

CITY COUNCIL
AND
CITY COUNCIL STANDING COMMITTEE

Budget and Finance

Thursday, January 22, 2009 – 7:00 p.m.

Council Conference Room – City Hall

**Attendance: Councilor Joe Ciolino, Vice Chair, Councilor Steve Curcuru
Also: Jim Duggan, Marcia McInnis, Jeffrey Towne
Absent: Councilor Jason Grow, Jack Vondras**

The meeting was called to order at 7:00 p.m.

1. Memo from Health Director Jack Vondras re: Grant Application

This matter is continued to 2/5/09 at the request of the Health Director.

2. Report from CFO Jeff Towne, re: payment of invoice without PO.

MOTION: On motion of Councilor Ciolino, seconded by Councilor Curcuru the Budget and Finance Committee voted 3 in favor, opposed to recommend to the full City Council payment of an invoice without a purchase order #9928592866-1 dated 12/04/08 to McBee in the amount of \$334.07 for W-2 forms and envelopes.

3. Order CC2008-048 re: the issuance of monthly water and sewer bills.

This matter was continued to 2/5/09.

4. Fee Compendium

Jim Duggan, Adm. Asst. to Mayor stated this fee compendium is a result of request from B&F. We compared fees in Salem, Beverly, Rockport, Newburyport and Danvers. All the departments are required to submit their FY10 budget and anticipated revenue by 3/16/09. We are looking for consistency in fees across departments, i.e. copy charges.

Councilor Ciolino asked that the date the fees were revised also be listed on the fee compendium.

The matter of the Fee Compendium was continued to 2/19/09.

5. Report from City Auditor re: accounts with expenditures exceeding their appropriations.

Marcia McInnis, City Auditor noted the Fire Dept. EMT training account is over spent by \$11,000 and suggested the council consider using the reserve to backfill that account.

6. Other Business.

There was discussion about filling the vacant position in the Clerk's office due to a retirement and the decision to reallocate the Clerk of Committees time.

It was moved and seconded to adjourn the meeting at 7:42 p.m.

Respectfully submitted,

June Budrow

Clerk of Committees