

# ***Engineering – General Administration***

## Mission Statement – Why We Exist

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, other state and federally funded roadway re-construction (TIP) projects, and the City's Road Opening and Trench Permit Program. In addition, Engineering is also responsible for the City's capital improvement program relative to infrastructure and provides guidance from the City's perspective to the larger state funded developments including the J. Michael Ruane Judicial Center and new dormitories and athletic fields at Salem State College. Funding for the efforts described herein is derived for the City's general Fund.

## Significant Budget & Staffing Changes for FY 2011

There are no significant changes.

## Recent Accomplishments

- Completed second phase of city-wide paving program – utilizing the pavement management program and capital improvement funds, 31 roads were reconstructed under this \$1.5 million project.
- Bridge Street, Route 1A reconstruction project received American Recovery and Reinvestment Act (ARRA) funding and was bid to contractors. The lowest responsive, responsible bidder was Newport Construction of Nashua, NH, who started work in February 2010.
- Advanced the next two projects to be ready for construction funded through the TIP Program: Canal Street (to 25% design), including the Canal Street Bike path, and Boston Street (to conceptual design), ensuring Salem's continued successful involvement in the TIP program.
- Completed the design of the signalization of the Derby/Congress/Hawthorne Boulevard intersection put construction documents out to bid to contractors, for work to start early in FY2011.
- Issued 225 road opening permits and reviewed over 30 developments for the planning board.

## FY 2011 Goals & Objectives

- Continue to advance the City's proposed TIP projects to ensure state funding is secured for the reconstruction of Canal Street and Boston Street.
- Continue to manage the City's Chapter 90 roadway improvement program to maximize the cost effectiveness of the City's re-investment into its roadway infrastructure.
- Complete the installation of traffic signals at the Derby/Congress/Hawthorne Boulevard intersection.

- Evaluate current Road Opening Permit Tracking System and make improvements.
- Manage the City's new Trench Safety and Permitting Program, required by the Massachusetts Legislature for trenches on public and private property.

Outcomes and Performance Measurers	Actual FY 2008	Actual FY 2009	Estimated FY 2010	Estimated FY 2011
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Number of street permits issued	213	234	224	225
Drain layer licenses issued	46	42	35	35

### How FY 2011 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 roadway, sidewalk and public way infrastructure.

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**CITY OF SALEM - FY 2011 OPERATING BUDGET**

			<b>Expenditures</b>	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Y-T-D Expenses</b>	<b>Department</b>	<b>Mayor</b>	
			<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2011</b>	
<b>Engineering-Psnl</b>									
14121	5111	SALARIES-FULL TIME	72,085.07	64,653.00	64,653.00	56,602.85	64,653.00	65,946.00*	
14121	5113	SALARIES-PART TIME	4,447.04	4,633.00	4,633.00	4,000.37	4,633.00	4,725.00*	
<b>Total Engineering-Psnl</b>			<b>76,532.11</b>	<b>69,286.00</b>	<b>69,286.00</b>	<b>60,603.22</b>	<b>69,286.00</b>	<b>70,671.00</b>	<b>2.00%</b>
<b>Engineering-Expenses</b>									
14122	5317	EDUCATIONAL TRAINING	150.00	500.00	500.00	232.25	500.00	500.00	
14122	5421	OFFICE SUPPLIES (GEN	433.86	1,000.00	1,000.00	418.41	1,000.00	1,000.00	
14122	5710	IN STATE TRAVEL/MEETINGS	239.00	500.00	500.00	45.00	500.00	500.00	
14122	5730	DUES AND SUB	805.25	1,000.00	1,000.00	931.00	1,000.00	1,000.00	
14122	5851	OFFICE EQUIPMENT	292.05	500.00	500.00	276.10	500.00	500.00	
<b>Total Engineering-Expenses</b>			<b>1,920.16</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>1,902.76</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>0.00%</b>
<b>235</b>	<b>412</b>	<b>Department Total</b>	<b>78,452.27</b>	<b>72,786.00</b>	<b>72,786.00</b>	<b>62,505.98</b>	<b>72,786.00</b>	<b>74,171.00</b>	<b>1.90%</b>

**FY 2011 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES**

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Council FY 2010	Code	F T E	# Hours Wkly = 1	# Board Meetings	Dept Rate FY 2010 2.0%	Dept Rate FY 2011 2.0%	Dept Request FY 2011 52.2	Dept - 10% Reduction FY 2011 52.2	Mayor FY 2011
DUBINSKY ELLEN	235 PUBLIC SERV-ENGINEER	14121-5111	ADMIN ASSISTANT		35,136.78		0.8	80%		841.40	858.23	35,136.78	35,136.78	35,839.52
KNOWLTON DAVID	235 PUBLIC SERV-ENGINEER	14121-5111	CITY ENGINEER	5/21/2007	29,516.15		0.3	34%		1,663.07	1,696.33	29,516.15	29,516.15	30,106.47
10% Reduction from salaries												(6,465.23)		
					<b>64,652.93</b>	<b>1.1</b>	<b>Total Full Time - 5111</b>					<b>64,652.93</b>	<b>58,187.70</b>	<b>65,945.99</b>
ALBERT JIMMY	235 PUBLIC SERV-ENGINEER	14121-5113	INTERN	11/05/1991	4,632.23			10 hours per wk		8.87	9.05	4,632.23	4,170.00	4,724.87
					<b>4,632.23</b>		<b>Total Part Time - 5113</b>					<b>4,632.23</b>	<b>4,170.00</b>	<b>4,724.87</b>
					<b>69,285.16</b>	<b>1.1</b>	<b>Department Total</b>					<b>69,285.16</b>	<b>62,357.70</b>	<b>70,670.86</b>

	FY 2009	FY 2010	FY 2011	Variance
<b>Full-Time Equivalent Employees:</b>	1.4	1.1	1.1	0.0

**FY 2011 DETAILED BUDGET REPORT  
EXPENSES**

**ENGINEERING 235**

<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>Dept Request</b>	<b>Dept Request 10% Cut</b>	<b>Approved by Mayor</b>
14112	5317	<b>EDUCATIONAL TRAINING</b>			
		Management training seminars and exhibits	500	450	500
<b>TOTAL</b>			<b>500</b>	<b>450</b>	<b>500</b>
14112	5421	<b>OFFICE SUPPLIES</b>			
		Printer Paper, 3-hole printer paper, envelopes	250	250	250
		Oce' Map Machine - paper rolls - 4 ctns @ \$48 = \$192 + 2 ctns toner @\$295=\$580	300	200	300
		Print Cartridges:color and b/w = \$400	300	300	300
		Other: pens, paper, etc.	150	150	150
<b>TOTAL</b>			<b>1,000</b>	<b>900</b>	<b>1,000</b>
14112	5710	<b>IN STATE TRAVEL, MEETINGS</b>			
		Tolls, Parking, Seminars	500	450	500
<b>TOTAL</b>			<b>500</b>	<b>450</b>	<b>500</b>
14112	5730	<b>DUES &amp; SUBSCRIPTIONS</b>			
		ENR, American Society of Civil Engineers, Essex County Highway Assoc.	1,000	900	1,000
<b>TOTAL</b>			<b>1,000</b>	<b>900</b>	<b>1,000</b>
14112	5851	<b>OFFICE EQUIPMENT</b>			
		Replacement/repair of scanner, fax, etc.	500	450	500
<b>TOTAL</b>			<b>500</b>	<b>450</b>	<b>500</b>
<b>TOTAL PROPOSED</b>			<b>3,500</b>	<b>3,150</b>	<b>3,500</b>

# Engineering – Sewer Enterprise

## Mission Statement – Why We Exist

The Engineering Department provides technical expertise related to connections to, and extension of, the municipal wastewater collection system. All sewer infrastructure improvement projects are managed by the Engineering Department. The City Engineer is Salem's representative on the South Essex Sewerage District's (SESD) board of directors. The Engineering Department manages the contracted operations and maintenance effort, including utility and supply costs, for the City's 8 wastewater pumping stations and mechanical tide gates is the outlet of the Forest River to Salem Harbor.

Engineering is also responsible for the billing of all wastewater 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 over 4,000 water and sewer bills monthly; approximately 25% requiring analysis and estimating. Funding for the efforts described herein is derived from the Sewer Enterprise System.

## Significant Budget & Staffing Changes For FY 2011

There are no significant changes.

## Recent Accomplishments

- Continued efforts to identify and remove illicit (direct sanitary) connections to the City's drainage systems. Efforts have focused on the Derby Wharf and North River Outfall locations, in response to Notices of Non-Compliance issued to the City from DEP.
- Managed for the third year liens on overdue water, sewer and trash bills to 4<sup>th</sup> quarter real estate tax bills; resulting in major revenue influx, estimated at over \$150,000 (sewer only).
- Advanced CIP funded projects to address flooding issues and storm water collection system deficiencies city-wide, including the South River, Forrester Street, Station Road and Moffat Street, and Orleans Avenue drainage studies.
- Advanced a city-wide Infiltration / Inflow (I/I) Study which metered the entire city's wastewater collection system and identified areas cost effective for further study. This project is being funded through SESD's capital improvements account and is ultimately a cost reducing effort, as extraneous flows to sesd will be eliminated, reducing Salem's flow component.
- Managed the new contract operator for the City's wastewater pumping stations and along with a \$400,000 CIP program to upgrade the pump stations and reduce future Operation and Maintenance costs.
- Continued efforts to streamline the water and sewer billing system and to expeditiously resolve any billing disputes in a customer friendly manner.

## FY 2011 Goals & Objectives

- Continue illicit connection detection and removal program.
- Continue resolving flooding and collection system deficiencies city-wide.
- Continue Infiltration & Inflow study.
- Manage the new contractor operator of the City's wastewater pump stations.
- Manage the City's efforts related to EPA's newly mandated storm water permit, which will require expenditures on our storm water collection and conveyance systems.
- Evaluate the need for sewer extensions in areas currently unsewered.

<b>Outcomes and Performance Measurers</b>	<b>Actual FY 2008</b>	<b>Actual FY 2009</b>	<b>Estimated FY 2010</b>	<b>Estimated FY 2011</b>
Number of new 5/8 inch meters and/or heads installed	70	75	75	80
Number of over 5/8 inch meters installed	12	15	15	15
Number of on-site appointments	572	583	595	625

## How FY 2011 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 wastewater and storm water collection and conveyance infrastructure.

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## CITY OF SALEM - FY 2011 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	
			FY 2009	FY 2010	FY 2010	FY 2010	FY 2011	FY 2011	
<b>Sewer-Engineer-Personnel</b>									
600131	5111	SALARIES-FULL TIME	146,580.05	162,915.00	162,915.00	144,196.63	162,915.00	164,487.00*	
600131	5131	OVERTIME (GENERAL)	5,245.55	5,790.00	5,790.00	4,353.09	5,790.00	5,790.00	
600131	5150	FRINGE/STIPENDS	0.00	1,995.00	1,995.00	0.00	1,900.00	1,900.00	
<b>Total Sewer-Engineer-Personnel</b>			<b>151,825.60</b>	<b>170,700.00</b>	<b>170,700.00</b>	<b>148,549.72</b>	<b>170,605.00</b>	<b>172,177.00</b>	<b>0.87%</b>
<b>Sewer-Engineer-Expenses</b>									
600132	5211	ELECTRICITY-PUMP STATION	36,798.22	37,000.00	37,000.00	16,879.24	37,000.00	37,000.00	
600132	5278	TELEPHONE EQUIP-PUMP STATION	1,279.45	1,200.00	1,200.00	1,181.01	1,000.00	1,000.00	
600132	5283	SEWER LINE LEASE	700.00	700.00	700.00	700.00	700.00	700.00	
600132	5305	ACCOUNTING AND AUDIT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
600132	5317	EDUCATIONAL TRAINING	2,373.00	3,500.00	3,500.00	245.00	3,500.00	2,500.00*	
600132	5342	POSTAGE	7,000.00	7,000.00	7,000.00	6,022.19	7,200.00	7,200.00	
600132	5375	PUMP STAT OP & MAINT	69,915.66	65,000.00	110,000.00	57,118.20	65,000.00	65,000.00	
600132	5381	PRINTING AND BINDING	9,049.00	7,000.00	7,000.00	5,149.09	7,000.00	7,000.00	
600132	5421	OFFICE SUPPLIES (GEN	1,718.63	2,000.00	2,000.00	289.63	2,000.00	1,000.00*	
600132	5445	PUMP STATION SUPPL	29,347.63	10,000.00	10,000.00	3,775.42	10,000.00	10,000.00	
600132	5520	SOFTWARE SUPPORT/ENHANCEMEI	500.00	2,200.00	2,200.00	1,618.87	2,200.00	1,500.00*	
600132	5710	IN STATE TRAVEL/MEETINGS	1,250.89	1,400.00	1,400.00	352.10	1,400.00	1,000.00*	
600132	5780	OTHER EXPENSES	3,949.27	4,000.00	4,000.00	2,678.53	4,000.00	4,000.00	
600132	5837	SEWER SYS IMPROV PROG	30,132.49	20,000.00	20,000.00	17,904.61	20,000.00	20,000.00	
600132	5869	COMPUTER EQUIP/TECH	1,963.07	3,000.00	3,000.00	2,429.93	3,000.00	2,500.00*	
<b>Total Sewer-Engineer-Expenses</b>			<b>198,477.31</b>	<b>166,500.00</b>	<b>211,500.00</b>	<b>118,843.82</b>	<b>166,500.00</b>	<b>162,900.00</b>	<b>-2.16%</b>
<b>235</b>	<b>441</b>	<b>Department Total</b>	<b>350,302.91</b>	<b>337,200.00</b>	<b>382,200.00</b>	<b>267,393.54</b>	<b>337,105.00</b>	<b>335,077.00</b>	<b>-0.63%</b>

**FY 2011 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES**

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Council FY 2010	Code	F T E	# Hours Wkly = 1	# Board Meetings	Dept Rate FY 2010 2.0%	Dept Rate FY 2011 2.0%	Dept Request FY 2011 52.2	Dept - 10% Reduction FY 2011 52.2	Mayor FY 2011
CRIPPS	CHERYL	235 SEWER-ENGINEERING	600131-5111 SECRETARY		11,860.10		0.3	33%		688.50	702.27	11,860.10	11,860.10	12,097.30
DUBINSKY	ELLEN	235 SEWER-ENGINEERING	600131-5111 ADMIN ASSISTANT		4,392.10		0.1	10%		841.40	858.23	4,392.10	4,392.10	4,479.94
KNOWLTON	DAVID	235 SEWER-ENGINEERING	600131-5111 CITY ENGINEER	5/21/2007	28,648.03		0.3	33%		1,663.07	1,696.33	28,648.03	28,648.03	29,220.99
LEVINE	TRILLIUM	235 SEWER-ENGINEERING	600131-5111 GIS		10,711.12		0.2	20%		1,025.97	1,046.49	10,711.12	10,711.12	10,925.35
ROSE	JULIE	235 SEWER-ENGINEERING	600131-5111 BUSINESS MGR/WTR REG		22,946.28		0.4	40%		1,098.96	1,120.94	22,946.28	22,946.28	23,405.21
					84,357.29		2.0			Total AFSCME 1818		84,357.29	84,357.29	84,357.29
					<b>162,914.93</b>		<b>3.4</b>	<b>Total Full Time - 5111</b>				<b>162,914.93</b>	<b>162,914.93</b>	<b>164,486.08</b>
		235 SEWER-ENGINEERING	600131-5131 OVERTIME		5,790.00				0.0			5,790.00	5,790.00	5,790.00
		235 SEWER-ENGINEERING	600131-5150 AFSCME Stipend		2,375.00				2.0	950.00	950.00	1,900.00	1,900.00	1,900.00
					<b>171,079.93</b>		<b>3.4</b>	<b>Department Total</b>				<b>170,604.93</b>	<b>170,604.93</b>	<b>172,176.08</b>

	FY 2009	FY 2010	FY 2011	Variance
<b>Full-Time Equivalent Employees:</b>	2.8	3.9	3.9	0.0

FY 2011 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2010 52.2	F T E	Rate FY 2010 2.0%	Rate FY 2011 0.0%	STEP INCREASES				Dept Request FY 2011 52.2	Dept 10% Reduction FY 2011 52.2	Mayor FY 2011 52.2	LONGEVITY
									Date	Rate	# Wks	New				
BRENNAN	ARTHUR	235 SEWER - ENGINEERING	600131-5111 WATER METER READER	09141998	20,151.34	0.5	772.08	772.08				50%	20,151.34	20,151.34	20,151.34	
GRIGGS	DONNA	235 SEWER - ENGINEERING	600131-5111 PRINCIPAL CLERK	2/27/2006	20,803.61	0.5	797.07	797.07				50%	20,803.61	20,803.61	20,803.61	
MCCARTHY JR	JOHN	235 SEWER - ENGINEERING	600131-5111 WATER METER READER	04301990	20,151.16	0.5	772.08	772.08				50%	20,151.16	20,151.16	20,151.16	
WHITTEN	CYNTHIA	235 SEWER - ENGINEERING	600131-5111 ASST WATER REG	7/1/2003	23,251.19	0.5	890.85	890.85	-			50%	23,251.19	23,251.19	23,251.19	
					<b>84,357.29</b>	<b>2.0</b>					<b>84,357.29</b>	<b>84,357.29</b>	<b>84,357.29</b>	<b>84,357.29</b>	<b>-</b>	

FY 2011 DETAILED BUDGET REPORT  
EXPENSES

Engineering - Sewer Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Dept Request 10% Cut	Approved by Mayor
600132	5211	ELECTRICITY: Reduced each by 10%			
		Almeda Street-\$100x12; 1200	1,080	972	1,080
		Ravenna Ave-\$400x12+\$4800	4,600	4,140	4,600
		Jefferson Ave Pump-600x12, \$7,200	6,480	5,832	6,480
		Home St - \$500 x 12 = \$6000	5,400	4,860	5,400
		March St - \$400 x 12 = \$4800	4,320	3,888	4,320
		Wilson St. Pump 500 X 12 = 6000	5,400	4,860	5,400
		Highland Ave Pump 500 X 12 =6000	5,400	4,860	5,400
		Swampscott - \$200x 12 = 2280	2,160	1,944	2,160
		Swampscott Rd. Pump 330 - 200 X 12 = 2400	2,160	1,944	2,160
	<b>TOTAL</b>		<b>37,000</b>	<b>33,300</b>	<b>37,000</b>
600132	5278	TELEPHONE EQUIP LEASE			
		Various phone lines, alarms and fax lines to support sewer pumping stations	1,000	900	1,000
		March St. 745-4278, Ravenna Ave. 741-1871, Swampscott Rd. 745-9615			
	<b>TOTAL</b>		<b>1,000</b>	<b>900</b>	<b>1,000</b>
600132	5283	SEWER LINE LEASE			
		Fees charge by MBTA for use of lines under commuter rail tracks	700	630	700
	<b>TOTAL</b>	Quarterly payments of 78.75 X 4= 315 and one annual payment of 315.00	<b>700</b>	<b>630</b>	<b>700</b>
600132	5305	ACCOUNTING AND AUDITING			
		Annual service for audits, contracted through Finance Dept.	2,500	2,500	2,500
	<b>TOTAL</b>		<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
600132	5317	EDUCATIONAL TRAINING			
		Misc. training courses as needed	-	-	-
		Munis training and support: Crystal Program, Interface with billing, reprogramming liens, etc.	3,500	3,150	2,500
	<b>TOTAL</b>		<b>3,500</b>	<b>3,150</b>	<b>2,500</b>
600132	5342	POSTAGE			
		Total cost of postage for mailing w/s bills @ \$1,500/month @ 50%	7,200	6,480	7,200
		Water and Sewer department; updated by K&R on 2/10-recommend adding 2%			
	<b>TOTAL</b>		<b>7,200</b>	<b>6,480</b>	<b>7,200</b>
600132	5375	PUMP STATION OPERATION & MAINT			
			65,000	58,250	65,000
		Water Department in FY11 (60% sewer, 40% water)			
	<b>TOTAL</b>		<b>65,000</b>	<b>58,250</b>	<b>65,000</b>
600132	5381	PRINTING AND BINDING			
		Total cost of printing for mailing w/s bills @ 1,500/month @ 50%	6,000	5,400	6,000
		Inserts once a year	1,000	900	1,000
	<b>TOTAL</b>	cost would almost triple if we go to montly billing	<b>7,000</b>	<b>6,300</b>	<b>7,000</b>
600132	5421	OFFICE SUPPLIES (GENERAL)			
		Printer paper - \$500 Printing - \$300 - Misc. general office supplies purchased	1,000	900	1,000
		under State Bid, supplies for office machines: fax, printers, toner			
		Supplies for colored printers	1,000	900	-
	<b>TOTAL</b>		<b>2,000</b>	<b>1,800</b>	<b>1,000</b>
600132	5445	PUMP STATION SUPPLIES			
		50% of costs for pump station op and Maint. Will be shared with the	10,000	9,000	10,000
		Sewer Department in FY11			
	<b>TOTAL</b>		<b>10,000</b>	<b>9,000</b>	<b>10,000</b>

FY 2011 DETAILED BUDGET REPORT  
EXPENSES

Engineering - Sewer Enterprise - 235

ORG	OBJECT	DESCRIPTION	Dept Request	Dept Request 10% Cut	Approved by Mayor
600132	5520	COMPUTER SOFTWARE & SUPPORT Licensing for second computer(\$1,650); 1 day ltron support(\$2,800) at 50%	2,200	1,980	1,500
<b>TOTAL</b>			<b>2,200</b>	<b>1,980</b>	<b>1,500</b>
600132	5710	IN STATE TRAVEL & MEETINGS tolls, parking, seminars, etc.	1,400	1,260	1,000
<b>TOTAL</b>			<b>1,400</b>	<b>1,260</b>	<b>1,000</b>
600132	5780	OTHER EXPENSES Reimbursement for maintenance of licenses for meter readers per AFSCME Copier at \$300/month; 6 months; half in Water Newspaper ads	750 2,000 1,250 4,000	675 1,800 1,125 3,600	750 2,000 1,250 4,000
600132	5837	Sewer System Improvement Program Work contracted for improvements to system to various vendors	20,000	18,000	20,000
<b>TOTAL</b>			<b>20,000</b>	<b>18,000</b>	<b>20,000</b>
600132	5869	COMPUTER EQUIPMENT/TECH The server at \$4,300, \$491.00 for the Windows 2003 Server Standard Edition, \$1,000 for one day for Server Migration and \$166 for Veritas Backup Exec Remote Agent License	3,000	2,700	2,500
<b>TOTAL</b>			<b>3,000</b>	<b>2,700</b>	<b>2,500</b>
<b>TOTAL PROPOSED</b>			<b>166,500</b>	<b>149,850</b>	<b>162,900</b>

# ***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.

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 Water Department of Public Services 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 2011

There are no significant changes.

## Recent Accomplishments

- Managed for the second year in a row liens on overdue water, sewer and trash bills to 4<sup>th</sup> quarter real estate tax bills; resulting in over \$65,000 of revenues.
- Applied for third year of a DEP grant to subsidize 50 rain to be purchased by citizens of the City of Salem; not issued due to state budget constraints.
- Continued providing effective billing and meter repair for water consumed with a minimum of billing issues.
- Ensured 95% of water meters are read at least annually.
- Bid to water meter suppliers the procurement of over 9,000 new water meters and readings system. Bids will be opened by the end of this fiscal year and early in FY2011, meters will start to be replaced.
- 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.

- Procured and started a new contract operator for the City's water pumping stations storage facilities and created a CIP program to upgrade the pump stations and reduce future Operation and Maintenance 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.
- Assumed management responsibility of the City's back flow inspection, testing and survey program. The City procured the services of an engineering services company to take over the implementation of the program.
- Coordinated design of a replacement transmission main on the Liberty Street bridge with the Massachusetts Highway Department and the Town of Danvers
- Completed plans and bid construction documents for the cleaning and lining of Salem's 20-inch water transmission main in Beverly. Work will begin in FY2010 and be completed in the next fiscal year.
- Worked with Salem Sound Coast watch to fund and promote annual Greens capes program

## FY 2011 Goals & Objectives

- Continue to increase public awareness of water conservation through Earth Day, June Chamber event; EPA WaterSense event and collaborating with other organizations.
- Improve unaccounted for water through improved reporting, new meter installation, and CIP project implementation.
- Move forward in implementation of new metering system.
- Continue to coordinate with developers of the Wal-Mart and Lowes property on Highland Avenue, with respect to relocating the City's elevated water storage tank. Calendar year 2010 is expected to be spent by the developers initiating site work on the project and 2011 should see the start of the tank construction.
- Complete city-wide survey of businesses, institutions and municipal facilities to ensure proper backflow precautions are in place.
- Manage and oversee the construction of the cleaning and lining of 20-inch transmission on Rantoul Street in Beverly.
- Renew city-wide leak detection efforts to continue reducing the City's unaccounted for water.
- Manage the new contract operator of the City's water pump stations and storage facilities.
- Procure specialty contractors to repair the lining of the Gallows Hill Tank and interior defects found in the Folly Hill Reservoir.

<b>Outcomes and Performance Measurers</b>	<b>Actual FY 2008</b>	<b>Actual FY 2009</b>	<b>Estimated FY 2010</b>	<b>Estimated FY 2011</b>
Number of new 5/8 inch meters installed	70	75	75	80
Number of over 5/8 inch meters installed	12	15	15	15
Number of on-site appointments	572	583	595	625

## How FY 2011 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.

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**CITY OF SALEM - FY 2011 OPERATING BUDGET**

			<b>Expenditures</b>	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Y-T-D Expenses</b>	<b>Department</b>	<b>Mayor</b>	
			<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2011</b>	
<b>Water-Engineer-Personnel</b>									
610131	5111	SALARIES-FULL TIME	146,581.48	162,915.00	162,915.00	144,298.21	162,915.00	164,487.00*	
610131	5131	OVERTIME (GENERAL)	5,018.47	5,790.00	5,790.00	4,353.09	5,790.00	5,790.00	
610131	5150	FRINGE/STIPENDS	2,287.50	1,995.00	1,995.00	0.00	1,900.00	1,900.00	
<b>Total Water-Engineer-Personnel</b>			<b>153,887.45</b>	<b>170,700.00</b>	<b>170,700.00</b>	<b>148,651.30</b>	<b>170,605.00</b>	<b>172,177.00</b>	<b>0.87%</b>
<b>Water-Engineer-Expenses</b>									
610132	5211	ELECTRICITY-PUMP STATION	244,198.06	250,000.00	250,000.00	198,360.56	250,000.00	250,000.00	
610132	5233	COMPUTER MAINTENANCE	8,000.00	5,000.00	5,000.00	400.00	4,800.00	3,000.00*	
610132	5278	TELEPHONE EQUIP-PUMP STATION	4,182.10	5,000.00	5,000.00	3,411.39	5,000.00	5,000.00	
610132	5305	ACCOUNTING AND AUDIT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
610132	5317	EDUCATIONAL TRAINING	211.26	5,400.00	5,400.00	1,510.00	5,400.00	2,500.00*	
610132	5342	POSTAGE	6,964.66	7,000.00	7,000.00	6,693.12	7,200.00	7,200.00	
610132	5375	PUMP STAT OP & MAINT	84,762.17	35,000.00	35,000.00	25,420.92	35,000.00	35,000.00	
610132	5381	PRINTING AND BINDING	7,000.00	7,000.00	7,000.00	6,020.05	7,000.00	7,000.00	
610132	5421	OFFICE SUPPLIES (GEN	1,226.00	2,000.00	2,000.00	1,123.66	2,000.00	2,000.00	
610132	5445	PUMP STATION SUPPL	15,887.90	20,000.00	20,000.00	6,574.13	20,000.00	15,000.00*	
610132	5519	COMPUTER SOFTWARE	800.00	2,200.00	2,200.00	1,608.05	2,200.00	2,200.00	
610132	5538	WATER METERS (REV)	18,710.30	20,000.00	20,000.00	12,853.67	20,000.00	20,000.00	
610132	5692	STATE TAXES	18,419.42	20,000.00	20,000.00	19,059.86	20,000.00	20,000.00	
610132	5710	IN STATE TRAVEL/MEETINGS	310.00	500.00	500.00	63.93	500.00	500.00	
610132	5780	OTHER EXPENSES	5,489.27	3,500.00	3,500.00	1,781.28	3,500.00	3,500.00	
610132	5835	WATER SYS IMPR PROG	63,457.10	10,000.00	10,000.00	1,097.00	10,000.00	5,000.00*	
610132	5869	COMPUTER EQUIP/TECH	3,595.00	4,595.00	4,595.00	3,510.95	4,595.00	4,595.00	
<b>Total Water-Engineer-Expenses</b>			<b>485,713.24</b>	<b>399,695.00</b>	<b>399,695.00</b>	<b>291,988.57</b>	<b>399,695.00</b>	<b>384,995.00</b>	<b>-3.68%</b>
<b>235</b>	<b>451</b>	<b>Department Total</b>	<b>639,600.69</b>	<b>570,395.00</b>	<b>570,395.00</b>	<b>440,639.87</b>	<b>570,300.00</b>	<b>557,172.00</b>	<b>-2.32%</b>

**FY 2011 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES**

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Council FY 2010	Code	F T E	# Hours Wkly = 1	# Board Meetings	Dept Rate FY 2010 2.0%	Dept Rate FY 2011 2.0%	Dept Request FY 2011 52.2	Dept - 10% Reduction FY 2011 52.2	Mayor FY 2011
CRIPPS	CHERYL	235 WATER-ENGINEERING	610131-5111 SECRETARY		11,860.10		0.3	33%		688.50	702.27	11,860.10	11,860.10	12,097.30
DUBINSKY	ELLEN	235 WATER-ENGINEERING	610131-5111 ADMIN ASSISTANT		4,392.10		0.1	10%		841.40	858.23	4,392.10	4,392.10	4,479.94
KNOWLTON	DAVID	235 WATER-ENGINEERING	610131-5111 CITY ENGINEER	5/21/2007	28,648.03		0.3	33%		1,663.07	1,696.33	28,648.03	28,648.03	29,220.99
LEVINE	TRILLIUM	235 WATER-ENGINEERING	610131-5111 GIS		10,711.12		0.2	20%		1,025.97	1,046.49	10,711.12	10,711.12	10,925.35
ROSE	JULIE	235 WATER-ENGINEERING	610131-5111 BUSINESS MGR/WTR REG	2/1/2007	22,946.28		0.4	40%		1,098.96	1,120.94	22,946.28	22,946.28	23,405.21
					84,357.29		2.0			Total AFSCME 1818		84,357.29	84,357.29	84,357.29
					<b>162,914.93</b>		<b>3.4</b>	<b>Total Full Time - 5111</b>				<b>162,914.93</b>	<b>162,914.93</b>	<b>164,486.08</b>
		235 WATER-ENGINEERING	610131-5131 OVERTIME		5,790.00				0.0			5,790.00	5,790.00	5,790.00
		235 WATER-ENGINEERING	610131-5150 AFSCME Stipend		2,375.00				2.0	950.00	950.00	1,900.00	1,900.00	1,900.00
					<b>171,079.93</b>		<b>3.4</b>	<b>Department Total</b>				<b>170,604.93</b>	<b>170,604.93</b>	<b>172,176.08</b>

	FY 2009	FY 2010	FY 2011	Variance
<b>Full-Time Equivalent Employees:</b>	2.8	3.9	3.9	0.0

FY 2011 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2010	F T E	Rate FY 2010	Rate FY 2011	STEP INCREASES				Dept Request FY 2011	Dept 10% Reduction FY 2011	Mayor FY 2011	LONGEVITY
									Date	Rate	# Wks					
									Old	New						
BRENNAN	ARTHUR	235 WATER - ENGINEERING	610131-5111 WATER METER READER	09141998	20,151.34	0.5	772.08	772.08				50%	20,151.34	20,151.34	20,151.34	
GRIGGS	DONNA	235 WATER - ENGINEERING	600131-5111 PRINCIPAL CLERK	2/27/2006	20,803.61	0.5	797.07	797.07				50%	20,803.61	20,803.61	20,803.61	
MCCARTHY JR	JOHN	235 WATER - ENGINEERING	610131-5111 WATER METER READER	04301990	20,151.16	0.5	772.08	772.08				50%	20,151.16	20,151.16	20,151.16	
WHITTEN	CYNTHIA	235 WATER - ENGINEERING	610131-5111 ASST WATER REG	7/1/2003	23,251.19	0.5	890.85	890.85				50%	23,251.19	23,251.19	23,251.19	
					<b>84,357.29</b>	<b>2.0</b>					<b>84,357.29</b>	<b>84,357.29</b>	<b>84,357.29</b>	<b>84,357.29</b>	<b>-</b>	

**FY 2011 DETAILED BUDGET REPORT  
EXPENSES**

**Engineering - Water Enterprise - 235**

<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>Dept Request</b>	<b>Dept Request 10% Cut</b>	<b>Approved by Mayor</b>
<b>610132</b>	<b>5211</b>	<b>ELECTRICITY</b>			
		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	225,000	202,500	225,000
		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	6,480	7,200
		Colby St - \$100 x 12 = \$1200; accounts	1,200	1,080	1,200
		Highland Ave P. 2000 X12	16,600	14,940	16,600
	<b>TOTAL</b>		<b>250,000</b>	<b>225,000</b>	<b>250,000</b>
<b>610132</b>	<b>5233</b>	<b>COMPUTER MAINTENANCE</b>			
		Water Meter Itron annual support agreement	-		-
		Itron, MVRS, RAMAR, ConFigIT			
		Maintenance for Metron Meters, new reading system, new batteries	4,800	4,320	3,000
		Support from Itron on billing system	-		-
	<b>TOTAL</b>		<b>4,800</b>	<b>4,320</b>	<b>3,000</b>
<b>610132</b>	<b>5278</b>	<b>TELEPHONE EQUIP LEASE</b>			
		Various phone lines, alarms and fax lines to support water pumping stations and reservoirs SBPS, 922-2595; 232-6503; trunk line	5,000	4,500	5,000
		Highland Avenue; 744-1684, Gallows Hill, 740-2735., Folly Hill; 777-6824			
	<b>TOTAL</b>		<b>5,000</b>	<b>4,500</b>	<b>5,000</b>
<b>610132</b>	<b>5305</b>	<b>ACCOUNTING AND AUDITING</b>			
		Annual service for audits, contracted through Finance Dept.	2,500	2,500	2,500
	<b>TOTAL</b>		<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>610132</b>	<b>5317</b>	<b>EDUCATIONAL TRAINING</b>			
		One day seminars and training sessions	1,000	900	1,000
		Munis training: Crystal Program, Interface with billing, etc.	4,400	3,960	1,500
	<b>TOTAL</b>		<b>5,400</b>	<b>4,860</b>	<b>2,500</b>
<b>610132</b>	<b>5342</b>	<b>POSTAGE</b>			
		Total cost of postage for mailing w/s bills @ \$1,500/month @ 50% W&S Depts	7,200	6,480	7,200
	<b>TOTAL</b>	Water and Sewer department; updated by K&R on 2/10-recommend adding 2%	<b>7,200</b>	<b>6,480</b>	<b>7,200</b>
<b>610132</b>	<b>5375</b>	<b>Pump Station OP &amp; Maintenance</b>			
		Water Department in FY 11 (60% sewer, 40% water)	35,000	31,250	35,000
		Annual Cost for Grade 3 or 4 contracted water license employee	-		-
	<b>TOTAL</b>		<b>35,000</b>	<b>31,250</b>	<b>35,000</b>
<b>610132</b>	<b>5381</b>	<b>PRINTING AND BINDING</b>			
		Total cost of printing for mailing w/s bills @ 1,500/month @ 50%	6,000	5,400	6,000
		Inserts once a year	1,000	900	1,000
	<b>TOTAL</b>	Water and Sewer department; updated by K&R on 2/09	<b>7,000</b>	<b>6,300</b>	<b>7,000</b>

**FY 2011 DETAILED BUDGET REPORT  
EXPENSES**

**Engineering - Water Enterprise - 235**

<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>Dept Request</b>	<b>Dept Request 10% Cut</b>	<b>Approved by Mayor</b>
610132	5421	<b>OFFICE SUPPLIES (GENERAL)</b> Printer paper - \$500 Printing - \$300 - Misc. general office supplies purchased under State Bid, supplies for office machines: fax, printers, toner Supplies for colored printers	1,000	900	1,000
<b>TOTAL</b>			<b>1,000</b>	<b>900</b>	<b>1,000</b>
610132	5445	<b>Pump Station Supplies</b> 50% of costs for pump station op and Maint. Will be shared with Sewer in FY11	20,000	18,000	15,000
<b>TOTAL</b>			<b>20,000</b>	<b>18,000</b>	<b>15,000</b>
610132	5520	<b>COMPUTER SOFTWARE &amp; SUPPORT</b> Licensing for second computer(\$1,650); 1 day Itron support(\$2,800) at 50%	2,200	1,980	2,200
<b>TOTAL</b>			<b>2,200</b>	<b>1,980</b>	<b>2,200</b>
610132	5538	<b>WATER METERS</b> Misc. water meters for replacements (Neptune and Metron), meter supplies: MIU's, TranspondITs, meter heads, freeze plates, flanges, seals Approximate of average spending for prior 3 years	10,000	9,000	10,000
<b>TOTAL</b>			<b>10,000</b>	<b>9,000</b>	<b>10,000</b>
610132	5692	<b>STATE TAXES</b> State fee charged per capita annually for water usage & taxes for Danvers Folly Hill	20,000	18,000	20,000
<b>TOTAL</b>			<b>20,000</b>	<b>18,000</b>	<b>20,000</b>
610132	5710	<b>IN STATE TRAVEL &amp; MEETINGS</b> Tolls, parking, seminars, etc.	500	450	500
<b>TOTAL</b>			<b>500</b>	<b>450</b>	<b>500</b>
610132	5780	<b>OTHER EXPENSES (meter readers, \$750 per person)</b> Reimbursement for maintenance of licenses for meter readers per AFSCME Copier at \$300/month; 6 months Newspaper ads	500 3,000 -	450 2,700 -	500 3,000 -
<b>TOTAL</b>			<b>3,500</b>	<b>3,150</b>	<b>3,500</b>
610132	5835	<b>WATER SYSTEM IMPROVEMENT PROGRAM</b> Work contracted for improvements to system to various vendors	10,000	9,000	5,000
<b>TOTAL</b>			<b>10,000</b>	<b>9,000</b>	<b>5,000</b>
610132	5869	<b>COMPUTER EQUIPMENT/TECH</b>  The server at \$4,300, \$491.00 for the Windows 2003 Server Standard Edition, \$1,000 for one day for Server Migration and \$166 for Veritas Backup Exec Remote Agent License	4,595	4,136	4,595
<b>TOTAL</b>			<b>4,595</b>	<b>4,136</b>	<b>4,595</b>
<b>TOTAL PROPOSED</b>			<b>399,695</b>	<b>359,726</b>	<b>384,995</b>

# Engineering – Trash Enterprise

## Mission Statement – Why We Exist

The Engineering Department provides management oversight of the City's curb-side, weekly, solid waste and recycling collection program and is responsible for developing and managing the trash fee collection program, implementing new policies and procedures as they arise, and resolving any problems with the program. Any trash related complaint calls received are also resolved. The Business manager also coordinates and staffs the City's volunteer recycling committee, SalemRecycles, and assists with their events to promote recycling throughout the year.

The Department continues to process billing to over 1,300 accounts monthly; generating over \$650,000 in income annually including the liens process during the third property tax billing period.

Funding for the efforts described herein is derived from the Trash Enterprise System.

## Significant Budget & Staffing Changes For FY 2011

There are no significant changes.

## Recent Accomplishments

- Achieved great success in increasing recycling rate from 9% to 18% through collateral material, SATV shows, newspaper articles, mailings and flyers distribution, participation in many events such as Science Fair, Book Swaps, Garbage Dreams showing, Earth Days, Green Day, Clean Salem Green Salem, Recycling contests, city-wide science fair, Neighborhood Association meetings, etc.
- Successfully managed the second year of the new solid waste collection contract including waste limitations, cardboard ban, and weekly recycling; resulted in 26% reduction in solid waste for calendar 2009.
- Processed trash fee liens letters and processed final liens resulting in collection of over \$40,000.
- Continued to process letters for new owners of residential properties; which has resulted in several dozen new trash accounts each year; currently billing over 1,300 accounts at \$650,000 annualized rate.
- Continued to staff Recycling Committee which continues to be instrumental in developing and implementing educational program for new trash contract including: two SATV programs, production of various flyers, postcards sent to residents, community outreach, continual website updates and Salem Gazette news articles.
- SalemRecycles won three major awards in calendar 2009: EPA, Phoenix School and MassRecycle.
- Recycling Committee also participated in Green Fair, various Earth Day events, Green Pavilion at the Topsfield Fair, hosted a Shredding and Book Swap days. They have also begun work on a Green Website for the City.

- Worked with interested parties including Mayor’s office, collection contractor and Board of Health to determine warning and rejection sticker process; along with enforcement procedure.
- Applied for and received a DEP technical assistance grant, valued at over \$3,000; allowing for DEP expertise in developing RFP for new solid waste collections contract
- Continued to improve public recycling through community awareness and purchase of additional Canables.
- Applied for and received DEP technical assistance grant to review potential for PAYT trash collection in Salem.
- Managed for the third year a City-wide effort to implement liens program; where properties with trash fees 180 days in arrears were liened to the 4<sup>th</sup> quarter real estate tax bill
- Fielded hundreds of calls to educate public on trash and recycling pick-up contract.
- Spoke about Salem’s successes at several meetings including quarterly Municipal, MACCP, and MassRecycle conference.
- Applied for and received a DEP grant for technical assistance to evaluate the economics of a PAYT program for the city; also received additional recycling flyers to be handed out at various events.
- Continues to provide technical assistance for the sale of the transfer station on Swampscott Road.

## FY 2011 Goals & Objectives

- Continue to successfully implement the new solid waste collection and recycling program, including many educational initiatives such as Earth Day, Shredding Day, Book Swaps and participation in the City-wide Science Fair.
- Evaluate the potential financial benefit to switch collection program from the current flat fee basis, to a per ton basis; also determine the feasibility of implementing a partial PAYT program to further reduce waste disposal.
- Continue with liens process for delinquent bills (in conjunction with MIS, Collections, and Assessors).

<b>Outcomes and Performance Measurers</b>	<b>Actual FY 2008</b>	<b>Actual FY 2009</b>	<b>Estimated FY 2010</b>	<b>Estimated FY 2011</b>
Tons of trash	16,138	14,024	13,092	12,438
Tons of recycling	1,775	2,526	2,927	3,072
Recycling percentage	9.91%	15.3%	18.3%	19.8%
Cost of trash contract, in \$ Millions	2.40	2.45	2.55	2.6

## How FY 2011 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 investing in and promoting the recycling program.

5/20/2010

## CITY OF SALEM - FY 2011 OPERATING BUDGET

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			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	
			FY 2009	FY 2010	FY 2010	FY 2010	FY 2011	FY 2011	
<b>Trash Enterprise-Personnel</b>									
620031	5111	SALARIES-FULL TIME	69,080.88	34,564.00	34,564.00	29,016.98	34,760.00	35,234.00*	
620031	5131	OVERTIME (GENERAL)	0.00	500.00	500.00	0.00	500.00	500.00	
620031	5150	FRINGE/STIPENDS	650.00	285.00	285.00	-285.00	285.00	285.00	
<b>Total Trash Enterprise-Personnel</b>			<b>69,730.88</b>	<b>35,349.00</b>	<b>35,349.00</b>	<b>28,731.98</b>	<b>35,545.00</b>	<b>36,019.00</b>	<b>1.90%</b>
<b>Trash Enterprise-Expenses</b>									
620032	5291	SOLID WASTE COLLECTI	2,447,635.92	2,510,000.00	2,510,000.00	2,080,490.50	2,545,430.00	2,545,430.00	
620032	5298	TRASH REMOVAL-BAKERS ISLAND	10,560.00	10,700.00	10,700.00	10,560.00	10,700.00	10,700.00	
620032	5305	ACCOUNTING AND AUDIT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
620032	5317	EDUCATIONAL TRAINING	1,935.00	3,000.00	3,000.00	776.32	3,000.00	3,000.00	
620032	5342	POSTAGE	5,000.00	5,000.00	5,000.00	4,004.19	5,100.00	5,100.00	
620032	5381	PRINTING AND BINDING	4,100.00	5,000.00	5,000.00	4,579.05	5,000.00	5,000.00	
620032	5421	OFFICE SUPPLIES (GEN	0.00	500.00	500.00	165.72	500.00	500.00	
620032	5710	IN STATE TRAVEL/MEETINGS	50.00	0.00	0.00	0.00	0.00	0.00	
620032	5780	OTHER EXPENSES-RECYCLING	7,996.65	12,000.00	12,000.00	4,809.97	12,000.00	12,000.00	
<b>Total Trash Enterprise-Expenses</b>			<b>2,479,777.57</b>	<b>2,548,700.00</b>	<b>2,548,700.00</b>	<b>2,107,885.75</b>	<b>2,584,230.00</b>	<b>2,584,230.00</b>	<b>1.39%</b>
<b>235</b>	<b>442</b>	<b>Department Total</b>	<b>2,549,508.45</b>	<b>2,584,049.00</b>	<b>2,584,049.00</b>	<b>2,136,617.73</b>	<b>2,619,775.00</b>	<b>2,620,249.00</b>	<b>1.40%</b>

**FY 2011 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES**

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Council FY 2010	Code	F T E	# Hours Wkly = 1	# Board Meetings	Dept Rate FY 2010 2.0%	Dept Rate FY 2011 2.0%	Dept Request FY 2011 52.2	Dept - 10% Reduction FY 2011 52.2	Mayor FY 2011
CRIPPS	CHERYL	235 TRASH-ENGINEERING	620031-5111 EXECUTIVE SECRETARY		12,219.50		0.3	34%		688.50	702.27	12,219.50	12,219.50	12,463.89
ROSE	JULIE	235 TRASH-ENGINEERING	620031-5111 BUSINESS MGR/WTR REG	2/1/2007	11,473.14		0.2	20%		1,098.96	1,120.94	11,473.14	11,473.14	11,702.60
					10,870.56		0.3			<i>Total AFSCME 1818</i>		11,067.08	11,067.08	11,067.08
					<b>34,563.20</b>		<b>0.8</b>	<b>Total Full Time - 5111</b>				<b>34,759.72</b>	<b>34,759.72</b>	<b>35,233.57</b>
		235 TRASH-ENGINEERING	620031-5131 OVERTIME		500.00				0.0			500.00	500.00	500.00
		235 TRASH-ENGINEERING	620031-5150 AFSCME Stipend		285.00				0.3	950.00	950.00	285.00	285.00	285.00
					<b>35,348.20</b>		<b>0.8</b>	<b>Department Total</b>				<b>35,544.72</b>	<b>35,544.72</b>	<b>36,018.57</b>

	FY 2009	FY 2010	FY 2011	Variance
<b>Full-Time Equivalent Employees:</b>	1.7	0.8	0.8	0.0

FY 2011 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title	Hire Date	Budget FY 2010	F T E	Rate FY 2010	Rate FY 2011	STEP INCREASES				Dept Request FY 2011	Dept 10% Reduction FY 2011	Mayor FY 2011	LONGEVITY
									Date	Rate	# Wks					
									Old	New						
HANLON	KRISTIN	235 TRASH-ENGINEERING	620031-5111 SR CLERK TYPIST III	9/17/2007	10,870.56	0.3	706.71	706.71				30%	11,067.08	11,067.08	11,067.08	
					<b>10,870.56</b>	<b>0.3</b>							<b>11,067.08</b>	<b>11,067.08</b>	<b>11,067.08</b>	

**FY 2011 DETAILED BUDGET REPORT  
EXPENSES**

**Engineering - Trash Enterprise - 235**

<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>Dept Request</b>	<b>Dept Request 10% Cut</b>	<b>Approved by Mayor</b>
620032	5291	<b>SOLID WASTE COLLECTION</b> Trash contract negotiated	2,545,430	2,270,430	2,545,430
<b>TOTAL</b>			<b>2,545,430</b>	<b>2,270,430</b>	<b>2,545,430</b>
620032	5298	<b>TRASH REMOVAL</b> Baker's Island Trash - Contractual	10,700	9,630	10,700
<b>TOTAL</b>			<b>10,700</b>	<b>9,630</b>	<b>10,700</b>
620032	5305	<b>ACCOUNTING AND AUDITING</b> Annual service for audits, contracted through Finance Dept.	2,500	2,500	2,500
<b>TOTAL</b>			<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
620032	5317	<b>EDUCATIONAL TRAINING</b> Continued training and education on billing, liens, continued improvements in MUNIS system	3,000	2,700	3,000
<b>TOTAL</b>			<b>3,000</b>	<b>2,700</b>	<b>3,000</b>
620032	5342	<b>POSTAGE</b> Costs of mailing monthly trash bills to consumers 1,400 montly; costs updated by K&R on 2/10, increase by 2%	5,100	4,590	5,100
<b>TOTAL</b>			<b>5,100</b>	<b>4,590</b>	<b>5,100</b>
620032	5381	<b>PRINTING AND BINDING</b> 1,400 montly; costs updated by K&R on 2/10	5,000	4,500	5,000
<b>TOTAL</b>			<b>5,000</b>	<b>4,500</b>	<b>5,000</b>
620032	5421	<b>OFFICE SUPPLIES (GENERAL)</b> Copy paper - \$300 Misc. General office supplies purchased under State Bid.\$400 Cartridges/Toners \$300	500	450	500
<b>TOTAL</b>			<b>500</b>	<b>450</b>	<b>500</b>
620032	5710	<b>IN STATE TRAVEL &amp; MEETINGS</b> Tolls, parking, seminars, etc.	-	-	-
<b>TOTAL</b>			<b>-</b>	<b>-</b>	<b>-</b>
620032	5780	<b>OTHER EXPENSES</b> Purchase of canabales and other public recycling containers Website hosting General Expenses for events such as Clean Salem-Green Salem, Science Fairs, etc.	6,500 500 5,000	5,850 450 4,500	6,500 500 5,000
			<b>12,000</b>	<b>10,800</b>	<b>12,000</b>
<b>Total Proposed</b>			<b>2,584,230</b>	<b>2,305,600</b>	<b>2,584,230</b>