

# **ENGINEERING DIVISION**

Engineering

General Admin

# ***Engineering – General Administration***

## **Mission Statement**

The Engineering Department provides technical expertise and plan review to various city boards and departments for all public infrastructure improvements and private development projects. Engineering is responsible to implement the City-wide pavement management system and also manages the Chapter 90 paving program and other state and federally funded (TIP) projects. The Engineering Department is responsible for the City's capital improvement program relative to infrastructure.

Funding for the efforts described herein are derived for the City's general Fund.

## **Significant Changes**

The new City Engineer came on board in mid-May; and along with the Business Manager made significant inroads to the many issues for which the department is responsible. A new GIS Administrator was also hired; which has matrix responsibility to Engineering and MIS.

The City-wide pavement management program was completed in December and is being utilized to develop the Spring 2008 City-wide pavement program and to plan future pavement programs. A City-wide Coastal Inventory and Assessment of City owned Coastal Structures, funded by the Department of Conservation and Recreation, was also completed in December. This planning document will be essential in the City's future planning for seawall and bulkhead improvements.

Both, state and federally funded Transportation Improvement Projects currently ongoing in the City are approaching substantial completion. The North Street and Bridge Street By-Pass Road improvement projects have only landscaping, final paving and striping, along with cleanup activities to complete, which should be done by June 1, 2008.

## **Previous Fiscal Year Accomplishments**

- The new City Engineer started in late May 2007 to provide design review of major projects, manage Chapter 90 contracts, GIS, and continue projects in place.
- Oversaw and permitted an estimated 120 road opening permits and 10 drainage alteration permits.
- State comments were received on the City's 25% plan submittal on the Bridge Street reconstruction project. The comments are being addressed and public comment meetings will be schedule in FY 2009. The project limits are from Washington Street to the Salem-Beverly bridge. Construction is expected to start in either 2009 or 2010.
- The Canal Street Improvement Project was advanced past the preliminary schematic stage, with access issues identified for discussions with the many abutters involved. The City will seek approval to move to develop 25% plans of the project, for review and approval by the state planning organizations and to advance to the project toward construction, expected after the Bridge Street Project starts construction.
- Continued to educate the public on recycling and water conservation by providing more outreach to community groups, initiate public relations effort to increase awareness, and work within City employees to distribute information and conservation tools.
- A project was initiated to study the lower end of Lafayette Street and identify any safety improvements that may be needed there. Many accidents, including a recent fatality have occurred in the section between Raymond Ave and the Salem – Marblehead line. Safety signage has been recommended and should be installed in the Spring of 2008. Additional structural improvements to the roadway, currently being evaluated and designed, may be constructed in FY 2009.

- The Leggs Hill Road Culvert, located on the Forrest River, immediately east of Loring Avenue, was evaluated structurally for its ability to carry loads similar to a fire truck. The analysis was completed in January of 2008 and showed the culvert could carry a standard fire truck and a ladder truck safely; however, some minor structural improvements were recommended and should be implemented in FY 2009.
- Plans and construction documents were reviewed, and many public meetings attended, to address City concerns relative to the new Courthouse project on Federal Street.
- Provided design review services for the following planning board projects:
  - Osborne Hills Development of Marlborough Road
  - Marblehead/Swampscott YMCA on Leggs Hill Drive
  - Chapel Hill Development on Clark Road
  - Old Salem Jail Redevelopment on Bridge Street
  - Salem News Building on Front Street, and
  - Salem Suede Redevelopment on Mason Street
- Held first annual City-wide Earth Day event in April 2007

## FY 2009 Goals & Objectives

- Continue implementation of the Pavement Management Program.
- Oversee the 2008 paving program.
- Provide the necessary guidance and oversight to ensure the current roadway improvement projects move along in the review process to ensure construction begins when desired by the City and funding is appropriate.
- Review Road Opening permitting and tracking program and make changes as necessary.



**FY 2009 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES**

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2008	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2008	Rate FY 2009	Dept FY 2009	Mayor FY 2009
DUBINSKY ELLEN	235 PUBLIC SERV-ENGINEER	14121-5111	ADMIN ASSISTANT		42,215.47		100%		803.73	824.90	42,215.47	43,059.78
KNOWLTON DAVID	235 PUBLIC SERV-ENGINEER	14121-5111	CITY ENGINEER	7/33/2007	29,644.98		34%		1,598.49	1,630.46	29,370.00	28,937.40
					<u>71,860.45</u>		Total Full Time - 5111				<u>70,595.47</u>	<u>71,997.18</u>
ALBERT JIMMY	235 PUBLIC SERV-ENGINEER	14121-5113	INTERN	11/05/1991	4,363.92		10 hours per wk		8.36	8.53	4,363.92	4,451.20
					<u>4,363.92</u>		Total Part Time - 5113				<u>4,363.92</u>	<u>4,451.20</u>
					<u>76,224.37</u>		Department Total				<u>74,949.39</u>	<u>76,448.38</u>

	FY 2007	FY 2008	FY 2009	Variance
<b>Full-Time Equivalent Employees:</b>	0.0	1.4	1.4	0.0

**SPECIAL REVENUE FUNDING SOURCES**

CONNORS BISA	TRASH GRANT	24593-5111	EXECUTIVE SECRETARY	10/11/2005	803.85	70%	803.85
BROWN MICHAEL	GRANT	25893-5111	ENG INTERN	6/2/2004	14.00		14.00
						Total Other Funding Sdng Sources	

**FY 2009 DETAILED BUDGET REPORT  
EXPENSES**

**ENGINEERING 235**

<b>ORG</b>	<b>OBJECT</b>	<b>EXPENSE TITLE</b>	<b>AMOUNT</b>
14112	5298	<b>TRASH REMOVAL</b> Baker's Island Trash - Contractual - MOVED TO TRASH ENTERPRISE IN FY2009	
<b>TOTAL</b>			-
14112	5317	<b>EDUCATIONAL TRAINING</b> Management training seminars and exhibits	1,000
<b>TOTAL</b>			<b>1,000</b>
14112	5421	<b>OFFICE SUPPLIES</b> Printer Paper, 3-hole printer paper, envelopes Oce' Map Machine - paper rolls - 4 ctns @ \$48 = \$192 + 2 ctns toner @\$295=\$580 Print Cartridges:color and b/w = \$400 Other: pens, paper, etc.	800 580 400 200
<b>TOTAL</b>			<b>1,980</b>
14112	5710	<b>IN STATE TRAVEL, MEETINGS</b> Tolls, Parking, Seminars	500
<b>TOTAL</b>			<b>500</b>
14112	5730	<b>DUES &amp; SUBSCRIPTIONS</b> ENR, American Society of Civil Engineers, Essex County Highway Assoc.	1,000
<b>TOTAL</b>			<b>1,000</b>
14112	5851	<b>OFFICE EQUIPMENT</b> Replacement/repair of scanner, fax, etc.	500
<b>TOTAL</b>			<b>500</b>
<b>TOTAL PROPOSED</b>			<b>4,980</b>