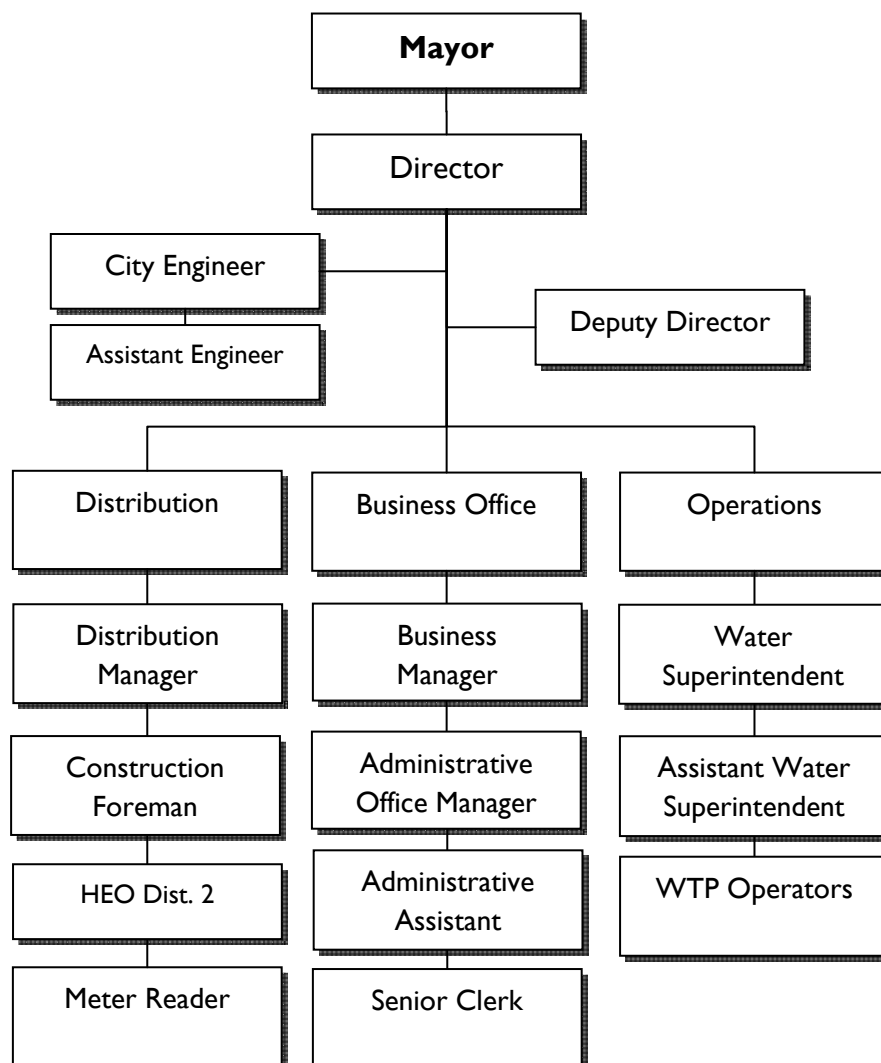


## **Section II: Enterprise Funds**

# 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 2014 ACCOMPLISHMENTS**

- Strong Retained Earnings Balance due to consistent oversight and control of spending
- Construction substantially complete 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)
- Phases 1 and 2 were 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
- Work substantially completed on Phase 3, which is expected to be completed by CY2014
- Replaced 1000 linear feet of 12 inch main on Spring Lane as part of Water Treatment Plant project
- Replaced 600 linear feet of 6 inch cast iron with 8 inch ductile iron on Highland Ave
- Installed 300 yards of 24 inch drain line with 2 manhole structures and headwall for round about project
- Upgraded 114 meter heads at Maritime Landing
- Assist, coordinate and supervised oversight to the water system Whittier Bridge/95 Corridor
- Bi-annual city-wide hydrant flushing of all 935 fire hydrants, covering all hydrants in Newburyport, Newbury, and Plum Island
- Completed twelve service line renewals (from the main to the house)
- Updated billing processes to include 14% per annum on late charges resulting in significant decrease in manual billing
- Reduced 20% of paper file by utilizing electronic storage
- Implemented new Water Dept. Website with pertinent information for our customers
- Continued emphasis on providing quality customer service
- Home Rule Petition submitted to State legislature and approved for combining Water and Sewer Commissions into single appointed entity

## **FY 2015 TRENDS**

The Water Division will 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 distribution system. Given the age of the system, routine capital investments are needed to

# DPS: Water Enterprise (cont.)

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 responsible manner.

## FY 2015 GOALS AND OBJECTIVES

**Goal 1:** Continue to 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 Water Management Act withdrawal limits and manage supplies accordingly

**Goal 2:** Complete the WTP Improvements Project and other Capital Improvement Projects

### Objectives:

- Complete Phase III of the \$18.75M water system upgrade project
- Complete design and commence construction of the upper dam/intake pipe repair project

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

### Objectives:

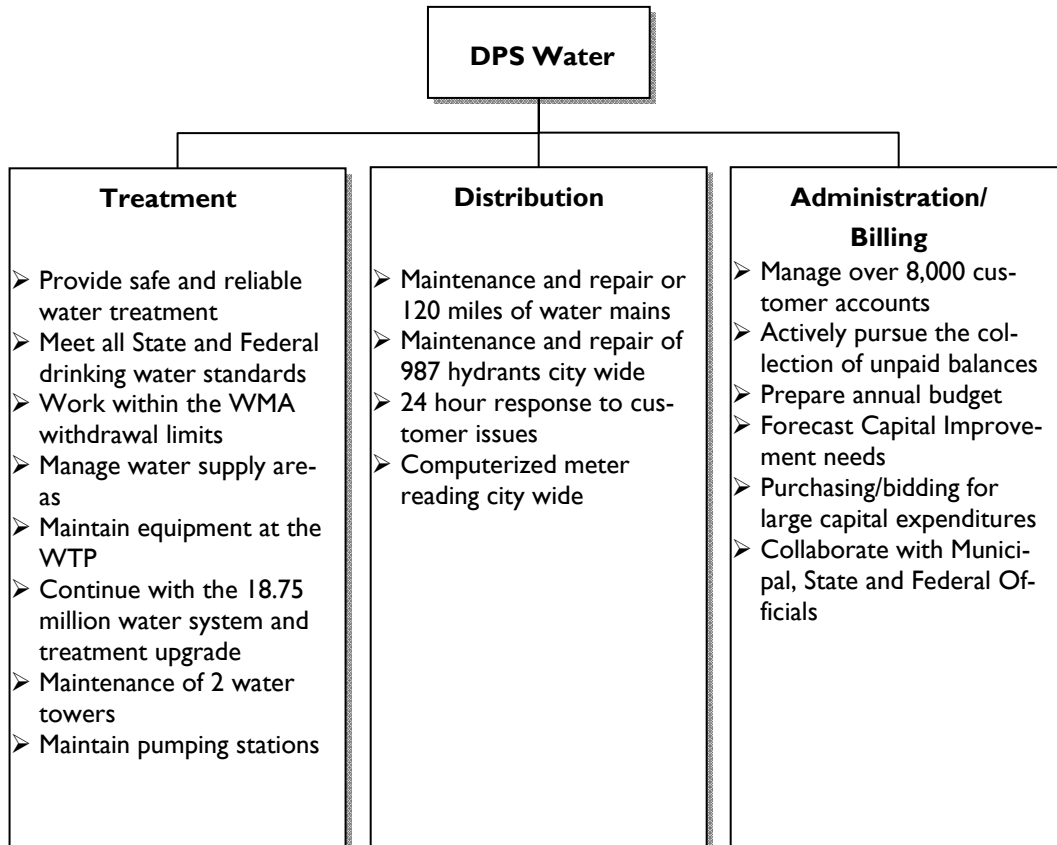
- Maintain the Water Treatment Plant, reservoirs, wells, storage tanks and distribution system
- Address customer needs in a timely manner
- Provide support and implement the goals of the Water Commission
- Participate in routine customer service training

**Goal 4:** Increase the use of paperless storage and billing

### Objectives:

- Reduce the number of printed bills by 40%
- 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

## PROGRAMS & SERVICES



# DPS: Water Enterprise (cont.)

## PERSONNEL SUMMARY

<b>DPS: WATER</b>			
<b>Position</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Budget</b>
Public Services Director	0.33	0.33	0.33
Public Service Deputy Director	0.33	0.33	0.33
Business Manager	0.50	0.50	0.33
City Engineer	0.33	0.33	0.33
Assistant City Engineer	0.50	0.50	0.33
Superintendent of Water Operations	1	1	1
Assistant Superintendent of Water Operations	1	1	1
Water Distribution Manager	1	1	1
Administrative Office Manager	0.50	0.50	0.50
Administrative Assistant	0.50	0.50	0.50
Water Treatment Plant Operator C4	0	0	0
WTP Operator T2	0	0	0
WTP Operator T4	6	6	6
Senior Heavy Equipment Operator	1	1	1
Heavy Equipment Operator D2	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
<b>Total Full-Time Equivalents:</b>	<b>20.0</b>	<b>20.0</b>	<b>19.7</b>



**Continued on next page.**

## **WATER ENTERPRISE FUND (60-450)**

	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 ACTUAL</b>	<b>FY2014 APPROVED</b>	<b>FY2015 PROPOSED</b>	<b>FY2015 APPROVED</b>
<b>001 - PERSONAL SERVICES</b>						
51101 DPS SALARY PS DIRECTOR	18,195	40,000	33,667	35,200	35,728.20	35,728.20
51102 DPS SALARY DEPUTY PS DIRECTOR	43,213	34,000	25,770	29,920	30,368.97	30,368.97
51103 WAT SAL BUSINESS MGR	0	21,147	30,300	31,680	21,315.03	21,315.03
51117 WAT SAL ASST ENGINEER	0	17,465	21,013	25,000	18,117.75	18,117.75
51118 WAT SAL SUPT OPERATN	75,336	75,336	76,089	79,555	80,848.64	80,848.64
51119 WAT CITY ENGINEER	30,769	32,000	26,933	28,160	28,582.56	28,582.56
51131 DPS ADMIN ASSISTANT	16,130	18,495	19,762	20,507	21,021.00	21,021.00
51132 WAT SAL ADMIN OFFICE MGR	51,112	50,521	26,935	28,327	29,039.63	29,039.63
51134 WAT SAL DISTRIBUTION MNGR	67,918	65,707	68,124	70,031	71,792.61	71,792.61
51158 WAT SAL LABOR	674,312	675,904	692,858	757,423	771,663.47	771,663.47
51190 WAT SAL SUMMER EMPLOYEES	11,785	7,530	10,525	19,000	19,000.00	19,000.00
51301 WAT OVERTIME	91,925	90,089	97,993	127,417	129,838.04	129,838.04
51401 WAT LONGEVITY	17,684	15,504	15,049	14,861	12,275.03	12,275.03
51403 WAT HOLIDAY PAY	13,990	14,008	14,501	15,218	15,448.32	15,448.32
51405 WAT CLOTHING REIMBURSEMENT	9,300	9,382	9,516	9,783	9,950.01	9,950.01
51411 WAT NIGHT DIFFERENTIAL	1,516	1,456	1,400	1,464	1,464.00	1,464.00
51710 WAT RETIREMENT EXP	0	0	0	0	38,729.12	38,729.12
51711 WAT APPROP RETIREMNT	244,580	262,406	264,843	281,571	277,160.00	277,160.00
51750 WAT WORKERS COMP INS	27,000	28,350	29,768	29,768	30,512.20	30,512.20
51760 WAT CH 32B INS-WATER	286,482	264,130	228,658	271,700	285,013.30	285,013.30
51770 WAT FICA EXP	12,824	14,014	15,192	14,258	14,685.97	14,685.97
<b>001 - PERSONAL SERVICES Total</b>	<b>1,694,071</b>	<b>1,737,444</b>	<b>1,708,896</b>	<b>1,890,846</b>	<b>1,942,553.85</b>	<b>1,942,553.85</b>
<b>002 - PURCHASE OF SERVICES</b>						
52101 WAT HEAT	18,139	15,541	17,090	30,800	30,800.00	30,800.00
52102 WAT ELECTRICITY	233,418	248,235	228,582	274,460	231,260.00	231,260.00
52401 WAT COMPUTER EXP	19,040	33,554	27,764	47,768	52,768.00	52,768.00
52402 WAT GEN CONSTRUCTION	33,533	45,869	50,261	60,000	68,900.00	68,900.00
52403 WAT MAINT-VEHICLES	13,053	8,067	12,395	18,200	20,200.00	20,200.00
52404 WAT DISTRIBUTN MAINT	45,041	37,207	58,567	50,500	62,400.00	62,400.00
52405 WAT TREATMENT MAINT	60,528	50,711	62,992	72,500	72,500.00	72,500.00
52406 WAT MAINT-EQUIPMENT	10,511	8,455	10,200	12,000	12,000.00	12,000.00
53001 WAT FINANCIAL AUDIT	0	4,800	4,500	6,000	6,500.00	6,500.00
53020 WAT LEGAL EXPENSES	10,906	7,933	67,049	100,000	100,000.00	100,000.00
53024 WAT BOND/NOTE EXP	4,600	4,038	75,109	59,025	26,778.55	26,778.55
53025 WAT ENGINEER RETAINER	1,088	2,975	21,400	25,000	25,000.00	25,000.00
53026 WAT POLICE DETAILS	36,540	19,568	12,953	20,000	20,000.00	20,000.00
53028 WAT PRE-EMPLOYMENT PHYSICAL	132	1,416	442	2,250	2,250.00	2,250.00
53029 WAT CONTRACT-CROSS CONN TEST	16,200	18,000	17,070	18,000	18,000.00	18,000.00
53030 WAT SLUDGE REMOVAL/FILTER PLT	0	8,174	3,767	9,000	9,000.00	9,000.00
53031 WAT TEST-SURFACE WAT SAMPLING	7,500	6,525	3,006	7,500	7,500.00	7,500.00
53032 WAT WATER TEST	21,220	11,084	14,120	23,400	23,400.00	23,400.00
53402 WAT TELECOMMUNICATNS	9,481	8,916	10,042	10,215	10,215.00	10,215.00
53780 WAT PAYMT IN LIEU TAXES	5,894	6,389	6,786	8,500	8,500.00	8,500.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>546,824</b>	<b>547,457</b>	<b>704,093</b>	<b>855,118</b>	<b>807,971.55</b>	<b>807,971.55</b>

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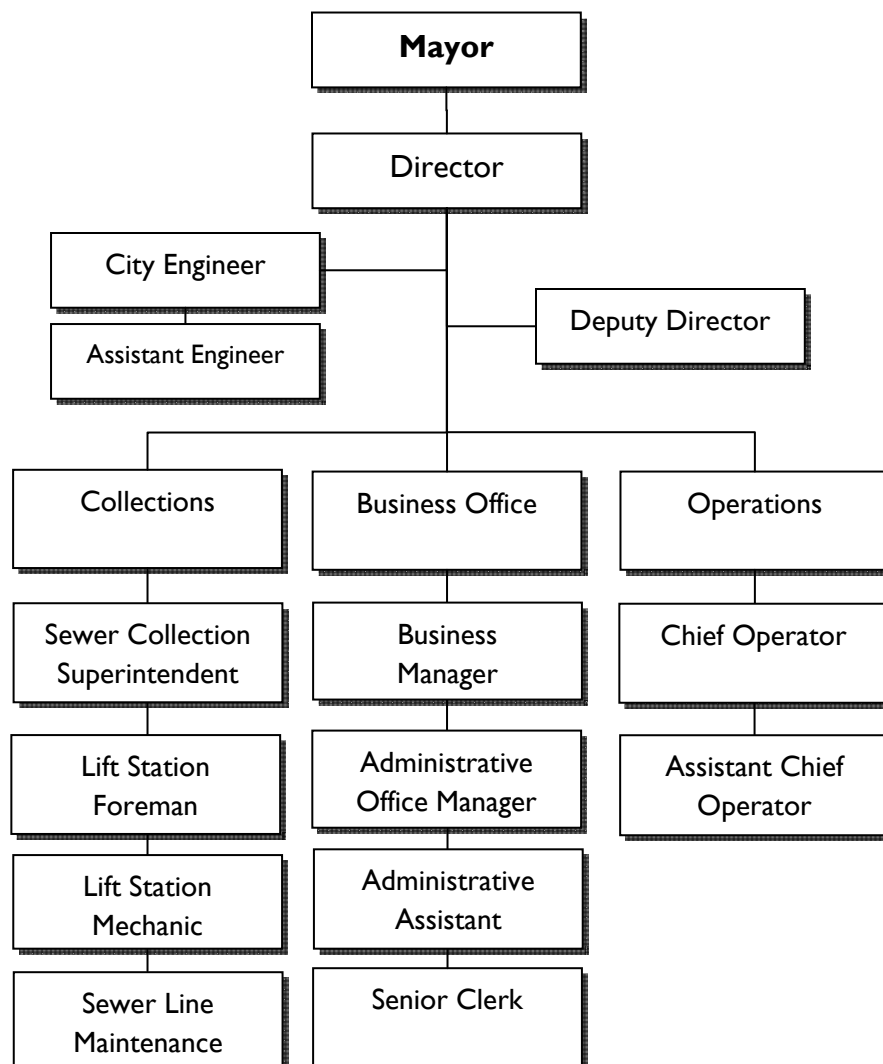


	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
<b>004 - SUPPLIES</b>						
54201 WAT GENERAL OFC EXP	14,149	12,201	15,907	18,750	18,750.00	18,750.00
54301 WAT CONSERVATION	0	4,651	4,698	5,000	5,000.00	5,000.00
54302 WAT CHEMICALS	109,955	117,865	118,712	154,100	154,100.00	154,100.00
54303 WAT CONSUMER REPORT	6,875	7,685	6,501	8,000	8,000.00	8,000.00
54801 WAT FUEL/OIL VEHICLE(S)	29,317	32,888	34,397	39,710	39,709.68	39,709.68
55800 WAT MISC SUPPLIES	3,373	2,130	2,324	3,500	2,225.00	2,225.00
<b>004 - SUPPLIES Total</b>	<b>163,670</b>	<b>177,421</b>	<b>182,539</b>	<b>229,060</b>	<b>227,784.68</b>	<b>227,784.68</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57100 WAT TRAVEL & TRAINING	6,067	13,148	14,021	23,500	24,500.00	24,500.00
57301 WAT SDWA	5,875	5,688	6,175	6,202	6,341.00	6,341.00
57401 WAT MUNICIPAL INSURANCE	31,500	33,075	35,123	35,551	48,916.55	48,916.55
57407 WAT EDUCATION CREDIT	0	700	1,825	2,100	2,100.00	2,100.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>43,442</b>	<b>52,611</b>	<b>57,144</b>	<b>67,353</b>	<b>81,857.55</b>	<b>81,857.55</b>
<b>008 - CAPITAL OUTLAY</b>						
58310 WAT G.I.S.	9,216	13,817	15,339	15,000	15,000.00	15,000.00
58513 WAT WTR MAIN REPLAC PROGRAM	15,373	74,102	98,746	100,000	100,000.00	100,000.00
58550 WAT VEHICLE/EQUIP REPLACE	0	154,878	35,864	40,000	40,000.00	40,000.00
<b>008 - CAPITAL OUTLAY Total</b>	<b>24,590</b>	<b>242,797</b>	<b>149,949</b>	<b>155,000</b>	<b>155,000.00</b>	<b>155,000.00</b>
<b>009 - DEBT SERVICE</b>						
59100 WAT DEBT PRINCIPAL	534,026	551,170	545,489	1,168,752	1,164,829.38	1,164,829.38
59150 WAT DEBT INTEREST	210,621	207,563	277,332	517,728	507,819.54	507,819.54
59620 TRANSFERS TO SPEC REV FUNDS	1,195,390	0	443,133	0	0.00	0.00
<b>009 - DEBT SERVICE Total</b>	<b>1,940,036</b>	<b>758,733</b>	<b>1,265,954</b>	<b>1,686,479</b>	<b>1,672,648.92</b>	<b>1,672,648.92</b>
<b>Grand Total</b>	<b>4,412,633</b>	<b>3,516,463</b>	<b>4,068,574</b>	<b>4,883,856</b>	<b>4,887,816.55</b>	<b>4,887,816.55</b>

# DPS: Sewer Enterprise

## MISSION STATEMENT

The mission of the Department of Public Services Sewer Division (SD) is to provide quality and efficient wastewater collection, pumping and treatment services to all customers of the Department 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 2014 ACCOMPLISHMENTS**

- Significant Undesignated Fund Balance due to consistent oversight and control of spending
- Responded and repaired (as needed) all sewer issues to help prevent Sanitary Sewer Overflow (SSO)
- Proper Operations & Management (O & M), capital planning and budgeting
- Conducted proper O&M repair and preventative maintenance to Wastewater Treatment Facility (WWTF), lift stations and collection system
  - Approximately 44,156 linear feet of sewer main cleaned.
  - 16 lift station wet wells cleaned (Twice per year per station).
  - Manhole repair's throughout the City in an effort to reduce Inflow/Infiltration (I/I) repair's consists of replacing frames and covers, resurfacing inside of the MH with cement (hydraulic cement), sealing joints between inlet and invert.
- Phase II WWTF contract nearing completion
- Working in conjunction with the Engineering Department on all Sewer related projects, as well as any issues that arise during the year
- No major Industrial Pretreatment (IPP) violations
- Sludge quality continues to be of exceptional quality to compost
- Working in conjunction with Board of Health replacing and enforcing new grease ordinance
- Continued Safety Training and Spill Prevention & Counter Measures Plan trainings in-house for all personnel
- Continued to provide quality customer service. Responding to odor complaints at the WWTF, 50% of the odor complaints due to the construction of the WWTF, 36 Plum Island and 71 Sewer Calls from residents or businesses regarding sewer line issues
- Updated billing processes to include 14% per annum on late charges resulting in significant decrease in manual billing
- Reduced 20% of paper file by utilizing electronic storage
- Implemented new Sewer Dept. Website with pertinent information for our customers
- Continued emphasis on providing quality customer service
- Home Rule Petition submitted to State legislature and approved for combining Water and Sewer Commissions into one appointed entity

## **FY 2015 TRENDS**

The focus of the Sewer Department will continue on the completion of phase II of the WWTF Modernization project, and incorporation of Supervisory Control and Data Acquisition (SCADA) at lift stations and WWTF. The (SCADA) software allows operator to see real time

# DPS: Sewer Enterprise (cont.)

operations, rather than receiving an alarm after the fact.

Additionally, priorities will continue on Inflow/Infiltration (I/I) reduction, respond and repair any sewer issues discovered during routine cleaning or CCTV work performed. Maintenance and operation of the Plum Island vacuum sewer system. The NPDES permit continues to have significant impact on the Newburyport 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 2015 GOALS AND OBJECTIVES

**Goal 1:** Continue to meet requirements of our 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/Environmental Protection Agency
- Reduce Inflow and Infiltration (I/I) throughout the City
- Prevent Sanitary Sewer Overflow (SSO) to the best of our ability

**Goal 2:** Completion of phase II WWTF Modernization project/ Hydraulic analysis for Graf Rd and Hale St pumping stations. Design new force main for Graf and Hale St L/S, once the analysis at the two stations are completed.

### Objectives:

- Meet budget and schedule
- Ensure proper wastewater treatment at WWTF
- Perform hydraulic analysis at Hale and Graf rd. lift stations. to better understand what capacity (Flow) is remaining at the stations
- Design force main for Graf Rd and Hale St after hydraulic analysis is completed

**Goal 3:** Provide proper operations and maintenance services to our customers, continue working with engineering department to insure proper operations of the collection system

### Objectives:

- Maintain the Wastewater Treatment Facility (WWTF), lift stations, sewer mains, and Plum Island
- Address, fix and maintain any issues that might occur at the WWTF, lift stations, Plum Island, sewer mains throughout the City

- Reduce worker health and safety issues to the best of our ability in the Wastewater Department
- Address customer issues in a timely manner
- Continue to provide support and implement goals of the Mayor, City Council and the Sewer Commission

**Goal 4:** Complete draft of new Intermunicipal agreement (IMA) between Newbury and Newburyport regarding Plum Island

**Objectives:**

- To better understand and clarify the legal aspects of the two community's with regards to Water and Sewer connections, building lot sizes, etc.

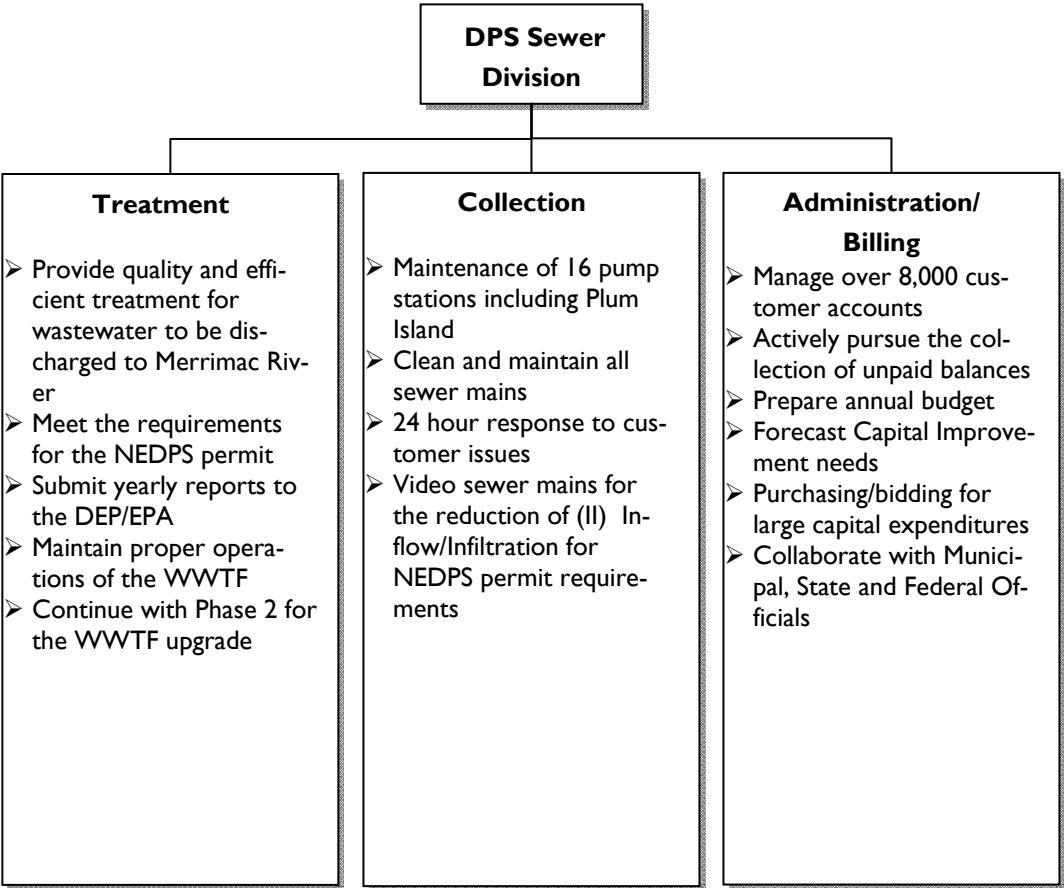
**Goal 5:** Work with Office of Planning and Development and Mayor's Office on disposition of surplus property at 115 Water Street.

**Objectives:**

- Provide technical assistance to ensure that property is disposed of properly

# DPS: Sewer Enterprise (cont.)

## PROGRAMS & SERVICES



## PERONNEL SUMMARY

<b>DPS: SEWER</b>			
	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>
<b><u>Position</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
Public Services Director	0.4	0.33	0.33
City Engineer	0.4	0.33	0.33
Public Services Deputy Director	0.4	0.33	0.33
Business Manager	0.5	0.5	0.33
Business Office Manager	0	0.5	0.5
Administrative Assistant	0.05	0.5	0.5
Assistant Engineer	0.5	0.5	0.33
Senior Clerk	0.5	0.5	0.5
Chief Operator	1	1	1
Assistant Chief Operator	1	1	1
Pretreatment Coordinator	1	1	1
Senior Maintenance Foreman	1	1	1
Collection Systems Superintendent	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
Meter Reader	0.5	0.5	0.5
<b>Total Full-Time Equivalents:</b>	<b>18.3</b>	<b>19.0</b>	<b>18.7</b>

## **SEWER ENTERPRISE FUND (61-440)**

	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 ACTUAL</b>	<b>FY2014 APPROVED</b>	<b>FY2015 PROPOSED</b>	<b>FY2015 APPROVED</b>
<b>001 - PERSONAL SERVICES</b>						
51101 DPS SALARY PS DIRECTOR	18,195	40,000	33,667	35,200	35,728.21	35,728.21
51102 DPS SALARY DEPUTY PS DIRECTOR	43,213	34,000	28,272	29,920	30,368.97	30,368.97
51103 SEW SAL BUSINESS MGR	0	21,147	30,300	31,680	21,315.03	21,315.03
51116 SEW SAL CHIEF OPERATOR	75,486	75,486	76,241	79,714	80,909.44	80,909.44
51117 SEW SAL ASST ENGINEER	0	17,465	21,012	25,000	18,117.75	18,117.75
51119 SEW CITY ENGINEER	46,308	32,000	26,933	28,160	28,582.56	28,582.56
51122 SEW SAL COLLECTIN SYSTEM MNGR	0	65,650	72,720	76,032	77,172.92	77,172.92
51131 DPS ADMIN ASSISTANT	16,130	18,495	19,762	20,507	21,022.76	21,022.76
51132 SEW SAL ADMIN OFFICE MGR	0	0	26,935	28,327	29,039.63	29,039.63
51158 SEW SAL LABOR	791,781	645,554	648,467	736,519	751,681.31	751,681.31
51190 SEW SAL SUMMER EMPLOYEES	0	16,385	15,198	25,000	25,000.00	25,000.00
51301 SEW OVERTIME	130,408	166,691	168,323	178,676	181,356.55	181,356.55
51401 SEW LONGEVITY	14,534	13,670	13,863	14,455	14,438.99	14,438.99
51405 SEW CLOTHING REIMBURSEMENT	9,400	9,441	9,233	9,783	9,949.99	9,949.99
51420 SEW EDUCATION CREDITS	1,125	425	825	2,400	2,400.00	2,400.00
51422 SEW EDUCATION	7,516	3,278	3,637	17,800	17,800.00	17,800.00
51711 SEW APPROP RETIREMNT	0	251,626	235,976	252,165	277,181.00	277,181.00
51750 SEW WORKERS COMP INS	18,500	19,425	20,396	20,396	20,906.16	20,906.16
51760 SEW CH 32B INS-SEWER	204,603	221,682	251,678	316,932	332,461.67	332,461.67
51761 SEW DENTAL	1,769	1,608	2,935	0	0.00	0.00
51770 SEW FICA EXP	13,080	10,961	11,456	15,512	15,977.73	15,977.73
<b>001 - PERSONAL SERVICES Total</b>	<b>1,392,048</b>	<b>1,664,989</b>	<b>1,717,830</b>	<b>1,944,180</b>	<b>1,991,410.67</b>	<b>1,991,410.67</b>
<b>002 - PURCHASE OF SERVICES</b>						
52101 SEW HEAT	36,182	31,897	32,337	72,000	72,000.00	72,000.00
52102 SEW ELECTRICITY	310,388	385,216	271,864	411,352	351,325.97	351,325.97
52401 SEW COMPUTER EXP	19,328	40,500	40,197	40,092	40,092.00	40,092.00
52402 SEW MAINT-GENERAL	31,198	31,114	31,173	31,350	36,350.00	36,350.00
52403 SEW MAINT-VEHICLES	20,985	26,861	27,178	27,000	27,000.00	27,000.00
52406 SEW MAINT-EQUIPMENT	72,080	78,680	78,081	102,052	102,052.00	102,052.00
52407 SEW UNIFORM/SAFETY EQUIPMENT	15,136	6,547	8,035	15,136	15,136.00	15,136.00
52408 SEW SEWER LINE MAINTENANCE	50,739	62,903	86,464	86,400	90,000.00	90,000.00
52409 SEW MAINT DRAINS	41,904	38,938	38,957	39,000	39,000.00	39,000.00
53001 SEW FINANCIAL AUDIT	0	4,500	4,500	6,000	6,500.00	6,500.00
53020 SEW LEGAL EXPENSES	7,933	21,000	65,080	100,000	100,000.00	100,000.00
53024 SEW BOND/NOTE EXP	2,679	4,890	71,167	112,976	41,667.19	41,667.19
53026 SEW POLICE DETAILS	2,810	12,908	4,048	15,000	15,000.00	15,000.00
53028 SEW MEDICAL/DRUG TESTING	4,219	6,177	3,217	16,440	16,440.00	16,440.00
53030 SEW CONSULTANT FEES	35,149	32,994	44,005	50,000	50,000.00	50,000.00
53035 SEW INDUSTRIAL PRETREATMENT	11,485	14,159	14,527	14,550	14,550.00	14,550.00
53040 SEW BIOSOLIDS DISPOSAL	229,443	306,162	230,120	241,000	264,000.00	264,000.00
53050 SEW VENDOR LAB TESTING	12,784	15,442	15,654	16,100	23,100.00	23,100.00
53402 SEW TELECOMMUNICATNS	21,310	23,638	24,003	27,700	28,700.00	28,700.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>925,751</b>	<b>1,144,526</b>	<b>1,090,606</b>	<b>1,424,148</b>	<b>1,332,913.16</b>	<b>1,332,913.16</b>

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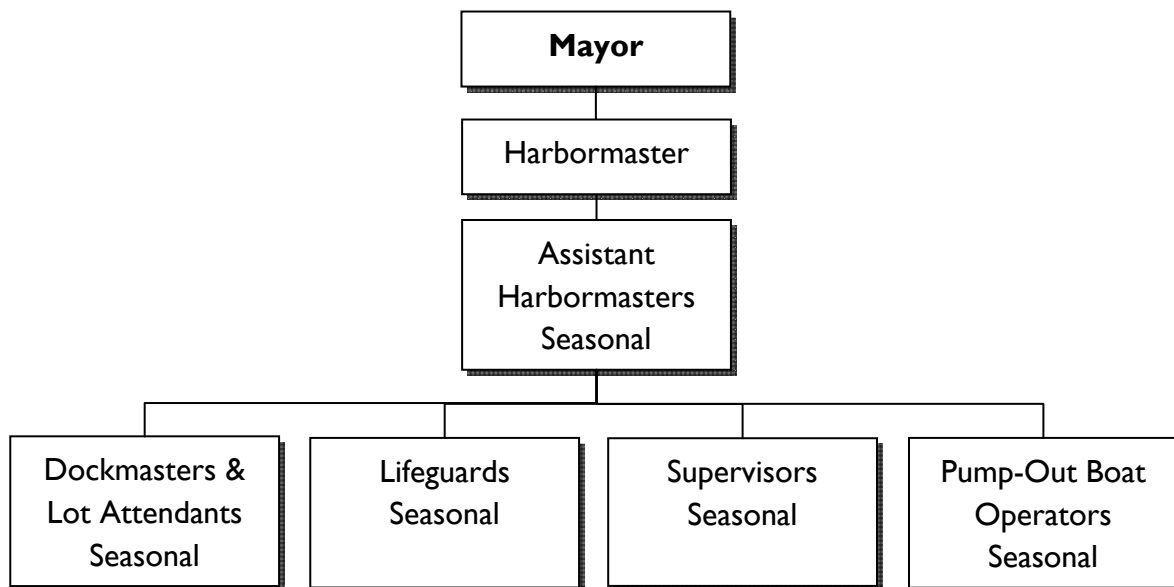


	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
<b>004 - SUPPLIES</b>						
54201 SEW GENERAL OFC EXP	13,122	15,320	17,327	21,350	21,350.00	21,350.00
54302 SEW PLANT CHEMICALS	222,967	213,039	115,724	263,620	263,620.00	263,620.00
54303 SEW LAB CHEMICALS	4,158	6,839	4,909	6,855	10,000.00	10,000.00
54310 SEW HOSE	2,107	3,808	2,934	3,850	3,850.00	3,850.00
54801 SEW FUEL/OIL VEHICLE(S)	26,462	38,262	36,493	39,000	41,484.63	41,484.63
54802 SEW LUBRICANTS	3,298	7,847	6,985	9,685	9,685.00	9,685.00
55800 SEW MISC SUPPLIES	608	1,308	805	1,800	1,800.00	1,800.00
<b>004 - SUPPLIES Total</b>	<b>272,724</b>	<b>286,423</b>	<b>185,177</b>	<b>346,160</b>	<b>351,789.63</b>	<b>351,789.63</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57300 SEW DUES/LIC/SUBSCRIPTIONS	624	1,323	470	1,350	1,350.00	1,350.00
57401 SEW MUNICIPAL INSURANCE	15,000	15,000	19,536	19,536	27,914.80	27,914.80
57607 SWR LOW ST JUDGEMENT	61,408	0	0	0	0.00	0.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>77,032</b>	<b>16,323</b>	<b>20,006</b>	<b>20,886</b>	<b>29,264.80</b>	<b>29,264.80</b>
<b>008 - CAPITAL OUTLAY</b>						
58300 SEW LAB TEST EQUIPMENT	2,689	3,050	1,740	4,000	0.00	0.00
58310 SEW G.I.S.	12,335	14,916	15,094	15,000	15,000.00	15,000.00
58330 SEW I/I REHABILITATION	13,635	76,153	100,000	100,000	100,000.00	100,000.00
58361 SEW REPAIR LIFT STATIONS	111,626	98,590	85,380	150,000	150,000.00	150,000.00
58362 SEW EFFLUENT SAMPLER	5,562	2,460	6,364	6,000	6,000.00	6,000.00
58520 SEW PURCHASE TRUCK	65,135	41,420	0	0	0.00	0.00
58530 SEW WEST END EASEMENT	40,310	3,497	0	0	0.00	0.00
58550 SEW VEHICLE/EQUIP REPLACE	0	0	129,701	25,000	0.00	0.00
58705 SEW FLOOD STUDY MALCOLM HOYT	0	111,860	0	0	0.00	0.00
<b>008 - CAPITAL OUTLAY Total</b>	<b>251,291</b>	<b>351,945</b>	<b>338,280</b>	<b>300,000</b>	<b>271,000.00</b>	<b>271,000.00</b>
<b>009 - DEBT SERVICE</b>						
59100 SEW DEBT PRINCIPAL	562,485	739,972	754,488	1,501,952	1,499,823.08	1,499,823.08
59150 SEW DEBT INTEREST	384,310	394,390	433,716	769,190	771,675.28	771,675.28
59620 TRANSFERS TO SPEC REV FUNDS	575,710	100,000	743,133	0	0.00	0.00
<b>009 - DEBT SERVICE Total</b>	<b>1,522,506</b>	<b>1,234,363</b>	<b>1,931,337</b>	<b>2,271,142</b>	<b>2,271,498.36</b>	<b>2,271,498.36</b>
<b>Grand Total</b>	<b>4,441,351</b>	<b>4,698,570</b>	<b>5,283,236</b>	<b>6,306,516</b>	<b>6,247,876.62</b>	<b>6,247,876.62</b>

# 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.



## FY2014 ACCOMPLISHMENTS

- Started the process regarding the design of a new Harbormaster and Transient boaters facility - Interviewed and hired an engineering firm to start this process
- The City procured a 25' Safe boat from the Coast Guard. This boat increased public safety and assisted in many rescues during the FY 2014 season
- Worked with the Commonwealth and the Mayor's office to successfully open Joppa Flats for clam digging - The first time this was done within the past eighty (80) years. In addition, we developed and implemented a shellfish management plan
- The Harbormaster Department was awarded a grant from the Clean Vessel Act (CVA) to replace the aging and deteriorating pump at Cashman Park
- Monitoring the completion of the Plum Island South Jetty reconstruction project. Coordinating the final repair with Army Corp of City Property
- Implemented access to MUNIS in the Harbormaster's office – enabling our department better insight and management of the boaters excise tax payments.
- Coordinating Phase One of the Newburyport Bulkhead project along with the Senior Project Manager

- Had a successful Paddle Smart Day with Coast Guard Auxiliary
- Worked with Gulf of Maine Institute (GOMI) to continue a water-testing program
- Organized and hosted three boaters safety training seminars for both adults and children and were responsible for over 50 people getting their boating license
- 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. Fishing for Energy, the public-private partnership aimed at reducing the adverse effects of derelict fishing gear (gear that is lost in the marine environment) and marine debris. The grants will support projects that reduce derelict fishing gear in and around coastal waterways and increase public awareness of the threat derelict gear and marine debris pose to the marine environment
- Provided safety training, boating licensing courses and man overboard drills and to Whittier Bridge contractors – resulted in many of the contractors receiving certificates – Due to this training, two people were rescued safely and expeditiously after incidents occurred
- Continued to strengthen relationship with all the local Marinas and the awareness of the waterway permits has increased

## **FY 2015 TRENDS**

As always, the weather plays a significant factor in revenues and activities associated with the Harbormaster's Department. The FY 2014 season got off to a slow start weather-wise. But as the season progressed, the weather improved and increased the traffic. Larger yachts continued to visit the City and we are marketing for more boats. Although the weather may be a factor, FY 2015 is looking to be a busy season with many festivals already scheduled. FY 2015 is also a special year as it is the 250<sup>th</sup> anniversary celebration of the City of Newburyport. The Harbormaster's Department is working on a lighted boat parade in celebration of this event.

## **FY 2015 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

# Harbormaster Enterprise (cont.)

- Assistant Harbormasters 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 rescue, towing procedures, boating under the influence and boat handling. Our relationship and communication with all other agencies will continue to grow

**Goal 2:** Replace the Cashman Park Pump Station and begin development of a new Harbormaster's/Transient Boater's facility on the waterfront

**Objectives:**

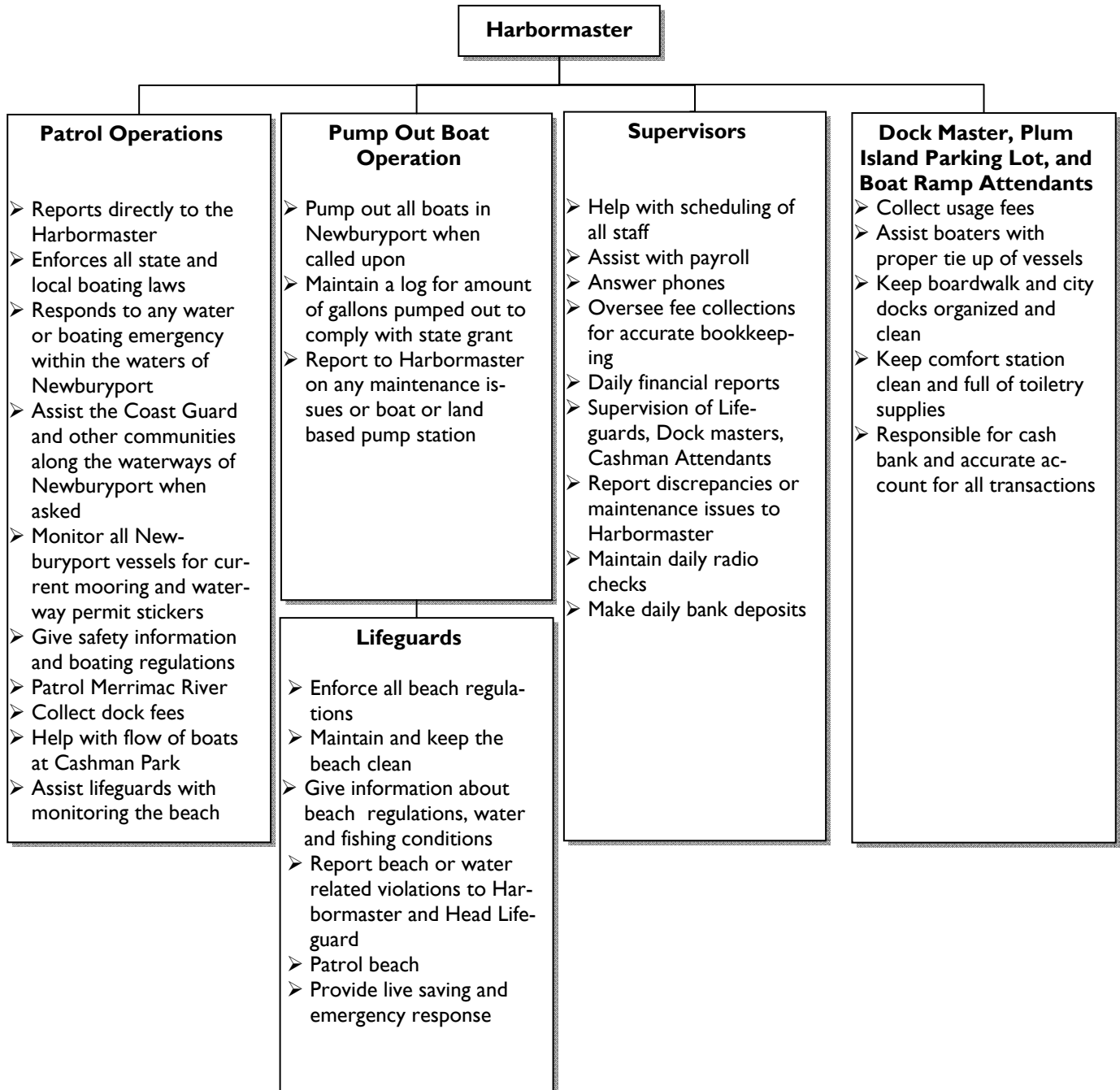
- Work with the CVA Pump out program to replace the pump station located at Cashman Park as it has reached its life expectancy. The state is responsible for covering 75% of the cost
- Work on the development of a new Harbormasters / Boating facility on the waterfront in concert with the Newburyport Harbor 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 2015

**Goal 3:** Increase use of the Pump Out Boat to meet the demands of boaters

**Objectives:**

- Add extra days for the Pump Out Boat to be operating as demand is increasing and we want to provide quality customer service
- Get Cashman Park self-serve station's new pump completed and installed

## PROGRAMS & SERVICES



# Harbormaster Enterprise (cont.)

## PERSONNEL SUMMARY

Harbormaster			
	FY 2013	FY 2014	FY 2015
<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
<b>Total Full-Time Equivalents:</b>	<b>40</b>	<b>40</b>	<b>40</b>

## **HARBORMASTER ENTERPRISE FUND (65-200)**

	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 ACTUAL</b>	<b>FY2014 APPROVED</b>	<b>FY2015 PROPOSED</b>	<b>FY2015 APPROVED</b>
<b>001 - PERSONAL SERVICES</b>						
51101 HBR HARBORMASTER	50,962	51,000	60,000	62,118	64,310.80	64,310.80
51102 HBR ASST HARBORMASTER	16,440	17,429	15,215	25,000	25,000.00	25,000.00
51181 HBR SUPERVISORS	13,989	13,998	12,106	15,000	15,000.00	15,000.00
51183 HBR LIFEGUARDS	34,207	28,970	28,513	41,000	41,000.00	41,000.00
51184 HBR ADMIN/SECRETARIAL	3,363	2,738	3,561	4,800	5,000.00	5,000.00
51185 HBR CASHMAN PK ATTEND	14,601	14,312	14,246	17,000	17,000.00	17,000.00
51186 HBR DOCKMASTER	6,308	5,534	5,844	8,500	8,500.00	8,500.00
51187 HBR PI PARKING LOT ATTEND	7,075	7,491	9,456	9,000	9,000.00	9,000.00
51188 HBR SAL SHELLFISH CONSTABLE	0	0	0	0	2,500.00	2,500.00
51740 HBR RETIREMENT APPROP	14,134	14,074	14,570	14,460	16,074.00	16,074.00
51760 HBR CH32BINS-HBR	18,596	21,170	20,379	26,000	27,274.00	27,274.00
51770 HBR FICA EXPENSE	8,036	1,963	2,291	6,000	6,000.00	6,000.00
<b>001 - PERSONAL SERVICES Total</b>	<b>187,710</b>	<b>178,677</b>	<b>186,181</b>	<b>228,878</b>	<b>236,658.80</b>	<b>236,658.80</b>
<b>002 - PURCHASE OF SERVICES</b>						
52103 HBR HM UTILITIES	915	1,080	842	4,100	4,100.00	4,100.00
52104 HBR CWF/POWER	299	0	0	0	0.00	0.00
52401 HBR CASHMAN PARK	1,212	1,900	2,169	6,500	6,500.00	6,500.00
52405 HBR COMPUTER EXPENSE	3,369	2,601	1,836	4,500	4,500.00	4,500.00
52410 HBR FISH PIER	200	0	0	0	0.00	0.00
52415 HBR CWF TRASH PICKUP	725	0	0	0	0.00	0.00
52420 HBR MAINT/EQUIP BOAT	765	25,602	3,047	3,000	2,800.00	2,800.00
52430 HBR INSTALL/REPAIR FLTS	7,036	7,000	7,000	7,000	7,000.00	7,000.00
52435 HBR HM FACILITIES MAINT	507	136	765	1,850	1,850.00	1,850.00
52445 HBR PLUM ISLAND EXP	1,769	1,937	1,987	4,500	4,500.00	4,500.00
52721 HBR PUMPOUT MAINT	877	1,751	849	3,000	3,000.00	3,000.00
53028 HBR PRE-EMPLOY PHY	292	0	0	0	0.00	0.00
53030 HBR PRINTING & SIGNS	1,413	285	3,231	2,300	2,300.00	2,300.00
53402 HBR TELECOMMUNICATIONS	1,508	1,622	1,684	2,500	2,500.00	2,500.00
53406 HBR POSTAGE MAILINGS	425	908	110	1,700	1,700.00	1,700.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>21,311</b>	<b>44,821</b>	<b>23,518</b>	<b>40,950</b>	<b>40,750.00</b>	<b>40,750.00</b>
<b>004 - SUPPLIES</b>						
54200 HBR OFFICE SUPPLIES	0	60	279	500	500.00	500.00
54250 HBR HARBOR COMMISSION EXP	1,549	2,200	2,705	2,800	2,200.00	2,200.00
54305 HBR UNIFORM/SAFETY EQUIP	692	450	1,979	2,000	2,000.00	2,000.00
54801 HBR FUEL/OIL VEHICLES	7,608	7,517	7,071	12,000	12,000.00	12,000.00
55800 HBR MISCELLANEOUS	300	942	1,082	1,500	1,500.00	1,500.00
<b>004 - SUPPLIES Total</b>	<b>10,149</b>	<b>11,169</b>	<b>13,116</b>	<b>18,800</b>	<b>18,200.00</b>	<b>18,200.00</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57100 HBR TRAVEL & TRAINING	0	0	0	500	500.00	500.00
57300 HBR DUES/MEMBERSHIPS	30	0	40	500	500.00	500.00
57430 HBR BOAT INSURANCE	2,775	2,775	5,075	5,075	5,075.00	5,075.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>2,805</b>	<b>2,775</b>	<b>5,115</b>	<b>6,075</b>	<b>6,075.00</b>	<b>6,075.00</b>
<b>008 - CAPITAL OUTLAY</b>						
58500 HBR ADDITIONAL EQUIPMENT/SVCS	1,952	9,256	28,330	30,000	30,000.00	30,000.00
<b>008 - CAPITAL OUTLAY Total</b>	<b>1,952</b>	<b>9,256</b>	<b>28,330</b>	<b>30,000</b>	<b>30,000.00</b>	<b>30,000.00</b>
<b>009 - DEBT SERVICE</b>						
59100 HBR DOCK BOND PAYMENT	28,775	27,900	27,000	26,000	26,000.00	26,000.00
<b>009 - DEBT SERVICE Total</b>	<b>28,775</b>	<b>27,900</b>	<b>27,000</b>	<b>26,000</b>	<b>26,000.00</b>	<b>26,000.00</b>
<b>Grand Total</b>	<b>252,702</b>	<b>274,598</b>	<b>283,260</b>	<b>350,703</b>	<b>357,683.80</b>	<b>357,683.80</b>