

**CITY OF LACONIA  
NEW HAMPSHIRE  
FISCAL YEAR 2010-2011**

**Expenditure Plan**

**Approved July 12, 2010**



**CITY OF LACONIA EXPENDITURE PLAN  
FY 2010-2011**

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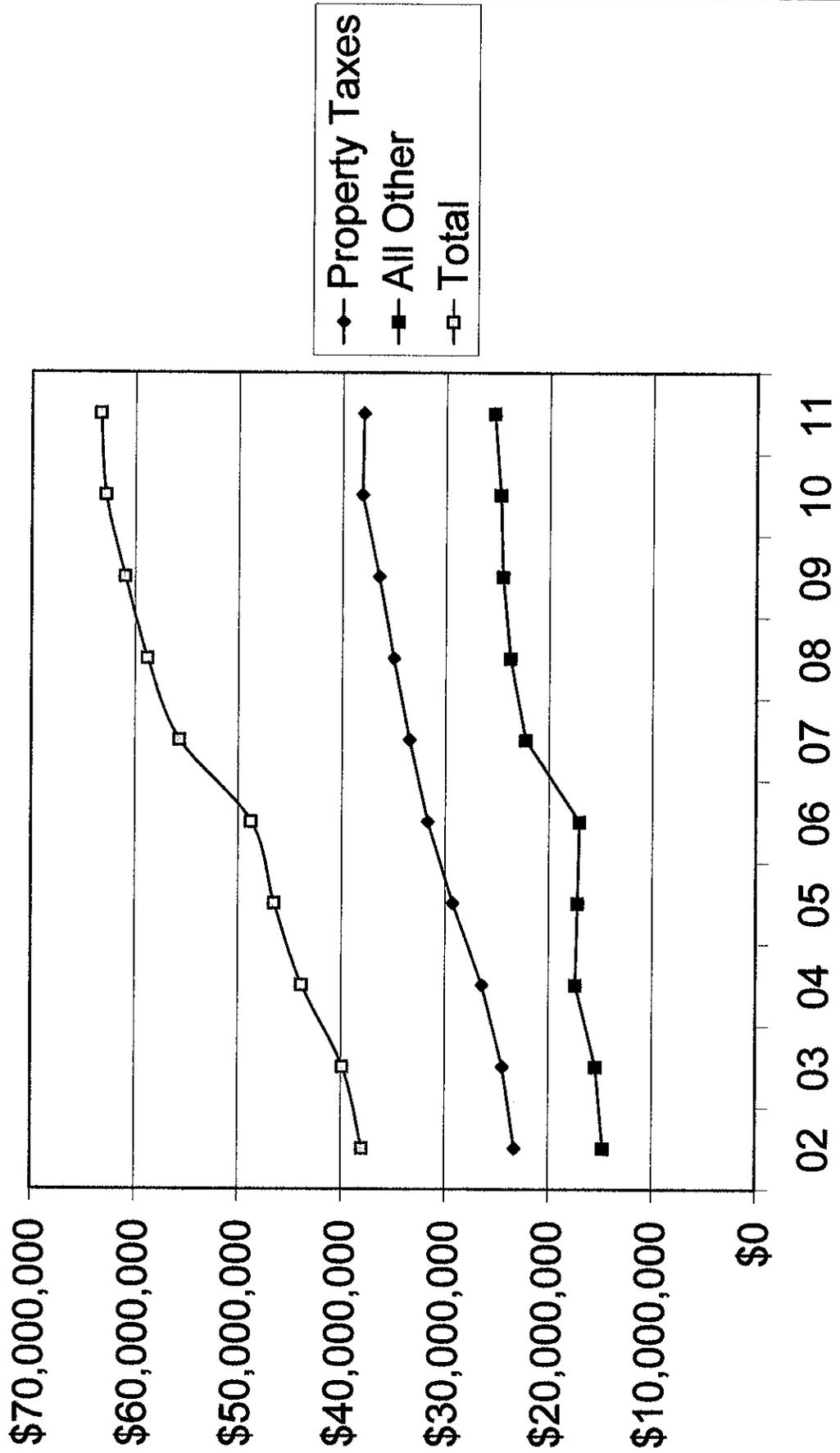
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**CITY OF LACONIA-EXPENDITURE PLAN  
FISCAL YEAR 2010-2011**

DEPARTMENTS	2009-10 COUNCIL	2010-11 DEPT REQ	%DEPT 09-10	2010-11 MANAGER	% MANGR 09-10	2010-11 COUNCIL	%COUNCIL 09-10
1. ADMINISTRATION	\$210,648	\$208,598	-1.0%	\$204,394	-3.0%	\$204,394	-3.0%
a.CAPITAL OUTLAY	\$1,282,000	\$2,175,000	69.7%	\$1,050,000	-18.1%	\$1,260,512	-1.7%
b.NON DEPARTMENTAL	\$330,069	\$289,257	-12.4%	\$284,257	-19.9%	\$208,880	-36.7%
c.SPECIAL ITEMS	\$189,773	\$271,256	42.9%	\$178,948	-5.7%	\$184,948	2.7%
d.LICENSING BOARD	\$12,308	\$10,037	-18.5%	\$10,037	-18.5%	\$10,037	-18.5%
2. ASSESSING	\$230,133	\$239,230	4.0%	\$239,230	4.0%	\$234,230	1.8%
3. CODE ENFORCEMENT	\$162,420	\$164,129	1.1%	\$164,129	1.1%	\$156,129	-3.9%
4. CONSERVATION COM	\$3,970	\$3,970	0.0%	\$3,970	0.0%	\$3,970	0.0%
5. FINANCE							
a.EMPLOYEE BENEFITS	\$1,148,046	\$1,218,648	6.1%	\$1,209,538	5.4%	\$1,209,538	5.4%
b.FISCAL	\$547,732	\$546,076	-0.3%	\$527,876	-3.6%	\$521,876	-4.7%
c.INSURANCE	\$446,000	\$447,500	0.3%	\$436,500	-2.1%	\$423,500	-5.0%
d.PRINCIPAL & INTEREST	\$1,527,299	\$1,651,593	8.1%	\$1,416,005	-7.3%	\$1,416,005	-7.3%
e.REIMBURSABLES	\$211,573	\$151,000	-28.6%	\$151,000	-28.6%	\$151,000	-28.6%
6. FIRE	\$3,395,360	\$3,469,159	2.2%	\$3,458,233	1.9%	\$3,423,233	0.8%
7. LEGAL	\$116,500	\$96,900	-16.8%	\$90,900	-22.0%	\$90,900	-22.0%
8. LIBRARY	\$779,767	\$796,388	2.1%	\$781,388	0.2%	\$771,388	-1.1%
9. PLANNING	\$319,047	\$309,829	-2.9%	\$309,829	-2.9%	\$304,829	-4.5%
10. POLICE	\$4,405,355	\$4,564,593	3.6%	\$4,556,716	3.4%	\$4,488,093	1.9%
11. PUBLIC WORKS	\$2,384,169	\$2,433,238	2.1%	\$2,423,405	1.6%	\$2,388,405	0.2%
a.SOLID WASTE	\$2,047,373	\$1,952,520	-4.6%	\$1,902,520	-7.1%	\$1,890,520	-7.7%
12. RECORDS							
a.CITY CLERK	\$157,611	\$146,281	-7.2%	\$146,281	-7.2%	\$140,281	-11.0%
b.ELECTIONS	\$33,900	\$32,500	-4.1%	\$32,500	-4.1%	\$32,500	-4.1%
13. RECREATION & FACILITIES	\$610,230	\$651,188	6.7%	\$620,818	1.7%	\$619,818	1.6%
a.CITY HALL MAINT	\$74,978	\$75,950	1.3%	\$75,950	1.3%	\$75,950	1.3%
b.COMMUNITY CENTER	\$48,812	\$46,992	-3.7%	\$46,992	-3.7%	\$46,992	-3.7%
c.POLICE STATION	\$117,707	\$117,717	0.0%	\$117,717	0.0%	\$112,717	-4.2%
14. WELFARE	\$206,035	\$211,067	2.4%	\$211,067	2.4%	\$204,067	-1.0%
15. YOUTH SERVICES	\$48,600	-	-100.0%	-	-100.0%	-	-100.0%
<b>TOTAL CITY APPROPRIATION</b>	<b>\$21,047,415</b>	<b>\$22,280,616</b>	<b>5.9%</b>	<b>\$20,630,200</b>	<b>-2.0%</b>	<b>\$20,584,712</b>	<b>-2.2%</b>

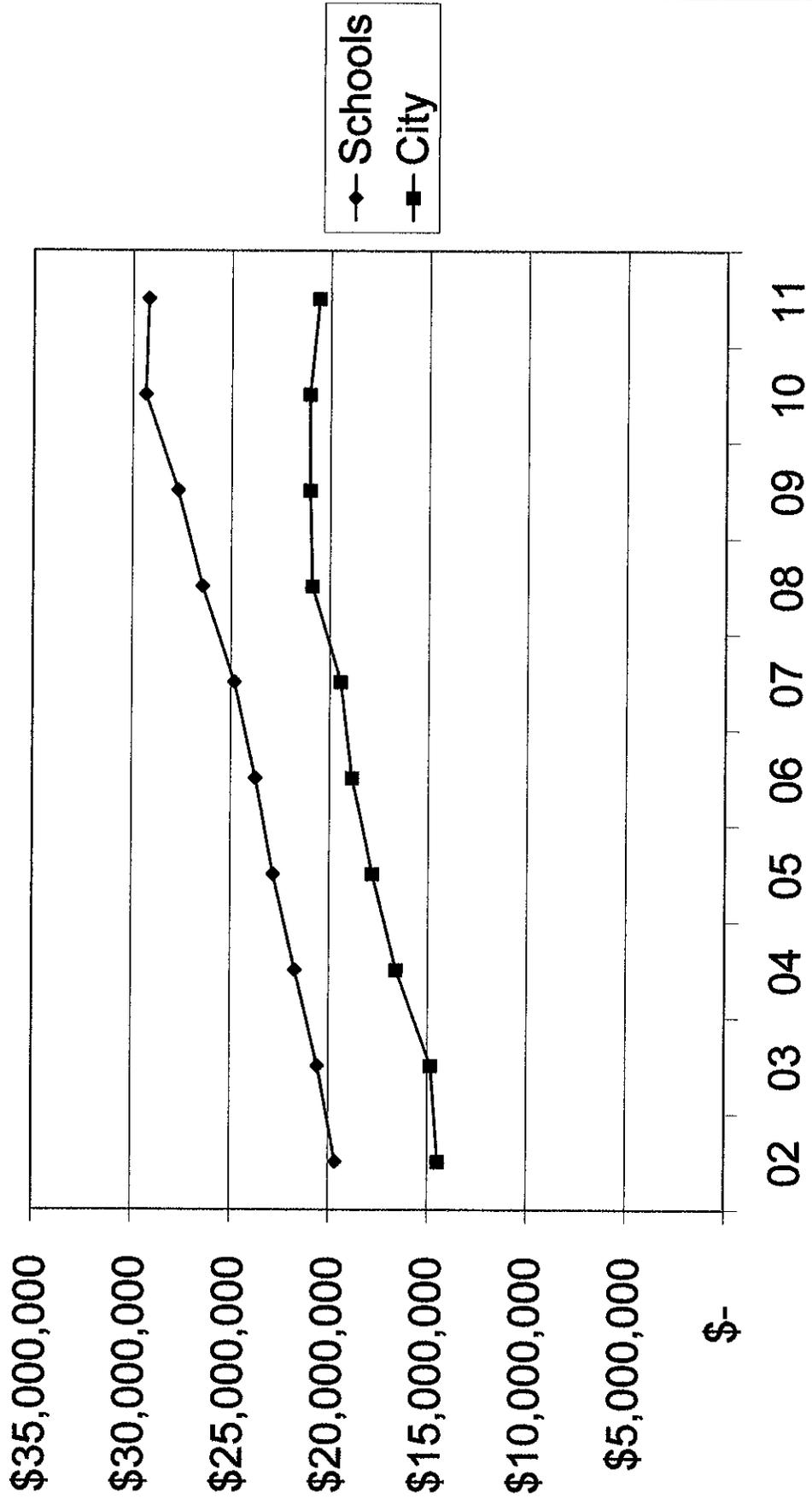
	2009-10 COUNCIL	2010-2011 DEPT REQ	%DEPT REQ	2010-2011 MANAGER	% MNGR 09-10	2010-2011 COUNCIL	%COUNCIL 09-10
TOTAL CITY APPROPRIATION	\$21,047,415	\$22,280,616	5.9%	\$20,630,200	-2.0%	\$20,584,712	-2.2%
LESS CITY EST REVENUES	\$7,004,782	\$6,363,921	-9.1%	\$6,531,259	-6.8%	\$6,531,259	-6.8%
NET CITY	\$14,042,633	\$15,916,695	13.3%	\$14,098,941	0.4%	\$14,053,453	0.1%
SCHOOL APPROPRIATION***	\$29,355,712	\$29,355,712	0.0%	\$29,355,712	0.0%	\$29,205,200	-0.5%
FED & SCH LUNCH FUNDS****	\$4,152,043	\$5,361,249	29.1%	\$5,361,249	29.1%	\$5,361,249	29.1%
TOTAL SCHOOL APPROP	\$33,507,755	\$34,716,961	3.6%	\$34,716,961	3.6%	\$34,566,449	3.2%
SCHOOL EST REVENUES***	\$13,598,148	\$13,473,002	-0.9%	\$13,473,002	-0.9%	\$13,473,002	-0.9%
FED & SCH LUNCH REV****	\$4,152,043	\$5,361,249	29.1%	\$5,361,249	29.1%	\$5,361,249	29.1%
TOTAL SCHOOL EST REV	\$17,750,191	\$18,834,251	6.1%	\$18,834,251	6.1%	\$18,834,251	6.1%
NET SCHOOL	\$15,757,564	\$15,882,710	0.8%	\$15,882,710	0.8%	\$15,732,198	-0.2%
OVERLAY FOR ABATEMENTS	\$130,714	\$150,000	14.8%	\$150,000	14.8%	\$150,000	14.8%
WAR SERVICE CREDITS	\$498,575	\$498,575	0.0%	\$498,575	0.0%	\$498,575	0.0%
COUNTY TAX ASSESSMENT*	\$2,801,085	\$2,820,885	0.7%	\$2,820,885	0.7%	\$2,820,885	0.7%
GRAND TOTAL APPROP	\$57,985,544	\$60,467,037	4.3%	\$58,816,621	1.4%	\$58,620,621	1.1%
ESTIMATED REVENUES-CITY							
16. NON PROPERTY TAXES	\$190,000	\$190,000	0.0%	\$190,000	0.0%	\$190,000	0.0%
17. INTERGOVERNMENTAL	\$1,077,322	\$1,120,512	4.0%	\$1,120,512	4.0%	\$1,120,512	4.0%
18. LICENSES & PERMITS	\$2,690,000	\$2,471,000	-8.1%	\$2,476,000	-8.0%	\$2,476,000	-8.0%
19. CHARGES FOR SERVICES	\$996,229	\$895,656	-10.1%	\$895,656	-10.1%	\$895,656	-10.1%
20. MISC REVENUES	\$1,076,231	\$811,753	-24.6%	\$824,091	-23.4%	\$824,091	-23.4%
21. SURPLUS**	\$975,000	\$875,000	-10.3%	\$1,025,000	5.1%	\$1,025,000	5.1%
TOTAL CITY EST REVENUES	\$7,004,782	\$6,363,921	-9.1%	\$6,531,259	-6.8%	\$6,531,259	-6.8%
SCHOOL EST REVENUES	\$13,598,148	\$13,473,002	-0.9%	\$13,473,002	-0.9%	\$13,473,002	-0.9%
FF & SCH LUNCH REV	\$4,152,043	\$5,361,249	29.1%	\$5,361,249	29.1%	\$5,361,249	29.1%
TOTAL REVENUES	\$24,754,973	\$25,198,172	1.8%	\$25,365,510	2.5%	\$25,365,510	2.5%
BALANCE TO BE RAISED-LOCAL	\$33,230,571	\$35,268,865	6.1%	\$33,451,111	0.7%	\$33,255,111	0.1%
BALANCE TO BE RAISED-STATE	\$4,856,348	\$4,731,202	-2.6%	\$4,731,202	-2.6%	\$4,731,202	-2.6%
ASSESSED VALUATION	\$2,114,274,299	\$2,114,274,299	0.0%	\$2,114,274,299	0.0%	\$2,114,274,299	0.0%
LOCAL TAX RATE PER \$1,000	\$15.72	\$16.68	6.1%	\$15.82	0.7%	\$16.73	0.1%
STATE TAX RATE PER \$1,000*	\$2.32	\$2.26	-2.6%	\$2.26	-2.6%	\$2.26	-2.6%
TOTAL TAX RATE PER \$1,000	\$18.04	\$18.94	5.0%	\$18.08	0.2%	\$17.99	-0.3%
Tax Rate Increase		\$0.90		\$0.04		-\$0.05	
*adjusted, no utilities							

# Property Taxes to Other Revenues

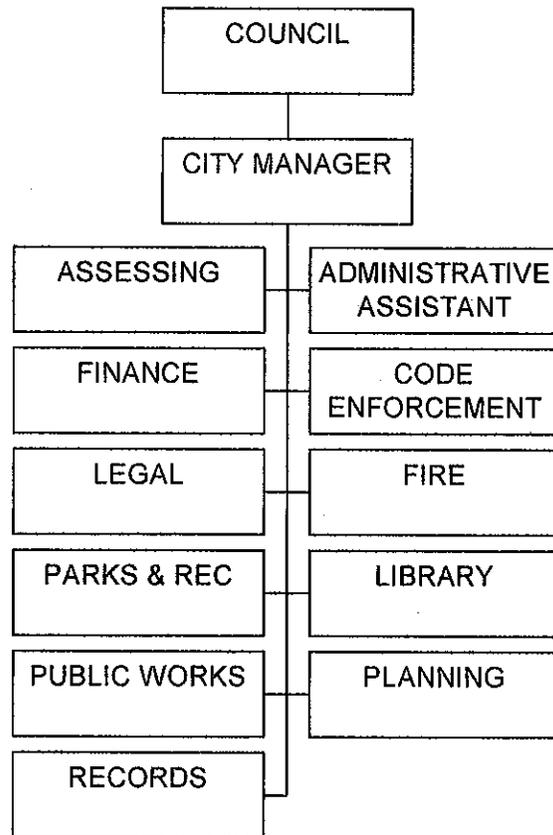


	<b>2009-10</b>	<b>2010-2011</b>	<b>% DEPT</b>	<b>2010-2011</b>	<b>%MGR</b>	<b>2010-2011</b>	<b>%COUNCIL</b>
	<b>BUDGET</b>	<b>DEPT REQ</b>	<b>09-10</b>	<b>MANAGER</b>	<b>09-10</b>	<b>COUNCIL</b>	<b>09-10</b>
<b>NON PROPERTY TAXES</b>							
23. INTEREST ON TAXES	\$50,000	\$55,000	10.0%	\$55,000	10.0%	\$55,000	10.0%
24. REDEMPTION INTEREST	\$50,000	\$75,000	50.0%	\$75,000	50.0%	\$75,000	50.0%
25. BOAT TAXES	\$90,000	\$60,000	-33.3%	\$60,000	-33.3%	\$60,000	-33.3%
<b>TOTAL NON PROPERTY TO 16</b>	<b>\$190,000</b>	<b>\$190,000</b>	<b>0.0%</b>	<b>\$190,000</b>	<b>0.0%</b>	<b>\$190,000</b>	<b>0.0%</b>
<b>INTERGOVERNMENTAL</b>							
26. SHARED REVENUES	\$ -	\$ -				\$ -	
27. ROOMS & MEALS TAX	\$770,511	\$770,511	0.0%	\$770,511	0.0%	\$770,511	0.0%
29. HIGHWAY BLOCK GRANT	\$306,137	\$349,327	14.1%	\$349,327	14.1%	\$349,327	14.1%
30. NH FOREST LAND	\$674	\$674	0.0%	\$674	0.0%	\$674	0.0%
<b>TOTAL INTERGOV TO 17</b>	<b>\$1,077,322</b>	<b>\$1,120,512</b>	<b>4.0%</b>	<b>\$1,120,512</b>	<b>4.0%</b>	<b>\$1,120,512</b>	<b>4.0%</b>
<b>LICENSES &amp; PERMITS</b>							
31. MOTOR VEHICLE REG	\$2,100,000	\$1,900,000	-9.5%	\$1,900,000	-9.5%	\$1,900,000	-9.5%
32. DOG LICENSES & FINES	\$6,000	\$7,000	16.7%	\$7,000	16.7%	\$7,000	16.7%
33. BUILDING & ZONING FEES	\$150,000	\$130,000	-13.3%	\$135,000	-10.0%	\$135,000	-10.0%
34. FEES, TAX COLLECTION	\$9,000	\$9,000	0.0%	\$9,000	0.0%	\$9,000	0.0%
35. FEES, CITY CLERK	\$115,000	\$115,000	0.0%	\$115,000	0.0%	\$115,000	0.0%
37. FRANCHISE FEES	\$250,000	\$250,000	0.0%	\$250,000	0.0%	\$250,000	0.0%
38. ALARM BOX FEES	\$60,000	\$60,000	0.0%	\$60,000	0.0%	\$60,000	0.0%
<b>TOTAL LIC &amp; PERMITS TO 18</b>	<b>\$2,690,000</b>	<b>\$2,471,000</b>	<b>-8.1%</b>	<b>\$2,476,000</b>	<b>-8.0%</b>	<b>\$2,476,000</b>	<b>-8.0%</b>
<b>CHARGES FOR SERVICES</b>							
39. MISC REMIBURSABLES	\$211,573	\$151,000	-28.6%	\$151,000	-28.6%	\$151,000	-28.6%
40. AMBULANCE LRGH	\$7,656	\$7,656	0.0%	\$7,656	0.0%	\$7,656	0.0%
41. FIRE DEPT	\$25,000	\$30,000	20.0%	\$30,000	20.0%	\$30,000	20.0%
42. PLANNING DEPT	\$20,000	\$20,000	0.0%	\$20,000	0.0%	\$20,000	0.0%
43. POLICE DEPT	\$12,000	\$12,000	0.0%	\$12,000	0.0%	\$12,000	0.0%
44. PUBLIC WORKS & S.W.	\$720,000	\$675,000	-6.3%	\$675,000	-6.3%	\$675,000	-6.3%
<b>TOTAL CHARGES TO 19</b>	<b>\$996,229</b>	<b>\$895,656</b>	<b>-10.1%</b>	<b>\$895,656</b>	<b>-10.1%</b>	<b>\$895,656</b>	<b>-10.1%</b>
<b>MISCELLANEOUS REVENUES</b>							
45. INTEREST ON INVESTMENTS	\$559,663	\$300,000	-46.4%	\$300,000	-46.4%	\$300,000	-46.4%
46. WEIRS BEACH PARKING	\$25,000	\$25,000	0.0%	\$25,000	0.0%	\$25,000	0.0%
47. PARKING METERS	\$65,000	\$65,000	0.0%	\$65,000	0.0%	\$65,000	0.0%
48. PARKING VIOLATIONS	\$40,000	\$40,000	0.0%	\$40,000	0.0%	\$40,000	0.0%
49. PILOT-ELDERLY HOUSING	\$77,825	\$77,825	0.0%	\$81,181	4.3%	\$81,181	4.3%
50. PILOT-CAP	\$16,347	\$16,347	0.0%	\$17,657	8.0%	\$17,657	8.0%
51. PILOT-SKATING CLUB	\$10,465	\$10,650	1.8%	\$11,448	9.4%	\$11,448	9.4%
52. PILOT-TAYLOR HOME	\$222,250	\$222,250	0.0%	\$228,765	2.9%	\$228,765	2.9%
53. PILOT-STATE	\$5,681	\$5,681	0.0%	\$6,040	6.3%	\$6,040	6.3%
54. P&R LEASES	\$15,000	\$15,000	0.0%	\$15,000	0.0%	\$15,000	0.0%
55. FINES	\$25,000	\$20,000	-20.0%	\$20,000	-20.0%	\$20,000	-20.0%
56. SSF REMIB TO GF	\$14,000	\$14,000	0.0%	\$14,000	0.0%	\$14,000	0.0%
<b>TOTAL MISC TO 20</b>	<b>\$1,076,231</b>	<b>\$811,753</b>	<b>-24.6%</b>	<b>\$824,091</b>	<b>-23.4%</b>	<b>\$824,091</b>	<b>-23.4%</b>
<b>TOTAL CITY NON-TAX REVENUE</b>	<b>\$6,029,782</b>	<b>\$5,488,921</b>	<b>-9.0%</b>	<b>\$5,506,259</b>	<b>-8.7%</b>	<b>\$5,506,259</b>	<b>-8.7%</b>

## School & City Expenditures Last Ten Years



# ADMINISTRATION FY 2010-2011 BUDGET



**ADMINISTRATION**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQUEST</u>		
<b>SALARIES</b>								
01 401 101 0001 Mayor-Council	\$16,000	\$15,300	\$ 17,200	\$17,200	\$17,200	\$17,200	\$17,200	\$17,200
01 401 101 0002 City Manager	100,912	109,635	109,657	119,935	120,462	120,462	120,462	120,462
01 401 101 0003 Admin. Asst	34,185	38,915	39,286	41,072	46,701	46,701	42,698	42,698
01 401 106 0000 Sick-Hurt	1,948	1,269	17,480	1,019	-	-	-	-
01 401 107 0000 Holidays	1,672	1,813	1,857	1,737	-	-	-	-
01 401 108 0000 Vacations	2,189	1,826	5,336	704	-	-	-	-
01 401 109 0000 Longevity	90	90	90	-	-	-	-	-
01 401 115 0000 Salary Adj.	-	-	-	-	2,335	2,335	2,134	2,134
<b>TOTAL SALARIES</b>	<b>\$156,996</b>	<b>\$168,848</b>	<b>\$190,906</b>	<b>\$181,667</b>	<b>\$186,698</b>	<b>\$186,698</b>	<b>\$182,494</b>	<b>\$182,494</b>
<b>OTHER</b>								
01 401 201 0000 Telephones	\$1,650	\$1,757	\$1,476	\$1,495	\$1,800	\$1,800	\$1,800	\$1,800
01 401 207 0000 Postage	575	471	662	565	700	700	700	700
01 401 208 0000 Printing	-	-	-	-	200	200	200	200
01 401 210 0000 Notices	70	-	617	30	200	200	200	200
01 401 212 0000 Copier	733	963	745	519	1,000	1,000	1,000	1,000
01 401 214 0000 Supplies	2,477	990	1,677	1,398	2,000	2,000	2,000	2,000
01 401 234 0000 Vehicle Rental	25	38	23	8	100	50	50	50
01 401 242 0001 Travel-Mgr.	-	-	-	-	300	300	300	300
01 401 242 0002 Travel-Council	50	-	-	-	400	400	400	400
01 401 245 0000 Dues-NHMA	11,617	11,976	12,727	12,727	13,500	13,500	13,500	13,500
01 401 245 0001 Dues-Mgr.	70	81	70	249	250	250	250	250
01 401 245 0002 Conf-Dues-Council	310	-	-	-	400	400	400	400
01 401 303 0000 Miscellaneous.	-	-	-	825	100	100	100	100
01 401 303 0002 Emergency Management	-	-	-	-	1,000	1,000	1,000	1,000
01 401 321 0000 Economic Develop.Exp.	-	125	2,355	250	1,000	-	-	-
01 401 401 0000 Equipment	-	138	-	1,000	1,000	-	-	-
<b>TOTAL OTHER</b>	<b>\$17,577</b>	<b>\$16,539</b>	<b>\$20,352</b>	<b>\$19,066</b>	<b>\$23,950</b>	<b>\$21,900</b>	<b>\$21,900</b>	<b>\$21,900</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$174,573</b>	<b>\$185,387</b>	<b>\$211,258</b>	<b>\$200,733</b>	<b>\$210,648</b>	<b>\$208,598</b>	<b>\$204,394</b>	<b>\$204,394</b>

**ADMINISTRATION**  
**FY 2010-2011 BUDGET**

**SALARIES**

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
	City Council**							\$17,200.00
1	City Manager*			52			\$2,316.58	\$120,462.16
1	Admin Asst	15H		52	32	\$25.66	\$821.12	\$42,698.24
<b>Total Admin.</b>								<b>\$180,360.40</b>

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

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

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

**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

**2010-2011 Objective:**

- implement 100% of FY 2010-2011 departmental objectives

**ADMINISTRATION-ACCOUNT DESCRIPTIONS**  
**FY 2010 – 2011 BUDGET**

***SALARIES***

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

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

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

***SALARY ADJUSTMENT***

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

***TELEPHONES***

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

***POSTAGE***

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

***PRINTING***

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

***NOTICES***

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

***COPIER***

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

***SUPPLIES***

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

***VEHICLE RENTAL***

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

***TRAVEL-MANAGER***

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

***TRAVEL-COUNCIL***

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

***DUES-NHMA***

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

***DUES-MANAGER***

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

***CONFERENCE-DUES-COUNCIL***

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

***MISCELLANEOUS***

This line item funds unanticipated costs for the Administration area.

***EMERGENCY MANAGEMENT***

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

**ADMINISTRATION - CAPITAL OUTLAY  
FY 2010-2011 BUDGET**

2009-2010 Dept	2009-2010 CAPITAL OUTLAY	2009-2010 COUNCIL	2010-2011 Dept	2010-2011 CAPITAL OUTLAY	QIP* RANK	2010-11 DEPT REQ	2010-11 Manager	2010-11 COUNCIL
			<b>Fire</b>					
				Emergency Generator-Weirs	8	\$80,000	\$ -	\$ -
				Weirs Fire Station-Clean and paint	23	\$15,000	\$ -	\$ -
			<b>Parks</b>					
				Playground Equipment	4	\$25,000	\$25,000	\$ -
				Deep Tyne Aerator	10	\$30,000	\$30,000	\$30,000
Non Dept				Park House Repairs	20	\$130,000	\$ -	\$ -
	Repair & Maintenance-Public Facilities	\$100,000	<b>Non Dept</b>					
School				Non-Capital Reserve Improvements	-	\$ -	\$75,000	\$110,512
			<b>DPW</b>					
Parks	Playground Revitalization	\$25,000		Street Repairs	1	\$1,350,000	\$900,000	\$1,075,000
				Fencing/Guardrails/Retaining Walls	5	\$40,000	\$20,000	\$20,000
				Bridge Program-Engineering	11	\$20,000	\$ -	\$ -
				Main Street Bridge-Repair/Upgrade	9	\$75,000	\$ -	\$ -
				Messer Street Bridge-Engineering	18	\$90,000	\$ -	\$ -
				Comprehensive Drainage Study	18	\$50,000	\$ -	\$ -
				City Wide Drainage Improvements	17	\$205,000	\$ -	\$ -
				Sidewalk Improvements	7	\$50,000	\$ -	\$25,000
DPW	Street Repairs	\$900,000		Anthony Drive Culvert	14	\$65,000	\$ -	\$ -
	Fence/Guardrail Replacements	\$20,000						
	Traffic Lights Oak & N Main	\$187,000						
	Comprehensive Drainage Study	\$50,000						
		\$1,282,000				\$2,175,000	\$1,050,000	\$1,260,512
			<b>ISF</b>					
	Police-2 Cruisers	\$50,000		Police-3 cruisers	3	\$84,000	\$80,000	\$27,000
	Fire-Deputy Response/Command Vehicles	\$22,000		Police- 1 unmarked vehicle	3	\$22,000	\$ -	\$ -
	DPW-Vehicle replacements	\$150,000		DPW-replacement vehicles	12	\$300,000	\$150,000	\$150,000
				Fire-Fire Truck	6	\$ -	\$ -	\$65,000
				Fire-Pickup truck	24	\$90,000	\$ -	\$ -
				Fire-All terrain vehicle	22	\$10,000	\$ -	\$ -
				Fire-Rescue truck	16	\$75,000	\$ -	\$ -
	ISF Total	\$222,000		ISF Total		\$527,000	\$230,000	\$242,000
		\$1,504,000				\$2,702,000	\$1,280,000	\$1,502,512

**ADMINISTRATION-CAPITAL OUTLAY**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011**

**Fire:**

**Emergency Generators- Weirs:** This line would fund the replacement of the emergency generators at the Weirs fire station and install automatic transfer switches. These generators ranked 8<sup>th</sup> in the CIP process. The Manager has not funded this line.

**Weirs Fire Station-Exterior Repairs:** This line would fund the removal of exterior wood stairs and build a retaining wall; re-grade and resurface apparatus entranceway and extend blacktop for off street parking to the left side of the station. These repairs ranked 23<sup>rd</sup> in the CIP process. The Manager has not funded this line.

**Parks:**

**City Wide Playground Equipment:** This line would fund a new cycle of contributions to playground equipment. The 10 year commitment ended in FY10. This equipment ranked 4<sup>th</sup> in the CIP process. The Manager has not funded this line.

**Deep Tyne Aerator:** This line would fund the purchase of an attachment that would be pulled behind a tractor and aerate the ground giving it a chance to spread and breathe. It is recommended by turf specialist for this process to be done 2-3 times per year. This equipment ranked 10<sup>th</sup> in the CIP process.

**Park House Repairs:** This line would fund the planning/engineering and construction of numerous repair projects at four of the City park houses. An inspection was completed in 2008, which identified numerous deficiencies in both systems and structure. These repairs ranked 20<sup>th</sup> in the CIP process and have not been funded by the manager.

**Non-Department:**

**Non Capital Reserve Improvements:** This line has been added by the City Manager to fund an allocation to the Non-capital reserve fund for the repair and maintenance of public facilities. This fund was established in FY 2005 to provide money for the emergency repairs and maintenance of public facilities. The Council has reduced the school budget by \$35,512 and moved these funds to this line.

**DPW:**

**Street Repairs:** This fund would repair/resurface streets, install drainage, curbing and landscaping as required. DPW has accomplished over 28 miles of reconstruction and/or re-paving of streets through CIP funding in the previous 6 cycles. In the next few cycles they will focus attention on some particularly costly road sections on Court St, Highland St and a portion of Pleasant St. along with several other streets, as prioritized through out the Road Surface Management Program. This appropriation is necessary to stay ahead of the deterioration curve. These repairs ranked 1<sup>st</sup> in the CIP process and have been funded at \$900,000 by the Manager. The Council has moved an additional \$175,000 (\$100,000 from the school budget).

**Fence/Guardrail Replacement Retaining Walls:** This funding would replace unsafe fences, guardrails and retaining walls throughout the City. This project involves the systematic replacement of these fences, guardrails and walls to assure the safety of the public and especially children of the community. This line ranked 5<sup>th</sup> in the CIP process and has been reduced by the City Manager to \$20,000.

**Bridge Program- Engineering:** This line would involve securing a qualified bridge engineering consultant to outline, monitor and administer input into the State Bridge Aid Program on behalf of Laconia. The State Bridge Program provides municipalities opportunity to receive 80% funding for bridge replacements and/or rehabilitation. In order to qualify for funding, certain application criteria must be met involving technical understanding as well as ability to communicate bridge structure needs. There is much competition for these Bridge Aid Funds and they are provided on a “first-in, first-approved” basis for qualifying projects. With current time demands on DPW technical staff, careful monitoring and timely and efficient input and response related to this program is currently not possible. This program ranked 11<sup>th</sup> in the CIP process and has not been funded by the Manager.

**Main Street Bridge-Repair/Upgrade:** This line would fund additional engineering to repair/replace the Main Street Bridge along with enhancements to the pedestrian access/use. This bridge was built in 1970 and has begun to deteriorate as a result of failure of the waterproofing membrane and other bridge deck features, including the expansion joints. This project will determine the extent of the damage to the reinforcing steel and structural beams and provide for the necessary repairs. The total cost of this project including funds expended in prior fiscal years is \$2,160,000. This bridge would be 80% funded by the State Aid program. This repair ranked 9<sup>th</sup> in the CIP process and was not funded thru capital outlay. It is recommended we reclassify funds remaining in the Davis Place Bridge fund (reimbursements from the State) to fund this project.

**Messer Street Bridge Repairs:** This line would fund the appropriate engineering funds to get this bridge approved and scheduled in the State of NH Bridge Aid Program. The current bridge was built in 1980. Recent inspection of this bridge by the State revealed that the deck on this bridge is showing signs of significant deterioration. Once approved by the State this project would be eligible for 80% funding. This bridge is not on the Red list, but there is evidence from work we’ve done on Messer St this year that the deck of this bridge is in similar condition to that which existed before repairs were done to the Fair Street Bridge deck. This project ranked 16<sup>th</sup> in the CIP process and is not recommended for funding by the Manager.

**Comprehensive Drainage Study:** This line would fund a comprehensive drainage study that would identify pipe and box culvert sizes to be used in replacing an aging and undersized drainage infrastructure. Rain events over the past four years have increased in quantity and intensity. A 25 year storm has been traditionally used as the standard for system sizing. Studies conducted by NOAA (National Oceanic and Atmospheric Administration) and UNH of the last 3 decades of rainfall data have projected significantly higher amounts of rain (volume and intensity) constituting a 25 year storm. Many areas of the City’s storm water drainage infrastructure are undersized and in varying stages of deterioration. The City estimates the overall cost of the study to be \$150,000, with the study completed in FY 2012. This study ranked 18<sup>th</sup> in the CIP process and has not been funded by the Manager.

**City Wide Drainage Improvements:** This line would fund phase one of construction along with the cost of any easements the City may have to purchase. This request is to compliment and

develop in conjunction with the Comprehensive Drainage Study proposal (above). The intent is to replace and upsize drain pipes and box culverts in areas that have proven to be vulnerable to washouts in recent years. Though the entire City needs to be addressed, the priority focus areas would include the following locations: Upper Highland St; Edwards St; Franklin St; Ashley Dr.; Eastman Shore North; Leighton Ave; Paugus Park Road; Pleasant St; Weirs Boulevard and the Little Durkee Brook drainage areas. Total project cost over the next 6 years is estimated just over \$1.3 million. These improvements ranked 17<sup>th</sup> in the CIP process and are not funded by the Manager.

**Sidewalk Improvements:** This funding would repair existing and construct new sidewalks throughout the City. Modifications would be made for ADA compliance. Sidewalks throughout the City have deteriorated and are in need of repair. Total funding requests for this line over the next six years is \$370,000. These improvements ranked 7<sup>th</sup> in the CIP process and are not funded in the Manager's budget. The Council has funded this line \$25,000.

**Anthony Drive Culvert:** These funds would replace 300 feet of existing 3' x 3' concrete box culvert with a 60" pipe, installation of a new catch basin, tree removal, tree planting, landscaping and paving. The current ARRA project is addressing the deteriorating pipe in the section on the southerly side of Anthony Drive (approximately 600'). The engineering study pointed out that though the northerly cross country section from the north edge of Anthony Drive to Parade Road is in good condition, it is considerably undersized. Completing this section up to Parade Road will complete improvements under the City's jurisdiction up to the Parade Road DOT crossing. The houses near Parade Road are still vulnerable to Parade Road overtopping but completion of this project will remove City liability. DOT will still need to accomplish their work to completely fix the problem. This project ranked 14<sup>th</sup> in the CIP process and has not been funded by the Manager.

#### INTERNAL SERVICE FUND

##### **Police:**

**Three cruisers:** This line would fund the purchase of three marked cruisers. The cost estimates are based on acquisitions and setup costs of similar vehicles. This request is part of the carefully planned replacement schedule of Police patrol vehicles. These cruisers ranked 3<sup>rd</sup> on the CIP list. The City Manager reduced this line by \$4,000. The Council has only funded one cruiser from this line. The remaining two cruisers will be funded from Special Revenue-Motorcycle Week.

**One unmarked vehicle:** This line would fund one unmarked vehicle. The unmarked vehicle will be 6 cylinder which will be more fuel efficient than the current vehicle used. This vehicle was included in the above presentation and is included in the ranking. This line has not been funded.

##### **DPW:**

**Vehicle Replacement:** This funding is requested to continue the systematic replacement of DPW fleet to reduce maintenance costs, increase efficiency and prevent unavailability of equipment during emergencies. Many of the vehicles and equipment in the fleet are aged beyond efficient economic operation but are kept despite high maintenance cost because they are needed to accomplish the mission. These vehicles ranked 12<sup>th</sup> in the CIP process and was funded at \$150,000 by the City Manager.

**Fire:**

**Fire Truck:** A request was made by the Fire Department for a new truck on the Bonded Capital Outlay page of this budget (page 16). The Council has funded monies for a used truck (\$65,000) and increased the other revenues in this budget by \$10,000 in anticipation of selling the old truck once the new truck is in service.

**Fire Pickup Truck:** This line would fund the purchase of a pick-up truck with a ¾ ton utility bed to replace the current 1998 Ford Crown Victoria. The current vehicle is 12 years old and has several areas of body rot. The engine has 65,000+ miles, the drive train is worn and the interior is worn out. The new vehicle would be used by the Fire Prevention Deputy and when needed would be used to tow our response trailers and boats as well as for hauling fire equipment after a fire. Utility cabinets would carry some fire equipment and the Deputy's fire investigation tools. This truck ranked last in the CIP process and the Manager has not funded this line.

**Replacement All Terrain Vehicle:** This line would fund the replacement of the John Deere gator. The vehicle is used extensively during Motorcycle Week and has a difficult time climbing Endicott Street when fully loaded. It is also used during forest and brush fires. This unit is critical for safe transporting of patients from the Bike Week venue or for people injured in many wooded areas of Laconia. Donations have been solicited for this vehicle. This vehicle ranked 22<sup>nd</sup> in the CIP process and is not funded by the City Manager.

**Fire-Rescue Truck:** This line would fund 50% of the cost of a medium duty equipment truck. The remaining funds would come from a State grant. This truck ranked 19<sup>th</sup> in the CIP process and has not been funded by the Manager.

<b><u>ADMINISTRATION -CAPITAL OUTLAY TO BE BONDED</u></b>				
<b><u>FY 2010-2011 BUDGET</u></b>				
<b><u>2010-2011</u></b>		<b><u>CIP</u></b>	<b><u>FY 2010-2011</u></b>	<b><u>FY 2010-2011</u></b>
<b><u>Dept</u></b>		<b><u>RANK</u></b>	<b><u>DEPT REQUEST</u></b>	<b><u>MANAGER</u></b>
<b>Parks</b>	Weirs Community Park	15	\$250,000	\$ -
<b>Fire</b>	Fire Truck	6	\$400,000	\$ -
	Central Fire Station Improvements	21	\$3,900,000	\$ -
<b>DPW</b>	Endicott Water Line	2	\$315,000	\$315,000
<b>Total City</b>			<b>\$4,865,000</b>	<b>\$315,000</b>

**ADMINISTRATION-CAPITAL OUTLAY TO BE BONDED**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

**Weirs Community Park:** This line would fund Phase 1 of 2 for the development of Weirs Community Park. Currently we are looking at a playground, walking trails, outdoor classrooms, a picnic area with a cover, and an amphitheater with bathrooms as some of the possibilities. The total project is estimated to cost \$450,000. This project ranked 15<sup>th</sup> in the CIP process and funding is not recommended by the Manager.

**Fire Truck (Engine 2):** This line would fund a replacement truck for the 1980 Mack fire truck that was purchased several years ago for \$20,000 as a temporary fix to our problem with the aging fleet. The Mack has served us well, however, it is aging and needs to be replaced. The water tank is delaminating; the pump does not reach capacity during its annual pump test and the relief valve, which is a critical safety device, often fails to function properly. The Council has funded \$65,000 for a used truck under the ISF Fund Capital Outlay in this Budget.

**Central Fire Station Improvements:** This line would fund the renovation of the existing building and a two story addition (8,000 sq ft). The first floor would be apparatus and equipment space with a kitchen and day room for on-duty firefighters. The second floor would include a new administrative area, bathrooms, training area and emergency operations area. Furniture and Equipment are included in the total cost of this project. These improvements have ranked 21<sup>st</sup> with the CIP committee and are not recommended at this time by the Manager.

**Endicott Water Line:** (Sterling to Summit) This project would extend the water line to the Gatehouse Colony Condos that are adjacent to the closed landfill off Route 11B. For over 20 years the City has been doing regular sampling of water in all residential units within 1,000 feet of the property line of the retired landfill site. In the sampling accomplished in 2008 a new parameter (Dioxane) was added to the sampling list by the State DES (Department of Environmental Services). Dioxane was discovered in the newest well at the Gatehouse Condos. Under State direction, we notified property owners of these findings and advised them that they should refrain from drinking the water until further testing was accomplished. The testing done February 2009 revealed Dioxane at a level slightly above the safe drinking limit. The extension of the water line would eliminate the use of the well with the higher level of Dioxane. We are currently providing bottled water to these residences. This project was ranked 2<sup>nd</sup> in the CIP process and is recommended by the Manager.

**ADMINISTRATION - NON DEPARTMENTAL**

**FY 2010-2011 BUDGET**

	<u>06-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u> <u>2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>OTHER</b>								
01 431 236 0000 District Court	\$26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 431 247 0000 SEA Education Reimb.	-	-	2,248	-	2,500	2,500	2,500	2,500
01 431 248 0000 Employee Service Awards	4,545	5,222	4,031	3,280	5,000	5,000	5,000	5,000
01 431 303 0000 Public Relations	2,935	765	2,553	3,184	3,000	3,000	3,000	3,000
01 431 303 0001 MIS/GIS	58,865	61,594	61,842	56,789	75,000	75,000	90,000	90,000
01 431 304 0000 O/S Contract	4,000	6,750	2,980	8,335	5,000	5,000	5,000	5,000
01 431 343 0000 Contingency	34,769	700	-	11,363	162,844	120,000	80,000	24,623
01 431 343 0005 Web Design	-	-	-	11,743	-	-	-	-
01 431 345 0000 Cemeteries	-	1,804	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	1	1	1
01 431 357 0040 MC Week Consortium	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01 431 357 0070 Cable TV	16,670	20,817	32,715	37,256	36,468	38,000	38,000	38,000
01 431 357 0072 Heritage Commission	-	-	-	44	500	500	500	500
TOTAL OTHER	\$155,566	\$133,408	\$146,604	\$172,251	\$330,069	\$289,257	\$264,257	\$208,880
<b>DEPT. O&amp;M TOTAL</b>	\$155,566	\$133,408	\$146,604	\$172,251	\$330,069	\$289,257	\$264,257	\$208,880

**ADMINISTRATION - NON DEPARTMENTAL**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SEA EDUCATION REIMBURSEMENT***

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

***EMPLOYEE SERVICE AWARDS***

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

***PUBLIC RELATIONS***

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

***MIS/GIS***

This line item funds the cost of maintaining the City's computer network web page and GIS maintenance fees. Expenses in this line include: \$27,000 for maintenance and licensing of existing software; \$5,000 software upgrades; \$11,000 firewall and virus protection; \$19,000 GIS ; \$5,000 for consulting; \$3,500 for replacement of new equipment; \$2,000 for programming; \$1,500 for training (for all departments as it relates to Munismart software), and \$1,000 for phone lines. The Manager has added \$15,000 for part time help rather than adding a full time staff member as requested.

***OUTSIDE CONTRACT***

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

***CONTINGENCY***

This budget allows for unforeseen expenditures (\$50,000). This line has been increased to include the probable retirement of a city employee. Initially the Council increased this line by \$11,000, to \$91,000 however the Council then decreased this line by \$66,377 to offset an increase in the police budget by the same amount.

***CEMETERIES***

This line item supplements the cost of maintaining the cemeteries.

***LWW HYDRANT SERVICE***

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

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

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

***MC WEEK CONSORTIUM***

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

***CABLE TV***

This line item funds the City's contribution to the Cable TV Consortium's public access TV. This line has increased 4.2%. This expense is based on operating costs for the Public Access TV and prorated by the % of subscribers in the region that are from Laconia.

***HERITAGE COMMISSION***

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

**ADMINISTRATION - SPECIAL ITEMS**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>OTHER</b>								
01 489 480 0003 Senior Center	\$9,928	\$9,928	\$9,928	\$9,928	\$9,928	\$9,928	\$7,446	\$7,446
01 489 480 0005 Community Action	47,193	47,193	47,193	49,552	49,552	49,552	49,552	49,552
01 489 480 0007 Com. Health & Hospice	58,000	58,000	58,000	58,000	58,000	58,000	42,000	58,000
01 489 480 0011 Laconia Airport Authority	10,000	10,000	10,000	10,000	-	10,000	10,000	10,000
01 489 480 0012 Humane Society	23,000	24,500	24,800	24,876	25,000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	3,300	3,300	3,300	3,300	2,475	3,300	1,650	1,650
01 489 480 0014 Child & Family Services	10,000	8,000	7,000	3,500	3,500	10,000	2,625	2,625
01 489 480 0015 AM Teen Project	3,000	2,000	-	-	-	1,200	-	-
01 489 480 0017 Veterinarian Costs	300	-	279	-	300	300	300	300
01 489 480 0018 Lakes Region Assn	500	500	-	-	375	2,500	375	375
01 489 480 0020 Main Street Program	20,000	20,000	-	-	-	-	-	-
01 489 480 0021 Youth Service-Upswing	8,937	8,937	8,937	4,000	3,000	-	-	-
01 489 480 0022 Human Relations	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01 489 480 0023 Laconia/Welrs Beach Chamber	500	500	500	500	500	500	500	500
01 489 480 0024 Kiwanis	10,000	10,000	10,000	10,000	-	10,000	10,000	10,000
01 489 480 0026 Welrs Beach Fire Works	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
01 489 480 0025 Laconia Trails with Rails	20,000	20,000	20,000	15,000	7,500	20,000	7,500	7,500
01 489 480 0027 Genesis Behavioral Health	-	8,000	8,000	8,000	8,000	25,471	6,000	8,000
01-489-480-0028 Boys and Girls Club	-	-	3,000	3,000	2,250	3,500	1,500	1,500
01-489-480-0029Downtown Economic Developmt	-	-	-	-	5,643	-	-	-
01-489-480-0030 Winnipisaukee Transit System	-	-	-	5,000	3,750	3,750	2,500	2,500
01-489-480-0031 Milfoil Treatment	-	-	-	4,950	5,000	5,000	5,000	5,000
American Red Cross	-	-	-	-	-	7,755	-	-
CASA	-	-	-	-	-	500	-	-
Lake Opechee Preservation	-	-	-	-	-	20,000	-	-
<b>TOTAL OTHER</b>	<b>\$229,658</b>	<b>\$235,858</b>	<b>\$215,937</b>	<b>\$214,606</b>	<b>\$189,773</b>	<b>\$271,256</b>	<b>\$178,948</b>	<b>\$194,948</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$229,658</b>	<b>\$235,858</b>	<b>\$215,937</b>	<b>\$214,606</b>	<b>\$189,773</b>	<b>\$271,256</b>	<b>\$178,948</b>	<b>\$194,948</b>

**ADMINISTRATION - SPECIAL ITEMS**  
**ACCOUNT DESCRIPTIONS**  
**BUDGET 2010-2011**

***SENIOR CENTER***

The Senior Center provides social, recreational, educational and health services to Laconia's senior residents. This line has been reduced by the Manager by 25%.

***COMMUNITY ACTION***

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

***COMMUNITY HEALTH AND HOSPICE***

This agency funds home health care, youth family support services and hospice services to the City. Level funding is requested. The Manager has reduced this line by 25%. This line was level funded by the Council.

***LACONIA AIRPORT AUTHORITY***

The LAA appropriation provides matching funds for the local airport in order to allow them to accept various state and federal grants. LAA has requested the same amount from the Town of Gilford.

***HUMANE SOCIETY***

This agency houses and boards stray dogs and unlicensed dogs collected in the City. This line has been level funded and reflects the new contract to take effect on July 1, 2010 thru June 30, 2011.

***NEW BEGINNINGS***

This is a 24 hour crisis phone line providing safe homes, food, clothing, emergency transportation and peer support to victims of domestic and sexual assault. This line has been reduced by the Manager in the amount of \$825 from prior year funding.

***CHILD & FAMILY SERVICES/LAKES REGION FAMILY SERVICES***

This agency funds a variety of family support services including counseling for a variety of problems including death, divorce, substance use, abuse and neglect, and other social and mental health issues. The Agency is requesting an increase of \$6,500 in its funding. The Manager has reduced this line by \$875 from prior year funding.

***AM TEEN PROJECT-APPALACHIAN MOUNTAIN TEEN PROJECT***

This line would fund the regional activity based mentoring project. Teen participants live in families that face multiple economic, social and emotional stressors. This line has not been funded.

***VETERINARIAN COSTS***

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

### ***LAKES REGION ASSN***

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

### ***HUMAN RELATIONS***

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

### ***LACONIA/WEIRS BEACH CHAMBER***

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

### ***KIWANIS***

This line item serves as a contribution to Kiwanis for the 4<sup>th</sup> of July fireworks.

### ***WEIRS BEACH FIRE WORKS***

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

### ***LACONIA TRAILS WITH RAILS (WOW)***

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

### ***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 has requested an increase in this line of \$17,471. The Manager has reduced this line by 25%. This line was level funded by the Council.

### ***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 Club has requested an increase of \$1,250 over last year's funding level. The Manager has reduced this line by \$750 from prior year funding.

### ***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. They have requested level funding. The Manager has reduced this line by \$1,250 from prior year funding.

### ***MILFOIL TREATMENT***

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

***AMERICAN RED CROSS***

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

**CASA (Court Appointed Special Advocates)**

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

**LAKE OPECHEE PRESERVATION**

This request is for \$20,000 for 3 years to assist with the treatment of Milfoil in Lake Opechee. The Council funded this line in FY10 in the amount of \$12,300 (from contingency). The Manager has not funded this line.

**ADMINISTRATION - LICENSING BOARD**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 404 101 0000 Clerk (PT)	\$7,848	\$6,819	\$7,513	\$8,980	<b>\$8,958</b>	\$6,687	\$6,687	<b>\$6,687</b>
01 404 105 0000 Overtime	<u>217</u>	<u>548</u>	<u>616</u>	<u>-</u>	<b>500</b>	<u>500</u>	<u>500</u>	<b>500</b>
TOTAL SALARIES	\$8,065	\$7,367	\$8,129	\$8,980	<b>\$9,458</b>	\$7,187	\$7,187	<b>\$7,187</b>
<b>OTHER</b>								
01 404 207 0000 Postage	\$521	\$258	\$239	\$266	<b>\$350</b>	\$350	\$350	<b>\$350</b>
01 404 212 0000 Copier	281	143	96	137	<b>250</b>	250	250	<b>250</b>
01 404 214 0000 Supplies	1,557	469	709	651	<b>800</b>	800	800	<b>800</b>
01 404 234 0000 Vehicle Rental	350	502	215	300	<b>500</b>	500	500	<b>500</b>
01 404 303 0000 Misc.	464	421	417	384	<b>450</b>	450	450	<b>450</b>
01 404 401 0000 Equipment	<u>1,317</u>	<u>809</u>	<u>959</u>	<u>1,745</u>	<b>500</b>	<u>500</u>	<u>500</u>	<b>500</b>
TOTAL OTHER	\$4,490	\$2,602	\$2,634	\$3,483	<b>\$2,850</b>	\$2,850	\$2,850	<b>\$2,850</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$12,555</b>	<b>\$9,969</b>	<b>\$10,763</b>	<b>\$12,463</b>	<b>\$12,308</b>	<b>\$10,037</b>	<b>\$10,037</b>	<b>\$10,037</b>

**ADMINISTRATION-LICENSING BOARD**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk	5	3	52	10	\$12.86	\$128.60	\$6,687.20
								<b>\$6,687.20</b>

**ADMINISTRATION - LICENSING BOARD**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

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

***OVERTIME***

This line item funds overtime for hourly personnel.

***POSTAGE***

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

***COPIER***

This line item covers the expense of producing copies.

***SUPPLIES***

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

***VEHICLE RENTAL***

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

***MISC***

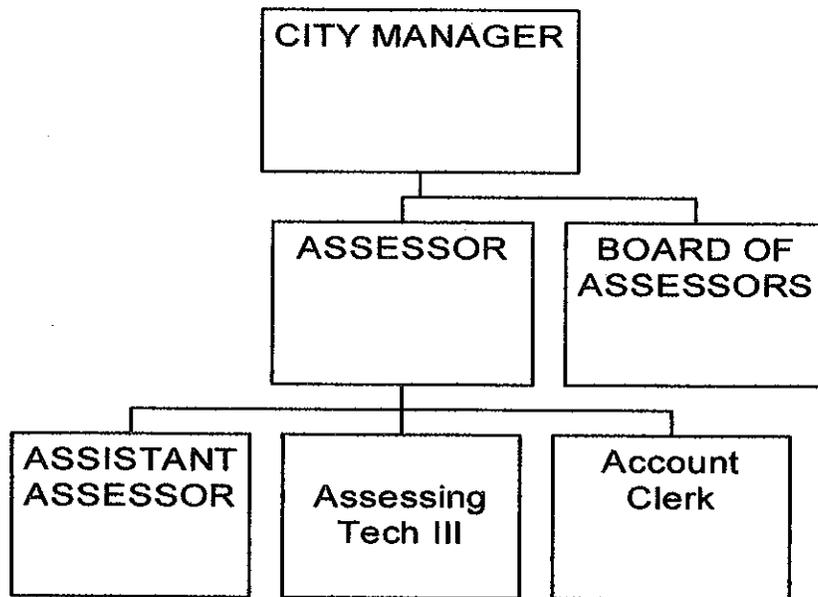
This line item covers unanticipated costs for the Board.

***EQUIPMENT***

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

# ASSESSING

## FY 2010-2011 BUDGET



**ASSESSING**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u> <u>2010</u>	<u>2010-</u> <u>2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u> <u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 411 101 0000 Salaries	\$137,876	\$132,988	\$149,088	\$154,658	\$176,517	\$185,740	\$185,740	\$185,740
01 411 105 0000 Overtime	141	-	39	73	100	100	100	100
01 411 106 0000 Sick-Hurt	2,366	3,832	10,969	8,765	-	-	-	-
01 411 107 0000 Holidays	2,540	2,694	2,662	3,897	-	-	-	-
01 411 108 0000 Vacations	2,300	4,459	4,080	2,966	-	-	-	-
01 411 109 0000 Longevity	60	60	30	60	90	90	90	90
01 411 115 0000 SalaryAdj.	-	-	-	-	5,526	5,900	5,900	5,900
<b>TOTAL SALARIES</b>	<b>\$145,283</b>	<b>\$144,033</b>	<b>\$166,868</b>	<b>\$170,419</b>	<b>\$182,233</b>	<b>\$191,830</b>	<b>\$191,830</b>	<b>\$191,830</b>
<b>OTHER</b>								
01 411 201 0000 Telephones	\$1,257	\$1,589	\$1,253	\$1,213	\$1,600	\$1,500	\$1,500	\$1,500
01 411 207 0000 Postage	1,126	703	1,083	911	4,000	4,000	4,000	2,000
01 411 210 0000 Advertising	-	-	233	-	1,000	500	500	-
01 411 212 0000 Copier	534	1,185	1,239	1,389	1,500	1,500	1,500	1,500
01 411 214 0000 Supplies	3,456	3,760	4,495	4,684	4,200	4,500	4,500	4,000
01 411 229 0000 Registry-Deeds	7	-	194	168	100	100	100	100
01 411 233 0000 Maint-Agreement	7,700	8,125	8,325	8,200	9,500	10,500	10,500	9,500
01 411 234 0000 Vehicle Rental	5,987	5,868	6,113	5,298	8,000	7,000	7,000	6,000
01 411 242 0000 Travel-Meetings	252	12	497	437	300	300	300	300
01 411 245 0000 Conference-Dues	635	655	1,077	530	1,200	1,000	1,000	1,000
01 411 247 0000 Training	1,600	395	2,090	610	1,500	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	12,582	39,190	29,626	53,485	15,000	15,000	15,000	15,000
01-411-401-0000 Equipment	-	-	-	6,981	-	-	-	-
<b>TOTAL OTHER</b>	<b>\$35,136</b>	<b>\$61,482</b>	<b>\$56,225</b>	<b>\$83,906</b>	<b>\$47,900</b>	<b>\$47,400</b>	<b>\$47,400</b>	<b>\$42,400</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$180,419</b>	<b>\$205,515</b>	<b>\$223,093</b>	<b>\$254,325</b>	<b>\$230,133</b>	<b>\$239,230</b>	<b>\$239,230</b>	<b>\$234,230</b>

**ASSESSING**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually	
1	Assessor	25	**		35		\$1,400.51	\$72,826.52	
1	Assist Assessor	16	**		35		\$868.92	\$45,183.84	
1	Assessing Tech III*	13	9	52	35	\$22.37	\$782.95	\$40,713.40	
1	Acct Clerk	7	2	2	35	\$14.19	\$496.65		
		7	3	50		\$14.87	\$520.45	\$27,015.80	
<b>Total Assessor</b>								<b>\$185,739.56</b>	

\*\* Potential raise will be included in salary adjustment line of budget

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

**Assessing Office Activities**

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

**2010-2011 Objectives**

- Complete and mail the initial MS-1 by Sept. 1, 2010
- Complete new construction and sales inspections by Aug. 30 2010
- Complete Sales Analysis by October 3, 2010 and complete final MS-1 by Oct. 17, 2010
- Complete City-wide Revaluation

**2010-2011 Performance Measure**

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

**ASSESSING**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

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

***OVERTIME***

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

***LONGEVITY***

This line item funds longevity payments to eligible employees.

***SALARY ADJUSTMENT***

This line item funds possible pay increases based upon performance to eligible employees. This line has been budgeted at 5% for eligible employees.

***TELEPHONE***

This line item funds the cost of telephone connections with related costs. This line has been decreased due to prior year's actual usage.

***POSTAGE***

This line item funds the cost of postage for general correspondence, annual assessment valuation notification letters and abatement letters. This line has been decreased by \$2,000.

***ADVERTISING***

This line item funds the cost of advertising for employee vacancies, public relations articles, and meetings, etc. This line has not been funded.

***COPIER***

This line item funds day-to-day copying.

***SUPPLIES***

This line item funds the cost of general office supplies. This line has been slightly increased in anticipation of inflation. The City Manager has decreased this line by \$500.

***REGISTRY OF DEEDS***

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

***MAINTENANCE AGREEMENT***

This line item funds software licenses and annual support for appraisal system (Vision). It has been increased slightly in anticipation of an increase from Vision Appraisal. This line has been decreased \$1,000 by the Council after discussion with the Assessor.

***VEHICLE RENTAL***

This line item funds the hourly cost of the operation of a city vehicle used by the department. This line has been decreased \$1,000.

***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.

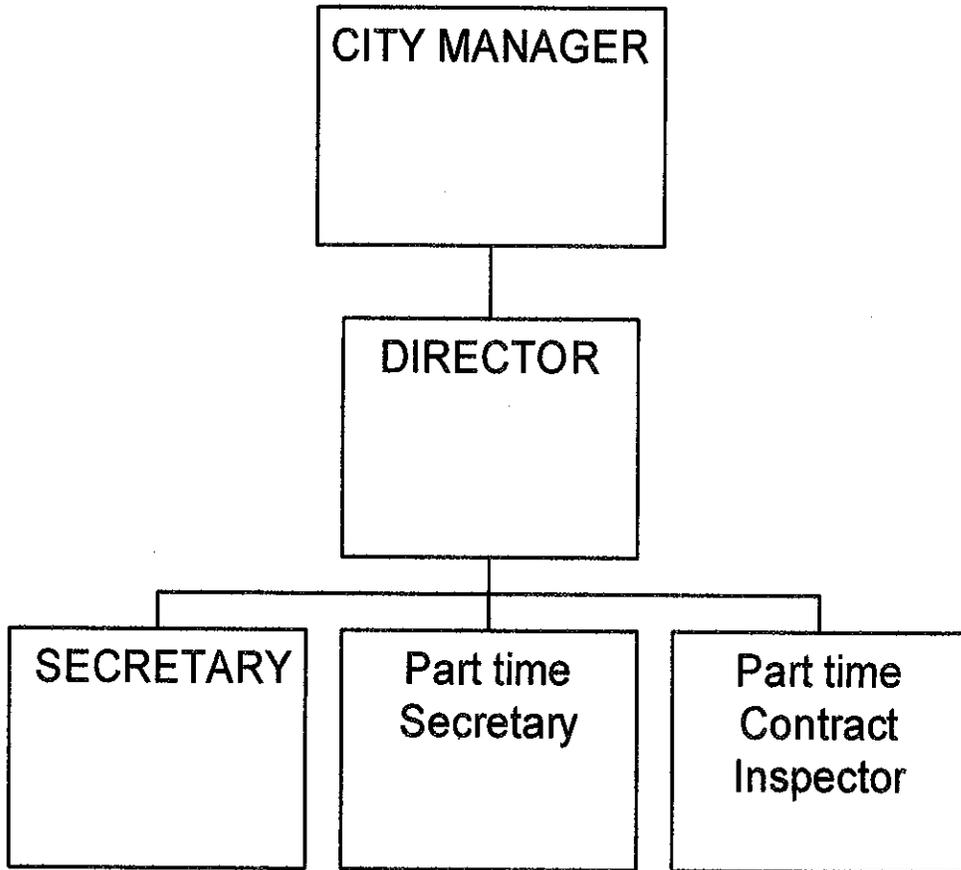
***TRAINING***

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.

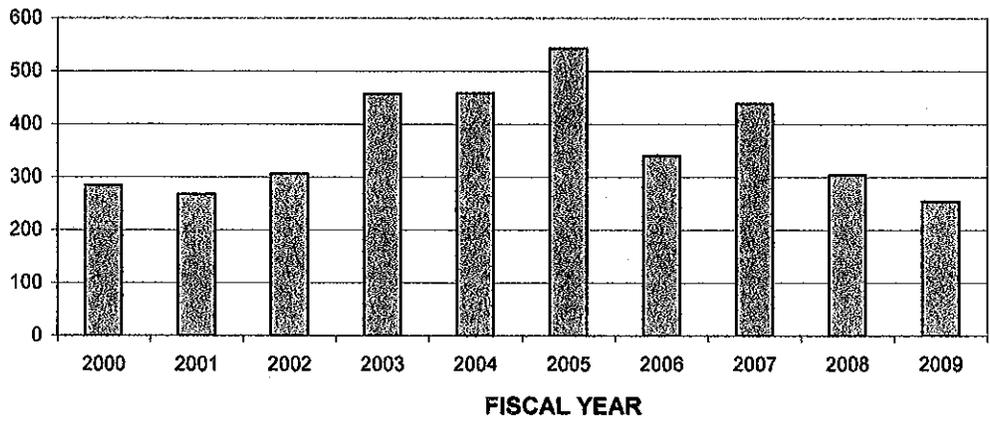
***OUTSIDE CONTRACTS***

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.

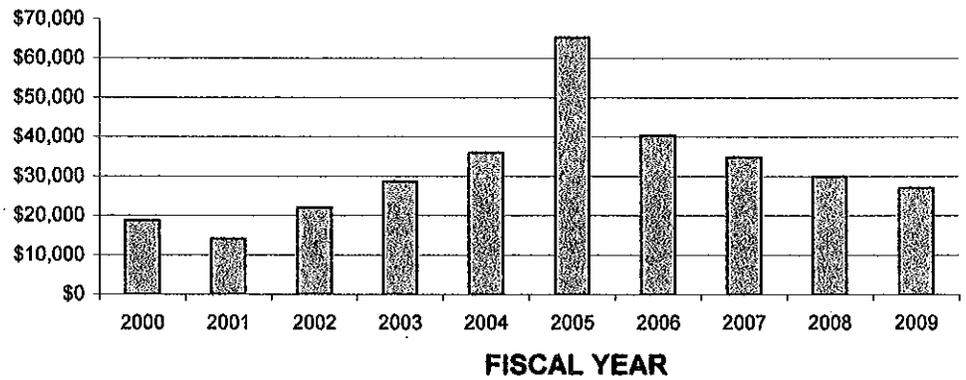
**CODE ENFORCEMENT  
FY 2010-2011 BUDGET**



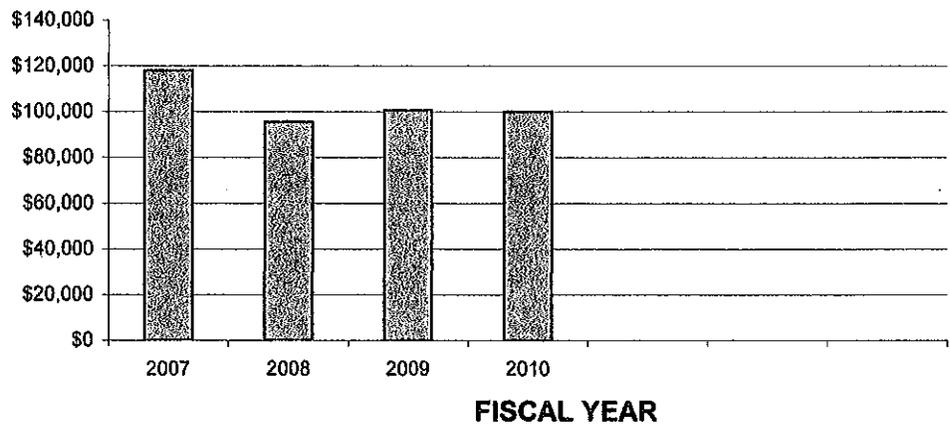
### BUILDING PERMITS - LAST TEN YEARS



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



### CODE ENFORCEMENT PERMIT REVENUES



**CODE ENFORCEMENT**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u> <u>2010</u>	<u>2010-2011</u> <u>DEPT.</u>	<u>2010-2011</u> <u>MANAGER</u>	<u>2010-2011</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQ.</u>		
<b>SALARIES</b>								
01 407 101 0000 Salaries	\$81,597	\$76,971	\$78,837	\$89,387	\$108,598	\$105,307	\$105,307	\$100,307
01 407 105 0000 Overtime	286	-	258	36	-	-	-	-
01 407 106 0000 Sick-Hurt	212	899	455	755	-	-	-	-
01 407 107 0000 Holidays	953	1,075	1,122	1,321	-	-	-	-
01 407 108 0000 Vacations	640	1,487	1,049	927	-	-	-	-
01 407 109 0000 Longevity	-	-	-	-	60	60	60	60
01 407 115 0000 Salary Adj.	-	-	-	-	3,012	3,012	3,012	3,012
<b>TOTAL SALARIES</b>	<b>\$83,688</b>	<b>\$80,432</b>	<b>\$81,721</b>	<b>\$92,426</b>	<b>\$111,670</b>	<b>\$108,379</b>	<b>\$108,379</b>	<b>\$103,379</b>
<b>OTHER</b>								
01 407 201 0000 Telephones	\$1,925	\$2,235	\$1,977	\$1,910	\$2,000	\$2,000	\$2,000	\$2,000
01 407 207 0000 Postage	362	416	594	268	750	750	750	750
01 407 210 0000 Notices	-	-	155	46	200	200	200	200
01 407 212 0000 Copier	454	508	559	225	1,000	1,000	1,000	500
01 407 214 0000 Supplies	2,798	2,021	1,816	2,452	2,500	2,500	2,500	2,500
01 407 234 0000 ISF/Vehicle Rental	3,605	3,729	6,845	5,794	7,500	7,500	7,500	6,500
01 407 242 0000 Travel-Meetings	-	24	206	240	500	500	500	500
01 407 245 0000 Conference-Dues	290	540	480	210	300	300	300	300
01 407 247 0000 Training	75	150	169	360	500	500	500	500
01 407 304 0000 O/S Contracts	30,801	35,601	39,623	41,396	24,000	29,000	29,000	28,500
01 407 304 0001 Prop Maint Enforcmt	-	9,620	10,160	8,460	10,000	10,000	10,000	9,000
01 407 401 0000 Equipment	779	3,301	1,738	158	1,500	1,500	1,500	1,500
<b>TOTAL OTHER</b>	<b>\$41,089</b>	<b>\$58,145</b>	<b>\$64,322</b>	<b>\$61,519</b>	<b>\$50,750</b>	<b>\$55,750</b>	<b>\$55,750</b>	<b>\$52,750</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$124,777</b>	<b>\$138,577</b>	<b>\$146,043</b>	<b>\$153,945</b>	<b>\$162,420</b>	<b>\$164,129</b>	<b>\$164,129</b>	<b>\$156,129</b>

**CODE ENFORCEMENT**  
**FY 2010-2011 BUDGET**

Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
Code Enf. Director	22	**	52			\$1,062.37	\$55,243.24
Secretary*	9	6	44	35	\$17.49	\$612.15	
	9	7	8	35	\$17.83	\$624.05	\$31,927.00
STIPEND FOR HEALTH OFFICER							\$1,000.00
Part time Clerk Typist	3	3	52	20	\$11.67		\$12,136.80
<b>Total Code Enforcement</b>							<b>\$100,307.04</b>

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

\*\* Potential raise for department head included in salary adjustment line of budget

**Code Enforcement Activities**

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

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

**New fee schedule anticipated revenue**

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

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

Total application and permit fees for fy09= \$135,548

**2010-2011 Performance Measures**

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

-To more comprehensively pursue Code Violations in District Court.

**CODE ENFORCEMENT**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

This line funds salaries for 2 full time and 1 part time employee. The Director salary has been reduced by \$5,000.

***LONGEVITY***

This line funds the employee eligible for longevity.

***SALARY ADJUSTMENT***

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

***TELEPHONES***

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

***POSTAGE***

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

***NOTICES***

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

***COPIER***

This line item funds the cost of copying for the department. This line has been reduced by \$500.

***SUPPLIES***

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

***VEHICLE RENTAL***

This line item funds the cost of operation of a city vehicle used by the Code Enforcement Department as well as replacement costs. This vehicle is a shared use between the Director of Code Enforcement and the Assistant Code Officer. This line item has been reduced by \$1,000.

***TRAVEL-MEETINGS***

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

***CONFERENCE-DUES***

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

***TRAINING***

This line funds advanced training for the Director and an assistant to insure a desired level of acumen through education in code enforcement. Every attempt will be made to attend seminars offered at little or no cost to the City. However, most training involves the procurement of materials, registration fees and other related expenses. This line is level funded.

***OUTSIDE CONTRACT***

The part-time contract assistant Code Officer is currently performing routine inspectional duties at 20+ hours per week. The Code Enforcement Office should have been staffed with a Director and full-time inspector years ago, for a City of this size and workload. The Code Department has the ability within the City's government to fund most of its operating costs through building and electrical fees, rather than through tax revenues. The Director will again monitor fee structure to evaluate revenues. This line has been increased \$4,500 to cover the additional costs of monitoring a large project within the city during FY11.

***PROPERTY MAINTENANCE ENFORCEMENT***

This new line to the budget was added by the City council in F/Y 06-07 to enforce the current code regarding property maintenance. This line has been reduced \$1,000.

***EQUIPMENT***

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

**CONSERVATION COMMISSION**

**CONSERVATION COMMISSION**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u> <u>2010</u>	<u>2010-2011</u> <u>DEPT.</u>	<u>2010-2011</u> <u>MANAGER</u>	<u>2010-</u> <u>2011</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQ.</u>		
<b>SALARIES</b>								
01 422 101 0000 Salaries	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250
TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250
<b>OTHER</b>								
01 422 207 0000 Postage	\$97	\$114	\$134	\$108	\$200	\$200	\$200	\$200
01 422 208 0000 Printing	-	69	226	-	100	100	100	100
01 422 212 0000 Copier	5	58	7	15	120	120	120	120
01 422 214 0000 Supplies	43	269	23	-	600	600	600	600
01 422 247 0000 Training	-	275	140	60	300	800	800	800
01 422 303 0000 Misc.	275	300	634	-	1,500	1,000	1,000	1,000
01 422 390 0000 Annual Fees	100	709	578	578	900	900	900	900
TOTAL OTHER	\$520	\$1,794	\$1,742	\$761	\$3,720	\$3,720	\$3,720	\$3,720
<b>DEPT. O&amp;M TOTAL</b>	\$520	\$1,794	\$1,742	\$761	\$3,970	\$3,970	\$3,970	\$3,970

**CONSERVATION COMMISSION**  
**FY 2010-2011**

***SALARIES***

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

***POSTAGE***

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

***PRINTING***

This line item funds the printing costs for the Commission.

***COPIER***

The line funds the cost of copies for the Commission.

***SUPPLIES***

This line funds miscellaneous supplies needed for the Commission.

***TRAINING***

This line funds the training needs of the Commission. This line has been increased \$500.

***MISCELLANEOUS***

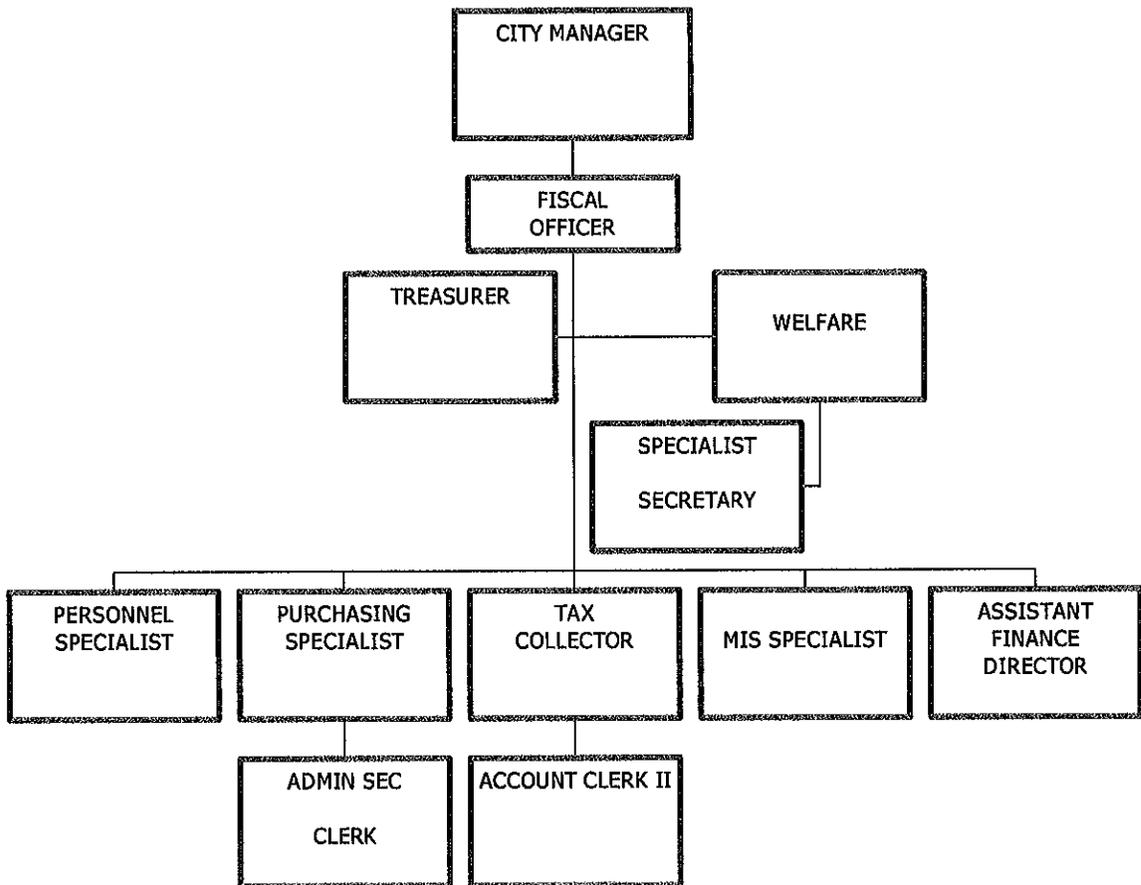
This line funds miscellaneous expenses for the Commission. Any remaining costs for the NRI study would be funded from this line, as well as funding water sampling efforts for Paugus Bay. This line has been decreased by \$500.

***ANNUAL FEES***

This line funds annual membership fees.

# FINANCE

## FY 2010-2011 BUDGET



**FINANCE - EMPLOYEE BENEFITS**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
						<u>REQ.</u>		
<b>OTHER</b>								
01 429 120 0000 Social Security	\$243,368	\$248,962	\$272,064	\$279,505	<b>\$301,348</b>	\$298,880	\$298,858	<b>\$298,858</b>
01 429 130 0000 Health Insurance	477,642	563,999	588,793	651,066	<b>655,888</b>	729,455	721,455	<b>721,455</b>
01 429 135 0000 Retirement	103,594	105,213	165,742	156,070	<b>190,810</b>	190,313	189,225	<b>189,225</b>
TOTAL OTHER	\$824,604	\$918,174	\$1,026,599	\$1,086,641	<b>\$1,148,046</b>	\$1,218,648	\$1,209,538	<b>\$1,209,538</b>
<b>DEPT. O&amp;M TOTAL</b>	\$824,604	\$918,174	\$1,026,599	\$1,086,641	<b>\$1,148,046</b>	\$1,218,648	\$1,209,538	<b>\$1,209,538</b>

**FINANCE - EMPLOYEE BENEFITS**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 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.

***HEALTH INSURANCE***

This line item funds the cost of health insurance premiums for all employees except Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer Fund. In the Department Request column this line reflects increase of 7.8% for the guaranteed maximum as set forth by our insurance provider. This line is net of employee contributions. The Manager has decreased this line to reflect the denial of new staff for the finance/MIS area.

***RETIREMENT***

This line item funds the cost of the city contribution to the New Hampshire Retirement System (NHRS) for all departments except Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer Fund. The rate of employer contribution is budgeted at 9.16%. This line was decreased to reflect the denial of new staff for the finance/MIS area.

**FINANCE - FISCAL**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u> <u>2010</u>	<u>2010-</u> <u>2011</u>	<u>2019-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET.</u>	<u>DEPT.</u> <u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 403 101 0000 Salaries	\$341,150	\$353,710	\$383,863	\$390,192	\$431,391	\$442,897	\$424,697	\$424,697
01 403 105 0000 Overtime	592	303	400	593	500	500	500	500
01 403 106 0000 Sick-Hurt	4,526	2,517	7,642	18,068	-	-	-	-
01 403 107 0000 Holidays	4,295	3,924	6,498	7,361	-	-	-	-
01 403 108 0000 Vacations	5,047	3,113	6,693	17,463	-	-	-	-
01 403 109 0000 Longevity	390	390	390	480	540	360	360	360
01 403 115 0000 Salary Adj.	-	-	-	-	21,501	18,019	18,019	18,019
<b>TOTAL SALARIES</b>	<b>\$356,000</b>	<b>\$363,957</b>	<b>\$405,486</b>	<b>\$434,157</b>	<b>\$453,932</b>	<b>\$461,776</b>	<b>\$443,576</b>	<b>\$443,576</b>
<b>OTHER</b>								
01 403 201 0000 Telephones	\$2,912	\$2,527	\$2,847	\$1,840	\$3,000	\$3,000	\$3,000	\$3,000
01 403 207 0000 Postage	12,744	13,613	15,339	16,322	16,000	17,000	17,000	17,000
01 403 212 0000 Copier	2,028	2,811	3,564	4,343	3,500	4,000	4,000	4,000
01 403 214 0000 Supplies	5,689	8,441	8,285	8,287	8,500	8,500	8,500	8,500
01 403 214 0001 Supplies - OREO/Fees	-	-	2,537	3,364	3,000	3,500	3,500	3,500
01 403 221 0000 Audit	31,549	29,462	25,959	17,363	30,000	30,000	30,000	25,000
01 403 225 0000 Mortgage Research	1,790	2,282	2,768	3,312	3,000	3,500	3,500	3,500
01 403 229 0000 Registry of Deeds	840	950	1,226	1,623	1,500	1,500	1,500	1,500
01 403 233 0000 Maint. Agreements	6,015	6,381	6,819	6,311	7,000	7,000	7,000	7,000
01 403 234 0000 Vehicle Rental	627	240	727	577	800	800	800	800
01 403 245 0000 Conference-Dues	2,521	2,945	2,573	2,163	3,000	3,000	3,000	2,000
01 403 246 0000 Temporary Labor Finance	-	-	1,504	675	-	-	-	-
01 403 247 0000 Training	884	500	384	809	1,000	1,000	1,000	1,000
01 403 401 0000 Equipment	1,183	2,000	137	525	13,500	1,500	1,500	1,500
<b>TOTAL OTHER</b>	<b>\$68,782</b>	<b>\$72,152</b>	<b>\$74,669</b>	<b>\$67,514</b>	<b>\$93,800</b>	<b>\$84,300</b>	<b>\$84,300</b>	<b>\$78,300</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$424,782</b>	<b>\$436,109</b>	<b>\$480,155</b>	<b>\$501,671</b>	<b>\$547,732</b>	<b>\$546,076</b>	<b>\$527,876</b>	<b>\$521,876</b>

**FINANCE**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director	26	**	52	35		\$1,617.39	\$84,104.28
1	Personnel Spec.	18	**	52	35		\$957.10	\$49,769.20
1	Purch Spec.	18	**	52	35		\$957.10	\$49,769.20
1	Tax Collector	19	**	52	35		\$788.00	\$40,976.00
1	Assist Fin Director	19	**	52	35	\$21.98	\$769.30	\$40,003.60
1	Finance Clerk	9H	***	52	35	\$17.85	\$624.75	\$32,487.00
1	Admin. Secretary	9	10	52	35	\$18.73	\$655.55	\$34,088.60
1	Tax Clerk	5	3	52	25	\$12.86	\$321.50	\$16,718.00
1	Treasurer							\$10,500.00
1	MIS Specialist Temporary Help less reimbursements from Water & Sewer Fund	23	*	52	35	\$34.77	\$1,216.95	\$63,281.40 \$10,000.00 (\$7,000.00)
<b>Total Finance</b>								<b>\$424,697.28</b>

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

Additional hours worked are budgeted in the temporary help line

\*\*Will be reviewed during the year with possible raises 5%

\*\*\*Will be reviewed during the year with possible raises 0-10%

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

**Finance Office Activities**

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

**2010-2011 Performance Measure**

- Insure stability in the City's computer network
- Work with MIS on Disaster Recovery Planning and departments within City Hall to ensure we are prepared to continue business off premise if necessary
- Continue efforts to update or create procedure manuals

**FINANCE – FISCAL**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

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

***OVERTIME***

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

***LONGEVITY***

This line item funds a longevity payment to eligible employees.

***SALARY ADJUSTMENT***

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

***TELEPHONES***

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

***POSTAGE***

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

***COPIER***

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

***SUPPLIES***

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

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

This line funds the cost of various expenses related to our tax deeded properties including the cost of condo fees. This line has been increased slightly to cover estimated costs.

***AUDIT***

This line item funds the cost of a contract for the City's annual audit including new required accounting standards. This line has been decreased \$5,000.

***MORTGAGE RESEARCH***

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

***REGISTRY OF DEEDS***

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

***MAINTENANCE AGREEMENT***

This line item funds the cost of maintenance agreements on telephone equipment, two printers and postage machine.

***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. This line has been decreased \$1,000.

***TRAINING***

This line item funds the cost of training such as attending seminars on GAAP updates, GASB updates, personnel law as well as computer training. This line has been level funded.

***EQUIPMENT***

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

**FINANCE - INSURANCE**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u>	<u>2010-</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2010</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
					<u>BUDGET</u>	<u>REQ.</u>		
<b>OTHER</b>								
01 433 123 0000 Unemployment Ins.	(\$264)	\$1,513	\$1,166	\$3,549	\$3,000	\$4,500	\$4,500	\$4,500
01 433 125 0000 Workers Comp. Ins	156,768	206,841	220,060	172,483	215,000	215,000	209,500	209,500
01 433 218 0000 Property & Liability Ins	155,696	191,849	195,997	206,858	220,000	220,000	214,500	201,500
01 433 218 0002 Wellness Program	266	494	1,323	1,027	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	140	131	1,334	307	1,500	1,500	1,500	1,500
01 433 218 0007 Claims	5,366	5,067	1,578	4,528	5,000	5,000	5,000	5,000
TOTAL OTHER	\$317,972	\$405,895	\$421,458	\$388,752	\$446,000	\$447,500	\$436,500	\$423,500
<b>DEPT. O&amp;M TOTAL</b>	\$317,972	\$405,895	\$421,458	\$388,752	\$446,000	\$447,500	\$436,500	\$423,500

**FINANCE – INSURANCE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***UNEMPLOYMENT***

This line item funds the cost of the City payment to Primex for the Unemployment Compensation Program. This line increased this year due to the changes in taxable wages from \$8,000 to \$10,000 of earnings per employee for the first half of the year and another change in taxable wages for the second half of the fiscal year (\$12,000). The rate has increased from .18% to .19%

***WORKERS COMPENSATION***

This line item funds the cost of the city payment to Primex for Workmen's Compensation. Again this year, we are able to lower the premium amount by participating in the PRIME program (the 10 best risk management practices) and having signed a multiyear agreement with Primex also resulted in an additional discount on our premium. This year the loss ratio factor (at least for the first half of the fiscal year) increased from .90 to .95.

***PROPERTY-LIABILITY***

This line item funds the cost of property and public officials' liability insurance. This line also reflects the multiyear discount from Primex and has been decreased by contributions that we expect to receive from Sanitary Sewer, Water and the Airport. This line has been decreased \$13,000 to reflect anticipated costs.

***WELLNESS PROGRAM***

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

***SAFETY TRAINING***

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

***CLAIMS***

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

**FINANCE - PRINCIPAL & INTEREST  
FY 2010-2011 BUDGET**

	ORIGINAL	YRS	BAL.DUE	YRS	09-10 P & I	2010-2011	2010-2011	2010-2011	%	10-11/
	DEBT		07/01/10	REM.		PRINCIPAL	INTEREST	P & I	09-10	
<b>BONDED DEBT</b>										
<b>MUNICIPAL BONDS</b>										
1989 Reval. Update	\$96,000	20	-	0	\$4,777	-	-	-		
1990 PW & P&R	\$2,309,301	20	115,000	1	\$130,526	115,000	7,762	122,762	-5.9%	
1996 Capital Imp.	\$1,125,000	20	376,334	6	\$76,708	56,050	17,688	73,738	-3.9%	
2000 Capital Imp	\$620,000	10	-	0	\$63,300	-	-	-		
2000 Capital Imp #2	\$1,626,000	10	162,500	1	\$175,114	162,500	4,225	166,725	-4.8%	
2001 Capital Imp	\$3,565,000	20	2,125,000	12	\$285,130	180,000	97,142	277,142	-2.8%	
2002 Capital Imp	\$754,375	10	225,000	3	\$85,500	75,000	7,500	82,500	-3.5%	
2002 Capital Imp	\$2,029,000	20	1,300,000	13	\$160,150	100,000	56,150	156,150	-2.5%	
2003 Library Renovation & addition	\$2,347,500	20	1,555,000	14	\$193,275	115,000	72,525	187,525	-3.0%	
2006 Capital Imp	\$410,861	9	246,516	6	\$52,590	41,086	9,861	50,947	-3.1%	
2009 Transfer Station Debt	\$1,045,000	10	948,730	8	\$142,645	100,000	42,450	142,450	-0.1%	
2008 Aerial Fire Truck	\$950,000	10	760,000	8	\$121,334	95,000	23,408	118,408	-2.4%	
2011 Weirs Boardwalk	\$800,000	20	800,000	19	\$20,000	40,000	32,168	72,168		
2010 Anthony Drive Drainage Improvments*	\$437,000	20	218,500	19	\$7,500	10,925	8,181	19,106		
2010 Revaluation	\$350,000	5	350,000	4	\$8,750	67,350	9,322	76,672		
2011 Endicott Water Line **	\$315,000	20	-	-	-	-	6,300	6,300		
2011 Weirs Boardwalk Supplement***	\$400,000	20	-	-	-	-	8,000	8,000		
<b>TOTAL CITY</b>			9,182,580		\$1,527,299	1,157,911	402,682	1,560,593		2.2%
<b>Reductions:</b>										
Fire Truck ARRA \$						(\$95,000)		(\$95,000)		
Capital Improvements 02-03						(\$8,502)		(\$8,502)		
Capital Improvements 05-06						(\$41,086)		(\$41,086)		
<b>NET Cost after reductions</b>						<b>\$1,013,323</b>	<b>\$402,682</b>	<b>\$1,416,005</b>		
<b>SCHOOL BONDS</b>										
1989 School Proj.	\$200,000	20	-	0	\$9,988	-	-	-		
1996 Capital Imp.	\$280,000	20	\$79,716	6	\$19,818	\$13,950	\$4,402	\$18,352	-7.4%	
1999 Capital Imp.	\$400,000	10	-	0	\$42,200	-	-	-		
2000 School Renovations	\$2,175,000	10	\$217,500	1	\$234,383	\$217,500	\$5,855	\$223,155	-4.8%	
2001 School Renovations	\$6,223,000	20	\$3,650,000	12	\$494,997	\$310,000	\$171,241	\$481,241	-2.8%	
2002 School Renovations	\$4,123,300	20	\$2,665,000	13	\$333,740	\$205,000	\$120,028	\$325,028	-2.6%	
2008 MM School Construction	\$22,844,000	29	\$19,666,565	26	\$1,483,967	1,278,011	\$210,576	\$1,488,587	0.3%	
<b>TOTAL SCHOOLS</b>			\$26,278,781		\$2,619,093	\$2,024,481	\$511,902	\$2,536,363		-3.2%
<b>Reductions:</b>										
MMSchool Construction						(\$135,512)		(\$135,512)		
						<b>\$1,888,949</b>	<b>\$511,902</b>	<b>\$2,400,851</b>		
<b>GENERAL FUND TOTAL</b>			\$35,461,361		\$4,146,392	\$2,902,272	\$914,584	\$3,816,856		-7.9%
<b>WATER BONDS</b>										
1989 Treatment Pit.	\$1,154,000	20	55,720	0	\$61,404	-	-	-		
2009 Water Tank	\$1,500,000	20	1,500,000	19	\$34,000	\$72,450	\$57,472	\$129,922		
<b>TOTAL WATER</b>			\$55,720		\$61,404	\$72,450	\$57,472	\$129,922		111.6%
<b>GRAND TOTAL</b>			\$35,517,081		\$4,207,796	\$2,974,722	\$972,056	\$3,946,778		-6.2%

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

\*\*The new project for the City include in the FY11 budget interest only for six months. In FY12 the Endicott Water Line is estimated to cost \$15,750 in principal and \$12,600 in interest

\*\*\*This \$400,000 is for the authorized borrowing for the Weirs Boardwalk supplement. We anticipate making an interest payment during fiscal year 11 and payment of \$20,000 in principal and \$16,000 in interest during FY12.

**FINANCE - REIMBURSABLES**  
**FY 2010-2011 BUDGET**

	<u>2005-</u> <u>2006</u> <u>ACTUAL</u>	<u>2006-</u> <u>2007</u> <u>ACTUAL</u>	<u>2007-</u> <u>2008</u> <u>ACTUAL</u>	<u>2008-</u> <u>2009</u> <u>ACTUAL</u>	<u>2009-</u> <u>2010</u> <u>BUDGET</u>	<u>2010-</u> <u>2011</u> <u>DEPT.</u> <u>REQ.</u>	<u>2010-2011</u> <u>MANAGER</u>	<u>2010-2011</u> <u>COUNCIL</u>
<b>OTHER</b>								
01 427 901 0020 Recreation & Facilities	\$10,672	\$14,367	\$14,423	\$20,596	\$14,500	\$21,000	\$21,000	\$21,000
01 427 901 0040 Police	134,434	119,013	123,507	132,093	120,000	130,000	130,000	130,000
01 427 901 0060 Youth Services Bureau	95,405	111,518	98,809	56,455	77,073	-	-	-
TOTAL OTHER	\$240,511	\$244,898	\$236,739	\$209,144	\$211,573	\$151,000	\$151,000	\$151,000
 <b>DEPT. O&amp;M TOTAL</b>	 \$240,511	 \$244,898	 \$236,739	 \$209,144	 \$211,573	 \$151,000	 \$151,000	 \$151,000

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

**FINANCE – REIMBURSABLES**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

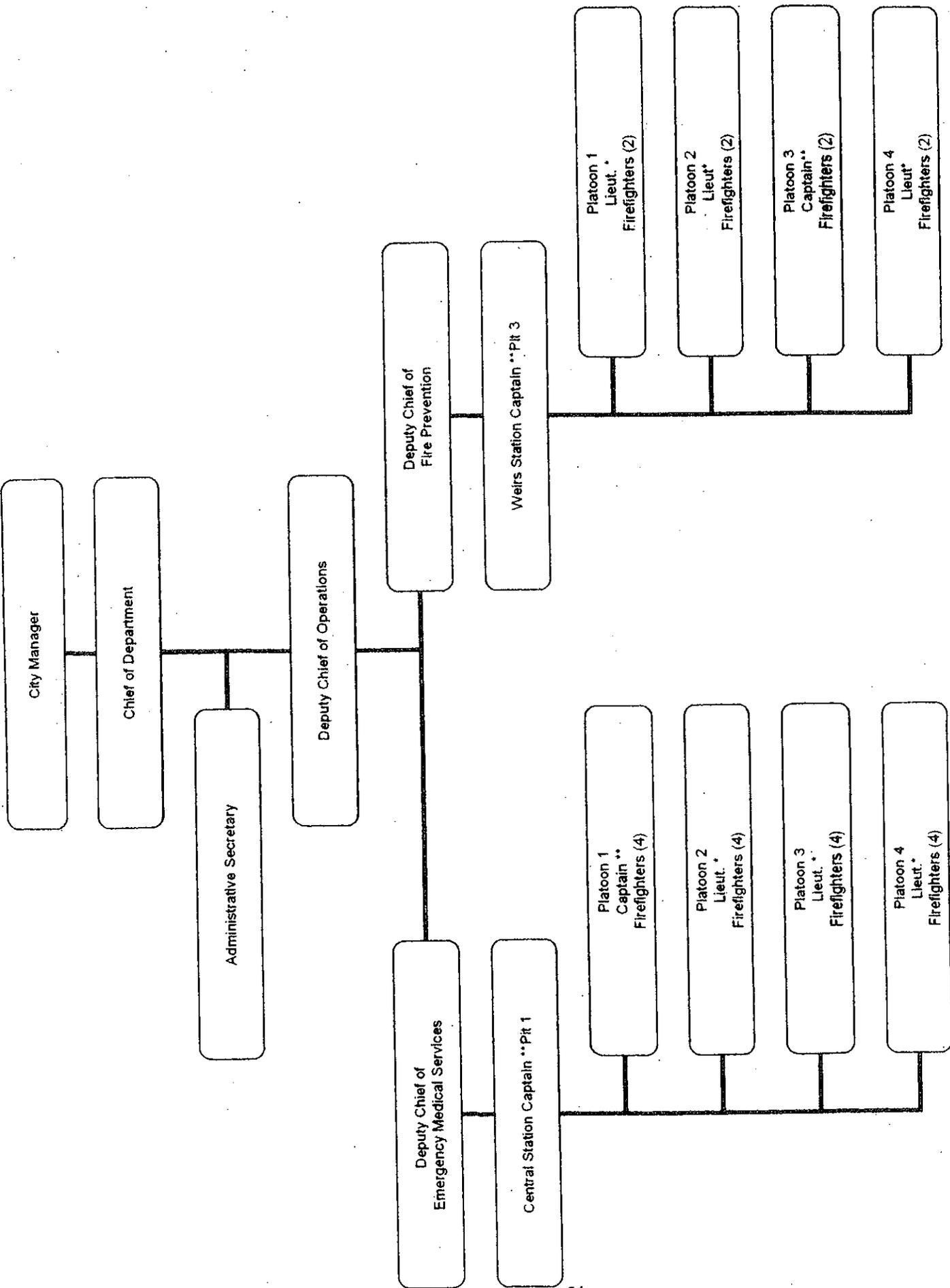
*These expenses are also reflected as revenue (see page 4) and therefore have no impact on the tax rate.*

***RECREATION & FACILITIES***

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

***POLICE***

This line item includes fees for gun permits, court fees, extra duty, transport fees and training reimbursements, which the City also budgets as revenue. This line item allows the Police Department to spend that revenue. This line has been increased slightly to reflect anticipated levels of reimbursement.



**FIRE**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT. REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 445 101 0000 Regular Salaries	\$1,408,844	\$1,538,668	\$1,485,485	\$1,555,496	\$1,641,107	\$1,636,683	\$1,636,683	\$1,632,683
01 445 103 0000 Call F.F.	6,004	10,169	13,665	15,441	19,000	14,000	14,000	-
01 445 105 0000 Extra Duty Coverage	69,370	85,544	87,659	118,503	84,600	60,000	60,000	53,000
01 445 106 0000 Sick-Injury Coverage	57,051	51,872	113,242	90,026	63,000	63,000	63,000	63,000
01 445 107 0000 Holidays	86,658	92,022	89,590	97,914	97,600	97,600	97,600	97,600
01 445 108 0000 Vacation/Personal Coverage	118,225	135,021	114,740	152,192	120,000	120,000	115,000	115,000
01 445 109 0000 Longevity	1,710	2,040	1,770	1,530	2,010	1,620	1,620	1,620
01 445 115 0000 Salary Adj.	-	-	-	-	11,173	11,173	11,173	11,173
01 445 111 0000 Contractual EMT-Incentive	9,000	9,000	11,250	10,500	11,750	10,500	10,500	10,500
01 445 130 0000 Health Insurance	446,683	534,803	495,330	547,001	600,143	682,738	682,738	682,738
01 445 132 0000 F.F. Insurance	370	450	600	615	800	600	600	600
01 445 135 0000 Retirement	257,412	277,632	308,796	323,425	356,009	365,495	364,569	364,569
<b>TOTAL SALARIES</b>	<b>\$2,461,327</b>	<b>\$2,737,221</b>	<b>\$2,722,127</b>	<b>\$2,912,643</b>	<b>\$3,007,092</b>	<b>\$3,063,409</b>	<b>\$3,057,483</b>	<b>\$3,032,483</b>
<b>OTHER</b>								
01 445 201 0000 Telephones	\$8,926	\$6,741	\$7,894	\$7,810	\$8,200	\$8,000	\$8,000	\$8,000
01 445 202 0000 Lights-Power	21,179	19,035	19,473	19,616	22,000	22,000	22,000	22,000
01 445 203 0000 Water-Sewer	1,770	2,158	2,641	2,022	2,800	2,600	2,600	2,600
01 445 204 0000 Heating Fuel	26,295	31,905	27,867	32,538	35,000	35,000	30,000	30,000
01 445 212 0000 Copier	1,273	2,084	1,269	1,492	1,600	1,600	1,600	1,600
01 445 214 0000 Supplies-Department	2,854	1,717	4,371	5,213	5,000	5,000	5,000	5,000
01 445 214 0001 Medical Supplies, Dept.	-	152	-	15	900	-	-	-
01 445 233 0000 Maint.-Equipment	7,590	12,808	7,941	16,167	10,000	10,000	10,000	10,000
01 445 233 0001 Maint.-Fire Alarms	1,994	2,304	2,036	1,517	5,000	5,000	5,000	3,000
01 445 233 0003 Maint.-Radios	6,782	3,737	2,227	3,694	3,000	3,000	3,000	3,000
01 445 235 0000 Maint.-Station Repairs	12,029	13,404	15,046	14,273	13,500	13,500	13,500	13,500
01 445 235 0001 Maint-Station Supplies	5,479	3,923	6,788	4,163	6,000	6,000	6,000	6,000
01 445 245 0000 Conference/Dues	2,184	2,391	2,975	4,694	2,200	2,200	2,200	2,200
01 445 247 0000 Training	6,829	2,818	5,671	7,404	6,400	6,400	6,400	4,400
01 445 247 0001 Schools-Seminars	180	25	-	-	-	-	-	-
01 445 247 0003 Career Development	4,276	4,891	5,854	5,924	3,200	3,200	3,200	1,200
01 445 250 0000 Laundry	3,820	4,013	4,753	4,848	4,800	2,000	2,000	2,000
01 445 251 0000 Uniform Allowance	12,082	15,929	17,557	20,633	15,500	15,500	15,500	15,500
01 445 251 0001 Protective Clothing	16,016	9,256	17,030	21,825	15,600	11,000	11,000	11,000
01 445 253 0000 Physical Exams	11,100	22,757	16,549	19,423	20,000	20,000	20,000	20,000
01 445 304 0000 O/S Contracts	-	617	6,239	3,126	6,000	6,000	6,000	6,000
01 445 359 0000 Fire Prevention-Administration	5,027	4,101	5,164	8,875	5,000	6,000	6,000	6,000
01 445 359 0001 Fire Prevention-Public Education	1,778	856	1,757	-	2,400	2,400	2,400	2,400
01 445 401 0000 Equipment	10,077	9,417	6,767	21,586	12,000	12,000	12,000	8,000
01 445 401 0002 Equipment-Training	1,409	-	1,080	1,050	3,000	2,000	2,000	2,000
01 445 401 0004 Special Events Coverage	-	39	279	-	350	350	350	350
01 445 401 0009 Protective equipment-new firefighters	2,268	-	-	-	-	-	-	-
01 445 401 0010 Uniforms/supplies-new firefighters	4,613	-	-	-	-	-	-	-
01 445 401 0011 Computer Network Server	4,825	-	-	-	5,000	-	-	-
01 445 401 0012 Station Diesel Exhaust	7,400	-	-	-	-	-	-	-
01 445 401 0013 Gas Fired Ceiling Heater	5,262	-	-	-	-	-	-	-
01 445 404 0000 Equipment -Grant Match	-	-	11,000	-	-	-	-	-
01 445 403 0007 Radio Pager Replacement	-	2,592	6,400	5,750	3,800	3,000	3,000	3,000
<b>TOTAL OTHER</b>	<b>\$197,319</b>	<b>\$179,670</b>	<b>\$195,628</b>	<b>\$244,658</b>	<b>\$218,250</b>	<b>\$203,750</b>	<b>\$198,750</b>	<b>\$188,750</b>
01 445 234 0000 Vehicle Rental	\$65,352	\$82,518	\$80,250	\$83,000	\$80,000	\$92,000	\$92,000	\$92,000
01 445 234 0001 Internal Service Fund	79,848	81,659	84,500	84,500	90,018	110,000	110,000	110,000
<b>DEPT. O&amp;M TOTAL</b>	<b>\$2,803,846</b>	<b>\$3,081,068</b>	<b>\$3,082,505</b>	<b>\$3,324,801</b>	<b>\$3,396,360</b>	<b>\$3,469,159</b>	<b>\$3,458,233</b>	<b>\$3,423,233</b>

**FIRE**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief	28	**	52			\$1,617.39	\$84,104.28
1	Deputy Fire Chief/ Operations	24	**	52			\$1,339.93	\$69,676.36
1	Deputy Fire Chief/ Fire Prevention Sp	24	**	52			\$1,339.93	\$69,676.36
1	Parttime Inspector/ Fire Alarm							\$30,000.00
1	Admin. Secretary*	9	4	52	40	\$17.18	\$687.20	\$35,734.40
<b>Total FIRE ADMIN</b>								<b>\$289,191.40</b>

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

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

**FIREFIGHTERS**

1	Captain/EMT-P			52	42	\$28.36	\$1,191.12	\$61,938.24
1	Captain/EMT-I			52	42	\$27.03	\$1,135.26	\$59,033.52
1	Lieutenant/EMTI			52	42	\$24.20	\$1,016.40	\$52,852.80
2	Lieutenant/EMTI			52	42	\$24.74	\$1,039.08	\$108,064.32
3	Lieutenant/Par			52	42	\$25.96	\$1,090.32	\$170,089.92
1	5th Class FF/EMT-P			52	42	\$22.45	\$942.90	\$49,030.80
5	5th Class FF/EMT-I and EMT			52	42	\$21.40	\$898.80	\$233,688.00
1	4th Class FF-EMT-P			52	42	\$22.45	\$942.90	\$49,030.80
3	3rd Class FF/EMT-P			52	42	\$21.06	\$884.52	\$137,985.12
3	3rd Class FF/EMT-I			52	42	\$20.06	\$842.52	\$131,433.12
1	2nd Class FF/EMT-P			52	42	\$21.06	\$884.52	\$45,995.04
1	1st Class FF/EMT-P			52	42	\$19.62	\$824.04	\$42,850.08
3	1st Class FF/EMT-I			52	42	\$18.69	\$784.98	\$122,456.88
1	FF 1st/EMT-P			52	42	\$18.87	\$792.54	\$41,212.08
1	FR Prob/EMT p			52	42	\$17.32	\$727.52	\$37,831.25
<b>Total Fire Fighters</b>								<b>\$1,343,491.97</b>
								\$1,632,683.37

**AMBULANCE\*\*\***

1	Deputy Chief EMS			52	42		\$1,339.93	\$69,676.36
3	FF5th/EMT-P			52	42	22.45	\$942.90	\$147,092.40
1	FF4th/EMT-P			52	42	22.45	\$942.90	\$49,030.80
1	PT Secretary							\$8,712.60
<b>Total Ambulance</b>								<b>\$274,512.16</b>

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

### Fire Department Activities

Average response to building fires is 4 minutes and 53 seconds- a 19% increase  
Emergency calls per on-duty firefighter is 420 per year - 2nd highest of the top 15 cities  
Respond to 6,000+ service requests per year-56% of these are emergency calls  
Cost per \$1,000 property value is \$1.48 - second lowest of top 15 cities  
Respond to 1,100 simultaneous and back-to-back calls per year -15% increase in five years  
65% of all fires were in residential property - 3 yr. avg.  
31% of residential fires are in multi-family type homes 3 year average  
8% of fires were in health care facilities 3 year average  
6% of fires were in business/industry occupancies yet account for 60% of the losses - 3 yr. avg.  
52% of all responses are a single unit response - 3 yr. avg.  
15% require a full shift response or greater  
Arson fires account for 22% of all fires - 3 yr. avg.  
12% of all emergencies are in Weirs district - 3 yr. avg. Up by 2%  
4% of emergency calls are to other towns - 3 yr. Avg.  
Property saved to loss ratio is 66% 3 yr. avg.  
66% of all emergencies are medical/ rescue type calls, which reflect the change in responsibility of the Department - 3 yr. avg.  
33% of all emergency calls are between 8 PM and 7 AM - 3 yr. avg. 16% increase

### Non-emergency Activities

Non-emergent activities include more than 2,300 safety inspections  
Conduct 190 hours of public safety education programs throughout the community.  
On-duty crews conducted more than 190 in-service inspections of gas piping, furnaces, chimneys, etc.  
Fire Prevention inspections have increased by 168 percent since 2002  
\$445,000 in grant money for various projects in 2009  
Conducted 300 building plan reviews and 270 meetings/consultations  
748 hours of CPR training to City employees  
Generated \$33,700 in revenue through permits  
Generate \$44,000 per year in service fees for municipal fire alarm systems  
Hundreds of hours shoveling snow from hydrants each year  
Quasi-public health department for Lakes Region

### 2009-2010 Objectives

85%	*Inspect all multi-family dwellings biannually
100%	*Inspect all public assemblies annually
130%	*Improve on-duty training hours to 150 hours per firefighter
50%	*Hire 8 new firefighters and assign to Central Fire Station
40%	*Institute inspection program for high hazard commercial buildings
35%	*Institute a leadership training program for supervisors
100%	*Maintain current insurance rate of Class 3
75%	*Train 100% of all firefighters as boat operators
100%	*Train all firefighters as Aerial Operators
100%	*Hire and train 8 call firefighters

### 2009-2010 Performance Measures

100%	*Respond to 95% of all structure fires within 7 minutes
60%	*Respond to 90% of all structure fires within 4 minutes
46%	*Respond to 80% of all emergency calls within 4 minutes or less
90%	*Respond to all emergency calls in no more than 8 minutes
50%	*Contain residential dwelling fires to room of origin

**FIRE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

Overall the budget is increasing by 2%, reduced to .8% by the Council. Many measures were taken in the past few years to control expenses and lower costs. Items that have been reduced or cut will probably require increasing in the next few years. These items are for projects such as protective gear replacement that we feel we can temporarily postpone.

***SALARIES***

This line item funds the cost of salaries for the Fire Chief, two Deputy Fire Chiefs, the Administrative Assistant, part-time fire inspectors and assistants, and a part-time fire alarm repairman and 28 operations personnel (4 additional firefighters and 1 Deputy Chief are funded by LRGH). Operations personnel include 2 captains, 6 lieutenants and 20 firefighters.

We hired 8 additional call firefighters last year, which brought the call force up to 18 (which includes four students). Unfortunately we had many resignations or retirements so the call force is now down to 10. A considerable amount of time and money goes into training and equipping call firefighters for very little benefit.

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

We have a significant problem responding to multiple calls. Our multiple call rates for the past five years have ranged from 27% to its current rate of 35%. There has been a 15% increase in multiple calls in just five years. We are continually stretching our firefighters beyond their capabilities. As a measure of our inability to handle calls we activated 242 emergency recalls this year. Our firefighters rank in the top three for busiest firefighters in the State of NH. In 2008 the average firefighter in the top 15 cities responded to 339 emergency calls; Laconia firefighters were 425.

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

1. Respond to 90% of all high risk emergencies (such as structure fires) within 4 minutes. We are currently at 51% of the goal.
2. Respond to 80% of all emergencies within 4 minutes. We are currently at 46% of the goal.

3. Respond to all emergency calls in no more than 8 minutes. We are currently at 91% of that goal.

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

In the past few years there has been more than 600 new homes added to the City. Even with the recent slow down we are still seeing new growth. This new growth brings more problems for emergency responders. Our emergency response times will continue to get worse until we hire additional staff, and eventually open a third fire station in north Laconia. As our workload increases our ability to respond to a major emergency is continually compromised.

We cannot, and have not been capable of responding adequately to a fire in any of our high hazard buildings – LRGH, St. Francis Nursing Home, 25 Union Avenue, Stafford House, Lakeside Village Apartments, and most of our multiple family dwellings. Many of the buildings being built are over 2 stories high and there are several proposed buildings in the Weirs that are 4 and 5 stories high.

A reduction of \$4,000 was made to the part time inspector line by the City Manager.

### ***CALL FIREFIGHTERS***

This line item funds the wages for call firefighters and student interns. The line includes responses to alarms, and incentives for good attendance and attendance to training. One of our major goals was to bring the call force back up to a level of 20 firefighters; we were at 18 and are now back down to 10. The ten call firefighters we have are very reliable. They are attending training monthly and gaining knowledge and experience. This item was reduced by 27% to reflect the drop in members. This line has been eliminated from the budget by the Manager.

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

Extra Duty overtime has been reduced by 29% this year, final budget by 37%. This will result in reduced overtime for training, extra help to shovel hydrants, which means it could take a week to clear all hydrants and increases the chance of injuries, reduced hours for public education, and reduced extra fire coverage during major weather events and the 4<sup>th</sup> of July.

Overtime is a necessary expense in a fire department. The smaller the on-duty staff the more dependent a Department becomes on overtime. We are a small, unique City with many unusual problems, such as large lakes that bisect the city, and all the similar problems to a big city. The profile of our population, variables with weather and weather extremes, types of calls (not just fires), frequencies of fires, size of buildings, road network, geography, and the fact that there a very few reliable fire departments near-by puts a huge burden on our workforce. By using overtime we utilize our firefighters to their maximum effectiveness. Constant staffing is a much less expensive alternative to

over-staffing.

The Extra Duty covers such overtime as emergencies – building fires, ice and water rescues, multiple emergency calls - off duty training, Union business, staff meetings, school presentations, and station coverage, especially during severe weather events as well as Mutual Aid coverage. Our statistical analysis can predict to a fair extent what we can expect to see happen during a year. Extra duty overtime allows us to call in off-duty help as needed. In a five –year period we have averaged 260 fire/rescue recalls per year. The number of recalls reflects how often we reach the point of critical response. A recall is indicative of the fact that we have no resources to protect the community or the call is so serious that we need more resources. We can expect 10 emergency calls each day. We can expect numerous times when we will go to 20+ calls a day. We can expect at least five serious emergencies each week. We can expect 20 serious fires per year. We can expect at least 20 weather events per year that require additional resources.

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

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

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

This line has been reduced by \$24,500 by the Manager and again by \$7,000 by the Council.

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

This line item funds overtime for replacement of personnel on sick or injured leave. Sick and injured coverage is based on past experience. Sick time and injury leave averages 6 shifts per FTE per year, which is well below the industry average. Injury-on-duty increased significantly in 2007 and 2008. In the past the cost to cover the injury leave was not funded adequately so the funds were taken from Extra Duty. This line has been level funded.

***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 time-off for vacations and personnel days. The five-year average for time-off per employee per year is 8 vacation days and 3 personnel days. Maintaining full staffing allows the department to keep both stations open 24 hours a day. This results in staffing one pumper, one ambulance and a ladder truck downtown and one pumper and ladder truck in the Weirs. The alternative to not covering vacancies is to place units out of service or close stations temporarily. The City Manager reduced this line by \$5,000.

***LONGEVITY***

This line item funds longevity payments to eligible employees. This line decreased due to a retirement.

***SALARY ADJUSTMENT***

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

***CONTRACTUAL EMT –Incentive***

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

***HEALTH INSURANCE***

This line item funds the estimated cost of health insurance for all department employees. This item is predicted to increase by 13.5% however the actual increase will be 11% due to changes in membership.

***FIREFIGHTER INSURANCE***

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

***RETIREMENT***

This line item funds the cost of the City’s share of the retirement system for department employees, including Motorcycle Week expenses. This line has risen due to changes at the State level and poor performance of investments. The City’s rate is now at 18.5%. This item will increase next year by 3%.

***TELEPHONES***

This line item funds the cost of telephone service at each of the three fire stations. In addition it covers the cost of six cell phones, 3 fax machines, Internet access, and computer connections. We have reduced this line in recent years by changing services and eliminating technology that is now redundant.

**LIGHTS-POWER**

This line item funds the cost of electricity at three fire stations *and the Weirs Community Center*. This line item, along with heating costs, is very difficult to predict. The Weirs Action Committee now pays a portion of the utility bills for the Weirs Station. We have replaced several old appliances and we hope that this results in lower electric bills.

**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 and constant diligence on the firefighters to control heat loss. The Manager has reduced this line by \$5,000.

**COPIER**

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

**SUPPLIES-DEPARTMENT**

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

**MAINTENANCE-EQUIPMENT**

This line item funds the cost of fire/rescue related equipment maintenance and repair. As our equipment ages the cost to maintain it increases. Some items covered are hydrostatic testing of air cylinders, annual aerial ladder and ground ladder testing, breathing mask testing, fire extinguisher recharging, air compressor maintenance, annual pump certification, as well as other general maintenance and repairs to tools and equipment such as fire hose, nozzles, hand tools, Jaws of Life, power fans, gas meters and power saws. The annual cost to test and certify our ladders, pumps, and air packs is \$7,000.00. In just three years we have, or will receive \$362,000 in grants for replacement of air packs, air compressor/fill station, and replacement gas meters. This new equipment will help lower repair costs as some equipment is more than 20 years old.

**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 by the Lakes Region Mutual Aid and provide a system of direct and immediate notification of a fire or alarms. The system requires updates as technology improves and because the system is exposed to the elements there is considerable wear and tear. This system provides early and automatic notification of fire. Its reliability is

one reason why many of our reported fires are quickly extinguished with minimal damage. This line has been reduced by \$2,000.

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

This line item funds the cost of the annual repair contracts for pagers, base radios, amplifiers, portable radios and mobile radios, as well as replacement radio batteries, and replacement of damaged or lost radios. One radio battery costs \$125.00. We have 36 portable radios, 40 pagers, and 18 mobile radios.

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

This line item funds the cost of routine building repairs for three stations and includes such things as repairs to overhead doors, furnaces, roofs, windows, doors, plumbing, lighting, electrical systems, painting, general cleaning, etc. I anticipate that this line will reduce when we close Lakeport and complete the work to Central Station.

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

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

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

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

#### ***TRAINING***

This line item funds department training activities for all personnel such as seminars, fire schools, handouts, and any instructor costs incurred. The line does not cover any salary costs associated with training. The increase is the result of the State Fire Academy charging for classes that were previously no charge. This line has been reduced by \$2,000.

#### ***CAREER DEVELOPMENT***

This line item funds the cost associated with development of fire officers through their attendance to training programs involving supervisory duties, command and control, management, personnel practices. It was my intention to send 4 officers each year to advanced training seminars. Classes vary in time from 1 day to 1 week seminars and costs obviously increase as the time frame increases. These classes are very beneficial to the City and Department in developing our leaders. This line has been reduced by \$2,000.

#### ***LAUNDRY***

This line item funds the cost of supplying towels, sheets, linen, and purchasing laundry supplies, as well as the cost for replacement of worn and damaged supplies. We have changed our method of handling linen and have therefore reduced this line by 58%.

### ***UNIFORM ALLOWANCE***

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

### ***PROTECTIVE CLOTHING***

This line item funds the cost of all protective clothing for 36 FTEs and call firefighters. One set of bunker gear (protective coat and pants) is \$2,100 dollars. Other items include Nomex gloves, Nomex hoods, fire helmets, forest fire gear, fire boots, personal flashlights, and eye and hearing protection. The life expectancy of a set of firefighter gear is 5-6 years. This budget item allows us to continually replace gear as needed. We have reduced this line by 30% this year.

### ***PHYSICAL EXAMS***

This line item funds the cost of pre-employment and contractually required yearly physical exams. The frequency of the physicals, as well as medical requirements, is increasing as the workforce ages, which increases the cost. This is money well spent in protecting our firefighters as well as protecting our investment. A fit firefighter will be less prone to injury and illness.

### ***OUTSIDE CONTRACTS***

This line item funds the costs of running a promotional exam and assessment center test administered by an outside agency as outlined in the contract.

### ***FIRE PREVENTION-ADMINISTRATION***

This line item funds the cost of fire prevention and administrative supplies including fire investigation costs, photography, codebooks and inspection forms, and membership with the NFPA code subscription service. The increase is mostly for postage costs associated with the new inspection programs.

### ***FIRE PREVENTION-PUBLIC EDUCATION***

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

### ***EQUIPMENT-DEPARTMENT***

This line item funds the cost of new equipment and replacement of damaged equipment including hoses, nozzles, hand tools, ladders, salvage equipment, fire ground lighting, ventilation tools, smoke ejectors, portable generators, gas detection devices, and other firefighting related equipment carried on vehicles. This line has been reduced by \$4,000 by the Council.

***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. This item has been reduced by 33%.

***SPECIAL EVENTS COVERAGE***

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

***RADIO PAGER REPLACEMENT***

This line funds the annual replacement of our pagers. Each year we purchase eight new pagers. This results in no pager being more than 5 years old, which reduces annual maintenance and repair costs. The current pagers are continually breaking which is causing an increase in the maintenance account. These radios are critical to our operation as this is the system to alert on-duty and off-duty members of emergency calls. This item has been reduced by 21%.

***VEHICLE RENTAL***

This line item funds the cost of operating all vehicles used by this department. This line has been increased due to the extensive repairs done to some of the old trucks over the past few years. These repairs were not anticipated or adequately funded.

***INTERNAL SERVICE FUND***

This line item funds payment to the Internal Service Fund in the amount of depreciation on department vehicles. This line has been increased to fund the additional depreciation on the new fire truck.

**LEGAL**

**LEGAL**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u> <u>2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>OTHER</b>								
01 402 214 0000 Supplies	\$ -	\$110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 402 225 0000 Law Books		339	340	350	400	400	400	400
01 402 225 0003 General Code Update	1,323	-	1,221	60	1,500	1,500	1,500	1,500
01 402 225 0001 Special Outside Litigation	2,554	2,263	540	-	-	-	-	-
01 402 225 0004 Litigation Health Subsidy	-	-	3,704	-	-	-	-	-
01 402 225 0005 Litigation	33,611	34,316	55,806	41,298	60,000	50,000	44,000	44,000
01 402 225 0006 Retainer	31,018	30,782	31,044	30,475	39,600	35,000	35,000	36,000
01 402 225 0007 Negotiator	<u>22,215</u>	<u>27,115</u>	<u>7,442</u>	<u>2,602</u>	<u>25,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
TOTAL OTHER	\$90,721	\$94,925	\$100,098	\$74,785	\$116,500	\$96,900	\$90,900	\$90,900
 <b>DEPT. O&amp;M TOTAL</b>	 \$90,721	 \$94,925	 \$100,098	 \$74,785	 \$116,500	 \$96,900	 \$90,900	 \$90,900

**LEGAL**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***LAW BOOKS***

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

***GENERAL CODE***

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

***LITIGATION***

This line item funds the litigation costs of the City attorney. Matters that require litigation are not included in the annual retainer. This line varies depending on the number of cases pending. This City Manager reduced this line \$6,000.

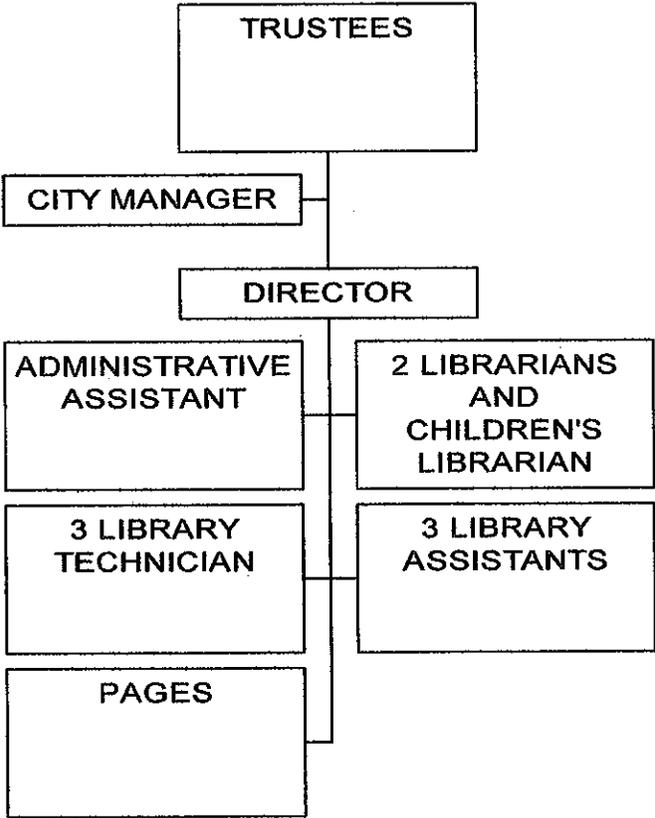
***RETAINER***

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

***NEGOTIATOR***

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

**LIBRARY  
FY 2010-2011 BUDGET**



**LIBRARY**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>2010</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
					<u>BUDGET</u>	<u>REQ.</u>		
<b>SALARIES</b>								
01 481 101 0000 Salaries	\$354,223	\$369,686	\$392,252	\$405,653	\$474,852	\$480,475	\$480,475	\$480,475
01 481 105 0000 Overtime	451	-	-	-	-	-	-	-
01 481 106 0000 Sick-Hurt	8,934	13,345	11,142	31,870	-	-	-	-
01 481 107 0000 Holidays	14,154	14,355	15,183	15,740	-	-	-	-
01 481 108 0000 Vacations	14,477	15,300	18,257	21,973	-	-	-	-
Retirement Contingency	-	-	-	-	-	10,000	-	-
01 481 109 0000 Longevity	480	600	680	720	810	720	720	720
<b>TOTAL SALARIES</b>	<b>\$392,719</b>	<b>\$413,286</b>	<b>\$437,494</b>	<b>\$475,956</b>	<b>\$476,662</b>	<b>\$491,195</b>	<b>\$481,195</b>	<b>\$481,195</b>
<b>OTHER</b>								
01 481 201 0000 Telephones	\$2,835	\$2,709	\$2,171	\$2,419	\$3,000	\$3,000	\$3,000	\$3,000
01 481 201 0001 Internet/Cable	1,559	1,853	1,559	1,853	2,000	2,000	2,000	2,000
01 481 202 0000 Lights-Power	29,264	34,081	33,544	38,303	36,090	40,218	40,218	40,218
01 481 203 0000 Water-Sewer	1,026	1,607	2,002	2,039	2,775	2,775	2,775	2,775
01 481 204 0000 Fuel	19,766	24,619	22,693	26,045	30,740	28,000	28,000	28,000
01 481 207 0000 Postage	3,282	3,693	3,699	3,991	4,200	4,200	4,200	4,200
01 481 208 0000 Printing	1,941	1,694	1,877	2,101	3,200	2,500	2,500	2,500
01 481 214 0001 Supplies-Library	7,315	6,677	6,744	6,939	7,000	7,000	7,000	7,000
01 481 214 0002 Supplies-Building	1,817	1,891	1,970	2,144	2,400	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	4,100	3,930	3,830	4,083	4,400	4,400	4,400	4,400
01 481 233 0000 Maint.-Equipment	7,755	11,117	9,332	7,661	9,400	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	31,263	48,978	45,871	50,768	48,700	48,700	48,700	48,700
01 481 235 0001 Maint-Software/Service Contract	12,154	12,967	13,198	13,403	14,000	14,400	14,400	14,400
01 481 235 0002 Maintenance Security/Virus Protection	2,957	2,309	2,698	2,534	3,100	3,100	3,100	3,100
01 481 235 0003 Maint-Elevator	-	2,990	2,926	2,848	3,000	3,000	3,000	3,000
01-481-235-0004 Maint-HVAC	-	-	11,078	13,083	5,500	5,500	5,500	5,500
01 481 242 0000 Travel-Meetings	2,253	2,248	1,524	1,930	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	855	790	785	820	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	1,286	898	130	-	1,200	1,200	1,200	1,200
01 481 257 0000 Books	69,544	80,850	84,011	67,588	68,000	68,000	63,000	53,000
01 481 259 0010 Non-Print Media	10,352	10,450	13,088	12,778	13,000	13,000	13,000	13,000
01 481 259 0020 Periodicals	10,989	12,261	13,719	13,338	13,500	13,500	13,500	13,500
01 481 263 0000 Programs	6,752	8,137	7,091	8,821	8,500	8,500	8,500	8,500
01 481 363 0000 Gale Park	3,260	5,139	895	3,353	5,000	5,000	5,000	5,000
01 481 401 0000 Equipment	10,782	7,845	10,051	9,483	10,000	10,000	10,000	10,000
01 481 403 0000 Library Trust	(1,100)	(3,706)	(2,260)	(21,018)	-	-	-	-
01 481 405 0001 Bookbinding	1,889	1,651	1,813	1,717	2,000	2,000	2,000	2,000
<b>TOTAL OTHER</b>	<b>\$243,876</b>	<b>\$267,658</b>	<b>\$275,955</b>	<b>\$278,924</b>	<b>\$304,105</b>	<b>\$305,193</b>	<b>\$300,193</b>	<b>\$290,193</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$636,595</b>	<b>\$680,943</b>	<b>\$713,448</b>	<b>\$754,880</b>	<b>\$779,767</b>	<b>\$796,388</b>	<b>\$781,388</b>	<b>\$771,388</b>

**LIBRARY**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Director	10	52			\$1,428.50	\$74,282.00
1	Librarian	7	52	40	\$22.35	\$894.00	\$46,488.00
1	Librarian	6	52	40	\$21.80	\$872.00	\$45,344.00
1	Admin Asst	10	52	40	\$20.23	\$809.20	\$42,078.40
1	Children's Librarian	10	52	40	\$20.23	\$809.20	\$42,078.40
1	Partime Library Tech	10	52	23	\$20.23	\$465.29	\$24,195.08
1	Library Tech	10	52	40	\$20.23	\$809.20	\$42,078.40
1	Library Tech	7	52	40	\$18.83	\$753.20	\$39,166.40
1	Library Assistant	10	52	40	\$16.86	\$674.40	\$35,068.80
1	Library Assistant	10	52	40	\$16.85	\$674.00	\$35,048.00
1	Library Assistant	10	52	36	\$16.85	\$606.60	\$31,543.20
1	Library Assistant	2	52	23	\$13.84	\$318.32	\$16,552.64
	Page		52	14	\$9.00	\$126.00	\$6,552.00
						<b>Total Library</b>	<b>\$480,475.32</b>

**LIBRARY**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

This line item funds the cost of ten full time employees and two part time employees, and a library page. This budget includes step increases of 2.5% for eight employees, based upon Laconia Public Library's 10 step wage structure. Four employees have reached the tenth and final step and will therefore not receive a step increase. No COLA is included for any employee in this year's budget. Included is \$10,000.00 retirement contingency. Three full time library employees are eligible to retire in FY 2010-2011, and should all three choose to do so, they would be owed in total approximately \$30,000.00 in benefits.

***RETIREMENT CONTINGENCY***

This new line funds the possible retirement of employees of the library. The Manager has not funded this line.

***LONGEVITY***

This line item funds longevity payments to eligible employees.

***TELEPHONES***

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

***INTERNET CABLE***

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

***LIGHTS-POWER***

This line item funds the cost of lights and power at Gale Memorial Library and Goss Reading Room. Increase of 5% over actual 08-09 cost to cover projected costs for next year.

***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. This line has been reduced.

***POSTAGE***

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

### ***PRINTING***

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

### ***SUPPLIES-LIBRARY***

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

### ***SUPPLIES-BUILDING***

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

### ***SUPPLIES-OFFICE***

This line item funds the cost of office supplies.

### ***EQUIPMENT RENTAL, REPAIR, MAINTENANCE***

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

### ***MAINTENANCE-BUILDINGS***

This line item funds the cost of maintenance including a city negotiated cleaning contract, and necessary repairs to Gale Memorial Library and Goss Reading Room. Work needed at Gale includes scraping and painting of window frames in the library tower of the 1903 building; final stage of a five year stained glass restoration project; and spot repairs to original slate roof.

### ***SOFTWARE MAINTENANCE/SERVICE CONTRACTS***

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

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

### ***MAINTENANCE-SECURITY/VIRUS PROTECTION***

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

### ***ELEVATOR MAINTENANCE***

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

### ***MAINTENANCE-HVAC SYSTEM***

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

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

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

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

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

### ***EDUCATION-TRAINING***

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

### ***BOOKS***

This line item funds the cost of building the library's collection of books. The Manager reduced this line by \$5,000. Another \$10,000 was reduced by the department after discussions with the Manager.

### ***NONPRINT MEDIA***

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

### ***PERIODICALS/MICROFILM***

This line item funds the cost of subscriptions to 127 magazines and 10 newspapers. The library also microfilms the Laconia Citizen and Laconia Daily Sun and houses a historical collection of microfilmed local newspapers dating back to 1849.

### ***PROGRAMS***

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

library materials. The library continues to work at adding more programming targeted at working families (i.e., evening and Saturday programs).

***GALE PARK***

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

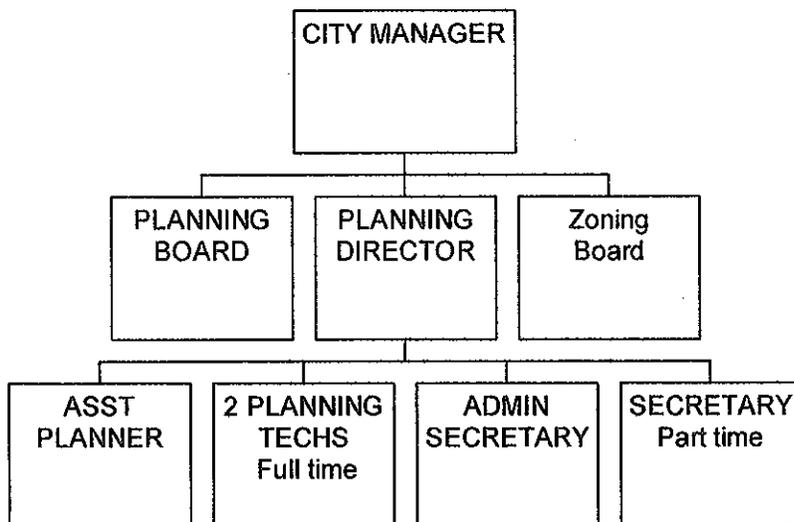
***EQUIPMENT***

This line funds the cost of purchasing new public computers as recommended by City of Laconia MIS. Increased demand necessitates the purchase of four additional public access workstations (computers and carrels). Library currently has 17 computers available for public use.

***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 2010-2011 BUDGET**



**PLANNING**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009- 2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT. REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 405 101 0000 Salaries	\$140,460	\$136,935	\$197,468	\$202,095	\$236,711	\$237,488	\$237,488	\$237,488
01 405 105 0000 Overtime	2,770	2,907	2,377	1,922	2,700	2,000	2,000	2,000
01 405 106 0000 Sick-Hurt	686	1,227	3,159	3,259	-	-	-	-
01 405 107 0000 Holidays	2,240	2,346	4,054	4,372	-	-	-	-
01 405 108 0000 Vacations	101	1,877	2,115	4,599	-	-	-	-
01 405 109 0000 Longevity	-	-	-	60	60	60	60	60
01 405 115 0000 Salary Adj.	-	-	-	-	6,178	6,105	6,105	6,105
TOTAL SALARIES	\$146,257	\$145,292	\$209,172	\$216,307	\$245,849	\$245,653	\$245,653	\$245,853
<b>OTHER</b>								
01 405 201 0000 Telephones	\$1,854	\$1,152	\$976	\$981	\$2,200	\$2,200	\$2,200	\$2,200
01 405 207 0000 Postage	1,692	1,384	943	830	3,100	3,100	3,100	3,100
01 405 210 0000 Notices	3,954	4,238	2,773	3,257	3,000	3,000	3,000	3,000
01 405 212 0000 Copier	1,733	1,649	986	1,309	3,000	3,000	3,000	3,000
01 405 214 0000 Supplies	3,162	3,350	3,185	3,505	3,000	3,500	3,500	3,500
01 405 229 0000 Registry of Deeds	-	31	35	49	-	-	-	-
01 405 234 0000 Vehicle Rental	2,648	1,488	2,698	2,480	3,000	3,000	3,000	3,000
01 405 242 0000 Travel-Meetings	794	100	640	169	1,000	1,000	1,000	1,000
01 405 245 0000 Conference-Dues	960	1,582	400	1,018	2,000	2,000	2,000	2,000
01 405 246 0000 Secretarial Help	5,685	20,249	-	-	-	-	-	-
01 405 247 0000 Training	540	201	565	874	2,000	2,000	2,000	2,000
01 405 304 0000 O/S Contracts	-	-	500	562	30,000	20,000	20,000	15,000
01 405 333 0000 L.R. Planning Com.	15,327	15,941	16,184	16,409	17,098	16,876	16,876	16,876
01 405 401 0000 Equipment	5,532	5,442	4,063	6,254	4,000	4,500	4,500	4,500
TOTAL OTHER	\$43,881	\$56,807	\$33,947	\$37,697	\$73,398	\$64,176	\$64,176	\$59,176
<b>DEPT. O&amp;M TOTAL</b>	<b>\$190,138</b>	<b>\$202,099</b>	<b>\$243,118</b>	<b>\$254,004</b>	<b>\$319,047</b>	<b>\$309,829</b>	<b>\$309,829</b>	<b>\$304,829</b>

**PLANNING**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director	24	**	52			\$1,323.48	\$68,820.96
1	Asst. Planner	21	**	52	35		\$1,024.44	\$53,270.88
1	Planning Tech*	13	5	4	35	\$20.84	\$729.40	
		13	6	48	35	\$21.23	\$743.05	\$38,584.00
1	Planning Tech*	13	3	40	35	\$19.01	\$665.35	
				12	35	\$19.90	\$696.50	\$34,972.00
1	Adm Secretary*	9	4	8	35	\$16.39	\$573.65	
		9	5	44	35	\$17.18	\$601.30	\$31,046.40
1	Partime Secretary*			52	17	\$12.21	\$207.57	\$10,793.64
<b>Total Planning</b>								<b>\$237,487.88</b>

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

\*SEA positions reflect step changes

**Planning Activities**

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

**PLANNING**  
**FY 2010-2011 BUDGET**

***SALARIES***

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

***OVERTIME***

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

***LONGEVITY***

This line funds longevity payments to eligible employees.

***SALARY ADJUSTMENT***

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

***TELEPHONES***

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

***POSTAGE***

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

***NOTICES***

This line item funds the cost of advertising legal notices in newspapers of local circulation for land use applications and other activities such as public hearings for the zoning board, regulation changes and motorcycle week applications.

***COPIER***

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

***SUPPLIES***

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

***VEHICLE RENTAL***

This line item funds the hourly cost of operation of a city vehicle used by this department. The Department uses city vehicles mainly to conduct site visits for development review and general zoning enforcement. Other transportation needs are sometimes required including meeting attendance and application submittal for state

grants. As proposals and building on approved proposals have increased, site visits have increased. Proposals on difficult land are common and difficult land require more site visits. As we are fully staffed now, at least one staff person is in the field every day.

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

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

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

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

### ***TRAINING***

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

### ***OUTSIDE CONTRACTS***

This line funds the cost of outside contractors as needed for various projects, including the ordinance re-write. We are requesting the item be funded this year at a rate sufficient enough to hire a consultant to help us revise the major portions of the zoning ordinance such as an architectural standards ordinance, Paugus Bay watershed overlay district, and a village district ordinance. Last year's request is currently being put to work in an impact fee ordinance update. This line has been reduced by \$5,000.

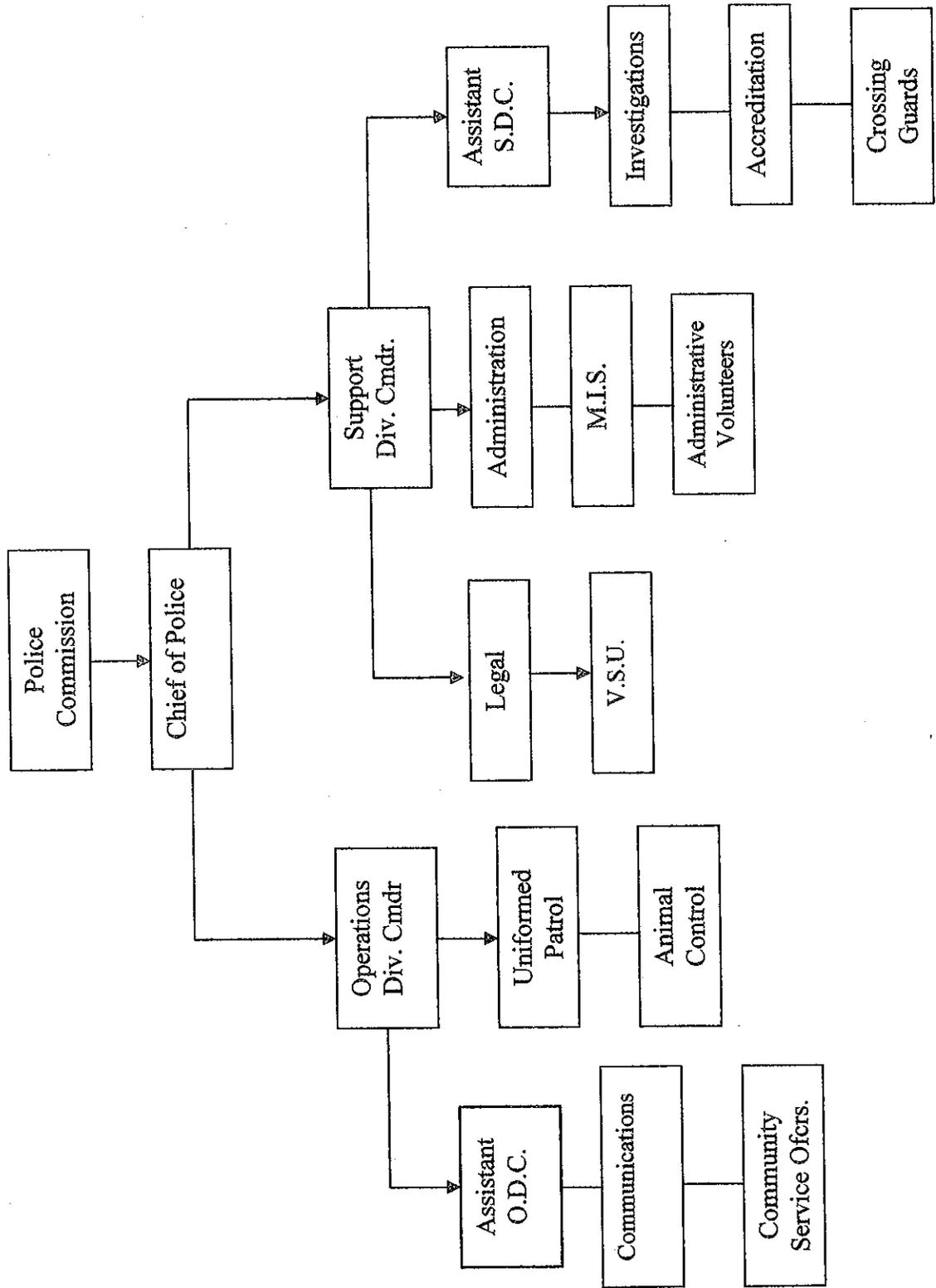
***LAKES REGION PLANNING COMMISSION***

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

***EQUIPMENT***

This line items funds miscellaneous equipment needs for the department. There are 6 existing computers with a replacement rate of 1 per year. Additionally, the department has a digital camera, 3 photo ready printers, a plotter printer, a copier and a fax machine that have part replacement costs or upgrade costs on a rolling basis. An increase is requested as costs have gone up and equipment has reached its useful life sooner than we anticipated.

*Organizational Chart  
Laconia Police Department*



**POLICE**  
**FY 2010-2011 BUDGET**

	<u>05-06</u> <u>ACTUAL</u>	<u>06-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>BUDGET</u>	<u>2010-2011</u> <u>DEPT REQ</u>	<u>2010-2011</u> <u>MANAGER</u>	<u>2010-2011</u> <u>COUNCIL</u>
<b>SALARIES</b>								
01 437 101 0000 Salaries	\$2,043,651	\$2,140,148	\$2,403,375	\$2,428,412	\$2,620,059	\$2,662,212	\$2,662,212	\$2,606,052
01 437 101 0014 Police Commission	3,900	3,600	3,600	3,500	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Parttime Salaries	85,856	94,082	96,290	68,638	80,000	80,000	80,000	70,031
01 437 101 0030 Extra Duty	115,521	110,731	107,581	108,608	-	-	-	-
01 437 101 0040 Crossing Guards	15,620	15,180	13,662	10,560	12,000	12,000	12,000	12,000
01 437 101 0050 Overtime	133,445	139,943	106,060	111,648	115,000	120,000	115,000	115,000
01 437 106 0000 Sick-Hurt	51,469	41,880	47,239	51,595	-	-	-	-
01 437 107 0000 Holidays	15,726	18,496	18,882	17,501	19,000	19,000	19,000	19,000
01 437 108 0000 Vacation	-	-	-	3,593	-	-	-	-
01 437 109 0000 Longevity	11,919	14,071	15,191	16,776	18,011	19,098	19,098	19,098
01 437 130 0000 Health Insurance	539,418	639,122	629,128	715,276	781,302	911,415	911,415	919,779
01 437 135 0000 Retirement	216,729	226,049	303,400	309,050	362,318	388,835	388,835	383,477
01 437 140 0000 Disability Insurance	11,441	12,079	-	-	-	-	-	-
<b>TOTAL SALARIES</b>	<b>\$3,244,695</b>	<b>\$3,455,381</b>	<b>\$3,744,408</b>	<b>\$3,843,157</b>	<b>\$4,011,290</b>	<b>\$4,216,160</b>	<b>\$4,211,160</b>	<b>\$4,148,037</b>
<b>OTHER</b>								
01 437 201 0000 Telephone	\$23,058	\$22,161	\$18,697	\$18,069	\$25,500	\$22,000	\$22,000	\$22,000
01 437 207 0000 Postage	3,534	2,647	2,382	2,015	3,700	3,700	3,700	2,700
01 437 208 0000 Printing	2,257	2,312	1,858	2,014	2,000	2,000	2,000	2,000
01 437 212 0000 Copier	4,854	4,838	5,368	4,755	6,400	6,400	6,400	6,400
01 437 214 0000 Supplies	7,730	8,370	7,449	7,541	10,000	10,000	10,000	10,000
01 437 233 0000 Maint.-Equipment	10,707	10,249	7,922	6,287	13,000	11,000	11,000	11,000
01 437 233 0010 Maint.-Radio	3,796	6,982	8,823	4,750	7,500	7,500	7,500	7,500
01 437 233 0020 Maint.-Computer	11,276	5,180	2,540	5,666	5,000	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,340	1,485	1,260	1,520	1,500	1,500	1,500	1,500
01 437 247 0000 Training	19,377	18,881	15,019	20,022	19,000	19,000	19,000	16,500
01 437 251 0000 Uniform Allowance	23,374	23,126	21,396	25,567	25,000	25,000	25,000	23,000
01 437 303 0000 Misc.	14,570	15,959	18,738	15,203	18,000	18,000	18,000	18,000
01 437 304 0000 O/S Contracts	32,473	31,250	30,194	32,267	39,465	42,333	39,456	39,456
01 437 304 0001 Accreditation	-	-	-	-	5,000	5,000	5,000	5,000
<b>Operating Expenses</b>	<b>\$158,346</b>	<b>\$153,440</b>	<b>\$141,646</b>	<b>\$145,676</b>	<b>\$181,065</b>	<b>\$178,433</b>	<b>\$175,556</b>	<b>\$170,056</b>
01-437-401-0000 Equipment-Other	8,996	-	-	-	-	-	-	-
01 437 401 0003 Speed Measurement Trailer	4,808	-	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>\$172,150</b>	<b>\$153,440</b>	<b>\$141,646</b>	<b>\$145,676</b>	<b>\$181,065</b>	<b>\$178,433</b>	<b>\$175,556</b>	<b>\$170,056</b>
01 437 234 0000 Vehicle Rental	\$109,996	\$116,546	\$128,373	150,000	\$128,000	\$110,000	\$110,000	\$110,000
01 437 234 0001 Internal Service Fund	86,996	92,795	110,000	104,497	85,000	60,000	60,000	60,000
<b>POLICE REIMBURSABLE</b>	<b>(134,434)</b>	<b>(119,012)</b>	<b>(123,507)</b>	<b>(132,093)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$3,479,403</b>	<b>\$3,699,150</b>	<b>\$4,000,920</b>	<b>\$4,111,237</b>	<b>\$4,405,355</b>	<b>\$4,564,593</b>	<b>\$4,556,716</b>	<b>\$4,488,093</b>

**POLICE**  
**FY 2010-2011 BUDGET**

**SALARIES**

Name	Title	Weeks	# Hours Worked	Weekly	Annually
1	Chief	52	*	\$1,852.10	\$96,309.20
1	Administrative Div Com	52	*	\$1,651.94	\$85,900.88
1	Operations Div Com	52	*	\$1,651.94	\$85,900.88
1	Prosecutor	52	*	\$1,651.94	\$85,900.88
2	Lieutenant	52	*	\$1461/\$1512	\$148,838.80
5	Sergeants	52	40	\$1213/\$1311	\$327,814.00
28	Patrolmen	52	40	780.12/1077.96	\$1,407,435.20
2	Administrative Asst	52	40	\$911/976	\$98,146.88
4	Adm Secretary***	52	32/40**	\$578/\$780	\$106,234.63
5	Dispatchers	52	40	\$651/\$823	\$193,570.76
1	Grant Funded Position				(\$30,000.00)
<b>Total Police</b>					<b>\$2,606,052.11</b>

\*Weekly salary range

\*\*3 partime positions and 1 fulltime included in this line

Salaries are at 9% cola

**Police Department Annual Activities 2008-2009**

# of calls responded to	24,325
# of criminal offenses	4,041
# of criminal arrests	1,547
# of fatal accidents	4
# of injury accidents	145
# of property damage accidents	681
# of parking tickets issued	4,045
# of arrests/summons	698
# of written warnings	5,398
# of DWI arrests	75

**POLICE DEPARTMENT**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

This line item funds the cost of 49 full time employees, (38 full time sworn and 11 full time civilian) for 40 hours per week for the fiscal year 2010-2011. The current collective bargaining agreement expires June 30, 2010. Grant reimbursements have been adjusted to reflect anticipated grants. No additional staff is requested for this budget. The wages for the Animal Control officer have been moved to the Special Duty line and hours have been reduced. The council has reduced this line by \$33,663.

***POLICE COMMISSIONERS***

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

***SPECIAL DUTY***

This line item funds the wages of part time police officers/dispatchers/employees. Part time personnel provides extra coverage and traffic control for major events such as the Sled Dog races, 4<sup>th</sup> of July celebrations, holiday parades, as well as other downtown and Weirs special events. This line item funds a 40 hour per week Special Officer for the summer months, extra coverage during peak activity periods, one 28 hr per week P/T Community Service Officer to conducting parking enforcement, handle non-emergency calls for service and other non-emergency duties as well as one additional seasonal Community Services Officer to patrol Lakeside Avenue, Lakeport and the downtown business district from May until September. The use of part time personnel is significantly less expensive than using full time personnel and is utilized by the Department where additional or replacement personnel are necessary. The Animal Control officer position has been moved from Salaries to this line. This line has been reduced by \$9,969.

***EXTRA DUTY***

This line item covers special detail reimbursed by the user.

***CROSSING GUARDS***

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

***OVERTIME-Straight over 40***

This line item funds the cost of overtime work for hourly employees at the rate of time and one half. In addition to any overtime paid to cover shifts when scheduled officers are out sick or injured, special assignments and serious criminal investigations that may require assignment of additional personnel; these would include homicides, rapes, fatal accidents, drug raids, etc. This line item also includes paying officers who work on holidays and paying officers required to be in court on their time off. Due to the steady increase in arrests and traffic summonses, officers are required to spend significantly more time in court. As a result, the percentage of overtime paid to officers for court and holiday pay has risen and now accounts for over 40% of the amount budgeted. This leaves less than 60% of this account line for patrol, investigative and other operations use. We have, however, level funded this line item for the 2010-2011 budget. Please see the Overtime Analysis Report from 11/05/09 on things we have implemented to cut down on this line item.

***HOLIDAYS***

This line item funds the cost of hourly employees required to work their normal 40 hours excluding the holiday itself. Compensation consists of one additional day's pay at straight time. We have asked for no increase in this line item.

***LONGEVITY***

This line item funds longevity payments to eligible employees, based on years of service with the City and contractual obligations. We have asked for a modest increase to cover the higher salaries for personnel that will be incurred in 2010-2011.

***HEALTH INSURANCE***

This line item funds the estimated cost of health insurance for police employees. This line has been increased \$8,364 to reflect a decrease in the contributions to be made by the employees.

***RETIREMENT***

This line item funds the retirement benefit for 48 employees under Group I or Group II NHRS contributions. This line has been decreased \$5,358 to reflect the changes made to salaries.

***TELEPHONE***

This line item funds the cost of equipment, monthly service, and out of state toll calls. We have requested a reduction of \$3,500 from the last budget.

***POSTAGE***

This line item funds the cost of general postage, certified mail and parcel postage. This line has been reduced another \$1,000.

***PRINTING***

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

***COPIER***

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

***SUPPLIES***

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

***EQUIPMENT MAINTENANCE***

This line item funds the cost of maintenance of office equipment and administrative equipment, such as the intoxilyzer, radars and speed trailer, Live Scan machine, photo and video equipment, recorders, typewriters and other electrical and mechanical equipment. We have requested a reduction of \$2,000 from the last budget.

### ***RADIO MAINTENANCE***

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

### ***COMPUTER MAINTENANCE***

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

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

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

### ***TRAINING***

This line item funds training costs for schools and tuition assistance, instruction and materials. In addition, all training supplies, such as practice ammunition, defensive tactics equipment and reference books are purchased from this line. The cost of ammunition has increased significantly over the last three years due in part to the ongoing war. The department is also using more ammunition due to increased range time for the officers. This account reflects the goals of the department to supply training in areas intended to increase safety and reduce potential liability to the Department and the City. This line has been reduced \$2,500.

### ***UNIFORM ALLOWANCE***

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

### ***MISCELLANEOUS***

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

### ***O/S CONTRACTS***

This line item funds the cost of regular monthly charges for a variety of equipment and maintenance services utilized by the department such as Waste Management, Statewide Data Terminal, postage meter, base station maintenance, Power Products, Dictronics and Cingular Wireless, support for the IMC computer program and Statewide Communication (Telephone System). We have also obtained the services of retired police Chief Michael French of the Goffstown Police Department. Chief French is a nationally known figure in accreditation and consults on average one day a week for us. **The amount in this line has been obtained by contacting the above listed vendors and obtaining cost estimates for the upcoming fiscal year.** This line has been reduced by the Manager in the amount of \$2,877.

### ***ACCREDITATION***

This line item reflects the chiefs as well as the commissioner's position to be a nationally accredited agency sometime in 2010. Achieving CALEA (Commission for Accreditation for Law Enforcement Agencies) Accreditation is in line with their strategic plan for the department. This

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

Agencies can realize the following rewards of CALEA Accreditation:

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

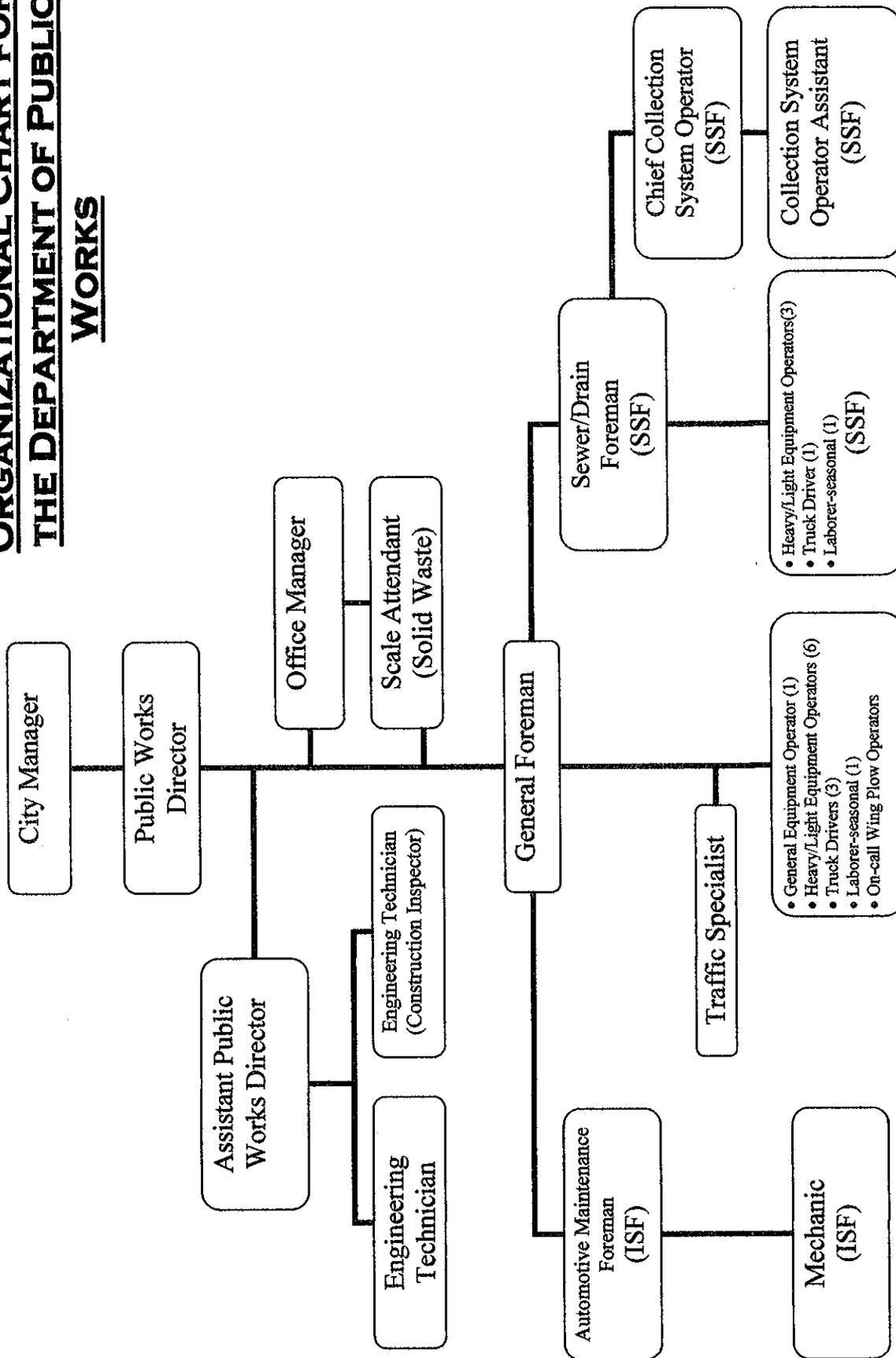
#### ***VEHICLE RENTAL***

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

#### ***INTERNAL SERVICE FUND***

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

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



ISF = Internal Service Fund  
SSF = Sanitary Sewer Fund

**PUBLIC WORKS**  
**FY 2010-2011 BUDGET**

		<u>2010-2011</u>							
		<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2008-2010</u>	<u>DEPT.</u>	<u>2010-2011</u>	<u>2010-2011</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>									
01 599 101 0000	Regular Salaries	\$585,073	\$648,796	\$673,598	\$729,946	\$832,824	\$845,409	\$845,409	\$845,409
01 599 102 0000	On Call Wingmen	3,431	1,750	-	-	-	-	-	-
01 599 105 0000	Overtime	56,832	62,779	102,147	94,842	75,000	80,000	80,000	80,000
01 599 106 0000	Sick-Hurt	14,227	19,376	55,206	22,083	-	-	-	-
01 599 107 0000	Holidays	17,227	24,528	25,836	26,026	-	-	-	-
01 599 108 0000	Vacations	18,084	26,907	34,892	31,342	-	-	-	-
01 599 109 0000	Longevity	1,050	330	780	990	1,470	1,320	1,320	1,320
01 516 120 0000	Social Security	56,563	60,537	69,405	71,676	70,676	71,905	71,905	71,905
01 516 130 0000	Health Insurance	233,292	265,389	262,873	283,742	307,666	333,851	333,851	333,851
01 516 135 0000	Retirement	50,086	53,953	80,644	81,501	83,979	86,098	86,065	86,065
01 599 110 0000	Stipends	-	-	8,000	5,500	8,000	5,500	5,500	5,500
01 599 115 0000	Salary Adj.	-	-	-	-	4,205	4,205	4,205	4,205
<b>TOTAL SALARIES</b>		<b>\$1,035,665</b>	<b>\$1,164,345</b>	<b>\$1,313,361</b>	<b>\$1,347,627</b>	<b>\$1,384,019</b>	<b>\$1,428,288</b>	<b>\$1,428,255</b>	<b>\$1,428,255</b>
<b>OTHER</b>									
01 500 000 1000	HIGHWAY MAINT.	\$221,863	\$241,611	\$194,568	\$213,549	\$227,000	\$230,000	\$230,000	\$214,000
01 502 000 1000	WINTER MAINT.	292,565	241,722	406,168	326,897	315,000	318,000	318,000	302,000
01 503 000 1000	WINTER MAINT. O/C	12,651	14,613	22,739	29,400	25,000	30,000	30,000	27,000
01 505 000 1000	CITY ENGINEERING	40,723	38,158	24,995	28,472	35,000	32,000	32,000	32,000
01 506 000 1000	STREET SWEEPING	40,800	43,820	44,788	49,968	48,000	50,000	50,000	50,000
01 507 000 1000	DRAIN MAINT.	73,790	52,718	33,183	37,537	60,000	53,000	53,000	53,000
01 509 000 1000	STREET LIGHTING	161,593	161,228	173,526	182,163	176,200	180,000	180,000	180,000
01 510 000 1000	PARK/TRAF.CONTR.	58,404	47,167	50,389	49,456	50,000	50,000	50,000	50,000
01 511 000 1100	TREE WORK	9,769	7,765	-	6,630	9,000	8,000	8,000	8,000
01 512 000 1200	BOARDWALK	5,137	2,794	5,057	14,340	5,200	7,000	7,000	7,000
01 513 000 1300	SIGNS	8,903	9,056	5,855	11,283	9,000	10,000	10,000	10,000
01 514 000 1400	PARKING GARAGE	17,671	15,839	14,853	17,292	16,500	17,500	17,500	17,500
01 517 000 1000	ANIMAL CONTROL	-	8	8	-	-	-	-	-
<b>Operating Costs</b>		<b>\$943,869</b>	<b>\$676,499</b>	<b>\$976,130</b>	<b>\$966,987</b>	<b>\$975,900</b>	<b>\$985,500</b>	<b>\$985,500</b>	<b>\$950,500</b>
01 519 401 0000	Salt & Sand Spreader	\$ -	\$ -	\$ -	\$9,471	\$9,750	\$9,650	\$9,650	\$9,650
01 519 401 0006	Digital Parking Meters (29) (10)	-	4,991	-	617	-	-	-	-
01 519 401 0009	A/C Unit-Bisson Ave	2,980	-	-	-	-	-	-	-
01 519 401 0010	Digital Camera w/Attach	-	-	-	-	-	-	-	-
01 519 401 0011	Laminator	-	-	-	-	-	-	-	-
01 519 401 0012	Weirs Beach Dock Repairs	3,500	-	-	-	-	-	-	-
01 519 401 0013	Paint Machine-Line Lazer	4,000	-	-	-	-	-	-	-
01 516 401 0014	Concrete Barriers-Bisson Ave	3,952	-	-	-	-	-	-	-
01 516 401 0015	Sidewalk Trimmer/Edger	-	-	1,108	-	-	-	-	-
01 516 401 0016	Automatic Drop Chains	-	-	6,754	2,095	5,500	-	-	-
01 516 401 0017	"Micro-Paver" Software	-	-	1,140	-	-	-	-	-
01-516-401-0018	Plow for Komatsu Loader	-	-	-	-	9,000	-	-	-
	Sign Shop Equipment	-	-	-	-	-	9,800	-	-
		<b>\$14,432</b>	<b>\$4,991</b>	<b>\$9,002</b>	<b>\$12,183</b>	<b>\$24,250</b>	<b>\$19,450</b>	<b>\$9,650</b>	<b>\$9,650</b>
<b>TOTAL PUBLIC WORKS DEPT.</b>		<b>\$1,993,966</b>	<b>\$2,045,835</b>	<b>\$2,298,512</b>	<b>\$2,326,797</b>	<b>\$2,384,169</b>	<b>\$2,433,238</b>	<b>\$2,423,405</b>	<b>\$2,388,405</b>

**PUBLIC WORKS**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually	
1	Public Works Dir.	28	***	52	40		\$1,617.39	\$84,104.28	
1	Office Mgr/Secretary*	13	9	52	40	\$22.37	\$894.80	\$46,529.60	
1	General Foreman*	17	10	52	40	\$27.38	\$1,095.20	\$56,950.40	
1	Engineering Tech*	13	10	52	40	\$22.64	\$905.60	\$47,091.20	
1	Engineering Tech*	13	9	52	40	\$22.37	\$894.80	\$46,529.60	
1	Gen Equip Oper*	45	6	52	40	\$22.02	\$880.80	\$45,801.60	
1	Traffic Specialist*	13	5	52	40	\$21.66	\$866.40	\$45,052.80	
1	Truck Driver*	42	3	52	40	\$15.53	\$621.20	\$32,302.40	
3	Lt Equip Oper*	43	5	52	40	\$17.22	\$688.80	\$107,452.80	
1	Lt Equip Oper*	43	6	52	40	\$17.56	\$727.20	\$37,814.40	
1	Lt Equip Oper*	43	7	52	40	\$17.91	\$716.40	\$37,252.80	
1	Hvy Equip Oper*	44	5	52	40	\$19.10	\$764.00	\$39,728.00	
3	Hvy Equip Oper*	44	6	52	40	\$19.49	\$779.60	\$121,617.60	
	Laborer		Seasonal		17	40	\$13.14	\$525.60	\$8,935.20
	Temporary Office Help		3	4	52	6	\$12.21	\$73.26	\$3,809.52
<b>Total PWD Office</b>								<b>\$760,972.20</b>	

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

\*\*\*Eligible for up to 5% raise which is budgeted in the salary adjustment line

**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

**2010-2011 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
- 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)
- Complete repair and upgrade of Weirs Boardwalk
- Complete construction of Anthony Drive drainage improvements.
- Accomplish special drainage reviews and prepare drainage construction estimates for other problem areas in the City.
- Oversee completion of WOW trail - Phase 1

**PUBLIC WORKS**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010 - 2011 BUDGET**

***INTRODUCTION***

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

Total operating costs in this budget (not including salaries) for the 12 categories of Public Works (01-500 through 01-514) shows an increase of 0.9 % from last year's budgeted total. Very slight increases in Highway Maintenance, Winter Maintenance, Street Sweeping and Street Lighting account for the majority of the very small overall increase. Every effort has been made to adjust these numbers appropriately recognizing the need to hold costs down while not compromising the services required of this department. We are convinced that it would be unwise to budget any less.

***SALARIES***

This line item funds the cost of wages for all personnel conducting Public Works activities. It is estimated by using the regular salaries for all Public Works employees, adding the regular salaries of the Sanitary Sewer Fund employees and deriving a percentage of the total for each division based on historical records (this year 75%). Additions in this year's figures are for anticipated salary (grade/step) increases for certain current employees.

We are requesting again this year the assistance of Part Time office help. This individual handles routine calls (sewer, drain, highway, solid waste) and assists with permit applications related to plumbing, driveways and street excavations. We propose to split this person's time (13.5 hours per week) equally between the DPW, SSF and Solid Waste operating budgets (4.5 hours each).

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

***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.

***HEALTH INSURANCE***

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

### ***RETIREMENT***

This line funds the cost of the City's match (9.16%) for retirement for the department.

### ***STIPENDS***

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

### ***SALARY ADJUSTMENT***

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

### ***HIGHWAY MAINTENANCE***

This line item funds the cost of all supplies, materials, vehicle charges and equipment costs to maintain city streets, sidewalks, rural roads, bridges and parking lots. This also includes the cost of such items as fuel, telephone, electricity, water and sewer for the main garage facility at 27 Bisson Ave and other Public Works buildings. This category continues to be a critical part of our maintenance responsibility due to the natural deterioration of many of our roads and sidewalks over time. DPW has requested a minimal increase in this line item of \$ 3,000 (1.3%). This line has been reduced \$16,000.

### ***WINTER MAINTENANCE***

This line item funds the cost of winter maintenance of highways and sidewalks. Included are all costs for materials such as salt, sand, vehicle charges, equipment costs and repair costs for damage caused during plowing operations. The maintenance demands from one winter to another can vary greatly. Three years ago we increased this line item substantially after careful review of expenditures for the previous 6 years which included a substantial increase in the cost of salt. We've requested an increase in this line of \$3,000 (less than 1 %). This line has been reduced \$16,000.

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

This line item funds the cost of an outside contractor for winter maintenance of school and city parking lots. Amount requested represents an estimate of the contract cost for an average winter. We have requested an increase of \$5,000 in this line item based on the overrun in costs on this item last winter. This line has been reduced \$3,000.

### ***CITY ENGINEERING***

This line item funds the cost associated with the operation of the engineering section. Costs for supplies, vehicle charges, equipment and materials are included here. This item may also be used for small scope professional services from consultants when needed and for staff attendance at professional training and certification programs. Additionally, department overhead is included in this line as well as costs associated with landfill monitoring (consultant and lab fees) at the closed landfill site off of Route 11B. Funding request for this line item has been reduced by \$3,000 from last year's request.

### ***STREET SWEEPING***

This line item funds the cost of vehicle charges, equipment and supplies for sweeping streets including the hiring of an outside contractor. We have increased this line item funding request by \$2,000 (4.2 %) to avoid the overrun in sweeping costs that occurred last year. Demand for effective and timely Spring clean-up of sand on roadways continues to be great.

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

### ***DRAIN MAINTENANCE***

This line item funds the cost of vehicle charges, equipment and supplies to maintain and repair the city drainage system. In recent years, we have placed a significant emphasis in rebuilding failed or sub-standard catch-basins (drain manholes) as well as upgrading or expanding the drainage system on streets where erosion or icing problems have developed. This year we have reduced this line item request by \$7,000 in an effort to reduce overall budget costs.

### ***STREET LIGHTING***

This line item funds the cost to operate and maintain street lights in the City. In the past year the Finance Dept. has secured a change in provider of electricity which will hopefully assist with controlling costs under this item. DPW has requested a \$3,800 increase in this item for this budget year to avert the slight cost overrun experienced last year on this line item.

### ***PARKING AND TRAFFIC CONTROL***

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

### ***TREE WORK***

This line item funds the cost of supplies, vehicle charges and equipment to deal with the trees throughout the city. The largest portion of this line is for the annual contract which is awarded each fall to remove and trim trees. We have reduced the funding request for this line item by \$1,000 for this budget year to help with overall costs.

### ***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. A slight overrun in costs on this line last year have prompted our request for an \$1,800 increase on this line item.

### ***SIGNS***

This line item funds the vehicle charges, equipment, materials and supplies to maintain and replace street signs, traffic control signs, informational signs and the installation of any new signs approved by the council or as required. We have requested a slight increase (\$1,000) in this category based on actual cost experience and on-going regular annual demands for installing and upgrading signs.

***PARKING GARAGE***

This line item funds the cost of vehicle charges, equipment, supplies, materials and electricity to maintain the parking garage. The majority of the cost of this line is for lighting to the parking garage. We have requested a slight increase (\$1,000) to keep this item from experiencing cost overruns.

***SALT & SAND SPREADER -- \$ 9,650.***

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

***SIGN SHOP EQUIPMENT -- \$ 9,800.***

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

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

The Manager has not funded this line.

**PUBLIC WORKS**  
**HISTORY**

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
01 500 000 1000	<b>HIGHWAY MAINTENANCE</b>				
Labor	\$278,104	\$348,556	\$382,305	\$378,579	\$332,604
Telephone	3,818	3,611	3,023	2,288	2,595
Power-Lights	14,993	12,770	11,360	11,551	11,218
Water-Sewer	1,125	868	1,394	1,532	1,546
Fuel	15,237	10,160	7,645	9,510	9,798
Building Maint.	13,858	7,594	6,349	4,587	5,663
Road Maintenance	45,952	53,757	69,112	64,955	78,982
Clothing Allowance	4,213	4,466	4,107	5,542	5,771
D&A Testing	1,499	642	991	1,982	1,035
O/S Contracts	(4,778)	(316)	-	-	-
Misc.	2,058	2,495	1,550	(115)	2,761
Vehicle Use	77,066	90,827	103,080	75,733	79,631
Stipends	-	-	-	8,000	5,500
Internal Service Fund	<u>34,992</u>	<u>34,992</u>	<u>33,000</u>	<u>17,005</u>	<u>14,550</u>
TOTAL HIGHWAY MAINT.	\$488,137	\$570,422	\$623,916	\$581,147	\$551,654
01 502 000 1000	<b>WINTER MAINTENANCE</b>				
Labor	\$109,789	\$76,944	\$91,909	\$182,101	\$159,098
Hired Snow Removal/Temps	8,409	3,430	1,750	-	-
Sand & Salt	189,398	166,600	110,445	236,033	220,579
Misc.	539	-	7,634	10,858	1,873
Vehicle Use	102,631	85,968	76,343	130,568	75,280
Internal Service Fund	<u>39,996</u>	<u>39,996</u>	<u>47,300</u>	<u>28,709</u>	<u>29,164</u>
TOTAL WINTER MAINT.	\$450,762	\$372,938	\$335,381	\$588,269	\$485,994
01 503 000 1000	<b>WINTER MAINT. O/C</b>				
Outside Contract	\$25,867	\$12,651	\$14,613	\$22,739	\$29,400
01 505 000 1000	<b>CITY ENGINEERING</b>				
Labor	\$117,624	\$120,320	\$179,423	\$195,601	\$209,027
Telephone	1,090	1,090	363	-	-
Supplies	3,577	8,651	3,084	2,508	1,686
Misc. D/O	4,526	4,874	1,999	3,341	5,528
Landfill Monitor	9,838	16,564	20,044	15,638	18,897
Vehicle Use	<u>4,796</u>	<u>9,543</u>	<u>12,667</u>	<u>3,508</u>	<u>2,361</u>
TOTAL CITY ENGR.	\$141,451	\$161,042	\$217,580	\$220,595	\$237,499
01 506 000 1000	<b>CLEANING STREETS</b>				
Outside Contract	40,916	30,800	36,595	39,440	46,918
Vehicle Use	<u>12,664</u>	<u>10,000</u>	<u>5,855</u>	<u>5,348</u>	<u>3,050</u>
TOTAL CL.. STREETS	\$53,580	\$40,800	\$42,450	\$44,788	\$49,968
010 507 000 1000	<b>DRAIN MAINTENANCE</b>				
Labor	\$86,641	\$86,754	\$73,715	\$83,822	\$139,043
Supplies	10,102	9,650	6,939	5,236	15,351
Internal Service Fund	19,992	19,992	6,600	691	-
Vehicle Use	<u>43,026</u>	<u>44,148</u>	<u>39,179</u>	<u>27,256</u>	<u>22,187</u>
TOTAL DRAIN MAINT.	\$159,761	\$160,544	\$126,433	\$117,004	\$176,581

01 509 000 1000	<b>STREET LIGHTING</b>	\$151,728	\$161,593	\$161,228	\$173,526	\$182,163
01 510 000 1000	<b>PARK/TRAFFIC CONTROL</b>					
	Labor	\$19,004	\$22,460	\$21,721	\$25,428	\$25,705
	Power-Lights	16,700	20,173	18,632	20,024	20,621
	Pavement Marking	2,002	29,089	17,132	14,874	22,348
	Supplies	4,977	3,584	5,385	9,900	2,322
	Vehicle Use	<u>4,435</u>	<u>5,557</u>	<u>6,018</u>	<u>5,591</u>	<u>4,166</u>
	TOTAL P/T CONTROL	\$47,119	\$80,863	\$68,888	\$75,818	\$75,162
01 511 000 1000	<b>TREE WORK</b>					
	O/S Contracts	\$5,280	\$9,769	\$7,765	\$7,614	\$6,630
01 512 000 1000	<b>BOARDWALK</b>					
	Labor	\$2,612	\$1,189	\$2,359	\$3,892	\$7,706
	Power-Lights	1,912	1,989	1,881	1,843	1,558
	Supplies	775	2,900	393	2,238	12,033
	Vehicle Use	<u>418</u>	<u>248</u>	<u>520</u>	<u>977</u>	<u>749</u>
	TOTAL BOARDWALK	\$5,717	\$6,326	\$5,153	\$8,950	\$22,046
01 513 000 1000	<b>SIGNS</b>					
	Labor	\$25,079	\$35,186	\$32,124	\$22,755	\$29,813
	Supplies	5,567	5,875	6,294	2,523	7,071
	Vehicle Use	<u>2,375</u>	<u>3,028</u>	<u>2,762</u>	<u>3,332</u>	<u>4,212</u>
	TOTAL SIGNS	\$33,021	\$44,089	\$41,180	\$28,610	\$41,096
01 514 000 1000	<b>PARKING GARAGE</b>					
	Labor	\$1,317	\$885	\$532	\$280	\$2,211
	Power-Lights	14,278	16,996	15,202	13,696	15,522
	Supplies	369	531	556	973	1,600
	Vehicle Use	<u>184</u>	<u>144</u>	<u>80</u>	<u>184</u>	<u>169</u>
	TOTAL PARKING GARAGE	\$16,148	\$18,556	\$16,370	\$15,134	\$19,502
01 516 000 1000	<b>EMPLOYEE BENEFITS</b>					
	Social Security	\$51,691	\$56,563	\$60,537	\$69,405	\$71,675
	Health Insurance	248,686	233,292	265,389	262,873	283,742
	Retirement	<u>38,542</u>	<u>50,086</u>	<u>53,953</u>	<u>80,644</u>	<u>81,501</u>
	TOTAL EMP. BENEFITS	\$338,919	\$339,941	\$379,879	\$412,922	\$436,918
01 517 000 1000	<b>ANIMAL CONTROL</b>					
	Labor	\$ -	\$ -	\$ -	\$ -	\$ -
	Supplies	-	-	-	-	-
	Vehicle Use	<u>16</u>	<u>-</u>	<u>8</u>	<u>8</u>	<u>-</u>
	TOTAL ANIMAL CONTROL	\$ 16	\$ -	\$ 8	\$ 8	\$ -
<b>TOTAL PUBLIC WORKS DEPT.</b>		\$1,917,506	\$1,979,534	\$2,040,844	\$2,297,124	\$2,314,613

**PUBLIC WORKS - SOLID WASTE**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT. REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 493 101 0000 Salaries	\$28,971	\$27,441	\$27,998	\$27,990	\$33,432	\$33,558	\$33,558	\$33,558
01 493 101 0001 Br.Dump,In House Trash	10,493	11,334	11,299	12,959	11,000	11,500	11,500	11,500
01 493 101 0002 Substitutes	3,605	2,350	4,964	4,767	3,500	4,500	4,500	4,500
01 493 101 0005 Hazardous Waste	1,236	1,025	1,156	1,311	-	-	-	-
01 493 105 0000 Overtime	10,813	10,121	11,048	10,074	11,000	11,000	11,000	11,000
01 493 106 0000 Sick	716	737	639	1,100	-	-	-	-
01 493 107 0000 Holidays	958	1,242	1,230	1,273	-	-	-	-
01 493 108 0000 Vacatlons	1,065	750	1,559	1,273	-	-	-	-
01 493 109 0000 Longevity	60	60	60	60	60	90	90	90
01 493 120 0000 Social Security	4,460	4,278	4,655	4,905	4,513	4,640	4,640	4,640
01 493 130 0000 Health Insurance	13,341	15,078	13,869	15,041	16,206	18,330	18,330	18,330
01 493 135 0000 Retirement	3,309	3,262	4,422	4,892	4,362	4,502	4,502	4,502
TOTAL SALARIES	\$79,027	\$77,678	\$82,899	\$85,645	\$84,073	\$88,120	\$88,120	\$88,120
<b>OTHER</b>								
01 493 201 0000 Telephone	\$663	\$521	\$283	\$262	\$600	\$400	\$400	\$400
01 493 202 0000 Lights-Power	1,397	1,422	1,552	1,367	1,650	1,650	1,650	1,650
01 493 214 0000 Supplies	8,190	10,694	19,092	20,483	16,000	22,000	22,000	22,000
01 493 234 0000 Vehicle Rental	1,894	224	2,491	2,013	2,500	2,500	2,500	2,500
01 493 251 0000 Clothing Allowance	321	129	295	148	350	350	350	350
01 493 304 0001 Transfer Station	390,463	433,015	416,842	372,680	427,000	427,000	427,000	415,000
01 493 304 0002 Collection Contract	325,531	339,893	323,460	342,606	345,000	335,000	285,000	285,000
01 493 304 0003 Concord Cooperative	727,992	750,446	730,072	737,412	845,000	915,000	915,000	915,000
01 493 304 0004 Hazardous Waste	9,810	9,972	12,170	12,949	15,200	15,000	15,000	15,000
01 493 304 0007 Recycle-Contract	116,985	119,544	127,122	136,074	310,000	145,500	145,500	145,500
TOTAL OTHER	\$1,583,246	\$1,665,860	\$1,633,380	\$1,626,034	\$1,963,300	\$1,864,400	\$1,814,400	\$1,802,400
<b>DEPT. O&amp;M TOTAL</b>	<b>\$1,662,273</b>	<b>\$1,743,538</b>	<b>\$1,716,279</b>	<b>\$1,711,679</b>	<b>\$2,047,373</b>	<b>\$1,952,520</b>	<b>\$1,902,520</b>	<b>\$1,890,520</b>

**PUBLIC WORKS-SOLID WASTE**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Scale Operator	4	10	52	40	\$14.76	\$590.40	\$30,700.80
	Office help	3	3	52	4.5	\$12.21	\$54.95	\$2,857.14
<b>Total Transfer Station</b>								<b>\$33,557.94</b>

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

**Solid Waste Activities**

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

**2010-2011 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

Note:

**PUBLIC WORKS - SOLID WASTE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010 - 2011 BUDGET**

***SALARIES***

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

We are requesting again this year the assistance of Part Time office help. This individual handles routine calls (sewer, drain, highway, solid waste) and assists office visitors with permit applications. We propose to split this person's time (13.5 hours per week) equally between the DPW, SSF, and the Solid Waste operating budgets.

***BRUSH DUMP, IN HOUSE TRASH***

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

***SUBSTITUTES***

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

***OVERTIME***

This line item funds the cost of overtime pay for the scale operator for 0.5 hours per weekday and 5 hours on Saturday.

***LONGEVITY***

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

***SOCIAL SECURITY***

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

***HEALTH INSURANCE***

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

***RETIREMENT***

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

***TELEPHONE***

This line item funds the cost of phone services at the scale house and has been reduced by \$ 200. based on cost history.

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

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

### ***SUPPLIES-SCALES***

This line item funds the cost of electricity, scale maintenance, computer maintenance, supplies, vehicle charges and equipment required to operate the scales on a day to day basis. Additional costs are now accrued in this category related to periodic mailing of flyers to Laconia citizens keeping them updated on the latest information and requirements regarding our solid waste services, particularly in regard to recycling. Also, costs related to newspaper advertisements and purchasing of supplemental recycling bins are funded under this item. Cost history requires increasing this line by \$ 6,000.

### ***VEHICLE RENT***

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

### ***CLOTHING ALLOWANCE***

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

### ***TRANSFER STATION***

This line item funds the estimated cost for contract operation of the Transfer Station and transportation of trash to the incinerator in Penacook. These figures were arrived at after careful review of the current contract for services effective through 2027. (and which may be considered for an additional one year extension, depending on how Laconia proceeds with new Solid Waste Program initiatives). This year's budget figure was arrived at by applying the contract unit prices (including assumed CPI) multiplied by the anticipated annual tonnage in each of the 3 associated categories (Construction and Demolition material (C&D), Municipal Solid Waste (MSW) and Drop-Off Recyclables). This line has been reduced \$12,000.

### ***COLLECTION CONTRACT***

This line item funds the estimated cost of contracted residential trash pickup. The amount requested reflects the contract unit prices (including a fuel adjustment) multiplied by the anticipated volume (tonnage) of Municipal Solid Waste (MSW) to be collected in the approved curbside collection route in the City. The current Collection Contract with Waste Management has been extended one year and will expire will expire September 30, 2010. Consideration of an additional one year extension of the Contract depends on how Laconia chooses to proceed with new Solid Waste Program initiatives that are currently being reviewed. The budget figure for this line item this year includes our conservative estimate of the reduction in MSW that we anticipate seeing as a result of our recent program change (Dec. 2009) to Single Stream Recycling (SSR). This line has been reduced by \$50,000 by the Manager.

### ***CONCORD COOPERATIVE***

This line item funds the estimated amount that the city will pay to the cooperative for the operation of the incinerator, disposal of ash and bond payments. The proposed budget for the Coop includes pricing all tonnage at a tipping fee of \$ 62.10 per ton, up from \$45.90 per ton in the prior year. The

amount requested reflects the tipping fee multiplied by the estimated tonnage to be delivered to the Penacook facility from Laconia.

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(Note: Coop Members enjoy an excellent tipping fee in comparison to other Solid Waste disposal facilities around New England and the nation. Although delayed because of member uncertainty related to the economic down-turn during the past 12 months, there remains an initiative in progress within the Cooperative to construct a **Single Stream Recycling Facility** to benefit Cooperative communities by providing for disposal of recyclables with potential for pay-back. This initiative is in keeping with goals outlined in the original Cooperative Agreement with the original 27 participating communities to set aside funds and seek "solid waste solutions" for the benefit of member communities.)

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### ***HOUSEHOLD HAZARDOUS WASTE CLEANUP***

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

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

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

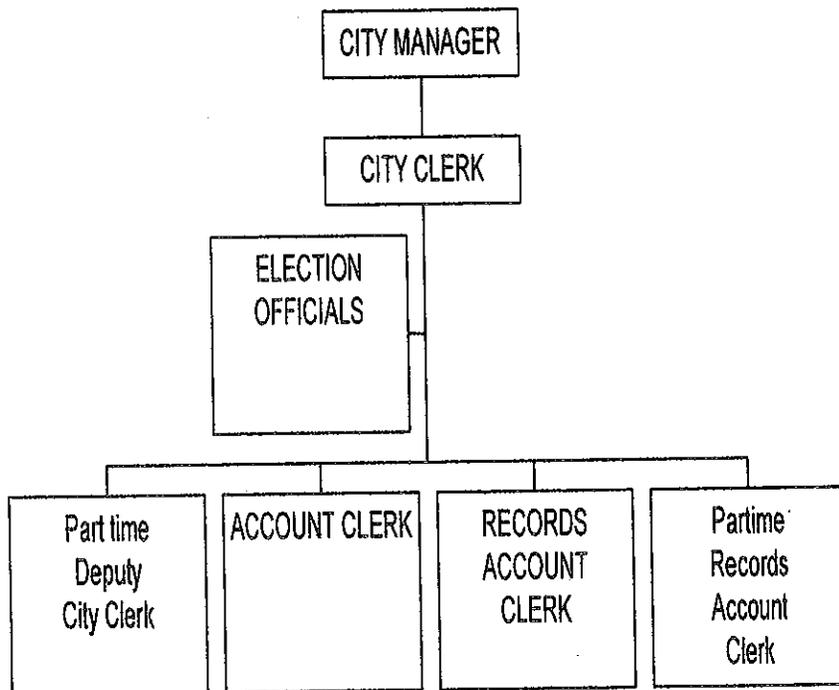
### ***RECYCLE (CONTRACT)***

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

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

Overall, we are estimating a 5 % decrease in the Solid Waste operating budget for FY '10-11. Program changes currently under review show promise of further cost reduction possibilities in the Solid Waste budget in the future.

**RECORDS  
FY 2010-2011 BUDGET**



**RECORDS - CITY CLERK**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2010-2011</u>		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>2010-2011</u>	<u>2010-2011</u>
						<u>REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 415 101 0000 Salaries	\$115,852	\$121,728	\$125,964	\$100,545	\$127,156	\$117,753	\$117,753	\$111,753
01 415 105 0000 Overtime	122	130	287	619	-	-	-	-
01 415 106 0000 Sick-Hurt	2,645	3,878	54,299	1,592	-	-	-	-
01 415 107 0000 Holidays	3,256	3,479	3,551	3,536	-	-	-	-
01 415 108 0000 Vacations	3,152	4,037	17,284	1,458	-	-	-	-
01 415 109 0000 Longevity	540	540	450	-	-	30	30	30
01 415 115 0000 Salary Adj.	-	-	-	-	1,955	2,198	2,198	2,198
TOTAL SALARIES	\$125,567	\$133,792	\$201,835	\$107,750	\$129,111	\$119,981	\$119,981	\$113,981
<b>OTHER</b>								
01 415 201 0000 Telephones	\$1,595	\$2,415	\$1,673	\$1,619	\$2,000	\$2,000	\$2,000	\$2,000
01 415 207 0000 Postage	1,006	719	794	655	2,000	2,000	2,000	2,000
01 415 208 0000 Printing	-	-	-	-	100	100	100	100
01 415 212 0000 Copier	541	1,032	845	554	1,200	1,200	1,200	1,200
01 415 214 0000 Supplies	1,007	804	1,317	1,364	1,500	1,500	1,500	1,500
01 415 233 0000 Maint-Agreement	98	-	-	-	-	-	-	-
01 415 234 0000 Vehicle Rental	165	155	205	360	300	300	300	300
01 415 245 0000 Conference-Dues	679	735	395	601	1,200	1,500	1,500	1,500
01 415 248 0000 Dog License Exp.	810	948	1,646	1,788	1,500	2,000	2,000	2,000
01 415 303 0000 Misc.	2,277	1,643	1,666	2,030	3,500	3,500	3,500	3,500
01 415 306 0000 State MV Reg. Exp.	638	736	581	1,765	1,500	1,500	1,500	1,500
01 415 306 0001 City MV Reg. Exp.	5,418	5,979	5,891	5,832	6,700	6,700	6,700	6,700
01 415 401 0000 Equipment	1,541	383	5,659	3,992	7,000	4,000	4,000	4,000
TOTAL OTHER	\$15,775	\$15,549	\$20,671	\$20,560	\$28,500	\$26,300	\$26,300	\$26,300
<b>DEPT. O&amp;M TOTAL</b>	<b>\$141,342</b>	<b>\$149,341</b>	<b>\$222,506</b>	<b>\$128,310</b>	<b>\$157,611</b>	<b>\$146,281</b>	<b>\$146,281</b>	<b>\$140,281</b>

**RECORDS-CITY CLERK**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk	20	**	52			\$845.66	\$43,974.32
1	Account Clerk*	5	4	52	35	\$14.08	\$492.80	\$25,625.60
1	Acct Clerk*	5	4	52	30	\$13.47	\$404.10	\$21,013.20
1	Parttime Clerk*	7	10	52	21	\$17.02	\$357.42	\$18,585.84
	Temporary Help	5	1	52				\$2,555.00
<b>Total Records</b>								<b>\$111,753.96</b>

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

\*\*Will be reviewed with a possible 0-5% raise budgeted in the salary adjustment line

**City Clerk Office Activities**

- process 17,750 city MV as an online agent
- process 2,600 requests for vital records. Births, deaths and marriages
- issue 26 aquatherm permits
- wetland applications
- receive Articles of Agreement for incorporation
- record city ordinances and issue copies
- attend and record minutes of council meetings
- amend birth records by adoption, paternity and legitimization
- record and file letters of credit, appeals and leases
- process approximately 116 bad checks
- process 2,047 dogs and 183 civil forfeitures and 1 court summons
- process 931 dump stickers-issued coupons and day passes
- process parking ticket payments
- process 354 Weirs Beach Parking Stickers

**2010-2011 Objectives**

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

**RECORDS - CITY CLERK**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

This line item funds the cost of three full time employees and two part time employees. This line has been reduced \$6,000 to eliminate one part time employee.

***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.

***PRINTING***

This line item funds the cost of printing miscellaneous forms.

***COPIER***

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

***SUPPLIES***

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

***VEHICLE RENTAL***

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

***CONFERENCE-DUES***

This line item funds the cost of professional dues and attendance at the City Clerk Conference and training. This line item has been increased to reflect the attendance and cost for the Deputy City Clerk's attendance.

***DOG LICENSE EXPENSE***

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

***MISCELLANEOUS***

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

***STATE MOTOR VEHICLE EXPENSE***

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

***CITY REGISTRATION/MAIL EXPENSE***

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

***EQUIPMENT***

This line will fund a new computer and various other equipment as needed.

**RECORDS - ELECTIONS**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-</u> <u>2010</u>	<u>2010-2011</u> <u>DEPT.</u>	<u>2010-2011</u> <u>MANAGER</u>	<u>2010-2011</u> <u>COUNCIL</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQ.</u>		
<b>SALARIES</b>								
01 417 101 0000 Elections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 417 101 0001 Ward 1	1,408	1,668	2,178	2,199	-	-	-	-
01 417 101 0002 Ward 2	1,513	1,964	2,602	2,133	-	-	-	-
01 417 101 0003 Ward 3	1,603	1,546	2,640	2,234	-	-	-	-
01 417 101 0004 Ward 4	3,128	3,509	2,810	2,060	-	-	-	-
01 417 101 0005 Ward 5	1,722	2,187	3,860	2,584	-	-	-	-
01 417 101 0006 Ward 6	4,544	4,036	3,447	2,567	-	-	-	-
01 417 101 0010 Ward Officials	<u>1,793</u>	<u>2,070</u>	<u>-</u>	<u>1,589</u>	<u>19,000</u>	<u>19,000</u>	<u>19,000</u>	<u>19,000</u>
TOTAL SALARIES	\$15,711	\$16,980	\$17,537	\$15,366	\$19,000	\$19,000	\$19,000	\$19,000
<b>OTHER</b>								
01 417 207 0000 Postage	\$389	\$783	\$848	\$529	\$1,000	\$1,000	\$1,000	\$1,000
01 417 208 0000 Printing	2,273	1,080	2,129	1,229	2,500	2,500	2,500	2,500
01 417 210 0000 Notices	348	56	185	350	300	300	300	300
01 417 214 0000 Supplies	4,274	4,248	4,661	5,919	6,000	6,000	6,000	6,000
01 417 233 0000 Maint.-Agreement	1,470	1,831	1,225	1,539	1,900	1,900	1,900	1,900
01 417 234 0000 Vehicle Rental	365	213	300	110	400	400	400	400
01 417 401 0000 Equipment	-	-	-	-	2,800	1,400	1,400	1,400
TOTAL OTHER	\$9,119	\$8,211	\$9,348	\$9,676	\$14,900	\$13,500	\$13,500	\$13,500
<b>DEPT. O&amp;M TOTAL</b>	<b>\$24,830</b>	<b>\$25,191</b>	<b>\$26,885</b>	<b>\$25,042</b>	<b>\$33,900</b>	<b>\$32,500</b>	<b>\$32,500</b>	<b>\$32,500</b>

**RECORDS – ELECTIONS**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

This line item funds the cost of salaries of ward officials for city and state elections.

***POSTAGE***

This line item funds the cost of mailing absentee ballots and other general correspondence.

***PRINTING***

This line item funds the cost of printing ballots.

***NOTICES***

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

***SUPPLIES***

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

***MAINTENANCE AGREEMENT***

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

***VEHICLE RENTAL***

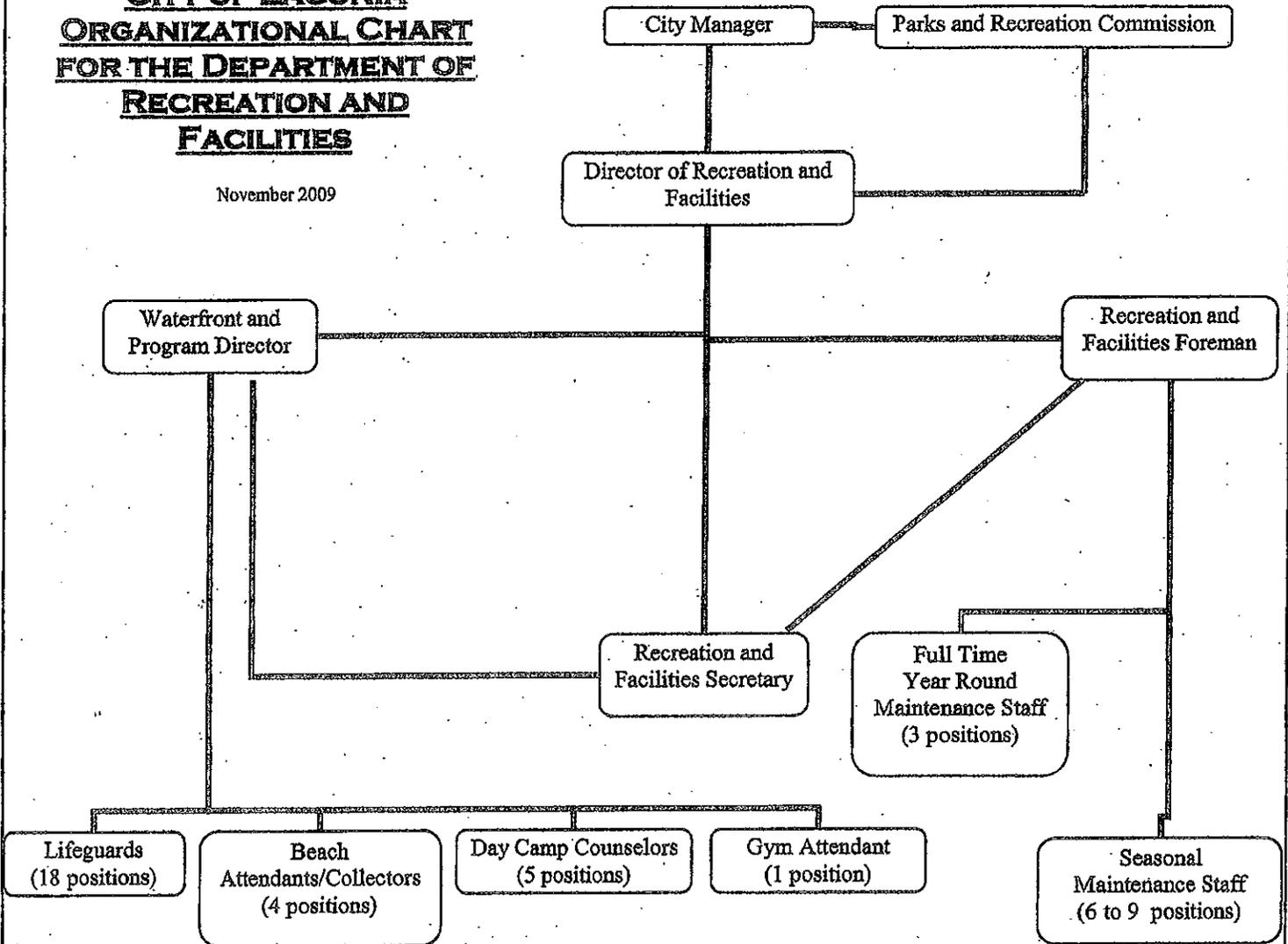
This line item funds the hourly cost of operation of a city vehicle used on election day.

***EQUIPMENT***

This line funds the purchase of one laptop computer for one ward that currently does not have one.

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

November 2009



**RECREATION & FACILITIES**  
**FY 2010-2011 BUDGET**

	<u>05-06</u> <u>ACTUAL</u>	<u>06-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>2009-2010</u> <u>BUDGET</u>	<u>2010-2011</u> <u>DEPT REQ</u>	<u>2010-2011</u> <u>MANAGER</u>	<u>2010-2011</u> <u>COUNCIL</u>
<b>SALARIES</b>								
01 479 101 0000 Salaries	\$201,166	\$207,130	\$216,594	\$235,217	\$272,020	\$274,225	\$268,855	\$268,855
01 479 103 0000 Temporary	108,699	115,254	98,521	107,232	110,090	110,090	110,090	98,090
01 479 105 0000 Overtime	4,075	5,004	6,540	4,896	6,000	6,000	6,000	6,000
01 479 106 0000 Sick-Hurt	15,992	3,515	12,673	30,820	-	-	-	-
01 479 107 0000 Holidays	7,945	6,991	8,122	8,709	-	-	-	-
01 479 108 0000 Vacattions	7,776	8,044	11,175	19,954	-	-	-	-
01 479 109 0000 Longevity	510	570	540	630	720	510	510	510
01 479 115 0000 Salary Adj	-	-	-	-	2,874	2,874	2,874	2,874
<b>TOTAL SALARIES</b>	<b>\$346,163</b>	<b>\$346,508</b>	<b>\$354,165</b>	<b>\$407,458</b>	<b>\$391,704</b>	<b>\$393,699</b>	<b>\$388,329</b>	<b>\$376,329</b>
<b>OTHER</b>								
01 479 201 0000 Telephone	\$2,581	\$2,892	\$3,437	\$3,993	\$3,600	\$3,500	\$3,500	\$3,500
01 479 202 0000 Lights-Power**	17,046	19,029	21,172	21,719	22,442	22,805	22,805	22,805
01 479 203 0000 Water-Sewer**	10,128	9,552	12,513	12,693	12,763	12,763	12,763	12,763
01 479 204 0000 Fuel**	12,806	11,988	12,333	10,923	21,571	16,571	16,571	16,571
01 479 205 0000 OREO Expenses	-	-	5,212	1,076	-	-	-	-
01 479 207 0000 Postage	292	368	380	444	600	600	600	600
01 479 208 0000 Printing	503	1,000	713	678	2,500	2,000	2,000	2,000
01 479 212 0000 Copier	1,272	1,144	1,282	1,149	1,500	1,500	1,500	1,500
01 479 214 0001 Supplles-Maintenance	8,082	7,996	5,978	6,991	7,500	7,500	7,500	7,500
01 479 214 0002 Supplles-Programs	9,578	6,388	4,579	12,678	12,000	10,000	10,000	7,000
01 479 214 0003 Supplles-Office	851	1,344	2,660	1,602	2,600	2,600	2,600	2,600
01 479 214 0004 Revenue- Programs	-	-	54	-	-	-	-	-
01 479 233 0000 Maint-Equipment	4,175	2,148	5,073	1,927	5,000	5,000	5,000	5,000
01 479 235 0000 Maint-Buildings	6,361	3,863	7,294	10,418	9,500	9,500	9,500	9,500
01 479 235 0001 Maint-Park Houses	2,292	2,548	6,027	3,654	5,500	5,500	5,500	5,500
01 479 235 0002 Maint-Grounds	9,202	4,961	10,802	10,200	11,000	66,000	56,000	71,000
01 479 245 0000 Conference-Dues	2,621	3,197	1,490	2,910	1,600	1,500	1,500	1,600
01 479 247 0000 Training	580	140	490	695	1,650	1,650	1,650	1,650
01 479 251 0000 Uniform Allowance	478	732	1,815	2,469	3,500	3,500	3,500	3,500
01 479 303 0000 Misc	581	691	1,360	1,608	500	1,500	1,500	1,500
01 479 304 0000 O/S Contracts	16,294	12,727	14,186	17,639	30,500	27,500	12,500	12,500
01 479 401 0000 Equipment	7,867	825	1,325	1,488	5,000	5,000	5,000	4,000
01 479 306 0000 Adopt a Spot	2,939	1,344	3,376	1,666	3,000	3,000	3,000	3,000
<b>TOTAL OTHER</b>	<b>\$116,529</b>	<b>\$94,887</b>	<b>\$123,551</b>	<b>\$128,620</b>	<b>\$163,626</b>	<b>\$209,489</b>	<b>\$184,489</b>	<b>\$195,489</b>
01 479 234 0000 Vehicle Rental	\$26,340	\$52,738	\$36,000	\$36,528	\$30,400	\$38,000	\$38,000	\$38,000
01 479 234 0001 Internal Service Fund	21,996	25,181	28,000	31,244	24,500	10,000	10,000	10,000
<b>RECREATION REIMBURSABLES</b>	<b>(10,873)</b>	<b>(14,368)</b>	<b>(14,423)</b>	<b>(20,596)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPT O&amp;M TOTAL</b>	<b>\$500,355</b>	<b>\$504,946</b>	<b>\$527,293</b>	<b>\$583,254</b>	<b>\$610,230</b>	<b>\$651,188</b>	<b>\$620,818</b>	<b>\$619,818</b>

\*\*Park house utilities,see narratives

**RECREATION & FACILITIES**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Rec. & Facil. Direct.	21	**	52			\$963.46	\$50,100.00
1	Assist Rec Director	17	**	52			\$741.07	\$38,536.00
1	Secretary*	6	10	52	35	\$16.21	\$567.35	\$29,502.20
2	Groundskeeper*	8	10	52	40	\$17.82	\$712.80	\$74,131.20
1	Groundskeeper*	8	3	52	40	\$15.59	\$623.60	\$32,427.20
1	Foreman*	13	6	52	40	\$21.23	\$849.20	\$44,158.40

<b>Total Parks &amp; Recreation</b>	<b>\$268,855.00</b>
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\*Above pay rates include possible merit(step) increase

\*\*Eligible for possible 0-5% raise which is budgeted in the salary adjustment line

**Parks & Recreation Activities**

- serve approximately 18,176 adults in 39 city sponsored programs
- serve approximately 11,693 children in 48 city sponsored programs
- provide meeting space for city youth and adult programs
- maintain 15 parks, 5 beaches, Community Center, 4 site parks, City Hall, District Court, Police Station  
two Libraries and other City owned Properties
- maintain 7 cemeteries
- maintain islands and rights of way throughout the city
- maintain and schedule all school department athletic facilities
- provide horticultural services
- plant and maintain several City floral presentations

**2010-2011 Objective**

- Have all 7 athletic fields properly maintained and looking green

**2010-2011 Performance Measures**

- Increase recreational programming by 10%
- Get the fields in better condition

**RECREATION & FACILITIES**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

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

***TEMPORARY***

This line item funds the cost of temporary seasonal employees, lifeguards, playground supervisors, collectors and maintenance. This line has been reduced by \$12,000.

***OVERTIME***

This the estimated expense for overtime for this department.

***LONGEVITY***

This line item funds longevity payments to eligible employees.

***SALARY ADJUSTMENT***

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

***TELEPHONES***

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

***LIGHTS-POWER***

This line item funds the cost of lights and power at park houses, bathhouses, athletic lighting, park maintenance facility, skating and security lighting. This account has been increased 5% (based on PSNH calculations) over last year's actual costs.

***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 level funded with no anticipated rate increase.

***FUEL***

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

***POSTAGE***

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

***PRINTING***

This line item funds the cost of advertising and printing of programs.

***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 equipment, waterfront supplies and water testing.. This line has been lowered by \$3,000.

***SUPPLIES-OFFICE***

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

***MAINTENANCE-EQUIPMENT***

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

***MAINTENANCE-BUILDING***

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

***MAINTENANCE-PARK HOUSES***

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

***MAINTENANCE-GROUNDS***

This line item is proposed to be increased from \$11,000 to \$66,000. The additional amount requested is due to updated facilities being brought online with a different level of service. This item includes the cost of fertilizer, seed, soil, amendments, composting, sand and other turf maintenance related activities. The Manager has reduced this line by \$10,000. This line was increased by \$15,000 by the Council and offset with a reduction in school department funding.

***CONFERENCE-DUES***

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

***TRAINING***

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

***UNIFORM ALLOWANCE***

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

***MISCELLANEOUS***

This line item funds the cost of medical needs such as physicals or mandated checkups or counseling. We have increased this line due to the large amount of background checks that the City does on all temporary/seasonal employees.

***O/S CONTRACT***

This line shows a decrease from \$30,500 to \$27,500, resulting in a \$3,000 reduction. This item funds the cost of contractual services needed in the park system electrical, roofing, plumbing, turf maintenance, tree care, irrigation, etc. If a deep tine aerator is awarded to the department, this item would see a reduction of \$15,000 by doing aeration in house, resulting in a total department request of \$12,500.

***EQUIPMENT***

This line item funds the replacement of small tools and lawn equipment. This line has been reduced by \$1,000.

***ADOPT-A-SPOT***

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

***VEHICLE RENTAL***

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

***INTERNAL SERVICE FUND***

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

***RECREATIONAL REIMBURSABLES***

This line item includes reimbursement for field lights, park association utilities and swim lessons that the City receives and also budgets as revenue.

**RECREATION & FACILITIES**  
**CITY HALL MAINTENANCE**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>OTHER</b>								
01 419 202 0000 Lights-Power	\$16,069	\$17,163	\$18,040	\$18,046	\$19,122	\$18,950	\$18,950	\$18,950
01 419 203 0000 Water-Sewer	898	1,126	1,130	1,062	2,200	2,200	2,200	2,200
01 419 204 0000 Fuel	5,597	12,723	13,006	13,301	13,000	13,000	13,000	13,000
01 419 214 0000 Supplies	4,487	4,440	6,117	3,516	3,500	3,500	3,500	3,500
01 419 233 0000 Maint-Equip	3,131	2,256	2,316	2,370	2,500	2,500	2,500	2,500
01 419 235 0000 Maint-Building	751	1,574	1,383	1,760	5,000	3,000	3,000	3,000
01 419 304 0000 Outside Contracts	30,271	30,422	31,123	32,779	28,156	32,800	32,800	32,800
01 419 401 0000 Equipment	840	-	-	-	1,500	-	-	-
<b>TOTAL OTHER</b>	<b>\$62,044</b>	<b>\$69,704</b>	<b>\$73,115</b>	<b>\$72,834</b>	<b>\$74,978</b>	<b>\$75,950</b>	<b>\$75,950</b>	<b>\$75,950</b>
<b>DEPT O&amp;M TOTAL</b>	<b>\$62,044</b>	<b>\$69,704</b>	<b>\$73,115</b>	<b>\$72,834</b>	<b>\$74,978</b>	<b>\$75,950</b>	<b>\$75,950</b>	<b>\$75,950</b>

**RECREATION & FACILITIES - CITY HALL MAINTENANCE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***LIGHTS-POWER***

This line item funds the cost of lights and power at City Hall.

***WATER-SEWER***

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

***FUEL***

This line item funds the cost of #2 fuel oil at City Hall. This line is level funded.

***SUPPLIES***

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

***MAINTENANCE-EQUIPMENT***

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

***MAINTENANCE-BUILDING***

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

***O/S CONTRACTS***

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

**RECREATION & FACILITIES**  
**COMMUNITY CENTER MAINTENANCE**  
**FY 2010-2011 BUDGET**

	<u>06-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>OTHER</b>								
01 480 202 0000 Lights-Power	\$12,647	\$10,856	\$12,061	\$12,247	\$11,680	\$12,860	\$12,860	\$12,860
01 480 203 0000 Water-Sewer	956	1,099	1,276	1,174	1,500	1,500	1,500	1,500
01 480 204 0000 Fuel	9,679	11,099	9,229	13,534	14,006	14,006	14,006	14,006
01 480 214 0000 Supplies	1,580	583	1,593	2,640	2,500	2,500	2,500	2,500
01 480 235 0000 Maintenance	1,679	4,307	952	2,567	6,000	3,000	3,000	3,000
01 480 304 0000 Outside Contracts	10,583	15,531	14,297	15,041	13,126	13,126	13,126	13,126
01 480 401 0001 Telephone System	2,856	-	-	-	-	-	-	-
TOTAL OTHER	\$39,980	\$43,475	\$39,408	\$47,203	\$48,812	\$46,992	\$46,992	\$46,992
<b>DEPT O&amp;M TOTAL</b>	\$39,980	\$43,475	\$39,408	\$47,203	\$48,812	\$46,992	\$46,992	\$46,992

**RECREATION & FACILITIES- COMMUNITY CENTER**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***LIGHTS-POWER***

This line item funds the cost of lights and power at the Community Center. This line has been increased 5% (based on PSNH projections) over the actual costs in fiscal year 2009.

***WATER-SEWERS***

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

***FUEL***

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

***SUPPLIES***

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

***MAINTENANCE***

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

***O/S CONTRACTS***

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

**RECREATION & FACILITIES**  
**POLICE STATION MAINTENANCE**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>OTHER</b>								
01 435 202 0000 Lights-Power	\$36,456	\$35,356	\$33,706	\$36,578	\$33,400	\$38,410	\$38,410	\$38,410
01 435 203 0000 Water-Sewer	1,996	2,178	2,455	2,961	3,920	3,920	3,920	3,920
01 435 204 0000 Fuel	24,037	24,843	23,806	18,824	30,000	25,000	25,000	20,000
01 435 214 0000 Supplies	5,088	3,073	3,883	3,910	4,000	4,000	4,000	4,000
01 435 235 0000 Maint-Building	3,665	4,146	2,275	4,911	4,000	4,000	4,000	4,000
01 435 304 0000 O/S Contracts	<u>42,387</u>	<u>48,461</u>	<u>47,172</u>	<u>48,387</u>	<u>42,387</u>	<u>42,387</u>	<u>42,387</u>	<u>42,387</u>
TOTAL OTHER	\$113,629	\$118,057	\$113,297	\$115,571	\$117,707	\$117,717	\$117,717	\$112,717
<b>DEPT O&amp;M TOTAL</b>	\$113,629	\$118,057	\$113,297	\$115,571	\$117,707	\$117,717	\$117,717	\$112,717

**RECREATION & FACILITIES-POLICE STATION MAINTENANCE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***LIGHTS-POWER***

This line item funds the cost of lights and power at Laconia Police Headquarters. The increase in this line is based on a 5% PSNH estimated adjustment multiplied by the actual costs for fiscal year 2009.

***WATER-SEWER***

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

***FUEL***

This line item funds the cost of heating and air conditioning of the Laconia Police Station based on city bid prices. This line has been reduced \$10,000 based on actual costs for FY09.

***BUILDING SUPPLIES***

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

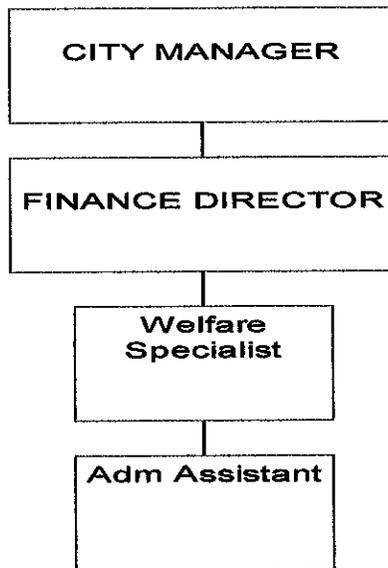
***BUILDING MAINTENANCE***

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

***O/S CONTRACTS***

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

**WELFARE  
FY 2010-2011 BUDGET**



**WELFARE**  
**FY 2010-2011 BUDGET**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>2009- 2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2010- 2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT. REQ.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
<b>SALARIES</b>								
01 477 101 0000 Salaries	\$48,485	\$58,979	\$53,832	\$59,543	\$74,355	\$78,007	\$78,007	\$78,007
01 477 105 0000 Overtime	314	-	-	73	-	-	-	-
01 477 106 0000 Sick-Hurt	2,307	2,199	1,342	2,697	-	-	-	-
01 477 107 0000 Holidays	2,364	2,401	2,610	2,797	-	-	-	-
01 477 108 0000 Vacations	2,030	815	3,342	2,035	-	-	-	-
01 477 109 0000 Longevity	30	-	-	-	30	60	60	60
<b>TOTAL SALARIES</b>	<b>\$55,530</b>	<b>\$64,394</b>	<b>\$61,126</b>	<b>\$67,145</b>	<b>\$74,385</b>	<b>\$78,067</b>	<b>\$78,067</b>	<b>\$78,067</b>
<b>OTHER</b>								
01 477 201 0000 Telephones	\$2,277	\$2,369	\$1,582	\$1,762	\$2,000	\$2,000	\$2,000	\$2,000
01 477 207 0000 Postage	246	115	83	126	200	200	200	200
01 477 212 0000 Copier	525	441	465	528	500	500	500	500
01 477 214 0000 Supplies	8,476	392	393	547	500	500	500	500
01 477 234 0000 Vehicle Rental	-	-	125	210	150	200	200	200
01 477 242 0000 Travel-Meetings	22	-	52	-	100	100	100	100
01 477 245 0000 Conference-Dues	301	205	660	265	700	500	500	500
01 477 315 0000 City Relief	176,543	73,432	71,338	95,541	135,000	135,000	135,000	128,000
01 477 401 0000 Equipment	465	2,011	-	-	500	-	-	-
01 477 499 0000 Less: Reimburseables	(31,104)	(17,329)	(18,520)	(8,687)	(8,000)	(6,000)	(6,000)	(6,000)
<b>TOTAL OTHER</b>	<b>\$157,751</b>	<b>\$61,636</b>	<b>\$56,178</b>	<b>\$90,292</b>	<b>\$131,650</b>	<b>\$133,000</b>	<b>\$133,000</b>	<b>\$126,000</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$213,281</b>	<b>\$126,030</b>	<b>\$117,304</b>	<b>\$157,437</b>	<b>\$206,035</b>	<b>\$211,067</b>	<b>\$211,067</b>	<b>\$204,067</b>

**WELFARE**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Specialist*	14	6	40	35	\$22.28	\$779.80	
			7	12	35	\$22.75	\$796.25	\$40,747.00
1	Adm Asst*	9	6	16	35	\$17.49	\$612.15	
			7	36	35	\$17.83	\$624.05	\$32,260.20
	Temporary Help							\$5,000.00
<b>Total Welfare</b>								<b>\$78,007.20</b>

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

**Welfare Activities**

- administer approximately 441 local public assistance grants, a 26% increase
- service approximately 1,750 walkins and 4,000 telephone inquiries
- take applications, verify information, make decisions based upon circumstances and state law
- manage case load matters, offer counsel, make referrals to other agencies
- operate work relief program
- administer a legally required applicant disciplinary process
- represent the city regarding welfare matters in court and at fair hearings
- work in support of responsible local public assistance law reform

**WELFARE**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

***SALARIES***

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

***TELEPHONES***

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

***POSTAGE***

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

***COPIER***

This line item funds the copy costs for the department.

***SUPPLIES***

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

***VEHICLE RENTAL***

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

***TRAVEL-MEETINGS***

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

***CONFERENCE-DUES***

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

***CITY RELIEF***

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

***EQUIPMENT***

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

***REIMBURSEABLES***

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

**ENTERPRISE FUNDS**

**SANITARY SEWER FUND**

**LACONIA WATER WORKS**

**SANITARY SEWER FUND SUMMARY**  
**FY 2010-2011 BUDGET**

	<u>09-10</u> <u>BUDGET</u>	<u>2010-2011</u> <u>Manager</u>	<u>2010-2011</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$3,226,811	\$3,129,468	\$3,129,468
Amortization	42,272	-	-
Depreciation	452,977	437,000	437,000
SSF OPERATING EXP.	\$3,722,060	\$3,566,468	\$3,566,468
Cont.Cap.Adjustment	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>
SSF EXPENSES	\$3,623,172	\$3,467,580	\$3,467,580
SSF OPERATING REVENUE	\$2,761,800	\$2,818,195	\$2,818,195
Interest Income	80,000	12,000	12,000
To/Fr Retained Earnings	<u>781,372</u>	<u>637,385</u>	<u>637,385</u>
SSF INCOME	\$3,623,172	\$3,467,580	\$3,467,580
SANITARY SEWER FUND CAPITAL OUTLAY	\$85,000	\$55,000	\$55,000

**LACONIA WATER WORKS SUMMARY**  
**FY 2010-2011 BUDGET**

	<u>09-10</u> <u>BUDGET</u>	<u>2010-2011</u> <u>DEPT.REQ.</u>	<u>2010-2011</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,444,197	\$2,525,576	\$2,525,576
LWW OPERATING EXP.	\$2,444,197	\$2,525,576	\$2,525,576
LWW OPERATING REVENUE	\$2,151,154	\$2,122,110	\$2,122,110
Interest Income	32,000	22,000	22,000
Misc. Income	<u>153,376</u>	<u>91,773</u>	<u>91,773</u>
LWW INCOME	\$2,336,530	\$2,235,883	\$2,235,883
LACONIA WATER WORKS CAPITAL OUTLAY	\$524,000	\$366,950	\$366,950
BOND PRINC. PAYMENT	\$55,720	\$72,450	\$72,450

**SANITARY SEWER FUND  
FY 2010-2011 BUDGET**

		<u>06-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>2010-2011</u>			
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT. REQ.</u>	<u>2010-2011 MANAGER</u>	<u>2010-2011 COUNCIL</u>	
<b>SALARIES</b>										
90 400 101 0000	Regular Salaries	\$155,028	\$169,110	\$187,074	\$193,700	\$280,744	\$281,803	\$281,803	\$281,803	
90 400 105 0000	Overtime	31,045	28,612	27,825	30,239	28,000	28,000	28,000	28,000	
90 400 106 0000	Sick-Hurt	25,822	8,265	7,470	16,274	-	-	-	-	
90 400 107 0000	Holidays	9,697	9,671	10,207	11,409	-	-	-	-	
90 400 108 0000	Vacations	19,108	12,003	13,165	15,426	-	-	-	-	
90 400 109 0000	Longevity	450	480	600	670	570	600	600	600	
90 481 000 0000	Employee Benefits	125,511	136,344	138,718	163,788	180,061	200,674	200,674	200,674	
90 400 110 0000	Stipends	-	-	-	1,500	-	1,500	1,500	1,500	
90 400 115 0000	Salary Adj.	-	-	-	-	3,165	3,165	3,165	3,165	
<b>TOTAL SALARIES</b>		<b>\$366,661</b>	<b>\$385,485</b>	<b>\$385,158</b>	<b>\$432,916</b>	<b>\$502,540</b>	<b>\$515,742</b>	<b>\$515,742</b>	<b>\$515,742</b>	
<b>OTHER</b>										
90 401 304 0000	CLERICAL, GF	17,000	17,000	17,000	19,000	19,000	19,000	19,000	19,000	
90 403 214 0000	BILLING EXPENSE	81,509	86,056	87,912	93,278	96,000	96,000	96,000	96,000	
90 406 304 0000	Winn River Basin*	1,448,420	1,582,924	1,733,260	1,852,550	2,145,926	2,145,926	2,145,926	2,145,926	
90 409 000 1000	SEWER MAINT.	75,812	78,532	78,584	73,452	85,000	90,000	90,000	90,000	
90 421 000 1000	PUMP STA. MAINT.	16,761	23,497	18,582	25,939	27,500	27,500	27,500	27,500	
<b>PUMP STATIONS:</b>										
90 423 000 1000	Keasor Ct.	4,280	4,768	4,038	2,367	4,500	4,500	4,500	4,500	
90 425 000 1000	Lawrence St.	4,370	4,007	3,311	3,748	4,500	4,500	4,500	4,500	
90 428 000 1000	N Main Street	4,198	2,704	3,979	3,165	5,500	5,000	5,000	5,000	
90 428 000 1000	Black Brook	6,720	6,312	9,195	6,830	10,500	9,000	9,000	9,000	
90 430 000 1000	Langley Cove	5,871	3,927	25,876	7,791	8,500	8,500	8,500	8,500	
90 434 000 1000	Paugus	5,453	10,672	13,782	6,456	10,000	9,000	9,000	9,000	
90 436 000 1000	Lakeside Ave	5,148	3,920	2,317	2,990	6,000	5,000	5,000	5,000	
90 438 000 1000	Shore Drive	4,234	4,133	5,700	5,373	5,500	5,500	5,500	5,500	
90 439 000 1000	Christmas Island	5,729	4,756	5,618	2,894	6,200	6,000	6,000	6,000	
90 440 000 1000	Hillcrest Drive	4,763	8,147	3,480	1,982	8,000	6,000	6,000	6,000	
90 441 000 1000	Edgewater Ave.	1,785	2,684	1,778	1,430	2,800	2,500	2,500	2,500	
90 443 000 1000	Mass. Ave.	2,181	3,348	2,142	3,069	4,000	3,800	3,800	3,800	
90 444 000 1000	Channel Lane	108	96	89	73	1,000	1,000	1,000	1,000	
90 449 000 1000	Chapin Terrace	1,084	1,193	1,387	2,559	1,400	2,500	2,500	2,500	
90 446 000 1000	Endicott Street	960	1,825	3,525	1,784	3,500	3,500	3,500	3,500	
90 447 000 1000	Briarcrest	3,825	2,934	7,093	2,388	5,000	5,000	5,000	5,000	
90 448 000 1000	Rollercoaster Rd***	1,458	2,334	17,315	3,047	4,000	4,000	4,000	4,000	
90 450 401 0002	Pipe Locator	2,618	-	-	-	-	-	-	-	
90 450 401 0003	Pressure Washer	9,000	-	-	-	-	-	-	-	
90 497 401 0001	Confined Space Safety Eq	-	4,363	-	-	-	-	-	-	
90 497 401 0002	Gas Monitor	-	1,588	-	-	-	-	-	-	
90 497 401 0003	Vactor Accessories	-	228	-	-	-	-	-	-	
90 497 401 0004	Lighting Equipment	-	750	-	-	-	-	-	-	
90 497 401 0005	Demolition Hammer	-	-	800	-	-	-	-	-	
90 497 401 0006	Portable Mixer	-	-	-	103	-	-	-	-	
90 497 401 0007	Gas Detector	-	-	-	1,403	-	-	-	-	
90 497 401 0009	Mud-Sucker Pump	-	-	-	1,975	-	-	-	-	
90 497 401 0010	Lawn Mower & Trailer	-	-	-	2,695	-	-	-	-	
90 497 401 0011	Dehumidifiers (7)	-	-	-	3,251	-	-	-	-	
90 497 401 0012	5 kw Heaters (7)	-	-	-	5,265	-	-	-	-	
90 497 401 0013	Rigid Cable Machine	-	-	-	-	3,200	-	-	-	
90 485 101 0000	RES/CONTINGENCY	32,898	-	-	-	180,000	150,000	150,000	150,000	
<b>TOTAL SALARIES, OTHER</b>		<b>\$2,112,646</b>	<b>\$2,228,181</b>	<b>\$2,431,921</b>	<b>\$2,569,563</b>	<b>\$3,130,068</b>	<b>\$3,129,468</b>	<b>\$3,129,468</b>	<b>\$3,129,468</b>	
90 495 390 0000	Amortization	42,272	42,272	42,272	-	42,272	-	-	-	
90 495 391 0000	Depreciation	442,141	448,346	448,898	445,721	452,977	437,000	437,000	437,000	
	SSF OPER. EXP.	\$2,597,059	\$2,718,799	\$2,921,091	\$3,015,284	\$3,625,316	\$3,566,468	\$3,566,468	\$3,566,468	
90 495 380 0000	Interest Expense*	28,277	28,020	23,018	20,604	96,745	-	-	-	
	Cont.Cap.Adj.	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	
<b>SSF EXPENSES</b>		<b>\$2,526,448</b>	<b>\$2,645,931</b>	<b>\$2,845,221</b>	<b>\$2,937,000</b>	<b>\$3,623,172</b>	<b>\$3,467,580</b>	<b>\$3,467,580</b>	<b>\$3,467,580</b>	
	SSF OPER. REV.	\$2,060,989	\$2,442,144	\$2,810,760	\$2,818,195	\$2,781,800	\$2,818,195	\$2,818,195	\$2,818,195	
90 350 001 0000	Interest Income	105,349	150,916	114,460	58,125	80,000	12,000	12,000	12,000	
	To/Fr Ret.Earnings	360,110	52,871	(62,579)	62,680	781,372	637,385	637,385	637,385	
<b>SSF INCOME</b>		<b>\$2,526,448</b>	<b>\$2,645,931</b>	<b>\$2,862,641</b>	<b>\$2,937,000</b>	<b>\$3,623,172</b>	<b>\$3,467,580</b>	<b>\$3,467,580</b>	<b>\$3,467,580</b>	

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

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

**SANITARY SEWER FUND**  
**FY 2010-2011 BUDGET**

**SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. PW	23	**	52			\$1,217.13	\$63,290.76
1	Foreman*	16	10	52	40	\$26.10	\$1,044.00	\$54,288.00
1	Col Sys Oper.*	14	10	52	40	\$23.74	\$949.60	\$49,379.20
1	Asst Col Sys*	12	4	52	40	\$18.96	\$758.40	\$39,436.80
1	Lt Equip Oper*	43	6	52	40	\$17.56	\$702.40	\$36,525.80
1	Gen Equipm Oper*	45	8	52	40	\$22.29	\$891.60	\$46,364.20
1	Truck Driver*	42	4	52	40	\$15.53	\$621.20	\$32,302.40
1	Truck Driver*	42	3	52	40	\$15.19	\$607.60	\$31,595.20
1	Laborer	Ssnl		17	40	\$15.00		\$10,200.00
1	Clerk Typist	3	4	52	4.5	\$12.21	\$54.95	\$2,857.14
							<b>Total Sewer</b>	<b>\$366,239.50</b>

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

\*\*Eligible up to 5% on review

Potential raise will be included in salary adjustment line of budget

**Sanitary Sewer Fund Activities**

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

**2010-2011 Objectives**

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

**SANITARY SEWER FUND**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010 - 2011 BUDGET**

***INTRODUCTION***

All accounts have been carefully reviewed. In the **Operating** portion of our SSF budget (90-409 thru 90-448) we are proposing funding at a 5% decrease (i.e. (\$ 10,600) compared to last year's budgeted numbers. Small reductions in several of the individual pump station accounts and a reduction in the sewer maintenance line enabled this. It's important to note that there will continue to be some replacement of smaller pieces of mechanical equipment in various pump stations as in past years

The **Winnepesaukee River Basin** portion of our budget will be level funded for this upcoming budget year. This reflects a commitment by the WRBP to hold the line on costs during these difficult economic times. There are four (4) major components of the WRB budget, Operation and Maintenance (**O&M**), Administration (**Admin**), Replacement Fund (**Capital Reserve**) and Capital Recovery (**Bonded Accounts**).

As mentioned in this paragraph last year, our last **Sewer Rate increase** was approved in January of 2007. In reviewing overall Sanitary Sewer Fund (SSF) costs and revenues over the past 3 years, both Finance and DPW believe another increase will be required within the next 12 to 18 months. WRBP has made clear to all 10 member communities in the past 2 years that "major" capital improvement costs at the Franklin Wastewater Treatment Plant and within their sewer system (pumping stations, gravity mains and force mains) must be faced soon as much of their original equipment (treatment plant, pumping stations and sewer mains) were all built in the early 1970's. A Capital Improvement Plan for WRBP has been distributed to all member communities projecting cost of \$ 50 Million (or greater) for system upgrades in the next 10 to 15 years. Costs for these improvements will be distributed to member communities. Without a doubt, the Sewer Rate will need to be increased in several increments over that time period to cover Laconia's portion of these system improvements.

***SALARIES***

This line item funds the cost of wages for all personnel activities involving the Sanitary Sewer System. It is calculated by using the full time wages of personnel listed in the Sewer Division, adding the full time wages of the Public Works employees and determining a percentage of the total time spent by employees in each division (Public Works and Sanitary Sewer) based on historical records. This year we are taking 25% of the total cost of personnel for both departments and allocating them to the Sanitary Sewer Fund budget. This percentage is based on the last 12 months history. The actual costs are very carefully recorded from day to day through the department's long established Force Accounting System.

***OVERTIME***

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

### ***LONGEVITY***

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

### ***EMPLOYEE BENEFITS***

This line item funds the cost of social security, health insurance and retirement. The increase is due to increased health insurance and retirement as it relates to increases in salaries.

### ***STIPENDS***

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

### ***SALARY ADJUSTMENT***

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

### ***BILLING***

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

### ***WINNIPESAUKEE RIVER BASIN***

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

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

### ***SEWER MAINTENANCE***

This line item funds all supplies, materials, vehicle and equipment costs, insurance, audit fees and legal fees needed in the day to day maintenance of the sanitary sewer system. This year we've maintained a \$ 10,000 component in this line item to fund the anticipated cost for securing consulting engineering services to assist with new EPA and NH-DES requirements under the CMOM program associated with our connection into the WRBP system.

***PUMP STATION MAINTENANCE***

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

***PUMPING STATIONS***

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

***RESERVE FOR CONTINGENCIES***

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

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

		<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
-					
90 401 304 0000	<b>CLERICAL, GF</b>	\$17,000	\$17,000	\$17,000	\$19,000
90 403 214 0000	<b>BILLING EXPENSE</b>	\$81,509	\$86,056	\$87,912	\$93,278
90 407 304 0000	<b>PLANT O&amp;M</b>	\$1,448,420	\$1,582,924	\$1,733,260	\$1,852,550
90 409 000 1000	<b>SEWER MAINTENANCE</b>				
	Labor	\$160,910	\$144,079	\$151,100	\$177,252
	Water-Sewer	489	-	335	399
	Supplies	38,603	42,005	44,811	45,797
	Insurance	11,696	14,197	14,894	14,848
	Audit	2,300	2,300	2,300	2,500
	Clothing Allowance	2,553	2,747	3,527	2,693
	Misc	(4,060)	(440)	683	-
	D&A Testing	-	-	-	-
	Internal Service Fund	9,996	9,163	-	-
	Vehicle Use	<u>14,037</u>	<u>8,226</u>	<u>12,034</u>	<u>7,214</u>
	<b>TOTAL SEWER MAINT.</b>	<b>\$236,524</b>	<b>\$222,277</b>	<b>\$229,684</b>	<b>\$250,703</b>
90 421 000 1000	<b>PUMP STA. MAINTENANCE</b>				
	Labor	\$80,168	\$95,341	\$95,040	\$91,864
	Lights-Power	-	-	-	12,008
	Supplies	3,425	\$5,618	3,694	8,657
	Internal Service Fund	1,992	1,826	-	-
	Vehicle Use	<u>11,344</u>	<u>16,053</u>	<u>14,888</u>	<u>5,274</u>
	<b>TOTAL P.S. MAINT.</b>	<b>\$96,929</b>	<b>\$118,838</b>	<b>\$113,623</b>	<b>\$117,803</b>
	<b>PUMPING STATIONS:</b>				
90 423 000 1000	<b>KEASOR CT.</b>				
	Lights-Power	\$3,673	\$3,534	\$3,918	\$1,964
	Water-Sewer	80	105	120	121
	Supplies	<u>527</u>	<u>1,126</u>	-	<u>282</u>
	<b>TOTAL KEASOR CT.</b>	<b>\$4,280</b>	<b>\$4,765</b>	<b>\$4,038</b>	<b>\$2,367</b>
90 425 000 1000	<b>LAWRENCE ST.</b>				
	Lights-Power	\$2,971	\$3,157	\$3,189	\$2,938
	Water-Sewer	96	106	121	121
	Supplies	<u>1,303</u>	<u>744</u>	-	<u>689</u>
	<b>TOTAL LAWRENCE ST.</b>	<b>\$4,370</b>	<b>\$4,007</b>	<b>\$3,311</b>	<b>\$3,748</b>
90 427 000 1000	<b>N MAIN STREET/OPECHEE</b>				
	Lights-Power	\$3,989	\$2,512	\$2,575	\$1,868
	Water-Sewer	96	110	133	128
	Supplies	<u>114</u>	<u>83</u>	<u>1270</u>	<u>1172</u>
	<b>TOTAL N MAIN ST</b>	<b>\$4,199</b>	<b>\$2,705</b>	<b>\$3,979</b>	<b>\$3,166</b>
90 429 000 1000	<b>BLACK BROOK/UNION AVE</b>				
	Lights-Power	\$5,580	\$5,319	\$5,019	\$5,931
	Water-Sewer	134	121	155	150
	Supplies	<u>1,006</u>	<u>872</u>	<u>4,022</u>	<u>750</u>
	<b>TOTAL BLACK BROOK</b>	<b>\$6,720</b>	<b>\$6,312</b>	<b>\$9,195</b>	<b>\$6,831</b>

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

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 431 000 1000 <b>LANGLEY COVE</b>				
Lights-Power	\$4,422	\$3,395	\$3,830	\$4,346
Water-Sewer	96	107	122	120
Supplies	<u>1,353</u>	<u>424</u>	<u>21,924</u>	<u>3,326</u>
TOTAL LANGLEY COVE	\$5,871	\$3,926	\$25,876	\$7,792
90 433 000 1000 <b>PAUGUS</b>				
Lights-Power	\$4,908	\$4,409	\$4,958	\$5,223
Water-Sewer	80	106	121	121
Supplies	<u>464</u>	<u>6,157</u>	<u>8,703</u>	<u>1,112</u>
TOTAL PAUGUS	\$5,452	\$10,672	\$13,782	\$6,456
90 435 000 1000 <b>LAKESIDE AVEWEIRS</b>				
Lights-Power	\$2,495	\$2,120	\$2,184	\$1,945
Water-Sewer	118	139	133	140
Supplies	<u>2,536</u>	<u>1,661</u>	-	<u>906</u>
TOTAL LAKESIDE	\$5,149	\$3,920	\$2,317	\$2,991
90 437 000 1000 <b>SHORE DRIVE</b>				
Lights-Power	\$3,518	\$3,185	\$3,672	\$3,826
Water-Sewer	150	130	136	143
Supplies	<u>566</u>	<u>818</u>	<u>1,892</u>	<u>1,404</u>
TOTAL SHORE DR.	\$4,234	\$4,133	\$5,700	\$5,373
90 439 000 1000 <b>CHRISTMAS IS</b>				
Labor	\$ 69	\$ -	\$ -	\$ -
Lights-Power	3,506	2,235	2,093	1,063
Supplies	<u>2,223</u>	<u>2,521</u>	<u>3,525</u>	<u>1,631</u>
TOTAL CHRISTMAS AVE	\$5,798	\$4,756	\$5,618	\$2,694
90 440 000 1000 <b>HILLCREST DRIVE</b>				
Lights-Power	\$3,870	\$3,312	\$2,553	\$1,600
Supplies	<u>893</u>	<u>4,835</u>	<u>927</u>	<u>362</u>
TOTAL HILLCREST DR.	\$4,763	\$8,147	\$3,480	\$1,962
90 441 000 1000 <b>EDGEWATER AVE.</b>				
Lights-Power	\$ 1,554	\$ 1,533	\$ 1,619	\$ 1,137
Supplies	<u>231</u>	<u>1,151</u>	<u>160</u>	<u>293</u>
TOTAL EDGEWATER	\$1,785	\$2,684	\$1,778	\$1,430
90 443 000 1000 <b>MASS. AVE.</b>				
Lights-Power	1,896	1,994	1,832	1,150
Water-Sewer	98	105	131	120
Supplies	<u>386</u>	<u>1,249</u>	<u>179</u>	<u>1,800</u>
TOTAL MASS. AVE.	\$2,180	\$3,348	\$2,142	\$3,070
90 444 000 1000 <b>CHANNEL LANE</b>				
Lights-Power	<u>\$108</u>	<u>\$96</u>	<u>\$89</u>	<u>\$73</u>
TOTAL CHANNEL LANE	\$ 108	\$ 96	\$ 89	\$ 73
90 446 000 1000 <b>ENDICOTT ST</b>				
Lights-Power	\$818	\$929	\$772	\$426
Supplies	<u>142</u>	<u>896</u>	<u>2,753</u>	<u>1,358</u>
TOTAL ENDICOTT ST	\$960	\$1,825	\$3,525	\$1,784

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

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 447 000 1000 <b>BRIARCREST</b>				
Lights-Power	\$2,146	\$2,274	\$2,042	\$1,510
Water/Sewer	91	106	120	121
Supplies	<u>1,588</u>	<u>555</u>	<u>4,931</u>	<u>767</u>
TOTAL BRIARCREST	\$3,825	\$2,935	\$7,093	\$2,398
90-448-000-1000 <b>ROLLERCOASTER RD</b>				
Lights-Power	\$1,142	\$1,936	\$2,163	\$1,457
Supplies	<u>316</u>	<u>398</u>	<u>15,151</u>	<u>1,590</u>
TOTAL ROLLERCOASTER RD	\$1,458	\$2,334	\$17,315	\$3,047
90 449 000 1000 <b>CHAPIN TERRACE</b>				
Lights-Power	\$898	\$1,124	\$1,075	\$1,015
Supplies	<u>185</u>	<u>70</u>	<u>312</u>	<u>1,544</u>
TOTAL CHAPIN TERRACE	\$1,083	\$1,194	\$1,387	\$2,559
90 461 000 1000 <b>EMPLOYEE BENEFITS</b>				
Social Security	\$20,226	\$16,994	\$18,977	\$19,970
Retirement	17,000	15,024	20,653	21,417
Health Insurance	<u>88,286</u>	<u>104,326</u>	<u>99,088</u>	<u>122,409</u>
TOTAL EMP. BENEFITS	\$125,512	\$136,344	\$138,718	\$163,796
90 465 000 1000 <b>RES/CONTINGENCY</b>	32,898	-	-	-
<b>TOTAL SALARIES, OTHER</b>	<b>\$2,101,027</b>	<b>\$2,231,198</b>	<b>\$2,430,821</b>	<b>\$2,554,871</b>

<b><u>SANITARY SEWER FUND-CAPITAL OUTLAY</u></b>						
<b><u>FY 2010-2011 BUDGET</u></b>						
	<b><u>06-07</u></b>	<b><u>07-08</u></b>	<b><u>08-09</u></b>	<b><u>09-10</u></b>	<b><u>10-11</u></b>	<b><u>10-11</u></b>
	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>DEPT REQ</u></b>	<b><u>COUNCIL</u></b>
Tel Meter Reading	\$60,000	\$60,000	\$60,000			
Gravity Sewer Mains		\$90,000	\$55,000		\$55,000	\$55,000
Upgrade Existing Gravity Sewers				\$55,000		
Manhole Line sweep cleaning						
Sanitary Sewer Study				\$30,000		
Lawrence Ct/Old N Main Sewer Pump Stations			\$60,000			
TV Camera Monitoring Equipment			\$50,000			
Hillcrest Dr/Mass Ave Pumping Station		\$60,000				
Shore Dr Pump Station Upgrade	\$135,000					
Edgewater Avenue Pump Station	\$125,000					
<b>TOTAL SSF CAPITAL OUTLAY</b>	<b>\$320,000</b>	<b>\$210,000</b>	<b>\$225,000</b>	<b>\$85,000</b>	<b>\$55,000</b>	<b>\$55,000</b>

**SANITARY SEWER FUND CAPITAL OUTLAY**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010 - 2011 BUDGET**

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

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

Sections that have been upgraded in recent years include Bungalow Court, Pleasant St, West St., Hutchinson St., Webster St., and North St. Sections currently recognized needing repair include Cross St., Belknap St., Dewey St. and Fenton Ave.

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

**LACONIA WATER DEPT**  
**OPERATING BUDGET - 2010-2011**

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>
<b>REVENUES</b>						
Water Billing/Res & Com	\$1,500,280	\$1,574,487	\$ 1,724,980	\$1,694,195	\$ 1,731,458	\$ 1,694,801
Water Billing/Municipal	106,049	104,487	113,833	111,391	114,602	114,305
Fire Protection	60,569	62,278	66,651	68,082	67,816	69,226
Sewer Cost Allocations	81,509	86,056	87,912	93,278	93,278	93,278
Reimb/Swr Portion/ECR Mtr	60,000	59,993	58,613	56,536	-	-
Penalties	17,150	19,718	21,187	21,636	21,000	20,000
Labor Sold	57,276	73,754	71,804	58,088	35,000	35,000
Inventory Sold	14,752	8,821	7,757	9,516	7,000	8,000
Income From Meters	3,660	3,308	2,332	3,149	2,000	3,000
Equipment Rental	13,036	12,252	13,224	14,276	10,000	11,500
Water Testing Income	30,003	33,334	34,192	31,885	30,000	30,000
Backflow Prevention Tests	30,145	37,215	39,110	46,840	39,000	43,000
<b>TOTAL REVENUES</b>	<b>\$1,974,429</b>	<b>\$2,075,703</b>	<b>\$2,241,598</b>	<b>\$2,208,872</b>	<b>\$2,151,154</b>	<b>\$2,122,110</b>
<b>ADDITNL INCOME</b>						
Interest on Sav	\$48,937	\$62,968	59,834	\$29,590	\$32,000	\$22,000
Misc Income	2,245	31,471	15,079	9,231	4,000	4,000
Funds Trans From Savings	6,894	-	-	7,670	25,000	-
Funds Trans/SDC-CMA Bond 45.66/41.66	46,000	43,100	80,789	72,832	60,853	28,273
State Grant Funds-Trtmnt Plnt	40,212	37,888	35,555	33,221	11,523	-
Construction Maint. Assessment	71,199	60,117	68,237	59,672	30,000	40,000
Acme Building Rent	14,400	13,200	11,000	12,000	12,000	12,000
Cell Tower Rent	375	4,620	4,821	5,014	10,000	7,500
<b>TOTAL ADDITIONAL</b>	<b>\$230,261</b>	<b>\$253,364</b>	<b>\$275,315</b>	<b>\$229,230</b>	<b>\$185,376</b>	<b>\$113,773</b>
<b>TOTAL INCOME</b>	<b>\$2,204,689</b>	<b>\$2,329,067</b>	<b>\$2,516,911</b>	<b>\$2,438,102</b>	<b>\$2,336,530</b>	<b>\$2,235,883</b>

**LACONIA WATER DEPT**  
**OPERATING BUDGET 2010-2011**

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>
<b>EXPENSES</b>						
Regular Salaries	\$558,803	\$585,431	\$588,571	\$650,064	\$760,917	\$787,712
Over Time	26,195	29,831	34,726	34,435	30,800	35,000
Sick/Hurt	23,609	12,142	9,985	19,249	-	-
Holidays	26,212	26,943	28,007	29,572	-	-
Vacations	45,618	51,274	55,835	47,589	-	-
Longevity	1,200	1,320	1,380	1,020	1,170	1,200
<b>TOTAL SALARIES</b>	<b>\$681,636</b>	<b>\$706,941</b>	<b>\$718,506</b>	<b>\$781,929</b>	<b>\$792,887</b>	<b>\$823,912</b>
<b>Production Expenses</b>						
Water Testing	\$12,757	\$12,466	\$5,412	\$14,294	\$6,400	\$5,000
Equipment Maint Lakeport	331	27,667	1,745	18,475	500	750
Equipment Maint Briarcrest	358	121	-	-	1,700	1,100
Equipment Maint Treatment Plant	1,495	321	2,685	1,878	3,495	4,950
Equipment Maint Evergreens Stat	-	-	-	-	810	1,852
Equipment Maint Endicott Stat	-	-	-	-	1,388	1,065
Equipment Maint Lighthouse Stat	-	-	-	-	1,563	873
Equipment Maint Weirs Station	708	650	289	25	500	750
Purif Equip Maint Treatment Plant	865	989	1,818	2,887	2,100	2,100
Purif Equip Maint Longbay	-	-	-	40	560	560
Purif Equip Maint Briarcrest	327	396	515	421	560	560
Purif Equip Maint Evergreens	-	-	-	82	200	200
Purif Equip Maint Endicott Stat	-	338	380	567	560	660
Purif Equip Maint Lighthouse Stat	-	338	439	648	560	660
Purif Equip Maint Weirs	515	396	428	595	560	660
Laboratory	16,627	15,290	16,725	17,337	18,950	19,150
Well Head Protection Prog	422	70	19	-	-	-
Briarcrest Station Maint	92	146	513	258	200	225
Treatment Plant Maint	4,073	7,059	7,083	7,561	3,050	2,850
Evergreens Pump Station	-	-	8	69	200	325
Endicott Pump Station	8	1,436	200	471	200	325
Lighthouse Pump Stat	-	88	227	103	100	100
Weirs Booster Stat Maint	954	172	1,582	371	700	350
Tank Maint Lakeport	2,940	-	15	3,390	100	100
Tank Maint Long Bay	137	2	-	913	100	3,600
Tank Maint Briarcrest	111	118	2,905	-	100	100
Tank Maint Lighthouse	38	-	-	-	100	100
Tank Maint Weirs/Endicott tanks	2,893	2,404	52	286	100	100
Corrosion Control Program	90	61	-	-	-	-
Power - Lakeport	108,988	93,963	92,126	94,912	96,000	97,500
Power - Treatment Plant	36,743	33,322	31,655	31,553	32,600	32,598
Power - Long Bay	233	281	290	377	250	569
Power- Briarcrest	8,304	8,185	9,991	10,705	12,200	11,810
Power-Evergreens Station	-	-	-	2,048	2,500	2,500
Power-Endicott Station	-	-	-	485	5,000	3,500
Power- Lighthouse Station	-	-	-	265	2,500	2,500
Power - Weirs Booster Stat	6,776	5,881	6,226	6,499	6,200	6,310
Power - Weirs Tank	132	110	123	1	-	-
Heat - Treatment Plant	15,176	19,774	22,430	25,806	29,562	27,000
Heat-Evergreens Station	-	-	-	702	860	450
Heat-Endicott Station	-	-	639	1,071	1,500	1,000
Heat -Weirs Booster Stat	209	674	581	630	747	750
Sewer Dischg TP	9,062	9,637	17,252	10,652	15,000	15,000
Supplies-Water Production	42,864	39,606	40,238	51,062	79,850	65,000
Treatmnt Plnt Office Mach	185	185	185	185	250	250
Treatmnt Plnt Office Sup	975	1,334	1,455	632	1,300	1,200
Vehicle Maint/Water Prod	3,635	4,113	4,822	3,742	4,850	4,850
CCR Program	2,958	3,102	3,217	3,353	4,000	3,700
Scada Maintenance	2,434	1,914	5,523	3,280	4,000	4,000
<b>Total Prod Exp</b>	<b>\$284,416</b>	<b>\$292,609</b>	<b>\$279,791</b>	<b>\$318,631</b>	<b>\$344,525</b>	<b>\$ 329,552</b>

**LACONIA WATER DEPT**  
**OPERATING BUDGET - 2010-2011**

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>
<b><i>Distribution Expense</i></b>						
Maint Gen Struc	\$11,280	\$13,068	\$12,863	\$15,399	\$14,050	\$14,000
Maint of Mains	18,398	19,286	30,132	27,315	30,000	30,000
Maint of Services	1,865	2,338	3,792	2,076	3,500	4,200
Maint of Hydrant	4,332	3,707	8,255	1,706	5,000	5,000
Maint of Meters	1,350	2,177	2,593	2,495	3,791	4,500
Maint of Tools	2,965	3,776	3,927	4,697	4,350	5,000
Backflow Prevention Prog	1,245	1,366	1,331	1,213	1,900	2,500
Sand.Grvl.Salt	1,807	991	2,204	4,236	1,750	2,000
<b>TOTAL DIST EXP</b>	<b>\$43,242</b>	<b>\$46,709</b>	<b>\$65,099</b>	<b>\$59,137</b>	<b>\$64,341</b>	<b>\$67,200</b>
<b><i>Billing Expense</i></b>						
Billing Expenses	\$15,819	\$16,291	\$17,296	\$17,834	\$19,075	\$18,700
Meter Reading	6,533	4,775	4,474	4,516	9,015	9,000
Office Supplies	2,401	1,969	2,073	2,283	2,500	2,500
<b>TOTAL BILL EXP</b>	<b>\$24,753</b>	<b>\$23,035</b>	<b>\$23,843</b>	<b>\$24,633</b>	<b>\$30,590</b>	<b>30,200</b>
<b><i>OTHER EXPENSES</i></b>						
P/R Taxes - SS	\$52,097	\$53,378	\$57,978	\$58,893	\$60,700	\$63,100
Unemployment Taxes	61	47	43	223	215	359
Medical Insurance	180,272	214,226	186,136	207,252	239,226	278,400
Retirement	42,748	43,479	59,984	59,603	71,500	75,350
Telephone	3,413	3,856	3,717	3,736	4,000	4,000
Postage	3,229	3,147	3,137	3,217	3,500	3,500
Insurances	29,548	40,092	41,327	41,794	44,250	41,900
Consulting Fees	648	2,135	1,147	1,628	2,000	2,000
Audit Expense	8,430	8,511	9,084	9,000	9,500	10,000
Computer Support	8,329	7,421	10,213	9,546	13,700	13,700
Meetings	301	317	298	390	500	500
Education	1,358	1,645	1,128	3,312	4,100	4,100
Bad Debts	7	3,902	-	-	250	250
Attorneys Fees	2,338	12,175	5,859	14,933	10,000	10,000
Arbitration Fees	-	-	500	2,927	-	-
Other Expenses/Misc	6,108	5,480	7,914	7,299	8,300	7,900
Purchases Discounts	(457)	(514)	(235)	(445)	(200)	(450)
Maint OFC Equip	965	663	901	841	1,000	1,000
Reserve/Contingency Fund	-	-	-	-	26,500	34,500
Safety Winnings/Reimb By City	-	(50)	(616)	(361)	-	-
<b>TOTAL OTHER EXP</b>	<b>\$339,395</b>	<b>\$399,910</b>	<b>\$ 388,514</b>	<b>\$ 423,788</b>	<b>\$ 499,041</b>	<b>\$550,109</b>

**LACONIA WATER DEPT**  
**OPERATING BUDGET - 2010-2011**

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQ</u>
<b>Other Charges</b>						
Maint of Houses	\$4,007	\$1,907	\$1,850	\$1,210	\$1,500	\$1,500
Depreciation	548,353	561,886	578,343	678,732	688,763	729,540
Interest on Bonds	38,646	27,026	15,408	3,790	85,000	56,630
Acme Building Maint	2,759	3,294	3,067	2,950	3,700	3,500
Loader Maintenance	1,451	1,648	1,833	2,463	2,800	2,700
Excavator Maint	3,306	2,670	4,410	1,735	3,000	3,125
Backhoe Maint	2,626	1,335	1,416	1,031	2,400	2,000
Vehicles Maint	13,586	13,135	14,709	13,226	15,000	15,000
Dump Trucks	1,420	2,347	2,223	3,730	2,600	2,533
Overhead Const	(15,563)	(17,513)	(15,890)	(18,703)	(15,000)	(12,500)
<b>TOTAL OTHER CHG</b>	<b>\$600,592</b>	<b>\$597,735</b>	<b>\$607,369</b>	<b>\$690,164</b>	<b>\$789,763</b>	<b>\$804,028</b>
<b>TOTAL UNBUDGETED ITEMS</b>						
Sewer Portion/ECR MTR Prog	\$60,000	\$59,993	\$58,613	\$56,536	-	-
LESS LABOR/ECR PROG/SEWER	(4,314)	(3,870)	(4,013)	(3,732)	-	-
LESS LABOR/CAPITAL IMPROV	(17,303)	(37,948)	(15,257)	(33,003)	(76,950)	(79,425)
LESS LABOR/CAP RES PROJ	(25,212)	(10,266)	(4,013)	(3,732)	-	-
<b>TOTAL EXPENSES</b>	<b>\$1,987,205</b>	<b>\$2,074,848</b>	<b>\$2,118,452</b>	<b>\$2,314,351</b>	<b>\$2,444,197</b>	<b>\$2,525,576</b>
<b>NET INCOME/LOSS</b>	<b>217,484</b>	<b>254,219</b>	<b>398,458</b>	<b>123,753</b>	<b>(107,667)</b>	<b>(289,693)</b>
DEPRECIATION	548,353	561,886	578,343	678,732	688,763	729,540
UNEXPENDED FUND	96,572	101,121	125,562	82,059	650,000	750,000
FUNDS TRANSFERRED FROM CAP RESERVE	404,377	192,478	84,372	364,641	-	-
<b>TOTALS</b>	<b>\$1,266,786</b>	<b>\$1,109,704</b>	<b>\$1,186,736</b>	<b>\$1,249,185</b>	<b>\$1,231,096</b>	<b>\$1,189,847</b>
CARRY OVERS	96,572	101,121	125,562	82,059	750,000	750,000
CAPITAL BUDGET	75,391	162,825	312,576	134,759	366,950	366,950
PAYMENT-BONDS	155,720	155,720	155,720	155,720	55,720	72,450
FUNDS TRANSFERRED TO CAP RES #1	483,800	-	105,868	300,000	-	-
CAPITAL RESERVE FUND PROJECTS	404,377	192,478	84,826	364,641	-	-
<b>TOTALS</b>	<b>\$1,215,860</b>	<b>\$612,144</b>	<b>\$784,552</b>	<b>\$1,037,179</b>	<b>\$1,172,670</b>	<b>\$1,189,400</b>
<b>BALANCE/CAPITAL IMP FUND</b>	<b>\$50,926</b>	<b>\$497,560</b>	<b>\$402,184</b>	<b>\$212,006</b>	<b>\$58,426</b>	<b>\$447</b>

**LACONIA WATER DEPT**  
**CAPITAL BUDGET 2010-2011**

	DEPT REQ 2011	COUNCIL 2011
<b><u>CARRY OVER PROJECT:</u></b>		
Treatment Plant filter Bed Replacement Install 1-5	\$750,000	\$750,000
<b>TOTAL CARRYOVER PROJECTS:</b>	<b>\$750,000</b>	<b>\$750,000</b>
<b>2010/2011 Purchases</b>		
Gates Upgrades	\$10,000	\$10,000
Hydrant Upgrades	5,000	5,000
Scada Computer & Equipment	5,000	5,000
Computers	6,000	6,000
Pump Replacement Program	15,000	15,000
Treatment Plant Filter Bed Replacement (Install#6)	125,000	125,000
Painting Roof Edges-Treatment Plant	5,000	5,000
Confined Space Equipment for remote sites	6,000	6,000
New Air Dryer	1,350	1,350
6 New Positioners	3,000	3,000
Vibratory Plate Compactor	9,100	9,100
<b>TOTAL PURCHASES</b>	<b>\$190,450</b>	<b>\$190,450</b>
<b>PROJECTS - 2010/2011</b>		
Taylor Street 550' of 2" pvc	50,000	50,000
Pitman Court 181' of 2" pvc	17,500	17,500
Tremont Street 422' of 2" pvc	38,000	38,000
Fiske Avenue 185' of 2" pvc	8,000	8,000
Clay Street 276' of 2" pvc	33,000	33,000
Paul Avenue 252' of 2" pvc	30,000	30,000
<b>TOTAL PROJECTS 2010/2011</b>	<b>\$176,500</b>	<b>\$176,500</b>
<b>TOTAL PURCHASES &amp; PROJECTS</b>	<b>\$366,950</b>	<b>\$366,950</b>
<b>CAPITAL RESERVE PROJECTS</b>		
<b>TOTAL CAPITAL RESERVE PROJECTS</b>	-	-
<b>PROJECTS FROM BOND PROCEEDS</b>		
Maintenance Building	\$800,000	\$800,000

**LACONIA WATER DEPT SALARIES  
EFFECTIVE JULY 1, 2010– June 30, 2011**

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

**LACONIA WATER DEPT NON-SALARIED EMPLOYEES**

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

**LACONIA WATER DEPT ACTIVITIES:**

- Maintain the City Network of water lines. Maintain 578 hydrants, 6313 meters, and 1396 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks;
- Does all Water and Sewer Billing for 6315 water and 6655 sewer accounts quarterly.
- Provides customer service to all Water & Sewer Customers
- Maintain all employees files
- Process accounts payable and payroll
- Processes miscellaneous a/r billing and backflow billing
- Does all accounting functions including all reports for audit

**2010-2011 OBJECTIVES:**

- Provide the Ratepayers with the best quality of water within EPA Regulations at the lowest possible rates and within budget;
- Continue to upgrade the older water mains in the distribution system.
- Continue investigation work on an upgrade to the water treatment plant.
- Complete construction of new 1.3 Million Gallon Water Storage Tank
- Design/Construction of a new Maintenance Building

**LACONIA WATER WORKS**  
**ACCOUNT DESCRIPTIONS**  
**FY 2010-2011 BUDGET**

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

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

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

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

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

This line funds materials for maintaining the pumps, valves, and related equipment at the Briarcrest Station. The decrease is due to the backflow device repair being completed.

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

This line funds materials for maintaining the pumps, valves, and related equipment at the Water Treatment Facility. The increase is due to increase costs as well as scheduling the gas detection meter for recalibration and servicing the electric lift.

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

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

This line funds materials for maintaining the pumps, valves, and related equipment at the Endicott Pump Station. This line item includes the diesel for running the generator. The decrease in this line is due to the 2 mechanical hour meters being installed.

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

This line funds materials for maintaining the pumps, valves, and related equipment at the Lighthouse Pump Station. This line item includes the diesel for running the generator. The decrease in this line is due to the mechanical hour meters being installed.

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

This line funds the materials for maintaining the pumps, valves, and related equipment at the Weirs Booster Station. The increase is due to increases in prices.

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

This line funds spare parts for chemical pumps.

**PURIF EQUIP MAINT – LONG BAY**

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

**PURIF EQUIP MAINT - BRIARCREST**

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

**PURIF EQUIP MAINT – EVERGREENS STATION**

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

**PURIF EQUIP MAINT – ENDICOTT STATION**

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

**PURIF EQUIP MAINT – LIGHTHOUSE STATION**

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

**PURIF EQUIP MAINT – WEIRS STATION**

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

**LABORATORY**

This line funds the supplies allocated for operating the Laboratory at the Water Treatment Plant both for meeting the necessary requirements of the State of New Hampshire and the private water testing. The increase is due to increase costs from vendors.

**WELL HEAD PROTECTION PROGRAM**

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

**BRIARCREST STATION MAINT**

This line funds the supplies allocated for maintaining the Briarcrest Station. The increase is due to allocation for a fire extinguisher.

**TREATMENT PLANT MAINT**

This line funds the supplies allocated for maintaining the Treatment Plant Building. These include process floor lamp ballast, cleaning materials, paint and supplies, miscellaneous supplies, rental of buffing machine for lab floor, fire extinguisher service, boiler service, service contracts and tools. The decrease is due to the purchasing of the gas powered hedge trimmers.

**EVERGREENS PUMP STATION MAINTENANCE**

This line funds the supplies allocated for maintaining the Evergreens Pump Station. The increase is due to the allocation for purchasing a fire extinguisher and the increase cost for burner service.

**ENDICOTT PUMP STATION MAINT**

This line funds the supplies allocated for maintaining the Akwa Soleil Endicott Station. The increase is due to the allocation for purchasing a fire extinguisher and the increase cost for burner service.

**LIGHTHOUSE PUMP STATION MAINT**

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

**WEIRS BOOSTER STATION MAINT**

This line funds the supplies allocated for maintaining the Weirs Booster Station Maintenance. The decrease in this line is due to the removal of the allocation for stockade fencing.

**TANK MAINT – LAKEPORT**

This line funds the supplies for maintaining the Lakeport Tank.

**TANK MAINT - LONG BAY**

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

**TANK MAINT - BRIARCREST**

This line funds the supplies for maintaining the Briarcrest Tank.

**TANK MAINT LIGHTHOUSE**

This line funds the supplies for maintaining the Lighthouse Tank.

**TANK MAINT/WEIRS – ENDICOTT TANKS**

This line funds the supplies for maintaining the Weirs Tanks.

**CORROSION CONTROL PROGRAM**

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

**POWER - LAKEPORT**

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

**POWER - TREATMENT PLANT**

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

**POWER - LONG BAY**

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

**POWER - BRIARCREST**

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

**POWER – EVERGREENS PUMP STATION**

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

**POWER – ENDICOTT STATION**

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

**POWER – LIGHTHOUSE STATION**

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

**POWER - WEIRS BOOSTER STAT**

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

**POWER - WEIRS TANK**

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

**HEAT - TREATMENT PLANT**

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

**HEAT – EVERGREENS STATION**

This line funds the cost of heating the Evergreens Booster Station. The decrease is due to the heating fuel cost decrease.

**HEAT – ENDICOTT STATION**

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

**HEAT - WEIRS BOOSTER STAT**

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

**SEWER DISCHG TP**

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

### **SUPPLIES - WATER PRODUCTION/CHEMICALS**

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

### **TREATMENT PLANT OFFICE MACHINES**

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

### **TREATMENT PLANT OFFICE SUPPLIES**

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

### **WET WELL MAINTENANCE**

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

### **VEHICLE MAINTENANCE/WATER PRODUCTION**

This line funds the amount for the maintenance of 3 trucks used by the treatment plant personnel for the checking of the pumping stations and grounds maintenance.

### **CONSUMER CONFIDENCE REPORT**

This line funds the amount for the mandated Consumer Confidence Report Program, including the printing of the brochure and the postage to send them out. The decrease is due to a decreased number of extra brochures being printed.

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

### **MAINT GEN STRUC**

This line funds the materials for maintaining the structures located at 988 Union Avenue, as well as the sewer and heat costs for this location.

### **MAINT OF MAINS**

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

### **MAINT OF SERVICES**

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

### **MAINT OF HYDRANT**

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

**MAINT OF METERS**

This line funds the materials for changing, recalibrating, repairing, and sealing water meters. The increase is due to allocating funds to purchase new meters for maintaining the meter program.

**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 an increased allocation for signs.

**BACKFLOW PREVENTION PROG**

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

**SAND, GRVL, SALT**

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

**BILLING EXPENSE**

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

**METER READING**

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

**OFFICE SUPPLIES**

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

**P/R TAXES - SS**

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

**UNEMPLOYMENT TAXES**

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

**MEDICAL INSURANCE**

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

**RETIREMENT LWW**

This line funds the Water Works portion for retirement paid on behalf of the employees. The increase is due to an increase in the employer's rate of contribution.

**TELEPHONE**

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

**POSTAGE**

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

**INSURANCES**

This line funds the Property, Liability, Workers Compensation and Public Officials Liability Insurance.

**CONSULTING FEES**

This line funds Engineering Services.

**AUDIT EXPENSE**

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

**COMPUTER SUPPORT**

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

**MEETINGS**

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

**EDUCATION**

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

**BAD DEBTS**

This line funds an allowance for unpaid account receivables.

**ATTORNEY'S FEES**

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

**OTHER EXPENSES/MISC**

This line funds the miscellaneous expenses which include bank service fees, paging service fees, association dues, advertising, drug and alcohol testing, insurance deductibles and miscellaneous fees. The decrease is due to anticipated decreases in miscellaneous expenses.

**PURCHASES DISCOUNTS**

This line represents the amount of discounts that will be received by paying invoices prior to the 30-day net.

**MAINT OFFICE EQUIP**

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

**RESERVE/CONTINGENCY FUND**

This line funds the amount to cover unexpected necessary expenses.

**MAINT OF HOUSES**

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

**DEPRECIATION**

This line funds the amount to cover the depreciation on fixed assets. This is an estimated amount based on the scheduled work to be performed in 2009/2010. The increase is due to an increase in fixed assets being depreciated.

**INTEREST ON BONDS**

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

**ACME BUILDING MAINT**

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

**LOADER MAINTENANCE**

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

**EXCAVATOR MAINTENANCE**

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

**BACKHOE MAINT**

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

**VEHICLE MAINT**

This line funds the repairs, maintenance, and the cost of gasoline for all vehicles excluding the heavy equipment, and the treatment plant trucks.

**DUMP TRUCKS MAINTENANCE**

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

**OVERHEAD CONSTRUCTION**

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

**PAYMENT-BONDS**

This line funds the amount that the Water Works will pay on the principle for the Water Treatment Plant bonds during this fiscal year.

**INTERNAL SERVICE FUND  
FY 2010-2011 BUDGET**

	<u>05-06</u> <u>ACTUAL</u>	<u>06-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>09-10</u> <u>BUDGET</u>	<u>2010-2011</u> <u>DEPT REQ</u>	<u>2010-2011</u> <u>COUNCIL</u>
<b>REVENUES</b>							
92-301-001-0401 Administration	\$25	\$38	\$22	\$8	\$100	\$50	\$50
92-301-001-0411 Assessing	5,867	5,867	6,113	5,298	8,000	7,000	7,000
92-301-001-0407 Code	2,514	2,442	4,440	4,107	7,500	7,500	7,500
92-301-001-0417 Elections	315	212	300	110	400	400	400
92-301-001-0403 Finance	627	240	728	1,025	800	800	800
92-301-001-0445 Fire	146,730	165,476	164,835	172,858	170,018	202,000	202,000
92-301-001-0404 Licensing	350	502	216	300	500	500	500
92-301-001-0448 Motorcycle Week	2,233	2,867	2,162	2,521	2,500	2,500	2,500
92-301-001-0479 Recreation & Facilities	49,431	77,920	65,504	68,546	54,900	48,000	48,000
92-301-001-0405 Planning	2,648	1,650	2,597	2,033	3,000	3,000	3,000
92-301-001-0437 Police	196,992	211,216	245,788	254,949	213,000	170,000	170,000
92-301-001-0500 Public Works	333,136	314,477	284,776	254,287	285,000	296,000	296,000
92-301-001-0493 PW-Solid Waste	1,894	224	2,491	2,013	2,500	2,500	2,500
92-301-001-0415 Records	185	155	205	360	300	300	300
92-301-001-9999 Other	35,221	32,614	37,125	24,960	30,000	20,000	30,000
92-301-001-0900 SSF	42,843	38,402	27,873	13,047	30,000	30,000	30,000
92-301-001-0477 Welfare	-	-	125	210	150	200	200
<b>TOTAL REVENUE</b>	<b>\$821,111</b>	<b>\$854,302</b>	<b>\$845,299</b>	<b>\$808,812</b>	<b>\$808,668</b>	<b>\$790,750</b>	<b>\$800,750</b>
<b>EXPENSES</b>							
92-401-101-0001 SALARIES	\$138,889	\$143,239	\$129,706	\$168,030	\$149,469	\$139,717	\$139,717
92-401-105-0001 OVERTIME	1,594	314	1,189	2,213	1,500	1,500	1,500
92-429-120-0000 FICA	11,079	11,188	9,916	13,327	11,622	10,803	10,803
92-429-135-0000 NH RETIRE.	9,862	9,959	11,168	15,353	9,306	10,084	10,084
92-433-125-0000 WC	9,530	8,134	6,250	5,343	6,830	4,463	4,463
92-429-130-0000 HEALTH INS.	30,467	33,919	39,403	45,163	33,622	36,659	36,659
92-401-109-0000 LONGEVITY	600	300	360	360	360	210	210
92-401-200-0000 OPERATING EXP	9,900	12,840	12,981	12,888	13,500	13,500	13,500
92-401-391-0000 DEPRECIATION	242,540	267,022	287,767	254,610	287,696	290,000	58,000
POLICE CRUISER (1)							27,000
PUBLIC WORKS VEHICLES							150,000
FIRE TRUCK							65,000
92-401-214-0000 TOOLS, SUPPLIES	29,898	42,280	44,230	40,546	40,000	35,000	35,000
92-401-215-0000 REPAIR, PARTS	69,158	76,217	114,651	99,983	87,393	66,064	66,064
92-401-239-0000 OIL	3,170	7,090	9,052	6,207	8,500	7,000	7,000
92-401-240-0000 TIRES	21,015	20,245	36,312	21,086	21,000	21,000	21,000
92-401-241-0000 GAS/DIESEL	150,490	148,977	201,685	165,354	133,470	150,000	150,000
92-401-251-0000 CLOTHING ALLOWANCE	1,842	1,459	1,709	2,628	1,500	1,750	1,750
92-401-303-0000 MISC	7,485	1,376	1,774	20,812	3,000	3,000	3,000
<b>TOTAL EXPENSES</b>	<b>\$737,519</b>	<b>\$782,561</b>	<b>\$908,154</b>	<b>\$873,903</b>	<b>\$808,668</b>	<b>\$790,750</b>	<b>\$800,750</b>

**INTERNAL SERVICE FUND**  
**FY 2010-2011 BUDGET**

**SALARIES**

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Chief Mechanic	14	10	52	24	\$23.74	\$569.76	\$29,627.52
1	General Foreman	16	8	52	40	\$25.56	\$1,022.40	\$53,164.80
1	Gen Equip Oper.	45	9	52	40	\$22.56	\$902.40	\$46,924.80
*	Temporary Help							\$10,000.00
<b>Total</b>								<b>\$139,717.12</b>

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

**SPECIAL REVENUE**  
**MOTORCYCLE WEEK**  
**FY 2010-2011**

**MOTORCYCLE WEEK\*\***  
**FY 2010-2011 SPECIAL REVENUE**

	<u>06-06</u> <u>ACTUAL</u>	<u>06-07</u> <u>ACTUAL</u>	<u>07-08</u> <u>ACTUAL</u>	<u>08-09</u> <u>ACTUAL</u>	<u>2009-2010</u> <u>BUDGET</u>	<u>2010-2011</u> <u>DEPT REQ</u>	<u>2010-2011</u> <u>MANAGER</u>	<u>2010-2011</u> <u>COUNCIL</u>
<b>Revenues</b>								
87-301-004-0000 Boardwalk/Lakeport	\$28,500	\$33,500	\$33,400	\$17,800	\$33,000	\$20,000	\$20,000	\$20,000
87-301-004-0005 Licensing	147,875	168,675	131,225	132,270	130,000	130,000	130,000	130,000
87-301-004-0003 Photo Tower/Bike Show	2,686	3,022	2,720	1,458	2,500	2,000	2,000	2,000
87-301-004-0004 Site Review Revenue	21,340	19,800	18,500	15,525	16,000	16,000	16,000	16,000
87-301-004-0006 Other	780	3,818	1,545	1,710	1,000	1,500	1,500	1,500
Use of Fund Balance	-	-	-	-	-	-	-	54,000
<b>Total Revenues</b>	<b>\$201,181</b>	<b>\$226,615</b>	<b>\$185,399</b>	<b>\$168,761</b>	<b>\$182,500</b>	<b>\$169,500</b>	<b>\$169,500</b>	<b>\$223,500</b>
<b>Expenses</b>								
<b>SALARIES</b>								
87-448-101-0001 POLICE- Out of Town Police*	\$88,627	\$73,784	\$65,056	\$54,516	\$82,880	\$75,000	\$75,000	\$75,000
87-448-105-0000 POLICE- Overtime	26,278	31,479	25,512	15,894	26,000	25,000	25,000	25,000
87-448-101-0003 YOUTH SERVICES- Staffing	1,179	1,329	1,309	988	1,400	-	-	-
87-448-101-0005 DPW- Labor	2,327	2,818	3,028	3,577	3,500	3,600	3,500	3,500
87-448-105-0010 FIRE- Extra Duty Labor	25,127	24,197	23,814	15,268	25,000	25,000	24,500	24,500
87-448-103-0000 FIRE- Part time/call Company Coverage	2,505	152	-	-	2,000	-	-	-
87-448-101-0006 Food Inspections/Support	1,840	1,840	1,800	1,552	2,500	2,500	2,500	2,500
<b>TOTAL SALARIES</b>	<b>\$147,983</b>	<b>\$135,199</b>	<b>\$120,519</b>	<b>\$91,783</b>	<b>\$143,390</b>	<b>\$131,100</b>	<b>\$130,500</b>	<b>\$130,500</b>
<b>STATION W</b>								
87-448-202-0000 Lights/ Power	\$ -	\$ -	\$282	\$ -	\$300	\$ -	\$ -	\$ -
87-448-210-0000 Building Supplies	122	129	128	137	150	150	150	150
87-448-235-0000 Building Maintenance	776	280	1,573	1,216	500	1,200	1,200	1,200
<b>TOTAL STATION W</b>	<b>\$898</b>	<b>\$409</b>	<b>\$1,983</b>	<b>\$1,353</b>	<b>\$950</b>	<b>\$1,350</b>	<b>\$1,350</b>	<b>\$1,350</b>
<b>OTHER</b>								
87-448-201-0000 PD Telephone	\$1,199	\$573	\$88	\$562	600	\$600	\$600	\$600
87-448-208-0000 PD Printing	104	43	-	43	300	300	300	300
87-448-214-0000 PD Supplies	572	516	685	323	700	700	700	700
87-448-233-0000 PD Equipment Maint./ Rental	1,654	1,887	2,024	1,701	1,600	1,800	1,800	1,800
87-448-233-0010 PD Radio Maintenance	-	670	38	-	400	400	400	400
87-448-234-0012 DPW- Vehicle Usage	2,093	2,867	2,162	2,521	2,500	2,500	2,500	2,500
87-448-251-0000 PD Uniforms	350	198	342	269	350	350	350	350
87-448-300-0004 DPW-Signs, Materials, Supplies	-	3,759	2,839	2,772	3,000	3,000	2,500	2,500
87-448-300-0006 DPW- Traffic Counts	500	500	500	500	500	500	500	500
87-448-300-0016 PD Miscellaneous	477	400	388	-	500	500	480	480
87-448-303-0030 PD Lodging	12,265	6,510	9,450	6,729	8,000	8,000	8,000	8,000
87-448-303-0040 FIRE- Food	624	-	-	-	-	-	-	-
87-448-304-0000 DPW- Sweeping Contractor	3,000	3,000	2,733	3,402	3,000	3,600	3,000	3,000
87-448-304-0010 DPW- Trash Collection	5,528	6,493	5,937	6,890	8,000	8,000	8,000	8,000
87-448-304-0020 Food Service	3,890	2,125	1,486	1,153	2,000	2,000	2,000	2,000
87-448-304-0060 DPW- Chemical Toilets	5,812	4,824	4,066	3,902	4,500	4,500	4,500	4,500
87-448-304-0080 Lighting Rentals	1,632	2,024	2,010	2,020	2,010	2,020	2,020	2,020
87-448-401-0437 Equipment-Police-2 cruisers	-	-	2,175	870	-	-	-	54,000
87-448-401-0445 Equipment-Fire	-	-	7,161	-	-	-	-	-
87-448-401-0500 Equipment-Public Works	-	-	5,800	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>\$39,700</b>	<b>\$36,389</b>	<b>\$49,882</b>	<b>\$33,657</b>	<b>\$ 38,160</b>	<b>\$ 38,770</b>	<b>\$ 37,650</b>	<b>\$91,650</b>
<b>DEPT. O&amp;M TOTAL</b>	<b>\$186,581</b>	<b>\$171,997</b>	<b>\$172,384</b>	<b>\$126,793</b>	<b>\$ 182,500</b>	<b>\$ 171,220</b>	<b>\$ 169,500</b>	<b>\$ 223,500</b>

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

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

**MOTORCYCLE WEEK**  
**FY 2010-2011 BUDGET**

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

This line funds the cost of sworn Law Enforcement Officers from other agencies, Security personnel for parking lots at Station W, additional Administrative personnel, Traffic Control personnel (usually college Criminal Justice Students) hired to assist with maintaining the traffic posts described in the detailed Traffic Plan. We have been very aggressive in the last two years reducing this line item and we have proposed additional cuts for this year, specifically down to \$75,000.

***POLICE-LPD Overtime***

This line item funds the cost of overtime work for Laconia Police Department hourly employees at the rate of time and one half during Motorcycle Week. We have proposed a \$1,000 cut from last year's budget.

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

***FOOD INSPECTIONS/SUPPORT***

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

***STATION W-Building Supplies***

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

***STATION W-Building Maintenance***

This line item funds the cost of structural/operational set-up of Station W, specifically related to the Motorcycle Week Detail.

***POLICE-Telephone***

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

***POLICE-Printing***

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

***POLICE-Supplies***

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

***POLICE-Equipment Maintenance / Rental***

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

***POLICE-Radio Maintenance***

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

***DPW/Police-Vehicle Usage***

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

***POLICE-Uniforms***

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

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

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

***DPW-Traffic Counts***

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

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

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

***POLICE-Lodging***

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

***DPW-Sweeping Contractor***

This line item funds the cleanup during and after the event. On this item we have requested \$3,600 for this year's budget, an increase of \$600, based on last year's cost experience.

***DPW-Trash Collection***

This line funds the cost of trash collection and disposal, specifically related to the event. This line has been requested at level funding (\$8,000) based on consistent costs 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. We do not recommend dropping below the \$8,000 funding level.

***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. This line item request is for level funding (\$4,500) for the coming year as it appears adequate based on recent history of costs for same.

***Lighting Rentals***

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

***Equipment Police-two cruisers***

This line was funded by the Council from the fund balance in this fund. It will provide two new cruisers for the Police department.

**Tax Increment Financing District  
Downtown  
FY 2010-2011 BUDGET**

	<b>2010-2011 MANAGER</b>	<b>2010-2011 COUNCIL</b>
Estimated captured value	\$7,450,650	<b>\$7,450,650</b>
Estimated Tax Rate	\$15.72	<b>\$15.72 *</b>
Estimated Revenues	\$117,124	<b>\$117,124</b>

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

\*without state school portion