



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 24, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Mark Pattison of 2 Beaver Street to the Historical Commission for a term of 3 years to expire 6/28/2024.

I recommend confirmation of this reappointment and ask that you join me in thanking Mr. Pattison for their continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 24, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Kirt Rieder of 15 Warren Street to the Planning Board for a term of 5 years to expire 7/1/2026.

I recommend confirmation of this reappointment and ask that you join me in thanking Mr. Rieder for their continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 24, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to inform you that I have appointed Ziggy Hartfelder and Melissa Stockbridge for three years terms each to the Salem Cultural Council, to expire June 9, 2024. This letter is being provided to you for informational purposes, as no City Council confirmation is required for this appointment.

Ms. Hartfelder is the owner of Irish Eye Photography, which she has operated for the last two decades. She has extensive experience in the arts as a photographer, producer, event organizer, and curator. She is a member of the Salem Arts Association and an award-winning photographer. Ms. Stockbridge works as a program manager for Tufts University in their technology services office where she has been a key team member for such projects as the university's recent School of the Museum of Fine Arts merger initiative. Locally, Ms. Stockbridge volunteers as the board president for the Woman's Friend Society.

I hope you will join me in welcoming both Ms. Hartfelder and Ms. Stockbridge to the Salem Cultural Council. We are fortunate that they are willing to volunteer in this important role and lend their commitment and energy to the council and its work.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem

CC: Ziggy Hartfelder
Melissa Stockbridge
Julie Barry, Senior Planner for Arts & Culture
John Dobroski, Salem Cultural Council chair



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Eight Thousand One Hundred Eighty-Two Dollars and Forty-Five Cents (\$8,182.45) appropriated within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

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

Name	Department	Amount
Carmella Cote	Salem Public Schools	\$8,182.45
	TOTAL:	\$8,182.45

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Eight Thousand One Hundred Eighty-Two Dollars and Forty Five Cents (\$8,182.45) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Carmella Cote	Salem Public Schools	\$ 8,182.45
		\$ 8,182.45



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: May 12, 2021
RE: Retirement Stabilization Fund

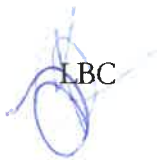
Attached you will find a retirement buy back for a former employee of the Salem Public Schools.
This former employee is entitled to the following amount of sick leave and vacation buyback.

Carmella Cote

27 vacation hours @ \$22.07 per hour	\$595.89
343.75 sick hours @ \$22.07 per hour	\$7,586.56
Total:	\$8,182.45

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 School Date 5/4/2021

Authorized Signature: *Mary K. Sai*
 Department Head/City or Business Manager/School

NAME: Carmella Cote

CALCULATION

VACATION-DAYS ^{Hours} # 27 @ \$ 22.07 = \$ 595.89

SICK DAYS ^{Hours} # 343.75 @ \$ 22.07 = \$ 7,586.56

PRO-RATED STIPENDS # _____ @ \$ _____ = \$ _____

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 8,182.45
 Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

- VACATION DAYS
- SICK DAYS
- PER ACCRUAL REPORT
- OTHER

Org and Object: 83113 - 5146

Recommendation:

Approved

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Twenty-One Thousand Nine Hundred Ninety-Two Dollars and Ten Cents (\$21,992.10) appropriated within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

This transfer is necessary to fund the retirement buyback for Public Property employee.

Name	Department	Amount
Marcia Kirkpatrick	Public Property	\$21,992.10
	TOTAL:	\$21,992.10

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Twenty-One Thousand Nine Hundred Ninety-Two Dollars and Ten Cents (\$21,992.10) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Marcia Kirkpatrick	Public Property	\$ 21,992.10
		\$ 21,992.10



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: Anna Freedman, Director of Finance
DATE: June 7, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Public Property Department.

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

Marcia Kirkpatrick

142.9165 vacation hours @ \$28.4534 per hour	\$4,066.46
630 sick hours @ \$28.4534 per hour	\$17,925.64
Total:	\$21,992.10

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 5/24/21

NAME (LAST, FIRST, MIDDLE) <i>Kirkpatrick Muccia</i>		EMPLOYEE NO. <i>10/501</i>	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 <i>Principal Acct. Clerk</i>		JOB CODE <i>1239</i>	
DEPARTMENT <i>Building</i>	DIVISION	DEPT. NO. <i>1222</i>	

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	M	S	MARITAL STATUS 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
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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	DATE HIRED	RECOMMENDED FOR REEMPLOYMENT	YES	NO
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REASON					QUALITY OF WORK				ATTENDANCE				ATTITUDE				JOB KNOWLEDGE			
RE-SIGNED	LAI D OFF	END OF TEMP.	RE-TIRED	DIS-CHARGED	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR

7. EMERGENCY CONTACT

NAME:	TELEPHONE NO.	RELATIONSHIP
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8. EXPLANATION OF ACTION (or other action)

Retired - June 4, 2021

FINANCE DEPARTMENT	DATE
DEPARTMENT HEAD / APPOINTING AUTHORITY	DATE
PERSONNEL DEPARTMENT	DATE

[Signature] *5/25/21*

[Signature] *09/2021*

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

From: Department Building Dept Date 5/24/21
Authorized Signature: [Signature] 5/25/21
Department Head/City or Business Manager/School

NAME: Marcia Kirkpatrick

CALCULATION

VACATION HOURS # 142,9165 @ \$ 28.4534 = \$ 4,066.46
SICK HOURS # 630 @ \$ 28.4534 = \$ 17,925.64
PRO-RATED STIPENDS # _____ @ \$ _____ = \$ _____
OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 21,992.10
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - 6/4/21

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, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Nine Thousand, Fifty Dollars (9,050.00) from the Retirement Stabilization Fund-Vacation/Sick Leave Buyback” account (83113-5146).

This appropriation is to be expended for the negotiated two-day sick leave buyback provision as needed.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Nine Thousand, Fifty Dollars (\$9,050.00) is hereby appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the negotiated two-day 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 FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

June 16, 2021

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 Nine Thousand and Fifty dollars (\$9,050.00) 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 filled under this particular appropriation request are for these active employees, not retirees, who wish to take advantage of the most recent contractual language allowing members to buyback certain amounts of unused sick leave, on a one-time 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
APPROVAL-SICK DAYS/VACATION BUY-BACK

From: Department: SCHOOL

Date:

6/14/2021

Authorized Signature: _____



Department Head/City or Business Manager/School

NAME: Nancy Charest

CALCULATION

SICK DAYS: 45 sick days @ \$65 per day = \$2925

Total Amount Due: \$2925

Please attach corresponding PAF or other backup to this sheet.

Reason: In accordance with Article 1V, Section I entitled "Sick leave buy-back", Nancy Charest is requesting the city pay for 45 days of sick leave at the rate of \$65 per day. Nancy Charest has 76.5 days of accrued sick leave as of this date.

For Human Resources's Use Only:

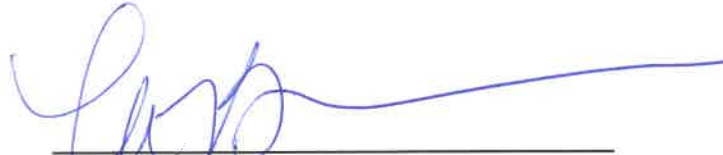
SICK DAYS

PER ACCRUAL REPORT

Org and Object: 83113-5146

Recommendation:

Approved



HR Director/City or Superintendent/Schools

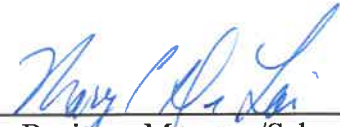
CITY OF SALEM
APPROVAL-SICK DAYS/VACATION BUY-BACK

From: Department: SCHOOL

Date:

6/14/2021

Authorized Signature: _____



Department Head/City or Business Manager/School

NAME: Carole Donnelly

CALCULATION

SICK DAYS: 45 sick days @ \$125 per day = \$5625

Total Amount Due: \$5625

Please attach corresponding PAF or other backup to this sheet.

Reason: In accordance with Article 1V, Section I entitled "Sick leave buy-back", Carole Donnelly is requesting the city pay for 45 days of sick leave at the rate of \$125 per day. Carole Donnelly has 107.5 days of accrued sick leave as of this date.

For Human Resources's Use Only:

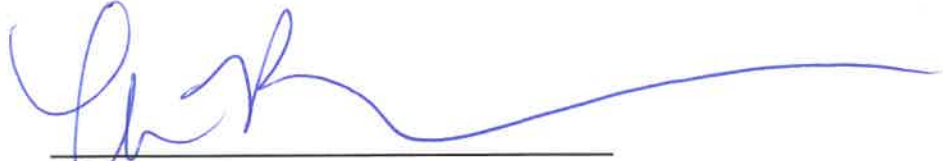
SICK DAYS

PER ACCRUAL REPORT

Org and Object: 83113-5146

Recommendation:

Approved



HR Director/City or Superintendent/Schools



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts


Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Twenty-Four Thousand Two Hundred Thirty Dollars and Seventy Cents (\$24,230.70) from the Retained Earnings – Water/Sewer Fund” account (6000-3120) to the DPS Water Contracted Services account (610032-5320).

This appropriation is necessary to cover the costs for the repair of a water main break on February 18, 2021, on Loring Avenue.

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

June 24, 2021

Ordered:

That the sum of Twenty-Four Thousand Two Hundred Thirty Dollars and Seventy Cents (\$24,230.70) is hereby transferred from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the DPS Water Contracted Services account (610032-5320) as provided below to fund the costs for the repair of a water main break February 18, 2021 on Loring Avenue in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
DPW Water Contracted Services	610032-5320	\$ 24,230.70
		\$ 24,230.70



**Kimberley Driscoll
Mayor**

CITY OF SALEM
SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 619-5673
Fax: (978) 745-0349

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

MEMORANDUM

April 25, 2021

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director *David*
RE: Request to Transfer \$24,230.70 from Water/Sewer Enterprise Retained Earnings

This memo has been prepared to request a transfer of funds from the Water/Sewer Enterprise Retained Earnings to fund the costs for the repair of a water main break on February 18, 2021 on Loring ave

The cost of the transfer is as follows, and are detailed as an attachment to this memo:

<u>Description</u>	<u>Amount</u>
N. Granese & Sons, Inc. - break repair	\$22,358.70
Police Details	<u>\$1,872.00</u>
	\$24,230.70

The funds should be transferred to the DPS Water, Contracted Services budget line, 610032-5320, for payment of the attached invoices.

If you have any questions, or require additional information, please call. The DPS Department is 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: 230 – Department of Public Services Knowlton 4-25-21
Department Dept. Head Authorizing Signature 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: 610032-5320 Desc: Contracted Services Budget Amt: \$1,000
Retained Earnings (W/S) Balance: \$0
(Org/Object)
Raise & Appropriate
Please circle one

Amount Requested: \$24,230.70

Reason (Be Specific) See Attached

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 \$ 301,226 _____ 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 #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Fifteen Thousand Seven Hundred Fifty-One Dollars and Sixty Cents (\$15,751.60) from the Retained Earnings – Water/Sewer Fund” account (6000-3120) to the DPS Water Contracted Services account (610032-5320).

This appropriation is necessary to cover the costs for the repair of a water main break on February 2, 2021, on DiPietro Lane.

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 typed name.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Fifteen Thousand Seven Hundred Fifty-One Dollars and Sixty Cents (\$15,751.60) is hereby transferred from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the DPS Water Contracted Services account (610032-5320) as provided below to fund the costs for the repair of a water main break February 2, 2021, on DiPietro Lane in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
DPW Water Contracted Services	610032-5320	\$ 15,751.60
		\$ 15,751.60



Kimberley Driscoll
Mayor

CITY OF SALEM
SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 619-5673
Fax: (978) 745-0349

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

MEMORANDUM

April 25, 2021

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director *David*
RE: Request to Transfer \$15,751.60 from Water/Sewer Enterprise Retained Earnings

This memo has been prepared to request a transfer of funds from the Water/Sewer Enterprise Retained Earnings to fund the costs for the repair of a water main break on February 2, 2021 on DiPietro Lane.

The cost of the transfer is as follows, and are detailed as an attachment to this memo:

<u>Description</u>	<u>Amount</u>
N. Granese & Sons, Inc. - break repair	\$14,455.60
Police Details	<u>\$1,296.00</u>
	\$15,751.60

The funds should be transferred to the DPS Water, Contracted Services budget line, 610032-5320, for payment of the attached invoices.

If you have any questions, or require additional information, please call. The DPS Department is 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: 230 – Department of Public Services Knowlton 4-25-21
Department Dept. Head Authorizing Signature Date

<u>Budget or R/Res</u>	Budget Amt: _____
<u>Transfers</u> To : _____ Desc: _____	Balance: _____
(Org/Object)	
From : _____ Desc: _____	Budget Amt: _____
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)	Balance: _____
<i>Current Balance in Receipts Reserved Fund Above (if applicable)</i> - \$ _____	Date: _____

<u>Free Cash or</u> To: <u>610032-5320</u> Desc: <u>Contracted Services</u>	Budget Amt: <u>\$1,000</u>
<u>Retained Earnings (W/S)</u> (Org/Object)	Balance: <u>\$0</u>
<u>Raise & Appropriate</u>	
Please circle one	

Amount Requested:	\$15,751.60	<input style="width: 100%;" type="text"/>
Reason (Be Specific)	See Attached	

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 \$ 301,226 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 #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Eighteen Thousand Four Hundred Forty-Seven Dollars and Twenty Cents (\$18,447.20) from the Retained Earnings – Water/Sewer Fund” account (6000-3120) to the DPS Water Contracted Services account (610032-5320).

This appropriation is necessary to cover the costs for the repair of a water main break on February 15, 2021 on Highland Avenue.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Eighteen Thousand Four Hundred Forty-Seven Dollars and Twenty Cents (\$18,447.20) is hereby transferred from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the DPS Water Contracted Services account (610032-5320) as provided below to fund the costs for the repair of a water main break on February 15, 2021 on Highland Avenue in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
DPW Water Contracted Services	610032-5320	\$ 18,447.20
		\$ 18,447.20




CITY OF SALEM
SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 619-5673
Fax: (978) 745-0349

Kimberley Driscoll
Mayor

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

MEMORANDUM

April 25, 2021

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director 
RE: Request to Transfer \$18,447.20 from Water/Sewer Enterprise Retained Earnings

This memo has been prepared to request a transfer of funds from the Water/Sewer Enterprise Retained Earnings to fund the costs for the repair of a water main break on February 15, 2021 on Highland ave.

The cost of the transfer is as follows, and are detailed as an attachment to this memo:

<u>Description</u>	<u>Amount</u>
N. Granese & Sons, Inc. - break repair	\$17,295.20
Police Details	<u>\$1,152.00</u>
	\$18,447.20

The funds should be transferred to the DPS Water, Contracted Services budget line, 610032-5320, for payment of the attached invoices.

If you have any questions, or require additional information, please call. The DPS Department is 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: 230 – Department of Public Services Knowlton 4-25-21
Department Dept. Head Authorizing Signature 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: 610032-5320 Desc: Contracted Services Budget Amt: \$1,000
Retained Earnings (W/S) (Org/Object) Balance: \$0
Raise & Appropriate
 Please circle one

Amount Requested: \$18,447.20

Reason (Be Specific) See Attached

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 \$ 30,226 _____ 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 #:** _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Seventeen Thousand Five Hundred Ninety-Six Dollars and Seventy-Five Cents (17,596.75) from the Retained Earnings – Water/Sewer Fund” account (6000-3120) to the DPS Water Contracted Services account (610032-5320).

This appropriation is necessary to cover the costs for the repair of a water main break on April 28, 2021, on 98 Broadway Street.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Seventeen Thousand Five Hundred Ninety-Six Dollars and Seventy-Five Cents (\$17,596.75) is hereby transferred from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the DPS Water Contracted Services account (610032-5320) as provided below to fund the costs for the repair of a water main break on April 28, 2021, on 98 Broadway Street in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
DPW Water Contracted Services	610032-5320	\$ 17,596.75
		\$ 17,596.75



CITY OF SALEM


SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 619-5673
Fax: (978) 745-0349

Kimberley Driscoll
Mayor

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

MEMORANDUM

May 3, 2021

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director 
RE: Request to Transfer \$17596.75 from Water/Sewer Enterprise Retained Earnings

This memo has been prepared to request a transfer of funds from the Water/Sewer Enterprise Retained Earnings to fund the costs for the repair of a water main break on April 28, 2021 on 98 Broadway Street.

The cost of the transfer is as follows, and are detailed as an attachment to this memo:

Description	Amount
N. Granese & Sons, Inc. - break repair	\$15,191.00
Materials	\$1,109.75
Police Details	\$1,296.00
	<u>\$17,596.75</u>

The funds should be transferred to the DPS Water, Contracted Services budget line, 610032-5320, for payment of the attached invoices.

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

Cc: Laurie Giardella, Finance Director



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Six Thousand Dollars (\$6,000.00) from the "Assessing Department's FT Salaries account (11411-5111) to the Assessing Department's "Contracted Services" account.

Description	Fund	Amount
Contracted Services	11412-5308	\$6,000.00

This transfer is necessary to cover payment associated with temporary contract assessing services for FY 2021.

Sincerely,

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

**Kimberley Driscoll
Mayor**



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Six Thousand Dollars (\$6,000.00) is hereby transferred from the Assessing Department's "FT Salaries" account (11411-5111) to the Assessing Department's "Contracted Services" account as provided below to cover payment associated with temporary contract assessing services for FY2021 in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Contracted Services	11412-5308	\$ 6,000.00
		\$ 6,000.00

**CITY OF SALEM, MASSACHUSETTS
ASSESSING DEPARTMENT**

93 WASHINGTON STREET
SALEM, MA 01970
TEL. 978-745-9595
FAX. 978-744-2069

MAYOR
KIMBERLEY DRISCOLL

ACTING DIRECTOR
STEPHEN CORTES

BOARD MEMBERS
ROBERT MILLERICK
RICHARD W. JAGOLTA, JR
TINA ZELANO J

June 3, 2021

The Honorable Kimberley Driscoll
Mayor of Salem
City Hall
Salem, MA 01970

Dear Mayor Driscoll:

I respectfully request a transfer in the amount of \$6,000 from Payroll Account (11411-5111) to Contract Services Account (11412-5308). There are funds available due to the retirement of the former Director of Assessing. Services are being provided on a contract basis for temporary assistance during this transition providing help with appellate tax board cases, issuance of preliminary tax bills and valuation support required at this time.

Thank you for your consideration.

Very truly yours,



Stephen Cortes
Acting Director of Assessing



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Three Thousand Eight Hundred Twenty-Four Dollars (\$3,824.00) from the "Building Department's FT Salaries account (12411-5111) to the Building Department's "Contracted Services" account.

Description	Fund	Amount
Contracted Services	12412-5320	\$3,824.00

This transfer is necessary to cover remaining payments for short-term rental compliance services for FY 2021.


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Three Thousand Eight Hundred Twenty-Four Dollars (\$3,824.00) is hereby transferred from the Building Department's "FT Salaries" account (12411-5111) to the Building Department's "Contracted Services" account as provided below to cover remaining payments for short-term rental compliance services for FY2021 in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Contracted Services	12412-5320	\$ 3,824.00
		\$ 3,824.00



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
TEL: 978-745-9595
FAX: 978-740-9846

THOMAS ST. PIERRE
DIRECTOR OF PUBLIC PROPERTIES/BUILDING COMMISSIONER

June 14, 2021

Mayor Kimberley Driscoll
93 Washington Street
Salem, Ma. 01970

Dear Mayor Driscoll,

I am requesting funds from FY2021 to be used to pay an invoice we received from LTAS Technologies Inc./Harmari from money available in the Building Department's salary line (12411-5111) as we do not have enough funds in Contract Services (12412-5320).

Attached is a copy of the invoice dated May 6, 2021 and the completed transfer fund form.

Thank you for your attention in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas St. Pierre".

Thomas St. Pierre
Director of Inspectional Services

CITY OF SALEM – Finance Department

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

From: Inspectional Services

Department

Department Head Authorizing Signature

June 14, 2021

Date

Budget or R/Res

Budget Amt: _____

Transfers

To :

(Org/Object)

Desc: _____

Balance: _____

Budget Amt: _____

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

From : 12411-5111

Desc: FT Salary

To: 12412-5320

Budget Amt: \$588,115.70

Balance: \$90,211.81

Retained Earnings (W/S)

(Org/Object)

Desc: Contracted Services

Raise & Appropriate

Please circle one

Amount Requested:

\$ \$3,824.00

Reason (Be Specific) Invoice from LTAS Technologies, Inc./Harmari for Short Term Rental Compliance services. Amount currently available from this account will not cover the payment of this invoice. There is, however, sufficient funds from earnings as Sally Murtagh retired from our department at the end of March of this year.

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

Kimberley Driscoll
Mayor

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for a transfer of Two Thousand Eight Hundred Dollars (\$2,800.00) from the Purchasing Departments' "Office Supplies" account (11382-5421) to the Purchasing Department's Fixed Cost "Copier & Supplies" account.

This transfer is necessary to cover remaining payments for copier leases and usage for FY 2021.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Two Thousand Eight Hundred Dollars (\$2,800.00) is hereby transferred from the Purchasing Department's "Office Supplies" account (11382-5421) to the Purchasing Department's Fixed Cost "Copier & Supplies" account as provided below to cover remaining payments for copier leases and usage for FY2021 in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Copier & Supplies	11392-5422	\$ 2,800.00
		\$ 2,800.00



CITY OF SALEM, MASSACHUSETTS

PURCHASING DEPARTMENT

93 WASHINGTON STREET, 3RD FLOOR

SALEM, MA 01970

TEL. (978) 619-5696

TWATLKINS@SALEM.COM

KIMBERLEY DRISCOLL
MAYOR

THOMAS P. WATKINS
PURCHASING AGENT

June 14, 2021

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

Subject: Copier & Supplies – Office Supplies


Dear Mayor Driscoll:

We respectfully request an appropriation of funds in the amount Two Thousand Eight Hundred Dollars (\$2,800.00) from the following account:

11382-5421 – Office Supplies - \$2,800.00

to be transferred into the Copier & Supplies account – 11392-5422. This appropriation will allow for the past due and end of year payments for copier usage, as well as a few copier lease payments for the remainder of Fiscal Year 2021.

Respectfully yours,

 Anna Freedman
Finance Director
on behalf of
the Purchasing Dept.

CITY OF SALEM – Finance Department

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

From: Purchasing Department _____ Department Head Authorizing Signature _____ Date _____

Budget or R/Res Budget Amt: \$ 36,754.33
Transfers To: 11392-5422 Desc: Copies & Supplies Balance: \$ 18,941.68
 (Org/Object) From: 11382-5421 Desc: Office Supplies Balance: \$ 4,000.00
 (*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: _____
Raise & Appropriate
 Please circle one


Amount Requested: \$ 2,800.00

Reason (Be Specific) This appropriation would allow the payment of past due copies, lease invoices and Eby invoices. Additionally we will pay a few copies leases for June.

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 #: _____



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

June 24, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Nine Thousand Two Hundred Six Dollars and Ninety-Six Cents (\$9,206.96) from the Purchasing Department's "Part-Time Salaries" account (11381-5113) to the Purchasing Department's "Telephone -Wireless" account as provided below to cover remaining payments for cell and wireless device usage for FY 2021.

This transfer is necessary to cover remaining payments for cell and wireless device usage for FY 2021.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

June 24, 2021

That the sum of Nine Thousand Two Hundred Six Dollars and Ninety-Six Cents (\$9,206.96) is hereby transferred from the Purchasing Department's "Part-Time Salaries" account (11381-5113) to the Purchasing Department's "Telephone-Wireless" account as provided below to cover remaining payments for cell and wireless device usage for FY2021 in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Telephone-Wireless	11392-5341	\$ 9,206.96
		\$ 9,206.96



CITY OF SALEM, MASSACHUSETTS

PURCHASING DEPARTMENT
93 WASHINGTON STREET, 3RD FLOOR
SALEM, MA 01970
TEL. (978) 619-5696
TWATLKINS@SALEM.COM

KIMBERLEY DRISCOLL
MAYOR

THOMAS P. WATKINS
PURCHASING
AGENT

June 14, 2021

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

Subject: Part Time Salaries – Telephone Wireless

Dear Mayor Driscoll:

We respectfully request an appropriation of funds in the amount of Nine Thousand Two Hundred Six and 96/100th (\$9,206.96) from the following account:

11381-5113 – Part Time Salaries - \$9,206.96

to be transferred into Telephone – Wireless account – 11392-5341. This appropriation will allow for past due and end of the year payments to T-Mobile, ATT FirstNet, and Verizon. The past due balances for April and May total \$5,830.63. Additionally, we expect invoices for the above providers in June to total approximately \$2,900.00.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Anna Freedman".

Anna Freedman, Finance Director
on behalf of the Purchasing Department

CITY OF SALEM – Finance Department

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

From: Purchasing Department Department Head Authorizing Signature _____ Date _____

Budget or R/Res Budget Amt: \$ 36,500.00
Transfers To: 11392-5341 Desc: Telephone-Wireless Balance: 100
 (Org/Object)
 From: 11381-513 Desc: PT Salaries Balance: \$9,206.96
 Budget Amt: \$ 9,206.96
 (*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: _____
Raise & Appropriate
 Please circle one


Amount Requested: \$ 9,206.96

Reason (Be Specific) Add'l funds for Wireless telephones - T-Mobile/ATT. Past due balance for April & May is \$5830.63. Expected invoices for June total approx \$6,900.00

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 #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 24, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you may recall, one year ago on June 25, 2020, the City announced the formation of a Race Equity Task Force to carry out a thorough review of City policies, services, and ordinances, as well as inequities in community systems and report out clear recommendations, including ways in which success will be measured, in an Equity Action Plan. The Task Force has been meeting regularly since that date, both as a whole and in smaller working groups, and we are pleased to share with you that their report will be issued in the coming days.

On behalf of the Task Force, we are submitting the enclosed Ordinance to transition the Task Force from an informal and temporary body into a permanent Race Equity Commission.

We are incredibly grateful to the members of the Race Equity Task Force, who have dedicated themselves over this past year to the important work of addressing systemic racism and inequities in our community. That work, however, does not come to an end just because the Task Force is reaching the end of their process. The proposed Commission, in combination with the new Director of Diversity, Equity, and Inclusion, are intended to carry on this important work in the years to come, to ensure Salem only strengthens our commitment to being a city that works for and welcomes everyone.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem

Shawn Newton
Chair
Salem Race Equity Task Force

City of Salem

In the year two thousand and twenty-one

An Ordinance to amend an Ordinance establishing the Race Equity Commission

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

Section 9. Chapter 2, Article IV of the Code of Ordinances is hereby amended by adding the following new Division following Division 17:

“Division 18. – RACE EQUITY COMMISSION

Sec. 2-1032. There is hereby established a race equity commission for the purpose of:

- (a) implementing elements of the City’s Race Equity Action Plan and updating said plan periodically as necessary;
- (b) advising departments and City officials on strategies and approaches to ensure municipal programs, policies, budgets, and ordinances are developed in a manner that avoid and reduce systemic racism and bias;
- (c) developing and recommending initiatives, programs, and policies intended to reduce systemic racism and bias in Salem;
- (d) designing and conducting hiring and recruitment programs and advise on employee training and retention programs to increase diversity and cultural competency of City staff;
- (e) supporting and guiding community organizations, employers, associations, nonprofits, agencies, businesses, and others in methods by which they can help reduce systemic racism and improve racial equity in Salem; and
- (f) seeking grants and other sources of support and resources to carry out the Commission’s work.

Sec. 2-1033. The commission shall consist of seven members: the City’s Human Resources Director or their designee, the City Solicitor or their designee, the School Superintendent or their designee and four other members appointed by the Mayor and subject to City Council confirmation. The members shall each serve a term of three years.”

Section 99. This Ordinance shall take effect as provided by City Charter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 24, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Earlier this year the Council adopted an Ordinance to ensure our general Code of Ordinances uses inclusive language that is reflective of all of our residents. As the next part of that ongoing work, we are pleased to submit to you the enclosed measure to also make these corrections to our Zoning Code.

There are 20 instances of gender-exclusive language in our Zoning Code, the set of ordinances which govern and regulate the use of land in our community. We recommend the enclosed Ordinance be scheduled for a joint public hearing with the Planning Board, so that these grammatical changes can be made to the Zoning Code and make certain that it is inclusive and reflective of all of the residents of our City.

We look forward to working with you and the Planning Board members to continue the important work of updating our local laws to ensure that they do not exclude or minimize anyone in Salem.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem

Councillor Patricia Morsillo
Chair
Ordinances, Licenses, and Legal Affairs Committee

City of Salem

In the year Two Thousand and Twenty-One

An Ordinance to replace gender-specific nouns and pronouns in the City of Salem’s Zoning Code of Ordinances.

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

AN ORDINANCE REPLACING GENDER-SPECIFIC NOUNS AND PRONOUNS IN THE CITY OF SALEM’S ZONING CODE OF ORDINANCES

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

SECTION I. The City of Salem Zoning Code is hereby amended as follows:

1. In section 1.5 replace “his” with “the registered land surveyor's” in all one instance.
2. In section 4.2.1 replace “his” with “the Head of the Fire Department's” in all two instances.
3. In section 6.2.1 replace “he” with “be” in all one instance.
4. In section 6.11.5(3) replace “craftsmen” with “craftspeople” in all one instance.
5. In section 7.2.1 replace “his” with “their” in all one instance.
6. In section 7.2.3 replace “his” with “the Head of the Fire Department's” in all two instances.
7. In section 7.3.7 replace “his” with “the Head of the Fire Department's” in all two instances.
8. In section 8.1.7 replace “his successor” with “the petitioner's” in all one instance.
9. In section 8.1.7 replace “his designee” with “the Head of the Fire Department's designee” in all two instances.
10. In section 8.1.8(2) replace “Man-made” with “Artificial” in all one instance.
11. In section 8.3.8 replace “his” with “the Head of the Fire Department's” in all two instances.
12. In section 8.4.5(1.1) replace “craftsmen” with “craftspeople” in all one instance.
13. In section 8.4.5(6.1) replace “fraternal” with “social” in all one instance.

14. In section 9.1.3 replace “he” with “be” in all one instance.
15. In section 9.2.1 replace “He” with “The Building Commissioner” in all one instance.
16. In section 9.2.2 replace “he” with “they” in all one instance.
17. In section 9.2.2 replace “He” with “The Building Commissioner” in all one instance.
18. In section 9.5.5 replace “his” with “the Head of the Fire Department's” in all two instances.
19. In section 9.3.1(1) replace “chairman” with “chair” in all one instance.
20. In section 10 replace “fraternity houses” with “collegiate Greek system residences” in all one instance.

SECTION II. This ordinance shall take effect as provided by the City Charter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 24, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

This letter is to provide you and Salem residents with an update on the implementation of the American Rescue Plan Act (ARPA) here in our community. As you are aware, ARPA was a far-reaching federal COVID relief measure that included, as one component, an allocation of federal aid to cities and towns to help them recover from the pandemic and rebuild our communities.

Salem is expected to receive approximately \$26.6 million in direct aid and an additional approximately \$8.3 million through the state. In addition to these funds, Salem Public Schools will receive a direct allocation of approximately \$9 million. Salem's direct municipal aid is being allocated in two payments, the first of which, for \$13.3 million, we received on June 14, 2021.

A few weeks prior, the U.S. Treasury Department issued their "Interim Final Rule" establishing the guardrails and guideposts for the use of this historic relief funding. You can read the Rule at <https://public-inspection.federalregister.gov/2021-10283.pdf> and find a summary at <https://home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-508A.pdf>.

Locally, we plan to retain a dedicated professional – funded entirely by ARPA dollars – to work in-house and help us manage this initiative, reconcile and report to Treasury as required by the law, and ensure these dollars are used transparently and effectively to help our community recover from COVID.

Our plan is to approach ARPA in a manner reflective of our community's values and priorities. Over the coming weeks we will launch a public survey and assemble a working group of residents, officials, and community leaders to develop a document outlining the principles by which we will evaluate and select funding opportunities to best leverage this allotment of federal dollars. We intend to be thoughtful in our use of this one-time funding, working to support re-

investment in our community, while addressing short and long term goals of our existing capital and operational plans. All of this must be done within the confines of the federal government's limitations on eligible uses of ARPA dollars.

This is a significant investment in our community, and we are grateful to the President, his staff, and the members of Congress who supported and made this historic legislation possible. Congressman Moulton, Senator Markey, and Senator Warren each advocated in support of this important legislation, which will help stabilize and grow our local economy post-pandemic. Clearly, there are immediate needs to be addressed, as well as a desire to use these funds to leverage future, equitable prosperity for our City. We will also evaluate opportunities to work with other communities in our region and with state agencies in a complimentary manner, to further maximize the impact of these resources.

Salem residents rightly expect that we will be transparent and thoughtful with respect to this federal funding. There are no shortage of needs and this aid will provide an opportunity to plan and leverage resources for the benefit of everyone in our community. To meet our constituents right to transparency in this effort, we will report publicly both to the Council and online at www.salem.com/rescue in regard to our plans for ARPA-funded projects and programs.

Salem residents should be confident and comfortable in our ability to manage this process appropriately. We have, for the last 12 years in a row, received the Government Finance Officers Association's Distinguished Budget Presentation Award and their Certificate of Achievement for Excellence in Financial Reporting. Our financial statements are audited annually, and our budget practices have been based on professionalism, transparency, and fiscal responsibility. These practices have resulted in the rebuilding of our local reserve funds from when I first came into office in 2006, the upgrading of our bond rating to its strongest level in the City's history, and the highest levy capacity also in our City's history. Moreover, we have experience with managing sizable federal grant awards in a responsible manner as we currently receive and manage approximately \$12 million in federal funding awards annually.

We look forward to working collectively to expend these dollars in a way that is transparent, strategic, equitable, and sensible.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem