SEWER-ENGINEERING	600131-511	GIS		13,480.80		0.20		20%	1,291.26	1,291.26	13,532.45	1,323.55	13,870.76	32,864.48
ROSE JULIE	235 SEWER-ENGINEERING	600131-511	BUSINESS MGR/WTR REG		15,989.70		0.25		25%	1,225.26	1,225.26	16,050.96	1,255.90	16,452.24	13,870.76
					85,907.64		1.83			Total AFSCME 1818		65,596.39		65,596.39	65,596.39
					166,859.95		3.04	Total Full Time - 5111				146,858.87		148,890.43	148,890.43
235 SEWER-ENGINEERING 600131-513 OVERTIME					5,790.00							2,000.00		2,000.00	2,000.00
					172,649.95		3.04	Department Total				148,858.87		150,890.43	150,890.43

Full-Time Equivalent Employees:	FY 2014	3.10
	FY 2015	3.04
	FY 2016	3.04
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4			
													Date	Rate	# Wks Old	New							
BRENNAN	ARTHUR	235 SEWER - ENGINEERI	600131-5111	WATER METER READER	09141998	22,278.35	0.50	-		-		-						50%	To Library				
MCCARTHY	JF JOHN	235 SEWER - ENGINEERI	600131-5111	WATER METER READER	04301990	22,278.35	0.50	853.57	1.025	874.91	1.025	896.78						50%	23,495.69	23,495.69	23,495.69		
MORAN	KAREN	235 SEWER - ENGINEERI	600131-5111	ASST WATER REG	9/10/2013	25,551.38	0.50	978.98	1.015	993.66	1.015	1,008.57						50%	26,424.53	26,424.53	26,424.53		
FORGIONE	CLAUDIA	235 SEWER - ENGINEERI	600131-5111	PRINCIPAL CLERK II/III	10/19/2012	15,799.56	0.33	879.96	1.015	893.16	1.015	906.56						33%	15,676.18	15,676.18	15,676.18		
-																							
						85,907.64	1.83														65,596.39	65,596.39	65,596.39

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Sewer Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
600132	5211	ELECTRICITY			
		Ravenna Ave, Jefferson Ave Pump, Home Street, March Street, Wilson St Pump Swampscott Road Pump, Rice Street Gas	23,800	23,800	23,800
TOTAL			23,800	23,800	23,800
600132	5277	PHOTOCOPY MACHINE LEASE			
		Copier at \$250/month; 6 months; 50% in Water	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
600132	5278	TELEPHONE EQUIP/Pump Station			
		Various alarms to support sewer pumping stations	300	300	300
		ATT lease for ARM system-data collectors	18,000	18,000	18,000
TOTAL		Actual Cost increase this year	18,300	18,300	18,300
600132	5283	SEWER LINE LEASE			
		Fees charge by MBTA for use of lines under commuter rail tracks	1,200	1,200	1,200
TOTAL		Actual Cost increase this year	1,200	1,200	1,200
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	300	-	-
TOTAL			300	-	-
600132	5317	EDUCATIONAL TRAINING			
		Attending Profesional organization seminars and meetings			
		Munis training and support: Crystal Program, Interface with billing, Updating Neptune system, reprogram	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 @ 50% W&S Depts.	8,200	7,000	7,000
TOTAL		3,200-4,800 per month	8,200	7,000	7,000
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	1,750	1,750	1,750
TOTAL		Two pages is P&R book annually is \$3,500	1,750	1,750	1,750
600132	5421	OFFICE SUPPLIES (GENERAL)			
		Printer paper - \$500 Misc. general office supplies purchased	2,500	2,500	2,500
		under State Bid, supplies for office machines: fax, printers, toner, color printer			
TOTAL		still assume HR and BOH pay for all copier paper	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	8,000	5,000	5,000
		Sewer Department in FY14			
TOTAL			8,000	5,000	5,000

FY 2016 DETAILED BUDGET REPORT
EXPENSES

Engineering - Sewer Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
600132	5520	COMPUTER SOFTWARE & SUPPORT			
		GIS and Autocad licensing-Engineer and Engineer Assistant	2,000	2,000	2,000
		Other software			
	TOTAL		2,000	2,000	2,000
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 reader per AFSCME	375	375	375
	TOTAL		375	375	375
600132	5837	SEWER SYSTEM IMPROVEMENT PROGRAM			
		Work contracted for improvements to system to various vendors			
		<i>EPA's MS4 Storm water Permit Compliance</i>			
		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	1,300	1,300	1,300
	TOTAL		1,300	1,300	1,300
TOTAL PROPOSED			239,725	235,225	235,225

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 Deductible

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 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Sewer Assessments									
600033	5649	SESD ASSESSMENT	5,831,817.00	5,743,604.00	5,743,604.00	5,736,578.94	4,890,062.00	4,890,062.00	4,890,062.00
	Total	Sewer Assessments	5,831,817.00	5,743,604.00	5,743,604.00	5,736,578.94	4,890,062.00	4,890,062.00	4,890,062.00
270	840	Department Total	5,831,817.00	5,743,604.00	5,743,604.00	5,736,578.94	4,890,062.00	4,890,062.00	4,890,062.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Sewer Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Sewer SESD ASSESSMENT					
600033	5649	SESD Assessment City's portion of South Essex Sewerage District operating budget FY16 Per SESD	4,890,062	4,890,062	4,890,062
TOTAL			4,890,062	4,890,062	4,890,062
TOTAL PROPOSED			4,890,062	4,890,062	4,890,062

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Sewer Debt Service									
600034	5908N	CANAL ST-PRIN (2014)	0.00	135,000.00	135,000.00	135,000.00	140,000.00	140,000.00	140,000.00
600034	5920A	CIP - 2009-PRIN (11)	135,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00
600034	5948V	CANAL ST-INT (2014)	0.00	145,288.00	145,288.00	73,993.75	139,788.00	139,788.00	139,788.00
600034	5949A	CIP 2009-INT (11)	87,400.00	83,275.00	83,275.00	83,275.00	74,100.00	74,100.00	74,100.00
600034	5949G	CIP 2012-PRIN	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
600034	5949H	CIP 2012-INT	11,450.00	11,000.00	11,000.00	11,000.00	10,550.00	10,550.00	10,550.00
600034	5949K	CIP 2014-PRIN	0.00	0.00	0.00	0.00	100,000.00	100,000.00	100,000.00
600034	5949L	CIP 2014-INT	0.00	0.00	0.00	0.00	68,625.00	68,625.00	68,625.00
Total Sewer Debt Service			248,850.00	529,563.00	529,563.00	458,268.75	688,063.00	688,063.00	688,063.00
270	710	Department Total	248,850.00	529,563.00	529,563.00	458,268.75	688,063.00	688,063.00	688,063.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Sewer Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Sewer LONG TERM DEBT					
600034	5908N	CIP-Canal St Prin	140,000	140,000	140,000
	5920A	CIP 2009 PRIN (11)	140,000	140,000	140,000
	5948V	CIP-Canal St Interest	139,788	139,788	139,788
	5949A	CIP 2009 INT (11)	74,100	74,100	74,100
	5949G	CIP 2012-PRIN	15,000	15,000	15,000
	5949H	CIP 2012 INT	10,550	10,550	10,550
	5949K	CIP 2014 - PRIN	100,000	100,000	100,000
	5949L	CIP 2014 - INT	68,625	68,625	68,625
TOTAL PROPOSED			688,063	688,063	688,063

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Sewer-Short Term Debt Int-Exp									
600035	5304	PROFESSIONAL SERV/FEES	0.00	5,000.00	12,316.63	12,316.63	13,000.00	13,000.00	13,000.00
Total Sewer-Short Term Debt Int-Exp			0.00	5,000.00	12,316.63	12,316.63	13,000.00	13,000.00	13,000.00
270	752	Department Total	0.00	5,000.00	12,316.63	12,316.63	13,000.00	13,000.00	13,000.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Sewer Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Sewer SHORT TERM DEBT					
600035	5304	Professional Fees Bond and BAN Admin costs	13,000	13,000	13,000
600035	5925	Interest on Notes Interest Figures from Debt Schedule on provided by First Southwest for	-	-	-
TOTAL PROPOSED			13,000	13,000	13,000

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
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 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Sewer Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Sewer Enterprise Fund Insurance Deductibles					
600037	5740A	Sewer Enterprise Fund - Ins Deduc Estimated amount for insurance deductibles related to Sewer claims	5,000	5,000	5,000
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 2016

No significant budget or staffing changes for FY 2016.

Recent Accomplishments

- The water department continues to support the contractor with the City – wide meter installation project. Public Works work has included preparation and repair of curb stops.
- Work to rebuild catch basins.
- Assisted contractors with hydrant flow tests.
- Continue to utilize web site used for up-to-date water emergency related bulletins.
- Utilize leak detection services to find leaks and weaknesses in the water distribution system

FY 2016 Goals & Objectives

- Improve system flow and reduce leaks through leak detection.
- Reestablish an aggressive hydrant flushing program.
- Work with engineering to add and/or replace failed water main valves.
- Continue exercising system valves.
- Paint and repair or replace 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 2013	Actual FY 2014	Estimated FY 2015	Estimated FY2016
Water Main Breaks	10	26	10	
Service Breaks (Residential issues)	4	6	5	

How FY 2016 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Department of Public Services is committed to addressing any residential or business issue as soon as possible to reduce the public health risk. DPS personnel continue to work with the local residences and businesses to identify and assign responsibility for any water issue while promptly working to fix any issue that is the City's responsibility.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Water-Pub Serv-Personnel									
610031	5111	SALARIES-FULL TIME	274,857.74	263,478.00	263,478.00	258,579.47	326,510.00	327,423.00	327,423.00
610031	5131	OVERTIME (GENERAL)	29,242.10	27,000.00	67,000.00	72,172.03	27,000.00	27,000.00	27,000.00
Total Water-Pub Serv-Personnel			304,099.84	290,478.00	330,478.00	330,751.50	353,510.00	354,423.00	354,423.00
Water-Pub Serv-Expenses									
610032	5211	ELECTRICITY	9,000.00	9,000.00	9,000.00	7,436.66	9,000.00	9,000.00	9,000.00
610032	5215	NATURAL GAS	5,815.70	9,000.00	6,778.41	6,778.41	9,000.00	7,000.00	7,000.00
610032	5251	UTILITY SERV REP & MAINT	19,999.83	20,000.00	20,000.00	19,902.60	20,000.00	20,000.00	20,000.00
610032	5301	POLICE DETAIL	22,496.00	20,000.00	22,000.00	21,220.00	20,000.00	20,000.00	20,000.00
610032	5317	EDUCATIONAL TRAINING	2,068.93	2,235.00	1,601.00	190.00	2,235.00	2,235.00	2,235.00
610032	5320	CONTRACTED SERVICES	280.00	1,000.00	1,800.00	1,645.00	1,000.00	1,000.00	1,000.00
610032	5341	TELEPHONE	5,640.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
610032	5421	OFFICE SUPPLIES (GEN	750.00	750.00	750.00	750.00	750.00	750.00	750.00
610032	5481	GASOLINE/DIESEL FUEL	123,699.79	142,000.00	140,000.00	119,781.79	142,000.00	130,000.00	130,000.00
610032	5483	VEHICLE PRTS & ACCES	21,367.96	20,000.00	22,055.59	20,825.08	20,000.00	20,000.00	20,000.00
610032	5839	INFRASTRUCTURE REPAI	14,999.13	15,000.00	25,000.00	25,000.00	15,000.00	15,000.00	15,000.00
610032	5860	EQUIPMENT	0.00	0.00	0.00	0.00	34,528.00	34,528.00	34,528.00
Total Water-Pub Serv-Expenses			226,117.34	242,985.00	252,985.00	227,529.54	277,513.00	263,513.00	263,513.00
230	450	Department Total	530,217.18	533,463.00	583,463.00	558,281.04	631,023.00	617,936.00	617,936.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Propsed FY 2016	Council Voted FY 2016
TOMASZ JOHN	230 WATER-PUBLIC SERV	610031-511	PUBLIC SERVICES DIR		52.2					0.0%	0.0%	52.4	2.5%	52.4	
					36,365.81		0.33		33%	2,111.10	2,111.10	36,505.15	2,163.88	37,417.77	37,417.77
					227,111.41		5.66				Total AFSCME 1818	290,004.57		290,004.57	290,004.57
					263,477.22		5.99		Total Full Time - 5111			326,509.72		327,422.35	327,422.35
	230 WATER-PUBLIC SERV	610031-513	OVERTIME												
					27,000.00							27,000.00		27,000.00	27,000.00
					290,477.22		5.99		Department Total			353,509.72		354,422.35	354,422.35

Full-Time Equivalent Employees:	FY 2014	5.50
	FY 2015	5.99
	FY 2016	5.99
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4			
													Date	Rate	# Wks Old	New							
BARNES	DAVID	230 WATER - PUB SERV	610031-5111	HMEO	6/27/2012	21,520.43	0.50	853.57	1.025	874.91	1.025	896.78					50%	23,495.69	23,495.69	23,495.69			
BEAUREGARD	RICHARD	230 WATER - PUB SERV	610031-5111	HEAD FOREMAN I/II	3/2/2001	28,620.78	0.50	1,096.58	1.025	1,123.99	1.025	1,152.09					50%	30,184.87	30,184.87	30,184.87			
CLAY	JOHN	230 WATER - PUB SERV	610031-5111	HEO	03221999	25,988.17	0.50	919.01	1.025	941.99	1.025	965.53					50%	25,297.01	25,297.01	25,297.01			
CONDON	DEREK	230 WATER - PUB SERV	610031-5111	MASON	9/8/2000	23,986.16	0.50	919.01	1.025	941.99	1.025	965.53					50%	25,297.01	25,297.01	25,297.01			
COVIELLO	VALERIE	230 WATER - PUB SERV	610031-5111	PRINCIPAL ACCT CLERK	3/2/2000	15,311.22	0.33	879.96	1.015	893.16	1.015	906.56					33%	15,834.44	15,834.44	15,834.44			
LEVESQUE	JAMES	230 WATER - PUB SERV	610031-5111	St/Sidewalk Foreman III	06211999	17,175.87	0.33	997.09	1.025	1,022.02	1.025	1,047.57					33%	18,114.54	18,114.54	18,114.54			
LINTON	GARCIA	230 WATER - PUB SERV	610031-5111	HMEO II/III	8/12/2013	21,395.72	0.50	886.14	1.025	908.29	1.025	931.00	9/1/2015	965.53	8.0	44.4	50%	25,158.77	25,158.77	25,158.77			
LINTON-Shift Differential		230 WATER - PUB SERV	610031-5111	Base Rate X 9% & 10 per weekend X 22				82.71	1.025	84.78	1.025	86.90					50%	2,276.73	2,276.73	2,276.73			
MARINO	PAUL	230 WATER - PUB SERV	610031-5111	WORKING FOREMAN	07231998	26,024.07	0.50	997.09	1.025	1,022.02	1.025	1,047.57					50%	27,446.30	27,446.30	27,446.30			
MORRIS	RALPH	230 WATER - PUB SERV	610031-5111	HEO	11/30/2009		0.50	919.01	1.025	941.99	1.025	965.53					50%	25,297.01	25,297.01	25,297.01			
MURRAY III	JOHN	230 WATER - PUB SERV	610031-5111	WATER SYS MAIN CRAFT	05221989	22,278.35	0.50	853.57	1.025	874.91	1.025	896.78					50%	23,495.69	23,495.69	23,495.69			
MURRAY III	Shift Different	230 WATER - PUB SERV	610031-5111	Base Rate X 8% (4 days 32 hrs at \$.50)				1,782.27	68.29	1.025	69.99	1.025	71.74				50%	1,879.67	1,879.67	1,879.67			
OSGOOD	STEPHEN	230 WATER - PUB SERV	600031-5111	PESTICIDE GROUNDSKEEF	5/20/2014	22,278.35	0.00	919.01	1.025	941.99							0%	To DPS	To DPS	To DPS			
SMITH	MICHAEL	230 WATER - PUB SERV	610031-5111	HMEO II/III	2/20/14	-	0.50	823.23	1.025	843.81	1.025	864.91	2/20/2016	896.78	33.0	19.4	50%	22,969.72	22,969.72	22,969.72			
NADEAU	ADAM	230 WATER - PUB SERV	610031-5111	HMEO VII	9/23/14	-	0.50	794.01	1.025	813.86	1.025	834.21	9/23/2015	864.91	10.0	42.4	50%	22,507.13	22,507.13	22,507.13			
OUT OF GRADE						750.00												750.00	750.00	750.00			
						227,111.41	5.66														290,004.57	290,004.57	290,004.57

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Public Services-Water Enterprise-230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
610032	5211	ELECTRICITY			
		Nat'l Grid electricity power to Public Works Garage 1015.00 X 12 = 12185.00	9,000	9,000	9,000
TOTAL		Split with DPW/Water/SEWER	9,000	9,000	9,000
610032	5215	NATURAL GAS			
		Keyspan - avg. monthly \$533 x 12 = \$6396.	9,000	7,000	7,000
		Metromedia - avg. monthly \$942.33 x 12 = \$11308.00			
TOTAL		Split with DPW/Water/SEWER	9,000	7,000	7,000
610032	5251	UTILITY SERVICE & REPAIR			
		Purchase of Hydrants and related parts - E. J. Prescott - \$15,000	15,000	15,000	15,000
		Other misc. vendors as needed.	5,000	5,000	5,000
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	1,000	1,000	1,000
			1,000	1,000	1,000
600032	5341	Telephone			
		Sprint/Nextell GPS tracking for DPW Trucks @ 1,410.00 x 12 mos (1/3)	4,000	4,000	4,000
TOTAL			4,000	4,000	4,000
610032	5421	OFFICE SUPPLIES (GENERAL)			
		General office supplies as needed	750	750	750
TOTAL			750	750	750
610032	5481	GASOLINE/DIESEL FUEL			
		Fuel for Sewer/Water Vehicles	142,000	130,000	130,000
		Mayors figure represents 3 year average of GF/W/S combined	-	-	-
TOTAL			142,000	130,000	130,000
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
610032	5860	EQUIPMENT PURCHASE			
		Vactor truck - 50/50 split between water & sewer	34,528	34,528	34,528
TOTAL		Lease to purchase - FY 16 Year 2 of 5	34,528	34,528	34,528
Total Proposed			277,513	263,513	263,513

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 has completed 99% of the \$4 million new meter project.

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 10,000 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 reader, identifying accounts requiring service, selling meters and deduct meters and processing of 3,300 water and sewer billings monthly, approximately 5% currently requiring analysis and estimating. By the end of FY 2016 all commercial accounts will be moved to monthly. 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 2016

There are several significant budget changes for FY 2016. The first is electricity; the bill for December 2014 increased dramatically and the Salem Beverly Water Board has indicated that it is unknown how long this increase will continue. The second is the data bill from ATT which increased significantly now that all the new meters/MIU's are on line. Also, reduction from two to one meter reader with corresponding reduction in salaries and overtime.

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.

- Near completion of the City - wide automatic reading system and meter replacement (ARM) program. This program replaced 99% of the entire city's residential and commercial meters; readings are mostly transmitted via radio into an IT server at the City Hall annex, enabling staff to analyze and troubleshoot individual accounts. This new program provides more extensive customer service tools and enable improved leak detection. This program also identified unmetered areas as well as correctly sized meters that were the wrong size.
- Analyzed parcels without utility bills; rectified over 100 accounts with incorrect parcel ids; also identified a few new W&S accounts.
- Managed for the sixth year in a row liens on overdue water, sewer and trash bills to 3rd quarter real estate tax bills (711 accounts); resulting in over \$ 290,000 of revenues (water only). Continued to lien condo complexes for owing over \$500. 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 99% of water meters are read.
- 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 planned 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.
- 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 2016 Goals & Objectives

- The Engineering Dept. will bring the backflow program billing in-house.
- Continue to increase public awareness of water conservation through Earth Day, Drop and Swap, Green Fair, COA presentations and other events; continue collaborating with other organizations.
- Reduce percentage of unaccounted for water through improved reporting, new meter installation, and CIP project implementation.
- Staff continues to provide increased customer service in evaluating leaks, usage, etc. on W&S accounts.
- Continue to coordinate relocating the City's proposed Highland Avenue 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.
- Prepare construction drawings for the resurfacing (interior and exterior) of the Gallows Hills storage tank.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY2016
Number of new 5/8 inch meters installed	35	69	30	60
Number of over 5/8 inch meters installed	5	17	5	10
Number of MIU's installed	50	65	80	100
Number of on-site appointments	240	264	650	650
Participation in various water conservation/environmental initiatives: senior center, Green Salem, Science Fairs	10	12	12	14
Distribution of water conservation devices	300	325	50	50
Number of meters installed from ARM program	2,528	907	70	70

How FY 2016 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 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Water-Engineer-Personnel									
610131	5111	SALARIES-FULL TIME	164,434.90	166,860.00	166,860.00	139,862.78	146,859.00	148,891.00	148,891.00
610131	5113	SALARIES-PART TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610131	5131	OVERTIME (GENERAL)	3,302.76	5,790.00	5,790.00	624.14	2,000.00	2,000.00	2,000.00
610131	5150	FRINGE/STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Water-Engineer-Personnel			167,737.66	172,650.00	172,650.00	140,486.92	148,859.00	150,891.00	150,891.00
Water-Engineer-Expenses									
610132	5211	ELECTRICITY-PUMP STATION	204,449.74	205,000.00	350,000.00	246,522.01	275,000.00	275,000.00	275,000.00
610132	5233	COMPUTER MAINTENANCE	1,000.00	1,000.00	1,000.00	1,000.00	3,000.00	2,000.00	2,000.00
610132	5277	PHOTOCOPY MACHINE LE	840.78	1,000.00	1,000.00	164.15	1,500.00	1,500.00	1,500.00
610132	5278	TELEPHONE EQUIP-PUMP STATION	972.20	2,000.00	17,000.00	13,525.71	18,300.00	18,300.00	18,300.00
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	0.00	300.00	300.00	0.00	300.00	0.00	0.00
610132	5317	EDUCATIONAL TRAINING	6,129.04	4,500.00	4,500.00	3,870.75	4,500.00	4,500.00	4,500.00
610132	5320	CONTRACTED SERVICES	0.00	70,000.00	328,376.45	316,718.64	0.00	0.00	0.00
610132	5321	CONTRACTED SERV-BACKFLOW	0.00	0.00	0.00	0.00	70,000.00	70,000.00	70,000.00
610132	5342	POSTAGE	6,409.99	7,000.00	12,000.00	8,691.71	8,200.00	7,000.00	7,000.00
610132	5375	PUMP STAT OP & MAINT	58,948.14	60,000.00	60,000.00	23,831.77	60,000.00	60,000.00	60,000.00
610132	5381	PRINTING AND BINDING	350.00	1,000.00	1,000.00	0.00	1,750.00	1,750.00	1,750.00
610132	5421	OFFICE SUPPLIES (GEN	2,407.04	2,000.00	2,000.00	1,594.28	2,000.00	2,000.00	2,000.00
610132	5445	PUMP STATION SUPPL	8,319.20	10,000.00	10,000.00	1,637.60	10,000.00	8,000.00	8,000.00
610132	5519	COMPUTER SOFTWARE	1,500.00	2,000.00	2,000.00	2,000.00	6,600.00	6,100.00	6,100.00
610132	5538	WATER METERS (REV)	10,000.00	10,000.00	10,000.00	2,407.56	10,000.00	10,000.00	10,000.00
610132	5692	STATE TAXES	17,386.00	20,000.00	20,000.00	17,512.81	20,000.00	20,000.00	20,000.00
610132	5710	IN STATE TRAVEL/MEETINGS	495.00	500.00	500.00	200.00	500.00	500.00	500.00
610132	5717	PROF LICENSE REIMB	750.00	750.00	750.00	750.00	375.00	375.00	375.00
610132	5835	WATER SYS IMPR PROG	6,370.00	0.00	0.00	0.00	0.00	0.00	0.00
610132	5869	COMPUTER EQUIP/TECH	1,434.13	1,300.00	1,300.00	1,170.15	1,300.00	1,300.00	1,300.00
Total Water-Engineer-Expenses			330,261.26	400,850.00	824,226.45	644,097.14	495,825.00	490,825.00	490,825.00
235	451	Department Total	497,998.92	573,500.00	996,876.45	784,584.06	644,684.00	641,716.00	641,716.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
					52.2					0.0%	0.0%	52.4	2.5%	52.4	
CRIPPS CHERYL	235 WATER-ENGINEERING	610131-511	SECRETARY		14,260.39		0.33		33%	827.84	827.84	14,315.03	848.54	14,672.91	14,672.91
TALKOWSKI ELLEN	235 WATER-ENGINEERING	610131-511	ADMIN ASSISTANT		5,280.89		0.10		10%	1,011.66	1,011.66	5,301.12	1,036.96	5,433.65	5,433.65
KNOWLTON DAVID	235 WATER-ENGINEERING	610131-511	CITY ENGINEER	5/21/2007	31,940.53		0.33		33%	1,854.20	1,854.20	32,062.90	1,900.56	32,864.48	32,864.48
DUIJVESTELJN OLLE	235 WATER-ENGINEERING	610131-511	GIS	10/12/10	13,480.80		0.20		20%	1,291.26	1,291.26	13,532.45	1,323.55	13,870.76	13,870.76
ROSE JULIE	235 WATER-ENGINEERING	610131-511	BUSINESS MGR/WTR REG	2/1/2007	15,989.70		0.25		25%	1,225.26	1,225.26	16,050.96	1,255.90	16,452.24	16,452.24
					85,907.64		1.83			Total AFSCME 1818		65,596.39		65,596.39	65,596.39
					166,859.95		3.04	Total Full Time - 5111				146,858.87		148,890.43	148,890.43
235 WATER-ENGINEERING 610131-513 OVERTIME					5,790.00			0.0				2,000.00		2,000.00	2,000.00
					172,649.95		3.04	Department Total				148,858.87		150,890.43	150,890.43

Full-Time Equivalent Employees:		FY 2014	3.10
		FY 2015	3.04
		FY 2016	3.04
Variance 15 vs. 16			0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME		Department	Org/Object	Job Title	Job Start Date	Voted By Council FY 2015 52.2	F T E	Rate FY 2015	Incr FY 2015	Rate FY 2015	Incr FY 2016	Calc Rate FY 2016	STEP INCREASES					Dept Request FY 2016 52.4	Mayor FY 2016 52.4	Council FY 2016 52.4
													Date	Rate	# Wks Old New					
BRENNAN	ARTHUR	235 WATER - ENGINEERI	610131-5111	WATER METER READER	09141998	22,278.35	0.50	-		-		-					50%	To Library		
MCCARTHY JF	JOHN	235 WATER - ENGINEERI	610131-5111	WATER METER READER	04301990	22,278.35	0.50	853.57	1.025	874.91	1.025	896.78					50%	23,495.69	23,495.69	23,495.69
MORAN	KAREN	235 WATER - ENGINEERI	610131-5111	ASST WATER REG	9/10/2013	25,551.38	0.50	978.98	1.015	993.66	1.015	1,008.57					50%	26,424.53	26,424.53	26,424.53
FORGIONE	CLAUDIA	235 WATER - ENGINEERI	610131-5111	PRINCIPAL CLERK	10/19/2012	15,799.56	0.33	879.96	1.015	893.16	1.015	906.56					33%	15,676.18	15,676.18	15,676.18
						85,907.64	1.83											65,596.39	65,596.39	65,596.39

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Water Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
610132	5211	ELECTRICITY: Includes electricity for new meter prog Salem's share of electricity for Salem/Beverly Water Board 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, Highland Avenue booster station and Alameda Street Highland Ave P. FY2015 only \$60,000 remaining for 5 months; assume will be over budget-high months will continue for at least 3 months-per power company; agreements are for 3 month duration	275,000	275,000	275,000
TOTAL			275,000	275,000	275,000
610132	5233	COMPUTER MAINTENANCE Ongoing support for Ti Sales/Neptune computer program	3,000	2,000	2,000
TOTAL			3,000	2,000	2,000
610132	5277	PHOTOCOPY MACHINE LEASE Copier at \$250/month; 6 months; 50% in Sewer should BOH and HR absorb some of these costs?	1,500	1,500	1,500
TOTAL			1,500	1,500	1,500
610132	5278	TELEPHONE EQUIP LEASE Various alarms to support sewer pumping stations ATT lease for ARM system-data collectors	300 18,000	300 18,000	300 18,000
TOTAL		Actual Cost increase this year	18,300	18,300	18,300
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	300	-	-
TOTAL			300	-	-
610132	5317	EDUCATIONAL TRAINING Attending Professional organization seminars and meetings Munis training and support: Crystal Program, Interface with billing, reprogramming liens; updating Neptune soft	1,000 3,500	1,000 3,500	1,000 3,500
TOTAL			4,500	4,500	4,500
610132	5321	CONTRACTED SERVICES - BACKFLOW Contract for Weston & Sampson to conduct backflow testing. Billing support to bring this in house Previously paid for from revolving fund which will be eliminated in FY 2015	65,000 5,000 70,000	65,000 5,000 70,000	65,000 5,000 70,000
610132	5342	POSTAGE Total cost of postage for mailing w/s bills @ 50% W&S Depts. 3,200-4,800 per month	8,200 8,200	7,000 7,000	7,000 7,000
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 Inserts once a year Two pages is P&R book annually is \$3,500	1,750 1,750	1,750 1,750	1,750 1,750
610132	5421	OFFICE SUPPLIES (GENERAL) General Office supplies as needed	2,000	2,000	2,000
TOTAL			2,000	2,000	2,000
610132	5445	Pump Station Supplies 50% of costs for pump station op and Maint. Will be shared with Sewer in FY14	10,000	8,000	8,000
TOTAL			10,000	8,000	8,000

FY 2016 DETAILED BUDGET REPORT
EXPENSES

Engineering - Water Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
610132	5520	COMPUTER SOFTWARE & SUPPORT			
		GIS licensing-Engineer and Engineer Assistant	2,000	2,000	2,000
		Ti Sales annual fee	2,100	2,100	2,100
		Ti Sales software upgrade required	2,000	2,000	2,000
		Other software	500		
	TOTAL		6,600	6,100	6,100
610132	5538	WATER METERS			
		Misc. water meters for replacements (ECODER), meter supplies:	10,000	10,000	10,000
		MIU's, Transponders, meter heads, freeze plates, flanges, seals			
		Approximate of average spending for prior year-took some out of CIP, funds will expire			
		About 90% of this comes back as revenue; we charge our cost for meters	10,000	10,000	10,000
	TOTAL				
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 reader per AFSCME	375	375	375
	TOTAL		375	375	375
610132	5869	COMPUTER EQUIPMENT/TECH			
		Scanner maintenance	1,300	1,300	1,300
	TOTAL		1,300	1,300	1,300
TOTAL PROPOSED			495,825	490,825	490,825

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 FY16 there is a principal and interest payment of \$127,642 due in July, and an interest-only payment of \$13,985 due in January.

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. 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. On December 19, 2013 the City issued a \$13,435,000 bond for new funding for General Fund Capital Improvements and Water Improvement Projects. The Water Enterprise Fund principal portion is \$ 3,900,000 for Canal Street utility improvements. On December 3, 2014 the City issued an \$8,280,000 bond for General Fund Capital Improvement and Water Improvement Projects. The Water Enterprise principal portion is \$2,000,000 for South River Basin upgrade and \$300,000 for sewer drain improvements.

Treasurer–Water Enterprise–Short Term Debt

The 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.

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 2016 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
			FY 2014	FY 2015	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016
Water Debt Service									
610034	5916	WATER BOND 1 - PRIN-MWPAT	108,119.00	110,303.00	110,303.00	110,303.00	112,532.00	112,532.00	112,532.00
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	5936	WATER BOND 1 - INT-MWPAT	33,507.25	31,324.00	31,324.00	31,323.03	29,095.00	29,095.00	29,095.00
610034	5939	WATER BOND 2 - INT	93,887.50	87,288.00	87,288.00	87,287.50	80,894.00	80,894.00	80,894.00
610034	5949A	CIP 2009-INT (11)	286,436.03	271,625.00	271,625.00	271,625.00	261,750.00	261,750.00	261,750.00
610034	5949C	CIP 2009-PRIN (12)	492,402.00	495,000.00	495,000.00	495,000.00	495,000.00	495,000.00	495,000.00
610034	5949E	CIP 2011 INT	27,500.00	24,500.00	24,500.00	24,500.00	21,500.00	21,500.00	21,500.00
610034	5949F	CIP 2011-PRIN	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
610034	5949K	CIP 2014-PRIN	0.00	0.00	0.00	0.00	15,000.00	15,000.00	15,000.00
610034	5949L	CIP 2014-INT	0.00	0.00	0.00	0.00	10,294.00	10,294.00	10,294.00
Total Water Debt Service			1,306,851.78	1,285,040.00	1,285,040.00	1,285,038.53	1,291,065.00	1,291,065.00	1,291,065.00
270	710	Department Total	1,306,851.78	1,285,040.00	1,285,040.00	1,285,038.53	1,291,065.00	1,291,065.00	1,291,065.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Water Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Water Long Term Debt- 270					
610034	5916	Water Bond 1-Prin-MWPAT	112,532	112,532	112,532
	5920	Water Bond 2 - Prin	165,000	165,000	165,000
	5936	Water Bond 1-Int-MWPAT	29,095	29,095	29,095
	5939	Water Bond 2 - Int	80,894	80,894	80,894
	5949A	CIP 2009 INT (11)	261,750	261,750	261,750
	5949C	CIP 2009 PRIN (11)	495,000	495,000	495,000
	5949E	CIP 2011 INT	21,500	21,500	21,500
	5949F	CIP 2011 PRIN(STORAGE TANK)	100,000	100,000	100,000
	5949K	CIP 2014 PRIN	15,000	15,000	15,000
	5949L	CIP 2014 INT	10,294	10,294	10,294
TOTAL PROPOSED			1,291,065	1,291,065	1,291,065

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Water-Short Term Debt Int-Exp									
610035	5304	PROFESSIONAL SERV/FEES	17,626.10	8,000.00	29,486.32	30,619.57	33,000.00	33,000.00	33,000.00
Total Water-Short Term Debt Int-Exp			17,626.10	8,000.00	29,486.32	30,619.57	33,000.00	33,000.00	33,000.00
270	752	Department Total	17,626.10	8,000.00	29,486.32	30,619.57	33,000.00	33,000.00	33,000.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Water Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Water Short Term Debt - 270					
610035	5304	Professional Services/Fees			
		Bond and BAN Admin costs	30,000	30,000	30,000
		WMPAT Annual Service Fees	3,000	3,000	3,000
TOTAL			33,000	33,000	33,000
610035	5925	Interest on Notes			
			-	-	-
TOTAL			-	-	-
TOTAL PROPOSED			33,000	33,000	33,000

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Water Assessments									
610033	5650	SBWSB ASSESSMENT	2,482,531.00	2,527,285.00	2,527,285.00	2,527,285.00	2,537,238.00	2,537,238.00	2,537,238.00
Total Water Assessments			2,482,531.00	2,527,285.00	2,527,285.00	2,527,285.00	2,537,238.00	2,537,238.00	2,537,238.00
270	840	Department Total	2,482,531.00	2,527,285.00	2,527,285.00	2,527,285.00	2,537,238.00	2,537,238.00	2,537,238.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Water Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted by Council
TREASURER - Water Assessments - 270					
610033	5650	SBWSB Salem Beverly Water Supply Board Annual Operating Assessment	2,537,238	2,537,238	2,537,238
TOTAL			2,537,238	2,537,238	2,537,238
TOTAL PROPOSED			2,537,238	2,537,238	2,537,238

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Water Enterprise Fund-Ins Dedu									
610037	5740A	Insurance Deductibles	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Total	Water Enterprise Fund-Ins Dedu		1,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
270	945	Department Total	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00

FY 2016 DETAILED BUDGET REPORT
EXPENSES

TREASURER - Water Enterprise Fund - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Voted 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 numerous events to promote recycling throughout the year. The Department continues to process billing to over 1,600 accounts monthly; generating over \$650,000 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 2016

No significant staffing changes for FY 2016. The major budget change is including the cost for the curbside compost pilot program for 1,250 residents.

Recent Accomplishments

- Mandatory Recycling Enforcement-continued monitoring recycling output, enforcement and education.
- Curbside Composting Program grew from 450 participants in April 2014 to 985 participants in January 2015 through extensive communications and education process. Program has been a great success.
- Received 8 public recycling units, attached to Big Bellies, to collect co-mingled materials through a Mass Recycling Challenge grant.
- Funded 70 Teracycle receptacles to recycle cigarette butts throughout the downtown area; developed implementation plan to alert businesses and residents of the new program.
- Continued to staff Recycling Committee (celebrating its 7th year anniversary in March 2015 with new members) 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.
- Diverted almost 5,000 tons of materials from waste stream through curbside recycling, textiles initiative, rigid plastics.
- Executed a third Textiles Recycling event in November 2014, collected over 6 tons of textiles –hosting over 300 cars during a 6 hour event. Continue to assist other communities in setting up their own events.





- Monthly e-waste recycling implemented July 2013; collected over 119 tons of materials from 3,209 car loads through December 2014.
- Continued success in maintaining 19-20% 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, PATCH, SATV and through GreenSalem.com on a regular basis
- Continued to process letters for new owners of residential properties; which has resulted in several dozen new trash accounts each year; currently billing over 1,600 accounts at over \$650,000 annualized rate.
- Paper recycling efforts result in over \$65,000 revenue from North Shore Recycled Fiber.
- Continued to improve public recycling through community awareness and purchase of additional public recycling containers and continue to draw attention to 'greening' public events.
- Managed for the sixth 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 \$46,000.

- Fielded thousands 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)
- Implemented \$50,000 grant received in 2013 for Mandatory Recycling Enforcement Coordinator. Received additional \$5,100 in DEP grant funds to continue program in FY 2015.
- Received DEP grant to assist in developing and implemented new quarterly e-waste collection program; bid contract; new program starts March 2015.

FY 2016 Goals & Objectives

- Continue to successfully implement the new solid waste collection and recycling program, including many educational initiatives such as Drop and Swap, Book Swaps, Textiles Drives and participation in the City-wide and local schools Science Fairs.
- Continue to manage contracts-separate dual stream recycling, disposal, and collection and transportation, e-waste.

- Continue with liens process for delinquent bills.
- Implement turnkey e-waste operation on a quarterly basis at SHS.
- Managed sharps collection and overflow bag programs.
- Manage new curbside compost collection program with up to 1,250 residents participating.
- Lead the Product Stewardship Council; work with Munis and State to develop plan for Extended Producer Responsibility and potential e-waste and battery legislation.
- Continue to educate the public in the benefits of recycling, waste reduction, composting and implement the DEP mandatory recycling enforcement plan.
- Continue to enforce the mandatory recycling enforcement ordinance through the efforts of the Mandatory Enforcement Recycling Coordinator tracking each household and communicating with thousands of residents monthly about best recycling practices.

Outcomes and Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY2016
Tons of trash	12,285	12,165	12,600	12,750
Tons of recycling	2,992	2,903	3,000	3,000
Recycling percentage	19.6%	20%	20%	20%
Diverting challenging recycling items from waste stream: Textiles	6.7 tons	7.3 tons	7.5 tons	7.5 tons
Bulky Rigid Plastics	5 tons	30 tons	31 tons	32 tons
Books	5 tons	13 tons	10 tons	12 tons
Door hangers distributed (assume Mandatory Recycling Position)	800	6,444	4,200	4,500
Cost of Trash disposal contract			.8	.9
Cost of trash contract, in \$ Millions (transportation only in FY2014)	2.7M	1.4M	1.5M	1.6M

How FY 2016 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, the city's all volunteer recycling committee, which continues to promote recycling education and offer new initiatives such as Textiles recycling, Book Swaps, GreenSalem.com, Public Events Recycling, Bulky Rigid Plastics recycling and Mandatory recycling.
- Continue to explore new initiative such as increased Public Recycling and Curbside Compost recycling in schools to support the Clean Communities designation.
- Continue to improve customer service through use of See Click Fix, contract monitoring, and educational outreach.

CITY OF SALEM - FY 2016 OPERATING BUDGET

			Expenditures FY 2014	Adopted Budget FY 2015	Adjusted Budget FY 2015	Y-T-D Expenses FY 2015	Department FY 2016	Mayor FY 2016	Council FY 2016
Trash Enterprise-Personnel									
620031	5111	SALARIES-FULL TIME	58,435.24	62,472.00	62,472.00	65,703.51	63,002.00	64,174.00	64,174.00
620031	5113	SALARIES-PART TIME	6,592.36	8,500.00	8,500.00	7,146.52	8,500.00	8,500.00	8,500.00
620031	5131	OVERTIME (GENERAL)	130.71	500.00	500.00	150.59	500.00	500.00	500.00
Total Trash Enterprise-Personnel			65,158.31	71,472.00	71,472.00	73,000.62	72,002.00	73,174.00	73,174.00
Trash Enterprise-Expenses									
620032	5291	SOLID WASTE COLLECTI	2,194,565.88	2,306,920.00	2,304,420.00	1,805,695.99	2,409,992.00	2,738,460.00	2,738,460.00
620032	5298	TRASH REMOVAL-BAKERS ISLAND	10,560.00	12,000.00	12,000.00	10,560.00	12,000.00	12,000.00	12,000.00
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	1,219.88	2,000.00	2,000.00	1,499.19	2,000.00	2,000.00	2,000.00
620032	5342	POSTAGE	8,767.58	6,400.00	8,900.00	8,719.50	6,400.00	6,400.00	6,400.00
620032	5381	PRINTING AND BINDING	499.49	500.00	500.00	0.00	500.00	500.00	500.00
620032	5421	OFFICE SUPPLIES (GEN	750.00	750.00	750.00	509.09	750.00	750.00	750.00
620032	5780	RECYCLING EXPENSES	77,527.03	59,375.00	94,375.00	73,653.79	115,875.00	60,000.00	60,000.00
Total Trash Enterprise-Expenses			2,296,389.86	2,390,445.00	2,425,445.00	1,903,137.56	2,550,017.00	2,822,610.00	2,822,610.00
235	442	Department Total	2,361,548.17	2,461,917.00	2,496,917.00	1,976,138.18	2,622,019.00	2,895,784.00	2,895,784.00

FY 2016 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2015	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2015	Prop Rate FY 2016	Dept Request FY 2016	Mayor Rate FY 2016	Mayor Proposed FY 2016	Council Voted FY 2016
CRIPPS CHERYL	235 TRASH-ENGINEERING	620031-511	EXECUTIVE SECRETARY		14,692.53		0.34		34%	827.84	827.84	14,748.82	848.54	15,117.54	15,117.54
ROSE JULIE	235 TRASH-ENGINEERING	620031-511	BUSINESS MGR/WTR REG	2/11/2007	31,979.40		0.50		50%	1,225.26	1,225.26	32,101.93	1,255.90	32,904.48	32,904.48
					15,799.56		0.34					Total AFSCME 1818		16,151.22	16,151.22
					62,471.49		1.18		Total Full Time - 5111			63,001.97		64,173.23	64,173.23
PANNETON KATIE	235 TRASH-ENGINEERING	620031-511	PT INTERN		8,500.00			13.5	52 weeks	12.00	12.00	8,500.00	12.00	8,500.00	8,500.00
					8,500.00				Total Part Time - 5113			8,500.00		8,500.00	8,500.00
	235 TRASH-ENGINEERING	620031-513	OVERTIME		500.00							500.00		500.00	500.00
					71,471.49		1.18		Department Total			72,001.97		73,173.23	73,173.23

Full-Time Equivalent Employees:	FY 2014	1.10
	FY 2015	1.18
	FY 2016	1.18
	Variance 15 vs. 16	0.00

FY 2016 AFSCME 1818 UNION EMPLOYEE RATES

EMPLOYEE NAME	Department	Org/Object	Job Title	Job Start Date	Voted By	F T E	Rate	Incr	Rate	Incr	Calc Rate	STEP INCREASES				Dept Request	Mayor	Council
					Council		FY 2015		FY 2015		FY 2016	Date	Rate	# Wks				
					FY 2015									Old	New	FY 2016	FY 2016	FY 2016
					52.2											52.4	52.4	52.4
FORGIONE CLAUDIA	235 TRASH-ENGINEERIN	620031-5111	PRINCIPAL CLERK		15,799.56	0.34	879.96	1.015	893.16	1.015	906.56				34%	16,151.22	16,151.22	16,151.22
					15,799.56	0.34										16,151.22	16,151.22	16,151.22

**FY 2016 DETAILED BUDGET REPORT
EXPENSES**

Engineering - Trash Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Voted by Council
620032	5291	SOLID WASTE COLLECTION/DISPOSAL			
		Covanta Contract: Disposal-\$66.50/ton at 12,750 tons	847,875	880,460	880,460
		NSC Contract: Collection and Transportation-July 1, 2015 annual cost	1,492,181	-	-
		NSC Park Barrel Collection	42,436	-	-
		NSC One extra week yard waste pick-up	7,500	-	-
		Subtotal NSC = 1,542,117			
		Waste Management		1,828,000	1,828,000
		WM One extra week yard waste pick-up		10,000	10,000
		Sharps Disposal	7,500	7,500	7,500
		DPS bags for park barrels	10,000	10,000	10,000
		Overthrow Bags	2,500	2,500	2,500
TOTAL			2,409,992	2,738,460	2,738,460
620032	5298	TRASH REMOVAL			
		Baker's Island Trash - Contractual	12,000	12,000	12,000
TOTAL			12,000	12,000	12,000
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 and improvements in MUNIS system	2,000	2,000	2,000
		Attending Profesional organization seminars and meetings			
TOTAL			2,000	2,000	2,000
620032	5342	POSTAGE			
		Costs of mailing monthly trash bills to consumers	6,400	6,400	6,400
		1,600 monthly			
		assume 10% on e-billing			
TOTAL			6,400	6,400	6,400
620032	5381	PRINTING AND BINDING-printing for brochures, etc.	500	500	500
TOTAL		Inserts for billing re: Recycling and composting	500	500	500
620032	5421	OFFICE SUPPLIES (GENERAL)	750	750	750
TOTAL		General office supplies as needed	750	750	750
620032	5780	RECYCLING EXPENSES			
		Curbside Composting Collection (assume 1,250 hh at \$80/hh)	100,000	44,125	44,125
		Funds for Recycling Coordinator (\$15,000 paid by DEP Dividends Program)	4,375	4,375	4,375
		Constant Contact	1,000	1,000	1,000
		Website hosting and support-GreenSalem.com	1,500	1,500	1,500
		E-Waste collection-assume quarterly starting 1/15; add \$10 per TV, computer and appliance-sticker fund			
		Maintenance of public recycling containers (batteries, maintenance); if reduced DPS should carry	1,500	1,500	1,500
		Public Stewardship Membership	2,000	2,000	2,000
		MassRecycle Membership	500	500	500
		General Expenses for events such as Clean Salem-Green Salem, Science Fairs, rentals, etc.	5,000	5,000	5,000
		banners, supplies, handouts, displays, volunteer appreciation, etc.			
TOTAL			115,875	60,000	60,000
Total Proposed			2,550,017	2,822,610	2,822,610

City of Salem Full-Time Equivalent Employee Comparisons
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	FY 2014	FY 2015	FY 2016	Change From Prior FY
GENERAL FUND				
EXECUTIVE DIVISION				
Mayor	4.00	5.00	5.00	0.00
LEGISLATIVE DIVISION				
City Clerk				
City Council	0.00	0.00	0.00	0.00
City Clerk-Record Maint	5.00	5.00	5.00	0.00
Elections & Registrations	2.00	2.00	2.00	0.00
FINANCE DIVISION				
Assessors	5.00	5.00	5.00	0.00
Collector	4.00	4.00	4.00	0.00
Data Processing- IT/GIS - General Admin	2.80	2.80	3.80	1.00
Finance	4.00	4.00	4.00	0.00
Parking Department	12.00	12.00	12.00	0.00
Purchasing	2.00	2.00	2.00	0.00
Treasurer	4.00	4.00	4.00	0.00
LEGAL DIVISION				
Solicitor	3.50	3.54	3.71	0.17
HUMAN RESOURCE DIVISION				
Human Resources	4.50	4.50	4.50	0.00
FIRE DIVISION				
Fire	95.00	95.00	95.00	0.00
POLICE DIVISION				
Police	100.50	102.20	101.20	-1.00
Harbormaster	2.00	2.00	2.00	0.00
INSPECTIONAL SERVICES DIVISION				
Public Property - Inspections	6.00	6.00	6.00	0.00
Electrical	6.00	6.00	6.00	0.00
Health	6.00	6.00	6.00	0.00

City of Salem Full-Time Equivalent Employee Comparisons
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	FY 2014	FY 2015	FY 2016	Change From Prior FY
PLANNING & COMMUNITY DEVELOPMENT DIVISION				
Planning - General Admin	11.57	12.57	12.57	0.00
Conservation Commission	0.50	0.50	0.50	0.00
Planning Board	0.50	0.50	0.50	0.00
Historic Preservation	0.10	0.10	0.10	0.00
PUBLIC SERVICES DIVISION				
Public Services - General Admin	28.72	28.72	27.72	-1.00
Sewer Enterprise Fund	5.50	5.99	5.99	0.00
Water Enterprise Fund	5.50	5.99	5.99	0.00
ENGINEERING DIVISION				
Engineering - General Admin	2.14	3.14	3.14	0.00
Sewer Enterprise Fund	3.10	3.04	3.04	0.00
Water Enterprise Fund	3.10	3.04	3.04	0.00
Trash Enterprise Fund	1.10	1.18	1.18	0.00
RECREATION & COMMUNITY SERVICES DIVISION				
Council On Aging	7.00	7.95	8.20	0.25
Library	15.40	15.40	15.40	0.00
Recreation - General Admin	3.30	3.60	4.14	0.54
Golf Course	3.00	3.00	3.15	0.15
Witch House	1.00	1.00	1.15	0.15
Winter Island	1.00	1.00	1.00	0.00
Veterans	1.00	1.00	1.00	0.00
EDUCATION DIVISION				
School				
District & Bentley Academy Charter	892.90	813.10	781.00	-32.10
New Liberty Charter School	13.60	14.90	14.60	-0.30
Grants	69.70	73.20	62.20	-11.00
Food Services	36.30	34.10	33.60	-0.50
Grand Totals	1374.33	1304.06	1260.42	-43.64