

**CITY OF LACONIA-EXPENDITURE PLAN
FISCAL YEAR 2012-2013**

DEPARTMENTS	2011-12 COUNCIL	2012-13 DEPT REQ	%DEPT 12-13	2012-13 MANAGER	% MANGR 12-13	2012-13 COUNCIL	%COUNCIL 12-13
1. ADMINISTRATION	\$204,394	\$175,710	-14.0%	\$184,011	-10.0%	\$189,011	-7.5%
a.CAPITAL OUTLAY	\$1,190,000	\$2,326,000	95.5%	\$1,725,000	45.0%	\$1,665,000	39.9%
b.NON DEPARTMENTAL	\$1,258,862	\$237,065	-81.2%	\$237,065	-81.2%	\$237,064	-81.2%
c.SPECIAL ITEMS	\$184,573	\$241,825	31.0%	\$204,829	11.0%	\$204,829	11.0%
d.LICENSING BOARD	\$10,162	\$11,661	14.8%	\$11,977	17.9%	\$11,977	17.9%
2. ASSESSING	\$224,853	\$233,383	3.8%	\$243,142	8.1%	\$242,142	7.7%
3. CODE ENFORCEMENT	\$147,222	\$145,222	-1.4%	\$171,942	16.8%	\$169,942	15.4%
4. CONSERVATION COM	\$3,970	\$4,170	5.0%	\$4,170	5.0%	\$4,170	5.0%
5. FINANCE							
a.EMPLOYEE BENEFITS	\$1,377,272	\$1,363,752	-1.0%	\$1,199,665	-12.9%	\$1,194,665	-13.3%
b.FISCAL	\$506,787	\$535,164	5.6%	\$536,625	5.9%	\$536,625	5.9%
c.INSURANCE	\$463,044	\$486,615	5.1%	\$486,615	5.1%	\$476,615	2.9%
d.PRINCIPAL & INTEREST	\$1,241,288	\$1,235,549	-0.5%	\$1,235,549	-0.5%	\$1,235,549	-0.5%
e.REIMBURSABLES	\$180,000	\$150,000	-16.7%	\$150,000	-16.7%	\$150,000	-16.7%
6. FIRE	\$3,401,798	\$3,598,501	5.8%	\$3,424,475	0.7%	\$3,424,475	0.7%
7. LEGAL	\$117,900	\$128,900	9.3%	\$146,900	24.6%	\$142,900	21.2%
8. LIBRARY	\$743,689	\$781,427	5.1%	\$799,337	7.5%	\$793,304	6.7%
9. PLANNING	\$296,985	\$334,121	12.5%	\$321,044	8.1%	\$320,544	7.9%
10. POLICE	\$4,675,938	\$4,775,847	2.1%	\$4,634,641	-0.9%	\$4,694,641	0.4%
11. PUBLIC WORKS	\$2,315,882	\$2,293,849	-1.0%	\$2,278,223	-1.6%	\$2,253,223	-2.7%
a.SOLID WASTE	\$1,911,618	\$1,902,385	-0.5%	\$1,853,531	-3.0%	\$1,898,531	-0.7%
12. RECORDS							
a.CITY CLERK	\$134,091	\$131,491	-1.9%	\$136,321	1.7%	\$136,321	1.7%
b.ELECTIONS	\$33,320	\$34,800	4.4%	\$34,800	4.4%	\$34,800	4.4%
13. RECREATION & FACILITIES	\$586,387	\$644,498	9.9%	\$632,200	7.8%	\$632,200	7.8%
a.CITY HALL MAINT	\$78,291	\$84,268	7.6%	\$81,708	4.4%	\$81,708	4.4%
b.COMMUNITY CENTER	\$45,838	\$45,616	-0.5%	\$45,006	-1.8%	\$45,006	-1.8%
c.POLICE STATION	\$110,731	\$121,574	9.8%	\$114,105	3.0%	\$114,105	3.0%
14. WELFARE	\$184,877	\$184,877	0.0%	\$186,686	1.0%	\$184,686	-0.1%
TOTAL CITY APPROPRIATION	\$21,629,772	\$22,208,270	2.7%	\$21,079,567	-2.5%	\$21,074,033	-2.6%

	<u>2011-2012</u>	<u>2012-2013</u>	<u>%DEPT</u>	<u>2012-2013</u>	<u>% MNGR</u>	<u>2012-2013</u>	<u>% COUNCIL</u>
	<u>COUNCIL</u>	<u>DEPT REQ</u>	<u>REQ</u>	<u>MANAGER</u>	<u>12-13</u>	<u>COUNCIL</u>	<u>12-13</u>
TOTAL CITY APPROPRIATION	\$21,629,772	\$22,208,270	2.7%	\$21,079,567	-2.5%	\$21,074,033	-2.6%
LESS CITY EST REVENUES	<u>\$7,026,384</u>	<u>\$6,331,997</u>	-9.9%	<u>\$6,401,997</u>	-8.9%	<u>\$6,556,997</u>	-6.7%
NET CITY	\$14,603,388	\$15,876,273	8.7%	\$14,677,570	0.5%	\$14,517,036	-0.6%
SCHOOL APPROPRIATION	<u>\$29,492,512</u>	<u>\$30,203,196</u>	2.4%	<u>\$30,203,196</u>	2.4%	<u>\$30,203,196</u>	2.4%
FED & SCH LUNCH FUNDS	<u>\$4,853,882</u>	<u>\$4,611,882</u>	-5.0%	<u>\$4,611,882</u>	-5.0%	<u>\$4,611,882</u>	-5.0%
TOTAL SCHOOL APPROP	\$34,346,394	\$34,815,078	1.4%	\$34,815,078	1.4%	\$34,815,078	1.4%
SCHOOL EST REVENUES****	<u>\$13,771,212</u>	<u>\$13,839,936</u>	0.5%	<u>\$13,839,936</u>	0.5%	<u>\$13,839,936</u>	0.5%
FED & SCH LUNCH REV****	<u>\$4,853,882</u>	<u>\$4,611,882</u>	-5.0%	<u>\$4,611,882</u>	-5.0%	<u>\$4,611,882</u>	-5.0%
TOTAL SCHOOL EST REV	\$18,625,094	\$18,451,818	-0.9%	\$18,451,818	-0.9%	\$18,451,818	-0.9%
NET SCHOOL	\$15,721,300	\$16,363,260	4.1%	\$16,363,260	4.1%	\$16,363,260	4.1%
OVERLAY FOR ABATEMENTS	<u>\$135,100</u>	<u>\$135,100</u>	0.0%	<u>\$175,000</u>	29.5%	<u>\$175,000</u>	29.5%
WAR SERVICE CREDITS	<u>\$476,750</u>	<u>\$476,750</u>	0.0%	<u>\$476,750</u>	0.0%	<u>\$476,750</u>	0.0%
COUNTY TAX ASSESSMENT*	<u>\$2,737,029</u>	<u>\$2,775,035</u>	1.4%	<u>\$2,775,035</u>	1.4%	<u>\$2,775,035</u>	1.4%
GRAND TOTAL APPROP	\$59,325,045	\$60,410,233	1.8%	\$59,321,430	0.0%	\$59,315,896	0.0%
ESTIMATED REVENUES-CITY							
16. NON PROPERTY TAXES	<u>\$235,000</u>	<u>\$215,000</u>	-8.5%	<u>\$215,000</u>	-8.5%	<u>215,000</u>	-8.5%
17. INTERGOVERNMENTAL	<u>\$1,071,265</u>	<u>\$1,002,537</u>	-6.4%	<u>\$1,002,537</u>	-6.4%	<u>1,002,537</u>	-6.4%
18. LICENSES & PERMITS	<u>\$2,558,637</u>	<u>\$2,568,317</u>	0.4%	<u>\$2,598,317</u>	1.6%	<u>2,598,317</u>	1.6%
19. CHARGES FOR SERVICES	<u>\$988,656</u>	<u>\$958,656</u>	-3.0%	<u>\$998,656</u>	1.0%	<u>1,093,656</u>	10.6%
20. MISC REVENUES	<u>\$904,826</u>	<u>\$712,487</u>	-21.3%	<u>\$712,487</u>	-21.3%	<u>712,487</u>	-21.3%
21. SURPLUS	<u>\$1,268,000</u>	<u>\$875,000</u>	-31.0%	<u>\$875,000</u>	-31.0%	<u>\$935,000</u>	-26.3%
TOTAL CITY EST REVENUES	\$7,026,384	\$6,331,997	-9.9%	\$6,401,997	-8.9%	\$6,556,997	-6.7%
SCHOOL EST REVENUES	<u>\$13,771,212</u>	<u>\$13,839,936</u>	0.5%	<u>\$13,839,936</u>	0.5%	<u>\$13,839,936</u>	0.5%
FF & SCH LUNCH REV	<u>\$4,853,882</u>	<u>\$4,611,882</u>	-5.0%	<u>\$4,611,882</u>	-5.0%	<u>\$4,611,882</u>	-5.0%
TOTAL REVENUES	\$25,651,478	\$24,783,815	-3.4%	\$24,853,815	-3.1%	\$25,008,815	-2.5%
BALANCE TO BE RAISED-LOCAL	<u>\$33,673,567</u>	<u>\$35,626,418</u>	5.8%	<u>\$34,467,615</u>	2.4%	<u>\$34,307,081</u>	1.9%
BALANCE TO BE RAISED-STATE*	<u>\$4,722,011</u>	<u>\$4,746,462</u>	0.5%	<u>\$4,746,462</u>	0.5%	<u>\$4,746,462</u>	0.5%
ASSESSED VALUATION	<u>\$1,870,057,201</u>	<u>\$1,870,057,201</u>	0.0%	<u>\$1,888,057,201</u>	1.0%	<u>\$1,888,057,201</u>	1.0%
LOCAL TAX RATE PER \$1,000	<u>\$18.01</u>	<u>\$19.05</u>	5.8%	<u>\$18.26</u>	1.4%	<u>\$18.17</u>	0.9%
STATE TAX RATE PER \$1,000*	<u>\$2.55</u>	<u>\$2.57</u>	0.0%	<u>\$2.54</u>	0.0%	<u>\$2.54</u>	-0.5%
TOTAL TAX RATE PER \$1,000	<u>\$20.56</u>	<u>\$21.62</u>	5.1%	<u>\$20.80</u>	1.2%	<u>\$20.71</u>	0.7%
Tax Rate Increase		<u>\$1.06</u>		<u>\$0.24</u>		<u>\$0.15</u>	

*adjusted, no utilities

Notes: Surplus

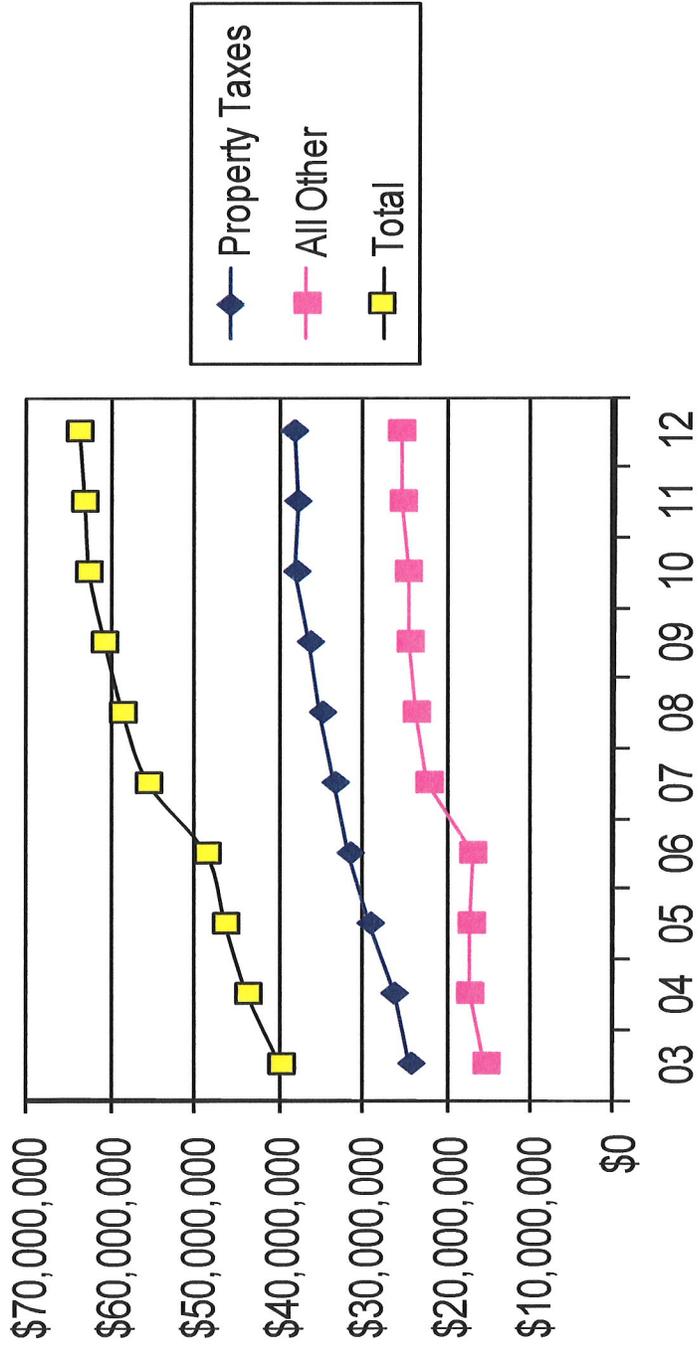
\$875,000 usual - increased to \$935,000 FY13

Assessed Valuation - Prior Year All Other Tax from DRA Tax Rate Sheet - \$1,870,057,201 + \$18,000,000 = \$1,888,057,201

Manager State Tax Rate - Prior Year \$1,849,351,901 + \$18,000,000 = \$1,867,351,901

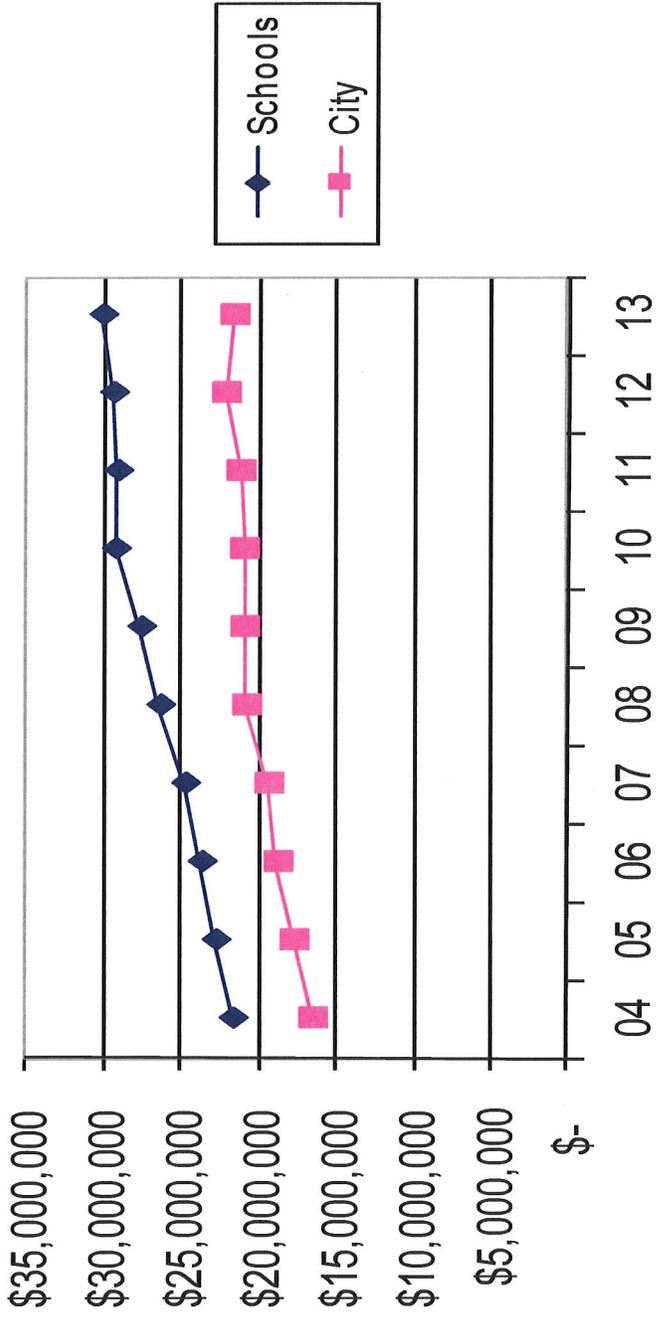
Dept Req State Tax Rate - Prior Year \$1,849,351,901 (From DRA Tax Rate Sheet)

Property Taxes to Other Revenues



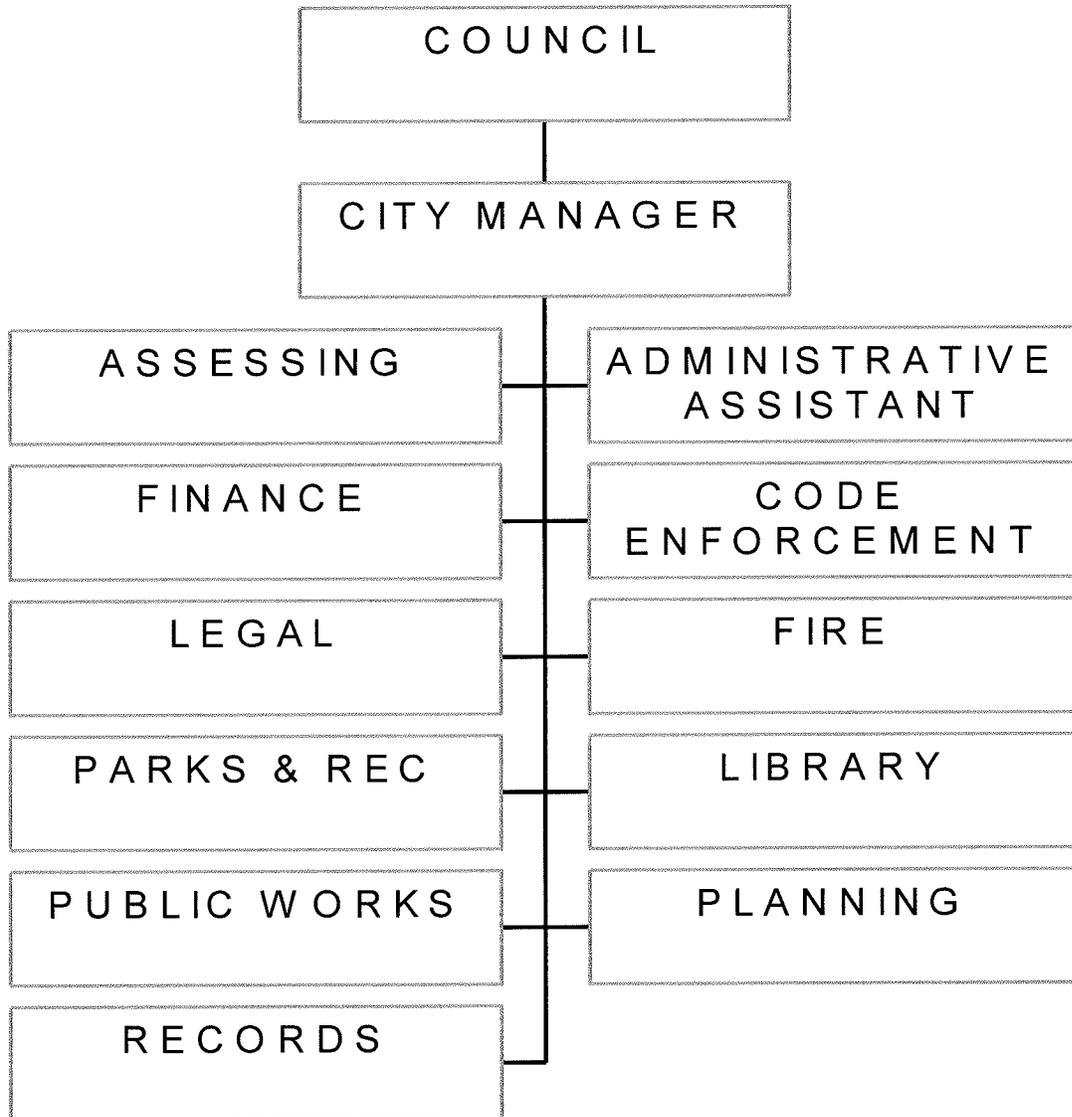
	<u>2011-2012</u>	<u>2012-2013</u>	<u>% DEPT</u>	<u>2012-2013</u>	<u>%MGR</u>	<u>2012-2013</u>	<u>%COUNCIL</u>
	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>12-13</u>	<u>MANAGER</u>	<u>12-13</u>	<u>COUNCIL</u>	<u>12-13</u>
NON PROPERTY TAXES							
23. INTEREST ON TAXES	\$60,000	\$60,000	0.0%	\$60,000	0.0%	\$60,000	0.0%
24. REDEMPTION INTEREST	\$105,000	\$90,000	-14.3%	\$90,000	-14.3%	\$90,000	-14.3%
25. BOAT TAXES	\$70,000	\$65,000	-7.1%	\$65,000	-7.1%	\$65,000	-7.1%
TOTAL NON PROPERTY TO 16	\$235,000	\$215,000	-8.5%	\$215,000	-8.5%	\$215,000	-8.5%
INTERGOVERNMENTAL							
26. SHARED REVENUES	\$ -	\$ -		\$ -		\$ -	
27. ROOMS & MEALS TAX	\$712,514	\$712,514	0.0%	\$712,514	0.0%	\$712,514	0.0%
29. HIGHWAY BLOCK GRANT	\$358,140	\$289,412	-19.2%	\$289,412	-19.2%	\$289,412	-19.2%
30. NH FOREST LAND	\$611	\$611	0.0%	\$611	0.0%	\$611	0.0%
TOTAL INTERGOV TO 17	\$1,071,265	\$1,002,537	-6.4%	\$1,002,537	-6.4%	\$1,002,537	-6.4%
LICENSES & PERMITS							
31. MOTOR VEHICLE REG	\$1,970,000	\$1,970,000	0.0%	\$2,000,000	1.5%	\$2,000,000	1.5%
32. DOG LICENSES & FINES	\$10,000	\$10,000	0.0%	\$10,000	0.0%	\$10,000	0.0%
33. BUILDING & ZONING FEES	\$125,000	\$125,000	0.0%	\$125,000	0.0%	\$125,000	0.0%
34. FEES, TAX COLLECTION	\$16,173	\$13,000	-19.6%	\$13,000	-19.6%	\$13,000	-19.6%
35. FEES, CITY CLERK	\$115,000	\$115,000	0.0%	\$115,000	0.0%	\$115,000	0.0%
37. FRANCHISE FEES	\$262,464	\$275,317	4.9%	\$275,317	4.9%	\$275,317	4.9%
38. ALARM BOX FEES	\$60,000	\$60,000	0.0%	\$60,000	0.0%	\$60,000	0.0%
TOTAL LIC & PERMITS TO 18	\$2,558,637	\$2,568,317	0.4%	\$2,598,317	1.6%	\$2,598,317	1.6%
CHARGES FOR SERVICES							
39. MISC REMIBURSABLES	\$180,000	\$150,000	-16.7%	\$150,000	-16.7%	\$150,000	-16.7%
40. AMBULANCE LRGH	\$7,656	\$7,656	0.0%	\$7,656	0.0%	\$7,656	0.0%
41. FIRE DEPT	\$35,000	\$35,000	0.0%	\$35,000	0.0%	\$35,000	0.0%
42. PLANNING DEPT	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
43. POLICE DEPT	\$6,000	\$6,000	0.0%	\$6,000	0.0%	\$6,000	0.0%
44. PUBLIC WORKS & S.W.	\$735,000	\$735,000	0.0%	\$775,000	5.4%	\$870,000	18.4%
TOTAL CHARGES TO 19	\$988,656	\$958,656	-3.0%	\$998,656	1.0%	\$1,093,656	10.6%
MISCELLANEOUS REVENUES							
45. INTEREST ON INVESTMENTS	\$300,000	\$150,000	-50.0%	\$150,000	-50.0%	\$150,000	-50.0%
46. WEIRS BEACH PARKING	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
47. PARKING METERS	\$65,000	\$65,000	0.0%	\$65,000	0.0%	\$65,000	0.0%
48. PARKING VIOLATIONS	\$40,000	\$40,000	0.0%	\$40,000	0.0%	\$40,000	0.0%
49. PILOT-ELDERLY HOUSING	\$93,873	\$79,079	-15.8%	\$79,079	-15.8%	\$79,079	-15.8%
50. PILOT-CAP	\$19,012	\$20,012	5.3%	\$20,012	5.3%	\$20,012	5.3%
51. PILOT-SKATING CLUB	\$14,096	\$14,921	5.9%	\$14,921	5.9%	\$14,921	5.9%
52. PILOT-TAYLOR HOME	\$296,551	\$266,905	-10.0%	\$266,905	-10.0%	\$266,905	-10.0%
53. PILOT-STATE	\$7,294	\$7,570	3.8%	\$7,570	3.8%	\$7,570	3.8%
54. P&R LEASES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
55. FINES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
56. SSF REMIB TO GF	\$14,000	\$14,000	0.0%	\$14,000	0.0%	\$14,000	0.0%
TOTAL MISC TO 20	\$904,826	\$712,487	-21.3%	\$712,487	-21.3%	\$712,487	-21.3%
TOTAL CITY NON-TAX REVENUE	\$5,758,384	\$5,456,997	-5.2%	\$5,526,997	-4.0%	\$5,621,997	-2.4%

School & City Expenditures Last Ten Years



ADMINISTRATION

FY 2012-2013



ADMINISTRATION
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011- 2012</u>	<u>2012-2013 DEPT</u>	<u>2012-2013 MANAGER</u>	<u>2012-2013 COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 401 101 0001 Mayor-Council	\$17,200	\$17,200	\$17,100	\$16,000	\$17,200	\$17,200	\$17,200	\$17,200
01 401 101 0002 City Manager	109,657	119,935	120,925	103,418	120,462	96,750	102,125	102,125
01 401 101 0003 Admin. Asst	39,286	41,072	38,346	40,332	42,698	32,760	33,415	33,415
01 401 106 0000 Sick-Hurt	17,480	1,019	51	39,251	-	-	-	-
01 401 107 0000 Holidays	1,857	1,737	1,591	4,880	-	-	-	-
01 401 108 0000 Vacations	5,336	704	3,272	6,222	-	-	-	-
01 401 109 0000 Longevity	90	-	-	-	-	-	-	-
01 401 115 0000 Salary Adj.	-	-	-	-	2,134	-	1,671	1,671
TOTAL SALARIES	\$190,906	\$181,667	\$181,285	\$210,103	\$182,494	\$146,710	\$154,411	\$154,411
OTHER								
01 401 201 0000 Telephones	\$1,476	\$1,495	\$1,510	\$1,471	\$1,700	\$1,700	\$1,500	\$1,500
01 401 207 0000 Postage	662	565	548	449	650	600	600	600
01 401 208 0000 Printing	-	-	-	-	100	100	100	100
01 401 210 0000 Notices	617	30	648	722	200	900	900	900
01 401 212 0000 Copier	745	519	855	1,549	1,000	1,100	1,100	1,100
01 401 214 0000 Supplies	1,677	1,398	1,305	2,212	1,800	1,800	1,800	1,800
01 401 234 0000 Vehicle Rental	23	8	21	30	50	-	-	-
01 401 242 0001 Travel-Mgr.	-	-	179	-	300	1,200	1,500	1,500
01 401 242 0002 Travel-Council	-	-	-	-	400	300	300	300
01 401 245 0000 Dues-NHMA	12,727	12,727	12,827	12,958	13,500	13,500	13,500	13,500
01 401 245 0001 Dues-Mgr.	70	249	250	170	250	3,000	3,500	3,500
01 401 245 0002 Conf-Dues-Council	-	-	-	-	400	400	400	400
01 401 303 0000 Miscellaneous.	-	825	-	-	100	100	100	100
01 401 303 0002 Emergency Management	-	-	-	-	1,000	1,000	1,000	1,000
01 401 321 0000 Economic Develop.Exp.	2,355	250	-	250	-	3,000	3,000	8,000
01 401 401 0000 Equipment	-	1,000	-	1,694	450	300	300	300
TOTAL OTHER	\$20,352	\$19,066	\$18,143	\$21,505	\$21,900	\$29,000	\$29,600	\$34,600
DEPT. O&M TOTAL	\$211,258	\$200,733	\$199,428	\$231,608	\$204,394	\$175,710	\$184,011	\$189,011

ADMINISTRATION
FY 2012-2013 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
	City Council**							\$17,200.00
1	City Manager*			52			\$1,963.95	\$102,125.40
1	Admin As 15H			52	35	\$18.36	\$642.60	\$33,415.20
Total Admin.								\$152,740.60

*Includes salary plus 7.5% City contribution to ICMA Retirement Corp.

**Mayor \$2,800 yearly, paid on a quarterly basis

**Council \$2,400 yearly, paid on a quarterly basis

***Admin Asst will be reviewed during the year with a possible raise of 0 - 5.0%

Administration Activities:

- attend 24 regularly scheduled work sessions and regular monthly meetings
- prepare manager's report and other research reports as necessary
- direct city departments to insure council policy is implemented
- conduct regular department staff meetings to monitor the policy directives of the council
- meet with citizens, neighborhood groups, business leaders, to address their concerns and/or solve specific problems

2012-2013 Objective:

- Complete 100% of FY 2012-2013 departmental objectives
- Implement City Council goals and objectives

ADMINISTRATION-ACCOUNT DESCRIPTIONS
FY 2012 – 2013 BUDGET

SALARIES

The Mayor-Council line item funds payment to City Council members at \$2,800 per year for the Mayor and \$2,400 per year for members of the council. They are paid on a quarterly basis.

The City Manager line item funds the cost of this position in the Administration Office.

The Administrative Assistant line item funds the cost of this position.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase for an eligible employee. This line has been budgeted at 5% for the eligible employee.

TELEPHONES

This line item funds the cost of telephone connections in the Administration Office with related costs.

POSTAGE

This line item funds the cost of postage for Administration, Mayor and Council.

PRINTING

This line item funds the cost of printing done by a private contractor for Administration, Mayor and Council.

NOTICES

This line item funds the cost of publishing certain legal notices.

COPIER

This line item funds the cost of copying for Administration, Mayor and Council.

SUPPLIES

This line item funds the cost of general office supplies for Administration, Mayor and Council.

VEHICLE RENTAL

This line item funds the hourly cost of operation of a City vehicle used by this department.

TRAVEL-MANAGER

This line item funds the cost of travel expenses for the Manager for City related functions.

TRAVEL-COUNCIL

This line item funds the cost of travel expenses for the Mayor and Council for City related functions.

DUES-NHMA

This line item funds the estimated cost of the City of Laconia dues to the New Hampshire Municipal Association.

DUES-MANAGER

This line item is fixed by the City Manager's contract for the payment of dues.

CONFERENCE-DUES-COUNCIL

This line item funds the cost of conferences and dues for the Mayor and Council for city related functions.

MISCELLANEOUS

This line item funds unanticipated costs for the Administration area.

EMERGENCY MANAGEMENT

This line item funds the purchase of supplies in the event of an emergency in the City.

ECONOMIC DEVELOPMENT

This line item funds the study for increased business possibilities in the community. *The City Council increased this request by \$5000 for a total of \$8000 for Fiscal Year 13.*

EQUIPMENT

This line funds miscellaneous equipment that may be needed in the department.

ADMINISTRATION - CAPITAL OUTLAY
FY 2012-2013 BUDGET

<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>CIP</u>	<u>2012-13</u>	<u>2012-13</u>	<u>2012-13</u>
<u>Dept</u>	<u>CAPITAL OUTLAY</u>	<u>COUNCIL</u>	<u>Dept</u>	<u>CAPITAL OUTLAY</u>	<u>RANK</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
Parks	Park House repairs, renovation, demolition	\$25,000	Parks	Weirs Community Park	7	\$250,000	-	-
	Opechee Track resurfacing	\$35,000		Playground Revitalization	9	\$25,000	\$25,000	\$25,000
				Opechee Park House Demo & Reconstruction	30	\$125,000	\$110,000	-
Finance	Upgrade Phone System	\$25,000		Memorial Park Bleacher Replacement	32	\$35,000	-	-
			Fire	1 Fire Prevention Utility Vehicle	22	\$22,000	\$22,000	\$22,000
				2 Weirs Station Window Replacement	35	\$15,000	-	-
				1 Replace All-terrain Vehicle	37	\$14,000	-	-
				Central Station Paving	38	\$250,000	-	-
Non Dept	Non-Capital Reserve Improvements	\$60,000	Non Dept	Non Capital Reserve Improvements		-	\$75,000	\$75,000
DPW	Street Repairs	\$850,000	DPW	Street Repairs	2	\$1,350,000	\$1,350,000	\$1,350,000
	Fencing/Guardrails/Retaining Walls	\$20,000		Sidewalk Repair/Construction	11	\$50,000	\$35,000	\$35,000
	Sidewalk Improvements/Repairs	\$25,000		Academy St Bridge	12	\$40,000	\$40,000	\$40,000
	Comprehensive Drainage Study	\$50,000		Court St Bridge	13	\$40,000	-	-
	Main Street Bridge/Traffic Study	\$100,000		Fence/Guardrail Replacement	15	\$40,000	\$20,000	\$20,000
				Demo of 23 Strafford St Building	-	\$50,000	-	\$50,000
				Bridge Program Engineering	21	\$20,000	\$20,000	\$20,000
				Comprehensive Drainage Study	28	\$50,000	\$50,000	\$50,000
	Total Capital Outlay	\$1,190,000				\$2,376,000	\$1,747,000	\$1,687,000
				Less Cap Outlay from Motorcycle Week Revenue			(\$22,000)	(\$22,000)
				Net Capital Outlay			\$1,725,000	\$1,665,000
ISF			ISF					
DPW	Vehicle Replacement/Bonding	\$150,000	DPW	Vehicle Replacement	25	\$180,000	\$150,000	\$165,000
Police	Cruisers (3)	\$80,000	Parks	3/4 Ton Truck w/plow, utility bed	36	\$40,000	-	-
			Police	1 Cruisers (2)	1	\$58,000	\$58,000	\$58,000
				Less 1 Cruiser from Motorcycle Week Revenue				(\$29,000)
	ISF Total	\$230,000		ISF Total		\$278,000	\$208,000	\$194,000
	TOTAL CAPITAL OUTLAY & ISF	\$1,420,000				\$2,654,000	\$1,955,000	\$1,881,000

1- Dept requests funding of these items from the Motorcycle Week Special Revenue Account. The Manager recommends funding the Utility Vehicle, but not the All-terrain Vehicle

2- Manager recommends funding this request from the Non-Capital Reserve Acct

ADMINISTRATION-CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2012-2013

Parks:

Weirs Community Park: \$250,000. This line would fund the construction of a community park area in the Weirs with a potential playground, trail system and picnic area. This project has been scaled back due to the discovery of site constraints. The engineering phase of this project is ongoing. The City and the Weirs community have long been interested in the development of this parkland. This item ranked 7th of 38 with the CIP Committee. *This line has not been funded by the Manager.*

Playground Revitalization: \$25,000. This line would fund an annual appropriation for installation and maintenance of playgrounds throughout the City. The City playgrounds experience significant use and are subject to repairs and maintenance annually. This item ranked 9th of 38 by the CIP Committee. *This line has been funded by the Manager.*

Opechee Park House Demo & Reconstruction: \$125,000. This line would fund the demolition and reconstruction of the Opechee Park House which is currently unusable. There is a possibility that there may be interest from local contractors willing to donate their time and material to rebuild this park house. This item was ranked 30th by the CIP Committee. *The City Manager has funded this line item for \$110,000, with the remaining \$15,000 coming from the balance left in the Park House Repairs & Demolition of the Wyatt Park House from Fiscal Year 12. The City Council has not funded this request.*

Memorial Park Bleacher Replacement: \$35,000. This line will replace the existing bleachers at Memorial Park which are in poor condition. This is one several upgrades that are needed at Memorial Park. This item was ranked 32nd by the CIP Committee. *This line has not been funded by the Manager.*

Fire:

Fire Prevention utility Vehicle: \$22,000. The vehicle would replace the 1998 fire prevention car that was put out of service back in August 2011. This vehicle would be used not only for fire prevention and fire investigations, but also for hauling equipment to and from fire scenes. There would be a utility box on the back to hold all the various equipment used at fires and as well as by the fire prevention deputy. The Department is requesting funding for this item from the Motorcycle Week Special Revenue account. This item ranked 22 out of 38 by the CIP Committee. *The City Manager is recommending funding this request from the Motorcycle Week Special Revenue account.*

Weirs Fire Station-Replacement Windows: \$15,000. This line would fund the replacement of all windows at the Weirs Fire Station with energy efficient windows. Many of the seals on the windows are broken so they have no insulating value. All the windows are over 27 years old. The improved energy efficiency would result in a payback of approximately 4

years. This item ranked 35th of 38 by the CIP Committee. *The City Manager is recommending funding this item from the Non-Capital Reserve account.*

Replace All-Terrain Vehicle: \$14,000. The current All-Terrain vehicle was donated to the City approximately 15 years ago. This vehicle is used extensively during Motorcycle Week transport equipment around the Weirs as well as when there is a forest or brush fire. Due to the age of the vehicle and the heavy use that it has seen it has difficulty climbing steep inclines when fully loaded. The Department is requesting to have this item funded with surplus from the Motorcycle Week Special Revenue account. *The CIP Committee ranked this item 37th, the Manager is not recommending funding this request.*

Central Station Paving: \$250,000. This project would involve replacing and repairing the front apron and improvement to the parking area at the Central Fire Station on North Main Street. The pavement is 30 years old and due to the heavy trucks that are driving in and out of the Station the pavement directly in front of the doors is cracking and breaking apart. This damage has also resulted in a drainage problem directly in front of the Station. *This item was ranked last by the CIP Committee and the City Manager has not funded this line item.*

Non-Department:

Non Capital Reserve Improvements: \$75,000. This line has been added by the City Manager to fund an allocation to the Non-Capital Reserve fund for the repair and maintenance of public facilities. This fund was established in 2005 to provide money for the emergency repairs and maintenance of public facilities. *The City Manager is recommending putting \$75,000 into this account.*

DPW:

Street Repairs: \$1,350,000. This fund would repair/resurface streets, install drainage, curbing and sub-lawn restoration / landscaping as required. DPW has accomplished over 32 miles of reconstruction and/or re-paving of streets through CIP funding in the past 10 years. In the next few cycles we intend to focus attention on some particularly costly road sections including: Court Street, a portion of Lexington Drive, portions of Mechanic Street, South Main St., North Main St., and Gilford Ave. along with several other smaller street sections, as prioritized through our Road Surface Management Program. This item ranked 2nd of 38 with the CIP Committee. *The Manager is recommending funding this item at the full amount requested by the Public Works Department.*

Sidewalk Improvements: \$50,000. This funding would repair existing and construct new sidewalks throughout the City. Modifications would be made for ADA compliance. Sidewalks throughout the City have deteriorated and are in constant need of repair. Total funding requests for this line over the next six years is \$370,000. This line ranked 11th of 38 with the CIP Committee. *The City Manager has recommended funding this request at \$35,000.*

Academy Street Bridge: \$40,000. This line would fund a Bridge Study/Evaluation and some preliminary design of the Academy St bridge over Durkee Brook and determine the need of repair or replacement. This bridge was constructed in 1930. It currently has a sufficiency rating of just 37.7 %. and is on the State Red-list, which makes it a high priority structure for repair. These preliminary engineering funds would get a place-holder in the State Bridge Aid funding program which provides 80 % State funding for both design and construction of the bridge. Estimated construction cost of this bridge is \$ 850,000. State Funds will be available in FY 2018. This item ranked 12th of 38 with the CIP Committee. ***The City Manager is recommending funding this line item.***

Court Street Bridge: \$40,000. This line would fund an evaluation of the bridge over Durkee Brook and determine the extent of repair or replacement needed including the design of these improvements. This bridge was constructed in 1912. It currently has a sufficiency rating of 53%. It is anticipated this bridge will be Red Listed within the next few years. Engineering funds must be appropriated by the municipality before the State will enter us into the program for participation at 80% State and 20% City. Preliminary engineering funds appropriation will get a place-holder in the funding program. Total cost of this project is expected to be \$1 million of which 80% would be reimbursable. State Funds will be available in FY2018. This line ranked 13th of 38 with the CIP Committee. ***This line has is not being funded by the Manager at this time.***

Fence/Guardrail Replacement: \$40,000. This funding would replace unsafe fences, guardrails and retaining walls throughout the City. Numerous areas of failed, broken or unsafe fences, guardrails, and retaining walls exist throughout the City. This project involves the systematic replacement of this infrastructure to assure the safety of the public both in a pedestrian and vehicular travel mode. The CIP Committee ranked this item 15th out of 38. ***The Manager has reduced this line to \$20,000.***

Engineering Bridge Program: \$20,000. This line would involve securing a qualified bridge engineering consultant to outline, monitor and administer input into the State Bridge Aid Program on behalf of Laconia. The State Bridge Program provides municipalities opportunity to receive 80% funding for bridge replacements and/or rehabilitation. In order to qualify for funding, certain application criteria must be met involving technical understanding as well as ability to communicate bridge structure needs. There is much competition for these Bridge Aid Funds and they are provided on a “first-in, first-approved” basis for qualifying projects. With current time demands on DPW technical staff, careful monitoring and timely and efficient input and response related to this program is currently not possible. This item ranked 21st of 38 with the CIP Committee. ***This Manager is recommending to fund this line for the requested amount.***

Comprehensive Drainage Study: \$ 50,000. This line would fund continuation of a comprehensive drainage study that would identify pipe and box culvert sizes to be used in replacing an aging and undersized drainage infrastructure. Rain events over the past four years have increased in quantity and intensity. A 25 year storm has been traditionally used as the standard for system sizing. Studies conducted by NOAA (National Oceanic and Atmospheric Administration) and UNH of the last 3 decades of rainfall data have projected significantly higher amounts of rain (volume and intensity) constituting a 25 year storm. Many areas of the City's storm water drainage infrastructure are undersized and in varying stages of deterioration. This item ranked 28th of 38 with the CIP Committee. *The City Manager has funded this line.*

INTERNAL SERVICE FUND

DPW:

Vehicle Replacement/Bonding: \$180,000. These funds will continue the systematic replacement of the DPW fleet to reduce maintenance costs, increase efficiency and prevent unavailability of equipment during emergencies. The DPW Equipment Replacement Schedule shows plans to replace a Dump Truck (# 90), a Pick-Up Truck, and to purchase a used 5-Ton Dump Truck to replace a Salt Truck that will be removed from the fleet at the end of this winter. This line ranked 25th of 38 with the CIP committee. *The City Manager has reduced this request to \$150,000. After reviewing the needs of the Public Works Vehicles the City Council made a decision to allocate \$100,000 annually for 10 years, to go towards a Bond payment in order to allow the replacement of several larger more expensive vehicles. The Council also increased the amount for fiscal year 13 to \$165,000 since \$100,000 is allocated to the bond payment the additional \$65,000 would allow for the purchase of several smaller vehicles should the need arise. If the entire \$65,000 is not used in fiscal year 13, the Council has agreed to allow any remaining balance left to be carried over into fiscal year 14.*

Parks:

¾ Ton Truck with Plow, Utility Bed: \$40,000. This line would fund the acquisition of a truck under the Parks fleet replacement schedule. This line ranked 32nd of 38 with the CIP Committee. *The City Manager has not funded this request.*

Police:

Two cruisers: \$58,000. This line would fund the purchase of two marked cruisers. The cost estimates are based on acquisitions and setup costs of similar vehicles. This request is part of the carefully planned replacement schedule of Police patrol vehicles. This line ranked 1st out of 38 with the CIP Committee. *The City Manager is requesting funding this line. The City Council decided to fund 1 of the cruisers from the Motorcycle Week Special Revenue account and 1 cruiser from the Internal Service Fund.*

ADMINISTRATION -CAPITAL OUTLAY TO BE BONDED
FY 2012-2013 BUDGET

<u>2012-2013</u>		<u>CIP</u>	<u>FY 2012-2013</u>	<u>FY 2012-2013</u>	<u>FY 2012-2013</u>
<u>Dept</u>		<u>RANK</u>	<u>DEPT</u> <u>REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
Fire	Engine #1	23	\$380,000	\$380,000	\$380,000
	Central Fire Station renovation/addition	19	\$3,900,000	-	-
Public Works					
	Vehicle Replacement/DPW Building Imp	25	\$750,000	\$750,000	\$750,000
Total City			\$5,030,000	\$1,130,000	\$1,130,000

ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

Fire Truck (Engine 1): \$380,000.

This line would fund a replacement for our 1998 pumper. This truck is constantly down for repairs. It has just under 100,000 road miles, 8,488 engine hours which equates to 510,000 engine hour miles. Due to the poor condition and lack of dependability this truck has been put into a reserve status and is now used as the 2nd engine out of Central. This line ranked 23rd with the CIP Committee. ***This City Manager is recommending funding this line.***

Central Fire Station Improvements: \$3,900,000.

This line would fund the renovation of the existing station and build new apparatus and maintenance bays. The Station was built in 1971. The existing station would be renovated to accommodate all new offices and an EOC (emergency operating center) on the first floor. The firefighters living quarters would be renovated and updated. Various safety concerns would be addressed including adding fire sprinklers and fire detection devices; an area for decontamination of equipment; upgrade electrical service and wiring; and proper fire rated separations between apparatus and station. Possible closing of the Lakeport fire station would be incorporated into this plan with students moved to the Central Station. ***This project ranked 19th of 38 with the CIP Committee. This line has not been funded by the Manager.***

Vehicle Replacement/DPW Building Improvements \$750,000:

After reviewing the needs of the Public Works Vehicles the City Council agreed to the replacement of several larger more expensive vehicles and also to the improvements to several of the storage sheds used by the Public Works Department. ***The City Council agreed to a bond of \$750,000 for this purpose.***

ADMINISTRATION - NON DEPARTMENTAL
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2012-2013</u>	<u>2012-2013</u>
						<u>REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 431 247 0000 SEA Education Reimb.	\$2,248	\$ -	\$1,360	\$ -	\$2,500	\$2,500	\$2,500	\$2,500
01 431 248 0000 Employee Service Awards	4,031	3,280	4,989	3,929	5,000	5,000	5,000	5,000
01 431 303 0000 Public Relations	2,553	3,184	2,243	2,283	3,000	3,000	3,000	3,000
01 431 303 0001 MIS/GIS	61,842	56,789	74,841	84,188	85,000	92,000	92,000	92,000
01 431 304 0000 O/S Contract	2,960	8,335	(1,620)	56,870	5,000	5,000	5,000	5,000
01 431 343 0000 Contingency	-	11,363	-	(1)	576,561	50,000	50,000	50,000
01 431 343 0005 Web Design	-	11,743	-	-	-	-	-	-
01 431 345 0000 Cemeteries	4,500	4,500	3,914	4,123	4,500	4,500	4,500	4,500
01 431 346 0000 LWW Hydrant Services*	33,756	33,756	33,756	33,756	33,756	33,756	33,756	33,756
01 431 357 0030 Capital Reserve for Debt Service	-	1	1	1	402,889	1	1	-
01 431 357 0035 Transfer to Cap Res-Comp Absence	-	-	-	-	100,000	-	-	-
01 431 357 0040 MC Week Consortium	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01 431 357 0070 Cable TV	32,715	37,256	36,467	35,525	38,356	39,008	39,008	39,008
01 431 357 0072 Heritage Commission	-	44	13	15	300	300	300	300
TOTAL OTHER	\$146,604	\$172,251	\$157,964	\$222,689	\$1,258,862	\$237,065	\$237,065	\$237,064
DEPT. O&M TOTAL	\$146,604	\$172,251	\$157,964	\$222,689	\$1,258,862	\$237,065	\$237,065	\$237,064

ADMINISTRATION - NON DEPARTMENTAL
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SEA EDUCATION REIMBURSEMENT

This line item funds the cost of the SEA contract requirement for education reimbursement for members. The contract calls for reimbursement of courses, fees and books for courses that the City approves as long as the student receives a grade of "C" or better. The City is obligated to expend up to \$2,500 per year for this program.

EMPLOYEE SERVICE AWARDS

This line item funds the cost of annual employee service awards. This line also includes funding for a quarterly luncheon for the employees.

PUBLIC RELATIONS

This line item funds the cost of miscellaneous expenses to promote and publicize the City.

MIS/GIS

This line item funds the cost of maintaining the City's computer network, web page and GIS maintenance fees. Expenses in this line include: \$30,500 for maintenance and licensing of existing software; \$8,000 software upgrades; \$15,000 firewall and virus protection; \$19,000 GIS; \$5,000 for consulting; \$7,000 for replacement of new equipment; \$3,000 for programming; \$3,500 for training, and \$1,000 for phone lines.

OUTSIDE CONTRACT

This line item funds the cost of hiring various outside contractors.

CONTINGENCY

This budget allows for unforeseen expenditures and anticipated retirements,

CEMETERIES

This line item supplements the cost of maintaining the cemeteries.

LWW HYDRANT SERVICE

This line item is for payment to Laconia Water Works for use of the fire hydrants.

MC WEEK CONSORTIUM

This line item funds the city's contribution to the planning and marketing of Motorcycle Week.

CABLE TV

This line item funds the City's contribution to the Cable TV Consortium's public access TV. This expense is based on operating costs for the Public Access TV and prorated by the % of subscribers in the region that are from Laconia.

HERITAGE COMMISSION

This line will fund miscellaneous expenses incurred by the Heritage Commission.

ADMINISTRATION - SPECIAL ITEMS
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2012-2013</u>	<u>2012-2013</u>
						<u>REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 489 480 0003 Senior Center	\$9,928	\$9,928	\$9,928	\$7,446	\$7,446	\$10,325	\$10,325	\$10,325
01 489 480 0005 Community Action	47,193	49,552	49,552	49,552	49,552	46,579	46,579	46,579
01 489 480 0007 Central NH VNA & Hospice	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000
01 489 480 0011 Laconia Airport Authority	10,000	10,000	-	10,000	-	-	-	-
01 489 480 0012 Humane Society	24,800	24,876	25,000	25,000	25,000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	3,300	3,300	2,475	1,650	1,650	3,468	2,500	2,500
01 489 480 0014 Child & Family Services	7,000	3,500	3,500	2,625	2,625	5,500	4,500	4,500
01 489 480 0015 AM Teen Project	-	-	-	-	-	-	-	-
01 489 480 0017 Veterinarian Costs	279	-	153	-	300	300	300	300
01 489 480 0018 Lakes Region Assn	-	-	-	-	375	2,500	500	500
01 489 480 0020 Main Street Program	-	-	-	-	-	-	-	-
01 489 480 0021 Youth Service-Upswing	8,937	4,000	1,500	-	-	-	-	-
01 489 480 0022 Human Relations	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01 489 480 0023 LR Chamber of Commerce	500	500	500	125	125	125	125	125
01 489 480 0024 4th of July fireworks	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000
01 489 480 0026 Weirs Beach Fire Works	6,000	6,000	6,000	6,000	6,000	10,000	7,000	7,000
01 489 480 0025 Laconia Trails with Rails	20,000	15,000	7,500	7,500	7,500	20,000	15,000	15,000
01 489 480 0027 Genesis Behavioral Health	8,000	8,000	8,000	8,000	8,000	30,228	15,000	15,000
01-489-480-0028 Boys and Girls Club	3,000	3,000	2,250	1,500	1,500	3,000	3,000	3,000
01-489-480-0030 Winnepesaukee Transit System	-	5,000	3,750	2,500	2,500	5,000	3,000	3,000
01-489-480-0031 Milfoil Treatment	-	4,950	-	-	5,000	-	-	-
American Red Cross	-	-	-	-	-	7,800	-	-
Lake Opechee Preservation	-	-	12,300	-	-	4,000	4,000	4,000
Greater Lakes Child Advocacy Ctr	-	-	-	-	-	1,000	1,000	1,000
TOTAL OTHER	\$215,937	\$214,606	\$189,408	\$188,898	\$184,573	\$241,825	\$204,829	\$204,829
DEPT. O&M TOTAL	\$215,937	\$214,606	\$189,408	\$188,898	\$184,573	\$241,825	\$204,829	\$204,829

ADMINISTRATION - SPECIAL ITEMS
ACCOUNT DESCRIPTIONS
BUDGET 2012-2013

SENIOR CENTER

The Senior Center provides social, recreational, educational and health services to Laconia's senior residents. ***The request is for \$10,325, the City Manager is recommending funding this request for the full amount.***

COMMUNITY ACTION

This agency provides family services to low income city residents. The CAP office has reduced their request by \$3,000 from last year's request to \$46,579. ***The City Manager has funded this request.***

CENTRAL NH VNA & HOSPICE

This agency funds home health care, youth family support services and hospice services to the City. ***Level funding is requested again this year which the City Manager recommends.***

HUMANE SOCIETY

This agency houses and boards stray dogs and unlicensed dogs collected in the City. This contract which takes effect on July 1, 2012 thru June 30, 2013 reflects the same request as the prior 3 years.

NEW BEGINNINGS

This is a 24 hour crisis phone line providing safe homes, food, clothing, emergency transportation and peer support to victims of domestic and sexual assault. The request this year is for \$3,468. ***The City Manager has reduced the request for this line item to \$2,500.***

CHILD & FAMILY SERVICES/LAKES REGION FAMILY SERVICES

This agency funds a variety of family support services including counseling for a variety of problems including death, divorce, substance use, abuse, neglect, and other social and mental health issues. ***The request this year is for \$5,500, the City Manager is recommending funding this line for \$4,500.***

VETERINARIAN COSTS

This line funds the miscellaneous costs of services to stray animals not covered under the contract with the Humane Society.

LAKES REGION ASSN

This association is a non-profit tourism marketing organization that acts as a spokesperson for Lakes Region communities to visitors who are interested in vacationing, purchasing land or buying a home in the Lakes Region. ***This year they are requesting \$2,500. The Manager has reduced this request to \$500.***

HUMAN RELATIONS

This line item would support the Human Relations Committees efforts in the Community to educate people about the issue of diversity and to establish a comfort level with the changing face of our community. This committee actively pursues prevention of prejudice, intolerance, harassment and discrimination as well as act as a mediator or a liaison to local, state and federal agencies under RSA 354-A:1 and RSA 354-B:1.

LACONIA/WEIRS BEACH CHAMBER

This line would fund membership in the Laconia/Weirs Beach Chamber of Commerce. This line has been reduced to reflect the reduction in the cost of membership.

FOURTH OF JULY FIREWORKS

This line item serves as a contribution is for the 4th of July fireworks presentation (formerly processed thru the Kiwanis). *The request this year is once again for \$10,000 and the City Manager is recommending funding this as requested.*

WEIRS BEACH FIRE WORKS

This line item would fund the request from the Weirs Action Committee, again this year, for the City to fund/sponsor fireworks during the summer. *This year they are requesting \$10,000. The City Manager has reduced this request to \$7,000.*

LACONIA TRAILS WITH RAILS (WOW)

LTREC is again requesting a \$20,000 appropriation for this year. *The City Manager is recommending funding this request at \$15,000.*

GENESIS BEHAVIORAL HEALTH

This line item would help cover the cost of providing mental health services to Laconia children who have little or no insurance coverage. *Genesis requested \$30,228 for this year, the City Manager has reduced this line to \$15,000.*

BOYS AND GIRLS CLUB

This line would help fund the current Project Extra program. This program encourages the positive development and enhances the quality of life for the youth of the greater Lakes Region area. The Teen Center is open daily during the school year, school vacations and no-school days. *The City Manager has funded this line at the requested amount of \$3,000.*

WINNIPESAUKEE TRANSIT SYSTEM

This is the fourth request to help sustain public transit in the community. Local dollars are needed to maintain operations and to leverage State and Federal dollars. This public transportation system has two (2) fixed routes offering rides on a regularly scheduled basis throughout Laconia, connecting with other local communities. *The funding request this year was for \$5,000, the Manager has reduced this line to \$3,000.*

AMERICAN RED CROSS

This request is for \$7,800 to help provide support and relief after local disasters; emergency preparedness training; courses in health and safety; blood drives; volunteer and youth leadership opportunities; and aid to military families. *The City Manager has not funded this line.*

LAKE OPECHEE PRESERVATION

This request is for \$4,000 and will assist with the treatment of Milfoil in Lake Opechee. Lake Opechee milfoil treatment has been combined with the Milfoil Treatment line above and any funding for milfoil would be funded from this one appropriation. ***The City Manager has funded this request for the full amount.***

GREATER LAKES CHILD ADVOCACY CTR

This request for \$1000 would fund GLCAC which serves child victims of crime living in the Laconia area. These children receive forensic interviews, crisis services and referrals to medical and therapeutic services. ***The City Manager has funded this line.***

ADMINISTRATION - LICENSING BOARD
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2012-2013</u>	<u>2012-2013</u>
						<u>REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 404 101 0000 Clerk (PT)	\$7,513	\$8,980	\$6,421	\$7,016	\$7,062	7,061	7,377	7,377
01 404 105 0000 Overtime	<u>616</u>	<u>-</u>	<u>420</u>	<u>127.31</u>	500	<u>500</u>	<u>500</u>	500
TOTAL SALARIES	\$8,129	\$8,980	\$6,841	\$7,143	\$7,562	\$7,561	\$7,877	\$7,877
OTHER								
01 404 207 0000 Postage	\$239	\$266	\$172	\$272	\$350	350	350	350
01 404 212 0000 Copier	96	137	67	145	250	250	250	250
01 404 214 0000 Supplies	709	651	698	798	800	800	800	800
01 404 234 0000 Vehicle Rental	215	300	380	0	500	500	500	500
01 404 303 0000 Misc.	417	384	383	419	450	450	450	450
01 404 401 0000 Equipment	<u>959</u>	<u>1,745</u>	<u>-</u>	<u>396</u>	250	<u>1,750</u>	<u>1,750</u>	1,750
TOTAL OTHER	\$2,634	\$3,483	\$1,700	\$2,031	\$2,600	\$4,100	\$4,100	\$4,100
DEPT. O&M TOTAL	\$10,763	\$12,463	\$8,541	\$9,175	\$10,162	\$11,661	\$11,977	\$11,977

ADMINISTRATION-LICENSING BOARD
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks #	Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk *	7	3	24	10	\$13.85	\$138.52	\$3,324.38
				28	10	\$14.47	\$144.74	\$4,052.66
								\$7,377.04

* Above Pay Rates include possible Merit (step) Increases

ADMINISTRATION - LICENSING BOARD
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the expenses of a part time licensing clerk to improve efficiency and customer service in this area.

OVERTIME

This line item funds overtime for hourly personnel.

POSTAGE

This line item covers the expenses of mailing applications to prospective licensees including applications to all motorcycle week participants.

COPIER

This line item covers the expense of producing copies.

SUPPLIES

This line item covers the cost of purchasing office and non-office supplies for the Board.

VEHICLE RENTAL

This line item covers the cost of operating City vehicles for licensing purposes.

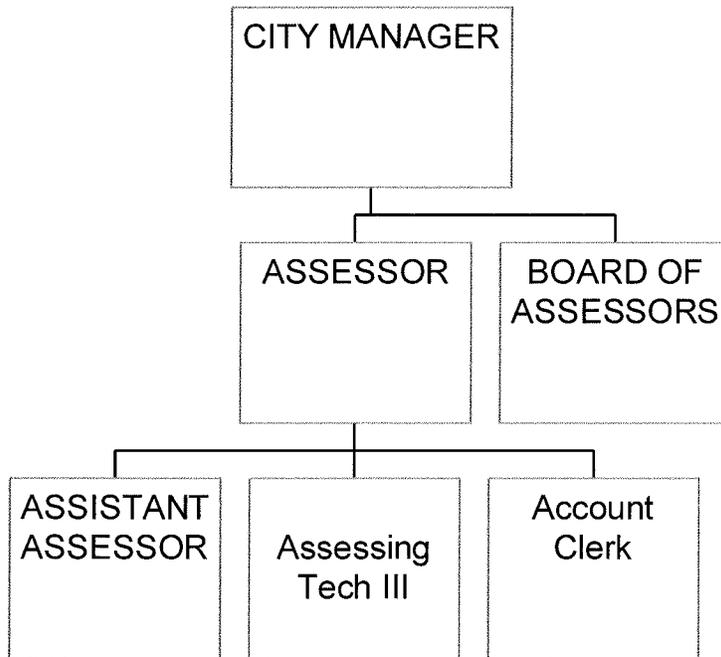
MISC

This line item covers unanticipated costs for the Board.

EQUIPMENT

This line item would cover the cost of miscellaneous equipment needed by the licensing department.

ASSESSING
FY 2012-2013 BUDGET



ASSESSING
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-</u> <u>2012</u>	<u>2012-2013</u> <u>DEPT</u>	<u>2012-2013</u> <u>MANAGER</u>	<u>2012-2013</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUEST</u>		
SALARIES								
01 411 101 0000 Salaries	\$149,088	\$154,658	\$172,727	\$174,979	\$184,058	\$184,058	\$189,503	\$189,503
01 411 105 0000 Overtime	39	73	70	128	100	100	100	100
01 411 106 0000 Sick-Hurt	10,969	8,765	2,147	2436	-	-	-	-
01 411 107 0000 Holidays	2,662	3,897	3,256	2794	-	-	-	-
01 411 108 0000 Vacations	4,080	2,966	2,937	5144	-	-	-	-
01 411 109 0000 Longevity	30	60	90	90	90	120	120	120
01 411 115 0000 SalaryAdj.	-	-	-	-	205	205	6,019	6,019
TOTAL SALARIES	\$166,868	\$170,419	\$181,227	\$185,571	\$184,453	\$184,483	\$195,742	\$195,742
OTHER								
01 411 201 0000 Telephones	\$1,253	\$1,213	\$1,230	\$1,102	\$1,500	\$1,500	\$1,500	\$1,500
01 411 207 0000 Postage	1,083	911	711	848	2,000	2,000	1,500	1,100
01 411 210 0000 Advertising	233	-	-	-	-	-	-	-
01 411 212 0000 Copier	1,239	1,389	342	1,908	1,500	1,500	1,500	1,500
01 411 214 0000 Supplies	4,495	4,684	3,246	815	4,000	4,000	4,000	3,400
01 411 229 0000 Registry-Deeds	194	168	65	76	100	100	100	100
01 411 233 0000 Maint-Agreement	8,325	8,200	9,025	9,501	9,500	11,000	11,000	11,000
01 411 234 0000 Vehicle Rental	6,113	5,298	3,708	3,611	4,000	4,000	4,000	4,000
01 411 242 0000 Travel-Meetings	497	437	24	-	300	300	300	300
01 411 245 0000 Conference-Dues	1,077	530	1,285	610	1,000	1,000	1,000	1,000
01 411 247 0000 Training	2,090	610	575	1,165	1,500	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	29,626	53,485	15,079	14,490	15,000	15,000	15,000	15,000
01 411 401 0000 Equipment	-	<u>6,981</u>	<u>845</u>	-	-	<u>7,000</u>	<u>6,000</u>	<u>6,000</u>
TOTAL OTHER	\$56,225	\$83,906	\$36,135	\$34,126	\$40,400	\$48,900	\$47,400	\$46,400
DEPT. O&M TOTAL	\$223,093	\$254,325	\$217,362	\$219,697	\$224,853	\$233,383	\$243,142	\$242,142

ASSESSING
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Assessor**	25			35		\$1,428.52	\$74,283.05
1	Assist Assessor**	16			35		\$886.30	\$46,087.52
1	Assessing Tech III*	13	9	52	35	\$22.82	\$798.61	\$41,527.67
1	Acct Clerk *	7	4	52	35	\$15.17	\$530.86	\$27,604.67
Total Assessor								\$189,502.90

* Above pay rates Include possible merit (Step) increases

** Will be reviewed during the year with a possible raise of 0-5%

Assessing Office Activities

- Equitably assess all real estate on an annual basis through sale inspections and assessment to market sale analysis
- Inspect, measure, reassess approximately 1,500 parcels of new construction alterations, sales, abatements
- Appear before The Board of Tax and Land Appeals and NH Superior Court
- Update and change approximately 1,500 deeds, addresses.
- Update tax maps.
- Complete the Department of Revenue Administration's annual sales ratio study
- Administer timber tax and current land use programs
- Assist taxpayers with assessing questions at the counter and over the phone

2012-2013 Objectives

- Complete and mail the initial MS-1 by Sept. 1, 2012
- Complete new construction and sales inspections by Aug. 30 2012
- Complete Sales Analysis by October 3, 2012 and complete final MS-1 by Oct. 17, 2012
- Complete City-wide yearly update

2012-2013 Performance Measure

- Achieve State Certification in 2012

ASSESSING
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of four full time employees, to include one full time Assessor, one full time Assistant Assessor, one full time Assessing Technician, and one full time Secretary.

OVERTIME

This line funds hourly employee's overtime for night meetings.

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

This line item funds possible pay increases based upon performance to eligible employees. In the manager's column this line has been budgeted at 5% for eligible employees.

TELEPHONE

This line item funds the cost of telephone connections with related costs.

POSTAGE

This line item funds the cost of postage for general correspondence, annual assessment valuation notification letters and abatement letters. *The City Manager has reduced this line by \$500. The City Council reduced this line by an additional \$400.*

COPIER

This line item funds day-to-day copying.

SUPPLIES

This line item funds the cost of general office supplies. *This line was reduced \$600 by the City Council.*

REGISTRY OF DEEDS

This line item funds the cost of copies for probate notices, plans, maps, deeds, etc., from the Belknap County Registry of deeds and Probate Court.

MAINTENANCE AGREEMENT

This line item funds software licenses and annual support for appraisal system (Vision).

VEHICLE RENTAL

This line item funds the hourly cost of the operation of a city vehicle used by the department.

TRAVEL-MEETINGS

This line item funds the cost of attending assessing meetings, seminars, and public hearings.

CONFERENCE-DUES

This line item funds the cost of professional association dues to NH Assessing Association, New England Regional Assessing Association and International Association of Assessing Officials.

TRAINING

This line item funds the cost of the Assessor and Assistant Assessor to each take one (1) appraisal course to maintain certification and attendance at seminars or conferences to keep abreast of changes in the law and methodology.

OUTSIDE CONTRACTS

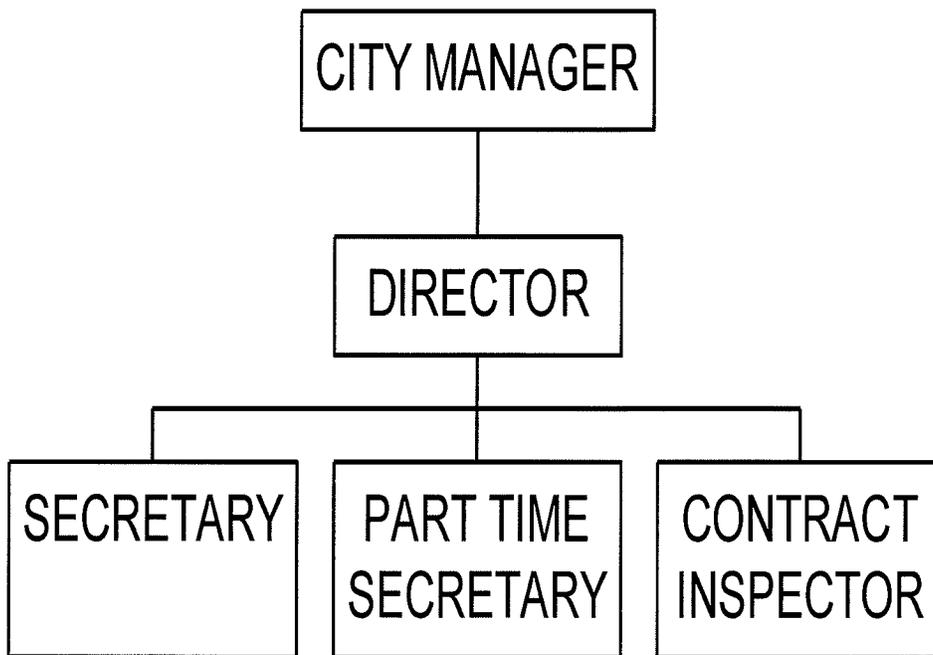
This line item funds the cost of appraisals of utility property and commercial/industrial properties by an outside contractor and other special appraisals, which are needed for Court or BTLA cases. This line item has been level funded at \$15,000 for this work, which is consistent with previous years. Next year's budget recommendation will be to increase this line item to cover the cost of starting our 'cyclical' data verification process to keep the city in compliance with the State's Assessment Review process.

EQUIPMENT

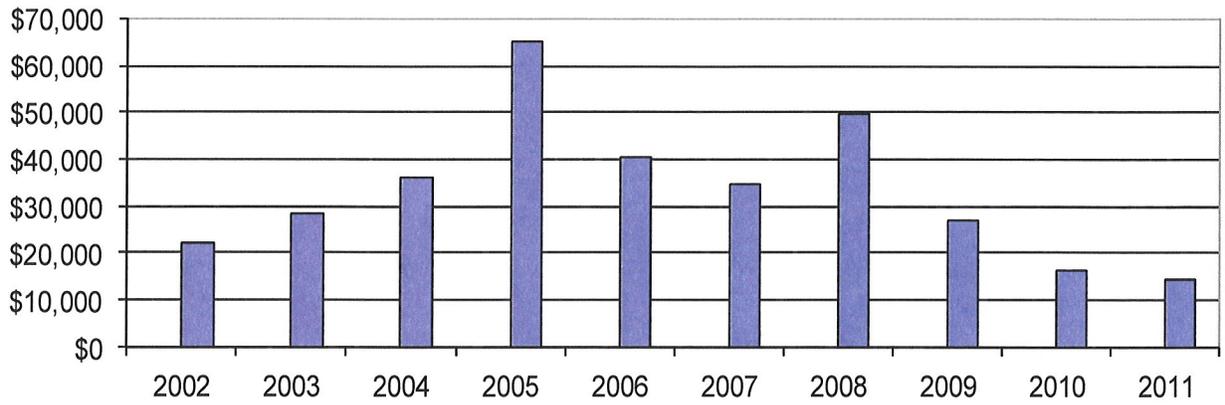
This line item is for new computers as recommended by our MIS Specialist. This is NOT a yearly expenditure and should not be required for another 3-5 years. ***The City Manager has reduced this line by \$1,000.***

CODE ENFORCEMENT

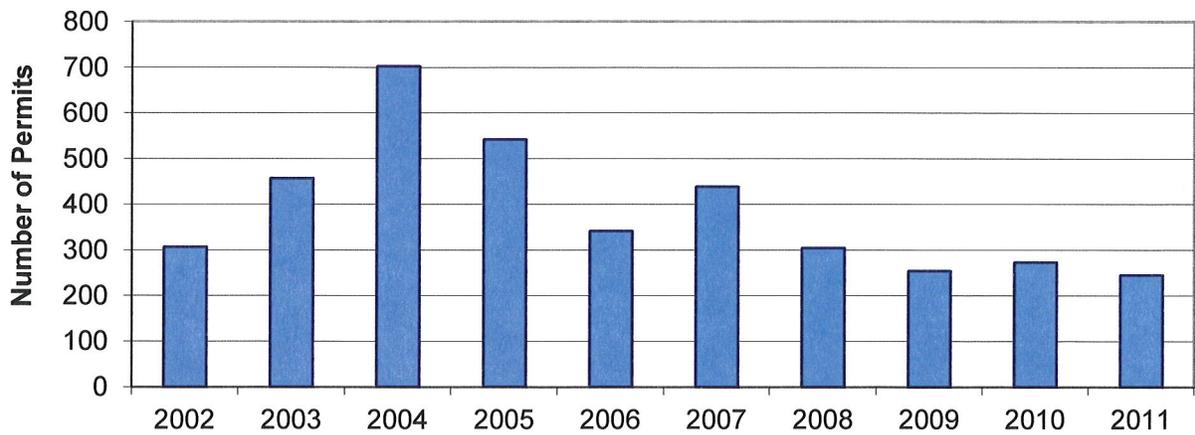
FY 2012-2013 BUDGET



**Building Permits In Dollars
Last Ten Years**



Building Permits Issued



CODE ENFORCEMENT
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 407 101 0000 Salaries	\$78,837	\$89,387	\$85,310	\$55,878	\$98,692	\$43,449	\$68,964	\$68,964
01 407 105 0000 Overtime	258	36	64	144	-	-	-	-
01 407 106 0000 Sick-Hurt	455	755	2,038	1703	-	-	-	-
01 407 107 0000 Holidays	1,122	1,321	1,836	1838	-	-	-	-
01 407 108 0000 Vacations	1,049	927	3,428	2521	-	-	-	-
01 407 109 0000 Longevity	-	-	60	30	30	30	30	30
01 407 115 0000 Salary Adj.	-	-	-	-	-	-	1,205	1,205
TOTAL SALARIES	\$81,721	\$92,426	\$92,736	\$62,114	\$98,722	\$43,479	\$70,199	\$70,199
OTHER								
01 407 201 0000 Telephones	\$1,977	\$1,910	\$1,993	\$1,904	\$2,000	\$2,000	\$2,000	\$2,000
01 407 207 0000 Postage	594	268	269	309	500	500	500	500
01 407 210 0000 Notices	155	46	-	393	200	200	200	200
01 407 212 0000 Copier	559	225	216	228	500	500	500	500
01 407 214 0000 Supplies	1,816	2,452	2,423	1,426	2,500	2,500	2,500	2,500
01 407 234 0000 ISF/Vehicle Rental	6,845	5,794	3,822	3,520	6,500	4,500	4,500	4,500
01 407 242 0000 Travel-Meetings	206	240	220	240	500	500	500	500
01 407 245 0000 Conference-Dues	480	210	220	125	300	300	300	300
01 407 247 0000 Training	169	360	10	-	500	500	500	500
01 407 304 0000 O/S Contracts	39,623	41,396	27,852	28,112	25,000	80,243	80,243	80,243
01 407 304 0001 Prop Maint Enforcment	10,160	8,460	12,630	6,124	9,000	9,000	9,000	7,000
01 407 401 0000 Equipment	1,738	158	999	3,190	1,000	1,000	1,000	1,000
TOTAL OTHER	\$64,322	\$61,519	\$50,654	\$45,571	\$48,500	\$101,743	\$101,743	\$99,743
DEPT. O&M TOTAL	\$146,043	\$153,945	\$143,390	\$107,685	\$147,222	\$145,222	\$171,942	\$169,942

CODE ENFORCEMENT
FY 2012-2013 BUDGET

Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
							Worked
Director							\$24,074.00
Secretary*	9	6	44	35	\$ 17.84	\$624.39	
	9	7	8	35	\$ 18.19	\$636.53	\$32,565.54
Part time Clerk Typist *	3	2	5	20	\$11.39	\$227.80	
	3	3	47	20	\$11.90	\$238.00	\$12,325.00
Total Code Enforcement							\$68,964.54

* Above Pay Rates Include Possible Merit (Step) Increases
Director is 30 % of Planning Director's pay

Code Enforcement Activities

	FY07	FY08	FY09	FY10	FY11
Building permits	436	304	254	273	245
Value of permits **	\$34,496,430	\$49,702,378	\$27,020,613	\$53,987,834	\$15,055,612
All permits	827	520	540	508	462
Value of permits**	\$36,224,760	\$53,686,922	\$29,688,603	\$60,697,852	\$17,138,123
Inspections performed	1,642	1,566	1,979	1,932	1,789
Property Maint cases	85	74	120	114	202

**FY08 include Memorial Middle School Permit of \$19,827,750

**FY10 includes \$1.5 million for City Water Storage Tank; \$36 million for Lakes Region General Hospital; \$12,500 Fire Station and \$6,000 DPW

** FY 11 includes \$743,279 Water Maintenance Building

Goals and Objectives 2012-13

The Code Enforcement office will focus on defining and refining procedures this year with an emphasis on complete inspections, record keeping and property maintenance. This year the Office intends to obtain training on manufactured housing permitting and inspections as well as implement a process whereby all inspections from start to finish are completed and documented.

CODE ENFORCEMENT
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line historically funds salaries for 1 part time employee and 2 full time employees. This year the Code Director responsibilities were taken over by the Planning Director, as a result the 30% of the Planning Director's salary have been allocated to the Code Department.

LONGEVITY

This line funds the employee eligible for longevity.

SALARY ADJUSTMENT

This line item funds a possible performance increase of 5% for an eligible employee.

TELEPHONES

This line item funds the cost of telephone connections and related costs, including cell phone usage.

POSTAGE

This line funds the postage needs for the department.

NOTICES

This line item funds the cost of advertising notices for building code changes.

COPIER

This line item funds the cost of copying for the department.

SUPPLIES

This line item funds the cost of general office supplies, paper and permits applications. ***This line has been reduced by \$500 by the City Manager.***

ISF/VEHICLE RENTAL

This line item funds the cost of operation of a city vehicle used by the Code Enforcement Department as well as replacement costs. This vehicle has historically been shared between the Director of Code Enforcement and the Assistant Code Officer. This line item has been reduced to reflect anticipated use.

TRAVEL-MEETINGS

This line item funds the cost of attendance at various Code Enforcement meetings.

CONFERENCE-DUES

This line item funds the cost of membership in the Building Official Association, State Health Officials Association and to attend training conferences.

TRAINING

This line funds advanced training for the Director and the inspector to insure continuing education in code enforcement. Every attempt will be made to attend seminars offered at little or no cost to the City. However, most training involves the procurement of materials, registration fees and other related expenses.

OUTSIDE CONTRACT

This line has historically funded the part-time contract assistant Code Officer. This year continued funding is requested for this line item to supplement the inspection services provided by the new consulting firm. The prior director's salary was added to this line item to cover the consultant's fees. Contract with the consultant is for 24 months at \$6400 per month. This is significantly less than the \$65 per hour previously paid under the hourly contract.

PROPERTY MAINTENANCE ENFORCEMENT

This line item, added by the City council in F/Y 06-07, is to enforce the current code regarding property maintenance. ***The City Council reduced this line by \$2,000.***

EQUIPMENT

This line funds the purchase of basic office equipment as needed.

CONSERVATION COMMISSION
FY 2012-2013 BUDGET

CONSERVATION COMMISSION
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 422 101 0000 Salaries	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -
TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -
OTHER								
01 422 207 0000 Postage	\$134	\$108	\$60	\$31	\$200	\$200	\$200	\$200
01 422 208 0000 Printing	226	-	-	-	100	100	100	100
01 422 212 0000 Copier	7	15	38	36	120	120	120	120
01 422 214 0000 Supplies	23	-	101	27	600	600	600	600
01 422 247 0000 Training	140	60	200	275	800	800	800	800
01 422 303 0000 Misc.**	634	-	1,728	322	1,000	1,200	1,200	1,200
01 422 304 0000 O/S	-	-	-	-	-	250	250	250
01 422 390 0000 Annual Fees	<u>578</u>	<u>578</u>	<u>578</u>	<u>578</u>	<u>900</u>	<u>900</u>	<u>900</u>	<u>900</u>
TOTAL OTHER	\$1,742	\$761	\$2,705	\$1,269	\$3,720	\$4,170	\$4,170	\$4,170
DEPT. O&M TOTAL	\$1,742	\$761	\$2,705	\$1,269	\$3,970	\$4,170	\$4,170	\$4,170

** Increase requested in order to covert the needs of the Water Quality Monitoring program.

Conservation Commission Activities:

New expanded Shoreland permit inspections invasive species sidewalk day with High school student participation, PSNH Northway Bank/United Way Jewett Brook clean up with 30 volunteers, emphasis on controlling phosphorus, herbicides, pesticides, and direct discharge pipes via the Planning Board process, County-wide open space group, Walking easement boundaries included GPS work on the Harrington Parcel on White Oaks Orad, vernal pool education day, water quality testing, both deep water and tributary in cooperation with Lake Winnepesaukee Watershed Association and the Laconia Water Works, Forum on composting for the home and finally meeting with the Department of Agriculture to create an invasive species drop off point.

2013 Goals & Objectives:

Continue work on invasive species and composing education, update the Shoreland Protection Overlay Zoning Ordinance, expand the water quality monitoring program, continue duscussion with County partners about open space.

CONSERVATION COMMISSION
FY 2012-2013

SALARIES

This line reflects the hours the commission spends on secretarial work. This line item typically does not incur any expenses, so we have elected to classify these costs under the Outside Services line, which is more appropriate.

POSTAGE

This line item funds the cost of general mailings for the Commission.

PRINTING

This line item funds the printing costs for the Commission.

COPIER

The line funds the cost of copies for the Commission.

SUPPLIES

This line funds miscellaneous supplies needed for the Commission.

TRAINING

This line funds the training needs of the Commission.

MISCELLANEOUS

This line funds miscellaneous expenses for the Commission. Any remaining costs for the NRI study would be funded from this line, as well as funding water sampling efforts for Paugus Bay.

OUTSIDE SERVICES

This line was added this year to cover the cost for miscellaneous outside services that were needed by the Conservation Commission.

ANNUAL FEES

This line funds annual membership fees.

FINANCE - EMPLOYEE BENEFITS
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 429 120 0000 Social Security	\$272,064	\$279,505	\$281,327	\$278,329	\$285,684	\$275,816	\$288,106	\$288,106
01 429 130 0000 Health Insurance	588,793	651,066	649,664	776,336	874,951	923,976	739,052	734,052
01 429 135 0000 Retirement	<u>165,742</u>	<u>156,070</u>	<u>151,223</u>	<u>163,835</u>	216,637	<u>163,960</u>	<u>172,507</u>	172,507
TOTAL OTHER	\$1,026,599	\$1,086,641	\$1,082,214	\$1,218,500	\$1,377,272	\$1,363,752	\$1,199,665	\$1,194,665
DEPT. O&M TOTAL	\$1,026,599	\$1,086,641	\$1,082,214	\$1,218,500	\$1,377,272	\$1,363,752	\$1,199,665	\$1,194,665

FINANCE - EMPLOYEE BENEFITS
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SOCIAL SECURITY

This line item funds the cost of FICA and Medicare payments for all departments except Public Works, Solid Waste, Internal Service Fund and Sanitary Sewer Fund. The City Manager column does not reflect any increases in staffing, however it does include a proposed 2% COLA as well as the reinstatement of steps/raises throughout the City.

HEALTH INSURANCE

This line item funds the cost of health insurance premiums for all employees except Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer Fund. These budgets are based on the health insurance premiums as provided by the new contract with New Hampshire Interlocal Trust less the anticipated employee contribution. The City Manager is recommending an increase to the employee contributions for health insurance to be more in line with industry standards. ***This line was reduced by the City Council by \$5,000.***

RETIREMENT

This line item funds the cost of the city contribution to the New Hampshire Retirement System (NHRS) for all departments except Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer Fund. The rate of employer contribution for Group 1 employees is budgeted at 8.8%. ***This line has been adjusted to reflect the reinstatement of steps and raises as recommended by the City Manager.***

FINANCE - FISCAL
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 403 101 0000 Salaries	\$383,863	\$390,192	\$395,302	\$384,076	\$418,944	\$421,404	\$426,072	\$426,072
01 403 105 0000 Overtime	400	593	1,032	734	500	500	500	500
01 403 106 0000 Sick-Hurt	7,642	18,068	7,636	41930	-	0	0	0
01 403 107 0000 Holidays	6,498	7,361	8,364	6494	-	0	0	0
01 403 108 0000 Vacations	6,693	17,463	11,300	9353	-	0	0	0
01 403 109 0000 Longevity	390	480	270	360	390	330	330	330
01 403 115 0000 Salary Adj.	-	-	-	-	5,653	20,207	17,000	17,000
TOTAL SALARIES	\$405,486	\$434,157	\$423,904	\$442,947	\$425,487	\$442,441	\$443,902	\$443,902
OTHER								
01 403 201 0000 Telephones	\$2,847	\$1,840	\$2,235	\$2,124	\$2,500	\$2,500	\$2,500	\$2,500
01 403 207 0000 Postage	15,339	16,322	16,917	15,597	17,000	18,000	18,000	18,000
01 403 212 0000 Copier	3,564	4,343	4,180	4,135	4,500	4,500	4,500	4,500
01 403 214 0000 Supplies	8,285	8,287	9,383	6,494	8,500	8,000	8,000	8,000
01 403 214 0001 Supplies - OREO/Fees	2,537	3,364	673	1,748	2,000	2,000	2,000	2,000
01 403 221 0000 Audit	25,959	17,363	28,475	23,103	25,000	37,923	37,923	37,923
01 403 225 0000 Mortgage Research	2,768	3,312	3,556	2,871	3,500	3,000	3,000	3,000
01 403 229 0000 Registry of Deeds	1,226	1,623	1,340	1,405	1,500	1,500	1,500	1,500
01 403 233 0000 Maint. Agreements	6,819	6,311	6,572	6,862	8,500	7,500	7,500	7,500
01 403 234 0000 Vehicle Rental	727	577	404	705	800	800	800	800
01 403 245 0000 Conference-Dues	2,573	2,163	1,982	3,755	2,000	2,000	2,000	2,000
01 403 246 0000 Temporary Labor Finance	1,504	675	-	-	-	-	-	-
01 403 247 0000 Training	384	809	1,525	842	1,000	1,000	1,000	1,000
01 403 401 0000 Equipment	<u>137</u>	<u>525</u>	<u>11,561</u>	<u>180</u>	4,500	<u>4,000</u>	<u>4,000</u>	4,000
TOTAL OTHER	\$74,669	\$67,514	\$88,803	\$69,821	\$81,300	\$92,723	\$ 92,723	\$ 92,723
DEPT. O&M TOTAL	\$480,155	\$501,671	\$512,707	\$512,768	\$506,787	\$535,164	\$536,625	\$536,625

FINANCE
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director **	28		52	35		\$1,216.16	\$63,240.32
1	Personnel Spec.**	20		52	35		\$976.24	\$50,764.48
1	Purch Spec.**	18		52	35		\$976.24	\$50,764.48
1	Tax Collector**	19		52	35		\$765.00	\$39,780.00
1	Assist Fin Director**	19		52	35		\$724.20	\$37,658.40
1	Finance Clerk***	9H		52	35	\$19.10	\$668.50	\$34,762.00
1	Admin. Secretary	9	10	52	35	\$19.10	\$668.50	\$34,762.00
1	Tax Clerk*	7	2	24	25	\$13.85	\$346.25	
		7	3	28	25	\$14.47	\$361.75	\$18,439.00
1	Treasurer							\$10,500.00
1	MIS Specialist**	23		52	35	\$35.46	\$1,241.45	\$64,555.40
1	Asst MIS Specialist**	9H		52	35	\$15.30	\$535.50	\$27,846.00
	less reimbursements from Water & Sewer Fund							(\$7,000.00)
Total Finance								\$426,072.08

* Above Rates Include Possible Merit (Step) Increases

** Will Be Reviewed During the year with a possible raise of 0-5%

*** Will Be Reviewed During the year with a possible raise of 0-10%

Finance Office Activities

- Process payroll, maintain master file, voluntary deductions, issue checks
- Maintain files for permanent and temporary employees
- Administer drug and alcohol testing program
- Process all city payables, obtain formal bids and quotes, issue and review purchase orders
- Process all city miscellaneous receivables
- Print and collect tax bills and related warrants and special assessments
- Record, maintain and release redemption records
- Process all trust fund accounting
- Administer all city insurance programs
- Accounting for the Internal Service Fund
- Publish CAFR and budgets annually
- Complete all financial reporting to the State

2012-2013 Performance Measure

- Increase stability in the City's computer network
- Implement acceptance of Credit Card payment's at Transfer Station
- Forward progress on Scanning Documents
- Continued efforts updating or create procedure manuals

FINANCE – FISCAL
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of 10 fulltime employees and the City Treasurer. The total salaries for the department have been reduced to reflect estimated reimbursements from both Sanitary Sewer (\$5,000) and the Water Department (\$2,000) for services used.

OVERTIME

This line funds overtime for hourly paid employees in the department.

LONGEVITY

This line item funds a longevity payment to eligible employees.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase for eligible employees. This line has been budgeted at a range of 0% to 5% for eligible non union employees. ***This line has been reduced by the City Manager.***

TELEPHONES

This line item funds the cost of telephone connections and switchboard with related costs.

POSTAGE

This line item funds the cost of mailing of accounts payable checks, W2's, billings, general correspondence and bid packets, semi-annual tax bills, Barrington notices, all certified notices to taxpayers and mortgagees. This increase in this line reflects the anticipated increase in postage costs.

COPIER

This line item funds the cost of copying for the department.

SUPPLIES

This line item funds the cost of general office supplies including W2's, 1099's and tax bills paper stock. This line has been level funded.

SUPPLIES-OREO (Other Real Estate Owned)/Fees

This line funds the cost of various expenses related to our tax deeded properties including the cost of condo fees.

AUDIT

This line item funds the cost of a contract for the City's annual audit including new required accounting standards. This line has been increased to reflect the new contract that took effect in FY12.

MORTGAGE RESEARCH

This line item funds the cost of doing mortgage research for all tax lien properties

REGISTRY OF DEEDS

This line item funds the cost of recording and releasing tax liens.

MAINTENANCE AGREEMENT

This line item funds the cost of maintenance agreements on telephone equipment, two printers, postage machine and 50% of the cost of the Folding Machine shared by Tax and City Clerk.

VEHICLE RENTAL

This line item funds the hourly cost of operation of a city vehicle used by this department.

CONFERENCE-DUES

This line item funds the cost of dues to the national and local Government Finance Officers Association, Government Accounting Standards Board, International Personnel Managers Association, National Institute of Government Purchasing, Public Employee Labor Relations Board, Tax Collector Conference and the Spring Workshop.

TRAINING

This line item funds the cost of training such as attending seminars on GAAP updates, GASB updates, personnel law as well as computer training.

EQUIPMENT

This line item funds the purchase of miscellaneous equipment for the department. This line has been increased in anticipation of replacing aged computers.

FINANCE - INSURANCE
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 433 123 0000 Unemployment Ins.	\$1,166	\$3,549	\$3,656	\$14,846	\$16,000	\$22,151	\$22,151	\$22,151
01 433 125 0000 Workers Comp. Ins	220,060	172,483	183,699	218,213	225,000	248,464	248,464	238,464
01 433 218 0000 Property & Liability Ins	195,997	206,858	213,448	196,446	216,044	210,000	210,000	210,000
01 433 218 0002 Wellness Program	1,323	1,027	125	458	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	1,334	307	140	140	1,500	1,500	1,500	1,500
01 433 218 0007 Claims	<u>1,578</u>	<u>4,528</u>	<u>2,685</u>	<u>1,617</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
TOTAL OTHER	\$421,458	\$388,752	\$403,753	\$431,720	\$463,044	\$486,615	\$486,615	\$476,615
DEPT. O&M TOTAL	\$421,458	\$388,752	\$403,753	\$431,720	\$463,044	\$486,615	\$486,615	\$476,615

FINANCE – INSURANCE
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

UNEMPLOYMENT

This line item funds the cost of the City payment to Primex for the Unemployment Compensation Program. This line increased to reflect the increase in the Unemployment taxable wage base.

WORKERS COMPENSATION

This line item funds the cost of the city payment to Primex for Workmen's Compensation. Again this year, we are able to lower the premium costs by participating in the PRIME program (the 10 best risk management practices) and having signed a multiyear agreement with Primex also resulted in an additional discount on our premium. This year the loss ratio factor (at least for the first half of the fiscal year) increased from .95 to 1.00. ***Due to anticipated Premium Holiday's in Fiscal Year 13 the Council reduced this line by \$10,000.***

PROPERTY-LIABILITY

This line item funds the cost of property and public officials' liability insurance. This line also reflects the multiyear discount from Primex and has been decreased by expected reimbursements from Sanitary Sewer, Water and the Airport. This estimate is based on the not to exceed amounts given to us by the provider.

WELLNESS PROGRAM

This line item funds the cost of a Wellness Program for city employees - an effort to keep employees healthy, resulting in reduced health insurance costs. This line has been level funded.

SAFETY TRAINING

This line item funds the cost of providing safety programs and instruction to employees. This line has been level funded.

CLAIMS

This line item funds the City's insurance deductibles of \$1,000 for first party claims or actual amount of a claim less than \$1,000.

FINANCE - PRINCIPAL & INTEREST
FY 2012-2013 BUDGET

	<u>ORIGINAL</u>		<u>BAL.DUE</u>		<u>YRS</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>%12-13 -</u>
	<u>DEBT</u>	<u>YRS</u>	<u>07/01/12</u>	<u>REM.</u>	<u>P & I</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>P & I</u>	<u>11-12</u>	
<u>BONDED DEBT</u>										
<u>MUNICIPAL BONDS</u>										
1996 Capital Imp.	\$1,125,000	20	264,234	4	\$70,712	52,046	11,606	63,652		-10.0%
2001 Capital Imp	\$3,565,000	20	1,765,000	10	\$261,385	180,000	73,286	253,286		-3.1%
2002 Capital Imp	\$754,375	10	75,000	1	\$79,500	75,000	1,500	76,500		-3.8%
2002 Capital Imp	\$2,029,000	20	1,100,000	11	\$148,945	100,000	44,945	144,945		-2.7%
2003 Library Renovation & addition	\$2,347,500	20	1,325,000	12	\$180,284	115,000	59,535	174,535		-3.2%
2006 Capital Imp	\$410,861	9	164,344	4	\$49,303	41,086	6,575	47,661		-3.3%
2009 Transfer Station Debt	\$1,045,000	10	748,730	6	\$137,950	100,000	32,950	132,950		-3.6%
2008 Aerial Fire Truck	\$950,000	10	570,000	6	\$115,482	95,000	17,556	112,556		-2.5%
2010 Weirs Boardwalk	\$800,000	20	720,000	17	\$68,570	40,000	27,370	67,370		-1.8%
2010 Anthony Drive Drainage Improvemts*	\$437,000	20	206,767	17	\$21,733	10,883	5,922	16,805		-1.8%
2010 Revaluation	\$350,000	5	205,000	2	\$77,249	70,000	5,135	75,135		-2.7%
2011 Endicott Water Line	\$315,000	20	299,250	19	\$27,343	15,750	10,940	26,690		-2.4%
2011 Weirs Boardwalk Supplement	\$250,000	20	237,500	19	\$27,107	12,500	8,869	21,369		-21.2%
2012 Main St Bridge	\$600,000	20	600,000	20	-	-	14,521	14,521		
2012 Fire Engine	\$380,000	10	380,000	10	-	-	7,574	7,574		
TOTAL CITY			8,660,825		1,265,563	907,265	328,284	1,235,549		-2.4%

SCHOOL BONDS

1996 Capital Imp.	\$280,000	20	\$52,812	5	\$17,598	\$12,954	\$2,888	\$15,842		-10.0%
2001 School Renovations	\$6,223,000	20	\$3,030,000	11	\$454,105	\$310,000	\$130,154	\$440,154		-3.1%
2002 School Renovations	\$4,123,300	20	\$2,255,000	12	\$310,598	\$205,000	\$96,884	\$301,884		-2.8%
2008 MM School Construction	\$22,644,000	29	\$17,170,720	25	\$1,486,488	1,163,442	\$324,677	\$1,488,119		0.1%
2011 QZAB Bond - Huot Ctr Renovation 1st	\$2,103,000	19	\$2,103,000	19	-	66,420	-	\$66,420		
TOTAL SCHOOLS			\$24,611,532		\$2,268,789	\$1,757,816	\$554,603	\$2,312,419		1.9%

Reductions:

GENERAL FUND TOTAL			\$33,272,357		\$3,534,352	\$2,665,081	\$882,887	\$3,547,968		-0.4%
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INTERNAL SERVICE FUND BONDS

2012 Public Work Vehicle Replacement	\$750,000	10	750,000	10	-	-	15,459	15,459		
TOTAL INTERNAL SERVICE FUND			750,000		-	-	15,459	15,459		

WATER BONDS

2009 Water Tank	\$1,500,000	20	<u>\$1,427,550</u>	18	<u>\$130,245</u>	<u>\$75,000</u>	<u>\$52,980</u>	\$127,980		
TOTAL WATER			\$1,427,550		\$130,245	\$75,000	\$52,980	\$127,980		-1.7%

GRAND TOTAL			\$35,449,907		\$3,664,597	\$2,740,081	\$951,326	\$3,691,407		0.7%
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* Constructed with ARRA funds from the State Revolving Loan Fund. This loan forgives 50% of the principal at the time of repayment.
Interest is paid only on the City's share of the debt.

FINANCE - REIMBURSABLES
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 427 901 0020 Recreation & Facilities	\$14,423	\$20,596	\$11,529	\$15,132	\$50,000	\$25,000	\$25,000	\$25,000
01 427 901 0040 Police	123,507	132,093	125,609	100,563	130,000	125,000	125,000	125,000
01 427 901 0060 Youth Services Bureau	<u>98,809</u>	<u>56,455</u>	<u>24,062</u>	-	-	-	-	-
TOTAL OTHER	\$236,739	\$209,144	\$161,200	\$115,695	\$180,000	\$150,000	\$150,000	\$150,000
DEPT. O&M TOTAL	\$236,739	\$209,144	\$161,200	\$115,695	\$180,000	\$150,000	\$150,000	\$150,000

These expenses are also reflected as revenue and therefore have no impact on the tax rate, see page 4.

FINANCE – REIMBURSABLES
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

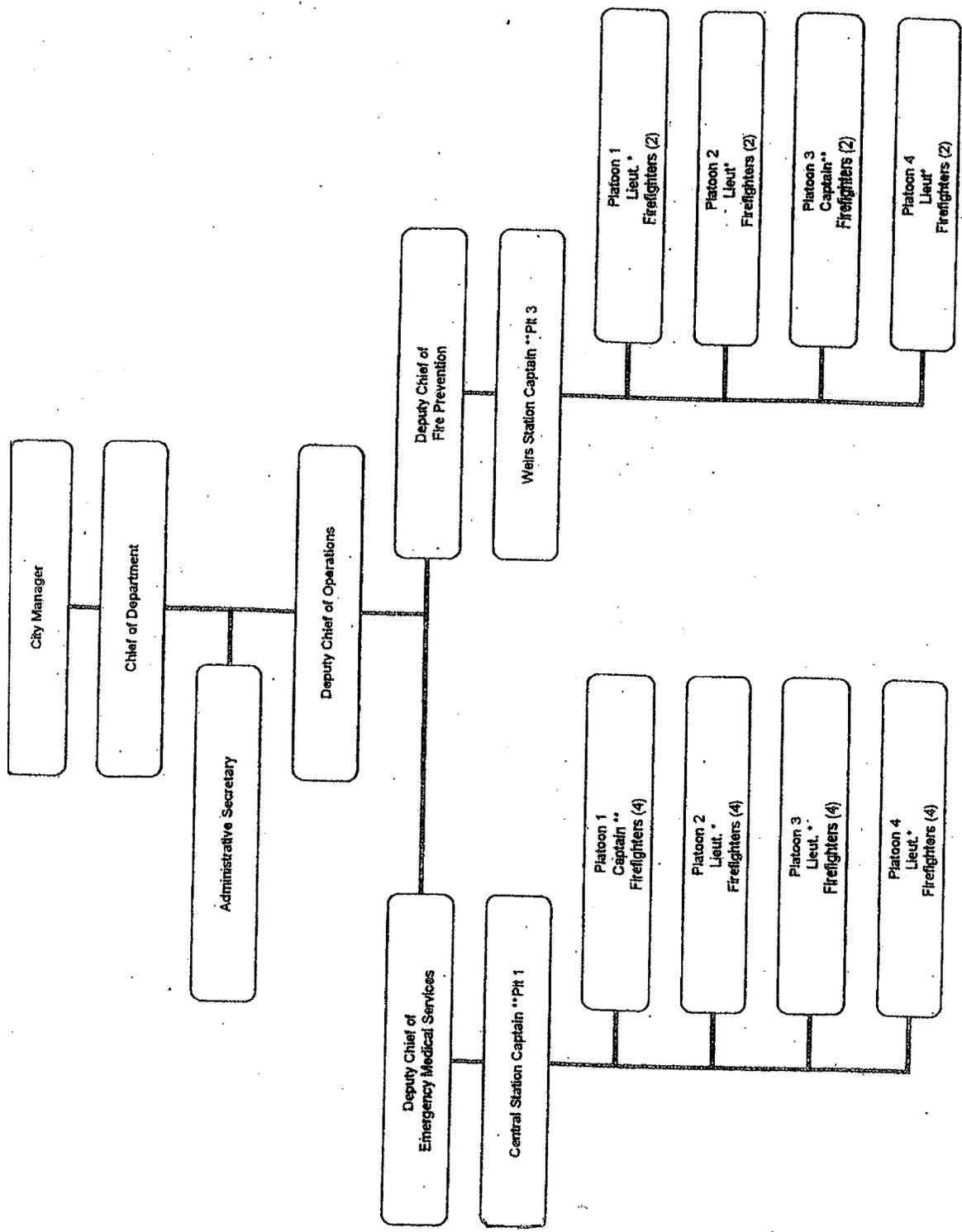
These expenses are also reflected as revenue (see page 4) and therefore have no impact on the tax rate.

RECREATION & FACILITIES

This line item includes reimbursements for field lights, park association utilities and swim lessons, which the City receives and also budgets as revenue. Reimbursements received from the Muskrats for the use of Robbie Mill's field as well as the expenses related to the Parks Coop Program are included in this line. These reimbursements allow the Recreation and Facilities Department to spend that revenue. These lines have been reduced from prior year estimates to be more in line with the actual revenues received.

POLICE

This line item includes fees for gun permits, court fees, extra duty, transport fees and training reimbursements, which the City also budgets as revenue. This line item allows the Police Department to spend that revenue. This line has been adjusted to more accurately reflect prior year revenues received.



FIRE
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 445 101 0000 Regular Salaries	\$1,485,485	\$1,555,496	\$1,672,089	\$1,641,678	\$1,574,643	\$1,589,902	\$1,624,460	\$1,624,460
01 445 103 0000 Call F.F.	13,665	15,441	8,081	-	-	-	-	-
01 445 105 0000 Extra Duty Coverage	87,659	118,503	83,903	52,471	25,000	70,200	60,000	60,000
01 445 106 0000 Sick-Injury Coverage	113,242	90,026	86,630	56,772	63,000	65,000	65,000	65,000
01 445 107 0000 Holidays	89,590	97,914	93,949	89,974	97,600	97,600	97,600	97,600
01 445 108 0000 Vacation/Personal Coverage	114,740	152,192	85,959	129,580	95,000	134,000	115,000	115,000
01 445 109 0000 Longevity	1,770	1,530	1,410	1,530	1,710	1,710	1,710	1,710
01 445 115 0000 Salary Adj.	-	-	-	-	11,173	11,173	11,400	11,400
01 445 111 0000 Contractual EMT-Incentive	11,250	10,500	10,875	12,750	11,250	12,750	12,750	12,750
01 445 130 0000 Health Insurance	495,330	547,001	579,218	658,510	747,408	769,558	592,405	592,405
01 445 132 0000 F.F. Insurance	600	615	740	920	600	920	920	920
01 445 135 0000 Retirement	308,796	323,425	354,583	373,063	385,555	454,329	451,980	451,980
TOTAL SALARIES	\$2,722,127	\$2,912,643	\$2,977,437	\$3,017,248	\$3,012,939	\$3,207,142	\$3,033,225	\$3,033,225
OTHER								
01 445 201 0000 Telephones	\$7,894	\$7,810	\$7,696	\$7,865	\$8,000	\$8,000	\$8,000	\$8,000
01 445 202 0000 Lights-Power	19,473	19,616	20,879	22,742	22,000	22,700	22,700	22,700
01 445 203 0000 Water-Sewer	2,641	2,022	1,824	2,704	2,600	2,800	2,800	2,800
01 445 204 0000 Heating Fuel	27,867	32,538	17,786	23,514	30,000	30,000	30,000	30,000
01 445 212 0000 Copier	1,269	1,492	1,628	1,665	1,600	1,700	1,700	1,700
01 445 214 0000 Supplies-Department	4,371	5,213	8,565	3,963	5,000	5,000	5,000	5,000
01 445 214 0001 Medical Supplies, Dept.	-	15	-	-	-	-	-	-
01 445 233 0000 Maint.-Equipment	7,941	16,167	13,638	10,249	10,000	5,000	5,000	5,000
01 445 233 0001 Maint.-Fire Alarms	2,036	1,517	1,028	719	3,000	3,000	3,000	3,000
01 445 233 0003 Maint.-Radios	2,227	3,694	2,800	3,130	3,000	3,200	3,200	3,200
01 445 235 0000 Maint.-Station Repairs	15,046	14,273	16,827	18,075	13,500	15,000	15,000	15,000
01 445 235 0001 Maint-Station Supplies	6,788	4,163	8,635	5,184	6,000	6,000	6,000	6,000
01 445 245 0000 Conference/Dues	2,975	4,694	2,676	2,186	2,200	2,600	2,600	2,600
01 445 247 0000 Training	5,671	7,404	4,901	3,150	4,400	4,500	4,500	4,500
01 445 247 0003 Career Development	5,854	5,924	574	345	1,200	2,000	2,000	2,000
01 445 250 0000 Laundry	4,753	4,848	4,492	-	2,000	800	800	800
01 445 251 0000 Uniform Allowance	17,557	20,633	16,108	15,191	15,500	16,000	16,000	16,000
01 445 251 0001 Protective Clothing	17,030	21,825	18,178	16,185	11,000	13,000	13,000	13,000
01 445 253 0000 Physical Exams	16,549	19,423	10,399	14,360	20,000	18,000	18,000	18,000
01 445 304 0000 O/S Contracts	6,239	3,126	1,875	3,858	6,000	13,500	13,500	13,500
01 445 359 0000 Fire Prevention-Administration	5,164	8,875	5,650	3,922	6,000	1,800	1,800	1,800
01 445 359 0001 Fire Prevention-Public Education	1,757	-	735	1,349	2,400	1,800	1,800	1,800
01 445 401 0000 Equipment	6,767	21,586	23,526	13,766	8,000	10,000	10,000	10,000
01 445 401 0002 Equipment-Training	1,080	1,050	987	2,674	2,000	1,500	1,500	1,500
01 445 401 0004 Special Events Coverage	279	-	420	515	350	350	350	350
01 445 401 0011 Computer Newwork Server	-	-	5,000	-	-	-	-	-
01 445 403 0007Radio Pager Replacement	6,400	5,750	1,796	8,369	3,000	3,000	3,000	3,000
01 445 404 0000 Equipment-Grant Match	-	11,000	-	-	-	-	-	-
TOTAL OTHER	\$195,628	\$244,658	\$198,623	\$185,680	\$188,750	\$191,250	\$191,250	\$191,250
01 445 234 0000 Vehicle Rental	\$80,250	\$83,000	\$105,599	\$91,992	\$100,000	100,000	83,000	83,000
01 445 234 0001 Internal Service Fund	84,500	84,500	112,698	109,992	100,109	100,109	117,000	117,000
DEPT. O&M TOTAL	\$3,082,505	\$3,324,801	\$3,394,357	\$3,404,912	\$3,401,798	\$3,598,501	\$3,424,475	\$3,424,475

FIRE
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief	28	**	52			\$1,649.74	\$85,786.47
1	Deputy Fire Chief/ Operations	24	**	52			\$1,366.73	\$71,069.94
1	Deputy Fire Chief/ Fire Prevention Sp	24	**	52			\$1,366.73	\$71,069.94
1	PT Inspector							\$15,000.00
1	Admin. Secretary*	9	6	52	40	17.84	\$713.60	\$37,107.20
Total FIRE ADMIN								\$280,033.55

FIREFIGHTERS

1	Captain/EMT-I			52	42	27.57	\$1,157.94	\$60,212.88
1	Captain/EMT-P			52	42	27.29	\$1,146.18	\$59,601.36
2	Lieutenant/EMT-Par			52	42	26.48	\$1,112.16	\$115,664.64
2	Lieutenant/EMT-Par			52	42	24.92	\$1,046.64	\$108,850.56
1	Lieutenant/EMT-Par			52	42	25.93	\$1,089.06	\$56,631.12
1	Lieutenant/EMT-I			52	42	24.68	\$1,036.56	\$53,901.12
1	5th Class FF/ EMT			52	42	21.83	\$916.86	\$47,676.72
4	5th Class FF/EMT-I			52	42	21.83	\$916.86	\$190,706.88
2	3rd Class FF/EMT-P			52	42	22.35	\$938.70	\$97,624.80
3	3rd Class FF/EMT-I			52	42	21.27	\$893.34	\$139,361.04
1	2nd Class FF/EMT-P			52	42	20.46	\$859.32	\$44,684.64
2	1st Class/EMT-I			52	42	19.06	\$800.52	\$83,254.08
3	FF Prob/EMT-P			52	42	19.25	\$808.50	\$126,126.00
4	FF Prob/EMT I			52	42	18.33	\$769.86	\$160,130.88
Total Fire Fighters								\$1,344,426.72
Total Fire Dept								\$1,624,460.27

AMBULANCE***

1	Deputy Chief EMS			52	42		\$1,366.73	\$71,069.94
3	FF5th/EMT-P			52	42	22.90	\$961.80	\$150,040.80
1	FF3rd/EMT-P			52	42	22.35	\$938.70	\$48,812.40
Total Ambulance								\$269,923.14

***Paid by Lakes Region General Hospital

*Above Rate includes a possible Merit (Step) Increase

**Will be Reviewed During the Year with a Possible raise of 0-5%

Fire Department Activities

Respond to 7,000+ calls for service per year-48% of these are emergency calls
Respond to 1,308 simultaneous and back-to-back calls per year - 56% increase since 2001
36% of all fires are in multi-family homes - 12% of all property loss.
33% of all fires are in one-family type homes - 5 year average - 15% of all losses
10% of fires were in health care facilities - 5 year average
12% of fires were in business/industry occupancies yet account for 50% of the losses - 5 yr. avg.
4% of all fires were in assembly type occupancy: 17% of all losses.
Average annual fire loss \$1,505,000 - 5 year analysis
Fire loss in 2011, as of November - \$602,000 Property saved \$996,000
63% of all responses are a single unit response; 50% improvement in 3 yrs.
15% require a full shift response or greater
Arson/suspicious fires account for 19% of all fires - 4 yr. avg.
Accidental fires account for 50% of all fires -5 yr. avg.
12% of all emergencies are in Weirs district; 30% increase in seven years.
68% of all emergencies are medical/ rescue type calls, which reflect the change in responsibility of the Department - 4 yr. avg.

Non-emergency Activities

Non-emergent activities include more than 2,300 safety inspections
Conduct over 100 public safety education programs throughout the community.
On-duty crews conducted more than 384 in-service inspections of gas piping, furnaces, chimneys, etc.
Fire Prevention inspections have increased by 168 percent since 2002
Conducted 217 building plan reviews and 190 meetings/consultations
Train City employees in CPR/first aid/incident command/disaster response/flu prevention
Generated \$18,372 in revenue through permits
Generate \$44,000 per year in service fees for municipal fire alarm systems
More than 4,100 hours of in-service training
Attended 31 emergency management planning sessions

2012-2013

Objectives

Inspect all multi-family dwellings biannually	15%
Inspect all public assemblies annually	100%
Improve on-duty training hours to 180 hours per firefighter	85%
Hire 4 new firefighters assign to Ladder 1 Central Station	0%
Hire 4 new firefighters and assign to Weirs Fire Station	0%
Institute inspection program for high hazard & commercial buildings	25%
Institute a leadership training program for supervisors	25%
Hire and train 12 call firefighters	0%
Improve response time to high risk emergencies	-15%

2011

Performance Goals and Benchmarks

Respond to 90% of all high risk emergencies within 4 minutes; currently at 48%
This is a 9 point drop in one year. 3 year average was 56%.
Respond to 80% of all emergency calls within 6 minutes or less; currently at 79%
Respond to 100% of all emergency calls in no more than 8 minutes: currently at 90%
Contain residential dwelling fires to room of origin; currently at 40%; goal is 80%
Maintain 75% loss to save ratio for fires; currently 62%
Maintain single-unit response at 60%; currently at 63%. 5 point drop in one year.
Cost for fire protection per home is \$344; well below average.
Firefighters on-duty respond to 445 calls per year; 2cd busiest in State of similar cities
Cost per capita is \$213. Well below similar cities and towns
Call per 1,000 residents is 223: second highest of similar communities.

FIRE
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of salaries for the Fire Chief, two Deputy Fire Chiefs, the Administrative Assistant, part-time fire inspectors and assistants, and a part-time fire alarm repairman and 28 operations personnel (4 additional firefighters are funded by LRGH). Operations personnel include 2 captains, 6 lieutenants and 20 firefighters.

We operate four platoons working 24 hours per day. We provide 8,760 hours of protection each year (as a comparison an agency that works five days per week, provides 2,000 hours of service per year). Each platoon is staffed with two Officers and six Firefighters. One Officer and two Firefighters work out of the Weirs Station and one Officer and four Firefighters work out of the Central Station. These eight employees operate two pumpers, two ladders trucks, and one ambulance. They cross staff two additional ambulances as needed. According to national standards, sixteen officers and firefighters should be available to staff this apparatus. In lieu of that staffing, we rely on off-duty response to supplement the crews, almost on a daily basis.

We cannot effectively and safely handle a fire or other major emergency in any of our high hazard occupancies. This includes LRGH, Laconia High School, Taylor Home complex, Woodside Home, St. Francis Nursing Home, Bishop Bradley Apartments, Sunrise Towers, Landmark Inn, Belknap County Nursing Home, Stafford House, Lakeside Apartments, downtown business blocks, marinas, propane storage and fuel storage facilities, and the hundreds of multiple family dwellings located throughout the City.

We are good at suppressing/controlling large fires that require defensive (outside) attacks. We are good at attacking and suppressing fires in one and two family homes. We are not staffed appropriately to affect offensive (interior attack, search, and rescue) on an occupied building any larger than a two family home. Forty-eight percent of our population lives in multiple family homes. A five-year analysis of all fires shows that 34% of all structure fires are in multiple family dwellings (the national average is 15%), 32% are in one-family homes (the national average is 60%), 7% are in health care facilities, 5% are in public assemblies, and 5% are in mercantile.

The workload of this department continues to increase. In 2006, we added one firefighter per platoon. This was a huge boost in productivity and capability but it is not where we need to be. For a community of our size and based on the hazards and many risks that we must deal with, it is my opinion that each shift should have two officers and ten firefighters on-duty. This would provide eight people at Central and four in the Weirs. This would allow us to operate each primary unit with a crew of two, and put a combined force of twelve firefighters to each serious alarm.

EXTRA DUTY COVERAGE

This line item covers the cost of unscheduled and unexpected overtime. We operate with a minimal crew and therefore must utilize off-duty firefighters quite frequently. The smaller the on-duty staff the more dependent a Department becomes on overtime.

Extra Duty primarily covers overtime for recalls of off-duty personnel during multiple emergencies. Second, it covers overtime for major emergencies, such as building fires, water and ice rescues, severe storms, gas leaks, and large brush fires. In addition, it also covers overtime for public education, staff meetings, and special events such as Fourth of July. There is a limited amount of overtime for off-duty training at the State Fire Academy and shift coverage for on-duty training and overtime for such issues as Union business, physicals, mandated testing and training, jury duty, and bereavement leave. ***The City Manager has reduced this line by \$10,200 to \$60,000.***

SICK-INJURY COVERAGE

This line item funds overtime for replacement of personnel on sick or injured leave. Regular sick time averages four twelve hour shifts per FTE per year, which is well below industry average. Injury-on-duty increased significantly during the past few years. However, it is now stable at one shift per FTE. This overtime should allow us to maintain constant staffing of eight firefighters per shift. Maintaining full staffing allows the department to keep both stations open 24 hours a day. This results in staffing two pumpers, one ambulance and two ladder trucks. This improves our ability to respond to multiple calls and suppress fires.

HOLIDAYS

This line item funds the cost of contractually required holiday differential pay for 11 holidays.

VACATION /PERSONNEL DAYS COVERAGE

This line item covers all the cost associated with time-off for vacations and personnel days. The three - year average for time-off per employee per year is eight vacation days and three personnel days. The use of personnel days has risen significantly, as the employees can no longer accumulate these days off and they earn personnel days based on not using sick days. In addition, as the age of the workforce decreases the use of time off increases. This reflects the time demands placed on a firefighter with a young family. Maintaining full staffing allows the department to keep both stations open 24 hours a day. This results in staffing one pumper, one ambulance and a ladder truck downtown and one pumper and ladder truck in the Weirs. ***The Manager has funded this line at \$115,000.***

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase for eligible employees.

CONTRACTUAL EMT –Incentive

This line item funds an incentive program for EMT-Intermediates. Those employees received additional training and are certified to administer medications and intubate a patient. This training level is one-step below a Paramedic.

HEALTH INSURANCE

This line item funds the estimated cost of health insurance for all department employees. The City Manager and Council have reduced this line to reflect a change in census. ***This line is based on the health insurance premiums as provided by New Hampshire Interlocal Trust less anticipated employee contributions.***

FIREFIGHTER INSURANCE

This line item funds the cost of membership in the NH State Fireman's Association. This association provides benefits to firefighters who are injured on duty.

RETIREMENT

This line item funds the cost of the City's share of the retirement system for department employees, including Motorcycle Week expenses.

TELEPHONES

This line item funds the cost of telephone service at each of the three fire stations. In addition, it covers the cost of five cell phones, three fax machines, internet access, and computer connections.

LIGHTS-POWER

This line item funds the cost of electricity at three fire stations *and the Weirs Community Center*. This was increased based on predictions from PSNH.

WATER-SEWER

This line item funds the cost of water and sewer at three fire stations and the Weirs Community Center. A slight increase based on rate increases.

HEATING FUEL

This line item funds the cost to heat three fire stations, as well as the Weirs Community Center. We are holding this line at level funding. This is a result of improvements to the stations heating systems and other conservation measures.

COPIER

This line item funds the copying machine and the paper and supplies associated with the machine.

SUPPLIES-DEPARTMENT

This line item funds the cost of administrative supplies such as office supplies, paper goods, computer supplies and postage.

MEDICAL SUPPLIES-DEPARTMENT

This line is not funded.

MAINTENANCE-EQUIPMENT

This line item funds the maintenance and repair to fire/rescue equipment such as fire hose, nozzles, hand tools, Jaws of Life, power fans, gas detectors, and power saws.

MAINTENANCE-FIRE ALARM

This line item funds the cost of maintenance, repair and extension of the municipal fire alarm system. The municipal fire alarm system generates approximately \$50,000 in user fees per year. The system consists of more than 300 Master Boxes, which monitor individual buildings, and 40 street boxes, located at specific intersections. The devices are monitored at Lakes Region Mutual Aid. This system provides direct and immediate notification of a fire. The system requires updates as technology

improves and because the system is exposed to the elements, there is considerable wear and tear. This system provides early and automatic notification of fire. Its reliability is one reason why many of our reported fires are quickly extinguished with minimal damage.

MAINTENANCE-RADIO

This line item funds the repair and maintenance costs of all communication devices - pagers, base radios, amplifiers, portable radios and mobile radios, as well as replacement radio batteries, and replacement of damaged or lost radios. Cost for one radio battery is \$125.00. We have 36 portable radios, 40 pagers, and 18 mobile radios.

MAINTENANCE-STATION REPAIRS

This line item funds routine building repairs for three stations and includes such things as repairs to overhead doors, furnaces, roofs, windows, doors, plumbing, lighting, electrical systems, painting, general cleaning, etc.

MAINTENANCE-STATION SUPPLIES

This line item funds the cost of cleaning supplies and equipment, replacement furniture and appliances, and other cleaning items for all three stations.

CONFERENCE/ DUES

This line item funds dues and membership costs for staff personnel to be associated with state and national fire organizations and attendance to conferences and seminars for staff personnel.

TRAINING

This line item funds department training activities such as seminars, fire schools, handouts, and any instructor costs incurred. The line does not cover any salary costs associated with training.

CAREER DEVELOPMENT

This line item funds the cost associated with development of line fire officers through their attendance to training programs involving supervisory duties, command and control, management, personnel practices. These classes are very beneficial to the City and Department in developing our future leaders.

LAUNDRY

This line item funds the cost of supplying towels, sheets, linen, and purchasing laundry supplies, as well as the cost for replacement of worn and damaged supplies.

UNIFORM ALLOWANCE

This line item funds the contractual obligation to provide each employee with uniforms, as well as the non-union staff. The City now provides a quartermaster type service whereby the employee is no longer guaranteed a specific amount of funding. The contract now requires that we purchase items as needed. Included in this line is the cost to purchase Class A uniforms.

PROTECTIVE CLOTHING

This line item funds the cost of all protective clothing for 36 FTEs. One set of firefighting gear (protective coat and pants) is \$2,300. Other items include Nomex gloves, Nomex hoods, fire helmets,

forest fire gear, fire boots, personal flashlights, and eye and hearing protection. The life expectancy of a set of firefighter gear is 5-6 years.

PHYSICAL EXAMS

This line item funds the cost of pre-employment and contractually required yearly physical exams. This is money well spent in protecting our firefighters as well as protecting our investment. A fit firefighter will be less prone to injury and illness.

OUTSIDE CONTRACTS

This line item has been adjusted to reflect all contracts within the Department. Other lines have been subsequently reduced. This allows for better controls and understanding of operating costs. These contracts are for computer software for record keeping, fire inspections and preplanning. In addition, annual contracts for testing of special fire equipment and promotional testing are also included. Other items covered are hydrostatic testing of air cylinders, annual aerial ladder, ground ladder, pump, air mask testing, fire extinguisher recharging, and air compressor maintenance.

FIRE PREVENTION-ADMINISTRATION

This line item funds the cost of fire prevention and administrative supplies including fire investigation costs, photography, codebooks and inspection forms, and membership with the NFPA code subscription service.

FIRE PREVENTION-PUBLIC RELATIONS

This line item funds all of the department's public education initiatives, including the Risk Watch program in the Elementary Schools, annual Open House, fire education videos, fire extinguisher classes and supplies, and general fire safety classes.

EQUIPMENT-DEPARTMENT

This line item funds the cost of new equipment and replacement of damaged equipment including hoses, nozzles, hand tools, ladders, salvage equipment, fire ground lighting, ventilation tools, smoke ejectors, portable generators, gas detection devices, and other firefighting related equipment carried on vehicles.

EQUIPMENT-TRAINING

This line item funds training equipment including such items as audio and visual equipment, training programs, software, supplies, rescue manikins, firefighting simulations, and other training aids.

SPECIAL EVENTS COVERAGE

This line item funds the cost of any expenses associated with special events, such as receptions, retirements, or business meetings.

RADIO PAGER REPLACEMENT

This line funds the annual replacement of our pagers. Each year we purchase eight new pagers. This results in no pager being more than 5 years old, which reduces annual maintenance and repair costs. These radios are critical to our operation as this is the system to alert on-duty and off-duty members of emergency calls.

VEHICLE RENTAL

This line item funds the cost of operating all vehicles used by this department.

INTERNAL SERVICE FUND

This line item funds payment to the Internal Service Fund for depreciation on department vehicles.

LEGAL
FY 2012-2013 BUDGET

LEGAL
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 402 225 0000 Law Books	\$ 340	\$ 350	\$ 371	\$ 389	\$ 400	\$ 400	\$ 400	\$ 400
01 402 225 0003 General Code Update	1,221	60	872	4,986	1,500	1,500	1,500	1,500
01 402 225 0001 Special Outside Litigation	540	-	5,352	788	30,000	30,000	40,000	40,000
01 402 225 0004 Litigation Health Subsidy	3,704	-	-	-	-	-	-	-
01 402 225 0005 Litigation	55,806	41,298	41,112	111,363	41,000	50,000	60,000	60,000
01 402 225 0006 Retainer	31,044	30,475	34,484	35,078	35,000	35,000	35,000	35,000
01 402 225 0007 Negotiator	7,442	2,602	-	400	10,000	12,000	10,000	6,000
TOTAL OTHER	\$100,098	\$74,785	\$82,191	\$153,004	\$117,900	\$128,900	\$146,900	\$142,900
DEPT. O&M TOTAL	\$100,098	\$74,785	\$82,191	\$153,004	\$117,900	\$128,900	\$146,900	\$142,900

LEGAL
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

LAW BOOKS

This line item funds the purchase of updates to municipal law books.

GENERAL CODE

This line item funds the cost of updating code books when new ordinances are adopted or present ordinances are amended.

SPECIAL OUTSIDE LITIGATION

This line has been added to the Legal budget to appropriate funds for pending cases. *The Manager has increased this line by \$10,000.*

LITIGATION

This line item funds the litigation costs of the City attorney. Matters that require litigation are not included in the annual retainer. This line varies depending on the number of cases pending. *The City Manager has increased this line by \$10,000.*

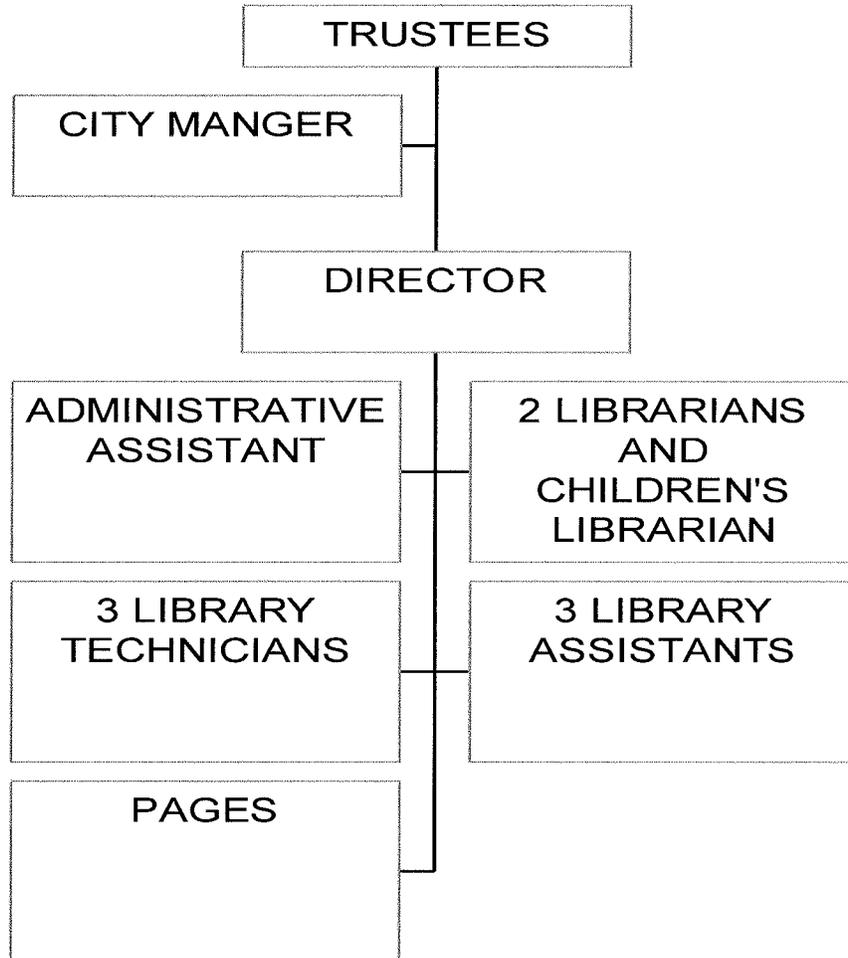
RETAINER

This line item funds the cost of regular and routine general legal services to the City.

NEGOTIATOR

This line item funds the cost of an outside negotiator to deal with Union Contracts. *The City Manager reduced this line by \$2,000. Due to reaching successful Contract agreements with 3 of 4 Unions in Fiscal Year 12 the Council reduced this line item by \$4,000 for Fiscal Year 13.*

LIBRARY
FY 2012-2013 BUDGET



LIBRARY
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
SALARIES								
01 481 101 0000 Salaries	\$392,252	\$405,653	\$411,140	\$409,079	\$465,475	\$465,475	\$483,385	\$483,385
01 481 106 0000 Sick-Hurt	11,142	31,870	26,134	20,255	-	-	-	-
01 481 107 0000 Holidays	15,183	15,740	15,453	15,233	-	-	-	-
01 481 108 0000 Vacations	18,257	21,973	17,910	17,870	-	-	-	-
01 481 109 0000 Longevity	660	720	600	720	780	840	840	840
TOTAL SALARIES	\$437,494	\$475,956	\$471,237	\$463,157	\$466,255	\$466,315	\$484,225	\$484,225
OTHER								
01 481 201 0000 Telephones	\$2,171	\$2,419	\$2,250	\$2,067	\$3,000	\$3,000	\$3,000	\$3,000
01 481 201 0001 Internet/Cable	1,559	1,853	1,681	1,853	2,000	2,000	2,000	2,000
01 481 202 0000 Lights-Power	33,544	38,303	36,641	35,429	40,218	43,033	43,033	39,000
01 481 203 0000 Water-Sewer	2,002	2,039	1,791	1,851	2,775	2,941	2,941	2,941
01 481 204 0000 Fuel	22,693	26,045	15,037	20,764	28,000	28,000	28,000	26,000
01 481 207 0000 Postage	3,699	3,991	4,341	4,063	4,200	4,200	4,200	4,200
01 481 208 0000 Printing	1,877	2,101	2,333	1,684	2,500	2,500	2,500	2,500
01 481 214 0001 Supplies-Library	6,744	6,939	6,786	6,693	7,000	7,000	7,000	7,000
01 481 214 0002 Supplies-Building	1,970	2,144	2,431	2,495	2,400	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	3,830	4,083	4,064	4,496	4,400	4,400	4,400	4,400
01 481 233 0000 Maint.-Equipment	9,332	7,561	7,653	9,401	9,400	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	45,871	50,768	63,256	52,759	50,161	52,000	52,000	52,000
01 481 235 0001 Maint-Software/Service Contract	13,198	13,403	13,977	14,538	14,832	16,263	16,263	16,263
01 481 235 0002 Maint- Security/Virus Protection	2,638	2,534	2,246	2,349	3,193	3,193	3,193	3,193
01 481 235 0003 Maint-Elevator	2,926	2,848	2,904	3,097	3,090	3,182	3,182	3,182
01-481-235-0004 Maint-HVAC	11,076	13,083	6,906	8,012	5,665	7,000	7,000	7,000
01 481 242 0000 Travel-Meetings	1,524	1,930	2,042	2,022	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	785	820	855	924	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	130	-	534	500	1,200	1,200	1,200	1,200
01 481 257 0000 Books	64,011	67,588	68,804	67,153	38,000	68,000	68,000	68,000
01 481 259 0010 Non-Print Media	13,066	12,778	12,938	14,853	13,000	13,000	13,000	13,000
01 481 259 0020 Periodicals	13,719	13,338	11,989	11,391	13,500	13,500	13,500	13,500
01 481 263 0000 Programs	7,091	8,821	8,984	8,121	8,500	8,500	8,500	8,500
01 481 363 0000 Gale Park	895	3,353	18,966	4,107	5,000	5,000	5,000	5,000
01 481 401 0000 Equipment	10,051	9,483	8,201	11,455	10,000	10,000	10,000	10,000
01 481 403 0000 Library Trust	(2,260)	(21,018)	(420)	-	-	-	-	-
01 481 405 0001 Bookbinding	1,813	1,717	1,340	1,522	2,000	2,000	2,000	2,000
TOTAL OTHER	\$275,955	\$278,924	\$308,530	\$293,599	\$277,434	\$315,112	\$315,112	\$309,079
DEPT. O&M TOTAL	\$713,448	\$754,880	\$779,767	\$756,756	\$743,689	\$781,427	\$799,337	\$793,304

LIBRARY
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Director	10	52			\$1,455.15	\$75,667.92
1	Librarian	7	52	40	\$22.81	\$912.40	\$47,444.80
1	Librarian	6	52	40	\$22.25	\$890.00	\$46,280.00
1	Admin Asst	10	52	40	\$20.63	\$825.20	\$42,910.40
1	Children's Librarian	10	52	40	\$20.63	\$825.20	\$42,910.40
1	Library Tech	10	52	40	\$20.63	\$825.20	\$42,910.40
1	Library Tech	7	52	40	\$19.17	\$766.80	\$39,873.60
1	Library Tech	3	52	36	\$17.37	\$625.32	\$32,516.64
1	Library Assistant	10	52	40	\$17.20	\$688.00	\$35,776.00
1	Library Assistant	10	52	40	\$17.20	\$688.00	\$35,776.00
1	Library Assistant	4	52	23	\$14.84	\$341.32	\$17,748.64
1	Library Assistant	2	52	23	\$14.12	\$324.76	\$16,887.52
	Page		52	14	\$9.18	\$128.52	\$6,683.04
Total Library						\$483,385.36	

Above Pay Rates Include Possible Merit (Step) Increases

LIBRARY
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

The library has ten full time employees, two part time employees and a library page. Eight employees are eligible for step increases based upon Laconia Public Library's 10 step wage structure. Four employees have reached the tenth and final step.

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

This line item funds the cost of telephone service at Gale Memorial Library and Goss Reading Room.

INTERNET CABLE

This line item funds the cost of fast, commercial grade internet service at Gale Memorial Library and Goss Reading Room. The library continues to maintain high speed wireless service that enables customers to access the internet at all times of day, including those hours the library is closed. This heavily used service encompasses both the library building itself and the entirety of library grounds, including Gale Park and the library's 65 space parking lot. Laconia Public Library is proud to be Laconia's free wireless hot spot

LIGHTS-POWER

This line item funds the cost of lights and power at Gale Memorial Library and Goss Reading Room.
The Council reduced this line by \$4,033 to \$39,000 for Fiscal 13.

WATER-SEWER

This line item funds the cost of water and sewer at Gale Memorial Library and Goss Reading Room.

FUEL

This line item funds the cost of gas heat at Gale Memorial Library and oil heat at Goss Reading Room.
The City Council reduced this line by \$2,000.

POSTAGE

This line item funds the cost of postage for overdue notices, interlibrary loan materials, business correspondence and newsletters.

PRINTING

This line item funds the costs of printing a monthly newsletter, brochures, and posters for programs.

SUPPLIES-LIBRARY

This line item funds the cost of general supplies needed for the library.

SUPPLIES-BUILDING

This line item funds the cost of supplies and materials at Gale Memorial Library and Goss Reading Room.

SUPPLIES-OFFICE

This line item funds the cost of office supplies.

EQUIPMENT RENTAL, REPAIR, MAINTENANCE

This line item funds the cost of rental, repair and maintenance of library equipment including copier lease, microfilm reader printer, typewriter maintenance, contracted security monitoring (fire and intrusion), and video surveillance system.

MAINTENANCE-BUILDINGS

This line item funds the cost of maintenance including a city negotiated cleaning contract, and necessary repairs to Gale Memorial Library and Goss Reading Room. Work needed at Gale includes further carpet replacement and repair to granite steps on Main Street side of building. Masonry work is needed at both libraries.

SOFTWARE MAINTENANCE/SERVICE CONTRACTS

This item funds the cost of maintenance and support for the library's automated system. Specific elements of the system:

- Library. Solution Integrated Software Package is the backbone of the system and features modules for circulation, cataloging and public access catalog. Also included in the software package is an online portal that organizes the library catalog and information resources of the Internet into one cohesive location.
- Library. Solution provides Z39.50 server capability to permit access via this popular standard search protocol. Z39.50 allows other Interlibrary Loan Systems, catalogers, and public access catalog gateway programs to access our catalog. Also allows library customers remote access to Laconia Public Library catalog and databases.
- Book Jackets/Table of Contents adds rich content to our public access catalog with color images of book jackets and table of contents.
- ITS.MARC (Machine Readable Cataloging) is a powerful cataloging tool that provides web access to over sixteen million MARC records. It is the sole cataloging resource used at the Laconia Public Library. ITS.MARC is updated daily with records from the Library of Congress.

Increase in this line item is due to addition of SIP2 or Session Initiation Protocol. SIP2 enables library customers to access and initiate transactions with the New Hampshire Downloadable and Ebooks Consortium.

MAINTENANCE-SECURITY/VIRUS PROTECTION

This line funds the cost of upgrading/purchasing firewall software updates, antivirus software updates and other software updates.

ELEVATOR MAINTENANCE

This line item funds the cost of the maintenance contract and for needed repairs to the library's elevator.

MAINTENANCE-HVAC SYSTEM

This line item funds: a) the cost of providing regular maintenance of the library mechanical system itself (spring start up of air-conditioning system; fall shut down of same; boiler maintenance; air filter replacement), and, b) the cost of providing maintenance for the computerized system which monitors

and controls the mechanical system. HVAC maintenance is currently provided by Control Technologies on a time and materials basis under terms of a City of Laconia negotiated contract covering several municipal buildings.

TRAVEL -MEETINGS

This line item funds the cost of professional meetings and conferences, including mileage reimbursement and registration fees.

CONFERENCE- DUES

This line item funds the cost of membership to State, Regional and National Library Organizations.

EDUCATION-TRAINING

This line item funds the cost of workshops and continuing education classes.

BOOKS

This line item funds the cost of building the library's collection of books. Library is seeking to restore funding of this line to 2009-2010 level.

NONPRINT MEDIA

This line item funds the cost of building the library's collection of audio books, music CDs and DVDs. Also funded is the cost of the library's membership in New Hampshire Downloadable Audio Books, a statewide collective that enables Laconia Public Library card holders to download audio books to their computers and/or portable listening devices. For listening on the go, and available 24/7, this downloadable audio book service is enjoying great popularity with our customers.

PERIODICALS/MICROFILM

This line item funds the cost of subscriptions to 115 magazines and 9 newspapers. The library also microfilms the Laconia Citizen and Laconia Daily Sun and houses a historical collection of microfilmed local newspapers dating back to 1849.

PROGRAMS

This line item funds part of the cost of children's, teen, and adult programs. Increased programming has led to increases in people using the library and in the circulation of library materials.

GALE PARK

This line item funds enhancements to beautify Gale Park. Volunteers (CBH Landscaping, Enchanted Earth Designs) currently maintain lawns, shrubs, flowers for free.

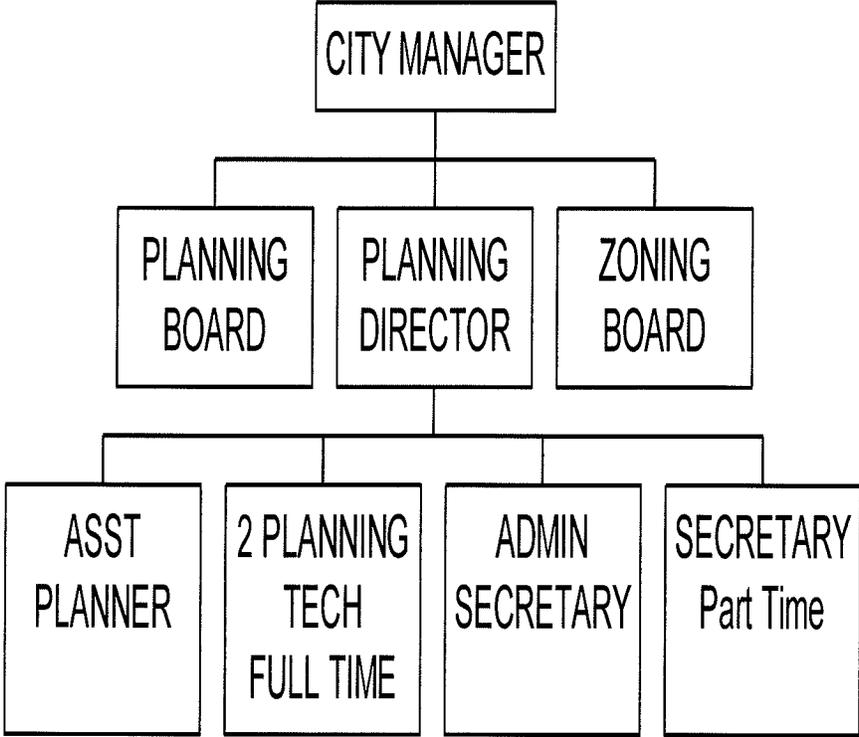
EQUIPMENT

This line funds the cost of purchasing new public computers as recommended by City of Laconia MIS. Increased demand necessitates the purchase of four additional public access workstations (computers and carrels). Library currently has 19 computers available for public use. Library should also replace its data server in the upcoming fiscal year.

BOOKBINDING

This line funds the cost of binding various books at the library as well as the digitization of historical images and objects.

**PLANNING
FY 2012-2013 BUDGET**



PLANNING
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 405 101 0000 Salaries	\$197,468	\$202,095	\$206,679	\$223,352	\$236,711	\$242,558	\$226,385	\$226,385
01 405 105 0000 Overtime	2,377	1,922	2,069	1,842	2,000	2,000	2,000	2,000
01 405 106 0000 Sick-Hurt	3,159	3,259	2,012	4,174	-	-	-	-
01 405 107 0000 Holidays	4,054	4,372	4,548	3,714	-	-	-	-
01 405 108 0000 Vacations	2,115	4,599	5,830	6,362	-	-	-	-
01 405 109 0000 Longevity	-	60	60	90	120	120	120	120
01 405 115 0000 Salary Adj.	-	-	-	-	3,641	-	5,396	5,396
TOTAL SALARIES	\$209,172	\$216,307	\$221,198	\$239,534	\$242,472	\$244,678	\$233,901	\$233,901
OTHER								
01 405 201 0000 Telephones	\$976	\$981	\$955	\$1,247	\$2,200	\$1,800	\$1,500	\$1,500
01 405 207 0000 Postage	943	830	613	817	3,100	2,000	1,500	1,500
01 405 210 0000 Notices	2,773	3,257	3,276	2,217	3,000	3,000	3,000	3,000
01 405 212 0000 Copier	986	1,309	937	1,452	3,000	3,000	2,500	2,000
01 405 214 0000 Supplies	3,185	3,505	2,304	2,500	3,500	3,500	3,000	3,000
01 405 229 0000 Registry of Deeds	35	49	16	12	-	-	-	-
01 405 234 0000 Vehicle Rental	2,698	2,480	1,777	1,998	3,000	3,000	3,000	3,000
01 405 242 0000 Travel-Meetings	640	169	234	1,046	1,000	1,000	1,000	1,000
01 405 245 0000 Conference-Dues	400	1,018	1,437	3,024	2,000	2,000	2,000	2,000
01 405 247 0000 Training	565	874	275	1,917	2,000	2,000	2,000	2,000
01 405 304 0000 O/S Contracts*	500	562	(\$9,525)	18,927	10,000	30,000	30,000	30,000
01 405 333 0000 L.R. Planning Com.	16,184	16,409	17,098	17,076	17,213	13,643	13,643	13,643
01 405 306 0000 City Master Plan	-	-	-	-	-	20,000	20,000	20,000
01 405 401 0000 Equipment	4,063	6,254	3,336	489	4,500	4,500	4,000	4,000
TOTAL OTHER	\$33,947	\$37,697	\$22,733	\$52,722	\$54,513	\$89,443	\$87,143	\$86,643
DEPT. O&M TOTAL	\$243,118	\$254,004	\$243,931	\$292,256	\$296,985	\$334,121	\$321,044	\$320,544

*This number is negative due to the reversal of a prior years Purchase Order for O/S services

I am once again asking for a full compliment for outside services. For several years (2004 – 2008) we carried forward this line item in order to save and pay for work . Over the past couple years we have spend down much that we have saved on the Impact Fee ordinance, the Steep Slope ordinance the development of the Architectural Ordinance and the Downtown Traffic Study. Just to note the Planning office completed the Steep Slope, Small Wind Energy Ordinance and Cluster Ordinance almost all on our own. It is only the more complex ordinances that we need the assistance on. The plan for upcoming ordinances includes a Paugus Bay Watershed Protection Ordinance, a set of Stormwater regulations, a campground ordinance, and a rezoning of the Weirs area.

Per State RSA the Master Plan should be rewritten every 5-10 years. Our last Master Plan was adopted in 2007. This means we should begin preparing for another rewrite, with the understanding that the process itself will take close to 1-2 years. I will expect the cost to be close to \$60,000. If I receive 20K for the next 3 years I would expect to put out an RFP and begin work in January of 2015. This will put us on track to have a new approved Master Plan in 2017, right on target to meet the higher end of the State's recommendation.

PLANNING
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director**	25		52			\$1,543.20	\$56,172.44
1	Asst. Planner **	21		52	35		\$995.17	\$51,749.01
1	Planning Tech*	13	5	5	35	\$21.26	\$743.99	
		13	6	47	35	\$21.65	\$757.91	\$39,341.76
1	Planning Tech*	13	3	52	35	\$19.39	\$678.66	
		13	4		35	\$20.30	\$710.43	\$35,995.97
1	Adm Secretary*	9	4	12	35	\$16.72	\$585.12	
		9	5	40	35	\$17.52	\$613.33	\$32,045.18
1	Partime Secretary*	3	4	47	17	\$12.45	\$211.72	
		3	5	5	17	\$13.03	\$221.43	\$11,080.21

Total Planning \$226,384.55

* Above pay rates include possible step (Merit) increases

** Will be reviewed during the year with a possible raise of 0-5%

30% of directors salary is going to code.

Planning Activities

For the past several years, the Planning Department has focused on updating the Zoning Ordinance and the site plan and subdivision regulations. This past year we drafted and passed a new steep slope ordinance, a small wind energy systems ordinance and the Impact Fee Ordinance. We also have been working to complete a new Architectural ordinance, downtown traffic plan, Lakeport TIF association and Weirs TIF district. Focus attention on long term smart growth initiatives as discussed at the EPA Smart Growth Assistance report and the Master Plan. Administer land use applications including major and minor site plan review, subdivision street acceptance, conditional use permits, zoning amendments, as-builts, lot mergers, variances and special exceptions including review, research and site visits. Prepare packets, including agendas, submission materials, staff reports and minutes for the Planning Board and its various sub-committees, the Zoning Board of Adjustment, Technical Review Committee, Motorcycle Technical Review Committee, Conservation Commission, and Capital Improvement Committee. The combination of all these boards adds up to approximately 100 meetings annually. Provide the public with access to records and assist applicants in the land use permitting process. Coordinate and initiate activities and provide city liaison functions with other governmental units, adjacent communities, regional entities and community based organizations. Participate in regional planning efforts through the Lakes Region Planning Commission such as the

Goals and Objectives 2012-2013

We will continue to focus attention on long term smart growth initiatives as discussed in the EPA Smart Growth Assistance report and the Master Plan. This year in particular, we hope to focus on a Paugus Bay Watershed protection Ordinance. We will also continue to Coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations, specifically to continue the process to reconstruct 3 and 11B with the State DOT, integrate downtown traffic flow updates into the Main Street Bridge process with the State DOT and move the reconstruction of Rte 107/106 and the Bypass further through The Region Planning Commission's Transportation Advisory Process.

PLANNING
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of five full time and 1 part time employees, to include one full time Planning Director, one full time Assistant Planner, two full time Planning Technician (zoning and conservation), one full time Administrative Front Desk Secretary, and one part time office Secretary. Due to the Planning Director taking over the responsibilities of the Code Office, the salary for this position is split 70% Planning, 30% Code.

OVERTIME

This line item funds the cost of hourly staff attendance at Planning Board, Zoning Board, Conservation Commission, Capital Improvements Committee and other various sub committees evening meetings.

LONGEVITY

This line funds longevity payments to eligible employees.

SALARY ADJUSTMENT

This line item funds possible pay for performance increase for a non union employee.

TELEPHONES

This line item funds the cost of telephone connections and related costs. ***The City Manager has reduced this line by \$300.***

POSTAGE

This line item funds the cost of monthly mailing to boards and the mailing of some public hearing notices to abutters along with general correspondence. It is important to maintain a paper trail of correspondence with applicants to assure compliance. ***This line has been reduced \$500 by the Manager.***

NOTICES

This line item funds the cost of advertising legal notices in newspapers of local circulation for land use applications and other activities such as public hearings for the zoning board, regulation changes and motorcycle week applications.

COPIER

This line item funds the cost of copying reports, correspondence, application activity and committee work. ***The Manager has reduced this line by \$500. The City Council decreased this line item by an additional \$500.***

SUPPLIES

This line item funds the cost of reference books, manuals and general office supplies. ***This line has been decreased by \$500 by the City Manager.***

VEHICLE RENTAL

This line item funds the hourly cost of operation of a city vehicle used by this department. The Department uses city vehicles mainly to conduct site visits for development review and general zoning enforcement. Other transportation needs are sometimes required including meeting attendance and application submittal for state grants. As proposals and building on approved proposals have increased, site visits have increased. Proposals on difficult land are common and difficult lands require more site visits.

TRAVEL-MEETINGS

This line item funds the cost of travel by personal vehicle and hotel stay by staff. The total assumes the possible attendance of one professional staff person at the National American Planning Association conference held in a different city across the country each year. This would require one airline ticket, hotel and accommodations. The proposed amount does not include meals. Attendance of two professional staff persons is also anticipated at the annual NNECAPA (Northern New England Chapter of the National American Planning Association) conference held in Maine, New Hampshire or Vermont. This may involve hotel accommodations depending on where the conference is held. Additionally, attendance at the NHPA (New Hampshire Planners Association) is desirable which can involve one night in a hotel.

CONFERENCE & DUES

There are four professional staff positions which belong to the New Hampshire Planner's Association (NHPA), Northern New England Chapter of the American Planning Association (NNECAPA), and the American Planning Association (APA). These organizations provide professional literature and information that help facilitate the master plan and ordinance writing process. Additionally, it is helpful for Board members to be associated with these organizations to receive journals and other information to facilitate their capacity as decision makers. There are dues associated with these organizations as well as a yearly conference for each.

TRAINING

This line item funds the cost of training for Planning and Zoning Board members and the 5 support staff. The Office of Energy and Planning (OEP) puts on workshops in the spring and fall of each year. These are particularly useful as the topics cover current issues facing boards. The New Hampshire Municipal Association (NHMA) puts on a Law Lecture Series attended by all staff and several Planning and Zoning Board Members each fall consisting of three lectures on pertinent legal land use issues. Additionally, there are several training opportunities through out the year including grant writing, Planning Management, GIS, Land law, environmental issues, transportation and planning techniques.

OUTSIDE CONTRACTS

This line funds the cost of outside contractors as needed for various projects, including the ordinance re-write. We are requesting the item be funded this year at a rate sufficient

enough to save to hire a consultant to help us revise the major portions of the zoning ordinance such as a Paugus Bay Watershed Protection Regulation, Storm water Ordinance, RV ordinance and perhaps a Weirs Rezoning effort.

LAKES REGION PLANNING COMMISSION

This line item funds the cost of membership. It is important for the city to participate in and support Planning on a regional level as well as local. LRPC services used include map production, transportation data and studies and floodplain assistance.

MASTER PLAN

I am once again asking for a full compliment for outside services. For several years (2004 – 2008) we carried forward this line item in order to save and pay for work. Over the past couple years we have spent down much that we have saved on the Impact Fee ordinance, the Steep Slope ordinance the development of the Architectural Ordinance and the Downtown Traffic Study. Just to note the Planning office completed the Steep Slope, Small Wind Energy Ordinance and Cluster Ordinance almost all on our own. It is only the more complex ordinances that we need the assistance on. The plan for upcoming ordinances includes a Paugus Bay Watershed Protection Ordinance, a set of Stormwater regulations, a campground ordinance, and a rezoning of the Weirs area.

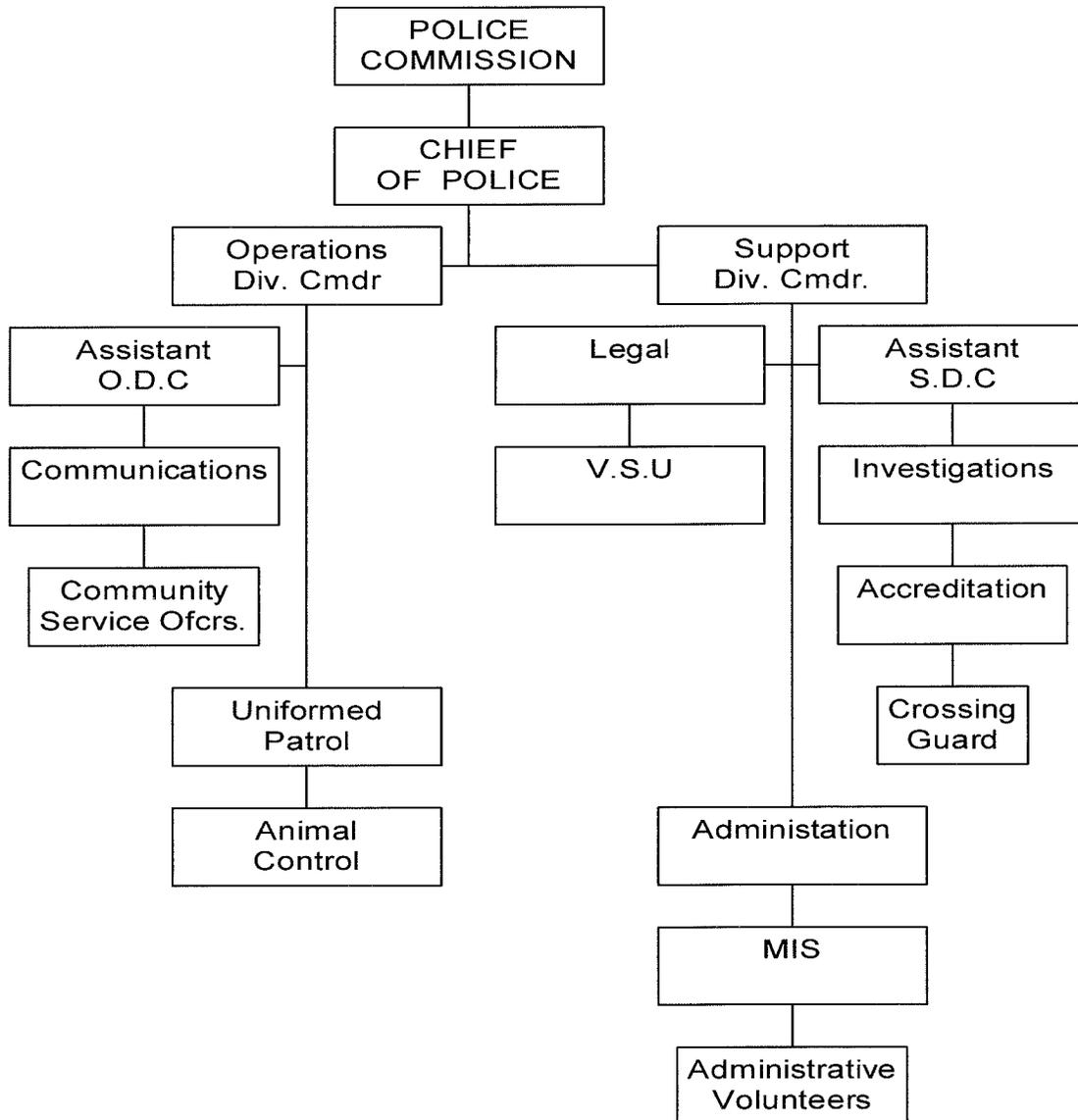
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EQUIPMENT

This line items funds miscellaneous equipment needs for the department. There are 6 existing computers with a replacement rate of 1 per year. Additionally, the department has a digital camera, 3 photo ready printers, a plotter printer, a copier and fax machine that have part replacement costs or upgrade costs on a rolling basis. ***The Manager has reduced this line by \$500.***

POLICE DEPARTMENT

FY 2012-2013 BUDGET



POLICE
FY 2012-2013 BUDGET

	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>2011-2012</u> <u>BUDGET</u>	<u>2012-2013</u> <u>DEPT REQ</u>	<u>2012-2013</u> <u>MANAGER</u>	<u>2012-2013</u> <u>COUNCIL</u>
SALARIES								
01 437 101 0000 Salaries	\$2,403,375	\$2,432,005	\$2,466,870	\$2,485,930	\$2,592,833	\$2,556,263	\$2,635,602	\$2,671,602
01 437 101 0014 Police Commission	3,600	3,500	3,600	3,600	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Partime Salaries	96,290	68,638	67,831	48,564	40,000	52,000	52,000	52,000
01 437 101 0030 Extra Duty	107,581	106,608	101,156	89,163	-	-	-	-
01 437 101 0040 Crossing Guards	13,662	10,560	13,981	14,003	13,000	13,000	13,000	13,000
01 437 101 0050 Overtime	106,060	111,648	110,776	128,346	90,000	100,000	100,000	100,000
01 437 106 0000 Sick-Hurt	47,239	51,595	85,980	96,884	-	-	-	-
01 437 107 0000 Holidays	18,882	17,501	15,720	18,735	19,000	20,000	20,000	20,000
01 437 109 0000 Longevity	15,191	16,776	17,033	19,760	19,526	18,580	18,580	18,580
01 437 130 0000 Health Insurance	629,128	715,276	801,458	958,259	1,099,982	1,152,603	917,089	934,089
01 437 135 0000 Retirement	303,400	309,050	368,543	394,750	424,540	489,732	504,701	511,701
01 437 140 0000 Disability Insurance	-	-	-	-	-	-	-	-
TOTAL SALARIES	\$3,744,408	\$3,843,157	\$4,052,948	\$4,257,994	\$4,302,481	\$4,405,778	\$4,264,572	\$4,324,572
OTHER								
01 437 201 0000 Telephone	\$18,697	\$18,069	\$19,470	\$19,698	\$22,000	\$22,000	\$22,000	\$22,000
01 437 207 0000 Postage	2,382	2,015	1,570	2,709	2,700	2,700	2,700	2,700
01 437 208 0000 Printing	1,858	2,014	2,157	2,180	2,000	2,000	2,000	2,000
01 437 212 0000 Copier	5,368	4,755	4,240	4,646	6,400	6,400	6,400	6,400
01 437 214 0000 Supplies	7,449	7,541	10,065	11,275	10,000	10,000	10,000	10,000
01 437 233 0000 Maint.-Equipment	7,922	6,287	17,868	9,286	11,000	11,000	11,000	11,000
01 437 233 0010 Maint.-Radio	8,823	4,750	8,850	2,339	7,500	7,500	7,500	7,500
01 437 233 0020 Maint.-Computer	2,540	5,666	2,829	6,272	5,000	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,260	1,520	1,025	1,640	1,500	1,500	1,500	1,500
01 437 247 0000 Training	15,019	20,022	19,664	19,116	20,000	20,000	20,000	20,000
01 437 251 0000 Uniform Allowance	21,396	25,567	23,422	20,179	23,000	23,000	23,000	23,000
01 437 303 0000 Misc.	18,738	15,203	22,391	19,026	18,000	18,000	18,000	18,000
01 437 304 0000 O/S Contracts	30,194	32,267	44,441	41,264	44,854	45,969	45,969	45,969
01 437 304 0001 Accreditation	-	-	4,599	6,755	5,000	5,000	5,000	5,000
TOTAL OTHER	\$141,646	\$145,676	\$182,591	\$166,385	\$178,954	\$180,069	\$180,069	\$180,069
01 437 234 0000 Vehicle Rental	\$128,373	150,000	116,600	\$109,992	\$110,000	110,000	110,000	110,000
01 437 234 0001 Internal Service Fund	110,000	104,497	78,100	60,000	84,503	80,000	80,000	80,000
POLICE REIMBURSABLE	(123,507)	(132,093)	(125,609)	(100,563)	-	-	-	-
DEPT. O&M TOTAL	\$4,000,920	\$4,111,237	\$4,304,630	\$4,493,808	\$4,675,938	\$4,775,847	\$4,634,641	\$4,694,641

POLICE
FY 2012-2013 BUDGET

SALARIES

Name	Title	Weeks	# Hours Worked	Weekly	Annual
1	Chief	52		\$1,926.19	\$94,860.00
1	Administrative Div Com	52		\$1,651.94	\$87,618.90
1	Operations Div Com	52		\$1,651.94	\$87,618.90
1	Prosecutor	52		\$1,651.94	\$87,618.90
2	Lieutenant	52		\$1,460.63	\$151,134.42
5	Sergeants	52	40	\$1121-\$1311	\$325,763.52
28	Patrolmen	52	40	\$731-\$1078	\$1,392,767.15
2	Administrative Asst	52	40	\$880-\$976	\$40,204.32
4	Adm Secretary***	52	40	\$578-\$780	\$172,668.11
5	Dispatchers	52	40	\$625-\$822	\$195,347.32
1	Detective	52	40	692.31	\$36,000.00

Total Police	\$2,671,601.53
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Police Department Annual Activities 2010-2011

# of calls responded to	23,446
# of criminal offenses	4,001
# of criminal arrests	1,526
# of fatal accidents	1
# of injury accidents	144
# of property damage accidents	618
# of parking tickets issued	1,805
# of arrests/summons	466
# of written warnings	4,178
# of DWI arrests	72

POLICE DEPARTMENT
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of 48 full time employees, (38 full time sworn and 10 full time civilian) for 40 hours per week for the fiscal year 2012-2013. In an on-going effort to meet the goals and objectives of the City Council it was determined that adding another Detective to the force would help facilitate meeting the goals set by the City Council. *The City Council increased the salary line by \$36,000.*

POLICE COMMISSIONERS

This level-funded line item funds the stipend of three Police Commissioners at \$1,200 each. In addition to regular monthly meetings, the commissioners make periodic inspections of daily operations, attend discipline hearings and are present during significant law enforcement events.

SPECIAL DUTY

This line item funds the wages of part time police officers/dispatchers/employees. Part time personnel provides extra coverage and traffic control for major events such as the Sled Dog races, 4th of July celebrations, holiday parades, as well as other downtown and Weirs special events. This line item funds a 40 hour per week Special Officer for the summer months, extra coverage during peak activity periods, and 58 hrs per week for P/T Community Service Officer's to conduct parking enforcement, handle non-emergency calls for service and other non-emergency duties. We have been without an Animal Control Officer due to budget constraints and it has had an impact on our operations. The use of part time personnel is significantly less expensive than using full time personnel and is utilized by the Department where additional or replacement personnel are necessary.

EXTRA DUTY

This line item covers special detail reimbursed by the user.

CROSSING GUARDS

This line item funds the cost of three crossing guards at, Pleasant/Folsom, Highland/Stephen and Elm/Mass Avenue. The intersection of North Main and Folsom Street will also be covered by a crossing guard.

OVERTIME-Straight over 40

This line item funds the cost of overtime work for hourly employees at the rate of time and one half. In addition to any overtime paid to cover shifts when scheduled officers are out sick or injured, special assignments and serious criminal investigations may require assignment of additional personnel; these would include homicides, rapes, fatal accidents, drug raids, etc. Most officers are assigned to Problem Oriented Policing Teams which focus on addressing community concerns by implementing a proactive approach rather than a reactive one. These projects can be very time consuming and may require additional hours outside of the officer's normal workday. This line item also includes paying officers who work on holidays and paying officers required to be in court on their time off. Due to the steady increase in arrests and traffic summonses, officers are required to spend significantly more time in court. As a result, the percentage of overtime paid to officers for court and holiday pay has risen and now accounts for over 40% of the amount budgeted. This leaves less than 60% of this account line.

HOLIDAYS

This line item funds the cost of hourly employees required to work their normal 40 hours excluding the holiday itself. Compensation consists of one additional day's pay at straight time.

LONGEVITY

This line item funds longevity payments to eligible employees, based on years of service with the City and contractual obligations.

HEALTH INSURANCE

This line item funds the estimated cost of health insurance for police employees. *The Council's decision to add an additional Detective resulted in an increase to this line item by \$17,000.*

RETIREMENT

This line item funds the retirement benefit for 48 employees under Group I or Group II NHRS contributions. The current rate for Group 1 employees is 8.8% while Group 2 is 19.95%. *The Council's decision to add an additional Detective resulted in an estimated increase to this line item by \$7,000.*

TELEPHONE

This line item funds the cost of equipment, monthly service, and out of state toll calls. This line item has been level funded.

POSTAGE

This line item funds the cost of general postage, certified mail and parcel postage. This line has been level funded.

PRINTING

This level-funded line item funds the cost of printing various forms, traffic control and local ordinance signs.

COPIER

This level-funded line item funds the cost of 2 copiers and materials.

SUPPLIES

This level-funded line item funds the cost of office supplies and general supplies associated with routine operation.

EQUIPMENT MAINTENANCE

This line item funds the cost of maintenance of office equipment and administrative equipment, such as the intoxilyzer, radars and speed trailer, Live Scan machine, photo and video equipment, recorders, typewriters and other electrical and mechanical equipment. This line item has been level funded.

RADIO MAINTENANCE

This line covers purchases in addition to routine maintenance of all radio equipment and annual frequency checks required by the FCC.

COMPUTER MAINTENANCE

This line item funds the replacement and repair of computer hardware, the contracting of network specialists and procurement of peripheral equipment.

CONFERENCE-DUES

This level-funded line item funds the cost of dues to professional organizations and attendance at professional association meetings such as the International Association of Chiefs of Police, NH Prosecutor's Association, International Outlaw Motorcycle Gang Investigator's Association, etc.

TRAINING

This line item funds training costs for schools and tuition assistance, instruction and materials. In addition, all training supplies, such as practice ammunition, defensive tactics equipment and reference books are purchased from this line. The cost of ammunition has increased significantly over the last three years due in part to the ongoing war. The department is also using more ammunition due to increased range time for the officers. This account reflects the goals of the department to supply training in areas intended to increase safety and reduce potential liability to the Department and the City. We have asked for an increase of \$3,500.00 over FY 2010-2011 to better reflect what we will be spending on training in 2011-2012.

UNIFORM ALLOWANCE

This line item funds the cost of uniforms and equipment for new employees during the year or replacement items for existing employees which are worn or damaged and maintenance of uniform related equipment. This line item provides uniforms for all sworn officers as well as dispatchers, the animal control officer as well as the community resource officer. This line item request has been level-funded.

MISCELLANEOUS

This level-funded line item funds all other costs, not otherwise covered in listed line items, for the Police department. Examples of incurred costs to this line account are DWI blood test expenses, veterinary and maintenance bills for the department's K-9, film development, classified advertisement for recruiting, legal matters and the Lexus Nexus subscription for the department's prosecutor.

OUTSIDE CONTRACTED SERVICES

This line item funds the cost of regular monthly charges for a variety of equipment and maintenance services utilized by the department such as Waste Management, Statewide Data Terminal, postage meter, base station maintenance, Power Products, Dictronics and Cingular Wireless, support for the IMC computer program and Statewide Communication (Telephone System). We have also obtained the services of retired police Chief Michael French of the Goffstown Police Department. Chief French is a nationally known figure in accreditation and consults on average one day a week for us. **The amount in this line has been obtained by contacting the above listed vendors and obtaining cost estimates for the upcoming fiscal year.**

ACCREDITATION

The Laconia Police Department realized their goal to become a nationally accredited law enforcement agency in October of 2011. Achieving CALEA (Commission for Accreditation for Law Enforcement Agencies) Accreditation was in line with their strategic plan for the department. This funding will provide credentialing services for the Laconia Police Department. The CALEA Accreditation Process is a proven modern management model; once implemented, it presents the Chief, on a continuing basis, with a blueprint that promotes the efficient use of resources and improves service delivery, regardless of the size, geographic location, or functional responsibilities of the agency.

Agencies can realize the following rewards of CALEA Accreditation:

- Comprehensive, well thought-out written directives
- Reports and analyses to make informed management decisions
- Preparedness Program in place
- Improved relationship with the community
- Strengthen agency's accountability
- Limit liability and risk exposure
- Assists in agency's pursuit of excellence

VEHICLE RENTAL

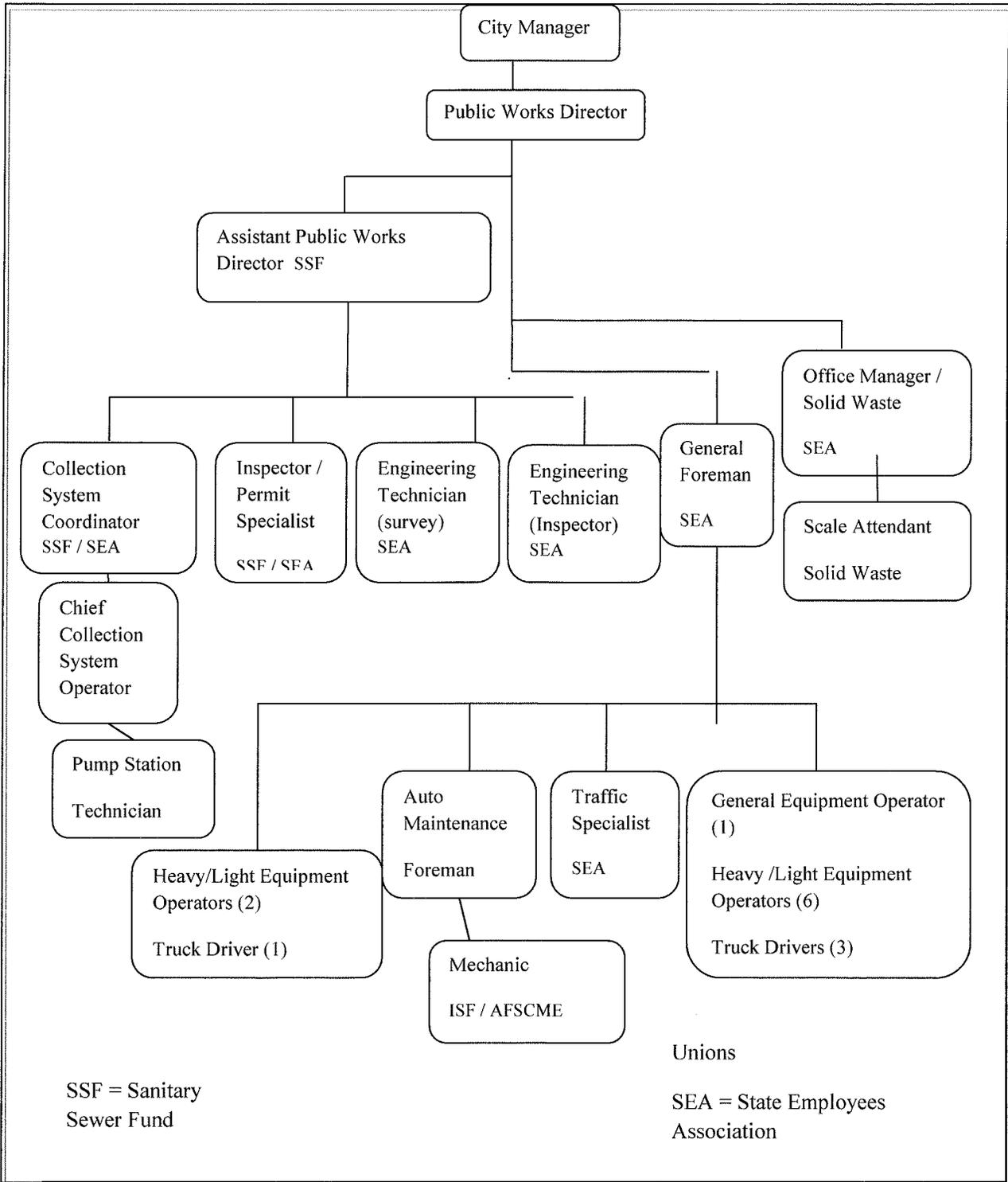
This line item funds the cost of operation of all vehicles used by this department.

INTERNAL SERVICE FUND

This line item funds payment to the Internal Service Fund in the amount of depreciation on vehicles used by this department. This line item reflects the actual depreciation schedule based on the number of amortized vehicles in the department.

DEPARTMENT OF PUBLIC WORKS

FY 2012-2013 BUDGET



PUBLIC WORKS
FY 2012-2013 BUDGET

		<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES									
01 599 101 0000	Regular Salaries	\$673,598	\$729,946	\$700,026	735,744	\$755,228	\$732,868	\$765,777	\$765,777
01 599 105 0000	Overtime	102,147	94,842	51,222	73,578	75,000	75,000	75,000	75,000
01 599 106 0000	Sick-Hurt	55,206	22,063	28,591	24,655	-	-	-	-
01 599 107 0000	Holidays	25,835	26,026	28,144	27,151	-	-	-	-
01 599 108 0000	Vacations	34,892	31,342	35,442	28,543	-	-	-	-
01 599 109 0000	Longevity	780	990	1,110	1,230	1,350	1,350	1,350	1,350
01 516 120 0000	Social Security	69,405	71,675	65,693	69,237	63,513	62,640	64,646	64,646
01 516 130 0000	Health Insurance	262,873	283,742	287,023	317,088	378,191	374,191	295,254	290,254
01 516 135 0000	Retirement	80,644	81,501	77,140	82,924	92,695	71,211	74,107	74,107
01 599 110 0000	Stipends	8,000	5,500	5,500	5,500	5,500	5,500	5,500	5,500
01 599 115 0000	Salary Adj.	-	-	-	-	4,205	4,289	4,289	4,289
TOTAL SALARIES		\$1,313,381	\$1,347,627	\$1,279,891	\$1,365,650	\$1,375,682	\$1,327,049	\$1,285,923	\$1,280,923
OTHER									
01 500 000 1000	HIGHWAY MAINT.	\$194,568	\$213,549	\$222,146	188,065	\$201,000	201,000	201,000	201,000
01 502 000 1000	WINTER MAINT.	406,168	326,897	197,681	264,259	302,000	300,000	330,000	330,000
01 503 000 1000	WINTER MAINT. O/C	22,739	29,400	15,278	20,778	27,000	27,000	27,000	27,000
01 505 000 1000	CITY ENGINEERING	24,995	28,472	32,585	30,993	33,000	33,000	33,000	33,000
01 506 000 1000	STREET SWEEPING	44,788	49,968	41,138	45,991	40,000	50,000	50,000	30,000
01 507 000 1000	DRAIN MAINT.	33,183	37,537	44,872	34,918	50,000	48,000	48,000	48,000
01 509 000 1000	STREET LIGHTING	173,526	182,163	186,573	208,013	190,000	200,000	200,000	200,000
01 510 000 1000	PARK/TRAF.CONTR.	50,389	49,456	51,460	51,961	50,000	52,000	52,000	52,000
01 511 000 1100	TREE WORK	-	6,630	7,693	8,000	3,000	5,000	5,000	5,000
01 512 000 1200	BOARDWALK	5,057	14,340	5,837	2,976	7,000	6,000	6,000	6,000
01 513 000 1300	SIGNS	5,855	11,283	9,461	9,579	10,000	12,500	10,000	10,000
01 514 000 1400	PARKING GARAGE	14,853	17,292	16,235	16,792	17,500	15,000	13,000	13,000
01 517 000 1000	ANIMAL CONTROL	8	-	-	-	-	-	-	-
	Operating Costs	\$976,129	\$966,987	\$830,959	\$882,325	\$930,500	\$949,500	\$975,000	\$955,000
01 519 401 0000	Salt & Sand Spreader	\$ -	\$ 9,471	\$ 9,745	\$ 9,524	\$ 9,700	\$ -	\$ -	\$ -
01 519 401 0006	Digital Parking Meters (25)/(10)	-	617	-	-	-	-	-	-
01 516 401 0015	Sidewalk Trimmer/Edger	1,108	-	-	-	-	-	-	-
01 516 401 0016	Automatic Drop Chains	6,754	2,095	1,758	-	-	-	-	-
01 516 401 0017	"Micro-Paver" Software	1,140	-	-	-	-	-	-	-
01 516 401 0018	Plow for Komatsu Loader	-	-	8,847	-	-	-	-	-
01 519 401 0015	Traffic Control Components	-	-	-	-	-	7,500	7,500	7,500
01 519 401 0016	Sign Shop Equipment	-	-	-	-	-	9,800	9,800	9,800
		\$ 9,002	\$ 12,183	\$ 20,350	\$ 9,524	\$ 9,700	\$ 17,300	\$ 17,300	\$ 17,300
TOTAL PUBLIC WORKS DEPT.		2,298,512	2,326,797	2,131,200	2,257,499	2,315,882	2,293,849	\$2,278,223	\$2,253,223

PUBLIC WORKS
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Public Works Dir.	28		52	40		\$1,649.74	\$85,786.47
1	Office Mgr/Secretary*	13	9	52	40	\$22.82	\$912.80	\$47,465.60
1	General Foreman*	17	10	52	40	\$27.93	\$1,117.20	\$58,094.40
1	Engineering Tech*	13	10	52	40	\$23.09	\$923.60	\$48,027.20
1	Engineering Intern			15				\$9,000.00
1	Engineering Tech*	13	2	52	40	\$18.57	\$742.80	\$38,625.60
1	Gen Equip Oper*	45	7	52	40	\$22.46	\$898.40	\$46,716.80
1	Traffic Specialist*	13	7	52	40	\$22.09	\$883.60	\$45,947.20
1	Insp/Permit Specialist*	13	6	52	40	\$21.65	\$866.00	\$45,032.00
2	Truck Driver*	42	2	52	40	\$15.09	\$603.60	\$62,774.40
1	Lt Equip Oper*	43	3	52	40	\$16.93	\$677.20	\$35,214.40
1	Lt Equip Oper*	43	4	52	40	\$17.25	\$690.00	\$35,880.00
2	Lt Equip Oper*	43	6	52	40	\$17.91	\$716.40	\$74,505.60
1	Lt Equip Oper*	43	7	52	40	\$18.27	\$730.80	\$38,001.60
1	Hvy Equip Oper*	44	5	52	40	\$19.48	\$779.20	\$40,518.40
1	Hvy Equip Oper*	44	6	52	40	\$19.88	\$795.20	\$41,350.40
1	Laborer		Seasonal	17	40	\$13.14	\$525.60	\$8,935.20
1	Temporary Office Help*	3	4	47	6	\$12.45	\$74.70	
		3	5	5	6	\$13.03	\$78.18	\$3,901.80
Total PWD Office							\$765,777.07	

*Above rates include possible merit (Step) increases.

**Will be reviewed during the year with possible raise of 0-5%

Public Works Activities:

- Maintain over 100 miles of public roadways year-round. Winter Maintenance includes plowing salting and sanding 202 lane miles of roadway and 50 miles of sidewalk
- Repair approximately 60 drain basins annually; Clean and repair extensive storm water collection systems
- Remove approximately 20 trees and trim additional hazard trees as needed
- Replace or install approximately 90 signs annually. Maintain all traffic lights within the urban compact zone
- Perform all drafting, surveying and project estimates for DPW projects
- Perform all site work inspections on newly approved private development projects that have been approved through the Planning Board process
- Perform reviews on all site plan and subdivision proposals submitted to the City to evaluate impact on DPW infrastructure
- Oversee and manage implementation of street repair requirements on all street excavations (approximately 250 annually) through our permit and inspection program
- Manage implementation of approved Capital Improvement Projects (CIP)--Roads, Bridge, Drainage, Traffic Lights etc.

2012-2013 Objectives

- Continue to accomplish substantial road improvements as funded under the annual Capital Outlay Program
- Continue implementation of sidewalk upgrade program as funded under the Capital Outlay Program
- Manage oversight of design and re-construction of Main St. Bridge including Downtown Traffic Initiatives
- Hire College students as summer interns to assist with Road Condition inventory and Sign Inventory

- Accomplish myriad of day to day DPW requirements including highway maintenance, winter maintenance, storm drainage and bridge maintenance
- Establish a computerized inventory system to track automotive/equipment parts and vehicle operating cost data in association with the management of the Internal Service Fund (ISF)
- Accomplish special drainage reviews and prepare drainage construction estimates for other problem areas in the City.

PUBLIC WORKS
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

INTRODUCTION

All accounts have been carefully reviewed and a serious effort has been expended in attaching realistic estimated costs for each category.

Total operating costs in this budget (not including salaries) for the 12 categories of Public Works (01-500 through 01-514) shows an increase of 2% from last year's budgeted total. Increases of \$10,000 each in the Street Sweeping and Street Lighting lines essentially account for the proposed adjustment. Steady increases in the Street Lighting cost and anticipated increased demand for Street Sweeping at the Weirs in the proposed budget year require this budgeting increase. Every effort has been made to adjust these numbers appropriately recognizing the need to hold costs down while not compromising the services required of this department. We are convinced that it would be unwise to budget any less.

SALARIES

This line item funds the cost of wages for all personnel conducting Public Works activities. It is estimated by using the regular salaries for all Public Works employees, adding the regular salaries of the Sanitary Sewer Fund employees and deriving a percentage of the total for each division based on historical records (this year 68.5 %). Additions in this year's figures are for anticipated salary (grade/step) increases for certain current employees.

We are requesting again this year the assistance of Part Time office help. This individual handles routine calls (sewer, drain, highway, solid waste) and assists with permit applications related to plumbing, driveways and street excavations. We split this person's time (12 hours per week) equally between the DPW and SSF operating budgets (6 hours each).

The Department Request column reflects increases in salaries as a result of the settlement of union contracts with SEA and AFSCME.

OVERTIME

This line item funds the cost of estimated overtime for hourly personnel performing Public Works activities. This includes overtime required for winter maintenance and call outs throughout the year and is based on historical usage.

LONGEVITY

This line item funds the cost of longevity payments to Public Works employees who are due longevity payments.

SOCIAL SECURITY

This line item funds the cost of social security for the employees in this department. This line has been adjusted to reflect the 2% cola and step increase as recommended by the manager.

HEALTH INSURANCE

This line funds the estimated cost of health insurance for employees in this department. *The Council has reduced this line by \$5,000. This line is based on the health insurance premiums as provided by New Hampshire Interlocal Trust less anticipated employee contributions.*

RETIREMENT

This line funds the cost of the City's match (8.8%) for retirement for the department.

STIPENDS

The most recent Agreement between AFSCME and the City DPW (dated July 1, 2007 thru June 30, 2010) provides encouragement for DPW employees to participate in the Roads Scholar Program (provided through UNH Technology Transfer (t2) Center) with a goal toward receiving program certification in areas of Public Works maintenance and construction. Each employee is entitled to a \$500 stipend if they successfully complete three (3) course offerings within a Fiscal Year. Our employees have all taken full advantage of this program and this budget item covers the cost to the department for providing the stipends.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase of 5% for an eligible employee.

HIGHWAY MAINTENANCE

This line item funds the cost of all supplies, materials, vehicle charges and equipment costs to maintain city streets, sidewalks, rural roads, bridges and parking lots. This also includes the cost of such items as fuel, telephone, electricity, water and sewer for the main garage facility at 27 Bisson Ave and other Public Works buildings. This category continues to be a critical part of our maintenance responsibility due to the natural deterioration of many of our roads and sidewalks over time. DPW has requested level funding of this item.

WINTER MAINTENANCE

This line item funds the cost of winter maintenance of highways and sidewalks. Included are all costs for materials such as salt, sand, vehicle charges, equipment costs and repair costs for damage caused during plowing operations. The maintenance demands from one winter to another can vary greatly. Four (4) years ago we increased this line item substantially after careful review of expenditures for the previous 6 years which included a substantial increase in the cost of salt. We have requested a decrease of \$ 2,000 in funding on this line. *The City Manager is recommending adding \$30,000 to the Department's request.*

WINTER MAINTENANCE-OUTSIDE CONTRACTS

This line item funds the cost of an outside contractor for winter maintenance of school and city parking lots. Amount requested represents an estimate of the contract cost for an average winter. We have requested level funding of this line item at \$ 27,000.

CITY ENGINEERING

This line item funds the cost associated with the operation of the engineering section. Costs for supplies, vehicle charges, equipment and materials are included here. This item may also be used for small scope professional services from consultants when needed and for staff attendance at professional training

and certification programs. Additionally, department overhead is included in this line as well as costs associated with landfill monitoring (consultant and lab fees) at the closed landfill site off of Route 11B. DPW has requested level funding of this line item for the upcoming budget year.

STREET SWEEPING

This line item funds the cost of vehicle charges, equipment and supplies for sweeping streets including the hiring of an outside contractor. We have requested re-establishment (back to previous level) of funding for this line item at \$ 50,000 (\$ 10,000 increase over fiscal year 2012). Demand for effective and timely spring clean-up of sand on roadways continues to be great and we anticipate a greater demand for sweeping services at the Weirs in the coming year in keeping with recently established City Council goals.

DPW continues to be concerned that total dependence on outside services for this important responsibility is not good for the department or the city. Although we have an older power sweeper in our DPW fleet, we continue to see a need for purchasing an updated (used) or new machine in the near future to assure effective performance of this important responsibility. *The City Manager is recommending funding this line as requested by the department. As a result of the decision by the City Council to purchase a new Street Sweeper this line has been reduced by \$20,000 in anticipation that the City will not need to use an Outside Vendor as much for these services.*

DRAIN MAINTENANCE

This line item funds the cost of vehicle charges, equipment and supplies to maintain and repair the city drainage system. In recent years, we have placed a significant emphasis in rebuilding failed or sub-standard catch-basins (drain manholes) as well as upgrading or expanding the drainage system on streets where erosion or icing problems have developed. This year we have reduced this line item request by \$2,000 in an effort to assist in controlling overall budget costs. This item has historically been budgeted at up to \$ 60,000 and, although this line item has been reduced for the past three years in a row to assist with cost control, DPW is concerned that this important category needs to be held in high priority for future increased funding because of the poor condition of much of our aged subsurface drainage system in many parts of the city.

STREET LIGHTING

This line item funds the cost to operate and maintain street lights in the City. In the past year the Finance Dept. has secured a change in provider of electricity which will hopefully assist with controlling costs under this item. DPW has again requested a \$ 10,000 increase in this line item for the upcoming budget year to avert the slight cost overrun experienced last year on this line item.

PARKING AND TRAFFIC CONTROL

This line item funds the cost of maintaining parking meters, traffic lights and paint striping, including materials, supplies and repair costs. Also, both the electrical cost for traffic light operation and the cost of highway center line striping (paint) are included under this line item. Costs for paint materials continues to rise and we have upgraded our efforts to maintain the paint striping on crosswalks and parking spaces, particularly on the higher volume streets, to enhance visibility for pedestrian and motorist safety purposes. A \$ 2,000 increase is requested in this line item for the upcoming budget year to assure completion of all required work.

TREE WORK

This line item funds the cost of supplies, vehicle charges and equipment to deal with the trees throughout the city. The largest portion of this line is for the annual contract which is awarded each fall to remove and trim trees. An increase of \$ 2,000 in this line item is requested to allow for needed removal of nuisance trees.

BOARDWALK

This line item funds the cost associated with the maintenance of the boardwalk and docks, including electrical costs for the Weirs sign, lights on the docks and boardwalk and ice eaters (aqua-therms) at the docks. We have requested a decrease of \$ 1,000 in funding for this item in the coming year to assist with cost control concerns.

SIGNS

This line item funds the vehicle charges, equipment, materials and supplies to maintain and replace street signs, traffic control signs, informational signs and the installation of any new signs approved by the council or as required. An increase of \$ 2,500 is requested in this line item to assist with moving toward reaching State and Federal requirements for improving sign retro-reflectivity in the city. ***This line has been reduced by the Manager by \$2,500.***

PARKING GARAGE

This line item funds the cost of vehicle charges, equipment, supplies, materials and electricity to maintain the parking garage. The majority of the cost of this line is for lighting of the parking garage. We have requested a funding decrease of \$ 2,500 in this line in anticipation of cost savings to be realized from a lighting upgrade accomplished in early 2012 at the Parking Garage. ***The City Manager has reduced this line item by \$2,000.***

TRAFFIC CONTROL (and city-owned lighting) COMPONENTS

The city owns and operates nine (9) “Traffic Light” controlled Intersections and three (3) “Flasher” controlled intersections. At least four (4) of these intersections – Beacon St. East & West @ Main St. - Beacon St. East @ Church St. – Union Ave. @ Gilford Ave. – Union Ave. @ Messer St., operate with Electrical Equipment (Controllers, Conflict Monitors and Loop Detectors) that are between 10 and 20 years old. Although this equipment may serve for up to 20 years, **we (DPW) need to be prepared to replace costly components on short notice when and if a failure occurs.**

In addition to this, the city owns and maintains Street Lighting in five (5) areas of the city, Downtown, Elm St. near the bridge, Blaisdell Ave. pedestrian way, Weirs Boardwalk & Docks, and the Laconia Parking Garage. With regard to street lighting, most areas of the city are covered by a Municipal Lighting Agreement with PSNH and replacements of poles, lighting fixtures and other lighting related components are covered by PSNH. There are, however, five (5) areas of the city (Downtown, Elm St. near the bridge, Blaisdell Ave. (pedestrian walkway), Weirs Boardwalk and Docks and the Laconia Parking Garage) that are fully owned and maintained by the city. As with the Traffic Control Components, **we (DPW) need to be prepared to replace costly components on short notice when and if a failure occurs.**

This request is for \$ 7,500 to serve as a contingency account to cover emergency costs of repairs as needed. Major repairs and/or upgrade of these facilities will continue to be items considered under the annual Capital Improvement Program (CIP) review. *The City Manager recommends funding this line as requested by the department.*

SIGN SHOP EQUIPMENT

The continued demand for signs for various special needs in the City (i.e. Motorcycle Week, Sled Dog Races, Special events, Special Projects (WOW Trail, South St. Sledding Hill), Informational signs, Police & Fire Dept. requests (often on short notice, etc.) as well as the substantial need for new and replacement signs to cover our regular roadway signing needs (Stops, Yields, Intersection signing, Speed Limits, Street Signs, Parking Restrictions, etc.) make this item a very high priority for the department. The current equipment is over 12 years old and many of the key components (Plotter, Computer, and Software) are outdated and unserviceable. The City MIS Specialist has informed us that replacement of this equipment is critical in order to maintain letter cutting and other sign formatting capabilities.

Dependence on outside services for our sign needs is not only undesirable but, in our view, unacceptable. Both from a responsiveness standpoint (which often relates to safety) and from a cost standpoint, our need to be able to make signs “in-house” is key to our ability to effectively meet demands.

A summary of signs made and installed by our Traffic Specialist in the past 2 years (298 signs --copy provided to Finance Dept.) compared estimated cost of outside services to our in-house costs and revealed that we can save approx. \$ 1,600 per year by making the signs ourselves. Based on this analysis, we could generate savings equivalent to the cost of the sign equipment in about five to six (5 to 6) years. While it is true that this comparison does not factor-in our labor costs, this work is often done at times when outside work is not possible because of winter and/or other inclement weather conditions. When one considers the ‘responsiveness factor’ this adds even more value to the in-house scenario.

Funding as requested here should enable us to upgrade the failing equipment and continue to accomplish this important function. *The City Manager has approved funding for this line.*

PUBLIC WORKS
HISTORY

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
01 500 000 1000	HIGHWAY MAINTENANCE					
Labor	\$348,556	\$382,305	\$378,579	\$332,604	\$384,690	\$348,412
Telephone	3,611	3,023	2,288	2,595	2,632	2,450
Power-Lights	12,770	11,360	11,551	11,218	10,592	12,061
Water-Sewer	868	1,394	1,532	1,546	1,482	1,521
Fuel	10,160	7,645	9,510	9,798	6,585	8,818
Building Maint.	7,594	6,349	4,587	5,663	18,715	8,143
Road Maintenance	53,757	69,112	64,955	78,982	88,000	75,088
Clothing Allowance	4,466	4,107	5,542	5,771	5,331	4,434
D&A Testing	642	991	1,982	1,035	803	549
O/S Contracts	(316)	-	-	-	-	-
Misc.	2,495	1,550	(115)	2,761	4,634	1,356
Vehicle Use	90,827	103,080	75,733	79,631	83,372	73,646
Stipends	-	-	8,000	5,500	5,500	5,500
Internal Service Fund	<u>34,992</u>	<u>33,000</u>	<u>17,005</u>	<u>14,550</u>	-	-
TOTAL HIGHWAY MAINT.	\$570,422	\$623,916	\$581,147	\$551,654	\$612,336	\$541,978
01 502 000 1000	WINTER MAINTENANCE					
Labor	\$76,944	\$91,909	\$182,101	\$159,098	\$71,806	\$138,497
Hired Snow Removal/Temps	3,430	1,750	-	-	-	-
Sand & Salt	166,600	110,445	236,033	220,579	154,204	177,901
Misc.	-	7,634	10,858	1,873	6,180	-
Vehicle Use	85,968	76,343	130,568	75,280	37,296	86,359
Internal Service Fund	<u>39,996</u>	<u>47,300</u>	<u>28,709</u>	<u>29,164</u>	-	-
TOTAL WINTER MAINT.	\$372,938	\$335,381	\$588,269	\$485,994	\$269,486	\$402,757
01 503 000 1000	WINTER MAINT. O/C					
Outside Contract	\$12,651	\$14,613	\$22,739	29,400	\$15,278	\$20,778
01 505 000 1000	CITY ENGINEERING					
Labor	\$120,320	\$179,423	\$195,601	\$209,027	\$210,159	\$212,951
Telephone	1,090	363	-	-	-	-
Supplies	8,651	3,084	2,508	1,686	1,803	1,755
Misc. D/O	4,874	1,999	3,341	5,528	7,414	6,118
Landfill Monitor	16,564	20,044	15,638	18,897	18,931	19,875
Vehicle Use	<u>9,543</u>	<u>12,667</u>	<u>3,508</u>	<u>2,361</u>	<u>4,438</u>	<u>3,244</u>
TOTAL CITY ENGR.	\$161,042	\$217,580	\$220,595	\$237,499	\$242,745	\$243,943
01 506 000 1000	CLEANING STREETS					
Outside Contract	\$30,800	\$36,595	\$39,440	\$46,918	\$39,007	\$43,592
Vehicle Use	<u>10,000</u>	<u>5,855</u>	<u>5,348</u>	<u>3,050</u>	<u>2,131</u>	<u>2,399</u>
TOTAL CL.. STREETS	\$40,800	\$42,450	\$44,788	\$49,968	\$41,138	\$45,991
010 507 000 1000	DRAIN MAINTENANCE					
Labor	\$86,754	\$73,715	\$83,822	\$139,043	\$110,234	\$125,675
Supplies	9,650	6,939	5,236	15,351	29,208	12,228
Internal Service Fund	19,992	6,600	691	-	-	-
Outside Contract	-	-	-	-	-	963
Vehicle Use	<u>44,148</u>	<u>39,179</u>	<u>27,256</u>	<u>22,187</u>	<u>15,664</u>	<u>21,727</u>
TOTAL DRAIN MAINT.	\$160,544	\$126,433	\$117,004	\$176,581	\$155,106	\$160,593
01 509 000 1000	STREET LIGHTING					
	\$161,593	\$161,228	\$173,526	\$182,163	\$186,573	\$208,013
01 510 000 1000	PARK/TRAFFIC CONTROL					
Labor	\$22,460	\$21,721	\$25,428	\$25,705	\$25,138	\$27,384
Power-Lights	20,173	18,632	20,024	20,621	19,862	20,549
Pavement Marking	29,089	17,132	14,874	22,348	21,585	19,290
Supplies	3,584	5,385	9,900	2,322	6,406	8,714
Vehicle Use	<u>5,557</u>	<u>6,018</u>	<u>5,591</u>	<u>4,166</u>	<u>3,607</u>	<u>3,406</u>

01 509 000 1000	STREET LIGHTING	\$161,593	\$161,228	\$173,526	\$182,163	\$186,573	\$208,013
01 510 000 1000	PARK/TRAFFIC CONTROL						
	Labor	\$22,460	\$21,721	\$25,428	\$25,705	\$25,138	\$27,384
	Power-Lights	20,173	18,632	20,024	20,621	19,862	20,549
	Pavement Marking	29,089	17,132	14,874	22,348	21,585	19,290
	Supplies	3,584	5,385	9,900	2,322	6,406	8,714
	Vehicle Use	<u>5,557</u>	<u>6,018</u>	<u>5,591</u>	<u>4,166</u>	<u>3,607</u>	<u>3,406</u>
	TOTAL P/T CONTROL	\$80,863	\$68,888	\$75,818	\$75,162	\$76,598	\$79,343
01 511 000 1000	TREE WORK						
	O/S Contracts	\$9,769	\$7,765	\$7,614	\$6,630	\$7,693	\$8,000
01 512 000 1000	BOARDWALK						
	Labor	\$1,189	\$2,359	\$3,892	\$7,706	\$4,749	\$2,115
	Power-Lights	1,989	1,881	1,843	1,558	4,319	2,279
	Supplies	2,900	393	2,238	12,033	828	79
	Vehicle Use	<u>248</u>	<u>520</u>	<u>977</u>	<u>749</u>	<u>689</u>	<u>618</u>
	TOTAL BOARDWALK	\$6,326	\$5,153	\$8,950	\$22,046	\$10,585	\$5,091
01 513 000 1000	SIGNS						
	Labor	\$35,186	\$32,124	\$22,755	\$29,813	\$36,934	\$35,424
	Supplies	5,875	6,294	2,523	7,071	3,624	3,911
	Vehicle Use	<u>3,028</u>	<u>2,762</u>	<u>3,332</u>	<u>4,212</u>	<u>5,837</u>	<u>5,668</u>
	TOTAL SIGNS	\$44,089	\$41,180	\$28,610	\$41,096	\$46,395	\$45,003
01 514 000 1000	PARKING GARAGE						
	Labor	\$885	\$532	\$280	\$2,211	\$824	\$443
	Power-Lights	16,996	15,202	13,696	15,522	15,885	16,270
	Supplies	531	556	973	1,600	324	508
	Vehicle Use	<u>144</u>	<u>80</u>	<u>184</u>	<u>169</u>	<u>26</u>	<u>13</u>
	TOTAL PARKING GARAGE	\$18,556	\$16,370	\$15,134	\$19,502	\$17,059	\$17,234
01 516 000 1000	EMPLOYEE BENEFITS						
	Social Security	\$56,563	\$60,537	\$69,405	\$71,675	\$65,693	\$69,237
	Health Insurance	233,292	265,389	262,873	283,742	287,025	317,088
	Retirement	<u>50,086</u>	<u>53,953</u>	<u>80,644</u>	<u>81,501</u>	<u>77,140</u>	<u>82,924</u>
	TOTAL EMP. BENEFITS	\$339,941	\$379,879	\$412,922	\$436,918	\$429,858	\$469,249
01 517 000 1000	ANIMAL CONTROL						
	Vehicle Use	-	8	8	-	-	-
	TOTAL ANIMAL CONTROL	\$ -	\$ 8	\$ 8	\$ -	\$ -	\$ -
TOTAL PUBLIC WORKS DEPT.		\$1,979,534	\$2,040,844	\$2,297,124	\$2,314,613	\$2,110,850	\$2,247,973

PUBLIC WORKS - SOLID WASTE
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 493 101 0000 Salaries	\$27,998	\$27,990	\$28,543	\$26,894	\$30,701	\$30,701	\$31,325	\$31,325
01 493 101 0001 Br.Dump,In House Trash	11,299	12,959	13,216	12,084	13,000	13,000	13,000	13,000
01 493 101 0002 Substitutes	4,964	4,767	3,793	4,121	4,500	4,500	4,500	4,500
01 493 101 0005 Hazardous Waste	1,156	1,311	1,408	190	-	-	-	-
01 493 105 0000 Overtime	11,048	10,074	9,425	10,024	11,000	11,000	11,000	11,000
01 493 106 0000 Sick	639	1,100	819	494	-	-	-	-
01 493 107 0000 Holidays	1,230	1,273	1,181	1,299	-	-	-	-
01 493 108 0000 Vacations	1,559	1,273	1,771	2,598	-	-	-	-
01 493 109 0000 Longevity	60	60	60	90	90	90	90	90
01 493 120 0000 Social Security	4,655	4,905	5,150	5,053	4,536	4,576	4,576	4,576
01 493 130 0000 Health Insurance	13,869	15,041	16,157	18,385	20,757	21,408	16,876	16,876
01 493 135 0000 Retirement	<u>4,422</u>	<u>4,892</u>	<u>5,330</u>	<u>5,109</u>	<u>5,134</u>	<u>5,210</u>	<u>5,264</u>	<u>5,264</u>
TOTAL SALARIES	\$82,899	\$85,645	\$86,853	\$86,341	\$89,718	\$90,485	\$86,631	\$86,631
OTHER								
01 493 201 0000 Telephone	\$283	\$282	\$282	\$272	\$400	\$400	\$400	\$400
01 493 202 0000 Lights-Power	1,552	1,387	1,253	1,577	1,650	1,650	1,650	1,650
01 493 214 0000 Supplies	19,092	20,483	18,621	17,817	22,000	22,000	22,000	67,000
01 493 234 0000 Vehicle Rental	2,491	2,013	1,809	1,195	2,500	2,500	2,500	2,500
01 493 251 0000 Clothing Allowance	295	148	298	227	350	350	350	350
01 493 393 0000 Outside Services	-	-	-	580	-	-	-	-
01 493 304 0001 Transfer Station	416,842	372,680	308,215	297,815	350,000	375,000	350,000	350,000
01 493 304 0002 Collection Contract	323,460	342,606	335,791	315,953	330,000	325,000	325,000	325,000
01 493 304 0003 Concord Cooperative	730,072	737,412	767,096	859,924	970,000	940,000	920,000	920,000
01 493 304 0004 Hazardous Waste	12,170	12,949	12,820	12,612	15,000	15,000	15,000	15,000
01 493 304 0007 Recycle-Contract	<u>127,122</u>	<u>136,074</u>	<u>137,601</u>	<u>127,626</u>	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>
TOTAL OTHER	\$1,633,380	\$1,626,034	\$1,583,786	\$1,635,598	\$1,821,900	\$1,811,900	\$1,766,900	\$1,811,900
DEPT. O&M TOTAL	\$1,716,279	\$1,711,679	\$1,670,639	\$1,721,939	\$1,911,618	\$1,902,385	\$1,853,531	\$1,898,531

PUBLIC WORKS-SOLID WASTE
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Scale Operator	4	10	52	40	15.0600	\$602.40	\$31,324.80

Total Transfer Station	\$31,324.80
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Solid Waste Activities

- Continue active management of daily activities at the transfer station on Meredith Ctr Rd and maintain communication with the Contractor
- Operate transfer station including recycling drop-off point through Contractor services
- Transport solid waste to co-op facility in Penacook through Contractor services
- Manage limited hazardous waste disposal program
- Operate brush dump at Hilliard Road

2012-2013 Objectives

- Continue actively encouraging participation in the recycling program in an effort to reduce Municipal Solid Waste (MSW) tonnage delivered to the Cooperative. Laconia will be continuing review of various Solid Waste Program alternatives.
- Maintain active involvement in the Concord Regional Solid Waste/Resource Recovery Cooperative (CRSW/RRC) to assure Laconia's awareness of Solid Waste issues and associated costs

PUBLIC WORKS - SOLID WASTE
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the wages of the scale operator at 40 hours per week.

BRUSH DUMP, IN HOUSE TRASH

This line item funds the cost of part time attendants at Hilliard Road Brush Dump and labor costs of any in house trash collection.

SUBSTITUTES

This line item funds the cost of substitute scale operators required when the principal operator is sick, on vacation, or undergoing training.

OVERTIME

This line item funds the cost of overtime pay for the scale operator for 0.5 hours per weekday and 4.5 hours on Saturday.

LONGEVITY

This line item funds a longevity payment to an eligible employee.

SOCIAL SECURITY

This line item funds the cost of social security for employees doing Solid Waste activities. The change in this line is a direct result of the increases awarded in the salaries line.

HEALTH INSURANCE

This line item funds the cost of health insurance for the scale operator. *The Managers reduction to this line reflects the premiums from New Hampshire Interlocal Trust less anticipated employee contributions.*

RETIREMENT

This line item funds the cost of retirement for the scale operator. The change in this line is a direct result of the increases awarded in the salaries line.

TELEPHONE

This line item funds the cost of phone services at the scale house and the request is for level funding.

LIGHTS-POWER

This line item funds the cost of lights-power at the scale house. Level funding requested at \$ 1,650.

SUPPLIES-SCALES

This line item funds the cost of electricity, scale maintenance, computer maintenance, supplies, vehicle charges and equipment required to operate the scales on a day to day basis. Additional costs are now accrued in this category related to periodic mailing of flyers to Laconia citizens keeping them updated on the latest information and requirements regarding our solid waste services, particularly in regard to recycling. Also, costs related to newspaper advertisements and purchasing of supplemental recycling bins are funded under this item. This year's request is for level funding at \$ 22,000. ***Due to the initiative across the City to promote recycling the City is investing \$45,000 in Recycling Totes – the City Council has increased this line item to reflect this purchase. These totes will be available for purchase by the Laconia Community at \$15.00 per tote and an additional \$15,000 has been added on the revenue side for expected sales in Fiscal Year 13.***

VEHICLE RENT

This line item funds the hourly cost of operation of a city vehicle used by this department. No increase is requested.

CLOTHING ALLOWANCE

This line funds the cost of clothing as provided in the current SEA contract. No increase is requested for the upcoming year.

TRANSFER STATION

This line item funds the estimated cost for contract operation of the Transfer Station and transportation of trash to the incinerator in Penacook. These figures were arrived at after careful review of the current contract with Waste Management for services effective through 2027. This year's budget figure was arrived at by applying the contract unit prices (including assumed CPI) multiplied by the anticipated annual tonnage in each of the 3 associated categories (Construction and Demolition material (C&D), Municipal Solid Waste (MSW) and Drop-Off Recyclables). This line represents a \$ 25,000. Reduction in appropriation from the current budget figure and the change is attributable to increased recycling and a sustained decrease in C&D deliveries to the Transfer Station in recent years during this current economic slowdown. ***The Manager has reduced this line by \$25,000.***

COLLECTION CONTRACT

This line item funds the estimated cost of contracted residential trash pickup. The amount requested reflects the contract unit prices multiplied by the anticipated volume (tonnage) of Municipal Solid Waste (MSW) to be collected in the approved curbside collection route in the City. The current Collection Contract with Bestway is for one year (with a renewal option) and will expire September 30, 2012. The budget figure for this line item this year includes our conservative estimate of the reduction in MSW curbside tonnage anticipated as a result of our continually expanding recycling efforts. This line item figure (\$5,000. less than current year) is derived by multiplying the anticipated MSW curbside tonnage times the agreed unit price (including assumed CPI percentage increase) for MSW collection in the Bestway Contract.

CONCORD COOPERATIVE

This line item funds the estimated amount that the city will pay to the cooperative for the operation of the incinerator, disposal of ash and bond payments. The proposed budget for the Coop includes pricing all tonnage at a confirmed tipping fee of \$ 66.80 per ton (held even with current year tipping fee by Co-op Joint Board) for the first 5 months of the city's Fiscal Year (FY) and an estimated tipping of \$ 71 per

ton for the remaining 7 months of the FY. (Note: the Coop's Fiscal Year runs from Dec. 1st to Nov. 30th). The total line item amount requested (\$ 940 K) reflects the applicable tipping fee multiplied by the estimated tonnage to be delivered to the Penacook facility from Laconia. ***This line has been reduced by the City Manager by \$20,000.***

(Note: The Concord Regional Solid Waste / Resource Recovery Cooperative (CRSW/RRC) –“the Coop” voted in September 2011 to go forward with site development and construction of a new Single Stream Recycling Facility (SSRF) to serve the member communities and other communities who commit to becoming “Recycling Facility Associate Members” (RFAM’s). This milestone represents fruition of an initiative that holds much promise to provide cost savings to member communities in the future. These savings to Co-op member communities will be in the form of “cost avoidance” (i.e. tonnage diverted from solid waste to recycling) and “compensation for recycled materials delivered”, which will be a market driven revenue component. Our hope, over the next few years, is to see continued cost reduction in the Solid Waste Budget for Laconia as a result of this and other recycling initiatives being investigated.

HOUSEHOLD HAZARDOUS WASTE CLEANUP

This line item funds the cost of the annual Household Hazardous Waste Cleanup Day. No increase is proposed for the coming year.

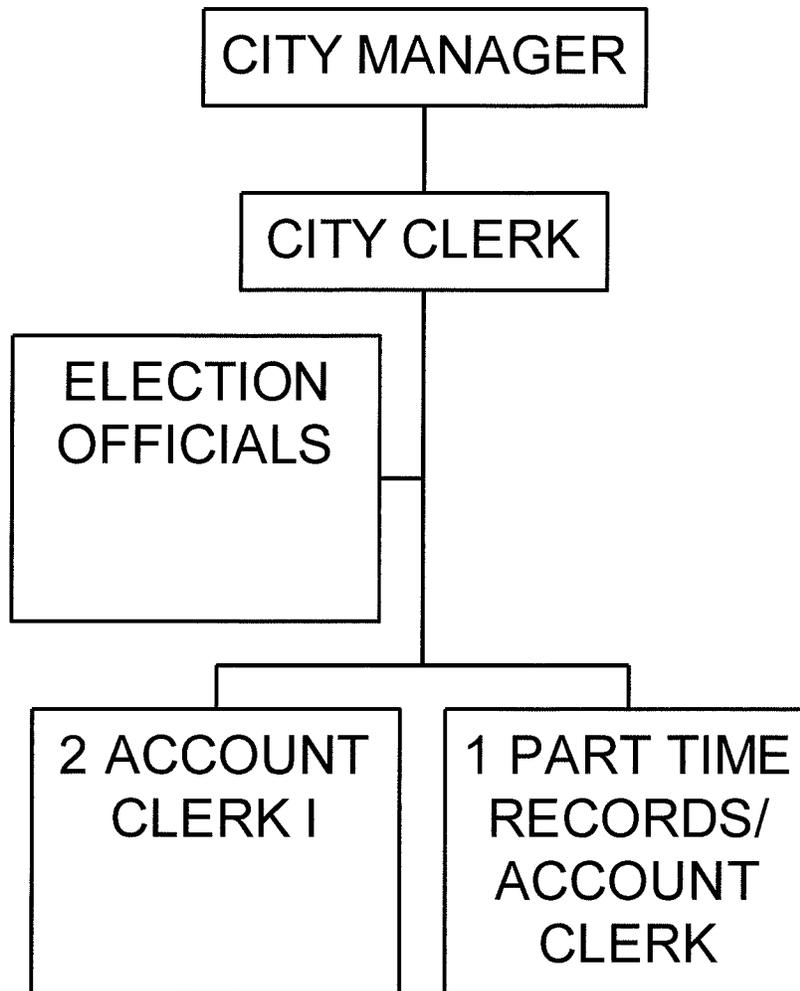
This program continues to provide an important service to Laconia residents in providing a safe and environmentally appropriate way of disposing of Hazardous Waste. There is also a factor in the cost of this item related to the program now handling electronic-waste (e-waste).

RECYCLE (CONTRACT)

This line item funds the estimated cost of the contracted services to provide pick-up and disposal of approved recyclable materials.

While Laconia continues its review of Solid Waste Program alternatives, this item has been budgeted **assuming continuation of the current bi-monthly (every other week) collection of recyclables at curbside.** It does not consider any major program changes such as “Pay-as-you-throw” (PAYT), Mandatory Recycling, or “In-House” collection of Municipal Solid Waste (MSW) by city forces. Overall, we are estimating conservatively a near level funding of the overall Solid Waste Budget for FY 12-13. In fact, in FY 10-11 we ended the year 9% under budget and the current budget (FY 11-12) is presently running below budget. It is clear that the substantial recycling efforts in recent years have resulted in significant savings. The current question being faced by the Council, the department and Laconia citizens is whether the savings to be gained by “voluntary” recycling efforts in the city are satisfactory or whether Laconia will need to implement a more rigorous recycling program (such as PAYT) which brings the largest percentage of solid waste costs to bear on individual property owners who fail take advantage of recycling options offered.

RECORDS
FY 2012-2013 BUDGET



RECORDS - CITY CLERK
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEP REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 415 101 0000 Salaries	\$125,964	\$100,545	\$103,142	\$102,688	\$107,961	\$105,261	\$108,248	\$108,248
01 415 105 0000 Overtime	287	619	39	-	200	200	200	200
01 415 106 0000 Sick-Hurt	54,299	1,592	2,932	1,798	-	-	-	-
01 415 107 0000 Holidays	3,551	3,536	3,250	3,118	-	-	-	-
01 415 108 0000 Vacations	17,284	1,458	1,920	1,201	-	-	-	-
01 415 109 0000 Longevity	450	-	-	30	30	30	30	30
01 415 115 0000 Salary Adj.	-	-	-	-	-	-	2,243	2,243
TOTAL SALARIES	\$201,835	\$107,750	\$111,283	\$108,835	\$108,191	\$105,491	\$110,721	\$110,721
OTHER								
01 415 201 0000 Telephones	\$1,673	\$1,619	\$1,640	\$1,613	\$2,000	\$2,000	\$1,800	\$1,800
01 415 207 0000 Postage	794	655	536	565	2,000	1,800	1,600	1,600
01 415 208 0000 Printing	-	-	-	-	100	100	100	100
01 415 212 0000 Copier	845	554	552	1,295	1,200	1,200	1,200	1,200
01 415 214 0000 Supplies	1,317	1,364	1,424	1,571	1,500	1,600	1,600	1,600
01 415 234 0000 Vehicle Rental	205	360	215	158	300	300	300	300
01 415 245 0000 Conference-Dues	395	601	1,121	876	1,500	1,200	1,200	1,200
01 415 248 0000 Dog License Exp.	1,646	1,788	1,822	1,123	2,000	2,000	2,000	2,000
01 415 303 0000 Misc.	1,666	2,030	2,388	2,166	2,000	2,200	2,200	2,200
01 415 306 0000 State MV Reg. Exp.	581	1,765	1,193	1,432	1,500	1,600	1,600	1,600
01 415 306 0001 City MV Reg. Exp.	5,891	5,832	6,508	7,574	6,800	7,000	7,000	7,000
01 415 401 0000 Equipment	5,659	3,992	5,245	3,334	5,000	5,000	5,000	5,000
TOTAL OTHER	\$20,671	\$20,560	\$22,644	\$21,707	\$25,900	\$26,000	\$25,600	\$25,600
DEPT. O&M TOTAL	\$222,506	\$128,310	\$133,927	\$130,542	\$134,091	\$131,491	\$136,321	\$136,321

RECORDS-CITY CLERK
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk**	20		52			\$862.57	\$44,853.64
1	Account Clerk 1*	5	4	28	35	\$13.74	\$480.90	
		5	5	24	35	\$14.36	\$502.60	\$25,527.60
1	Account Clerk 1*	5	1	31	35	\$11.99	\$419.65	
			2	21	35	\$12.53	\$438.55	\$22,218.70
1	PT Account Clerk 1*	5	1	52	21	\$11.99	\$251.79	\$13,093.08
	Temporary Help	5	1	52				\$2,555.00
Total Records								\$108,248.02

* Above Pay Rates Include possible Step (merit) increases.

** Will be review during the year with a possible raise of 0 - 5%

City Clerk Office Activities

- process 19,085 city MV as an online agent
- process 3,090 requests for vital records. Births, deaths and marriages
- issue 39 aquatherm permits
- wetland applications
- receive Articles of Agreement for incorporation
- record city ordinances and issue copies
- attend and record minutes of council meetings
- amend birth records by adoption, paternity and legitimization
- record and file letters of credit, appeals and leases
- process approximately 45 bad checks
- process 2,088 dogs and 3 civil forfeitures and 0 court summons
- process 950 dump stickers-issued coupons and day passes
- process parking ticket payments
- process 423 Weirs Beach Parking Stickers

2012-2013 Objectives

- Implement internet registrations
- Assist with the solution and transition to accepting credit and debit card payments
- Implement boat registrations (currently pending approval from DMV)

RECORDS - CITY CLERK
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of three full time employees and one part time employee.

OVERTIME

This line funds overtime for hourly paid employees in the department.

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase of 5% for an eligible employee.

TELEPHONES

This line item funds the cost of telephone connections/fax machine with related costs. ***This line has been reduced by \$200 by the City Manager.***

POSTAGE

This line item funds the cost of postage for general office correspondence, as well as post office box rental fees. ***The City Manager has reduced this line by \$200.***

PRINTING

This line item funds the cost of printing miscellaneous forms.

COPIER

This line item funds the cost of copying for the department.

SUPPLIES

This line item funds the cost of general office supplies for the department. This line has been increased based on cost of toner for equipment.

VEHICLE RENTAL

This line item funds the hourly cost of operation of a city vehicle used to deliver notices to the Mayor and Council, and required state training and meetings.

CONFERENCE-DUES

This line item funds the cost of professional dues and attendance of the City Clerk and Deputy City Clerk at the City Clerk Conference and training. This line has been decreased to reflect actual usage.

DOG LICENSE EXPENSE

This line item funds the cost of purchasing dog tags and to send out notices and warnings to delinquent dog owners. This line has been increased to reflect the additional costs and certified postage requirements associated with collections and the number of dogs in the City.

MISCELLANEOUS

This line item funds the cost of publishing notices of public hearings, ordinances, boards and commissions. This line was increased to more accurately reflect the true expenses incurred over the past several years.

STATE MOTOR VEHICLE EXPENSE

This line item funds the cost of postage to mail daily registrations to Concord and to make up any shortage.

CITY MOTOR VEHICLE REGISTRATIONS/MAIL EXPENSE

This line item funds the cost of mailing motor vehicle registration renewal notices, including postage, paper, envelopes, return envelopes, return postage and converting the monthly motor vehicle tapes. In anticipation of increased postage costs and increases in the cost of toner for MV printers this line has been adjusted to reflect these expenses..

EQUIPMENT

This line will fund a new computer and various other equipment as needed in the Department. Lease equipment is also funded by this line.

RECORDS - ELECTIONS
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 417 101 0000 Elections	\$ -	\$ -	\$ -	\$ -	\$19,000	\$19,000	\$19,000	\$19,000
01 417 101 0001 Ward 1	2,178	2,199	1,268	1,738	-	-	-	-
01 417 101 0002 Ward 2	2,602	2,133	1,460	1,637	-	-	-	-
01 417 101 0003 Ward 3	2,640	2,234	1,211	2,132	-	-	-	-
01 417 101 0004 Ward 4	2,810	2,060	998	1,348	-	-	-	-
01 417 101 0005 Ward 5	3,860	2,584	2,383	2,294	-	-	-	-
01 417 101 0006 Ward 6	3,447	2,567	2,101	2,691	-	-	-	-
01 417 101 0010 Ward Officials	-	1,589	-	-	-	-	-	-
TOTAL SALARIES	\$17,537	\$15,366	\$9,421	\$11,840	\$19,000	\$19,000	\$19,000	\$19,000
OTHER								
01 417 207 0000 Postage	\$848	\$529	\$393	\$1,799	\$1,400	\$1,800	\$1,800	\$1,800
01 417 208 0000 Printing	2,129	1,229	2,251	791	2,800	2,800	2,800	2,800
01 417 210 0000 Notices	185	350	178	326	500	500	500	500
01 417 214 0000 Supplies	4,661	5,919	6,685	7,093	6,000	7,000	7,000	7,000
01 417 233 0000 Maint.-Agreement	1,225	1,539	1,225	35	1,900	1,900	1,900	1,900
01 417 234 0000 Vehicle Rental	300	110	125	263	300	300	300	300
01 417 401 0000 Equipment	-	-	1,420	1,400	1,420	1,500	1,500	1,500
TOTAL OTHER	\$9,348	\$9,676	\$12,277	\$11,707	\$14,320	\$15,800	\$15,800	\$15,800
DEPT. O&M TOTAL	\$26,885	\$25,042	\$21,698	\$23,547	\$33,320	\$34,800	\$34,800	\$34,800

RECORDS – ELECTIONS
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of salaries of ward officials for city and state elections. This line is being level funded from 2011 to accommodate the Presidential Election in November.

POSTAGE

This line item funds the cost of mailing absentee ballots and other general correspondence. This line has been increased to accommodate the absentee ballot volume for the Presidential Election. In 2008 942 ballots were mailed.

PRINTING

This line item funds the cost of printing ballots and other required notices to voters as required by law. This item has been increased to reflect costs associated with notice requirements for a purging of the Voter Checklist as required by Federal Law.

NOTICES

This line item funds the cost of publishing meeting notices for the supervisors of the checklist and ballots.

SUPPLIES

This line item funds the cost of purchasing ballots and programming the chips for the voting machines. This line has been increased for any charter changes that may require the purchasing of additional ballots.

MAINTENANCE AGREEMENT

This line item funds the cost of maintenance on the seven voting machines. This line has been level funded.

VEHICLE RENTAL

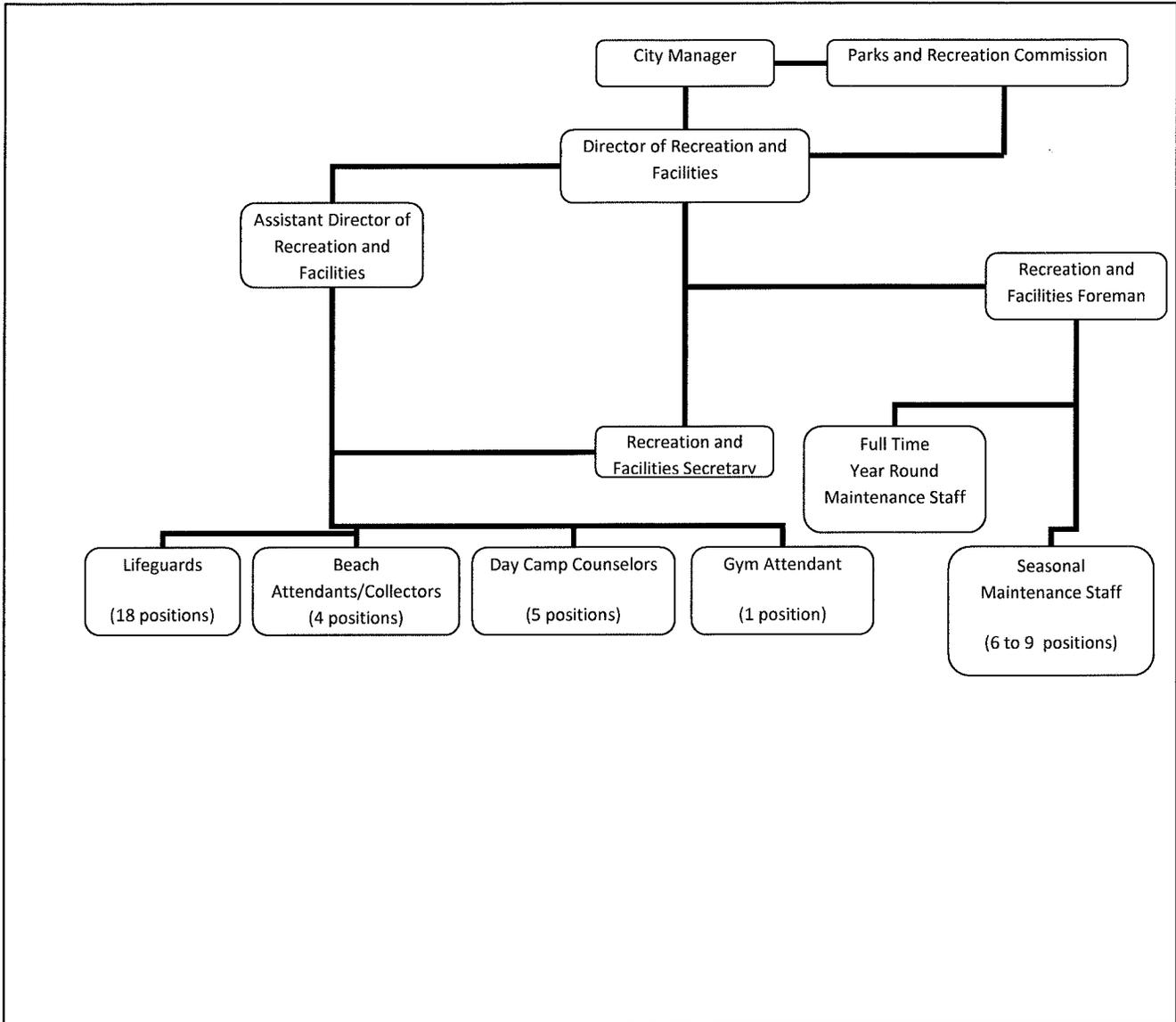
This line item funds the hourly cost of operation of a city vehicle used on Election Day.

EQUIPMENT

This line funds the purchase of one laptop computer to replace an existing laptop computer. This has been increased to reflect the cost increase.

RECREATION AND FACILITIES

FY 2012-2013 BUDGET



RECREATION & FACILITIES
FY 2012-2013 BUDGET

	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>2011-2012</u> <u>BUDGET</u>	<u>2012-2013</u> <u>DEPT REQ</u>	<u>2012-2013</u> <u>MANAGER</u>	<u>2012-2013</u> <u>COUNCIL</u>
SALARIES								
01 479 101 0000 Salaries	\$216,594	\$235,217	\$220,258	\$242,213	\$269,551	\$269,551	\$276,285	\$276,285
01 479 103 0000 Temporary	98,521	107,232	109,704	96,836	87,090	132,000	115,000	115,000
01 479 105 0000 Overtime	6,540	4,896	4,984	3,521	6,000	6,000	5,000	5,000
01 479 106 0000 Sick-Hurt	12,673	30,820	10,582	8,089	-	-	-	-
01 479 107 0000 Holidays	8,122	8,709	8,818	7,508	-	-	-	-
01 479 108 0000 Vacations	11,175	19,954	9,325	11,192	-	-	-	-
01 479 109 0000 Longevity	540	630	450	480	540	600	600	600
01 479 115 0000 Salary Adj	-	-	1	-	-	-	4,668	4,668
TOTAL SALARIES	\$354,165	\$407,458	\$364,122	\$369,839	\$363,181	\$408,151	\$401,553	\$401,553
OTHER								
01 479 201 0000 Telephone	\$3,437	\$3,993	\$3,264	\$2,916	\$3,500	\$4,000	\$4,000	\$4,000
01 479 202 0000 Lights-Power**	21,172	21,719	26,021	27,485	27,322	28,584	28,584	28,584
01 479 203 0000 Water-Sewer**	12,513	12,693	10,392	12,165	13,763	15,363	13,163	13,163
01 479 204 0000 Fuel**	12,333	10,923	6,949	7,891	16,571	12,835	12,835	12,835
01 479 205 0000 OREO Expenses	5,212	1,076	-	-	-	-	-	-
01 479 207 0000 Postage	380	444	468	420	600	600	600	600
01 479 208 0000 Printing	713	678	770	1,546	200	1,500	1,000	1,000
01 479 212 0000 Copier	1,282	1,149	1,184	1,041	1,500	1,500	1,500	1,500
01 479 214 0001 Supplies-Maintenance	5,978	6,991	5,660	4,665	7,500	7,500	7,500	7,500
01 479 214 0002 Supplies-Programs	4,579	12,678	4,517	6,410	7,000	7,000	7,000	7,000
01 479 214 0003 Supplies-Office	2,660	1,602	2,274	2,385	2,600	2,600	2,600	2,600
01 479 214 0004 Revenue- Programs	54	-	-	-	-	-	-	-
01 479 233 0000 Maint-Equipment	5,073	1,927	7,844	4,423	5,000	5,000	5,000	5,000
01 479 235 0000 Maint-Buildings	7,294	10,418	5,926	10,190	9,500	9,500	9,500	9,500
01 479 235 0001 Maint-Park Houses	6,027	3,654	1,504	4,035	5,500	5,500	5,500	5,500
01 479 235 0002 Maint-Grounds	10,802	10,200	9,894	52,431	50,000	60,000	60,000	60,000
01 479 245 0000 Conference-Dues	1,490	2,910	836	1,012	1,500	1,500	1,500	1,500
01 479 247 0000 Training	490	695	1,430	1,409	650	650	650	650
01 479 251 0000 Uniform Allowance	1,815	2,469	2,424	2,463	3,500	2,715	2,715	2,715
01 479 303 0000 Misc	1,360	1,608	780	638	1,500	1,500	1,500	1,500
01 479 304 0000 O/S Contracts	14,186	17,639	25,534	11,900	7,500	7,500	7,500	7,500
01 479 401 0000 Equipment	1,325	1,488	4,352	20,286	4,000	7,000	7,000	7,000
01 479 306 0000 Adopt a Spot	3,376	1,666	2,973	2,250	3,000	3,000	3,000	3,000
TOTAL OTHER	\$123,551	\$128,620	\$124,996	\$177,961	\$172,206	\$185,347	\$182,647	\$182,647
01 479 234 0000 Vehicle Rental	\$36,000	\$36,528	\$27,987	\$34,909	\$38,000	\$38,000	\$38,000	\$38,000
01 479 234 0001 Internal Service Fund	28,000	31,244	22,000	9,996	13,000	13,000	10,000	10,000
RECREATION REIMBURSABLES	(14,423)	(20,596)	(11,529)	(15,132)	-	-	-	-
DEPT O&M TOTAL	\$527,293	\$583,254	\$527,576	\$577,573	\$586,387	\$644,498	\$632,200	\$632,200

**Park house utilities, see narratives

RECREATION & FACILITIES
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Rec. & Facil. Direct.**	21		52			1039.63	\$54,060.75
1	Assist Rec Director**	17		52			738.59	\$38,406.68
1	Secretary*	6	10	52	35	16.5300	578.55	\$30,084.60
2	Groundskeeper*	8	10	52	40	18.1800	727.2	\$75,628.80
1	Groundskeeper*	8	3	52	40	15.9000	636	\$33,072.00
		8	4					
1	Foreman*	13	6	52	40	21.6500	866	\$45,032.00

Total Parks & Recreation \$276,284.83

* Above pay rates include possible merit (step) increases

** Will be reviewed during the year with a possible raise of 0-5%

Parks & Recreation Activities

- serve approximately 21,000 adults in 63 city sponsored programs
- serve approximately 13,581 children in 56 city sponsored programs
- provide meeting space for city youth and adult programs
- maintain 15 parks, 5 beaches, Community Center, 4 site parks, City Hall, Police Station
2 Libraries, Laconia Riverwalk, WOW Trail and other City owned Properties
- maintain 9 cemeteries
- maintain islands and rights of way throughout the city
- maintain and schedule all school department athletic facilities
- provide horticultural services
- plant and maintain several City floral presentations
- provide field preparation for Laconia Muskrats

2012-2013 Objectives

- Improve the overall aesthetics of the park system
- Develop a plan to address water quality problems at City beaches
- Begin the development of a facilities database
- Continue the development of the Laconia Riverwalk
- Increase recreation programs for seniors
- Increase recreation programming revenue by 15%

2012-2013 Performance Measures

- Increase recreational programming by 5%

RECREATION & FACILITIES
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of seven full time employees.

TEMPORARY

This line item funds the cost of temporary seasonal employees; lifeguards, playground supervisors, collectors, gym attendants and maintenance/grounds. Due to the addition of new facilities, more intensive use of the athletic fields, and the increasing demands of the department, this line has been increased by \$44,910.

Temporary Salaries breakdown:

• Projected waterfront staff (lifeguards, collectors and attendants)	
-All five beaches being staffed	\$67,584
-Three beaches being staffed	\$50,944
• Gym Attendant	\$ 2,000
• Seasonal maintenance staff	\$62,416

Total item request if only three beaches are to be staffed \$115,360

Total item request if all five beaches are to be staffed \$132,000

The City Manager has reduced this line by \$17,000.

OVERTIME

This the estimated expense for overtime for this department. ***This line item has been reduced \$1,000 by the City Manager.***

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase for an eligible employee.

TELEPHONES

This line item funds the cost of telephone connections at the Parks & Recreation offices, park maintenance facility, Opechee Park Community Room and cell phones for year round and seasonal staff. This line has been increased by \$500 to account for the change to a more reliable cell phone service.

LIGHTS-POWER

This line item funds the cost of lights and power at park houses, bathhouses, athletic lighting, the park maintenance facility, skating and security lighting. This line has been increased to reflect a 4% increase (projected by PSNH) in the actual costs for fiscal year 2011.

WATER-SEWER

This line item funds the cost of water and sewer service for Parks & Recreation facilities except the Community Center. This line has been increased by \$1,600 to account for the implementation of higher water and sewer rates.

FUEL

This line item funds the cost of #2 fuel oil and natural gas for Parks & Recreation facilities except for the Community Center. The Park Associations are allotted \$2,200 and once this allotment has been reached, reimbursement occurs. This line has been decreased from last year's request to coincide with historic consumption and potential fuel rates.

POSTAGE

This line item funds the cost of all metered postal service. This line is level funded.

PRINTING

This line item funds the cost of advertising, sign printing and the printing of programs. This line has been increased \$1300 so that park signage can be replaced. ***The Manager has reduced this line by \$500.***

COPIER

This line item funds the cost of copier service. This line is level funded.

SUPPLIES-MAINTENANCE

This line item funds the cost of paper products, trash bags and cleaning supplies. This line is level funded.

SUPPLIES-PROGRAM

This line item funds the cost of playground program and waterfront supplies. This line has been level funded.

SUPPLIES-OFFICE

This line item funds the cost of office supplies. This line is level funded.

MAINTENANCE-EQUIPMENT

This line item funds the cost of repair and maintenance of all non-registered equipment. This line is level funded.

MAINTENANCE-BUILDING

This line item funds the cost of glass, paint, hardware, lumber, plumbing, electrical and maintenance throughout the park system. This line is level funded.

MAINTENANCE-PARK HOUSES

This line item funds the cost of emergency repairs and HVAC services at all park houses. This line is level funded.

MAINTENANCE-GROUNDS

This account funds the cost of fertilizer, seed, soil amendments, loam, compost, sand, etc. This line has been increased by \$10,000 to allow for the installation of perimeter irrigation at Opechee Park.

CONFERENCE-DUES

This line item funds the cost of NH memberships, NH conference for all employees as well as periodicals and subscriptions, as well as membership in the NRPA for the Commissioners. This line is level funded.

TRAINING

This line item funds the cost of training for Recreation & Facilities employees. This line is level funded.

UNIFORM ALLOWANCE

This line item funds the cost of providing uniforms for SEA employees. This line has been decreased to more accurately reflect the contracted cost of uniforms.

MISCELLANEOUS

This line item funds the cost of medical needs such as physicals or mandated checkups or counseling. This item also funds background checks for seasonal employees. This line is level funded.

O/S CONTRACT

This line item funds the cost of contractual services needed in the Park System including Electrical, Roofing, Plumbing, Tree Care, Irrigation, etc. This line is level funded.

EQUIPMENT

This line item funds the replacement of small tools and lawn equipment. This line has been increased by \$3000 to fund the purchase of a new utility trailer.

ADOPT-A-SPOT

This line was added to run the City-wide program. This covers the cost of barrels, awards, signs and general supplies that are currently paid for out of various lines in the park's budget. This line is level funded.

VEHICLE RENTAL

This line item funds the hourly cost of operation of city vehicles used by this department.

INTERNAL SERVICE FUND

This line item funds payment to the Internal Service Fund in the amount of depreciation on vehicles used by this department.

RECREATIONAL REIMBURSABLES

This line item includes reimbursement for field lights, park association utilities and swim lessons that the City receives and also budgets as revenue.

RECREATION & FACILITIES
CITY HALL MAINTENANCE
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEP REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 419 202 0000 Lights-Power	\$18,040	\$18,046	\$19,325	\$19,795	\$20,291	\$19,708	\$19,708	\$19,708
01 419 203 0000 Water-Sewer	1,130	1,062	1,312	1,373	2,200	2,402	2,200	2,200
01 419 204 0000 Fuel	13,006	13,301	8,394	12,340	13,000	19,358	17,000	17,000
01 419 214 0000 Supplies	6,117	3,516	4,675	3,185	4,500	4,500	4,500	4,500
01 419 233 0000 Maint-Equip	2,316	2,370	4,504	2,510	2,500	2,500	2,500	2,500
01 419 235 0000 Maint-Building	1,383	1,760	4,322	2,424	3,000	3,000	3,000	3,000
01 419 304 0000 Outside Contracts	31,123	32,779	31,241	29,058	32,800	32,800	32,800	32,800
01 419 401 0000 Equipment	-	-	240	-	-	-	-	-
TOTAL OTHER	\$73,115	\$72,834	\$74,013	\$70,685	\$78,291	\$84,268	\$81,708	\$81,708
DEPT O&M TOTAL	\$73,115	\$72,834	\$74,013	\$70,685	\$78,291	\$84,268	\$81,708	\$81,708

RECREATION & FACILITIES - CITY HALL MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at City Hall. This line has been adjusted to reflect a 4% increase (projected by PSNH) in the actual costs for fiscal year 2011.

WATER-SEWER

This line item funds the cost of water and sewer at City Hall. This line has been increased by \$202 to reflect changes in the water and sewer rates. *The City Manager has reduced this line to \$2,200.*

FUEL

This line item funds the cost of #2 fuel oil at City Hall. This line has been increased from last year's request to coincide with historic consumption and potential fuel rates. *This line has been reduced to \$17,000 by the Manager.*

SUPPLIES

This line item funds the cost of cleaning supplies, trash bags, toilet tissue and paper towels, ice melt, and horticultural supplies. This line is level funded.

MAINTENANCE-EQUIPMENT

This line item funds the cost of repairs to mechanical systems and equipment. This line is level funded.

MAINTENANCE-BUILDING

This line item funds the cost of repairs such as windows, doors, locks, carpets, new thermostats and plumbing. This line is level funded.

O/S CONTRACTS

This line item funds the cost of a private contractor to clean City Hall along with the HVAC and elevator services. This line is level funded.

EQUIPMENT

This line item funds the cost of purchasing equipment needed in the maintenance of City Hall. This line is level funded.

RECREATION & FACILITIES
COMMUNITY CENTER MAINTENANCE
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 480 202 0000 Lights-Power	\$12,061	\$12,247	\$11,149	\$10,461	\$11,706	\$10,880	\$10,880	\$10,880
01 480 203 0000 Water-Sewer	1,276	1,174	1,124	1,142	1,500	1,645	1,500	1,500
01 480 204 0000 Fuel	9,229	13,534	7,590	12,196	14,006	14,465	14,000	14,000
01 480 214 0000 Supplies	1,593	2,640	425	1,117	2,500	2,500	2,500	2,500
01 480 235 0000 Maintenance	952	2,567	1,819	1,932	3,000	3,000	3,000	3,000
01 480 304 0000 Outside Contracts	<u>14,297</u>	<u>15,041</u>	<u>11,214</u>	<u>11,796</u>	<u>13,126</u>	<u>13,126</u>	<u>13,126</u>	<u>13,126</u>
TOTAL OTHER	\$39,408	\$47,203	\$33,321	\$38,644	\$45,838	\$45,616	\$45,006	\$45,006
DEPT O&M TOTAL	\$39,408	\$47,203	\$33,321	\$38,644	\$45,838	\$45,616	\$45,006	\$45,006

RECREATION & FACILITIES- COMMUNITY CENTER
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at the Community Center. This line has been increased to reflect a 4% increase (projected by PSNH) in the actual costs for fiscal year 2011.

WATER-SEWERS

This line item funds the cost of water and sewer at the Community Center. This line has been increased by \$145 to reflect changes in the water and sewer rates. *The City Manager has reduced this line to \$1,500.*

FUEL

This line item funds the cost of #2 fuel oil and natural gas at the Community Center. This line has been increased from last year's request to coincide with historic consumption and potential fuel rates. *The Manager reduced this line to \$14,000.*

SUPPLIES

This line item funds the cost of day to day maintenance supplies at the Community Center. This line is level funded.

MAINTENANCE

This line item funds the cost of in house repairs at the Community Center. This line is level funded.

O/S CONTRACTS

This line funds the cost of a private contractor to clean the Community Center and includes any repairs necessary such as boiler repairs. This line is level funded.

RECREATION & FACILITIES
POLICE STATION MAINTENANCE
FY 2012-2013 BUDGET

	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>2011-2012</u> <u>BUDGET</u>	<u>2012-2013</u> <u>DEP REQ</u>	<u>2012-2013</u> <u>MANAGER</u>	<u>2012-2013</u> <u>COUNCIL</u>
OTHER								
01 435 202 0000 Lights-Power	\$33,706	\$36,578	\$34,690	\$38,251	\$36,424	\$39,781	\$37,000	\$37,000
01 435 203 0000 Water-Sewer	2,455	2,961	2,568	2,756	3,920	4,188	3,500	3,500
01 435 204 0000 Fuel	23,806	18,824	17,034	16,521	20,000	24,605	20,605	20,605
01 435 214 0000 Supplies	3,883	3,910	2,403	2,507	4,000	4,000	4,000	4,000
01 435 235 0000 Maint-Building	2,275	4,911	6,503	4,774	4,000	5,000	5,000	5,000
01 435 304 0000 O/S Contracts	47,172	48,387	45,776	43,969	42,387	44,000	44,000	44,000
TOTAL OTHER	\$113,297	\$115,571	\$108,974	\$108,778	\$110,731	\$121,574	\$114,105	\$114,105
DEPT O&M TOTAL	\$113,297	\$115,571	\$108,974	\$108,778	\$110,731	\$121,574	\$114,105	\$114,105

RECREATION & FACILITIES-POLICE STATION MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at Laconia Police Headquarters. This line has been increased to reflect a 4% increase (projected by PSNH) in the actual costs for fiscal year 2011. ***This line was reduced \$2,781 by the City Manager,***

WATER-SEWER

This line item funds the cost of water and sewer service. This line has been increased by \$268 to reflect changes in the water and sewer rates. ***The Manager has reduced this line to \$3,500.***

FUEL

This line item funds the cost of heating and air conditioning of the Laconia Police Station based on city bid prices. This line has been increased from last year's request to coincide with historic consumption and potential fuel rates. ***The Manager reduced this line by \$4,000 to \$20,605.***

BUILDING SUPPLIES

This line item funds the cost of supplies associated with the maintenance of the station facility such as cleaning solvents, paper products, light bulbs and other maintenance consumables. This line is level funded.

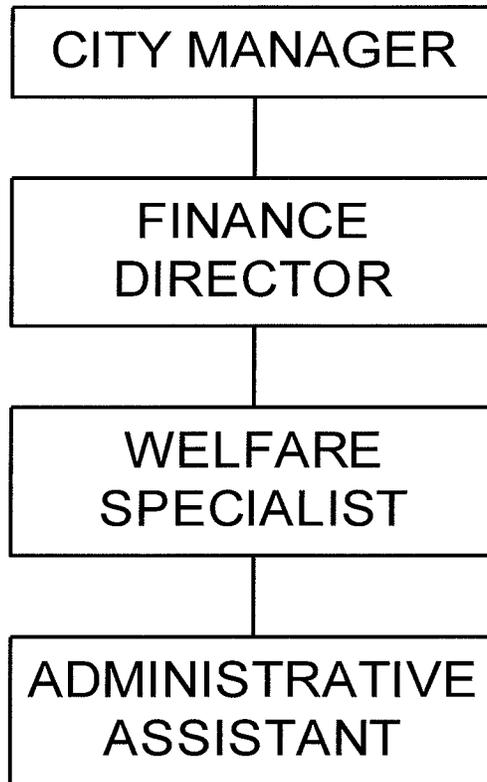
BUILDING MAINTENANCE

This line item funds the cost of routine structure and system repairs at the station. This line has been increased by \$1,000 to coincide with historic costs.

O/S CONTRACTS

This line funds the cost of a private contractor to clean the Police Station. This line has been increased by \$1,613 to coincide with historic costs.

WELFARE
2012-2013 BUDGET



WELFARE
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-213</u>	<u>2012-213</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 477 101 0000 Salaries	\$53,832	\$59,543	\$62,517	\$62,541	\$71,817	\$71,817	\$73,826	\$71,826
01 477 105 0000 Overtime	-	73	95	178	-	-	-	-
01 477 106 0000 Sick-Hurt	1,342	2,697	3,427	4,774	-	-	-	-
01 477 107 0000 Holidays	2,610	2,797	3,055	3,038	-	-	-	-
01 477 108 0000 Vacations	3,342	2,035	3,281	3,432	-	-	-	-
01 477 109 0000 Longevity	-	-	30	60	60	60	60	60
TOTAL SALARIES	\$61,126	\$67,145	\$72,405	\$74,023	\$71,877	\$71,877	\$73,886	\$71,886
OTHER								
01 477 201 0000 Telephones	\$1,582	\$1,762	\$1,667	\$1,458	\$2,000	\$2,000	\$1,800	\$1,800
01 477 207 0000 Postage	83	126	93	69	200	200	200	200
01 477 212 0000 Copier	465	528	469	842	500	500	500	500
01 477 214 0000 Supplies	393	547	573	379	500	500	500	500
01 477 234 0000 Vehicle Rental	125	210	128	238	200	200	200	200
01 477 242 0000 Travel-Meetings	52	-	25	24	100	100	100	100
01 477 245 0000 Conference-Dues	660	265	286	238	500	500	500	500
01 477 247 0000 Training	-	-	-	75	-	-	-	-
01 477 315 0000 City Relief	71,338	95,541	103,308	37,667	115,000	115,000	115,000	115,000
01 477 401 0000 Equipment	-	-	814	3,040	-	-	-	-
01 477 499 0000 Less: Reimbursables	<u>(18,520)</u>	<u>(8,687)</u>	<u>(6,349)</u>	<u>(7,239)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>
TOTAL OTHER	\$56,178	\$90,292	\$101,014	\$36,791	\$113,000	\$113,000	\$112,800	\$112,800
DEPT. O&M TOTAL	\$117,304	\$157,437	\$173,419	\$110,814	\$184,877	\$184,877	\$186,686	\$184,686

WELFARE
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Specialist*	14	6	40	35	\$22.73	\$795.55	\$41,570.20
		14	7	12	35	\$23.21	\$812.35	
1	Adm Secretary*	9	5	18	35	\$17.52	\$613.20	\$32,255.30
		9	6	34	35	\$17.83	\$624.05	
	Staffing Changes							(\$2,000.00)
Total Welfare								\$71,825.50

*Above pay rates include possible Step (merit) increases.

Welfare Activities

- administer approximately 262 local public assistance grants
- service approximately 1,540 walkins and 3,884 telephone inquiries
- take applications, verify information, make decisions based upon circumstances and state law
- manage case load matters, offer counsel, make referrals to other agencies
- operate work relief program
- administer a legally required applicant disciplinary process
- represent the city regarding welfare matters in court and at fair hearings
- work in support of responsible local public assistance law reform

WELFARE
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

SALARIES

This line item funds the cost of two full time employees. *This line item has been reduced by the Council to reflect a change in staffing.*

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

This line item funds the cost of telephone connections and related costs. *The City Manager has reduced this line by \$200.*

POSTAGE

This line item funds the cost of mailing general correspondence for the department.

COPIER

This line item funds the copy costs for the department.

SUPPLIES

This line item funds the cost of general office supplies for the department.

VEHICLE RENTAL

This line item funds the hourly cost of operation of a City vehicle used by this department.

TRAVEL-MEETINGS

This line item funds the cost of attending welfare administration meetings.

CONFERENCE-DUES

This line item funds the cost of dues to the Local Welfare Administrator's Association, as well as training sessions held by the Association and the annual NHMA conference. The focus again this year will be on customer service training.

CITY RELIEF

This line item funds the cost of public assistance benefits paid out in accordance with legally, state mandated RSA 165.

REIMBURSABLES

This line represents the average refunds received from other Federal & State agencies for welfare clients. This line has been reduced since most of the current case load is not for clients that have applied for Federal or State assistance.

ENTERPRISE FUNDS

SANITARY SEWER FUND

LACONIA WATER WORKS

SANITARY SEWER FUND SUMMARY
FY 2012-2013 BUDGET

	<u>11-12</u> <u>BUDGET</u>	<u>2012-2013</u> <u>DEPT REQ</u>	<u>2012-2013</u> <u>MANAGER</u>	<u>2012-2013</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$3,399,720	\$3,599,920	\$3,468,504	\$3,468,504
Depreciation	<u>425,000</u>	<u>430,000</u>	<u>430,000</u>	<u>430,000</u>
SSF OPERATING EXP.	\$3,824,720	\$4,029,920	\$3,898,504	\$3,898,504
Cont.Cap.Adjustment	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>
SSF EXPENSES	<u>\$3,725,832</u>	\$3,931,032	\$3,799,616	\$3,799,616
SSF OPERATING REVENUE	\$2,663,387	\$3,248,494	\$3,335,218	\$3,335,218
Interest Income	<u>12,000</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
To/Fr Retained Earnings	<u>1,050,445</u>	<u>668,538</u>	<u>450,398</u>	<u>450,398</u>
SSF INCOME	<u>\$3,725,832</u>	\$3,931,032	\$3,799,616	\$3,799,616
SANITARY SEWER FUND CAPITAL OUTLAY	\$180,000	\$184,000	\$184,000	\$184,000

LACONIA WATER WORKS SUMMARY
FY 2012-2013 BUDGET

	<u>11-12</u> <u>BUDGET</u>	<u>2012-2013</u> <u>DEPT REQ</u>	<u>2012-2013</u> <u>MANAGER</u>	<u>2012-2013</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	<u>\$2,541,351</u>	\$2,564,626	\$2,564,626	\$2,564,626
LWW OPERATING EXP.	<u>\$2,541,351</u>	\$2,564,626	\$2,564,626	\$2,564,626
LWW OPERATING REVENUE	\$2,103,389	\$2,282,694	\$2,282,694	\$2,282,694
Interest Income	<u>9,200</u>	<u>5,600</u>	<u>5,600</u>	<u>5,600</u>
Misc. Income	<u>103,944</u>	<u>116,485</u>	<u>116,485</u>	<u>116,485</u>
LWW INCOME	<u>\$2,216,533</u>	\$2,404,779	\$2,404,779	\$2,404,779
LACONIA WATER WORKS CAPITAL OUTLAY	\$350,650	\$538,750	\$538,750	\$538,750
BOND PRINC. PAYMENT	\$75,000	\$75,000	\$75,000	\$75,000

SANITARY SEWER FUND
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>	
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>	
SALARIES									
90 400 101 0000	Regular Salaries	\$187,074	\$193,700	\$229,907	\$208,075	\$355,401	338,300	351,614	351,614
90 400 105 0000	Overtime	27,925	30,239	28,614	29,186	28,000	28,000	28,000	28,000
90 400 106 0000	Sick-Hurt	7,470	16,274	18,185	(8,174)	-	-	-	-
90 400 107 0000	Holidays	10,207	11,409	12,355	10,912	-	-	-	-
90 400 108 0000	Vacations	13,165	15,426	19,398	23,050	-	-	-	-
90 400 109 0000	Longevity	600	570	570	600	620	390	390	390
90 461 000 0000	Employee Benefits	138,718	163,798	187,654	193,419	220,422	279,865	235,073	235,073
90 400 110 0000	Stipends	-	1,500	2,000	1,500	1,500	1,500	1,500	1,500
90 400 115 0000	Salary Adj.	-	-	-	-	3,165	3,165	3,227	3,227
90 204 001 0000	OPEB Liability	-	-	-	40,577	-	-	-	-
TOTAL SALARIES		\$385,158	\$432,916	\$498,683	\$499,145	\$609,108	\$651,220	\$619,804	\$619,804
OTHER									
90 401 304 0000	CLERICAL, GF	17,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000
90 403 214 0000	BILLING EXPENSE	87,912	93,278	98,134	103,819	109,012	110,000	110,000	110,000
90 406 304 0000	Winn River Basin*	1,733,260	1,852,550	2,009,055	1,958,642	2,308,000	2,300,000	2,200,000	2,200,000
90 409 000 1000	SEWER MAINT.	78,584	73,452	65,213	66,131	90,000	250,000	250,000	250,000
90 421 000 1000	PUMP STA. MAINT.	18,582	25,939	14,185	6,650	27,500	27,500	27,500	27,500
	PUMP STATIONS:								
90 423 000 1000	Keasor Ct.	4,038	2,367	2,659	2,454	4,000	4,000	4,000	4,000
90 425 000 1000	Lawrence St.	3,311	3,748	5,681	3,969	4,500	4,500	4,500	4,500
90 426 000 1000	N Main Street	3,979	3,165	4,445	5,104	5,000	5,500	5,500	5,500
90 428 000 1000	Black Brook	9,195	6,830	8,581	9,583	9,200	9,800	9,800	9,800
90 430 000 1000	Langley Cove	25,876	7,791	6,893	14,167	8,500	8,500	8,500	8,500
90 434 000 1000	Paugus	13,782	6,456	9,496	10,071	9,500	10,000	10,000	10,000
90 436 000 1000	Lakeside Ave	2,317	2,990	3,249	1,905	5,000	5,000	5,000	5,000
90 438 000 1000	Shore Drive	5,700	5,373	11,160	7,805	6,000	7,500	7,500	7,500
90 439 000 1000	Christmas Island	5,618	2,694	2,653	7,167	6,000	6,000	6,000	6,000
90 440 000 1000	Hillcrest Drive	3,480	1,962	3,361	4,357	6,000	6,000	6,000	6,000
90 441 000 1000	Edgewater Ave.	1,778	1,430	5,396	2,384	3,200	3,200	3,200	3,200
90 443 000 1000	Mass. Ave.	2,142	3,069	4,536	3,624	4,200	4,200	4,200	4,200
90 444 000 1000	Channel Lane	89	73	179	442	1,000	1,000	1,000	1,000
90 446 000 1000	Endicott Street	3,525	1,784	5,963	3,152	2,500	3,500	3,500	3,500
90 447 000 1000	Briarcrest	7,093	2,398	4,265	2,324	3,500	3,500	3,500	3,500
90 448 000 1000	Rollercoaster Rd***	17,315	3,047	3,004	3,944	5,000	5,000	5,000	5,000
90 449 000 1000	Chapin Terrace	1,387	2,559	980	5,063	4,000	5,000	5,000	5,000
90 497 401 0001	Confined Space Safety Eq	-	-	-	-	-	-	-	-
90 497 401 0002	Gas Monitor	-	-	-	-	-	-	-	-
90 497 401 0003	Vactor Accessories	-	-	-	-	-	-	-	-
90 497 401 0004	Lighting Equipment	-	-	-	-	-	-	-	-
90 497 401 0005	Demolition Hammer	800	-	-	-	-	-	-	-
90 497 401 0006	Portable Mixer	-	103	-	-	-	-	-	-
90 497 401 0007	Gas Detector	-	1,403	-	-	-	-	-	-
90 497 401 0009	Mud-Sucker Pump	-	1,975	-	-	-	-	-	-
90 497 401 0010	Lawn Mower & Trailer	-	2,695	-	-	-	-	-	-
90 497 401 0011	Dehumidifiers (7)	-	3,251	-	-	-	-	-	-
90 497 401 0012	5 kw Heaters (7)	-	5,265	-	-	-	-	-	-
90 497 401 0013	Rigid Cable Machine	-	-	1,832	-	-	-	-	-
90 465 101 0000	RES/CONTINGENCY	-	-	6,000	-	150,000	150,000	150,000	150,000
TOTAL SALARIES, OTHER		\$2,431,921	\$2,569,563	\$2,794,603	\$2,740,902	\$3,399,720	\$3,599,920	\$3,468,504	\$3,468,504
90 495 390 0000	Amortization	42,272	-	-	-	-	-	-	-
90 495 391 0000	Depreciation	446,898	445,721	448,815	442,999	425,000	430,000	430,000	430,000
	SSF OPER. EXP.	\$2,921,091	\$3,015,284	\$3,243,418	\$3,183,901	\$3,824,720	\$4,029,920	\$3,898,504	\$3,898,504
90 495 380 0000	Interest Expense*	23,018	20,604	96,745	-	-	-	-	-
	Cont.Cap.Adj.	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)
	SSF EXPENSES	\$2,845,221	\$2,937,000	\$3,241,275	\$3,085,013	\$3,725,832	\$3,931,032	\$3,799,616	\$3,799,616
	SSF OPER. REV.	\$2,810,760	\$2,818,195	\$2,663,387	\$2,711,731	\$2,663,387	3,248,494	3,335,218	3,335,218
90 350 001 0000	Interest Income	114,460	56,125	37,033	30,538	12,000	14,000	14,000	14,000
	To/Fr Ret.Earnings	(62,579)	62,680	540,855	342,744	1,050,445	668,538	450,398	450,398
SSF INCOME		\$2,862,641	\$2,937,000	\$3,241,275	\$3,085,013	\$3,725,832	\$3,931,032	\$3,799,616	\$3,799,616

* Interest on the Winni River Basin debt is now included in the Basin line above

*** Rollercoaster road costs represent operating costs and capital expenditures that were not reimb by the State as expected.

SANITARY SEWER FUND
FY 2012-2013 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. PW**	23		52			\$1,241.47	\$64,556.44
1	Coll Sys Coordinator	16	3	52	40	\$22.49	\$899.60	\$46,779.20
1	Col Sys Oper.*	14	10	52	40	\$24.21	\$968.40	\$50,356.80
1	Pump Station Asst	12	3	52	40	\$18.53	\$741.20	\$38,542.40
1	Heavy Equip Oper*	44	6	52	40	\$19.88	\$795.20	\$41,351.40
1	Truck Driver*	42	4	52	40	\$15.84	\$633.60	\$32,947.20
2	Truck Driver*	42	2	52	40	\$15.09	\$603.60	\$62,774.40
1	Laborer	Seasonal		17	40	\$15.30		\$10,404.00
1	Clerk Typist*	3	4	47	6	\$12.45	\$74.70	
		3	5	5	6	\$13.03	\$78.18	\$3,901.80
Total Sewer								\$351,613.64

*Above pay rates include possible merit(step) increase

** Will be reviewed during the year with a possible raise of 0-5%

Potential raise will be included in salary adjustment line of budget

Sanitary Sewer Fund Activities

- Maintain the city network of sewer lines (both gravity pipes and force mains) and sewer manholes
- Operate and maintain the 17 city pumping stations
- Oversee all connections to the City Sewer System through our permit and inspection program
- Oversee all new plumbing installations through our permit and inspection program

2012-2013 Objectives

- Increase focus on Sanitary Sewer Capital Improvement Plan (CIP)
- Accomplish upgrades of sewer pumping stations as approved through CIP
- Accomplish replacement of existing gravity sewer sections as approved through CIP
- Initiate compliance with newly required EPA-CMOM program
- Assist Finance Department with evaluation of Sewer Rates as needed to compensate for anticipated cost increases associated with proposed WRBP capital improvements
- Maintain active role as Chairman of the Winnepesaukee River Basin Program (WRBP) Advisory Board to maintain awareness of Laconia's sewer needs and treatment costs well into the future

SANITARY SEWER FUND (SSF)
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

INTRODUCTION

All accounts have been carefully reviewed. In the **Operating** portion of our SSF budget (90-409 thru 90-448) we are proposing funding at an 81 % increase (\$ 165,100..) compared to last year's budgeted numbers. The majority of this increase is related to mandated sewer piping and manhole cleaning, inspections and testing that are part of new Federal requirements under the National Pollution Discharge Elimination System (NPDES) Permitting program. We have spoken of these upcoming requirements in budget narratives over the past few budget submissions and this year (FY 12-13) the requirements must be implemented. The other small increases in some of the pump station accounts are attributable to parts replacements and power costs at these various stations.

Approximately 65 % (\$ 2,300,000.) of our total SSF Budget is attributable to the **Winnepesaukee River Basin Program (WRBP)** to cover the cost of collection and treatment of Laconia's sewage. The WRBP portion of our budget is proposed for (essentially) level funding for the coming year. There are four (4) major components of the WRB budget, Operation and Maintenance (**O&M**), Administration (**Admin**), Replacement Fund (**Capital Reserve**) and Capital Recovery (**Bonded Accounts**).

WRBP has made clear to all 10 member communities in the past 3 years that "major" capital improvement costs at the Franklin Wastewater Treatment Plant and within their sewer system (pumping stations, gravity mains and force mains) must be faced soon as much of their original equipment (treatment plant, pumping stations and sewer mains) were all built in the early 1970's.

In the past year there have been many significant discussions requiring much more active involvement of the WRBP Advisory Board members and the Municipal Administrators in dealing with the proposed Capital Improvement Program (CIP) "implementation schedule" for WRBP. A CIP subgroup made up of WRBP board members has been appointed and has developed guidelines for CIP project review, selection and prioritization. Municipal Administrators have continued work on a draft Memorandum of Understanding (MOU) between the ten (10) Basin communities and State Department of Environmental Services (DES) which proposes to establish guidelines for Program priorities and expenditures in the coming years.

While a control on the timing of implementation of CIP upgrades (both at the WRBP Treatment Plant and within the WRBP collection system and pumping stations) will be a priority charge to the WRBP Advisory Board (with guidance from the above mentioned MOU), it remains clear that WRBP member communities will need to carefully monitor Sewer Rates over the next several years to assure that funding for both local system as well as regional sewer system upgrades is secured. DPW intends to expand our sewer CIP planning efforts in the coming year and to carefully monitor sewer revenues and expenses to assure that funding for required projects is secured and sewer rates are adjusted as needed.

SALARIES

This line item funds the cost of wages for all personnel activities involving the Sanitary Sewer System. It is calculated by using the full time wages of personnel listed in the Sewer Division, adding the full time wages of the Public Works employees and determining a percentage of the total time spent by employees in each division (Public Works and Sanitary Sewer) based on historical

records. This year we are taking 31.5% of the total cost of personnel for both departments and allocating them to the Sanitary Sewer Fund budget. This percentage is based on the last 12 months history. The actual costs are very carefully recorded from day to day through the department's long established Force Accounting System.

OVERTIME

This line item funds the cost of overtime required for call outs throughout the year, plus the scheduled time for the daily checks of sewer pumping stations on weekends and holidays.

LONGEVITY

This line item funds the cost of longevity payments for Sewer Division employees who are due longevity payments.

EMPLOYEE BENEFITS

This line item funds the cost of social security, health insurance and retirement. The increase is due to increased health insurance and retirement as it relates to increases in salaries. ***The Manager has reduced this line to reflect the health insurance premiums as provided by New Hampshire Interlocal Trust less anticipated employee contributions.***

STIPENDS

The most recent Agreement between AFSCME and the City DPW provides for DPW employees to participate in the Roads Scholar Program (provided through UNH Technology Transfer (t2) Center) with a goal toward receiving program certification in areas of Public Works maintenance and construction. Each employee is entitled to a \$ 500. stipend if they successfully complete three (3) course offerings within a Fiscal Year. Our employees have all taken full advantage of this program and this budget item covers the cost to the department for providing the stipends to our employees.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase for an eligible employee.

BILLING

This line item funds the amount paid to Water Works for billing services they provide to the Sewer Division. The Sewer Division also pays half the cost for all supplies used in preparing the bills, half the cost for maintenance of the equipment used to produce the bills and a portion of the costs of meter maintenance.

WINNIPESAUKEE RIVER BASIN

This line item funds Laconia's share of the cost to operate the WRBP Wastewater Treatment Plant. As noted in the Introduction there are O & M, Administrative, Capital Reserve and Cost Recovery expenses that all members are required to share in. The WRBP superintendent provides detailed breakdowns of all costs to representatives of member communities at each quarterly meeting of the Advisory Board.

Requirements for expanded sewer system maintenance and reporting mandated by U.S. Environmental Protection Agency (EPA) in coordination with N.H. Department of Environmental Services (NH-DES) have been outlined (with a timetable for implementation) for all WRBP communities. The program is referred to as CMOM (Capacity Management, Operation and Maintenance) and carries detailed sewer mapping, inspection, leak repair and reporting requirements that will likely require both professional engineering consultant assistance and significant "in-house" program coordination. ***The City Manger has reduced this line by \$100,000.***

SEWER MAINTENANCE

This line item funds all supplies, materials, vehicle and equipment costs, insurance, audit fees and legal fees needed in the day to day maintenance of the sanitary sewer system. The significant increase in this line item for the coming year (\$ 160,000) is required to comply with Federal NPDES permit requirements noted above. All WRBP communities are required to implement this CMOM program and report regularly to EPA.

PUMP STATION MAINTENANCE

This line item funds the cost of supplies, materials, vehicle and equipment required to maintain 17 stations on a day to day basis. This line item is used for those expenses that are common to more than one specific pumping station.

PUMPING STATIONS

These 17 line items fund the cost to operate 17 pump stations. Items included are electricity and fuel, equipment repair, replacement parts, painting and general grounds maintenance as well as water supply costs at most of the stations. Our current station attendants continue to maintain these stations (that are critical to providing sewer service throughout the City) at a very high standard. The modest costs reflected here represent the minimum needed to keep these stations operating efficiently and effectively.

RESERVE FOR CONTINGENCIES

This line item funds an appropriation for use in the case of serious failure of the sewer system or any other unforeseen situation that might occur during the fiscal year. This line is reserved for emergency use.

SANITARY SEWER FUND-CAPITAL OUTLAY
FY 2012-2013 BUDGET

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>12-13</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>COUNCIL</u>
Sewer Force Main-Emergency repair fittings					\$10,000		
Gravity Sewer Mains	\$90,000	\$55,000		\$55,000	\$55,000		
Black Brook Pump Station-Emergency Generator					\$45,000		
Confined Space Equipment-Sewer Pump					\$20,000		
Manhole Line sweep cleaning							
Sanitary Sewer Study			\$30,000		\$50,000		
Tel Meter Reading	\$60,000	\$60,000					
Old N Main Sewer Pump Stations - MCC Upgrade		\$60,000				\$20,000	\$20,000
Upgrade Existing Gravity Sewers			\$55,000				
TV Camera Monitoring Equipment		\$50,000					
Hillcrest Dr/Mass Ave Pumping Station	\$60,000						
Sewer Pump Upgrade						\$60,000	\$60,000
Old N Main Pump Station Emergency Generator						\$49,000	\$49,000
Upgrade Existing Gravity Sewers						\$55,000	\$55,000
TOTAL SSF CAPITAL OUTLAY	\$210,000	\$225,000	\$85,000	\$55,000	\$180,000	\$184,000	\$184,000

SANITARY SEWER FUND CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2012-2013

UPGRADE SECTIONS OF EXISTING GRAVITY SEWER -- \$ 55,000.

Replace sections of gravity sewer main in various locations. Much of the gravity sewer system in Laconia dates back to the early 1900's. Most of the sewer main pipe is 6 inch diameter vitrified clay. While much of the system is in remarkably good condition, there are sections that have deteriorated, as evidenced by cracking, misaligned joints and line sags. Some of these sections have developed further problems by infiltration of root systems which cause obstructions.

Sections that have been upgraded in recent years include Bungalow Court, Pleasant St, West St., Hutchinson St., Webster St., North St., Highland St., Cedar St., North Main St. and South Main St. Sections currently recognized as needing repair include Cross St., Belknap St., Dewey St. and Fenton Ave. Approval of this funding request will allow for continued progress in upgrading these sections of the sewer system.

We have investigated pipelining but have found that, in these smaller diameter applications, with many service connections, conventional replacement of the pipe is the most cost effective.

SEWAGE PUMP UPGRADES -- \$ 60,000.

Four of the older sewage pump stations in our system require replacement of various pump and motor parts in order to restore pump capabilities. These stations are **Old No. Main St.** (45 years old), **Massachusetts Ave.** (32 years old), **Keasor Ct. and Lawrence Ct.** (both 52 years old). Such components as impellers, gaskets, shafts, packings, etc. need replacement and are in a cost category that exceeds the normal operating budget limits for these stations.

OLD NO. MAIN ST. PUMP STATION

– Motor Control Center (MCC) Upgrade – Engineering - \$ 20,000.

The existing MCC at this pump station which controls all electric components required for station operation – such as sewage pumps, motors, “muffin monster” (shredder that protects pumps), alarm system – is outdated and needs to be brought into compliance with current electrical codes. Station reliability requires this upgrade. We are proposing securing engineering assistance for planning and design this coming year and implementation of the MCC replacement (estimated at \$ 125,000.) for next year.

OLD NO. MAIN ST.– EMERGENCY GENERATOR REPLACEMENT - \$ 49,000.

Replace the existing (65 KW) emergency generator at this station with a new state of the art installation. The existing unit dates back to the original station construction in 1967. The current unit (over 40 years old) has shown several signs of wear and there have been significant cost associated with its up-keep in recent years. Approval of this funding request will provide for replacement of the unit.

SANITARY SEWER FUND
HISTORY
FY 2006-2011

SANITARY SEWER FUND
HISTORY

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 401 304 0000 CLERICAL, GF	\$17,000	\$17,000	\$17,000	\$19,000	\$19,000	\$19,000
90 403 214 0000 BILLING EXPENSE	\$81,509	\$86,056	\$87,912	\$93,278	\$98,134	\$103,819
90 407 304 0000 PLANT O&M	\$1,448,420	\$1,582,924	\$1,733,260	\$1,852,550	\$2,009,055	\$1,958,642
90 409 000 1000 SEWER MAINTENANCE						
Labor	\$160,910	\$144,079	\$151,100	\$177,252	\$191,822	\$178,188
Water-Sewer	489	-	335	399	382	356
Supplies	38,603	42,005	44,811	45,797	38,761	36,250
Insurance	11,696	14,197	14,894	14,848	13,571	14,263
Audit	2,300	2,300	2,300	2,500	3,900	2,670
Clothing Allowance	2,553	2,747	3,527	2,693	2,677	9,965
Misc	(4,060)	(440)	683	-	3,520	2,627
Internal Service Fund	9,996	9,163	-	-	-	-
Vehicle Use	<u>14,037</u>	<u>8,226</u>	<u>12,034</u>	<u>7,214</u>	<u>8,298</u>	<u>-</u>
TOTAL SEWER MAINT.	\$236,524	\$222,277	\$229,684	\$250,703	\$262,931	\$244,319
90 421 000 1000 PUMP STA. MAINTENANCE						
Labor	\$80,168	\$95,341	\$95,040	\$91,864	\$117,205	\$86,961
Lights-Power	-	-	-	12,008	528	-
Supplies	3,425	\$5,618	3,694	8,657	8,597	2,470
Internal Service Fund	1,992	1,826	-	-	-	-
Vehicle Use	<u>11,344</u>	<u>16,053</u>	<u>14,888</u>	<u>5,274</u>	<u>5,060</u>	<u>4,180</u>
TOTAL P.S. MAINT.	\$96,929	\$118,838	\$113,623	\$117,803	\$131,390	\$93,611
PUMPING STATIONS:						
90 423 000 1000 KEASOR CT.						
Lights-Power	\$3,673	\$3,534	\$3,918	\$1,964	\$2,647	\$2,790
Water-Sewer	80	105	120	121	121	130
Supplies, Misc	527	1126	-	282	(109)	439
Vehicle Use	-	-	-	-	-	(905)
TOTAL KEASOR CT.	\$4,280	\$4,765	\$4,038	\$2,367	\$2,659	\$2,454
90 425 000 1000 LAWRENCE ST.						
Lights-Power	\$2,971	\$3,157	\$3,189	\$2,938	\$3,202	\$3,470
Water-Sewer	96	106	121	121	121	131
Supplies	<u>1,303</u>	<u>744</u>	-	<u>689</u>	<u>2,358</u>	<u>368</u>
TOTAL LAWRENCE ST.	\$4,370	\$4,007	\$3,311	\$3,748	\$5,681	\$3,969
90 426 000 1000 N MAIN STREET/OPECHEE						
Lights-Power	\$3,989	\$2,512	\$2,575	\$1,868	\$2,569	\$2,892
Water-Sewer	96	110	133	126	126	126
Supplies	114	83	1270	1172	1,750	2,086
TOTAL N MAIN ST	\$4,199	\$2,705	\$3,979	\$3,166	\$4,445	\$5,104
90 429 000 1000 BLACK BROOK/UNION AVE						
Lights-Power	\$5,580	\$5,319	\$5,019	\$5,931	\$7,168	\$7,090
Water-Sewer	134	121	155	150	149	169
Supplies	<u>1,006</u>	<u>872</u>	<u>4,022</u>	<u>750</u>	<u>1,264</u>	<u>2,324</u>
TOTAL BLACK BROOK	\$6,720	\$6,312	\$9,195	\$6,831	\$8,581	\$9,583

SANITARY SEWER FUND
HISTORY

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
-						
90 430 000 1000						
LANGLEY COVE						
Lights-Power	\$4,422	\$3,395	\$3,830	\$4,346	\$5,812	\$6,134
Water-Sewer	96	107	122	120	121	131
Supplies	<u>1,353</u>	<u>424</u>	<u>21,924</u>	<u>3,326</u>	<u>960</u>	<u>7,902</u>
TOTAL LANGLEY COVE	\$5,871	\$3,926	\$25,876	\$7,792	\$6,893	\$14,167
90 434 000 1000						
PAUGUS						
Lights-Power	\$4,908	\$4,409	\$4,958	\$5,223	\$7,419	\$7,853
Water-Sewer	80	106	121	121	161	130
Supplies	<u>464</u>	<u>6,157</u>	<u>8,703</u>	<u>1,112</u>	<u>1,916</u>	<u>2,088</u>
TOTAL PAUGUS	\$5,452	\$10,672	\$13,782	\$6,456	\$9,496	\$10,071
90 436 000 1000						
LAKESIDE AVE/WEIRS						
Lights-Power	\$2,495	\$2,120	\$2,184	\$1,945	\$2,214	\$1,637
Water-Sewer	118	139	133	140	145	98
Supplies	<u>2,536</u>	<u>1,661</u>	<u>-</u>	<u>906</u>	<u>890</u>	<u>170</u>
TOTAL LAKESIDE	\$5,149	\$3,920	\$2,317	\$2,991	\$3,249	\$1,905
90 438 000 1000						
SHORE DRIVE						
Lights-Power	\$3,518	\$3,185	\$3,672	\$3,826	\$7,447	\$6,382
Water-Sewer	150	130	136	143	137	131
Supplies	<u>566</u>	<u>818</u>	<u>1,892</u>	<u>1,404</u>	<u>3575</u>	<u>1,292</u>
TOTAL SHORE DR.	\$4,234	\$4,133	\$5,700	\$5,373	\$11,159	\$7,805
90 439 000 1000						
CHRISTMAS IS						
Labor	\$ 69	\$ -	\$ -	\$ -	\$ -	\$ -
Lights-Power	3,506	2,235	2,093	1,063	1,837	2,972
Supplies	<u>2,223</u>	<u>2,521</u>	<u>3,525</u>	<u>1,631</u>	<u>816</u>	<u>4,195</u>
TOTAL CHRISTMAS AVE	\$5,798	\$4,756	\$5,618	\$2,694	\$2,653	\$7,167
90 440 000 1000						
HILLCREST DRIVE						
Lights-Power	\$3,870	\$3,312	\$2,553	\$1,600	\$2,446	\$3,028
Supplies	<u>893</u>	<u>4,835</u>	<u>927</u>	<u>362</u>	<u>915</u>	<u>1,329</u>
TOTAL HILLCREST DR.	\$4,763	\$8,147	\$3,480	\$1,962	\$3,361	\$4,357
90 441 000 1000						
EDGEWATER AVE.						
Lights-Power	\$1,554	\$1,533	\$1,619	\$1,137	\$2,123	\$2,210
Supplies	<u>231</u>	<u>1151</u>	<u>160</u>	<u>293</u>	<u>3,274</u>	<u>174</u>
TOTAL EDGEWATER	\$1,785	\$2,684	\$1,778	\$1,430	\$5,397	\$2,384
90 443 000 1000						
MASS. AVE.						
Lights-Power	1,696	1,994	1,832	1,150	1,687	2,583
Water-Sewer	98	105	131	120	131	\$130
Supplies	<u>386</u>	<u>1,249</u>	<u>179</u>	<u>1,800</u>	<u>2,718</u>	<u>\$911</u>
TOTAL MASS. AVE.	\$2,180	\$3,348	\$2,142	\$3,070	\$4,536	\$3,624
90 444 000 1000						
CHANNEL LANE						
Lights-Power	\$108	\$96	\$89	\$73	\$126	\$138
Supplies	-	-	-	-	<u>53</u>	<u>304</u>
TOTAL CHANNEL LANE	\$108	\$96	\$89	\$73	\$179	\$442
90 446 000 1000						
ENDICOTT ST						
Lights-Power	\$818	\$929	\$772	\$426	\$928	\$780
Supplies	<u>142</u>	<u>896</u>	<u>2,753</u>	<u>1,358</u>	<u>5,035</u>	<u>2,372</u>
TOTAL ENDICOTT ST	\$960	\$1,825	\$3,525	\$1,784	\$5,963	\$3,152

90 447 000 1000	BRIARCREST						
	Lights-Power	\$2,146	\$2,274	\$2,042	\$1,510	\$2,348	\$1,778
	Water/Sewer	91	106	120	121	130	121
	Supplies	<u>1,588</u>	<u>555</u>	<u>4,931</u>	<u>767</u>	<u>1,787</u>	<u>425</u>
	TOTAL BRIARCREST	\$3,825	\$2,935	\$7,093	\$2,398	\$4,265	\$2,324
90-448-000-1000	ROLLERCOASTER RD						
	Lights-Power	\$1,142	\$1,936	\$2,163	\$1,457	\$2,260	\$2,382
	Supplies	<u>316</u>	<u>398</u>	<u>15,151</u>	<u>1,590</u>	<u>744</u>	<u>1,562</u>
	TOTAL ROLLERCOASTER RD	\$1,458	\$2,334	\$17,315	\$3,047	\$3,004	\$3,944
90 449 000 1000	CHAPIN TERRACE						
	Lights-Power	\$898	\$1,124	\$1,075	\$1,015	\$980	\$1,318
	Supplies	<u>185</u>	<u>70</u>	<u>312</u>	<u>1,544</u>	<u>(\$1,176)</u>	<u>3,745</u>
	TOTAL CHAPIN TERRACE	\$1,083	\$1,194	\$1,387	\$2,559	(\$196)	\$5,063
90 461 000 1000	EMPLOYEE BENEFITS						
	Social Security	\$20,226	\$16,994	\$18,977	\$19,970	\$24,204	\$23,999
	Retirement	17,000	15,024	20,653	21,417	28,257	26,623
	Health Insurance	88,286	104,326	99,088	122,409	132,473	141,877
	Training	-	-	-	-	<u>2,720</u>	<u>920</u>
	TOTAL EMP.BENEFITS	\$125,512	\$136,344	\$138,718	\$163,796	\$187,654	\$193,419
90 465 000 1000	RES/CONTINGENCY	<u>32,898</u>	-	-	-	-	-
TOTAL SALARIES, OTHER		\$2,101,027	\$2,231,198	\$2,430,821	\$2,554,871	\$2,789,489	\$2,700,325

LACONIA WATER DEPT
OPERATING BUDGET - 2012-2013

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2012-2013</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
REVENUES							
Water Billing/Res & Com	\$1,724,980	\$1,694,195	\$1,674,079	\$1,713,682	\$1,682,005	\$1,862,832	\$1,862,832
Water Billing/Municipal	113,833	111,391	84,081	83,131	86,765	91,114	91,114
Fire Protection	66,651	68,082	69,389	69,712	69,600	69,800	69,800
Sewer Cost Allocations	87,912	93,278	97,221	103,819	103,819	104,448	104,448
Reimb/Swr Portion/ECR Mtr	58,613	56,536	-	-	-	-	-
Penalties	21,187	21,636	19,263	19,658	19,200	18,600	18,600
Labor Sold	71,804	58,088	60,141	51,179	45,000	45,000	45,000
Inventory Sold	7,757	9,516	8,758	5,411	7,000	5,500	5,500
Income From Meters	2,332	3,149	2,748	2,214	2,000	2,000	2,000
Equipment Rental	13,224	14,276	11,078	13,712	11,500	12,000	12,000
Sales of Sand, Gravel, etc.	-	-	2,973	1,594	1,500	1,400	1,400
Water Testing Income	34,192	31,885	31,300	24,975	30,000	25,000	25,000
Backflow Prevention Tests	39,110	46,840	47,230	45,960	45,000	45,000	45,000
TOTAL REVENUES	\$2,241,596	\$2,208,872	\$2,108,261	\$2,135,047	\$2,103,389	\$2,282,694	\$2,282,694
ADDITIONAL INCOME							
Interest on Sav	\$59,834	\$29,590	\$24,594	\$17,977	\$9,200	\$5,600	\$5,600
Interest Earned on Bond Funds	-	-	2,142	687	-	-	-
Misc Income	15,079	9,231	14,080	6,356	3,000	11,000	11,000
Funds Trans From Savings	-	7,670	-	-	-	-	-
Funds Trans/SDC-CMA Bond 45.66/41.66	80,789	72,832	40,966	26,661	48,834	47,985	47,985
State Grant Funds-Trtmnt Plnt	35,555	33,221	11,671	-	-	-	-
Construction Maint. Assessment	68,237	59,672	60,814	39,113	30,000	35,000	35,000
Acme Building Rent	11,000	12,000	12,000	12,000	12,000	12,000	12,000
Cell Tower Rent	4,821	5,014	9,267	10,045	10,110	10,500	10,500
Grant Funds/Primex/Trench Box	-	-	3,500	-	-	-	-
TOTAL ADDITIONAL	\$275,315	\$229,230	\$179,034	\$112,839	\$113,144	\$122,085	\$122,085
TOTAL INCOME	\$2,516,911	\$2,438,102	\$2,287,295	\$2,247,886	\$2,216,533	\$2,404,779	\$2,404,779

LACONIA WATER DEPT
OPERATING BUDGET 2012-2013

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>COUNCIL</u>
						<u>REQUEST</u>	
EXPENSES							
Regular Salaries	\$588,571	\$650,064	\$672,716	\$660,920	\$787,140	\$789,285	\$789,285
Over Time	34,726	34,435	28,915	28,539	35,000	35,000	35,000
Sick/Hurt	9,985	19,249	9,491	14,583	-	22,356	22,356
Holidays	28,007	29,572	31,508	31,765	-	-	-
Vacations	55,835	47,589	61,613	58,714	-	-	-
Longevity	<u>1,380</u>	<u>1,020</u>	<u>1,170</u>	<u>1,200</u>	<u>1,350</u>	<u>1,500</u>	<u>1,500</u>
TOTAL SALARIES	\$718,506	\$781,929	\$805,413	\$795,721	\$823,490	\$848,141	\$848,141
Production Expenses							
Water Testing	\$5,412	\$14,294	\$6,933	\$5,470	\$5,500	\$4,460	\$4,460
Equipment Maint Lakeport	1,745	18,475	27	32	750	750	750
Equipment Maint Briarcrest	-	-	1,058	1,102	1,000	1,000	1,000
Equipment Maint Treatment Plant	2,685	1,878	1,928	1,642	4,050	4,000	4,000
Equipment Maint Evergreens Stat	-	-	1,167	399	1,000	1,100	1,100
Equipment Maint Endicott Stat	-	-	254	396	1,100	1,500	1,500
Equipment Maint Lighthouse Stat	-	-	954	224	1,000	1,000	1,000
Equipment Maint Weirs Station	289	25	3,222	66	750	750	750
Purif Equip Maint Treatment Plant	1,818	2,887	769	186	1,550	1,150	1,150
Purif Equip Maint Longbay	-	40	444	483	650	675	675
Purif Equip Maint Briarcrest	515	421	505	599	650	675	675
Purif Equip Maint Evergreens	-	82	89	92	200	200	200
Purif Equip Maint Endicott Stat	380	567	416	361	650	675	675
Purif Equip Maint Lighthouse Stat	439	648	505	453	650	675	675
Purif Equip Maint Weirs	428	595	678	453	650	675	675
Laboratory	16,725	17,337	15,842	17,100	19,000	19,250	19,250
Well Head Protection Prog	19	-	-	-	-	-	-
Briarcrest Station Maint	513	258	7	646	250	250	250
Treatment Plant Maint	7,083	7,561	4,840	4,362	3,000	4,800	4,800
Evergreens Pump Station	8	69	-	191	200	200	200
Endicott Pump Station	200	471	140	257	250	250	250
Lighthouse Pump Stat	227	103	-	124	100	100	100
Weirs Booster Stat Maint	1,582	371	249	484	350	350	350
Tank Maint Lakeport	15	3,390	-	109	200	200	200
Tank Maint Long Bay	0	913	207	3,990	100	100	100
Tank Maint Briarcrest	2,905	-	45	-	3,800	100	100
Tank Maint Lighthouse	-	-	2	-	100	100	100
Tank Maint Weirs/Endicott tanks	52	286	108	84	100	4,000	4,000
Power - Lakeport	92,126	94,912	91,269	97,756	104,000	104,000	104,000
Power - Treatment Plant	31,655	31,553	30,881	32,948	34,000	39,000	39,000
Power - Long Bay	290	377	427	401	500	450	450
Power- Briarcrest	9,991	10,705	11,244	13,820	12,000	14,500	14,500
Power-Evergreens Station	-	2,048	2,000	2,486	2,250	2,750	2,750
Power-Endicott Station	-	485	-	100	3,500	2,000	2,000
Power- Lighthouse Station	-	265	-	-	2,500	2,000	2,000
Power - Weirs Booster Stat	6,226	6,499	6,582	6,706	7,700	7,250	7,250
Power - Weirs Tank	123	1	-	-	-	-	-
Power-Rte 3 Rollercoaster Rd Pit	-	-	-	-	250	250	250
Heat - Treatment Plant	22,430	25,806	15,283	20,028	24,000	30,000	30,000
Heat-Evergreens Station	-	702	-	545	600	700	700
Heat-Endicott Station	639	1,071	751	1,141	1,200	1,500	1,500
Heat -Weirs Booster Stat	581	630	210	680	900	950	950
Sewer Dischg TP	17,252	10,652	9,404	10,449	15,000	15,000	15,000
Supplies-Water Production	40,238	51,062	50,628	44,228	58,000	56,600	56,600
Treatmnt Plnt Office Mach	185	185	233	200	250	250	250
Treatmnt Plnt Office Sup	1,455	632	562	723	1,000	1,000	1,000
Vehicle Maint/Water Prod	4,822	3,742	3,440	4,554	4,850	4,800	4,800
CCR Program	3,217	3,353	3,418	3,500	3,800	3,800	3,800
Scada Maintenance	<u>5,523</u>	<u>3,280</u>	<u>6,435</u>	<u>4,487</u>	<u>5,000</u>	<u>5,500</u>	<u>5,500</u>
Total Prod Exp	\$279,791	\$318,631	\$273,156	\$284,057	\$328,900	\$341,285	\$341,285

LACONIA WATER DEPT
OPERATING BUDGET - 2012-2013

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u> <u>DEPT</u>	<u>2012-2013</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUEST</u>	<u>COUNCIL</u>
<i>Distribution Expense</i>							
Maint Gen Struc	\$12,863	\$15,399	\$7,991	\$11,121	\$12,500	\$23,000	\$23,000
Maint of Mains	30,132	27,315	22,852	17,482	32,000	32,000	32,000
Maint of Services	3,792	2,076	2,725	3,500	4,000	4,000	4,000
Maint of Hydrant	8,255	1,706	6,466	4,908	5,200	5,000	5,000
Maint of Meters	2,593	2,495	3,411	3,866	4,500	4,500	4,500
Maint of Tools	3,927	4,697	4,621	5,462	5,000	5,500	5,500
Backflow Prevention Prog	1,331	1,213	1,914	1,439	2,300	2,200	2,200
Sand.Grvl.Salt	<u>2,204</u>	<u>4,236</u>	<u>-</u>	<u>1,373</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
TOTAL DIST EXP	\$65,099	\$59,137	\$49,980	\$49,151	\$66,500	\$77,200	\$77,200
<i>Billing Expense</i>							
Billing Expenses	\$17,296	\$17,834	\$18,323	\$17,865	\$18,700	\$19,300	\$19,300
Meter Reading	4,474	4,516	4,381	3,651	5,800	5,000	5,000
Office Supplies	<u>2,073</u>	<u>2,283</u>	<u>2,374</u>	<u>2,368</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
TOTAL BILL EXP	\$23,843	\$24,633	\$25,078	\$23,884	\$27,000	\$26,800	\$26,800
<i>OTHER EXPENSES</i>							
P/R Taxes - SS	\$57,978	\$58,893	\$60,820	\$61,962	\$63,000	\$63,200	\$63,200
Unemployment Taxes	43	223	267	421	700	550	550
Medical Insurance	186,136	207,252	232,939	298,866	341,862	298,300	298,300
Other Post Employment Benefits	-	-	6,638	(14,401)	7,000	3,500	3,500
Retirement	59,984	59,603	71,589	70,431	101,100	74,500	74,500
Telephone	3,717	3,736	3,589	3,860	4,000	4,000	4,000
Postage	3,137	3,217	2,625	2,714	3,500	3,000	3,000
Insurances	41,327	41,794	39,542	34,161	39,000	38,000	38,000
Consulting Fees	1,147	1,628	-	-	2,000	2,000	2,000
Audit Expense	9,084	9,000	9,500	10,000	10,500	10,000	10,000
Computer Support	10,213	9,546	10,653	8,329	10,500	10,500	10,500
Meetings	298	390	574	116	500	300	300
Education	1,128	3,312	1,890	1,646	3,250	4,250	4,250
Bad Debts	-	-	-	-	250	250	250
Attorneys Fees	5,859	14,933	3,487	2,470	7,000	5,000	5,000
Arbitration Fees	500	2,927	-	-	-	-	-
Other Expenses/Misc	7,914	7,299	5,715	4,635	7,300	10,400	10,400
Purchases Discounts	(235)	(445)	(694)	(698)	(525)	(600)	(600)
Maint OFC Equip	901	841	1,244	543	1,000	1,000	1,000
Reserve/Contingency Fund	-	-	-	-	38,100	39,000	39,000
Safety Winnings/Reimb By City	(616)	(361)	(150)	(621)	-	-	-
Loss on Disposal(96 Channel							
Autodialer	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,453</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER EXP	\$ 388,514	\$423,788	\$450,228	\$491,887	\$640,037	\$567,150	\$567,150

LACONIA WATER DEPT
OPERATING BUDGET - 2012-2013

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>COUNCIL</u>
						<u>REQUEST</u>	
<i>Other Charges</i>							
Maint of Houses	\$1,850	\$1,210	\$1,605	\$1,198	\$1,500	\$1,500	\$1,500
Depreciation	578,343	678,732	714,988	739,460	750,554	773,682	773,682
Interest on Bonds	15,408	3,790	54,398	53,418	54,395	52,152	52,152
Acme Building Maint	3,067	2,950	2,931	3,282	3,800	3,800	3,800
Loader Maintenance	1,833	2,463	1,836	1,826	2,300	7,050	7,050
Excavator Maint	4,410	1,735	1,842	3,013	2,900	3,500	3,500
Backhoe Maint	1,416	1,031	1,354	1,099	2,150	1,900	1,900
Vehicles Maint	14,709	13,226	13,426	14,816	17,000	19,000	19,000
Dump Trucks	2,223	3,730	2,662	2,013	2,500	3,900	3,900
Overhead Const	(15,890)	(18,703)	(16,843)	(13,226)	(13,500)	(13,500)	(13,500)
TOTAL OTHER CHG	\$607,369	\$690,164	\$778,199	\$806,899	\$823,599	\$852,984	\$852,984
TOTAL UNBUDGETED ITEMS							
Sewer Portion/ECR MTR Prog	58,613	56,536	-	-	-	-	-
LESS LABOR/ECR PROG/SEWER	(4,013)	(3,732)	-	-	-	-	-
LESS LABOR/CAPITAL IMPROV	(15,257)	(33,003)	(43,177)	(94,202)	(168,175)	(148,934)	(148,934)
LESS LABOR/CAP RES PROJ	(4,013)	(3,732)	-	-	-	-	-
TOTAL EXPENSES	\$2,118,452	\$2,314,351	\$2,338,877	\$2,357,397	\$2,541,351	\$2,564,626	\$2,564,626
NET INCOME/LOSS	398,458	123,753	(51,582)	(109,511)	(324,818)	(159,847)	(159,847)
DEPRECIATION	578,343	678,732	714,988	739,460	750,554	773,682	773,682
UNEXPENDED FUND	125,562	82,059	68,453	433,013	610,000	319,571	319,571
FUNDS TRANSFERRED FROM CAP RESERVE	84,372	364,641	-	-	-	-	-
TOTALS	\$1,186,736	\$1,249,185	\$731,859	\$1,062,962	\$1,035,736	\$933,406	\$933,406
CARRY OVERS	125,562	82,059	68,453	433,013	610,000	319,571	319,571
CAPITAL BUDGET	312,576	134,759	190,672	90,428	350,650	538,750	538,750
PAYMENT-BONDS	155,720	155,720	55,720	72,450	75,000	75,000	75,000
FUNDS TRANSFERRED TO CAP RES #1	105,868	300,000	-	15,000	-	-	-
CAPITAL RESERVE FUND PROJECTS	84,826	364,641	-	14,585	-	-	-
TOTALS	\$784,552	\$1,037,179	\$314,845	\$625,476	\$1,035,650	\$933,321	\$933,321
BALANCE/CAPITAL IMP FUND	\$402,184	\$212,006	\$417,014	\$437,486	\$86	\$85	\$85

**LACONIA WATER DEPT SALARIES
EFFECTIVE JULY 1, 2012– June 30, 2013**

<u>NO. OF EMP</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>STEP</u>	<u>WEEKLY</u>	<u>ANNUALLY</u>
1	SUPERINTENDENT	25	4,5	1,538.00	81,183.66
1	COORDINATOR	17	4,5	1,124.00	59,034.79
1	WTR QUAL SUPER	17	Max	1,228.00	63,860.58
<hr/>					
3	TOTAL SALARIED EMPLOYEES				

LACONIA WATER DEPT NON-SALARIED EMPLOYEES											
<u>NO OF EMP.</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>
1	CHIEF TP OPER	15	21.24	22.08	22.93	23.79	24.72	25.15	25.59	26.04	26.49
1	OFF MGR/CNTRLR	15	21.24	22.08	22.93	23.79	24.72	25.15	25.59	26.04	26.49
1	FOREMAN	15	21.24	22.08	22.93	23.79	24.72	25.15	25.59	26.04	26.49
3	TP OP II	12	18.04	18.86	19.72	20.58	21.52	21.93	22.37	22.82	23.27
1	BILLING CLERK	9	15.80	16.50	17.26	18.02	18.85	19.22	19.60	20.00	20.39
1	SEC/RECEPT	6	13.44	14.06	14.67	15.35	16.02	16.34	16.68	17.01	17.35
2	EQUIP OPER	4	17.43	18.20	19.02	19.88	20.78	21.19	21.62	22.06	22.49
3	LT EQUIP OPER	3	14.94	15.62	16.31	17.05	17.80	18.17	18.53	18.90	19.28

LACONIA WATER DEPT ACTIVITIES:

- Maintain the City Network of water lines. Maintain 587 hydrants, 6391 meters, and 1414 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks;
- Does all Water and Sewer Billing for 6421 water and 6732 sewer accounts quarterly.
- Provides customer service to all Water & Sewer Customers
- Maintain all employees files
- Process accounts payable and payroll
- Processes miscellaneous a/r billing and backflow billing
- Does all accounting functions including all reports for audit

2012-2013 OBJECTIVES:

- Continue on the upgrade of the water treatment plant.
- Continue to upgrade the older water mains in the distribution system.
- Provide the Ratepayers with the best quality of water within EPA Regulations at the lowest possible rates and within budget.

LACONIA WATER WORKS
ACCOUNT DESCRIPTIONS
FY 2012-2013 BUDGET

WATER TESTING

This line funds the cost of compliance testing. The decrease is due to tests that do not need to be done this year.

EQUIPMENT MAINT LAKEPORT

This line funds materials for maintaining the pumps, valves, and related equipment at the base station at 988 Union Avenue.

EQUIPMENT MAINT BRIARCREST

This line funds materials for maintaining the pumps, valves, and related equipment at the Briarcrest Station.

EQUIPMENT MAINT TREATMENT PLANT

This line funds materials for maintaining the pumps, valves, and related equipment at the Water Treatment Facility.

EQUIPMENT MAINT EVERGREENS STATION

This line funds the maintenance of the pumps, valves and related equipment at the Evergreens Station. This item includes the propane for running the generator. The increase is due to propane costs.

EQUIPMENT MAINT ENDICOTT STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Endicott Pump Station. This line item includes the diesel for running the generator. The increase is due to the diesel costs.

EQUIPMENT MAINT LIGHTHOUSE STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Lighthouse Pump Station. This line item includes the diesel for running the generator.

EQUIPMENT MAINT WEIRS

This line funds the materials for maintaining the pumps, valves, and related equipment at the Weirs Booster Station.

PURIF EQUIP MAINT – TREATMENT PLANT

This line funds spare parts for chemical pumps. The decrease is due to less items needed that were purchased in the previous budget.

PURIF EQUIP MAINT – LONG BAY

This line funds the maintenance of the purification equipment at the Long Bay Tank and spare parts for chemical pumps. The increase is due to reagent price increase.

PURIF EQUIP MAINT - BRIARCREST

This line funds the maintenance of the purification equipment at the Briarcrest station. The increase is due reagent price increase.

PURIF EQUIP MAINT – EVERGREENS STATION

This line funds the maintenance of the purification equipment at the Evergreen’s Booster Station.

PURIF EQUIP MAINT – ENDICOTT STATION

This line funds the maintenance of the purification equipment at the Endicott Booster Station. The increase is due to reagent price increase.

PURIF EQUIP MAINT – LIGHTHOUSE STATION

This line funds the maintenance of the purification equipment at the Lighthouse Booster Station. Increase due to reagent price increase.

PURIF EQUIP MAINT – WEIRS STATION

This line funds the maintenance of the purification equipment at the Weirs Booster Station. Increase due to reagent price increase.

LABORATORY

This line funds the supplies allocated for operating the Laboratory at the Water Treatment Plant both for meeting the necessary requirements of the State of New Hampshire and the private water testing. Increase due to microbiology media cost increase.

BRIARCREST STATION MAINT

This line funds the supplies allocated for maintaining the Briarcrest Station.

TREATMENT PLANT MAINT

This line funds the supplies allocated for maintaining the Treatment Plant Building. These include cleaning materials, paint and supplies, miscellaneous supplies, rental of buffing machine for lab floor, fire extinguisher service, boiler service, service contracts and tools. The increase is due to material costs and the replacement of entry door locksets.

EVERGREENS PUMP STATION MAINTENANCE

This line funds the supplies allocated for maintaining the Evergreens Pump Station.

ENDICOTT PUMP STATION MAINT

This line funds the supplies allocated for maintaining the Akwa Soleil Endicott Station.

LIGHTHOUSE PUMP STATION MAINT

This line funds the supplies allocated for maintaining the Lighthouse Pump Station.

WEIRS BOOSTER STATION MAINT

This line funds the supplies allocated for maintaining the Weirs Booster Station Maintenance.

TANK MAINT – LAKEPORT

This line funds the supplies for maintaining the Lakeport Tanks.

TANK MAINT - LONG BAY

This line funds the supplies for maintaining the Long Bay Tank.

TANK MAINT - BRIARCREST

This line funds the supplies for maintaining the Briarcrest Tank.

TANK MAINT LIGHTHOUSE

This line funds the supplies for maintaining the Lighthouse Tank.

TANK MAINT/WEIRS – ENDICOTT TANKS

This line funds the supplies for maintaining the Weirs Tanks. Increase is due to scheduled tank inspection.

POWER - LAKEPORT

This line funds the power bill for the base station located at 988 Union Avenue, which includes the electrical cost of pumping the water from the lake to the water treatment plant as well as the power used in the office and the garages.

POWER - TREATMENT PLANT

This line funds the power bill for the Water Treatment Plant and the maintenance building including the fuel for the running of the emergency generator. Increase is due to a rate increase, increased diesel cost, and the new maintenance building.

POWER - LONG BAY

This line funds the cost of power for the Long Bay Tank, including the power needed for a small heater used to keep the water test supply line from freezing and power for the SCADA system.

POWER - BRIARCREST

This line funds the power bill for the Briarcrest Tank and the Briarcrest Pumping Station. Increase is due to rate increase.

POWER – EVERGREENS STATION

This line funds the cost of power for the Evergreens Pump Station. Increase is due to rate increase.

POWER – ENDICOTT STATION

This line item funds the cost of power for the Endicott Station.

POWER – LIGHTHOUSE STATION

This line item funds the cost of power for the Lighthouse pump station.

POWER - WEIRS BOOSTER STAT

This line funds the cost of power for the Weirs Booster Station. The decrease is based on the actual usage of power at this location.

POWER – RTE 3 ROLLERCOASTER RD PIT

This line funds the cost of power for the Rt. 3/Rollercoaster Road pit.

HEAT - TREATMENT PLANT

This line funds the amount for heating the treatment plant facility. The increase is based on a fuel cost increase.

HEAT – EVERGREENS STATION

This line funds the cost of heating the Evergreens Booster Station. The increase is due to the increase cost of propane.

HEAT – ENDICOTT STATION

This line funds the cost of heating the Endicott Booster Station. The increase is a fuel cost increase.

HEAT - WEIRS BOOSTER STAT

This line funds the cost of heating the Weirs Booster Station. Increase is due to a fuel cost increase.

SEWER DISCHG TP

This line funds the amount that is paid to the City of Laconia Sewer Department for the Backwash flow that is discharged into the sewer system from the water treatment plant, also the cost of the Industrial Discharge permit.

SUPPLIES - WATER PRODUCTION/CHEMICALS

This line funds the amount for the purchase of chemicals to treat the water from Paugus Bay before distribution into the water system. The decrease in this line item is due to the decreased cost of chemicals.

TREATMENT PLANT OFFICE MACHINES

This line funds the amount for the charges to maintain the office machines at the treatment plant.

TREATMENT PLANT OFFICE SUPPLIES

This line funds the amount for the purchasing of office supplies for the treatment plant.

VEHICLE MAINTENANCE/WATER PRODUCTION

This line funds the amount for the maintenance and fuel for the three trucks used by the treatment plant personnel for the checking of the pumping stations and grounds maintenance.

CONSUMER CONFIDENCE REPORT

This line funds the amount for the mandated Consumer Confidence Report Program, including the printing of the brochure and the postage to send them out.

SCADA MAINTENANCE – This line funds the anticipated costs for spare equipment, replacement parts, and service for the SCADA system. The increase is due to increase in costs of covered items.

MAINT GEN STRUC

This line funds the materials for maintaining the structures located at 988 Union Avenue and the new building constructed on 117B Stark Street, as well as the sewer and heat costs for these locations. The increase is based on the cost of heating oil and a new building to maintain.

MAINT OF MAINS

This line funds the materials for repairing any water main breaks. This also includes any materials used for preventative maintenance on the water distribution system mains such as the gate run and the marking of mains.

MAINT OF SERVICES

This line funds the materials for marking water services as well as service repairs that are not reimbursable by the customer. This also covers the repairs to service boxes in the City's right-of-way that get damaged by city plows.

MAINT OF HYDRANT

This line funds the materials for repairing hydrants as well as any preventative maintenance such as the hydrant run. The slight decrease is based on the adjustment for materials due to the current capital improvement project.

MAINT OF METERS

This line funds the materials for changing, recalibrating, repairing, and sealing water meters.

MAINT OF TOOLS

This line represents the materials for maintenance of all tools including the purchase of small items and the preventative maintenance done on items such as the air compressor, saws, compactor, pumps, etc. The increase is due to fuel consumption and cost.

BACKFLOW PREVENTION PROG

This line funds the supplies for the Cross-Connection Control Testing Program that is performed by Water Works employees twice per year and billed to the customer, including the cost of the computer paper for the test forms, the bills, and the postage.

SAND, GRVL, SALT

This line funds the cost of sand and salt for maintaining plowed areas during the winter season.

BILLING EXPENSE

This line funds the supplies and postage costs for the billing of water and sewer accounts. The increase is due to the cost of postage.

METER READING

This line funds the costs for the postage for the meter reading tickets being mailed out and returned to the Water Works from customers. This also includes the cost of the meter reading tickets. This also covers the support cost for the meter-reading software module. The decrease is due to a decrease in the number of cards being mailed out and returned.

OFFICE SUPPLIES

This line funds the amount for the supplies used in general office procedures excluding those items that are specifically purchased for Water & Sewer Billing.

P/R TAXES - SS

This line funds the Water Works portion for Medicare (1.45%) and Social Security (6.20%) expenses paid on behalf of the employees.

UNEMPLOYMENT TAXES

This line funds the unemployment tax paid to the NHMA Unemployment Compensation Trust based on the first \$14,000 of the employees' wages times the contribution rate. The decrease is due to a decrease in the amount of wages covered and a decrease in the contribution rate.

MEDICAL INSURANCE

This line funds the cost for Health Insurance for 16 full time Water Works employees. The decrease is due to estimated decreased costs and an increase in employee contribution.

OTHER POST EMPLOYMENT BENEFITS

This line funds the new requirement under GASB 45. This is an estimated amount based on previous years' numbers from an actuarial.

RETIREMENT LWW

This line funds the Water Works portion for retirement paid on behalf of the employees. The decrease is due to a decrease in the employer's rate of contribution.

TELEPHONE

This line funds the telephone lines, telephone calls, cell phones, as well as any maintenance on the telephone system.

POSTAGE

This line funds all general office postage, excluding postage for Water & Sewer Billing. This also covers rental of the postage meter, and the fee for the post office box.

INSURANCES

This line funds the Property, Liability, Workers Compensation and Public Officials Liability Insurance.

CONSULTING FEES

This line funds Engineering Services.

AUDIT EXPENSE

This line funds the Cost for the Water Works audit and is based on a contract with our auditors.

COMPUTER SUPPORT

This line funds the anticipated cost for the Water Works' portion of the City's MIS Person and the fees for software support.

MEETINGS

This line funds attending meetings such as American Water Works Association.

EDUCATION

This line funds the cost for personnel to attend required workshops and classes to obtain the necessary contact hours to maintain licenses for distribution and treatment. Also to cover cost of educational seminars that may be attended. The increase is to allow personnel to attend a pump seminar and accounting workshops/classes.

BAD DEBTS

This line funds an allowance for unpaid account receivables.

ATTORNEY'S FEES

This line funds the fees to the Water Works attorney for legal opinions as well as any legal matter that may arise. The decrease is based on actual usage.

OTHER EXPENSES/MISC

This line funds the miscellaneous expenses which include bank service fees, paging service fees, association dues, advertising, drug and alcohol testing, insurance deductibles and miscellaneous fees. The increase is due to necessary radio frequency upgrades.

PURCHASES DISCOUNTS

This line represents the amount of discounts that will be received by paying invoices prior to the 30-day net.

MAINT OFFICE EQUIP

This line funds the annual maintenance to all office equipment excluding the computer system.

RESERVE/CONTINGENCY FUND

This line funds the amount to cover unexpected necessary expenses.

MAINT OF HOUSES

This line funds the materials and repairs on the two houses which are occupied by two of the Treatment Plant personnel as part of their job requirement to offer 24-hour coverage.

DEPRECIATION

This line funds the amount to cover the depreciation on fixed assets. This is an estimated amount based on the scheduled work to be performed in 2011/2012. The increase is due to an increase in fixed assets being depreciated.

INTEREST ON BONDS

This line funds the amount that the Water Works will pay for the interest portion of the Water Tank Bond during the fiscal year.

ACME BUILDING MAINT

This line funds the amount that the Water Works will pay for the taxes on the front portion of the Acme Building, which is rented. This also represents any maintenance that may have to be done to that portion of the building.

LOADER MAINTENANCE

This line funds the repairs and the cost of diesel for the Loader. The increase is due to fuel cost and maintenance supplies.

EXCAVATOR MAINTENANCE

This line funds the cost of diesel and the materials for the maintenance of the Volvo Excavator. The increase is due to fuel cost.

BACKHOE MAINT

This line funds the repairs, maintenance, and the cost of diesel for the JCB Backhoe. The decrease is due to reduction in the maintenance supplies.

VEHICLE MAINT

This line funds the repairs, maintenance, and the cost of gasoline for all vehicles excluding the heavy equipment, and the treatment plant trucks. The increase is due to fuel cost.

DUMP TRUCKS MAINTENANCE

This line funds the repairs, maintenance and the cost of diesel for two dump trucks. The increase is due to fuel cost.

OVERHEAD CONSTRUCTION

This line represents the amount that we bill ourselves for the usage of our equipment on Water Works jobs.

PAYMENT-BONDS

This line funds the amount that the Water Works will pay on the principle for the New Water Tank Bond.

LACONIA WATER DEPT
CAPITAL BUDGET 2012-2013

<u>CARRY OVER PROJECT:</u>	BUDGET 2013	
Treatment Plant filter Bed Replacement Install 1-6	\$317,571	
Repair/repaint Briarcrest main chamber floor	2,000	
TOTAL CARRYOVER PROJECTS:	\$319,571	
2012/2013 Purchases		
Gates Upgrades	\$20,000	
Hydrant Upgrades	10,000	
Computers	9,000	
Pump Replacement Program	15,000	
Sander	10,000	
Truck Unit #7 3/4 ton w/plow	35,000	
2 New Computer Towers-Control Room and Lab	2,000	
New DR3900 Spectrophotometer	6,000	
New Chlorine Pump for the Briarcrest Station	900	
New Chlorine Pump for the Weirs Station	900	
Suction & Discharge Transmitters - Weirs Station	3,300	
Ductile Chain Saw	3,000	
Trench Box Spreaders	1,000	
Portable Generator	900	
Toughbook (1 computer)	3,250	
TOTAL PURCHASES		\$120,250
PROJECTS - 2012/2013		
Treatment Plant Upgrade #7	150,000	
Stephen Street 540' of 2"	38,500	
Dewey Street (Gilford Ave to school) 500' of 8" DI	50,000	
Pear Street 40' of 2"	10,000	
Centenary Avenue/Weeks St Ph 1 750' of 8"	120,000	
Main Street Bridge	50,000	
TOTAL PROJECTS 2012/2013		\$418,500
TOTAL PURCHASES & PROJECTS		\$538,750

**INTERNAL SERVICE FUND
FY 2012-2013 BUDGET**

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>COUNCIL</u>	<u>BUDGET</u>	<u>COUNCIL</u>
REVENUES							
92-301-001-0401 Administration	\$22	\$8	\$21	\$30	\$50	\$50	\$50
92-301-001-0411 Assessing	6,113	5,298	3,707	3,619	4,000	4,000	4,000
92-301-001-0407 Code	4,440	4,107	2,490	2,038	6,500	4,500	4,500
92-301-001-0417 Elections	300	110	125	263	300	300	300
92-301-001-0403 Finance	728	1,025	404	705	800	800	800
92-301-001-0445 Fire	164,835	172,858	218,901	202,482	200,109	200,000	200,000
92-301-001-0404 Licensing	215	300	410	-	500	500	500
92-301-001-0448 Motorcycle Week	2,162	2,521	2,460	2,038	2,500	2,500	2,500
92-301-001-0479 Recreation & Facilities	65,504	68,546	53,631	46,815	51,000	48,000	48,000
92-301-001-0405 Planning	2,597	2,033	1,777	1,998	3,000	3,000	3,000
92-301-001-0437 Police	245,788	254,949	195,165	170,419	194,503	190,000	190,000
92-301-001-0500 Public Works	284,776	254,267	153,155	195,482	280,000	303,000	303,000
92-301-001-0493 PW-Solid Waste	2,491	2,013	1,809	1,195	2,500	2,500	2,500
92-301-001-0415 Records	205	360	215	150	300	300	300
92-301-001-9999 Other & Bond Proceeds **	37,125	24,960	985,795	37,576	30,000	783,000	783,000
92-301-001-0900 SSF	27,873	13,047	13,633	16,095	30,000	26,250	26,250
92-301-001-0477 Welfare	125	210	127	237	200	200	200
TOTAL REVENUE	\$845,299	\$806,612	\$1,633,825	\$681,141	\$806,262	\$1,568,900	\$1,568,900
EXPENSES							
92-401-101-0001 SALARIES	\$129,706	\$168,030	\$126,374	\$126,634	\$138,179	\$111,131	\$111,131
92-401-105-0001 OVERTIME	1,189	2,213	1,151	1,623	1,500	1,500	1,500
92-429-120-0000 FICA	9,916	13,327	9,803	9,946	10,846	8,501	8,501
92-429-135-0000 NH RETIRE.	11,168	15,353	9,233	9,021	15,723	9,912	9,912
92-433-125-0000 WC	6,250	5,343	3,545	4,334	4,200	4,400	4,400
92-429-130-0000 HEALTH INS.	39,403	45,163	32,285	36,852	41,514	33,753	33,753
92-401-109-0000 LONGEVITY	360	360	150	210	210	240	240
92-401-200-0000 OPERATING EXP	12,981	12,888	10,576	11,185	13,500	12,000	12,000
92-401-391-0000 DEPRECIATION	287,767	254,610	270,964	-	61,840	106,000	106,000
POLICE CRUISER	-	-	-	54,150	80,000	29,000	29,000
PUBLIC WORKS/BONDING	-	-	-	104,991	150,000	750,000	750,000
PUBLIC WORKS/EQUIP	-	-	-	-	-	65,000	65,000
FIRE TRUCK	-	-	-	104,754	-	-	-
PARKS & REC	-	-	-	9,985	-	-	-
ADMIN	-	-	-	3,320	-	-	-
SSF	-	-	-	7,492	-	-	-
MISC	-	-	-	653	-	-	-
BOND PAYMENT EXPENSE	-	-	-	-	-	100,000	100,000
92-401-214-0000 TOOLS, SUPPLIES	44,230	40,546	36,281	37,562	35,000	35,198	35,198
92-401-215-0000 REPAIR, PARTS	114,651	99,983	62,654	85,765	66,000	60,000	60,000
92-401-239-0000 OIL	9,052	6,207	5,554	5,524	7,000	6,000	6,000
92-401-240-0000 TIRES	36,312	21,086	18,410	14,884	21,000	16,000	16,000
92-401-241-0000 GAS/DIESEL	201,685	165,354	146,336	190,572	155,000	215,765	215,765
92-401-251-0000 CLOTHING ALLOWANCE	1,709	2,628	1,618	1,264	1,750	1,500	1,500
92-401-303-0000 MISC	1,774	20,812	1,606	10,915	3,000	3,000	3,000
TOTAL EXPENSES	\$908,154	\$873,903	\$736,540	\$831,636	\$806,262	\$1,568,900	\$1,568,900

** Includes \$750,000 for Bond Proceeds for the purchase of vehicles and building improvements. The expenses also include a Bond Payment Expense line - which is designated for the annual bond payment. As the principal and interest payment will vary from year to year they will be recorded seperately until the bond has been paid.

The City Council decided to increase the request to \$165,000 for FY13, in the event that there is a need for replacment of smaller vechiles by the Public Works Dept, if the full \$65,000 is not used in FY13 the Council has approved any remaning balance of the \$65,000 to be carried forward to FY14.

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INTERNAL SERVICE FUND
FY 2012-2013 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Auto Maint Foreman	16	9	52	40	\$26.35	\$1,054.00	\$54,808.00
1	Gen Equip Oper.	45	9	52	40	\$23.01	\$920.40	\$47,860.80
*	Temporary Help							\$8,462.00
Total								\$111,130.80

*This line substitutes employees in from the Public Works department to assist in times of need.

SPECIAL REVENUE

MOTORCYCLE WEEK
FY 2012-2013

MOTORCYCLE WEEK**
FY 2012-2013 SPECIAL REVENUE

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
Revenues								
87-301-004-0000 Boardwalk/Lakeport	\$33,400	\$17,800	\$20,625	\$21,200	\$20,000	\$18,000	\$18,000	\$18,000
87-301-004-0005 Licensing	131,225	132,270	127,535	131,105	130,000	126,450	126,450	126,450
87-301-004-0003 Photo Tower/Bike Show	2,729	1,456	2,087	1,822	2,000	1,500	1,500	1,500
87-301-004-0004 Site Review Revenue	16,500	15,525	14,085	14,700	16,000	15,000	15,000	15,000
87-301-004-0006 Other	1,545	1,710	798	-	1,000	-	-	-
Use of Fund Balance	-	-	-	-	-	-	-	-
Total Revenues	\$185,399	\$168,761	\$165,130	\$168,827	\$169,000	\$160,950	\$160,950	\$160,950
Expenses								
SALARIES								
87-448-101-0001 POLICE- Out of Town Police	\$65,056	\$54,516	\$59,126	\$52,552	\$75,000	\$75,000	\$75,000	\$75,000
87-448-105-0000 POLICE- Overtime	25,512	15,894	14,358	14,093	25,000	30,000	30,000	30,000
87-448-101-0003 YOUTH SERVICES- Staffing	1,309	988	-	-	-	-	-	-
87-448-101-0005 DPW- Labor	3,028	3,577	2,988	2,406	3,500	3,500	3,500	3,500
87-448-105-0010 FIRE- Extra Duty Labor	23,814	15,256	24,242	19,398	24,500	24,500	24,500	24,500
87-448-103-0000 FIRE- Part time/call Company Coverage	-	-	-	-	-	-	-	-
87-448-101-0006 Food Inspections/Support	1,800	1,552	1,620	1,913	2,000	-	-	-
TOTAL SALARIES	\$120,519	\$91,783	\$102,334	\$90,362	\$130,000	\$133,000	\$133,000	\$133,000
STATION W								
87-448-202-0000 Lights/ Power	\$282	\$ -	\$ -	\$200	\$ -	\$ -	\$ -	\$ -
87-448-210-0000 Building Supplies	128	137	-	-	150	-	-	-
87-448-235-0000 Building Maintenance	1,573	1,216	1,240	962	1,200	1,000	1,000	1,000
TOTAL STATION W	\$1,983	\$1,353	\$1,240	\$1,162	\$1,350	\$1,000	\$1,000	\$1,000
OTHER								
87-448-201-0000 PD Telephone	\$88	\$562	\$ -	\$31	\$500	\$ -	\$ -	\$ -
87-448-208-0000 PD Printing	-	43	205	-	300	300	300	300
87-448-214-0000 PD Supplies	685	323	335	195	500	500	500	500
87-448-233-0000 PD Equipment Maint./ Rental	2,024	1,701	1,161	729	1,800	1,500	1,500	1,500
87-448-233-0010 PD Radio Maintenance	38	-	366	-	400	400	400	400
87-448-234-0012 DPW- Vehicle Usage	2,162	2,521	2,460	2,038	2,500	2,500	2,500	2,500
87-448-251-0000 PD Uniforms	342	269	773	-	-	-	-	-
87-448-300-0004 DPW-Signs, Materials, Supplies	2,839	2,772	1,873	1,781	2,000	2,000	2,000	2,000
87-448-300-0006 DPW- Traffic Counts	500	500	500	500	500	550	550	550
87-448-300-0016 PD Miscellaneous	386	-	180	644	550	500	500	500
87-448-303-0030 PD Lodging	9,450	6,729	6,837	4,170	8,000	-	-	-
87-448-304-0000 DPW- Sweeping Contractor	2,733	3,402	3,000	3,000	4,500	4,500	4,500	4,500
87-448-304-0010 DPW- Trash Collection	5,937	6,890	8,000	4,199	9,000	9,000	9,000	9,000
87-448-304-0020 Food Service	1,486	1,153	2,111	1,476	2,000	-	-	-
87-448-304-0060 DPW- Chemical Toilets	4,066	3,902	3,462	3,076	4,000	4,000	4,000	4,000
87-448-304-0080 Lighting Rentals	2,010	2,020	995	1,150	1,100	1,200	1,200	1,200
87-448-401-0437 Equipment-Police-2 cruisers	2,175	870	-	47,457	-	-	-	-
87-448-401-0445 Equipment-Fire	7,161	-	-	-	-	300	300	300
87-448-401-0500 Equipment-Public Works	5,800	-	-	-	-	-	-	-
TOTAL OTHER	\$49,882	\$33,657	\$32,258	\$70,446	\$37,650	\$26,950	\$26,950	\$26,950
DEPT. O&M TOTAL	\$172,384	\$126,793	\$135,832	\$161,970	\$169,000	\$160,950	\$160,950	\$160,950

** Both revenues and expenses were removed from the general fund budget. The council has elected to handle this event as a special revenue.

MOTORCYCLE WEEK
ACCOUNT DESCRIPTIONS
FY 2012-2013

POLICE-Salaries Police / Security / Traffic

This line funds the cost of sworn Law Enforcement Officers from other agencies, Security personnel for parking lots at Station W, additional Administrative personnel, Traffic Control personnel (usually college Criminal Justice Students) hired to assist with maintaining the traffic posts described in the detailed Traffic Plan.

POLICE-LPD Overtime

This line item funds the cost of overtime work for Laconia Police Department hourly employees at the rate of time and one half during Motorcycle Week.

DPW-Labor

This line item funds the actual cost of additional overtime for the Public Works employees for the week.

FIRE-Extra Duty Labor

This line item funds the cost of additional staff throughout the event, but primarily on the weekends. Both weekends are fairly equal in crowds, traffic and problems. The past few years the traffic has been worse on the first weekend. We attempt to set each station so that they can operate somewhat self-sufficiently for a short period of time. Each Engine has three staff and each Ladder has two firefighters. The ambulance staffing is paid for by LRGH.

FOOD INSPECTIONS/SUPPORT

This line item funds the cost of food inspectors during Motorcycle Week.

STATION W-Building Supplies

This line item funds the cost of supplies associated with the maintenance of the Station W facility such as cleaning solvents, paper products, light bulbs and other maintenance consumables.

STATION W-Building Maintenance

This line item funds the cost of structural/operational set-up of Station W, specifically related to the Motorcycle Week Detail including cleaning all cleaning necessary during and at the end of the week.

POLICE-Telephone

This line item funds the cost of set-up and service for Station W during the Motorcycle Week Detail.

POLICE-Printing

This line item funds the cost of printing various forms, pamphlets, traffic control and local ordinance signs specifically related to the Motorcycle Week Detail.

POLICE-Supplies

This line item funds the cost of office supplies and general supplies associated with routine operation of Station W.

POLICE-Equipment Maintenance / Rental

This line item funds the cost of maintenance of office equipment and administrative equipment, such as the intoxilizer, photo and video equipment, recorders, typewriters and other electrical and mechanical equipment. It also funds the cost of the copier/fax machine leases(s), specifically needed for the Motorcycle Week Detail.

POLICE-Radio Maintenance

This line item funds the cost of radio equipment set-up and maintenance at Station W, specifically related to the Motorcycle Week Detail. It also covers the cost of the maintenance of portable radios and batteries, specifically related to the Motorcycle Week Detail.

DPW/Police-Vehicle Usage

This line item funds the cost of operation of all additional support vehicles used by the departments during Motorcycle Week Detail.

DPW-Signs, Materials, Supplies

The demand for special signs, special pavement markings, fencing, barricades, warning lights, etc., continues to be considerable. We have requested the same amount as last year for this item. This appropriation is important in order to provide for the needed materials and supplies to respond to requests of the Police, Fire Departments and other departments.

DPW-Traffic Counts

This line item funds the cost of Traffic counts during the event.

POLICE- Miscellaneous

This line item funds the cost of medical expenses, insurance expenses, damage expenses, legal expenses and the cost of unanticipated contingencies, specifically related to the Motorcycle Week Detail.

POLICE-Lodging

This line item funds the cost of lodging of personnel specifically related to the Motorcycle Week Detail.

DPW-Sweeping Contractor

This line item funds the cleanup during and after the event.

DPW-Trash Collection

This line funds the cost of trash collection and disposal, specifically related to the event. This line has been increased based on actual costs incurred in recent years. Experience has proven, however, that solid waste demands and costs for this event can vary widely and this critical service needs to be adequately funded.

Food Service

This line item funds the cost of food services, specifically related to the Motorcycle Week Detail. Bottled water for all of the detail officers as well as one meeting with the heads of various law enforcement groups comes out of this line item.

DPW-Chemical Toilets

This line item funds the cost of Chemical Toilets for the event.

Lighting Rentals

This allows us to rent portable generator lighting units that are then placed at strategic locations in the City. The intent is to improve safety to pedestrians by adding lighting to Scenic Road and Endicott Street East and North.

Fire Equipment

This line item fund various supplies needed during this event.

**Tax Increment Financing District
Downtown
FY 2012-2013 BUDGET**

	2012-2013 MANAGER	2012-2013 COUNCIL
Estimated captured value	\$7,450,650	\$7,450,650
Estimated Tax Rate *	\$18.26	\$18.26
Estimated Revenues	\$136,049	\$136,049

*without state school portion