



CITY OF SALEM, MASSACHUSETTS  
Kimberley Driscoll

December 19, 2016

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer the sum of Two Thousand Dollars (\$2,000.00) from the "Elections Poll Workers" account (11622-5309) to the "Elections Overtime" account (11621-5131).

This transfer is necessary to fund overtime costs associated with preparation for early voting.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

Ordered:

December 19, 2016

That the sum of Two Thousand Dollars (\$2,000.00) is hereby transferred from the "Elections Poll Workers Account" account (11622-5309) to the "Elections Overtime" Account (11621-5131) in accordance with the recommendation of Her Honor the Mayor.

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

*Cheryl A. LaPointe*  
*City Clerk*



*Room 1*  
*City Hall*

November 29, 2016

Honorable Kimberley Driscoll  
Mayor of Salem  
Salem, MA 01970

Dear Mayor Driscoll:

This transfer request to Elections-Overtime account (11621-5131) from Poll Workers account (11622-5309) is necessary due to the overtime account being depleted in the preparation of the Early Voting, the November Election and the post-election audit.

There was no way to gauge what would be necessary to meet our obligation for Election. There will also be more days we are required to stay late for nomination papers etc. so in order to comply with state law we will require this transfer.

Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

*Cheryl A. LaPointe*

Cheryl A. LaPointe  
City Clerk

Enclosure

**CITY OF SALEM - Finance Department**  
**Free Cash, W & S R/E, R/Res & Budget Transfer Request Form**

From: Elections Department Cheryl A. Roberts Department Head Authorizing Signature 11-29-16 Date

Budget or R/Res Budget Amt: 5,000.00  
Transfers To: 11621-5131 Desc: Salaries-Over Time Balance: -132.73  
 (Org./Object)

From: 11622-5309 Desc: Poll Workers Budget Amt: 60,000.00 Balance: 14,936.14  
 (\*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: \_\_\_\_\_  
Retained Earnings (W/S) (Org./Object) Balance: \_\_\_\_\_  
 Please circle one

Amount Requested: \$ 2,000.00

Reason (Be Specific) There was more overtime required for the preparation of early voting  
election and the post election audit that anticipated. There will also be more days  
we are required to stay late for nomination papers etc.

*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

December 19, 2016

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer the sum of Twenty Thousand Seven Hundred and Eighty Dollars (\$20,780.00) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Fire – Medical Active" Account (12202-5318).

This transfer is necessary to cover the costs of medical bills.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

December 19, 2016

Ordered:

That the sum of Twenty Thousand Seven Hundred and Eighty Dollars (\$20,780.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Fire– Medical Active" Account (12202-5318) in accordance with the recommendation of Her Honor the Mayor.



# *City of Salem, Massachusetts*

## *Fire Department*

David W. Cody  
Chief  
(978) 744-6990  
dcody@salem.com

48 Lafayette Street  
Salem, Massachusetts 01970-3695  
Tel. (978) 744-1235  
Fax (978) 745-4646

Fire Prevention  
Bureau  
978-745-7777

November 23, 2016

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

Dear Mayor Driscoll,

Our active members medical account has been seriously impacted by a required surgery on a members knee. This is a physician documented job related injury. This procedure has cost \$20,780.00, a negotiated reduction of 50% from the original surgical estimate.

The active members medical account 12201-5318 had a beginning balance of \$15,000. This amount has carried the department for the last several years. So far this year we have spent \$9067.70 on members medical costs, leaving a balance of \$3196.54 encumbered and \$2735.76 available. The balance of \$5932.30 in line 5318 will remain for unexpected medical costs for the remainder of the year.

I am asking that a free cash allocation in the sum of \$20780.00 be added to the line of 12202-5318 to cover the cost of the above described surgery.

Sincerely,

David W. Cody  
Chief of Department

# CITY OF SALEM - Finance Department

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

From: 100 FIRE  
Department

[Signature]  
Department Head Authorizing Signature

December 13, 2016  
Date

Budget or R/Res

Transfers

To : \_\_\_\_\_  
(Org/Object)

Desc: \_\_\_\_\_

Budget Amt: \_\_\_\_\_

Balance: \_\_\_\_\_

From : \_\_\_\_\_

Desc: \_\_\_\_\_

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 To : 12202-5318

Desc: Dental/Med

Budget Amt: \$15,000.00

Balance: \$2535.76

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

Please circle one

Amount Requested:

\$20,780.00

Reason (Be Specific) To pay for medical bills for

knee surgery, related to a line of duty injury.

*For Finance Department and Mayor's Use Only:*

☐ Budget Transfer

☒ Mayor Approval

☒ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund

\$ 694,421.90  
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 #: \_\_\_\_\_



12/15/2016  
8:28 AM

Description	Date	Pending	C.O. #	Approved	Free Cash	Reason
	To Council	Free Cash				

**CERTIFIED FREE CASH**

[illegible]TOTAL FREE CASH USED  
BALANCE

(3,407,166.10)	(1,300,000.00)
673,691.90	4,080,858.00