



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I appoint, subject to City Council confirmation, the following department staff, for the terms specified below:

NAME	TITLE	TERM	EXPIRES
Cheryl Ann Dick	Deputy Auditor	2 years	31-Jan-22
James Michael Cowdell	Assistant Treasurer	3 years	31-Jan-23

I recommend confirmation of these appointments and ask you to join me in welcoming Cheryl and James to our Finance Department team.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Beth Gerard to the Cemetery Commission to complete the remainder of a three-year term to expire February 1, 2022. Ms. Gerard will take the seat of Ms. Mary Anne Silva, who has chosen to step down from the Commission. I hope you will join me in thanking Ms. Silva for her service and dedication to the commission and to our community.

Ms. Gerard served as the Ward 6 City Councillor from 2014 through 2019, representing the Ward which includes Greenlawn Cemetery. As a resident of North Salem, Ms. Gerard has been a member of the Friends of Greenlawn and an active volunteer with the organization. Professionally, Ms. Gerard has worked in a variety of policy analysis positions in the health care field since 2000 and is currently a project analyst at North Shore Medical Center. She holds a Bachelor's degree in anthropology from UMass-Amherst and a Master's degree from the Heller School for Social Policy and Management at Brandeis University.

I recommend confirmation of Ms. Gerard to the Cemetery Commission. Because Ms. Gerard has a conflict on February 27th, I am additionally requesting that the Council suspend Rule 29 to allow for her confirmation vote to take place at your meeting this evening. We are fortunate that Ms. Gerard is willing to serve our community in this important role and lend her insights and commitment to the Commission and its work.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

Beth Gerard

Profile

Highly motivated and focused individual with specialized experience in policy analysis, project management, program evaluation and quality improvement development. Demonstrated proficiency with Microsoft Office Suite including PowerPoint, Project and Visio; SQL, SPSS, SAS, Crystal Reports, Cognos, MMIS, Endnote, Ovid, Hollis and Medline. Precise, resourceful problem-solver recognized for team-oriented leadership and management focused on innovation, motivation and success. Core strengths encompass:

- ❖ Qualitative Research & Trending
- ❖ Program Analysis & Development
- ❖ Knowledge Sharing & Dissemination
- ❖ Continuous Quality Improvement
- ❖ Project Management
- ❖ Needs Assessment Evaluation
- ❖ Policy & Procedure Implementation
- ❖ Public Speaking & Presentation Delivery

Professional Experience

Project Analyst

2016 – present

North Shore Health System/ North Shore Medical Center, Salem, MA

Provide data analysis to North Shore Health System team

- Using large data sets, perform queries to identify key metrics and provide analyses for senior leadership review
- Provide presentations to administrative team on findings to establish quality improvement goals

Senior Research Associate

2010 – 2016

Institute for Optimizing Health and Health Care/ Harvard School of Public Health, Boston, MA

Assist nationally-recognized HSPH faculty, public health researchers and Pulitzer Prize nominees, Dr. Linda A. Clayton and Dr. W. Michael Byrd

- Conducted comprehensive research and compile data on racial and ethnic disparities in health care
- Updated, edited and provided on-site technical assistance for PowerPoint presentations for physicians, researchers and public health professionals ensuring timely and accurate statistics

Manager of Clinical and Quality Analytics

2008 - 2010

Office of Acute and Ambulatory Care, MassHealth, Boston, MA

Oversaw 4-5 Managed Care Organizations ensuring that they met quality standards and adhered to contractual obligations

- Led the evaluation team for the Quality Improvement Goals which resulted in the development of new reporting innovations
- As key point-of-contact for statewide survey responses, engaged Medicaid subject matter experts to compile data and respond to requests throughout the U.S. with timely turnaround

Clinical Policy Analyst

2006 - 2008

Office of Clinical Affairs, University of Massachusetts Medical School, Boston, MA

Conducted research and analyses of current medical literature, federal and state laws and regulations, industry standards and national trends

- Developed, implemented, monitored and evaluated clinical policies, standards, guidelines and performance indicators for a variety of projects
- Led the needs assessment and environmental scan on the Prior Authorization Enhancement project and recommended best practices for implementation
- Researched and presented reports on MassHealth Wellness program for legislative review, prompting new research into incentive-based programs
- Chosen by Deputy Medical Director as lead analyst on Childhood Obesity research paper for MassHealth, identifying standards of excellence and local resources for members

Beth Gerard

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Practice Coordinator

Brigham & Women's Hospital, Boston, MA

2005 - 2005

Managed high patient volume in busy Otolaryngology office

- Prepared clinic by conducting chart review, gathering and organizing pertinent test results
- Researched and organized materials for medication prior approval forms
- Provided programming and protocol training for administrative staff

Operations Analyst

NYU Langone Medical Center, New York, NY

2002 - 2005

Functioned as internal consultant to the Departments of Nursing to develop management strategies, systems and tools; reported directly to the Senior Vice President/Chief Nursing Officer

- Took initiative to redesign workload measurement program, resulting in improved nursing workload assessments
- Created reports and reporting mechanisms critical to Magnet accreditation and employee recruitment, used in nursing leadership presentations to senior management
- Researched and helped determine performance improvement standards, subsequently published and utilized for credentialing purposes in the Departments of Nursing
- Played key role in patient care improvement on Medical/Surgical units by designing, implementing and evaluating patient satisfaction surveys

Oncology Resource Coordinator

Massachusetts General Hospital, Boston, MA

2000 - 2001

Spearheaded the logistical planning of transportation services and housing options for oncology patients and their families

- Educated, presented and disseminated information to cancer support groups
- Made referrals to, organized, and distributed information about a range of other oncology related social resources to oncology patients

Education and Professional Development

The Heller School for Social Policy and Management, Brandeis University
Masters of Management, Health Care Concentration, 2002

University of Massachusetts at Amherst
Bachelor of Arts, Anthropology, 1997

American Red Cross Disaster Relief Certification

Community Affiliations

Ward 6 Councillor, City of Salem

City Council President, City of Salem

2014 -2020

2018

Events Volunteer - Salem, MA

Friends of Greenlawn Cemetery

2010

Salem Arts Festival

Paddle For Plummer

Event Chair and Fundraiser - David R. Nuñez Scholarship for Community Service & Leadership at UMass Amherst

2012



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Colleen Downie of 12 School Street #2 to the Bicycling Advisory Committee for a three-year term to expire February 13, 2023. Ms. Downie will take the seat previously filled by Raymond Swartz, who has decided to step down from the Committee. Please join me in thanking Mr. Swartz for his service to both the Committee and to our community.


Ms. Downie is a frequent commuting cyclist who is eager to support efforts to make non-car travel more of a safe and accessible option here in Salem. Before living in Salem, she biked to 5-1/2 miles to work regularly in the City of Boston, where she then lived, and, since moving to Salem two years ago, she has brought that same passion for cycling and car-free transit here. Ms. Downie holds a B.S. in Art History from the University of Wisconsin and has worked for over a decade in marketing and branding in succession of roles of increasing responsibility.

I recommend confirmation of Ms. Downie's appointment to the Bicycling Advisory Committee. We are fortunate that she is willing to serve our community in this important role and lend her insights and expertise to the Committee and its work.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

COLLEEN K. DOWNIE

colleen.k.downie@gmail.com // 414.507.0081 //  linkedin.com/in/colleenkdownie/

SKILLS

ART / DESIGN

Adobe Illustrator
Adobe InDesign
Adobe Photoshop
iMovie
Photography

DIGITAL MARKETING

Google AdWords
Google Analytics
Facebook
Instagram
LinkedIn
Twitter
Vimeo

SYSTEMS

Constant Contact
Drupal
MailChimp
Pardot
Salesforce
Wordpress

INTANGIBLES

Collaborative designer
Creative problem-solver
Enthusiastic leader
Inclusive manager
Strategic thinker

EDUCATION

University of Wisconsin,
Madison

B.S., Art History

Certificate in Material
Culture

Peking University

Summer Session, Chinese
Feng Shui and Western
Environmental Design

EXPERIENCE

EDUCATION PIONEERS

January 2015 - present

Senior Manager, Brand & Marketing

- Serve as in-house creative director and lead designer for \$4M national organization
- Consult with internal clients to identify strategic solutions to business needs including campaigns to attract thousands of fellows and hundreds of partner organizations
- Collaborate closely with senior leaders to ensure brand, public relations, and event strategy align with organizational goals
- Manage contractors and vendors, including web design agency
- Oversee budget for printing, photography, and advertising

Manager, Marketing

- Headed visual brand stewardship across national organization
- Led team that implemented new messaging and design for B2B and B2C campaigns that built awareness among thousands of leads
- Elevated importance of customer experience by facilitating a customer journey session for staff
- Supervised Associate, Marketing and Communications

Associate, Marketing

- Centralized collateral production by serving as in-house graphic designer, saving the nonprofit organization thousands of dollars
- Implemented agency model to drive efficiency and efficacy of five person marketing and communications team
- Designed national conference event marketing that yielded 400 attendees
- Managed email marketing platform (Pardot), including staff training, stewarding best practices, and system maintenance
- Integrated data and analytics into decision-making to test and demonstrate effectiveness of campaigns

PAPER SOURCE

March 2013 - January 2015

Creative Sales Associate, Management Team

- Maintained visual merchandising aesthetic and brand standards
- Cultivated an enthusiastic sales team to reach and exceed sales goals

BOX CLEVER

April 2013 - September 2014

Studio Coordinator

- Managed social media accounts and coordinated press opportunities
- Managed studio vendors, contractors, and freelancers
- Assisted Account Executive with client and project management

HEALTH LEADS

October 2010 - September 2012

National Development Coordinator

- Implemented brand redesign plan across national organization
- Built internal brand guidelines and templates for staff use
- Launched and managed social media accounts, website, and blog
- Served on Development Team to secure an annual budget of \$10 million

GENERATIONS INCORPORATED

September 2008 - August 2010

Marketing & Development Associate, AmeriCorps VISTA

- Designed marketing collateral and donor communications materials
- Served on Development Team to secure an annual budget of \$2.4 million
- Planned and executed annual fundraising event and small-scale donor events

Community Engagement Coordinator, AmeriCorps State

- Managed an after-school literacy program, including 15 volunteers and 60 children



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Kimberley Driscoll
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Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Steven J. Smalley to the Zoning Board of Appeals as an alternate member for a two-year term to expire April 11, 2021. Mr. Smalley will take the seat previously filled by Ms. Rosa Ordaz, who was appointed to a regular seat on the Board last year.

Mr. Smalley holds a Master's degree in public administration from Northeastern University and is currently the Director of Government Affairs for the Massachusetts Organization of State Engineers and Scientists. His previous experience includes work in the Rhode Island Office of Management and Budget and in a number of roles in the office of former State Senator Tom McGee. He has experience in evaluating and analyzing public policy from an objective standpoint and will, I believe, bring that same practice to his service on the ZBA.

I recommend confirmation of Mr. Smalley to the Zoning Board of Appeals. We are fortunate that he is willing to serve our community in this important role and lend his insights and expertise to the Board and its work.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

Steven J. Smalley

141 Washington Street Unit #2
Salem, MA 01970
617-257-1371
stevenJsmalley@gmail.com

EDUCATION

Northeastern University, Boston, MA
Master's Degree in Public Administration
(May 2014)

Providence College, Providence, RI
Bachelor of Arts in Political Science (May 2011)
Certificate in Business Studies

EMPLOYMENT

Director of Government Affairs, Massachusetts Organization of State Engineers & Scientists (MOSES) (January 2019- Present)

- Monitor and track all filed bills with a potential impact on MOSES members with a focus on public employee benefits, environment, public safety, public health and transportation
- Design and implement strategic budget campaigns to support MOSES members and agencies during the annual state budget process
- Regularly engage the Massachusetts federal delegation and work with national partners to influence federal legislation relating to transportation and water infrastructure
- Advance legislation through strategic advocacy, including preparing and presenting testimony before legislative committees and organizing member outreach

External Affairs Specialist, The MENTOR Network (April 2017- November 2018)

- Track, research and analyze state and federal legislation pertaining to the Company's various business lines
- Coordinate legislative strategies with state operators and trade associations on pending legislation
- Develop talking points and quarterly Government Relations newsletters for both internal and external parties
- Maintain database of state tax revenue collection, minimum wage increases and various state consultant lobbying contracts

Budget Analyst, Rhode Island Office of Management and Budget (August 2015-April 2017)

- Performed analysis of the State Budget pertaining to the Department of Children, Youth and Families, Office of the Child Advocate and Governor's Commission on Disabilities
- Advised the Governor and staff in formulating budget recommendations to be presented to the Legislature
- Developed fiscal notes on pending legislation
- Assisted agencies in the preparation of their annual budget requests

Legislative Director, Senator Thomas McGee (MA) (December 2014- August 2015)

- Oversees legislation sponsored by the Senator
- Writes and reviews legislative memos
- Meets with constituents, lobbyists, and various interest groups to discuss legislative goals
- Maintain up-to-date status reports on all legislation affecting the district
- Continue responsibilities of Director of Constituents Services & Local Issues

**Director of Constituent Services & Local Issues, Senator Thomas McGee (MA)
(October 2011-December 2014)**

- Resolved constituent inquiries working with state, local, and federal agencies
- Advised local officials of federal stimulus opportunities and monitored status
- Drafted press releases, talking points, and support letters
- Lead Staff member for Committee on Economic Development & Emerging Technology, Global Warming, and Metropolitan Beaches Commission
- Represented the Senator at meetings and public events



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Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Milo Martinez of 78 Washington Square #2 to the Historical Commission for a term of 2 years to expire February 22, 2022.

I recommend confirmation of his reappointment to the Historical Commission and ask that you join me in thanking Mr. Martinez for his continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

February 13, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Mark McGrath of 40 Pond Street Boxford, MA 01921 to serve as a Constable in the City of Salem for a term to expire January 22, 2023.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over the typed name.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Three Million, Four Hundred Thirty-Seven Thousand, Four Hundred Thirty-Two Dollars (\$3,437,432.00) is hereby appropriated from General Fund Balance Reserved for Free Cash (1-3245) to the following Trust and Special Revenue funds. The amount of free cash to be transferred is per the City's Financial Policies and in accordance with the recommendation of Her Honor the Mayor.

Description	Amount
Stabilization Fund (8301) 20%	\$ 1,527,747.73
Capital Improvement Fund (2000) 20%	1,527,747.73
Other Post Employ Benefits (OPEB) (8313) 5%	381,936.93
Total	\$ 3,437,432.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am writing to inform you that the Department of Revenue has certified Free Cash for the City of Salem for the current fiscal year. Our available Free Cash balance for FY2020 is \$7,638,738.67. As you know, Free Cash is derived from unexpended budget dollars and/or higher than anticipated revenues from prior fiscal years.

Over the last decade the City of Salem has successfully built up our reserve accounts and is in a strong financial position due, in large part, to responsible budgeting practices and professional fiscal policies. It was not that many years ago when our Free Cash account held next to nothing, putting a significant strain on our ability to appropriately save for the future.

Prior to the recommended allocations here, our reserve accounts currently total approximately \$10.5 million. These include our Stabilization Fund, our Retirement Stabilization Fund, our OPEB Trust Fund, and our Short Term Capital Fund.

Given the ever-present fiscal uncertainties related to changes in federal funding programs, reductions in local aid from the state, and increasing liabilities relative to pensions and our aging infrastructure, it is as critical as ever for the City to continue to save wisely and plan appropriately for these upcoming challenges. In addition to building up our rainy-day fund balance, we have continued to implement routine regular financial forecasting and improved our operational and capital budget procedures.

Evidence of our success in these efforts can be found in the recognition we have received annually through the Government Finance Officials Association "Certificate of Excellence" for Salem's Comprehensive Annual Financial Report and receipt of the organization's "Distinguished Budget Presentation Award." Salem is one of only a handful of communities in the Commonwealth to be

recognized annually for both of these distinctions. It is also apparent from Standard & Poor's affirmation of our current AA bond rating, the highest credit rating on record in the City's history. In explaining what prompted the rating, the agency has specifically cited our strong financial management practices and conservative budgeting. The hard work of our finance team has been supported by the City Council's foresight and adoption of sound fiscal policies, in particular the goals we set for growing our stabilization, capital, and OPEB accounts specifically.

Therefore, consistent with our previously adopted fiscal policy, I am submitting the enclosed Order to appropriate 20% (\$1,527,747.73) of the FY2020 Free Cash balance to the Stabilization Fund, 20% (\$1,527,747.73) to the Capital Improvement Program Fund, and 5% (\$381,936.93) to the OPEB Trust Fund. A second Order appropriates \$600,000 to replenish our retirement stabilization fund. These Orders will result in a nearly 47% increase in the City's reserve funds. In all, these amounts direct \$4,037,432.39 to our reserve accounts, bringing them collectively to a very healthy \$15,373,743.25 in all, inclusive of an additional appropriation of \$873,851.02 from free cash to stabilization to replenish from free cash for the Police Patrol Officers' retroactive pay expended last year and submitted to you under separate cover.

Thank you for your consideration of these important requests and for your continued commitment to supporting sound fiscal policies for our City. I respectfully request your adoption of the accompanying Order, which will continue our positive work together in this regard.

Very truly yours,



Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

January 31, 2020

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is the annual request for the financial transfers from General Fund Balance Reserved from Free Cash to the following funds: Stabilization, Capital Improvement Fund 2000, and Other Post-Employment Benefits (OPEB).

In accordance with annual financial policy, the requested amounts would require a 20% transfer from General Fund Balance Reserved from Free Cash to Stabilization Fund (\$ 1,527,747.73), a 20% transfer from General Fund Balance Reserved from Free Cash to the Capital Improvement Fund (\$1,527,747.73), and a 5% transfer from General Fund Balance Reserved from Free Cash to Other Post-Employment Benefits (\$381,936.93).

Please let me know if you'd like to discuss further.

Regards,

Laurie A. Giardella
Finance Director

Laurie Giardella

From: dlssupport@dor.state.ma.us
Sent: Thursday, January 30, 2020 10:44 AM
To: Stephen Cortes; Deb Jackson; Richard Jagolta; James Bond; mgauthier@sesd.com; Kathleen McMahon; kherrick@sesd.com; Abusteed@salem.com; Mayor Kim Driscoll; Laurie Giardella; dlsgateway@dor.state.ma.us
Cc: whouleys@dor.state.ma.us
Subject: Notification of free cash approval - Salem
Attachments: FC 063019.pdf

Massachusetts Department of Revenue Division of Local Services

Kevin W. Brown, Commissioner
Sean R. Cronin, Senior Deputy Commissioner of Local Services

1/30/2020

NOTIFICATION OF FREE CASH APPROVAL - City of Salem

Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2019 for the City of Salem is:

General Fund	\$7,638,739.00
Enterprise Fund Water and Sewer	\$3,640,860.00
Enterprise Fund Solid Waste	\$113,461.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,



Mary Jane Handy
Director of Accounts
Massachusetts Department of Revenue

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.



CITY OF SALEM

In City Council,

February 13, 2020

Ordered:

That the sum of Eight Hundred Seventy-Three Thousand, Eight Hundred Fifty One Dollars and two cents (\$873,851.02) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Stabilization fund to replenish the fund for the transfer made to cover the Police Patrol Retro Salary as per contractual increases in accordance with the recommendation of Her Honor the Mayor.

Fire

Description	Fund	Amount
Stabilization Fund	8301	\$ 873,851.02
		\$ 873,851.02



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you may recall, last Fall the City Council appropriated \$873,851.02 from our stabilization account in order to fund the retroactive pay adjustments due to the members of our Police Patrol Officers union under the terms of their most recently settled contract.

The enclosed Order now appropriates an equivalent amount from certified free cash back into the stabilization fund, in order to replenish that reserve account to its previous level. I recommend adoption of the enclosed Order.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

January 31, 2020

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

I am respectfully requesting the amount of Eight Hundred Seventy Three Thousand, Eight Hundred Fifty One Dollars and two cents (\$873,851.02) be transferred from the General Fund Balance Reserved from Free Cash to the Stabilization fund to replenish the fund for the transfer made to pay the Police Patrol Retro Salary as per contractual increases through June 30, 2020.

Please let me know if you need any further information.

Regards,

Laurie A. Giardella
Finance Director

#667



CITY OF SALEM

In City Council,
November 21, 2019

Ordered:

That the sum of Eight Hundred Seventy-Three Thousand, Eight Hundred Fifty One and two cents (\$873,851.02) is hereby appropriated from the Stabilization Fund to the "Human Resources Retro Wages Account to cover the pay increases for the Police Patrolman Union Contract Settlement for FY2018, FY2019 and FY2020 in accordance with the recommendation of Her Honor the Mayor.

In City Council November 21, 2019
Adopted under suspension of the rules
Approved by the Mayor on November 25, 2019

A handwritten signature in cursive script that reads "Ilene Simons".

ATTEST:

ILENE SIMONS
CITY CLERK



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

City of Salem, Massachusetts Museum Place Parking Garage Bonds

Ordered: That the sum of Seven Hundred Fifty-Five Thousand Dollars (\$755,000) is hereby appropriated to pay costs of reconstructing and making extraordinary repairs to the Museum Place Parking Garage, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that any premium received by the City upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Last year the City's on-call engineers began working to prioritize repair work needed on the Museum Place Garage, principally with the goal of addressing long-standing water infiltration problems and other necessary repairs.

The engineers completed construction plans and the City issued a Request for Proposals for the work. We received 13 bids and are in the process of vetting the two lowest qualified submissions. Our goal is to award this contract to allow work to begin around late March; this will put the estimated completion date around the end of June.

This project will focus on the first level of the garage and consists of:

1. Removal and replacement of all sealant joints and expansion joints.
2. Installation of expansion joint bellows around the stair towers.
3. Installation of waterproofing sealant membrane.
4. Repair of concrete spalling.
5. Restriping of markings.
6. Removal of existing concrete parking stops and replacement with composite stops.
7. Flushing storm drainage pipes.

In order to fund this work, enclosed you will find two Orders. The first is an appropriation from free cash for \$345,000. This allocation will be utilized for project contingency costs and the development of design plans for the next level of the garage.

The larger appropriation, \$755,000, is being requested in a bond Order, to be paid over a 20 year period. A complete bond schedule is enclosed for your review. Our intention is to apply a portion

of our parking revenues toward these annual bond costs, as they are directly derived from the garage's operation.

I recommend adoption of both enclosed Orders. Because the bond Order requires two passages and we hope to keep this project on track to commence by late March, I am asking that you consider granting first passage to the bond Order at this evening's meeting. If you wish to hold a committee meeting on the matter after that, it could then be referred to committee after first passage, the committee meeting held, and then be reported out for second and final passage at your regular meeting of February 27th.

If you have any questions about the bond Order mechanism, please feel free to reach to Laurie Giardella. If you have questions about the garage project itself, please contact David Kucharsky.

Very truly yours,



Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Traffic & Parking Department
98 Washington Street, 2nd Floor
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

David Kucharsky, Traffic & Parking Director

February 3, 2020

The Honorable Kimberley L. Driscoll
Mayor of Salem
93 Washington Street
Salem, Massachusetts 01970

RE: Request for Funding: Museum Place Parking Garage Restoration Project

Dear Honorable Mayor Driscoll:

This request is for a Council Order to provide \$1,100,000 in funding to begin addressing long standing drainage issues and needed repairs in the Museum Place Garage. Over the past several months city staff have been working with one of our on-call engineering consultants, Russo Barr Associates, to assess the facility and develop a preliminary design report which focuses on the first level of the garage.

The intent of this effort has been to identify measures that can be implemented with the goal of repairing the deteriorated structure and prevent water from entering the tenant spaces in the mall below. As you know efforts have been made in the past to make repairs when leaking and drainage issues have occurred. However, in those instances the repairs did not address the overall root cause and as such leaks continued to occur. This request seeks to begin a comprehensive approach to restore the garage and address these ongoing issues.

This past December, Russo Barr completed detailed construction plans and specifications which were packaged and advertised in a Request for Proposal (RFP). As noted above, the work will focus on the 1st level of the garage including the ramp to the street, and will involve the following:

- Removal and replacement of all sealant joints between precast tees
- Removal and replacement of the expansion joints
- Installation of expansion joint bellows around the stair towers

Phone – 978.619.5697

dkucharsky@salem.com

- Repair concrete spalling
- Installation of a urethane traffic membrane (waterproofing sealant)
- Restriping of parking stalls and other markings
- Removal and replacement of existing concrete parking stops with composite stops
- Flushing of storm drainage pipes

On January 29th the City received 13 bids ranging in price from \$755,000 to \$1.34 million. Russo Bar is in the process of vetting the two lowest submissions. Following the procurement process the intent is to award the project to a contractor with a start date of late March – early April with the goal of completing work by the end of June 2020. The funding request is intended to not only cover the specific work items identified in the scope (\$755,000) but also cover contingency costs (\$151,000) as well as support the ongoing assessment and development of design plans (\$194,000) for the other levels of the garage.

While this work is underway, the garage will continue to be an active facility which will require a traffic management plan and involve police details during specific phases of the project. In addition, the work will take place directly above the mall and we are anticipating the need to address some issues related to the tenants as work proceeds. Lastly a portion of the requested funds will allow us to continue the assessment of the other levels of the facility so that future capital requests may be submitted, and similar repairs are made.

In addition, efforts are underway to identify an ongoing maintenance plan for the garage in order to keep the facility in good working order and prevent the drainage issues experienced to date. By approving the funding request now, work on this effort may continue to move forward.

Thank you.

Sincerely,



David Kucharsky
Traffic and Parking Director

City of Salem, Massachusetts
\$755,000 General Obligation Bonds Dated June 15, 2020
Museum Place Parking Garage Restoration Project
Level Debt Service - 20 year term - Interest Estimated at 3.5%
Interest Estimated and Subject to Change

Estimated Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/15/2020	-	-	-	-	-
12/15/2020	-	-	13,212.50	13,212.50	-
06/15/2021	25,000.00	3.500%	13,212.50	38,212.50	-
06/30/2021	-	-	-	-	51,425.00
12/15/2021	-	-	12,775.00	12,775.00	-
06/15/2022	25,000.00	3.500%	12,775.00	37,775.00	-
06/30/2022	-	-	-	-	50,550.00
12/15/2022	-	-	12,337.50	12,337.50	-
06/15/2023	30,000.00	3.500%	12,337.50	42,337.50	-
06/30/2023	-	-	-	-	54,675.00
12/15/2023	-	-	11,812.50	11,812.50	-
06/15/2024	30,000.00	3.500%	11,812.50	41,812.50	-
06/30/2024	-	-	-	-	53,625.00
12/15/2024	-	-	11,287.50	11,287.50	-
06/15/2025	30,000.00	3.500%	11,287.50	41,287.50	-
06/30/2025	-	-	-	-	52,575.00
12/15/2025	-	-	10,762.50	10,762.50	-
06/15/2026	30,000.00	3.500%	10,762.50	40,762.50	-
06/30/2026	-	-	-	-	51,525.00
12/15/2026	-	-	10,237.50	10,237.50	-
06/15/2027	35,000.00	3.500%	10,237.50	45,237.50	-
06/30/2027	-	-	-	-	55,475.00
12/15/2027	-	-	9,625.00	9,625.00	-
06/15/2028	35,000.00	3.500%	9,625.00	44,625.00	-
06/30/2028	-	-	-	-	54,250.00
12/15/2028	-	-	9,012.50	9,012.50	-
06/15/2029	35,000.00	3.500%	9,012.50	44,012.50	-
06/30/2029	-	-	-	-	53,025.00
12/15/2029	-	-	8,400.00	8,400.00	-
06/15/2030	35,000.00	3.500%	8,400.00	43,400.00	-
06/30/2030	-	-	-	-	51,800.00
12/15/2030	-	-	7,787.50	7,787.50	-
06/15/2031	40,000.00	3.500%	7,787.50	47,787.50	-
06/30/2031	-	-	-	-	55,575.00
12/15/2031	-	-	7,087.50	7,087.50	-
06/15/2032	40,000.00	3.500%	7,087.50	47,087.50	-
06/30/2032	-	-	-	-	54,175.00
12/15/2032	-	-	6,387.50	6,387.50	-
06/15/2033	40,000.00	3.500%	6,387.50	46,387.50	-
06/30/2033	-	-	-	-	52,775.00
12/15/2033	-	-	5,687.50	5,687.50	-
06/15/2034	40,000.00	3.500%	5,687.50	45,687.50	-
06/30/2034	-	-	-	-	51,375.00
12/15/2034	-	-	4,987.50	4,987.50	-
06/15/2035	45,000.00	3.500%	4,987.50	49,987.50	-
06/30/2035	-	-	-	-	54,975.00
12/15/2035	-	-	4,200.00	4,200.00	-
06/15/2036	45,000.00	3.500%	4,200.00	49,200.00	-
06/30/2036	-	-	-	-	53,400.00
12/15/2036	-	-	3,412.50	3,412.50	-
06/15/2037	45,000.00	3.500%	3,412.50	48,412.50	-
06/30/2037	-	-	-	-	51,825.00
12/15/2037	-	-	2,625.00	2,625.00	-
06/15/2038	50,000.00	3.500%	2,625.00	52,625.00	-
06/30/2038	-	-	-	-	55,250.00
12/15/2038	-	-	1,750.00	1,750.00	-
06/15/2039	50,000.00	3.500%	1,750.00	51,750.00	-
06/30/2039	-	-	-	-	53,500.00
12/15/2039	-	-	875.00	875.00	-
06/15/2040	50,000.00	3.500%	875.00	50,875.00	-
06/30/2040	-	-	-	-	51,750.00
Total	\$755,000.00	-	\$308,525.00	\$1,063,525.00	-

City of Salem, Massachusetts
\$755,000 General Obligation Bonds Dated June 15, 2020
Museum Place Parking Garage Restoration Project
Level Debt Service - 30 year term - Interest Estimated at 4.0%
Interest Estimated and Subject to Change

Estimated Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/15/2020	-	-	-	-	-
12/15/2020	-	-	15,100.00	15,100.00	-
06/15/2021	15,000.00	4.000%	15,100.00	30,100.00	-
06/30/2021	-	-	-	-	45,200.00
12/15/2021	-	-	14,800.00	14,800.00	-
06/15/2022	15,000.00	4.000%	14,800.00	29,800.00	-
06/30/2022	-	-	-	-	44,600.00
12/15/2022	-	-	14,500.00	14,500.00	-
06/15/2023	15,000.00	4.000%	14,500.00	29,500.00	-
06/30/2023	-	-	-	-	44,000.00
12/15/2023	-	-	14,200.00	14,200.00	-
06/15/2024	15,000.00	4.000%	14,200.00	29,200.00	-
06/30/2024	-	-	-	-	43,400.00
12/15/2024	-	-	13,900.00	13,900.00	-
06/15/2025	15,000.00	4.000%	13,900.00	28,900.00	-
06/30/2025	-	-	-	-	42,800.00
12/15/2025	-	-	13,600.00	13,600.00	-
06/15/2026	15,000.00	4.000%	13,600.00	28,800.00	-
06/30/2026	-	-	-	-	42,200.00
12/15/2026	-	-	13,300.00	13,300.00	-
06/15/2027	15,000.00	4.000%	13,300.00	28,300.00	-
06/30/2027	-	-	-	-	41,600.00
12/15/2027	-	-	13,000.00	13,000.00	-
06/15/2028	20,000.00	4.000%	13,000.00	33,000.00	-
06/30/2028	-	-	-	-	46,000.00
12/15/2028	-	-	12,600.00	12,600.00	-
06/15/2029	20,000.00	4.000%	12,600.00	32,600.00	-
06/30/2029	-	-	-	-	45,200.00
12/15/2029	-	-	12,200.00	12,200.00	-
06/15/2030	20,000.00	4.000%	12,200.00	32,200.00	-
06/30/2030	-	-	-	-	44,400.00
12/15/2030	-	-	11,800.00	11,800.00	-
06/15/2031	20,000.00	4.000%	11,800.00	31,800.00	-
06/30/2031	-	-	-	-	43,600.00
12/15/2031	-	-	11,400.00	11,400.00	-
06/15/2032	20,000.00	4.000%	11,400.00	31,400.00	-
06/30/2032	-	-	-	-	42,800.00
12/15/2032	-	-	11,000.00	11,000.00	-
06/15/2033	20,000.00	4.000%	11,000.00	31,000.00	-
06/30/2033	-	-	-	-	42,000.00
12/15/2033	-	-	10,600.00	10,600.00	-
06/15/2034	25,000.00	4.000%	10,600.00	35,600.00	-
06/30/2034	-	-	-	-	46,200.00
12/15/2034	-	-	10,100.00	10,100.00	-
06/15/2035	25,000.00	4.000%	10,100.00	35,100.00	-
06/30/2035	-	-	-	-	45,200.00
12/15/2035	-	-	9,600.00	9,600.00	-
06/15/2036	25,000.00	4.000%	9,600.00	34,600.00	-
06/30/2036	-	-	-	-	44,200.00
12/15/2036	-	-	9,100.00	9,100.00	-
06/15/2037	25,000.00	4.000%	9,100.00	34,100.00	-
06/30/2037	-	-	-	-	43,200.00
12/15/2037	-	-	8,600.00	8,600.00	-
06/15/2038	25,000.00	4.000%	8,600.00	33,600.00	-
06/30/2038	-	-	-	-	42,200.00
12/15/2038	-	-	8,100.00	8,100.00	-
06/15/2039	25,000.00	4.000%	8,100.00	33,100.00	-
06/30/2039	-	-	-	-	41,200.00
12/15/2039	-	-	7,600.00	7,600.00	-
06/15/2040	30,000.00	4.000%	7,600.00	37,600.00	-
06/30/2040	-	-	-	-	45,200.00
12/15/2040	-	-	7,000.00	7,000.00	-
06/15/2041	30,000.00	4.000%	7,000.00	37,000.00	-
06/30/2041	-	-	-	-	44,000.00
12/15/2041	-	-	6,400.00	6,400.00	-
06/15/2042	30,000.00	4.000%	6,400.00	36,400.00	-
06/30/2042	-	-	-	-	42,800.00
12/15/2042	-	-	5,800.00	5,800.00	-
06/15/2043	30,000.00	4.000%	5,800.00	35,800.00	-
06/30/2043	-	-	-	-	41,600.00
12/15/2043	-	-	5,200.00	5,200.00	-
06/15/2044	35,000.00	4.000%	5,200.00	40,200.00	-
06/30/2044	-	-	-	-	45,400.00
12/15/2044	-	-	4,500.00	4,500.00	-
06/15/2045	35,000.00	4.000%	4,500.00	39,500.00	-
06/30/2045	-	-	-	-	44,000.00
12/15/2045	-	-	3,800.00	3,800.00	-
06/15/2046	35,000.00	4.000%	3,800.00	38,800.00	-
06/30/2046	-	-	-	-	42,600.00
12/15/2046	-	-	3,100.00	3,100.00	-
06/15/2047	35,000.00	4.000%	3,100.00	38,100.00	-
06/30/2047	-	-	-	-	41,200.00
12/15/2047	-	-	2,400.00	2,400.00	-
06/15/2048	40,000.00	4.000%	2,400.00	42,400.00	-
06/30/2048	-	-	-	-	44,800.00
12/15/2048	-	-	1,600.00	1,600.00	-
06/15/2049	40,000.00	4.000%	1,600.00	41,600.00	-
06/30/2049	-	-	-	-	43,200.00
12/15/2049	-	-	800.00	800.00	-
06/15/2050	40,000.00	4.000%	800.00	40,800.00	-
06/30/2050	-	-	-	-	41,600.00
Total	\$755,000.00	-	\$551,400.00	\$1,306,400.00	-



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Six Hundred Thousand Dollars (\$600,000.00) is hereby appropriated from General Fund Balance Reserved for Free Cash (1-3245) to the following special revenue funds. This transfer is requested in accordance with the recommendation of Her Honor the Mayor.

Fund Name/Description	Amount
Retirement Stabilization Fund 8311	\$ 600,000.00



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

January 31, 2020

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

I am respectfully requesting the amount of six hundred thousand dollars (\$600,000) be transferred from the General Fund Balance Reserved from Free Cash to the Retirement Stabilization fund for sick leave buyback fund. This request will cover anticipated retirements through June 30, 2020.

Please let me know if you need any further information.

Regards,

Laurie A. Giardella
Finance Director



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of One Hundred Fifty One Thousand Dollars (\$151,000.00) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Museum Parking Garage Capital Project to cover contingency costs associated with the Parking Garage Project in accordance with the recommendation of Her Honor the Mayor, and

That the sum of One Hundred Ninety-Four Thousand Dollars (\$194,000.00) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Museum Parking Garage Capital Project to cover design plans for each garage level in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Last year the City's on-call engineers began working to prioritize repair work needed on the Museum Place Garage, principally with the goal of addressing long-standing water infiltration problems and other necessary repairs.

The engineers completed construction plans and the City issued a Request for Proposals for the work. We received 13 bids and are in the process of vetting the two lowest qualified submissions. Our goal is to award this contract to allow work to begin around late March; this will put the estimated completion date around the end of June.

This project will focus on the first level of the garage and consists of:

1. Removal and replacement of all sealant joints and expansion joints.
2. Installation of expansion joint bellows around the stair towers.
3. Installation of waterproofing sealant membrane.
4. Repair of concrete spalling.
5. Restriping of markings.
6. Removal of existing concrete parking stops and replacement with composite stops.
7. Flushing storm drainage pipes.

In order to fund this work, enclosed you will find two Orders. The first is an appropriation from free cash for \$345,000. This allocation will be utilized for project contingency costs and the development of design plans for the next level of the garage.

The larger appropriation, \$755,000, is being requested in a bond Order, to be paid over a 20 year period. A complete bond schedule is enclosed for your review. Our intention is to apply a portion

of our parking revenues toward these annual bond costs, as they are directly derived from the garage's operation.

I recommend adoption of both enclosed Orders. Because the bond Order requires two passages and we hope to keep this project on track to commence by late March, I am asking that you consider granting first passage to the bond Order at this evening's meeting. If you wish to hold a committee meeting on the matter after that, it could then be referred to committee after first passage, the committee meeting held, and then be reported out for second and final passage at your regular meeting of February 27th.

If you have any questions about the bond Order mechanism, please feel free to reach to Laurie Giardella. If you have questions about the garage project itself, please contact David Kucharsky.

Very truly yours,



Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Traffic & Parking Department
98 Washington Street, 2nd Floor
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

David Kucharsky, Traffic & Parking Director

February 3, 2020

The Honorable Kimberley L. Driscoll
Mayor of Salem
93 Washington Street
Salem, Massachusetts 01970

RE: Request for Funding: Museum Place Parking Garage Restoration Project

Dear Honorable Mayor Driscoll:

This request is for a Council Order to provide \$1,100,000 in funding to begin addressing long standing drainage issues and needed repairs in the Museum Place Garage. Over the past several months city staff have been working with one of our on-call engineering consultants, Russo Barr Associates, to assess the facility and develop a preliminary design report which focuses on the first level of the garage.

The intent of this effort has been to identify measures that can be implemented with the goal of repairing the deteriorated structure and prevent water from entering the tenant spaces in the mall below. As you know efforts have been made in the past to make repairs when leaking and drainage issues have occurred. However, in those instances the repairs did not address the overall root cause and as such leaks continued to occur. This request seeks to begin a comprehensive approach to restore the garage and address these ongoing issues.

This past December, Russo Barr completed detailed construction plans and specifications which were packaged and advertised in a Request for Proposal (RFP). As noted above, the work will focus on the 1st level of the garage including the ramp to the street, and will involve the following:

- Removal and replacement of all sealant joints between precast tees
- Removal and replacement of the expansion joints
- Installation of expansion joint bellows around the stair towers

Phone – 978.619.5697

dkucharsky@salem.com

- Repair concrete spalling
- Installation of a urethane traffic membrane (waterproofing sealant)
- Restriping of parking stalls and other markings
- Removal and replacement of existing concrete parking stops with composite stops
- Flushing of storm drainage pipes

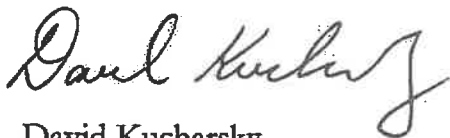
On January 29th the City received 13 bids ranging in price from \$755,000 to \$1.34 million. Russo Bar is in the process of vetting the two lowest submissions. Following the procurement process the intent is to award the project to a contractor with a start date of late March – early April with the goal of completing work by the end of June 2020. The funding request is intended to not only cover the specific work items identified in the scope (\$755,000) but also cover contingency costs (\$151,000) as well as support the ongoing assessment and development of design plans (\$194,000) for the other levels of the garage.

While this work is underway, the garage will continue to be an active facility which will require a traffic management plan and involve police details during specific phases of the project. In addition, the work will take place directly above the mall and we are anticipating the need to address some issues related to the tenants as work proceeds. Lastly a portion of the requested funds will allow us to continue the assessment of the other levels of the facility so that future capital requests may be submitted, and similar repairs are made.

In addition, efforts are underway to identify an ongoing maintenance plan for the garage in order to keep the facility in good working order and prevent the drainage issues experienced to date. By approving the funding request now, work on this effort may continue to move forward.

Thank you.

Sincerely,



David Kucharsky
Traffic and Parking Director

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Traffic & Parking Department Paul A. Kueby Department Head Authorizing Signature 2/4/2020 Date

Budget or R/Res Transfers

To: New Fund (Org/Object) Desc: MP Parking Garage Budget Amt: — Balance: —

From: 1-3245 Desc: Free Cash Budget Amt: _____ Balance: _____

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) (Org/Object) Desc: _____ Budget Amt: _____ Balance: _____

Raise & Appropriate
Please circle one

Amount Requested: \$ 151,000.00

Reason (Be Specific) Cover contingency costs associated with the Museum Place Garage project

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval

Free Cash Appropriation – City Council Approval – Gen Fund \$ _____
Free Cash Balance

R/E Appropriation – Water \$ _____ R/E Balance R/E Appropriation Sewer \$ _____ R/E Balance

Receipts Reserve – City Council Approval \$ _____
R/Res Fund Balance

Raise & Appropriate Other _____

Recommendation: Approved Denied

[Signature]
Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Traffic & Parking Department Dan Kelly Department Head Authorizing Signature 2/4/2020 Date

Budget or R/Res Transfers

To: New Fund (Org/Object) Desc: MP Parking Garage Budget Amt: _____ Balance: _____

From: 1-3245 Desc: Free Cash Budget Amt: _____ Balance: _____

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) Raise & Appropriate

To: _____ (Org/Object) Desc: _____ Budget Amt: _____ Balance: _____

Please circle one

Amount Requested: \$ 194,000.00

Reason (Be Specific) Cover design plans for additional garage levels in the Murew Place Garage

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval
 Free Cash Appropriation – City Council Approval – Gen Fund \$ _____ Free Cash Balance
 R/E Appropriation –Water \$ _____ R/E Balance R/E Appropriation Sewer \$ _____ R/E Balance
 Receipts Reserve – City Council Approval \$ _____ R/Res Fund Balance
 Raise & Appropriate Other _____

Recommendation: Approved Denied

[Signature]
Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM

In City Council,

February 13, 2020

Ordered:

That the sum of One Hundred Forty Thousand Dollars (\$140,000) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the General Fund Solicitor's Legal Services Account to cover legal services incurred during the nine day Superior Court trial, Ryan v. Salem Board of Registrars and various additional legal expenses anticipated to be incurred prior to the end of fiscal year 2020 in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Legal Services	11512-5303	\$ 140,000.00
		\$ 140,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$140,000 from certified free cash to fund outside legal services required for unanticipated litigation and other legal costs. The Legal Department's legal services account was funded at \$50,000 for FY2020, which is typically sufficient to cover our average legal costs in a year.

This year, however, we have faced added legal costs, most recently and substantially due to the litigation against the City by former Council candidate Jerry Ryan regarding the outcome of the Ward 6 City Council election. That case spanned nine days of trial with more than a dozen witnesses, six separate motions and accompanying memorandums of law and subpoenas, and over 100 exhibits, as well as many hours in document review and preparation. Expenses for that case alone came to \$120,000. The remaining funding in this request is needed for other legal costs related to other ongoing or forthcoming legal actions, surveys, recording fees, and filings.

Fortunately, we have been able to manage most other routine litigation in-house, including the time-consuming lawsuit by Mederi, thanks to the exceptional efforts of our City Solicitor Beth Rennard, Assistant Solicitor Vickie Caldwell, and paralegal Joanne Roomey. Because of the need to fund the outside specialized legal counsel required to sufficiently and appropriately defend the City, I am recommending approval of the enclosed Order and invite you to contact Beth Rennard should you have any questions about this request.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

ELIZABETH M. RENNARD
CITY SOLICITOR
93 WASHINGTON STREET
SALEM, MA 01970
TEL: 978.619.5633
FAX: 978.744.1279
EMAIL: BRENNARD@SALEM.COM



CITY OF SALEM
KIMBERLEY L. DRISCOLL, MAYOR

LEGAL DEPARTMENT
93 WASHINGTON STREET
SALEM, MASSACHUSETTS 01970

VICTORIA B. CALDWELL
ASSISTANT CITY SOLICITOR
93 WASHINGTON STREET
SALEM, MA 01970
TEL: 978.619.5634
FAX: 978.744.1279
EMAIL: VCALDWELL@SALEM.COM

February 6, 2020

The Honorable Kimberley Driscoll
93 Washington Street
Salem, MA 01970

Dear Mayor Driscoll:

I respectfully request an appropriation from Free Cash in the amount of \$140,000.00 to supplement the City's Legal Department budget line item #5303.

The majority of these funds, \$120,000, are needed to cover the legal expert/litigation expense for the nine-day Superior Court trial, Ryan v. Salem Board of Registrars. The balance of the funds are needed for anticipated legal expenses for various cases and projects before the Legal Department, including surveys, recording fees, and other legal actions either underway or anticipated before the end of this fiscal year.

Thank you for your consideration of this request. I am available to answer any questions you may have regarding this matter.

Sincerely,



Elizabeth Rennard



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Sixty-Eight Thousand, One Hundred Sixty-Seven Dollars and Twenty Five Cents (\$68,167.25) is hereby appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the negotiated 2 day sick leave buyback provision as needed in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

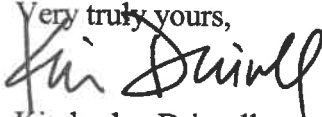
February 13, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Sixty-Eight Thousand, One Hundred Sixty-Seven Dollars and Twenty-Five Cents (\$68,167.25) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the negotiated sick leave buyback provision.

I recommend passage of the accompanying Order.

Very truly yours,

Kimberley Driscoll
Mayor



KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
TEL. 978-619-5630

February 5, 2020

Kimberley Driscoll, Mayor
City of Salem
93 Washington Street
Salem, MA 01970

RE: Retirement Stabilization

Dear Mayor Driscoll:

I am respectfully requesting the amount of \$68,167.25 be appropriated in the Retirement Stabilization Fund for sick leave buybacks submitted in accordance with collective bargaining agreements with our various unions.

Sick leave buy-back to be paid out under this appropriation request are for active employees, not retirees, who wish to take advantage of contractual language allowing members to buyback certain amounts of unused sick leave, on an annual basis. A lump sum request for this purpose will allow us to process those requests in a more efficient and timely manner.

Thank you for your attention and cooperation with this request, and if you have any questions, please do not hesitate to contact me.

Very truly yours,


Lisa B. Cammarata

cc: File



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Forty-Seven Thousand Six dollars and Sixty-Four Cents (\$47,006.64) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2020 contractual buyback listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Richard Avigian	Fire	\$ 47,006.64
		\$ 47,006.64



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 13, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:


Enclosed herewith is a request for an appropriation of Forty-Seven Thousand Six Dollars and Sixty-Four Cents (\$47,006.64) appropriated within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

This transfer is necessary to fund the retirement buyback for Fire Department employee.

Name	Department	Amount
Richard Avigian	Fire	\$47,006.64
	TOTAL:	\$47,006.64

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: February 4, 2020
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Fire Department.

This former employee is entitled to the following amount of sick leave and vacation buy back.

Richard Avigian

Table with 2 columns: Description and Amount. Rows include 90 sick days @ \$381.19 per day (\$34,307.10), 24 vacation days @ \$333.54 per day (2020) (\$8,004.96), 13 vacation days @ \$333.54 per day (2019) (\$4,336.02), SMV stipend 27 days @ \$13.28 per day (\$358.56), and Total (\$47,006.64).

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

Handwritten signature/initials

CITY OF SALEM
APPROVAL-SICK DAYS/VACATION BUY-BACK

From: Department Fire

Date 1 30 20

Authorized Signature: [Signature]
Department Head/City or Business Manager/School

NAME: Richard Arigian

CALCULATION

2020 TOURS
VACATION HOURS # 24 @ \$ 333.54 = \$ 8,004.96

TOURS
SICK HOURS # 90 @ \$ 381.19 = \$ 34,307.10

SMV
PRO-RATED STIPENDS # 27 @ \$ 13.28 = \$ 358.56

OTHER 2019 VACATION TOURS # 13 @ \$ 333.04 = \$ 4,336.02

Total Amount Due: \$ 47,006.64

Please attach corresponding PAF or other backup to this sheet.

Reason: Retired from SFD on Jan. 27, 2020 @ 18:00 hours.

For Human Resources's Use Only:

- VACATION HOURS
- SICK HOURS
- PER ACCRUAL REPORT
- OTHER

Org and Object: 83113 - 5146

Recommendation:

Approved

[Signature]
H R Director/City or Superintendent/Schools



CITY OF SALEM

PART A

2/3/2020 ab.

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED
PERSONNEL ACTION / DATA FORM

DATE 1.30.20

NAME (LAST, FIRST, MIDDLE) Aloigian, Richard		EMPLOYEE NO. 100-119	CHECK ALL THAT APPLY 1. EMPLOYMENT () 2. WAGE SALARY ADJUSTMENT () 3. TRANSFER () 4. LEAVE OF ABSENCE () 5. ADDRESS/NAME CHANGE () 6. TERMINATION (X) 7. OTHER ()
JOB TITLE Fire Fighter		JOB CODE	
DEPARTMENT Fire	DIVISION	DEPT. NO. 100	

1. EMPLOYMENT

ADDRESS-STREET	CITY	STATE	ZIP CODE	SOCIAL SECURITY NO.	NEW HIRE	REHIRE	RECALL	Salaried Hourly		
PERMANENT 1. Full Time 2. 20 HRS. + Part Time 3. Part Time	4. TEMP	CIVIL SERVICE YES NO	DATE APPROVED	VETERAN YES NO	SHIFT	PAY RATE \$	PER	SHIFT PREM.	Grade	Step
TELEPHONE NO.	DATE OF BIRTH	SEX M F	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS M S OTHER			
REQUIRED LICENSE: TYPE(S)		CLASS		EXPIRATION DATE						

2. WAGE / SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC. 8)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE
------------------	-----------------------	------------------	-------------------	-----------------	-------	------	----------------

3. TRANSFER-JOB, SHIFT, DEPT. (GIVE EXPLANATION IN SEC. 8)

NEW DEPT. & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE	YES	NO
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE:	FROM TO

4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC. 8)

FROM	TO	DATE RETURNED
------	----	---------------

5. ADDRESS / NAME CHANGE

NEW ADDRESS	STREET	CITY	STATE	ZIP CODE	NEW TELEPHONE NO.	CORRECT NAME TO
-------------	--------	------	-------	----------	-------------------	-----------------

6. TERMINATION (GIVE EXPLANATION IN SEC. 5)

LAST DAY WORKED 1.27.20 1800	DATE HIRED 2.11.89	RECOMMENDED FOR REEMPLOYMENT	YES	NO
REASON RE-SIGNED OFF LAI D END OF RE-TEMP. DIS-CHARGED	QUALITY OF WORK EXCEL GOOD FAIR POOR	ATTENDANCE EXCEL GOOD FAIR POOR	ATTITUDE EXCEL GOOD FAIR POOR	JOB KNOWLEDGE EXCEL GOOD FAIR POOR

7. EMERGENCY CONTACT

NAME	TELEPHONE NO.	RELATIONSHIP
------	---------------	--------------

8. EXPLANATION OF ACTION (or other action)

FF Aloigian has retired from the SFD effective

Jan. 27, 2020 @ 1800hrs.

layback is as follows

SAL = 1834.19 ÷ 4 = 333.54 vacation
2020 vacation hrs = 24 x 333.54 = 8,004.96

2019 vacation hrs = 13 x 333.54 = 4,336.02

SICK = 1334.19 ÷ 3.5 = 381.19 x 90 = 34,307.10

SIN friend prorated = 27 days 4650 / 365 = 12.71
27 x 12.71 = 343.17

TOTAL = 47,006.64

effective paycheck dated 2.18.20

FINANCE DEPARTMENT	DATE
<i>[Signature]</i>	1.30.20
DEPARTMENT HEAD / APPOINTING AUTHORITY	DATE
PERSONNEL DEPARTMENT	DATE
<i>[Signature]</i>	2/5/2020

ROUTING LEGEND: WHITE-HUMAN RESOURCES PINK-DEPARTMENT YELLOW-TREASURER'S BLUE-RETIREMENT GREEN-AUDITOR'S GOLDENROD-AFSCME



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Forty Thousand Dollars (\$40,000.00) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to Planning for the Highland Avenue Capital Account to fund a Corridor Planning Study and Action Plan of Highland Avenue in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$40,000 from free cash to fund a comprehensive corridor study along Highland Avenue. This study, similar to past work done on Bridge Street and in the North River Canal corridor, will build on work already completed through Mass DOT's improvement project study on Route 107, as well as our own study that was done as part of the opportunity zone planning process.

Following the Council's rejection earlier this year of a rezoning proposal on Highland Avenue we heard from many Councillors, as well as Planning Board members, about a desire for a more comprehensive and strategic approach to planning along the corridor.

I request approval of the enclosed Order and invite you to contact Tom Daniel if you have any questions regarding it.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

KIMBERLEY DRISCOLL
MAYOR

TOM DANIEL, AICP
DIRECTOR

120 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970
TELE: 978-619-5685 ♦ FAX: 978-740-0404

February 11, 2020

Mayor Kimberley Driscoll
Salem City Hall
93 Washington Street
Salem, MA 01970

Re: Free Cash Request for Highland Avenue Corridor Study and Action Plan

Dear Mayor Driscoll:

We are requesting an allocation of \$40,000 in free cash for the purpose of hiring a consultant to undertake a Highland Avenue corridor study and action plan.

As with other plans, the interconnections of housing, jobs, and transportation will be considered. Current conditions of the corridor will be examined including land use, zoning, parcel conditions, and transportation. An analysis of the demographic, socioeconomic, housing, and economic characteristics and potential of the corridor will be conducted. A market analysis of sites with potential development will be incorporated in the study. The planning process will provide an opportunity to engage with community members to identify programs, policies, and strategies that can guide new economic opportunities and housing diversity. The anticipated outcome is a community defined strategy to guide change along the corridor.

The DPCD is ready to initiate the consultant procurement process. We anticipate the project to be completed in six months once the consultant is under contract.

Total request: \$40,000.00

Thank you for your consideration. Please let me know if you would like additional information.

Sincerely,

Tom Daniel, AICP
Director



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Twenty Thousand Dollars (\$30,000.00) is hereby transferred and appropriated from the Receipts Reserved funds listed below to the Department of Public Services Burial Account (14112-5383) in accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
2430-4800	R/Res Sale of Lots	14112-5383	DPS Burial	\$ 20,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	10,000.00
Total				\$ 30,000.00



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

February 13, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request for an appropriation of Thirty Thousand Dollars (\$30,000.00) from the "Receipts Reserved" funds listed below to the Department of Public Services Burial Account (14112-5383).

FROM			TO	AMOUNT
2430-4800	R/Res Sale of Lots	14112-5383	DPS Burial	\$20,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	\$10,000.00
			Total:	<u>\$30,000.00</u>

This appropriation is necessary to purchase burial boxes for burial services for cemetery.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll".

Kimberley Driscoll
Mayor



KIMBERLEY DRISCOLL
MAYOR

DAVID KNOWLTON P.E.
DIRECTOR OF PUBLIC SERVICES

CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PUBLIC SERVICES
5 JEFFERSON AVENUE - FACILITY LOCATION
98 WASHINGTON STREET - MAILING ADDRESS
SALEM, MASSACHUSETTS 01970
TEL. (978) 744-3302
FAX (978) 744-6820
DKNOWLTON@SALEM.COM

January 20, 2020

The Honorable Mayor Kimberly Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Subject: Burial Service for Q2FY2020

Dear Mayor Driscoll,

We respectfully request an appropriation of funds in the amount of Thirty Thousand, (\$30,000.00) from the following account:

2430-4800 Sale of Lots	\$20,000.00
2431-4800 Sale of Vaults	\$10,000.00

to be transferred into the Public Service Burial Services Line 14112-5383. This appropriation will allow for the burial services and operations for the second quarter of Fiscal Year 2020.

Respectfully yours,

A handwritten signature in black ink, appearing to read "David Knowlton".

David Knowlton
Director of Public Services

Cc: Laurie Giardella
File Copy

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: DPS Department x [Signature] Department Head Authorizing Signature 1/28/20 Date

Budget or R/Res
Transfers To: 14112/5383 (Org/Object) Desc: Burial Services Budget Amt: 30K
 Balance: 11,100.00
 From: 2430/4800 Desc: Sale of Lots Budget Amt: *see attached
 Balance: *
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) To: _____ Desc: _____ Budget Amt: _____
 (Org/Object) Balance: _____
 Please circle one

Amount Requested: \$ 20,000.00
Reason (Be Specific) funds needed for Burial Services
for cemetery.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval
 _____ Free Cash Appropriation – City Council Approval – Gen Fund \$ _____
Free Cash Balance
 _____ R/E Appropriation – Water \$ _____ R/E Appropriation Sewer \$ _____
R/E Balance R/E Balance
 _____ Receipts Reserve – City Council Approval \$ _____
R/Res Fund Balance
 _____ Raise & Appropriate _____ Other _____

Recommendation: _____ Approved _____ Denied _____
Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

01/28/2020 11:49
1479agre

CITY OF SALEM, MA - LIVE
G/L ACCOUNT - MASTER INQUIRY

P 1
glactinq

Org code: 14112 Public Services/General-Exp Type: E
Object code: 5383 BURIAL SERVICES Status: A
Project code: Budgetary: Y

Fund 100 GENERAL FUND
UMAS FUNCTN 400 Public Works & Facilities
UMAS SUB DP 411 Public Serv-General
DEPT NUMBER 230 PUBLIC SERVICES
SCHL LOCATIO 00 Unclassified
SCHL SUB FUN 000 Unclassified
BLANK 0 BLANK
PSNL/EXP 2 Expenses

Full description: BURIAL SERVICES Short desc: BURIAL SRV
Reference Acct: Auto-encumber? (Y/N) N

----- CURRENT YEAR MONTHLY AMOUNTS -----				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	.00	30,000.00	30,000.00
02	2,100.00	.00	.00	.00
03	.00	.00	.00	.00
04	3,500.00	2,100.00	.00	.00
05	2,100.00	-2,100.00	.00	.00
06	2,800.00	8,400.00	.00	.00
07	8,400.00	-8,400.00	.00	.00
08	.00	.00	.00	.00
09	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	18,900.00	.00	30,000.00	30,000.00

----- CURRENT YEAR TOTAL AMOUNTS -----			
Actual (Memo)	18,900.00	Original Budget	.00
Encumbrances	.00	Budget Tranfr In	30,000.00
Requisitions	.00	Budget Tranfr Out	.00
Total	18,900.00	Carry Fwd Budget	.00
Available Budget	11,100.00	Carry Fwd Bud Tfr	.00
Percent Used	63.00	Revised Budget	30,000.00
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00	DEPARTMENT	.00
Actual-Last Yr	.00	MAYOR	.00
Estim-Actual	30,000.00	CITY COUNC	.00
	.00	POST FINAL	.00
			.00

01/29/2020 07:27
14791mul1

CITY OF SALEM, MA - LIVE
YEAR-TO-DATE BUDGET REPORT
JANUARY 24, 2020

IP 1
glytbdud

FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
2430 R/RES SALE OF LOTS (CEMETERY)							
24301 R/Res Sale of Lots-Revenue							
24301 4800 Other Local Revenue	0	0	0	-13,225.00	.00	13,225.00	100.0%
24302 R/Res Sale of Lots-Exp Ctl1							
24302 5950 OTHER FINANCING USES	-303,157	0	-303,157	20,000.00	.00	-323,157.00	-6.68*
TOTAL R/RES SALE OF LOTS (CEMETERY)	-303,157	0	-303,157	6,775.00	.00	-309,932.00	-2.2%
TOTAL REVENUES	0	0	0	-13,225.00	.00	13,225.00	.00
TOTAL EXPENSES	-303,157	0	-303,157	20,000.00	.00	-323,157.00	.00
GRAND TOTAL	-303,157	0	-303,157	6,775.00	.00	-309,932.00	-2.2%

** END OF REPORT - Generated by Lisa Mullins **

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: DPS Department X [Signature] Department Head Authorizing Signature 1/28/20 Date

Budget or R/Res Transfers
 To: 14112/5383 (Org/Object) Desc: Burial Services Budget Amt: 30K
 Balance: 11,100.00
 From: 2431/4800 (Org/Object) Desc: Sale of Vaults Budget Amt: * See attached
 Balance: *
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) To: _____ Desc: _____ Budget Amt: _____
 (Org/Object) Balance: _____
 Please circle one

Amount Requested: \$ 10,000.00
Reason (Be Specific) Funds needed for Burial Services for Cemetery.

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval
 Free Cash Appropriation – City Council Approval – Gen Fund \$ _____
Free Cash Balance
 R/E Appropriation – Water \$ _____ R/E Appropriation Sewer \$ _____
R/E Balance R/E Balance
 Receipts Reserve – City Council Approval \$ _____
R/Res Fund Balance
 Raise & Appropriate Other _____

Recommendation: Approved Denied

 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

01/28/2020 11:49
1479agre

CITY OF SALEM, MA - LIVE
G/L ACCOUNT - MASTER INQUIRY

P 1
glactinq

Org code: 14112 Public Services/General-Exp Type: E
Object code: 5383 BURIAL SERVICES Status: A
Project code: Budgetary: Y

Fund 100 GENERAL FUND
UMAS FUNCTN 400 Public Works & Facilities
UMAS SUB DP 411 Public Serv-General
DEPT NUMBER 230 PUBLIC SERVICES
SCHL LOCATIO 00 Unclassified
SCHL SUB FUN 000 Unclassified
BLANK 0 BLANK
PSNL/EXP 2 Expenses

Full description: BURIAL SERVICES Short desc: BURIAL SRV
Reference Acct: Auto-encumber? (Y/N) N

----- CURRENT YEAR MONTHLY AMOUNTS -----				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	.00	30,000.00	30,000.00
02	2,100.00	.00	.00	.00
03	.00	.00	.00	.00
04	3,500.00	2,100.00	.00	.00
05	2,100.00	-2,100.00	.00	.00
06	2,800.00	8,400.00	.00	.00
07	8,400.00	-8,400.00	.00	.00
08	.00	.00	.00	.00
09	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	18,900.00	.00	30,000.00	30,000.00

----- CURRENT YEAR TOTAL AMOUNTS -----			
Actual (Memo)	18,900.00	Original Budget	.00
Encumbrances	.00	Budget Tranfr In	30,000.00
Requisitions	.00	Budget Tranfr Out	.00
Total	18,900.00	Carry Fwd Budget	.00
Available Budget	11,100.00	Carry Fwd Bud Tfr	.00
Percent Used	63.00	Revised Budget	30,000.00
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00	DEPARTMENT	.00
Actual-Last Yr	.00	MAYOR	.00
Estim-Actual	30,000.00	CITY COUNC	.00
	.00	POST FINAL	.00

01/29/2020 07:28
14791mu1

CITY OF SALEM, MA - LIVE
YEAR-TO-DATE BUDGET REPORT
JANUARY 24, 2020

IP 1
lglytbdud



FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
2431 R/RES SALE OF VAULTS (CEMETERY)							
24311 R/Res Sale of Vaults-Revenu							
24311 4800 Other Local Revenue	0	0	0	-10,000.00	.00	10,000.00	100.0%
24312 R/Res Sale of Vaults-Exp Ct							
24312 5950 OTHER FINANCING USES	-152,398	0	-152,398	10,000.00	.00	-162,397.54	-6.6%*
TOTAL R/RES SALE OF VAULTS (CEMETERY)	-152,398	0	-152,398	.00	.00	-152,397.54	.0%
TOTAL REVENUES	0	0	0	-10,000.00	.00	10,000.00	.0%
TOTAL EXPENSES	-152,398	0	-152,398	10,000.00	.00	-162,397.54	.0%
GRAND TOTAL	-152,398	0	-152,398	.00	.00	-152,397.54	.0%

** END OF REPORT - Generated by Lisa Mullins **



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Twenty Six Thousand Six Hundred Ninety-Seven dollars and Forty-Four Cents (\$26,697.44) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2020 contractual buyback listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Mark Vassy	Police	\$ 26,697.44
		\$ 26,697.44



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 13, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:


Enclosed herewith is a request for an appropriation of Twenty-Six Thousand Six Hundred and Ninety-Seven dollars and Forty-Four Cents (\$26,697.44) appropriated within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

This transfer is necessary to fund the retirement buyback for Police Department employee.

Name	Department	Amount
Mark Vassy	Police	\$26,697.44
	TOTAL:	\$26,697.44

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: January 16, 2020
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Police Department.

This former employee is entitled to the following amount of sick leave and vacation buy back.

Mark Vassy

720 sick hours @ \$27.58 per hour	\$19,857.60
248 vacation hours @ \$27.58 per hour	\$6,839.84
Total:	\$26,697.44

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.



CITY OF SALEM

PART A

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED

PERSONNEL ACTION / DATA FORM

DATE 1/6/20

NAME (LAST, FIRST, MIDDLE) VASSY, MARK		EMPLOYEE NO. 100185	CHECK ALL THAT APPLY 1. EMPLOYMENT () 2. WAGE SALARY ADJUSTMENT () 3. TRANSFER () 4. LEAVE OF ABSENCE () 5. ADDRESS/NAME CHANGE () 6. TERMINATION RETIREMENT (X) 7. OTHER ()
JOB TITLE SR. BUILDING MANAGER		JOB CODE 1254	
DEPARTMENT POLICE	DIVISION ADMIN / AUX	DEPT. NO. 211	

1. EMPLOYMENT

ADDRESS-STREET	CITY	STATE	ZIP CODE	SOCIAL SECURITY NO.	NEW HIRE	REHIRE	RECALL	Salaried Hourly		
PERMANENT 1. Full Time 2. 20 HRS. + Part Time 3. Part Time	4. TEMP	CIVIL SERVICE YES NO	DATE APPROVED	VETERAN YES NO	SHIFT	PAY RATE \$	PER	SHIFT PREM.	Grade	Step
TELEPHONE NO.	DATE OF BIRTH	SEX M F	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS M S OTHER			
REQUIRED LICENSE-TYPE(S)		CLASS		EXPIRATION DATE						

2. WAGE / SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC. 8)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE JANUARY 1, 2020
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3. TRANSFER-JOB, SHIFT, DEPT. (GIVE EXPLANATION IN SEC. 8)

NEW DEPT. & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE:	YES	NO
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE:	FROM TO

4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC. 8)

FROM	TO	DATE RETURNED
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5. ADDRESS / NAME CHANGE

NEW ADDRESS	STREET	CITY	STATE	ZIP CODE	NEW TELEPHONE NO.	CORRECT NAME TO
-------------	--------	------	-------	----------	-------------------	-----------------

6. TERMINATION (GIVE EXPLANATION IN SEC. 8)

LAST DAY WORKED DECEMBER 31, 2019	DATE HIRED NOVEMBER 23, 1992	RECOMMENDED FOR REEMPLOYMENT	YES	NO
---	--	------------------------------	-----	----

REASON RE-SIGNED OFF LAI D END OF RE-TEMP. DIS-TIRED CHARGED		QUALITY OF WORK EXCEL GOOD FAIR POOR				ATTENDANCE EXCEL GOOD FAIR POOR				ATTITUDE EXCEL GOOD FAIR POOR				JOB KNOWLEDGE EXCEL GOOD FAIR POOR			
X																	

7. EMERGENCY CONTACT

NAME:	TELEPHONE NO.	RELATIONSHIP
-------	---------------	--------------

8. EXPLANATION OF ACTION (or other action)

PLEASE REMOVE FROM MUNIS. LAST DAY WORKED DECEMBER 31, 2019.

FINANCE DEPARTMENT DATE

Maureen Duth **1/6/20**

DEPARTMENT HEAD / APPOINTING AUTHORITY DATE

CHIEF OF POLICE, MARY E. BUTLER

PERSONNEL DEPARTMENT DATE

PAY EFFECTIVE: JANUARY 16, 2020

DIRECT REPORT: CPT. DENNIS KING



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Twenty Four Thousand Two Hundred Fifty Dollars (\$24,250.00) is hereby appropriated and transferred from the Bay Floor Short Term Capital Outlay Fund 2000 (20001910-5846AA) to the ST CIP Fire building repair and maintenance account to be expended by the Fire Department to address the replacement of the Fire Station Antenna in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$24,250 from the existing capital account for the fire headquarters bay floor project to be used instead for the evaluation of the main station antenna array. As outlined in Chief Giunta's enclosed letter, the bay floor project has been temporarily put on hold; however, there is a more urgent need to address the conditions of the antenna.

The antenna is a critical component of the Fire Department's public safety operations. We hope to be able to move quickly to identify any issues that may exist with it and take corrective actions as needed. I recommend adoption of the enclosed Order and invite you to contact Chief Giunta if you have any questions about this project.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: FIRE Department [Signature] Department Head Authorizing Signature 1.31.2020 Date

Budget or R/Res Transfers To: New fund required Desc: Station 1 Antenna Budget Amt: —
(Org/Object) Balance: —

From: 20001910-5846AA Desc: Bay Floor St. 1 Budget Amt: 75,000.00
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: 65,099.46

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____

Raise & Appropriate
 Please circle one

Amount Requested: \$ 24,250.00 27250
23000
24250

Reason (Be Specific) Repair to Station 1 Antenna

For Finance Department and Mayor's Use Only:

Budget Transfer _____ Mayor Approval _____ City Council Approval

_____ Free Cash Appropriation – City Council Approval – Gen Fund \$ _____
Free Cash Balance

_____ R/E Appropriation –Water \$ _____ _____ R/E Appropriation Sewer \$ _____
R/E Balance R/E Balance

_____ Receipts Reserve – City Council Approval \$ _____
R/Res Fund Balance

_____ Raise & Appropriate _____ Other _____

Recommendation: Approved Denied

[Signature]
 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM, MASSACHUSETTS

FIRE DEPARTMENT

48 LAFAYETTE STREET
SALEM, MASSACHUSETTS 01970-3695
PHONE 978-744-1235 FAX 978-745-4646

JOHN G. GIUNTA

CHIEF

978-744-6990

JGGIUNTA@SALEM.COM

FIRE PREVENTION

BUREAU

978-745-7777

January 31, 2020

Honorable Mayor Kimberley Driscoll,

I'm writing to request a transfer of funds from CIP for the apparatus floor at Station 1 to an account to have the antenna on top of Station 1 be evaluated by an engineer. There is substantial rust on the cables supporting the 70' tower antenna and it should be looked at ASAP. The funds for the apparatus floor began at \$75,000 and we spent \$9,900.54 out of that for an engineering study on the floor. It was determined that the floor needed much more work than originally estimated and the project has been put on hold.

I would like to use the funds for the tower antenna.

I have attached the documentation for the engineering proposal for the Antenna and Roof at Station 1.

Respectfully submitted,

John G Giunta

Chief of Department



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Twenty Three Thousand One Hundred Forty Five dollars (\$23,145.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to the ST CIP Fire building maintenance and repair account to be expended by the Fire Department to address an Emergency Heating System replacement and repair in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$23,145 from our short term capital fund to pay for an emergency heating system replacement project that was carried out over the Martin Luther King Jr. Day holiday weekend. On Friday of that weekend the boiler at the Fire Department's Station 5 building failed. Thanks to the department's quick response, a portable system was able to be installed from NERAC until the City's on-call plumber was able to make a permanent repair on Monday.

I recommend adoption of the enclosed Order in order to appropriate the funds for this work. If you have any questions, please feel free to reach out to Chief Giunta.

Very truly yours,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

FIRE DEPARTMENT

48 LAFAYETTE STREET
SALEM, MASSACHUSETTS 01970-3695
PHONE 978-744-1235 FAX 978-745-4646

JOHN G. GIUNTA
CHIEF
978-744-6990
JGGIUNTA@SALEM.COM

FIRE PREVENTION
BUREAU
978-745-7777

January 24, 2020

Mayor Kimberley Driscoll
City of Salem
93 Washington St.
Salem, MA. 01970

Mayor Driscoll,

I was contacted by Deputy Chief Payne about Station 5 on Friday evening at approximately 5:00 PM and was told there was no heat at the station. I contacted O'Connell Plumbing to look at the boiler. O'Connell tried to use a leak stopping product, but this did not work. I was told that the boiler would need to be replaced due to the extent of the leak. We acquired a portable heater from NERAC to heat the upper 2 floors and wired in an electric heater in the basement to keep the building from freezing and causing more problems.

I contacted you to inform you of the situation at Station 5, on Saturday morning, once we found out what the problem was and established temporary heat to the building. O'Connell Plumbing sent a proposal for an emergency repair which I sent to you shortly after I received it. I sent Laurie Giardella and Tom Watkins an email stating that this was an emergency repair and it was going to be done on Monday. The station's heat was restored on Monday at approximately 8:00 PM.

I respectfully request that an allocation from ST Capital for \$23,145.00, which was the proposal from O'Connell, be added to line 12202-5241 Building Maintenance for the cost of the boiler replacement.

Respectfully,

John G Giunta
Chief of Department

CITY OF SALEM
ST Capital Outlay Expenditure Request Form – FY 2020

From Department: Fire Department **Date:** 1/24/20

Department Head Name: Chief Gerry Guinta

Authorization Signature: _____

Amount: \$ 23,145.00

Description:

Replace the boiler at Station 5 due to the failure of the current boiler, as a result of no heat, this was determined to be an emergency repair since there was no heat in the building.

For Finance Department Use Only:

City Council Approval

CIP Balance: 223,587

Recommendation:

Approved Denied


Finance Director

Processed: **Date:** _____ **By:** _____

CO # _____ **JE#** _____ **Trans #** _____

Org: _____ **Obj:** _____



CITY OF SALEM

In City Council,

February 13, 2020

Ordered:

That the sum of Nine Thousand Five Hundred Dollars (\$9,500.00) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the General Fund Parks and Recreation Contracted Services Account to cover costs associated with the replacement of the boiler at the Mack Park house in accordance with the recommendation of Her Honor the Mayor.

Parks & Recreation

Description	Fund	Amount
Boiler Replacement	16502-5320	\$ 9,500.00
		\$ 9,500.00



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

February 13, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order for Nine Thousand Five Hundred dollars (\$9,500.00) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the General Fund Parks and Recreation Contracted Services Account.

This request is necessary to cover costs associated with the replacement of the boiler at Mack Park house.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", written in a cursive style.

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

JEAN A. LEVESQUE COMMUNITY LIFE CENTER
401 Bridge Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 219-1665

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

February 4, 2020

The Honorable Kimberley L. Driscoll
Mayor of Salem
93 Washington Street
Salem, Massachusetts 01970

RE: Request for Short Term Capital Funding

Dear Mayor Driscoll:

This request is for a Council Order to request \$9,500 to replace the boiler at the Mack Park House Boiler to be transferred into Account # 16502-5320 Contracted Services line Item

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia O'Brien", written over a horizontal line.

Patricia O'Brien
Superintendent of Park & Recreation

cc: Dominick Pangallo, Laurie Giardella



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Six Thousand Seven Hundred Forty Six dollars (\$6,746.00)) is hereby appropriated and transferred within the "Capital Outlay Fund 2000" to the ST CIP Police Elevator Repair account to be expended by the Police Department to address code requirements per the state in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$6,746 from our short term capital fund in order to carry out repair work to the elevator at the police headquarters building. Details of the work are included in Chief Butler's letter. In brief, these corrections are necessary in order to bring the elevator's hoistway ventilation into compliance with the code as interpreted by the State Elevator Inspector.

I recommend adoption of the enclosed Order so that this work can take place. If you have any questions, please feel free to reach out to Chief Butler.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

CITY OF SALEM
Capital Outlay Expenditure Request Form – FY 2020

From Department: Police Department **Date:** January 27th, 2020

Amount:

Description:

In order to address code violation issued by State Elevator Inspector, the work will include removing the skylight top in the elevator shaft, install a new 18 gauge galvanized steel welded cover with a Buckley Louver with breakaway glass and allow oversight and access to elevator shaft by certified elevator technician.

For Finance Department Use Only:

City Council Approval

CIP Balance: 223,587

Recommendation:

Approved Denied



Finance Director

Processed: **Date:** _____ **By:** _____

CO # _____ **JE#** _____ **Trans #** _____

Org: _____ **Obj:** _____



City of Salem, Massachusetts

Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

Mary E. Butler

Chief of Police

Date: January 28th, 2020

To: Mayor Kimberley L. Driscoll

From: Chief Mary E. Butler

Subject: Capital Outlay Expenditure Request to Repair Elevator Code Violation


The Salem Police Department (SPD) was issued an elevator code violation on 11/18/2019 regarding the ventilation requirements for the elevator shaft. It appears that in 2017 when the the roof membrane system was replaced at SPD, it was determined that the skylight in the elevator shaft needed to be replaced as it was deteriorating and cracking the acyllic dome at the corners. The skylight frame and dome were replaced with a matching skylight assembly. The original building drawings identified a "venting skylight" in that location, and the Massachusetts State Building Code (MSBC 5th edition) at the time of the original construction required it. Current applicable code, MA 524 CMR, has removed the requirement for hoistway ventlation that existed. **However**, the State Elevator Inspector is requiring that the shaft should be restored to meet the requirements at the time of original construction. Our local Building Inspector, Thomas St. Pierre, attempted to appeal this decision and apply current applicable code, but was unsuccessfull. Therefore, in order to keep our elevator in service, we must correct the code violation by February 18th, 2020, or access to an elevator in SPD will be shutdown. Access to a public building that demands the use of an elevator would occur, negatively affecting public meetings, personnell needs, and other logistical issues created by eliminating the elavator.

The SPD has a FY2020 *Building Maintenance* budget of \$45,192. This budget then allocates \$12,100 for *General Inspection and Services* that covers the Boiler, Elevator, Sprinklers, and Cells. The *Building Maintenance* budget has \$18,756.92 available after fiscal year to date expenses for the 5 plus months still remaining. Our fiscal year to date expenditures for the Elevator alone, including paid and encumbered costs, is **\$18,306**. The amount needed to correct the code violation, and subject to this specific request, is \$6746. This was an unforeseeable cost that cannot be absorbed by the *Building Maintenance* budget without negatively impacting other building needs in a 28 year old building. 2020 costs for the elevator services would be \$25,052, which is double the approved budget for the Boiler, Elevator, Sprinklers, and Cells. An example of costs associated with this line item, it costs \$2347.24 to replace one cell window, of which we have had three such replacements needed this year (we do attempt to pass this cost to the individual responsible in court but collection is extremely difficult and not timely to inspectional review or cell usage needs). The *Building Maintenance* Budget must be used for current, anticipated needs and emergencies for the entire building, NOT for unforeseeable code violations that threaten to shut down our elevator if not remedied.

State Elevator Inspector Sampson insists that the previous hatch did not meet the elevator code. He insists that the City update to a more modern powered vent that opens upon activation of the Fire alarm. Inspector Sampson has reviewed and given preliminary approval of the work to be done. This includes Essex County Craftsmen, Inc. to remove the skylight top and install a new galvanized steel welded cover with a Buckley model EAL4-ES louver with breakaway glass. It also includes Embree Elevator's Licensed Elevator Technician to allow HVAC personnel access to install the overhead vent. SPD and Inspectional Services have worked with both of these contractors to come up with the most cost effective solution, while at the same time addressing the code violation. A more expensive power ventilation option was initially proposed. Working with Inspector Sampson, we were able to use a more costly system with the Buckley Elevator Shaft Louver.

Based on the above, we respectfully request an emergency Capital Outlay Expenditure in the amount of \$6,746 to address the Elevator Code violation described. \$5,870 is for installation and parts, and \$876 is for oversight and access to the shaft. Enclosures include the work proposals, description of vent, budget, and a letter from Russo Barr Associates describing the violation.

If you have any questions and or concerns regarding the above, please do not hesitate to call.



Mary E. Butler

Enclosures: (4)



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

To accept the donation of Five Thousand Dollars (\$5,000.00) from the Salem Harbor Station to be deposited into the Fire Department Donation Fund 2413 (24131-4830) to be used to upgrade equipment and software including the purchase of new self-contained breathing apparatus in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is a request to accept a donation from Salem Harbor Station in the amount of Five Thousand dollars and no cents (\$5,000.00). These funds will be deposited into the Fire Department Donation Fund 2413 (24131-4830) to be used to upgrade equipment and software including the purchase of new self-contained breathing apparatus.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the Fire Department Donation Fund.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS FIRE DEPARTMENT

48 LAFAYETTE STREET
SALEM, MASSACHUSETTS 01970-3695
PHONE 978-744-1235 FAX 978-745-4646

JOHN G. GIUNTA
CHIEF
978-744-6990
JGGIUNTA@SALEM.COM

FIRE PREVENTION
BUREAU
978-745-7777

January 6, 2020

Mayor Kimberley Driscoll
City of Salem
93 Washington Street
Salem, MA 01970

Re: Donation

Mayor Driscoll,

Please accept this generous donation from the Salem Harbor Station for the \$5,000 donation to the Salem Fire Department Confined Space Rescue Team. This money will be used to upgrade some of our equipment that will be "timing out" very shortly. We will be using the funds to purchase new Scott Self-Contained Breathing Apparatus (SCBA) Ska-Paks, which are the escape cylinders we use with our Supplied Air Cart. We will also be upgrading some of our software (ropes and slings) and hardware (descending and hauling devices.)

Following the Finance Departments policy of 9/11/2008, please present this gift of \$5,000 to the City Council for approval. These funds are to be placed into our established Donation/Gift Account #2413.

Respectfully,

John "Gerry" Giunta
Chief of Department
Salem Fire

FOOTPRINT POWER SALEM HARBOR DEVELOPMENT LP

24 FORT AVENUE
SALEM, MA 01970



Wells Fargo Bank, N.A.

101970

11-24/1210

*FIVE THOUSAND AND XX / 100

ISSUE DATE	CHECK NUMBER	AMOUNT
12/23/2019	101970	*****5,000.00*

PAY
TO THE
ORDER
OF

CITY OF SALEM FIRE DEPARTMENT
48 LAFAYETTE STREET
Salem, MA 01970

⑈ 101970⑈ ⑆ 121000248⑆ 4128095361⑈

FOOTPRINT POWER SALEM HARBOR DEVELOPMENT LP

101970

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
12/20/2019	12202019	FIRST RESPONDER EQUIP DONATE	5,000.00	0.00	5,000.00
	900030-05-01	Non CBA Community Donations:Unit 5-Fixed		2,500.00	
	900030-06-01	Non CBA Community Donations:Unit 6-Fixed		2,500.00	

Check: 101970 12/23/2019 CITY OF SALEM FIRE DEPARTMENT Check Total: 5,000.00



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

That the sum of Four Thousand Six Hundred Thirty-Seven dollars and Eighty Seven Cents (\$4,637.87) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2020 contractual buyback listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Donna Patterson	Police	\$ 4,637.87
		\$ 4,637.87



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

February 13, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:


Enclosed herewith is a request for an appropriation of Four Thousand Six Hundred and Thirty-Seven dollars and eighty-seven cents (\$4,637.87) appropriated within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

This transfer is necessary to fund the retirement buyback for Police Department employee.

Name	Department	Amount
Donna Patterson	Police	\$4,637.87
	TOTAL:	\$4,637.87

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: January 14, 2020
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Police Department.

This former employee is entitled to the following amount of sick leave and vacation buy back.

Donna Patterson

102.50 sick hours @ \$28.45 per hour	\$2,916.47
60.50 vacation hours @ \$28.45 per hour	\$1,721.40
Total:	\$4,637.87

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

LBC

CITY OF SALEM
APPROVAL-SICK DAYS/VACATION BUY-BACK

From: Department: 211 Police Date: 1/7/2020

Authorized Signature: 
 Department Head/City or Business Manager/School

NAME: Donna Patterson

CALCULATION

					<u>TOTALS</u>
VACATION HOURS	#	<u>60.5</u>	@	<u>\$28.45</u>	= <u>\$1,721.40</u>
SICK HOURS	#	<u>102.5</u>	@	<u>\$28.45</u>	= <u>\$2,916.47</u>
PRO-RATED STIPENDS	#		@		= <u>\$0.00</u>
OTHER HOL x 1.0	#		@		= <u>\$0.00</u>
HOL x 1.5	#		@		= <u>\$0.00</u>

Total Amount Due: \$4,637.90 87 ✓

Please attach corresponding PAF or other backup to this sheet.

Reason: Donna Patterson's last day of work was December 31, 2019.

Retirement date is January 1, 2020.

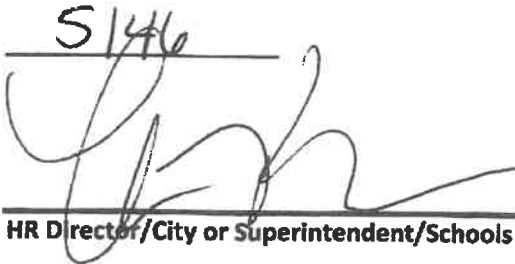
For Human Resources Use Only:

- VACATION HOURS
- SICK HOURS
- PER ACCRUAL REPORT
- OTHER

Org and Object: 83113 - 5146

Recommendation:

Approved


 HR Director/City or Superintendent/Schools



CITY OF SALEM

PART A

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED

PERSONNEL ACTION / DATA FORM

DATE 1/6/20

NAME (LAST, FIRST, MIDDLE) PATTERSON, DONNA		EMPLOYEE NO. 100343	CHECK ALL THAT APPLY 1. EMPLOYMENT () 2. WAGE SALARY ADJUSTMENT () 3. TRANSFER () 4. LEAVE OF ABSENCE () 5. ADDRESS/NAME CHANGE () 6. TERMINATION () 7. OTHER ()
JOB TITLE PRINCIPAL CLERK		JOB CODE 1238	
DEPARTMENT POLICE	DIVISION RECORDS	DEPT. NO. 211	

1. EMPLOYMENT

ADDRESS-STREET	CITY	STATE	ZIP CODE	SOCIAL SECURITY NO.	NEW HIRE	REHIRE	RECALL	Salaried Hourly		
PERMANENT 1. Full Time 2. 20 HRS. + Part Time 3. Part Time	4. TEMP	CIVIL SERVICE YES NO	DATE APPROVED	VETERAN YES NO	SHIFT	PAY RATE \$	PER	SHIFT PREM.	Grade	Step
TELEPHONE NO.	DATE OF BIRTH	SEX M F	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS M S OTHER	REQUIRED LICENSE: TYPE(S)		
CLASS		EXPIRATION DATE								

2. WAGE / SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC. 8)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE JANUARY 1, 2020
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3. TRANSFER-JOB, SHIFT, DEPT. (GIVE EXPLANATION IN SEC. 8)

NEW DEPT. & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE: YES NO
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE
SHIFT CHANGE: FROM TO			

4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC. 8)

FROM	TO	DATE RETURNED
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5. ADDRESS / NAME CHANGE

NEW ADDRESS	STREET	CITY	STATE	ZIP CODE	NEW TELEPHONE NO.	CORRECT NAME TO
-------------	--------	------	-------	----------	-------------------	-----------------

6. TERMINATION (GIVE EXPLANATION IN SEC. 8)

LAST DAY WORKED DECEMBER 31, 2019	DATE HIRED AUGUST 16, 1993	RECOMMENDED FOR REEMPLOYMENT YES NO
REASON RE-SIGNED OFF LAID OFF END OF TEMP. DIS-TIRED CHARGED X	QUALITY OF WORK EXCEL GOOD FAIR POOR	ATTENDANCE EXCEL GOOD FAIR POOR
ATTITUDE EXCEL GOOD FAIR POOR	JOB KNOWLEDGE EXCEL GOOD FAIR POOR	

7. EMERGENCY CONTACT

NAME:	TELEPHONE NO.	RELATIONSHIP
-------	---------------	--------------

8. EXPLANATION OF ACTION (or other action)

PLEASE REMOVE FROM MUNIS. LAST DAY WORKED DECEMBER 31, 2019.

FINANCE DEPARTMENT	DATE 1/6/20
DEPARTMENT HEAD, APPOINTING AUTHORITY Mary E. Butler CHIEF OF POLICE, MARY E. BUTLER	DATE
PERSONNEL DEPARTMENT	DATE

PAY EFFECTIVE: JANUARY 16, 2020
DIRECT REPORT: CPT. FRED RYAN



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

To accept the donation of Three Thousand Eight Hundred, Eight Dollars and Eighty-Four Cents (\$3,808.84) from Footprint Power Salem Harbor Development to be deposited into the Parks and Recreation Donation Fund 2406 (24061-4830) for sponsorship of the 2019 Derby Street Mile Race in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentleman of the City Council:

Enclosed herewith is a request to accept the following donation of Three Thousand Eight Hundred, Eight Dollars and Eighty-Four Cents (\$3,808.84) from Footprint Power Salem Harbor Development. These funds will be deposited into the Parks and Recreation Donation Fund 2406 (24061-4830) for sponsorship of the 2019 Derby Street Mile Race.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards Parks and Recreation.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

JEAN A. LEVESQUE COMMUNITY LIFE CENTER
Park, Recreation and Community Service
401 Bridge Street, Salem MA 01970
Tel. (978) 744-0180 / (978) 744-0924

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

December 30, 2019

The Honorable Mayor Kimberly Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Dear Mayor Driscoll,

Please accept the donation check #101799 in the amount of \$3,808.84 from Footprint Power Salem Harbor Development for sponsorship of the 2019 Derby Street Mile race.
The amount to be deposited into the Park and Recreation donation account: 24061-4830.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Patricia O'Brien".

Patricia O'Brien
Superintendent
Jean A. Levesque Community Life Center



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

To accept the donation of One Thousand, Three Hundred Dollars (\$1,300.00) from Sara O'Connell to be deposited into the Parks and Recreation Donation Fund 2406 (24061-4830) for a wooden historic dedication bench in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation of One Thousand Three Hundred Dollars (\$1,300.00) from Sara O'Connell to be deposited into the Parks and Recreation Donation Fund 2406 (24061-4830) for a wooden historic dedication bench.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the Park and Recreation Donation Fund.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kimberley Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
401 Bridge Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924

Kimberley Driscoll
MAYOR

February 6, 2020

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$1,300 donation written to the City of Salem for a wooden historic dedication bench from Sara J. O'Connell. To be deposited into Park & Recreation Donation account of 24061-4830.

Sincerely,

A handwritten signature in black ink, appearing to read "Tricia O'Brien", written over a horizontal line.

Tricia O'Brien
Superintendent, City of Salem
Jean A. Levesque Community Life Center
(Park, Recreation & Community Services)



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

To accept the donation of One Thousand Dollars (\$1,000.00) from H & C Services Corp. to be deposited into the Tree Donation Fund 2330 (23301-4830) for tree maintenance and plantings city wide in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation of One Thousand Dollars (\$1,000) from H & C Services Corp to be deposited into the Tree Donation Fund 2330 (23301-4830) for tree maintenance and plantings City wide.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the Tree donation fund.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a printed name.

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PUBLIC SERVICES
5 JEFFERSON AVENUE - FACILITY LOCATION
98 WASHINGTON STREET - MAILING ADDRESS
SALEM, MASSACHUSETTS 01970

KIMBERLEY DRISCOLL
MAYOR

TEL. (978) 744-3302
FAX (978) 744-6820
DKNOWLTON@SALEM.COM

DAVID KNOWLTON P.E.
CITY ENGINEER

Mayor Kimberly Driscoll
City Hall
93 Washington St
Salem, MA 01970

Dear Mayor Driscoll,

I would like to request that the enclosed donation from H&C Service Corp in the amount of One Thousand Dollars and 00/100 (\$1000.00) to be deposited into the following revenue fund:

Fund Name:	Tree Donation Fund
Fund Number:	2330
Org/Obj:	23301-4830

The purpose of this fund is for tree maintenance and plantings citywide. Thank you for your attention to this request. Please call me with any additional questions.

Respectfully,

David Knowlton P.E.
City Engineer

Cc: Laurie Giardella – Finance Director
Cc: Robert Leblanc – General Foreman Cemetery/Tree and Shade



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

To accept the donation of One Thousand Dollars (\$1,000.00) from Salem Saves Animals to be deposited into the K-9 Donation Fund 2412 (24121-4830) to be used for the care and supplies of three (3) K9 dogs in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is a request to accept a donation from Salem Saves Animals in the amount of One Thousand dollars and no cents (\$1,000.00). These funds will be deposited into the K-9 Donation Fund 2412 (24121-4830) to be used for the care and supplies of three (3) K-9 dogs.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the Police K-9 Donation Fund.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll

Mayor



City of Salem, Massachusetts Police Department Headquarters

CHIEF OF POLICE
MARY E. BUTLER

January 28, 2020

Mayor Kimberley Driscoll
Salem City Hall
93 Washington Street
Salem, Massachusetts 01970

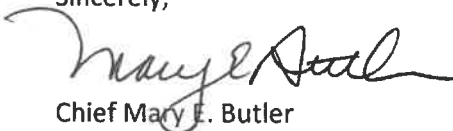
Dear Mayor Driscoll:

I would like to request that the enclosed donation from **Salem Saves Animals** in the amount of One Thousand and 00/100 (\$1,000.00) be deposited into the following revenue account for the Salem Police K9:

Fund Name: K9 Donation Account
Fund Number: 2412
Obj/Orj: 24121-4830

The purpose of this is to support the K9 Donation Account for the care and supplies of three (3) K9 Dogs.

Sincerely,



Chief Mary E. Butler

MEB:jc
Enclosure

SALEM SAVES ANIMALS
125 ESSEX ST.
SALEM, MA 01970

Salem Police h-9
PAY TO THE ORDER OF *Mossad*

Eastern Bank

Boston, MA 02110
easternbank.com
1-800-EASTERN

MEMO: 06008553081# 0278

MEMO: 0113017981#

SS-178/113

DATE

1/29/2020

278

\$ *1,000.00*

DOLLARS



Member FDIC
Equal Housing Lender

James Fitzhugh



CITY OF SALEM

In City Council,

Ordered:

February 13, 2020

To accept the donation of One Thousand Dollars (\$1,000.00) from Thomas Furey to be deposited into the Bertram Field Donation Fund 2387 (23871-4830) for the Bertram Field Phase II Project in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation of One Thousand Dollars (\$1,000) from Thomas Furey to be deposited into the Bertram Field Donation Fund 2387 (23871-4830) for the Bertram Field Phase II Project.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the Bertram Field Donation Fund.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICE
401 Bridge Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

February 6, 2020

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$1,000 check from Thomas Furey for a donation to the Bertrum Field Phase II Project to be deposited into Account # 23871-4830

Sincerely,

A handwritten signature in black ink, appearing to read "Tricia O'Brien", written over a faint circular stamp.

Tricia O'Brien
Superintendent
Park, Recreation & Community Service



CITY OF SALEM

In City Council, February 13, 2020

Ordered:

Pursuant to Massachusetts General Laws, including without limitation, Chapter 149A, Section 4, the Mayor, on behalf of the City of Salem may submit an application to the Massachusetts Office of the Inspector General for the use of Construction Management at Risk, and if approved, enter into a contract with a construction manager at risk for the reconstruction and renovations of the Forest River Park Pool and Bathhouse.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is an Order authorizing the City of Salem to submit an application for the use of Construction Management at Risk (CM at Risk), and if approved, to enter into a contract with a construction manager for the proposed reconstruction and renovations of the Forest River Park Pool and Bathhouse. An enclosed presentation from Anser Advisory, our consultants on this project, provides background on CM at Risk.

We believe that the CM at Risk contract, also known as Chapter 149A procurement, will provide important advantages over Chapter 149 procurement, including:

Qualifications and Fee-Based Construction Manager Selection

- CM firms can be prequalified based on experience with similar projects, past performance, and financial stability.
- The CM's proposed project team, including the superintendent, project manager, and estimators, are evaluated based on their resumes and presentations during the interview process.
- Fees for preconstruction services are included with the CM's proposals and accountability during the bidding process is maintained through open book presentation of contractor bids.
- Actual costs are monitored during the project to verify that the municipality is only paying for the actual cost of the work plus the agreed upon CM fee.

Design to Budget Process

- With CM at Risk, the architect and CM can work together to develop a final design that is within established goals and budget through a team approach to value engineering and flagging design errors and missing details.

- The CM takes ownership of the cost estimating process established in a Guaranteed Maximum Price (GMP) contract that includes full construction phase services and management of the trades and non-trade contractors.

Clarification of Trade and Non-Trade Contractor Scope

- CM's are motivated to take ownership of and ensure that the subcontractor bid packages are as detailed and accurate as possible with all scope requirements clearly communicated.
- Change orders in the construction phase are minimized as the process includes a thorough document review to identify scope gaps and missed project details.

Development of Logistics and Safety Plan

- Complex scheduling, safety, and logistical challenges can be best addressed when the CM is working with the entire team to develop a comprehensive plan during the design process.
- If necessary, certain trades can be "fast tracked" to accommodate an early start and more aggressive schedule.

Achieving Sustainability Goals

- The CM at Risk process facilitates a full team approach and long-term solutions to achieving LEED and sustainability goals such as alternative building systems, energy saving fixtures, recycled materials, and renewable energy sources.

We are recommending that the City Council consider this process for the Forest River Pool project because the advantages of CM at Risk align with the project challenges, including:

- The need to determine a dependable cost for the project early, in a highly competitive construction market
- A project which has some unique and unusual components, including a very high percentage of site work, coordinated with a number of other trades. This makes it an unusual type of project to estimate with a contractor's direct input.
- The presence of complex logistics, such as on-going construction in a public park.
- The need to manage to a required completion date.
- The need to meet important sustainability goals for the City and the funding.

With these important advantages in mind we ask for your approval to use the CM at Risk contract for this important project.

Very truly yours,



Kimberley Driscoll
Mayor
City of Salem

Salem Forest River Pool

A Comparison of **Design-Bid-Build** | **CM at Risk** (MGL Chapter 149) | (MGL Chapter 149A)

Please note that some of the statements within this presentation are factual while other statements are opinions based on our prior experience in the industry.

1

History of MGL Chapter 149 and 149A

- Chapter 480 of the Acts and Resolves of 1939
 - Chapter 669 of the Acts and Resolves of 1941
 - Chapter 697 of the Acts and Resolves of 1956
- Various regulations re: establishing trade bids and fair bid competition with trade and general contractor bidding
- 1980 Ward Commission Report
 - **Chapter 193 of the Acts and Resolves of 2004**
 - Experience of Mass. Public Agencies with CM at Risk – 2009 IG Report

2

Chapter 193 of the Acts and Resolves of 2004

Known as the public construction reform law, these Acts created a new statute, MGL Chapter 149A, which contained provisions authorizing and governing the use of two optional alternative delivery methods for public construction projects in Massachusetts: construction management at-risk (CM at Risk) for building projects estimated to cost \$5 million or more and design-build for public works projects estimated to cost \$5 million or more. The provisions of MGL Chapter 149A took effect on January 1, 2005.

3

Design-Bid-Build Explained

- “Traditional approach” for public construction
- Project designed by a team of Architects and Engineers to 100% construction documents with no contractor involvement
- Once plans are completed, bids are solicited from filed trade-contractors and general contractors
- Low “responsive” bidder is awarded the project
- Contract value is based on a “lump sum” amount

4

CM-R Explained


- CM hired during the design process
- CM provides design phase, pre-construction and construction services
- CM becomes the builder of the project (the “contractor”)
- CM participates in trade prequalification process
- Owner participates in sub-contractor selections
- Option for early release bid packages or “fast-track” a schedule
- Contract value is based on “Guaranteed Maximum Price” (GMP)
- Open book accounting

5

OPM Role

- Assist Awarding Authority to decide whether to use D-B-B or CM-R
- Cultivate CM interest in project
- Draft CM Request for Qualifications and Request for Proposals and manage/organize the CM selection process
- Assist in drafting and negotiating the CM contract
- Push for real value during pre-construction phase
- Assist in negotiation of GMP
- Manage “open book” accounting


6



Design-Bid-Build vs. CM-R

<p style="text-align: center;">Design-Bid Build <u>Advantages</u></p> <ul style="list-style-type: none"> • Familiar delivery method • Simpler process to manage • Fully defined project scope for construction • Perceived as getting “best price” by awarding to lowest responsible bidder. • Owner/Designer can completely control design • Simple accounting <p>BEST SUITED FOR: Less complicated projects that are budget-sensitive, but are not schedule sensitive and not subject to change.</p>	<p style="text-align: center;">CM-R <u>Advantages</u></p> <ul style="list-style-type: none"> • Selection based on qualifications, experience & proposed team rather than lowest price/bid • Design phase assistance with budgeting, site logistics and constructability results in ability to address challenges early • Early cost estimates & feedback to help in the design process results in a more accurate cost model • Fast track schedule/early release bids possible • Team concept with Owner, OPM, Designer <p>BEST SUITED FOR: Projects that are time sensitive, challenging to define or subject to potential changes; projects requiring high construction oversight due to site logistics and phases as well as multiple stakeholders.</p>
--	---

7



Design-Bid-Build vs. CM-R

<p style="text-align: center;">Design-Bid-Build <u>Disadvantages</u></p> <ul style="list-style-type: none"> • Linear process may equate to a longer schedule duration • Hard price not known until bids are received; may require re-design and re-bid if bids exceed budget • Minimal GC project management • No GC input in design, planning or budgets • The designer may have limited ability to assess scheduling and cost ramifications as the design is developed which can lead to a more costly final product • Typically fosters adversarial relationships between all parties and increases probability of disputes • Prone to changes and claims which may increase final project cost 	<p style="text-align: center;">CM-R <u>Disadvantages</u></p> <ul style="list-style-type: none"> • Requires an OPM or Owner with an understanding of experience in the CM process and GMP mechanics • Potential for higher up-front cost due to “filling holes” in scope and/or documents (with result of minimizing future change orders and avoiding delays) • Potential adversarial relationship when design intent is challenged when “design-to-budget” or “price cutting” is pushed • Owner or OPM must be versed in pricing negotiations
--	---

8



Filed Trade Contractor and Subcontractor selection

Definitions

Trade contractor: 18 classes of work as defined by ch 149, s 44F to be publically bid. Such as: roofing, windows, waterproofing and caulking, misc iron, lathing/plastering, acoustical tile, marble, tile, terrazzo, resilient flooring, glass/glazing, painting, plumbing, HVAC, electrical, elevators, masonry and fire protection/sprinklers.

Subcontractor: Any class of work that doesn't fall into the above "trade contractor" categories.

CM-R

CM actively participates in the prequalification of filed trade contractors. Must take lowest trade contractor bid.

Owner has input on all subcontractor selections. Doesn't have to take lowest bid. Based on our experience we've seen a broader pool of subcontractors bid on projects based on the selection of the CM.

Design-bid-build

Trade contractor prequalification is done by Owner, Architect and OPM. Must take lowest responsible trade contractor bid.

Owner has no input on subcontractor selection.



Filed Sub-Bid Categories

- Masonry
- Misc. Metals & Ornamental Iron.
- Waterproofing, Dampproofing, Caulking
- Roofing and Flashing
- Metal Windows
- Glass & Glazing
- Lath & Plastering
- Tile (Ceramic, porcelain, etc.)
- Terrazzo
- Acoustical Tile (ceilings)
- Marble
- Resilient Flooring
- Painting
- Elevators
- Fire Protection / Sprinklers
- Plumbing
- HVAC
- Electrical

Key Differences Between Design-Bid-Build and CM-R

With **CM-R** – you are hiring a professional service firm which manages the construction of buildings

With **Design-Bid-Build** – you are purchasing a building in accordance with plans and specifications.

11

General Project Risks regardless of delivery used

- Unforeseen building or site conditions
- Incomplete architectural documents
- Unqualified sub-contractors, poor performance
- Sub-contractor or Trade contractor failures
- Working on and around occupied facilities
- Restoration or re-use of buildings
- Complex site logistics
- Adversarial team environment
- Inadequate GC/CM staffing or general requirements
- Potential bid protests

12

ANSER
ADVISORY

General Project Risks regardless of delivery used

<u>Design-Bid Build</u>	<u>CM-R</u>
<p>All risk factors need to be addressed prior to filed sub-bid process without input from a General Contractor.</p> <p>Required to pre-qualify contractors based upon a DCAMM grading system (70 is considered a passing score)</p>	<p>CM engaged in pre-construction process to address risks prior to issuing trade and non-trade bid packages.</p> <p>Required to pre-qualify construction managers based upon a DCAMM grading system (70 is considered a passing score)</p>

13

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ADVISORY

How The CM-R Can Help Mitigate Project Risk

- Opportunity to pre-qualify CM's and their teams
- Pre-construction services to address project risks
- Confirm existing conditions and provide exploratory services
- Design-to-budget process with team members
- Constructability reviews to fill in gaps in project design and detailing
- More strict sub-contractor pre-qualification process
- Robust and comprehensive bid packages
- Options to "fast track" trades
- Open book accounting

14



Higher Risk Projects Appropriate for CM-R

- Schedule-driven, non-negotiable turnover dates
- Tight design-to-construction timeframe
- Requires early procurement to meet turnover date
- High probability of unforeseen conditions
- Complex logistical constraints
- Large projects with significant bid packages
- Occupied renovations
- Additions tied to existing buildings
- Projects targeting LEED or other sustainable goals

15



Other considerations and views

- Contractor pool / selection
- Pre-construction
- Schedule / early release – fast track
- Cost and Accounting
- Change Orders and RFI's
- Additional Factors

16

Contractor pool / selection

CM-R (CM firm)

2 phase selection process. First phase is qualification based, second phase and final selection is based on technical expertise and price.

Interviews are performed via the selection process; you essentially select a team.

Design-bid-build (General Contractor)

Pre-qualify GC firms to bid on the project. Must take the lowest responsible bid.

No input on GC's staff.

No guarantee who (staff) will manage your project.

17

Pre-Construction

CM-R

Provides services such as cost estimating, cost saving suggestions and advice on items such as logistics, scope assignment, schedule and constructability.

The above services is paid via a pre-construction fee. It's not free. However, the fee is typically nominal compared to the overall cost of the work.

Design-Bid-Build

No input from the GC during the design phase.

Based on the GC that may be awarded the work, the GC may provide advice on certain items such as constructability and logistics.

18

Schedule / early release – fast track

CM-R

Ability to fast track the design/construction process via early release packages. Depending on the planned start, duration and completion of construction, this ability to fast track should be considered an “option” and not a “given”.

The advantage to fast track is that construction can commence early which can have certain benefits based on time and can hedge against potential cost inflations in the industry. The disadvantage is that the documents are subject to coordination issues and work commences without cost certainty.

Design-Bid-Build

Construction commences after bidding period and documents are 100% complete. Drawings are theoretically fully detailed and complete. Due to the documents being 100% complete, costs are certain at the time of bid opening.

19

Cost and Accounting

CM-R

Contractor includes contingency within the GMP to cover work reasonably non-inferable from the design documents. The CM contingency is transparent.

The Owner and project team interacts with the CM to establish the GMP. However, please note that once the CM is selected at the pre-construction phase, there is a level of confidence between the Owner and CM that a mutually acceptable GMP can be reached. Profit (or fee) and general conditions are fixed. Open book accounting is performed and any unused funds in project requirements, allowances, scope holds and CM contingency is returned to the owner.

Monthly requisition process can be cumbersome.

Design-Bid-Build

Aside from the 18 sub-filed trades, the GC cost of the work is highly competitive and will likely yield a lower cost up front than CM-R. However, please note that GC's objective is to maximize their profit margin.

There is no “open book” accounting. The GC's contingency is not transparent.

Monthly requisition process is straight forward.

20

Change Orders and RFI's

CM-R

There will be change orders. It has been our experience that the CO process isn't done in a "pass through" manner.

There will be RFI's.

GMP covers work not necessarily in the documents but reasonably inferable. Thus ability for the CM to absorb costs that would otherwise be a change order.

Design-Bid-Build

There will be change orders.

There will be RFI's.

Due to the highly competitive nature of the lump sum bid process, change order work is pursued as "cost opportunities". Any mistakes in the bidding assumptions are typically issued as CO's.

21

Additional Factors

CM-R

Needs to be approved by the Inspector General.

Tends to foster a team approach.

Currently is the preferred method for DCAMM projects over \$10mm.

Tends to be utilized for complicated, phased or renovated projects.

Design-bid-build

Tends to be utilized on well defined, clear projects that don't have schedule constraints, occupied buildings and/or complicated phasing.

22

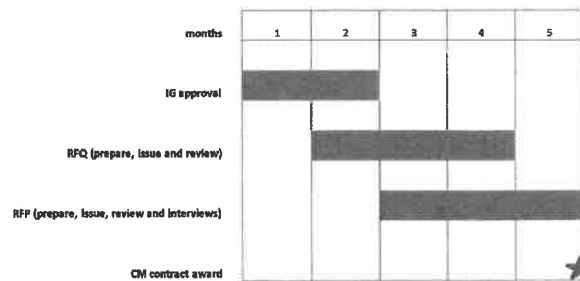
CM-R Procurement – Time line

Inspector General Application Time Line

	Event	Task
Day 1	Awarding Authority Submits Application to Proceed (by mail) to: Office of the Inspector General One Ashburton Place, Room 1311 Boston, MA 02108	• Date and time stamp application
Day 1 – 15	1. OIG reviews application in a timely manner. 2. OIG contacts applicant acknowledging receipt of the application	• Review application
Day 1-60	1. OIG determines whether additional information is necessary and if so, requests awarding authority to send information 2. OIG reviews application to determine whether awarding authority meets requirements and will be issued a Notice to Proceed 3. OIG sends Notice to Proceed or Denial of Notice to Proceed	• Verify information • Request more information, if necessary • Analyze credentials based on evaluation criteria; • Complete review and issue determination

23

CM-R Procurement – Time line



Estimated / example timeframe.
Actual timeframe can vary based on IG review turnaround, timing of advertisements and schedule challenges of the pre-qualification committee.

24

City of Salem

In the year Two Thousand and Twenty

An Ordinance to amend an ordinance relative to accessory dwelling units.

Be it ordained by the City Council of the City of Salem, as follows:

Section 1. The City of Salem Zoning Ordinance Section 3.1 Table of Principal and Accessory Use Regulations is hereby amended by deleting the “Accessory Living Area” Accessory Use in its entirety and inserting an “Accessory Dwelling Unit” Accessory Use in the RC, R1, R2 and R3 zoning districts as follows:

E. ACCESSORY USES	RC	R1	R2	R3	B1	B2	B4	B5	I	BPD	NRCC
Accessory Dwelling Unit	Y	Y	Y	Y	N	N	N	N	N	N	-

Section 2. This Ordinance shall take effect as provided by City Charter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

The enclosed Ordinance is intended to accompany the accessory dwelling unit (ADU) Ordinance submitted to you under separate cover.

This Ordinance is necessary to update the Zoning table to reflect the changes proposed in the ADU Ordinance. I recommend both this Ordinance and the ADU Ordinance be advanced concurrently and adopted.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Twenty

An Ordinance to amend an ordinance relative to accessory dwelling units.

Be it Ordained by the City Council of the City of Salem, as follows:

Section 1. The Salem Zoning Ordinance Section 10 Definitions is hereby amended by deleting the definition “Accessory Living Area” in its entirety and inserting the definition “Accessory Dwelling Unit” as follows:

“Accessory dwelling unit: A housekeeping unit, with its own sleeping, cooking and sanitary facilities, located within a principal dwelling that is subordinate in size to the principal unit(s), separated from it in a manner which maintains the appearance of the principal unit(s), and allowed pursuant to Section 3.2.8 of this ordinance”

Section 2. The Salem Zoning Ordinance Section 3.2.4 Accessory Buildings and Structures is hereby amended by deleting paragraphs numbered 4 and 5 in their entirety and replacing them with the following:

“4. Unattached accessory dwelling units shall comply with all setbacks of the principal structure, as set forth in Section 4.1 of this ordinance (Dimensional Requirements).

5. Accessory structures, garages and unattached accessory dwelling units shall not exceed one-half (1.5) stories or eighteen (18) feet in height.”

Section 3. The Salem Zoning Ordinance Section 3.2.8 Accessory Dwelling Areas is hereby amended by deleting this Section in its entirety and replacing it with the following:

“3.2.8 Accessory Dwelling Units. Accessory Dwelling Units shall be allowed as provided set forth in this section.

1. Purpose.

- A. To add rental units to the housing stock to meet the needs of smaller households and make housing units available to households who might otherwise have difficulty finding housing.
- B. To encourage the efficient use of the city's housing supply while preserving the character of the city's neighborhoods.

- C. To maximize privacy, dignity, and independent living among family members preserving domestic family bonds as well as to protect the stability, property values, and the residential character of the neighborhood.
- D. To permit the owner of an existing, or a proposed, detached dwelling to construct one additional dwelling unit. Such a use is incidental and subordinate to the principal dwelling.
- E. To increase the supply of housing and the diversity of housing options, in response to demographic changes such as smaller households and older households.

2. Procedure.

- A. The Building Inspector shall administer and enforce the provisions of this section unless a Special Permit is required then the Zoning Board of Appeals shall be the Special Permit Granting Authority.
- B. When a waiver is required, a Building Permit shall not be issued until a Special Permit has been granted and duly recorded.

3. Application

- A. The Application for the Special Permit and/or Building Permit, if required, shall:
 - 1. Be signed by one hundred (100) percent of the record title ownership interest of the principal dwelling and shall include a copy of the deed.
 - 2. Include a floor plan of the accessory dwelling unit, the principal dwelling where it is to be located and all elevations. All plans shall be drawn to scale and identify the existing structure and proposed modifications to create the accessory dwelling unit.

4. Requirements.

- A. The minimum parking required for the principal dwelling pursuant to Section 5.1 of this ordinance shall not count as off-street parking for the accessory dwelling unit. The accessory dwelling unit shall have one (1) dedicated off-street parking space unless otherwise waived pursuant to sub-section 6 of Section 3.2.8.
- B. There shall not be a net loss in the caliper of private trees on the lot in which the accessory dwelling unit will be located unless otherwise waived pursuant to sub-section 6 of Section 3.2.8.
- C. The accessory dwelling unit shall not contain less than 350 square feet of habitable space.
- D. The accessory dwelling unit shall not contain in excess of 800 square feet of gross space, unless otherwise waived pursuant to sub-section 6 of Section 3.2.8.
- E. No more than one (1) accessory dwelling unit shall be located upon a single lot.
- F. An accessory dwelling unit shall not be permitted in a building with five (5) or more units.

- G. At least one (1) owner of the residence in which the accessory dwelling unit is created shall reside in one (1) of the dwelling units as a principal place of residence. For the purpose of this section, the “owner” shall be one or more individuals who hold title to the property and for whom the dwelling is the primary residence as evidenced by voter registration, tax return or other documentation demonstrating primary residence...
 - H. Electricity, water and gas shall be provided by a single service to both the accessory dwelling unit and the principal dwelling.
 - I. The accessory dwelling unit may not be sold or transferred separate and apart from the principal dwelling to which it is an accessory use. The principal dwelling and the accessory dwelling unit shall remain in common or single ownership and shall not be severed in ownership.
 - J. Entry shall be located through existing entry or on the back or side of the main dwelling.
 - K. Egress access shall be located on the side or rear of the building so that visibility from public ways is minimized.
 - L. The accessory dwelling unit shall not contain more than two (2) bedrooms.
 - M. The accessory dwelling unit shall be clearly subordinate in use, size and design to the principal dwelling.
 - N. The accessory dwelling unit must be capable of being discontinued as a separate dwelling unit without demolition of any structural component of the principal dwelling.
 - O. There shall be no occupancy of the accessory dwelling unit until the Building Inspector has issued a certificate of occupancy that the principal dwelling and accessory dwelling unit shall be in compliance with all applicable health and building codes.
 - P. The Building Permit shall be revoked upon determination by the Building Inspector that any condition imposed by Section 3.2.8 and/or special permit conditions has not been fulfilled.
 - Q. By filing the Application for a Special Permit or Building Permit for an accessory dwelling unit, all owners consent to an inspection without a warrant upon reasonable notice by the Building Inspector to ensure compliance with all terms of this section and conditions imposed upon the grant of the Special Permit.
 - R. Short term rentals, as defined in Salem Code of Ordinances Chapter 15, are prohibited in the accessory living unit.
 - S. The accessory living unit shall obtain certificate of fitness subject to the provisions of Section 2-705 of the City of Salem Code of Ordinances.
5. **Special Permit.** A Special Permit shall be required to use an existing accessory structure that does not comply with Section 4.1 (Table of Dimensional Requirements) as an accessory dwelling unit.
6. **Waivers.** Upon the request of the Applicant, the Zoning Board of Appeals may grant a Special Permit pursuant to Section 9.4 to waive the following requirements in the interests of design

flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the accessory dwelling unit ordinance.

A. Notwithstanding anything to the contrary herein, the minimum required amount of parking may be waived if the Zoning Board of Appeals finds it is impractical to meet the parking standards and that such waivers are appropriate by reason that it will not result in or worsen parking problems in or in proximity to the Project, and upon demonstration to the reasonable satisfaction of the Zoning Board of Appeals that a lesser amount of parking will provide positive environmental or other benefits, taking into consideration:

1. The availability of surplus off-street parking in the vicinity of the use being served
2. The proximity to public transportation;
3. The availability of public or commercial parking facilities in the vicinity of the accessory dwelling unit;
4. The impact of the parking requirement on the physical environment of the affected lot or the adjacent lots including reduction in green space, destruction of significant existing trees and other vegetation, destruction of existing dwelling units, or loss of pedestrian amenities along public ways; and
5. Such other factors as may be considered by the Zoning Board of Appeals.

B. The Zoning Board of Appeals may grant a waiver to allow a net loss in the caliper of trees on a lot that has no more than three units and on which the accessory dwelling unit will be located, taking into consideration the species of the tree, health of the tree, whether a replacement tree will be planted on another property or if a contribution to a tree replacement fund will be provided.

C. The Zoning Board of Appeals may grant a waiver to allow the accessory dwelling unit to exceed 800 gross square feet, up to a maximum of 1,000 gross square feet, taking into consideration peculiarities of the layout of the primary dwelling.

7. Termination.

A. The accessory living unit use shall terminate immediately upon any violation of any term or condition of this ordinance or of the Special Permit that the owner fails to cure, upon two (2) weeks written notice mailed to the applicant and to the occupants at the dwelling address by certified mail, return receipt requested.

B. Duty of Owner Upon Termination include:

- a. The owner shall discontinue the use of the accessory dwelling unit as a separate dwelling unit.
- b. The kitchen facilities of the accessory dwelling unit shall be removed unless determined by the Building Inspector to be incidental and subordinate as an accessory use of the principal dwelling.
- c. Any additional exterior entrance constructed to provide access to the accessory dwelling unit shall be permanently closed, unless the Building

Inspector provides a waiver. The owner shall permit an inspection by the Building Inspector without a warrant.

7. Severability. All the clauses of this ordinance are distinct and severable, and if any clause shall be deemed illegal, void, or unenforceable, it shall not affect the validity, legality, or enforceability of any other clause or portion of this bylaw.”

Section 2. This Ordinance shall take effect as provided by City Charter.



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

As you know, seniors and young people alike are being priced out of Salem. With that in mind, we have collectively been working to create policies that will facilitate more housing options in our community and, in particular, for residents struggling to meet fast rising rents and home sales prices. Attached please find a revised Accessory Dwelling Unit (ADU) Ordinance that is designed to lift some of the barriers to creating new housing options for seniors and others in our community. This proposal is different than the measure considered by the City Council last year in a number of respects, but most substantially in that it is accompanied by two measures to encourage affordability in ADU rents. Additional details about these measures are below.

As you may be aware, our current ADU Ordinance limits these units' occupancy by a family member or caregiver only. Once that individual is no longer living there, the unit must be dismantled. This requirement is very limiting and thus far, very few ADU units have been created in Salem. Accessory dwelling units (ADUs), sometimes called in-law apartments, have a tremendous potential to increase the availability of affordable housing for Salem residents. Not having an adequate supply of these types of rental opportunities places a burden on residents.

ADUs also offer an opportunity for homeowners to gain a rental income stream that can assist with housing costs in our City. That boost in income can help a young family buy their first home or make it feasible for a Salem senior on a fixed income to stay in their home and remain here in Salem. ADUs can accomplish this without requiring substantial new buildings or additions to traffic and infrastructure.

A summary of the changes proposed to the Ordinance is outlined in the table below.

CRITERIA	CURRENT ORDINANCE	PROPOSED ORDINANCE	
Zoning District	R1	Allow in RC, R1, R2, and R3	
Tenant Restriction	Family member or caregiver	Anyone	
Inspections	Annual certification and inspection; \$75 to maintain annually.	Subject to Sec. 2-705 (Certificate of Fitness of rented dwelling unit): <ul style="list-style-type: none"> • Inspection required every 3 years. • Inspection required for change in tenancy. • \$50 inspection fee. 	
Termination	Two years from date of special permit if the use has not commenced, on change of owner, or on violation of any term of condition of the special permit.	Upon violation of any term of the ordinance, e.g. renting as a short-term rental, or not complying with the certificate of fitness requirements).	
Short Term Rentals	N/A (due to tenant restrictions).	Not allowed; amends Sec. 15-4 of the Code of Ordinances to include ADUs.	
Allowed by right (meaning no special permit is needed, however a building permit is still required)	No.	<u>Yes if:</u> <ul style="list-style-type: none"> • 1 onsite parking spaces. • No net loss of trees (measured in caliper size). • If new construction is proposed, complies with dimensional standards. • ADU does not exceed 800 gross square feet. 	<u>Special Permit from the Zoning Board of Appeals (ZBA) if:</u> <ul style="list-style-type: none"> • no onsite parking space. • Net loss of trees (measured in caliper size). • If new construction is proposed and it does not comply with the dimensional standards. • ADU exceeds 800 gross square feet.

Under the proposed Ordinance ADUs would only be possible in buildings with four or fewer units and no more than one ADU is allowed on any one property. The ADU must be smaller than the primary home and cannot be more than two bedrooms. The owner of the primary home must live on the property – either in the ADU or the house and the ADU cannot be sold separately from the primary home. In addition, to further protect the surrounding neighborhood, no net loss of tree caliper is allowed, nor is the unit permitted to have a new front door. Furthermore, the ADU cannot exceed 18 feet in height and must comply with the same setbacks as the home.

ADUs, as smaller units, are typically lower rent by nature, however the two measures included with this zoning Ordinance – a tax incentive and a City loan program – even further encourage homeowners to make their in-law apartments affordable to rent.

ADU Property Tax Exemption

The enclosed Order submits a special act to the legislature to allow for the City to offer a property tax exemption for homeowners with ADUs if they offer their ADU at an affordable rent. The exemption must be applied for each year that the owner seeks to receive it, and the application must be accompanied by a copy of the lease and proof that the tenant does not earn more than the following per year (set at 60% of Area Median Income, based on U.S. Department of Housing and Urban Development for 2019):

1 person	2 people	3 people
\$49,800	\$56,880	\$64,020

To receive the property tax exemption, the homeowner cannot charge rent (including utilities) that exceeds the following per month:

1 person	2 people	3 people
\$1,245	\$1,333	\$1,600

ADU Loan Program

Through this program a homeowner may apply for an ADU Loan from the City of Salem to construct a compliant ADU. In order to qualify for the loan, the tenant income and maximum rental amounts must be the same as those outlined above in order to qualify for the property tax exemption. Other communities have successfully utilized ADU Loans to encourage affordability and Salem’s program would build on their successes. For example, in Boston a homeowner who receives such a loan makes no monthly payments, however the loan becomes due if the homeowner sells, transfers ownership, or undertake a cash-out refinance of the home. Lincoln provides an interest-free loan of \$25,000 through their Affordable Accessory Apartment Program, which is forgiven if the accessory unit has been on the Subsidized Housing Inventory for a period of ten years.

These two steps ensure that ADUs can contribute to our affordability needs in a meaningful way and directly address concerns raised last year that ADUs could become simply additional market-rate housing units. With both the property tax exemption incentive and the ADU Loan Program offering, we are confident that in-law apartments can accomplish the goal of providing more affordable housing in Salem, without requiring new buildings to be constructed, but while contributing to the income streams for Salem homeowners, including seniors.

We look forward to continuing this discussion at the joint public hearing with the Planning Board, which is the next step for this Ordinance. Thank you for your shared commitment to proactively address the growing housing affordability challenge in our community.

Sincerely,

Kimberley Driscoll
Mayor

Domingo Dominguez
Councillor-at-Large

Ty Hapworth
Councillor-at-Large

Christine Madore
Ward 2 Councillor

Robert McCarthy
Ward 1 Councillor

Patricia Morsillo
Ward 3 Councillor

Conrad Prosniewski
Councillor-at-Large

Megan Riccardi
Ward 6 Councillor

Josh Turiel
Ward 5 Councillor

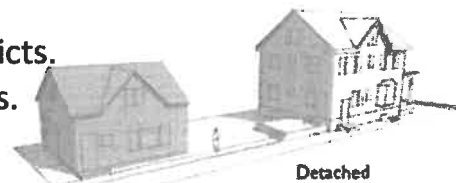
Proposed Accessory Dwelling Unit Ordinance



Internal



Attached



Detached

- **Location and Size Restrictions:**

- Allowed in the RC, R1, R2, and R3 zoning districts.
- Allowed only in buildings with 4 or fewer units.
- Only one ADU is allowed on each property.
- ADU must be smaller than primary home.
 - Minimum of 350 square feet (health code),
 - Maximum of 800 square feet. *(May increase the size up to 1,000 feet, if approved by the ZBA.)*
 - Cannot be more than two bedrooms.

- **Tied to the Primary Home:**

- The owner of the primary home must live on the property, either in the primary home or the ADU.
- ADU can never be sold separately from the primary home.
- Utilities for ADU and primary home are on a single service (electric, gas, water and sewer).

- **Neighborhood Protection:**

- ADU cannot be used as a short-term rental.
- Requires one parking space, in addition to that parking required for the primary home. *(May eliminate the parking if approved by the ZBA.)*
- No net loss caliper in trees. *(May remove a tree if it is approved by the ZBA and if the tree is replaced or a fee is paid to the City tree fund.)*
- New front door is not allowed. Entrance must be through an existing door or the side or rear.
- Cannot exceed 1.5 stories or 18 feet in height.
- ADU must comply with same setbacks as the primary home.

- **Health and Safety:**

- ADU must meet building code requirements.
- Requires an inspection from the Health Department.

Optional programs for homeowners that require an affordable restriction



Internal



Attached

- **Tax Incentive: *Property tax exemption on the ADU***

- Annual application to City for exemption.
- Application must include a 1-year lease with a tenant that does not earn more than:

1 person	2 person	3 person
\$49,800	\$56,880	\$64,020

- Rent (including utilities) cannot exceed:

1 person	2 person	3 person
\$1,245	\$1,333	\$1,600



Detached

- **Loan Program: *Money for a homeowner to build an ADU***

- If a homeowner receives money, they are required to restrict the property as affordable (same income level and rents above).
- As an example, other communities offer a forgivable \$25,000 loan.
 - In return, the unit must be restricted as affordable for 10 years. If the homeowner removes the restriction before 10 years, they may keep \$2,500 for each year the unit was restricted as affordable.



CITY OF SALEM

In City Council, February 13, 2020

Ordered:

That a petition to the General Court, accompanied by a bill for authorization to provide tax exemptions for accessory dwelling unit rental properties, if approved by the Salem City Council, in the City of Salem restricted as affordable housing as set forth below, be filed with an attested copy of this Order be, and hereby is, approved under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts, to the end that the following legislation be adopted, except for amendments by the Senate or House of Representatives which conform to the intent of this home rule petition:

AN ACT authorizing the City of Salem to provide tax exemptions for accessory dwelling unit rental properties in the City restricted as affordable housing.

Be it enacted by the Senate and House of Representatives in General Court Assembled, and by the authority of the same as follows:

AN ACT RELATIVE TO PROPERTY TAX EXEMPTIONS FOR RENTAL PROPERTIES IN THE CITY OF SALEM RESTRICTED AS AFFORDABLE HOUSING.

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, upon the approval by the Salem City Council of Salem's Accessory Dwelling Unit Ordinance, an Accessory Dwelling Unit in the City of Salem which is rented to and occupied by a household of low income, at a rental amount not exceeding the standards of the United States Department of Housing and Urban Development for low income persons, shall be exempt from taxation under Chapter 59 of the General Laws.

SECTION 2. Such exemption shall be equal to the tax otherwise owed on the property based on the assessed value of the entire property, including the accessory dwelling unit multiplied by the square feet of the living space of the accessory dwelling unit on the property that is restricted to occupancy by low income households, divided by the total square feet of all structures on the property. For purposes of determining the assessed value of the entire property, if by income approach to value, such assessment shall assume that all housing units are rented at fair market value.

SECTION 3. Households leasing and occupying the affordable dwelling unit shall upon initial application and annually thereafter, on September first, submit to the City of Salem or its agent, documentation necessary to confirm their eligibility for the affordable accessory dwelling unit. Affordable accessory dwelling units shall be rented to those meeting the guidelines for low income household. For the purposes of this act, low income households shall have an income 60

percent of the area median income or less, as established by the United States Department of Housing and Urban Development for the Boston Metropolitan Statistical Area.

SECTION 4. This act shall take effect upon its passage.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

The enclosed Order is intended to accompany the accessory dwelling unit (ADU) Ordinance submitted to you under separate cover.

This Order submits a home rule petition to the legislature to allow for a special act to create the property tax exemption described in the ADU Ordinance cover letter. This exemption will help encourage affordable rental rates in ADUs created pursuant to the ordinance. I recommend both this Order and the ADU Ordinance be advanced concurrently and adopted.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Twenty

An Ordinance to amend an ordinance relative to short term rentals.

Be it ordained by the City Council of the City of Salem, as follows:

Section 1. Chapter 15 Short-Term Residential Rentals is hereby amended by inserting the following within Section 15.4 (a) Ineligible Residential Units:

“(5) Units established pursuant to the Salem Zoning Ordinance Section 3.2.8 Accessory Living Areas.”

Section 2. This Ordinance shall take effect as provided by City Charter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 13, 2020

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

The enclosed Ordinance is intended to accompany the accessory dwelling unit (ADU) Ordinance submitted to you under separate cover.

This Ordinance is necessary to prohibit ADUs from being used as short-term rentals. I recommend both this Ordinance and the ADU Ordinance be advanced concurrently and adopted.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem