Public Services – Water Enterprise

Mission Statement – Why We Exist

Maintain safe and effective water distribution system.

Significant Budget & Staffing Changes For FY 2013

We would hope to maintain the level of services as provided at this time. GPS tracking has been added to DPW vehicles and the cost will be split between General and Water & Sewer Enterprise funds.

Recent Accomplishments

- City currently about 60% through city – wide meter installation project. Public Works has provided much support including preparation/repair of curb stops.
- Rebuilt catch basins
- Flushing Program
- Assisted with hydrant flow tests
- Web site used for up-to-date water emergency related bulletins.
- Liston Leak Detection services used resulting in our finding leaks and weaknesses in the system

FY 2013 Goals & Objectives

- Improve system flow, reduce leaks through leak detection and ensure safe drinking water
- Continue flushing program
- Water Gate program – replacing and exercising valves
- Paint and Repair hydrants when necessary.
- Work with city engineer on system improvements
- Continue to identify areas of weakness in the infrastructure and implement repairs and maintenance of, minimizing water loss, leaks and breaks.
- Rebid catch basin cleaning

Outcomes and Performance Measurers	Actual FY 2010	Actual FY 2011	Estimated FY 2012	Estimated FY 2013
Water Main Breaks	8	11	10	10
Service Breaks (Residential issues)	2	1	5	5

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Reduction in expenditures
- Better use of implementing purchasing laws and practices.
- Improved monitoring of contractual services

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Water-Pub Serv-Personnel									
610031	5111	SALARIES-FULL TIME	233,973.00	238,582.00	235,551.47	229,029.33	239,866.00	240,467.00	240,467.00
610031	5131	OVERTIME (GENERAL)	41,999.92	27,000.00	30,030.53	30,030.53	27,000.00	27,000.00	27,000.00
610031	5150	FRINGE/STIPENDS	4,845.00	5,359.00	5,359.00	5,359.00	5,359.00	5,359.00	5,359.00
Total	**Water-Pub Serv-Personnel**		**280,817.92**	**270,941.00**	**270,941.00**	**264,418.86**	**272,225.00**	**272,826.00**	**272,826.00**
Water-Pub Serv-Expenses									
610032	5211	ELECTRICITY	10,000.00	10,200.00	10,200.00	10,200.00	10,200.00	10,200.00	10,200.00
610032	5215	NATURAL GAS	8,965.72	9,180.00	4,180.00	455.93	9,180.00	9,180.00	9,180.00
610032	5251	UTILITY SERV REP & MAINT	27,574.62	20,000.00	15,000.00	14,999.16	20,000.00	20,000.00	20,000.00
610032	5301	POLICE DETAIL	19,960.00	20,000.00	28,100.00	28,100.00	20,000.00	20,000.00	20,000.00
610032	5317	EDUCATIONAL TRAINING	300.00	2,235.00	1,135.00	1,053.00	2,235.00	2,235.00	2,235.00
610032	5320	CONTRACTED SERVICES	1,640.00	1,648.00	6,648.00	6,648.00	1,648.00	1,648.00	1,648.00
610032	5341	TELEPHONE	0.00	0.00	0.00	0.00	5,150.00	5,150.00	5,150.00
610032	5421	OFFICE SUPPLIES (GEN	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00
610032	5481	GASOLINE/DIESEL FUEL	152,614.66	98,000.00	126,000.00	125,805.97	98,000.00	123,700.00	123,700.00
610032	5483	VEHICLE PRTS & ACCES	24,090.16	20,000.00	20,000.00	19,659.95	20,000.00	20,000.00	20,000.00
610032	5780	OTHER EXPENSES	300.00	0.00	0.00	0.00	0.00	0.00	0.00
610032	5839	INFRASTRUCTURE REPAI	23,828.73	15,000.00	21,000.00	21,000.00	15,000.00	15,000.00	15,000.00
Total	**Water-Pub Serv-Expenses**		**269,273.89**	**197,263.00**	**232,263.00**	**227,922.01**	**202,413.00**	**228,113.00**	**228,113.00**
230	**450**	**Department Total**	**550,091.81**	**468,204.00**	**503,204.00**	**492,340.87**	**474,638.00**	**500,939.00**	**500,939.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	FTE	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
RENNARD	RICHARD	230 WATER-PUBLIC SERV	610031-5111	PUBLIC SERVICES DIR	06031974	30,190.77		0.3		33%	1,752.63	1,752.63	30,075.10	1,787.68	30,676.60	30,676.60
						208,390.55		*4.7*				*Total AFSCME 1818*	*209,790.36*		*209,790.36*	*209,790.36*
						238,581.32		**5.0**	**Total Full Time - 5111**				**239,865.46**		**240,466.96**	**240,466.96**
		230 WATER-PUBLIC SERV	610031-5131	OVERTIME		27,000.00							27,000.00		27,000.00	27,000.00
		230 WATER-PUBLIC SERV	610031-515(	AFSCME Stipend		5,359.00				4.7	1,150.00	1,150.00	5,359.00	1,150.00	5,359.00	5,359.00
						270,940.32		**5.0**	**Department Total**				**272,224.46**		**272,825.96**	**272,825.96**

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	5.5	5.0	5.0	0.0

FY 2013 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2012 52.2	FTE	Rate FY 2012 0.0%	Rate FY 2013 0.0%	STEP INCREASES Date	STEP INCREASES Rate	# Wks Old	# Wks New		Dept Request FY 2013 52	Mayor FY 2013 52	Council FY 2013 52
BEAUREGARD	RICHARD	230 WATER - PUBLIC SERV	610031-5111	HEAD FOREMAN I/II	3/2/2001	26,549.96	0.5	1,017.24	1,017.24					50%	26,448.24	26,448.24	26,448.24
CLAY	JOHN	230 WATER - PUBLIC SERV	610031-5111	HEO	03221999	21,768.44	0.5	846.55	846.55					50%	22,010.30	22,010.30	22,010.30
CONDON	DEREK	230 WATER - PUBLIC SERV	610031-5111	HMEO	9/8/2000	20,453.61	0.5	783.66	783.66					50%	20,375.24	20,375.24	20,375.24
COVIELLO	VALERIE	230 WATER - PUBLIC SERV	610031-5111	PRINCIPAL ACCT CLERK	3/2/2000	14,076.97	0.3	809.03	809.03					33%	14,023.04	14,023.04	14,023.04
CULIPHER	WAYNE	230 WATER - PUBLIC SERV	610031-5111	HEO III	09011997	44,190.25	0.5	846.56	846.56					50%	22,010.47	22,010.47	22,010.47
LEVESQUE	JAMES	230 WATER - PUBLIC SERV	610031-5111	St/Sidewalk Foreman III	06211999	17,523.01	0.3	1,017.24	1,017.24					33%	17,455.87	17,455.87	17,455.87
MARINO	PAUL	230 WATER - PUBLIC SERV	610031-5111	WORKING FOREMAN	07231998	24,053.75	0.5	921.60	921.60					50%	23,961.59	23,961.59	23,961.59
MURRAY III	JOHN	230 WATER - PUBLIC SERV	610031-5111	WATER SYS MAIN CRAFT	05221989	20,453.61	0.5	783.66	783.66					50%	20,375.24	20,375.24	20,375.24
MURRAY III	Shift Differentia	230 WATER - PUBLIC SERV	610031-5111	Base Rate X 8% (4 days 32 hrs at $.50)		1,636.29		62.69	62.69					50%	1,630.02	1,630.02	1,630.02
OSGOOD	STEPHEN	230 WATER - PUBLIC SERV	610031-5111	HMEO	1/27/2007	20,453.53	0.5	783.66	783.66					50%	20,375.16	20,375.16	20,375.16
PERRY	JOHN	230 WATER - PUBLIC SERV	610031-5111	MEO	8/6/07	19,334.03	0.0	740.77	-					50%	To DPW	To DPW	To DPW
PERRY	SCOTT	230 WATER - PUBLIC SERV	610031-5111	HEO	9/1/2007	20,453.56	0.5	783.66	783.66					50%	20,375.19	20,375.19	20,375.19
OUT OF GRADE						750.00									750.00	750.00	750.00
Shift Differential -John Clay		230 WATER - PUBLIC SERV	610031-5111	Base Rate X 8% - 6 months		883.80		67.72	-					50%	-	-	-
						208,390.55	4.7								209,790.36	209,790.36	209,790.36

FY 2013 DETAILED BUDGET REPORT
EXPENSES

Public Services-Water Enterprise-230

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
610032	**5211**	**ELECTRICITY**			
		Nat'l Grid electricity power to Public Works Garage 1015.00 X 12 = 12185.00	10,200	10,200	10,200
TOTAL		Split with DPW/Water/SEWER	**10,200**	**10,200**	**10,200**
610032	**5215**	**NATURAL GAS**			
		Keyspan - avg. monthly $533 x 12 = $6396.	9,180	9,180	9,180
		Metromedia - avg. monthly $942.33 x 12 = $11308.00			
TOTAL		Split with DPW/Water/SEWER	**9,180**	**9,180**	**9,180**
610032	**5251**	**UTILITY SERVICE & REPAIR**			
		Purchase of Hydrants and related parts - E. J. Prescott - $15,000	20,000	20,000	20,000
		Other misc. vendors as needed.			
TOTAL			**20,000**	**20,000**	**20,000**
610032	**5301**	**POLICE DETAIL**			
		Needed for road work repairs during water line repairs in roads	20,000	20,000	20,000
TOTAL			**20,000**	**20,000**	**20,000**
610032	**5317**	**EDUCATIONAL TRAINING**			
		New England Water Works - $100 per course average x 10 = $1,000	1,000	1,000	1,000
		License Reimbursements & membership dues	1,235	1,235	1,235
TOTAL			**2,235**	**2,235**	**2,235**
610032	**5320**	**CONTRACTED SERVICES**			
		Liston Utilities	1,648	1,648	1,648
			1,648	**1,648**	**1,648**
610032	**5421**	**OFFICE SUPPLIES (GENERAL)**			
		Copy paper & Toner - Misc. General office supplies purchased	1,000	1,000	1,000
TOTAL			**1,000**	**1,000**	**1,000**
600032	**5341**	**Telephone**			
		50 GPS Phones for DPW Trucks @ 1,287.50 (1/3)	5,150	5,150	5,150
TOTAL			**5,150**	**5,150**	**5,150**
610032	**5481**	**GASOLINE/DIESEL FUEL**			
		Fuel for Sewer/Water Vehicles	98,000	123,700	123,700
		Mayors figure represents 3 year average of GF/W/S combined	-	-	-
TOTAL			**98,000**	**123,700**	**123,700**
610032	**5483**	**VEHICLE PARTS**			
		vehicle parts	20,000	20,000	20,000
TOTAL			**20,000**	**20,000**	**20,000**
610032	**5839**	**INFRASTRUCTURE REPAIR**			
		Filling/covering of trenches-Aggregate-Lynpac, High yield concrete	15,000	15,000	15,000
TOTAL			**15,000**	**15,000**	**15,000**
Total Proposed			**202,413**	**228,113**	**228,113**

Engineering –Water Enterprise

Mission Statement – Why We Exist

The Engineering Department provides technical expertise related to connections to, and extension of, the municipal water distribution system. All water infrastructure improvement projects are managed by the Engineering Department. The City Engineer is Salem's representative on the Salem Beverly Water Supply Board (SBWSB). The Engineering Department manages the contracted operations and maintenance effort, including utility and supply costs, for the City's 2 water pumping stations and 2 covered storage reservoirs. The Dept. is also currently managing the over $3 million meter replacement program City-wide.

Engineering is responsible for the billing of all water expenses based on usage, to all institutional, commercial, and residential properties in the City that are connected to the municipal collection system, over 12,000 accounts. The water and sewer departments provide customer service in a timely and professional manner in response to billing inquiries, managing current accounts, establishing new accounts, scheduling appointments for meter readers, identifying accounts requiring service, selling meters and deduct meters and processing of 4,000 water and sewer billings monthly approximately 25% currently requiring analysis and estimating. The Engineering Department provides technical assistance to the Public Services Divisions' Water Operations in response to the condition and location of the City's transmission mains outside of the City continues to be a high priority for the department. Funding for the efforts described herein is derived from the Water Enterprise System.

Significant Budget & Staffing Changes For FY 2013

There is a part time intern recommended to assist in various projects during the summer timeframe. A 19 hour part time person has been requested to help with the various administrative and billing issues in the Water, Sewer and Trash Departments.

Recent Accomplishments

- Managed implementation of every aspect of new meter contract; continually adapting generic software and procedures to perform to Salem's requirements. Led the consultants in implementing each aspect of the program, with great support from IT. Issues included: meter dials, automatic input of meters into Munis, handheld and fixed base software, and the integration of all these factors to ensure seamless billing. Salem's program has been a success due primarily to the drive of the water dept. to ensure the consultants adapt these generic products to suit our customer service and billing needs.
- Continued a city wide automatic reading system and meter replacement (ARM) program. This program will replace the entire city's residential and commercial meters over the next two years; readings will then be transmitted via radio into City Hall annex. This new program will provide more extensive customer service tools; and enable improved leak detection. This program will also identify unmetered areas; as well as correctly size meters that may currently be the wrong size.

- Managed for the fourth year in a row liens on overdue water, sewer and trash bills to 4th quarter real estate tax bills; resulting in over $200,000of revenues. Liened condo complexes for the first time owing over $600. This effort involved analysis of dozens of challenging accounts; and resulted in many improvements to the current data base.
- Continued providing effective billing and meter repair for water consumed with a minimum of billing issues, despite great new challenges outlined above.
- Ensured 95% of water meters are read at least annually.
- Continued a city wide automatic reading system and meter replacement (ARM) program. This program will replace the entire city's residential and commercial meters over the next two years; readings will then be transmitted via radio into City Hall annex. This new program will provide more extensive customer service tools; and enable improved leak detection. This program will also identify unmetered areas; as well as correctly size meters that may currently be the wrong size.
- Completed efforts to identify unaccounted for water by evaluating the City's transmission mains located outside of the City.
- Assisted DPS with their leak detection efforts.
- Continued coordination with the developers of the Wal-Mart and Campfire Girls property on Highland Avenue to facilitate the relocation of the City's 1.0 MG elevated water storage tank to enable a new Lowes store and reconstructed Wal-Mart store.
- Managed the City's contract operator for the City's water pumping stations and storage facilities and pump station costs.
- Worked with the Town of Danvers, as they repaired infrastructure in the area of Waters Street, the location of the recent gas explosion.
- Finalized and implemented a uni-directional fire hydrant flushing program.
- Managed the City's back flow inspection, testing and survey program. The City worked with an engineering services company to take over the implementation of the program. A survey of the high risk buildings was completed per DEP regulations to determine if a backflow device was needed.
- Advanced cleaning and lining of Salem's 36-inch water transmission main in Sohier Road Beverly. Project to be contracted in FY 13.
- Replaced critical, non-operating valves on the City's transmission and distribution mains in North Street and Highland Avenue.
- Completed evaluations of the existing storage tanks (Gallows Hill and Folly Hill) for operational and structural deficiencies. Added mixing equipment to each reservoir for improving water quality.

FY 2013 Goals & Objectives

- Continue to increase public awareness of water conservation through Earth Day, Green Business Challenge, Green Fair and other events; continue collaborating with other organizations.
- New Water Conservation position will evaluate current educational material, develop a variety of materials for public consumption, and assist with developing a volunteer committee to continue this effort.
- Improve unaccounted for water through improved reporting, new meter installation, and CIP project implementation.
- Move forward in implementation of new metering system, integrating new billing process and streamlining. Will be able to provide continued increased customer service in evaluating leaks, usage, etc.
- Continue to coordinate relocating the City's elevated water storage tank.
- Renew city-wide leak detection efforts to continue reducing the City's unaccounted for water.
- Manage the contract operator of the City's water pump stations and storage facilities.

Outcomes and Performance Measurers	Actual FY 2010	Actual FY 2011	Estimated FY 2012	Estimated FY 2013
Number of new 5/8 inch meters installed	75	56	55	55
Number of over 5/8 inch meters installed	15	4	5	5
Number of on-site appointments	595	320	300	300
Participation in various water conservation/environmental initiatives: senior center, Green Salem, Science Fairs		7	8	10
Distribution of water conservation devices	50	75	250	1,000
Number of meters installed from ARM program		3,200	6,000	3,200

How FY 2013 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Both the City's long and short term goals for sustainable infrastructure will be met with the departments' goals, by reinvesting and rehabilitating the city's water transmission and distribution infrastructure.

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Water-Engineer-Personnel									
610131	5111	SALARIES-FULL TIME	164,487.00	169,197.00	169,197.00	168,247.90	168,549.00	171,568.00	171,568.00
610131	5113	SALARIES-PART TIME	0.00	1,400.00	1,400.00	1,340.00	8,669.00	2,800.00	2,800.00
610131	5131	OVERTIME (GENERAL)	4,796.04	5,790.00	5,790.00	4,960.61	5,790.00	5,790.00	5,790.00
610131	5150	FRINGE/STIPENDS	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00
Total	**Water-Engineer-Personnel**		**171,583.04**	**178,687.00**	**178,687.00**	**176,848.51**	**185,308.00**	**182,458.00**	**182,458.00**
Water-Engineer-Expenses									
610132	5211	ELECTRICITY-PUMP STATION	199,553.87	210,000.00	210,000.00	209,890.69	210,000.00	210,000.00	210,000.00
610132	5233	COMPUTER MAINTENANCE	2,669.73	1,000.00	1,000.00	994.92	1,000.00	1,000.00	1,000.00
610132	5277	PHOTOCOPY MACHINE LE	0.00	3,000.00	3,000.00	2,663.03	1,200.00	1,200.00	1,200.00
610132	5278	TELEPHONE EQUIP-PUMP STATION	3,034.31	5,000.00	8,605.00	8,405.01	2,800.00	2,800.00	2,800.00
610132	5305	ACCOUNTING AND AUDIT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
610132	5306	ADVERTISING	0.00	750.00	750.00	650.81	750.00	750.00	750.00
610132	5317	EDUCATIONAL TRAINING	2,218.44	4,500.00	4,500.00	4,400.00	4,500.00	4,500.00	4,500.00
610132	5342	POSTAGE	7,200.00	7,200.00	7,200.00	7,183.98	7,200.00	7,200.00	7,200.00
610132	5375	PUMP STAT OP & MAINT	60,862.66	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
610132	5381	PRINTING AND BINDING	6,997.89	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
610132	5421	OFFICE SUPPLIES (GEN	845.00	2,000.00	2,000.00	1,945.22	2,500.00	2,500.00	2,500.00
610132	5445	PUMP STATION SUPPL	21,274.96	15,000.00	15,000.00	14,280.00	15,000.00	15,000.00	15,000.00
610132	5519	COMPUTER SOFTWARE	540.00	1,300.00	1,300.00	647.46	2,500.00	2,500.00	2,500.00
610132	5538	WATER METERS (REV)	19,992.21	5,000.00	5,000.00	5,000.00	7,500.00	7,500.00	7,500.00
610132	5692	STATE TAXES	17,877.99	20,000.00	20,000.00	18,893.12	20,000.00	20,000.00	20,000.00
610132	5710	IN STATE TRAVEL/MEETINGS	355.90	500.00	500.00	500.00	500.00	500.00	500.00
610132	5717	PROF LICENSE REIMB	0.00	500.00	500.00	500.00	750.00	750.00	750.00
610132	5780	OTHER EXPENSES	3,199.86	0.00	0.00	0.00	0.00	0.00	0.00
610132	5835	WATER SYS IMPR PROG	2,999.30	0.00	50,000.00	2,334.00	10,000.00	0.00	0.00
610132	5869	COMPUTER EQUIP/TECH	2,331.03	8,595.00	4,990.00	4,300.00	1,500.00	1,500.00	1,500.00
Total	**Water-Engineer-Expenses**		**354,453.15**	**348,845.00**	**398,845.00**	**347,088.24**	**352,200.00**	**342,200.00**	**342,200.00**
235	**451**	**Department Total**	**526,036.19**	**527,532.00**	**577,532.00**	**523,936.75**	**537,508.00**	**524,658.00**	**524,658.00**

FY 2013 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name		Dept Name	Org/Obj	Job Desc	Hire Date	Voted By Council FY 2012 52.2	Code	F T E	# Hours Wkly = 1	# Board Meetings	Current Rate FY 2012 2.5%	Prop Rate FY 2013 0.0%	Dept Request FY 2013 52.0	Mayor Rate FY 2013 2.0%	Mayor Propsed FY 2013 52.0	Council Voted FY 2013
CRIPPS	CHERYL	235 WATER-ENGINEERING	610131-5111	SECRETARY		12,399.74		0.3		33%	719.83	719.83	12,352.23	791.81	13,587.46	13,587.46
TALKOWSKI	ELLEN	235 WATER-ENGINEERING	610131-5111	ADMIN ASSISTANT		4,591.94		0.1		10%	879.68	879.68	4,574.34	967.64	5,031.73	5,031.73
KNOWLTON	DAVID	235 WATER-ENGINEERING	610131-5111	CITY ENGINEER	5/21/2007	29,951.51		0.3		33%	1,738.74	1,738.74	29,836.75	1,773.51	30,433.49	30,433.49
DUIJVESTEIJN	OLLE	235 WATER-ENGINEERING	610131-5111	GIS	10/12/10	12,641.27		0.2		20%	1,210.85	1,210.85	12,592.84	1,235.07	12,844.70	12,844.70
ROSE	JULIE	235 WATER-ENGINEERING	610131-5111	BUSINESS MGR/WTR REG	2/1/2007	23,990.34		0.4		40%	1,148.96	1,148.96	23,898.42	1,171.94	24,376.39	24,376.39
						85,622.06		*2.0*			*Total AFSCME 1818*		*85,294.01*		*85,294.01*	*85,294.01*
						169,196.86		**3.4**	**Total Full Time - 5111**				**168,548.60**		**171,567.77**	**171,567.77**
		235 WATER-ENGINEERING	610131-511:	PT INTERN		1,400.00			35	16 Weeks 50%	10.00	10.00	2,800.00	10.00	2,800.00	2,800.00
	NEW POSITION	235 WATER-ENGINEERING	610131-511:	PT Admin Assist					19	33%	18.00	18.00	5,868.72	-	-	-
						1,400.00			**Total Partl Time - 5113**				**8,668.72**		**2,800.00**	**2,800.00**
		235 WATER-ENGINEERING	610131-5131	OVERTIME		5,790.00				0.0			5,790.00		5,790.00	5,790.00
		235 WATER-ENGINEERING	610131-515(	AFSCME Stipend		2,300.00				2.0	1,150.00	1,150.00	2,300.00	1,150.00	2,300.00	2,300.00
						178,686.86		**3.4**	**Department Total**				**185,307.32**		**182,457.77**	**182,457.77**

	FY 2011	FY 2012	FY 2013	Variance
Full-Time Equivalent Employees:	3.4	3.4	3.4	0.0

FY 2013 AFSCME 1818 Union Employee Rates

EMPLOYEE NAME		Department	Org/Object	Job Title	Hire Date	Voted By Council FY 2012 52.2	FTE	Rate FY 2012 0.0%	Rate FY 2013 0.0%	STEP INCREASES Date	Rate	# Wks Old	New		Dept Request FY 2013 52	Mayor FY 2013 52	Council FY 2013 52
BRENNAN	ARTHUR	235 WATER - ENGINEERING	610131-5111	WATER METER READER	09141998	20,453.61	0.5	783.66	783.66					50%	20,375.24	20,375.24	20,375.24
GRIGGS	DONNA	235 WATER - ENGINEERING	600131-5111	PRINCIPAL CLERK	2/27/2006	21,115.67	0.5	809.03	809.03					50%	21,034.77	21,034.77	21,034.77
MCCARTHY JR	JOHN	235 WATER - ENGINEERING	610131-5111	WATER METER READER	04301990	20,453.43	0.5	783.66	783.66					50%	20,375.06	20,375.06	20,375.06
WHITTEN	CYNTHIA	235 WATER - ENGINEERING	610131-5111	ASST WATER REG	7/1/2003	23,599.36	0.5	904.19	904.19					50%	23,508.94	23,508.94	23,508.94
						85,622.06	2.0								85,294.01	85,294.01	85,294.01

FY 2013 DETAILED BUDGET REPORT
EXPENSES

Engineering - Water Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
610132	5211	**ELECTRICITY: Includes electricity for new meter prog**			
		Salem's share of electricity for Salem/Beverly Water Board - $19000 x 12 = based on water usage; also based on generation charges which fluctuate with fuel costs	186,200	186,200	186,200
		Town of Danvers, Folly Hill and Gallows Hill are two storage water tank Electric est. 600 X 12 (if lake full not taking from Essex River, Putnamville is reservoir in Danvers; Longham (gravity) Reservoir in Wenham)	7,200	7,200	7,200
		Colby St -			
		Highland Ave P. 2000 X12	16,600	16,600	16,600
TOTAL		Almeda Street-	**210,000**	**210,000**	**210,000**
610132	5233	**COMPUTER MAINTENANCE**			
		Ongoing support for Ti Sales handhelds	1,000	1,000	1,000
		Support for new meter reading system			
TOTAL			**1,000**	**1,000**	**1,000**
610132	5277	**PHOTOCOPY MACHINE LEASE**			
		Copier at $500/month; 6 months; half in Water	1,200	1,200	1,200
TOTAL		adding Ellen's copies, 7,000 copies 6 times per year	**1,200**	**1,200**	**1,200**
610132	5278	**TELEPHONE EQUIP LEASE**			
		Various alarms to support sewer pumping stations	300	300	300
		ATT lease for ARM system-data collectors	2,500	2,500	2,500
TOTAL			**2,800**	**2,800**	**2,800**
610132	5305	**ACCOUNTING AND AUDITING**			
		Annual service for audits, contracted through Finance Dept.	2,500	2,500	2,500
TOTAL			**2,500**	**2,500**	**2,500**
610132	5306	**ADVERTISING**			
		Newspaper ads	750	750	750
TOTAL			**750**	**750**	**750**
610132	5317	**EDUCATIONAL TRAINING**			
		One day seminars and training sessions	1,000	1,000	1,000
		Munis training and support: Crystal Program, Interface with billing, reprogramming liens, etc.	3,500	3,500	3,500
TOTAL		New training is anticipated due to major Munis upgrade expected this year	**4,500**	**4,500**	**4,500**
610132	5342	**POSTAGE**			
		Total cost of postage for mailing w/s bills @ $1,500/month @ 50% W&S Depts.	7,200	7,200	7,200
TOTAL			**7,200**	**7,200**	**7,200**
610132	5375	**Pump Station OP & Maintenance**			
			60,000	60,000	60,000
		Water Department in FY 13 (60% sewer, 40% water)			
			-	-	-
TOTAL			**60,000**	**60,000**	**60,000**
610132	5381	**PRINTING AND BINDING**			
		Total cost of printing for mailing w/s bills @ 1,500/month @ 50%			
		Inserts once a year	2,000	2,000	2,000
TOTAL			**2,000**	**2,000**	**2,000**

FY 2013 DETAILED BUDGET REPORT

EXPENSES

Engineering - Water Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Approved by Mayor	Approved by Council
610132	5421	**OFFICE SUPPLIES (GENERAL)**			
		Printer paper - $500 Printing - $300 - Misc. general office supplies purchased under State Bid, supplies for office machines: fax, printers, toner	1,000	1,000	1,000
		Supplies for colored printers	1,500	1,500	1,500
TOTAL			**2,500**	**2,500**	**2,500**
610132	5445	**Pump Station Supplies**			
		50% of costs for pump station op and Maint. Will be shared with Sewer in FY12	15,000	15,000	15,000
TOTAL			**15,000**	**15,000**	**15,000**
610132	5520	**COMPUTER SOFTWARE & SUPPORT**			
		GIS licensing-Engineer and Engineer Assistant	2,000	2,000	2,000
		Other software	500	500	500
TOTAL			**2,500**	**2,500**	**2,500**
610132	5538	**WATER METERS**			
		Misc. water meters for replacements (ECODER), meter supplies: MIU's, Transponders, meter heads, freeze plates, flanges, seals	7,500	7,500	7,500
		Approximate of average spending for prior 3 years			
TOTAL		**About 90% of this comes back as revenue; we charge our cost for meters**	**7,500**	**7,500**	**7,500**
610132	5692	**STATE TAXES**			
		State fee charged per capita annually for water usage & taxes for Danvers Folly Hill	20,000	20,000	20,000
TOTAL			**20,000**	**20,000**	**20,000**
610132	5710	**IN STATE TRAVEL & MEETINGS**			
		Tolls, parking, seminars, etc.	500	500	500
TOTAL			**500**	**500**	**500**
610132	5717	**PROF LICENSE REIMBURSEMENT**			
		Reimbursement for maintenance of licenses for meter readers per AFSCME	750	750	750
TOTAL			**750**	**750**	**750**
610132	5835	**WATER SYSTEM IMPROVEMENT PROGRAM**			
		Work contracted for improvements to system to various vendors	10,000	-	-
TOTAL			**10,000**	**-**	**-**
610132	5869	**COMPUTER EQUIPMENT/TECH**			
		Scanner maintenance	1,500	1,500	1,500
TOTAL			**1,500**	**1,500**	**1,500**
TOTAL PROPOSED			**352,200**	**342,200**	**342,200**

Treasurer–Water Enterprise–Long Term Debt

The Massachusetts Water Pollution Abatement Trust (MWPAT) was established in 1989 pursuant to Title VI of the Federal Clean Water Act. It was later amended in 1998 to encompass the provisions of Title XIV of the Federal Safe Drinking Water Act. The Trust's mission is to fund the implementation of water pollution control and drinking water projects in the Commonwealth through a revolving fund loan program. In March 2006, MWPAT approved a loan commitment to the City of Salem in the amount of $7,640,000. The Loan Interest Rate is 2%. On March 13, 2003, the Salem City Council approved the authorization of $12,000,000 in principal amount to be borrowed to finance anticipated water projects. Of this amount, $7,640,000 would be funded through the MWPAT Loan Commitment and $4,360,000 would be raised through future bond issues. In December 2006, the City raised funding through an MWPAT 2% Loan in the amount of $2,330,656 to finance Contract No. 1, the Loring Avenue Water Main Improvements. This project was completed in the spring of 2007. The $2,330,656 MWPAT 2% Loan will be paid off in semi-annual principal payments through July 2026. For FY13 there is a principal and interest payment of $105,978 due in July, and an interest-only payment of $37,747 due in January.

Treasurer–Water Enterprise–Short Term Debt

On October 15, 2008 the City issued a $15,373,000 bond which combined existing BANS for Water, Sewer and School projects with new funding for Capital Improvement projects. The Water Enterprise Principal portion of this bond is $7,464,000.

Treasurer-Water Enterprise-SBWSB

Chapter 700 of the Acts of 1913 requires the Salem/Beverly Water Supply Board to annually determine the volume of water supplied to the cities of Salem and Beverly during the three years prior to September 30. This data establishes the proportions on which the cities pay their expenses for the operation of the Water Board.

Treasurer-Water Enterprise-Insurance Deductible

The City has taken an insurance policy to protect itself for City-at-fault water back-ups into private structures. The City pays a deductible on each claim.

CITY OF SALEM - FY 2013 OPERATING BUDGET

Water Debt Service

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
610034	5916	WATER BOND 1 - PRIN-MWPAT	101,822.00	103,880.00	103,880.00	103,880.00	105,978.00	105,978.00	105,978.00
610034	5920	WATER BOND 2 - PRIN	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00
610034	5920E	CIP 2010 PRIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610034	5921	WATER BOND 3 - PRIN	36,000.00	0.00	0.00	0.00	0.00	0.00	0.00
610034	5936	WATER BOND 1 - INT-MWPAT	39,803.82	37,747.00	37,747.00	37,746.80	35,648.00	35,648.00	35,648.00
610034	5939	WATER BOND 2 - INT	117,812.50	109,563.00	109,563.00	109,562.50	101,313.00	101,313.00	101,313.00
610034	5949A	CIP 2009-INT (11)	117,685.64	269,860.00	269,860.00	269,860.00	294,262.00	294,262.00	294,262.00
610034	5949B	CIP 2010-INT (11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610034	5949C	CIP 2009-PRIN (12)	0.00	444,000.00	444,000.00	444,000.00	490,000.00	490,000.00	490,000.00
610034	5949E	CIP 2011 INT	0.00	0.00	0.00	0.00	30,500.00	30,500.00	30,500.00
610034	5949F	CIP 2011-PRIN	0.00	0.00	0.00	0.00	100,000.00	100,000.00	100,000.00
Total	**Water Debt Service**		**578,123.96**	**1,130,050.00**	**1,130,050.00**	**1,130,049.30**	**1,322,701.00**	**1,322,701.00**	**1,322,701.00**
270	**710**	**Department Total**	**578,123.96**	**1,130,050.00**	**1,130,050.00**	**1,130,049.30**	**1,322,701.00**	**1,322,701.00**	**1,322,701.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Water-Short Term Debt Int-Exp									
610035	5304	PROFESSIONAL SERV/FEES	11,421.46	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00
610035	5925	INTEREST ON NOTES	81,148.29	0.00	0.00	0.00	0.00	0.00	0.00
Total	**Water-Short Term Debt Int-Exp**		**92,569.75**	**0.00**	**0.00**	**0.00**	**3,000.00**	**3,000.00**	**3,000.00**
270	**752**	**Department Total**	**92,569.75**	**0.00**	**0.00**	**0.00**	**3,000.00**	**3,000.00**	**3,000.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
Water Assessments									
610033	5650	SBWSB ASSESSMENT	2,313,119.00	2,403,095.00	2,403,095.00	2,403,095.00	2,300,000.00	2,450,815.00	2,450,815.00
Total	**Water Assessments**		**2,313,119.00**	**2,403,095.00**	**2,403,095.00**	**2,403,095.00**	**2,300,000.00**	**2,450,815.00**	**2,450,815.00**
270	**840**	**Department Total**	**2,313,119.00**	**2,403,095.00**	**2,403,095.00**	**2,403,095.00**	**2,300,000.00**	**2,450,815.00**	**2,450,815.00**

CITY OF SALEM - FY 2013 OPERATING BUDGET

Water Enterprise Fund-Ins Dedu

			Expenditures FY 2011	Adopted Budget FY 2012	Adjusted Budget FY 2012	Y-T-D Expenses FY 2012	Department FY 2013	Mayor FY 2013	Council FY 2013
610037	5740A	Insurance Deductibles	0.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00
Total	**Water Enterprise Fund-Ins Dedu**		**0.00**	**2,500.00**	**2,500.00**	**0.00**	**2,500.00**	**2,500.00**	**2,500.00**
270	**945**	**Department Total**	**0.00**	**2,500.00**	**2,500.00**	**0.00**	**2,500.00**	**2,500.00**	**2,500.00**

FY 2013 DETAILED BUDGET REPORT

EXPENSES

TREASURER - Water Long Term Debt Service - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
610034	5916	Water Bond 1-Prin-MWPAT	105,978	105,978	105,978
	5920	Warter Bond 2 - Prin	165,000	165,000	165,000
	5920E	CIP 2011 PRIN	100,000	100,000	100,000
	5936	Water Bond 1-Int-MWPAT	35,648	35,648	35,648
	5939	Water Bond 2 - Int	101,313	101,313	101,313
	5949A	CIP 2009 INT (11)	294,262	294,262	294,262
	5949C	CIP 2009 PRIN (11)	490,000	490,000	490,000
	5949E	CIP 2011 INT	30,500	30,500	30,500
TOTAL PROPOSED			1,322,701	1,322,701	1,322,701

TREASURER - Water Short Term Debt - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
610035	5304	Professional Services/Fees			
TOTAL		MWPAT Annual Service Fees	3,000	3,000	3,000
610035	5925	Interest on Notes			
		Interest Figures from Debt Schedule on provided by First Southwest for Series A GO BAN dtd 12/23/09. Bonded 10/15/2010	-	-	-
TOTAL			-	-	-
TOTAL PROPOSED			3,000	3,000	3,000

TREASURER - Water Assessments - 270

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
610033	5650	SBWSB			
		Salem Beverly Water Supply Board Annual Operating Assessment	2,300,000	2,450,815	2,450,815
TOTAL			2,300,000	2,450,815	2,450,815
TOTAL PROPOSED			2,300,000	2,450,815	2,450,815

TREASURER - Water Enterprise Funf - Ins Deductibles

ORG	OBJECT	EXPENSE TITLE	Dept Request	Approved by Mayor	Approved by Council
610037	5704A	Water Enterprise Fund Insurance Deductibles	2,500	2,500	2,500
		Estimated amount for insurance deductibles related to water claims			
TOTAL			2,500	2,500	2,500
TOTAL PROPOSED			2,500	2,500	2,500