

SEWER ENTERPRISE

Public Services

Engineering

Treasurer - SESD Assessment

Public Services – Sewer Enterprise

Mission Statement

To provide increased regular maintenance on sewer and drain system thus reducing system failure.

Significant Changes

Budget now reflects initial appropriated monies for services contracted out.

Previous Fiscal Year Accomplishments

- Viewed 6 sewer lines with contracted video cameras
- Rebuilt 9 sewer manholes
- Cleaned 3500 feet of sewer line
- Web site used for up-to-date sewer related bulletins.

FY 2008 Goals & Objectives

- Maintain sewer system to help reduce sewer backups
- Clean 150 catch basins
- Clean 3000 feet of sewer line
- Continue to view thru video any troubled areas
- Continue to identify areas of weakness in the infrastructure and implement repairs and maintenance of, minimizing sewer and drain leaks and breaks.

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CITY OF SALEM - FY 2008 OPERATING BUDGET

	Expenditures FY 2006	Adopted Budget FY 2007	Adjusted Budget FY 2007	Y-T-D Expenses FY 2007	Department FY 2008	Mayor FY 2008	Council FY 2008
Sewer-Pub Serv-Personnel							
600031 5111 SALARIES-FULL TIME	342,448.12	240,686.00	161,499.34	141,726.84	217,562.00	218,751.00	218,751.00
600031 5120 RETIREMENT ANTICIPATN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600031 5131 OVERTIME (GENERAL)	25,973.89	40,000.00	35,500.00	20,394.12	20,000.00	20,000.00	20,000.00
Total Sewer-Pub Serv-Personnel	368,422.01	280,686.00	196,999.34	162,120.96	237,562.00	238,751.00	238,751.00
Sewer-Pub Serv-Expenses							
600032 5211 ELECTRICITY	20,000.00	0.00	0.00	0.00	5,400.00	5,400.00	5,400.00
600032 5251 UTILITY SERV REP & MAINT	74,523.68	0.00	810.00	810.00	20,000.00	10,000.00	10,000.00
600032 5278 TELEPHONE EQUIP LEAS	3,238.62	0.00	0.00	0.00	0.00	0.00	0.00
600032 5283 SEWER LINE LEASE	945.00	630.00	630.00	393.75	0.00	0.00	0.00
600032 5301 POLICE DETAIL	8,955.00	15,000.00	15,000.00	8,418.00	5,000.00	5,000.00	5,000.00
600032 5305 ACCOUNTING AND AUDIT	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00
600032 5317 EDUCATIONAL TRAINING	1,000.00	1,000.00	1,000.00	0.00	500.00	500.00	500.00
600032 5320 CONTRACTED SERVICES	0.00	0.00	1,850.00	1,850.00	10,000.00	10,000.00	10,000.00
600032 5342 POSTAGE	4,440.79	0.00	0.00	0.00	0.00	0.00	0.00
600032 5375 PUMP STAT OP & MAINT	121,376.34	0.00	0.00	0.00	0.00	0.00	0.00
600032 5381 PRINTING AND BINDING	4,474.65	0.00	0.00	0.00	0.00	0.00	0.00
600032 5398 LOCK BOX SERVICES	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00
600032 5421 OFFICE SUPPLIES (GEN	1,919.09	1,000.00	1,000.00	974.35	750.00	750.00	750.00
600032 5445 PUMP STATION SUPPL	49,754.33	0.00	0.00	0.00	0.00	0.00	0.00
600032 5481 GASOLINE/DIESEL FUEL	119,574.20	80,000.00	133,250.00	123,273.38	80,000.00	80,000.00	80,000.00
600032 5483 VEHICLE PRTS & ACCES	62,615.49	80,000.00	88,300.00	73,845.87	83,400.00	60,000.00	60,000.00
600032 5484 TIRE AND TUBES	3,373.54	3,400.00	3,400.00	0.00	0.00	0.00	0.00
600032 5710 IN STATE TRAVEL, MEE	550.41	0.00	0.00	0.00	250.00	250.00	250.00
600032 5839 INFRASTRUCTURE REPAI	0.00	25,000.00	41,050.00	38,503.11	25,000.00	25,000.00	25,000.00
600032 5860 EQUIPMENT	0.00	0.00	39,284.50	0.00	0.00	0.00	0.00
Total Sewer-Pub Serv-Expenses	481,741.14	206,030.00	325,574.50	248,068.46	230,300.00	196,900.00	196,900.00
230 440 Department Total	850,163.15	486,716.00	522,573.84	410,189.42	467,862.00	435,651.00	435,651.00

FY 2008 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

	FY 2006	FY 2007	FY 2008	Variance
Full-Time Equivalent Employees:	8.7	4.6	5.1	0.5

FY 2008 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	BUDGET FY 2007 52	Rate FY 2007 2.0%	Rate FY 2008 0.0%	STEP INCREASES Date	Rate # Wks Old New	Dept FY 2008 52.2	Mayor FY 2008 52.2	Council FY 2008 52.2	LONGEVITY
BEAUREGARD RICHARD	230 SEWER - PUBLIC SERV	600031-5111	WORKING FOREMAN I/II	3/2/2001	792.81	792.81	8/21/2007	823.60 6.0 46.2 50%	21,403.59	21,403.59	21,403.59	
BRENNAN ARTHUR	J 230 SEWER - PUBLIC SERV	600031-5111	WATER METER READER	09/14/1998	727.55	-			50% To Sewer Engineer			
CLAY JOHN	230 SEWER - PUBLIC SERV	600031-5111	HME0	03/22/1999	727.55	727.55			18,988.94	18,988.94	18,988.94	
CONDON DEREK	J 230 SEWER - PUBLIC SERV	600031-5111	HME0	9/8/2000	727.55	727.55			18,989.06	18,989.06	18,989.06	
COVIELLO VALERIE	230 SEWER - PUBLIC SERV	600031-5111	PRINCIPAL ACCT CLERK	3/2/2000	751.10	751.10			13,069.01	13,069.01	13,069.01	
MARINO PAUL	L 230 SEWER - PUBLIC SERV	600031-5111	HEO STEP	07/23/1998	785.94	785.94	8% Shift Differential Below		20,513.03	20,513.03	20,513.03	
MARINO Shift Differential	230 SEWER - PUBLIC SERV		Base Rate X 8% (4 days 32 hrs at \$.50)		67.45	67.45			50%			
MCCARTHY JR JOHN	W 230 SEWER - PUBLIC SERV	600031-5111	PROV METER READER	04/30/1990	727.55	-			50% To Sewer Engineer			
MURRAY III JOHN	J 230 SEWER - PUBLIC SERV	600031-5111	WATER SYS MAIN CRAFT	05/22/1989	727.55	727.55			18,989.06	18,989.06	18,989.06	
MURRAY III Shift Differential	230 SEWER - PUBLIC SERV		Base Rate X 8% (4 days 32 hrs at \$.50)		58.20	58.20			1,519.12	1,519.12	1,519.12	
OLEARY BARRY	W 230 SEWER - PUBLIC SERV	600031-5111	HEO	08/12/1996	785.94	-			50%			Workers Comp
Replace O'leary	230 SEWER - PUBLIC SERV		HEO I		728.41	728.41			19,011.50	19,011.50	19,011.50	
OSGOOD STEPHEN	230 SEWER - PUBLIC SERV	600031-5111	HME0 I/II	1/27/2007	637.60	637.60	1/27/2008	682.18 30.0 22.2 33%	11,163.37	11,163.37	11,163.37	
THIBODEAU BRIAN	230 SEWER - PUBLIC SERV	600031-5111	CROSS CONNECT INSP	7/1/2004	944.40	944.40			24,648.84	24,648.84	24,648.84	
THIBODEAU DOROTHY	E 230 SEWER - PUBLIC SERV	600031-5111	ASST WATER REG	04/15/1993	839.46	-			50% To Sewer Engineer			
TURCOTTE JAMES	T 230 SEWER - PUBLIC SERV	600031-5111	HEAD W/S FOREPERSON	04/03/1989	944.40	-			50%			Resigned
Replace Turcotte	230 SEWER - PUBLIC SERV		HEAD W/S FM I		874.87	874.87			22,834.11	22,834.11	22,834.11	
WHITTEN CYNTHIA	230 SEWER - PUBLIC SERV	600031-5111	PRINCIPAL CLERK	7/1/2003	751.10	-			50% To Sewer Engineer			
					19,528.53				191,129.62	191,129.62	191,129.62	
					240,685.49							

Engineering – Sewer Enterprise

Mission Statement

The Sewer Enterprise fund mission is to provide the funding for sewer services for the City of Salem, including payment for Salem's portion of operations of SESD, sewer improvement projects, sewer billing, dunning process and problem resolution of issues. The team continues to provide quality service and rapid resolution of any disputes.

Significant Changes

Water/Sewer registrar resigned, leaving a three-month vacancy in the department.

Continued intensified problems with antiquated billing system, laptop files, and Metron meters.

Ex: Metron meters went from 10% read rate to 0% read rate, resulting in increased estimating for last 5 months.

Previous Fiscal Year Accomplishments

- Moved department to integrate with trash dept. and initiate improved communications and cross functionality
- Implemented new rates, increasing sewer rates by 9%
- Initiated cross functional training by scheduling staff training in Munis, Outlook, and Excel
- Initiated investigation of current Metron system, currently providing only a 10% accuracy in meter readings for the City's largest accounts.
- Educated staff on system and other like communities approaches by scheduling tour of SESD, and meetings with Chelsea and Beverly.

FY 2008 Goals & Objectives

- Develop CIP plan to be implemented over next several years to provide more accurate billing and customer service
- Cross train staff to more effectively utilize department resources
- Streamline, document and improve billing process (involves major coordination between Itron and Munis) to ensure cross functionality
- Complete implementation of maintenance of metron meters (assuming the direction determined) to achieve accurate readings
- Schedule staff to meet with like departments to discuss system, approaches, and how to improve

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CITY OF SALEM - FY 2008 OPERATING BUDGET

Expenditures		Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2006		FY 2007	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008
Sewer-Engineer-Personnel							
600131	5111 SALARIES-FULL TIME	0.00	51,082.00	130,268.66	142,587.00	144,956.00	144,956.00
600131	5131 OVERTIME (GENERAL)	0.00	0.00	4,500.00	4,500.00	4,500.00	4,500.00
	Total Sewer-Engineer-Personnel	0.00	51,082.00	134,768.66	147,087.00	149,456.00	149,456.00
Sewer-Engineer-Expenses							
600132	5211 ELECTRICITY-PUMP STATION	0.00	52,650.00	52,335.00	57,152.00	40,000.00	40,000.00
600132	5278 TELEPHONE EQUIP-PUMP ST/	0.00	1,322.00	1,322.00	1,322.00	1,322.00	1,322.00
600132	5283 SEWER LINE LEASE	0.00	0.00	315.00	630.00	630.00	630.00
600132	5305 ACCOUNTING AND AUDIT	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
600132	5317 EDUCATIONAL TRAINING	0.00	0.00	0.00	5,400.00	5,400.00	5,400.00
600132	5342 POSTAGE	0.00	6,325.00	6,325.00	7,223.00	7,223.00	7,223.00
600132	5375 PUMP STAT OP & MAINT	0.00	62,500.00	62,500.00	75,000.00	62,000.00	62,000.00
600132	5381 PRINTING AND BINDING	0.00	3,750.00	3,750.00	4,620.00	4,620.00	4,620.00
600132	5421 OFFICE SUPPLIES (GEN	0.00	1,000.00	1,000.00	3,000.00	3,000.00	3,000.00
600132	5445 PUMP STATION SUPPL	0.00	50,000.00	50,000.00	50,000.00	30,000.00	30,000.00
600132	5520 SOFTWARE SUPPORT/ENHAN	0.00	0.00	0.00	2,225.00	2,225.00	2,225.00
600132	5710 IN STATE TRAVEL/MEETINGS	0.00	1,500.00	1,500.00	1,400.00	1,400.00	1,400.00
600132	5780 OTHER EXPENSES	0.00	0.00	0.00	2,125.00	2,125.00	2,125.00
600132	5837 SEWER SYS IMPROV PROG	0.00	60,000.00	60,000.00	45,000.00	30,000.00	30,000.00
600132	5869 COMPUTER EQUIP/TECH	0.00	0.00	0.00	2,980.00	2,980.00	2,980.00
	Total Sewer-Engineer-Expenses	0.00	241,547.00	241,547.00	260,577.00	195,425.00	195,425.00

235 441 Department Total

0.00 292,629.00 376,315.66 368,206.05 407,664.00 344,881.00 344,881.00

FY 2008 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2007	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2007	Rate FY 2008	Dept Prop FY 2008	Mayor FY 2008	Council FY 2008
PARSONS	RAELEN	F	235 SEWER-ENGINEERING							4.5%		52.2	
ROSE	JULIE		WATER REGISTRAR/MGR.	01/27/04	23,652.72		45%		1,010.80				
Replace B Thibodeau			WATER REGISTRAR/MGR.				40%		1,010.80	1,056.29	21,105.50	22,055.25	22,055.25
New Position			Engineer	01/01/2003	27,428.54		33%		1,598.40	1,670.33	27,534.04	28,773.07	28,773.07
CONNORS	BISA		GIS				20%			1,000.00	10,440.00	10,440.00	10,440.00
			EXECUTIVE SECRETARY	10/11/2005			10%		769.23	803.85	4,015.38	4,196.07	4,196.07
					51,081.26				Total Full Time - 5111		63,094.92	65,464.39	65,464.39
					51,081.26				Department Total		63,094.92	65,464.39	65,464.39

	FY 2006	FY 2007	FY 2008	Variance
Full-Time Equivalent Employees:	0.0	2.8	2.9	0.1

FY 2008 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	BUDGET FY 2007 52	Rate FY 2007 2.0%	Rate FY 2008 0.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2008 52.2	Mayor FY 2008 52.2	Council FY 2008 52.2	LONGEVITY
BRENNAN ARTHUR	J 235 SEWER - ENGINEERING	600131-5111	WATER METER READER	-	727.55	727.55		50%	18,989.06	18,989.06	
MCCARTHY JR JOHN	W 235 SEWER - ENGINEERING	600131-5111	PROV METER READER	-	727.54	727.54		50%	18,988.89	18,988.89	
THIBODEAU DOROTHY	E 235 SEWER - ENGINEERING	600131-5111	ASST WATER REG III	-	839.46	839.46		50%	21,909.82	21,909.82	
WHITTEN CYNTHIA	235 SEWER - ENGINEERING	600131-5111	PRINCIPAL CLERK III	-	751.10	751.10		50%	19,603.64	19,603.64	
				-							
				-							
				-							

Treasurer – Sewer Enterprise – SESD Assessment

Pursuant to Chapter 339 of the Acts of 1925, the South Essex Sewerage Board determines the estimated cost of operations/maintenance and debt service for the Fiscal Year and apportions this amount to the cities, towns, county and Commonwealth served by the District. The District's budget for FY07 was \$25,672,847, of which \$14,859,908 was for operations/maintenance, and \$10,812,939 was for debt service. The total assessment for the City of Salem for FY07 was \$5,515,899.

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CITY OF SALEM - FY 2008 OPERATING BUDGET

Expenditures FY 2006	Adopted Budget FY 2007	Adjusted Budget FY 2007	Y-T-D Expenses FY 2007	Department FY 2008	Mayor FY 2008	Council FY 2008
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Sewer Assessments

600033 5649 SESD ASSESSMENT	5,492,153.00	5,515,899.00	5,515,899.00	5,603,209.00	5,603,209.00	5,603,209.00
Total Sewer Assessments	5,492,153.00	5,515,899.00	5,515,899.00	5,603,209.00	5,603,209.00	5,603,209.00

270 840 Department Total	5,492,153.00	5,515,899.00	5,515,899.00	5,603,209.00	5,603,209.00	5,603,209.00
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