



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

April 9, 2020

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order for Eight Thousand and ninety dollars (\$8,090.00) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "General Fund Election Poll Worker account 11622-5309.

This request is necessary to cover the cost of poll workers for the March 3, 2020 Presidential Primary Election.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll", is written over the printed name.

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

Ordered:

April 9, 2020

That the sum of Eight Thousand Dollars Ninety dollars (\$8,090.00) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the General Fund Election Poll Worker Account to cover the cost of poll workers for the March third Presidential Primary election in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Election Poll Worker Account	11622-5309	\$ 8,090.00
		<b>\$ 8,090.00</b>

*City of Salem, Massachusetts*  
*Office of the City Clerk*

*Ilene Simons*  
*City Clerk*



*Room 1*  
*City Hall*

March 30, 2020

The Honorable Kimberley Driscoll  
Mayor of Salem  
93 Washington Street  
Salem, MA 01970

Dear Mayor Driscoll:

Attached you will find three budget transfer requests. Two are from the City Council Advertising Account and one is from free cash. Since the Elections Office has been through some unusual circumstances this year and level funded from last fiscal year, certain Election's salary and expense lines need attention.

1. I am transferring \$10,931.06 from City Council Advertising Account to the following two accounts:

A. 11621-5131 – Elections Overtime Account – in the amount of \$7,735.64

This amount is needed to cover overtime costs for the extra hours worked during the State Mandated 5 days of Early Voting which lead to more overtime hours during that week to keep up with processing of Early Voting Ballots and Absentee Ballots and on the weekends to prepare for the March 3<sup>rd</sup> election. There was also set-up and break-down for eight polling locations for this additional election.

B. 11621-5113 – Elections Part-Time Salary Account – in the amount of \$3,195.42

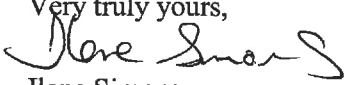
This amount is needed to cover the remaining fiscal year payroll for my part-time employee. He worked additional days and hours in the election office while Rochelle, Maureen and I attended nine days of court. He also worked extra hours due to early voting and preparing for the March 3<sup>rd</sup> election.

2. I am also asking for an appropriation of \$8,090.00 to the Elections Poll Worker Account 11622-5309.

Due to 3 elections during Fiscal Year 2020, this money is to cover the remaining costs for paying poll workers who worked for the City on the March 3, 2020 Presidential Primary Election. As well as the additional workers added to help process Early Voting ballots at the polling locations that day. Minimum Wage also increased on January 1, 2020 which lead to increase costs to pay the worker.

If you have any further questions, please feel free to reach out to me.

Thank you for your consideration of this request.

Very truly yours,  
  
Ilene Simons  
City Clerk

# CITY OF SALEM – Finance Department

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

From: City Clerk Department [Signature] Department Head Authorizing Signature 3/25/20 Date

**Budget or R/Res** Budget Amt: \_\_\_\_\_  
**Transfers** To: \_\_\_\_\_ Desc: \_\_\_\_\_ Balance: \_\_\_\_\_  
 (Org/Object)  
 From: \_\_\_\_\_ Desc: \_\_\_\_\_ 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** To: 116 22- 5309 Desc: Elections - Poll workers Budget Amt: \$50,000  
**Retained Earnings (W/S)** (Org/Object) Balance: 284.50  
**Raise & Appropriate**  
 Please circle one

**Amount Requested:** \$ 8,090.00

**Reason (Be Specific)** Due to three (3) elections this fiscal year, this money is to cover the remaining costs for paying poll workers on March 3rd. Due to early voting had extra workers and also minimum wage increased on Jan. 1st 2020

**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 [Signature]  
 Finance Director

**Recommendation:** \_\_\_\_\_ Approved \_\_\_\_\_ Denied

**Completed:** Date: \_\_\_\_\_ By: \_\_\_\_\_ CO # \_\_\_\_\_ JE#: \_\_\_\_\_ Transfer #: \_\_\_\_\_



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

April 9, 2029

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request for a transfer of Ten Thousand Nine Hundred Thirty-one dollars and six cents (\$10,931.06) transferred from the "City Council Advertising Account" (11112-5306) to the "Elections Overtime Account" and the "Elections Part Time Salary Account."

This transfer is requested to cover early voting costs resulting from the March 3, 2020 Presidential Primary Election.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

Ordered:

April 9, 2020

That the sum of Ten thousand Nine Hundred Thirty-One dollars and six cents (\$10,931.06) is hereby transferred from the "City Council Advertising Account" (11112-5306) to the "Elections Overtime Account" and the "Elections Part Time Salary Account" as provided below to cover early voting costs and those costs resulting from the March 3, 2020 Presidential Primary Election in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Election Overtime	11621-5131	\$ 7,735.64
Elections Part-Time Salary	11621-5113	\$ 3,195.42
		<b>\$ 10,931.06</b>

*City of Salem, Massachusetts*  
*Office of the City Clerk*

*Ilene Simons*  
*City Clerk*



*Room 1*  
*City Hall*

March 30, 2020

The Honorable Kimberley Driscoll  
Mayor of Salem  
93 Washington Street  
Salem, MA 01970

Dear Mayor Driscoll:

Attached you will find three budget transfer requests. Two are from the City Council Advertising Account and one is from free cash. Since the Elections Office has been through some unusual circumstances this year and level funded from last fiscal year, certain Election's salary and expense lines need attention.

1. I am transferring \$10,931.06 from City Council Advertising Account to the following two accounts:

A. 11621-5131 – Elections Overtime Account – in the amount of \$7,735.64

This amount is needed to cover overtime costs for the extra hours worked during the State Mandated 5 days of Early Voting which lead to more overtime hours during that week to keep up with processing of Early Voting Ballots and Absentee Ballots and on the weekends to prepare for the March 3<sup>rd</sup> election. There was also set-up and break-down for eight polling locations for this additional election.

B. 11621-5113 – Elections Part-Time Salary Account – in the amount of \$3,195.42

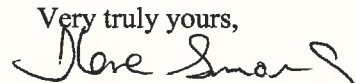
This amount is needed to cover the remaining fiscal year payroll for my part-time employee. He worked additional days and hours in the election office while Rochelle, Maureen and I attended nine days of court. He also worked extra hours due to early voting and preparing for the March 3<sup>rd</sup> election.

2. I am also asking for an appropriation of \$8,090.00 to the Elections Poll Worker Account 11622-5309.

Due to 3 elections during Fiscal Year 2020, this money is to cover the remaining costs for paying poll workers who worked for the City on the March 3, 2020 Presidential Primary Election. As well as the additional workers added to help process Early Voting ballots at the polling locations that day. Minimum Wage also increased on January 1, 2020 which lead to increase costs to pay the worker.

If you have any further questions, please feel free to reach out to me.

Thank you for your consideration of this request.

Very truly yours,  
  
Ilene Simons  
City Clerk

# CITY OF SALEM – Finance Department

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

From: City Clerk  
Department

[Signature]  
Department Head Authorizing Signature

3/25/20  
Date

**Budget or R/Res**

**Transfers**

To: 11621-5131  
(Org/Object)

Desc: Elections OT

Budget Amt: 5,000

Balance: —

From: 11112-5306

Desc: Council Advocacy

Budget Amt: 40,000

Balance: 10,931.07

(\*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**

To: —

Desc: —

Budget Amt: —

Balance: —

**Retained Earnings (W/S)** (Org/Object)

**Raise & Appropriate**

Please circle one

**Amount Requested:**

\$ 7,735.64

**Reason (Be Specific)**

Due to March Election 5 days of Early Voting and setup & break down of polling location for March additional O.T. was paid then if there was only 2 elections

**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: City Clerk  
Department

[Signature]  
Department Head Authorizing Signature

3/25/20  
Date

**Budget or R/Res**

**Transfers**

To: 116 21-511 3 Desc: elections salaries P.T.  
(Org/Object)

Budget Amt: 13,481.00  
Balance: 201.51

From: 11112-5306 Desc: Council Adv Budget Amt: 40000  
Balance: 16,931.07  
(\*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**

To: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_  
Balance: \_\_\_\_\_

**Retained Earnings (W/S)** (Org/Object)

**Raise & Appropriate**

Please circle one

**Amount Requested:**

\$ 3,195.42

Reason (Be Specific) to cover remain costs for PIT & worked extra hours during early voting & prep for March Election + worked extra hours during 9 day trial to cover Room 5.

**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**

Kimberley Driscoll

Mayor

April 9, 2020

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer twenty Thousand Dollars (\$20,000.00) within the "Capital Outlay Fund 2000" to the ST CIP Health Mack Park Food Farm Project account.

This transfer is requested to be expended for the construction of a split-rail farm fence, French drain and irrigation pond that will be used as a sustainable water supply to irrigate the farm.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in blue ink, which appears to read "Kim Driscoll", is written over the printed name.

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

**Ordered:**

April 9, 2020

That the sum of Twenty Thousand Dollars (\$20,000.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to the ST CIP Health Mack Park Farm Project account for the construction of a split-farm fence, French drain and irrigation pond in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL  
MAYOR

CITY OF SALEM,  
MASSACHUSETTS  
BOARD OF HEALTH

93 WASHINGTON STREET, 3<sup>RD</sup> FLOOR  
SALEM, MA 01970  
TEL: (978) 741-1800  
health@saalem.com



Public Health  
Prevent. Promote. Protect.

DAVID GREENBAUM, RS  
HEALTH AGENT

April 3, 2020


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

Dear Mayor Driscoll,

The Health Department would like to request funding in the amount of \$20,000 for the Mack Park Food Farm project. These funds will be needed for spring 2020 for materials and labor for the construction of a split-rail fence that will surround the perimeter of the farm, as well as a French drain and irrigation pond that will be used as a sustainable water supply to irrigate the farm.

Thank you for your consideration of this request.

Sincerely,

  
David Greenbaum, RS  
Health Agent

  
Kerry Murphy, RDN  
Health & Wellness Coordinator

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

From Department: Health Date: 4/3/20

Department Head Name: Dan Greenbaum

Authorization Signature: \_\_\_\_\_

Amount: \$ 20,000

Description:

Funding to be used for the construction  
of the Mack Park Food Farm Project.

**For Finance Department Use Only:**

☐ City Council Approval Needed (Y/N)

CIP Balance: \$ 1,676,513.55

**Recommendation:**

☒ Approved ☐ Denied

*Jan Dardel*  
**Finance Director**

org/object 20002012-584680

Processed: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_

Org: \_\_\_\_\_ Obj: \_\_\_\_\_



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 9, 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, Rebecca Christie of 17 Marlborough Road to the Commission on Disabilities for a term of 3 years to expire April 13, 2023.

I recommend confirmation of her reappointment to the Commission and ask that you join me in thanking Ms. Christie for her continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem