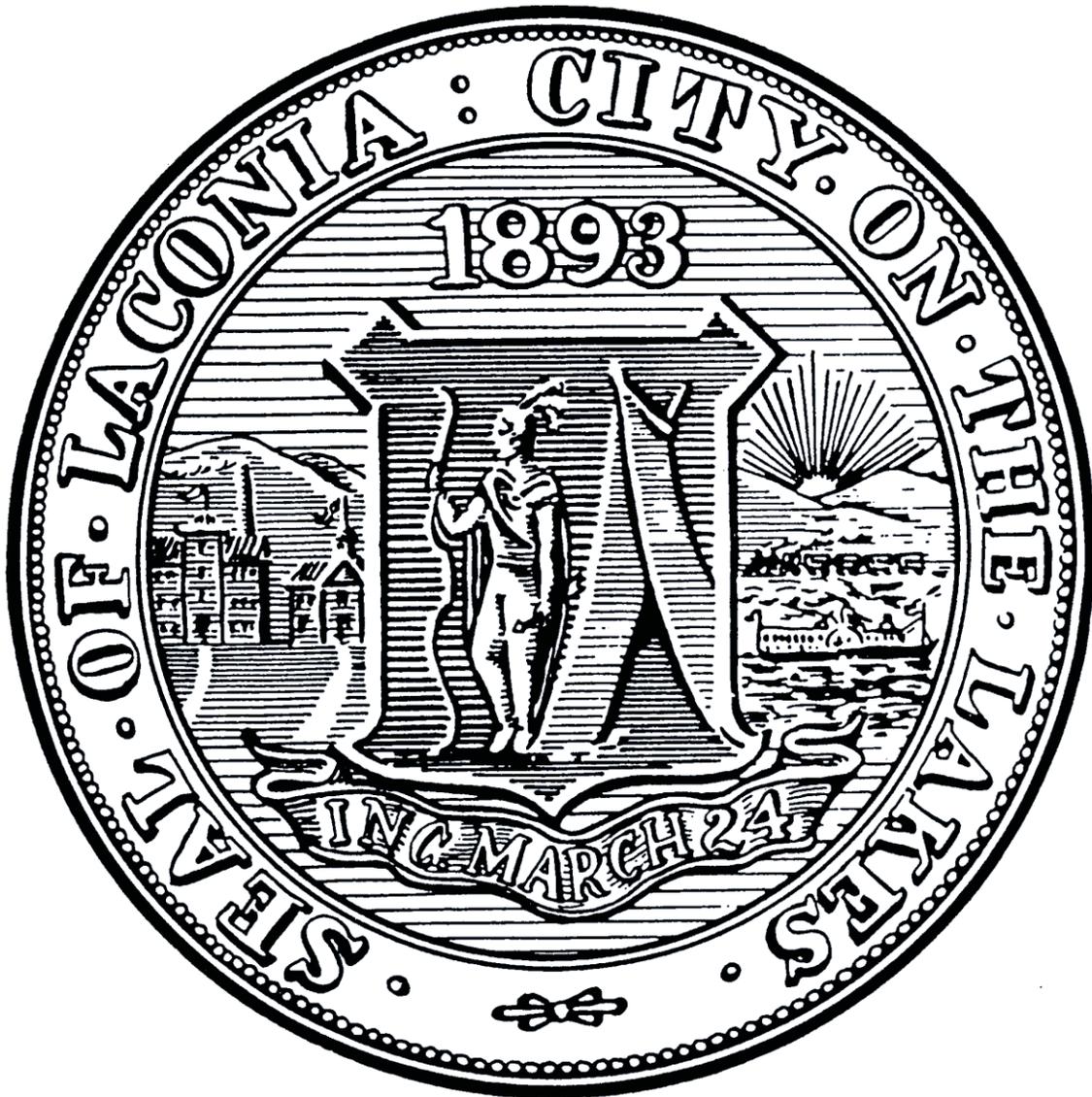


CITY OF LACONIA
NEW HAMPSHIRE
FISCAL YEAR 2013-2014

EXPENDITURE PLAN

APPROVED JUNE 24, 2013



**CITY OF LACONIA EXPENDITURE PLAN
FY 2013-2014**

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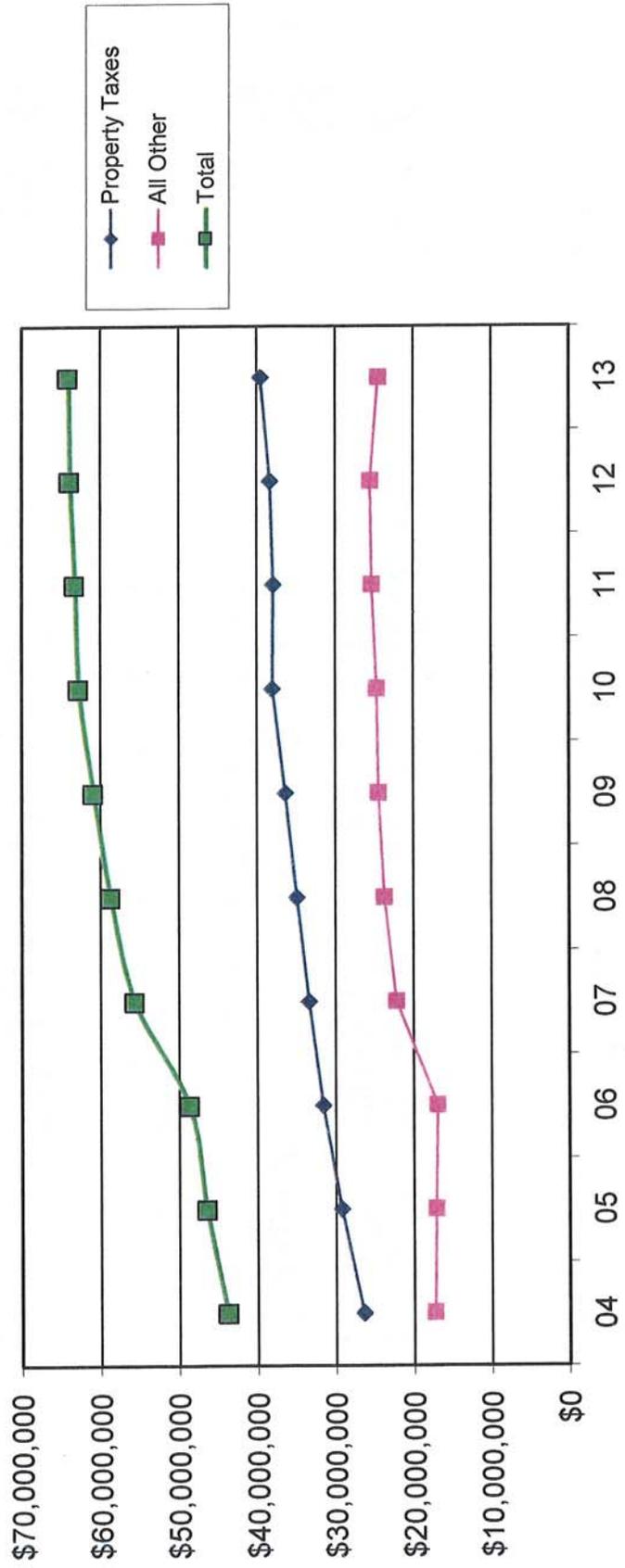
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**CITY OF LACONIA-EXPENDITURE PLAN
FISCAL YEAR 2013-2014**

DEPARTMENTS	2012-2013	2013-2014	%DEPT	2013-14	% MNGR	% COUNCIL	
	COUNCIL	DEPT REQ	12-13	MANAGER	13-14	COUNCIL	13-14
1. ADMINISTRATION	\$189,011	\$202,004	6.9%	\$202,004	6.9%	\$202,004	6.9%
a.CAPITAL OUTLAY	\$1,665,000	\$2,589,436	55.5%	\$1,784,000	7.1%	\$1,684,000	1.1%
b.NON DEPARTMENTAL	\$237,064	\$236,756	-0.1%	\$252,256	6.4%	\$252,256	6.4%
c.SPECIAL ITEMS	\$204,829	\$246,047	20.1%	\$218,797	6.8%	\$218,797	6.8%
d.LICENSING BOARD	\$11,977	\$11,224	-6.3%	\$11,224	-6.3%	\$11,224	-6.3%
2. ASSESSING	\$242,142	\$242,006	-0.1%	\$243,106	0.4%	\$243,106	0.4%
3. CODE ENFORCEMENT	\$169,942	\$170,279	0.2%	\$166,348	-2.1%	\$166,348	-2.1%
4. CONSERVATION COM	\$4,170	\$4,254	2.0%	\$4,254	2.0%	\$4,254	2.0%
5. FINANCE							
a.EMPLOYEE BENEFITS	\$1,194,665	\$1,250,471	4.7%	\$1,249,449	4.6%	\$1,232,439	3.2%
b.FISCAL	\$536,625	\$553,868	3.2%	\$548,868	2.3%	\$548,868	2.3%
c.INSURANCE	\$476,615	\$531,588	11.5%	\$511,514	7.3%	\$511,514	7.3%
d.PRINCIPAL & INTEREST	\$1,235,549	\$1,175,174	-4.9%	\$1,212,703	-1.8%	\$1,212,703	-1.8%
e.REIMBURSABLES	\$150,000	\$145,000	-3.3%	\$145,000	-3.3%	\$145,000	-3.3%
6. FIRE	\$3,424,475	\$3,644,375	6.4%	\$3,630,175	6.0%	\$3,615,034	5.6%
7. LEGAL	\$142,900	\$151,900	6.3%	\$136,900	-4.2%	\$136,900	-4.2%
8. LIBRARY	\$793,304	\$813,049	2.5%	\$805,549	1.5%	\$805,549	1.5%
9. PLANNING	\$320,544	\$322,691	0.7%	\$321,691	0.4%	\$321,691	0.4%
10. POLICE	\$4,694,641	\$4,879,471	3.9%	\$4,872,223	3.8%	\$4,851,933	3.4%
11. PUBLIC WORKS	\$2,253,223	\$2,371,559	5.3%	\$2,357,559	4.6%	\$2,350,561	4.3%
a.SOLID WASTE	\$1,898,531	\$1,836,008	-3.3%	\$1,679,008	-11.6%	\$1,678,447	-11.6%
12. RECORDS							
a.CITY CLERK	\$136,321	\$139,558	2.4%	\$142,443	4.5%	\$142,443	4.5%
b.ELECTIONS	\$34,800	\$21,000	-39.7%	\$23,080	-33.7%	\$23,080	-33.7%
13. RECREATION & FACILITIES	\$632,200	\$645,870	2.2%	\$642,870	1.7%	\$642,870	1.7%
a.CITY HALL MAINT	\$81,708	\$79,000	-3.3%	\$77,800	-4.8%	\$77,800	-4.8%
b.COMMUNITY CENTER	\$45,006	\$40,900	-9.1%	\$40,900	-9.1%	\$40,900	-9.1%
c.POLICE STATION	\$114,105	\$110,000	-3.6%	\$107,000	-6.2%	\$107,000	-6.2%
14. WELFARE	\$184,686	\$186,441	1.0%	\$176,441	-4.5%	\$176,441	-4.5%
TOTAL CITY APPROPRIATION	\$21,074,033	\$22,599,929	7.2%	\$21,563,162	2.3%	\$21,403,162	1.6%

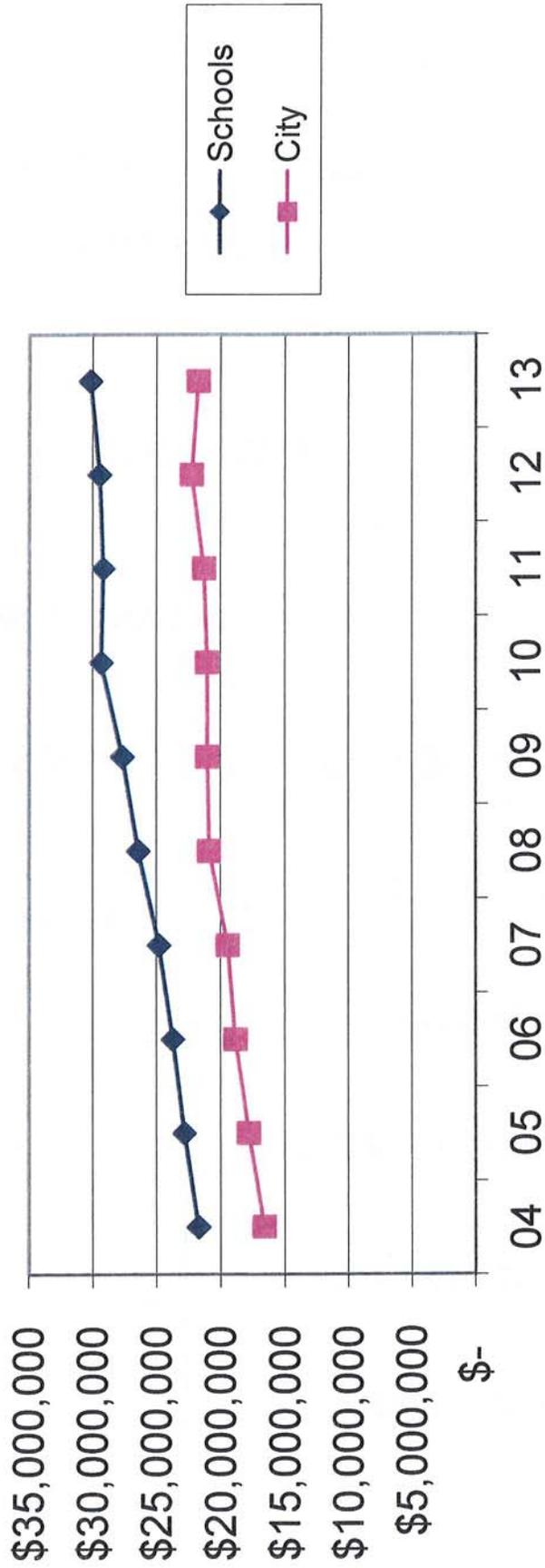
	<u>2012-2013</u> <u>COUNCIL</u>	<u>2013-2014</u> <u>DEPT REQ</u>	<u>%DEPT</u> <u>REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>% MNGF</u> <u>13-14</u>	<u>2013-2014</u> <u>COUNCIL</u>	<u>% COUNCIL</u> <u>13-14</u>
TOTAL CITY APPROPRIATION	\$21,074,033	\$22,599,929	7.2%	\$21,563,162	2.3%	\$21,403,162	1.6%
LESS CITY EST REVENUES	<u>\$6,556,997</u>	<u>\$6,547,695</u>	<u>-0.1%</u>	<u>\$6,565,695</u>	<u>0.1%</u>	<u>\$6,565,695</u>	<u>0.1%</u>
NET CITY	\$14,517,036	\$16,052,234	10.6%	\$14,997,467	3.3%	\$14,837,467	2.2%
SCHOOL APPROPRIATION	\$30,203,196	\$30,203,196	0.0%	\$30,355,814	0.5%	\$30,355,814	0.5%
FED & SCH LUNCH FUNDS	<u>\$4,611,882</u>	<u>\$4,611,882</u>	<u>0.0%</u>	<u>\$4,611,882</u>	<u>0.0%</u>	<u>\$4,611,882</u>	<u>0.0%</u>
TOTAL SCHOOL APPROP	\$34,815,078	\$34,815,078	0.0%	\$34,967,696	0.4%	\$34,967,696	0.4%
SCHOOL EST REVENUES	\$13,839,936	\$13,839,936	0.0%	\$13,402,226	-3.2%	\$13,402,226	-3.2%
FED & SCH LUNCH REV	<u>\$4,611,882</u>	<u>\$4,611,882</u>	<u>0.0%</u>	<u>\$4,611,882</u>	<u>0.0%</u>	<u>\$4,611,882</u>	<u>0.0%</u>
TOTAL SCHOOL EST REV	\$18,451,818	\$18,451,818	0.0%	\$18,014,108	-2.4%	\$18,014,108	-2.4%
NET SCHOOL	\$16,363,260	\$16,363,260	0.0%	\$16,953,588	3.6%	\$16,953,588	3.6%
OVERLAY FOR ABATEMENTS	\$167,192	\$167,192	0.0%	\$167,192	0.0%	\$127,192	-23.9%
WAR SERVICE CREDITS	\$467,950	\$467,950	0.0%	\$467,950	0.0%	\$467,950	0.0%
COUNTY TAX ASSESSMENT*	<u>\$2,705,316</u>	<u>\$2,785,488</u>	<u>3.0%</u>	<u>\$2,721,138</u>	<u>0.6%</u>	<u>\$2,721,138</u>	<u>0.6%</u>
GRAND TOTAL APPROP	\$59,229,569	\$60,035,037	2.7%	\$59,997,139	1.1%	\$59,697,139	0.9%
ESTIMATED REVENUES-CITY							
16. NON PROPERTY TAXES	\$215,000	\$229,000	6.5%	\$247,000	14.9%	\$247,000	14.9%
17. INTERGOVERNMENTAL	\$1,002,537	\$1,001,407	-0.1%	\$1,001,407	-0.1%	\$1,001,407	-0.1%
18. LICENSES & PERMITS	\$2,598,317	\$2,638,000	1.5%	\$2,668,000	2.7%	\$2,668,000	2.7%
19. CHARGES FOR SERVICES	\$1,093,656	\$1,117,656	2.2%	\$1,187,656	8.6%	\$1,187,656	8.6%
20. MISC REVENUES	\$712,487	\$626,632	-12.1%	\$626,632	-12.1%	\$626,632	-12.1%
21. SURPLUS	<u>\$935,000</u>	<u>\$935,000</u>	<u>0.0%</u>	<u>\$835,000</u>	<u>-10.7%</u>	<u>\$835,000</u>	<u>-10.7%</u>
TOTAL CITY EST REVENUES	\$6,556,997	\$6,547,695	-0.1%	\$6,565,695	0.1%	\$6,565,695	0.1%
SCHOOL EST REVENUES	\$13,839,936	\$13,839,936	0.0%	\$13,402,226	-3.2%	\$13,402,226	-3.2%
FF & SCH LUNCH REV	<u>\$4,611,882</u>	<u>\$4,611,882</u>	<u>0.0%</u>	<u>\$4,611,882</u>	<u>0.0%</u>	<u>\$4,611,882</u>	<u>0.0%</u>
TOTAL REVENUES	\$25,008,815	\$24,999,513	0.0%	\$24,579,803	-1.7%	\$24,579,803	-1.7%
BALANCE TO BE RAISED-LOCAL	\$34,220,754	\$35,836,124	4.7%	\$35,307,335	3.2%	\$35,107,335	2.6%
BALANCE TO BE RAISED-STATE*	\$4,746,462	\$4,746,462	0.0%	\$4,726,415	-0.4%	\$4,726,415	-0.4%
ASSESSED VALUATION	\$1,857,853,703	\$1,874,853,703	0.9%	\$1,874,853,703	0.9%	\$1,874,853,703	0.9%
LOCAL TAX RATE PER \$1,000	\$18.41	\$19.11	3.8%	\$18.83	2.3%	\$18.73	1.7%
STATE TAX RATE PER \$1,000*	<u>\$2.59</u>	<u>\$2.57</u>	<u>0.0%</u>	<u>\$2.56</u>	<u>0.0%</u>	<u>\$2.56</u>	<u>-1.3%</u>
TOTAL TAX RATE PER \$1,000	\$21.00	\$21.68	3.2%	\$21.39	1.8%	\$21.28	1.3%
Tax Rate Increase		\$0.68		\$0.39		\$0.28	
*adjusted, no utilities							

Property Taxes to Other Revenues



	<u>2012-2013</u>	<u>2013-2014</u>	<u>%DEPT</u>	<u>2013-2014</u>	<u>% MNGF</u>	<u>2013-2014-</u>	<u>% COUNCIL</u>
	<u>COUNCIL</u>	<u>DEPT REQ</u>	<u>13-14</u>	<u>MANAGER</u>	<u>13-14</u>	<u>COUNCIL</u>	<u>13-14</u>
NON PROPERTY TAXES							
23. INTEREST ON TAXES	\$60,000	\$62,000	3.3%	\$62,000	3.3%	\$62,000	3.3%
24. REDEMPTION INTEREST	\$90,000	\$95,000	5.6%	\$95,000	5.6%	\$95,000	5.6%
25. BOAT TAXES	\$65,000	\$72,000	10.8%	\$90,000	38.5%	\$90,000	38.5%
TOTAL NON PROPERTY TO 16	\$215,000	\$229,000	6.5%	\$247,000	14.9%	\$247,000	14.9%
INTERGOVERNMENTAL							
26. SHARED REVENUES	\$ -	\$ -		\$ -		\$ -	
27. ROOMS & MEALS TAX	\$712,514	\$713,959	0.2%	\$713,959	0.2%	\$713,959	0.2%
29. HIGHWAY BLOCK GRANT	\$289,412	\$286,943	-0.9%	\$286,943	-0.9%	\$286,943	-0.9%
30. NH FOREST LAND	\$611	\$505	-17.3%	\$505	-17.3%	\$505	-17.3%
TOTAL INTERGOV TO 17	\$1,002,537	\$1,001,407	-0.1%	\$1,001,407	-0.1%	\$1,001,407	-0.1%
LICENSES & PERMITS							
31. MOTOR VEHICLE REG	\$2,000,000	\$2,050,000	2.5%	\$2,060,000	3.0%	\$2,060,000	3.0%
32. DOG LICENSES & FINES	\$10,000	\$8,000	-20.0%	\$8,000	-20.0%	\$8,000	-20.0%
33. BILL DING & ZONING FEES	\$125,000	\$115,000	-8.0%	\$115,000	-8.0%	\$115,000	-8.0%
34. FEES, TAX COLLECTION	\$13,000	\$11,000	-15.4%	\$11,000	-15.4%	\$11,000	-15.4%
35. FEES, CITY CLERK	\$115,000	\$115,000	0.0%	\$120,000	4.3%	\$120,000	4.3%
37. FRANCHISE FEES	\$275,317	\$277,000	0.6%	\$292,000	6.1%	\$292,000	6.1%
38. ALARM BOX FEES	\$60,000	\$62,000	3.3%	\$62,000	3.3%	\$62,000	3.3%
TOTAL LIC & PERMITS TO 18	\$2,598,317	\$2,638,000	1.5%	\$2,668,000	2.7%	\$2,668,000	2.7%
CHARGES FOR SERVICES							
39. MISC REMIBURSABLES	\$150,000	\$145,000	-3.3%	\$145,000	-3.3%	\$145,000	-3.3%
40. AMBULANCE LRGH	\$7,656	\$7,656	0.0%	\$7,656	0.0%	\$7,656	0.0%
41. FIRE DEPT	\$35,000	\$30,000	-14.3%	\$30,000	-14.3%	\$30,000	-14.3%
42. PLANNING DEPT	\$25,000	\$27,000	8.0%	\$27,000	8.0%	\$27,000	8.0%
43. POLICE DEPT	\$6,000	\$8,000	33.3%	\$8,000	33.3%	\$8,000	33.3%
44. PUBLIC WORKS & S.W.	\$870,000	\$900,000	3.4%	\$970,000	11.5%	\$970,000	11.5%
TOTAL CHARGES TO 19	\$1,093,656	\$1,117,656	2.2%	\$1,187,656	8.6%	\$1,187,656	8.6%
MISCELLANEOUS REVENUES							
45. INTEREST ON INVESTMENTS	\$150,000	\$75,000	-50.0%	\$75,000	-50.0%	\$75,000	-50.0%
46. WEIRS BEACH PARKING	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
47. PARKING METERS	\$65,000	\$68,000	4.6%	\$68,000	4.6%	\$68,000	4.6%
48. PARKING VIOLATIONS	\$40,000	\$40,000	0.0%	\$40,000	0.0%	\$40,000	0.0%
49. PILOT-ELDERLY HOUSING	\$79,079	\$76,703	-3.0%	\$76,703	-3.0%	\$76,703	-3.0%
50. PILOT-CAP	\$20,012	\$19,833	-0.9%	\$19,833	-0.9%	\$19,833	-0.9%
51. PILOT-SKATING CLUB	\$14,921	\$14,539	-2.6%	\$14,539	-2.6%	\$14,539	-2.6%
52. PILOT-TAYLOR HOME	\$266,905	\$255,825	-4.2%	\$255,825	-4.2%	\$255,825	-4.2%
53. PILOT-STATE	\$7,570	\$7,732	2.1%	\$7,732	2.1%	\$7,732	2.1%
54. P&R LEASES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
55. FINES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
56. SSF REMIB TO GF	\$14,000	\$14,000	0.0%	\$14,000	0.0%	\$14,000	0.0%
TOTAL MISC TO 20	\$712,487	\$626,632	-12.1%	\$626,632	-12.1%	\$626,632	-12.1%
TOTAL CITY NON-TAX REVENUE	\$5,621,997	\$5,612,695	-0.2%	\$5,730,695	1.9%	\$5,730,695	1.9%

School & City Expenditures Last Ten Years



ADMINISTRATION

FY 2013-2014



ADMINISTRATION
FY 2013-2014 BUDGET

	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>2012-2013</u> <u>BUDGET</u>	<u>2013-2014</u> <u>DEPT REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>2013-2014</u> <u>COUNCIL</u>
SALARIES								
01 401 101 0001 Mayor-Council	\$17,200	\$17,100	\$16,000	\$16,143	\$17,200	\$17,200	\$17,200	\$17,200
01 401 101 0002 City Manager	119,935	120,925	103,418	98,921	102,125	107,500	107,500	107,500
01 401 101 0003 Admin. Asst	41,072	38,346	40,332	33,563	33,415	35,781	35,781	35,781
01 401 106 0000 Sick-Hurt	1,019	51	39,251	929	-	-	-	-
01 401 107 0000 Holidays	1,737	1,591	4,880	1,288	-	-	-	-
01 401 108 0000 Vacations	704	3,272	6,222	1,950	-	-	-	-
01 401 109 0000 Longevity	-	-	-	-	-	-	-	-
01 401 115 0000 Salary Adj.	-	-	-	-	1,671	7,923	7,923	7,923
TOTAL SALARIES	\$181,667	\$181,285	\$210,103	\$152,794	\$154,411	\$168,404	\$168,404	\$168,404
OTHER								
01 401 201 0000 Telephones	\$1,495	\$1,510	\$1,471	\$1,902	\$1,500	\$1,200	\$1,200	\$1,200
01 401 207 0000 Postage	565	548	449	392	600	500	500	500
01 401 208 0000 Printing	-	-	-	-	100	100	100	100
01 401 210 0000 Notices	30	648	722	843	900	700	700	700
01 401 212 0000 Copier	519	855	1,549	1,193	1,100	1,100	1,100	1,100
01 401 214 0000 Supplies	1,398	1,305	2,212	1,251	1,800	1,400	1,400	1,400
01 401 234 0000 Vehicle Rental	8	21	30	123	-	-	-	-
01 401 242 0001 Travel-Mgr.	-	179	-	1,044	1,500	3,500	3,500	3,500
01 401 242 0002 Travel-Council	-	-	-	-	300	300	300	300
01 401 245 0000 Dues-NHMA	12,727	12,827	12,958	13,238	13,500	13,500	13,500	13,500
01 401 245 0001 Dues-Mgr.	249	250	170	874	3,500	1,500	1,500	1,500
01 401 245 0002 Conf-Dues-Council	-	-	-	-	400	400	400	400
01 401 303 0000 Miscellaneous.	825	-	-	40	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.	250	-	250	1,480	8,000	8,000	8,000	8,000
01 401 401 0000 Equipment	1,000	-	1,694	13	300	300	300	300
TOTAL OTHER	\$19,066	\$18,143	\$21,505	\$22,391	\$34,600	\$33,600	\$33,600	\$33,600
DEPT. O&M TOTAL	\$200,733	\$199,428	\$231,608	\$175,185	\$189,011	\$202,004	\$202,004	\$202,004

ADMINISTRATION
FY 2013-2014 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
	City Council**							\$17,200.00
1	City Manager***			52			\$2,067.31	\$107,500.12
1	Admin Asst ***	15H		52	35	\$19.66	\$688.10	\$35,781.20
Total Admin.								\$160,481.32

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

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

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

City Managers salary Includes 7.5% City contribution to ICMA Retirement Corp.

Administration Activities:

- Attend 24 regularly scheduled work sessions and regular monthly meetings
- Prepare manager's report and other research reports as necessary
- Direct City departments to insure Council policy is implemented
- Conduct regular department staff meetings to monitor the policy directives of the Council
- Meet with citizens, neighborhood groups, business leaders, to address their concerns and/or solve specific problems

2013-2014 Objective:

- Complete 100% of FY 2013-2014 departmental objectives
- Implement City Council goals and objectives

ADMINISTRATION-ACCOUNT DESCRIPTIONS
FY 2013 – 2014 BUDGET

SALARIES

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

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

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

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

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

PRINTING

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

NOTICES

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

COPIER

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

SUPPLIES

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

VEHICLE RENTAL

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

TRAVEL-MANAGER

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

TRAVEL-COUNCIL

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

DUES-NHMA

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

DUES-MANAGER

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

CONFERENCE-DUES-COUNCIL

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

MISCELLANEOUS

This line item funds unanticipated costs for the Administration area.

EMERGENCY MANAGEMENT

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

ECONOMIC DEVELOPMENT

This line item funds the study for increased business possibilities in the community.

EQUIPMENT

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

ADMINISTRATION - CAPITAL OUTLAY
FY 2013-2014 BUDGET

<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>CIP</u>	<u>2013-2014</u>	<u>2013-14</u>	<u>2013-14</u>		
<u>Dept</u>	<u>CAPITAL OUTLAY</u>	<u>COUNCIL</u>	<u>Dept</u>	<u>CAPITAL OUTLAY</u>	<u>RANK</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>	
Parks	Playground Revitalization	\$25,000	Parks	Opeechee Park House Reconstructi	16	\$130,000	\$110,000	\$10,000	
				Wyatt Park Renovation	25	\$110,000	-	-	
				City Hall Window Replacement	27	\$55,000	-	-	
				Endicott Rock Park Beach Engineering	32	\$50,000	\$40,000	\$40,000	
Fire	1 Fire Prevention Utility Vehicle	\$22,000		Leavitt & Memorial Tennis Courts	37	\$52,000	-	-	
Non Dept	Non Capital Reserve Imp	\$ 75,000	Fire	Replace 4" Hose **	8	\$10,000	\$10,000	\$10,000	
				Station	20	\$18,000	-	-	
				Central Station Black Top & Parking	38	\$250,000	-	-	
DPW	Street Repairs	\$1,350,000	Police	Active Shooter/High Risk Equipment**	7	\$10,436	\$10,436	\$10,436	
	Sidewalk Repair/Construction	\$35,000		Phone Upgrades	9	\$13,000	\$13,000	\$13,000	
	Academy St Bridge	\$40,000	Non Dept	Non Capital Reserve Improvements		\$75,000	\$65,000	\$65,000	
	Fence/Guardrail Replacement	\$20,000							
	Demo of 23 Stafford St Building	\$50,000	DPW	Street Repairs	1	\$1,350,000	\$1,300,000	\$1,300,000	
	Bridge Program Engineering	\$20,000		Radio Upgrades - Vehicles	10	\$65,000	-	-	
	Comprehensive Drainage Study	\$50,000		Court St Bridge	17	\$40,000	\$40,000	\$40,000	
	Total Capital Outlay	\$1,687,000		Sidewalk Repair/Construction	19	\$50,000	\$35,000	\$35,000	
	Less Cap Outlay from Motorcycle Week Revenue			Traffic Lights-Union @ Gilford	21	\$30,000	\$30,000	\$30,000	
		(\$22,000)		Bridge Engineering	24	\$20,000	\$20,000	\$20,000	
	Net Capital Outlay	\$1,665,000		City Wide Drainage Improvements	28	\$150,000	\$80,000	\$80,000	
				Parking Garage Deck Repair	29	\$21,000	\$21,000	\$21,000	
				Fencing/Guardrail Replacement	33	\$40,000	-	-	
				Comprehensive Drainage Study	35	\$50,000	\$30,000	\$30,000	
ISF							\$1,804,436	\$1,704,436	
DPW	Vehicle Replacement	\$150,000	**	Less Cap Outlay from Motorcycle Week Revenue			(20,436)	(20,436)	
				Net Capital Outlay Requests		\$2,589,436	\$1,784,000	\$1,684,000	
Police	1 Cruisers (2)	\$58,000							
	Less 1 Cruiser from Motorcycle Week Revenue								
		(\$29,000)							
	ISF Total	\$179,000							
				ISF					
				DPW	Vehicle Replacement	34	\$170,000	\$170,000	\$170,000
				Parks	3/4 Ton Truck w/plow, utility bed	36	\$40,000	\$40,000	\$40,000
				Police	Cruisers (3)	3	\$90,000	\$90,000	\$90,000
		\$1,866,000			ISF Total		\$300,000	\$300,000	\$300,000
							\$2,889,436	\$1,974,436	\$1,874,436

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

ADMINISTRATION-CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

Parks:

Opechee Park House Reconstruction: \$130,000. This line would fund the reconstruction of the Opechee Park House. There is a possibility that there may be interest from local contractors willing to donate their time and material to rebuild this park house. This item was ranked 16th by the CIP Committee. ***The City Manager has reduced this request to \$110,000. After much discussion and Public Hearing to get input from the public, the Council reduced this request to \$10,000 to be used for a feasibility study to determine if there is a true need for a new park house at Opechee or if the existing Summer Day Care building is adequate to meet the demands.***

Wyatt Park Renovation: \$110,000. This line would fund improvements and revitalization upgrades to Wyatt Park, including resurfacing the existing basketball courts, addition of benches, lighting upgrades, picnic tables, as well as improvements to the landscape. This request ranked 25th by the CIP Committee. ***The City Manager is recommending that the funds for this project come from existing carryovers from prior approved Park's projects.***

City Hall Window Replacement: \$55,000. This line would replace the windows in the original section of City Hall which was built in 1972. In addition to the energy related improvements that would result, many of these windows have broken seals and spring mechanisms which make them difficult to open and close. The CIP Committee ranked this request 27th out of 38 requests. ***The City Manager is not recommending funding this request.***

Endicott Rock Park Beach Engineering: \$50,000. Over the years there has been significant erosion at the beach area of Endicott Rock Park. Funding this project would allow for the engineering study that was started in 2013 to be completed and a plan to be developed to determine the best solution to restore the beach. CIP Committee ranked this request at 32nd out of the 38 requests received. ***This City Manager is recommending funding this request for \$40,000.***

Leavitt & Memorial Tennis Courts: \$52,000. The tennis courts at these parks are old and have numerous cracks. This request would fund the repair and resurfacing of these courts which would keep the courts in playable condition. This request was ranked 37th by the CIP Committee. ***The City Manager has not funded this request.***

Fire:

4" Supply Hose Replacement: \$10,000. This request would fund the purchase of 2,000 feet of hose. This size hose is the primary supply hose used to connect from the fire hydrants to the fire engines when at the scene of the fire. These hoses receive significant wear and tear from the frequency of use, as well as from the extreme weather conditions that they are exposed to. Over the years these factors cause a breakdown in the fabric. We have a total inventory of 8,000 feet, 3,000 of which was replaced in 2004. This request ranked 8th by the CIP Committee. ***The City Manager is recommending funding this request from the Motorcycle Week Special Revenue account.***

Weirs Fire Station - Energy Improvements: \$18,000. This line would fund the replacement of windows and entrance doors at the Weirs Fire Station with more energy efficient options. The windows were installed in 1984 and many of the seals are broken. The entrance doors do not close properly which results in an energy loss. New energy efficiency improvements would result in a payback of approximately 5 years. This request ranked 20th of 38 by the CIP Committee. *The City Manager is not recommending funding this request.*

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

Police:

Active Shooter/High Risk Equipment: \$10,436. The department currently does not have any ballistic body armor that could be used in an active shooter event. Funding of this request would equip 7 patrol cars with a ballistic vest and helmet for the officer. Included in this purchase would be trauma dressings for each patrol car as well as 2 patrol rifles. Grant funds are available from the Department of Justice that would provide 8 more total cruiser set-ups and 2 more shields to complete outfitting the department with this equipment. CIP ranked this request 7th overall. *The City Manager is recommending funding this request from the Motorcycle Week Special Revenue account.*

Phone Upgrades: \$13,000. The current Nortel Norstar telephone system is no longer supported by the manufacturer. These funds would update the software system to the current version which would allow the Police Department to have continued operational reliability and continued maintenance. The CIP Committee ranked this request 9th. *The City Manager is advising funding this request for the full amount.*

Non-Department:

Non Capital Reserve Improvements: \$75,000. This line has been added by the City Manager to fund an allocation to the Non-Capital Reserve fund for the repair and maintenance of public facilities. This fund was established in 2005 to provide money for the emergency repairs and maintenance of public facilities. *The City Manager recommends allotting \$65,000 to this account.*

DPW:

Street Repairs: \$1,350,000. This fund would repair/resurface streets, install drainage, curbing and sub-lawn restoration / landscaping as required. DPW has accomplished over 35 miles of reconstruction and/or re-paving of streets through CIP funding in the past 9 years. In the next few cycles we intend to focus attention on some particularly costly road sections including portions of Union Avenue, Court Street, portions of Mechanic Street, Belvidere Street,

South Main Street and North Main Street along with several other smaller street sections, as prioritized through our Road Surface Management Program. This item was 1st on the list for CIP requests. *The Manager is recommending funding this item at \$1,300,000.*

Radio Upgrades Vehicles: \$65,000. Due to Federal regulations changes to the radio frequency used by the Public Works Department was changed to a narrow band frequency. These frequency changes required an investment in 31 new radios and reprogramming of 9 existing radios to meet these new specifications. *The line was funded in Fiscal Year 13 and therefore no funds are needed in Fiscal Year 14.*

Court Street Bridge: \$40,000. This line would fund an evaluation of the bridge over Durkee Brook and determine the extent of repair or replacement needed including the design of these improvements. This bridge was constructed in 1912 and currently has a sufficiency rating of 53%. It is anticipated this bridge will be Red Listed within the next few years. Engineering funds must be appropriated by the municipality before the State will enter us into the program for participation at 80% State and 20% City. Preliminary engineering funds appropriation will get a place-holder in the funding program. Total cost of this project is expected to be \$1 million of which 80% would be reimbursable. State funds will be available in FY 2018. This line ranked 17 out of 38 with the CIP Committee. *The Manager is recommending funding this request.*

Sidewalk Improvements: \$50,000. This funding would repair existing and construction of new sidewalks throughout the City. Sidewalks throughout the City have deteriorated and many of the sidewalks throughout the City are not ADA compliant and need to be upgraded. This line ranked 19th out of 38 with the CIP Committee. *The City Manager has recommended funding this request at \$35,000.*

Traffic Lights – Union & Gilford Ave: \$30,000. Funding of this request would allow for the upgrade of the traffic lights at this intersection to a video detection traffic light system on all four legs of this intersection. This technology is more efficient and has ‘state-of-the-art’ vehicle detection which would eliminate the problems inherent in traditional loop detectors. The lights at this intersection are aged and failing. This item ranked 21 out of 38 with the CIP Committee. *The City Manager has recommended full funding of this request.*

Bridge Engineering: \$20,000. There are 14 bridges located throughout the City that are inspected bi-annually by the State of NH – DOT. The State Bridge Aid Program provides 80% funding for bridge replacements or rehabilitation, however there are certain application criteria that must be met prior to qualifying for this funding. This request would fund the services of a qualified professional engineer that would complete bridge evaluations and monitoring as well as submit reports to the State to secure funding for bridge improvements throughout the City. 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. CIP Committee ranked this request at 24 out of 38. *The City Manager has recommended full funding of this request.*

City Wide Drainage Improvements: \$150,000. This request is a follow up to the Comprehensive Drainage Study that has been on-going throughout the City for the past several years. These funds would allow for the actual construction of projects that have been identified as priorities through the Drainage Study. The City needs to gradually and systematically replace the storm water infrastructure. This project request was rated 28th by the CIP Committee. *The City Manager has recommended reduced funding for this request to \$80,000.*

Parking Garage Deck Repair and Structural Review: \$21,000. The City Parking Garage is 45 years old. There has been some moisture intrusion issues in several of the retail and professional office spaces located on the first level of the garage. The existing deed states the City has the responsibility to remediate water intrusion issues. There is also evidence of significant deterioration of several portions of the structural steel and safety concerns warrant and engineering review of the structure. The CIP Committee ranked this request 29th on the list. *The City Manager is recommending funding this line item.*

Fence/Guardrail Replacement: \$40,000. This funding would replace numerous unsafe fences, guardrails and retaining walls throughout the City. This project involves the systematic replacement of this infrastructure to assure the safety of the public both in a pedestrian and vehicular travel mode. The CIP Committee ranked this item 33 out of 38. *The Manager is not recommending funding this request this year as there are still funds available from the prior year funding that have yet to be spent.*

Comprehensive Drainage Study: \$50,000. This line would fund continuation of a comprehensive drainage study that would identify pipe and box culvert sizes to be used in replacing an aging and undersized drainage infrastructure. Rain events over the past several years have increased in quantity and intensity. A 25 year storm has been traditionally used as the standard for system sizing. Studies conducted by NOAA (National Oceanic and Atmospheric Administration) and UNH of the last 3 decades of rainfall data have projected significantly higher amounts of rain (volume and intensity) constituting a 25 year storm. Many areas of the City's storm water drainage infrastructure are undersized and in varying stages of deterioration. This item ranked 35 out of 38 with the CIP Committee. *The City Manager has reduced this line to \$30,000.*

INTERNAL SERVICE FUND

DPW:

Vehicle Replacement/Bonding: \$170,000. These funds will continue the systematic replacement of the DPW fleet to reduce maintenance costs, increase efficiency and prevent unavailability of equipment during emergencies. In Fiscal Year 13 the Council approved seeking a bond to replace several large and expensive pieces of equipment. As part of this agreement, the Internal Service Fund would allocate \$100,000 annually to go towards the bond payment for these vehicles. As a result a portion of the \$170,000 is allocated to the bond payment, leaving a balance of \$70,000 to go towards fleet replacements in Fiscal Year 14. This line ranked 34 of 38 by the CIP committee. *The Manager is recommending fully funding this request.*

Parks:

¾ Ton Truck with Plow, Utility Bed: \$40,000. This line would fund the acquisition of a truck under the Parks fleet replacement schedule. This line ranked 36 out of 38 with the CIP committee. *The City Manager has recommended fully funding this request.*

Police:

Three Cruisers: \$90,000. 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 3rd with the CIP Committee. *The City Manager is requesting funding for this line.*

ADMINISTRATION -CAPITAL OUTLAY TO BE BONDED
FY 2013-2014 BUDGET

<u>2013-2014</u>		<u>CIP</u>	<u>FY 2013-2014</u>	<u>FY 2013-2014</u>
<u>Dept</u>		<u>RANK</u>	<u>DEPT REQUEST</u>	<u>MANAGER</u>
Fire	Central Fire Station renovation/addition	18	\$4,100,000	-
Parks	Weirs Community Park Construction	2	\$550,000	\$550,000
	Smith Track Subsurface Replacement		\$300,000	\$300,000
Total City			\$4,950,000	\$850,000

ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

Fire:

Central Fire Station Improvements: \$4,100,000.

This line would fund the renovation of the existing station and build new apparatus and maintenance bays. The station was built in 1971. The existing station would be renovated to accommodate all new offices and an EOC (emergency operating center) on the first floor. The firefighters' living quarters would be renovated and updated. Various safety concerns would be addressed including adding fire sprinklers and fire detection devices; an area for decontamination of equipment; upgrade electrical service and wiring; and proper fire rated separations between apparatus and station. Possible closing of the Lakeport fire station would be incorporated into this plan with students moved to the Central Station. *This project ranked 18 of 38 with the CIP Committee. This line has not been funded by the Manager.*

Parks:

Weirs Community Park – Construction: \$550,000.

The engineering and design phase of this project was completed in Fiscal Year 13 and was funded with donations raised by the Weirs Community Park Association and Weirs Action Committee. This request would fund the actual construction of the project including a playground, walking trail system, picnic pavilion, restrooms and an amphitheatre. This request ranked 2nd by the CIP Committee. *The City Manager is recommending funding a bond for \$550,000 to complete this project.*

Smith Track Repair: \$300,000.

The subsurface of the Smith Track has deteriorated and needs to be removed and completely replaced. This track is very popular and is not only used by the local schools for their track events, but by numerous residents for walking and exercise. It was not determined until after the requests were submitted to the Capital Improvement Committee that this project became necessary, therefore this request was not included on the CIP project list. *The City Manager is recommending funding a bond for \$300,000 to complete this project.*

ADMINISTRATION - NON DEPARTMENTAL
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 431 247 0000 SEA Education Reimb.	\$ -	\$1,360	\$ -	\$1,000	\$2,500	\$2,500	\$2,500	\$2,500
01 431 248 0000 Employee Service Awards	3,280	4,989	3,929	5,736	5,000	5,000	5,000	5,000
01 431 303 0000 Public Relations	3,184	2,243	2,283	447	3,000	3,000	3,000	3,000
01 431 303 0001 MIS/GIS	56,789	74,841	84,188	70,358	92,000	92,000	107,000	107,000
01 431 304 0000 O/S Contract	8,335	(1,620)	56,870	11,650	5,000	5,000	5,000	5,000
01 431 343 0000 Contingency	11,363	-	(1)	373,835	50,000	50,000	50,000	50,000
01 431 343 0005 Web Design	11,743	-	-	-	-	-	-	-
01 431 345 0000 Cemeteries	4,500	3,914	4,123	4,500	4,500	4,500	4,500	4,500
01 431 346 0000 LWW Hydrant Services	33,756	33,756	33,756	33,756	33,756	33,756	33,756	33,756
01 431 357 0030 Capital Reserve for Debt Service	1	1	1	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	37,256	36,467	35,525	41,848	39,008	39,500	39,500	39,500
01 431 357 0072 Heritage Commission	44	13	15	-	300	-	-	-
TOTAL OTHER	\$172,251	\$157,964	\$222,689	\$1,048,018	\$237,064	\$237,256	\$252,256	\$252,256
DEPT. O&M TOTAL	\$172,251	\$157,964	\$222,689	\$1,048,018	\$237,064	\$237,256	\$252,256	\$252,256

ADMINISTRATION - NON DEPARTMENTAL
ACCOUNT DESCRIPTIONS
FY 2013-2014 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 include \$2,500 in the budget each year for this program.

EMPLOYEE SERVICE AWARDS

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

PUBLIC RELATIONS

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

MIS/GIS

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

OUTSIDE CONTRACT

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

CONTINGENCY

This budget allows for unforeseen expenditures and anticipated retirements.

CEMETERIES

This line item supplements the cost of maintaining the cemeteries.

LWW HYDRANT SERVICE

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

MC WEEK CONSORTIUM

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

CABLE TV

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

ADMINISTRATION - SPECIAL ITEMS
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</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	\$7,446	\$7,446	\$10,325	\$10,325	\$10,325	\$10,325
01 489 480 0005 Community Action	49,552	49,552	49,552	49,552	46,579	46,579	46,579	46,579
01 489 480 0007 Central NH VNA & Hospice	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000
01 489 480 0011 Laconia Airport Authority	10,000	-	10,000	-	-	-	-	-
01 489 480 0012 Humane Society	24,876	25,000	25,000	25,000	25,000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	3,300	2,475	1,650	1,650	2,500	3,468	3,468	3,468
01 489 480 0014 Child & Family Services	3,500	3,500	2,625	2,625	4,500	5,500	5,000	5,000
01 489 480 0017 Veterinarian Costs	-	153	-	193	300	300	300	300
01 489 480 0018 Lakes Region Assn	-	-	-	-	500	2,500	500	500
01 489 480 0021 Youth Service-Upswing	4,000	1,500	-	-	-	-	-	-
01 489 480 0022 Human Relations	1,000	1,000	1,000	1,000	1,000	2,000	2,000	2,000
01 489 480 0023 LR Chamber of Commerce	500	500	125	125	125	125	125	125
01 489 480 0024 4th of July fireworks	10,000	-	10,000	10,000	10,000	15,000	12,000	12,000
01 489 480 0025 Laconia Trails with Rails/WOW	15,000	7,500	7,500	7,500	15,000	20,000	17,500	17,500
01 489 480 0026 Weirs Beach Fire Works	6,000	6,000	6,000	6,000	7,000	7,000	7,000	7,000
01 489 480 0027 Genesis Behavioral Health	8,000	8,000	8,000	8,000	15,000	33,750	20,000	20,000
01 489 480 0028 Boys and Girls Club	3,000	2,250	1,500	1,500	3,000	5,000	5,000	5,000
01 489 480 0030 Winnepesaukee Transit System	5,000	3,750	2,500	2,500	3,000	5,000	3,000	3,000
01 489 480 0031 Milfoil Treatment	4,950	-	-	-	-	-	5,000	5,000
American Red Cross	-	-	-	-	-	5,000	-	-
01 489 480 0033 Lake Opechee Preservation	-	12,300	-	-	4,000	2,500	-	-
01 489 480 0034 Greater Lakes Child Advocacy	-	-	-	-	1,000	-	-	-
TOTAL OTHER	214,606	189,408	188,898	179,091	204,829	245,047	218,797	218,797
 DEPT. O&M TOTAL	 \$214,606	 \$189,408	 \$188,898	 \$179,091	 \$204,829	 \$245,047	 \$218,797	 \$218,797

ADMINISTRATION - SPECIAL ITEMS
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SENIOR CENTER

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

COMMUNITY ACTION

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

CENTRAL NH VNA & HOSPICE

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

HUMANE SOCIETY

This agency houses and boards stray dogs and unlicensed dogs collected in the City. This contract which takes effect on July 1, 2012 thru June 30, 2013 reflects the same request as the prior 3 years. *The City provides \$25,000 annually to the Humane Society for this service.*

NEW BEGINNINGS

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

CHILD & FAMILY SERVICES/LAKES REGION FAMILY SERVICES

This agency funds a variety of family support services including counseling for a variety of problems including death, divorce, substance use, abuse, neglect, and other social and mental health issues. *The request this year is for \$5,500, the City Manager is recommending funding this line for \$5,000.*

VETERINARIAN COSTS

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

LAKES REGION ASSN

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

HUMAN RELATIONS

This line item would support the Human Relations Committee's efforts in the Community to educate people about the issue of diversity and to establish a comfort level with the changing face of our community. This committee actively pursues prevention of prejudice, intolerance, harassment and discrimination as well as acts as a mediator or a liaison to local, state and federal agencies under RSA 354-A:1 and RSA 354-B:1. ***The request this year is for \$2,000, the City Manager is recommending funding this request for the full amount.***

LACONIA/WEIRS BEACH CHAMBER

This line would fund membership in the Laconia/Weirs Beach Chamber of Commerce. This line has been reduced to reflect the reduction in the cost of membership. The cost of membership is \$125 annually.

FOURTH OF JULY FIREWORKS

This line item serves as a contribution for the 4th of July fireworks presentation (formerly processed thru the Kiwanis). ***The request this year is for \$15,000; the City Manager recommendation is to fund this request for \$12,000.***

WEIRS BEACH FIREWORKS

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

LACONIA TRAILS WITH RAILS (WOW)

LTREC is again requesting a \$20,000 appropriation for this upcoming fiscal year. ***The City Manager is recommending funding this request for \$17,500.***

GENESIS BEHAVIORAL HEALTH

This line item would help cover the cost of providing mental health services to Laconia children who have little or no insurance coverage. ***Genesis requested \$33,750 this year; the City Manager has reduced this line to \$20,000.***

BOYS AND GIRLS CLUB

This line would help fund the current Project Extra program. This program encourages the positive development and enhances the quality of life for the youth of the greater Lakes Region area. The Teen Center is open daily during the school year, school vacations and no-school days. The Boys and Girls Club submitted a request for \$5,000 this year. ***The City Manager is recommending funding this request for the full amount.***

WINNIPESAUKEE TRANSIT SYSTEM

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

MILFOIL TREATMENT/LAKE OPECHEE PRESERVATION

Lake Opechee Preservation submitted a request for \$5,000 to assist with the treatment of milfoil in Lake Opechee. Lake Opechee milfoil treatment has been combined with the Milfoil

Treatment line above and any funding for milfoil would be funded from this one appropriation. *The City Manager has recommended funding this request for the full amount.*

AMERICAN RED CROSS

This request is for \$5,000 to help provide support and relief after local disasters; emergency preparedness training; courses in health and safety; blood drives; volunteer and youth leadership opportunities; and aid to military families. *The City Manager has not funded this line.*

ADMINISTRATION - LICENSING BOARD
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</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)	\$8,980	\$6,421	\$7,016	\$6,679	\$7,377	\$7,874	\$7,874	\$7,874
01 404 105 0000 Overtime	-	420	127	428	500	500	500	500
TOTAL SALARIES	\$8,980	\$6,841	\$7,143	\$7,107	\$7,877	\$8,374	\$8,374	\$8,374
OTHER								
01 404 207 0000 Postage	\$266	\$172	\$272	\$172	\$350	\$350	\$350	\$350
01 404 212 0000 Copier	137	67	145	148	250	250	250	250
01 404 214 0000 Supplies	651	698	798	576	800	800	800	800
01 404 234 0000 Vehicle Rental	300	380	-	50	500	500	500	500
01 404 303 0000 Misc.	384	383	419	415	450	450	450	450
01 404 401 0000 Equipment	1,745	-	396	50	1,750	500	500	500
TOTAL OTHER	\$3,483	\$1,700	\$2,031	\$1,411	\$4,100	\$2,850	\$2,850	\$2,850
DEPT. O&M TOTAL	\$12,463	\$8,541	\$9,175	\$8,518	\$11,977	\$11,224	\$11,224	\$11,224

ADMINISTRATION-LICENSING BOARD
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk *	7	3	24	10	\$14.76	\$147.60	\$3,542.40
		7	4	28	10	\$15.47	\$154.70	\$4,331.60
								\$7,874.00

* Above Pay Rates include possible Merit (step) Increases

ADMINISTRATION - LICENSING BOARD
ACCOUNT DESCRIPTIONS
FY 2013-2014 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.

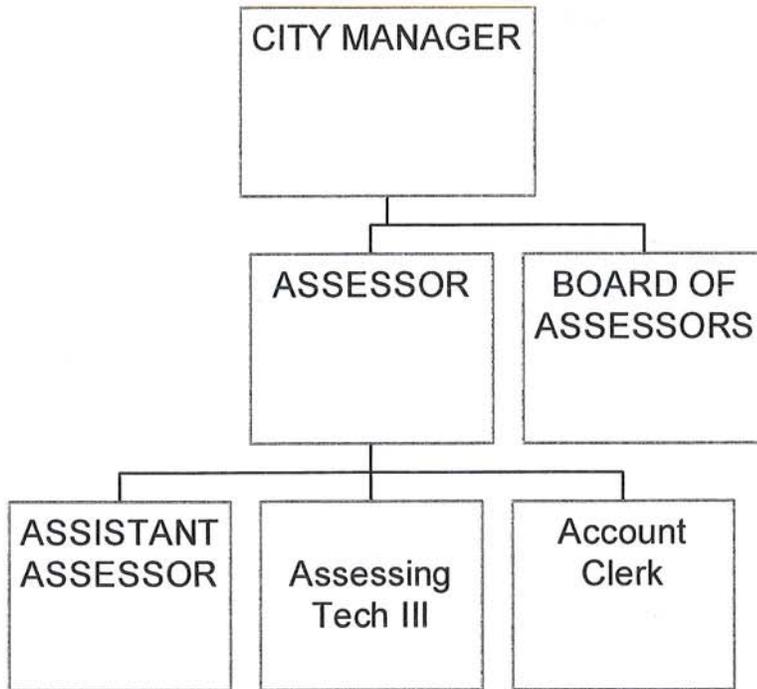
MISC

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 2013-2014 BUDGET



ASSESSING
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 411 101 0000 Salaries	\$154,658	\$172,727	\$174,979	\$173,468	\$189,503	\$195,087	\$195,087	\$195,087
01 411 105 0000 Overtime	73	70	128	-	100	100	-	-
01 411 106 0000 Sick-Hurt	8,765	2,147	2436	2,125	-	-	-	-
01 411 107 0000 Holidays	3,897	3,256	2794	2,794	-	-	-	-
01 411 108 0000 Vacations	2,966	2,937	5144	6,909	-	-	-	-
01 411 109 0000 Longevity	60	90	90	90	120	180	180	180
01 411 115 0000 SalaryAdj.	-	-	-	-	6,019	6,139	6,139	6,139
TOTAL SALARIES	\$170,419	\$181,227	\$185,571	\$185,386	\$195,742	\$201,506	\$201,406	\$201,406
OTHER								
01 411 201 0000 Telephones	\$1,213	\$1,230	\$1,102	\$691	\$1,500	\$1,500	\$1,000	\$1,000
01 411 207 0000 Postage	911	711	848	999	1,100	1,000	1,000	1,000
01 411 212 0000 Copier	1,389	342	1,908	2,395	1,500	1,500	3,000	3,000
01 411 214 0000 Supplies	4,684	3,246	815	3,541	3,400	3,600	2,800	2,800
01 411 229 0000 Registry-Deeds	168	65	76	77	100	100	100	100
01 411 233 0000 Maint-Agreement	8,200	9,025	9,501	9,450	11,000	11,000	11,000	11,000
01 411 234 0000 Vehicle Rental	5,298	3,708	3,611	4,885	4,000	4,000	4,000	4,000
01 411 242 0000 Travel-Meetings	437	24	-	-	300	300	300	300
01 411 245 0000 Conference-Dues	530	1,285	610	600	1,000	1,000	1,000	1,000
01 411 247 0000 Training	610	575	1,165	1,064	1,500	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	53,485	15,079	14,490	10,740	15,000	15,000	12,000	12,000
01 411 305 0000 GIS Services	-	-	-	-	-	-	4,000	4,000
01 411 401 0000 Equipment	6,981	845	-	-	6,000	-	-	-
TOTAL OTHER	\$83,906	\$36,135	\$34,126	\$34,443	\$46,400	\$40,500	\$41,700	\$41,700
DEPT. O&M TOTAL	\$254,325	\$217,362	\$219,697	\$219,829	\$242,142	\$242,006	\$243,106	\$243,106

ASSESSING
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Assessor**	25			35		\$1,457.09	\$75,768.68
1	Assist Assessor**	16			35		\$904.03	\$47,009.56
1	Assessing Tech III*	13	10	52	35	\$23.55	\$824.25	\$42,861.00
1	Acct Clerk *	7	5	52	35	\$16.18	\$566.30	\$29,447.60

Total Assessor	\$195,086.84
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* Above pay rates Include possible merit (Step) increases

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

Assessing Office Activities

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

2013-2014 Objectives

- Complete and mail the initial MS-1 by Sept. 1, 2013
- Complete new construction and sales inspections by Aug. 30, 2013
- Complete Sales Analysis by October 3, 2013 and complete final MS-1 by Oct. 1, 2013
- Complete City-wide yearly update
- Update City Tax Maps with GIS locations

2013-2014 Performance Measure

- Achieve State Certification in 2015

ASSESSING
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

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

OVERTIME

This line funds hourly employee's overtime for night meetings. *The City Manager has reduced this line item by \$100.*

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONE

This line item funds the cost of telephone connections with related costs. *The Manager reduced this line item by \$500.*

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. *The City Manager increased this expense line to \$3,000 to reflect the additional copier costs due to the removal of many desk top printers.*

SUPPLIES

This line item funds the cost of general office supplies. *The Manager reduced this line by \$800 to reflect anticipated cost savings due to the reduction in desk top printers and the ink needed for these printers.*

REGISTRY OF DEEDS

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

MAINTENANCE AGREEMENT

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

VEHICLE RENTAL

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

TRAVEL-MEETINGS

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

CONFERENCE-DUES

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

TRAINING

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

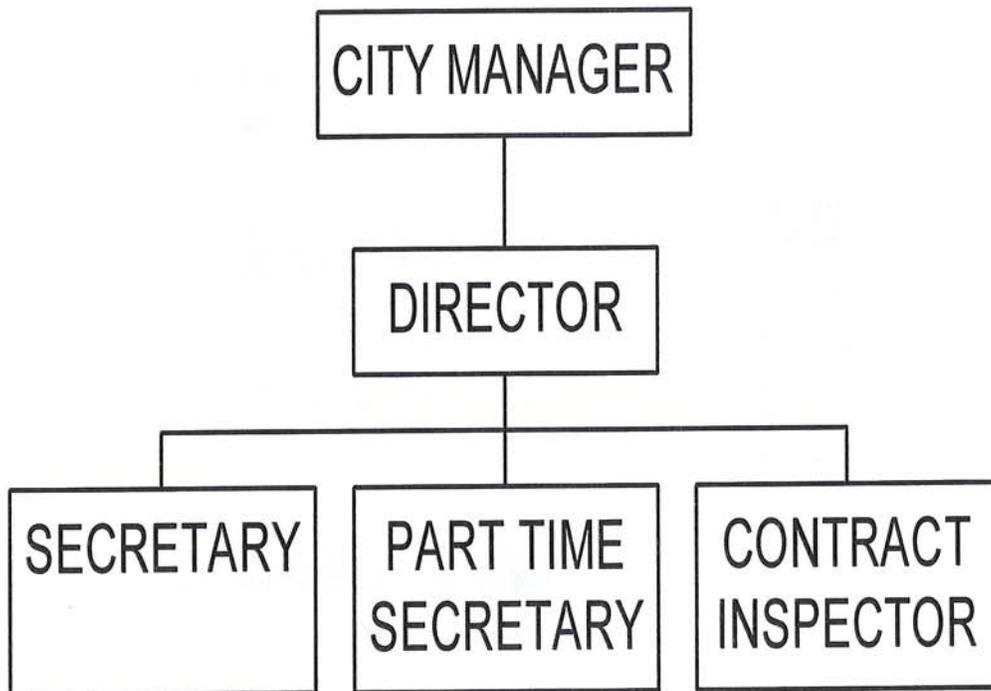
OUTSIDE CONTRACTS

This line item funds the cost of appraisals of utility property and commercial/industrial properties by an outside contractor and other special appraisals, which are needed for Court or BTLA cases. This department request was for level funding of \$15,000 for this work. *The City Manager reduced this line item to \$12,000.*

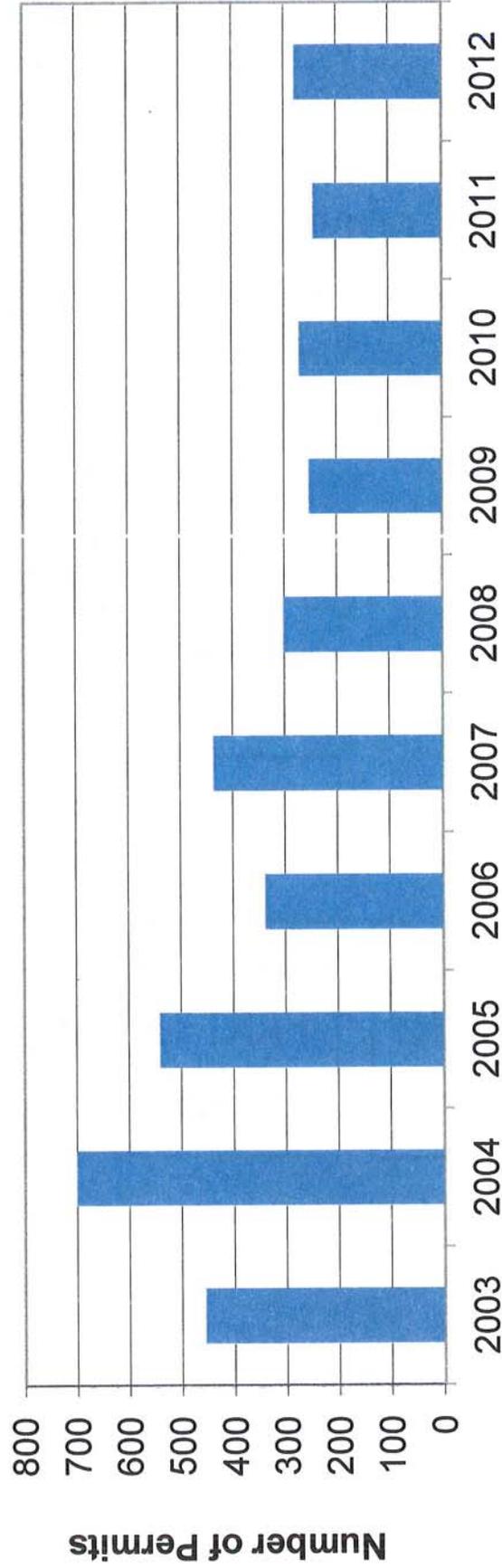
GIS

The City Manager added this line item to cover anticipated expenses for the Assessing Departments related to the continued upgrades and improvements of data entered to GIS pertaining to the Assessing Department. *The City Manager added \$4,000 to this line item.*

CODE ENFORCEMENT
FY 2013-2014 BUDGET



Building Permits Issued Last Ten Years



CODE ENFORCEMENT
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 407 101 0000 Salaries	\$89,387	\$85,310	\$55,878	\$39,396	\$68,964	\$78,980	\$76,349	\$76,349
01 407 105 0000 Overtime	36	64	144	125	-	-	-	-
01 407 106 0000 Sick-Hurt	755	2,038	1703	1,637	-	-	-	-
01 407 107 0000 Holidays	1,321	1,836	1838	1,838	-	-	-	-
01 407 108 0000 Vacations	927	3,428	2521	1,058	-	-	-	-
01 407 109 0000 Longevity	-	60	30	30	30	30	30	30
01 407 115 0000 Salary Adj.	-	-	-	-	1,205	1,269	1,269	1,269
TOTAL SALARIES	\$92,426	\$92,736	\$62,114	\$44,084	\$70,199	\$80,279	\$77,648	\$77,648
OTHER								
01 407 201 0000 Telephones	\$1,910	\$1,993	\$1,904	\$1,379	\$2,000	\$2,000	\$1,500	\$1,500
01 407 207 0000 Postage	268	269	309	267	500	500	400	400
01 407 210 0000 Notices	46	-	393	454	200	400	300	300
01 407 212 0000 Copier	225	216	228	358	500	500	600	600
01 407 214 0000 Supplies	2,452	2,423	1,426	3,741	2,500	2,500	2,500	2,500
01 407 234 0000 ISF/Vehicle Rental	5,794	3,822	3,520	1,215	4,500	4,500	4,500	4,500
01 407 242 0000 Travel-Meetings	240	220	240	-	500	500	300	300
01 407 245 0000 Conference-Dues	210	220	125	175	300	300	300	300
01 407 247 0000 Training	360	10	-	-	500	500	500	500
01 407 304 0000 O/S Contracts	41,396	27,852	28,112	93,589	80,243	76,800	76,800	76,800
01 407 304 0001 Prop Maint Enforcment	8,460	12,630	6,124	846	7,000	-	-	-
01 407 401 0000 Equipment	158	999	3,190	63	1,000	1,500	1,000	1,000
TOTAL OTHER	\$61,519	\$50,654	\$45,571	\$102,087	\$99,743	\$90,000	\$88,700	\$88,700
DEPT. O&M TOTAL	\$153,945	\$143,390	\$107,685	\$146,170	\$169,942	\$170,279	\$166,348	\$166,348

CODE ENFORCEMENT
FY 2013-2014 BUDGET

Title	Grade	Step	Weeks # Worked	Hours	Hourly	Weekly	Annually
Director							\$25,386.66
Secretary*	9	7	44	35	\$ 18.55	\$649.25	
	9	8	8	35	\$ 18.92	\$662.20	\$33,864.60
Part time Clerk Typist **	3	3	5	26	\$12.14	\$315.64	
	3	4	47	26	\$12.70	\$330.20	\$17,097.60
Total Code Enforcement							\$76,348.86

*Above Pay Rates Include Possible Merit (Step) Increases

Director's salary is 30 % of Planning Director's pay

**Originally looking to increase hours from 20/week to 30/week

The City Manager decreased the hours to 26. This would not affect health insurance or NHRS.

Includes 2% and Step.

Code Enforcement Activities

	FY08	FY09	FY10	FY11	FY12
Building permits	304	254	273	245	281
Value of permits **	\$49,702,378	\$27,020,613	\$53,987,834	\$15,055,612	\$15,722,978
All permits	520	540	508	462	555
Value of permits**	\$53,686,922	\$29,688,603	\$60,697,852	\$17,138,123	\$24,127,901
Inspections performed	1,566	1,979	1,932	1,932	1,040
Property Maint cases	74	120	114	202	135

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

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

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

Goals and Objectives 2013-2014

The Code Enforcement office will continue to focus on defining and refining procedures this year with an emphasis on customer service, complete inspections and record keeping. Property maintenance is also a focus. We have concentrated on several re-occurring properties and defined a process for Citations. More work still needs to be done City wide and I have asked to increase hours for our Part time Clerk. The current contract with John Turner consulting ends December of 2013.

CODE ENFORCEMENT
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

This line historically funds salaries for 1 part time employee and 2 full time employees. This year the Code Director's responsibilities were taken over by the Planning Director, as a result 30% of the Planning Director's salary has been allocated to the Code Department. *The City Manager has reduced this line to reflect a decrease in the extra hours requested from 30 to 26 for the part time clerk.*

LONGEVITY

This line funds the employee eligible for longevity.

SALARY ADJUSTMENT

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

TELEPHONES

This line item funds the cost of telephone connections and related costs, including cell phone usage. *The City Manager reduced this line item by \$500.*

POSTAGE

This line funds the postage needs for the department. *This line was reduced to \$400 by the City Manager.*

NOTICES

This line item funds the cost of advertising notices for building code changes. *The City Manager reduced this line item to \$300.*

COPIER

This line item funds the cost of copying for the department. *This request was increased by the City Manager to \$600.*

SUPPLIES

This line item funds the cost of general office supplies, paper and permit applications.

ISF/VEHICLE RENTAL

This line item funds the cost of operation of a City vehicle used by the Code Enforcement Department as well as replacement costs. This vehicle has historically been shared 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. *The City Manager has reduced this line by \$200.*

CONFERENCE-DUES

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

TRAINING

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

OUTSIDE CONTRACT

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

PROPERTY MAINTENANCE ENFORCEMENT

The City Council added this line item FY 06-07, to enforce the current Code regarding property maintenance.

EQUIPMENT

This line funds the purchase of basic office equipment as needed. *The line was reduced to \$1000 by the City Manager.*

CONSERVATION COMMISSION

CONSERVATION COMMISSION
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 422 101 0000 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER								
01 422 207 0000 Postage	\$108	\$60	\$31	\$51	\$200	\$200	\$200	\$200
01 422 208 0000 Printing	-	-	-	-	100	100	100	100
01 422 212 0000 Copier	15	38	36	39	120	120	120	120
01 422 214 0000 Supplies	-	101	27	-	600	600	600	600
01 422 247 0000 Training	60	200	275	420	800	800	800	800
01 422 303 0000 Misc.**	-	1,728	322	437	1,200	1,284	1,284	1,284
01 422 304 0000 O/S	-	-	-	250	250	250	250	250
01 422 390 0000 Annual Fees	578	578	578	638	900	900	900	900
TOTAL OTHER	\$761	\$2,705	\$1,269	\$1,834	\$4,170	\$4,254	\$4,254	\$4,254
DEPT. O&M TOTAL	\$761	\$2,705	\$1,269	\$1,834	\$4,170	\$4,254	\$4,254	\$4,254

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

Conservation Commission Activities:

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

2014 Goals & Objectives:

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

CONSERVATION COMMISSION
ACCOUNT DESCRIPTIONS
FY 2013-2014

SALARIES

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

POSTAGE

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

PRINTING

This line item funds the printing costs for the Commission.

COPIER

The line funds the cost of copies for the Commission.

SUPPLIES

This line funds miscellaneous supplies needed for the Commission.

TRAINING

This line funds the training needs of the Commission.

MISCELLANEOUS

This line funds miscellaneous expenses for the Commission. Any remaining costs for the NRI study would be funded from this line, as well as funding water sampling efforts for Paugus Bay. This year's budget request increased slightly to cover the additional costs associated with the Water Quality Monitoring program.

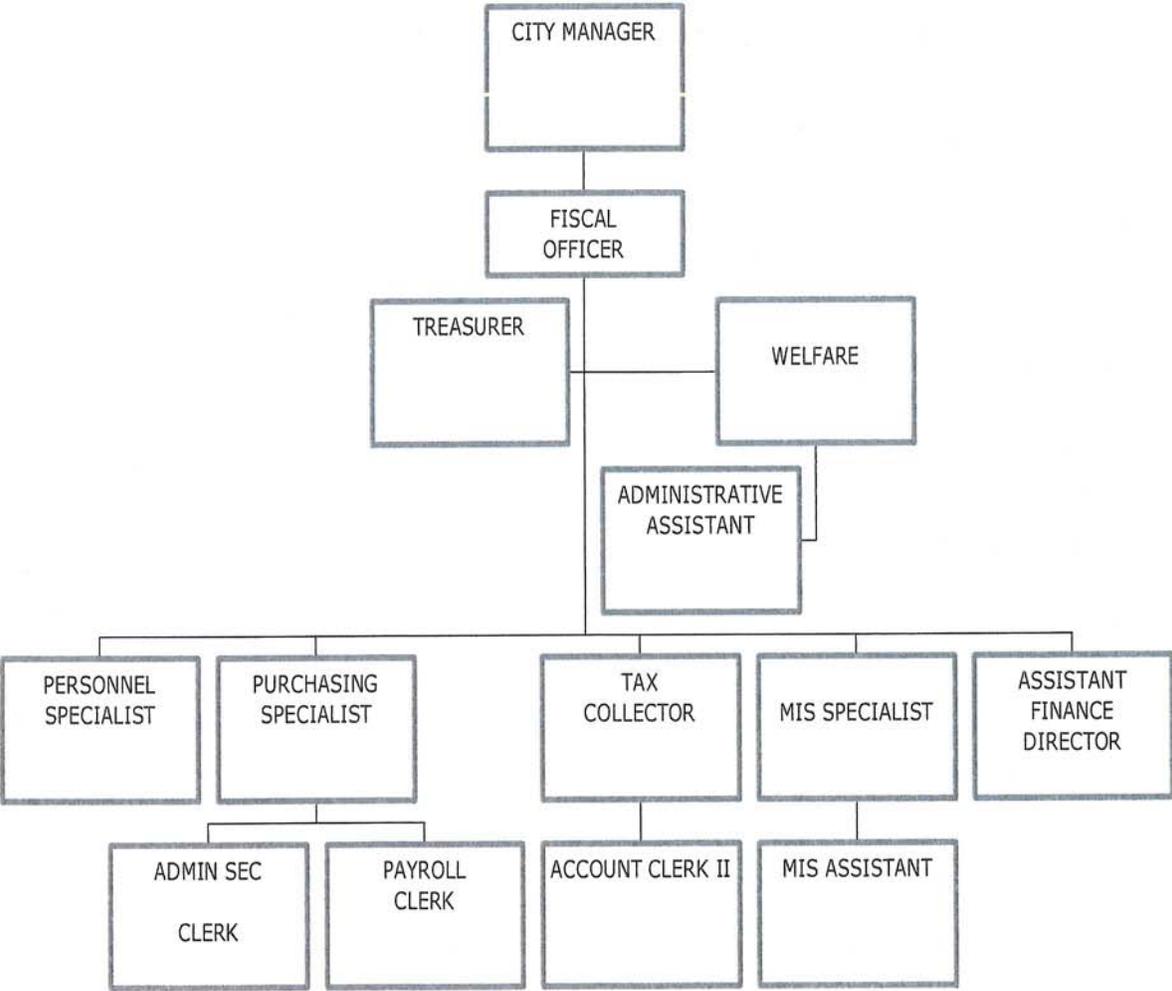
OUTSIDE SERVICES

This line covers the cost for miscellaneous outside services that are needed by the Conservation Commission.

ANNUAL FEES

This line funds annual membership fees.

FINANCE
FY 2013-2014 BUDGET



FINANCE - EMPLOYEE BENEFITS
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 429 120 0000 Social Security	\$279,505	\$281,327	\$278,329	\$266,065	\$288,106	\$291,415	\$293,342	\$293,342
01 429 130 0000 Health Insurance*	651,066	649,664	776,336	935,510	734,052	725,880	725,880	708,870
01 429 135 0000 Retirement	<u>156,070</u>	<u>151,223</u>	<u>163,835</u>	<u>155,334</u>	<u>172,507</u>	<u>233,176</u>	<u>230,227</u>	<u>230,227</u>
TOTAL OTHER	\$1,086,641	\$1,082,214	\$1,218,500	\$1,356,909	\$1,194,665	\$1,250,471	\$1,249,449	\$1,232,439
DEPT. O&M TOTAL	\$1,086,641	\$1,082,214	\$1,218,500	\$1,356,909	\$1,194,665	\$1,250,471	\$1,249,449	\$1,232,439

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

FINANCE - EMPLOYEE BENEFITS
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SOCIAL SECURITY

This line item funds the cost of FICA and Medicare payments for all departments except Public Works, Solid Waste, Internal Service Fund and Sanitary Sewer Fund. The City Manager column does not reflect any increases in staffing, however a 2% COLA as well as steps/raises throughout the City have been included in the Salaries lines across City Departments. The Social Security amount reflects these salary increases. ***This line has been adjusted by the City Manager to reflect changes in requested staffing for the fiscal year.***

HEALTH INSURANCE

This line item funds the cost of health insurance premiums for all employees except Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer Fund, less anticipated employee contributions. ***The City Council reduced this line item by \$17,010; this is due to a reduction from the anticipated Not-to-Exceed rate of 7% for FY14 and the actual rate increase of 5.5% from our provider New Hampshire Interlocal Trust which was received after the initial budget had been prepared.***

RETIREMENT

This line item funds the cost of the City contribution to the New Hampshire Retirement System (NHRS) for all departments except Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer Fund. The rate of employer contribution for Group I employees is budgeted at 10.77%. This line reflects increases for a 2% COLA as well as steps raises for the department listed above. ***This line has been adjusted by the City Manager to reflect actual staffing in personnel requests for the fiscal year.***

FINANCE - FISCAL
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 403 101 0000 Salaries	\$390,192	\$395,302	\$384,076	\$378,327	\$426,072	\$443,406	\$443,406	\$443,406
01 403 105 0000 Overtime	593	1032	734	479	500	500	500	500
01 403 106 0000 Sick-Hurt	18,068	7636	41930	3,045	-	-	-	-
01 403 107 0000 Holidays	7,361	8364	6494	7,544	-	-	-	-
01 403 108 0000 Vacations	17,463	11300	9353	13,161	-	-	-	-
01 403 109 0000 Longevity	480	270	360	330	330	390	390	390
01 403 115 0000 Salary Adj.	-	-	-	-	17,000	19,772	19,772	19,772
TOTAL SALARIES	\$434,157	\$423,904	\$442,947	\$402,885	\$443,902	\$464,068	\$464,068	\$464,068
OTHER								
01 403 201 0000 Telephones	\$1,840	\$2,235	\$2,124	\$1,866	\$2,500	\$2,000	\$2,000	\$2,000
01 403 207 0000 Postage	16,322	16,917	15,597	15,604	18,000	17,000	17,000	17,000
01 403 212 0000 Copier	4,343	4,180	4,135	4,285	4,500	4,500	4,500	4,500
01 403 214 0000 Supplies	8,287	9,383	6,494	9,299	8,000	8,000	6,400	6,400
01 403 214 0001 Supplies - OREO/Fees	3,364	673	1,748	195	2,000	1,750	1,500	1,500
01 403 221 0000 Audit	17,363	28,475	23,103	29,571	37,923	37,000	35,500	35,500
01 403 225 0000 Mortgage Research	3,312	3,556	2,871	2,934	3,000	3,000	3,000	3,000
01 403 229 0000 Registry of Deeds	1,623	1,340	1,405	1,310	1,500	1,500	1,500	1,500
01 403 233 0000 Maint. Agreements	6,311	6,572	6,862	5,115	7,500	7,500	7,000	7,000
01 403 234 0000 Vehicle Rental	577	404	705	860	800	800	650	650
01 403 245 0000 Conference-Dues	2,163	1,982	3,755	845	2,000	1,750	1,750	1,750
01 403 246 0000 Temporary Labor Finance	675	-	-	-	-	-	-	-
01 403 247 0000 Training	809	1,525	842	566	1,000	1,000	500	500
01 403 401 0000 Equipment	525	11,561	180	2,881	4,000	4,000	3,500	3,500
TOTAL OTHER	\$67,514	\$88,803	\$69,821	\$75,331	\$92,723	\$ 89,800	\$ 84,800	\$ 84,800
DEPT. O&M TOTAL	\$501,671	\$512,707	\$512,768	\$478,217	\$536,625	\$553,868	\$548,868	\$548,868

FINANCE
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director **	28		52	35		\$1,302.51	\$67,730.52
1	Personnel Spec.**	20		52	35		\$1,045.55	\$54,368.60
1	Purch Spec.**	18		52	35		\$995.76	\$51,779.52
1	Tax Collector**	19		52	35		\$819.32	\$42,604.64
1	Assist Fin Director**	19		52	35		\$764.38	\$39,747.76
1	Finance Clerk***	9H		52	35	\$18.86	\$660.10	\$34,325.20
1	Admin. Secretary*	9	10	52	35	\$19.48	\$681.80	\$35,453.60
1	Tax Clerk*	7	3	24	25	\$14.47	\$361.75	
		7	4	28	25	\$15.47	\$386.75	\$19,511.00
1	Treasurer**							\$10,500.00
1	MIS Specialist**	23		52	35	\$36.17	\$1,241.45	\$64,555.40
1	Asst MIS Specialist***	9H		52	35	\$16.39	\$573.65	\$29,829.80
	less reimbursements from Water & Sewer Fund							(\$7,000.00)
Total Finance								\$443,406.04

* Above Rates Include Possible Merit (Step) Increases
 ** Will Be Reviewed During the year with a possible raise of 0-5%
 *** Will Be Reviewed During the year with a possible raise of 0-10%

Finance Office Activities

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

2013-2014 Performance Measure

- Continue to Increase stability in the City's computer network
- Implement acceptance of Credit Card payment's for Parks, DPW, Police & Fire
- Expand Scanning Documents to Laserfiche
- Continued efforts updating or create procedure manuals

FINANCE – FISCAL
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

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

OVERTIME

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

LONGEVITY

This line item funds a longevity payment to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

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

COPIER

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

SUPPLIES

This line item funds the cost of general office supplies including W2's, 1099's and tax bills paper stock. This line has been level funded. ***This line was reduced by the City Manager to \$6,400.***

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. ***The City Manager reduced this line item by \$250 to \$1,500.***

AUDIT

This line item funds the cost of a contract for the City's annual audit including new required accounting standards. This line has been adjusted to reflect the contract amount for FY 13 Audit which will be completed that took effect in FY14. ***The City Manager reduced this line by \$1,500.***

MORTGAGE RESEARCH

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

REGISTRY OF DEEDS

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

MAINTENANCE AGREEMENT

This line item funds the cost of maintenance agreements on telephone equipment, two printers, postage machine and 50% of the cost of the folding machine shared by Tax and City Clerk. ***The Manager has reduced this line item by \$500 for FY14.***

VEHICLE RENTAL

This line item funds the hourly cost of operation of a City vehicle used by this department. ***The City Manager reduced this item to \$650.***

CONFERENCE-DUES

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

TRAINING

This line item funds the cost of training such as attending seminars on GAAP updates, GASB updates, personnel law as well as computer training. ***The City Manager reduced this line by \$500 for FY14.***

EQUIPMENT

This line item funds the purchase of miscellaneous equipment for the department. This line has been increased in anticipation of replacing aged computers. ***The line has been reduced by \$500 by the City Manager.***

FINANCE - INSURANCE
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2012-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 433 123 0000 Unemployment Ins.	\$3,549	\$3,656	\$14,846	\$9,084	\$22,151	\$31,379	\$31,379	\$31,379
01 433 125 0000 Workers Comp. Ins	172,483	183,699	218,213	225,216	238,464	270,135	250,135	250,135
01 433 218 0000 Property & Liability Ins	206,858	213,448	196,446	216,301	210,000	224,000	224,000	224,000
01 433 218 0002 Wellness Program	1,027	125	458	46	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	307	140	140	1,781	1,500	1,500	1,500	1,500
01 433 218 0007 Claims	<u>4,528</u>	<u>2,685</u>	<u>1,617</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
TOTAL OTHER	\$388,752	\$403,753	\$431,720	\$455,428	\$476,615	\$531,514	\$511,514	\$511,514
DEPT. O&M TOTAL	\$388,752	\$403,753	\$431,720	\$455,428	\$476,615	\$531,514	\$511,514	\$511,514

FINANCE – INSURANCE
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

UNEMPLOYMENT

This line item funds the cost of the City payment to Primex for the Unemployment Compensation Program. This line increased to reflect the increase in the Unemployment taxable wage base up to the first \$14,000 earned by each employee.

WORKERS COMPENSATION

This line item funds the cost of the City payment to Primex for Workmen's Compensation. Although the City continues to participate in the PRIME program (the 10 best risk management practices) and having signed a multiyear agreement with Primex resulting in additional discount on our premiums. Although there was a 2.2% decrease in the audited payroll amounts there was an increase in the loss ratio adjustment factor going from 1.10% to 1.27%. This increase resulted in a premium increase of \$21,645 from 2012 to 2013. *In anticipation of another Premium Holiday the City Manger reduced this line item by \$20,000 for Fiscal Year 14.*

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 increased to reflect updated property valuations. The amount reflected in the budget includes expected reimbursements from Sanitary Sewer, Water and the Airport. This estimate is based on the not to exceed amounts given to us by the provider.

WELLNESS PROGRAM

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

SAFETY TRAINING

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

CLAIMS

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

FINANCE - PRINCIPAL & INTEREST

FY 2013-2014 BUDGET

	<u>ORIGINAL</u>		<u>BAL.DUE</u>	<u>YRS</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>%13-14 -</u>
	<u>DEBT</u>	<u>YRS</u>	<u>07/01/13</u>	<u>REM.</u>	<u>P&I</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>P & I</u>	<u>12-13</u>
BONDED DEBT									
MUNICIPAL BONDS									
1996 Capital Imp.	\$1,125,000	20	\$156,138	3	\$63,652	\$52,046	\$8,744	\$60,790.00	-4.5%
2001 Capital Imp	\$3,565,000	20	\$1,585,000	9	\$253,286	\$180,000	\$65,096	\$245,096.00	-3.2%
2002 Capital Imp	\$2,029,000	20	\$1,000,000	10	\$144,945	\$100,000	\$40,895	\$140,895.00	-2.8%
2003 Library Renovation & addition	\$2,347,500	20	\$1,210,000	11	\$174,535	\$110,000	\$53,785	\$163,785.00	-6.2%
2006 Capital Imp	\$410,861	10	\$123,258	3	\$46,018	\$41,086	\$4,932	\$46,018.00	0.0%
2009 Transfer Station Debt	\$1,045,000	10	\$580,000	5	\$132,950	\$100,000	\$27,825	\$127,825.00	-3.9%
2008 Aerial Fire Truck	\$950,000	10	\$475,000	6	\$112,556	\$95,000	\$14,630	\$109,630.00	-2.6%
2010 Weirs Boardwalk	\$800,000	20	\$680,000	17	\$67,370	\$40,000	\$26,170	\$66,170.00	-1.8%
2010 Anthony Drive Drainage Improvements*	\$437,000	20	\$195,933	18	\$16,805	\$10,883	\$5,610	\$16,493.00	-1.8%
2010 Revaluation	\$350,000	5	\$135,000	2	\$75,135	\$70,000	\$3,021	\$73,021.00	-2.8%
2011 Endicott Water Line	\$315,000	20	\$283,500	18	\$26,690	\$15,750	\$10,434	\$26,184.00	-1.9%
2011 Weirs Boardwalk Supplement	\$250,000	20	\$225,000	18	\$21,369	\$12,500	\$8,281	\$26,781.00	-2.8%
2012 Fire Engine/Salt Shed	\$520,000	10	\$520,000	10	\$5,281	\$52,000	\$11,965	\$63,965.00	
2012 Main St Bridge	\$1,600,000	20	\$1,600,000	20	-	-	\$33,992	\$33,992.00	
2013 Smith Track/Weirs Community Park	\$850,000	10	\$850,000	10	-	-	\$18,058	\$18,058.00	
TOTAL CITY			\$9,618,829		\$1,140,592	\$879,265	\$333,438	\$1,212,703.00	6.3%

SCHOOL BONDS

1996 Capital Imp.	\$280,000	20	\$38,862	3	\$15,842	\$12,954	\$2,176	\$15,130	-4.5%
2001 School Renovations	\$6,223,000	20	\$2,810,000	9	\$440,154	\$310,000	\$116,049	\$426,049	-3.2%
2002 School Renovations	\$4,123,300	20	\$2,050,000	10	\$301,884	\$205,000	\$88,172	\$293,172	-2.9%
2008 MM School Construction	\$23,000,000	29	\$16,007,278	24	\$1,488,119	\$1,110,446	\$377,910	\$1,488,356	0.0%
2011 QZAB Bond - Huot Ctr Renovation 1st	\$2,103,000	19	\$1,992,300	18	\$110,700	\$110,700	-	\$110,700	
2012 QZAB Bond - Huot Ctr Renovation 2nd	\$4,397,000	23	\$4,397,000	23	-	\$130,000	-	\$130,000	
2014 School Huot Supplement	\$1,000,000	20	\$1,000,000	20	-	-	\$17,500	\$17,500	
TOTAL SCHOOLS			\$28,295,440		\$2,356,699	\$1,879,100	\$601,807	\$2,480,907	5.3%

Reductions:

GENERAL FUND TOTAL			\$37,914,269		\$3,497,291	\$2,758,365	\$935,245	\$3,693,610	11.6%
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INTERNAL SERVICE FUND BONDS

2012 Public Work Vehicle Replacement	\$580,000	10	\$580,000	10	\$5,892	\$58,000	\$13,346	\$71,346	
TOTAL INTERNAL SERVICE FUND			\$580,000		\$5,892	\$58,000	\$13,346	\$71,346	

WATER BONDS

2009 Water Tank	\$1,500,000	20	\$1,277,550	17	\$127,980	\$75,000	\$50,715	\$125,715	
TOTAL WATER			\$1,277,550		\$127,980	\$75,000	\$50,715	\$125,715	-1.8%

GRAND TOTAL			\$39,771,819		\$3,625,271	\$2,833,365	\$999,306	\$3,890,671	7.3%
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* Constructed with ARRA funds from the State Revolving Loan Fund. This loan forgives 50% of the principal at the time of repayment. Interest is paid only on the City's share of the debt.

FINANCE - REIMBURSABLES
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 427 901 0020 Recreation & Facilities	\$20,596	\$11,529	\$15,132	\$14,137	\$25,000	\$20,000	\$20,000	\$20,000
01 427 901 0040 Police	132,093	125,609	100,563	102,852	125,000	125,000	125,000	125,000
01 427 901 0060 Youth Services Burea	56,455	24,062	-	-	-	-	-	-
TOTAL OTHER	\$209,144	\$161,200	\$115,695	\$116,989	\$150,000	\$145,000	\$145,000	\$145,000
DEPT. O&M TOTAL	\$209,144	\$161,200	\$115,695	\$116,989	\$150,000	\$145,000	\$145,000	\$145,000

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

FINANCE – REIMBURSABLES
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

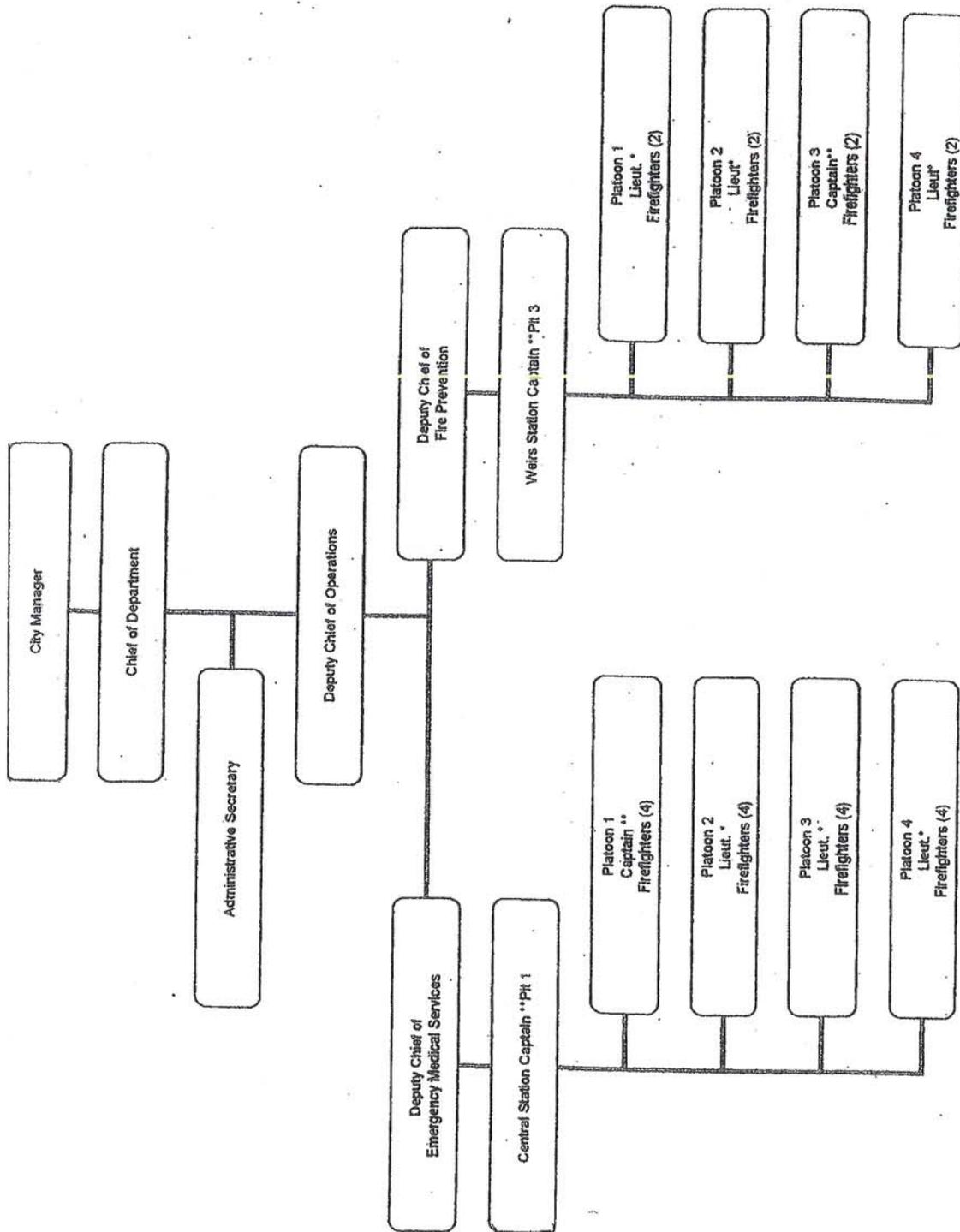
These expenses are also reflected as revenue (see page 4) and therefore have no impact on the tax rate.

RECREATION & FACILITIES

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

POLICE

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



FIRE
FY 2013-2014 BUDGET

	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>2012-2013</u> <u>BUDGET</u>	<u>2013-2014</u> <u>DEPT REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>2013-2014</u> <u>COUNCIL</u>
SALARIES								
01 445 101 0000 Regular Salaries	\$1,555,496	\$1,672,089	\$1,641,678	\$1,577,762	\$1,624,460	\$1,672,287	\$1,672,287	\$1,672,287 *
01 445 103 0000 Call F.F.	15,441	8,081	-	-	-	-	-	-
01 445 105 0000 Extra Duty Coverage	118,503	83,903	52,471	66,869	60,000	64,000	64,000	64,000
01 445 106 0000 Sick-Injury Coverage	90,026	86,630	56,772	40,330	65,000	65,000	65,000	65,000
01 445 107 0000 Holidays	97,914	93,949	89,974	92,579	97,600	97,600	97,600	97,600
01 445 108 0000 Vacation/Personal Coverage	152,192	85,959	129,580	112,489	115,000	118,000	118,000	118,000
01 445 109 0000 Longevity	1,530	1,410	1,530	1,560	1,710	1,680	1,680	1,680
01 445 111 0000 Contractual EMT-Incentive	10,500	10,875	12,750	12,000	12,750	12,750	12,750	12,750
01 445 115 0000 Salary Adj.	-	-	-	-	11,400	11,624	11,624	11,624
01 445 130 0000 Health Insurance	547,001	579,218	658,510	710,782	592,405	646,212	646,212	631,071
01 445 132 0000 F.F. Insurance	615	740	920	730	920	920	920	920
01 445 135 0000 Retirement	323,425	354,583	373,063	445,000	451,980	560,872	560,872	560,872
TOTAL SALARIES	\$2,912,643	\$2,977,437	\$3,017,248	\$3,060,101	\$3,033,225	\$3,250,945	\$3,250,945	\$3,235,804
OTHER								
01 445 201 0000 Telephones	\$7,810	\$7,696	\$7,865	\$7,346	\$8,000	\$8,000	\$8,000	\$8,000
01 445 202 0000 Lights-Power	19,616	20,879	22,742	18,596	22,700	22,700	19,000	19,000
01 445 203 0000 Water-Sewer	2,022	1,824	2,704	2,185	2,800	2,300	2,300	2,300
01 445 204 0000 Heating Fuel	32,538	17,786	23,514	15,604	30,000	30,000	24,000	24,000
01 445 212 0000 Copier	1,492	1,628	1,665	1,794	1,700	1,800	1,800	1,800
01 445 214 0000 Supplies-Department	5,213	8,565	3,963	6,353	5,000	6,000	5,000	5,000
01 445 214 0001 Medical Supplies, Dept.	15	-	-	-	-	-	-	-
01 445 233 0000 Maint.-Equipment	16,167	13,638	10,249	15,855	5,000	5,000	5,000	5,000
01 445 233 0001 Maint.-Fire Alarms	1,517	1,028	719	449	3,000	3,000	2,500	2,500
01 445 233 0003 Maint.-Radios	3,694	2,800	3,130	2,148	3,200	3,200	3,200	3,200
01 445 235 0000 Maint.-Station Repairs	14,273	16,827	18,075	15,832	15,000	15,000	15,000	15,000
01 445 235 0001 Maint-Station Supplies	4,163	8,635	5,184	4,886	6,000	6,000	6,000	6,000
01 445 245 0000 Conference/Dues	4,694	2,676	2,186	2,126	2,600	2,600	2,600	2,600
01 445 247 0000 Training	7,404	4,901	3,150	7,117	4,500	5,000	5,000	5,000
01 445 247 0003 Career Development	5,924	574	345	1,065	2,000	2,800	2,800	2,800
01 445 250 0000 Laundry	4,848	4,492	-	-	800	800	800	800
01 445 251 0000 Uniform Allowance	20,633	16,108	15,191	18,567	16,000	17,000	16,000	16,000
01 445 251 0001 Protective Clothing	21,825	18,178	16,185	17,699	13,000	16,000	15,000	15,000
01 445 253 0000 Physical Exams	19,423	10,399	14,360	8,300	18,000	16,000	15,000	15,000
01 445 304 0000 O/S Contracts	3,126	1,875	3,858	2,971	13,500	13,500	13,500	13,500
01 445 359 0000 Fire Prevention-Administration	8,875	5,650	3,922	7,198	1,800	1,800	1,800	1,800
01 445 359 0001 Fire Prevention-Public Education	-	735	1,349	1,343	1,800	1,800	1,800	1,800
01 445 401 0000 Equipment	21,586	23,526	13,766	13,211	10,000	10,000	10,000	10,000
01 445 401 0002 Equipment-Training	1,050	987	2,674	-	1,500	1,500	1,500	1,500
01 445 401 0004 Special Events Coverage	-	420	515	458	350	350	350	350
01 445 401 0011 Computer Newwork Server	-	5,000	-	-	-	-	-	-
01 445 403 0007Radio Pager Replacement	5,750	1,796	8,369	381	3,000	3,000	3,000	3,000
01 445 404 0000 Equipment-Grant Match	11,000	-	-	-	-	-	-	-
TOTAL OTHER	\$244,658	\$198,623	\$185,680	\$171,484	\$191,250	\$195,150	\$180,950	\$180,950
01 445 234 0000 Vehicle Rental	\$83,000	\$105,599	\$91,992	\$99,996	83,000	77,280	77,280	77,280
01 445 234 0001 Internal Service Fund	84,500	112,698	109,992	106,400	117,000	121,000	121,000	121,000
DEPT. O&M TOTAL	\$3,324,801	\$3,394,357	\$3,404,912	\$3,437,981	\$3,424,475	\$3,644,375	\$3,630,175	\$3,615,034

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

FIRE
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief**	28		52			\$1,682.73	\$87,501.96
1	Deputy Fire Chief/ Operations**	24		52			\$1,394.06	\$72,491.12
1	Deputy Fire Chief/ Fire Prevention Sp**	24		52			\$1,394.06	\$72,491.12
1	PT Inspector							\$7,000.00
1	PT Secretary							\$8,000.00
1	Admin. Secretary*	9	6	52	40	18.20	\$728.00	\$37,856.00
Total FIRE ADMIN								\$285,340.20

FIREFIGHTERS

								Based on 12 months @ new rate
1	Captain/EMT-I			52	42	28.12	\$1,181.04	\$61,414.08
1	Captain/EMT-P			52	42	28.95	\$1,215.90	\$63,226.80
3	Lieutenant/EMT-P			52	42	27.01	\$1,134.42	\$176,969.52
2	Lieutenant/EMT-P			52	42	26.45	\$1,110.90	\$115,533.60
1	Lieutenant/EMT-I			52	42	25.74	\$1,081.08	\$56,216.16
1	5th Class FF/ EMT			52	42	22.27	\$935.34	\$48,637.68
4	5th Class FF/EMT-I			52	42	22.27	\$935.34	\$194,550.72
2	3rd Class FF/EMT-P			52	42	23.36	\$981.12	\$102,036.48
3	3rd Class FF/EMT-I			52	42	22.27	\$935.34	\$145,913.04
1	2nd Class FF/EMT-I			52	42	21.71	\$911.82	\$47,414.64
1	1st Class/EMT-I			52	42	20.87	\$876.54	\$45,580.08
3	FF Prob/EMT-P			52	42	20.41	\$857.22	\$133,726.32
5	FF Prob/EMT I			52	42	19.44	\$816.48	\$212,284.80
Total Fire Fighters								\$1,403,503.92
Total Fire Dept								\$1,688,844.12 ****

AMBULANCE***

1	Deputy Chief EMS **			52	42		\$1,394.06	\$72,491.12
2	FF5th/EMT-P			52	42	23.36	\$981.12	\$102,036.48
1	FF4th/EMT-P			52	42	23.36	\$981.12	\$51,018.24
1	FF3rd/EMT-P			52	42	23.36	\$981.12	\$51,018.24
Total Ambulance								\$276,564.08

***Paid by Lakes Region General Hospital

*Above Rate includes a possible Merit (Step) Increase

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

**** Salaries shown are calculated with the Step and COLA increase for a full year however, the Fire budget (previous page) reflects the salaries with Step and COLA increases on the date of the employee's anniversary.

Fire Department Activities

Respond to 8,000+ requests for service per year - 48% of these are emergency calls
Respond to 1,386 simultaneous and back-to-back calls per year - 40% increase since 2005
66% of all fires were in residential property - 5 yr. avg.
33% of residential fires are in multi-family type homes - 5 year average
7% of fires were in health care facilities - 5 year average
5% of fires were in business/industry occupancies yet account for 48% of the losses - 5 yr. avg.
3% of all fires were in assembly type occupancy - 5 yr. avg.
68% of all responses are a single unit response; 54% improvement in 3 yrs.
12% of all responses required a full shift response or greater
Arson/suspicious fires account for 20% of all fires - 5 yr. avg.
Accidental fires account for 47% of all fires - 5 yr. avg.
13% of all emergencies were in Weirs district; 30% increase in seven years.
68% of all emergencies are medical/ rescue type calls, which reflect the change in responsibility of the Department - 5 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 340 in-service inspections of gas piping, furnaces, chimneys, etc.
Fire Prevention inspections have increased by 168 percent since 2002
Conducted 291 building plan reviews and 208 meetings/consultations
Generated \$13,700 in revenue through permits
Generate \$44,000 per year in service fees for municipal fire alarm systems
More than 4,500 hours of in-service training
Thirty-three planning sessions for emergency management and public health
Conducted more than 130 health code related actions

2013-2014

Objectives

Inspect all multi-family dwellings biannually	50%
Inspect all public assemblies annually	100%
Improve on-duty training hours to 180 hours per firefighter	78%
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%
Reinstitute student intern program	0%
Improve response time to high risk emergencies	64%

2013

Performance Goals and Benchmarks

Respond to 80% 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 95% of all emergency calls in no more than 8 minutes: currently at 89%
Contain residential dwelling fires to room of origin; currently at 68%; goal is 80%
Maintain 75% loss to save ratio for fires; currently 63%
Maintain single-unit response at 65%; currently at 68%
Cost for fire protection per \$1,000 in property value is \$1.73
Firefighters on-duty respond to 456 calls per year; 2nd 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 2013-2014 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 and one deputy chief are funded by LRGH). Operations personnel include 2 captains, 6 lieutenants and 20 firefighters.

We operate four platoons working 24 hours per day and cover 780 working shifts. We provide 8,760 hours of service and 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 emergencies 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 36% of all structure fires are in multiple family dwellings (the national average is 15%), 35% are in one-family homes (the national average is 60%), 8% 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.

A significant problem we face is multiple/back-to-back calls. This year we responded to more than 1,400 multiple calls. Over half of these emergencies occur simultaneously. Anytime we are working multiple calls our readiness to handle a serious emergency is almost zero. In 2000, our multiple rate was 26%. In 2012 it reached 38%.

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.

SICK-INJURY COVERAGE

This line item funds overtime for the replacement of personnel on sick or injured leave. Regular sick time averages four twelve hour shifts per FTE per year, which is well below industry average. Injury-on-duty 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 personal 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.

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. This line is based on the health insurance premium for eligible employees as provided by New Hampshire Interlocal Trust less anticipated employee contributions. ***The City Council reduced this line item by \$15,141; this is due to a reduction from the anticipated Not-to-Exceed rate of 7% for FY14 and the actual rate increase of 5.5% from our provider New Hampshire Interlocal Trust which was received after the initial budget had been prepared.***

FIREFIGHTER INSURANCE

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

RETIREMENT

This line item funds the cost of the City's share of the retirement system for department employees, including Motorcycle Week expenses. This year's rate is 27.74%. 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.

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. This line item has been level funded.

LIGHTS-POWER

This line item funds the cost of electricity at three fire stations and the Weirs Community Center. This line item, along with heating costs, is very difficult to predict. ***The City Manager has reduced this line by \$3,700.***

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. ***The Manager has reduced this line to \$24,000.***

COPIER

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

SUPPLIES-DEPARTMENT

This line item funds the cost of administrative supplies such as office supplies, paper goods, computer supplies and postage. ***This line was reduced to \$5,000 by the City Manager.***

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 hoses, nozzles, hand tools, Jaws of Life, power fans, gas meters and power saws. This line item has been level funded.

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. ***The Manager reduced this line by \$500 to \$2,500.***

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. The line was level funded.

CONFERENCE/DUES

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

TRAINING

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

CAREER DEVELOPMENT

This line item funds the cost associated with development of line fire officers through their attendance at training programs involving supervisory duties, command and control, management, and 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. *The Manager reduced this line to \$16,000.*

PROTECTIVE CLOTHING

This line item funds the cost of all protective clothing for 36 firefighters. One set of firefighting gear (protective coat and pants) is \$2,300. Other items include Nomex gloves, Nomex hoods, fire helmets, forest fire gear, fire boots, personal flashlights, and eye and hearing protection. The life expectancy of a set of firefighter gear is 5-6 years. *This line was reduced to \$15,000 by the City Manager.*

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. *A reduction of \$1,000 was made by the City Manager to this line.*

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, 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. This line item was level funded.

VEHICLE RENTAL

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

INTERNAL SERVICE FUND

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

LEGAL

LEGAL
FY 2013-2014 BUDGET

	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>2012-2013</u> <u>BUDGET</u>	<u>2013-2014</u> <u>DEPT REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>2013-2014</u> <u>COUNCIL</u>
OTHER								
01 402 225 0000 Law Books	\$350	\$371	\$389	\$430	\$400	\$400	\$400	\$400
01 402 225 0001 Special Outside Litigation	-	5,352	788	2,700	40,000	40,000	35,000	35,000
01 402 225 0003 General Code Update	60	872	4,986	-	1,500	1,500	1,500	1,500
01 402 225 0005 Litigation	41,298	41,112	111,363	111,988	60,000	60,000	50,000	50,000
01 402 225 0006 Retainer	30,475	34,484	35,078	33,999	35,000	35,000	35,000	35,000
01 402 225 0007 Negotiator	2,602	-	400	19,469	6,000	15,000	15,000	15,000
TOTAL OTHER	\$74,785	\$82,191	\$153,004	\$168,586	\$142,900	\$151,900	\$136,900	\$136,900
DEPT. O&M TOTAL	\$74,785	\$82,191	\$153,004	\$168,586	\$142,900	\$151,900	\$136,900	\$136,900

LEGAL
ACCOUNT DESCRIPTIONS
FY 2013-2014 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. This line is level funded.

SPECIAL OUTSIDE LITIGATION

This line has been added to the Legal budget to appropriate funds for pending cases. *The Manager has decreased this line to \$35,000.*

LITIGATION

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

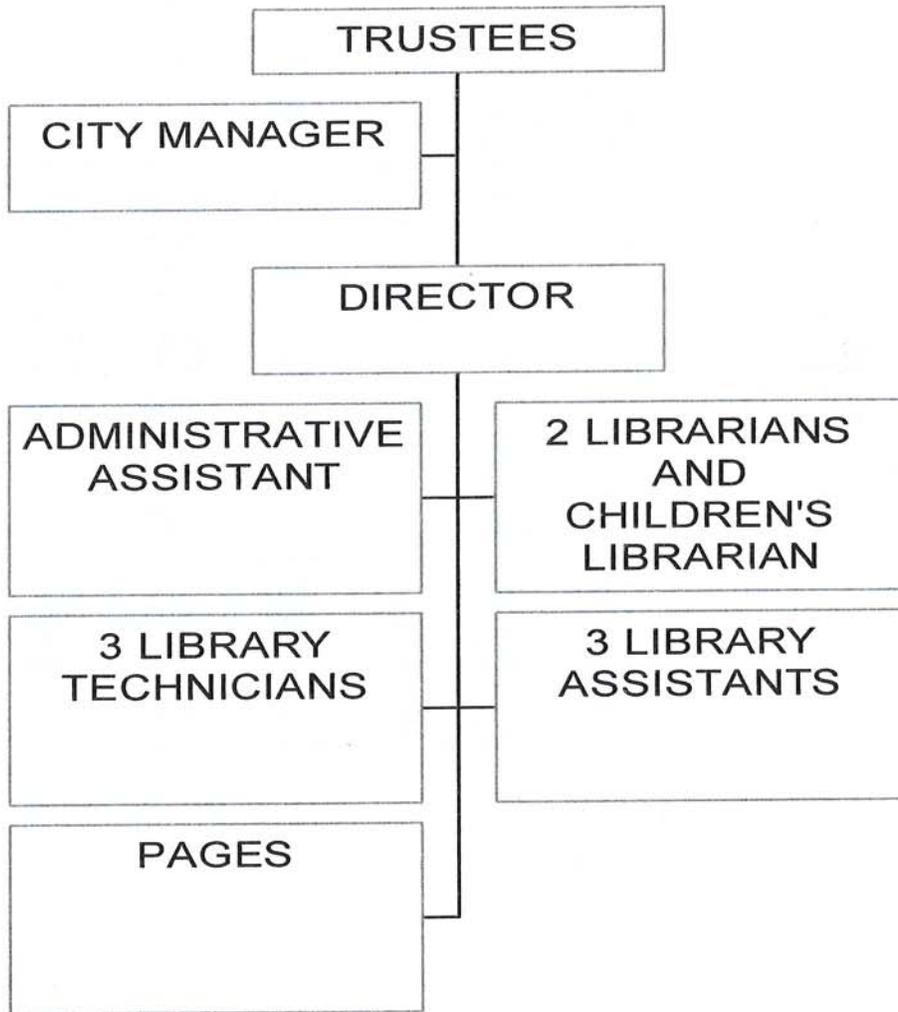
RETAINER

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

NEGOTIATOR

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

LIBRARY
FY 2013-2014 BUDGET



LIBRARY
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 481 101 0000 Salaries	\$405,653	\$411,140	\$409,079	\$399,428	\$483,385	\$497,418	\$497,418	\$497,418
01 481 106 0000 Sick-Hurt	31,870	26,134	20,255	20,714	-	-	-	-
01 481 107 0000 Holidays	15,740	15,453	15,233	15,832	-	-	-	-
01 481 108 0000 Vacations	21,973	17,910	17,870	25,037	-	-	-	-
01 481 109 0000 Longevity	<u>720</u>	<u>600</u>	<u>720</u>	<u>840</u>	<u>840</u>	<u>900</u>	<u>900</u>	<u>900</u>
TOTAL SALARIES	\$475,956	\$471,237	\$463,157	\$461,850	\$484,225	\$498,318	\$498,318	\$498,318
OTHER								
01 481 201 0000 Telephones	\$2,419	\$2,250	\$2,067	\$1,966	\$3,000	\$3,000	\$2,500	\$2,500
01 481 201 0001 Internet/Cable	1,853	1,681	1,853	1,862	2,000	2,000	2,000	2,000
01 481 202 0000 Lights-Power	38,303	36,641	35,429	36,896	39,000	39,000	35,000	35,000
01 481 203 0000 Water-Sewer	2,039	1,791	1,851	2,248	2,941	2,941	2,941	2,941
01 481 204 0000 Fuel	26,045	15,037	20,764	18,628	26,000	26,000	23,000	23,000
01 481 207 0000 Postage	3,991	4,341	4,063	3,685	4,200	4,200	4,200	4,200
01 481 208 0000 Printing	2,101	2,333	1,684	2,987	2,500	2,500	2,500	2,500
01 481 214 0001 Supplies-Library	6,939	6,786	6,693	6,515	7,000	7,000	7,000	7,000
01 481 214 0002 Supplies-Building	2,144	2,431	2,495	2,043	2,400	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	4,083	4,064	4,496	3,691	4,400	4,400	4,400	4,400
01 481 233 0000 Maint.-Equipment	7,561	7,653	9,401	9,001	9,400	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	50,768	63,256	52,759	47,614	52,000	53,500	53,500	53,500
01 481 235 0001 Maint-Software/Service Contract	13,403	13,977	14,538	15,789	16,263	16,723	16,723	16,723
01 481 235 0002 Maint- Security/Virus Protection	2,534	2,246	2,349	2,814	3,193	3,289	3,289	3,289
01 481 235 0003 Maint-Elevator	2,848	2,904	3,097	2,927	3,182	3,278	3,278	3,278
01 481 235 0004 Maint-HVAC	13,083	6,906	8,012	7,208	7,000	7,000	7,000	7,000
01 481 242 0000 Travel-Meetings	1,930	2,042	2,022	1,963	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	820	855	924	755	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	-	534	500	510	1,200	1,200	1,200	1,200
01 481 257 0000 Books	67,588	68,804	67,153	57,663	68,000	70,000	70,000	70,000
01 481 259 0010 Non-Print Media	12,778	12,938	14,853	13,675	13,000	15,000	15,000	15,000
01 481 259 0020 Periodicals	13,338	11,989	11,391	11,552	13,500	12,000	12,000	12,000
01 481 263 0000 Programs	8,821	8,984	8,121	9,967	8,500	10,000	10,000	10,000
01 481 363 0000 Gale Park	3,353	18,966	4,107	154	5,000	5,000	5,000	5,000
01 481 401 0000 Equipment	9,483	8,201	11,455	8,927	10,000	10,000	10,000	10,000
01 481 403 0000 Library Trust	(21,018)	(420)	-	1,895	-	-	-	-
01 481 405 0001 Bookbinding	<u>1,717</u>	<u>1,340</u>	<u>1,522</u>	<u>660</u>	<u>2,000</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
TOTAL OTHER	\$278,924	\$308,530	\$293,599	\$273,594	\$309,079	\$314,731	\$307,231	\$307,231
DEPT. O&M TOTAL	\$754,880	\$779,767	\$756,756	\$735,444	\$793,304	\$813,049	\$805,549	\$805,549

LIBRARY
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Director	10	52			\$1,484.26	\$77,181.52
1	Librarian	8	52	40	\$23.85	\$954.00	\$49,608.00
1	Librarian	7	52	40	\$23.27	\$930.80	\$48,401.60
1	Admin Asst	10	52	40	\$21.04	\$841.60	\$43,763.20
1	Children's Librarian	10	52	40	\$21.04	\$841.60	\$43,763.20
1	Library Tech	10	52	40	\$21.04	\$841.60	\$43,763.20
1	Library Tech	8	52	40	\$20.03	\$801.20	\$41,662.40
1	Library Tech	4	52	36	\$18.16	\$653.76	\$33,995.52
1	Library Assistant	10	52	40	\$17.54	\$701.60	\$36,483.20
1	Library Assistant	10	52	40	\$17.54	\$701.60	\$36,483.20
1	Library Assistant	4	52	23	\$15.14	\$348.22	\$18,107.44
1	Library Assistant	3	52	23	\$14.76	\$339.48	\$17,652.96
	Page		52	14	\$9.00	\$126.00	\$6,552.00
						Total Library	\$497,417.44

Above Pay Rates Include Possible Merit (Step) Increases

LIBRARY
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

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

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

This line item funds the cost of telephone service at Gale Memorial Library and Goss Reading Room.
The City Manager has reduced this line by \$500.

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. This line item is level funded.

LIGHTS-POWER

This line item funds the cost of lights and power at Gale Memorial Library and Goss Reading Room.
This line has been reduced by \$4,000 by the Manager.

WATER-SEWER

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

FUEL

This line item funds the cost of gas heat at Gale Memorial Library and oil heat at Goss Reading Room.
The Manager reduced this request by \$3,000.

POSTAGE

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

PRINTING

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

SUPPLIES-LIBRARY

This line item funds the cost of general supplies needed for the library. This line item has been level funded.

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.

MAINTENANCE - EQUIPMENT

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

MAINTENANCE-BUILDING/JANITORIAL

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

SOFTWARE MAINTENANCE-SERVICE CONTRACTS

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

- Library. Solution Integrated Software Package is the backbone of the system and features modules for circulation, cataloging and public access catalog. Also included in the software package is an online portal that organizes the library catalog and information resources of the Internet into one cohesive location.
- Library. Solution provides Z39.50 server capability to permit access via this popular standard search protocol. Z39.50 allows other Interlibrary Loan Systems, catalogers, and public access catalog gateway programs to access our catalog. Also allows library customers remote access to Laconia Public Library catalog and databases.
- Book Jackets/Table of Contents adds rich content to our public access catalog with color images of book jackets and table of contents.
- ITS.MARC (Machine Readable Cataloging) is a powerful cataloging tool that provides web access to over sixteen million MARC records. It is the sole cataloging resource used at the Laconia Public Library. ITS.MARC is updated daily with records from the Library of Congress.
- SIP2 or Session Initiation Protocol enables library customers to access and initiate transactions with the New Hampshire Downloadable and Ebooks Consortium.

MAINTENANCE-SECURITY/VIRUS PROTECTION

This line funds the cost of upgrading/purchasing firewall software updates, antivirus software updates and other software updates. This line item has increased slightly over the prior year request.

MAINTENANCE-ELEVATOR

This line item funds the cost of the maintenance contract and for needed repairs to the library's elevator. A small increase is included over last year's budget request.

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. This line item has been level funded.

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. This line has been level funded.

BOOKS

This line item funds the cost of building the library's collection of books. The library is requesting a \$2,000 increase over last year's budget request.

NONPRINT MEDIA

This line item funds the cost of building the library's collection of audio books, music CDs and DVDs. Also funded is the cost of the library's membership in New Hampshire Downloadable Audio Books, a statewide collective that enables Laconia Public Library card holders to download audio books and ebooks to their computers and/or portable listening devices. For listening on the go, and available 24/7, this downloadable audio book service is enjoying increasing popularity with our customers. This year we are requesting an increase of \$2,000 for this line item.

PERIODICALS/MICROFILM

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

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, Opechee Garden Club) currently maintain lawns, shrubs, flowers for free.

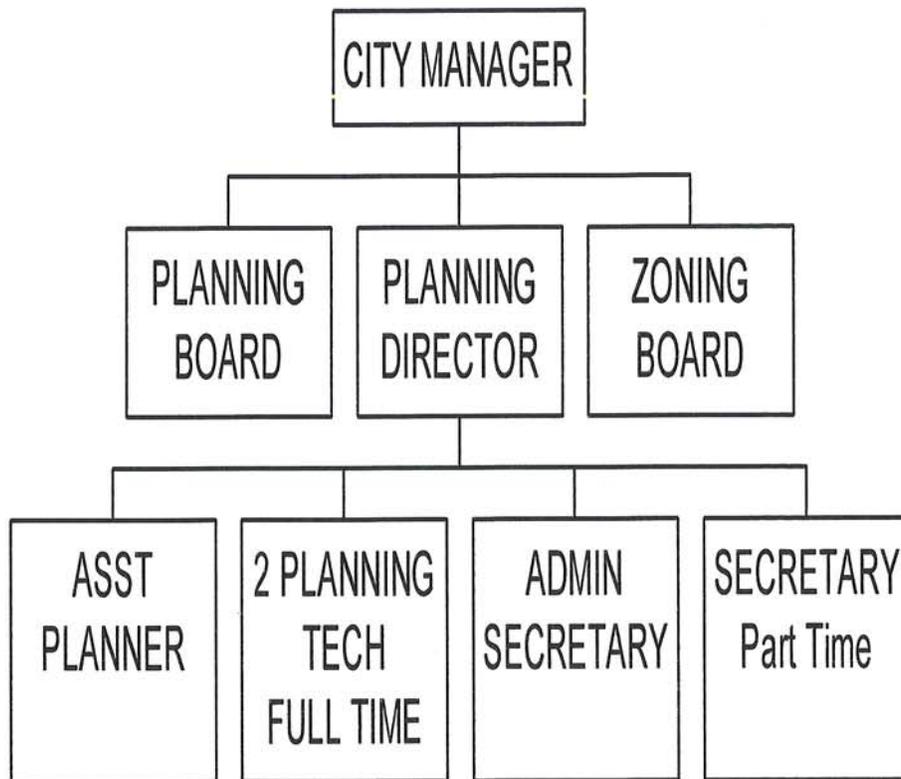
EQUIPMENT

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

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 2013-2014 BUDGET**



PLANNING
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 405 101 0000 Salaries	\$202,095	\$206,679	\$223,352	\$221,714	\$226,385	\$236,467	\$236,467	\$236,467
01 405 105 0000 Overtime	1,922	2,069	1,842	2,374	2,000	2,000	2,000	2,000
01 405 106 0000 Sick-Hurt	3,259	2,012	4,174	7,028	-	-	-	-
01 405 107 0000 Holidays	4,372	4,548	3,714	4,283	-	-	-	-
01 405 108 0000 Vacations	4,599	5,830	6,362	8,000	-	-	-	-
01 405 109 0000 Longevity	60	60	90	120	120	180	180	180
01 405 115 0000 Salary Adj.	-	-	-	-	5,396	5,601	5,601	5,601
TOTAL SALARIES	\$216,307	\$221,198	\$239,534	\$243,519	\$233,901	\$244,248	\$244,248	\$244,248
OTHER								
01 405 201 0000 Telephones	\$981	\$955	\$1,247	\$1,765	\$1,500	\$1,800	\$1,800	\$1,800
01 405 207 0000 Postage	830	613	817	736	1,500	1,000	1,000	1,000
01 405 210 0000 Notices	3,257	3,276	2,217	1,433	3,000	3,000	2,500	2,500
01 405 212 0000 Copier	1,309	937	1,452	2,288	2,000	3,000	2,500	2,500
01 405 214 0000 Supplies	3,505	2,304	2,500	6,014	3,000	3,500	2,500	2,500
01 405 229 0000 Registry of Deeds	49	16	12	-	-	-	-	-
01 405 234 0000 Vehicle Rental	2,480	1,777	1,998	2,227	3,000	3,000	3,000	3,000
01 405 242 0000 Travel-Meetings	169	234	1,046	586	1,000	1,000	1,000	1,000
01 405 245 0000 Conference-Dues	1,018	1,437	3,024	1,350	2,000	2,000	2,000	2,000
01 405 247 0000 Training	874	275	1,917	976	2,000	2,000	2,000	2,000
01 405 304 0000 O/S Contracts*	562	(9,525) *	18,927	17,153	30,000	20,000	20,000	20,000
01 405 305 0000 GIS Services	-	-	-	-	-	-	2,000	2,000
01 405 306 0000 City Master Plan	-	-	-	-	20,000	20,000	20,000	20,000
01 405 333 0000 L.R. Planning Com.	16,409	17,098	17,076	17,265	13,643	13,643	13,643	13,643
01 405 401 0000 Equipment	6254	3336	489	2675	4,000	4,500	3,500	3,500
TOTAL OTHER	\$37,697	\$22,733	\$52,722	\$54,469	\$86,643	\$78,443	\$77,443	\$77,443
DEPT. O&M TOTAL	\$254,004	\$243,931	\$292,256	\$297,988	\$320,544	\$322,691	\$321,691	\$321,691

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

The Department needs less funding for outside services for the upcoming year. This past year Planning Staff had intended on spending money on a Stormwater Ordinance and an Architecture Ordinance, in both cases we received grants, which reduced our intended costs. A carry forward request will be submitted for any remaining O/S money from 2012-2013 to help complement the reduced request for 2013-2014. The plan for upcoming ordinances includes a rezoning of the Weirs area, parking review and Sign Ordinance changes.

Per State RSA the Master Plan should be rewritten every 5-10 years. The City's last Master Plan was adopted in 2007. This means the City should begin preparing for another rewrite, with the understanding that the process itself will take close to 1-2 years. Based on previous Master Plan costs, the cost will be close to \$60,000. If funding in the amount of \$20K a year is received for the next 3 years, an RFP can be issued and work may begin as soon as January of 2015. This will put the City on track to have a new approved Master Plan in 2017; on target to meet the higher end of the State's recommendation. Last year we received \$20,000 toward this goal.

PLANNING
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director**	27		52			\$1,627.35	\$59,235.54
1	Asst. Planner **	21		52	35		\$1,015.07	\$52,783.64
1	Planning Tech*	13	6	5	35	\$22.08	\$772.80	
		13	7	47	35	\$22.53	\$788.55	\$40,925.85
1	Planning Tech*	13	4	39	35	\$20.71	\$724.85	
		13	5	13	35	\$21.69	\$759.15	\$38,138.10
i	Admin Secretary*	9	6	12	35	\$18.20	\$637.00	
		9	7	40	35	\$18.55	\$649.25	\$33,614.00
1	Partime Secretary*	3	5	47	17	\$13.29	\$225.93	
		3	6	5	17	\$13.55	\$230.35	\$11,770.46

Total Planning \$236,467.59

* Above pay rates include possible step (Merit) increases

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

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

Planning Activities

For the past several years, the Planning Department has focused on updating the Zoning Ordinance and the site plan and subdivision regulations. This past year we drafted new stormwater regulations and a new draft architectural ordinance. We also updated the provisions in the Shoreline Protection Overlay District. We also completed the Downtown traffic study and Lakeport TIF, along with the Weirs TIF District. Ongoing activities of the Planning Office include: Focus on long term smart growth initiatives as discussed at the EPA Smart Growth Assistance report and the Master Plan. Administration of 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. Preparation of packets, including agendas, submission materials, staff reports and minutes for the Planning Board and its various subcommittees, the Zoning Board of Adjustment, Technical Review Committee, Motorcycle Technical Review Committee, Conservation Commission and Capital Improvement Committee. The combination of all these boards adds up to approximately 100 meetings annually. We provide the public with access to records and assist applicants in the land use permitting process. We coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations. We also participate in regional planning efforts through the Lakes Region Planning Commission.

Goals and Objectives 2013-2014

We will continue to focus attention on long term smart growth initiatives as discussed in the EPA Smart Growth Assistance report and the Master Plan. This year in particular, we hope to focus on rezoning the Weirs and looking at the parking regulations. We will also continue to coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations, specifically to continue the reconstruction process of Rte 107/106 and the Bypass and the designation of the Scenic Byway further through The Regional Planning Commission's Transportation Advisory Process.

PLANNING
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

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

OVERTIME

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

LONGEVITY

This line funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

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

COPIER

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

SUPPLIES

This line item funds the cost of reference books, manuals and general office supplies. ***This line has been decreased by \$1,000 by the City Manager.***

VEHICLE RENTAL

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

TRAVEL-MEETINGS

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

CONFERENCE & DUES

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

TRAINING

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

OUTSIDE CONTRACTS

This line funds the cost of outside contractors as needed for various projects, including the ordinance re-write. We are requesting the item be funded this year at a rate sufficient enough to hire a consultant to help us revise the major portions of the Zoning ordinance

such as a Paugus Bay Watershed Protection Regulation, Storm Water Ordinance, RV Ordinance and perhaps a Weirs Rezoning effort.

GIS

The City Manager added \$2,000 to the Planning Budget for GIS Services in a City wide effort to bring all departments up-to-date with GIS information and technology.

LAKES REGION PLANNING COMMISSION

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

MASTER PLAN

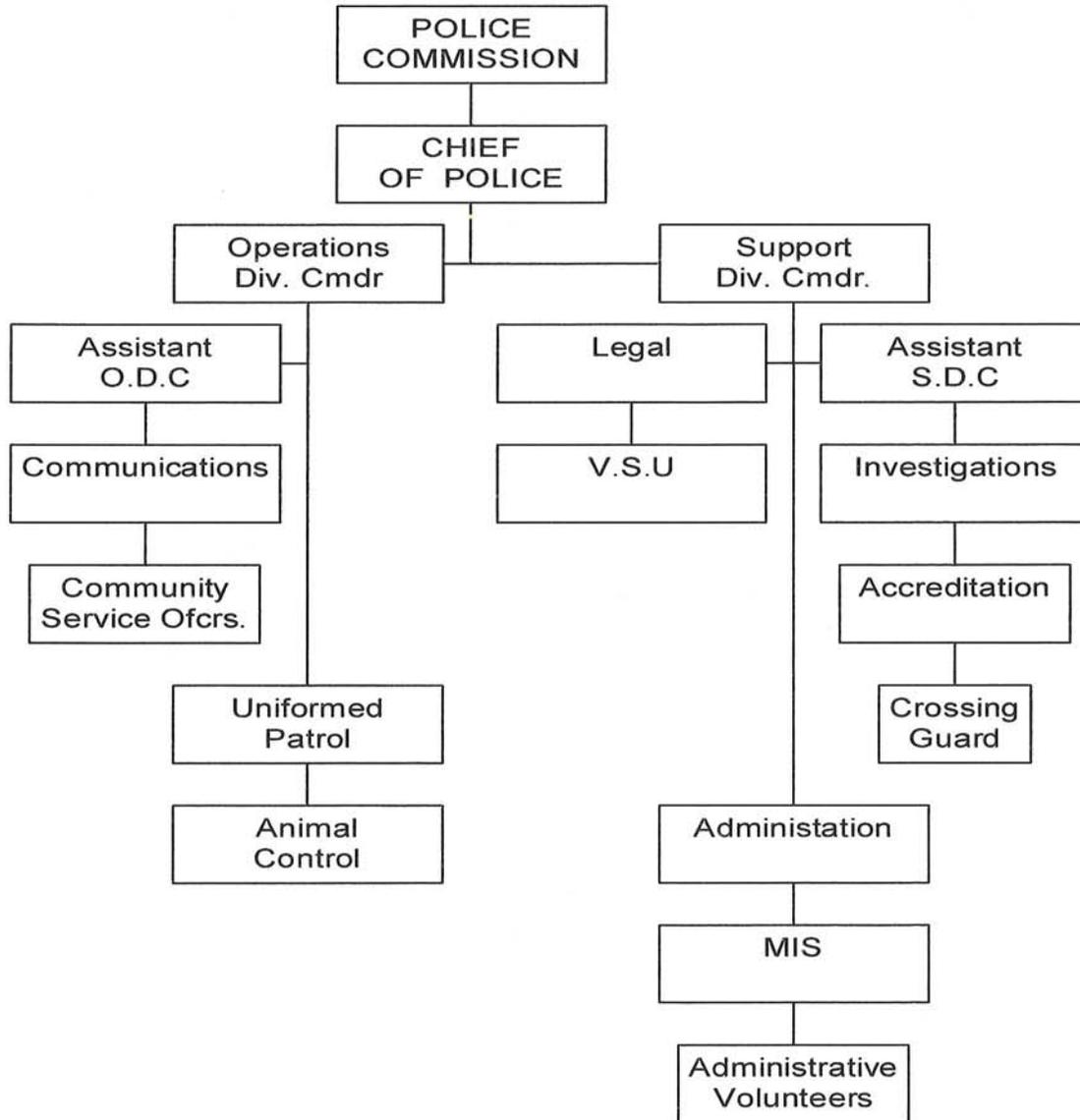
Per State RSA the Master Plan should be rewritten every 5-10 years. Our last Master Plan was adopted in 2007. This means we should begin preparing for another rewrite, with the understanding that the process itself will take several years to complete. I expect the cost to be close to \$60,000. In Fiscal Year 2013 I received \$20,000 to be used for the update of the Master Plan. This would be the second installment of the 3 year funding request. I am hopeful to put out an RFP in early Fall of 2014 and begin work in January of 2015. This will put us on track to have a new approved Master Plan in 2017, right on target to meet the higher end of the State's recommendation.

EQUIPMENT

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

LACONIA POLICE DEPARTMENT

FY 2013-2014 BUDGET



POLICE
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</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	\$2,432,005	\$2,466,870	\$2,485,930	\$2,469,798	\$2,671,602	\$2,773,601	\$2,763,191	\$2,763,191
01 437 101 0014 Police Commission	3,500	3,600	3600	3,600	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Parttime Salaries	68,638	67,831	48564	37,267	52,000	52,000	52,000	52,000
01 437 101 0030 Extra Duty	106,608	101,156	89163	71,238	-	-	-	-
01 437 101 0040 Crossing Guards	10,560	13,981	14003	14,608	13,000	13,000	13,000	13,000
01 437 101 0050 Overtime	111,648	110,776	128346	97,689	100,000	100,000	100,000	100,000
01 437 106 0000 Sick-Hurt	51,595	85,980	96884	45,722	-	-	-	-
01 437 107 0000 Holidays	17,501	15,720	18735	17,841	20,000	20,000	20,000	20,000
01 437 109 0000 Longevity	16,776	17,033	19760	23,097	18,580	20,885	20,885	20,885
01 437 130 0000 Health Insurance*	715,276	801,458	958259	1,099,653	934,089	860,117	865,914	845,624
01 437 135 0000 Retirement	309,050	368,543	394750	514,186	511,701	661,956	659,321	659,321
TOTAL SALARIES	\$3,843,157	\$4,052,948	\$4,257,994	\$4,394,699	\$4,324,572	\$4,505,159	\$4,497,911	\$4,477,621
OTHER								
01 437 201 0000 Telephone	\$18,069	\$19,470	\$19,698	\$18,666	\$22,000	\$22,000	\$22,000	\$22,000
01 437 207 0000 Postage	2,015	1,570	2,709	2,025	2,700	2,700	2,700	2,700
01 437 208 0000 Printing	2,014	2,157	2,180	2,407	2,000	2,000	2,000	2,000
01 437 212 0000 Copier	4,755	4,240	4,646	4,387	6,400	6,400	6,400	6,400
01 437 214 0000 Supplies	7,541	10,065	11,275	13,091	10,000	10,000	10,000	10,000
01 437 233 0000 Maint.-Equipment	6,287	17,868	9,286	12,431	11,000	11,000	11,000	11,000
01 437 233 0010 Maint.-Radio	4,750	8,850	2,339	3,582	7,500	7,500	7,500	7,500
01 437 233 0020 Maint.-Computer	5,666	2,829	6,272	4,262	5,000	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,520	1,025	1,640	1,300	1,500	1,500	1,500	1,500
01 437 247 0000 Training	20,022	19,664	19,116	12,046	20,000	20,000	20,000	20,000
01 437 251 0000 Uniform Allowance	25,567	23,422	20,179	20,503	23,000	23,000	23,000	23,000
01 437 303 0000 Misc.	15,203	22,391	19,026	16,096	18,000	20,000	20,000	20,000
01 437 304 0000 O/S Contracts	32,267	44,441	41,264	37,492	45,969	46,964	46,964	46,964
01 437 304 0001 Accreditation	-	4,599	6,755	4,115	5,000	5,000	5,000	5,000
TOTAL OTHER	\$145,676	\$182,591	\$166,385	\$152,402	\$180,069	\$183,064	\$183,064	\$183,064
01 437 234 0000 Vehicle Rental	\$150,000	\$116,600	\$109,992	\$109,992	\$110,000	\$99,248	\$99,248	\$99,248
01 437 234 0001 Internal Service Fund	104,497	78,100	60,000	84,480	80,000	92,000	92,000	92,000
POLICE REIMBURSABLE	(132,093)	(125,609)	(100,563)	(102,852)	-	-	-	-
DEPT. O&M TOTAL	\$4,111,237	\$4,304,630	\$4,493,808	\$4,638,721	\$4,694,641	\$4,879,471	\$4,872,223	\$4,851,933

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

POLICE
FY 2013-2014 BUDGET

SALARIES

Name	Title	Weeks	# Hours Worked	Weekly	Annual
1	Chief	52		\$1,879.31	\$97,724.12
1	Administrative Div Com	52		\$1,668.52	\$84,434.96
1	Operations Div Com	52		\$1,718.67	\$89,370.84
1	Prosecutor	52		\$1,718.67	\$89,370.84
2	Lieutenant	52		\$1,519.63	\$153,108.08
6	Sergeants	52	40	\$1261-\$1395	\$396,582.80
29	Patrolmen	52	40	\$801-1166	\$1,422,971.60
2	Administrative Asst	52	40	\$980-\$1010	\$104,724.00
3	Adm Secretary	52	40	\$578-\$780	\$118,861.60
5	Dispatchers	52	40	\$625-\$822	\$206,042.00

Total Police	\$2,763,190.84
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Police Department Annual Activities 2011-2012

# of calls responded to	24,041
# of criminal offenses	3,925
# of criminal arrests	1,457
# of fatal accidents	1
# of injury accidents	143
# of property damage accidents	586
# of parking tickets issued	1,096
# of arrests/summons	596
# of written warnings	5,528
# of DWI arrests	-

POLICE DEPARTMENT
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

This line item funds the cost of 50 full time employees, (40 full time sworn and 10 full time civilian) for 40 hours per week for the fiscal year 2013-2014. In an on-going effort to continue to meet the goals and objectives of the City Council funds are included to add another Detective to the force in Fiscal Year 14. *The Department Budget request included 6 months of salary for this new patrol position, the City Manager decreased this request to include 3 month's salary, anticipating adding a new Detective in the Spring of 2014. This resulted in a reduction of \$10,410 to the salary line.*

POLICE COMMISSIONERS

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

SPECIAL DUTY

This line item funds the wages of part time police officers/dispatchers/employees. Part time personnel provide extra coverage and traffic control for major events such as the Sled Dog Races, 4th of July celebrations, holiday parades, as well as other downtown and Weirs special events. This line item funds a 40 hour per week Special Officer for the summer months, extra coverage during peak activity periods, and 58 hrs per week for P/T Community Service Officers to conduct parking enforcement, handle non-emergency calls for service and other non-emergency duties. We have been without an Animal Control Officer due to budget constraints and it has had an impact on our operations. The use of part time personnel is significantly less expensive than using full time personnel and is utilized by the Department where additional or replacement personnel are necessary.

EXTRA DUTY

This line item covers special detail reimbursed by the user.

CROSSING GUARDS

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

OVERTIME-Straight over 40

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

HOLIDAYS

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

LONGEVITY

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

HEALTH INSURANCE

This line item funds the estimated health insurance cost to the City for police employees. *The City Council reduced this line item by \$20,290; this is due to a reduction from the anticipated Not-to-Exceed rate of 7% for FY14 and the actual rate increase of 5.5% from our provider New Hampshire Interlocal Trust which was received after the initial budget had been prepared.*

RETIREMENT

This line item funds the retirement benefit for 48 employees under Group I or Group II NHRS contributions. The NHRS rate for Group I employees is 10.77% while Group II is 25.3%.

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. This line has been level funded.

COPIER

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

SUPPLIES

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

EQUIPMENT MAINTENANCE

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

RADIO MAINTENANCE

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

COMPUTER MAINTENANCE

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

CONFERENCE-DUES

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

TRAINING

This line item funds training costs for schools and tuition assistance, instruction and materials. In addition, all training supplies, such as practice ammunition, defensive tactics equipment and reference books are purchased from this line. The cost of ammunition has increased significantly over the last three years due in part to the ongoing war. The department is also using more ammunition due to increased range time for the officers. This account reflects the goals of the department to supply training in areas intended to increase safety and reduce potential liability to the Department and the City. This line item has been level funded.

UNIFORM ALLOWANCE

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

MISCELLANEOUS

This line item funds all other costs, not otherwise covered in listed line items, for the Police Department. Examples of incurred costs to this line account are DWI blood test expenses, veterinary and maintenance bills for the department's K-9, film development, classified advertisement for recruiting, legal matters and the Lexus Nexus subscription for the department's prosecutor. This request was increased this year to \$20,000 based upon historical costs.

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 the strategic plan for the department. This funding will provide credentialing services for the Laconia Police Department. The CALEA Accreditation Process is a proven modern management model; once implemented, it presents the Chief, on a continuing basis, with a blueprint that promotes the efficient use of resources and improves service delivery, regardless of the size, geographic location, or functional responsibilities of the agency.

Agencies can realize the following rewards of CALEA Accreditation:

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

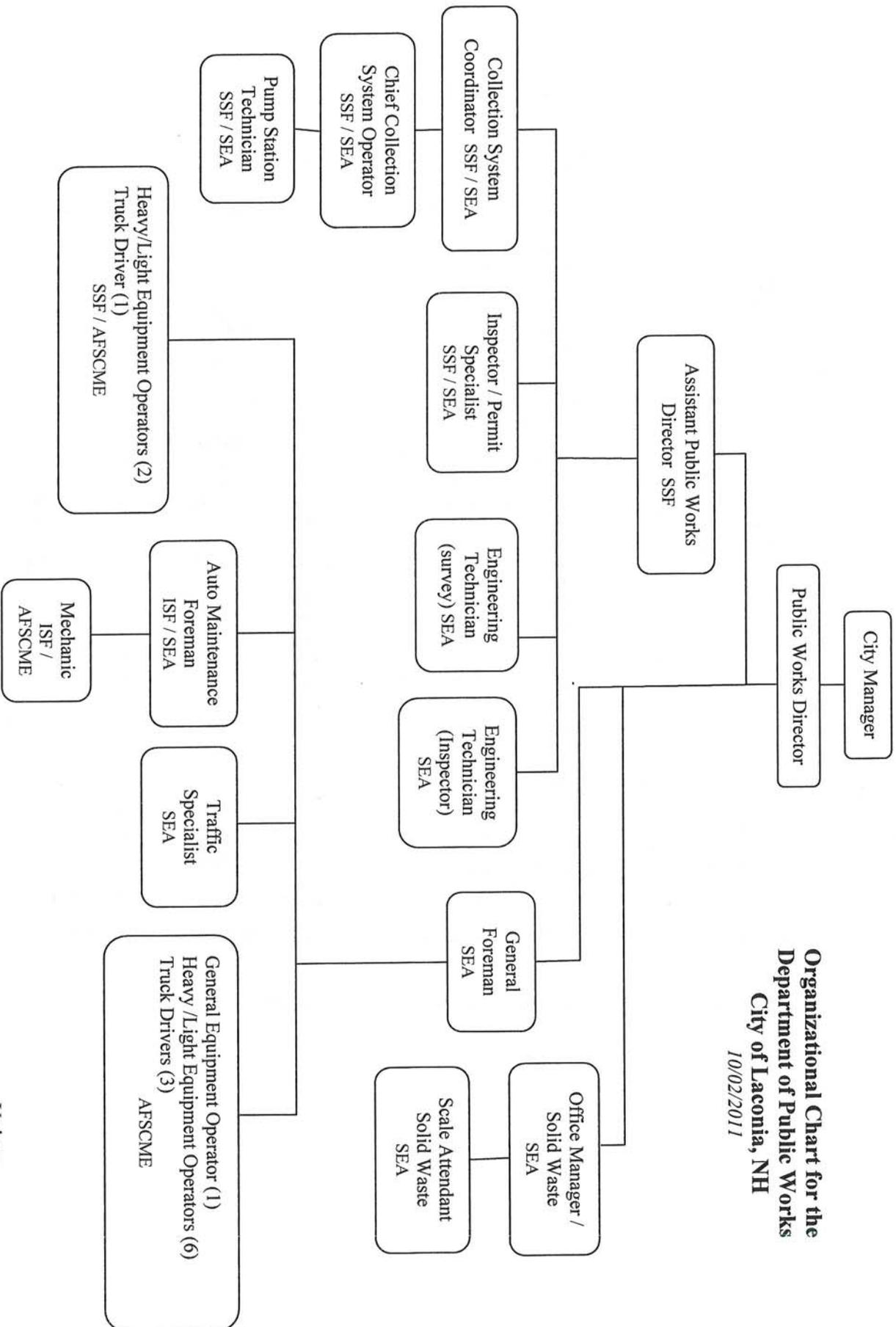
VEHICLE RENTAL

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

INTERNAL SERVICE FUND

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

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



SSF = Sanitary Sewer Fund
ISF = Internal Service Fund

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

PUBLIC WORKS
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 599 101 0000	Regular Salaries	\$729,946	\$700,026	\$735,744	\$642,055	\$765,777	\$830,119	\$830,119
01 599 105 0000	Overtime	94,842	51,222	73,578	54,717	75,000	75,000	75,000
01 599 106 0000	Sick-Hurt	22,063	28,591	24,655	14,073	-	-	-
01 599 107 0000	Holidays	26,026	28,144	27,151	36,234	-	-	-
01 599 108 0000	Vacations	31,342	35,442	28,543	38,638	-	-	-
01 599 109 0000	Longevity	990	1,110	1,230	1,110	1,350	1,170	1,170
01 516 120 0000	Social Security	71,675	65,693	69,237	60,979	64,646	70,087	70,087
01 516 130 0000	Health Insurance*	283,742	287,023	317,088	339,212	290,254	298,637	291,639
01 516 135 0000	Retirement	81,501	77,140	82,924	69,719	74,107	98,671	98,671
01 599 110 0000	Stipends	5,500	5,500	5,500	-	5,500	5,500	5,500
01 599 115 0000	Salary Adj.	-	-	-	-	4,289	4,375	4,375
TOTAL SALARIES		\$1,347,627	\$1,279,891	\$1,365,650	\$1,256,737	\$1,280,923	\$1,383,559	\$1,383,559
OTHER								
01 500 000 1000	HIGHWAY MAINT.	\$213,540	\$222,146	\$188,065	\$193,486	\$201,000	\$205,000	\$202,000
01 502 000 1000	WINTER MAINT.	326,897	197,681	264,259	227,142	330,000	330,000	330,000
01 503 000 1000	WINTER MAINT. O/C	29,400	15,278	20,778	12,860	27,000	27,500	27,500
01 505 000 1000	CITY ENGINEERING	28,472	32,585	30,993	30,559	33,000	33,000	33,000
01 506 000 1000	STREET SWEEPING	49,968	41,138	45,991	35,235	30,000	30,000	30,000
01 507 000 1000	DRAIN MAINT.	37,537	44,872	34,918	26,208	48,000	48,000	48,000
01 509 000 1000	STREET LIGHTING	182,163	186,573	208,013	211,295	200,000	210,000	205,000
01 510 000 1000	PARK/TRAF.CONTR.	49,456	51,460	51,961	47,890	52,000	50,000	50,000
01 511 000 1100	TREE WORK	6,630	7,693	8,000	1,706	5,000	6,000	6,000
01 512 000 1200	BOARDWALK	14,340	5,837	2,976	2,574	6,000	12,000	6,000
01 513 000 1300	SIGNS	11,283	9,461	9,579	8,267	10,000	9,500	9,500
01 514 000 1400	PARKING GARAGE	17,292	16,235	16,792	15,107	13,000	14,000	14,000
	Operating Costs	\$966,987	\$830,959	\$882,325	\$812,329	\$955,000	\$975,000	\$961,000
01 519 401 0000	Salt & Sand Spreader	\$9,471	\$9,745	\$9,524	\$9,147	\$-	\$-	\$-
01 519 401 0006	Digital Parking Meters (25)/(10)	617	-	-	-	-	-	-
01 516 401 0015	Sidewalk Trimmer/Edger	-	-	-	-	-	-	-
01 516 401 0016	Automatic Drop Chains	2,095	1,758	-	-	-	-	-
01 516 401 0017	"Micro-Paver" Software	-	-	-	-	-	-	-
01-519-401-0013	Paint Striping Machine	-	-	-	-	-	5,500	5,500
01 516 401 0018	Plow for Komatsu Loader	-	8,847	-	-	-	-	-
01 519 401 0015	Traffic Control Components	-	-	-	-	7,500	7,500	7,500
01 519 401 0016	Sign Shop Equipment	-	-	-	-	9,800	-	-
		\$12,183	\$20,350	\$9,524	\$9,147	\$17,300	\$13,000	\$13,000
TOTAL PUBLIC WORKS DEPT.		\$2,326,797	\$2,131,200	\$2,257,499	\$2,078,212	\$2,253,223	\$2,371,559	\$2,357,559

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

PUBLIC WORKS
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Public Works Dir.**	28		52	40		\$1,682.75	\$87,503.00
1	Office Mgr/Secretary*	13	10	52	40	\$23.55	\$942.00	\$48,984.00
1	General Foreman*	17	2	52	40	\$23.02	\$920.80	\$47,881.60
1	Engineering Tech*	13	10	52	40	\$23.55	\$942.00	\$48,984.00
1	Engineering Intern			15				\$9,000.00
1	Engineering Tech*	13	4	52	40	\$20.71	\$828.40	\$43,076.80
1	Gen Equip Oper*	45	8	52	40	\$23.19	\$927.60	\$48,235.20
1	Traffic Specialist*	13	7	52	40	\$22.53	\$901.20	\$46,862.40
1	Insp/Permit Specialist*	13	7	52	40	\$22.53	\$901.20	\$46,862.40
1	Truck Driver*	42	2	52	40	\$15.39	\$615.60	\$32,011.20
3	Lt Equip Oper*	43	3	52	40	\$17.27	\$690.80	\$107,764.80
1	Lt Equip Oper*	43	5	52	40	\$17.91	\$716.40	\$37,252.80
1	Lt Equip Oper*	43	6	52	40	\$18.27	\$730.80	\$38,001.60
1	Lt Equip Oper*	43	7	52	40	\$18.64	\$745.60	\$38,771.20
1	Hvy Equip Oper*	44	6	52	40	\$20.28	\$811.20	\$42,182.40
1	Hvy Equip Oper*	44	7	52	40	\$20.69	\$827.60	\$43,035.20
1	Laborer	Seasonal		17	40	\$13.67	\$546.80	\$9,295.60
1	Temporary Office Help*	3	4	47	6	\$13.29	\$79.74	
		3	5	5	6	\$13.55	\$81.30	\$4,154.28
Total PWD Office								\$779,858.48

*Above rates include possible merit (Step) increases.

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

Public Works Activities:

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

2013-2014 Objectives

- Continue to accomplish substantial road improvements as funded under the annual Capital Outlay Program
- Continue implementation of sidewalk upgrade program as funded under the Capital Outlay Program
- Manage and oversee re-construction of Main St. Bridge
- Hire College students as summer interns to assist with Road Condition inventory and Sign Inventory
- Establish Laconia Bridge Program - Hire Engineering consultant in accordance with approved CIP Proposal
- 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 2013-2014 BUDGET

INTRODUCTION

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

Total operating costs in this budget (not including salaries) for the 12 categories of Public Works (01-500 through 01-514) shows an increase of 2% from last year's budgeted total. Slight increases in the Highway Maintenance (\$ 4K), Winter Maintenance – Outside Contracts (\$ 500.), Street Lighting (\$ 10 K), Tree Work (\$ 1K), Boardwalk/Weirs Docks (\$ 6K) and Parking Garage Maintenance (\$ 1K), accompanied by decreases totaling \$ 2.5K in the Parking/Pavement Marking/Traffic Control/Signing line items account for this year's changes.

Every effort has been made to adjust these numbers appropriately recognizing the need to hold costs down while not compromising the services required of this department. We are convinced that it would be unwise to budget any less.

SALARIES

This line item funds the cost of wages for all personnel conducting Public Works activities. It is estimated by using the regular salaries for all Public Works employees, adding the regular salaries of the Sanitary Sewer Fund employees and deriving a percentage of the total for each division based on actual for fiscal year 2012, the split for FY14 is 73% Public Works, and 27% Sanitary Sewer. Additions in this year's figures are for anticipated salary (grade/step) increases for certain current employees.

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

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

OVERTIME

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

LONGEVITY

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

SOCIAL SECURITY

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

HEALTH INSURANCE

This line is based on the health insurance premium for eligible employees for this department as provided by New Hampshire Interlocal Trust less anticipated employee contributions. ***The City Council reduced this line item by \$6,998; this is due to a reduction from the anticipated Not-to-Exceed rate of 7% for FY14 and the actual rate increase of 5.5% from our provider New Hampshire Interlocal Trust which was received after the initial budget had been prepared.***

RETIREMENT

This line funds the cost of the City's match (10.77%) for retirement for the department.

STIPENDS

The most recent Agreement between AFSCME and the City DPW (dated July 1, 2011 thru June 30, 2014) provides encouragement for DPW employees to participate in the Roads Scholar Program (provided through UNH Technology Transfer (t2) Center) with a goal toward receiving program certification in areas of Public Works maintenance and construction. Each employee is entitled to a \$500 stipend if they successfully complete three (3) course offerings within a Fiscal Year. Our employees have all taken full advantage of this program and this budget item covers the cost to the department for providing the stipends.

SALARY ADJUSTMENT

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

HIGHWAY MAINTENANCE

This line item funds the cost of all supplies, materials, vehicle charges and equipment costs to maintain City streets, sidewalks, rural roads, bridges and parking lots. This also includes the cost of such items as fuel, telephone, electricity, water and sewer for the main garage facility at 27 Bisson Ave and other Public Works buildings. This category continues to be a critical part of our maintenance responsibility due to the natural deterioration of many of our roads and sidewalks over time. DPW has requested a 2% increase (\$ 4K) in this line item. ***The City Manager has reduced this line by \$3,000.***

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. We have requested level funding 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. We have requested an increase of \$ 500 in this line item.

CITY ENGINEERING

This line item funds the cost associated with the operation of the engineering section. Costs for supplies, vehicle charges, equipment and materials are included here. This item may also be used for small scope professional services from consultants when needed and for staff attendance at professional training and certification programs. Additionally, department overhead is included in this line as well as costs associated with landfill monitoring (consultant and lab fees) at the closed landfill site off of Route 11B. DPW has requested level funding of this line item for the upcoming budget year.

STREET SWEEPING

This line item funds the cost of vehicle charges, equipment and supplies for sweeping streets including the hiring of an outside contractor. With the purchase of a new City street sweeper in early 2013, the need for contracted sweeping services will be reduced. Attempting to be conservative, I'd like to hold the line item at \$ 30K during this first season of our moving into the large percentage of the work being done by DPW forces. This amount still represents about a \$ 15K annual savings in the DPW operating appropriation when comparing historical cost for this line item.

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

DRAIN MAINTENANCE

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

STREET LIGHTING

This line item funds the cost to operate and maintain street lights in the City. In the past year the Finance Dept. has secured a change in provider of electricity which will hopefully assist with controlling costs under this item. DPW has again requested a \$ 10,000 increase (5%) in this line item for the upcoming budget year to avert the slight cost overrun experienced last year on this line item. ***The City Manager reduced this line from \$210,000 to \$205,000.***

PARKING AND TRAFFIC CONTROL

This line item funds the cost of maintaining parking meters, traffic lights and paint striping, including materials, supplies and repair costs. Also, both the electrical cost for traffic light operation and the cost of highway center line striping (paint) are included under this line item. Costs for paint materials continues to rise and we have upgraded our efforts to maintain the paint striping on crosswalks and parking spaces, particularly on the higher volume streets, to enhance visibility for pedestrian and motorist safety purposes. DPW has reduced this line item request by \$ 2K for the upcoming 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. An increase of \$ 1,000 in this line item is requested to allow for needed removal of nuisance trees.

BOARDWALK

This line item funds the cost associated with the maintenance of the boardwalk and docks, including electrical costs for the Weirs sign, lights on the docks and boardwalk and ice eaters (aqua-therms) at the docks. We have requested a \$ 6K increase in this line item to provide funds for some tie post replacements at the Weirs Docks. DPW secured a Permit from State DES in late 2012 to allow for work on these posts in the Spring of 2013 and annually, as needed, over the next five years. ***The Manager has decreased this line by \$6,000.***

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. DPW has reduced the request on this line item by \$ 500 for the coming year.

PARKING GARAGE

This line item funds the cost of vehicle charges, equipment, supplies, materials and electricity to maintain the parking garage. The majority of the cost of this line is for lighting of the parking garage. We have requested an increase in this line item (\$ 1K) to move us closer to covering historical costs of maintaining this structure. Increased focus in the past year on use of the Parking Garage because of demand on Downtown parking spaces further justifies this requested increase in appropriation.

PAINT STRIPING MACHINE : (\$ 5,500.)

The machine is used most all summer for our paint crew to accomplish painting of all crosswalks, parking spaces, lane symbols (YIELD, ONLY, RR-XING, etc.) and turn arrows throughout the city. Anticipated life of a machine is 8 to 10 years.

We have been experiencing troubles with the current machine with spray nozzles and other mechanical items as wear & tear has taken its toll. We estimate the machine is used 40 to 50 days per year at 4 to 6 hours of operating time per day. At this rate, even at the low end, this current machine has served 1,300 to 1,500 hours and is now beyond its peak efficiency.

Our painting crew takes pride in doing this work well, and we believe it's important to keep them equipped with a well operating machine.

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 four (4) of these intersections – Beacon St. East & West @ Main St. - Beacon St. East @ Church St. – Union Ave. @ Gilford Ave. – Union Ave. @ Messer St., operate with Electrical Equipment (Controllers, Conflict Monitors and Loop Detectors) that are between 10 and 20 years old. Although this equipment may serve for up to 20 years, **we (DPW) need to be prepared to replace costly components on short notice when and if a failure occurs.**

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

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

PUBLIC WORKS
HISTORY

	<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>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
01 500 000 1000	HIGHWAY MAINTENANCE					
Labor	\$382,305	\$378,579	\$332,604	\$384,690	\$348,412	\$357,926
Telephone	3,023	2,288	2,595	2,632	2,450	2,144
Power-Lights	11,360	11,551	11,218	10,592	12,061	8,602
Water-Sewer	1,394	1,532	1,546	1,482	1,521	1,659
Fuel	7,645	9,510	9,798	6,585	8,818	7,811
Building Maint.	6,349	4,587	5,663	18,715	8,143	10,439
Road Maintenance	69,112	64,955	78,982	88,000	75,088	67,663
Clothing Allowance	4,107	5,542	5,771	5,331	4,434	5,017
D&A Testing	991	1,982	1,035	803	549	676
O/S Contracts	-	-	-	-	-	325
Misc.	1,550	(115)	2,761	4,634	1,356	6,123
Vehicle Use	103,080	75,733	79,631	83,372	73,646	77,107
Stipends	-	8,000	5,500	5,500	5,500	-
Internal Service Fund	<u>33,000</u>	<u>17,005</u>	<u>14,550</u>	-	-	<u>5,920</u>
TOTAL HIGHWAY MAINT.	\$623,916	\$581,147	\$551,654	\$612,336	\$541,978	\$551,411
01 502 000 1000	WINTER MAINTENANCE					
Labor	\$91,909	\$182,101	\$159,098	\$71,806	\$138,497	\$75,615
Hired Snow Removal/Temps	1,750	-	-	-	-	-
Sand & Salt	110,445	236,033	220,579	154,204	177,901	181,997
Misc. **	7,634	10,858	1,873	6,180	-	7
Vehicle Use	76,343	130,568	75,280	37,296	86,359	35,139
Internal Service Fund	<u>47,300</u>	<u>28,709</u>	<u>29,164</u>	-	-	<u>10,000</u>
TOTAL WINTER MAINT.	\$335,381	\$588,269	\$485,994	\$269,486	\$402,757	\$302,758
01 503 000 1000	WINTER MAINT. O/C					
Outside Contractors	\$14,613	\$22,739	\$29,400	\$15,278	\$20,778	\$12,860
01 505 000 1000	CITY ENGINEERING					
Labor	\$179,423	\$195,601	\$209,027	\$210,159	\$212,951	\$199,317
Telephone	363	-	-	-	-	-
Supplies	3,084	2,508	1,686	1,803	1,755	2,098
Misc. D/O	1,999	3,341	5,528	7,414	6,118	4,868
Landfill Monitor	20,044	15,638	18,897	18,931	19,875	21,729
Vehicle Use	<u>12,667</u>	<u>3,508</u>	<u>2,361</u>	<u>4,438</u>	<u>3,244</u>	<u>1,864</u>
TOTAL CITY ENGR.	\$217,580	\$220,595	\$237,499	\$242,745	\$243,943	\$229,876
01 506 000 1000	CLEANING STREETS					
Outside Contract	\$36,595	\$39,440	\$46,918	\$39,007	\$43,592	\$34,608
Vehicle Use	<u>5,855</u>	<u>5,348</u>	<u>3,050</u>	<u>2,131</u>	<u>2,399</u>	<u>627</u>
TOTAL CL.. STREETS	\$42,450	\$44,788	\$49,968	\$41,138	\$45,991	\$35,235
010 507 000 1000	DRAIN MAINTENANCE					
Labor	\$73,715	\$83,822	\$139,043	\$110,234	\$125,675	\$84,657
Supplies	6,939	5,236	15,351	29,208	12,228	3,922
Internal Service Fund	6,600	691	-	-	-	-
Outside Contract	-	-	-	-	963	8,789
Vehicle Use	<u>39,179</u>	<u>27,256</u>	<u>22,187</u>	<u>15,664</u>	<u>21,727</u>	<u>13,497</u>
TOTAL DRAIN MAINT.	\$126,433	\$117,004	\$176,581	\$155,106	\$160,593	\$110,865
01 509 000 1000	STREET LIGHTING					
	\$161,228	\$173,526	\$182,163	\$186,573	\$208,013	\$211,295
01 510 000 1000	PARK/TRAFFIC CONTROL					
Labor	\$21,721	\$25,428	\$25,705	\$25,138	\$27,384	\$26,789
Power-Lights	18,632	20,024	20,621	19,862	20,549	18,017
Pavement Marking	17,132	14,874	22,348	21,585	19,290	19,177
Supplies	5,385	9,900	2,322	6,406	8,714	7,052
Vehicle Use	<u>6,018</u>	<u>5,591</u>	<u>4,166</u>	<u>3,607</u>	<u>3,406</u>	<u>3,644</u>
TOTAL P/T CONTROL	\$68,888	\$75,818	\$75,162	\$76,598	\$79,343	\$74,679
01 511 000 1000	TREE WORK					
O/S Contracts	\$7,765	\$7,614	\$6,630	\$7,693	\$8,000	\$1,706

01 512 000 1000	BOARDWALK						
	Labor	\$2,359	\$3,892	\$7,706	\$4,749	\$2,115	\$2,174
	Power-Lights	1,881	1,843	1,558	4,319	2,279	1,614
	Supplies	393	2,238	12,033	828	79	609
	Vehicle Use	<u>520</u>	<u>977</u>	<u>749</u>	<u>689</u>	<u>618</u>	<u>351</u>
	TOTAL BOARDWALK	\$5,153	\$8,950	\$22,046	\$10,585	\$5,091	\$4,748
01 513 000 1000	SIGNS						
	Labor	\$32,124	\$22,755	\$29,813	\$36,934	\$35,424	\$39,787
	Supplies	6,294	2,523	7,071	3,624	3,911	2,807
	Vehicle Use	<u>2,762</u>	<u>3,332</u>	<u>4,212</u>	<u>5,837</u>	<u>5,668</u>	<u>5,460</u>
	TOTAL SIGNS	\$41,180	\$28,610	\$41,096	\$46,395	\$45,003	\$48,054
01 514 000 1000	PARKING GARAGE						
	Labor	\$532	\$280	\$2,211	\$824	\$443	\$563
	Power-Lights	15,202	13,696	15,522	15,885	16,270	13,670
	Supplies	556	973	1,600	324	508	1,358
	Vehicle Use	<u>80</u>	<u>184</u>	<u>169</u>	<u>26</u>	<u>13</u>	<u>78</u>
	TOTAL PARKING GARAGE	\$16,370	\$15,134	\$19,502	\$17,059	\$17,234	\$15,669
01 516 000 1000	EMPLOYEE BENEFITS						
	Social Security	\$60,537	\$69,405	\$71,675	\$65,693	\$69,237	\$60,979
	Health Insurance	265,389	262,873	283,742	287,025	317,088	339,212
	Retirement	<u>53,953</u>	<u>80,644</u>	<u>81,501</u>	<u>77,140</u>	<u>82,924</u>	<u>69,719</u>
	TOTAL EMP. BENEFITS	\$379,879	\$412,922	\$436,918	\$429,858	\$469,249	\$469,910
01 517 000 1000	ANIMAL CONTROL						
	Vehicle Use	<u>8</u>	<u>8</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	TOTAL ANIMAL CONTROL	\$ 8	\$ 8	\$ -	\$ -	\$ -	\$ -
	TOTAL PUBLIC WORKS DEPT.	\$2,040,844	\$2,297,124	\$2,314,613	\$2,110,850	\$2,247,973	\$2,069,066
	Transfer to Winter Stabilization Account **	-	-	-	-	-	95,000
		<u>\$2,040,844</u>	<u>\$2,297,124</u>	<u>\$2,314,613</u>	<u>\$2,110,850</u>	<u>\$2,247,973</u>	<u>\$2,164,066</u>

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

PUBLIC WORKS - SOLID WASTE
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</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	\$27,990	\$28,543	\$26,894	\$25,708	\$31,325	\$26,520	\$26,520	\$26,520
01 493 101 0001 Br.Dump,In House Trash	12,959	13,216	12,084	12,821	13,000	13,000	13,000	13,000
01 493 101 0002 Substitutes	4,767	3,793	4,121	6,700	4,500	4,500	4,500	4,500
01 493 101 0005 Hazardous Waste	1,311	1,408	190	1,454	-	-	-	-
01 493 105 0000 Overtime	10,074	9,425	10,024	7,400	11,000	10,000	10,000	10,000
01 493 106 0000 Sick	1,100	819	494	2,804	-	-	-	-
01 493 107 0000 Holidays	1,273	1,181	1,299	1,299	-	-	-	-
01 493 108 0000 Vacations	1,273	1,771	2,598	945	-	-	-	-
01 493 109 0000 Longevity	60	60	90	90	90	-	-	-
01 493 120 0000 Social Security	4,905	5,150	5,053	5,467	4,576	4,133	4,133	4,133
01 493 130 0000 Health Insurance*	15,041	16,157	18,385	20,749	16,876	23,937	23,937	23,376
01 493 135 0000 Retirement	4,892	5,330	5,109	5,572	5,264	5,818	5,818	5,818
TOTAL SALARIES	\$85,645	\$86,853	\$86,341	\$91,009	\$86,631	\$67,906	\$67,906	\$67,347
OTHER								
01 493 201 0000 Telephone	\$282	\$282	\$272	\$264	\$400	\$400	\$400	\$400
01 493 202 0000 Lights-Power	1,387	1,253	1,577	1,396	1,650	1,650	1,650	1,650
01 493 214 0000 Supplies	20,483	18,621	17,817	27,033	67,000	22,000	22,000	22,000
01 493 234 0000 Vehicle Rental	2,013	1,809	1,195	1,116	2,500	2,500	2,500	2,500
01 493 251 0000 Clothing Allowance	148	298	227	95	350	350	350	350
01 493 393 0000 Outside Services	-	-	580	-	-	-	-	-
01 493 304 0001 Transfer Station	372,680	308,215	297,815	318,142	350,000	350,000	323,000	323,000
01 493 304 0002 Collection Contract	342,606	335,791	315,953	311,657	325,000	320,000	290,000	290,000
01 493 304 0003 Concord Cooperative	737,412	767,096	859,924	868,597	920,000	908,000	808,000	808,000
01 493 304 0004 Hazardous Waste	12,949	12,820	12,612	13,120	15,000	13,000	13,000	13,000
01 493 304 0007 Recycle-Contract	136,074	137,601	127,626	126,376	130,000	130,200	130,200	130,200
TOTAL OTHER	\$1,626,034	\$1,583,786	\$1,635,598	\$1,667,796	\$1,811,900	\$1,748,100	\$1,591,100	\$1,591,100
DEPT. O&M TOTAL	\$1,711,679	\$1,670,639	\$1,721,939	\$1,758,805	\$1,898,531	\$1,836,008	\$1,679,008	\$1,678,447

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

PUBLIC WORKS-SOLID WASTE
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Scale Operator	4	3	52	40	12.75	\$510.00	\$26,520.00

Total Transfer Station	\$26,520.00
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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

2013-2014 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 2013-2014 BUDGET

SALARIES

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

BRUSH DUMP, IN HOUSE TRASH

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

SUBSTITUTES

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

OVERTIME

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

LONGEVITY

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

SOCIAL SECURITY

This line item funds the cost of social security for employees doing Solid Waste activities.

HEALTH INSURANCE

This line is based on the health insurance premium for eligible employees as provided by New Hampshire Interlocal Trust less anticipated employee contributions. ***The City Council reduced this line item by \$561; this is due to a reduction from the anticipated Not-to-Exceed rate of 7% for FY14 and the actual rate increase of 5.5% from our provider New Hampshire Interlocal Trust which was received after the initial budget had been prepared.***

RETIREMENT

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

TELEPHONE

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

LIGHTS-POWER

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

SUPPLIES-SCALES

This line item funds the cost of electricity, scale maintenance, computer maintenance, supplies, vehicle charges and equipment required to operate the scales on a day to day basis. Additional costs are now accrued in this category related to periodic mailing of flyers to Laconia citizens keeping them updated on the latest information and requirements regarding our solid waste services, particularly in regard to recycling. Also, costs related to newspaper advertisements and purchasing of supplemental recycling bins are funded under this item. This year's request (less last year's \$ 45K Toter Purchase Initiative) is for level funding at \$ 22,000.

VEHICLE RENT

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

CLOTHING ALLOWANCE

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

TRANSFER STATION

This line item funds the estimated cost for contract operation of the Transfer Station and transportation of trash to the incinerator in Penacook. These figures were arrived at after careful review of the current contract with Waste Management for services effective through 2027. This year's budget figure was arrived at by applying the contract unit prices (including assumed CPI) multiplied by the anticipated annual tonnage in each of the 3 associated categories (Construction and Demolition material (C&D), Municipal Solid Waste (MSW) and Drop-Off Recyclables). DPW recommends that, based on a conservative estimate of anticipated waste loads for the coming Fiscal Year (FY), this line item be level funded at \$ 350 K. ***The City Manager has reduced this line by \$27,000 based on a decrease in tonnage due to an increase in recycling across the City.***

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, 2013. The budget figure for this line item this year includes our conservative estimate of the reduction in MSW curbside tonnage anticipated as a result of our continually expanding recycling efforts. This line item figure (\$5,000. less than current year) is derived by multiplying the anticipated MSW curbside tonnage times the agreed unit price (including assumed CPI percentage increase) for MSW collection in the Bestway Contract. ***The Manager reduced this line by \$30,000 due to expected decrease in the amount of tonnage collect curbside due to an increase in the amount recycled.***

CONCORD COOPERATIVE

This line item funds the estimated amount that the City will pay to the cooperative for the operation of the incinerator, disposal of ash and bond payments. The proposed budget for the Co-op includes pricing all tonnage at a confirmed tipping fee of \$ 66.80 per ton (held "even" with current year tipping fee by

Co-op Joint Board) for the first 5 months of the City's FY and an estimated tipping of \$ 72 per ton for the remaining 7 months of the FY. (Note: the Co-op's Fiscal Year runs from Dec. 1st to Nov. 30th). The total line item amount requested (\$ 908 K) reflects the applicable tipping fee multiplied by the estimated tonnage to be delivered to the Penacook facility from Laconia. ***The City Manager decreased this line by \$100,000 due to anticipated decrease in tonnage processed by the Concord Co-op for the City.***

HOUSEHOLD HAZARDOUS WASTE CLEANUP

This line item funds the cost of the annual Household Hazardous Waste Cleanup Day. A \$ 2K reduction of this line item request for the coming year is recommended based on historical costs for this program.

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

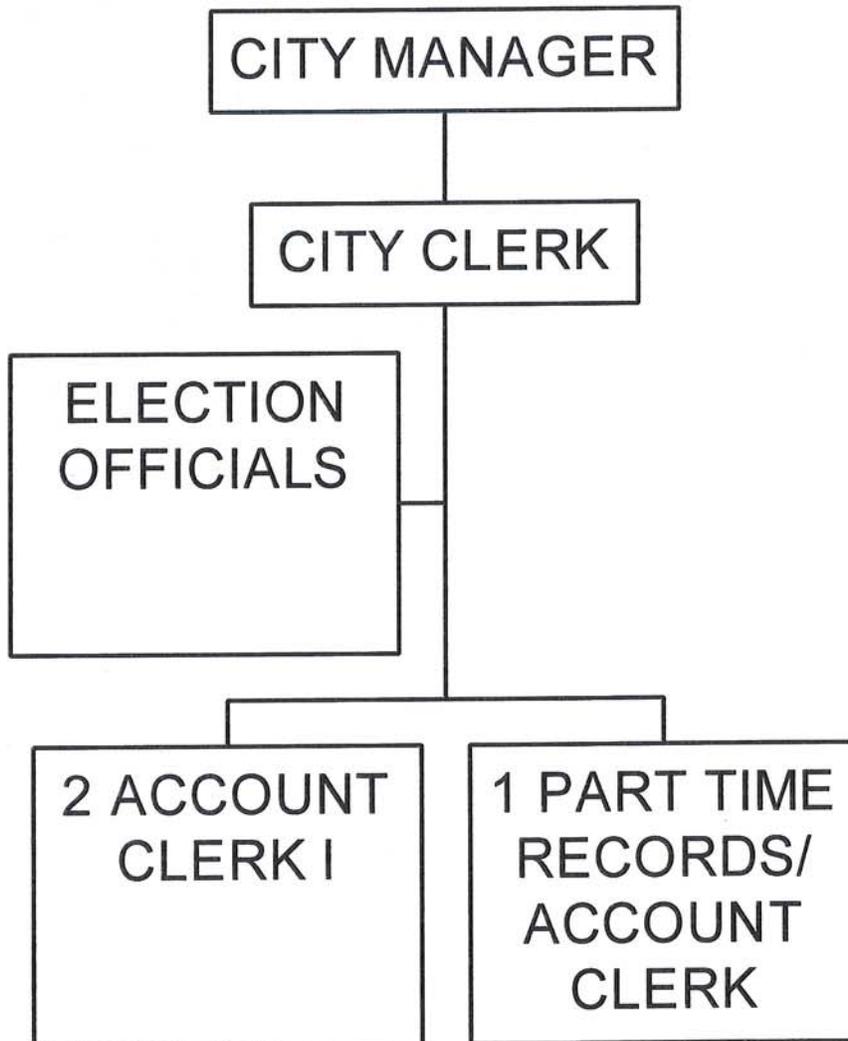
RECYCLE (CONTRACT)

This line item funds the estimated cost of the contracted services to provide pick-up and disposal of approved recyclable materials (calculated at \$ 130,200. for FY 13-14)

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) or Mandatory Recycling.

The challenge that continues to face the Council, the department and Laconia citizens is whether the savings to be gained by "voluntary" recycling efforts in the City are satisfactory or whether Laconia will need to implement a more rigorous recycling program (such as PAYT) which brings the largest percentage of solid waste costs to bear on individual property owners who fail take advantage of recycling options offered.

RECORDS
FY 2013-2014 BUDGET



RECORDS - CITY CLERK
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEP REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 415 101 0000 Salaries	\$100,545	\$103,142	\$102,688	\$98,217	\$108,248	\$113,126	\$116,011	\$116,011
01 415 105 0000 Overtime	619	39	-	354	200	200	200	200
01 415 106 0000 Sick-Hurt	1,592	2,932	1,798	429	-	-	-	-
01 415 107 0000 Holidays	3,536	3,250	3,118	3,371	-	-	-	-
01 415 108 0000 Vacations	1,458	1,920	1,201	3,927	-	-	-	-
01 415 109 0000 Longevity	-	-	30	30	30	30	30	30
01 415 115 0000 Salary Adj.	-	-	-	-	2,243	2,402	2,402	2,402
TOTAL SALARIES	\$107,750	\$111,283	\$108,835	\$106,327	\$110,721	\$115,758	\$118,643	\$118,643
OTHER								
01 415 201 0000 Telephones	\$1,619	\$1,640	\$1,613	\$1,451	\$1,800	\$1,800	\$1,500	\$1,500
01 415 207 0000 Postage	655	536	565	681	1,600	800	800	800
01 415 208 0000 Printing	-	-	-	-	100	-	-	-
01 415 212 0000 Copier	554	552	1,295	2,031	1,200	1,200	1,500	1,500
01 415 214 0000 Supplies	1,364	1,424	1,571	1,412	1,600	1,300	1,300	1,300
01 415 234 0000 Vehicle Rental	360	215	158	468	300	300	300	300
01 415 245 0000 Conference-Dues	601	1,121	876	388	1,200	1,000	1,000	1,000
01 415 248 0000 Dog License Exp.	1,788	1,822	1,123	1,257	2,000	1,800	1,800	1,800
01 415 303 0000 Misc.	2,030	2,388	2,166	2,108	2,200	2,100	2,100	2,100
01 415 306 0000 State MV Reg. Exp.	1,765	1,193	1,432	1,894	1,600	1,500	1,500	1,500
01 415 306 0001 City MV Reg. Exp.	5,832	6,508	7,574	6,973	7,000	7,000	7,000	7,000
01 415 401 0000 Equipment	3,992	5,245	3,334	5,746	5,000	5,000	5,000	5,000
TOTAL OTHER	\$20,560	\$22,644	\$21,707	\$24,410	\$25,600	\$23,800	\$23,800	\$23,800
DEPT. O&M TOTAL	\$128,310	\$133,927	\$130,542	\$130,737	\$136,321	\$139,558	\$142,443	\$142,443

RECORDS-CITY CLERK
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk**	20		52			\$923.81	\$48,038.12
1	Account Clerk 2*	7	1	52	35	\$13.53	\$473.55	\$24,624.60
1	Account Clerk 1*	5	2	31	35	\$12.78	\$447.30	\$23,700.60
			3	21	35	\$13.38	\$468.30	
1	PT Account Clerk 1*	5	2	32	21	\$12.78	\$268.38	\$14,207.76
			3	20	21	\$13.38	\$280.98	
	Temporary Help	5	1	52				\$2,555.00
							Total Records	\$113,126.08

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

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

City Clerk Office Activities

The majority of transactions processed through the City Clerk's Office are directly related to Motor Vehicle registrations, with 18,348 completed annually. Peak customer times continue to be the first and last week of each month. Additional transactions include processing 162 Marriage Licenses, 3,921 requests for various vital certificates (Birth, Marriage, Death and Divorce), licensing 1,998 dogs, issuing 637 dump stickers and \$18,651 worth of day passes and coupons, accepting payment for 771 Parking Tickets, issuing 312 Beach Parking Permits, filing 53 Wetlands Applications and filing 32 Aquatherm Permits.

During the 2012 Election Cycle the City Clerk's Office processed 1,279 absentee ballot requests (Presidential Primary, State Primary and Presidential Election) and accepted numerous registrations for new voters. The staff of the City Clerk's and Tax Collectors office were instrumental in the success of the Presidential Election this year.

2013-2014 Objectives

For the upcoming fiscal year, the Record's Department would like to begin archiving legal records, ordinances, resolutions and other orders prior to 2000 in a scanning software utilized by the City. This will allow for ease of access to City records and allow for preservation of the original documents in a more secure manner. This process will span several years and will have a vital role in the records management of City documents in the future.

Assistance will also be given to other City Department's that begin the process of accepting credit card payments at their respective facilities to offer a more secure method of payment. The use of credit cards was successfully implemented at the Transfer Station in 2012.

RECORDS - CITY CLERK
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

This line item funds the cost of two full time employees and one part time employee. There is an increase in the Salary line that includes a promotion for a current employee from an Account Clerk I position to an Account Clerk II to reflect accurate compensation for duties performed.

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

This line item funds the cost of telephone connections/fax machine with related costs. ***This line has been reduced by \$300 by the City Manager.***

POSTAGE

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

PRINTING

This line item funds the cost of printing miscellaneous forms. No funds are being requested this year for this line item.

COPIER

This line item funds the cost of copying for the department. ***This line item had been increased by the Manager by \$300.***

SUPPLIES

This line item funds the cost of general office supplies for the department. This line has been decreased this year due to the reduction in the desk top printers in 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. The line has been level funded.

CONFERENCE-DUES

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

DOG LICENSE EXPENSE

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

MISCELLANEOUS

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

STATE MOTOR VEHICLE EXPENSE

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

CITY MOTOR VEHICLE REGISTRATIONS/MAIL EXPENSE

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

EQUIPMENT

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

RECORDS - ELECTIONS
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12-</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 417 101 0000 Elections	\$ -	\$ -	\$ -	\$ -	\$19,000	\$10,000	\$10,000	\$10,000
01 417 101 0001 Ward 1	2,199	1,268	1,738	2,294	-	-	-	-
01 417 101 0002 Ward 2	2,133	1,460	1,637	914	-	-	-	-
01 417 101 0003 Ward 3	2,234	1,211	2,132	2,178	-	-	-	-
01 417 101 0004 Ward 4	2,060	998	1,348	2,021	-	-	-	-
01 417 101 0005 Ward 5	2,584	2,383	2,294	2,602	-	-	-	-
01 417 101 0006 Ward 6	2,567	2,101	2,691	3,479	-	-	-	-
01 417 101 0010 Ward Officials	1,589	-	-	-	-	-	-	-
TOTAL SALARIES	\$15,366	\$9,421	\$11,840	\$13,489	\$19,000	\$10,000	\$10,000	\$10,000
OTHER								
01 417 207 0000 Postage	\$529	\$393	\$1,799	\$1,356	\$1,800	\$1,000	\$1,000	\$1,000
01 417 208 0000 Printing	1,229	2,251	791	5,160	2,800	2,000	2,000	2,000
01 417 210 0000 Notices	350	178	326	200	500	300	300	300
01 417 214 0000 Supplies	5,919	6,685	7,093	4,619	7,000	4,500	4,500	4,500
01 417 233 0000 Maint.-Agreement	1,539	1,225	35	1,400	1,900	1,400	1,400	1,400
01 417 234 0000 Vehicle Rental	110	125	263	90	300	300	300	300
01 417 401 0000 Equipment	-	1,420	1,400	1,420	1,500	1,500	1,500	1,500
01 417 304 0000 O/S Services(Police)	-	-	-	-	-	-	2,080	2,080
TOTAL OTHER	\$9,676	\$12,277	\$11,707	\$14,245	\$15,800	\$11,000	\$13,080	\$13,080
DEPT. O&M TOTAL	\$25,042	\$21,698	\$23,547	\$27,733	\$34,800	\$21,000	\$23,080	\$23,080

RECORDS – ELECTIONS
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

This line item funds the cost of salaries of ward officials for City and State elections. This line has been reduced by \$9,000 this year as there is only a City election and not a Presidential Election.

POSTAGE

This line item funds the cost of mailing absentee ballots and other general correspondence. This line has been decreased from the prior year due to only a City election and not a Presidential Election.

PRINTING

This line item funds the cost of printing ballots and other required notices to voters as required by law. This line item has been level funded.

NOTICES

This line item funds the cost of publishing meeting notices for the supervisors of the checklist and ballots. This item has also been decreased due to only a City election in Fiscal Year 2014.

SUPPLIES

This line item funds the cost of purchasing ballots and programming the chips for the voting machines. This line has been increased for any charter changes that may require the purchasing of additional ballots. This item has also been decreased due to only a City election in Fiscal Year 2014.

MAINTENANCE AGREEMENT

This line item funds the cost of maintenance on the seven voting machines. This line has been reduced to reflect historical costs.

VEHICLE RENTAL

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

EQUIPMENT

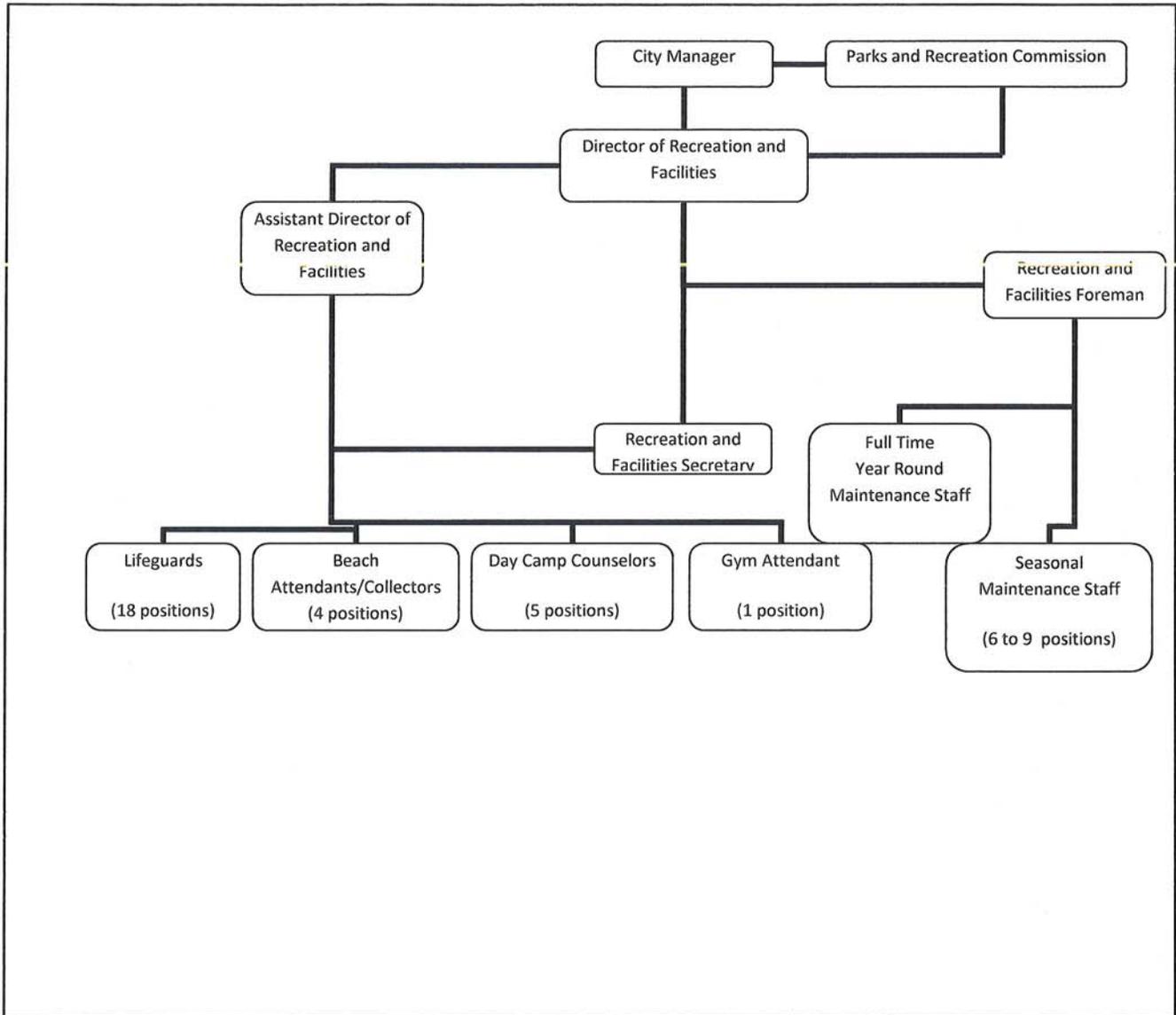
This line funds the purchase of one laptop computer to replace an existing laptop computer. This line has been level funded.

POLICE DETAIL

This line has been added to cover the cost of Police Detail for those wards that vote at the local schools while school is in session. ***The City Manager funded this line item for \$2,080, which would cover the cost of a uniformed police officer at school polling locations during school hours.***

RECREATION AND FACILITIES

FY 2013-2014 BUDGET



RECREATION & FACILITIES
FY 2013-2014 BUDGET

	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>2012-2013</u> <u>BUDGET</u>	<u>2013-2014</u> <u>DEPT REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>2013-2014</u> <u>COUNCIL</u>
SALARIES								
01 479 101 0000 Salaries	\$235,217	\$220,258	\$242,213	\$241,507	\$276,285	\$288,388	\$288,388	\$288,388
01 479 103 0000 Temporary	107,232	109,704	96,836	93,522	115,000	115,000	115,000	115,000
01 479 105 0000 Overtime	4,896	4,984	3,521	3,425	5,000	5,000	5,000	5,000
01 479 106 0000 Sick-Hurt	30,820	10,582	8,089	8,469	-	-	-	-
01 479 107 0000 Holidays	8,709	8,818	7,508	7,508	-	-	-	-
01 479 108 0000 Vacations	19,954	9,325	11,192	11,384	-	-	-	-
01 479 109 0000 Longevity	630	450	480	570	600	630	630	630
01 479 115 0000 Salary Adj	-	1	-	-	4,668	4,952	4,952	4,952
TOTAL SALARIES	\$407,458	\$364,122	\$369,839	\$366,385	\$401,553	\$413,970	\$413,970	\$413,970
OTHER								
01 479 201 0000 Telephone	\$3,993	\$3,264	\$2,916	\$4,900	\$4,000	\$5,000	\$5,000	\$5,000
01 479 202 0000 Lights-Power**	21,719	26,021	27,485	23,508	28,584	30,000	28,000	28,000
01 479 203 0000 Water-Sewer**	12,693	10,392	12,165	10,903	13,163	13,000	13,000	13,000
01 479 204 0000 Fuel**	10,923	6,949	7,891	6,889	12,835	10,000	9,000	9,000
01 479 205 0000 OREO Expenses	1,076	-	-	-	-	-	-	-
01 479 207 0000 Postage	444	468	420	581	600	600	600	600
01 479 208 0000 Printing	678	770	1,546	629	1,000	1,500	1,500	1,500
01 479 212 0000 Copier	1,149	1,184	1,041	1,120	1,500	1,500	1,500	1,500
01 479 214 0001 Supplies-Maintenance	6,991	5,660	4,665	6,984	7,500	7,500	7,500	7,500
01 479 214 0002 Supplies-Programs	12,678	4,517	6,410	5,347	7,000	7,000	7,000	7,000
01 479 214 0003 Supplies-Office	1,602	2,274	2,385	1,975	2,600	2,600	2,600	2,600
01 479 233 0000 Maint-Equipment	1,927	7,844	4,423	6,804	5,000	5,000	5,000	5,000
01 479 235 0000 Maint-Buildings	10,418	5,926	10,190	10,070	9,500	12,000	12,000	12,000
01 479 235 0001 Maint-Park Houses	3,654	1,504	4,035	5,167	5,500	5,500	5,500	5,500
01 479 235 0002 Maint-Grounds	10,200	9,894	52,431	27,121	60,000	50,000	50,000	50,000
01 479 245 0000 Conference-Dues	2,910	836	1,012	1,080	1,500	1,500	1,500	1,500
01 479 247 0000 Training	695	1,430	1,409	449	650	650	650	650
01 479 251 0000 Uniform Allowance	2,469	2,424	2,463	2,450	2,715	2,450	2,450	2,450
01 479 303 0000 Misc	1,608	780	638	427	1,500	1,000	1,000	1,000
01 479 304 0000 O/S Contracts	17,639	25,534	11,900	8,837	7,500	10,000	10,000	10,000
01 479 306 0000 Adopt a Spot	1,666	2,973	2,250	3,736	3,000	3,000	3,000	3,000
01 479 401 0000 Equipment	1,488	4,352	20,286	1,732	7,000	10,000	10,000	10,000
TOTAL OTHER	\$128,620	\$124,996	\$177,961	\$130,711	\$182,647	\$179,800	\$176,800	\$176,800
01 479 234 0000 Vehicle Rental	\$36,528	\$27,987	\$34,909	\$39,152	\$38,000	\$41,100	\$41,100	\$41,100
01 479 234 0001 Internal Service Fund	31,244	22,000	9,996	8,572	10,000	11,000	11,000	11,000
RECREATION REIMBURSABLES	(20,596)	(11,529)	(15,132)	-	-	-	-	-
DEPT O&M TOTAL	\$583,254	\$527,576	\$577,573	\$544,819	\$632,200	\$645,870	\$642,870	\$642,870

**Park house utilities, see narratives

RECREATION & FACILITIES
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Rec. & Facil. Direct.**	21		52			1113.43	\$57,898.36
1	Assist Rec Director**	17		52			791.03	\$41,133.56
1	Secretary*	6	10	52	35	16.86	590.10	\$30,685.20
2	Groundskeeper*	8	10	52	40	18.54	741.60	\$77,126.40
1	Groundskeeper*	8	4	15	40	16.22	648.80	
		8	5	37	40	16.98	679.20	\$34,862.40
1	Foreman*	13	6	10	40	22.08	883.20	
		13	7	42	40	22.53	901.20	\$46,682.40

Total Parks & Recreation	\$288,388.32
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* Above pay rates include possible merit (step) increases

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

Parks & Recreation Activities

- Serve approximately 23,197 adults in 59 City sponsored programs (14 New)
- Serve approximately 13,379 children in 53 City sponsored programs (10 New)
- Provide meeting space for City youth and adult programs
- Maintain 15 parks, 5 beaches, Community Center, 4 site parks, City Hall, Police Station
2 Libraries, Laconia Riverwalk, WOW Trail and other City owned Properties
- Maintain 9 cemeteries
- Maintain islands and rights of way throughout the City
- Maintain and schedule all school department athletic facilities
- Provide horticultural services
- Plant and maintain several City floral presentations
- Provide field preparation for Laconia Muskrats

2013-2014 Objectives

- Continue to focus on the overall aesthetics fo the park system
- Research and implement a CMMS (Computerized Maintenance Management System)
- Increase recreation programs for seniors
- Inceae recreation programming revenue by 15%

2013-2014 Performance Measures

- Increase recreational programing by 5%

RECREATION & FACILITIES
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

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

TEMPORARY

This line item funds the cost of temporary seasonal employees; lifeguards, parking attendants, collectors, gym attendants and maintenance/grounds personnel.

Temporary Salaries breakdown:

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

Total item request if only three beaches are to be staffed \$115,360
Total item request if all five beaches are to be staffed \$132,000

OVERTIME

This the estimated expense for overtime for this department.

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

This line item funds the cost of telephone connections at the Parks & Recreation offices, park maintenance facility, Opechee Park Community Room and cell phones for year round and seasonal staff. This line has been increased by \$1000 to account for actual costs.

LIGHTS-POWER

This line item funds the cost of lights and power at park houses, bathhouses, athletic lighting, the park maintenance facility, skating rinks and security lighting. This line has been increased to reflect a potential 5% increase in electric rates, the addition of lights at the sledding hill, the potential use of lights at City skating rinks, and the reestablishment of lights at Rotary Park. ***The City Manager reduced this line item from \$30,000 to \$28,000.***

WATER-SEWER

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

FUEL

This line item funds the cost of #2 fuel oil and natural gas for Parks & Recreation facilities except for the Community Center. The Park Associations are allotted \$2,200 and once this allotment has been reached, reimbursement occurs. This line has been decreased by \$2,835 from last year's request to coincide with historic consumption and potential fuel rates. *The Manager reduced this line item by \$1,000.*

POSTAGE

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

PRINTING

This line item funds the cost of advertising, sign printing and the printing of programs. This line has been increased \$500 so that some park signage can be replaced.

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 has been 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 has been increased by \$2,500 to account for additional maintenance anticipated this year.

MAINTENANCE-PARK HOUSES

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

MAINTENANCE-GROUNDS

This account funds the cost of fertilizer, seed, soil amendments, loam, compost, sand, etc. This line has been reduced by \$10,000 from the prior year's budget.

CONFERENCE-DUES

This line item funds the cost of NH memberships, NH conferences 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.

CLOTHING ALLOWANCE

This line item funds the cost of providing work clothing for SEA employees. This line has been decreased \$265 to more accurately reflect the projected costs.

MISCELLANEOUS

This line item funds the cost of medical needs such as physicals or mandated checkups or counseling. This item also funds background checks for seasonal employees. This line has been reduced by \$500 to coincide with historic costs.

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 increased \$2500 to account for needed additional contracted tree work.

EQUIPMENT

This line item funds the replacement of small tools and lawn equipment. This line has been increased by \$3000 to assist in the funding of a new 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.

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 2013-2014 BUDGET

	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>2012-2013</u> <u>BUDGET</u>	<u>2013-2014</u> <u>DEP REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>2013-2014</u> <u>COUNCIL</u>
OTHER								
01 419 202 0000 Lights-Power	\$18,046	\$19,325	\$19,795	\$18,527	\$19,708	\$20,200	\$19,000	\$19,000
01 419 203 0000 Water-Sewer	1,062	1,312	1,373	1,587	2,200	1,800	1,800	1,800
01 419 204 0000 Fuel	13,301	8,394	12,340	10,430	17,000	13,200	13,200	13,200
01 419 214 0000 Supplies	3,516	4,675	3,185	5,511	4,500	4,500	4,500	4,500
01 419 233 0000 Maint-Equip	2,370	4,504	2,510	2,589	2,500	2,500	2,500	2,500
01 419 235 0000 Maint-Building	1,760	4,322	2,424	5,719	3,000	4,000	4,000	4,000
01 419 304 0000 Outside Contracts	32,779	31,241	29,058	30,324	32,800	32,800	32,800	32,800
01 419 401 0000 Equipment	-	240	-	-	-	-	-	-
TOTAL OTHER	\$72,834	\$74,013	\$70,685	\$74,687	\$81,708	\$79,000	\$77,800	\$77,800
<u>DEPT O&M TOTAL</u>	\$72,834	\$74,013	\$70,685	\$74,687	\$81,708	\$79,000	\$77,800	\$77,800

RECREATION & FACILITIES - CITY HALL MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at City Hall. This line has been increased to reflect a potential 5% increase in electric rates. *The Manager reduced this line item by \$1,200.*

WATER-SEWER

This line item funds the cost of water and sewer at City Hall. This line has been reduced by \$400 to coincide with anticipated consumption.

FUEL

This line item funds the cost of #2 fuel oil at City Hall. This line has been decreased by \$3,800 from last year's budget to coincide with historic consumption and potential fuel rates.

SUPPLIES

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

MAINTENANCE-EQUIPMENT

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

MAINTENANCE-BUILDING

This line item funds the cost of repairs such as windows, doors, locks, carpets, new thermostats and plumbing. This line has increased by \$1000 to coincide with historical maintenance costs.

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 no longer funded.

RECREATION & FACILITIES
COMMUNITY CENTER MAINTENANCE
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 480 202 0000 Lights-Power	\$12,247	\$11,149	\$10,461	\$8,498	\$10,880	\$9,300	\$9,300	\$9,300
01 480 203 0000 Water-Sewer	1,174	1,124	1,142	1,319	1,500	1,800	1,800	1,800
01 480 204 0000 Fuel	13,534	7,590	12,196	10,154	14,000	12,800	12,800	12,800
01 480 214 0000 Supplies	2,640	425	1,117	590	2,500	1,000	1,000	1,000
01 480 235 0000 Maintenance	2,567	1,819	1,932	2,094	3,000	3,000	3,000	3,000
01 480 304 0000 Outside Contracts	<u>15,041</u>	<u>11,214</u>	<u>11,796</u>	<u>12,591</u>	<u>13,126</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
TOTAL OTHER	\$47,203	\$33,321	\$38,644	\$35,245	\$45,006	\$40,900	\$40,900	\$40,900
DEPT O&M TOTAL	\$47,203	\$33,321	\$38,644	\$35,245	\$45,006	\$40,900	\$40,900	\$40,900

RECREATION & FACILITIES- COMMUNITY CENTER
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at the Community Center. This line has been decreased \$1,580 to coincide with actual historic consumption. A potential 5% rate increase has been taken into account.

WATER-SEWERS

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

FUEL

This line item funds the cost of #2 fuel oil and natural gas at the Community Center. This line has been decreased \$ 1,200 to coincide with historic consumption and potential fuel rates.

SUPPLIES

This line item funds the cost of day to day maintenance supplies at the Community Center. This line has been decreased \$1,500 to coincide with historic costs.

MAINTENANCE

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

O/S CONTRACTS

This line funds the cost of a private contractor to clean the Community Center along with boiler maintenance and repairs.

RECREATION & FACILITIES
POLICE STATION MAINTENANCE
FY 2013-2014 BUDGET

	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>2012-2013</u> <u>BUDGET</u>	<u>2013-2014</u> <u>DEP REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>2013-2014</u> <u>COUNCIL</u>
OTHER								
01 435 202 0000 Lights-Power	\$36,578	\$34,690	\$38,251	\$35,338	\$37,000	\$37,000	\$34,000	\$34,000
01 435 203 0000 Water-Sewer	2,961	2,568	2,756	2,766	3,500	3,500	3,500	3,500
01 435 204 0000 Fuel	18,824	17,034	16,521	13,380	20,605	17,000	17,000	17,000
01 435 214 0000 Supplies	3,910	2,403	2,507	3,113	4,000	3,500	3,500	3,500
01 435 235 0000 Maint-Building	4,911	6,503	4,774	4,254	5,000	5,000	5,000	5,000
01 435 304 0000 O/S Contracts	48,387	45,776	43,969	46,774	44,000	44,000	44,000	44,000
TOTAL OTHER	\$115,571	\$108,974	\$108,778	\$105,625	\$114,105	\$110,000	\$107,000	\$107,000
DEPT O&M TOTAL	\$115,571	\$108,974	\$108,778	\$105,625	\$114,105	\$110,000	\$107,000	\$107,000

RECREATION & FACILITIES-POLICE STATION MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2013-2014 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 potential 5% increase in electric rates. *The Manager reduced this line by \$3,000.*

WATER-SEWER

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

FUEL

This line item funds the cost of heating and air conditioning of the Laconia Police Station based on City bid prices. This line has been decreased by \$3,605 to coincide with historic consumption and a decrease in natural gas rates.

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 has been decreased by \$500 to reflect historic costs.

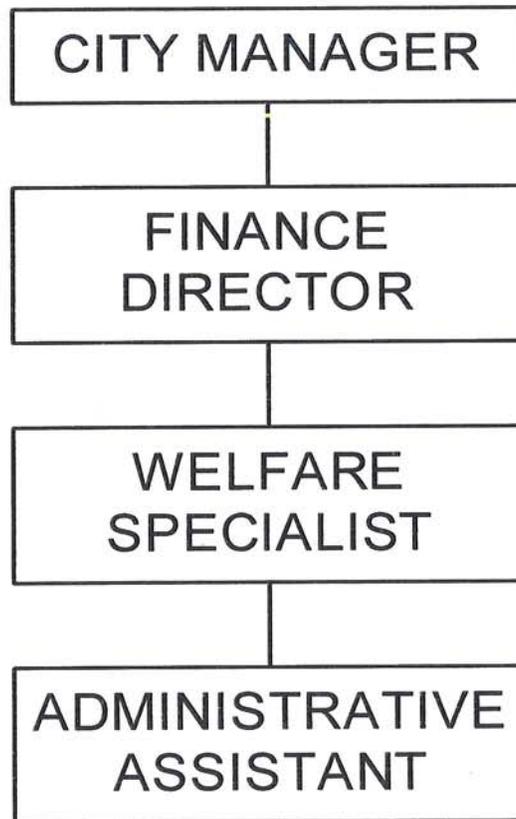
BUILDING MAINTENANCE

This line item funds the cost of routine structure, building 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 along with HVAC maintenance and repair. This line is level funded.

WELFARE
2013-2014 BUDGET



WELFARE
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 477 101 0000 Salaries	\$59,543	\$62,517	\$62,541	\$64,558	\$71,826	\$73,831	\$73,831	\$73,831
01 477 105 0000 Overtime	73	95	178	91	-	-	-	-
01 477 106 0000 Sick-Hurt	2697	3427	4774	1794	-	-	-	-
01 477 107 0000 Holidays	2797	3055	3038	3023	-	-	-	-
01 477 108 0000 Vacations	2035	3281	3432	3435	-	-	-	-
01 477 109 0000 Longevity	-	30	60	30	60	60	60	60
TOTAL SALARIES	\$67,145	\$72,405	\$74,023	\$72,930	\$71,886	\$73,891	\$73,891	\$73,891
OTHER								
01 477 201 0000 Telephones	\$1,762	\$1,667	\$1,458	\$1,253	\$1,800	\$1,600	\$1,600	\$1,600
01 477 207 0000 Postage	126	93	69	76	200	150	150	150
01 477 212 0000 Copier	528	469	842	1,023	500	500	500	500
01 477 214 0000 Supplies	547	573	379	1,033	500	500	500	500
01 477 234 0000 Vehicle Rental	210	128	238	410	200	200	200	200
01 477 242 0000 Travel-Meetings	-	25	24	111	100	100	100	100
01 477 245 0000 Conference-Dues	265	286	238	615	500	500	500	500
01 477 247 0000 Training	-	-	75	-	-	-	-	-
01 477 315 0000 City Relief	95,541	103,308	37,667	50,081	115,000	115,000	105,000	105,000
01 477 401 0000 Equipment	-	814	3,040	-	-	-	-	-
01 477 499 0000 Less: Reimbursables	(8,687)	(6,349)	(7,239)	(1,756)	(6,000)	(6,000)	(6,000)	(6,000)
TOTAL OTHER	\$90,292	\$101,014	\$36,791	\$52,847	\$112,800	\$112,550	\$102,550	\$102,550
DEPT. O&M TOTAL	\$157,437	\$173,419	\$110,814	\$125,777	\$184,686	\$186,441	\$176,441	\$176,441

WELFARE
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Specialist*	14	7	40	35	\$23.67	\$828.45	\$43,272.60
		14	8	12	35	\$24.13	\$844.55	
1	Adm Secretary*	9	3	18	35	\$16.30	\$570.50	\$30,558.50
		9	4	34	35	\$17.05	\$596.75	

Total Welfare \$73,831.10

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

Welfare Activities

- Administer approximately 275 local public assistance grants
- Service approximately 1,250 walkins and 3,500 telephone inquiries
- Take applications, verify information, make decisions based upon circumstances and State law
- Manage case load matters, offer counsel, make referrals to other agencies
- Operate work relief program
- Administer a legally required applicant disciplinary process
- Represent the City regarding welfare matters in court and at fair hearings
- Work in support of responsible local public assistance law reform

WELFARE
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

SALARIES

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

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

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

POSTAGE

This line item funds the cost of mailing general correspondence for the department. This line item has been reduced to reflect historical costs.

COPIER

This line item funds the copy costs for the department. This line item is level funded.

SUPPLIES

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

VEHICLE RENTAL

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

TRAVEL-MEETINGS

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

CONFERENCE-DUES

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

CITY RELIEF

This line item funds the cost of public assistance benefits paid out in accordance with legally, state mandated RSA 165. ***The City Manager reduced this line item by \$10,000.***

REIMBURSABLES

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

ENTERPRISE FUNDS

SANITARY SEWER FUND

LACONIA WATER WORKS

SANITARY SEWER FUND SUMMARY
FY 2013-2014 BUDGET

	<u>12-13</u> <u>BUDGET</u>	<u>2013-2014</u> <u>DEPT REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>2013-2014</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$3,468,504	\$3,752,783	\$3,721,733	\$3,571,733
Depreciation	430,000	410,000	410,000	410,000
SSF OPERATING EXP.	\$3,898,504	\$4,162,783	\$4,131,733	\$3,981,733
Cont.Cap.Adjustment	(98,888)	(98,888)	(98,888)	(98,888)
SSF EXPENSES	\$3,799,616	\$4,063,895	\$4,032,845	\$3,882,845
SSF OPERATING REVENUE	\$3,335,218	\$3,506,905	\$3,506,905	\$3,335,218
Interest Income	14,000	8,000	8,000	8,000
To/Fr Retained Earnings	450,398	548,990	517,940	417,940
SSF INCOME	\$3,799,616	\$4,063,895	\$4,032,845	\$3,761,158
SANITARY SEWER FUND CAPITAL OUTLAY	\$184,000	\$369,000	\$369,000	\$369,000

LACONIA WATER WORKS SUMMARY
FY 2013-2014 BUDGET

	<u>12-13</u> <u>BUDGET</u>	<u>2013-2014</u> <u>DEPT REQ</u>	<u>2013-2014</u> <u>MANAGER</u>	<u>2013-2014</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,564,626	\$2,595,259	\$2,595,259	\$2,595,259
LWW OPERATING EXP.	\$2,564,626	\$2,595,259	\$2,595,259	\$2,595,259
LWW OPERATING REVENUE	\$2,282,694	\$2,317,550	\$2,317,550	\$2,317,550
Interest Income	5,600	4,000	4,000	4,000
Misc. Income	116,485	112,835	112,835	112,835
LWW INCOME	\$2,404,779	\$2,434,385	\$2,434,385	\$2,434,385
LACONIA WATER WORKS CAPITAL OUTLAY	\$538,750	\$531,300	\$531,300	\$531,300
BOND PRINC. PAYMENT	\$75,000	\$75,000	\$75,000	\$75,000

SANITARY SEWER FUND
FY 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>	
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>	
SALARIES									
90 400 101 0000	Regular Salaries	\$193,700	\$229,907	\$208,075	\$230,981	\$351,614	\$307,030	\$307,030	\$307,030
90 400 105 0000	Overtime	30,239	28,614	29,186	32,907	28,000	28,000	28,000	28,000
90 400 106 0000	Sick-Hurt	16,274	18,185	(8,174)	15,554	-	-	-	-
90 400 107 0000	Holidays	11,409	12,355	10,912	9,494	-	-	-	-
90 400 108 0000	Vacations	15,426	19,398	23,050	12,280	-	-	-	-
90 400 109 0000	Longevity	570	570	600	300	390	390	390	390
90 461 000 0000	Employee Benefits	163,798	187,654	193,419	242,397	235,073	218,716	227,666	227,666
90 400 110 0000	Stipends	1,500	2,000	1,500	-	1,500	1,500	1,500	1,500
90 400 115 0000	Salary Adj.	-	-	-	-	3,227	3,292	3,292	3,292
90 204 001 0000	OPEB Liability	-	-	40,577	-	-	-	-	-
TOTAL SALARIES		\$432,916	\$498,683	\$499,145	\$543,913	\$619,804	\$558,928	\$567,878	\$567,878
OTHER									
90 401 304 0000	CLERICAL, GF	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000
90 403 214 0000	BILLING EXPENSE	93,278	98,134	103,819	104,449	110,000	110,000	110,000	110,000
90 406 304 0000	Winn River Basin*	1,852,550	2,009,055	1,958,642	1,964,890	2,200,000	2,495,000	2,495,000	2,325,000
90 409 000 1000	SEWER MAINT.	73,452	65,213	66,131	117,979	250,000	250,000	225,000	245,000
90 421 000 1000	PUMP STA. MAINT.	25,939	14,185	6,650	18,194	27,500	50,000	40,000	40,000
PUMP STATIONS:									
90 423 000 1000	Keasor Ct.	2,367	2,659	2,454	13,942	4,000	6,000	6,000	6,000
90 425 000 1000	Lawrence St.	3,748	5,681	3,969	5,351	4,500	6,850	6,850	6,850
90 426 000 1000	N Main Street	3,165	4,445	5,104	2,772	5,500	6,230	6,230	6,230
90 428 000 1000	Black Brook	6,830	8,581	9,583	11,193	9,800	12,200	11,200	11,200
90 430 000 1000	Langley Cove	7,791	6,893	14,167	16,717	8,500	12,650	11,650	11,650
90 434 000 1000	Paugus	6,456	9,496	10,071	9,011	10,000	12,250	11,250	11,250
90 436 000 1000	Lakeside Ave	2,990	3,249	1,905	2,059	5,000	5,000	5,000	5,000
90 438 000 1000	Shore Drive	5,373	11,160	7,805	8,130	7,500	10,350	9,350	9,350
90 439 000 1000	Christmas Island	2,694	2,653	7,167	4,375	6,000	7,100	7,100	7,100
90 440 000 1000	Hillcrest Drive	1,962	3,361	4,357	8,477	6,000	6,600	6,600	6,600
90 441 000 1000	Edgewater Ave.	1,430	5,396	2,384	2,784	3,200	4,900	4,900	4,900
90 443 000 1000	Mass. Ave.	3,069	4,536	3,624	4,658	4,200	6,250	5,250	5,250
90 444 000 1000	Channel Lane	73	179	442	141	1,000	650	650	650
90 446 000 1000	Endicott Street	1,784	5,963	3,152	3,064	3,500	4,100	4,100	4,100
90 447 000 1000	Briarcrest	2,398	4,265	2,324	9,682	3,500	7,325	7,325	7,325
90 448 000 1000	Rollercoaster Rd***	3,047	3,004	3,944	4,246	5,000	5,700	5,700	5,700
90 449 000 1000	Chapin Terrace	2,559	980	5,063	5,868	5,000	5,700	5,700	5,700
90 497 401 0006	Portable Mixer	103	-	-	-	-	-	-	-
90 497 401 0007	Gas Detector	1,403	-	-	-	-	-	-	-
90 497 401 0009	Mud-Sucker Pump	1,975	-	-	-	-	-	-	-
90 497 401 0010	Lawn Mower & Trailer	2,695	-	-	-	-	-	-	-
90 497 401 0011	Dehumidifiers (7)	3,251	-	-	-	-	-	-	-
90 497 401 0012	5 kw Heaters (7)	5,265	-	-	-	-	-	-	-
90 497 401 0013	Rigid Cable Machine	-	1,832	-	-	-	-	-	-
90 465 101 0000	RES/CONTINGENCY	-	6,000	-	-	150,000	150,000	150,000	150,000
TOTAL SALARIES, OTHER		\$2,569,563	\$2,794,603	\$2,740,902	\$2,880,895	\$3,468,504	\$3,752,783	\$3,721,733	\$3,571,733
90 495 390 0000	Amortization	-	-	-	-	-	-	-	-
90 495 391 0000	Depreciation	<u>445,721</u>	<u>448,815</u>	<u>442,999</u>	<u>427,378</u>	<u>430,000</u>	<u>410,000</u>	<u>410,000</u>	<u>410,000</u>
	SSF OPER. EXP.	\$3,015,284	\$3,243,418	\$3,183,901	\$3,308,273	\$3,898,504	\$4,162,783	\$4,131,733	\$3,981,733
90 495 380 0000	Interest Expense*	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	\$2,937,000	\$3,241,275	\$3,085,013	\$3,209,385	\$3,799,616	\$4,063,895	\$4,032,845	\$3,882,845
	SSF OPER. REV.	\$2,818,195	\$2,663,387	\$2,711,731	\$3,086,436	\$3,335,218	\$3,506,905	\$3,506,905	\$3,456,905
90 350 001 0000	Interest Income	56,125	37,033	30,538	4,273	14,000	8,000	8,000	8,000
	To/Fr Ret.Earnings	<u>62,680</u>	<u>540,855</u>	<u>342,744</u>	<u>118,676</u>	<u>450,398</u>	<u>548,990</u>	<u>517,940</u>	<u>417,940</u>
	SSF INCOME	\$2,937,000	\$3,241,275	\$3,085,013	\$3,209,385	\$3,799,616	\$4,063,895	\$4,032,845	\$3,882,845

* 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 reimbursed by the State as expected.

SANITARY SEWER FUND
FY 2013-2014 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. PW**	23		52			\$1,266.29	\$65,847.08
1	Coll Sys Coordinator	16	3	52	40	\$22.94	\$917.60	\$47,715.20
1	Col Sys Oper.*	14	10	52	40	\$24.69	\$987.60	\$51,355.20
1	Pump Station Asst	12	3	52	40	\$18.90	\$756.00	\$39,312.00
1	Heavy Equip Oper*	44	6	52	40	\$18.96	\$758.40	\$39,437.80
1	Lt Equip Oper *	43	1	52	40	\$16.61	\$664.40	\$34,549.80
1	Truck Driver*	42	4	52	40	\$16.16	\$646.40	\$33,612.80
1	Truck Driver*	42	2	52	40	\$15.39	\$615.60	\$32,011.20
1	Laborer	Seasonal		17	40	\$13.67		\$9,295.60
1	Clerk Typist*	3	4	47	6	\$13.29	\$79.74	
		3	5	5	6	\$13.55	\$81.30	\$4,154.28
Total Sewer								\$357,290.96

*Above pay rates include possible merit(step) increase

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

Potential raise will be included in salary adjustment line of budget

Sanitary Sewer Fund Activities

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

2013-2014 Objectives

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

SANITARY SEWER FUND (SSF)
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

INTRODUCTION

All accounts have been carefully reviewed. In the **Operating** portion of our SSF budget (90-409 thru 90-449) we are proposing funding at a 13.5 % increase (\$ 50 K) compared to last year's budgeted numbers. The majority of this increase (\$ 28 K) is related to minor electrical and mechanical upgrades (switches, valves, pump parts) at our seventeen (17) sewer pump stations. The balance of the increase (\$ 22 K) is for greater contingency in the general Pump Station Maintenance line item (90-421-) to allow for the possibility of more significant (unplanned) pump upgrades that may be required at some of our older pump stations.

We will continue with mandated sewer piping and manhole cleaning, inspections and testing that are part of new Federal requirements under the National Pollution Discharge Elimination System (NPDES) Permitting program and these costs are again reflected in line item (90-409-).

Approximately 63 % (\$ 2,300,000.) of our total SSF Budget is attributable to the **Winnepesaukee River Basin Program (WRBP - line item 90-406)** to cover the cost of collection and treatment of Laconia's sewage. The WRBP portion of our budget is proposed for (essentially) level funding for the coming year. The WRB budget is broken down into 4 major components with costs for FY 2012 allocated accordingly: Operations & Maintenance - \$1,643,000, Administration - \$315,000, Capital Recovery (Debt Service) - \$265,430 and Sinking (i.e., Replacement) Fund - \$76,541. Upgrades to the "Ultra-Violet (UV) Disinfection System Upgrade" are expected to be completed in May 2013. The cost to the City is approximately \$195,000, which is reflected in the budget.

WRBP has made clear to all 10 member communities in the past 4 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 in the next 10 years 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. A Memorandum of Understanding (MOU) between the ten (10) Basin communities and State Department of Environmental Services (DES) was approved in 2012 which establishes guidelines for Program priorities and expenditures in the coming years.

While a control on the timing of implementation of CIP upgrades (both at the WRBP Treatment Plant and within the WRBP collection system and pumping stations) will be a priority charge to the WRBP Advisory Board (with guidance from the above mentioned MOU), it remains clear that WRBP member communities will need to carefully monitor local Sewer Rates over the next several years to assure that funding for both local system as well as regional sewer system upgrades is secured.

As requested by the City Manager and City Council, DPW has invested much effort in the past year

and created our own Laconia Sewer System Capital Improvement Program (CIP) document which provides an important planning and budgeting tool to use in conjunction with the WRBP CIP to carefully monitor and plan for required Laconia Sewer System upgrade projects in the coming decade and to assure that funding for required projects is secured and sewer rates are adjusted as needed.

SALARIES

This line item funds the cost of wages for all personnel activities involving the Sanitary Sewer System. It is calculated by using the full time wages of personnel listed in the Sewer Division, adding the full time wages of the Public Works employees and determining a percentage of the total time spent by employees in each division (Public Works and Sanitary Sewer) based on historical records. This year we are taking 27% of the total cost of personnel for both departments and allocating them to the Sanitary Sewer Fund budget. This percentage is based on the last 12 months history. The actual costs are very carefully recorded from day to day through the department's long established Force Accounting System.

OVERTIME

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

LONGEVITY

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

EMPLOYEE BENEFITS

This line item funds the cost of social security, health insurance and retirement. 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 to our employees.

SALARY ADJUSTMENT

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

BILLING

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

WINNIPESAUKEE RIVER BASIN

This line item funds Laconia's share of the cost to operate the WRBP Wastewater Treatment Plant. As noted in the Introduction there are O & M, Administrative, Capital Reserve and Cost Recovery expenses that all members are required to share in. The WRBP superintendent provides detailed

breakdowns of all costs to representatives of member communities at each quarterly meeting of the Advisory Board. *This line was reduced by \$170,000 to reflect the actual annual debt expense.*

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 line item is requested at level funding (\$ 250K) and the large majority of these annual costs (\$ 160K) involve costs for compliance with Federal NPDES permit requirements as noted in the Introduction narrative above. All WRBP communities are required to implement this CMOM program and report regularly to EPA. *The City Manager has reduced this request by \$25,000. Due to ongoing maintenance needs the Council increased this line item to \$245,000.*

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 and we have increased this line request by \$ 22K to allow a greater contingency for the possibility of more significant (unplanned) pump upgrades at some of our older pump stations. *The City Manager has reduced this line item by \$10,000.*

PUMPING STATIONS

These 17 line items fund the cost to operate each of the 17 pump stations. Items included are electricity and fuel, equipment repair, replacement parts, painting and general grounds maintenance as well as water supply costs at most of the stations. Our current station attendants continue to maintain these stations (that are critical to providing sewer service throughout the City) at a very high standard. The modest costs reflected here represent the minimum needed to keep these stations operating efficiently and effectively. *The City Manager has decreased individual station line items for a total reduction of \$5,000.*

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 2013-2014 BUDGET

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>13-14</u>	<u>13-14</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
Sewer Force Main-Emergency repair fittings				\$10,000				
Gravity Sewer Mains	\$55,000		\$55,000	\$55,000				
Black Brook Pump Station-Generator/Upgrades				\$45,000		\$22,000	\$22,000	\$22,000
Confined Space Equipment-Sewer Pump				\$20,000				
Sanitary Sewer Study		\$30,000		\$50,000				
Tel Meter Reading	\$60,000							
Old N Main Sewer Pump Stations - MCC Upgrade	\$60,000				\$20,000			
Upgrade Existing Gravity Sewers		\$55,000						
TV Camera Monitoring Equipment	\$50,000							
Sewer Pump Upgrade					\$60,000			
Old N Main Pump Station Emergency Generator **					\$49,000	\$180,000	\$180,000	\$180,000
Upgrade Existing Gravity Sewers					\$55,000	\$20,000	\$20,000	\$20,000
Keasor Court Pump Station Upgrades						\$85,000	\$85,000	\$85,000
Pump Station Control/Data System						\$62,000	\$62,000	\$62,000
Upgrade Existing Gravity Sewers	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL SSF CAPITAL OUTLAY	\$225,000	\$85,000	\$55,000	\$180,000	\$184,000	\$369,000	\$369,000	\$369,000

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

SANITARY SEWER FUND CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2013-2014

UPGRADE SECTIONS OF EXISTING GRAVITY SEWER -- \$ 20,000.

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

Sections that have been upgraded in recent years include Bungalow Court, Pleasant St, West St., Hutchinson St., Webster St., North St., Highland St., Cedar St., North Main St. and South Main St. Sections currently recognized as needing repair include Pine St. Siphon, No. Main St. sewer near Opechee Park, 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, and will continue to investigate the pipelining option whenever possible, but have found that in smaller pipe diameter applications, with many service connections, conventional replacement of the pipe is the most cost effective.

OLD NO. MAIN ST (CLEARWATER) PUMP STATION UPGRADE - \$ 180,000.

Initial funding (\$ 20K) to begin engineering review for this needed upgrade was provided in 2012 budget. This project will ultimately include the replacement of the generator, transfer switch, motor control center (MCC), pumps, valves and discharge piping at this station. This appropriation will allow for continued progression toward the complete station upgrade which may require a third funding request next year (FY 14-15) once engineering is completed and all requirements are fully known.

SCADA SYSTEM FOR SEWER PUMP STATIONS -\$ 62,000.

Supervisory Control and Data Acquisition (SCADA) is a software computer system that allows for monitoring and controlling pump station activities remotely. Laconia Water Works has developed a SCADA system for remote oversight and control of their system in recent years.

Significant cost savings can be realized by eliminating overtime required to have two (2) DPW personnel visit each of our sewer pump stations every day of the year to confirm station stability. Also built in to the SCADA system is the potential to improve our emergency response notifications (currently depending on Mutual Aid alarm system) and to utilize Programmable Logic Controllers (PLC's) to operate equipment in the pump stations at greater efficiency levels, thereby reducing electricity costs and wear on pumps and motors.

This project will again likely be presented as a two part request. We anticipate requesting an additional \$ 80 K next year once initial system investigation is completed by our consulting engineers.

KEASOR COURT – PUMP STATION UPGRADE - \$ 85,000.

This project will provide for replacement of the pumps and motors (installed in 1956) at this pump station, provide for installation of a “Muffin Monster” for solids shredding and pump protection, modifications to the inlet channel and upgrading of electrical wiring. Existing motors are very inefficient and parts availability very difficult to secure.

Depending on estimated cost once upgrade design is completed by our engineering consultant, a second phase of project upgrade (within the next 5 years) will likely include a second funding request (\$ 95K) to allow for replacement of generator and transfer switch at this station.

BLACK BROOK PUMP STA. – PUMP AND MOTOR UPGRADE- Phase 1 - \$ 22,000.

This station upgrade will be a phased project. Initial stage will provide for engineering analysis for needed pump replacements (station built in 1960’s) and provide for installation of a second “Muffin Monster” for solids shredding and pump protection.

SANITARY SEWER FUND

HISTORY

FY 2007-2012

**SANITARY SEWER FUND
HISTORY**

	<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>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 401 304 0000 CLERICAL, GF	\$17,000	\$17,000	\$19,000	\$19,000	\$19,000	\$19,000
90 403 214 0000 BILLING EXPENSE	\$86,056	\$87,912	\$93,278	\$98,134	\$103,819	\$104,448
90 407 304 0000 PLANT O&M	\$1,582,924	\$1,733,260	\$1,852,550	\$2,009,055	\$1,958,642	\$1,965,890
90 409 000 1000 SEWER MAINTENANCE						
Labor	\$144,079	\$151,100	\$177,252	\$191,822	\$178,188	\$205,530
Water-Sewer	-	335	399	382	356	398
Supplies	42,005	44,811	45,797	38,761	36,250	42,992
Insurance	14,197	14,894	14,848	13,571	14,263	14,732
Audit	2,300	2,300	2,500	3,900	2,670	-
Clothing Allowance	2,747	3,527	2,693	2,677	9,965	2,782
Misc	(440)	683	-	3,520	2,627	2,627
Internal Service Fund	9,163	-	-	-	-	8,839
Vehicle Use	<u>8,226</u>	<u>12,034</u>	<u>7,214</u>	<u>8,298</u>	-	<u>4,991</u>
TOTAL SEWER MAINT.	\$222,277	\$229,684	\$250,703	\$262,931	\$244,319	\$282,891
90 421 000 1000 PUMP STA. MAINTENANCE						
Labor	\$95,341	\$95,040	\$91,864	\$117,205	\$86,961	\$95,985
Lights-Power	-	-	12,008	528	-	-
Supplies	\$5,618	3,694	8,657	8,597	2,470	13,009
Internal Service Fund	1,826	-	-	-	-	-
Vehicle Use	<u>16,053</u>	<u>14,888</u>	<u>5,274</u>	<u>5,060</u>	<u>4,180</u>	<u>5,185</u>
TOTAL P.S. MAINT.	\$118,838	\$113,623	\$117,803	\$131,390	\$93,611	\$114,179
PUMPING STATIONS:						
90 423 000 1000 KEASOR CT.						
Lights-Power	\$3,534	\$3,918	\$1,964	\$2,647	\$2,790	\$2,481
Water-Sewer	105	120	121	121	130	121
Supplies, Misc	1126	-	282	(109)	439	11340
Vehicle Use	-	-	-	-	(905)	-
TOTAL KEASOR CT.	\$4,765	\$4,038	\$2,367	\$2,659	\$2,454	\$13,942
90 425 000 1000 LAWRENCE ST.						
Lights-Power	\$3,157	\$3,189	\$2,938	\$3,202	\$3,470	\$3,221
Water-Sewer	106	121	121	121	131	121
Supplies	<u>744</u>	-	<u>689</u>	<u>2,358</u>	<u>368</u>	<u>2,009</u>
TOTAL LAWRENCE ST.	\$4,007	\$3,311	\$3,748	\$5,681	\$3,969	\$5,351
90 426 000 1000 N MAIN STREET/OPECHEE						
Lights-Power	\$2,512	\$2,575	\$1,868	\$2,569	\$2,892	\$2,283
Water-Sewer	110	133	126	126	126	127
Supplies	83	<u>1270</u>	<u>1172</u>	<u>1,750</u>	<u>2,086</u>	<u>2,772</u>
TOTAL N MAIN ST	\$2,705	\$3,979	\$3,166	\$4,445	\$5,104	\$5,182
90 429 000 1000 BLACK BROOK/UNION AVE						
Lights-Power	\$5,319	\$5,019	\$5,931	\$7,168	\$7,090	\$6,089
Water-Sewer	121	155	150	149	169	153
Supplies	<u>872</u>	<u>4,022</u>	<u>750</u>	<u>1,264</u>	<u>2,324</u>	<u>4,951</u>
TOTAL BLACK BROOK	\$6,312	\$9,195	\$6,831	\$8,581	\$9,583	\$11,193

**SANITARY SEWER FUND
HISTORY**

	<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>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>
90 430 000 1000 LANGLEY COVE						
Lights-Power	\$3,395	\$3,830	\$4,346	\$5,812	\$6,134	\$5,097
Water-Sewer	107	122	120	121	131	120
Supplies	<u>424</u>	<u>21,924</u>	<u>3,326</u>	<u>960</u>	<u>7,902</u>	<u>11,500</u>
TOTAL LANGLEY COVE	\$3,926	\$25,876	\$7,792	\$6,893	\$14,167	\$16,717
90 434 000 1000 PAUGUS						
Lights-Power	\$4,409	\$4,958	\$5,223	\$7,419	\$7,853	\$6,504
Water-Sewer	106	121	121	161	130	121
Supplies	<u>6,157</u>	<u>8,703</u>	<u>1,112</u>	<u>1,916</u>	<u>2,088</u>	<u>2,386</u>
TOTAL PAUGUS	\$10,672	\$13,782	\$6,456	\$9,496	\$10,071	\$9,011
90 436 000 1000 LAKESIDE AVE/WEIRS						
Lights-Power	\$2,120	\$2,184	\$1,945	\$2,214	\$1,637	\$1,471
Water-Sewer	139	133	140	145	98	129
Supplies	<u>1,661</u>	<u>-</u>	<u>906</u>	<u>890</u>	<u>170</u>	<u>459</u>
TOTAL LAKESIDE	\$3,920	\$2,317	\$2,991	\$3,249	\$1,905	\$2,059
90 438 000 1000 SHORE DRIVE						
Lights-Power	\$3,185	\$3,672	\$3,826	\$7,447	\$6,382	\$6,415
Water-Sewer	130	136	143	137	131	123
Supplies	<u>818</u>	<u>1,892</u>	<u>1,404</u>	<u>3575</u>	<u>1,292</u>	<u>1,592</u>
TOTAL SHORE DR.	\$4,133	\$5,700	\$5,373	\$11,159	\$7,805	\$8,130
90 439 000 1000 CHRISTMAS IS						
Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lights-Power	2,235	2,093	1,063	1,837	2,972	1,934
Supplies	<u>2,521</u>	<u>3,525</u>	<u>1,631</u>	<u>816</u>	<u>4,195</u>	<u>2,441</u>
TOTAL CHRISTMAS AVE	\$4,756	\$5,618	\$2,694	\$2,653	\$7,167	\$4,375
90 440 000 1000 HILLCREST DRIVE						
Lights-Power	\$3,312	\$2,553	\$1,600	\$2,446	\$3,028	\$2,537
Supplies	<u>4,835</u>	<u>927</u>	<u>362</u>	<u>915</u>	<u>1,329</u>	<u>5,940</u>
TOTAL HILLCREST DR.	\$8,147	\$3,480	\$1,962	\$3,361	\$4,357	\$8,477
90 441 000 1000 EDGEWATER AVE.						
Lights-Power	\$1,533	\$1,619	\$1,137	\$2,123	\$2,210	\$2,172
Supplies	<u>1151</u>	<u>160</u>	<u>293</u>	<u>3,274</u>	<u>174</u>	<u>612</u>
TOTAL EDGEWATER	\$2,684	\$1,778	\$1,430	\$5,397	\$2,384	\$2,784
90 443 000 1000 MASS. AVE.						
Lights-Power	1,994	1,832	1,150	1,687	2,583	2,690
Water-Sewer	105	131	120	131	\$130	\$121
Supplies	<u>1,249</u>	<u>179</u>	<u>1,800</u>	<u>2,718</u>	<u>\$911</u>	<u>\$1,847</u>
TOTAL MASS. AVE.	\$3,348	\$2,142	\$3,070	\$4,536	\$3,624	\$4,658
90 444 000 1000 CHANNEL LANE						
Lights-Power	\$96	\$89	\$73	\$126	\$138	\$141
Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>53</u>	<u>304</u>	<u>-</u>
TOTAL CHANNEL LANE	\$96	\$89	\$73	\$179	\$442	\$141
90 446 000 1000 ENDICOTT ST						
Lights-Power	\$929	\$772	\$426	\$928	\$780	\$763
Supplies	<u>896</u>	<u>2,753</u>	<u>1,358</u>	<u>5,035</u>	<u>2,372</u>	<u>2,301</u>
TOTAL ENDICOTT ST	\$1,825	\$3,525	\$1,784	\$5,963	\$3,152	\$3,064

**SANITARY SEWER FUND
HISTORY**

	<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>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 447 000 1000 BRIARCREST						
Lights-Power	\$2,274	\$2,042	\$1,510	\$2,348	\$1,778	\$1,625
Water/Sewer	106	120	121	130	121	120
Supplies	<u>555</u>	<u>4,931</u>	<u>767</u>	<u>1,787</u>	<u>425</u>	<u>7,937</u>
TOTAL BRIARCREST	\$2,935	\$7,093	\$2,398	\$4,265	\$2,324	\$9,682
90-448-000-1000 ROLLERCOASTER RD						
Lights-Power	\$1,936	\$2,163	\$1,457	\$2,260	\$2,382	\$2,229
Supplies	<u>398</u>	<u>15,151</u>	<u>1,590</u>	<u>744</u>	<u>1,562</u>	<u>2,017</u>
TOTAL ROLLERCOASTER RD	\$2,334	\$17,315	\$3,047	\$3,004	\$3,944	\$4,246
90 449 000 1000 CHAPIN TERRACE						
Lights-Power	\$1,124	\$1,075	\$1,015	\$980	\$1,318	\$1,219
Supplies	<u>70</u>	<u>312</u>	<u>1,544</u>	<u>(\$1,176)</u>	<u>3,745</u>	<u>4,649</u>
TOTAL CHAPIN TERRACE	\$1,194	\$1,387	\$2,559	(\$196)	\$5,063	\$5,868
90 461 000 1000 EMPLOYEE BENEFITS						
Social Security	\$16,994	\$18,977	\$19,970	\$24,204	\$23,999	\$23,154
Retirement	15,024	20,653	21,417	28,257	26,623	24,689
Health Insurance	104,326	99,088	122,409	132,473	141,877	193,024
Training	-	-	-	<u>2,720</u>	<u>920</u>	<u>1,530</u>
TOTAL EMP.BENEFITS	\$136,344	\$138,718	\$163,796	\$187,654	\$193,419	\$242,397
90 465 000 1000 RES/CONTINGENCY	-	-	-	-	-	-
TOTAL SALARIES, OTHER	\$2,231,198	\$2,430,821	\$2,554,871	\$2,789,489	\$2,700,325	\$2,843,685

LACONIA WATER DEPT
OPERATING BUDGET - 2013-2014

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>COUNCIL</u>
						<u>REQUEST</u>	<u>REQUEST</u>
REVENUES							
Water Billing/Res & Com	\$1,694,195	\$1,674,079	\$1,713,682	\$1,757,617	\$1,862,832	\$1,903,500	\$1,903,500
Water Billing/Municipal	111,391	84,081	83,131	84,612	91,114	90,250	90,250
Fire Protection	68,082	69,389	69,712	69,975	69,800	70,500	70,500
Sewer Cost Allocations	93,278	97,221	103,819	104,448	104,448	98,100	98,100
Reimb/Swr Portion/ECR Mtr	56,536	-	-	-	-	-	-
Penalties	21,636	19,263	19,658	18,900	18,600	18,200	18,200
Labor Sold	58,088	60,141	51,179	53,497	45,000	45,000	45,000
Inventory Sold	9,516	8,758	5,411	12,678	5,500	7,000	7,000
Income From Meters	3,149	2,748	2,214	2,754	2,000	2,000	2,000
Equipment Rental	14,276	11,078	13,712	14,944	12,000	12,000	12,000
Sales of Sand, Gravel, etc.	-	2,973	1,594	705	1,400	1,000	1,000
Water Testing Income	31,885	31,300	24,975	26,408	25,000	25,000	25,000
Backflow Prevention Tests	46,840	47,230	45,960	46,080	45,000	45,000	45,000
TOTAL REVENUES	\$2,208,872	\$2,108,261	\$2,135,047	\$2,192,618	\$2,282,694	\$2,317,550	\$2,317,550
ADDITNL INCOME							
Interest on Sav	\$29,590	\$24,594	\$17,977	\$10,748	\$5,600	4,000	4,000
Interest Earned on Bond Funds	-	2,142	687	-	-	-	-
Misc Income	9,231	14,080	6,356	9,895	11,000	13,900	13,900
Funds Trans From Savings	7,670	-	-	-	-	-	-
Funds Trans/SDC-CMA Bond 45.66/41.66	72,832	40,966	26,661	48,524	47,985	47,135	47,135
State Grant Funds-Trtmnt Plnt	33,221	11,671	-	-	-	-	-
Construction Maint. Assessment	59,672	60,814	39,113	34,832	35,000	35,000	35,000
Acme Building Rent	12,000	12,000	12,000	7,000	12,000	6,000	6,000
Cell Tower Rent	5,014	9,267	10,045	10,400	10,500	10,800	10,800
Grant Funds/Primex/Trench Box	-	3,500	-	-	-	-	-
TOTAL ADDITIONAL	\$229,230	\$179,034	\$112,839	\$121,399	\$122,085	\$116,835	\$116,835
TOTAL INCOME	\$2,438,102	\$2,287,295	\$2,247,886	\$2,314,017	\$2,404,779	\$2,434,385	\$2,434,385

LACONIA WATER DEPT
OPERATING BUDGET 2013-2014

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u> <u>REQUEST</u>	<u>2013-2014</u> <u>COUNCIL</u>
EXPENSES							
Regular Salaries	\$650,064	\$672,716	\$660,920	\$683,193	\$789,285	\$825,869	\$825,869
Wages-Health Buyout	-	-	-	-	-	3,200	3,200
Wages-GIS Part-Time	-	-	-	-	-	6,000	6,000
Wages-Insurance Stipend	-	-	-	-	-	9,500	9,500
Over Time	34,435	28,915	28,539	30,227	35,000	36,000	36,000
Sick/Hurt	19,249	9,491	14,583	10,128	22,356	-	-
Holidays	29,572	31,508	31,765	32,992	-	-	-
Vacations	47,589	61,613	58,714	63,163	-	-	-
Longevity	<u>1,020</u>	<u>1,170</u>	<u>1,200</u>	<u>1,350</u>	<u>1,500</u>	<u>1,740</u>	<u>1,740</u>
TOTAL SALARIES	\$781,929	\$805,413	\$795,721	\$821,053	\$848,141	\$882,309	\$882,309
Production Expenses							
Water Testing	\$14,294	\$6,933	\$5,470	\$5,063	\$4,460	\$9,200	\$9,200
Well Head Protection Mailing	-	-	-	268	-	-	-
Equipment Maint Lakeport	18,475	27	32	-	750	750	750
Equipment Maint Briarcrest	-	1,058	1,102	490	1,000	1,000	1,000
Equipment Maint Treatment Plant	1,878	1,928	1,642	1,592	4,000	4,000	4,000
Equipment Maint Evergreens Stat	-	1,167	399	50	1,100	1,100	1,100
Equipment Maint Endicott Stat	-	254	396	263	1,500	1,500	1,500
Equipment Maint Lighthouse Stat	-	954	224	2,986	1,000	2,700	2,700
Equipment Maint Weirs Station	25	3,222	66	215	750	750	750
Purif Equip Maint Treatment Plant	2,887	769	186	1,922	1,150	1,150	1,150
Purif Equip Maint Longbay	40	444	483	569	675	700	700
Purif Equip Maint Briarcrest	421	505	599	569	675	700	700
Purif Equip Maint Evergreens	82	89	92	-	200	200	200
Purif Equip Maint Endicott Stat	567	416	361	614	675	700	700
Purif Equip Maint Lighthouse Stat	648	505	453	483	675	700	700
Purif Equip Maint Weirs	595	678	453	648	675	700	700
Laboratory	17,337	15,842	17,100	13,264	19,250	19,250	19,250
Briarcrest Station Maint	258	7	646	334	250	250	250
Treatment Plant Maint	7,561	4,840	4,362	4,963	4,800	5,000	5,000
Evergreens Pump Station	69	-	191	14	200	200	200
Endicott Pump Station	471	140	257	220	250	250	250
Lighthouse Pump Stat	103	-	124	11	100	100	100
Weirs Booster Stat Maint	371	249	484	814	350	350	350
Tank Maint Lakeport	3,390	-	109	141	200	200	200
Tank Maint Long Bay	913	207	3,990	28	100	100	100
Tank Maint Briarcrest	-	45	-	3,990	100	100	100
Tank Maint Lighthouse	-	2	-	15	100	100	100
Tank Maint Weirs/Endicott tanks	286	108	84	167	4,000	4,100	4,100
Power - Lakeport	94,912	91,269	97,756	94,047	104,000	95,000	95,000
Power - Treatment Plant	31,553	30,881	32,948	32,029	39,000	33,500	33,500
Power - Long Bay	377	427	401	346	450	450	450
Power- Briarcrest	10,705	11,244	13,820	12,213	14,500	13,500	13,500
Power-Evergreens Station	2,048	2,000	2,486	2,768	2,750	2,850	2,850
Power-Endicott Station	485	-	100	139	2,000	5,400	5,400
Power- Lighthouse Station	265	-	-	-	2,000	2,000	2,000
Power - Weirs Booster Stat	6,499	6,582	6,706	6,719	7,250	7,000	7,000
Power - Weirs Tank	1	-	-	-	-	-	-
Power-Rte 3 Rollercoaster Rd Pit	-	-	-	-	250	250	250
Heat - Treatment Plant	25,806	15,283	20,028	20,904	30,000	28,400	28,400
Heat-Evergreens Station	702	-	545	1,281	700	540	540
Heat-Endicott Station	1,071	751	1,141	662	1,500	1,500	1,500
Heat -Weirs Booster Stat	630	210	680	41	950	900	900
Sewer Dischg TP	10,652	9,404	10,449	11,561	15,000	13,500	13,500
Supplies-Water Production	51,062	50,628	44,228	41,063	56,600	56,600	56,600
Treatmnt Plnt Office Mach	185	233	200	215	250	260	260
Treatmnt Plnt Office Sup	632	562	723	1,000	1,000	1,000	1,000
Vehicle Maint/Water Prod	3,742	3,440	4,554	3,985	4,800	5,000	5,000
CCR Program	3,353	3,418	3,500	3,584	3,800	3,900	3,900
Scada Maintenance	<u>3,280</u>	<u>6,435</u>	<u>4,487</u>	<u>4,631</u>	<u>5,500</u>	<u>7,000</u>	<u>7,000</u>
Total Prod Exp	\$318,631	\$273,156	\$284,057	\$276,881	\$341,285	\$334,400	\$334,400

LACONIA WATER DEPT
OPERATING BUDGET - 2013-2014

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2013-2014</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
<i>Distribution Expense</i>							
Maint Gen Struc	\$15,399	\$7,991	\$11,121	\$14,991	\$23,000	\$17,500	\$17,500
Maint of Mains	27,315	22,852	17,482	14,358	32,000	32,000	32,000
Maint of Services	2,076	2,725	3,500	1,539	4,000	4,000	4,000
Maint of Hydrant	1,706	6,466	4,908	2,342	5,000	5,000	5,000
Maint of Meters	2,495	3,411	3,866	2,102	4,500	4,300	4,300
Maint of Tools	4,697	4,621	5,462	5,995	5,500	6,500	6,500
Backflow Prevention Prog	1,213	1,914	1,439	2,997	2,200	2,200	2,200
Sand.Grvl.Salt	4,236	-	1,373	1,240	1,000	1,250	1,250
TOTAL DIST EXP	\$59,137	\$49,980	\$49,151	\$45,564	\$77,200	\$72,750	\$72,750
<i>Billing Expense</i>							
Billing Expenses	\$17,834	\$18,323	\$17,865	\$19,160	\$19,300	\$18,750	\$18,750
Meter Reading	4,516	4,381	3,651	3,324	5,000	4,200	4,200
Office Supplies	2,283	2,374	2,368	2,499	2,500	1,800	1,800
TOTAL BILL EXP	\$24,633	\$25,078	\$23,884	\$24,983	\$26,800	\$24,750	\$24,750
<i>OTHER EXPENSES</i>							
P/R Taxes - SS	\$58,893	\$60,820	\$61,962	\$62,507	\$63,200	\$67,500	\$67,500
Unemployment Taxes	223	267	421	537	550	525	525
Medical Insurance	207,252	232,939	298,866	304,881	298,300	248,730	248,730
Other Post Employment Benefits	-	6,638	(14,401)	622	3,500	2,500	2,500
Retirement	59,603	71,589	70,431	72,777	74,500	92,800	92,800
Telephone	3,736	3,589	3,860	4,081	4,000	4,400	4,400
Postage	3,217	2,625	2,714	2,568	3,000	3,000	3,000
Insurances	41,794	39,542	34,161	37,764	38,000	40,500	40,500
Consulting Fees	1,628	-	-	-	2,000	2,000	2,000
Audit Expense	9,000	9,500	10,000	8,925	10,000	10,500	10,500
Computer Support	9,546	10,653	8,329	11,556	10,500	11,500	11,500
Meetings	390	574	116	196	300	300	300
Education	3,312	1,890	1,646	1,839	4,250	4,250	4,250
Bad Debts	-	-	-	-	250	250	250
Attorneys Fees	14,933	3,487	2,470	3,002	5,000	5,000	5,000
Arbitration Fees	2,927	-	-	-	-	-	-
Other Expenses/Misc	7,299	5,715	4,635	6,167	10,400	8,200	8,200
Purchases Discounts	(445)	(694)	(698)	(974)	(600)	(650)	(650)
Maint OFC Equip	841	1,244	543	1,372	1,000	2,500	2,500
Reserve/Contingency Fund	-	-	-	-	39,000	55,000	55,000
Safety Winnings/Reimb By City	(361)	(150)	(621)	(150)	-	-	-
Loss on Disposal(96 Channel Autc	-	-	7,453	-	-	-	-
TOTAL OTHER EXP	\$423,788	\$450,228	\$491,887	\$517,670	\$567,150	\$558,805	\$558,805

LACONIA WATER DEPT
OPERATING BUDGET - 2013-2014

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2013-2014</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
Other Charges							
Maint of Houses	\$1,210	\$1,605	\$1,198	\$320	\$1,500	\$1,500	\$1,500
Depreciation	678,732	714,988	739,460	758,273	773,682	777,878	777,878
Interest on Bonds	3,790	54,398	53,418	52,810	52,152	49,900	49,900
Acme Building Maint	2,950	2,931	3,282	4,582	3,800	3,800	3,800
Loader Maintenance	2,463	1,836	1,826	2,507	7,050	7,000	7,000
Excavator Maint	1,735	1,842	3,013	5,179	3,500	4,700	4,700
Backhoe Maint	1,031	1,354	1,099	1,610	1,900	2,200	2,200
Vehicles Maint	13,226	13,426	14,816	17,142	19,000	20,500	20,500
Dump Trucks	3,730	2,662	2,013	2,408	3,900	3,900	3,900
Overhead Const	(18,703)	(16,843)	(13,226)	(27,306)	(13,500)	(13,500)	(13,500)
TOTAL OTHER CHG	\$690,164	\$778,199	\$806,899	\$817,525	\$852,984	\$857,878	\$857,878
TOTAL UNBUDGETED ITEMS							
Sewer Portion/ECR MTR Prog	56,536	-	-	-	-	-	-
LESS LABOR/ECR PROG/SEWER	(3,732)	-	-	-	-	-	-
LESS LABOR/CAPITAL IMPROV	(33,003)	(43,177)	(94,202)	(64,542)	(148,934)	(135,633)	(135,633)
LESS LABOR/CAP RES PROJ	(3,732)	-	-	-	-	-	-
TOTAL EXPENSES	\$2,292,360	\$2,340,086	\$2,375,553	\$2,439,134	\$2,564,626	\$2,595,259	\$2,595,259
NET INCOME/LOSS	123,753	(52,791)	(127,667)	(125,117)	(159,847)	(160,874)	(160,874)
DEPRECIATION	678,732	714,988	739,460	758,273	773,682	777,878	777,878
UNEXPENDED FUND	82,059	68,453	433,013	196,747	319,571	448,512	448,512
FUNDS TRANSFERRED FROM CAP RESERVE	364,641	-	-	-	-	-	-
TOTALS	\$1,249,185	\$730,650	\$1,044,806	\$829,903	\$933,406	\$1,065,516	\$1,065,516
CARRY OVERS	82,059	68,453	433,013	196,747	319,571	448,512	448,512
CAPITAL BUDGET	134,759	190,672	90,428	569,854	538,750	531,300	531,300
PAYMENT-BONDS	155,720	55,720	72,450	75,000	75,000	75,000	75,000
FUNDS TRANSFERRED TO CAP RES #1	300,000	-	15,000	-	-	-	-
CAPITAL RESERVE FUND PROJECTS	364,641	-	14,585	8,181	-	-	-
TOTALS	\$1,037,179	\$314,845	\$625,476	\$849,782	\$933,321	\$1,054,812	\$1,054,812
BALANCE/CAPITAL IMP FUND	\$212,006	\$415,805	\$419,330	(\$19,879.00)	\$85	\$10,704	\$10,704

**LACONIA WATER DEPT SALARIES
EFFECTIVE JULY 1, 2013– June 30, 2014**

<u>NO. OF EMP</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>STEP</u>	<u>WEEKLY</u>	<u>ANNUALLY</u>
1	SUPERINTENDENT	25	5,6	1,568.80	84,450.29
1	COORDINATOR	17	5,6	1,169.20	62,003.76
1	WTR QUAL SUPER	17	Max	1,252.40	65,133.12
<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	22.09	22.52	23.39	24.27	25.21	25.65	26.10	26.56	27.02
1	OFF MGR/CNTRLR	15	22.09	22.52	23.39	24.27	25.21	25.65	26.10	26.56	27.02
1	FOREMAN	15	22.09	22.52	23.93	24.27	25.21	25.65	26.10	26.56	27.02
3	TP OP II	12	18.77	19.24	20.11	20.99	21.95	22.37	22.82	23.28	23.74
1	BILLING CLERK	9	16.12	16.83	17.61	18.38	19.23	19.60	19.99	20.40	20.80
1	SEC/RECEPT	6	13.71	14.34	14.96	15.66	16.34	16.67	17.01	17.35	17.70
2	EQUIP OPER	4	18.14	18.56	19.40	20.28	21.20	21.61	22.05	22.50	22.94
3	LT EQUIP OPER	3	15.24	15.93	16.64	17.39	18.16	18.53	18.90	19.28	19.67

LACONIA WATER DEPT ACTIVITIES:

- Maintain the City Network of water lines. Maintain 589 hydrants, 6465 meters, and 1424 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks;
- Does all Water and Sewer Billing for 6459 water and 5431 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

2013-2014 OBJECTIVES:

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

LACONIA WATER WORKS
ACCOUNT DESCRIPTIONS
FY 2013-2014 BUDGET

WATER TESTING

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

EQUIPMENT MAINT LAKEPORT

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

EQUIPMENT MAINT BRIARCREST

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

EQUIPMENT MAINT TREATMENT PLANT

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

EQUIPMENT MAINT EVERGREENS STATION

This line funds the maintenance of the pumps, valves and related equipment at the Evergreens Station. This item includes the propane for running the generator.

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 replacing the hydro tank bladder.

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.

PURIF EQUIP MAINT – LONG BAY

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

PURIF EQUIP MAINT - BRIARCREST

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

PURIF EQUIP MAINT – EVERGREENS STATION

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

PURIF EQUIP MAINT – ENDICOTT STATION

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

PURIF EQUIP MAINT – LIGHTHOUSE STATION

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

PURIF EQUIP MAINT – WEIRS STATION

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

LABORATORY

This line funds the supplies allocated for operating the Laboratory at the Water Treatment Plant both for meeting the necessary requirements of the State of New Hampshire and the private water testing.

BRIARCREST STATION MAINT

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

TREATMENT PLANT MAINT

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

EVERGREENS PUMP STATION MAINTENANCE

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

ENDICOTT PUMP STATION MAINT

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

LIGHTHOUSE PUMP STATION MAINT

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

WEIRS BOOSTER STATION MAINT

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

TANK MAINT – LAKEPORT

This line funds the supplies for maintaining the Lakeport Tanks.

TANK MAINT - LONG BAY

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

TANK MAINT - BRIARCREST

This line funds the supplies for maintaining the Briarcrest Tank.

TANK MAINT LIGHTHOUSE

This line funds the supplies for maintaining the Lighthouse Tank.

TANK MAINT/WEIRS – ENDICOTT TANKS

This line funds the supplies for maintaining the Weirs Tanks.

POWER - LAKEPORT

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

POWER - TREATMENT PLANT

This line funds the power bill for the Water Treatment Plant and the maintenance building including the fuel for the running of the emergency generator. The decrease is due to a contracted rate decrease.

POWER - LONG BAY

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

POWER - BRIARCREST

This line funds the power bill for the Briarcrest Tank and the Briarcrest Pumping Station. The decrease is due to a contracted rate decrease.

POWER – EVERGREENS STATION

This line funds the cost of power for the Evergreens Pump Station. The increase is based on usage.

POWER – ENDICOTT STATION

This line item funds the cost of power for the Endicott Station. This line item is based on the actual amounts that are currently being paid by the developer.

POWER – LIGHTHOUSE STATION

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

POWER - WEIRS BOOSTER STAT

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

POWER – RTE 3 ROLLERCOASTER RD PIT

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

HEAT - TREATMENT PLANT

This line funds the amount for heating the treatment plant facility. The decrease is due to less oil consumed at this location.

HEAT – EVERGREENS STATION

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

HEAT – ENDICOTT STATION

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

HEAT - WEIRS BOOSTER STAT

This line funds the cost of heating the Weirs Booster Station. The decrease is due to a reduction in the fuel being used at this location.

SEWER DISCHG TP

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

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.

TREATMENT PLANT OFFICE MACHINES

This line funds the amount for the charges to maintain the office machines at the treatment plant. The increase is due to increasing the maintenance contract to allow for more copies.

TREATMENT PLANT OFFICE SUPPLIES

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

VEHICLE MAINTENANCE/WATER PRODUCTION

This line funds the amount for the maintenance and fuel for the three trucks used by the treatment plant personnel for the checking of the pumping stations and grounds maintenance. The increase is due to additional maintenance required.

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 on postage costs and a larger number of reports being printed.

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

MAINT GEN STRUC

This line funds the materials for maintaining the structures located at 988 Union Avenue and the new building constructed on 117B Stark Street, as well as the sewer and heat costs for these locations. The decrease is based on the new estimated consumption usage along with the new rates for the heating of these 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.

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. The slight decrease is based on the reduction of anticipated equipment that will be purchased.

MAINT OF TOOLS

This line represents the materials for maintenance of all tools including the purchase of small items and the preventative maintenance done on items such as the air compressor, saws, compactor, pumps, etc. The increase is due to the improvement to the department's construction signs and tools to comply with the safety regulations.

BACKFLOW PREVENTION PROG

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

SAND, GRAVEL, SALT

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

BILLING EXPENSE

This line funds the supplies and postage costs for the billing of water and sewer accounts. The decrease is due to sewer only bills being billed by the Tax Collector.

METER READING

This line funds the costs for the postage for the meter reading tickets being mailed out and returned from customers. This also includes the cost of the meter reading tickets. This also covers the support cost for the meter-reading software module. The decrease is due to a decrease in the number of cards being mailed out and returned especially with the sewer only accounts being changed over to a fixed rate and being billed by the Tax Collector.

OFFICE SUPPLIES

This line funds the amount for the supplies used in general office procedures excluding those items that are specifically purchased for Water & Sewer Billing. The decrease on this item is due to putting the large laser printer on a maintenance agreement that includes all toner and drums.

P/R TAXES - SS

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

UNEMPLOYMENT TAXES

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

MEDICAL INSURANCE

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

OTHER POST EMPLOYMENT BENEFITS

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

RETIREMENT LWW

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

BAD DEBTS

This line funds an allowance for unpaid account receivables.

ATTORNEY'S FEES

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

OTHER EXPENSES/MISC

This line funds the miscellaneous expenses which include bank service fees, paging service fees, association dues, advertising, drug and alcohol testing, insurance deductibles and miscellaneous fees. The decrease is due to radio frequency upgrades being completed in the previous year.

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. The increase is due to adding a maintenance contract on the Oki C5800Ldn Laser Printer.

RESERVE FOR CONTINGENCY

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 2012/2013. 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, if it is rented. Otherwise it will cover maintenance costs for this building. This also represents any maintenance that may have to be done to that portion of the building.

LOADER MAINTENANCE

This line funds the repairs and the cost of diesel for the Loader.

EXCAVATOR MAINTENANCE

This line funds the cost of diesel and the materials for the maintenance of the Volvo Excavator. The increase is due to the anticipation of other electronic failures and the cost to repair.

BACKHOE MAINT

This line funds the repairs, maintenance, and the cost of diesel for the JCB Backhoe. The increase is due to manufacturer recommended equipment maintenance.

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 new snow tires being needed for 4 vehicles.

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 principal for the new Water Tank Bond.

LACONIA WATER DEPT
CAPITAL BUDGET 2013-2014

<u>CARRY OVER PROJECT:</u>	BUDGET 2014
Treatment Plant filter Bed Replacement Install 1-7	\$181,600
Water St-Beacon St West to Pleasant St 350' of 8"	64,219
Repair/repaint Briarcrest main chamber floor	2,000
Weeks St/Simpson Ave Relay PH1	30,693
Centenary/Weeks St PHII 750' of 8"	120,000
Main St Bridge 100' of 12"	50,000
TOTAL CARRYOVER PROJECTS:	\$448,512
 2013/2014 Purchases	
Gates Upgrades	\$15,000
Hydrant Upgrades	15,000
Computers/GIS	6,000
Pump Replacement Program	15,000
Handheld reading unit (with trade in)	6,000
Pro City Replacement nut kit	6,500
Backflow Testing Kit	1,000
Computer Server	8,000
2 Ton Hoist for Plant Pump Removal	3,000
Peristaltic Pump for Flouride	900
Peristaltic Pump for Orthophosphate	900
Rip/Wrap/Fabric for Endicott Tank Slope & Lakeport Tank	5,000
Mudsucker Pump	3,000
TOTAL PURCHASES	\$85,300
 PROJECTS - 2013/2014	
Treatment Plant Upgrade #8	\$60,000
Stephen Street 540' of 2"	38,500
McGrath St -Oak to Dyer 650' of 8"	57,500
Clay St 276' of 2"	32,000
Union Ave-Gilford Ave to Messer St 12"	250,000
Repair/repaint Briarcrest main chamber floor	8,000
TOTAL PROJECTS 2013/2014	\$446,000
TOTAL PURCHASES & PROJECTS	\$531,300

**INTERNAL SERVICE
FUND
2013-2014 BUDGET**

**INTERNAL SERVICE FUND
FY 2013-2014 BUDGET**

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>COUNCIL</u>
REVENUES								
92-301-001-0401 Administration	\$22	\$8	\$21	\$30	\$22	\$50	\$0	\$0
92-301-001-0411 Assessing	6,113	5,298	3,707	3,619	4,157	4,000	4,500	4,500
92-301-001-0407 Code	4,440	4,107	2,490	2,038	702	4,500	4,566	4,566
92-301-001-0417 Elections	300	110	125	263	90	300	300	300
92-301-001-0403 Finance	728	1,025	404	705	960	800	800	800
92-301-001-0445 Fire	164,835	172,858	218,901	202,482	208,457	200,000	198,280	198,280
92-301-001-0404 Licensing	215	300	410	-	50	500	500	500
92-301-001-0448 Motorcycle Week	2,162	2,521	2,460	2,038	999	2,500	3,000	3,000
92-301-001-0479 Recreation & Facilities	65,504	68,546	53,631	46,815	49,637	48,000	52,100	52,100
92-301-001-0405 Planning	2,597	2,033	1,777	1,998	2,955	3,000	3,000	3,000
92-301-001-0437 Police	245,788	254,949	195,165	170,419	199,285	190,000	191,248	191,248
92-301-001-0500 Public Works	284,776	254,267	153,155	195,482	151,952	303,000	326,452	326,452
92-301-001-0493 PW-Solid Waste	2,491	2,013	1,809	1,195	1,116	2,500	2,500	2,500
92-301-001-0415 Records	205	360	215	150	468	300	300	300
92-301-001-9999 Other & Bond Proceeds **	37,125	24,960	985,795	37,576	36,733	783,000	155,000	155,000
92-301-001-0900 SSF	27,873	13,047	13,633	16,095	21,855	26,250	28,282	28,282
92-301-001-0477 Welfare	125	210	127	237	410	200	400	400
TOTAL REVENUE	\$845,299	\$806,612	\$1,633,825	\$681,141	\$679,848	\$1,568,900	\$971,228	\$971,228
EXPENSES								
92-401-101-0001 SALARIES	\$129,706	\$168,030	\$126,374	\$126,634	\$103,113	\$111,131	\$113,752	\$113,752
92-401-105-0001 OVERTIME	1,189	2,213	1,151	1,623	2,241	1,500	1,500	1,500
92-429-120-0000 FICA	9,916	13,327	9,803	9,946	8,141	8,501	8,835	8,835
92-429-135-0000 NH RETIRE.	11,168	15,353	9,233	9,021	8,302	9,912	12,438	12,438
92-433-125-0000 WC	6,250	5,343	3,545	4,334	4,307	4,400	5,802	5,802
92-429-130-0000 HEALTH INS.*	39,403	45,163	32,285	36,852	45,431	33,753	34,850	34,850
92-401-109-0000 LONGEVITY	360	360	150	210	210	240	240	240
92-401-200-0000 OPERATING EXP	12,981	12,888	10,576	11,185	11,730	12,000	12,250	12,250
92-401-391-0000 DEPRECIATION	287,767	254,610	270,964	-	1,664	106,000	117,000	117,000
POLICE CRUISER	-	-	-	54,150	68,551	29,000	90,000	90,000
PUBLIC WORKS/BONDING	-	-	-	104,991	-	750,000	70,000	70,000
PUBLIC WORKS/EQUIP	-	-	-	-	107,419	65,000	45,100	45,100
FIRE TRUCK	-	-	-	104,754	106,400	-	-	-
PARKS & REC	-	-	-	9,985	10,340	-	40,000	40,000
ADMIN	-	-	-	3,320	1,655	-	-	-
SSF	-	-	-	7,492	7,492	-	-	-
MISC	-	-	-	653	654	-	-	-
BOND PAYMENT EXPENSE	-	-	-	-	-	100,000	100,000	100,000
92-401-214-0000 TOOLS, SUPPLIES	44,230	40,546	36,281	37,562	35,062	35,198	36,000	36,000
92-401-215-0000 REPAIR, PARTS	114,651	99,983	62,654	85,765	60,632	60,000	65,000	65,000
92-401-239-0000 OIL	9,052	6,207	5,554	5,524	5,917	6,000	6,500	6,500
92-401-240-0000 TIRES	36,312	21,086	18,410	14,884	20,152	16,000	18,000	18,000
92-401-241-0000 GAS/DIESEL	201,685	165,354	146,336	190,572	205,393	215,765	189,461	189,461
92-401-251-0000 CLOTHING ALLOWANCE	1,709	2,628	1,618	1,264	1,025	1,500	1,500	1,500
92-401-303-0000 MISC	1,774	20,812	1,606	10,915	5,517	3,000	3,000	3,000
TOTAL EXPENSES	\$908,154	\$873,903	\$736,540	\$831,636	\$821,348	\$1,568,900	\$971,228	\$971,228

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

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

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

INTERNAL SERVICE FUND
FY 2013-2014 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Auto Maint Foreman	16	10	52	40	\$27.15	\$1,086.00	\$56,472.00
1	Gen Equip Oper.	45	9	52	40	\$23.47	\$938.80	\$48,817.60
*	Temporary Help							\$8,462.00
Total								\$113,751.60

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

SPECIAL REVENUE

MOTORCYCLE WEEK

FY 2013-2014

MOTORCYCLE WEEK**
FY 2013-2014 SPECIAL REVENUE

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
Revenues								
87-301-004-0000 Boardwalk/Lakeport	\$17,800	\$20,625	\$21,200	\$22,500	\$18,000	18,000	18,000	18,000
87-301-004-0003 Photo Tower/Bike Show	1,456	2,087	1,822	2,039	1,500	1,500	1,500	1,500
87-301-004-0004 Site Review Revenue	15,525	14,085	14,700	16,675	15,000	15,000	16,457	16,457
87-301-004-0005 Licensing	132,270	127,535	131,105	126,345	126,450	125,000	128,000	128,000
87-301-004-0006 Other	1,710	798	-	1,220	-	-	-	-
Use of Fund Balance	-	-	-	-	51,000	-	-	-
Total Revenues	\$168,761	\$165,130	\$168,827	\$168,779	\$211,950	\$159,500	\$163,957	\$163,957
Expenses								
SALARIES								
87-448-101-0001 POLICE- Out of Town Police	\$54,516	\$59,126	\$52,552	\$55,272	\$75,000	75,000	70,000	70,000
87-448-105-0000 POLICE- Overtime	15,894	14,358	14,093	16,371	30,000	30,000	30,000	30,000
87-448-101-0003 YOUTH SERVICES- Staffing	988	-	-	-	-	-	-	-
87-448-101-0005 DPW- Labor	3,577	2,988	2,406	2,382	3,500	3,500	3,500	3,500
87-448-105-0010 FIRE- Extra Duty Labor	15,256	24,242	19,398	23,246	24,500	24,500	22,500	22,500
87-448-103-0000 FIRE- Part time/call Company Coverage	-	-	-	-	-	500	500	500
87-448-101-0006 Food Inspections/Support	1,552	1,620	1,913	2,003	-	-	-	-
MW Retirement	-	-	-	-	-	14,707	11,377	11,377
TOTAL SALARIES	\$91,783	\$102,334	\$90,362	\$99,274	\$133,000	\$148,207	\$137,877	\$137,877
STATION W								
87-448-202-0000 Lights/ Power	\$ -	\$ -	\$200	\$ 357	\$ -	\$ 380	\$ 380	\$ 380
87-448-210-0000 Building Supplies	137	-	-	-	-	-	-	-
87-448-235-0000 Building Maintenance	1,216	1,240	962	1,204	1,000	-	-	-
TOTAL STATION W	\$1,353	\$1,240	\$1,162	\$1,561	\$1,000	\$380	\$380	\$380
OTHER								
87-448-201-0000 PD Telephone	\$562	\$ -	\$31	\$53	\$ -	\$ -	\$ -	\$ -
87-448-208-0000 PD Printing	43	205	-	-	300	300	300	300
87-448-214-0000 PD Supplies	323	335	195	-	500	500	500	500
87-448-233-0000 PD Equipment Maint./ Rental	1,701	1,161	729	518	1,500	1,000	1,000	1,000
87-448-233-0010 PD Radio Maintenance	-	366	-	-	400	400	400	400
87-448-234-0012 DPW- Vehicle Usage	2,521	2,460	2,038	999	2,500	2,000	2,000	2,000
87-448-251-0000 PD Uniforms	269	773	-	-	-	-	-	-
87-448-300-0004 DPW-Signs, Materials, Supplies	2,772	1,873	1,781	1,901	2,000	2,200	2,200	2,200
87-448-300-0006 DPW- Traffic Counts	500	500	500	500	550	600	600	600
87-448-300-0016 PD Miscellaneous	-	180	644	-	500	500	500	500
87-448-303-0030 PD Lodging	6,729	6,837	4,170	4,312	-	-	-	-
87-448-304-0000 DPW- Sweeping Contractor	3,402	3,000	3,000	4,032	4,500	4,500	4,500	4,500
87-448-304-0010 DPW- Trash Collection	6,890	8,000	4,199	4,217	8,700	8,000	6,000	6,000
87-448-304-0020 Food Service	1,153	2,111	1,476	2,550	-	2,500	2,500	2,500
87-448-304-0060 DPW- Chemical Toilets	3,902	3,462	3,076	3,083	4,000	4,000	4,000	4,000
87-448-304-0080 Lighting Rentals	2,020	995	1,150	1,076	1,200	1,200	1,200	1,200
87-448-401-0437 Equipment-Police-cruisers	870	-	47,457	-	29,000	-	-	-
87-448-401-0445 Equipment-Fire	-	-	-	2,332	22,300	-	-	-
87-448-401-0448 Weirs Boardwalk Imp	-	-	-	9,260	-	-	-	-
87-448-401-0500 Equipment-Public Works	-	-	-	-	-	-	-	-
TOTAL OTHER	\$33,657	\$32,258	\$70,446	\$34,832	\$77,950	\$ 27,700	\$ 25,700	\$ 25,700
DEPT. O&M TOTAL	\$126,793	\$135,832	\$161,970	\$135,667	\$211,950	\$176,287	\$163,957	\$163,957

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

MOTORCYCLE WEEK
ACCOUNT DESCRIPTIONS
FY 2013-2014

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. ***The City Manager has reduced this line by \$5,000.***

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. ***The City Manager has reduced this line by \$2,000.***

FOOD INSPECTIONS/SUPPORT

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

MW RETIREMENT

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

STATION W-Building Supplies

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

STATION W-Building Maintenance

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

POLICE-Telephone

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

POLICE-Printing

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

POLICE-Supplies

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

POLICE-Equipment Maintenance / Rental

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

POLICE-Radio Maintenance

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

DPW/Police-Vehicle Usage

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

DPW-Signs, Materials, Supplies

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

DPW-Traffic Counts

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

POLICE- Miscellaneous

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

POLICE-Lodging

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

DPW-Sweeping Contractor

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

DPW-Trash Collection

This line funds the cost of trash collection and disposal, specifically related to the event. This line has been increased based on actual costs incurred in recent years. Experience has proven, however, that solid waste demands and costs for this event can vary widely and this critical service needs to be adequately funded. ***The City Manager has reduced this line item by \$2,000.***

Food Service

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

DPW-Chemical Toilets

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

Lighting Rentals

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

Fire Equipment

This line item fund various supplies needed during this event.

**Tax Increment Financing District
Downtown
FY 2013-2014 BUDGET**

	2013-2014 MANAGER
Estimated captured value	\$9,224,000
Estimated Tax Rate *	\$18.83
Estimated Revenues	\$173,688

*without State school portion

**Tax Increment Financing District
Lakeport
FY 2013-2014 BUDGET**

	2013-2014 MANAGER
Estimated captured value	\$66,350
Estimated Tax Rate *	\$18.83
Estimated Revenues	\$1,249

*without State school portion