

**CITY OF LACONIA EXPENDITURE PLAN
FY 2011-2012**

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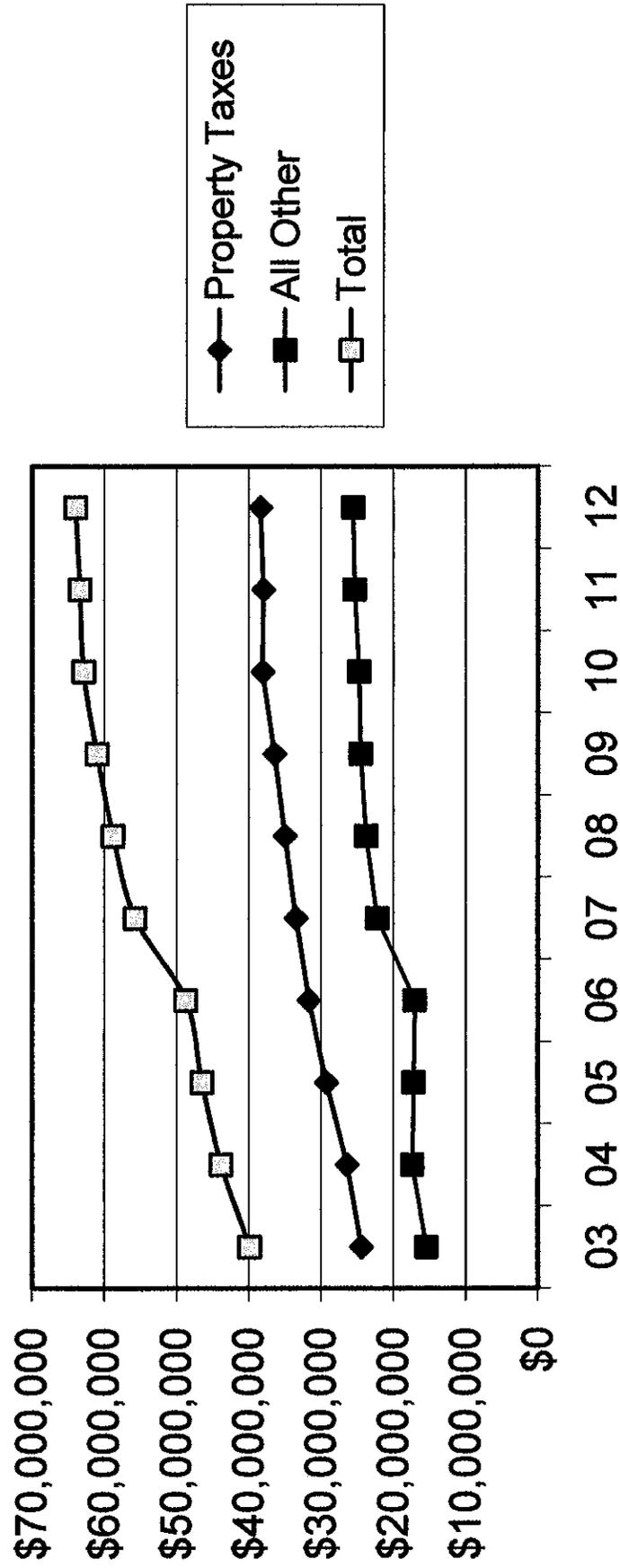
**CITY OF LACONIA-EXPENDITURE PLAN
FISCAL YEAR 2011-2012**

	2010-11*	2011-12	%DEPT	2011-12	% MANGR	2011-12	%COUNCIL
DEPARTMENTS	COUNCIL	DEPT REQ	11-12	MANAGER	11-12	COUNCIL	11-12
1. ADMINISTRATION	\$204,394	\$204,394	0.0%	\$204,394	0.0%	\$204,394	0.0%
a.CAPITAL OUTLAY	\$1,260,512	\$2,212,000	75.5%	\$1,040,000	-17.5%	\$1,190,000	-5.6%
b.NON DEPARTMENTAL	\$381,872	\$229,057	-36.7%	\$654,301	80.8%	\$1,258,862	247.9%
c.SPECIAL ITEMS	\$194,948	\$257,892	32.3%	\$194,573	-0.2%	\$184,573	-5.3%
d.LICENSING BOARD	\$10,037	\$10,162	1.2%	\$10,162	1.2%	\$10,162	1.2%
2. ASSESSING	\$226,606	\$234,229	3.4%	\$230,548	1.7%	\$224,853	-0.8%
3. CODE ENFORCEMENT	\$153,117	\$154,099	0.6%	\$147,222	-3.8%	\$147,222	-3.8%
4. CONSERVATION COM	\$3,970	\$3,970	0.0%	\$3,970	0.0%	\$3,970	0.0%
5. FINANCE							
a.EMPLOYEE BENEFITS	\$1,204,712	\$1,436,262	19.2%	\$1,373,626	14.0%	\$1,377,272	14.3%
b.FISCAL	\$515,193	\$552,919	7.3%	\$506,787	-1.6%	\$506,787	-1.6%
c.INSURANCE	\$423,500	\$478,544	13.0%	\$463,044	9.3%	\$463,044	9.3%
d.PRINCIPAL & INTEREST	\$1,416,005	\$1,427,530	0.8%	\$1,267,530	-10.5%	\$1,241,288	-12.3%
e.REIMBURSABLES	\$151,000	\$151,000	0.0%	\$180,000	19.2%	\$180,000	19.2%
6. FIRE	\$3,412,976	\$3,659,888	7.2%	\$3,440,088	0.8%	\$3,401,798	-0.3%
7. LEGAL	\$90,900	\$120,900	33.0%	\$117,900	29.7%	\$117,900	29.7%
8. LIBRARY	\$763,301	\$800,457	4.9%	\$756,391	-0.9%	\$743,689	-2.6%
9. PLANNING	\$297,852	\$314,430	5.6%	\$296,985	-0.3%	\$296,985	-0.3%
10. POLICE	\$4,479,769	\$4,790,334	6.9%	\$4,649,998	3.8%	\$4,675,938	4.4%
11. PUBLIC WORKS	\$2,381,345	\$2,409,683	1.2%	\$2,315,882	-2.7%	\$2,315,882	-2.7%
a.SOLID WASTE	\$1,890,372	\$1,965,000	3.9%	\$1,931,618	2.2%	\$1,911,618	1.1%
12. RECORDS							
a.CITY CLERK	\$135,863	\$142,454	4.9%	\$134,091	-1.3%	\$134,091	-1.3%
b.ELECTIONS	\$32,500	\$33,320	2.5%	\$33,320	2.5%	\$33,320	2.5%
13. RECREATION & FACILITIES	\$614,740	\$671,950	9.3%	\$586,387	-4.6%	\$586,387	-4.6%
a.CITY HALL MAINT	\$75,950	\$78,291	3.1%	\$78,291	3.1%	\$78,291	3.1%
b.COMMUNITY CENTER	\$46,992	\$45,838	-2.5%	\$45,838	-2.5%	\$45,838	-2.5%
c.POLICE STATION	\$112,717	\$110,731	-1.8%	\$110,731	-1.8%	\$110,731	-1.8%
14. WELFARE	\$201,860	\$200,465	-0.7%	\$184,877	-8.4%	\$184,877	-8.4%
TOTAL CITY APPROPRIATION	\$20,663,003	\$22,695,799	9.8%	\$20,958,554	1.4%	\$21,629,772	4.7%

*This column revised to reflect transfer in the salary and benefits line to contingency soon after the budget was passed.

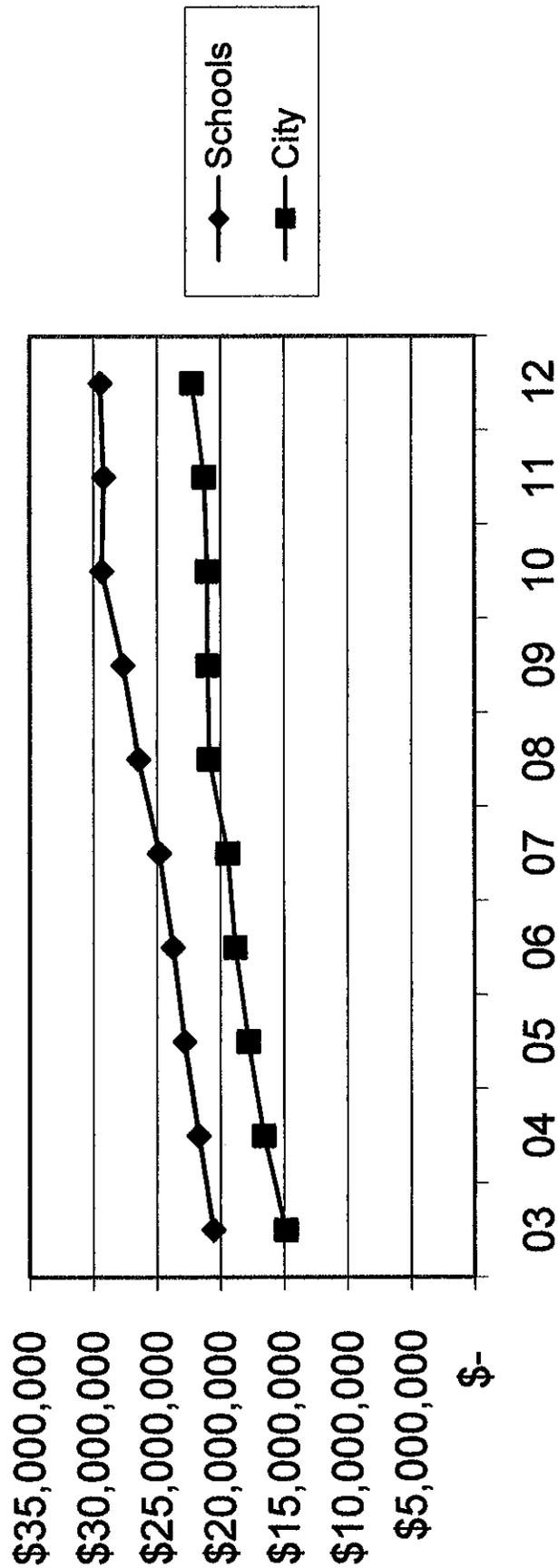
	2010-11	2011-2012	%DEPT	2011-2012	% MNGR	2011-2012	%COUNCIL
	COUNCIL	DEPT REQ	REQ	MANAGER	11-12	COUNCIL	11-12
TOTAL CITY APPROPRIATION	\$20,863,003	\$22,695,799	9.8%	\$20,958,554	1.4%	\$21,829,772	4.7%
LESS CITY EST REVENUES	\$6,530,147	\$6,523,384	-0.1%	\$6,673,384	2.2%	\$7,026,384	7.6%
NET CITY	\$14,132,856	\$16,172,415	14.4%	\$14,285,170	1.1%	\$14,603,388	3.3%
SCHOOL APPROPRIATION***	\$29,205,200	\$29,512,601	1.1%	\$29,366,126	0.6%	\$29,492,512	1.0%
FED & SCH LUNCH FUNDS****	\$5,361,249	\$4,853,882	-9.5%	\$4,853,882	-9.5%	\$4,853,882	-9.5%
TOTAL SCHOOL APPROP	\$34,566,449	\$34,366,483	-0.6%	\$34,220,008	-1.0%	\$34,346,394	-0.6%
SCHOOL EST REVENUES***	\$13,473,002	\$13,780,403	2.3%	\$13,780,403	2.3%	\$13,780,403	2.3%
FED & SCH LUNCH REV****	\$5,361,249	\$4,853,882	-9.5%	\$4,853,882	-9.5%	\$4,853,882	-9.5%
TOTAL SCHOOL EST REV	\$18,834,251	\$18,634,285	-1.1%	\$18,634,285	-1.1%	\$18,634,285	-1.1%
NET SCHOOL	\$15,732,198	\$15,732,198	0.0%	\$15,585,723	-0.9%	\$15,712,109	-0.1%
OVERLAY FOR ABATEMENTS	\$147,302	\$150,000	1.8%	\$150,000	1.8%	\$150,000	1.8%
WAR SERVICE CREDITS	\$479,500	\$479,500	0.0%	\$479,500	0.0%	\$479,500	0.0%
COUNTY TAX ASSESSMENT*	\$2,742,594	\$2,742,594	0.0%	\$2,742,594	0.0%	\$2,742,594	0.0%
GRAND TOTAL APPROP	\$58,598,848	\$60,434,376	3.1%	\$58,550,656	-0.1%	\$59,348,260	1.3%
ESTIMATED REVENUES-CITY							
16. NON PROPERTY TAXES	\$190,000	\$220,000	15.8%	\$220,000	15.8%	\$220,000	15.8%
17. INTERGOVERNMENTAL	\$1,119,380	\$1,128,191	0.8%	\$1,128,191	0.8%	\$1,128,191	0.8%
18. LICENSES & PERMITS	\$2,476,000	\$2,535,464	2.4%	\$2,535,464	2.4%	\$2,535,464	2.4%
19. CHARGES FOR SERVICES	\$895,656	\$878,656	-1.9%	\$878,656	-1.9%	\$988,656	10.4%
20. MISC REVENUES	\$824,111	\$886,073	7.5%	\$886,073	7.5%	\$886,073	7.5%
21. SURPLUS	\$1,025,000	\$875,000	-14.6%	\$1,025,000	0.0%	\$1,268,000	23.7%
TOTAL CITY EST REVENUES	\$6,530,147	\$6,523,384	-0.1%	\$6,673,384	2.2%	\$7,026,384	7.6%
SCHOOL EST REVENUES	\$13,473,002	\$13,780,403	2.3%	\$13,780,403	2.3%	\$13,780,403	2.3%
FF & SCH LUNCH REV	\$5,361,249	\$4,853,882	-9.5%	\$4,853,882	-9.5%	\$4,853,882	-9.5%
TOTAL REVENUES	\$25,364,398	\$25,157,669	-0.8%	\$25,307,669	-0.2%	\$25,660,669	1.2%
BALANCE TO BE RAISED-LOCAL	\$33,234,450	\$35,276,707	6.1%	\$33,242,987	0.0%	\$33,687,591	1.4%
BALANCE TO BE RAISED-STATE*	\$4,731,202	\$4,722,011	-0.2%	\$4,722,011	-0.2%	\$4,722,011	-0.2%
ASSESSED VALUATION	\$1,919,274,832	\$1,919,274,832	0.0%	\$1,919,274,832	0.0%	\$1,919,274,832	0.0%
LOCAL TAX RATE PER \$1,000	\$17.32	\$18.38	6.1%	\$17.32	0.0%	\$17.55	1.4%
STATE TAX RATE PER \$1,000*	\$2.49	\$2.49	0.0%	\$2.49	0.0%	\$2.49	-0.2%
TOTAL TAX RATE PER \$1,000	\$19.81	\$20.87	5.3%	\$19.81	0.0%	\$20.04	1.2%
Tax Rate Increase		\$1.06		\$0.00		\$0.23	
*adjusted, no utilities							

Property Taxes to Other Revenues

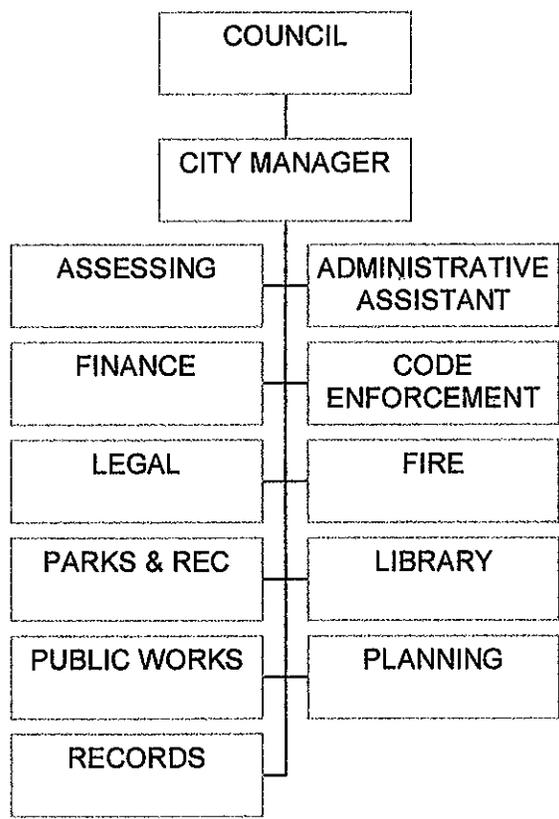


	2010-11	2011-2012	% DEPT	2011-2012	%MGR	2011-2012	%COUNCIL
	BUDGET	DEPT REQ	11-12	MANAGER	11-12	COUNCIL	11-12
NON PROPERTY TAXES							
23. INTEREST ON TAXES	\$55,000	\$60,000	9.1%	\$60,000	9.1%	\$60,000	9.1%
24. REDEMPTION INTEREST	\$75,000	\$90,000	20.0%	\$90,000	20.0%	\$90,000	20.0%
25. BOAT TAXES	\$60,000	\$70,000	16.7%	\$70,000	16.7%	\$70,000	16.7%
TOTAL NON PROPERTY TO 16	\$190,000	\$220,000	15.8%	\$220,000	15.8%	\$220,000	15.8%
INTERGOVERNMENTAL							
26. SHARED REVENUES	\$ -	\$ -		\$ -		\$ -	
27. ROOMS & MEALS TAX	\$769,378	\$769,378	0.0%	\$769,378	0.0%	\$769,378	0.0%
29. HIGHWAY BLOCK GRANT	\$349,328	\$358,139	2.5%	\$358,139	2.5%	\$358,139	2.5%
30. NH FOREST LAND	\$674	\$674	0.0%	\$674	0.0%	\$674	0.0%
TOTAL INTERGOV TO 17	\$1,119,380	\$1,128,191	0.8%	\$1,128,191	0.8%	\$1,128,191	0.8%
LICENSES & PERMITS							
31. MOTOR VEHICLE REG	\$1,900,000	\$1,950,000	2.6%	\$1,950,000	2.6%	\$1,950,000	2.6%
32. DOG LICENSES & FINES	\$7,000	\$10,000	42.9%	\$10,000	42.9%	\$10,000	42.9%
33. BUILDING & ZONING FEES	\$135,000	\$125,000	-7.4%	\$125,000	-7.4%	\$125,000	-7.4%
34. FEES, TAX COLLECTION	\$9,000	\$13,000	44.4%	\$13,000	44.4%	\$13,000	44.4%
35. FEES, CITY CLERK	\$115,000	\$115,000	0.0%	\$115,000	0.0%	\$115,000	0.0%
37. FRANCHISE FEES	\$250,000	\$262,464	5.0%	\$262,464	5.0%	\$262,464	5.0%
38. ALARM BOX FEES	\$60,000	\$60,000	0.0%	\$60,000	0.0%	\$60,000	0.0%
TOTAL LIC & PERMITS TO 18	\$2,476,000	\$2,535,464	2.4%	\$2,535,464	2.4%	\$2,535,464	2.4%
CHARGES FOR SERVICES							
39. MISC REMIBURSABLES	\$151,000	\$180,000	19.2%	\$180,000	19.2%	\$180,000	19.2%
40. AMBULANCE LRGH	\$7,656	\$7,656	0.0%	\$7,656	0.0%	\$7,656	0.0%
41. FIRE DEPT	\$30,000	\$35,000	16.7%	\$35,000	16.7%	\$35,000	16.7%
42. PLANNING DEPT	\$20,000	\$25,000	25.0%	\$25,000	25.0%	\$25,000	25.0%
43. POLICE DEPT	\$12,000	\$6,000	-50.0%	\$6,000	-50.0%	\$6,000	-50.0%
44. PUBLIC WORKS & S.W.	\$675,000	\$625,000	-7.4%	\$625,000	-7.4%	\$735,000	8.9%
TOTAL CHARGES TO 19	\$895,656	\$878,656	-1.9%	\$878,656	-1.9%	\$988,656	10.4%
MISCELLANEOUS REVENUES							
45. INTEREST ON INVESTMENTS	\$300,000	\$300,000	0.0%	\$300,000	0.0%	\$300,000	0.0%
46. WEIRS BEACH PARKING	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
47. PARKING METERS	\$65,000	\$65,000	0.0%	\$65,000	0.0%	\$65,000	0.0%
48. PARKING VIOLATIONS	\$40,000	\$40,000	0.0%	\$40,000	0.0%	\$40,000	0.0%
49. PILOT-ELDERLY HOUSING	\$81,201	\$75,120	-7.5%	\$75,120	-7.5%	\$75,120	-7.5%
50. PILOT-CAP	\$17,657	\$19,012	7.7%	\$19,012	7.7%	\$19,012	7.7%
51. PILOT-SKATING CLUB	\$11,448	\$14,096	23.1%	\$14,096	23.1%	\$14,096	23.1%
52. PILOT-TAYLOR HOME	\$228,765	\$296,551	29.6%	\$296,551	29.6%	\$296,551	29.6%
53. PILOT-STATE	\$6,040	\$7,294	20.8%	\$7,294	20.8%	\$7,294	20.8%
54. P&R LEASES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
55. FINES	\$20,000	\$15,000	-25.0%	\$15,000	-25.0%	\$15,000	-25.0%
56. SSF REMIB TO GF	\$14,000	\$14,000	0.0%	\$14,000	0.0%	\$14,000	0.0%
TOTAL MISC TO 20	\$824,111	\$886,073	7.5%	\$886,073	7.5%	\$886,073	7.5%
TOTAL CITY NON-TAX REVENUE	\$5,505,147	\$5,648,384	2.6%	\$5,648,384	2.6%	\$5,758,384	4.6%

School & City Expenditures Last Ten Years



ADMINISTRATION FY 2011-2012 BUDGET



ADMINISTRATION
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</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>		
SALARIES								
01 401 101 0001 Mayor-Council	\$15,300	\$ 17,200	\$17,200	\$17,100	\$17,200	\$17,200	\$17,200	\$17,200
01 401 101 0002 City Manager	109,635	109,657	119,935	120,925	120,462	120,462	120,462	120,462
01 401 101 0003 Admin. Asst	38,915	39,286	41,072	38,346	42,698	42,698	42,698	42,698
01 401 106 0000 Sick-Hurt	1,269	17,480	1,019	51	-	-	-	-
01 401 107 0000 Holidays	1,813	1,857	1,737	1,591	-	-	-	-
01 401 108 0000 Vacations	1,826	5,336	704	3,272	-	-	-	-
01 401 109 0000 Longevity	90	90	-	-	-	-	-	-
01 401 115 0000 Salary Adj.	-	-	-	-	2,134	2,134	2,134	2,134
TOTAL SALARIES	\$168,848	\$190,906	\$181,667	\$181,285	\$182,494	\$182,494	\$182,494	\$182,494
OTHER								
01 401 201 0000 Telephones	\$1,757	\$1,476	\$1,495	\$1,510	\$1,800	\$1,700	\$1,700	\$1,700
01 401 207 0000 Postage	471	662	565	548	700	650	650	650
01 401 208 0000 Printing	-	-	-	-	200	100	100	100
01 401 210 0000 Notices	-	617	30	648	200	200	200	200
01 401 212 0000 Copier	963	745	519	855	1,000	1,000	1,000	1,000
01 401 214 0000 Supplies	990	1,677	1,398	1,305	2,000	1,800	1,800	1,800
01 401 234 0000 Vehicle Rental	38	23	8	21	50	50	50	50
01 401 242 0001 Travel-Mgr.	-	-	-	179	300	300	300	300
01 401 242 0002 Travel-Council	-	-	-	-	400	400	400	400
01 401 245 0000 Dues-NHMA	11,976	12,727	12,727	12,827	13,500	13,500	13,500	13,500
01 401 245 0001 Dues-Mgr.	81	70	249	250	250	250	250	250
01 401 245 0002 Conf-Dues-Council	-	-	-	-	400	400	400	400
01 401 303 0000 Miscellaneous.	-	-	825	-	100	100	100	100
01 401 303 0002 Emergency Management	-	-	-	-	1,000	1,000	1,000	1,000
01 401 321 0000 Economic Develop.Exp.	125	2,355	250	-	-	-	-	-
01 401 401 0000 Equipment	138	-	1,000	-	-	450	450	450
TOTAL OTHER	\$16,539	\$20,352	\$19,066	\$18,143	\$21,900	\$21,900	\$21,900	\$21,900
DEPT. O&M TOTAL	\$185,387	\$211,258	\$200,733	\$199,428	\$204,394	\$204,394	\$204,394	\$204,394

ADMINISTRATION
FY 2011-2012 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	32	\$25.66	\$821.12	\$42,698.24
Total Admin.								\$180,360.40

*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

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

2011-2012 Objective:

- implement 100% of FY 2011-2012 departmental objectives

ADMINISTRATION-ACCOUNT DESCRIPTIONS
FY 2011 – 2012 BUDGET

SALARIES

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

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

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

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

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

PRINTING

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

NOTICES

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

COPIER

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

SUPPLIES

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

VEHICLE RENTAL

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

TRAVEL-MANAGER

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

TRAVEL-COUNCIL

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

DUES-NHMA

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

DUES-MANAGER

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

CONFERENCE-DUES-COUNCIL

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

MISCELLANEOUS

This line item funds unanticipated costs for the Administration area.

EMERGENCY MANAGEMENT

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

EQUIPMENT

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

**ADMINISTRATION - CAPITAL OUTLAY
FY 2011-2012 BUDGET**

2010-2011 Dept	2010-2011 CAPITAL OUTLAY	2010-2011 COUNCIL	2011-2012 Dept	2011-2012 CAPITAL OUTLAY	CIP* RANK	2011-12 DEPT REQ	2011-12 Manager	2011-12 COUNCIL
	Deep Tyne Aerator	\$30,000	Fire	Emergency Generator-Weirs	3	\$60,000	\$ -	\$ -
				Replacement Windows-Weirs	16	\$15,000	-	-
			Parks	Park House repairs, renovation, demolition	24	\$150,000	-	\$25,000
				Opechee Track resurfacing	22	\$35,000	\$35,000	\$35,000
				Playground Revitalization	5	\$25,000	-	-
Non Dept				Memorial Park Engineering/Design	25	\$50,000	-	-
	Non-Capital Reserve Improvements	\$110,512	Finance	Upgrade Phone System	8	\$25,000	\$25,000	\$25,000
			Non Dept	Non capital reserve Improvements	-	-	\$60,000	\$60,000
DPW	Street Repairs	\$1,075,000	DPW	Street Repairs	2	\$1,350,000	\$850,000	\$850,000
	Fencing/Guardrails/Retaining Walls	\$20,000		Fence/Guardrail Replacement	6	\$40,000	\$20,000	\$20,000
	Sidewalk Improvements	\$25,000		Traffic Lights Improvements-Court and Main	21	\$22,000	-	-
				Engineering Bridge Program	10	\$20,000	-	-
				Comprehensive Drainage Study	13	\$50,000	\$50,000	\$50,000
				Drainage Improvements City Wide	12	\$205,000	-	-
				Shore Dr/Holman St Brook Crossing improvement Study	19	\$45,000	-	-
				Sidewalk Repair/Construction	7	\$50,000	-	\$25,000
				Court Street Bridge-Engineering	14	\$35,000	-	-
				Academy Street Bridge-Engineering	15	\$35,000	-	-
				Main Street Bridge/Traffic Study				\$100,000
	Total Capital Outlay	\$1,260,512				\$2,212,000	\$1,040,000	\$1,180,000
ISF	Police-1 Cruisers*	\$27,000	ISF					
	Fire Truck-Used	\$65,000	Parks	3/4 ton Truck w/ plow, utility bed	23	\$40,000	-	-
	DPW-Vehicle replacements	\$150,000	Fire	Prevention Car Replacement	20	\$30,000	-	-
			DPW	Vehicle Replacement/Bonding	9	\$265,000	\$160,000	\$160,000
			Police	Cruisers (3)	4	\$84,000	\$80,000	\$80,000
	ISF Total	\$242,000		ISF Total		\$419,000	\$230,000	\$230,000
	* 2 Cruisers funded from Special Revenues							
		\$1,502,512				\$2,631,000	\$1,270,000	\$1,420,000

ADMINISTRATION-CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2011-2012

Fire:

Emergency Generators- Weirs: This line would fund the replacement of the emergency generators at the Weirs Fire Station and install automatic transfer switches. The current generator is WW11 vintage and parts are non-existent. This item was ranked 3rd of 25 by the CIP Committee. This line has not been funded by the Manager.

Weirs Fire Station-Replacement Windows: This line would fund the replacement of all windows at the Weirs Fire Station with energy efficient windows. Many of the seals on the windows are broken so they have no insulating value. All the windows are over 26 years old. Given the improved energy efficiency the payback should be less than 3 years. This item ranked 16th of 25 by the CIP Committee. This line has not been funded by the Manager.

Parks:

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. This item ranked 24th of 25 by the CIP Committee. The Manager has not funded this line. The council has funded this line with \$25,000 to perform work at Wyatt Park.

Opechee Track Resurfacing: This line would fund the resurfacing/relining on the rubberized asphalt track. This is regularly scheduled service recommended by the manufacturer. This item ranked 22nd of 25 by the CIP Committee.

Playground Revitalization: This line would fund an annual appropriation for installation and maintenance of playgrounds throughout the City. The City playgrounds experience significant use and are subject to repairs and maintenance annually. This item ranked 5th of 25 by the CIP Committee. This line has not been funded by the Manager.

Memorial Park Engineering/Design: This line will fund the engineering/design of an upgrade for Memorial Park. Some of the park needs include an automated irrigation system, updated bleachers and turf renovation. Total projects costs are estimated at \$391,000. This item ranked last by the CIP Committee. This line has not been funded by the Manager.

Finance:

Upgrade Phone System: This line would fund an upgrade to our current phone system. The Nortel phone system we purchased in 2002 has been discontinued. We are at full capacity,

leaving no room for growth. Upgrading our system would allow us the flexibility to increase system capacity and improve performance along with the ability to have VOIP (voice over IP). We would also be able to add more T1 circuits, analog devices and features that can boost productivity including faxing to the desktop. With the proposed upgrade, we are able to re-use all of our existing telephone handsets which will make this an economical solution. This item ranked 8th by the CIP Committee.

Non-Department:

Non Capital Reserve Improvements: This line has been added by the City Manager to fund an allocation to the Non-capital reserve fund for the repair and maintenance of public facilities. This fund was established in 2005 to provide money for the emergency repairs and maintenance of public facilities.

DPW:

Street Repairs: This fund would repair/resurface streets, install drainage, curbing and landscaping as required. DPW has accomplished over 30 miles of reconstruction and/or re-paving of streets through CIP funding in the last 7 years. In the next few cycles we intend to focus attention on some particularly costly road sections including: Court Street; a portion of Lexington Drive; a portion of Mechanic Street and Fairmont Street along with several other smaller street sections, as prioritized through our Road Surface Management Program. This item ranked 2nd of 25 with the CIP Committee. This line has been reduced by the Manager in the amount of \$500,000.

Fence/Guardrail Replacement: This funding would replace unsafe fences, guardrails and retaining walls throughout the City. Numerous areas of failed, broken or unsafe fences, guardrails, and retaining walls exist throughout the City. This project involves the systematic replacement of this infrastructure to assure the safety of the public and especially the children of the community. This item ranked 6th of 25 with the CIP Committee. This line has been reduced by the Manager in the amount of \$20,000.

Traffic Lights Improvements-Court and Main: These improvement include the installation of video detection on all four legs of this intersection to provide for more efficient “state of the art vehicle detection and eliminate the problems inherent in traditional ‘loop detectors” which consist of wire cut into the asphalt surface. The loop detectors at this location are aged and vulnerable to failure. This is the busiest intersection in the City and this upgrade is warranted to maintain effectiveness. This item ranked 21 of 25 with the CIP committee. This line has not been funded by the Manager. Council funded this item in FY11 as a transfer.

Engineering Bridge Program: This line would involve securing a qualified bridge engineering consultant to outline, monitor and administer input into the State Bridge Aid Program on behalf of Laconia. The State Bridge Program provides municipalities opportunity to receive 80% funding for bridge replacements and/or rehabilitation. In order to qualify for funding, certain application criteria must be met involving technical understanding as well as ability to communicate bridge structure needs. There is much competition for these Bridge Aid

Funds and they are provided on a “first-in, first-approved” basis for qualifying projects. With current time demands on DPW technical staff, careful monitoring and timely and efficient input and response related to this program is currently not possible. This item ranked 10th of 25 with the CIP Committee. This line has not been funded by the 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 2013. This item ranked 13th of 25 with the CIP Committee. This line has been funded by the Manager.

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 to Pine;; Franklin St area; Boynton Ct; areas of Holman St; Ashley Dr area.; 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. This item ranked 12th of 25 with the CIP committee. This line has not been funded by the Manager.

Shore Dr/Holman St Brook Crossing Improvement Study: This line would fund the engineering and planning for a Hydrologic and Hydraulic Study of two culverted crossings and approximately 200’ of cross country underground piping of Pine Brook. The two crossings need to be replaced with open bottom box culverts. Once the studies are complete it is estimated the improvements will cost around \$300,000. This item ranked 19th of 25 with the CIP Committee. This line has not been funded by the Manager.

Sidewalk Improvements: 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. Total funding requests for this line over the next six years is \$370,000. This line ranked 7th of 25 with the CIP Committee. This line has not been funded by the Manager. The Council has funded this line with \$25,000.

Court Street Bridge: This line would fund an evaluation of the bridge over Durkee Brook and determine the extent of repair or replacement needed including the design of these improvements. This bridge was constructed in 1912. It currently has a sufficiency rating of 51.99%. It is anticipated this bridge will be Red Listed within the next few years. Engineering funds must be appropriated by the municipality before the State will enter us into the program for

participation at 80% State and 20% City. Preliminary engineering funds appropriation will get a place-holder in the funding program. Total cost of this project is expected to be \$1 million of which 80% would be reimbursable. State Funds will be available in FY2018. This line ranked 14th of 25 with the CIP Committee. This line has not been funded by the Manager.

Academy Street Bridge: This line would fund the evaluation and design of the Academy St bridge over Durkee Brook and determine the need of repair or replacement. This bridge was constructed in 1930. It currently has a sufficiency rating of just 56.2%. It is anticipated this bridge will be Red Listed within 2 to 5 years. These preliminary engineering funds would get a place-holder in the funding program. This project will cost approximately \$845,000. State Funds will be available in FY 2018. This item ranked 15th of 25 with the CIP Committee. This line has not been funded by the Manager.

Main Street Bridge/Traffic Study: This line has been funded from surplus by the Council. Monies posted to revenues in FY11, from the State Reimbursement for Davis Place Bridge, are being used for this portion of the project. This money will fund final design and part of the cost of the traffic study necessary.

INTERNAL SERVICE FUND

Parks:

¾ Ton Truck with Plow, Utility Bed: This line would fund the acquisition of a truck under the Parks fleet replacement schedule. This line ranked 23rd of 25 with the CIP Committee. After discussions with the Head of the Recreation department it was determined this purchase could be postponed.

Fire:

Prevention Car Replacement: This line would fund the replacement of a 1988 car. This new vehicle would be a small pickup with a utility box on the rear. It would be used for fire prevention and fire investigations. A computer and printer would be in the cab expediting fire prevention paper work. This truck would also be used to tow many of our trailers. The utility bed would be beneficial to haul fire equipment after fires. This line ranked 20th of 25 with the CIP committee. This line was not funded by the Manager.

DPW:

Vehicle Replacement/Bonding: These funds will continue the systematic replacement of the DPW fleet to reduce maintenance costs, increase efficiency and prevent unavailability of equipment during emergencies. The DPW Equipment Replacement Schedule shows plans to replace a 1985 Backhoe; a 1976 Sidewalk Plow; two 2002 pickups and a 2002 Cab & Chassis. This line ranked 9th of 25 with the CIP committee. The council has changed this line description to reflect the possible bonding of vehicles. Funds in this account could be used for both purchases and Principal and Interest payments on new vehicles purchased.

Police:

Three cruisers: This line would fund the purchase of three marked cruisers. The cost estimates are based on acquisitions and setup costs of similar vehicles. This request is part of the carefully planned replacement schedule of Police patrol vehicles. This line ranked 4th of 25 with the CIP Committee. After discussions with the Purchasing Specialist, this line has been reduced by \$4,000 to reflect anticipated costs.

<u>ADMINISTRATION - CAPITAL OUTLAY TO BE BONDED</u>					
<u>FY 2011-2012 BUDGET</u>					
<u>2011-2012</u>		<u>CIP</u>	<u>FY 2011-2012</u>	<u>FY 2010-2012</u>	<u>FY 2011-2012</u>
<u>Dept</u>		<u>RANK</u>	<u>DEPT REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
Parks	Weirs Community Park Construction Phase 1	18	\$200,000		
Fire	Engine #1 Central Fire Station renovation/addition	11 17	\$400,000 \$3,900,000		
DPW	Main Street Bridge Repair/Upgrade*	1	\$2,500,000	\$600,000	-
Total City			\$7,000,000	\$600,000	\$ -

ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

Weirs Community Park:

This line would fund the construction of a community park area in the Weirs with a potential playground, trail system and picnic area. This project has been scaled back due to the discovery of site constraints. The engineering phase of this project is ongoing. The City and the Weirs community have long been interested in the development of this parkland. This item ranked 18th of 25 with the CIP Committee. This line is not recommended by the Manager.

Fire Truck (Engine 1):

This line would fund a replacement for our 1998 pumper. This truck required continual repairs. It has just under 100,000 road miles, 8,269 engine hours and 500,000 engine hour miles. This truck responds to almost 90% of all calls in the City. This truck is out of service 25% of the time. This line ranked 11th or 25 with the CIP Committee. This line is not recommended by the Manager.

Central Fire Station Improvements:

This line would fund the renovation of the existing station and build new apparatus and maintenance bays. The Station was built in 1971. The existing station would be renovated to accommodate all new offices and an EOC (emergency operating center) on the first floor. The firefighters living quarters would be renovated and updated. Various safety concerns would be addressed including adding fire sprinklers and fire detection devices; an area for decontamination of equipment; upgrade electrical service and wiring; and proper fire rated separations between apparatus and station. Possible closing of the Lakeport fire station would be incorporated into this plan with students moved to the Central Station. This project ranked 17th of 25 with the CIP Committee. This line is not funded by the Manager.

Main Street Bridge Repair/Upgrade: This bridge was built in 1970 and has begun to deteriorate as a result of failure of the waterproofing membrane and other bridge deck features including the expansion joints. These failures have allowed water to penetrate the deck damaging the reinforcing steel and structural beams. Total cost of the bridge project is \$2,500,000 (\$2,286,000 eligible for State funding @ 80%). We are slotted for State Funding of 80% on this bridge on July 1, 2011. This line ranked 1st with the CIP Committee. Design and traffic study will be funded in FY12 by taking \$100,000 from surplus (Revenues posted in FY11 from State Reimbursement on Davis Place Bridge).

ADMINISTRATION - NON DEPARTMENTAL
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 431 247 0000 SEA Education Reimb.	-	2,248	-	1,360	2,500	2,500	2,500	2,500
01 431 248 0000 Employee Service Awards	5,222	4,031	3,280	4,989	5,000	5,000	5,000	5,000
01 431 303 0000 Public Relations	765	2,553	3,184	2,243	3,000	3,000	3,000	3,000
01 431 303 0001 MIS/GIS	61,594	61,842	58,789	74,841	90,000	85,000	85,000	85,000
01 431 304 0000 O/S Contract	6,750	2,960	8,335	(1,620)	5,000	5,000	5,000	5,000
01 431 343 0000 Contingency	700	-	11,363	-	99,324	50,000	50,000	576,561
01 431 343 0005 Web Design	-	-	11,743	-	-	-	-	-
01 431 345 0000 Cemeteries	1,804	4,500	4,500	3,914	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	1	424,889	402,889
01 431 357 0035 Transfer to Cap Res-Comp Absence	-	-	-	-	-	-	-	100,000
01 431 357 0040 MC Week Consortium	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01 431 357 0070 Cable TV	20,817	32,715	37,256	36,467	38,000	38,000	38,356	38,356
01 431 357 0072 Heritage Commission	-	-	44	13	500	300	300	300
TOTAL OTHER	\$133,408	\$146,604	\$172,251	\$157,964	\$283,581	\$229,057	\$654,301	\$1,258,862
DEPT. O&M TOTAL	\$133,408	\$146,604	\$172,251	\$157,964	\$283,581	\$229,057	\$654,301	\$1,258,862

ADMINISTRATION - NON DEPARTMENTAL
ACCOUNT DESCRIPTIONS
FY 2011-2012 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: \$29,500 for maintenance and licensing of existing software; \$5,000 software upgrades; \$15,000 firewall and virus protection; \$19,000 GIS; \$5,000 for consulting; \$3,500 for replacement of new equipment; \$1,000 for programming; \$1,000 for training, \$5,000 for part time help and \$1,000 for phone lines.

OUTSIDE CONTRACT

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

CONTINGENCY

This budget allows for unforeseen expenditures and anticipated retirements, as well as anticipated additional costs of NHRS for Police & Fire.

CEMETERIES

This line item supplements the cost of maintaining the cemeteries.

LWW HYDRANT SERVICE

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

CAPITAL RESERVE-SCHOOL CONSTRUCTION OR RENOVATION

This line will add to the fund for future debt service. The Council has added an additional \$85,000 from surplus (anticipated unexpended appropriations for the school) and then reduced

the line by \$107,000 to cover one police officer (\$57,000); park repairs/demo (\$25,000) and sidewalks (\$25,000) for a net reduction of \$22,000.

TRANSFER TO CAPITAL RESERVE-UNCOMPENSATED ABSENCES

This line will fund a portion of the liability for anticipated retirements in the next 5 years.

MC WEEK CONSORTIUM

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

CABLE TV

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

HERITAGE COMMISSION

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

ADMINISTRATION - SPECIAL ITEMS
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 489 480 0003 Senior Center	\$9,928	\$9,928	\$9,928	\$9,928	\$7,446	\$10,325	\$7,446	\$7,446
01 489 480 0005 Community Action	47,193	47,193	49,552	49,552	49,552	49,552	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	-
01 489 480 0012 Humane Society	24,500	24,800	24,876	25,000	25,000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	3,300	3,300	3,300	2,475	1,650	3,400	1,650	1,650
01 489 480 0014 Child & Family Services	8,000	7,000	3,500	3,500	2,625	7,000	2,625	2,625
01 489 480 0015 AM Teen Project	2,000	-	-	-	-	2,400	-	-
01 489 480 0017 Veterinarian Costs	-	279	-	153	300	300	300	300
01 489 480 0018 Lakes Region Assn	500	-	-	-	375	2,500	375	375
01 489 480 0020 Main Street Program	20,000	-	-	-	-	-	-	-
01 489 480 0021 Youth Service-Upswing	8,937	8,937	4,000	1,500	-	-	-	-
01 489 480 0022 Human Relations	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01 489 480 0023 Laconia/Weirs Beach Chamber	500	500	500	500	500	125	125	125
01 489 480 0024 4th of July fireworks	10,000	10,000	10,000	-	10,000	11,000	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	15,000	7,500	7,500	20,000	7,500	7,500
01 489 480 0027 Genesis Behavioral Health	8,000	8,000	8,000	8,000	8,000	27,390	8,000	8,000
01-489-480-0028 Boys and Girls Club	-	3,000	3,000	2,250	1,500	3,600	1,500	1,500
01-489-480-0030 Winnepesaukee Transit System	-	-	5,000	3,750	2,500	5,000	2,500	2,500
01-489-480-0031 Milfoil Treatment	-	-	4,950	-	5,000	5,000	5,000	5,000
American Red Cross	-	-	-	-	-	7,800	-	-
CASA	-	-	-	-	-	500	-	-
Lake Opechee Preservation	-	-	-	12,300	-	4,000	-	-
TOTAL OTHER	\$235,858	\$215,937	\$214,606	\$189,408	\$194,948	\$257,892	\$194,573	\$184,573
DEPT. O&M TOTAL	\$235,858	\$215,937	\$214,606	\$189,408	\$194,948	\$257,892	\$194,573	\$184,573

ADMINISTRATION - SPECIAL ITEMS
ACCOUNT DESCRIPTIONS
BUDGET 2011-2012

SENIOR CENTER

The Senior Center provides social, recreational, educational and health services to Laconia's senior residents. This line has been decreased by the City Manager to last year's funding level.

COMMUNITY ACTION

This agency provides family services to low income city residents. The CAP office has requested level funding.

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. LAA has requested the same amount from the Town of Gilford. The council has not funded this line.

HUMANE SOCIETY

This agency houses and boards stray dogs and unlicensed dogs collected in the City. This line has been level funded and reflects the new contract to take effect on July 1, 2011 thru June 30, 2012.

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. This line has been decreased by the City Manager to last year's funding level.

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. This line has been decreased by the City Manager to last year's funding level.

APPLACHIAN MOUNTAIN TEEN PROJECT

This agency offers year round services to youth and families facing difficult circumstances. The City Manager has not funded this line.

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. This year they are requesting \$2,500. This line has been funded to last year's funding level.

HUMAN RELATIONS

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

LACONIA/WEIRS BEACH CHAMBER

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

FOURTH OF JULY FIREWORKS

This line item serves as a contribution IS for the 4th of July(formerly processed thru the Kiwanis). The City Manager has funded this line at last year's funding levels.

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 (WOW)

Again this year, LTREC is requesting a \$20,000 appropriation. The City Manager has funded this line at last year's funding level.

GENESIS BEHAVIORAL HEALTH

This line item would help cover the cost of providing mental health services to Laconia children who have little or no insurance coverage. The City Manager has funded this line at 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 City Manager has funded this line at last year's funding level.

WINNIPESAUKEE TRANSIT SYSTEM

This is the fourth request to help sustain public transit in the community. Local dollars are needed to maintain operations and to leverage State and Federal dollars. This public transportation system has two (2) fixed routes offering rides on a regularly scheduled basis throughout Laconia, connecting with other local communities. The City Manager has funded this line at last year's funding level.

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 fourth year of the request. This line should be used for any milfoil treatment requests.

AMERICAN RED CROSS

This line item would fund support services at a rate of approximately 45 cents per resident. This line was not funded by the City Manager.

CASA (Court Appointed Special Advocates)

This organization provides support to abused and neglected children by assigning volunteer case workers (working with skilled staff) to ensure that children's needs are met and services are provided to facilitate safe reunification with biological families when possible. This line was not funded by the City Manager.

LAKE OPECHEE PRESERVATION

This request is for \$4,000 will assist with the treatment of Milfoil in Lake Opechee. This line was not funded. Lake Opechee milfoil treatment has been combined with the Milfoil Treatment line above and any funding for milfoil would be funded from this one appropriation.

ADMINISTRATION - LICENSING BOARD
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u> <u>2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 404 101 0000 Clerk (PT)	\$6,819	\$7,513	\$8,980	\$6,421	\$6,887	\$7,062	\$7,062	\$7,062
01 404 105 0000 Overtime	<u>548</u>	<u>616</u>	<u>-</u>	<u>420</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL SALARIES	\$7,367	\$8,129	\$8,980	\$6,841	\$7,187	\$7,562	\$7,562	\$7,562
OTHER								
01 404 207 0000 Postage	\$258	\$239	\$266	\$172	\$350	\$350	\$350	\$350
01 404 212 0000 Copier	143	96	137	67	250	250	250	250
01 404 214 0000 Supplies	469	709	651	698	800	800	800	800
01 404 234 0000 Vehicle Rental	502	215	300	380	500	500	500	500
01 404 303 0000 Misc.	421	417	384	383	450	450	450	450
01 404 401 0000 Equipment	<u>809</u>	<u>959</u>	<u>1,745</u>	<u>-</u>	<u>500</u>	<u>250</u>	<u>250</u>	<u>250</u>
TOTAL OTHER	\$2,602	\$2,634	\$3,483	\$1,700	\$2,850	\$2,600	\$2,600	\$2,600
DEPT. O&M TOTAL	\$9,969	\$10,763	\$12,463	\$8,541	\$10,037	\$10,162	\$10,162	\$10,162

ADMINISTRATION-LICENSING BOARD
FY 2011-2012 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk	7	2	52	10	\$13.58	\$135.80	\$7,061.60

\$7,061.60

ADMINISTRATION - LICENSING BOARD
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

SALARIES

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

OVERTIME

This line item funds overtime for hourly personnel.

POSTAGE

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

COPIER

This line item covers the expense of producing copies.

SUPPLIES

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

VEHICLE RENTAL

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

MISC

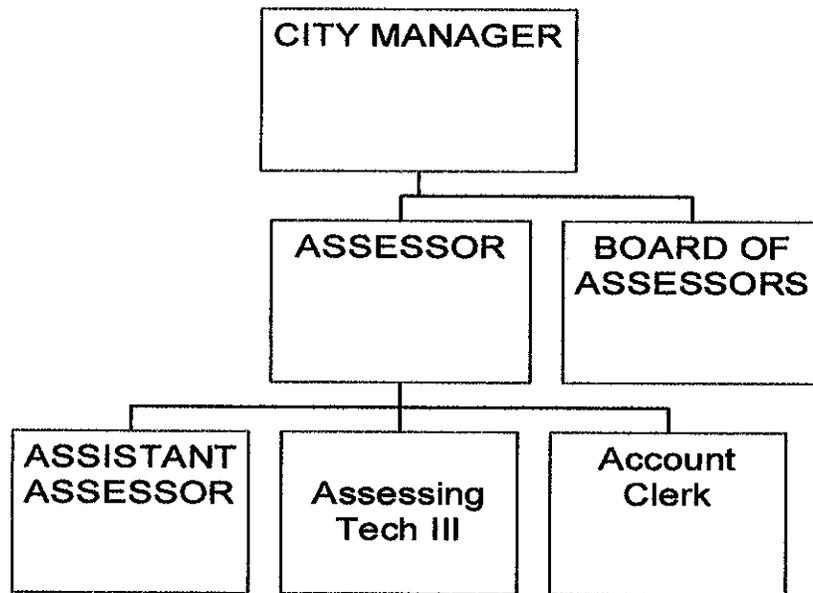
This line item covers unanticipated costs for the Board.

EQUIPMENT

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

ASSESSING

FY 2011-2012 BUDGET



ASSESSING
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u>	<u>2011-</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2011</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
					<u>BUDGET</u>	<u>REQ.</u>		
SALARIES								
01 411 101 0000 Salaries	\$132,988	\$149,088	\$154,658	\$172,727	\$178,116	\$185,739	\$184,058	\$184,058
01 411 105 0000 Overtime	-	39	73	70	100	100	100	100
01 411 106 0000 Sick-Hurt	3,832	10,969	8,765	2,147	-	-	-	-
01 411 107 0000 Holidays	2,694	2,662	3,897	3,256	-	-	-	-
01 411 108 0000 Vacations	4,459	4,080	2,966	2,937	-	-	-	-
01 411 109 0000 Longevity	60	30	60	90	90	90	90	90
01 411 115 0000 SalaryAdj.	-	-	-	-	5,900	5,900	5,900	205
TOTAL SALARIES	\$144,033	\$166,868	\$170,419	\$181,227	\$184,206	\$191,829	\$190,148	\$184,453
OTHER								
01 411 201 0000 Telephones	\$1,589	\$1,253	\$1,213	\$1,230	\$1,500	\$1,500	\$1,500	\$1,500
01 411 207 0000 Postage	703	1,083	911	711	2,000	2,000	2,000	2,000
01 411 210 0000 Advertising	-	233	-	-	-	-	-	-
01 411 212 0000 Copier	1,185	1,239	1,389	342	1,500	1,500	1,500	1,500
01 411 214 0000 Supplies	3,760	4,495	4,684	3,246	4,000	4,000	4,000	4,000
01 411 229 0000 Registry-Deeds	-	194	168	65	100	100	100	100
01 411 233 0000 Maint-Agreement	8,125	8,325	8,200	9,025	9,500	9,500	9,500	9,500
01 411 234 0000 Vehicle Rental	5,868	6,113	5,298	3,708	6,000	6,000	4,000	4,000
01 411 242 0000 Travel-Meetings	12	497	437	24	300	300	300	300
01 411 245 0000 Conference-Dues	655	1,077	530	1,285	1,000	1,000	1,000	1,000
01 411 247 0000 Training	395	2,090	610	575	1,500	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	39,190	29,626	53,485	15,079	15,000	15,000	15,000	15,000
01-411-401-0000 Equipment	-	-	6,981	845	-	-	-	-
TOTAL OTHER	\$61,482	\$56,225	\$83,906	\$36,135	\$42,400	\$42,400	\$40,400	\$40,400
DEPT. O&M TOTAL	\$205,515	\$223,093	\$254,325	\$217,362	\$226,606	\$234,229	\$230,548	\$224,853

ASSESSING
FY 2011-2012 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Assessor	25			35		\$1,400.51	\$72,826.52
1	Assist Assessor	16			35		\$868.92	\$45,183.84
1	Assessing Tech III*	13	9	52	35	\$22.10	\$773.50	\$40,222.00
1	Acct Clerk	7	3	52	35	\$14.19	\$496.65	
		7					\$0.00	\$25,825.80
Total Assessor								\$184,058.16

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

2011-2012 Objectives

- Complete and mail the initial MS-1 by Sept. 1, 2011
- Complete new construction and sales inspections by Aug. 30 2011
- Complete Sales Analysis by October 3, 2011 and complete final MS-1 by Oct. 17, 2011
- Complete City-wide yearly update

2011-2012 Performance Measure

- Achieve State Certification in 2010
- Begin to meet the Constitutional requirements under Roman Numeral 3 E Part 2 Article 6

ASSESSING
ACCOUNT DESCRIPTIONS
FY 2011-2012 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. The City Manager has reduced this line to reflect no change in hourly rates for union employees.

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONE

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

POSTAGE

This line item funds the cost of postage for general correspondence, annual assessment valuation notification letters and abatement letters.

COPIER

This line item funds day-to-day copying.

SUPPLIES

This line item funds the cost of general office supplies.

REGISTRY OF DEEDS

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

MAINTENANCE AGREEMENT

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

VEHICLE RENTAL

This line item funds the hourly cost of the operation of a city vehicle used by the department. The line has been reduced by \$2000.

TRAVEL-MEETINGS

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

CONFERENCE-DUES

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

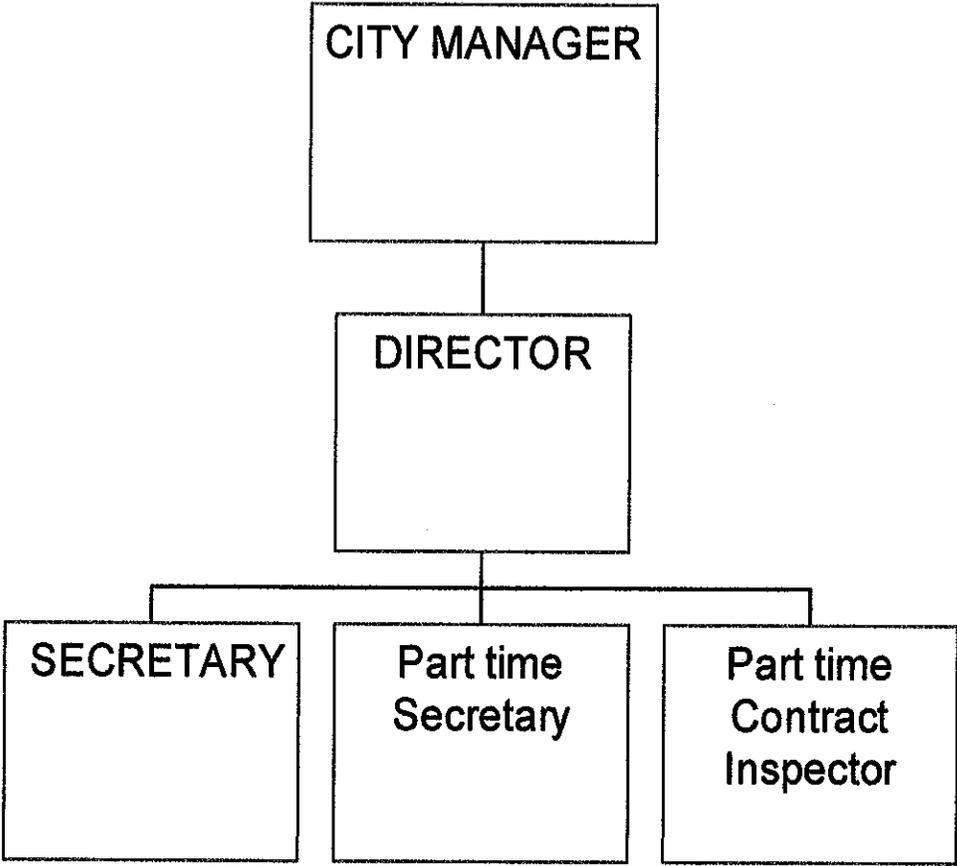
TRAINING

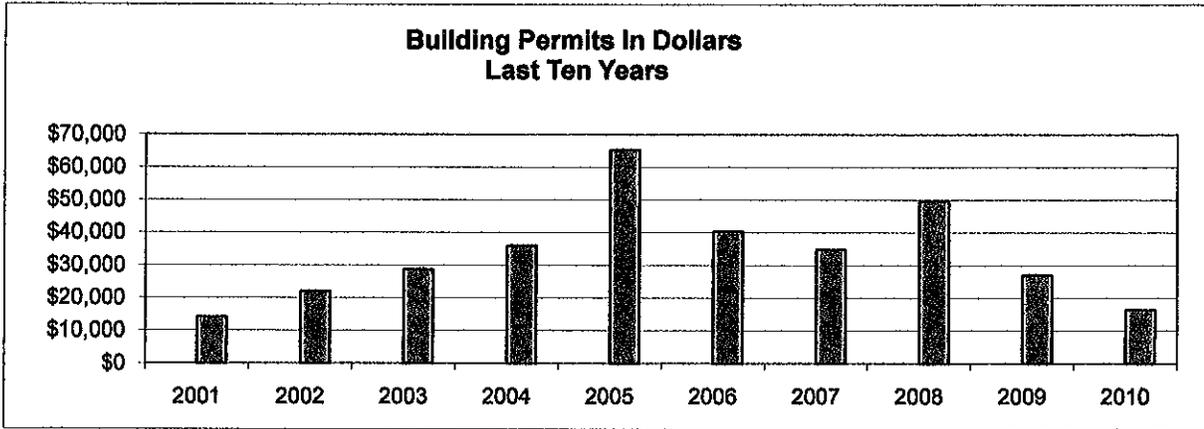
This line item funds the cost of the Assessor and Assistant Assessor to each take one (1) appraisal course to maintain certification and attendance at seminars or conferences to keep abreast of changes in the law and methodology.

OUTSIDE CONTRACTS

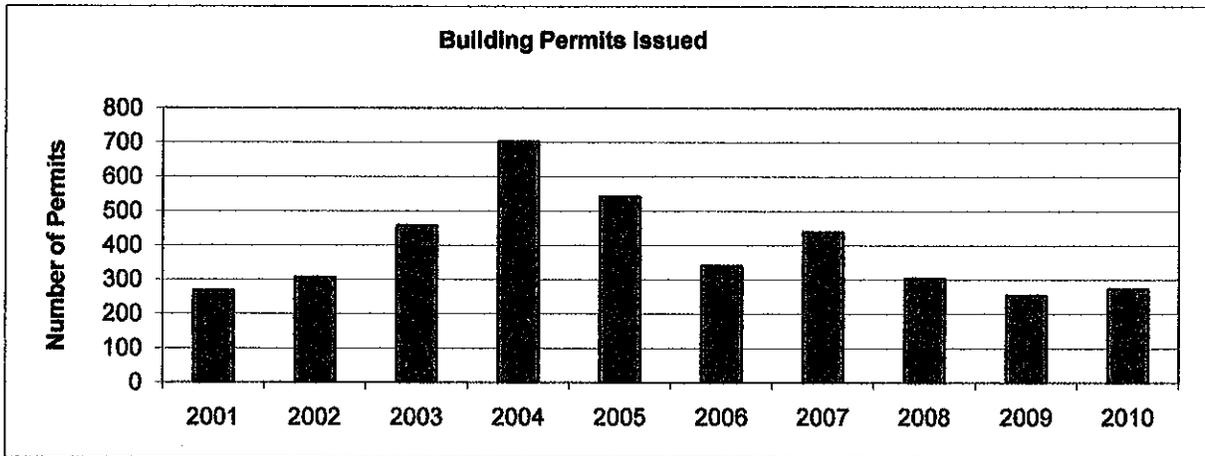
This line item funds the cost of appraisals of utility property and commercial/industrial properties by an outside contractor and other special appraisals, which are needed for Court or BTLA cases. I have recommended \$15,000 for this work, which is consistent with previous years.

**CODE ENFORCEMENT
FY 2011-2012 BUDGET**





5



CODE ENFORCEMENT
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u> <u>REQ.</u>	<u>2011-2012</u> <u>MANAGER</u>	<u>2011-2012</u> <u>COUNCIL</u>
SALARIES								
01 407 101 0000 Salaries	\$76,971	\$78,837	\$89,387	\$85,310	\$97,295	\$99,307	\$98,692	\$98,692
01 407 105 0000 Overtime	-	258	36	64	-	-	-	-
01 407 106 0000 Sick-Hurt	899	455	755	2,038	-	-	-	-
01 407 107 0000 Holidays	1,075	1,122	1,321	1,836	-	-	-	-
01 407 108 0000 Vacations	1,487	1,049	927	3,428	-	-	-	-
01 407 109 0000 Longevity	-	-	-	60	60	30	30	30
01 407 115 0000 Salary Adj.	-	-	-	-	3,012	2,762	-	-
TOTAL SALARIES	\$80,432	\$81,721	\$92,426	\$92,736	\$100,367	\$102,099	\$98,722	\$98,722
OTHER								
01 407 201 0000 Telephones	\$2,235	\$1,977	\$1,910	\$1,993	\$2,000	\$2,000	\$2,000	\$2,000
01 407 207 0000 Postage	416	594	268	269	750	500	500	500
01 407 210 0000 Notices	-	155	46	-	200	200	200	200
01 407 212 0000 Copier	508	559	225	216	600	500	500	500
01 407 214 0000 Supplies	2,021	1,816	2,452	2,423	2,500	2,500	2,500	2,500
01 407 234 0000 ISF/Vehicle Rental	3,729	6,845	5,794	3,822	6,500	6,500	6,500	6,500
01 407 242 0000 Travel-Meetings	24	206	240	220	500	500	500	500
01 407 245 0000 Conference-Dues	540	480	210	220	300	300	300	300
01 407 247 0000 Training	150	169	360	10	500	500	500	500
01 407 304 0000 O/S Contracts	35,601	39,623	41,396	27,852	28,500	28,500	25,000	25,000
01 407 304 0001 Prop Maint Enforcmt	9,620	10,160	8,460	12,630	9,000	9,000	9,000	9,000
01 407 401 0000 Equipment	3,301	1,738	158	999	1,500	1,000	1,000	1,000
TOTAL OTHER	\$58,145	\$64,322	\$61,519	\$50,654	\$62,750	\$52,000	\$48,500	\$48,500
DEPT. O&M TOTAL	\$138,577	\$146,043	\$153,945	\$143,390	\$163,117	\$154,099	\$147,222	\$147,222

CODE ENFORCEMENT
FY 2011-2012 BUDGET

Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
Code Enf. Director	22		52			\$1,062.37	\$55,243.24
Secretary*	9	6	52	35	\$17.49	\$612.15	\$31,831.80
Part time Clerk Typist	3	3	52	20	\$11.17		\$11,616.80
Total Code Enforcement							\$98,691.84

Code Enforcement Activities

	FY06	FY07	FY08	FY09	FY10
Building permits	339	436	304	254	273
Value of permits **	\$40,101,194	\$34,496,430	\$49,702,378	\$27,020,613	\$53,987,834
All permits	707	827	520	540	508
Value of permits**	\$42,674,503	\$36,224,760	\$53,686,922	\$29,688,603	\$60,697,852
Inspections performed	1,466	1,642	1,566	1,979	1,932
Property Maint cases		85	74	120	114

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

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

2011-2012 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 2011-2012 BUDGET

SALARIES

This line funds salaries for 2 full time and 1 part time employee.

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. This line has not been funded.

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.

NOTICES

This line item funds the cost of advertising notices for building code changes. This line item has been level funded.

COPIER

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

SUPPLIES

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

ISF/VEHICLE RENTAL

This line item funds the cost of operation of a city vehicle used by the Code Enforcement Department as well as replacement costs. This vehicle 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 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 City Manager has reduced this line by \$3,500.

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.

EQUIPMENT

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

CONSERVATION COMMISSION

CONSERVATION COMMISSION
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u>	<u>2011-2012</u>		<u>2011-</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2011</u>	<u>DEPT.</u>	<u>2011-2012</u>	<u>2011-</u>
					<u>BUDGET</u>	<u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 422 101 0000 Salaries	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250
TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250
OTHER								
01 422 207 0000 Postage	\$114	\$134	\$108	\$60	\$200	\$200	\$200	\$200
01 422 208 0000 Printing	69	226	-	-	100	100	100	100
01 422 212 0000 Copier	58	7	15	38	120	120	120	120
01 422 214 0000 Supplies	269	23	-	101	600	600	600	600
01 422 247 0000 Training	275	140	60	200	800	800	800	800
01 422 303 0000 Misc.	300	634	-	1,728	1,000	1,000	1,000	1,000
01 422 390 0000 Annual Fees	<u>709</u>	<u>578</u>	<u>578</u>	<u>578</u>	<u>900</u>	<u>900</u>	<u>900</u>	<u>900</u>
TOTAL OTHER	\$1,794	\$1,742	\$761	\$2,705	\$3,720	\$3,720	\$3,720	\$3,720
DEPT. O&M TOTAL	\$1,794	\$1,742	\$761	\$2,705	\$3,970	\$3,970	\$3,970	\$3,970

CONSERVATION COMMISSION
FY 2011-2012

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.

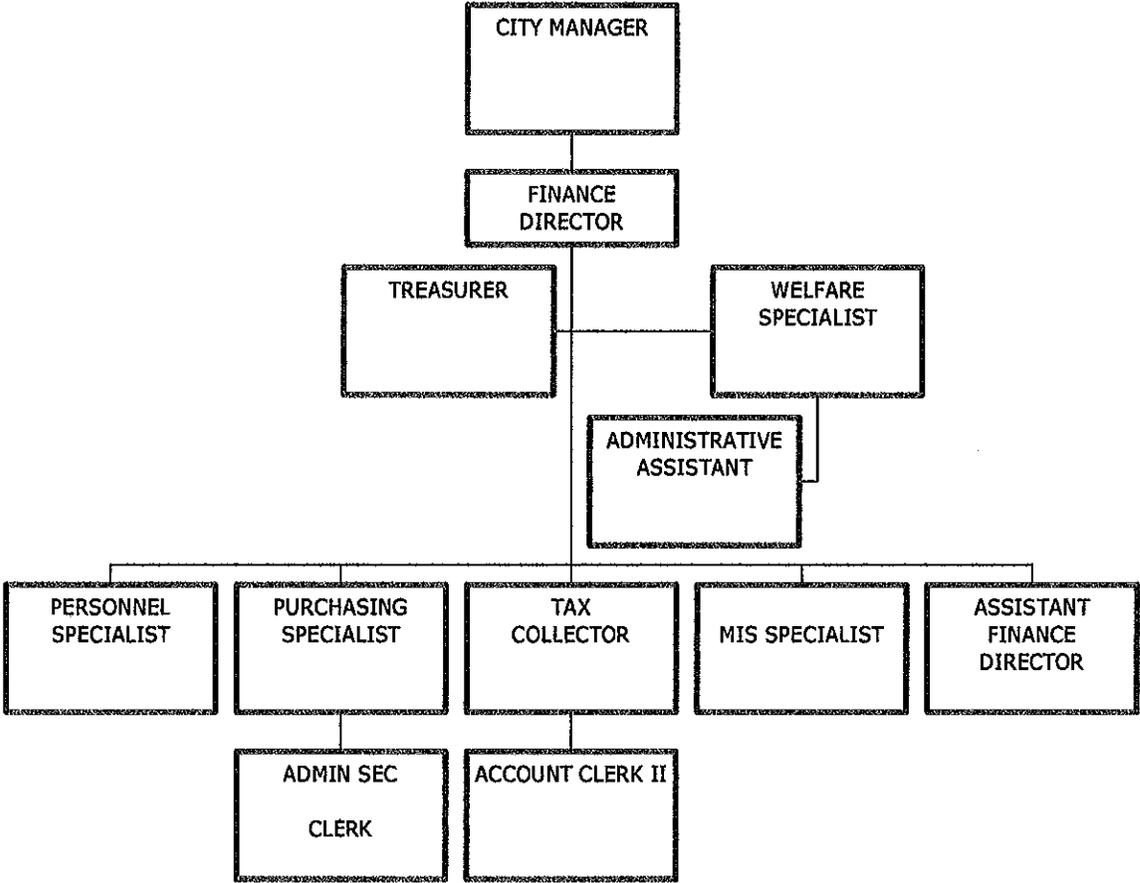
MISCELLANEOUS

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 2011-2012 BUDGET**



FINANCE - EMPLOYEE BENEFITS
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>2011-2012</u>	<u>2011-2012</u>
						<u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 429 120 0000 Social Security	\$248,962	\$272,064	\$279,505	\$281,327	\$293,135	\$303,282	\$284,516	\$285,684
01 429 130 0000 Health Insurance	563,999	588,793	651,066	649,664	726,036	906,657	875,522	874,951
01 429 135 0000 Retirement	<u>105,213</u>	<u>165,742</u>	<u>156,070</u>	<u>151,223</u>	<u>185,541</u>	<u>226,323</u>	<u>213,588</u>	<u>216,637</u>
TOTAL OTHER	\$918,174	\$1,026,599	\$1,086,641	\$1,082,214	\$1,204,712	\$1,436,262	\$1,373,626	\$1,377,272
DEPT. O&M TOTAL	\$918,174	\$1,026,599	\$1,086,641	\$1,082,214	\$1,204,712	\$1,436,262	\$1,373,626	\$1,377,272

FINANCE - EMPLOYEE BENEFITS
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

SOCIAL SECURITY

This line item funds the cost of FICA and Medicare payments for all departments except Public Works, Solid Waste, Internal Service Fund and Sanitary Sewer Fund. The City Manager column reflects no new employees and no increases for staff. Various adjustments have been made to reflect changes made in the council budget.

HEALTH INSURANCE

This line item funds the cost of health insurance premiums for all employees except Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer Fund. These budgets are based on the finalized health insurance premiums provided by Primex less the anticipated employee contribution. The Department Request column includes two new employees (one in Finance for MIS; the other for City Clerk). Both departments currently have these individuals on staff as part time employees. The City Manager did not fund any new positions reducing this line by \$31,135. The council column reflects adjustments for changes in census and an add to staff.

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 11.09%. The City Manager has reduced this line \$12,735 to show no part time staff increased to full time (making them eligible for this benefit) and no pay raises for staff. The council column reflects one additional employee's eligibility for participation in the retirement system.

FINANCE - FISCAL
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u>	<u>2011-</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2011</u>	<u>2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
					<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
SALARIES								
01 403 101 0000 Salaries	\$353,710	\$383,863	\$390,192	\$395,302	\$418,014	\$447,821	\$418,944	\$418,944
01 403 105 0000 Overtime	303	400	593	1,032	500	500	500	500
01 403 108 0000 Sick-Hurt	2,517	7,642	18,068	7,636	-	-	-	-
01 403 107 0000 Holidays	3,924	6,498	7,361	8,364	-	-	-	-
01 403 108 0000 Vacations	3,113	6,693	17,463	11,300	-	-	-	-
01 403 109 0000 Longevity	390	390	480	270	360	390	390	390
01 403 115 0000 Salary Adj.	-	-	-	-	18,019	17,908	5,653	5,653
TOTAL SALARIES	\$363,957	\$405,486	\$434,157	\$423,904	\$436,893	\$466,619	\$425,487	\$425,487
OTHER								
01 403 201 0000 Telephones	\$2,527	\$2,847	\$1,840	\$2,235	\$3,000	\$2,500	\$2,500	\$2,500
01 403 207 0000 Postage	13,613	15,339	16,322	16,917	17,000	17,000	17,000	17,000
01 403 212 0000 Copier	2,811	3,564	4,343	4,180	4,000	4,500	4,500	4,500
01 403 214 0000 Supplies	8,441	8,285	8,287	9,383	8,500	8,500	8,500	8,500
01 403 214 0001 Supplies - OREO/Fees	-	2,537	3,364	673	3,500	2,000	2,000	2,000
01 403 221 0000 Audit	29,462	25,959	17,363	28,475	25,000	30,000	25,000	25,000
01 403 225 0000 Mortgage Research	2,282	2,768	3,312	3,556	3,500	3,500	3,500	3,500
01 403 229 0000 Registry of Deeds	950	1,226	1,623	1,340	1,500	1,500	1,500	1,500
01 403 233 0000 Maint. Agreements	6,381	6,819	6,311	6,572	7,000	8,500	8,500	8,500
01 403 234 0000 Vehicle Rental	240	727	577	404	800	800	800	800
01 403 245 0000 Conference-Dues	2,945	2,573	2,163	1,982	2,000	2,000	2,000	2,000
01 403 246 0000 Temporary Labor Finance	-	1,504	675	-	-	-	-	-
01 403 247 0000 Training	500	384	809	1,525	1,000	1,000	1,000	1,000
01 403 401 0000 Equipment	2,000	137	525	11,581	1,500	4,500	4,500	4,500
TOTAL OTHER	\$72,152	\$74,669	\$67,514	\$88,803	\$78,300	\$86,300	\$81,300	\$81,300
DEPT. O&M TOTAL	\$436,109	\$480,155	\$501,671	\$512,707	\$515,193	\$552,919	\$506,787	\$506,787

FINANCE
FY 2011-2012 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director	26		52	35		\$1,145.00	\$59,540.00
1	Personnel Spec.	20		52	35		\$957.10	\$49,769.20
1	Purch Spec.	18		52	35		\$957.10	\$49,769.20
1	Tax Collector	19		52	35		\$750.00	\$39,000.00
1	Assist Fin Director	19		52	35	\$21.98	\$710.00	\$36,920.00
1	Finance Clerk	9H		52	35	\$17.26	\$604.10	\$31,413.20
1	Admin. Secretary	9	10	52	35	\$18.73	\$655.55	\$34,088.60
1	Tax Clerk	7	2	52	25	\$13.58	\$339.50	\$17,654.00
1	Treasurer							\$10,500.00
1	MIS Specialist	23		52	35	\$34.77	\$1,217.12	\$63,290.24
1	Asst MIS Specialist	9		52	35	\$15.00	\$525.00	\$27,300.00
	Temporary Help							\$6,700.00
	less reimbursements from Water & Sewer Fund							(\$7,000.00)
Total Finance								\$418,944.44

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

2011-2012 Performance Measure

- Insure stability in the City's computer network
- Work with MIS implementing Credit Card processing
- Forward progress on Scanning Documents
- Continue efforts to update or create procedure manuals

FINANCE – FISCAL
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

SALARIES

This line item funds the cost of 9 fulltime employees and the City Treasurer. Additional funds have been requested for the hiring a fulltime employee in the MIS department. The temporary help line has been increased to reflect the possible need to bring in part time assistance until the Finance Director position is filled. 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. The City Manager has reduced this line by \$28,877 to reflect the elimination of a new employee to help support MIS. The Council column has funded the MIS position by using some of the Finance Director wages that were included in temporary salaries line.

OVERTIME

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

LONGEVITY

This line item funds a longevity payment to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

This line item funds the cost of telephone connections and switchboard with related costs. This line has been decreased by \$500.

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 level funded.

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 deeded properties including the cost of condo fees. This line has been reduced by \$1,500 due to lower estimated costs.

AUDIT

This line item funds the cost of a contract for the City's annual audit including new required accounting standards. This line has been increased to reflect the new contract that takes effect in FY12. The Manager's column reflects a \$5,000 decrease.

MORTGAGE RESEARCH

This line item funds the cost of doing mortgage research for all tax lien properties. This line has been level funded.

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, postage machine and 50% of the cost of the Folding Machine shared by Tax and City Clerk. The increase in this line is to cover the cost for the 50% of the maintenance for the Folding Machine.

VEHICLE RENTAL

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

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. This line has been increased in anticipation of replacing aged computers.

FINANCE - INSURANCE
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u> <u>2011</u>	<u>2011-</u> <u>2012</u>	<u>2011-2012</u>	<u>2011-2012</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>
OTHER								
01 433 123 0000 Unemployment Ins.	\$1,513	\$1,166	\$3,549	\$3,656	\$4,500	\$16,000	\$16,000	\$16,000
01 433 125 0000 Workers Comp. Ins	206,841	220,060	172,483	183,699	209,500	230,000	225,000	225,000
01 433 218 0000 Property & Liability Ins	191,849	195,997	206,858	213,448	201,500	224,544	216,044	216,044
01 433 218 0002 Wellness Program	494	1,323	1,027	125	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	131	1,334	307	140	1,500	1,500	1,500	1,500
01 433 218 0007 Claims	<u>5,067</u>	<u>1,578</u>	<u>4,528</u>	<u>2,685</u>	<u>6,000</u>	<u>5,000</u>	<u>3,000</u>	<u>3,000</u>
TOTAL OTHER	\$405,895	\$421,458	\$388,752	\$403,753	\$423,500	\$478,544	\$463,044	\$463,044
DEPT. O&M TOTAL	\$405,895	\$421,458	\$388,752	\$403,753	\$423,500	\$478,544	\$463,044	\$463,044

FINANCE – INSURANCE
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

UNEMPLOYMENT

This line item funds the cost of the City payment to Primex for the Unemployment Compensation Program. This line increased to reflect anticipated increases in costs.

WORKERS COMPENSATION

This line item funds the cost of the city payment to Primex for Workmen's Compensation. Again this year, we are able to lower the premium costs by participating in the PRIME program (the 10 best risk management practices) and having signed a multiyear agreement with Primex also resulted in an additional discount on our premium. This year the loss ratio factor (at least for the first half of the fiscal year) increased from .95 to 1.00. The City Manager has reduced this line by \$5,000.

PROPERTY-LIABILITY

This line item funds the cost of property and public officials' liability insurance. This line also reflects the multiyear discount from Primex and has been decreased by contributions that we expect to receive from Sanitary Sewer, Water and the Airport. It is estimated based on the not to exceed amounts given to us by the provider. The City Manager has reduced this line by \$8,500.

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 reduced by \$2,000 by the Manager.

FINANCE - PRINCIPAL & INTEREST
FY 2011-2012 BUDGET

	ORIGINAL	YRS	BAL DUE	YRS	10-11 P&I	2011-2012	2011-2012	2011-2012	% 11-12/10-11	
	DEBT		07/01/11	REM.		PRINCIPAL	INTEREST	P & I		
BONDED DEBT										
MUNICIPAL BONDS										
1990 PW & P&R	\$2,309,301	20	-	0	\$122,762	-	-	-		
1996 Capital Imp.	\$1,125,000	20	320,284	5	\$73,738	56,050	14,662	70,712	-4.1%	
2000 Capital Imp #2	\$1,628,000	10	-	0	\$166,725	-	-	-		
2001 Capital Imp	\$3,565,000	20	1,945,000	11	\$277,142	180,000	81,385	261,385	-5.7%	
2002 Capital Imp	\$754,375	10	150,000	2	\$82,500	75,000	4,500	79,500	-3.6%	
2002 Capital Imp	\$2,029,000	20	1,200,000	12	\$156,150	100,000	48,945	148,945	-4.6%	
2003 Library Renovation & addition	\$2,347,500	20	1,450,000	13	\$187,525	115,000	65,284	180,284	-3.9%	
2008 Capital Imp	\$410,861	9	205,430	5	\$50,947	41,086	8,217	49,303	-3.2%	
2009 Transfer Station Debt	\$1,045,000	10	848,730	7	\$142,450	100,000	37,950	137,950	-3.2%	
2008 Aerial Fire Truck	\$950,000	10	665,000	7	\$118,408	95,000	20,482	115,482	-2.5%	
2010 Weirs Boardwalk	\$800,000	20	760,000	18	\$72,168	40,000	28,570	68,570	-5.0%	
2010 Anthony Drive Drainage Improvemts*	\$437,000	20	207,575	18	\$19,106	10,925	8,939	19,864		
2010 Revaluation	\$350,000	5	282,650	3	\$76,672	70,000	7,249	77,249	0.8%	
2011 Endicott Water Line	\$315,000	20	315,000	20	-	15,750	11,593	27,343		
2011 Weirs Boardwalk Supplement	\$250,000	20	250,000	20	-	12,500	9,201	21,701		
TOTAL CITY			8,599,669		\$1,546,293	911,311	346,977	1,258,288	-18.6%	
Reductions:					-\$144,588					
Fire Truck ARRA \$						(\$5,000)		(\$5,000)		
Endicott Water Line						(\$12,000)		(\$12,000)		
NET Cost after reductions					\$1,401,705	\$894,311	\$346,977	\$1,241,288		
SCHOOL BONDS										
1996 Capital Imp.	\$280,000	20	\$65,766	6	\$18,352	\$13,950	\$3,648	\$17,598	-4.1%	
2000 School Renovations	\$2,175,000	10	-	1	\$223,155	-	-	-		
2001 School Renovations	\$6,223,000	20	\$3,340,000	12	\$481,241	\$310,000	\$144,105	\$454,105	-5.6%	
2002 School Renovations	\$4,123,300	20	\$2,460,000	13	\$325,028	\$205,000	\$105,598	\$310,598	-4.4%	
2008 MM School Construction	\$22,644,000	29	\$18,388,554	26	\$1,488,587	1,217,834	\$268,654	\$1,486,488	-0.1%	
TOTAL SCHOOLS			\$24,254,320		\$2,536,363	\$1,746,784	\$522,005	\$2,268,789	-10.5%	
Reductions:					-\$135,512					
MMSchool Construction						(\$7,863)		(\$7,863)		
					\$2,400,851	\$1,738,921	\$522,005	\$2,260,926		
GENERAL FUND TOTAL			\$32,853,989		\$4,082,656	\$2,633,232	\$868,982	\$3,502,214	-14.2%	
WATER BONDS										
2009 Water Tank	\$1,500,000	20	1,385,000	19	\$129,922	\$75,000	\$55,245	\$130,245		
TOTAL WATER			\$1,385,000		\$129,922	\$75,000	\$55,245	\$130,245	0.2%	
GRAND TOTAL			\$34,238,989		\$4,212,578	\$2,708,232	\$924,227	\$3,632,469	-13.8%	

* The Principal and Interest payments for this project are estimates. Constructed with ARRA funds from the State Revolving Loan Fund. This loan forgives 50% of the principal at the time of repayment. Interest is paid only on the City's share of the debt.

FINANCE - REIMBURSABLES
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u>	<u>2011-</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2011</u>	<u>2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
					<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
OTHER								
01 427 901 0020 Recreation & Facilities	\$14,367	\$14,423	\$20,596	\$11,529	\$21,000	\$50,000	\$50,000	\$50,000
01 427 901 0040 Police	119,013	123,507	132,093	125,609	130,000	130,000	130,000	130,000
01 427 901 0060 Youth Services Bureau	<u>111,518</u>	<u>98,809</u>	<u>56,455</u>	<u>24,062</u>	-	-	-	-
TOTAL OTHER	\$244,898	\$236,739	\$209,144	\$161,200	\$151,000	\$180,000	\$180,000	\$180,000
DEPT. O&M TOTAL	\$244,898	\$236,739	\$209,144	\$161,200	\$151,000	\$180,000	\$180,000	\$180,000

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

FINANCE – REIMBURSABLES
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

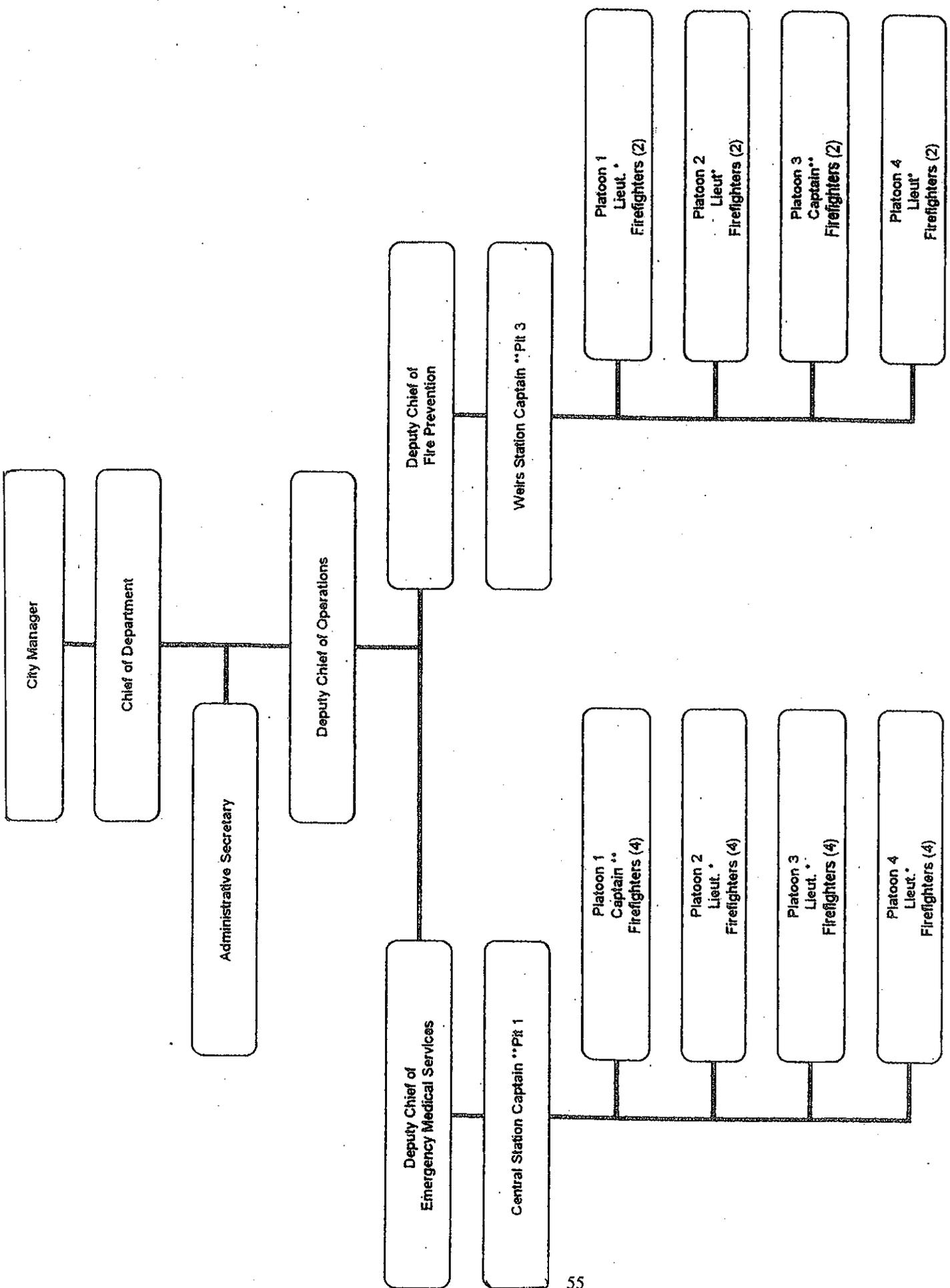
These expenses are also reflected as revenue (see page 4) and therefore have no impact on the tax rate.

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 year we have added reimbursements received from the Muskrats for the use of Robbie Mills field as well as the expenses related to the Parks Coop Program. This line item allows the Recreation and Facilities Department to spend that revenue.

POLICE

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



FIRE
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT. REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 445 101 0000 Regular Salaries	\$1,538,668	\$1,485,485	\$1,555,496	\$1,672,089	\$1,620,664	\$1,651,565	\$1,586,643	\$1,574,643
01 445 103 0000 Call F.F.	10,169	13,665	15,441	8,081	-	8,000	-	-
01 445 105 0000 Extra Duty Coverage	85,544	87,659	118,503	83,903	53,000	83,000	33,000	25,000
01 445 106 0000 Sick-Injury Coverage	51,872	113,242	90,026	86,630	63,000	63,000	63,000	63,000
01 445 107 0000 Holidays	92,022	89,590	97,914	93,949	97,600	97,600	97,600	97,600
01 445 108 0000 Vacation/Personal Coverage	135,021	114,740	152,192	85,959	115,000	122,000	95,000	95,000
01 445 109 0000 Longevity	2,040	1,770	1,530	1,410	1,620	1,710	1,710	1,710
01 445 115 0000 Salary Adj.	-	-	-	-	11,173	11,173	11,173	11,173
01 445 111 0000 Contractual EMT-Incentive	9,000	11,250	10,500	10,875	10,500	11,250	11,250	11,250
01 445 130 0000 Health Insurance	534,803	495,330	547,001	579,218	688,644	783,988	765,698	747,408
01 445 132 0000 F.F. Insurance	450	600	615	740	600	600	600	600
01 445 135 0000 Retirement	277,632	308,796	323,425	354,583	360,425	404,843	385,555	385,555
TOTAL SALARIES	\$2,737,221	\$2,722,127	\$2,912,643	\$2,977,437	\$3,022,226	\$3,238,729	\$3,051,229	\$3,012,939
OTHER								
01 445 201 0000 Telephones	\$6,741	\$7,894	\$7,810	\$7,696	\$8,000	\$8,000	\$8,000	\$8,000
01 445 202 0000 Lights-Power	19,035	19,473	19,616	20,879	22,000	22,500	22,000	22,000
01 445 203 0000 Water-Sewer	2,158	2,641	2,022	1,824	2,600	2,600	2,600	2,600
01 445 204 0000 Heating Fuel	31,905	27,867	32,538	17,786	30,000	32,000	30,000	30,000
01 445 212 0000 Copier	2,084	1,269	1,492	1,628	1,600	2,000	1,600	1,600
01 445 214 0000 Supplies-Department	1,717	4,371	5,213	8,565	5,000	5,000	5,000	5,000
01 445 214 0001 Medical Supplies, Dept.	152	-	15	-	-	-	-	-
01 445 233 0000 Maint.-Equipment	12,808	7,941	16,167	13,638	10,000	12,000	10,000	10,000
01 445 233 0001 Maint.-Fire Alarms	2,304	2,036	1,517	1,028	3,000	3,000	3,000	3,000
01 445 233 0003 Maint.-Radios	3,737	2,227	3,694	2,800	3,000	3,000	3,000	3,000
01 445 235 0000 Maint.-Station Repairs	13,404	16,046	14,273	16,827	13,500	15,000	13,500	13,500
01 445 235 0001 Maint-Station Supplies	3,923	6,788	4,163	8,635	6,000	6,000	6,000	6,000
01 445 245 0000 Conference/Dues	2,391	2,975	4,694	2,676	2,200	2,800	2,200	2,200
01 445 247 0000 Training	2,818	5,671	7,404	4,901	4,400	4,400	4,400	4,400
01 445 247 0001 Schools-Seminars	25	-	-	-	-	-	-	-
01 445 247 0003 Career Development	4,891	5,854	5,924	574	1,200	2,000	1,200	1,200
01 445 250 0000 Laundry	4,013	4,753	4,848	4,492	2,000	2,000	2,000	2,000
01 445 251 0000 Uniform Allowance	15,929	17,557	20,633	16,108	15,500	16,500	15,500	15,500
01 445 251 0001 Protective Clothing	9,256	17,030	21,825	18,178	11,000	12,000	11,000	11,000
01 445 253 0000 Physical Exams	22,757	16,549	19,423	10,399	20,000	20,000	20,000	20,000
01 445 304 0000 O/S Contracts	617	6,239	3,126	1,875	6,000	6,000	6,000	6,000
01 445 359 0000 Fire Prevention-Administration	4,101	5,164	8,875	5,650	6,000	6,000	6,000	6,000
01 445 359 0001 Fire Prevention-Public Education	856	1,757	-	735	2,400	2,400	2,400	2,400
01 445 401 0000 Equipment	9,417	6,767	21,586	23,526	8,000	10,000	8,000	8,000
01 445 401 0002 Equipment-Training	-	1,080	1,050	987	2,000	2,000	2,000	2,000
01 445 401 0004 Special Events Coverage	39	279	-	420	350	350	350	350
01 445 401 0011 Computer Newwork Server	-	-	-	5,000	-	-	-	-
01 445 403 0007Radio Pager Replacement	2,592	6,400	5,750	1,796	3,000	2,000	3,000	3,000
01 445 404 0000 Equipment-Grant Match	-	-	11,000	-	-	-	-	-
TOTAL OTHER	\$179,670	\$195,628	\$244,658	\$198,623	\$188,750	\$199,550	\$188,750	\$188,750
01 445 234 0000 Vehicle Rental	\$82,518	\$80,250	\$83,000	\$105,599	\$92,000	\$100,000	\$100,000	\$100,000
01 445 234 0001 Internal Service Fund	81,659	84,500	84,500	112,698	110,000	121,609	100,109	100,109
DEPT. O&M TOTAL	\$3,081,068	\$3,082,505	\$3,324,801	\$3,394,357	\$3,412,976	\$3,659,888	\$3,440,088	\$3,401,798

FIRE
FY 2011-2012 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/Secretary							\$8,000.00
1	Admin. Secretary*	9	5	52	40	\$17.18	\$687.20	\$35,734.40
Total FIRE ADMIN								\$267,191.40

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/EMTI			52	42	\$24.74	\$1,039.08	\$54,032.16
3	Lieutenant/EMT-Par			52	42	\$25.96	\$1,090.32	\$170,089.92
1	Lieutenant/EMT-Par			52	42	\$24.43	\$1,026.06	\$53,355.12
1	Lieutenant/EMT-I			52	42	\$23.27	\$977.34	\$50,821.68
2	5th Class FF/ EMT			52	42	\$21.40	\$898.80	\$93,475.20
3	5th Class FF/EMT-I			52	42	\$21.40	\$898.80	\$140,212.80
1	4th Class FF/EMT-P			52	42	\$21.91	\$920.22	\$47,851.44
3	3rd Class FF/EMT-P			52	42	\$21.06	\$884.52	\$137,985.12
3	3rd Class FF/EMT-I			52	42	\$20.06	\$842.52	\$131,433.12
1	2nd Class FF/EMT-P			52	42	\$19.62	\$824.04	\$42,850.08
1	1st Class/EMT-I			52	42	\$18.69	\$784.98	\$40,818.96
2	1st Class/EMT-I			52	42	\$17.97	\$754.74	\$78,492.96
1	FF Prob/EMT-P			52	42	\$17.22	\$723.24	\$37,608.48
3	FR Prob/EMT I			52	42	\$16.40	\$688.80	\$107,452.80
Total Fire Fighters								\$1,307,451.60
								\$1,574,643.00

AMBULANCE***

1	Deputy Chief EMS			52	42		\$1,339.93	\$69,676.36
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	PT Secretary							\$8,712.60
Total Ambulance								\$274,512.16

***Paid by Lakes Region General Hospital

Fire Department Activities

Respond to 7,000+ calls for service per year-48% of these are emergency calls
Respond to 1,200 simultaneous and back-to-back calls per year -38% increase since 2005
65% of all fires were in residential property - 3 yr. avg.
34% of residential fires are in multi-family type homes 3 year average
7% of fires were in health care facilities 3 year average
6% of fires were in business/industry occupancies yet account for 55% of the losses - 3 yr. avg.
5% of all fires were in assembly type occupancy
64% of all responses are a single unit response; 50% improvement in 3 yrs.
14% require a full shift response or greater
Arson/suspicious fires account for 22% of all fires - 4 yr. avg.
Accidental fires account for 45% of all fires - 4 yr. avg.
13% of all emergencies are in Weirs district; 30% increase in seven years.
66% of all emergencies are medical/ rescue type calls, which reflect the change in responsibility of the Department - 3 yr. avg.

Non-emergency Activities

Non-emergent activities include more than 2,300 safety inspections
Conduct over 100 public safety education programs throughout the community.
On-duty crews conducted more than 314 in-service inspections of gas piping, furnaces, chimneys, etc.
Fire Prevention inspections have increased by 168 percent since 2002
Conducted 203 building plan reviews and 148 meetings/consultations
Train City employees in CPR/first aid/incident command/disaster response/flu prevention
Generated \$33,700 in revenue through permits
Generate \$44,000 per year in service fees for municipal fire alarm systems
More than 4,200 hours of in-service training
Thirty planning sessions for emergency management and public health

2011-2012 Objectives

Inspect all multi-family dwellings biannually	90%
Inspect all public assemblies annually	100%
Improve on-duty training hours to 180 hours per firefighter	100%
Hire 4 new firefighters assign to Ladder 1 Central Station	0%
Hire 4 new firefighters and assign to Weirs Fire Station	0%
Institute inspection program for high hazard commercial buildings	25%
Institute a leadership training program for supervisors	35%
Hire and train 12 call firefighters	0%
Improve response time to high risk emergencies	64%

2010 Performance Goals and Benchmarks

Respond to 90% of all structure fires within 4 minutes; currently at 66%
Respond to 80% of all emergency calls within 6 minutes or less; currently at 76%
Respond to 100% of all emergency calls in no more than 8 minutes; currently at 89%
Contain residential dwelling fires to room of origin; currently at 40%; goal is 80%
Maintain 75% loss to save ratio for fires; currently 50%
Maintain multiple unit response at 60%; currently at 68%
Cost for fire protection per \$1,000 in property value is \$1.73
Firefighters on-duty respond to 425 calls per year; 2cd busiest in State of similar cities
Response time to building fires is 5 minutes and 5 seconds; goal is 4 minutes
Cost per capita is \$193. Well below similar cities and towns

FIRE
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

SALARIES

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

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

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

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

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

The City Manager has reduced this line to reflect no increases for employees and has also reduced this line to reflect a \$10,000 decrease in part time secretary expenses. Another \$12,000 reduction in this line was made by the council reducing the inspector line to \$8,000.

CALL FIREFIGHTERS

In 2010, we eliminated the call force. I hope to rehire these employees this year. This line item will partially fund the wages for call firefighters and student interns. This includes pay for responses to alarms, and incentives for good attendance and attendance to training. The rehires will require training and any new hires will require extensive training. The line has not been funded.

EXTRA DUTY COVERAGE

This line item covers the cost of unscheduled and unexpected overtime.

We operate with a minimal crew and therefore must utilize off-duty firefighters quite frequently. The smaller the on-duty staff the more dependent a Department becomes on overtime.

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

The City Manager has reduced this line by \$50,000. The Council has further reduced this line by another \$8,000 bring the total available to \$25,000.

SICK-INJURY COVERAGE

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

HOLIDAYS

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

VACATION /PERSONNEL DAYS COVERAGE

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

The City Manager has reduced this line by \$27,000.

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

CONTRACTUAL EMT –Incentive

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

HEALTH INSURANCE

This line item funds the estimated cost of health insurance for all department employees. The City Manager and Council have reduced this line to reflect a change in census.

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 year’s rate is 20.08%. This line has risen due to changes at the State level and poor performance of investments. The City Manager has reduced this line to reflect a decrease in extra duty and vacation over time as well as no salary adjustments for the staff. *Additional funding for this line is included in contingency pending revised recertified rates from NHRS.*

TELEPHONES

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

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.

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.

COPIER

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

SUPPLIES-DEPARTMENT

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

MAINTENANCE-EQUIPMENT

This line item funds the maintenance and repair to fire/rescue equipment. Some items covered are hydrostatic testing of air cylinders, annual aerial ladder, ground ladder, pump, air mask testing, fire extinguisher recharging, air compressor maintenance, 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 at Lakes Region Mutual Aid. This system provides direct and immediate notification of a fire. The system requires updates as technology improves and because the system is exposed to the elements, there is considerable wear and tear. This system provides early and automatic notification of fire. Its reliability is one reason why many of our reported fires are quickly extinguished with minimal damage.

MAINTENANCE-RADIO

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

MAINTENANCE-STATION REPAIRS

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

MAINTENANCE-STATION SUPPLIES

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

CONFERENCE/ DUES

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

TRAINING

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

CAREER DEVELOPMENT

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

LAUNDRY

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

UNIFORM ALLOWANCE

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

PROTECTIVE CLOTHING

This line item funds the cost of all protective clothing for 36 firefighters. One set of firefighting gear (protective coat and pants) is \$2,300. Other items include Nomex gloves, Nomex hoods, fire helmets, forest fire gear, fire boots, personal flashlights, and eye and hearing protection. The life expectancy of a set of firefighter gear is 5-6 years.

PHYSICAL EXAMS

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

OUTSIDE CONTRACTS

This line item funds the costs of promotional exam and other outside contracts such as computer software.

FIRE PREVENTION-ADMINISTRATION

This line item funds the cost of fire prevention and administrative supplies including fire investigation costs, photography, codebooks and inspection forms, and membership with the NFPA code subscription service. An added expense has been the cost to send certified mail to owners of multi-family dwellings.

FIRE PREVENTION-PUBLIC RELATIONS

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

EQUIPMENT

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

EQUIPMENT-TRAINING

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

SPECIAL EVENTS COVERAGE

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

RADIO PAGER REPLACEMENT

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

VEHICLE RENTAL

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

INTERNAL SERVICE FUND

This line item funds payment to the Internal Service Fund for depreciation on department vehicles. The City Manager has reduced this line to reflect the elimination of a new fire truck and prevention vehicle.

LEGAL

LEGAL
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2011</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
					<u>BUDGET</u>			
OTHER								
01 402 214 0000 Supplies	\$110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 402 225 0000 Law Books	339	340	350	371	400	400	400	400
01 402 225 0003 General Code Update	-	1,221	60	872	1,500	1,500	1,500	1,500
01 402 225 0001 Special Outside Litigation	2,263	540	-	5,352	-	30,000	30,000	30,000
01 402 225 0004 Litigation Health Subsidy	-	3,704	-	-	-	-	-	-
01 402 225 0005 Litigation	34,316	55,806	41,298	41,112	44,000	44,000	41,000	41,000
01 402 225 0006 Retainer	30,782	31,044	30,475	34,484	35,000	35,000	35,000	35,000
01 402 225 0007 Negotiator	<u>27,115</u>	<u>7,442</u>	<u>2,602</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
TOTAL OTHER	\$94,925	\$100,098	\$74,785	\$82,191	\$90,900	\$120,900	\$117,900	\$117,900
DEPT. O&M TOTAL	\$94,925	\$100,098	\$74,785	\$82,191	\$90,900	\$120,900	\$117,900	\$117,900

LEGAL
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

LAW BOOKS

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

GENERAL CODE

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

SPECIAL OUTSIDE LITIGATION

This line has been added to the Legal budget to appropriate funds for a couple of pending cases.

LITIGATION

This line item funds the litigation costs of the City attorney. Matters that require litigation are not included in the annual retainer. This line varies depending on the number of cases pending. The City Manager has cut this line by \$3,000.

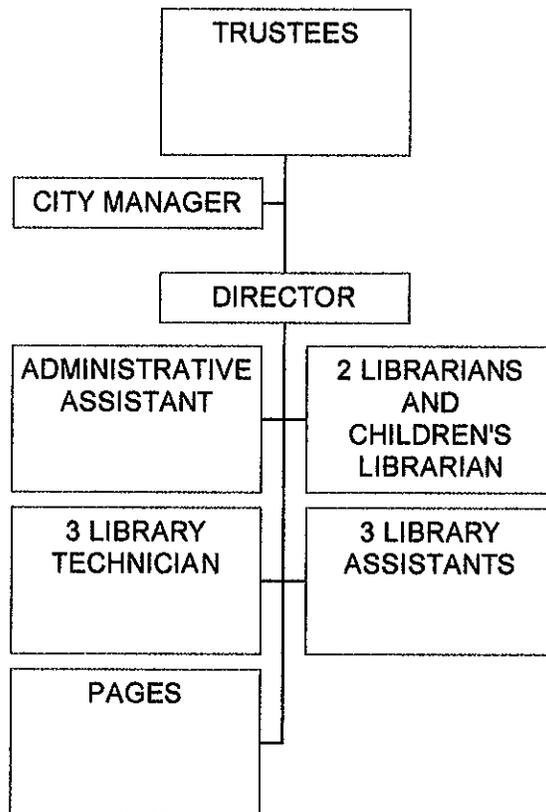
RETAINER

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

NEGOTIATOR

This line item funds the cost of an outside negotiator to deal with Union Contracts.

**LIBRARY
FY 2011-2012 BUDGET**



LIBRARY
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u>	<u>2011-2012</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2011</u>	<u>DEPT.</u>	<u>2011-2012</u>	<u>2011-2012</u>
					<u>BUDGET</u>	<u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 481 101 0000 Salaries	\$369,685	\$392,252	\$405,653	\$411,140	\$472,388	\$492,243	\$478,177	\$465,475
01 481 106 0000 Sick-Hurt	13,345	11,142	31,870	26,134	-	-	-	-
01 481 107 0000 Holidays	14,355	15,183	15,740	15,453	-	-	-	-
01 481 108 0000 Vacations	15,300	18,257	21,973	17,910	-	-	-	-
01 481 109 0000 Longevity	600	680	720	600	720	780	780	780
TOTAL SALARIES	\$413,285	\$437,494	\$475,956	\$471,237	\$473,108	\$493,023	\$478,957	\$466,255
OTHER								
01 481 201 0000 Telephones	\$2,709	\$2,171	\$2,419	\$2,250	\$3,000	\$3,000	\$3,000	\$3,000
01 481 201 0001 Internet/Cable	1,853	1,559	1,853	1,681	2,000	2,000	2,000	2,000
01 481 202 0000 Lights-Power	34,061	33,544	38,303	36,641	40,218	40,218	40,218	40,218
01 481 203 0000 Water-Sewer	1,607	2,002	2,039	1,791	2,775	2,775	2,775	2,775
01 481 204 0000 Fuel	24,819	22,693	26,045	15,037	28,000	28,000	28,000	28,000
01 481 207 0000 Postage	3,693	3,699	3,991	4,341	4,200	4,200	4,200	4,200
01 481 208 0000 Printing	1,694	1,877	2,101	2,333	2,500	2,500	2,500	2,500
01 481 214 0001 Supplies-Library	6,677	6,744	6,939	6,786	7,000	7,000	7,000	7,000
01 481 214 0002 Supplies-Building	1,891	1,970	2,144	2,431	2,400	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	3,930	3,830	4,083	4,064	4,400	4,400	4,400	4,400
01 481 233 0000 Maint.-Equipment	11,117	9,332	7,561	7,653	9,400	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	48,978	45,871	50,768	63,256	48,700	50,181	50,181	50,181
01 481 235 0001 Maint-Software/Service Contract	12,967	13,198	13,403	13,977	14,400	14,832	14,832	14,832
01 481 235 0002 Maintenance Security/Virus Protection	2,309	2,638	2,534	2,246	3,100	3,193	3,193	3,193
01 481 235 0003 Maint-Elevator	2,990	2,926	2,848	2,904	3,000	3,090	3,090	3,090
01-481-235-0004 Maint-HVAC	-	11,076	13,083	6,906	5,600	5,665	5,665	5,665
01 481 242 0000 Travel-Meetings	2,248	1,524	1,930	2,042	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	790	785	820	855	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	898	130	-	534	1,200	1,200	1,200	1,200
01 481 257 0000 Books	60,850	64,011	67,588	68,804	53,000	68,000	38,000	38,000
01 481 259 0010 Non-Print Media	10,450	13,066	12,778	12,938	13,000	13,000	13,000	13,000
01 481 259 0020 Periodicals	12,261	13,719	13,338	11,989	13,500	13,500	13,500	13,500
01 481 283 0000 Programs	8,137	7,091	8,821	8,984	8,500	8,500	8,500	8,500
01 481 383 0000 Gale Park	5,139	895	3,353	18,966	5,000	5,000	5,000	5,000
01 481 401 0000 Equipment	7,845	10,051	9,483	8,201	10,000	10,000	10,000	10,000
01 481 403 0000 Library Trust	(3,706)	(2,260)	(21,018)	(420)	-	-	-	-
01 481 405 0001 Bookbinding	1,651	1,813	1,717	1,340	2,000	2,000	2,000	2,000
TOTAL OTHER	\$267,658	\$275,955	\$278,924	\$308,530	\$290,193	\$307,434	\$277,434	\$277,434
DEPT. O&M TOTAL	\$680,943	\$713,448	\$754,880	\$779,767	\$763,301	\$800,457	\$756,391	\$743,689

LIBRARY
FY 2011-2012 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	\$872.40	\$45,364.80
1	Librarian	5	52	40	\$21.29	\$851.60	\$44,283.20
1	Admin Asst	10	52	40	\$20.23	\$809.20	\$42,078.40
1	Children's Librarian	10	52	40	\$20.23	\$809.20	\$42,078.40
1	Library Tech	9	52	40	\$19.73	\$789.20	\$41,038.40
1	Library Tech	6	52	40	\$18.33	\$733.20	\$38,126.40
1	Library Tech	2	52	36	\$16.61	\$597.96	\$31,093.92
1	Library Assistant	10	52	40	\$16.86	\$674.40	\$35,068.80
1	Library Assistant	9	52	40	\$16.45	\$658.00	\$34,216.00
1	Library Assistant	3	52	23	\$13.50	\$310.50	\$16,146.00
1	Library Assistant	1	52	23	\$14.18	\$326.14	\$16,959.28
	Page		52	14	\$9.00	\$126.00	\$6,552.00
						Total Library	\$465,475.40

LIBRARY
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

SALARIES

This line item funds the cost of ten full time employees and two part time employees, and a library page. This budget includes step increases of 2.5% for eight employees, based upon Laconia Public Library's 10 step wage structure. Four employees have reached the tenth and final step and will therefore not receive a step increase. This budget includes 2.5% COLA for ten full time and two part time employees. The City Manager column has reduced salaries by \$14,066 to reflect no COLA or raises for the staff. Further adjustments have been made in the Council column.

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

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

INTERNET CABLE

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

LIGHTS-POWER

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

WATER-SEWER

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

FUEL

This line item funds the cost of gas heat at Gale Memorial Library and oil heat at Goss Reading Room.

POSTAGE

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

PRINTING

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

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), and video surveillance system.

MAINTENANCE-BUILDINGS

This line item funds the cost of maintenance including a city negotiated cleaning contract, and necessary repairs to Gale Memorial Library and Goss Reading Room. Work needed at Gale includes scraping and painting of window frames in the library tower of the 1903 building and repair to original wooden blinds. Masonry work is needed at both libraries.

SOFTWARE MAINTENANCE/SERVICE CONTRACTS

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

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

MAINTENANCE-SECURITY/VIRUS PROTECTION

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

ELEVATOR MAINTENANCE

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

MAINTENANCE-HVAC SYSTEM

This line item funds: a) the cost of providing regular maintenance of the library mechanical system itself (spring start up of air-conditioning system; fall shut down of same; boiler maintenance; air filter replacement), and, b) the cost of providing maintenance for the computerized system which monitors and controls the mechanical system. HVAC maintenance is currently provided by Control Technologies on a time and materials basis under terms of a City of Laconia negotiated contract covering several municipal buildings.

TRAVEL -MEETINGS

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

CONFERENCE- DUES

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

EDUCATION-TRAINING

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

BOOKS

This line item funds the cost of building the library's collection of books. Library is seeking to restore funding of this line to 2009-2010 level. This line has been reduced \$30,000 by the Manager.

NONPRINT MEDIA

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

PERIODICALS/MICROFILM

This line item funds the cost of subscriptions to 121 magazines and 10 newspapers. The library also microfilms the Laconia Citizen and Laconia Daily Sun and houses a historical collection of microfilmed local newspapers dating back to 1849.

PROGRAMS

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

GALE PARK

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

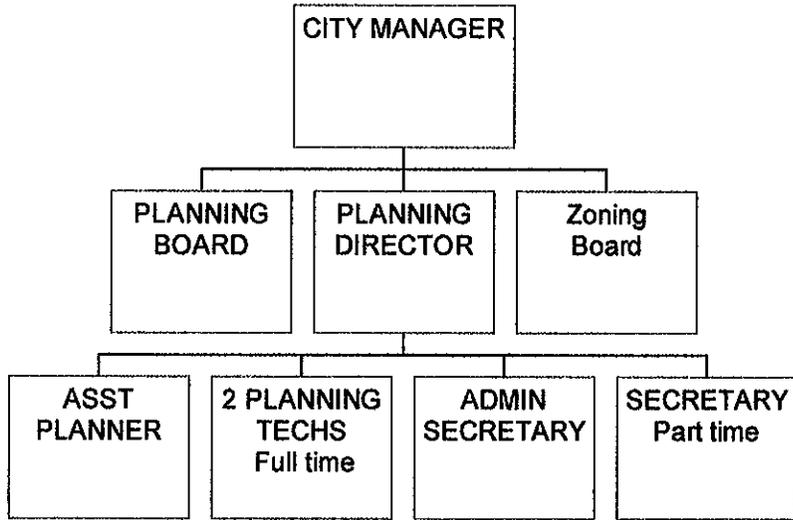
EQUIPMENT

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

BOOKBINDING

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

**PLANNING
FY 2011-2012 BUDGET**



PLANNING
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u> <u>2011</u>	<u>2011-2012</u> <u>DEPT.</u>	<u>2011-2012</u> <u>MANAGER</u>	<u>2011-2012</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQ.</u>		
SALARIES								
01 405 101 0000 Salaries	\$136,935	\$197,468	\$202,095	\$206,679	\$230,511	\$241,493	\$236,711	\$236,711
01 405 105 0000 Overtime	2,907	2,377	1,922	2,069	2,000	2,000	2,000	2,000
01 405 106 0000 Sick-Hurt	1,227	3,159	3,259	2,012	-	-	-	-
01 405 107 0000 Holidays	2,346	4,054	4,372	4,548	-	-	-	-
01 405 108 0000 Vacations	1,877	2,115	4,599	5,830	-	-	-	-
01 405 109 0000 Longevity	-	-	60	60	60	120	120	120
01 405 115 0000 Salary Adj.	-	-	-	-	6,105	6,304	3,641	3,641
TOTAL SALARIES	\$145,292	\$209,172	\$216,307	\$221,198	\$238,676	\$249,917	\$242,472	\$242,472
OTHER								
01 405 201 0000 Telephones	\$1,152	\$976	\$981	\$955	\$2,200	\$2,200	\$2,200	\$2,200
01 405 207 0000 Postage	1,384	943	830	613	3,100	3,100	3,100	3,100
01 405 210 0000 Notices	4,238	2,773	3,257	3,276	3,000	3,000	3,000	3,000
01 405 212 0000 Copier	1,649	986	1,309	937	3,000	3,000	3,000	3,000
01 405 214 0000 Supplies	3,350	3,185	3,505	2,304	3,500	3,500	3,500	3,500
01 405 229 0000 Registry of Deeds	31	35	49	16	-	-	-	-
01 405 234 0000 Vehicle Rental	1,488	2,698	2,480	1,777	3,000	3,000	3,000	3,000
01 405 242 0000 Travel-Meetings	100	640	169	234	1,000	1,000	1,000	1,000
01 405 245 0000 Conference-Dues	1,582	400	1,018	1,437	2,000	2,000	2,000	2,000
01 405 246 0000 Secretarial Help	20,249	-	-	-	-	-	-	-
01 405 247 0000 Training	201	565	874	275	2,000	2,000	2,000	2,000
01 405 304 0000 O/S Contracts	-	500	562	(\$9,525) *	15,000	20,000	10,000	10,000
01 405 333 0000 L.R. Planning Com.	15,941	16,184	16,409	17,098	16,876	17,213	17,213	17,213
01 405 401 0000 Equipment	5,442	4,063	6,254	3,336	4,500	4,500	4,500	4,500
TOTAL OTHER	\$56,807	\$33,947	\$37,697	\$22,733	\$59,176	\$64,513	\$54,513	\$54,513
DEPT. O&M TOTAL	\$202,099	\$243,118	\$254,004	\$243,931	\$297,852	\$314,430	\$296,985	\$296,985

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

PLANNING
FY 2011-2012 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director	25		52			\$1,400.51	\$72,826.52
1	Asst. Planner	21		52	35		\$975.66	\$50,734.32
1	Planning Tech*	13	5	52	35	\$20.84	\$729.40	\$37,928.80
1	Planning Tech*	13	4	52	35	\$19.01	\$665.35	\$34,598.20
1	Adm Secretary*	9	4	52	35	\$16.39	\$573.65	\$29,829.80
1	Partime Secretary*	3	4	52	17	\$12.21	\$207.57	\$10,793.64
Total Planning								\$236,711.28

Planning Activities

- * For the past several years, the Planning Department has focused on updating the Zoning Ordinance and the site plan and subdivision regulations. This past year we updated the admin application section of the regulations, the Kennel Ordinance, the Demo Ordinance, an extension request policy, and are currently working on a steep slope ordinance, a small wind energy systems ordinance and the Impact Fee Ordinance.
- *Focus attention on long term smart growth initiatives as discussed at the EPA Smart Growth Assistance report and the Master Plan.
- * Administer land use applications including major and minor site plan review, subdivision street acceptance, conditional use permits, zoning amendments, as-builts, lot mergers, variances and special exceptions including review, research and site visits.
- * Prepare packets, including agendas, submission materials, staff reports and minutes for the Planning Board and its various sub-committees, the Zoning Board of Adjustment, Technical Review Committee, Motorcycle Technical Review Committee, Conservation Commission, and Capital Improvement Committee. The combination of all these boards adds up to approximately 100 meetings annually.
- * Provide the public with access to records and assist applicants in the land use permitting process.
- * Coordinate and initiate activities and provide city liaison functions with other governmental units, adjacent communities, regional entities and community based organizations.
- * Participate in regional planning efforts through the Lakes Region Planning Commission such as the Transportation Advisory Committee.
- * Enforce zoning ordinance including building permit applications, shore land ordinances, signs, etc.

Goals and Objectives 2011-2012

*Continue to focus attention on long term smart growth initiatives as discussed in the EPA Smart Growth Assistance report and the Master Plan. This year in particular, we hope to complete an architectural review of the City and define user friendly, smart growth design guidelines for developer's use.

*Continue to Coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations, specifically to finish

downtown traffic flow updates into the Main Street Bridge process with the State DOT and move the reconstruction of Rte 107/106 and the Bypass further through The Region Planning Commission's Transportation Advisory Process.

*Update the Zoning Ordinance and the site plan and subdivision regulations. This upcoming year we hope to begin work on a Stormwater Ordinance and a Apaugus Bay Watershed Overlay District.

*Implement the Impact Fee Ordinance.

*Continue to participate in Brownfields redevelopment. The EPA Brownfields Program encouraged us to apply for a Grant this year. These Brownfield funds will help us further the work on the former Prison property, as well as identify and assess 10 additional Brownfields properties across the City.

*Continue to work with Citizens in the economic centers or villages on public investments such as sidewalk upgrades, traffic pattern improvements and pedestrian amenities (Riverwalk and WOW Trail) as well as economic development from the private community in the form of new, successful businesses that enhance the community character.

PLANNING
FY 2011-2012 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. The City Manager has reduced this line by \$4,782 to reflect no staff increases.

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 a non union employee. The City Manager has reduced this line.

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.

TRAVEL-MEETINGS

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

CONFERENCE & DUES

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

TRAINING

This line item funds the cost of training for Planning and Zoning Board members and the 5 support staff. The Office of 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, and a village district ordinance. Last year's request is currently being put to work in an impact fee ordinance update. The Manager has reduced this line by \$10,000.

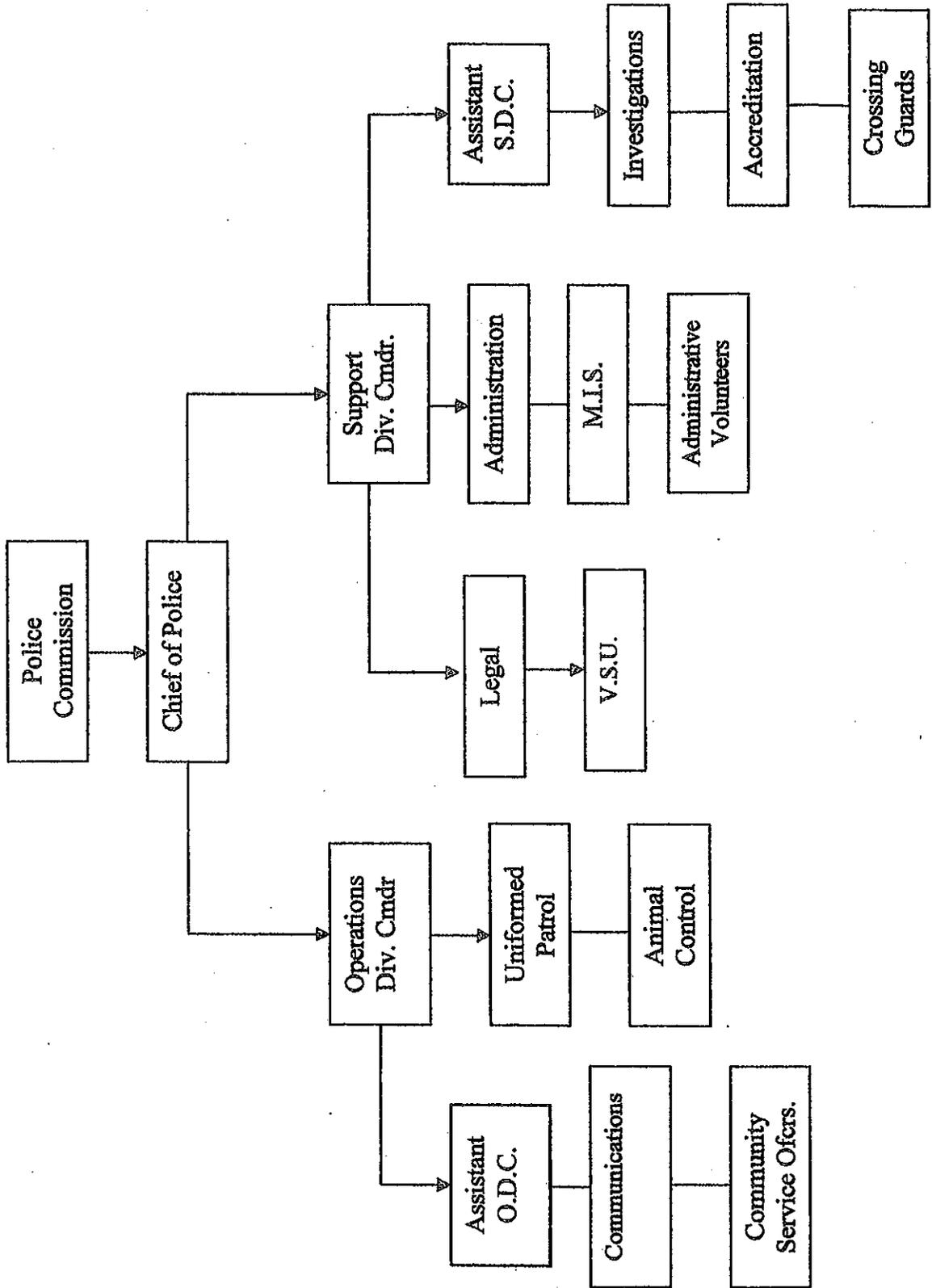
LAKES REGION PLANNING COMMISSION

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 6 existing computers with a replacement rate of 1 per year. Additionally, the department has a digital camera, 3 photo ready printers, a plotter printer, a copier and 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 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 437 101 0000 Salaries	\$2,140,148	\$2,403,375	\$2,432,005	\$2,466,870	\$2,606,052	\$2,631,520	\$2,595,833	\$2,592,833
01 437 101 0014 Police Commission	3,600	3,600	3,500	3,600	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Parttime Salaries	94,082	98,290	68,638	67,831	70,031	80,000	50,000	40,000
01 437 101 0030 Extra Duty	110,731	107,581	106,608	101,156	-	-	-	-
01 437 101 0040 Crossing Guards	15,180	13,662	10,560	13,981	12,000	13,000	-	13,000
01 437 101 0050 Overtime	139,943	106,060	111,648	110,776	115,000	115,000	90,000	90,000
01 437 106 0000 Sick-Hurt	41,860	47,239	51,595	85,980	-	-	-	-
01 437 107 0000 Holidays	18,496	18,882	17,501	15,720	19,000	19,000	19,000	19,000
01 437 109 0000 Longevity	14,071	15,191	16,776	17,033	19,098	19,526	19,526	19,526
01 437 130 0000 Health Insurance	639,122	629,128	715,276	801,458	911,455	1,099,462	1,073,462	1,099,982
01 437 135 0000 Retirement	226,049	303,400	309,050	368,543	383,477	435,769	425,120	424,540
01 437 140 0000 Disability Insurance	12,079	-	-	-	-	-	-	-
TOTAL SALARIES	\$3,455,381	\$3,744,408	\$3,843,157	\$4,052,948	\$4,139,713	\$4,416,877	\$4,276,541	\$4,302,481
OTHER								
01 437 201 0000 Telephone	\$22,161	\$18,697	\$18,069	\$19,470	\$22,000	\$22,000	\$22,000	\$22,000
01 437 207 0000 Postage	2,647	2,382	2,015	1,570	2,700	2,700	2,700	2,700
01 437 208 0000 Printing	2,312	1,858	2,014	2,157	2,000	2,000	2,000	2,000
01 437 212 0000 Copier	4,838	5,368	4,755	4,240	6,400	6,400	6,400	6,400
01 437 214 0000 Supplies	8,370	7,449	7,541	10,065	10,000	10,000	10,000	10,000
01 437 233 0000 Maint.-Equipment	10,249	7,922	6,287	17,868	11,000	11,000	11,000	11,000
01 437 233 0010 Maint.-Radio	6,982	8,823	4,750	8,850	7,500	7,500	7,500	7,500
01 437 233 0020 Maint.-Computer	5,180	2,540	5,666	2,829	5,000	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,485	1,260	1,520	1,025	1,500	1,500	1,500	1,500
01 437 247 0000 Training	18,881	15,019	20,022	19,664	16,500	20,000	20,000	20,000
01 437 251 0000 Uniform Allowance	23,126	21,396	25,567	23,422	23,000	23,000	23,000	23,000
01 437 303 0000 Misc.	15,959	18,738	15,203	22,391	18,000	18,000	18,000	18,000
01 437 304 0000 O/S Contracts	31,250	30,194	32,267	44,441	39,456	44,854	44,854	44,854
01 437 304 0001 Accreditation	-	-	-	4,599	5,000	5,000	5,000	5,000
TOTAL OTHER	\$153,440	\$141,646	\$145,676	\$182,591	\$170,056	\$178,954	\$178,954	\$178,954
01 437 234 0000 Vehicle Rental	\$116,546	\$128,373	150,000	116,600	\$110,000	\$110,000	\$110,000	\$110,000
01 437 234 0001 Internal Service Fund	92,795	110,000	104,497	78,100	60,000	84,503	84,503	84,503
POLICE REIMBURSABLE	(119,012)	(123,507)	(132,093)	(125,609)	-	-	-	-
DEPT. O&M TOTAL	\$3,699,150	\$4,000,920	\$4,111,237	\$4,304,630	\$4,479,769	\$4,790,334	\$4,649,998	\$4,675,938

POLICE
FY 2011-2012 BUDGET

SALARIES

Name	Title	Weeks	# Hours Worked	Weekly	Annually
1	Chief	52		\$1,926.19	\$100,161.88
1	Administrative Div Com	52		\$1,651.94	\$85,900.88
1	Operations Div Com	52		\$1,651.94	\$85,900.88
1	Prosecutor	52		\$1,651.94	\$85,900.88
2	Lieutenant	52		\$1,460.63	\$151,905.52
5	Sergeants	52	40	\$1121-\$1311	\$320,798.40
28	Patrolmen	52	40	\$731-\$1078	\$1,365,972.80
2	Administrative Asst	52	40	\$880-\$976	\$96,532.80
4	Adm Secretary***	52	40	\$578-\$780	\$110,048.64
5	Dispatchers	52	40	\$625-\$822	\$189,710.56
Total Police					\$2,592,833.24

Police Department Annual Activities 2009-2010

# of calls responded to	25,526
# of criminal offenses	4,317
# of criminal arrests	1,635
# of fatal accidents	1
# of injury accidents	167
# of property damage accidents	666
# of parking tickets issued	3,304
# of arrests/summons	531
# of written warnings	5,024
# of DWI arrests	83

POLICE DEPARTMENT
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

SALARIES

This line item funds the cost of 49 full time employees, (38 full time sworn and 11 full time civilian) for 40 hours per week for the fiscal year 2011-2012. The current collective bargaining agreement expired June 30, 2010. No COLA raise is in this budget.

No additional staff is requested for this budget.

The City Manager has reduced this budget by \$65,687 - \$35,687 to reflect no increases for steps. The Council column reflects a decrease of \$3,000 for the Animal Control Officer.

POLICE COMMISSIONERS

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

SPECIAL DUTY

This line item funds the wages of part time police officers/dispatchers/employees. Part time personnel provides extra coverage and traffic control for major events such as the Sled Dog races, 4th of July celebrations, holiday parades, as well as other downtown and Weirs special events. This line item funds a 40 hour per week Special Officer for the summer months, extra coverage during peak activity periods, 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. This line item also reflects a part time Animal Control Officer's (ACO) position. We have been without an ACO due to budget constraints and it has had an impact on our operations. The use of part time personnel is significantly less expensive than using full time personnel and is utilized by the Department where additional or replacement personnel are necessary. This line has been decreased \$30,000 by the Manager and another \$10,000 by the council.

EXTRA DUTY

This line item covers special detail reimbursed by the user.

CROSSING GUARDS

This line item funds the cost of three crossing guards at, Pleasant/Folsom, Highland/Stephen and Elm/Mass Avenue. The intersection of North Main and Folsom Street will also be covered by a crossing guard. This line has not been funded by the Manager, but included in the Council's budget.

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 and holiday pay has risen and now accounts for over 40% of the amount budgeted. This leaves less than 60% of this account line for patrol, investigative and other operations use. We have, however, level funded this line item for the 2011-2012 budget. Please see the attached Overtime Analysis Report from 11/05/09 on things we have implemented to cut down on this line item. This line has been reduced by \$25,000 as a reduction for overtime due to time in court.

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 no increase in this line item.

LONGEVITY

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

HEALTH INSURANCE

This line item funds the estimated cost of health insurance for police employees. The Council column reflects a change in census.

RETIREMENT

This line item funds the retirement benefit for 48 employees under Group I or Group II NHRS contributions. The current rate for Group 1 employees is 11.09% while Group 2 is 16.62%. This line was reduced by the City Manager to reflect the City Manager's decrease in salaries. *Additional funding for this line is included in contingency pending revised recertified rates from NHRS.*

TELEPHONE

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

POSTAGE

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

PRINTING

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

COPIER

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

SUPPLIES

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

EQUIPMENT MAINTENANCE

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

RADIO MAINTENANCE

This line 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 three years due in part to the ongoing war. The department is also using more ammunition due to increased range time for the officers. This account reflects the goals of the department to supply training in areas intended to increase safety and reduce potential liability to the Department and the City. We have asked for an increase of \$3,500.00 over FY 2010-2011 to better reflect what we will be spending on training in 2011-2012.

UNIFORM ALLOWANCE

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

MISCELLANEOUS

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

OUTSIDE CONTRACTED SERVICES

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

ACCREDITATION

As you are aware, the Laconia Police Department realized their goal to become a nationally accredited law enforcement agency in October of 2011. Achieving CALEA (Commission for Accreditation for Law Enforcement Agencies) Accreditation was in line with 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

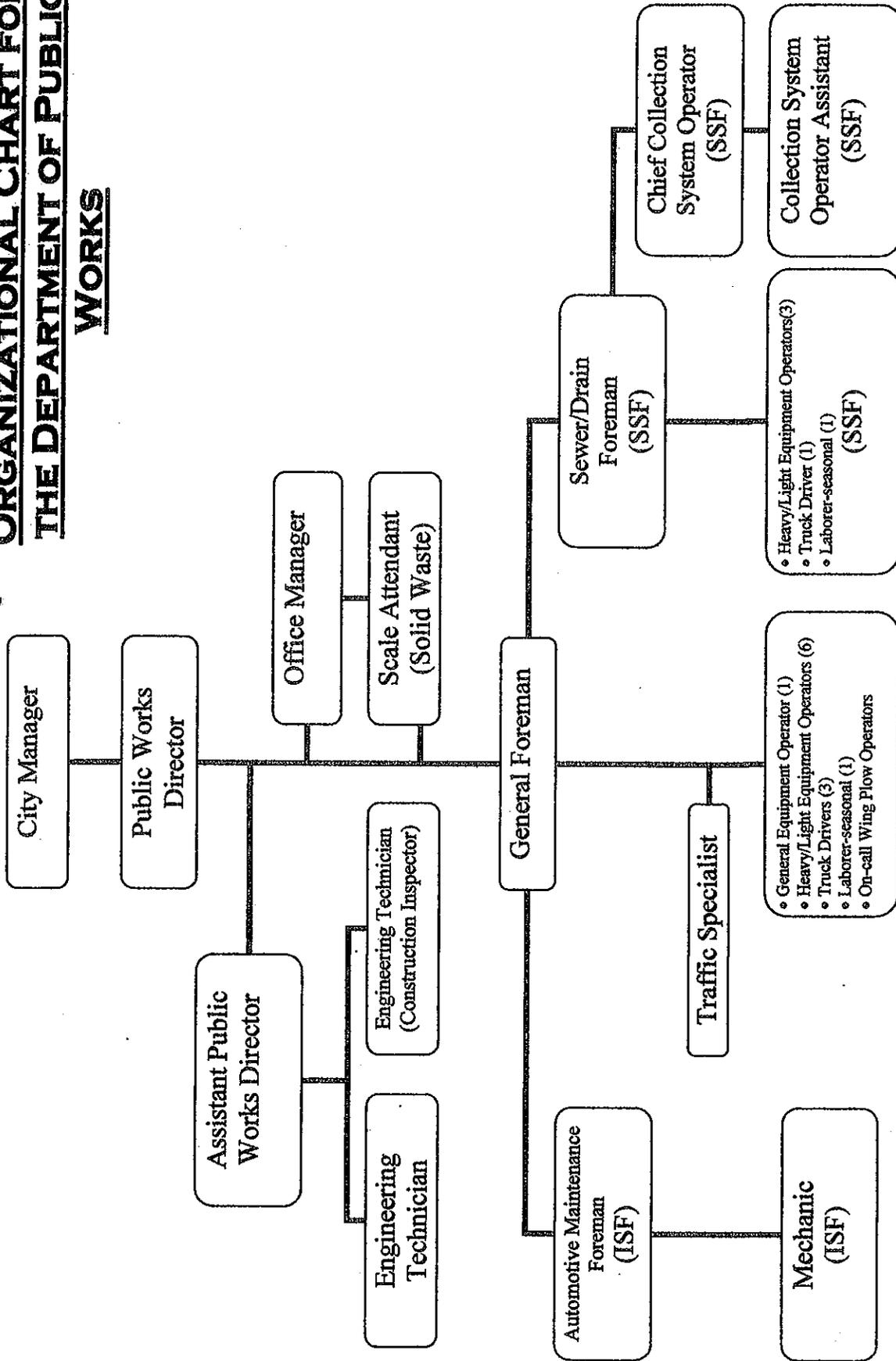
VEHICLE RENTAL

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

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 2011-2012 BUDGET**

		<u>99-00</u>	<u>01-02</u>	<u>08-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
									<u>REQ.</u>		
SALARIES											
01 599 101 0000	Regular Salaries	\$516,922	\$488,109	\$648,796	\$673,598	\$729,946	\$700,026	\$835,738	\$790,757	\$755,228	\$765,228
01 599 102 0000	On Call Wingmen	533	-	1,750	-	-	-	-	-	-	-
01 599 105 0000	Overtime	16,082	46,069	62,779	102,147	94,842	51,222	80,000	80,000	75,000	75,000
01 599 106 0000	Sick-Hurt	13,563	26,447	19,376	55,206	22,063	28,591	-	-	-	-
01 599 107 0000	Holidays	18,053	18,755	24,528	25,835	26,026	28,144	-	-	-	-
01 599 108 0000	Vacations	24,227	24,802	26,907	34,892	31,342	35,442	-	-	-	-
01 599 109 0000	Longevity	810	1,140	330	780	990	1,110	1,320	1,350	1,350	1,350
01 516 120 0000	Social Security	41,629	51,025	60,637	69,405	71,675	65,693	71,155	66,613	63,613	63,613
01 516 130 0000	Health Insurance	129,991	161,343	265,389	262,873	283,742	287,023	338,079	378,191	378,191	378,191
01 516 135 0000	Retirement	23,602	28,083	53,953	80,644	81,501	77,140	85,200	96,567	92,695	92,695
01 599 110 0000	Stipends	-	-	-	8,000	5,500	5,500	5,500	5,500	5,500	5,500
01 599 115 0000	Salary Adj.	-	-	-	-	-	-	4,205	4,205	4,205	4,205
TOTAL SALARIES		\$785,412	\$845,773	\$1,164,346	\$1,313,381	\$1,347,627	\$1,279,891	\$1,421,195	\$1,423,183	\$1,375,682	\$1,375,682
OTHER											
01 500 000 1000	HIGHWAY MAINT.	\$199,359	\$163,335	\$241,611	\$194,568	\$213,549	\$222,146	\$214,000	\$215,000	\$201,000	\$201,000
01 502 000 1000	WINTER MAINT.	176,002	225,280	241,722	406,168	326,897	197,681	302,000	302,000	302,000	302,000
01 503 000 1000	WINTER MAINT. O/C	31,335	11,390	14,613	22,739	29,400	15,278	27,000	27,000	27,000	27,000
01 505 000 1000	CITY ENGINEERING	31,729	36,592	38,158	24,995	28,472	32,585	32,000	33,000	33,000	33,000
01 506 000 1000	STREET SWEEPING	40,961	51,136	43,820	44,788	49,968	41,138	50,000	50,000	40,000	40,000
01 507 000 1000	DRAIN MAINT.	61,147	49,901	52,718	33,183	37,537	44,872	53,000	50,000	50,000	50,000
01 509 000 1000	STREET LIGHTING	165,839	140,704	161,228	173,526	182,163	186,573	180,000	190,000	190,000	180,000
01 510 000 1000	PARK/TRAF.CONTR.	24,573	30,300	47,167	50,389	49,456	51,460	50,000	50,000	50,000	50,000
01 511 000 1100	TREE WORK	3,583	6,000	7,765	-	6,630	7,693	8,000	8,000	3,000	3,000
01 512 000 1200	BOARDWALK	5,350	4,437	2,794	5,057	14,340	5,837	7,000	7,000	7,000	7,000
01 513 000 1300	SIGNS	6,620	7,240	9,056	5,855	11,283	9,461	10,000	10,000	10,000	10,000
01 514 000 1400	PARKING GARAGE	16,584	11,137	15,839	14,853	17,292	16,235	17,500	17,500	17,500	17,500
01 517 000 1000	ANIMAL CONTROL	218	120	8	8	-	-	-	-	-	-
Operating Costs		763,300	737,572	\$876,499	\$976,129	\$966,987	\$830,959	\$950,800	\$959,500	\$930,500	\$930,500
01 519 401 0000	Salt & Sand Spreader	-	-	\$ -	\$ -	\$9,471	\$9,745	\$9,650	\$9,700	\$9,700	\$9,700
01 519 401 0006	Digital Parking Meters (28)/(10)	-	-	4,991	-	617	-	-	-	-	-
01 516 401 0015	Sidewalk Trimmer/Edger	-	-	-	1,108	-	-	-	-	-	-
01 516 401 0016	Automatic Drop Chains	-	-	-	6,764	2,085	1,758	-	-	-	-
01 516 401 0017	"Micro-Paver" Software	-	-	-	1,140	-	-	-	-	-	-
01-516-401-0018	Plow for Komatsu Loader	-	-	-	-	-	8,847	-	-	-	-
	Traffic Control Components	-	-	-	-	-	-	-	7,500	-	-
	Sign Shop Equipment	-	-	-	-	-	-	-	9,800	-	-
		-	-	\$4,991	\$9,002	\$12,183	\$20,350	\$9,650	\$27,000	\$9,700	\$9,700
TOTAL PUBLIC WORKS DEPT.		\$1,548,712	\$1,583,345	\$2,045,835	\$2,298,512	\$2,326,797	\$2,131,200	\$2,381,345	\$2,409,683	\$2,315,882	\$2,315,882

PUBLIC WORKS
FY 2011-2012 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	9	52	40	\$22.10	\$884.00	\$45,968.00
1	General Foreman	17	10	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	1	52	40	\$17.41	\$696.40	\$36,212.80
1	Gen Equip Oper	45	6	52	40	\$21.59	\$863.60	\$44,907.20
1	Traffic Specialist	13	6	52	40	\$21.23	\$849.20	\$44,158.40
1	Truck Driver	42	3	52	40	\$15.19	\$607.60	\$31,595.20
1	Lt Equip Oper	43	3	52	40	\$16.60	\$664.00	\$34,528.00
2	Lt Equip Oper	43	5	52	40	\$17.22	\$688.80	\$71,635.20
1	Lt Equip Oper	43	6	52	40	\$17.56	\$702.40	\$36,524.80
1	Lt Equip Oper	43	7	52	40	\$18.18	\$727.20	\$37,814.40
1	Hvy Equip Oper	44	5	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	Laborer	Seasonal		17	40	\$13.14	\$525.60	\$8,935.20
1	Temporary Office Help	3	4	52	6	\$12.21	\$73.26	\$3,809.52
Total PWD Office								\$742,543.40

Public Works Activities:

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

2011-2012 Objectives

- Continue to accomplish substantial road improvements as funded under the annual Capital Outlay Program
- Continue implementation of sidewalk upgrade program as funded under the Capital Outlay Program
- Secure funding and accomplish (through consultant services) final design of Main St Bridge, and move to project budding and construction
- Oversee final design and construction of traffic light improvements at Oak St-N Main St Intersection
- Accomplish myriad of day to day DPW requirements including highway maintenance, winter maintenance, storm drainage and bridge maintenance
- Establish a computerized inventory system to track automotive/equipment parts and vehicle operating cost data in association with the management of the Internal Service Fund (ISF)
- Accomplish special drainage reviews and prepare drainage construction estimates for other problem areas in the City.

PUBLIC WORKS
ACCOUNT DESCRIPTIONS
FY 2011- 2012 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 0.9 % from last year's budgeted total. Very slight increases in Highway Maintenance, Winter Maintenance, Street Sweeping and Street Lighting account for the majority of the very small overall increase. Every effort has been made to adjust these numbers appropriately recognizing the need to hold costs down while not compromising the services required of this department. We are convinced that it would be unwise to budget any less.

SALARIES

This line item funds the cost of wages for all personnel conducting Public Works activities. It is estimated by using the regular salaries for all Public Works employees, adding the regular salaries of the Sanitary Sewer Fund employees and deriving a percentage of the total for each division based on historical records (this year 68%). 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 (13.5 hours per week) equally between the DPW, SSF and Solid Waste operating budgets (4.5 hours each).

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

The City Manager has decreased this line to reflect no increases for staff.

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. This line has been reduced by \$5,000.

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. The City Manager has reduced this line to reflect the changes in the salary lines above.

HEALTH INSURANCE

This line funds the estimated cost of health insurance for employees in this department.

RETIREMENT

This line funds the cost of the City's match (11.09%) for retirement for the department. This line has been decreased by the City Manager to reflect the changes in the salary lines above.

STIPENDS

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

SALARY ADJUSTMENT

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

HIGHWAY MAINTENANCE

This line item funds the cost of all supplies, materials, vehicle charges and equipment costs to maintain city streets, sidewalks, rural roads, bridges and parking lots. This also includes the cost of such items as fuel, telephone, electricity, water and sewer for the main garage facility at 27 Bisson Ave and other Public Works buildings. This category continues to be a critical part of our maintenance responsibility due to the natural deterioration of many of our roads and sidewalks over time. DPW has requested a minimal increase in this line item of \$ 1,000 (.5%). This line has been reduced by \$14,000 – this includes reductions in the following areas; Maintenance of Private Roads \$5,000, Janitorial Services at DPW \$5,000 and Curbside Recycling Calendar \$4,000.

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. We have requested level funding (no increase) of this line item.

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.

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. Funding request for this line item has been reduced by \$1,000 (3.1%) from last year's request.

STREET SWEEPING

This line item funds the cost of vehicle charges, equipment and supplies for sweeping streets including the hiring of an outside contractor. We have requested level funding (no increase) of this line item at \$50,000. Demand for effective and timely Spring clean-up of sand on roadways continues to be great.

(Note: DPW is continuing serious consideration of the procurement (purchase or lease/purchase) of a new power sweeper. Last Spring (2010) we purchased a used Mobil Sweeper to replace our 22 year old "Sweeprite" sweeper (vehicle #17). This has enabled us to keep up with the demand for sweeping, particularly during the first 10+ weeks of the Spring season. (Total dependence on outside services for this important responsibility is not good for the department or the City.) This line has been reduced by \$10,000.

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 in an effort to reduce overall budget costs. This item has historically been budgeted at up to \$60,000—and, although we have now reduced it two years in a row to assist with cost control, DPW is concerned that this important category needs to be held in high priority for future increased funding because of the poor condition of much of our aged subsurface drainage system in many parts of the City.

STREET LIGHTING

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

PARKING AND TRAFFIC CONTROL

This line item funds the cost of maintaining parking meters, traffic lights and paint striping, including materials, supplies and repair costs. Also, both the electrical cost for traffic light operation and the cost of highway center line striping (paint) are included under this line item. Costs for paint materials continues to rise and we have upgraded our efforts to maintain the paint striping on crosswalks and parking spaces, particularly on the higher volume streets, to enhance visibility for pedestrian and motorist safety purposes. We have requested this line item at level funding – no increase for this budget year.

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. We have requested level funding (no increase) for this line item for the upcoming year at \$8,000. This line has been reduced by \$5,000 by the Manager.

BOARDWALK

This line item funds the cost associated with the maintenance of the boardwalk and docks, including electrical costs for the Weirs sign, lights on the docks and boardwalk and ice eaters (aqua-therms) at the docks. We have requested level funding (no increase) of this line item at \$7,000.

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 requested level funding (no increase) of this line item for the upcoming year at \$10,000.

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. We have requested level funding (no increase of this line items at \$17,500).

SALT & SAND SPREADER -- \$ 9,700

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.

TRAFFIC CONTROL (and city-owned lighting) COMPONENTS-\$7,500

The City owns and operates nine (9) "Traffic Light" controlled Intersections and three (3) "Flasher" controlled intersections. At least five (5) of these intersections (Court St @ Main St-Beacon St East & West @ Main St-Beacon St East @ Church St-Union Ave @ Gilford Ave-Union Ave @Messer St) operate with electrical equipment (Controllers, Conflict Monitors and Loop Detectors) that are between 10 and 20 years old. Although this equipment may serve for up to 20 years, **we (DPW) need to be prepared to replace costly components on short notice when and if a failure occurs.**

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

This request is of \$7,500 will service as a contingency account to cover emergency costs of repairs as needed. Major repairs and/or upgrade of these facilities will continue to be items considered under the annual Capital Improvement Program (CIP) review. This line has not been funded.

SIGN SHOP EQUIPMENT -- \$ 9,800.

The continued demand for signs for various special needs in the City (i.e. Motorcycle Week, Sled Dog Races, Special events, Special Projects (WOW Trail, South St Sledding Hill), Informational signs, Police & Fire Dept. requests (often on short notice, etc.) as well as the substantial need for new and replacement signs to cover our regular roadway signing needs (Stops, Yields, Intersection signing, Speed Limits, Street Signs, Parking Restrictions, etc.) make this item a very high priority for the department. The current equipment is over 11 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.

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

Funding as requested here should enable us to upgrade the failing equipment and continue to accomplish this important function. The City Manager has not funded this line item.

PUBLIC WORKS
HISTORY

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
01 500 000 1000	HIGHWAY MAINTENANCE				
Labor	\$348,556	\$382,305	\$378,579	\$332,604	\$384,690
Telephone	3,611	3,023	2,288	2,595	2,632
Power-Lights	12,770	11,360	11,551	11,218	10,592
Water-Sewer	868	1,394	1,532	1,546	1,482
Fuel	10,160	7,645	9,510	9,798	6,585
Building Maint.	7,594	6,349	4,587	5,663	18,715
Road Maintenance	53,757	69,112	64,955	78,982	88,000
Clothing Allowance	4,466	4,107	5,542	5,771	5,331
D&A Testing	642	991	1,982	1,035	803
O/S Contracts	(316)	-	-	-	-
Misc.	2,495	1,550	(115)	2,761	4634
Vehicle Use	90,827	103,080	75,733	79,631	83,372
Stipends	-	-	8,000	5,500	5,500
Internal Service Fund	<u>34,992</u>	<u>33,000</u>	<u>17,005</u>	<u>14,550</u>	-
TOTAL HIGHWAY MAINT.	\$570,422	\$623,916	\$581,147	\$551,654	\$612,336
01 502 000 1000	WINTER MAINTENANCE				
Labor	\$76,944	\$91,909	\$182,101	\$159,098	\$71,806
Hired Snow Removal/Temps	3,430	1,750	-	-	-
Sand & Salt	166,600	110,445	236,033	220,579	154,204
Misc.	-	7,634	10,858	1,873	6,180
Vehicle Use	85,968	76,343	130,568	75,280	37,296
Internal Service Fund	<u>39,996</u>	<u>47,300</u>	<u>28,709</u>	<u>29,164</u>	-
TOTAL WINTER MAINT.	\$372,938	\$335,381	\$588,269	\$485,994	\$269,486
01 503 000 1000	WINTER MAINT. O/C				
Outside Contract	\$12,651	\$14,613	\$22,739	29,400	\$15,278
01 505 000 1000	CITY ENGINEERING				
Labor	\$120,320	\$179,423	\$195,601	\$209,027	\$210,159
Telephone	1,090	363	-	-	-
Supplies	8,651	3,084	2,508	1,686	1,803
Misc. D/O	4,874	1,999	3,341	5,528	7,414
Landfill Monitor	16,564	20,044	15,638	18,897	18,931
Vehicle Use	<u>9,543</u>	<u>12,667</u>	<u>3,508</u>	<u>2,361</u>	<u>4,438</u>
TOTAL CITY ENGR.	\$161,042	\$217,580	\$220,595	\$237,499	\$242,745
01 506 000 1000	CLEANING STREETS				
Outside Contract	\$30,800	\$36,595	\$39,440	\$46,918	\$39,007
Vehicle Use	<u>10,000</u>	<u>5,855</u>	<u>5,348</u>	<u>3,050</u>	<u>2,131</u>
TOTAL CL.. STREETS	\$40,800	\$42,450	\$44,788	\$49,968	\$41,138
010 507 000 1000	DRAIN MAINTENANCE				
Labor	\$86,754	\$73,715	\$83,822	\$139,043	\$110,234
Supplies	9,650	6,939	5,236	15,351	29,208
Internal Service Fund	19,992	6,600	691	-	-
Vehicle Use	<u>44,148</u>	<u>39,179</u>	<u>27,256</u>	<u>22,187</u>	<u>15,664</u>
TOTAL DRAIN MAINT.	\$160,544	\$126,433	\$117,004	\$176,581	\$155,106

01 509 000 1000	STREET LIGHTING	\$161,593	\$161,228	\$173,526	\$182,163	\$186,573
01 510 000 1000	PARK/TRAFFIC CONTROL					
	Labor	\$22,460	\$21,721	\$25,428	\$25,705	\$25,138
	Power-Lights	20,173	18,632	20,024	20,621	19,862
	Pavement Marking	29,089	17,132	14,874	22,348	21,585
	Supplies	3,584	5,385	9,900	2,322	6,406
	Vehicle Use	<u>5,557</u>	<u>6,018</u>	<u>5,591</u>	<u>4,166</u>	<u>3,607</u>
	TOTAL P/T CONTROL	\$80,863	\$68,888	\$75,818	\$75,162	\$76,598
01 511 000 1000	TREE WORK					
	O/S Contracts	\$9,769	\$7,765	\$7,614	\$6,630	\$7,693
01 512 000 1000	BOARDWALK					
	Labor	\$1,189	\$2,359	\$3,892	\$7,706	\$4,749
	Power-Lights	1,989	1,881	1,843	1,558	4,319
	Supplies	2,900	393	2,238	12,033	828
	Vehicle Use	<u>248</u>	<u>520</u>	<u>977</u>	<u>749</u>	<u>689</u>
	TOTAL BOARDWALK	\$6,326	\$5,153	\$8,950	\$22,046	\$10,585
01 513 000 1000	SIGNS					
	Labor	\$35,186	\$32,124	\$22,755	\$29,813	36934
	Supplies	5,875	6,294	2,523	7,071	3,624
	Vehicle Use	<u>3,028</u>	<u>2,762</u>	<u>3,332</u>	<u>4,212</u>	<u>5,837</u>
	TOTAL SIGNS	\$44,089	\$41,180	\$28,610	\$41,096	\$46,395
01 514 000 1000	PARKING GARAGE					
	Labor	\$885	\$532	\$280	\$2,211	\$824
	Power-Lights	16,996	15,202	13,696	15,522	15,885
	Supplies	531	556	973	1,600	324
	Vehicle Use	<u>144</u>	<u>80</u>	<u>184</u>	<u>169</u>	<u>26</u>
	TOTAL PARKING GARAGE	\$18,556	\$16,370	\$15,134	\$19,502	\$17,059
01 516 000 1000	EMPLOYEE BENEFITS					
	Social Security	\$56,563	\$60,537	\$69,405	\$71,675	\$65,693
	Health Insurance	\$233,292	\$265,389	\$262,873	283,742	287,025
	Retirement	<u>\$50,086</u>	<u>\$53,953</u>	<u>\$80,644</u>	<u>81,501</u>	<u>77,140</u>
	TOTAL EMP. BENEFITS	\$339,941	\$379,879	\$412,922	\$436,918	\$429,858
01 517 000 1000	ANIMAL CONTROL					
	Vehicle Use	-	8	8	-	-
	TOTAL ANIMAL CONTROL	\$ -	\$ 8	\$ 8	\$ -	\$ -
TOTAL PUBLIC WORKS DEPT.		\$1,979,534	\$2,040,844	\$2,297,124	\$2,314,613	\$2,110,850

PUBLIC WORKS - SOLID WASTE
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT. REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 493 101 0000 Salaries	\$27,441	\$27,998	\$27,990	\$28,543	\$33,410	\$33,558	\$30,701	\$30,701
01 493 101 0001 Br.Dump,In House Trash	11,334	11,299	12,959	13,216	11,500	13,000	13,000	13,000
01 493 101 0002 Substitutes	2,350	4,964	4,767	3,793	4,500	4,500	4,500	4,500
01 493 101 0005 Hazardous Waste	1,025	1,156	1,311	1,408	-	-	-	-
01 493 105 0000 Overtime	10,121	11,048	10,074	9,425	11,000	11,000	11,000	11,000
01 493 106 0000 Sick	737	639	1,100	819	-	-	-	-
01 493 107 0000 Holidays	1,242	1,230	1,273	1,181	-	-	-	-
01 493 108 0000 Vacations	750	1,559	1,273	1,771	-	-	-	-
01 493 109 0000 Longevity	60	60	60	60	90	90	90	90
01 493 120 0000 Social Security	4,278	4,655	4,905	5,150	4,640	4,754	4,536	4,536
01 493 130 0000 Health Insurance	15,078	13,869	15,041	16,157	18,330	20,757	20,757	20,757
01 493 135 0000 Retirement	3,262	4,422	4,892	5,330	4,502	5,441	5,134	5,134
TOTAL SALARIES	\$77,678	\$82,899	\$85,645	\$86,853	\$87,972	\$93,100	\$89,718	\$89,718
OTHER								
01 493 201 0000 Telephone	\$521	\$283	\$282	\$282	\$400	\$400	\$400	\$400
01 493 202 0000 Lights-Power	1,422	1,552	1,387	1,253	1,650	1,650	1,650	1,650
01 493 214 0000 Supplies	10,694	19,092	20,483	18,621	22,000	22,000	22,000	22,000
01 493 234 0000 Vehicle Rental	224	2,491	2,013	1,809	2,500	2,500	2,500	2,500
01 493 251 0000 Clothing Allowance	129	295	148	298	350	350	350	350
01 493 304 0001 Transfer Station	433,015	416,842	372,680	308,215	415,000	390,000	370,000	350,000
01 493 304 0002 Collection Contract	339,893	323,460	342,606	335,791	285,000	330,000	330,000	330,000
01 493 304 0003 Concord Cooperative	750,446	730,072	737,412	767,096	915,000	980,000	970,000	970,000
01 493 304 0004 Hazardous Waste	9,972	12,170	12,949	12,820	15,000	15,000	15,000	15,000
01 493 304 0007 Recycle-Contract	119,544	127,122	136,074	137,601	145,500	130,000	130,000	130,000
TOTAL OTHER	\$1,665,860	\$1,633,380	\$1,626,034	\$1,583,786	\$1,802,400	\$1,871,900	\$1,841,900	\$1,821,900
DEPT. O&M TOTAL	\$1,743,538	\$1,716,279	\$1,711,679	\$1,670,639	\$1,890,372	\$1,965,000	\$1,931,618	\$1,911,618

PUBLIC WORKS-SOLID WASTE
FY 2011-2012 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

Total Transfer Station	\$30,700.80
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Solid Waste Activities

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

2011-2012 Objectives

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

PUBLIC WORKS - SOLID WASTE
ACCOUNT DESCRIPTIONS
FY 2011 - 2012 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 (13.5 hours per week) equally between the DPW, SSF, and the Solid Waste operating budgets.

The City Manager has reduced this line to reflect the elimination of part time hours for the office.

BRUSH DUMP, IN HOUSE TRASH

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

SUBSTITUTES

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

OVERTIME

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

LONGEVITY

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

SOCIAL SECURITY

This line item funds the cost of social security for employees doing Solid Waste activities. The change in this line is a direct result of the increases awarded in the salaries line. The slight reduction in this line reflects changes in the City Manager's salaries above.

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.

TELEPHONE

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

LIGHTS-POWER

This line item funds the cost of lights-power at the scale house.

SUPPLIES-SCALES

This line item funds the cost of electricity, scale maintenance, computer maintenance, supplies, vehicle charges and equipment required to operate the scales on a day to day basis. Additional costs are now accrued in this category related to periodic mailing of flyers to Laconia citizens keeping them updated on the latest information and requirements regarding our solid waste services, particularly in regard to recycling. Also, costs related to newspaper advertisements and purchasing of supplemental recycling bins are funded under this item.

VEHICLE RENT

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

CLOTHING ALLOWANCE

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

TRANSFER STATION

This line item funds the estimated cost for contract operation of the Transfer Station and transportation of trash to the incinerator in Penacook. These figures were arrived at after careful review of the current contract for services effective through 2027. This year's budget figure was arrived at by applying the contract unit prices (including assumed CPI) multiplied by the anticipated annual tonnage in each of the 3 associated categories (Construction and Demolition material (C&D), Municipal Solid Waste (MSW) and Drop-Off Recyclables). This line has been reduced \$12,000. The City Manager has reduced this line another \$20,000. Another \$20,000 has been removed by the Council.

COLLECTION CONTRACT

This line item funds the estimated cost of contracted residential trash pickup. The amount requested reflects the contract unit prices multiplied by the anticipated volume (tonnage) of Municipal Solid Waste (MSW) to be collected in the approved curbside collection route in the City. The current Collection Contract with Bestway is for one year (with a renewal option) and will expire September 30, 2011. The budget figure for this line item this year includes our conservative estimate of the reduction in MSW curbside tonnage anticipated as a result of our continually expanding recycling efforts. The budget figure is derived by multiplying the anticipated MSW curbside tonnage times the agreed unit price (including assumed CPI percentage increase) for MSW collection in the Bestway Contract.

CONCORD COOPERATIVE

This line item funds the estimated amount that the city will pay to the cooperative for the operation of the incinerator, disposal of ash and bond payments. The proposed budget for the Coop includes pricing all tonnage at a tipping fee of \$ 66.82 per ton (up from \$62.10 per ton in the prior year) for the first 5 months of the City's Fiscal Year (FY) and an estimated tipping fee of \$71 per ton for the remaining 7 months of the FY. (Note: the Coop's Fiscal Year runs from Dec 1st to Nov 30). The

total line item amount requested of \$980,000, reflects the applicable tipping fee multiplied by the estimated tonnage to be delivered to the Penacook facility from Laconia.

The City Manager has reduced this line by \$10,000.

(Note: Coop Members enjoy an excellent tipping fee in comparison to other Solid Waste disposal facilities around New England and the nation. Although delayed because of member uncertainty related to the economic down-turn during the past 24 months, there remains 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.)

HOUSEHOLD HAZARDOUS WASTE CLEANUP

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

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

In addition to the services provided at HHW clean-up day, 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.

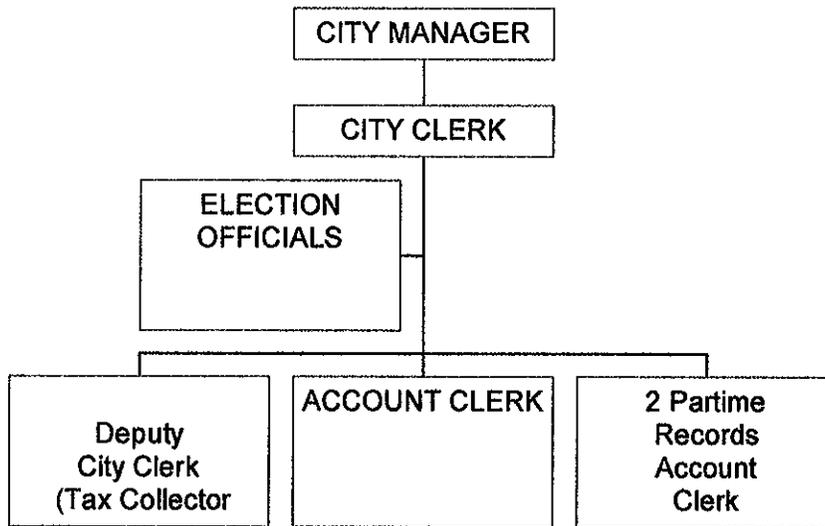
RECYCLE (CONTRACT)

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

While Laconia continues its review of Solid Waste Program alternatives, this item has been budgeted **assuming continuation of the current bi-monthly (every other week) collection of recyclables at curbside. It does not consider any major program changes** such as “Pay-as-you-throw” (PAYT), Mandatory Recycling, or “In-House” collection of Municipal Solid Waste (MSW) by city forces.

Overall, we are estimating a 3.9 % increase in the Solid Waste operating budget for FY 11-12. Program changes currently under review show promise of further cost reduction possibilities in the Solid Waste budget in the future.

**RECORDS
FY 2011-2012 BUDGET**



RECORDS - CITY CLERK
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010- 2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT. REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 415 101 0000 Salaries	\$121,728	\$125,964	\$100,545	\$103,142	\$107,335	\$112,126	\$107,961	\$107,961
01 415 105 0000 Overtime	130	287	619	39	-	200	200	200
01 415 106 0000 Sick-Hurt	3,878	54,299	1,592	2,932	-	-	-	-
01 415 107 0000 Holidays	3,479	3,551	3,536	3,250	-	-	-	-
01 415 108 0000 Vacations	4,037	17,284	1,458	1,920	-	-	-	-
01 415 109 0000 Longevity	540	450	-	-	30	30	30	30
01 415 115 0000 Salary Adj.	-	-	-	-	2,198	2,198	-	-
TOTAL SALARIES	\$133,792	\$201,835	\$107,750	\$111,283	\$109,563	\$114,554	\$108,191	\$108,191
OTHER								
01 415 201 0000 Telephones	\$2,415	\$1,673	\$1,619	\$1,640	\$2,000	\$2,000	\$2,000	\$2,000
01 415 207 0000 Postage	719	794	655	536	2,000	2,000	2,000	2,000
01 415 208 0000 Printing	-	-	-	-	100	100	100	100
01 415 212 0000 Copier	1,032	845	554	552	1,200	1,200	1,200	1,200
01 415 214 0000 Supplies	804	1,317	1,364	1,424	1,500	1,500	1,500	1,500
01 415 234 0000 Vehicle Rental	155	205	360	215	300	300	300	300
01 415 245 0000 Conference-Dues	735	395	601	1,121	1,500	1,500	1,500	1,500
01 415 248 0000 Dog License Exp.	948	1,646	1,788	1,822	2,000	2,000	2,000	2,000
01 415 303 0000 Misc.	1,643	1,666	2,030	2,388	3,500	3,500	2,000	2,000
01 415 306 0000 State MV Reg. Exp.	736	581	1,765	1,193	1,500	1,500	1,500	1,500
01 415 306 0001 City MV Reg. Exp.	5,979	5,891	5,832	6,508	6,700	7,300	6,800	6,800
01 415 401 0000 Equipment	383	5,659	3,992	5,245	4,000	5,000	5,000	5,000
TOTAL OTHER	\$15,549	\$20,671	\$20,560	\$22,644	\$26,300	\$27,900	\$25,900	\$25,900
DEPT. O&M TOTAL	\$149,341	\$222,506	\$128,310	\$133,927	\$135,863	\$142,454	\$134,091	\$134,091

RECORDS-CITY CLERK
FY 2011-2012 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk	20		52			\$845.66	\$43,974.32
1	Account Clerk	5	4	52	35	\$13.47	\$471.45	\$24,515.40
1	Account Clerk	5	1	52	30	\$11.75	\$352.50	\$18,330.00
1	Parttime Clerk	7	10	52	21	\$17.02	\$357.42	\$18,585.84
	Temporary Help	5	1	52				\$2,555.00
Total Records								\$107,960.56

City Clerk Office Activities

- process 17,750 city MV as an online agent
- process 2,600 requests for vital records. Births, deaths and marriages
- issue 26 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 116 bad checks
- process 2,047 dogs and 183 civil forfeitures and 1 court summons
- process 931 dump stickers-issued coupons and day passes
- process parking ticket payments
- process 354 Weirs Beach Parking Stickers

2010-2011 Objectives

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

RECORDS - CITY CLERK
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

SALARIES

This line item funds the cost of three full time employees and one part time employee. This line has been increased to move one part time position at 29 hours/week to full time at 35 hours/week. The City Manager has kept the position as part time and reduced this line to reflect this change as well as no increases for staff.

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase of 5% for an eligible employee. This line has not been funded by the City Manager.

TELEPHONES

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

POSTAGE

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

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 of the City Clerk and Deputy City Clerk at the City Clerk Conference and training.

DOG LICENSE EXPENSE

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

MISCELLANEOUS

This line item funds the cost of publishing notices of public hearings, ordinances, boards and commissions. This line has been reduced by \$1,500 by the Manager.

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 and the increased expense of toner for MV printers. This line has been reduced by \$500.

EQUIPMENT

This line will fund a new computer and various other equipment as needed. This line has been increased to reflect the cost of leased equipment cost.

RECORDS - ELECTIONS
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u>	<u>2011-2012</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2011</u>	<u>DEPT.</u>	<u>2011-2012</u>	<u>2011-2012</u>
					<u>BUDGET</u>	<u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 417 101 0000 Elections	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$19,000	\$19,000	\$19,000
01 417 101 0001 Ward 1	1,668	2,178	2,199	1,268	-	-	-	-
01 417 101 0002 Ward 2	1,964	2,602	2,133	1,460	-	-	-	-
01 417 101 0003 Ward 3	1,546	2,640	2,234	1,211	-	-	-	-
01 417 101 0004 Ward 4	3,509	2,810	2,060	998	-	-	-	-
01 417 101 0005 Ward 5	2,187	3,860	2,584	2,383	-	-	-	-
01 417 101 0006 Ward 6	4,036	3,447	2,567	2,101	-	-	-	-
01 417 101 0010 Ward Officials	2,070	-	1,589	-	-	-	-	-
TOTAL SALARIES	\$16,980	\$17,537	\$15,366	\$9,421	\$19,000	\$19,000	\$19,000	\$19,000
OTHER								
01 417 207 0000 Postage	\$783	\$848	\$529	\$393	\$1,000	\$1,400	\$1,400	\$1,400
01 417 208 0000 Printing	1,080	2,129	1,229	2,251	2,500	2,800	2,800	2,800
01 417 210 0000 Notices	56	185	350	178	300	500	500	500
01 417 214 0000 Supplies	4,248	4,661	5,919	6,685	6,000	6,000	6,000	6,000
01 417 233 0000 Maint.-Agreement	1,831	1,225	1,539	1,225	1,900	1,900	1,900	1,900
01 417 234 0000 Vehicle Rental	213	300	110	125	400	300	300	300
01 417 401 0000 Equipment	-	-	-	1,420	1,400	1,420	1,420	1,420
TOTAL OTHER	\$8,211	\$9,348	\$9,676	\$12,277	\$13,500	\$14,320	\$14,320	\$14,320
DEPT. O&M TOTAL	\$25,191	\$26,885	\$25,042	\$21,698	\$32,500	\$33,320	\$33,320	\$33,320

RECORDS – ELECTIONS
ACCOUNT DESCRIPTIONS
FY 2011-2012 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 item has been increased to reflect the cost of postage for a purging of the Voter Checklist as required by Federal Law.

PRINTING

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

NOTICES

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

SUPPLIES

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

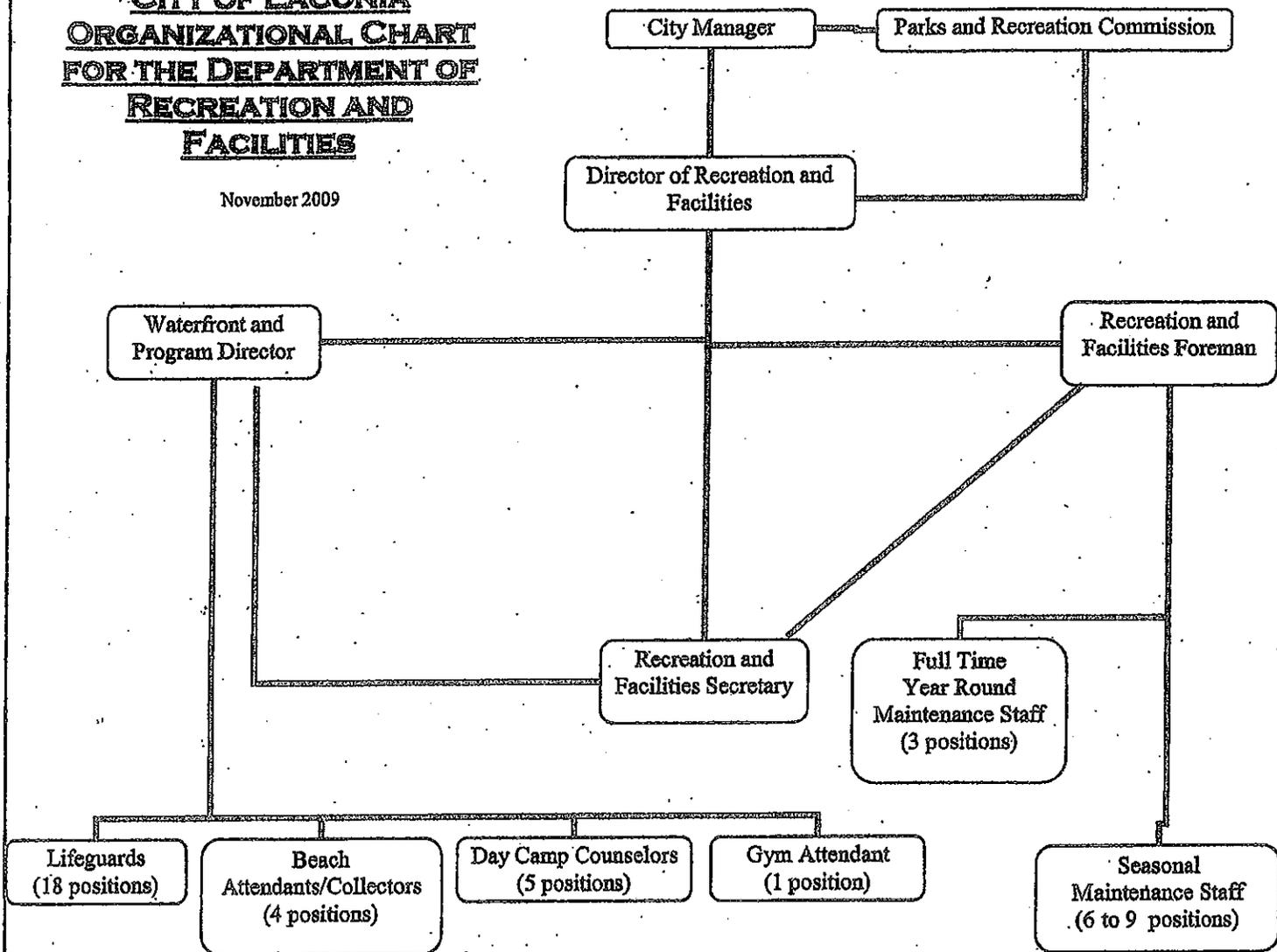
This line item funds the hourly cost of operation of a city vehicle used on election day. This item has been decreased to reflect actual usage.

EQUIPMENT

This line funds the purchase of one laptop computer to replace an existing laptop computer.

CITY OF LACONIA
ORGANIZATIONAL CHART
FOR THE DEPARTMENT OF
RECREATION AND
FACILITIES

November 2009



RECREATION & FACILITIES
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 479 101 0000 Salaries	\$207,130	\$218,594	\$235,217	\$220,258	\$263,777	\$274,405	\$269,551	\$269,551
01 479 103 0000 Temporary	115,254	98,521	107,232	109,704	98,090	128,090	87,090	87,090
01 479 105 0000 Overtime	5,004	6,540	4,896	4,984	6,000	6,000	6,000	6,000
01 479 106 0000 Sick-Hurt	3,515	12,673	30,820	10,582	-	-	-	-
01 479 107 0000 Holidays	6,991	8,122	8,709	8,818	-	-	-	-
01 479 108 0000 Vacations	8,044	11,175	19,954	9,325	-	-	-	-
01 479 109 0000 Longevity	570	540	630	450	510	540	540	540
01 479 115 0000 Salary Adj	-	-	-	1.0	2,874	4,709	-	-
TOTAL SALARIES	\$346,508	\$354,165	\$407,458	\$364,122	\$371,251	\$413,744	\$363,181	\$363,181
OTHER								
01 479 201 0000 Telephone	\$2,892	\$3,437	\$3,993	\$3,284	\$3,500	\$3,500	\$3,500	\$3,500
01 479 202 0000 Lights-Power**	19,029	21,172	21,719	26,021	22,805	27,322	27,322	27,322
01 479 203 0000 Water-Sewer**	9,552	12,513	12,693	10,392	12,763	13,763	13,763	13,763
01 479 204 0000 Fuel**	11,998	12,333	10,923	6,949	16,571	16,571	16,571	16,571
01 479 205 0000 OREO Expenses	-	5,212	1,076	-	-	-	-	-
01 479 207 0000 Postage	368	360	444	468	600	600	600	600
01 479 208 0000 Printing	1,000	713	678	770	2,000	1,200	200	200
01 479 212 0000 Copier	1,144	1,282	1,149	1,184	1,500	1,500	1,500	1,500
01 479 214 0001 Supplies-Maintenance	7,996	5,978	6,991	5,660	7,500	7,500	7,500	7,500
01 479 214 0002 Supplies-Programs	6,368	4,579	12,678	4,517	7,000	7,000	7,000	7,000
01 479 214 0003 Supplies-Office	1,344	2,660	1,602	2,274	2,600	2,600	2,600	2,600
01 479 214 0004 Revenue- Programs	-	54	-	-	-	-	-	-
01 479 233 0000 Maint-Equipment	2,148	5,073	1,927	7,844	5,000	5,000	5,000	5,000
01 479 235 0000 Maint-Buildings	3,863	7,294	10,418	5,926	9,500	9,500	9,500	9,500
01 479 235 0001 Maint-Park Houses	2,548	6,027	3,654	1,504	5,500	5,500	5,500	5,500
01 479 235 0002 Maint-Grounds	4,961	10,802	10,200	9,894	71,000	71,000	50,000	50,000
01 479 245 0000 Conference-Dues	3,197	1,480	2,910	836	1,500	1,500	1,500	1,500
01 479 247 0000 Training	140	490	695	1,430	1,650	1,650	650	650
01 479 251 0000 Uniform Allowance	732	1,815	2,469	2,424	3,500	3,500	3,500	3,500
01 479 303 0000 Misc	691	1,360	1,608	780	1,500	1,500	1,500	1,500
01 479 304 0000 O/S Contracts	12,727	14,186	17,639	25,634	12,500	9,500	7,500	7,500
01 479 401 0000 Equipment	825	1,325	1,488	4,352	4,000	12,000	4,000	4,000
01 479 306 0000 Adopt a Spot	1,344	3,376	1,666	2,973	3,000	3,000	3,000	3,000
TOTAL OTHER	\$94,887	\$123,551	\$128,620	\$124,996	\$195,489	\$205,208	\$172,206	\$172,206
01 479 234 0000 Vehicle Rental	\$52,738	\$36,000	\$36,528	\$27,987	\$38,000	\$38,000	\$38,000	\$38,000
01 479 234 0001 Internal Service Fund	25,181	28,000	31,244	22,000	10,000	15,000	13,000	13,000
RECREATION REIMBURSABLES	(14,368)	(14,423)	(20,598)	(11,529)	-	-	-	-
DEPT O&M TOTAL	\$504,946	\$527,293	\$583,254	\$527,576	\$614,740	\$671,950	\$586,387	\$586,387

**Park house utilities, see narratives

RECREATION & FACILITIES
FY 2011-2012 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Rec. & Facil. Direct.	21		52			\$1,019.24	\$53,000.48
1	Assist Rec Director	17		52			\$724.11	\$38,536.00
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

Total Parks & Recreation	\$269,550.68
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Parks & Recreation Activities

- serve approximately 16,526 adults in 37 city sponsored programs
- serve approximately 10,740 children in 48 city sponsored programs
- provide meeting space for city youth and adult programs
- maintain 15 parks, 5 beaches, Community Center, 4 site parks, City Hall, Police Station
two Libraries, Laconia Riverwalk, WOW Trail 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

2011-2012 Objectives

- Continue to improve the quality of the City's athletic fields
- Implement a computerized means of tracking maintenance activities for the park facilities
- Implement measures that can make the maintenance componet more efficient
- Move forward with planning and construction of new phases of the Laconia Riverwalk
- Increase recreation program for seniors
- Increase recreation programming revenue by 20%

2011-2012 Performance Measures

- Increase recreational programing by 5%

RECREATION & FACILITIES
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

SALARIES

This line item funds the cost of seven full time employees. A reduction of \$4,854 has been made by the City Manager to reflect no increases for staff.

TEMPORARY

This line item funds the cost of temporary seasonal employees; lifeguards, playground supervisors, collectors, gym attendants and maintenance/grounds. Due to the addition of new facilities and the implementation of a more intense turf management program, this line has been increased by \$30,000. This amount allows the staffing of all five City beaches. This line has been reduced \$41,000 by the City Manager.

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase of 5% for an eligible employee. This line has not been funded by the City Manager.

TELEPHONES

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

LIGHTS-POWER

This line item funds the cost of lights and power at park houses, bathhouses, athletic lighting, the park maintenance facility, skating and security lighting. This line has been increased to reflect a 5% increase (projected by PSNH) in the actual costs for fiscal year 2010.

WATER-SEWER

This line item funds the cost of water and sewer service for Parks & Recreation facilities except the Community Center. This line has been increased by \$1,000 to account for new irrigation systems at the Laconia City Hall Riverwalk and Stewart Park.

FUEL

This line item funds the cost of #2 fuel oil and natural gas for Parks & Recreation facilities except for the Community Center. The Park Associations are allotted \$2,200 and once this allotment has been reached, reimbursement occurs. This line is level funded.

POSTAGE

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

PRINTING

This line item funds the cost of advertising and printing of programs. This line has been reduced \$1,800.

COPIER

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

SUPPLIES-MAINTENANCE

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

SUPPLIES-PROGRAM

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

SUPPLIES-OFFICE

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

MAINTENANCE-EQUIPMENT

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

MAINTENANCE-BUILDING

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

MAINTENANCE-PARK HOUSES

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

MAINTENANCE-GROUNDS

This account funds the cost of fertilizer, seed, soil amendments, loam, compost, sand, etc. This line is level funded. This amount is for our department performing all maintenance grounds activities. This line has been reduced by \$21,000 by the City Manager.

CONFERENCE-DUES

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

TRAINING

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

UNIFORM ALLOWANCE

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

MISCELLANEOUS

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

O/S CONTRACT

This line item funds the cost of contractual services needed in the Park System including Electrical, Roofing, Plumbing, Tree Care, Irrigation, etc. This line has been decreased by \$3,000 to account for the shifting of grounds maintenance tasks in-house. The City Manager reduced this line by \$2,000.

EQUIPMENT

This line item funds the replacement of small tools and lawn equipment. This line has been increased by \$8,000 to fund a new riding mower to replace an existing model that is at the end of its useful life. The City Manager has reduced this line by \$8,000 and postponed the purchase of the new riding mower.

ADOPT-A-SPOT

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

VEHICLE RENTAL

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

INTERNAL SERVICE FUND

This line item funds payment to the Internal Service Fund in the amount of depreciation on vehicles used by this department. This line has been reduced in the City Manager's budget to reflect the elimination of the purchase of the ¾ ton truck from the Internal Service Fund.

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 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 419 202 0000 Lights-Power	\$17,163	\$18,040	\$18,046	\$19,325	\$18,950	\$20,291	\$20,291	\$20,291
01 419 203 0000 Water-Sewer	1,126	1,130	1,062	1,312	2,200	2,200	2,200	2,200
01 419 204 0000 Fuel	12,723	13,006	13,301	8,394	13,000	13,000	13,000	13,000
01 419 214 0000 Supplies	4,440	6,117	3,516	4,675	3,500	4,500	4,500	4,500
01 419 233 0000 Maint-Equip	2,256	2,316	2,370	4,504	2,500	2,500	2,500	2,500
01 419 235 0000 Maint-Building	1,574	1,383	1,760	4,322	3,000	3,000	3,000	3,000
01 419 304 0000 Outside Contracts	30,422	31,123	32,779	31,241	32,800	32,800	32,800	32,800
01 419 401 0000 Equipment	-	-	-	240	-	-	-	-
TOTAL OTHER	\$69,704	\$73,115	\$72,834	\$74,013	\$75,950	\$78,291	\$78,291	\$78,291
DEPT O&M TOTAL	\$69,704	\$73,115	\$72,834	\$74,013	\$75,950	\$78,291	\$78,291	\$78,291

RECREATION & FACILITIES - CITY HALL MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at City Hall. This line has been increased to reflect a 5% increase (projected by PSNH) in the actual costs for fiscal year 2010.

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. This line is level funded.

SUPPLIES

This line item funds the cost of cleaning supplies, trash bags, toilet tissue and paper towels, ice melt, horticultural supplies. This line has been increased by \$1000 to coincide with actual historical expenses.

MAINTENANCE-EQUIPMENT

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

MAINTENANCE-BUILDING

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

O/S CONTRACTS

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

EQUIPMENT

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

RECREATION & FACILITIES
COMMUNITY CENTER MAINTENANCE
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 480 202 0000 Lights-Power	\$10,856	\$12,081	\$12,247	\$11,149	\$12,860	\$11,706	\$11,706	\$11,706
01 480 203 0000 Water-Sewer	1,099	1,276	1,174	1,124	1,600	1,500	1,500	1,500
01 480 204 0000 Fuel	11,099	9,229	13,534	7,590	14,006	14,008	14,008	14,006
01 480 214 0000 Supplies	583	1,593	2,640	425	2,500	2,500	2,500	2,500
01 480 235 0000 Maintenance	4,307	952	2,567	1,819	3,000	3,000	3,000	3,000
01 480 304 0000 Outside Contracts	<u>15,531</u>	<u>14,297</u>	<u>15,041</u>	<u>11,214</u>	<u>13,126</u>	<u>13,126</u>	<u>13,126</u>	<u>13,126</u>
TOTAL OTHER	\$43,475	\$39,408	\$47,203	\$33,321	\$46,992	\$45,838	\$45,838	\$45,838
DEPT O&M TOTAL	\$43,475	\$39,408	\$47,203	\$33,321	\$46,992	\$45,838	\$45,838	\$45,838

RECREATION & FACILITIES- COMMUNITY CENTER
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at the Community Center. This line has been increased to reflect a 5% increase (projected by PSNH) in the actual costs for fiscal year 2010.

WATER-SEWERS

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

FUEL

This line item funds the cost of #2 fuel oil and natural gas at the Community Center. This line is level funded.

SUPPLIES

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

MAINTENANCE

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

O/S CONTRACTS

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

RECREATION & FACILITIES
POLICE STATION MAINTENANCE
FY 2011-2012 BUDGET

	<u>06-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>2010-2011</u> <u>BUDGET</u>	<u>2011-2012</u> <u>DEPT REQ</u>	<u>2011-2012</u> <u>MANAGER</u>	<u>2011-2012</u> <u>COUNCIL</u>
OTHER								
01 435 202 0000 Lights-Power	\$35,356	\$33,706	\$36,578	\$34,690	\$38,410	\$36,424	\$36,424	\$36,424
01 435 203 0000 Water-Sewer	2,178	2,455	2,961	2,568	3,920	3,920	3,920	3,920
01 435 204 0000 Fuel	24,843	23,806	18,824	17,034	20,000	20,000	20,000	20,000
01 435 214 0000 Supplies	3,073	3,883	3,910	2,403	4,000	4,000	4,000	4,000
01 435 235 0000 Maint-Building	4,146	2,275	4,911	6,503	4,000	4,000	4,000	4,000
01 435 304 0000 O/S Contracts	<u>48,461</u>	<u>47,172</u>	<u>48,387</u>	<u>45,776</u>	<u>42,387</u>	<u>42,387</u>	<u>42,387</u>	<u>42,387</u>
TOTAL OTHER	\$118,057	\$113,297	\$115,571	\$108,974	\$112,717	\$110,731	\$110,731	\$110,731
 DEPT O&M TOTAL	 \$118,057	 \$113,297	 \$115,571	 \$108,974	 \$112,717	 \$110,731	 \$110,731	 \$110,731

RECREATION & FACILITIES-POLICE STATION MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at Laconia Police Headquarters. This line has been increased to reflect a 5% increase (projected by PSNH) in the actual costs for fiscal year 2010.

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 is level funded.

BUILDING SUPPLIES

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

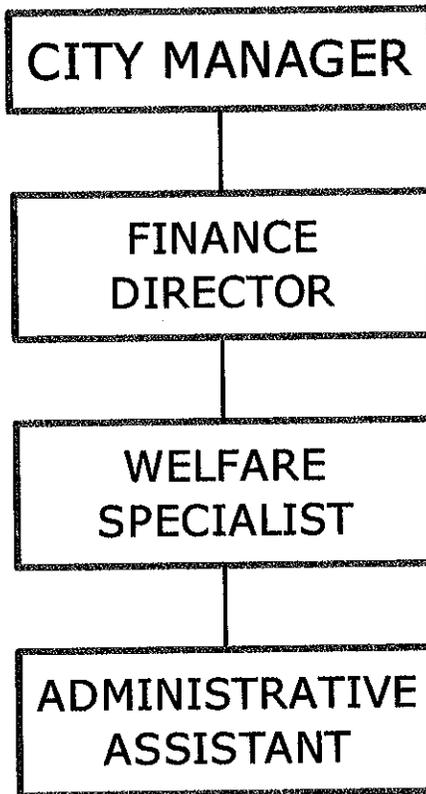
BUILDING MAINTENANCE

This line item funds the cost of routine structure and system repairs at the station. This line is level funded.

O/S CONTRACTS

This line funds the cost of a private contractor to clean the Police Station.
This line is level funded.

**WELFARE
FY 2011-2012 BUDGET**



WELFARE
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-</u> <u>2011</u>	<u>2011-2012</u> <u>DEPT.</u>	<u>2011-2012</u> <u>MANAGER</u>	<u>2011-</u> <u>2012</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQ.</u>		
SALARIES								
01 477 101 0000 Salaries	\$58,979	\$53,832	\$59,543	\$62,517	\$75,800	\$77,405	\$71,817	\$71,817
01 477 105 0000 Overtime	-	-	73	95	-	-	-	-
01 477 106 0000 Sick-Hurt	2,199	1,342	2,697	3,427	-	-	-	-
01 477 107 0000 Holidays	2,401	2,610	2,797	3,055	-	-	-	-
01 477 108 0000 Vacations	815	3,342	2,035	3,281	-	-	-	-
01 477 109 0000 Longevity	-	-	-	30	60	60	60	60
TOTAL SALARIES	\$64,394	\$61,126	\$67,145	\$72,405	\$75,860	\$77,465	\$71,877	\$71,877
OTHER								
01 477 201 0000 Telephones	\$2,369	\$1,582	\$1,762	\$1,667	\$2,000	\$2,000	\$2,000	\$2,000
01 477 207 0000 Postage	115	83	126	93	200	200	200	200
01 477 212 0000 Copier	441	465	528	469	500	500	500	500
01 477 214 0000 Supplies	392	393	547	573	500	500	500	500
01 477 234 0000 Vehicle Rental	-	125	210	128	200	200	200	200
01 477 242 0000 Travel-Meetings	-	52	-	25	100	100	100	100
01 477 245 0000 Conference-Dues	205	660	265	286	500	500	500	500
01 477 315 0000 City Relief	73,432	71,338	95,541	103,308	128,000	125,000	115,000	115,000
01 477 401 0000 Equipment	2,011	-	-	814	-	-	-	-
01 477 499 0000 Less: Reimburseables	(17,329)	(18,520)	(8,687)	(6,349)	(6,000)	(6,000)	(6,000)	(6,000)
TOTAL OTHER	\$61,636	\$56,178	\$90,292	\$101,014	\$126,000	\$123,000	\$113,000	\$113,000
DEPT. O&M TOTAL	\$126,030	\$117,304	\$157,437	\$173,419	\$201,860	\$200,465	\$184,877	\$184,877

WELFARE
FY 2011-2012 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Specialist*	14	6	52	35	\$22.28	\$779.80	\$40,549.60
1	Adm Secretary*	9	5	52	35	\$17.18	\$601.30	\$31,267.60

Total Welfare	\$71,817.20
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Welfare Activities

- administer approximately 438 local public assistance grants
- service approximately 1906 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 2011-2012 BUDGET

SALARIES

This line item funds the cost of two full time employees and \$5,000 for temporary help. This line has been reduced to reflect no increases for staff. The \$5,000 for temporary help has been eliminated by the City Manager.

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

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

POSTAGE

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

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.

CITY RELIEF

This line item funds the cost of public assistance benefits paid out in accordance with legally, state mandated RSA 165. This line has been reduced slightly to reflect anticipated needs. This line has been reduced by \$10,000.

REIMBURSABLES

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.

ENTERPRISE FUNDS

SANITARY SEWER FUND

LACONIA WATER WORKS

SANITARY SEWER FUND SUMMARY
FY 2011-2012 BUDGET

	<u>10-11</u> <u>BUDGET</u>	<u>2011-2012</u> <u>Manager</u>	<u>2011-2012</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$3,129,468	\$3,399,720	\$3,399,720
Depreciation	437,000	425,000	425,000
SSF OPERATING EXP.	\$3,566,468	\$3,824,720	\$3,824,720
Cont.Cap.Adjustment	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>
SSF EXPENSES	\$3,467,580	\$3,725,832	\$3,725,832
SSF OPERATING REVENUE	\$2,818,195	\$2,663,387	\$2,663,387
Interest Income	12,000	12,000	12,000
To/Fr Retained Earnings	<u>637,385</u>	<u>1,050,445</u>	<u>1,050,445</u>
SSF INCOME	\$3,467,580	\$3,725,832	\$3,725,832
SANITARY SEWER FUND CAPITAL OUTLAY	\$55,000	\$180,000	\$180,000

LACONIA WATER WORKS SUMMARY
FY 2011-2012 BUDGET

	<u>10-11</u> <u>BUDGET</u>	<u>2011-2012</u> <u>DEPT.REQ.</u>	<u>2011-2012</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,525,576	\$2,541,351	\$2,541,351
LWW OPERATING EXP.	\$2,525,576	\$2,541,351	\$2,541,351
LWW OPERATING REVENUE	\$2,122,110	\$2,103,389	\$2,103,389
Interest Income	22,000	9,200	9,200
Misc. Income	<u>91,773</u>	<u>103,944</u>	<u>103,944</u>
LWW INCOME	\$2,235,883	\$2,216,533	\$2,216,533
LACONIA WATER WORKS CAPITAL OUTLAY	\$366,950	\$350,650	\$350,650
BOND PRINC. PAYMENT	\$72,450	\$75,000	\$75,000

**SANITARY SEWER FUND
FY 2011-2012 BUDGET**

		<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2010-2012</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>MANAGER</u>	<u>COUNCIL</u>
							<u>REQ.</u>		
SALARIES									
90 400 101 0000	Regular Salaries	\$169,110	\$187,074	\$193,700	\$229,907	\$281,809	\$372,121	\$355,401	\$355,401
90 400 105 0000	Overtime	29,612	27,925	30,239	28,614	28,000	28,000	28,000	28,000
90 400 108 0000	Sick-Hurt	8,285	7,470	16,274	18,185	-	-	-	-
90 400 107 0000	Holidays	9,671	10,207	11,409	12,355	-	-	-	-
90 400 108 0000	Vacations	12,003	13,165	15,426	19,398	-	-	-	-
90 400 109 0000	Longevity	480	600	570	570	600	620	620	620
90 461 000 0000	Employee Benefits	136,344	138,718	163,798	187,854	200,674	248,535	220,422	220,422
90 400 110 0000	Stipends	-	-	1,500	2,000	1,500	1,500	1,500	1,500
90 400 115 0000	Salary Adj.	-	-	-	-	3,165	3,165	3,165	3,165
TOTAL SALARIES		\$365,485	\$385,158	\$432,916	\$498,683	\$515,742	\$653,941	\$609,108	\$609,108
OTHER									
90 401 304 0000	CLERICAL, GF	17,000	17,000	19,000	19,000	19,000	19,000	19,000	19,000
90 403 214 0000	BILLING EXPENSE	86,056	87,912	93,278	98,134	96,000	109,012	109,012	109,012
90 406 304 0000	Winn River Basln*	1,582,924	1,733,260	1,852,550	2,009,055	2,145,926	2,308,000	2,308,000	2,308,000
90 409 000 1000	SEWER MAINT.	78,532	78,584	73,452	65,213	90,000	90,000	90,000	90,000
90 421 000 1000	PUMP STA. MAINT.	23,497	18,582	25,939	14,185	27,500	27,500	27,500	27,500
PUMP STATIONS:									
90 423 000 1000	Keasor Ct.	4,768	4,038	2,367	2,659	4,500	4,000	4,000	4,000
90 425 000 1000	Lawrence St.	4,007	3,311	3,748	5,681	4,500	4,500	4,500	4,500
90 426 000 1000	N Main Street	2,704	3,979	3,165	4,445	5,000	5,000	5,000	5,000
90 428 000 1000	Black Brook	6,312	9,195	6,830	8,581	9,000	9,200	9,200	9,200
90 430 000 1000	Langley Cove	3,927	25,876	7,791	6,893	8,500	8,500	8,500	8,500
90 434 000 1000	Paugus	10,672	13,782	6,456	9,496	9,000	9,500	9,500	9,500
90 436 000 1000	Lakeside Ave	3,920	2,317	2,990	3,249	5,000	5,000	5,000	5,000
90 438 000 1000	Shore Drive	4,133	5,700	5,373	11,160	5,500	6,000	6,000	6,000
90 439 000 1000	Christmas Island	4,756	5,618	2,694	2,653	6,000	6,000	6,000	6,000
90 440 000 1000	Hillcrest Drive	8,147	3,480	1,962	3,361	6,000	6,000	6,000	6,000
90 441 000 1000	Edgewater Ave.	2,684	1,778	1,430	5,396	2,500	3,200	3,200	3,200
90 443 000 1000	Mass. Ave.	3,348	2,142	3,068	4,536	3,800	4,200	4,200	4,200
90 444 000 1000	Channel Lane	96	89	73	179	1,000	1,000	1,000	1,000
90 446 000 1000	Endicott Street	1,825	3,525	1,784	5,963	2,500	2,500	2,500	2,500
90 447 000 1000	Briarcrest	2,934	7,093	2,398	4,265	3,500	3,500	3,500	3,500
90 448 000 1000	Rollercoaster Rd***	2,334	17,315	3,047	3,004	5,000	5,000	5,000	5,000
90 449 000 1000	Chapin Terrace	1,193	1,387	2,559	960	4,000	4,000	4,000	4,000
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	750	-	-	-	-	-	-	-
90 497 401 0005	Demolition Hammer	-	800	-	-	-	-	-	-
90 497 401 0008	Portable Mixer	-	-	103	-	-	-	-	-
90 497 401 0007	Gas Detector	-	-	1,403	-	-	-	-	-
90 497 401 0009	Mud-Sucker Pump	-	-	1,975	-	-	-	-	-
90 497 401 0010	Lawn Mower & Trailer	-	-	2,695	-	-	-	-	-
90 497 401 0011	Dehumidifiers (7)	-	-	3,251	-	-	-	-	-
90 497 401 0012	5 kw Heaters (7)	-	-	5,265	-	-	-	-	-
90 497 401 0013	Rigid Cable Machine	-	-	-	1,832	-	-	-	-
90 465 101 0000	RES/CONTINGENCY	-	-	-	6,000	150,000	150,000	150,000	150,000
TOTAL SALARIES, OTHER		\$2,228,181	\$2,431,921	\$2,569,563	\$2,794,003	\$3,129,468	\$3,444,553	\$3,399,720	\$3,399,720
90 495 390 0000	Amortization	42,272	42,272	-	-	-	-	-	-
90 495 391 0000	Depreciation	448,346	448,898	445,721	448,815	437,000	425,000	425,000	425,000
SSF OPER. EXP.		\$2,718,799	\$2,921,091	\$3,015,284	\$3,243,418	\$3,566,468	\$3,869,553	\$3,824,720	\$3,824,720
90 495 380 0000	Interest Expense*	26,020	23,018	20,604	96,745	-	-	-	-
	Cont.Cap.Adj.	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)
SSF EXPENSES		\$2,645,931	\$2,845,221	\$2,937,000	\$3,241,275	\$3,467,580	\$3,770,665	\$3,725,832	\$3,725,832
90 350 001 0000	SSF OPER. REV.	\$2,442,144	\$2,810,760	\$2,818,195	\$2,663,387	\$2,818,195	\$2,663,387	\$2,663,387	\$2,663,387
	Interest Income	150,916	114,460	56,125	37,033	12,000	12,000	12,000	12,000
	To/Fr Ret.Earnings	52,871	(62,579)	62,680	540,855	637,385	1,095,278	1,050,445	1,050,445
SSF INCOME		\$2,645,931	\$2,862,641	\$2,937,000	\$3,241,275	\$3,467,580	\$3,770,665	\$3,725,832	\$3,725,832

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

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

SANITARY SEWER FUND
FY 2011-2012 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	10	52	40	\$26.10	\$1,044.00	\$54,288.00
1	Col Sys Oper.*	14	10	52	40	\$23.74	\$949.60	\$49,379.20
1	Asst Col Sys*	12	4	52	40	\$18.96	\$758.40	\$39,436.80
1	Lt Equip Oper*	43	6	52	40	\$17.56	\$702.40	\$36,525.80
1	Lt Equip Oper*	43	2	52	40	\$15.96	\$638.40	\$33,196.80
1	Gen Equip Oper*	45	7	52	40	\$22.29	\$891.60	\$46,364.20
1	Truck Driver*	42	3	52	40	\$15.19	\$607.60	\$31,595.20
1	Laborer	Seasonal		17	40	\$15.00		\$10,200.00
1	Clerk Typist	3	4	52	6	\$12.21	\$73.26	\$3,809.52
Total Sewer								\$368,086.28

*Above pay rates include possible merit(step) increase

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

2011-2012 Objectives

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

SANITARY SEWER FUND
ACCOUNT DESCRIPTIONS
FY 2011 - 2012 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 0.9% increase (i.e. (\$ 1,800) compared to last year's budgeted numbers. Small reductions in several of the individual pump station accounts and a reduction in the sewer maintenance line enabled this. It's important to note that there will continue to be some replacement of smaller pieces of mechanical equipment in various pump stations as in past years.

Approximately 69% (\$2,308,000) of our total SSF Budget is attributable to The **Winnepesaukee River Basin Program** to cover the cost of collection and treatment of Laconia's sewage. The WRBP portion of our budget was level funded last year. For this upcoming budget year an increase of 2.9% is anticipated (data sheets provided to Finance Department). There are four (4) major components of the WRB budget: Operation and Maintenance (**O&M**), Administration (**Admin**), Replacement Fund (**Capital Reserve**) and Capital Recovery (**Bonded Accounts**).

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

In the past year there have been many significant discussions requiring much more active involvement of the WRBP Advisory Board members and the Municipal Administrators in dealing with the proposed Capital Improvement Program (CIP) implementation schedule for WRBP. A CIP subgroup made up of WRBP board members has been appointed and has developed guidelines for CIP project review, selection and prioritization. Municipal Administrators have met with DES Commissioner (Tom Burack), Executive Councilor Ray Burton and other DES officials to begin work on establishing municipal "Governance" authority in the WRBP (as opposed to Advisory status only) to provide assurance that member communities will have a "final say" with regard to project implementation and related municipal financial impact.

It is clear that WRBP member community Sewer Rates will need to be increased (possibly in several increments) over the next 10 to 15 years to cover the cost of these needed sewer system improvements. As mentioned in this paragraph last year, Laconia's last Sewer Rate increase was approved in January of 2007. In reviewing overall SSF costs and revenues over the past 4 years, both the Finance Department and DPW believe another increase will be required within the next year.

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 32% 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.

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 gravity sewer and force main systems within the City, has once again brought this manpower need to the forefront. We propose to advertise for a technician with sewer design and/or construction experience. Our intention is to assign this individual responsibility for sewer system capital improvements and for broadening the sanitary sewer Geographic Information System (GIS) which the department has been developing in recent years. Another responsibility of this Technician will be to take the lead in the new National Pollution Discharge Elimination System (NPDES) compliance requirements that the US-EPA now requires of all WRBP communities. The program is referred to as CMOM (Capacity Management, Operation and Maintenance) and carries detailed sewer system mapping, inspection, leak repair and reporting requirements that will require significant in-house program coordination as well as outside engineering consultant and service contractor assistance.

In our overall picture, this individual's 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.

STIPENDS

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

SALARY ADJUSTMENT

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

BILLING

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

WINNIPESAUKEE RIVER BASIN

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

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

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 maintained a \$ 10,000 component in 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 associated with our connection into the WRBP system.

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.

SANITARY SEWER FUND-CAPITAL OUTLAY
FY 2011-2012 BUDGET

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>11-12</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>COUNCIL</u>
Sewer Force Main-Emergency repair fittings						\$10,000	\$10,000
Gravity Sewer Mains		\$90,000	\$55,000		\$55,000	\$55,000	\$55,000
Black Brook Pump Station-Emergency Generator						\$45,000	\$45,000
Confined Space Equipment-Sewer Pump						\$20,000	\$20,000
Manhole Line sweep cleaning							
Sanitary Sewer Study				\$30,000		\$50,000	\$50,000
Tel Meter Reading	\$60,000	\$60,000	\$60,000				
Lawrence Ct/Old N Main Sewer Pump Stations			\$60,000				
Upgrade Existing Gravity Sewers				\$55,000			
TV Camera Monitoring Equipment			\$50,000				
Hillcrest Dr/Mass Ave Pumping Station		\$60,000					
Shore Dr Pump Station Upgrade	\$135,000						
Edgewater Avenue Pump Station	\$125,000						
TOTAL SSF CAPITAL OUTLAY	\$320,000	\$210,000	\$225,000	\$85,000	\$55,000	\$180,000	\$180,000

SANITARY SEWER FUND CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2011 - 2012 BUDGET

SEWER FORCE MAINS-EMERGENCY FITTINGS-\$10,000

The sewer force mains in the City vary in size and age and we estimate that we have approximately 10 miles of this pressure pipe in our system. In a few instances in recent years breaks in one of the force mains has revealed our lack of properly sized repair hardware. In a sewer system the size of Laconia's it is highly important from both an emergency and public health standpoint that we have repair hardware in stock.

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

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

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

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

BLACK BROOK PUMP STATION-EMERGENCY GENERATOR-\$45,000

Replace the existing (65KW) emergency generator at this station with a new state of the art installation. The existing unit dates back to the original station construction in 1966. The current unit has shown several signs of wear and there have been significant cost associated with its up-keep in recent years. Approval of this funding request will provide for replacement of the unit.

CONFINED SPACE SAFETY EQUIPMENT-SEWER PUMP STATIONS-\$20,000

We plan to install Beam Clamps and Lifeline Devices as well as provide Safety Harnesses for our pump station servicing personnel to access areas within 3 of our sewage pumping stations (Lakeside Ave, Christmas Island, and Roller Coaster Road) that are defined as "confined spaces" and which are currently not properly equipped for safe ingress and egress. OSHA and EPA regulations have been established in recent years requiring these pieces of safety apparatus to facilitate personnel in their work assignments and to provide for the safe retrieval of an individual in the event where the employee may be overcome with sewer gases and lose consciousness while down in a confined space.

Communications with the City's Insurance Carrier (Primex) has resulted in their Safety Consultant directing DPW to expedite efforts to comply with these requirements.

SANITARY SEWER STUDY-\$50,000

In order to meet the National Pollution Discharge Elimination System (NPDES) compliance standards, the US-EPA has required that all Winnepesaukee River Basin Program (WRBP) communities accomplish system mapping, inspection, leak repair and reporting that will require Professional Engineering services as well as Sewer System Inspection-Contractor Services in the next 12 to 18 months.

The program is referred to as CMOM (Capacity Management, Operation and Maintenance). We estimate that this funding request will allow for compliance with the first stages of the CMOM requirements.

LACONIA WATER DEPT
OPERATING BUDGET - 2011-2012

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>COUNCIL</u>
						<u>REQUEST</u>	
REVENUES							
Water Billing/Res & Com	\$1,574,487	\$1,724,980	\$1,694,195	\$1,674,079	\$1,694,801	\$1,682,005	\$1,682,005
Water Billing/Municipal	104,487	113,833	111,391	84,081	114,305	86,765	86,765
Fire Protection	62,278	66,651	68,082	69,389	69,226	69,600	69,600
Sewer Cost Allocations	86,056	87,912	93,278	97,221	93,278	103,819	103,819
Reimb/Swr Portion/ECR Mtr	59,993	58,613	56,536	-	-	-	-
Penalties	19,718	21,187	21,636	19,263	20,000	19,200	19,200
Labor Sold	73,754	71,804	58,088	60,141	35,000	45,000	45,000
Inventory Sold	8,821	7,757	9,516	8,758	8,000	7,000	7,000
Income From Meters	3,308	2,332	3,149	2,748	3,000	2,000	2,000
Equipment Rental	12,252	13,224	14,276	11,078	11,500	11,500	11,500
Sales of Sand, Gravel, etc.	-	-	-	2,973	-	1,500	1,500
Water Testing Income	33,334	34,192	31,885	31,300	30,000	30,000	30,000
Backflow Prevention Tests	37,215	39,110	46,840	47,230	43,000	45,000	45,000
TOTAL REVENUES	\$2,075,703	\$2,241,596	\$2,208,872	\$2,108,261	\$2,122,110	\$2,103,389	\$2,103,389
ADDITNL INCOME							
Interest on Sav	\$62,968	\$59,834	\$29,590	\$24,594	\$22,000	\$9,200	\$9,200
Interest Earned on Bond Funds	-	-	-	2,142	-	-	-
Misc Income	31,471	15,079	9,231	14,080	4,000	3,000	3,000
Funds Trans From Savings	-	-	7,670	-	0	0	0
Funds Trans/SDC-CMA Bond 45.66/41.66	43,100	80,789	72,832	40,966	28,273	48,834	48,834
State Grant Funds-Trtmnt Plnt	37,888	35,555	33,221	11,671	0	0	0
Construction Maint. Assessment	60,117	68,237	59,672	60,814	40,000	30,000	30,000
Acme Building Rent	13,200	11,000	12,000	12,000	12,000	12,000	12,000
Cell Tower Rent	4,620	4,821	5,014	9,267	7,500	10,110	10,110
Grant Funds/Primex/Trench Box	-	-	-	3,500	-	-	-
TOTAL ADDITIONAL	\$253,364	\$275,315	\$229,230	\$179,034	\$ 113,773	\$ 113,144	\$ 113,144
TOTAL INCOME	\$2,329,067	\$2,516,911	\$2,438,102	\$2,287,295	\$ 2,235,883	\$ 2,216,533	\$ 2,216,533

LACONIA WATER DEPT
OPERATING BUDGET 2011-2012

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2011-2012</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
EXPENSES							
Regular Salaries	\$585,431	\$588,571	\$650,064	\$672,716	\$787,712	\$787,140	\$787,140
Over Time	29,831	34,726	34,435	28,915	35,000	35,000	35,000
Sick/Hurt	12,142	9,985	19,249	9,491	-	-	-
Holidays	26,943	28,007	29,572	31,508	-	-	-
Vacations	51,274	55,835	47,589	61,613	-	-	-
Longevity	1,320	1,380	1,020	1,170	1,200	1,350	1,350
TOTAL SALARIES	\$706,941	\$718,506	\$781,929	\$805,413	\$823,912	\$823,490	\$823,490
Production Expenses							
Water Testing	\$12,466	\$5,412	\$14,294	\$6,933	\$5,000	\$5,500	\$5,500
Equipment Maint Lakeport	27,667	1,745	18,475	27	750	750	750
Equipment Maint Briarcrest	121	-	-	1,058	1,100	1,000	1,000
Equipment Maint Treatment Plant	321	2,685	1,878	1,928	4,950	4,050	4,050
Equipment Maint Evergreens Stat	-	-	-	1,167	1,852	1,000	1,000
Equipment Maint Endicott Stat	-	-	-	254	1,065	1,100	1,100
Equipment Maint Lighthouse Stat	-	-	-	954	873	1,000	1,000
Equipment Maint Weirs Station	650	289	25	3,222	750	750	750
Purif Equip Maint Treatment Plant	989	1,818	2,887	769	2,100	1,550	1,550
Purif Equip Maint Longbay	-	-	40	444	560	650	650
Purif Equip Maint Briarcrest	396	515	421	505	560	650	650
Purif Equip Maint Evergreens	-	-	82	89	200	200	200
Purif Equip Maint Endicott Stat	338	380	567	416	660	650	650
Purif Equip Maint Lighthouse Stat	338	439	648	505	660	650	650
Purif Equip Maint Weirs	396	428	595	678	660	650	650
Laboratory	15,290	16,725	17,337	15,842	19,150	19,000	19,000
Well Head Protection Prog	70	19	-	-	-	-	-
Briarcrest Station Maint	146	513	258	7	225	250	250
Treatment Plant Maint	7,059	7,083	7,561	4,840	2850	3,000	3,000
Evergreens Pump Station	-	8	69	-	325	200	200
Endicott Pump Station	1,436	200	471	140	325	250	250
Lighthouse Pump Stat	88	227	103	\$0	100	100	100
Weirs Booster Stat Maint	172	1,582	371	249	350	350	350
Tank Maint Lakeport	0	15	3,390	0	100	200	200
Tank Maint Long Bay	2	0	913	207	3600	100	100
Tank Maint Briarcrest	118	2,905	-	45	100	3,800	3,800
Tank Maint Lighthouse	-	-	-	2	100	100	100
Tank Maint Weirs/Endicott tanks	2,404	52	286	108	100	100	100
Corrosion Control Program	61	-	-	-	-	-	-
Power - Lakeport	93,963	92,126	94,912	91,269	97,500	104,000	104,000
Power - Treatment Plant	33,322	31,655	31,553	30,881	32,598	34,000	34,000
Power - Long Bay	281	290	377	427	569	500	500
Power- Briarcrest	8,185	9,991	10,705	11,244	11,810	12,000	12,000
Power-Evergreens Station	-	-	2,048	2,000	2,500	2,250	2,250
Power-Endicott Station	-	-	485	-	3,500	3,500	3,500
Power- Lighthouse Station	-	-	265	-	2,500	2,500	2,500
Power - Weirs Booster Stat	5,881	6,226	6,499	6,582	6,310	7,700	7,700
Power - Weirs Tank	110	123	1	-	-	-	-
Power-Rte 3 Rollercoaster Rd Pit	-	-	-	-	-	250	250
Heat - Treatment Plant	19,774	22,430	25,806	15,283	27,000	24,000	24,000
Heat-Evergreens Station	-	-	702	0	450	600	600
Heat-Endicott Station	-	639	1,071	751	1,000	1,200	1,200
Heat -Weirs Booster Stat	674	581	630	210	750	900	900
Sewer Dischg TP	9,637	17,252	10,652	9,404	15,000	15,000	15,000
Supplies-Water Production	39,606	40,238	51,062	50,628	65,000	58,000	58,000
Treatmnt Plnt Office Mach	185	185	185	233	250	250	250
Treatmnt Plnt Office Sup	1,334	1,455	632	562	1,200	1,000	1,000
Vehicle Maint/Water Prod	4,113	4,822	3,742	3,440	4,850	4,850	4,850
CCR Program	3,102	3,217	3,353	3,418	3,700	3,800	3,800
Scada Maintenance	1,914	5,523	3,280	6,435	4,000	5,000	5,000
Total Prod Exp	\$292,609	\$279,791	\$318,631	\$273,156	329,552	328,900	328,900

LACONIA WATER DEPT
OPERATING BUDGET - 2011-2012

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2011-2012</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
<i>Distribution Expense</i>							
Maint Gen Struc	\$13,068	\$12,863	\$15,399	\$7,991	\$14,000	\$12,500	\$12,500
Maint of Mains	19,286	30,132	27,315	22,852	30,000	32,000	32,000
Maint of Services	2,338	3,792	2,076	2,725	4,200	4,000	4,000
Maint of Hydrant	3,707	8,255	1,706	6,466	5,000	5,200	5,200
Maint of Meters	2,177	2,593	2,495	3,411	4,500	4,500	4,500
Maint of Tools	3,776	3,927	4,697	4,621	5,000	5,000	5,000
Backflow Prevention Prog	1,366	1,331	1,213	1,914	2,500	2,300	2,300
Sand.Grvl.Salt	991	2,204	4,236	-	2,000	1,000	1,000
TOTAL DIST EXP	\$46,709	\$65,099	\$59,137	\$49,980	\$67,200	\$66,500	\$66,500
<i>Billing Expense</i>							
Billing Expenses	\$16,291	\$17,296	\$17,834	\$18,323	\$18,700	\$18,700	\$18,700
Meter Reading	4,775	4,474	4,516	4,381	9,000	5,800	5,800
Office Supplies	1,969	2,073	2,283	2,374	2,500	2,500	2,500
TOTAL BILL EXP	\$23,035	\$23,843	\$24,633	\$25,078	\$30,200	\$27,000	\$27,000
<i>OTHER EXPENSES</i>							
P/R Taxes - SS	\$53,378	\$57,978	\$58,893	\$60,820	\$63,100	\$63,000	\$63,000
Unemployment Taxes	47	43	223	267	359	700	700
Medical Insurance	214,226	186,136	207,252	232,939	278,400	341,862	341,862
Other Post Employment Benefits	-	-	-	6,638	-	7,000	7,000
Retirement	43,479	59,984	59,603	71,589	75,350	101,100	101,100
Telephone	3,856	3,717	3,736	3,589	4,000	4,000	4,000
Postage	3,147	3,137	3,217	2,625	3,500	3,500	3,500
Insurances	40,092	41,327	41,794	39,542	41,900	39,000	39,000
Consulting Fees	2,135	1,147	1,628	-	2,000	2,000	2,000
Audit Expense	8,511	9,084	9,000	9,500	10,000	10,500	10,500
Computer Support	7,421	10,213	9,546	10,653	13,700	10,500	10,500
Meetings	317	298	390	574	500	500	500
Education	1,645	1,128	3,312	1,890	4,100	3,250	3,250
Bad Debts	3,902	-	-	-	250	250	250
Attorneys Fees	12,175	5,859	14,933	3,487	10,000	7,000	7,000
Arbitration Fees	-	500	2,927	-	-	-	-
Other Expenses/Misc	5,480	7,914	7,299	5,715	7,900	7,300	7,300
Purchases Discounts	(514)	(235)	(445)	(694)	(450)	(525)	(525)
Maint OFC Equip	663	901	841	1,244	1,000	1,000	1,000
Reserve/Contingency Fund	-	-	-	-	34,500	38,100	38,100
Safety Winnings/Reimb By City	(50)	(616)	(361)	(150)	-	-	-
TOTAL OTHER EXP	\$399,910	\$ 388,514	\$ 423,788	\$ 450,228	\$550,109	\$640,037	\$640,037

LACONIA WATER DEPT
OPERATING BUDGET - 2011-2012

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>COUNCIL</u>
						<u>REQUEST</u>	
<i>Other Charges</i>							
Maint of Houses	\$1,907	\$1,850	\$1,210	\$1,605	\$1,500	\$1,500	\$1,500
Depreciation	561,886	578,343	678,732	714,988	729,540	750,554	750,554
Interest on Bonds	27,026	15,408	3,790	54,398	56630	54395	54395
Acme Building Maint	3,294	3,067	2,950	2,931	3500	3800	3800
Loader Maintenance	1,648	1,833	2,463	1,836	2700	2300	2300
Excavator Maint	2,670	4,410	1,735	1,842	3125	2900	2900
Backhoe Maint	1,335	1,416	1,031	1,354	2000	2150	2150
Vehicles Maint	13,135	14,709	13,226	13,426	15000	17000	17000
Dump Trucks	2,347	2,223	3,730	2,662	2533	2500	2500
Overhead Const	(17,513)	(15,890)	(18,703)	(16,843)	(12,500)	(13,500)	(13,500)
TOTAL OTHER CHG	\$597,735	\$607,369	\$690,164	\$778,199	\$804,028	\$823,599	\$823,599
TOTAL UNBUDGETED ITEMS							
Sewer Portion/ECR MTR Prog	59,993	58,613	56,536	-	-	-	-
LESS LABOR/ECR PROG/SEWER	(3,870)	(4,013)	(3,732)	-	-	-	-
LESS LABOR/CAPITAL IMPROV	(37,948)	(15,257)	(33,003)	(43,177)	(79,425)	(168,175)	(168,175)
LESS LABOR/CAP RES PROJ	(10,266)	(4,013)	(3,732)	-	-	-	-
TOTAL EXPENSES	\$2,074,848	\$2,118,452	\$2,314,351	\$2,338,877	\$2,525,576	\$2,541,351	\$2,541,351
NET INCOME/LOSS	254,219	398,458	123,753	(51,582)	(289,693)	(324,818)	(324,818)
DEPRECIATION	561,886	578,343	678,732	714,988	729,540	750,554	750,554
UNEXPENDED FUND	101,121	125,562	82,059	68,453	750,000	610,000	610,000
FUNDS TRANSFERRED FROM CAP RESERVE	192,478	84,372	364,641	-	-	-	-
TOTALS	\$1,109,704	\$1,186,736	\$1,249,185	\$731,859	\$1,189,847	\$1,035,736	\$1,035,736
CARRY OVERS	101,121	125,562	82,059	68,453	750,000	610,000	610,000
CAPITAL BUDGET	162,825	312,576	134,759	190,672	366,950	350,650	350,650
PAYMENT-BONDS	155,720	155,720	155,720	55,720	72,450	75,000	75,000
FUNDS TRANSFERRED TO CAP RES #1	-	105,868	300,000	-	-	-	-
CAPITAL RESERVE FUND PROJECTS	192,478	84,826	364,641	-	-	-	-
TOTALS	\$612,144	\$784,552	\$1,037,179	\$314,845	1,189,400	1,035,650	1,035,650
BALANCE/CAPITAL IMP FUND	\$497,560	\$402,184	\$212,006	\$417,014	\$447	\$86	\$86

**LACONIA WATER DEPT SALARIES
EFFECTIVE JULY 1, 2011– June 30, 2012**

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

LACONIA WATER DEPT NON-SALARIED EMPLOYEES

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

LACONIA WATER DEPT ACTIVITIES:

- Maintain the City Network of water lines. Maintain 585 hydrants, 6366 meters, and 1397 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks;
- Does all Water and Sewer Billing for 6366 water and 6707 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

2011-2012 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.
- Continue on the upgrade of the water treatment plant.
- Design/Construction of a new Maintenance Building

LACONIA WATER WORKS
ACCOUNT DESCRIPTIONS
FY 2011-2012 BUDGET

WATER TESTING

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

EQUIPMENT MAINT LAKEPORT

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

EQUIPMENT MAINT BRIARCREST

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

EQUIPMENT MAINT TREATMENT PLANT

This line funds materials for maintaining the pumps, valves, and related equipment at the Water Treatment Facility. The decrease is due to the recalibration of the gas detection meter and the service work on the electric lift being completed.

EQUIPMENT MAINT EVERGREENS STATION

This line funds the maintenance of the pumps, valves and related equipment at the Evergreens Station. This item includes the propane for running the generator. The decrease is due to service items being completed.

EQUIPMENT MAINT ENDICOTT STATION

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

EQUIPMENT MAINT LIGHTHOUSE STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Lighthouse Pump Station. This line item includes the diesel for running the generator. The increase is due to the addition of the Route 3/Rollercoaster Road pit.

EQUIPMENT MAINT WEIRS

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

PURIF EQUIP MAINT – TREATMENT PLANT

This line funds spare parts for chemical pumps. The decrease is due to the surface wash end caps being purchased.

PURIF EQUIP MAINT – LONG BAY

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

PURIF EQUIP MAINT - BRIARCREST

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

PURIF EQUIP MAINT – EVERGREENS STATION

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

PURIF EQUIP MAINT – ENDICOTT STATION

This line funds the maintenance of the purification equipment at the Endicott Booster Station. The increase is due to costs associated with spare pump parts.

PURIF EQUIP MAINT – LIGHTHOUSE STATION

This line funds the maintenance of the purification equipment at the Lighthouse Booster Station.

PURIF EQUIP MAINT – WEIRS STATION

This line funds the maintenance of the purification equipment at the Weirs Booster Station.

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.

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 increase is due to increase in costs of covered items.

EVERGREENS PUMP STATION MAINTENANCE

This line funds the supplies allocated for maintaining the Evergreens Pump Station. The decrease is due to no burner service being required for this period.

ENDICOTT PUMP STATION MAINT

This line funds the supplies allocated for maintaining the Akwa Soleil Endicott Station. The decrease is due to the purchasing of a fire extinguisher being completed.

LIGHTHOUSE PUMP STATION MAINT

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

WEIRS BOOSTER STATION MAINT

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

TANK MAINT – LAKEPORT

This line funds the supplies for maintaining the Lakeport Tanks. This item increased to cover the second water tank.

TANK MAINT - LONG BAY

This line funds the supplies for maintaining the Long Bay Tank. The decrease is due to the tank inspection being completed.

TANK MAINT - BRIARCREST

This line funds the supplies for maintaining the Briarcrest Tank. The increase is due to the tank being scheduled for an inspection.

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.

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.

POWER - TREATMENT PLANT

This line funds the power bill for the Water Treatment Plant including the fuel for the running of the emergency generator.

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.

POWER - BRIARCREST

This line funds the power bill for the Briarcrest Tank and the Briarcrest Pumping Station.

POWER – EVERGREENS STATION

This line funds the cost of power for the Evergreens Pump Station.

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 increase 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.

POWER – RTE 3 ROLLERCOASTER RD PIT

This line funds the cost of power for the Rt. 3/Rollercoaster Road pit. This is a new item.

HEAT - TREATMENT PLANT

This line funds the amount for heating the treatment plant facility. The decrease is based on the actual usage for this location.

HEAT – EVERGREENS STATION

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

HEAT – ENDICOTT STATION

This line funds the cost of heating the Endicott Booster Station. The increase is based on the actual usage for this location.

HEAT - WEIRS BOOSTER STAT

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

SEWER DISCHG TP

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

SUPPLIES - WATER PRODUCTION/CHEMICALS

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

TREATMENT PLANT OFFICE MACHINES

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

TREATMENT PLANT OFFICE SUPPLIES

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

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 increase cost for postage.

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

MAINT GEN STRUC

This line funds the materials for maintaining the structures located at 988 Union Avenue, as well as the sewer and heat costs for this location. The decrease is based on the actual fuel consumption for heating the buildings.

MAINT OF MAINS

This line funds the materials for repairing any water main breaks. This also includes any materials used for preventative maintenance on the water distribution system mains such as the gate run and the marking of mains. The increase is due to increase in costs of covered items.

MAINT OF SERVICES

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

MAINT OF HYDRANT

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

MAINT OF METERS

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

MAINT OF TOOLS

This line represents the materials for maintenance of all tools including the purchase of small items and the preventative maintenance done on items such as the air compressor, saws, compactor, pumps, etc.

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.

SAND, GRVL, SALT

This line funds the cost of sand and salt for maintaining plowed areas during the winter season. The decrease is due to the actual usage in the prior period.

BILLING EXPENSE

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

METER READING

This line funds the costs for the postage for the meter reading tickets being mailed out and returned to the Water Works from customers. This also includes the cost of the meter reading tickets. This also covers the support cost for the meter-reading software module.

OFFICE SUPPLIES

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

P/R TAXES - SS

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

UNEMPLOYMENT TAXES

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

MEDICAL INSURANCE

This line funds the cost for Health Insurance for 16 full time Water Works employees. The increase is due to estimated increased costs.

OTHER POST EMPLOYMENT BENEFITS

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

RETIREMENT LWW

This line funds the Water Works portion for retirement paid on behalf of the employees. The 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.

CONSULTING FEES

This line funds Engineering Services.

AUDIT EXPENSE

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

COMPUTER SUPPORT

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

MEETINGS

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

EDUCATION

This line funds the cost for personnel to attend required workshops and classes to obtain the necessary contact hours to maintain licenses for distribution and treatment. Also to cover cost of educational seminars that may be attended. The decrease is due to the removal of the 13-week state course for new employee.

BAD DEBTS

This line funds an allowance for unpaid account receivables.

ATTORNEY'S FEES

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

OTHER EXPENSES/MISC

This line funds the miscellaneous expenses which include bank service fees, paging service fees, association dues, advertising, drug and alcohol testing, insurance deductibles and miscellaneous fees. The 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.

MAINT OFFICE EQUIP

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

RESERVE/CONTINGENCY FUND

This line funds the amount to cover unexpected necessary expenses.

MAINT OF HOUSES

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

DEPRECIATION

This line funds the amount to cover the depreciation on fixed assets. This is an estimated amount based on the scheduled work to be performed in 2010/2011. The increase is due to an increase in fixed assets being depreciated.

INTEREST ON BONDS

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

ACME BUILDING MAINT

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

LOADER MAINTENANCE

This line funds the repairs and the cost of diesel for the Loader. The decrease is due to reduction in the number of gallons of diesel and maintenance supplies.

EXCAVATOR MAINTENANCE

This line funds the cost of diesel and the materials for the maintenance of the Volvo Excavator. The decrease is due to reduction in the number of gallons of diesel and maintenance supplies.

BACKHOE MAINT

This line funds the repairs, maintenance, and the cost of diesel for the JCB Backhoe.

VEHICLE MAINT

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

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.

PAYMENT-BONDS

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

LACONIA WATER DEPT
CAPITAL BUDGET 2011-2012

<u>CARRY OVER PROJECT:</u>	BUDGET 2012	
Treatment Plant filter Bed Replacement Install 1-6	\$610,000	
TOTAL CARRYOVER PROJECTS:	\$610,000	
2011/2012 Purchases		
Gates Upgrades	\$20,000	
Hydrant Upgrades	15,000	
Computers	6,000	
Pump Replacement Program	10,000	
Repair/repaint Briarcrest main chamber floor	2,000	
Countertop PH Meter	1,250	
Backfill Tamper	900	
TOTAL PURCHASES		\$55,150
PROJECTS - 2011/2012		
Oak St. (Pleasant to Main)	78,000	
Anthony Drive (Corner of Elizabeth Terrace)	27,500	
Weirs Blvd (2012 Traffic Circle)	70,000	
Centenary Avenue Phase I	120,000	
TOTAL PROJECTS 2011/2012		\$295,500
TOTAL PURCHASES & PROJECTS		\$350,650
CAPITAL RESERVE PROJECTS		
TOTAL CAPITAL RESERVE PROJECTS	\$0	

**INTERNAL SERVICE FUND
FY 2011-2012 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>COUNCIL</u>	<u>BUDGET</u>	<u>COUNCIL</u>
REVENUES								
92-301-001-0401 Administration	\$25	\$38	\$22	\$8	\$21	\$50	\$50	\$50
92-301-001-0411 Assessing	5,987	5,867	6,113	5,298	3,707	7,000	4,000	4,000
92-301-001-0407 Code	2,514	2,442	4,440	4,107	2,490	7,500	6,500	6,500
92-301-001-0417 Elections	315	212	300	110	125	400	300	300
92-301-001-0403 Finance	627	240	728	1,025	404	800	800	800
92-301-001-0445 Fire	146,730	165,476	164,835	172,858	218,901	202,000	200,109	200,109
92-301-001-0404 Licensing	350	502	215	300	410	500	500	500
92-301-001-0448 Motorcycle Week	2,233	2,867	2,162	2,521	2,460	2,500	2,500	2,500
92-301-001-0479 Recreation & Facilities	49,431	77,920	65,504	68,546	53,631	48,000	51,000	51,000
92-301-001-0405 Planning	2,648	1,650	2,597	2,033	1,777	3,000	3,000	3,000
92-301-001-0437 Police	196,992	211,216	245,788	254,949	195,165	170,000	194,503	194,503
92-301-001-0500 Public Works	333,136	314,477	284,776	254,267	153,155	298,000	280,000	280,000
92-301-001-0493 PW-Solid Waste	1,894	224	2,491	2,013	1,809	2,500	2,500	2,500
92-301-001-0415 Records	165	155	205	360	215	300	300	300
92-301-001-9999 Other	35,221	32,614	37,125	24,960	985,795	30,000	30,000	30,000
92-301-001-0900 SSF	42,843	38,402	27,873	13,047	13,633	30,000	30,000	30,000
92-301-001-0477 Welfare	-	-	125	210	127	200	200	200
TOTAL REVENUE	\$821,111	\$854,302	\$845,299	\$806,612	\$1,633,825	\$800,750	\$806,262	\$806,262
EXPENSES								
92-401-101-0001 SALARIES	\$138,889	\$143,239	\$129,706	\$168,030	\$126,374	\$139,717	\$138,179	\$138,179
92-401-105-0001 OVERTIME	1,594	314	1,189	2,213	1,151	1,500	1,500	1,500
92-429-120-0000 FICA	11,079	11,188	9,916	13,327	9,803	10,803	10,846	10,846
92-429-135-0000 NH RETIRE.	9,862	9,959	11,168	15,353	9,233	10,084	15,723	15,723
92-433-125-0000 WC	9,530	8,134	6,250	5,343	3,545	4,483	4,200	4,200
92-429-130-0000 HEALTH INS.	30,467	33,919	39,403	45,163	32,285	36,659	41,514	41,514
92-401-109-0000 LONGEVITY	600	300	360	360	150	210	210	210
92-401-200-0000 OPERATING EXP	9,900	12,840	12,981	12,888	10,576	13,500	13,500	13,500
92-401-391-0000 DEPRECIATION	242,540	267,022	287,767	254,610	270,964	58,000	61,840	61,840
POLICE CRUISER (1)						27,000	80,000	80,000
PUBLIC WORKS -REPLACMNTS/BONDING						150,000	150,000	150,000
FIRE TRUCK						65,000	-	-
92-401-214-0000 TOOLS, SUPPLIES	29,898	42,280	44,230	40,546	36,281	35,000	35,000	35,000
92-401-215-0000 REPAIR, PARTS	69,158	76,217	114,651	99,983	62,654	68,064	66,000	68,000
92-401-239-0000 OIL	3,170	7,090	9,052	6,207	5,554	7,000	7,000	7,000
92-401-240-0000 TIRES	21,015	20,245	36,312	21,086	18,410	21,000	21,000	21,000
92-401-241-0000 GAS/DIESEL	150,490	146,977	201,685	165,354	146,336	150,000	155,000	155,000
92-401-251-0000 CLOTHING ALLOWANCE	1,842	1,459	1,709	2,628	1,618	1,750	1,750	1,750
92-401-303-0000 MISC	7,485	1,378	1,774	20,812	1,606	3,000	3,000	3,000
TOTAL EXPENSES	\$737,519	\$782,561	\$908,154	\$873,903	\$736,540	\$800,750	\$806,262	\$806,262

INTERNAL SERVICE FUND
FY 2011-2012 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief Mechanic	14	10	52	24	\$23.74	\$569.76	\$29,627.52
1	General Foreman	16	8	52	40	\$25.56	\$1,022.40	\$53,164.80
1	Gen Equip Oper.	45	9	52	40	\$22.56	\$902.40	\$46,924.80
*	Temporary Help							\$8,462.00
Total								\$138,179.12

* Since the Chief Mechanic retired, and is only working part time, this new line substitutes employees in from the Public Works department to assist in times of need.

SPECIAL REVENUE
MOTORCYCLE WEEK
FY 2011-2012

MOTORCYCLE WEEK**
FY 2011-2012 SPECIAL REVENUE

	<u>06-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>2010-2011</u> <u>BUDGET</u>	<u>2011-2012</u> <u>DEPT REQ</u>	<u>2011-2012</u> <u>MANAGER</u>	<u>2011-2012</u> <u>COUNCIL</u>
<u>Revenues</u>								
87-301-004-0000 Boardwalk/Lakeport	\$33,500	\$33,400	\$17,800	\$20,625	\$20,000	\$20,000	\$20,000	\$20,000
87-301-004-0005 Licensing	166,675	131,225	132,270	127,535	130,000	130,000	130,000	130,000
87-301-004-0003 Photo Tower/Bike Show	3,022	2,729	1,456	2,087	2,000	2,000	2,000	2,000
87-301-004-0004 Site Review Revenue	19,600	16,500	15,525	14,085	16,000	16,000	16,000	16,000
87-301-004-0006 Other	3,818	1,545	1,710	798	1,500	1,000	1,000	1,000
Use of Fund Balance	-	-	-	-	54,000	-	-	-
Total Revenues	\$226,615	\$185,399	\$168,761	\$165,130	\$223,500	\$169,000	\$169,000	\$169,000
<u>Expenses</u>								
<u>SALARIES</u>								
87-448-101-0001 POLICE- Out of Town Police	\$73,784	\$65,056	\$54,516	\$59,126	\$75,000	\$75,000	\$75,000	\$75,000
87-448-105-0000 POLICE- Overtime	31,479	25,512	15,894	14,358	25,000	25,000	25,000	25,000
87-448-101-0003 YOUTH SERVICES- Staffing	1,329	1,309	988	-	-	-	-	-
87-448-101-0005 DPW- Labor	2,618	3,028	3,577	2,988	3,500	3,500	3,500	3,500
87-448-105-0010 FIRE- Extra Duty Labor	24,197	23,814	15,256	24,242	24,500	26,720	24,500	24,500
87-448-103-0000 FIRE- Part time/call Company Coverage	152	-	-	-	-	-	-	-
87-448-101-0006 Food Inspections/Support	1,640	1,800	1,552	1,620	2,500	2,000	2,000	2,000
TOTAL SALARIES	\$135,199	\$120,519	\$91,783	\$102,334	\$130,500	\$132,220	\$130,000	\$130,000
<u>STATION W</u>								
87-448-202-0000 Lights/ Power	\$ -	\$282	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -
87-448-210-0000 Building Supplies	129	128	137	-	150	150	150	150
87-448-235-0000 Building Maintenance	280	1,573	1,216	1,240	1,200	1,200	1,200	1,200
TOTAL STATION W	\$409	\$1,983	\$1,353	\$1,240	\$1,350	\$1,750	\$1,350	\$1,350
<u>OTHER</u>								
87-448-201-0000 PD Telephone	\$573	\$88	\$562	\$ -	\$600	\$500	\$500	\$500
87-448-208-0000 PD Printing	43	-	43	205	300	300	300	300
87-448-214-0000 PD Supplies	516	685	323	335	700	500	500	500
87-448-233-0000 PD Equipment Maint / Rental	1,887	2,024	1,701	1,161	1,800	1,800	1,800	1,800
87-448-233-0010 PD Radio Maintenance	670	38	-	366	400	400	400	400
87-448-234-0012 DPW- Vehicle Usage	2,867	2,162	2,521	2,460	2,500	2,500	2,500	2,500
87-448-251-0000 PD Uniforms	198	342	269	773	350	-	-	-
87-448-300-0004 DPW-Signs, Materials, Supplies	3,759	2,839	2,772	1,873	2,500	2,000	2,000	2,000
87-448-300-0006 DPW- Traffic Counts	500	500	500	500	500	500	500	500
87-448-300-0016 PD Miscellaneous	400	386	-	180	480	400	550	550
87-448-303-0030 PD Lodging	6,510	9,450	6,729	6,837	8,000	8,000	8,000	8,000
87-448-304-0000 DPW- Sweeping Contractor	3,000	2,733	3,402	3,000	3,000	4,500	4,500	4,500
87-448-304-0010 DPW- Trash Collection	6,493	5,937	6,890	8,000	8,000	9,000	9,000	9,000
87-448-304-0020 Food Service	2,125	1,486	1,153	2,111	2,000	2,000	2,000	2,000
87-448-304-0060 DPW- Chemical Toilets	4,824	4,066	3,902	3,462	4,500	4,000	4,000	4,000
87-448-304-0080 Lighting Rentals	2,024	2,010	2,020	995	2,020	1,100	1,100	1,100
87-448-401-0437 Equipment-Police-2 cruisers	-	2,175	870	-	54,000	-	-	-
87-448-401-0445 Equipment-Fire	-	7,161	-	-	-	-	-	-
87-448-401-0500 Equipment-Public Works	-	5,800	-	-	-	-	-	-
TOTAL OTHER	\$36,389	\$49,882	\$33,657	\$32,258	\$91,650	\$ 37,500	\$ 37,650	\$ 37,650
DEPT. O&M TOTAL	\$171,997	\$172,384	\$126,793	\$135,832	\$ 223,500	\$ 171,470	\$ 169,000	\$ 169,000

** 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 2011-2012 BUDGET

POLICE-Salaries Police / Security / Traffic

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

POLICE-LPD Overtime

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

DPW-Labor

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

FIRE-Extra Duty Labor

This line item funds the cost of additional staff throughout the event, but primarily on the weekends. Both weekends are fairly equal in crowds, traffic and problems. The past few years the traffic has been worse on the first weekend. We attempt to set each station so that they can operate somewhat self-sufficiently for a short period of time. Each Engine has three staff and each Ladder has two firefighters. The ambulance staffing is paid for by LRGH. An increase of \$2,220 over last year's approved number is requested.

FOOD INSPECTIONS/SUPPORT

This line item funds the cost of food inspectors during Motorcycle Week. A slight reduction has been made in this line to reflect estimated expenses in the new year.

STATION W-Building Supplies

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

STATION W-Building Maintenance

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

POLICE-Telephone

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

POLICE-Printing

This line item funds the cost of printing various forms, pamphlets, traffic control and local ordinance signs specifically related to the Motorcycle Week Detail. 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. A slight reduction has been made in this line.

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.

DPW-Signs, Materials, Supplies

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

DPW-Traffic Counts

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

POLICE- Miscellaneous

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

POLICE-Lodging

This line item funds the cost of lodging of personnel specifically related to the Motorcycle Week Detail. We have requested level funding for this line item.

DPW-Sweeping Contractor

This line item funds the cleanup during and after the event. This line has been increased to reflect estimated actual costs .

DPW-Trash Collection

This line funds the cost of trash collection and disposal, specifically related to the event. This line has been increased \$1,000(up to \$9,000) based on actual costs incurred in recent years. Experience has proven, however, that solid waste demands and costs for this event can vary widely and this critical service needs to be adequately funded.

Food Service

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

DPW-Chemical Toilets

This line item funds the cost of Chemical Toilets for the event. We have reduced this line item request by \$500 (to \$4,000) for the coming year as it appears adequate based on recent history of costs.

Lighting Rentals

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

**Tax Increment Financing District
Downtown
FY 2011-2012 BUDGET**

	2011-2012 MANAGER	2011-2012 COUNCIL
Estimated captured value	\$6,191,500	\$6,191,500
Estimated Tax Rate	\$17.32	\$17.32
Estimated Revenues	\$107,237	\$107,237

These funds will be used on another phase in the Riverwalk Project.

*without state school portion