

CITY OF LACONIA
NEW HAMPSHIRE
FISCAL YEAR 2014-2015

APPROVED
Expenditure Plan

JULY 14, 2014



**CITY OF LACONIA EXPENDITURE PLAN
FY 2014-2015**

TABLE OF CONTENTS

EXPENDITURE SUMMARY	1
TAX RATE SUMMARY	2
PROPERTY TAXES VERSUS ALL OTHER REVENUE-GRAPH	3
CITY REVENUE DETAIL	4
SCHOOL & CITY EXPENDITURES LAST 10 YEARS-GRAPH	5
GENERAL FUND EXPENDITURES	
ADMINISTRATION	6
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
ADMINISTRATION – CAPITAL OUTLAY	11
FY 2014-2015 Budget	
Account Descriptions	
ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED	17
FY 2014-2015 Budget	
Account Descriptions	
ADMINISTRATION-NON DEPARTMENTAL	19
FY 2014-2015 Budget	
Account Descriptions	
ADMINISTRATION-SPECIAL ITEMS	22
FY 2014-2015 Budget	
Account Descriptions	
ADMINISTRATION-LICENSING	26
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	

ASSESSING	29
Organizational Chart	
FY 2014-2015 Budget	
Budget Salary Detail	
Account Descriptions	
CODE ENFORCEMENT	34
Organizational Chart	
Building Permits Last Ten Years	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
CONSERVATION COMMISSION	40
FY 2014-2015 Budget	
Account Descriptions	
FINANCE	43
Organizational Chart	
EMPLOYEE BENEFITS	44
FY 2014-2015 Budget	
Account Descriptions	
FINANCE-FISCAL	46
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
FINANCE-INSURANCE	50
FY 2014-2015 Budget	
Account Descriptions	
FINANCE-DEBT PRINCIPAL & INTEREST	52
FINANCE-REIMBURSEABLES	53
FY 2014-2015 Budget	
Account Descriptions	
FIRE DEPARTMENT	55
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
LEGAL	64
FY 2014-2015 Budget	
Account Descriptions	
LIBRARY	67
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
PLANNING	73
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	

POLICE DEPARTMENT	79
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
PUBLIC WORKS DEPARTMENT	86
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
Expenditure History	
PUBLIC WORKS-SOLID WASTE	96
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
RECORDS-CITY CLERK	101
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
RECORDS-ELECTIONS	106
FY 2014-2015 Budget	
Account Descriptions	
RECREATION & FACILITIES DEPARTMENT	108
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
RECREATION & FACILITIES-CITY HALL MAINTENANCE	114
FY 2014-2015 Budget	
Account Descriptions	
RECREATION & FACILITIES-COMMUNITY CENTER	116
FY 2014-2015 Budget	
Account Descriptions	
RECREATION & FACILITIES-POLICE STATION	118
FY 2014-2015 Budget	
Account Descriptions	
WELFARE DEPARTMENT	120
Organizational Chart	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	

ENTERPRISE FUNDS	123
SANITARY SEWER & WATER WORKS SUMMARY	124
SANITARY SEWER FUND	125
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
FY 2014-2015 Capital Outlay Budget	
Account Descriptions	
Expenditure History	
WATER WORKS	137
Revenue Detail	
FY 2014-2015 Budget	
Salary Detail	
Account Descriptions	
Capital Budget	
INTERNAL SERVICE FUND	152
FY 2014-2015 Budget	
Salary Detail	
SPECIAL REVENUE-MOTORCYCLE WEEK	157
FY 2014-2015 Budget	
Account Descriptions	
TIF-DOWNTOWN	163
FY 2014-2015 Budget	
TIF –LAKEPORT	164
FY 2014-2015 Budget	

**CITY OF LACONIA-EXPENDITURE PLAN
FISCAL YEAR 2014-2015**

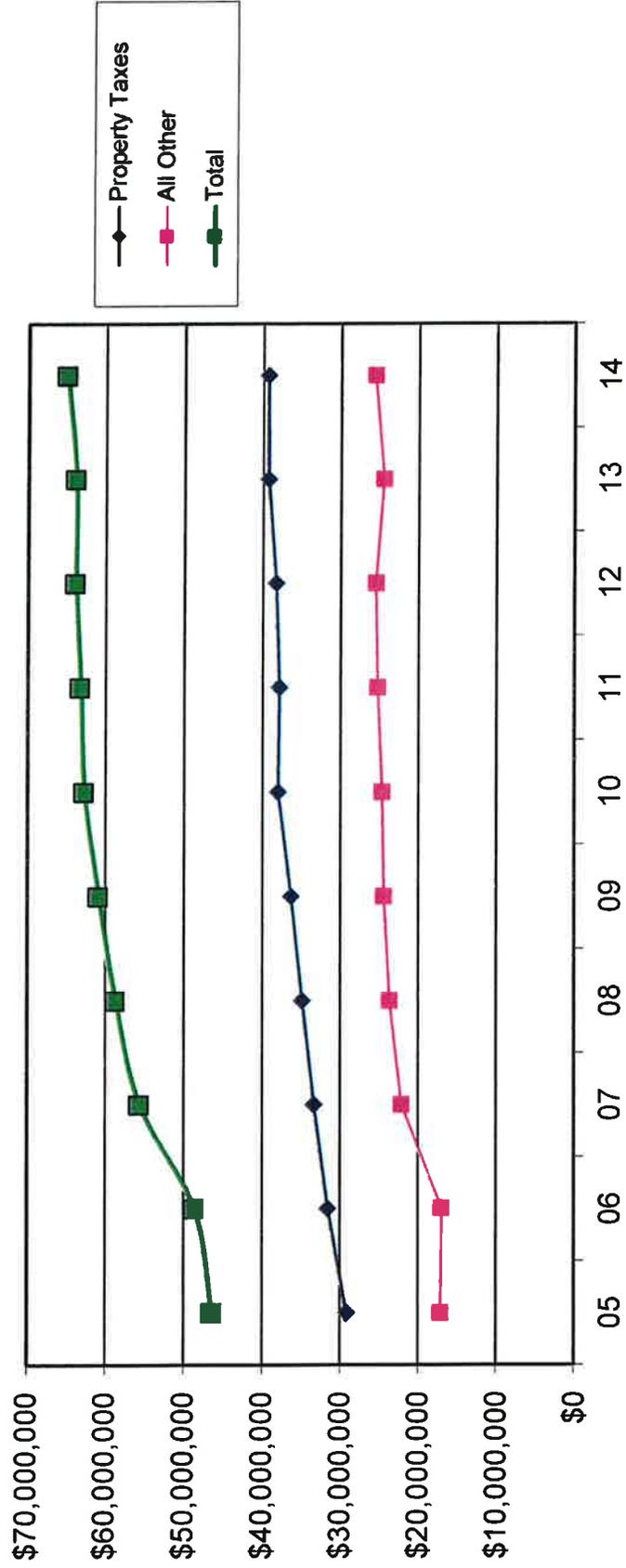
DEPARTMENTS	2013-2014 COUNCIL	2014-2015 DEPT REQ	%DEPT 13-14	2014-15 MANAGER	% MNGR 14-15	COUNCIL	% COUNCIL 14-15
1. ADMINISTRATION	\$202,004	\$219,059	8.4%	\$220,059	8.9%	\$220,059	8.9%
a.CAPITAL OUTLAY	\$1,684,000	\$2,743,210	62.9%	\$2,021,000	20.0%	\$1,696,000	0.7%
b.NON DEPARTMENTAL	\$252,256	\$298,756	18.4%	\$291,756	15.7%	\$1,101,904	336.8%
c.SPECIAL ITEMS	\$218,797	\$263,191	20.3%	\$228,047	4.2%	\$221,047	1.0%
d.LICENSING BOARD	\$11,224	\$13,470	20.0%	\$13,470	20.0%	\$13,470	20.0%
2. ASSESSING	\$243,106	\$317,067	30.4%	\$297,067	22.2%	\$297,067	22.2%
3. CODE ENFORCEMENT	\$166,348	\$170,072	2.2%	\$170,072	2.2%	\$170,072	2.2%
4. CONSERVATION COM	\$4,254	\$4,254	0.0%	\$4,254	0.0%	\$4,254	0.0%
5. FINANCE							
a.EMPLOYEE BENEFITS	\$1,232,439	\$1,150,211	-6.7%	\$1,171,711	-4.9%	\$1,156,711	-6.1%
b.FISCAL	\$548,868	\$578,031	5.3%	\$574,031	4.6%	\$574,031	4.6%
c.INSURANCE	\$511,514	\$547,199	7.0%	\$527,199	3.1%	\$527,199	3.1%
d.PRINCIPAL & INTEREST	\$1,212,703	\$1,347,930	11.2%	\$1,347,930	11.2%	\$1,337,782	10.3%
e.REIMBURSABLES	\$145,000	\$145,000	0.0%	\$145,000	0.0%	\$145,000	0.0%
6. FIRE	\$3,615,034	\$3,867,143	7.0%	\$3,840,299	6.2%	\$3,835,299	6.1%
7. LEGAL	\$136,900	\$136,900	0.0%	\$126,400	-7.7%	\$126,400	-7.7%
8. LIBRARY	\$805,549	\$827,340	2.7%	\$824,340	2.3%	\$824,340	2.3%
9. PLANNING	\$321,691	\$322,998	0.4%	\$322,998	0.4%	\$302,998	-5.8%
10. POLICE	\$4,851,933	\$4,910,238	1.2%	\$4,935,238	1.7%	\$4,979,238	2.6%
11. PUBLIC WORKS	\$2,350,561	\$2,385,906	1.5%	\$2,392,668	1.8%	\$2,388,668	1.6%
a.SOLID WASTE	\$1,678,447	\$1,781,268	6.1%	\$1,687,268	0.5%	\$1,687,268	0.5%
12. RECORDS							
a.CITY CLERK	\$142,443	\$160,559	12.7%	\$160,559	12.7%	\$160,559	12.7%
b.ELECTIONS	\$23,080	\$27,180	17.8%	\$27,180	17.8%	\$27,180	17.8%
13. RECREATION & FACILITIES	\$642,870	\$659,076	2.5%	\$659,076	2.5%	\$666,034	3.6%
a.CITY HALL MAINT	\$77,800	\$76,100	-2.2%	\$76,100	-2.2%	\$76,100	-2.2%
b.COMMUNITY CENTER	\$40,900	\$40,800	-0.2%	\$40,800	-0.2%	\$40,800	-0.2%
c.POLICE STATION	\$107,000	\$109,500	2.3%	\$109,500	2.3%	\$109,500	2.3%
14. WELFARE	\$176,441	\$181,656	3.0%	\$162,635	-7.8%	\$162,635	-7.8%
TOTAL CITY APPROPRIATION	\$21,403,162	\$23,284,114	8.8%	\$22,376,657	4.5%	\$22,851,615	6.8%

	<u>2013-2014</u> <u>COUNCIL</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>%DEPT</u> <u>REQ</u>	<u>2014-2015</u> <u>MANAGER</u>	<u>% MNGR</u> <u>14-15</u>	<u>214-2015</u> <u>COUNCIL</u>	<u>% COUNCIL</u> <u>14-15</u>
TOTAL CITY APPROPRIATION	\$21,403,162	\$23,284,114	8.8%	\$22,376,657	4.5%	\$22,851,615	6.8%
LESS CITY EST REVENUES	<u>\$6,565,695</u>	<u>\$6,689,358</u>	<u>1.9%</u>	<u>\$7,059,358</u>	<u>7.5%</u>	<u>\$7,596,316</u>	<u>15.7%</u>
NET CITY	\$14,837,467	\$16,594,756	11.8%	\$15,317,299	3.2%	\$15,255,299	2.8%
SCHOOL APPROPRIATION	\$30,355,814	\$30,924,058	1.9%	\$30,924,058	1.9%	\$30,894,058	1.8%
FED & SCH LUNCH FUNDS	<u>\$4,611,882</u>	<u>\$5,369,494</u>	<u>16.4%</u>	<u>\$5,369,494</u>	<u>16.4%</u>	<u>\$5,369,494</u>	<u>16.4%</u>
TOTAL SCHOOL APPROP	\$34,967,696	\$36,293,552	3.8%	\$36,293,552	3.8%	\$36,263,552	3.7%
SCHOOL EST REVENUES	\$13,402,226	\$13,297,983	-0.8%	\$13,297,983	-0.8%	\$13,327,983	-0.6%
FED & SCH LUNCH REV	<u>\$4,611,882</u>	<u>\$5,369,494</u>	<u>16.4%</u>	<u>\$5,369,494</u>	<u>16.4%</u>	<u>\$5,369,494</u>	<u>16.4%</u>
TOTAL SCHOOL EST REV	\$18,014,108	\$18,667,477	3.6%	\$18,667,477	3.6%	\$18,697,477	3.8%
NET SCHOOL	\$16,953,588	\$17,626,075	4.0%	\$17,626,075	4.0%	\$17,566,075	3.6%
OVERLAY FOR ABATEMENTS	\$127,192	\$127,192	0.0%	\$127,192	0.0%	\$150,942	18.7%
WAR SERVICE CREDITS	\$467,950	\$467,950	0.0%	\$467,950	0.0%	\$444,200	-5.1%
COUNTY TAX ASSESSMENT*	<u>\$2,655,238</u>	<u>\$2,632,035</u>	<u>-0.9%</u>	<u>\$2,613,792</u>	<u>-1.6%</u>	<u>\$2,613,792</u>	<u>-1.6%</u>
GRAND TOTAL APPROP	\$59,621,238	\$62,804,843	5.3%	\$61,879,143	3.8%	\$62,324,101	4.5%
ESTIMATED REVENUES-CITY							
16. NON PROPERTY TAXES	\$237,000	\$250,000	5.5%	\$250,000	5.5%	\$250,000	5.5%
17. INTERGOVERNMENTAL	\$1,004,404	\$1,052,647	4.8%	\$1,052,647	4.8%	\$1,052,647	4.8%
18. LICENSES & PERMITS	\$2,651,609	\$2,759,000	4.1%	\$2,764,000	4.2%	\$2,794,000	5.4%
19. CHARGES FOR SERVICES	\$1,187,656	\$1,187,656	0.0%	\$1,217,656	2.5%	\$1,217,656	2.5%
20. MISC REVENUES	\$650,026	\$640,055	-1.5%	\$940,055	44.6%	\$1,447,013	122.6%
21. SURPLUS	<u>\$835,000</u>	<u>\$800,000</u>	<u>-4.2%</u>	<u>\$835,000</u>	<u>0.0%</u>	<u>\$835,000</u>	<u>0.0%</u>
TOTAL CITY EST REVENUES	\$6,565,695	\$6,689,358	1.9%	\$7,059,358	7.5%	\$7,596,316	15.7%
SCHOOL EST REVENUES	\$13,402,226	\$13,297,983	-0.8%	\$13,297,983	-0.8%	\$13,327,983	-0.6%
FF & SCH LUNCH REV	<u>\$4,611,882</u>	<u>\$5,369,494</u>	<u>16.4%</u>	<u>\$5,369,494</u>	<u>16.4%</u>	<u>\$5,369,494</u>	<u>16.4%</u>
TOTAL REVENUES	\$24,579,803	\$25,356,835	3.2%	\$25,726,835	4.7%	\$26,293,793	7.0%
BALANCE TO BE RAISED-LOCAL	\$35,041,435	\$37,448,008	6.9%	\$36,152,308	3.2%	\$36,030,308	2.8%
BALANCE TO BE RAISED-STATE*	\$4,726,415	\$4,608,269	-2.5%	\$4,608,269	-2.5%	\$4,608,269	-2.5%
ASSESSED VALUATION	\$1,804,204,123	\$1,823,204,123	1.1%	\$1,823,204,123	1.1%	\$1,823,204,123	1.1%
LOCAL TAX RATE PER \$1,000	\$19.42	\$20.54	5.8%	\$19.83	2.1%	\$19.76	1.8%
STATE TAX RATE PER \$1,000*	<u>\$2.66</u>	<u>\$2.56</u>	<u>-3.5%</u>	<u>\$2.56</u>	<u>-3.5%</u>	<u>\$2.56</u>	<u>-3.5%</u>
TOTAL TAX RATE PER \$1,000	\$22.08	\$23.10	4.6%	\$22.39	1.4%	\$22.33	1.1%
Tax Rate Increase		\$1.02		\$0.31		\$0.25	

*adjusted, no utilities

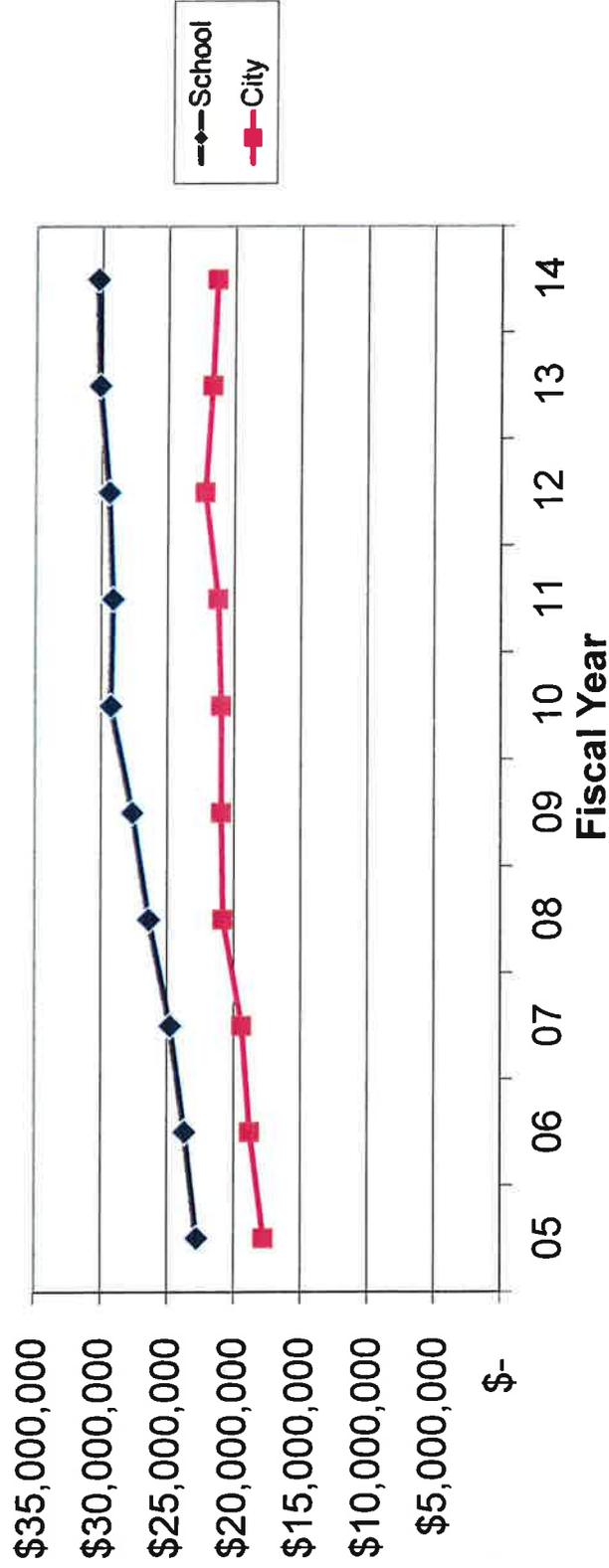
Assessed Valuation -FROM DRA 11/21/13		\$1,804,204,123	19,000,000	1,823,204,123
DRA STATE TAX RATE 11/21/13	\$1,778,674,523	19,000,000	1,797,674,523	1,797,674,523
FY13 State Vaulation from DRA	\$1,778,674,523	(used for State Tax Rate calc)		

Property Taxes to Other Revenues



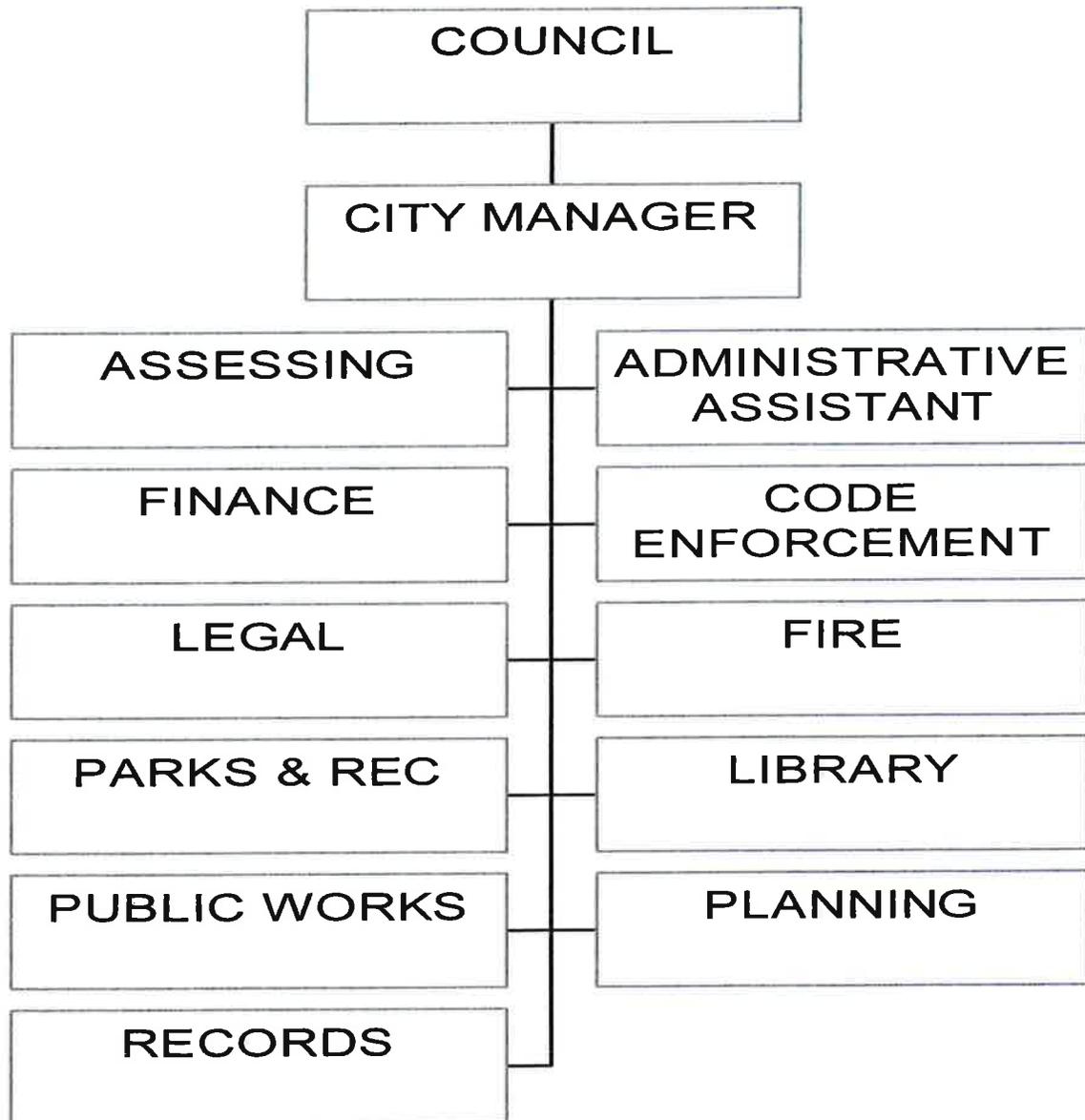
	<u>2013-2014</u>	<u>2014-2015</u>	<u>%DEPT</u>	<u>2014-2105</u>	<u>% MNGF</u>	<u>2014-2015</u>	<u>% COUNCIL</u>
	<u>COUNCIL</u>	<u>DEPT REQ</u>	<u>13-14</u>	<u>MANAGER</u>	<u>14-15</u>	<u>COUNCIL</u>	<u>14-15</u>
<u>NON PROPERTY TAXES</u>							
23. INTEREST ON TAXES	\$62,000	\$65,000	4.8%	\$65,000	4.8%	\$65,000	4.8%
24. REDEMPTION INTEREST	\$90,000	\$95,000	5.6%	\$95,000	5.6%	\$95,000	5.6%
25. BOAT TAXES	\$85,000	\$90,000	5.9%	\$90,000	5.9%	\$90,000	5.9%
TOTAL NON PROPERTY TO 16	\$237,000	\$250,000	5.5%	\$250,000	5.5%	\$250,000	5.5%
<u>INTERGOVERNMENTAL</u>							
26. SHARED REVENUES	\$ -	\$ -		\$ -		\$ -	
27. ROOMS & MEALS TAX	\$714,757	\$763,000	6.7%	\$763,000	6.7%	\$763,000	6.7%
29. HIGHWAY BLOCK GRANT	\$289,302	\$289,302	0.0%	\$289,302	0.0%	\$289,302	0.0%
30. NH FOREST LAND	\$345	\$345	0.0%	\$345	0.0%	\$345	0.0%
TOTAL INTERGOV TO 17	\$1,004,404	\$1,052,647	4.8%	\$1,052,647	4.8%	\$1,052,647	4.8%
<u>LICENSES & PERMITS</u>							
31. MOTOR VEHICLE REG	\$2,050,000	\$2,150,000	4.9%	\$2,150,000	4.9%	\$2,180,000	6.3%
32. DOG LICENSES & FINES	\$8,000	\$8,000	0.0%	\$8,000	0.0%	\$8,000	0.0%
33. BUILDING & ZONING FEES	\$108,609	\$115,000	5.9%	\$120,000	10.5%	\$120,000	10.5%
34. FEES, TAX COLLECTION	\$11,000	\$11,000	0.0%	\$11,000	0.0%	\$11,000	0.0%
35. FEES, CITY CLERK	\$120,000	\$120,000	0.0%	\$120,000	0.0%	\$120,000	0.0%
37. FRANCHISE FEES	\$292,000	\$293,000	0.3%	\$293,000	0.3%	\$293,000	0.3%
38. ALARM BOX FEES	\$62,000	\$62,000	0.0%	\$62,000	0.0%	\$62,000	0.0%
TOTAL LIC & PERMITS TO 18	\$2,651,609	\$2,759,000	4.1%	\$2,764,000	4.2%	\$2,794,000	5.4%
<u>CHARGES FOR SERVICES</u>							
39. MISC REMIBURSABLES	\$145,000	\$145,000	0.0%	\$145,000	0.0%	\$145,000	0.0%
40. AMBULANCE LRGH	\$7,656	\$7,656	0.0%	\$7,656	0.0%	\$7,656	0.0%
41. FIRE DEPT	\$30,000	\$30,000	0.0%	\$30,000	0.0%	\$30,000	0.0%
42. PLANNING DEPT	\$27,000	\$27,000	0.0%	\$27,000	0.0%	\$27,000	0.0%
43. POLICE DEPT	\$8,000	\$8,000	0.0%	\$8,000	0.0%	\$8,000	0.0%
44. PUBLIC WORKS & S.W.	\$970,000	\$970,000	0.0%	\$1,000,000	3.1%	\$1,000,000	3.1%
TOTAL CHARGES TO 19	\$1,187,656	\$1,187,656	0.0%	\$1,217,656	2.5%	\$1,217,656	2.5%
<u>MISCELLANEOUS REVENUES</u>							
45. INTEREST ON INVESTMENTS	\$75,000	\$70,000	-6.7%	\$70,000	-6.7%	\$70,000	-6.7%
46. WEIRS BEACH PARKING	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
47. PARKING METERS	\$68,000	\$68,000	0.0%	\$68,000	0.0%	\$68,000	0.0%
48. PARKING VIOLATIONS	\$40,000	\$35,000	-12.5%	\$35,000	-12.5%	\$35,000	-12.5%
49. PILOT-ELDERLY HOUSING	\$100,097	\$100,097	0.0%	\$100,097	0.0%	\$100,097	0.0%
50. PILOT-CAP	\$19,833	\$19,900	0.3%	\$19,900	0.3%	\$19,900	0.3%
51. PILOT-SKATING CLUB	\$14,539	\$14,539	0.0%	\$14,539	0.0%	\$14,539	0.0%
52. PILOT-TAYLOR HOME	\$255,825	\$255,825	0.0%	\$255,825	0.0%	\$255,825	0.0%
53. PILOT-STATE	\$7,732	\$7,694	-0.5%	\$7,694	-0.5%	\$7,694	-0.5%
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%
57. CONCORD CO-OP	-	-	0.0%	\$300,000	0.0%	\$800,000	0.0%
58. WYATT PARK SPECIAL REV	-	-	0.0%	-	0.0%	\$6,958	0.0%
TOTAL MISC TO 20	\$650,026	\$640,055	-1.5%	\$940,055	44.6%	\$1,447,013	122.6%
TOTAL CITY NON-TAX REVENUE	\$5,730,695	\$5,889,358	2.8%	\$6,224,358	8.6%	\$6,761,316	18.0%

School & City Expenditure Last Ten Years



ADMINISTRATION

FY 2014-2015



ADMINISTRATION
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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								
01 401 101 0001 Mayor-Council	\$17,100	\$16,000	\$16,143	\$17,200	\$17,200	\$17,200	\$17,200	\$17,200
01 401 101 0002 City Manager	120,925	103,418	98,921	103,985	107,500	128,760	128,760	128,760
01 401 101 0003 Admin. Asst	38,346	40,332	33,563	30,423	35,781	37,237	37,237	37,237
01 401 106 0000 Sick-Hurt	51	39,251	929	1,112	-	-	-	-
01 401 107 0000 Holidays	1,591	4,880	1,288	156	-	-	-	-
01 401 108 0000 Vacations	3,272	6,222	1,950	1,292	-	-	-	-
01 401 109 0000 Longevity	-	-	-	964	-	-	-	-
01 401 115 0000 Salary Adj.	-	-	-	-	7,923	1,862	1,862	1,862
TOTAL SALARIES	\$181,285	\$210,103	\$152,794	\$155,132	\$168,404	\$185,059	\$185,059	\$185,059
OTHER								
01 401 201 0000 Telephones	\$1,510	\$1,471	\$1,902	\$1,644	\$1,200	\$1,200	\$1,200	\$1,200
01 401 207 0000 Postage	548	449	392	307	500	500	500	500
01 401 208 0000 Printing	-	-	-	-	100	100	100	100
01 401 210 0000 Notices	648	722	843	-	700	700	700	700
01 401 212 0000 Copier	855	1,549	1,193	1,257	1,100	1,200	1,200	1,200
01 401 214 0000 Supplies	1,305	2,212	1,251	1,646	1,400	1,200	1,200	1,200
01 401 234 0000 Vehicle Rental	21	30	123	-	-	-	-	-
01 401 242 0001 Travel-Mgr.	179	-	1,044	1,237	3,500	3,500	3,500	3,500
01 401 242 0002 Travel-Council	-	-	-	-	300	300	300	300
01 401 245 0000 Dues-NHMA	12,827	12,958	13,238	13,618	13,500	13,500	14,500	14,500
01 401 245 0001 Dues-Mgr.	250	170	874	817	1,500	1,500	1,500	1,500
01 401 245 0002 Conf-Dues-Council	-	-	-	676	400	400	400	400
01 401 303 0000 Miscellaneous.	-	-	40	(170)	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	1,480	-	8,000	6,000	6,000	6,000
01 401 401 0000 Equipment	-	1,694	13	-	300	2,800	2,800	2,800
TOTAL OTHER	\$18,143	\$21,505	\$22,391	\$21,032	\$33,600	\$34,000	\$35,000	\$35,000
DEPT. O&M TOTAL	\$199,428	\$231,608	\$175,185	\$176,164	\$202,004	\$219,059	\$220,059	\$220,059

ADMINISTRATION
FY 2014-2015 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
	City Council**							\$17,200.00
1	City Manager*			26			\$2,390.77	
				26			\$2,561.54	\$128,760.06
1	Admin Asst ***	15H		52	35	\$20.46	\$716.10	\$37,237.20
Total Admin.								\$183,197.26

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

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

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

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

Administration Activities:

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

2014-2015 Objective:

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

ADMINISTRATION-ACCOUNT DESCRIPTIONS
FY 2014 – 2015 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. This line item was increased to reflect an increase in dues.

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 2014-2015 BUDGET

<u>2013-2014</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>CIP</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</u>	
<u>Dept</u>	<u>CAPITAL OUTLAY</u>	<u>COUNCIL</u>	<u>Dept</u>	<u>RANK</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>	
Parks	Opechee Park House Recon	\$10,000	Parks	Memorial Park Bleacher	21	\$14,000	\$14,000	\$14,000
	Endicott Rock Park Beach			Memorial Tennis Court	30	\$25,000	\$25,000	\$25,000
	Engineering	\$40,000		Opechee Park House Reconstruction	32	\$130,000	-	-
				Leavitt Park Tennis Court	33	\$75,000	-	-
				Reconstruction	34	\$300,000	-	-
				Endicott RockPark Beach				
				Restoration/Construction				
Fire	Replace 4" Hose **	\$10,000		Wyatt Park Renovation	37	\$60,000	-	-
Police	Active Shooter/High Risk Equip**	\$10,436	Fire	Network Server **	29	\$6,000	\$6,000	6,000
	Phone Upgrades	\$13,000		Command Vehicle	38	\$32,000	-	-
				Central Fire Station Blacktop & parking	39	\$250,000	-	-
Non Dep	Non Capital Reserve Imp	\$65,000	Police	Holster Replacement **	5	\$10,800	\$10,800	\$10,800
				Mobile Data Terminals	27	\$11,410	-	-
			Non Dept	Non Capital Reserve			\$65,000	\$65,000
DPW	Street Repairs	\$1,300,000	DPW	Street Repairs	1	\$1,400,000	\$1,600,000	\$1,300,000
	Court St Bridge	\$40,000		Drainage Improvements	2	\$100,000	\$100,000	\$100,000
	Sidewalk Repair/Construction	\$35,000		Sidewalk Repair/Construction	6	\$50,000	\$40,000	\$40,000
	Traffic Lights-Union @ Gilford	\$30,000		Bridge Engineering	11	\$20,000	-	-
	Bridge Engineering	\$20,000		Traffic Light - Court @ Fair	12	\$25,000	\$25,000	-
	City Wide Drainage Improvements	\$80,000		Fence/Guardrail Replacement	13	\$50,000	\$50,000	\$50,000
				Parking Garage Deck Repair/Structural				
	Parking garage Deck Repair	\$21,000		Review	24	\$15,000	\$15,000	\$15,000
	Comprehensive Drainage Study	\$30,000		Hillard Rd Bridge Replacement	25	\$47,000	-	-
		\$1,704,436		Comprehensive Drainage Study	26	\$45,000	\$20,000	\$20,000
				Replace HVAC System	28	\$77,000	\$67,000	67,000
							\$2,037,800	\$1,712,800
**	Less Cap Outlay from Bike Week Rev	(20,436)	**	Less Cap Outlay from Bike Week Rev.			(\$16,800)	(\$16,800)
	Net Capital Outlay Requests	\$1,684,000				\$2,743,210	\$2,021,000	\$1,696,000
DPW	Vehicle Replacement	\$170,000	ISF					
Parks	3/4 Ton Truck w/plow, utility bed	\$40,000	DPW	Vehicle Replacement	17	\$170,000	\$170,000	\$170,000
Police	Cruisers (3)	\$90,000	Fire	Command Vehicle	38	\$32,000	\$32,000	\$32,000
			Police	Cruisers (2)	2	\$70,000	\$70,000	\$70,000
			Parks	Mower Replacement	35	\$14,000	\$14,000	\$14,000
	ISF Total	\$300,000		ISF Total		\$286,000	\$286,000	\$286,000

ADMINISTRATION-CAPITAL OUTLAY
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

Parks:

Memorial Park Bleachers: \$14,000. This request would fund the replacement of the steel and wood plank bleachers at the Memorial Park Baseball and Softball field with aluminum bleachers on a concrete pad. This request ranked 21st by the CIP Committee. *Funding for this request is recommended by the City Manager.*

Memorial Park Tennis Courts: \$25,000. This request would provide funds to resurface the Memorial Park tennis courts including crack repair, resurfacing and relining of all five (5) courts. The CIP Committee rated this request 30th. *The Manager is recommending funding this request for the full amount.*

Opechee Park House Reconstruction: \$130,000. This line would fund the expansion and renovation of the existing Opechee Park Bath House to include a function room. There is strong volunteer effort anticipated to contribute significantly to this project, as well as to manage the Park House functions once renovation is complete. This item was ranked 32nd by the CIP Committee. *The City Manager is not recommending funding of this request.*

Leavitt Park Tennis Court Reconstruction: \$75,000. The tennis courts are old and have numerous cracks. This project includes reclamation of the current surface down to the gravel base, new asphalt base new tennis court surface, new nets and supports as well as new perimeter fencing. This request was ranked 33th by the CIP Committee. *The City Manager has not funded this request.*

Endicott Rock Park Beach Restoration/Construction: \$300,000. The goal of this project is to restore Weirs Beach to its original footprint, or as much as will be permitted by the regulating authorities. Phase 1 of the Weirs Beach sand migration study was completed in 2013. Further engineering studies are slated to begin in the fall of 2014. This request is for the final engineering and construction phase of the project. CIP Committee ranked this request at 34th out of the 39 requests received. *This City Manager is not recommending funding this request at this time.*

Wyatt Park Revitalization: \$60,000. Wyatt Park is a very popular park and serves as a gate-way to the City. In 2012 the City Council allocated \$50,000 towards improvements in the park. These enhancements were completed in 2013 and included resurfacing the basketball court, a walking path around the park as well as new benches throughout the park. This request ranked 37th by the CIP Committee. *The City Manager does not recommend funding this project.*

Fire:

Network Server: \$6,000. This request is for a new server for the Fire Department. The current server is 6 years old and is outdated. Typically servers have life of 3 – 5 years. The computers used are newer and faster than the current server. This request ranked 29th out of 39

by the CIP Committee. ***The City Manager is recommending funding this request from the Motorcycle Week Special Revenue Fund.***

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 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:

Holster Replacement: \$10,800. The department currently uses and issues all officers a holster with a threat level I. It is recommended by the IACP for at least a level II holster. An issue holster replacement cannot be phased in but needs to be done to the entire department at once. This also helps with training and safety. The department would need to purchase 60 holsters @ \$180 each. All 40 Officers would get a duty holster and in addition we would get 20 specialty holsters for detectives and mountain bike officers. ***The City Manager is recommending funding this request from the Motorcycle Week Special Revenue account.***

Mobile Data Terminals: \$11,410. The department currently uses lap top computers for Mobile Data Terminals. We are finding that the lap tops take up too much room in the new cars and do not hold up more than 2 years. We are requesting 2 Mobile Data Systems with 320 GB Hard Drives, 2 GB DDR's System Memory, 4 on-board USB Ports, Windows 7 and a 3 year Warranty. The CIP Committee ranked this request 27th. ***The City Manager is not recommending funding this request through Capital Outlay but as an Operational line item in the Police Budget.***

Non-Department:

Non Capital Reserve Improvements: \$65,000. 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 the full \$65,000 to this account.***

DPW:

Street Repairs: \$1,400,000. This fund would repair/resurface streets, install drainage, curbing and sub-lawn restoration / landscaping as required. DPW has accomplished over 38 miles of reconstruction and/or re-paving of streets through CIP funding in the past 10 years. In the next few cycles we intend to focus attention on several costly road sections including portions of Union Avenue and Court Street, North Main Street, Morrill Street and Frank Bean Road as well as several other smaller street sections as prioritized through our Road Surface Management Program. This CIP once again ranked this request as 1st on the list for CIP requests. ***The Manager is recommending increasing funding for this item to \$1,600,000. The City Council reduced the funding for Street Repairs to \$1,300,000.***

City Wide Drainage Improvements: \$100,000. This request is a follow up to the Comprehensive Drainage Study that has been on-going throughout the City for the past several

years. These funds would allow for the actual construction of projects that have been identified as priorities through the Drainage Study. The City needs to gradually and systematically replace the storm water infrastructure. This project request was rated 2th by the CIP Committee. *The City Manager has recommended full funding of this request.*

Sidewalk Improvements: \$50,000. This funding would to repair existing and construction of new sidewalks throughout the City. Sidewalks throughout the City have deteriorated and many of the sidewalks/intersections throughout the City are not ADA compliant and need to be upgraded. This line ranked 6th out of 39 requests with the CIP Committee. *The City Manager has recommended funding this request at \$40,000.*

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 11th on the CIP list. *The City Manager has not funded this request.*

Traffic Light Installation – Court St @ Fair St: \$25,000. Increased traffic demands at this intersection have reached the point where a controlled intersection is warranted. This project would include a full survey of intersection, traffic counts and traffic design to result in plans and specifications for construction of fully controlled intersection with mast arm mounted traffic signals and pedestrian crossing facilities. *Funding for this project is recommended by the City Manager at the amount requested. The City Council did not approve this request.*

Fence/Guardrail Replacement: \$50,000. This funding would replace various 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 13 out of 39. *The Manager is recommending full funding this request.*

Parking Garage Deck Repair and Structural Review: \$15,000. The City Parking Garage is 45 years old. There continues to be some moisture intrusion issues in the retail and professional office spaces located on the first level of the garage. The existing deed states the City has the responsibility to remediate water intrusion issues. There is also evidence of significant deterioration of several portions of the structural steel and safety concerns warrant an engineering review of the structure. The CIP Committee ranked this request 24th on the list. *The City Manager is recommending funding this line item.*

Hilliard Road Bridge Construction: \$47,000. This area is a major wetland and bog, during significant and intense rain events the water flows over the top of the roadway. The pipes are deteriorating and erosion is a significant concern. This project would involve the removal of multiple drain pipes near the end of Hilliard Road at the Pickerel Cove end and replacing with a pre-cast concrete box or aluminum arch on concrete footers. The CIP Committee ranked this request 25th. *The City Manager has not recommended funding this request.*

Comprehensive Drainage Study: \$45,000. This line would fund the continuation of a comprehensive drainage study that would identify pipe and box culvert sizes to be used in replacing an aging and undersized drainage infrastructure. 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 26 out of 39 with the CIP Committee. *The City Manager has reduced this line to \$20,000.*

Replace HVAC System: \$77,000. Replace and/or upgrade the HVAC heating system at the Public Works Headquarters located at 27 Bisson Ave. The current heating and air-conditioning system is 20+ years old and utilizes gas powered units located throughout the building. The system needs to have an energy audit and then Request for Proposals to determine the exact scope of work. *The City Manager has reduced this line to \$67,000 as funds were allocated in Fiscal Year 14 towards this project.*

INTERNAL SERVICE FUND

Police:

Three Cruisers: \$70,000. 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 CIP Committee ranked this request 15th. *The City Manager is requesting funding for this line.*

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 15. This line ranked 17 of 39 by the CIP committee. *The Manager is recommending fully funding this request.*

Fire:

Command Vehicle: \$32,000. The current Command Vehicle is a 2005 Chevy Tahoe with over 70,000 miles. This unit serves as front line mobile command post and is equipped with radios, maps preplans, as well as holds some fire equipment. This request would fund the acquisition of a new Command Vehicle and the Chevy Tahoe would then be transferred to the EMS Deputy who currently uses a Ford Sedan with over 100,000 miles. This line ranked 36 out of 38 with the CIP committee. *The City Manager has recommended funding this request.*

Parks:

Mower Replacement: \$14,000. This request is to purchase a replacement riding mower and a commercial walk behind mower. This is part of the scheduled vehicle replacement. The CIP Committee ranked this request 35th. *The City Manager is recommending funding of this request.*

ADMINISTRATION -CAPITAL OUTLAY TO BE BONDED
FY 2014-2015 BUDGET

<u>2014-2015</u>		<u>CIP</u>	<u>FY 2014-2015</u>	<u>FY 2014-2015</u>	<u>FY 2014-2015</u>
<u>Dept</u>		<u>RANK</u>	<u>DEPT REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
Fire	Central Fire Station Renovation/Addition	9	\$4,100,000	\$ 4,100,000	\$ 4,400,000
DPW	Frank Bean Road Environmental Cleanup	-	\$1,200,000	\$1,200,000	\$1,200,000
DPW	Main Street Bridge Reconstruction	-	\$800,000	\$800,000	\$800,000
Total City			\$6,100,000	\$6,100,000	\$6,400,000

ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

Fire:

Central Fire Station Improvements:

Original Request \$4,100,000

Council Amended to \$4,400,000

This bond would fund the renovation of the existing station and include an addition. The existing station, built in 1971, would have renovations and updates to the apparatus bay as well as create training rooms. Various safety concerns would be addressed including an area for decontamination of equipment, upgraded electrical and wiring, and proper fire rated separations between apparatus and station. Firefighter living quarters, administrative offices and meeting space would be housed in the addition. Possible reuse or sale of the Lakeport fire station is a consideration. This project ranked 9th of 39 with the CIP Committee. *The City Manager is recommending funding of this request. After updated cost estimates from the Architect the City Council increased the request for the Fire Bond from \$4,100,000 to \$4,400,000.*

Public Works:

Frank Bean Road Cleanup: \$1,200,000

This bond would fund the City's cost of the clean-up the contamination located on Frank Bean Road from a burn dump dating back to the 1950's. There has been various tests performed at this site over the years, which have detected various levels of contaminants. The area of concern is estimated to be approximately 1000 feet long by 200 feet wide.

Main Street Bridge: \$800,000

This bond would fund the City's cost of the widening and reconstruction of the Main Street Bridge. The cost of the project is approximately \$3,300,000 of which the state will bear 80 percent and the city 20 percent of the cost. There are several elements to the bridge project totaling approximately \$140,000 that are not eligible for matching funds from the State that are factored into the overall estimate needed for the bond. The project is scheduled to be completed in 4 phases, beginning in the Spring of 2014 and with project completion expected in Mid-June 2015.

ADMINISTRATION - NON DEPARTMENTAL
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$709	\$2,500	\$2,500	\$2,500	\$2,500
01 431 248 0000 Employee Service Awards	4,989	3,929	5,736	4,640	5,000	5,000	5,000	5,000
01 431 303 0000 Public Relations	2,243	2,283	447	1,286	3,000	3,000	2,000	2,000
01 431 303 0001 IT/GIS	74,841	84,188	70,358	90,460	107,000	153,500	147,500	147,500
01 431 304 0000 O/S Contract	(1,620)	56,870	11,650	561	5,000	5,000	5,000	5,000
01 431 343 0000 Contingency	-	(1)	373,835	31,258	50,000	50,000	50,000	850,000
01 431 343 0001 Environmental Contingency	-	-	-	1,894	-	-	-	-
01 431 343 0011 Revalutaion Contingency	-	-	-	-	-	-	-	17,148
01 431 345 0000 Cemeteries	3,914	4,123	4,500	4,500	4,500	4,500	4,500	4,500
01 431 346 0000 LWW Hydrant Services	33,756	33,756	33,756	33,756	33,756	33,756	33,756	33,756
01 431 357 0030 Capital Reserve for Debt Service	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	5,000
01 431 357 0070 Cable TV	36,467	35,525	41,848	40,594	39,500	39,500	39,500	29,500
01 431 357 0072 Heritage Commission	13	15	-	-	-	-	-	-
TOTAL OTHER	\$157,964	\$222,689	\$1,048,018	\$211,658	\$252,256	\$298,756	\$291,756	\$1,101,904
DEPT. O&M TOTAL	\$157,964	\$222,689	\$1,048,018	\$211,658	\$252,256	\$298,756	\$291,756	\$1,101,904

ADMINISTRATION - NON DEPARTMENTAL
ACCOUNT DESCRIPTIONS
FY 2014-2015 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. *The City Manager reduced this line item by \$1,000.*

IT/GIS

This line item funds the cost of maintaining the City's computer network, web page and GIS maintenance fees. In addition to the cost of routine maintenance and licensing of existing software, replacement of equipment and training this line item also includes; \$9,000 software upgrades; \$16,000 firewall and virus protection; \$19,000 GIS; \$12,000 for consulting; as well as \$50,000 to replace the servers at City Hall. *The City Manager has reduced funding for this line item \$6,000 to \$147,500.*

OUTSIDE CONTRACT

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

CONTINGENCY

This budget allows for unforeseen expenditures and anticipated retirements. *As a result of the new contract signed with the Concord Coop through 2022 there was a signing bonus of \$300,000 and also a Return of Assets by the Coop of \$500,000. The Council increased the Contingency funding by \$800,000 in anticipation of receiving this revenue, the Council will make a decision as to what non-recurring project(s) would best benefit from these funds.*

REVALUATION CONTINGENCY

The Council approved this line item of \$17,148 to be applied towards the costs for the next Revaluation that will begin in the fall of 2015. There were funds remaining from the 2009 Revaluation bond, these fund were used to decrease the Principal & Interest amount for FY15 by \$17,148.

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. *The City Council increased this line item by \$3,000 due to notification of an increase in dues to \$5,000 per year.*

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. *This line was reduced by the City Council to \$29,500 due to changes in the LRPA business model. The fees to LRPA have decreased to \$1,700 annually from \$39,500 annually. It is expected that the City will need to invest in some equipment to be able to broadcast Meetings from City Hall.*

ADMINISTRATION - SPECIAL ITEMS
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$7,446	\$7,446	\$10,325	\$10,325	\$10,325	\$10,325	\$10,325
01 489 480 0005 Community Action	49,552	49,552	49,552	46,579	46,579	46,579	46,579	46,579
01 489 480 0007 Central NH VNA & Hospice	56,000	56,000	56,000	56,000	56,000	52,000	52,000	52,000
01 489 480 0011 Laconia Airport Authority	-	10,000	-	-	-	-	-	-
01 489 480 0012 Humane Society	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	2,475	1,650	1,650	2,500	3,468	3,468	3,468	3,468
01 489 480 0014 Child & Family Services	3,500	2,625	2,625	4,500	5,000	5,500	5,000	5,000
01 489 480 0017 Veterinarian Costs	153	-	193	72	300	300	300	300
01 489 480 0018 Lakes Region Assn	-	-	-	500	500	-	-	-
01 489 480 0019 Laconia Main Street Initiative	-	-	-	4,000	-	-	-	-
01 489 480 0021 Youth Service-Upswing	1,500	-	-	-	-	-	-	-
01 489 480 0022 Human Relations	1,000	1,000	1,000	1,000	2,000	2,000	2,000	2,000
01 489 480 0023 LR Chamber of Commerce	500	125	125	145	125	125	125	125
01 489 480 0024 4th of July fireworks	-	10,000	10,000	10,000	12,000	24,000	12,000	12,000
01 489 480 0025 Laconia Trails with Rails/WOW	7,500	7,500	7,500	15,000	17,500	20,000	15,000	8,000
01 489 480 0026 Weirs Beach Fire Works	6,000	6,000	6,000	7,000	7,000	7,000	7,000	7,000
01 489 480 0027 Genesis Behavioral Health	8,000	8,000	8,000	15,000	20,000	36,450	20,000	20,000
01 489 480 0028 Boys and Girls Club	2,250	1,500	1,500	3,000	5,000	10,000	5,000	5,000
01 489 480 0030 Winnepesaukee Transit System	3,750	2,500	2,500	3,000	3,000	5,000	3,000	3,000
01 489 480 0031 Milfoil Treatment	-	-	-	-	5,000	-	20,000	20,000
01 489 480 0033 Lake Opechee Preservation	12,300	-	-	2,265	-	7,000	-	-
01 489 480 0034 Greater Lakes Child Advocacy	-	-	-	1,000	-	-	-	-
01 489 480 0035 CASA	-	-	-	-	-	500	500	500
American Red Cross	-	-	-	-	-	7,194	-	-
01 489 480 0072 Laconia Heritage Commisison	-	-	-	-	-	750	750	750
TOTAL OTHER	189,408	188,898	179,091	206,886	218,797	263,191	228,047	221,047
 DEPT. O&M TOTAL	 \$189,408	 \$188,898	 \$179,091	 \$206,886	 \$218,797	 \$263,191	 \$228,047	 \$221,047

ADMINISTRATION - SPECIAL ITEMS
ACCOUNT DESCRIPTIONS
FY 2014-2015 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 request this year is for \$46,579 which is the same amount as requested for the last 2 years. The City Manager has funded this request.*

CENTRAL NH VNA & HOSPICE

This agency funds home health care, youth family support services and hospice services to the City. *The request for funding this year was for \$52,000 down by \$4,000 from previous years. The City Manager is recommending funding this request for \$52,000.*

HUMANE SOCIETY

This agency houses and boards stray dogs and unlicensed dogs collected in the City. This contract which takes effect on July 1, 2014 thru June 30, 2015 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.

HUMAN RELATIONS

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

LACONIA/WEIRS BEACH CHAMBER

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

FOURTH OF JULY FIREWORKS

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

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 \$15,000. The City Council voted to reduce the appropriation to the WOW trail for FY15 to \$8,000 to cover the cost of insurance for the trail. The decision to reduce the funding was due in part to the decision by the City Council to allocate \$400,000 from the Downtown TIF Fund for the construction of phase II of the WOW trail.*

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.*

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 \$36,450 this year; the City Manager has reduced this line to \$20,000.*

BOYS AND GIRLS CLUB

This line would help fund the current Project Extra program. This program encourages the positive development and enhances the quality of life for the youth of the greater Lakes Region area. The Teen Center is open daily during the school year, school vacations and no-school days. The Boys and Girls Club submitted a request for \$10,000 this year. *The City Manager is recommending funding this request for \$5,000.*

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

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

LAKE OPECHEE PRESERVATION

This request for \$7,000 will assist with the continued treatment of Milfoil in Lake Opechee. This line was not funded. Lake Opechee milfoil treatment has been combined with the Milfoil

Treatment line above and any funding for milfoil would be funded from this one appropriation. ***The request this year is for \$7,000, the City Manager has not funded this line item.***

CASA (Court Appointed Special Advocates)

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

AMERICAN RED CROSS

This request is for \$7,194 to help provide support and relief after local disasters; emergency preparedness training; courses in health and safety; blood drives; volunteer and youth leadership opportunities; and aid to military families. ***The City Manager has not funded this line.***

LACONIA HERITAGE COMMISSION

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

ADMINISTRATION - LICENSING BOARD
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 404 101 0000 Clerk (PT)	\$6,421	\$7,016	\$6,679	\$6,902	\$7,874	\$8,820	\$8,820	\$8,820
01 404 105 0000 Overtime	<u>420</u>	<u>127</u>	<u>428</u>	<u>480</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL SALARIES	\$6,841	\$7,143	\$7,107	\$7,382	\$8,374	\$9,320	\$9,320	\$9,320
OTHER								
01 404 207 0000 Postage	\$172	\$272	\$172	\$184	\$350	\$350	\$350	\$350
01 404 212 0000 Copier	67	145	148	35	250	250	250	250
01 404 214 0000 Supplies	698	798	576	440	800	800	800	800
01 404 234 0000 Vehicle Rental	380	-	50	207	500	500	500	500
01 404 303 0000 Misc.	383	419	415	412	450	450	450	450
01 404 401 0000 Equipment	<u>-</u>	<u>396</u>	<u>50</u>	<u>1,700</u>	<u>500</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
TOTAL OTHER	\$1,700	\$2,031	\$1,411	\$2,978	\$2,850	\$4,150	\$4,150	\$4,150
DEPT. O&M TOTAL	\$8,541	\$9,175	\$8,518	\$10,360	\$11,224	\$13,470	\$13,470	\$13,470

ADMINISTRATION-LICENSING BOARD
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk *	7	3	24	10	\$16.54	\$165.40	\$3,969.60
		7	4	28	10	\$17.32	\$173.20	\$4,849.60
								\$8,819.20

* Above Pay Rates include possible Merit (step) Increases

ADMINISTRATION - LICENSING BOARD
ACCOUNT DESCRIPTIONS
FY 2014-2015 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.

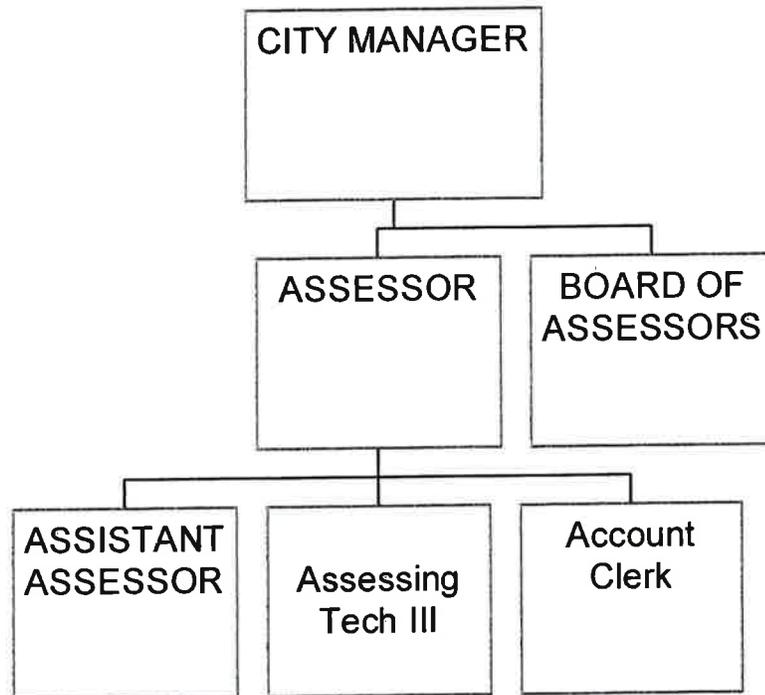
MISC

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 2014-2015 BUDGET



ASSESSING
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$172,727	\$174,979	\$173,468	\$181,466	\$195,087	\$199,545	\$199,545	\$199,545
01 411 105 0000 Overtime	70	128	-	51	-	-	-	-
01 411 106 0000 Sick-Hurt	2,147	2436	2,125	3,338	-	-	-	-
01 411 107 0000 Holidays	3,256	2794	2,794	2,920	-	-	-	-
01 411 108 0000 Vacations	2,937	5144	6,909	6,159	-	-	-	-
01 411 109 0000 Longevity	90	90	90	90	180	210	210	210
01 411 115 0000 SalaryAdj.	-	-	-	-	6,139	6,262	6,262	6,262
TOTAL SALARIES	\$181,227	\$185,571	\$185,386	\$194,024	\$201,406	\$206,017	\$206,017	\$206,017
OTHER								
01 411 201 0000 Telephones	\$1,230	\$1,102	\$691	\$659	\$1,000	\$750	\$750	\$750
01 411 207 0000 Postage	711	848	999	672	1,000	750	750	750
01 411 212 0000 Copier	342	1,908	2,395	2,871	3,000	3,000	3,000	3,000
01 411 214 0000 Supplies	3,246	815	3,541	883	2,800	2,500	2,500	2,500
01 411 229 0000 Registry-Deeds	65	76	77	30	100	100	100	100
01 411 233 0000 Maint-Agreement	9,025	9,501	9,450	9,965	11,000	11,000	11,000	11,000
01 411 234 0000 Vehicle Rental	3,708	3,611	4,885	4,498	4,000	4,500	4,500	4,500
01 411 242 0000 Travel-Meetings	24	-	-	-	300	200	200	200
01 411 245 0000 Conference-Dues	1,285	610	600	668	1,000	750	750	750
01 411 247 0000 Training	575	1,165	1,064	623	1,500	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	15,079	14,490	10,740	793	12,000	12,000	12,000	12,000
01 411 305 0000 GIS Services	-	-	-	6,000	4,000	4,000	4,000	4,000
01 411 401 0000 Equipment	845	-	-	-	-	-	-	-
01 411 304 0001 Revaluation	-	-	-	-	-	70,000	50,000	50,000
TOTAL OTHER	\$36,135	\$34,126	\$34,443	\$27,662	\$41,700	\$111,050	\$91,050	\$91,050
DEPT. O&M TOTAL	\$217,362	\$219,697	\$219,829	\$221,686	\$243,106	\$317,067	\$297,067	\$297,067

ASSESSING
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Assessor**	25			35		\$1,486.23	\$77,283.96
1	Assist Assessor**	16			35		\$922.11	\$47,949.72
1	Assessing Tech III*	13	10	52	35	\$24.02	\$840.70	\$43,716.40
1	Acct Clerk *	7	6	52	35	\$16.81	\$588.35	\$30,594.20

Total Assessor	\$199,544.28
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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

2014-2015 Objectives

- Complete Sales Analysis by October 3, 2014 and complete final MS-1 by Oct. 15, 2014
- Complete and mail the initial MS-1 by Sept. 1, 2014
- Complete new construction and sales inspections by July 1, 2014
- Complete City-wide yearly update
- Update City Tax Maps with GIS locations

2014-2015

- Achieve State Certification in 2015

ASSESSING
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

SALARIES

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

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

POSTAGE

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

COPIER

This line item funds day-to-day copying.

SUPPLIES

This line item funds the cost of general office supplies.

REGISTRY OF DEEDS

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

MAINTENANCE AGREEMENT

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

VEHICLE RENTAL

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

TRAVEL-MEETINGS

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

CONFERENCE-DUES

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

TRAINING

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

OUTSIDE CONTRACTS

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

GIS

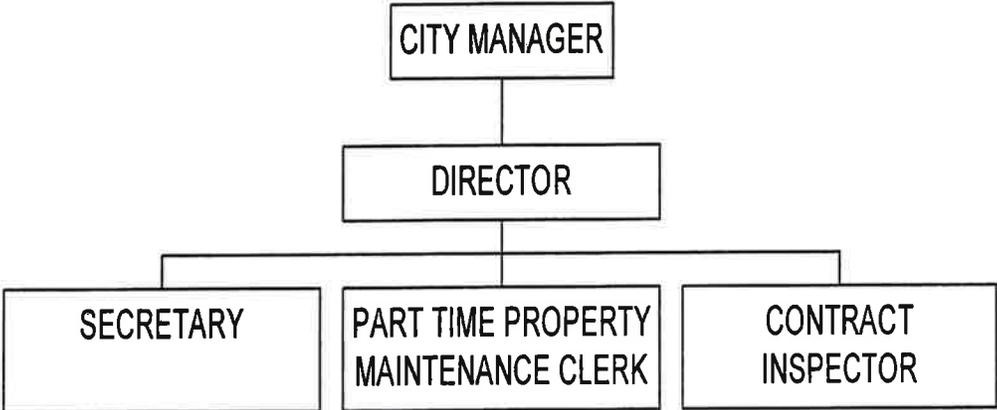
This line item covers expenses for the Assessing Departments related to the continued upgrades and improvements of data entered to GIS pertaining to the Assessing Department.

REVALUATION

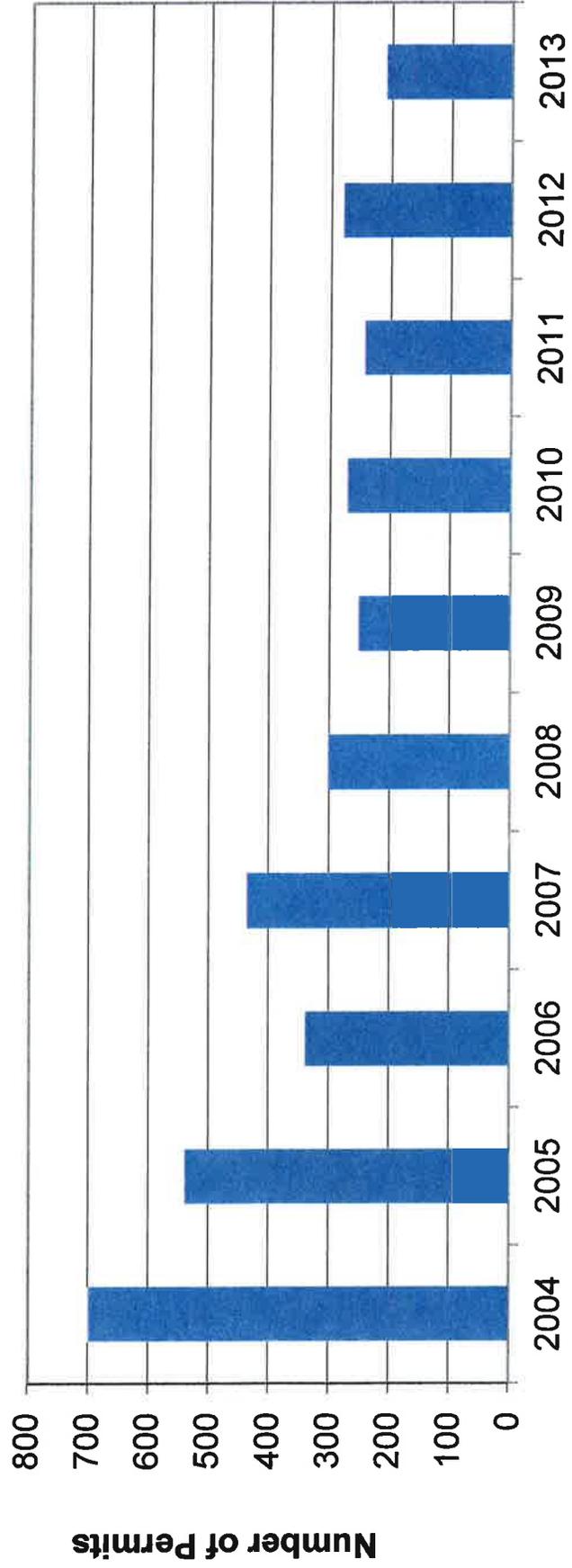
The City is required to do a city wide revaluation every 5 years, the cost of which runs approximately \$200,000. This request would provide a portion of the funds needed to complete the revaluation; the Assessing Dept will be requesting similar amounts over the next several budget years to fund this request. *The Manager has reduced this line item by \$20,000 to \$50,000.*

CODE ENFORCEMENT

FY 2014-2015



Building Permits Issued Last Ten Years



CODE ENFORCEMENT
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$85,310	\$55,878	\$39,396	\$60,854	\$76,349	\$77,013	\$77,013	\$77,013
01 407 105 0000 Overtime	64	144	125	80	-	-	-	-
01 407 106 0000 Sick-Hurt	2,038	1703	1,637	1,091	-	-	-	-
01 407 107 0000 Holidays	1,836	1838	1,838	3,298	-	-	-	-
01 407 108 0000 Vacations	3,428	2521	1,058	3,831	-	-	-	-
01 407 109 0000 Longevity	60	30	30	30	30	60	60	60
01 407 115 0000 Salary Adj.	-	-	-	-	1,269	1,295	1,295	1,295
TOTAL SALARIES	\$92,736	\$62,114	\$44,084	\$69,184	\$77,648	\$78,368	\$78,368	\$78,368
OTHER								
01 407 201 0000 Telephones	\$1,993	\$1,904	\$1,379	\$1,202	\$1,500	\$1,500	\$1,500	\$1,500
01 407 207 0000 Postage	269	309	267	488	400	450	450	450
01 407 210 0000 Notices	-	393	454	-	300	300	300	300
01 407 212 0000 Copier	216	228	358	730	600	600	600	600
01 407 214 0000 Supplies	2,423	1,426	3,741	1,288	2,500	2,500	2,500	2,500
01 407 234 0000 ISF/Vehicle Rental	3,822	3,520	1,215	1,028	4,500	4,500	4,500	4,500
01 407 242 0000 Travel-Meetings	220	240	-	-	300	300	300	300
01 407 245 0000 Conference-Dues	220	125	175	264	300	300	300	300
01 407 247 0000 Training	10	-	-	110	500	500	500	500
01 407 304 0000 O/S Contracts	27,852	28,112	93,589	76,800	76,800	79,754	79,754	79,754
01 407 304 0001 Prop Maint Enforcment	12,630	6,124	846	410	-	-	-	-
01 407 401 0000 Equipment	999	3,190	63	140	1,000	1,000	1,000	1,000
TOTAL OTHER	\$50,654	\$45,571	\$102,087	\$82,460	\$88,700	\$91,704	\$91,704	\$91,704
DEPT. O&M TOTAL	\$143,390	\$107,685	\$146,170	\$151,644	\$166,348	\$170,072	\$170,072	\$170,072

CODE ENFORCEMENT
FY 2014-2015 BUDGET

Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
Director*							\$25,894.39
Secretary**	9	7	44	35	\$ 19.30	\$675.50	
	9	8	8	35	\$ 19.59	\$685.65	\$35,207.20
Part time Property	4	1	17	25	\$11.89	\$297.25	
Maintenance Clerk	4	2	35	25	\$12.41	\$310.25	\$15,912.00
Total Code Enforcement							\$77,013.59

**Director's salary is 30 % of Planning Director's pay, eligible for up to 5% salary adjustment
*Above Pay Rates Include Possible Merit (Step) Increases

Code Enforcement Activities

	FY09	FY10	FY11	FY12	FY13
Building permits	254	273	245	281	211
Value of permits **	\$27,020,613	\$53,987,834	\$15,055,612	\$15,722,978	\$24,202,874
Demo Permits	17	16	21	24	36
Value of permits**	\$885,346	\$995,869	\$331,000	\$717,585	\$2,868,300
Electrical Permits	209	187	223	194	339
Value of permits**	\$5,824,672	\$1,063,342	\$1,696,467	\$2,387,737	\$3,329,188
Inspections performed	1,979	1,932	1,932	1,040	920
Property Maint cases	120	114	202	135	138

**FY10 includes \$1.5 million for City Water Storage Tank; \$36 million for Lakes Region General Hospital;
\$12,500 Fire Station and \$6,000 DPW
** FY 11 includes \$743,279 Water Maintenance Building
** FY13 includes LHS recreation buildings and Weirs Comm Park Buildings

Goals and Objectives 2014-2015

The Code Enforcement office will continue to focus on defining and refining procedures this year with an emphasis on customer service, user friendly forms and combined inspections with other departments. Property maintenance is also a focus. We have concentrated on several recurring properties and defined a process for Citations.

CODE ENFORCEMENT
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

SALARIES

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

OVERTIME

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

LONGEVITY

This line funds the employee eligible for longevity.

SALARY ADJUSTMENT

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

TELEPHONES

This line item funds the cost of telephone connections and related costs, including cell phone usage.

POSTAGE

This line funds the postage needs for the department. This line was reduced to \$400 by the City Manager last year and we over spent this line item. We are asking for a \$50 increase.

NOTICES

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

COPIER

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

SUPPLIES

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

ISF/VEHICLE RENTAL

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

TRAVEL-MEETINGS

This line item funds the cost of attendance at various Code Enforcement meetings.

CONFERENCE-DUES

This line item funds the cost of membership in the Building Official Association, the International Code Council, and to attend training conferences.

TRAINING

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

OUTSIDE CONTRACT

This line funds the contract Building Inspector. Contract with the consultant is for 24 months at approximately \$6698 per month.

PROPERTY MAINTENANCE ENFORCEMENT

The City Council added this line item FY 06-07, to pay for additional court and copying costs required to enforce the current Property Maintenance Code.

EQUIPMENT

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

CONSERVATION COMMISSION
FY 2014-2015 BUDGET

CONSERVATION COMMISSION
FY 2014-2015 BUDGET

	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>2013-2014</u> <u>BUDGET</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>2014-2015</u> <u>MANAGER</u>	<u>2014-2015</u> <u>COUNCIL</u>
SALARIES								
01 422 101 0000 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER								
01 422 207 0000 Postage	\$60	\$31	\$51	\$53	\$200	\$200	\$200	\$200
01 422 208 0000 Printing	-	-	-	-	100	100	100	100
01 422 212 0000 Copier	38	36	39	79	120	120	120	120
01 422 214 0000 Supplies	101	27	-	195	600	600	600	600
01 422 247 0000 Training	200	275	420	389	800	800	800	800
01 422 303 0000 Misc.	1,728	322	437	392	1,284	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	638	613	900	900	900	900
TOTAL OTHER	\$2,705	\$1,269	\$1,834	\$1,721	\$4,254	\$4,254	\$4,254	\$4,254
DEPT. O&M TOTAL	\$2,705	\$1,269	\$1,834	\$1,721	\$4,254	\$4,254	\$4,254	\$4,254

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 lastly meeting with the Department of Agriculture to create an invasive species drop off point.

2015 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 2014-2015

SALARIES

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

POSTAGE

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

PRINTING

This line item funds the printing costs for the Commission.

COPIER

The line funds the cost of copies for the Commission.

SUPPLIES

This line funds miscellaneous supplies needed for the Commission.

TRAINING

This line funds the training needs of the Commission.

MISCELLANEOUS

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

OUTSIDE SERVICES

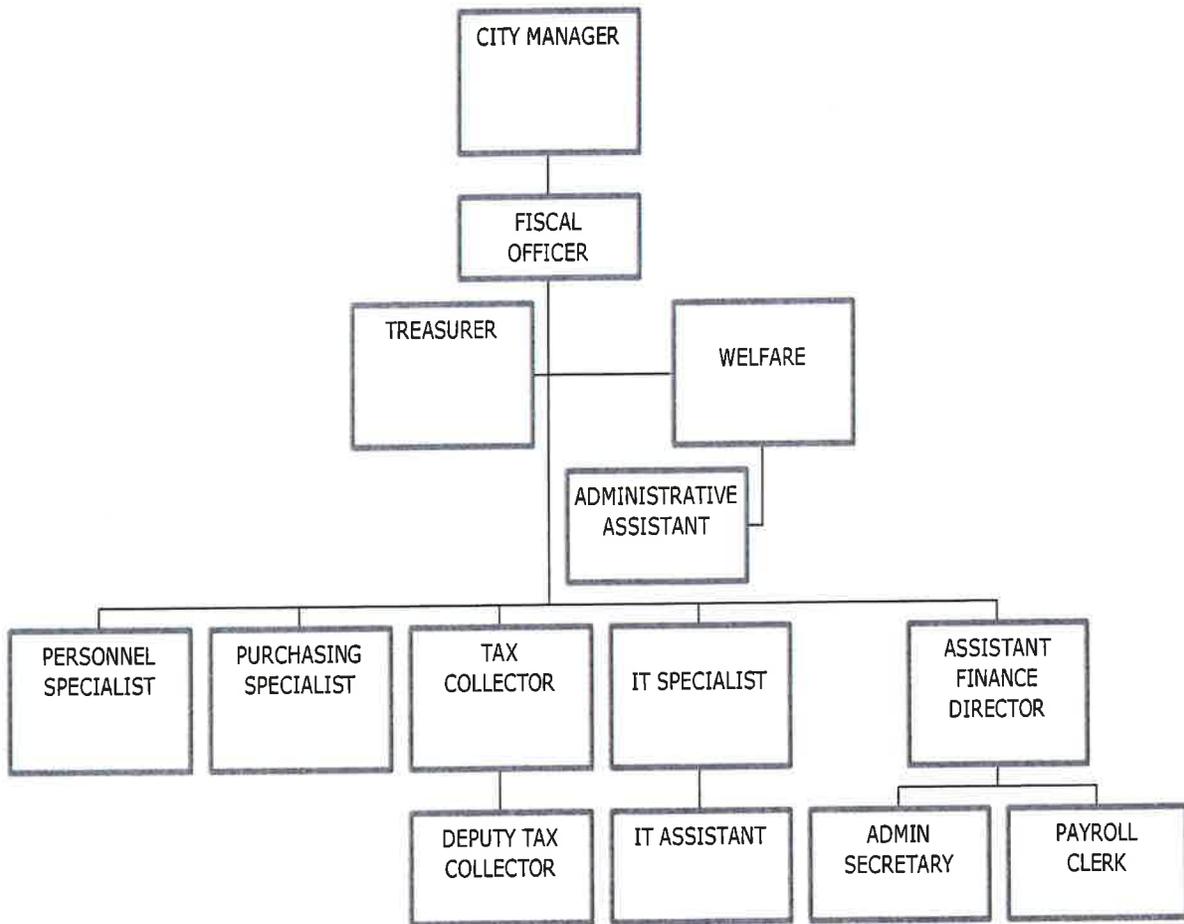
This line covers the cost for miscellaneous outside services that are needed by the Conservation Commission.

ANNUAL FEES

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

FINANCE

FY 2014 - 2015 BUDGET



FINANCE - EMPLOYEE BENEFITS
FY 2014-2015 BUDGET

	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>2013-2014</u> <u>BUDGET</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>2014-2015</u> <u>MANAGER</u>	<u>2014-2015</u> <u>COUNCIL</u>
OTHER								
01 429 120 0000 Social Security	\$281,327	\$278,329	\$266,065	\$274,984	\$293,342	\$304,608	\$304,608	\$304,608
01 429 130 0000 Health Insurance*	649,664	776,336	935,510	733,238	708,870	619,819	641,319	626,319
01 429 135 0000 Retirement	<u>151,223</u>	<u>163,835</u>	<u>155,334</u>	<u>161,560</u>	230,227	225,784	225,784	225,784
TOTAL OTHER	\$1,082,214	\$1,218,500	\$1,356,909	\$1,169,782	\$1,232,439	\$1,150,211	\$1,171,711	\$1,156,711
DEPT. O&M TOTAL	\$1,082,214	\$1,218,500	\$1,356,909	\$1,169,782	\$1,232,439	\$1,150,211	\$1,171,711	\$1,156,711

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

FINANCE - EMPLOYEE BENEFITS
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

SOCIAL SECURITY

This line item funds the cost of FICA and Medicare payments for all departments except Public Works, Solid Waste, Internal Service Fund and Sanitary Sewer Fund. The City Manager column does not reflect any increases in staffing, however steps/raises throughout the City have been included in the Salaries lines across City Departments. The Social Security amount reflects these salary increases.

HEALTH INSURANCE

This line item funds the cost of health insurance premiums for all employees except Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer Fund, less anticipated employee contributions. ***The City Council reduced this line item by \$15,000 to reflect anticipated savings due to switching to a lower cost health insurance plan and also to reflect the increase from 6% to 8% for Employee Contributions.***

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%.

FINANCE - FISCAL
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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								
01 403 101 0000 Salaries	\$395,302	\$384,076	\$378,327	\$416,652	\$443,406	\$470,814	\$470,814	\$470,814
01 403 105 0000 Overtime	1032	734	479	988	500	500	500	500
01 403 106 0000 Sick-Hurt	7636	41930	3,045	2,211	-	-	-	-
01 403 107 0000 Holidays	8364	6494	7,544	7,866	-	-	-	-
01 403 108 0000 Vacations	11300	9353	13,161	15,839	-	-	-	-
01 403 109 0000 Longevity	270	360	330	330	390	480	480	480
01 403 115 0000 Salary Adj.	-	-	-	-	19,772	20,437	16,437	16,437
TOTAL SALARIES	\$423,904	\$442,947	\$402,885	\$443,886	\$464,068	\$492,231	\$488,231	\$488,231
OTHER								
01 403 201 0000 Telephones	\$2,235	\$2,124	\$1,866	\$1,705	\$2,000	\$2,000	\$2,000	\$2,000
01 403 207 0000 Postage	16,917	15,597	15,604	15,846	17,000	17,000	17,000	17,000
01 403 212 0000 Copier	4,180	4,135	4,285	5,897	4,500	5,000	5,000	5,000
01 403 214 0000 Supplies	9,383	6,494	9,299	5,197	6,400	5,800	5,800	5,800
01 403 214 0001 Supplies - OREO/Fees	673	1,748	195	1,061	1,500	1,500	1,500	1,500
01 403 221 0000 Audit	28,475	23,103	29,571	32,536	35,500	36,000	36,000	36,000
01 403 225 0000 Mortgage Research	3,556	2,871	2,934	3,100	3,000	3,500	3,500	3,500
01 403 229 0000 Registry of Deeds	1,340	1,405	1,310	1,150	1,500	1,350	1,350	1,350
01 403 233 0000 Maint. Agreements	6,572	6,862	5,115	6,365	7,000	6,750	6,750	6,750
01 403 238 0000 Bank Service Fees	-	-	-	-	-	450	450	450
01 403 234 0000 Vehicle Rental	404	705	860	670	650	1,000	1,000	1,000
01 403 245 0000 Conference-Dues	1,982	3,755	845	1,338	1,750	1,750	1,750	1,750
01 403 247 0000 Training	1,525	842	566	700	500	500	500	500
01 403 401 0000 Equipment	11,561	180	2,881	3,972	3,500	3,200	3,200	3,200
TOTAL OTHER	\$88,803	\$69,821	\$75,331	\$ 79,537	\$ 84,800	\$ 85,800	\$ 85,800	\$ 85,800
DEPT. O&M TOTAL	\$512,707	\$512,768	\$478,217	\$523,423	\$548,868	\$578,031	\$574,031	\$574,031

FINANCE
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director **	28		52	35		\$1,394.99	\$72,539.48
1	Personnel Spec.**	20		52	35		\$1,117.76	\$58,123.52
1	Purch Spec.**	18		52	35		\$1,015.68	\$52,815.36
1	Tax Collector**	19		52	35		\$877.13	\$45,610.76
1	Assist Fin Director**	19		52	35		\$818.65	\$42,569.80
1	Finance Clerk**	9H		52	35	\$19.87	\$695.45	\$36,163.40
1	Admin. Secretary*	9	10	52	35	\$19.87	\$695.45	\$36,163.40
1	Deputy Tax Collector*	8	3	24	25	\$16.54	\$413.50	
		8	4	28	25	\$17.32	\$433.00	\$22,048.00
1	Treasurer**							\$11,025.00
1	IT Specialist**	23		52	35	\$36.89	\$1,291.15	\$67,139.80
1	Asst IT Specialist**	9H		52	35	\$18.47	\$646.45	\$33,615.40
	less reimbursements from Water & Sewer Fund							(\$7,000.00)
Total Finance								\$470,813.92

* Above Rates Include Possible Merit (Step) Increases

** Will Be Reviewed During the year with a possible merit increase of 0-5%

Finance Office Activities

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

2014-2015 Performance Measure

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

FINANCE – FISCAL
ACCOUNT DESCRIPTIONS
FY 2014-2015 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. *The City Manager has reduced this line by \$4,000.*

TELEPHONES

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

POSTAGE

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

COPIER

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

SUPPLIES

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

SUPPLIES-OREO (Other Real Estate Owned)/Fees

This line funds the cost of various expenses related to our tax deeded properties including the cost of condo fees.

AUDIT

This line item funds the cost of a contract for the City's annual audit including new required accounting standards. This line has been adjusted to reflect the contract amount for FY 14 Audit which will be completed in FY15.

MORTGAGE RESEARCH

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

REGISTRY OF DEEDS

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

MAINTENANCE AGREEMENT

This line item funds the cost of maintenance agreements on telephone equipment, two printers, check printer, postage machine and 50% of the cost of the folding machine shared by Tax and City Clerk.

VEHICLE RENTAL

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

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.

BANK SERVICE FEES

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

EQUIPMENT

This line item funds the purchase of miscellaneous equipment for the department.

FINANCE - INSURANCE
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015-</u>	<u>2014-2015-</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.	\$3,656	\$14,846	\$9,084	\$22,491	\$31,379	\$24,750	\$24,750	\$24,750
01 433 125 0000 Workers Comp. Ins	183,699	218,213	225,216	199,628	250,135	284,722	264,722	264,722
01 433 218 0000 Property & Liability Ins	213,448	196,446	216,301	209,039	224,000	231,727	231,727	231,727
01 433 218 0002 Wellness Program	125	458	46	1,028	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	140	140	1,781	244	1,500	1,500	1,500	1,500
01 433 218 0007 Claims	<u>2,685</u>	<u>1,617</u>	<u>3,000</u>	<u>91</u>	3,000	<u>3,000</u>	<u>3,000</u>	3,000
TOTAL OTHER	\$403,753	\$431,720	\$455,428	\$432,521	\$511,514	\$547,199	\$527,199	\$527,199
DEPT. O&M TOTAL	\$403,753	\$431,720	\$455,428	\$432,521	\$511,514	\$547,199	\$527,199	\$527,199

FINANCE – INSURANCE
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

UNEMPLOYMENT

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

WORKERS COMPENSATION

This line item funds the cost of the City payment to Primex for Workmen's Compensation. The City continues to participate in the PRIME program (the 10 best risk management practices) and has signed a multiyear agreement with Primex resulting in additional discounts on our premiums. *In anticipation of another Premium Holiday the City Manager decreased this line item by \$20,000 for Fiscal Year 15.*

PROPERTY-LIABILITY

This line item funds the cost of property and public officials' liability insurance. This line also reflects the multiyear discount from Primex and has been adjusted to reflect updated property valuations. The amount reflected in the budget includes expected reimbursements from Sanitary Sewer, Water and the Airport. This estimate is based on the not to exceed amounts given to us by the provider.

WELLNESS PROGRAM

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

SAFETY TRAINING

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

CLAIMS

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

**FINANCE - PRINCIPAL & INTEREST
FY 2014-2015 BUDGET**

	<u>ORIGINAL</u>		<u>BAL.DUE</u>	<u>YRS</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>%13-14</u>
	<u>DEBT</u>	<u>YRS</u>	<u>07/01/14</u>	<u>REM.</u>	<u>P&I</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>P & I</u>	<u>14-15</u>
BONDED DEBT									
MUNICIPAL BONDS									
1996 Capital Imp.	\$1,125,000	20	\$104,092	2	\$60,790	\$52,046	\$5,856	\$57,902	-4.8%
2001 Capital Imp	\$3,565,000	20	\$1,405,000	8	\$245,096	\$180,000	\$56,793	\$236,793	-3.4%
2002 Capital Imp	\$2,029,000	20	\$900,000	9	\$140,895	\$100,000	\$36,720	\$136,720	-3.0%
2003 Library Renovation & addition	\$2,347,500	20	\$1,100,000	10	\$163,785	\$110,000	\$48,285	\$158,285	-3.4%
2006 Capital Imp	\$410,861	10	\$82,172	2	\$46,018	\$41,086	\$3,288	\$44,374	-3.6%
2009 Transfer Station Debt	\$1,045,000	10	\$480,000	4	\$127,825	\$100,000	\$22,575	\$122,575	-4.1%
2008 Aerial Fire Truck	\$950,000	10	\$380,000	4	\$109,630	\$95,000	\$11,704	\$106,704	-2.7%
2010 Weirs Boardwalk	\$800,000	20	\$640,000	16	\$66,170	\$40,000	\$24,970	\$64,970	-1.8%
2010 Anthony Drive Drainage Improvments*	\$437,000	20	\$185,002	17	\$16,493	\$10,883	\$5,298	\$16,181	-1.8%
2010 Revaluation	\$350,000	5	\$65,000	1	\$73,021	\$65,000	\$982	\$65,982	-9.6%
2011 Endicott Water Line	\$315,000	20	\$267,750	17	\$26,174	\$15,750	\$9,845	\$25,595	-2.2%
2011 Weirs Boardwalk Supplement	\$250,000	20	\$212,500	17	\$20,791	\$12,500	\$7,830	\$20,330	-2.2%
2012 Fire Engine/Salt Shed	\$520,000	10	\$468,000	9	\$63,965	\$52,000	\$10,711	\$62,711	-2.0%
2013 Smith Track/Weirs Community Park	\$850,000	10	\$850,000	10	\$10,370	\$85,000	\$19,703	\$104,703	
2015 Fire Station	\$4,400,000	20	-	20	-	-	\$94,105	\$94,105	
2015 Frank Bean Environmental Cleanup	\$1,200,000	20	-	20	-	-	\$21,000	\$21,000	
2015 Main Street Bridge	\$800,000	20	-	20	-	-	\$16,000	\$16,000	
TOTAL CITY			\$7,139,516		\$1,171,023	\$959,265	\$396,665	\$1,354,930	15.7%
Reductions:									
Revaluation Bond						(\$17,148)		(\$17,148)	
NET Cost after reductions						\$942,117		\$1,337,782	
SCHOOL BONDS									
1996 Capital Imp.	\$280,000	20	\$25,908	2	\$15,130	\$12,954	\$1,458	\$14,412	-4.7%
2001 School Renovations	\$6,223,000	20	\$2,500,000	8	\$426,049	\$310,000	\$101,750	\$411,750	-3.4%
2002 School Renovations	\$4,123,300	20	\$1,845,000	9	\$321,049	\$205,000	\$78,824	\$283,824	-11.6%
2008 MM School Construction	\$23,000,000	29	\$14,896,831	23	\$1,488,356	\$1,059,249	\$428,494	\$1,487,743	0.0%
2011 QZAB Bond - Huot Ctr Renovation 1st	\$2,103,000	19	\$1,881,600	17	\$110,700	\$110,700	-	\$110,700	0.0%
2012 QZAB Bond - Huot Ctr Renovation 2nd	\$4,397,000	23	\$4,267,000	22	\$130,000	\$135,000	-	\$135,000	3.8%
2014 School Huot Supplement	\$1,000,000	20	\$1,000,000	19	\$15,200	\$50,000	\$29,640	\$79,640	423.9%
2014 QZAB Bond - LHS Renovation	\$1,828,000	23	\$1,828,000	23	-	\$79,479	-	\$79,479	
TOTAL SCHOOLS			\$28,244,339		\$2,506,484	\$1,962,382	\$640,166	\$2,602,548	3.8%
Reductions:									
GENERAL FUND TOTAL									
			\$35,383,855		\$3,677,507	\$2,904,499	\$1,035,831	\$3,940,330	19.5%
INTERNAL SERVICE FUND BONDS									
2012 Public Work Vehicle Replacement	\$580,000	10	\$522,000	9	\$71,345	\$58,000	\$11,935	\$69,935	-2.0%
TOTAL INTERNAL SERVICE FUND			\$522,000		\$71,345	\$58,000	\$11,935	\$69,935	-2.0%
WATER BONDS									
2009 Water Tank	\$1,500,000	20	\$1,235,000	17	\$125,715	\$75,000	\$48,450	\$123,450	
TOTAL WATER			\$1,235,000		\$125,715	\$75,000	\$48,450	\$123,450	-1.8%
GRAND TOTAL									
			\$37,140,855		\$3,803,222	\$2,979,499	\$1,096,216	\$4,133,715	8.7%

* 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 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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>
OTHER								
01 427 901 0020 Recreation & Facilities	\$11,529	\$15,132	\$14,137	\$16,131	\$20,000	\$20,000	\$20,000	\$20,000
01 427 901 0040 Police	125,609	100,563	102,852	151,858	125,000	125,000	125,000	125,000
01 427 901 0060 Youth Services Burea	<u>24,062</u>	<u>-</u>						
TOTAL OTHER	\$161,200	\$115,695	\$116,989	\$167,989	\$145,000	\$145,000	\$145,000	\$145,000
DEPT. O&M TOTAL	\$161,200	\$115,695	\$116,989	\$167,989	\$145,000	\$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 2014-2015 BUDGET

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

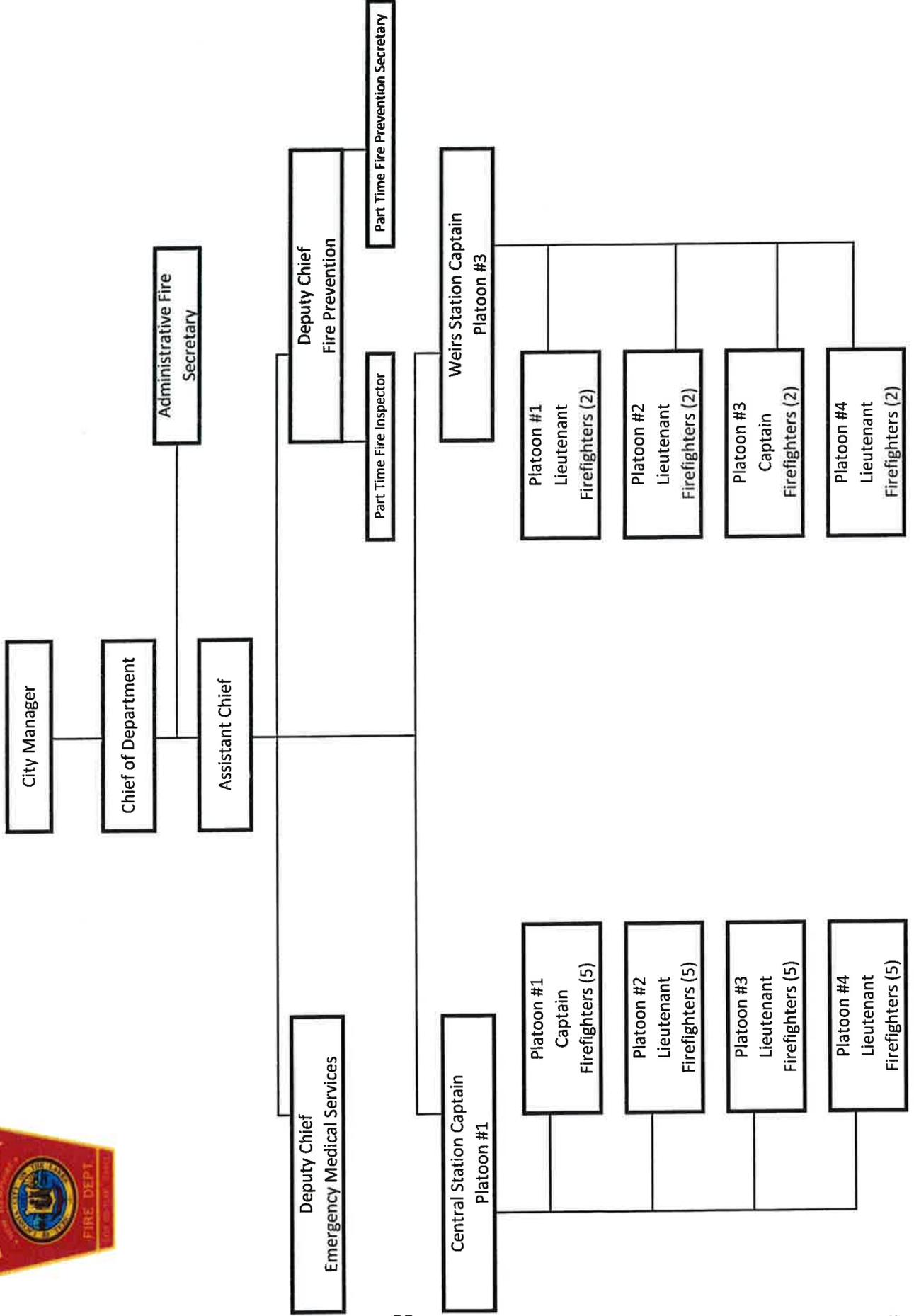
RECREATION & FACILITIES

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

POLICE

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

LACONIA FIRE DEPARTMENT ORGANIZATIONAL CHART



FIRE
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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								
01 445 101 0000 Regular Salaries	\$1,672,089	\$1,641,678	\$1,577,762	\$1,560,788	\$1,672,287	\$1,776,510	\$1,755,257	\$1,755,257
01-445-106-0001 Personal Time	-	-	-	-	-	36,040	36,040	36,040
01 445 103 0000 Call F.F.	8,081	-	-	-	-	-	-	-
01 445 105 0000 Extra Duty Coverage	83,903	52,471	66,869	41,811	64,000	67,840	67,840	67,840
01 445 106 0000 Sick-Injury Coverage	86,630	56,772	40,330	63,959	65,000	68,900	68,900	68,900
01 445 107 0000 Holidays	93,949	89,974	92,579	85,644	97,600	103,500	103,500	103,500
01 445 108 0000 Vacation/Personal Coverage	85,959	129,580	112,489	146,612	118,000	89,040	89,040	89,040
01 445 109 0000 Longevity	1,410	1,530	1,560	1,590	1,680	1,650	1,650	1,650
01 445 111 0000 Contractual EMT-Incentive	10,875	12,750	12,000	12,000	12,750	36,000	36,000	36,000
01 445 115 0000 Salary Adj.	-	-	-	-	11,624	12,367	12,367	12,367
01 445 130 0000 Health Insurance	579,218	658,510	710,782	620,985	631,071	551,138	569,638	564,638
01 445 132 0000 F.F. Insurance	740	920	730	740	920	920	920	920
01 445 135 0000 Retirement	354,583	373,063	445,000	441,553	560,872	584,695	575,604	575,604
TOTAL SALARIES	\$2,977,437	\$3,017,248	\$3,060,101	\$2,975,682	\$3,235,804	\$3,328,600	\$3,316,756	\$3,311,756
OTHER								
01 445 201 0000 Telephones	\$7,696	\$7,865	\$7,346	\$7,252	\$8,000	\$8,000	\$8,000	\$8,000
01 445 202 0000 Lights-Power	20,879	22,742	18,596	18,463	19,000	19,000	19,000	19,000
01 445 203 0000 Water-Sewer	1,824	2,704	2,185	2,688	2,300	2,900	2,900	2,900
01 445 204 0000 Heating Fuel	17,786	23,514	15,604	18,465	24,000	22,000	22,000	22,000
01 445 212 0000 Copier	1,628	1,665	1,794	2,090	1,800	2,100	2,100	2,100
01 445 214 0000 Supplies-Department	8,565	3,963	6,353	10,304	5,000	6,000	6,000	6,000
01 445 233 0000 Maint.-Equipment	13,638	10,249	15,855	9,889	5,000	6,500	6,500	6,500
01 445 233 0001 Maint.-Fire Alarms	1,028	719	449	1,878	2,500	2,000	2,000	2,000
01 445 233 0003 Maint.-Radios	2,800	3,130	2,148	4,047	3,200	3,200	3,200	3,200
01 445 235 0000 Maint.-Station Repairs	16,827	18,075	15,832	14,973	15,000	15,000	10,000	10,000
01 445 235 0001 Maint-Station Supplies	8,635	5,184	4,886	8,113	6,000	6,000	6,000	6,000
01 445 245 0000 Conference/Dues	2,676	2,186	2,126	4,688	2,600	2,600	2,600	2,600
01 445 247 0000 Training	4,901	3,150	7,117	4,682	5,000	6,000	5,000	5,000
01 445 247 0003 Career Development	574	345	1,065	1,377	2,800	2,800	2,800	2,800
01 445 250 0000 Laundry	4,492	-	-	-	800	-	-	-
01 445 251 0000 Uniform Allowance	16,108	15,191	18,567	17,226	16,000	16,800	16,800	16,800
01 445 251 0001 Protective Clothing	18,178	16,185	17,699	19,574	15,000	17,000	17,000	17,000
01 445 253 0000 Physical Exams	10,399	14,360	8,300	8,808	15,000	13,000	13,000	13,000
01 445 304 0000 O/S Contracts	1,875	3,858	2,971	13,349	13,500	13,500	13,500	13,500
01 445 359 0000 Fire Prevention-Administrati	5,650	3,922	7,198	1,721	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	23,526	13,766	13,211	28,486	10,000	11,000	11,000	11,000
01 445 401 0002 Equipment-Training	987	2,674	-	557	1,500	1,500	1,500	1,500
01 445 401 0004 Special Events Coverage	420	515	458	564	350	400	400	400
01 445 401 0011 Computer Network Server	5,000	-	-	-	-	6,000	-	-
01 445 403 0007 Radio Pager Replacement	1,796	8,369	381	5,265	3,000	2,000	2,000	2,000
01 445 367 0000 Emergency Management -CE	-	-	-	-	-	5,000	2,000	2,000
01 445 375 0000 LR Mutual Fire O/S	-	-	-	-	-	129,643	129,643	129,643
TOTAL OTHER	\$198,623	\$185,680	\$171,484	\$204,459	\$180,950	\$323,543	\$308,543	\$308,543
01 445 234 0000 Vehicle Rental	\$105,599	\$91,992	\$99,996	83,000	77,280	85,000	85,000	85,000
01 445 234 0001 Internal Service Fund	112,698	109,992	106,400	117,000	121,000	130,000	130,000	130,000
DEPT. O&M TOTAL	\$3,394,357	\$3,404,912	\$3,437,981	\$3,380,141	\$3,615,034	\$3,867,143	\$3,840,299	\$3,835,299

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

FIRE
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief**	28		52			\$1,716.38	\$89,251.76
1	Assistant Fire Chief	26		52			\$1,519.99	\$79,039.48
1	Deputy Fire Chief/ Fire Prevention Sp**	24		52			\$1,421.94	\$73,940.88
1	PT Inspector							\$16,000.00
1	PT Secretary							\$8,000.00
1	Admin. Secretary*	9	7	52	40	18.92	\$756.80	\$39,353.60
Total FIRE ADMIN								\$305,585.72

FIREFIGHTERS

								Based on 12 months @ new rate
1	Captain/EMT-I			52	42	29.54	\$1,240.68	\$64,515.36
1	Captain/EMT-P			52	42	28.4	\$1,192.80	\$62,025.60
3	Lieutenant/EMT-P			52	42	27.55	\$1,157.10	\$180,507.60
1	Lieutenant/EMT-P			52	42	28.4	\$1,192.80	\$62,025.60
1	Lieutenant/EMT-I			52	42	27.03	\$1,135.26	\$59,033.52
1	Lieutenant/EMT-1			52	42	24.69	\$1,036.98	\$53,922.96
3	6th Class FF/EMT-I			52	42	23.4	\$982.80	\$153,316.80
1	5th Class FF/ EMT-P			52	42	23.83	\$1,000.86	\$52,044.72
3	5th Class FF/EMT-I			52	42	22.72	\$954.24	\$148,861.44
2	4th Class FF/ EMT-P			52	42	22.14	\$929.88	\$96,707.52
3	3rd Class FF/EMT-P			52	42	22.35	\$938.70	\$146,437.20
2	3rd Class FF/EMT-I			52	42	21.29	\$894.18	\$92,994.72
2	2nd Class FF/EMT-P			52	42	20.82	\$874.44	\$90,941.76
2	2nd Class FF/EMT-I			52	42	19.83	\$832.86	\$86,617.44
2	1st Class/EMT-P			52	42	19.07	\$800.94	\$83,297.76
Total Fire Fighters								\$1,433,250.00
Total Fire Dept								\$1,738,835.72

SAFRA GRANT ##

2	1st Class/EMT-P ##			5	42	20.03	\$841.26	\$8,412.60
2	1st Class/EMT-I ##			5	42	19.07	\$800.94	\$8,009.40
Total SAFRA								\$16,422.00
Total SAFRA								\$1,755,257.72

AMBULANCE***

1	Deputy Chief EMS **			52	42		\$1,421.94	\$73,940.88
3	FF6th/EMT-P			52	42	24.54	\$1,030.68	\$160,786.08
1	FF5th/EMT-P			52	42	24.85	\$1,043.70	\$54,272.40
Total Ambulance								\$288,999.36

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

***Paid by Lakes Region General Hospital

**** Salaries shown are calculated for 52 weeks

- Salaries for 4 lowest paid Firefighters reimbursed through SAFRA grant

FIRE
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

SALARIES

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

We operate a four platoon system working 365 days – 24 hours shifts per year. This system provides 8,760 hours of service and protection (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 seven Firefighters - 1 Officer and 2 Firefighters work out of the Weirs Station and 1 Officer and 5 Firefighters work out of the Central Station. These nine employees operate two pumpers, two 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 mutual aid and off-duty response to supplement the crews. Municipal Resources, Inc., in their 2012 study, recommends four shifts of eleven, with a minimum of ten firefighter's on-duty.

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

We are very 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, or greater than 3,000 square feet. 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%), 7% 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. In 2013 we added another firefighter per platoon. These firefighters are funded through a 2-year federal grant. This had created an enormous improvement in productivity and capability but it is still not where we need to be. For a community of our size and based on the hazards and many risks that we must deal with, it is my opinion that each shift should have two officers and ten firefighters on-duty. This would provide eight people at Central and four in the Weirs. This would allow us to operate each primary unit with a crew of two, and put a combined force of twelve firefighters to each serious alarm.

A significant problem we face is simultaneous /back-to-back emergency calls. This year we responded to more than 1,500 multiple calls. Ten years ago we responded to 810 back-to-back calls. This is a 96% increase. Anytime we are working multiple calls our readiness to handle a serious emergency is almost zero. The added firefighters however do make a big difference in handling this problem because with 9 on-duty we can put 3 ambulances on the road at the same time and still have an Engine available with 2 firefighters. This is not an ideal position to be in; however it is a great improvement. A major advantage we have is that our transport times are very short as the hospital is in town. ***The City Manager reduced this line by \$21,620 to reflect personnel changes that occurred after the original budget had been submitted by the Department.***

EXTRA DUTY COVERAGE

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

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

SICK-INJURY COVERAGE

This line item funds the replacement of personnel on sick or injured leave. Regular sick time averages four- twelve hour shifts per FTE per year, which is well below industry average. Injury-on-duty varies from a high of 4 shifts per FTE to .5 shifts per FTE. This overtime should allow us to maintain constant staffing of nine firefighters per shift for the most critical and busy time periods – summer and winter. Maintaining full staffing allows the department to keep both stations open 24 hours a day. This results in staffing two pumpers, one ambulance and two ladder trucks. This improves our ability to respond to multiple calls and suppress fires.

HOLIDAYS

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

VACATION /PERSONNEL DAYS COVERAGE

This line item covers all the cost associated with time-off for vacations and personnel days. The four - year average for time-off per employee per year is eight vacation days and three personnel days. The use of personnel days has risen because of our low sick-time, as employees earn a P-day for not using sick-time. Maintaining full staffing allows the department to keep both stations open 24 hours a day. This creates a three-person fire suppression crew in each station and a two-person ambulance crew at Central.

LONGEVITY

This line item funds longevity payments to eligible employees.

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-Advanced. The EMT-A's have received specialized certifications beyond the basic level.

EDUCATION INCENTIVE

This is a new line item to reflect a change to the collective bargaining agreement. Employees now earn stipends for certifications and extra training that they may attend while off-duty. A better educated and trained employee reduces chance of injury and improves performance.

HEALTH INSURANCE

This line item funds the estimated cost of health insurance for all department employees. This line is based on the health insurance premiums as provided by New Hampshire Interlocal Trust less anticipated employee contributions. *The City Council reduced this line by \$5,000 to reflect cost savings from a less expensive health insurance plan and a higher employee contribution.*

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. *This line was reduced \$9,091 by the City Manager to reflect the reduction in the Salary line due to personnel changes that occurred after the original budget was submitted by the Department.*

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, internet access, and computer connections. The fax machines are being phased out but at this time we still rely on faxes of medical information and fire reports

LIGHTS-POWER

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

WATER-SEWER

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

HEATING FUEL

This line item funds the cost to heat three fire stations, as well as the Weirs Community Center. We are holding this line at level funding. This is a result in improvements to the stations heating systems, and improvements to the station outer barrier by the firefighters.

COPIER

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

SUPPLIES-DEPARTMENT

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

MAINTENANCE-EQUIPMENT

This line item funds the maintenance and repair to fire/rescue equipment. Some items covered are hydrostatic testing of air cylinders, fire extinguisher recharging, as well as other general maintenance and repairs to tools and equipment such as fire hose, nozzles, hand tools, Jaws of Life, power fans, gas meters and power saws.

MAINTENANCE-FIRE ALARM

This line item funds the cost of maintenance, repair and extension of the municipal fire alarm system. The municipal fire alarm system generates approximately \$60,000 in user fees per year. The system consists of more than 300 Master Boxes, which monitor individual buildings, and 40 street boxes, which are located at specific intersections. The devices are monitored at Lakes Region Mutual Aid. This system provides direct and immediate notification of a fire. The system requires updates as technology improves and because the system is exposed to the elements, there is considerable wear and tear. This system provides early and automatic notification of fire. Its reliability is one reason why many of our reported fires are quickly extinguished with minimal damage.

MAINTENANCE-RADIO

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

MAINTENANCE-STATION REPAIRS

This line item funds routine building repairs for three stations and includes such things as repairs to overhead doors, furnaces, roofs, windows, doors, plumbing, lighting, electrical systems, painting, general cleaning, etc. *The City Manager reduced this line by \$5,000 to \$10,000.*

MAINTENANCE-STATION SUPPLIES

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

CONFERENCE/ DUES

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

TRAINING

This line item funds department training activities such as seminars, fire schools, handouts, and any instructor costs incurred. The line does not cover any salary costs associated with training. *This line was reduced \$1,000 by the City Manager.*

CAREER DEVELOPMENT

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

LAUNDRY

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

UNIFORM ALLOWANCE

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

PROTECTIVE CLOTHING

This line item funds the cost of all protective clothing for 36 firefighters. One set of firefighting gear (protective coat and pants) is \$2,300. Other items include Nomex gloves, Nomex hoods, fire helmets, forest fire gear, fire boots, personal flashlights, and eye and hearing protection. The life expectancy of a set of firefighter gear is 5-6 years. This line item has been reduced for the past few years. We are starting to fall way behind on our replacement program.

PHYSICAL EXAMS

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

OUTSIDE CONTRACTS

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

FIRE PREVENTION-ADMINISTRATION

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

FIRE PREVENTION-PUBLIC RELATIONS

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

EQUIPMENT

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

EQUIPMENT-TRAINING

This line item funds training equipment including such items as audio and visual equipment, training programs, software, 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.

COMPUTER NETWORK SERVER

The City Computer technician advises we need to replace our network server. It is out dated and overloaded with data.

RADIO PAGER REPLACEMENT

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

VEHICLE RENTAL

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

INTERNAL SERVICE FUND

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

EMERGENCY MANAGEMENT-CERT

The line item was added this year. The funds would go to the Lakes Region Community Emergency Response Team to support the administrative costs of the team. This group of volunteers works throughout the year supporting both police and fire. Their work saves the city thousands in added costs especially for police overtime. They staff our shelters, provide rehab services at fire scenes, and are used extensively for traffic control. *The Manager has reduced this request to \$2,000.*

LAKES REGION MUTUAL FIRE AID (O/S)

This line item was added to cover the City's cost for Lakes Region Mutual Fire Aid, previously this was an expense that was part of the Belknap County budget, due to budget constraints the costs for this service has been shifted to the individual municipalities. This amount reflects Laconia's portion of the expense.

LEGAL
FY 2014-2015 BUDGET

LEGAL
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 402 225 0000 Law Books	\$371	\$389	\$430	\$ -	\$400	\$400	\$400	\$400
01 402 225 0001 Special Outside Litigation	5,352	788	2,700	-	35,000	35,000	25,000	25,000
01 402 225 0003 General Code Update	872	4,986	-	-	1,500	1,500	1,000	1,000
01 402 225 0005 Litigation	41,112	111,363	111,988	22,091	50,000	50,000	47,500	47,500
01 402 225 0006 Retainer	34,484	35,078	33,999	42,571	35,000	35,000	37,500	37,500
01 402 225 0007 Negotiator	-	400	19,469	15,651	15,000	15,000	15,000	15,000
TOTAL OTHER	\$82,191	\$153,004	\$168,586	\$ 80,313	\$136,900	\$136,900	\$126,400	\$126,400
DEPT. O&M TOTAL	\$82,191	\$153,004	\$168,586	\$ 80,313	\$136,900	\$136,900	\$126,400	\$126,400

LEGAL
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

LAW BOOKS

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

SPECIAL OUTSIDE LITIGATION

This line appropriates funds for pending cases. *The City Manager has reduced this line item by \$10,000.*

GENERAL CODE

This line item funds the cost of updating codebooks when new ordinances are adopted or present ordinances are amended. *The City Manager has reduced this line item by \$500.*

LITIGATION

This line item funds the litigation costs of the City attorney. Matters that require litigation are not included in the annual retainer. This line varies depending on the number of cases pending. *This line item was reduced \$2,500 by the City Manager.*

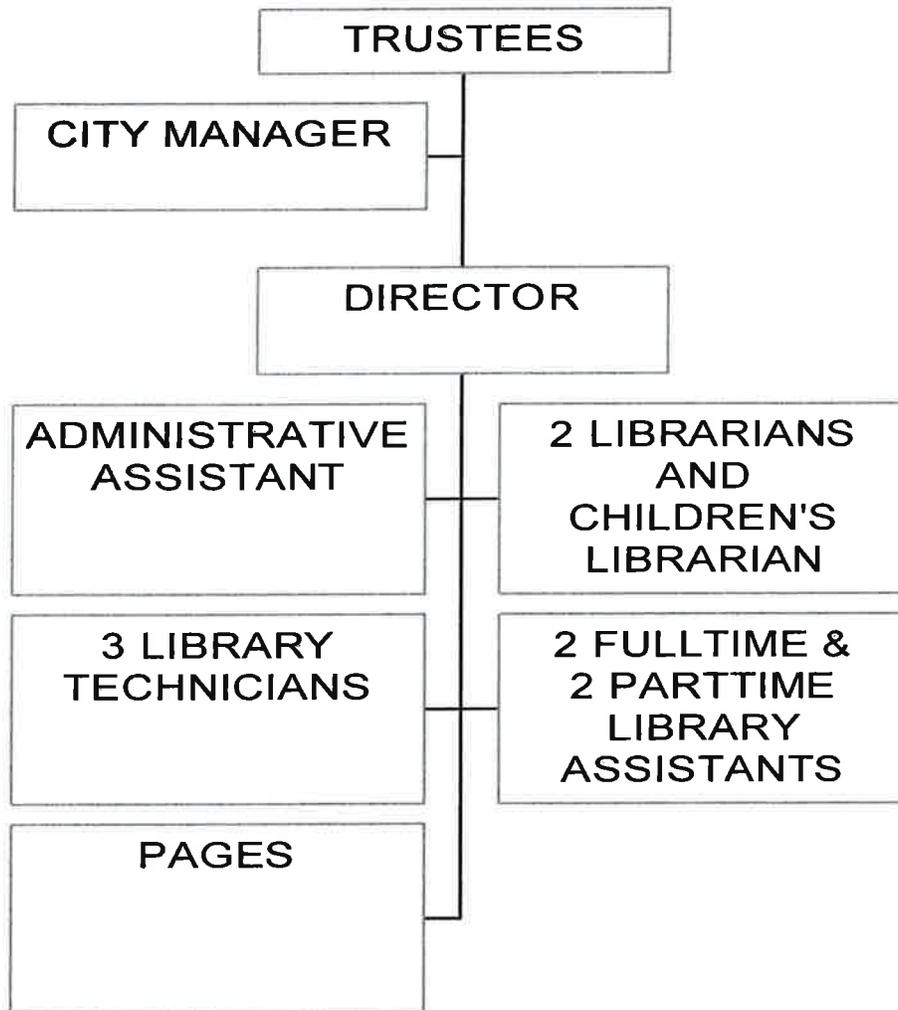
RETAINER

This line item funds the cost of regular and routine general legal services to the City. This line item was increased to adjust for an increase in the hourly rate charged by the City Attorney's.

NEGOTIATOR

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

LIBRARY
FY 2014-2015 BUDGET



LIBRARY
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$411,140	\$409,079	\$399,428	\$412,834	\$497,418	\$513,020	\$513,020	\$513,020
01 481 106 0000 Sick-Hurt	26,134	20,255	20,714	15,515	-	-	-	-
01 481 107 0000 Holidays	15,453	15,233	15,832	16,133	-	-	-	-
01 481 108 0000 Vacations	17,910	17,870	25,037	28,458	-	-	-	-
01 481 109 0000 Longevity	<u>600</u>	<u>720</u>	<u>840</u>	<u>840</u>	<u>900</u>	<u>990</u>	<u>990</u>	<u>990</u>
TOTAL SALARIES	\$471,237	\$463,157	\$461,850	\$473,780	\$498,318	\$514,010	\$514,010	\$514,010
OTHER								
01 481 201 0000 Telephones	\$2,250	\$2,067	\$1,966	\$1,963	\$2,500	\$2,500	\$2,500	\$2,500
01 481 201 0001 Internet/Cable	1,681	1,853	1,862	1,844	2,000	2,000	2,000	2,000
01 481 202 0000 Lights-Power	36,641	35,429	36,896	34,634	35,000	35,000	35,000	35,000
01 481 203 0000 Water-Sewer	1,791	1,851	2,248	2,326	2,941	2,941	2,941	2,941
01 481 204 0000 Fuel	15,037	20,764	18,628	19,701	23,000	23,000	21,000	21,000
01 481 207 0000 Postage	4,341	4,063	3,685	3,730	4,200	4,200	4,200	4,200
01 481 208 0000 Printing	2,333	1,684	2,987	2,007	2,500	2,500	2,500	2,500
01 481 214 0001 Supplies-Library	6,786	6,693	6,515	6,497	7,000	7,000	7,000	7,000
01 481 214 0002 Supplies-Building	2,431	2,495	2,043	2,189	2,400	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	4,064	4,496	3,691	3,756	4,400	4,400	4,400	4,400
01 481 233 0000 Maint.-Equipment	7,653	9,401	9,001	8,034	9,400	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	63,256	52,759	47,614	63,979	53,500	55,000	55,000	55,000
01 481 235 0001 Maint-Software/Service Contract	13,977	14,538	15,789	14,287	16,723	17,225	17,225	17,225
01 481 235 0002 Maint- Security/Virus Protection	2,246	2,349	2,814	778	3,289	3,289	3,289	3,289
01 481 235 0003 Maint-Elevator	2,904	3,097	2,927	3,195	3,278	3,375	3,375	3,375
01 481 235 0004 Maint-HVAC	6,906	8,012	7,208	11,053	7,000	7,000	7,000	7,000
01 481 242 0000 Travel-Meetings	2,042	2,022	1,963	2,013	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	855	924	755	755	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	534	500	510	250	1,200	1,200	1,200	1,200
01 481 257 0000 Books	68,804	67,153	57,663	67,768	70,000	72,500	72,500	72,500
01 481 259 0010 Non-Print Media	12,938	14,853	13,675	14,627	15,000	16,000	16,000	16,000
01 481 259 0020 Periodicals	11,989	11,391	11,552	10,263	12,000	12,000	12,000	12,000
01 481 263 0000 Programs	8,984	8,121	9,967	8,681	10,000	11,000	11,000	11,000
01 481 363 0000 Gale Park	18,966	4,107	154	3,244	5,000	5,000	4,000	4,000
01 481 401 0000 Equipment	8,201	11,455	8,927	8,740	10,000	10,000	10,000	10,000
01 481 403 0000 Library Trust	(420)	-	1,895	-	-	-	-	-
01 481 405 0001 Bookbinding	<u>1,340</u>	<u>1,522</u>	<u>660</u>	<u>631</u>	<u>1,500</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
TOTAL OTHER	\$308,530	\$293,599	\$273,594	\$296,945	\$307,231	\$313,330	\$310,330	\$310,330
DEPT. O&M TOTAL	\$779,767	\$756,756	\$735,444	\$770,725	\$805,549	\$827,340	\$824,340	\$824,340

LIBRARY
FY 2014-2015 BUDGET5

SALARIES

No of Emp	Title	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually	2\$ COLA
1	Director	10	52			\$1,484.26	\$77,181.52	\$78,725.15
1	Librarian	9	52	40	\$24.44	\$977.60	\$50,835.20	\$51,851.90
1	Librarian	8	52	40	\$23.85	\$954.00	\$49,608.00	\$50,600.16
1	Admin Asst	10	52	40	\$21.04	\$841.60	\$43,763.20	\$44,638.46
1	Children's Librarian	10	52	40	\$21.04	\$841.60	\$43,763.20	\$44,638.46
1	Library Tech	10	52	40	\$21.04	\$841.60	\$43,763.20	\$44,638.46
1	Library Tech	9	52	40	\$20.52	\$820.80	\$42,681.60	\$43,535.23
1	Library Tech	5	52	36	\$18.62	\$670.32	\$34,856.64	\$35,553.77
1	Library Assistant	10	52	40	\$17.54	\$701.60	\$36,483.20	\$37,212.86
1	Library Assistant	10	52	40	\$17.54	\$701.60	\$36,483.20	\$37,212.86
1	Library Assistant	5	52	23	\$15.51	\$356.73	\$18,549.96	\$18,920.96
1	Library Assistant	4	52	23	\$15.44	\$355.12	\$18,466.24	\$18,835.56
	Page		52	14	\$9.00	\$126.00	\$6,552.00	\$6,683.04
						Total Library	\$502,987.16	\$513,046.90

Above Pay Rates Include Possible Merit (Step) Increases

LIBRARY
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

SALARIES

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

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

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

INTERNET CABLE

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

LIGHTS-POWER

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

WATER-SEWER

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

FUEL

This line item funds the cost of gas heat at Gale Memorial Library and oil heat at Goss Reading Room.
The City Manager has reduced this line by \$2,000.

POSTAGE

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

PRINTING

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

SUPPLIES-LIBRARY

This line item funds the cost of general supplies needed for the library.

SUPPLIES-BUILDING

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

SUPPLIES-OFFICE

This line item funds the cost of office supplies.

EQUIPMENT RENTAL, REPAIR, MAINTENANCE

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

MAINTENANCE-BUILDINGS

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

SOFTWARE MAINTENANCE/SERVICE CONTRACTS

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

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

MAINTENANCE-SECURITY/VIRUS PROTECTION

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

ELEVATOR MAINTENANCE

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

MAINTENANCE-HVAC SYSTEM

This line item funds: a) the cost of providing regular maintenance of the library mechanical system itself (spring start up of air-conditioning system; fall shut down of same; boiler maintenance; air filter replacement), and, b) the cost of providing maintenance for the computerized system which monitors and controls the mechanical system. HVAC maintenance is currently provided by Control Technologies

on a time and materials basis under terms of a City of Laconia negotiated contract covering several municipal buildings.

TRAVEL -MEETINGS

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

CONFERENCE- DUES

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

EDUCATION-TRAINING

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

BOOKS

This line item funds the cost of building the library's collection of books.

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.

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 a historical collection of microfilmed local newspapers dating back to 1849. This line is level funded.

PROGRAMS

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

GALE PARK

This line item funds enhancements to beautify Gale Park. Volunteers (CBH Landscaping, Enchanted Earth Designs, Opechee Garden Club) currently maintain lawns, shrubs, flowers for free. ***The City Manager has reduced this line item to \$4,000.***

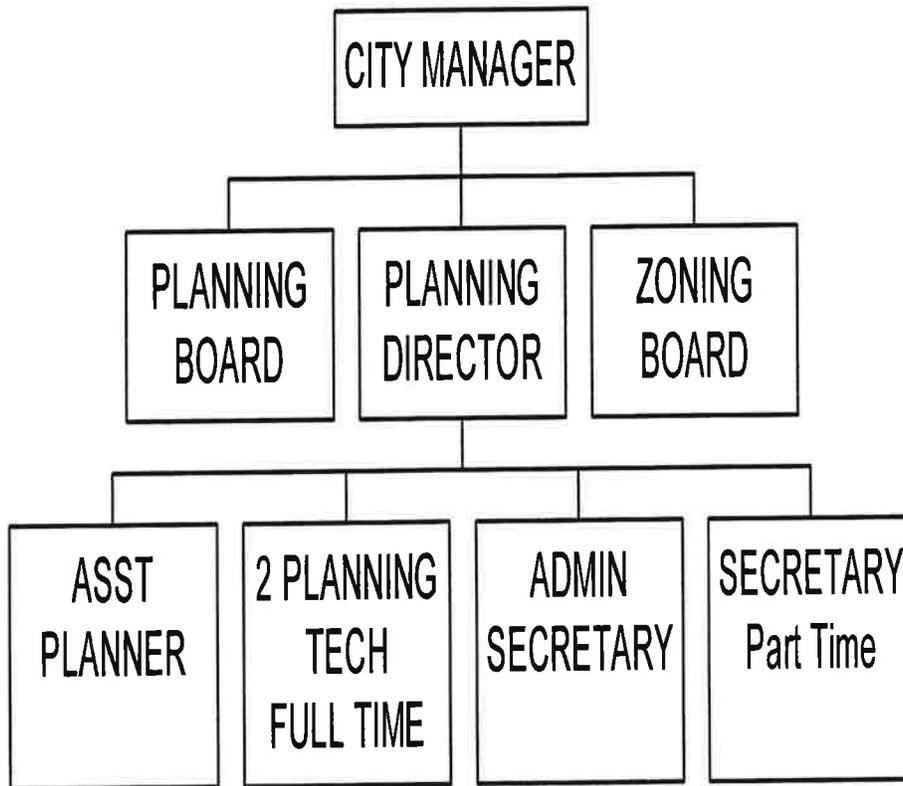
EQUIPMENT

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

BOOKBINDING

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

**PLANNING
FY 2014-2015 BUDGET**



PLANNING
FY 2014-2015 BUDGET

	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>2013-2014</u> <u>BUDGET</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>2014-2015</u> <u>MANAGER</u>	<u>2014-2015</u> <u>COUNCIL</u>
SALARIES								
01 405 101 0000 Salaries	\$206,679	\$223,352	\$221,714	\$216,901	\$236,467	\$237,797	\$237,797	\$237,797
01 405 105 0000 Overtime	2,069	1,842	2,374	1,897	2,000	2,000	2,000	2,000
01 405 106 0000 Sick-Hurt	2,012	4,174	7,028	2,375	-	-	-	-
01 405 107 0000 Holidays	4,548	3,714	4,283	4,780	-	-	-	-
01 405 108 0000 Vacations	5,830	6,362	8,000	9,380	-	-	-	-
01 405 109 0000 Longevity	60	90	120	120	180	180	180	180
01 405 115 0000 Salary Adj.	-	-	-	-	5,601	5,378	5,378	5,378
TOTAL SALARIES	\$221,198	\$239,534	\$243,519	\$235,453	\$244,248	\$245,355	\$245,355	\$245,355
OTHER								
01 405 201 0000 Telephones	\$955	\$1,247	\$1,765	\$1,954	\$1,800	\$1,800	\$1,800	\$1,800
01 405 207 0000 Postage	613	817	736	728	1,000	900	900	900
01 405 210 0000 Notices	3,276	2,217	1,433	2,911	2,500	2,500	2,500	2,500
01 405 212 0000 Copier	937	1,452	2,288	2,827	2,500	2,500	2,500	2,500
01 405 214 0000 Supplies	2,304	2,500	6,014	1,796	2,500	2,800	2,800	2,800
01 405 229 0000 Registry of Deeds	16	12	-	-	-	-	-	-
01 405 234 0000 Vehicle Rental	1,777	1,998	2,227	1,588	3,000	3,000	3,000	3,000
01 405 242 0000 Travel-Meetings	234	1,046	586	1,121	1,000	1,000	1,000	1,000
01 405 245 0000 Conference-Dues	1,437	3,024	1,350	887	2,000	2,000	2,000	2,000
01 405 247 0000 Training	275	1,917	976	544	2,000	2,000	2,000	2,000
01 405 304 0000 O/S Contracts*	(9,525) *	18,927	17,153	7,752	20,000	20,000	20,000	20,000
01 405 305 0000 GIS Services	-	-	-	-	2,000	2,000	2,000	2,000
01 405 306 0000 City Master Plan	-	-	-	-	20,000	20,000	20,000	-
01 405 333 0000 L.R. Planning Com.	17,098	17,076	17,265	13,731	13,643	13,643	13,643	13,643
01 405 401 0000 Equipment	3336	489	2675	3,595	3,500	3,500	3,500	3,500
TOTAL OTHER	\$22,733	\$52,722	\$54,469	\$39,434	\$77,443	\$77,643	\$77,643	\$57,643
DEPT. O&M TOTAL	\$243,931	\$292,256	\$297,988	\$274,887	\$321,691	\$322,998	\$322,998	\$302,998

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

The Department is again asking for \$20,000 for outside services for the upcoming year. This year Planning Staff will finish the Stormwater Ordinance and an Architecture Ordinance. We will also focus our attention back on the Noise Ordinance. A carryforward request will be submitted for any remaining O/S money remaining at the end of Fiscal Year 2014.

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. We received \$20,000 in 2012 & 2013. If funding in the amount of \$20,000 is received this year, 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.

PLANNING
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director**	27		52			\$1,161.93	\$60,420.36
1	Asst. Planner **	21		52	35		\$906.39	\$47,132.28
1	Planning Tech*	13	7	5	35	\$22.98	\$804.30	
		13	8	47	35	\$23.45	\$820.75	\$42,596.75
1	Planning Tech*	13	5	39	35	\$22.12	\$774.20	
		13	6	13	35	\$22.52	\$788.20	\$40,440.40
1	Adm Secretary*	9	7	12	35	\$18.92	\$662.20	
		9	8	40	35	\$19.30	\$675.50	\$34,966.40
1	Partime Secretary*	3	6	47	17	\$13.82	\$234.94	
		3	7	5	17	\$14.10	\$239.70	\$12,240.68

Total Planning	\$237,796.87
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* Above pay rates include possible step (Merit) increases

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

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

Planning Activities

This past year was busy as the residential housing market started to pick back up. The Planning board this year approved 93 residential units, 17 project extensions and 5 major commercial projects. Planning staff also worked on the stormwater regulations, architectural ordinance, floodplain ordinance and a revision to the Cluster/PUD ordinance. The Zoning Task Force is a group of Planning Board Zoning Board and at large members that was created this year to update the Zoning Ordinance and work on the Chicken Ordinance and the Sign ordinance update.

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, Special Events Review Committee, Conservation Commission and Capital Improvement Committee. We provide the public with access to records and assist applicants in the land use permitting process. We coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations including regional planning efforts through the Lakes Region Planning Commission.

Goals and Objectives 2014-2015

We will continue to focus attention on long term smart growth initiatives as discussed in the EPA Smart Growth Assistance report and the Master Plan. We will also continue to coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations, specifically to continue the Brownfields process and participation in the State's Ten Year Plan through LRPC.

PLANNING
ACCOUNT DESCRIPTIONS
FY 2014-2015 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 Secretary, and one part time filing clerk. Due to the Planning Director taking over the responsibilities of the Code Office, the salary for this position is split 70% Planning, 30% Code.

OVERTIME

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

LONGEVITY

This line funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

This line item funds the cost of monthly mailing to boards and the mailing of some public hearing notices to abutters along with general correspondence. It is important to maintain a paper trail of correspondence with applicants to assure compliance.

NOTICES

This line item funds the cost of advertising legal notices in newspapers of local circulation for land use applications and other activities such as public hearings for the Zoning Board, regulation changes and Motorcycle Week applications.

COPIER

This line item funds the cost of copying reports, correspondence, application activity and committee work.

SUPPLIES

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

VEHICLE RENTAL

This line item funds the hourly cost of operation of a City vehicle used by this department. The Department uses City vehicles mainly to conduct site visits for

development review and general zoning enforcement. Other transportation needs are sometimes required including meeting attendance and application submittal for State grants. As proposals and building on approved proposals have increased, site visits have increased. Proposals on difficult 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) conference is desirable which can involve one night in a hotel.

CONFERENCE & DUES

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

TRAINING

This line item funds the cost of training for Planning and Zoning Board members and the 5 support staff. The Municipal Association, Department of Environmental Services and Office of Energy and Planning all put on workshops for planners including pertinent legal land use issues, Planning Management, GIS, Land law, environmental issues, transportation and planning techniques. (These are particularly useful as the topics cover current issues facing boards. The New Hampshire Municipal Association (NHMA) puts on a Law Lecture Series attended by all staff and several Planning and Zoning Board.

OUTSIDE CONTRACTS

This line funds the cost of outside contractors as needed for various projects, including the ordinance re-write. 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 Parking, RV/Campgrounds and to finish the Storm Water Ordinance already in progress.

GIS

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

LAKES REGION PLANNING COMMISSION

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

MASTER PLAN

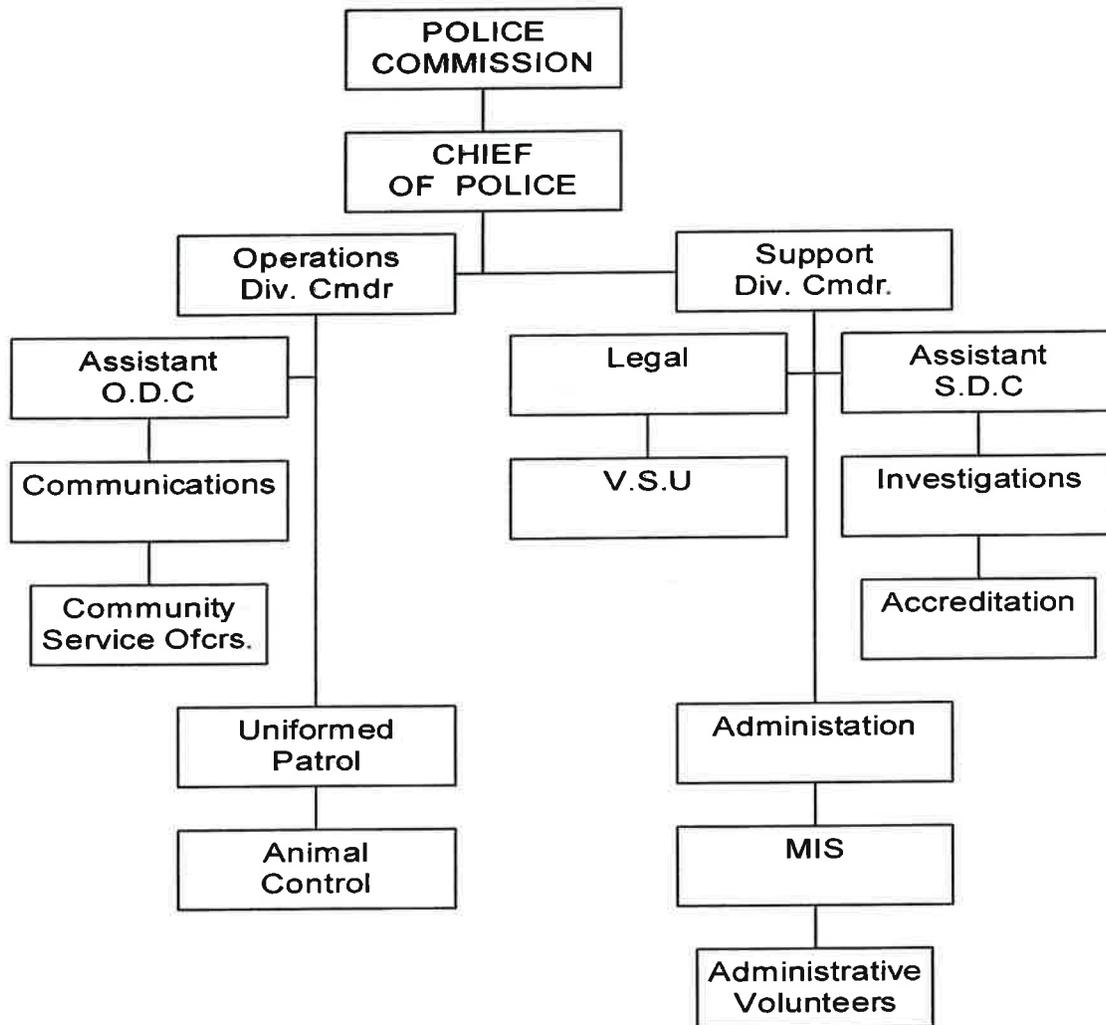
Per State RSA the Master Plan should be rewritten every 5-10 years. Our last Master Plan was adopted in 2007. This means we should begin preparing for another rewrite, with the understanding that the process itself will take several years to complete. I expect the cost to be close to \$60,000. In Fiscal Year 2012 and 13 I received \$20,000 to be used for the update of the Master Plan. This would be the third 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. These funds may be used to leverage grant funding which may be available to help supplement this process. *Since the original budget request several grants have been awarded to the City to assist with the Master Plan, as a result of this the City Council did not fund this line item.*

EQUIPMENT

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

LACONIA POLICE DEPARTMENT

FY 2014-2015 BUDGET



POLICE
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$2,466,870	\$2,485,930	\$2,469,798	\$2,527,625	\$2,763,191	\$2,824,641	\$2,824,641	\$2,854,641
01 437 101 0014 Police Commission	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Parttime Salaries	67,831	48,564	37,267	48,497	52,000	52,000	52,000	52,000
01 437 101 0030 Extra Duty	101,156	89,163	71,238	100,570	-	-	-	-
01 437 101 0040 Crossing Guards	13,981	14,003	14,608	15,466	13,000	-	-	-
01 437 101 0050 Overtime	110,776	128,346	97,689	125,445	100,000	100,000	100,000	100,000
01 437 106 0000 Sick-Hurt	85,980	96,884	45,722	88,126	-	-	-	-
01 437 107 0000 Holidays	15,720	18,735	17,841	24,361	20,000	20,000	20,000	20,000
01 437 109 0000 Longevity	17,033	19,760	23,097	20,567	20,885	21,440	21,440	21,440
01 437 130 0000 Health Insurance*	801,458	958,259	1,099,653	846,917	845,624	815,445	840,445	846,855
01 437 135 0000 Retirement	368,543	394,750	514,186	521,894	659,321	667,551	667,551	675,141
TOTAL SALARIES	\$4,052,948	\$4,257,994	\$4,394,699	\$4,323,068	\$4,477,621	\$4,504,677	\$4,529,677	\$4,573,677
OTHER								
01 437 201 0000 Telephone	\$19,470	\$19,698	\$18,666	\$18,112	\$22,000	\$22,000	\$22,000	\$22,000
01 437 207 0000 Postage	1,570	2,709	2,025	2,387	2,700	2,500	2,500	2,500
01 437 208 0000 Printing	2,157	2,180	2,407	2,179	2,000	2,500	2,500	2,500
01 437 212 0000 Copier	4,240	4,646	4,387	6,570	6,400	6,500	6,500	6,500
01 437 214 0000 Supplies	10,065	11,275	13,091	7,505	10,000	10,000	10,000	10,000
01 437 233 0000 Maint.-Equipment	17,868	9,286	12,431	14,596	11,000	12,000	12,000	12,000
01 437 233 0010 Maint.-Radio	8,850	2,339	3,582	6,519	7,500	7,500	7,500	7,500
01 437 233 0020 Maint.-Computer	2,829	6,272	4,262	2,850	5,000	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,025	1,640	1,300	1,330	1,500	1,500	1,500	1,500
01 437 247 0000 Training	19,664	19,116	12,046	14,377	20,000	20,000	20,000	20,000
01 437 251 0000 Uniform Allowance	23,422	20,179	20,503	19,841	23,000	23,000	23,000	23,000
01 437 303 0000 Misc.	22,391	19,026	16,096	37,138	20,000	20,000	20,000	20,000
01 437 304 0000 O/S Contracts	44,441	41,264	37,492	56,725	46,964	49,061	49,061	49,061
01 437 304 0001 Accreditation	4,599	6,755	4,115	4,633	5,000	5,000	5,000	5,000
Computer Equipment	-	-	-	-	-	30,000	30,000	30,000
TOTAL OTHER	\$182,591	\$166,385	\$152,402	\$194,762	\$183,064	\$216,561	\$216,561	\$216,561
01 437 234 0000 Vehicle Rental	\$116,600	\$109,992	\$109,992	\$110,000	\$99,248	\$103,000	\$103,000	\$103,000
01 437 234 0001 Internal Service Fund	78,100	60,000	84,480	80,000	92,000	86,000	86,000	86,000
POLICE REIMBURSABLE	(125,609)	(100,563)	(102,852)	(151,858)	-	-	-	-
DEPT. O&M TOTAL	\$4,304,630	\$4,493,808	\$4,638,721	\$4,555,972	\$4,851,933	\$4,910,238	\$4,935,238	\$4,979,238

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

POLICE
FY 2014-2015 BUDGET

SALARIES

Name	Title	Weeks	# Hours Worked	Weekly	Annual
1	Chief	52		\$1,974.40	\$102,668.80
1	Administrative Div Com	52		\$1,753.04	\$91,158.08
1	Operations Div Com	52		\$1,753.04	\$91,158.08
1	Prosecutor	52		\$1,753.04	\$91,158.08
2	Lieutenant	52		\$1,519.63	\$156,170.56
6	Sergeants	52	40	\$1,189-\$1,423	\$401,267.20
29	Patrolmen	52	40	\$827-\$1,189	\$1,479,548.00
4	Administrative Asst	52	40	\$683-\$1,000	\$174,045.56
1	MIS/IT	52	40	1102.82	\$56,722.49
5	Dispatchers	52	40	\$690-\$936	\$210,744.17

Total Police	\$2,854,641.02
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Police Department Annual Activities 2012-2013

# of calls responded to	21,902
# of criminal offenses	3,780
# of criminal arrests	1,352
# of fatal accidents	1
# of injury accidents	138
# of property damage accidents	615
# of parking tickets issued	1,556
# of arrests/summons	448
# of written warnings	4,112
# of DWI arrests	92

POLICE DEPARTMENT
ACCOUNT DESCRIPTIONS
FY 2014–2015 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 2014-2015. 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 15. The Department Budget request included 12 months of salary for the new patrol position. ***The City Council voted to increase the Police Salary line by \$30,000 to hire an additional Officer mid-year to focus on the on-going drug activity in the City.***

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. ***Crossing Guards have been transferred to the school district and is no longer a line item in the police budget.***

OVERTIME-Straight over 40

This line item funds the cost of overtime work for hourly employees at the rate of time and one half. In addition to any overtime paid to cover shifts when scheduled officers are out sick or injured, special assignments and serious criminal investigations may require assignment of additional personnel; these would include homicides, rapes, fatal accidents, drug raids, etc. 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 Council increased this line item by \$6,410 to cover the cost of the additional officer and also to adjust for the change to a higher deductible health insurance plan along with a higher employee contribution.*

RETIREMENT

This line item funds the retirement benefit for 50 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%. *This line item was increased \$7,590 by the City Council to cover the NHRS cost of the additional officer.*

TELEPHONE

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

POSTAGE

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

PRINTING

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

COPIER

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

SUPPLIES

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

EQUIPMENT MAINTENANCE

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

RADIO MAINTENANCE

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

COMPUTER MAINTENANCE

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

CONFERENCE-DUES

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

TRAINING

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

UNIFORM ALLOWANCE

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

OUTSIDE CONTRACTED SERVICES

This line item funds the cost of regular monthly charges for a variety of equipment and maintenance services utilized by the department such as Waste Management, Statewide Data Terminal, postage meter, base station maintenance, Power Products, Dictronics and Cingular Wireless, support for the IMC computer program and Statewide Communication (Telephone System). 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

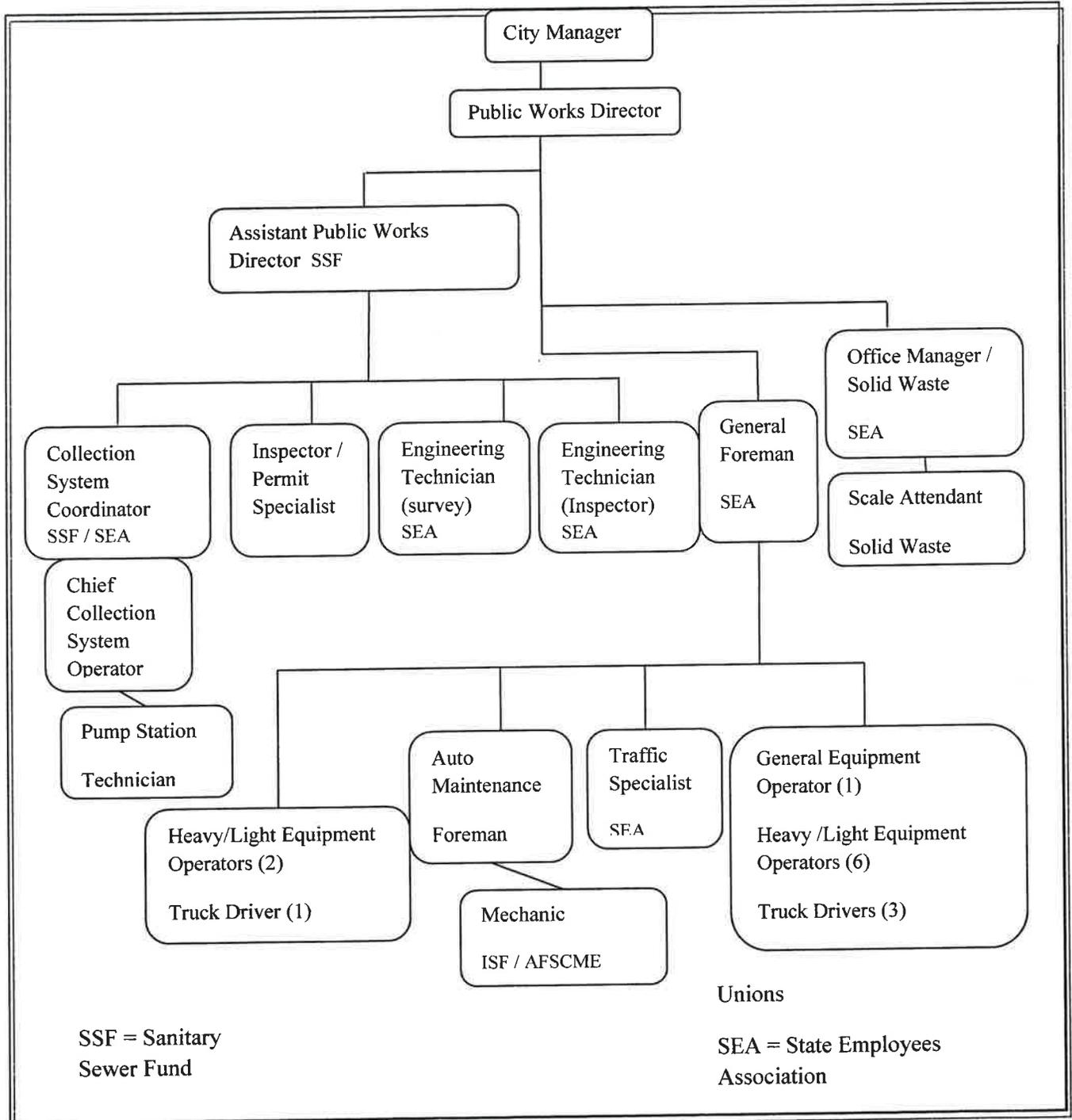
This line item funds payment to the Internal Service Fund in the amount of depreciation on vehicles used by this department. This line item reflects the actual depreciation schedule based on the number of amortized vehicles in the department.

COMPUTER EQUIPMENT

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

DEPARTMENT OF PUBLIC WORKS

FY 2014-2015 BUDGET



PUBLIC WORKS
FY 2014-2015 BUDGET

		<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$700,026	\$735,744	\$642,055	\$816,589	\$830,119	\$862,293	\$862,293	\$862,293
01 599 105 0000	Overtime	51,222	73,578	54,717	81,902	75,000	75,000	75,000	75,000
01 599 106 0000	Sick-Hurt	28,591	24,655	14,073	-	-	-	-	-
01 599 107 0000	Holidays	28,144	27,151	36,234	-	-	-	-	-
01 599 108 0000	Vacations	35,442	28,543	38,638	-	-	-	-	-
01 599 109 0000	Longevity	1,110	1,230	1,110	1,230	1,170	1,230	1,230	1,230
01 516 120 0000	Social Security	65,693	69,237	60,979	69,702	70,087	72,559	72,559	72,559
01 516 130 0000	Health Insurance*	287,023	317,088	339,212	277,587	291,639	284,209	275,971	271,971
01 516 135 0000	Retirement	77,140	82,924	69,719	79,276	98,671	102,152	102,152	102,152
01 599 110 0000	Stipends	5,500	5,500	-	-	5,500	5,500	5,500	5,500
01 599 115 0000	Salary Adj.	-	-	-	-	4,375	4,463	4,463	4,463
TOTAL SALARIES		\$1,279,891	\$1,365,650	\$1,256,737	\$1,326,286	\$1,376,561	\$1,407,406	\$1,399,168	\$1,395,168
OTHER									
01 500 000 1000	HIGHWAY MAINT.	\$222,146	\$188,065	\$193,486	\$251,592	\$202,000	\$220,000	\$230,000	\$230,000
01 502 000 1000	WINTER MAINT.	197,681	264,259	227,142	284,613	330,000	316,000	331,000	331,000
01 503 000 1000	WINTER MAINT. O/C	15,278	20,778	12,860	18,939	27,500	25,000	25,000	25,000
01 505 000 1000	CITY ENGINEERING	32,585	30,993	30,559	29,254	33,000	33,000	33,000	33,000
01 506 000 1000	STREET SWEEPING	41,138	45,991	35,235	28,456	30,000	25,000	25,000	25,000
01 507 000 1000	DRAIN MAINT.	44,872	34,918	26,208	37,770	48,000	53,000	48,000	48,000
01 509 000 1000	STREET LIGHTING	186,573	208,013	211,295	214,724	205,000	215,000	210,000	210,000
01 510 000 1000	PARK/TRAF. CONTR.	51,460	51,961	47,890	52,699	50,000	53,000	53,000	53,000
01 511 000 1100	TREE WORK	7,693	8,000	1,706	1,590	6,000	6,000	6,000	6,000
01 512 000 1200	BOARDWALK	5,837	2,976	2,574	4,948	6,000	6,500	6,500	6,500
01 513 000 1300	SIGNS	9,461	9,579	8,267	10,935	9,500	11,500	11,500	11,500
01 514 000 1400	PARKING GARAGE	16,235	16,792	15,107	13,031	14,000	14,500	14,500	14,500
	Operating Costs	\$830,959	\$882,325	\$812,329	\$948,551	\$961,000	\$978,500	\$993,500	\$993,500
01 519 401 0000	Salt & Sand Spreader	\$9,745	\$9,524	\$9,147	\$ -	\$ -	\$ -	\$ -	\$ -
01 519 401 0006	Digital Parking Meters (25)/(10)	-	-	-	-	-	-	-	-
01 516 401 0015	Sidewalk Trimmer/Edger	-	-	-	-	-	-	-	-
01 516 401 0016	Automatic Drop Chains	1,758	-	-	-	-	-	-	-
01 516 401 0017	"Micro-Paver" Software	-	-	-	-	5,500	-	-	-
01-519-401-0013	Paint Striping Machine	-	-	-	-	-	-	-	-
01 516 401 0018	Plow for Komatsu Loader	8,847	-	-	-	-	-	-	-
01 519 401 0015	Traffic Control Components	-	-	-	-	7,500	-	-	-
01 519 401 0016	Sign Shop Equipment	-	-	-	9,370	-	-	-	-
		\$20,350	\$9,524	\$9,147	\$9,370	\$13,000	\$ -	\$ -	\$ -
TOTAL PUBLIC WORKS DEPT.		\$2,131,200	\$2,257,499	\$2,078,212	\$2,284,207	\$2,350,561	\$2,385,906	\$2,392,668	\$2,388,668

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

PUBLIC WORKS
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Public Works Dir.**	28		52	40		\$1,716.41	\$89,253.32
1	Office Mgr/Secretary*	13	10	52	40	\$24.02	\$960.80	\$49,961.60
1	General Foreman*	17	3	52	40	\$24.55	\$982.00	\$51,064.00
1	Engineering Tech*	13	10	52	40	\$24.02	\$960.80	\$49,961.60
1	Engineering Tech*	13	5	52	40	\$22.12	\$884.80	\$46,009.60
1	Gen Equip Oper*	45	8	52	40	\$23.94	\$957.60	\$49,795.20
1	Traffic Specialist*	13	8	52	40	\$23.45	\$938.00	\$48,776.00
1	Insp/Permit Specialist*	13	8	52	40	\$23.45	\$938.00	\$48,776.00
1	Truck Driver*	42	3	52	40	\$16.12	\$644.80	\$33,529.60
3	Lt Equip Oper*	43	4	52	40	\$17.95	\$718.00	\$112,008.00
1	Lt Equip Oper*	43	6	52	40	\$18.64	\$745.60	\$38,771.20
1	Lt Equip Oper*	43	7	52	40	\$19.01	\$760.40	\$39,540.80
1	Lt Equip Oper*	43	8	52	40	\$19.29	\$771.60	\$40,123.20
1	Hvy Equip Oper*	44	7	52	40	\$21.10	\$844.00	\$43,888.00
1	Hvy Equip Oper*	44	8	52	40	\$21.38	\$855.20	\$44,470.40
1	Engineering Intern			15				\$9,000.00
1	Laborer	Seasonal		17	40	\$13.95	\$558.00	\$9,486.00
1	Temporary Office Help*	3	5	47	6	\$13.56	\$81.36	
		3	6	5	6	\$13.83	\$82.98	\$4,238.82
Total PWD Office								\$808,653.34

*Above rates include possible merit (Step) increases.

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

Public Works Activities:

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

2014-2015 Objectives

- Continue to accomplish substantial road improvements as funded under the annual Capital Outlay Program
- Continue implementation of sidewalk upgrade program as funded under the Capital Outlay Program
- Manage and oversee re-construction of Main St. Bridge
- Hire College students as summer interns to assist with DPW initiatives as approved.
- Manage Laconia Bridge Program - Working with CLD Engineering (selected as City Bridge consultant in 2013)
- Accomplish myriad of day to day DPW requirements including highway maintenance, winter maintenance, storm drainage and bridge maintenance
- Establish a computerized inventory system to track automotive/equipment parts and vehicle operating cost data in association with the management of the Internal Service Fund (ISF)
- Accomplish special drainage reviews and prepare drainage construction estimates for other problem areas in the City.

PUBLIC WORKS
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

INTRODUCTION

All accounts have been carefully reviewed and a serious effort has been made to assign realistic updated estimated costs for each category.

Total operating costs in this budget (not including salaries) for the 12 categories of Public Works (01-500 through 01-514) shows an increase of 1.8% from last year's budgeted total. Increases in the Highway Maintenance - \$18,000, Street Lighting - \$10,000, Drain Maintenance - \$5,000, Parking & Traffic Control - \$3,000. Boardwalk/Weirs Docks - \$500, Signs - \$2,000 and Parking Garage Maintenance - \$500, accompanied by decreases in Winter Maintenance - \$14,000, Winter Maintenance /Outside Contracts (O/C) - \$2,500 and Street Sweeping \$5,000 line, totaling \$21,500 in decreases account for this year's changes.

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

SALARIES

This line item funds the cost of wages for all personnel conducting Public Works activities. It is estimated by using the regular salaries for all Public Works employees, adding the regular salaries of the Sanitary Sewer Fund employees and deriving a percentage of the total for each division based on historical records – (for FY 13, actual split was 72.9% Public Works and 27.1% 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 City 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 \$4,000 to reflect the change to a lower cost insurance and an increase to the employee contribution rate.***

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 9% increase or \$18,000 in this line item. ***This line item was increased by the City Manager by \$10,000 to include the increase in ISF charges due to the purchase of several large new pieces of equipment in FY13 for Public Works.***

WINTER MAINTENANCE

This line item funds the cost of winter maintenance of highways and sidewalks. Included are all costs for materials such as salt, sand, vehicle charges, equipment costs and repair costs for damage caused during plowing operations. The maintenance demands from one winter to another can vary greatly. We have requested a 4% decrease in this line item for the coming year. After an increase two years ago, we believe we can go with a slightly lower appropriation this coming year (winter permitting) to assist with overall Budget reductions. ***This line item was increased by the City Manager by \$15,000 to include the increase in ISF charges due to the purchase of several large new pieces of equipment in FY13 for Public Works.***

WINTER MAINTENANCE-OUTSIDE CONTRACTS

This line item funds the cost of an outside contractor for winter maintenance of school and city parking lots. Amount requested represents an estimate of the contract cost for an average winter. We are comfortable with requesting a decrease of \$2,500 in this line item for the coming year.

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 \$25,000 during this second season of our moving into the large percentage of the work being done by DPW forces. This amount still represents about a \$20,000 annual savings in the DPW operating appropriation when comparing historical cost for this line item.

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

DRAIN MAINTENANCE

This line item funds the cost of vehicle charges, equipment and supplies to maintain and repair the City drainage system. In recent years, we have placed a significant emphasis in rebuilding failed or sub-standard catch-basins (drain manholes) as well as upgrading or expanding the drainage system on streets where erosion or icing problems have developed. This item has historically been budgeted at up to \$60,000 and, although this line item has been reduced in recent years to assist with cost control, DPW is concerned that this important category needs to be held in high priority for future increased funding because of the poor condition of much of our aged subsurface drainage system in many parts of the City. We have requested a \$53,000 appropriation on this line item (increase of \$5,000 for the coming year. ***This request has been reduced by \$5,000 by the Manager to \$48,000.***

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 cost overrun experienced last year on this line item. ***The Manager has reduced this request by \$5,000.***

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 is requesting a \$ 3,000 increase in this line item for the coming 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. This line item has been level funded.

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 \$500 increase in this line item for the coming year.

SIGNS

This line item funds the vehicle charges, equipment, materials and supplies to maintain and replace street signs, traffic control signs, informational signs and the installation of any new signs approved by the Council or as requested by other city departments. DPW has requested a \$2,000 increase in this line item for the coming year as costs for sign materials have risen sharply in the past few years.

PARKING GARAGE

This line item funds the cost of vehicle charges, equipment, supplies, materials and electricity to maintain the parking garage. The majority of the cost of this line is for lighting of the parking garage. We have requested an increase in this line item of \$500 to move us closer to covering historical costs of maintaining this structure. Actual costs for this item for the past 4 years has averaged slightly above this request.

PUBLIC WORKS
HISTORY

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</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	\$378,579	\$332,604	\$384,690	\$348,412	\$357,926	\$403,260
Telephone	2,288	2,595	2,632	2,450	2,144	3,098
Power-Lights	11,551	11,218	10,592	12,061	8,602	10,506
Water-Sewer	1,532	1,546	1,482	1,521	1,659	1,530
Fuel	9,510	9,798	6,585	8,818	7,811	6,404
Building Maint.	4,587	5,663	18,715	8,143	10,439	5,548
Road Maintenance	64,955	78,982	88,000	75,088	67,663	92,514
Clothing Allowance	5,542	5,771	5,331	4,434	5,017	6,693
D&A Testing	1,982	1,035	803	549	676	1,518
O/S Contracts	-	-	-	-	325	-
Misc.	(115)	2,761	4,634	1,356	6,123	55,443
Vehicle Use	75,733	79,631	83,372	73,646	77,107	68,823
Stipends	8,000	5,500	5,500	5,500	-	-
Internal Service Fund	<u>17,005</u>	<u>14,550</u>	-	-	<u>5,920</u>	<u>(485)</u>
TOTAL HIGHWAY MAINT.	\$581,147	\$551,654	\$612,336	\$541,978	\$551,411	\$654,852
01 502 000 1000	WINTER MAINTENANCE					
Labor	\$182,101	\$159,098	\$71,806	\$138,497	\$75,615	\$120,242
Hired Snow Removal/Temps	-	-	-	-	-	-
Sand & Salt	236,033	220,579	154,204	177,901	181,997	238,683
Misc. **	10,858	1,873	6,180	-	7	-
Vehicle Use	130,568	75,280	37,296	86,359	35,139	45,929
Internal Service Fund	<u>28,709</u>	<u>29,164</u>	-	-	<u>10,000</u>	-
TOTAL WINTER MAINT.	\$588,269	\$485,994	\$269,486	\$402,757	\$302,758	\$404,854
01 503 000 1000	WINTER MAINT. O/C					
Outside Contractors	\$22,739	\$29,400	\$15,278	\$20,778	\$12,860	\$18,939
01 505 000 1000	CITY ENGINEERING					
Labor	\$195,601	\$209,027	\$210,159	\$212,951	\$199,317	\$226,923
Telephone	-	-	-	-	-	-
Supplies	2,508	1,686	1,803	1,755	2,098	3,005
Misc. D/O	3,341	5,528	7,414	6,118	4,868	4,917
Landfill Monitor	15,638	18,897	18,931	19,875	21,729	19,664
Vehicle Use	<u>3,508</u>	<u>2,361</u>	<u>4,438</u>	<u>3,244</u>	<u>1,864</u>	<u>1,668</u>
TOTAL CITY ENGR.	\$220,595	\$237,499	\$242,745	\$243,943	\$229,876	\$256,177
01 506 000 1000	CLEANING STREETS					
Outside Contract	\$39,440	\$46,918	\$39,007	\$43,592	\$34,608	\$28,114
Vehicle Use	<u>5,348</u>	<u>3,050</u>	<u>2,131</u>	<u>2,399</u>	<u>627</u>	<u>342</u>
TOTAL CL.. STREETS	\$44,788	\$49,968	\$41,138	\$45,991	\$35,235	\$28,456
010 507 000 1000	DRAIN MAINTENANCE					
Labor	\$83,822	\$139,043	\$110,234	\$125,675	\$84,657	\$77,270
Supplies	5,236	15,351	29,208	12,228	3,922	23,766
Internal Service Fund	691	-	-	-	-	-
Outside Contract	-	-	-	963	8,789	0
Vehicle Use	<u>27,256</u>	<u>22,187</u>	<u>15,664</u>	<u>21,727</u>	<u>13,497</u>	<u>14,003</u>
TOTAL DRAIN MAINT.	\$117,004	\$176,581	\$155,106	\$160,593	\$110,865	\$115,039
01 509 000 1000	STREET LIGHTING					
	\$173,526	\$182,163	\$186,573	\$208,013	\$211,295	\$214,724
01 510 000 1000	PARK/TRAFFIC CONTROL					
Labor	\$25,428	\$25,705	\$25,138	\$27,384	\$26,789	\$25,640
Power-Lights	20,024	20,621	19,862	20,549	18,017	19,865
Pavement Marking	14,874	22,348	21,585	19,290	19,177	26,977
Supplies	9,900	2,322	6,406	8,714	7,052	1,567
Vehicle Use	<u>5,591</u>	<u>4,166</u>	<u>3,607</u>	<u>3,406</u>	<u>3,644</u>	<u>4,290</u>

	TOTAL P/T CONTROL	\$75,818	\$75,162	\$76,598	\$79,343	\$74,679	\$78,339
01 511 000 1000	TREE WORK						
	O/S Contracts	\$7,614	\$6,630	\$7,693	\$8,000	\$1,706	\$1,590
01 512 000 1000	BOARDWALK						
	Labor	\$3,892	\$7,706	\$4,749	\$2,115	\$2,174	\$7,946
	Power-Lights	1,843	1,558	4,319	2,279	1,614	2,262
	Supplies	2,238	12,033	828	79	609	2,439
	Vehicle Use	<u>977</u>	<u>749</u>	<u>689</u>	<u>618</u>	<u>351</u>	<u>248</u>
	TOTAL BOARDWALK	\$8,950	\$22,046	\$10,585	\$5,091	\$4,748	\$12,895
01 513 000 1000	SIGNS						
	Labor	\$22,755	\$29,813	\$36,934	\$35,424	\$39,787	\$33,874
	Supplies	2,523	7,071	3,624	3,911	2,807	4,097
	Vehicle Use	<u>3,332</u>	<u>4,212</u>	<u>5,837</u>	<u>5,668</u>	<u>5,460</u>	<u>6,838</u>
	TOTAL SIGNS	\$28,610	\$41,096	\$46,395	\$45,003	\$48,054	\$44,809
01 514 000 1000	PARKING GARAGE						
	Labor	\$280	\$2,211	\$824	\$443	\$563	\$4,567
	Power-Lights	13,696	15,522	15,885	16,270	13,670	10,829
	Supplies	973	1,600	324	508	1,358	2,202
	Vehicle Use	<u>184</u>	<u>169</u>	<u>26</u>	<u>13</u>	<u>78</u>	<u>-</u>
	TOTAL PARKING GARAGE	\$15,134	\$19,502	\$17,059	\$17,234	\$15,669	\$17,598
01 516 000 1000	EMPLOYEE BENEFITS						
	Social Security	\$69,405	\$71,675	\$65,693	\$69,237	\$60,979	\$69,702
	Health Insurance	262,873	283,742	287,025	317,088	339,212	277,587
	Retirement	<u>80,644</u>	<u>81,501</u>	<u>77,140</u>	<u>82,924</u>	<u>69,719</u>	<u>79,276</u>
	TOTAL EMP. BENEFITS	\$412,922	\$436,918	\$429,858	\$469,249	\$469,910	\$426,565
01 517 000 1000	ANIMAL CONTROL						
	Vehicle Use	<u>8</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	TOTAL ANIMAL CONTROL	\$ 8	\$ -				
	TOTAL PUBLIC WORKS DEPT.	\$2,297,124	\$2,314,613	\$2,110,850	\$2,247,973	\$2,069,066	\$2,274,837
	Transfer to Winter Stabilization Account **	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>95,000</u>	<u>-</u>
		\$2,297,124	\$2,314,613	\$2,110,850	\$2,247,973	\$2,164,066	\$2,274,837

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

PUBLIC WORKS - SOLID WASTE
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$28,543	\$26,894	\$25,708	\$24,416	\$26,520	\$28,309	\$28,309	\$28,309
01 493 101 0001 Br.Dump,In House Trash	13,216	12,084	12,821	12,782	13,000	13,000	13,000	13,000
01 493 101 0002 Substitutes	3,793	4,121	6,700	7,742	4,500	4,500	4,500	4,500
01 493 101 0005 Hazardous Waste	1,408	190	1,454	1,498	-	-	-	-
01 493 105 0000 Overtime	9,425	10,024	7,400	9,063	10,000	10,000	10,000	10,000
01 493 106 0000 Sick	819	494	2,804	10,331	-	-	-	-
01 493 107 0000 Holidays	1,181	1,299	1,299	743	-	-	-	-
01 493 108 0000 Vacations	1,771	2,598	945	3,636	-	-	-	-
01 493 109 0000 Longevity	60	90	90	-	-	-	-	-
01 493 120 0000 Social Security	5,150	5,053	5,467	5,625	4,133	4,268	4,268	4,268
01 493 130 0000 Health Insurance*	16,157	18,385	20,749	17,133	23,376	22,931	22,931	22,931
01 493 135 0000 Retirement	5,330	5,109	5,572	5,867	5,818	6,010	6,010	6,010
TOTAL SALARIES	\$86,853	\$86,341	\$91,009	\$98,836	\$87,347	\$89,018	\$89,018	\$89,018
OTHER								
01 493 201 0000 Telephone	\$282	\$272	\$264	\$265	\$400	\$400	\$400	\$400
01 493 202 0000 Lights-Power	1,253	1,577	1,396	1,906	1,650	2,000	2,500	2,500
01 493 214 0000 Supplies	18,621	17,817	27,033	54,369	22,000	22,000	22,000	22,000
01 493 234 0000 Vehicle Rental	1,809	1,195	1,116	1,414	2,500	2,500	2,500	2,500
01 493 251 0000 Clothing Allowance	298	227	95	312	350	350	350	350
01 493 393 0000 Outside Services	-	580	-	-	-	-	-	-
01 493 304 0001 Transfer Station	308,215	297,815	318,142	285,935	323,000	342,000	332,000	332,000
01 493 304 0002 Collection Contract	335,791	315,953	311,657	301,790	290,000	352,000	340,000	315,000
01 493 304 0003 Concord Cooperative	767,096	859,924	868,597	710,100	808,000	800,000	740,000	740,000
01 493 304 0004 Hazardous Waste	12,820	12,612	13,120	13,068	13,000	13,500	13,500	13,500
01 493 304 0007 Recycle-Contract	137,601	127,626	126,376	127,737	130,200	157,500	145,000	170,000
TOTAL OTHER	\$1,583,786	\$1,635,598	\$1,667,796	\$1,496,896	\$1,591,100	\$1,692,250	\$1,598,250	\$1,598,250
DEPT. O&M TOTAL	\$1,670,639	\$1,721,939	\$1,758,805	\$1,595,732	\$1,678,447	\$1,781,268	\$1,687,268	\$1,687,268

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

PUBLIC WORKS-SOLID WASTE
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Scale Operator	4	3	52	40	13.61	\$544.40	\$28,308.80
Total Transfer Station							\$28,308.80	

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

2014-2015 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 2014-2015 BUDGET

SALARIES

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

BRUSH DUMP, IN HOUSE TRASH

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

SUBSTITUTES

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

OVERTIME

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

LONGEVITY

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

SOCIAL SECURITY

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

HEALTH INSURANCE

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

RETIREMENT

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

TELEPHONE

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

LIGHTS-POWER

This line item funds the cost of lights-power at the scale house. We are requesting an increase of \$350 for this line item in the coming year to cover power cost increases.

SUPPLIES-SCALES

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

recycling. Also, costs related to newspaper advertisements and purchasing of supplemental recycling bins are funded under this item. This year's request is for level funding at \$22,000.

VEHICLE RENT

This line item funds the hourly cost of operation of a City vehicle used by this department. We are requesting level funding for this line item.

CLOTHING ALLOWANCE

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

TRANSFER STATION

This line item funds the estimated cost for contract operation of the Transfer Station and transportation of trash to the incinerator in Penacook. These figures were arrived at after careful review of the current contract with Waste Management for services effective through 2027. This year's budget figure was arrived at by applying the contract unit prices (including assumed CPI) multiplied by the anticipated annual tonnage in each of the 3 associated categories (Construction and Demolition material (C&D), Municipal Solid Waste (MSW) and Drop-Off Recyclables). DPW recommends that, based on a conservative estimate of anticipated waste loads for the coming Fiscal Year (FY), this line item be funded at \$342,000. ***The City Manager has reduced this line item by \$10,000 to \$332,000.***

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 and will expire September 30, 2014. Because of concerns expressed by Bestway in recent months regarding a change in scope of work in their current Contract, we anticipate the term of this Contract may be reduced and Bidding for Collection Services will occur earlier in 2014 than currently contracted.

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 cost figure is derived by multiplying the anticipated MSW curbside tonnage times the estimated new contract unit price (including assumed CPI percentage increase) for MSW collection under the new 2014 Contract. We have used a conservative figure of \$80/Ton in our estimate. We are requesting this line item be funded at \$352,800. ***The Manager has reviewed this line item and recommends \$340,000 for funding this year. In May 2014 bids were received for the new Collection Contract and as a result an additional adjustment was made to reduce the Collection Contract to reflect the estimated cost based upon the bid results received from Casella, this line item was reduced \$25,000 to \$315,000.***

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 6 months of the City's FY 15 and an estimated tipping of \$ 64 per ton (new Coop Contract with Wheelabrator Concord for calendar year 2015) for the remaining 6 months of the FY. The total line item amount requested \$800,000, reflects the applicable tipping fee multiplied by

the estimated tonnage to be delivered to the Penacook facility from Laconia. *The City Manager has reviewed this line item and based upon the increased amount of Recyclables recommends funding this request for \$740,000.*

HOUSEHOLD HAZARDOUS WASTE CLEANUP

This line item funds the cost of the annual Household Hazardous Waste Cleanup Day. DPW is recommending a \$500 increase in this line item for the coming year based on slight cost increase pattern for the past several years.

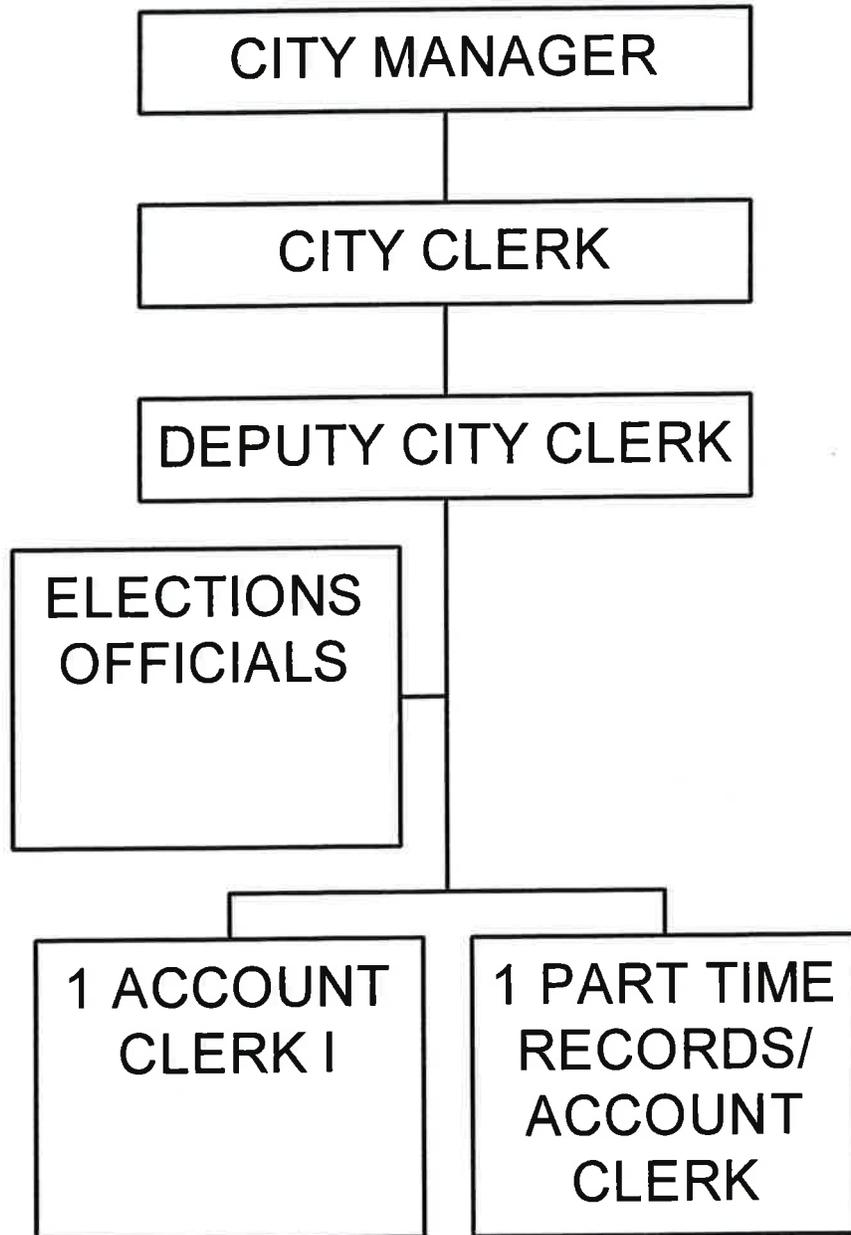
This program continues to provide an important service to Laconia residents in providing a safe and environmentally appropriate way of disposing of Household Hazardous Waste. There is also a factor in the cost of this item related to the program now handling electronic-waste (e-waste).

RECYCLE (CONTRACT)

This line item funds the estimated cost of the contracted services to provide pick-up and disposal of approved recyclable materials (estimated at \$157,500 for FY 14-15)

While Laconia continues its review of Solid Waste Program alternatives, this item has been budgeted assuming continuation of the current bi-monthly (every other week) collection of recyclables at curbside and maintaining our Mandatory Recycling Program in Laconia. It does not consider any major program changes such as "Pay-as-you-throw" (PAYT). *The Manager has reduced this line by \$12,500 to \$145,000. In May 2014 bids were received for the new Recycling Contract and as a result an adjustment was made to increase the Recycling Contract to reflect the estimated cost based upon the bid results received from Casella, this line item was increased \$25,000 to \$170,000.*

RECORDS
FY 2014-2015 BUDGET



RECORDS - CITY CLERK
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>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>2015</u>
								<u>COUNCIL</u>
SALARIES								
01 415 101 0000 Salaries	\$103,142	\$102,688	\$98,217	\$96,662	\$116,011	\$129,757	\$129,757	\$129,757
01 415 105 0000 Overtime	39	-	354	67	200	200	200	200
01 415 106 0000 Sick-Hurt	2,932	1,798	429	3,200	-	-	-	-
01 415 107 0000 Holidays	3,250	3,118	3,371	2,282	-	-	-	-
01 415 108 0000 Vacations	1,920	1,201	3,927	2,211	-	-	-	-
01 415 109 0000 Longevity	-	30	30	30	30	30	30	30
01 415 115 0000 Salary Adj.	-	-	-	-	2,402	2,572	2,572	2,572
TOTAL SALARIES	\$111,283	\$108,835	\$106,327	\$104,452	\$118,643	\$132,559	\$132,559	\$132,559
OTHER								
01 415 201 0000 Telephones	\$1,640	\$1,613	\$1,451	\$1,311	\$1,500	\$1,500	\$1,500	\$1,500
01 415 207 0000 Postage	536	565	681	518	800	650	650	650
01 415 212 0000 Copier	552	1,295	2,031	1,799	1,500	1,500	1,500	1,500
01 415 214 0000 Supplies	1,424	1,571	1,412	1,288	1,300	1,300	1,300	1,300
01 415 234 0000 Vehicle Rental	215	158	468	682	300	1,000	1,000	1,000
01 415 237 0000 Records Disposition	-	-	-	-	-	250	250	250
01 415 237 0001 Records Preservation	-	-	-	-	-	2,000	2,000	2,000
01 415 245 0000 Conference-Dues	1,121	876	388	1,123	1,000	2,000	2,000	2,000
01 415 248 0000 Dog License Exp.	1,822	1,123	1,257	1,441	1,800	1,500	1,500	1,500
01 415 303 0000 Misc.	2,388	2,166	2,108	3,119	2,100	2,000	2,000	2,000
01 415 306 0000 State MV Reg. Exp.	1,193	1,432	1,894	741	1,500	800	800	800
01 415 306 0001 City MV Reg. Exp.	6,508	7,574	6,973	7,013	7,000	7,000	7,000	7,000
01 415 401 0000 Equipment	5,245	3,334	5,746	5,741	5,000	6,500	6,500	6,500
TOTAL OTHER	\$22,644	\$21,707	\$24,410	\$24,776	\$23,800	\$28,000	\$28,000	\$28,000
DEPT. O&M TOTAL	\$133,927	\$130,542	\$130,737	\$129,228	\$142,443	\$160,559	\$160,559	\$160,559

RECORDS-CITY CLERK
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk**	20		52			\$989.40	\$51,448.80
1	Deputy City Clerk	8	4	9	36.5	\$16.54	\$603.71	\$32,617.13
		8	5	43	36.5	\$17.32	\$632.18	
1	Account Clerk 1*	5	3	31	36.5	\$13.65	\$498.23	\$26,398.26
			4	21	36.5	\$14.29	\$521.59	
1	PT Account Clerk 1*	5	1	15	25	\$12.47	\$311.75	\$16,738.25
			2	37	25	\$13.04	\$326.00	
	Temporary Help	5	1	52				\$2,555.00
Total Records								\$129,757.44

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

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

City Clerk Office Activities

The majority of transactions processed through the City Clerk's Office are directly related to Motor Vehicle registrations, with over 18,500 completed annually. Peak customer times continue to be the first and last week of each month. Additional transactions include processing approximately 150 Marriage Licenses, 4,000 requests for various vital certificates (Birth, Marriage, Death and Divorce), licensing 2,000 dogs, issuing approximately 700 dump stickers and approximately \$20,000 worth of day passes and coupons, accepting payment for Parking Tickets, issuing Beach Parking Permits, filing Wetlands Applications and Aquatherm Permits.

During the 2013 Election Cycle the City Clerk's Office organized a Municipal Primary Election, with a voter turnout of 6%, and a Municipal Election, with a voter turnout of 17%, as well as one recount.

2014-2015 Objectives

For the upcoming year the City Clerk, with the Records Retention Committee, will be working on a Records Retention chapter to the City Code to be brought before the Council. This will be a large project and will benefit the City tremendously.

Assistance will continue with the implementation of credit cards throughout City departments.

RECORDS - CITY CLERK
ACCOUNT DESCRIPTIONS
FY 2014-2015 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 due to a promotion for a current employee from an Account Clerk II to the Deputy City Clerk. The Deputy Clerk position was vacant for several years because of turnover in the department. This position has been filled with a well-qualified employee.

Weekly hours has been increased as well. Each employee works an average of 36 ½ hours per week which has been covered within the proposed budget this year. The additional time has been a result of the daily cash-out and balancing which occurs after the closing of business each day. To more accurately reflect the actual expense these hours have been adjusted.

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

This line item funds the cost of postage for general office correspondence, as well as post office box rental fees. This line has been reduced to reflect a five (5) year average.

COPIER

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

SUPPLIES

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

VEHICLE RENTAL

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

RECORDS DISPOSITION

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

RECORDS PRESERVATION

This line has been added for the preservation and binding of one (1) historical vital records archive. Over the 100 or more years since these records originated they have been subject to wear and they are of significant historical value to the City.

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 increased to reflect the City Clerk attendance at the New England Municipal Clerks Institute and Deputy Clerk attendance to the NH City and Town Clerks Association Certification Program.

DOG LICENSE EXPENSE

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

MISCELLANEOUS

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

STATE MOTOR VEHICLE EXPENSE

This line item funds the cost of postage to mail daily registrations to Concord and to make up any shortage. This line has been decreased because the City has been accepted into a program that allows for mailing work weekly rather than daily. This has resulted in significant savings.

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.

RECORDS - ELECTIONS
FY 2014-2015 BUDGET

	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12-</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>2013-2014</u> <u>BUDGET</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>2014-2015</u> <u>MANAGER</u>	<u>2014-2015</u> <u>COUNCIL</u>
SALARIES								
01 417 101 0000 Elections	\$ -	\$ -	\$ -	\$ -	\$10,000	\$13,000	\$13,000	\$13,000
01 417 101 0001 Ward 1	1,268	1,738	2,294	2,167	-	-	-	-
01 417 101 0002 Ward 2	1,460	1,637	914	3,065	-	-	-	-
01 417 101 0003 Ward 3	1,211	2,132	2,178	2,764	-	-	-	-
01 417 101 0004 Ward 4	998	1,348	2,021	1,718	-	-	-	-
01 417 101 0005 Ward 5	2,383	2,294	2,602	2,678	-	-	-	-
01 417 101 0006 Ward 6	2,101	2,691	3,479	4,179	-	-	-	-
01 417 101 0010 Ward Officials	-	-	-	-	-	-	-	-
TOTAL SALARIES	\$9,421	\$11,840	\$13,489	\$16,571	\$10,000	\$13,000	\$13,000	\$13,000
OTHER								
01 417 207 0000 Postage	\$393	\$1,799	\$1,356	\$804	\$1,000	\$1,500	\$1,500	\$1,500
01 417 208 0000 Printing	2,251	791	5,160	4,242	2,000	2,600	2,600	2,600
01 417 210 0000 Notices	178	326	200	381	300	300	300	300
01 417 214 0000 Supplies	6,685	7,093	4,619	5,378	4,500	4,500	4,500	4,500
01 417 233 0000 Maint.-Agreement	1,225	35	1,400	1,400	1,400	1,400	1,400	1,400
01 417 234 0000 Vehicle Rental	125	263	90	162	300	300	300	300
01 417 401 0000 Equipment	1,420	1,400	1,420	1,500	1,500	1,500	1,500	1,500
01 417 304 0000 O/S Services(Police)	-	-	-	-	2,080	2,080	2,080	2,080
TOTAL OTHER	\$12,277	\$11,707	\$14,245	\$13,867	\$13,080	\$14,180	\$14,180	\$14,180
DEPT. O&M TOTAL	\$21,698	\$23,547	\$27,733	\$30,438	\$23,080	\$27,180	\$27,180	\$27,180

RECORDS – ELECTIONS
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

SALARIES

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

POSTAGE

This line item funds the cost of mailing absentee ballots and other general correspondence. This line has been increased in anticipation of absentee ballots for the State election cycle.

PRINTING

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

NOTICES

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

SUPPLIES

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

MAINTENANCE AGREEMENT

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

VEHICLE RENTAL

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

EQUIPMENT

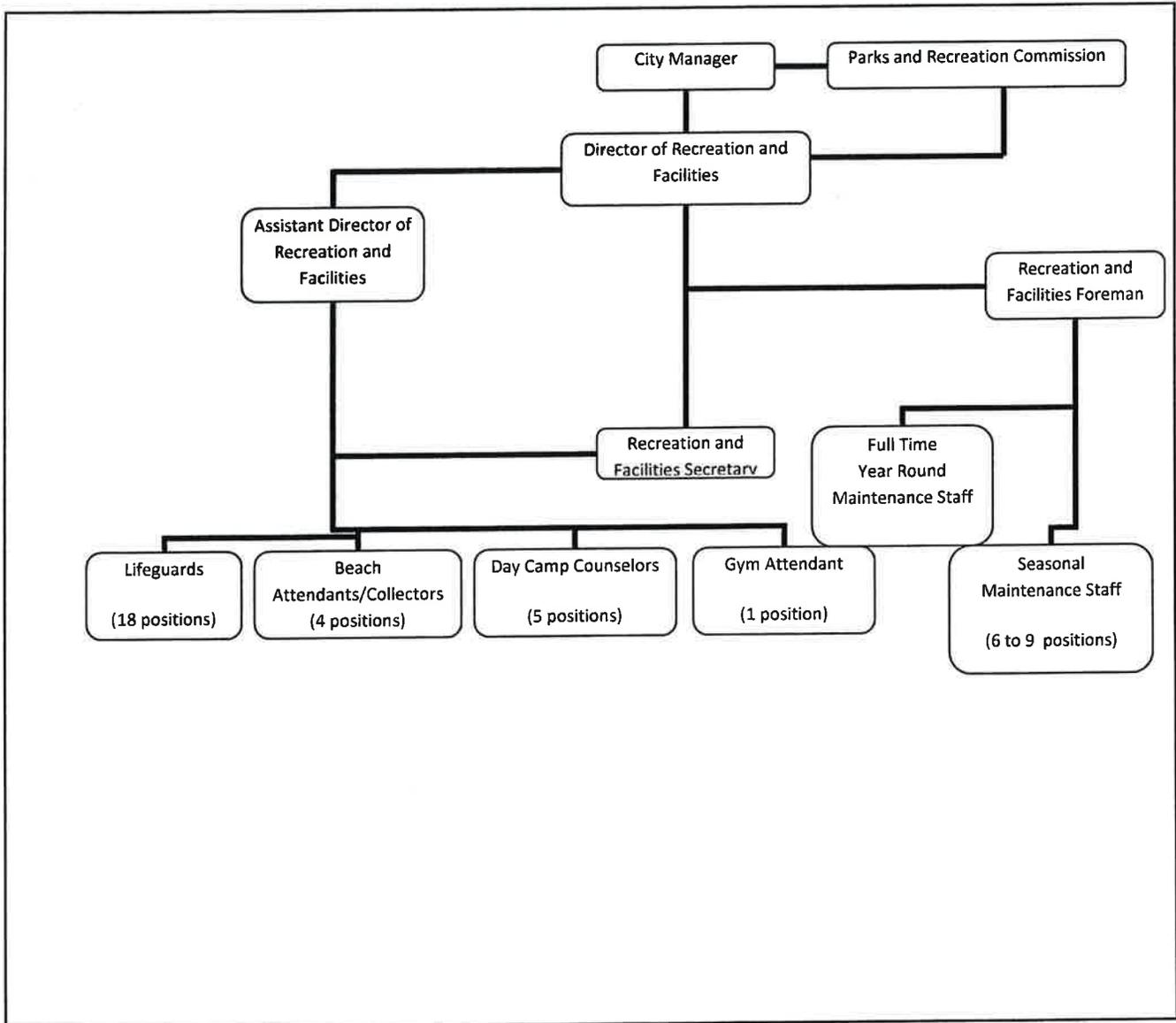
This line funds the purchase of one laptop computer to replace an existing laptop computer. This line has been level funded.

POLICE DETAIL

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

RECREATION AND FACILITIES

FY 2014-2015 BUDGET



RECREATION & FACILITIES
FY 2014-2015 BUDGET

	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>2013-2014</u> <u>BUDGET</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>2014-2015</u> <u>MANAGER</u>	<u>2014-2015</u> <u>COUNCIL</u>
SALARIES								
01 479 101 0000 Salaries	\$220,258	\$242,213	\$241,507	\$241,409	\$288,388	\$293,673	\$293,673	\$293,673
01 479 103 0000 Temporary	109,704	96,836	93,522	107,248	115,000	119,000	119,000	119,000
01 479 105 0000 Overtime	4,984	3,521	3,425	5,133	5,000	5,000	5,000	5,000
01 479 106 0000 Sick-Hurt	10,582	8,089	8,469	16,115	-	-	-	-
01 479 107 0000 Holidays	8,818	7,508	7,508	7,603	-	-	-	-
01 479 108 0000 Vacations	9,325	11,192	11,384	16,014	-	-	-	-
01 479 109 0000 Longevity	450	480	570	570	630	450	450	450
01 479 115 0000 Salary Adj	1	-	-	-	4,952	5,253	5,253	5,253
TOTAL SALARIES	\$364,122	\$369,839	\$366,385	\$394,092	\$413,970	\$423,376	\$423,376	\$423,376
OTHER								
01 479 201 0000 Telephone	\$3,264	\$2,916	\$4,900	\$4,225	\$5,000	\$5,000	\$5,000	\$5,000
01 479 202 0000 Lights-Power**	26,021	27,485	23,508	27,202	28,000	30,000	30,000	30,000
01 479 203 0000 Water-Sewer**	10,392	12,165	10,903	13,649	13,000	14,000	14,000	14,000
01 479 204 0000 Fuel**	6,949	7,891	6,889	8,988	9,000	10,000	10,000	10,000
01 479 207 0000 Postage	468	420	581	621	600	600	600	600
01 479 208 0000 Printing	770	1,546	629	617	1,500	1,500	1,500	1,500
01 479 212 0000 Copier	1,184	1,041	1,120	1,643	1,500	1,500	1,500	1,500
01 479 214 0001 Supplies-Maintenance	5,660	4,665	6,984	6,360	7,500	7,500	7,500	7,500
01 479 214 0002 Supplies-Programs	4,517	6,410	5,347	6,687	7,000	7,000	7,000	7,000
01 479 214 0003 Supplies-Office	2,274	2,385	1,975	1,520	2,600	2,300	2,300	2,300
01 479 233 0000 Maint-Equipment	7,844	4,423	6,804	6,193	5,000	6,200	6,200	6,200
01 479 235 0000 Maint-Buildings	5,926	10,190	10,070	21,038	12,000	14,000	14,000	14,000
01 479 235 0001 Maint-Park Houses	1,504	4,035	5,167	6,070	5,500	5,500	5,500	5,500
01 479 235 0002 Maint-Grounds	9,894	52,431	27,121	67,565	50,000	50,000	50,000	50,000
01 479 245 0000 Conference-Dues	836	1,012	1,080	969	1,500	1,500	1,500	1,500
01 479 247 0000 Training	1,430	1,409	449	159	650	650	650	650
01 479 251 0000 Uniform Allowance	2,424	2,463	2,450	2,562	2,450	2,450	2,450	2,450
01 479 303 0000 Misc	780	638	427	991	1,000	1,000	1,000	1,000
01 479 304 0000 O/S Contracts	25,534	11,900	8,837	14,929	10,000	10,000	10,000	10,000
01 479 306 0000 Adopt a Spot	2,973	2,250	3,736	2,930	3,000	3,000	3,000	3,000
01 479 401 0000 Equipment	4,352	20,286	1,732	6,843	10,000	7,000	7,000	7,000
01 479 401 0010 Wyatt Park Equipment	-	-	-	-	-	-	-	6,958
	\$124,996	\$177,961	\$130,711	\$201,761	\$176,800	\$180,700	\$180,700	\$187,658
01 479 234 0000 Vehicle Rental	\$27,987	\$34,909	\$39,152	\$33,456	\$41,100	\$40,000	\$40,000	\$40,000
01 479 234 0001 Internal Service Fund	22,000	9,996	8,572	10,000	11,000	15,000	15,000	15,000
RECREATION REIMBURSABLES	(11,529)	(15,132)	(14,137)	(16,151)	-	-	-	-
DEPT O&M TOTAL	\$527,576	\$577,573	\$530,682	\$623,158	\$642,870	\$659,076	\$659,076	\$666,034

**Park house utilities, see narratives

RECREATION & FACILITIES
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Rec. & Facil. Direct.**	21		52			\$1,181.12	\$61,418.24
1	Assist Rec Director**	17		52			\$839.11	\$43,633.72
1	Secretary*	6	10	52	35	17.20	\$602.00	\$31,304.00
1	Groundskeeper*	8	10	52	40	18.91	\$756.40	\$39,332.80
1	Groundskeeper*	8	5	15	40	17.32	\$692.80	
		8	6	37	40	17.62	\$704.80	\$36,469.60
1	Groundskeeper*	8	3	52	40	15.83	\$633.20	\$32,926.40
1	Foreman*	13	7	10	40	22.98	\$919.20	
		13	8	42	40	23.45	\$938.00	\$48,588.00
Total Parks & Recreation							\$293,672.76	

* Above pay rates include possible merit (step) increases

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

Parks & Recreation Activities

- Serve approximately 40,000 adults in 100 City sponsored programs
- Provide meeting space for City youth and adult programs
- Maintain 15 parks, 5 beaches, Community Center, 4 site parks, City Hall, Police Station
2 Libraries, Laconia Riverwalk, WOW Trail and other City owned Properties
- Maintain 9 cemeteries
- Maintain various public areas throughout the City
- Maintain and schedule school department athletic facilities
- Provide horticultural services
- Plant and maintain several City floral presentations
- Provide field preparation for Laconia Muskrats

2014-2015

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

2014-2015 Performance Measures

- Increase recreational programing by 5%

RECREATION & FACILITIES
ACCOUNT DESCRIPTIONS
FY 2014-2015 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 \$67,000
 - Three beaches being staffed \$51,000
- Gym Attendant \$ 4,000
- Seasonal maintenance staff \$64,000

Total item request if only three beaches are to be staffed \$119,000
Total item request if all five beaches are to be staffed \$135,000

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

LIGHTS-POWER

This line item funds the cost of lights and power at park houses, bathhouses, athletic fields, the parks maintenance facility, skating rinks and security lighting. This line has been increased \$2,000 to reflect a potential increase in electric delivery rates, the addition of lights at Wyatt Park and the addition of lights at Weirs Community Park.

WATER-SEWER

This line item funds the cost of water and sewer service for Parks & Recreation facilities except the Community Center. This line has been increased \$1,000 to account for new water service to the Weirs Community Park and Wyatt Park.

FUEL

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

POSTAGE

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

PRINTING

This line item funds the cost of advertising, sign printing and the printing of programs. This line is level funded.

COPIER

This line item funds the cost of copier service. This line is 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 decreased by \$300 to coincide with historic costs.

MAINTENANCE-EQUIPMENT

This line item funds the cost of repair and maintenance of all non-registered equipment. This line has been increased by \$1,200 to coincide with historical costs.

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 \$2,000 to account for increases in material costs, historic needs and additional facilities.

MAINTENANCE-PARK HOUSES

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

MAINTENANCE-GROUNDS

This account funds the cost of fertilizer, seed, soil amendments, loam, compost, sand, etc. This line is level funded.

CONFERENCE-DUES

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

TRAINING

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

CLOTHING ALLOWANCE

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

MISCELLANEOUS

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

O/S CONTRACTS

This line item funds the cost of contractual services needed in the park system including electrical, roofing, plumbing, tree care, irrigation, etc. This line is level funded.

ADOPT-A-SPOT

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

EQUIPMENT

This line item funds the replacement of small tools and lawn equipment. This line has been decreased by \$3000.

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.

WYATT PARK EQUIPMENT

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

RECREATION & FACILITIES
CITY HALL MAINTENANCE
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 419 202 0000 Lights-Power	\$19,325	\$19,795	\$18,527	\$18,967	\$19,000	\$19,500	\$19,500	\$19,500
01 419 203 0000 Water-Sewer	1,312	1,373	1,587	1,866	1,800	1,800	1,800	1,800
01 419 204 0000 Fuel	8,394	12,340	10,430	11,151	13,200	10,000	10,000	10,000
01 419 214 0000 Supplies	4,675	3,185	5,511	4,616	4,500	4,500	4,500	4,500
01 419 233 0000 Maint-Equip	4,504	2,510	2,589	2,938	2,500	2,500	2,500	2,500
01 419 235 0000 Maint-Building	4,322	2,424	5,719	6,145	4,000	5,000	5,000	5,000
01 419 304 0000 Outside Contracts	31,241	29,058	30,324	30,020	32,800	32,800	32,800	32,800
01 419 401 0000 Equipment	240	-	-	-	-	-	-	-
TOTAL OTHER	\$74,013	\$70,685	\$74,687	\$75,703	\$77,800	\$76,100	\$76,100	\$76,100
DEPT O&M TOTAL	\$74,013	\$70,685	\$74,687	\$75,703	\$77,800	\$76,100	\$76,100	\$76,100

RECREATION & FACILITIES - CITY HALL MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at City Hall. This line has been increased \$500 to reflect a potential increase in electric delivery rates.

WATER-SEWER

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

FUEL

This line item funds the cost of natural gas fuel at City Hall. This line has been decreased by \$3,200 from last year's budget to account for the conversion from #2 fuel oil to natural gas.

SUPPLIES

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

MAINTENANCE-EQUIPMENT

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

MAINTENANCE-BUILDING

This line item funds the cost of repairs such as windows, doors, locks, carpets and plumbing. This line has increased by \$1,000 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.

RECREATION & FACILITIES
COMMUNITY CENTER MAINTENANCE
FY 2014-2015 BUDGET

	<u>09-10</u> <u>ACTUAL</u>	<u>10-11</u> <u>ACTUAL</u>	<u>11-12</u> <u>ACTUAL</u>	<u>12-13</u> <u>ACTUAL</u>	<u>2013-2014</u> <u>BUDGET</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>2014-2105</u> <u>MANAGER</u>	<u>2014-2105</u> <u>COUNCIL</u>
OTHER								
01 480 202 0000 Lights-Power	\$11,149	\$10,461	\$8,498	\$7,731	\$9,300	\$8,500	\$8,500	\$8,500
01 480 203 0000 Water-Sewer	1,124	1,142	1,319	1,373	1,800	1,500	1,500	1,500
01 480 204 0000 Fuel	7,590	12,196	10,154	11,835	12,800	12,800	12,800	12,800
01 480 214 0000 Supplies	425	1,117	590	1,679	1,000	1,000	1,000	1,000
01 480 235 0000 Maintenance	1,819	1,932	2,094	6,006	3,000	4,000	4,000	4,000
01 480 304 0000 Outside Contracts	<u>11,214</u>	<u>11,796</u>	<u>12,591</u>	<u>15,587</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
TOTAL OTHER	\$33,321	\$38,644	\$35,245	\$44,211	\$40,900	\$40,800	\$40,800	\$40,800
DEPT O&M TOTAL	\$33,321	\$38,644	\$35,245	\$44,211	\$40,900	\$40,800	\$40,800	\$40,800

RECREATION & FACILITIES- COMMUNITY CENTER
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at the Community Center. This line has been decreased \$800 to coincide with actual historic consumption. A potential rate increase in electric delivery has been taken into account.

WATER-SEWERS

This line item funds the cost of water and sewer at the Community Center. This line has been decreased \$300 to coincide with actual historic consumption.

FUEL

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

SUPPLIES

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

MAINTENANCE

This line item funds the cost of in house repairs at the Community Center. This line has been increased by \$1,000 to coincide with historic costs.

O/S CONTRACTS

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

RECREATION & FACILITIES
POLICE STATION MAINTENANCE
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
OTHER								
01 435 202 0000 Lights-Power	\$34,690	\$38,251	\$35,338	\$33,844	\$34,000	\$34,000	\$34,000	\$34,000
01 435 203 0000 Water-Sewer	2,568	2,756	2,766	2,727	3,500	3,000	3,000	3,000
01 435 204 0000 Fuel	17,034	16,521	13,380	19,341	17,000	20,000	20,000	20,000
01 435 214 0000 Supplies	2,403	2,507	3,113	2,984	3,500	3,500	3,500	3,500
01 435 235 0000 Maint-Building	6,503	4,774	4,254	10,627	5,000	5,000	5,000	5,000
01 435 304 0000 O/S Contracts	<u>45,776</u>	<u>43,969</u>	<u>46,774</u>	<u>43,010</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>
TOTAL OTHER	\$108,974	\$108,778	\$105,625	\$112,533	\$107,000	\$109,500	\$109,500	\$109,500
DEPT O&M TOTAL	\$108,974	\$108,778	\$105,625	\$112,533	\$107,000	\$109,500	\$109,500	\$109,500

RECREATION & FACILITIES-POLICE STATION MAINTENANCE
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

LIGHTS-POWER

This line item funds the cost of lights and power at Laconia Police Headquarters. This line is level funded. A potential rate increase in electric delivery has been taken into account.

WATER-SEWER

This line item funds the cost of water and sewer service. This line has been decreased by \$500 to coincide with historic consumption.

FUEL

This line item funds the cost of natural gas heating and air conditioning of the Laconia Police Station. This line has been increased by \$3,000 to coincide with historic consumption and increases in 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 is level funded.

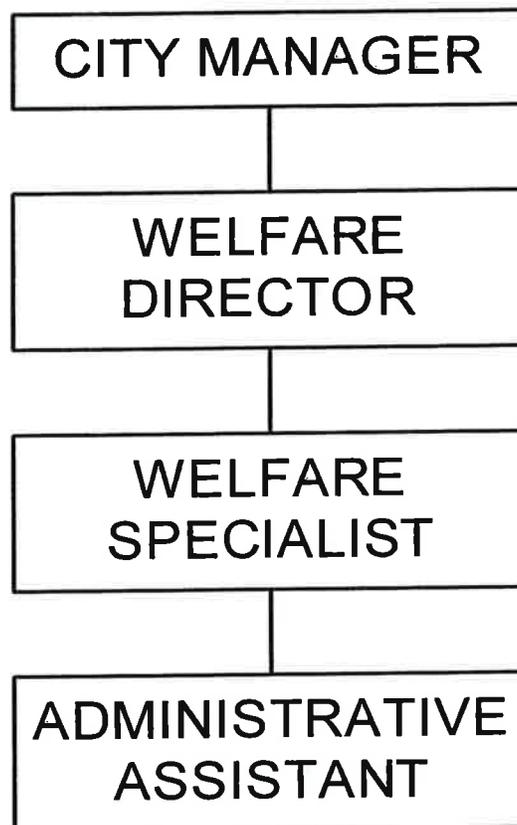
BUILDING MAINTENANCE

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
2014-2015 BUDGET



WELFARE
FY 2014-2015 BUDGET

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$62,517	\$62,541	\$64,558	64,312	\$73,831	\$77,566	\$73,545	\$73,545
01 477 105 0000 Overtime	95	178	91	207	-	-	-	-
01 477 106 0000 Sick-Hurt	3,427	4,774	1,794	653	-	-	-	-
01 477 107 0000 Holidays	3,055	3,038	3,023	3,761	-	-	-	-
01 477 108 0000 Vacations	3,281	3,432	3,435	2,974	-	-	-	-
01 477 109 0000 Longevity	<u>30</u>	<u>60</u>	<u>30</u>	<u>30</u>	60	<u>90</u>	<u>90</u>	90
TOTAL SALARIES	\$72,405	\$74,023	\$72,930	71,937	\$73,891	\$77,656	\$73,635	\$73,635
OTHER								
01 477 201 0000 Telephones	\$1,667	\$1,458	\$1,253	1,192	\$1,600	\$1,450	\$1,450	\$1,450
01 477 207 0000 Postage	93	69	76	66	150	150	150	150
01 477 212 0000 Copier	469	842	1,023	1,008	500	850	850	850
01 477 214 0000 Supplies	573	379	1,033	497	500	500	500	500
01 477 234 0000 Vehicle Rental	128	238	410	542	200	400	400	400
01 477 242 0000 Travel-Meetings	25	24	111	-	100	100	100	100
01 477 245 0000 Conference-Dues	286	238	615	520	500	550	550	550
01 477 247 0000 Training	-	75	-	-	-	-	-	-
01 477 315 0000 City Relief	103,308	37,667	50,081	72,184	105,000	105,000	90,000	90,000
01 477 401 0000 Equipment	814	3,040	-	-	-	-	-	-
01 477 499 0000 Less: Reimbursables	<u>(6,349)</u>	<u>(7,239)</u>	<u>(1,756)</u>	<u>(1,313)</u>	(6,000)	<u>(5,000)</u>	<u>(5,000)</u>	(5,000)
TOTAL OTHER	\$101,014	\$36,791	\$52,847	74,696	\$102,550	\$104,000	\$89,000	\$89,000
DEPT. O&M TOTAL	\$173,419	\$110,814	\$125,777	146,633	\$176,441	\$181,656	\$162,635	\$162,635

WELFARE
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

SALARIES

This line item funds the cost of two full time employees. *The City Manager reduced this line item by \$4,017 to reflect a change in staffing that occurred since the original department budget request was submitted.*

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

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

POSTAGE

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

COPIER

This line item funds the copy costs for the department.

SUPPLIES

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

VEHICLE RENTAL

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

TRAVEL-MEETINGS

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

CONFERENCE-DUES

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

CITY RELIEF

This line item funds the cost of public assistance benefits paid out in accordance with legally, state mandated RSA 165. *The City Manager reduced this line item by \$15,000.*

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 2014-2015 BUDGET

	<u>12-13</u> <u>BUDGET</u>	<u>2013-2014</u> <u>BUDGET</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>2014-2015</u> <u>MANAGER</u>	<u>2014-2015</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,990,508	\$3,571,733	\$3,602,926	\$3,606,426	\$3,606,426
Depreciation	412,523	410,000	420,000	420,000	420,000
SSF OPERATING EXP.	\$3,403,031	\$3,981,733	\$4,022,926	\$4,026,426	\$4,026,426
Cont.Cap.Adjustment	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)
SSF EXPENSES	\$3,304,143	\$3,882,845	\$3,924,038	\$3,927,538	\$3,927,538
SSF OPERATING REVENUE	\$3,310,905	\$3,335,218	\$3,929,889	\$3,929,889	\$3,929,889
Interest Income	36,782	8,000	10,000	10,000	10,000
To/Fr Retained Earnings	(43,544)	417,940	(15,851)	(12,351)	(12,351)
SSF INCOME	\$3,304,143	\$3,761,158	\$3,924,038	\$3,927,538	\$3,927,538
SANITARY SEWER FUND CAPITAL OUTLAY	\$184,000	\$369,000	\$347,000	\$347,000	\$347,000

LACONIA WATER WORKS SUMMARY
FY 2014-2015 BUDGET

	<u>12-13</u> <u>ACTUAL</u>	<u>2013-2014</u> <u>BUDGET</u>	<u>2014-2015</u> <u>DEPT REQ</u>	<u>2014-2015</u> <u>MANAGER</u>	<u>2014-2015</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,478,861	\$2,595,259	\$2,681,760	\$2,681,760	\$2,681,760
LWW OPERATING EXP.	\$2,478,861	\$2,595,259	\$2,681,760	\$2,681,760	\$2,681,760
LWW OPERATING REVENUE	\$2,353,666	\$2,317,550	\$2,355,850	\$2,355,850	\$2,355,850
Interest Income	5,968	4,000	4,000	4,000	4,000
Misc. Income	115,616	112,835	123,600	123,600	123,600
LWW INCOME	\$2,475,250	\$2,434,385	\$2,483,450	\$2,483,450	\$2,483,450
LACONIA WATER WORKS CAPITAL OUTLAY	\$538,750	\$531,300	\$496,700	\$496,700	\$496,700
BOND PRINC. PAYMENT	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000

SANITARY SEWER FUND
FY 2014-2015 BUDGET

		<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES										
90 400 101 0000	Regular Salaries	\$193,700	\$229,907	\$208,075	\$230,981	\$254,259	\$307,030	\$320,618	\$320,618	\$320,618
90 400 105 0000	Overtime	30,239	28,614	29,186	32,907	40,516	28,000	28,000	28,000	28,000
90 400 106 0000	Sick-Hurt	16,274	16,185	(8,174)	15,554	21,346	-	-	-	-
90 400 107 0000	Holidays	11,409	12,355	10,912	9,494	10,780	-	-	-	-
90 400 108 0000	Vacations	15,426	19,398	23,050	12,280	17,239	-	-	-	-
90 400 109 0000	Longevity	570	570	600	300	300	390	420	420	420
90 461 000 0000	Employee Benefits	163,798	187,654	193,419	242,397	208,096	227,666	210,325	213,825	213,825
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.	-	-	-	-	-	3,292	3,358	3,358	3,358
90 204 001 0000	OPEB Liability	-	-	40,577	53,135	-	-	-	-	-
TOTAL SALARIES		\$432,916	\$498,683	\$499,145	\$597,048	\$552,536	\$567,878	\$564,221	\$567,721	\$567,721
OTHER										
90 401 304 0000	CLERICAL, GF	19,000	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	108,637	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	1,942,560	2,325,000	2,350,000	2,350,000	2,350,000
90 409 000 1000	SEWER MAINT.	73,452	65,213	66,131	117,979	215,774	245,000	250,000	250,000	250,000
90 421 000 1000	PUMP STA. MAINT.	25,939	14,185	6,650	18,194	11,682	40,000	40,000	40,000	40,000
	PUMP STATIONS:									
90 423 000 1000	Keasor Ct.	2,367	2,659	2,454	13,942	23,350	6,000	6,000	6,000	6,000
90 425 000 1000	Lawrence St.	3,748	5,681	3,969	5,351	18,729	6,850	6,850	6,850	6,850
90 426 000 1000	N Main Street	3,165	4,445	5,104	2,772	12,183	6,230	6,230	6,230	6,230
90 428 000 1000	Black Brook	6,830	8,581	9,583	11,193	19,608	11,200	11,200	11,200	11,200
90 430 000 1000	Langley Cove	7,791	6,893	14,167	16,717	7,039	11,650	11,650	11,650	11,650
90 434 000 1000	Paugus	6,456	9,496	10,071	9,011	10,334	11,250	11,250	11,250	11,250
90 436 000 1000	Lakeside Ave	2,990	3,249	1,905	2,059	3,900	5,000	5,000	5,000	5,000
90 438 000 1000	Shore Drive	5,373	11,160	7,805	8,130	9,095	9,350	9,350	9,350	9,350
90 439 000 1000	Christmas Island	2,694	2,653	7,167	4,375	4,271	7,100	7,100	7,100	7,100
90 440 000 1000	Hillcrest Drive	1,962	3,361	4,357	8,477	2,298	6,600	6,600	6,600	6,600
90 441 000 1000	Edgewater Ave.	1,430	5,396	2,384	2,784	7,644	4,900	8,000	8,000	8,000
90 443 000 1000	Mass. Ave.	3,069	4,536	3,624	4,658	6,950	5,250	7,000	7,000	7,000
90 444 000 1000	Channel Lane	73	179	442	141	267	650	650	650	650
90 446 000 1000	Endicott Street	1,784	5,963	3,152	3,064	2,938	4,100	4,100	4,100	4,100
90 447 000 1000	Briarcrest	2,398	4,265	2,324	9,682	5,441	7,325	7,325	7,325	7,325
90 448 000 1000	Rollercoaster Rd***	3,047	3,004	3,944	4,246	4,351	5,700	5,700	5,700	5,700
90 449 000 1000	Chapin Terrace	2,559	980	5,063	5,868	1,921	5,700	5,700	5,700	5,700
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	\$2,934,030	\$2,990,508	\$3,571,733	\$3,602,926	\$3,606,426	\$3,606,426
90 495 390 0000	Amortization	-	-	-	-	-	-	-	-	-
90 495 391 0000	Depreciation	445,721	448,815	442,999	427,378	412,523	410,000	420,000	420,000	420,000
	SSF OPER. EXP.	\$3,015,284	\$3,243,418	\$3,183,901	\$3,361,408	\$3,403,031	\$3,981,733	\$4,022,926	\$4,026,426	\$4,026,426
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)	(98,888)
	SSF EXPENSES	\$2,937,000	\$3,241,275	\$3,085,013	\$3,262,520	\$3,304,143	\$3,882,845	\$3,924,038	\$3,927,538	\$3,927,538
	SSF OPER. REV.	\$2,818,195	\$2,663,387	\$2,711,731	\$3,086,436	\$3,310,905	\$3,456,905	\$3,929,889	\$3,929,889	\$3,929,889
90 350 001 0000	Interest Income	56,125	37,033	30,538	(4,273)	36,782	8,000	10,000	10,000	10,000
	To/Fr Ret.Earnings	62,680	540,855	342,744	180,357	(43,544)	417,940	(15,851)	(12,351)	(12,351)
	SSF INCOME	\$2,937,000	\$3,241,275	\$3,085,013	\$3,262,520	\$3,304,143	\$3,882,845	\$3,924,038	\$3,927,538	\$3,927,538

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

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

SANITARY SEWER FUND
FY 2014-2015 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. PW**	23		52			\$1,266.20	\$65,842.40
1	Coll Sys Coordinator*	16	4	52	40	\$24.00	\$960.00	\$49,920.00
1	Col Sys Oper.*	14	10	52	40	\$24.69	\$987.60	\$51,355.20
1	Pump Station Asst*	12	4	52	40	\$19.73	\$789.20	\$41,038.40
1	Vactor Operator*	44	4	52	40	\$19.57	\$782.80	\$40,705.60
1	Lt Equip Oper *	43	4	52	40	\$17.60	\$704.00	\$36,609.00
1	Lt Equip Oper *	43	3	52	40	\$17.27	\$690.80	\$35,922.60
1	Laborer w/ CDL*	41	3	52	40	\$15.19	\$607.60	\$31,595.20
1	Laborer	Seasonal		17	40	\$13.67		\$9,295.60
1	Clerk Typist*	3	5	47	6	\$13.29	\$79.74	
		3	6	5	6	\$13.55	\$81.30	\$4,154.28
Total Sewer								\$366,438.28

*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

2014-2015 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 2014-2015 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 2.5 % increase (\$9,850) compared to last year's budgeted numbers. This increase is reflected in three (3) line items – Sewer Maintenance (\$5,000) and Edgewater Ave. Pump Station and Mass. Ave. Pump Station (\$4,850 – total) to facilitate system improvements needed in these categories. All other line items in this portion of the budget have been proposed in this request for level funding.

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

Approximately 65 % or \$2,350,000 of our total SSF Budget is attributable to the **Winnepesaukee River Basin Program (WRBP - line item 90-406)** to cover the cost of collection and treatment of Laconia's sewage. We are requesting a 1.1 % increase (\$25,000) in the WRBP portion of our SSF budget for FY 14-15. The WRB budget is broken down into 4 major components with Laconia's cost allocation for FY 15 estimated at: Operations & Maintenance - \$1,410,000, Administration - \$300,000, Capital Recovery (Debt Service) - \$563,459., and Sinking (i.e. Replacement) Fund - \$76,541.

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

The "Ultra-Violet (UV) Disinfection System Upgrade at the Franklin Wastewater Treatment Facility (WWTF) was completed in mid-2013. Other Capital improvement Projects are planned in the coming few years and the priorities for this work are guided by our WRBP Capital Improvement Program (WRBP CIP) first created by the Advisory Board in 2012 and updated in 2013.

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

As requested by the City Manager and City Council, DPW originally drafted (2012) and has now updated our Laconia Sewer System Capital Improvement Program (i.e., Laconia CIP). This document provides an important planning and budgeting tool to use in conjunction with the WRBP CIP to carefully monitor and plan for required Laconia Sewer System upgrade projects in the coming decade and to assure that funding for required projects is secured and sewer rates are adjusted as needed.

SALARIES

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

OVERTIME

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

LONGEVITY

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

EMPLOYEE BENEFITS

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

STIPENDS

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

SALARY ADJUSTMENT

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

BILLING

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

WINNIPESAUKEE RIVER BASIN

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

SEWER MAINTENANCE

This line item funds all supplies, materials, vehicle and equipment costs, insurance, audit fees and legal fees needed in the day to day maintenance of the sanitary sewer system. Funding for this line item is \$250,000 and the majority of these annual costs (\$160,000) involve costs for compliance

with Federal NPDES permit requirements as noted in the Introduction narrative above. All WRBP communities are required to implement this CMOM program and report regularly to EPA.

PUMP STATION MAINTENANCE

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

PUMPING STATIONS

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

RESERVE FOR CONTINGENCIES

This line item funds an appropriation for use in the case of serious failure of the sewer system or any other unforeseen situation that might occur during the fiscal year. This line is reserved for emergency use.

SANITARY SEWER FUND-CAPITAL OUTLAY
FY 2014-2015 BUDGET

	<u>09-10</u> <u>BUDGET</u>	<u>10-11</u> <u>BUDGET</u>	<u>11-12</u> <u>BUDGET</u>	<u>12-13</u> <u>BUDGET</u>	<u>13-14</u> <u>BUDGET</u>	<u>14-15</u> <u>DEPT REQ</u>	<u>14-15</u> <u>MANAGER</u>	<u>14-15</u> <u>COUNCIL</u>
Sewer Force Main-Emergency repair fittings			\$10,000					
Gravity Sewer Mains		\$55,000	\$55,000			\$50,000	\$50,000	\$50,000
Black Brook Pump Station-Generator/Upgrades			\$45,000		\$22,000	\$100,000	\$100,000	
Confined Space Equipment-Sewer Pump			\$20,000					
Sanitary Sewer Study	\$30,000		\$50,000					
Tel Meter Reading								
Old N Main Sewer Pump Stations - MCC Upgrade				\$20,000		\$95,000	\$95,000	\$95,000
Upgrade Existing Gravity Sewers	\$55,000							
TV Camera Monitoring Equipment								
Sewer Pump Upgrade				\$60,000				
Old N Main Pump Station Emergency Generator **				\$49,000	\$180,000			
Upgrade Existing Gravity Sewers				\$55,000	\$20,000			
Keasor Court Pump Station Upgrades					\$85,000			
Lakeside Ave Sewer Station Upgrades						\$12,000	\$12,000	\$12,000
Pump Station Control/Data System					\$62,000	\$90,000	\$90,000	\$190,000
Upgrade Existing Gravity Sewers								
TOTAL SSF CAPITAL OUTLAY	\$85,000	\$55,000	\$180,000	\$184,000	\$369,000	\$347,000	\$347,000	\$347,000

** \$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 2014-2015

UPGRADE SECTIONS OF EXISTING GRAVITY SEWER -- \$ 50,000

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

Sections that have been upgraded in recent years include North St., Highland St., Cedar St., North Main St., South Main St., Pine St., Dewey St. and Mechanic St. Sections currently recognized as needing repair include No. Main St. sewer near Opechee Park, Cross St., Belknap St., Fenton Ave. and sections of Union 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 - \$95,000

Initial funding (\$20,000 & \$180,000) to begin engineering review for this needed upgrade was provided in 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 third (3rd) appropriation will allow for completing design and bidding the project for complete station upgrade in FY 15.

SCADA SYSTEM FOR SEWER PUMP STATIONS -\$ 190,000

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.

Originally we anticipated that this second appropriation request (along with the \$62,000 approved in FY 14) would allow for the SCADA system to be completed in FY 15. ***Estimates for the costs of the SCADA System came in significantly higher than originally expected, therefore a decision was made after the proposed budget went before the City Council to transfer the funds requested for Black Brook Pump and Motor upgrades be shifted to cover the SCADA System. The City Council approved this change.***

BLACK BROOK PUMPSTATION. – PUMP AND MOTOR UPGRADE – PHASE II - \$100,000

This second phase of a three phased project will facilitate continued engineering design and procurement of pump upgrades for this high demand sewage pumping station. The initial appropriation of \$22,000 in FY14 allows for initial engineering design and procurement of a “Muffin Monster” for solids shredding and pump protection.

After the proposed budget was submitted to the City Council estimates for the SCADA System came in much higher than anticipated. Since the immediate urgency of the Black Brook Pumps had been mitigated it was felt that the requested amount of \$100,000 would be better allocated at this time to the SCADA System. The Council approved this request.

LAKESIDE AVE. PUMP STATION UPGRADE - \$ 12,000

Major upgrade of this station needs to be accomplished over the next 3 to 4 years. This initial appropriation will provide for preliminary engineering. Ultimately, pumps and motors will need to be replaced as well as wet-well modifications constructed to allow for the installation of a “Muffin Monster” for solids shredding and pump protection.

In an upcoming phase, funding will be requested for replacement of gate valves and check valves as well as the emergency generator and the associated underground fuel tank.

SANITARY SEWER FUND HISTORY

FY 2007-2013

**SANITARY SEWER FUND
HISTORY**

	<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>	<u>12-13</u> <u>ACTUAL</u>
90 401 304 0000 CLERICAL, GF	\$17,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000
90 403 214 0000 BILLING EXPENSE	\$87,912	\$93,278	\$98,134	\$103,819	\$104,448	\$108,637
90 407 304 0000 PLANT O&M	\$1,733,260	\$1,852,550	\$2,009,055	\$1,958,642	\$1,965,890	\$1,942,560
90 409 000 1000 SEWER MAINTENANCE						
Labor	\$151,100	\$177,252	\$191,822	\$178,188	\$205,530	\$231,741
Water-Sewer	335	399	382	356	398	497
Supplies	44,811	45,797	38,761	36,250	42,992	64,692
Insurance	14,894	14,848	13,571	14,263	14,732	17,285
Audit	2,300	2,500	3,900	2,670	-	2,500
Clothing Allowance	3,527	2,693	2,677	9,965	2,782	4,084
Misc	683	-	3,520	2,627	2,627	119,102
Internal Service Fund	-	-	-	-	8,839	7,614
Vehicle Use	<u>12,034</u>	<u>7,214</u>	<u>8,298</u>	-	<u>4,991</u>	-
TOTAL SEWER MAINT.	\$229,684	\$250,703	\$262,931	\$244,319	\$282,891	\$447,515
90 421 000 1000 PUMP STA. MAINTENANCE						
Labor	\$95,040	\$91,864	\$117,205	\$86,961	\$95,985	\$112,700
Lights-Power	-	12,008	528	-	-	-
Supplies	3,694	8,657	8,597	2,470	13,009	4,822
Internal Service Fund	-	-	-	-	-	-
Vehicle Use	<u>14,888</u>	<u>5,274</u>	<u>5,060</u>	<u>4,180</u>	<u>5,185</u>	<u>6,860</u>
TOTAL P.S. MAINT.	\$113,623	\$117,803	\$131,390	\$93,611	\$114,179	\$124,382
PUMPING STATIONS:						
90 423 000 1000 KEASOR CT.						
Lights-Power	\$3,918	\$1,964	\$2,647	\$2,790	\$2,481	\$2,894
Water-Sewer	120	121	121	130	121	121
Supplies, Misc	-	282	(109)	439	11340	20335
Vehicle Use	-	-	-	<u>(905)</u>	-	-
TOTAL KEASOR CT.	\$4,038	\$2,367	\$2,659	\$2,454	\$13,942	\$23,350
90 425 000 1000 LAWRENCE ST.						
Lights-Power	\$3,189	\$2,938	\$3,202	\$3,470	\$3,221	\$3,710
Water-Sewer	121	121	121	131	121	120
Supplies	-	<u>689</u>	<u>2,358</u>	<u>368</u>	<u>2,009</u>	<u>14,899</u>
TOTAL LAWRENCE ST.	\$3,311	\$3,748	\$5,681	\$3,969	\$5,351	\$18,729
90 426 000 1000 N MAIN STREET/OPECHEE						
Lights-Power	\$2,575	\$1,868	\$2,569	\$2,892	\$2,283	\$2,182
Water-Sewer	133	126	126	126	127	134
Supplies	<u>1270</u>	<u>1172</u>	<u>1,750</u>	<u>2,086</u>	<u>2,772</u>	<u>9,867</u>
TOTAL N MAIN ST	\$3,979	\$3,166	\$4,445	\$5,104	\$5,182	\$12,183
90 429 000 1000 BLACK BROOK/UNION AVE						
Lights-Power	\$5,019	\$5,931	\$7,168	\$7,090	\$6,089	\$5,675
Water-Sewer	155	150	149	169	153	165
Supplies	<u>4,022</u>	<u>750</u>	<u>1,264</u>	<u>2,324</u>	<u>4,951</u>	<u>13,769</u>
TOTAL BLACK BROOK	\$9,195	\$6,831	\$8,581	\$9,583	\$11,193	\$19,609

**SANITARY SEWER FUND
HISTORY**

	<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>	<u>12-13</u> <u>ACTUAL</u>
90 430 000 1000 LANGLEY COVE						
Lights-Power	\$3,830	\$4,346	\$5,812	\$6,134	\$5,097	\$4,953
Water-Sewer	122	120	121	131	120	121
Supplies	<u>21,924</u>	<u>3,326</u>	<u>960</u>	<u>7,902</u>	<u>11,500</u>	<u>1,965</u>
TOTAL LANGLEY COVE	\$25,876	\$7,792	\$6,893	\$14,167	\$16,717	\$7,039
90 434 000 1000 PAUGUS						
Lights-Power	\$4,958	\$5,223	\$7,419	\$7,853	\$6,504	\$4,640
Water-Sewer	121	121	161	130	121	121
Supplies	<u>8,703</u>	<u>1,112</u>	<u>1,916</u>	<u>2,088</u>	<u>2,386</u>	<u>5,573</u>
TOTAL PAUGUS	\$13,782	\$6,456	\$9,496	\$10,071	\$9,011	\$10,334
90 436 000 1000 LAKESIDE AVE/WEIRS						
Lights-Power	\$2,184	\$1,945	\$2,214	\$1,637	\$1,471	\$1,953
Water-Sewer	133	140	145	98	129	142
Supplies	<u>-</u>	<u>906</u>	<u>890</u>	<u>170</u>	<u>459</u>	<u>1805</u>
TOTAL LAKESIDE	\$2,317	\$2,991	\$3,249	\$1,905	\$2,059	\$3,900
90 438 000 1000 SHORE DRIVE						
Lights-Power	\$3,672	\$3,826	\$7,447	\$6,382	\$6,415	\$6,103
Water-Sewer	136	143	137	131	123	121
Supplies	<u>1,892</u>	<u>1,404</u>	<u>3575</u>	<u>1,292</u>	<u>1,592</u>	<u>2,871</u>
TOTAL SHORE DR.	\$5,700	\$5,373	\$11,159	\$7,805	\$8,130	\$9,095
90 439 000 1000 CHRISTMAS IS						
Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lights-Power	2,093	1,063	1,837	2,972	1,934	1,846
Supplies	<u>3,525</u>	<u>1,631</u>	<u>816</u>	<u>4,195</u>	<u>2,441</u>	<u>2,425</u>
TOTAL CHRISTMAS AVE	\$5,618	\$2,694	\$2,653	\$7,167	\$4,375	\$4,271
90 440 000 1000 HILLCREST DRIVE						
Lights-Power	\$2,553	\$1,600	\$2,446	\$3,028	\$2,537	\$2,247
Supplies	<u>927</u>	<u>362</u>	<u>915</u>	<u>1,329</u>	<u>5,940</u>	<u>51</u>
TOTAL HILLCREST DR.	\$3,480	\$1,962	\$3,361	\$4,357	\$8,477	\$2,298
90 441 000 1000 EDGEWATER AVE.						
Lights-Power	\$1,619	\$1,137	\$2,123	\$2,210	\$2,172	\$3,643
Supplies	<u>160</u>	<u>293</u>	<u>3,274</u>	<u>174</u>	<u>612</u>	<u>4,001</u>
TOTAL EDGEWATER	\$1,778	\$1,430	\$5,397	\$2,384	\$2,784	\$7,644
90 443 000 1000 MASS. AVE.						
Lights-Power	1,832	1,150	1,687	2,583	2,690	2,675
Water-Sewer	131	120	131	\$130	\$121	\$121
Supplies	<u>179</u>	<u>1,800</u>	<u>2,718</u>	<u>\$911</u>	<u>\$1,847</u>	<u>\$4,154</u>
TOTAL MASS. AVE.	\$2,142	\$3,070	\$4,536	\$3,624	\$4,658	\$6,950
90 444 000 1000 CHANNEL LANE						
Lights-Power	\$89	\$73	\$126	\$138	\$141	\$262
Supplies	<u>-</u>	<u>-</u>	<u>53</u>	<u>304</u>	<u>-</u>	<u>5</u>
TOTAL CHANNEL LANE	\$89	\$73	\$179	\$442	\$141	\$267
90 446 000 1000 ENDICOTT ST						
Lights-Power	\$772	\$426	\$928	\$780	\$763	\$906
Supplies	<u>2,753</u>	<u>1,358</u>	<u>5,035</u>	<u>2,372</u>	<u>2,301</u>	<u>2,032</u>
TOTAL ENDICOTT ST	\$3,525	\$1,784	\$5,963	\$3,152	\$3,064	\$2,938

**SANITARY SEWER FUND
HISTORY**

	<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>	<u>12-13</u> <u>ACTUAL</u>
90 447 000 1000 BRIARCREST						
Lights-Power	\$2,042	\$1,510	\$2,348	\$1,778	\$1,625	\$1,667
Water/Sewer	120	121	130	121	120	120
Supplies	<u>4,931</u>	<u>767</u>	<u>1,787</u>	<u>425</u>	<u>7,937</u>	<u>3,653</u>
TOTAL BRIARCREST	\$7,093	\$2,398	\$4,265	\$2,324	\$9,682	\$5,440
90-448-000-1000 ROLLERCOASTER RD						
Lights-Power	\$2,163	\$1,457	\$2,260	\$2,382	\$2,229	\$2,885
Supplies	<u>15,151</u>	<u>1,590</u>	<u>744</u>	<u>1,562</u>	<u>2,017</u>	<u>1,466</u>
TOTAL ROLLERCOASTER RD	\$17,315	\$3,047	\$3,004	\$3,944	\$4,246	\$4,351
90 449 000 1000 CHAPIN TERRACE						
Lights-Power	\$1,075	\$1,015	\$980	\$1,318	\$1,219	\$1,538
Supplies	<u>312</u>	<u>1,544</u>	<u>(\$1,176)</u>	<u>3,745</u>	<u>4,649</u>	<u>383</u>
TOTAL CHAPIN TERRACE	\$1,387	\$2,559	(\$196)	\$5,063	\$5,868	\$1,921
90 461 000 1000 EMPLOYEE BENEFITS						
Social Security	\$18,977	\$19,970	\$24,204	\$23,999	\$23,154	\$25,307
Retirement	20,653	21,417	28,257	26,623	24,689	26,947
Health Insurance	99,088	122,409	132,473	141,877	193,024	153,381
Training	-	-	<u>2,720</u>	<u>920</u>	<u>1,530</u>	<u>2,460</u>
TOTAL EMP.BENEFITS	\$138,718	\$163,796	\$187,654	\$193,419	\$242,397	\$208,095
90 465 000 1000 RES/CONTINGENCY	-	-	-	-	-	-
TOTAL SALARIES, OTHER	\$2,430,821	\$2,554,871	\$2,789,489	\$2,700,325	\$2,843,685	\$2,990,508

LACONIA WATER DEPT
OPERATING BUDGET - 2014-2015

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2014-2015</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
REVENUES							
Water Billing/Res & Com	\$1,674,079	\$1,713,682	\$1,757,617	\$1,927,773	\$1,903,500	1,940,000	1,940,000
Water Billing/Municipal	84,081	83,131	84,612	90,067	90,250	90,250	90,250
Fire Protection	69,389	69,712	69,975	70,797	70,500	71,000	71,000
Sewer Cost Allocations	97,221	103,819	104,448	103,760	98,100	98,600	98,600
Penalties	19,263	19,658	18,900	20,024	18,200	19,000	19,000
Labor Sold	60,141	51,179	53,497	41,566	45,000	43,500	43,500
Inventory Sold	8,758	5,411	12,678	11,819	7,000	8,000	8,000
Income From Meters	2,748	2,214	2,754	2,325	2,000	2,000	2,000
Equipment & Tool Rental	11,078	13,712	14,944	17,553	12,000	15,000	15,000
Sales of Sand, Gravel, etc.	2,973	1,594	705	1,125	1,000	1,000	1,000
Water Testing Income	31,300	24,975	26,408	22,517	25,000	22,500	22,500
Backflow Prevention Tests	47,230	45,960	46,080	44,340	45,000	45,000	45,000
TOTAL REVENUES	\$2,108,261	\$2,135,047	\$2,192,618	\$2,353,666	\$2,317,550	\$2,355,850	\$2,355,850
ADDITNL INCOME							
Interest on Sav	\$24,594	\$17,977	\$10,748	\$5,968	\$4,000	4,000	4,000
Interest Earned on Bond Funds	2,142	687	-	-	-	-	-
Misc Income	14,080	6,356	9,895	17,775	13,900	28,500	28,500
Funds Trans From CMA-Repair VFD Pump#1	-	-	-	6,744	-	-	-
Funds Trans/SDC-CMA Bond 45.66/41.66	40,966	26,661	48,524	47,674	47,135	45,100	45,100
State Grant Funds-Trtmnt Plnt	11,671	-	-	-	-	-	-
Construction Maint. Assessment	60,814	39,113	34,832	31,977	35,000	32,000	32,000
Acme Building Rent	12,000	12,000	7,000	1,600	6,000	8,000	8,000
Cell Tower Rent	9,267	10,045	10,400	9,846	10,800	10,000	10,000
Grant Funds/Primex/Trench Box	<u>3,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL ADDITIONAL	\$179,034	\$112,839	\$121,399	\$121,584	\$116,835	\$127,600	\$127,600
TOTAL INCOME	\$2,287,295	\$2,247,886	\$2,314,017	\$2,475,250	\$2,434,385	\$2,483,450	\$2,483,450

LACONIA WATER DEPT
OPERATING BUDGET 2014-2015

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</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>	
EXPENSES							
Regular Salaries	\$672,716	\$660,920	\$683,193	\$680,484	\$825,869	\$840,000	\$840,000
Wages-Health Buyout	-	-	-	1,867	3,200	3,200	3,200
Wages-GIS Part-Time	-	-	-	0	6,000	6,000	6,000
Wages- Medical Insurance Stipend	-	-	-	9,500	9,500	-	-
Holidays	31,508	31,765	32,992	32,830	-	-	-
Vacations	61,613	58,714	63,163	65,726	-	-	-
Sick/Hurt	9,491	14,583	10,128	9,432	-	-	-
Total Regular Salaries	775,328	765,982	789,476	799,839	844,569	849,200	849,200
Sick Time Liability	-	-	-	22,104	-	-	-
Over Time	28,915	28,539	30,227	35,642	36,000	38,000	38,000
Longevity	1,170	1,200	1,350	1,500	1,740	1,770	1,770
TOTAL SALARIES	\$805,413	\$795,721	\$821,053	\$859,085	\$882,309	\$888,970	\$888,970
Production Expenses							
Water Testing	\$6,933	\$5,470	\$5,063	\$4,372	\$9,200	\$4,350	\$4,350
Well Head Protection Mailing	-	-	268	-	-	-	-
Equipment Maint Lakeport	27	32	-	16239	750	750	750
Equipment Maint Briarcrest	1,058	1,102	490	1,185	1,000	1,200	1,200
Equipment Maint Treatment Plant	1,928	1,642	1,592	2,529	4,000	2,000	2,000
Equipment Maint Evergreens Stat	1,167	399	50	103	1,100	1,515	1,515
Equipment Maint Endicott Stat	254	396	263	47	1,500	1,400	1,400
Equipment Maint Lighthouse Stat	954	224	2,986	42	2,700	1,250	1,250
Equipment Maint Weirs Station	3,222	66	215	316	750	750	750
Purif Equip Maint Treatment Plant	789	186	1,922	992	1,150	1,400	1,400
Purif Equip Maint Longbay	444	483	569	593	700	700	700
Purif Equip Maint Briarcrest	505	599	569	593	700	700	700
Purif Equip Maint Evergreens	89	92	-	-	200	200	200
Purif Equip Maint Endicott Stat	416	361	614	593	700	700	700
Purif Equip Maint Lighthouse Stat	505	453	483	593	700	700	700
Purif Equip Maint Weirs	678	453	648	672	700	700	700
Laboratory	15,842	17,100	13,264	15,671	19,250	17,500	17,500
Briarcrest Station Maint	7	646	334	34	250	250	250
Treatment Plant Maint	4,840	4,362	4,963	5,926	5,000	6,050	6,050
Evergreens Pump Station	-	191	14	11	200	350	350
Endicott Pump Station	140	257	220	188	250	250	250
Lighthouse Pump Stat	-	124	11	112	100	100	100
Weirs Booster Stat Maint	249	484	814	718	350	350	350
Tank Maint Lakeport	-	109	141	20	200	200	200
Tank Maint Long Bay	207	3,990	28	-	100	100	100
Tank Maint Briarcrest	45	-	3,990	51	100	100	100
Tank Maint Lighthouse	2	-	15	-	100	100	100
Tank Maint Weirs/Endicott tanks	108	84	167	4,173	4,100	100	100
Power - Lakeport	91,269	97,756	94,047	97,193	95,000	104,000	104,000
Power - Treatment Plant	30,881	32,948	32,029	34,238	33,500	35,100	35,100
Power - Long Bay	427	401	346	827	450	450	450
Power- Briarcrest	11,244	13,820	12,213	12,758	13,500	13,500	13,500
Power-Evergreens Station	2,000	2,486	2,768	2,493	2,850	2,850	2,850
Power-Endicott Station	-	100	139	-	5,400	5,400	5,400
Power- Lighthouse Station	-	-	-	-	2,000	2,000	2,000
Power - Weirs Booster Stat	6,582	6,706	6,719	8,246	7,000	8,500	8,500
Power - Weirs Tank	1	-	-	-	-	-	-
Power-Rte 3 Rollercoaster Rd Pit	-	-	-	-	250	250	250
Heat - Treatment Plant	15,283	20,028	20,904	22,126	28,400	24,200	24,200
Heat-Evergreens Station	-	545	1,281	1,462	540	600	600
Heat-Endicott Station	751	1,141	662	972	1,500	1,300	1,300
Heat-Weirs Booster Stat	210	680	41	858	900	1,050	1,050
Sewer Dischg TP	9,404	10,449	11,561	11,388	13,500	15,150	15,150
Supplies-Water Production	50,628	44,228	41,063	44,926	56,600	50,000	50,000
Treatmnt Plnt Office Mach	233	200	215	257	260	275	275
Treatmnt Plnt Office Sup	562	723	1,000	617	1,000	800	800
Vehicle Maint/Water Prod	3,440	4,554	3,985	4,061	5,000	5,000	5,000
CCR Program	3,418	3,500	3,584	3,655	3,900	3,900	3,900
Scada Maintenance	6,435	4,487	4,631	5,647	7,000	7,000	7,000
Total Prod Exp	\$273,157	\$284,057	\$276,881	\$307,497	\$334,400	\$325,090	\$325,090

LACONIA WATER DEPT
OPERATING BUDGET - 2014-2015

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2015</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
<i>Distribution Expense</i>							
Maint Gen Struc	\$7,991	\$11,121	\$14,991	\$14,602	\$17,500	\$10,900	\$10,900
Maint of Maintenance Building	-	-	-	-	-	\$5,900	\$5,900
Maint of Mains	22,852	17,482	14,358	21,313	32,000	32,000	32,000
Maint of Services	2,725	3,500	1,539	8,725	4,000	5,000	5,000
Maint of Hydrant	6,466	4,908	2,342	773	5,000	5,100	5,100
Maint of Meters	3,411	3,866	2,102	2,059	4,300	4,500	4,500
Maint of Tools	4,621	5,462	5,995	7,986	6,500	8,000	8,000
Backflow Prevention Prog	1,914	1,439	2,997	2,362	2,200	3,300	3,300
Sand.Grvl.Salt	-	1,373	1,240	1,631	1,250	1,250	1,250
TOTAL DIST EXP	\$49,980	\$49,151	\$45,564	\$59,451	\$72,750	\$75,950	\$75,950
<i>Billing Expense</i>							
Billing Expenses	\$18,323	\$17,865	\$19,160	\$18,284	\$18,750	\$20,000	\$20,000
Meter Reading	4,381	3,651	3,324	4,981	4,200	6,650	6,650
Office Supplies	2,374	2,368	2,499	2,015	1,800	1,600	1,600
TOTAL BILL EXP	\$25,078	\$23,884	\$24,983	\$25,280	\$24,750	\$28,250	\$28,250
<i>OTHER EXPENSES</i>							
P/R Taxes - SS	\$60,820	\$61,962	\$62,507	\$64,209	\$67,500	\$68,000	\$68,000
Unemployment Taxes	267	421	537	529	525	500	500
Medical Insurance	232,939	298,866	304,881	245,371	248,730	269,950	269,950
Other Post Employment Benefits	6,638	(14,401)	622	6,498	2,500	7,000	7,000
Retirement	71,589	70,431	72,777	72,590	92,800	94,850	94,850
Telephone	3,589	3,860	4,081	4,218	4,400	6,000	6,000
Postage	2,625	2,714	2,568	2,547	3,000	3,200	3,200
Insurances	39,542	34,161	37,764	30,279	40,500	43,500	43,500
Insurance Claim Expense	-	-	-	6,462	-	-	-
Consulting Fees	-	-	-	-	2,000	2,000	2,000
Audit Expense	9,500	10,000	8,925	9,590	10,500	11,000	11,000
Computer Support	10,653	8,329	11,556	8,288	11,500	12,000	12,000
Meetings	574	116	196	197	300	300	300
Education	1,890	1,646	1,839	2,352	4,250	3,500	3,500
Bad Debts	-	-	-	4,469	250	250	250
Attorneys Fees	3,487	2,470	3,002	5,057	5,000	5,500	5,500
Other Expenses/Misc	5,715	4,635	6,167	7,799	8,200	8,200	8,200
Purchases Discounts	(694)	(698)	(974)	(1,149)	(650)	(650)	(650)
Maint OFC Equip	1,244	543	1,372	1,317	2,500	2,300	2,300
Reserve/Contingency Fund	-	-	-	-	55,000	40,000	40,000
Safety Winnings/Reimb By City	(150)	(621)	(150)	(50)	-	-	-
Loss on Disposal(96 Channel Autc	-	7,453	-	-	-	-	-
TOTAL OTHER EXP	\$450,228	\$491,887	\$517,670	\$470,573	\$558,805	\$577,400	\$577,400

LACONIA WATER DEPT
OPERATING BUDGET - 2014-2015

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>2014-2015</u>
						<u>REQUEST</u>	<u>COUNCIL</u>
Other Charges							
Maint of Houses	\$1,605	\$1,198	\$320	\$1,071	\$1,500	\$1,500	\$1,500
Depreciation	714,988	739,460	758,273	761,972	777,878	770,150	770,150
Interest on Bonds	54,398	53,418	52,810	49,504	49,900	48,500	48,500
Acme Building Maint	2,931	3,282	4,582	6,614	3,800	3,800	3,800
Loader Maintenance	1,836	1,826	2,507	6,895	7,000	3,900	3,900
Excavator Maint	1,842	3,013	5,179	4,682	4,700	4,700	4,700
Backhoe Maint	1,354	1,099	1,610	2,253	2,200	2,500	2,500
Vehicles Maint	13,426	14,816	17,142	19,983	20,500	22,600	22,600
Dump Trucks	2,662	2,013	2,408	3,272	3,900	2,700	2,700
Overhead Const	(16,843)	(13,226)	(27,306)	(30,374)	(13,500)	(13,500)	(13,500)
TOTAL OTHER CHG	\$778,199	\$806,899	\$817,525	\$825,872	\$857,878	\$846,850	\$846,850
TOTAL UNBUDGETED ITEMS	-						
LESS LABOR/CAPITAL IMPROV	(43,177)	(94,202)	(64,542)	(62,626)	(135,633)	(60,750)	(60,750)
LESS LABOR/CAP RES PROJ	-	-	-	(6,271)	-	-	-
TOTAL EXPENSES	\$2,338,878	\$2,357,397	\$2,439,134	\$2,478,861	\$2,595,259	\$2,681,760	\$2,681,760
NET INCOME/LOSS	(51,583)	(109,511)	(125,117)	(3,611)	(160,874)	(198,310)	(198,310)
DEPRECIATION	714,988	739,460	758,273	761,972	777,878	770,150	770,150
UNEXPENDED FUND	68,453	433,013	196,747	363,312	382,249	-	-
FUNDS TRANSFERRED FROM CAP RESERVE	-	-	-	86,669	-	-	-
TOTALS	\$731,858	\$1,062,962	\$829,903	\$1,208,342	\$999,253	\$571,840	\$571,840
CARRY OVERS	68,453	433,013	196,747	363,312	382,249	-	-
CAPITAL BUDGET	190,672	90,428	569,854	209,443	531,300	496,700	496,700
PAYMENT-BONDS	55,720	72,450	75,000	75,000	75,000	75,000	75,000
FUNDS TRANSFERRED TO CAP RES #1	-	15,000	-	90,000	-	-	-
CAPITAL RESERVE FUND PROJECTS	-	14,585	8,181	86,669	-	-	-
TOTALS	\$314,845	\$625,476	\$849,782	\$824,424	\$988,549	\$571,700	\$571,700
BALANCE/CAPITAL IMP FUND	\$417,013	\$437,486	(\$19,879)	\$383,918	\$10,704	\$140	\$140

**LACONIA WATER DEPT SALARIES
EFFECTIVE JULY 1, 2014– June 30, 2015**

<u>NO. OF EMP</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>STEP</u>	<u>WEEKLY</u>	<u>ANNUALLY</u>
1	SUPERINTENDENT	25	6,7	1,664.80	87,866.06
1	COORDINATOR	17	6,7	1,240.00	65,122.51
1	WTR QUAL SUPER	17	Max	1,277.60	66,427.30
<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	22.97	23.86	24.76	25.71	26.16	26.62	27.09	27.56
1	OFF MGR/CNTRLR	15	22.09	22.97	23.86	24.76	25.71	26.16	26.62	27.09	27.56
1	FOREMAN	15	22.09	22.97	23.86	24.76	25.71	26.16	26.62	27.09	27.56
2	TP OP II	12	18.77	19.62	20.51	21.41	22.39	22.82	23.28	23.75	24.21
1	TP OP I	9	16.44	17.17	17.96	18.75	19.61	19.99	20.39	20.80	21.13
1	BILLING CLERK	9	16.44	17.17	17.96	18.75	19.61	19.99	20.39	20.81	21.22
1	ACCOUNT CLERK	8	15.02	15.67	16.39	17.12	17.89	18.26	18.64	19.00	19.38
3	EQUIP OPER	4	18.14	18.93	19.79	20.69	21.62	22.04	22.49	22.95	23.40
2	LT EQUIP OPER	3	15.54	16.25	16.97	17.74	18.52	18.90	19.28	19.67	20.06

LACONIA WATER DEPT ACTIVITIES:

- Maintain the City Network of water lines. Maintain 596 hydrants, 6470 meters, and 1442 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks;
- Does all Water and Sewer Billing for 6493 water and 6095 sewer accounts quarterly.
- Provides customer service to all Water & Sewer Customers
- Process accounts payable and payroll
- Processes miscellaneous a/r billing and backflow billing
- Does all accounting functions including all reports for audit

2014-2015 OBJECTIVES:

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

LACONIA WATER WORKS
ACCOUNT DESCRIPTIONS
FY 2014-2015 BUDGET

WATER TESTING

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

EQUIPMENT MAINT LAKEPORT

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

EQUIPMENT MAINT BRIARCREST

This line funds materials for maintaining the pumps, valves, and related equipment at the Briarcrest Station. The increase is due to increased costs for parts.

EQUIPMENT MAINT TREATMENT PLANT

This line funds materials for maintaining the pumps, valves, and related equipment at the Water Treatment Facility. The decrease is due to flow sensor calibration not being required this year.

EQUIPMENT MAINT EVERGREENS STATION

This line funds the maintenance of the pumps, valves and related equipment at the Evergreens Station. This item includes the propane for running the generator. The increase is due to the cost of propane for 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. The decrease is due a reduced amount of fuel to run 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 decrease is due to the purchasing of the hydro tank bladder in the previous year.

EQUIPMENT MAINT WEIRS

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

PURIF EQUIP MAINT – TREATMENT PLANT

This line funds spare parts for chemical pumps. The increase is due to replacing the storage tank bulkhead fittings.

PURIF EQUIP MAINT – LONG BAY

This line funds the maintenance of the purification equipment at the Long Bay Tank and spare parts for chemical pumps. Level funded.

PURIF EQUIP MAINT - BRIARCREST

This line funds the maintenance of the purification equipment at the Briarcrest station. Level funded.

PURIF EQUIP MAINT – EVERGREENS STATION

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

PURIF EQUIP MAINT – ENDICOTT STATION

This line funds the maintenance of the purification equipment at the Endicott Booster Station. Level funded.

PURIF EQUIP MAINT – LIGHTHOUSE STATION

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

PURIF EQUIP MAINT – WEIRS STATION

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

LABORATORY

This line funds the supplies allocated for operating the Laboratory at the Water Treatment Plant both for meeting the necessary requirements of the State of New Hampshire and the private water testing. The decrease is due to fewer supplies needing to be purchased.

BRIARCREST STATION MAINT

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

TREATMENT PLANT MAINT

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

EVERGREENS PUMP STATION MAINTENANCE

This line funds the supplies allocated for maintaining the Evergreens Pump Station. The increase is due to propane costs for heating.

ENDICOTT PUMP STATION MAINT

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

LIGHTHOUSE PUMP STATION MAINT

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

WEIRS BOOSTER STATION MAINT

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

TANK MAINT – LAKEPORT

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

TANK MAINT - LONG BAY

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

TANK MAINT - BRIARCREST

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

TANK MAINT LIGHTHOUSE

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

TANK MAINT/WEIRS – ENDICOTT TANKS

This line funds the supplies for maintaining the Weirs Tanks. The decrease is due to the tank inspection that was completed in the previous year.

POWER - LAKEPORT

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

POWER - TREATMENT PLANT

This line funds the power bill for the Water Treatment Plant and the maintenance building including the fuel for the running of the emergency generator. The increase is due to an anticipated increase in consumption.

POWER - LONG BAY

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

POWER - BRIARCREST

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

POWER – EVERGREENS STATION

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

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. Level funded.

POWER – LIGHTHOUSE STATION

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

POWER - WEIRS BOOSTER STAT

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

POWER – RTE 3 ROLLERCOASTER RD PIT

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

HEAT - TREATMENT PLANT

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

HEAT – EVERGREENS STATION

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

HEAT – ENDICOTT STATION

This line funds the cost of heating the Endicott Booster Station. The decrease is due to less fuel needed to heat the station.

HEAT - WEIRS BOOSTER STAT

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

SEWER DISCHG TP

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

SUPPLIES - WATER PRODUCTION/CHEMICALS

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

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. The decrease is due to fewer supplies being needed.

VEHICLE MAINTENANCE/WATER PRODUCTION

This line funds the amount for the maintenance and fuel for the three trucks used by the treatment plant personnel for the checking of the pumping stations and grounds maintenance. Level funded.

CONSUMER CONFIDENCE REPORT

This line funds the amount for the mandated Consumer Confidence Report Program, including the printing of the brochure and the postage to send them out. Level funded.

SCADA MAINTENANCE

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

MAINT GENERAL STRUCTURES

This line funds the materials for maintaining the structures located at 988 Union Avenue as well as the sewer and heat costs for this location. The decrease is based on the new estimated consumption usage, the new rates for the heating of these buildings, and the splitting out of the buildings located at 117B Stark Street.

MAINT MAINTENANCE BUILDING

This line funds the materials for maintaining the structure located at 117B Stark Street as well as the heating costs for this location.

MAINT OF MAINS

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

MAINT OF SERVICES

This line funds the materials for marking water services as well as service repairs that are not reimbursable by the customer. This also covers the repairs to service boxes in the City's right-of-way that get damaged by city plows. The increase is due to anticipated cost for improvements based on recent history with leaks on copper pipes.

MAINT OF HYDRANT

This line funds the materials for repairing hydrants as well as any preventative maintenance such as the hydrant run. The increase is due to increased costs.

MAINT OF METERS

This line funds the materials for changing, recalibrating, repairing, and sealing water meters. The increase is based on increasing costs for these processes.

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. The increase is due to new industry regulations that require our testing devices be calibrated more often.

SAND, GRVL, SALT

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

BILLING EXPENSES

This line funds the supplies and postage costs for the billing of water and sewer accounts. The increase is due to increasing postage and supplies costs.

METER READING

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

OFFICE SUPPLIES

This line funds the amount for the supplies used in general office procedures excluding those items that are specifically purchased for Water & Sewer Billing. The decrease in this item is due to less supplies being purchased.

P/R TAXES - SS

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

UNEMPLOYMENT TAXES

This line funds the unemployment tax paid to the NHMA Unemployment Compensation Trust based on the first \$14,000 of the employees' wages times the contribution rate. The decrease is due to a decrease in the contribution rate to .0011. The minimum amount that is charged for unemployment per year is \$500.00.

MEDICAL INSURANCE

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

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. The increase is due to a formula change.

RETIREMENT LWW

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

TELEPHONE/COMMUNICATIONS

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

POSTAGE

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

INSURANCES

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

CONSULTING FEES

This line funds Engineering Services. Level funded.

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 IT Staff and the fees for software support.

MEETINGS

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

EDUCATION

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

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. Level funded.

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 decrease is due to all office printers/copier machines being on contracts.

RESERVE FOR CONTINGENCY

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

MAINT OF HOUSES

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

DEPRECIATION

This line funds the amount to cover the depreciation on fixed assets. This is an estimated amount based on the scheduled work to be performed in 2013/2014. The decrease is due to a decrease 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 and it will cover maintenance costs for this building. Level funded.

LOADER MAINTENANCE

This line funds the repairs and the cost of diesel for the Loader. The decrease is due to purchasing tires in the previous year.

EXCAVATOR MAINTENANCE

This line funds the cost of diesel and the materials for the maintenance of the Volvo Excavator. Level funded.

BACKHOE MAINT

This line funds the repairs, maintenance, and the cost of diesel for the JCB Backhoe. The increase is due to equipment maintenance that will be needed.

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 evaluation of gasoline consumption.

DUMP TRUCKS MAINTENANCE

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

OVERHEAD CONSTRUCTION

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

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

LACONIA WATER DEPT
CAPITAL BUDGET 2014-2015

	BUDGET
<u>CARRY OVER PROJECT:</u>	2015
TOTAL CARRYOVER PROJECTS:	-
2014/2015 Purchases	
Gates Upgrades	\$10,000
Hydrant Upgrades	7,500
Computers/Software	6,000
Pump Replacement Program	15,000
Dump Truck #5	100,000
Power Broom	1,000
Peristaltic Chem Pump for Endicott Station	1,100
Peristaltic Chem Pump for Lighthouse Station	<u>1,100</u>
TOTAL PURCHASES	\$141,700
PROJECTS - 2014/2015	
Stephen Street 540' of 2"	45,000
Morrill Street 600' of 8" DI	60,000
Union Ave-Gilford Ave to Messer St 12"	<u>250,000</u>
TOTAL PROJECTS 2013/2014	\$355,000
TOTAL PURCHASES & PROJECTS	\$496,700

ENTERPRISE FUND

INTERNAL SERVICE FUND

**INTERNAL SERVICE FUND
FY 2014-2015 BUDGET**

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</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	\$21	\$30	\$22	\$ -	\$ -	\$ -	\$ -
92-301-001-0411 Assessing	3,707	3,619	4,157	4,458	4,500	4,500	4,500
92-301-001-0407 Code	2,490	2,038	702	222	4,566	4,500	4,500
92-301-001-0417 Elections	125	263	90	162	300	300	300
92-301-001-0403 Finance	404	705	960	670	800	1,000	1,000
92-301-001-0445 Fire	218,901	202,482	208,457	200,069	198,280	215,000	215,000
92-301-001-0404 Licensing	410	-	50	208	500	500	500
92-301-001-0448 Motorcycle Week	2,460	2,038	999	921	3,000	1,500	1,500
92-301-001-0479 Recreation & Facilities	53,631	46,815	49,637	47,002	52,100	55,000	55,000
92-301-001-0405 Planning	1,777	1,998	2,955	1,579	3,000	3,000	3,000
92-301-001-0437 Police	195,165	170,419	199,285	195,021	191,248	189,000	189,000
92-301-001-0500 Public Works	153,155	195,482	151,952	156,924	326,452	310,000	310,000
92-301-001-0493 PW-Solid Waste	1,809	1,195	1,116	3,066	2,500	2,500	2,500
92-301-001-0415 Records	215	150	468	683	300	1,000	1,000
92-301-001-9999 Other & Bond Proceeds **	985,795	37,576	36,733	609,816	155,000	205,641	190,206
92-301-001-0900 SSF	13,633	16,095	21,855	14,804	28,282	35,150	35,150
92-301-001-0477 Welfare	127	237	410	542	400	400	400
TOTAL REVENUE	\$1,633,825	\$681,141	\$679,848	\$1,236,147	\$971,228	\$1,028,991	\$1,013,556
EXPENSES							
92-401-101-0001 SALARIES	\$126,374	\$126,634	\$103,113	\$113,613	\$113,752	\$132,688	\$132,688
92-401-105-0001 OVERTIME	1,151	1,623	2,241	550	1,500	1,500	1,500
92-429-120-0000 FICA	9,803	9,946	8,141	8,454	8,835	10,347	10,347
92-429-135-0000 NH RETIRE.	9,233	9,021	8,302	10,104	12,438	14,567	14,567
92-433-125-0000 WC	3,545	4,334	4,307	5,954	5,802	6,628	6,628
92-429-130-0000 HEALTH INS.*	32,285	36,852	45,431	33,723	34,850	52,134	50,351
92-401-109-0000 LONGEVITY	150	210	210	30	240	240	240
92-401-200-0000 OPERATING EXP	10,576	11,185	11,730	12,308	12,250	12,500	12,250
92-401-391-0000 DEPRECIATION	270,964	-	1,664	-	117,000	189,637	189,637
POLICE CRUISER	-	54,150	68,551	73,086	90,000	70,000	70,000
PUBLIC WORKS/BONDING	-	104,991	-	-	70,000	70,000	70,000
PUBLIC WORKS/EQUIP	-	-	107,419	127,085	45,100	-	-
FIRE TRUCK/VEHICLE	-	104,754	106,400	108,469	-	32,000	32,000
PARKS & REC	-	9,985	10,340	10,695	40,000	14,000	14,000
ADMIN	-	3,320	1,655	1,665	-	-	-
SSF	-	7,492	7,492	7,492	-	-	-
MISC	-	653	654	653	-	-	-
BOND PAYMENT EXPENSE	-	-	-	100,000	100,000	100,000	100,000
92-401-214-0000 TOOLS, SUPPLIES	36,281	37,562	35,062	35,668	36,000	36,000	33,000
92-401-215-0000 REPAIR, PARTS	62,654	85,765	60,632	68,372	65,000	65,000	62,098
92-401-239-0000 OIL	5,554	5,524	5,917	7,268	6,500	6,250	5,750
92-401-240-0000 TIRES	18,410	14,884	20,152	14,399	18,000	16,000	14,000
92-401-241-0000 GAS/DIESEL	146,336	190,572	205,393	215,528	189,461	195,000	190,000
92-401-251-0000 CLOTHING ALLOWANCE	1,618	1,264	1,025	1,857	1,500	1,500	1,500
92-401-303-0000 MISC	1,606	10,915	5,517	2,188	3,000	3,000	3,000
TOTAL EXPENSES	\$736,540	\$831,636	\$821,348	\$959,161	\$971,228	\$1,028,991	\$1,013,556

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

** FY 13 Includes \$580,000 for Bond Proceeds for the purchase of vehicles and building improvements. The expenses also include a Bond Payment Expense line - which is designated for the annual bond payment. As the principal and interest payment will vary from year to year they will be recorded separately until the bond has been paid.

INTERNAL SERVICE FUND
FY 2014-2015 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Auto Maint Foreman	16	10	52	40	\$27.69	\$1,107.60	\$57,595.20
1	Gen Equip Oper.	45	10	52	40	\$23.94	\$957.60	\$49,795.20
1	Gen Equip Oper	45	1	26	40	\$20.17	\$806.80	\$20,976.80
*	Temporary Help							\$4,321.00
Total								\$132,688.20

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

INTERNAL SERVICE FUND
ACCOUNT DESCRIPTIONS
FY 2014-2015

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

REVENUES

REVENUES – DEPARTMENT

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

REVENUES – OTHER & BOND PROCEEDS

This line item includes revenues from bond proceeds for purchase of City Vehicles owned by the Internal Service fund as well as revenues received for the sale of City owned vehicles, or any other miscellaneous income that may have been earned. ***The City Council requested that the Internal Service Fund reduce their expenses by 1.5% therefore the Other Revenues were reduced by \$15,445 to meet this request along with a reduction to expenses.***

EXPENSES

SALARIES

This line item funds the actual cost of 2 Full Time Employees involved in the repair, maintenance and tracking of the City's vehicle fleet and equipment. Due to increased demands on the department and the retirement of a part-time mechanic responsible for maintenance related to the Fire Department vehicles, this year's budget includes the cost of an additional mechanic to be added mid- year.

OVERTIME

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

FICA

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

NH RETIREMENT

This new line item funds the cost of the City's contribution for the New Hampshire Retirement System for this department. The rate of the employer contribution for Group I employees is budgeted at 10.77%

WC – WORKMAN’S COMPENSATION

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

HEALTH INSURANCE

This line item funds the cost of health insurance premiums for this department. ***The City Council reduced this line by \$1,783.***

LONGEVITY

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

OPERATING EXPENSE

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

DEPRECIATION

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

BOND PAYMENT EXPENSE

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

TOOLS, SUPPLIES

This line item funds the cost tools and supplies used by ISF vehicles and equipment for the various City Departments. ***This line item was reduced by \$3,000 by the City Council.***

REPAIR, PARTS

This line item funds the cost of repair and parts for use in repair of vehicles and equipment by the various City Departments. ***The Council reduced this line by \$2,902.***

OIL

The line item covers the cost of oil for the City Motor Vehicles and various other equipment that uses motor oil. ***This line was reduced \$500 by the City Council.***

TIRES

This line item funds the tires for all the City Motor Vehicles and equipment. ***The Council reduced this line from \$16,000 to \$14,000.***

GAS/DIESEL

This line item funds the cost of fuel for the City Motor Vehicles and equipment. ***The Council reduced this line by \$5,000.***

CLOTHING ALLOWANCE

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

MISCELLANEOUS

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

SPECIAL REVENUE FUND

MOTORCYCLE WEEK

MOTORCYCLE WEEK**
FY 2014-2015 SPECIAL REVENUE

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2014-2015</u>	<u>2014-2015</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	\$20,625	\$21,200	\$22,500	\$17,750	18,000	18,000	18,000	18,000
87-301-004-0003 Photo Tower/Bike Show	2,087	1,822	2,039	827	1,500	2,000	1,500	1,500
87-301-004-0004 Site Review Revenue	14,085	14,700	16,675	15,700	16,457	18,000	17,500	17,500
87-301-004-0005 Licensing	127,535	131,105	126,345	128,435	128,000	134,440	133,740	133,740
87-301-004-0006 Other	798	-	1,220	1,295	-	1,500	1,500	1,500
Use of Fund Balance	-	-	-	-	-	-	-	-
Total Revenues	\$165,130	\$168,827	\$168,779	\$164,007	\$163,957	\$173,940	\$172,240	\$172,240
Expenses								
SALARIES								
87-448-101-0001 POLICE- Out of Town Police	\$59,126	\$52,552	\$55,272	\$54,941	70,000	70,000	70,000	70,000
87-448-105-0000 POLICE- Overtime	14,358	14,093	16,371	21,389	30,000	30,000	30,000	30,000
87-448-101-0005 DPW- Labor	2,988	2,406	2,382	2,746	3,500	3,500	3,500	3,500
87-448-105-0010 FIRE- Extra Duty Labor	24,242	19,398	23,246	23,453	22,500	23,200	22,500	22,500
87-448-103-0000 FIRE- Part time/call Company Coverage	-	-	-	-	500	500	500	500
87-448-101-0006 Food Inspections/Support	1,620	1,913	2,003	1,587	-	1,587	1,587	1,587
MW Retirement	-	-	-	-	11,377	\$14,403	\$14,403	\$14,403
TOTAL SALARIES	\$102,334	\$90,362	\$99,274	\$104,116	\$137,877	\$143,190	\$142,490	\$142,490
STATION W								
87-448-202-0000 Lights/ Power	\$ -	\$200	\$ 357	\$ -	\$ 380	\$ -	\$ -	\$ -
87-448-210-0000 Building Supplies	-	-	-	51	-	-	-	-
87-448-235-0000 Building Maintenance	1,240	962	1,204	1,272	-	1,250	1,250	1,250
TOTAL STATION W	\$1,240	\$1,162	\$1,561	\$1,323	\$380	\$1,250	\$1,250	\$1,250
OTHER								
87-448-201-0000 PD Telephone	\$ -	\$31	\$53	\$ 48	\$ -	\$ -	\$ -	\$ -
87-448-208-0000 PD Printing	205	-	-	-	300	300	300	300
87-448-214-0000 PD Supplies	335	195	-	112	500	500	500	500
87-448-233-0000 PD Equipment Maint./ Rental	1,161	729	518	-	1,000	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	2,460	2,038	999	921	2,000	2,000	1,500	1,500
87-448-251-0000 PD Uniforms	773	-	-	-	-	-	-	-
87-448-300-0004 DPW-Signs, Materials, Supplies	1,873	1,781	1,901	4,107	2,200	4,000	4,000	4,000
87-448-300-0006 DPW- Traffic Counts	500	500	500	500	600	600	600	600
87-448-300-0016 PD Miscellaneous	180	644	-	190	500	500	500	500
87-448-303-0030 PD Lodging	6,837	4,170	4,312	-	-	-	-	-
87-448-304-0000 DPW- Sweeping Contractor	3,000	3,000	4,032	3,726	4,500	4,500	4,000	4,000
87-448-304-0010 DPW- Trash Collection	8,000	4,199	4,217	8,030	6,000	8,000	8,000	8,000
87-448-304-0020 Food Service	2,111	1,476	2,550	2,694	2,500	2,500	2,500	2,500
87-448-304-0060 DPW- Chemical Toilets	3,462	3,076	3,083	3,157	4,000	4,000	4,000	4,000
87-448-304-0080 Lighting Rentals	995	1,150	1,076	926	1,200	1,200	1,200	1,200
87-448-401-0437 Equipment-Police-cruisers ***	-	47,457	-	29,000	-	-	-	-
87-448-401-0445 Equipment-Fire ***	-	-	2,332	38,993	-	-	-	-
87-448-401-0448 Weirs Boardwalk Imp ***	-	-	9,260	-	-	-	-	-
87-448-401-0500 Equipment-Public Works	-	-	-	-	-	-	-	-
TOTAL OTHER	\$32,258	\$70,446	\$34,832	\$92,404	\$ 25,700	\$ 29,500	\$ 28,500	\$ 28,500
DEPT. O&M TOTAL	\$135,832	\$161,970	\$135,667	\$197,843	\$163,957	\$173,940	\$172,240	\$172,240

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

***Paid for from Motorcycle Week revenues

MOTORCYCLE WEEK
ACCOUNT DESCRIPTIONS
FY 2014-2015

POLICE-Salaries Police / Security / Traffic

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

POLICE-LPD Overtime

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

DPW-Labor

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

FIRE-Extra Duty Labor

This line item funds the cost of additional staff throughout the event, but primarily on the weekends. Both weekends are fairly equal in crowds, traffic and problems. The past few years the traffic has been worse on the first weekend. We attempt to set each station so that they can operate somewhat self-sufficiently for a short period of time. Each Engine has three staff and each Ladder has two firefighters. The ambulance staffing is paid for by LRGH. ***The City Manager reduced this line by \$700 to \$22,500.***

FOOD INSPECTIONS/SUPPORT

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

MW RETIREMENT

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

STATION W-Building Supplies

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

STATION W-Building Maintenance

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

POLICE-Telephone

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

POLICE-Printing

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

POLICE-Supplies

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

POLICE-Equipment Maintenance / Rental

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

POLICE-Radio Maintenance

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

DPW/Police-Vehicle Usage

This line item funds the cost of operation of all additional support vehicles used by the departments during Motorcycle Week Detail. ***The City Manager reduced this line item by \$500 which accurately reflects historical usage.***

DPW-Signs, Materials, Supplies

The demand for special signs, special pavement markings, fencing, barricades, warning lights, etc., continues to be considerable. This appropriation is important in order to provide for the needed materials and supplies to respond to requests of the Police, Fire Departments and other departments. We have requested an increase of \$1,800 over last year's request to reflect the actual expenses as incurred historically.

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. *This line item has been reduced by the Manager by \$500.*

DPW-Trash Collection

This line funds the cost of trash collection and disposal, specifically related to the event. This line has been increased based on actual costs incurred in recent years. Experience has proven, however, that solid waste demands and costs for this event can vary widely and this critical service needs to be adequately funded. A review of expenditures in this category last season has prompted our request of an additional \$2,000 for FY15.

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 DISTRICTS

DOWNTOWN TIF DISTRICT

LAKEPORT TIF DISTRICT

**Tax Increment Financing District
Downtown
FY 2014-2015 BUDGET**

	2014-2015 MANAGER
Estimated captured value	\$9,367,800
Estimated Tax Rate *	\$19.83
Estimated Revenues	\$185,763

*without State Education portion

**Tax Increment Financing District
Lakeport
FY 2014-2015 BUDGET**

	2014-2015 MANAGER
Estimated captured value	\$126,500
Estimated Tax Rate *	\$19.83
Estimated Revenues	\$2,508

*without State Education portion