



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 14, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I appoint Steven R. Havey of 117 Dolloff Avenue Beverly, MA 01915 to serve as a Constable in the City of Salem for a term to expire April 18, 2021.

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
Police Department Headquarters
95 Margin Street, Salem, Massachusetts 01970

Mary E. Butler
Chief of Police

May 17, 2018

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

Re: Constable Application – Steven R. Havey

Dear Mayor Driscoll:

Mr. Steven R. Havey, of 17 Dolloff Avenue, Beverly, MA, has submitted an application for re-appointment as a Constable with the City of Salem.

The required criminal indices checks on Mr. Havey have been completed and no derogatory information that would preclude him from appointment has surfaced. He was interviewed by me on May 10, 2018, during which time he affirmed his responsibilities to comply with the requirements of the Salem City Ordinance, Chapter 32, section 19 (as amended May 15th 2017).

Mr. Havey has been a Constable for Salem for 1 year and is seeking re-appointment. He currently works for Thermal Circuits in Salem, and is a property manager for Ahmed Insurance. He is an associate of Constable Mike Hagan and has previously attended college for Criminal Justice.

Mr. Havey has proper signatories and letters of support accompanying his application. He has no membership with a Massachusetts Constable Association and given the 5 hours a week he works conducting the business of Constable, he is not inclined at this time. Mr. Havey previously had a License to Carry, but since has let it expire; he does not carry a firearm. During our discussion, it was learned that Mr. Havey's great uncle, William O'Neill worked for the Salem Police Department in the 1930's as a motorcycle officer.

Based on the information provided by Mr. Havey on his application, the results of his background check, prior education with CJ classes, ongoing professional relationship with some known local attorneys, and my interview with him, I recommend Mr. Havey for reappointment and continued service as a Constable with the City of Salem.

Mr. Havey's application is hereby forwarded for your review, consideration and presentation to the City Council should you elect to re-appoint him. I am available for any questions at a time of your convenience.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mary E. Butler".

Mary E. Butler
Chief of Police

Enclosure: Constable Renewal Application
Cc: Constable File



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 14, 2018

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 donations listed below totaling Three Thousand Dollars (\$3,000.00). These funds will be deposited into the Park & Rec Donation Fund 24061-4830 for sponsorships towards the First Annual Friends of Park and Recreation Golf Tournament.

Donation from	Fund Org/Obj	Amount
Robert T. Lutts, Cabot Wealth Management	24061-4830	\$1,000.00
St. Jean's Credit Union Charitable Foundation	24061-4830	\$1,000.00
Salem Wax Museum – James and Sean Shea	24061-4830	\$1,000.00

Total: \$3,000.00

In order to accept these donations 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 & Rec Donation Fund.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 14, 2018

To accept the donations listed below totaling Three Thousand Dollars (\$3,000.00) to be deposited into the Park & Recreation Donation Account 24061-4830 for sponsorships towards the First Annual Friends of Park and Recreation Golf Tournament in accordance with the recommendation of Her Honor the Mayor.

Donation From	Fund Org/Obj	Amount
Robert T Lutts, Cabot Wealth Management	24061-4830	1,000.00
St. Jean's Credit Union Charitable Foundation	24061-4830	1,000.00
Salem Wax Museum - James & Sean Shea	24061-4830	1,000.00
Total		3,000.00



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS

PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970

Tel. (978) 744-0180/(978) 744-0924

Fax (978) 744-7225

Trish O'Brien
Superintendent

June 1, 2018

Dear Mayor Driscoll:

I am writing to request the acceptance of the following checks for sponsorship towards the First Annual Friends of Park and Recreation Golf Tournament:

\$1,000.00 donated by Robert T. Lutts from Cabot Wealth Management for Cart Sponsorship

\$1,000.00 donated by St Jean's Credit Union Charitable Foundation for Lunch Sponsorship

\$1,000.00 donated by Salem Wax Museum by James and Sean Shea for Cart Sponsorship

To be deposited into the Park & Recreation Donation account of 24061- 4830 under the Salem Park and Recreation Golf Tournament

Sincerely,

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

Tricia O'Brien
Superintendent
Park, Recreation & Community Service



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 14, 2018

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 from David Doyle in the amount of One Thousand Two Hundred Dollars (\$1,200.00) to be used at the Golf Course. These funds will be deposited into the Recreation Department Donation Fund 24061-4830.

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 Recreation Department Donation Fund.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a faint, larger version of the same signature.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 14, 2018

To accept the donation from David Doyle in the amount of One Thousand Two Hundred Dollars (\$1,200.00) to be used at the golf course. These funds will be deposited into the Recreation Department Donation Fund 24061-4830 in accordance with the recommendation of Her Honor the Mayor.



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICE
5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

Trish O'Brien
Superintendent

June 1, 2018

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$1,200 donation written to the City of Salem from David Doyle for the golf league to be deposited in the Park & Recreation Donation account of 24061-4830. This money will be deposited and identified for use at the golf course.

Sincerely,

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

Tricia O'Brien
Superintendent
Park, Recreation & Community Service



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

June 14, 2018

**To the City Council
City Hall
Salem, Massachusetts**

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Twelve Thousand Dollars (\$12,000.00) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) for sick leave buybacks submitted in accordance with collective bargaining agreement with various unions.

I recommend passage of the accompanying Order.

Very truly yours,

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

**Kimberley Driscoll
Mayor**



CITY OF SALEM

In City Council, June 14, 2018

Ordered:

That the sum of Twelve Thousand Dollars (\$12,000.00) is hereby appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the negotiated sick leave buyback provision as needed in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD^{FL} FLOOR
TEL. 978-619-5630

June 8, 2018

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

RE: Retirement Stabilization

Dear Mayor Driscoll:

I am respectfully requesting the amount of twelve thousand dollars (\$12,000.00) be appropriated in the Retirement Stabilization Fund for sick leave buybacks requests submitted in accordance with collective bargaining agreements with our various unions.

Sick leave buy-backs to be filled under this particular appropriation request are for these active employees, not retirees, who wish to take advantage of contractual language allowing members to buyback sick leave on either a one time basis, or an annual basis, depending upon their respective collective bargaining agreements. A lump sum request for this purpose will allow us to process those requests in an 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,

A handwritten signature in dark ink, appearing to read "Lisa B. Cammarata", followed by a long horizontal line.

Lisa B. Cammarata

cc: File

A handwritten signature in dark ink, appearing to read "Finance Director", followed by a long horizontal line.

Finance Director

City of Salem, Massachusetts
FY 2018 Retirement Stabilization - Fund 8311

Department	Description	Org/Obj	Date To Council	Pending Amount	Date Approved	CO #	Approved Amount	Y-T-D Paid	Amt Not Used	Date Paid	Outstanding Balance
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FY 2018 Beginning Balance

501,459.35

Parking Dept	Michael Wong	83113-5146	09/14/17		09/14/17	496	(13,275.74)	13,275.74			0.00
Police Dept	Schttt Englehardt	83113-5146	09/14/17		09/14/17	496	(46,808.48)	46,808.48			0.00
DPS	George Sands	83113-5146	09/14/17		09/14/17	498	(20,383.15)	20,383.15			0.00
School	Billie-Ann Dempsey	83113-5146	10/12/17		10/12/17	593	(16,706.43)	16,706.43		10/26/17	0.00
School	Paul Loud	83113-5146	10/12/17		10/12/17	593	(9,043.20)	9,043.20		10/26/17	0.00
Police Dept	Gary Lebrun	83113-5146	10/12/17		10/12/17	593	(42,934.30)	42,934.30		10/26/17	0.00
School	Josephine Hardy	83113-5146	11/16/17		11/16/17	654	(2,187.80)	2,187.80		12/14/17	0.00
School	Mary Cobb	83113-5146	12/07/17		12/07/17	696	(33,249.60)	33,249.60		12/21/17	0.00
School	Joh O'Connell	83113-5146	12/07/17		12/07/17	696	(34,675.20)	34,675.20		12/21/17	0.00
School	Lillian Zatorre	83113-5146	12/07/17		12/07/17	696	(34,675.20)	34,675.20		12/21/17	0.00
School	Paula Keller	83113-5146	12/07/17		12/07/17	696	(11,325.05)	11,325.05		12/21/17	0.00
Library	Amy Connelly	83113-5146	01/11/18		01/25/18	22	(14,668.23)	14,668.23		2/8/18	0.00
Bldg Inspector	Dennis Ross	83113-5146	01/11/18		01/25/18	22	(4,714.83)	4,714.83		2/8/18	0.00
Police Dept	Peter Gifford	83113-5146	01/25/18		01/25/18	61	(34,377.64)	34,377.64		2/8 & 3/8	0.00
HR Buybacks	Contract buybacks	83113-5146	01/25/18		01/25/18	59	(50,000.00)	50,000.00		3/8/18	3,964.82
HR Buybacks	Contract buybacks	83113-5146	03/08/18		03/08/18	176	(18,000.00)	14,035.18		4/26/18	0.00
Fire	Jeffrey Cosbar	83113-5146	04/12/18		04/12/18	222	(43,737.45)	43,737.45		4/26/18	0.00
City Clerk	Cheryl LaPointe	83113-5146	04/12/18		04/12/18	222	(37,931.25)	37,931.25		5/10/2018	0.00
Fire	David Cody	83113-5146	04/26/18		05/03/18	261	(82,251.95)	82,251.95			17,677.93
School	Kathleen Canney	83113-5146	05/10/18		05/10/18	294	(17,677.93)				0.00
HR Buybacks	Contract buybacks	83113-5146	06/14/18	(12,000.00)							

Free Cash - CO #
Interest earned through April 4,009.90
Trans In From Free Cash CO # 203 250,000.00
Add Back Amounts not Used -

Pending (12,000.00) 2018 YTD Balance 186,845.82 - Total Outs -> 21,642.75

Balance Less Pending 174,845.82 Total Fund Bal 208,488.57



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 14, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$10,000 to carry out an updated building conditions assessment and report for the Winter Island Coast Guard barracks and hangar buildings.

The City is seeking expressions of interest from organizations or individuals in order to, hopefully, stabilize, preserve, and re-use these iconic structures. Having an updated conditions report will enable respondents to better articulate the feasibility of their intended re-use proposal.

I recommend adoption of the enclosed Order.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a faint, circular official stamp.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

June 14, 2018

Ordered:

That the sum of Ten Thousand Dollars (\$10,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Planning Contracted Services account (11822-5320) in accordance with the recommendation of Her Honor the Mayor.



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

June 7, 2018

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

Re: Free Cash Request for Engineering Study

Dear Mayor Driscoll:

As you know, the Winter Island Master Plan contains a recommendation that the City explore ways of preserving the Island's historic structures. The City is currently in the process of issuing a Request for Expressions of Interest (REI) regarding potential re-uses of the Hangar and the Barracks building. To assist potential proposers in estimating redevelopment costs, the City is seeking to undertake an engineering study of the two buildings in order to provide them with updated information.

We request \$10,000 to fund the cost of the engineering study that will provide a general assessment of current building conditions.

Total request:

\$10,000.00

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

Sincerely,

Tom Daniel, AICP
Director

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

From: DPCD
Department

[Signature]
Department Head Authorizing Signature

6-7-2018
Date

Budget or R/Res

Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) 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 **Retained Earnings (W/S)** To: 11822-5320 Desc: Cont. Serv. Budget Amt: 53,282.00
(Org/Object) Balance: 20,005.00
Please circle one

Amount Requested: \$ 10,000

Reason (Be Specific) See Attached letter. Engineering study
of Hangar & Barracks Building at Winter Island

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval

_____ Free Cash Appropriation – City Council Approval – Gen Fund \$ 294,952.68
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

June 14, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Eight Thousand dollars (\$8,000.00) from "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Purchasing Telephone account (11392-5341).

This request is necessary to cover invoices for the remainder of Fiscal Year 2018.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

June 14, 2018

Ordered:

That the sum of Eight Thousand Dollars (\$8,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Purchasing Telephone account (11392-5341) in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL
MAYOR

THOMAS P. WATKINS
PURCHASING AGENT

CITY OF SALEM, MASSACHUSETTS

PURCHASING DEPARTMENT

93 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970

TELE: 978-619-5695 ♦ FAX: 978-745-7461

EMAIL: TWATKINS@SALEM.COM

June 5, 2018

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll

I am respectfully requesting the amount of eight thousand dollars (\$8,000.00) be transferred from the General Fund Balance Reserved from Free Cash to the Purchasing Department's Fixed Cost account (TELEPHONE - Wireless; 11392 – 5341) to cover costs associated with end of the year wireless phone and tablet invoices. This request will cover expenses through June 30, 2018.

Best Regards,

A handwritten signature in black ink, appearing to read "T. P. Watkins".

Thomas P. Watkins
Purchasing Agent

CITY OF SALEM – Finance Department

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

From: Purchasing Department [Signature] Department Head Authorizing Signature 6.5.2018 Date

Budget or R/Res

Transfers To : _____ Desc: _____ Budget Amt: _____
(Org/Object) 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 : 11342-5341 Desc: Telephone-Wireless Budget Amt: \$30,500
Retained Earnings (W/S) (Org/Object) Balance: \$90.25

Raise & Appropriate

Please circle one

Amount Requested: \$ 3,000.00

Reason (Be Specific) Additional funds needed to cover end of
the year invoice for remainder of fiscal year for
city cell phones and tablets/ipads.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval

_____ Free Cash Appropriation – City Council Approval – Gen Fund \$ 294,952.68
 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 [Signature]

Recommendation: _____ Approved _____ Denied

[Signature]
 Finance Director

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 14, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$535,000 from retained earnings in our water, sewer, and trash enterprise funds to off-set the amount raised through the enterprise fund rates for the current fiscal year, FY2018.

I recommend adoption of the enclosed Order.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a faint, larger version of the same signature.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,
June 14, 2018

Ordered:

That the sum of Five Hundred and Thirty-Five Thousand Dollars (\$535,000.00) is hereby appropriated from the "Retained Earnings Certified for Appropriation" accounts listed below to offset the Water, Sewer and Trash rates for FY 2018 in accordance with the recommendation of Her Honor the Mayor.

Account	Description	Amount
6000-3120	W/S Retained Earnings	135,000
6000-3120	W/S Retained Earnings	200,000
6200-3120	Trash Retained Earnings	200,000
Total		535,000.00



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
Phone – 978.745.9595
www.salem.com

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

June 8, 2018

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to appropriate Five Hundred and Thirty-Five Thousand Dollars (\$535,000) from 'Retained Earnings – Water/Sewer/Trash funds' to offset the Fiscal Year 2018 Water, Sewer and Trash Enterprise funds budgets.

The breakdown is as follows:

Water Retained Earnings	\$ 200,000.00
Sewer Retained Earnings	\$ 135,000.00
Trash Retained Earnings	\$ 200,000.00

Attached is a copy of a letter drafted by the prior Finance Director, Sarah Stanton, dated May 25, 2017. In this letter she is also making this request. After review of the FY2018 budget year, Council orders and discussions between Ilene Simons and Nina Bridgeman, it has been determined the above transfer requests have not yet been voted.

This vote is necessary to balance the FY2018 Water, Sewer, and Trash Enterprise Fund budgets and should be completed no later than June 30, 2018.

Best,

A handwritten signature in dark ink, appearing to read "Laurie A. Giardella", is written over a horizontal line.

Laurie A. Giardella
Finance Director

CITY OF SALEM
REDUCE RATES WITH RETAINED EARNINGS REQUEST

Date 6/8/18

Transfer From: 60001-4970 Desc: W/S Retained Earnings

Amount: \$ 135,000

Transfer From: 60001-4970 Desc: W/S Retained Earnings

Amount: \$ 200,000

Transfer From: 62001-4970 Desc: Trash Retained Earnings

Amount: \$ 200,000

Reason: Retained Earnings used to balance budget for FY 2018 RECAP


For Finance Dept and Mayor's Use Only:

☒ Retained Earnings – City Council Approval Current Fund Balance: 2,115,970
Water/Sewer

☒ Retained Earnings – City Council Approval Current Fund Balance: 489,884
Trash

Recommendation:

☒ Approved ☐ Denied


Finance Director

Processed: Date: _____ By: _____

CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 14, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: An Order Adjusting Appropriations for FY2019 for Parks

Ladies and Gentlemen of the City Council:

The enclosed Order adjusts the FY2019 appropriations contained in the Department of Public Services personnel budget and the Recreation Department personnel budget in the following manner:

- The position of Head Foreman for Parks and Open Spaces is included back into the proposed FY2019 budget at \$71,749.80. The individual in this position currently is being moved into the role of Operations Manager. However, we did not intend to eliminate the existing position as a result and I believe we very much need this critical job.
- The seasonal personnel budget for the Recreation Department is increased by \$18,000 to fund the hiring of additional park and playground maintenance personnel during our most active months. These workers will be supervised by the department's Facilities Manager and will be responsible for keep parks clean, repairing broken playground equipment, maintaining benches and signs, and similar tasks.

I am proud of all of the time and efforts we, as a community, have devoted to our parks and open spaces. Over the last decade, we boosted the public services' budget for regular maintenance by over 36% and added to the DPS ranks by 20%. Leveraging, not just regular budget dollars, but also over 15 CPA grants and eight state PARC grants, we've put close to \$6 million in Salem parks over the last ten years, replacing play equipment, adding new court and field surfaces, fixing trails and paths, landscaping green spaces, building structures like bathrooms, concession stands, and storage spaces, and supporting our many leagues. There is certainly more to do, but there have been significant investments in many of our parks and playgrounds.

The FY2019 budget already contains almost double the funds for park, field, and playground maintenance in the coming year. We added an additional \$25,000 to basketball and tennis court renovations, bringing it up to \$125,000, funded a 200% increase in general park and field improvements in the capital budget, more than doubled the funding for City tree maintenance and planting, put an additional \$40,000 into our field and park mowing and maintenance budget, and added new funding of \$125,000 to retain a special work crew for doing litter control and smaller jobs in parks. In all, with the requested \$18,000 for additional seasonal parks maintenance workers, the budget amounts to \$325,300 in new capital and operational funding for routine park maintenance in FY2019, bringing the total amount of such funding to \$663,000.

Salem is blessed with an incredible amount and diversity of green space and, like any infrastructure that is hundreds of years old in places, it can be challenging at times to keep up with every individual need, every single day. Every park is used differently. Some of our parks are large and host lots of activities and some are smaller neighborhood pocket parks, that really only are utilized by residents living on the surrounding few streets. Some have recently been upgraded and have new play structures, equipment, and so forth. Others – like McGlew and the Forest River park baseball field – are wrapping up major improvement projects right now or, like the Ryan Brennan Memorial Skate Park, are about to undergo an upgrade. Still others – like Palmer Cove, Bertram Field, and the rest of Forest River park – are just now in the planning stages for future upgrades. While these projects tend to be larger cost investments, all of our parks receive some form of regular maintenance.

Please also know that we are always evaluating how to work smarter and more effectively, and this Order is another step toward that goal. I recommend its adoption as a component of the FY2019 budget process and would be happy to answer your questions regarding it.

Very truly yours,



Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,
June 28, 2018

Ordered:

That the sum of Eighty-Nine Thousand, Seven Hundred and Fifty Dollars (\$89,750.00) is hereby appropriated to the accounts listed below to be funded by property taxes, state aid, non-property tax revenue and reserves when the FY 2019 tax rate is set in accordance with the recommendation of Her Honor the Mayor.

Account	Description	Amount
14111-5111	DPS FT Salaries	71,750.00
16501-5118	Rec Seasonal Labor	18,000.00
Total		89,750.00



Kimberley Driscoll
Mayor

CITY OF SALEM
SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 745-9595 x5673
Fax: (978) 745-0349

DAVID H. KNOWLTON, P.E.
CITY ENGINEER / DPS DIRECTOR

MEMORANDUM

May 30, 2018

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director
RE: Request to Transfer Funds

This memo has been prepared to request funds for the salary of the General Foreperson Park Division of the Department of Public Services, in the amount of \$71,750, for the FY2019 DPS FT salary line, that is not currently in the budget.

If you have any questions, or require additional information, please call. The Public Services Department will be available to meet with the City Council to discuss this request.

Cc: Laurie Giardella, Finance Director

CITY OF SALEM - Finance Department

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

From: DPW Department 5/31/18 Date
 Department Head Authorizing Signature

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: 1411-5111 Desc: DPS Fy2019 Salaries Budget Amt: 1,355,063
Retained Earnings (W/S) (Org/Object) Balance: 1,355,063
Raise & Appropriate Fy2019
 Please circle one

Amount Requested: \$ 71,750.00
Reason (Be Specific) To hire new general foreman in FY2019.

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

 Finance Director

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



CITY OF SALEM, MASSACHUSETTS
PARKS, RECREATION & COMMUNITY SERVICES
5 BROAD ST., SALEM, MA 01970

TEL: (978) 744-0180 OR (978) 744-0924
FAX (978) 744-7225
POBRIEN@SALEM.COM

KIMBERLEY DRISCOLL
MAYOR

PATRICIA O'BRIEN
DIRECTOR

MEMORANDUM

May 31, 2018

To: Mayor Driscoll
From: Patricia O'Brien, Superintendent Parks, Recreation and Community Services
Re: Request for transfer of seasonal funds

This memo is prepared to request \$18,000 in additional seasonal salary support for the Parks and Recreation Department / facilities and maintenance to further support Park maintenance projects during the FY2019 budget cycle into org/object 16501-5118 seasonal labor.

Thank you for your consideration.

Cc: Laurie Giardella, Finance

CITY OF SALEM – Finance Department

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

From: Recreation Department 5/31/18 Date
 Department Head Authorizing Signature

Budget or R/Res
Transfers To: _____ Desc: _____ Budget Amt: _____
 (Org/Object) 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: 16501-5118 Desc: Rec Seasonal Labor Budget Amt: 49,962
Retained Earnings (W/S) (Org/Object) Balance: 49,962
Raise & Appropriate
 Please circle one

Amount Requested: \$ 18,000.00
Reason (Be Specific) Additional seasonal labor needed for FY 2019.

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 #: _____