

LEGISLATIVE DIVISION

City Clerk

City Council

Record Maintenance

Elections & Registrations

City Council

Mission Statement

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

Significant Changes

None

Previous Fiscal Year Accomplishments

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

FY 2009 Goals & Objectives

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

5/19/2008

1:48:32PM

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009
City Council-Personnel						
11111 5111 SALARIES-FULL TIME	97,700.00	97,700.00	97,700.00	97,219.83	97,700.00	97,700.00
11111 5150 FRINGE/STIPENDS	22,000.00	22,000.00	22,000.00	6,000.00	22,000.00	22,000.00
Total City Council-Personnel	119,700.00	119,700.00	119,700.00	103,219.83	119,700.00	119,700.00
City Council-Expenses						
11112 5306 ADVERTISING	36,368.25	20,000.00	20,000.00	10,135.06	20,000.00	20,000.00
11112 5320 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	7,000.00*
11112 5381 PRINTING AND BINDING	10,176.81	10,400.00	10,400.00	9,707.89	11,200.00	11,200.00
11112 5421 OFFICE SUPPLIES (GEN	243.69	250.00	250.00	0.00	250.00	250.00
11112 5730 DUES AND SUB	130.00	200.00	200.00	130.00	200.00	200.00
Total City Council-Expenses	46,918.75	30,850.00	30,850.00	19,972.95	31,650.00	38,650.00
030 111 Department Total	166,618.75	150,550.00	150,550.00	123,192.78	151,350.00	158,350.00
						5.18%

030 111 Department Total 166,618.75 150,550.00 150,550.00 123,192.78 151,350.00 158,350.00 5.18%

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008 4.5%	Rate FY 2009 2.0%	Dept FY 2009	Mayor FY 2009
BLAIR	E 030 CITY COUNCIL	11111-5111	COUNCILLOR	03/01/2006	8,000.00		1				52.2	52.2
CORCHADO	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1					
FUREY	H 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/1996	8,000.00		1				8,000.00	8,000.00
LOVELY	P 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/05/1988	8,000.00		1				8,000.00	8,000.00
MCCARTHY	030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2008	-		1				8,000.00	8,000.00
OKEEFE SR	A 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/1984	8,000.00		1				8,000.00	8,000.00
OLEARY	F 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/1984	8,000.00		1				8,000.00	8,000.00
PELLETIER	A 030 CITY COUNCIL	11111-5111	COUNCIL PRESIDENT	01/01/2004	8,000.00		1				8,000.00	8,000.00
PINTO	STEVE	11111-5111	COUNCILLOR	01/01/2008	-		1				8,000.00	8,000.00
PREVEY	PAUL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1				8,000.00	8,000.00
RYAN	JERRY	11111-5111	COUNCILLOR	01/01/2008	-		1				8,000.00	8,000.00
SARGENT	ARTHUR	11111-5111	COUNCILLOR	01/01/2000	8,000.00		1				8,000.00	8,000.00
SOSNOWSKI	MICHAEL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1				8,000.00	8,000.00
VENO	MATTHEW	11111-5111	COUNCILLOR	01/01/2004	8,500.00		1				8,500.00	8,500.00
LAPOINTE	CHERYL	11111-5111	CLERK OF COUNCIL	05011977	4,000.00	B	12		333.33	333.33	4,000.00	4,000.00
SIMONS	CHERYL	11111-5111	CLERK OF COMMITTEE	05011977	500.00	B	12		41.67	41.67	500.00	500.00
SACCO	E ILENE	11111-5111	ASST CLERK	02271989	4,000.00	B	12		333.33	333.33	4,000.00	4,000.00
		11111-5111	BUDGET CLERK	06161988	700.00	B	1				700.00	700.00
					<u>97,700.00</u>		<u>Total Full Time - 5111</u>				<u>97,700.00</u>	<u>97,700.00</u>
Councillors		11111-5150	CITY COUNCIL EXPENSES		<u>22,000.00</u>		<u>11</u>		<u>2,000.00</u>	<u>2,000.00</u>	<u>22,000.00</u>	<u>22,000.00</u>
					<u>22,000.00</u>		<u>TotalFringe - 5150</u>				<u>22,000.00</u>	<u>22,000.00</u>
					<u>119,700.00</u>		<u>Department Total</u>				<u>119,700.00</u>	<u>119,700.00</u>

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

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

CITY COUNCIL 030			
ORG	OBJECT	EXPENSE TITLE	AMOUNT
11112	5306	ADVERTISING	
		Salem Evening News - Charter and M.G.L. mandated ordinance advertising	20,000
TOTAL			20,000
11112	5381	PRINTING AND BINDING	
		Government cards (printed in-house)	
		Halloween hang tags (printed in house)	
		Printing Manual restored	2,700
		Stationery and envelopes	300
		Municipal Code Ordinances - hardcopy and online download	
		Municipal Code Zoning Ordinances - hard copy and online download	
		Municipal Code Traffic Ordinances - hard copy and online download	5,800
		West Group - Mass. General Laws	1,500
		Forms, ordinances, orders, committee reports, archive paper for minutes, binders, binding	500
		Funding for website restored	400
TOTAL			11,200
11112	5421	OFFICE SUPPLIES GENERAL	
		W.B. Mason - Typewriter ribbons, xerox memorywriters, rm. 1	250
		cassette tapes for committee meetings	
TOTAL			250
11112	5730	DUES AND SUBCRIPTIONS	
		International Institute of Municipal Clerks	
		North Shore City and Town Clerk's Association	
		Massachusetts City and Town Clerk's Association	
		New England Association of City and Town Clerks	200
TOTAL			200
TOTAL PROPOSED			31,650

City Clerk

Mission Statement

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

Significant Changes

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

Previous Fiscal Year Accomplishments

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

FY 2009 Goals & Objectives

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

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008	Rate FY 2009	Rate FY 2009	Dept FY 2009	Mayor FY 2009
LAPOINTE	CHERYL A 030 CITY CLERK	11611-5111	CITY CLERK	02271989	72,814.73		1	1	1,394.92	1,422.62	2.0%	72,814.73	74,271.03
SIMONS	ILENE 030 CITY CLERK	11611-5111	ASST CITY CLERK	09/05/2000	42,506.22		1	1	914.30	930.58		42,506.22	43,356.34
Increase of 1,500.00 for Ilene Simons added to Salary for FY09												1,500.00	
					<u>115,320.95</u>							<u>116,320.95</u>	<u>117,627.37</u>
					<u>115,320.95</u>							<u>116,820.95</u>	<u>117,627.37</u>

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

152,455.21

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	Date	STEP INCREASES Rate # Wks	Old	New	Dept FY 2009 52.2	Mayor FY 2009 52.2	LONGEVITY
BLAKE ELAINE J	030 CITY CLERK	11611-5111	PRINCIPAL CLERK	09301985	39,207.42	766.12	-					Retired	Retired	
Replace E Blake	030 CITY CLERK	11611-5111	PRINCIPAL CLERK I		-	-	708.17					36,966.47	-	
New Position	030 CITY CLERK	11611-5111	PRINCIPAL CLERK I		-	-	708.17					36,966.47	-	
Replace Blackie position funded at a Sr Clerk Step 2			SR CLERK STEP 2				667.20							
					<u>39,207.42</u>									
					<u>73,932.95</u>									
														<u>34,827.84</u>
														<u>34,827.84</u>

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

CITY CLERK - 030

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

Elections & Registrations

Mission Statement

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

Significant Changes

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

Previous Fiscal Year Accomplishments

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

FY 2009 Goals & Objectives

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

5/19/2008

9:52:04AM

CITY OF SALEM - FY 2009 OPERATING BUDGET

	Expenditures FY 2007	Adopted Budget FY 2008	Adjusted Budget FY 2008	Y-T-D Expenses FY 2008	Department FY 2009	Mayor FY 2009
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Elect & Reg-Personnel

11621	5111	SALARIES-FULL TIME	162,692.06	166,520.00	168,863.43	148,596.43	208,238.00	172,101.00*
11621	5131	OVERTIME (GENERAL)	4,714.52	5,000.00	5,000.00	4,774.25	5,000.00	5,000.00
11621	5150	FRINGE/STIPENDS	900.00	900.00	1,200.00	1,200.00	2,600.00	1,950.00*
Total		Elect & Reg-Personnel	168,306.58	172,420.00	175,063.43	154,570.68	215,838.00	179,051.00

3.85%

Elect & Reg-Expenses

11622	5221	RES STICKER PARKING	248.40	250.00	250.00	0.00	250.00	250.00
11622	5222	MOTOR VOTER	350.00	500.00	500.00	0.00	0.00	0.00
11622	5242	OFFICE EQUIPMENT REP	324.00	325.00	325.00	0.00	325.00	325.00
11622	5280	POLLING PLACE RENT	200.00	300.00	300.00	200.00	300.00	300.00
11622	5306	ADVERTISING	584.76	650.00	650.00	539.45	650.00	650.00
11622	5309	POLLWORKERS	22,040.00	25,000.00	25,000.00	24,646.52	25,000.00	25,000.00
11622	5381	PRINTING AND BINDING	6,453.74	6,500.00	6,500.00	3,031.52	6,500.00	6,500.00
11622	5386	VOTING MACHINE SERVI	11,856.00	16,325.00	16,325.00	16,203.43	16,325.00	16,325.00
11622	5421	OFFICE SUPPLIES (GEN	1,657.25	2,000.00	2,000.00	1,137.23	1,000.00	1,000.00
Total		Elect & Reg-Expenses	43,714.15	51,850.00	51,850.00	45,758.15	50,350.00	50,350.00

-2.89%

030	162	Department Total	212,020.73	224,270.00	226,913.43	200,328.83	266,188.00	229,401.00
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2.29%

FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

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

FY 2007	FY 2008	FY 2009	Variance
4.0	4.0	4.0	0.0
Full-Time Equivalent Employees:			
			172,100.57

FY 2009 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2008 52.2	Rate FY 2008 2.0%	Rate FY 2009 2.0%	Date	STEP INCREASES Rate # Wks Old New	Dept FY 2009 52.2	Mayor FY 2009 52.2	LONGEVITY
MCNAUGHT JULIE	M 030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR III	08/01/1998	39,207.42	766.12	781.44			40,791.40	40,791.40	
SERPA LINDA	030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR III/III	7/28/2004	39,207.42	766.12	781.44			40,791.40	40,791.40	
KIRKPATRICK MARCIA	030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR III	3/20/06	39,207.42	766.12	781.44			40,791.40	40,791.40	
New Position	030 ELECTIONS & REGISTR	11611-5111	PRINCIPAL CLERK I				708.17			36,966.47		
					<u>117,622.33</u>							
					<u>159,340.67</u>							
					<u>122,374.20</u>							

**FY 2009 DETAILED BUDGET REPORT
EXPENSES**

ELECTIONS AND REGISTRATIONS 030

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