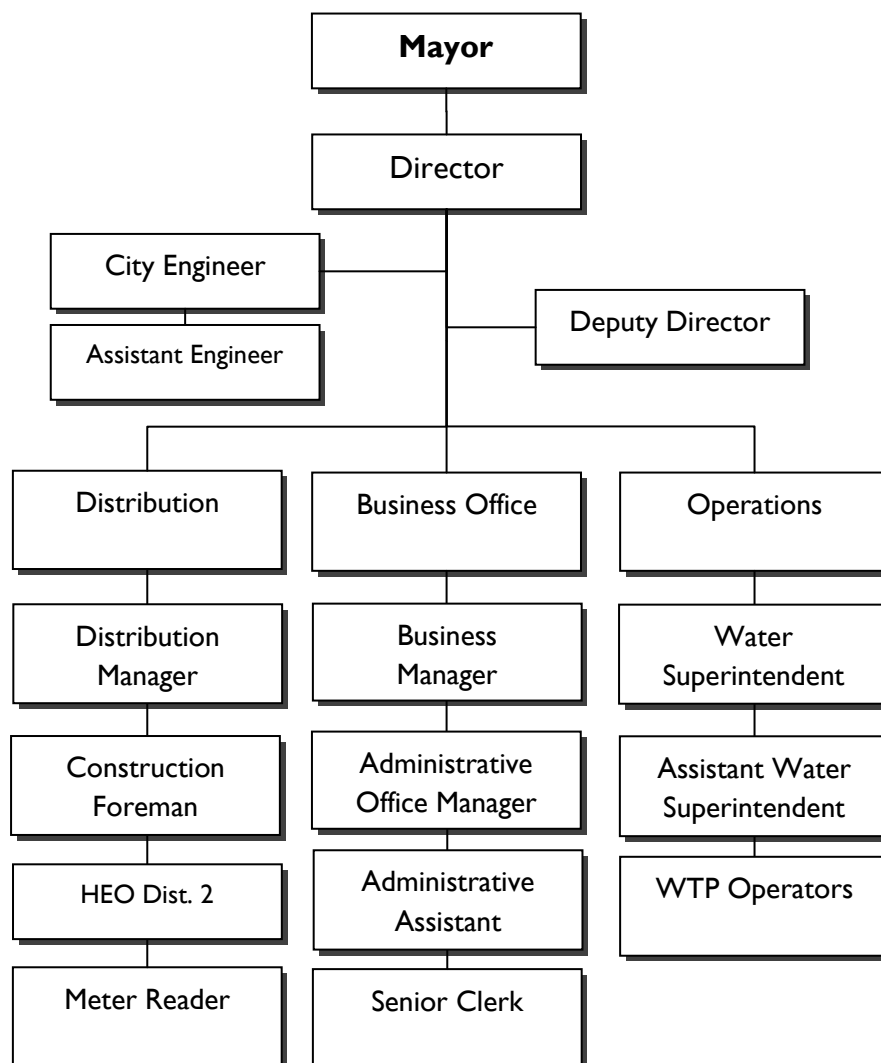


Section II: Enterprise Funds

DPS:Water Enterprise

MISSION STATEMENT

The mission of the Department of Public Services' Water Division is to provide safe and reliable water treatment, supply, storage and distribution services to all customers of the Division, as well as, to maintain the related infrastructure in a cost effective and environmentally sensitive manner for the short and long-term benefit of our customers and the environment.



FY 2013 ACCOMPLISHMENTS

- Completed bi-annual leak detection survey of the entire distribution system, including Newburyport, Newbury and Plum Island, detecting a total of 14 leaks including one main leak, six service leaks and seven hydrant leaks
- Repaired all leaks identified in the survey, saving an estimated 97,000 gallons per day in water leakage
- Strong Retained Earnings Balance due to consistent oversight and control of spending
- Construction underway on \$18.75M water system improvement project, which includes a new clearwell and pump station (Phase 1), distribution system improvements (Phase 2) and upgrades to the Water Treatment Plant (WTP) (Phase 3). The project is currently on schedule and under budget
- Phases 1 and 2 were substantially complete as of year-end
 - Constructed new clearwell and pump station
 - Implemented temporary measures for interim operation of the new clearwell
 - Replaced overflow structures in sludge lagoons
- Began work on Phase 3 in June 2012, which is expected to be completed by Fall 2013
- Emergency Response Plan updated and training provided
- Painting of Marches Hill water tank completed
- Installed 450 feet of 8-inch ductile iron water main on Congress St., with two new fire hydrants and five new/upgraded service lines
- Installed 560 feet of 8-inch ductile iron water main on Guild St. to replace an existing 2-inch with two new fire hydrants and six new/upgraded service lines
- Bi-annual city-wide hydrant flushing of all 935 fire hydrants, covering all hydrants in Newburyport, Newbury, and Plum Island
- Completed eleven service line renewals (from the main to the house)
- Implemented quarterly billing for water/sewer payments, originally recommended in 1997 and now a reality
- Received local approval and submitted a Home Rule Petition to the state legislature allowing the City of Newburyport to transfer unpaid water/sewer bills to Newbury tax bills
- Added new online tools for customers that allow them to view current and historical charges and make payments via the web
- Streamlined payment processing from 4 to 1 business day by utilizing a lockbox processing center
- Continued emphasis on providing quality customer service

DPS: Water Enterprise (cont.)

FY 2014 TRENDS

The Water Division will substantially complete the Water Treatment Plant Improvements Project, meeting all key milestones on schedule and in accordance with all federal and state permit requirements.

The water construction crew will continue to perform preventative maintenance throughout the distribution system. Given the age of the system, routine capital investments are needed to maintain and improve the vast network of water lines throughout Newburyport and Newbury.

Conserving water continues to be an area of focus. The Water Division will continue to make all efforts to preserve our reservoirs and urge the City and its customers to use water in a responsible manner.

FY 2014 GOALS AND OBJECTIVES

Goal 1: Meet the requirements of the federal and state water treatment permits issued by the Environmental Protection Agency and Department of Environmental Protection Water Management Act Division

Objectives:

- Provide safe and reliable drinking water
- Experience no permit violations
- Work within WMA withdrawal limits and manage supplies accordingly

Goal 2: Complete the WTP Improvements Project and Commence the Upper Dam/Intake Pipe Repair Project

Objectives:

- Complete Phase III of the \$18.75M water system upgrade project
- Complete all three phases of construction
- Put out to bid and begin design of the upper dam/intake pipe repair project

Goal 3: Provide proper operation and maintenance services for our customers

Objectives:

- Maintain the Water Treatment Plant, reservoirs, wells, storage tanks and distribution system
- Address customer needs in a timely manner
- Provide support and implement the goals of the Water Commission

- Participate in customer service training through the New England Water Environment Association (NEWEA)

Goal 4: Increase the use of paperless storage and billing

Objectives:

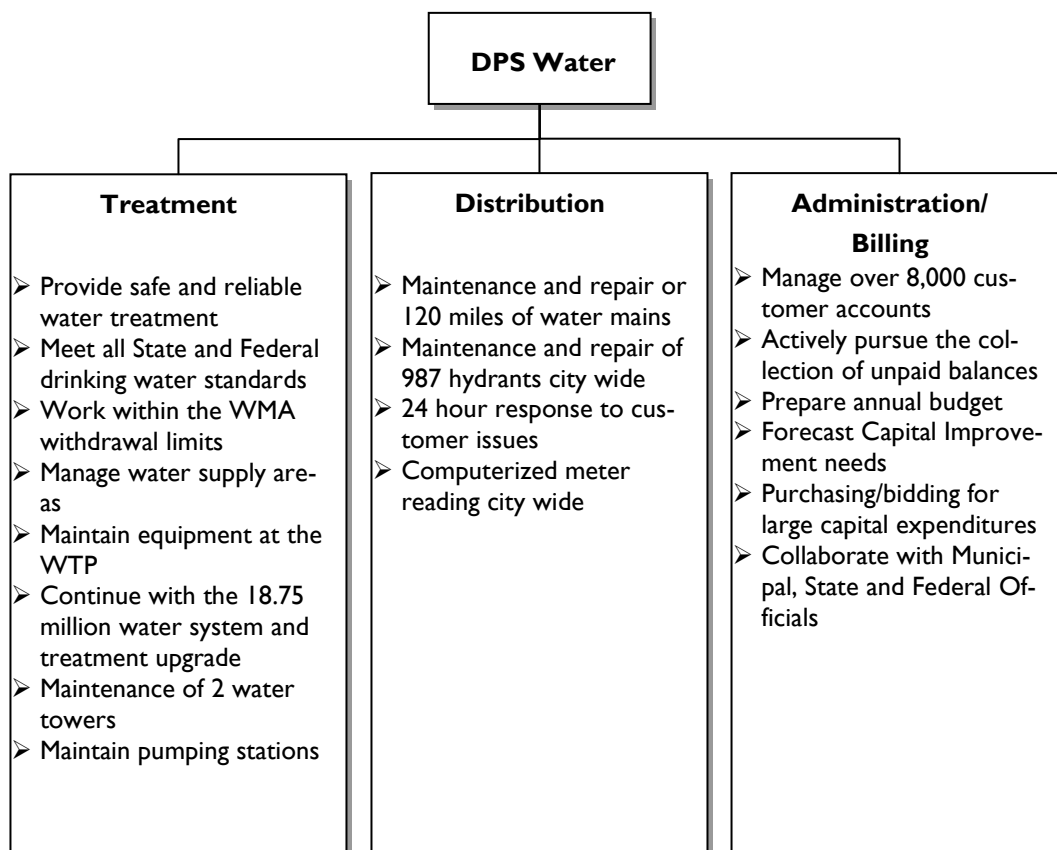
- Reduce the number of printed bills by 25%.
- Enroll over 50% of customers in the online billing platform.
- Reduce physical storage needs, as allowed under state law, by retaining electronic copies of all customer-related documents, contracts and other departmental files.

Goal 5: Combine the Boards of Water and Sewer Commissioners

Objectives:

- Examine feasibility of combining the two boards
- Submit Home Rule Petition to state legislature for approval

PROGRAMS & SERVICES



DPS: Water Enterprise (cont.)

PERSONNEL SUMMARY

DPS: WATER			
Position	FY 2012 Actual	FY 2013 Actual	FY 2014 Budget
Public Services Director	0.4	0.33	0.33
Public Services Deputy Director	0.4	0.33	0.33
Business Manager	0.5	0.5	0.5
City Engineer	0.4	0.33	0.33
Assistant Engineer	0.5	0.5	0.5
Superintendent of Water Operations	1	1	1
Assistant Superintendent Water Operations	1	1	1
Water Distribution Manager	1	1	1
Administrative Office Manager	1	0.5	0.5
Administrative Assistant	0.5	0.5	0.5
Water Treatment Plant Operator C4	1	0	0
WTP Operator T2	2	0	0
WTP Operator T4	3	6	6
Senior Heavy Equipment Operator	1	1	1
Heavy Equipment Operator Dist 2	5	5	5
Assistant Foreman	1	1	1
Meter Reader	0.5	0.5	0.5
Senior Clerk/Typist	0.5	0.5	0.5
Total Full-Time Equivalents:	20.7	20.0	20.0



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WATER ENTERPRISE FUND

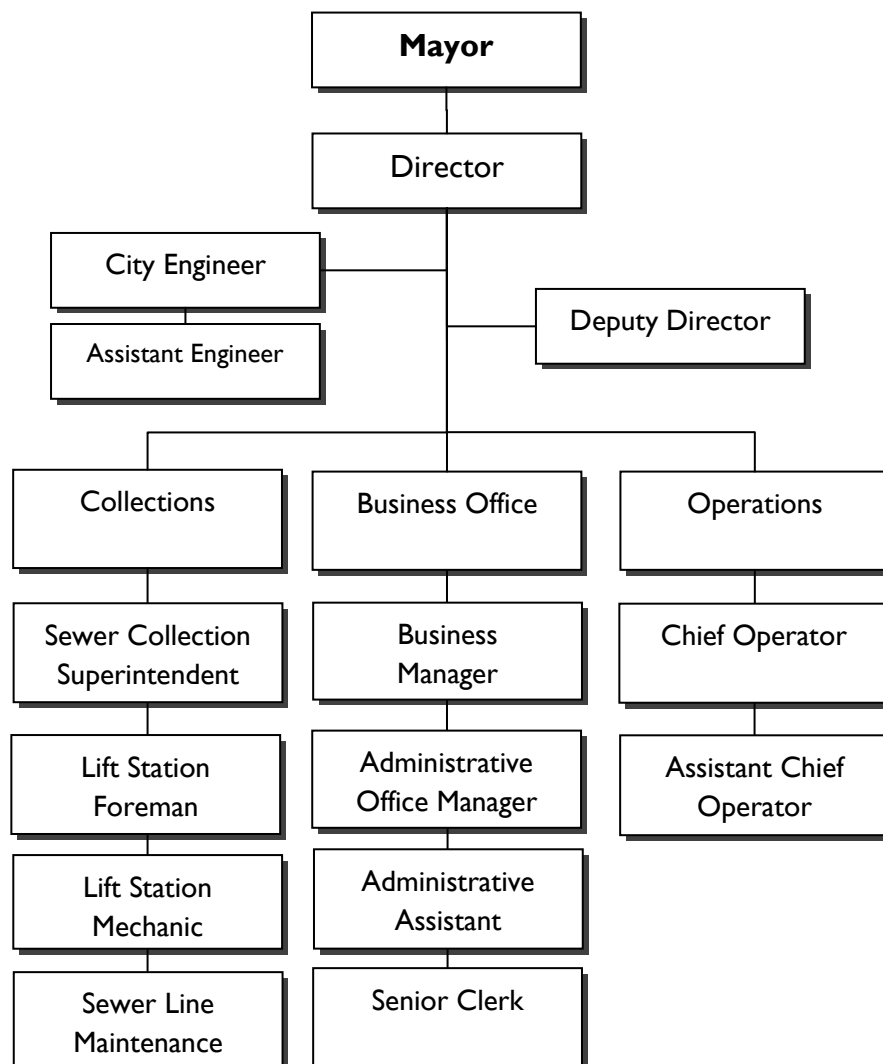
	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51101 DPS SALARY PS DIRECTOR	34,276	18,195	40,000	33,333	35,200	35,200.20
51102 DPS SALARY DEPUTY PS DIRECTOR	36,654	43,213	34,000	28,333	29,920	29,920.17
51103 WAT SAL BUSINESS MGR	0	0	21,147	30,000	31,680	31,680.18
51117 WAT SAL ASST ENGINEER	0	0	17,465	25,000	25,000	25,000.00
51118 WAT SAL SUPT OPERATN	73,859	75,336	75,336	75,336	79,555	79,555.42
51119 WAT CITY ENGINEER	36,714	30,769	32,000	26,667	28,160	28,160.16
51131 DPS ADMIN ASSISTANT	19,113	16,130	18,495	19,627	20,507	20,507.02
51132 WAT SAL ADMIN OFFICE MGR	50,112	51,112	50,521	26,835	28,327	28,327.21
51134 WAT SAL DISTRIBUTION MNGR	56,515	67,918	65,707	67,603	70,031	70,031.34
51158 WAT SAL LABOR	694,057	674,312	675,904	717,048	757,423	757,422.90
51190 WAT SAL SUMMER EMPLOYEES	16,000	11,785	7,530	19,000	19,000	19,000.00
51301 WAT OVERTIME	96,251	91,925	90,089	121,091	127,417	127,417.13
51401 WAT LONGEVITY	16,546	17,684	15,504	14,985	14,861	14,861.08
51403 WAT HOLIDAY PAY	13,704	13,990	14,008	14,272	15,218	15,218.08
51405 WAT CLOTHING REIMBURSEMENT	9,900	9,300	9,382	9,650	9,783	9,783.33
51411 WAT NIGHT DIFFERENTIAL	1,400	1,516	1,456	1,464	1,464	1,464.00
51711 WAT APPROP RETIREMNT	228,587	244,580	262,406	264,843	281,571	281,571.21
51750 WAT WORKERS COMP INS	24,800	27,000	28,350	29,768	29,768	29,768.00
51760 WAT CH 32B INS-WATER	273,677	286,482	264,130	260,000	271,700	271,700.00
51770 WAT FICA EXP	12,956	12,824	14,014	13,388	14,258	14,258.22
001 - PERSONAL SERVICES Total	1,695,121	1,694,071	1,737,444	1,798,244	1,890,846	1,890,845.65
002 - PURCHASE OF SERVICES						
52101 WAT HEAT-PUMP STATN	17,807	18,139	15,541	30,800	30,800	30,800.00
52102 WAT ELECTRICITY	243,019	233,418	248,235	290,460	274,460	274,460.00
52401 WAT COMPUTER EXP	16,286	19,040	33,554	52,101	47,768	47,768.00
52402 WAT GEN CONSTRUCTION	38,846	33,533	45,869	52,000	60,000	60,000.00
52403 WAT MAINT-VEHICLES	13,895	13,053	8,067	18,200	18,200	18,200.00
52404 WAT DISTRIBUTN MAINT	43,636	45,041	37,207	59,523	50,500	50,500.00
52405 WAT TREATMENT MAINT	58,231	60,528	50,711	71,500	72,500	72,500.00
52406 WAT MAINT-EQUIPMENT	8,956	10,511	8,455	12,000	12,000	12,000.00
53001 WAT FINANCIAL AUDIT	4,200	0	4,800	5,040	6,000	6,000.00
53020 WAT LEGAL EXPENSES	8,156	10,906	7,933	25,000	100,000	100,000.00
53024 WAT BOND/NOTE EXP	4,494	4,600	4,038	76,197	59,025	59,024.64
53025 WAT ENGINEER RETAINER	39,085	1,088	2,975	25,000	25,000	25,000.00
53026 WAT POLICE DETAILS	11,760	36,540	19,568	20,000	20,000	20,000.00
53028 WAT PRE-EMPLOYMENT PHYSICAL	717	132	1,416	2,250	2,250	2,250.00
53029 WAT CONTRACT-CROSS CONN TEST	15,720	16,200	18,000	18,000	18,000	18,000.00
53030 WAT SLUDGE REMOVAL/FILTER PLT	14,529	0	8,174	9,000	9,000	9,000.00
53031 WAT TEST-SURFACE WAT SAMPLING	7,220	7,500	6,525	7,500	7,500	7,500.00
53032 WAT WATER TEST	18,881	21,220	11,084	15,400	23,400	23,400.00
53402 WAT TELECOMMUNICATNS	9,542	9,481	8,916	10,215	10,215	10,215.00
53780 WAT PAYMT IN LIEU TAXES	5,561	5,894	6,389	8,500	8,500	8,500.00
002 - PURCHASE OF SERVICES Total	580,541	546,824	547,457	808,686	855,118	855,117.64
004 - SUPPLIES						
54201 WAT GENERAL OFC EXP	10,809	14,149	12,201	14,500	18,750	18,750.00
54301 WAT CONSERVATION	0	0	4,651	5,000	5,000	5,000.00
54302 WAT CHEMICALS	117,589	109,955	117,865	148,000	154,100	154,100.00
54303 WAT CONSUMER REPORT	6,442	6,875	7,685	8,000	8,000	8,000.00
54801 WAT FUEL/OIL VEHICLE(S)	18,910	29,317	32,888	39,800	39,710	39,709.68
55800 WAT OTHER SUPPLIES	2,245	3,373	2,130	3,500	3,500	3,500.00
004 - SUPPLIES Total	155,995	163,670	177,421	218,800	229,060	229,059.68

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
007 - OTHER CHARGES & EXPENSES						
57100 WAT TRAVEL & TRAINING	12,194	6,067	13,148	23,500	23,500	23,500.00
57301 WAT SDWA	6,006	5,875	5,688	6,757	6,202	6,202.39
57401 WAT MUNICIPAL INSURANCE	29,550	31,500	33,075	34,729	35,551	35,551.00
57407 WAT EDUCATION CREDIT	0	0	700	2,100	2,100	2,100.00
007 - OTHER CHARGES & EXPENSES Total	47,749	43,442	52,611	67,086	67,353	67,353.39
008 - CAPITAL OUTLAY						
58310 WAT G.I.S.	0	9,216	13,817	15,000	15,000	15,000.00
58513 WAT WTR MAIN REPLAC PROGRAM	31,192	15,373	74,102	100,000	100,000	100,000.00
58546 WAT MODIFICATION OF DPS BLD	0	0	0	33,000	-	0.00
58550 WAT VEHICLE/EQUIP REPLACE	0	0	154,878	40,000	40,000	40,000.00
008 - CAPITAL OUTLAY Total	31,192	24,590	242,797	188,000	155,000	155,000.00
009 - DEBT SERVICE						
59100 WAT DEBT PRINCIPAL	517,953	534,026	551,170	545,469	1,168,752	1,168,751.89
59150 WAT DEBT INTEREST	224,533	210,621	207,563	294,592	517,728	517,727.51
59620 TRANSFERS TO SPEC REV FUNDS	218,808	1,195,390	0	0	-	0.00
009 - DEBT SERVICE Total	961,294	1,940,036	758,733	840,061	1,686,479	1,686,479.40
Grand Total	3,471,893	4,412,633	3,516,463	3,920,877	4,883,856	4,883,855.76

DPS: Sewer Enterprise

MISSION STATEMENT

The mission of the Department of Public Services' Sewer Division is to provide quality and efficient wastewater collection, pumping and treatment services to all customers, as well as, to maintain the related infrastructure in a cost effective and environmentally sensitive manner for the short and long term-benefit of our customers and the environment.



FY 2013 ACCOMPLISHMENTS

- Strong Retained Earnings Balance due to consistent oversight and control of spending
- Responded to and repaired all sewer issues to help prevent Sanitary Sewer Overflow (SSO), including the resolution of a major disruption to the Graf Road Force Main
- 24,294 Linear feet of sewer main video inspected, to comply with the reduction of Inflow/Infiltration (I/I) as specified in the National Pollutant Discharge Elimination System (NPDES) permit
 - The video inspection is also effective in helping to locate and repair potential sewer problems before they occur
- Construction underway on \$32.65mm Wastewater Treatment Facility (WWTF) Improvements Project, which includes a new Operations, Control and Laboratory Building and system/technology upgrades (Contract 1), a new Process Operations Building, influent pumps, Fournier Press Dewatering Equipment, Headworks improvements, the rehabilitation of gravity thickeners and final site work (Contract 2)
- Ensured proper Operations & Management (O&M), capital planning and budgeting
- Performed routine repairs and preventative maintenance to the WWTF lift stations and sewer collection system
 - Approximately 54,971 linear feet (LF) of sewer main cleaned
 - 16 lift station wet wells cleaned (two times per year)
 - Dukes root control treated 5,062 LF of sewer main to help with root intrusion (roots are one of the most common causes of sewer back-ups).
 - Manhole repairs throughout the City in an effort to reduce Inflow/Infiltration (I/I), replaced frames and covers, resurfaced inside of the manholes with hydraulic cement, and sealed joints between inlets and inverts.
- Phase II of the WWTF Modernization Project ongoing
- Worked in conjunction with the Engineering Department on all sewer-related projects
- Experienced no major Industrial Pretreatment (IPP) violations
- Sludge quality continued to be of exceptional quality to compost
- Worked in conjunction with Board of Health by replacing and enforcing new grease ordinance
- Continued Safety Training and Spill Prevention & Counter Measures Plan trainings in-house for all personnel
- Implemented quarterly billing for water/sewer payments, originally recommended in 1997 and now a reality
- Received local approval and submitted a Home Rule Petition to the state legislature allowing the City of Newburyport to transfer unpaid water/sewer bills to Newbury tax bills

DPS: Sewer Enterprise (cont.)

- Added new online tools for customers that allow them to view current and historical charges and make payments via the web
- Streamlined payment processing from 4 to 1 business day by utilizing a lockbox processing center
- Continued to provide quality customer service, responding to 139 sewer calls, including 8 odor complaints, 56 Plum Island calls and 75 calls from residents or businesses regarding sewer line issues

FY 2014 TRENDS

The focus of the Sewer Division will continue to be on the completion of the WWTF Modernization Project (Phase II), along with the incorporation of Supervisory Control and Data Acquisition (SCADA) systems at all lift stations and throughout the WWTF.

Additionally, the Sewer Division will continue to focus its efforts on routine preventative maintenance, including Inflow/Infiltration (I/I) reduction and responding to and repairing any sewer-related problems that are discovered during cleaning and/or CCTV work, along with maintenance and operation of the Plum Island vacuum sewer system.

The addition of an instrumentation and control (SCADA) system has proved to be effective in improving the time it takes to identify and resolve disturbances to the sewer system. Added controls and alarms that can communicate with this system will further enhance the staff's ability to accurately pinpoint and repair any issues that arise.

The NPDES permit continues to have significant impact on the Sewer Division. Efforts continue to be made to coordinate the use of existing resources to maximize the benefits for the entire community, while tracking costs to assure compliance with the Enterprise Fund requirements.

FY 2014 GOALS AND OBJECTIVES

Goal I: Continue to meet requirements of the City's NPDES permit that included maximum pollutant limits and minimum percent removals

Objectives:

- Meet permit limits and provide quality wastewater discharge.
- Submit required reports to the Department of Environmental Protection and Environmental Protection Agency
- Reduce Inflow and Infiltration (I/I) throughout the City
- Prevent Sanitary Sewer Overflow (SSO)

Goal 2: Construction of Phase II WWTF Modernization project/ Graf Rd force main replacement

Objectives:

- Meet budget and schedule
- Ensure proper wastewater treatment
- Replacement of Graf Rd force main to remain on budget and schedule.

Goal 3: Provide proper operations and maintenance services for our customers.

Objectives:

- Maintain the Wastewater Treatment Facility, lift stations, sewer mains, and Plum Island in a timely manner
- Address, fix and maintain any issues that might occur at lift stations, Plum Island, and sewer mains throughout the City
- Reduce worker health and safety issues to the best of our ability
- Address customer problems in a timely manner
- Continue to provide support and implement the goals of the Mayor, City Council and the Sewer Commission

Goal 4: Complete the Plum Island hook-up process for outstanding properties in Newburyport and Newbury

Objectives:

- Continue working with Newburyport Board of Health Department and Legal Counsel to ensure that the 5 unconnected properties are connected to sewer system
- Working with Town of Newbury to ensure that the 10 unconnected properties are connected to the water and sewer system.

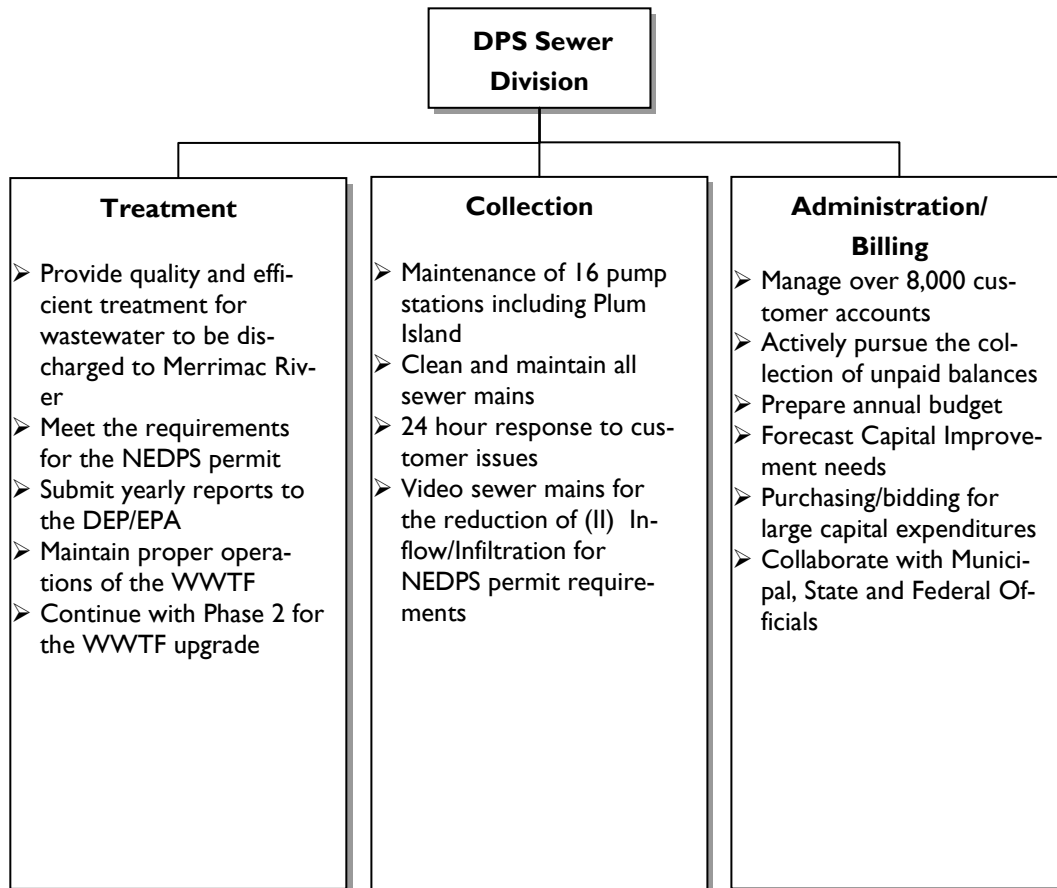
Goal 5: Combine the Boards of Water and Sewer Commissioners

Objectives:

- Examine feasibility of combining the two boards
- Submit Home Rule Petition to state legislature for approval

DPS: Sewer Enterprise (cont.)

PROGRAMS & SERVICES



PERONNEL SUMMARY

DPS: SEWER			
	FY 2012	FY 2013	FY 2014
<u>Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
Public Services Director	0.4	0.33	0.33
Public Services Deputy Director	0.4	0.33	0.33
Business Manager	0.5	0.5	0.5
City Engineer	0.4	0.33	0.33
Assistant Engineer	0.5	0.5	0.5
Chief Operator	1	1	1
Assistant Chief Operator	1	1	1
Collection System Superintendent	1	1	1
Administrative Office Manager	0	0.5	0.5
Administrative Assistant	0.5	0.5	0.5
Pretreatment Coordinator	1	1	1
Senior Maintenance Foreman	1	1	1
Lab Chemist	1	1	1
Operator, Grade 4	3	3	3
Maint/Prev Maintenance Mechanic	1	1	1
Pump Station Operator/Mechanic	2	2	2
Sewer Line Maintenance Operator	2	2	2
Plum Island Operator	1	1	1
HCO Drain Employee	1	1	1
Meter Reader	0.5	0.5	0.5
Senior Clerk/Typist	0.5	0.5	0.5
Total Full-Time Equivalents:	19.7	20.0	20.0

SEWER ENTERPRISE FUND

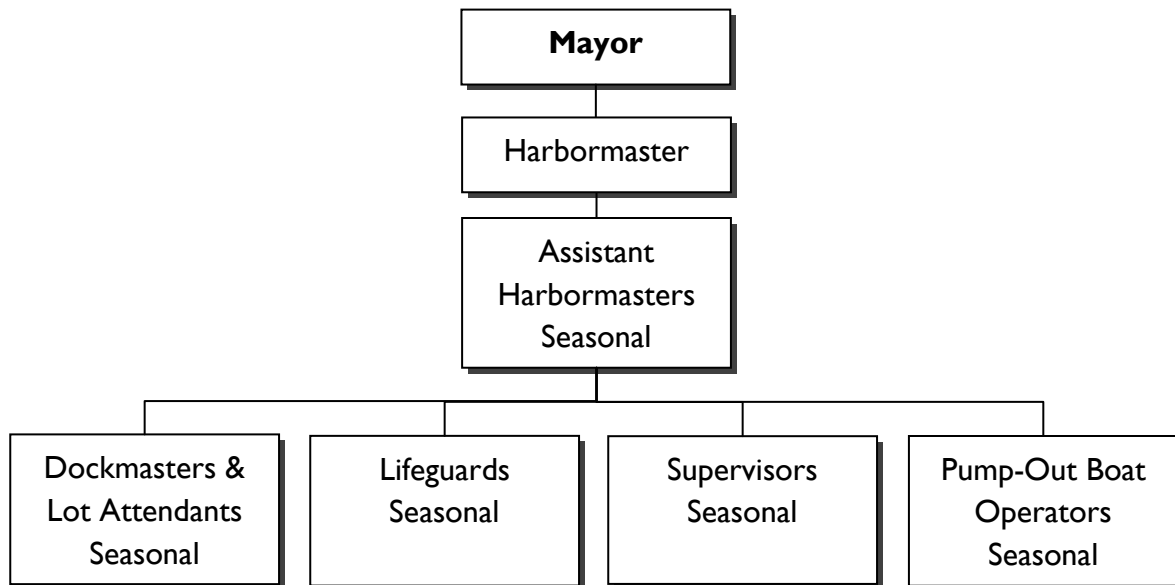
	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51101 DPS SALARY PS DIRECTOR	34,276	18,195	40,000	33,333	35,200	35,200.21
51102 DPS SALARY DEPUTY PS DIRECTOR	36,654	43,213	34,000	28,333	29,920	29,920.18
51103 SEW SAL BUSINESS MGR	0	0	21,147	30,000	31,680	31,680.18
51116 SEW SAL CHIEF OPERATOR	74,006	75,486	75,486	75,486	79,714	79,713.80
51117 SEW SAL ASST ENGINEER	0	0	17,465	25,000	25,000	25,000.00
51119 SEW CITY ENGINEER	36,713	46,308	32,000	26,667	28,160	28,160.16
51122 SEW SAL COLLECTIN SYSTEM MNGR	0	0	65,650	72,000	76,032	76,032.43
51131 DPS ADMIN ASSISTANT	19,113	16,130	18,495	19,627	20,507	20,507.02
51132 SEW SAL OFFICE MANGER	0	0	0	26,835	28,327	28,327.21
51158 SEW SAL LABOR	734,118	791,781	645,554	702,972	736,519	736,518.90
51190 SEW SUMMER HELP	0	0	16,385	25,000	25,000	25,000.00
51301 SEW OVERTIME	137,250	130,408	166,691	170,168	178,676	178,676.40
51401 SEW LONGEVITY	18,025	14,534	13,670	13,670	14,455	14,454.92
51405 SEW CLOTHING REIMBURSEMENT	9,026	9,400	9,441	9,750	9,783	9,783.33
51420 SEW EDUCATION CREDITS	600	1,125	425	2,400	2,400	2,400.00
51422 SEW EDUCATION	9,106	7,516	3,278	17,800	17,800	17,800.00
51710 SEW RETIREMENT EXP	12,173	0	0	0	-	0.00
51711 SEW APPROP RETIREMNT	232,746	0	251,626	235,976	252,165	252,164.94
51750 SEW WORKERS COMP INS	17,466	18,500	19,425	20,396	20,396	20,396.25
51760 SEW CH 32B INS-SEWER	183,196	204,603	221,682	300,000	316,932	316,932.00
51761 SEW DENTAL	1,650	1,769	1,608	3,300	-	0.00
51770 SEW FICA EXP	13,968	13,080	10,961	14,566	15,512	15,512.36
001 - PERSONAL SERVICES Total	1,570,088	1,392,048	1,664,989	1,853,279	1,944,180	1,944,180.29
002 - PURCHASE OF SERVICES						
52101 SEW HEAT	33,469	36,182	31,897	72,000	72,000	72,000.00
52102 SEW ELECTRICITY	324,988	310,388	385,216	427,352	411,352	411,351.82
52401 SEW COMPUTER EXP	15,032	19,328	40,500	40,500	40,092	40,092.00
52402 SEW MAINT-GENERAL	23,863	31,198	31,114	31,350	31,350	31,350.00
52403 SEW MAINT-VEHICLES	17,524	20,985	26,861	27,000	27,000	27,000.00
52406 SEW MAINT-EQUIPMENT	80,237	72,080	78,680	102,052	102,052	102,052.00
52407 SEW UNIFORM/SAFETY EQUIPMENT	11,473	15,136	6,547	15,136	15,136	15,136.00
52408 SEW SEWER LINE MAINTENANCE	79,868	50,739	62,903	86,400	86,400	86,400.00
52409 SEW MAINT DRAINS	33,887	41,904	38,938	39,000	39,000	39,000.00
53001 SEW FINANCIAL AUDIT	4,200	0	4,500	4,725	6,000	6,000.00
53020 SEW LEGAL EXPENSES	14,090	7,933	21,000	21,000	100,000	100,000.00
53024 SEW BOND/NOTE EXP	3,411	2,679	4,890	57,973	112,976	112,975.79
53026 SEW POLICE DETAILS	0	2,810	12,908	15,000	15,000	15,000.00
53028 SEW MEDICAL/DRUG TESTING	4,071	4,219	6,177	16,440	16,440	16,440.00
53030 SEW CONSULTANT FEES	38,471	35,149	32,994	50,000	50,000	50,000.00
53035 SEW INDUSTRIAL PRETREATMENT	15,783	11,485	14,159	14,550	14,550	14,550.00
53040 SEW BIOSOLIDS DISPOSAL	241,816	229,443	306,162	316,000	316,000	241,000.00
53050 SEW VENDOR LAB TESTING	16,100	12,784	15,442	16,100	16,100	16,100.00
53402 SEW TELECOMMUNICATNS	20,791	21,310	23,638	27,700	27,700	27,700.00
002 - PURCHASE OF SERVICES Total	979,075	925,751	1,144,526	1,380,278	1,499,148	1,424,147.61
004 - SUPPLIES						
54201 SEW GENERAL OFC EXP	13,916	13,122	15,320	21,350	21,350	21,350.00
54302 SEW PLANT CHEMICALS	250,163	222,967	213,039	263,620	263,620	263,620.00
54303 SEW LAB CHEMICALS	6,809	4,158	6,839	6,855	6,855	6,855.00
54310 SEW HOSE	583	2,107	3,808	3,850	3,850	3,850.00
54801 SEW FUEL/OIL VEHICLE(S)	17,723	26,462	38,262	33,300	41,485	39,000.00
54802 SEW LUBRICANTS	1,046	3,298	7,847	9,685	9,685	9,685.00
55800 SEW OTHER SUPPLIES	270	608	1,308	1,800	1,800	1,800.00
004 - SUPPLIES Total	290,511	272,724	286,423	340,460	348,645	346,160.00

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
007 - OTHER CHARGES & EXPENSES						
57300 SEW DUES/LIC/SUBSCRIPTIONS	953	624	1,323	1,350	1,350	1,350.00
57401 SEW MUNICIPAL INSURANCE	14,030	15,000	15,000	15,000	19,536	19,536.00
57607 SWR LOW ST JUDGEMENT	0	61,408	0	0	-	0.00
007 - OTHER CHARGES & EXPENSES Total	14,983	77,032	16,323	16,350	20,886	20,886.00
008 - CAPITAL OUTLAY						
58300 SEW LAB TEST EQUIPMENT	1,588	2,689	3,050	3,120	4,000	4,000.00
58310 SEW G.I.S.	0	12,335	14,916	15,000	15,000	15,000.00
58320 SEW REPLC USTS & GENERATORS	20,966	0	0	0	-	0.00
58330 SEW I/REHABILITATION	2,125	13,635	76,153	100,000	100,000	100,000.00
58360 SEW WWTF CHANNEL MONSTER	34,660	0	0	0	-	0.00
58361 SEW REPAIR LIFT STATIONS	69,576	111,626	98,590	150,000	150,000	150,000.00
58362 SEW EFFLUENT SAMPLER	0	5,562	2,460	6,000	6,000	6,000.00
58365 CLEAN ODOR CONTROL PIPING	5,893	0	0	0	-	0.00
58366 HALE ST LS COMMUNITER	27,655	0	0	0	-	0.00
58520 SEW PURCHASE TRUCK	149,758	65,135	41,420	0	-	0.00
58530 SEW WEST END EASEMENT	0	40,310	3,497	0	-	0.00
58546 SEW MODIFICATION OF DPS BLD	0	0	0	33,000	-	0.00
58550 SEW VEHICLE/EQUIP REPLACE	0	0	0	130,000	25,000	25,000.00
58705 SEW FLOOD STUDY MALCOLM HOYT	0	0	111,860	0	-	0.00
58710 SEW PRIMARY CLARIFIERS	0	0	0	100,000	-	0.00
008 - CAPITAL OUTLAY Total	312,221	251,291	351,945	537,120	300,000	300,000.00
009 - DEBT SERVICE						
59100 SEW DEBT PRINCIPAL	347,852	562,485	739,972	766,976	1,501,952	1,501,952.14
59150 SEW DEBT INTEREST	170,948	384,310	394,390	421,228	769,190	769,189.87
59250 SEW INT TEMP LOAN	30,265	0	0	0	-	0.00
59620 TRANSFERS TO SPEC REV FUNDS	0	575,710	100,000	0	-	0.00
009 - DEBT SERVICE Total	549,065	1,522,506	1,234,363	1,188,204	2,271,142	2,271,142.01
Grand Total	3,715,942	4,441,351	4,698,570	5,315,691	6,384,001	6,306,515.91

Harbormaster Enterprise

MISSION STATEMENT

The mission of the Newburyport Harbormaster Department is to provide a safe and enjoyable environment to the boaters who transit our harbor and to the community as a whole.



FY2013 ACCOMPLISHMENTS

- The Harbormaster Department, Mayor and the Harbor Commission successfully accomplished the goal of being designated as a “Coast Guard City”
- Increased the amount of larger ships to the City, including a visit from the tall ship “Bounty”. This had a significant impact on increasing tourism to the City as the Maritime Museum had the largest volume of visitors during these visits
- Added more docking facilities at Cashman Park for dinghies. By doing so, we added 12 more dinghy spaces and made it easier to launch and haul your boat
- Initiated organization and mapping of the mooring fields. Also added new software to interface with the boating community and to have information online
- Received a grant from the state to engineer and pay for a fishing pier at Cashman Park
- Had a successful Paddle Smart Day with Coast Guard Auxiliary
- Received a \$5,000 grant for boom deployment training that was shared between the Fire Department and Harbormaster Department
- Organized and hosted several boaters safety training seminars for both adults and children and were responsible for over 50 people getting their boating license

- Hosted an “In-the-water safety day” which resulted in the department inspecting 28 vessels and increased awareness about safety measures
- Involved with RFP for the Bulkhead project. Participated in the interviewing and hiring process for the marine engineer to start Phase One of the new Bulkhead.
- Helped with the planning and procurement of the \$3.5M grant for the Jetty Project
- Received an Energy Grant from Covanta and the National Marine Fisheries which resulted in 3 containers full of old fishing gear being removed from local waterways
- Worked with the Department of Fish and Game to facilitate the repair of the Boat Launch at Joppa Park
- Continued to strengthen relationship with all the local Marinas and the awareness of the waterway permits has increased, resulting in the most waterway permits sold to-date at 1,460

FY 2014 TRENDS

- As always, the weather will be a significant factor. We expect larger yachts to continue to visit the City as reservations are already being made. Even though the economy is stabilizing, the fuel prices are still high which may lead to a decrease in boating traffic, especially at Cashman Park. Fishing has been excellent and fisherman should still continue to use Plum Island, Cashman Park and Waterfront docks. The Harbormaster Department has established a great working relationship with the local marinas to inform boaters of the waterway fees which, in return has, increased revenue.

FY 2014 GOALS AND OBJECTIVES

Goal I: Promote Newburyport as a destination port, and to ensure that our boating guests feel welcome, enjoy themselves and look forward to returning to Newburyport for future visits

Objectives:

- Continually train our staff, including cross training with other City departments and agencies
- Hire and train the very best seasonal help that is possible in order to give our patrons the services they expect and deserve
- Assistants Harbormaster will be trained and proficient in carrying out their law enforcement duties, along with good customer service skills and the desire to help boaters, bathers and fishermen in any way that they can
- Life Guards will complete additional training and testing in cooperation with Salisbury State Park (DCR)
- Train with the Coast Guard, Environmental police and other local agencies on search and

Harbormaster Enterprise (cont.)

rescue, towing procedures, Boating under the influence and boat handling. Our relationship and communication with all other agencies will continued to grow

Goal 2: Replace the Cashman Park Pump Station and begin development of a new Harbor-master's/Boating facility on the waterfront

Objectives:

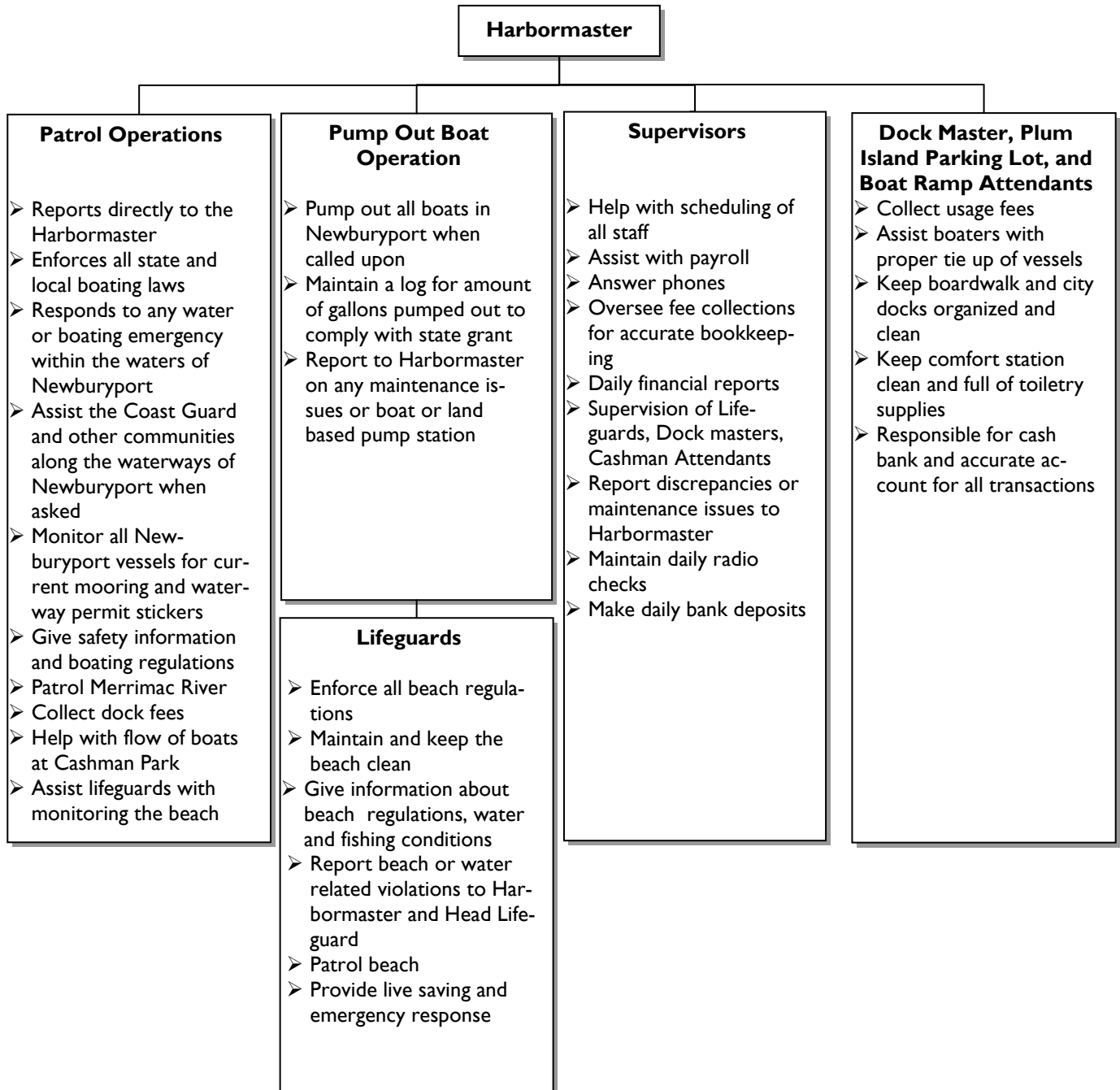
- Work with the CVA Pump out program to replace the pump station located at Cashman Park as it has reached its life expectancy. The state is responsible for covering 75% of the cost
- Work on the development of a new Harbormasters / Boating facility on the waterfront in concert with the Newburyport Harbor Commission, the Planning Office and all other stakeholders, including the general boating community, with the goal of having architectural design and permits in place by the Fall 2014

Goal 3: Increase use of the Pump Out Boat to meet the demands of boaters and determine feasibility of procuring another multifunctional boat through the Forestry Surplus Division

Objectives:

- Add extra days for the Pump Out Boat to be operating as demand is increasing and we want to provide quality customer service
- Work with the Fire Department procure another multifunctional boat through the Forestry Surplus Division

PROGRAMS & SERVICES



Harbormaster Enterprise (cont.)

PERSONNEL SUMMARY

Harbormaster			
	FY 2012	FY 2013	FY 2014
<u>Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
Harbormaster	1	1	1
Assistant Harbormaster	10	10	10
Pump Out Boat Operators	2	2	2
Supervisors	3	3	3
Lifeguards	9	9	9
Dock Masters and Lot Attendants	15	15	15
Total Full-Time Equivalents:	40	40	40

HARBORMASTER ENTERPRISE FUND

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51101 HBR HARBORMASTER	53,377	50,962	51,000	55,000	62,118	62,118.00
51102 HBR ASST HARBORMASTER	21,750	16,440	17,429	25,000	25,000	25,000.00
51181 HBR SUPERVISORS	14,000	13,989	13,998	15,000	15,000	15,000.00
51183 HBR LIFEGUARDS	40,469	34,207	28,970	41,000	41,000	41,000.00
51184 HBR ADMIN/SECRETARIAL	4,600	3,363	2,738	4,800	4,800	4,800.00
51185 HBR CASHMAN PK ATTEND	18,276	14,601	14,312	17,000	17,000	17,000.00
51186 HBR DOCKMASTER	8,078	6,308	5,534	8,500	8,500	8,500.00
51187 HBR PI PARKING LOT ATTEND	6,941	7,075	7,491	9,000	9,000	9,000.00
51401 HBR LONGEVITY	2,154	0	0	0	-	0.00
51740 HBR RETIREMENT APPROP	14,604	14,134	14,074	14,570	14,460	14,460.36
51760 HBR CH32BINS-HBR	11,865	18,596	21,170	21,000	26,000	26,000.00
51770 HBR FICA EXPENSE	9,783	8,036	1,963	6,000	6,000	6,000.00
51901 RETIREMENT EXPENSE	26,330	0	0	0	-	0.00
001 - PERSONAL SERVICES Total	232,227	187,710	178,677	216,870	228,878	228,878.36
002 - PURCHASE OF SERVICES						
52103 HBR HM UTILITIES	1,178	915	1,080	4,100	4,100	4,100.00
52104 HBR CWF/POWER	375	299	0	0	-	0.00
52401 HBR CASHMAN PARK	2,833	1,212	1,900	6,500	6,500	6,500.00
52405 HBR COMPUTER EXPENSE	322	3,369	2,601	4,500	4,500	4,500.00
52410 HBR FISH PIER	1,800	200	0	0	-	0.00
52415 HBR CWF TRASH PICKUP	925	725	0	0	-	0.00
52420 HBR MAINT/EQUIP BOAT	1,923	765	25,602	2,800	3,000	3,000.00
52430 HBR INSTALL/REPAIR FLTS	9,442	7,036	7,000	7,000	7,000	7,000.00
52435 HBR HM FACILITIES MAINT	526	507	136	1,850	1,850	1,850.00
52445 HBR PLUM ISLAND EXP	14,350	1,769	1,937	4,500	4,500	4,500.00
52721 HBR PUMPOUT MAINT	2,683	877	1,751	3,000	3,000	3,000.00
53028 HBR PRE-EMPLOY PHY	726	292	0	0	-	0.00
53030 HBR PRINTING & SIGNS	1,571	1,413	285	2,300	2,300	2,300.00
53402 HBR TELECOMMUNICATIONS	873	1,508	1,622	2,500	2,500	2,500.00
53406 HBR POSTAGE MAILINGS	1,027	425	908	1,700	1,700	1,700.00
002 - PURCHASE OF SERVICES Total	40,553	21,311	44,821	40,750	40,950	40,950.00
004 - SUPPLIES						
54200 HBR OFFICE SUPPLIES	0	0	60	500	500	500.00
54250 HBR HARBOR COMMISSION EXP	1,597	1,549	2,200	2,800	2,800	2,800.00
54305 HBR UNIFORM/SAFETY EQUIP	1,034	692	450	2,000	2,000	2,000.00
54801 HBR FUEL/OIL VEHICLES	5,308	7,608	7,517	12,000	12,000	12,000.00
55800 HBR MISCELLANEOUS	300	300	942	1,500	1,500	1,500.00
004 - SUPPLIES Total	8,239	10,149	11,169	18,800	18,800	18,800.00
007 - OTHER CHARGES & EXPENSES						
57100 HBR TRAVEL & TRAINING	140	0	0	500	500	500.00
57300 HBR DUES/MEMBERSHIPS	0	30	0	250	500	500.00
57430 HBR BOAT INSURANCE	4,632	2,775	2,775	5,075	5,075	5,075.00
007 - OTHER CHARGES & EXPENSES Total	4,772	2,805	2,775	5,825	6,075	6,075.00
008 - CAPITAL OUTLAY						
58500 HBR ADDITIONAL EQUIPMENT/SVCS	6,597	1,952	9,256	30,000	30,000	30,000.00
008 - CAPITAL OUTLAY Total	6,597	1,952	9,256	30,000	30,000	30,000.00
009 - DEBT SERVICE						
59100 HBR DOCK BOND PAYMENT	34,825	28,775	27,900	27,000	26,000	26,000.00
009 - DEBT SERVICE Total	34,825	28,775	27,900	27,000	26,000	26,000.00

Grand Total	327,213	252,702	274,598	339,245	350,703	350,703.36
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