

City of Salem, Massachusetts



“Know Your Rights Under the Open Meeting Law, M.G.L. c. 39 §23B, and City Ordinance Sections 2-2028 through 2-2033.”

The City Council Committee on Administration & Finance

met in the Council Chamber on Thursday, March 22, 2012 at 6:00 P.M.

for the purpose of discussing the matter(s) listed below. Notice of this meeting was posted on

March 16, 2012 at 10:39 A.M.

(This meeting is being recorded.)

ATTENDANCE

ABSENT WERE: Councillor Carr

SUBJECT(S)

#140 - \$30,000.00 approp. from Free Cash to Inspectional Services-Fees-DEP Admin

#141 - \$24,000.00 approp. from Free Cash to Assessors-Contracted Services

#143 - \$16,000.00 transfer from Assessors Full Time Salaries to Assessors Contracted Services

#140 Mr St Pierre could not be here and explained the need for the money to try to close out the site on Winter Island. Two tanks underground leaked aviation fluid and we need to monitor the test wells and attempt to close out the site and get on HLL for it. If obtained any later construction would require an LSP

Councillor Ryan moves approve

Councillor Tavel seconds

Approved

#141

Rich Vigay testified that we are currently in need of our 10 year re evaluation. We want to transfer the money to cover a third party to make sure we ~~are~~ comply with DOR regulations

Deb Jackson. Stated we are doing it now to get everything in order.

Councillor Ryan asked where the funds come from

Deb Jackson stated we were able to clean up some cases that were pending

Councillor Ryan moves approve

Councillor Carr seconds

Approved

#143

Rich stated it was for an upgrade in software that is needed for the department.

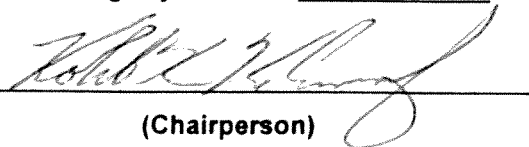
There were vacancies in the Department and can be paid for by this years budget

Councillor Ryan moves to approve
Tull seconds

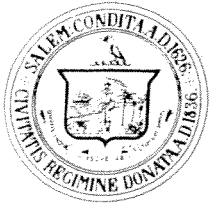
Approved

On the motion of C.

the meeting adjourned at 6:20 P.M.



(Chairperson)



CITY OF SALEM

In City Council,
March 8, 2012

Ordered:

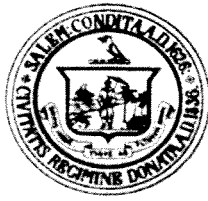
That the sum of Sixteen Thousand Dollars (\$16,000.00) is hereby transferred as listed below in accordance with the recommendation of Her Honor the Mayor.

Dept	From		To		Amount
Assessor	11411-5111	FT Salaries	11412-5308	Contracted Services	\$ 16,000.00
Total					\$ 16,000.00

In City Council March 8, 2012
Referred to the Committee on Administration and Finance

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 8, 2012

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Sixteen Thousand Dollars (\$16,000.00) from the "Assessors – FT Salaries" Account (11411-5111) to "Assessors – Contracted Services" Account (11412-5308).

As the attached letter from Deborah Jackson, Director of the Assessing Department outlines, this transfer is necessary to cover the cost of updating the Department's software platform. This new software package will integrate the Assessing database with the City's current GIS software. This new software will make Department operations more efficient and allow residents to access data more conveniently.

I recommend passage of the accompanying Order.

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
ASSESSING DEPARTMENT

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

MAYOR
KIMBERLEY DRISCOLL

DIRECTOR
DEBORAH A. JACKSON
BOARD OF ASSESSORS
DONALD T. BATES
RICHARD W. JAGOLTA, JR.
DAMIAN JOHNSON

March 7, 2012

Kimberley Driscoll, Mayor
93 Washington Street
Salem, MA 01970

Dear Mayor Driscoll:

As you may know, the Assessor's department has not has not updated its Patriot Property Software since it was installed in 2001. You also may be aware that we have had a few vacancies in the Assessing Department, including the retirement of our Assistant Assessor in July and most recently, our administrative assistant. These temporary vacancies have created some temporary "salary surplus" in our budget for FY2012.

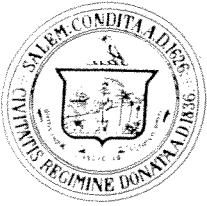
As such, the Board of Assessors proposes that we transfer \$16,000 from the Assessor's salary line to the Assessor's contract service line to update our software platform. Included in this upgrade is a new feature called "GIS Viewer" that links to the AssessPRO software. We have reviewed this feature with our GIS coordinator, Olle Duijvesteijn, and he has given this new feature a positive review, as it would tightly integrate the Assessing database with the current GIS software package used by the City. The GIS Viewer will assist the Assessing Department in doing our job more efficiently as well as making the generation of property valuations more easily understood to the tax paying public. All the information that used to be viewed using cumbersome maps can now be viewed spatially by using the new AssessPRO GIS Viewer.

This \$16,000 expense is a one time expense, and it includes installation of software and internal training for the Assessor's Department. Since we have a one time surplus in our salary line, this opportunity to upgrade our software would be a budget neutral expense and I hope that you support our request for this transfer.

Respectfully submitted,

Deborah A. Jackson, Director
Assessing Department

#141



CITY OF SALEM

In City Council,

March 8, 2012

Ordered:

That the sum of Twenty-Four Thousand Dollars (\$24,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Assessors – Contracted Services" Account (11412-5308) in accordance with the recommendation of Her Honor the Mayor.

In City Council March 8, 2012

Referred to the Committee on Administration and Finance under the rules

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 8, 2012

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 Dollars (\$24,000.00) from the "Fund Balance Reserved for Appropriation – Free Cash" Account (1-3245) to the "Assessors – Contracted Services" Account (11412-5308).

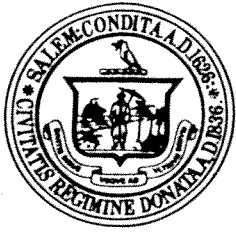
As the attached letter from Deborah Jackson, Director of the Assessing Department outlines, this transfer is necessary to cover the costs of contracted services to assist the Assessing Department in valuating commercial, industrial and personal property as the City works with the Department of Revenue to meet the requirements of our triennial certification and citywide comprehensive reappraisal.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
ASSESSING DEPARTMENT

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

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BOARD OF ASSESSORS
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DAMIAN JOHNSON

March 7, 2012

Kimberley Driscoll, Mayor
93 Washington Street
Salem, MA 01970

Dear Mayor Driscoll:

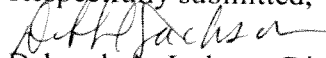
FY2013 will be a very important year for the Assessing Department, as the Department of Revenue will work with the City on our triennial certification as well as our once-per-decade comprehensive reappraisal of all residential, commercial, industrial and personal property. The 10-year reappraisal involves the City visiting each of the roughly 12,000 residential properties and 1,500 commercial properties to ensure that all information in the City's AssessPRO database is accurate.

The City has been vigorously inspecting all of the residential and commercial properties with existing staff to meet the requirements of the Department of Revenue, however the actual valuation of the various commercial, industrial and personal property (CIP) accounts can be very technical when looking at the various methodologies, including replacement value, income and expense reports, and comparable sales. Because of this, the City's Finance Director and the Board of Assessors has requested Patriot Properties to assist in reviewing all data to a valuation consistency field review on its CIP accounts, as well as assistance in the preparation of all required spreadsheets, reports, and other documentation necessary to be certified by the Department of Revenue.

The total cost of this project will be \$24,000 and I respectfully request funding from the City's Free Cash account for this contracted service. The Board of Assessor's has recently declared surplus in several years of its overlay accounts in the amount of \$130,000, and this will close to the City's free cash account at the end of the FY2012. Therefore, the contracted service for this is essentially funded within existing dollars, with a surplus of over \$100,000 going back into the City's coffers.

Please let me know if you have any further questions with regard to this matter.

Respectfully submitted,


Deborah A. Jackson, Director
Assessing Department

CITY OF SALEM – Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Requiring Council Approval

From: Assessors Debbie Jackson 3-6-12
 Department Department Head Authorizing Signature Date

Budget or R/Res Budget Amt: _____
Transfers To : _____ Desc: _____ Curr Balance: _____
 (Org/Object)
 From : _____ Desc: _____ Curr 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 : 11412-5308 Desc: Contracted Sew Budget Amt: 18,000.00
 (Org/Object) Curr Balance: 2,531.87
 Please circle one

Amount Requested: \$ 24,000.00
Reason (Be Specific) As per attached letter

For Finance Department Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval

Free Cash Appropriation – City Council Approval – Gen Fund \$ 553,938.00
 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

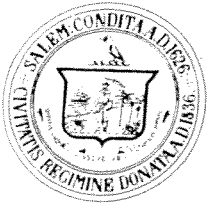
_____ Raise & Appropriate _____ Other _____

Recommendation: Approved _____ Denied

[Signature]
 Finance Director
[Signature]
 Mayor

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

#140



CITY OF SALEM

In City Council,
March 8, 2012

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Inspectional Services – Fees-DEP Admin" Account (12412-5387) in accordance with the recommendation of Her Honor the Mayor.

In City Council March 8, 2012
Referred to the Committee on Administration and Finance under the rules

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 8, 2012

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation in the amount of Thirty Thousand Dollars (\$30,000.00) from the "Fund Balance Reserved for Appropriation – Free Cash" (1-3245) Account to the "Inspectional Services – Fees-DEP Admin" Account (12412-5387).

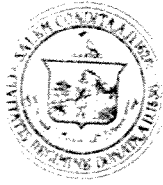
As outlined in the attached letter from Thomas St. Pierre, Director of Public Property, this funding is necessary to cover the cost of continued testing and monitoring of an underground gasoline tank at Winter Island Park. This testing is required by a consent order issued by the Massachusetts Department of Environmental Protection. The City expects that following this round of testing, we will be able to close this order with an Activity and Use Limitation restriction on a small area adjacent to the former tank site.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT
120 WASHINGTON STREET, 3RD FLOOR
TEL. (978) 745-9595
FAX (978) 740-9846

THOMAS ST. PIERRE
DIRECTOR OF PUBLIC PROPERTY/BUILDING COMMISSIONER

March 5, 2012

Mayor Kimberley Driscoll
93 Washington Street
Salem Ma. 01970

Dear Mayor,

The Public Property Department respectfully requests the sum of \$30,000 to be appropriated from free cash. The funds requested are for the continued testing and monitoring of an underground gasoline tank at Winter Island. The next report, to the DEP, is due in September. It is likely that this round of testing will allow us to close out this site with an Activity and Use Limitation on just a small area adjacent to the former tank site. If further information is required, please let me know.

Sincerely,

A handwritten signature in cursive script, appearing to read "Thomas St. Pierre".

Thomas St. Pierre
Director of Public Property

CITY OF SALEM - Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Requiring Council Approval

From: Insp Services Department Department Head Authorizing Signature Date 3-6-12

Budget or R/Res Transfers

To: _____ (Org/Object) Desc: _____ Budget Amt: _____
 Curr Balance: _____

From: _____ Desc: _____ Budget Amt: _____
 Curr 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: 12412-5387 Desc: Fees-DEP Adm Budget Amt: 6,000.00
 (Org/Object) Curr Balance: 2,000.00

Please circle one

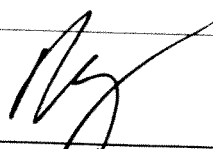
Amount Requested: \$ 30,000.00

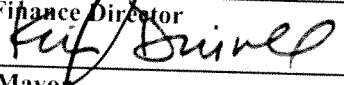
Reason (Be Specific) Winter Island fuel tank testing as per attached letter

For Finance Department Use Only:

- Budget Transfer Mayor Approval City Council Approval
- Free Cash Appropriation - City Council Approval - Gen Fund \$ 553,938.00
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


 Mayor

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