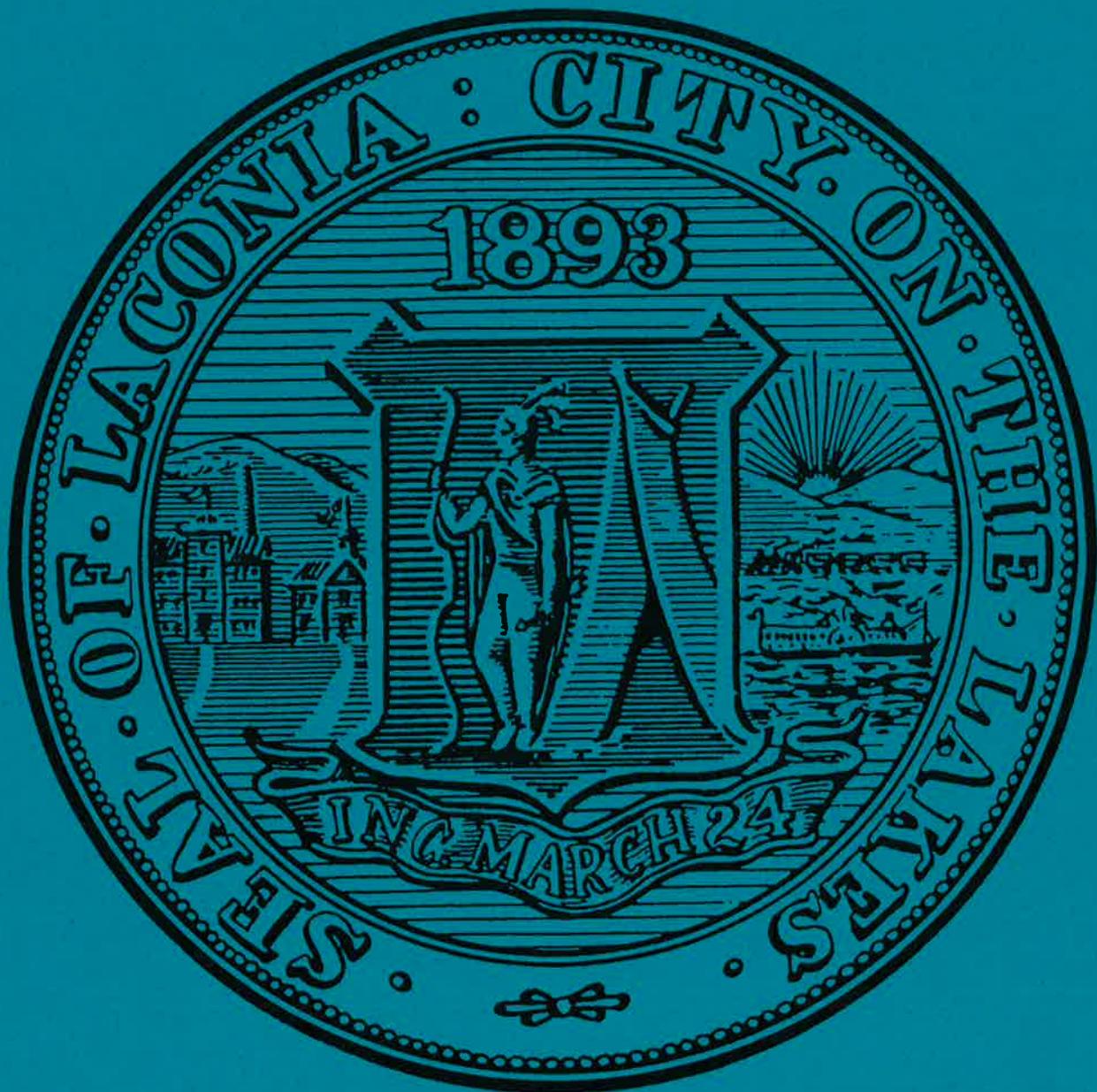


**CITY OF LACONIA
NEW HAMPSHIRE
FISCAL YEAR 2016-2017**

**APPROVED
Expenditure Plan
July 11, 2016**



**CITY OF LACONIA EXPENDITURE PLAN
FY 2016-2017**

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**CITY OF LACONIA-EXPENDITURE PLAN
FISCAL YEAR 2016-2017**

DEPARTMENTS	2015-2016 COUNCIL	2016-2017 DEPT REQ	%DEPT 15-16	2016-2017 MANAGER	% MNGR 16-17	2016-2017 COUNCIL	% COUNCIL 16-17
1. ADMINISTRATION	\$223,258	\$232,325	4.1%	\$232,325	4.1%	\$232,325	4.1%
a.CAPITAL OUTLAY	\$1,698,000	\$2,823,000	66.3%	\$1,875,000	10.4%	\$1,949,000	14.8%
b.NON DEPARTMENTAL	\$283,156	\$184,556	-34.8%	\$183,556	-35.2%	\$209,556	-26.0%
c.SPECIAL ITEMS	\$229,581	\$252,325	9.9%	\$214,954	-6.4%	\$229,954	0.2%
d. INFORMATION TECHNOLOGY	\$175,000	\$180,000	2.9%	\$180,000	2.9%	\$180,000	
e.LICENSING BOARD	\$12,806	\$12,426	-3.0%	\$12,426	-3.0%	\$12,426	-3.0%
2. ASSESSING	\$291,785	\$300,906	3.1%	\$256,906	-12.0%	\$256,906	-12.0%
3. CODE ENFORCEMENT	\$174,108	\$145,869	-16.2%	\$144,284	-17.1%	\$144,284	-17.1%
4. CONSERVATION COM	\$13,820	\$4,170	-69.8%	\$4,170	-69.8%	\$4,170	-69.8%
5. FINANCE							
a.EMPLOYEE BENEFITS	\$1,203,450	\$1,423,560	18.3%	\$1,354,907	12.6%	\$1,354,907	12.6%
b.FISCAL	\$598,345	\$625,206	4.5%	\$625,206	4.5%	\$625,206	4.5%
c.INSURANCE	\$559,556	\$563,000	0.6%	\$563,000	0.6%	\$563,000	0.6%
d.PRINCIPAL & INTEREST	\$1,483,469	\$1,530,438	3.2%	\$1,566,438	5.6%	\$1,536,438	3.6%
e.REIMBURSABLES	\$145,000	\$145,000	0.0%	\$145,000	0.0%	\$145,000	0.0%
6. FIRE	\$3,870,410	\$4,182,877	8.1%	\$4,283,122	10.7%	\$4,258,122	10.0%
7. LEGAL	\$103,900	\$97,800	-5.9%	\$97,800	-5.9%	\$97,800	-5.9%
8. LIBRARY	\$847,209	\$849,414	0.3%	\$849,414	0.3%	\$849,414	0.3%
9. PLANNING	\$294,230	\$303,904	3.3%	\$288,838	-1.8%	\$288,838	-1.8%
10. POLICE	\$5,144,806	\$5,439,703	5.7%	\$5,347,219	3.9%	\$5,347,219	3.9%
11. PUBLIC WORKS	\$2,491,584	\$2,638,927	5.9%	\$2,614,298	4.9%	\$2,614,298	4.9%
a.SOLID WASTE	\$1,689,927	\$1,687,520	-0.1%	\$1,646,137	-2.6%	\$1,646,137	-2.6%
12. RECORDS							
a.CITY CLERK	\$163,887	\$199,645	21.8%	\$171,726	4.8%	\$171,726	4.8%
b.ELECTIONS	\$36,100	\$35,750	-1.0%	\$35,750	-1.0%	\$35,750	-1.0%
13. RECREATION & FACILITIES	\$685,437	\$720,857	5.2%	\$713,857	4.1%	\$713,857	4.1%
a.CITY HALL MAINT	\$80,300	\$79,300	-1.2%	\$79,300	-1.2%	\$79,300	-1.2%
b.COMMUNITY CENTER	\$45,000	\$46,000	2.2%	\$46,000	2.2%	\$46,000	2.2%
C.POLICE STATION	\$104,000	\$115,000	10.6%	\$107,000	2.9%	\$107,000	2.9%
14. WELFARE	\$157,337	\$152,310	-3.2%	\$152,310	-3.2%	\$152,310	-3.2%
TOTAL CITY APPROPRIATION	\$22,805,461	\$24,971,788	9.5%	\$23,790,943	4.3%	\$23,850,943	4.6%

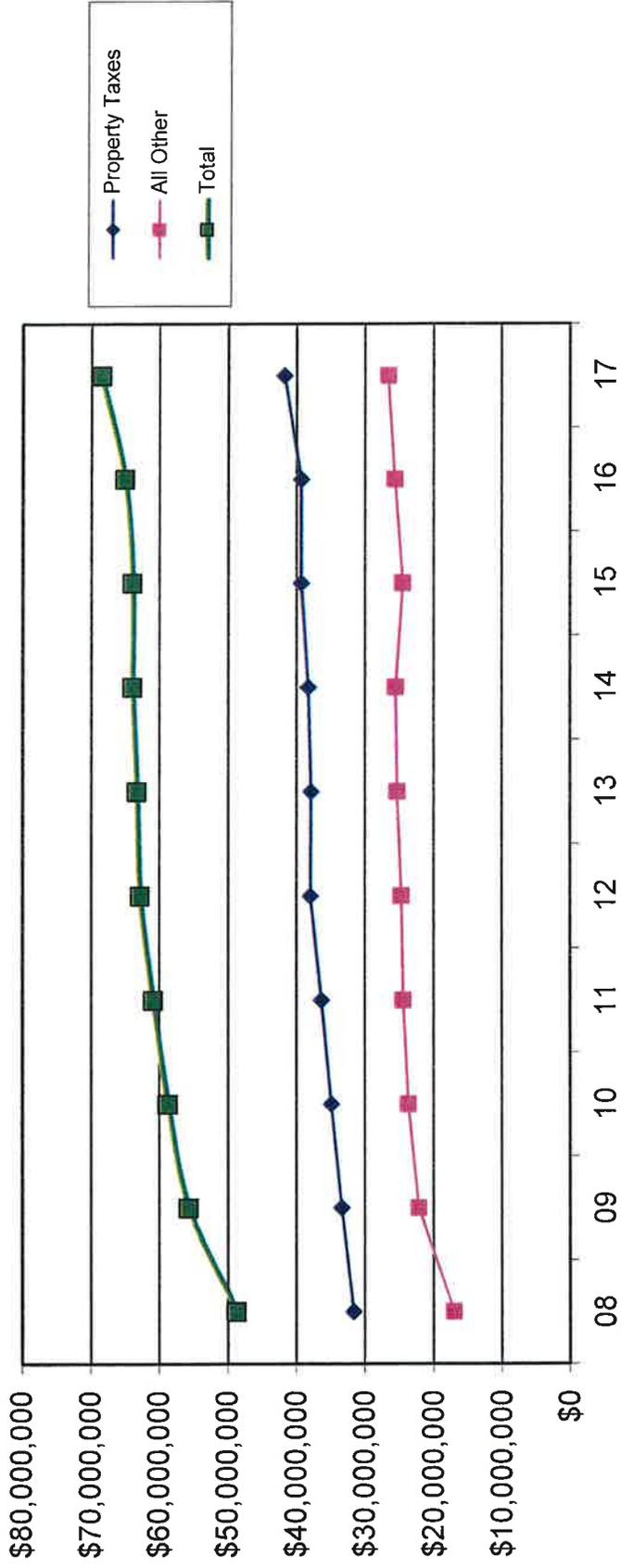
	<u>2015-2016</u> <u>COUNCIL</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>%DEPT</u> <u>REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>% MNGR</u> <u>16-17</u>	<u>2016-2017</u> <u>COUNCIL</u>	<u>% COUNCIL</u> <u>16-17</u>
TOTAL CITY APPROPRIATION	\$22,805,461	\$24,971,788	9.5%	\$23,790,943	4.3%	\$23,850,943	4.6%
LESS CITY EST REVENUES	<u>\$7,088,614</u>	<u>\$7,231,281</u>	<u>2.0%</u>	<u>\$7,605,275</u>	<u>7.3%</u>	<u>\$7,665,275</u>	<u>8.1%</u>
NET CITY	\$15,716,847	\$17,740,507	12.9%	\$16,185,668	3.0%	\$16,185,668	3.0%
SCHOOL APPROPRIATION	\$32,506,858	\$32,234,464	-0.8%	\$32,234,464	-0.8%	\$32,234,464	-0.8%
FED & SCH LUNCH FUNDS	\$5,478,920	\$5,760,033	5.1%	<u>\$5,760,033</u>	5.1%	<u>\$5,760,033</u>	5.1%
TOTAL SCHOOL APPROP	\$37,985,778	\$37,994,497	0.0%	\$37,994,497	0.0%	\$37,994,497	0.0%
SCHOOL EST REVENUES	\$14,124,803	\$13,502,114	-4.4%	\$13,502,114	-4.4%	\$13,502,114	-4.4%
FED & SCH LUNCH REV	\$5,478,920	<u>\$5,760,033</u>	5.1%	<u>\$5,760,033</u>	5.1%	<u>\$5,760,033</u>	5.1%
TOTAL SCHOOL EST REV	\$19,603,723	\$19,262,147	-1.7%	\$19,262,147	-1.7%	\$19,262,147	-1.7%
NET SCHOOL	\$18,382,055	\$18,732,350	1.9%	\$18,732,350	1.9%	\$18,732,350	1.9%
OVERLAY FOR ABATEMENTS	\$144,042	\$144,042	0.0%	\$144,042	0.0%	\$144,042	0.0%
WAR SERVICE CREDITS	\$438,450	\$438,450	0.0%	\$452,950	3.3%	\$452,950	3.3%
COUNTY TAX ASSESSMENT*	\$2,669,021	<u>\$2,540,826</u>	<u>-4.8%</u>	<u>\$2,540,826</u>	<u>-4.8%</u>	<u>\$2,540,826</u>	<u>-4.8%</u>
GRAND TOTAL APPROP	\$64,042,752	\$66,089,603	3.2%	\$64,923,258	1.4%	\$64,983,258	1.5%
ESTIMATED REVENUES-CITY							
16. NON PROPERTY TAXES	\$260,000	\$270,000	3.8%	\$270,000	3.8%	\$270,000	3.8%
17. INTERGOVERNMENTAL	\$1,075,200	\$1,151,200	7.1%	\$1,151,200	7.1%	\$1,151,200	7.1%
18. LICENSES & PERMITS	\$2,950,000	\$3,051,000	3.4%	\$3,161,000	7.2%	\$3,161,000	7.2%
19. CHARGES FOR SERVICES	\$1,220,656	\$1,215,656	-0.4%	\$1,479,650	21.2%	\$1,479,650	21.2%
20. MISC REVENUES	\$647,758	\$608,425	-6.1%	\$608,425	-6.1%	\$668,425	3.2%
21. SURPLUS	\$935,000	<u>\$935,000</u>	<u>0.0%</u>	<u>\$935,000</u>	<u>0.0%</u>	<u>\$935,000</u>	<u>0.0%</u>
TOTAL CITY EST REVENUES	\$7,088,614	\$7,231,281	2.0%	\$7,605,275	7.3%	\$7,665,275	8.1%
SCHOOL EST REVENUES	\$14,124,803	\$13,502,114	-4.4%	\$13,502,114	-4.4%	\$13,502,114	-4.4%
FF & SCH LUNCH REV	\$5,478,920	<u>\$5,760,033</u>	5.1%	<u>\$5,760,033</u>	5.1%	<u>\$5,760,033</u>	5.1%
TOTAL REVENUES	\$26,692,337	\$26,493,428	-0.7%	\$26,867,422	0.7%	\$26,927,422	0.9%
BALANCE TO BE RAISED-LOCAL	\$37,350,415	\$39,596,175	6.0%	\$38,055,836	1.9%	\$38,055,836	1.9%
BALANCE TO BE RAISED-STATE*	\$4,402,329	\$4,462,978	1.4%	\$4,462,978	1.4%	\$4,462,978	1.4%
ASSESSED VALUATION	\$1,883,868,173	\$1,915,868,173	1.7%	\$1,915,868,173	1.7%	\$1,915,868,173	1.7%
LOCAL TAX RATE PER \$1,000	\$19.83	\$20.67	4.2%	\$19.86	0.2%	\$19.86	0.2%
STATE TAX RATE PER \$1,000*	\$2.37	<u>\$2.37</u>	-0.4%	<u>\$2.37</u>	-0.2%	<u>\$2.37</u>	-0.3%
TOTAL TAX RATE PER \$1,000	\$22.20	\$23.03	3.8%	\$22.23	0.1%	\$22.23	0.1%
Tax Rate Increase		\$0.83		\$0.03		\$0.03	

*adjusted, no utilities

ASSESSED VALUATION TAX RATE CALCULATION - 2016/2017

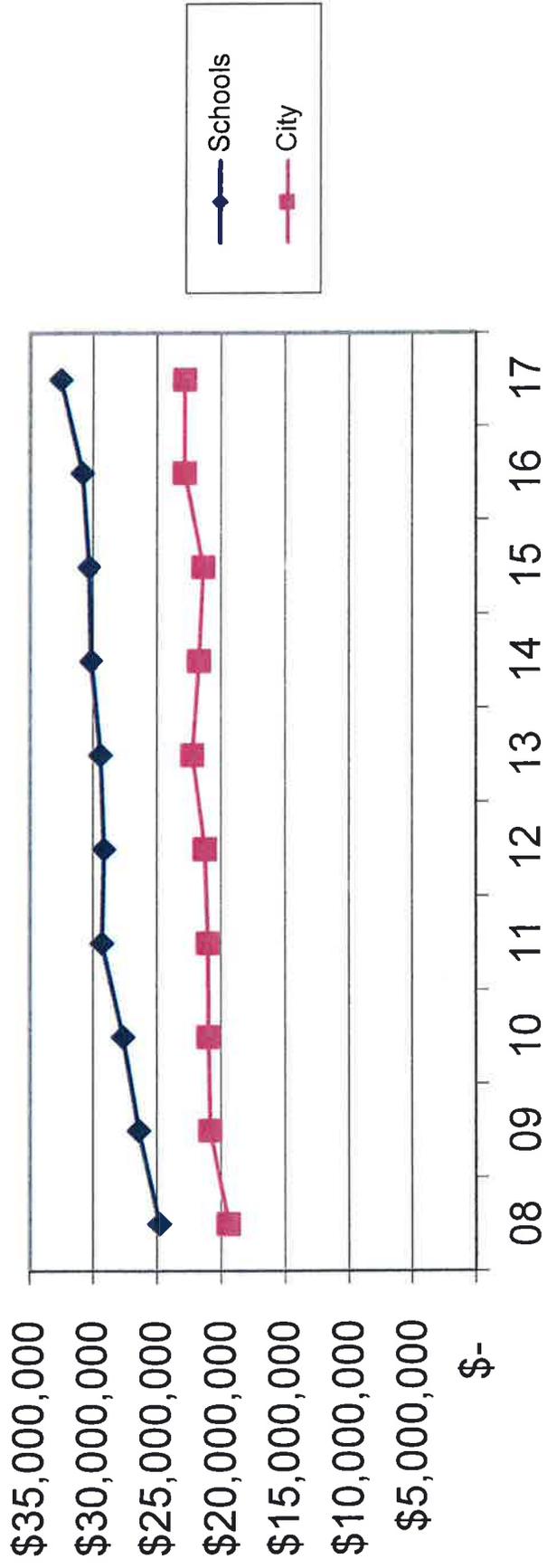
Assessed Valuation -FROM DRA 11/23/15	\$1,883,868,173	32,000,000	32,000,000	1,915,868,173
DRA STATE TAX RATE 11/23/2015	\$1,854,699,573	32,000,000	1,886,699,573	1,886,699,573

Property Taxes to Other Revenues



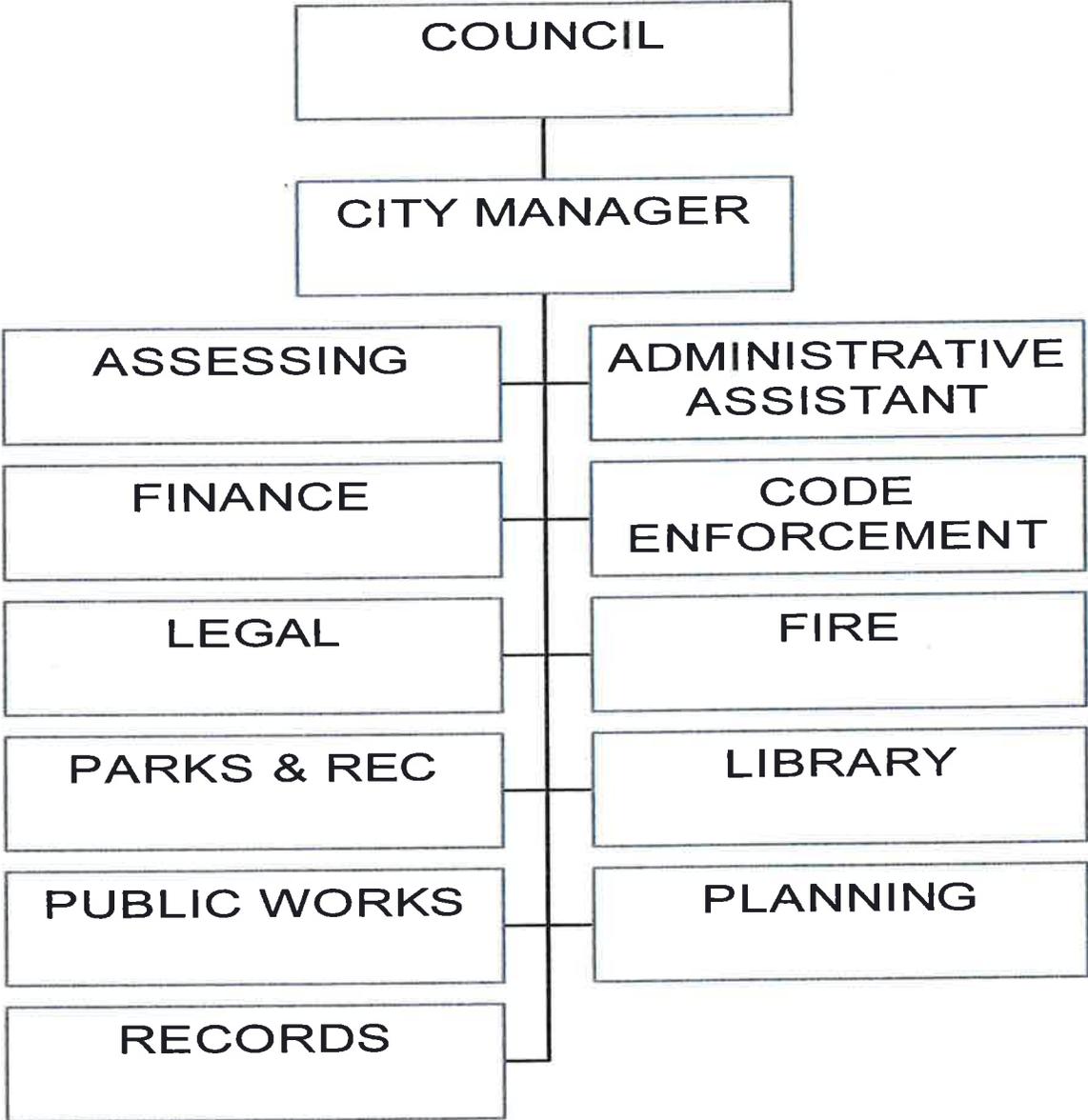
	<u>2015-2016</u> <u>COUNCIL</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>%DEPT</u> <u>15-16</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>% MNGR</u> <u>16-17</u>	<u>2016-2017</u> <u>COUNCIL</u>	<u>% COUNCIL</u> <u>16-17</u>
<u>NON PROPERTY TAXES</u>							
23. INTEREST ON TAXES	\$65,000	\$75,000	15.4%	\$75,000	15.4%	\$75,000	15.4%
24. REDEMPTION INTEREST	\$105,000	\$105,000	0.0%	\$105,000	0.0%	\$105,000	0.0%
25. BOAT TAXES	\$90,000	\$90,000	0.0%	\$90,000	0.0%	\$90,000	0.0%
TOTAL NON PROPERTY TO 16	\$260,000	\$270,000	3.8%	\$270,000	3.8%	\$270,000	3.8%
<u>INTERGOVERNMENTAL</u>							
26. SHARED REVENUES	\$ -	\$ -		\$ -		\$ -	
27. ROOMS & MEALS TAX	\$780,000	\$834,000	6.9%	\$834,000	6.9%	\$834,000	6.9%
29. HIGHWAY BLOCK GRANT	\$295,000	\$317,000	7.5%	\$317,000	7.5%	\$317,000	7.5%
30. NH FOREST LAND	\$200	\$200	0.0%	\$200	0.0%	\$200	0.0%
TOTAL INTERGOV TO 17	\$1,075,200	\$1,151,200	7.1%	\$1,151,200	7.1%	\$1,151,200	7.1%
<u>LICENSES & PERMITS</u>							
31. MOTOR VEHICLE REG	\$2,325,000	\$2,425,000	4.3%	\$2,510,000	8.0%	\$2,510,000	8.0%
32. DOG LICENSES & FINES	\$8,000	\$8,000	0.0%	\$8,000	0.0%	\$8,000	0.0%
33. BUILDING & ZONING FEES	\$120,000	\$120,000	0.0%	\$135,000	12.5%	\$135,000	12.5%
34. FEES, TAX COLLECTION	\$12,000	\$13,000	8.3%	\$13,000	8.3%	\$13,000	8.3%
35. FEES, CITY CLERK	\$120,000	\$120,000	0.0%	\$120,000	0.0%	\$120,000	0.0%
37. FRANCHISE FEES	\$305,000	\$305,000	0.0%	\$315,000	3.3%	\$315,000	3.3%
38. ALARM BOX FEES	\$60,000	\$60,000	0.0%	\$60,000	0.0%	\$60,000	0.0%
TOTAL LIC & PERMITS TO 18	\$2,950,000	\$3,051,000	3.4%	\$3,161,000	7.2%	\$3,161,000	7.2%
<u>CHARGES FOR SERVICES</u>							
39. MISC REMIBURSABLES	\$145,000	\$145,000	0.0%	\$350,750	141.9%	\$350,750	141.9%
40. AMBULANCE LRGH	\$7,656	\$7,656	0.0%	\$7,656	0.0%	\$7,656	0.0%
41. FIRE DEPT	\$35,000	\$30,000	-14.3%	\$30,000	-14.3%	\$30,000	-14.3%
42. PLANNING DEPT	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
43. POLICE DEPT	\$8,000	\$8,000	0.0%	\$8,000	0.0%	\$8,000	0.0%
44. PUBLIC WORKS & S.W.	\$1,000,000	\$1,000,000	0.0%	\$1,058,244	5.8%	\$1,058,244	5.8%
TOTAL CHARGES TO 19	\$1,220,656	\$1,215,656	-0.4%	\$1,479,650	21.2%	\$1,479,650	21.2%
<u>MISCELLANEOUS REVENUES</u>							
45. INTEREST ON INVESTMENTS	\$60,000	\$75,000	25.0%	\$75,000	25.0%	\$75,000	25.0%
46. WEIRS BEACH PARKING	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
47. PARKING METERS	\$68,000	\$68,000	0.0%	\$68,000	0.0%	\$68,000	0.0%
48. PARKING VIOLATIONS	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
49. PILOT-ELDERLY HOUSING	\$103,044	\$100,564	-2.4%	\$100,564	-2.4%	\$100,564	-2.4%
50. PILOT-CAP	\$20,352	\$21,365	5.0%	\$21,365	5.0%	\$21,365	5.0%
51. PILOT-SKATING CLUB	\$14,982	\$14,586	-2.6%	\$14,586	-2.6%	\$14,586	-2.6%
52. PILOT-TAYLOR HOME	\$249,574	\$226,929	-9.1%	\$226,929	-9.1%	\$226,929	-9.1%
53. PILOT-STATE	\$7,806	\$7,981	2.2%	\$7,981	2.2%	\$7,981	2.2%
54. P&R LEASES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
55. FINES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
56. SSF REMIB TO GF	\$14,000	\$14,000	0.0%	\$14,000	0.0%	\$14,000	0.0%
59 NHIT INS PREMIUM RETURN	\$30,000	-	-100.0%	-	-100.0%	-	-100.0%
60 TFR FIRE STAFFING STABILIZATION	-	-	0.0%	-	0.0%	\$60,000	0.0%
TOTAL MISC TO 20	\$647,758	\$608,425	-6.1%	\$608,425	-6.1%	\$668,425	3.2%
TOTAL CITY NON-TAX REVENUE	\$6,153,614	\$6,296,281	2.3%	\$6,670,275	8.4%	\$6,730,275	9.4%

School & City Expenditures Last Ten Years



ADMINISTRATION

FY 2016-2017



ADMINISTRATION
FY 2016-2017 BUDGET

	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
SALARIES								
01 401 101 0001 Mayor-Council	\$16,143	\$17,200	\$17,200	\$17,200	\$17,200	\$17,200	\$17,200	\$17,200
01 401 101 0002 City Manager	98,921	103,985	111,155	129,449	133,200	140,000	140,000	140,000
01 401 101 0003 Admin. Asst	33,563	30,423	33,370	35,538	41,150	44,281	44,281	44,281
01 401 105 0000 Overtime	-	-	-	387	-	-	-	-
01 401 106 0000 Sick-Hurt	929	1,112	411	505	-	-	-	-
01 401 107 0000 Holidays	1,288	156	1,521	1,621	-	-	-	-
01 401 108 0000 Vacations	1,950	1,292	998	1,495	-	-	-	-
01 401 109 0000 Longevity	-	964	-	-	-	30	30	30
01 401 115 0000 Salary Adj.	-	-	-	-	2,058	2,214	2,214	2,214
TOTAL SALARIES	\$152,794	\$155,132	\$164,655	\$186,195	\$193,608	\$203,725	\$203,725	\$203,725
OTHER								
01 401 201 0000 Telephones	\$1,902	\$1,644	\$2,027	\$1,788	\$1,300	\$1,400	\$1,400	\$1,400
01 401 207 0000 Postage	392	307	476	330	500	350	350	350
01 401 208 0000 Printing	-	-	68	-	100	100	100	100
01 401 210 0000 Notices	843	-	556	1,094	700	900	900	900
01 401 212 0000 Copier	1,193	1,257	1,646	2,336	1,400	1,500	1,500	1,500
01 401 214 0000 Supplies	1,251	1,646	1,315	776	1,000	900	900	900
01 401 234 0000 Vehicle Rental	123	-	10	-	-	-	-	-
01 401 242 0001 Travel-Mgr.	1,044	1,237	1,452	3,932	3,500	3,100	3,100	3,100
01 401 242 0002 Travel-Council	-	-	-	-	-	-	-	-
01 401 245 0000 Dues-NHMA	13,238	13,618	16,616	13,935	14,500	14,400	14,400	14,400
01 401 245 0001 Dues-Mgr.	874	817	860	1,032	1,500	1,300	1,300	1,300
01 401 245 0002 Conf-Dues-Council	-	676	95	325	400	400	400	400
01 401 303 0000 Miscellaneous.	40	(170)	50	686	250	250	250	250
01 401 303 0002 Emergency Management	-	-	-	-	1,000	1,000	1,000	1,000
01 401 101 0004 Economic Develop.Exp.	1,480	-	250	1,748	3,000	2,500	2,500	2,500
01 401 401 0000 Equipment	13	-	-	4,366	500	500	500	500
TOTAL OTHER	\$22,391	\$21,032	\$25,421	\$32,348	\$29,650	\$28,600	\$28,600	\$28,600
DEPT. O&M TOTAL	\$175,185	\$176,164	\$190,076	\$218,543	\$223,258	\$232,325	\$232,325	\$232,325

ADMINISTRATION
FY 2016-2017 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
	City Council**							\$17,200.00
1	City Manager*			26			\$2,692.31	
				26			\$2,692.31	\$140,000.12
1	Admin Asst ***	15H		52	35	\$24.33	\$851.55	\$44,280.60
Total Admin.								\$201,480.72

**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 12.0% 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

2016-2017 Objective:

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

ADMINISTRATION-ACCOUNT DESCRIPTIONS
FY 2016 – 2017 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.

EQUIPMENT

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

**ADMINISTRATION - CAPITAL OUTLAY
FY 2016-2017 BUDGET**

<u>2015-2016</u>			<u>2016-2017</u>			<u>CIP</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
<u>Dept</u>	<u>15-16 CAPITAL OUTLAY</u>	<u>2015-2016 COUNCIL</u>	<u>Dept</u>	<u>CAPITAL OUTLAY</u>	<u>RANK</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>	
Parks	Memorial Park Baseball Irrigati	\$28,000	Parks	Leavitt Park Tennis Court Reconstruction	17	\$78,000	-	-	
				Playground Revitalizaiton	25	\$15,000	-	-	
				Memorial Park Softball Field Bleachers	30	\$15,000	-	-	
				Bond Beach Sewage Disposal System	31	\$20,000	-	-	
Fire		\$ -		Beach Facilities Drainage Improvments	37	\$80,000	-	-	
Police		\$ -	Fire	Equipment - Portable Radios	23	\$100,000	-	\$60,000	
				Inflatable Rescue Boat	41	\$32,000	-	-	
Non Dep		\$ -	Police	Radio Tower Upgrade	13	\$368,000	\$100,000	\$100,000	
			Non-Cap	Non Capital Reserve		\$65,000	-	-	
DPW	Street Repairs	\$1,400,000	DPW	Street Repairs	1	\$1,500,000	\$1,500,000	\$1,484,000	
	Drainage Improvements	\$100,000		Court St(Main-Belmont Line) Reconstruction	4	\$75,000	\$75,000	\$75,000	
	Sidewalk Repair/Construction	\$25,000		Bridge Repair & Maintenance	9	\$35,000	\$30,000	\$30,000	
	Fence/Guardrail Replacement	\$40,000		Fence/Guardrail Construction	14	\$50,000	\$25,000	\$25,000	
	Bridge Repair/Construciotn	\$30,000		Traffic Light Improvements	15	\$45,000	-	-	
	Parking Garage Deck Repairs	\$40,000		Sidewalk Repairs/Construction	20	\$50,000	\$25,000	\$25,000	
	Union Ave Retaining Wall/ Engineering Study	\$35,000		Drainage Improvements	28	\$200,000	\$100,000	\$100,000	
				Union Ave Retaining Wall Engineering Study	35	\$35,000	-	-	
				Comprehensive Drainage Study	33	\$40,000	\$20,000	\$20,000	
				Plantation Rd & Drainage Assesement	42	\$20,000	-	-	
				Parking/Parking Garage Study	-	-	-	\$30,000	
		\$1,698,000				\$2,823,000	\$1,875,000	\$1,949,000	
	Net Capital Outlay Requests	\$1,698,000		Capital Outlay Requests		\$2,823,000	\$1,875,000	\$1,949,000	
ISF			ISF						
DPW	Vehicle Replacement	\$180,000	DPW	DPW Vehicle Replacement	32	\$190,000	\$190,000	\$190,000	
Police	Cruisers (2) Van (1)	\$108,000	Police	Cruisers (2)	3	\$70,000	\$70,000	\$70,000	
Parks	Commercial Wide Cut Mower	\$75,000	Parks	Four Wheel Drive Tractor	26	\$70,000	\$70,000	\$70,000	
			Parks	1 Ton 4 X 2 Dump Truck	29	\$35,000	\$35,000	\$35,000	
	ISF Total	\$363,000		ISF Total		\$365,000	\$365,000	\$365,000	

ADMINISTRATION-CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2016 - 2017 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 17th by the CIP Committee. *The Manager is not recommending funding this request.*

Playground Revitalization: \$15,000. These funds would be used to repair and replace existing playgrounds elements throughout the City. The CIP Committee rated this request 25th. *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 30th by the CIP Committee. *The City Manager has not funded 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 31st. *The Manager is not proposing funding for this request.*

Beach Facilities Drainage Improvements: \$80,000. Bartlett, Bond , Opechee Cove and Opechee Point beaches are experiencing varying degrees of erosion. This project would design appropriate drainage features to address the ongoing problem in accordance with State regulations. *The City Manager is not funding this request.*

Fire:

Equipment Radios: \$100,000. 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 23rd out of 42 by the CIP Committee. *The City Manager is not recommending funding this request. The City Council funded this request with a transfer from Fire Salaries for \$60,000, this amount in combination with a carryforward from Fiscal 2016 will provide sufficient resources to fund this request.*

Inflatable Rescue Boat \$32,000. These funds would be used to replace the 16' inflatable rescue boat and motor. This boat is used primarily for rescues on the Winnepesaukee River and Lake Opechee, it is also used for a work platform for ice rescues. The current boat and motor are in poor condition. The CIP Committee rated this request 41st. *The Manager is not proposing funding for this request.*

Non-Departmental:

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.*

Police:

Radio Tower Upgrade: \$368,000. This project would upgrade all radio tower locations from copper wires to newer more reliable technology. We are looking at upgrading to Micro Wave System as well as move the antenna from the Weirs Fire Station to the water tower at Meredith Bay. This upgrade would also give us a backup frequency to our primary radios. The upgrade for our equipment will be needed whether or not we move to a Micro Wave System. This project also include the Fire Department piggy backing onto our system. *The Manager is recommending funding \$100,000 towards this project.*

DPW:

Street Repairs: \$1,500,000. This fund is for repairs and resurfacing of city streets, installing drainage, curbing and sub-lawn restoration / landscaping as required. DPW has accomplished over 42 miles of reconstruction and/or re-paving of streets through CIP funding in the past 13 cycles. In the next few cycles, attention will focus on several costly road sections including portions of Court Street, North Main Street, Warren St. and Frank Bean Road as well as several other smaller street sections as prioritized through our Road Surface Management Program. The rate of roadway deterioration in this climate requires an annual appropriation of at least \$1,600,000 to stay ahead of the deterioration curve on our 85+ 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 recommends fully funding this request. The City Council reduced this line item by \$16,000 to be used to increase the appropriation for Milfoil by \$10,000, Senior Center by \$5,000 and also \$1,000 to Public Relations to fund the prize money for the contest to design a new flag for the City. The City Council is planning on transferring \$16,000 from the Impact Fees – Roads in Fiscal Year 17 to increase the amount for Street Repairs to \$1,500,000.*

Court St (Main-Belmont Line) Reconstruction: \$75,000. This project would involve reconstructing 5,130 fee of Court St. between the intersection of Main St and the Belmont Town Line. Full roadway asphalt reclamation and overlay will be planned for the full length of the job. Roadwork will be preceded by upgrading of sewer and drainage infrastructure as needed. This line ranked 4th out of 42 requests received by the CIP Committee. *The City Manager has recommended funding this request for the amount requested.*

Bridge Repair/Maintenance: \$35,000. 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 9th by the CIP Committee. ***The City Manager has reduced this request by \$5,000 to \$30,000.***

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 14 out of 42. ***The Manager is recommending reducing the funding for this request to \$25,000.***

Traffic Light Improvements: \$45,000. Laconia currently has eight (8) signalized traffic intersections. These signals were developed over the past 40 years, equipment replacement has been sporadic and often as a result of urgent need rather than planned design or an upgrade. These funds would provide a comprehensive engineering evaluation of each intersection with the goal of providing a plan for timely equipment upgrades over the next 8 to 10 years. The CIP Committee ranked this item 15th out of 42. ***The Manager has not funded this request.***

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 20th out of 42 requests with the CIP Committee. ***The City Manager has recommended funding this request at \$25,000.***

City Wide Drainage Improvements: \$200,000. 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 28th by the CIP Committee. ***The City Manager has recommended funding of this request at \$100,000.***

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 35th. ***The City Manager has not funded this request.***

Comprehensive Drainage Study: \$40,000. This line would provide funds to support the annual road projects with design and permitting assistance for replacement of our existing antiquated drainage infrastructure. Hydrologic and Hydraulic studies will be needed in various sub-watersheds to facilitate design. This item ranked 33 out of 42 with the CIP Committee. ***The City Manager has reduced this request to \$20,000.***

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 42nd. ***The City Manager is not recommending funding this request.***

Parking/Parking Garage Study: \$30,000. The Parking Garage in urgent need of repair there has been considerable discussion whether to build a new parking garage in the City Hall parking lot or to make repairs to the existing parking garage. In light of this situation the City Council decided to have a parking study completed for the Downtown area and determine what the current and future needs are. ***The City Council added this funding request.***

INTERNAL SERVICE FUND

DPW:

Vehicle Replacement/Bonding: \$190,000. 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 \$190,000 is allocated to the bond payment, leaving a balance of \$90,000 to go towards fleet replacements in Fiscal Year 17. This line ranked 32 of 42 by the CIP committee. *The Manager is recommending full funding for this request.*

Police:

Two Cruisers: \$70,000. This line would fund the purchase of two marked cruisers. 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:

Four Wheel Drive Tractor: \$70,000. This request is to purchase a new four wheel drive tractor for athletic field maintenance, grounds maintenance and beach maintenance. The CIP Committee ranked this request 26th. *The City Manager is recommending funding of this request.*

One Ton Dump Truck 4 X 2: \$35,000. This request is to purchase a new one ton Dump Truck to replace Vehicle #308 (1997) 18 year old dump truck. The CIP Committee ranked this request 29th. *The City Manager is recommending funding of this request.*

ADMINISTRATION - CAPITAL OUTLAY TO BE BONDED
FY 2016-2017 BUDGET

<u>2016-2017</u>		<u>CIP</u>	<u>FY 2016-2017</u>	<u>FY 2016-2017</u>	<u>FY 2016-2017</u>
<u>Dept</u>		<u>RANK</u>	<u>DEPT REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
DPW	Lakeside Ave (Rt 3 - Tower St)	2	\$ 985,000	\$ 1,000,000	\$ 1,000,000
	Messer St (Dutile Area) drainage Improvements	38	\$ 300,000	\$ 300,000	\$ 300,000
	Parking Garage **			\$ 3,000,000	\$ -
FIRE	Engine NO 3	39	\$ 490,000	\$ -	\$ -
Total City			\$ 1,775,000	\$ 4,300,000	\$ 1,300,000

**** - The City Council voted not to move forward with this project at this time, instead they decided to reallocate the \$30,000 that was included in the proposed budget under Principal & Interest to have a parking/parking garage study completed. The purpose of this study would determine the parking needs in the downtown currently and future needs. This study would also determine if the City should repair and renovate the existing garage or build a new parking garage, also under consideration would be whether to charge for parking.**

ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED
ACCOUNT DESCRIPTIONS
FY 2016 - 2017 BUDGET

DPW:

Lakeside Ave (Rt. 3 – Tower St) Reconstruction: \$985,000. This project would involve reconstruction of 2,200 feet of Lakeside Avenue in the area used most intensely during the summer activities at the Weirs. Full roadway asphalt reclamation and overlay will be planned between Route 3 and Tower St. Asphalt shim and overlay will be planned between Tower St and Foster Ave. Upgrades to water, sewer and drainage infrastructure are planned as part of this project. The CIP Committee ranked this request at 24th out of the 42 requests received. *This City Manager is recommending funding this request with a bond for \$1,000,000.*

Messer St (Dutile Area) Drainage Improvements: \$300,000. In conjunction with the annual Citywide Drainage Improvements and recent storm events have impacted condition of the terminal end of the drainage watershed above Dutile Oil on Messer St. This drainage systems collects run-off from the Taylor Home area as well as Union Ave, Messer St., and Irving St. As a result of extensive flooding in the Dutile yard following recent storm events, DPW would like to expedite design and construction of an improvement to this drainage system. *This City Manager is recommending funding this request with a bond for \$300,000.*

Parking Garage: \$3,000,000. The City's Parking Garage is in need of major structural repairs. The severity of these deficiencies were not known at the time of the Capital Improvement process and therefore this project was not listed. Currently the ramps to the top deck are unsafe and parking is only allowed on the first deck of the garage. In order to provide adequate parking for the Main Street business it is essential that these repairs occur. *The City Manager is proposing that this request be funded with a bond in the amount of \$3,000,000. The City Council voted not to move forward with this project at this time, instead they reallocated the \$30,000 that was included in the proposed budget for the Principal & Interest payment for this project to fund a parking/parking garage study for the downtown.*

Fire:

Engine #3 Replacement: \$490,000. This truck is going on 30 years old. It no longer meets any safety standards. Although the motor is in good condition, 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. Rotation of engines would be made to make the best and most efficient use of resources between the Central Station and the Weirs Station. The current fleet consists of Engine 1 – 2013, Engine 2 – 1990, Engine 3 – 1986 and Engine 5 – 2004. This project ranked 39th out of 42 with the CIP Committee. *The City Manager is not recommending funding of this request.*

ADMINISTRATION - NON DEPARTMENTAL
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 431 247 0000 SEA Education Reimb.	\$1,000	\$709	\$760	\$ -	\$2,500	\$2,500	\$1,500	\$1,500
01 431 248 0000 Employee Service Awards	5,736	4,640	6,030	5,924	5,000	5,000	5,000	5,000
01 431 303 0000 Public Relations	447	1,286	1,792	340	2,000	2,000	2,000	3,000
01 431 304 0000 O/S Contract	11,650	561	6,701	-	5,000	5,000	5,000	5,000
01 431 343 0000 Contingency	373,835	31,258	-	200,000	198,700	100,000	100,000	125,000
01 431 343 0001 Environmental Contingency	-	1,894	-	-	-	-	-	-
01 431 345 0000 Cemeteries	4,500	4,500	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	33,756
01 431 357 0030 Capital Reserve for Debt Service	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	5,000	5,000	5,000	5,000	5,000	5,000
01 431 357 0070 LR Public Access	41,848	40,594	40,844	23,638	26,700	26,800	26,800	26,800
TOTAL OTHER	\$977,660	\$121,198	\$210,673	\$273,158	\$283,156	\$184,556	\$183,556	\$209,556
DEPT. O&M TOTAL	\$977,660	\$121,198	\$210,673	\$273,158	\$283,156	\$184,556	\$183,556	\$209,556

ADMINISTRATION - NON DEPARTMENTAL
ACCOUNT DESCRIPTIONS
FY 2016 - 2017 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. *The City Council increased this line item by \$1,000 as prize money for the winner of the design of a new flag for the City.*

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 Council increased this line item by \$25,000 to be used as needed for possible acquisition of the State School property.*

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. The request this year is for \$26,800. The Manager is recommending funding this request for the full amount.

ADMINISTRATION - SPECIAL ITEMS
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 489 480 0003 Senior Center	\$7,446	\$10,325	\$10,325	\$10,325	\$11,357	\$11,800	\$11,800	\$16,800
01 489 480 0005 Community Action	49,552	46,579	46,579	46,579	46,579	46,579	46,579	46,579
01 489 480 0007 Central NH VNA & Hospice	56,000	56,000	56,000	52,000	50,000	50,000	50,000	50,000
01 489 480 0012 Humane Society	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	1,650	2,500	3,468	3,468	3,470	3,470	3,470	3,470
01 489 480 0014 Child & Family Services	2,625	4,500	5,000	5,000	5,000	5,000	5,000	5,000
01 489 480 0017 Veterinarian Costs	193	72	40	-	300	200	200	200
01 489 480 0018 Lakes Region Assn	-	500	500	-	500	2,500	500	500
01 489 480 0019 Laconia Main Street Initiative	-	4,000	-	-	-	-	-	-
01 489 480 0022 Human Relations	1,000	1,000	2,000	2,000	2,000	2,000	2,000	2,000
01 489 480 0023 LR Chamber of Commerce	125	145	445	155	125	125	155	155
01 489 480 0024 4th of July fireworks	10,000	10,000	10,000	10,000	12,000	13,000	12,000	12,000
01 489 480 0025 Laconia Trails with Rails/WOW	7,500	15,000	17,500	8,000	15,000	20,000	10,000	10,000
01 489 480 0026 Weirs Beach Fire Works	6,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
01 489 480 0027 Genesis Behavioral Health	8,000	15,000	20,000	20,000	20,000	20,000	20,000	20,000
01 489 480 0028 Boys and Girls Club	1,500	3,000	5,000	5,000	7,000	7,000	7,000	7,000
01 489 480 0030 Winnepesaukee Transit System	2,500	3,000	3,000	3,000	3,000	5,000	3,000	3,000
01 489 480 0031 Milfoil Treatment	-	-	-	-	20,000	20,000	10,000	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	500	500
American Red Cross	-	-	-	-	-	7,401	-	-
01 489 480 0072 Laconia Heritage Commisison	-	-	-	750	750	750	750	750
TOTAL OTHER	\$179,091	\$206,886	\$211,857	\$198,777	\$229,581	\$252,325	\$214,954	\$229,954
 DEPT. O&M TOTAL	 \$179,091	 \$206,886	 \$211,857	 \$198,777	 \$229,581	 \$252,325	 \$214,954	 \$229,954

ADMINISTRATION - SPECIAL ITEMS
ACCOUNT DESCRIPTIONS
FY 2016 - 2017 BUDGET

SENIOR CENTER

The Senior Center provides social, recreational, educational and health services to Laconia's senior residents. *The request is for \$11,800. The City Manager is recommending funding this request. The City Council voted to increase this line item \$5,000 to a total of \$16,800.*

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 several 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. The City Manager is recommending funding this request for \$50,000.*

HUMANE SOCIETY

This agency houses and board's stray dogs and unlicensed dogs collected in the City. This contract which takes effect on July 1, 2016 thru June 30, 2017 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 \$155 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 \$13,000; 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 \$10,000.*

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 \$20,000 appropriation this year; the City Manager has funded this request.*

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 \$7,000 this year. The City Manager is recommending funding this request in full.*

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 funded this request for \$10,000. The Council increased the funding of this line item by \$10,000 to a total of \$20,000.***

LAKE OPECHEE PRESERVATION

This request will assist with the continued treatment of milfoil in Lake Opechee. Lake Opechee milfoil treatment has been combined with the Milfoil Treatment line above and any funding for milfoil would be funded from this one appropriation. ***The request this year is for \$5,000 the City Manager has not funded this request.***

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 \$7,401 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.***

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 - INFORMATION TECHNOLOGY
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
INFORMATION TECHNOLOGY								
01 431 303 0001 IT/GIS	\$70,358	\$90,460	\$91,888	\$152,012	\$175,000	\$ -	\$ -	\$ -
01 432 303 0001 Information Technology	-	-	-	-	-	-	-	-
01 432 303 0002 Information Tech - GIS	-	-	-	-	-	25,000	25,000	25,000
01 432 303 0003 Information Tech - Licenses	-	-	-	-	-	38,000	38,000	38,000
01 432 303 0004 Information Tech - Equipment	-	-	-	-	-	35,000	35,000	35,000
01 432 303 0005 Information Tech - Software	-	-	-	-	-	17,000	17,000	17,000
01 432 303 0006 Information Tech - Internet	-	-	-	-	-	5,000	5,000	5,000
01 432 303 0007 Information Tech - Supplies	-	-	-	-	-	-	-	-
01 432 303 0008 Information Tech - Consulting	-	-	-	-	-	20,000	20,000	20,000
01 432 303 0009 Information Tech - Training	-	-	-	-	-	5,000	5,000	5,000
01 432 303 0010 Information Tech - Website	-	-	-	-	-	-	-	-
01 432 303 0011 Information Tech - Email	-	-	-	-	-	-	-	-
01 432 303 0012 Information Tech - Programming	-	-	-	-	-	5,000	5,000	5,000
01 432 303 0013 Information Tech - Code Pal	-	-	-	-	-	-	-	-
01 432 303 0014 Informatin Tech - Timekeeping	-	-	-	-	-	13,000	13,000	13,000
01 432 303 0015 Informatin Tech - Fire Wall/Virus	-	-	-	-	-	17,000	17,000	17,000
TOTAL OTHER	\$70,358	\$90,460	\$91,888	\$152,012	\$175,000	\$180,000	\$180,000	\$180,000
DEPT. O&M TOTAL	\$70,358	\$90,460	\$91,888	\$152,012	\$175,000	\$180,000	\$180,000	\$180,000

ADMINISTRATION – INFORMATION TECHNOLOGY
ACCOUNT DESCRIPTIONS
FY 2016 - 2017 BUDGET

INFORMATION TECHNOLOGY - This line item funds the cost of maintaining the City's computer network, web page and GIS maintenance fees. Due to the increase in the various expenditures the IT/GIS expenditures were moved to this new general ledger accounts to allow for more detailed tracking of Information Technology Expenses such as listed below:

- GIS
- Licenses
- Equipment Purchases
- Software costs
- Internet
- Supplies
- Consulting Fees
- Training
- Website Expenses
- Email
- Programming
- Code Pal Expenses.

The request this year is for \$180,000 and the City Manager is recommending funding for this line item as requested.

ADMINISTRATION - LICENSING BOARD
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 404 101 0000 Clerk (PT)	\$6,679	\$6,902	\$7,563	\$6,885	\$8,156	\$9,126	\$9,126	\$9,126
01 404 105 0000 Overtime	<u>428</u>	<u>480</u>	<u>335</u>	<u>90</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL SALARIES	\$7,107	\$7,382	\$7,898	\$6,975	\$8,656	\$9,626	\$9,626	\$9,626
OTHER								
01 404 207 0000 Postage	\$172	\$184	\$188	\$157	\$350	\$300	\$300	\$300
01 404 212 0000 Copier	148	35	39	(84)	250	250	250	250
01 404 214 0000 Supplies	576	440	410	521	800	800	800	800
01 404 234 0000 Vehicle Renta	50	207	483	500	500	500	500	500
01 404 303 0000 Misc.	415	412	412	412	450	450	450	450
01 404 401 0000 Equipment	<u>50</u>	<u>1,700</u>	<u>-</u>	<u>2,744</u>	<u>1,800</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL OTHER	\$1,411	\$2,978	\$1,532	\$4,250	\$4,150	\$2,800	\$2,800	\$2,800
DEPT. O&M TOTAL	\$8,518	\$10,360	\$9,430	\$11,225	\$12,806	\$12,426	\$12,426	\$12,426

ADMINISTRATION-LICENSING BOARD
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk *	8	4	38	10	\$17.33	\$173.30	\$6,585.40
		8	5	14	10	\$18.15	\$181.50	\$2,541.00

TOTAL LICENSING \$9,126.40

* Above Pay Rates include possible Merit (step) Increases

ADMINISTRATION - LICENSING BOARD
ACCOUNT DESCRIPTIONS
FY 2016-2017 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.

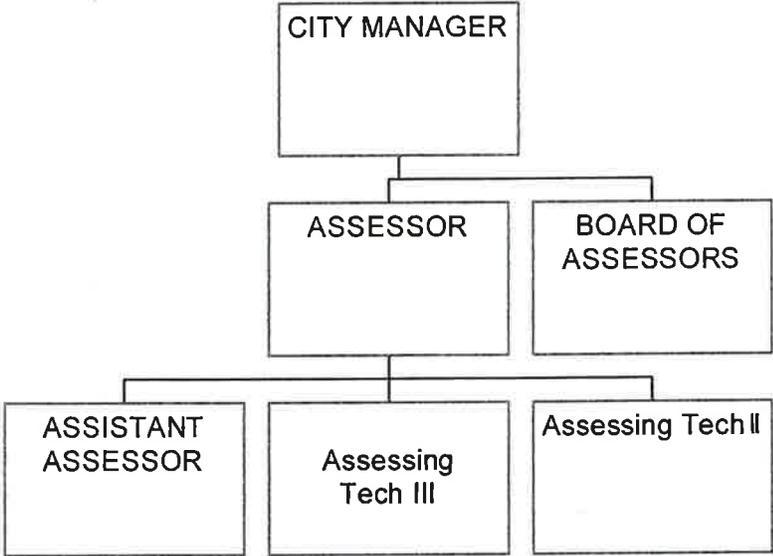
MISC

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 2016-2017 BUDGET



ASSESSING
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 411 101 0000 Salaries	\$173,468	\$181,466	\$189,468	\$185,186	\$204,673	\$212,634	\$212,634	\$212,634
01 411 105 0000 Overtime	-	51	-	49	-	-	-	-
01 411 106 0000 Sick-Hurt	2,125	3,338	1,696	2,461	-	-	-	-
01 411 107 0000 Holidays	2,794	2,920	3,052	3,910	-	-	-	-
01 411 108 0000 Vacations	6,909	6,159	3,746	7,126	-	-	-	-
01 411 109 0000 Longevity	90	90	180	210	210	210	210	210
01 411 115 0000 SalaryAdj.	-	-	-	-	6,402	<u>6,562</u>	<u>6,562</u>	6,562
TOTAL SALARIES	\$185,387	\$194,024	\$198,142	\$198,942	\$211,285	\$219,406	\$219,406	\$219,406
OTHER								
01 411 201 0000 Telephones	\$691	\$659	\$682	\$694	\$700	\$700	\$700	\$700
01 411 207 0000 Postage	999	672	773	590	700	700	700	700
01 411 212 0000 Copier	2,395	2,871	1,602	1,777	3,000	3,000	3,000	3,000
01 411 214 0000 Supplies	3,541	883	1,432	2,128	2,500	2,200	2,200	2,200
01 411 229 0000 Registry-Deeds	77	30	60	134	100	100	100	100
01 411 233 0000 Maint-Agreement	9,450	9,965	10,160	10,500	11,000	12,000	12,000	12,000
01 411 234 0000 Vehicle Rental	4,885	4,498	4,257	3,465	4,500	4,500	4,500	4,500
01 411 242 0000 Travel-Meetings	-	-	-	16	100	100	100	100
01 411 245 0000 Conference-Dues	600	668	630	560	700	700	700	700
01 411 247 0000 Training	1,064	623	1,555	195	1,200	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	10,740	793	2,989	-	12,000	12,000	12,000	12,000
01 411 305 0000 GIS Services	-	6,000	7,266	4,100	4,000	4,000	-	-
01 411 401 0000 Equipment	-	-	-	-	-	-	-	-
01 411 304 0001 Revaluation	-	-	-	-	40,000	40,000	-	-
TOTAL OTHER	\$34,443	\$27,662	\$31,406	\$24,159	\$80,500	\$81,500	\$37,500	\$37,500
DEPT. O&M TOTAL	\$219,829	\$221,686	\$229,548	\$223,101	\$291,785	\$300,906	\$256,906	\$256,906

ASSESSING
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Assessor**	25			35		\$1,557.66	\$80,998.32
1	Assist Assessor**	16			35		\$966.43	\$50,254.36
1	Assessing Tech III*	13	10	52	35	\$25.17	\$880.95	\$45,809.40
1	Assessing Tech II*	9	6	39	35	\$19.45	\$680.75	
		9	7	13	35	\$19.83	\$694.05	\$35,571.90
Total Assessor								\$212,633.98

* 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

2016-2017 Objectives

- Complete Sales Analysis by October 1, 2016 and complete final MS-1 by Oct. 15, 2016
- Complete and mail the initial MS-1 by Oct. 1, 2016
- Complete new construction and sales inspections by July 1, 2016
- Complete City-wide yearly update
- Update City Tax Maps with GIS locations

ASSESSING
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

SALARIES

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

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

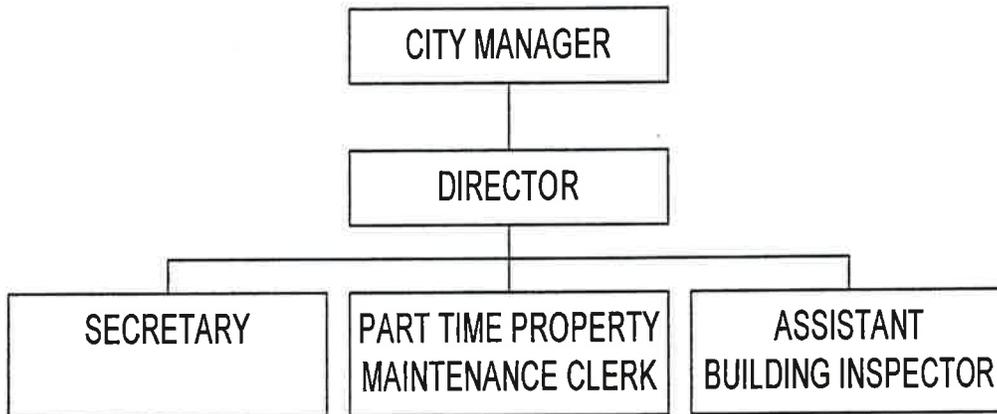
This line item covers expenses for the Assessing Department related to the continued upgrades and improvements of data entered to GIS pertaining to the Assessing Department. *The GIS position was added as a full-time permanent position in Fiscal Year 2016, funded through the Public Works Budget, therefore the City Manager is not funding this line item.*

REVALUATION

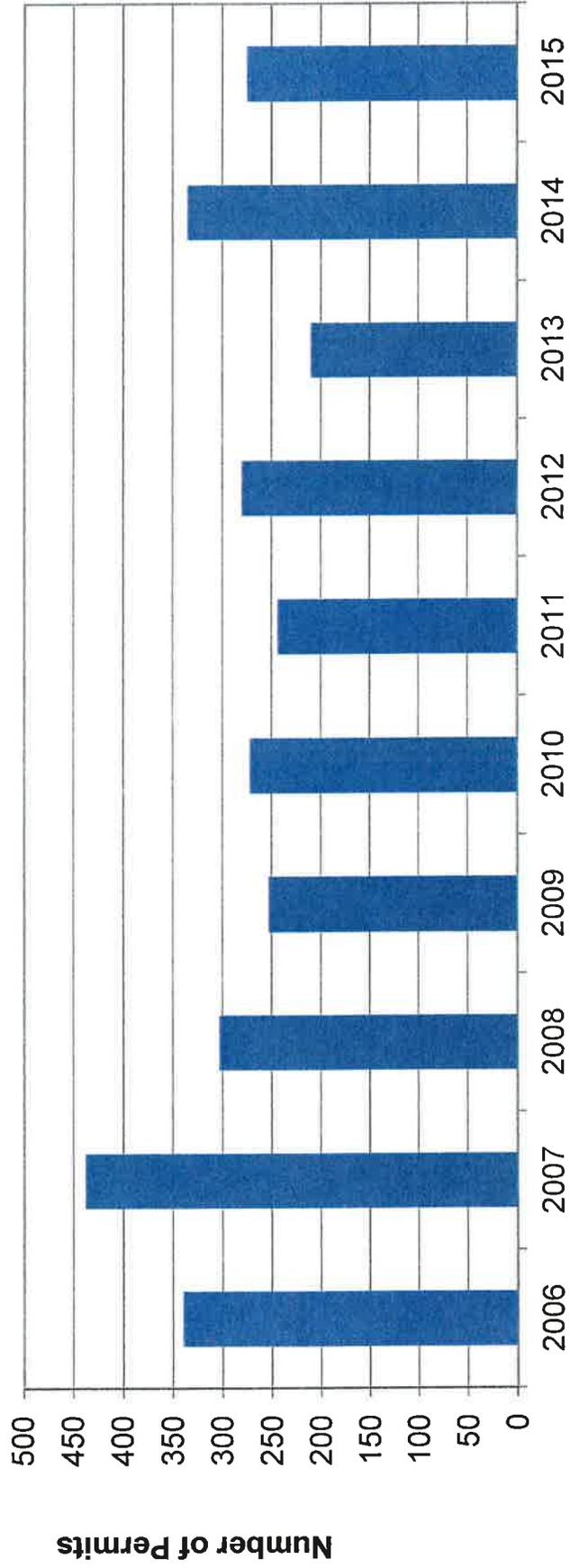
The City is required to do a City wide revaluation every 5 years, the cost of which runs approximately \$200,000. This request would provide a portion of the funds needed to complete the revaluation; the Assessing Dept. will be requesting similar amounts over the next several budget years to fund this request. *Due to procedural changes in the Assessing Department it is not expected that this line item needs to be funded. There are also several carryover's balances from prior years that can be used as necessary. As a result the City Manager is not funding this line item.*

CODE ENFORCEMENT

FY 2016-2017



Building Permits Issued Last Ten Years



CODE ENFORCEMENT
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 407 101 0000 Salaries	\$39,396	\$60,854	\$63,170	\$65,448	\$79,971	\$133,702	\$132,164	\$132,164
01 407 105 0000 Overtime	125	80	313	114	-	-	-	-
01 407 106 0000 Sick-Hurt	1,637	1,091	1,672	6,146	-	-	-	-
01 407 107 0000 Holidays	1,838	3,298	2,470	2,636	-	-	-	-
01 407 108 0000 Vacations	1,058	3,831	1,869	2,268	-	-	-	-
01 407 109 0000 Longevity	30	30	30	60	60	60	90	90
01 407 115 0000 Salary Adj.	-	-	-	-	1,327	1,357	1,280	1,280
TOTAL SALARIES	\$44,084	\$69,184	\$69,524	\$76,672	\$81,358	\$135,119	\$133,534	\$133,534
OTHER								
01 407 201 0000 Telephones	\$1,379	\$1,202	\$1,245	\$1,263	\$1,200	\$1,200	\$1,200	\$1,200
01 407 207 0000 Postage	267	488	358	228	500	500	500	500
01 407 210 0000 Notices	454	-	300	-	300	300	300	300
01 407 212 0000 Copier	358	730	470	504	650	650	650	650
01 407 214 0000 Supplies	3,741	1,288	1,674	584	2,500	2,000	2,000	2,000
01 407 234 0000 ISF/Vehicle Rental	1,215	1,028	1,968	1,906	4,500	4,000	4,000	4,000
01 407 242 0000 Travel-Meetings	-	-	140	85	300	300	300	300
01 407 245 0000 Conference-Dues	175	264	250	175	300	300	300	300
01 407 247 0000 Training	-	110	150	20	500	500	500	500
01 407 304 0000 O/S Contracts	93,589	76,800	78,145	79,029	81,000	-	-	-
01 407 305 0000 GIS Services	-	-	-	960	-	-	-	-
01 407 304 0001 Prop Maint Enforcment	846	410	3,265	-	-	-	-	-
01 407 401 0000 Equipment	63	140	1,454	112	1,000	1,000	1,000	1,000
TOTAL OTHER	\$102,087	\$82,460	\$89,419	\$84,866	\$92,750	\$10,750	\$10,750	\$10,750
DEPT. O&M TOTAL	\$146,170	\$151,644	\$158,943	\$161,538	\$174,108	\$145,869	\$144,284	\$144,284

CODE ENFORCEMENT
FY 2016-2017 BUDGET

Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
Director*		27	52	35		492.33	\$25,601.16
Secretary**	9	9	44	35	\$20.53	\$718.55	
	9	10	8	35	\$20.83	\$729.05	\$37,448.60
Part time Property ** Maintenance Clerk	4	3	26	25	\$13.63	\$340.75	
	4	4	26	25	\$14.27	\$356.75	\$18,135.00
Asst. Bldg Inspector	16	7	38	35	\$27.86	\$975.10	
	16	8	14	35	\$28.42	\$994.70	\$50,979.60
Total Code Enforcement						\$132,164.36	

*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

	FY11	FY12	FY13	FY14	FY15
Building permits	245	281	211	336	276
Value of permits **	\$15,055,612	\$15,722,978	\$24,202,874	\$38,422,629	\$49,600,325
Demo Permits	21	24	36	33	30
Value of permits**	\$331,000	\$717,585	\$2,868,300	\$1,889,400	\$900,300
Electrical Permits	223	194	339	226	258
Value of permits**	\$1,696,467	\$2,387,737	\$3,329,188	\$3,412,378	\$6,834,402
Inspections performed	1,932	1,040	920	1,016	1,180
Property Maint cases	202	135	138	105	120

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

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

Goals and Objectives 2016-2017

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. Under Chapter 119 we are currently applying the 2006 International Building Code (IBC) and will look to update that this year to at least 2009 IBC. Property maintenance is also a focus, with 2 court agreements this year on properties with long term issues. Our partnership with the Fire Department and the Laconia Housing Authority for joint inspections for multifamily properties has been very successful and will continue this upcoming year.

CODE ENFORCEMENT
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

SALARIES

This line funds salaries for 1 full time administrative Secretary and 1 part time property Maintenance Clerk. This line item now includes 1 full time Building Inspector. 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 has historically funded the contract Building Inspector. New Building Inspector is a City employee.

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 2016-2017
BUDGET

CONSERVATION COMMISSION
FY 2016-2017 BUDGET

	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>14-15</u> <u>ACTUAL</u>	<u>2015-</u> <u>2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
SALARIES								
01 422 101 0000 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER								
01 422 207 0000 Postage	\$51	\$53	\$54	\$93	\$100	\$100	\$100	\$100
01 422 208 0000 Printing	-	-	-	-	-	-	-	-
01 422 212 0000 Copier	39	79	68	94	120	120	120	120
01 422 214 0000 Supplies	-	195	-	133	600	500	500	500
01 422 239 0000 Weed Watchers	-	-	-	-	-	750	750	750
01 422 247 0000 Training	420	389	709	918	800	800	800	800
01 422 303 0000 Misc.	437	392	503	1,052	1,300	1,000	1,000	1,000
01 422 304 0000 O/S	250	-	597	0	10,000	0	0	0
01 422 390 0000 Annual Fees	638	613	603	663	900	900	900	900
TOTAL OTHER	\$1,834	\$1,721	\$2,534	\$2,953	\$13,820	\$4,170	\$4,170	\$4,170
DEPT. O&M TOTAL	\$1,834	\$1,721	\$2,534	\$2,953	\$13,820	\$4,170	\$4,170	\$4,170

Conservation Commission Activities:

The Laconia Conservation Commission reviewed and approved 18 Wetland Conditional Use Permits, inspected all conservation easements and reviewed or commented on 65 State wetland permits. In addition, they conducted monthly Water Quality Monitoring of Paugus Bay and its tributaries. The Black Brook Geomorphological study is progressing well. Additional donations were received and a \$15,000 NHDES grant was secured by Conservation Commission Staff.

The assembly of information from the hydro-geomorphic 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 in the proper Geographic Information System (GIS) acceptable format to obtain these funds.

The Conservation Commission also took on an additional major task and formed an Aquatic Invasive subcommittee so the City-wide milfoil problem can be addressed. The New Hampshire Department of Environmental Services will work closely with Laconia to map all problem milfoil locations. The Laconia Conservation Commission has also signed on to attend monthly meetings offered by the Lake Winnepesaukee Association in Moultonborough, New Hampshire so all eradication efforts can be coordinated from a regional watershed approach.

The Conservation Commission has organized and participated in two cleanups of debris in our waterways – 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 removed a dump truck and a half load of heavy debris from the Winnepesaukee River utilizing volunteer divers working from the Messer Street Bridge to the mouth of Jewett Brook.

The Conservation Commission and the Belknap County Conservation District coordinated various Soak Up the rain lectures to train staff, residents, and volunteers on how to create rain garden solutions to protect water quality. Commission volunteers stenciled various catch basins to discourage residents from pouring toxic materials into them. The Commission designed signage to educate residents not to feed the geese or ducks which will help reduce potential E.coli issues. The Commission contributed \$500.00 to the State Lake Host Program which is coordinated locally at the Laconia Middle School. The program assists weed watcher and stormwater projects. The Commission also welcomed four new members to the Commission and its subcommittees.

Con Com Goals and Objectives for 2016 – 2017

Draft a State approved city-wide milfoil management plan. Expand the water quality monitoring plan to include specific smaller construction sites and monitor E.coli testing associated with the bacteria dogs illicit discharge grant. Complete the Black Brook Hydro-geomorphic study and begin the Watershed Plan. Take a more active role in financing the Lake Hosts Program at the Laconia Middle School. Continue the Winnepesaukee River debris clean-up. Create a larger group of Milfoil Weed Watchers. Continue to partner with Laconia Water Works to assure water quality is a priority in all Conservation Commission decisions. Work on introducing back the 30-foot water body buffer to the Laconia Zoning Ordinance to further reduce sediment loading in our streams. Continue to work toward protecting open space by securing conservation easements or outright purchases in the target areas as expressed by the 2011 Natural Resources Inventory. Continue to work toward trail linkage opportunities and protecting wildlife corridors in coordination with the update to the natural resources section of the Laconia Master Plan.

CONSERVATION COMMISSION
ACCOUNT DESCRIPTIONS
FY 2016-2017

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.

ANNUAL FEES

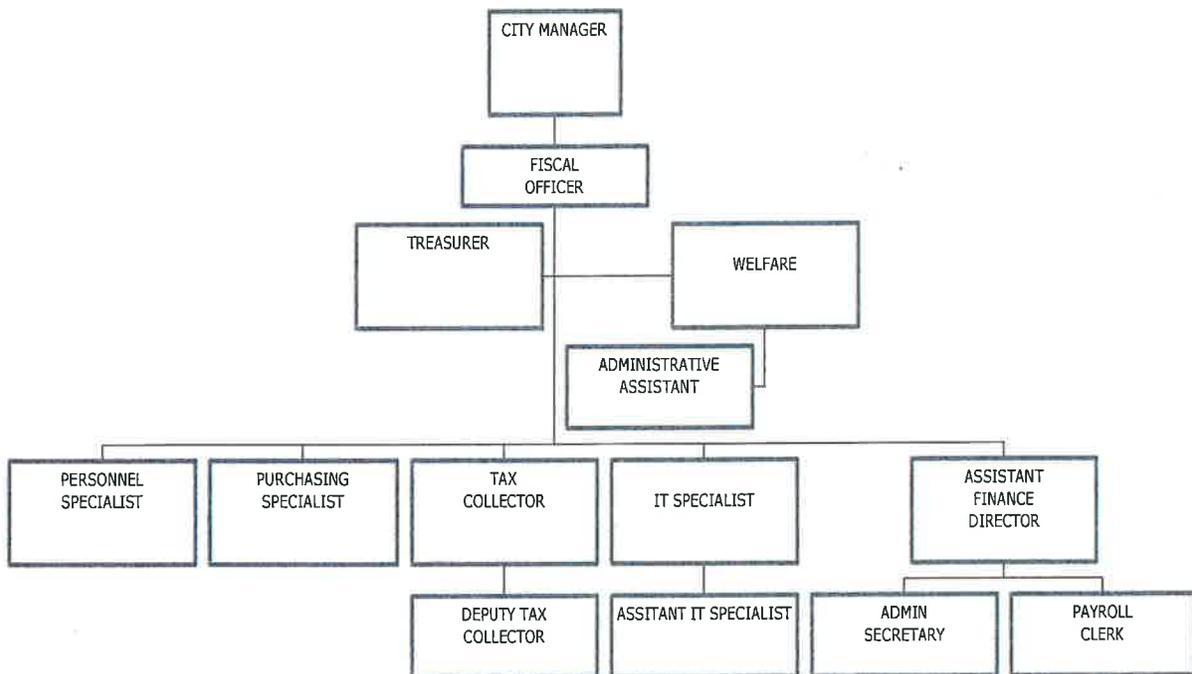
This line funds annual membership fees for the NH Association of Conservation Commissions.

WEED WATCHERS

This line is new in Fiscal Year 2017 and funds 3 months of the NH Lake Hosts program in Laconia This program most often referred to as “Weed Watchers” and places trained individuals at Laconia boat ramps to teach boaters how to prevent the spread of aquatic invasive species including milfoil.

FINANCE

FY 2016-2017 BUDGET



FINANCE - EMPLOYEE BENEFITS
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 429 120 0000 Social Security	\$266,065	\$274,984	\$279,349	\$295,535	\$320,057	\$334,174	\$331,297	\$331,297
01 429 130 0000 Health Insurance*	935,510	733,238	653,014	630,376	639,751	821,002	759,440	759,440
01 429 135 0000 Retirement	<u>155,334</u>	<u>161,560</u>	<u>201,056</u>	<u>204,731</u>	243,642	<u>268,384</u>	<u>264,170</u>	264,170
TOTAL OTHER	\$1,356,909	\$1,169,782	\$1,133,419	\$1,130,642	\$1,203,450	\$1,423,560	\$1,354,907	\$1,354,907
DEPT. O&M TOTAL	\$1,356,909	\$1,169,782	\$1,133,419	\$1,130,642	\$1,203,450	\$1,423,560	\$1,354,907	\$1,354,907

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

FINANCE - EMPLOYEE BENEFITS
ACCOUNT DESCRIPTIONS
FY 2016 -2017 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 reflects an increase in staffing of 1 Groundskeeper for the Parks and Recreation Department, along with 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 not-to-exceed rate for Fiscal Year 2017 is 9.71% as compared to 3.4% for Fiscal Year 2016. ***The City Manager has reduced this line item by \$60,676.***

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 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 403 101 0000 Salaries	\$378,327	\$416,652	\$438,203	\$453,340	\$488,453	\$515,932	\$515,932	\$515,932
01 403 105 0000 Overtime	479	988	661	1,131	500	500	500	500
01 403 106 0000 Sick-Hurt	3,045	2,211	5,023	5,429	-	-	-	-
01 403 107 0000 Holidays	7,544	7,866	7,921	9,335	-	-	-	-
01 403 108 0000 Vacations	13,161	15,839	14,668	18,372	-	-	-	-
01 403 109 0000 Longevity	330	330	390	450	540	630	630	630
01 403 115 0000 Salary Adj.	-	-	-	-	21,352	21,794	21,794	21,794
TOTAL SALARIES	\$402,885	\$443,886	\$466,866	\$488,057	\$510,845	\$538,856	\$538,856	\$538,856
OTHER								
01 403 201 0000 Telephones	\$1,866	\$1,705	\$1,764	\$1,789	\$2,000	\$1,800	\$1,800	\$1,800
01 403 207 0000 Postage	15,604	15,846	17,602	16,703	18,500	17,500	17,500	17,500
01 403 212 0000 Copier	4,285	5,897	3,686	5,351	5,000	5,500	5,500	5,500
01 403 214 0000 Supplies	9,299	5,197	6,020	4,810	5,500	5,000	5,000	5,000
01 403 214 0001 Supplies - OREO/Fees	195	1,061	4,042	9,404	2,000	2,000	2,000	2,000
01 403 221 0000 Audit	29,571	32,536	30,075	33,165	35,000	35,000	35,000	35,000
01 403 225 0000 Mortgage Research	2,934	3,100	3,024	2,745	3,500	3,250	3,250	3,250
01 403 229 0000 Registry of Deeds	1,310	1,150	1,507	1,183	1,500	1,250	1,250	1,250
01 403 233 0000 Maint. Agreements	5,115	6,365	6,148	7,598	6,500	7,000	7,000	7,000
01 403 234 0000 Vehicle Rental	860	670	2,226	2,698	2,000	2,500	2,500	2,500
01 403 237 0000 Records Disposition	-	-	81	113	100	100	100	100
01 403 238 0000 Bank Service Fees	-	-	182	375	450	450	450	450
01 403 245 0000 Conference-Dues	845	1,338	1,879	1,209	1,750	1,500	1,500	1,500
01 403 247 0000 Training	566	700	480	350	500	500	500	500
01 403 401 0000 Equipment	2,881	3,972	2,777	222	3,200	3,000	3,000	3,000
TOTAL OTHER	\$75,331	\$ 79,537	\$ 81,493	\$ 87,715	\$ 87,500	\$ 86,350	\$ 86,350	\$ 86,350
DEPT. O&M TOTAL	\$478,217	\$523,423	\$548,359	\$575,772	\$598,345	\$625,206	\$625,206	\$625,206

FINANCE
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director **	28		52	35		\$1,611.90	\$83,818.80
1	Personnel Spec.**	20		52	35		\$1,171.48	\$60,916.96
1	Purch Spec.**	18		52	35		\$1,064.49	\$55,353.48
1	Tax Collector**	19		52	35		\$1,013.52	\$52,703.04
1	Assist Fin Director**	19		52	35		\$945.94	\$49,188.88
1	Finance Clerk**	9H		52	35	\$20.83	\$729.05	\$37,910.60
1	Admin. Secretary*	9	10	52	35	\$20.83	\$729.05	\$37,910.60
1	Account Clerk II*	8	4	32	25	\$17.33	\$433.25	
		8	5	20	25	\$18.15	\$453.75	\$22,939.00
1	Treasurer							\$11,025.00
1	IT Specialist**	23		52	35	\$38.67	\$1,353.45	\$70,379.40
1	Asst IT Specialist**	16H		52	35	\$22.41	\$784.35	\$40,786.20
	less reimbursements from Water & Sewer Fund							(\$7,000.00)
Total Finance								\$515,931.96

* 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, Single Audit and budgets annually
- Complete all financial reporting to the State

2016-2017 Performance Measure

- Continue to Increase stability in the City's computer network
- Expand scanning documents to Laserfiche
- Continued efforts updating or creating procedure manuals
- Implement timekeeping and attendance module to payroll system.

FINANCE – FISCAL
ACCOUNT DESCRIPTIONS
FY 2016-2017 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 16 Audit which will be completed in FY17.

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 copiers, 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 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 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 433 123 0000 Unemployment Ins.	\$9,084	\$22,491	\$21,639	\$17,948	\$20,250	\$15,000	\$15,000	\$15,000
01 433 125 0000 Workers Comp. Ins	225,216	199,628	95,219	227,021	284,036	267,000	267,000	267,000
01 433 218 0000 Property & Liability Ins	216,301	209,039	218,809	226,408	249,270	275,000	275,000	275,000
01 433 218 0002 Wellness Program	46	1,028	537	438	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	1,781	244	140	217	1,500	1,500	1,500	1,500
01 433 218 0007 Claims	<u>3,000</u>	<u>91</u>	<u>389</u>	<u>2,255</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
TOTAL OTHER	\$455,428	\$432,521	\$336,733	\$474,287	\$559,556	\$563,000	\$563,000	\$563,000
DEPT. O&M TOTAL	\$455,428	\$432,521	\$336,733	\$474,287	\$559,556	\$563,000	\$563,000	\$563,000

FINANCE – INSURANCE
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

UNEMPLOYMENT

This line item funds the cost of the City payment to Primex for the Unemployment Compensation Program. This line has decreased again 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. The reduction in the budget request for Fiscal Year 17 is due to a reduction in the overall workers compensation rate.

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 2016-2017 BUDGET**

	<u>ORIGINAL</u>		<u>BAL.DUE</u>	<u>YRS</u>	<u>2015-</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>%15-16</u>
	<u>DEBT</u>	<u>YRS</u>	<u>07/01/16</u>	<u>REM.</u>	<u>2016 P & I</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>P & I</u>	<u>16-17</u>
BONDED DEBT									
MUNICIPAL BONDS									
1996 Capital Imp.	\$1,125,000	20	\$ -	-	\$54,986	\$ -	\$ -	\$ -	-100.0%
2001 Capital Imp	\$3,565,000	20	\$1,050,000	6	\$223,476	\$175,000	\$48,476	\$223,476	0.0%
2002 Capital Imp	\$2,029,000	20	\$700,000	7	\$132,445	\$100,000	\$28,095	\$128,095	-3.3%
2003 Library Renovation & addition	\$2,347,500	20	\$880,000	8	\$152,785	\$110,000	\$38,385	\$148,385	-2.9%
2006 Capital Imp	\$410,861	10	\$ -	-	\$42,752	\$ -	\$ -	\$ -	-100.0%
2009 Transfer Station Debt	\$1,045,000	10	\$285,000	3	\$112,456	\$95,000	\$12,469	\$107,469	-4.4%
2008 Aerial Fire Truck	\$950,000	10	\$285,000	4	\$103,778	\$95,000	\$5,852	\$100,852	-2.8%
2010 Weirs Boardwalk	\$800,000	20	\$500,000	14	\$63,770	\$40,000	\$22,570	\$62,570	-1.9%
2010 Anthony Drive Drainage Improvments*	\$437,000	20	\$163,236	15	\$15,870	\$10,883	\$4,675	\$15,558	-1.8%
2011 Endicott Water Line	\$236,250	20	\$252,000	15	\$25,024	\$15,750	\$8,719	\$24,469	-2.2%
2011 Weirs Boardwalk Supplement	\$187,500	20	\$200,000	15	\$20,330	\$12,500	\$6,920	\$19,420	-4.5%
2012 Fire Engine/Salt Shed	\$468,000	10	\$416,000	7	\$61,451	\$52,000	\$6,215	\$58,215	-5.3%
2013 Smith Track/Weirs Community Park	\$765,000	10	\$765,000	8	\$102,629	\$85,000	\$15,555	\$100,555	-2.0%
2015 Capital Improvements	\$6,400,000	20	\$6,079,739	19	\$596,970	\$320,261	\$195,113	\$515,374	-13.7%
2016 Endicott Rock Restoration	\$300,000	10	-	10	-	-	\$6,000	\$6,000	
2017 Lakeside Avenue Reconstruction	\$1,000,000	20	-	20	-	-	\$20,000	\$20,000	
2017 Messer St Drainage Improvements	\$300,000	20	-	20	-	-	\$6,000	\$6,000	
TOTAL CITY			\$11,575,975		\$1,708,722	\$1,111,394	\$425,044	\$1,536,438	-10.1%
SCHOOL BONDS									
2001 School Renovations	\$6,223,000	20	\$2,190,000	6	\$402,100	\$315,000	\$85,246	\$400,246	-0.5%
2002 School Renovations	\$4,123,300	20	\$1,435,000	7	\$275,008	\$205,000	\$60,988	\$265,988	-3.3%
2008 MM School Construction	\$23,000,000	29	\$12,822,686	21	\$1,489,224	\$964,634	\$522,967	\$1,487,601	-0.1%
2011 QZAB Bond - Huot Ctr Renovation 1st	\$2,103,000	19	\$1,660,200	15	\$110,700	\$110,700	-	\$110,700	0.0%
2012 QZAB Bond - Huot Ctr Renovation 2nd	\$4,397,000	23	\$3,992,000	20	\$140,000	\$145,000	-	\$145,000	3.6%
2014 School Huot Supplement	\$1,000,000	20	\$900,000	17	\$78,080	\$50,000	\$26,600	\$76,600	-1.9%
2014 QZAB Bond - LHS Renovation	\$1,828,000	21	\$1,756,000	21	\$72,000	\$72,000	-	\$72,000	0.0%
TOTAL SCHOOLS			\$24,755,886		\$2,567,112	\$1,862,334	\$695,801	\$2,558,135	-0.3%
GENERAL FUND TOTAL			\$36,331,861		\$4,275,834	\$2,973,728	\$1,120,845	\$4,094,573	-10.4%
INTERNAL SERVICE FUND BONDS									
2012 Public Work Vehicle Replacement	\$580,000	10	\$406,000	7	\$68,529	\$58,000	\$9,152	\$67,152	-2.0%
TOTAL INTERNAL SERVICE FUND			\$406,000		\$68,529	\$58,000	\$9,152	\$67,152	-2.0%
WATER BONDS									
2009 Water Tank	\$1,500,000	20	\$1,085,000	15	\$121,091	\$75,000	\$43,638	\$118,638	-2.0%
TOTAL WATER			\$1,085,000		\$121,091	\$75,000	\$43,638	\$118,638	-2.0%
DOWNTOWN TIF BONDS									
2015 Capital Improvments	\$1,705,000	20	\$1,619,680	19	\$159,033	\$85,320	\$53,517	\$138,837	-12.7%
TOTAL TIF			\$1,619,680		\$159,033	\$85,320	\$53,517	\$138,837	-12.7%
GRAND TOTAL			\$37,822,861		\$4,555,958	\$3,134,048	\$1,227,152	\$4,419,200	-3.0%

* 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 2016-2017 BUDGET

	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
OTHER								
01 427 901 0020 Recreation & Facilities	\$14,137	\$16,131	\$14,573	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 427 901 0040 Police	102,852	151,858	169,262	125,000	125,000	125,000	125,000	125,000
01 427 901 0080 Fire	-	-	-	-	-	-	-	205,750
TOTAL OTHER	\$116,989	\$167,989	\$183,835	\$145,000	\$145,000	\$145,000	\$145,000	\$350,750
DEPT. O&M TOTAL	\$116,989	\$167,989	\$183,835	\$145,000	\$145,000	\$145,000	\$145,000	\$350,750

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

FINANCE – REIMBURSABLES
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

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

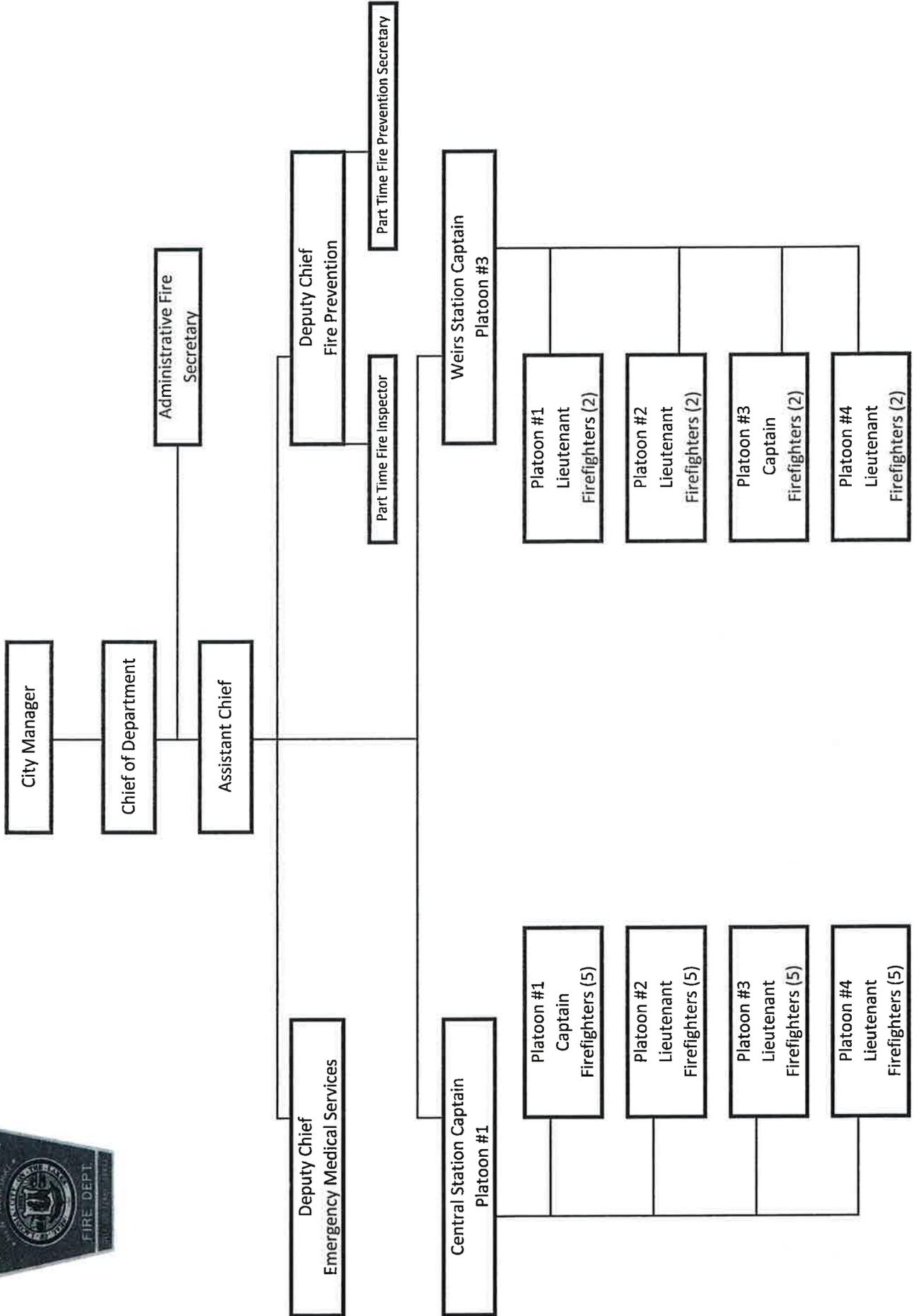
RECREATION & FACILITIES

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 Co-op 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 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 445 101 0000 Regular Salaries*	\$1,577,762	\$1,560,788	\$1,662,411	\$1,726,913	\$1,977,497	\$2,060,625	\$2,071,851	\$2,071,851
01-445-106-0001 Personal Coverage	-	-	28,720	34,633	26,760	37,500	37,500	37,500
01 445 105 0000 Extra Duty Coverage	66,869	41,811	74,700	51,759	54,200	62,000	62,000	54,000
01 445 106 0000 Sick-Injury Coverage	40,330	63,959	28,722	37,151	50,200	55,000	55,000	55,000
01 445 107 0000 Holidays	92,579	85,644	96,790	98,138	107,800	110,000	110,000	110,000
01 445 108 0000 Vacation	112,489	146,612	80,833	74,250	60,800	91,000	91,000	74,000
01 445 110 0000 Retirement Payout	-	-	-	69,013	-	-	-	-
01 445 109 0000 Longevity	1,560	1,590	1,470	1,440	1,800	1,890	1,890	1,890
01 445 111 0000 Contractual EMT-Incentive	12,000	12,000	32,850	38,500	38,000	41,250	41,250	41,250
01 445 115 0000 Salary Adj.	-	-	-	-	12,586	12,981	13,542	13,542
01 445 130 0000 Health Insurance	710,782	620,985	537,392	510,803	568,432	630,638	588,823	588,823
01 445 132 0000 F.F. Insurance	730	740	820	820	920	860	860	860
01 445 135 0000 Retirement	445,000	441,553	545,184	\$577,338	675,567	692,272	695,545	695,545
TOTAL SALARIES	\$3,060,101	\$2,975,682	\$3,089,892	\$3,220,758	\$3,574,562	\$3,796,016	\$3,769,261	\$3,744,261
OTHER								
01 445 201 0000 Telephones	\$7,346	\$7,252	\$7,503	\$6,708	\$7,600	\$7,600	\$7,600	\$7,600
01 445 202 0000 Lights-Power	18,596	18,463	17,363	17,633	21,000	21,000	21,000	21,000
01 445 203 0000 Water-Sewer	2,185	2,688	2,755	3,254	2,800	3,000	3,000	3,000
01 445 204 0000 Heating Fuel	15,604	18,465	24,754	24,834	22,000	22,000	22,000	22,000
01 445 212 0000 Copiers	1,794	2,090	2,152	2,064	2,100	2,100	2,100	2,100
01 445 214 0000 Supplies-Department	6,353	10,304	11,216	7,339	6,500	6,500	6,500	6,500
01 445 233 0000 Maint.-Equipment	15,855	9,889	9,645	9,893	7,000	7,000	7,000	7,000
01 445 233 0001 Maint.-Fire Alarms	449	1,878	1,940	2,743	2,000	2,000	2,000	2,000
01 445 233 0003 Maint.-Radios	2,148	4,047	2,501	1,117	3,200	3,200	3,200	3,200
01 445 235 0000 Maint.-Station Repairs	15,832	14,973	19,288	7,459	10,000	5,000	5,000	5,000
01 445 235 0001 Maint-Station Supplies	4,886	8,113	7,563	9,617	6,000	6,000	6,000	6,000
01 445 245 0000 Conference/Dues	2,126	4,688	3,355	3,065	3,000	3,000	3,000	3,000
01 445 247 0000 Training	7,117	4,682	4,978	4,235	6,000	6,000	6,000	6,000
01 445 247 0003 Career Development	1,065	1,377	1,811	984	3,200	3,200	3,200	3,200
01 445 251 0000 Uniform Allowance	18,567	17,226	16,344	17,267	17,500	17,500	17,500	17,500
01 445 251 0001 Protective Clothing	17,699	19,574	19,566	14,613	18,000	18,000	18,000	18,000
01 445 253 0000 Physical Exams	8,300	8,808	7,333	9,693	10,000	10,000	10,000	10,000
01 445 304 0000 O/S Contracts	2,971	13,349	11,484	15,207	13,500	14,000	14,000	14,000
01 445 359 0000 Fire Prevention-Administratior	7,198	1,721	1,841	4,698	1,800	1,800	1,800	1,800
01 445 359 0001 Fire Prevention-Public Education	1,343	-	274	793	1,800	1,800	1,800	1,800
01 445 367 0000 Emergency Management -CE	-	-	-	2,000	2,000	2,000	2,000	2,000
01 445 401 0000 Equipment	13,211	28,486	15,575	16,185	12,000	12,000	12,000	12,000
01 445 401 0002 Equipment-Training	-	557	614	212	1,500	1,500	1,500	1,500
01 445 401 0004 Special Events Coverage	458	564	73	329	500	500	500	500
01 445 401 0011 Computer Network Server	-	-	-	-	7,500	-	-	-
01 445 403 0007 Radio Pager Replacement	381	5,265	9,430	2,451	2,000	2,000	2,000	2,000
01 445 375 0000 LR Mutual Fire O/S	-	-	4,043	129,217	128,848	135,161	135,161	135,161
01 445 999 9999 Fire Transfer In/Out	-	-	70,000	35,000	-	-	-	-
TOTAL OTHER	\$171,484	\$204,459	\$273,401	\$348,610	\$319,348	\$313,861	\$313,861	\$313,861
01 445 234 0000 Vehicle Rental	\$99,996	83,000	77,280	85,000	86,000	80,000	80,000	80,000
01 445 234 0001 Internal Service Fund	106,400	117,000	121,009	130,000	130,000	120,000	120,000	120,000
DEPT. O&M TOTAL	\$3,437,981	\$3,380,141	\$3,561,582	\$3,784,368	\$4,109,910	\$4,309,877	\$4,283,122	\$4,258,122
Less LRGH Contribution					(\$127,000)			
Less Carryover from FY15					(\$31,250)			
Less SAFER Grant Extention until 10/2015					(\$81,250)			
Less Belmont Municipal Agreement					-			
Net Fire Budget					\$3,870,410			

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

FIRE
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief**	28		52			\$1,978.77	\$102,896.04
1	Assistant Fire Chief**	26		52			\$1,739.62	\$90,460.24
1	Deputy Fire Chief/ Fire Prevention Sp**	24		52			\$1,490.28	\$77,494.56
1	PT Inspector							\$22,000.00
1	PT Secretary							\$9,000.00
1	Admin. Secretary*	9	8	52	40	20.22	\$808.80	\$42,063.00
Total FIRE ADMIN								\$343,913.84

FIREFIGHTERS*

								Based on 12 months @ new rate
1	Captain/EMT-A			52	42	31.42	\$1,319.64	\$68,621.28
1	Captain/EMT-P			52	42	32.01	\$1,344.42	\$69,909.84
1	Lieutenant/EMT-A			52	42	28.61	\$1,201.62	\$62,484.24
1	Lieutenant/EMT-A			52	42	27.77	\$1,166.34	\$60,649.68
	Lieutenant/EMT-P			52	42	28.55	\$1,199.10	
4	Lieutenant/EMT-P			52	42	30.03	\$1,261.26	\$262,342.08
5	6th Class FF/EMT-A			52	42	24.53	\$1,030.26	\$267,867.60
1	5th Class FF/ EMT-P			52	42	24.98	\$1,049.16	\$54,556.32
1	4th Class FF/EMT-P			52	42	24.37	\$1,023.54	\$53,224.08
2	4th Class FF/EMT-A			52	42	23.21	\$974.82	\$101,381.28
5	3rd Class FF/EMT-A			52	42	22.31	\$937.02	\$243,625.20
5	3rd Class FF/EMT-P			52	42	23.42	\$983.64	\$255,746.40
3	2nd Class FF/EMT-A			52	42	20.79	\$873.18	\$136,216.08
1	2nd Class FF/EMT-P			52	42	21.82	\$916.44	\$47,654.88
1	1st Class FF/EMT-A			52	42	19.99	\$839.58	\$43,658.16
32	Total Fire Fighters							\$1,727,937.12
Total Fire Dept							\$2,071,850.96	

AMBULANCE***

1	Deputy Chief EMS **			52	42		\$1,490.28	\$77,494.56
4	FF6th/EMT-P			52	42	25.72	\$1,080.24	\$224,689.92
Total Ambulance							\$302,184.48	

*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

Fire Department Activities

- 2015 Responded to 10,660 requests for service - 41% of these are emergency calls
- 2015 Responded to 4,324 emergency calls - 6,534 apparatus responses
- 2015 Responded to 2,040 simultaneous and back-to-back calls
- 2015 72% of all responses are a single-unit response.
- 2015 16% of all responses required a full shift response or greater
- 2015 Response time to the built-up areas of the city within 4 minutes was 66% - a 40% improvement since 2010

Performance Goals and Benchmarks

2015	Respond to 90% of all emergencies in built-up areas within 6 mins.	98%
2015	Respond to 90% of all emergency calls within 8 minutes or less	105%
2015	First alarm units arrive on-scene within 12 minutes 80% of the time	90%
2015	Contain 70% residential dwelling fires to room of origin	45%
2015	Maintain 75% loss to save ratio for fires	90%
2015	Maintain single-unit response at 65%	110%

Five-year analysis of fires and responses

- 73% of all fires were in residential property; 48% of the property loss
- 34% of residential fires are in multi-family type homes
- 5% of fires were in health care facilities
- 10% of fires were in business/industry occupancies yet account for 29% of the losses
- 6% of all fires were in assembly type occupancy; 21% of the property loss
- Arson/suspicious fires account for 18% of all fires; 13% remain under investigation
- Accidental fires account for 45% of all fires
- 72% 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 836 inspections - a 13% increase.
- 3,053 permits issued- sprinklers, gas & oil appliances, open burning, fire alarm systems, new buildings
- 132 safety programs to the public - extinguisher training, lectures
- Presented public safety education to 291 adults and 847 children.
- On-duty crews conducted 699 in-service inspections - a 72% increase from 2012.
- Visited 92 homes of Senior Citizens for safety audits
- Inspected 132 multiple family dwellings; a 169% increase.
- Generated \$46,687 in revenue through permits - a 80% increase from 2013.
- Generate \$63,000 per year in service fees for municipal fire alarm systems
- 4,563 hours of training in 557 sessions
- Forty-nine planning sessions for emergency management and public health
- 132 health code related actions for apartment houses, day care, foster care, mold and bed bugs

Objectives

2016		
	Inspect all multi-family dwellings biannually	40%
	Inspect all public assemblies/schools annually	100%
	Improve on-duty training hours to 180 hours per firefighter	70%
	Institute inspection program for commercial buildings	80%
	Institute a leadership training program for supervisors	100%
	Reduce recalls by 50% therefore reduce overtime	185%
	Reduce injuries and therefore overtime by 25%	170%

FIRE
ACCOUNT DESCRIPTIONS
FY 2016-2017 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, and 32 operations personnel (4 additional firefighters and one deputy chief are funded by LRGH). LRGH has agreed to provide an additional \$127,000 towards the four SAFER firefighter positions. Total number of personnel assigned to Emergency Operations includes 2 captains, 6 lieutenants and 28 firefighters.

In order to protect the City each and every day, we operate a four platoon system; each platoon working a 24-hour shift thus providing 8,760 hours of service and protection per year. A total of two Officers and seven Firefighters staff each platoon; One officer and 2 Firefighters cover the Weirs Station and 1 Officer with 5 Firefighters cover the Central Station. These nine employees operate two pumpers, two ladder trucks, and one ambulance while also cross staffing two additional ambulances, as needed (924 times in 2015). According to National standards, this type of apparatus should be covered by a total of sixteen officers and firefighters. Municipal Resources, Inc. in their 2012 study recommends four shifts of eleven, with a minimum of ten firefighters on-duty at any time. In lieu of this staffing, we rely on mutual aid and off-duty response to supplement the crews.

In 2015 we responded to a record breaking 4,324 emergency calls. Even with this high number of emergencies, we were able to reduce emergency recalls from 1 recall for every 15 emergencies (2010) to 1 recall for every 72 emergencies. In addition to the improvement in recalls, we have decreased lost wages and overtime caused by injuries from \$143,000 per year to \$27,400 last year. These improvements are attributed to the increase in department staffing and maintaining that staffing for most of the year. We do still face a very serious problem however, with simultaneous/back-to-back emergency calls. In 2015 we reached 2,040 back-to-back calls and these are increasing at an extremely high rate. In 2003, our back-to-back call rate was 23%; currently we are at a staggering 47%. Since 2006, the number of back-to-back emergencies has increased by 120%. The added Firefighters have had a positive impact on responding to back-to-back calls as reflected in the drop in recalls; however, the back-to-back calls do severely restrict our response reliability and effectiveness. We are able to put 3 ambulances on the road simultaneously and still have an Engine available with two Firefighters; however, this is not an ideal position to be in especially if we receive a high risk response such as a structure fire.

Laconia is a city with many high risk properties such as (but not limited to) LRGH, Laconia High School, Taylor Home Community, 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, and hundreds of multiple family dwellings located throughout the City. There are also the downtown business blocks, marinas, as well as Amerigas and Rhymes propane and fuel storage facilities. Currently, there are three large buildings under construction for immediate occupancy. These properties are considered high risk because of their large size in area, having multiple floors and therefore house large number of occupants; many of whom are not capable of self-rescue. Some properties are overly occupied and some are inherent serious fire hazards. Some of these high risk properties are a combination of all. High risk properties require a minimum response of 24 Firefighters arriving within 10 minutes in order to gain control of the emergency. Fortunately, through recalls and automatic aid, we are consistently putting 20 firefighters at a fire scene within the first 10-15 minutes.

We are very effective at attacking and suppressing fires in one and two family homes; however, we are ineffectively and inappropriately staffed for a fire in a building larger than a two family, 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 34% of all structure fires are in multiple family dwellings (the national average is 15%), 39% are in one-family homes (national average is 60%), 5% are in public assemblies, and 5% are in mercantile.

The increase in staffing has had an enormous improvement in our productivity and capability, but it is still not where we need to be. As mentioned earlier in this report, MRI recommends eleven firefighters on-duty each day. It is my opinion that for a community of our size and growing, along with the hazards and many risks that we must deal with, I feel each shift should consist of two officers and ten on-duty firefighters. This would provide eight people covering Central and four at the Weirs. Each primary platoon would operate with two crews and a combined force of twelve firefighters to each serious alarm. *The City Council transferred \$60,000 from this line item to the Fire Radio's Capital Outlay line, to offset this transfer the Council approved a \$60,000 transfer from the Fire Staffing Stabilization account. A revenue line item was added to reflect this transfer to the budget.*

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. *The City Council transferred \$17,000 from this line item to Contingency.*

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 recalls from a high of 300 per year (2009) to a current 60 per year. The ratio of recalls to incidents has improved from 1 recall every 15 emergencies to 1 recall for every 72. *The City Council transferred \$8,000 from this line item to Contingency.*

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 4 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.

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. At this point the cost for the new station is still unknown. We expect an increase in electric and a decrease in fuel/heat.

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. We anticipate a decrease in fuel/heat costs as the new system utilizes electricity for most of the heating season.

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. 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.

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.

LRGH CONTRIBUTION

This line item represents the reimbursement to be received from Lakes Region General Hospital due to the reduction in callbacks and injuries as a result of the increased staffing to 36 firefighters/paramedics. There has been a significant decrease in Overtime to LRGH as a result of this staffing increase. This line item is set up as a reimbursable under 01-427-901-0080 – Fire.

BELMONT MUNICIPAL AGREEMENT

This line represents the reimbursement expected to be received from the Town of Belmont for the services provided in the Municipal Agreement for Fire Chief and Assistant Fire Chief to manage the Belmont Fire Department and Staff. This line item is set up as a reimbursable under 01-427-901-0080 – Fire.

LEGAL
FY 2016-2017 BUDGET

LEGAL
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>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER									
01 402 225 0000 Law Books	\$389	\$430	\$ -	\$ -	(\$100)	\$400	\$300	\$300	\$300
01 402 225 0001 Special Outside Litigation	788	2,700	-	281	9,337	20,000	20,000	20,000	20,000
01 402 225 0003 General Code Update	4,986	-	-	-	4,922	1,000	-	-	-
01 402 225 0005 Litigation	111,363	111,988	22,091	27,885	9,893	35,000	30,000	30,000	30,000
01 402 225 0006 Retainer	35,078	33,999	42,571	42,628	36,756	37,500	37,500	37,500	37,500
01 402 225 0007 Negotiator	400	19,469	15,651	15,992	12,024	10,000	10,000	10,000	10,000
TOTAL OTHER	\$153,004	\$168,586	\$ 80,313	\$ 86,786	\$ 72,832	\$103,900	\$ 97,800	\$ 97,800	\$ 97,800
DEPT. O&M TOTAL	\$153,004	\$168,586	\$ 80,313	\$ 86,786	\$ 72,832	\$103,900	\$ 97,800	\$ 97,800	\$ 97,800

LEGAL
ACCOUNT DESCRIPTIONS
FY 2016-2017 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.

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.

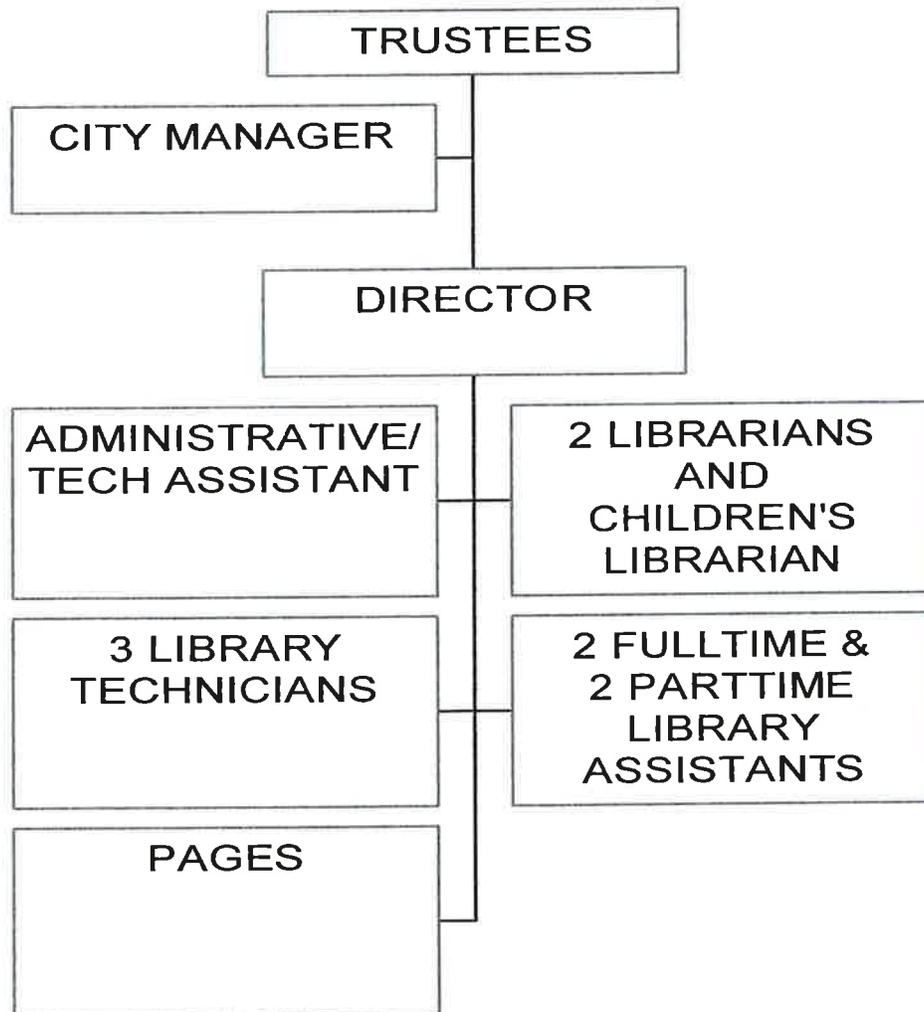
RETAINER

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.

LIBRARY
FY 2016-2017 BUDGET



LIBRARY
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 481 101 0000 Salaries	\$399,428	\$412,834	\$424,290	\$433,354	\$535,292	\$537,922	\$537,922	\$537,922
01 481 106 0000 Sick-Hurt	20,714	15,515	17,916	20,821	-	-	-	-
01 481 107 0000 Holidays	15,832	16,133	16,323	16,782	-	-	-	-
01 481 108 0000 Vacations	25,037	28,458	25,378	28,370	-	-	-	-
01 481 109 0000 Longevity	<u>840</u>	<u>840</u>	<u>900</u>	<u>840</u>	<u>1,110</u>	<u>1,050</u>	<u>1,050</u>	<u>1,050</u>
TOTAL SALARIES	\$461,850	\$473,780	\$484,807	\$500,167	\$536,402	\$538,972	\$538,972	\$538,972
OTHER								
01 481 201 0000 Telephones	\$1,966	\$1,963	\$1,899	\$1,891	\$2,500	\$2,300	\$2,300	\$2,300
01 481 201 0001 Internet/Cable	1,862	1,844	2,038	2,189	2,000	2,100	2,100	2,100
01 481 202 0000 Lights-Power	36,896	34,634	33,625	30,633	35,000	35,000	35,000	35,000
01 481 203 0000 Water-Sewer	2,248	2,326	1,834	2,653	2,941	2,900	2,900	2,900
01 481 204 0000 Fuel	18,628	19,701	22,647	22,534	21,000	21,000	21,000	21,000
01 481 207 0000 Postage	3,685	3,730	3,582	3,127	4,200	4,000	4,000	4,000
01 481 208 0000 Printing	2,987	2,007	1,745	1,706	2,500	2,200	2,200	2,200
01 481 214 0001 Supplies-Library	6,515	6,497	7,461	6,857	7,000	7,000	7,000	7,000
01 481 214 0002 Supplies-Building	2,043	2,189	2,372	1,996	2,400	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	3,691	3,756	3,162	3,664	4,400	4,200	4,200	4,200
01 481 233 0000 Maint.-Equipment	9,001	8,034	7,600	8,297	9,400	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	47,614	63,979	44,100	50,389	56,650	57,000	57,000	57,000
01 481 235 0001 Maint-Software/Service Contract	15,789	14,287	15,397	17,180	17,742	17,742	17,742	17,742
01 481 235 0002 Maint- Security/Virus Protection	2,814	778	2,249	1,571	3,289	3,000	3,000	3,000
01 481 235 0003 Maint-Elevator	2,927	3,195	3,881	3,492	3,475	3,600	3,600	3,600
01 481 235 0004 Maint-HVAC	7,208	11,053	16,613	13,891	7,210	7,500	7,500	7,500
01 481 242 0000 Travel-Meetings	1,963	2,013	2,121	2,312	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	755	755	718	950	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	510	250	1,241	1,408	1,200	1,200	1,200	1,200
01 481 257 0000 Books	57,663	67,768	68,808	70,208	72,500	72,500	72,500	72,500
01 481 259 0010 Non-Print Media	13,675	14,627	15,694	18,351	16,000	17,000	17,000	17,000
01 481 259 0020 Periodicals	11,552	10,263	10,421	9,060	12,000	11,000	11,000	11,000
01 481 263 0000 Programs	9,967	8,681	9,859	10,709	11,000	11,000	11,000	11,000
01 481 363 0000 Gale Park	154	3,244	1,191	4,747	2,000	2,000	2,000	2,000
01 481 401 0000 Equipment	8,927	8,740	12,362	13,741	10,000	10,000	10,000	10,000
01 481 403 0000 Library Trust	1,895	-	-	-	-	-	-	-
01 481 405 0001 Bookbinding	<u>660</u>	<u>631</u>	<u>551</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
TOTAL OTHER	\$273,594	\$296,945	\$293,171	\$303,556	\$310,807	\$310,442	\$310,442	\$310,442
DEPT. O&M TOTAL	\$735,444	\$770,725	\$777,978	\$803,723	\$847,209	\$849,414	\$849,414	\$849,414

LIBRARY
FY 2016-2017 BUDGET5

SALARIES

No of Emp	Title	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Director	10	52			\$1,586.70	\$82,508.40
1	Librarian	10	52	40	\$26.72	\$1,068.80	\$55,577.60
1	Librarian	10	52	40	\$26.72	\$1,068.80	\$55,577.60
1	Admin/Tech Asst	9	52	40	\$24.15	\$966.00	\$50,232.00
1	Children's Librarian	10	52	40	\$22.42	\$896.80	\$46,633.60
1	Library Tech	10	52	40	\$22.42	\$896.80	\$46,633.60
1	Library Tech	7	52	36	\$20.83	\$749.88	\$38,993.76
1	Library Assistant	10	52	40	\$18.69	\$747.60	\$38,875.20
1	Library Assistant	10	52	40	\$18.69	\$747.60	\$38,875.20
1	Library Assistant	7	52	40	\$17.37	\$694.80	\$36,129.60
1	Library Assistant	7	52	24	\$17.37	\$416.88	\$21,677.76
1	Library Assistant	3	52	24	\$15.75	\$378.00	\$19,656.00
	Page		52	14	\$9.00	\$126.00	\$6,552.00
						Total Library	\$537,922.32

Above Pay Rates Include Possible Merit (Step) Increases

LIBRARY
ACCOUNT DESCRIPTIONS
FY 2016-2017 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.

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.

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 steps and walkways on both sides of building.

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.

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. Also included in this line item is funding for HOOPLAdigital.com, an online service that allows patrons to instantly borrow free digital movies, music, and ebooks 24/7.

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.

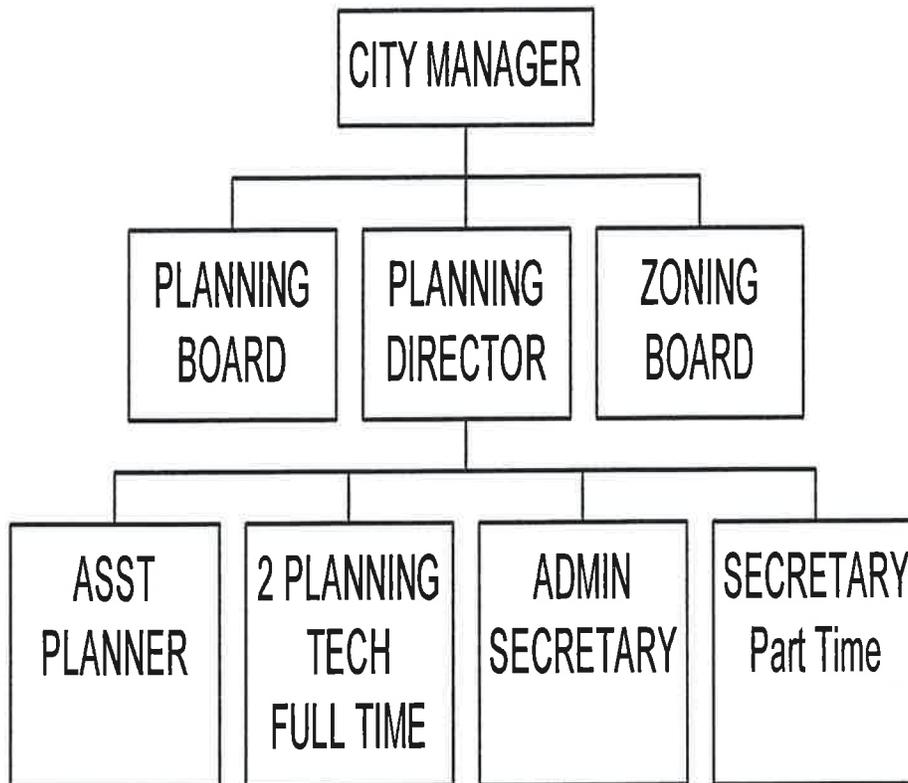
EQUIPMENT

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 2016-2017 BUDGET**



PLANNING
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 405 101 0000 Salaries	\$221,714	\$216,901	\$202,971	\$216,471	\$247,167	\$256,541	\$243,775	\$243,775
01 405 105 0000 Overtime	2,374	1,897	1,994	2,280	2,000	2,000	2,000	2,000
01 405 106 0000 Sick-Hurt	7,028	2,375	5,557	6,409	-	-	-	-
01 405 107 0000 Holidays	4,283	4,780	5,066	5,532	-	-	-	-
01 405 108 0000 Vacations	8,000	9,380	8,435	8,503	-	-	-	-
01 405 109 0000 Longevity	120	120	180	180	180	210	90	90
01 405 115 0000 Salary Adj.	-	-	-	-	5,619	5,889	5,709	5,709
TOTAL SALARIES	\$243,519	\$235,453	\$224,203	\$239,375	\$254,966	\$264,640	\$251,574	\$251,574
OTHER								
01 405 201 0000 Telephones	\$1,765	\$1,954	\$1,950	\$1,876	\$1,900	\$1,900	\$1,900	\$1,900
01 405 207 0000 Postage	736	728	644	659	900	900	900	900
01 405 210 0000 Notices	1,433	2,911	2,287	2,147	2,500	2,500	2,500	2,500
01 405 212 0000 Copier	2,288	2,827	1,924	2,746	2,800	2,800	2,800	2,800
01 405 214 0000 Supplies	6,014	1,796	2,148	1,170	2,800	2,800	2,800	2,800
01 405 229 0000 Registry of Deeds	-	-	-	-	-	-	-	-
01 405 234 0000 Vehicle Rental	2,227	1,588	2,905	2,955	3,500	3,500	3,500	3,500
01 405 242 0000 Travel-Meetings	586	1,121	185	1,674	1,000	1,000	1,000	1,000
01 405 245 0000 Conference-Dues	1,350	887	1,564	817	2,000	2,000	2,000	2,000
01 405 247 0000 Training	976	544	844	409	2,000	2,000	2,000	2,000
01 405 304 0000 O/S Contracts	17,153	7,752	624	250	-	-	-	-
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 Con	17,265	13,731	13,875	14,069	14,364	14,364	14,364	14,364
01 405 401 0000 Equipment	2675	3,595	2,986	3,073	3,500	3,500	3,500	3,500
TOTAL OTHER	\$54,469	\$39,434	\$33,990	\$33,845	\$39,264	\$39,264	\$37,264	\$37,264
DEPT. O&M TOTAL	\$297,988	\$274,887	\$258,193	\$273,220	\$294,230	\$303,904	\$288,838	\$288,838

PLANNING
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director**	27		52			\$1,148.76	\$59,735.52
1	Asst. Planner **	21		52	35		\$1,047.13	\$54,450.76
1	Planning Tech*	13	3	48	35	\$19.75	\$691.25	
		13	4	4	35	\$20.63	\$722.05	\$36,068.20
1	Planning Tech*	13	6	39	35	\$23.61	\$826.35	
		13	7	13	35	\$24.09	\$843.15	\$43,188.60
1	Adm Secretary*	9	8	12	35	\$20.22	\$707.70	
		9	9	40	35	\$20.53	\$718.55	\$37,234.40
1	Partime Secretary*	3	7	47	17	\$14.79	\$251.43	
		3	8	5	17	\$15.06	\$256.02	\$13,097.31
Total Planning								\$243,774.79

* 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 construction of past approved projects continued to pick back up. Last year the Planning Board approved 39 extensions, this year only 6 were approved. What this means is that 33 projects were in construction! The Planning Board approved less commercial and residential projects than last year with the approval of 9 residential units and 7 commercial projects. Planning Staff and Zoning Tax Force also completed the Weirs Re-Zoning, Alternative Treatment Center Ordinance and updates to Parking Regulations to make them ADA compliant as well as the Noise Ordinance updates. The Zoning Task Force is now on hiatus while the Master Plan is being completed. The Master Plan Advisory Team (MPAT) had a Community Forum in cooperation with NH Listens in October and an Open house in March. In August they received a Plan NH Grant valued at \$50,000 fro a Community Design Charrette. The MPAT worked to complete the Community Values, Land Use, Economics, Natural Resoures and Transportation chapters. The Dept. received approximately \$70,000 in grant money from DES for a Weirs Beach Watershed Assistance Grant to identify contamination sources and install treatment BMP's and \$500,000 from DOT for a Transportation Alternatives Grant (TAP) for sidewalks on Opechee and Winter Stree, along the Riverwalk from City Hall to Church Street, Church Street to the River's Edge Project and from Main Street to Rowe Court. 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 the 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 Planing 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 also coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communitites, regional entities and community base organizaiotns. We also participate in regional planning efforts through the Lakes Region Planning Commission.

Goals and Objectives 2016-2017

We will continue to focus attention on rewriting the Master Plan through the Reimagine Laconia process. 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 Natural Resource, Transportation and Housing sections. Much time will be spent administering the 70K DES Watershed grant and 500K DOT TAP grant.



PLANNING
ACCOUNT DESCRIPTIONS
FY 2016-2017 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. ***The GIS position was added as a full-time permanent position in Fiscal Year 2016, funded through the Public Works Budget, therefore the City Manager is not funding this line item.***

LAKES REGION PLANNING COMMISSION

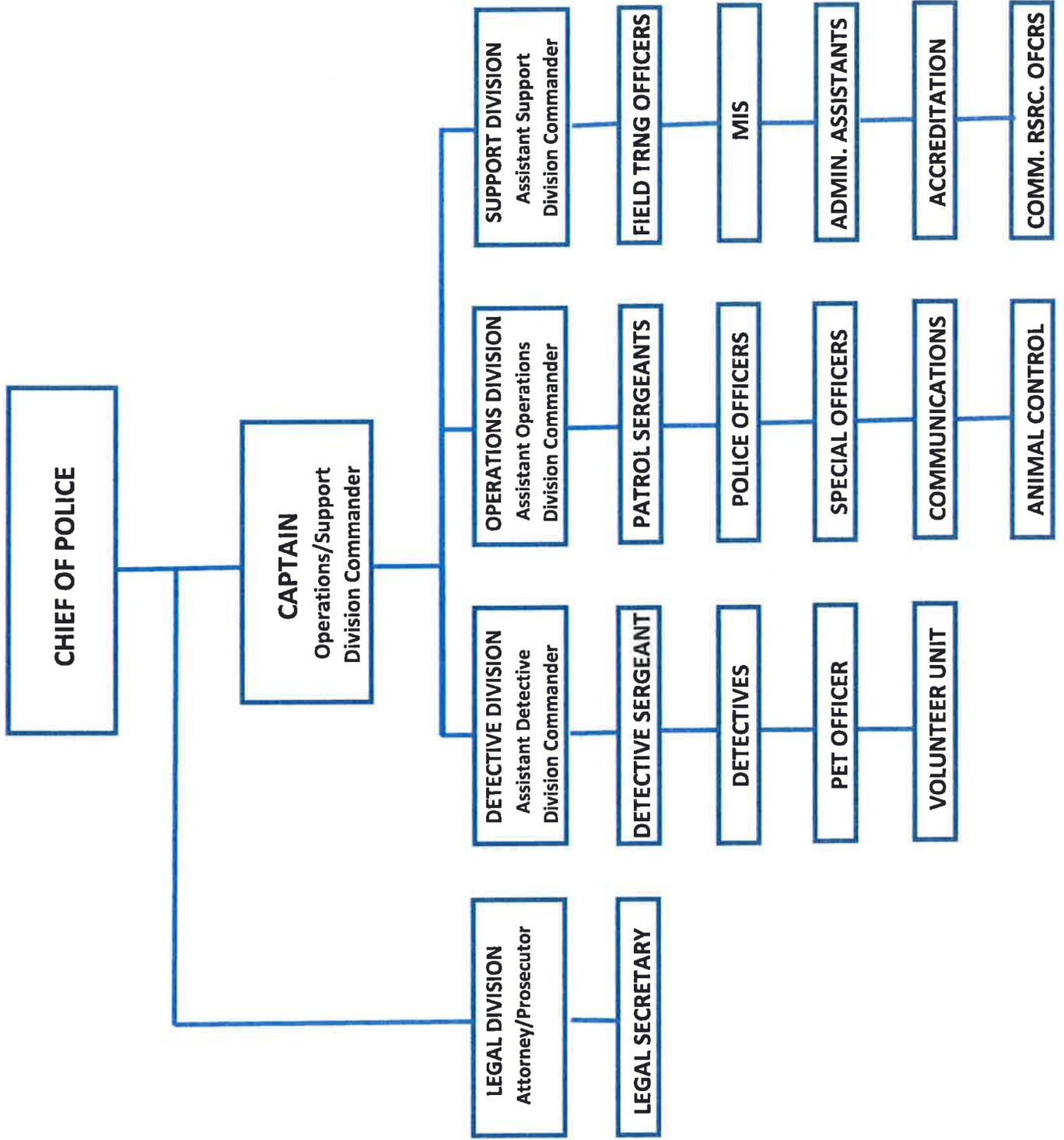
This line item funds the cost of membership. It is important for the City to participate in and support planning on a regional level as well as local. LRPC services used include Brownfields assessment, transportation data and studies and watershed management.

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.

POLICE DEPARTMENT ORGANIZATIONAL CHART

City of Laconia, New Hampshire



POLICE
FY 2016-2017 BUDGET

	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
SALARIES								
01 437 101 0000 Salaries	\$2,469,798	\$2,527,625	\$2,641,227	\$2,822,849	\$2,994,518	\$3,097,782	\$3,097,782	\$3,097,782
01 437 101 0014 Police Commission	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Partime Salaries	37,267	48,497	46,704	46,533	55,000	55,000	55,000	55,000
01 437 101 0030 Extra Duty	71,238	100,570	123,006	109,071	-	-	-	-
01 437 101 0040 Crossing Guards	14,608	15,466	15,254	-	-	-	-	-
01 437 101 0041 Shift Differential	-	-	-	-	10,000	15,000	15,000	15,000
01 437 101 0050 Overtime	97,689	125,445	113,662	111,728	110,000	110,000	110,000	110,000
01 437 106 0000 Sick-Hurt	45,722	88,126	46,022	33,159	-	-	-	-
01 437 107 0000 Holidays	17,841	24,361	20,644	20,044	22,000	22,000	22,000	22,000
01 437 109 0000 Longevity	23,097	20,567	20,270	21,192	22,588	22,588	22,588	22,588
01 437 110 0000 Retirement Payout	-	-	-	50,764	-	-	-	-
01 437 130 0000 Health Insurance*	1,099,653	846,917	764,905	722,810	772,484	979,590	887,106	887,106
01 437 135 0000 Retirement	<u>514,186</u>	<u>521,894</u>	<u>670,524</u>	<u>708,821</u>	753,032	<u>771,413</u>	<u>771,413</u>	771,413
TOTAL SALARIES	\$4,394,699	\$4,323,068	\$4,465,818	\$4,650,571	\$4,743,222	\$5,076,973	\$4,984,489	\$4,984,489
OTHER								
01 437 201 0000 Telephone	\$18,666	\$18,112	\$17,514	\$18,270	\$20,000	\$20,000	\$20,000	\$20,000
01 437 207 0000 Postage	2,025	2,387	948	1,314	2,500	2,000	2,000	2,000
01 437 208 0000 Printing	2,407	2,179	2,169	2,110	2,500	2,500	2,500	2,500
01 437 212 0000 Copier	4,387	6,570	5,593	6,243	6,500	6,500	6,500	6,500
01 437 214 0000 Supplies	13,091	7,505	7,674	6,037	10,000	10,000	10,000	10,000
01 437 233 0000 Maint.-Equipment	12,431	14,596	19,341	7,508	12,000	12,000	12,000	12,000
01 437 233 0010 Maint.-Radio	3,582	6,519	5,819	4,223	7,500	7,500	7,500	7,500
01 437 233 0020 Maint.-Computer	4,262	2,850	5,766	5,640	5,000	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,300	1,330	1,390	1,255	1,500	1,500	1,500	1,500
01 437 247 0000 Training	12,046	14,377	22,480	17,354	20,000	20,000	20,000	20,000
01 437 251 0000 Uniform Allowance	20,503	19,841	23,082	28,679	23,000	23,000	23,000	23,000
01 437 303 0000 Misc.	16,096	37,138	16,892	16,611	20,000	20,000	20,000	20,000
01 437 304 0000 O/S Contracts	37,492	56,725	50,932	61,555	46,084	42,730	42,730	42,730
01 437 304 0001 Accreditation	4,115	4,633	9,674	4,115	5,000	5,000	5,000	5,000
01 437 401 0004 Computer Equipment	-	-	-	37,943	10,000	10,000	10,000	10,000
01 437 999 9999 Police Transfer In/Out	-	-	-	(35,000)	-	-	-	-
TOTAL OTHER	\$152,402	\$194,762	\$189,274	\$183,857	\$191,584	\$187,730	\$187,730	\$187,730
01 437 234 0000 Vehicle Rental	\$109,992	\$110,000	\$99,248	\$103,000	\$110,000	\$90,000	\$90,000	\$90,000
01 437 234 0001 Internal Service Fund	84,480	80,000	92,000	86,000	100,000	85,000	85,000	85,000
POLICE REIMBURSABLE	<u>(102,852)</u>	<u>(151,858)</u>	<u>(169,262)</u>	<u>(154,747)</u>	-	-	-	-
DEPT. O&M TOTAL	\$4,638,721	\$4,555,972	\$4,677,078	\$4,868,681	\$5,144,806	\$5,439,703	\$5,347,219	\$5,347,219

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

POLICE
FY 2016-2017 BUDGET

SALARIES

Name	Title	Weeks	# Hours Worked	Weekly	Annual
1	Chief	52		\$2,174.02	\$113,049.04
1	Administrative Div Com	52		\$1,837.30	\$93,388.72
1	Prosecutor	52		\$1,837.20	\$93,836.82
3	Lieutenant	52		\$1,624-\$1,681	\$239,471.24
6	Sergeants	52	40	\$1,246-\$1,491	\$449,113.66
30	Patrolmen	52	40	\$867-\$1,246	\$1,639,492.00
4	Administrative Asst	52	40	\$834-\$1,156	\$188,095.08
1	Information Technology	52	40	\$1,155.83	\$60,103.16
5	Dispatchers	52	40	\$723-\$981	\$221,231.91

Total Police	\$3,097,781.63
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Police Department Annual Activities 2014-2015

# of calls responded to	21,691
# of criminal offenses	3,743
# of criminal arrests	1,352
# of fatal accidents	1
# of injury accidents	155
# of property damage accidents	648
# of parking tickets issued	2,124
# of arrests/summons	329
# of written warnings	4,230
# of DWI arrests	103

POLICE DEPARTMENT
ACCOUNT DESCRIPTIONS
FY 2016--2017 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 2016-2017. In an on-going effort to continue to meet the goals and objectives of the City Council and departments, funds are included to continue the funding of a Prevention Enforcement Treatment Coordinator in Fiscal Year 16. The Department Budget request included 12 months of salary for the 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 continue to 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.

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.

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. The agency will seek its second reaccreditation in November, 2016.

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.

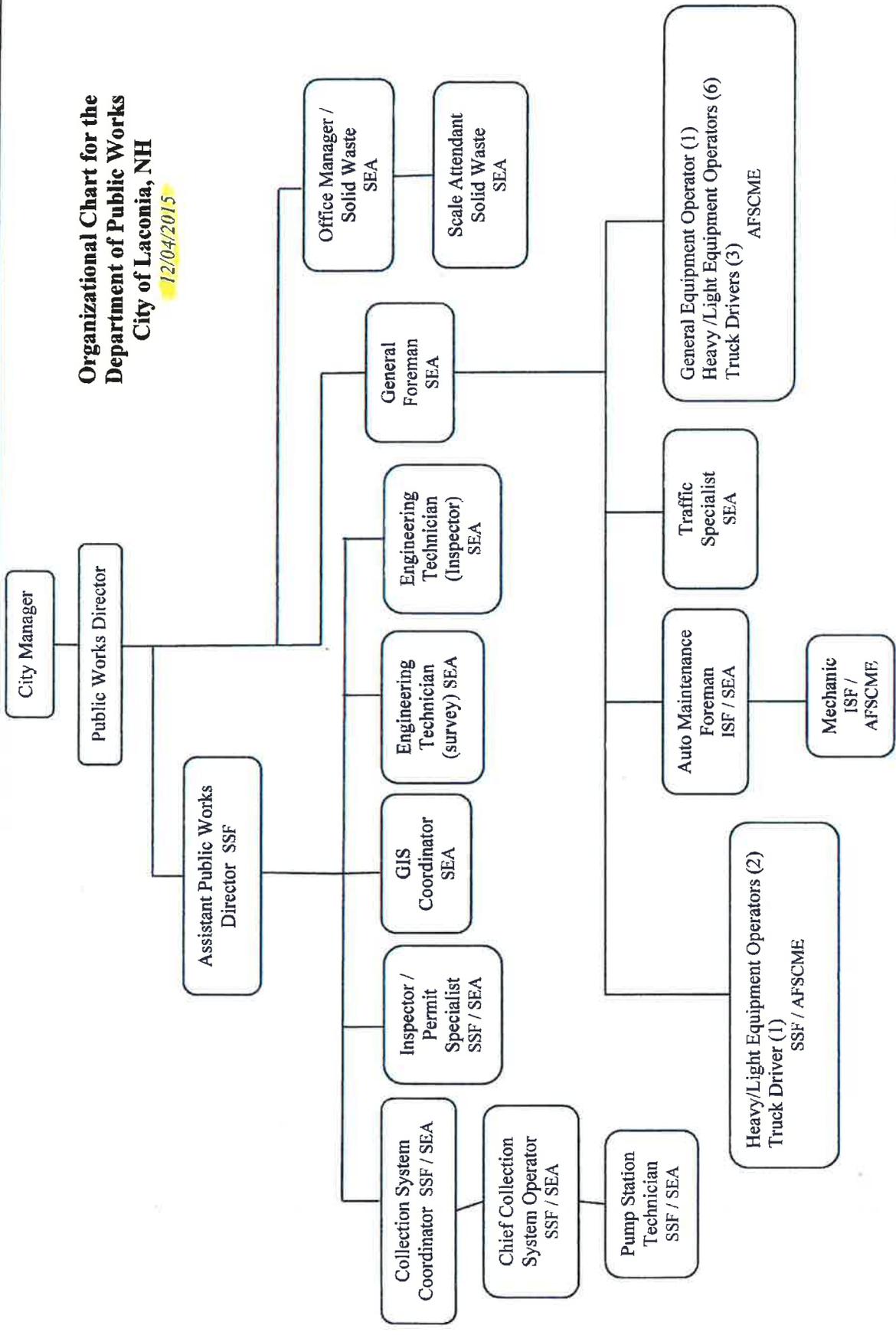
INTERNAL SERVICE FUND

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 the purchase of 2 PC in the Communications Center and 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**
12/04/2015



SSF = Sanitary Sewer Fund
ISF = Internal Service Fund

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

PUBLIC WORKS
FY 2016-2017 BUDGET

		<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES									
01 599 101 0000	Regular Salaries	\$642,055	\$710,405	\$693,675	\$763,761	\$875,674	\$946,823	\$946,823	\$946,823
01 599 105 0000	Overtime	54,717	81,902	116,330	120,655	80,000	80,000	80,000	80,000
01 599 106 0000	Sick-Hurt	14,073	35,444	19,451	17,718	-	-	-	-
01 599 107 0000	Holidays	36,234	21,660	27,856	28,005	-	-	-	-
01 599 108 0000	Vacations	38,638	49,080	46,024	41,384	-	-	-	-
01 599 109 0000	Longevity	1,110	1,230	1,080	1,230	1,320	1,410	1,410	1,410
01 516 120 0000	Social Security	60,979	69,702	67,192	71,498	73,973	79,425	79,425	79,425
01 516 130 0000	Health Insurance*	339,212	277,587	257,412	230,577	289,544	342,122	317,493	317,493
01 516 135 0000	Retirement	69,719	79,276	97,295	100,865	108,010	115,970	115,970	115,970
01 599 110 0000	Stipends	-	-	-	-	5,500	5,500	5,500	5,500
01 599 115 0000	Salary Adj.	-	-	-	-	4,563	4,677	4,677	4,677
TOTAL SALARIES		\$ 1,256,737	\$ 1,326,286	\$ 1,326,315	\$ 1,375,693	\$ 1,438,584	\$ 1,575,927	\$ 1,551,298	\$ 1,551,298
OTHER									
01 500 000 1000	HIGHWAY MAINT.	\$193,486	\$251,592	\$235,622	\$261,674	\$245,000	\$260,000	\$260,000	\$260,000
01 502 000 1000	WINTER MAINT.	227,142	284,613	362,746	339,825	365,000	355,000	355,000	355,000
01 503 000 1000	WINTER MAINT, O/C	12,860	18,939	24,341	40,067	28,000	32,000	32,000	32,000
01 505 000 1000	CITY ENGINEERING	30,559	29,254	30,954	21,098	33,000	32,000	32,000	32,000
01 506 000 1000	STREET SWEEPING	35,235	28,456	18,897	21,114	25,000	25,000	25,000	25,000
01 507 000 1000	DRAIN MAINT.	26,208	37,770	26,281	52,222	48,000	50,000	50,000	50,000
01 509 000 1000	STREET LIGHTING	211,295	214,724	205,805	208,305	215,000	212,000	212,000	212,000
01 510 000 1000	PARK/TRAF.CONTR.	47,890	52,699	55,492	64,639	55,000	60,000	60,000	60,000
01 511 000 1100	TREE WORK	1,706	1,590	8,525	5,550	6,500	6,500	6,500	6,500
01 512 000 1200	BOARDWALK	2,574	4,948	3,134	3,112	6,500	6,000	6,000	6,000
01 513 000 1300	SIGNS	8,267	10,935	8,879	7,692	11,500	11,000	11,000	11,000
01 514 000 1400	PARKING GARAGE	15,107	13,031	8,984	12,829	14,500	13,500	13,500	13,500
	Operating Costs	\$812,329	\$948,551	\$989,660	\$1,038,127	\$1,053,000	\$1,063,000	\$1,063,000	\$1,063,000
01 519 401 0000	Salt & Sand Spreader	\$9,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-519-401-0013	Paint Striping Machine	-	-	5,500	-	-	-	-	-
01 519 401 0016	Sign Shop Equipment	-	9,370	-	-	-	-	-	-
		<u>\$9,147</u>	<u>\$9,370</u>	<u>\$5,500</u>	<u>\$ -</u>				
TOTAL PUBLIC WORKS DEPT.		\$2,078,212	\$2,284,207	\$2,321,475	\$2,413,820	\$2,491,584	\$2,638,927	\$2,614,298	\$2,614,298

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

PUBLIC WORKS
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Public Works Dir.**	28		52	40		\$1,798.88	\$93,541.76
1	Office Mgr/Secretary*	13	10	52	40	\$25.17	\$1,006.80	\$52,353.60
1	General Foreman*	17	3	52	40	\$26.90	\$1,076.00	\$55,952.00
1	Engineering Tech*	13	10	52	40	\$25.17	\$1,006.80	\$52,353.60
1	Engineering Tech*	13	5	52	40	\$23.19	\$927.60	\$48,235.20
1	Gen Equip Oper*	45	9	52	40	\$25.09	\$1,003.60	\$52,187.20
1	Traffic Specialist*	13	9	52	40	\$24.89	\$995.60	\$51,771.20
1	Insp/Permit Specialist*	13	9	52	40	\$24.89	\$995.60	\$51,771.20
1	Truck Driver*	42	2	52	40	\$16.89	\$675.60	\$35,131.20
1	Lt Equip Oper*	43	9	52	40	\$20.52	\$820.80	\$42,681.60
1	Lt Equip Oper*	43	9	52	40	\$20.52	\$820.80	\$42,681.60
1	Lt Equip Oper*	43	7	52	40	\$19.93	\$797.20	\$41,454.40
2	Lt Equip Oper*	43	6	52	40	\$19.54	\$781.60	\$81,286.40
1	Lt Equip Oper*	43	3	52	40	\$18.81	\$752.40	\$39,124.80
1	Hvy Equip Oper*	44	9	52	40	\$22.72	\$908.80	\$47,257.60
1	Hvy Equip Oper*	44	9	52	40	\$22.72	\$908.80	\$47,257.60
1	Engineering Intern			15				\$9,000.00
1	GIS Specialist	14	3	52	40	\$22.26	\$890.40	\$46,300.80
1	Laborer	Seasonal		17	40	\$14.00	\$560.00	\$9,520.00
1	Temporary Office Help*	3	7	47	6	\$14.79	\$88.74	
		3	7	5	6	\$15.06	\$90.36	\$4,622.58
Total PWD Office								\$904,484.34

*Above rates include possible merit (Step) increases.

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

Public Works Activities:

- Maintain over 83 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.
- Manage GIS data collection and mapping for DPW as well as other city departments

2016-2017 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
- On Lakeside Ave., pursue all roadway, sewer and drainage asset assessment- field inventory-cost estimating. etc in preparation for full roadway and utility upgrade to be completed by end May 2017
- 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) - (Ongoing Initiative)
- Accomplish special drainage reviews and prepare drainage construction estimates for other problem areas in the City. -(Ongoing Initiative)

PUBLIC WORKS
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

INTRODUCTION

All accounts have been carefully reviewed and a serious effort has been made to assign realistic updated estimated costs for each category. Additionally, as requested by the management, we've aimed at maintaining a "Level Funded" DPW Operating Budget for this FY 16-17.

Total operating costs in this budget (not including salaries) for the 12 categories of Public Works (01-500 through 01-514) shows Level Funding as compared to last year's budgeted total. Care was taken in assigning line item values in each of these categories, increasing or decreasing requested amounts wherever we felt we could, based on historical Actual Cost data.

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 – (Traditionally, this Labor split has been very close to 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.

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 4% increase (or \$10,000.) in this line item along with an additional \$5,000 to cover ISF costs.

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 2.7 % decrease (or \$ 10,000.) in this line item for the coming year. Based on the final Actual Costs tally for the demanding winter of FY-14-15, it appears that we can handle a slight decrease in this line item in an effort toward maintaining an overall level funded DPW Budget and still account for increased ISF costs.

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 an increase (\$ 4,000 i.e., 14 %) in this line item for the coming year based on historical cost trends in this category.

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 a \$ 1,000 decrease (3%) 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 third season of our moving into the large percentage of the work being done by DPW forces. 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 a 4% (\$ 2,000) increase in 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 \$3,000 decrease (1.4 %) in this line item for the upcoming budget year.

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 \$5,000 increase (or 9%) 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 level funding 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 a \$ 500 decrease (7.7%) 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 \$ 500 decrease (4.4%) in 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 a \$ 1,000 decrease (7%) in this line item for the coming year.

PUBLIC WORKS
HISTORY

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</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	\$384,690	\$348,412	\$357,926	\$403,260	\$382,405	\$421,860
Telephone	2,632	2,450	2,144	3,098	3,075	3,356
Power-Lights	10,592	12,061	8,602	10,506	11,118	10,751
Water-Sewer	1,482	1,521	1,659	1,530	1,256	1,216
Fuel	6,585	8,818	7,811	6,404	7,899	9,621
Building Maint.	18,715	8,143	10,439	5,548	13,935	3,177
Road Maintenance	88,000	75,088	67,663	92,514	94,596	112,194
Clothing Allowance	5,331	4,434	5,017	6,693	6,570	6,775
D&A Testing	803	549	676	1,518	843	776
O/S Contracts	-	-	325	-	-	2,000
Misc.	4,634	1,356	6,123	55,443	5,899	6,603
Vehicle Use	83,372	73,646	77,107	68,823	90,430	90,705
Stipends	5,500	5,500	-	-	-	-
Internal Service Fund	-	-	5,920	(485)	-	10,000
TOTAL HIGHWAY MAINT.	\$612,336	\$541,978	\$551,411	\$654,852	\$618,026	\$679,034
01 502 000 1000	WINTER MAINTENANCE					
Labor	\$71,806	\$138,497	\$75,615	\$120,242	\$204,038	\$192,037
Hired Snow Removal/Temps	-	-	-	-	-	-
Sand & Salt	154,204	177,901	181,997	238,683	264,482	224,871
Misc. **	6,180	-	7	-	3,357	16,219
Vehicle Use	37,296	86,359	35,139	45,929	94,907	83,736
Internal Service Fund	-	-	10,000	-	-	15,000
TOTAL WINTER MAINT.	\$269,486	\$402,757	\$302,758	\$404,854	\$566,784	\$531,863
01 503 000 1000	WINTER MAINT. O/C					
Outside Contractors	\$15,278	\$20,778	\$12,860	\$18,939	\$24,341	\$40,067
01 505 000 1000	CITY ENGINEERING					
Labor	\$210,159	\$212,951	\$199,317	\$226,923	\$232,078	\$237,827
Supplies	1,803	1,755	2,098	3,005	3,224	5,122
Misc. D/O	7,414	6,118	4,868	4,917	10,745	2,215
Landfill Monitor	18,931	19,875	21,729	19,664	16,106	13,762
Vehicle Use	4,438	3,244	1,864	1,668	879	-
TOTAL CITY ENGR.	\$242,745	\$243,943	\$229,876	\$256,177	\$263,032	\$258,926
01 506 000 1000	CLEANING STREETS					
Outside Contract	\$39,007	\$43,592	\$34,608	\$28,114	\$12,194	\$16,997
Vehicle Use	2,131	2,399	627	342	6,703	4,117
TOTAL CL... STREETS	\$41,138	\$45,991	\$35,235	\$28,456	\$18,897	\$21,114
01 507 000 1000	DRAIN MAINTENANCE					
Labor	\$110,234	\$125,675	\$84,657	\$77,270	\$56,265	\$88,768
Supplies	29,208	12,228	3,922	23,766	12,873	36,365
Internal Service Fund	-	-	-	-	-	-
Outside Contract	-	963	8,789	-	6,340	-
Vehicle Use	15,664	21,727	13,497	14,003	7,068	15,856
TOTAL DRAIN MAINT.	\$155,106	\$160,593	\$110,865	\$115,039	\$82,546	\$140,989
01 509 000 1000	STREET LIGHTING					
	\$186,573	\$208,013	\$211,295	\$214,724	\$205,805	\$208,305
01 510 000 1000	PARK/TRAFFIC CONTROL					
Labor	\$25,138	\$27,384	\$26,789	\$25,640	\$7,534	\$6,907
Power-Lights	19,862	20,549	18,017	19,865	18,941	25,698
Pavement Marking	21,585	19,290	19,177	26,977	29,578	29,383
Supplies	6,406	8,714	7,052	1,567	2,755	6,011
Vehicle Use	3,607	3,406	3,644	4,290	4,218	3,548
TOTAL P/T CONTROL	\$76,598	\$79,343	\$74,679	\$78,339	\$63,026	\$71,547
01 511 000 1000	TREE WORK					
O/S Contracts	\$7,693	\$8,000	\$1,706	\$1,590	\$8,525	\$5,550

01 512 000 1200	BOARDWALK						
	Labor	\$4,749	\$2,115	\$2,174	\$7,946	\$355	\$ -
	Power-Lights	4,319	2,279	1,614	2,262	2,970	2,900
	Supplies	828	79	609	2,439	8	30
	Vehicle Use	<u>689</u>	<u>618</u>	<u>351</u>	<u>248</u>	<u>156</u>	<u>182</u>
	TOTAL BOARDWALK	\$10,585	\$5,091	\$4,748	\$12,895	\$3,489	\$3,112
01 513 000 1300	SIGNS						
	Labor	\$36,934	\$35,424	\$39,787	\$33,874	\$21,740	\$21,367
	Supplies	3,624	3,911	2,807	4,097	3,230	5,183
	Vehicle Use	<u>5,837</u>	<u>5,668</u>	<u>5,460</u>	<u>6,838</u>	<u>5,650</u>	<u>2,509</u>
	TOTAL SIGNS	\$46,395	\$45,003	\$48,054	\$44,809	\$30,620	\$29,059
01 514 000 1400	PARKING GARAGE						
	Labor	\$824	\$443	\$563	\$4,567	\$ -	\$ 3,984
	Power-Lights	15,885	16,270	13,670	10,829	8,961	9,349
	Supplies	324	508	1,358	2,202	24	3,154
	Vehicle Use	<u>26</u>	<u>13</u>	<u>78</u>	<u>-</u>	<u>-</u>	<u>325</u>
	TOTAL PARKING GARAGE	\$17,059	\$17,234	\$15,669	\$17,598	\$8,985	\$16,812
01 516 000 1000	EMPLOYEE BENEFITS						
	Social Security	\$65,693	\$69,237	\$60,979	\$69,702	\$67,192	\$71,498
	Health Insurance	287,025	317,088	339,212	277,587	257,412	230,577
	Retirement	<u>77,140</u>	<u>82,924</u>	<u>69,719</u>	<u>79,276</u>	<u>97,295</u>	<u>100,866</u>
	TOTAL EMP. BENEFITS	\$429,858	\$469,249	\$469,910	\$426,565	\$421,899	\$402,941
	TOTAL PUBLIC WORKS DEPT.	\$2,110,850	\$2,247,973	\$2,069,066	\$2,274,837	\$2,315,975	\$2,409,319
	Transfer to Winter Stabilization Account **	-	-	<u>95,000</u>	-	-	-
		\$2,110,850	\$2,247,973	\$2,164,066	\$2,274,837	\$2,315,975	\$2,409,319

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

PUBLIC WORKS - SOLID WASTE
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 493 101 0000 Salaries	\$25,708	\$24,416	\$28,651	\$27,546	\$30,326	\$31,075	\$31,075	\$31,075
01 493 101 0001 Br.Dump,In House Trash	12,821	12,782	12,100	15,926	13,000	13,000	13,000	13,000
01 493 101 0002 Substitutes	6,700	7,742	1,587	3,382	4,500	4,500	4,500	4,500
01 493 101 0005 Hazardous Waste	1,454	1,498	1,526	1,904	-	-	-	-
01 493 105 0000 Overtime	7,400	9,063	7,936	8,876	10,000	10,000	10,000	10,000
01 493 106 0000 Sick	2,804	10,331	38	727	-	-	-	-
01 493 107 0000 Holidays	1,299	743	905	1,387	-	-	-	-
01 493 108 0000 Vacations	945	3,636	1,020	712	-	-	-	-
01 493 109 0000 Longevity	90	-	-	-	-	-	-	-
01 493 120 0000 Social Security	5,467	5,625	4,180	4,694	4,424	4,480	4,480	4,480
01 493 130 0000 Health Insurance*	20,749	17,133	23,553	24,138	22,967	19,672	18,289	18,289
01 493 135 0000 Retirement	<u>5,572</u>	<u>5,867</u>	<u>5,238</u>	<u>6,041</u>	<u>6,460</u>	<u>6,543</u>	<u>6,543</u>	<u>6,543</u>
TOTAL SALARIES	\$91,009	\$98,836	\$86,734	\$95,333	\$91,677	\$89,270	\$87,887	\$87,887
OTHER								
01 493 201 0000 Telephone	\$264	\$265	\$270	\$265	\$400	\$400	\$400	\$400
01 493 202 0000 Lights-Power	1,396	1,906	2,034	1,313	2,000	2,000	2,000	2,000
01 493 214 0000 Supplies	27,033	54,369	32,567	14,577	25,000	25,000	25,000	25,000
01 493 234 0000 Vehicle Rental	1,116	1,414	777	1,440	2,000	2,000	2,000	2,000
01 493 251 0000 Clothing Allowance	95	312	408	271	350	350	350	350
01 493 303 0001 Trash Containers -Weirs	-	-	-	7,168	-	-	-	-
01 493 304 0001 Transfer Station	318,142	285,935	305,156	289,793	315,000	315,000	300,000	300,000
01 493 304 0002 Collection Contract	311,657	301,790	256,162	307,808	316,000	320,000	320,000	320,000
01 493 304 0003 Concord Cooperative	868,597	710,100	706,522	715,877	750,000	746,000	721,000	721,000
01 493 304 0004 Hazardous Waste	13,120	13,068	13,068	12,916	13,500	13,500	13,500	13,500
01 493 304 0007 Recycle-Contract	<u>126,376</u>	<u>127,737</u>	<u>129,952</u>	<u>171,135</u>	<u>174,000</u>	<u>174,000</u>	<u>174,000</u>	<u>174,000</u>
TOTAL OTHER	\$1,667,796	\$1,496,896	\$1,446,916	\$1,522,563	\$1,598,250	\$1,598,250	\$1,558,250	\$1,558,250
DEPT. O&M TOTAL	\$1,758,805	\$1,595,732	\$1,533,650	\$1,617,896	\$1,689,927	\$1,687,520	\$1,646,137	\$1,646,137

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

PUBLIC WORKS-SOLID WASTE
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Scale Operator	4	5	52	40	14.94	\$597.60	\$31,075.20

Total Transfer Station	\$31,075.20
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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

2016-2017 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 2016-2017 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 6 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.

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, purchasing of supplemental recycling bins

and any revisions to computer programming and/or other Scale House equipment needed to respond to program changes are funded under this item. This year's request is for level funding of this item.

VEHICLE RENT

This line item funds the hourly cost of operation of a City vehicle used by this department. Our request this year is for level funding of this line item.

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 level funded at \$315,000. ***The City Manager has reduced this line item by \$15,000.***

COLLECTION CONTRACT

This line item funds the estimated cost of contracted residential trash pickup. The amount requested reflects the current Lump Sum Contract Rate (\$ 25,980.60/month) with a factor for anticipated contract price increase based on annual CPI adjustment. The current Contract is effective for three (3 years – 2 remaining) - 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. This line item request is for an increase of \$ 4,000. (1.3%) over last year's request on this line.

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 \$ 66. per ton delivered to the Penacook facility from Laconia. We have requested a \$ 4,000. decrease (0.5%) in this line item in an effort to maintain the total solid waste operating budget at level funding. Calculations on estimated tonnage to be handled indicate this line item is being cut to bare minimum. ***The City Manager decreased this line item by \$25,000.***

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)

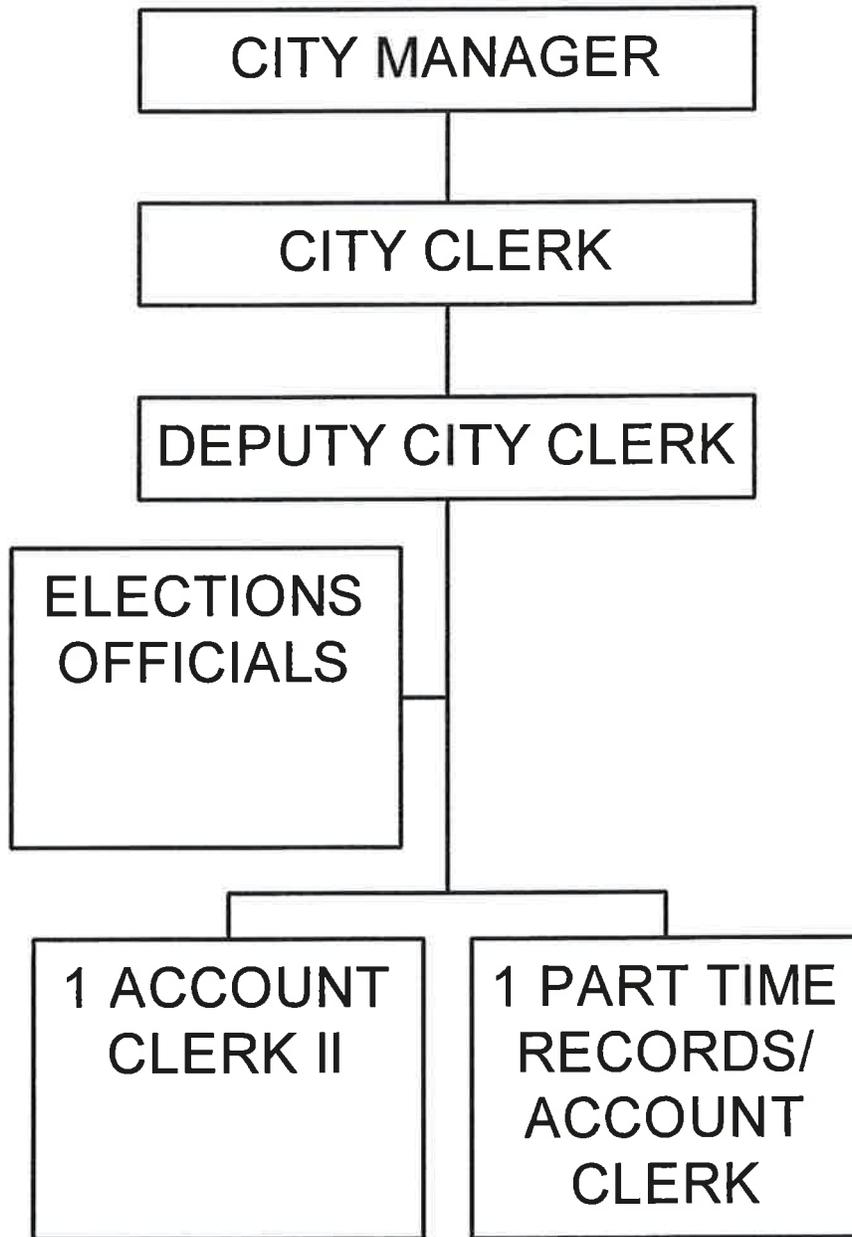
This line item funds the estimated cost of the contracted services to provide pick-up and disposal of approved recyclable materials (estimated at \$174,000. (i.e., level funding) for FY 16-17).

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 2016-2017 BUDGET



RECORDS - CITY CLERK
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 415 101 0000 Salaries	\$98,217	\$96,662	\$107,624	\$105,299	\$135,315	\$152,783	\$144,864	\$144,864
01 415 105 0000 Overtime	354	67	364	1,244	200	200	200	200
01 415 106 0000 Sick-Hurt	429	3,200	1,677	6,578	-	-	-	-
01 415 107 0000 Holidays	3,371	2,282	2,628	4,157	-	-	-	-
01 415 108 0000 Vacations	3,927	2,211	2,743	7,125	-	-	-	-
01 415 109 0000 Longevity	30	30	30	30	60	90	90	90
01 415 115 0000 Salary Adj.	-	-	-	-	2,762	2,972	2,972	2,972
TOTAL SALARIES	\$106,327	\$104,452	\$115,066	\$124,433	\$138,337	\$156,045	\$148,126	\$148,126
OTHER								
01 415 201 0000 Telephones	\$1,451	\$1,311	\$1,355	\$1,374	\$1,500	\$1,500	\$1,500	\$1,500
01 415 207 0000 Postage	681	518	510	517	650	650	650	650
01 415 212 0000 Copier	2,031	1,799	834	1,404	1,500	1,500	1,500	1,500
01 415 214 0000 Supplies	1,412	1,288	1,299	2,067	2,000	1,500	1,500	1,500
01 415 234 0000 Vehicle Rental	468	682	1,223	486	1,100	800	800	800
01 415 237 0000 Records Disposition	-	-	17	104	200	150	150	150
01 415 237 0001 Records Preservation	-	-	-	61	2,000	2,000	2,000	2,000
01 415 245 0000 Conference-Dues	388	1,123	1,033	2,240	2,000	3,500	3,500	3,500
01 415 248 0000 Dog License Exp.	1,257	1,441	1,487	2,441	1,500	2,000	2,000	2,000
01 415 303 0000 Misc.	2,108	3,119	1,593	1,594	2,000	2,000	2,000	2,000
01 415 306 0000 State MV Reg. Exp.	1,894	741	1,404	1,362	1,000	1,000	1,000	1,000
01 415 306 0001 City MV Reg. Exp.	6,973	7,013	6,896	6,586	3,600	2,000	2,000	2,000
MV Software Maint	-	-	-	-	-	20,000	-	-
01 415 401 0000 Equipment	5,746	5,741	6,010	4,049	6,500	5,000	5,000	5,000
TOTAL OTHER	\$24,410	\$24,776	\$23,661	\$24,285	\$25,550	\$43,600	\$23,600	\$23,600
DEPT. O&M TOTAL	\$130,737	\$129,228	\$138,727	\$148,718	\$163,887	\$199,645	\$171,726	\$171,726

RECORDS-CITY CLERK
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk**	20		52			\$1,143.24	\$59,448.48
1	Deputy City Clerk	8	4	4	35	\$17.33	\$606.55 *	
		8	5	48	35	\$18.15	\$635.25	\$32,918.20
1	Account Clerk II*	7	2	43	35	\$15.10	\$528.50	
			3	9	35	\$15.79	\$552.65	\$27,699.35
1	Account Clerk I*	5	4	32	25	\$14.96	\$374.00	
			5	20	25	\$15.66	\$391.50	\$19,798.00
	Temporary Help	5	1	52				\$5,000.00
Total Records								\$144,864.03

* 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 20,600 completed annually. Peak customer times continue to be the first and last week of each month. Additional transactions include processing approximately 165 Marriage Licenses, 4,300 requests for various vital certificates (Birth, Marriage, Death and Divorce), licensing 2,400 dogs, issuing approximately 900 dump stickers and approximately \$23,000 worth of day passes and coupons, accepting payment for Parking Tickets, issuing Beach Parking Permits, filing Wetlands Applications and Aquatherm Permits.

During the 2015 Election Cycle the City Clerk's Office organized a Municipal Election, with a voter turnout of 13%.

2016-2017 Objective

A large focus will be on the Records Management portion of the daily functions. We will continue to work on the City wide inventory and scanning objective. The 2016 Presidential Primary Election will also continue to be a large focus for the City Clerk's Office this year.

RECORDS - CITY CLERK
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

SALARIES

This line item funds the cost of three full time employees and one part time employee. It is the request to have the part time Account Clerk 1 position reinstated to a full time position effective July 1, 2016; this position was reduced to part time in 2008 and was the only position reduced with the downturn of the economy. This request is being made to accommodate residents on a consistent basis with transactions and to provide the level of customer service they expect. The City Clerk's Office experiences the highest level of customer volume and should be staffed adequately. ***The City Manager has decreased the salaries by \$7,919 to account for the Account Clerk I position remaining at 25 hours per week and not 35 hours.***

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. **This line item is being reduced because of anticipated reduction in needs.**

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.

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 archive – the current project is for Council Minutes dating back to 1893. 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. There are approximately six (6) volumes of minutes to be preserved. **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. **This line is being increased to accommodate for training for the City Clerk to attain the Certified Municipal Clerk designation and attendance at the IIMC Annual Conference.**

DOG LICENSE EXPENSE

This line item funds the cost of purchasing dog tags and to send out notices and warnings to delinquent dog owners. **This line item is being increased to reflect an additional 800 dogs being registered in 2015 and the cost reflective of tags and licensing.**

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 postage, envelopes, return envelopes, return postage and motor vehicle software maintenance fees. **This line has been reduced to account for the elimination of mailing renewal notices. Renewal information is now available via email and this is a much more cost effective manner of disbursing the information.**

MOTOR VEHICLE SOFTWARE MAINTENANCE

This line item is being added to fund a change in software from the current provider to a provider that will better suit the needs of the City and residents. The current software provider has indicated that it can no longer meet the growing technological needs of the City. This line will be reduced in the next fiscal year to reflect the cost of maintenance only which is currently in the IT budget. ***The City Manager has not funded this line item.***

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 thisline.

RECORDS - ELECTIONS
FY 2016-2017 BUDGET

	<u>11-12-</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
SALARIES								
01 417 101 0000 Elections	\$ -	\$ -	\$ -	\$ -	\$17,000	\$17,000	\$17,000	\$17,000
01 417 101 0001 Ward 1	2,294	2,167	2,761	3,253	-	-	-	-
01 417 101 0002 Ward 2	914	3,065	2,084	2,203	-	-	-	-
01 417 101 0003 Ward 3	2,178	2,764	2,079	1,770	-	-	-	-
01 417 101 0004 Ward 4	2,021	1,718	1,563	1,740	-	-	-	-
01 417 101 0005 Ward 5	2,602	2,678	1,526	2,159	-	-	-	-
01 417 101 0006 Ward 6	3,479	4,179	3,497	3,774	-	-	-	-
01 417 101 0010 Ward Officials	-	-	-	-	-	-	-	-
TOTAL SALARIES	\$13,489	\$16,571	\$13,510	\$14,899	\$17,000	\$17,000	\$17,000	\$17,000
OTHER								
01 417 207 0000 Postage	\$1,356	\$804	\$320	\$589	\$1,500	\$1,500	\$1,500	\$1,500
01 417 208 0000 Printing	5,160	4,242	2,180	3,018	5,000	5,000	5,000	5,000
01 417 210 0000 Notices	200	381	305	135	400	400	400	400
01 417 214 0000 Supplies	4,619	5,378	5,702	6,096	6,000	6,000	6,000	6,000
01 417 233 0000 Maint.-Agreement	1,400	1,400	1,400	1,400	1,400	1,550	1,550	1,550
01 417 234 0000 Vehicle Rental	90	162	455	180	500	500	500	500
01 417 401 0000 Equipment	1,420	1,500	76	3,037	1,500	1,000	1,000	1,000
01 417 304 0000 O/S Services(Police)	-	-	1,960	2,155	2,800	2,800	2,800	2,800
TOTAL OTHER	\$14,245	\$13,867	\$12,398	\$16,610	\$19,100	\$18,750	\$18,750	\$18,750
DEPT. O&M TOTAL	\$27,733	\$30,438	\$25,908	\$31,509	\$36,100	\$35,750	\$35,750	\$35,750

RECORDS – ELECTIONS
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

SALARIES

This line item funds the cost of salaries of ward officials for City and State elections.

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.

NOTICES

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

SUPPLIES

This line item funds the cost of purchasing ballots and programming the chips for the voting machines, 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.

EQUIPMENT

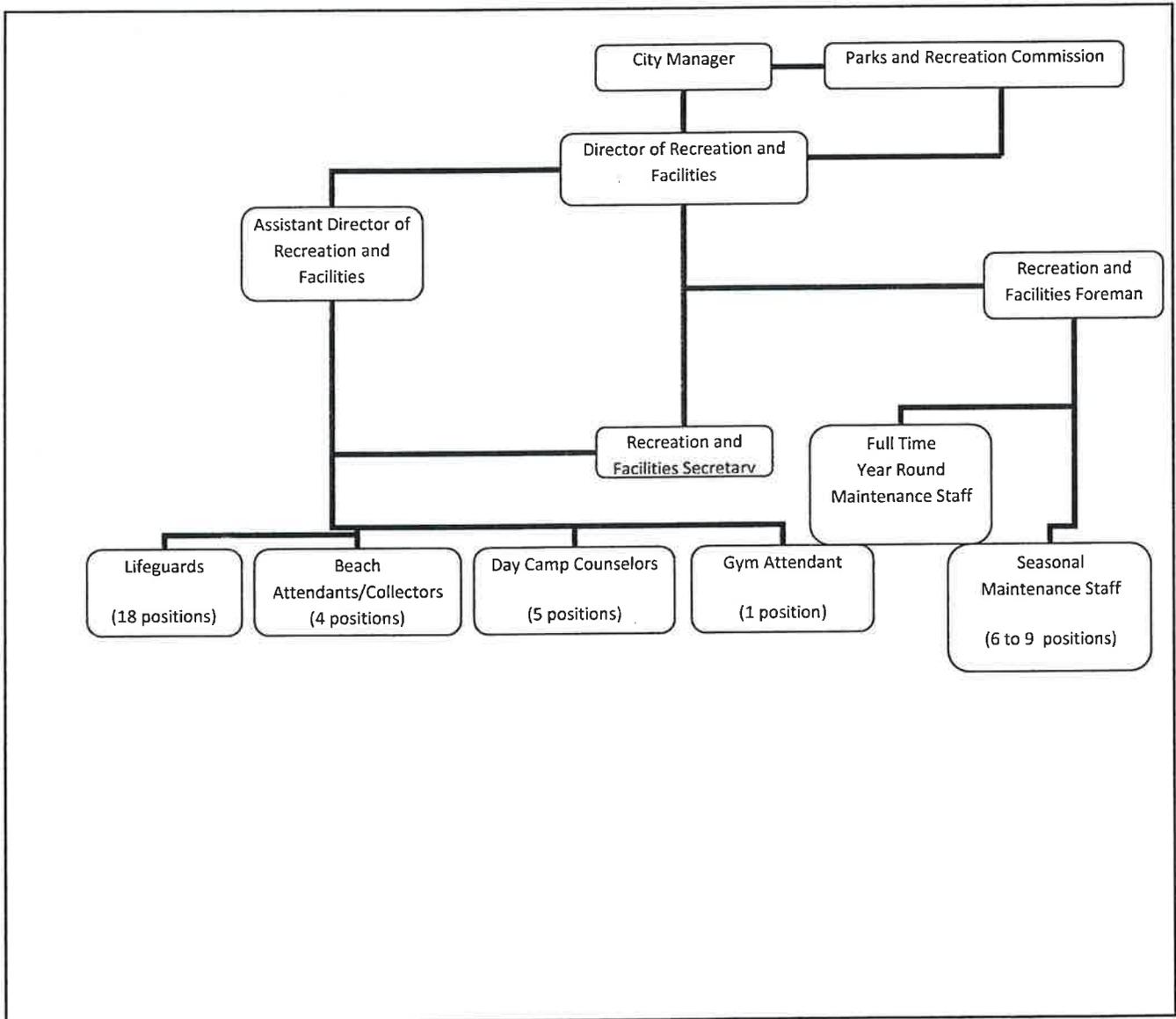
This line is used for the purchase or replacement of tablets for the polling locations use on Election Day.

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 2016-2017 BUDGET



RECREATION & FACILITIES
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 479 101 0000 Salaries	\$241,507	\$241,409	\$248,328	\$263,820	\$303,213	\$342,402	\$342,402	\$342,402
01 479 103 0000 Temporary	93,522	107,248	115,943	86,969	132,000	125,000	118,000	118,000
01 479 105 0000 Overtime	3,425	5,133	5,731	7,462	5,000	6,000	6,000	6,000
01 479 106 0000 Sick-Hurt	8,469	16,115	5,785	4,282	-	-	-	-
01 479 107 0000 Holidays	7,508	7,603	6,849	7,590	-	-	-	-
01 479 108 0000 Vacations	11,384	16,014	7,527	12,123	-	-	-	-
01 479 109 0000 Longevity	570	570	360	450	480	510	510	510
01 479 115 0000 Salary Adj	-	-	-	-	5,394	5,645	5,645	5,645
TOTAL SALARIES	\$366,385	\$394,092	\$390,523	\$382,696	\$446,087	\$479,557	\$472,557	\$472,557
OTHER								
01 479 201 0000 Telephone	\$4,900	\$4,225	\$4,846	\$4,261	\$5,000	\$5,000	\$5,000	\$5,000
01 479 202 0000 Lights-Power**	23,508	27,202	24,527	19,367	28,000	23,000	23,000	23,000
01 479 203 0000 Water-Sewer**	10,903	13,649	13,013	14,423	15,000	15,000	15,000	15,000
01 479 204 0000 Fuel**	6,889	8,988	10,067	10,120	10,000	10,000	10,000	10,000
01 479 207 0000 Postage	581	621	506	542	600	600	600	600
01 479 208 0000 Printing	629	617	576	3,671	1,500	3,000	3,000	3,000
01 479 212 0000 Copier	1,120	1,643	1,786	1,920	1,800	1,900	1,900	1,900
01 479 214 0001 Supplies-Maintenance	6,984	6,360	7,887	8,293	8,000	8,000	8,000	8,000
01 479 214 0002 Supplies-Programs	5,347	6,687	7,136	6,125	7,000	7,000	7,000	7,000
01 479 214 0003 Supplies-Office	1,975	1,520	2,714	1,084	2,300	2,300	2,300	2,300
01 479 233 0000 Maint-Equipment	6,804	6,193	5,520	4,590	6,200	6,000	6,000	6,000
01 479 235 0000 Maint-Buildings	10,070	21,038	12,799	18,047	14,000	14,000	14,000	14,000
01 479 235 0001 Maint-Park Houses	5,167	6,070	2,600	3,226	5,500	10,500	10,500	10,500
01 479 235 0002 Maint-Grounds	27,121	67,565	61,105	62,266	50,000	50,000	50,000	50,000
01 479 245 0000 Conference-Dues	1,080	969	2,985	1,620	1,500	2,000	2,000	2,000
01 479 247 0000 Training	449	159	691	324	1,500	1,000	1,000	1,000
01 479 251 0000 Uniform Allowance	2,450	2,562	1,617	1,759	2,450	2,000	2,000	2,000
01 479 303 0000 Misc	427	991	679	723	1,000	1,000	1,000	1,000
01 479 304 0000 O/S Contracts	8,837	14,929	8,307	5,530	10,000	10,000	10,000	10,000
01 479 306 0000 Adopt a Spot	3,736	2,930	1,325	150	3,000	3,000	3,000	3,000
01 479 401 0000 Equipment	1,732	6,843	9,653	5,278	7,000	7,000	7,000	7,000
01 479 401 0010 Wyatt Park Equipment	-	-	-	-	-	-	-	-
	\$130,711	\$201,761	\$180,339	\$173,319	\$181,350	\$182,300	\$182,300	\$182,300
01 479 234 0000 Vehicle Rental	\$39,152	\$33,456	\$42,412	\$34,550	\$40,000	\$37,000	\$37,000	\$37,000
01 479 234 0001 Internal Service Fund	8,572	10,000	11,000	15,000	18,000	22,000	22,000	22,000
RECREATION REIMBURSABLES	(14,137)	(16,131)	(14,573)	(10,654)	-	-	-	-
DEPT O&M TOTAL	\$530,682	\$623,178	\$609,701	\$594,911	\$685,437	\$720,857	\$713,857	\$713,857

**Park house utilities, see narratives

RECREATION & FACILITIES
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Rec. & Facil. Direct.**	21		52			\$1,229.22	\$63,919.44
1	Assist Rec Director**	17		52			\$942.06	\$48,981.12
1	Secretary*	6	10	52	35	18.03	\$631.05	\$32,814.60
1	Groundskeeper*	8	10	52	40	19.82	\$792.80	\$41,225.60
1	Groundskeeper*	8	1	52	40	15.15	\$606.00	\$31,512.00
1	Groundskeeper*	8	6	15	40	18.47	\$738.80	
		8	7	37	40	18.84	\$753.60	\$38,965.20
1	Groundskeeper*	8	2	39	40	15.84	\$633.60	
		8	3	13	40	16.59	\$663.60	\$33,337.20
1	Foreman*	13	8	10	40	24.58	\$983.20	
		13	9	42	40	24.89	\$995.60	\$51,647.20

Total Parks & Recreation \$342,402.36

* 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

2016-2017

- 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

2016-2017 Performance Measures

- Increase recreational programming by 5%

RECREATION & FACILITIES
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

SALARIES

This line item funds the cost of eight full time employees. The Parks and Recreation Department is requesting the addition of one full-time year-round maintenance position. Justification for this additional position is based on many new facilities that have been added to the Department's responsibilities, and planned future facilities (WOW Trail, Riverwalk Segments, potentially Lakes Region Facility).

TEMPORARY

This line item funds the cost of temporary seasonal employees; lifeguards, parking attendants, collectors, gym attendants and maintenance/grounds personnel. This line item is proposed to be decreased by \$7000 to account for the requested additional full time year round position which alleviates the need for a seasonal position. If a full time year round employee is not funded, it is requested that funding for this line item remain level funded. *The City Manager has reduced this line item by \$7,000 to \$118,000.*

Temporary Salaries breakdown:

• Waterfront staff (lifeguards, collectors and attendants)	\$51,000
• Gym Attendant	\$ 4,000
• Seasonal maintenance staff	<u>\$70,000</u>
Total	\$125,000

OVERTIME

This is the estimated expense for overtime for this department. This line has been increased by \$1,000 to account for historic costs.

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 \$5,000 to reflect historical usage while taking into account some lighting efficiency improvements at some facilities.

WATER-SEWER

This line item funds the cost of water and sewer service for Parks & Recreation facilities except the Community Center. This line is level funded.

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 has increased by \$1500 to fund the replacement of park signage.

COPIER

This line item funds the cost of copier service. This line is increased by \$100 to reflect historical usage.

SUPPLIES-MAINTENANCE

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

SUPPLIES-PROGRAM

This line item funds the cost of playground program and waterfront supplies. This line is 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 has decreased by \$200 to reflect historic costs.

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 has increased by \$5000 to fund the replacement of the paved entrance to the Weirs Community Center.

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 has increased by \$500 to reflect historic costs.

TRAINING

This line item funds the cost of training for Recreation & Facilities employees. This line has been reduced by \$500 to reflect historic costs.

UNIFORM ALLOWANCE

This line item funds the cost of providing work clothing for SEA employees. This line has been decreased by \$450 to reflect historic costs.

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, surveying, 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.

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 2016-2017 BUDGET

	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
OTHER								
01 419 202 0000 Lights-Power	\$18,527	\$18,967	\$17,372	\$16,710	\$18,500	\$15,500	\$15,500	\$15,500
01 419 203 0000 Water-Sewer	1,587	1,866	1,381	1,459	1,800	1,800	1,800	1,800
01 419 204 0000 Fuel	10,430	11,151	16,372	10,377	14,000	14,000	14,000	14,000
01 419 214 0000 Supplies	5,511	4,616	4,447	4,169	4,500	4,500	4,500	4,500
01 419 233 0000 Maint-Equip	2,589	2,938	2,806	3,490	2,500	2,500	2,500	2,500
01 419 235 0000 Maint-Building	5,719	6,145	7,757	4,847	5,000	5,000	5,000	5,000
01 419 304 0000 Outside Contracts	<u>30,324</u>	<u>30,020</u>	<u>38,097</u>	<u>35,753</u>	34,000	<u>36,000</u>	<u>36,000</u>	36,000
TOTAL OTHER	\$74,687	\$75,703	\$88,232	\$76,805	\$80,300	\$79,300	\$79,300	\$79,300
DEPT O&M TOTAL	\$74,687	\$75,703	\$88,232	\$76,805	\$80,300	\$79,300	\$79,300	\$79,300

RECREATION & FACILITIES - CITY HALL MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at City Hall. This line has been decreased by \$3,000 based on historic usage and 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 is level funded.

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 \$2,000 to coincide with historic costs and to account for contractual increases in janitorial services.

RECREATION & FACILITIES
COMMUNITY CENTER MAINTENANCE
FY 2016-2017 BUDGET

	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>13-14</u> <u>ACTUAL</u>	<u>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
<i>OTHER</i>								
01 480 202 0000 Lights-Power	\$8,498	\$7,731	\$9,093	\$8,709	\$9,500	\$9,500	\$9,500	\$9,500
01 480 203 0000 Water-Sewer	1,319	1,373	1,428	1,179	1,500	1,500	1,500	1,500
01 480 204 0000 Fuel	10,154	11,835	13,349	15,924	13,000	13,000	13,000	13,000
01 480 214 0000 Supplies	590	1,679	935	1,020	1,000	1,000	1,000	1,000
01 480 235 0000 Maintenance	2,094	6,006	2,927	4,067	4,000	4,000	4,000	4,000
01 480 304 0000 Outside Contracts	<u>12,591</u>	<u>15,587</u>	<u>15,715</u>	<u>16,419</u>	<u>16,000</u>	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>
TOTAL OTHER	\$35,245	\$44,211	\$43,447	\$47,318	\$45,000	\$46,000	\$46,000	\$46,000
DEPT O&M TOTAL	\$35,245	\$44,211	\$43,447	\$47,318	\$45,000	\$46,000	\$46,000	\$46,000

RECREATION & FACILITIES- COMMUNITY CENTER
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at the Community Center. This line is level funded.

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 is level funded.

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 \$1,000 to coincide with historic costs and a contractual increase in the janitorial services.

RECREATION & FACILITIES
POLICE STATION MAINTENANCE
FY 2016-2017 BUDGET

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 435 202 0000 Lights-Power	\$35,338	\$33,844	\$27,317	\$28,746	\$28,000	\$28,000	\$28,000	\$28,000
01 435 203 0000 Water-Sewer	2,766	2,727	2,543	2,779	3,000	3,000	3,000	3,000
01 435 204 0000 Fuel	13,380	19,341	14,332	27,817	18,000	28,000	20,000	20,000
01 435 214 0000 Supplies	3,113	2,984	3,037	2,709	3,500	3,500	3,500	3,500
01 435 235 0000 Maint-Building	4,254	10,627	9,513	8,490	7,500	8,500	8,500	8,500
01 435 304 0000 O/S Contracts	<u>46,774</u>	<u>43,010</u>	<u>61,835</u>	<u>42,698</u>	44,000	<u>44,000</u>	<u>44,000</u>	44,000
TOTAL OTHER	\$105,625	\$112,533	\$118,577	\$113,239	\$104,000	\$115,000	\$107,000	\$107,000
DEPT O&M TOTAL	\$105,625	\$112,533	\$118,577	\$113,239	\$104,000	\$115,000	\$107,000	\$107,000

RECREATION & FACILITIES-POLICE STATION MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2016-2017 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at Laconia Police Headquarters. This line is level funded.

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 increased by \$10,000 to coincide with recent costs. In order to address humidity problems inside the building, there is a need to run the boiler year round resulting in higher fuel costs. ***The City Manager has reduced this line by \$8,000 to \$20,000.***

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.

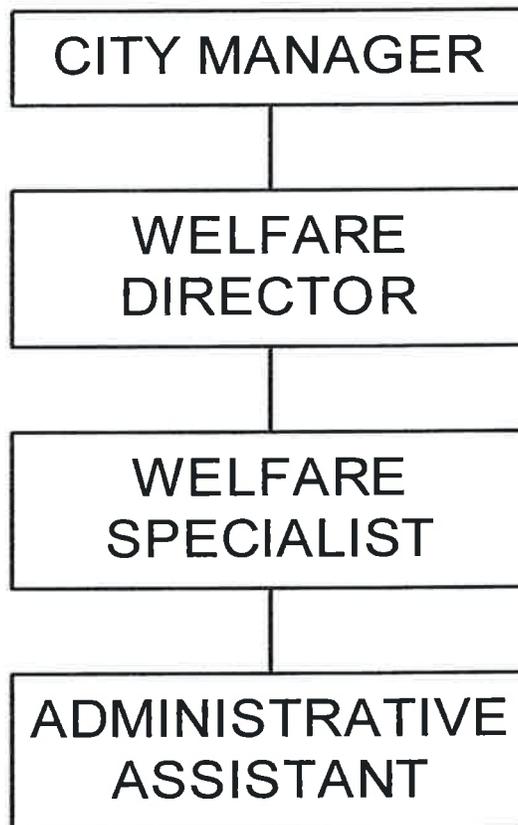
BUILDING MAINTENANCE

This line item funds the cost of routine structure, building and system repairs at the station. This line has been increased by \$1,000 to coincide with historic cost and potential 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
2016-2017 BUDGET



WELFARE
FY 2016-2017 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>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2015-2016</u> <u>COUNCIL</u>
SALARIES								
01 477 101 0000 Salaries	\$62,541	\$64,558	64,312	\$65,482	\$64,540	\$78,477	\$78,625	\$78,625
01 477 105 0000 Overtime	178	91	207	79	68	-	-	-
01 477 106 0000 Sick-Hurt	4,774	1,794	653	2,980	326	-	-	-
01 477 107 0000 Holidays	3,038	3,023	3,761	3,009	3,059	-	-	-
01 477 108 0000 Vacations	3,432	3,435	2,974	3,216	4,654	-	-	-
01 477 109 0000 Longevity	<u>60</u>	<u>30</u>	<u>30</u>	<u>60</u>	<u>60</u>	60	<u>60</u>	60
TOTAL SALARIES	\$74,023	\$72,930	71,937	\$74,826	\$72,707	\$78,537	\$78,685	\$78,685
OTHER								
01 477 201 0000 Telephones	\$1,458	\$1,253	1,192	\$1,236	\$1,257	\$1,400	\$1,300	\$1,300
01 477 207 0000 Postage	69	76	66	41	52	100	100	100
01 477 212 0000 Copier	842	1,023	1,008	578	1,001	700	750	750
01 477 214 0000 Supplies	379	1,033	497	401	343	500	400	400
01 477 234 0000 Vehicle Rental	238	410	542	265	295	500	500	500
01 477 242 0000 Travel-Meetings	24	111	-	-	88	100	75	75
01 477 245 0000 Conference-Dues	238	615	520	360	295	500	500	500
01 477 247 0000 Training	75	-	-	-	-	-	-	-
01 477 315 0000 City Relief	37,667	50,081	72,184	45,523	37,928	80,000	75,000	75,000
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>	<u>(2,333)</u>	(5,000)	(5,000)	(5,000)
TOTAL OTHER	\$36,791	\$52,847	74,696	\$47,862	\$38,926	\$78,800	\$73,625	\$73,625
DEPT. O&M TOTAL	\$110,814	\$125,777	146,633	\$122,688	\$111,633	\$157,337	\$152,310	\$152,310

WELFARE
FY 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Specialist*	14	9	40	35	\$26.11	\$913.85	
		14	10	12	35	\$26.39	\$923.65	\$47,637.80
1	Adm Secretary*	9	2	28	35	\$16.68	\$583.80	
		9	3	24	35	\$17.43	\$610.05	\$30,987.60

Total Welfare \$78,625.40

*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 2016-2017 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.

VEHICLE RENTAL

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

TRAVEL-MEETINGS

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

CONFERENCE-DUES

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

CITY RELIEF

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

REIMBURSABLES

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

ENTERPRISE FUNDS

SANITARY SEWER FUND

LACONIA WATER WORKS

SANITARY SEWER FUND SUMMARY
FY 2016-2017 BUDGET

	<u>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,972,105	\$3,642,929	\$3,718,830	\$3,718,830	\$3,718,830
Depreciation	429,044	425,000	410,000	410,000	410,000
SSF OPERATING EXP.	\$3,401,149	\$4,067,929	\$4,128,830	\$4,128,830	\$4,128,830
Cont.Cap.Adjustment	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)
SSF EXPENSES	\$3,302,261	\$3,969,041	\$4,029,942	\$4,029,942	\$4,029,942
SSF OPERATING REVENUE	\$3,894,796	\$4,122,059	\$4,126,295	\$4,126,295	\$4,126,295
Interest Income	10,022	10,000	10,000	10,000	10,000
To/Fr Retained Earnings	(602,557)	(163,018)	(106,353)	(106,353)	(106,353)
SSF INCOME	\$3,302,261	\$3,969,041	\$4,029,942	\$4,029,942	\$4,029,942
SANITARY SEWER FUND CAPITAL OUTLAY	\$369,000	\$366,000	\$450,000	\$450,000	\$450,000

LACONIA WATER WORKS SUMMARY
FY 2016-2017 BUDGET

	<u>14-15</u> <u>ACTUAL</u>	<u>2015-2016</u> <u>BUDGET</u>	<u>2016-2017</u> <u>DEPT REQ</u>	<u>2016-2017</u> <u>MANAGER</u>	<u>2016-2017</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,530,073	\$2,741,249	\$2,772,465	\$2,772,465	\$2,772,465
LWW OPERATING EXP.	\$2,530,073	\$2,741,249	\$2,772,465	\$2,772,465	\$2,772,465
LWW OPERATING REVENUE	\$2,290,176	\$2,291,800	\$2,530,600	\$2,530,600	\$2,530,600
Interest Income	3,991	4,000	3,000	3,000	3,000
Misc. Income	155,163	136,700	99,500	99,500	99,500
LWW INCOME	\$2,449,330	\$2,432,500	\$2,633,100	\$2,633,100	\$2,633,100
LACONIA WATER WORKS CAPITAL OUTLAY	\$496,700	\$386,000	\$563,000	\$563,000	\$563,000
BOND PRINC. PAYMENT	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000

SANITARY SEWER FUND
FY 2016-2017 BUDGET

		<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES									
90 400 101 0000	Regular Salaries	\$230,981	\$254,259	\$260,060	\$263,561	\$369,950	\$361,305	\$361,305	\$361,305
90 400 105 0000	Overtime	32,907	40,516	32,205	34,345	28,000	28,000	28,000	28,000
90 400 106 0000	Sick-Hurt	15,554	21,346	18,002	17,006	-	-	-	-
90 400 107 0000	Holidays	9,494	10,780	11,612	12,641	-	-	-	-
90 400 108 0000	Vacations	12,280	17,239	12,897	15,763	-	-	-	-
90 400 109 0000	Longevity	300	300	330	360	420	510	510	510
90 461 000 0000	Employee Benefits	242,397	208,096	210,483	218,663	228,965	250,916	250,916	250,916
90 400 110 0000	Stipends	-	-	-	-	1,500	1,500	1,500	1,500
90 400 115 0000	Salary Adj.	-	-	-	-	3,434	3,519	3,519	3,519
90 204 001 0000	OPEB Liability	56,135	56,135	65,322	81,064	-	-	-	-
TOTAL SALARIES		\$600,048	\$608,671	\$610,911	\$643,403	\$632,269	\$645,750	\$645,750	\$645,750
OTHER									
90 401 304 0000	CLERICAL, GF	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000
90 403 214 0000	BILLING EXPENSE	104,449	108,637	101,248	104,991	110,000	110,000	110,000	110,000
90 406 304 0000	Winn River Basin*	1,964,890	1,942,560	2,023,654	1,779,168	2,322,580	2,370,000	2,370,000	2,370,000
90 409 000 1000	SEWER MAINT.	36,691	215,774	172,851	276,810	250,000	265,000	265,000	265,000
90 421 000 1000	PUMP STA. MAINT.	18,194	11,682	21,595	38,237	40,000	40,000	40,000	40,000
	PUMP STATIONS:								
90 423 000 1000	Keasor Ct.	13,942	23,350	5,864	3,757	6,000	6,000	6,000	6,000
90 425 000 1000	Lawrence St.	5,351	18,729	4,931	3,940	6,000	6,000	6,000	6,000
90 426 000 1000	N Main Street	5,183	12,183	5,021	9,841	6,230	6,230	6,230	6,230
90 428 000 1000	Black Brook	11,193	19,608	15,069	11,869	15,500	15,500	15,500	15,500
90 430 000 1000	Langley Cove	16,717	7,039	10,169	6,552	11,650	11,650	11,650	11,650
90 434 000 1000	Paugus	9,011	10,334	13,882	11,274	14,000	14,000	14,000	14,000
90 436 000 1000	Lakeside Ave	2,059	3,900	5,534	3,203	6,000	6,000	6,000	6,000
90 438 000 1000	Shore Drive	8,130	9,095	9,140	8,174	9,350	9,350	9,350	9,350
90 439 000 1000	Christmas Island	4,375	4,271	6,769	6,066	7,100	7,100	7,100	7,100
90 440 000 1000	Hillcrest Drive	8,477	2,298	5,431	5,955	6,600	6,600	6,600	6,600
90 441 000 1000	Edgewater Ave.	2,784	7,644	2,939	3,733	5,000	5,000	5,000	5,000
90 443 000 1000	Mass. Ave.	4,658	6,950	3,705	5,580	5,000	5,000	5,000	5,000
90 444 000 1000	Channel Lane	141	267	212	180	650	650	650	650
90 446 000 1000	Endicott Street	3,063	2,938	3,112	3,874	4,000	4,000	4,000	4,000
90 447 000 1000	Briarcrest	9,682	5,441	2,929	8,220	6,000	6,000	6,000	6,000
90 448 000 1000	Rollercoaster Rd***	4,247	4,351	3,388	6,513	5,000	5,000	5,000	5,000
90 449 000 1000	Chapin Terrace	5,868	1,921	3,466	2,320	5,000	5,000	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	-	5,910	150,000	150,000	150,000	150,000
90 499 999 9999	Sanitary Sewer Study	10,555	15,934	18,356	-	-	-	-	-
TOTAL SALARIES, OTHER		\$2,885,325	\$3,084,490	\$3,069,176	\$2,968,570	\$3,642,929	\$3,718,830	\$3,718,830	\$3,718,830
90 495 390 0000	Amortization	-	-	-	-	-	-	-	-
90 495 391 0000	Depreciation	427,378	412,523	413,979	429,044	425,000	410,000	410,000	410,000
	SSF OPER. EXP.	\$3,312,703	\$3,497,013	\$3,483,155	\$3,397,614	\$4,067,929	\$4,128,830	\$4,128,830	\$4,128,830
90 495 380 0000	Interest Expense*	-	-	-	-	-	-	-	-
	Cont.Cap.Adj.	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)
	SSF EXPENSES	\$3,213,815	\$3,398,125	\$3,384,267	\$3,298,726	\$3,969,041	\$4,029,942	\$4,029,942	\$4,029,942
	SSF OPER. REV.	\$3,086,436	\$3,301,868	\$3,615,059	\$3,894,796	\$4,122,059	\$4,126,295	\$4,126,295	\$4,126,295
90 350 001 0000	Interest Income	(4,273)	11,974	9,999	10,022	10,000	10,000	10,000	10,000
	To/Fr Ret.Earnings	131,652	84,283	(240,791)	(602,557)	(163,018)	(106,353)	(106,353)	(106,353)
	SSF INCOME	\$3,213,815	\$3,398,125	\$3,384,267	\$3,302,261	\$3,969,041	\$4,029,942	\$4,029,942	\$4,029,942

* 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 2016-2017 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. PW**	23		52			\$1,353.59	\$70,386.68
1	Coll Sys Coordinator*	16	5	52	40	\$26.82	\$1,072.80	\$55,785.60
1	Col Sys Oper.*	14	10	52	40	\$26.39	\$1,055.60	\$54,891.20
1	Pump Station Asst*	12	5	52	40	\$22.09	\$883.60	\$45,947.20
1	Vactor Operator*	44	5	52	40	\$21.69	\$867.60	\$45,115.20
1	Lt Equip Oper *	43	4	52	40	\$19.15	\$766.00	\$39,833.00
1	Lt Equip Oper *	43	3	52	40	\$18.81	\$752.40	\$39,125.80
1	Laborer w/ CDL*	43	2	52	40	\$18.47	\$738.80	\$38,417.60
1	Laborer	Seasonal		17	40	\$14.00		\$9,520.00
1	Clerk Typist*	3	6	47	6	\$14.79	\$88.74	
		3	7	5	6	\$15.06	\$90.36	\$4,622.58
							Total Sewer	\$403,644.86

*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 2016-2017 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 an increase of \$ 15,000. (i.e., 3.7%) compared to last year's budgeted numbers. The only change is a \$ 15,000 increase in the Sewer Maintenance line item to account for increases in costs for sewer repair, cleaning and/or inspection as mandated under Federal requirements associated with the National Pollution Discharge Elimination System (NPDES) Permitting program. These costs are reflected in the Sewer Maintenance line item (90-409).

Approximately 64 % or \$2,370,000. 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 2 % increase (\$ 47,420) in the WRBP portion of our SSF budget for FY 16-17 to assist with anticipated marginal increases in three of the four categories (Operation & Maintenance (O&M), Administration and Replacement Fund). The fourth (4th) category of WRBP billing – Capital Recovery (Debt Service) has stabilized and the requested amount for this FY is decreased by approx. \$ 27,000 from last year's request.

The WRB budget is broken down into 4 major components with Laconia's cost allocation for FY 16-17 estimated at: Operations & Maintenance - \$1,438,000., Administration - \$296,000., Capital Reserve/Recovery (i.e., Debt Service) - \$536,000., and Sinking Fund (aka Replacement or Cost Recovery Fund) \$ 100,000.

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 each subsequent year.

A Flow Metering Project has been approved and data collection was begun in the Spring of 2015. 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 drafted our first comprehensive Laconia Sewer System Capital Improvement Program (i.e., Laconia CIP) in 2012

and has carefully updated this document in each subsequent year. 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 requested for this line item is \$265,000 (\$15,000 increase – (6%) and the majority of these annual costs (approx. \$170,000) 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 request is for level funding.

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 2016-2017 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>16-17</u>	<u>16-17</u>	<u>16-17</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
Sewer Force Main-Emergency repair fittings		\$10,000							
Gravity Sewer Mains	\$55,000	\$55,000			\$50,000	\$110,000	\$250,000	\$250,000	\$250,000
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				\$50,000			
Paugus Pump Station - Equipment Upgrade									
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	\$90,000	\$90,000	\$90,000
Pump Station Control/Data System				\$62,000	\$190,000		\$20,000	\$20,000	\$20,000
Mass Ave Pump Station Total Station Upgrade							\$40,000	\$40,000	\$40,000
Langley Pump Station Equipment Upgrade							\$50,000	\$50,000	\$50,000
TOTAL SSF CAPITAL OUTLAY	\$55,000	\$180,000	\$184,000	\$369,000	\$347,000	\$366,000	\$450,000	\$450,000	\$450,000

** \$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 2016-2017

UPGRADE SECTIONS OF EXISTING GRAVITY SEWER- \$ 250,000.

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 Avery St., Dixon St., Arch St, South Main St., Pine St., Dewey St., Mechanic St. and Union Ave. Several new sections have been identified by CCTV inspection as needing serious upgrade in soon coming years. 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 options (trenchless technology) whenever possible which provides the advantage of lining an existing pipe without having to excavate. The liner results in a new pipe within the old pipe.

LANGLEY COVE PUMP STATION UPGRADE - \$50,000

Pumps, motors and emergency generator at this sewage pumping station (built in the 1960's) need to be replaced. Other less costly station components also need to be replaced (check valves, electric hoist and more efficient station heaters) to insure the continued reliable and cost effective operation of this station. The intent is to accomplish this upgrade incrementally over the next three to five (3 to 5) years with the engineering component being a significant portion of the first year appropriation.

MASSACHUSETTS AVE. PUMP STATION UPGRADE - \$ 40,000

Pumps and motors need to be replaced and state of the art motor controls (electrical control with variable frequency drive VFD capability) need to be installed at this pump station. Modifications of the sewage inlet design and installation of "muffin monster" unit to reduce the size of sewage solids coming into the station are key upgrade elements needed here to improve station performance and efficiency. Finally, installation of new "level controls" to direct pump operation will serve to bring this station up to fully upgraded operational status. Again, this project is proposed to be accomplished incrementally over the next three (3) years with the engineering (and some equipment acquisition) being accomplished in the first year.

LAKESIDE AVE. PUMP STATION UPGRADE - \$ 90,000

Pumps and motors need to be replaced and state of the art motor control center installed. Modification of sewage inlet design, replacement of discharge gates valves and check valves (to eliminate backflow into the station and to provide for flow isolation during maintenance efforts) are additional features needing upgrade at this station. Finally, installation of new "level controls" (including provision for enhanced SCADA control of same), and replacement of the emergency

generator (existing is 1975 vintage) will bring this station to fully upgraded operational status. Per Agreement, the developer of the nearby Meredith Bay Project is contributing to a portion of these station upgrade costs which are programmed to be accomplished over the next two (2) construction seasons.

SCADA SYSTEM MAINTENANCE - \$ 20,000.

In the past 3 years DPW has accomplished installation of a Supervisory Control and Data Acquisition (SCADA) system that fully monitors (24 hrs. /7 days per week) - 95% - (16 of 17 stations) city sewage pumping station operations and allows for remote control of several functions at these controlled stations. This system will need periodic updating to replace worn electronic hardware components which will ensure that the system continues to perform as intended. This appropriation will allow for upgrades needed over the next two (2) years.

**SANITARY SEWER FUND
HISTORY
FY 2010-2015**

**SANITARY SEWER FUND
HISTORY**

	<u>09-10</u> <u>ACTUAL</u>	<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>14-15</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	\$98,134	\$103,819	\$104,448	\$108,637	\$98,728	\$104,991
90 407 304 0000 PLANT O&M	\$2,009,055	\$1,958,642	\$1,965,890	\$1,942,560	\$2,023,654	\$1,779,168
90 409 000 1000 SEWER MAINTENANCE						
Labor	\$191,822	\$178,188	\$205,530	\$231,741	\$222,676	\$247,392
Water-Sewer	382	356	398	497	630	581
Supplies	38,761	36,250	42,992	64,692	52,292	56,542
Insurance	13,571	14,263	14,732	17,285	29,985	21,350
Audit	3,900	2,670	-	2,500	1,591	-
Clothing Allowance	2,677	9,965	2,782	4,084	3,549	3,745
Misc	3,520	2,627	2,627	54	(31)	737
Sewer Cleaning & Maintenance	-	-	-	119,048	68,372	155,292
Internal Service Fund	-	-	8,839	7,614	7,492	8,000
Vehicle Use	<u>8,298</u>	-	<u>4,991</u>	-	<u>8,972</u>	<u>36,472</u>
TOTAL SEWER MAINT.	\$262,931	\$244,319	\$282,891	\$447,515	\$395,528	\$530,111
90 421 000 1000 PUMP STA. MAINTENANCE						
Labor	\$117,205	\$86,961	\$95,985	\$112,700	\$112,430	\$112,026
Lights-Power	528	-	-	-	-	-
Supplies	8,597	2,470	13,009	4,822	14,295	33,067
Internal Service Fund	-	-	-	-	-	-
Vehicle Use	<u>5,060</u>	<u>4,180</u>	<u>5,185</u>	<u>6,860</u>	<u>7,300</u>	<u>5,170</u>
TOTAL P.S. MAINT.	\$131,390	\$93,611	\$114,179	\$124,382	\$134,025	\$150,263
PUMPING STATIONS:						
90 423 000 1000 KEASOR CT.						
Lights-Power	\$2,647	\$2,790	\$2,481	\$2,894	\$2,407	\$2,813
Water-Sewer	121	130	121	121	150	120
Supplies, Misc	(109)	439	11340	20335	3307	988
Vehicle Use	-	(905)	-	-	-	(165)
TOTAL KEASOR CT.	\$2,659	\$2,454	\$13,942	\$23,350	\$5,864	\$3,756
90 425 000 1000 LAWRENCE ST.						
Lights-Power	\$3,202	\$3,470	\$3,221	\$3,710	\$3,140	\$3,182
Water-Sewer	121	131	121	120	191	120
Supplies	<u>2,358</u>	<u>368</u>	<u>2,009</u>	<u>14,899</u>	<u>1,601</u>	<u>638</u>
TOTAL LAWRENCE ST.	\$5,681	\$3,969	\$5,351	\$18,729	\$4,932	\$3,940
90 426 000 1000 N MAIN STREET/OPECHEE						
Lights-Power	\$2,569	\$2,892	\$2,283	\$2,182	\$3,191	\$3,410
Water-Sewer	126	126	127	134	126	125
Supplies	<u>1,750</u>	<u>2,086</u>	<u>2,772</u>	<u>9,867</u>	<u>1,705</u>	<u>6,306</u>
TOTAL N MAIN ST	\$4,445	\$5,104	\$5,182	\$12,183	\$5,022	\$9,841
90 429 000 1000 BLACK BROOK/UNION AVE						
Lights-Power	\$7,168	\$7,090	\$6,089	\$5,675	\$7,933	\$8,486
Water-Sewer	149	169	153	165	163	124
Supplies	<u>1,264</u>	<u>2,324</u>	<u>4,951</u>	<u>13,769</u>	<u>6,973</u>	<u>3,260</u>
TOTAL BLACK BROOK	\$8,581	\$9,583	\$11,193	\$19,609	\$15,069	\$11,870

**SANITARY SEWER FUND
HISTORY**

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 430 000 1000 LANGLEY COVE						
Lights-Power	\$5,812	\$6,134	\$5,097	\$4,953	\$5,146	\$4,866
Water-Sewer	121	131	120	121	150	121
Supplies	<u>960</u>	<u>7,902</u>	<u>11,500</u>	<u>1,965</u>	<u>4,873</u>	<u>1,565</u>
TOTAL LANGLEY COVE	\$6,893	\$14,167	\$16,717	\$7,039	\$10,169	\$6,552
90 434 000 1000 PAUGUS						
Lights-Power	\$7,419	\$7,853	\$6,504	\$4,640	\$5,073	\$5,124
Water-Sewer	161	130	121	121	124	121
Supplies	<u>1,916</u>	<u>2,088</u>	<u>2,386</u>	<u>5,573</u>	<u>8,685</u>	<u>6,028</u>
TOTAL PAUGUS	\$9,496	\$10,071	\$9,011	\$10,334	\$13,882	\$11,273
90 436 000 1000 LAKESIDE AVE/WEIRS						
Lights-Power	\$2,214	\$1,637	\$1,471	\$1,953	\$1,950	\$1,414
Water-Sewer	145	98	129	142	143	142
Supplies	<u>890</u>	<u>170</u>	<u>459</u>	<u>1805</u>	<u>3441</u>	<u>1648</u>
TOTAL LAKESIDE	\$3,249	\$1,905	\$2,059	\$3,900	\$5,534	\$3,204
90 438 000 1000 SHORE DRIVE						
Lights-Power	\$7,447	\$6,382	\$6,415	\$6,103	\$6,323	\$6,638
Water-Sewer	137	131	123	121	163	120
Supplies	<u>3575</u>	<u>1,292</u>	<u>1,592</u>	<u>2,871</u>	<u>2,653</u>	<u>1,416</u>
TOTAL SHORE DR.	\$11,159	\$7,805	\$8,130	\$9,095	\$9,139	\$8,174
90 439 000 1000 CHRISTMAS IS						
Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lights-Power	1,837	2,972	1,934	1,846	1,811	1,714
Supplies	<u>816</u>	<u>4,195</u>	<u>2,441</u>	<u>2,425</u>	<u>4,958</u>	<u>4,353</u>
TOTAL CHRISTMAS AVE	\$2,653	\$7,167	\$4,375	\$4,271	\$6,769	\$6,067
90 440 000 1000 HILLCREST DRIVE						
Lights-Power	\$2,446	\$3,028	\$2,537	\$2,247	\$2,347	\$2,625
Supplies	<u>915</u>	<u>1,329</u>	<u>5,940</u>	<u>51</u>	<u>3,084</u>	<u>3,330</u>
TOTAL HILLCREST DR.	\$3,361	\$4,357	\$8,477	\$2,298	\$5,431	\$5,955
90 441 000 1000 EDGEWATER AVE.						
Lights-Power	\$2,123	\$2,210	\$2,172	\$3,643	\$1,840	\$1,968
Supplies	<u>3,274</u>	<u>174</u>	<u>612</u>	<u>4,001</u>	<u>1,098</u>	<u>1,765</u>
TOTAL EDGEWATER	\$5,397	\$2,384	\$2,784	\$7,644	\$2,938	\$3,733
90 443 000 1000 MASS. AVE.						
Lights-Power	1,687	2,583	2,690	2,675	2,448	2,303
Water-Sewer	131	\$130	\$121	\$121	\$120	\$121
Supplies	<u>2,718</u>	<u>\$911</u>	<u>\$1,847</u>	<u>\$4,154</u>	<u>\$1,137</u>	<u>\$3,156</u>
TOTAL MASS. AVE.	\$4,536	\$3,624	\$4,658	\$6,950	\$3,705	\$5,580
90 444 000 1000 CHANNEL LANE						
Lights-Power	\$126	\$138	\$141	\$262	\$183	\$181
Supplies	53	304	-	5	29	-
TOTAL CHANNEL LANE	\$179	\$442	\$141	\$267	\$212	\$181
90 446 000 1000 ENDICOTT ST						
Lights-Power	\$928	\$780	\$763	\$906	\$743	\$885
Supplies	<u>5,035</u>	<u>2,372</u>	<u>2,301</u>	<u>2,032</u>	<u>2,369</u>	<u>2,989</u>

**SANITARY SEWER FUND
HISTORY**

	<u>09-10</u> <u>ACTUAL</u>	<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>14-15</u> <u>ACTUAL</u>
TOTAL ENDICOTT ST	\$5,963	\$3,152	\$3,064	\$2,938	\$3,112	\$3,874
90 447 000 1000 BRIARCREST						
Lights-Power	\$2,348	\$1,778	\$1,625	\$1,667	\$1,580	\$1,618
Water/Sewer	130	121	120	120	121	120
Supplies	<u>1,787</u>	<u>425</u>	<u>7,937</u>	<u>3,653</u>	<u>1,228</u>	<u>6,482</u>
TOTAL BRIARCREST	\$4,265	\$2,324	\$9,682	\$5,440	\$2,929	\$8,220
90-448-000-1000 ROLLERCOASTER RD						
Lights-Power	\$2,260	\$2,382	\$2,229	\$2,885	\$1,940	\$2,347
Supplies	<u>744</u>	<u>1,562</u>	<u>2,017</u>	<u>1,466</u>	<u>1,448</u>	<u>4,167</u>
TOTAL ROLLERCOASTER RD	\$3,004	\$3,944	\$4,246	\$4,351	\$3,388	\$6,514
90 449 000 1000 CHAPIN TERRACE						
Lights-Power	\$980	\$1,318	\$1,219	\$1,538	\$1,261	\$1,304
Supplies	<u>(\$1,176)</u>	<u>3,745</u>	<u>4,649</u>	<u>383</u>	<u>2,205</u>	<u>1,017</u>
TOTAL CHAPIN TERRACE	(\$196)	\$5,063	\$5,868	\$1,921	\$3,466	\$2,321
90 461 000 1000 EMPLOYEE BENEFITS						
Social Security	\$24,204	\$23,999	\$23,154	\$25,307	\$24,175	\$24,635
Retirement	28,257	26,623	24,689	26,947	33,045	160,588
Health Insurance	132,473	141,877	193,024	153,381	153,264	33,440
Training	<u>2,720</u>	<u>920</u>	<u>1,530</u>	<u>2,460</u>	<u>2,520</u>	<u>3,535</u>
TOTAL EMP.BENEFITS	\$187,654	\$193,419	\$242,397	\$208,095	\$213,004	\$222,198
90 465 000 1000 RES/CONTINGENCY	-	-	-	-	-	-
TOTAL SALARIES, OTHER	\$2,789,489	\$2,700,325	\$2,843,685	\$2,990,508	\$2,985,500	\$2,906,786

LACONIA WATER DEPT
OPERATING BUDGET - FY 2016-2017

	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>COUNCIL</u>
						<u>REQUEST</u>	<u>REQUEST</u>
REVENUES							
Water Billing/Res & Com	\$1,757,617	\$1,927,773	\$1,861,763	\$1,860,230	\$1,868,000	\$2,100,000	\$2,100,000
Water Billing/Municipal	84,612	90,067	88,985	94,295	94,000	108,800	108,800
Fire Protection	69,975	70,797	71,008	71,327	71,300	71,800	71,800
Sewer Cost Allocations	104,448	103,760	98,681	104,991	105,000	124,000	124,000
Penalties	18,900	20,024	19,462	18,471	19,000	19,000	19,000
Labor Sold	53,497	41,566	48,900	47,053	43,500	25,000	25,000
Inventory Sold	12,678	11,819	10,800	9,311	8,000	7,500	7,500
Income From Meters	2,754	2,325	2,458	2,766	2,000	2,000	2,000
Equipment & Tool Rental	14,944	17,553	17,114	14,509	15,000	15,000	15,000
Sales of Sand, Gravel, etc.	705	1,125	1,075	41	1,000	1,000	1,000
Water Testing Income	26,408	22,517	20,561	19,702	20,000	19,000	19,000
Backflow Prevention Tests	46,080	44,340	57,220	47,480	45,000	37,500	37,500
TOTAL REVENUES	\$2,192,618	\$2,353,666	\$2,298,027	\$2,290,176	\$2,291,800	\$2,530,600	\$2,530,600
ADDITNL INCOME							
Interest on Sav	\$10,748	\$5,968	\$4,053	\$3,991	\$4,000	\$3,000	\$3,000
Interest Earned on Bond Funds	-	-	-	-	-	-	-
Misc Income	9,895	17,775	22,922	22,960	15,000	15,000	15,000
Misc Income-Medical Surplus Refund	-	-	41,241	30,410	26,800	0	0
Funds Trans From Savings	-	-	-	-	-	-	-
Funds Trans From CMA-Repair VFD Pump#1	-	6,744	-	-	-	-	-
Funds Trans from CMA-Electric Breaker	-	-	1,666	0	-	-	-
Funds Trans/SDC-CMA Bond 45.66/41.66	48,524	47,674	46,825	45,976	45,100	44,500	44,500
Construction Maint. Assessment	34,832	31,977	37,686	40,256	32,000	25,000	25,000
Acme Building Rent	7,000	1,600	9,600	8,550	7,800	7,800	7,800
Cell Tower Rent	10,400	9,846	7,850	7,011	10,000	7,200	7,200
TOTAL ADDITIONAL	\$121,399	\$121,584	\$171,843	\$159,154	\$140,700	\$102,500	\$102,500
TOTAL INCOME	\$2,314,017	\$2,475,250	\$2,469,870	\$2,449,330	\$2,432,500	\$2,633,100	\$2,633,100

LACONIA WATER DEPT
OPERATING BUDGET FY 2016-2017

	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2016-2017</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
EXPENSES							
Regular Salaries	\$683,193	\$680,484	\$676,241	\$691,087	\$859,800	\$882,500	\$882,500
Wages-Health Buyout	-	1,867	800	3,863	3,800	4,100	4,100
Wages-GIS Part-Time	-	0	1,160	-	6,000	6,000	6,000
Wages- Medical Insurance Stipend	-	9,500	9,250	-	-	-	-
Holidays	32,992	32,830	32,743	32,823	-	-	-
Vacations	63,163	65,726	65,647	66,793	-	-	-
Sick/Hurt	10,128	9,432	10,526	13,933	-	-	-
Total Regular Salaries	789,476	799,839	796,366	808,499	869,600	892,600	892,600
Sick Time Liability	-	22,104	-	-	20,239	17,700	17,700
Over Time	30,227	35,642	37,057	48,521	38,000	45,000	45,000
Longevity	1,350	1,500	1,740	1,620	1,680	1,830	1,830
TOTAL SALARIES	\$821,053	\$859,085	\$835,163	\$858,640	\$929,519	\$957,130	\$957,130
Production Expenses							
Water Testing	\$5,063	\$4,372	\$10,037	\$4,164	\$4,600	\$9,000	\$9,000
Well Head Protection Mailing	268	-	-	-	-	300	300
Equipment Maint Lakeport	-	16239	4154	97	750	750	750
Equipment Maint Briarcrest	490	1,185	213	397	1,200	750	750
Equipment Maint Treatment Plant	1,592	2,529	1,780	1,023	2,000	2,000	2,000
Equipment Maint Evergreens Stat	50	103	-	591	650	825	825
Equipment Maint Endicott Stat	263	47	61	17	1,000	1,350	1,350
Equipment Maint Lighthouse Stat	2,986	42	1,969	0	850	1,150	1,150
Route 3 Pit (Funspot)	-	-	-	-	-	500	500
Equipment Maint Weirs Station	215	316	70	47	750	750	750
Purif Equip Maint Treatment Plant	1,922	992	1,094	2,337	1,000	1,500	1,500
Purif Equip Maint Longbay	569	593	530	512	750	800	800
Purif Equip Maint Briarcrest	569	593	516	521	750	800	800
Purif Equip Maint Evergreens	-	-	-	-	200	200	200
Purif Equip Maint Endicott Stat	614	593	526	521	750	800	800
Purif Equip Maint Lighthouse Stat	483	593	554	513	750	800	800
Purif Equip Maint Weirs	648	672	505	549	750	750	750
Laboratory	13,264	15,671	14,257	16,188	16,500	19,000	19,000
Briarcrest Station Maint	334	34	2,656	114	250	310	310
Treatment Plant Maint	4,963	5,926	6,542	5,239	7,150	6,300	6,300
Evergreens Pump Station	14	11	11	14	300	300	300
Endicott Pump Station	220	188	255	194	300	350	350
Lighthouse Pump Stat	11	112	11	14	100	155	155
Weirs Booster Stat Maint	814	718	299	188	400	400	400
Tank Maint Lakeport	141	20	-	252	4,200	100	100
Tank Maint Long Bay	28	-	232	0	100	100	100
Tank Maint Briarcrest	3,990	51	13	9	4,300	100	100
Tank Maint Lighthouse	15	-	-	-	100	100	100
Tank Maint Weirs/Endicott tanks	167	4,173	14	19	100	100	100
Power - Lakeport	94,047	97,193	84,060	83,334	86,500	87,500	87,500
Power - Treatment Plant	32,029	34,238	30,148	29,352	31,500	31,400	31,400
Power - Long Bay	346	827	497	631	550	700	700
Power- Briarcrest	12,213	12,758	12,156	12,985	12,650	13,600	13,600
Power-Evergreens Station	2,768	2,493	2,649	2,978	2,700	3,600	3,600
Power-Endicott Station	139	-	1,598	7,970	7,800	8,400	8,400
Power- Lighthouse Station	-	-	-	142	2,000	2,000	2,000
Power - Weirs Booster Stat	6,719	8,246	7,789	6,693	7,250	7,000	7,000
Power-Rte 3 Rollercoaster Rd Pit	-	-	-	-	500	500	500
Heat - Treatment Plant	20,904	22,126	29,512	34,312	30,000	27,500	27,500
Heat-Evergreens Station	1,281	1,462	1,711	1,973	1,700	1,000	1,000
Heat-Endicott Station	662	972	553	888	550	1,215	1,215
Heat -Weirs Booster Stat	41	858	468	827	500	975	975
Sewer Dischg TP	11,561	11,388	11,754	15,417	16,000	16,000	16,000
Supplies-Water Production	41,063	44,926	43,845	41,601	50,000	46,000	46,000
Treatmnt Plnt Office Mach	215	257	260	265	275	275	275
Treatmnt Plnt Office Sup	1,000	617	620	745	800	800	800
Vehicle Maint/Water Prod	3,985	4,061	5,283	3,423	5,000	5,500	5,500
CCR Program	3,584	3,655	595	625	750	750	750
Scada Maintenance	4,631	5,647	5,535	5,907	7,500	7,500	7,500
Total Prod Exp	\$276,881	\$307,492	\$285,328	\$283,588	\$315,075	\$312,555	\$312,555

LACONIA WATER DEPT
OPERATING BUDGET - FY 2016-2017

	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2016-2017</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
<i>Distribution Expense</i>							
Maint Gen Struc	\$14,991	\$14,602	\$10,645	\$8,631	\$13,250	\$11,280	\$11,280
Maint of Maintenance Building	-	-	10,917	6,472	8,500	7,500	7,500
Maint of Mains	14,358	21,313	26,874	70,468	32,000	42,000	42,000
Labor-GIS-Reimbursed to City	-	-	869	-	-	-	-
Maint of Services	1,539	8,725	2,797	8,239	4,500	6,000	6,000
Maint of Hydrant	2,342	773	1,552	3,144	5,100	4,500	4,500
Maint of Meters	2,102	2,059	4,234	10,370	4,500	9,000	9,000
Maint of Tools	5,995	7,986	6,263	6,036	8,000	7,000	7,000
Backflow Prevention Prog	2,997	2,362	1,771	1,653	3,300	3,000	3,000
Sand.Grvl.Salt	1,240	1,631	2,743	(677)	1,200	1,200	1,200
TOTAL DIST EXP	\$45,564	\$59,451	\$68,666	\$114,336	\$80,350	\$91,480	\$91,480
<i>Billing Expense</i>							
Billing Expenses	\$19,160	\$18,284	\$15,691	\$16,196	\$20,000	\$19,500	\$19,500
Meter Reading	3,324	4,981	5,696	16,207	9,500	10,000	10,000
Office Supplies	2,499	2,015	1,238	1,569	1,500	1,600	1,600
TOTAL BILL EXP	\$24,983	\$25,280	\$22,626	\$33,972	\$31,000	\$31,100	\$31,100
<i>OTHER EXPENSES</i>							
P/R Taxes - SS	\$62,507	\$64,209	\$64,494	\$65,172	\$71,000	\$73,200	\$73,200
Unemployment Taxes	537	529	504	500	500	500	500
Medical Insurance	304,881	245,371	229,071	246,825	275,800	304,300	304,300
Medical Surplus Refund	-	-	7,611	8,360	-	-	-
Other Post Employment Benefits	622	6,498	6,698	6,847	7,000	7,000	7,000
Retirement	72,777	72,590	85,092	80,989	102,900	103,500	103,500
Telephone	4,081	4,218	5,005	5,994	6,500	6,500	6,500
Postage	2,568	2,547	2,829	2,542	3,000	3,000	3,000
Insurances	37,764	30,279	34,158	47,076	50,650	48,400	48,400
Insurance Claim Expense	-	6,462	-	-	-	-	-
Consulting Fees	-	-	-	-	5,000	5,000	5,000
Audit Expense	8,925	9,590	10,060	10,060	10,250	10,500	10,500
Computer Support	11,556	8,288	8,372	9,675	12,000	13,000	13,000
Meetings	196	197	192	151	300	300	300
Education	1,839	2,352	2,503	3,555	3,500	3,500	3,500
Bad Debts	-	4,469	1,889	0	250	250	250
Attorneys Fees	3,002	5,057	1,183	221	4,500	4,500	4,500
Other Expenses/Misc	6,167	7,799	10,557	6,879	9,000	8,500	8,500
Purchases Discounts	(974)	(1,149)	(914)	(1,000)	(750)	(1,000)	(1,000)
Maint OFC Equip	1,372	1,317	2,913	2,036	2,500	2,500	2,500
Reserve/Contingency Fund	-	-	-	-	30,000	30,000	30,000
Safety Winnings/Reimb By City	(150)	(50)	(50)	-	-	-	-
Loss on Disposal(96 Channel Autr	-	-	-	-	-	-	-
TOTAL OTHER EXP	\$517,670	\$470,573	\$472,167	\$495,882	\$593,900	\$623,450	\$623,450

LACONIA WATER DEPT
OPERATING BUDGET - FY 2016-2017

	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>COUNCIL</u>
						<u>REQUEST</u>	
Other Charges							
Maint of Houses	\$320	\$1,071	\$2,925	\$429	\$1,500	\$1,500	\$1,500
Depreciation	758,273	761,972	753,430	745,407	770,150	778,600	778,600
Interest on Bonds	52,810	49,504	47,759	45,494	45,200	42,800	42,800
Acme Building Maint	4,582	6,614	103	3,398	4,000	4,000	4,000
Loader Maintenance	2,507	6,895	5,323	1,794	3,850	3,550	3,550
Excavator Maint	5,179	4,682	6,947	4,451	5,700	5,800	5,800
Backhoe Maint	1,610	2,253	1,047	1,278	2,450	2,250	2,250
Vehicles Maint	17,142	19,983	20,313	17,533	22,000	21,500	21,500
Dump Trucks	2,408	3,272	1,718	4,606	2,350	4,000	4,000
Overhead Const	<u>(27,306)</u>	<u>(30,374)</u>	<u>(19,055)</u>	<u>(22,208)</u>	<u>(13,500)</u>	<u>(13,500)</u>	<u>(13,500)</u>
TOTAL OTHER CHG	\$817,525	\$825,872	\$820,510	\$802,182	\$843,700	\$850,500	\$850,500
LESS LABOR/CAPITAL IMPROV	(64,542)	(62,626)	(57,091)	(58,526)	(52,325)	(93,750)	(93,750)
LESS LABOR/CAP RES PROJ	-	(6,271)	-	-	-	-	-
TOTAL EXPENSES	\$2,439,137	\$2,478,861	\$2,446,501	\$2,530,073	\$2,741,219	\$2,772,465	\$2,772,465
NET INCOME/LOSS	(125,121)	(3,610)	23,369	(80,743)	(308,719)	(139,365)	(139,365)
DEPRECIATION	758,273	761,972	753,430	745,407	770,150	778,600	778,600
UNEXPENDED FUND	196,747	363,312	253,689	165,646	-	-	-
FUNDS TRANSFERRED FROM CAP RESERVE	-	86,669	-	-	-	-	-
TOTALS	\$829,899	\$1,208,343	\$1,030,488	\$830,310	\$461,431	\$639,235	\$639,235
CARRY OVERS	196,747	363,312	253,689	165,646	-	-	-
CAPITAL BUDGET	569,854	209,443	272,513	391,042	386,000	563,300	563,300
PAYMENT-BONDS	75,000						
FUNDS TRANSFERRED TO CAP RES #1	-	90,000	75,200	-	-	-	-
CAPITAL RESERVE FUND PROJECTS	8,181	86,669	-	9,000	-	-	-
TOTALS	\$849,782	\$824,424	\$676,402	\$640,688	\$461,000	\$638,300	\$638,300
BALANCE/CAPITAL IMP FUND	(\$19,883)	\$383,919	\$354,086	\$189,622	\$431	\$935	\$935

**LACONIA WATER DEPT SALARIES
EFFECTIVE JULY 1, 2016– June 30, 2017**

<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	1,815.20	94,390.40
1	WTR QUAL SUPER	17	Max	1,339.20	69,638.40
<hr/>					
2	TOTAL SALARIED EMPLOYEES				

LACONIA WATER DEPT NON-SALARIED EMPLOYEES

<u>NO OF EMP.</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>
1	CHIEF TP OPER	15	23.15	24.07	25.01	25.95	26.95	27.42	27.90	28.39	28.88
1	OFF MGR/CNTRLR	15	23.15	24.07	25.01	25.95	26.95	27.42	27.90	28.39	28.88
1	FOREMAN	15	23.15	24.07	25.01	25.95	26.95	27.42	27.90	28.39	28.88
1	PROJECT MGR	15	23.15	24.07	25.01	25.95	26.95	27.42	27.90	28.39	28.88
1	TP OP II	12	19.67	20.56	21.50	22.44	23.47	23.92	24.40	24.89	25.39
2	TP OP I	9	17.23	18.00	18.82	19.65	20.55	20.95	21.37	21.80	22.15
1	BILLING CLERK	9	17.23	18.00	18.82	19.65	20.55	20.95	21.37	21.81	22.24
1	ADMINISTR ASST	8	15.74	16.42	17.18	17.94	18.75	19.14	19.54	19.91	20.31
1	SEC./CUST. SER	6	14.65	15.33	15.99	16.74	17.47	17.82	18.18	18.55	18.92
3	EQUIP OPER	4	19.01	19.84	20.74	21.68	22.66	23.10	23.55	24.05	24.52
2	LT EQUIP OPER	3	16.29	17.03	17.79	18.59	19.41	19.81	20.21	20.62	21.02

LACONIA WATER DEPT ACTIVITIES:

- Maintain the City-wide network of water lines. Maintain 615 hydrants, 6583 meters, and 1460 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks;
- Performs all Water and Sewer Billing for 6602 water and 6182 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

2016-2017 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 2016 - 2017 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), specifically Cryptosporidium (LT2).

WELL HEAD PROTECTION MAILING

This line funds the postage for mailing out flyers to customers in the well head protection area reminding them about items that could have an adverse effect on the water when not handled properly.

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. The line item was reduced due to cost history.

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 increase is due to the cost of servicing the generator.

EQUIPMENT MAINT ENDICOTT STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Endicott Pump Station. The increase is due to the cost of servicing the generator.

EQUIPMENT MAINT LIGHTHOUSE STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Lighthouse Pump Station. The increase is due to the cost of servicing the generator.

ROUTE 3 PIT (FUNSPOT)

This line item funds materials for the 2 PRV valves and general equipment maintenance. This is a new 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 increase is due to increased spare part costs for the pumps.

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. Level funded.

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 increase is due to the lab inspection to be done and the increased costs of lab supplies.

BRIARCREST STATION MAINT

This line funds the supplies allocated for maintaining the Briarcrest Station. The increase is due to supply costs.

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 decrease is due to the lab floor costs being eliminated.

EVERGREENS PUMP STATION MAINTENANCE

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

ENDICOTT PUMP STATION MAINT

This line funds the supplies allocated for maintaining the Endicott Station. The increase is due to the burner service cost.

LIGHTHOUSE PUMP STATION MAINT

This line funds the supplies allocated for maintaining the Lighthouse Pump Station. The price increase is due to supply costs.

WEIRS BOOSTER STATION MAINT

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

TANK MAINT – LAKEPORT

This line funds the supplies for maintaining the Lakeport Tanks. The decrease is due to tank inspection in the previous budget year.

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 decrease is due to the tank being funded for inspection on the previous budget year.

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 increase is due to an anticipated increase in delivery costs.

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 delivery costs.

POWER - BRIARCREST

This line funds the power bill for the Briarcrest Tank and the Briarcrest Pumping Station. The increase is due to an anticipated increase in delivery costs.

POWER – EVERGREENS STATION

This line funds the cost of power for the Evergreens Pump Station. The increase is due to an anticipated increase in delivery costs.

POWER – ENDICOTT STATION

This line item funds the cost of power for the Endicott Station. This increase is due to an anticipated increase in delivery costs.

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. Level funded.

HEAT - TREATMENT PLANT

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

HEAT – EVERGREENS STATION

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

HEAT – ENDICOTT STATION

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

HEAT - WEIRS BOOSTER STAT

This line funds the cost of heating the Weirs Booster Station. The increase is due to an anticipated increase in fuel 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. Level funded.

SUPPLIES - WATER PRODUCTION/CHEMICALS

This line funds the amount for the purchase of chemicals to treat the water from Paugus Bay before distribution into the water system. The decrease is due to anticipated decrease in supplies needed.

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. The increase is due to additional supplies (tires) needed.

CONSUMER CONFIDENCE REPORT

This line funds the amount for the mandated Consumer Confidence Report Program, including the printing of the brochure. Level funded.

SCADA MAINTENANCE

This line funds the anticipated costs for spare equipment, replacement parts, and service for the SCADA system. Level funded.

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 decrease is due to a decrease in the cost of heating base since we put in a gas furnace.

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 decrease is due to a decrease in heating costs for the building.

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. The increase is due to the increase costs associated with water main breaks.

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 increase is due to an anticipated increase in costs.

MAINT OF HYDRANT

This line funds the materials for repairing hydrants as well as any preventative maintenance such as the hydrant run. The decrease is based on anticipation of decreased costs.

MAINT OF METERS

This line funds the materials for changing, recalibrating, repairing, and sealing water meters. The increase is due to an anticipated increase in supplies to maintain meters.

MAINT OF TOOLS

This line represents the materials for maintenance of all tools including the purchase of small items and the preventative maintenance done on items such as the air compressor, saws, compactor, pumps, etc. The decrease is based on the history of expenditures on this item.

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. The increase is due to an anticipated increase in the cost of postage and supplies for the program.

SAND, GRVL, SALT

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

BILLING EXPENSES

This line funds the supplies and postage costs for the billing of water and sewer accounts. The decrease is based on the history of expenditures of this line item.

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 increase in this item is due to the cost of 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 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 anticipated changes in type of coverage for some employees.

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.

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. Level funded.

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. Level funded.

INSURANCES

This line funds the Property, Liability, Workers Compensation and Public Officials Liability Insurance. The decrease is due to overestimated amounts the previous year.

CONSULTING FEES

This line funds Engineering Services. Level funded.

AUDIT EXPENSE

This line funds the cost for the Water Works audit and is based on a contract with our auditors. The increase 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, the fees for software and database support as well as the cost for one-year of the server warranty. The increase is due to the increase in software fees and the server warranty.

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. Level funded.

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 decrease is based on decreased 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. Level funded.

RESERVE FOR CONTINGENCY

This line funds the amount to cover unexpected necessary expenses. Level funded.

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 2015/2016. Increase is based on an increase in fixed assets to be depreciated.

INTEREST ON BONDS

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

LOADER MAINTENANCE

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

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 items.

BACKHOE MAINT

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

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 a decrease in maintenance costs.

DUMP TRUCKS MAINTENANCE

This line funds the repairs, maintenance and the cost of diesel for two dump trucks. The increase is due to an anticipated increase in fuel consumption and purchase of tires.

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 FY 2016-2017

<u>CARRY OVER PROJECT:</u>	BUDGET 2017
TOTAL CARRYOVER PROJECTS:	-
2016/2017 Purchases	
Gates Upgrades	\$10,000
Hydrant Upgrades	9,500
SCADA Radio Upgrades	10,000
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	30,000
2 Heavy Duty Peristaltic Pumps for Plant	3,800
Weirs Station 6" Electric Valve	10,000
Limitorque Software	5,000
Painting of Long Bay Tank #1	50,000
Sander	9,000
Chemical Feed Pump	1,500
TOTAL PURCHASES	\$228,300
PROJECTS - 2016/2017	
Merrimack St. 650' of 8" DICL (Pine St to Lovell St)	65,000
Bowman St. 275' of 8" DICL (So Main to Adams)	35,000
Tremont St. 425' of 2" PVC	35,000
Lakeside Avenue 2000' of 12" DICL (Rt.3 to Tower St.)	200,000
	\$335,000
TOTAL PROJECTS 2015/2016	\$335,000
TOTAL PURCHASES & PROJECTS	\$563,300

ENTERPRISE FUND

INTERNAL SERVICE FUND

**INTERNAL SERVICE FUND
FY 2016-2017 BUDGET**

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>COUNCIL</u>
REVENUES							
92-301-001-0401 Administration	\$22	\$ -	\$ 10	\$ 252	\$ -	\$ -	\$ -
92-301-001-0411 Assessing	4,157	4,458	4,310	3,378	4,500	4,500	4,500
92-301-001-0407 Code	702	222	243	217	4,500	4,000	4,000
92-301-001-0417 Elections	90	162	455	225	500	500	500
92-301-001-0403 Finance	960	670	2,210	2,435	2,000	2,500	2,500
92-301-001-0445 Fire	208,457	200,069	199,737	215,759	216,000	200,000	200,000
92-301-001-0404 Licensing	50	208	483	500	500	500	500
92-301-001-0448 Motorcycle Week	999	921	429	1,070	1,500	1,200	1,200
92-301-001-0479 Recreation & Facilities	49,637	47,002	57,744	51,647	58,000	59,000	59,000
92-301-001-0405 Planning	2,955	1,579	2,905	3,043	3,500	3,500	3,500
92-301-001-0437 Police	199,285	195,021	200,329	195,693	210,000	175,000	175,000
92-301-001-0500 Public Works	151,952	156,924	213,899	224,064	315,000	300,000	300,000
92-301-001-0493 PW-Solid Waste	1,116	3,066	777	1,440	2,000	2,000	2,000
92-301-001-0415 Records	468	683	1,170	395	1,100	800	800
92-301-001-9999 Other & Bond Proceeds **	36,733	609,816	(60,339)	15,736	191,340	249,903	249,903
92-301-001-0900 SSF	21,855	14,804	22,877	50,139	37,500	45,000	45,000
92-301-001-0477 Welfare	410	542	265	250	500	500	500
TOTAL REVENUE	\$679,848	\$1,236,147	\$647,504	\$766,243	\$1,048,440	\$1,048,903	\$1,048,903
EXPENSES							
92-401-101-0001 SALARIES	\$103,113	\$113,613	\$125,291	\$139,819	\$138,491	\$167,715	\$167,715
92-401-105-0001 OVERTIME	2,241	550	2,937	2,049	1,500	1,500	1,500
92-429-120-0000 FICA	8,141	8,454	9,237	11,121	10,709	12,830	12,830
92-429-135-0000 NH RETIRE.	8,302	10,104	14,311	16,066	15,637	18,734	18,734
92-433-125-0000 WC	4,307	5,954	7,444	8,395	6,421	7,446	7,446
92-429-130-0000 HEALTH INS.*	45,431	33,723	34,290	40,439	65,832	61,545	61,545
92-401-109-0000 LONGEVITY	210	30	450	240	300	360	360
92-401-200-0000 OPERATING EXP	11,730	12,308	15,103	9,937	13,000	12,000	12,000
92-401-391-0000 DEPRECIATION	1,664	-	-	-	125,529	110,273	110,273
POLICE CRUISER	68,551	73,086	79,281	83,182	108,000	70,000	70,000
PUBLIC WORKS/BONDING	-	-	-	-	80,000	90,000	90,000
PUBLIC WORKS/EQUIP	107,419	127,085	140,082	142,568	-	-	-
FIRE TRUCK/VEHICLE	106,400	108,469	113,181	115,446	-	-	-
PARKS & REC	10,340	10,695	12,215	13,461	75,000	105,000	105,000
ADMIN	1,655	1,665	1,664	-	-	-	-
SSF	7,492	7,492	7,492	7,492	-	-	-
MISC	654	653	654	1,485	-	-	-
BOND PAYMENT EXPENSE	-	100,000	71,346	69,920	100,000	100,000	100,000
92-401-214-0000 TOOLS, SUPPLIES	35,062	35,668	37,835	45,038	34,000	32,000	32,000
92-401-215-0000 REPAIR, PARTS	60,632	68,372	96,381	107,910	65,000	60,000	60,000
92-401-239-0000 OIL	5,917	7,268	7,312	6,764	5,250	5,500	5,500
92-401-240-0000 TIRES	20,152	14,399	13,905	22,415	15,000	16,000	16,000
92-401-241-0000 GAS/DIESEL	205,393	215,528	234,194	187,515	194,471	175,000	175,000
92-401-251-0000 CLOTHING ALLOWANCE	1,025	1,857	2,357	2,396	1,500	1,500	1,500
92-401-303-0000 MISC	5,517	2,188	1,781	2,597	2,000	1,500	1,500
TOTAL EXPENSES	\$821,348	\$959,161	\$1,028,743	\$1,036,255	\$1,057,640	\$1,048,903	\$1,048,903

* 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 2016-2017 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Auto Maint Foreman	16	10	52	40	\$29.02	\$1,160.80	\$60,361.60
1	Gen Equip Oper.	45	10	52	40	\$25.09	\$1,003.60	\$52,187.20
1	Gen Equip Oper	45	6	6	40	\$24.02	\$960.80	
			7	46	40	\$24.50	\$980.00	\$50,844.80
*	Temporary Help							\$4,321.00
Total								\$167,714.60

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

INTERNAL SERVICE FUND
ACCOUNT DESCRIPTIONS
FY 2016-2017

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. Due to increased demands on the department and the retirement of a part-time mechanic responsible for maintenance related to the Fire Department vehicles, this year's budget includes the cost of an additional mechanic to be added mid- year.

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 deprecation 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 2016-2017

MOTORCYCLE WEEK**
FY 2016-2017 SPECIAL REVENUE

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>2015-2016</u>	<u>2016-2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>
<u>Revenues</u>							
87-301-004-0000 Boardwalk/Lakeport	\$21,200	\$22,500	\$17,750	17,755	17,750	18,000	18,000
87-301-004-0003 Photo Tower/Bike Show	1,822	2,039	827	1,803	2,215	1,500	1,500
87-301-004-0004 Site Review Revenue	14,700	16,675	15,700	13,725	13,350	17,248	18,088
87-301-004-0005 Licensing	131,105	126,345	128,435	105,783	110,051	133,740	134,000
87-301-004-0006 Other	-	1,220	1,295	1,440	5,185	1,500	1,500
Total Revenues	\$168,827	\$168,779	\$164,007	\$140,506	\$148,551	\$171,988	\$173,088
<u>Expenses</u>							
<u>SALARIES</u>							
87-448-101-0001 POLICE- Out of Town Police	\$52,552	\$55,272	\$54,941	49,293	70,722	70,000	70,000
87-448-105-0000 POLICE- Overtime	14,093	16,371	21,389	21,002	16,929	30,000	30,000
87-448-101-0005 DPW- Labor	2,406	2,382	2,746	3,620	4,233	3,700	3,700
87-448-105-0010 FIRE- Extra Duty Labor	19,398	23,246	23,453	19,312	19,495	22,500	23,000
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	1,560	1,600	1,600
MW Retirement	-	-	-	11,060	9,908	14,888	14,888
TOTAL SALARIES	\$90,362	\$99,274	\$104,116	\$106,073	\$122,847	\$143,188	\$143,688
<u>STATION W</u>							
87-448-202-0000 Lights/ Power	\$200	\$ 357	\$ -	\$ -	\$ 90	\$ 400	\$ 400
87-448-210-0000 Building Supplies	-	-	51	-	-	-	-
87-448-235-0000 Building Maintenance	962	1,204	1,272	-	1,362	-	-
TOTAL STATION W	\$1,162	\$1,561	\$1,323	\$0	\$1,452	\$400	\$400
<u>OTHER</u>							
87-448-201-0000 PD Telephone	\$31	\$53	\$ 48	\$ -	\$ -	\$ -	\$ -
87-448-208-0000 PD Printing	-	-	-	-	234	300	300
87-448-214-0000 PD Supplies	195	-	112	460	735	500	500
87-448-233-0000 PD Equipment Maint./ Rental	729	518	-	1,264	320	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	1,070	1,500	1,200
87-448-300-0004 DPW-Signs, Materials, Supplies	1,781	1,901	4,107	2,934	7,885	4,000	5,800
87-448-300-0006 DPW- Traffic Counts	500	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	3,726	4,200	4,200
87-448-304-0010 DPW- Trash Collection	4,199	4,217	8,030	5,556	2,259	8,000	6,500
87-448-304-0020 Food Service	1,476	2,550	2,694	2,636	2,165	2,500	2,500
87-448-304-0060 DPW- Chemical Toilets	3,076	3,083	3,157	3,046	3,268	3,500	3,500
87-448-304-0080 Lighting Rentals	1,150	1,076	926	1,398	2,125	1,400	2,000
87-448-401-0437 Equipment-Police-cruisers ***	47,457	-	29,000	10,436	6,562	-	-
87-448-401-0445 Equipment-Fire ***	-	2,332	38,993	11,963	-	-	-
87-448-401-0448 Weirs Boardwalk Imp ***	-	9,260	-	-	-	-	-
TOTAL OTHER	\$70,446	\$34,832	\$92,404	\$ 44,554	\$ 30,849	\$ 28,400	\$ 29,000
DEPT. O&M TOTAL	\$161,970	\$135,667	\$197,843	\$150,627	\$155,148	\$171,988	\$173,088

MOTORCYCLE WEEK
ACCOUNT DESCRIPTIONS
FY 2016-2017

POLICE-Salaries Police / Security / Traffic

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

POLICE-LPD Overtime

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

DPW-Labor

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

FIRE-Extra Duty Labor

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

FOOD INSPECTIONS/SUPPORT

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

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

POLICE-Radio Maintenance

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

DPW/Police-Vehicle Usage

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

DPW-Signs, Materials, Supplies

The demand for special signs, special pavement markings, fencing, barricades, warning lights, etc., continues to be considerable. We have requested the same amount as last year for this item. This appropriation is important in order to provide for the needed materials and supplies to respond to requests of the Police, Fire Departments and other departments. 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-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 reducing our request for this line item by \$1,500 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.

Lighting Rentals

This allows us to rent portable generator lighting units that are then placed at strategic locations in the City. To improve pedestrian safety the budget request is \$600 higher this year to add lighting to Scenic Road and Endicott Street East and North.

TAX INCREMENT FINANCING DISTRICTS

DOWNTOWN TIF DISTRICT

LAKEPORT TIF DISTRICT

WEIRS TIF DISTRICT

**Tax Increment Financing District
Downtown
FY 2016-2017 BUDGET**

	2016-2017 MANAGER	2016-2017 COUNCIL
Estimated captured value	\$9,223,300	\$9,223,300
Estimated Tax Rate *	\$19.85	\$19.85
Estimated Revenues	\$183,083	\$183,083

*without State Education portion

**Tax Increment Financing District
Lakeport
FY 2016-2017 BUDGET**

	2016-2017 MANAGER	2016-2017 COUNCIL
Estimated captured value	\$118,900	\$118,900
Estimated Tax Rate *	\$19.85	\$19.85
Estimated Revenues	\$2,360	\$2,360

*without State Education portion

**Tax Increment Financing District
Weirs
FY 2016-2017 BUDGET**

	2016-2017 MANAGER	2016-2017 COUNCIL
Estimated captured value	\$1,499,650	\$1,499,650
Estimated Tax Rate *	\$19.85	\$19.85
Estimated Revenues	\$29,768	\$29,768

*without State Education portion