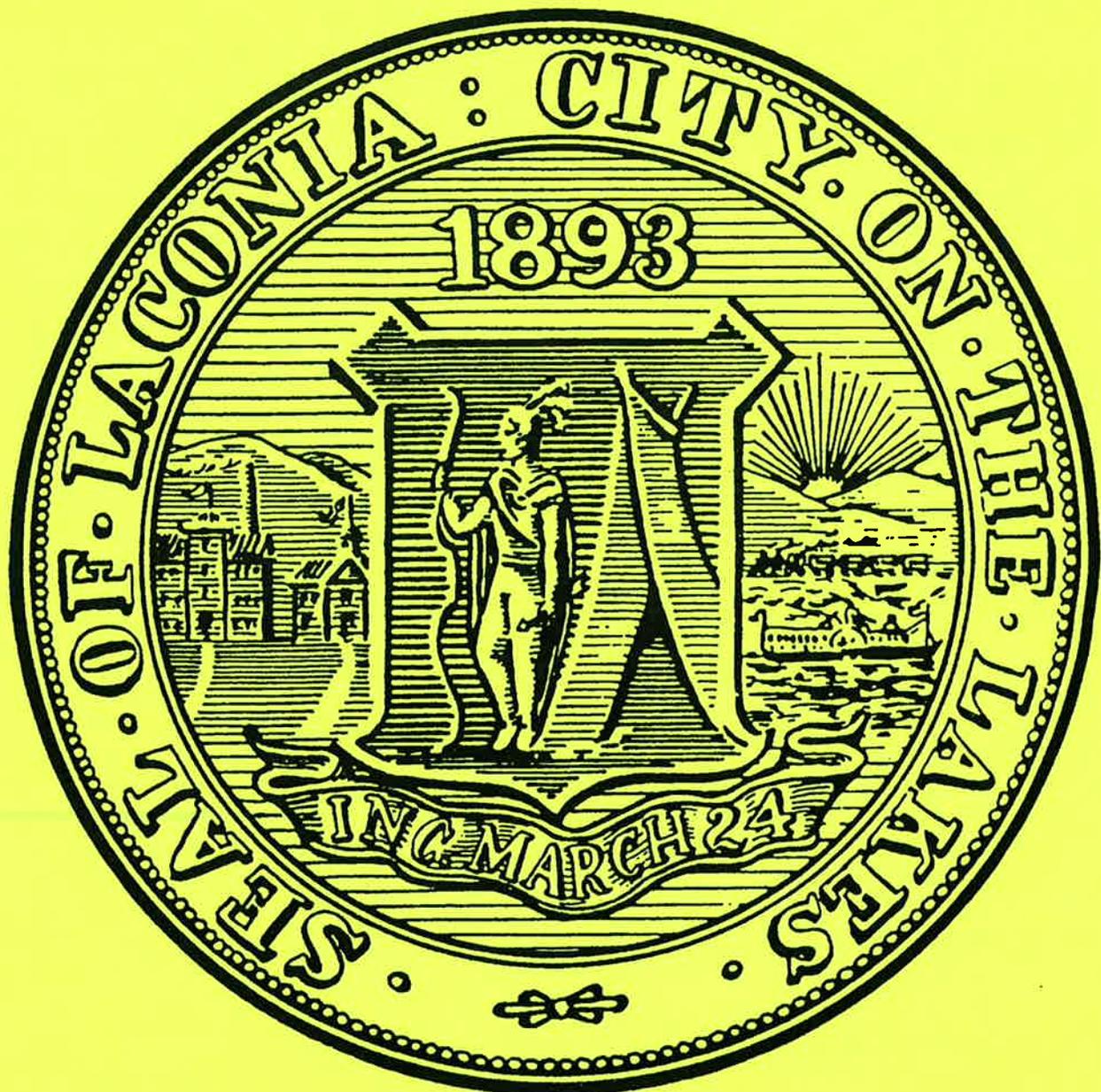


**CITY OF LACONIA
NEW HAMPSHIRE
FISCAL YEAR 2015-2016**

**PROPOSED
Expenditure Plan**

March 23, 2015



March 23, 2015

To: The Honorable Mayor Engler and Members of the Laconia City Council

In accordance with the City Charter, I am pleased to submit to you the proposed Expenditure Plan for Fiscal Year 2016. This plan includes the City Manager's proposed budget for City services, revenue estimates, a lump sum School Department appropriation submitted by the School Board, the State property tax assessment determined by the New Hampshire Department of Revenue and the estimated tax assessment from Belknap County. These categories comprise the General Fund and are the basis for determining the property tax levy.

This budget proposal prioritizes and supports core municipal services in the areas of public safety, education and infrastructure maintenance. Other important governmental functions are also supported through this budget. This submitted proposal complies with the Tax Cap language found in our City Charter.

Also found within this proposal are the enterprise funds of the Water Department, Sanitary Sewer and Internal Service Funds. In addition, the Motorcycle Week Fund along with the Tax Increment Financing District Funds are listed towards the end of this document.

TAX CAP

At the November 8, 2005 City election, the voters amended the Laconia City Charter to place a cap on the amount of funds that may be raised by property taxes each year. In each year, the net amount of money to be raised in taxes may increase in the following year by using two factors:

- The first factor is designed to allow spending to increase by no more than the rate of inflation as determined by the Consumer Price Index – Urban (CPI-U) for the prior year. The CPI-U for 2014 was 1.6%. It allows for additional spending in the amount of \$640,036
- The second factor is designed to allow for additional spending of the revenue derived by new assessed construction value, less the value of building demolition during the year. The new construction value (net) is estimated to be \$29 million, which allows for additional spending in the amount of \$649,600.

- These two tax cap factors are then added to the “FY 2015 Amount to be Raised by Taxes” to determine the new “Maximum Amount to be Raised by Taxes FY 2016”.

Municipal Entity	FY 2015 Amount to be Raised by Taxes	National CPI-U* 1.6%	New Construction Value \$29,000,000	Maximum Amount to be Raised by Taxes FY 2016	Amount to be Raised by Taxes FY 2016 Proposed
City	\$15,255,299	\$244,085	\$253,170	\$15,752,554	\$15,801,447
School	\$22,174,344	\$354,789	\$355,250	\$22,884,383	\$22,884,383
County	<u>\$2,572,580</u>	\$41,161	<u>\$41,180</u>	<u>\$2,654,921</u>	<u>\$2,606,024</u>
TOTALS	\$40,002,223	\$640,035	\$649,600	\$41,291,858	\$41,291,854

The City departments, as is their normal charge, prepared their budget requests based on what they consider to be the needs of their department. This is shown throughout the budget in the column labeled “FY 2016 Dept. Request”. The column labeled “FY 2016 Manager” lists the recommendations of the City Manager and shows the difference – if any – from the department request.

The School Department request was included with the figures submitted by the School Board. The County apportionment is based on the most recent figures from the County Budget.

Budget Summary

- **City (non-school) spending increases** by \$8,446 (0%) over the current year.
- **School Department** spending, excluding all Federal and Food Service funds, **increases** by approximately \$1.71 million, or 5.5%.
- The estimated **Belknap County** tax assessment **increases** by \$33,444, or 1.3%.
- City **non-property tax revenues** (including the use of fund balance) **decreases** by 7.1%. A one-time credit of \$800,000 received last year from the City’s participation in the Concord Regional Solid Waste/Resource Recovery Cooperative is what drives the decrease in this number.
- Assessed valuation **increases** by \$29 million.

I have included with each department a salary and personnel page, an organizational chart, a brief listing of activities and objectives that we are planning to accomplish with the spending recommended in this plan and a brief explanation of each account within the departments.

TAX RATE

The following is a comparison of each of the components of the proposed tax rate compared to the actual prior year tax rate.

TAX TYPE	FY 2015	FY 2016	INCREASE (DECREASE)
	ACTUAL	PROPOSED	
	TAX RATE	TAX RATE	
CITY	\$8.73	\$8.89	\$0.16
COUNTY	\$1.42	\$1.41	(\$0.01)
SCHOOL/LOCAL	\$9.67	\$10.02	\$0.35
SCHOOL/STATE	\$2.58	\$2.44	(\$0.14)
TOTALS	\$22.40	\$22.76	\$0.36

Each year the City receives revenue from sources other than property taxes. The revenue details are shown on page 4.

Total City non-property tax revenues (including the use of fund balance) are anticipated to decrease by 7.1% from the current year which equates to \$537,702. Below is a brief narrative summary of each major revenue category with the anticipated change from the prior year budget estimates.

NON-PROPERTY TAXES (\$15,000 increase) – This revenue category includes interest on delinquent taxes, redemption interest (interest accrued after the tax lien process) and boat taxes. A modest increase in Redemption Interest is projected while other items are funded at current levels.

INTERGOVERNMENTAL REVENUE (\$7,628 increase = .07%) – This revenue category contains primarily Rooms & Meals Tax and Highway Block Grant distributions. These items are expected to be funded relatively close to current levels.

LICENSES & PERMITS (\$165,925 increase = 6%) – This revenue category includes license and permit revenue which is primarily made up of motor vehicle registration. Registrations are projected to increase by \$150,000. Building & Zoning fees and Franchise fees also show modest increases.

CHARGES FOR SERVICES (\$3,000 increase = 0.2%) – This revenue category is made up of income generated by the various City departments. Revenue projections, collectively, are relatively flat.

MISC. REVENUES (\$829,255 decrease = 57%) – This revenue category is made up of income generated by various revenue sources the largest of which are Payments in Lieu of Taxes (PILOT) and interest on investments. The PILOT category is expected to remain flat. The interest category is expected to show a modest decrease as are Parking Violations. A one-time return of funds from the City’s participation in the Concord Co-Op solid waste program was recognized last year in the amount of \$800,000. If that one-time figure were removed, Miscellaneous Revenues would show a decrease of \$29,255, or 4.5%.

USE OF FUND BALANCE – The use of Fund Balance is budgeted at \$935,000; an increase of \$100,000 over last year.

EXPENDITURES AND MAJOR INITIATIVES

The following paragraphs address some of the major budget impacts that are driving the various increases and decreases contained within this proposal.

WAGES – The City has four collective bargaining units and a number of non-union personnel. Current contracts in place with 3 of the 4 units run through June 30, 2017. Contained within this proposal are wage adjustments that would reflect anticipated increases for Steps and COLA’s, assuming all employees are under contract on July 1, 2015.

HEALTH INSURANCE – The City received a Not to Exceed rate increase of 3.4% for employee health insurance coverage for the upcoming year. Contained within this proposal are cost adjustments that the City would anticipate, based on our current employee census and assuming all employees are under contract on July 1, 2015.

NH RETIREMENT SYSTEM – The City’s contribution to the NHRS will increase on July 1, 2015 and are expected to be locked at that level for a two year period. Increases across all General Fund operations are expected to be approximately \$200,000 based on current employee census.

STAFFING – This budget proposal provides for the remainder of the funding (50%) for the new police officer position that was partially funded in the FY 2015 budget.

Part time hours have been increased in the Recreation & Facilities budget for seasonal maintenance of parks, beaches and facilities.

Across departments, there is funding in the Internal Service Fund for 50% of salary and benefits for the third mechanic position. 50% was funded in the FY 2015 budget.

There are increased hours among many departments for the City’s continued investment in documenting and upgrading our tax maps and utility infrastructure through GIS (Geographic Information System).

There is \$50,000 in new General Fund expense within the Fire budget for the continuation of four firefighter positions from the SAFER Grant. Other funding sources are outlined within the Fire budget.

CAPITAL OUTLAY – The Capital Outlay line item within the operating budget reflects an \$87,000 increase, or 5.1%. The funding proposal of \$1,783,000 in capital outlay (cash) reflects 7.8% of Total City Appropriations. This significant number, funded on a regular basis, assists in reducing debt burden, provides flexibility in budgeting and helps to maintain existing infrastructure in good condition. There is one capital item that is proposed for debt financing.

The Capital Improvement Committee has reviewed all of these projects and has provided their prioritized recommendations. A complete chart of CIP projects appears on page 11.

Capital Outlay – Operating Budget

I have proposed capital outlay, to be paid for from the City's General Fund operating budget, in the amount of \$1,783,000 which is an \$87,000 increase over the current year. Specific projects are detailed below:

- **\$28,000 – Memorial Park Baseball Field Irrigation** – This appropriation will fund the installation of an irrigation system for this field.
- **\$155,000 – Fire Department Portable Radios** – This appropriation will fund the purchase of front line portable radios. It is recommended that we use \$70,000 from the Motorcycle Week Fund to offset the General Fund impact of this purchase to \$85,000.
- **\$1,400,000 – Street Repairs** – This appropriation will fund general road repair and resurfacing projects throughout the City. It is a separate recommendation that the City Council re-allocate \$600,000 out of FY 2015 Contingency to be used for Street Repairs.
- **\$25,000 - Sidewalk Repair/Construction** – This appropriation will fund ongoing sidewalk repair and replacement projects throughout the City.
- **\$40,000 – Fence/Guardrail Replacement** – This appropriation will fund ongoing fence and guardrail repair and replacements projects throughout the City.
- **\$100,000 – City Wide Drainage Improvements** – This appropriation will fund improvements to the City's drainage infrastructure.
- **\$40,000 – Parking Garage Deck Repair** – This appropriation will fund repairs to the parking garage facility.
- **\$30,000 – Bridge Repair and Maintenance** – This appropriation will fund routine repairs and maintenance of City bridges in order to extend their useful life.
- **\$35,000 – Union Ave. Retaining Wall Engineering Study** – This appropriation will fund the engineering study for the retaining wall along Union Ave. in the area of Elm St.
- **Non Capital Reserve Improvements** – This fund was set up by the City Council in 2005-2006 year in order to set aside funds for major repairs and maintenance of all City and School District buildings. This fund is intended to ensure that these significant investments are maintained. It is a separate recommendation that the City Council re-allocate \$200,000 out of FY 2015 Contingency to be transferred to this reserve account.

Capital Outlay to be funded from the Motorcycle Week account

- **\$70,000 – Fire Department Portable Radios – See above.**

Capital Outlay – Bonded

- **\$300,000 – Endicott Rock Park Beach Reconstruction– This bond would fund the reconstruction of Endicott Rock Park Beach to address ongoing erosion issues.**

SCHOOL DEPARTMENT - Page 2

The School Board has submitted a budget number for the General Fund. The amount in the “Manager’s” column reflects the same number. The detailed budget document is not yet available.

SEWER FUND - Page 126

I am proposing an increase of 1.1% in the Sewer Fund operating budget and an additional \$366,000 in capital outlay (shown on page), which is \$19,000 more than last year. The final step of the already approved three step rate increase will be applied to usage as of July 1, 2015.

WATER FUND - Page 137

I have included the Water Commission’s recommended budget for the next fiscal year which proposes a 2.22% increase in the operating budget. The City Council is the final authority over the Water Commission’s budget and may approve the budget as submitted, modify it, or return it to the Commission seeking modifications pending final approval.

INTERNAL SERVICE FUND - Page 152

I am proposing a \$1,048,440 Internal Service Fund (ISF) budget, including an expenditure of \$363,000 for Police, Parks and Public Works Dept. vehicles (see page). The ISF was first implemented in the 1998-1999 budget and is intended to provide vehicle repair, maintenance, fuel and acquisition funding for vehicle replacements.

MOTORCYCLE WEEK FUND – Page 157

I am proposing a Motorcycle Week budget of \$171,988. This budget is more in keeping with actual expenditures of the past four years which have been modified during each actual event to match revenues.

TAX INCREMENT FINANCING DISTRICTS - Page 162

This is the sixth year of the Downtown TIF fund, the second year of the Lakeport TIF fund and the first year of The Weirs TIF fund established to capture 50% of new property tax revenue in these three districts and reinvest it back in the same area. I propose a budget of \$185,190 for Downtown, \$2,777 for Lakeport and \$11,465 for The Weirs.

SUMMARY

In the coming weeks, I look forward to presenting more detailed information along with the Department Heads regarding the various revenue and expenditure items included in this proposed budget. I trust that the Mayor & City Council, along with all of Laconia's residents, will thoroughly review this document and offer direction on how to best move the City forward.

I want to recognize our Department Heads and all of their staff for the considerable effort they put forth in creating and fine-tuning this budget document. Thanks also to the School Board and School Administration for their work in crafting the School budget. I wish to specifically thank Finance Director Donna Woodaman and her staff in Finance for all of their time and contributions throughout the development of this budget.

The entire City staff and I look forward to working with the Mayor and City Council as you deliberate over this plan and we are always available to provide additional information or answer questions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Scott Myers".

Scott Myers
City Manager

**CITY OF LACONIA EXPENDITURE PLAN
FY 2015-2016**

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**CITY OF LACONIA-EXPENDITURE PLAN
FISCAL YEAR 2015-2016**

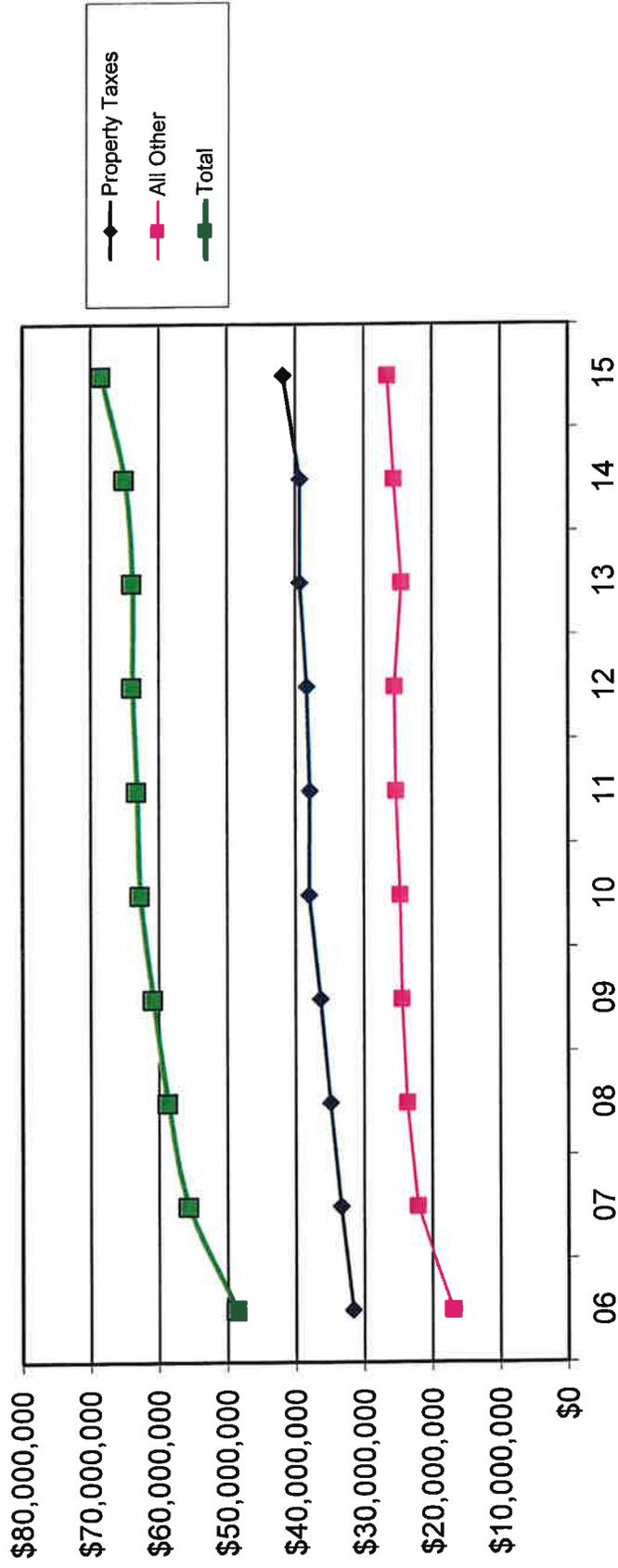
DEPARTMENTS	2014-2015 COUNCIL	2015-2016 DEPT REQ	%DEPT 14-15	2015-2016 MANAGER	% MNGR 15-16
1. ADMINISTRATION	\$220,059	\$226,258	2.8%	\$223,258	1.5%
a.CAPITAL OUTLAY	\$1,696,000	\$2,698,000	59.1%	\$1,783,000	5.1%
b.NON DEPARTMENTAL	\$1,101,904	\$350,256	-68.2%	\$352,756	-68.0%
c.SPECIAL ITEMS	\$221,047	\$289,731	31.1%	\$229,581	3.9%
d.LICENSING BOARD	\$13,470	\$12,806	-4.9%	\$12,806	-4.9%
2. ASSESSING	\$297,067	\$301,785	1.6%	\$291,785	-1.8%
3. CODE ENFORCEMENT	\$170,072	\$174,108	2.4%	\$174,108	2.4%
4. CONSERVATION COM	\$4,254	\$13,820	224.9%	\$13,820	224.9%
5. FINANCE					
a.EMPLOYEE BENEFITS	\$1,156,711	\$1,235,198	6.8%	\$1,203,450	4.0%
b.FISCAL	\$574,031	\$598,345	4.2%	\$598,345	4.2%
c.INSURANCE	\$527,199	\$559,556	6.1%	\$559,556	6.1%
d.PRINCIPAL & INTEREST	\$1,337,782	\$1,614,574	20.7%	\$1,483,469	10.9%
e.REIMBURSABLES	\$145,000	\$145,000	0.0%	\$145,000	0.0%
6. FIRE	\$3,835,299	\$3,961,410	3.3%	\$3,945,410	2.9%
7. LEGAL	\$126,400	\$126,400	0.0%	\$103,900	-17.8%
8. LIBRARY	\$824,340	\$852,889	3.5%	\$847,209	2.8%
9. PLANNING	\$302,998	\$294,230	-2.9%	\$294,230	-2.9%
10. POLICE	\$4,979,238	\$5,181,306	4.1%	\$5,144,806	3.3%
11. PUBLIC WORKS	\$2,388,668	\$2,454,985	2.8%	\$2,491,584	4.3%
a.SOLID WASTE	\$1,687,268	\$1,748,177	3.6%	\$1,689,927	0.2%
12. RECORDS					
a.CITY CLERK	\$160,559	\$167,537	4.3%	\$163,887	2.1%
b.ELECTIONS	\$27,180	\$36,100	32.8%	\$36,100	32.8%
13. RECREATION & FACILITIES	\$666,034	\$685,437	2.9%	\$685,437	2.9%
a.CITY HALL MAINT	\$76,100	\$82,300	8.1%	\$80,300	5.5%
b.COMMUNITY CENTER	\$40,800	\$45,000	10.3%	\$45,000	10.3%
c.POLICE STATION	\$109,500	\$104,000	-5.0%	\$104,000	-5.0%
14. WELFARE	\$162,635	\$162,337	-0.2%	\$157,337	-3.3%
TOTAL CITY APPROPRIATION	\$22,851,615	\$24,121,545	5.6%	\$22,860,061	0.0%

	<u>2014-2015</u> <u>COUNCIL</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>%DEPT</u> <u>REQ</u>	<u>2015-2016</u> <u>MANAGER</u>	<u>% MNGR</u> <u>15-16</u>
TOTAL CITY APPROPRIATION	\$22,851,615	\$24,121,545	5.6%	\$22,860,061	0.0%
LESS CITY EST REVENUES	<u>\$7,596,316</u>	<u>\$6,906,557</u>	<u>-9.1%</u>	<u>\$7,058,614</u>	<u>-7.1%</u>
NET CITY	\$15,255,299	\$17,214,988	12.8%	\$15,801,447	3.6%
SCHOOL APPROPRIATION	\$30,894,058	\$32,606,858	5.5%	\$32,606,858	5.5%
FED & SCH LUNCH FUNDS	<u>\$5,369,494</u>	<u>\$5,478,920</u>	<u>2.0%</u>	<u>\$5,478,920</u>	<u>2.0%</u>
TOTAL SCHOOL APPROP	\$36,263,552	\$38,085,778	5.0%	\$38,085,778	5.0%
SCHOOL EST REVENUES	\$13,327,983	\$14,124,803	6.0%	\$14,124,803	6.0%
FED & SCH LUNCH REV	<u>\$5,369,494</u>	<u>\$5,478,920</u>	<u>2.0%</u>	<u>\$5,478,920</u>	<u>2.0%</u>
TOTAL SCHOOL EST REV	\$18,697,477	\$19,603,723	4.8%	\$19,603,723	4.8%
NET SCHOOL	\$17,566,075	\$18,482,055	5.2%	\$18,482,055	5.2%
OVERLAY FOR ABATEMENTS	\$148,975	\$148,975	0.0%	\$148,975	0.0%
WAR SERVICE CREDITS	\$443,700	\$443,700	0.0%	\$443,700	0.0%
COUNTY TAX ASSESSMENT*	<u>\$2,572,580</u>	<u>\$2,649,757</u>	<u>3.0%</u>	<u>\$2,606,024</u>	<u>1.3%</u>
GRAND TOTAL APPROP	\$62,280,422	\$65,449,755	5.1%	\$64,144,538	3.0%
ESTIMATED REVENUES-CITY					
16. NON PROPERTY TAXES	\$245,000	\$260,000	6.1%	\$260,000	6.1%
17. INTERGOVENMENTAL	\$1,067,572	\$1,075,200	0.7%	\$1,075,200	0.7%
18. LICENSES & PERMITS	\$2,784,075	\$2,825,000	1.5%	\$2,950,000	6.0%
19. CHARGES FOR SERVICES	\$1,217,656	\$1,215,656	-0.2%	\$1,220,656	0.2%
20. MISC REVENUES	\$1,447,013	\$595,701	-58.8%	\$617,758	-57.3%
21. SURPLUS	<u>\$835,000</u>	<u>\$935,000</u>	<u>12.0%</u>	<u>\$935,000</u>	<u>12.0%</u>
TOTAL CITY EST REVENUES	\$7,596,316	\$6,906,557	-9.1%	\$7,058,614	-7.1%
SCHOOL EST REVENUES	\$13,327,983	\$14,124,803	6.0%	\$14,124,803	6.0%
FF & SCH LUNCH REV	<u>\$5,369,494</u>	<u>\$5,478,920</u>	<u>2.0%</u>	<u>\$5,478,920</u>	<u>2.0%</u>
TOTAL REVENUES	\$26,293,793	\$26,510,280	0.8%	\$26,662,337	1.4%
BALANCE TO BE RAISED-LOCAL	\$35,986,629	\$38,939,475	8.2%	\$37,482,201	4.2%
BALANCE TO BE RAISED-STATE*	\$4,608,269	\$4,402,329	-4.5%	\$4,402,329	-4.5%
ASSESSED VALUATION	\$1,815,646,944	\$1,844,646,944	1.6%	\$1,844,646,944	1.6%
LOCAL TAX RATE PER \$1,000	\$19.82	\$21.11	6.5%	\$20.32	2.5%
STATE TAX RATE PER \$1,000*	<u>\$2.58</u>	<u>\$2.44</u>	<u>-5.6%</u>	<u>\$2.44</u>	<u>-5.4%</u>
TOTAL TAX RATE PER \$1,000	\$22.40	\$23.54	5.1%	\$22.76	1.6%
Tax Rate Increase		\$1.15		\$0.36	

*adjusted, no utilities

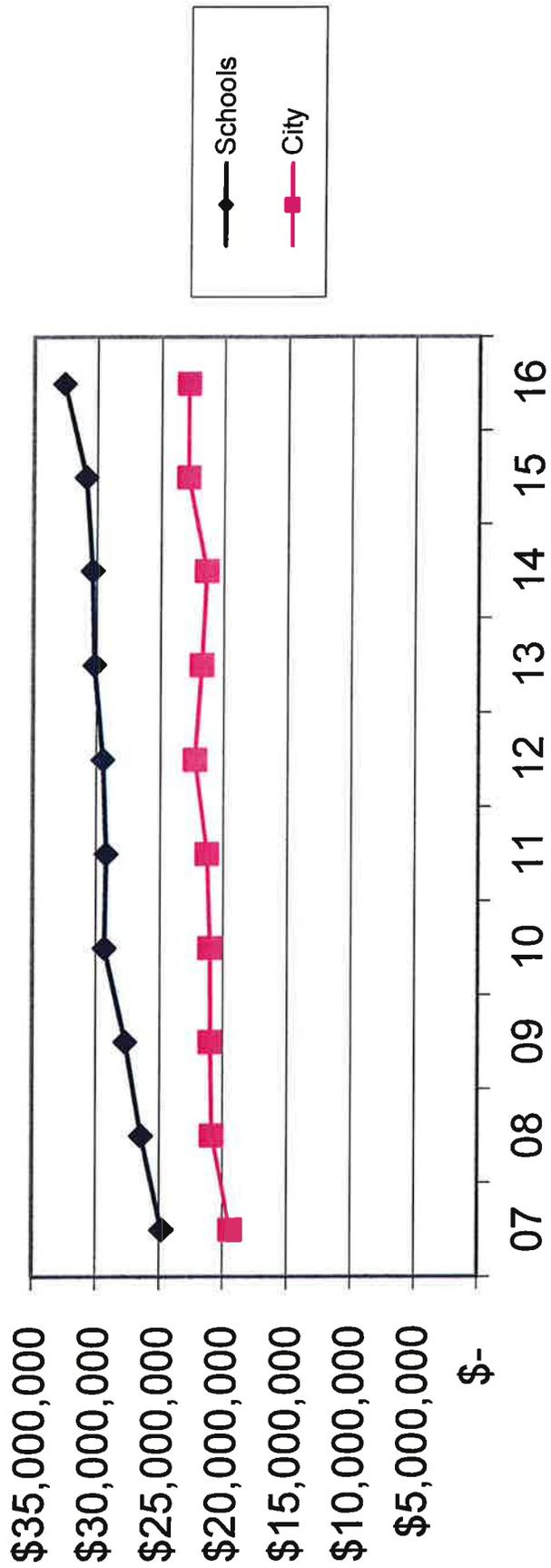
Assessed Valuation -FROM DRA 11/21/14		\$1,815,646,944	29,000,000	1,844,646,944
DRA STATE TAX RATE 11/21/14		\$1,778,674,523	29,000,000	1,807,674,523
2014- State Vaulation from DRA	\$1,778,684,523	(used for State Tax Rate calc)		

Property Taxes to Other Revenues



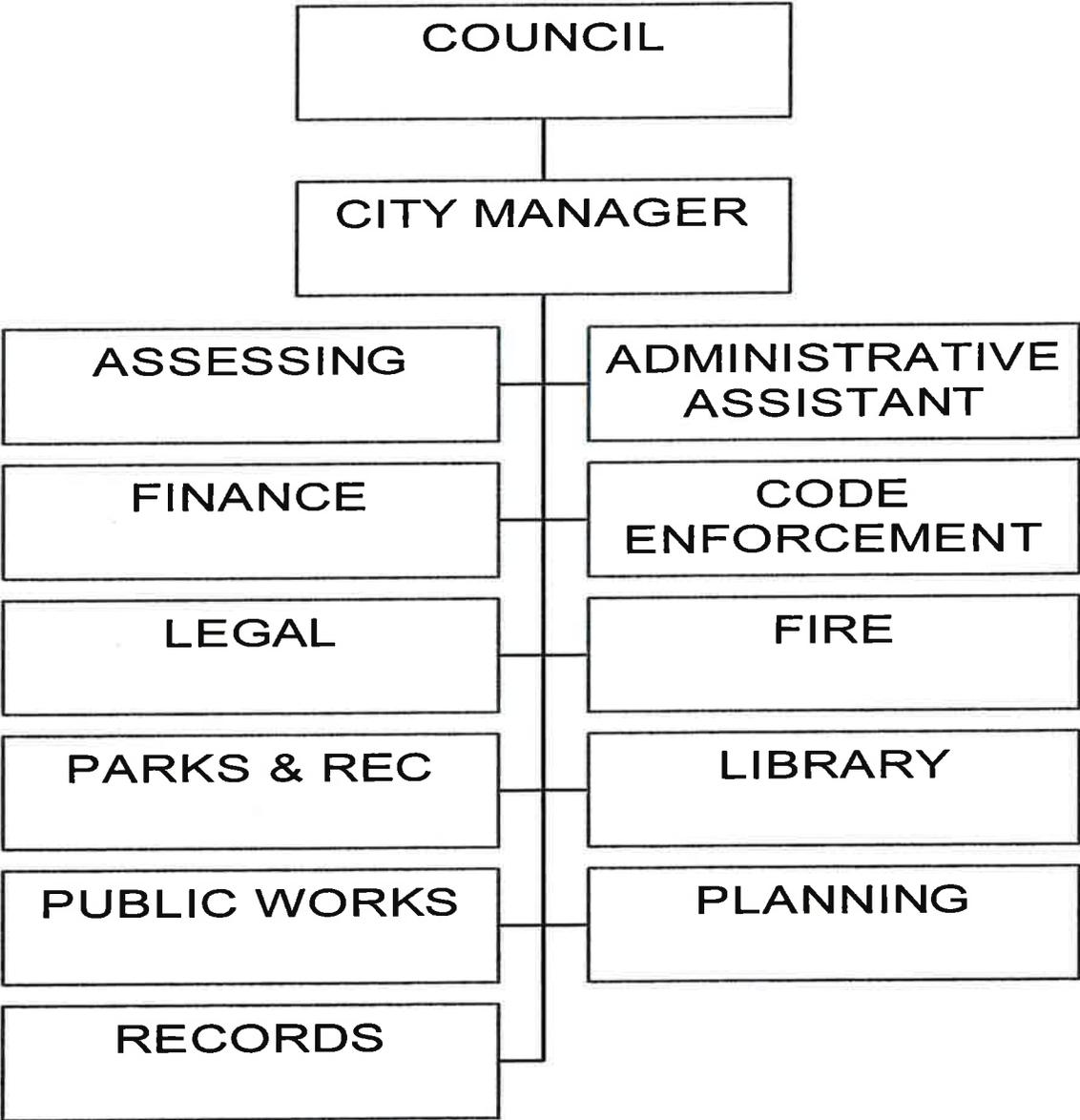
	<u>2014-2015</u> <u>COUNCIL</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>%DEPT</u> <u>14-15</u>	<u>2015-2016</u> <u>MANAGER</u>	<u>% MNGR</u> <u>15-16</u>
NON PROPERTY TAXES					
23. INTEREST ON TAXES	\$65,000	\$65,000	0.0%	\$65,000	0.0%
24. REDEMPTION INTEREST	\$90,000	\$105,000	16.7%	\$105,000	16.7%
25. BOAT TAXES	\$90,000	\$90,000	0.0%	\$90,000	0.0%
TOTAL NON PROPERTY TO 16	\$245,000	\$260,000	6.1%	\$260,000	6.1%
INTERGOVERNMENTAL					
26. SHARED REVENUES	\$ -	\$ -		\$ -	
27. ROOMS & MEALS TAX	\$774,411	\$780,000	0.7%	\$780,000	0.7%
29. HIGHWAY BLOCK GRANT	\$292,999	\$295,000	0.7%	\$295,000	0.7%
30. NH FOREST LAND	\$162	\$200	23.5%	\$200	23.5%
TOTAL INTERGOV TO 17	\$1,067,572	\$1,075,200	0.7%	\$1,075,200	0.7%
LICENSES & PERMITS					
31. MOTOR VEHICLE REG	\$2,175,000	\$2,200,000	1.1%	\$2,325,000	6.9%
32. DOG LICENSES & FINES	\$8,000	\$8,000	0.0%	\$8,000	0.0%
33. BUILDING & ZONING FEES	\$115,075	\$120,000	4.3%	\$120,000	4.3%
34. FEES, TAX COLLECTION	\$11,000	\$12,000	9.1%	\$12,000	9.1%
35. FEES, CITY CLERK	\$120,000	\$120,000	0.0%	\$120,000	0.0%
37. FRANCHISE FEES	\$293,000	\$305,000	4.1%	\$305,000	4.1%
38. ALARM BOX FEES	\$62,000	\$60,000	-3.2%	\$60,000	-3.2%
TOTAL LIC & PERMITS TO 18	\$2,784,075	\$2,825,000	1.5%	\$2,950,000	6.0%
CHARGES FOR SERVICES					
39. MISC REMIBURSABLES	\$145,000	\$145,000	0.0%	\$145,000	0.0%
40. AMBULANCE LRGH	\$7,656	\$7,656	0.0%	\$7,656	0.0%
41. FIRE DEPT	\$30,000	\$30,000	0.0%	\$35,000	16.7%
42. PLANNING DEPT	\$27,000	\$25,000	-7.4%	\$25,000	-7.4%
43. POLICE DEPT	\$8,000	\$8,000	0.0%	\$8,000	0.0%
44. PUBLIC WORKS & S.W.	\$1,000,000	\$1,000,000	0.0%	\$1,000,000	0.0%
TOTAL CHARGES TO 19	\$1,217,656	\$1,215,656	-0.2%	\$1,220,656	0.2%
MISCELLANEOUS REVENUES					
45. INTEREST ON INVESTMENTS	\$70,000	\$60,000	-14.3%	\$60,000	-14.3%
46. WEIRS BEACH PARKING	\$25,000	\$25,000	0.0%	\$25,000	0.0%
47. PARKING METERS	\$68,000	\$68,000	0.0%	\$68,000	0.0%
48. PARKING VIOLATIONS	\$35,000	\$25,000	-28.6%	\$25,000	-28.6%
49. PILOT-ELDERLY HOUSING	\$100,097	\$80,987	-19.1%	\$103,044	2.9%
50. PILOT-CAP	\$19,900	\$20,352	2.3%	\$20,352	2.3%
51. PILOT-SKATING CLUB	\$14,539	\$14,982	3.0%	\$14,982	3.0%
52. PILOT-TAYLOR HOME	\$255,825	\$249,574	-2.4%	\$249,574	-2.4%
53. PILOT-STATE	\$7,694	\$7,806	1.5%	\$7,806	1.5%
54. P&R LEASES	\$15,000	\$15,000	0.0%	\$15,000	0.0%
55. FINES	\$15,000	\$15,000	0.0%	\$15,000	0.0%
56. SSF REMIB TO GF	\$14,000	\$14,000	0.0%	\$14,000	0.0%
57. CONCORD CO-OP	\$800,000	-	0.0%	-	0.0%
58. WYATT PARK	\$6,958	-	0.0%	-	0.0%
TOTAL MISC TO 20	\$1,447,013	\$595,701	-58.8%	\$617,758	-57.3%
TOTAL CITY NON-TAX REVENUE	\$6,761,316	\$5,971,557	-11.7%	\$6,123,614	-9.4%

School & City Expenditures Last Ten Years



ADMINISTRATION

FY 2015-2016



ADMINISTRATION
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
SALARIES							
01 401 101 0001 Mayor-Council	\$16,000	\$16,143	\$17,200	\$17,200	\$17,200	\$17,200	\$17,200
01 401 101 0002 City Manager	103,418	98,921	103,985	111,155	128,760	133,200	133,200
01 401 101 0003 Admin. Asst	40,332	33,563	30,423	33,370	37,237	41,150	41,150
01 401 106 0000 Sick-Hurt	39,251	929	1,112	411	-	-	-
01 401 107 0000 Holidays	4,880	1,288	156	1,521	-	-	-
01 401 108 0000 Vacations	6,222	1,950	1,292	998	-	-	-
01 401 109 0000 Longevity	-	-	964	-	-	-	-
01 401 115 0000 Salary Adj.	-	-	-	-	1,862	2,058	2,058
TOTAL SALARIES	\$210,103	\$152,794	\$155,132	\$164,655	\$185,059	\$193,608	\$193,608
OTHER							
01 401 201 0000 Telephones	\$1,471	\$1,902	\$1,644	\$2,027	\$1,200	\$1,300	\$1,300
01 401 207 0000 Postage	449	392	307	476	500	500	500
01 401 208 0000 Printing	-	-	-	68	100	100	100
01 401 210 0000 Notices	722	843	-	556	700	700	700
01 401 212 0000 Copier	1,549	1,193	1,257	1,646	1,200	1,400	1,400
01 401 214 0000 Supplies	2,212	1,251	1,646	1,315	1,200	1,000	1,000
01 401 234 0000 Vehicle Rental	30	123	-	10	-	-	-
01 401 242 0001 Travel-Mgr.	-	1,044	1,237	1,452	3,500	3,500	3,500
01 401 242 0002 Travel-Council	-	-	-	-	300	-	-
01 401 245 0000 Dues-NHMA	12,958	13,238	13,618	16,616	14,500	14,500	14,500
01 401 245 0001 Dues-Mgr.	170	874	817	860	1,500	1,500	1,500
01 401 245 0002 Conf-Dues-Council	-	-	676	95	400	400	400
01 401 303 0000 Miscellaneous.	-	40	(170)	50	100	250	250
01 401 303 0002 Emergency Management	-	-	-	-	1,000	1,000	1,000
01 401 321 0000 Economic Develop.Exp.	250	1,480	-	250	6,000	5,000	3,000
01 401 401 0000 Equipment	1,694	13	-	-	2,800	1,500	500
TOTAL OTHER	\$21,505	\$22,391	\$21,032	\$25,421	\$35,000	\$32,650	\$29,650
DEPT. O&M TOTAL	\$231,608	\$175,185	\$176,164	\$190,076	\$220,059	\$226,258	\$223,258

ADMINISTRATION
FY 2015-2016 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
	City Council**							\$17,200.00
1	City Manager*			26			\$2,561.54	
				26			\$2,561.54	\$133,200.08
1	Admin Asst ***	15H		52	35	\$22.61	\$791.35	\$41,150.20
Total Admin.								\$191,550.28

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

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

***Will be reviewed during the year with a possible raise of 0 - 5.0%

* Per Contract - City Managers salary Includes 11.0% City contribution to ICMA Retirement Corp.

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, and business leaders to address their concerns and/or solve specific problems

2015-2016 Objective:

- Support City Council initiatives and objectives
- Support and assist all departments in meeting their goals/objectives

ADMINISTRATION-ACCOUNT DESCRIPTIONS
FY 2015 – 2016 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 Manager decreased this line by \$2,000 to \$3,000.***

EQUIPMENT

This line funds miscellaneous equipment that may be needed in the department. ***The City Manager reduced this line item to \$500.***

ADMINISTRATION - CAPITAL OUTLAY
FY 2015-2016 BUDGET

<u>2014-2015</u>	<u>14-15</u>	<u>2014-2015</u>	<u>2015-2016</u>		<u>CIP</u>	<u>2015-2016</u>	<u>2015-2016</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>
Parks	Memorial Park Bleacher	\$14,000	Parks	Leavitt Park Tennis Court Reconstruction	26	\$78,000	-
	Memorial Tennis Court	\$25,000		Bond Beach Sewage Disposal System	27	\$20,000	-
Fire	Network Server **	\$6,000		Memorial Park Softball Field Bleachers	32	\$15,000	-
Police	Holster Replacement**	\$10,800		Beach Facilities Drainage Imp Design	35	\$80,000	-
				Memorial Park Baseball Irrigation System	37	\$28,000	\$28,000
			Fire	Equipment - Radios	21	\$155,000	\$155,000
				(See Bike Week Below)			-
Non Dep		\$65,000	Police				
			Non-Cap	Non Capital Reserve		\$65,000	-
				City Hall Window Replacement	10	\$60,000	-
DPW	Street Repairs	\$1,300,000	DPW	Street Repairs	1	\$1,750,000	\$1,400,000
	Drainage Improvements	\$100,000		Drainage Improvements, City Wide	5	\$100,000	\$100,000
	Sidewalk Repair/Construction	\$40,000		Bridge Repair/Maintenance	7	\$45,000	\$30,000
	Fence/Guardrail Replacement	\$50,000		Comprehensive Drainage Study	14	\$20,000	-
	Repair/Structural Review	\$15,000		Sidewalk Repair/Construction	16	\$50,000	\$25,000
	Comprehensive Drainage Study	\$20,000		Fence/Guardrail Construction	24	\$50,000	\$40,000
	Replace HVAC System	\$67,000		Parking Garage Deck Repairs	30	\$50,000	\$40,000
				Hilliard Rd Bridge, Design/Construction	34	\$77,000	-
		\$1,712,800		Union Ave Retaining Wall Engineering Study	36	\$35,000	\$35,000
				Plantation Rd & Drainage Assessment	39	\$20,000	-
						\$2,698,000	\$1,853,000
**	Less Cap Outlay from Bike Week Rev	(16,800)	**	Less Cap Outlay from Bike Week Rev.			(\$70,000)
				(Applied to cost of Fire Equipment - Radios)			
	Net Capital Outlay Requests	\$1,696,000				\$2,698,000	\$1,783,000
ISF			ISF				
DPW	Vehicle Replacement	\$170,000	DPW	DPW Vehicle Replacement	29	\$180,000	\$180,000
Fire	Command Vehicle	\$32,000	Fire	Inflatable Boat	38	\$28,000	-
Police	Cruisers (2)	\$70,000	Police	Cruisers (2), Van (1)	3	\$108,000	\$108,000
Parks	Mower Replacement	\$14,000	Parks	Commercial Wide Cut Area Mower	31	\$75,000	\$75,000
	ISF Total	\$286,000		ISF Total		\$391,000	\$363,000

ADMINISTRATION-CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

Parks:

Leavitt Park Tennis Court Reconstruction: \$78,000. The tennis courts are old and have numerous cracks. This project includes reclamation of the current surface down to the gravel base, new asphalt base, new tennis court surface, new nets and supports as well as new perimeter fencing. This facility has 2 courts. This request ranked 26th by the CIP Committee. *The Manager is not recommending funding this request.*

Bond Beach Sewage Disposal System: \$20,000. The scope of this project is to design and construct a new sewage disposal system at Bond Beach. The CIP Committee rated this request 27th. *The Manager is not proposing funding for this request.*

Memorial Park Softball Bleachers: \$15,000. Replacement of steel and wood plank bleachers at the Memorial Park Softball Field with aluminum bleachers on a concrete pad. This is the second phase of bleacher replacement at Memorial park. This item was ranked 32nd by the CIP Committee. *The City Manager has not funded this request.*

Beach Facilities Drainage Improvement Design: \$80,000. This project involves designing appropriate drainage features at Bond, Bartlett and Opechee Beaches to address ongoing beach erosion problems. This request was ranked 35th by the CIP Committee. *The City Manager is not funding this request.*

Memorial Park Baseball Irrigation System: \$28,000. Installation of an automated irrigation system at the Memorial Park Baseball Field. This request ranked 37th by the CIP Committee. *The City Manager is recommending funding this project.*

Fire:

Equipment Radios: \$155,000. This request is to replace all forty-four Motorola portable radios, carry cases and attachments. The radios are no longer covered by warranty and Motorola no longer supports the radios with replacement parts. This request ranked 21st out of 39 by the CIP Committee. *The City Manager is recommending funding \$70,000 of this request from the Motorcycle Week Special Revenue Fund and the remaining \$85,000 from Capital Outlay.*

Non-Department:

Non Capital Reserve Improvements: \$65,000. This fund was established in 2005 to provide money for the emergency repairs and maintenance of public facilities. *The City Manager is not recommending a transfer to this account this fiscal year.*

City Hall Window Replacement: \$60,000. The windows at City Hall were installed when the building was constructed in 1972. The majority of the windows have either broken spring mechanisms or deteriorated seals and are difficult to open and close. Additionally energy cost savings would be obtained by replacing these windows with more efficient modern styles.

This request is to replace the windows in the original section of the building. *The City Manager is not recommending funding this request.*

DPW:

Street Repairs: \$1,750,000. This fund is for repairs and resurfacing of city streets, installing drainage, curbing and sub-lawn restoration / landscaping as required. DPW has accomplished over 40 miles of reconstruction and/or re-paving of streets through CIP funding in the past 12 cycles. In the next few cycles, attention will focus on several costly road sections including portions of Court Street, North Main Street, Shore Drive (north end) and Frank Bean Road as well as several other smaller street sections as prioritized through our Road Surface Management Program. The deterioration of roadways in this climate requires an annual appropriation of at least \$1,500,000 to stay ahead of the deterioration curve on our 90+ miles of paved roadways in the City. This CIP committee once again ranked this request as 1st on the list for CIP requests. *The Manager is recommending reducing funding for this item to \$1,400,000, however there is a carry forward from Fiscal Year 15 for \$250,000 that will be added to this amount to increase the available funds to \$1,650,000.*

City Wide Drainage Improvements: \$100,000. This request is a follow up to the Comprehensive Drainage Study that has been on-going throughout the City for the past several years. These funds would allow for the actual construction of projects that have been identified as priorities through the Drainage Study. The City needs to gradually and systematically replace the storm water infrastructure. This project request was rated 5th by the CIP Committee. *The City Manager has recommended full funding of this request.*

Bridge Repair/Maintenance: \$45,000. This request is a follow up on the Bridge Inspection completed in 2014 by CLD Consulting Engineers. Overall the City's bridges are in good condition, at this time only the Academy Street bridge is currently on the NHDOT Municipal Red-list. The recommendation is to perform routine maintenance such as cleaning, applying water repellent, perform slope repairs, crack sealing, joint repairs and pavement repairs on bridges throughout the City to extend the life of the City's bridges. This project request was rated 7th by the CIP Committee. *The City Manager has recommended funding this request for \$30,000.*

Comprehensive Drainage Study: \$20,000. This line would fund the 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. Many areas of the City's storm water drainage system are inadequate to manage current storm water runoff rates and volumes. In addition much of the system is old and in various states of disrepair. This item ranked 26 out of 39 with the CIP Committee. *The City Manager has not funded this request, due to several balances remaining in the Carryforwards from prior years.*

Sidewalk Improvements: \$50,000. This funding would repair existing and construction of new sidewalks throughout the City. Sidewalks throughout the City have deteriorated and many of the sidewalks/intersections are not ADA compliant and need to be upgraded. This line ranked 16th out of 39 requests with the CIP Committee. *The City Manager has recommended funding this request at \$25,000.*

Fence/Guardrail Replacement: \$50,000. This funding would be dedicated to replacing or repairing various guard rails, railings and retaining walls throughout the City. This project involves the systematic replacement of this infrastructure to assure the safety of the public both in pedestrian and vehicular travel mode. The CIP Committee ranked this item 24 out of 39. *The Manager is recommending reducing the funding for this request to \$40,000.*

Parking Garage Deck Repair and Structural Review: \$50,000. The City Parking Garage is over 45 years old. There continues to be some moisture intrusion issues in the retail and professional office spaces located on the first level of the garage. The existing deed states the City has the responsibility to remediate water intrusion issues. There is also evidence of significant deterioration of several portions of the structural steel and safety concerns warrant an engineering review of the structure. The CIP Committee ranked this request 30th on the list. *The City Manager is recommending funding this line item at \$40,000.*

Hilliard Road Bridge Construction: \$77,000. This area is a major wetland and bog. During significant and intense rain events the water flows over the top of the roadway. The pipes are deteriorating and erosion is a significant concern. This project would involve the removal of multiple drain pipes near the end of Hilliard Road at the Pickerel Cove end and replacing them with a pre-cast concrete box or aluminum arch on concrete footers. The CIP Committee ranked this request 34th. *The City Manager has not recommended funding this request.*

Union Ave Retaining Wall Engineering Study: \$35,000. The Union Avenue corridor between Lakeport Square and Stark Street has approximately 1,000 feet of retaining wall ranging from 4 feet to 12 feet high supporting the roadway. DPW has performed a number of repairs over the years on this section of roadway. Due to the age of the wall and the amount of traffic traveling along this section of road we feel that it would be appropriate to have a structural analysis performed on this wall. The CIP Committee ranked this request 36th. *The City Manager has recommended funding this request.*

Plantation Rd & Drainage Assessment: \$20,000. This project involves performing an engineering review and preliminary design of the roadway paving and drainage improvements in the Plantation Road & Colonial Road section of the City. This road is currently a gravel road which requires a considerable amount of time and funds annually to maintain. The CIP Committee ranked this request 39th. *The City Manager is not recommending funding this request.*

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. In Fiscal Year 13 the Council approved seeking a bond to replace several large and expensive pieces of equipment. As part of this agreement, the Internal Service Fund would allocate \$100,000 annually to go towards the bond payment for these vehicles. As a result a portion of the \$180,000 is allocated to the bond payment, leaving a balance of \$80,000 to go towards fleet replacements in Fiscal Year 16. This line ranked 17 of 39 by the CIP committee. *The Manager is recommending full funding for this request.*

Fire:

Inflatable Rescue Boat: \$28,000. The existing inflatable boat was donated to the Fire Department a number of years ago. The boat leaks and needs to be refilled with air on a daily basis. Numerous repairs have been made to the boat, however it is unreliable and unsafe. This boat is used extensively in water and ice rescues throughout the City. This line ranked 38 out of 39 with the CIP committee. *The City Manager has not recommended funding this request.*

Police:

Two Cruisers; One Van: \$108,000. This line would fund the purchase of two marked cruisers and one marked transport van. The cost estimates are based on the state bid price for last year's acquisitions and setup costs of the current vehicles. This request is part of the carefully planned replacement schedule of Police patrol vehicles. The CIP Committee ranked this request 3rd. *The City Manager is recommending funding for this line.*

Parks:

Commercial Wide Cut Area Mower: \$75,000. This request is to purchase a new commercial wide-cut, large area mower for the mowing of the City's athletic fields and other large areas. The CIP Committee ranked this request 31st. *The City Manager is recommending funding of this request.*

ADMINISTRATION -CAPITAL OUTLAY TO BE BONDED
FY 2015-2016 BUDGET

<u>2015-2016</u>		<u>CIP</u>	<u>FY 2015-2016</u>	<u>FY 2015-2016</u>
<u>Dept</u>		<u>RANK</u>	<u>DEPT REQUEST</u>	<u>MANAGER</u>
Parks	Endicott Rock Park Beach Reconstruction	24	\$300,000	\$ 300,000
Fire	Engine #3	33	\$520,000	
Total City			\$820,000	\$300,000

ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

Parks:

Endicott Rock Park Beach Restoration/Construction: \$300,000. The goal of this project is to restore Weirs Beach to its original footprint, or as much as will be permitted by the regulating authorities. Phase 1 of the Weirs Beach sand migration study was completed in 2013. Phase 2 of the sand migration study was completed in 2014. This request is for the final engineering and construction phase of the project. The CIP Committee ranked this request at 24th out of the 39 requests received. *This City Manager is recommending funding this request with a bond.*

Fire:

Engine #3 Replacement: \$520,000. This truck is 28 years old and needs to be retired. The pump is losing capacity and no longer meets the rated gallons-per-minute capacity. This truck is our reserve unit and goes in-service whenever a primary unit is unavailable. This truck would be assigned to the Weirs Station and the truck that is currently there (2004 Engine 5) would be placed at the Central Station as the Second Engine to respond. The 1990 Engine 2 would become the reserve. This project ranked 9th of 39 with the CIP Committee. *The City Manager is not recommending funding of this request.*

ADMINISTRATION - NON DEPARTMENTAL
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
OTHER							
01 431 247 0000 SEA Education Reimb.	\$ -	\$1,000	\$709	\$760	\$2,500	\$2,500	\$2,500
01 431 248 0000 Employee Service Awards	3,929	5,736	4,640	6,030	5,000	5,000	5,000
01 431 303 0000 Public Relations	2,283	447	1,286	1,792	2,000	2,000	2,000
01 431 303 0001 IT/GIS	84,188	70,358	90,460	91,888	147,500	187,500	175,000
01 431 304 0000 O/S Contract	56,870	11,650	561	6,701	5,000	5,000	5,000
01 431 343 0000 Contingency	(1)	373,835	31,258	-	850,000	75,000	100,000
01 431 343 0001 Environmental Contingency	-	-	1,894	-	-	-	-
01 431 343 0011 Revalutaion Contingency	-	-	-	-	17,148	-	-
01 431 345 0000 Cemeteries	4,123	4,500	4,500	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
01 431 357 0030 Capital Reserve for Debt Service	1	402,889	-	-	-	-	-
01 431 357 0035 Transfer to Cap Res-Comp Absence	-	100,000	-	111,290	-	-	-
01 431 357 0040 MC Week Consortium	2,000	2,000	2,000	5,000	5,000	5,000	5,000
01 431 357 0070 LR Public Access	35,525	41,848	40,594	40,844	29,500	30,000	20,000
01 431 357 0072 Heritage Commission	15	-	-	-	-	-	-
TOTAL OTHER	\$222,689	\$1,048,018	\$211,658	\$302,561	\$1,101,904	\$350,256	\$352,756
DEPT. O&M TOTAL	\$222,689	\$1,048,018	\$211,658	\$302,561	\$1,101,904	\$350,256	\$352,756

ADMINISTRATION - NON DEPARTMENTAL
ACCOUNT DESCRIPTIONS
FY 2015-2016 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 that the City approves as long as the student receives a grade of "C" or better. The City is obligated to include \$2,500 in the budget each year for this program.

EMPLOYEE SERVICE AWARDS

This line item funds the cost of annual employee service awards. This line also includes funding for two semi-annual luncheons for the employees.

PUBLIC RELATIONS

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

IT/GIS

This line item funds the cost of maintaining the City's computer network, web page and GIS maintenance fees. In addition to the cost of routine maintenance and licensing of existing software, replacement of equipment and training this line item also includes: \$10,000 software upgrades; \$16,000 firewall and virus protection; \$22,500 GIS; \$19,000 for consulting, \$30,000 for equipment replacement. *The City Manager has reduced funding for this line item to \$175,000.*

OUTSIDE CONTRACT

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

CONTINGENCY

This budget allows for unforeseen expenditures and anticipated retirements. *The City Manager increased funding for this line to \$100,000 for possible additional staffing in the Police Department.*

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

In 2015 Lakes Region Public Access changed their operations, as a result the City purchased and installed the equipment necessary to broadcast various City's meetings using Public Access Channel 26. *Funding was reduced to coincide with the reduction in costs for the new broadcast format.*

ADMINISTRATION - SPECIAL ITEMS
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
OTHER							
01 489 480 0003 Senior Center	\$7,446	\$7,446	\$10,325	\$10,325	\$10,325	\$11,357	\$11,357
01 489 480 0005 Community Action	49,552	49,552	46,579	46,579	46,579	46,579	46,579
01 489 480 0007 Central NH VNA & Hospice	56,000	56,000	56,000	56,000	52,000	50,000	50,000
01 489 480 0011 Laconia Airport Authority	10,000	-	-	-	-	-	-
01 489 480 0012 Humane Society	25,000	25,000	25,000	25,000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	1,650	1,650	2,500	3,468	3,468	3,470	3,470
01 489 480 0014 Child & Family Services	2,625	2,625	4,500	5,000	5,000	5,000	5,000
01 489 480 0017 Veterinarian Costs	-	193	72	40	300	300	300
01 489 480 0018 Lakes Region Assn	-	-	500	500	-	2,500	500
01 489 480 0019 Laconia Main Street Initiative	-	-	4,000	-	-	-	-
01 489 480 0022 Human Relations	1,000	1,000	1,000	2,000	2,000	2,000	2,000
01 489 480 0023 LR Chamber of Commerce	125	125	145	445	125	125	125
01 489 480 0024 4th of July fireworks	10,000	10,000	10,000	10,000	12,000	24,000	12,000
01 489 480 0025 Laconia Trails with Rails/WOW	7,500	7,500	15,000	17,500	8,000	20,000	15,000
01 489 480 0026 Weirs Beach Fire Works	6,000	6,000	7,000	7,000	7,000	7,000	7,000
01 489 480 0027 Genesis Behavioral Health	8,000	8,000	15,000	20,000	20,000	47,250	20,000
01 489 480 0028 Boys and Girls Club	1,500	1,500	3,000	5,000	5,000	10,000	7,000
01 489 480 0030 Winnepesaukee Transit System	2,500	2,500	3,000	3,000	3,000	5,000	3,000
01 489 480 0031 Milfoil Treatment	-	-	-	-	20,000	20,000	20,000
01 489 480 0033 Lake Opechee Preservation	-	-	2,265	-	-	5,000	-
01 489 480 0034 Greater Lakes Child Advocacy	-	-	1,000	-	-	-	-
01 489 480 0035 CASA	-	-	-	-	500	500	500
American Red Cross	-	-	-	-	-	1,500	-
Appalachian Mtn Teen Project	-	-	-	-	-	2,400	-
01 489 480 0072 Laconia Heritage Commisison	-	-	-	-	750	750	750
TOTAL OTHER	\$188,898	\$179,091	\$206,886	\$211,857	\$221,047	\$289,731	\$229,581
 DEPT. O&M TOTAL	 \$188,898	 \$179,091	 \$206,886	 \$211,857	 \$221,047	 \$289,731	 \$229,581

ADMINISTRATION - SPECIAL ITEMS
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

SENIOR CENTER

The Senior Center provides social, recreational, educational and health services to Laconia's senior residents. *The request is for \$11,357 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 request this year is for \$46,579 which is the same amount as requested for the last 2 years. 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. *The request for funding this year was for \$50,000 down by \$2,000 from previous years. The City Manager is recommending funding this request for \$50,000.*

HUMANE SOCIETY

This agency houses and boards stray dogs and unlicensed dogs collected in the City. This contract which takes effect on July 1, 2015 thru June 30, 2016 reflects the same request as the prior 3 years. *The City provides \$25,000 annually to the Humane Society for this service.*

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 \$3,470. The City Manager has funded this request for the full amount.*

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 \$5,000, the City Manager is recommending funding this line for the full amount requested.*

VETERINARIAN COSTS

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

LAKES REGION ASSOCIATION

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

HUMAN RELATIONS

This line item would support the Human Relations Committee's 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 acts as a mediator or a liaison to local, state and federal agencies under RSA 354-A:1 and RSA 354-B:1. ***The request this year is for \$2,000, the City Manager is recommending funding this request for the full amount.***

LACONIA/WEIRS BEACH CHAMBER

This line would fund membership in the Laconia/Weirs Beach Chamber of Commerce. The cost of membership is \$125 annually.

FOURTH OF JULY FIREWORKS

This line item serves as a contribution for the 4th of July fireworks presentation (formerly processed through the Kiwanis). ***The request this year is for \$24,000; the City Manager is recommending funding this line for \$12,000.***

LACONIA RAILS WITH TRAILS(WOW)

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

WEIRS BEACH FIREWORKS

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

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 a \$47,250 appropriation this year; the City Manager has reduced this line to \$20,000.***

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 Boys and Girls Club submitted a request for \$10,000 this year. The City Manager is recommending funding this request for \$7,000.***

WINNIPESAUKEE TRANSIT SYSTEM

This request is 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 City Manager has reduced this line to \$3,000.***

MILFOIL TREATMENT

In support of the Council Goals & Objectives to preserve the lakes in the area, this is a request to assist with the treatment of milfoil in surrounding lakes. ***The City Manager has recommended funding this request for \$20,000.***

LAKE OPECHEE PRESERVATION

This request will assist with the continued treatment of milfoil in Lake Opechee. This line was not funded. 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 request this year is for \$5,000' the City Manager has not funded this line item due to the request for Milfoil Treatment above.***

CASA (Court Appointed Special Advocates)

This organization provides support to abused and neglected children by assigning volunteer case workers (working with skilled staff) to ensure that children's needs are met and services are provided to facilitate safe reunification with biological families when possible. ***This year's request is for \$500. The City Manager is recommending funding of this request.***

AMERICAN RED CROSS:

This request is for \$1,500 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.***

APPLACHIAN MOUNTAIN TEEN PROJECT:

The AMTP fosters resilience, enriches opportunities, and develops stable, secure relationships in the lives of young people who face difficult life circumstances. ***The request is for \$2,400. The City Manager has not funded this line.***

LACONIA HERITAGE COMMISSION

This committee's mission is to identify and preserve historical buildings throughout the city. ***They are requesting \$750 in support. The City Manager has recommended funding this line item.***

ADMINISTRATION - LICENSING BOARD
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 404 101 0000 Clerk (PT)	\$7,016	\$6,679	\$6,902	\$7,563	\$8,820	\$8,156	\$8,156
01 404 105 0000 Overtime	<u>127</u>	<u>428</u>	<u>480</u>	<u>335</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL SALARIES	\$7,143	\$7,107	\$7,382	\$7,898	\$9,320	\$8,656	\$8,656
OTHER							
01 404 207 0000 Postage	\$272	\$172	\$184	\$188	\$350	\$350	\$350
01 404 212 0000 Copier	145	148	35	39	250	250	250
01 404 214 0000 Supplies	798	576	440	410	800	800	800
01 404 234 0000 Vehicle Rental	-	50	207	483	500	500	500
01 404 303 0000 Misc.	419	415	412	412	450	450	450
01 404 401 0000 Equipment	<u>396</u>	<u>50</u>	<u>1,700</u>	-	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
TOTAL OTHER	\$2,031	\$1,411	\$2,978	\$1,532	\$4,150	\$4,150	\$4,150
DEPT. O&M TOTAL	\$9,175	\$8,518	\$10,360	\$9,430	\$13,470	\$12,806	\$12,806

ADMINISTRATION-LICENSING BOARD
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk *	7	2	32	10	\$15.40	\$154.00	\$4,928.00
		7	3	20	10	\$16.14	\$161.40	\$3,228.00

TOTAL LICENSING \$8,156.00

* Above Pay Rates include possible Merit (step) Increases

ADMINISTRATION - LICENSING BOARD
ACCOUNT DESCRIPTIONS
FY 2015-2016 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.

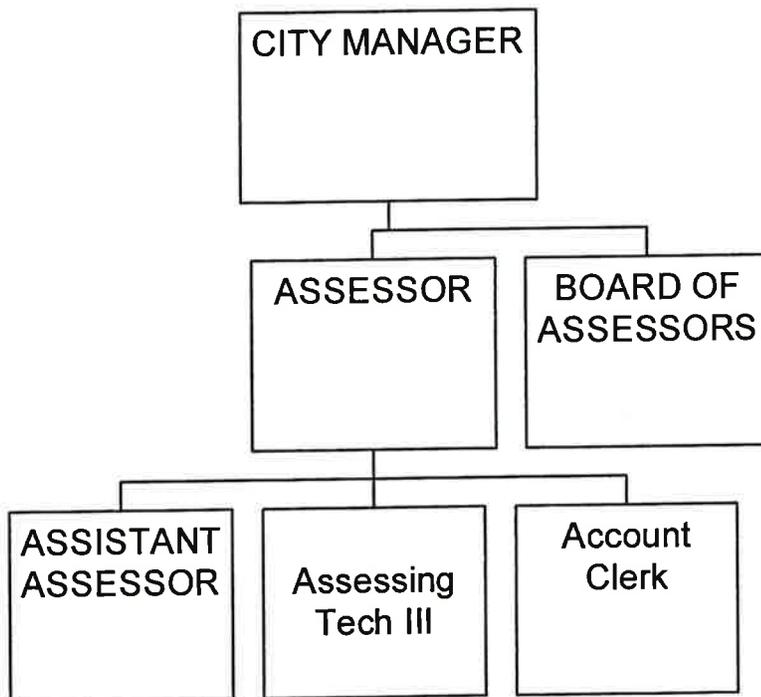
MISC

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 2015-2016 BUDGET



ASSESSING
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEP REQ</u>	<u>MANAGER</u>
SALARIES							
01 411 101 0000 Salaries	\$174,979	\$173,468	\$181,466	\$189,468	\$199,545	\$204,673	\$204,673
01 411 105 0000 Overtime	128	-	51	-	-	-	-
01 411 106 0000 Sick-Hurt	2436	2,125	3,338	1,696	-	-	-
01 411 107 0000 Holidays	2794	2,794	2,920	3,052	-	-	-
01 411 108 0000 Vacations	5144	6,909	6,159	3,746	-	-	-
01 411 109 0000 Longevity	90	90	90	180	210	210	210
01 411 115 0000 SalaryAdj.	-	-	-	-	6,262	6,402	6,402
TOTAL SALARIES	\$185,571	\$185,386	\$194,024	\$198,142	\$206,017	\$211,285	\$211,285
OTHER							
01 411 201 0000 Telephones	\$1,102	\$691	\$659	\$682	\$750	\$700	\$700
01 411 207 0000 Postage	848	999	672	773	750	700	700
01 411 212 0000 Copier	1,908	2,395	2,871	1,602	3,000	3,000	3,000
01 411 214 0000 Supplies	815	3,541	883	1,432	2,500	2,500	2,500
01 411 229 0000 Registry-Deeds	76	77	30	60	100	100	100
01 411 233 0000 Maint-Agreement	9,501	9,450	9,965	10,160	11,000	11,000	11,000
01 411 234 0000 Vehicle Rental	3,611	4,885	4,498	4,257	4,500	4,500	4,500
01 411 242 0000 Travel-Meetings	-	-	-	-	200	100	100
01 411 245 0000 Conference-Dues	610	600	668	630	750	700	700
01 411 247 0000 Training	1,165	1,064	623	1,555	1,500	1,200	1,200
01 411 304 0000 O/S Contracts	14,490	10,740	793	2,989	12,000	12,000	12,000
01 411 305 0000 GIS Services	-	-	6,000	7,266	4,000	4,000	4,000
01 411 401 0000 Equipment	-	-	-	-	-	-	-
01 411 304 0001 Revaluation	-	-	-	-	50,000	50,000	40,000
TOTAL OTHER	\$34,126	\$34,443	\$27,662	\$31,406	\$91,050	\$90,500	\$80,500
DEPT. O&M TOTAL	\$219,697	\$219,829	\$221,686	\$229,548	\$297,067	\$301,785	\$291,785

ASSESSING
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Assessor**	25			35		\$1,519.67	\$79,022.84
1	Assist Assessor**	16			35		\$942.86	\$49,028.72
1	Assessing Tech III*	13	10	52	35	\$24.56	\$859.60	\$44,699.20
1	Acct Clerk *	7	7	52	35	\$17.54	\$613.90	\$31,922.80
Total Assessor								\$204,673.56

* 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 and abatements
- Appear before the Board of Tax and Land Appeals and NH Superior Court
- Update and change approximately 1,500 deeds and 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 in person and over the phone

2015-2016 Objectives

- Complete Sales Analysis by October 1, 2015 and complete final MS-1 by Oct. 15, 2015
- Complete and mail the initial MS-1 by Oct. 1, 2015
- Complete new construction and sales inspections by July 1, 2015
- Complete City-wide yearly update
- Update City Tax Maps with GIS locations

2015-2016

- Achieve State Certification in 2015

ASSESSING
ACCOUNT DESCRIPTIONS
FY 2015-2016 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 City 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.

COPIER

This line item funds day-to-day copying.

SUPPLIES

This line item funds the cost of general office supplies.

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 department request is for level funding of \$12,000 for this work.

GIS

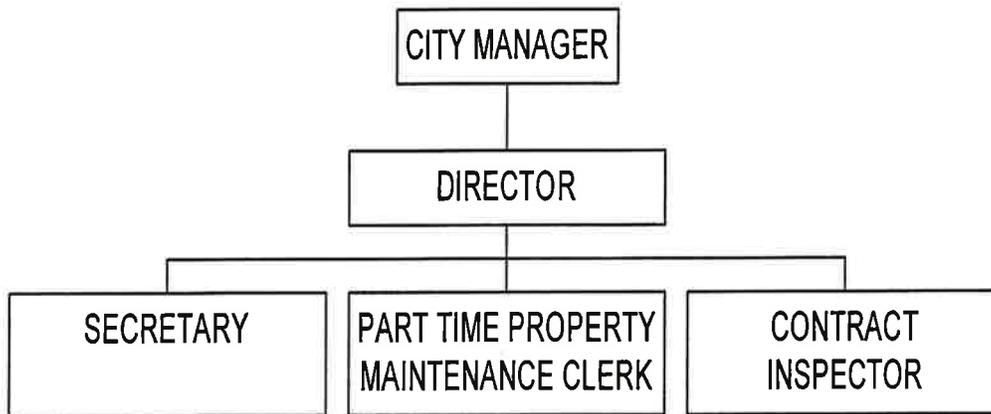
This line item covers expenses for the Assessing Department related to the continued upgrades and improvements of data entered to GIS pertaining to the Assessing Department.

REVALUATION

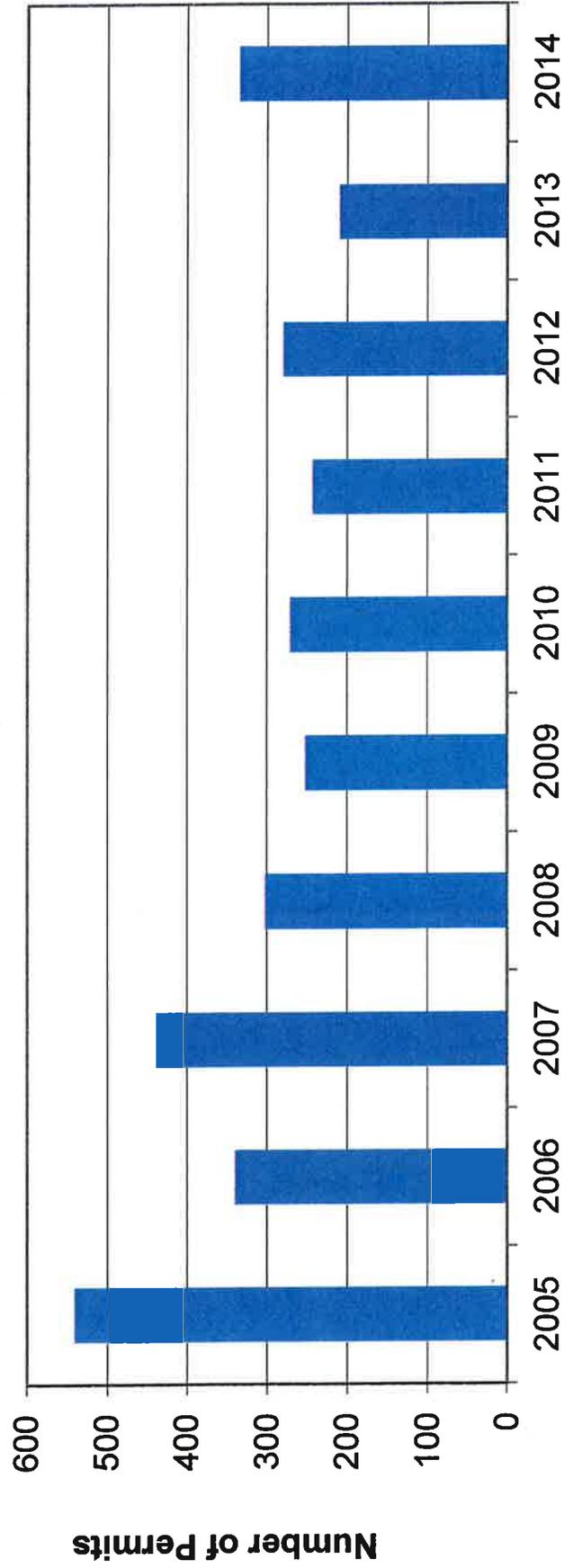
The City is required to do a City wide revaluation every 5 years, the cost of which runs approximately \$200,000. This request would provide a portion of the funds needed to complete the revaluation; the Assessing Dept. will be requesting similar amounts over the next several budget years to fund this request. *The Manager has reduced this line item by \$10,000 to \$40,000.*

CODE ENFORCEMENT

FY 2015-2016



Building Permits Issued Last Ten Years



CODE ENFORCEMENT
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 407 101 0000 Salaries	\$55,878	\$39,396	\$60,854	\$63,170	\$77,013	\$79,971	\$79,971
01 407 105 0000 Overtime	144	125	80	313	-	-	-
01 407 106 0000 Sick-Hurt	1703	1,637	1,091	1,672	-	-	-
01 407 107 0000 Holidays	1838	1,838	3,298	2,470	-	-	-
01 407 108 0000 Vacations	2521	1,058	3,831	1,869	-	-	-
01 407 109 0000 Longevity	30	30	30	30	60	60	60
01 407 115 0000 Salary Adj.	-	-	-	-	1,295	1,327	1,327
TOTAL SALARIES	\$62,114	\$44,084	\$69,184	\$69,524	\$78,368	\$81,358	\$81,358
OTHER							
01 407 201 0000 Telephones	\$1,904	\$1,379	\$1,202	\$1,245	\$1,500	\$1,200	\$1,200
01 407 207 0000 Postage	309	267	488	358	450	500	500
01 407 210 0000 Notices	393	454	-	300	300	300	300
01 407 212 0000 Copier	228	358	730	470	600	650	650
01 407 214 0000 Supplies	1,426	3,741	1,288	1,674	2,500	2,500	2,500
01 407 234 0000 ISF/Vehicle Rental	3,520	1,215	1,028	1,968	4,500	4,500	4,500
01 407 242 0000 Travel-Meetings	240	-	-	140	300	300	300
01 407 245 0000 Conference-Dues	125	175	264	250	300	300	300
01 407 247 0000 Training	-	-	110	150	500	500	500
01 407 304 0000 O/S Contracts	28,112	93,589	76,800	78,145	79,754	81,000	81,000
01 407 304 0001 Prop Maint Enforcment	6,124	846	410	3,265	-	-	-
01 407 401 0000 Equipment	3,190	63	140	1,454	1,000	1,000	1,000
TOTAL OTHER	\$45,571	\$102,087	\$82,460	\$89,419	\$91,704	\$92,750	\$92,750
DEPT. O&M TOTAL	\$107,685	\$146,170	\$151,644	\$158,943	\$170,072	\$174,108	\$174,108

CODE ENFORCEMENT
FY 2015-2016 BUDGET

Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
Director*			27				\$26,541.84
Secretary**	9	9	44	35	\$ 20.03	\$701.05	
	9	10	8	35	\$ 20.32	\$711.20	\$36,535.80
Part time Property **	4	3	26	25	\$12.69	\$317.25	
Maintenance Clerk	4	4	26	25	\$13.30	\$332.50	\$16,893.50
Total Code Enforcement							\$79,971.14

*Director's salary is 30 % of Planning Director's pay, eligible for up to 5% salary adjustment

**Above Pay Rates Include Possible Merit (Step) Increases

Code Enforcement Activities

	FY10	FY11	FY12	FY13	FY14
Building permits	273	245	281	211	336
Value of permits **	\$53,987,834	\$15,055,612	\$15,722,978	\$24,202,874	\$38,422,629
Demo Permits	16	21	24	36	33
Value of permits**	\$995,869	\$331,000	\$717,585	\$2,868,300	\$1,889,400
Electrical Permits	187	223	194	339	226
Value of permits**	\$1,063,342	\$1,696,467	\$2,387,737	\$3,329,188	\$3,412,378
Inspections performed	1,932	1,932	1,040	920	1,016
Property Maint cases	114	202	135	138	105

**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

** FY13 includes LHS recreation buildings and Weirs Comm Park Buildings

Goals and Objectives 2015-2016

The Code Enforcement office will continue to focus on defining and refining procedures this year with an emphasis on customer service, user friendly forms and combined inspections with other departments. Property maintenance is also a focus. We have partnered with the Fire Department and the Laconia Housing Authority for joint inspections for multifamily properties. Once this process is refined we plan to expand these inspections to other large scale peoperty owners and evenutally to all multifamily properties in the City.

CODE ENFORCEMENT
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

SALARIES

This line historically funds salaries for 1 part time employee and 2 full time employees. The Planning and Code offices continue to be directed solely by a single Director. The Director's salary is split 70% to Planning and 30% to Code.

OVERTIME

This line item funds the cost of hourly staff attendance at Heritage Commission's evening meetings.

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. This line was reduced to \$450 by the City Manager last year and we over spent this line item. We are asking for a \$50 increase.

NOTICES

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

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 permit applications.

ISF/VEHICLE RENTAL

This line item funds the cost of operation of a City vehicle used by the Code Enforcement Department .This vehicle has historically been shared between the Director of Code Enforcement, Building Inspector and the Property Maintenance Clerk.

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, the International Code Council, 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 funds the contract Building Inspector. Contract with the consultant is for 24 months at approximately \$6698 per month.

PROPERTY MAINTENANCE ENFORCEMENT

This line item pays for additional court and copying costs required to enforce the current Property Maintenance Code.

EQUIPMENT

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

CONSERVATION COMMISSION

FY 2015-2016

BUDGET

CONSERVATION COMMISSION
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>2013-2014</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEP REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 422 101 0000 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER							
01 422 207 0000 Postage	\$31	\$51	\$53	\$54	\$200	\$100	\$100
01 422 208 0000 Printing	-	-	-	-	100	-	-
01 422 212 0000 Copier	36	39	79	68	120	120	120
01 422 214 0000 Supplies	27	-	195	-	600	600	600
01 422 247 0000 Training	275	420	389	709	800	800	800
01 422 303 0000 Misc.	322	437	392	503	1,284	1,300	1,300
01 422 304 0000 O/S	-	250	-	597	250	10,000	10,000
01 422 390 0000 Annual Fees	578	638	613	603	900	900	900
TOTAL OTHER	\$1,269	\$1,834	\$1,721	\$2,534	\$4,254	\$13,820	\$13,820
DEPT. O&M TOTAL	\$1,269	\$1,834	\$1,721	\$2,534	\$4,254	\$13,820	\$13,820

Conservation Commission Activities:

The Conservation Commission reviewed and approved 17 Wetland Conditional Use Permits and inspected conservation easements managed or owned by the City. In addition, they conducted monthly Water Quality Monitoring of Paugus Bay and its tributaries. The primary special project that the Conservation Commission is working on is a study of Black Brook, the tributary entering the Bay just upstream of the City's drinking water intake. The purposes of this watershed study are: 1) To reduce flooding along Union Avenue; 2) To identify portions of the Brook that should be physically modified to improve its flow and water quality; 3) To reduce the ongoing dredging costs incurred by Spinaker Cove owners due to excessive downstream sediment flows; 4) To reduce the spread of invasive milfoil caused by sediments accumulating in shallow stagnant areas near the Union Avenue Bridge. The assembly of information from the hydrogeomorphological investigation will be used to help secure USEPA and NHDES grant funds to finance engineering modifications to the Brook. Discussions with the two agencies have identified the necessity to have this information about Black Brook in order to obtain these funds.

The Conservation Commission has organized and participated in two cleanups of debris in the Brook – one with the Laconia Middle School students and more recently as part of the United Way Day of Caring. During the Day of Caring, dozens of volunteers helped remove invasive milfoil and debris from the Union Avenue bridge to Blaisdell Avenue.

The Conservation Commission members organized and participated in the removal of invasive species from the Perley Oak Park. One member, Deborah Williams, organized the project with help from Laconia student volunteers from the Summer Youth Employment Program sponsored by the NH Lakes Association.

2016 Goals & Objectives:

Continue work on invasive species including drafting of a milfoil management plan. Continue to expand the water quality monitoring program, continue discussion with County partners about open space, Complete the Black Brook Hydrogeomorphic Study.

CONSERVATION COMMISSION
ACCOUNT DESCRIPTIONS
FY 2015-2016

SALARIES

The Conservation technician is classified as a Planning Tech and captured in the Planning Budget.

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 Black Brook study would be funded from this line, as well as funding water sampling efforts for Paugus Bay.

OUTSIDE SERVICES

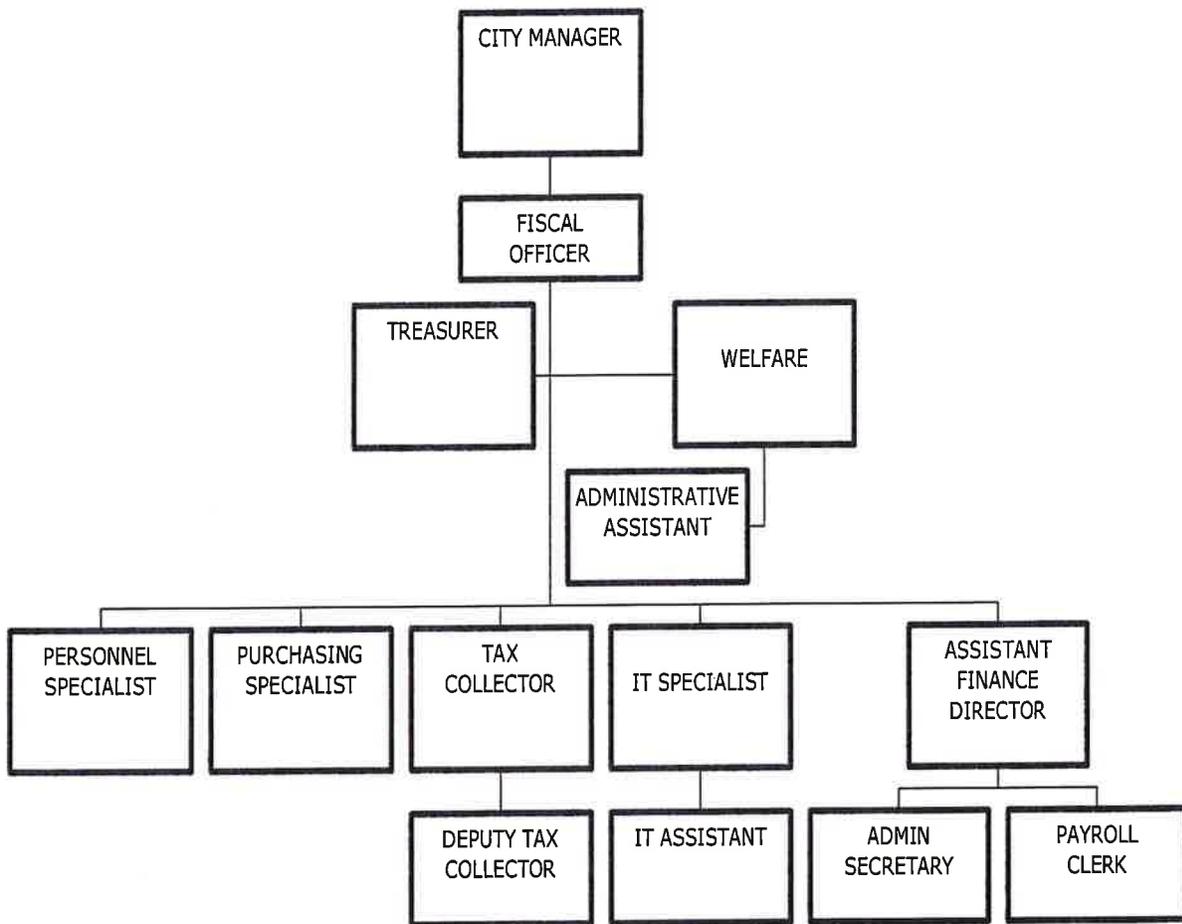
This line covers the cost for miscellaneous outside services that are needed by the Conservation Commission. The extra \$10,000 requested for FY16 will be specifically allocated to finalizing the Black Brook Geomorphic Study. This study will help develop a list of action items to address siltation and milfoil concerns on Black Brook and Spinnaker Cove.

ANNUAL FEES

This line funds annual membership fees for the NH Association of Conservation Commissions.

FINANCE

FY 2015-2016 BUDGET



FINANCE - EMPLOYEE BENEFITS
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
OTHER							
01 429 120 0000 Social Security	\$278,329	\$266,065	\$274,984	\$279,349	\$304,608	\$320,126	\$320,057
01 429 130 0000 Health Insurance*	776,336	935,510	733,238	653,014	626,319	658,251	639,751
01 429 135 0000 Retirement	<u>163,835</u>	<u>155,334</u>	<u>161,560</u>	<u>201,056</u>	<u>225,784</u>	<u>256,821</u>	<u>243,642</u>
TOTAL OTHER	\$1,218,500	\$1,356,909	\$1,169,782	\$1,133,419	\$1,156,711	\$1,235,198	\$1,203,450
DEPT. O&M TOTAL	\$1,218,500	\$1,356,909	\$1,169,782	\$1,133,419	\$1,156,711	\$1,235,198	\$1,203,450

*Health Insurance costs are projected at current enrollment. This total includes optout payouts for employees not enrolled.

FINANCE - EMPLOYEE BENEFITS
ACCOUNT DESCRIPTIONS
FY 2015-2016 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 steps/raises throughout the City have been included in the Salaries lines across City Departments. The Social Security amount reflects these salary increases.

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, less anticipated employee contributions. ***The City Manager has reduced this line item by \$18,500***

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 I employees is budgeted at 11.17%.

FINANCE - FISCAL
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
SALARIES							
01 403 101 0000 Salaries	\$384,076	\$378,327	\$416,652	\$438,203	\$470,814	\$488,453	\$488,453
01 403 105 0000 Overtime	734	479	988	661	500	500	500
01 403 106 0000 Sick-Hurt	41930	3,045	2,211	5,023	-	-	-
01 403 107 0000 Holidays	6494	7,544	7,866	7,921	-	-	-
01 403 108 0000 Vacations	9353	13,161	15,839	14,668	-	-	-
01 403 109 0000 Longevity	360	330	330	390	480	540	540
01 403 115 0000 Salary Adj.	-	-	-	-	16,437	21,352	21,352
TOTAL SALARIES	\$442,947	\$402,885	\$443,886	\$466,866	\$488,231	\$510,845	\$510,845
OTHER							
01 403 201 0000 Telephones	\$2,124	\$1,866	\$1,705	\$1,764	\$2,000	\$2,000	\$2,000
01 403 207 0000 Postage	15,597	15,604	15,846	17,602	17,000	18,500	18,500
01 403 212 0000 Copier	4,135	4,285	5,897	3,686	5,000	5,000	5,000
01 403 214 0000 Supplies	6,494	9,299	5,197	6,020	5,800	5,500	5,500
01 403 214 0001 Supplies - OREO/Fees	1,748	195	1,061	4,042	1,500	2,000	2,000
01 403 221 0000 Audit	23,103	29,571	32,536	30,075	36,000	35,000	35,000
01 403 225 0000 Mortgage Research	2,871	2,934	3,100	3,024	3,500	3,500	3,500
01 403 229 0000 Registry of Deeds	1,405	1,310	1,150	1,507	1,350	1,500	1,500
01 403 233 0000 Maint. Agreements	6,862	5,115	6,365	6,148	6,750	6,500	6,500
01 403 234 0000 Vehicle Rental	705	860	670	2,226	1,000	2,000	2,000
01 403 237 0000 Records Disposition	-	-	-	81	-	100	100
01 403 238 0000 Bank Service Fees	-	-	-	182	450	450	450
01 403 245 0000 Conference-Dues	3,755	845	1,338	1,879	1,750	1,750	1,750
01 403 247 0000 Training	842	566	700	480	500	500	500
01 403 401 0000 Equipment	180	2,881	3,972	2,777	3,200	3,200	3,200
TOTAL OTHER	\$69,821	\$75,331	\$ 79,537	\$ 81,493	\$ 85,800	\$ 87,500	\$ 87,500
DEPT. O&M TOTAL	\$512,768	\$478,217	\$523,423	\$548,359	\$574,031	\$598,345	\$598,345

FINANCE
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director **	28		52	35		\$1,497.70	\$77,880.40
1	Personnel Spec.**	20		52	35		\$1,142.91	\$59,431.32
1	Purch Spec.**	18		52	35		\$1,038.53	\$54,003.56
1	Tax Collector**	19		52	35		\$941.71	\$48,968.92
1	Assist Fin Director**	19		52	35		\$878.90	\$45,702.80
1	Finance Clerk**	9H		52	35	\$20.32	\$711.20	\$36,982.40
1	Admin. Secretary*	9	10	52	35	\$20.32	\$711.20	\$36,982.40
1	Account Clerk II*	7	2	32	25	\$15.40	\$385.00	
		7	3	20	25	\$16.14	\$403.50	\$20,390.00
1	Treasurer**							\$11,025.00
1	IT Specialist**	23		52	35	\$37.73	\$1,320.55	\$68,668.60
1	Asst IT Specialist**	9H		52	35	\$19.46	\$681.10	\$35,417.20
	less reimbursements from Water & Sewer Fund							(\$7,000.00)
Total Finance								\$488,452.60

* Above Rates Include Possible Merit (Step) Increases

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

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

2015-2016 Performance Measure

- Continue to Increase stability in the City's computer network
- Expand scanning documents to Laserfiche
- Continued efforts updating or creating procedure manuals
- Research and move towards paperless payroll

FINANCE – FISCAL
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

SALARIES

This line item funds the cost of 10 full time 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 5% for eligible non union employees.

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.

COPIER

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

SUPPLIES

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

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 adjusted to reflect the contract amount for FY 15 Audit which will be completed in FY16.

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, check printer, 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.

RECORDS DISPOSTION

This line item funds the cost of disposing of records and reports in accordance with the State's statutes.

BANK SERVICE FEES

This is a new line item and relates to the fees associated with adding an extra layer of security to prohibit ACH withdrawals from the City's General Fund bank account.

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.

FINANCE - INSURANCE
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
OTHER							
01 433 123 0000 Unemployment Ins.	\$14,846	\$9,084	\$22,491	\$21,639	\$24,750	\$20,250	\$20,250
01 433 125 0000 Workers Comp. Ins	218,213	225,216	199,628	95,219	264,722	284,036	284,036
01 433 218 0000 Property & Liability Ins	196,446	216,301	209,039	218,809	231,727	249,270	249,270
01 433 218 0002 Wellness Program	458	46	1,028	537	1,500	1,500	1,500
01 433 218 0003 Safety Training	140	1,781	244	140	1,500	1,500	1,500
01 433 218 0007 Claims	<u>1,617</u>	<u>3,000</u>	<u>91</u>	<u>389</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
TOTAL OTHER	\$431,720	\$455,428	\$432,521	\$336,733	\$527,199	\$559,556	\$559,556
 DEPT. O&M TOTAL	 \$431,720	 \$455,428	 \$432,521	 \$336,733	 \$527,199	 \$559,556	 \$559,556

FINANCE – INSURANCE
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

UNEMPLOYMENT

This line item funds the cost of the City payment to Primex for the Unemployment Compensation Program. This line has been decreased this year to reflect the decrease in the City's unemployment contribution rate.

WORKERS COMPENSATION

This line item funds the cost of the City payment to Primex for Workmen's Compensation. The City continues to participate in the PRIME program (the 10 best risk management practices) and has signed a multiyear agreement with Primex resulting in additional discounts on our premiums.

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 adjusted to reflect updated property valuations. The amount reflected in the budget includes 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 2015-2016 BUDGET**

	<u>ORIGINAL</u>		<u>BAL.DUE</u>	<u>YRS</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>%14-15</u>
	<u>DEBT</u>	<u>YRS</u>	<u>07/01/15</u>	<u>REM.</u>	<u>P & I</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>P & I</u>	<u>15-16</u>
BONDED DEBT									
MUNICIPAL BONDS									
1996 Capital Imp.	\$1,125,000	20	\$52,046	1	\$57,902	\$52,046	\$2,940	\$54,986	-5.0%
2001 Capital Imp	\$3,565,000	20	\$1,225,000	7	\$236,793	\$175,000	\$48,476	\$223,476	-5.6%
2002 Capital Imp	\$2,029,000	20	\$800,000	8	\$136,720	\$100,000	\$32,445	\$132,445	-3.1%
2003 Library Renovation & addition	\$2,347,500	20	\$990,000	9	\$158,285	\$110,000	\$42,785	\$152,785	-3.5%
2006 Capital Imp	\$410,861	10	\$41,086	1	\$44,374	\$41,086	\$1,666	\$42,752	-3.7%
2009 Transfer Station Debt	\$1,045,000	10	\$380,000	3	\$122,575	\$95,000	\$17,456	\$112,456	-8.3%
2008 Aerial Fire Truck	\$950,000	10	\$380,000	4	\$109,630	\$95,000	\$8,778	\$103,778	-5.3%
2010 Weirs Boardwalk	\$800,000	20	\$600,000	15	\$64,970	\$40,000	\$23,770	\$63,770	-1.8%
2010 Anthony Drive Drainage Improvemts*	\$437,000	20	\$174,119	16	\$16,181	\$10,883	\$4,987	\$15,870	-1.8%
2010 Revaluation	\$350,000	5	-	-	\$65,982	-	-	-	-
2011 Endicott Water Line	\$315,000	20	\$252,000	16	\$25,595	\$15,750	\$9,274	\$25,024	-2.2%
2011 Weirs Boardwalk Supplement	\$250,000	20	\$200,000	16	\$20,330	\$12,500	\$7,361	\$19,861	-2.3%
2012 Fire Engine/Salt Shed	\$520,000	10	\$416,000	8	\$62,711	\$52,000	\$9,451	\$61,451	-2.0%
2013 Smith Track/Weirs Community Park	\$850,000	10	\$765,000	9	\$104,703	\$85,000	\$17,629	\$102,629	-2.0%
2015 Capital Improvements	\$6,400,000	20	-	20	-	\$320,409	\$176,882	\$497,291	
2016 Endicott Rock Restoration	\$300,000	10	-	10	-	-	\$6,000	\$6,000	
TOTAL CITY			\$6,275,251		\$1,226,751	\$1,204,674	\$409,900	\$1,614,574	31.6%
Less Carryover from FY15								(131,105)	
NET Cost after reductions								\$1,483,469	
SCHOOL BONDS									
1996 Capital Imp.	\$280,000	20	\$12,954	1	\$14,412	\$12,954	\$732	\$13,686	-5.0%
2001 School Renovations	\$6,223,000	20	\$2,469,000	7	\$411,750	\$315,000	\$87,100	\$402,100	-2.3%
2002 School Renovations	\$4,123,300	20	\$1,640,000	8	\$283,824	\$205,000	\$70,008	\$275,008	-3.1%
2008 MM School Construction	\$23,000,000	29	\$13,834,582	22	\$1,487,743	\$1,011,896	\$477,328	\$1,489,224	0.1%
2011 QZAB Bond - Huot Ctr Renovation 1st	\$2,103,000	19	\$1,770,900	16	\$110,700	\$110,700	-	\$110,700	0.0%
2012 QZAB Bond - Huot Ctr Renovation 2nd	\$4,397,000	23	\$4,132,000	21	\$135,000	\$140,000	-	\$140,000	3.7%
2014 School Huot Supplement	\$1,000,000	20	\$950,000	18	\$79,640	\$50,000	\$28,080	\$78,080	-2.0%
2014 QZAB Bond - LHS Renovation	\$1,828,000	21	\$1,828,000	21	-	\$72,000	-	\$72,000	
TOTAL SCHOOLS			\$26,637,436		\$2,523,069	\$1,917,550	\$663,248	\$2,580,798	2.3%
GENERAL FUND TOTAL			\$32,912,687		\$3,749,820	\$1,917,550	\$1,073,148	\$2,580,798	33.9%
INTERNAL SERVICE FUND BONDS									
2012 Public Work Vehicle Replacement	\$580,000	10	\$464,000	8	\$69,935	\$58,000	\$10,529	\$68,529	-2.0%
TOTAL INTERNAL SERVICE FUND			\$464,000		\$69,935	\$58,000	\$10,529	\$68,529	-2.0%
WATER BONDS									
2009 Water Tank	\$1,500,000	20	\$1,160,000	16	\$123,450	\$75,000	\$46,091	\$121,091	-1.9%
TOTAL WATER			\$1,160,000		\$123,450	\$75,000	\$46,091	\$121,091	-1.9%
DOWNTOWN TIF BONDS									
2015 Capital Improvments	\$1,705,000	20	-	20	-	\$85,172	\$47,019	\$132,191	
TOTAL TIF			-		-	\$85,172	\$47,019	\$132,191	
GRAND TOTAL			\$34,536,687		\$3,873,270	\$1,992,550	\$1,129,768	\$2,770,418	-28.5%

* 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 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
OTHER							
01 427 901 0020 Recreation & Facilities	\$15,132	\$14,137	\$16,131	\$14,573	\$20,000	\$20,000	\$20,000
01 427 901 0040 Police	<u>100,563</u>	<u>102,852</u>	<u>151,858</u>	<u>169,262</u>	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>
TOTAL OTHER	\$115,695	\$116,989	\$167,989	\$183,835	\$145,000	\$145,000	\$145,000
DEPT. O&M TOTAL	\$115,695	\$116,989	\$167,989	\$183,835	\$145,000	\$145,000	\$145,000

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

FINANCE – REIMBURSABLES
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

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

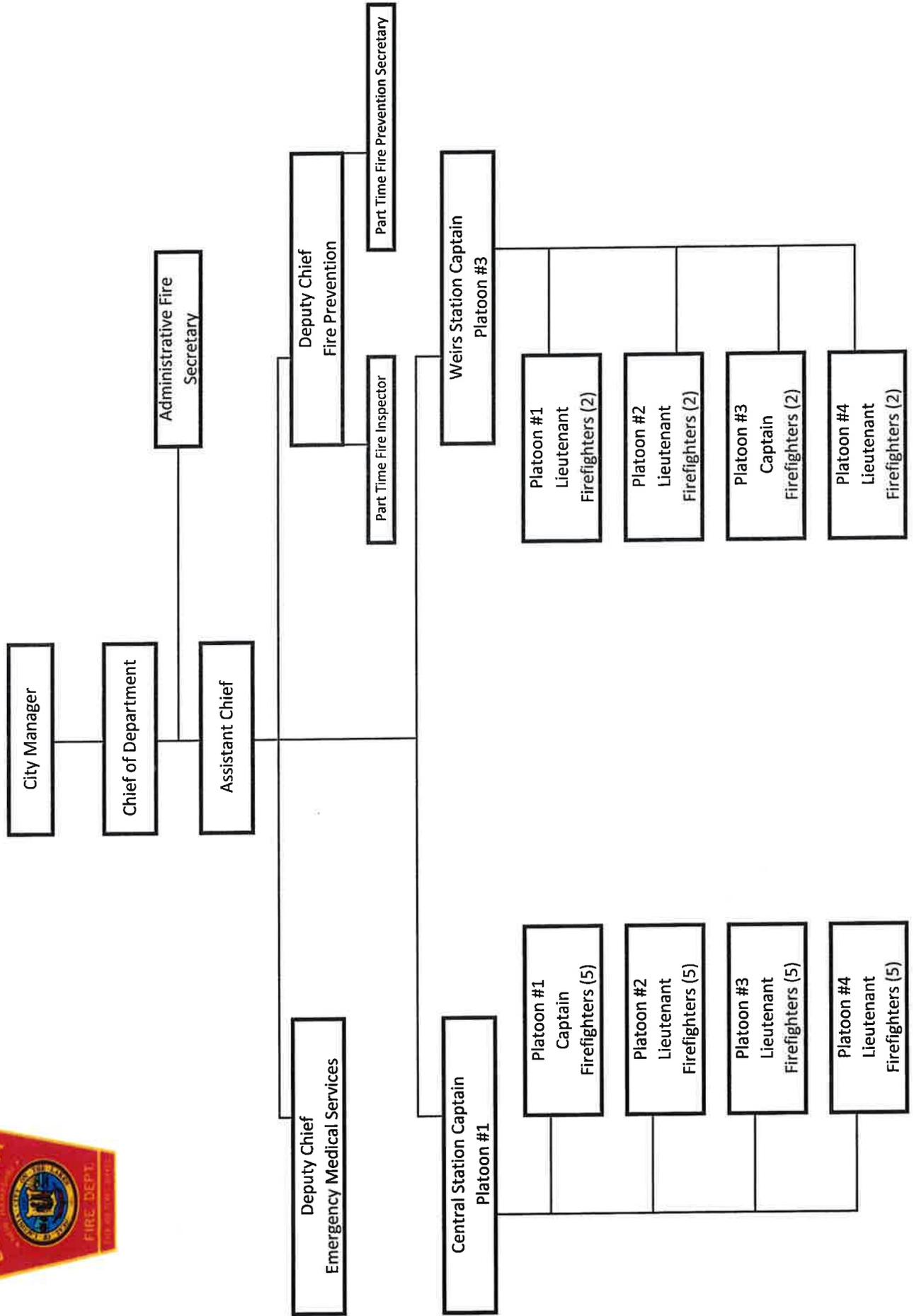
RECREATION & FACILITIES

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.

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.

LACONIA FIRE DEPARTMENT ORGANIZATIONAL CHART



FIRE
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
SALARIES							
01 445 101 0000 Regular Salaries*	\$1,641,678	\$1,577,762	\$1,560,788	\$1,662,411	\$1,755,257	\$1,977,497	\$1,977,497
01-445-106-0001 Personal Coverage	-	-	-	28,720	36,040	36,760	36,760
01 445 105 0000 Extra Duty Coverage	52,471	66,869	41,811	74,700	67,840	69,200	69,200
01 445 106 0000 Sick-Injury Coverage	56,772	40,330	63,959	63,722	68,900	70,200	70,200
01 445 107 0000 Holidays	89,974	92,579	85,644	96,790	103,500	107,800	107,800
01 445 108 0000 Vacation/Personal Coverage	129,580	112,489	146,612	115,833	89,040	90,800	90,800
01 445 109 0000 Longevity	1,530	1,560	1,590	1,470	1,650	1,800	1,800
01 445 111 0000 Contractual EMT-Incentive	12,750	12,000	12,000	32,850	36,000	38,000	38,000
01 445 115 0000 Salary Adj.	-	-	-	-	12,367	12,586	12,586
01 445 130 0000 Health Insurance	658,510	710,782	620,985	537,392	564,638	584,432	568,432
01 445 132 0000 F.F. Insurance	920	730	740	820	920	920	920
01 445 135 0000 Retirement	373,063	445,000	441,553	545,184	575,604	675,567	675,567
TOTAL SALARIES	\$3,017,248	\$3,060,101	\$2,975,682	\$3,159,892	\$3,311,756	\$3,665,562	\$3,649,562
OTHER							
01 445 201 0000 Telephones	\$7,865	\$7,346	\$7,252	\$7,503	\$8,000	\$7,600	\$7,600
01 445 202 0000 Lights-Power	22,742	18,596	18,463	17,363	19,000	21,000	21,000
01 445 203 0000 Water-Sewer	2,704	2,185	2,688	2,755	2,900	2,800	2,800
01 445 204 0000 Heating Fuel	23,514	15,604	18,465	24,754	22,000	22,000	22,000
01 445 212 0000 Copier	1,665	1,794	2,090	2,152	2,100	2,100	2,100
01 445 214 0000 Supplies-Department	3,963	6,353	10,304	11,216	6,000	6,500	6,500
01 445 233 0000 Maint.-Equipment	10,249	15,855	9,889	9,645	6,500	7,000	7,000
01 445 233 0001 Maint.-Fire Alarms	719	449	1,878	1,940	2,000	2,000	2,000
01 445 233 0003 Maint.-Radios	3,130	2,148	4,047	2,501	3,200	3,200	3,200
01 445 235 0000 Maint.-Station Repairs	18,075	15,832	14,973	19,288	10,000	10,000	10,000
01 445 235 0001 Maint-Station Supplies	5,184	4,886	8,113	7,563	6,000	6,000	6,000
01 445 245 0000 Conference/Dues	2,186	2,126	4,688	3,355	2,600	3,000	3,000
01 445 247 0000 Training	3,150	7,117	4,682	4,978	5,000	6,000	6,000
01 445 247 0003 Career Development	345	1,065	1,377	1,811	2,800	3,200	3,200
01 445 251 0000 Uniform Allowance	15,191	18,567	17,226	16,344	16,800	17,500	17,500
01 445 251 0001 Protective Clothing	16,185	17,699	19,574	19,566	17,000	18,000	18,000
01 445 253 0000 Physical Exams	14,360	8,300	8,808	7,333	13,000	10,000	10,000
01 445 304 0000 O/S Contracts	3,858	2,971	13,349	11,484	13,500	13,500	13,500
01 445 359 0000 Fire Prevention-Administrator	3,922	7,198	1,721	1,841	1,800	1,800	1,800
01 445 359 0001 Fire Prevention-Public Education	1,349	1,343	-	274	1,800	1,800	1,800
01 445 367 0000 Emergency Management -CE	-	-	-	-	2,000	2,000	2,000
01 445 401 0000 Equipment	13,766	13,211	28,486	15,575	11,000	12,000	12,000
01 445 401 0002 Equipment-Training	2,674	-	557	614	1,500	1,500	1,500
01 445 401 0004 Special Events Coverage	515	458	564	73	400	500	500
01 445 401 0011 Computer Network Server	-	-	-	-	-	7,500	7,500
01 445 403 0007 Radio Pager Replacement	8,369	381	5,265	9,430	2,000	2,000	2,000
01 445 375 0000 LR Mutual Fire O/S	-	-	-	4,043	129,643	128,848	128,848
TOTAL OTHER	\$185,680	\$171,484	\$204,459	\$203,401	\$308,543	\$319,348	\$319,348
01 445 234 0000 Vehicle Rental	\$91,992	\$99,996	83,000	77,280	85,000	86,000	86,000
01 445 234 0001 Internal Service Fund	109,992	106,400	117,000	121,009	130,000	130,000	130,000
DEPT. O&M TOTAL	\$3,404,912	\$3,437,981	\$3,380,141	\$3,561,582	\$3,835,299	\$4,200,910	\$4,184,910
Less LRGH Contribution						(\$127,000)	(\$127,000)
Less Carryover from FY15						(\$31,250)	(\$31,250)
Less SAFER Grant Extention until 10/2015						(\$81,250)	(\$81,250)
Net Fire Budget						\$3,961,410	\$3,945,410

*Regular Salaries reflects Step and COLA increases on the date of the employee's anniversary.

FIRE
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief**	28		52			\$1,755.00	\$91,260.00
1	Assistant Fire Chief**	26		52			\$1,631.91	\$84,859.32
1	Deputy Fire Chief/ Fire Prevention Sp**	24		52			\$1,453.93	\$75,604.36
1	PT Inspector							\$22,000.00
1	PT Secretary							\$8,000.00
1	Admin. Secretary*	9	8	52	40	19.73	\$789.20	\$41,038.40
Total FIRE ADMIN								\$322,762.08

FIREFIGHTERS

								Based on 12 months @ new rate
1	Captain/EMT-A			52	42	30.65	\$1,287.30	\$66,939.60
1	Captain/EMT-P			52	42	30.64	\$1,286.88	\$66,917.76
1	Lieutenant/EMT-A			52	42	27.91	\$1,172.22	\$60,955.44
1	Lieutenant/EMT-A			52	42	26.52	\$1,113.84	\$57,919.68
2	Lieutenant/EMT-P			52	42	28.45	\$1,194.90	\$124,269.60
2	Lieutenant/EMT-P			52	42	29.30	\$1,230.60	\$127,982.40
3	6th Class FF/EMT-A			52	42	23.93	\$1,005.06	\$156,789.36
2	5th Class FF/ EMT-A			52	42	23.93	\$1,005.06	\$104,526.24
1	5th Class FF/EMT-A			52	42	23.23	\$975.66	\$50,734.32
1	3rd Class FF/EMT-A			52	42	21.77	\$914.34	\$47,545.68
1	3rd Class FF/EMT-A			52	42	22.64	\$950.88	\$49,445.76
2	3rd Class FF/EMT-P			52	42	22.85	\$959.70	\$99,808.80
1	3rd Class FF/EMT-P			52	42	23.78	\$998.76	\$51,935.52
2	2nd Class FF/EMT-A			52	42	21.77	\$914.34	\$95,091.36
2	2nd Class FF/EMT-P			52	42	22.85	\$959.70	\$99,808.80
3	1st Class FF/EMT-A			52	42	20.28	\$851.76	\$132,874.56
2	1st Class FF/EMT-P			52	42	21.29	\$894.18	\$92,994.72
1	Prob FF/EMT-A			52	42	20.28	\$851.76	\$44,291.52
2	Prob FF/EMT-A			52	42	19.50	\$819.00	\$85,176.00
1	Prob FF/EMT-P			52	42	20.48	\$860.16	\$44,728.32
Total Fire Fighters								\$1,660,735.44
Total Fire Dept								\$1,983,497.52

AMBULANCE***

1	Deputy Chief EMS **			52	42		\$1,453.93	\$75,604.36
4	FF6th/EMT-P			52	42	25.09	\$1,053.78	\$219,186.24
Total Ambulance								\$294,790.60

*Above Rates Include Possible Merit (Step) Increases

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

***Paid by Lakes Region General Hospital

**** Salaries shown are calculated for 52 weeks

Fire Department Activities

- 2014 Responded to 8,647 requests for service - 45% of these are emergency calls
- 2014 Responded to 3,896 emergency calls - 5,954 apparatus responses
- 2014 Responded to 1,635 simultaneous and back-to-back calls - 100% increase since 2006
- 2014 72% of all responses are a single-unit response.
- 2014 12% of all responses required a full shift response or greater
- 2014 Response time to the built-up areas of the city within 4 minutes was 58% - a 23% improvement since 2010

Performance Goals and Benchmarks

- | | | |
|------|---|------|
| 2014 | Respond to 90% of all emergencies in built-up areas within 6 mins. | 93% |
| 2014 | Respond to 90% of all emergency calls within 8 minutes or less | 102% |
| 2014 | First alarm units arrive on-scene within 12 minutes 80% of the time | 90% |
| 2014 | Contain 70% residential dwelling fires to room of origin | 70% |
| 2014 | Maintain 75% loss to save ratio for fires | 56% |
| 2014 | Maintain single-unit response at 65% | 110% |

Five-year analysis of fires and responses

- 70% of all fires were in residential property; 44% of the property loss
- 31% of residential fires are in multi-family type homes
- 5% of fires were in health care facilities
- 6% of fires were in business/industry occupancies yet account for 26% of the losses
- 6% of all fires were in assembly type occupancy; 26% of the property loss
- Arson/suspicious fires account for 20% of all fires; 8% remain under investigation
- Accidental fires account for 45% of all fires
- 69% of all emergencies are medical/ rescue type calls, which reflect the change in responsibility of the Department

Non-emergency Activities

- Non-emergency actions include school visits, plan reviews, investigations, permits issued station tours, public education and multiple types of inspections.
- Fire Prevention Bureau conducted 775 inspections.
- 3,253 permits issued- sprinklers, gas & oil appliances, open burning, fire alarm systems, new buildings
- 149 safety programs to the public - extinguisher training, lectures
- Presented public safety education to 790 adults and children.
- On-duty crews conducted 649 in-service inspections - a 72% increase from 2012.
- Fire Prevention inspections have increased by 175% since 2002
- Conducted 285 building plan reviews - a 33% increase over last year.
- Generated \$24,111 in revenue through permits - a 32% increase from 2013.
- Generate \$63,000 per year in service fees for municipal fire alarm systems
- 5,512 hours of training in 660 sessions - 12% increase in hours over last year.
- Seventeen planning sessions for emergency management and public health
- 111 health code related actions for apartment houses, day care, foster care, mold and bed bugs

Objectives 2015

<i>Inspect all multi-family dwellings biannually</i>	30%
<i>Inspect all public assemblies/schools annually</i>	100%
<i>Improve on-duty training hours to 180 hours per firefighter</i>	85%
<i>Institute inspection program for commercial buildings</i>	80%
<i>Institute a leadership training program for supervisors</i>	100%
<i>Reduce recalls by 50% therefore reduce overtime</i>	185%
<i>Reduce injuries and therefore overtime by 25%</i>	170%

FIRE
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

SALARIES

This line item funds the cost of salaries for the Fire Chief, Assistant Fire Chief, Deputy Chief of Fire Prevention, the Administrative Assistant, part-time fire inspector and office assistant, part-time fire alarm repairman and 28 operations personnel (4 additional firefighters and one deputy chief are funded by LRGH). This fiscal year the City will add the cost of the four SAFER firefighters to the operational budget. Total number of personnel assigned to Emergency Operations includes 2 captains, 6 lieutenants and 28 firefighters.

We operate a four platoon system; each platoon works a 24 hour shift. This provides 8,760 hours of service and protection per year. Each platoon is staffed with two Officers and seven Firefighters - 1 Officer and 2 Firefighters work out of the Weirs Station and 1 Officer and 5 Firefighters work out of the Central Station. These nine employees operate two pumpers, two ladder 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 mutual aid and off-duty response to supplement the crews. Municipal Resources, Inc., in their 2012 study, recommends four shifts of eleven, with a minimum of ten firefighters on-duty at any time.

We face a very serious problem involving simultaneous /back-to-back emergency calls. This year we reached 1,635 back-to-back calls. The back-to-back call rate continues to increase at a rapid rate. Since 2006 the numbers have increased by 100%. Our back-to-back call rate is at a staggering 42%. In 2003 the rate was 23%. The back-to-back calls severely restrict our response reliability and effectiveness. The added firefighters have had an impact on responding to back-to-back calls. This is reflected in the drop in recalls. We can put 3 ambulances on the road at the same time and still have an Engine available with two firefighters. However, this is not an ideal position to be in, especially if we get a high risk response.

Laconia is a city with many high risk properties. These include LRGH, Laconia High School, Taylor Home complex, Woodside Building, St. Francis Nursing Home, Bishop Bradley Apartments, Sunrise Towers, Landmark Inn, Belknap County Nursing Home, Stafford House, Lake Village Apartments, Village at Winnepesaukee, Cedar Lodge, downtown business blocks, marinas, Amerigas and Rhymes propane storage, and several fuel storage facilities, and the hundreds of multiple family dwellings located throughout the City. Unfortunately, we cannot effectively and safely handle a serious fire or other major emergency in any these buildings. The buildings are simply too big; too tall; have too many occupants; are serious fire hazards, or a combination of all four. High risk occupancies and buildings of this size require a minimum response of 24 firefighters arriving within 10 minutes in order to gain control of the emergency.

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, or greater than 3,000 square feet, or more than 3 floors high. Forty-eight percent of our population lives in multiple family homes. A five-year analysis of all fires shows that 35% of all structure fires are in multiple family dwellings (the national average is 15%), 38% are in one-family homes (the national average is 60%), 5% are in public assemblies, and 5% are in mercantile. The increase in staffing has had an enormous improvement in productivity and capability but it is still 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. MRI recommends eleven firefighters on-duty each day.

EXTRA DUTY COVERAGE

This line item covers the cost of unscheduled and unexpected overtime. Extra Duty covers overtime for major emergencies, such as building fires, water and ice rescues, severe storms, gas leaks, and large brush fires, as well as multiple emergencies. In addition, it also covers overtime for staff meetings, off-duty training, and special events such as Fourth of July.

With the addition of the SAFER firefighters we have reduced the dependency on recalls. Recalls have decreased from a high of 300 per year (2009) to a current 60 per year.

SICK-INJURY COVERAGE

This line item funds the 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 varies from a high of 4 shifts per FTE to .5 shifts per FTE. We have seen a significant decrease in line-of-duty injuries in the past 2 years. This overtime should allow us to maintain constant staffing of nine firefighters per shift for the most critical and busy time periods – summer and winter. 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 COVERAGE

This line item covers all the cost associated with time-off for vacations. The four -year average for time-off per employee per year is eight vacation days. Maintaining full staffing allows the department to keep both stations open 24 hours a day. This creates a three-person fire suppression crew in each station and a two-person ambulance crew at Central.

PERSONAL DAYS COVERAGE

The use of personal days has risen because of our low sick-time, as employees earn a P-day for not using sick-time. The line item covers the cost associated with covering the vacancy from the P day.

LONGEVITY

This line item funds longevity payments to eligible employees.

CONTRACTUAL EMT –Incentive

This line item funds an incentive program for EMT-Advanced. The EMT-A's have received specialized certifications beyond the basic level.

SALARY ADJUSTMENT

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

HEALTH INSURANCE

This line item funds the estimated cost of health insurance for all department employees. This line is based on the health insurance premiums as provided by New Hampshire Interlocal Trust less anticipated employee contributions and employee enrollment at the time the budget was prepared.

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. The NHRS contribution rate for Group II firefighters is 29.16%.

TELEPHONES

This line item funds the cost of telephone service at each of the three fire stations. In addition, it covers the cost of four cell phones, three fax machines, internet access, and computer connections. The fax machines are being phased out but at this time we still rely on faxes of medical information and fire reports.

LIGHTS-POWER

This line item funds the cost of electricity at three fire stations and the Weirs Community Center. This line item, along with heating costs, is very difficult to predict. However, the firefighters have made numerous changes to the stations in order to reduce our electric profile. This line was increased in anticipation of construction costs.

WATER-SEWER

This line item funds the cost of water and sewer at three fire stations and the Weirs Community Center.

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 in improvements to the stations' heating systems, and improvements to the station outer barrier by the firefighters.

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.

MAINTENANCE-EQUIPMENT

This line item funds the maintenance and repair to fire/rescue equipment. Some items covered are hydrostatic testing of air cylinders, fire extinguisher recharging, as well as other general maintenance and repairs to tools and equipment such as fire hose, nozzles, hand tools, Jaws of Life, power fans, gas meters 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 \$60,000 in user fees per year. The system

consists of more than 300 Master Boxes, which monitor individual buildings, and 40 street boxes, which are 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 at 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. We are increasing this item as more employees are asking to attend outside 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.

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 for new employees after they complete probation.

PROTECTIVE CLOTHING

This line item funds the cost of all protective clothing for 36 firefighters. 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. This line item has been reduced for the past few years. We are starting to fall way behind on our replacement program.

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 funds the costs of all contracts and the cost of the promotional exam. Two years ago we realigned all our maintenance contracts and placed them in this line. These items are such things as aerial testing, air compressor testing, air quality, computer software, telephone maintenance. The maintenance of equipment line was reduced accordingly.

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. An added expense has been the cost to send certified mail to owners of multi-family dwellings.

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, our annual Open House, fire education videos, fire extinguisher classes and supplies, and general fire safety classes.

EQUIPMENT

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, books, supplies, 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.

COMPUTER NETWORK SERVER

This line item would fund the cost of the network server upgrade.

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.

EMERGENCY MANAGEMENT-CERT

The funds go to the Lakes Region Community Emergency Response Team to support the administrative costs of the team. This group of volunteers works throughout the year supporting both police and fire. Their work saves the city thousands in added costs especially for police overtime. They staff our shelters, provide rehab services at fire scenes, and are used extensively for traffic control.

LAKES REGION MUTUAL FIRE AID (O/S)

This line item covers the City's cost for Lakes Region Mutual Fire Aid (LRMFA). This amount reflects Laconia's portion of the expense. LRMFA provides radio dispatch, answers emergency telephone calls, contacts other agencies, notifies mutual aid departments, monitors the City Fire Alarm system, and monitors all the City sewer pumping stations.

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 2015-2016 BUDGET

LEGAL
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
OTHER							
01 402 225 0000 Law Books	\$389	\$430	\$ -	\$ -	\$400	\$400	\$400
01 402 225 0001 Special Outside Litigation	788	2,700	-	281	25,000	25,000	20,000
01 402 225 0003 General Code Update	4,986	-	-	-	1,000	1,000	1,000
01 402 225 0005 Litigation	111,363	111,988	22,091	27,885	47,500	47,500	35,000
01 402 225 0006 Retainer	35,078	33,999	42,571	42,628	37,500	37,500	37,500
01 402 225 0007 Negotiator	<u>400</u>	<u>19,469</u>	<u>15,651</u>	<u>15,992</u>	15,000	<u>15,000</u>	<u>10,000</u>
TOTAL OTHER	\$153,004	\$168,586	\$ 80,313	\$ 86,786	\$126,400	\$126,400	\$103,900
DEPT. O&M TOTAL	\$153,004	\$168,586	\$ 80,313	\$ 86,786	\$126,400	\$126,400	\$103,900

LEGAL
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

LAW BOOKS

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

SPECIAL OUTSIDE LITIGATION

This line appropriates funds for pending cases. *The City Manager has reduced this line item by \$5,000.*

GENERAL CODE

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

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. *This line item was reduced \$12,500 by the City Manager.*

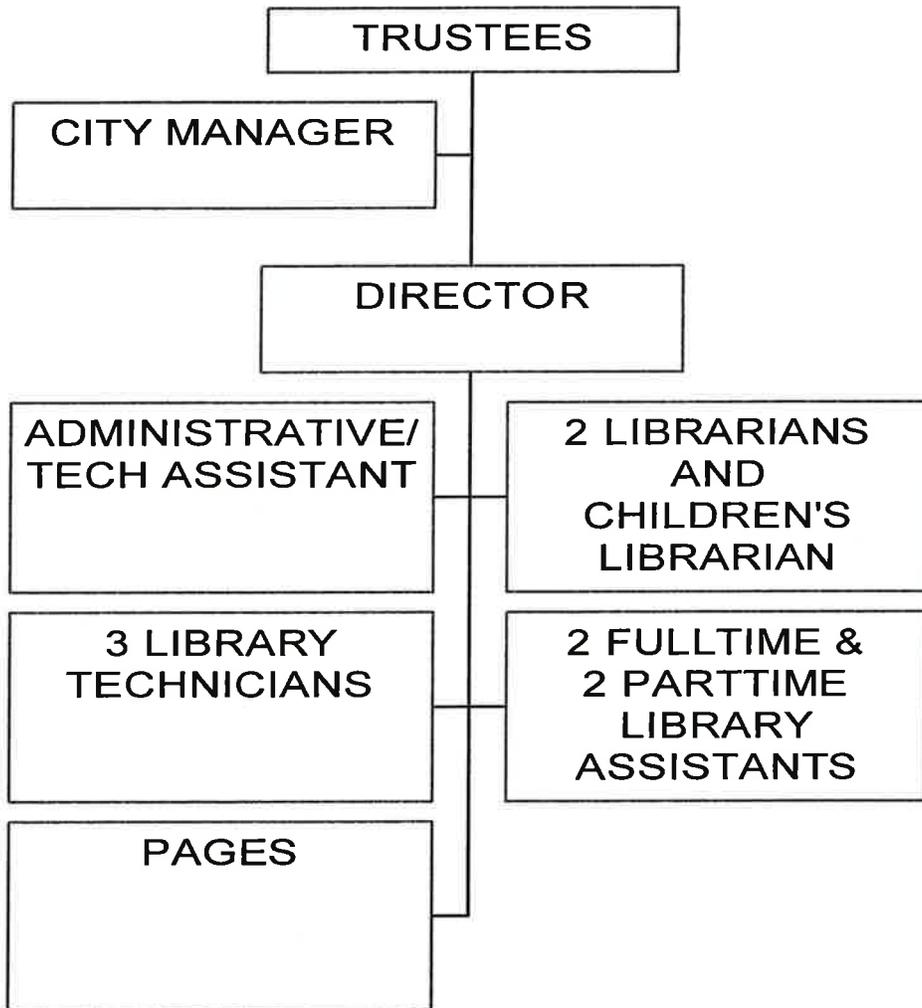
RETAINER

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 has reduced this line item to \$10,000.*

LIBRARY
FY 2015-2016 BUDGET



LIBRARY
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 481 101 0000 Salaries	\$409,079	\$399,428	\$412,834	\$424,290	\$513,020	\$535,292	\$535,292
01 481 106 0000 Sick-Hurt	20,255	20,714	15,515	17,916	-	-	-
01 481 107 0000 Holidays	15,233	15,832	16,133	16,323	-	-	-
01 481 108 0000 Vacations	17,870	25,037	28,458	25,378	-	-	-
01 481 109 0000 Longevity	<u>720</u>	<u>840</u>	<u>840</u>	<u>900</u>	<u>990</u>	<u>1,110</u>	<u>1,110</u>
TOTAL SALARIES	\$463,157	\$461,850	\$473,780	\$484,807	\$514,010	\$536,402	\$536,402
OTHER							
01 481 201 0000 Telephones	\$2,067	\$1,966	\$1,963	\$1,899	\$2,500	\$2,500	\$2,500
01 481 201 0001 Internet/Cable	1,853	1,862	1,844	2,038	2,000	2,000	2,000
01 481 202 0000 Lights-Power	35,429	36,896	34,634	33,625	35,000	36,050	35,000
01 481 203 0000 Water-Sewer	1,851	2,248	2,326	1,834	2,941	2,941	2,941
01 481 204 0000 Fuel	20,764	18,628	19,701	22,647	21,000	21,630	21,000
01 481 207 0000 Postage	4,063	3,685	3,730	3,582	4,200	4,200	4,200
01 481 208 0000 Printing	1,684	2,987	2,007	1,745	2,500	2,500	2,500
01 481 214 0001 Supplies-Library	6,693	6,515	6,497	7,461	7,000	7,000	7,000
01 481 214 0002 Supplies-Building	2,495	2,043	2,189	2,372	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	4,496	3,691	3,756	3,162	4,400	4,400	4,400
01 481 233 0000 Maint.-Equipment	9,401	9,001	8,034	7,600	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	52,759	47,614	63,979	44,100	55,000	56,650	56,650
01 481 235 0001 Maint-Software/Service Contract	14,538	15,789	14,287	15,397	17,225	17,742	17,742
01 481 235 0002 Maint- Security/Virus Protection	2,349	2,814	778	2,249	3,289	3,289	3,289
01 481 235 0003 Maint-Elevator	3,097	2,927	3,195	3,881	3,375	3,475	3,475
01 481 235 0004 Maint-HVAC	8,012	7,208	11,053	16,613	7,000	7,210	7,210
01 481 242 0000 Travel-Meetings	2,022	1,963	2,013	2,121	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	924	755	755	718	1,000	1,000	1,000
01 481 247 0000 Education/Training	500	510	250	1,241	1,200	1,200	1,200
01 481 257 0000 Books	67,153	57,663	67,768	68,808	72,500	73,500	72,500
01 481 259 0010 Non-Print Media	14,853	13,675	14,627	15,694	16,000	17,000	16,000
01 481 259 0020 Periodicals	11,391	11,552	10,263	10,421	12,000	12,000	12,000
01 481 263 0000 Programs	8,121	9,967	8,681	9,859	11,000	11,000	11,000
01 481 363 0000 Gale Park	4,107	154	3,244	1,191	4,000	4,000	2,000
01 481 401 0000 Equipment	11,455	8,927	8,740	12,362	10,000	10,000	10,000
01 481 403 0000 Library Trust	-	1,895	-	-	-	-	-
01 481 405 0001 Bookbinding	<u>1,522</u>	<u>660</u>	<u>631</u>	<u>551</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
TOTAL OTHER	\$293,599	\$273,594	\$296,945	\$293,171	\$310,330	\$316,487	\$310,807
DEPT. O&M TOTAL	\$756,756	\$735,444	\$770,725	\$777,978	\$824,340	\$852,889	\$847,209

LIBRARY
FY 2015-2016 BUDGET5

SALARIES

No of Emp	Title	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Director	10	52			\$1,548.01	\$80,496.52
1	Librarian	10	52	40	\$26.11	\$1,044.40	\$54,308.80
1	Librarian	9	52	40	\$25.49	\$1,019.60	\$53,019.20
1	Admin/Tech Asst	8	52	40	\$23.05	\$922.00	\$47,944.00
1	Children's Librarian	10	52	40	\$21.94	\$877.60	\$45,635.20
1	Library Tech	10	52	40	\$21.94	\$877.60	\$45,635.20
1	Library Tech	10	52	40	\$21.94	\$877.60	\$45,635.20
1	Library Tech	6	52	36	\$21.94	\$789.84	\$41,071.68
1	Library Assistant	10	52	40	\$18.29	\$731.60	\$38,043.20
1	Library Assistant	10	52	40	\$18.29	\$731.60	\$38,043.20
1	Library Assistant	6	52	23	\$16.57	\$381.11	\$19,817.72
1	Library Assistant	6	52	23	\$16.57	\$381.11	\$19,817.72
	Page		52	14	\$8.00	\$112.00	\$5,824.00
Total Library						\$535,291.64	

Above Pay Rates Include Possible Merit (Step) Increases

LIBRARY
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

SALARIES

The library has ten full time employees, two part time employees and a library page. Six employees are eligible for step increases based upon Laconia Public Library's 10 step wage structure. Six 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 entire 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 Manager has reduced this line to \$35,000.

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 Manager has reduced this line by \$630 to \$21,000.

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 repair to granite steps on the 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.
- SIP2 or Session Initiation Protocol 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. *The City Manager reduced this request by \$1,000 to \$72,500.*

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 and ebooks to their computers and/or portable listening devices. For listening on the go, and available 24/7, this downloadable audio book service is enjoying increasing popularity with our customers. *The City Manager reduced this request to \$16,000.*

PERIODICALS/MICROFILM

This line item funds the cost of subscriptions to 105 magazines and 8 newspapers. The library also microfilms the Laconia Citizen and Laconia Daily Sun and houses an historical collection of microfilmed local newspapers dating back to 1849. This line is level funded.

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, and Opechee Garden Club) currently maintain lawns, shrubs, and flowers for free. *The City Manager has reduced this line item to \$2,000.*

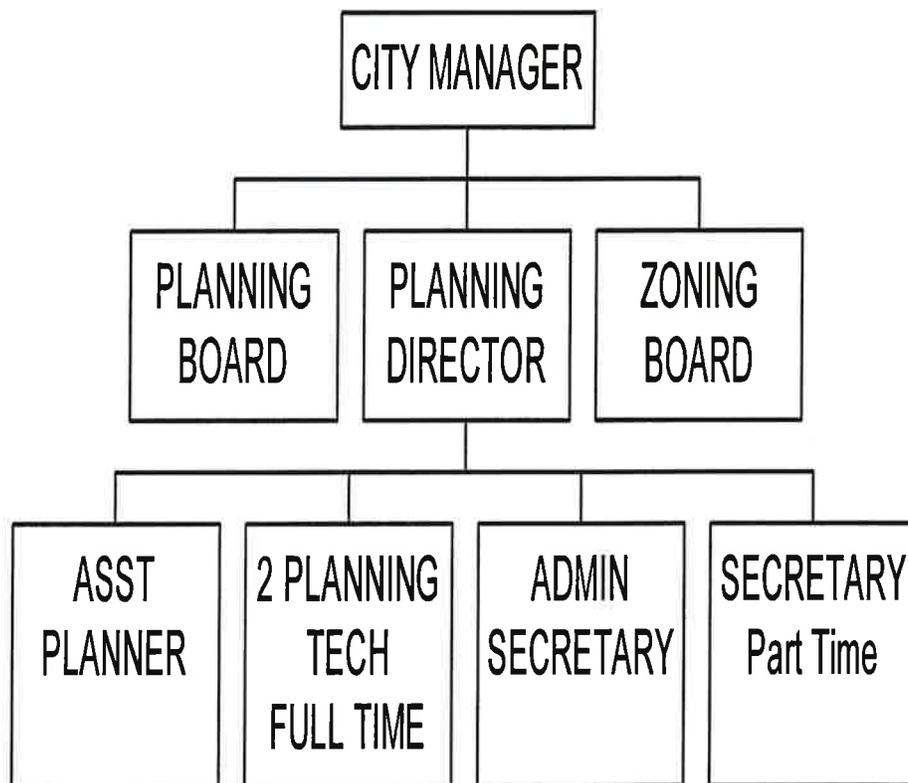
EQUIPMENT

This line funds the cost of purchasing replacement public computers as recommended by City of Laconia IT staff. The library currently has 19 computers available for public use; 5 circulation stations; 4 catalog stations; 11 staff work stations and a web/data server.

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 2015-2016 BUDGET**



PLANNING
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
SALARIES							
01 405 101 0000 Salaries	\$223,352	\$221,714	\$216,901	\$202,971	\$237,797	\$247,167	\$247,167
01 405 105 0000 Overtime	1,842	2,374	1,897	1,994	2,000	2,000	2,000
01 405 106 0000 Sick-Hurt	4,174	7,028	2,375	5,557	-	-	-
01 405 107 0000 Holidays	3,714	4,283	4,780	5,066	-	-	-
01 405 108 0000 Vacations	6,362	8,000	9,380	8,435	-	-	-
01 405 109 0000 Longevity	90	120	120	180	180	180	180
01 405 115 0000 Salary Adj.	-	-	-	-	5,378	5,619	5,619
TOTAL SALARIES	\$239,534	\$243,519	\$235,453	\$224,203	\$245,355	\$254,966	\$254,966
OTHER							
01 405 201 0000 Telephones	\$1,247	\$1,765	\$1,954	\$1,950	\$1,800	\$1,900	\$1,900
01 405 207 0000 Postage	817	736	728	644	900	900	900
01 405 210 0000 Notices	2,217	1,433	2,911	2,287	2,500	2,500	2,500
01 405 212 0000 Copier	1,452	2,288	2,827	1,924	2,500	2,800	2,800
01 405 214 0000 Supplies	2,500	6,014	1,796	2,148	2,800	2,800	2,800
01 405 229 0000 Registry of Deeds	12	-	-	-	-	-	-
01 405 234 0000 Vehicle Rental	1,998	2,227	1,588	2,905	3,000	3,500	3,500
01 405 242 0000 Travel-Meetings	1,046	586	1,121	185	1,000	1,000	1,000
01 405 245 0000 Conference-Dues	3,024	1,350	887	1,564	2,000	2,000	2,000
01 405 247 0000 Training	1,917	976	544	844	2,000	2,000	2,000
01 405 304 0000 O/S Contracts	18,927	17,153	7,752	624	20,000	-	-
01 405 305 0000 GIS Services	-	-	-	2,000	2,000	2,000	2,000
01 405 306 0000 City Master Plan	-	-	-	54	-	-	-
01 405 333 0000 L.R. Planning Cor	17,076	17,265	13,731	13,875	13,643	14,364	14,364
01 405 401 0000 Equipment	489	2675	3,595	2,986	3,500	3,500	3,500
TOTAL OTHER	\$52,722	\$54,469	\$39,434	\$33,990	\$57,643	\$39,264	\$39,264
DEPT. O&M TOTAL	\$292,256	\$297,988	\$274,887	\$258,193	\$302,998	\$294,230	\$294,230

PLANNING
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director**	27		52			\$1,188.07	\$61,779.64
1	Asst. Planner **	21		52	35		\$972.94	\$50,592.88
1	Planning Tech*	13	7	5	35	\$23.50	\$822.50	
		13	8	47	35	\$23.98	\$839.30	\$43,559.60
1	Planning Tech*	13	5	39	35	\$23.03	\$806.05	
		13	6	13	35	\$23.50	\$822.50	\$42,128.45
1	Adm Secretary*	9	7	12	35	\$19.73	\$690.55	
		9	8	40	35	\$20.03	\$701.05	\$36,328.60
1	Partime Secretary*	3	6	47	17	\$14.43	\$245.31	
		3	7	5	17	\$14.69	\$249.73	\$12,778.22

Total Planning \$247,167.39

* Above pay rates include possible step (Merit) increases

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

30% of director's salary is allocated to Code.

Planning Activities

This year was busy as the residential market has continued to pick back up. The Planning Board approved 177 residential units (twice as many as last year), 39 project extensions and 13 commercial projects (three times as many as last year). Planning Staff also completed the innovative architectural regulation, and sign ordinance. The Zoning Task Force is on hiatus while the Master Plan is being completed. The Dept. received approximately \$75,000 in support from the Orton Foundation, NH Llistens and NH Charitable foundation for work on the Master Plan which began in June. Ongoing activities of the Planning office include: Focus on long-term smart growth initiatives as discussed in the EPA Smart Growth Assistance and the Master Plan. Administration of land use applications including major and minor site plan review, conditional use permits, as-builts, lot mergers, variances and special exceptions including review, research and site visits. Preparation of packets, including agendas, submission materials, staff reports and minutes for the Planning Board and its various subcommittees, the Zoning Board of Adjustment, Technical Review Committee, Motorcycle Technical Review committee, Special Events Review committee, Conservation Commission and Capital Improvement Committee. We provide the public with access to records and assist applicants in the land use permitting process. We coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations. We also participate in regional planning efforts through the Lakes Region Planning Commission.

Goals and Objectives 2015-2016

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. 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. This year in particular we will finish the Stormwater Ordinance and focus our remaining efforts on a robust Master Plan process including the Land Use and Economics chapters.

PLANNING
ACCOUNT DESCRIPTIONS
FY 2015-2016 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 Technicians (zoning and conservation), one full time Administrative Secretary, and one part time filing clerk. 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 performance increase pay for non union employees.

TELEPHONES

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

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.

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.

SUPPLIES

This line item funds the cost of reference books, manuals and general office supplies.

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 lands 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) conference 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.

TRAINING

This line item funds the cost of training for Planning and Zoning Board members and the 5 support staff. The Municipal Association, Department of Environmental Services and Office of Energy and Planning all put on workshops for planners including pertinent legal land use issues, Planning Management, GIS, Land law, environmental issues, transportation and planning techniques. (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.

OUTSIDE CONTRACTS

This line funds the cost of outside contractors as needed for various projects, including the ordinance re-write.

GIS

This line item is in support of the effort to bring all departments up-to-date with GIS information and technology.

LAKES REGION PLANNING COMMISSION

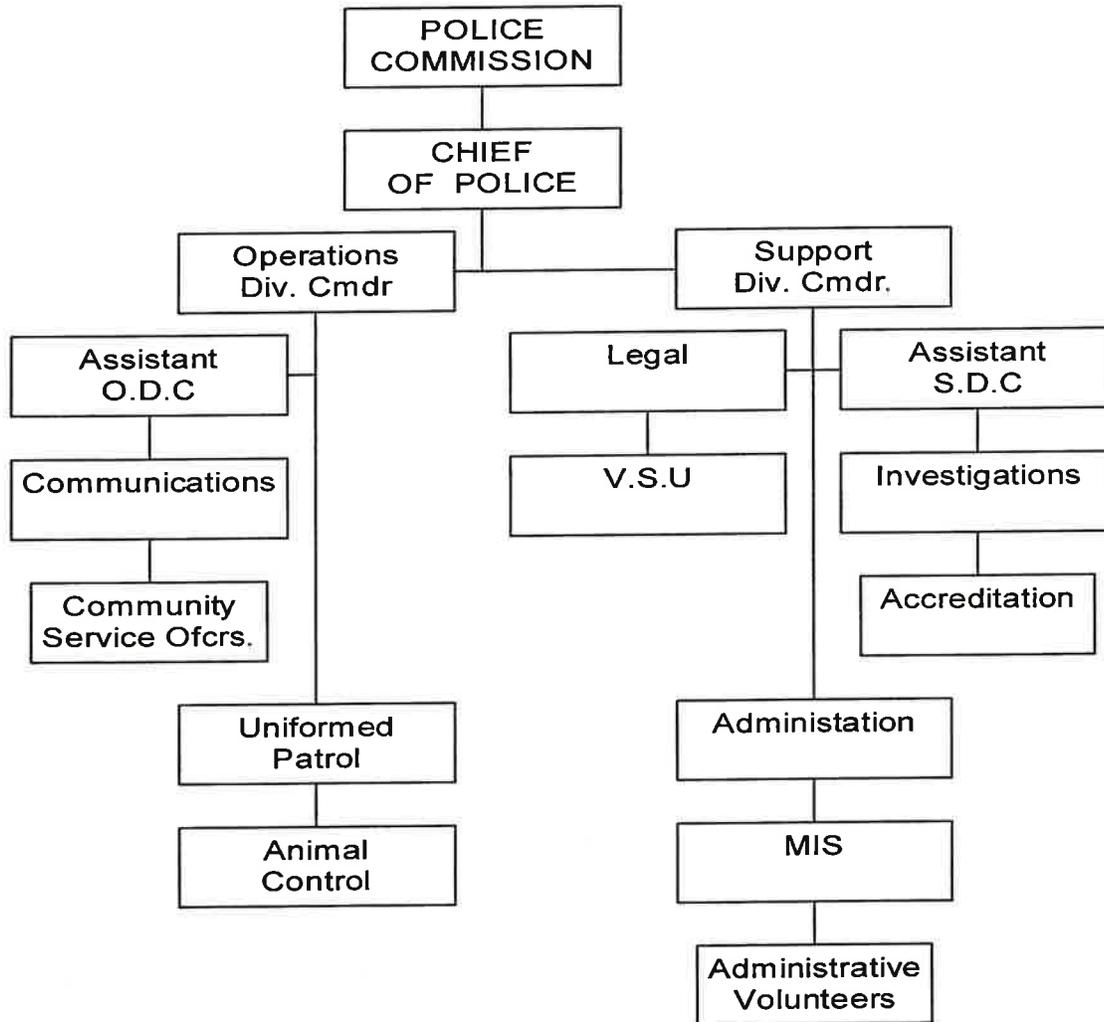
This line item funds the cost of membership. It is important for the City to participate in and support planning on a regional level as well as local. LRPC services used include Brownfields assessment, transportation data and studies and watershed management.

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, 1 photo ready printer, a plotter printer, a copier and fax machine that have part replacement costs or upgrade costs on a rolling basis.

LACONIA POLICE DEPARTMENT

FY 2015-2016 BUDGET



POLICE
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 437 101 0000 Salaries	\$2,485,930	\$2,469,798	\$2,527,625	\$2,641,227	\$2,854,641	\$2,994,518	\$2,994,518
01 437 101 0014 Police Commission	3,600	3,600	3,600	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Parttime Salaries	48,564	37,267	48,497	46,704	52,000	55,000	55,000
01 437 101 0030 Extra Duty	89,163	71,238	100,570	123,006	-	-	-
01 437 101 0040 Crossing Guards	14,003	14,608	15,466	15,254	-	-	-
01 437 101 0041 Shift Differential	-	-	-	-	-	15,000	10,000
01 437 101 0050 Overtime	128,346	97,689	125,445	113,662	100,000	120,000	110,000
01 437 106 0000 Sick-Hurt	96,884	45,722	88,126	46,022	-	-	-
01 437 107 0000 Holidays	18,735	17,841	24,361	20,644	20,000	22,000	22,000
01 437 109 0000 Longevity	19,760	23,097	20,567	20,270	21,440	22,588	22,588
01 437 130 0000 Health Insurance*	958,259	1,099,653	846,917	764,905	846,855	791,984	772,484
01 437 135 0000 Retirement	<u>394,750</u>	<u>514,186</u>	<u>521,894</u>	<u>670,524</u>	<u>675,141</u>	<u>753,032</u>	<u>753,032</u>
TOTAL SALARIES	\$4,257,994	\$4,394,699	\$4,323,068	\$4,465,818	\$4,573,677	\$4,777,722	\$4,743,222
OTHER							
01 437 201 0000 Telephone	\$19,698	\$18,666	\$18,112	\$17,514	\$22,000	\$22,000	\$20,000
01 437 207 0000 Postage	2,709	2,025	2,387	948	2,500	2,500	2,500
01 437 208 0000 Printing	2,180	2,407	2,179	2,169	2,500	2,500	2,500
01 437 212 0000 Copier	4,646	4,387	6,570	5,593	6,500	6,500	6,500
01 437 214 0000 Supplies	11,275	13,091	7,505	7,674	10,000	10,000	10,000
01 437 233 0000 Maint.-Equipment	9,286	12,431	14,596	19,341	12,000	12,000	12,000
01 437 233 0010 Maint.-Radio	2,339	3,582	6,519	5,819	7,500	7,500	7,500
01 437 233 0020 Maint.-Computer	6,272	4,262	2,850	5,766	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,640	1,300	1,330	1,390	1,500	1,500	1,500
01 437 247 0000 Training	19,116	12,046	14,377	22,480	20,000	20,000	20,000
01 437 251 0000 Uniform Allowance	20,179	20,503	19,841	23,082	23,000	23,000	23,000
01 437 303 0000 Misc.	19,026	16,096	37,138	16,892	20,000	20,000	20,000
01 437 304 0000 O/S Contracts	41,264	37,492	56,725	50,932	49,061	46,084	46,084
01 437 304 0001 Accreditation	6,755	4,115	4,633	9,674	5,000	5,000	5,000
Computer Equipment	-	-	-	-	30,000	<u>10,000</u>	<u>10,000</u>
TOTAL OTHER	\$166,385	\$152,402	\$194,762	\$189,274	\$216,561	\$193,584	\$191,584
01 437 234 0000 Vehicle Rental	\$109,992	\$109,992	\$110,000	\$99,248	\$103,000	\$110,000	\$110,000
01 437 234 0001 Internal Service Fund	60,000	84,480	80,000	92,000	86,000	100,000	100,000
POLICE REIMBURSABLE	<u>(100,563)</u>	<u>(102,852)</u>	<u>(151,858)</u>	<u>(169,262)</u>	-	-	-
DEPT. O&M TOTAL	\$4,493,808	\$4,638,721	\$4,555,972	\$4,677,078	\$4,979,238	\$5,181,306	\$5,144,806

POLICE
FY 2015-2016 BUDGET

SALARIES

Name	Title	Weeks	# Hours Worked	Weekly	Annual
1	Chief	52		\$2,018.00	\$104,978.64
1	Administrative Div Com	52		\$1,792.49	\$93,209.48
1	Operations Div Com	52		\$1,792.49	\$93,209.48
1	Prosecutor	52		\$1,792.49	\$93,209.48
2	Lieutenant	52		\$1,497-\$1,640	\$160,530.78
6	Sergeants	52	40	\$1,264-\$1,455	\$418,593.18
30	Patrolmen	52	40	\$835-\$1,216	\$1,569,774.23
4	Administrative Asst	52	40	\$725-\$1,059	\$180,455.98
1	MIS/IT	52	40	1127.64	\$58,264.98
5	Dispatchers	52	40	\$732-\$957	\$222,291.95

Total Police	\$2,994,518.18
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Police Department Annual Activities 2013-2014

# of calls responded to	19,932
# of criminal offenses	3,408
# of criminal arrests	1,252
# of fatal accidents	-
# of injury accidents	150
# of property damage accidents	670
# of parking tickets issued	1,645
# of arrests/summons	237
# of written warnings	3,032
# of DWI arrests	74

POLICE DEPARTMENT
ACCOUNT DESCRIPTIONS
FY 2015--2016 BUDGET

SALARIES

This line item funds the cost of 51 full time employees, (41 full time sworn and 10 full time civilian) for 40 hours per week for the fiscal year 2015-2016. In an on-going effort to continue to meet the goals and objectives of the City Council and departments, funds are included to fully fund a Prevention Enforcement Coordinator in Fiscal Year 16. The Department Budget request included 12 months of salary for the new PET position.

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 provide 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 Officers to conduct parking enforcement, handle non-emergency calls for service and other non-emergency duties. A small increase in this line item will fund a part time Regional Animal Control Officer, to be shared with the communities of Gilford and Belmont. The use of part time personnel is significantly less expensive than using full time personnel and is utilized by the Department when additional or replacement personnel are necessary.

EXTRA DUTY

This line item covers special detail reimbursed by the user.

SHIFT DIFFERENTIAL

This line item covers the additional cost for those shifts that are worked between the hours of 1545 to 0815 as negotiated in the collective bargaining agreement. ***The City Manager has reduced this request by \$5,000 to \$10,000.***

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. ***The Manager has reduced this request to \$110,000.***

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 health insurance cost to the City for police employees based upon the enrollment at the time the budget was prepared.

RETIREMENT

This line item funds the retirement benefit for 51 employees under Group I or Group II NHRS contributions. The NHRS rate for Group I employees is 11.17% while Group II is 26.38%.

TELEPHONE

This line item funds the cost of equipment, monthly service, and out of state toll calls. This line item has been level funded. *The City Manager reduced this line \$2,000 to \$20,000.*

POSTAGE

This line item funds the cost of general postage, certified mail and parcel postage.

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

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.

RADIO MAINTENANCE

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

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. This line item has been level funded.

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, and the community resource officer. This line item request has been level-funded.

MISCELLANEOUS

This 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. This line item has been level funded.

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).

ACCREDITATION

As you are aware, 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 the 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.

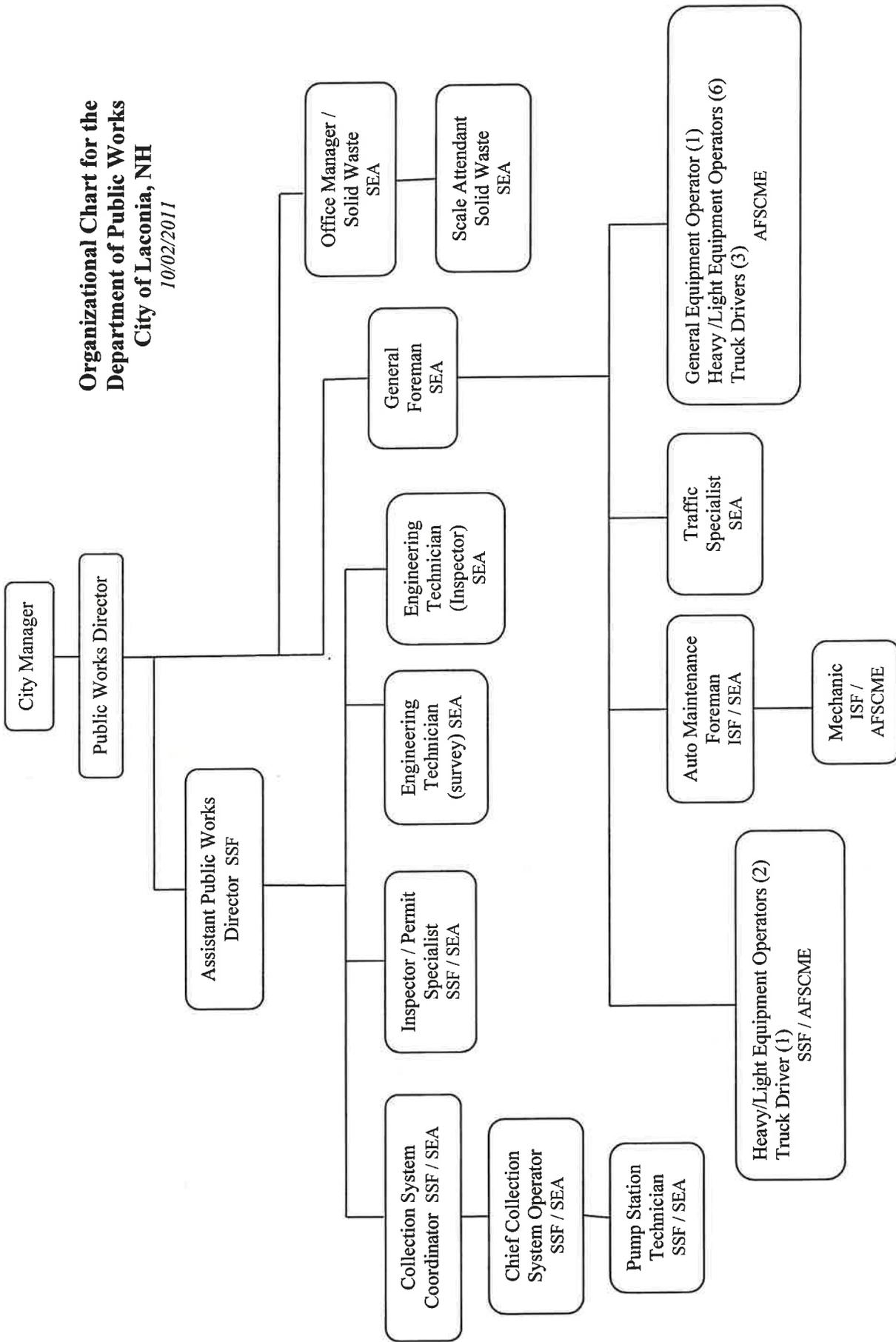
INTERNAL SERVICE FUND

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.

COMPUTER EQUIPMENT

This line item will fund a new server for the Police Department and if there are any remaining funds will go towards the purchase of 2 Mobile Data Terminals for use in the Police cars. The laptops used take up too much room in the newer cars and also do not hold up more than 2 years. The Department is looking to begin replacing existing laptops with Mobile Data Systems with 320 GD Hard Drives, 2 GB DDR's System Memory, 4 on-board USB ports, Windows 7 and a 3 year warrant.

**Organizational Chart for the
Department of Public Works
City of Laconia, NH
10/02/2011**



Unions

SEA = State Employees Association
AFSCME = American Federation of State, County and Municipal Employees

SSF = Sanitary Sewer Fund
ISF = Internal Service Fund

PUBLIC WORKS
FY 2015-2016 BUDGET

		<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2014-2015</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACUTAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
SALARIES								
01 599 101 0000	Regular Salaries	\$735,744	\$642,055	\$710,405	\$693,675	\$862,293	\$875,674	\$875,674
01 599 105 0000	Overtime	73,578	54,717	81,902	116,330	75,000	75,000	80,000
01 599 106 0000	Sick-Hurt	24,655	14,073	35,444	19,451	-	-	-
01 599 107 0000	Holidays	27,151	36,234	21,660	27,856	-	-	-
01 599 108 0000	Vacations	28,543	38,638	49,080	46,024	-	-	-
01 599 109 0000	Longevity	1,230	1,110	1,230	1,080	1,230	1,320	1,320
01 516 120 0000	Social Security	69,237	60,979	69,702	67,192	72,559	73,973	73,973
01 516 130 0000	Health Insurance*	317,088	339,212	277,587	257,412	271,971	297,545	289,544
01 516 135 0000	Retirement	82,924	69,719	79,276	97,295	102,152	108,010	108,010
01 599 110 0000	Stipends	5,500	-	-	-	5,500	5,500	5,500
01 599 115 0000	Salary Adj.	-	-	-	-	4,463	4,563	4,563
TOTAL SALARIES		\$1,365,650	\$1,256,737	\$1,326,286	\$1,326,315	\$1,395,168	\$1,441,585	\$1,438,584
OTHER								
01 500 000 1000	HIGHWAY MAINT.	\$188,065	\$193,486	\$251,592	\$235,622	\$230,000	\$235,000	\$245,000
01 502 000 1000	WINTER MAINT.	264,259	227,142	284,613	362,746	331,000	337,400	365,000
01 503 000 1000	WINTER MAINT. O/C	20,778	12,860	18,939	24,341	25,000	26,000	28,000
01 505 000 1000	CITY ENGINEERING	30,993	30,559	29,254	30,954	33,000	33,000	33,000
01 506 000 1000	STREET SWEEPING	45,991	35,235	28,456	18,897	25,000	25,000	25,000
01 507 000 1000	DRAIN MAINT.	34,918	26,208	37,770	26,281	48,000	48,000	48,000
01 509 000 1000	STREET LIGHTING	208,013	211,295	214,724	205,805	210,000	215,000	215,000
01 510 000 1000	PARK/TRAF.CONTR.	51,961	47,890	52,699	55,492	53,000	55,000	55,000
01 511 000 1100	TREE WORK	8,000	1,706	1,590	8,525	6,000	6,500	6,500
01 512 000 1200	BOARDWALK	2,976	2,574	4,948	3,135	6,500	6,500	6,500
01 513 000 1300	SIGNS	9,579	8,267	10,935	8,879	11,500	11,500	11,500
01 514 000 1400	PARKING GARAGE	<u>16,792</u>	<u>15,107</u>	<u>13,031</u>	<u>8,984</u>	<u>14,500</u>	<u>14,500</u>	<u>14,500</u>
	Operating Costs	\$882,325	\$812,329	\$948,551	\$989,661	\$993,500	\$1,013,400	\$1,053,000
01 519 401 0000	Salt & Sand Spreader	\$9,524	\$9,147	\$ -	\$ -	\$ -	\$ -	\$ -
01-519-401-0013	Paint Striping Machine	-	-	-	5,500	-	-	-
01 519 401 0016	Sign Shop Equipment	-	-	9,370	-	-	-	-
		<u>\$9,524</u>	<u>\$9,147</u>	<u>\$9,370</u>	<u>\$5,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL PUBLIC WORKS DEPT.		\$2,257,499	\$2,078,212	\$2,284,207	\$2,321,476	\$2,388,668	\$2,454,985	\$2,491,584

*Health Insurance costs are projected at current enrollment. This total includes optout payouts for employees not enrolled.

PUBLIC WORKS
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Public Works Dir.**	28		52	40		\$1,755.03	\$91,261.56
1	Office Mgr/Secretary*	13	10	52	40	\$24.56	\$982.40	\$51,084.80
1	General Foreman*	17	3	52	40	\$26.24	\$1,049.60	\$54,579.20
1	Engineering Tech*	13	10	52	40	\$24.56	\$982.40	\$51,084.80
1	Engineering Tech*	13	5	52	40	\$23.03	\$921.20	\$47,902.40
1	Gen Equip Oper*	45	9	52	40	\$24.48	\$979.20	\$50,918.40
1	Traffic Specialist*	13	9	52	40	\$24.56	\$982.40	\$51,084.80
1	Insp/Permit Specialist*	13	9	52	40	\$24.56	\$982.40	\$51,084.80
1	Truck Driver*	42	2	52	40	\$16.05	\$642.00	\$33,384.00
1	Lt Equip Oper*	43	9	52	40	\$20.02	\$800.80	\$41,641.60
1	Lt Equip Oper*	43	7	52	40	\$19.72	\$788.80	\$41,017.60
1	Lt Equip Oper*	43	6	52	40	\$19.06	\$762.40	\$39,644.80
2	Lt Equip Oper*	43	5	52	40	\$18.68	\$747.20	\$77,708.80
1	Lt Equip Oper*	43	3	52	40	\$18.02	\$720.80	\$37,481.60
1	Hvy Equip Oper*	44	8	52	40	\$21.86	\$874.40	\$45,468.80
1	Hvy Equip Oper*	44	9	52	40	\$22.17	\$886.80	\$46,113.60
1	GIS Specialist			52	40	\$20.00	\$800.00	\$41,600.00
1	Engineering Intern			15				\$9,000.00
1	Laborer	Seasonal		17	40	\$13.95	\$558.00	\$9,486.00
1	Temporary Office Help*	3	6	47	6	\$14.13	\$84.78	
		3	7	5	6	\$15.12	\$90.72	\$4,438.26
Total PWD Office								\$875,985.82

*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.

2014-2015 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 and oversee re-construction of Main St. Bridge
- Hire College students as summer interns to assist with DPW initiatives as approved.
- Manage Laconia Bridge Program - Working with CLD Engineering (selected as City Bridge consultant in 2013)
- 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 2015-2016 BUDGET

INTRODUCTION

All accounts have been carefully reviewed and a serious effort has been made to assign realistic updated 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 in the Highway Maintenance - \$5,000., Winter Maintenance - \$ 6,400., Winter Maintenance/Outside Contracts (O/C) - \$ 1,000., Street Lighting - \$5,000, Parking & Traffic Control - \$ 2,000., and Tree Work - \$ 500., {Totaling \$ 19,900. in increases} accompanied by level funding in the remaining six (6) categories – City Engineering, Street Sweeping, Drain Maintenance, Boardwalk/Weirs Docks Maintenance, Sign Maintenance and Parking Garage Maintenance account for this year's changes.

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 – (for FY 14, actual split was 71% Public Works and 29% Sanitary Sewer). 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).

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. ***The City Manager has increased this line item by \$5,000 due to historical trends.***

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 2.25% COLA and step increases as part of the union contracts. These figures have been adjusted to reflect the current anticipated wages for Fiscal Year 16.

HEALTH INSURANCE

This line is based on the health insurance premium for eligible employees for this department as provided by New Hampshire Interlocal Trust less anticipated employee contributions. This line item has been adjusted to reflect the anticipated increase for Health Insurance based upon current enrollment at the time of the budget creation.

RETIREMENT

This line funds the cost of the City's match (10.77%) for retirement for the department and is based upon the anticipated wages for the fiscal year.

STIPENDS

The most recent Agreement between AFSCME and the City DPW (dated July 1, 2014 thru June 30, 2017) 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 a 2.2 % increase (or \$5,000.) in this line item. ***The City Manager is proposing increasing this line item \$10,000 to cover increases in the cost of Internal Service costs due to the addition of new equipment added to the Public Works fleet.***

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. We have requested a 1.9 % increase (or \$ 6,400.) in this line item for the coming year. ***After careful consideration the City Manager is recommending increasing this line item \$27,600 to cover the historical trends for winter maintenance (\$12,600) plus the increase in the cost of Internal Service costs due to the addition of new equipment added to the Public Works fleet (\$15,000).***

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 are requesting a slight increase (\$ 1,000 i.e., 4%) in this line item for the coming year. ***The City Manager has recommended an increase of \$2000.***

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. With the purchase of a new City street sweeper in early 2013, the need for contracted sweeping services has been reduced significantly. Attempting to be conservative, I would like to hold the line item (level funding) at \$25,000 during this second season of our moving into the large percentage of the work being done by DPW forces. This amount still represents about a \$20,000 annual savings in the DPW operating appropriation when comparing historical cost for this line item.

Demand for effective and timely spring clean-up of sand on roadways continues to be great and we anticipate a continued demand for sweeping services at the Weirs in the coming year in keeping with recently established City Council goals.

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 item has historically been budgeted at up to \$60,000 and, although this line item has been reduced in recent years 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. We have requested level funding (\$48,000 appropriation) on this line item for the coming year.

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 requested a \$5,000 increase (2.4 %) in this line item for the upcoming budget year to account for rate increase by Eversource.

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. DPW is requesting a \$2,000 increase (or 3.8%) in this line item for the coming year to account for increased material costs and cost of services for contracted services on city-wide center line striping.

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. DPW has requested a \$500 increase in this line item for the coming year to assist with increasing demand for removal of nuisance trees that are a threat to vehicles and pedestrians.

BOARDWALK

This line item funds the cost associated with the maintenance of the Weirs Boardwalk and Docks, including electrical costs for the Weirs sign, lights on the docks and boardwalk and ice eaters (aquatherms) at the docks. We have requested level funding on this line item for the coming year.

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 requested by other city departments. DPW has requested level funding on this line item for the coming year as costs for sign materials have risen sharply in the past few years.

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 level funding of this line item for the coming year.

PUBLIC WORKS
HISTORY

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</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	\$332,604	\$384,690	\$348,412	\$357,926	\$403,260	\$382,405
Telephone	2,595	2,632	2,450	2,144	3,098	3,075
Power-Lights	11,218	10,592	12,061	8,602	10,506	11,118
Water-Sewer	1,546	1,482	1,521	1,659	1,530	1,256
Fuel	9,798	6,585	8,818	7,811	6,404	7,899
Building Maint.	5,663	18,715	8,143	10,439	5,548	13,935
Road Maintenance	78,982	88,000	75,088	67,663	92,514	94,596
Clothing Allowance	5,771	5,331	4,434	5,017	6,693	6,570
D&A Testing	1,035	803	549	676	1,518	843
O/S Contracts	-	-	-	325	-	-
Misc.	2,761	4,634	1,356	6,123	55,443	5,899
Vehicle Use	79,631	83,372	73,646	77,107	68,823	90,430
Stipends	5,500	5,500	5,500	-	-	-
Internal Service Fund	<u>14,550</u>	-	-	<u>5,920</u>	<u>(485)</u>	-
TOTAL HIGHWAY MAINT.	\$551,654	\$612,336	\$541,978	\$551,411	\$654,852	\$618,026
01 502 000 1000	WINTER MAINTENANCE					
Labor	\$159,098	\$71,806	\$138,497	\$75,615	\$120,242	\$204,038
Hired Snow Removal/Temps	-	-	-	-	-	-
Sand & Salt	220,579	154,204	177,901	181,997	238,683	264,482
Misc. **	1,873	6,180	-	7	-	3,357
Vehicle Use	75,280	37,296	86,359	35,139	45,929	94,907
Internal Service Fund	<u>29,164</u>	-	-	<u>10,000</u>	-	-
TOTAL WINTER MAINT.	\$485,994	\$269,486	\$402,757	\$302,758	\$404,854	\$566,784
01 503 000 1000	WINTER MAINT. O/C					
Outside Contractors	\$29,400	\$15,278	\$20,778	\$12,860	\$18,939	\$24,341
01 505 000 1000	CITY ENGINEERING					
Labor	\$209,027	\$210,159	\$212,951	\$199,317	\$226,923	\$232,078
Supplies	1,686	1,803	1,755	2,098	3,005	3,224
Misc. D/O	5,528	7,414	6,118	4,868	4,917	10,745
Landfill Monitor	18,897	18,931	19,875	21,729	19,664	16,106
Vehicle Use	<u>2,361</u>	<u>4,438</u>	<u>3,244</u>	<u>1,864</u>	<u>1,668</u>	<u>879</u>
TOTAL CITY ENGR.	\$237,499	\$242,745	\$243,943	\$229,876	\$256,177	\$263,032
01 506 000 1000	CLEANING STREETS					
Outside Contract	\$46,918	\$39,007	\$43,592	\$34,608	\$28,114	\$12,194
Vehicle Use	<u>3,050</u>	<u>2,131</u>	<u>2,399</u>	<u>627</u>	<u>342</u>	<u>6,703</u>
TOTAL CL.. STREETS	\$49,968	\$41,138	\$45,991	\$35,235	\$28,456	\$18,897
010 507 000 1000	DRAIN MAINTENANCE					
Labor	\$139,043	\$110,234	\$125,675	\$84,657	\$77,270	\$5,665
Supplies	15,351	29,208	12,228	3,922	23,766	12,873
Internal Service Fund	-	-	-	-	-	-
Outside Contract	-	-	963	8,789	-	6,341
Vehicle Use	<u>22,187</u>	<u>15,664</u>	<u>21,727</u>	<u>13,497</u>	<u>14,003</u>	<u>7,068</u>
TOTAL DRAIN MAINT.	\$176,581	\$155,106	\$160,593	\$110,865	\$115,039	\$31,947
01 509 000 1000	STREET LIGHTING					
	\$182,163	\$186,573	\$208,013	\$211,295	\$214,724	\$205,805
01 510 000 1000	PARK/TRAFFIC CONTROL					
Labor	\$25,705	\$25,138	\$27,384	\$26,789	\$25,640	\$6,051
Power-Lights	20,621	19,862	20,549	18,017	19,865	18,941
Pavement Marking	22,348	21,585	19,290	19,177	26,977	29,578
Supplies	2,322	6,406	8,714	7,052	1,567	2,695
Vehicle Use	<u>4,166</u>	<u>3,607</u>	<u>3,406</u>	<u>3,644</u>	<u>4,290</u>	<u>4,218</u>
TOTAL P/T CONTROL	\$75,162	\$76,598	\$79,343	\$74,679	\$78,339	\$61,483

01 511 000 1000	TREE WORK						
	O/S Contracts	\$6,630	\$7,693	\$8,000	\$1,706	\$1,590	\$8,525
01 512 000 1000	BOARDWALK						
	Labor	\$7,706	\$4,749	\$2,115	\$2,174	\$7,946	\$355
	Power-Lights	1,558	4,319	2,279	1,614	2,262	297
	Supplies	12,033	828	79	609	2,439	8
	Vehicle Use	<u>749</u>	<u>689</u>	<u>618</u>	<u>351</u>	<u>248</u>	<u>156</u>
	TOTAL BOARDWALK	\$22,046	\$10,585	\$5,091	\$4,748	\$12,895	\$816
01 513 000 1000	SIGNS						
	Labor	\$29,813	\$36,934	\$35,424	\$39,787	\$33,874	\$21,740
	Supplies	7,071	3,624	3,911	2,807	4,097	3,230
	Vehicle Use	<u>4,212</u>	<u>5,837</u>	<u>5,668</u>	<u>5,460</u>	<u>6,838</u>	<u>5,450</u>
	TOTAL SIGNS	\$41,096	\$46,395	\$45,003	\$48,054	\$44,809	\$30,420
01 514 000 1000	PARKING GARAGE						
	Labor	\$2,211	\$824	\$443	\$563	\$4,567	\$ -
	Power-Lights	15,522	15,885	16,270	13,670	10,829	8,961
	Supplies	1,600	324	508	1,358	2,202	24
	Vehicle Use	<u>169</u>	<u>26</u>	<u>13</u>	<u>78</u>	<u>-</u>	<u>-</u>
	TOTAL PARKING GARAGE	\$19,502	\$17,059	\$17,234	\$15,669	\$17,598	\$8,985
01 516 000 1000	EMPLOYEE BENEFITS						
	Social Security	\$71,675	\$65,693	\$69,237	\$60,979	\$69,702	\$67,192
	Health Insurance	283,742	287,025	317,088	339,212	277,587	257,412
	Retirement	<u>81,501</u>	<u>77,140</u>	<u>82,924</u>	<u>69,719</u>	<u>79,276</u>	<u>97,295</u>
	TOTAL EMP. BENEFITS	\$436,918	\$429,858	\$469,249	\$469,910	\$426,565	\$421,899
	TOTAL PUBLIC WORKS DEPT.	\$2,314,613	\$2,110,850	\$2,247,973	\$2,069,066	\$2,274,837	\$2,260,960
	Transfer to Winter Stabilization Account **	-	-	-	95,000	-	-
		<u>\$2,314,613</u>	<u>\$2,110,850</u>	<u>\$2,247,973</u>	<u>\$2,164,066</u>	<u>\$2,274,837</u>	<u>\$2,260,960</u>

** In Fiscal Year 12 a Winter Stabilization Account was created

PUBLIC WORKS - SOLID WASTE
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
SALARIES							
01 493 101 0000 Salaries	\$26,894	\$25,708	\$24,416	\$28,651	\$28,309	\$30,326	\$30,326
01 493 101 0001 Br.Dump,In House Trash	12,084	12,821	12,782	12,100	13,000	13,000	13,000
01 493 101 0002 Substitutes	4,121	6,700	7,742	1,587	4,500	4,500	4,500
01 493 101 0005 Hazardous Waste	190	1,454	1,498	1,526	-	-	-
01 493 105 0000 Overtime	10,024	7,400	9,063	7,936	10,000	10,000	10,000
01 493 106 0000 Sick	494	2,804	10,331	38	-	-	-
01 493 107 0000 Holidays	1,299	1,299	743	905	-	-	-
01 493 108 0000 Vacations	2,598	945	3,636	1,020	-	-	-
01 493 109 0000 Longevity	90	90	-	-	-	-	-
01 493 120 0000 Social Security	5,053	5,467	5,625	4,180	4,268	4,424	4,424
01 493 130 0000 Health Insurance*	18,385	20,749	17,133	23,553	22,931	23,467	22,967
01 493 135 0000 Retirement	<u>5,109</u>	<u>5,572</u>	<u>5,867</u>	<u>5,238</u>	<u>6,010</u>	<u>6,460</u>	<u>6,460</u>
TOTAL SALARIES	\$86,341	\$91,009	\$98,836	\$86,734	\$89,018	\$92,177	\$91,677
OTHER							
01 493 201 0000 Telephone	\$272	\$264	\$265	\$270	\$400	\$400	\$400
01 493 202 0000 Lights-Power	1,577	1,396	1,906	2,034	2,500	2,500	2,000
01 493 214 0000 Supplies	17,817	27,033	54,369	32,567	22,000	30,000	25,000
01 493 234 0000 Vehicle Rental	1,195	1,116	1,414	777	2,500	2,000	2,000
01 493 251 0000 Clothing Allowance	227	95	312	408	350	350	350
01 493 393 0000 Outside Services	580	-	-	-	-	-	-
01 493 304 0001 Transfer Station	297,815	318,142	285,935	305,156	332,000	330,000	315,000
01 493 304 0002 Collection Contract	315,953	311,657	301,790	256,162	315,000	316,000	316,000
01 493 304 0003 Concord Cooperative	859,924	868,597	710,100	706,522	740,000	787,250	750,000
01 493 304 0004 Hazardous Waste	12,612	13,120	13,068	13,068	13,500	13,500	13,500
01 493 304 0007 Recycle-Contract	<u>127,626</u>	<u>126,376</u>	<u>127,737</u>	<u>129,952</u>	<u>170,000</u>	<u>174,000</u>	<u>174,000</u>
TOTAL OTHER	\$1,635,598	\$1,667,796	\$1,496,896	\$1,446,916	\$1,598,250	\$1,656,000	\$1,598,250
DEPT. O&M TOTAL	\$1,721,939	\$1,758,805	\$1,595,732	\$1,533,650	\$1,687,268	\$1,748,177	\$1,689,927

*Health Insurance costs are projected at current enrollment levels. This total includes payouts for employees not enrolled.

PUBLIC WORKS-SOLID WASTE
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Scale Operator	4	4	52	40	14.58	\$583.20	\$30,326.40

Total Transfer Station	\$30,326.40
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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

2015-2016 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 as associated costs.

PUBLIC WORKS - SOLID WASTE
ACCOUNT DESCRIPTIONS
FY 2015-2016 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.

HEALTH INSURANCE

This line is based on the health insurance premium for eligible employees as provided by New Hampshire Interlocal Trust less anticipated employee contributions.

RETIREMENT

This line item funds the cost of retirement for the scale operator.

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. *The City Manager has reduced this item by \$500.*

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 an additional \$ 8,000 for this line item to provide needed resources for possible revisions to computer programming and other Scale House equipment in response to program changes during the course of the year. ***The City Manager has reduced this line item to \$25,000.***

VEHICLE RENT

This line item funds the hourly cost of operation of a City vehicle used by this department. Our request this year is \$500 less than in prior years based on historical cost data.

CLOTHING ALLOWANCE

This line funds the cost of clothing as provided in the current SEA contract. No increase is requested for the upcoming year. We are requesting level funding for this line item.

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). DPW recommends that, based on a conservative estimate of anticipated waste loads for the coming Fiscal Year (FY), this line item be funded at \$330,000. This figure includes an adjustment in the Haul Rate for MSW and C&D that was offered by Waste Management back in 2013 to encourage Laconia to remain in the Concord Regional Solid Waste/Resource Recovery Cooperative (CRSW/RRC) – i.e., “The Co-Op” as part of the continuation of the entity under its new structure (known as “Co-Op – Phase 2”) beginning in 2015. ***The City Manager has reduced this line by \$15,000 to \$315,000.***

COLLECTION CONTRACT

This line item funds the estimated cost of contracted residential trash pickup. The amount requested reflects the new Lump Sum Contract Rate (\$ 28,500./month) effective 10/1/14 with a factor for anticipated contract price increase based on annual CPI adjustment. The current Contract is effective for three (3) years - and has two (2) one-year contract extension options. This contract covers weekly collection of Municipal Solid Waste (MSW) along the approved curbside collection route in Laconia.

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 Co-op includes pricing all tonnage at an estimated tipping fee of \$ 67. per ton. The total line item amount requested \$787,250., reflects the applicable tipping fee multiplied by the estimated tonnage to be delivered to the Penacook facility from Laconia. ***The line item has been reduced to \$ 750,000 by the City Manager.***

HOUSEHOLD HAZARDOUS WASTE CLEANUP

This line item funds the cost of the annual Household Hazardous Waste Cleanup Day. DPW is recommending level funding for this line item 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 Household Hazardous Waste. There is also a factor in the cost of this item related to the program now handling electronic-waste (e-waste).

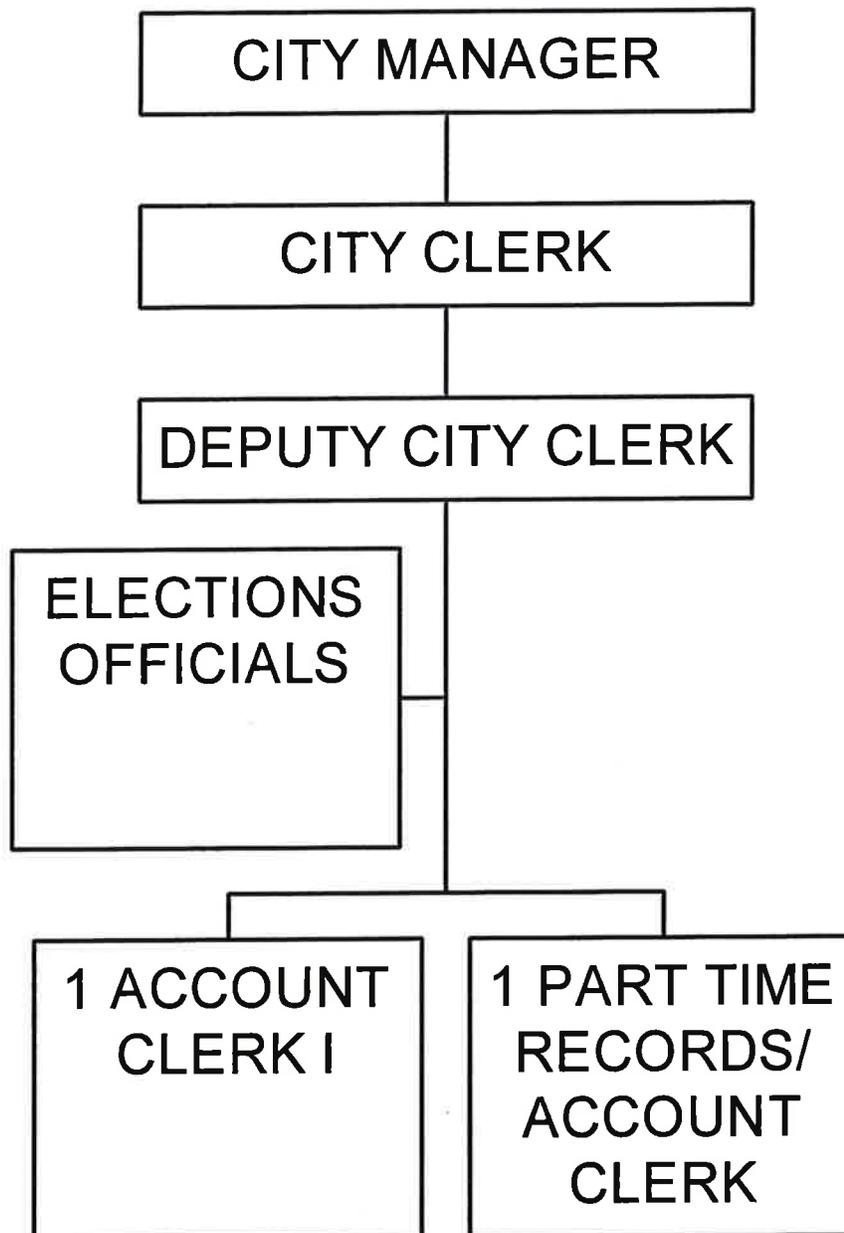
RECYCLE (CONTRACT)

This line item funds the estimated cost of the contracted services to provide pick-up and disposal of approved recyclable materials (estimated at \$174,000 for FY 15-16).

Collection of Recyclables is bi-weekly (every other week) along the approved curbside collection route in Laconia. Contract cost also includes regular servicing of four (4) remote "Drop-Off" recycling sites in Laconia.

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 and maintaining our Mandatory Recycling Program in Laconia.

RECORDS
FY 2015-2016 BUDGET



RECORDS - CITY CLERK
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 415 101 0000 Salaries	\$102,688	\$98,217	\$96,662	\$107,624	\$129,757	\$135,315	\$135,315
01 415 105 0000 Overtime	-	354	67	364	200	200	200
01 415 106 0000 Sick-Hurt	1,798	429	3,200	1,677	-	-	-
01 415 107 0000 Holidays	3,118	3,371	2,282	2,628	-	-	-
01 415 108 0000 Vacations	1,201	3,927	2,211	2,743	-	-	-
01 415 109 0000 Longevity	30	30	30	30	30	60	60
01 415 115 0000 Salary Adj.	-	-	-	-	2,572	2,762	2,762
TOTAL SALARIES	\$108,835	\$106,327	\$104,452	\$115,066	\$132,559	\$138,337	\$138,337
OTHER							
01 415 201 0000 Telephones	\$1,613	\$1,451	\$1,311	\$1,355	\$1,500	\$1,500	\$1,500
01 415 207 0000 Postage	565	681	518	510	650	650	650
01 415 212 0000 Copier	1,295	2,031	1,799	834	1,500	1,500	1,500
01 415 214 0000 Supplies	1,571	1,412	1,288	1,299	1,300	2,000	2,000
01 415 234 0000 Vehicle Rental	158	468	682	1,223	1,000	1,100	1,100
01 415 237 0000 Records Disposition	-	-	-	17	250	200	200
01 415 237 0001 Records Preservation	-	-	-	-	2,000	2,000	2,000
01 415 245 0000 Conference-Dues	876	388	1,123	1,033	2,000	2,000	2,000
01 415 248 0000 Dog License Exp.	1,123	1,257	1,441	1,487	1,500	1,500	1,500
01 415 303 0000 Misc.	2,166	2,108	3,119	1,593	2,000	2,000	2,000
01 415 306 0000 State MV Reg. Exp.	1,432	1,894	741	1,404	800	1,000	1,000
01 415 306 0001 City MV Reg. Exp.	7,574	6,973	7,013	6,896	7,000	7,250	3,600
01 415 401 0000 Equipment	3,334	5,746	5,741	6,010	6,500	6,500	6,500
TOTAL OTHER	\$21,707	\$24,410	\$24,776	\$23,661	\$28,000	\$29,200	\$25,550
DEPT. O&M TOTAL	\$130,542	\$130,737	\$129,228	\$138,727	\$160,559	\$167,537	\$163,887

RECORDS-CITY CLERK
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk**	20		52			\$1,062.24	\$55,236.48
1	Deputy City Clerk	8	4	4	36.5	\$16.91	\$617.22	
		8	5	48	36.5	\$17.71	\$646.42	\$33,496.78
1	Account Clerk 1*	5	2	41	36.5	\$13.33	\$486.55	
			3	11	36.5	\$13.96	\$509.54	\$25,553.29
1	PT Account Clerk 1*	5	3	32	25	\$13.96	\$349.00	
			4	20	25	\$14.61	\$365.25	\$18,473.00
	Temporary Help	5	1	52				\$2,555.00
							Total Records	\$135,314.55

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

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

City Clerk Office Activities

The majority of transactions processed through the City Clerk's Office are directly related to Motor Vehicle registrations, with over 18,800 completed annually. Peak customer times continue to be the first and last week of each month. Additional transactions include processing approximately 165 Marriage Licenses, 4,000 requests for various vital certificates (Birth, Marriage, Death and Divorce), licensing 2,000 dogs, issuing approximately 700 dump stickers and approximately \$20,000 worth of day passes and coupons, accepting payment for Parking Tickets, issuing Beach Parking Permits, filing Wetlands Applications and Aquatherm Permits.

During the 2014 Election Cycle the City Clerk's Office organized a Municipal & State Primary Election, with a voter turnout of 20%, and a State & Municipal Election, with a voter turnout of 17%.

2015-2016 Objective

The 2016 Presidential Primary Election will be a very large focus for the City Clerk's Office this year.

RECORDS - CITY CLERK
ACCOUNT DESCRIPTIONS
FY 2015-2016 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.

POSTAGE

This line item funds the cost of postage for general office correspondence, as well as post office box rental fees.

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 to provide new ergonomically correct chairs for the department.

VEHICLE RENTAL

This line item funds the hourly cost of operation of a City vehicle used to deliver notices to the Mayor and Council, trainings, meetings, and other business of the City. This line has been increased to include travel to workshops and trainings for the Clerk and Deputy Clerk.

RECORDS DISPOSITION

This line has been added for the destruction of records that have exceeded the retention schedule.

RECORDS PRESERVATION

This line has been added for the preservation and binding of one (1) historical vital records archive. Over the 100 or more years since these records originated they have been subject to wear and they are of significant historical value to the City. This line is being requested at \$2,000 per year until all records have been preserved.

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 level funded to reflect the City Clerk's attendance at the New England Municipal Clerks Institute, with appropriate dues for NEACTC and IIMC, and Deputy Clerk attendance to the NH City and Town Clerks Association Certification Program.

DOG LICENSE EXPENSE

This line item funds the cost of purchasing dog tags and to send out notices and warnings to delinquent dog owners.

MISCELLANEOUS

This line item funds the cost of publishing notices of public hearings, ordinances, boards and commissions.

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. *This line item has been decreased to \$3,650 by the City Manager.*

EQUIPMENT

This line will fund the purchase of a new computer as well as various other equipment for the Records Department. Lease equipment is also funded by this line.

RECORDS - ELECTIONS
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12-</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 417 101 0000 Elections	\$ -	\$ -	\$ -	\$ -	\$13,000	\$17,000	\$17,000
01 417 101 0001 Ward 1	1,738	2,294	2,167	2,761	-	-	-
01 417 101 0002 Ward 2	1,637	914	3,065	2,084	-	-	-
01 417 101 0003 Ward 3	2,132	2,178	2,764	2,079	-	-	-
01 417 101 0004 Ward 4	1,348	2,021	1,718	1,563	-	-	-
01 417 101 0005 Ward 5	2,294	2,602	2,678	1,526	-	-	-
01 417 101 0006 Ward 6	2,691	3,479	4,179	3,497	-	-	-
01 417 101 0010 Ward Officials	-	-	-	-	-	-	-
TOTAL SALARIES	\$11,840	\$13,489	\$16,571	\$13,510	\$13,000	\$17,000	\$17,000
OTHER							
01 417 207 0000 Postage	\$1,799	\$1,356	\$804	\$320	\$1,500	\$1,500	\$1,500
01 417 208 0000 Printing	791	5,160	4,242	2,180	2,600	5,000	5,000
01 417 210 0000 Notices	326	200	381	305	300	400	400
01 417 214 0000 Supplies	7,093	4,619	5,378	5,702	4,500	6,000	6,000
01 417 233 0000 Maint.-Agreement	35	1,400	1,400	1,400	1,400	1,400	1,400
01 417 234 0000 Vehicle Rental	263	90	162	455	300	500	500
01 417 401 0000 Equipment	1,400	1,420	1,500	76	1,500	1,500	1,500
01 417 304 0000 O/S Services(Police)	-	-	-	1,960	2,080	2,800	2,800
TOTAL OTHER	\$11,707	\$14,245	\$13,867	\$12,398	\$14,180	\$19,100	\$19,100
DEPT. O&M TOTAL	\$23,547	\$27,733	\$30,438	\$25,908	\$27,180	\$36,100	\$36,100

RECORDS – ELECTIONS
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

SALARIES

This line item funds the cost of salaries of ward officials for City and State elections. This line has been increased for additional personnel for the State elections taking place this year.

POSTAGE

This line item funds the cost of mailing absentee ballots and other general correspondence.

PRINTING

This line item funds the cost of printing ballots and other required notices to voters as required by law. This line has been increased for anticipated City ballot printing.

NOTICES

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

SUPPLIES

This line item funds the cost of purchasing ballots and programming the chips for the voting machines, as well as necessary supplies for all six (6) polling places and the Supervisors of the Checklist.

MAINTENANCE AGREEMENT

This line item funds the cost of maintenance on the seven voting machines.

VEHICLE RENTAL

This line item funds the hourly cost of operation of a City vehicle used on Election Day. This line has been level funded.

EQUIPMENT

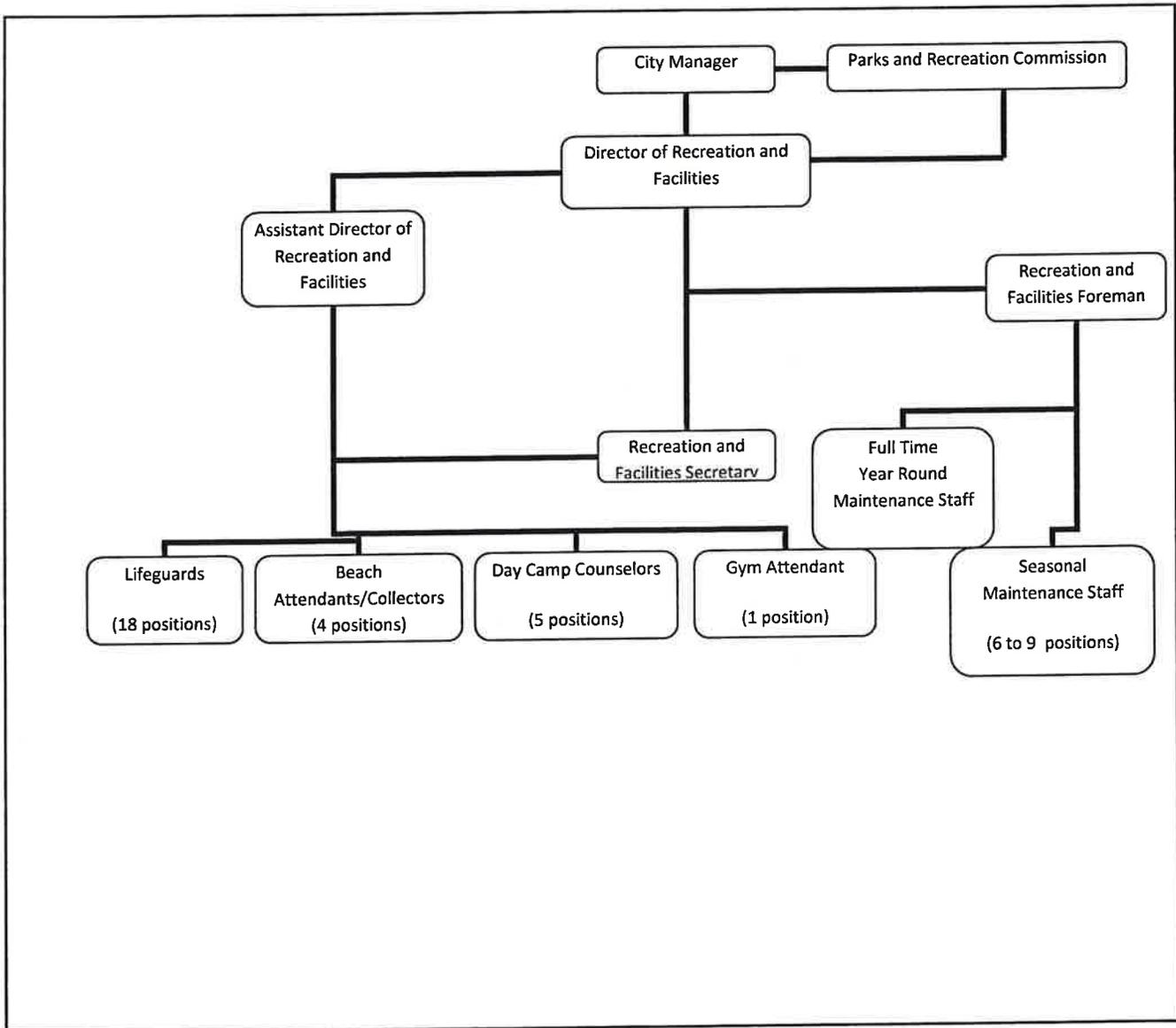
This line funds the purchase of one laptop computer to replace an existing laptop computer. This line has been level funded.

POLICE DETAIL

This line has been added to cover the cost of Police Detail for those wards that vote at the local schools while school is in session.

RECREATION AND FACILITIES

FY 2015-2016 BUDGET



RECREATION & FACILITIES
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 479 101 0000 Salaries	\$242,213	\$241,507	\$241,409	\$248,328	\$293,673	\$303,213	\$303,213
01 479 103 0000 Temporary	96,836	93,522	107,248	115,943	119,000	132,000	132,000
01 479 105 0000 Overtime	3,521	3,425	5,133	5,731	5,000	5,000	5,000
01 479 106 0000 Sick-Hurt	8,089	8,469	16,115	5,785	-	-	-
01 479 107 0000 Holidays	7,508	7,508	7,603	6,849	-	-	-
01 479 108 0000 Vacations	11,192	11,384	16,014	7,527	-	-	-
01 479 109 0000 Longevity	480	570	570	360	450	480	480
01 479 115 0000 Salary Adj	-	-	-	0	5,253	5,394	5,394
TOTAL SALARIES	\$369,839	\$366,385	\$394,092	\$390,523	\$423,376	\$446,087	\$446,087
OTHER							
01 479 201 0000 Telephone	\$2,916	\$4,900	\$4,225	\$4,846	\$5,000	\$5,000	\$5,000
01 479 202 0000 Lights-Power**	27,485	23,508	27,202	24,527	30,000	28,000	28,000
01 479 203 0000 Water-Sewer**	12,165	10,903	13,649	13,013	14,000	15,000	15,000
01 479 204 0000 Fuel**	7,891	6,889	8,988	10,067	10,000	10,000	10,000
01 479 207 0000 Postage	420	581	621	506	600	600	600
01 479 208 0000 Printing	1,546	629	617	576	1,500	1,500	1,500
01 479 212 0000 Copier	1,041	1,120	1,643	1,786	1,500	1,800	1,800
01 479 214 0001 Supplies-Maintenance	4,665	6,984	6,360	7,887	7,500	8,000	8,000
01 479 214 0002 Supplies-Programs	6,410	5,347	6,687	7,136	7,000	7,000	7,000
01 479 214 0003 Supplies-Office	2,385	1,975	1,520	2,714	2,300	2,300	2,300
01 479 233 0000 Maint-Equipment	4,423	6,804	6,193	5,520	6,200	6,200	6,200
01 479 235 0000 Maint-Buildings	10,190	10,070	21,038	12,799	14,000	14,000	14,000
01 479 235 0001 Maint-Park Houses	4,035	5,167	6,070	2,600	5,500	5,500	5,500
01 479 235 0002 Maint-Grounds	52,431	27,121	67,565	61,105	50,000	50,000	50,000
01 479 245 0000 Conference-Dues	1,012	1,080	969	2,985	1,500	1,500	1,500
01 479 247 0000 Training	1,409	449	159	691	650	1,500	1,500
01 479 251 0000 Uniform Allowance	2,463	2,450	2,562	1,617	2,450	2,450	2,450
01 479 303 0000 Misc	638	427	991	679	1,000	1,000	1,000
01 479 304 0000 O/S Contracts	11,900	8,837	14,929	8,307	10,000	10,000	10,000
01 479 306 0000 Adopt a Spot	2,250	3,736	2,930	1,325	3,000	3,000	3,000
01 479 401 0000 Equipment	20,286	1,732	6,843	9,653	7,000	7,000	7,000
01 479 401 0010 Wyatt Park Equipment	-	-	-	-	6,958	-	-
	\$177,961	\$130,711	\$201,761	\$180,339	\$187,658	\$181,350	\$181,350
01 479 234 0000 Vehicle Rental	\$34,909	\$39,152	\$33,456	\$42,412	\$40,000	\$40,000	\$40,000
01 479 234 0001 Internal Service Fund	9,996	8,572	10,000	11,000	15,000	18,000	18,000
RECREATION REIMBURSABLES	(15,132)	(14,137)	(16,131)	(14,573)	-	-	-
DEPT O&M TOTAL	\$577,573	\$530,682	\$623,178	\$609,701	\$666,034	\$685,437	\$685,437

**Park house utilities, see narratives

RECREATION & FACILITIES
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Rec. & Facil. Direct.**	21		52			\$1,199.24	\$62,360.48
1	Assist Rec Director**	17		52			\$875.32	\$45,516.64
1	Secretary*	6	10	52	35	17.59	\$615.65	\$32,013.80
1	Groundskeeper*	8	10	52	40	19.34	\$773.60	\$40,227.20
1	Groundskeeper*	8	7	15	40	18.02	\$720.80	
		8	8	37	40	18.38	\$735.20	\$38,014.40
1	Groundskeeper*	8	3	16	40	16.19	\$647.60	
		8	4	36	40	16.90	\$676.00	\$34,697.60
1	Foreman*	13	8	10	40	23.98	\$959.20	
		13	9	42	40	24.28	\$971.20	\$50,382.40

Total Parks & Recreation \$303,212.52

* 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 40,000 adults in 100 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 various public areas throughout the City
- Maintain and schedule school department athletic facilities
- Provide horticultural services
- Plant and maintain several City floral presentations
- Provide field preparation for Laconia Muskrats

2015-2016

- Continue to focus on the overall aesthetics for the park system
- Implement a CMMS (Computerized Maintenance Management System)
- Maximize use of facilities
- Improve and broaden public outreach

2015-2016 Performance Measures

- Increase recreational programming by 5%

RECREATION & FACILITIES
ACCOUNT DESCRIPTIONS
FY 2015-2016 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, parking attendants, collectors, gym attendants and maintenance/grounds personnel. This line has been increased by \$13,000 to fund two additional seasonal maintenance staff.

Temporary Salaries breakdown:

• Waterfront staff (lifeguards, collectors and attendants)	\$51,000
• Gym Attendant	\$ 4,000
• Seasonal maintenance staff	<u>\$77,000</u>
Total	\$132,000

OVERTIME

This is the estimated expense for overtime for this department. This line is level funded.

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.

TELEPHONES

This line item funds the cost of telephone connections at the Parks & Recreation offices, Parks and Recreation maintenance facility, Opechee Park Community Room/Daycamp and cell phones for year round and seasonal staff. This line is level funded.

LIGHTS-POWER

This line item funds the cost of lights and power at park houses, bathhouses, athletic fields, the parks maintenance facility, skating rinks, sledding hill and security lighting. This line has been decreased by \$2,000 to reflect historical usage while taking into account potential increases in electric delivery rates and the addition of the Weirs Community Park improvements.

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 \$1,000 to account for anticipated rate increases and new facilities.

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 is level funded.

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 is level funded.

COPIER

This line item funds the cost of copier service. This line is increased by \$300 to reflect historical usage.

SUPPLIES-MAINTENANCE

This line item funds the cost of paper products, trash bags and cleaning supplies. This line is has been increased by \$500 to reflect historical usage and new facilities.

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 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 is level funded.

CONFERENCE-DUES

This line item funds the cost of memberships, conferences for all employees, periodicals and subscriptions and membership in the NRPA for the Parks and Recreation Commissioners. This line is level funded.

TRAINING

This line item funds the cost of training for Recreation & Facilities employees. This line has been increased by \$850 to provide more training opportunities for staff.

UNIFORM ALLOWANCE

This line item funds the cost of providing work clothing for SEA employees. This line is level funded.

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 CONTRACTS

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.

ADOPT-A-SPOT

This item covers the cost of barrels, awards, signs and general supplies to support a community wide volunteer beautification initiative. This line is level funded.

EQUIPMENT

This line item funds the replacement of small tools and lawn equipment. This line is level funded.

WYATT PARK EQUIPMENT

This line item was added after the original budget was presented to the Council. Wyatt Park had a Special Revenue fund that was designated for Repairs & Maintenance of the Wyatt Park House. The Wyatt Park House was demolished and the funds remaining in this Special Revenue account were re-purposed to be used for Wyatt Park Equipment. These Special Revenue funds were included in the Revenue amount for FY15, this line item designates this same amount to be used for equipment and improvements to Wyatt Park.

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 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
OTHER							
01 419 202 0000 Lights-Power	\$19,795	\$18,527	\$18,967	\$17,372	\$19,500	\$18,500	\$18,500
01 419 203 0000 Water-Sewer	1,373	1,587	1,866	1,381	1,800	1,800	1,800
01 419 204 0000 Fuel	12,340	10,430	11,151	16,372	10,000	16,000	14,000
01 419 214 0000 Supplies	3,185	5,511	4,616	4,447	4,500	4,500	4,500
01 419 233 0000 Maint-Equip	2,510	2,589	2,938	2,806	2,500	2,500	2,500
01 419 235 0000 Maint-Building	2,424	5,719	6,145	7,757	5,000	5,000	5,000
01 419 304 0000 Outside Contracts	29,058	30,324	30,020	38,097	32,800	34,000	34,000
01 419 401 0000 Equipment	-	-	-	-	-	-	-
TOTAL OTHER	<u>\$70,685</u>	<u>\$74,687</u>	<u>\$75,703</u>	<u>\$88,232</u>	<u>\$76,100</u>	<u>\$82,300</u>	<u>\$80,300</u>
DEPT O&M TOTAL	\$70,685	\$74,687	\$75,703	\$88,232	\$76,100	\$82,300	\$80,300

RECREATION & FACILITIES - CITY HALL MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at City Hall. This line has been decreased by \$1,000 due to anticipated savings from lighting improvements.

WATER-SEWER

This line item funds the cost of water and sewer at City Hall. This line is level funded.

FUEL

This line item funds the cost of natural gas fuel at City Hall. This line has been increased by \$6,000 to coincide with historic costs. ***The City Manager has reduced this line item by \$2,000 to \$14,000.***

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 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 has been increased by \$1,200 to coincide with historic costs.

RECREATION & FACILITIES
COMMUNITY CENTER MAINTENANCE
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
OTHER							
01 480 202 0000 Lights-Power	\$10,461	\$8,498	\$7,731	\$9,093	\$8,500	\$9,500	\$9,500
01 480 203 0000 Water-Sewer	1,142	1,319	1,373	1,428	1,500	1,500	1,500
01 480 204 0000 Fuel	12,196	10,154	11,835	13,349	12,800	13,000	13,000
01 480 214 0000 Supplies	1,117	590	1,679	935	1,000	1,000	1,000
01 480 235 0000 Maintenance	1,932	2,094	6,006	2,927	4,000	4,000	4,000
01 480 304 0000 Outside Contracts	<u>11,796</u>	<u>12,591</u>	<u>15,587</u>	<u>15,715</u>	13,000	<u>16,000</u>	<u>16,000</u>
TOTAL OTHER	\$38,644	\$35,245	\$44,211	\$43,447	\$40,800	\$45,000	\$45,000
DEPT O&M TOTAL	\$38,644	\$35,245	\$44,211	\$43,447	\$40,800	\$45,000	\$45,000

RECREATION & FACILITIES- COMMUNITY CENTER
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at the Community Center. This line has been increased by \$1,000 to coincide with historic consumption. A potential rate increase in electric delivery has been taken into account.

WATER-SEWERS

This line item funds the cost of water and sewer at the Community Center. This line is level funded.

FUEL

This line item funds the cost of #2 fuel oil and natural gas at the Community Center. This line has been increased by \$200.

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 along with boiler maintenance and repairs. This line has been increased by \$3,000 to coincide with historic costs.

RECREATION & FACILITIES
POLICE STATION MAINTENANCE
FY 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
OTHER							
01 435 202 0000 Lights-Power	\$38,251	\$35,338	\$33,844	\$27,317	\$34,000	\$28,000	\$28,000
01 435 203 0000 Water-Sewer	2,756	2,766	2,727	2,543	3,000	3,000	3,000
01 435 204 0000 Fuel	16,521	13,380	19,341	14,332	20,000	18,000	18,000
01 435 214 0000 Supplies	2,507	3,113	2,984	3,037	3,500	3,500	3,500
01 435 235 0000 Maint-Building	4,774	4,254	10,627	9,513	5,000	7,500	7,500
01 435 304 0000 O/S Contracts	<u>43,969</u>	<u>46,774</u>	<u>43,010</u>	<u>61,835</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>
TOTAL OTHER	\$108,778	\$105,625	\$112,533	\$118,577	\$109,500	\$104,000	\$104,000
DEPT O&M TOTAL	\$108,778	\$105,625	\$112,533	\$118,577	\$109,500	\$104,000	\$104,000

RECREATION & FACILITIES-POLICE STATION MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2015-2016 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at Laconia Police Headquarters. This line has been decreased by \$6,000 based on historic costs. A potential rate increase in electric delivery and lighting improvements have been taken into account.

WATER-SEWER

This line item funds the cost of water and sewer service. This line is level funded.

FUEL

This line item funds the cost of natural gas heating and air conditioning of the Laconia Police Station. This line has been decreased by \$2,000 to coincide with historic consumption.

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.

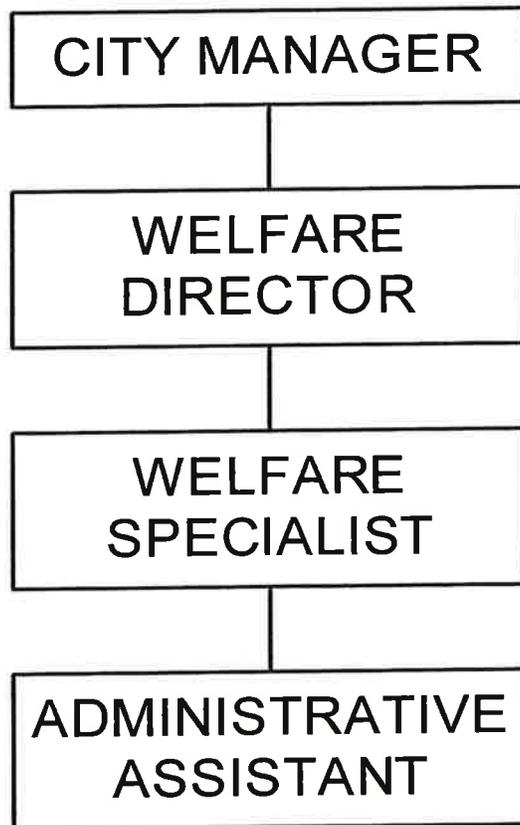
BUILDING MAINTENANCE

This line item funds the cost of routine structure, building and system repairs at the station. This line has been increased by \$2,500 to coincide with historic consumption and anticipated repairs.

O/S CONTRACTS

This line funds the cost of a private contractor to clean the Police Station along with HVAC maintenance and repair. This line is level funded.

WELFARE
2015-2016 BUDGET



WELFARE
FY 2015-2016 BUDGET

	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACUTAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
SALARIES							
01 477 101 0000 Salaries	\$62,541	\$64,558	64,312	\$65,482	\$73,545	\$78,477	\$78,477
01 477 105 0000 Overtime	178	91	207	79	-	-	-
01 477 106 0000 Sick-Hurt	4,774	1,794	653	2,980	-	-	-
01 477 107 0000 Holidays	3,038	3,023	3,761	3,009	-	-	-
01 477 108 0000 Vacations	3,432	3,435	2,974	3,216	-	-	-
01 477 109 0000 Longevity	<u>60</u>	<u>30</u>	<u>30</u>	<u>60</u>	90	<u>60</u>	<u>60</u>
TOTAL SALARIES	\$74,023	\$72,930	71,937	\$74,826	\$73,635	\$78,537	\$78,537
OTHER							
01 477 201 0000 Telephones	\$1,458	\$1,253	1,192	\$1,236	\$1,450	\$1,400	\$1,400
01 477 207 0000 Postage	69	76	66	41	150	100	100
01 477 212 0000 Copier	842	1,023	1,008	578	850	700	700
01 477 214 0000 Supplies	379	1,033	497	401	500	500	500
01 477 234 0000 Vehicle Rental	238	410	542	265	400	500	500
01 477 242 0000 Travel-Meetings	24	111	-	-	100	100	100
01 477 245 0000 Conference-Dues	238	615	520	360	550	500	500
01 477 247 0000 Training	75	-	-	-	-	-	-
01 477 315 0000 City Relief	37,667	50,081	72,184	45,523	90,000	85,000	80,000
01 477 401 0000 Equipment	3,040	-	-	2,907	-	-	-
01 477 499 0000 Less: Reimburseables	<u>(7,239)</u>	<u>(1,756)</u>	<u>(1,313)</u>	<u>(3,449)</u>	(5,000)	<u>(5,000)</u>	<u>(5,000)</u>
TOTAL OTHER	\$36,791	\$52,847	74,696	\$47,862	\$89,000	\$83,800	\$78,800
DEPT. O&M TOTAL	\$110,814	\$125,777	146,633	\$122,688	\$162,635	\$162,337	\$157,337

WELFARE
FY 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Specialist*	14	9	40	35	\$25.47	\$891.45	\$46,473.00
		14	10	12	35	\$25.75	\$901.25	
1	Adm Secretary*	9	3	13	35	\$17.00	\$595.00	\$32,004.70
		9	4	39	35	\$17.78	\$622.30	
Total Welfare							\$78,477.70	

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

Welfare Activities

- Administer approximately over 250 local public assistance grants
- Service approximately 1,250 walkins and 3,500 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 2015-2016 BUDGET

SALARIES

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

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

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

POSTAGE

This line item funds the cost of mailing general correspondence for the department. This line item has been level funded.

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. This line item is level funded.

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. This line item has been level funded.

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. 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. *The City Manager reduced this line item by \$10,000 to \$80,000.*

REIMBURSABLES

This line represents the average refunds received from other Federal & State agencies for welfare clients.

ENTERPRISE FUNDS

SANITARY SEWER FUND

LACONIA WATER WORKS

SANITARY SEWER FUND SUMMARY
FY 2015-2016 BUDGET

	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
TOTAL SALARIES, OTHER	\$3,069,176	\$2,602,926	\$3,644,976	\$3,642,929
Depreciation	413,979	420,000	425,000	425,000
SSF OPERATING EXP.	\$3,483,155	\$3,022,926	\$4,069,976	\$4,067,929
Cont. Cap. Adjustment	(98,888)	(98,888)	(98,888)	(98,888)
SSF EXPENSES	\$3,384,267	\$2,924,038	\$3,971,088	\$3,969,041
SSF OPERATING REVENUE	\$3,615,059	\$3,929,889	\$4,122,059	\$4,122,059
Interest Income	9,999	10,000	10,000	10,000
To/Fr Retained Earnings	(240,791)	(15,351)	(160,971)	(163,018)
SSF INCOME	\$3,384,267	\$3,924,538	\$3,971,088	\$3,969,041
SANITARY SEWER FUND CAPITAL OUTLAY	\$369,000	\$347,000	\$366,000	\$366,000

LACONIA WATER WORKS SUMMARY
FY 2015-2016 BUDGET

	<u>13-14</u> <u>ACTUAL</u>	<u>2014-2015</u> <u>BUDGET</u>	<u>2015-2016</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>MANAGER</u>
TOTAL SALARIES, OTHER	\$2,447,369	\$2,681,760	\$2,741,219	\$2,741,219
LWW OPERATING EXP.	\$2,447,369	\$2,681,760	\$2,741,219	\$2,741,219
LWW OPERATING REVENUE	\$2,298,027	\$2,355,850	\$2,291,800	\$2,291,800
Interest Income	4,053	4,000	4,000	4,000
Misc. Income	167,790	123,600	136,700	136,700
LWW INCOME	\$2,469,870	\$2,483,450	\$2,432,500	\$2,432,500
LACONIA WATER WORKS CAPITAL OUTLAY	\$531,300	\$496,700	\$386,000	\$386,000
BOND PRINC. PAYMENT	\$75,000	\$75,000	\$75,000	\$75,000

SANITARY SEWER FUND
FY 2015-2016 BUDGET

		<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
SALARIES								
90 400 101 0000	Regular Salaries	\$208,075	\$230,981	\$254,259	\$260,060	\$320,618	\$369,950	\$369,950
90 400 105 0000	Overtime	29,186	32,907	40,516	32,205	28,000	28,000	28,000
90 400 106 0000	Sick-Hurt	(8,174)	15,554	21,346	18,002	-	-	-
90 400 107 0000	Holidays	10,912	9,494	10,780	11,612	-	-	-
90 400 108 0000	Vacations	23,050	12,280	17,239	12,897	-	-	-
90 400 109 0000	Longevity	600	300	300	330	420	420	420
90 461 000 0000	Employee Benefits	193,419	242,397	208,096	210,483	210,325	231,012	228,965
90 400 110 0000	Stipends	1,500	-	-	-	1,500	1,500	1,500
90 400 115 0000	Salary Adj.	-	-	-	-	3,358	3,434	3,434
90 204 001 0000	OPEB Liability	40,577	56,135	56,135	65,322	-	-	-
TOTAL SALARIES		\$499,145	\$600,048	\$608,671	\$610,911	\$564,221	\$634,316	\$632,269
OTHER								
90 401 304 0000	CLERICAL, GF	19,000	19,000	19,000	19,000	19,000	19,000	19,000
90 403 214 0000	BILLING EXPENSE	103,819	104,449	108,637	101,248	110,000	110,000	110,000
90 406 304 0000	Winn River Basin*	1,958,642	1,964,890	1,942,560	2,023,654	2,350,000	2,322,580	2,322,580
90 409 000 1000	SEWER MAINT.	66,131	36,691	215,774	172,851	250,000	250,000	250,000
90 421 000 1000	PUMP STA. MAINT.	6,650	18,194	11,682	21,595	40,000	40,000	40,000
PUMP STATIONS:								
90 423 000 1000	Keasor Ct.	2,454	13,942	23,350	5,864	6,000	6,000	6,000
90 425 000 1000	Lawrence St.	3,969	5,351	18,729	4,931	6,850	6,000	6,000
90 426 000 1000	N Main Street	5,104	5,183	12,183	5,021	6,230	6,230	6,230
90 428 000 1000	Black Brook	9,583	11,193	19,608	15,069	11,200	15,500	15,500
90 430 000 1000	Langley Cove	14,167	16,717	7,039	10,169	11,650	11,650	11,650
90 434 000 1000	Paugus	10,071	9,011	10,334	13,882	11,250	14,000	14,000
90 436 000 1000	Lakeside Ave	1,905	2,059	3,900	5,534	5,000	6,000	6,000
90 438 000 1000	Shore Drive	7,805	8,130	9,095	9,140	9,350	9,350	9,350
90 439 000 1000	Christmas Island	7,167	4,375	4,271	6,769	7,100	7,100	7,100
90 440 000 1000	Hillcrest Drive	4,357	8,477	2,298	5,431	6,600	6,600	6,600
90 441 000 1000	Edgewater Ave.	2,384	2,784	7,644	2,939	8,000	5,000	5,000
90 443 000 1000	Mass. Ave.	3,624	4,658	6,950	3,705	7,000	5,000	5,000
90 444 000 1000	Channel Lane	442	141	267	212	650	650	650
90 446 000 1000	Endicott Street	3,152	3,063	2,938	3,112	4,100	4,000	4,000
90 447 000 1000	Briarcrest	2,324	9,682	5,441	2,929	7,325	6,000	6,000
90 448 000 1000	Rollercoaster Rd***	3,944	4,247	4,351	3,388	5,700	5,000	5,000
90 449 000 1000	Chapin Terrace	5,063	5,868	1,921	3,466	5,700	5,000	5,000
90 497 401 0001	Confined Space Safety Eq	-	10,375	-	-	-	-	-
90 499 999 9999	Misc Sewer Exp	-	6,242	21,913	-	150,000	150,000	150,000
90 499 999 9999	Sanitary Sewer Study	-	10,555	15,934	18,356	-	-	-
TOTAL SALARIES, OTHER		\$2,740,902	\$2,885,325	\$3,084,490	\$3,069,176	\$3,602,926	\$3,644,976	\$3,642,929
90 495 390 0000	Amortization	-	-	-	-	-	-	-
90 495 391 0000	Depreciation	442,999	427,378	412,523	413,979	420,000	425,000	425,000
	SSF OPER. EXP.	\$3,183,901	\$3,312,703	\$3,497,013	\$3,483,155	\$4,022,926	\$4,069,976	\$4,067,929
90 495 380 0000	Interest Expense*	-	-	-	-	-	-	-
	Cont.Cap.Adj.	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)
	SSF EXPENSES	\$3,085,013	\$3,213,815	\$3,398,125	\$3,384,267	\$3,924,038	\$3,971,088	\$3,969,041
	SSF OPER. REV.	\$2,711,731	\$3,086,436	\$3,301,868	\$3,615,059	\$3,929,889	\$4,122,059	\$4,122,059
90 350 001 0000	Interest Income	30,538	(4,273)	11,974	9,999	10,000	10,000	10,000
	To/Fr Ret.Earnings	342,744	131,652	84,283	(240,791)	(15,851)	(160,971)	(163,018)
	SSF INCOME	\$3,085,013	\$3,213,815	\$3,398,125	\$3,384,267	\$3,924,038	\$3,971,088	\$3,969,041

* 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 2015-2016 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. PW**	23		52			\$1,320.58	\$68,670.16
1	Coll Sys Coordinator*	16	5	52	40	\$26.65	\$1,066.00	\$55,432.00
1	Col Sys Oper.*	14	10	52	40	\$25.75	\$1,030.00	\$53,560.00
1	Pump Station Asst*	12	5	52	40	\$21.97	\$878.80	\$45,697.60
1	Vactor Operator*	44	5	52	40	\$20.73	\$829.20	\$43,118.40
1	Lt Equip Oper *	43	4	52	40	\$18.35	\$734.00	\$38,169.00
1	Lt Equip Oper *	43	3	52	40	\$18.02	\$720.80	\$37,482.60
1	Laborer w/ CDL*	4	3	52	40	\$6.48	\$259.20	\$13,478.40
1	Laborer	Seasonal		17	40	\$14.00		\$9,520.00
1	Clerk Typist*	3	5	47	6	\$14.43	\$86.58	
		3	6	5	6	\$14.69	\$88.14	\$4,509.96
Total Sewer								\$369,638.12

*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

2015-2016 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
- Maintain 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 2015-2016 BUDGET

INTRODUCTION

In the **Operating** portion of our SSF budget (primarily gravity sewer and pump station maintenance - Accounts 90-409 thru 90-449) we are essentially proposing level funding compared to last year's budgeted numbers. The only changes are minor adjustments in the operating costs of a few of our pump stations and these are clearly reflected on the SSF Budget summary page.

In the coming year we will continue with 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. These costs are reflected in the Sewer Maintenance line item (90-409).

Approximately 64 % or \$2,322,583. of our total SSF Budget is attributable to the **Winnepesaukee River Basin Program (WRBP - line item 90-406)** to cover the cost of collection and treatment of Laconia's sewage. We are requesting a 1.15 % decrease (\$27,000) in the WRBP portion of our SSF budget for FY 15-16 based on a clear history of stabilization of operating costs over the past several years.

The WRB budget is broken down into 4 major components with Laconia's cost allocation for FY 16 estimated at: Operations & Maintenance - \$1,395,862., Administration - \$286,721., Capital Recovery (Debt Service) - \$563,459., and Sinking (i.e., Replacement) Fund - \$76,541.

A Memorandum of Understanding (MOU) between the ten (10) Basin communities and State Department of Environmental Services (DES) was approved in 2012 which establishes guidelines for Program priorities and expenditures in the coming years.

Capital Improvements continue to be a priority in the program and project priority is guided by the WRBP Capital Improvement Program (WRBP – CIP), which was first created by the Advisory Board (AB) in 2012 and has been updated by the AB in both 2013 and 2014.

A Flow Metering Project has been approved and data collection should begin by the Spring of 2016. This data will be used to support decision-making and lay a foundation for a new "Cost Allocation Formula" to assure that all 10 member communities are being appropriately assessed for their pro-rata share of WRBP system operations costs.

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) is 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 local Sewer Rates over the next several years to assure that funding for both local system as well as regional sewer system upgrades is secured.

With regard to capital improvements in our local (Laconia) sewer system, DPW has drafted (2012) and annually updated our Laconia Sewer System Capital Improvement Program (i.e., Laconia CIP). This document provides an important planning and budgeting tool to use in conjunction with the

WRBP CIP to carefully monitor and plan for required (local) Laconia Sewer System upgrade projects in the coming decade and 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 27% 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.

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.

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. Funding for this line item is \$250,000 and the majority of these annual costs (\$160,000) involve costs for compliance with Federal NPDES permit requirements as noted in the Introduction narrative 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. This line item is level funded.

PUMPING STATIONS

These 17 line items fund the cost to operate each of the 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 2015-2016 BUDGET

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>DEPT REQ</u>
Sewer Force Main-Emergency repair fittings		\$10,000				
Gravity Sewer Mains	\$55,000	\$55,000			\$50,000	\$110,000
Black Brook Pump Station - Pump & Motor Upgrade						\$50,000
Black Brook Pump Station-Generator/Upgrades		\$45,000		\$22,000		
Confined Space Equipment-Sewer Pump		\$20,000				
Paugus Pump Station - Equipment Upgrade						\$50,000
Sanitary Sewer Study		\$50,000				
I & I (Infiltration & Inflow) Study & Elimination						\$24,000
Edgewater Ave. Pump Station - Ventilation System						\$17,000
Old N Main Sewer Pump Stations - MCC Upgrade			\$20,000		\$95,000	
Upgrade Existing Gravity Sewers						
Sewer TV Camera System (CCTAV) with Vehicle						\$70,000
TV Camera Monitoring Equipment						
Sewer Pump Upgrade			\$60,000			
Old N Main Pump Station Emergency Generator **			\$49,000	\$180,000		
Upgrade Existing Gravity Sewers			\$55,000	\$20,000		
Keasor Court Pump Station Upgrades				\$85,000		
Lakeside Ave Sewer Station Upgrades					\$12,000	
Lakeside Ave Sewer Pump Station - Total Upgrade						\$45,000
Pump Station Control/Data System				\$62,000	\$190,000	
Upgrade Existing Gravity Sewers						
TOTAL SSF CAPITAL OUTLAY	\$55,000	\$180,000	\$184,000	\$369,000	\$347,000	\$366,000

** \$49,000 budgeted in FY13 transferred to the Black Brook Generator project as cost exceeded FY13 estimate due to code changes

SANITARY SEWER FUND CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2015-2016

UPGRADE SECTIONS OF EXISTING GRAVITY SEWER -- \$ 110,000.

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 North St., Highland St., Cedar St., North Main St., South Main St., Pine St., Dewey St., Mechanic St. and Union Ave. Sections currently recognized as needing repair include No. Main St. sewer near Opechee Park, Cross St., Belknap St., and Fenton Ave. Approval of this funding request will allow for continued progress in upgrading these sections of the sewer system and enable us to do upgrades to our existing gravity sewers as needed in conjunction with our annual road reconstruction projects.

We continue to investigate pipelining option whenever possible, but have found that in smaller pipe diameter applications, with many service connections, conventional replacement of the pipe is the most cost effective.

BLACK BROOK PUMP STATION – PUMP 7 MOTOR UPGRADES - \$50,000

This is the largest sewer pumping station in our Laconia system. It is recognized by station maintenance staff that rebuilding of pump motors and adding a second “Muffin Monster” grinder system where the sewage enters the pump station is critical to assure continued reliable service of this critical station.

PAUGUS PUMP STATION – EQUIPMENT UPGRADE - \$ 50,000

This major sewer pumping station on Weirs Boulevard is in need of upgrade of several components. Originally built in 1964, the station pumps a large portion of the sewage generated on the north end of Weirs Boulevard. Pumps, pump motors, stand-by generator and comminutor (grinding equipment) at the station must be upgraded in the next five (5) years. This initial appropriation will allow for some preliminary engineering to be accomplished in preparation for replacement of these major components and should allow for the comminutor (“Muffin Monster” or equivalent) to be replaced in year 1.

I&I – (INFLOW & INFILTRATION)- STUDY AND ELIMINATION – PHASE 1 - \$24,000

Inflow & Infiltration (I & I) is unwanted groundwater and inappropriate flow that enters the sanitary sewer system, oftentimes through cracked sewer pipes or leaky joints in these pipes. It can also come from illicit discharge of groundwater (i.e., basement sump pumps) into the system by property owners. I & I is a very large contributor to system flow in sanitary sewer systems and warrants vigilant investigation and elimination efforts to reduce waste treatment costs. In keeping with Federal requirements of our National Pollution Discharge and Elimination System (NPDES) Permit, Laconia (and all WRBP Communities) needs to establish a program of I & I identification and elimination. This will be an ongoing effort over a period of several years. This initial appropriation

will provide for an initial I & I study and prepare the way for identification of problem pipe locations (and illicit discharges locations) and start the process for system repair to eliminate the I & I through conventional excavation and repair methods or through hired services (i.e., pipe grouting).

EDGEWATER AVE. – VENTILATION SYSTEM - \$ 17,000

There is a clear need to install a ventilation system at this sewer pump station to eliminate heat build-up within the block and brick structure. Excessive temperatures without this needed ventilation will lead to damage of electronics within the operating system at the station.

LAKESIDE AVE. – PUMP STATION UPGRADE - \$ 45,000

Major repairs over a three (3) year period are required at the sewer pumping station at the Weirs. Built in the early 1970's this station is in serious need of replacement of pumps, pump motors, motor control center (MCC), generator and transfer switch, discharge gates, check valves and the level-control system. This appropriation will allow for continued engineering assistance and determination of component replacement specifications as well as project bidding and implementation, perhaps accomplished in phases.

SEWER TV CAMERA SYSTEM (CCTV) – \$ 70,000.

Replace out existing TV camera system with a system that can maneuver more efficiently through our sewer piping network. We are currently unable to maneuver through 6" diameter pipe and a large percentage of our older sewer system consists of pipes of this diameter.

Investigation of our sanitary sewer system in compliance with NPDES permit requirements and facilitating our sewer and drain infrastructure investigation in conjunction with annual road reconstruction projects will both be accommodated by this more effective equipment. We believe there will be a trade-in market for our current system.

**SANITARY SEWER FUND
HISTORY**

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</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	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000
90 403 214 0000 BILLING EXPENSE	\$93,278	\$98,134	\$103,819	\$104,448	\$108,637	\$98,728
90 407 304 0000 PLANT O&M	\$1,852,550	\$2,009,055	\$1,958,642	\$1,965,890	\$1,942,560	\$2,023,654
90 409 000 1000 SEWER MAINTENANCE						
Labor	\$177,252	\$191,822	\$178,188	\$205,530	\$231,741	\$222,676
Water-Sewer	399	382	356	398	497	630
Supplies	45,797	38,761	36,250	42,992	64,692	52,292
Insurance	14,848	13,571	14,263	14,732	17,285	29,985
Audit	2,500	3,900	2,670	-	2,500	1,591
Clothing Allowance	2,693	2,677	9,965	2,782	4,084	3,549
Misc	-	3,520	2,627	2,627	119,102	68,340
Internal Service Fund	-	-	-	8,839	7,614	7,492
Vehicle Use	<u>7,214</u>	<u>8,298</u>	<u>-</u>	<u>4,991</u>	<u>-</u>	<u>8,972</u>
TOTAL SEWER MAINT.	\$250,703	\$262,931	\$244,319	\$282,891	\$447,515	\$395,527
90 421 000 1000 PUMP STA. MAINTENANCE						
Labor	\$91,864	\$117,205	\$86,961	\$95,985	\$112,700	\$112,430
Lights-Power	12,008	528	-	-	-	-
Supplies	8,657	8,597	2,470	13,009	4,822	14,295
Internal Service Fund	-	-	-	-	-	-
Vehicle Use	<u>5,274</u>	<u>5,060</u>	<u>4,180</u>	<u>5,185</u>	<u>6,860</u>	<u>7,300</u>
TOTAL P.S. MAINT.	\$117,803	\$131,390	\$93,611	\$114,179	\$124,382	\$134,025
PUMPING STATIONS:						
90 423 000 1000 KEASOR CT.						
Lights-Power	\$1,964	\$2,647	\$2,790	\$2,481	\$2,894	\$2,407
Water-Sewer	121	121	130	121	121	150
Supplies, Misc	282	(109)	439	11340	20335	3307
Vehicle Use	-	-	(905)	-	-	-
TOTAL KEASOR CT.	\$2,367	\$2,659	\$2,454	\$13,942	\$23,350	\$5,864
90 425 000 1000 LAWRENCE ST.						
Lights-Power	\$2,938	\$3,202	\$3,470	\$3,221	\$3,710	\$3,140
Water-Sewer	121	121	131	121	120	191
Supplies	<u>689</u>	<u>2,358</u>	<u>368</u>	<u>2,009</u>	<u>14,899</u>	<u>1,601</u>
TOTAL LAWRENCE ST.	\$3,748	\$5,681	\$3,969	\$5,351	\$18,729	\$4,932
90 426 000 1000 N MAIN STREET/OPECHEE						
Lights-Power	\$1,868	\$2,569	\$2,892	\$2,283	\$2,182	\$3,191
Water-Sewer	126	126	126	127	134	126
Supplies	<u>1172</u>	<u>1,750</u>	<u>2,086</u>	<u>2,772</u>	<u>9,867</u>	<u>1,705</u>
TOTAL N MAIN ST	\$3,166	\$4,445	\$5,104	\$5,182	\$12,183	\$5,022
90 429 000 1000 BLACK BROOK/UNION AVE						
Lights-Power	\$5,931	\$7,168	\$7,090	\$6,089	\$5,675	\$7,933
Water-Sewer	150	149	169	153	165	163
Supplies	<u>750</u>	<u>1,264</u>	<u>2,324</u>	<u>4,951</u>	<u>13,769</u>	<u>6,973</u>
TOTAL BLACK BROOK	\$6,831	\$8,581	\$9,583	\$11,193	\$19,609	\$15,069

**SANITARY SEWER FUND
HISTORY**

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
90 430 000 1000 LANGLEY COVE						
Lights-Power	\$4,346	\$5,812	\$6,134	\$5,097	\$4,953	\$5,146
Water-Sewer	120	121	131	120	121	150
Supplies	<u>3,326</u>	<u>960</u>	<u>7,902</u>	<u>11,500</u>	<u>1,965</u>	<u>4,873</u>
TOTAL LANGLEY COVE	\$7,792	\$6,893	\$14,167	\$16,717	\$7,039	\$10,169
90 434 000 1000 PAUGUS						
Lights-Power	\$5,223	\$7,419	\$7,853	\$6,504	\$4,640	\$5,073
Water-Sewer	121	161	130	121	121	124
Supplies	<u>1,112</u>	<u>1,916</u>	<u>2,088</u>	<u>2,386</u>	<u>5,573</u>	<u>8,685</u>
TOTAL PAUGUS	\$6,456	\$9,496	\$10,071	\$9,011	\$10,334	\$13,882
90 436 000 1000 LAKESIDE AVE/WEIRS						
Lights-Power	\$1,945	\$2,214	\$1,637	\$1,471	\$1,953	\$1,950
Water-Sewer	140	145	98	129	142	143
Supplies	<u>906</u>	<u>890</u>	<u>170</u>	<u>459</u>	<u>1805</u>	<u>3441</u>
TOTAL LAKESIDE	\$2,991	\$3,249	\$1,905	\$2,059	\$3,900	\$5,534
90 438 000 1000 SHORE DRIVE						
Lights-Power	\$3,826	\$7,447	\$6,382	\$6,415	\$6,103	\$6,323
Water-Sewer	143	137	131	123	121	163
Supplies	<u>1,404</u>	<u>3575</u>	<u>1,292</u>	<u>1,592</u>	<u>2,871</u>	<u>2,653</u>
TOTAL SHORE DR.	\$5,373	\$11,159	\$7,805	\$8,130	\$9,095	\$9,139
90 439 000 1000 CHRISTMAS IS						
Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lights-Power	1,063	1,837	2,972	1,934	1,846	1,811
Supplies	<u>1,631</u>	<u>816</u>	<u>4,195</u>	<u>2,441</u>	<u>2,425</u>	<u>4,958</u>
TOTAL CHRISTMAS AVE	\$2,694	\$2,653	\$7,167	\$4,375	\$4,271	\$6,769
90 440 000 1000 HILLCREST DRIVE						
Lights-Power	\$1,600	\$2,446	\$3,028	\$2,537	\$2,247	\$2,347
Supplies	<u>362</u>	<u>915</u>	<u>1,329</u>	<u>5,940</u>	<u>51</u>	<u>3,084</u>
TOTAL HILLCREST DR.	\$1,962	\$3,361	\$4,357	\$8,477	\$2,298	\$5,431
90 441 000 1000 EDGEWATER AVE.						
Lights-Power	\$1,137	\$2,123	\$2,210	\$2,172	\$3,643	\$1,840
Supplies	<u>293</u>	<u>3,274</u>	<u>174</u>	<u>612</u>	<u>4,001</u>	<u>1,098</u>
TOTAL EDGEWATER	\$1,430	\$5,397	\$2,384	\$2,784	\$7,644	\$2,938
90 443 000 1000 MASS. AVE.						
Lights-Power	1,150	1,687	2,583	2,690	2,675	2,448
Water-Sewer	120	131	\$130	\$121	\$121	\$120
Supplies	<u>1,800</u>	<u>2,718</u>	<u>\$911</u>	<u>\$1,847</u>	<u>\$4,154</u>	<u>\$1,137</u>
TOTAL MASS. AVE.	\$3,070	\$4,536	\$3,624	\$4,658	\$6,950	\$3,705
90 444 000 1000 CHANNEL LANE						
Lights-Power	\$73	\$126	\$138	\$141	\$262	\$183
Supplies	<u>-</u>	<u>53</u>	<u>304</u>	<u>-</u>	<u>5</u>	<u>29</u>
TOTAL CHANNEL LANE	\$73	\$179	\$442	\$141	\$267	\$212
90 446 000 1000 ENDICOTT ST						
Lights-Power	\$426	\$928	\$780	\$763	\$906	\$743
Supplies	<u>1,358</u>	<u>5,035</u>	<u>2,372</u>	<u>2,301</u>	<u>2,032</u>	<u>2,369</u>
TOTAL ENDICOTT ST	\$1,784	\$5,963	\$3,152	\$3,064	\$2,938	\$3,112

**SANITARY SEWER FUND
HISTORY**

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
90 447 000 1000 BRIARCREST						
Lights-Power	\$1,510	\$2,348	\$1,778	\$1,625	\$1,667	\$1,580
Water/Sewer	121	130	121	120	120	121
Supplies	<u>767</u>	<u>1,787</u>	<u>425</u>	<u>7,937</u>	<u>3,653</u>	<u>1,228</u>
TOTAL BRIARCREST	\$2,398	\$4,265	\$2,324	\$9,682	\$5,440	\$2,929
90-448-000-1000 ROLLERCOASTER RD						
Lights-Power	\$1,457	\$2,260	\$2,382	\$2,229	\$2,885	\$1,940
Supplies	<u>1,590</u>	<u>744</u>	<u>1,562</u>	<u>2,017</u>	<u>1,466</u>	<u>1,448</u>
TOTAL ROLLERCOASTER RD	\$3,047	\$3,004	\$3,944	\$4,246	\$4,351	\$3,388
90 449 000 1000 CHAPIN TERRACE						
Lights-Power	\$1,015	\$980	\$1,318	\$1,219	\$1,538	\$1,261
Supplies	<u>1,544</u>	<u>(\$1,176)</u>	<u>3,745</u>	<u>4,649</u>	<u>383</u>	<u>2,205</u>
TOTAL CHAPIN TERRACE	\$2,559	(\$196)	\$5,063	\$5,868	\$1,921	\$3,466
90 461 000 1000 EMPLOYEE BENEFITS						
Social Security	\$19,970	\$24,204	\$23,999	\$23,154	\$25,307	\$24,175
Retirement	21,417	28,257	26,623	24,689	26,947	33,045
Health Insurance	122,409	132,473	141,877	193,024	153,381	153,264
Training	-	<u>2,720</u>	<u>920</u>	<u>1,530</u>	<u>2,460</u>	<u>2,520</u>
TOTAL EMP.BENEFITS	\$163,796	\$187,654	\$193,419	\$242,397	\$208,095	\$213,004
90 465 000 1000 RES/CONTINGENCY	-	-	-	-	-	-
TOTAL SALARIES, OTHER	\$2,554,871	\$2,789,489	\$2,700,325	\$2,843,685	\$2,990,508	\$2,985,499

LACONIA WATER DEPT
OPERATING BUDGET - 2015-2016

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>
						<u>REQUEST</u>
REVENUES						
Water Billing/Res & Com	\$1,713,682	\$1,757,617	\$1,927,773	\$1,861,763	\$1,940,000	\$1,868,000
Water Billing/Municipal	83,131	84,612	90,067	88,985	90,250	94,000
Fire Protection	69,712	69,975	70,797	71,008	71,000	71,300
Sewer Cost Allocations	103,819	104,448	103,760	98,681	98,600	105,000
Penalties	19,658	18,900	20,024	19,462	19,000	19,000
Labor Sold	51,179	53,497	41,566	48,900	43,500	43,500
Inventory Sold	5,411	12,678	11,819	10,800	8,000	8,000
Income From Meters	2,214	2,754	2,325	2,458	2,000	2,000
Equipment & Tool Rental	13,712	14,944	17,553	17,114	15,000	15,000
Sales of Sand, Gravel, etc.	1,594	705	1,125	1,075	1,000	1,000
Water Testing Income	24,975	26,408	22,517	20,561	22,500	20,000
Backflow Prevention Tests	45,960	46,080	44,340	57,220	45,000	45,000
TOTAL REVENUES	\$2,135,047	\$2,192,618	\$2,353,666	\$2,298,027	\$2,355,850	\$2,291,800
ADDITNL INCOME						
Interest on Sav	\$17,977	\$10,748	\$5,968	\$4,053	\$4,000	\$4,000
Interest Earned on Bond Funds	687	-	-	-	-	-
Misc Income	6,356	9,895	17,775	22,922	18,500	15,000
Misc Income-Medical Surplus Refund	-	-	-	41,241	10,000	26,800
Funds Trans From Savings	-	-	-	-	-	-
Funds Trans From CMA-Repair VFD Pump#	-	-	6,744	-	-	-
Funds Trans from CMA-Electric Breaker	-	-	-	1,666	-	-
Funds Trans/SDC-CMA Bond 45.66/41.66	26,661	48,524	47,674	46,825	45,100	45,100
Construction Maint. Assessment	39,113	34,832	31,977	37,686	32,000	32,000
Acme Building Rent	12,000	7,000	1,600	9,600	8,000	7,800
Cell Tower Rent	10,045	10,400	9,846	7,850	10,000	10,000
TOTAL ADDITIONAL	\$112,839	\$121,399	\$121,584	\$171,843	\$127,600	\$140,700
TOTAL INCOME	\$2,247,886	\$2,314,017	\$2,475,250	\$2,469,870	\$2,483,450	\$2,432,500

LACONIA WATER DEPT
OPERATING BUDGET 2015-2016

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>
						<u>REQUEST</u>
EXPENSES						
Regular Salaries	\$660,920	\$683,193	\$680,484	\$676,241	\$840,000	\$859,800
Wages-Health Buyout	-	-	1,867	800	3,200	3,800
Wages-GIS Part-Time	-	-	-	1,160	6,000	6,000
Wages- Medical Insurance Stipend	-	-	9,500	9,250	-	-
Holidays	31,765	32,992	32,830	32,743	-	-
Vacations	58,714	63,163	65,726	65,647	-	-
Sick/Hurt	14,583	10,128	9,432	10,526	-	-
Total Regular Salaries	765,982	789,476	799,839	796,366	849,200	869,600
Sick Time Liability	-	-	22,104	-	-	20,239
Over Time	28,539	30,227	35,642	37,057	38,000	38,000
Longevity	1,200	1,350	1,500	1,740	1,770	1,680
TOTAL SALARIES	\$795,721	\$821,053	\$859,085	\$835,163	\$888,970	\$929,519
Production Expenses						
Water Testing	\$5,470	\$5,063	\$4,372	\$10,037	\$4,350	\$4,600
Well Head Protection Mailing	-	268	-	-	-	-
Equipment Maint Lakeport	32	-	16239	4154	750	750
Equipment Maint Briarcrest	1,102	490	1,185	213	1,200	1,200
Equipment Maint Treatment Plant	1,642	1,592	2,529	1,780	2,000	2,000
Equipment Maint Evergreens Stat	399	50	103	-	1,515	650
Equipment Maint Endicott Stat	396	263	47	61	1,400	1,000
Equipment Maint Lighthouse Stat	224	2,986	42	1,969	1,250	850
Equipment Maint Weirs Station	66	215	316	70	750	750
Purif Equip Maint Treatment Plant	186	1,922	992	1,094	1,400	1,000
Purif Equip Maint Longbay	483	569	593	530	700	750
Purif Equip Maint Briarcrest	599	569	593	516	700	750
Purif Equip Maint Evergreens	92	-	-	-	200	200
Purif Equip Maint Endicott Stat	361	614	593	526	700	750
Purif Equip Maint Lighthouse Stat	453	483	593	554	700	750
Purif Equip Maint Weirs	453	648	672	505	700	750
Laboratory	17,100	13,264	15,671	14,257	17,500	16,500
Briarcrest Station Maint	646	334	34	2,656	250	250
Treatment Plant Maint	4,362	4,963	5,926	6,542	6,050	7,150
Evergreens Pump Station	191	14	11	11	350	300
Endicott Pump Station	257	220	188	255	250	300
Lighthouse Pump Stat	124	11	112	11	100	100
Weirs Booster Stat Maint	484	814	718	299	350	400
Tank Maint Lakeport	109	141	20	-	200	4,200
Tank Maint Long Bay	3,990	28	-	232	100	100
Tank Maint Briarcrest	-	3,990	51	13	100	4,300
Tank Maint Lighthouse	-	15	-	-	100	100
Tank Maint Weirs/Endicott tanks	84	167	4,173	14	100	100
Power - Lakeport	97,756	94,047	97,193	84,060	104,000	86,500
Power - Treatment Plant	32,948	32,029	34,238	30,148	35,100	31,500
Power - Long Bay	401	346	827	497	450	550
Power- Briarcrest	13,820	12,213	12,758	12,156	13,500	12,650
Power-Evergreens Station	2,486	2,768	2,493	2,649	2,850	2,700
Power-Endicott Station	100	139	-	1,598	5,400	7,800
Power- Lighthouse Station	-	-	-	-	2,000	2,000
Power - Weirs Booster Stat	6,706	6,719	8,246	7,789	8,500	7,250
Power-Rte 3 Rollercoaster Rd Pit	-	-	-	-	250	500
Heat - Treatment Plant	20,028	20,904	22,126	29,512	24,200	30,000
Heat-Evergreens Station	545	1,281	1,462	1,711	600	1,700
Heat-Endicott Station	1,141	662	972	553	1,300	550
Heat -Weirs Booster Stat	680	41	858	468	1,050	500
Sewer Dischg TP	10,449	11,561	11,388	11,754	15,150	16,000
Supplies-Water Production	44,228	41,063	44,926	43,845	50,000	50,000
Treatmnt Plnt Office Mach	200	215	257	260	275	275
Treatmnt Plnt Office Sup	723	1,000	617	620	800	800
Vehicle Maint/Water Prod	4,554	3,985	4,061	5,283	5,000	5,000
CCR Program	3,500	3,584	3,655	595	3,900	750
Scada Maintenance	4,487	4,631	5,647	5,535	7,000	7,500
Total Prod Exp	\$284,057	\$276,881	\$307,497	\$285,328	\$325,090	\$315,075

LACONIA WATER DEPT
OPERATING BUDGET - 2015-2016

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>
						<u>REQUEST</u>
<i>Distribution Expense</i>						
Maint Gen Struc	\$11,121	\$14,991	\$14,602	\$10,645	\$10,900	\$13,250
Maint of Maintenance Building	-	-	-	10,917	5,900	8,500
Maint of Mains	17,482	14,358	21,313	26,874	32,000	32,000
Labor-GIS-Reimbursed to City	-	-	-	869	-	-
Maint of Services	3,500	1,539	8,725	2,797	5,000	4,500
Maint of Hydrant	4,908	2,342	773	1,552	5,100	5,100
Maint of Meters	3,866	2,102	2,059	4,234	4,500	4,500
Maint of Tools	5,462	5,995	7,986	6,263	8,000	8,000
Backflow Prevention Prog	1,439	2,997	2,362	1,771	3,300	3,300
Sand.Grvl.Salt	1,373	1,240	1,631	2,743	1,250	1,200
TOTAL DIST EXP	\$49,151	\$45,564	\$59,451	\$68,666	\$75,950	\$80,350
<i>Billing Expense</i>						
Billing Expenses	\$17,865	\$19,160	\$18,284	\$15,691	\$20,000	\$20,000
Meter Reading	3,651	3,324	4,981	5,696	6,650	9,500
Office Supplies	2,368	2,499	2,015	1,238	1,600	1,500
TOTAL BILL EXP	\$23,884	\$24,983	\$25,280	\$22,626	\$28,250	\$31,000
<i>OTHER EXPENSES</i>						
P/R Taxes - SS	\$61,962	\$62,507	\$64,209	\$64,494	\$68,000	\$71,000
Unemployment Taxes	421	537	529	504	500	500
Medical Insurance	298,866	304,881	245,371	229,071	269,950	275,800
Medical Surplus Refund	-	-	-	7,611	-	-
Other Post Employment Benefits	(14,401)	622	6,498	6,698	7,000	7,000
Retirement	70,431	72,777	72,590	85,092	94,850	102,900
Telephone	3,860	4,081	4,218	5,005	6,000	6,500
Postage	2,714	2,568	2,547	2,829	3,200	3,000
Insurances	34,161	37,764	30,279	34,158	43,500	50,650
Insurance Claim Expense	-	-	6,462	-	-	-
Consulting Fees	-	-	-	-	2,000	5,000
Audit Expense	10,000	8,925	9,590	10,060	11,000	10,250
Computer Support	8,329	11,556	8,288	8,372	12,000	12,000
Meetings	116	196	197	192	300	300
Education	1,646	1,839	2,352	2,503	3,500	3,500
Bad Debts	-	-	4,469	1,889	250	250
Attorneys Fees	2,470	3,002	5,057	1,183	5,500	4,500
Other Expenses/Misc	4,635	6,167	7,799	10,557	8,200	9,000
Purchases Discounts	(698)	(974)	(1,149)	(914)	(650)	(750)
Maint OFC Equip	543	1,372	1,317	2,913	2,300	2,500
Reserve/Contingency Fund	-	-	-	-	40,000	30,000
Safety Winnings/Reimb By City	(621)	(150)	(50)	(50)	-	-
Loss on Disposal(96 Channel Autc	7,453	-	-	-	-	-
TOTAL OTHER EXP	\$491,887	\$517,670	\$470,573	\$472,167	\$577,400	\$593,900

LACONIA WATER DEPT
OPERATING BUDGET - 2015-2016

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>
						<u>REQUEST</u>
Other Charges						
Maint of Houses	\$1,198	\$320	\$1,071	\$2,925	\$1,500	\$1,500
Depreciation	739,460	758,273	761,972	753,430	770,150	770,150
Interest on Bonds	53,418	52,810	49,504	47,759	48,500	45,200
Acme Building Maint	3,282	4,582	6,614	103	3,800	4,000
Loader Maintenance	1,826	2,507	6,895	5,323	3,900	3,850
Excavator Maint	3,013	5,179	4,682	6,947	4,700	5,700
Backhoe Maint	1,099	1,610	2,253	1,047	2,500	2,450
Vehicles Maint	14,816	17,142	19,983	20,313	22,600	22,000
Dump Trucks	2,013	2,408	3,272	1,718	2,700	2,350
Overhead Const	(13,226)	(27,306)	(30,374)	(19,055)	(13,500)	(13,500)
TOTAL OTHER CHG	\$806,899	\$817,525	\$825,872	\$820,510	\$846,850	\$843,700
LESS LABOR/CAPITAL IMPROV	(94,202)	(64,542)	(62,626)	(57,091)	(60,750)	(52,325)
LESS LABOR/CAP RES PROJ	-	-	(6,271)	-	-	-
TOTAL EXPENSES	\$2,357,397	\$2,439,137	\$2,478,861	\$2,447,369	\$2,681,760	\$2,741,219
NET INCOME/LOSS	(109,511)	(125,121)	(3,610)	22,500	(198,310)	(308,719)
DEPRECIATION	739,460	758,273	761,972	753,430	770,150	770,150
UNEXPENDED FUND	433,013	196,747	363,312	253,689	-	-
FUNDS TRANSFERRED FROM CAP RESERVE	-	-	86,669	-	-	-
TOTALS	\$1,062,962	\$829,899	\$1,208,343	\$1,029,619	\$571,840	\$461,431
CARRY OVERS	433,013	196,747	363,312	253,689	-	-
CAPITAL BUDGET	90,428	569,854	209,443	272,513	496,700	386,000
PAYMENT-BONDS	72,450	75,000	75,000	75,000	75,000	75,000
FUNDS TRANSFERRED TO CAP RES #1	15,000	-	90,000	75,200	-	-
CAPITAL RESERVE FUND PROJECTS	14,585	8,181	86,669	-	-	-
TOTALS	\$625,476	\$849,782	\$824,424	\$676,402	\$571,700	\$461,000
BALANCE/CAPITAL IMP FUND	\$437,486	-\$19,882	\$383,919	\$353,217	\$140	\$431

**LACONIA WATER DEPT SALARIES
EFFECTIVE JULY 1, 2015– June 30, 2016**

<u>NO. OF EMP</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>STEP</u>	<u>WEEKLY</u>	<u>ANNUALLY</u>
1	SUPERINTENDENT	25	7, Max	1,736.40	91,638.50
1	WTR QUAL SUPER	17	Max	1,306.40	67,929.99
<hr/>					
2	TOTAL SALARIED EMPLOYEES				

<u>NO OF EMP.</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>LACONIA WATER DEPT NON-SALARIED EMPLOYEES</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	22.59	23.49	24.40	25.32	26.29	26.75	27.22	27.70	28.18
1	OFF MGR/CNTRLR	15	22.59	23.49	24.40	25.32	26.29	26.75	27.22	27.70	28.18
1	FOREMAN	15	22.59	23.49	24.40	25.32	26.29	26.75	27.22	27.70	28.18
1	PROJECT MGR	15	22.59	23.49	24.40	25.32	26.29	26.75	27.22	27.70	28.18
1	TP OP II	12	19.19	20.06	20.97	21.89	22.89	23.33	23.80	24.28	24.78
2	TP OP I	9	16.81	17.56	18.36	19.17	20.05	20.44	20.85	21.27	21.61
1	BILLING CLERK	9	16.81	17.56	18.36	19.17	20.05	20.44	20.85	21.28	21.70
1	ADMINISTR ASST	8	15.36	16.02	16.76	17.51	18.29	18.67	19.06	19.43	19.82
1	SEC./CUST. SER	6	14.29	14.96	15.60	16.33	17.05	17.38	17.74	18.10	18.46
3	EQUIP OPER	4	18.55	19.36	20.24	21.16	22.11	22.54	23.00	23.47	23.93
2	LT EQUIP OPER	3	15.89	16.62	17.35	18.14	18.94	19.33	19.71	20.11	20.51

LACONIA WATER DEPT ACTIVITIES:

- Maintain the City-wide network of water lines. Maintain 604 hydrants, 6528 meters, and 1442 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks;
- Performs all Water and Sewer Billing for 6550 water and 6148 sewer accounts quarterly.
- Provides customer service to all Water & Sewer Customers
- Processes accounts payable and payroll
- Processes miscellaneous a/r billing and backflow billing
- Performs all accounting functions including all reports for audit

2015-2016 OBJECTIVES:

- 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 while providing adequate Fire Protection.

LACONIA WATER WORKS
ACCOUNT DESCRIPTIONS
FY 2015/2016 BUDGET

WATER TESTING

This line funds the cost of compliance testing. The increase is due to an increase in mandated testing by the Environmental Protection Agency (EPA).

EQUIPMENT MAINT LAKEPORT

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

EQUIPMENT MAINT BRIARCREST

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

EQUIPMENT MAINT TREATMENT PLANT

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

EQUIPMENT MAINT EVERGREENS STATION

This line funds the maintenance of the pumps, valves and related equipment at the Evergreens Station. The decrease is due to the cost of propane for the generator going to the power line item.

EQUIPMENT MAINT ENDICOTT STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Endicott Pump Station. The decrease is due to the cost of diesel for the generator going to the power line item.

EQUIPMENT MAINT LIGHTHOUSE STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Lighthouse Pump Station. The decrease is due to the cost of diesel for the generator going to the power line item.

EQUIPMENT MAINT WEIRS

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

PURIF EQUIP MAINT – TREATMENT PLANT

This line funds spare parts for chemical pumps. The decrease is due to replacing the storage tank bulkhead fittings in the previous year.

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 costs.

PURIF EQUIP MAINT - BRIARCREST

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

PURIF EQUIP MAINT – EVERGREENS STATION

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

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 costs.

PURIF EQUIP MAINT – LIGHTHOUSE STATION

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

PURIF EQUIP MAINT – WEIRS STATION

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

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. The decrease is due to fewer supplies needing to be purchased.

BRIARCREST STATION MAINT

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

TREATMENT PLANT MAINT

This line funds the supplies allocated for maintaining the Treatment Plant Building. These include cleaning materials, paint and supplies, miscellaneous supplies, fire extinguisher service, boiler service, service contracts and tools. The increase is due to increases in sewer rates and supplies.

EVERGREENS PUMP STATION MAINTENANCE

This line funds the supplies allocated for maintaining the Evergreens Pump Station. The decrease is due to fewer supplies needed.

ENDICOTT PUMP STATION MAINT

This line funds the supplies allocated for maintaining the Endicott Station. The increase is due to added supplies needed.

LIGHTHOUSE PUMP STATION MAINT

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

WEIRS BOOSTER STATION MAINT

This line funds the supplies allocated for maintaining the Weirs Booster Station Maintenance. Increase is due to added supplies needed.

TANK MAINT – LAKEPORT

This line funds the supplies for maintaining the Lakeport Tanks. The increase is due to having one of the tanks inspected.

TANK MAINT - LONG BAY

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

TANK MAINT - BRIARCREST

This line funds the supplies for maintaining the Briarcrest Tank. The increase is due to having the tank inspected.

TANK MAINT LIGHTHOUSE

This line funds the supplies for maintaining the Lighthouse Tank. Level funded.

TANK MAINT/WEIRS – ENDICOTT TANKS

This line funds the supplies for maintaining the Weirs Tanks. Level funded.

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. The decrease is due to an anticipated decrease in consumption.

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. The decrease is due to an anticipated decrease in consumption.

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. The increase is due to an increase in consumption.

POWER - BRIARCREST

This line funds the power bill for the Briarcrest Tank and the Briarcrest Pumping Station. The decrease is due to anticipated decrease in consumption.

POWER – EVERGREENS STATION

This line funds the cost of power for the Evergreens Pump Station. The decrease is due to an anticipated decrease in consumption.

POWER – ENDICOTT STATION

This line item funds the cost of power for the Endicott Station. This increase is due to underestimating the consumption for this location during the previous year.

POWER – LIGHTHOUSE STATION

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

POWER - WEIRS BOOSTER STAT

This line funds the cost of power for the Weirs Booster Station. The decrease is due to an anticipated decrease in power consumption.

POWER – RTE 3 ROLLERCOASTER RD PIT

This line funds the cost of power for the Rt. 3/Rollercoaster Road pit. The increase amount is based on an anticipated increase in consumption.

HEAT - TREATMENT PLANT

This line funds the amount for heating the treatment plant facility. The increase is due to an increase in consumption.

HEAT – EVERGREENS STATION

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

HEAT – ENDICOTT STATION

This line funds the cost of heating the Endicott Booster Station. The decrease is due to an anticipated decrease in consumption.

HEAT - WEIRS BOOSTER STAT

This line funds the cost of heating the Weirs Booster Station. The decrease is due to an anticipated decrease in consumption.

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. The increase is due to increased sewer rates.

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. Level funded.

TREATMENT PLANT OFFICE MACHINES

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

TREATMENT PLANT OFFICE SUPPLIES

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

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. Level funded.

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. The decrease is due to the CCRs being sent electronically.

SCADA MAINTENANCE

This line funds the anticipated costs for spare equipment, replacement parts, and service for the SCADA system. The increase is due to more equipment being serviced.

MAINT GENERAL STRUCTURES

This line funds the materials for maintaining the structures located at 988 Union Avenue as well as the sewer and heat costs for this location. The increase is due to an increased consumption for heating over the previous budgeted year.

MAINT MAINTENANCE BUILDING

This line funds the materials for maintaining the structure located at 117B Stark Street as well as the heating costs for this location. The increase is due to an increased consumption for heating and increased supplies.

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. Level funded.

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. The decrease is due to an anticipated decrease in costs.

MAINT OF HYDRANT

This line funds the materials for repairing hydrants as well as any preventative maintenance such as the hydrant run. Level funded.

MAINT OF METERS

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

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. Level funded.

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 bills, and the postage. Level funded.

SAND, GRVL, SALT

This line funds the cost of sand and salt for maintaining plowed areas during the winter season. The decrease is due to an anticipated drop in materials used.

BILLING EXPENSES

This line funds the supplies and postage costs for the billing of water and sewer accounts. Level funded.

METER READING

This line funds the costs for the postage for the meter reading tickets being mailed out and returned from customers. This line includes the cost of the meter reading tickets and any cost associated with replacing the MXU reading device. This also covers the support cost for the meter-reading software module. The increase is due to postage increases and an increase in the number of new (MXU) meter export units.

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. The decrease in this item is due to less supplies being purchased.

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. The increase is based on increased wages.

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 contribution rate to .0007. The minimum amount that is charged for unemployment per year is \$500.00. Level funded.

MEDICAL INSURANCE

This line funds the cost for Health Insurance for 17 full time Water Works employees. The increase is due to an increase in personnel.

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. Level funded.

RETIREMENT LWW

This line funds the Water Works portion for retirement paid on behalf of the employees. The increase is due to an increase in wages and contribution rates.

TELEPHONE/COMMUNICATIONS

This line funds the telephone lines, cell phones, and internet communication for the water department's tablets and laptops as well as any maintenance on the telephone system. The increase is due to the adding of the internet communication for the laptops.

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. The decrease is due to a decreased number of general mailing items.

INSURANCES

This line funds the Property, Liability, Workers Compensation and Public Officials Liability Insurance. The increase is due to increased rates.

CONSULTING FEES

This line funds Engineering Services. The increase is due to an anticipated engineering study.

AUDIT EXPENSE

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

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. Level funded.

MEETINGS

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

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. Level funded.

BAD DEBTS

This line funds an allowance for unpaid account receivables. Level funded.

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 due to the historic use of these services.

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 based on increased historic costs.

PURCHASES DISCOUNTS

This line represents the amount of discounts that will be received by paying invoices prior to the 30-day net. The increase is due to an increase in purchases.

MAINT OFFICE EQUIP

This line funds the annual maintenance to all office equipment excluding the computer system. The increase is due to an increase in supplies.

RESERVE FOR CONTINGENCY

This line funds the amount to cover unexpected necessary expenses. The decrease is due to the amount of available funds for reserve.

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. Level funded.

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 2014/2015. Level funded.

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. The decrease is based on lower outstanding principal.

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 and it will cover maintenance costs for this building. The increase is due to an anticipated tax bill.

LOADER MAINTENANCE

This line funds the repairs and the cost of diesel for the Loader. The decrease is based on a decrease in diesel consumption.

EXCAVATOR MAINTENANCE

This line funds the cost of diesel and the materials for the maintenance of the Volvo Excavator. The increase is due to increased maintenance on the components of the machine.

BACKHOE MAINT

This line funds the repairs, maintenance, and the cost of diesel for the JCB Backhoe. The decrease is based on a decrease in diesel consumption and 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 decrease is due to evaluation of gasoline consumption.

DUMP TRUCKS MAINTENANCE

This line funds the repairs, maintenance and the cost of diesel for two dump trucks. The decrease is in anticipation of less maintenance work due to a new dump truck.

OVERHEAD CONSTRUCTION

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

PAYMENT-BONDS This line funds the amount that the Water Department will pay on the principal for the New Water Tank Bond. Level funded.

LACONIA WATER DEPT
CAPITAL BUDGET 2015-2016

<u>CARRY OVER PROJECT:</u>	BUDGET 2016
TOTAL CARRYOVER PROJECTS:	-
2015/2016 Purchases	
Gates Upgrades	\$10,000
Hydrant Upgrades	5,000
SCADA Radio Upgrades	20,000
Computers/Software	6,000
Pump/Motor Replacement & Upgrade Program	15,000
3/4 Ton Pick up Truck Unit #14	31,000
3/4 Ton Pick up Truck Unit #2	37,500
Intake Gate Repair	20,000
Emergency Pumping Generator at Plant	75,000
2 Heavy Duty Peristaltic Pumps for Plant	3,500
Evergreen Station Panelview	3,500
Wetwell Rehabilitation	10,000
TOTAL PURCHASES	\$236,500
PROJECTS - 2015/2016	
Chapin Terrace 1000' of 8" DICL	109,500
Bowman St. (So Main to Adams) 275' of 8" DICL	40,000
TOTAL PROJECTS 2015/2016	\$149,500
TOTAL PURCHASES & PROJECTS	\$386,000

ENTERPRISE FUND

INTERNAL SERVICE FUND

**INTERNAL SERVICE FUND
FY 2015-2016 BUDGET**

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>
REVENUES							
92-301-001-0401	\$30	\$22	\$ -	\$ 10	\$ -	\$ -	\$ -
92-301-001-0411	3,619	4,157	4,458	4,310	4,500	4,500	4,500
92-301-001-0407	2,038	702	222	243	4,500	4,500	4,500
92-301-001-0417	263	90	162	455	300	500	500
92-301-001-0403	705	960	670	2,210	1,000	2,000	2,000
92-301-001-0445	202,482	208,457	200,069	199,737	215,000	216,000	216,000
92-301-001-0404	-	50	208	483	500	500	500
92-301-001-0448	2,038	999	921	429	1,500	1,500	1,500
92-301-001-0479	46,815	49,637	47,002	57,744	55,000	58,000	58,000
92-301-001-0405	1,998	2,955	1,579	2,905	3,000	3,500	3,500
92-301-001-0437	170,419	199,285	195,021	200,329	189,000	210,000	210,000
92-301-001-0500	195,482	151,952	156,924	213,899	310,000	315,000	315,000
92-301-001-0493	1,195	1,116	3,066	777	2,500	2,000	2,000
92-301-001-0415	150	468	683	1,170	1,000	1,100	1,100
92-301-001-9999	37,576	36,733	609,816	(60,339)	190,206	191,340	191,340
92-301-001-0900	16,095	21,855	14,804	22,877	35,150	37,500	37,500
92-301-001-0477	237	410	542	265	400	500	500
TOTAL REVENUE	\$681,141	\$679,848	\$1,236,147	\$647,504	\$1,013,556	\$1,048,440	\$1,048,440
EXPENSES							
92-401-101-0001	\$126,634	\$103,113	\$113,613	\$125,291	\$132,688	\$138,491	\$138,491
92-401-105-0001	1,623	2,241	550	2,937	1,500	1,500	1,500
92-429-120-0000	9,946	8,141	8,454	9,237	10,347	10,709	10,709
92-429-135-0000	9,021	8,302	10,104	14,311	14,567	15,637	15,637
92-433-125-0000	4,334	4,307	5,954	7,444	6,628	6,421	6,421
92-429-130-0000	36,852	45,431	33,723	34,290	50,351	56,632	56,632
92-401-109-0000	210	210	30	450	240	300	300
92-401-200-0000	11,185	11,730	12,308	15,103	12,250	13,000	13,000
92-401-391-0000	-	1,664	-	-	189,637	125,529	125,529
	54,150	68,551	73,086	79,281	70,000	108,000	108,000
	104,991	-	-	-	70,000	80,000	80,000
	-	107,419	127,085	140,082	-	-	-
	104,754	106,400	108,469	113,181	32,000	-	-
	9,985	10,340	10,695	12,215	14,000	75,000	75,000
	3,320	1,655	1,665	1,664	-	-	-
	7,492	7,492	7,492	7,492	-	-	-
	653	654	653	654	-	-	-
	-	-	100,000	71,346	100,000	100,000	100,000
92-401-214-0000	37,562	35,062	35,668	37,835	33,000	34,000	34,000
92-401-215-0000	85,765	60,632	68,372	96,381	62,098	65,000	65,000
92-401-239-0000	5,524	5,917	7,268	7,312	5,750	5,250	5,250
92-401-240-0000	14,884	20,152	14,399	13,905	14,000	15,000	15,000
92-401-241-0000	190,572	205,393	215,528	234,194	190,000	194,471	194,471
92-401-251-0000	1,264	1,025	1,857	2,357	1,500	1,500	1,500
92-401-303-0000	10,915	5,517	2,188	1,781	3,000	2,000	2,000
TOTAL EXPENSES	\$831,636	\$821,348	\$959,161	\$1,028,743	\$1,013,556	\$1,048,440	\$1,048,440

* Health Insurance costs are projected at current enrollment levels. This total includes payouts for employees not enrolled.

** FY 13 Includes \$580,000 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 separately until the bond has been paid.

INTERNAL SERVICE FUND
FY 2015-2016 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Auto Maint Foreman	16	10	52	40	\$28.31	\$1,132.40	\$58,884.80
1	Gen Equip Oper.	45	10	52	40	\$24.48	\$979.20	\$50,918.40
1	Gen Equip Oper	45	6	26	40	\$23.43	\$937.20	\$24,367.20
*	Temporary Help							\$4,321.00
Total								\$138,491.40

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

INTERNAL SERVICE FUND
ACCOUNT DESCRIPTIONS
FY 2015-2016

The City of Laconia established the Internal Service fund (ISF) as of July 1st, 1998 for fleet maintenance and acquisition of City motor vehicles. Upon creation of the fund, all vehicles listed in the General Fund Fixed Asset and the Sanitary Sewer Fund were transferred to the Internal Service Fund.

REVENUES

REVENUES – DEPARTMENT

These line items represent the estimated revenues to be contributed by the various City Departments for Vehicle Use, including Vehicle Rental, Depreciation, Repairs and Fuel throughout the year. These charges are estimated annually based upon the inventory of vehicles and equipment used by each Department and billed monthly to each Department. Parks and DPW have specialized vehicles that are not used every day, therefore use of these vehicles is tracked by vehicle number and hourly use. Fire and Police, whose vehicles are used each and every day by the department are billed a flat rate monthly based upon historical costs and estimated future costs. At the end of each Fiscal Year the activity for each Department is reviewed, if needed an adjustment is made to account for any over/under expenditure that may have occurred over the year.

REVENUES – OTHER & BOND PROCEEDS

This line item includes revenues from bond proceeds for purchase of City Vehicles owned by the Internal Service fund as well as revenues received for the sale of City owned vehicles, or any other miscellaneous income that may have been earned.

EXPENSES

SALARIES

This line item funds the actual cost of 3 Full Time Employees involved in the repair, maintenance and tracking of the City's vehicle fleet and equipment.

OVERTIME

This line item funds hourly employees for overtime for this department.

FICA

This line item funds the cost of FICA and Medicare payment for this department.

NH RETIREMENT

This new line item funds the cost of the City's contribution for the New Hampshire Retirement System for this department. The rate of the employer contribution for Group I employees is budgeted at 11.17%.

WC – WORKMAN'S COMPENSATION

This line item funds the cost of worker's compensation for this department.

HEALTH INSURANCE

This line item funds the cost of health insurance premiums for this department.

LONGEVITY

This line item funds the cost of longevity payments for eligible employees.

OPERATING EXPENSE

This line item funds the cost of lighting, electricity, water and sewer, telephone and heating fuel for the City garage located at 257 Messer Street.

DEPRECIATION

This line item funds the estimated annual cost of the depreciation for the City motor vehicle fleet and equipment.

BOND PAYMENT EXPENSE

This line item funds the cost of a bond for the replacement of several large pieces of equipment used by the Public Works Department. The total amount of the bond was \$580,000, the City Council committed to \$100,000 per year towards the bond payment until the bond has been paid.

TOOLS, SUPPLIES

This line item funds the cost tools and supplies used by ISF vehicles and equipment for the various City Departments.

REPAIR, PARTS

This line item funds the cost of repair and parts for use in repair of vehicles and equipment by the various City Departments.

OIL

The line item covers the cost of oil for the City motor vehicles and various other equipment that uses motor oil.

TIRES

This line item funds the tires for all the City motor vehicles and equipment.

GAS/DIESEL

This line item funds the cost of fuel for the City motor vehicles and equipment.

CLOTHING ALLOWANCE

This line item funds the cost of clothing as provided by the SEA contract.

MISCELLANEOUS

This line item covers the cost of miscellaneous expense items not included in other line items in the budget.

SPECIAL REVENUE
MOTORCYCLE WEEK
FY 2015-2016

MOTORCYCLE WEEK**
FY 2015-2016 SPECIAL REVENUE

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>
Revenues						
87-301-004-0000 Boardwalk/Lakeport	\$21,200	\$22,500	\$17,750	17,755	18,000	18,000
87-301-004-0003 Photo Tower/Bike Show	1,822	2,039	827	1,803	1,500	1,500
87-301-004-0004 Site Review Revenue	14,700	16,675	15,700	13,725	17,500	17,248
87-301-004-0005 Licensing	131,105	126,345	128,435	105,783	133,740	133,740
87-301-004-0006 Other	-	1,220	1,295	1,440	1,500	1,500
Total Revenues	\$168,827	\$168,779	\$164,007	\$140,506	\$172,240	\$171,988
Expenses						
SALARIES						
87-448-101-0001 POLICE- Out of Town Police	\$52,552	\$55,272	\$54,941	49,293	70,000	70,000
87-448-105-0000 POLICE- Overtime	14,093	16,371	21,389	21,002	30,000	30,000
87-448-101-0005 DPW- Labor	2,406	2,382	2,746	3,620	3,500	3,700
87-448-105-0010 FIRE- Extra Duty Labor	19,398	23,246	23,453	19,312	22,500	22,500
87-448-103-0000 FIRE- Part time/call Company Coverage	-	-	-	-	500	500
87-448-101-0006 Food Inspections/Support	1,913	2,003	1,587	1,786	1,587	1,600
MW Retirement	-	-	-	11,060	\$14,403	\$14,888
TOTAL SALARIES	\$90,362	\$99,274	\$104,116	\$106,073	\$142,490	\$143,188
STATION W						
87-448-202-0000 Lights/ Power	\$200	\$ 357	\$ -	\$ -	\$ -	\$ 400
87-448-210-0000 Building Supplies	-	-	51	-	-	-
87-448-235-0000 Building Maintenance	962	1,204	1,272	-	1,250	-
TOTAL STATION W	\$1,162	\$1,561	\$1,323	\$0	\$1,250	\$400
OTHER						
87-448-201-0000 PD Telephone	\$31	\$53	\$ 48	\$ -	\$ -	\$ -
87-448-208-0000 PD Printing	-	-	-	-	300	300
87-448-214-0000 PD Supplies	195	-	112	460	500	500
87-448-233-0000 PD Equipment Maint./ Rental	729	518	-	1,264	1,000	1,000
87-448-233-0010 PD Radio Maintenance	-	-	-	-	400	400
87-448-234-0012 DPW- Vehicle Usage	2,038	999	921	429	1,500	1,500
87-448-300-0004 DPW-Signs, Materials, Supplies	1,781	1,901	4,107	2,934	4,000	4,000
87-448-300-0006 DPW- Traffic Counts	500	500	500	500	600	600
87-448-300-0016 PD Miscellaneous	644	-	190	206	500	500
87-448-303-0030 PD Lodging	4,170	4,312	-	-	-	-
87-448-304-0000 DPW- Sweeping Contractor	3,000	4,032	3,726	3,726	4,000	4,200
87-448-304-0010 DPW- Trash Collection	4,199	4,217	8,030	5,556	8,000	8,000
87-448-304-0020 Food Service	1,476	2,550	2,694	2,636	2,500	2,500
87-448-304-0060 DPW- Chemical Toilets	3,076	3,083	3,157	3,046	4,000	3,500
87-448-304-0080 Lighting Rentals	1,150	1,076	926	1,398	1,200	1,400
87-448-401-0437 Equipment-Police-cruisers ***	47,457	-	29,000	-	-	-
87-448-401-0445 Equipment-Fire ***	-	2,332	38,993	-	-	-
87-448-401-0448 Weirs Boardwalk Imp ***	-	9,260	-	-	-	-
TOTAL OTHER	\$70,446	\$34,832	\$92,404	\$ 22,155	\$ 28,500	\$ 28,400
DEPT. O&M TOTAL	\$161,970	\$135,667	\$197,843	\$128,228	\$172,240	\$171,988

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

***Paid for from Motorcycle Week revenues

MOTORCYCLE WEEK
ACCOUNT DESCRIPTIONS
FY 2015-2016

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. DPW has requested a \$200 increase in this line item for FY15-16.

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.

MW RETIREMENT

This new line item funds the cost of the NHRS during Motorcycle Week. Previously retirement contributions for this event were budgeted for by department.

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 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 intoxilzer, 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. We have requested an increase of \$ 1,800. on this line item for the coming year to avoid a repeat of expenditure overruns in this category that was experienced last year. DPW has requested level funding of this line item for FY 15 -16.

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. A review of expenditures in this category last season has prompted our requesting a \$2,000 increase in this line item for this fiscal year.

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. DPW is requesting \$500 less due to actual historical costs.

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 2015-2016 BUDGET**

	2015-2016 MANAGER
Estimated captured value	\$9,113,700
Estimated Tax Rate *	\$20.32
Estimated Revenues	\$185,190

*without State Education portion

**Tax Increment Financing District
Lakeport
FY 2015-2016 BUDGET**

	2015-2016 MANAGER
Estimated captured value	\$136,650
Estimated Tax Rate *	\$20.32
Estimated Revenues	\$2,777

*without State Education portion

**Tax Increment Financing District
Weirs
FY 2015-2016 BUDGET**

	2015-2016 MANAGER
Estimated captured value	\$564,200
Estimated Tax Rate *	\$20.32
Estimated Revenues	\$11,465

*without State Education portion