

**CITY OF LACONIA  
NEW HAMPSHIRE  
FISCAL YEAR 2009-2010  
Expenditure Plan**

**APPROVED JULY 20, 2009**



**CITY OF LACONIA EXPENDITURE PLAN  
FY 2009-2010**

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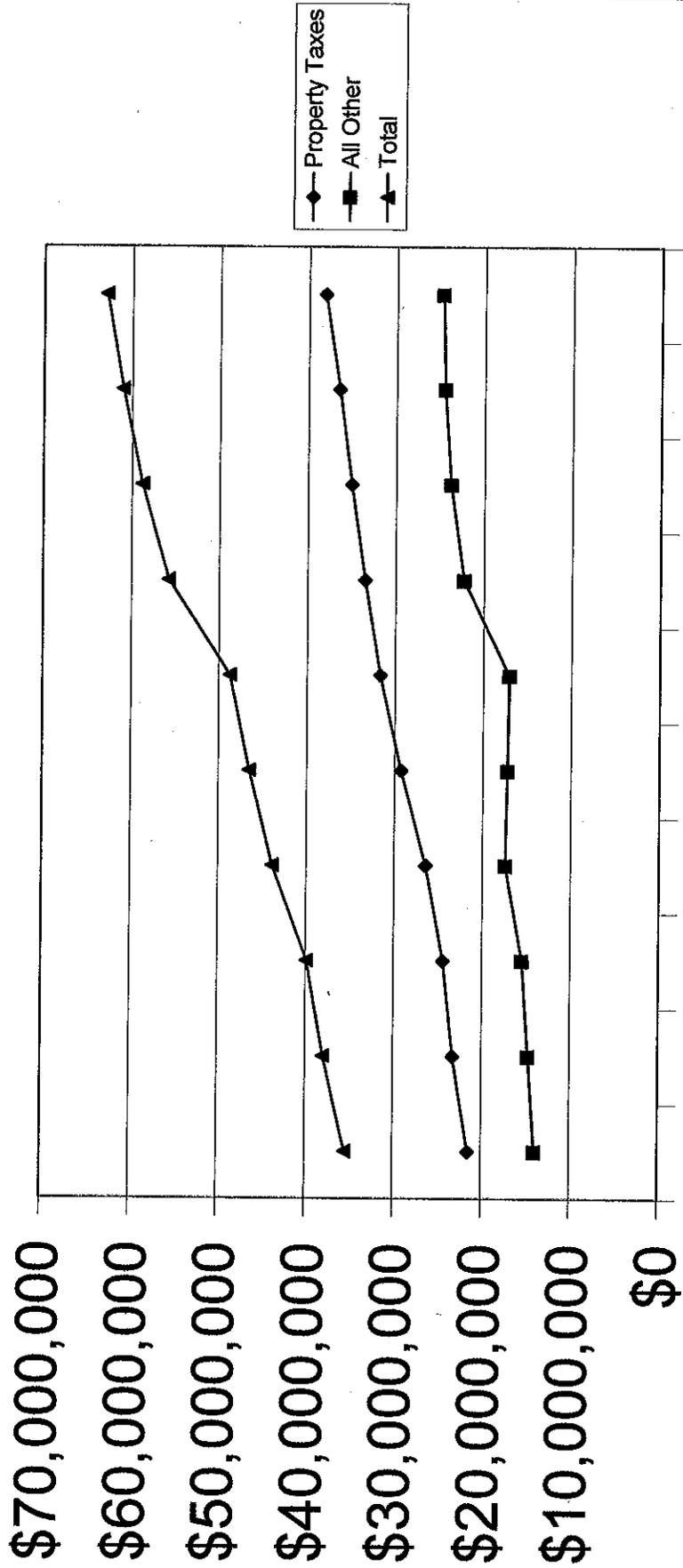
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**CITY OF LACONIA-EXPENDITURE PLAN  
FISCAL YEAR 2009-2010**

	<b>2008-2009</b>	<b>2009-10</b>	<b>%DEPT</b>	<b>2009-10</b>	<b>% MANGR</b>	<b>2009-10</b>	<b>%COUNCIL</b>
<b>DEPARTMENTS</b>	<b>COUNCIL</b>	<b>DEPT REQ</b>	<b>08-09</b>	<b>MANAGER</b>	<b>08-09</b>	<b>COUNCIL</b>	<b>08-09</b>
1. ADMINISTRATION	\$198,984	\$218,648	9.9%	\$210,648	5.9%	\$210,648	5.9%
a.CAPITAL OUTLAY	\$1,532,157	\$2,391,500	56.1%	\$1,309,000	-14.6%	\$1,282,000	-16.3%
b.NON DEPARTMENTAL*	\$356,856	\$227,224	-36.3%	\$252,725	-29.2%	\$247,725	-30.6%
c.SPECIAL ITEMS	\$235,580	\$296,828	26.0%	\$230,580	-2.1%	\$189,773	-19.4%
d.LICENSING BOARD	\$13,013	\$12,308	-5.4%	\$12,308	-5.4%	\$12,308	-5.4%
2. ASSESSING	\$267,687	\$250,133	-6.6%	\$230,133	-14.0%	\$230,133	-14.0%
3. CODE ENFORCEMENT	\$155,332	\$162,420	4.6%	\$162,420	4.6%	\$162,420	4.6%
4. CONSERVATION COM	\$3,970	\$3,970	0.0%	\$3,970	0.0%	\$3,970	0.0%
5. FINANCE							
a.EMPLOYEE BENEFITS	\$1,104,219	\$1,152,021	4.3%	\$1,149,942	4.1%	\$1,148,048	4.0%
b.FISCAL	\$512,990	\$549,732	7.2%	\$552,732	7.7%	\$547,732	6.8%
c.INSURANCE	\$436,500	\$446,000	2.2%	\$446,000	2.2%	\$446,000	2.2%
d.PRINCIPAL & INTEREST	\$1,883,015	\$1,551,924	-17.6%	\$1,528,299	-18.8%	\$1,527,299	-18.9%
e.REIMBURSABLES	\$247,559	\$211,573	-14.5%	\$211,573	-14.5%	\$211,573	-14.5%
6. FIRE	\$3,302,248	\$3,483,131	5.5%	\$3,422,689	3.6%	\$3,395,360	2.8%
7. LEGAL	\$93,400	\$112,900	20.9%	\$116,500	24.7%	\$116,500	24.7%
8. LIBRARY	\$754,880	\$801,578	6.2%	\$787,667	4.3%	\$779,767	3.3%
9. PLANNING	\$294,502	\$339,047	15.1%	\$319,047	8.3%	\$319,047	8.3%
10. POLICE	\$4,168,913	\$4,415,130	5.9%	\$4,396,130	5.5%	\$4,405,355	5.7%
11. PUBLIC WORKS	\$2,252,816	\$2,533,610	12.5%	\$2,446,969	8.6%	\$2,384,169	5.8%
a.SOLID WASTE	\$1,886,551	\$2,087,373	10.6%	\$2,047,373	8.5%	\$2,047,373	8.5%
12. RECORDS							
a.CITY CLERK	\$173,126	\$161,048	-7.0%	\$157,611	-9.0%	\$157,611	-9.0%
b.ELECTIONS	\$32,300	\$33,900	5.0%	\$33,900	5.0%	\$33,900	5.0%
13. RECREATION & FACILITIES	\$596,655	\$641,891	7.6%	\$615,230	3.1%	\$610,230	2.3%
a.CITY HALL MAINT	\$70,192	\$79,600	13.4%	\$78,878	12.4%	\$74,978	6.8%
b.COMMUNITY CENTER	\$45,569	\$51,381	12.8%	\$50,412	10.6%	\$48,812	7.1%
c.POLICE STATION	\$124,315	\$130,583	5.0%	\$126,507	1.8%	\$117,707	-5.3%
14. WELFARE	\$199,305	\$221,035	10.9%	\$211,035	5.9%	\$206,035	3.4%
15. YOUTH SERVICES	\$76,292	\$64,793	-15.1%	\$64,793	-15.1%	\$48,600	-36.3%
<b>TOTAL CITY APPROPRIATION</b>	<b>\$21,018,926</b>	<b>\$22,631,281</b>	<b>7.7%</b>	<b>\$21,175,071</b>	<b>0.7%</b>	<b>\$20,965,071</b>	<b>-0.3%</b>

	2008-09	2009-10	%DEPT	2009-10	% MNGR	2009-10	%COUNCIL
	BUDGET	DEPT REQ	REQ	MANAGER	08-09	COUNCIL	08-09
<b>TOTAL CITY APPROPRIATION</b>	<b>\$21,018,926</b>	<b>\$22,631,281</b>	<b>7.7%</b>	<b>\$21,175,071</b>	<b>0.7%</b>	<b>\$20,965,071</b>	<b>-0.3%</b>
LESS CITY EST REVENUES	<b>\$8,005,022</b>	<b>\$7,477,012</b>	<b>-6.6%</b>	<b>\$7,486,675</b>	<b>-6.5%</b>	<b>\$6,999,658</b>	<b>-12.6%</b>
<b>NET CITY</b>	<b>\$13,013,904</b>	<b>\$15,154,269</b>	<b>16.4%</b>	<b>\$13,688,396</b>	<b>5.2%</b>	<b>\$13,965,413</b>	<b>7.3%</b>
SCHOOL APPROPRIATION***	<b>\$27,699,663</b>	<b>\$29,855,712</b>	<b>7.8%</b>	<b>\$29,855,712</b>	<b>7.8%</b>	<b>\$29,355,712</b>	<b>6.0%</b>
FED & SCH LUNCH FUNDS****	<b>\$4,036,345</b>	<b>\$4,152,043</b>	<b>2.9%</b>	<b>\$4,152,043</b>	<b>2.9%</b>	<b>\$4,152,043</b>	<b>2.9%</b>
<b>TOTAL SCHOOL APPROP</b>	<b>\$31,736,008</b>	<b>\$34,007,755</b>	<b>7.2%</b>	<b>\$34,007,755</b>	<b>7.2%</b>	<b>\$33,507,755</b>	<b>5.6%</b>
SCHOOL EST REVENUES***	<b>\$12,488,870</b>	<b>\$13,696,407</b>	<b>9.7%</b>	<b>\$13,696,407</b>	<b>9.7%</b>	<b>\$13,598,407</b>	<b>8.9%</b>
FED & SCH LUNCH REV****	<b>\$4,036,345</b>	<b>\$4,152,043</b>	<b>2.9%</b>	<b>\$4,152,043</b>	<b>2.9%</b>	<b>\$4,152,043</b>	<b>2.9%</b>
<b>TOTAL SCHOOL EST REV</b>	<b>\$16,525,215</b>	<b>\$17,848,450</b>	<b>8.0%</b>	<b>\$17,848,450</b>	<b>8.0%</b>	<b>\$17,750,450</b>	<b>7.4%</b>
<b>NET SCHOOL</b>	<b>\$15,210,793</b>	<b>\$16,159,305</b>	<b>6.2%</b>	<b>\$16,159,305</b>	<b>6.2%</b>	<b>\$15,757,305</b>	<b>3.6%</b>
OVERLAY FOR ABATEMENTS	<b>\$151,969</b>	<b>\$150,000</b>	<b>-1.3%</b>	<b>\$150,000</b>	<b>-1.3%</b>	<b>\$150,000</b>	<b>-1.3%</b>
WAR SERVICE CREDITS	<b>\$495,750</b>	<b>\$495,750</b>	<b>0.0%</b>	<b>\$495,750</b>	<b>0.0%</b>	<b>\$495,750</b>	<b>0.0%</b>
COUNTY TAX ASSESSMENT*	<b>\$2,790,972</b>	<b>\$2,933,429</b>	<b>5.1%</b>	<b>\$2,933,429</b>	<b>5.1%</b>	<b>\$2,883,429</b>	<b>3.3%</b>
<b>GRAND TOTAL APPROP</b>	<b>\$56,193,625</b>	<b>\$60,218,215</b>	<b>7.2%</b>	<b>\$58,762,005</b>	<b>4.6%</b>	<b>\$58,002,005</b>	<b>3.2%</b>
ESTIMATED REVENUES-CITY							
16. NON PROPERTY TAXES	<b>\$200,000</b>	<b>\$190,000</b>	<b>-5.0%</b>	<b>\$190,000</b>	<b>-5.0%</b>	<b>\$190,000</b>	<b>-5.0%</b>
17. INTERGOVERNMENTAL	<b>\$1,690,891</b>	<b>\$1,677,514</b>	<b>-0.8%</b>	<b>\$1,677,514</b>	<b>-0.8%</b>	<b>\$1,090,497</b>	<b>-35.5%</b>
18. LICENSES & PERMITS	<b>\$2,620,000</b>	<b>\$2,690,000</b>	<b>2.7%</b>	<b>\$2,690,000</b>	<b>2.7%</b>	<b>\$2,690,000</b>	<b>2.7%</b>
19. CHARGES FOR SERVICES	<b>\$1,119,159</b>	<b>\$996,229</b>	<b>-11.0%</b>	<b>\$996,229</b>	<b>-11.0%</b>	<b>\$996,229</b>	<b>-11.0%</b>
20. MISC REVENUES	<b>\$1,249,972</b>	<b>\$1,048,269</b>	<b>-16.1%</b>	<b>\$1,057,932</b>	<b>-15.4%</b>	<b>\$1,057,932</b>	<b>-15.4%</b>
21. SURPLUS**	<b>\$1,125,000</b>	<b>\$875,000</b>	<b>-22.2%</b>	<b>\$875,000</b>	<b>-22.2%</b>	<b>\$975,000</b>	<b>-13.3%</b>
<b>TOTAL CITY EST REVENUES</b>	<b>\$8,005,022</b>	<b>\$7,477,012</b>	<b>-6.6%</b>	<b>\$7,486,675</b>	<b>-6.5%</b>	<b>\$6,999,658</b>	<b>-12.6%</b>
SCHOOL EST REVENUES	<b>\$12,488,870</b>	<b>\$13,696,407</b>	<b>9.7%</b>	<b>\$13,696,407</b>	<b>9.7%</b>	<b>\$13,598,407</b>	<b>8.9%</b>
FF & SCH LUNCH REV	<b>\$4,036,345</b>	<b>\$4,152,043</b>	<b>2.9%</b>	<b>\$4,152,043</b>	<b>2.9%</b>	<b>\$4,152,043</b>	<b>2.9%</b>
<b>TOTAL REVENUES</b>	<b>\$24,530,237</b>	<b>\$25,325,462</b>	<b>3.2%</b>	<b>\$25,335,125</b>	<b>3.3%</b>	<b>\$24,750,108</b>	<b>0.9%</b>
BALANCE TO BE RAISED-LOCAL	<b>\$31,863,388</b>	<b>\$34,892,753</b>	<b>10.2%</b>	<b>\$33,426,880</b>	<b>5.6%</b>	<b>\$33,251,897</b>	<b>5.0%</b>
BALANCE TO BE RAISED-STATE	<b>\$4,791,147</b>	<b>\$4,856,348</b>	<b>1.4%</b>	<b>\$4,856,348</b>	<b>1.4%</b>	<b>\$4,856,348</b>	<b>1.4%</b>
ASSESSED VALUATION	<b>\$2,151,357,301</b>	<b>\$2,151,357,301</b>	<b>0.0%</b>	<b>\$2,151,357,301</b>	<b>0.0%</b>	<b>\$2,151,357,301</b>	<b>0.0%</b>
<b>LOCAL TAX RATE PER \$1,000</b>	<b>\$14.72</b>	<b>\$16.22</b>	<b>10.2%</b>	<b>\$15.54</b>	<b>5.6%</b>	<b>\$15.45</b>	<b>4.9%</b>
<b>STATE TAX RATE PER \$1,000*</b>	<b>\$2.25</b>	<b>\$2.27</b>	<b>0.9%</b>	<b>\$2.27</b>	<b>0.9%</b>	<b>\$2.27</b>	<b>0.9%</b>
<b>TOTAL TAX RATE PER \$1,000</b>	<b>\$16.97</b>	<b>\$18.49</b>	<b>9.0%</b>	<b>\$17.81</b>	<b>4.9%</b>	<b>\$17.72</b>	<b>4.4%</b>
<b>Tax Rate Increase</b>		<b>\$1.52</b>		<b>\$0.84</b>		<b>\$0.75</b>	

# Property Taxes to Other Revenues

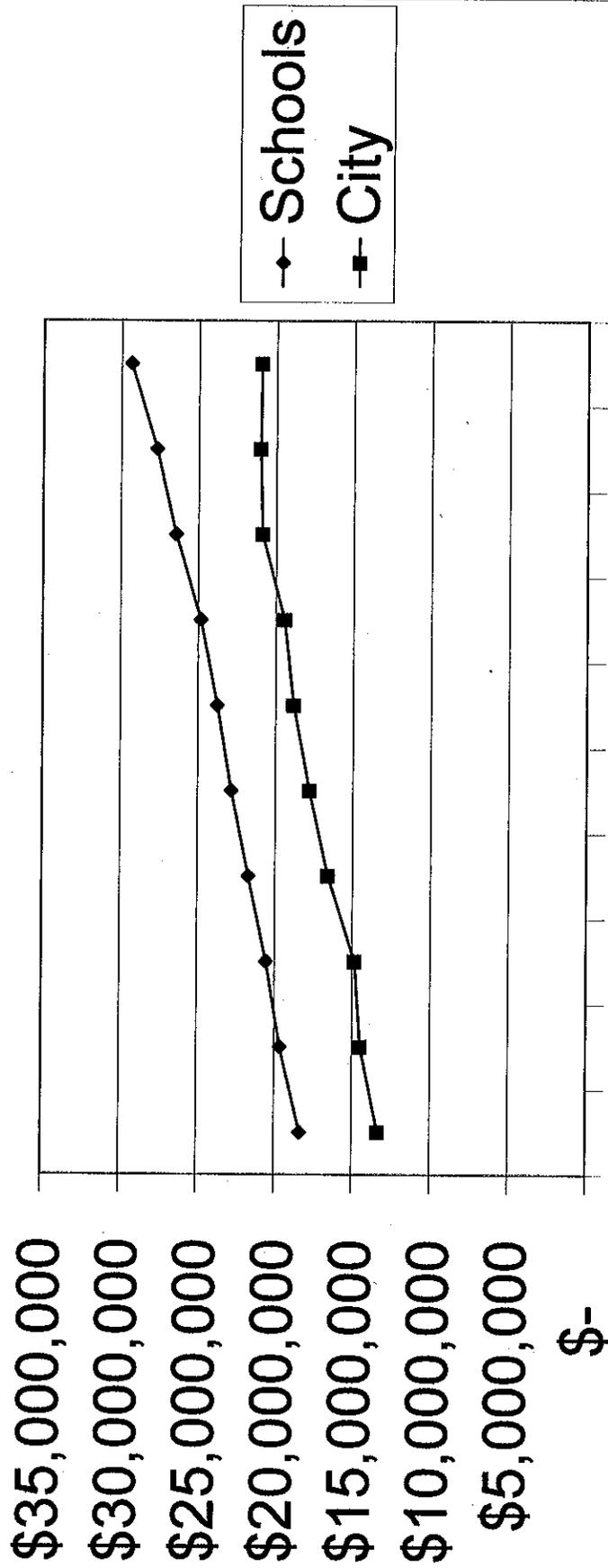


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Fiscal Year

	<u>2008-09</u>	<u>2009-2010</u>	<u>% DEPT</u>	<u>2009-2010</u>	<u>%MGR</u>	<u>2009-2010</u>	<u>%COUNCIL</u>
	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>08-09</u>	<u>MANAGER</u>	<u>08-09</u>	<u>COUNCIL</u>	<u>08-09</u>
<b>NON PROPERTY TAXES</b>							
23. INTEREST ON TAXES	\$50,000	\$50,000	0.0%	\$50,000	0.0%	\$50,000	0.0%
24. REDEMPTION INTEREST	\$50,000	\$50,000	0.0%	\$50,000	0.0%	\$50,000	0.0%
25. BOAT TAXES	\$100,000	\$90,000	-10.0%	\$90,000	-10.0%	\$90,000	-10.0%
<b>TOTAL NON PROPERTY TO 16</b>	<b>\$200,000</b>	<b>\$190,000</b>	<b>-5.0%</b>	<b>\$190,000</b>	<b>-5.0%</b>	<b>\$190,000</b>	<b>-5.0%</b>
<b>INTERGOVERNMENTAL</b>							
26. SHARED REVENUES	\$610,617	\$610,617	0.0%	\$610,617	0.0%	\$ -	-100.0%
27. ROOMS & MEALS TAX	\$766,258	\$766,258	0.0%	\$766,258	0.0%	\$766,258	0.0%
28. LANDFILL REIMB	\$21,406	\$ -	-100.0%	\$ -	-100.0%	\$ -	-100.0%
29. HIGHWAY BLOCK GRANT	\$291,951	\$299,989	2.8%	\$299,989	2.8%	\$323,589	10.8%
30. NH FOREST LAND	\$659	\$650	-1.4%	\$650	-1.4%	\$650	-1.4%
<b>TOTAL INTERGOV TO 17</b>	<b>\$1,690,891</b>	<b>\$1,677,514</b>	<b>-0.8%</b>	<b>\$1,677,514</b>	<b>-0.8%</b>	<b>\$1,090,497</b>	<b>-35.5%</b>
<b>LICENSES &amp; PERMITS</b>							
31. MOTOR VEHICLE REG	\$2,100,000	\$2,100,000	0.0%	\$2,100,000	0.0%	\$2,100,000	0.0%
32. DOG LICENSES & FINES	\$6,000	\$6,000	0.0%	\$6,000	0.0%	\$6,000	0.0%
33. BUILDING & ZONING FEES	\$110,000	\$150,000	36.4%	\$150,000	36.4%	\$150,000	36.4%
34. FEES, TAX COLLECTION	\$9,000	\$9,000	0.0%	\$9,000	0.0%	\$9,000	0.0%
35. FEES, CITY CLERK	\$115,000	\$115,000	0.0%	\$115,000	0.0%	\$115,000	0.0%
37. FRANCHISE FEES	\$230,000	\$250,000	8.7%	\$250,000	8.7%	\$250,000	8.7%
38. ALARM BOX FEES	\$50,000	\$60,000	20.0%	\$60,000	20.0%	\$60,000	20.0%
<b>TOTAL LIC &amp; PERMITS TO 18</b>	<b>\$2,620,000</b>	<b>\$2,690,000</b>	<b>2.7%</b>	<b>\$2,690,000</b>	<b>2.7%</b>	<b>\$2,690,000</b>	<b>2.7%</b>
<b>CHARGES FOR SERVICES</b>							
39. MISC REMBURSABLES	\$247,559	\$211,573	-14.5%	\$211,573	-14.5%	\$211,573	-14.5%
40. AMBULANCE LRGH	\$7,600	\$7,656	0.7%	\$7,656	0.7%	\$7,656	0.7%
41. FIRE DEPT	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
42. PLANNING DEPT	\$50,000	\$20,000	-60.0%	\$20,000	-60.0%	\$20,000	-60.0%
43. POLICE DEPT	\$9,000	\$12,000	33.3%	\$12,000	33.3%	\$12,000	33.3%
44. PUBLIC WORKS & S.W.	\$780,000	\$720,000	-7.7%	\$720,000	-7.7%	\$720,000	-7.7%
<b>TOTAL CHARGES TO 19</b>	<b>\$1,119,159</b>	<b>\$996,229</b>	<b>-11.0%</b>	<b>\$996,229</b>	<b>-11.0%</b>	<b>\$996,229</b>	<b>-11.0%</b>
<b>MISCELLANEOUS REVENUES</b>							
45. INTEREST ON INVESTMENTS	\$738,991	\$550,000	-25.6%	\$559,663	-24.3%	\$559,663	-24.3%
46. WEIRS BEACH PARKING	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
47. PARKING METERS	\$70,000	\$65,000	-7.1%	\$65,000	-7.1%	\$65,000	-7.1%
48. PARKING VIOLATIONS	\$45,000	\$40,000	-11.1%	\$40,000	-11.1%	\$40,000	-11.1%
49. PILOT-ELDERLY HOUSING	\$54,255	\$59,526	9.7%	\$59,526	9.7%	\$59,526	9.7%
50. PILOT-CAP	\$16,613	\$16,347	4.7%	\$16,347	4.7%	\$16,347	4.7%
51. PILOT-SKATING CLUB	\$9,119	\$10,465	14.8%	\$10,465	14.8%	\$10,465	14.8%
52. PILOT-TAYLOR HOME	\$215,875	\$222,250	3.0%	\$222,250	3.0%	\$222,250	3.0%
53. PILOT-STATE	\$9,119	\$5,681	-37.7%	\$5,681	-37.7%	\$5,681	-37.7%
54. P&R LEASES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
55. FINES	\$35,000	\$25,000	-28.6%	\$25,000	-28.6%	\$25,000	-28.6%
56. SSF REMIB TO GF	\$17,000	\$14,000	-17.6%	\$14,000	-17.6%	\$14,000	-17.6%
<b>TOTAL MISC TO 20</b>	<b>\$1,249,972</b>	<b>\$1,048,269</b>	<b>-16.1%</b>	<b>\$1,057,932</b>	<b>-15.4%</b>	<b>\$1,057,932</b>	<b>-15.4%</b>
<b>TOTAL CITY NON-TAX REVENUE</b>	<b>\$6,880,022</b>	<b>\$6,602,012</b>	<b>-4.0%</b>	<b>\$6,611,675</b>	<b>-3.9%</b>	<b>\$6,024,658</b>	<b>-12.4%</b>

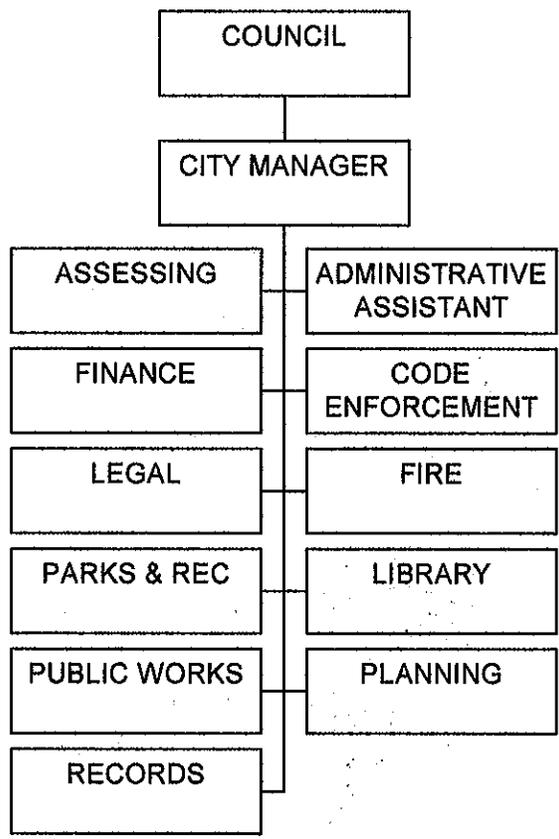
# School & City Expenditure Last Ten Years



01 02 03 04 05 06 07 08 09 10

**Fiscal Year**

**ADMINISTRATION  
FY 2009-2010 BUDGET**



**ADMINISTRATION**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQUEST</u>		
<b>SALARIES</b>								
01 401 101 0001 Mayor-Council	\$15,400	\$16,000	\$15,300	\$ 17,200	\$17,200	\$17,200	\$17,200	\$17,200
01 401 101 0002 City Manager	100,912	100,912	109,635	109,657	109,283	120,462	120,462	120,462
01 401 101 0003 Admin. Asst	33,109	34,185	38,915	39,266	45,791	46,701	46,701	46,701
01 401 105 0000 Overtime	37	-	-	-	-	-	-	-
01 401 106 0000 Sick-Hurt	875	1,948	1,269	17,480	-	-	-	-
01 401 107 0000 Holidays	1,380	1,672	1,813	1,857	-	-	-	-
01 401 108 0000 Vacations	1,925	2,189	1,826	5,336	-	-	-	-
01 401 109 0000 Longevity	120	90	90	90	90	-	-	-
01 401 115 0000 Salary Adj.	-	-	-	-	2,290	2,335	2,335	2,335
<b>TOTAL SALARIES</b>	<b>\$153,758</b>	<b>\$156,996</b>	<b>\$168,848</b>	<b>\$190,906</b>	<b>\$174,634</b>	<b>\$186,698</b>	<b>\$186,698</b>	<b>\$186,698</b>
<b>OTHER</b>								
01 401 201 0000 Telephones	\$1,751	\$1,650	\$1,757	\$1,476	\$1,800	\$1,800	\$1,800	\$1,800
01 401 207 0000 Postage	491	575	471	662	700	700	700	700
01 401 208 0000 Printing	-	-	-	-	200	200	200	200
01 401 210 0000 Notices	688	70	-	617	200	200	200	200
01 401 212 0000 Copier	2,050	733	963	745	1,400	1,000	1,000	1,000
01 401 214 0000 Supplies	1,169	2,477	990	1,677	2,000	2,000	2,000	2,000
01 401 234 0000 Vehicle Rental	-	25	38	23	100	100	100	100
01 401 242 0001 Travel-Mgr.	-	-	-	-	300	300	300	300
01 401 242 0002 Travel-Council	45	50	-	-	400	400	400	400
01 401 245 0000 Dues-NHMA	10,993	11,617	11,976	12,727	13,500	13,500	13,500	13,500
01 401 245 0001 Dues-Mgr.	70	70	81	70	250	250	250	250
01 401 245 0002 Conf-Dues-Council	501	310	-	-	400	400	400	400
01 401 303 0000 Miscellaneous.	-	-	-	-	100	100	100	100
01 401 303 0002 Emergency Management	-	-	-	-	1,000	1,000	1,000	1,000
01 401 321 0000 Economic Develop.Exp.	-	-	125	2,355	1,000	1,000	1,000	1,000
01 401 401 0000 Equipment	1,424	-	138	-	1,000	9,000	1,000	1,000
<b>TOTAL OTHER</b>	<b>\$19,182</b>	<b>\$17,577</b>	<b>\$16,539</b>	<b>\$20,352</b>	<b>\$24,350</b>	<b>\$31,950</b>	<b>\$23,950</b>	<b>\$23,950</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$172,940</b>	<b>\$174,573</b>	<b>\$185,387</b>	<b>\$211,258</b>	<b>\$198,984</b>	<b>\$218,648</b>	<b>\$210,648</b>	<b>\$210,648</b>

**ADMINISTRATION**  
**FY 2009-2010 BUDGET**

**SALARIES**

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
	City Council**							\$17,200.00
1	City Manager*			52			\$2,316.58	\$120,462.16
1	Admin Asst***	15H		52	35	\$25.66	\$898.10	\$46,701.20
<b>Total Admin.</b>								<b>\$184,363.36</b>

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

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

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

\*\*\*Admin Asst is eligible for a 2% COLA and will be reviewed during the year with a possible raise of 0-5%

**Administration Activities:**

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

**2009-2010 Objective:**

- implement 100% of FY 2009-2010 departmental objectives

**ADMINISTRATION-ACCOUNT DESCRIPTIONS**  
**FY 2009 – 2010 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, plus a 2% COLA.

***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. This line has been reduced to reflect estimated costs.

***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 and maintenance of active telephone lines at various locations throughout the city.

***ECONOMIC DEVELOPMENT EXPENSE***

This line item funds the cost of miscellaneous expenses for economic development activities.

***EQUIPMENT***

This line item funds the purchase of various office equipment including a server for City Hall. The Manager has moved the server for City Hall to the Finance budget.



**ADMINISTRATION-CAPITAL OUTLAY**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010**

**Fire:**

**Emergency Generators- Weirs:** This line would fund the replacement of the emergency generators at the Weirs fire station and install automatic transfer switches. This line ranked 9<sup>th</sup> out of 29. The Manager has not funded this line.

**Thermal Imaging Camera:** This line would replace one thermal camera. The replacement camera would have the newest technology, which makes the camera much lighter (16 oz) and the image is much clearer. The newer camera has the ability to be mounted on a helmet which keeps the firefighters hand free to crawl, grab or carry tools or victims. The Manager has not funded this line. This camera ranked 4<sup>th</sup> of 29 in CIP.

**Weirs Fire Station-Exterior Repairs:** This line would fund the removal of exterior wood stairs and build a retaining wall; re-grade and resurface apparatus entranceway and extend blacktop for off street parking to the left side of the station. This line has not been funded by the Manager. This repair ranked 20<sup>th</sup> of 29 by CIP.

**Library:**

**Security Cameras:** This line would fund the cost of security equipment for the library including a 16 channel DVR, 2 interior cameras and 5 outdoor cameras. This project ranked 11<sup>th</sup> of 29 by CIP. It has not been funded by the Manager.

**Non-Department:**

**MIS Document Scanning Solution:** This line would fund the cost of hardware and software for a scanning solution for the City. This equipment would give us the capability to store records in electronic format in all departments. This will complement our current disaster recovery efforts by giving us "back up" documents to all of those permanent records that are required as well as better efficiencies in retrieving data that is used frequently in the City. Certain records in City Hall, particularly in assessing, planning, finance and welfare would be difficult (if not impossible) to duplicate without this technology. This project ranked 17<sup>th</sup> of 29. This line has not been funded this year since the council transferred funds to pay for it in FY09.

**Repair & Maintenance-Public Facilities:** This line has been added by the City Manager to fund an allocation to the Non-capital reserve fund for the repair and maintenance of public facilities. This fund was established in FY 2005 to provide money for the emergency repairs and maintenance of public facilities. This item was not ranked by CIP.

**Parks:**

**City Wide Playground Equipment:** This line would fund the final year of the original ten year commitment to renovate all City playgrounds. Total cost of the project over the 10 years is \$250,000. This equipment ranked 3<sup>rd</sup> of 29 by CIP.

**Endicott Rock Park Engineering:** This line would fund engineering and design of the complete facility. After the flood damage and many years of both wind and wave erosion, the facility is in need of renovation. This engineering ranked 25<sup>nd</sup> of 29 by CIP and was not funded by the Manager.

**Memorial Park- Complex, design/engineering:** This line will cover the engineering and design of irrigation, parking, storage, lighting and turf as well as replacement of bleachers to this athletic facility. This facility continues to increase in popularity with more and more requests to utilize. Maintenance of the facility becomes a real challenge with no automation available and a limited labor pool. The quality of this facility has deteriorated considerably over the past few years. This project ranked 21st of 29 and was not funded by the Manager

**Weirs Community Park:** This line would provide \$50,000 engineering feasibility study and engineering and \$200,000 for the initial construction on this project.. This phased plan has a total price tag of \$700,000. This project ranked 22nd of 29 in the CIP process. It has not been funded by the Manager.

**Park House Repairs:** This line would fund the planning/engineering and construction of numerous repair projects at four of the City park houses. An inspection was completed in 2008, which identified numerous deficiencies in both systems and structure. These repairs ranked 19<sup>th</sup> of 29 with the CIP committee. They have not been funded by the Manager. Required repairs can be brought to the Land & Buildings Committee where approval can be granted to use funds from non capital reserve funds.

#### **DPW:**

**Street Repairs:** This fund would repair/resurface streets, install drainage, curbing and landscaping as required. DPW has accomplished over 24 miles of reconstruction and/or re-paving of streets through CIP funding in the previous 6 cycles. In the next few cycles they will focus attention on some particularly costly road sections, including a portion of Union Ave, Court St, Highland St and High St along with several other streets, as prioritized through out the Road Surface Management Program. This appropriation is necessary to stay ahead of the deterioration curve. This project, again this year ranked number 1. The City Manager has reduced this line to \$900,000.

**Fence/Guardrail Replacements:** This funding would replace unsafe fences, guardrails and retaining walls throughout the City. This project involves the systematic replacement of these fences, guardrails and walls to assure the safety of the public and especially children of the community. These replacements ranked 7<sup>th</sup> of 29. This line has been decreased by the City Manager in the amount of \$5,000.

**Traffic Lights-Oak and N Main Streets:** This line would fund a modification in the traffic lights at this intersection that would improve the overall performance level of this intersection. Much public attention has been focused on the performance of this intersection in the past several months. In June 2008 the council authorized an intersection evaluation by a qualified traffic engineer in response to citizen concerns and associated input from the Police and Public Works Departments. This modification ranked 14<sup>th</sup> of 29 with the CIP committee.

**Messer Street Bridge Repairs:** This line would fund the appropriate engineering funds to get this bridge approved and scheduled in the State of NH Bridge Aid Program. The current bridge was built in 1980. Recent inspection of this bridge by the State revealed that the deck on this bridge

is showing signs of significant deterioration. Once approved by the State this project would be eligible for 80% funding. This bridge is not on the Red list, but there is evidence from work we've done on Messer St this year that the deck of this bridge is in similar condition to that which existed before repairs were done to the Fair Street Bridge deck. The bridge repairs ranked 18<sup>th</sup> of 29 by the CIP committee. This line has not been funded by the City Manager.

**Comprehensive Drainage Study:** This line would fund a comprehensive drainage study that would identify pipe and box culvert sizes to be used in replacing an aging and undersized drainage infrastructure. Rain events over the past four years have increased in quantity and intensity. A 25 year storm has been traditionally used as the standard for system sizing. Studies conducted by NOAA (National Oceanic and Atmospheric Administration) and UNH of the last 3 decades of rainfall data have projected significantly higher amounts of rain (volume and intensity) constituting a 25 year storm. Many areas of the City's storm water drainage infrastructure are undersized and in varying stages of deterioration. The City estimates the overall cost of the study to be \$150,000, with the study completed in FY 2012. This study ranked 15<sup>th</sup> of 29 with the CIP committee.

**City Wide Drainage Improvements:** This line would fund phase one of construction along with the cost of any easements the City may have to purchase. This request is to compliment and develop in conjunction with the Comprehensive Drainage Study proposal (above). The intent is to replace and upsize drain pipes and box culverts in areas that have proven to be vulnerable to washouts in recent years. Though the entire City needs to be addressed, the priority focus areas would include the following locations: Upper Highland St; Edwards St; Franklin St; Ashley Dr.; Eastman Shore North; Leighton Ave; Paugus Park Road; Pleasant St; Weirs Boulevard and the Little Durkee Brook drainage areas. Total project cost over the next 6 years is estimated just over \$1.3 million. These improvements ranked 8<sup>th</sup> of 29 with the CIP committee. This line has not been funded by the Manager.

**Parking Garage-Deck Repairs:** This line would fund the cost of repairing 5 locations where the moisture is intruding into the retail and professional office space on the first level resulting in staining of ceiling tiles and damage to furniture and carpets. This money would allow us to saw cut and open asphalt deck; remove asphalt and expose concrete deck; apply water-proof membrane and re-pave deck and apply sealant as required.

In recent years the City has invested significantly in upgrading the drainage system, expansion joints and the asphalt surface at the Parking Garage. The source locations causing the damages have been very difficult to pinpoint. However, by existing deed agreement the City has the responsibility to remediate for water intrusion. These deck repairs have been recommended by our consultant engineer as remediation directly above the areas where recent investigation has shown water is penetrating the deck. This repair ranked 24<sup>th</sup> of 29 with the CIP committee. The Manager is not recommending funding this project.

**Sidewalk Repair/Construction:** This funding would repair existing and construct new sidewalks throughout the City. Modifications would be made for ADA compliance. Sidewalks throughout the City have deteriorated and are in need of repair. Many intersections are not ADA compliant. Total funding requests for this line over the next six years is \$370,000. This repair/construction ranked 10<sup>th</sup> of 29 with the CIP committee.

## INTERNAL SERVICE FUND

### Police:

**Three cruisers:** This line would fund the purchase of one marked cruiser and two unmarked cruisers. The project has been amended in an attempt to purchase more fuel efficient vehicles. The unmarked vehicles will be 6 cylinders. The cost estimates are based on acquisitions and setup costs of similar vehicles. These vehicles ranked 6<sup>th</sup> of 29 in the CIP ranking. The Manager has decreased this line by \$22,000.

### Fire:

**Deputy Response & Command Vehicles:** This line would fund the replacement of a 1992 and 1988 Ford Crown Victoria staff cars with four wheel drive utility type vehicles. Four wheel drive is essential to get thru the streets during snowstorms and other inclement weather. The new vehicles would be used by the two Deputy Chiefs (Operations and Prevention) and would be equipped with command and control equipment. The goal of the department is to replace vehicles that are more than 10 years old with more efficient running vehicles. These vehicles ranked 23<sup>rd</sup> of 29 in the CIP process. The Manager is recommending funding only \$22,000.

**Replacement All Terrain Vehicle:** This line would fund the replacement of the John Deere gator. The vehicle is used extensively during Motorcycle Week and has a difficult time climbing Endicott Street when fully loaded. It is also used during forest and brush fires. This unit is critical for safe transporting of patients from the Bike Week venue or for people injured in many wooded areas of Laconia. Donations have been solicited for this vehicle. This vehicle ranked 28<sup>th</sup> of 29 in the CIP process. The Manager is not recommending funding of this vehicle.

**Four Wheel Drive Fire Truck:** This line would fund the purchase of a used four-wheel drive pick-up truck to replace the current 1970 Dodge pickup. The existing truck is 38 years old and in poor shape. This truck has multiple uses: primary vehicle to fight brush fires; tows our water rescue boat; during the winter it is retrofitted to carry our ice rescue equipment; used extensively during Bike Week as its size allows for maneuverability around the crowded venues. This truck ranked 27<sup>th</sup> of 29 in the CIP committee. It is not recommended by the Manager.

### DPW:

**Vehicle Replacement:** This funding is requested to continue the systematic replacement of DPW fleet to reduce maintenance costs, increase efficiency and prevent unavailability of equipment during emergencies. Many of the vehicles and equipment in the fleet are aged beyond efficient economic operation but are kept despite high maintenance cost because they are needed to accomplish the mission. These vehicles ranked 13<sup>th</sup> of 29 in the CIP process. The Manager is recommending funding \$150,000 for these replacement vehicles.

**ADMINISTRATION - CAPITAL OUTLAY TO BE BONDED**

**FY 2009-2010 BUDGET**

<u>2009-2010</u>		<u>CIP</u>	<u>FY 2009-2010</u>	<u>FY 2009-2010</u>	<u>FY 2009-2010</u>
<u>Dept</u>		<u>RANK</u>	<u>DEPT REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>Assessing</b>	Revaluation	12	\$350,000	\$350,000	\$350,000
<b>Fire</b>	Central Station Improvements	16	\$2,300,000	-	\$-
	Central Station Furniture	26	\$300,000	-	\$-
	Fire Truck -Engine #2	29	\$400,000	-	\$-
<b>DPW</b>	Weirs Boardwalk Upgrade/construction	2	\$1,450,000	\$800,000	\$800,000
	Anthony Drive Drainage Improvements	5	\$220,000	\$340,000	\$437,000
<b>Total City</b>			<b>\$5,020,000</b>	<b>\$1,490,000</b>	<b>\$1,587,000</b>

**ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

**Assessing:**

**Revaluation:** This line would fund the process of valuing all properties within a municipality using standard appraisal methods and allowing for statistical testing. The last complete revaluation in Laconia was done in 1989, almost 20 years ago. In the past year, the assessing department has fielded many calls from the State of NH-Department of Revenue Administration regarding our plan for complying with RSA 75:8-a, that requires a revaluation of all properties must be performed "at least as often as every fifth year." Postponing the revaluation is concerned to be out of compliance and we could be subject to an order from the Commissioner to complete it. This project ranked 12<sup>th</sup> in the CIP process.

**Central Fire Station Improvements:** This line would fund the renovation of the existing building and a two story addition (8,000 sq ft). The first floor would be apparatus and equipment space with a kitchen and day room for on-duty firefighters. The second floor would include a new administrative area, bathrooms, training area and emergency operations area of this line. It was ranked 16<sup>th</sup> by the CIP committee out of 29. This project has not been funded by the Manager.

**Central Fire Furniture:** This line would provide new furnishings for the improvement area above. This part of the project ranked 26<sup>th</sup> of 29 in the CIP ranking process. This line has not been funded by the Manager.

**Fire Truck (Engine 2):** This line would fund a replacement truck for the 1980 Mack fire truck that was purchased several years ago for \$20,000 as a temporary fix to our problem with the aging fleet. The Mack has served us well, however, it is aging and needs to be replaced. The water tank is delaminating; the pump does not reach capacity during its annual pump test and the relief valve, which is a critical safety device, often fails to function properly. This line ranked last in the CIP process and has not been funded by the Manager.

**Weirs Boardwalk Upgrade/construction:** This line would fund the rebuild of approximately 900 feet of the Weirs Boardwalk that was impacted by the August 2008 rain events. Portions of both the Central and Southerly sections of the structure (about 150 ft in total) failed due to an inadequate support structure (foundation) and deficient area drainage. The project accommodates the necessary work to assure a safe and attractive Boardwalk for residents and visitors. Partial funding of this project is expected from FEMA. This project ranked 2<sup>nd</sup> of 29 with the CIP committee. The Manager has reduced the funding for this project to \$800,000.

**Anthony Drive Drainage Improvements:** This line would fund the first phase of construction costs for the improvements needed on Anthony Drive and Elizabeth Terrace. In FY09 budget \$20,000 was appropriated for engineering. It is estimated that another \$20,000 for engineering and

an additional \$100,000 in construction monies would be needed in addition to this appropriation in order to complete the project. This project would include replacing the 50 year old concrete box culvert, as well as other sections of undersized and deteriorated drainage infrastructure. Another \$220,000 will be needed next year to complete the project.

Major rain events in Oct 2005, Oct 2006 resulted in increased frequency of these voids caused by soils on the exterior of the box culvert being washed into and through the culvert. The August 2008, rain events, once again, caused flooding in this area and have brought a renewed focus on the need for State and City interfacing on design and construction of drainage improvements in this neighborhood.

These improvements ranked 5<sup>th</sup> of 29 with the CIP committee. Some funding for this project could come from the State. The Manager has increased the funding for this project to include both phases of the project with a total cost of \$340,000. The project has been further increase by the Council to \$437,000. This loan will be funded by the State Revolving Loan Fund with ARRA money and the City will only be obligated to repay 50% of the principal.

**ADMINISTRATION - NON DEPARTMENTAL**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u>	<u>2009-</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2009</u>	<u>DEPT</u>	<u>MANAGER</u>	<u>COUNCIL</u>
					<u>BUDGET</u>	<u>REQ</u>		
<b>OTHER</b>								
01 431 236 0000 District Court	\$1,025	\$26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 431 247 0000 SEA Education Reimb.	-	-	-	2,248	2,500	2,500	2,500	2,500
01 431 248 0000 Employee Service Awards	4,194	4,545	5,222	4,031	5,000	5,000	5,000	5,000
01 431 303 0000 Public Relations	2,986	2,935	765	2,553	3,000	3,000	3,000	3,000
01 431 303 0001 MIS/GIS	40,968	56,865	61,594	61,842	74,900	85,000	80,000	75,000
01 431 304 0000 O/S Contract	1,950	4,000	6,750	2,960	20,000	5,000	5,000	5,000
01 431 343 0000 Contingency	-	34,769	700	-	168,920	50,000	80,000	80,000
01 431 345 0000 Cemeteries	-	-	1,804	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	-	-	-	-	1	-	1	1
01 431 357 0040 MC Week Consortium	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01 431 357 0070 Cable TV	14,202	16,670	20,817	32,715	37,256	36,468	36,468	36,468
01 431 357 0072 Heritage Commission	-	-	-	-	-	500	500	500
<b>TOTAL OTHER</b>	<b>\$101,081</b>	<b>\$155,566</b>	<b>\$133,408</b>	<b>\$146,604</b>	<b>\$351,833</b>	<b>\$227,224</b>	<b>\$252,725</b>	<b>\$247,725</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$101,081</b>	<b>\$155,566</b>	<b>\$133,408</b>	<b>\$146,604</b>	<b>\$351,833</b>	<b>\$227,224</b>	<b>\$252,725</b>	<b>\$247,725</b>

**ADMINISTRATION - NON DEPARTMENTAL**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SEA EDUCATION REIMBURSEMENT***

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

***EMPLOYEE SERVICE AWARDS***

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

***PUBLIC RELATIONS***

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

***MIS/GIS***

This line item funds the cost of maintaining the City's computer network web page and GIS maintenance fees. Expenses in this line include: \$35,000 for maintenance and licensing of existing software; \$21,000 GIS ; \$8,000 for consulting; \$5,900 for replacement of new equipment; \$3,000 for programming; \$6,100 for training (for all departments as it relates to Munismart software), and \$1,000 for phone lines. The Manager has decreased this line by \$5,000. The Council further reduced this line by \$5,000.

***OUTSIDE CONTRACT***

This line item funds the cost of hiring various outside contractors. This line has been decreased since the GASB 45 evaluation will not be required in this fiscal year.

***CONTINGENCY***

This budget allows for unforeseen expenditures (\$50,000). This line has been increased to include the possible retirement of a city employee.

***CEMETERIES***

This line item supplements the cost of maintaining the cemeteries. We are requesting level funding.

***LWW HYDRANT SERVICE***

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

***CAPITAL RESERVE-SCHOOL CONSTRUCTION OR RENOVATION***

This line will add \$1 to the fund for future debt service payments.

***MC WEEK CONSORTIUM***

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

***CABLE TV***

This line item funds the City's contribution to the Cable TV Consortium's public access TV.

This line has decreased slightly (2%) from the prior year. This expense is based on operating costs for the Public Access TV and prorated by the % of subscribers in the region that are from Laconia. We currently represent 26.36%.

***HERITAGE COMMISSION***

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

**ADMINISTRATION - SPECIAL ITEMS**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</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>
<b>OTHER</b>								
01 489 480 0003 Senior Center	\$9,928	\$9,928	\$9,928	\$9,928	\$9,928	\$10,325	\$9,928	\$9,928
01 489 480 0005 Community Action	47,193	47,193	47,193	47,193	49,552	52,030	49,552	49,552
01 489 480 0007 Com. Health & Hospice	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000
01 489 480 0011 Laconia Airport Authority	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-
01 489 480 0012 Humane Society	20,000	23,000	24,500	24,800	25,000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	3,300	3,300	3,300	3,300	3,300	3,400	3,300	2,475
01 489 480 0014 Child & Family Services	10,000	10,000	8,000	7,000	3,500	10,000	3,500	3,500
01 489 480 0015 AM Teen Project	3,000	3,000	2,000	-	-	-	-	-
01 489 480 0017 Veterinarian Costs	51	300	-	279	300	300	300	300
01 489 480 0018 Lakes Region Assn	500	500	500	-	500	2,500	500	375
01 489 480 0020 Main Street Program	20,000	20,000	20,000	-	-	-	-	-
01 489 480 0021 Youth Service-Upswing	8,937	8,937	8,937	8,937	4,000	18,553	4,000	3,000
01 489 480 0022 Human Relations	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01 489 480 0023 Laconia/Weirs Beach Chamber	500	500	500	500	500	500	500	500
01 489 480 0024 Kiwanis	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-
01 489 480 0026 Weirs Beach Fire Works	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
01 489 480 0025 Laconia Trails with Rails	20,000	20,000	20,000	20,000	15,000	20,000	10,000	7,500
01 489 480 0027 Genesis Behavioral Health	-	-	8,000	8,000	8,000	21,523	8,000	8,000
01-489-480-0028 Boys and Girls Club	-	-	-	3,000	3,000	10,000	3,000	2,250
01-489-480-0029 Downtown Economic Developmt	-	-	-	-	20,000	20,000	20,000	5,643
American Red Cross	-	-	-	-	-	7,697	-	-
01-489-480-0030 Winnepesaukee Transit System	-	-	-	-	5,000	5,000	5,000	3,750
01-489-480-0031 Milfoil Treatment	-	-	-	-	5,000	5,000	5,000	5,000
Belknap County CoRe Coalition	-	-	-	-	-	2,000	-	-
<b>TOTAL OTHER</b>	<b>\$226,409</b>	<b>\$229,658</b>	<b>\$235,858</b>	<b>\$215,937</b>	<b>\$235,580</b>	<b>\$296,828</b>	<b>\$230,580</b>	<b>\$189,773</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$226,409</b>	<b>\$229,658</b>	<b>\$235,858</b>	<b>\$215,937</b>	<b>\$235,580</b>	<b>\$296,828</b>	<b>\$230,580</b>	<b>\$189,773</b>

**ADMINISTRATION - SPECIAL ITEMS**  
**ACCOUNT DESCRIPTIONS**  
**BUDGET 2009-2010**

***SENIOR CENTER***

The Senior Center provides social, recreational, educational and health services to Laconia's senior residents. An increase of 4% was requested by the Senior Center. This line has been decreased by the City Manager to match last year's funding level.

***COMMUNITY ACTION***

This agency provides family services to low income city residents. A 5% increase was requested by the agency. This line has been decreased by the City Manager to match last year's funding level.

***COMMUNITY HEALTH AND HOSPICE***

This agency funds home health care, youth family support services and hospice services to the City. Level funding is requested.

***LACONIA AIRPORT AUTHORITY***

The LAA appropriation provides matching funds for the local airport in order to allow them to accept various state and federal grants. This line is level funded. LAA has requested the same amount from the Town of Gilford. The Council has removed this funding for FY10.

***HUMANE SOCIETY***

This agency houses and boards stray dogs and unlicensed dogs collected in the City. This line has been level funded reflects the new contract to take effect on July 1, 2009 thru June 30, 2010.

***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 agency has requested a \$100 increase. This line has been decreased by the City Manager to match last year's funding level. This line has been reduced by the Council in the amount of \$825.

***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 and neglect, and other social and mental health issues. The agency is requesting a \$6,500 increase in funding. This line has been decreased by the City Manager to match last year's funding level.

***VETERINARIAN COSTS***

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

***LAKES REGION ASSN***

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

been decreased by the City Manager to match last year's funding level. This line has been reduced by the Council in the amount of \$125.

***YOUTH SERVICE BUREAU-UPSWING***

This funding request would support a Program that began in 1997 (supported by a grant) that promotes stabilization within the family and prevents the family from entering the court system. This Program is designed to intervene in the family before the child's behavior reaches the point that it becomes necessary to seek court intervention. A 364% increase in funding is requested over the amount approved by Council last year. This line has been decreased by the City Manager to match last year's funding level. This line has been reduced by the Council in the amount of \$1,000.

***HUMAN RELATIONS***

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

***LACONIA/WEIRS BEACH CHAMBER***

This line would fund membership in the Laconia/Weirs Beach Chamber of Commerce.

***KIWANIS***

This line item serves as a contribution to Kiwanis for the 4<sup>th</sup> of July fireworks. This line has not been funded in the FY10 budget since funding for these fireworks was taken from contingency in FY09.

***WEIRS BEACH FIRE WORKS***

This line item would fund the request from the Weirs Action Committee, again this year, for the City to fund/sponsor fireworks during the summer.

***LACONIA TRAILS WITH RAILS (LTREC)***

Again this year, LTREC is requesting a \$20,000 appropriation. \$10,000 of it would be used to fund the cost of insurance on the trail when needed. The Manager has decreased this year's funding by \$10,000. This funding has been decreased by the Council in the amount of \$2,500.

***GENESIS BEHAVIORAL HEALTH***

This line item would fund help cover the cost of providing mental health services to Laconia children who have little or no insurance coverage. A 169% increase in funding has been requested over last year's approved appropriation. This line has been decreased by the City Manager to match last year's funding level.

***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 has requested an increase of \$7,000 over last year's approved budget. This line has been decreased by the City Manager to match last year's funding level. The Council has reduced this line by \$750.

***DOWNTOWN ECONOMIC DEVELOPMENT***

This line was created by the Council to help fund a Master Plan specific to the Downtown area. All of the money in the Main Street line was moved to this new line. This line has been reduced by the Council by \$14,357.

***AMERICAN RED CROSS***

This line item would fund support services at a rate of approximately 45 cents per resident (17,104). This line has not been funded by the City Manager.

***WINNIPESAUKEE TRANSIT SYSTEM***

This is the third request to help sustain public transit in the community. Local dollars are needed to maintain operations and to leverage State and Federal dollars. This public transportation system has two (2) fixed routes offering rides on a regularly scheduled basis throughout Laconia, connecting with other local communities. This line has been reduced by the Council by \$1,250.

***MILFOIL TREATMENT***

This line would fund a request from the State Department of Environmental Services to help defray the costs of eliminating milfoil in the surrounding lakes. It is a five year plan. This is the second year of the request.

***BELKNAP COUNTY CORE COALITION***

This new request is for \$2,000. This coalition provides substance abuse prevention education, leadership opportunities, and positive role modeling to youth and their families in Belknap County. The primary sponsor of this program is the NH Tobacco Control and Prevention Program. This new request has not been funded by the Manager.

**ADMINISTRATION - LICENSING BOARD**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</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>
<b>SALARIES</b>								
01 404 101 0000 Clerk (PT)	\$7,364	\$7,848	\$6,819	\$7,513	\$8,263	\$8,958	\$8,958	\$8,958
01 404 105 0000 Overtime	<u>610</u>	<u>217</u>	<u>548</u>	<u>616</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL SALARIES	\$7,974	\$8,065	\$7,367	\$8,129	\$8,763	\$9,458	\$9,458	\$9,458
<b>OTHER</b>								
01 404 207 0000 Postage	\$47	\$521	\$258	\$239	\$350	\$350	\$350	\$350
01 404 212 0000 Copier	451	281	143	96	250	250	250	250
01 404 214 0000 Supplies	1,223	1,557	469	709	800	800	800	800
01 404 234 0000 Vehicle Rental	310	350	502	215	500	500	500	500
01 404 303 0000 Misc.	377	464	421	417	450	450	450	450
01 404 401 0000 Equipment	-	<u>1,317</u>	<u>809</u>	<u>959</u>	<u>1,900</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL OTHER	\$2,408	\$4,490	\$2,602	\$2,634	\$4,250	\$2,850	\$2,850	\$2,850
<b>DEPT. O&amp;M TOTAL</b>	\$10,382	\$12,555	\$9,969	\$10,763	\$13,013	\$12,308	\$12,308	\$12,308

**ADMINISTRATION-LICENSING BOARD**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk	8	7	8	10	\$16.94	\$169.40	\$1,355.20
		8	8	44	10	\$17.28	\$172.80	\$7,603.20
								<b>\$8,958.40</b>

**ADMINISTRATION - LICENSING BOARD**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 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. This line is level funded.

***VEHICLE RENTAL***

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

***MISC***

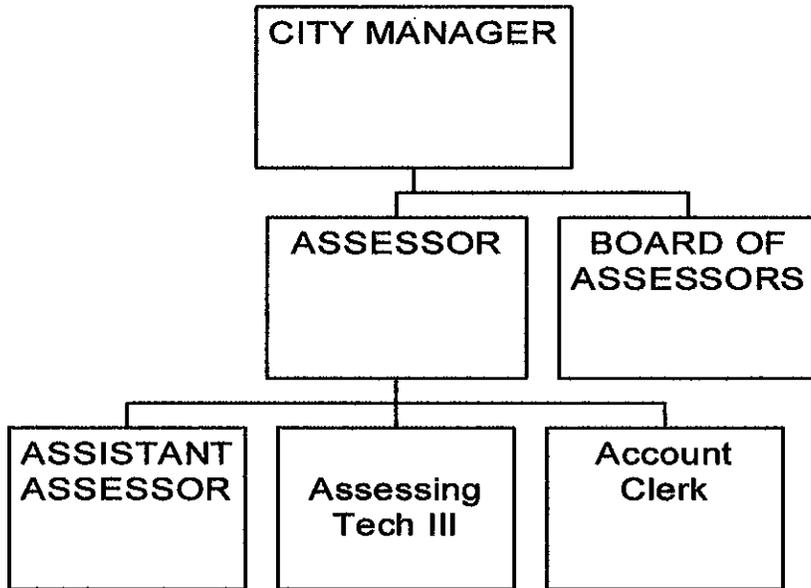
This line item covers unanticipated costs for the Board.

***EQUIPMENT***

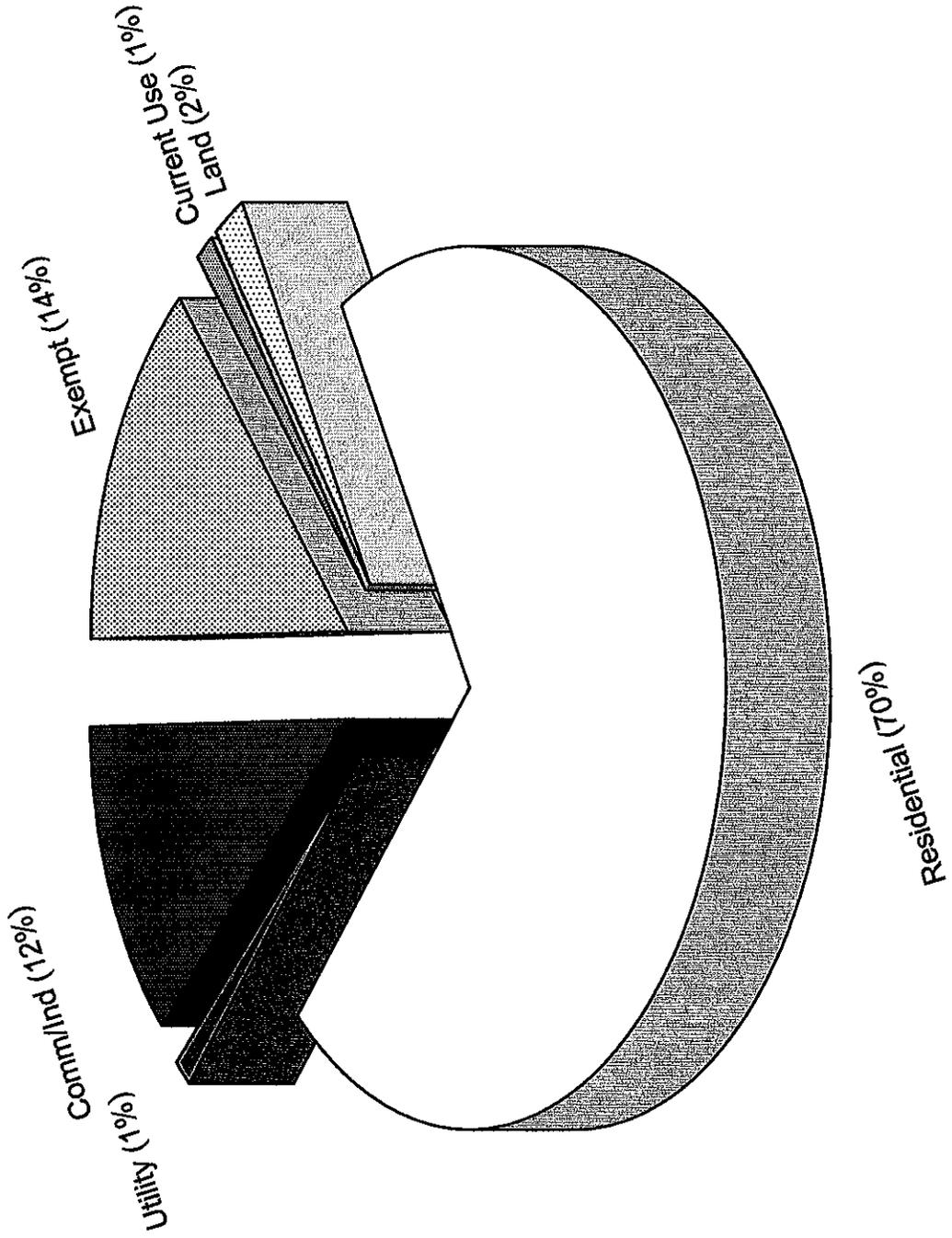
This line item would cover the cost of miscellaneous equipment needed by the licensing department.

# ASSESSING

## FY 2009-2010 BUDGET



2008



**ASSESSING**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u> <u>2009</u>	<u>2009-</u> <u>2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u> <u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 411 101 0000 Salaries	\$96,567	\$137,876	\$132,988	\$149,088	\$172,218	\$176,517	\$176,517	\$176,517
01 411 105 0000 Overtime	662	141	-	39	500	100	100	100
01 411 106 0000 Sick-Hurt	1,956	2,366	3,832	10,969	-	-	-	-
01 411 107 0000 Holidays	2,266	2,540	2,694	2,662	-	-	-	-
01 411 108 0000 Vacations	1,920	2,300	4,459	4,080	-	-	-	-
01 411 109 0000 Longevity	60	60	60	30	60	90	90	90
01 411 115 0000 SalaryAdj.	-	-	-	-	5,159	5,526	5,526	5,526
<b>TOTAL SALARIES</b>	<b>\$103,431</b>	<b>\$145,283</b>	<b>\$144,033</b>	<b>\$166,868</b>	<b>\$177,937</b>	<b>\$182,233</b>	<b>\$182,233</b>	<b>\$182,233</b>
<b>OTHER</b>								
01 411 201 0000 Telephones	\$1,464	\$1,257	\$1,589	\$1,253	\$1,600	\$1,600	\$1,600	\$1,600
01 411 207 0000 Postage	4,116	1,126	703	1,083	4,000	4,000	4,000	4,000
01 411 210 0000 Advertising	1,870	-	-	233	1,500	1,000	1,000	1,000
01 411 212 0000 Copier	1,237	534	1,185	1,239	1,800	1,500	1,500	1,500
01 411 214 0000 Supplies	3,233	3,456	3,760	4,495	4,200	4,200	4,200	4,200
01 411 229 0000 Registry-Deeds	50	7	-	194	50	100	100	100
01 411 233 0000 Maint-Agreement	7,700	7,700	8,125	8,325	8,500	9,500	9,500	9,500
01 411 234 0000 Vehicle Rental	3,615	5,987	5,868	6,113	8,500	8,000	8,000	8,000
01 411 242 0000 Travel-Meetings	7	252	12	497	300	300	300	300
01 411 245 0000 Conference-Dues	290	635	655	1,077	1,000	1,200	1,200	1,200
01 411 247 0000 Training	-	1,600	395	2,090	1,500	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	67,976	12,582	39,190	29,626	50,000	35,000	15,000	15,000
01-411-401-0000 Equipment	-	-	-	-	7,000	-	-	-
<b>TOTAL OTHER</b>	<b>\$91,558</b>	<b>\$35,136</b>	<b>\$61,482</b>	<b>\$56,225</b>	<b>\$89,750</b>	<b>\$67,900</b>	<b>\$47,900</b>	<b>\$47,900</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$194,989</b>	<b>\$180,419</b>	<b>\$205,515</b>	<b>\$223,093</b>	<b>\$267,687</b>	<b>\$250,133</b>	<b>\$230,133</b>	<b>\$230,133</b>

**ASSESSING**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually	
1	Assessor	25	**				\$1,336.49	\$69,497.48	
1	Assist Assessor	16	**				\$788.74	\$41,014.48	
1	Assessing Tech III*	13	8	52	35	\$22.10	\$773.50	\$40,222.00	
1	Acct Clerk	7	2	2	35	\$13.58	\$475.30		
		7	3	50		\$14.19	\$496.65	\$25,783.10	
<b>Total Assessor</b>								<b>\$176,517.06</b>	

\*\*Eligible for 2% COLA and will be reviewed during the year with possible raises of 5%  
Potential raise will be included in salary adjustment line of budget

\*Above pay rates include possible merit (step) increase

**Assessing Office Activities**

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

**2009-2010 Objectives**

- Complete and mail the initial MS-1 by Sept. 1, 2009
- Complete new construction and sales inspections by Aug. 30 2009
- Complete Sales Analysis by October 3, 2009 and complete final MS-1 by Oct. 17, 2009
- Continue the cyclical inspection program that has been going on since April, 2006.
- The goal is to inspect 2,500 parcels per year over the four year period.

**2009-2010 Performance Measure**

- Achieve State Certification in 2009
- Begin to meet the Constitutional requirements under Roman Numeral 3 E Part 2 Article 6

**ASSESSING**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SALARIES***

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

***OVERTIME***

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

***LONGEVITY***

This line item funds longevity payments to eligible employees.

***SALARY ADJUSTMENT***

This line item funds possible pay increases based upon performance to eligible employees. 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.

***ADVERTISING***

This line item funds the cost of advertising for employee vacancies, public relations articles, and meetings, etc.

***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 of probate notices, plans, maps, deeds, etc., from the Belknap County Registry of deeds and Probate Court. This line has been increased this year due to the increased number of foreclosures; we need to research our deeds more intensely to be sure we are not including certain sales when they should not be.

***MAINTENANCE AGREEMENT***

This line item funds software licenses and annual support for appraisal system (Vision). It has been increased slightly in anticipation of an increase from Vision Appraisal.

***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. The slight increase is to reflect the increase in the cost of dues for the above mentioned associations.

***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. I have recommended \$15,000 for this work, which is consistent with previous years.

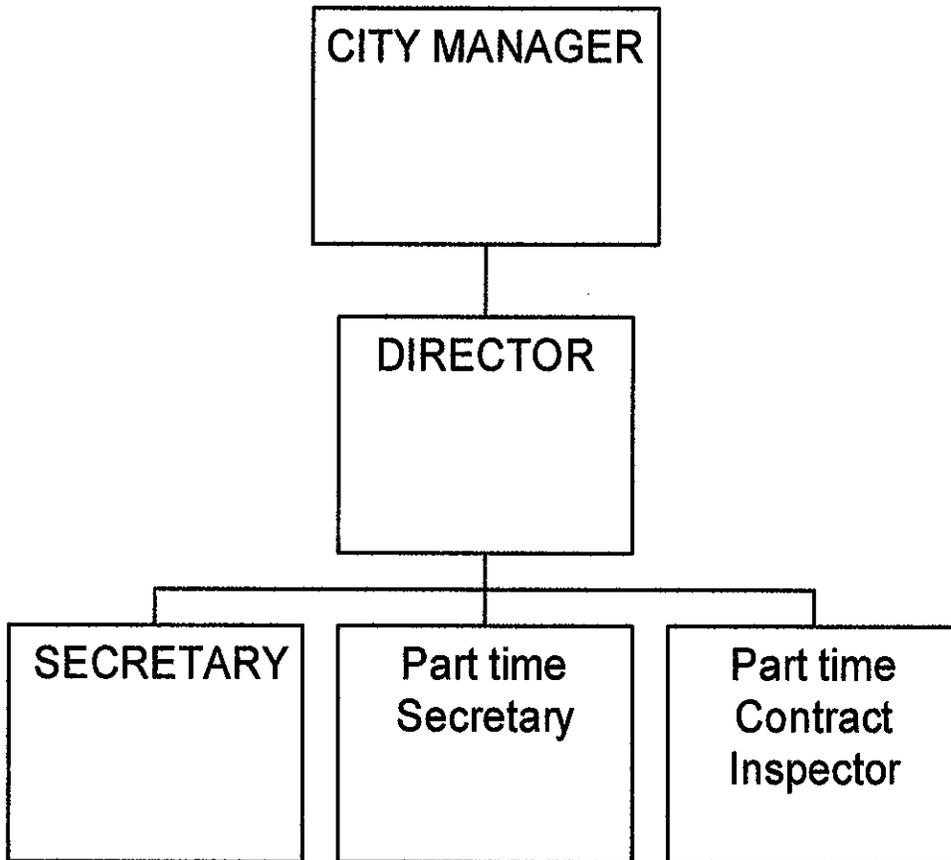
We now have a cyclical inspection program in place to discover any improvements and correct any errors on properties. The City of Laconia started this project in April, 2006 and the goal has been to measure and list 25% of the properties each year, for four years. Our goal was to try to finish this program in the 2008/2009 year, however, due to a change in personnel after the last budget was passed, we were unable to. Currently, the new person that was contracted is certified through the Department of Revenue Administration as an Assessor Supervisor and with the New Hampshire Association of Assessing Officials as a CNHA (Certified New Hampshire Assessor). I have requested \$20,000 to finish this important program, which if approved, will be done this year.

This line has been decreased \$20,000 by the Manager in anticipation of receiving bond proceeds in the amount of \$350,000 to pay for a revaluation.

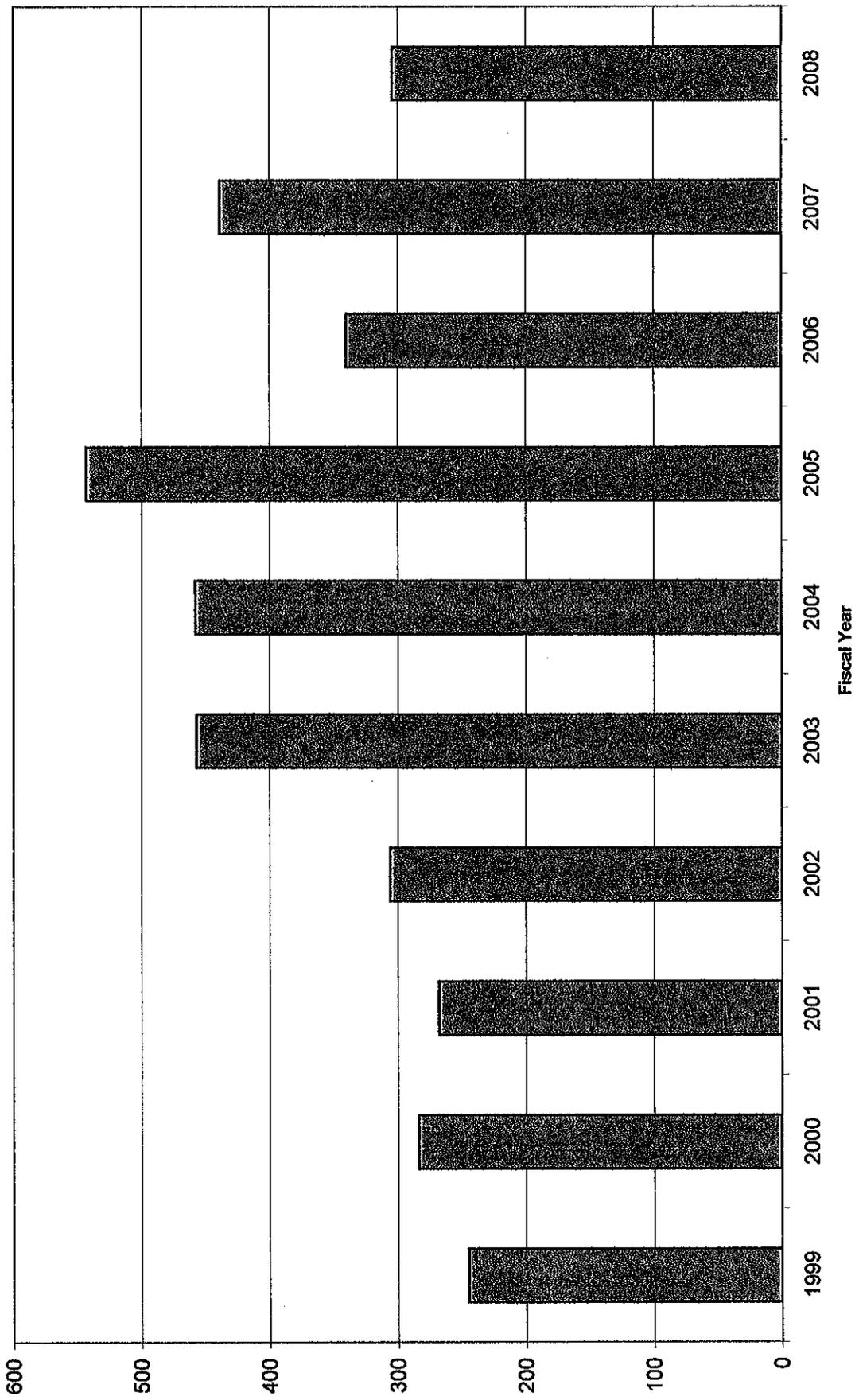
***EQUIPMENT***

I have deleted this line due to the fact that we just received new computers as part of last year's budget.

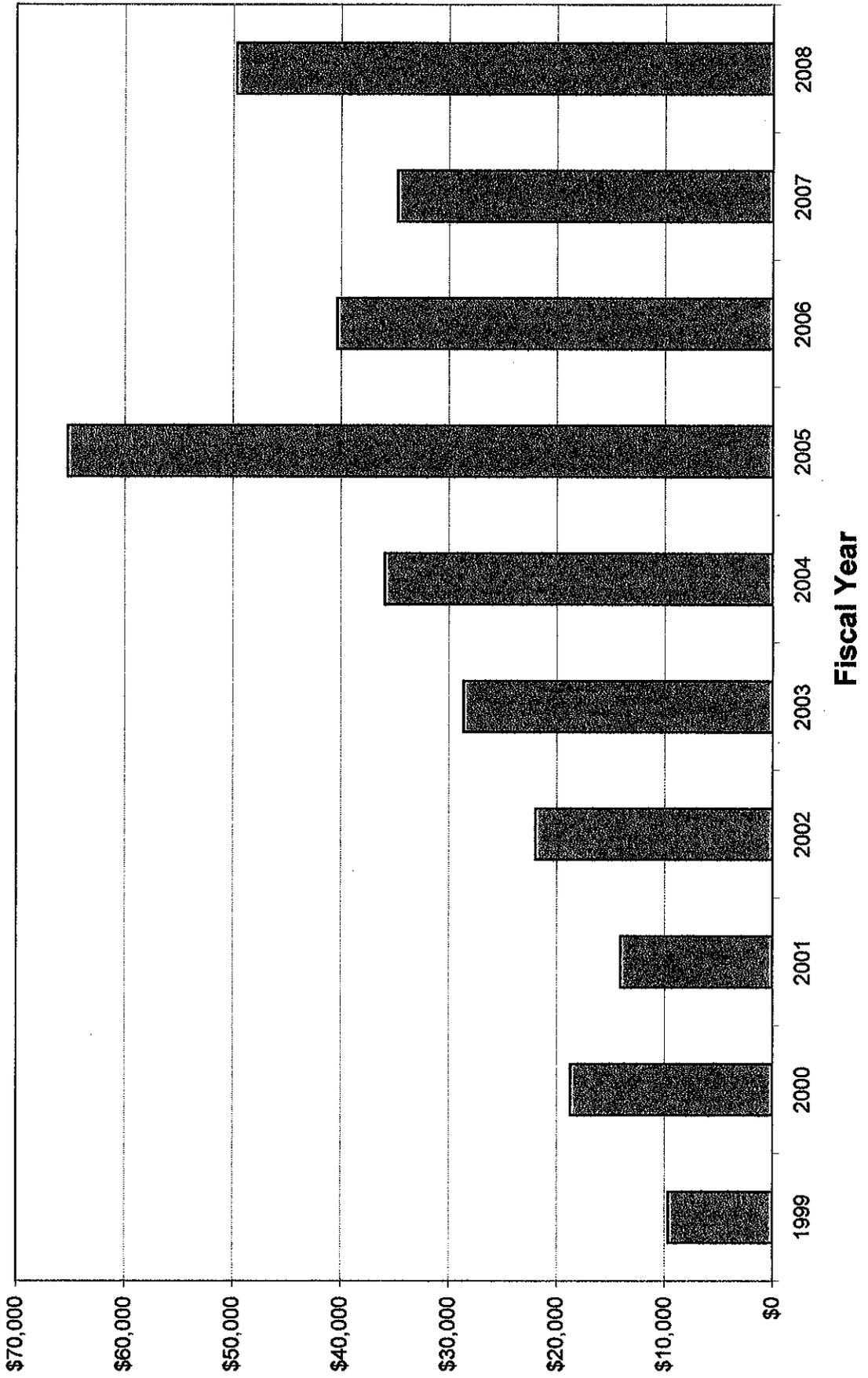
**CODE ENFORCEMENT  
FY 2009-2010 BUDGET**



**Building Permits, Last Ten Years**



**BUILDING PERMIT VALUE - LAST TEN YEARS (millions)**



Note: 2005 includes \$8.5 million for the Scott Williams apartments

**CODE ENFORCEMENT**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u> <u>2009</u>	<u>2009-2010</u> <u>DEPT.</u>	<u>2009-2010</u> <u>MANAGER</u>	<u>2009-2010</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQ.</u>		
<b>SALARIES</b>								
01 407 101 0000 Salaries	\$53,940	\$81,597	\$76,971	\$78,837	\$102,229	\$108,598	\$108,598	\$108,598
01 407 105 0000 Overtime	158	286	-	258	-	-	-	-
01 407 106 0000 Sick-Hurt	840	212	899	455	-	-	-	-
01 407 107 0000 Holidays	747	953	1,075	1,122	-	-	-	-
01 407 108 0000 Vacations	928	640	1,487	1,049	-	-	-	-
01 407 109 0000 Longevity	-	-	-	-	-	60	60	60
01 407 115 0000 Salary Adj.	-	-	-	-	<u>2,953</u>	<u>3,012</u>	<u>3,012</u>	<u>3,012</u>
<b>TOTAL SALARIES</b>	<b>\$56,613</b>	<b>\$83,688</b>	<b>\$80,432</b>	<b>\$81,721</b>	<b>\$105,182</b>	<b>\$111,670</b>	<b>\$111,670</b>	<b>\$111,670</b>
<b>OTHER</b>								
01 407 201 0000 Telephones	\$1,431	\$1,925	\$2,235	\$1,977	\$2,000	\$2,000	\$2,000	\$2,000
01 407 207 0000 Postage	332	362	416	594	750	750	750	750
01 407 210 0000 Notices	652	-	-	155	100	200	200	200
01 407 212 0000 Copier	639	454	508	559	1,500	1,000	1,000	1,000
01 407 214 0000 Supplies	2,803	2,798	2,021	1,816	2,500	2,500	2,500	2,500
01 407 234 0000 ISF/Vehicle Rental	2,043	3,605	3,729	6,845	6,500	7,500	7,500	7,500
01 407 242 0000 Travel-Meetings	341	-	24	206	500	500	500	500
01 407 245 0000 Conference-Dues	150	290	540	480	300	300	300	300
01 407 247 0000 Training	-	75	150	169	500	500	500	500
01 407 304 0000 O/S Contracts	24,229	30,801	35,601	39,623	24,000	24,000	24,000	24,000
01 407 304 0001 Prop Maint Enforcmt	-	-	9,620	10,160	10,000	10,000	10,000	10,000
01 407 401 0000 Equipment	<u>4,771</u>	<u>779</u>	<u>3,301</u>	<u>1,738</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<b>TOTAL OTHER</b>	<b>\$37,391</b>	<b>\$41,089</b>	<b>\$58,145</b>	<b>\$64,322</b>	<b>\$50,150</b>	<b>\$50,750</b>	<b>\$50,750</b>	<b>\$50,750</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$94,004</b>	<b>\$124,777</b>	<b>\$138,577</b>	<b>\$146,043</b>	<b>\$155,332</b>	<b>\$162,420</b>	<b>\$162,420</b>	<b>\$162,420</b>

**CODE ENFORCEMENT**  
**FY 2009-2010 BUDGET**

Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
Code Enf. Director	22	**	52			\$1,158.53	\$60,243.56
Secretary*	9	5	44	35	\$17.18	\$601.30	
	9	6	8	35	\$17.49	\$612.15	\$31,354.40
STIPEND FOR HEALTH OFFICER							\$1,000.00
Part time help							\$16,000.00
<b>Total Code Enforcement</b>							<b>\$108,597.96</b>

\*Above pay rate includes possible merit (step) increase

\*\*Eligible for 2% COLA, plus potential raise for department head included in salary adjustment line of budget

**Code Enforcement Activities**

	FY06	FY07	FY08
Building permits	339	436	304
Value of permits	\$40,101,194	\$34,496,430	\$49,702,378
All permits	707	827	520
Value of permits	\$42,674,503	\$36,224,760	\$53,686,922
Inspections performed	1,466	1,642	1,566
Property Maint cases		85	74

**New fee schedule anticipated revenue**

Total application and permit fees for fy07 =\$144,196

Total application and permit fees for fy08 =\$124,343

**2009-2010 Performance Measures**

- To expand code enforcement activities. Promote a positive relationship with the business & private sectors and to be more accessible to the public in general through internet access web site and office availability.
- To more comprehensively pursue Code Violations in District Court.

**CODE ENFORCEMENT**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SALARIES***

The full time Grade 6 Secretary was upgraded to a labor grade (9), Administrative Secretary, to work more closely with the Department Director on higher level projects. Her new job responsibilities will be developed over the next year, but will still include answering public inquiries that require limited knowledge of construction; planning and zoning code requirements; schedules meetings with applicants and/or other department heads, public, or staff members. This employee is expected to continue the development and implementation of new forms and internet for the department and utilize a computer system developed specifically to track building permit applications through issuance, inspections and certificate occupancy; requisition for supplies and maintenance of office equipment; processes and maintains department bookkeeping and purchasing; in addition to her general duties. This position requires a moderate level knowledge of computer software to prepare spreadsheets and "Word" documents, operational procedures particular to Code Enforcement, excellent communication skills, a detail oriented professional manner, accurate records maintenance and effective working relationships with other departments, employees and the general public.

***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. This line has been level funded.

***POSTAGE***

This line funds the postage needs for the department. This line has been level funded.

***NOTICES***

This line item funds the cost of advertising notices for building code changes. This increase is due to public notification of code changes.

***COPIER***

This line item funds the cost of copying for the department. This line has been decreased due to historical statistics.

***SUPPLIES***

This line item funds the cost of general office supplies, paper and permits applications, and has been level funded.

***VEHICLE RENTAL***

This line item funds the cost of operation of a city vehicle used by the Code Enforcement Department as well as replacement costs. This line item has been increased due to unstable gas prices and maintenance. This vehicle is a shared use between the Director of Code Enforcement and the Assistant Code Officer.

***TRAVEL-MEETINGS***

This line item funds the cost of attendance at various Code Enforcement meetings. This line has been level funded.

***CONFERENCE-DUES***

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

***TRAINING***

This line funds advanced training for the Director and an assistant to insure a desired level of acumen through 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. This line is level funded.

***OUTSIDE CONTRACT***

The part-time contract assistant Code Officer is currently performing routine inspectional duties at 20+ hours per week. The Code Enforcement Office should have been staffed with a Director and full-time inspector years ago, for a City of this size and workload. The Code Department has the ability within the City's government to fund most of its operating costs through building and electrical fees, rather than through tax revenues. The Director will again monitor fee structure to evaluate revenues. This line item is level funded.

***PROPERTY MAINTENANCE ENFORCEMENT***

This new line to the budget was added by the City council in F/Y 06-07 to enforce the current code regarding property maintenance. This line item is level funded.

***EQUIPMENT***

This line funds the purchase of basic office equipment as needed. This line item has been level funded.

**CONSERVATION COMMISSION**

**CONSERVATION COMMISSION**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u> <u>2009</u>	<u>2009-2010</u> <u>DEPT.</u>	<u>2009-2010</u> <u>MANAGER</u>	<u>2009-</u> <u>2010</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQ.</u>		
<b>SALARIES</b>								
01 422 101 0000 Salaries	\$1,355	\$ -	\$ -	\$ -	\$250	\$ 250	\$ 250	\$ 250
TOTAL SALARIES	\$1,355	\$ -	\$ -	\$ -	\$250	\$ 250	\$ 250	\$ 250
<b>OTHER</b>								
01 422 207 0000 Postage	\$133	\$97	\$114	\$134	\$200	\$200	\$200	\$200
01 422 208 0000 Printing	-	-	69	226	100	100	100	100
01 422 212 0000 Copier	113	5	58	7	120	120	120	120
01 422 214 0000 Supplies	842	43	269	23	600	600	600	600
01 422 247 0000 Training	772	-	275	140	300	300	300	300
01 422 303 0000 Misc.	1,027	275	300	634	1,500	1,500	1,500	1,500
01 422 390 0000 Annual Fees	<u>668</u>	<u>100</u>	<u>709</u>	<u>578</u>	<u>900</u>	<u>900</u>	<u>900</u>	<u>900</u>
TOTAL OTHER	\$3,555	\$520	\$1,794	\$1,742	\$3,720	\$3,720	\$3,720	\$3,720
<b>DEPT. O&amp;M TOTAL</b>	<b>\$4,910</b>	<b>\$520</b>	<b>\$1,794</b>	<b>\$1,742</b>	<b>\$3,970</b>	<b>\$3,970</b>	<b>\$3,970</b>	<b>\$3,970</b>

**CONSERVATION COMMISSION**  
**FY 2009-2010**

***SALARIES***

This line reflects the hours the commission spends on secretarial work.

***POSTAGE***

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

***PRINTING***

This line item funds the printing costs for the Commission.

***COPIER***

The line funds the cost of copies for the Commission.

***SUPPLIES***

This line funds miscellaneous supplies needed for the Commission.

***TRAINING***

This line funds the training needs of the Commission.

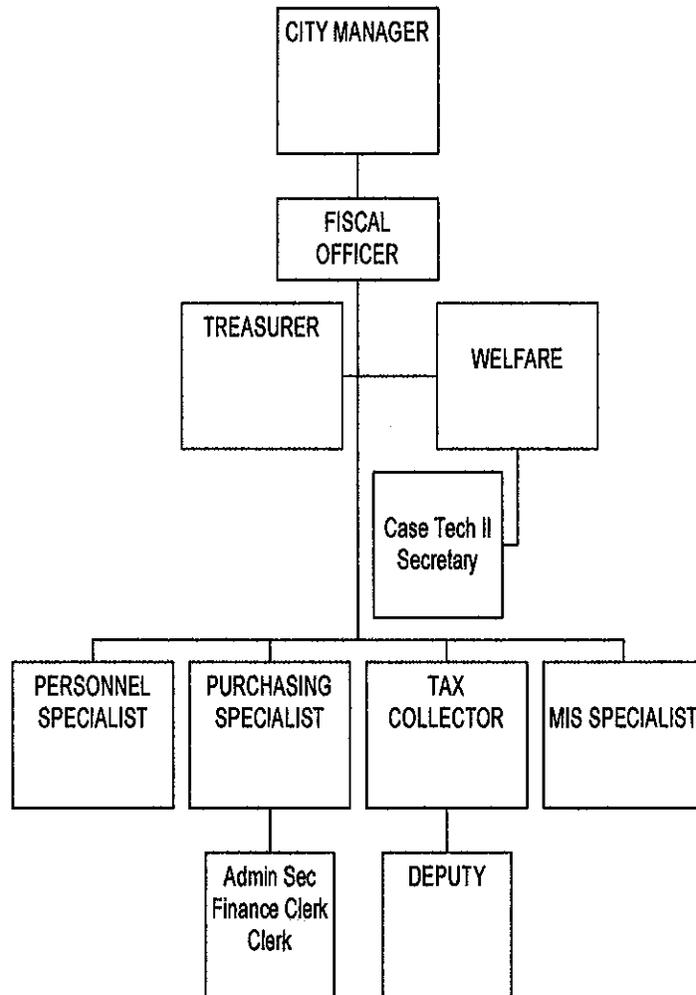
***MISCELLANEOUS***

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

***ANNUAL FEES***

This line funds annual membership fees.

# FINANCE FY 2009-2010 BUDGET



**FINANCE - EMPLOYEE BENEFITS**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
<b>OTHER</b>								
01 429 120 0000 Social Security	\$212,493	\$243,368	\$248,962	\$272,064	\$289,472	\$301,670	\$301,348	\$301,348
01 429 130 0000 Health Insurance	558,237	477,642	563,999	588,793	643,114	666,063	664,688	655,888
01 429 135 0000 Retirement	80,979	103,594	105,213	165,742	171,633	184,288	183,906	190,810
<b>TOTAL OTHER</b>	<b>\$851,709</b>	<b>\$824,604</b>	<b>\$918,174</b>	<b>\$1,026,599</b>	<b>\$1,104,219</b>	<b>\$1,152,021</b>	<b>\$1,149,942</b>	<b>\$1,148,046</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$851,709</b>	<b>\$824,604</b>	<b>\$918,174</b>	<b>\$1,026,599</b>	<b>\$1,104,219</b>	<b>\$1,152,021</b>	<b>\$1,149,942</b>	<b>\$1,148,046</b>

**FINANCE - EMPLOYEE BENEFITS**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 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. This line was decreased slightly to reflect the Manager's decline of increased hours for a library employee.

***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. In the Department Request column this line reflects increase of 7.8% for the guaranteed maximum as set forth by our insurance provider. This line is net of employee contributions. A minor revision in this line has been made by the City Manager. This line has been reduced by the Council to reflect the actual rates established by Primex for FY10.

***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 is budgeted at 9.09%. This line was decreased slightly to reflect the Manager's decline of increased hours for a library employee. The Council column reflects the changes made by the State on June 30<sup>th</sup> increasing the rate to 9.16%.

**FINANCE - FISCAL**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u> <u>2009</u>	<u>2009-</u> <u>2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u> <u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 403 101 0000 Salaries	\$321,932	\$341,150	\$353,710	\$383,863	\$402,737	\$431,391	\$431,391	\$431,391
01 403 105 0000 Overtime	1,813	592	303	400	500	500	500	500
01 403 106 0000 Sick-Hurt	2,892	4,526	2,517	7,642	-	-	-	-
01 403 107 0000 Holidays	3,650	4,295	3,924	6,498	-	-	-	-
01 403 108 0000 Vacations	2,354	5,047	3,113	6,693	-	-	-	-
01 403 109 0000 Longevity	300	390	390	390	480	540	540	540
01 403 115 0000 Salary Adj.	-	-	-	-	24,273	21,501	21,501	21,501
<b>TOTAL SALARIES</b>	<b>\$332,941</b>	<b>\$356,000</b>	<b>\$363,957</b>	<b>\$405,486</b>	<b>\$427,990</b>	<b>\$453,932</b>	<b>\$453,932</b>	<b>\$453,932</b>
<b>OTHER</b>								
01 403 201 0000 Telephones	\$2,865	\$2,912	\$2,527	\$2,847	\$3,000	\$3,000	\$3,000	\$3,000
01 403 207 0000 Postage	12,566	12,744	13,613	15,339	14,000	16,000	16,000	16,000
01 403 212 0000 Copier	1,479	2,028	2,811	3,564	3,000	3,500	3,500	3,500
01 403 214 0000 Supplies	7,441	5,689	8,441	8,285	8,500	8,500	8,500	8,500
01 403 214 0001 Supplies - OREO/Fees	-	-	-	2,537	-	3,000	3,000	3,000
01 403 221 0000 Audit	23,829	31,549	29,462	25,959	40,000	40,000	35,000	30,000
01 403 225 0000 Mortgage Research	1,992	1,790	2,282	2,768	2,500	3,000	3,000	3,000
01 403 229 0000 Registry of Deeds	987	840	950	1,226	1,500	1,500	1,500	1,500
01 403 233 0000 Maint. Agreements	6,620	6,015	6,381	6,819	6,500	7,000	7,000	7,000
01 403 234 0000 Vehicle Rental	165	627	240	727	500	800	800	800
01 403 245 0000 Conference-Dues	2,034	2,521	2,945	2,573	3,000	3,000	3,000	3,000
01 403 246 0000 Temporary Labor Finance	-	-	-	1,504	-	-	-	-
01 403 247 0000 Training	880	884	500	384	1,000	1,000	1,000	1,000
01 403 401 0000 Equipment	2,612	1,183	2,000	137	1,500	5,500	13,500	13,500
<b>TOTAL OTHER</b>	<b>\$63,470</b>	<b>\$68,782</b>	<b>\$72,152</b>	<b>\$74,669</b>	<b>\$85,000</b>	<b>\$95,800</b>	<b>\$98,800</b>	<b>\$93,800</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$396,411</b>	<b>\$424,782</b>	<b>\$436,109</b>	<b>\$480,155</b>	<b>\$512,990</b>	<b>\$549,732</b>	<b>\$552,732</b>	<b>\$547,732</b>

**FINANCE**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director	26	**	52	35		\$1,617.39	\$84,104.28
1	Personnel Spec.	18	**	52	35		\$957.10	\$49,769.20
1	Purch Spec.	18	**	52	35		\$912.36	\$47,442.72
1	Tax Collector	19	**	52	35		\$1,003.52	\$52,183.04
1	Staff Accountant	15H	**	52	35	\$17.58	\$615.30	\$31,995.60
1	Finance Clerk	9H	***	52	35	\$16.83	\$589.05	\$30,630.60
1	Admin. Secretary	9	10	52	35	\$18.73	\$655.55	\$34,088.60
1	Deputy Tax Collect	8	7	8	25	\$16.94	\$423.50	
		8	8	44	25	\$17.28	\$432.00	\$22,396.00
1	Treasurer							\$10,500.00
1	MIS Specialist	23	*	52	35	\$34.77	\$1,216.95	\$63,281.40
	Temporary Help							\$12,000.00
	less reimbursements from Water & Sewer Fund							(\$7,000.00)
<b>Total Finance</b>								<b>\$431,391.44</b>

\*This position is exempt but paid hourly as allowed under Federal law. Estimated hours average 40 per week.

Additional hours worked are budgeted in the temporary help line in the amount of \$3,500

\*\*Eligible for 2% COLA, will be reviewed during the year with possible raises 5%

\*\*\*Eligible for 2% COLA, will be reviewed during the year with possible raises 0-10%

All potential raises for non union positions budgeted in the salary adjustment line

**Finance Office Activities**

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

**2009-2010 Performance Measure**

- Find an online payment solution and implement over the counter credit/debit
- Insure stability in the City's computer network
- Work with MIS on Disaster Recovery Planning and departments within City Hall to ensure we are prepared to continue business off premise if necessary

**FINANCE – FISCAL**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SALARIES***

This line item funds the cost of 9 fulltime employees and the City Treasurer. Additional funds have been requested for the temporary help line to fund the increase in anticipated hours worked by the MIS department. The total salaries for the department have been reduced to reflect estimated reimbursements from both Sanitary Sewer (\$5,000) and the Water Department (\$2,000) for services used.

***OVERTIME***

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

***LONGEVITY***

This line item funds a longevity payment to eligible employees.

***SALARY ADJUSTMENT***

This line item funds a possible pay for performance increase for eligible employees. This line has been budgeted at a range of 0% to 5% for most non union employees with one employee eligible for up to 10%. Also included in this line is \$2,000 for possible grade changes for one employee.

***TELEPHONES***

This line item funds the cost of telephone connections and switchboard with related costs. This line has been level funded.

***POSTAGE***

This line item funds the cost of mailing of accounts payable checks, W2's, billings, general correspondence and bid packets, semi-annual tax bills, Barrington notices, all certified notices to taxpayers and mortgagees. This line has been increased to reflect actual costs in the prior year.

***COPIER***

This line item funds the cost of copying for the department. A \$500 increase in this line is requested.

***SUPPLIES***

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

***SUPPLIES-OREO (Other Real Estate Owned)/Fees***

This line funds the cost of various expenses related to our tax dedeed 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. The total cost of the contract is approximately \$47,500 with reimbursements expected from Sanitary Sewer (\$2,500); Airport (\$1,500) and the school (\$10,000). The Manager has decreased this line \$5,000 to reflect actual anticipated costs. The Council has cut another \$5,000 from this line.

***MORTGAGE RESEARCH***

This line item funds the cost of doing mortgage research for all tax liened properties. We are requesting a \$500 increase in this line to cover our anticipated costs.

***REGISTRY OF DEEDS***

This line item funds the cost of recording and releasing tax liens. This line has been level funded.

***MAINTENANCE AGREEMENT***

This line item funds the cost of maintenance agreements on telephone equipment, two printers and postage machine. This line has been increased \$500 to reflect actual costs.

***VEHICLE RENTAL***

This line item funds the hourly cost of operation of a city vehicle used by this department. This line was reduced by \$300 last year and we are requesting it be increased back up to its prior level.

***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. This line has been level funded.

***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. This line has been level funded.

***EQUIPMENT***

This line item funds the purchase of miscellaneous equipment for the department including a shredder and a server that will be used by all staff at City Hall. The server will provide capability to improve reliability of data from the Harris (Munismart) software.

**FINANCE - INSURANCE**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u> <u>2009</u>	<u>2009-</u> <u>2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u> <u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>OTHER</b>								
01 433 123 0000 Unemployment Ins.	\$1,686	(\$264)	\$1,513	\$1,166	\$2,500	\$3,000	\$3,000	\$3,000
01 433 125 0000 Workers Comp. Ins	143,778	156,768	206,841	220,060	212,000	215,000	215,000	215,000
01 433 218 0000 Property & Liability Ins	158,647	155,696	191,849	195,997	214,000	220,000	220,000	220,000
01 433 218 0002 Wellness Program	929	266	494	1,323	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	1,144	140	131	1,334	1,500	1,500	1,500	1,500
01 433 218 0007 Claims	4,669	5,366	5,067	1,578	5,000	5,000	5,000	5,000
<b>TOTAL OTHER</b>	<b>\$310,853</b>	<b>\$317,972</b>	<b>\$405,895</b>	<b>\$421,458</b>	<b>\$436,500</b>	<b>\$446,000</b>	<b>\$446,000</b>	<b>\$446,000</b>
 <b>DEPT. O&amp;M TOTAL</b>	 <b>\$310,853</b>	 <b>\$317,972</b>	 <b>\$405,895</b>	 <b>\$421,458</b>	 <b>\$436,500</b>	 <b>\$446,000</b>	 <b>\$446,000</b>	 <b>\$446,000</b>

**FINANCE – INSURANCE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***UNEMPLOYMENT***

This line item funds the cost of the City payment to Primex, formerly Compensation Funds of NH based on the first \$8,000 of earnings per employee.

***WORKERS COMPENSATION***

This line item funds the cost of the city payment to Primex based some changes in their calculation method. Again this year, we are able to lower the premium amount by participating in the PRIME program (the 10 best risk management practices) and will now receive an additional discount. Additional savings will be realized by a reduction in the loss ratio factor (at least for the first half of the fiscal year) from .97 to .90. The second half of the fiscal year a new loss ratio factor will be determined; therefore, a little cushion has been left in this line to absorb an increase.

***PROPERTY-LIABILITY***

This line item funds the cost of property and public officials' liability insurance. This line has been increased to reflect a not to exceed amount of \$255,275 and then decreased by contributions that we expect to receive from Sanitary Sewer, Water and the Airport.

***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. This line has been level funded.

**FINANCE - PRINCIPAL & INTEREST**

**FY 2009-2010 BUDGET**

	ORIGINAL DEBT	YRS	BAL.DUE 07/01/09	YRS REM.	08-09 P&I	2009-2010 PRINCIPAL	2009-2010 INTEREST	2009-2010 P&I	% 09-10/08-09
<b>BONDED DEBT</b>									
<b>MUNICIPAL BONDS</b>									
1988 Landfill	\$2,000,000	20	-	0	\$103,915	-	-	-	-100.0%
1988 Misc.	\$320,000	20	-	0	\$16,627	-	-	-	-100.0%
1989 Reval. Update	\$96,000	20	4,620	1	\$5,091	4,620	157	4,777	-6.2%
1990 PW & P&R	\$2,309,301	20	230,000	2	\$138,288	115,000	15,526	130,526	-5.6%
1993 Capital Imp.	\$2,460,000	15	-	0	\$171,564	-	-	-	-100.0%
1996 Capital Imp.	\$1,125,000	20	376,334	7	\$79,622	56,050	20,658	76,708	-3.7%
1999 Fire Trucks	\$700,000	10	-	0	\$72,887	-	-	-	-100.0%
2000 Capital Imp	\$620,000	10	60,000	1	\$66,600	60,000	3,300	63,300	-5.0%
2000 Capital Imp #2	\$1,626,000	10	325,000	2	\$183,442	162,500	12,614	175,114	-4.5%
2001 Capital Imp	\$3,565,000	20	2,305,000	13	\$292,938	180,000	105,130	285,130	-2.7%
2002 Capital Imp	\$754,375	10	300,000	4	\$88,500	75,000	10,500	85,500	-3.4%
2002 Capital Imp	\$2,029,000	20	1,400,000	14	\$169,250	100,000	60,150	160,150	-5.4%
2003 Library Renovation & addition	\$2,347,500	20	1,670,000	15	\$199,025	115,000	78,275	193,275	-2.9%
2006 Capital Imp	\$410,861	9	287,602	7	\$54,234	41,086	11,504	52,590	-3.0%
2009 Transfer Station Debt	\$1,045,000	10	1,045,000	9	\$27,907	96,270	46,375	142,645	411.1%
2008 Aerial Fire Truck	\$950,000	10	855,000	9	\$124,260	95,000	26,334	121,334	-2.4%
2010 Weirs Boardwalk	\$800,000	20	-	-	-	-	20,000	20,000	-
2010 Anthony Drive Drainage Improvemts	\$437,000	20	-	-	-	-	7,500	7,500	-
2010 Revaluation	\$350,000	5	-	-	-	-	8,750	8,750	-
<b>TOTAL CITY</b>			<b>8,858,556</b>		<b>\$1,794,150</b>	<b>1,100,526</b>	<b>426,773</b>	<b>1,527,299</b>	<b>-14.9%</b>
<b>SCHOOL BONDS</b>									
1988 School Proj.	\$680,000	20	-	0	\$35,331	\$-	\$-	\$-	-100.0%
1989 School Proj.	\$200,000	20	\$9,660	1	\$10,645	\$9,660	\$328	\$9,988	-6.2%
1993 Capital Imp.	\$240,000	15	-	0	\$16,968	\$-	\$-	\$-	-100.0%
1996 Capital Imp.	\$280,000	20	\$93,666	7	\$19,818	\$13,950	\$5,142	\$19,092	-3.7%
1999 Capital Imp.	\$400,000	10	\$40,000	1	\$44,400	\$40,000	\$2,200	\$42,200	-5.0%
2000 School Renovations	\$2,175,000	10	\$435,000	2	\$245,530	\$217,500	\$16,883	\$234,383	-4.5%
2001 School Renovations	\$6,223,000	20	\$3,980,000	13	\$508,443	\$310,000	\$184,997	\$494,997	-2.6%
2002 School Renovations	\$4,123,300	20	\$2,870,000	14	\$342,452	\$205,000	\$128,740	\$333,740	-2.5%
2008 MM School Construction	\$22,644,000	29	\$21,001,633	27	\$1,098,048	1,335,068	\$148,899	\$1,483,967	35.1%
<b>TOTAL SCHOOLS</b>			<b>\$28,409,959</b>		<b>\$2,321,635</b>	<b>\$2,131,178</b>	<b>\$487,189</b>	<b>\$2,618,367</b>	<b>-12.8%</b>
<b>GENERAL FUND TOTAL</b>			<b>\$37,268,515</b>		<b>\$4,115,785</b>	<b>\$3,231,704</b>	<b>\$913,962</b>	<b>\$4,145,666</b>	<b>0.7%</b>
<b>WATER BONDS</b>									
1988 Treatment Plt.	\$2,000,000	20	\$-	0	\$103,915	\$-	\$-	\$-	-100.0%
1989 Treatment Plt.	\$1,154,000	20	55,720	1	\$61,404	\$55,720	\$1,895	\$57,615	-6.2%
<b>TOTAL WATER</b>			<b>\$55,720</b>		<b>\$165,319</b>	<b>\$55,720</b>	<b>\$1,895</b>	<b>\$57,615</b>	<b>-65.1%</b>
<b>GRAND TOTAL</b>			<b>\$37,324,235</b>		<b>\$4,281,104</b>	<b>\$3,287,424</b>	<b>\$915,857</b>	<b>\$4,203,281</b>	<b>-1.8%</b>

\*The 2010 improvement the City will pay only 6 months interest.  
 Next fiscal year both principal and a full year's worth of interest will be due.  
 In FY 11 the Weirs Boardwalk project will cost \$40,000 in principal and \$39,000 in interest for a total of \$79,000.  
 In FY 11 the Anthony Drive Drainage Improvements will cost \$10,925 in principal and \$15,032 in interest for a total of \$25,957.  
 This money will be borrowed from the State Revolving Loan Fund under the ARRA stimulus funding. The City will only be responsible for paying 50% of the principal debt, the remaining will be forgiven as part of the program.  
 In FY 11 The Revaluation will cost \$67,350 in principal and \$9,322 in interest for a total of \$76,672.

**FINANCE - REIMBURSABLES**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>2005-</u>	<u>2006-</u>	<u>2007-</u>	<u>2008-</u>	<u>2009-</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
<b>OTHER</b>								
01 427 901 0020 Recreation & Facilities	\$8,971	\$10,672	\$14,367	\$14,423	\$12,000	\$14,500	\$14,500	\$14,500
01 427 901 0040 Police	87,687	134,434	119,013	123,507	120,000	120,000	120,000	120,000
01 427 901 0060 Youth Services Bureau	<u>103,226</u>	<u>95,405</u>	<u>111,518</u>	<u>98,809</u>	<u>115,559</u>	<u>77,073</u>	<u>77,073</u>	<u>77,073</u>
<b>TOTAL OTHER</b>	<b>\$199,884</b>	<b>\$240,511</b>	<b>\$244,898</b>	<b>\$236,739</b>	<b>\$247,559</b>	<b>\$211,573</b>	<b>\$211,573</b>	<b>\$211,573</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$199,884</b>	<b>\$240,511</b>	<b>\$244,898</b>	<b>\$236,739</b>	<b>\$247,559</b>	<b>\$211,573</b>	<b>\$211,573</b>	<b>\$211,573</b>

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

**FINANCE – REIMBURSABLES**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

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

***RECREATION & FACILITIES***

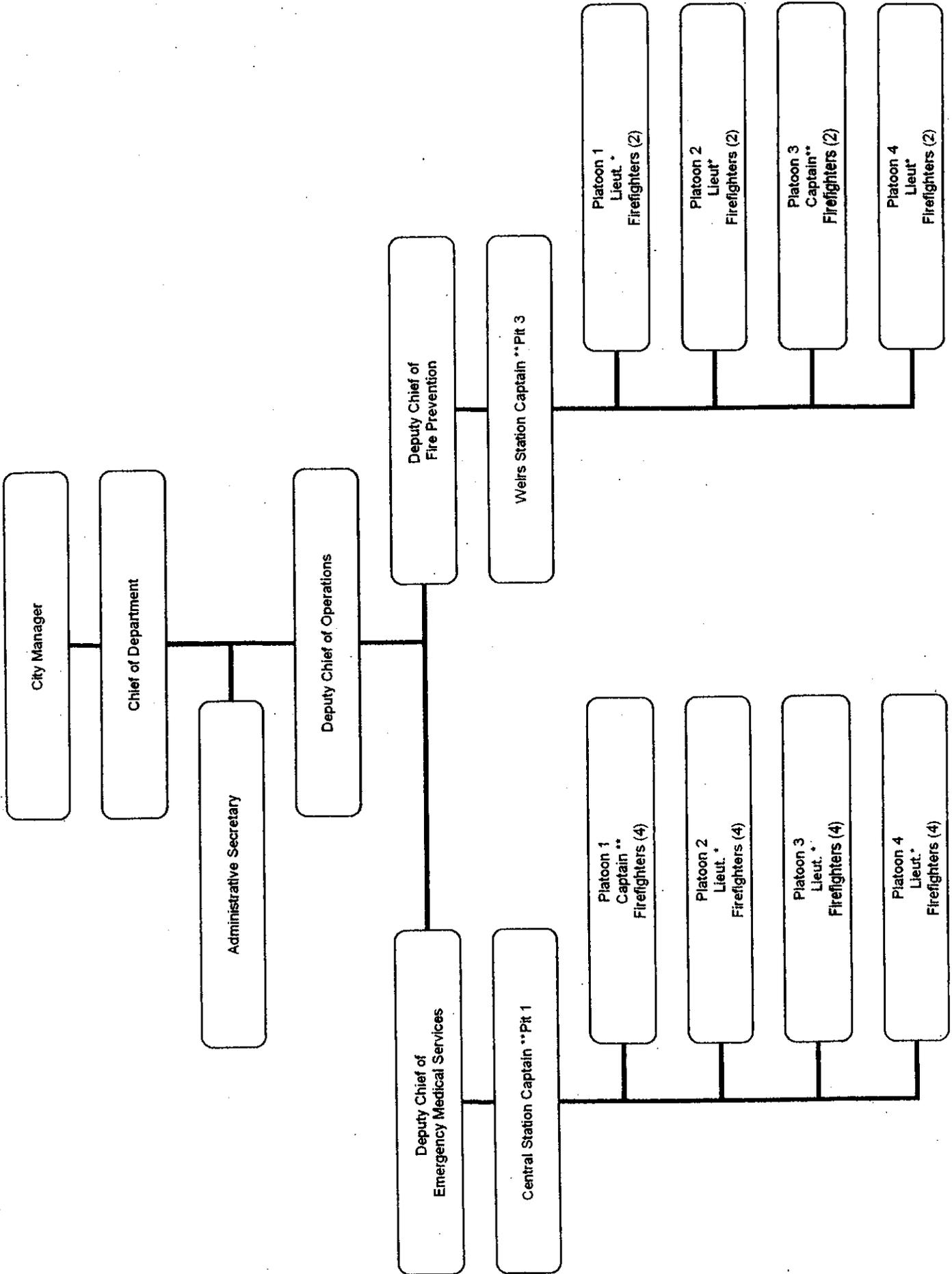
This line item includes reimbursements for field lights, park association utilities and swim lessons, which the City receives and also budgets as revenue. This line item allows the Recreation and Facilities Department to spend that revenue. This line has been increased slightly to reflect actual revenues.

***POLICE***

This line item includes fees for gun permits, court fees, extra duty, transport fees and training reimbursements, which the City also budgets as revenue. This line item allows the Police Department to spend that revenue. This line has been level funded.

***YOUTH SERVICES BUREAU***

This line item includes the funding for Youth Services Bureau from other area municipalities, which the City also budgets as revenue. This line item allows the Youth Services Bureau to spend that revenue.



**FIRE**  
**FY 2009-2010 BUDGET**

	2008-2010							
	04-05 ACTUAL	05-06 ACTUAL	06-07 ACTUAL	07-08 ACTUAL	2008-2009 BUDGET	DEPT. REQ.	2008-2010 MANAGER	2009-2010 COUNCIL
<b>SALARIES</b>								
01 445 101 0000 Regular Salaries	\$1,195,491	\$1,408,844	\$1,538,668	\$1,485,485	\$1,608,988	\$1,647,792	\$1,641,107	\$1,641,107
01 445 103 0000 Call F.F.	5,476	6,004	10,169	13,685	13,200	19,000	19,000	19,000
01 445 105 0000 Extra Duty Coverage	86,524	69,370	85,544	87,659	90,000	94,500	94,500	84,500
01 445 106 0000 Sick-Injury Coverage	32,784	57,051	51,872	113,242	59,200	65,000	63,000	63,000
01 445 107 0000 Holidays	72,962	88,658	92,022	89,590	94,790	97,600	97,600	97,600
01 445 108 0000 Vacation/Personal Coverage	114,705	118,225	135,021	114,740	112,100	128,000	120,000	120,000
01 445 109 0000 Longevity	1,410	1,710	2,040	1,770	1,860	2,010	2,010	2,010
01 445 115 0000 Salary Adj.	-	-	-	-	17,785	17,785	11,173	11,173
01 445 111 0000 Contractual EMT-Incentive	9,750	9,000	9,000	11,250	11,760	11,750	11,750	11,760
01 445 130 0000 Health Insurance	487,857	446,683	534,803	495,330	572,090	632,143	632,143	600,143
01 445 132 0000 F.F. Insurance	440	370	450	600	800	800	800	800
01 445 135 0000 Retirement	208,920	257,412	277,632	308,796	318,925	328,483	326,338	358,009
<b>TOTAL SALARIES</b>	<b>\$2,198,319</b>	<b>\$2,461,327</b>	<b>\$2,737,221</b>	<b>\$2,722,127</b>	<b>\$2,901,498</b>	<b>\$3,044,863</b>	<b>\$3,019,421</b>	<b>\$3,007,092</b>
<b>OTHER</b>								
01 445 201 0000 Telephones	\$9,874	\$8,926	\$6,741	\$7,894	\$9,200	\$9,200	\$8,200	\$8,200
01 445 202 0000 Lights-Power	18,927	21,179	19,035	19,473	24,000	28,000	22,000	22,000
01 445 203 0000 Water-Sewer	1,902	1,770	2,158	2,641	2,400	2,800	2,800	2,800
01 445 204 0000 Heating Fuel	24,203	28,295	31,905	27,867	40,000	40,000	35,000	35,000
01 445 212 0000 Copier	1,346	1,273	2,084	1,269	1,600	1,600	1,600	1,600
01 445 214 0000 Supplies-Department	4,980	2,854	1,717	4,371	5,000	5,000	5,000	5,000
01 445 214 0001 Medical Supplies, Dept.	-	-	152	-	500	900	900	900
01 445 233 0000 Maint.-Equipment	2,018	7,590	12,808	7,941	10,000	10,000	10,000	10,000
01 445 233 0001 Maint.-Fire Alarms	9,413	1,994	2,304	2,036	8,000	8,000	5,000	5,000
01 445 233 0003 Maint.-Radios	5,385	6,762	3,737	2,227	3,000	3,000	3,000	3,000
01 445 235 0000 Maint.-Station Repairs	11,276	12,029	13,404	15,046	13,000	13,500	13,500	13,500
01 445 235 0001 Maint-Station Supplies	3,022	5,479	3,923	6,788	5,000	6,000	6,000	6,000
01 445 245 0000 Conference/Dues	574	2,184	2,391	2,975	2,800	3,200	2,200	2,200
01 445 247 0000 Training	1,088	6,829	2,818	5,671	6,800	7,400	6,400	6,400
01 445 247 0001 Schools-Seminars	1,014	180	25	-	-	-	-	-
01 445 247 0002 Training-Mandatory	251	-	-	-	-	-	-	-
01 445 247 0003 Career Development	5,925	4,278	4,891	5,854	5,600	6,200	3,200	3,200
01 445 250 0000 Laundry	3,723	3,820	4,013	4,753	4,800	4,800	4,800	4,800
01 445 251 0000 Uniform Allowance	11,175	12,092	15,929	17,557	14,000	15,500	15,500	15,500
01 445 251 0001 Protective Clothing	13,902	16,018	9,256	17,030	15,000	15,800	15,800	15,800
01 445 253 0000 Physical Exams	13,577	11,100	22,757	16,549	20,300	20,000	20,000	20,000
01 445 304 0000 O/S Contracts	116	-	617	6,239	5,000	6,000	6,000	6,000
01 445 359 0000 Fire Prevention-Administration	3,735	5,027	4,101	5,164	4,800	5,000	5,000	5,000
01 445 359 0001 Fire Prevention-Public Education	1,814	1,778	856	1,757	3,400	3,400	2,400	2,400
01 445 401 0000 Equipment	9,091	10,077	9,417	6,767	12,000	12,000	12,000	12,000
01 445 401 0002 Equipment-Training	-	1,409	-	1,080	2,000	3,000	3,000	3,000
01 445 401 0004 Special Events Coverage	-	-	39	279	350	350	350	350
01 445 401 0005 Hazard Material Consort	1,200	-	-	-	-	-	-	-
01 445 401 0009 Protective equipment-new firefighters	-	2,268	-	-	-	7,600	-	-
01 445 401 0010 Uniforms/supplies-new firefighters	-	4,613	-	-	-	-	-	-
01 445 401 0011 Computer Network Server	-	4,825	-	-	-	5,400	5,000	5,000
01 445 401 0012 Station Diesel Exhaust	-	7,400	-	-	-	-	-	-
01 445 401 0013 Gas Fired Ceiling Heater	-	5,262	-	-	-	-	-	-
Equipment -Grant Match	-	-	-	-	11,000	-	-	-
01 445 403 0007 Radio Pager Replacement	-	-	2,592	6,400	3,800	3,800	3,800	3,800
01 445 403 0004 Extrication Tool	-	-	-	-	-	-	-	-
01 445 403 0005 Water rescue equipment	-	-	-	-	-	-	-	-
Weirs Station-Paint Garage Area	-	-	-	-	-	5,000	-	-
01 445 403 0006 Weirs Station overhead door	3,883	-	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>\$163,414</b>	<b>\$197,319</b>	<b>\$179,670</b>	<b>\$195,628</b>	<b>\$233,250</b>	<b>\$252,250</b>	<b>\$218,250</b>	<b>\$218,250</b>
01 445 234 0000 Vehicle Rental	\$62,000	\$65,352	\$82,618	\$80,250	\$83,000	\$96,000	\$95,000	\$80,000
01 445 234 0001 Internal Service Fund	66,542	79,846	81,659	84,500	84,500	90,018	90,018	90,018
<b>DEPT. O&amp;M TOTAL</b>	<b>\$2,468,275</b>	<b>\$2,803,846</b>	<b>\$3,081,068</b>	<b>\$3,082,505</b>	<b>\$3,302,248</b>	<b>\$3,483,131</b>	<b>\$3,422,689</b>	<b>\$3,385,360</b>

**FIRE**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief	28	**	52			\$1,617.39	\$84,104.28
1	Deputy Fire Chief/ Operations	24	**	52			\$1,339.93	\$69,676.36
1	Deputy Fire Chief/ Fire Prevention Sp	24	**	52			\$1,339.93	\$69,676.36
1	Parttime Inspector/ Fire Alarm							\$34,000.00
1	Admin. Secretary*	9	3	52	40	\$16.39	\$655.60	\$34,091.20
<b>Total FIRE ADMIN</b>								<b>\$291,548.20</b>

\*Above pay rates include possible merit(step) increase

\*\*Eligible for 2% COLA and will be reviewed during the year with possible raises 0-5%.  
Potential raise will be included in salary adjustment line of budget

**FIREFIGHTERS**

1	Captain/EMT-P			52	42	\$28.36	\$1,191.12	\$61,938.24
1	Captain/EMT-I			52	42	\$27.03	\$1,135.26	\$59,033.52
1	Lieutenant/EMT1			52	42	\$23.27	\$977.34	\$50,821.68
2	Lieutenant/EMT1			52	42	\$24.74	\$1,039.08	\$108,064.32
2	Lieutenant/Par			52	42	\$25.96	\$1,090.32	\$113,393.28
1	Lieutenant/Par			52	42	\$25.42	\$1,067.64	\$55,517.28
1	5th Class FF/EMT-P			52	42	\$22.45	\$942.90	\$49,030.80
8	5th Class FF/EMT-I and EMT			52	42	\$21.40	\$898.80	\$373,900.80
1	3rd Class FF/EMT-P			52	42	\$21.91	\$920.22	\$47,851.44
1	3rd Class FF/EMT-I			52	42	\$20.16	\$846.72	\$44,029.44
2	2nd Class FF/EMT-P			52	42	\$21.06	\$884.52	\$91,990.08
3	2nd Class FF/EMT-I			52	42	\$20.06	\$842.52	\$131,433.12
1	1st Class FF/EMT-P			52	42	\$19.62	\$824.04	\$42,850.08
1	FF Prob/EMT-P			52	42	\$18.87	\$792.54	\$41,212.08
2	FF Prob/EMT-I			52	42	\$17.97	\$754.74	\$78,492.96
<b>Total Fire Fighters</b>								<b>\$1,349,559.12</b>

\$1,641,107.32

**AMBULANCE\*\*\***

1	Deputy Chief EMS			52	42		\$1,417.92	\$73,731.84
3	FF5th/EMT-P			52	42	22.45	\$942.90	\$147,092.40
1	FF4th/EMT-P			52	42	22.45	\$942.90	\$49,030.80
1	Temp. Secretary				150	\$10.26		\$1,539.00
<b>Total Ambulance</b>								<b>\$271,394.04</b>

\*\*\*Paid by Lakes Region General Hospital

**Fire Department Activities-estimates for 2008**

- \*Average response to building fires is 4 minutes and 7 seconds
- \*Respond to 6,000+ service requests per year-3,300 of these are emergency calls
- \*62% of all fires were in residential property-increase of 7%
- \*30% of residential fires are in multi-family type homes-no change
- \*90% of all fire loss was in business/industry occupancy
- \*12% of fires were in health care facilities
- \*12% of fires were in business/industry occupancies
- \*Property damaged by fire is estimated at \$7,200,000-\$405 per capita-a 900% increase
- \*Property saved is \$8 million-\$457 per capita
- \*Property loss ratio to property saved is at 53%
- \*65% of all emergencies are medical and rescue type calls, which reflect the change in responsibility of the Department
- \*Responded to 1,000 simultaneous and back-to-back calls in 2007, 15% increase in five years
- \*Respond to an emergency call every 2.6 hours, as compared to one call every 4.5 hours in 1992
- \*Emergency calls per on-duty firefighter is 412 per year, which is well above state average
- \*Per capita costs for fire protection is \$180 for FY07, which brings us close to the average

**Non-emergency Activities- 2007/2008 Training/Fire Prevention**

- \*Non-emergent activities include more than 1,800 inspections per year
- \*Conduct 93 public safety education programs throughout the community.
- \*On-duty crews conducted more than 280 in-service inspections of gas piping, furnances, chimneys,etc.
- \* Fire Prevention inspections have increased by 168 percent since 2002
- \* Investigated 4 citizen complaints and 26 fires
- \* Conducted 230 building plan reviews and 215 meetings/consultations
- \*Conduct training sessions with firefighters or contractors
- \*Generated \$32,000 in revenue through permits and fees for municipal fire alarm systems and a 232% increase since 2003
- \*Generate \$44,000 per year in service fees for municipal fire alarm systems
- \*Estimated training hours for the year 2008-4,000 up 9%
- \*600+ hours shoveling fire hydrants after snow storms

**2008-2009 Objectives**

- 60% \*Institute an inspection program of all multi-family dwellings
- 90% \*Inspect all public assemblies annually
- 50% \*Conduct 2 drills at elderly housing complexes
- 85% \*Improve on-duty training hours to 150 hours per firefighter
- 50% \*Hire 8 new firefighters and assign to Central Fire Station
- 30% \*Institute inspection program for high hazard commercial buildings
- 25% \*Institute a leadership training program for supervisors
- 100% \*Maintain current insurance rate of Class 3
- 75% \*Train 100% of all firefighters as boat operators
- 0% \*Certify all firefighters as Aerial Operators
- 60% \*Hire and train 8 call firefighters

**2008-2009 Performance Measures**

- 58% \* Respond to 80% of all emergency calls within 4 minutes or less
- 90% \*Respond to all emergency calls in no more than 8 minutes
- 80% \*Respond to 80% of all ambulance calls should be answered within 5 minutes
- 100% \*Respond to 95% of all structure fires within 7 minutes
- 71% \*Respond to 90% of all structure fires within 4 minutes
- 50% \*Contain residential dwelling fires to room of origin

**FIRE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

**SALARIES**

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

For the third consecutive year I am not asking for additional full-time firefighters. However, this will probably be the last year that I take this position. It remains my opinion that we should have 12 firefighters on-duty per shift.

We have hired 8 additional call firefighters in an attempt to see if part-time help can alleviate some of our problems. Unfortunately the problems are constant day in and day out. Part-time help will not improve response time or allow us to better respond to multiple calls.

The demands from our residents continue to increase. Bad weather is continually having a big impact on the City and on our resources. Our increased work load places our residents in jeopardy as well as our firefighters. Our response times are progressively getting worse. Far too frequently we are sending firefighters into harm's way with no back-up. Far too often these firefighters are getting injured or having very close calls. Their quality of life as well as the resident's quality of life is being compromised.

We have a significant problem responding to multiple calls. Our multiple call rates for the past five years have ranged from 27% to its current rate of 35%. The five year average for multiple calls is 900 per year; this year we responded to 1,200 multiple calls. We are continually stretching our firefighters beyond their capabilities. As a measure of our inability to handle calls we are averaging 290 emergency recalls per year. Our firefighters are in the top three for busiest firefighters in the State of NH. In 2007 the average firefighter in the top 15 cities responded to 339 emergency calls; Laconia firefighters averaged 414 – this year we are at 425.

Because of the high workload, as well as other factors such as travel distances we cannot respond to emergencies within an acceptable time frame. Our response time to emergency calls is progressively getting worse. We have four operational goals that use response time as a measurement of success:

1. Respond to 80% of all emergencies within 4 minutes. We are currently at 54% of the goal.
2. Respond to 80 % of all medical emergencies within 4 minutes. We are currently at 56% of the goal.
3. Respond to 90% of all high risk emergencies (such as structure fires) within 4 minutes. We are currently at 76% of the goal.

4. Respond to all emergency calls in no more than 8 minutes. We are currently at 87% of that goal.

The long response times are a direct result of multiple calls, lack of staff, and more calls further away from the two stations. We protect 13 square miles per station, which is very high ratio.

The City has seen more than a 74 percent increase in housing units since 1970. The housing boom did slow down in 2008 along with the poor economic outlook. In the past three years we have seen more than 600 new living units built in the city. Even though the housing market has slumped construction has continued to move forward. Our emergency response times will continue to get worse until we hire additional staff and eventually open a third fire station in north Laconia. As our workload increases our ability to respond to a major emergency is continually compromised.

We cannot, and have not been capable of responding adequately to a fire in any of our high hazard buildings – LRGH, St. Francis Nursing Home, 25 Union Avenue, Stafford House, and Lakeside Apartments. Many of the new buildings being built are over 2 stories high and several are 3 and 4 stories high.

The Manager has adjusted this line by \$6,685 to reflect actual anticipated salaries.

#### ***CALL FIREFIGHTERS***

This line item funds the wages for call firefighters and student interns. The line includes responses to alarms, and incentives for good attendance and attendance to training. One of our major goals has been to bring the call force back up to a level of 20 firefighters; we are now at our highest level in decades with 16 active call firefighters. This is the strongest the call force has been in decades. The attendance to training is very good and their attendance to alarms is improving. This comes with a price which is reflected in this year's budget. The increase covers all the cost for the pay of call firefighters to training and alarms.

#### ***EXTRA DUTY COVERAGE***

This line item covers the cost of unscheduled and unexpected overtime throughout the Fiscal year. Overtime is a necessary expense in a fire department. The smaller the on-duty staff the more dependent a Department becomes on overtime. We are a small, unique City with many unusual problems and all the similar problems to a big city. What makes us unique and therefore creates problems for emergency services is the social/demographic characteristics of our population, variables with weather and weather extremes, types of calls (not just fires), frequencies of fires, size of buildings, road network, geography, and the fact that we are somewhat isolated from other communities of similar size. By using overtime we utilize our firefighters to their maximum effectiveness. Constant staffing is a much less expensive alternative to over-staffing.

The Extra Duty covers such overtime as emergencies – building fires, ice and water

rescues, multiple emergency calls - off duty training, Union business, staff meetings, school presentations, and station coverage, especially during severe weather events. Our history and analysis can predict to a fair extent what we can expect to happen during a year. Extra duty overtime allows us to call in off-duty help as needed. In a five – year period we have averaged 290 fire/rescue recalls per year. The number of recalls reflects how often we reach the point of critical response. A recall is indicative of the fact that we have no resources to protect the community or the call is so serious that we need more resources. We can expect 15 to 20 serious fires per year. We can expect at least 20 weather events per year that require additional resources.

The overtime for training allows us to send employees to the State Fire Academy and cover their shifts. It also allows us to hire back off-duty employees so that the on-duty crews can train uninterrupted. Certain drills such as ice rescues must have coverage as the duty crew is unavailable for emergency response.

We are only as good as our training allows us to be. As we get busier it becomes very difficult to perform all the necessary training on-duty. Our firefighters must be specialists in firefighting, emergency medical service, vehicle extrication, hazardous materials spills, water and ice rescues, technical rescue, incident command, supervisory and officership, building construction, to name a few areas of concern. It is recommended that firefighters receive a minimum of 20 hours of training per month for firefighting techniques alone. This is impossible to accomplish due to interruptions and other training needs. By covering shifts for certain training we will be closer to accomplishing this goal.

***Besides responding to emergency calls the next most important function that a fire department performs is to train. A highly trained department is much more efficient, effective, and safe.***

The Council has reduced this line \$10,000.

### ***SICK-INJURY COVERAGE***

This line item funds overtime for replacement of personnel on sick or injured leave. Sick and injured coverage is based on past experience. Regular sick time averages 5 shifts per FTE per year, which is well below average. Injury-on-duty increased significantly during the past few years. In the past the cost to cover the injury leave was not funded adequately so the funds were taken from Extra Duty. This immediately restricted our ability to provide overtime for training. This is a 10% increase in overtime and should allow us to maintain constant staffing of 8 firefighters per shift. Maintaining full staffing allows the department to keep both stations open 24 hours a day. This results in staffing two pumpers, one ambulance and two ladder trucks. This improves our ability to respond to multiple calls and suppress fires. Maintaining full staffing actually reduces the demand on the firefighters and helps control injury leave and medical expenses. The City Manager has decreased this line by \$2,000.

### ***HOLIDAYS***

This line item funds the cost of contractually required holiday differential pay for 11 holidays. The increase reflects the pay increase from last year and this current contract.

### ***VACATION /PERSONNEL DAYS COVERAGE***

This line item has increased by 14% in order to cover all the cost associated with time-off for vacations and personnel days, and to cover the cost for the contractual pay increase. The five-year average for time-off per employee per year is 8 vacation days and 3 personnel days. The use of personnel days has risen significantly as the employees can no longer accumulate these days off and they earn personnel days based on not using sick days. In addition, as the age of the workforce decreases the use of time off increases. This reflects the time demands placed on a firefighter with a young family. Maintaining full staffing allows the department to keep both stations open 24 hours a day. This results in staffing one pumper, one ambulance and a ladder truck downtown and one pumper and ladder truck in the Weirs. The alternative to not covering vacancies is to place units out of service or close stations temporarily. The Manager has decreased this line by \$8,000.

### ***LONGEVITY***

This line item funds longevity payments to eligible employees.

### ***SALARY ADJUSTMENT***

This line item funds a possible pay for performance increase for eligible employees. The City Manager has decreased this line by \$6,623 to reflect potential increases as calculated by Personnel & Finance.

### ***CONTRACTUAL EMT –Incentive***

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

### ***HEALTH INSURANCE***

This line item funds the estimated cost of health insurance for all department employees. This line has been reduced by the Council in the amount of \$32,000 to reflect actual costs.

### ***FIREFIGHTER INSURANCE***

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

### ***RETIREMENT***

This line item funds the cost of the City's share of the retirement system for department employees, including Motorcycle Week expenses. This line has risen due to changes at the State level and poor performance of investments. The City's rate is now at 16.05%. This line has been adjusted in the manager's column to reflect reductions made in the

salary lines. This line has been increased by the Council to reflect the new rates established by the State on June 30<sup>th</sup> of 17.28%.

#### ***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, 3 fax machines, 3 alphanumeric pagers, Internet access, and computer connections. The Manager has reduced this line by \$1,000.

#### ***LIGHTS-POWER***

This line item funds the cost of electric at three fire stations *and the Weirs Community Center*. This line item, along with heating costs, is very difficult to predict. At this time we expect a 17% increase. However, we are negotiating with the Weirs Action Committee so that they pay a share of the Weirs utility bills. The City Manager has reduced this line by \$6,000 to reflect current information on rate hikes provided by the utility company.

#### ***WATER-SEWER***

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

#### ***HEATING FUEL***

This line item funds the cost to heat three fire stations, as well as the Weirs Community Center. We are holding this line at level funding. This is a result in improvements to the stations heating systems as well as negotiations with the Weirs Action Committee where by they will pay a share of the Weirs Station utility bills.. The City Manager has reduced this line by \$5,000.

#### ***COPIER***

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

#### ***SUPPLIES-DEPARTMENT***

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

#### ***MEDICAL SUPPLIES-DEPARTMENT***

This line item covers the cost of medical equipment that is not covered by the LRGH Partnership. All of our fire apparatus and staff cars are outfitted with medical equipment and routinely respond to emergency calls. LRGH equips the 3 ambulances. The increase in this line item will allow us to purchase a new semi-automatic defibrillator to replace an outdated unit.

#### ***MAINTENANCE-EQUIPMENT***

This line item funds the cost of fire/rescue related equipment maintenance and repair. As our equipment ages the cost to maintain it increases. Some items covered are hydrostatic testing of air cylinders, annual aerial ladder and ground ladder testing, breathing mask

testing, fire extinguisher recharging, air compressor maintenance, annual pump certification, 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. The annual cost to test and certify our ladders, pumps, and air packs is \$7,000.00.

#### ***MAINTENANCE-FIRE ALARM***

This line item funds the cost of maintenance, repair and extension of the municipal fire alarm system. The municipal fire alarm system generates approximately \$50,000 in user fees per year. The system consists of more than 300 Master Boxes, which monitor individual buildings, and 40 street boxes, which are located at specific intersections. The devices are monitored by the Lakes Region Mutual Aid and provide a system of direct and immediate notification of a fire or alarms. The system requires updates as technology improves and because the system is exposed to the elements there is considerable wear and tear. This system provides early and automatic notification of fire. Its reliability is one reason why many of our reported fires are quickly extinguished with minimal damage. The Manager has reduced this line by \$3,000.

#### ***MAINTENANCE-RADIO***

This line item funds the cost of the annual repair contracts for pagers, base radios, amplifiers, portable radios and mobile radios, as well as replacement radio batteries, and replacement of damaged or lost radios. One radio battery cost \$125.00. We have 36 portable radios, 34 pagers, and 18 mobile radios.

#### ***MAINTENANCE-STATION REPAIRS***

This line item funds the cost of 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. I anticipate that this line will reduce when we close Lakeport and complete the work to Central Station.

#### ***MAINTENANCE-STATION SUPPLIES***

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

#### ***CONFERENCE/ DUES***

This line item funds dues and membership costs for staff personnel to be associated with state and national fire organizations and attendance to conferences and seminars. The increase in the line item reflects mostly the increase in travel expenses. This line has been reduced in the Manager's budget by \$1,000.

#### ***TRAINING***

This line item funds department training activities for all personnel such as seminars, fire schools, handouts, and any instructor costs incurred. The line does not cover any salary costs associated with training. The increase is the result of the State Fire Academy charging for classes that were previously no charge.

### ***CAREER DEVELOPMENT***

This line item funds the cost associated with development of fire officers through their attendance to training programs involving supervisory duties, command and control, management, personnel practices. It is my intention to send 4 officers each year to advanced training seminars. Classes vary in time from 1 day to 1 week seminars and costs obviously increase as the time frame increases. These classes are very beneficial to the City and Department in developing our leaders. This line has been reduced in the Manager's budget by \$3,000.

### ***LAUNDRY***

This line item funds the cost of supplying towels, sheets, linen, and purchasing laundry supplies, as well as the cost for replacement of worn and damaged supplies. The cost equates to \$2.88 per employee per week.

### ***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. Funds are also appropriated to purchase work uniforms for our part-time staff and call firefighters. Part of the increase reflects increases in shipping costs as well as more FTEs and PTEs.

### ***PROTECTIVE CLOTHING***

This line item funds the cost of all protective clothing for 36 FTEs. One set of bunker gear (protective coat and pants) is \$2,100 dollars. 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 budget item allows us to continually replace gear as needed.

### ***PHYSICAL EXAMS***

This line item funds the cost of pre-employment and contractually required yearly physical exams. The frequency of the physicals, as well as medical requirements, is increasing as the workforce ages, which increases the cost. 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 running a promotional exam and assessment center test administered by an outside agency as outlined in the contract. This is the first increase in this item in many years and is recommended by the Personnel Specialist due to last years cost.

### ***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. The increase is mostly for postage costs associated with the new inspection programs.

***FIRE PREVENTION-PUBLIC EDUCATION***

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. This line has been reduced by \$1,000 by the Manager.

***EQUIPMENT-DEPARTMENT***

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

***EQUIPMENT-TRAINING***

This line item funds training equipment including such items as audio and visual equipment, training programs, software, supplies, rescue manikins, firefighting simulations, and other training aids. We need to upgrade several pieces of equipment as well as software.

***SPECIAL EVENTS COVERAGE***

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

***PROTECTIVE EQUIPMENT-CALL FIREFIGHTERS***

This line item will allow us to purchase the new call firefighters protective clothing. Currently we have issued them old equipment which is in very poor condition and precludes them from active fire suppression duties. This line is not funded by the Manager.

***COMPUTER NETWORK SERVER***

The City Technology Specialist recommends upgrading our current server. This piece of equipment becomes outdated generally every three to five years. The Manager's column reflects a \$400 decrease which should cover the cost of the server based on pricing obtained by the MIS specialist.

***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. The current pagers are continually breaking which is causing an increase in the maintenance account. These radios are critical to our operation as this is the system to alert on-duty and off-duty members of emergency calls.

***WEIRS STATION-Paint the Garage Area***

This is a one time item that will allow us to hire a contractor to paint the garage area. The walls and ceiling is original paint (more than 20 years old). It is very dirty and needs a thorough washing prior to painting. It will require staging and platforms to complete the work because of ceiling heights. The Manager has not funded this line.

***VEHICLE RENTAL***

This line item funds the cost of operating all vehicles used by this department. This line has been reduced by \$1,000 in the Manager's budget. This line has been reduced by the Council in the amount of \$15,000.

***INTERNAL SERVICE FUND***

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

## **LEGAL**

**LEGAL**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u>	<u>2009-</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2009</u>	<u>DEPT</u>	<u>2009-2010</u>	<u>2009-2010</u>
					<u>BUDGET</u>	<u>REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>OTHER</b>								
01 402 214 0000 Supplies	\$170	\$ -	\$110	\$ -	\$ -	\$ -	\$ -	\$ -
01 402 225 0000 Law Books	-	-	339	340	400	400	400	400
01 402 225 0003 General Code Update	2,217	1,323	-	1,221	2,000	1,500	1,500	1,500
01 402 225 0001 Special Outside Litigation	4,474	2,554	2,263	540	-	-	-	-
01 402 225 0004 Litigation Health Subsidy	-	-	-	3,704	-	-	-	-
01 402 225 0005 Litigation	54,595	33,611	34,316	55,806	50,000	50,000	50,000	50,000
01 402 225 0006 Retainer	30,199	31,018	30,782	31,044	36,000	36,000	39,600	39,600
01 402 225 0007 Negotiator	<u>15,876</u>	<u>22,215</u>	<u>27,115</u>	<u>7,442</u>	<u>5,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
TOTAL OTHER	\$107,531	\$90,721	\$94,925	\$100,098	\$93,400	\$112,900	\$116,500	\$116,500
<b>DEPT. O&amp;M TOTAL</b>	\$107,531	\$90,721	\$94,925	\$100,098	\$93,400	\$112,900	\$116,500	\$116,500

**LEGAL**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***LAW BOOKS***

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

***GENERAL CODE***

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

***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.

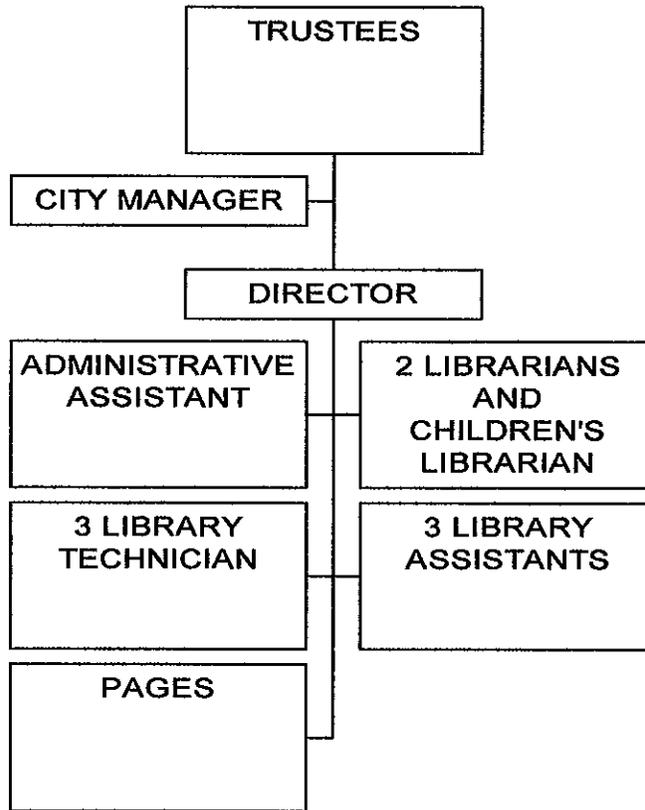
***RETAINER***

This line item funds the cost of regular and routine general legal services to the City. We have increased this retainer by 10%.

***NEGOTIATOR***

This line item funds the cost of an outside negotiator to deal with Union Contracts. This line has been increased since we will enter into negotiations again next year.

**LIBRARY  
FY 2009-2010 BUDGET**



**LIBRARY**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u> <u>2009</u>	<u>2009-</u> <u>2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u> <u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 481 101 0000 Salaries	\$315,735	\$354,223	\$389,685	\$392,252	\$456,385	\$479,143	\$474,852	\$474,852
01 481 105 0000 Overtime	2,581	451	-	-	-	-	-	-
01 481 106 0000 Sick-Hurt	9,719	8,934	13,345	11,142	-	-	-	-
01 481 107 0000 Holidays	11,839	14,154	14,355	15,183	-	-	-	-
01 481 108 0000 Vacations	12,321	14,477	15,300	18,257	-	-	-	-
01 481 109 0000 Longevity	450	480	600	660	720	810	810	810
<b>TOTAL SALARIES</b>	<b>\$352,425</b>	<b>\$392,719</b>	<b>\$413,285</b>	<b>\$437,494</b>	<b>\$457,105</b>	<b>\$479,953</b>	<b>\$475,662</b>	<b>\$475,662</b>
<b>OTHER</b>								
01 481 201 0000 Telephones	\$2,881	\$2,835	\$2,709	\$2,171	\$3,000	\$3,000	\$3,000	\$3,000
01 481 201 0001 Internet/Cable	1,429	1,559	1,853	1,559	2,000	2,000	2,000	2,000
01 481 202 0000 Lights-Power	11,288	29,284	34,061	33,544	36,500	40,150	38,890	38,090
01 481 203 0000 Water-Sewer	1,018	1,026	1,607	2,002	2,775	2,775	2,775	2,775
01 481 204 0000 Fuel	11,537	19,766	24,619	22,893	29,000	31,900	30,740	30,740
01 481 207 0000 Postage	2,981	3,282	3,693	3,699	4,200	4,200	4,200	4,200
01 481 208 0000 Printing	2,018	1,941	1,694	1,877	3,200	3,200	3,200	3,200
01 481 214 0001 Supplies-Library	6,514	7,315	6,677	6,744	7,000	7,000	7,000	7,000
01 481 214 0002 Supplies-Building	1,521	1,817	1,891	1,970	2,400	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	3,667	4,100	3,930	3,830	4,400	4,400	4,400	4,400
01 481 233 0000 Maint.-Equipment	11,432	7,755	11,117	9,332	9,400	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	30,024	31,263	48,978	45,871	52,500	54,000	54,000	48,700
01 481 235 0001 Maint-Software/Service Contract	11,699	12,154	12,967	13,198	13,500	14,000	14,000	14,000
01 481 235 0002 Maintenance Security/Virus Protection	-	2,957	2,309	2,638	3,100	3,100	3,100	3,100
01 481 235 0003 Maint-Elevator	-	-	2,990	2,928	2,700	3,000	3,000	3,000
01-481-235-0004 Maint-HVAC	-	-	-	11,076	3,500	5,500	5,500	5,500
01 481 242 0000 Travel-Meetings	2,666	2,253	2,248	1,524	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	890	855	790	785	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	994	1,286	898	130	1,200	1,200	1,200	1,200
01 481 257 0000 Books	69,064	69,544	60,850	64,011	64,000	75,000	68,000	68,000
01 481 259 0010 Cassettes-CD's	11,340	10,352	10,450	13,066	11,000	13,000	13,000	13,000
01 481 259 0020 Periodicals	11,138	10,989	12,261	13,719	13,500	13,500	13,500	13,500
01 481 263 0000 Programs	4,637	6,752	8,137	7,091	8,500	8,500	8,500	8,500
01 481 363 0000 Gale Park	246	3,260	5,139	895	5,000	5,000	5,000	5,000
01 481 401 0000 Equipment	3,338	10,782	7,845	10,051	10,000	10,000	10,000	10,000
01 481 403 0000 Library Trust	-	(1,100)	(3,706)	(2,280)	-	-	-	-
01 481 405 0001 Bookbinding	1,872	1,889	1,651	1,813	2,000	2,000	2,000	2,000
01 481 406 0001 Moving /Renovation	1,208	-	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>\$205,382</b>	<b>\$243,876</b>	<b>\$267,658</b>	<b>\$275,955</b>	<b>\$297,775</b>	<b>\$321,625</b>	<b>\$312,005</b>	<b>\$304,105</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$557,807</b>	<b>\$636,595</b>	<b>\$680,943</b>	<b>\$713,448</b>	<b>\$754,880</b>	<b>\$601,578</b>	<b>\$787,667</b>	<b>\$779,767</b>

**LIBRARY**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Director	9	52			\$1,393.65	\$72,469.80
1	Librarian	6	52	40	\$21.81	\$872.00	\$45,344.00
1	Librarian	5	52	40	\$21.29	\$850.80	\$44,241.60
1	Admin Asst	10	52	40	\$20.23	\$810.80	\$42,161.60
1	Children's Librarian	10	52	40	\$20.23	\$810.80	\$42,161.60
1	Library Tech	10	52	36	\$20.23	\$728.28	\$37,870.56
1	Library Tech	9	52	40	\$19.73	\$791.20	\$41,142.40
1	Library Tech	6	52	40	\$18.33	\$734.80	\$38,209.60
1	Library Assistant	10	52	40	\$16.86	\$674.00	\$35,048.00
1	Library Assistant	9	52	40	\$16.45	\$667.60	\$34,195.20
1	Library Assistant	9	52	36	\$16.45	\$591.84	\$30,775.68
	Library Page		52	24	\$9.00	\$216.00	\$11,232.00
<b>Total Library</b>							<b>\$474,852.04</b>

**LIBRARY**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SALARIES***

This line item funds the cost of eleven fulltime employees and a part time library page. This budget includes step increases of 2.5% based upon Laconia Public Library's 10 step wage structure, and a cost of living increase of 2%. Hourly rate for library page is increased to \$9.00. In addition, hours for one library technician are increased from 36 to 40 hours per week. The Manager's column has been reduced by the cost of funding the additional hours for the library technician.

***LONGEVITY***

This line item funds longevity payments to eligible employees.

***TELEPHONES***

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

***INTERNET CABLE***

This line item funds the cost of fast, commercial grade internet service at Gale Memorial Library and Goss Reading Room. The library continues to maintain high speed wireless service that enables customers to access the internet at all times of day, including those hours the library is closed. This heavily used service encompasses both the library building itself and the entirety of library grounds, including the 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. Increase of 10% to cover projected costs for next year. The Manager's column reflect a decrease of \$1,460 which will bring the anticipated increase from 10% to 6%. The Council column reflects another reduction in the amount of \$2,600. This is the estimated savings as a result of changing suppliers of electricity.

***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. Increase of 10% to cover projected costs for next year. The Manager's column reflect a decrease of \$1,160 which will bring the anticipated increase from 10% to 6%.

***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, and contracted security monitoring (fire and intrusion).

***MAINTENANCE-BUILDINGS***

This line item funds the cost of maintenance including a city cleaning contract, and necessary repairs to Gale Memorial Library and Goss Reading Room. Work needed at Gale includes scraping and painting of window frames in the library tower of the 1903 building; and the continuation of a five year stained glass restoration project. The Council has reduced this line to reflect the change in scope of cleaning for the library.

***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.
- 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.

### ***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 for the library's elevator. Increase of 11% due to combination of increased cost of contract and new State of New Hampshire mandated inspection fees (RSA 157-B).

### ***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 and NONPRINT MEDIA***

These line items fund the cost of building the library's collection of books, books on tape, books on CD, music CDs, videotapes and DVDs. In the past year, the library has become a member of New Hampshire Downloadable Audio Books, a statewide collective that enables Laconia Public Library card holders to download audio books to their computers and/or portable listening devices. For listening on the go, and available 24/7, this downloadable audio book service is enjoying great popularity with our customers. As the collection of materials continues to grow, the library has shifted resources from the reference collection to the expansion of this exciting new service. With the creation of a new space devoted to teen materials, the library over the past three years has emphasized building the teen collection. The investment has paid off as use of the library by teens has increased dramatically. While continuing to build both teen and adult collections, the library will continue to focus on our children's collection. Two areas of the children's collection are in particular need of attention. First, the library must acquire picture books, visually oriented texts for young readers, the building blocks of childhood literacy. The second major area of need is nonfiction: history and current science books that children can use for school reports; biographies of their favorite entertainers and sports heroes;

books about other countries, cultures, customs. It is a fact that engaging children, even very young children in the act of reading and/or being read to is the foundation for creating lifelong readers. The Manager has decreased this line \$7,000.

***CASSETTES-CD'S***

This line item funds the cost of books on tape, books on CD, music CDs, videotapes and DVDs.

***PERIODICALS/MICROFILM***

This line item funds the cost of subscriptions to magazines, newspapers microfilming of the Citizen and Sun.

***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 the upkeep of Gale Park.

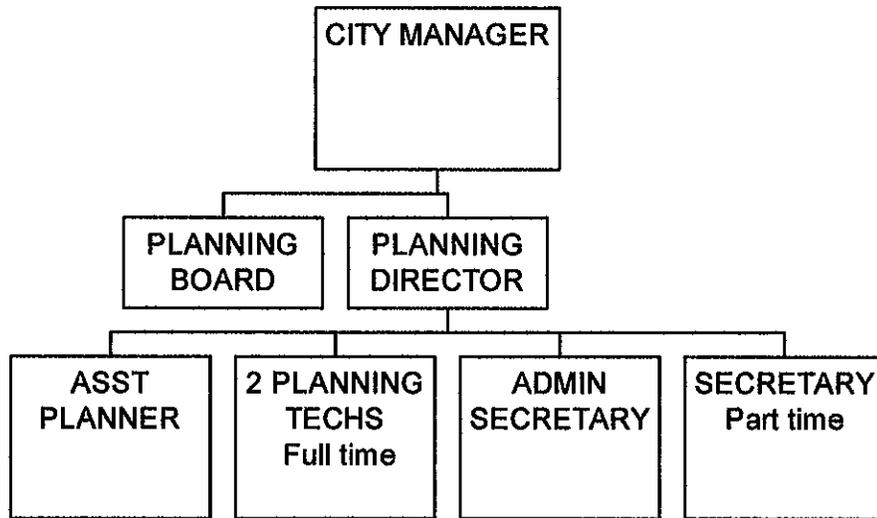
***EQUIPMENT***

This line item funds the cost of purchasing new public computers as recommended by City of Laconia MIS.

***BOOKBINDING***

This line funds the cost of binding various books at the library.

**PLANNING  
FY 2009-2010 BUDGET**



**PLANNING**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u>	<u>2009-</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2009</u>	<u>2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
					<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
<b>SALARIES</b>								
01 405 101 0000 Salaries	\$126,102	\$140,460	\$136,935	\$197,468	\$213,993	\$236,711	\$236,711	\$236,711
01 405 105 0000 Overtime	1,716	2,770	2,907	2,377	2,700	2,700	2,700	2,700
01 405 106 0000 Sick-Hurt	2,227	686	1,227	3,159	-	-	-	-
01 405 107 0000 Holidays	2,277	2,240	2,346	4,054	-	-	-	-
01 405 108 0000 Vacations	2,483	101	1,877	2,115	-	-	-	-
01 405 109 0000 Longevity	-	-	-	-	60	60	60	60
01 405 115 0000 Salary Adj.	-	-	-	-	5,440	6,178	6,178	6,178
TOTAL SALARIES	\$134,805	\$146,257	\$145,292	\$209,172	\$222,193	\$245,649	\$245,649	\$245,649
<b>OTHER</b>								
01 405 201 0000 Telephones	\$2,746	\$1,854	\$1,152	\$976	\$2,200	\$2,200	\$2,200	\$2,200
01 405 207 0000 Postage	2,198	1,692	1,384	943	3,100	3,100	3,100	3,100
01 405 210 0000 Notices	3,543	3,954	4,238	2,773	3,000	3,000	3,000	3,000
01 405 212 0000 Copier	2,971	1,733	1,649	986	3,000	3,000	3,000	3,000
01 405 214 0000 Supplies	3,509	3,162	3,350	3,185	3,000	3,000	3,000	3,000
01 405 229 0000 Registry of Deeds	-	-	31	35	100	-	-	-
01 405 234 0000 Vehicle Rental	1,017	2,648	1,488	2,698	3,000	3,000	3,000	3,000
01 405 242 0000 Travel-Meetings	31	794	100	640	1,000	1,000	1,000	1,000
01 405 245 0000 Conference-Dues	1,634	960	1,582	400	2,000	2,000	2,000	2,000
01 405 246 0000 Secretarial Help	514	5,685	20,249	-	-	-	-	-
01 405 247 0000 Training	876	540	201	565	2,000	2,000	2,000	2,000
01 405 304 0000 O/S Contracts	7,545	-	-	500	30,000	50,000	30,000	30,000
01 405 333 0000 L.R. Planning Com.	15,327	15,327	15,941	16,184	16,409	17,098	17,098	17,098
01 405 401 0000 Equipment	3,291	5,532	5,442	4,063	3,500	4,000	4,000	4,000
TOTAL OTHER	\$45,202	\$43,881	\$56,807	\$33,947	\$72,309	\$93,398	\$73,398	\$73,398
<b>DEPT. O&amp;M TOTAL</b>	<b>\$180,007</b>	<b>\$190,138</b>	<b>\$202,099</b>	<b>\$243,118</b>	<b>\$294,502</b>	<b>\$339,047</b>	<b>\$319,047</b>	<b>\$319,047</b>

**PLANNING**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director	24	**	52			\$1,400.51	\$72,826.52
1	Asst. Planner	21	**	52	35		\$975.66	\$50,734.32
1	Planning Tech*	13	3	4	35	\$19.90	\$696.50	
		13	4	48	35	\$20.84	\$729.40	\$37,797.20
1	Planning Tech*	13	2	26	35	\$19.01	\$665.35	
		13	3	26	35	\$19.90	\$696.50	\$35,408.10
1	Adm Secretary*	9	2	8	35	\$15.67	\$548.45	
		9	3	44	35	\$16.39	\$573.65	\$29,628.20
1	Partime Secretary*			52	17	\$11.67	\$198.39	\$10,316.28
<b>Total Planning</b>								<b>\$236,710.62</b>

\*\*Non Union employees have reviews during the year with 0-5% raises. These potential increases are not reflected in the totals but are listed on the salary adjustment line of the budget.

\*SEA positions reflect step changes

**Planning Activities**

- \* With the Master plan done the focus will now move to updating the Zoning Ordinance and the site plan and subdivision regulations
- \* Focus attention on long term smart growth initiatives as discussed at the EPA Smart Growth Assistance week.
- \* Administer land use applications including major and minor site plan review, subdivision, street acceptance, conditional use permits, zoning amendments, as-builts, lot mergers, variances, and special exceptions including review, research and site visits
- \* Prepare packets, including agendas, submission materials, staff reports and minutes for the Planning Board and its various sub-committees. Zoning Board of Adjustment, Technical Review Committee, Motorcycle Technical Review Committee and Conservation Commission, Capital Improvement Committee. The combination of all these boards adds up to approximately 100 meetings, annually.
- \* Provide the public with access to records and assist applicants in the land use permitting process
- \* Participate in and assist in the coordination of economic development initiatives in the public interest
- \* Coordinate and initiate activities and provide city liaison functions with other governmental units, adjacent communities, regional entities and community based organizations
- \* Participate in regional planning efforts through the Lakes Region Planning Commission such as the Transportation Advisory Committee.
- \* Enforce zoning ordinance including building permit applications, shoreland ordinances, signs, etc

**PLANNING**  
**FY 2009-2010 BUDGET**

***SALARIES***

This line item funds the cost of five full time and 1 part time employees, to include one full time Planning Director, one full time Assistant Planner, two full time Planning Technician (zoning and conservation), one full time Administrative Front Desk Secretary, and one part time office Secretary.

***OVERTIME***

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

***LONGEVITY***

This line funds longevity payments to eligible employees.

***SALARY ADJUSTMENT***

This line item funds possible pay for performance increase for non union employees. This line has been budgeted at 5%.

***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 land are common and difficult land require more site visits. As we are fully staffed now, at least one staff person is in the field every day.

### ***TRAVEL-MEETINGS***

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

### ***CONFERENCE & DUES***

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

### ***TRAINING***

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

### ***OUTSIDE CONTRACTS***

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

enough to hire a consultant to help us revise the major portions of the zoning ordinance such as an architectural standards ordinance, Paugus Bay watershed overlay district, an RV park ordinance and a village district ordinance. Last year's request is currently being put to work in an impact fee ordinance update. We would expect this year's request to be put toward a separate consultant working on architectural standards ordinance and a village district ordinance. The Manager has reduced this line by \$20,000.

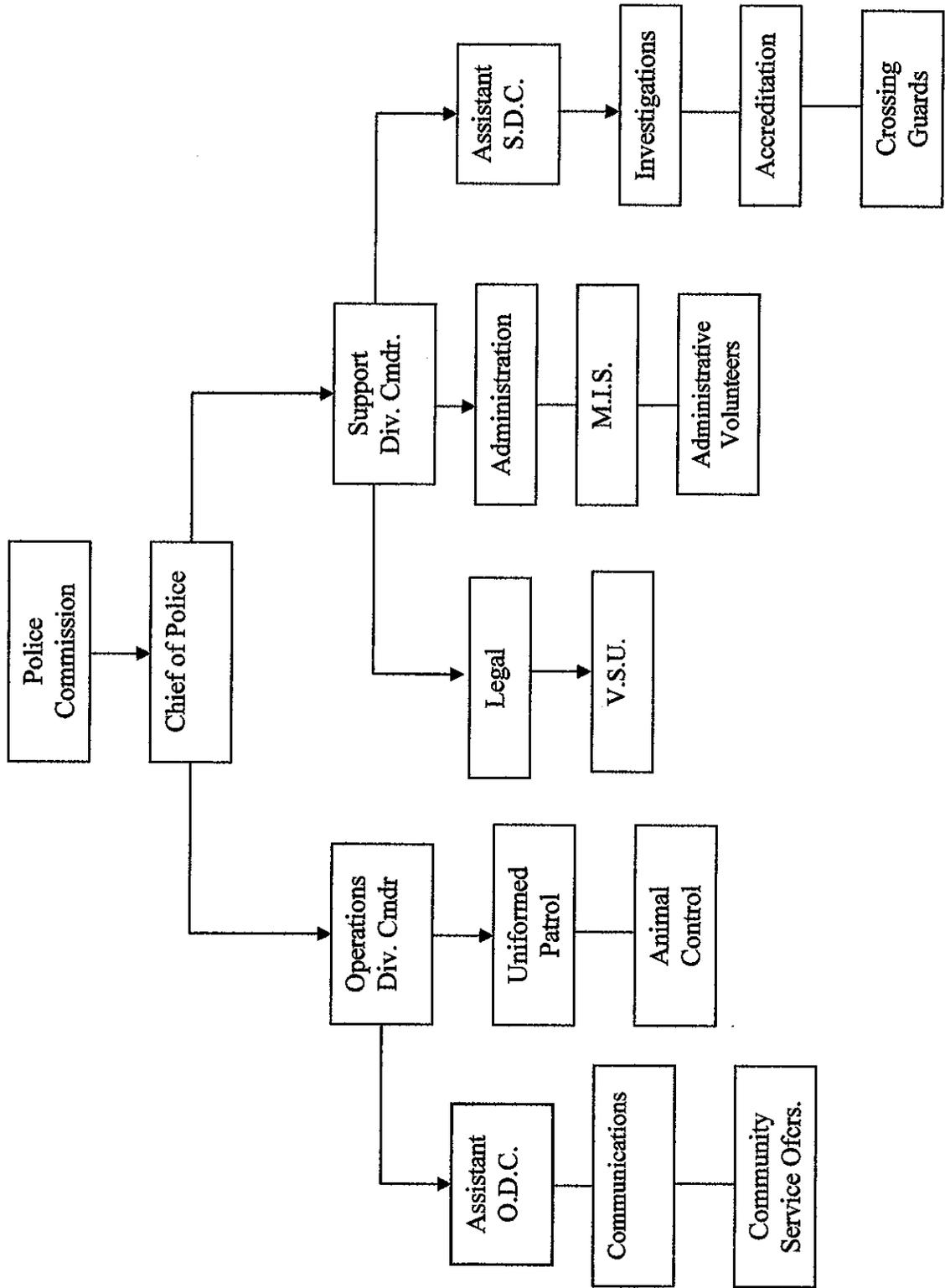
***LAKES REGION PLANNING COMMISSION***

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

***EQUIPMENT***

This line items funds miscellaneous equipment needs for the department. There are 5 existing computers with a replacement rate of 1 per year. Additionally, the department has a digital camera, 3 photo ready printers, a fax machine that have part replacement costs or upgrade costs on a rolling basis. An increase is requested as costs have gone up and equipment has reached its useful life sooner than we anticipated.

**Organizational Chart  
Laconia Police Department**



**POLICE**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</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>
<b>SALARIES</b>								
01 437 101 0000 Salaries	\$1,940,945	\$2,043,651	\$2,140,148	\$2,403,375	\$2,621,912	\$2,620,059	\$2,620,059	\$2,620,059
01 437 101 0014 Police Commission	3,600	3,900	3,600	3,600	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Parttime Salaries	89,837	85,856	94,082	96,290	80,000	80,000	80,000	80,000
01 437 101 0030 Extra Duty	67,164	115,521	110,731	107,581	-	-	-	-
01 437 101 0040 Crossing Guards	11,496	15,620	15,180	13,662	15,840	12,000	12,000	12,000
01 437 101 0050 Overtime	94,300	133,445	139,943	106,060	125,000	125,000	125,000	115,000
01 437 106 0000 Sick-Hurt	72,286	51,469	41,880	47,239	-	-	-	-
01 437 107 0000 Holidays	16,125	15,726	18,496	18,882	15,000	19,000	19,000	19,000
01 437 109 0000 Longevity	14,653	11,919	14,071	15,191	15,673	18,011	18,011	18,011
01 437 130 0000 Health Insurance	595,968	539,418	639,122	629,128	692,343	784,002	784,002	781,302
01 437 135 0000 Retirement	173,254	216,729	226,049	303,400	298,938	330,393	330,393	362,318
01 437 140 0000 Disability Insurance	10,905	11,441	12,079	-	-	-	-	-
<b>TOTAL SALARIES</b>	<b>\$3,090,533</b>	<b>\$3,244,695</b>	<b>\$3,455,381</b>	<b>\$3,744,408</b>	<b>\$3,768,206</b>	<b>\$3,992,065</b>	<b>\$3,992,065</b>	<b>\$4,011,280</b>
<b>OTHER</b>								
01 437 201 0000 Telephone	\$23,745	\$23,058	\$22,161	\$18,697	\$25,500	\$25,500	\$25,500	\$25,500
01 437 207 0000 Postage	2,915	3,534	2,647	2,382	3,700	3,700	3,700	3,700
01 437 208 0000 Printing	1,673	2,257	2,312	1,858	2,000	2,000	2,000	2,000
01 437 212 0000 Copier	5,004	4,854	4,838	5,368	8,400	8,400	8,400	8,400
01 437 214 0000 Supplies	6,719	7,730	8,370	7,449	10,000	10,000	10,000	10,000
01 437 233 0000 Maint.-Equipment	3,964	10,707	10,249	7,922	13,000	13,000	13,000	13,000
01 437 233 0010 Maint.-Radio	3,553	3,796	6,982	8,823	7,500	7,500	7,500	7,500
01 437 233 0020 Maint.-Computer	1,765	11,276	5,180	2,540	5,000	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,458	1,340	1,485	1,260	1,500	1,500	1,500	1,500
01 437 247 0000 Training	6,750	19,377	18,881	15,019	19,000	19,000	19,000	19,000
01 437 251 0000 Uniform Allowance	23,227	23,374	23,126	21,396	27,000	27,000	25,000	25,000
01 437 303 0000 Misc.	24,190	14,570	15,959	18,738	18,000	18,000	18,000	18,000
01 437 304 0000 O/S Contracts	29,559	32,473	31,250	30,194	35,107	44,465	39,465	39,465
Accreditation	-	-	-	-	-	5,000	5,000	5,000
<b>Operating Expenses</b>	<b>\$134,522</b>	<b>\$158,346</b>	<b>\$153,440</b>	<b>\$141,646</b>	<b>\$175,707</b>	<b>\$190,065</b>	<b>\$181,065</b>	<b>\$181,065</b>
01-437-401-0000 Equipment-Other	-	8,996	-	-	-	-	-	-
01 437 401 0003 Speed Measurement Trailer	-	4,808	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>\$134,522</b>	<b>\$172,150</b>	<b>\$153,440</b>	<b>\$141,646</b>	<b>\$175,707</b>	<b>\$190,065</b>	<b>\$181,065</b>	<b>\$181,065</b>
01 437 234 0000 Vehicle Rental	\$85,000	\$109,996	\$116,546	\$128,373	\$120,000	\$148,000	\$138,000	\$128,000
01 437 234 0001 Internal Service Fund	82,000	86,996	92,795	110,000	105,000	85,000	85,000	85,000
<b>POLICE REIMBURSABLE</b>	<b>(87,687)</b>	<b>(134,434)</b>	<b>(119,012)</b>	<b>(123,507)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$3,304,368</b>	<b>\$3,479,403</b>	<b>\$3,699,150</b>	<b>\$4,000,920</b>	<b>\$4,168,913</b>	<b>\$4,415,130</b>	<b>\$4,398,130</b>	<b>\$4,405,355</b>

**POLICE**  
**FY 2009-2010 BUDGET**

**SALARIES**

Name	Title	Weeks	# Hours Worked	Weekly	Annually
1	Chief	52	*	\$1762/\$1798	\$95,618.79
1	Administrative Div Com	52	*	\$1603/\$1651	\$84,794.35
1	Operations Div Com	52	*	\$1603/\$1651	\$84,986.79
1	Prosecutor	52	*	\$1603/\$1651	\$84,072.70
2	Lieutenant	52	*	\$1411/\$1460	\$148,941.52
5	Sergeants	52	40	\$1165/\$1311	\$326,076.12
28	Patrolmen	52	40	\$769/\$1077	\$1,407,435.36
2	Administrative Asst	52	40	\$880/\$976	\$96,033.28
3	Adm Secretary	52	32/40**	\$578/\$780	\$109,287.20
5	Dispatchers	52	40	\$704/\$822	\$193,282.28
1	Animal Control Officer	52	24	\$375.60	\$19,531.20
1	Grant Funded Position				(\$30,000.00)
<b>Total Police</b>					<b>\$2,620,059.59</b>

\*Weekly salary range

\*\* 2 positions at 40 hrs per week, and 1 32 hour position

Includes 2% increase for all employees

**Police Department Annual Activities 2008**

- respond to 20,503 incidents (calls for service)
- investigated 3,764 criminal offenses
- made 1,463 criminal arrests
- investigated 5 fatal accidents
- investigated 139 injury accidents
- investigated 604 damage only accidents
- issued 3,256 parking tickets
- arrest/summonses-MV-1,121
- summons 623
- DWI arrests-93

**POLICE DEPARTMENT**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SALARIES***

This line item funds the cost of 49 full time employees, (40 full time sworn and 9 full time civilian) for 40 hours per week for the fiscal year 2009-2010. The current collective bargaining agreement expires June 30, 2010. Grant reimbursements have been adjusted to reflect anticipated grants.

No additional staff is requested for this budget.

***POLICE COMMISSIONERS***

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

***SPECIAL DUTY***

This line item funds the wages of part time police officers/dispatchers/employees. Part time personnel provides extra coverage and traffic control for major events such as the Sled Dog races, 4<sup>th</sup> 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, one 28 hr per week P/T Community Service Officer to conducting parking enforcement, handle non-emergency calls for service and other non-emergency duties as well as one additional seasonal Community Services Officer to patrol Lakeside Avenue, Lakeport and the downtown business district from May until September. The use of part time personnel is significantly less expensive than using full time personnel and is utilized by the Department where additional or replacement personnel are necessary. This line item has been level funded.

***EXTRA DUTY***

This line item covers special detail reimbursed by the user.

***CROSSING GUARDS***

This line item funds the cost of three crossing guards at, Pleasant/Folsom, Highland/Stephen and Elm/Mass Avenue. We were able to reduce this line item from last year by almost \$4000.00 after conducting an analysis of students crossing at the North Main/Folsom intersection. We found on most days no students would utilize that crossing area.

***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. 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 has risen and now accounts for over 40% of the amount budgeted in 2005-2006. The same percentage of overtime also accounts for over 40% of the amount budgeted in 2006-2007. Paying officers for working on holiday's accounts for an additional 25% of this line item. This leaves less than 40% of this account line for patrol, investigative and other operations use. We have, however, level -funded this line item for the 2009-2010 budget. The Council column has been reduced by \$10,000.

### ***HOLIDAYS***

This line item funds the cost of hourly employees required to work their normal 40 hours excluding the holiday itself. Compensation consists of one additional day's pay at straight time. We have asked for an increase of \$4,000.00 after doing an analysis and also realizing every year we over expend on this line item.

### ***LONGEVITY***

This line item funds longevity payments to eligible employees, based on years of service with the City and contractual obligations. We have asked for a modest increase to cover the higher salaries for personnel.

### ***HEALTH INSURANCE***

This line item funds the estimated cost of health insurance for police employees. The Council column has been reduced to reflect current rates established by Primex as well as changes in the census for the Police.

### ***RETIREMENT***

This line item funds the retirement benefit for 49 employees under Group I or Group II NHRS contributions. The current rate for Group II is 12.68% (up from 11.84%) while Group I has increased from 8.74% to 9.09%. This line has been increased by the Council to reflect the increase in rates established on June 30<sup>th</sup>. The rate will be 13.66%.

### ***TELEPHONE***

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

### ***POSTAGE***

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

### ***PRINTING***

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

### ***COPIER***

This level-funded line item funds the cost of 2 copiers and materials. The Manager has reduced this line by \$2,000.

### ***SUPPLIES***

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

### ***EQUIPMENT MAINTENANCE***

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

### ***RADIO MAINTENANCE***

This line item funds the cost of radio equipment transfers which occur during the year when new cruisers are purchased in addition to routine maintenance of all radio equipment and annual frequency checks required by the FCC.

### ***COMPUTER MAINTENANCE***

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

### ***CONFERENCE-DUES***

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

### ***TRAINING***

This line item funds training costs for schools and tuition assistance, instruction and materials. In addition, all training supplies, such as practice ammunition, defensive tactics equipment and reference books are purchased from this line. The cost of ammunition has increased significantly over the last two 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.

### ***UNIFORM ALLOWANCE***

This line item funds the cost of uniforms and equipment for new employees during the year or replacement items for existing employees which are worn or damaged and maintenance of uniform related equipment. This line item provides uniforms for all sworn officers as well as dispatchers, the animal control officer as well as the community resource officer. This line item request has been level-funded. The Manager has reduced this line by \$2,000.

### ***MISCELLANEOUS***

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

### ***CONTRACTED SERVICES***

This line item funds the cost of regular monthly charges for a variety of equipment and maintenance services utilized by the department such as Waste Management, Statewide Data Terminal, postage meter, base station maintenance, , , Power Products , Dictronics and Cingular Wireless, support for the IMC computer program and Statewide Communication (Telephone System). We have also obtained the services of retired police Chief Michael French of the Goffstown Police Department. Chief French is a nationally known figure in accreditation and consults on average one day a week for us. The amount in this line has been obtained by contacting the above listed vendors and obtaining cost estimates for the upcoming fiscal year. This line has been reduced by \$5,000 by the Manager.

### ***ACCREDITATION***

This line item reflects the chiefs as well as the commissioner's position to be a nationally accredited agency sometime in 2010. Achieving CALEA (Commission for Accreditation for Law Enforcement Agencies) Accreditation is in line with their strategic plan for the department. This funding will provides credentialing services for the Laconia Police Department. The CALEA Accreditation Process is a proven modern management model; once implemented, it presents the Chief, on a continuing basis, with a blueprint that promotes the efficient use of resources and improves service delivery — regardless of the size, geographic location, or functional responsibilities of the agency.

Agencies can realize the following rewards of CALEA Accreditation:

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

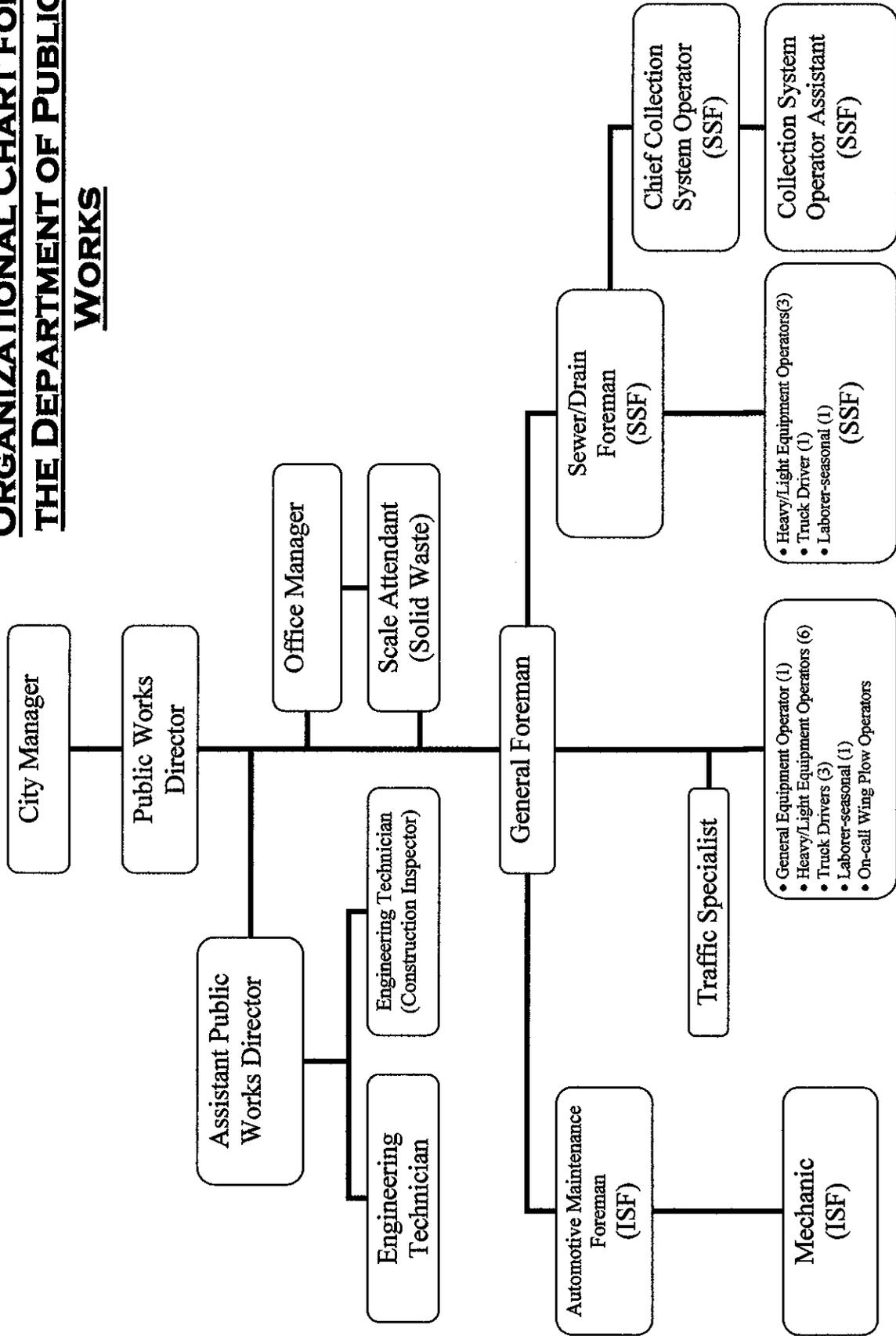
***VEHICLE RENTAL***

This line item funds the cost of operation of all vehicles used by this department. The Manager has reduced this line by \$10,000. The Council column reflects another \$10,000 reduction.

***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..

**CITY OF LACONIA**  
**ORGANIZATIONAL CHART FOR**  
**THE DEPARTMENT OF PUBLIC**  
**WORKS**



ISF = Internal Service Fund  
 SSF = Sanitary Sewer Fund

**PUBLIC WORKS**  
**FY 2009-2010 BUDGET**

		<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>Manager</u>	<u>COUNCIL</u>
							<u>REQ.</u>		
<b>SALARIES</b>									
01 599 101 0000	Regular Salaries	\$508,717	\$585,073	\$648,796	\$673,598	\$785,203	\$890,676	\$867,426	\$832,824
01 599 102 0000	On Call Wingmen	8,409	3,431	1,750	-	5,000	-	-	-
01 599 105 0000	Overtime	71,179	56,632	62,779	102,147	66,000	75,000	75,000	75,000
01 599 106 0000	Sick-Hurt	17,468	14,227	19,376	55,208	-	-	-	-
01 599 107 0000	Holidays	19,743	17,227	24,528	25,835	-	-	-	-
01 599 108 0000	Vacations	23,852	18,084	26,907	34,892	-	-	-	-
01 599 109 0000	Longevity	810	1,050	330	780	1,080	1,470	1,470	1,470
01 516 120 0000	Social Security	51,691	56,563	60,537	69,405	65,821	74,920	73,142	70,675
01 516 130 0000	Health Insurance	248,886	233,292	265,389	262,873	267,527	329,866	307,866	307,866
01 516 135 0000	Retirement	38,542	50,086	53,953	80,644	74,762	89,023	86,910	83,979
01 599 110 0000	Stipends	-	-	-	8,000	-	8,000	8,000	8,000
01 599 115 0000	Salary Adj.	-	-	-	-	4,123	4,205	4,205	4,205
<b>TOTAL SALARIES</b>		<b>\$987,097</b>	<b>\$1,035,665</b>	<b>\$1,164,345</b>	<b>\$1,313,381</b>	<b>\$1,268,516</b>	<b>\$1,473,160</b>	<b>\$1,424,019</b>	<b>\$1,384,019</b>
<b>OTHER</b>									
01 500 000 1000	HIGHWAY MAINT.	\$210,033	\$221,863	\$241,611	\$194,568	\$232,000	\$240,000	\$232,000	\$227,000
01 502 000 1000	WINTER MAINT.	332,564	292,565	241,722	406,168	290,500	325,000	325,000	315,000
01 503 000 1000	WINTER MAINT. O/C	25,868	12,651	14,613	22,739	32,400	30,000	25,000	25,000
01 505 000 1000	CITY ENGINEERING	23,826	40,723	38,158	24,995	40,000	40,000	35,000	35,000
01 506 000 1000	STREET SWEEPING	53,580	40,800	43,820	44,788	48,000	52,000	48,000	48,000
01 507 000 1000	DRAIN MAINT.	73,120	73,780	52,718	33,183	63,000	60,000	60,000	60,000
01 509 000 1000	STREET LIGHTING	151,728	161,593	161,228	173,526	172,000	190,000	184,000	176,200
01 510 000 1000	PARK/TRAF.CONTR.	28,116	58,404	47,167	50,389	45,000	50,000	50,000	50,000
01 511 000 1100	TREE WORK	5,680	9,769	7,765	0	8,500	9,000	9,000	9,000
01 512 000 1200	BOARDWALK	3,105	5,137	2,794	5,057	5,200	5,200	5,200	5,200
01 513 000 1300	SIGNS	7,942	8,903	9,056	5,855	9,000	9,000	9,000	9,000
01 514 000 1400	PARKING GARAGE	14,831	17,671	15,839	14,853	16,500	16,500	16,500	16,500
01 517 000 1000	ANIMAL CONTROL	16	-	8	8	-	-	-	-
<b>Operating Costs</b>		<b>\$930,409</b>	<b>\$943,869</b>	<b>\$876,499</b>	<b>\$976,130</b>	<b>\$962,100</b>	<b>\$1,026,700</b>	<b>\$998,700</b>	<b>\$975,900</b>
01 519 401 0000	Salt & Sand Spreader	\$ -	\$ -	\$ -	\$ -	\$9,500	\$9,750	\$9,750	\$9,750
01 519 401 0006	Digital Parking Meters (25)/(10)	-	-	4,991	-	2,700	-	-	-
01 519 401 0009	A/C Unit-Bisson Ave	3,134	2,980	-	-	-	-	-	-
01 519 401 0010	Digital Camera w/Attach	854	-	-	-	-	-	-	-
01 519 401 0011	Laminator	226	-	-	-	-	-	-	-
01 519 401 0012	Weirs Beach Dock Repairs	-	3,500	-	-	-	-	-	-
01 519 401 0013	Paint Machine-Line Lazer	-	4,000	-	-	-	-	-	-
01 516 401 0014	Concrete Barriers-Bisson Ave	-	3,952	-	-	-	-	-	-
01 516 401 0015	Sidewalk Trimmer/Edger	-	-	-	1,108	-	-	-	-
01 516 401 0016	Automatic Drop Chains	-	-	-	6,754	10,000	5,500	5,500	5,500
01 516 401 0017	"Micro-Paver" Software	-	-	-	1,140	-	-	-	-
01-516-401-0018	Plow for Komatsu Loader	-	-	-	-	-	9,000	9,000	9,000
	Sign Shop Equipment	-	-	-	-	-	9,500	-	-
		<b>\$4,214</b>	<b>\$14,432</b>	<b>\$4,991</b>	<b>\$9,002</b>	<b>\$22,200</b>	<b>\$33,750</b>	<b>\$24,250</b>	<b>\$24,250</b>
<b>TOTAL PUBLIC WORKS DEPT.</b>		<b>\$1,921,720</b>	<b>\$1,993,966</b>	<b>\$2,045,835</b>	<b>\$2,298,512</b>	<b>\$2,252,816</b>	<b>\$2,533,610</b>	<b>\$2,446,969</b>	<b>\$2,384,169</b>

**PUBLIC WORKS**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Public Works Dir.	28	***	52	40		\$1,617.39	\$84,104.28
1	Office Mgr/Secretary*	13	7	52	40	\$22.10	\$884.00	\$45,968.00
1	General Foreman*	17	9	52	40	\$27.38	\$1,095.20	\$56,950.40
1	Engineering Tech*	13	10	52	40	\$22.64	\$905.60	\$47,091.20
1	Engineering Tech*	13	6	52	40	\$22.10	\$884.00	\$45,968.00
1	Traffic Specialist*	13	4	52	40	\$21.23	\$849.20	\$44,158.40
1	Truck Driver*	42	2	52	40	\$15.19	\$607.60	\$31,595.20
1	Lt Equip Oper*	43	6	52	40	\$17.91	\$716.40	\$37,252.80
2	Lt Equip Oper*	43	3	52	40	\$16.91	\$676.40	\$70,345.60
1	Lt Equip Oper*	43	4	52	40	\$17.56	\$702.40	\$36,524.80
1	Lt Equip Oper*	43	1	52	40	\$16.60	\$664.00	\$34,528.00
1	Hvy Equip Oper*	44	9	52	40	\$18.81	\$752.40	\$39,124.80
3	Hvy Equip Oper*	44	4	52	40	\$19.10	\$764.00	\$119,184.00
1	Gen Equip Oper*	45	6	52	40	\$22.02	\$880.80	\$45,801.60
1	Laborer	Seasonal		17	40	\$13.14	\$525.60	\$8,935.20
	Temporary Office Help	3	3	52	4.5	\$11.67	\$52.52	\$2,730.78
<b>Total PWD Office</b>								<b>\$750,263.06</b>

\*Above pay rates include possible merit(step) increase

\*\*\*Eligible for 2% COLA and will be reviewed with a possible 5% raise

**Public Works Activities:**

- Maintain over 100 miles of public roadways year-round. Winter Maintenance includes plowing salting and sanding 202 lane miles of roadway and 50 miles of sidewalk
- Repair approximately 60 drain basins annually; Clean and repair extensive stormwater 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
- Conduct plumbing inspections
- 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

**2009-2010 Objectives**

- Continue to accomplish substantial road improvements as funded under the annual Capital Outlay Program  
A major road upgrade project scheduled for this year is the full length of Court Street.
- Continue implementation of sidewalk upgrade program as funded under the Capital Outlay Program
- Accomplish myriad of day to day DPW requirements including highway maintenance, winter maintenance, storm drainage and bridge maintenance
- Establish a computerized inventory system to track automotive/equipment parts and vehicle operating cost data in association with the management of the Internal Service Fund (ISF)
- Accomplish repair and upgrade of Weirs Boardwalk following damages incurrent in August of 2008.  
This project will involve interface with FEMA regarding funding and requires services of a consulting structural engineer.
- Accomplish special drainage study and new drainage construction in the Anthony Drive area.
- Accomplish special drainage reviews and prepare drainage construction estimates for other problem areas in the City.
- Complete reconstruction of the WOW trail improvements on Messer Street. Currently 95% complete.

**PUBLIC WORKS**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***INTRODUCTION***

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

Total operating costs in this budget (not including salaries) for the 12 categories of Public Works (01-500 through 01-514) shows an increase of 6.7% from last year's budgeted total. The greatest increases this year are in the Winter Maintenance (01-502) and Street Lighting (01-509) categories. 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 in light of the current unpredictability and fluctuations in fuel prices and in the cost of construction and maintenance materials.

***SALARIES***

This line item funds the cost of wages for all personnel conducting Public Works activities. It is estimated by using the regular salaries for all Public Works employees, adding the regular salaries of the Sanitary Sewer Fund employees and deriving a percentage of the total for each division based on historical records (this year 75%). 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 propose to split this person's time (12 hours per week) equally between the DPW, SSF and Solid Waste operating budgets (4 hours each).

As a new item this year, we are requesting **the addition of one Truck Driver (Grade 2) position.** Maintenance demands in the highway division have increased steadily over the past several years with the recent and/or imminent acceptance of several new public roadways. The number of personnel in this department has reduced from 42 (in the late 1970's) to our current roster of 28. The work demands have only increased over these years and our ability to be responsive to various routine roadway and drainage repairs has been affected by the reduction. The need for this additional person is very justifiable.

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

The Manager has eliminated from her budget the new truck driver. Since only 75% of the salary for this employee is reflected in the Public Works budget (75% of \$31,000, with the remainder in Sanitary Sewer) only \$23,250 has been removed.

The Council has reduced this line by \$34,602. Reductions in the Social Security and Retirement line provide a total of \$40,000 in savings.

### ***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. Adjustments to the council column are a result of the increases awarded in the settlement of union contracts as well as a COLA increase for the non union employee. A modest adjustment has been made to this line to reflect the 75% of the cost of this benefit for the new truck driver. The Council column reflects the elimination of the new engineer.

### ***HEALTH INSURANCE***

This line funds the estimated cost of health insurance for employees in this department. The Manager's column reflects the decrease attributed to not funding the truck driver position.

### ***RETIREMENT***

This line funds the cost of the City's match (9.09%) for retirement for the department. The Council column has been adjusted to reflect the increases awarded in the settlement of union contracts as well as a COLA increase for a non union employee. A modest adjustment has been made to this line to reflect the 75% of the cost of this benefit for the new truck driver. The Council column reflects the reduction related to the elimination of the new engineer.

### ***STIPENDS***

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

### ***SALARY ADJUSTMENT***

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

### ***HIGHWAY MAINTENANCE***

This line item funds the cost of all supplies, materials, vehicle charges and equipment costs to maintain city streets, sidewalks, rural roads, bridges and parking lots. This also includes the cost of such items as fuel, telephone, electricity, water and sewer for the main garage facility at 27 Bission 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. This line item has been increased by \$ 8,000 (3.5%) based on review of expenditure history for the past 3 years and providing an allowance for increase in cost of maintenance materials. The City Manager has level funded this line for a total savings of \$8,000. This line has been further reduced by the Council in the amount of \$10,000

### ***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. Three years ago we increased this line item substantially after careful review of expenditures for the previous 6 years which included a substantial increase in the cost of salt. Our experience last season (actual 07-08) was unusually high due to our State of N.H. experiencing the second greatest snow fall accumulation measured in N.H. in over 100 years. We've requested an increase in this line of approximately 12% based on an averaging of our actual Winter Maintenance costs over the past 4 winters plus a small supplement to cover the significant increase in cost of salt (over 20 %) we are facing again this year, even at State Bid rate. This line has been reduced by \$10,000 by the Council.

### ***WINTER MAINTENANCE-OUTSIDE CONTRACTS***

This line item funds the cost of an outside contractor for winter maintenance of school and city parking lots. Amount requested represents an estimate of the contract cost for an average winter. We have reduced the request on this line by \$ 2,400. based on review of actual costs over the past several winters. This line has been reduced in the Manager's budget by \$5,000.

### ***CITY ENGINEERING***

This line item funds the cost associated with the operation of the engineering section. Costs for supplies, vehicle charges, equipment and materials are included here. This item may also be used for small scope professional services from consultants when needed and for staff attendance at professional training and certification programs. Additionally, department overhead is included in this line as well as costs associated with landfill monitoring (consultant and lab fees) at the closed landfill site off of Route 11B. No increase is requested for the upcoming year. The Manager has reduced this line by \$5,000.

### ***STREET SWEEPING***

This line item funds the cost of vehicle charges, equipment and supplies for sweeping streets including the hiring of an outside contractor. We have increased this line item by \$ 4,000. (8.3%) for the upcoming year to enable us to due a more effective Spring clean-up of sand on roadways.

(Note: DPW is continuing serious consideration of the procurement (purchase or lease/purchase) of a new power sweeper to replace our 22 year old "Sweeprite" sweeper (vehicle # 17). Total dependence on outside services for this important responsibility is not good for the department or the city.) The Manager has reduced this line by \$4,000.

### ***DRAIN MAINTENANCE***

This line item funds the cost of vehicle charges, equipment and supplies to maintain and repair the city drainage system. In recent years, we have placed a significant emphasis in rebuilding failed or sub-standard catch-basins (drain manholes) as well as upgrading or expanding the drainage system on streets where erosion or icing problems have developed. This year we have reduced this line item request by \$ 3,000. based on averaging actual costs over the past 4 years.

### ***STREET LIGHTING***

This line item funds the cost to operate and maintain street lights in the City. We have seen a significant increase in the monthly costs on this item during the current Fiscal Year due to the significant rise in fuel and electric costs during the latter half of 2008. We feel it is necessary to increase this line item significantly (\$ 18,000. – 10.5%) for the upcoming year. The Manager has decreased this line by \$6,000. This line has been further reduced by the council to reflect the savings to be realized from the change in providers of electricity.

### ***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. An increase of 11% (\$ 5,000) is recommended in light of the overrun on this item last year and in order to assure proper maintenance of these important items.

### ***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. A slight increase of \$ 500. (6%) is requested on this line item for the coming year.

### ***BOARDWALK***

This line item funds the cost associated with the maintenance of the boardwalk and docks, including electrical costs for the Weirs sign, lights on the docks and boardwalk and ice eaters (aqua-therms). No increase is requested for the upcoming 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 required. We have again requested a slight increase in this category based on actual cost experience and on-going regular annual demands for installing and upgrading signs. No increase is requested for the upcoming year.

### ***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 to the parking garage. The average expenditure for this item over the past 4 years has been \$15,798. No increase is requested for the coming year.

### ***SALT & SAND SPREADER – \$ 9,750.***

Four salt & sand spreader units are used regularly during the course of the winter. Following normal procedure, these units are mounted on the frame of the oldest trucks in the fleet and these trucks serve-out their final days facilitating this highly important/highly corrosive (vehicle body-wise) winter maintenance duty. We must replace one unit by next winter.

***AUTOMATIC DROP CHAINS – \$ 5,500.***

Upon recommendation of the Safety Board a few years ago (after some serious truck sliding events during winter maintenance operations) we have started the process of installing this drop chain feature on our existing plowing and salting & sanding vehicles to enhance driver safety as well as improve road maintenance efficiency. We would like to equip an additional two (2) trucks with these drop chains next season. Our current intention and practice is to include this feature as standard equipment on new truck purchases.

***PLOW FOR KOMATSU LOADER -- \$ 9,000.***

This loader performs a very important winter maintenance function on certain streets and parking areas in the downtown area. The plow that has been adapted to this loader is over 20 years old and in serious need of replacement.

***SIGN SHOP EQUIPMENT -- \$ 9,500.***

The continued demand for signs for various special needs in the City (i.e. Motorcycle Week, Sled Dog Races, Special events, Informational signs, Police & Fire Dept. requests (often on short notice, etc.) as well as the substantial need for new and replacement signs to cover our regular roadway signing needs (Stops, Yields, Intersection signing, Speed Limits, Street Signs, Parking Restrictions, etc.) make this item a very high priority for the department. The current equipment is over 10 years old and many of the key components (Plotter, Computer, Software) are outdated and unserviceable. The City MIS Specialist has informed us that replacement is critical.

Dependence on outside services for our sign needs is not only undesirable but, in our view, unacceptable. Both from a responsiveness standpoint (which often relates to safety) and from a cost standpoint, our need to be able to make signs “in-house” is key to our ability to effectively meet demands. My hope is to prepare for the Manager’s consideration, with the assistance of our Traffic Specialist, a comparison summary that will show what the demand has been for signs from our department in the past year along with a cost and response time comparison when and if outside services had to be depended-on.

This line has not been funded by the Manager.

**PUBLIC WORKS**  
**HISTORY**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
01 500 000 1000	<b>HIGHWAY MAINTENANCE</b>			
Labor	\$278,104	\$348,556	\$382,305	\$378,579
Telephone	3,818	3,611	3,023	2,288
Power-Lights	14,993	12,770	11,360	11,551
Water-Sewer	1,125	868	1,394	1,532
Fuel	15,237	10,160	7,645	9,510
Building Maint.	13,858	7,594	6,349	4,587
Road Maintenance	45,952	53,757	69,112	64,955
Clothing Allowance	4,213	4,466	4,107	5,542
D&A Testing	1,499	642	991	1,982
O/S Contracts	(4,778)	(316)	-	-
Misc.	2,058	2,495	1,550	(115)
Vehicle Use	77,066	90,827	103,080	75,733
Stipends	-	-	-	8,000
Internal Service Fund	<u>34,992</u>	<u>34,992</u>	<u>33,000</u>	<u>17,005</u>
TOTAL HIGHWAY MAINT.	\$488,137	\$570,422	\$623,916	\$581,147
01 502 000 1000	<b>WINTER MAINTENANCE</b>			
Labor	\$109,789	\$76,944	\$91,909	\$182,101
Hired Snow Removal/Temps	8,409	3,430	1,750	-
Sand & Salt	189,398	166,600	110,445	236,033
Misc.	539	-	7,634	10,858
Vehicle Use	102,631	85,968	76,343	130,568
Internal Service Fund	<u>39,996</u>	<u>39,996</u>	<u>47,300</u>	<u>28,709</u>
TOTAL WINTER MAINT.	\$450,762	\$372,938	\$335,381	\$588,269
01 503 000 1000	<b>WINTER MAINT. O/C</b>			
Outside Contract	\$25,867	\$12,651	\$14,613	\$22,739
01 505 000 1000	<b>CITY ENGINEERING</b>			
Labor	\$117,624	\$120,320	\$179,423	\$195,601
Telephone	1,090	1,090	363	-
Supplies	3,577	8,651	3,084	2,508
Misc. D/O	4,526	4,874	1,999	3,341
Landfill Monitor	9,838	16,564	20,044	15,638
Vehicle Use	<u>4,796</u>	<u>9,543</u>	<u>12,667</u>	<u>3,508</u>
TOTAL CITY ENGR.	\$141,451	\$161,042	\$217,580	\$220,595
01 506 000 1000	<b>CLEANING STREETS</b>			
Labor	\$ -	\$ -	\$ -	\$ -
Outside Contract	40,916	30,800	36,595	39,440
Vehicle Use	<u>12,664</u>	<u>10,000</u>	<u>5,855</u>	<u>5,348</u>
TOTAL CL.. STREETS	\$53,580	\$40,800	\$42,450	\$44,788
010 507 000 1000	<b>DRAIN MAINTENANCE</b>			
Labor	\$86,641	\$86,754	\$73,715	\$83,822
Supplies	10,102	9,650	6,939	5,236
Internal Service Fund	19,992	19,992	6,600	691
Vehicle Use	<u>43,026</u>	<u>44,148</u>	<u>39,179</u>	<u>27,256</u>
TOTAL DRAIN MAINT.	\$159,761	\$160,544	\$126,433	\$117,004

01 509 000 1000	<b>STREET LIGHTING</b>	\$151,728	\$161,593	\$161,228	\$173,526
01 510 000 1000	<b>PARK/TRAFFIC CONTROL</b>				
	Labor	\$19,004	\$22,460	\$21,721	\$25,428
	Power-Lights	16,700	20,173	18,632	20,024
	Pavement Marking	2,002	29,089	17,132	14,874
	Supplies	4,977	3,584	5,385	9,900
	Vehicle Use	<u>4,435</u>	<u>5,557</u>	<u>6,018</u>	<u>5,591</u>
	TOTAL P/T CONTROL	\$47,119	\$80,863	\$68,888	\$75,818
01 511 000 1000	<b>TREE WORK</b>				
	O/S Contracts	\$5,280	\$9,769	\$7,765	\$7,614
01 512 000 1000	<b>BOARDWALK</b>				
	Labor	\$2,612	\$1,189	\$2,359	\$3,892
	Power-Lights	1,912	1,989	1,881	1,843
	Supplies	775	2,900	393	2,238
	Vehicle Use	<u>418</u>	<u>248</u>	<u>520</u>	<u>977</u>
	TOTAL BOARDWALK	\$5,717	\$6,326	\$5,153	\$8,950
01 513 000 1000	<b>SIGNS</b>				
	Labor	\$25,079	\$35,186	\$32,124	\$22,755
	Supplies	5,567	5,875	6,294	2,523
	Vehicle Use	<u>2,375</u>	<u>3,028</u>	<u>2,762</u>	<u>3,332</u>
	TOTAL SIGNS	\$33,021	\$44,089	\$41,180	\$28,610
01 514 000 1000	<b>PARKING GARAGE</b>				
	Labor	\$1,317	\$885	\$532	\$280
	Power-Lights	14,278	16,996	15,202	13,696
	Supplies	369	531	556	973
	Vehicle Use	<u>184</u>	<u>144</u>	<u>80</u>	<u>184</u>
	TOTAL PARKING GARAGE	\$16,148	\$18,556	\$16,370	\$15,134
01 516 000 1000	<b>EMPLOYEE BENEFITS</b>				
	Social Security	\$51,691	\$56,563	\$60,537	\$69,405
	Health Insurance	248,686	\$233,292	\$265,389	\$262,873
	Retirement	<u>38,542</u>	<u>\$50,086</u>	<u>\$53,953</u>	<u>\$80,644</u>
	TOTAL EMP. BENEFITS	\$338,919	\$339,941	\$379,879	\$412,922
01 517 000 1000	<b>ANIMAL CONTROL</b>				
	Labor	\$ -	\$ -	\$ -	\$ -
	Supplies	-	-	-	-
	Vehicle Use	<u>16</u>	<u>-</u>	<u>8</u>	<u>8</u>
	TOTAL ANIMAL CONTROL	\$ 16	\$ -	\$ 8	\$ 8
	<b>TOTAL PUBLIC WORKS DEPT.</b>	\$1,917,506	\$1,979,534	\$2,040,844	\$2,297,124

**PUBLIC WORKS - SOLID WASTE**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>Manager</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
<b>SALARIES</b>								
01 493 101 0000 Salaries	\$27,547	\$28,971	\$27,441	\$27,998	\$31,668	\$33,432	\$33,432	\$33,432
01 493 101 0001 Br.Dump,In House Trash	8,420	10,493	11,334	11,299	11,000	11,000	11,000	11,000
01 493 101 0002 Substitutes	3,298	3,605	2,350	4,964	3,500	3,500	3,500	3,500
01 493 101 0005 Hazardous Waste	145	1,236	1,025	1,156	-	-	-	-
01 493 105 0000 Overtime	11,385	10,813	10,121	11,048	11,000	11,000	11,000	11,000
01 493 106 0000 Sick	980	716	737	839	-	-	-	-
01 493 107 0000 Holidays	1,072	958	1,242	1,230	-	-	-	-
01 493 108 0000 Vacations	1,120	1,065	750	1,559	-	-	-	-
01 493 109 0000 Longevity	30	60	60	60	60	60	60	60
01 493 120 0000 Social Security	4,146	4,460	4,278	4,655	4,377	4,513	4,513	4,513
01 493 130 0000 Health Insurance	15,945	13,341	15,078	13,869	15,485	16,206	16,206	16,206
01 493 135 0000 Retirement	2,771	3,309	3,262	4,422	3,903	4,362	4,362	4,362
<b>TOTAL SALARIES</b>	<b>\$76,859</b>	<b>\$79,027</b>	<b>\$77,678</b>	<b>\$82,899</b>	<b>\$80,983</b>	<b>\$84,073</b>	<b>\$84,073</b>	<b>\$84,073</b>
<b>OTHER</b>								
01 493 201 0000 Telephone	\$640	\$663	\$521	\$283	\$650	\$600	\$600	\$600
01 493 202 0000 Lights-Power	1,287	1,397	1,422	1,552	1,500	1,650	1,650	1,650
01 493 214 0000 Supplies	7,124	8,190	10,694	19,092	12,000	16,000	16,000	16,000
01 493 234 0000 Vehicle Rental	2,720	1,894	224	2,491	2,000	2,500	2,500	2,500
01 493 251 0000 Clothing Allowance	320	321	129	295	350	350	350	350
01 493 303 0002 Trash-In House	68	-	-	-	-	-	-	-
01 493 304 0001 Transfer Station	309,351	390,463	433,015	416,842	446,668	427,000	427,000	427,000
01 493 304 0002 Collection Contract	254,692	325,531	339,893	323,460	400,000	345,000	345,000	345,000
01 493 304 0003 Concord Cooperative	717,335	727,992	750,446	730,072	795,000	845,000	845,000	845,000
01 493 304 0004 Hazardous Waste	9,565	9,810	9,972	12,170	15,200	15,200	15,200	15,200
01 493 304 0007 Recycle-Contract	72,091	116,985	119,544	127,122	132,000	350,000	310,000	310,000
01 493 401 0001 Install Monitoring Wells	8,731	-	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>\$1,383,824</b>	<b>\$1,583,246</b>	<b>\$1,665,860</b>	<b>\$1,633,380</b>	<b>\$1,805,668</b>	<b>\$2,003,300</b>	<b>\$1,963,300</b>	<b>\$1,963,300</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$1,460,683</b>	<b>\$1,662,273</b>	<b>\$1,743,538</b>	<b>\$1,716,279</b>	<b>\$1,886,551</b>	<b>\$2,087,373</b>	<b>\$2,047,373</b>	<b>\$2,047,373</b>

**PUBLIC WORKS-SOLID WASTE**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Scale Operator	4	10	52	40	\$14.76	\$590.40	\$30,700.80
	Office help	3	3	52	4.5	\$11.67	\$52.52	\$2,730.78
<b>Total Transfer Station</b>								<b>\$33,431.58</b>

\*Above pay rates include possible merit(step) increase

**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

**2009-2010 Objectives**

- Oversee upgrade of the Laconia Transfer Station site, The project is 90% complete as of December 2008.
- 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 implementing initial stages of Mandatory Recycling and Single-Stream Recycling starting in October of 2009. Modification of the City's Solid Waste Ordinance and procurement of bids for both MSW and Recycling collection must be accomplished by mid-year 2009.
- Maintain active involvement in the Concord Regional Solid Waste/Resource Recovery Cooperative (CRSW/RRC) to assure Laconia's awareness of Solid Waste issues and associated costs

**PUBLIC WORKS - SOLID WASTE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SALARIES***

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

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 office visitors with permit applications. We propose to split this person's time (12 hours per week) equally between the DPW, SSF, and the Solid Waste operating budgets (4 hours each).

***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 5 hours on Saturday.

***LONGEVITY***

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

***SOCIAL SECURITY***

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

***HEALTH INSURANCE***

This line item funds the cost of health insurance for the scale operator.

***RETIREMENT***

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

***TELEPHONE***

This line item funds the cost of phone services at the scale house.

### ***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 and purchasing of supplemental recycling bins are funded under this item. Cost history requires increasing this line by \$ 4,000.

### ***VEHICLE RENT***

This line item funds the hourly cost of operation of a city vehicle used by this department. Based on recent cost history, this line item is being increased slightly (\$ 500.)

### ***CLOTHING ALLOWANCE***

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

### ***TRANSFER STATION***

This line item funds the estimated cost for contract operation of the Transfer Station and transportation of trash to the incinerator in Penacook. These figures were arrived at after careful review of the new contract for services effective October 1, 2005. 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).

Effective October 1, 2009, we anticipate transitioning to the **"mandatory recycling"** and the new **"single-stream"** recycling programs in Laconia. The budget figure for this line item this year includes our conservative estimate of the reduction in MSW that should be realized as "cost avoidance" resulting from these new recycling initiatives.

### ***COLLECTION CONTRACT***

This line item funds the estimated cost of contracted residential trash pickup. The amount requested reflects the contract unit prices (including a fuel adjustment) multiplied by the anticipated volume (tonnage) of Municipal Solid Waste (MSW) to be collected in the approved curbside collection route in the City. The current Collection Contract with Waste Management will expire September 30, 2009. We will be seeking new competitive bids/proposals for Curbside MSW Collection and Recycling Collection (likely to be separate contracts) around July of 2009.

Effective October 1, 2009, we anticipate transitioning to the **"mandatory recycling"** and the new **"single-stream"** recycling programs in Laconia. The budget figure for this line item this year includes our conservative estimate of the reduction in MSW that should be realized as "cost avoidance" resulting from these new initiatives.

***CONCORD COOPERATIVE***

This line item funds the estimated amount that the city will pay to the cooperative for the operation of the incinerator, disposal of ash and bond payments. The proposed budget for the Coop includes pricing all tonnage at a tipping fee of \$45.90 per ton, up from \$42.55 per ton in the prior year. The amount requested reflects the tipping fee multiplied by the estimated tonnage to be delivered to the Penacook facility from Laconia.

As noted above, the budget figure for this line item includes our conservative estimate of the reduction of MSW that should be realized as “cost avoidance” resulting from the City’s scheduled new recycling initiatives starting October 1, 2009.

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(Note: It is important to remember that in November of 2009 the Concord Cooperative tipping fee will increase approximately 40% as a result of Contract Changes that will come into effect at the expiration of the original 20 year Contract with Wheelabrator. Even with the increased tipping (from \$45.90 to anticipated \$ 63.) the Coop Members will be enjoying an excellent tipping fee in comparison to other Solid Waste disposal facilities around New England and the nation. There is currently an initiative in progress within the Cooperative to construct a Single Stream Recycling Facility to benefit Cooperative communities by providing for disposal of recyclables with potential for pay-back. This initiative is in keeping with goals outlined in the original Cooperative Agreement with the original 27 participating communities to set aside funds and seek “solid waste solutions” for the benefit of member communities.)

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***HOUSEHOLD HAZARDOUS WASTE CLEANUP***

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

The recent withdrawal from the program of a few previously participating communities (Wolfeboro and Alton) who have pursued other HHW options has contributed to higher participating community fees in recent years.

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

Our department has recently added an e-waste disposal feature to our regular solid waste program at the transfer station with the intent that the cost of disposal be fully covered by the customer.

***RECYCLE (CONTRACT)***

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

This item was particularly challenging to budget for this year. With our proposed change to Mandatory/Single Stream recycling we intend to increase the frequency of recyclables collection from every other week to weekly to effectively promote recycling throughout the City.

***RECYCLE (CONTRACT) –continued***

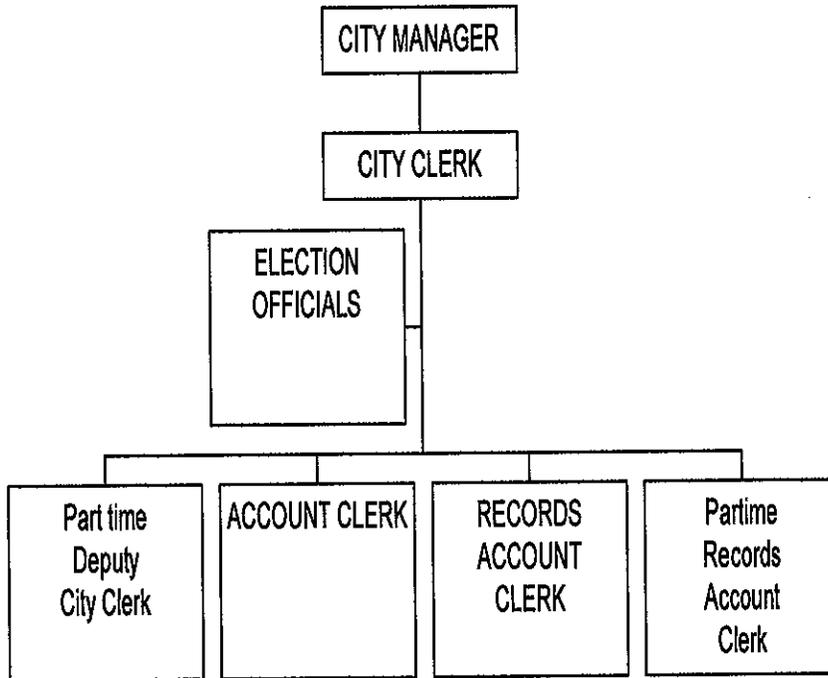
Although we anticipate an increase in cost on this line item corresponding to the increased pick-up frequency and the change to mandatory recycling, we also expect there will be a sizeable benefit to be realized from “cost avoidance” in the MSW Collection and Transfer categories. We estimated conservatively for a decrease in MSW costs associated with about 2,000 tons of cost avoidance in the MSW collection and transfer categories.

Another increased cost we are budgeting for during this initial year of mandatory recycling is the cost of recycling containers that will be provided to all Laconia residents on the curbside collection route (and also other Laconia residents participating privately). This cost will be significant (budgeting \$ 90,000.) in the first year of the program but we should be able to reduce this line item in other years depending on the size of containers chosen and the possible choice to amortize the cost of containers over the term of the new collection contract.

Overall, we are estimating an 11% increase in the Solid Waste operating budget for FY '09-10. In future years we anticipate that 2 of the 4 major categories in this budget (Transfer Station Contract, MSW Collection Contract) should show considerable cost reductions as a result of the change to Mandatory/Single Stream Recycling.

This line has been decreased by the Manager in the amount of \$40,000.

**RECORDS  
FY 2009-2010 BUDGET**



**RECORDS - CITY CLERK**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-2009</u>	<u>2009-</u> <u>2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u> <u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 415 101 0000 Salaries	\$107,381	\$115,852	\$121,728	\$125,964	\$143,041	\$130,593	\$127,156	\$127,156
01 415 105 0000 Overtime	333	122	130	287	-	-	-	-
01 415 106 0000 Sick-Hurt	10,443	2,645	3,878	54,299	-	-	-	-
01 415 107 0000 Holidays	3,064	3,256	3,479	3,551	-	-	-	-
01 415 108 0000 Vacations	2,943	3,152	4,037	17,284	-	-	-	-
01 415 109 0000 Longevity	390	540	540	450	600	-	-	-
01 415 115 0000 Salary Adj.	-	-	-	-	2,685	1,955	1,955	1,955
<b>TOTAL SALARIES</b>	<b>\$124,554</b>	<b>\$125,567</b>	<b>\$133,792</b>	<b>\$201,835</b>	<b>\$146,326</b>	<b>\$132,548</b>	<b>\$129,111</b>	<b>\$129,111</b>
<b>OTHER</b>								
01 415 201 0000 Telephones	\$1,582	\$1,595	\$2,415	\$1,673	\$3,000	\$2,000	\$2,000	\$2,000
01 415 207 0000 Postage	813	1,006	719	794	2,000	2,000	2,000	2,000
01 415 208 0000 Printing	-	-	-	-	100	100	100	100
01 415 212 0000 Copier	413	541	1,032	845	1,200	1,200	1,200	1,200
01 415 214 0000 Supplies	1,066	1,007	804	1,317	1,500	1,500	1,500	1,500
01 415 233 0000 Maint-Agreement	208	98	-	-	-	-	-	-
01 415 234 0000 Vehicle Rental	225	165	155	205	300	300	300	300
01 415 245 0000 Conference-Dues	1,089	679	735	395	1,200	1,200	1,200	1,200
01 415 248 0000 Dog License Exp.	761	810	948	1,646	1,000	1,500	1,500	1,500
01 415 303 0000 Misc.	2,007	2,277	1,643	1,666	3,500	3,500	3,500	3,500
01 415 306 0000 State MV Reg. Exp.	735	638	736	581	1,500	1,500	1,500	1,500
01 415 306 0001 City MV Reg. Exp.	5,996	5,418	5,979	5,891	6,500	6,700	6,700	6,700
01 415 401 0000 Equipment	669	1,541	383	5,659	5,000	7,000	7,000	7,000
<b>TOTAL OTHER</b>	<b>\$15,564</b>	<b>\$15,775</b>	<b>\$15,549</b>	<b>\$20,671</b>	<b>\$26,800</b>	<b>\$28,500</b>	<b>\$28,500</b>	<b>\$28,500</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$140,118</b>	<b>\$141,342</b>	<b>\$149,341</b>	<b>\$222,506</b>	<b>\$173,126</b>	<b>\$161,048</b>	<b>\$157,611</b>	<b>\$157,611</b>

**RECORDS-CITY CLERK**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk	20	**	52			\$752.00	\$39,104.00
1	Deputy City Clerk			52	15		\$427.50	\$22,230.00
1	Records Account Clerk*	7	1	52	35	\$13.58	\$475.30	\$24,715.60
1	Acct Clerk*	5	3	52	35	\$12.86	\$450.10	\$23,405.20
1	Parttime Clerk*	7	10	52	20	\$17.02	\$340.40	\$17,700.80
<b>Total Records</b>								<b>\$127,155.60</b>

\*Above pay rates include possible merit(step) increase

\*\*Will be reviewed with a possible 0-5% raise and 2% COLA  
 Potential raise will be included in salary adjustment line of budget

**City Clerk Office Activities**

- process 17,750 city as an online agent
- process 2,500 requests for vital records. Births, deaths and marriages
- issue 11 aquatherm permits
- wetland applications
- receive Articles of Agreement for incorporation
- record city ordinances and issue copies
- attend and record minutes of council meetings
- amend birth records by adoption, paternity and legitimization
- record and file letters of credit, appeals and leases
- process approximately 85 bad checks
- process 2,154 dogs and 137 civil forfeitures and 15 court summons
- process 800 dump stickers-issued coupons and day passes
- process parking ticket payments
- process 345 Weirs Beach Parking Stickers

**2009-2010 Objectives**

- Consolidate to a "one check" system for MV transactions
- Assist with the solution and transition to accepting credit and debit card payments
- Implement boat registratons (currently pending approval from DMV)

**RECORDS - CITY CLERK**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SALARIES***

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

***PRINTING***

This line item funds the cost of printing miscellaneous forms.

***COPIER***

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

***SUPPLIES***

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

***VEHICLE RENTAL***

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

***CONFERENCE-DUES***

This line item funds the cost of professional dues and attendance at the City Clerk Conference and training. This line has been increased to allow for additional training for our relatively new staff.

***DOG LICENSE EXPENSE***

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

***MISCELLANEOUS***

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

***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 REGISTRATION/MAIL EXPENSE***

This line item funds the cost of mailing motor vehicle registration renewal notices, including postage, paper, envelopes, return envelopes, return postage and converting the monthly motor vehicle tapes. This line has been increased due to projected increase in postage.

***EQUIPMENT***

This line item funds the purchase of computer equipment needed in the department. This line item has been increased to cover projected cost of replacement equipment and desks.

**RECORDS - ELECTIONS**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u> <u>2009</u>	<u>2009-</u> <u>2010</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u> <u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 417 101 0000 Elections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 417 101 0001 Ward 1	1,551	1,408	1,668	2,178	-	-	-	-
01 417 101 0002 Ward 2	2,104	1,513	1,964	2,602	-	-	-	-
01 417 101 0003 Ward 3	2,307	1,603	1,546	2,640	-	-	-	-
01 417 101 0004 Ward 4	2,686	3,128	3,509	2,810	-	-	-	-
01 417 101 0005 Ward 5	1,920	1,722	2,187	3,860	-	-	-	-
01 417 101 0006 Ward 6	6,709	4,544	4,036	3,447	-	-	-	-
01 417 101 0010 Ward Officials	-	1,793	2,070	-	19,000	19,000	19,000	19,000
<b>TOTAL SALARIES</b>	<b>\$17,277</b>	<b>\$15,711</b>	<b>\$16,980</b>	<b>\$17,537</b>	<b>\$19,000</b>	<b>\$19,000</b>	<b>\$19,000</b>	<b>\$19,000</b>
<b>OTHER</b>								
01 417 207 0000 Postage	\$519	\$389	\$783	\$848	\$1,500	\$1,000	\$1,000	\$1,000
01 417 208 0000 Printing	319	2,273	1,080	2,129	3,000	2,500	2,500	2,500
01 417 210 0000 Notices	360	348	56	185	500	300	300	300
01 417 214 0000 Supplies	3,666	4,274	4,248	4,661	6,000	6,000	6,000	6,000
01 417 233 0000 Maint.-Agreement	1,050	1,470	1,831	1,225	1,900	1,900	1,900	1,900
01 417 234 0000 Vehicle Rental	225	365	213	300	400	400	400	400
01 417 401 0000 Equipment	-	-	-	-	-	2,800	2,800	2,800
<b>TOTAL OTHER</b>	<b>\$6,139</b>	<b>\$9,119</b>	<b>\$8,211</b>	<b>\$9,348</b>	<b>\$13,300</b>	<b>\$14,900</b>	<b>\$14,900</b>	<b>\$14,900</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$23,416</b>	<b>\$24,830</b>	<b>\$25,191</b>	<b>\$26,885</b>	<b>\$32,300</b>	<b>\$33,900</b>	<b>\$33,900</b>	<b>\$33,900</b>

**RECORDS – ELECTIONS**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 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. This line has been reduced to reflect historical spending.

***PRINTING***

This line item funds the cost of printing ballots. This line has been decreased \$500 to reflect estimated expenses for the year.

***NOTICES***

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

***SUPPLIES***

This line item funds the cost of purchasing ballots and programming the chips for the voting machines. This line has been level funded.

***MAINTENANCE AGREEMENT***

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

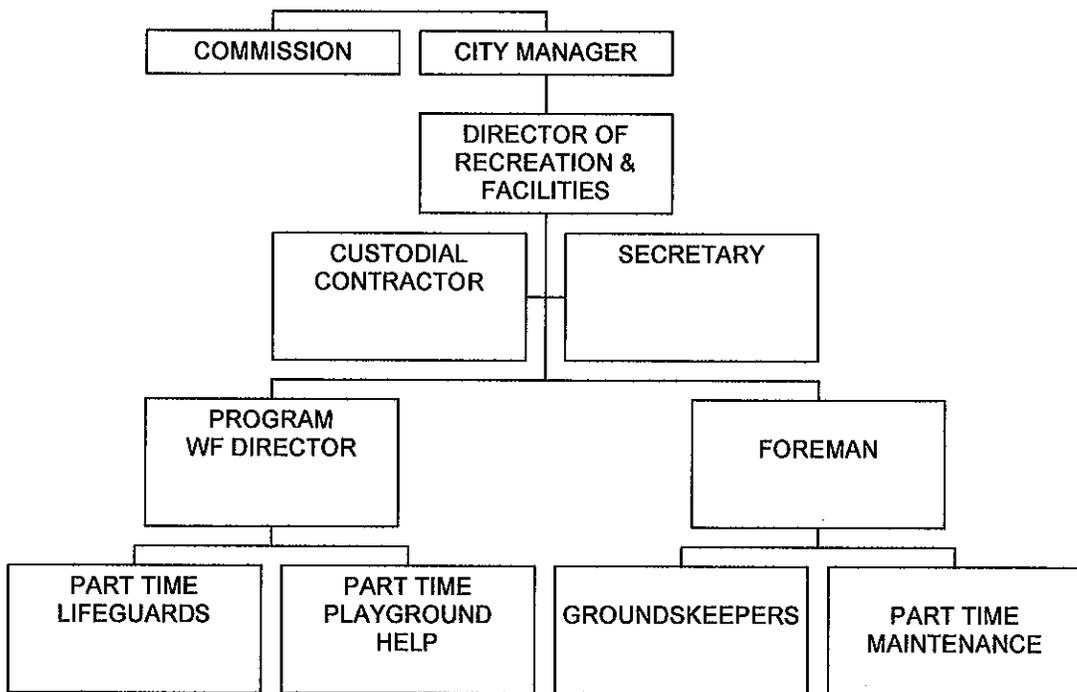
***VEHICLE RENTAL***

This line item funds the hourly cost of operation of a city vehicle used on election day.

***EQUIPMENT***

This line funds the purchase of two laptop computers for the two wards that currently do not have them.

**RECREATION & FACILITIES  
FY 2009-2010 BUDGET**



**RECREATION & FACILITIES**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</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>
<b>SALARIES</b>								
01 479 101 0000 Salaries	\$202,544	\$201,166	\$207,130	\$216,594	\$263,364	\$272,020	\$272,020	\$272,020
01 479 103 0000 Temporary	97,674	108,699	115,254	98,521	120,090	120,090	110,090	110,090
01 479 105 0000 Overtime	6,258	4,075	5,004	6,540	-	6,000	6,000	6,000
01 479 106 0000 Sick-Hurt	6,268	15,992	3,515	12,673	-	-	-	-
01 479 107 0000 Holidays	7,193	7,945	6,991	8,122	-	-	-	-
01 479 108 0000 Vacations	8,674	7,776	8,044	11,175	-	-	-	-
01 479 109 0000 Longevity	510	510	570	540	630	720	720	720
01 479 115 0000 Salary Adj	-	-	-	-	2,817	2,874	2,874	2,874
<b>TOTAL SALARIES</b>	<b>\$329,121</b>	<b>\$346,163</b>	<b>\$346,508</b>	<b>\$354,165</b>	<b>\$386,901</b>	<b>\$401,704</b>	<b>\$391,704</b>	<b>\$391,704</b>
<b>OTHER</b>								
01 479 201 0000 Telephone	\$3,082	\$2,581	\$2,892	\$3,437	\$3,000	\$3,500	\$3,500	\$3,500
01 479 202 0000 Lights-Power**	17,044	17,046	19,029	21,172	18,304	23,289	22,442	22,442
01 479 203 0000 Water-Sewer**	10,586	10,128	9,552	12,513	9,000	12,763	12,763	12,763
01 479 204 0000 Fuel**	10,372	12,806	11,998	12,333	20,350	22,385	21,571	21,571
01 479 205 0000 OREO Expenses	-	-	-	5,212	-	8,000	-	-
01 479 207 0000 Postage	329	292	368	380	600	600	600	600
01 479 208 0000 Printing	412	503	1,000	713	2,500	2,500	2,500	2,500
01 479 212 0000 Copier	1,234	1,272	1,144	1,282	1,500	1,500	1,500	1,500
01 479 214 0001 Supplies-Maintenance	6,824	8,082	7,996	5,978	7,500	7,500	7,500	7,500
01 479 214 0002 Supplies-Programs	8,852	9,578	6,388	4,579	12,000	12,000	12,000	12,000
01 479 214 0003 Supplies-Office	1,692	851	1,344	2,660	2,600	2,600	2,600	2,600
01 479 214 0004 Revenue- Programs	-	-	-	54	-	-	-	-
01 479 233 0000 Maint-Equipment	2,762	4,175	2,148	5,073	4,500	5,000	5,000	5,000
01 479 235 0000 Maint-Buildings	8,479	6,361	3,863	7,294	9,500	9,500	9,500	9,500
01 479 235 0001 Maint-Park Houses	597	2,292	2,548	6,027	5,500	5,500	5,500	5,500
01 479 235 0002 Maint-Grounds	8,408	9,202	4,961	10,802	15,000	16,000	11,000	11,000
01 479 245 0000 Conference-Dues	2,972	2,621	3,197	1,490	3,500	3,500	1,500	1,500
01 479 247 0000 Training	105	580	140	490	1,650	1,650	1,650	1,650
01 479 251 0000 Uniform Allowance	1,113	478	732	1,815	3,100	3,500	3,500	3,500
01 479 303 0000 Misc	280	581	691	1,360	500	500	500	500
01 479 304 0000 O/S Contracts	10,535	16,294	12,727	14,186	17,250	30,500	30,500	30,500
01 479 401 0000 Equipment	1,941	7,867	825	1,325	10,000	10,000	10,000	5,000
01 479 306 0000 Adopt a Spot	-	2,939	1,344	3,376	3,000	3,000	3,000	3,000
<b>TOTAL OTHER</b>	<b>\$97,619</b>	<b>\$116,529</b>	<b>\$94,887</b>	<b>\$123,551</b>	<b>\$150,754</b>	<b>\$185,287</b>	<b>\$168,626</b>	<b>\$163,626</b>
01 479 234 0000 Vehicle Rental	\$24,557	\$26,340	\$52,738	\$36,000	\$33,000	\$30,400	\$30,400	\$30,400
01 479 234 0001 Internal Service Fund	17,998	21,998	25,181	28,000	28,000	24,500	24,500	24,500
<b>RECREATION REIMBURSABLES</b>	<b>(9,971)</b>	<b>(10,673)</b>	<b>(14,368)</b>	<b>(14,423)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPT O&amp;M TOTAL</b>	<b>\$460,322</b>	<b>\$500,355</b>	<b>\$504,946</b>	<b>\$527,293</b>	<b>\$596,655</b>	<b>\$641,891</b>	<b>\$615,230</b>	<b>\$610,230</b>

\*\*Park house utilities, see narratives

**RECREATION & FACILITIES**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Rec. & Facil. Direct.	21	**	52			\$1,105.20	\$57,470.40
1	Secretary*	6	10	52	35	\$16.21	\$567.35	\$29,502.20
2	Groundskeeper*	8	10	52	40	\$17.82	\$712.80	\$74,131.20
1	Groundskeeper*	8	3	52	40	\$14.92	\$596.80	\$31,033.60
1	Foreman*	13	5	52	40	\$20.84	\$833.60	\$43,347.20
1	Program Director*	10	10	43	35	\$19.59	\$685.65	
	*summer 40 hrs	10	10	9	40	\$19.59	\$783.60	
								\$36,535.35

<b>Total Parks &amp; Recreation</b>	<b>\$272,019.95</b>
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\*Above pay rates include possible merit(step) increase

\*\*Eligible for 2% COLA, at top of pay range, will still be reviewed with a possible 0-5% lump sum raise

**Parks & Recreation Activities**

- serve approximately 13,305 adults in 34 city sponsored programs
- serve approximately 11,604 children in 36 city sponsored programs
- provide meeting space for city youth and adult programs
- maintain 15 parks, 5 beaches, Community Center, 4 site parks, City Hall, District Court, Police Station and other City owned Properties
- maintain 7 cemeteries
- maintain islands and rights of way throughout the city
- maintain and schedule all school department athletic facilities
- provide horticultural services
- plant and maintain several City floral presentations

**2009-2010 Objective**

- Complete Opechee Park

**2009-2010 Performance Measure**

- Increase recreational programing by 10%

**RECREATION & FACILITIES**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***SALARIES***

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

***TEMPORARY***

This line item funds the cost of temporary seasonal employees, lifeguards, playground supervisors, collectors and maintenance. This line has been level funded. The Manager has reduced this line by \$10,000.

***OVERTIME***

This the estimated expense for overtime for this department.

***LONGEVITY***

This line item funds longevity payments to eligible employees.

***SALARY ADJUSTMENT***

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

***TELEPHONES***

This line item funds the cost of telephone connections at the Parks & Recreation offices, park maintenance facility, Opechee Park Community Room and unlisted measured service phones at the beaches for emergencies.

***LIGHTS-POWER***

This line item funds the cost of lights and power at park houses, bathhouses, athletic lighting, park maintenance facility, skating and security lighting. This account has been increased 10% (based on PSNH calculations) over last year's actual costs. The Manager's column reduces this increase to 6% based on the most recent information available by PSNH.

***WATER-SEWER***

This line item funds the cost of water and sewer service for Parks & Recreation facilities except the Community Center. This line has been increased 2% over last year's actual costs in anticipation of adjustments in fees from the Water Department.

***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 except the Weirs Association and once this allotment has been reached, reimbursement occurs. This line increases 10% due to anticipated rate increases. The Manager's column reduces this increase to 6% since current rates have dropped.

***OREO EXPENSES (Other Real Estate Owned)***

This line has been added to this year's budget to cover costs associated with maintenance of properties on 12 Tremont St, 858 N Main St and 171 Gilford Avenue and light bills as well as minimum water & sewer bills. This line has not been funded by the Manager.

***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 and printing of programs. This line is level funded.

***COPIER***

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

***SUPPLIES-MAINTENANCE***

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

***SUPPLIES-PROGRAM***

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

***SUPPLIES-OFFICE***

This line item funds the cost of office supplies. There is a \$100 increase in this line (4%).

***MAINTENANCE-EQUIPMENT***

This line item funds the cost of repair and maintenance of all non-registered equipment. An 11% increase has been budgeted in this line.

***MAINTENANCE-BUILDING***

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

***MAINTENANCE-PARK HOUSES***

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

***MAINTENANCE-GROUNDS***

This account funds the cost of fertilizer, seed, soil amendments, loam, sand, etc. This account increases due to updated facilities being brought on line at a different level of service. This line has been reduced by \$5,000 in the Manager's column.

***CONFERENCE-DUES***

This line item funds the cost of NH memberships, NH conference for all employees as well as periodicals and subscriptions, as well as membership in the NRPA for the Commissioners. This line is level funded. This line has been reduced by \$2,000 in the Manager's column.

***TRAINING***

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

***UNIFORM ALLOWANCE***

This line item funds the cost of providing uniforms for SEA employees. A 12.9% increase has been budgeted in this line. Employees are now wearing uniforms provided by a service.

***MISCELLANEOUS***

This line item funds the cost of medical needs such as physicals or mandated checkups or counseling. This line is level funded.

***O/S CONTRACT***

This line item funds the cost of contractual services needed in the Park System including HVAC, Electrical, Roofing, Plumbing, Turf, Tree Care, Irrigation, etc. This account has increased due to Opechee and Leavitt Park coming back on line. These facilities will require a higher level of care that was not needed previously. Also other facilities such as Memorial Baseball and Softball, Smith Field and Robbie Mills will need additional care due to the expanded use during the construction of Opechee and Leavitt.

***EQUIPMENT***

This line item funds the replacement of small tools and lawn equipment. This line has been reduced by the Council in the amount of \$5,000.

***ADOPT-A-SPOT***

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

***VEHICLE RENTAL***

This line item funds the hourly cost of operation of city vehicles used by this department. This line has been reduced to reflect actual costs associated with running and repairing these vehicles.

***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 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</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>
<b>OTHER</b>								
01 419 202 0000 Lights-Power	\$13,251	\$16,069	\$17,163	\$18,040	\$15,868	\$19,844	\$19,122	\$19,122
01 419 203 0000 Water-Sewer	922	898	1,126	1,130	2,200	2,200	2,200	2,200
01 419 204 0000 Fuel	6,991	5,597	12,723	13,006	10,000	13,000	13,000	13,000
01 419 214 0000 Supplies	3,142	4,487	4,440	6,117	3,500	3,500	3,500	3,500
01 419 233 0000 Maint-Equip	2,236	3,131	2,256	2,316	2,500	2,500	2,500	2,500
01 419 235 0000 Maint-Building	3,568	751	1,574	1,383	5,000	5,000	5,000	5,000
01 419 304 0000 Custodial Contract	28,696	30,271	30,422	31,123	28,624	32,056	32,056	28,156
01 419 401 0000 Equipment	818	840	-	-	1,500	1,500	1,500	1,500
TOTAL OTHER	\$59,624	\$62,044	\$69,704	\$73,115	\$70,192	\$79,600	\$78,878	\$74,978
<b>DEPT O&amp;M TOTAL</b>	\$59,624	\$62,044	\$69,704	\$73,115	\$70,192	\$79,600	\$78,878	\$74,978

**RECREATION & FACILITIES - CITY HALL MAINTENANCE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***LIGHTS-POWER***

This line item funds the cost of lights and power at City Hall. This account has been increased 10% (based on PSNH's calculations ) of actual costs for fiscal year 2008. The Manager's column reflects a 6% increase.

***WATER-SEWER***

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

***FUEL***

This line item funds the cost of #2 fuel oil at City Hall. It is funded at the level of expenditures for fiscal year 2008.

***SUPPLIES***

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

***MAINTENANCE-EQUIPMENT***

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

***MAINTENANCE-BUILDING***

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

***CUSTODIAL CONTRACT***

This line item funds the cost of a private contractor to clean City Hall. This line shows an increase of 3% of actual costs for fiscal year 2008. (Prior budgets did not include additional work that was not covered by the contract). This line has been reduced by the Council to reflect the change in the scope of services provided by the vendor.

***EQUIPMENT***

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

**RECREATION & FACILITIES**  
**COMMUNITY CENTER MAINTENANCE**  
**FY 2009-2010 BUDGET**

	<u>04-05</u> <u>ACTUAL</u>	<u>05-06</u> <u>ACTUAL</u>	<u>06-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>2008-2009</u> <u>BUDGET</u>	<u>2009-2010</u> <u>DEPT REQ</u>	<u>2009-2010</u> <u>MANAGER</u>	<u>2009-2010</u> <u>COUNCIL</u>
<b>OTHER</b>								
01 480 202 0000 Lights-Power	\$13,367	\$12,647	\$10,856	\$12,061	\$11,019	\$12,121	\$11,680	\$11,680
01 480 203 0000 Water-Sewer	954	956	1,099	1,276	3,267	1,500	1,500	1,500
01 480 204 0000 Fuel	8,411	9,679	11,099	9,229	13,213	14,534	14,006	14,006
01 480 214 0000 Supplies	2,147	1,580	583	1,593	2,500	2,500	2,500	2,500
01 480 235 0000 Maintenance	1,208	1,679	4,307	952	4,500	6,000	6,000	6,000
01 480 304 0000 Custodial Contract	10,654	10,583	15,531	14,297	11,070	14,726	14,726	13,126
01 480 401 0001 Telephone System	-	2,856	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>\$36,741</b>	<b>\$39,980</b>	<b>\$43,475</b>	<b>\$39,408</b>	<b>\$45,569</b>	<b>\$51,381</b>	<b>\$50,412</b>	<b>\$48,812</b>
<b>DEPT O&amp;M TOTAL</b>	<b>\$36,741</b>	<b>\$39,980</b>	<b>\$43,475</b>	<b>\$39,408</b>	<b>\$45,569</b>	<b>\$51,381</b>	<b>\$50,412</b>	<b>\$48,812</b>

**RECREATION & FACILITIES- COMMUNITY CENTER**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***LIGHTS-POWER***

This line item funds the cost of lights and power at the Community Center. This line has been increased 10% (based on PSNH projections) over the actual costs in fiscal year 2008. The Manager's column reflects a 6% increase.

***WATER-SEWERS***

This line item funds the cost of water and sewer at the Community Center. This line has been reduced to reflect historical costs.

***FUEL***

This line item funds the cost of #2 fuel oil and natural gas at the Community Center. It has been increased by 10% based on current estimates. The Manager's column reflects a 6% increase.

***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. The increase in this line is due to the re-finishing of the gym floor.

***CUSTODIAL CONTRACT***

This line funds the cost of a private contractor to clean the Community Center. This line has been increased 3% over the actual expenses for fiscal year 2008. (Prior budgets did not include an allowance for work done that is not covered by the contract) This line has been reduced in the Council column to reflect the change in the scope of services offered by this vendor.

**RECREATION & FACILITIES**  
**POLICE STATION MAINTENANCE**  
**FY 2009-2010 BUDGET**

	<u>04-05</u> <u>ACTUAL</u>	<u>05-06</u> <u>ACTUAL</u>	<u>06-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>2007-2008</u> <u>BUDGET</u>	<u>2009-2010</u> <u>DEPT REQ</u>	<u>2009-2010</u> <u>MANAGER</u>	<u>2009-2010</u> <u>COUNCIL</u>
<b>OTHER</b>								
01 435 202 0000 Lights-Power	\$28,705	\$36,456	\$35,356	\$33,706	\$34,058	\$37,076	\$36,000	\$33,400
01 435 203 0000 Water-Sewer	1,863	1,996	2,178	2,455	3,920	3,920	3,920	3,920
01 435 204 0000 Fuel	14,575	24,037	24,843	23,806	33,000	33,000	30,000	30,000
01 435 214 0000 Supplies	2,097	5,088	3,073	3,883	4,000	4,000	4,000	4,000
01 435 235 0000 Maint-Building	5,000	3,665	4,146	2,275	3,000	4,000	4,000	4,000
01 435 304 0000 O/S Custodial	<u>42,682</u>	<u>42,387</u>	<u>48,461</u>	<u>47,172</u>	<u>46,337</u>	<u>48,587</u>	<u>48,587</u>	<u>42,387</u>
TOTAL OTHER	\$94,922	\$113,629	\$118,057	\$113,297	\$124,315	\$130,583	\$126,507	\$117,707
<b>DEPT O&amp;M TOTAL</b>	\$94,922	\$113,629	\$118,057	\$113,297	\$124,315	\$130,583	\$126,507	\$117,707

**RECREATION & FACILITIES-POLICE STATION MAINTENANCE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***LIGHTS-POWER***

This line item funds the cost of lights and power at Laconia Police Headquarters. The increase in this line is based on a 10% PSNH estimated adjustment multiplied by the actual costs for fiscal year 2008. The Manager's column reduces this increase to 6% based on the most recent information available from PSNH. This line has been reduced in the Council column to reflect the change in vendor providing electricity.

***WATER-SEWER***

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

***FUEL***

This line item funds the cost of heating and air conditioning of the Laconia Police Station based on city bid prices. This line has been reduced by the Manager to reflect historical costs after recognizing the potential for rate increases.

***BUILDING SUPPLIES***

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

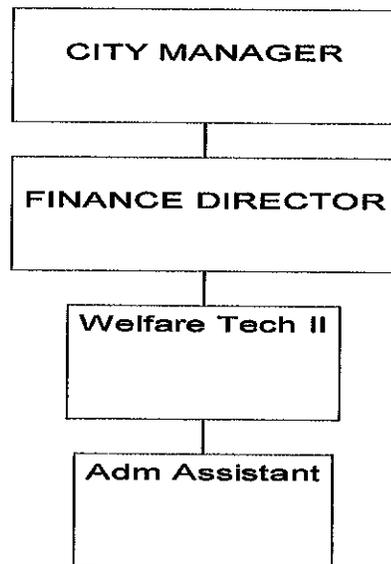
***BUILDING MAINTENANCE***

This line item funds the cost of routine structure and system repairs at the station. The increase in this line is due to increases in the cost of outside contracts, HVAC, electrical etc.

***CUSTODIAL CONTRACT***

This line funds the cost of a private contractor to clean the Community Center. This line has been increased 3% over the actual expenses for fiscal year 2008. (Prior budgets did not include an allowance for work done that is not covered by the contract) This line has been reduced to reflect the change in the scope of services offered by this vendor.

**WELFARE  
FY 2009-2010 BUDGET**



**WELFARE**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u>	<u>2009-</u>	<u>2009-</u>	<u>2009-</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2009</u>	<u>2010</u>	<u>2009-2010</u>	<u>2010</u>
					<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
<b>SALARIES</b>								
01 477 101 0000 Salaries	\$54,299	\$48,485	\$58,979	\$53,832	\$69,505	\$74,355	\$74,355	\$74,355
01 477 105 0000 Overtime	1,443	314	-	-	-	-	-	-
01 477 106 0000 Sick-Hurt	1,830	2,307	2,199	1,342	-	-	-	-
01 477 107 0000 Holidays	2,261	2,364	2,401	2,610	-	-	-	-
01 477 108 0000 Vacations	1,359	2,030	815	3,342	-	-	-	-
01 477 109 0000 Longevity	-	30	-	-	-	30	30	30
<b>TOTAL SALARIES</b>	<b>\$61,192</b>	<b>\$55,530</b>	<b>\$64,394</b>	<b>\$61,126</b>	<b>\$69,505</b>	<b>\$74,385</b>	<b>\$74,385</b>	<b>\$74,385</b>
<b>OTHER</b>								
01 477 201 0000 Telephones	\$1,118	\$2,277	\$2,369	\$1,582	\$2,400	\$2,000	\$2,000	\$2,000
01 477 207 0000 Postage	433	246	115	83	200	200	200	200
01 477 212 0000 Copier	1,651	525	441	465	500	500	500	500
01 477 214 0000 Supplies	2,867	8,476	392	393	500	500	500	500
01 477 234 0000 Vehicle Rental	70	-	-	125	100	150	150	150
01 477 242 0000 Travel-Meetings	11	22	-	52	100	100	100	100
01 477 245 0000 Conference-Dues	184	301	205	660	500	700	700	700
01 477 315 0000 City Relief	291,085	176,543	73,432	71,338	140,000	150,000	140,000	135,000
01 477 401 0000 Equipment	944	465	2,011	-	500	500	500	500
01 477 499 0000 Less: Reimburseables	(40,363)	(31,104)	(17,329)	(18,520)	(15,000)	(8,000)	(8,000)	(8,000)
<b>TOTAL OTHER</b>	<b>\$258,000</b>	<b>\$157,751</b>	<b>\$61,636</b>	<b>\$56,178</b>	<b>\$129,800</b>	<b>\$146,650</b>	<b>\$136,650</b>	<b>\$131,650</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$319,192</b>	<b>\$213,281</b>	<b>\$126,030</b>	<b>\$117,304</b>	<b>\$199,305</b>	<b>\$221,035</b>	<b>\$211,035</b>	<b>\$206,035</b>

**WELFARE**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Tech II*	13	4	8	35	\$20.84	\$729.40	
			5	44	35	\$21.23	\$743.05	\$38,529.40
1	Adm Asst*	9	2	16	35	\$16.39	\$573.65	
			3	36	35	\$17.18	\$601.30	\$30,825.20
	Temporary Help							\$5,000.00
<b>Total Welfare</b>								<b>\$74,354.60</b>

\*Above pay rates include possible merit(step) increase

**Welfare Activities**

- administer approximately 350 local public assistance grants
- service approximately 1,650 walkins and 4,000 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 2009-2010 BUDGET**

***SALARIES***

This line item funds the cost of two full time employees and \$5,000 for temporary help.

***TELEPHONES***

This line item funds the cost of telephone connections and related costs. This line has been reduced by \$400.

***POSTAGE***

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

***COPIER***

This line item funds the copy costs for the department.

***SUPPLIES***

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

***VEHICLE RENTAL***

This line item funds the hourly cost of operation of a City vehicle used by this department. This line has been increased by \$50 to reflect more frequent use of the vehicle to attend workshops.

***TRAVEL-MEETINGS***

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

***CONFERENCE-DUES***

This line item funds the cost of dues to the Local Welfare Administrator's Association, as well as training sessions held by the Association and the annual NHMA conference. The focus again this year will be on customer service training. An additional \$200 has been added to this line.

***CITY RELIEF***

This line item funds the cost of public assistance benefits paid out in accordance with legally, state mandated RSA 165. With the negative changes in the economic environment, we have increased this line by \$10,000. The City Manager has reduced this line by \$10,000. This line has also been reduced in the Council column by \$5,000.

***EQUIPMENT***

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

***REIMBURSEABLES***

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

**YOUTH SERVICES BUREAU**  
**FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>2008-</u>	<u>2009-</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2009</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
					<u>BUDGET</u>	<u>REQ.</u>		
<b>SALARIES</b>								
01 491 000 1000 Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 491 101 0000 Salaries	88,560	95,495	93,419	92,436	103,717	76,614	76,614	76,614
01 491 105 0000 Overtime	589	487	154	0	-	-	-	-
01 491 106 0000 Sick-Hurt	1,657	1,031	931	2,256	-	-	-	-
01 491 107 0000 Holidays	1,952	2,512	2,459	2,614	-	-	-	-
01 491 108 0000 Vacations	3,284	1,392	1,650	3,730	-	-	-	-
01 491 109 0000 Longevity	-	30	-	-	-	-	-	-
<b>TOTAL SALARIES</b>	<b>\$96,042</b>	<b>\$100,947</b>	<b>\$98,613</b>	<b>\$101,037</b>	<b>\$103,717</b>	<b>\$76,614</b>	<b>\$76,614</b>	<b>\$76,614</b>
<b>OTHER</b>								
01 491 120 0000 Social Security	\$7,444	\$7,813	\$7,528	\$7,644	\$7,934	\$5,861	\$5,861	\$5,861
01 491 123 0000 Unemployment Ins.	52	49	41	35	264	300	300	300
01 491 125 0000 Workers Comp. Ins.	4,174	4,237	4,584	4,482	5,114	2,150	2,150	2,150
01 491 130 0000 Health Insurance	35,238	32,326	53,124	37,075	57,099	31,250	31,250	31,250
01 491 135 0000 Retirement	5,328	6,235	6,399	8,460	9,065	6,555	6,555	6,555
01 491 201 0000 Telephones	1,153	1,348	1,396	1,180	1,600	1,400	1,400	1,400
01 491 205 0000 Rent	4,800	6,900	9,000	9,000	10,200	6,000	6,000	6,000
01 491 207 0000 Postage	645	395	618	502	650	336	336	336
01 491 212 0000 Copier	1,383	1,271	1,417	1,335	1,600	1,200	1,200	1,200
01 491 214 0000 Supplies	1,633	2,076	1,930	888	2,500	1,500	1,500	1,500
01 491 233 0000 Maint.-Equipment	729	3,064	600	997	1,500	1,200	1,200	1,200
01 491 242 0000 Travel-Meetings	1,240	892	1,300	938	1,400	800	800	800
01 491 247 0000 Training	1,956	1,888	1,113	-	2,000	1,200	1,200	1,200
Liability Insurance	-	-	-	-	4,500	4,000	4,000	4,000
01 491 303 0000 Misc.	6,583	2,933	825	1,528	1,000	1,500	1,500	1,500
<b>TOTAL OTHER</b>	<b>\$72,368</b>	<b>\$71,427</b>	<b>\$89,875</b>	<b>\$74,064</b>	<b>\$106,426</b>	<b>\$65,252</b>	<b>\$65,252</b>	<b>\$65,252</b>
<b>YOUTH SERVICES REIMBURSABLES</b>	<b>(103,226)</b>	<b>(95,404)</b>	<b>(111,518)</b>	<b>(98,809)</b>	<b>(115,559)</b>	<b>(77,073)</b>	<b>(77,073)</b>	<b>(77,073)</b>
Less: Unfunded City share	(9,807)				(18,292)			(16,193)
<b>DEPT. O&amp;M TOTAL</b>	<b>\$65,174</b>	<b>\$76,970</b>	<b>\$76,970</b>	<b>\$76,292</b>	<b>\$76,292</b>	<b>\$64,793</b>	<b>\$64,793</b>	<b>\$48,600</b>

**YOUTH SERVICE BUREAU**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Director	17		52			\$748.73	\$ 38,933.96
1	Counselor*	12	4-Mar	52	35		\$638.08	33,180.20
1	Secretary							4,500.00
							<b>Total Youth Services</b>	<b>\$ 76,614.16</b>

\*Above pay rates include possible merit (step) increase  
For SEA union members

**Youth Services Bureau Activities**

- 2007 27 Delinquency Diversion Referrals- 17 of those were Laconia residents
- 2007 22 CHINS Diversion Referrals-16 of those were Laconia residents
- 2007/08 158 Out of School Suspension Referrals, 105 referrals were from Laconia
- 2007/08 106 Truancy calls, 89 were from Laconia schools
- 2007 26 Challenge Course referrals, 7 of those were Laconia residents
- 2007 Of the 443.5 community service hours performed by youths participating in Diversion,  
277.75 hours were done in Laconia
- 2007 A total of 83.75 hours were volunteered by Laconia citizens to serve on Diversion Review Panels

**2009-2010 Objectives**

- \*To continue to provide training and information to law enforcement personnel on the criteria for appropriate Court Diversion Referrals
- \*To continue outreach to towns within Belknap County who do not currently have access to Court Diversion
- \*To maintain a 10% recidivism rate for successful graduates of Court Diversion
- \*To provide programs and services that reduce or prevent juveniles from entering the Court System
- \* To build upon current community support which will allow for longevity of the Youth Service Bureau and its programs within Belknap County

**YOUTH SERVICES BUREAU**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***APPROPRIATION***

The 09-10 budget reflects a 31.4% decrease for the City of Laconia over the previous year' request. This decrease is primarily the result of a decrease in full time staff and a decrease in benefits.

The Council has reduced funding to this Bureau by 25%.

***SALARIES***

This line item funds the cost of 2 full time employees and includes possible merit increases for SEA members.

***SOCIAL SECURITY***

This line item funds the cost of social security for department employees.

***UNEMPLOYMENT***

This line item funds the cost of unemployment compensation costs on the first \$8,000 of payroll for each employee.

***WORKERS COMPENSATION***

This line item funds the cost of workers compensation costs according to job classification for each employee.

***HEALTH INSURANCE***

This line item funds the cost of health insurance for 2 full time employees.

***RETIREMENT***

This line item funds the cost of NHRS for department employees.

***TELEPHONES***

This line item funds the cost of telephone connections for the department.

***RENT***

This line item funds the cost of rent paid to the Parks & Recreation Department for office space.

***POSTAGE***

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

***COPIER***

This line item funds the cost of the lease and quarterly charges from DeLage Landen, Imagistics International and the City of Laconia for department copier.

***SUPPLIES***

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

***EQUIPMENT MAINTENANCE***

This line item funds the cost of maintenance of general office equipment.

***TRAVEL***

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

***TRAINING***

This line item funds the cost of staff education, resources and books.

***LIABILITY INSURANCE***

This line is the cost of liability insurance for the agency.

***MISCELLANEOUS***

This line item funds the cost of outside bookkeeping, preparation of federal tax forms and the cost of the agency's annual volunteer appreciation dinner and training sessions.

***REIMBURSEMENT YSB***

This line item represents other communities' share of the expenditures for the year.

**ENTERPRISE FUNDS**

SANITARY SEWER FUND

LACONIA WATER WORKS

**SANITARY SEWER FUND SUMMARY**  
**FY 2009-2010 BUDGET**

	<u>08-09</u> <u>BUDGET</u>	<u>2009-2010</u> <u>Manager</u>	<u>2009-2010</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,951,672	\$3,147,238	\$3,130,066
Amortization	42,272	42,272	42,272
Depreciation	446,300	452,977	452,977
SSF OPERATING EXP.	<u>\$3,440,244</u>	<u>\$3,642,487</u>	<u>\$3,625,315</u>
Interest Expense	\$101,724	\$96,745	\$96,745
Cont.Cap.Adjustment	(98,888)	(98,888)	(98,888)
SSF EXPENSES	<u>\$3,443,080</u>	<u>\$3,640,344</u>	<u>\$3,623,172</u>
SSF OPERATING REVENUE	\$2,753,800	\$2,761,800	\$2,761,800
Interest Income	140,000	80,000	80,000
To/Fr Retained Earnings	549,280	798,544	781,372
SSF INCOME	<u>\$3,443,080</u>	<u>\$3,640,344</u>	<u>\$3,623,172</u>
SANITARY SEWER FUND CAPITAL OUTLAY	<u>\$225,000</u>	<u>\$85,000</u>	<u>\$85,000</u>

**LACONIA WATER WORKS SUMMARY**  
**FY 2009-2010 BUDGET**

	<u>08-09</u> <u>BUDGET</u>	<u>2009-2010</u> <u>DEPT.REQ.</u>	<u>2009-2010</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	<u>\$2,313,206</u>	<u>\$2,444,197</u>	<u>\$2,444,197</u>
LWW OPERATING EXP.	<u>\$2,313,206</u>	<u>\$2,444,197</u>	<u>\$2,444,197</u>
LWW OPERATING REVENUE (restated)	\$2,113,492	\$2,151,154	\$2,151,154
Interest Income	48,000	32,000	32,000
Misc. Income	151,763	153,376	153,376
LWW INCOME	<u>\$2,313,255</u>	<u>\$2,336,530</u>	<u>\$2,336,530</u>
LACONIA WATER WORKS CAPITAL OUTLAY	<u>\$517,100</u>	<u>\$524,000</u>	<u>\$524,000</u>
BOND PRINC. PAYMENT	<u>\$155,720</u>	<u>\$55,720</u>	<u>\$55,720</u>

**SANITARY SEWER FUND**  
**FY 2009-2010 BUDGET**

		<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2009-2010</u>	<u>2009-2010</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>
<b>SALARIES</b>									
90 400 101 0000	Regular Salaries	\$166,066	\$155,028	\$169,110	\$197,074	\$281,734	\$289,142	\$289,142	\$280,744
90 400 105 0000	Overtime	30,403	31,045	29,812	27,925	27,000	28,000	28,000	28,000
90 400 106 0000	Sick-Hurt	11,922	25,822	8,265	7,470	-	-	-	-
90 400 107 0000	Holidays	10,848	9,697	9,671	10,207	-	-	-	-
90 400 108 0000	Vacations	14,463	19,108	12,003	13,165	-	-	-	-
90 400 109 0000	Longevity	930	450	480	600	480	570	570	570
90 481 000 0000	Employee Benefits	138,276	125,511	136,344	138,718	184,190	198,835	198,835	190,061
90 400 112 0000	Temp Office Help	-	-	-	-	1,550	-	-	-
90 400 115 0000	Salary Adj.	-	-	-	-	2,988	3,165	3,165	3,165
<b>TOTAL SALARIES</b>		<b>\$372,908</b>	<b>\$366,661</b>	<b>\$385,485</b>	<b>\$385,158</b>	<b>\$477,942</b>	<b>\$519,712</b>	<b>\$519,712</b>	<b>\$502,540</b>
<b>OTHER</b>									
90 401 304 0000	CLERICAL, GF	17,000	17,000	17,000	17,000	19,000	19,000	19,000	19,000
90 403 214 0000	BILLING EXPENSE	77,527	81,509	86,056	87,912	92,000	96,000	96,000	96,000
90 406 304 0000	Winn River Basin	1,367,216	1,448,420	1,582,924	1,733,260	2,002,430	2,145,926	2,145,926	2,146,926
90 409 000 1000	SEWER MAINT.	82,366	75,612	78,532	78,584	85,000	95,000	95,000	95,000
90 421 000 1000	PUMP STA. MAINT.	14,396	16,761	23,497	18,582	27,500	27,500	27,500	27,500
PUMP STATIONS:									
90 423 000 1000	Keasor Ct.	3,380	4,280	4,766	4,038	4,500	4,500	4,500	4,500
90 426 000 1000	Lawrence St.	2,714	4,370	4,007	3,311	4,500	4,500	4,500	4,500
90 426 000 1000	N Main Street	3,758	4,188	2,704	3,979	6,400	5,500	5,500	5,500
90 428 000 1000	Black Brook	5,415	6,720	6,312	9,195	8,500	10,500	10,500	10,500
90 430 000 1000	Langley Cove	3,827	5,871	3,927	25,876	8,200	8,500	8,500	8,500
90 434 000 1000	Paugus	5,148	5,453	10,672	13,782	6,000	10,000	10,000	10,000
90 436 000 1000	Lakeside Ave	2,702	5,148	3,920	2,317	7,000	6,000	6,000	6,000
90 438 000 1000	Shore Drive	3,917	4,234	4,133	5,700	5,000	5,500	5,500	5,500
90 439 000 1000	Christmas Island	3,395	5,729	4,756	5,618	6,200	6,200	6,200	6,200
90 440 000 1000	Hillcrest Drive	6,853	4,763	8,147	3,480	8,000	8,000	8,000	8,000
90 441 000 1000	Edgewater Ave.	1,571	1,785	2,684	1,778	2,800	2,800	2,800	2,800
90 443 000 1000	Mass. Ave.	1,805	2,181	3,348	2,142	4,000	4,000	4,000	4,000
90 444 000 1000	Channel Lane	140	108	96	89	1,000	1,000	1,000	1,000
90 449 000 1000	Chapin Terrace	1,889	1,084	1,193	1,387	1,300	1,400	1,400	1,400
90 446 000 1000	Endicott Street	1,461	960	1,825	3,525	2,000	3,500	3,500	3,500
90 447 000 1000	Briarcrest	3,420	3,825	2,934	7,093	3,200	5,000	5,000	5,000
90 448 000 1000	Rollercoaster Rd***	-	1,458	2,334	17,315	3,000	4,000	4,000	4,000
90 450 401 0002	Pipe Locator	-	2,618	-	-	-	-	-	-
90 450 401 0003	Pressure Washer	-	9,000	-	-	-	-	-	-
90 497 401 0001	Confined Space Safety Eq	-	-	4,363	-	-	-	-	-
90 497 401 0002	Gas Monitor	-	-	1,588	-	-	-	-	-
90 497 401 0003	Vactor Accessories	-	-	228	-	-	-	-	-
90 497 401 0004	Lighting Equipment	-	-	760	-	-	-	-	-
90 497 401 0005	Demolition Hammer	-	-	-	800	-	-	-	-
90 497 401 0007	Gas Detector	-	-	-	-	1,800	-	-	-
90 497 401 0008	Coffing Holst	-	-	-	-	2,600	-	-	-
90 497 401 0009	Mud-Sucker Pump	-	-	-	-	2,200	-	-	-
90 497 401 0010	Lawn Mower & Trailer	-	-	-	-	2,700	-	-	-
90 497 401 0011	Dehumidifiers (7)	-	-	-	-	3,600	-	-	-
90 497 401 0012	5 kw Heaters (7)	-	-	-	-	5,500	-	-	-
90 497 401 0013	Rigid Cable Machine	-	-	-	-	-	3,200	3,200	3,200
90 485 101 0000	RES/CONTINGENCY	-	<u>32,898</u>	-	-	150,000	150,000	150,000	150,000
<b>TOTAL SALARIES, OTHER</b>		<b>\$1,982,786</b>	<b>\$2,112,646</b>	<b>\$2,228,181</b>	<b>\$2,431,921</b>	<b>\$2,951,672</b>	<b>\$3,147,238</b>	<b>\$3,147,238</b>	<b>\$3,130,066</b>
90 495 390 0000	Amortization	41,654	42,272	42,272	42,272	442,272	42,272	42,272	42,272
90 495 391 0000	Depreciation	391,416	442,141	448,346	446,898	448,300	452,977	452,977	452,877
	SSF OPER. EXP.	\$2,415,856	\$2,597,059	\$2,718,799	\$2,921,091	\$3,440,244	\$3,642,487	\$3,642,487	\$3,626,316
90 495 380 0000	Interest Expense	38,181	28,277	28,020	23,018	101,724	96,745	96,745	96,745
	Cont.Cap.Adj.	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)
	<b>SSF EXPENSES</b>	<b>\$2,355,149</b>	<b>\$2,526,448</b>	<b>\$2,645,931</b>	<b>\$2,845,221</b>	<b>\$3,443,080</b>	<b>\$3,640,344</b>	<b>\$3,640,344</b>	<b>\$3,623,172</b>
	SSF OPER. REV.	\$2,160,885	\$2,060,989	\$2,442,144	\$2,810,760	\$2,763,800	\$2,761,800	\$2,761,800	\$2,761,800
90 350 001 0000	Interest Income	100,338	105,349	150,916	114,460	140,000	80,000	80,000	80,000
	To/Fr Ret.Earnings	93,946	360,110	52,871	(62,579)	549,280	798,544	798,544	761,372
	<b>SSF INCOME</b>	<b>\$2,355,149</b>	<b>\$2,526,448</b>	<b>\$2,645,931</b>	<b>\$2,862,641</b>	<b>\$3,443,080</b>	<b>\$3,640,344</b>	<b>\$3,640,344</b>	<b>\$3,623,172</b>

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

**SANITARY SEWER FUND**  
**FY 2009-2010 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. PW	23	**	52			\$1,217.13	\$63,290.76
1	Foreman*	16	8	52	40	\$26.10	\$1,044.00	\$54,288.00
1	Col Sys Oper.*	13	4	52	40	\$23.74	\$949.60	\$49,379.20
1	Asst Col Sys*	12	2	52	40	\$18.96	\$758.40	\$39,436.80
1	Hvy Equip Oper*	44	9	52	40	\$17.22	\$688.80	\$35,818.60
1	Vactor Oper*	45	6	52	40	\$22.02	\$880.80	\$45,802.60
1	Truck Driver*	42	6	52	40	\$15.19	\$607.60	\$31,595.20
1	Truck Driver*	42	6	52	40	\$14.79	\$591.60	\$30,763.20
1	Laborer	Ssnl		17	40	\$15.00		\$10,200.00
1	Clerk Typist	3	3	52	4.5	\$11.67	\$52.52	\$2,730.78
<b>Total Sewer</b>								<b>\$363,305.14</b>

\*Above pay rates include possible merit(step) increase

\*\*Eligible for 2% COLA and up to 5% on review

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 connection to the City Sewer System through our permit and inspection program
- Oversee all new plumbing installations through our permit and inspection program

**2009-2010 Objectives**

- Increase focus on Sanitary Sewer Capital Improvement Plan (CIP)
- Accomplish upgrades of sewer pumping stations as approved through CIP
- Accomplish replacement of existing gravity sewer sections as approved through CIP
- Initiate compliance with newly required EPA-CMOM program
- 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**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

***INTRODUCTION***

All accounts have been carefully reviewed. In the **Operating** portion of our SSF budget (90-409 thru 90-448) we are proposing funding at a 11.5% increase (i.e., \$ 21,300.) over last year's budgeted numbers. This has to do primarily with provision for anticipated consultant engineering services (\$ 10,000 budgeted in acct. 90-409) as well as anticipated increases in power and heating costs. There will also be some replacement of smaller pieces of mechanical equipment in various pump stations.

The **Winnepesaukee River Basin** portion of our budget will see an increase of approximately 7.2% (i.e., \$ 143,496.) over last year's budgeted figures. There are four (4) major components of the WRB budget, Operation and Maintenance (**O&M**), Administration (**Admin**), Replacement Fund (**Capital Reserve**) and Capital Recovery (**Bonded Accounts**). While both O&M and Admin. are showing only modest increases and the Replacement Fund costs will remain constant, the greatest increase continues to be in the area of Capital Recovery as older inefficient equipment continues to be replaced at the Treatment Plant which is now over 30 years old.

A Sewer Rate increase was approved 2 years ago and made effective January 1, 2007. In reviewing overall Sanitary Sewer Fund (SSF) costs and revenues over the past 2 years, it is apparent that another sewer rate increase will be required to be effective January 2010. In discussions with the Finance Director, we have determined that details will need to be presented to the City Manager and Council during the year 2009 with the goal of implementing a sewer rate adjustment to be effective accordingly.

***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 25% 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.

This line has been reduced in the Council column to reflect the elimination of the new engineering position.

***ADDITIONAL ENGINEERING TECHNICIAN***

It has been recognized for several years now that the technical demands in the sanitary sewer division require additional manpower, particularly in the area of capital improvement project planning and implementation.

The continuing need to upgrade existing pump station facilities as well as the gravity sewer and force main system within the city have brought this manpower need to the forefront. We propose to advertise the need for a technician with sewer design and/or construction experience. Our intention is to assign this individual responsibility for sewer system capital improvements. Another

responsibility will involve maintaining and broadening the sanitary sewer Geographic Information System (GIS) which the department has developed in recent years.

In addition to the above, in recent months a new requirement for expanded sewer system maintenance and reporting has been directed to all Winnepesaukee River Basin (WRB) communities (including Laconia) by the U.S. Environmental Protection Agency (EPA) in coordination with N.H. Department of Environmental Services (NH-DES). The program is referred to as CMOM (Capacity Management, Operation and Maintenance) and carries detailed sewer mapping, inspection, leak repair and reporting requirements that will require both professional engineering consultant assistance and significant in-house program coordination. This technician will take the lead in meeting our department responsibilities related to this program.

In the overall picture, this individuals regular work responsibilities will include much involvement with our current sewer maintenance personnel in the performance of regular sewer system operation & maintenance responsibilities.

### ***OVERTIME***

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

### ***LONGEVITY***

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

### ***EMPLOYEE BENEFITS***

This line item funds the cost of social security, health insurance and retirement. The increase is due to increased health insurance and retirement as it relates to increases in salaries. This line has been reduced in the Council column to reflect the elimination of the engineering position as well as the increase in the NH Retirement Rates.

### ***SALARY ADJUSTMENT***

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

### ***CLERICAL ASSISTANCE-GENERAL FUND***

This line item funds the amount the Sewer Division pays to the General Fund for general accounting functions as well as reimbursement to City for MIS Services.

### ***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. This year we've added an additional \$ 10,000. to this line item to fund the anticipated cost for securing consulting engineering services to assist with new EPA and NH-DES requirements under the CMOM program. (see more details in "Additional Engineering Technician" description above).

### ***PUMP STATION MAINTENANCE***

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

### ***PUMPING STATIONS***

These 17 line items fund the cost to operate 17 pump stations. Items included are electricity and fuel, equipment repair, replacement parts, painting and general grounds maintenance as well as water supply costs at most of the stations. Our current station attendants continue to maintain these stations (that are critical to providing sewer service throughout the City) at an exceptionally 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.

### ***RIGID CABLE MACHINE -- \$ 3,200.***

This sewer maintenance item will serve to assist in cleaning blockages in smaller diameter sewer lines or services which can not be safely cleared using the Vactor Jet-Rodder. This will enable us to deal with smaller sewer back-up issues directly and should greatly reduce the need to call for assistance from plumbers in certain emergency situations.

Another benefit of this machine will be the ability to use it in conjunction with our pipe locator unit. As the metal cable on this unit travels along within an underground pipe, the metal will provide ability for the pipe locator to receive a clear signal and provide for tracing the location of the pipe on the ground surface. This will greatly assist our department and private property owners in tracing sewer mains and services for which we have little or no "as-built" location data. This accurate tracing of location will minimize the need for costly (and sometimes dangerous) exploratory excavations by pin-pointing pipe location prior to digging.

**SANITARY SEWER FUND**  
**HISTORY**

	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 401 304 0000 <b>CLERICAL, GF</b>	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
90 403 214 0000 <b>BILLING EXPENSE</b>	\$76,350	\$77,527	\$81,509	\$86,056	\$87,912
90 407 304 0000 <b>PLANT O&amp;M</b>	\$1,266,649	\$1,367,216	\$1,448,420	\$1,582,924	1,733,260
90 409 000 1000 <b>SEWER MAINTENANCE</b>					
Labor	\$201,042	\$147,217	\$160,910	\$144,079	\$151,100
Water-Sewer	377	344	489	-	335
Supplies	27,393	41,268	38,603	42,005	44,811
Insurance	8,740	10,840	11,696	14,197	14,894
Audit	1,840	\$2,300	2,300	2,300	2,300
Clothing Allowance	2,273	\$2,601	2,553	2,747	3,527
Misc	(3,519)	(4,603)	(4,060)	(440)	683
D&A Testing	16	-	-	-	-
Internal Service Fund	9,996	9,996	9,996	9,163	-
Vehicle Use	<u>20,341</u>	<u>19,619</u>	<u>14,037</u>	<u>8,226</u>	<u>12,034</u>
<b>TOTAL SEWER MAINT.</b>	<b>\$268,499</b>	<b>\$229,582</b>	<b>\$236,524</b>	<b>\$222,277</b>	<b>\$229,684</b>
90 421 000 1000 <b>PUMP STA. MAINTENANCE</b>					
Labor	\$77,572	\$86,731	\$80,168	\$95,341	\$95,040
Lights-Power	81	-	-	-	-
Supplies	3,803	2,819	3,425	\$5,618	3,694
Internal Service Fund	1,992	1,992	1,992	1,826	-
Vehicle Use	<u>12,658</u>	<u>9,585</u>	<u>11,344</u>	<u>16,053</u>	<u>14,888</u>
<b>TOTAL P.S. MAINT.</b>	<b>\$96,106</b>	<b>\$101,127</b>	<b>\$96,929</b>	<b>\$118,836</b>	<b>\$113,623</b>
<b><u>PUMPING STATIONS:</u></b>					
90 423 000 1000 <b>KEASOR CT.</b>					
Lights-Power	\$1,697	\$2,604	\$3,673	\$3,534	\$3,918
Water-Sewer	87	113	80	105	120
Supplies	<u>51</u>	<u>663</u>	<u>527</u>	<u>1,126</u>	-
<b>TOTAL KEASOR CT.</b>	<b>\$1,835</b>	<b>\$3,380</b>	<b>\$4,280</b>	<b>\$4,765</b>	<b>\$4,038</b>
90 425 000 1000 <b>LAWRENCE ST.</b>					
Lights-Power	\$1,857	\$2,010	\$2,971	\$3,157	\$3,189
Water-Sewer	88	92	96	106	121
Supplies	<u>228</u>	<u>612</u>	<u>1,303</u>	<u>744</u>	-
<b>TOTAL LAWRENCE ST.</b>	<b>\$2,173</b>	<b>\$2,714</b>	<b>\$4,370</b>	<b>\$4,007</b>	<b>\$3,311</b>
90 427 000 1000 <b>N MAIN STREET/OPECHEE</b>					
Lights-Power	\$1,946	\$2,897	\$3,989	\$2,512	\$2,575
Water-Sewer	88	92	96	110	133
Supplies	<u>92</u>	<u>767</u>	<u>114</u>	<u>83</u>	<u>1270</u>
<b>TOTAL N MAIN ST</b>	<b>\$2,126</b>	<b>\$3,756</b>	<b>\$4,199</b>	<b>\$2,705</b>	<b>\$3,979</b>
90 429 000 1000 <b>BLACK BROOK/UNION AVE</b>					
Labor	\$ -	\$ -	\$ -	\$ -	\$ -
Lights-Power	4,817	4,670	5,580	5,319	5,019
Water-Sewer	118	139	134	121	155
Supplies	<u>1,505</u>	<u>606</u>	<u>1,006</u>	<u>872</u>	<u>4,022</u>
<b>TOTAL BLACK BROOK</b>	<b>\$6,440</b>	<b>\$5,415</b>	<b>\$6,720</b>	<b>\$6,312</b>	<b>\$9,195</b>

**SANITARY SEWER FUND**  
**HISTORY**

	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 431 000 1000 <b>LANGLEY COVE</b>					
Labor	\$ -	\$ -	\$ -	\$ -	\$ -
Lights-Power	3,094	3,643	4,422	3,395	3,830
Water-Sewer	87	91	96	107	122
Supplies	261	93	1,353	424	21,924
Vehicle Use	-	-	-	-	-
<b>TOTAL LANGLEY COVE</b>	<u>\$3,442</u>	<u>\$3,827</u>	<u>\$5,871</u>	<u>\$3,926</u>	<u>\$25,876</u>
90 433 000 1000 <b>PAUGUS</b>					
Labor	\$ -	\$516	\$ -	\$ -	\$ -
Lights-Power	4,256	3,860	4,908	4,409	4,958
Water-Sewer	87	92	80	106	121
Supplies	9,897	1,196	464	6,157	8,703
Vehicle Use	-	-	-	-	-
<b>TOTAL PAUGUS</b>	<u>\$14,240</u>	<u>\$5,664</u>	<u>\$5,452</u>	<u>\$10,672</u>	<u>\$13,782</u>
90 435 000 1000 <b>LAKESIDE AVE/WEIRS</b>					
Labor	\$ 89	\$ -	\$ -	\$ -	\$ -
Lights-Power	2,298	2,598	2,495	2,120	2,184
Water-Sewer	92	104	118	139	133
Supplies	<u>4,063</u>	-	<u>2,536</u>	<u>1,661</u>	-
<b>TOTAL LAKESIDE</b>	<u>\$6,542</u>	<u>\$2,702</u>	<u>\$5,149</u>	<u>\$3,920</u>	<u>\$2,317</u>
90 437 000 1000 <b>SHORE DRIVE</b>					
Labor	\$ -	\$ -	\$ -	\$ -	\$ -
Lights-Power	2,783	3,232	3,518	3,185	3,672
Water-Sewer	91	83	150	130	136
Supplies	<u>478</u>	<u>602</u>	<u>566</u>	<u>818</u>	<u>1,892</u>
<b>TOTAL SHORE DR.</b>	<u>\$3,352</u>	<u>\$3,917</u>	<u>\$4,234</u>	<u>\$4,133</u>	<u>\$5,700</u>
90 439 000 1000 <b>CHRISTMAS AVE</b>					
Labor	\$ 168	\$ -	\$ 69	\$ -	\$ -
Lights-Power	2,302	2,607	3,506	2,235	2,093
Supplies	<u>528</u>	<u>788</u>	<u>2,223</u>	<u>2,521</u>	<u>3,525</u>
<b>TOTAL CHRISTMAS AVE</b>	<u>\$2,998</u>	<u>\$3,395</u>	<u>\$5,798</u>	<u>\$4,756</u>	<u>\$5,618</u>
90 440 000 1000 <b>HILLCREST DRIVE</b>					
Lights-Power	\$2,137	\$3,632	\$3,870	\$3,312	\$2,553
Supplies	4,391	2,381	893	4,835	927
Vehicle Use	-	840	-	-	-
<b>TOTAL HILLCREST DR.</b>	<u>\$6,528</u>	<u>\$6,853</u>	<u>\$4,763</u>	<u>\$8,147</u>	<u>\$3,480</u>
90 441 000 1000 <b>EDGEWATER AVE.</b>					
Lights-Power	\$1,222	\$1,385	\$1,554	\$1,533	\$1,619
Supplies	<u>480</u>	<u>186</u>	<u>231</u>	<u>1151</u>	<u>160</u>
<b>TOTAL EDGEWATER</b>	<u>\$1,702</u>	<u>\$1,571</u>	<u>\$1,785</u>	<u>\$2,684</u>	<u>\$1,778</u>
90 443 000 1000 <b>MASS. AVE.</b>					
Labor	\$ -	\$169	\$ -	\$ -	\$ -
Lights-Power	1,766	1,699	1,696	1,994	1,832
Water-Sewer	88	92	98	105	131
Supplies	<u>15</u>	<u>14</u>	<u>386</u>	<u>1249</u>	<u>178.72</u>
<b>TOTAL MASS. AVE.</b>	<u>\$1,869</u>	<u>\$1,974</u>	<u>\$2,180</u>	<u>\$3,348</u>	<u>\$2,142</u>



**SANITARY SEWER FUND-CAPITAL OUTLAY**

**FY 2009-2010 BUDGET**

	<b>05-06</b>	<b>06-07</b>	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>09-10</b>	<b>CIP</b>
	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DEPT REQ</b>	<b>COUNCIL</b>	<b>Ranking</b>
Tel Meter Reading	\$60,000	\$60,000	\$60,000	\$60,000			
Gravity Sewer Mains			\$90,000	\$55,000			
Upgrade Existing Gravity Sewers					\$55,000	\$55,000	9
Manhole Line sweep cleaning							
Sanitary Sewer Study					\$30,000	\$30,000	6
Lawrence Ct/Old N Main Sewer Pump Stations				\$60,000			
TV Camera Monitoring Equipment				\$50,000			
Hillcrest Dr/Mass Ave Pumping Station			\$60,000				
Shore Dr Pump Station Upgrade	\$25,000	\$135,000					
Edgewater Avenue Pump Station		\$125,000					
<b>TOTAL SSF CAPITAL OUTLAY</b>	<b>\$85,000</b>	<b>\$320,000</b>	<b>\$210,000</b>	<b>\$225,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	

**SANITARY SEWER FUND CAPITAL OUTLAY**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

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

Replace sections of gravity sewer main on **Cross St. and Belknap St.** Other sections being considered for repair or replacement in the near future are sections on Dewey St. and Fenton Ave. 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.

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

***SANITARY SEWER STUDY -- \$ 30,000.***

These funds are requested for 2 main purposes.

First, compliance with new regulations issued in 2008 by the Environmental Protection Agency (EPA) in conjunction with N.H Department of Environmental Services (NH-DES) entitled CMOM (Capacity Management, Operation and Maintenance) regarding a program of maintenance, repair and reporting, must be in place within 18 months of this writing (currently required compliance anticipated by mid year 2010). Although we have budgeted for some of the required work in our Sanitary Sewer Fund operating budget this year, we anticipate need for services from specialty contractors to assist with some of the sewer system inspections to identify (and quantify) Infiltration & Inflow (I&I) into the system and to make repairs as required by the program.

Secondly, we have a basic guidance document for management of our sewer system known as our "**Sewerage Facilities Plan**". It was originally drafted in 1976 and later updated in 1999 by Hoyle, Tanner and Associates (HTA). This plan should be reviewed and updated in the coming 1 to 2 years, not only to re-evaluate our needs, but also to keep Laconia in compliance with requirement of NH-DES in order to apply for future grants under the Sewer Aid Grants (SAG) program.

These funds should enable us to make progress in both of these areas during the FY '09-10 budget year.

**LACONIA WATER WORKS**  
**OPERATING BUDGET - 2009-2010**

	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2009-2010</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
<b>REVENUES</b>							
Water Billing/Res & Com	\$1,379,033	\$1,500,280	\$1,574,487	\$ 1,724,980	\$1,698,774	\$1,731,458	\$1,731,458
Water Billing/Municipal	92,568	106,049	104,487	113,833	113,565	114,602	114,602
Fire Protection	59,075	60,569	62,278	66,651	65,238	67,816	67,816
Sewer Cost Allocations	77,527	81,509	86,056	87,912	87,915	93,278	93,278
Reimb/Swr Portion/ECR Mtr	60,000	60,000	59,993	58,613	-	-	-
Penalties	16,946	17,150	19,718	21,187	19,000	21,000	21,000
Labor Sold	83,793	57,276	73,754	71,804	35,000	35,000	35,000
Inventory Sold	20,655	14,752	8,821	7,757	8,000	7,000	7,000
Income From Meters	5,564	3,660	3,308	2,332	3,000	2,000	2,000
Equipment Rental	15,727	13,036	12,252	13,224	10,000	10,000	10,000
Water Testing Income	30,435	30,003	33,334	34,192	34,000	30,000	30,000
Backflow Prevention Tests	26,835	30,145	37,215	39,110	39,000	39,000	39,000
<b>TOTAL REVENUES</b>	<b>\$1,868,158</b>	<b>\$1,974,429</b>	<b>\$2,075,703</b>	<b>\$2,241,596</b>	<b>\$2,113,492</b>	<b>\$2,151,154</b>	<b>\$2,151,154</b>
<b>ADDITNL INCOME</b>							
Interest on Sav	\$32,224	\$48,937	\$62,968	\$59,834	\$48,000	\$32,000	\$32,000
Misc Income	7,956	2,245	31,471	15,079	4,000	4,000	4,000
Funds Trans From Savings	-	6,894	-	-	-	25,000	25,000
Funds Trans/SDC-CMA Bond 45.66/41.66	37,000	46,000	43,100	80,789	72,832	60,853	60,853
State Grant Funds-Trtmnt Plnt	42,515	40,212	37,888	35,555	33,064	11,523	11,523
Construction Maint. Assessment	76,722	71,199	60,117	68,237	30,000	30,000	30,000
Acme Building Rent	7,050	14,400	13,200	11,000	7,000	12,000	12,000
Cell Tower Rent	-	375	4,620	4,821	4,867	10,000	10,000
<b>TOTAL ADDITIONAL</b>	<b>\$203,468</b>	<b>\$230,261</b>	<b>\$253,364</b>	<b>\$275,315</b>	<b>\$199,763</b>	<b>\$185,376</b>	<b>\$185,376</b>
<b>TOTAL INCOME</b>	<b>\$2,071,625</b>	<b>\$2,204,689</b>	<b>\$2,329,067</b>	<b>\$2,516,911</b>	<b>\$2,313,255</b>	<b>\$2,336,530</b>	<b>\$2,336,530</b>

**LACONIA WATER WORKS**  
**OPERATING BUDGET 2009-2010**

	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>COUNCIL</u>
<b>EXPENSES</b>							
Regular Salaries	\$ 576,055	\$ 558,803	\$ 585,431	\$ 588,571	\$ 748,600	\$760,917	\$760,917
Over Time	24,319	26,195	29,831	34,726	30,800	30,800	30,800
Sick/Hurt	22,306	23,609	12,142	9,985	-	-	-
Holidays	25,987	26,212	26,943	28,007	-	-	-
Vacations	43,347	45,618	51,274	55,835	-	-	-
Longevity	1,410	1,200	1,320	1,380	1,140	1,170	1,170
<b>TOTAL SALARIES</b>	<b>\$693,425</b>	<b>\$681,636</b>	<b>\$706,941</b>	<b>\$718,506</b>	<b>\$780,540</b>	<b>\$792,887</b>	<b>\$792,887</b>
<b>Production Expenses</b>							
Water Testing	\$4,524	\$12,757	\$12,466	\$5,412	\$13,462	\$6,400	\$6,400
Equipment Maint Lakeport	1,751	331	27,667	1,745	500	500	500
Equipment Maint Briarcrest	3,212	358	121	-	500	1,700	1,700
Equipment Maint Treatment Plant	1,219	1,495	321	2,685	1,000	3,495	3,495
Equipment Maint Evergreens Stat	-	-	-	-	-	810	810
Equipment Maint Endicott Stat	-	-	-	-	500	1,388	1,388
Equipment Maint Lighthouse Stat	-	-	-	-	500	1,563	1,563
Equipment Maint Weirs Station	1,823	708	650	289	500	500	500
Purif Equip Maint Treatment Plant	425	865	989	1,818	1,360	2,100	2,100
Purif Equip Maint Longbay	-	-	-	-	690	560	560
Purif Equip Maint Briarcrest	95	327	396	515	640	560	560
Purif Equip Maint Evergreens	-	-	-	-	490	200	200
Purif Equip Maint Endicott Stat	-	-	338	380	640	560	560
Purif Equip Maint Lighthouse Stat	-	-	338	439	640	560	560
Purif Equip Maint Weirs	311	515	396	428	640	560	560
Laboratory	16,731	16,627	15,290	16,725	18,150	18,950	18,950
Well Head Protection Prog	1,497	422	70	19	250	-	-
Briarcrest Station Maint	49	92	146	513	200	200	200
Treatment Plant Maint	3,891	4,073	7,059	7,083	5,000	3,050	3,050
Evergreens Pump Station	-	-	-	8	200	200	200
Endicott Pump Station	-	8	1,436	200	200	200	200
Lighthouse Pump Stat	-	-	88	227	200	100	100
Weirs Booster Stat Maint	200	954	172	1,582	200	700	700
Tank Maint Lakeport	488	2,940	-	15	100	100	100
Tank Maint Long Bay	1,243	137	2	-	3,000	100	100
Tank Maint Briarcrest	97	111	118	2,905	100	100	100
Tank Maint Lighthouse	-	38	-	-	100	100	100
Tank Maint Weirs/Endicott tanks	322	2,893	2,404	52	1,300	100	100
Corrosion Control Program	63	90	61	-	60	-	-
Power - Lakeport	92,885	108,988	93,963	92,126	102,000	96,000	96,000
Power - Treatment Plant	32,281	36,743	33,322	31,655	37,600	32,600	32,600
Power - Long Bay	263	233	281	290	300	250	250
Power- Briarcrest	7,050	8,304	8,185	9,991	11,309	12,200	12,200
Power-Evergreens Station	-	-	-	-	4,900	2,500	2,500
Power-Endicott Station	-	-	-	-	8,600	5,000	5,000
Power- Lighthouse Station	-	-	-	-	4,900	2,500	2,500
Power - Weirs Booster Stat	5,678	6,776	5,881	6,226	7,500	6,200	6,200
Power - Weirs Tank	288	132	110	123	150	-	-
Heat - Treatment Plant	11,974	15,176	19,774	22,430	24,475	29,562	29,562
Heat-Evergreens Station	-	-	-	-	1,000	860	860
Heat-Endicott Station	-	-	-	639	1,500	1,500	1,500
Heat -Weirs Booster Stat	317	209	674	581	756	747	747
Sewer Dischg TP	8,311	9,062	9,637	17,252	12,000	15,000	15,000
Supplies-Water Production	32,236	42,864	39,606	40,238	47,830	79,850	79,850
Treatmnt Plnt Office Mach	223	185	185	185	250	250	250
Treatmnt Plnt Office Sup	728	975	1,334	1,455	1,200	1,300	1,300
Wet Well Maintenance	-	-	-	-	100	-	-
Vehicle Maint/Water Prod	3,297	3,635	4,113	4,822	4,990	4,850	4,850
CCR Program	2,794	2,958	3,102	3,217	3,800	4,000	4,000
Scada Maintenance	2,377	2,434	1,914	5,523	4,000	4,000	4,000
<b>Total Prod Exp</b>	<b>\$238,643</b>	<b>\$284,416</b>	<b>\$292,609</b>	<b>\$279,791</b>	<b>\$330,282</b>	<b>\$344,525</b>	<b>\$344,525</b>

**LACONIA WATER WORKS**  
**OPERATING BUDGET - 2009-2010**

	<u>2004-2005</u> <u>ACTUAL</u>	<u>2005-2006</u> <u>ACTUAL</u>	<u>2006-2007</u> <u>ACTUAL</u>	<u>2007-2008</u> <u>ACTUAL</u>	<u>2008-2009</u> <u>BUDGET</u>	<u>2009-2010</u> <u>DEPT REQ</u>	<u>2009-2010</u> <u>COUNCIL</u>
<b><i>Distribution Expense</i></b>							
Maint Gen Struc	\$8,098	\$11,280	\$13,068	\$12,863	\$15,100	\$14,050	\$14,050
Maint of Mains	19,079	18,398	19,286	30,132	30,000	30,000	30,000
Maint of Services	2,025	1,865	2,338	3,792	3,000	3,500	3,500
Maint of Hydrant	1,953	4,332	3,707	8,255	4,800	5,000	5,000
Maint of Meters	1,769	1,350	2,177	2,593	2,700	3,791	3,791
Maint of Tools	3,360	2,965	3,776	3,927	4,250	4,350	4,350
Backflow Prevention Prog	733	1,245	1,366	1,331	1,750	1,900	1,900
Sand.Grvl.Salt	(356)	1,807	991	2,204	1,500	1,750	1,750
<b>TOTAL DIST EXP</b>	<b>\$36,661</b>	<b>\$43,242</b>	<b>\$46,709</b>	<b>\$65,099</b>	<b>\$63,100</b>	<b>\$64,341</b>	<b>\$64,341</b>
<b><i>Billing Expense</i></b>							
Billing Expenses	\$15,476	\$15,819	\$16,291	\$17,296	\$18,735	\$19,075	\$19,075
Meter Reading	6,816	6,533	4,775	4,474	6,745	9,015	9,015
Office Supplies	2,026	2,401	1,969	2,073	2,500	2,500	2,500
<b>TOTAL BILL EXP</b>	<b>\$24,318</b>	<b>\$24,753</b>	<b>\$23,035</b>	<b>\$23,843</b>	<b>\$27,980</b>	<b>\$30,590</b>	<b>\$30,590</b>
<b><i>OTHER EXPENSES</i></b>							
P/R Taxes - SS	\$52,747	\$52,097	\$53,378	\$57,978	\$59,700	\$60,700	\$60,700
Unemployment Taxes	74	61	47	43	160	215	215
Medical Insurance	157,417	180,272	214,226	186,136	213,000	239,226	239,226
Retirement	38,355	42,748	43,479	59,984	64,500	71,500	71,500
Telephone	3,359	3,413	3,856	3,717	4,000	4,000	4,000
Postage	2,348	3,229	3,147	3,137	3,500	3,500	3,500
Insurances	24,953	29,548	40,092	41,327	42,600	44,250	44,250
Consulting Fees	4,071	648	2,135	1,147	2,000	2,000	2,000
Audit Expense	8,055	8,430	8,511	9,084	9,302	9,500	9,500
Computer Support	11,887	8,329	7,421	10,213	14,100	13,700	13,700
Meetings	351	301	317	298	600	500	500
Commissioners	84	-	-	-	-	-	-
Education	1,190	1,358	1,645	1,128	3,500	4,100	4,100
Bad Debts	-	7	3,902	-	250	250	250
Attorneys Fees	5,221	2,338	12,175	5,859	10,000	10,000	10,000
Arbitration Fees	-	-	-	500	-	-	-
Other Expenses/Misc	5,008	6,108	5,480	7,914	8,100	8,300	8,300
Purchases Discounts	(335)	(457)	(514)	(235)	(500)	(200)	(200)
Maint OFC Equip	986	965	663	901	1,000	1,000	1,000
Reserve/Contingency Fund	-	-	-	-	65,900	26,500	26,500
Safety Winnings/Reimb By City	(1,233)	-	(50)	(616)	-	-	-
<b>TOTAL OTHER EXP</b>	<b>\$314,538</b>	<b>\$339,395</b>	<b>\$399,910</b>	<b>\$ 388,514</b>	<b>\$ 501,712</b>	<b>\$ 499,041</b>	<b>\$ 499,041</b>

**LACONIA WATER WORKS**  
**OPERATING BUDGET - 2009-2010**

	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>COUNCIL</u>
<b>Other Charges</b>							
Maint of Houses	\$1,315	\$4,007	\$1,907	\$1,850	\$2,000	\$1,500	\$1,500
Depreciation	516,334	548,353	561,886	578,343	616,702	688,763	688,763
Interest on Bonds	50,164	38,646	27,026	15,408	3,790	85,000	85,000
Acme Building Maint	4,761	2,759	3,294	3,067	3,700	3,700	3,700
Loader Maintenance	1,413	1,451	1,648	1,833	2,300	2,800	2,800
Excavator Maint	3,986	3,306	2,670	4,410	3,300	3,000	3,000
Backhoe Maint	883	2,626	1,335	1,416	2,100	2,400	2,400
Vehicles Maint	9,830	13,586	13,135	14,709	16,100	15,000	15,000
Dump Trucks	1,871	1,420	2,347	2,223	2,600	2,600	2,600
Overhead Const	(24,177)	(15,563)	(17,513)	(15,890)	(17,500)	(15,000)	(15,000)
<b>TOTAL OTHER CHG</b>	<b>\$566,380</b>	<b>\$600,592</b>	<b>\$597,735</b>	<b>\$607,369</b>	<b>\$635,092</b>	<b>\$789,763</b>	<b>\$789,763</b>
<b>TOTAL UNBUDGETED ITEMS</b>							
Sewer Portion/ECR MTR Prog	\$60,000	\$60,000	\$59,993	\$58,613	-	-	-
<b>LESS LABOR/ECR PROG/SEWER</b>	<b>(3,930)</b>	<b>(4,314)</b>	<b>(3,870)</b>	<b>(4,013)</b>	<b>(4,000)</b>	-	-
<b>LESS LABOR/CAPITAL IMPROV</b>	<b>(45,889)</b>	<b>(17,303)</b>	<b>(37,948)</b>	<b>(15,257)</b>	<b>(17,500)</b>	<b>(76,950)</b>	<b>(76,950)</b>
<b>LESS LABOR/CAP RES PROJ</b>	<b>(4,723)</b>	<b>(25,212)</b>	<b>(10,266)</b>	<b>(4,013)</b>	<b>(4,000)</b>	-	-
<b>TOTAL EXPENSES</b>	<b>\$1,879,422</b>	<b>\$1,987,205</b>	<b>\$2,074,848</b>	<b>\$2,118,452</b>	<b>\$2,313,206</b>	<b>\$2,444,197</b>	<b>\$2,444,197</b>
<b>NET INCOME/LOSS</b>	<b>\$192,203</b>	<b>\$217,484</b>	<b>\$254,219</b>	<b>\$398,458</b>	<b>\$49</b>	<b>-\$107,667</b>	<b>(107,667)</b>
DEPRECIATION	516,334	548,353	561,886	578,343	616,702	688,763	688,763
UNEXPENDED FUND	53,278	96,572	101,121	125,562	440,000	650,000	650,000
FUNDS TRANSFERRED FROM CAP RESERVE	575,547	404,377	192,478	84,372	60,000	-	-
<b>TOTALS</b>	<b>\$1,337,362</b>	<b>\$1,266,787</b>	<b>\$1,109,704</b>	<b>\$1,186,736</b>	<b>\$1,116,751</b>	<b>\$1,231,096</b>	<b>\$1,231,096</b>
<b>CARRY OVERS</b>	<b>\$53,278</b>	<b>\$96,572</b>	<b>\$101,121</b>	<b>\$125,562</b>	<b>\$440,000</b>	<b>\$650,000</b>	<b>650,000</b>
CAPITAL BUDGET	159,170	75,391	162,825	312,576	457,100	524,000	524,000
PAYMENT-BONDS	155,720	155,720	155,720	155,720	155,720	55,720	55,720
FUNDS TRANSFERRED TO CAP RES #1	713,000	483,800	-	105,868	-	-	-
CAPITAL RESERVE FUND PROJECTS	575,547	404,377	192,478	84,826	60,000	-	-
<b>TOTALS</b>	<b>\$1,656,715</b>	<b>\$1,215,860</b>	<b>\$612,144</b>	<b>\$784,552</b>	<b>\$1,112,820</b>	<b>\$1,229,720</b>	<b>\$1,229,720</b>
<b>BALANCE/CAPITAL IMP FUND</b>	<b>(\$319,353)</b>	<b>\$50,926</b>	<b>\$497,560</b>	<b>\$402,184</b>	<b>\$3,931</b>	<b>\$1,376</b>	<b>\$1,376</b>

**LACONIA WATER WORKS**  
**CAPITAL BUDGET 2009-2010**

<b><u>CARRY OVER PROJECT:</u></b>	<b>DEPT REQ 2010</b>	<b>COUNCIL 2010</b>
Treatment Plant filter Bed Replacement Install 1-4	<b>\$650,000</b>	<b>\$650,000</b>
<b>TOTAL CARRYOVER PROJECTS:</b>	<b>\$650,000</b>	<b>\$650,000</b>
<b>2009/2010 Purchases</b>		
1 Ton Dump Truck	<b>\$40,000</b>	<b>\$40,000</b>
Painting of Acme Building	<b>25,000</b>	<b>25,000</b>
Office/Base Renovations	<b>100,000</b>	<b>100,000</b>
Welder	<b>2,500</b>	<b>2,500</b>
Turbidity Meter	<b>2,000</b>	<b>2,000</b>
Upgrade Electric at 992 Union Avenue	<b>3,000</b>	<b>3,000</b>
New Gate Long Bay Tank	<b>4,500</b>	<b>4,500</b>
Radio Read Device for Truck	<b>25,000</b>	<b>25,000</b>
Computers	<b>6,000</b>	<b>6,000</b>
Treatment Plant Pump Replacement	<b>20,000</b>	<b>20,000</b>
Treatment Plant Filter Bed Replacement (Install#5)	<b>100,000</b>	<b>100,000</b>
Engineering Maintenance Building	<b>25,000</b>	<b>25,000</b>
<b>TOTAL PURCHASES</b>	<b>\$353,000</b>	<b>\$353,000</b>
<b>PROJECTS - 2009/2010</b>		
Pitman Court 170' of 2" pvc	<b>17,500</b>	<b>17,500</b>
Ridgewood Avenue 875' of 2" pvc/40' of 8" DI	<b>85,000</b>	<b>85,000</b>
Taylor Street 550' of 2" pvc	<b>50,000</b>	<b>50,000</b>
Varney Court 210' of 2" pvc	<b>18,500</b>	<b>18,500</b>
<b>TOTAL PROJECTS 2009/2010</b>	<b>\$171,000</b>	<b>\$171,000</b>
<b>TOTAL PURCHASES &amp; PROJECTS</b>	<b>\$524,000</b>	<b>\$524,000</b>
<b>CAPITAL RESERVE PROJECTS</b>		
<b>TOTAL CAPITAL RESERVE PROJECTS</b>	<b>-</b>	<b>-</b>

**LACONIA WATER WORKS SALARIES  
EFFECTIVE JULY 1, 2009– June 30, 2010**

<u>NO. OF EMP</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>STEP</u>	<u>WEEKLY</u>	<u>ANNUALLY</u>
1	SUPERINTENDENT	25	3,4	1,436.00	77,480.83
1	COORDINATOR	17	3,4	1,053.20	56,031.46
1	WTR QUAL SUPER	17	Max	1,204.00	62,608.42
<hr/>					
3	TOTAL SALARIED EMPLOYEES				

<b>LACONIA WATER WORKS NON-SALARIED EMPLOYEES</b>											
<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	20.83	21.64	22.48	23.33	24.24	24.65	25.09	25.53	25.97
1	OFF MGR/CNTRLR	15	20.83	21.64	22.48	23.33	24.24	24.65	25.09	25.53	25.97
1	FOREMAN	13	18.60	19.42	20.29	21.21	22.17	22.61	23.06	23.52	23.99
3	TP OP II	12	17.69	18.49	19.33	20.18	21.09	21.50	21.93	22.37	22.82
1	BILLING CLERK	9	15.49	16.18	16.92	17.67	18.48	18.84	19.22	19.60	19.99
1	SEC/RECEPT	6	13.18	13.78	14.38	15.05	15.71	16.02	16.35	16.68	17.01
2	EQUIP OPER	4	17.09	17.84	18.65	19.49	20.37	20.78	21.20	21.62	22.05
3	LT EQUIP OPER	3	14.65	15.31	15.99	16.72	17.45	17.81	18.17	18.53	18.90

**LACONIA WATER WORKS ACTIVITIES:**

- Maintain the City Network of water lines. Maintain 515 hydrants, 6811 meters, and 1346 main gates.
- Operate and maintain the Water Treatment Plant, 6 Booster Stations and 6 Water Storage Tanks;
- Does all Water and Sewer Billing for 6285 water and 6639 sewer accounts quarterly.
- Provides customer service to all Water & Sewer Customers
- Maintain all employees files
- Process accounts payable and payroll
- Processes miscellaneous a/r billing and backflow billing
- Does all accounting functions including all reports for audit

**2009-2010 OBJECTIVES:**

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

**LACONIA WATER WORKS**  
**ACCOUNT DESCRIPTIONS**  
**FY 2009-2010 BUDGET**

**WATER TESTING (PREV. WATER PRODUCTION – LAKEPORT)**

This line funds the cost of compliance testing. The decrease is due to changes in mandatory water testing.

**EQUIPMENT MAINT LAKEPORT (PREV. PUMP MAINT – LAKEPORT)**

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

**EQUIPMENT MAINT BRIARCREST (PREV. PUMP MAINT – BRIARCREST)**

This line funds materials for maintaining the pumps, valves, and related equipment at the Briarcrest Station. The increase in this line item is for a scheduled repair of the backflow device.

**EQUIPMENT MAINT TREATMENT PLANT (PREV.PUMP MAINT - TREATMENT PLANT)**

This line funds materials for maintaining the pumps, valves, and related equipment at the Water Treatment Facility. The increase is to replace one air release valve on the clearwell pumps, purchase 1 filter level controller and servicing of the generator.

**EQUIPMENT MAINT EVERGREENS STATION** - This is a new item for the maintenance of the pumps, valves and related equipment at the Evergreens Station. This item includes the propane for running the generator.

**EQUIPMENT MAINT ENDICOTT STATION (PREV. PUMP MAINT – ENDICOTT STATION)**

This line funds materials for maintaining the pumps, valves, and related equipment at the Endicott Pump Station. This line item includes the diesel for running the generator. The increase in this line item is due to increase costs for installing 2 mechanical hour meters as well as increases in the cost of diesel.

**EQUIPMENT MAINT LIGHTHOUSE STATION (PREV. PUMP MAINT – LIGHTHOUSE STATION)**

This line funds materials for maintaining the pumps, valves, and related equipment at the Lighthouse Pump Station. This line item includes the diesel for running the generator. The increase in this line item is due to increase costs for installing 3 mechanical hour meters as well as increases in the cost of diesel.

**EQUIPMENT MAINT WEIRS (PREV. PUMP MAINT – WEIRS)**

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

**PURIF EQUIP MAINT – TREATMENT PLANT (PREV.LKPT)**

This line funds spare parts for chemical pumps. The increase is for a new chemical transfer pump and PVC fittings.

**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 decrease is due to the cost of CL17 reagents being less than a new chlorine pump.

**PURIF EQUIP MAINT - BRIARCREST**

This line funds the maintenance of the purification equipment at the Briarcrest station. The decrease is due to less funds being allocated for spare pump parts.

**PURIF EQUIP MAINT – EVERGREENS STATION**

This line funds the maintenance of the purification equipment at the Evergreen's Booster Station. The decrease is due to an anticipated decrease to maintain the equipment.

**PURIF EQUIP MAINT – ENDICOTT STATION**

This line funds the maintenance of the purification equipment at the Endicott Booster Station. The decrease is due to less funds being allocated for spare pump parts.

**PURIF EQUIP MAINT – LIGHTHOUSE STATION**

This line funds the maintenance of the purification equipment at the Lighthouse Booster Station. The decrease is due to less funds being allocated for spare pump parts.

**PURIF EQUIP MAINT – WEIRS STATION**

This line funds the maintenance of the purification equipment at the Weirs Booster Station. The decrease is due to less funds being allocated for spare pump parts.

**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 increase costs from vendors.

**WELL HEAD PROTECTION PROGRAM**

This line funds materials to run a State Mandated Program of the surrounding area from the Intake in Paugus Bay to determine that businesses are in compliance with regulations. This line item has been eliminated as of 2010. Any future costs will be absorbed under purification expenses.

**BRIARCREST STATION MAINT**

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

**TREATMENT PLANT MAINT**

This line funds the supplies allocated for maintaining the Treatment Plant Building. These include process floor lamp ballast, cleaning materials, paint and supplies, miscellaneous supplies, rental of buffing machine for lab floor, fire extinguisher service, boiler service, service contracts and tools. The decrease in this item is due to some items being reallocated to the Equipment Maintenance Treatment Plant line item.

**EVERGREENS PUMP STATION MAINTENANCE**

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

**ENDICOTT PUMP STATION MAINT**

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

**LIGHTHOUSE PUMP STATION MAINT**

This line funds the supplies allocated for maintaining the Lighthouse Pump Station. The decrease is due to an anticipated decrease to maintain the pump station.

**WEIRS BOOSTER STATION MAINT**

This line funds the supplies allocated for maintaining the Weirs Booster Station Maintenance. The increase is for installing stockade fencing at the Weirs Booster Station.

**TANK MAINT – LAKEPORT**

This line funds the supplies for maintaining the Lakeport Tank.

**TANK MAINT - LONG BAY**

This line funds the supplies for maintaining the Long Bay Tank. The decrease is due to the tank not being scheduled for inspection.

**TANK MAINT - BRIARCREST**

This line funds the supplies for maintaining the Briarcrest Tank.

**TANK MAINT LIGHTHOUSE**

This line funds the supplies for maintaining the Lighthouse Tank.

**TANK MAINT/WEIRS – ENDICOTT TANKS**

This line funds the supplies for maintaining the Weirs Tanks. The decrease is due to the removal of the vault work.

**CORROSION CONTROL PROGRAM**

This line funds the cost of the test coupons for monitoring the corrosion of pipes at several locations within the water distribution system and the cost to have them analyzed. This item has been incorporated into water testing.

**POWER - LAKEPORT**

This line funds the power bill for the base station located at 988 Union Avenue, which includes the electrical cost of pumping the water from the lake to the water treatment plant as well as the power used in the office and the garages. The decrease is due to the pumps being run less hours.

**POWER - TREATMENT PLANT**

This line funds the power bill for the Water Treatment Plant including the fuel for the running of the emergency generator. The decrease is due to less pumping hours.

**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 as well as power for the SCADA system. The decrease is due to less power being used at the Long Bay Tank location.

**POWER - BRIARCREST**

This line funds the power bill for the Briarcrest Tank and the Briarcrest Pumping Station. The increase is due to an increase in power being used at these locations.

**POWER – EVERGREENS PUMP STATION**

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

**POWER – ENDICOTT STATION**

This line item funds the cost of power for the Endicott Station if we take over the power bills. This is an estimated cost as we currently do not pay for the power bills for this location.

**POWER – LIGHTHOUSE STATION**

This line item funds the cost of power for the Lighthouse pump station if we take over the power bills. This is an estimated cost as we currently do not pay for the power bills for this location.

**POWER - WEIRS BOOSTER STAT**

This line funds the cost of power for the Weirs Booster Station that includes the power for supplying the Weirs water distribution system. The decrease is based on the actual usage of power at this location.

**POWER - WEIRS TANK**

This line funds the cost of power for the Weirs Water Tank.

**HEAT - TREATMENT PLANT**

This line funds the amount for heating the treatment plant facility. The increase is due to the heating fuel cost increase.

**HEAT – EVERGREENS STATION**

This line funds the cost of heating the Evergreens Booster Station. The decrease is due to an anticipated drop in gallons used to heat this location.

**HEAT – ENDICOTT STATION**

This line funds the cost of heating the Endicott Booster Station.

**HEAT - WEIRS BOOSTER STAT**

This line funds the cost of heating the Weirs Booster Station. The decrease is due to a drop in the number of gallons used to heat this location.

**SEWER DISCHG TP**

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

**SUPPLIES - WATER PRODUCTION/CHEMICALS**

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

**TREATMENT PLANT OFFICE MACHINES**

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

**TREATMENT PLANT OFFICE SUPPLIES**

This line funds the amount for the purchasing of office supplies for the treatment plant. The increase is due to increase in costs.

**WET WELL MAINTENANCE**

This line funds the amount maintenance/cleaning of the wet well. This line item has been eliminated as of 2010; future expenses will be absorbed under the Equipment Maint. - Lakeport line item.

**VEHICLE MAINTENANCE/WATER PRODUCTION**

This line funds the amount for the maintenance of 3 trucks used by the treatment plant personnel for the checking of the pumping stations and grounds maintenance. The decrease is due to an anticipated decrease in maintenance items.

**CONSUMER CONFIDENCE REPORT**

This line funds the amount for the mandated Consumer Confidence Report Program, including the printing of the brochure and the postage to send them out. The increase is due to an additional amount of brochures being printed and sent out and postage costs.

**SCADA MAINTENANCE** – This line funds the anticipated costs for spare equipment, replacement parts, and service for the SCADA system.

**MAINT GEN STRUC**

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 painting/window repairs.

**MAINT OF MAINS**

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

**MAINT OF SERVICES**

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

**MAINT OF HYDRANT**

This line funds the materials for repairing hydrants as well as any preventative maintenance such as the hydrant run. The increase is due to increases in hydrant repair parts.

**MAINT OF METERS**

This line funds the materials for changing, recalibrating, repairing, and sealing water meters. The increase is due to cost associated with converting any meters that have not been converted by the end of fiscal year 2009.

**MAINT OF TOOLS**

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

**BACKFLOW PREVENTION PROG**

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

**SAND, GRVL, SALT**

This line funds the cost of sand and salt for maintaining plowed areas during the winter season. The increase is due to increase in cost of materials.

**BILLING EXPENSE**

This line funds the supplies and postage costs for the billing of water and sewer accounts. The increase is due to an increased number of water & sewer bills, the cost of postage and billing supplies.

**METER READING**

This line funds the costs for the postage for the meter reading tickets being mailed out and returned to the Water Works from customers. This also includes the cost of the meter reading tickets as well as the telephone line designated to the automated telephone meter reading equipment. This also covers the support cost for both meter-reading software modules. The increase in this line item is for the costs associated with converting any meters that have not been converted by the end of fiscal year 2009 as well as increases in postage costs.

**OFFICE SUPPLIES**

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

**P/R TAXES - SS**

This line funds the Water Works portion for Medicare (1.45%) and Social Security (6.20%) expenses paid on behalf of the employees. The increase is due to increases in wages.

**UNEMPLOYMENT TAXES**

This line funds the unemployment tax paid to the NHMA Unemployment Compensation Trust based on the first \$8,000 of the employees wages times the contribution rate. The increase is due to an increase in the contribution rate.

**MEDICAL INSURANCE**

This line funds the cost for Health Insurance for 15 full time Water Works employees. The increase is due to estimated increased costs.

**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 the employer's rate of contribution.

**TELEPHONE**

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

**POSTAGE**

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

**INSURANCES**

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

**CONSULTING FEES**

This line funds Engineering Services.

**AUDIT EXPENSE**

This line funds the Cost for the Water Works audit and is based on a contract with our auditors. The increase is due to increased costs.

**COMPUTER SUPPORT**

This line funds the anticipated cost for the Water Works' portion of the City's MIS Person and the fees for software support. The decrease is due to less funds being allocated for software.

**MEETINGS**

This line funds attending meetings such as American Water Works Association. The decrease is due to an anticipated drop in the number of meetings attended.

**EDUCATION**

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

**BAD DEBTS**

This line funds an allowance for unpaid account receivables.

**ATTORNEY'S FEES**

This line funds the fees to the Water Works attorney for legal opinions as well as any legal matter that may arise.

**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 due to anticipated decreases in miscellaneous expenses.

**PURCHASES DISCOUNTS**

This line represents the amount of discounts that will be received by paying invoices prior to the 30-day net. The decrease is due to less discounts being available.

**MAINT OFC EQUIP**

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

**RESERVE/CONTINGENCY FUND**

This line funds the amount to cover unexpected necessary expenses. The decrease is due to less funds being available.

**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. The decrease is due to anticipated decrease in house repairs.

**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 2009/2010. The increase is due to an increase in fixed assets being depreciated.

**INTEREST ON BONDS**

This line funds the amount that the Water Works will pay for the interest portion of the Water Treatment Plant Bonds during the fiscal year. This line item has not been funded because the final payment on the Treatment Plant Bonds is July 2009.

**ACME BUILDING MAINT**

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

**LOADER MAINTENANCE**

This line funds the repairs and the cost of diesel for the Loader. The increase is due to hydraulic system oil costs.

**EXCAVATOR MAINTENANCE**

This line funds the cost of diesel and the materials for the maintenance of the Volvo Excavator. The decrease is due to a decrease in the number of gallons of diesel that will be purchased.

**BACKHOE MAINT**

This line funds the repairs, maintenance, and the cost of diesel for the JCB Backhoe. The increase is due to replacement pads for the arms.

**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 primarily to the decrease in scheduled repairs.

**DUMP TRUCKS MAINTENANCE**

This line funds the repairs, maintenance and the cost of diesel for two dump trucks.

**OVERHEAD CONSTRUCTION**

This line represents the amount that we bill ourselves for the usage of our equipment on Water Works jobs. The decrease is due to an anticipated decrease in internal jobs.

**PAYMENT-BONDS**

This line funds the amount that the Water Works will pay on the principle for the Water Treatment Plant bonds during this fiscal year. The decrease is due to one bond being paid off in the previous fiscal year.

**FUND TRANSFER TO CAPITAL RESERVE # 1** -This line represents the funds used for Capital Reserve Projects.

**INTERNAL SERVICE FUND  
FY 2009-2010 BUDGET**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2009-2010</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>COUNCIL</u>
<b>REVENUES</b>							
92-301-001-0401 Administration	\$ -	\$25	\$38	\$22	\$100	\$100	\$100
92-301-001-0411 Assessing	3,458	5,987	5,867	6,113	8,500	8,000	8,000
92-301-001-0407 Code	2,022	2,514	2,442	4,440	6,500	7,500	7,500
92-301-001-0417 Elections	225	315	212	300	400	400	400
92-301-001-0403 Finance	165	627	240	728	500	800	800
92-301-001-0445 Fire	117,797	146,730	165,476	164,835	167,500	185,018	170,018
92-301-001-0404 Licensing	310	350	502	215	500	500	500
92-301-001-0448 Motorcycle Week	2,529	2,233	2,867	2,162	3,300	2,500	2,500
92-301-001-0479 Recreation & Facilities	53,298	49,431	77,920	65,504	59,000	54,900	54,900
92-301-001-0405 Planning	1,175	2,648	1,650	2,597	3,000	3,000	3,000
92-301-001-0437 Police	167,000	196,992	211,216	245,788	225,000	223,000	213,000
92-301-001-0500 Public Works	327,413	333,136	314,477	284,776	327,000	300,000	285,000
92-301-001-0493 PW-Solid Waste	2,470	1,894	224	2,491	2,000	2,500	2,500
92-301-001-0415 Records	225	165	155	205	300	300	300
92-301-001-9999 Other	25,416	35,221	32,614	37,125	36,000	30,000	30,000
92-301-001-0900 SSF	54,064	42,843	38,402	27,873	34,000	30,000	30,000
92-301-001-0477 Welfare	70	-	-	125	100	150	150
<b>TOTAL REVENUE</b>	<b>\$757,637</b>	<b>\$821,111</b>	<b>\$854,302</b>	<b>\$845,299</b>	<b>\$872,700</b>	<b>\$848,668</b>	<b>\$808,668</b>
<b>EXPENSES</b>							
92-401-101-0001 SALARIES	\$126,561	\$138,889	\$143,239	\$129,706	\$143,957	\$149,469	\$149,469
92-401-105-0001 OVERTIME	1,523	1,594	314	1,189	1,500	1,500	1,500
92-429-120-0000 FICA	10,122	11,079	11,188	9,916	11,130	11,434	11,522
92-429-135-0000 NH RETIRE.	7,847	9,862	9,959	11,168	12,713	13,587	9,306
92-433-125-0000 WC	10,076	9,530	8,134	6,250	8,411	8,500	6,830
92-429-130-0000 HEALTH INS.	39,233	30,467	33,919	39,403	46,464	48,622	33,622
92-401-109-0000 LONGEVITY	990	600	300	360	360	360	360
92-401-200-0000 OPERATING EXP	-	9,900	12,840	12,981	13,000	13,500	13,500
92-401-391-0000 DEPRECIATION	210,350	242,540	267,022	287,767	336,664	287,696	287,696
92-401-214-0000 TOOLS, SUPPLIES	36,332	29,898	42,280	44,230	40,000	40,000	40,000
92-401-215-0000 REPAIR, PARTS	83,343	69,158	76,217	114,651	75,000	97,393	87,393
92-401-239-0000 OIL	2,545	3,170	7,090	9,052	7,000	8,500	8,500
92-401-240-0000 TIRES	18,059	21,015	20,245	36,312	21,000	21,000	21,000
92-401-241-0000 GAS/DIESEL	131,185	150,490	146,977	201,685	151,111	142,607	133,470
92-401-251-0000 CLOTHING ALLOWANCE	1,713	1,842	1,459	1,709	1,500	1,500	1,500
92-401-303-0000 MISC	525	7,485	1,378	1,774	3,000	3,000	3,000
<b>TOTAL EXPENSES</b>	<b>\$680,404</b>	<b>\$737,519</b>	<b>\$782,561</b>	<b>\$908,154</b>	<b>\$872,700</b>	<b>\$848,668</b>	<b>\$808,668</b>

**INTERNAL SERVICE FUND**  
**FY 2009-2010 BUDGET**

**SALARIES**

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief Mechanic	14	10	52	40	\$23.74	\$949.60	<u>\$49,379.20</u>
							<b>Total ISF-Fire</b>	<b>\$49,379.20</b>
1	General Foreman	16	6	52	40	\$25.56	\$1,022.40	\$53,164.80
1	Gen Equip Oper.	45	8	52	40	\$22.56	\$902.40	<u>\$46,924.80</u>
							<b>Total ISF-PWD</b>	<b>\$100,089.60</b>

**SPECIAL REVENUE**

**MOTORCYCLE WEEK**  
**FY 2009-2010**

**MOTORCYCLE WEEK\*\***  
**FY 2009-2010 SPECIAL REVENUE**

	<u>04-05</u> <u>ACTUAL*</u>	<u>05-08</u> <u>ACTUAL</u>	<u>08-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>2008-2009</u> <u>BUDGET</u>	<u>2009-2010</u> <u>DEPT REQ</u>	<u>2009-2010</u> <u>MANAGER</u>	<u>2009-2010</u> <u>COUNCIL</u>
<b>Revenues</b>								
87-301-004-0000	Boardwalk/Lakeport	\$25,000	\$28,500	\$33,500	\$33,400	\$40,000	\$33,000	\$33,000
87-301-004-0005	Licensing	161,375	147,875	166,875	131,225	160,000	130,000	130,000
87-301-004-0003	Photo Tower/Bike Show	1,874	2,686	3,022	2,729	3,000	2,500	2,500
87-301-004-0004	Site Review Revenue	17,125	21,340	19,600	16,500	23,000	16,000	16,000
87-301-004-0006	Other	-	780	3,818	1,545	700	1,000	1,000
	<b>Total Revenues</b>	<b>\$205,374</b>	<b>\$201,181</b>	<b>\$226,815</b>	<b>\$185,399</b>	<b>\$226,700</b>	<b>\$182,500</b>	<b>\$182,500</b>
<b>Expenses</b>								
<b>SALARIES</b>								
87-448-101-0001	POLICE- Out of Town Police*	\$58,712	\$88,627	\$73,784	\$85,056	\$90,000	\$90,000	\$82,980
87-448-105-0000	POLICE- Overtime	31,024	26,278	31,479	25,512	35,000	29,000	26,000
87-448-101-0003	YOUTH SERVICES- Staffing	1,267	1,179	1,329	1,309	1,400	1,400	1,400
87-448-101-0005	DPW- Labor	7,585	2,327	2,618	3,028	5,000	5,000	3,500
87-448-105-0010	FIRE- Extra Duty Labor	20,211	25,127	24,197	23,814	30,900	30,000	25,000
87-448-103-0000	FIRE- Part time/call Company Coverage	3,864	2,505	152	-	4,000	2,000	2,000
87-448-101-0006	Food Inspections/Support	1,851	1,940	1,640	-	5,650	2,500	2,500
	<b>TOTAL SALARIES</b>	<b>\$122,514</b>	<b>\$147,983</b>	<b>\$135,199</b>	<b>\$120,519</b>	<b>\$171,950</b>	<b>\$159,900</b>	<b>\$143,390</b>
<b>STATION W</b>								
87-448-202-0000	Lights/ Power	\$ -	\$ -	\$ -	\$282	\$500	\$300	\$300
87-448-210-0000	Building Supplies	102	122	129	128	300	150	150
87-448-235-0000	Building Maintenance	529	776	280	1,573	400	500	500
	<b>TOTAL STATION W</b>	<b>\$631</b>	<b>\$698</b>	<b>\$409</b>	<b>\$1,983</b>	<b>\$1,200</b>	<b>\$950</b>	<b>\$950</b>
<b>OTHER</b>								
87-448-201-0000	PD Telephone	\$ 223	\$1,199	\$573	\$88	\$1,200	\$1,200	600
87-448-208-0000	PD Printing	171	104	43	-	600	600	300
87-448-214-0000	PD Supplies	1,119	572	516	685	1,500	1,500	700
87-448-233-0000	PD Equipment Maint./ Rental	1,353	1,654	1,887	2,024	1,800	1,800	1,800
87-448-233-0010	PD Radio Maintenance	-	-	670	38	400	400	400
87-448-234-0012	DPW- Vehicle Usage	2,529	2,093	2,867	2,162	3,300	3,300	2,500
87-448-251-0000	PD Uniforms	205	350	198	342	350	350	350
87-448-300-0004	DPW-Signs, Materials, Supplies	2,082	-	3,759	2,839	4,000	4,000	3,000
87-448-300-0006	DPW- Traffic Counts	500	500	500	500	750	750	500
87-448-300-0016	PD Miscellaneous	467	477	400	388	500	500	500
87-448-303-0030	PD Lodging	11,000	12,285	6,510	9,450	8,000	8,000	8,000
87-448-303-0040	FIRE- Food	397	624	-	-	400	400	-
87-448-304-0000	DPW- Sweeping Contractor	3,659	3,000	3,000	2,733	3,750	3,750	3,000
87-448-304-0010	DPW- Trash Collection	12,180	5,528	6,493	5,937	15,000	12,000	8,000
87-448-304-0020	Food Service	18,997	3,890	2,125	1,486	4,000	2,000	2,000
87-448-304-0080	DPW- Chemical Toilets	6,253	5,812	4,824	4,086	6,000	6,000	4,500
87-448-304-0080	Lighting Rentals	-	1,632	2,024	2,010	2,000	2,000	2,010
87-448-401-0437	Equipment-Police	-	-	-	2,175	-	-	-
87-448-401-0445	Equipment-Fire	-	-	-	7,161	-	-	-
87-448-401-0500	Equipment-Public Works	-	-	-	5,800	-	-	-
	<b>TOTAL OTHER</b>	<b>\$61,135</b>	<b>\$39,700</b>	<b>\$38,389</b>	<b>\$49,882</b>	<b>\$53,550</b>	<b>\$ 48,550</b>	<b>\$ 38,160</b>
	<b>DEPT. O&amp;M TOTAL</b>	<b>\$184,280</b>	<b>\$188,581</b>	<b>\$171,997</b>	<b>\$172,384</b>	<b>\$226,700</b>	<b>\$ 209,400</b>	<b>\$ 182,500</b>

\*An additional \$20,000 was spent in FY05 for salaries out of carryforwards

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

**MOTORCYCLE WEEK**  
**FY 2009-2010 BUDGET**

***POLICE-Salaries Police / Security / Traffic***

This level-funded 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. We have proposed a \$6,000.00 cut from last year's budget.

***YOUTH SERVICES-Staffing***

This line item funds the cost of staffing and maintaining a temporary, processing center for youthful offenders during the Motorcycle Week event.

***DPW-Labor***

This line item funds the actual cost of additional Public Works employees for the week. This line has held constant and only reflects overtime for these employees.

***FIRE-Extra Duty Labor***

This line item funds the cost of additional manpower throughout the event. The increase reflects the new overtime rate per the Union contract. In addition, there is a \$3,000 increase so that extra personnel can be placed in service on the first weekend. The increase amounts to approximately 95 hours of additional coverage. The majority of this increase is to provide for 2 additional firefighters each shift for the first weekend, including Friday night, and to increase staffing at the Weirs by 1 firefighter each weeknight, until midnight. The crowds are getting larger on the first weekend, which results in the need for additional staff. During the weeknights, we continually get dispatched to multiple calls and these calls historically are severe and require extra resources. The hospital has agreed to staff an additional ambulance starting on the first weekend throughout the event. Our budget provides staff to improve fire suppression capability and respond to multiple calls. Without the extra coverage we are continually stripping the City of its basic fire protection.

***FIRE-Part time & Call Company Coverage***

This line funds additional part-time coverage needed for the final weekend. The Call Company and out of town firefighters are used to supplement the full time staff throughout the City. They are utilized primarily on Friday night, and all day Saturday. The staff supports the Central Station crew and provides coverage to the Lakeport area. The delays to calls due to increased traffic require that a larger force be available downtown and in Lakeport.

***FIRE-Part time Inspector***

This line is requested to fund additional staffing needed for inspections

***FOOD INSPECTIONS/SUPPORT***

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

***STATION W-Lights & Power***

This line item funds the cost of lights and power at Laconia Police Station W, specifically related to the Motorcycle Week Detail.

***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.

***POLICE-Telephone***

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

***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. We have level funded this line item.

***POLICE-Supplies***

This line item funds the cost of office supplies and general supplies associated with routine operation of Station W. We have level funded this line item.

***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. We have level funded this line item.

***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. We have level funded this line item.

***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.

***POLICE-Uniforms***

This line item funds the cost of uniforms and duty equipment for employees, specifically related to the Motorcycle Week Detail. It includes the maintenance of uniforms needed for supplemental Traffic Control personnel. We have level funded this line item.

***DPW-Signs, Materials, Supplies***

The demand for special signs, special pavement markings, fencing, barricades, warning lights, etc., continues to be considerable. Last year's budget line here was increased to \$4,000 and found to be adequate. We have requested the same amount for this budget. This appropriation is important in order to provide for the needed materials and supplies to respond to requests of the Police and Fire Departments and others.

***DPW-Traffic Counts***

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

***POLICE- Legal & Contingencies (Misc)***

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. We have level funded this line item.

***POLICE-Lodging***

This line item funds the cost of lodging of personnel specifically related to the Motorcycle Week Detail. This item reflects acquiring an adequate amount of rooms at a local motel, which for many years has offered the City a very attractive rate for rooms considering the event. Again, it is hoped that the continued cooperation from this local business is available in 2010, but if it is not, for any reason, this amount could rise even higher, if there is a need to negotiate with another for comparable services. We have requested level funding for this line item.

***FIRE-Food***

This line item funds the cost of food specifically related to Motorcycle Week. This line has not been funded by the Manager. Fire food will be paid out of the other food service line.

***FIRE-Linens***

This line item funds additional linens needed for Motorcycle Week.

***DPW-Sweeping Contractor***

This line item funds the cleanup during and after the event. This line has been level funded for the coming year as it appears adequate based on recent history of costs for same.

***DPW-Trash Collection***

This line item funds the cost of trash collection and disposal, specifically related to the event. This line has been decreased by \$3,000 to a new total of \$12,000. While last year's request of \$15,000 exceeded our need, we do not recommend reducing this appropriation below the recommended \$12,000. Experience has proven that solid waste demands and costs for this event can vary widely and this critical service needs to be adequately funded.

***Food Service***

This line item funds the cost of food services, specifically related to the Motorcycle Week Detail. Bottled water for all of the detail officers as well as one meeting with the heads of various law enforcement groups comes out of this line item. We have requested a reduction of \$2,000.00 from last year's budget.

***DPW-Chemical Toilets***

This line item funds the cost of Chemical Toilets for the event. This line has been level funded for the coming year as it appears adequate based on recent history of costs for same.

***Lighting Rentals***

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

**Tax Increment Financing District  
Downtown  
FY 2009-2010 BUDGET**

	<b>2009-2010 MANAGER</b>
Estimated captured value	\$7,450,650
Estimated Tax Rate	\$14.72 *
Estimated Revenues	\$109,674

These funds will complete another phase in the Riverwalk Project.

\*without state school portion