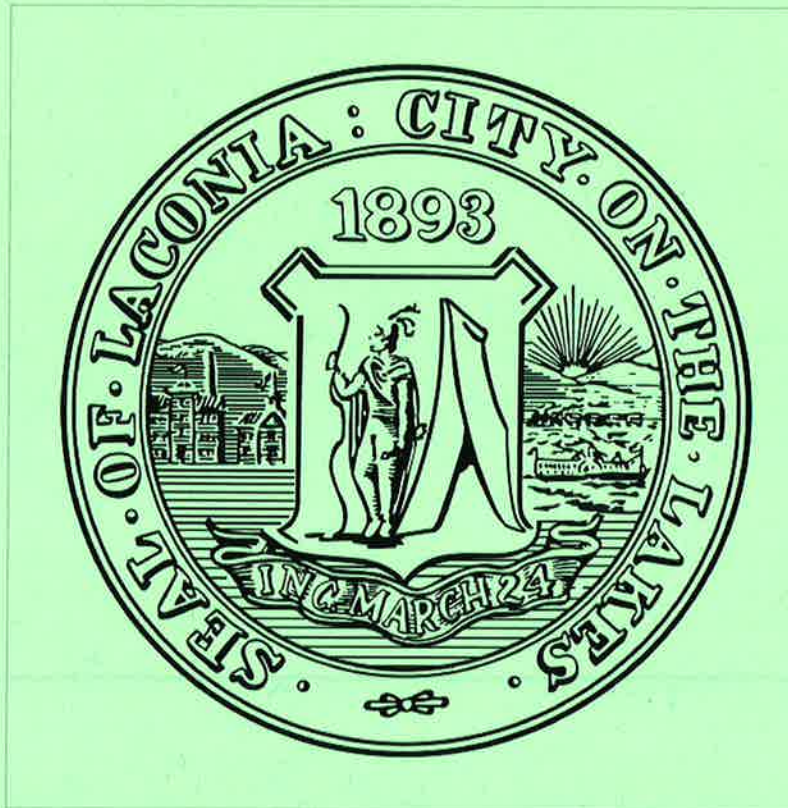


CITY OF LACONIA
NEW HAMPSHIRE
Fiscal Year 2020-2021



Approved
Expenditure Plan

Adopted by the Laconia City Council on July 27, 2020

April 8, 2020

To: The Honorable Mayor Andrew Hosmer and Members of the Laconia City Council:

In accordance with the City Charter, I am pleased to submit to you the proposed Expenditure Plan for Fiscal Year 2021. This plan includes the City Manager's proposed budget for City services, revenue estimates, a lump sum School Department appropriation submitted by the School Board, the State property tax assessment determined by the New Hampshire Department of Revenue and the estimated tax assessment from Belknap County. These categories comprise the General Fund and are the basis for determining the property tax levy.

This budget proposal prioritizes and supports core municipal services in the areas of public safety, education and infrastructure maintenance. Other important governmental functions are also supported through this budget. This submitted proposal complies with the Tax Cap language found in our City Charter.

Also found within this proposal are the enterprise funds of the Water Department, Sanitary Sewer and Internal Service Funds. There are two Special Revenue Funds set up for the City's operation of the Ambulance Service and Motorcycle Week event. Additionally, there are three Tax Increment Financing districts within the City and those amounts are included in the budget document as well.

TAX CAP

At the November 8, 2005 City election, the voters amended the Laconia City Charter to place a cap on the amount of funds that may be raised by property taxes each year. In each year, the net amount of money to be raised in taxes may increase in the following year by using two factors:

- The first factor is designed to allow spending to increase by no more than the rate of inflation as determined by the Consumer Price Index – Urban (CPI-U) for the prior year. The CPI-U for 2019 was 1.8%. It allows for additional spending of \$831,191 combined for the City, Schools and Belknap County.
- The second factor is designed to allow for additional spending of the revenue derived by new assessed construction value, less the value of building demolition during the year. The new construction value (net) is estimated to be \$17.4 million, which allows for additional spending of \$358,266 combined for the City, Schools and Belknap County.
- These two tax cap factors are then added to the "FY 2020 Amount to be Raised by Taxes" to determine the new "Maximum Increase in Amount Raised by Taxes FY21".

Municipal Entity	FY 2020 Amount to be Raised by Taxes	National CPI-U* 1.80%	New Construction Value \$17,400,000	Maximum Increase in Amt. Raised by Taxes FY21	Proposed Increase in Amt. Raised by Taxes FY21
City	\$18,158,663	\$326,856	\$140,940	\$467,796	\$541,529
School	\$25,134,651	\$452,424	\$195,402	\$647,826	\$647,826
County	\$2,883,956	\$51,911	\$21,924	\$73,835	\$0
TOTALS	\$46,177,270	\$831,191	\$358,266	\$1,189,457	\$1,189,355

The City departments, as is their normal charge, prepared their budget requests based on what they consider to be the needs of their department. This is shown throughout the budget in the column labeled "FY 2021 Dept. Request". The column labeled "FY 2021 Manager" lists the recommendations of the City Manager and shows the difference – if any – from the department request.

The School Department request was included with the figures submitted by the School Board. The County apportionment is based on the most recent figures from the County Budget.

Budget Summary

- **City** (non-school) spending **increases** by \$856,054 (3.1%) over the current year. The amount proposed to be raised by taxes **increases** by \$541,529 (2.9%) over the current year.
- **School Department** spending, excluding all Federal and Food Service funds, **increases** by \$1,297,486 (3.7%) over the current year.
- The estimated **Belknap County** tax assessment is **unchanged** from the current year.
- City non-property tax revenues (excluding use of fund balance) **increases** by 4.4% or \$373,931. The amount of fund balance being used **decreases** by \$50,000 to \$720,000.
- Assessed valuation **increases** by \$17.4 million.

I have included within each department's budget a salary and personnel page, an organizational chart, a brief listing of activities and objectives that we are planning to accomplish with the spending recommended in this plan and a brief explanation of each account within the departments.

TAX RATE

The following is a comparison of each of the components of the proposed tax rate compared to the actual prior year tax rate.

TAX TYPE	FY20 ACTUAL TAX RATE	FY21 PROPOSED TAX RATE	INCREASE (DECREASE)	Percent Change
CITY	\$8.10	\$8.27	\$0.17	2.1%
COUNTY	\$1.26	1.25	-\$0.01	-0.8%
SCHOOL/LOCAL	\$9.20	9.42	\$0.22	2.4%
SCHOOL/STATE	\$2.03	2.02	-\$0.01	-0.5%
TOTAL	\$20.59	\$20.96	\$0.37	1.8%

Each year the City receives revenue from sources other than property taxes. The revenue details are shown beginning on page 60 of the budget document.

Total City non-property tax revenues (including the use of fund balance) are anticipated to increase by 3.6% from the current year which equates to a \$334,931 increase. Below is a brief narrative summary of each major revenue category with the anticipated change from the prior year budget estimates.

NON-PROPERTY TAXES (\$50,000 increase = 16.4%) – This revenue category includes interest on delinquent taxes, redemption interest (interest accrued after the tax lien process) and boat taxes. A minor adjustment was made to redemption interest, bringing the estimate more in line with recent actual revenues. Additionally, the budget projects \$25,000 in Lakes Region Business Park revenues which was not included in as Miscellaneous Revenue in the FY20 budget.

INTERGOVERNMENTAL REVENUE (\$9,537 decrease = 0.6%) – This revenue category contains primarily Rooms & Meals Tax, Highway Block Grant distributions and the second year of the State's revenue sharing distribution. These items are expected to be funded at relatively flat levels with the exception of revenue sharing, which has been adjusted to reflect actual projections received from the State.

LICENSES & PERMITS (\$75,100 increase = 2.0%) – This revenue category includes license and permit revenue which is primarily made up of motor vehicle registration. Motor vehicle registrations are projected to increase by \$99,000. Building & zoning fees and franchise fees also show modest decreases while City Clerk fees and Master Alarm fees are projected to increase slightly.

CHARGES FOR SERVICES (\$206,197 increase = 14.2%) – This revenue category is made up of income generated by the various City departments. The major factor contributing to the increase is in the 'Solid Waste Trash C' account. In prior years a certain portion of these revenues were transferred to the Town of Gilford under Transfer Station operating contracts. Now that Gilford is operating its own Transfer Station for non-commercial customers this revenue stays with the City. Other revenue projections collectively are relatively flat.

INTEREST ON GENERAL FUND DEPOSITS (\$170,000 increase = 89.5%) – This revenue stream has been adjusted to reflect recent activity.

PAYMENT IN LIEU OF TAXES (\$41,700 increase = 10.6%) – This revenue category is made up of income received from landowners in town who operate under PILOT agreements instead of paying property taxes.

MISC. REVENUES (\$109,600 decrease = 19.6%) – This revenue category is made up of income generated from various sources. Major changes from the FY20 budget include a decrease in the 'Misc. Revenue' line item. In FY20 state shared revenues of approximately \$400,000 were shown in this account, in FY21 they appear in the Intergovernmental Revenue category. In addition, \$50,000 in revenue relating to the Belmont Intermunicipal Fire Chief agreement is not included in the FY21 proposed budget. These decreases are partially offset by additional FY21 revenues relating to Colonial Theater debt service, transfer from the Municipal Transportation Fund, anticipated sale of a parcel within the Lakes Business Park, and other accounts.

USE OF FUND BALANCE – The use of Fund Balance is budgeted at \$720,000 which is a \$50,000 reduction from the amount used last year. Significant gains over the past 9 budgets have reduced the City's dependence on drawing on Fund Balance from a high of \$1,268,000 to the current proposed level which is a reduction of more than \$500,000. Current & prior City Councils should be congratulated for these continued gains.

EXPENDITURES AND MAJOR INITIATIVES

The following paragraphs address some of the major budget impacts that are driving the various increases and decreases contained within this proposal.

WAGES – The City has four collective bargaining units and a number of non-union personnel. Current contracts in place with all units run through June 30, 2021. A change to the Wage and Compensation Plan was submitted and approved by the City Council in 2018 which controls wage and benefit changes through June 30, 2021. Contained within this budget proposal are wage adjustments that reflect increases for Steps and COLA's for the fiscal year beginning July 1, 2019.

HEALTH INSURANCE – In April 2020 the City was advised by the New Hampshire Interlocal Trust that employee health insurance rates will increase by 7.36% for the upcoming year. Total costs in this budget are based on this rate, as it is applied to our current employee census, insurance offerings and employee cost-share of premium.

NH RETIREMENT SYSTEM – The City's contribution to the NHRS as a percentage of payroll for Fire, Police and Employees are unchanged from FY20. Increases or decreases to Retirement line items throughout the budget are based on projected payroll.

STAFFING – The remainder of funding for two new police officer positions as directed by City Council. Costs for these positions are partially offset by grant monies. The budget also includes funding for a full time Housing Inspector. This position replaces the part time Property Maintenance Clerk included in the FY20 budget. There are no additional new positions.

CAPITAL OUTLAY – The Capital Outlay line item within the operating budget on a cash basis is \$1,775,000 which reflects a \$25,000 decrease, or -1.4% over the prior year. With this decrease, it needs to be recognized that the City has bonded more than \$6.5m for major street and bridge projects since 2018. The cash funding proposal of \$1,500,000 in capital outlay reflects 5.4% of Total City Appropriations. This significant number, funded on a regular basis, assists in reducing debt burden, provides flexibility in budgeting and helps to maintain existing infrastructure in good condition.

The Capital Improvement Committee has reviewed all of these projects and has provided their prioritized recommendations. A complete chart of CIP projects appears on page 12.

Specific capital projects that I am recommending be funded are detailed below:

- **\$20,000 – Parking Garage Inspection/Repairs** – This appropriation will fund annual inspections and priority temporary safety repairs.
- **\$20,000 – Replace Public Works Building** – This appropriation will fund concept plans for a new Public Works building.
- **\$15,000 – Repair Garage Doors** – This appropriation will provide needed safety repairs to existing doors at the Public Works building.
- **\$10,000 – Morin Rd. Remediation Work** – This funding continues the site work at the Morin Rd. Landfill in conjunction with DES requirements.
- **\$10,000 – DPW/City Documentation system** – The appropriation will provide for the digitalization of paper plans and as built drawings.
- **\$1,500,000 – Street Repairs** – This appropriation will fund general road repair and resurfacing projects throughout the City.
- **\$50,000 – Stormwater Engineering Study & Design** - This appropriation will fund the study of ongoing drainage problem areas for future repairs.
- **\$75,000 – City-Wide Drainage Improvements** – This appropriation will fund improvements to the City's drainage infrastructure.
- **\$40,000 - Sidewalk Repair/Construction** – This appropriation will fund ongoing sidewalk repair and replacement projects throughout the City.
- **\$35,000 – Bridge Repair and Maintenance** – This appropriation will fund routine repairs and maintenance of City bridges in order to extend their useful life.

Capital Outlay – Bonded

I do not propose any new bonded capital outlay for FY21.

SCHOOL DEPARTMENT - Page 3

The School Board and School Department have submitted a budget overview document for the General Fund. Additional details will be made available to the City Council in the near future.

SEWER FUND - Page 137

I am proposing an operating budget of \$3,840,810 in the Sewer Fund and an additional \$2,465,000 in capital outlay (shown on page 136). The City will be looking at debt-financing portions of the capital outlay, where appropriate.

WATER FUND – Page 149

I have included the Water Commission's recommended budget for the next fiscal year which proposes an appropriation of \$2,290,175. The City Council is the final authority over the Water Commission's budget and may approve the budget as submitted, modify it, or return it to the Commission seeking modifications pending final approval.

INTERNAL SERVICE FUND – Page 165

I am proposing a \$1,182,496 Internal Service Fund (ISF) budget, including an expenditure of \$435,000 for vehicles (see page 12). The ISF was first implemented in the 1998-1999 budget and is intended to provide vehicle repair, maintenance, fuel and acquisition funding for vehicle replacements.

MOTORCYCLE WEEK FUND – Page 175

I am proposing a Motorcycle Week budget of \$175,050. This budget is keeping with actual expenditures which have been modified after event.

TAX INCREMENT FINANCING (TIF) DISTRICTS – Page 181

The City has established three separate TIF Districts to capture up to 50% of new property tax revenue created within those districts in order to implement the development plans established for these areas. I propose a budget of \$238,061 for Downtown, \$8,129 for Lakeport and \$120,000 for the Weirs TIF's.

SUMMARY

In the coming weeks, I look forward to presenting more detailed information along with the Department Heads regarding the various revenue and expenditure items included in this proposed budget. I trust that the Mayor & City Council, along with all of Laconia's residents, will thoroughly review this document and offer direction on how to best move the City forward.

I want to recognize our Department Heads and all of their staff for the considerable effort they put forth in creating and fine-tuning this budget document. Thanks also to the School Board and School Administration for their work in crafting the School budget. I wish to specifically thank staff for all of their time and contributions throughout the development of this budget.

The entire City staff and I look forward to working with the Mayor and City Council as you deliberate over this plan and we are always available to provide additional information or answer questions.

Respectfully submitted,



Scott Myers
City Manager

**CITY OF LACONIA
FY 2020-2021 ANNUAL BUDGET**

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CITY OF LACONIA-EXPENDITURE PLAN

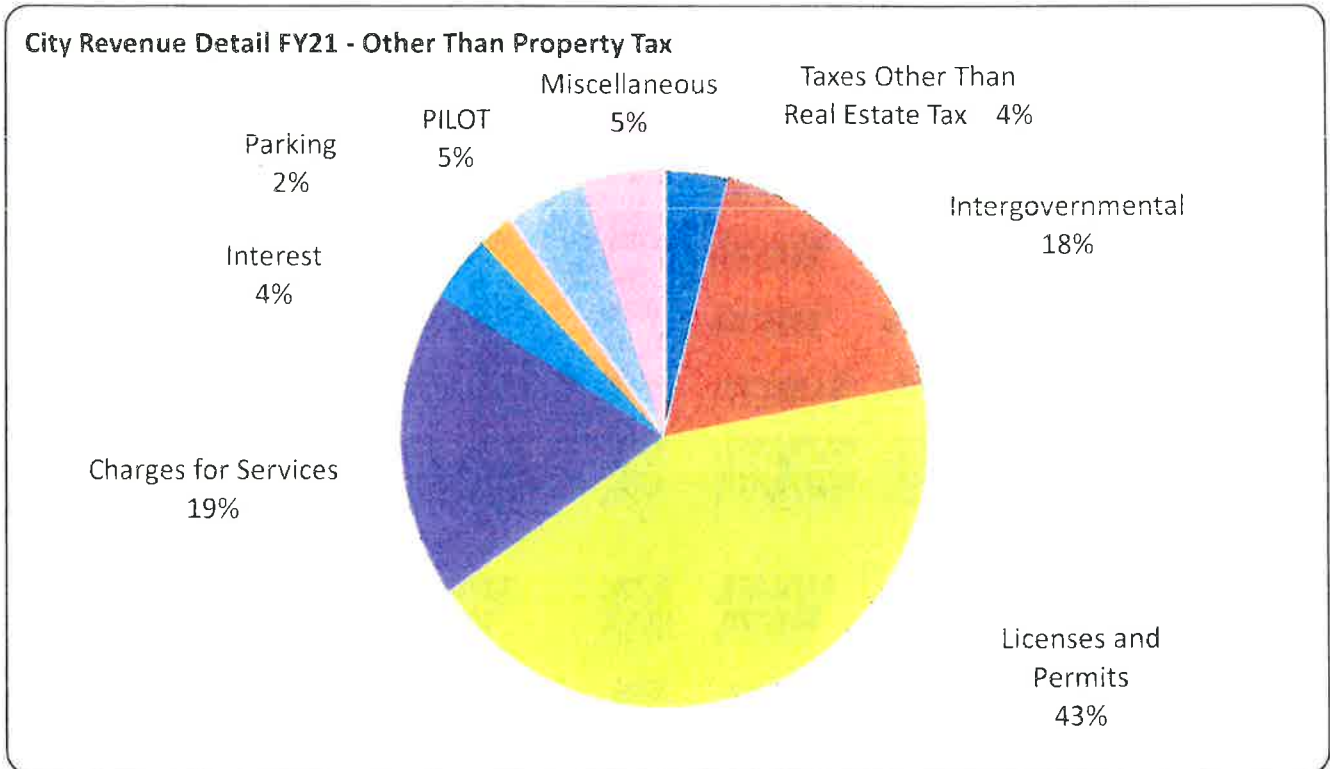
FISCAL YEAR 2020-21

<u>DEPARTMENT</u>	<u>2019-2020</u> <u>COUNCIL</u>	<u>2020-2021</u> <u>DEPT REQ</u>	<u>% DEPT</u> <u>20-21</u>	<u>2020-2021</u> <u>MANAGER</u>	<u>% MNGR</u> <u>20-21</u>	<u>2020-2021</u> <u>COUNCIL</u>	<u>% COUNCIL</u> <u>20-21</u>
1. ADMINISTRATION	\$260,923	\$274,303	5.1%	\$274,303	5.1%	\$274,303	5.1%
a. CAPITAL OUTLAY	\$1,800,000	\$3,334,000	85.2%	\$1,775,000	-1.4%	\$1,685,000	-6.4%
b. NON DEPARTMENTAL	\$641,456	\$407,292	-36.5%	\$407,292	-36.5%	\$391,292	-39.0%
c. SPECIAL ITEMS	\$259,820	\$305,470	17.6%	\$265,320	2.1%	\$265,320	2.1%
d. INFORMATION TECH.	\$176,000	\$201,700	14.6%	\$201,700	14.6%	\$201,700	14.6%
e. LICENSING BOARD	\$11,928	\$11,991	0.5%	\$11,991	0.5%	\$11,991	0.5%
2. ASSESSING	\$256,464	\$248,868	-3.0%	\$248,868	-3.0%	\$248,868	-3.0%
3. CODE ENFORCEMENT	\$190,249	\$173,432	-8.8%	\$173,432	-8.8%	\$173,432	-8.8%
4. CONSERVATION COMM	\$4,500	\$4,500	0.0%	\$4,500	0.0%	\$4,500	0.0%
5. FINANCE							
a. EMPLOYEE BENEFITS	\$1,327,920	\$1,383,470	4.2%	\$1,383,470	4.2%	\$1,373,470	3.4%
b. FISCAL	\$683,261	\$704,884	3.2%	\$704,884	3.2%	\$704,884	3.2%
c. INSURANCE	\$508,049	\$532,723	4.9%	\$532,723	4.9%	\$532,723	4.9%
d. PRINCIPAL & INTEREST	\$2,368,867	\$2,624,600	10.8%	\$2,670,600	12.7%	\$2,624,600	10.8%
e. REIMBURSABLES	\$245,000	\$169,600	-30.8%	\$169,600	-30.8%	\$169,600	-30.8%
6. FIRE	\$4,526,472	\$4,900,367	8.3%	\$4,722,399	4.3%	\$4,712,399	4.1%
7. LEGAL	\$96,000	\$96,000	0.0%	\$96,000	0.0%	\$96,000	0.0%
8. LIBRARY	\$856,841	\$870,351	1.6%	\$870,351	1.6%	\$870,351	1.6%
9. PLANNING	\$304,409	\$335,460	10.2%	\$335,460	10.2%	\$335,460	10.2%
10. POLICE	\$6,211,054	\$6,552,491	5.5%	\$6,511,771	4.8%	\$6,501,771	4.7%
11. PUBLIC WORKS	\$2,655,073	\$2,761,017	4.0%	\$2,761,017	4.0%	\$2,761,017	4.0%
a. SOLID WASTE	\$2,119,246	\$2,229,817	5.2%	\$2,229,817	5.2%	\$2,229,817	5.2%
12. RECORDS							
a. CITY CLERK	\$161,273	\$170,526	5.7%	\$170,526	5.7%	\$170,526	5.7%
b. ELECTIONS	\$28,600	\$34,275	19.8%	\$34,275	19.8%	\$34,275	19.8%
13. RECREATION & FACILITIES	\$770,117	\$796,561	3.4%	\$796,561	3.4%	\$804,561	4.5%
a. CITY HALL MAINT	\$75,500	\$76,350	1.1%	\$76,350	1.1%	\$76,350	1.1%
b. COMMUNITY CENTER	\$43,200	\$43,800	1.4%	\$43,800	1.4%	\$43,800	1.4%
c. POLICE STATION	\$133,500	\$135,550	1.5%	\$135,550	1.5%	\$135,550	1.5%
14. WELFARE	\$151,706	\$114,921	-24.2%	\$114,921	-24.2%	\$114,921	-24.2%
TOTAL CITY APPROPRIATION	\$26,867,428	\$29,494,320	9.8%	\$27,722,481	3.2%	\$27,548,481	2.5%

CITY OF LACONIA-ANTICIPATED REVENUES FISCAL YEAR 2020-2021

	<u>2019-2020</u> <u>COUNCIL</u>	<u>2020-2021</u> <u>DEPT REQ</u>	<u>%DEPT</u> <u>19-20</u>	<u>2020-2021</u> <u>MANAGER</u>	<u>% MNGR</u> <u>19-20</u>	<u>2020-2021</u> <u>COUNCIL</u>	<u>% COUNCIL</u> <u>19-20</u>
TAXES OTHER THAN PROPERTY TAX	\$305,000	\$355,000	16.4%	\$355,000	16.4%	\$360,000	18.0%
INTERGOVERNMENTAL REVENUE	\$1,596,427	\$1,586,890	-0.6%	\$1,586,890	-0.6%	\$1,561,890	-2.2%
LICENSES, PERMITS & FEES	\$3,769,000	\$3,844,100	2.0%	\$3,844,100	2.0%	\$3,794,100	0.7%
CHARGES FOR SERVICES	\$1,448,703	\$1,654,900	14.2%	\$1,654,900	14.2%	\$1,570,900	8.4%
INTEREST ON GF DEPOSITS	\$190,000	\$360,000	89.5%	\$360,000	89.5%	\$360,000	89.5%
PARKING REVENUE	\$240,000	\$190,000	-20.8%	\$190,000	-20.8%	\$170,000	-29.2%
PILOT	\$392,629	\$434,400	10.6%	\$434,400	10.6%	\$434,400	10.6%
MISCELLANEOUS	\$557,600	\$448,000	-19.7%	\$448,000	-19.7%	\$448,000	-19.7%
TOTAL CITY NON-TAX REVENUE	\$8,499,359	\$8,873,290	4.4%	\$8,873,290	4.4%	\$8,699,290	2.4%

Revenue Detail begins on page 61



**LACONIA SCHOOL DISTRICT
BUDGET - REVENUES
2020-21
Estimate**

REVENUE SOURCES	MS-24 FY 18-19	MS-24 FY 19-20	MS-24 FY 20-21 Estimate
<u>REVENUE FROM STATE SOURCES</u>			
3111 Adequate Education Aid***	10,244,203	11,208,335	11,578,436
3210 Building Aid	787,039	693,263	693,263
3220 Keno Aid	155,721	-	-
3230 Sped Aid (Catastrophic Aid)	25,000	74,356	60,000
3240 Area Vocational/Alt School	1,160,000	1,065,000	1,065,000
3260 Child Nutrition Grant	(1) 50,920	50,920	50,920
3261 Child Nutrition	(1) 16,650	16,650	16,650
3290 Other State	-	-	-
TOTAL REVENUE FROM STATE	12,439,533	13,108,524	13,464,269
<u>REVENUE FROM FEDERAL SOURCES</u>			
3249 Robotics Education Grant	9,354	-	-
3290 Infrastructure Fund	440,813	-	-
4300 Other Federal (Direct From Federal)	351,804	200,000	200,000
4520 TITLE I - X	1,476,805	1,523,940	1,523,940
4540 Vocational Education	235,780	186,845	186,845
4550 Adult Education	273,424	266,068	266,068
4560 Child Nutrition Programs	(1) 709,000	709,000	709,000
4570 Handicapped Programs	700,285	603,435	603,435
4580 Medicaid Reimbursements	525,517	495,644	636,000
4590 Grants from Other Sources	339,366	1,339,977	1,339,977
4591 Other Federal	1,267,796	524,995	524,995
TOTAL REVENUE FROM FEDERAL	(2) 6,329,944	5,849,904	5,990,260
<u>LOCAL REVENUE OTHER THAN TAXES</u>			
1316 Tuition - Adult Ed/ Alt Ed	185,000	175,000	75,000
1321 Tuition - Summer School	1,500	1,500	1,500
1332 Tuition - Handicap	20,000	20,000	20,000
1349 Tuition - Voc Ed	390,000	355,000	355,000
1710 Public Activities - Gate Receipts	5,000	5,000	5,000
1600 Food Sales	(1) 486,561	486,561	486,561
1900 Other Revenue - E-Rate	48,000	134,315	180,002
1912 Rental - Other	5,000	5,000	5,000
5250 Transfer from Trust Funds	362,898	179,142	375,000
TOTAL REVENUE FROM LOCAL SOURCES	1,503,959	1,361,518	1,503,063
TOTAL ESTIMATED REVENUE	20,273,436	20,319,946	20,963,599
NET AMOUNT TO BE RAISED BY TAXES	19,896,058	20,658,985	21,312,818
TOTAL REVENUES	40,169,494	40,978,931	42,276,417
<u>SUMMARY OF APPROPRIATIONS</u>			
21 GENERAL FUND	33,810,936	35,070,540	36,368,026
22 FEDERAL/STATE PROJECTS	(2) 5,095,427	4,645,260	4,645,260
25 NUTRITIONAL PROGRAMS	(1) 1,263,131	1,263,131	1,263,131
TOTAL APPROPRIATION	40,169,494	40,978,931	42,276,417
(1) Total revenue from nutritional programs equals appropriations for nutritional programs fund 25.	1,263,131	1,263,131	1,263,131
(2) Total revenue from federal sources excluding nutritional programs equals appropriation for federal projects fund 22.	5,095,427	4,645,260	4,645,260
	6,358,558	5,908,391	5,908,391
TAX RATE ESTIMATE			
NET ASSESSED VALUATION	2,158,102,802	2,245,099,103	2,321,900,665
NET SCHOOL APPROPRIATION (LOCAL)	19,896,058	20,658,985	21,312,818
SCHOOL TAX PER \$1,000 VALUATION (LOCAL)	9.22	9.20	9.18
AMOUNT OF STATE GRANT***	5,785,333	6,732,669	7,008,471
AMOUNT OF STATE-WIDE TAX***	4,458,870	4,475,666	4,469,659
STATE WIDE EQUALIZED TAX RATE	2.10	2.03	2.01
TOTAL SCHOOL TAX RATE PER \$1,000	11.32	11.23	11.19
CHANGE IN TOTAL SCHOOL TAX RATE	(0.19)	(0.09)	(0.04)
***STATE GRANT PLUS STATE PROPERTY TAX EQUALS ADEQUATE EDUCATION AID			
NET AMOUNT TO BE RAISED IN TAXES PLUS STATE PROPERTY TAX	24,354,928	25,134,651	25,782,477

REVENUE/EXPENDITURE IMPACT

FISCAL YEAR 2020-2021

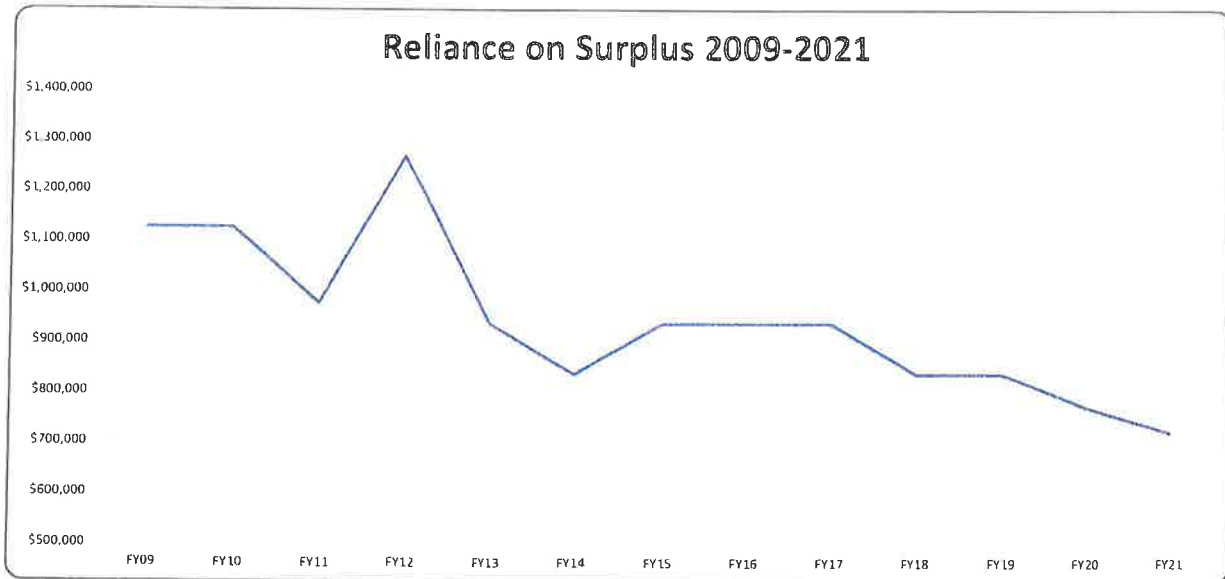
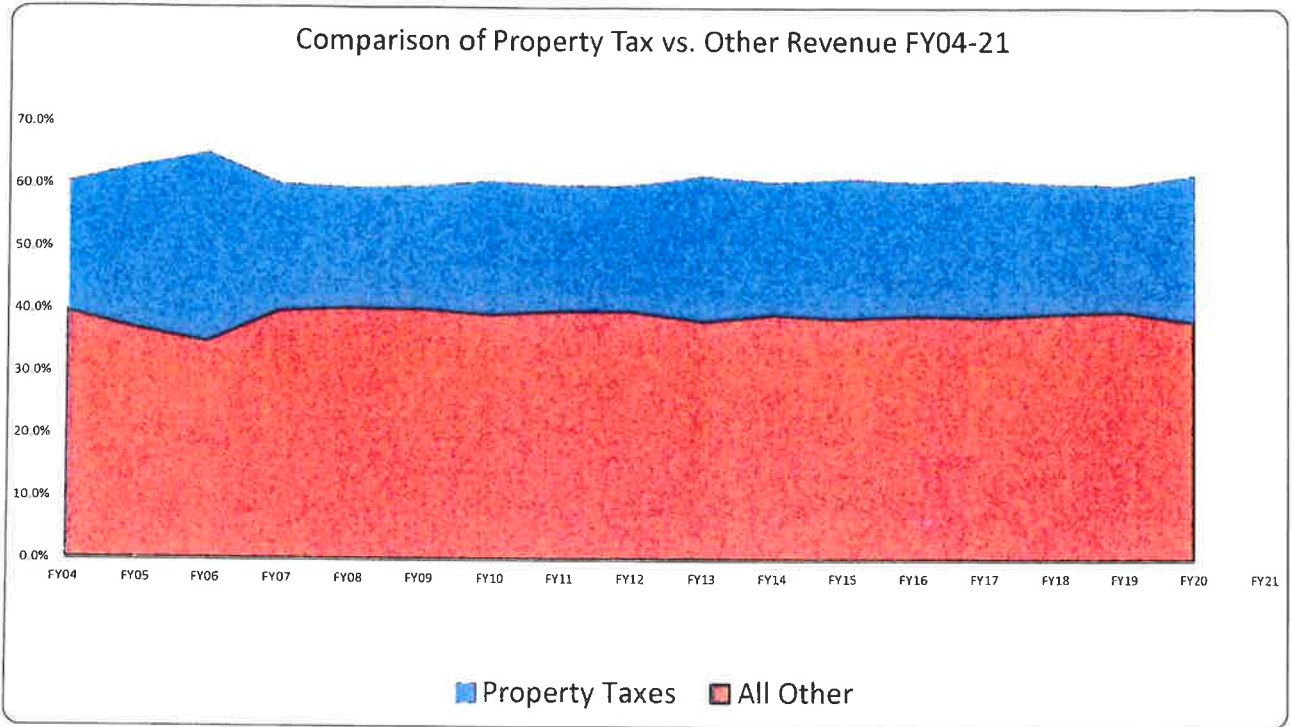
	<u>2019-2020</u> <u>COUNCIL</u>	<u>2020-2021</u> <u>DEPT REQ</u> <u>\$3,334,000</u>	<u>%DEPT</u> <u>REQ</u>	<u>2020-2021</u> <u>MANAGER</u>	<u>% CHANGE</u> <u>MNGR</u>	<u>2020-2021</u> <u>COUNCIL</u>	<u>%</u> <u>CHANGE</u> <u>COUNCIL</u>
CITY							
TOTAL CITY APPROPRIATION	\$26,867,428	\$29,494,320	9.8%	\$27,722,481	3.2%	\$27,548,481	2.5%
LESS CITY EST REVENUES	\$8,499,359	\$8,873,290	4.4%	\$8,873,290	4.4%	\$8,699,290	2.4%
LESS USE OF SURPLUS	<u>\$770,000</u>	<u>\$720,000</u>	-6.5%	<u>\$720,000</u>	-6.5%	<u>\$720,000</u>	
NET CITY W/O ABATE. & CREDITS	\$17,598,069	\$19,901,030	13.1%	\$18,129,191	3.0%	\$18,129,191	
OVERLAY FOR ABATEMENTS	\$150,594	\$160,000	6.2%	\$160,000	6.2%	\$160,000	6.2%
WAR SERVICE CREDITS	\$410,000	\$410,000	0.0%	\$410,000	0.0%	\$410,000	0.0%
NET CITY	\$18,158,663	\$20,471,030	12.7%	\$18,699,191	3.0%	\$18,699,191	
				\$540,528			
LOCAL SCHOOL							
SCHOOL APPROPRIATION	\$35,070,540	\$36,368,026	3.7%	<u>\$36,368,026</u>	3.7%	<u>\$36,368,026</u>	3.7%
FED & SCH LUNCH FUNDS	<u>\$5,908,391</u>	<u>\$5,908,391</u>	0.0%	<u>\$5,908,391</u>	0.0%	<u>\$5,908,391</u>	0.0%
TOTAL SCHOOL APPROP	\$40,978,931	\$42,276,417	3.2%	\$42,276,417	3.2%	\$42,276,417	3.2%
LESS SCHOOL EST REVENUES	\$14,440,686	\$14,973,339	3.7%	<u>\$14,973,339</u>	3.7%	<u>\$14,973,339</u>	3.7%
LESS FED & SCH LUNCH REV	<u>\$5,879,260</u>	<u>\$5,990,260</u>	1.9%	<u>\$5,990,260</u>	1.9%	<u>\$5,990,260</u>	1.9%
TOTAL SCHOOL EST REV	\$20,319,946	\$20,963,599	3.2%	<u>\$20,963,599</u>	3.2%	<u>\$20,963,599</u>	3.2%
NET SCHOOL	\$20,658,985	\$21,312,818	3.2%	\$21,312,818	3.2%	\$21,312,818	3.2%
LOCAL COUNTY							
COUNTY TAX ASSESSMENT	\$2,829,214	\$2,829,214	0.0%	\$2,829,214	0.0%	\$2,829,214	0.0%
TOTAL LOCAL							
APPROPRIATIONS	\$71,236,167	\$75,169,951	5.5%	\$73,398,112	3.0%	\$73,224,112	2.8%
LESS NON-TAX REVENUES	\$29,589,305	\$30,556,889	3.3%	\$30,556,889	3.3%	\$30,382,889	2.7%
RAISED BY TAXES - LOCAL	\$41,646,862	\$44,613,062	7.1%	\$42,841,223	2.9%	\$42,841,223	2.9%
SCHOOL - STATE							
STATE ASSESSMENT	\$4,475,666	\$4,469,659	-0.1%	\$4,469,659	-0.1%	\$4,469,659	-0.1%
TOTAL RAISED BY TAXES	\$46,122,528	\$49,082,721	6.4%	\$47,310,882	2.58%	\$47,310,882	2.6%

POTENTIAL TAX RATE IMPACT

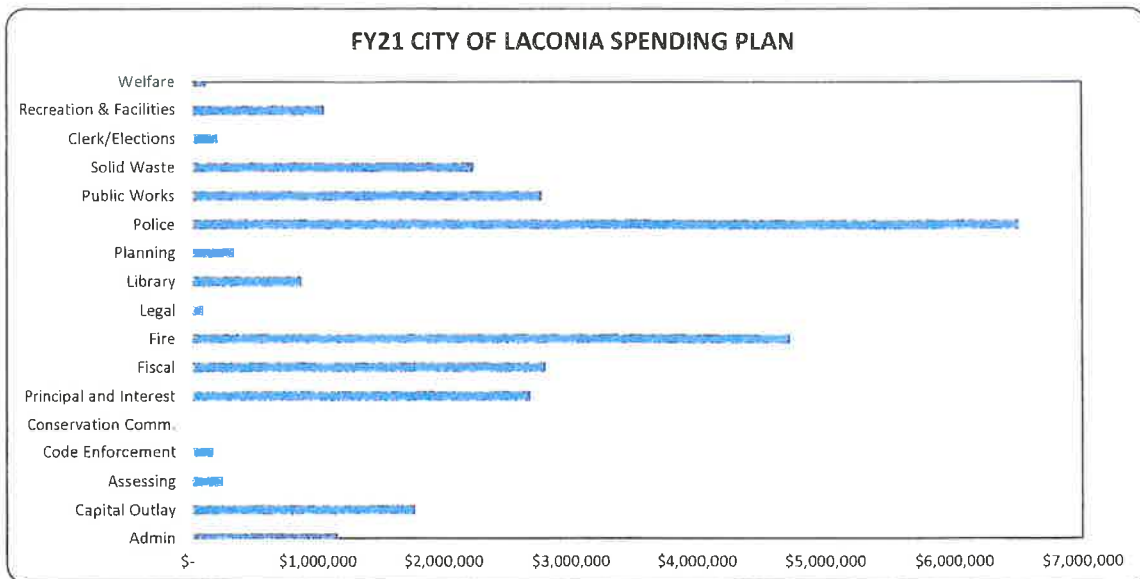
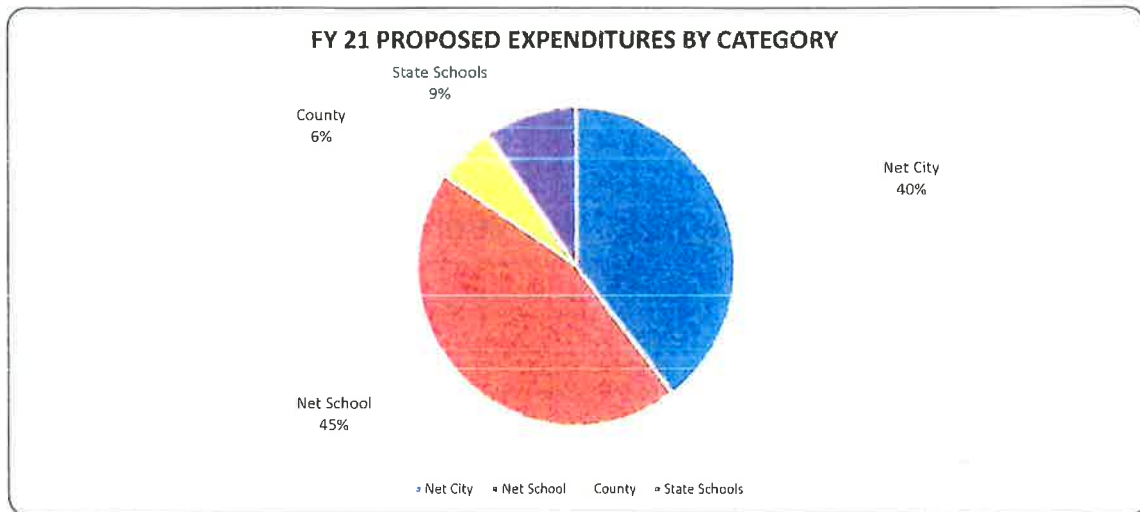
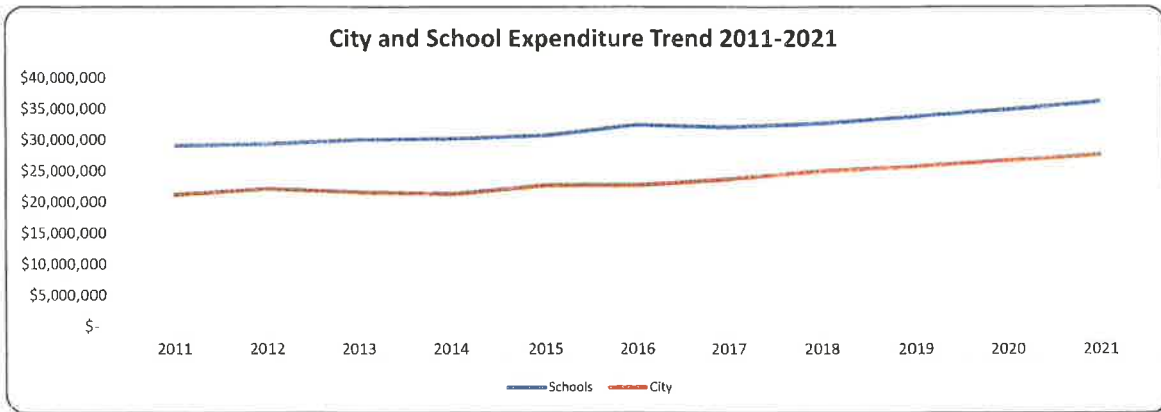
	<u>FY20</u>	<u>FY21</u>		<u>FY21</u>		<u>FY21</u>	
ASSESSED VALUATION	\$2,245,099,103	\$2,262,499,103	0.78%	\$2,262,499,103	0.78%	\$2,262,499,103	0.8%
w/o UTILITIES	\$2,205,897,132	\$2,223,297,132	0.79%	\$2,223,297,132	0.79%	\$2,223,297,132	0.8%
ESTIMATED TAX RATE IMPACT							
	<u>FY19-20</u>	<u>DEPT REQ</u>		<u>MANAGER</u>		<u>COUNCIL</u>	
CITY	\$8.10	\$9.05	11.7%	\$8.27	2.1%	\$8.27	
LOCAL SCHOOL	\$9.20	\$9.42	2.4%	\$9.42	2.4%	\$9.42	2.4%
COUNTY	\$1.26	\$1.25	-0.8%	\$1.25	-0.8%	\$1.25	-0.8%
STATE *	\$2.03	\$2.02	-0.47%	\$2.02	-0.5%	\$2.02	-0.5%
TOTAL	\$20.59	\$21.74	5.6%	\$20.96	1.8%	\$20.96	1.8%
Potential Tax Rate Increase		\$1.15		\$0.37		\$0.37	
LOCAL TAX RATE/\$1,000	\$18.56	\$19.72	6.2%	\$18.94	2.0%	\$18.94	2.0%
STATE TAX RATE/\$1,000 *	\$2.03	\$2.02	-0.5%	\$2.02	-0.5%	\$2.02	-0.5%
	\$20.59	\$21.74	5.6%	\$20.96	1.8%	\$20.96	

* Calculated on valuation w/o utilities

**CITY OF LACONIA PROPOSED FY21 BUDGET
REVENUE CHARTS**



CITY OF LACONIA PROPOSED FY21 BUDGET EXPENDITURE CHARTS



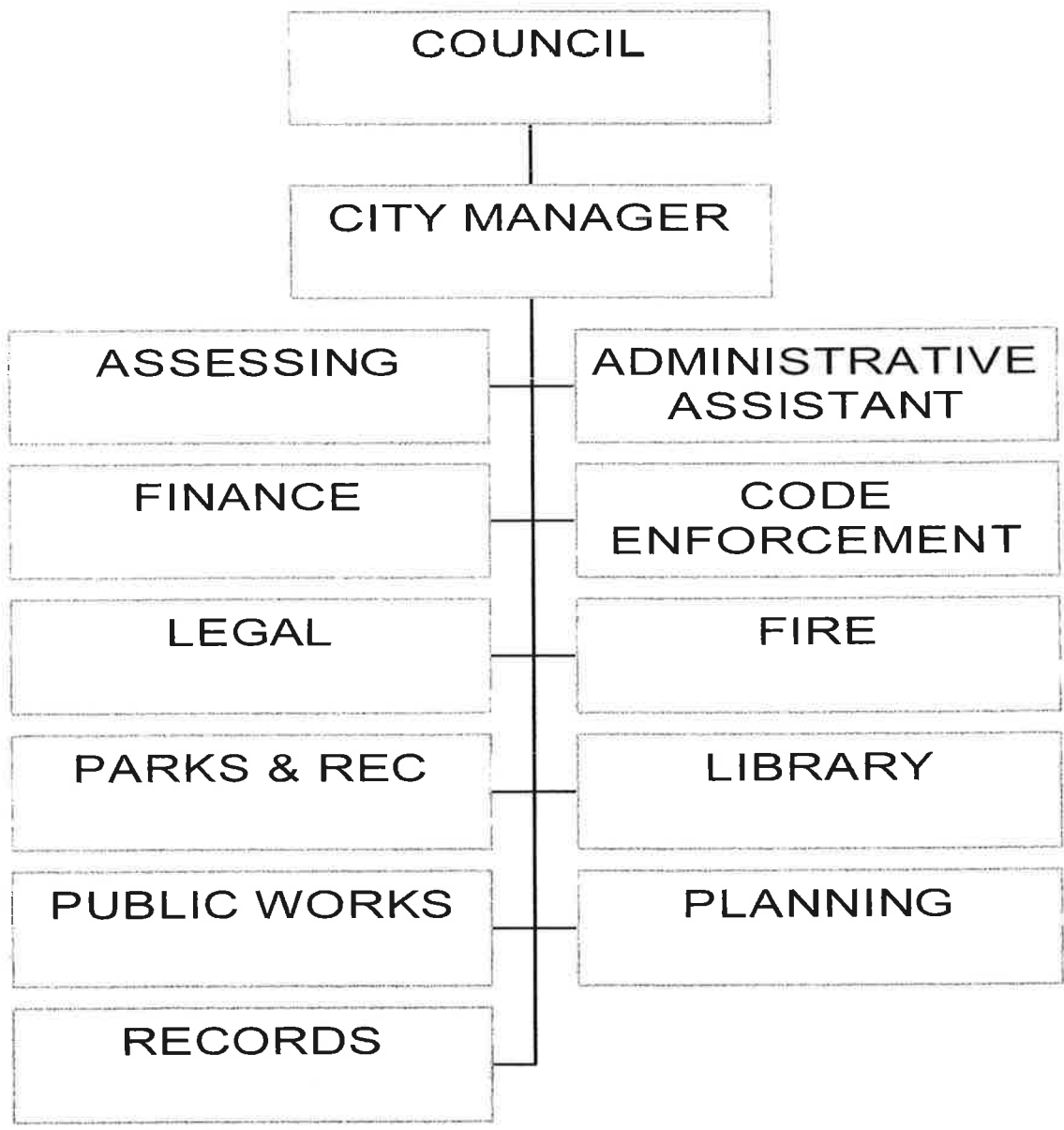
FY2019-2020 BUDGET

ANTICIPATED GRANTS

	<u>FY20-21</u>	<u>FY19-20</u>	<u>FY18-19</u>	<u>FY17-18</u>	<u>FY16-17</u>	<u>FY15-16</u>
City Clerk						
Moose Grant (record preservation)	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
Fire						
FR-CARA		\$15,952				
Sprinklers						
SAFR						
Radio Improvement Grant				\$500,000		\$81,250
EMP -EOC (Generator/cabling)						\$100,000
Fire ACT (Training & Exercise)						\$50,000
Thermal Cameras		\$5,000				
Emergency Management Grant						\$5,000
Fire Gear				\$140,000	\$50,000	
Emergency Planning					\$10,000	
Police						
Campus Hardening			\$95,000			
Camera Trailers			\$98,000			
DOJ	\$60,000	\$60,000				
DWI Patrols	\$8,000	\$13,695	\$19,239	\$20,839	\$19,965	\$4,163
Seat Belt/Join the NH Clique	\$2,000	\$364				\$1,665
COPS Grant	\$75,000	\$100,000	\$125,000			
Speed Enforcement-STEP	\$8,000	\$8,842	\$10,633	\$15,600	\$14,509	\$4,163
Highway Safety Grant		\$11,980	\$3,493	\$13,031		\$4,163
Op Safe Commute	\$5,000	\$2,463				
JAG	\$15,000	\$14,500	\$14,500	\$16,000	\$14,500	
Highway Safety E-ticket				\$10,800		
Distracted Driving Patrols	\$5,000	\$6,194	\$12,826	\$10,233	\$10,000	
ALERRT Training			\$1,000	\$31,000		
HSEEP Active Shooting Exercise	\$40,000	\$50,000	\$52,258	\$55,000	\$2,990	
Granite Hammer Opioid Reduction	\$55,000	\$50,000	\$50,000	\$85,000	\$77,000	
Ballistic Vest Partnership-BVP	\$40,000	\$3,500	\$3,500	\$2,308		
Equipment	\$5,000		\$773		\$4,450	
Library						
Parks						
Planning						
DES Milfoil	\$10,000		\$10,000			
DES Watershed Assistance Grant (Weirs Beach)						\$70,000
DOT Transportation Alternative Grant						\$503,930
Plan NH Charrette						\$5,000
Conservation Commission						
DES Source Water Protection (Black Brook)						\$15,000
Public Works						
Design of Academy Street Bridge (Multi Year) (underway) (80%)				\$230,056		
Upgrade of Academy Street Bridge (Multi Year) FY2022 (80%)			\$675,000			
Design of Court Street Bridge (Multi year) (Underway) (80%)				\$247,034		
Construction of Court Street Bridge (Multi year) FY2020 ----- \$800,000 (80%)		\$1,914,400	\$800,000			
Admin/Finance						
Community Development Finance Authority						
- Navigating Recovery			\$350,000			
- LR Community Development			\$150,000			
- Normandin Square						\$12,000
- Scott & Williams Energy Improvements					\$482,480	
- Granite State Children's Alliance Feasibility Study					\$12,000	
Total Anticipated Grants	\$338,000	\$2,256,890	\$2,481,222	\$1,386,901	\$707,894	\$866,334



ADMINISTRATION



FY2020-21 BUDGET

ADMINISTRATION

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>2018-2019</u>	<u>2019-20</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>Actual</u>	<u>Budget</u>	<u>DEPT REQ</u>	<u>MANAGER</u>	<u>COUNCIL</u>
SALARIES								
01 401 101 0001 Mayor-Council	\$17,200	\$17,200	\$17,200	17,200	17,200	17,200	17,200	17,200
01 401 101 0002 City Manager	137,891	141,164	144,075	150,062	155,200	\$165,197	\$165,197	\$165,197
01 401 101 0003 Admin. Asst	37,601	42,275	45,036	47,432	53,708	\$56,456	\$56,456	\$56,456
01 401 105 0000 Overtime	161	239	331	236		-	-	-
01 401 106 0000 Sick-Hurt	774	161	896	7		-	-	-
01-401-106-0001 Personal Time	-	-	0	972		-	-	-
01 401 107 0000 Holidays	1,741	1,825	1,969	2,087		-	-	-
01 401 108 0000 Vacations	1,600	1,981	1,071	1,367		-	-	-
01 401 109 0000 Longevity	-	30	30	30	30	30	30	30
01 401 115 0000 Salary Adj.	-	-	-	-	2,685	2,820	2,820	2,820
TOTAL SALARIES	\$196,968	\$204,875	\$210,608	\$219,392	\$228,823	\$241,703	\$241,703	\$241,703
OTHER								
01 401 201 0000 Telephones	\$1,477	\$1,779	\$1,479	1,872	1,500	1,500	1,500	1,500
01 401 207 0000 Postage	154	230	123	171	350	350	350	350
01 401 208 0000 Printing	-	-	-	-	100	100	100	100
01 401 210 0000 Notices	2,176	1,018	837	271	1,200	1,200	1,200	1,200
01 401 212 0000 Copier	2,369	1,696	2,540	4,356	2,200	2,200	2,200	2,200
01 401 214 0000 Supplies	420	870	1,326	715	800	800	800	800
01 401 242 0001 Travel-Mgr.	3,622	4,191	4,639	2,509	4,000	4,000	4,000	4,000
01 401 245 0000 Dues-NHMA	14,345	14,896	15,519	16,222	16,000	16,500	16,500	16,500
01 401 245 0001 Dues-Mgr.	2,286	100	1,230	1,275	1,450	1,450	1,450	1,450
01 401 245 0002 Conf-Dues-Council	309	585	410	500	500	500	500	500
01 401 303 0000 Miscellaneous.	971	-	1,021	1,929	1,000	1,000	1,000	1,000
01 401 303 0002 Emergency Management	1,000	-	-	500	500	500	500	500
01 401 101 0004 Economic Develop.Exp.	1,000	284	-	1,500	2,000	2,000	2,000	2,000
01 401 401 0000 Equipment	689	59	55	1,000	500	500	500	500
TOTAL OTHER	\$30,818	\$25,708	\$29,179	32,820	\$32,100	\$32,600	\$32,600	\$32,600
DEPT. O&M TOTAL	\$227,786	\$230,583	\$239,787	\$252,212	\$260,923	\$274,303	\$274,303	\$274,303

ADMINISTRATION
FY 2020-2021 BUDGET

SALARIES

No. of Emp.	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
	City Council*							\$17,200.00
1	City Manager**			52				\$165,197.00
1	Admin Asst ***	15H		52	35	\$31.02	\$1,085.70	\$56,456.40
Total Admin.								\$238,853.40

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

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

** Per Contract - City Manager's salary includes 13.5% City contribution to ICMA Retirement Corp.

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

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 ensure Council policy is implemented
- Conduct regular department staff meetings to monitor the policy directives of the Council
- Meet with citizens, neighborhood groups, and business leaders to address their concerns and/or solve specific problems

2020-2021 Objective:

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

ACCOUNT DESCRIPTIONS***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.

LONGEVITY

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

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.

TRAVEL-MANAGER

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

DUES-NHMA

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

DUES-MANAGER

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

CONFERENCE-DUES-COUNCIL

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

MISCELLANEOUS

This line item funds unanticipated costs for the Administration area.

EMERGENCY MANAGEMENT

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

ECONOMIC DEVELOPMENT

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

EQUIPMENT

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

Parks

- a. Skate Park Improvements** **CIP Rank #24** **\$90,000**

This would provide funds for the installation of new manufactured skate park elements at Laconia Skate Park. All wood elements have been removed due to deterioration and rot and the park has been closed. Use of wooden structures is not recommended due to the high level of maintenance and their short life span. The design provided uses coated steel as the material, which is recommended for the Northeast. The only maintenance is to paint the elements once every two years. The company that gave the design and quote are part of sourcewell and will give us a 7% discount.

- b. Bond Beach Bath House and Sewer System Replacement** **CIP Rank #3** **\$17,000**

This request provides for design phase of the new bathhouse and sewage system at Bond Beach. The existing bathhouse is outdated and in poor shape, has little storage space and does not provide accessibility for everyone. This resident parking only beach is in need of a modern ADA compliant bathhouse. The existing sewage disposal system at Bond Beach is out of date and specifics about the system are unknown. Concerns exist about the potential for this system to fail at any time, causing potential water quality problems and beach closures. Connections to the public sewer system have been investigated and are not feasible. The expense to install a sewage pump system and maintain it for a seasonal bathhouse is not cost effective.

- c. Replace Riverwalk Pavement City Hall/Rotary Park** **CIP Rank #26** **\$36,000**

This request provided funds for the repair the areas on the City Hall and Rotary Park Riverwalk that have been damaged by trees and frost. The City Hall Riverwalk has tree roots pushing the pavement up in many areas. The Rotary Park Riverwalk is concrete pads and some that have shifted due to frost. Both are a hazard and need to be repaired. We will remove the concrete completely and change to pavement.

Facilities

- d. A/C Units in PD Dispatch & Radio Room** **CIP Rank #43** **\$15,000**

This provides funding for the replacement of the A/C units in both the Dispatch and Radio rooms. Both units are over 16 years old and are in need of replacements.

- e. Police Security Fence** **CIP Rank #62** **\$100,000**

This proposal provides funds to build an up an 8-ft Security Fence around the perimeter of the non-public portion of the Police Department campus. Fence to include 3 gates for vehicles (one motorized). Based on site security assessment recommendations, this fence would secure portions of the building/campus that must be secured during immediate emergencies such as natural disasters and civil unrest as detailed by the PD's All Hazards Plan. The fence will also provide security against the numerous serious and significant threats that are made against the Police Department.

further limited as emergency dispatchers provide pre-arrival instructions step by step for callers in life-threatening situations.

1. **STRUCTURED POLICE CALLTAKING SYSTEM** powered by ProQA® software, proven by tens of millions of calls. The 36 Police protocols in the PPDS are backed by worldwide experts on the International Academies of Emergency Dispatch's (IAED®) 17 boards, councils, and College of Fellows.
2. **TRAINING, CERTIFICATION, AND CONTINUING DISPATCH EDUCATION** to create highly competent and knowledgeable emergency dispatchers, supervisors, and communication center managers. New emergency dispatchers are efficiently trained to seasoned call taker levels in a short amount of time.
3. **QUALITY ASSURANCE AND IMPROVEMENT SYSTEM** is designed to track performance against a recognized standard of best practices, ensuring a high standard of service on every call.

HOW DOES PPDS BENEFIT THE LACONIA POLICE DEPARTMENT?

1. **OFFICERS**• Highest level of safety• More complete descriptions of persons, vehicles, and weapons involved• Post-dispatch instructions help preserve the crime scene
2. **CENTER LEADERSHIP AND MUNICIPAL GOVERNMENT**• Lower risk of liability• Safe prioritization of responses for maximizing resources and minimizing vehicle collisions• Increased community confidence when your agency becomes an Accredited Center of Excellence (ACE) with the IAED
3. **VICTIMS/PUBLIC**• Assurance that responders are notified quickly• Consistent high standard of care regardless of emergency dispatcher experience• Increased level of safety and care with specific instructions for callers while police are en route
4. **EMERGENCY DISPATCHERS**• Tools and training to perform at a high level with or without field experience• Always know what question or action comes next, no matter the call

With PPDS training it's amazing how quickly a new dispatcher can handle complex police incidents.

- ProQA incorporates adaptive software that gives the dispatcher scripted panel-logic caller interrogation utilizing International Academies of Emergency Dispatch (IAED) protocols that expedite a response that best assists the caller/patient.
- Through early detection of a priority driver, agencies experience faster times to dispatch
- Built-in artificial intelligence eliminates unnecessary questions. Because of ProQA's "one question, one answer" architecture, agencies see higher compliance to protocol
- ProQA gathers critical scene safety, suspect description, and weapons information to be relayed to emergency responders
- ProQA tracks measurable performance goals for the communication center and allows each call to be reviewed in detail, boosting an agency's quality improvement program
- ProQA ensures that your communication center meets universal best practice standards that reduce an agency's liability risk to near zero

k. Cameras **CIP Rank #16** **\$54,000**

The Laconia Police Department had previously purchased 5 covert surveillance cameras for use of monitoring key areas in the downtown and also were used for additional surveillance in know crime areas to help to identify suspects in criminal mischief cases as well as monitoring downtown areas prone to drinking in public and other nuisance violations. These cameras were also used to monitor large events such as Motorcycle week and Pumpkin Fest to allow the Police Department to have a recording of those events in the case that there was an incident of a serious crime to assist in the investigation. The Police Department had numerous issues with 4 of the cameras that were purchased. The cameras were not of a high purpose built quality. Since that purchase, the Laconia Police Department has returned 4 of the covert cameras to the manufacturer and received a small refund. After receiving the refund, the Bureau of Criminal Investigations did more research on overt and covert cameras and we were able to purchase one replacement camera with the monies from the refund and other monies from the LPD operating budget. The camera system that we purchased was a "Crime Eye" manufactured by the "Total Recall Corporation". The quality of the video and the ease of use of this camera is far superior to the previous cameras. The cameras have been used for areas in the downtown where we have had numerous complaints of quality of life issues. By positioning these cameras in areas where there have been issues, we have been able to identify offenders while they are committing violations and have been able to address these issues in "real time". This purchase would allow the Laconia Police Department to deploy several overt cameras into locations that are considered "hot spots" to be able to better address issues. These cameras area able to be monitored in real time in the dispatch center or monitored remotely by officers on the street to be able to address crimes or nuisance violations and help the Department better address those issues in a timely fashion. The cameras also record directly to a dedicated hard drive so that the information gathered by the camera could later be reviewed to try to identify offenders in cases of undetected crimes.

l. LE Digital Dictation Software **CIP Rank #49** **\$40,000**

This proposal provides for the purchase of Dragon Law Enforcement Digital Dictation Software. The department currently dictates all narrative reports through the use of digital recorders which are then submitted for transcription and returned to the officer for approval prior to submitting for supervisory approval. The current system is antiquated and very labor intensive in addition to not being timely. Dragon LE Dictation allows voice transmission to be recorded directly into the records management system thereby creating more timely reports. This is cutting edge technology that is being used in LE agencies across the country as a means to expedite Officer reporting. It is very similar to that which is used in the medical community for report dictation in order to eliminate the manual transcription of reports.

m. Electronic Message Board **CIP Rank #27** **\$36,000**

This request provides for the purchase of 2 LED variable message boards. The City of Laconia hosts numerous events each year such as Motorcycle Week, Pumpkin Festival, Biketember Fest and Wake the Lake. We also have several Parades that have large traffic impacts. These signs would be used for the purposes of relaying message to the motoring public about traffic delays and detour routes for these types of events. The signs that we have researched also have the capability as being used for speed monitoring (speed board) when not being used for traffic control. These signs would also be used for emergency notifications for detours due to fires, serious motor vehicle crashes or other natural disasters that may make a portion of a roadway unpassable. The use of these signs in conjunction with the presence of an emergency vehicle or other types of roadway barricades would help ensure safety to the areas that would need to be closed to traffic. The Police Department would also be able to deploy these signs in areas of roadways for speed enforcement and/or to message for vehicle to slow for corners ahead to assist with cutting down on the number of crashes in areas prone to crashes due to speed.

DPW

- n. Replace Langley Brook Bridge** **CIP Rank #8** **\$20,000**

This project provides funding for the design and construct repair or replacement of Langley Brook Bridge. State municipal bridge aid program is closed to new projects. The condition of this bridge has deteriorated to the point that it was placed on NH DOT's red bridge list. Brady Sullivan's Langley Cove Project will participate in the City's cost share for replacing this bridge. The Langley Cove development is to pay 1/3 of the City's share of the costs. An initial \$20,000 was approved in the FY 2019 CIP. State has over committed the program. Earliest the program is expected to fund new project is 2031. City should approve \$20,000 for engineering funds such that the bridge could be included in the State 10 Year Transportation Plan 2022-2031 which will begin development in FY 2020.

- o. Replace bridge over Hilliard Road cove** **CIP Rank #5** **\$20,000**

This project would construct a bridge over the headwaters of Pickerel Cove at the end of Hilliard Road to replace a series of undersized and deteriorating culverts. Presently, the bridge has an assortment of corrugated metal pipes that serve as the road crossing over a wetland system that comprises the headwaters of Pickerel Cove. A Hydraulic and Hydrologic study completed by our consultant identified that these pipes are undersized and failing. This crossing provides the only access to Hillcroft Road, which serves 17 residential lots. It also provides access to the Class 6 portion of Hilliard Road that connects to Parade Road (RT 106) near Petal Pushers Farm. Washouts at this crossing are frequent and isolates the neighborhood from normal residential traffic and emergency access. The washouts also negatively impact the water quality of Paugus Bay. Earliest the program is expected to fund new project is 2031. City should approve \$20,000 for engineering funds such that the bridge could be included in the State 10 Year Transportation Plan which 2022-2031 will begin development in FY 2020.

- p. Weirs Blvd storm water improvement project** **CIP Rank #17** **\$50,000**

This project provides funding to improve storm water drainage along Weirs Blvd. There are many areas of Weirs Blvd that either lacks a storm water system or has an inadequate system. These areas have standing water for days after storms resulting in an increase in the degradation of the road surface in those areas. Due to the proximity to the Bay the City will be required to implement storm water quality features as part of this project thus increasing its cost.

- q. Bike Lanes and sidewalks for Weirs Blvd** **CIP Rank #33** **\$20,000**

This project would develop a concept and layout plan for bike lanes and sidewalks throughout the corridor. Weirs Boulevard is continuing to experience development and redevelopment along its length. This project would develop a bike lane and sidewalk plan that would be used by Planning Board when reviewing new proposals and by the City as it makes improvement to the Boulevard. This would ensure that future projects result in a coherent plan for other forms of transportation throughout the length of the corridor.

- r. Parking Garage annual inspection** **CIP Rank #19** **\$20,000**

This proposal funds the annual safety inspection of the City Parking Garage and any interim safety & facade repairs. Fund the safety inspection of the parking garage. Repair any identified areas that need reinforcing due to corrosion. Repair and existing cribbing. Based on the amount of decay, the garage needs to be inspected every year. *The City Manager recommends funding this request.*

- ag. Improve City accepted gravel roads CIP Rank #71 \$20,000**
 The surface elevation of gravel roads over the years lowers compared to surrounding terrain due to winter plowing. This project places select gravel on the roads and removes and windrows that are among the vegetation. Snow removal operations before the roads freeze and as they begin to thaw plows the surface of gravel roads into the adjacent vegetation, which cannot be removed by a grader. Over the course of several years, the windrows build up and the surface of the gravel road gets lower. This creates drainage problems during all seasons of the year. The project will remove the material from the windrows that are in the vegetation and raise the surface elevation of the road to minimize the chances of flooding. This is an annual program.
- ah. ADA Upgrade - Messer St./Union Ave CIP Rank #66 \$71,000**
 The project consists of reconstructing this major intersection to meet current ADA (Americans with Disability Act) standards including properly crosswalk landings, ramps and sidewalks, and replacing pedestrian signal-heads to comply with ADA standards such as countdown timers and chirpers. This intersection has been identified as heavily-used by pedestrians and in particular pedestrians with limited mobility. The reconstruction and upgrade of the intersection will provide a safer crossing for all pedestrians and vehicles and will bring the intersection into compliance with ADA regulations. ADA standards include meeting minimum widths and maximum slopes of sidewalks, level landing areas at crosswalks with detectable warning plates, and proper positioning of crosswalk push buttons at the landing areas. It is also recommended that crosswalks be the shortest and straightest distance crossing a street. This will require relocating the crosswalks and landing areas.
- ai Crosswalk - RRFB imp., South Main at Vista CIP Rank #53 \$20,000**
 This is a proposal to install a Rectangular Rapid Flash Beacon (RRFB) crosswalk light on the bump outs near Vista. Vehicles continue to attempt to pass turning cars and hit the bump out. The lights will provide better visibility for the bump out as well as help inform the drivers when a pedestrian wants to cross the street.
- aj. Modify traffic signal, Oak St./N. Main St. CIP Rank #40 \$60,000**
 This proposal modifies the traffic signal heads for the left turn lanes on North Main to implement flashing yellow turn arrows at the North Main and Oak Intersection. This project will improve traffic flow during nonpeak hours.
- ak. Maintain Messer St. Bridge CIP Rank #64 \$80,000**
 This proposal provides for minor bridge repair and maintenance identified in the 2014 Bridge inspection report. Emergency engineering inspections and on-call engineering reviews. A thorough inspection and analysis of the City bridges is conducted every 5 year to update our maintenance plan. " The Bridge Inspection Report completed by CLD Consulting Engineers in August of 2014 reported that overall the City's bridges are in good condition. The report includes a comprehensive annual maintenance plan. Routine maintenance and repairs will extend the life of the City's bridges and can help prevent costly repairs. The State performs a structural assessment of bridges on a 2-year cycle. Their assessment does not provide sufficient detail for a bridge maintenance plan similar to the pavement maintenance plan.
- al. Crosswalk painting equipment CIP Rank #76 \$28,000**
 This project provides funds to purchase a second paint machine and a grinder. Purchase a second paint-spraying machine so that the crew has one with white and another with yellow paint. This will provide the

crew the ability to paint both types of lines while they are in the area improving productivity. The grinder gives the department the ability to remove existing paint enabling the City to easily change parking patterns, crosswalk locations and stop bars. *The City Manager recommends funding this request.*

- am. Message board 1** **CIP Rank #4** **\$18,000**
 This is a proposal to purchase a portable message board that you see at construction projects and on the interstate. Use the message board for projects performed by in-house crews and to inform the public of upcoming events.

ISF

- an. Police Vehicles** **CIP Rank #7** **\$200,000**
 Each year the Laconia Police Department requests money for Police Vehicles according to a carefully planned replacement schedule. This replacement schedule is based upon mileage, type of use, and the age of the vehicle. This schedule is adequate to allow vehicles to be replaced at regular intervals once they have reached their serviceable life and before incurring most major repair costs. This year we propose to replace 3 marked cruisers to keep in line with this replacement plan. The Laconia Police Department in addition to replacement of the line cruisers also requests to replace of an old van with a 1/2 ton pickup.

The cost estimates are based upon the state bid price for last year along with the necessary set up costs and replacement of key equipment. Typically, equipment such as lights, radios, sirens, consoles, and prisoner partitions are reused when the vehicle is replaced. Most of equipment in the fleet has been replaced with the exception of about 6 vehicles. The costs associated with the replacement of these police vehicles includes funding to upgrade this critical equipment. The Laconia Police Department also has an old transport van that was used by the ACO previously. The ACO was transitioned to a compact pick-up this past year. The van being used for range duty and for picking up large items of evidence or found/stolen bicycles is a 2005 Ford Van. This van was originally a transport van for arrestees. It was then converted for use by the ACO. It currently at 120,000 miles (Aug. 2019). The Laconia Police Department would replace the 2005 Ford transport van with a 4-wheel drive 1/2 ton pickup to replace the aging van. This would enable the vehicle to be used for activities such as range duty and picking up large items of evidence and bicycles that cannot be transported in the standard police vehicles. *The City Manager recommends funding this request.*

- ao. DPW Vehicle Replacement** **CIP Rank #34** **\$210,000**
 This request continues the systematic replacement of DPW's fleet to support new operational procedures, reduce maintenance costs, increase efficiency and prevent unavailability of equipment during emergencies.

City Council approved a bond for equipment purchases in 2012, which enabled the Department to make a significant step forward in upgrading its equipment. Approximately \$60,000 of our appropriation through 2020 will be committed to bond payments for the 2012 equipment purchase initiative. This funding will enable PW to replace worn out equipment with an item that is more appropriate for current operational means and methods. The cost of diesel-powered equipment continues to increase by approximately 3% per year. The annual appropriation increases to keep up with inflation. *The City Manager recommends funding this request.*

CAPITAL IMPROVEMENTS TO BE BONDED

NONE

FY 2010-2021 BUDGET

**ADMINISTRATION
NON DEPARTMENTAL**

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>2018-2019</u> <u>Actual</u>	<u>2019-20</u> <u>Budget</u>	<u>2020-2021</u> <u>DEPT REQ</u>	<u>2020-2021</u> <u>MANAGER</u>	<u>2020-2021</u> <u>COUNCIL</u>
OTHER								
01 431 247 0000 SEA Education Reimb.	\$ -	\$ -	\$ -	\$0	\$900	\$0	\$0	\$0
01 431 248 0000 Employee Service Awards	6,015	6,900	6,774	6,468	7,000	7,000	7,000	7,000
01 431 303 0000 Public Relations	508	2,128	1,618	314	5,500	5,500	5,500	5,500
01 431 304 0000 O/S Contract	3,290	900	3,780	3,523	4,000	4,000	4,000	4,000
01 431 343 0000 Contingency	82,762	-	-	500,000	549,000	137,000	137,000	121,000
XXX Colonial Lease						107,136	107,136	107,136
XXX Colonial Operations **						72,000	72,000	72,000
01 431 345 0000 Cemeteries	4,481	4,500	2,420	999	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 0040 MC Week Consortium	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
01 431 357 0070 LR Public Access	26,722	25,878	32,232	27,157	31,800	31,400	31,400	31,400
DEPT. O&M TOTAL	\$162,534	\$79,062	\$85,580	\$577,217	\$641,456	\$407,292	\$407,292	\$391,292

** Estimated operational cost of \$12,000/month based on costs from comparable facility. Covers electricity, heat, janitorial, management fee, phone and internet access, etc.

ACCOUNT DESCRIPTIONS - NON DEPARTMENTAL

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 that the City approves as long as the student receives a grade of "C" or better.

EMPLOYEE SERVICE AWARDS

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

PUBLIC RELATIONS

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

OUTSIDE CONTRACT

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

CONTINGENCY

This line will fund unanticipated expenses.

CEMETERIES

This line item supplements the cost of maintaining the cemeteries.

LWW HYDRANT SERVICE

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

MC WEEK CONSORTIUM

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

LR PUBLIC ACCESS TV (CABLE TV)

This item provides for City participation LRPATV which broadcasts various City meetings using Public Access Channel 26.

FY 2020-21 BUDGET

**ADMINISTRATION
SPECIAL ITEMS**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
OTHER								
01 489 480 0003 Senior Center	\$11,357	\$16,800	\$16,800	\$17,640	\$18,000	\$20,000	\$20,000	\$20,000
01 489 480 0005 Community Action	46,579	46,579	46,579	\$48,500	\$48,500	\$48,500	\$48,500	\$48,500
01 489 480 0007 Central NH VNA & Hospice Lakes Region VNA	50,000	50,000	50,000	\$50,000	\$50,000	\$50,000	\$40,000	\$40,000
						\$25,000	\$10,000	\$10,000
01 489 480 0012 Humane Society	25,000	25,000	25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
01 489 480 0013 New Beginnings	3,470	3,470	3,470	\$3,575	\$3,470	\$3,470	\$3,470	\$3,470
01 489 480 0014 Waypoint (Child & Family Services)	5,000	5,000	5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 489 480 0017 Veterinarian Costs	40	400	250	\$304	\$400	\$400	\$400	\$400
01 489 480 0018 Lakes Region Assn	-	500	500	\$500	\$500	\$2,500	\$500	\$500
01 489 480 0022 Human Relations	2,000	2,000	2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 489 480 0023 LR Chamber of Commerce	155	155	165	\$165	\$200	\$200	\$200	\$200
01 489 480 0024 4th of July fireworks/Celebrate Laconia	12,000	12,000	13,000	\$12,000	\$13,000	\$14,000	\$13,000	\$13,000
01 489 480 0025 WOW Trail	15,000	10,000	10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
01 489 480 0026 Weirs Beach fireworks	7,000	7,000	7,000	\$7,000	\$7,000	\$9,000	\$7,000	\$7,000
01 489 480 0027 LR Mental Health Center/Genesis	20,000	20,000	20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 489 480 0028 Boys and Girls Club	7,000	7,000	7,000	\$8,000	\$7,000	\$10,000	\$8,000	\$8,000
01 489 480 0030 Winnipegesaukee Transit System	3,000	3,000	-	\$0	\$0	\$0	\$0	\$0
01 489 480 0031 Milfoil Treatment	-	-	-	\$20,919	\$40,000	\$50,000	\$50,000	\$50,000
01 489 480 0033 Lake Opechee Preservation	-	-	-	\$2,500	\$0	\$6,400	\$0	\$0
01 489 480 0035 CASA	500	500	500	\$1,000	\$1,500	\$2,000	\$1,500	\$1,500
Day Away Program				\$0	\$0	\$0	\$0	\$0
01 489 480 0072 Laconia Heritage Commisison	750	750	750	\$1,145	\$750	\$2,000	\$750	\$750
TOTAL OTHER	\$208,851	\$210,154	\$208,014	\$235,248	\$252,320	\$305,470	\$265,320	\$265,320

SPECIAL ITEMS - ACCOUNT DESCRIPTIONS**SENIOR CENTER**

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

COMMUNITY ACTION

This agency provides family services to low income City residents. *The City Manager is recommending funding this line for the full amount requested.*

CENTRAL NH VNA & HOSPICE

This agency funds home health care, youth family support services and hospice services to the City. *The request for funding this year was for \$50,000. The City Manager is recommending funding this line in the amount of \$40,000, with the remaining \$10,000 to be allocated to a new request received from the Lakes Region VNA.*

LAKES REGION VNA

This agency funds home health care and hospice services to the City. This is a new request in the amount of \$25,000. *The City Manager is recommending funding this line in the amount of \$10,000.*

HUMANE SOCIETY

This agency houses and boards stray dogs and unlicensed dogs collected in the City. *The City provides \$25,000 annually to the Humane Society for this service. The City Manager is recommending funding this line for the full amount requested.*

NEW BEGINNINGS

This is a 24 hour crisis phone line providing safe homes, food, clothing, emergency transportation and peer support to victims of domestic and sexual assault. *The request this year is for \$3,470. The City Manager is recommending funding this line for the full amount requested.*

WAYPOINT (CHILD & FAMILY SERVICES/LAKES REGION FAMILY SERVICES)

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

VETERINARIAN COSTS

This line funds the miscellaneous costs of services to stray animals not covered under the contract with the Humane Society. *The City Manager is recommending funding this line.*

LAKES REGION ASSOCIATION

This association is a non-profit tourism and marketing organization that acts as a spokesperson for the Lakes Region communities for visitors who are interested in vacationing, purchasing land or

buying a home in the Lakes Region. *The request this year is for \$2,500. The City Manager is recommending funding this line in the amount of \$500.*

HUMAN RELATIONS

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

LAKES REGION CHAMBER OF COMMERCE

Annual membership dues of \$200. *The City Manager is recommending funding this line for the full amount requested.*

FOURTH OF JULY FIREWORKS/CELEBRATE LACONIA

This line item serves as a contribution for the 4th of July fireworks presentation (formerly processed through the Kiwanis). *The City Manager is recommending funding this line in the amount of \$13,000.*

WOW TRAIL

WOW is requesting a \$10,000 appropriation for this upcoming fiscal year. *The City Manager is recommending funding this line for the full amount requested.*

WEIRS BEACH FIREWORKS

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

LAKES REGION MENTAL HEALTH (FORMERLY GENESIS BEHAVIORAL HEALTH)

This line item would help cover the cost of providing mental health services to Laconia children who have little or no insurance coverage. *The City Manager is recommending funding this line in the amount of \$20,000.*

BOYS AND GIRLS CLUB

This line would help fund the current Project Extra program. This program encourages the positive development and enhances the quality of life for the youth of the greater Lakes Region area. The Teen Center is open daily during the school year, school vacations and no-school days. *The City Manager is recommending funding this line in the amount of \$8,000.*

MILFOIL TREATMENT

In support of the Council Goals & Objectives to preserve the lakes in the area, this is a request to assist with the treatment of milfoil in surrounding lakes. *The City Manager is recommending funding this line in the amount of \$50,000.*

LAKE OPECHEE PRESERVATION

This request will assist with the continued treatment of milfoil in Lake Opechee. Lake Opechee milfoil treatment has been combined with the Milfoil Treatment line above and any funding for

milfoil would be funded from this one appropriation. *The City Manager is recommending that all milfoil funding be consolidated into the “Milfoil Treatment” account listed above.*

CASA (Court Appointed Special Advocates)

This organization provides support to abused and neglected children by assigning volunteer case workers (working with skilled staff) to ensure that children’s needs are met and services are provided to facilitate safe reunification with biological families when possible. *This year’s request is for \$1,500. The City Manager is recommending funding this line for the full amount requested.*

LACONIA HERITAGE COMMISSION

This committee’s mission is to identify and preserve historical buildings throughout the City. *The City Manager has recommended funding this line item.*

FY 2020-2021 BUDGET

**ADMINISTRATION
INFORMATION TECHNOLOGY**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
INFORMATION TECHNOLOGY								
01 431 303 0001 IT/GIS	\$ -	\$ 735	\$ -					
01 432 303 0002 Information Tech - GIS	15,799	18,600	19,760	\$ 19,033	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
01 432 303 0003 Information Tech - Licenses	21,919	28,672	59,347	\$ 37,398	\$ 40,000	\$ 67,200	\$ 67,200	\$ 67,200
01 432 303 0004 Information Tech - Equipment	26,079	15,219	18,226	\$ 16,434	\$ 54,000	\$ 20,000	\$ 20,000	\$ 20,000
01 432 303 0005 Information Tech - Software	15,213	591	2,432	\$ -	\$ -	\$ -	\$ -	\$ -
01 432 303 0006 Information Tech - Internet	6,549	4,840	4,960	\$ 6,279	\$ 6,000	\$ 33,000	\$ 33,000	\$ 33,000
01 432 303 0007 Information Tech - Supplies	2,346	1,736	1,587	\$ 979	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
01 432 303 0008 Information Tech - Consulting	26,923	21,447	23,233	\$ 21,103	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
01 432 303 0009 Information Tech - Training	-	-	998	\$ 2,329	\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,000
01 432 303 0010 Information Tech - Website	2,009	24,423	6,895	\$ 5,696	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
01 432 303 0011 Information Tech - Email	-	12,896	8,316	\$ -	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
01 432 303 0012 Information Tech - Proj. Dev.	933	-	-	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
01 432 303 0013 Information Tech - Code Pal	-	-	3,360	\$ 1,850	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
01 432 303 0014 Information Tech - Timekeeping	-	4,277	5,141	\$ 4,847	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
01 432 303 0015 Information Tech - Security	-	6,033	11,770	\$ 5,865	\$ 7,000	\$ 12,000	\$ 12,000	\$ 12,000
01 432 303 0016 Information Tech - Backup	-	6,506	752	\$ 6,507	\$ -	\$ -	\$ -	\$ -
01-432-303-0017 IT Fax Lines	-	-	-	\$ 813	\$ -	\$ -	\$ -	\$ -
TOTAL	\$117,770	\$145,975	\$166,777	\$129,134	\$176,000	\$201,700	\$201,700	\$201,700

INFORMATION TECHNOLOGY - ACCOUNT DESCRIPTIONS

The Information Technology Division is responsible for managing the City’s technology systems, including but not limited to the computer network, website, communications, email and all related systems. Additional responsibilities include managing IT training and security and working with Departments to continually develop plans for using information technology to provide services more efficiently and in a more cost effective manner.

GIS –This line funds ESRI and CAI geographic systems licensing fees that provide for on-line mapping and updates to on-line maps.

Licenses -Fees for automated systems:

Laserfiche document management system	\$ 2,400
MuniSmart finance/payroll/work order management system,	\$17,600
ClerkWorks,	\$ 6,000
NHGAP	\$ 1,054
Misc. licenses that may be needed as IT staff addresses issues that may arise throughout the year.	<u>\$ 3,000</u>
	<u>\$30,054</u>

Planning/Code Workflow automation:

Set up:	\$17,750	
License:	<u>\$29,000</u>	
Total		<u>\$46,750</u>
		\$76,804

Comcast Technology Grant (\$ 9,600)

Net Request \$67,204

Equipment Purchases – Request is down as FY19 included replacement of city hall servers. Request allows for replacement of existing hardware (desktops, monitors, laptops, etc.) as needed.

Internet – Cost of internet connectivity through Atlantic Broadband and Cellco (Verizon), less reimbursements received from Laconia Water Works

Supplies – Miscellaneous items as needed for maintenance of technology devices

Consulting Fees- Funding for IT consultants Mainstay Technologies, which provides monthly monitoring, patches, updates, etc.

Training- Provides for accounts with Pluralsight, which provides on-line support and training for IT staff and KnowBe4, which provides on-line training for other City employees in areas of on-line security, etc.

Website Expenses- Funding for City website and registration of domain names.

Email – Cost of email licenses.

Project Development – Costs associated with developing future efficiencies. In 2020 this will include researching the transition to a VOIP phone system.

Code Pal Expenses – Funds Fire Department information management system.

Security- Funds for contractor responsible for monitoring security of city’s computer network. Includes two new initiatives designed to reduce the risk of cyberattack:

Multifactor authentication	\$ 10,000
Mainstay contract	\$ 7,000
Restore 3 Security Cameras outside City Hall	\$ 5,000
Use of Carryover Funds	<u>(\$10,000)</u>
Total	\$ 12,000

Timekeeping – Funding for ADP payroll management system

FY 2020 - 2021 BUDGET

**ADMINISTRATION
LICENSING BOARD**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
SALARIES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	DEPT	MANAGER	COUNCIL
01 404 101 0000 Clerk (PT)	\$6,011	\$6,051	\$5,334	\$5,776	\$8,228	\$9,041	\$9,041	\$9,041
01 404 105 0000 Overtime	204	168	73	11	250	250	250	250
TOTAL SALARIES	\$6,215	\$6,219	\$5,407	\$5,787	\$8,478	\$9,291	\$9,291	\$9,291
Operating								
01 404 207 0000 Postage	\$46	\$18	\$30	\$40	\$200	\$200	\$200	\$200
01 404 212 0000 Copier	2	2	4	2	250	250	250	250
01 404 214 0000 Supplies	1,060	310	199	385	1,000	1,000	1,000	1,000
01 404 303 0000 Misc.	433	432	368	484	500	500	500	500
01 404 401 0000 Equipment	772	90	35	205	1,000	250	250	250
TOTAL OPERATING	\$2,313	\$852	\$636	\$1,116	\$2,950	\$2,200	\$2,200	\$2,200
Internal Service								
01 404 234 0000 ISF Vehicle Replace	515	355	360	363	500	500	500	500
Grand Total	\$9,043	\$7,426	\$6,403	\$7,266	\$11,928	\$11,991	\$11,991	\$11,991

FY 2019-2020 BUDGET

**ADMINISTRATION
LICENSING BOARD**

ADMINISTRATION-LICENSING BOARD
FY 2020 - 2021 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Part time Clerk *	8	2	41	10	\$17.21	\$172.10	\$7,056.10
		8	3	11	10	\$18.04	\$180.40	\$1,984.40

TOTAL LICENSING \$9,040.50

* Above Pay Rates include possible Merit (step) Increases

ACCOUNT DESCRIPTIONS

SALARIES

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

OVERTIME

This line item funds overtime for hourly personnel.

POSTAGE

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

COPIER

This line item covers the expense of producing copies.

SUPPLIES

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

VEHICLE RENTAL

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

MISC

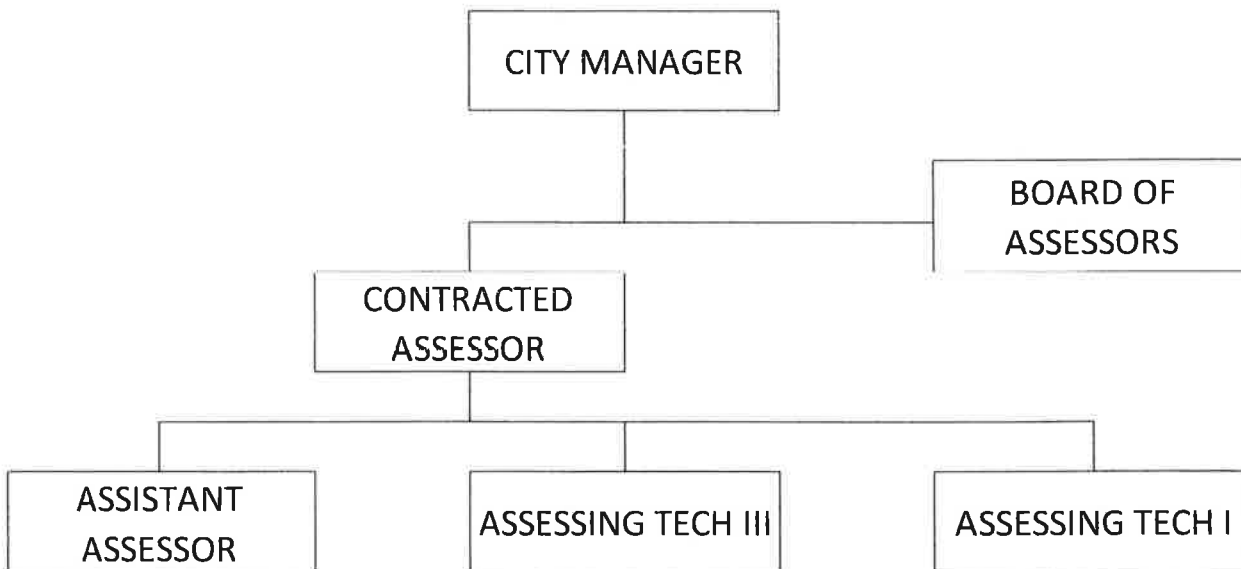
This line item covers unanticipated costs for the Board.

EQUIPMENT

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



ASSESSING



FY 2020-2021 BUDGET

ASSESSING

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 411 101 0000 Salaries	\$187,732	\$159,686	\$167,863	\$129,365	\$120,409	\$122,892	\$122,892	\$122,892
01 411 105 0000 Overtime	(49)	29	31	486		500	500	500
01 411 106 0000 Sick-Hurt	597	880	4,783	1,723				
01 411 106 0001 Personal Time	-	-	-	1,811				
01 411 107 0000 Holidays	3,799	2,925	3,450	3,332				
01 411 108 0000 Vacations	5,808	5,260	6,166	4,410				
01 411 109 0000 Longevity	210	180	210	150	150	150	150	150
01 411 110 0000 Termination Pay	-	-	-	1,373				
01 411 115 0000 SalaryAdj.	-	-	-	-	1,955	2,776	2,776	2,776
TOTAL SALARIES	\$198,097	\$168,960	\$182,503	\$142,649	\$122,514	\$126,318	\$126,318	\$126,318
OTHER								
01 411 201 0000 Telephones	\$758	\$829	\$819	\$1,213	\$850	\$850	\$850	\$850
01 411 207 0000 Postage	1,344	1,535	1,065	1,084	1,000	1,300	1,300	1,300
01 411 210 0000 Advertising	0			390		0	0	0
01 411 212 0000 Copier	2,175	2,162	1,417	2,707	2,500	2,500	2,500	2,500
01 411 214 0000 Supplies	2,637	2,319	1,990	2,959	2,200	2,400	2,400	2,400
01 411 229 0000 Registry-Deeds	38	48	52	137	100	200	200	200
01 411 233 0000 Maint-Agreement	9,717	10,430	11,140	10,650	11,300	11,500	11,500	11,500
01 411 242 0000 Travel-Meetings	75	26	-	0	100	100	100	100
01 411 245 0000 Conference-Dues	555	600	793	420	800	800	800	800
01 411 247 0000 Training	1,425	962	1,830	82	1,500	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	4,960	4,730	-	28,800	107,300	99,400	99,400	99,400
01 411 401 0000 Equipment	540	-	400	-	1,500	1,500	1,500	1,500
TOTAL OTHER	\$24,224	\$23,641	\$19,506	\$48,441	\$129,150	\$122,050	\$122,050	\$122,050
INTERNAL SERVICE FUNDS								
01 411 234 0000 Vehicle Rental	5,728	4,668	4,893	7,625	4,800	500	500	500
TOTAL ASSESSING	\$228,049	\$197,269	\$206,902	\$198,715	\$256,464	\$248,868	\$248,868	\$248,868

FISCAL YEAR 2020-2021

ASSESSING

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Assist. Assessor*	17			35		\$1,068.90	\$55,582.80
1	Assessing Tech II**	9	1	52	35	\$18.13	\$634.55	\$32,996.60
1	Account Clerk II**	7	5	42	35	\$18.78	\$657.30	
		7	6	10	35	\$19.16	\$670.60	\$34,312.60
Total Assessor								\$122,892.00

ACCOUNT DESCRIPTIONS

SALARIES

This line item funds the cost of three full time employees: One full time Assistant Assessor, and two full time Assessing Technicians.

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONE

This line item funds the cost of telephone connections with related costs. This line has increased \$150 to reflect historical costs.

POSTAGE

This line item funds the cost of postage for general correspondence, annual assessment valuation notification letters and abatement letters. This line has increased \$300 to reflect actual costs.

COPIER

This line item funds day-to-day copying. This line has been reduced by \$500 to reflect historical costs.

SUPPLIES

This line item funds the cost of general office supplies.

REGISTRY OF DEEDS

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

MAINTENANCE AGREEMENT

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

VEHICLE RENTAL

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

TRAVEL-MEETINGS

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

CONFERENCE-DUES

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

TRAINING

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

OUTSIDE SERVICES

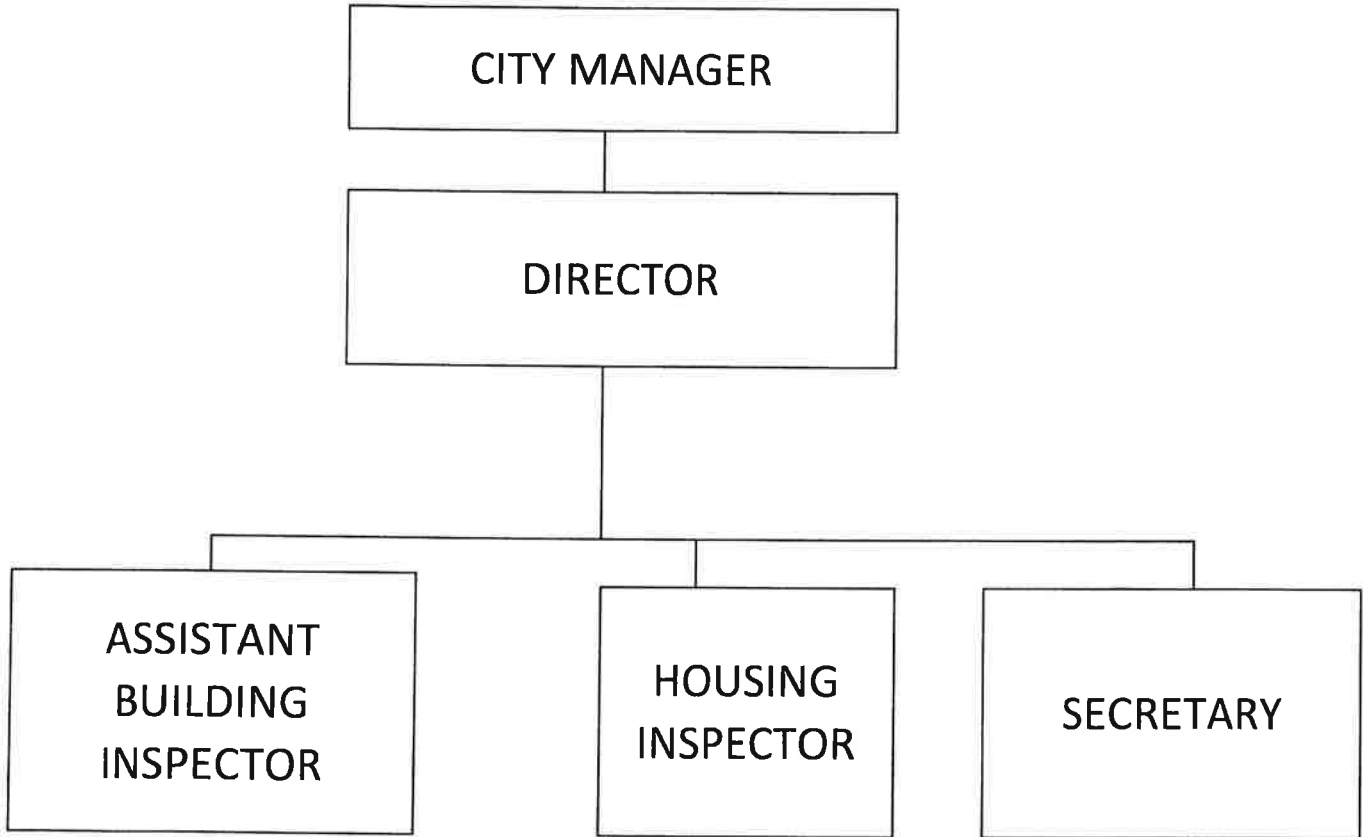
This line item funds the contract with Whitney Consulting Group, which assumed responsibility for managing assessing services in 2019.

EQUIPMENT

This line item will fund the purchase of equipment as needed.



CODE ENFORCEMENT



FY 2020-2021 BUDGET

CODE ENFORCEMENT

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 407 101 0000 Salaries	\$93,793	\$89,904	\$77,851	\$111,332	\$177,787	\$161,069	\$161,069	\$161,069
01 407 105 0000 Overtime	2,892	677	278	136	-	-	-	-
01 407 106 0000 Sick-Hurt	4,057	3,105	2,013	6,513	-	-	-	-
01 407 106 0001 Personal Time	-	-	-	1,250	-	-	-	-
01 407 107 0000 Holidays	5,465	3,662	2,519	4,272	-	-	-	-
01 407 108 0000 Vacations	8,815	4,168	4,102	2,971	-	-	-	-
01 407 109 0000 Longevity	78	60	60	60	90	90	90	90
01 407 110 0000 Termination Pay	1,039	-	-	1,112	-	-	-	-
01 407 115 0000 Salary Adj.	-	-	-	-	1,372	1,473	1,473	1,473
TOTAL SALARIES	\$116,139	\$101,576	\$86,823	\$127,646	\$179,249	\$162,632	\$162,632	\$162,632
OTHER								
01 407 201 0000 Telephones	\$1,347	\$1,665	\$1,488	\$1,799	\$1,500	\$1,700	\$1,700	\$1,700
01 407 207 0000 Postage	247	273	211	243	400	400	400	400
01 407 210 0000 Notices	-	-	-	78	300	400	400	400
01 407 212 0000 Copier	453	293	249	337	500	500	500	500
01 407 214 0000 Supplies	2,222	585	616	552	1,100	1,200	1,200	1,200
01 407 212 0000 Travel Meetings	160	36	-	0	500	500	500	500
01 407 245 0000 Conference-Dues	185	75	-	295	500	600	600	600
01 407 247 0000 Training	60	295	140	745	700	700	700	700
01 407 304 0000 O/S Contracts	20,072	18,333	33,293	720	-	-	-	-
01 407 305 0000 GIS Services	-	-	-	-	-	-	-	-
01 407 304 0001 Prop Maint Enforcement	-	-	-	-	500	500	500	500
01 407 401 0000 Equipment	1,510	651	24	1,147	2,000	1,200	1,200	1,200
01 407 999 9999 Code Transfer In/Out	(2,610)	-	-	-	-	-	-	-
TOTAL OTHER	\$23,646	\$22,205	\$36,021	\$5,916	\$8,000	\$7,700	\$7,700	\$7,700
Internal Service								
01 407 234 0000 ISF Vehicle Repair	1,324	1,586	1,672	1,834	3,000	2,200	2,200	2,200
01 407 234 0001 I3F Vehicle Replacem	-	-	-	-	-	900	900	900
	1,324	1,586	1,672	1,834	3,000	3,100	3,100	3,100
Grand Total	\$141,109	\$125,367	\$124,516	\$135,395	\$190,249	\$173,432	\$173,432	\$173,432

Title	Grade/Step	Weeks	Hours per week	Hourly	Weekly	Annually
Director*	27 NA	52	10.5		567.19	\$29,493.88
Asst. Bldg. Inspector	16 6	20	35	\$29.70	\$1,039.50	\$54,714.80
	16 7	32	35	\$30.29	\$1,060.15	
Housing Inspector **	11 1	21	35	\$19.12	\$669.20	\$35,655.55
	11 2	31	35	\$19.91	\$696.85	
Secretary**	9 10	52	35	\$22.64	\$792.40	\$41,204.80
Total Code Enforcement						\$161,069.03

* Director's salary is 30 % of Planning Director's pay, eligible for up to 5% salary adjustment

** Pay Rates Include Possible Merit (Step) Increases

Code Enforcement Activities						
	Assessing Year					
	14-15	15-16	16-17	17-18	18-19	19-20
Building permits	336	276	281	266	257	206
Value of permits **	\$38,422,629	\$49,600,325	\$32,501,144	\$22,848,982	\$17,496,469	\$15,649,958
Demo Permits	33	30	18	24	25	16
Value of permits**	\$1,889,400	\$900,300	\$654,800	\$1,066,400	\$1,438,300	\$460,800
Electrical Permits	226	258	240	223	245	237
Value of permits**	\$3,412,378	\$6,834,402	\$3,259,586	\$2,417,992	\$1,751,664	\$2,604,379
Inspections performed	1,016	1,180	1,065	866	992	925
Property Maint cases	105	120	58	47	42	48

** FY16 does not include \$900k for LRCC

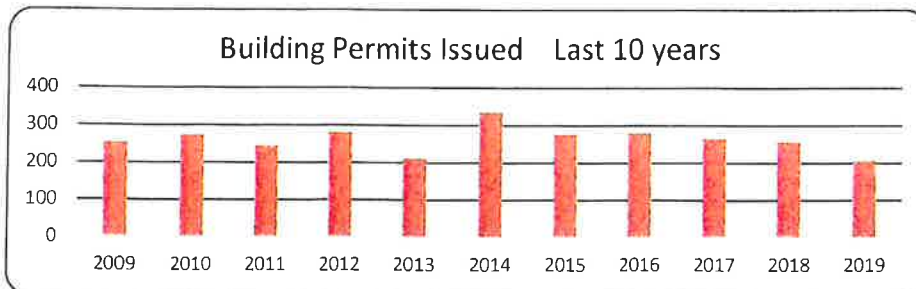
** FY17 represents individual properties, not separate/multiple inspections at same property.

Code Enforcement Department Activities:

The department recently changed the part-time position of Property Maintenance Clerk to a full-time position now known as the Housing Inspector. With this change the position will continue to do property maintenance inspections and enforcement and help customers apply and obtain various permits, but will also do many of the anticipated inspections needed to enable the Short-Term Lodging ordinance and will act as a back up to the Building Inspector.

The department is very busy with issuing permits and doing the necessary inspections. The Building Inspector has been with the city for about two years and is now very experienced.

With the adoption of the Historic Overlay District, the department will conduct orientations for new commission members to get the new commission up to speed. We are also considering amendments to the Heritage Commission authority and duties in that governing ordinance, since there is some overlap with the Historic Commission ordinance.



ACCOUNT DESCRIPTIONS

SALARIES

This line funds salaries for 1 full time Building Inspector, 1 full time administrative Secretary and 1 full time Housing Inspector/Property Maintenance Clerk. The Planning and Code offices continue to be directed by a single Director. The Director's salary is split 70% to Planning and 30% to Code.

LONGEVITY

This line funds the employee eligible for longevity.

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

This line funds the postage needs for the department.

NOTICES

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

COPIER

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

SUPPLIES

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

ISF/VEHICLE RENTAL

This line item funds the cost of operation of a City vehicle used by the Code Enforcement Department. This vehicle has historically been shared between the Director of Code Enforcement, Building Inspector and the Property Maintenance Clerk. This item may increase in cost with the change of an employee from part-time to full-time and an expansion of duties.

TRAVEL-MEETINGS

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

CONFERENCE-DUES

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

TRAINING

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

EQUIPMENT

This line funds the purchase of basic office equipment as needed. There was a significant increase in FY2020 due to the cyclical replacement/upgrades to computers. This line item will return to a more normal level in FY2021

PROPERTY MAINTENANCE ENFORCEMENT

This line funds the purchase of possible equipment needed to enforce the property maintenance code.



CONSERVATION COMMISSION

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
OTHER								
01 422 207 0000 Postage	\$83	\$10	\$27	\$10	\$100	\$100	\$100	\$100
01 422 208 0000 Printing	154	-	-	-	-	-	-	-
01 422 212 0000 Copier	114	26	16	9	100	100	100	100
01 422 214 0000 Supplies	-	163	-	28	400	400	400	400
01 422 239 0000 Weed Watchers	-	-	-	1,000	1,000	1,000	1,000	1,000
01 422 247 0000 Training	375	540	545	440	800	800	800	800
01 422 303 0000 Misc.	715	500	-	300	700	700	700	700
01 422 304 0000 O/S	108	-	-	-	-	-	-	-
01 422 390 0000 Annual Fees	730	1,105	1,365	800	1,400	1,400	1,400	1,400
TOTAL OTHER	\$2,279	\$2,344	\$1,953	\$2,586	\$4,500	\$4,500	\$4,500	\$4,500
DEPT. O&M TOTAL	\$2,279	\$2,344	\$1,953	\$2,586	\$4,500	\$4,500	\$4,500	\$4,500

ACCOUNT DESCRIPTIONS

POSTAGE

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

COPIER

The line funds the cost of copies for the Commission.

SUPPLIES

This line funds miscellaneous supplies needed for the Commission.

WEED WATCHERS

This line funds 3 months of the NH Lake Hosts program in Laconia. This program is most often referred to as “Weed Watchers” and places trained individuals at Laconia boat ramps to teach boaters how to prevent the spread of aquatic invasive species including milfoil.

TRAINING

This line funds the training needs of the Commission.

MISCELLANEOUS

This line funds miscellaneous expenses for the Commission, including funding water sampling efforts for Paugus Bay.

ANNUAL FEES

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

Conservation Commission Activities:

The Conservation Commission reviews and makes recommendations on Wetland Conditional Use Permits, inspects all conservation easements and reviews or comments on State wetland permits. In addition, they conduct monthly Water Quality Monitoring of Paugus Bay and its tributaries.

The Conservation Commission has served on the Winnisquam Watershed Association and provided technical assistance to the Lakes Region Planning Commission pertaining to the improvement of the Winnisquam Watershed.

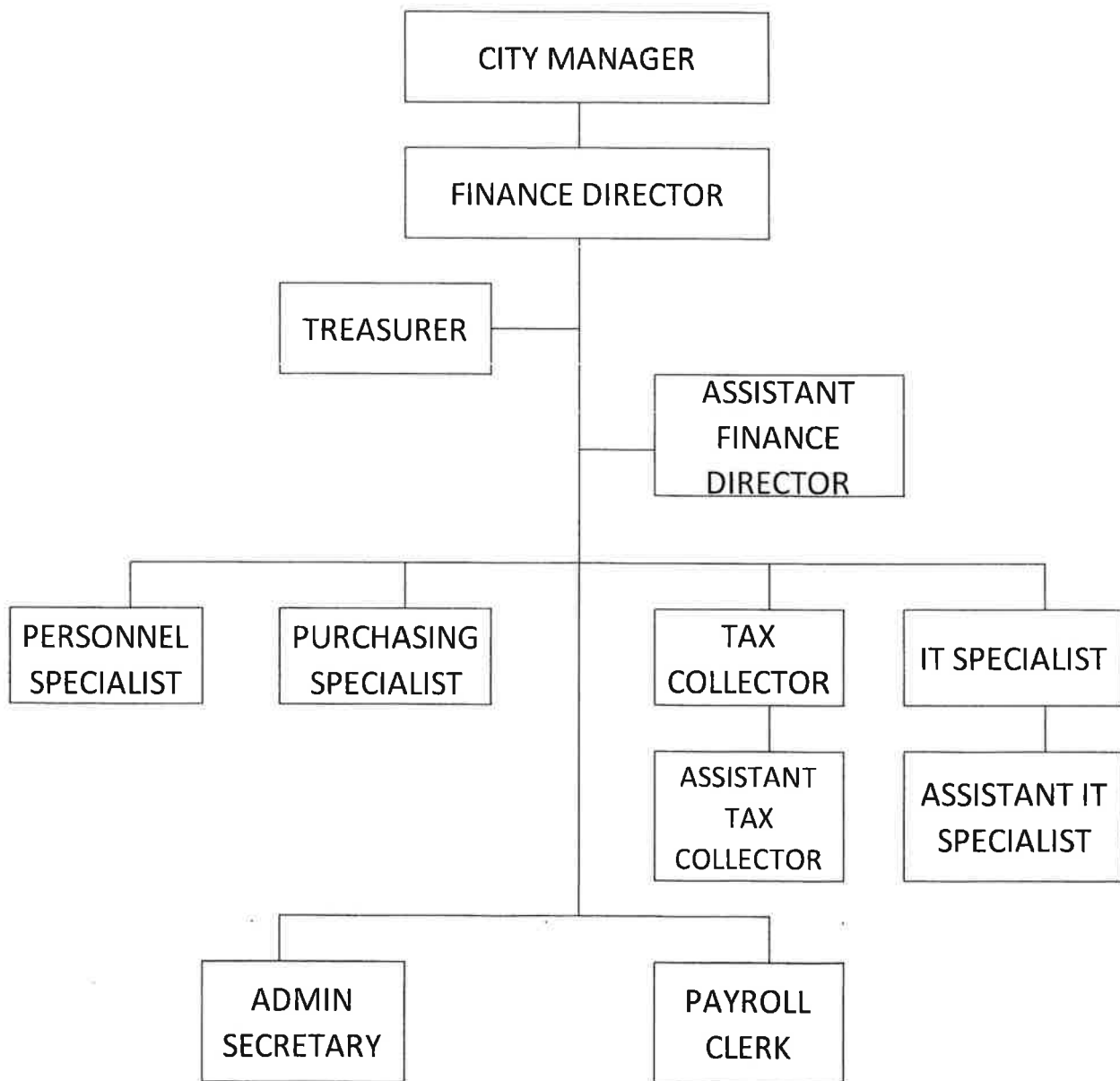
The Conservation Commission is taking the lead on an Aquatic Invasive subcommittee so the City-wide milfoil problem can be addressed. The New Hampshire Department of Environmental Services will work closely with Laconia to map all problem milfoil locations. The Laconia Conservation Commission has been attending monthly meetings offered by the Lake Winnepesaukee Association in Moultonborough, New Hampshire so all eradication efforts can be coordinated from a regional watershed approach. Conservation Commission discussed milfoil removal with the State and NHDES has agreed to help pay toward milfoil eradication efforts.

Conservation Commission Goals and Objectives for 2020-2021:

- Combat the growth of milfoil expansion in the lakes through various methods.
- Educate the public on the proper handling and disposal of various invasive species of plants they may encounter.
- Expand the water quality monitoring plan to include specific smaller construction sites.
- Continue to be an active part of the Lake Host Program.
- Continue the Winnepesaukee River debris clean-up.
- Create a larger group of Milfoil Weed Watchers.
- Continue to partner with Laconia Water Works to assure water quality is a priority in all Conservation Commission decisions.
- Continue to work toward protecting open space by securing conservation easements or outright purchases in the target areas as expressed by the 2011 Natural Resources Inventory.
- Continue to work toward trail linkage opportunities and protecting wildlife corridors in coordination with the update to the natural resources section of the Laconia Master Plan.
- Assist in the improvement of the Winnisquam Watershed through a partnership with LRPC and Winnisquam Watershed Association.
- On the recently acquired land on Pickerel Pond Road continue to get the land ready for public use by having three small structures demolished and other minor safety cleanup.



FINANCE



FY 2020-21 BUDGET

**FINANCE
FISCAL**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 403 101 0000 Salaries	\$466,756	\$481,364	\$510,188	\$519,608	\$573,773	\$594,335	\$594,335	\$594,335
01 403 105 0000 Overtime	683	563	460	544.8	500	500	500	500
01 403 106 0000 Sick-Hurt	16,912	2,824	3,085	2,813	-	-	-	-
01 403 106 0001 Personal Time				2,398	-	-	-	-
01 403 107 0000 Holidays	9,578	7,775	8,435	9,371	-	-	-	-
01 403 108 0000 Vacations	15,335	13,572	7,828	7,877	-	-	-	-
01 403 109 0000 Longevity	540	390	360	450	450	450	450	450
01 403 110 0000 Termination Pay	-	728	2,909	35,247	-	-	-	-
01 403 115 0000 Salary Adj.	-	-	-	-	25,288	27,149	27,149	27,149
TOTAL SALARIES	\$509,804	\$507,216	\$533,265	\$578,308	\$600,011	\$622,434	\$622,434	\$622,434
OTHER								
01 403 201 0000 Telephones	\$1,827	\$2,339	\$2,361	\$2,738	\$2,500	\$2,500	\$2,500	\$2,500
01 403 207 0000 Postage	16,632	16,654	16,158	16,600	18,000	18,000	18,000	18,000
01 403 212 0000 Copier	4,473	3,314	2,727	3,739	3,500	3,500	3,500	3,500
01 403 214 0000 Supplies	7,141	5,471	7,339	7,908	5,250	5,500	5,500	5,500
01 403 214 0001 Supplies - OREO/Fees	(2,088)	913	340	6,196	2,000	2,000	2,000	2,000
01 403 221 0000 Audit	33,650	35,325	35,055	42,350	32,000	35,000	35,000	35,000
01 403 225 0000 Mortgage Research	2,970	2,772	2,583	2,493	3,250	2,500	2,500	2,500
01 403 229 0000 Registry of Deeds	1,240	1,347	1,298	1,228	1,300	1,300	1,300	1,300
01 403 230 0000 I Cloud Paperless fee	-	-	48	15	-	-	-	-
01 403 233 0000 Maint. Agreements	5,847	8,232	8,491	8,522	8,500	8,500	8,500	8,500
01 403 237 0000 Records Disposition	192	43	193	-	200	200	200	200
01 403 238 0000 Bank Service Fees	477	383	822	383	500	200	200	200
01 403 245 0000 Conference-Dues	1,269	1,184	925	821	1,750	1,750	1,750	1,750
01 403 246 0000 Temporary Labor	-	-	10,547	66,918	1,500	-	-	-
01 403 247 0000 Training	286	291	385	344	500	-	-	-
01 403 401 0000 Equipment	2,576	705	2,106	714	2,000	1,000	1,000	1,000
TOTAL OTHER	\$76,492	\$ 78,973	\$ 91,378	\$ 160,969	\$ 82,750	\$ 81,950	\$ 81,950	\$ 81,950
Internal Service								
01 403 234 0000 Vehicle Replacement	425	538	180	668	500	500	500	500
Grand Total	\$586,721	\$586,727	\$624,823	\$739,945	\$683,261	\$704,884	\$704,884	\$704,884

FY 2020-21 BUDGET

**FINANCE
FISCAL**

FINANCE

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director **	28		52	35		\$1,924.73	\$100,085.96
1	Personnel Spec.**	20		52	35		\$1,273.13	\$66,202.76
1	Purchasing Spec.**	18		52	35		\$1,156.86	\$60,156.72
1	Tax Collector**	19		52	35		\$1,212.96	\$63,073.92
1	Assist. Fin. Director**	19		52	35		\$1,250.85	\$65,044.20
1	Finance Clerk**	9 H		52	35	\$22.64	\$792.40	\$41,204.80
1	PR/Personnel Asst	12 H		32	35	\$25.19	\$881.65	
				20	35	\$25.86	\$905.10	\$46,314.80
1	Deputy Tax Collector** ***	8	2	41	25	\$17.21	\$430.25	
		8	3	11	25	\$18.04	\$451.00	\$22,601.25
1	Treasurer							\$11,526.00
1	IT Specialist**	23		52	35	\$42.03	\$1,471.05	\$76,494.60
1	Asst. IT Specialist**	16H		52	35	\$26.72	\$935.20	\$48,630.40
	less reimbursements from Water & Sewer Fund							(\$7,000.00)
Total Finance								\$594,335.41

* Above Rates Include Possible Merit (Step) Increases

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

*** Employee works 10 hours per week in Licensing

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, Single Audit and budgets annually
- Complete all financial reporting to the State

2020-2021 Performance Measure

- Enhance IT Security
- Automate processes within Finance and other Departments
- Continued efforts updating or creating procedure manuals

ACCOUNT DESCRIPTIONS – FISCAL**SALARIES**

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

OVERTIME

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

LONGEVITY

This line item funds a longevity payment to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

This line item funds the cost of mailing of accounts payable checks, W2s, billings, general correspondence and bid packets, semi-annual tax bills, notice of uncollected taxes, all certified notices to taxpayers and mortgagees.

COPIER

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

SUPPLIES

This line item funds the cost of general office supplies including W2s, 1099s and tax bills paper stock.

SUPPLIES-OREO (Other Real Estate Owned)/Fees

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

AUDIT

This line item funds the cost of a contract for the City's annual audit including new required accounting standards.

MORTGAGE RESEARCH

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

REGISTRY OF DEEDS

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

MAINTENANCE AGREEMENT

This line item funds the cost of maintenance agreements on telephone equipment, two copiers, check printer, postage machine and the cost of the folding machine.

VEHICLE RENTAL

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

RECORDS DISPOSTION

This line item funds the cost of disposing of records and reports in accordance with the State's statutes.

BANK SERVICE FEES

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

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.

TEMPORARY LABOR

This line item funds the cost of temporary labor to assist with scanning documents.

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.

EQUIPMENT

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

FY 2020-2021 BUDGET

**FINANCE
EMPLOYEE BENEFITS**

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>DEPT</u>	<u>20-21</u> <u>MANAGER</u>	<u>20-21</u> <u>COUNCIL</u>
OTHER								
01 429 120 0000 Social Security	\$314,766	\$316,345	\$322,204	\$333,984	\$353,534	\$353,928	\$353,928	\$353,928
01 429 130 0000 Health Insurance*	664,693	738,579	761,587	774,366	717,449	768,317	768,317	758,317
01 429 135 0000 Retirement	<u>227,872</u>	<u>221,372</u>	<u>231,520</u>	<u>242,185</u>	<u>256,937</u>	<u>261,225</u>	<u>261,225</u>	<u>261,225</u>
DEPT. O&M TOTAL	\$1,207,331	\$1,276,296	\$1,315,311	\$1,350,535	\$1,327,920	\$1,383,470	\$1,383,470	\$1,373,470

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

ACCOUNT DESCRIPTIONS - EMPLOYEE BENEFITS

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. The City Manager column reflects steps/raises throughout the City that have been included in the Salaries lines across City Departments. The Social Security amount reflects these salary increases.

HEALTH INSURANCE

This line item funds the cost of health insurance premiums for all employees except those in Fire, Police, Public Works, Solid Waste, Internal Service and Sanitary Sewer departments, less anticipated employee contributions. Calculated based on current enrollment with an anticipated increase of 7.36%

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. The rate of employer contribution for Group I employees is budgeted at 11.17%, which is unchanged from the prior year.

FY 2020-2021 BUDGET

**FINANCE
INSURANCE**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
OTHER								
01 433 123 0000 Unemployment Ins.	\$15,172	\$11,838	\$9,327	\$4,787	\$10,000	\$10,000	\$10,000	\$10,000
01 433 125 0000 Workers Comp. Ins	59,798	123,423	211,600	210,405	239,788	241,000	241,000	241,000
01 433 218 0000 Property & Liability Ins	251,574	270,923	271,247	256,189	249,761	273,223	273,223	273,223
01 433 218 0002 Wellness Program	37	30	2	628	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	140	140	-	0	1,000	1,000	1,000	1,000
01 433 218 0007 Claims	<u>3,752</u>	<u>4,317</u>	<u>6,854</u>	<u>2,865</u>	6,000	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
TOTAL OTHER	\$330,473	\$410,671	\$499,030	\$474,873	\$508,049	\$532,723	\$532,723	\$532,723
DEPT. O&M TOTAL	\$330,473	\$410,671	\$499,030	\$474,873	\$508,049	\$532,723	\$532,723	\$532,723

ACCOUNT DESCRIPTIONS – INSURANCE

UNEMPLOYMENT

This line item funds the cost of the City payment to Primex for the Unemployment Compensation Program.

WORKERS COMPENSATION

This line item funds the cost of the City payment to Primex for Workmen’s Compensation. The City continues to participate in the PRIME program (the 10 best risk management practices) and has signed a multiyear agreement with Primex resulting in additional discounts on our premiums.

PROPERTY-LIABILITY

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

WELLNESS PROGRAM

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

SAFETY TRAINING

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

CLAIMS

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

FY2020-21 BUDGET

FINANCE - GENERAL FUND REVENUES

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>DEPT</u>	<u>20-21</u> <u>MANAGER</u>	<u>20-21</u> <u>COUNCIL</u>
01-310-023-000 INTEREST ON TAXES	\$114,420	\$102,650	\$83,447	\$85,346	\$90,000	\$85,000	\$85,000	\$85,000
01-310-024-000 PEN & INT ON DEEDED PROPERTY	\$33,998	\$186	\$10,246	\$1,026	\$0	\$0	\$0	\$0
01-310-027-000 REDEMPTION INTEREST	\$120,766	\$140,900	\$198,089	\$163,550	\$125,000	\$150,000	\$150,000	\$150,000
01-310-028-000 OTHER TAX REVENUE-LRBP	\$16,243	\$16,178	\$13,924	\$20,366	\$0	\$25,000	\$25,000	\$25,000
01-310-031-000 BOAT TAX	\$81,426	\$75,266	\$97,513	\$96,741	\$90,000	\$95,000	\$95,000	\$100,000
TAXES OTHER THAN PROP. TAX	\$366,853	\$335,180	\$403,219	\$367,030	\$305,000	\$355,000	\$355,000	\$360,000
01-320-001-000 SHARED REVENUES	\$0	\$0	\$0	\$0	\$414,000	\$396,000	\$396,000	\$396,000
01-320-002-000 ADD ROOMS & MEALS	\$773,703	\$837,332	\$847,644	\$847,103	\$847,102	\$847,200	\$847,200	\$847,200
01-320-004-000 LANDFILL REIMB	\$0	\$0	\$0	\$6	\$0	\$0	\$0	\$0
01-320-005-000 RAILROAD USER FEES	\$3,061	\$3,132	\$3,245	\$3,365	\$0	\$3,365	\$3,365	\$3,365
01-320-011-000 HIGHWAY BLOCK GRANT	\$335,158	\$336,698	\$348,053	\$329,780	\$335,000	\$340,000	\$340,000	\$315,000
01-320-011-000 GRANT (SB38) 2017	\$0	\$0	\$294,634	\$12,127	\$0	\$0	\$0	\$0
01-320-019-000 NH FOREST LAND	\$293	\$325	\$308	\$335	\$325	\$325	\$325	\$325
INTERGOVERNMENTAL REVENUE	\$1,112,215	\$1,177,487	\$1,493,884	\$1,192,715	\$1,596,427	\$1,586,890	\$1,586,890	\$1,561,890
01-330-001-000 MOTOR VEHICLE PERMIT FEES	\$2,567,992	\$2,723,024	\$2,856,231	\$3,101,001	\$3,101,000	\$3,200,000	\$3,200,000	\$3,150,000
01-330-015-000 DOG LICENSES	\$8,594	\$9,949	\$7,258	\$8,376	\$8,000	\$8,000	\$8,000	\$8,000
01-330-023-000 BUILDING-ZONING FEES	\$133,576	\$101,403	\$89,144	\$93,411	\$130,000	\$120,000	\$120,000	\$120,000
01-330-027-000 COST,FEES-TAX COLLECTOR	\$20,359	\$20,512	\$20,623	\$20,920	\$15,000	\$20,000	\$20,000	\$20,000
01-330-039-000 FEES-CITY CLERK	\$144,369	\$147,444	\$115,743	(\$28,224)	\$130,000	\$120,000	\$120,000	\$120,000
01-330-039-000 FEES - BOAT AGENT FEES	\$4,815	\$13,255	\$6,655	\$2,065	\$0	\$2,000	\$2,000	\$2,000
01-330-039-000 FEES - POLE LICENSES	\$69	\$15	\$0	\$80	\$0	\$0	\$0	\$0
01-330-043-000 LICENSES/PERMITS	\$7,165	\$5,197	\$6,940	\$6,913	\$0	\$6,900	\$6,900	\$6,900
01-330-045-000 FRANCHISE FEE	\$309,141	\$322,158	\$322,648	\$320,319	\$325,000	\$305,200	\$305,200	\$305,200
01-330-047-000 MASTER ALARM FEES	\$64,400	\$63,200	\$62,579	\$63,166	\$60,000	\$62,000	\$62,000	\$62,000
LICENSES, PERMITS FEES	\$3,260,480	\$3,406,157	\$3,487,820	\$3,588,026	\$3,769,000	\$3,844,100	\$3,844,100	\$3,794,100
01-340-001-000 AMBULANCE SERVICE REIMBURS	\$0	\$127,000	\$116,417	(\$10,583)	\$0	\$0	\$0	\$0
01-340-003-000 MISC REIMBURSABLES	\$0	\$0	\$0	\$0	\$160,000	\$0	\$0	\$0
01-340-437-000 REIMB-POLICE-GUN PERMITS	\$3,089	\$2,400	\$860	\$760	\$0	\$700	\$700	\$700
01-340-437-000 REIMB-POLICE-TRAINING	\$0	\$397	\$990	\$0	\$0	\$0	\$0	\$0
01-340-437-000 REIMB-POLICE-EXTRA DUTY	\$184,974	\$184,243	\$189,228	\$152,038	\$0	\$160,000	\$160,000	\$160,000
01-340-437-000 REIMB-TRANSPORT FEES	\$525	\$175	\$925	\$225	\$0	\$300	\$300	\$300
01-340-479-000 REIMB-PARKS & REC-FIELD LIGHTS	\$3,200	\$3,840	\$3,350	\$1,100	\$0	\$3,300	\$3,300	\$3,300
01-340-479-000 REIMB-PARKS & REC ASSOC UTIL	\$4,361	\$4,798	\$5,942	\$8,189	\$0	\$6,000	\$6,000	\$6,000
01-340-479-000 REIMB-PARKS & REC-SWIM LESSONS	\$45	\$0	\$0	\$1,135	\$0	\$1,100	\$1,100	\$1,100
01-360-058-000 REVENUE-PUBLIC WORKS	\$8,096	\$4,934	\$7,137	\$3,389	\$1,207,703	\$0	\$0	\$0
01-360-058-000 SOLID WASTE-STICKERS	\$21,166	\$22,920	\$25,674	\$29,332	\$0	\$29,000	\$29,000	\$29,000
01-360-058-000 SOLID WASTE-TRASH A	\$20,902	\$30,502	\$40,935	\$124,183	\$0	\$125,000	\$125,000	\$125,000
01-360-058-000 SOLID WASTE-TRASH B	\$124,859	\$127,191	\$153,070	\$67,360	\$0	\$70,000	\$70,000	\$70,000
01-360-058-000 SOLID WASTE-TRASH C	\$573,896	\$496,333	\$471,294	\$474,512	\$0	\$750,000	\$750,000	\$750,000
01-360-058-000 SOLID WASTE-COUPONS	\$27,063	\$21,710	\$22,390	\$21,111	\$0	\$10,000	\$10,000	\$10,000
01-360-058-000 SOLID WASTE-DEMO	\$233,701	\$220,173	\$277,732	\$286,406	\$0	\$280,000	\$280,000	\$280,000
01-360-058-000 REVENUE-POLICE	\$3,065	\$3,748	\$4,735	\$4,909	\$10,000	\$5,000	\$5,000	\$5,000
01-360-058-000 REVENUE-FIRE	\$58,497	\$30,643	\$27,899	\$30,394	\$39,000	\$30,000	\$30,000	\$30,000
01-360-058-000 REVENUE-PLANNING	\$17,675	\$25,544	\$15,503	\$18,704	\$32,000	\$40,000	\$40,000	\$40,000
01-360-058-001 TRASH-E WASTE	\$13,382	\$15,938	\$18,598	\$26,003	\$0	\$20,000	\$20,000	\$20,000
01-360-058-001 REVENUE-PARKS & REC	\$10,005	\$9,163	\$6,553	\$5,630	\$0	\$56,000	\$56,000	\$6,000
01-360-058-001 REVENUE-POLICE FALSE ALARMS	\$4,350	\$3,200	\$3,550	\$3,850	\$0	\$38,000	\$38,000	\$4,000
01-360-058-001 SOLID WASTE-E WASTE COUPONS	\$111	\$110	\$70	\$847	\$0	\$100	\$100	\$100
01-360-058-001 TRASH-WM PASS THRU TRASH	\$10,245	\$9,761	\$10,150	\$11,145	\$0	\$11,000	\$11,000	\$11,000
01-360-058-001 TRASH-WM PASS THRU DEMO	\$13,612	\$13,784	\$14,532	\$15,477	\$0	\$15,400	\$15,400	\$15,400
01-360-058-001 REVENUE-PLANNING SPEC EVENTS	\$50	\$200	\$0	\$875	\$0	\$0	\$0	\$0
01-360-058-002 SOLID WASTE - BULK ITEMS	\$2,157	\$3,242	\$3,374	\$4,516	\$0	\$4,000	\$4,000	\$4,000
CHARGES FOR SERVICES	\$1,339,023	\$1,361,946	\$1,420,906	\$1,281,507	\$1,448,703	\$1,654,900	\$1,654,900	\$1,570,900
01-350-001-000 INTEREST ON GENERAL FUND DEPT	\$93,491	\$107,329	\$210,145	\$366,987	\$190,000	\$360,000	\$360,000	\$360,000
01-350-011-000 ENDICOTT PARK KIOSKS	\$43,990	\$27,365	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
01-350-015-000 PARKING KIOSKS LAKESIDE	\$60,295	\$63,719	\$123,039	\$146,777	\$195,000	\$150,000	\$150,000	\$130,000
01-350-019-000 PARKING VIOLATIONS	\$15,297	\$10,680	\$16,043	\$15,000	\$20,000	\$15,000	\$15,000	\$15,000

FY2020-21 BUDGET

FINANCE - GENERAL FUND REVENUES

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>DEPT</u>	<u>20-21</u> <u>MANAGER</u>	<u>20-21</u> <u>COUNCIL</u>
PARKING	\$119,583	\$101,764	\$164,082	\$186,777	\$240,000	\$190,000	\$190,000	\$170,000
01-350-023-000 PILOT-LHA HIRISE ELD HSING/STAFF	\$42,244	\$20,619	\$63,310	\$19,146	\$73,571	\$50,000	\$50,000	\$50,000
01-350-023-000 PILOT-LAKE VILLAGE ELD HOUSING(L	\$58,492	\$55,912	\$53,539	\$52,982	\$22,748	\$52,000	\$52,000	\$52,000
01-350-023-000 PILOT-TAYLOR HOME	\$226,929	\$232,569	\$367,958	\$125,864	\$256,763	\$293,700	\$293,700	\$293,700
01-350-023-000 PILOT-CAP	\$31,419	\$18,772	\$16,708	\$15,947	\$17,806	\$17,000	\$17,000	\$17,000
01-350-023-000 PILOT-SKATE CLUB	\$14,586	\$13,748	\$12,777	\$12,486	\$12,736	\$12,700	\$12,700	\$12,700
01-350-023-000 PILOT-STATE	\$7,981	\$7,812	\$8,431	\$8,828	\$9,005	\$9,000	\$9,000	\$9,000
PILOT	\$381,651	\$349,432	\$522,723	\$235,253	\$392,629	\$434,400	\$434,400	\$434,400
01-340-445-000 REIMB - FIRE BELMONT INTERMUNIC	\$0	\$78,750	\$87,038	\$55,718	\$50,000	\$0	\$0	\$0
01-350-031-000 SSF REIMB TO GENERAL FUND	\$14,000	\$14,000	\$14,000	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
01-360-017-000 BANNER POLES FEES	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0
01-360-031-000 DOG VIOLATIONS	\$7,418	\$6,696	\$3,311	\$2,674	\$0	\$2,700	\$2,700	\$2,700
01-360-051-000 MARRIAGE LICENSES	\$1,437	\$1,321	\$1,107	\$1,230	\$0	\$1,200	\$1,200	\$1,200
01-360-052-000 VITAL-RECORDS-RESEARCH-FEES	\$23,219	\$25,535	\$20,889	\$27,704	\$0	\$25,000	\$25,000	\$25,000
01-360-053-000 WELFARE LIEN REIMBURSEMENTS	\$0	\$1,422	\$0	\$1,770	\$0	\$5,000	\$5,000	\$5,000
01-360-057-000 MISC REVENUE	\$32,236	(\$134,851)	\$177,648	\$30,123	\$415,600	\$24,000	\$24,000	\$24,000
01-360-057-000 MISC SALE OF LAND	\$1,981	\$88,840	\$369,365	\$815,961	\$0	\$77,000	\$77,000	\$77,000
01-360-059-000 CONCORD COOP REVENUE	\$0	\$0	\$230,612	\$134,593	\$0	\$0	\$0	\$0
01-360-060-000 LEASES	\$4,375	\$8,770	\$10,209	\$729	\$0	\$0	\$0	\$0
01-360-060-012 LEASES-PARKS & REC	\$12,000	\$12,000	\$12,200	\$12,631	\$15,000	\$12,000	\$12,000	\$12,000
COLONIAL DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	\$162,000	\$162,000	\$162,000
01-360-060-013 SOLAR ARRAY RENTAL REVENUE	\$0	\$0	\$0	\$0	\$45,000	\$20,000	\$20,000	\$20,000
01-360-067-001 OVER & SHORT-CITY CLERK	\$127	(\$19)	\$92	(\$211)	\$0	\$0	\$0	\$0
01-360-067-002 OVER & SHORT-TAX COLLECTOR	\$96	\$29	\$16	\$9	\$0	\$0	\$0	\$0
01-360-067-003 OVER & SHORT- SOLID WASTE	\$68	(\$14)	\$62	\$0	\$0	\$0	\$0	\$0
01-360-072-000 RESTITUTION-FINES	\$5,824	\$4,894	\$6,856	\$3,414	\$15,000	\$6,000	\$6,000	\$6,000
01-360-079-000 PRINTOUTS	\$377	\$325	\$281	\$200	\$0	\$100	\$100	\$100
01 360 110 000 NHIT PREMIUM RETURN	\$42,571	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANS FROM MUNI TRANSPORTATION						\$96,000	\$96,000	\$96,000
01-390-999-999 TFR IN/OUT FROM GENERAL FUND	(\$200,000)	\$149,486	\$106,305	\$18,876	\$0	\$0	\$0	\$0
MISCELLANEOUS	(\$54,272)	\$257,285	\$1,047,989	\$1,122,121	\$557,600	\$448,000	\$448,000	\$448,000
GRAND TOTAL	\$6,619,024	\$7,096,581	\$8,750,767	\$8,340,717	\$8,499,359	\$8,873,290	\$8,873,290	\$8,699,290
OVERLAY FOR ABATEMENTS	\$150,594	\$168,596	\$162,783	\$150,171	\$168,596	\$160,000	\$160,000	\$160,000
WAR SERVICE CREDITS	\$416,450	\$404,950	\$409,650	\$410,200	\$404,950	\$410,000	\$410,000	\$410,000

FY 2020-2021 BUDGET

**FINANCE
PRINCIPAL INTEREST**

	<u>ORIGINAL</u>		<u>BAL.DUE</u>	<u>YRS</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>%</u>
	<u>DEBT</u>	<u>YRS</u>	<u>07/01/20</u>	<u>REM.</u>	<u>P & I</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>P & I</u>	<u>Change</u>
									<u>FY20- FY21</u>
<u>BONDED DEBT</u>									
<u>MUNICIPAL BONDS</u>									
2001 Capital Imp (also in schools)	\$3,565,000	20	\$350,000	2	\$196,875	\$175,000	\$17,663	\$189,900	-3.5%
2002 Capital Imp	\$2,029,000	20	\$300,000	3	\$117,500	\$100,000	\$12,500	\$112,500	-4.3%
2003 Library Renovation & addition	\$2,347,500	20	\$440,000	4	\$131,900	\$110,000	\$17,088	\$127,088	-3.6%
2010 Weirs Boardwalk	\$800,000	20	\$360,000	10	\$56,562	\$40,000	\$14,962	\$54,962	-2.8%
2010 Anthony Drive Drainage Improvemts*	\$216,589	20	\$119,705	11	\$14,623	\$10,883	\$3,428	\$14,311	-2.1%
2011 Endicott Water Line/Weirs Bdwlk Supplment	\$565,000	20	\$310,750	11	\$40,727	\$28,250	\$7,304	\$35,554	-12.7%
2012 Fire Engine/Salt Shed (also in ISF)	\$520,000	10	\$155,970	3	\$56,408	\$52,000	\$3,157	\$55,157	-2.2%
2013 Smith Track/Weirs Community Park	\$850,000	10	\$340,000	4	\$94,333	\$85,000	\$7,259	\$92,259	-2.2%
2015 Capital Improvements (also in DTIF)	\$6,400,000	20	\$4,798,691	15	\$484,146	\$320,261	\$135,519	\$455,780	-5.9%
2016 Endicott Rock/Lakeside/Messer Drainage	\$1,600,000	20	\$1,360,000	17	\$125,404	\$80,000	\$36,644	\$116,644	-7.0%
2018 General Street, Sidewalk, Drainage Improvements	\$2,500,000	10	\$2,000,000	8	\$301,750	\$250,000	\$44,500	\$294,500	-2.4%
2018 LED Lighting Improvements	\$300,000	5	\$120,000	2	\$63,925	\$60,000	\$1,963	\$61,963	-3.1%
2019 General Street Sidewalk Drainage Improvements	\$2,500,000	10	2,250,000	9	\$323,388	250,000	\$55,762	\$305,762	-5.5%
2019 Police/Fire Radios-Towers & Dispatch Improv	\$700,000	10	700,000	10	\$88,288	70,000	\$14,429	\$84,429	-4.4%
2020 Court St Bridge, Endicott Water (also in SSF)	\$750,000	20	750,000	20	\$10,474	37,462	\$20,388	\$57,850	452.3%
2020 Court St 2, Fire Engine, DPW Truck	\$2,025,000	10	2,025,000	10	\$21,102	202,500	\$39,990	\$242,490	1049.1%
2020 Colonial Theater Renovation (also in DTIF)	\$6,700,000	25	6,700,000	25	\$127,718	288,798	\$39,654	\$308,452	141.5%
2020 XYZ	\$700,000	10	700,000	10	\$0	-	\$15,000	\$15,000	0.0%
TOTAL CITY			\$23,780,116		\$2,255,123	\$2,140,154	\$487,210	\$2,624,600	16.4%
<u>SCHOOL BONDS</u>									
2001 School Renovations (also in City poriton)	\$6,223,000	20	\$620,000	2	\$346,909	\$310,000	\$30,837	\$331,650	-4.4%
2002 School Renovations	\$4,123,300	20	\$615,000	3	\$229,618	\$205,000	\$15,828	\$220,828	-3.8%
2008 MM School Construction	\$22,644,000	29	\$9,519,584	17	\$1,489,600	\$800,427	\$687,504	\$1,487,931	-0.1%
2011 QZAB Bond - Huot Ctr Renovation 1st	\$2,103,000	19	\$1,217,400	11	\$110,700	\$110,700	-	\$110,700	0.0%
2012 QZAB Bond - Huot Ctr Renovation 2nd	\$4,397,000	19	\$3,185,000	15	\$170,000	\$182,000	-	\$182,000	7.1%
2014 School Huot Supplement	\$1,000,000	20	\$700,000	14	\$72,040	\$50,000	\$18,105	\$68,105	-5.5%
2014 QZAB Bond - LHS Renovation	\$1,828,000	21	\$1,453,000	16	\$78,000	\$79,500	-	\$79,500	1.9%
TOTAL SCHOOLS			\$17,309,984		\$2,496,867	\$1,737,627	\$752,274	\$2,480,714	-0.6%
GENERAL FUND TOTAL			\$41,090,100		\$4,751,990	\$3,877,781	\$1,239,483	\$5,105,314	15.7%
<u>INTERNAL SERVICE FUND BONDS</u>									
2012 Fire Engine Replacement (also in GF)	\$580,000	10	\$174,030	3	\$64,316	\$58,000	\$3,518	\$61,518	-4.4%
TOTAL INTERNAL SERVICE FUND			\$174,030		\$64,316	\$58,000	\$3,518	\$61,518	-4.4%
<u>SEWER BONDS</u>									
2020 Union/Lakeport/Eim San Sewer Upgrade (also in GF)	\$1,500,000	20	\$1,500,000	20	\$20,979	\$75,038	\$40,782	\$115,820	452.1%
TOTAL SEWER			\$1,500,000		\$20,979	\$75,038	\$40,782	\$115,820	452.1%
<u>WATER BONDS</u>									
2009 Water Tank	\$1,500,000	20	\$710,000	10	\$107,867	\$75,000	\$27,181	\$102,181	-5.3%
TOTAL WATER			\$710,000		\$107,867	\$75,000	\$27,181	\$102,181	-5.3%
<u>DOWNTOWN TIF Bonds</u>									
2015 Capital Improvements (also in GF)	\$1,705,000	20	\$1,278,406	15	\$128,978	\$85,320	\$36,115	\$121,435	-5.8%
2020 Colonial Theater Renovation (also in GF)							\$210,000	\$210,000	
TOTAL DOWNTOWN TIF			\$1,278,406		\$128,978	\$85,320	\$246,115	\$331,435	157.0%
<u>WEIRS TIF BONDS</u>									
2015 Capital Improvements	\$1,600,000	20	\$1,387,187	17	\$108,837	\$64,751	\$37,151	\$101,902	-6.4%
TOTAL WEIRS TIF			\$1,387,187		\$108,837	\$64,751	\$37,151	\$101,902	-6.4%
GRAND TOTAL			\$46,139,723		\$5,182,967	\$4,235,890	\$1,594,230	\$5,818,170	12.3%

* 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.

FY 2020-21 BUDGET

**FINANCE
REIMBURSEMENTS**

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>DEPT</u>	<u>20-21</u> <u>MANAGER</u>	<u>20-21</u> <u>COUNCIL</u>
OTHER								
01 427 901 0020 Recreation & Facilities	\$7,606	\$8,638	\$9,292	\$0	\$10,000	\$9,300	\$9,300	\$9,300
01 427 901 0040 Police	188,588	187,039	191,078	0	190,000	160,000	160,000	160,000
01 340 437 0005 Transport Fees	-	-	925	225	-	300	300	300
01 340 445 0001 Belmont Fire	-	-	87,038	55,178	45,000	-	-	-
01 427 901 0080 Fire	-	-	-	-	-	-	-	-
TOTAL OTHER	\$196,194	\$195,677	\$288,333	\$55,403	\$245,000	\$169,600	\$169,600	\$169,600
DEPT. O&M TOTAL	\$196,194	\$195,677	\$288,333	\$55,403	\$245,000	\$169,600	\$169,600	\$169,600

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

ACCOUNT DESCRIPTIONS – REIMBURSABLES

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

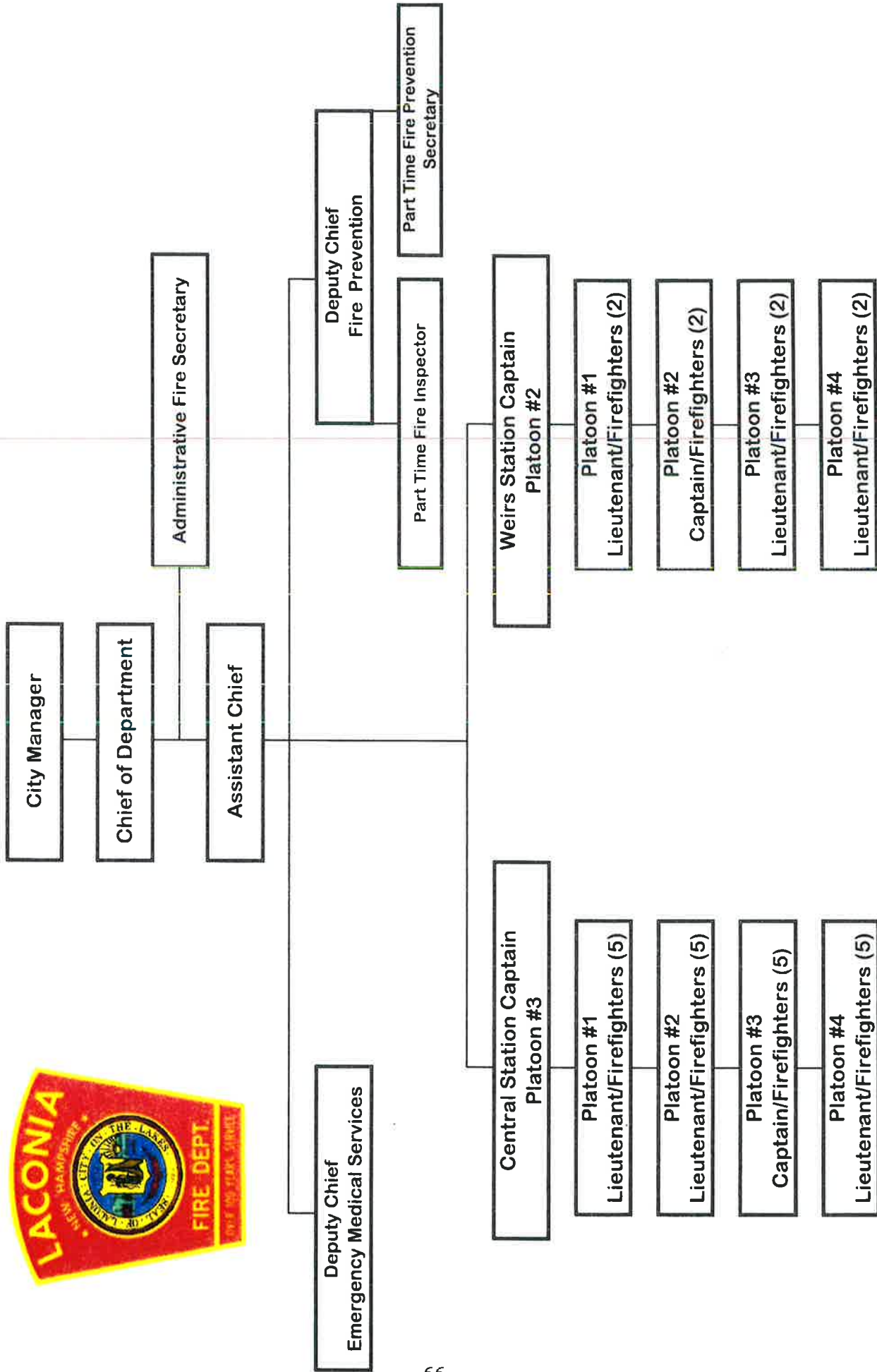
RECREATION & FACILITIES

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

POLICE

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

LACONIA FIRE DEPARTMENT ORGANIZATION CHART



FY 2020-2021 BUDGET

FIRE

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>DEPT</u>	<u>20-21</u> <u>MANAGER</u>	<u>20-21</u> <u>COUNCIL</u>
SALARIES								
01 445 101 0000 Regular Salaries*	\$1,949,351	\$2,052,341	\$2,097,326	\$2,083,367	\$2,196,567	\$2,240,632	\$2,240,632	\$2,240,632
01-445-106-0001 Personal Coverage	64,454	45,991	46,027	\$32,899	39,000	\$79,600	\$42,000	\$42,000
01 445 105 0000 Extra Duty Coverage	61,447	64,131	51,506	\$49,095	47,000	\$75,300	\$51,000	\$51,000
01 445 105 0001 Extra Duty Special Events	25,346	-	-	\$4,556	-	-	-	-
01 445 106 0000 Sick-Injury Coverage	38,500	49,953	55,325	\$53,982	37,000	\$101,000	\$55,000	\$55,000
01 445 107 0000 Holidays	108,487	116,577	118,541	\$114,163	122,000	\$125,000	\$125,000	\$125,000
01 445 108 0000 Vacation	98,763	120,794	113,765	\$103,159	57,000	\$149,400	\$120,000	\$120,000
01 445 110 0000 Termination Pay	14,130	57,087	3,855	\$12,695	-	-	-	-
01 445 109 0000 Longevity	1,530	1,650	1,860	\$1,740	1,860	\$2,100	\$2,100	\$2,100
01 445 111 0000 Contractual EMT-Incentive	31,400	37,850	43,500	\$15,000	45,000	\$47,000	\$47,000	\$47,000
01 445 112 0000 Educational Stipends	-	-	-	\$25,700	-	-	-	-
01 445 115 0000 Salary Adj.	-	-	-	\$0	13,519	\$14,426	\$14,426	\$14,426
01 445 116 0000 Fire Salaries C/O - SAFER	(31,500)	-	-	\$0	-	-	-	-
01 445 130 0000 Health Insurance	535,208	622,529	646,088	\$594,521	632,326	\$661,415	\$661,415	\$651,415
01 445 132 0000 F.F. Insurance	820	820	820	\$820	860	\$860	\$860	\$860
01 445 135 0000 Retirement	683,358	714,257	785,167	763,794	766,949	830,168	789,500	789,500
TOTAL SALARIES	\$3,581,294	\$3,883,980	\$3,963,780	\$3,855,492	\$3,959,081	\$4,326,901	\$4,148,933	\$4,138,933
OTHER								
01 445 201 0000 Telephones	\$9,444	\$7,843	\$8,069	\$7,744	\$8,200	\$8,200	\$8,200	\$8,200
01 445 202 0000 Lights-Power	36,200	37,853	38,496	\$38,044	37,000	\$38,000	\$38,000	\$38,000
01 445 203 0000 Water-Sewer	3,774	4,541	4,329	\$4,197	4,600	\$4,600	\$4,600	\$4,600
01 445 204 0000 Heating Fuel	13,107	12,710	16,001	\$18,091	16,000	\$18,000	\$18,000	\$18,000
01 445 212 0000 Copier	2,341	1,757	2,309	\$2,449	2,000	\$2,500	\$2,500	\$2,500
01 445 214 0000 Supplies-Department	8,317	4,524	5,235	\$6,832	7,000	\$7,000	\$7,000	\$7,000
01 445 233 0000 Maint.-Equipment	15,381	7,640	5,138	\$6,810	9,000	\$8,000	\$8,000	\$8,000
01 445 233 0001 Maint.-Fire Alarms	394	3,353	4,422	\$577	6,000	\$6,000	\$6,000	\$6,000
01 445 233 0003 Maint.-Radios	7,850	3,460	1,761	\$90	2,500	\$2,500	\$2,500	\$2,500
01 445 235 0000 Maint.-Station Repairs	9,287	13,224	20,947	\$13,703	6,500	\$7,000	\$7,000	\$7,000
01 445 235 0001 Maint-Station Supplies	11,078	6,177	4,025	\$7,126	6,500	\$7,000	\$7,000	\$7,000
01 445 245 0000 Conference/Dues	2,983	1,517	2,127	\$1,751	3,000	\$2,500	\$2,500	\$2,500
01 445 247 0000 Training	6,457	2,208	3,042	\$1,038	6,000	\$6,000	\$6,000	\$6,000
01 445 247 0003 Career Development	3,686	344	1,185	\$444	2,000	\$1,500	\$1,500	\$1,500
01 445 251 0000 Uniform Allowance	15,756	15,340	13,325	\$23,089	17,000	\$17,500	\$17,500	\$17,500
01 445 251 0001 Protective Clothing	3,408	12,637	15,289	\$20,749	20,000	\$20,000	\$20,000	\$20,000
01 445 253 0000 Physical Exams	8,050	7,606	9,459	\$10,758	14,000	\$14,000	\$14,000	\$14,000
01 445 304 0000 O/S Contracts	13,870	12,548	18,394	\$19,761	20,000	\$20,000	\$20,000	\$20,000
01 445 359 0000 Fire Prevention-Administrati	2,867	697	1,155	\$1,472	1,500	\$1,500	\$1,500	\$1,500
01 445 359 0001 Fire Prevention-Public Education	800	1,287	930	\$0	1,000	\$500	\$500	\$500
01 445 367 0000 Emergency Management -CE	2,000	2,000	2,000	\$2,000	1,000	\$500	\$500	\$500
01 445 401 0000 Equipment	15,938	6,998	8,705	\$11,123	12,000	\$12,000	\$12,000	\$12,000
01 445 401 0002 Equipment-Training	232	1,792	-	\$0	1,000	\$1,000	\$1,000	\$1,000
01 445 401 0004 Special Events Coverage	532	326	392	\$517	500	\$500	\$500	\$500
01 445 401 0011 Computer Network Server	7,500	-	-	\$0	-	-	-	-
01 445 403 0007 Radio Pager Replacement	753	1,939	870	\$1,507	2,500	\$2,500	\$2,500	\$2,500
01 445 375 0000 LR Mutual Fire O/S	128,382	135,160	138,902	\$142,061	145,189	\$149,248	\$149,248	\$149,248
01 445 901 9998 LRGH Reimbursement	(127,000)	(127,000)	-	(10,583)	-	-	-	-
01 445 901 9999 Belmont Intermunicipal Agree	(19,688)	-	(87,038)	(55,718)	-	-	-	-
01 445 999 9999 Fire Transfer In/Out	(72,665)	(40,000)	-	-	-	-	-	-
TOTAL OTHER	\$111,034	\$138,481	\$239,469	\$275,630	\$351,989	\$358,048	\$358,048	\$358,048
Internal Service								
01 445 234 0000 Vehicle Rental	85,659	79,940	80,000	\$80,000	98,402	89,600	89,600	89,600
01 445 234 0001 Internal Service Fund	130,000	119,482	109,115	115,000	117,000	125,818	125,818	125,818
DEPT. O&M TOTAL	\$215,659	\$199,422	\$189,115	\$195,000	\$215,402	\$215,418	\$215,418	\$215,418
Less Reimbursables								
Less LRGH Contribution	(\$127,000)	-	-	-	-	-	-	-
Less Carryover from FY15	(\$31,250)	-	-	-	-	-	-	-
Less SAFER Grant Extension until 10/2015	(\$81,250)	-	-	-	-	-	-	-
Less Belmont Municipal Agreement	-	-	(87,038)	-	-	-	-	-
Net Fire Budget	\$4,147,487	\$4,221,883	\$4,479,402	\$4,326,122	\$4,526,472	\$4,900,367	\$4,722,399	\$4,712,399

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

FIRE
FY 2019-2020 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually	
1	Chief**	30		52			\$2,213.64	\$115,109.28	
1	Asst Fire Chief**	26		52			\$1,720.72	\$89,477.44	
1	Deputy Fire Chief/ Fire Prevention Sp**	24		52			\$1,619.59	\$84,218.68	
1	PT Inspector							\$16,000.00	
1	PT Secretary		6/5	52	29	\$18.20		\$27,445.60	
1	Admin. Secretary*	9	10	52	40	\$22.64	\$905.60	\$500.00	\$47,591.20
Total FIRE ADMIN								\$379,842.20	

FIREFIGHTERS*

1	Captain EMT-A			52	42	\$32.49	\$1,364.58	\$70,958.16
1	Captain EMT-P			52	42	\$36.54	\$1,534.68	\$79,803.36
1	Lieutenant EMT-A			52	42	\$29.53	\$1,240.26	\$64,493.52
3	Lieutenant EMT-P			52	42	\$33.28	\$1,397.76	\$218,050.56
2	Lieutenant EMI-P			52	42	\$31.61	\$1,327.62	\$138,072.40
5	6th Class FF EMT-A			52	42	\$26.67	\$1,120.14	\$291,236.40
5	5th Class FF EMT-A			52	42	\$25.88	\$1,086.96	\$282,609.60
2	4th Class FF EMT-P			52	42	\$25.22	\$1,059.24	\$110,160.96
1	3rd Class FF EMT-P			52	42	\$25.94	\$1,089.48	\$56,652.96
2	3rd Class FF EMT-A			52	42	\$24.25	\$1,018.50	\$105,924.00
1	2nd Class FF EMT-P			52	42	\$24.18	\$1,015.56	\$52,809.12
2	2nd Class FF EMT-A			52	42	\$22.60	\$949.20	\$98,716.80
2	1st Class FF EMT-P			52	42	\$23.25	\$976.50	\$101,556.00
4	1st Class FF EMT-A			52	42	\$21.72	\$912.24	\$189,745.92
32	Total Firefighters							\$1,860,789.84
Total Fire Dept								\$2,240,632.04

ACCOUNT DESCRIPTIONS

SALARIES

This line item funds the cost of salaries for the Fire Chief, Assistant Fire Chief, Deputy Chief of Fire Prevention, the Administrative Assistant, part time fire inspector, part time office assistant, part time fire alarm repairman, and 32 operational personnel (4 additional firefighters and Deputy Chief of Emergency Medical Services will be funded through a separate budget). Total number of personnel in Emergency Operations is 36 (2 Captains, 6 Lieutenants, and 28 firefighters).

OVERTIME

Overtime is broken down into 4 categories; Vacation, Sick, Personal, Extra Duty. Shift coverage (overtime needed) was consistently between 18-19 (12-hour) shifts per FTE per year over the last 4 years. Over the last two years this has increased to 25-26 (12 hour) shifts per FTE. For FY 19, we decreased staffing from 9 to 8 on shifts where at least one person was off for any reason.

The increase in this years overtime line(s) reflect the increased amount of time off, to go back to covering at full staffing (9) 24 hours all the time.

PERSONAL DAYS COVERAGE

The use of personal days has risen because of our low sick-time; employees earn a P-day for not using sick-time. The line item covers the cost associated with covering the vacancy from the P-day.

EXTRA DUTY COVERAGE

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

Emergency recalls, which is when off-duty personnel are called back into work either for a structure fire, or when multiple calls are tying up multiple companies, are increasing with the increased work load.

SICK-INJURY COVERAGE

This line item funds the replacement of personnel on sick or injured leave. Regular sick time averages four- twelve hour shifts per FTE per year. We have seen a significant decrease in line-of-duty injuries in the past 5 years.

HOLIDAYS

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

VACATION COVERAGE

This line item covers all the cost associated with time-off for vacations.

LONGEVITY

This line item funds longevity payments to eligible employees.

CONTRACTUAL INCENTIVES

This line item funds an incentive program for EMT-Advanced and extra certifications and off-duty training. These incentives include, but are not limited to college degrees in fire science or emergency medicine, advanced technical rescue, and fire officer classes.

SALARY ADJUSTMENT

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

HEALTH INSURANCE

This line item funds the estimated cost of health insurance for all department employees. This line is based on the health insurance premiums as provided by New Hampshire Interlocal Trust less anticipated employee contributions and employee enrollment at the time the budget was prepared.

FIREFIGHTER INSURANCE

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

RETIREMENT

This line item funds the cost of the City's share of the retirement system for department employees.

TELEPHONES

This line item funds the cost of telephone service at the two fire stations. In addition, it covers the cost of fire department used cell phones, two fax machines, internet access, and computer connections. The fax machines are being phased out but at this time we still rely on faxes of medical information and fire reports. The cost for phone service increased due to the new system at Central Fire.

LIGHTS-POWER

This line item funds the cost of electricity at the fire stations and the Weirs Community Center. This line item, along with heating costs, is very difficult to predict. We are confident with this number now that we have been in the new station more than one cycle. Electric costs have increased however, fuel costs have decreased.

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 two fire stations, as well as the Weirs Community Center.

COPIER

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

SUPPLIES-DEPARTMENT

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

MAINTENANCE-EQUIPMENT

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

MAINTENANCE-FIRE ALARM

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

MAINTENANCE-RADIO

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

MAINTENANCE-STATION REPAIRS

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

MAINTENANCE-STATION SUPPLIES

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

CONFERENCE/ DUES

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

TRAINING

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

CAREER DEVELOPMENT

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

UNIFORM ALLOWANCE

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

Included in this line is the cost to purchase Class A uniforms for new employees after they complete probation.

PROTECTIVE CLOTHING

This line item funds the cost of all protective clothing for 36 firefighters. One set of firefighting gear (protective coat and pants) is over \$2,000. Other items include Nomex gloves, Nomex hoods, fire helmets, forest fire gear, fire boots, personal flashlights, and eye and hearing protection.

PHYSICAL EXAMS

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

OUTSIDE CONTRACTS

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

FIRE PREVENTION-ADMINISTRATION

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

FIRE PREVENTION-PUBLIC RELATIONS

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

EQUIPMENT

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

EQUIPMENT-TRAINING

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

SPECIAL EVENTS COVERAGE

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

RADIO PAGER REPLACEMENT

This line funds the annual replacement of our pagers., which reduces annual maintenance and repair costs. These radios are critical to our operation as this is the system to alert on-duty and off-duty members of emergency calls.

EMERGENCY MANAGEMENT-CERT

The funds go to the Lakes Region Community Emergency Response Team to support the administrative costs of the team. This group of volunteers works throughout the year supporting both police and fire. Their work saves the City thousands in added costs especially for police overtime. They staff our shelters, provide rehab services at fire scenes, and are used extensively for traffic control.

LAKES REGION MUTUAL FIRE AID (O/S)

This line item covers the City's cost for Lakes Region Mutual Fire Aid (LRMFA). This amount reflects Laconia's portion of the expense. LRMFA provides radio dispatch, answers emergency telephone calls, contacts other agencies, notifies mutual aid departments, monitors the City Fire Alarm system, and monitors all the City sewer pumping stations.

VEHICLE RENTAL

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

INTERNAL SERVICE FUND

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

REIMBURSABLES

This line was added to the cost of reimbursables from covering of special events.



LEGAL

FY 2020-2021 BUDGET

LEGAL

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
OTHER								
01 402 225 0000 Law Books	\$ -	\$ -	\$ -	\$ -	\$ -			
01 402 225 0001 Special Outside Litigation	14,399	1,712	411	354	15,000	10,000	10,000	10,000
01-402-225-0002 123 Elm St Settlement	61,500	-	-	-	-	-	-	-
01 402 225 0003 General Code Update	995	995	3,877	2,075	2,000	2,000	2,000	2,000
01 402 225 0005 Litigation	26,458	17,859	21,013	6,624	30,000	30,000	30,000	30,000
01 402 225 0006 Retainer	38,074	40,378	42,101	39,014	44,000	44,000	44,000	44,000
01 402 225 0007 Negotiator	3,718	796	275	927	5,000	10,000	10,000	10,000
TOTAL OTHER	\$145,144	\$ 61,740	\$ 67,677	\$ 48,993	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000
DEPT. O&M TOTAL	\$145,144	\$ 61,740		\$ 48,993	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000

ACCOUNT DESCRIPTIONS

SPECIAL OUTSIDE LITIGATION

This line appropriates funds for pending cases. This line varies widely depending on the number of cases pending.

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 widely depending on the number of cases pending. In recent years it has ranged from \$26,458 in 15-16 to \$6,624 in 18-19.

RETAINER

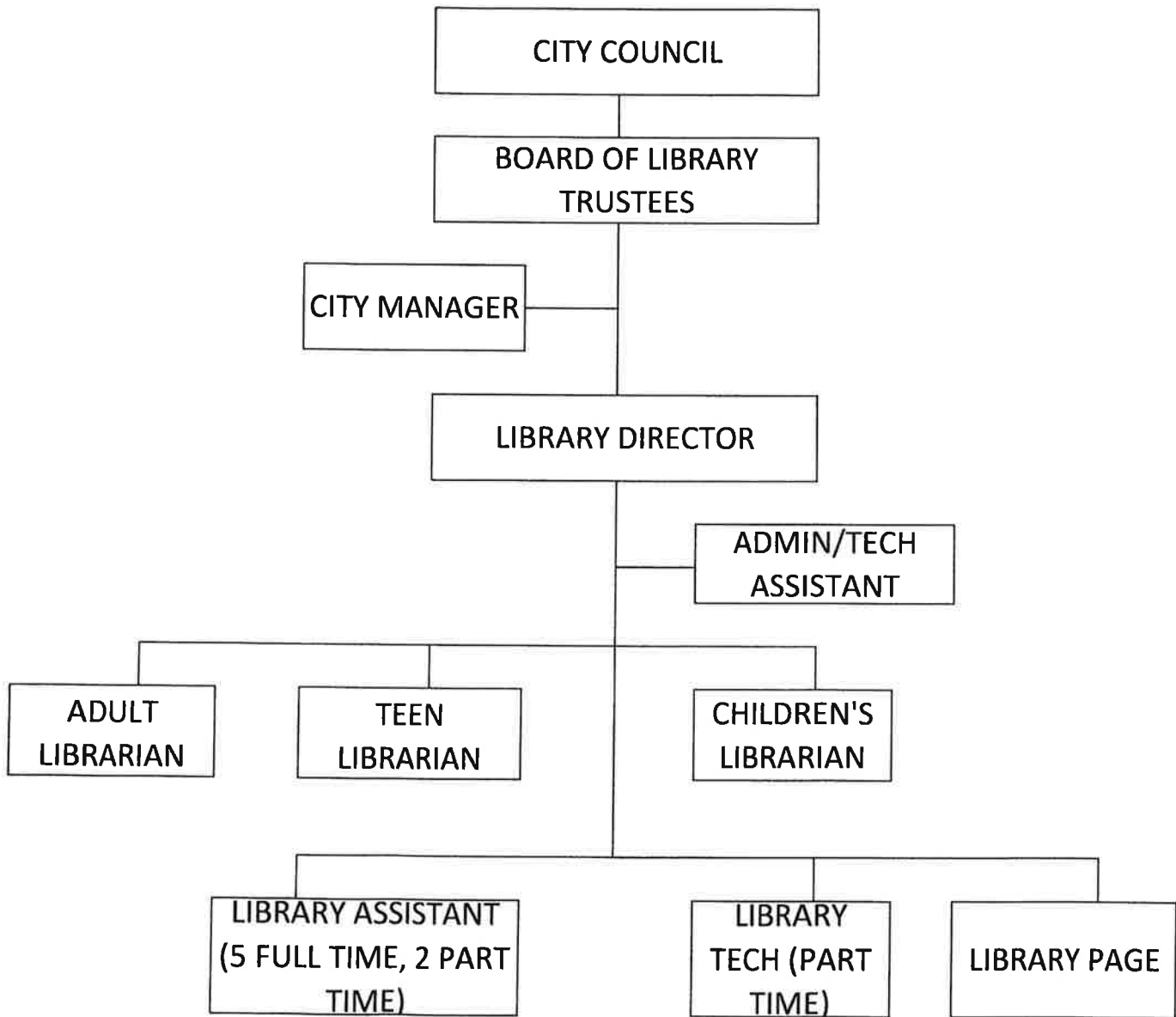
This line item funds the cost of regular and routine general legal services to the City.

NEGOTIATOR

This line item funds the cost of an outside negotiator to deal with Union Contracts. Several contracts expire in FY21.



LIBRARY



FY 2019-2020 BUDGET

LIBRARY

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 481 101 0000 Salaries	\$462,577	\$461,425	\$458,357	\$467,788	\$539,159	\$547,411	\$547,411	\$547,411
01 481 105 0000 Overtime	-	-	184	539	-	-	-	-
01 481 106 0000 Sick-Hurt	15,034	13,607	15,236	12,430	-	-	-	-
01 481 106 0001 Personal Time	-	-	-	2,253	-	-	-	-
01 481 107 0000 Holidays	18,980	17,158	17,690	15,882	-	-	-	-
01 481 108 0000 Vacations	27,794	28,437	19,241	17,580	-	-	-	-
01 481 109 0000 Longevity	960	900	660	540	540	540	540	540
01 481 110 0000 Termination Pay	-	1,587	26,801	19,022	-	-	-	-
TOTAL SALARIES	\$525,345	\$523,114	\$538,169	\$536,035	\$539,699	\$547,951	\$547,951	\$547,951
OTHER								
01 481 201 0000 Telephones	\$1,966	\$3,008	\$2,710	\$3,830	\$2,700	\$2,700	\$2,700	\$2,700
01 481 201 0001 Internet/Cable	2,648	3,133	4,626	2,451	2,400	2,400	2,400	2,400
01 481 202 0000 Lights-Power	35,453	35,576	38,901	39,188	37,000	40,000	40,000	40,000
01 481 203 0000 Water-Sewer	2,700	3,006	2,554	3,457	2,900	2,900	2,900	2,900
01 481 204 0000 Fuel	18,863	17,297	21,004	20,832	21,000	21,000	21,000	21,000
01 481 207 0000 Postage	3,026	2,860	2,292	1,397	2,500	2,500	2,500	2,500
01 481 208 0000 Printing	2,027	1,239	2,524	1,561	2,200	2,200	2,200	2,200
01 481 214 0001 Supplies-Library	7,575	6,552	17,008	7,080	8,000	8,000	8,000	8,000
01 481 214 0002 Supplies-Building	2,331	2,912	3,196	2,939	2,400	2,400	2,400	2,400
01 481 214 0003 Supplies-Office	4,759	3,055	4,382	3,355	4,200	4,200	4,200	4,200
01 481 233 0000 Maint.-Equipment	8,359	7,392	8,099	8,887	9,400	9,400	9,400	9,400
01 481 235 0000 Maint.-Building/Janitorial	56,863	54,876	53,024	59,310	57,000	59,000	59,000	59,000
01 481 235 0001 Maint-Software/Service Contract	16,986	17,008	15,832	17,591	17,742	8,000	8,000	8,000
01 481 235 0002 Maint- Security/Virus Protection	2,286	2,617	439	928	3,000	3,000	3,000	3,000
01 481 235 0003 Maint-Elevator	3,886	3,550	3,619	3,662	3,600	3,600	3,600	3,600
01 481 235 0004 Maint-HVAC	10,294	18,474	9,226	10,512	7,500	9,500	9,500	9,500
01 481 242 0000 Travel-Meetings	1,958	3,615	1,767	2,311	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	804	837	768	405	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	3,979	216	2,000	1,129	1,200	1,200	1,200	1,200
01 481 257 0000 Books	69,787	75,172	75,733	76,841	62,000	64,000	64,000	64,000
01 481 259 0010 Non-Print Media	17,573	17,474	16,680	16,224	29,000	31,000	31,000	31,000
01 481 259 0020 Periodicals	10,121	11,090	10,271	9,056	10,000	10,000	10,000	10,000
01 481 263 0000 Programs	16,916	14,040	15,398	17,383	13,000	15,000	15,000	15,000
01 481 363 0000 Gale Park	1,692	1,096	1,467	1,862	2,000	2,000	2,000	2,000
01 481 401 0000 Equipment	8,693	9,859	5,906	7,790	12,000	14,000	14,000	14,000
01 481 404 0000 Legal	-	850	1,875	-	-	-	-	-
01 481 405 0001 Bookbinding	793	730	-	-	1,000	1,000	1,000	1,000
TOTAL OTHER	\$312,138	\$317,534	\$321,301	\$319,982	\$317,142	\$322,400	\$322,400	\$322,400
Grand Total	\$837,483	\$840,648	\$859,470	\$856,017	\$856,841	\$870,351	\$870,351	\$870,351
Reimbursement Library Trust	-	-	(12,829)	(2,351)	-	-	-	-
Net	837,483	840,648	846,641	853,666	856,841	870,351	870,351	870,351

LIBRARY
FY 2020-2021 BUDGET

SALARIES

No of Emp	Title	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Director	10	52			\$1,724.38	\$89,667.76
1	Adult Librarian	10	52	40	\$29.00	\$1,161.33	\$60,389.39
1	Teen Librarian	5	52	40	\$22.07	\$883.62	\$45,948.45
1	Admin/Tech Asst	4	52	40	\$23.77	\$974.02	\$50,649.16
1	Children's Librarian	10	52	40	\$24.33	\$792.41	\$41,205.38
1	Library Assistant	9	52	40	\$19.79	\$951.63	\$49,484.57
1	Library Assistant	10	52	22	\$20.29	\$718.30	\$37,351.64
1	Library Assistant	6	52	40	\$18.85	\$718.30	\$37,351.64
1	Library Assistant	4	52	40	\$17.94	\$446.80	\$23,233.61
1	Library Assistant	4	52	40	\$17.94	\$736.62	\$38,304.49
1	Library Assistant	5	52	40	\$18.40	\$754.54	\$39,236.16
1	Library Assistant	3	52	23	\$17.62	\$405.76	\$21,099.76
1	Library Tech	7	52	8	\$23.18	\$185.60	\$9,651.29
	Page		52	10	\$7.37	\$73.81	\$3,837.86
14						Total Library	\$547,411.18

Above Pay Rates Include Possible Merit (Step) Increases

ACCOUNT DESCRIPTIONS

SALARIES

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

LONGEVITY

This line item funds longevity payments to three eligible employees.

TERMINATION

This line funds unused leave for employees who retire.

TELEPHONES

This line item finds 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 substantially upgraded its internet service in 2016. This heavily used service includes high speed wireless and encompasses both the library building itself and the entire library grounds, including Gale Park and the Library's 65 space parking lot. Laconia Public Library is proud to be Laconia's free wireless hot spot.

LIGHTS-POWER

This line item funds the cost of lights, power, and air conditioning at Gale Memorial Library and Goss Reading Room. This line is increased \$3,000.00 to cover expected costs of electrical service. Rates have increased steadily over the past three years.

WATER-SEWER

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

FUEL

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

POSTAGE

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

PRINTING

This line item funds the costs of printing a monthly newsletter, brochures, and posters for programs. The Library now performs nearly all printing in-house. Savings from discontinuation of outside printing jobs are balanced by the increase in use and subsequent cost of toner.

SUPPLIES-LIBRARY

This line item funds the cost of library mission specific supplies.

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 service and smoke detector maintenance.

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. Projected maintenance includes Gall roof repairs and the Gale addition walkway restoration.

SOFTWARE - ILS CONTRACT

This item funds the cost of maintenance and support for the library's ILS (Integrated Library System) software.

SOFTWARE

This lines funds necessary specialized software for effective functioning of the Library as well as upgrades to software as needed. This includes, but is not limited to, Deep Freeze, Envisionware print release software, and PastPerfect.

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 startup 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 Library in the past years has dropped our McNaughton lease, a subscription program that the Library utilized to rent popular new titles. Cost savings from discontinuing the service have been used to purchase more permanent titles for the Library's collection.

NONPRINT MEDIA

This line item funds the cost of building the library's collection of audio books, music CDs and DVDs. Also funded is the cost of the library's membership in New Hampshire Downloadable Audio Books, a statewide collective that enables Laconia Public Library card holders to download audio books and e-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 increasing popularity with our customers. Also included in this line item is funding for HOOPLA digital.com, an online service that allows patrons to instantly borrow free digital movies, music, and e-books 24/7.

PERIODICALS/MICROFILM

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

PROGRAMS

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

GALE PARK

This line item funds enhancements to beautify Gale Park and seasonal plantings.

FURNITURE, EQUIPMENT, TECHNOLOGY

This line funds the cost of replacement of furniture in the Gale and Goss libraries and update of play space in the children's room. This line also funds the cost of scheduled replacement and

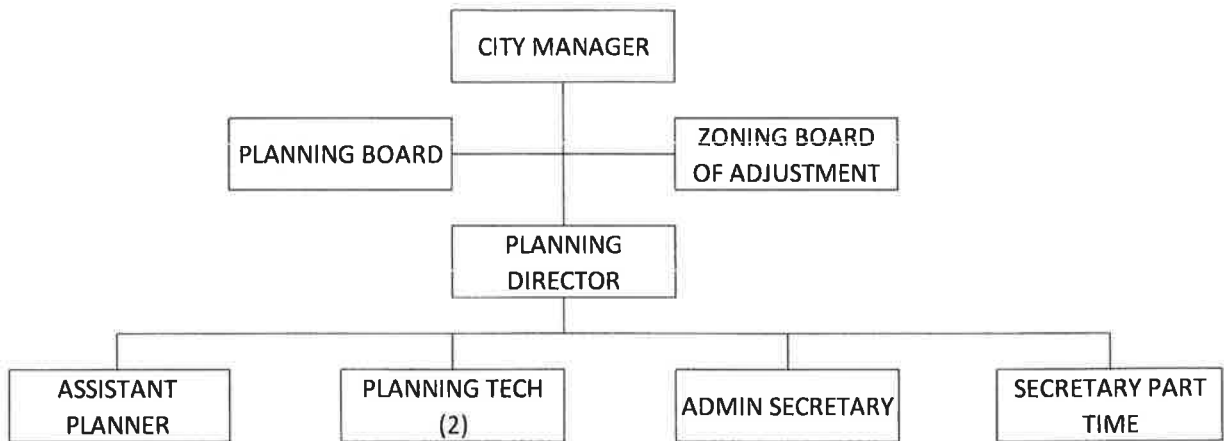
updating of technology in collaboration with the City of Laconia IT staff. The library currently has 15 computers available for public use, including the Microfilm reader station; 11 staff; 5 circulation; 3 PACs; 1 computer for Konica release station; 2 laptops, 1 computer for historic society and one for PastPerfect as well as the 32 camera security system.

ARCHIVING

This line funds the cost of materials used to preserve the historic collection of the library.



PLANNING



FY 2020-2021 BUDGET

PLANNING

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 405 101 0000 Salaries	\$214,846	\$171,934	\$226,440	\$222,602	\$257,559	\$270,406	\$270,406	\$270,406
01 405 105 0000 Overtime	2,743	3,244	3,062	2,990	2,000	2,500	2,500	2,500
01 405 106 0000 Sick-Hurt	4,403	2,632	2,939	4,474	-	-	-	-
01 405 106 0001 Personal Time	-	-	-	997	-	-	-	-
01 405 107 0000 Holidays	5,618	4,765	6,674	5,146	-	-	-	-
01 405 108 0000 Vacations	6,977	4,624	3,577	5,332	-	-	-	-
01 405 109 0000 Longevity	102	60	60	60	60	60	60	60
01 405 110 0000 Termination Pay	16,293	811	-	3,968	-	-	-	-
01 405 115 0000 Salary Adj.	-	-	-	-	5,690	6,094	6,094	6,094
TOTAL SALARIES	\$250,982	\$188,070	\$242,752	\$245,568	\$265,309	\$279,060	\$279,060	\$279,060
OTHER								
01 405 201 0000 Telephones	\$1,948	\$1,723	\$1,586	\$1,891	\$1,900	\$2,000	\$2,000	\$2,000
01 405 207 0000 Postage	376	438	796	1,828	900	1100	1100	1100
01 405 210 0000 Notices	2,667	2,414	2,996	5,445	2,500	3000	3000	3000
01 405 212 0000 Copier	2,307	1,050	657	1,319	2,000	2000	2000	2000
01 405 214 0000 Supplies	2,462	1,918	1,227	1,434	2,300	2300	2300	2300
01 405 242 0000 Travel-Meetings	538	255	125	301	1,500	1500	1500	1500
01 405 245 0000 Conference-Dues	1,679	756	455	602	2,000	2000	2000	2000
01 405 247 0000 Training	228	315	944	600	2,000	2000	2000	2000
01 405 304 0000 O/S Contracts	6,111	2,500	-	-	1,000	21000	21000	21000
01 405 305 0000 GIS Services	-	-	700	-	500	500	500	500
01 405 306 0000 City Master Plan	-	-	-	-	1,000	1000	1000	1000
01 405 333 0000 L.R. Planning Cor	14,364	14,364	14,396	14,713	15,000	16000	16000	16000
01 405 401 0000 Equipment	3,789	506	306	936	3,500	1500	1500	1500
TOTAL OTHER	\$36,469	\$26,239	\$24,188	\$29,070	\$36,100	\$55,900	\$55,900	\$55,900
Internal Service								
01 405 234 0000 Vehicle Replacement	2,685	740	295	740	3,000	500	500	500
						-83.33%	0.00%	0.00%
Grand Total	\$290,136	\$215,049	\$267,235	\$275,378	\$304,409	\$335,460	\$335,460	\$335,460

SALARIES

No of Emꝑ	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director**	27		52	35		\$1,323.45	\$68,819.40
1	Asst. Planner **	21		52	35		\$1,022.38	\$53,163.76
1	Planning Tech (Zoning)	13	7	52	35	\$26.18	\$916.30	\$47,647.60
1	Planning Tech (Cons)*	13	4	40	35	\$24.06	\$842.10	
		13	5	12	35	\$25.20	\$882.00	\$44,268.00
1	Adm Secretary*	9	10	52	35	\$22.64	\$792.40	\$41,204.80
1	Part-time Secretary*			52	17	\$17.31	\$294.27	\$15,302.04

Total Planning \$270,405.60

* Above pay rates include possible step (Merit) increases
 ** Will be reviewed during the year with a possible raise of 0-5%
 30% of director's salary is allocated to Code.

ACCOUNT DESCRIPTIONS

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 Technicians (zoning and conservation), one full time Administrative Secretary, and one part time filing clerk. Due to the Planning Director taking over the responsibilities of the Code Office, the salary for this position is split 70% Planning, 30% Code.

OVERTIME

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

LONGEVITY

This line funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

This line item funds the cost of monthly mailing to boards and the mailing of some public hearing notices to abutters along with general correspondence. It is important to maintain a paper trail of correspondence with applicants to assure compliance. The City does collect fees from various applicants for certain mailings.

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. Proposed site improvements and building on approved sites have remained steady, but site visits have increased. Proposals on difficult lands are common and difficult lands require more site visits.

TRAVEL-MEETINGS

This line item funds the cost of travel by personal vehicle and hotel stays by staff. The total assumes the attendance of 1 to 2 staff members at the NHPA (New Hampshire Planners Association) which can involve one night in a hotel. Possibly in FY 2021, this line item would fund the attendance of one professional staff person at the National American Planning Association conference held in a different city across the country each year, requiring one airline ticket, hotel and accommodations. Also possible in FY2021 is attendance of 1 to 2 staff members 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.

CONFERENCE & DUES

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

TRAINING

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

OUTSIDE CONTRACTS

This line funds the cost of outside contractors as needed for various projects, most specifically to address the Zoning Ordinance in response to an update of the Master Plan.

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 locally. LRPC services used include

Brownfields assessment, transportation data and studies and watershed management. LRPC also provides support for the City's Master Plan updates.

EQUIPMENT

This line items funds miscellaneous equipment needs for the department. There was a significant increase in FY2020 due to the cyclical replacement/upgrades to computers, but this line item returns to a more normal level for FY2021. Additionally, the department has a digital camera, 1 photo ready printer, a plotter printer, a copier and fax machine that have part replacement costs or upgrade costs on a rolling basis.

Planning Activities

Construction activity for calendar year 2019 was about level with the previous year concerning new projects and slightly higher with continuation of previously approved projects. Although a couple of new projects approved were medium sized, most projects were small in size. The Planning Staff and subsequently the Planning Board reviewed 74 applications from January 1 to December 31, 2019. These included 8 extensions of projects previously approved, 18 Conditional Use Permits, 19 site plan approvals, and 3 subdivisions resulting in 26 new residential lots or units of housing. The Planning Staff also handled Motorcycle Week and Special Events applications for 2019, 3 Minor Site Plan applications, and 38 ZBA application. Additionally, Planning Staff also reviews building permit/demolition/certificate of occupancy applications and performs property inspections for zoning issues and joint inspections with the Code and Fire departments.

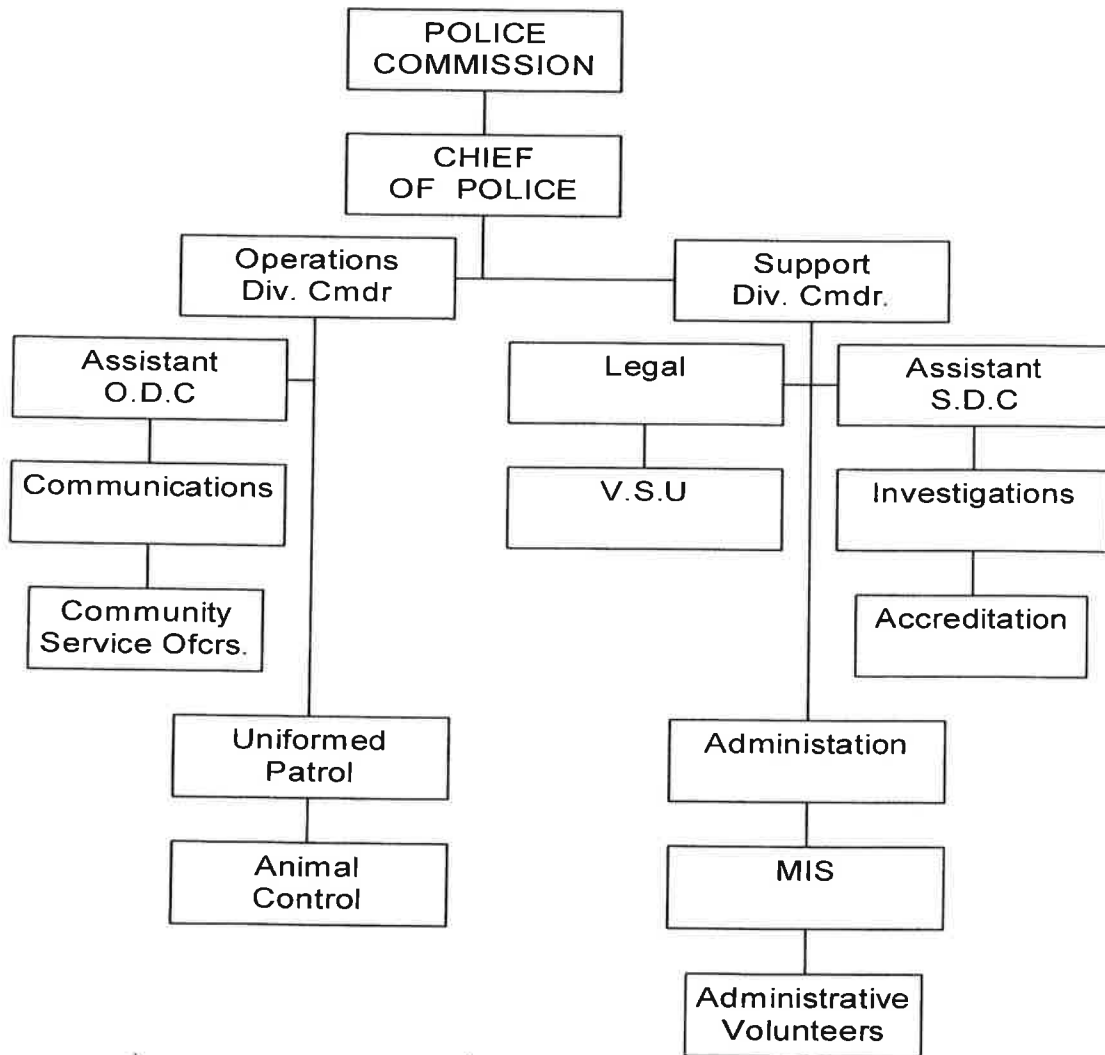
Ongoing activities of the Planning office include: Administration of land use applications, including major and minor site plan review, conditional use permits, reviewing and recording as-builts, lot mergers, variances and special exceptions including review, research and site visits. Preparation of packets, including agendas, submission materials, staff reports and minutes for the Planning Board and its various subcommittees, the Zoning Board of Adjustment, Technical Review Committee, Motorcycle Technical Review Committee, Special Events Review Committee, Conservation Commission and Capital Improvement Committee. We provide the public with access to records and assist applicants in the land use permitting process. We also coordinate and initiate activities and provide City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations. We also participate in regional planning efforts through the Lakes Region Planning Commission.

Goals and Activities 2020-2021

The department will continue to work with the Planning Board and the City Council to implement the suggestions of the 2018 Master Plan Land Use Chapter. The city has already accomplished four of the thirteen recommendations and is working on others. This has resulted in amendments to the Zoning Ordinance and the Site Plan Regulations. The department has also started updating other remaining chapters of the Master Plan. We are committed to coordinating and initiating activities and providing City liaison functions with other governmental units, adjacent communities, regional entities and community based organizations. Together with the Conservation Commission, we will consider updates to select ordinances and regulations concerning the management of stormwater in an effort to better protect our natural fresh water bodies. We will also continue to focus on customer service and streamlining the customer experience with Planning and other departments.



LACONIA POLICE DEPARTMENT



FY 2020-2021 BUDGET

POLICE

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 437 101 0000 Salaries	\$2,853,331	\$2,959,612	\$2,948,123	\$3,126,151	\$3,503,088	\$3,590,575	\$3,590,575	\$3,590,575
01 437 101 0014 Police Commission	3,900	3,600	3,300	3,500	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Part Time Salarie:	52,732	66,666	67,267	94,008	80,000	95,000	90,000	90,000
01 437 101 0030 Extra Duty	132,737	134,401	132,237	124,024	-	-	-	-
01 437 111 0000 Educational Stipends	-	-	-	20,970	22,300	26,500	26,500	26,500
01 437 101 0041 Shift Differential	19,468	20,584	26,996	36,319	30,000	47,888	39,000	39,000
01 437 101 0050 Overtime	159,856	112,238	124,683	142,198	125,000	150,000	140,000	140,000
01 437 102 0010 Halftime	-	-	-	1,754	-	-	-	-
01 437 106 0000 Sick-Hurt	36,091	36,730	44,768	65,390	-	-	-	-
01 437 106 0001 Personal Time	-	-	-	1,418	-	-	-	-
01 437 107 0000 Holidays	20,025	20,326	23,219	31,523	25,000	64,210	35,000	35,000
01 437 109 0000 Longevity	22,467	22,823	23,061	32,386	28,090	29,407	29,407	29,407
01 437 110 0000 Termination Pay	121,234	63,454	1,735	59,248	-	-	-	-
01 437 130 0000 Health Insurance*	761,694	816,558	774,708	855,664	909,589	957,745	967,222	957,222
01 437 135 0000 Retirement	776,482	819,661	873,052	944,596	950,000	1,020,954	1,023,855	1,023,855
TOTAL SALARIES	\$4,960,017	\$5,076,653	\$5,043,149	\$5,539,150	\$5,676,667	\$5,985,879	\$5,945,159	\$5,935,159
OTHER								
01 437 201 0000 Telephone	\$21,896	\$22,898	\$27,557	\$32,331	\$22,000	\$20,000	\$20,000	\$20,000
01 437 207 0000 Postage	1,091	2,039	1,847	985	2,000	2,000	2,000	2,000
01 437 208 0000 Printing	2,414	1,707	2,163	2,396	2,500	2,500	2,500	2,500
01 437 212 0000 Copier	7,371	6,336	6,297	7,354	6,500	6,500	6,500	6,500
01 437 214 0000 Supplies	6,846	7,231	8,152	8,229	8,500	8,500	8,500	8,500
01 437 233 0000 Maint.-Equipment	19,454	18,356	27,727	22,970	20,000	20,000	20,000	20,000
01 437 233 0010 Maint.-Radio	3,196	4,719	19,462	795	10,000	10,000	10,000	10,000
01 437 233 0020 Maint.-Computer	3,707	6,442	326	256	5,000	5,000	5,000	5,000
01 437 245 0000 Conference-Dues	1,420	1,420	2,070	1,550	2,500	2,500	2,500	2,500
01 437 247 0000 Training	22,311	39,081	57,430	44,636	45,000	50,000	50,000	50,000
01 437 251 0000 Uniform Allowance	29,282	31,073	33,445	50,462	30,000	35,000	35,000	35,000
01 437 303 0000 Misc.	22,891	19,418	135,140	48,236	25,000	28,000	28,000	28,000
01 437 304 0000 O/S Contracts	42,016	42,939	45,473	158,387	147,887	169,012	169,012	169,012
01 437 304 0001 Accreditation	4,881	13,164	4,665	4,615	5,000	5,000	5,000	5,000
01 437 401 0004 Computer Equipment	2,828	13,818	17,287	8,207	10,000	10,000	10,000	10,000
01 437 999 9999 Police Transfer In/Out	(99,856)	(40,000)	(30,000)	-	-	-	-	-
TOTAL OTHER	\$91,748	\$192,641	\$359,041	\$391,408	\$341,887	\$374,012	\$374,012	\$374,012
INTERNAL SERVICE								
01 437 234 0000 Vehicle Replacement	\$110,000	\$90,000	\$82,500	\$94,000	\$87,500	97,100	97,100	97,100
01 437 234 0001 Vehicle Repair	100,000	85,001	90,000	110,000	105,000	95,500	95,500	95,500
Total ISF	\$210,000	\$175,001	\$172,500	\$204,000	\$192,500	\$192,600	\$192,600	\$192,600
POLICE REIMBURSABLE **	(188,588)	(187,039)	(191,078)	(152,798)	-	-	-	-
POLICE TOTAL	\$5,073,177	\$5,257,256	\$5,383,612	\$5,981,760	\$6,211,054	\$6,552,491	\$6,511,771	\$6,501,771

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

SALARIES

# of Positions	Title	Weeks	# Hours Worked	Annual
1	Chief	52		\$135,450.00
2	Captain	52		\$221,411.28
1	Prosecutor	52		\$111,878.12
3	Lieutenant	52		\$287,954.51
6	Sergeant	52	40	\$484,400.80
32	* Patrolman	52	40	\$1,800,558.90
2	** Patrolman (2021 COPS Grant)	52	40	\$0.00
4	Administrative Asst	52	40	\$219,734.08
1	Information Technology	52	40	\$69,180.80
5	Dispatcher	52	40	\$260,006.80
57	Total Police			\$3,590,575.29

* Partially funded by a grant. City pays salary, benefits are 75% covered by the Grant.

**

	Cost per officer	2021 COPS Grant Funded	City Funded per Officer	City Funded Two Officers
Salary	\$47,132.80	\$47,132.80	\$0.00	\$0.00
NHRS	\$13,399.86	\$2,867.20	\$10,532.66	\$21,065.32
Medi	\$683.43	\$0.00	\$683.43	\$1,366.86
Health Insurance	\$10,197.55	\$0.00	\$10,197.55	\$20,395.10
Total	\$71,413.64	\$50,000.00	\$21,413.64	\$42,827.28

Police Department Annual Activities FY 2018-2019

# of calls	19913
# of criminal offenses	3784
# of criminal arrests	1471
# of fatal accidents	0
# of injury accidents	141
# of property damage accidents	583
# of parking tickets issued	1812
# arrests/summons	342
# of written warnings	2948
# of DWI arrests	45

LACONIA POLICE DEPARTMENT
FY 2020-2021
Budget Line Item Descriptions

SALARIES

This line item funds the costs of 53 full-time employees, (43 full-time sworn and 10 full-time civilian) for 40 hours per week for the fiscal year 2019-2020.

POLICE COMMISSIONERS

This level-funded line item funds the stipend of three Police Commissioners. In addition to regular monthly meetings, the Commissioners are present at various different community events, and attend disciplinary hearings as needed.

SPECIAL DUTY / PART-TIME SALARIES

This line item funds the wages of part-time police officers, dispatchers, and employees. Part-time personnel provide extra coverage during large scale events as well as throughout the summer months. This budget line item funds a part-time Special Officer for the summer months, provides for extra coverage during peak activity periods in order to help alleviate some of the burden and added expense of overtime, as well as the funding for part-time Community Service Officers who conduct parking enforcement, handle certain non-emergency calls for service and other non-emergency related duties. This budget line item includes funding for a part-time Regional Animal Control Officer who has shared duties with the towns of Gilford and Belmont. This was created as a cost saving method to provide the service to our City with reduced costs. The use of part-time personnel is significantly less expensive than using full-time staff and therefore the Department utilizes their services whenever possible. This year this budget line item has been increased to account for the increased use of part-time staff as it will be related to the body-worn camera implementation program as described under Outside Contracted Services as well as using a part-time employee to assist with non-essential duties such as Fleet Maintenance, building maintenance, training and recruitment. This increase is not reflective of the actual additional costs in staffing that will be required for the body-worn camera project, however, the very moderate increase is in keeping the overall increase to a minimum the overage will be absorbed through attrition. The body-worn camera project is anticipated to be fully funded for this fiscal year. This is a very comprehensive and intensive program affecting a lot of different operations within the department. One of which is preparation, review, and redaction of many hours of video resulting in increased demands on current administrative staff. While this should appropriately be an additional civilian staff member dedicated to this purpose, the department intends to save the costs of an additional full-time position and utilize current civilian staff thereby placing additional demands on them which will be supplemented by the use of part-time staff paid for under this increased funding.

EXTRA DUTY

This line item covers the initial costs of extra duty details which are reimbursed by the requestor.

EDUCATIONAL STIPENDS

This line item funds the educational, instructor and other stipends as negotiated in the Collective Bargaining Agreement. The educational stipend was first funded in the 2018-2019 FY budget, however, it was under funded. The requested increase in this FY budget is based on actual numbers of what the Department is contractually required to pay to employees. This additional funding will be needed to pay these contractual obligations.

SHIFT DIFFERENTIAL

This line item funds the additional costs for shifts that are worked between the hours of 1545 and 0815 hours as negotiated in the Collective Bargaining Agreement. This line item has been underfunded since its inception and therefore there has been a request to increase this line item. The amount requested directly reflects the anticipated actual costs based on normal staffing of the shifts that receive the shift differential.

OVERTIME- Hourly Employees

This line item funds the costs of overtime work for hourly employees at the rate of time and one half. The Department takes great efforts to reduce the costs of overtime, however, there are many situations throughout the year that necessitate its use. These include serious crimes or events that can be unpredictable forcing officers to stay beyond their scheduled shifts or be called in early. Although we continually work to reduce the amount of time officers spend in court during their time off, this still consumes a major portion of this budget line item. In addition, this line item funds the policing of certain events such as political rallies or campaigns, parades and other City related events where it cannot be paid for as a police detail from an outside source. Lastly, overtime is used to cover shifts only when critical to cover sick or injured officer shifts, special assignments, and serious criminal investigations that require the assignment of additional personnel. Overtime for the use of shift coverage is evaluated on a case by case basis and only done when staffing levels reach a critical point and therefore it is not filled on a one-to-one basis, in an effort to keep overtime to a minimum. In further ongoing efforts to keep this budget line item as slim as possible, salaried staff officers routinely adjust their schedules to help police events such as parades, major events, and supervisor patrol shift coverage. These efforts provide this coverage without the use of overtime. In addition, salaried staff officers are available on an on-call basis for major events, thereby sometimes reducing the need to call in additional supervisors who are paid on an hourly basis. This line item has consistently been underfunded causing a consistent overage every year.

HOLIDAYS

We are very cognizant of the costs associated with contractual holiday pay and therefore run at absolute minimum staffing levels on most holidays. Employees not required to work the holiday are considered non-essential personnel and therefore deemed to be ineligible to work on those given days. Compensation consists of one additional day's pay at straight time plus the eight (8) hours of overtime associated with staffing on the holidays.

LONGEVITY

This line item funds longevity payments to all eligible employees based upon years of service with the City of Laconia as required by contractual obligations associated with the Collective Bargaining Agreement. This line item has been requested slightly higher based upon analysis of actual costs.

HEALTH INSURANCE

This line item funds the estimated health insurance costs to the City for police employees based upon enrollment at the time of budget preparation.

RETIREMENT

This line item funds the retirement benefit for 53 employees under Group I or Group II NHRS contributions. The NHRS rate for Group I employees is 11.17% while Group II is 26.38%.

TELEPHONE

This line item funds the costs of equipment, monthly service, and long distance service fees for the operation of all Police emergency phone lines, as well as administrative phone and fax lines. This line was reduced by \$2,000 due to the elimination of dedicated phone lines that were previously used for the radio repeater and no longer necessary because of the updated radio system.

POSTAGE

This level-funded line item funds the costs of general postage, certified mail and parcel postage.

PRINTING

This level-funded line item funds the costs associated with the printing of various departmental forms, traffic slips, and Citizen Reference Cards. This line item is level-funded.

COPIER

This level-funded line item funds the costs of operation of two photocopier/printers.

SUPPLIES

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

EQUIPMENT MAINTENANCE

This line item funds the costs of operation and maintenance of both office and administrative equipment. In addition, it covers the costs of periodic calibration and certification of items such as the Intoxilyzer breath alcohol machine, portable breath testing machines, speed radars and speed radar trailer, Live Scan fingerprint machine, photo and video equipment, digital recorders, and other electrical and mechanical equipment. The line item is level-funded.

RADIO MAINTENANCE

This line item provides for the routine maintenance of all radio equipment, channel programming, and the replacement of portable radio batteries. In addition, it provides for the annual radio frequency checks, certification, and licensure as required by the Federal Communications Commission. This line has been level-funded.

COMPUTER MAINTENANCE

This line item funds the replacement and repair of computer hardware and accessories as well as the procurement of certain peripheral equipment. This line item is level funded.

CONFERENCE DUES

This line item funds the costs of association and membership dues for professional organizations such as the International Association of Chiefs of Police, FBI Law Enforcement Executive Development Association, FBI National Academy Associates, NH Prosecutor's Association, and the International Outlaw Motorcycle Gang Investigator's Association. This line item has been level-funded.

TRAINING

This line item funds items associated with the training of police officers which is required by State, Federal, and Agency regulations. Training is an important component as is required by CALEA in order to not only better train our police officers to make sound decisions while under stress but to also increase officer safety and reduce potential liability to the Department and the City. In addition, other training is fundamentally necessary to provide officers with the tools needed to deal with job-related stress and the physical wellbeing of our officers. This budget line item funds costs such as range training ammunition

which accounts for a large portion of this line item. Training ammunition costs have significantly increased and in addition, new recruits and in-service training at the academy now are required to shoot frangible ammunition resulting in a very significant cost to the acquisition of training ammunition. In addition it funds the costs associated with qualifying and certifying officers annually in the use of less lethal force. The agency has equipped all uniformed Officers and Sergeants with tasers electronic control devices. As a result everyone qualified to carry a Taser is required to be certified annually which results in an additional costs for training cartridges. In addition to these costs, this budget line item funds training costs for schools, tuition assistance as required by the Collective Bargaining Agreement, training supplies, defensive tactics equipment, reference books and training videos. Due to increased costs associated with ammunition, increased training requirements and demands, this line item has been requested to be funded with an increase of \$5,000.

UNIFORM ALLOWANCE

This line item funds the costs of uniforms and equipment for new employees as well as the replacement and maintenance of uniform related equipment. This line item provides uniforms for all officers, dispatchers, and community resource officers. In addition, this line items provides for the acquisition of certain protective equipment such as Kevlar body armor and puncture resistant search gloves.

MISCELLANEOUS

This line item funds all other Police costs that are not listed in specific line items. Examples of incurred expenses to this budget line item include DWI blood test expenses, veterinary and maintenance bills for the department's K-9, certain photography/videography costs, classified advertisement expenses for recruiting, legal matters and the Lexus Nexus Law subscription for the Department's prosecutor.

OUTSIDE CONTRACTED SERVICES

This line item funds the costs of regular monthly charges for a variety of equipment and maintenance services utilized by the department such as Casella Waste Management, U.S. Mail postage meter, Arcom phone systems, Storage Craft cloud based computer back up, Tritech IMC records management software, Verizon Wireless, Atlantic Broadband, Tips411, Guardian Tracking software, Power DMS software, Office 365 computer based software, Police K-9 Medical Insurance, FARO software licenses and certifications of FARO laser scanner, and Lakes Region Computers.

This line item has also been increased in order to fully fund the annual cost of the acquisition of body-worn video cameras for all uniformed police officers and also in-car cameras. As noted in the President's Task Force on 21st Century Policing issued in May of 2015, there are six pillars of law enforcement. These consist of: 1) Building Trust and Legitimacy, 2) Policy and Oversight, 3) Technology and Social Media, 4) Community Policing and Crime Reduction, 5) Training and Education, and 6) Officer Wellness and Safety. The acquisition of police body cameras for uniformed police officers not only meets this goal as recommended by the President's Task Force, it also meets the same goal as is noted in the Departmental strategic plan. This funding is a regular contracted service which includes warrantied body-worn cameras, in-car cameras, cloud-based video evidence storage, video redaction software and peripheral equipment which are all necessary to fully implement the body worn camera program. In today's day of modern policing, the use of body-worn cameras is quickly becoming the norm in order to increase Police accountability and transparency, reduce citizen complaints, reduce liability, and increase officer safety. The use of body-worn cameras will generate thousands of hours of video evidence which will dramatically increase the workload of preserving this video evidence as well as increasing the workload of preparing for and filing the necessary discovery related to court cases. It is the intent of the department to minimize this additional labor cost through the increased use of part-time employees instead of the addition of full-time personnel.

ACCREDITATION

The Laconia Police Department has been a CALEA (Commission on Accreditation for Law Enforcement Agencies) nationally accredited law enforcement agency since 2010. The CALEA accreditation process is a proven modern management model that presents a blueprint which promotes the most efficient use of resources ultimately improving upon the efficiency of the department and ultimately improving upon service to the community. Some of the benefits realized from being accredited included the review and updates to departmental written directives, reports and analyses to help in making informed management decisions, the creation of a Preparedness Program, increased agency accountability, and the reduction of agency liability and risk exposure. The Laconia Police Department has undergone two successful re-accreditation processes with the latest one being in 2016. This budget line item provides the funding source for these accreditation credentialing services and is level-funded.

VEHICLE RENTAL

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

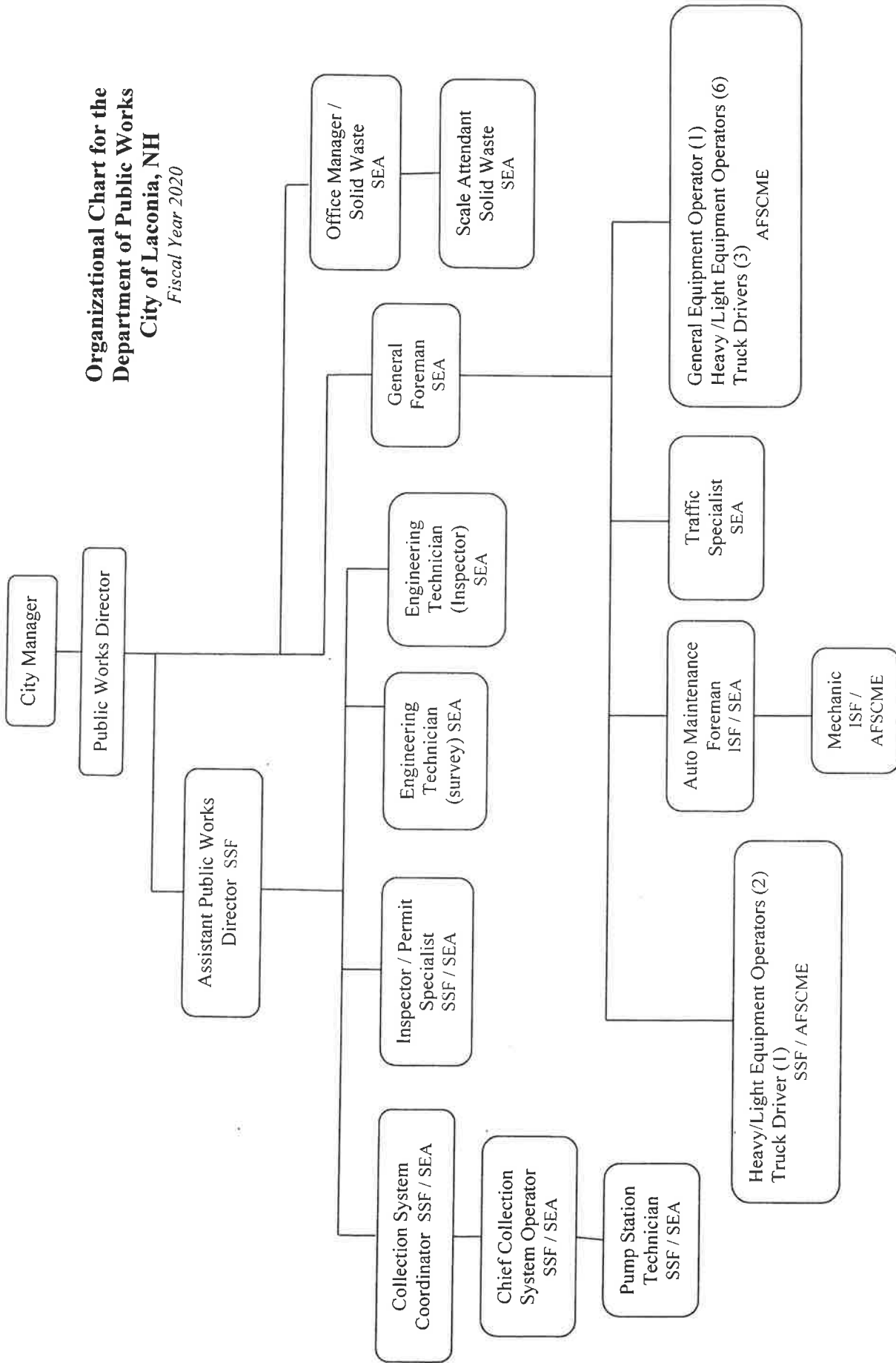
INTERNAL SERVICE FUND

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 departmental fleet.

COMPUTER EQUIPMENT

This line item will fund the purchase of critical computer towers, monitors, terminals, and printers. The assessment for replacement of these items are held to a high standard and only replaced when deemed absolutely necessary in order to keep this budget line item level-funded. Almost everything that is replaced through this line item is critical to the operational efficiency of this agency as almost all reports and correspondence are done through the use of computers.

**Organizational Chart for the
Department of Public Works
City of Laconia, NH**
Fiscal Year 2020



Unions

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

SSF = Sanitary Sewer Fund
ISF = Internal Service Fund

FY 2020-2021 BUDGET

PUBLIC WORKS

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>	
SALARIES									
01 599 101 0000	Regular Salaries	\$808,362	\$855,408	\$842,240	\$839,463	\$955,082	\$943,383	\$943,383	\$943,383
01 599 105 0000	Overtime	60,735	137,426	123,810	116,781	83,000	85,000	85,000	85,000
01 599 106 0000	Sick-Hurt	22,936	19,896	31,259	33,288	-	-	-	-
01 599 107 0000	Holidays	32,266	33,363	32,514	30,354	-	-	-	-
01 599 108 0000	Vacations	50,095	53,125	39,578	29,495	-	-	-	-
01 599 109 0000	Longevity	1,320	1,110	1,110	870	690	690	690	690
01 599 110 0000	Termination Pay	-	53,079	36,770	18,671	-	-	-	-
01 516 120 0000	Social Security	73,904	86,539	83,143	80,312	80,475	79,598	79,598	79,598
01 516 130 0000	Health Insurance*	250,497	263,384	277,477	275,798	337,192	350,419	350,419	350,419
01 516 135 0000	Retirement	108,326	126,281	121,007	118,640	116,441	116,224	116,224	116,224
01 599 110 0000	Stipends	-	-	-	-	7,200	7,200	7,200	7,200
01 599 115 0000	Salary Adj.	-	-	-	-	4,993	5,078	5,078	5,078
TOTAL SALARIES		\$1,408,441	\$1,629,611	\$1,588,908	\$1,543,672	\$1,585,073	\$1,587,592	\$1,587,592	\$1,587,592
OTHER									
01 500 000 1000	HIGHWAY MAINT.	\$339,806	\$202,870	\$238,001	261,080	\$270,000	133,869	133,869	133,869
01 502 000 1000	WINTER MAINT.	222,622	352,842	410,797	422,984	365,000	250,744	250,744	250,744
01 503 000 1000	WINTER MAINT. O/C	13,725	35,082	26,406	32,921	54,000	54,000	54,000	54,000
	ROAD ACCEPTANCE	-	-	-	-	15,000	15,000	15,000	15,000
01 504 000 1000	CLOSED LANDFILL	-	-	-	27,772	35,000	35,000	35,000	35,000
01 505 000 1000	CITY ENGINEERING	24,964	35,906	52,104	11,599	15,000	15,000	15,000	15,000
01 506 000 1000	STREET SWEEPING	18,231	13,485	15,290	10,575	16,000	3,257	3,257	3,257
01 507 000 1000	DRAIN MAINT.	37,949	52,984	35,247	37,074	54,000	32,161	32,161	32,161
01 509 000 1000	STREET LIGHTING	220,635	224,527	100,224	128,956	128,000	132,000	132,000	132,000
01 510 000 1000	PARK/TRAF. CONTR.	65,166	63,834	43,620	87,652	75,000	76,868	76,868	76,868
01 511 000 1100	TREE WORK	6,000	1,557	2,500	1,585	6,000	6,000	6,000	6,000
01 512 000 1200	BOARDWALK	7,283	4,216	15,373	4,690	7,000	6,680	6,680	6,680
01 513 000 1300	SIGNS	13,118	7,124	2,062	11,542	19,000	16,356	16,356	16,356
01 514 000 1400	PARKING GARAGE	13,308	9,418	9,704	10,067	11,000	11,790	11,790	11,790
	Operating Costs	\$982,807	\$1,003,845	\$951,328	\$1,046,498	\$1,070,000	\$786,725	\$786,725	\$786,725
Less ISF Transfers		(189,012)	(242,054)	(233,076)	(209,500)	(300,000)			
Net Operating		\$793,795	\$761,791	\$718,252	\$838,998	\$770,000			
INTERNAL SERVICE									
	Vehicle Replacement						\$21,100	\$21,100	\$21,100
	Vehicle Repair						\$363,600	\$363,600	\$363,600
	Total ISF **	\$189,012	\$242,054	\$233,076	\$209,500	\$300,000	\$384,700	\$384,700	\$384,700
TOTAL PUBLIC WORKS DEPT.		\$2,391,248	\$2,633,456	\$2,540,236	\$2,592,170	\$2,655,073	\$2,761,017	\$2,761,017	\$2,761,017

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

** In prior years ISF transfers have been included in DPW functional reporting units

No of Emp	Title	Grade	SALARIES			Hourly	Weekly	Annually
			Step	Weeks	# Hours Worked			
1	Public Works Dir.**	28		52	40	\$1,955.02	\$101,661.04	
1	Office Mgr/Secretary*	9	3	52	40	\$19.79	\$791.60	\$41,163.20
1	General Foreman*	17	1	52	40	\$26.75	\$1,070.00	\$55,640.00
1	Engineering Tech*	13	10	52	40	\$27.35	\$1,094.00	\$56,888.00
1	Const. Inspector*	13	1	52	40	\$22.98	\$919.20	\$47,798.40
1	Traffic Specialist*	13	10	52	40	\$27.35	\$1,094.00	\$56,888.00
1	Insp/Permit Specialist*	13	10	52	40	\$27.35	\$1,094.00	\$56,888.00
1	Gen Equip Oper*	45	9	52	40	\$27.26	\$1,090.40	\$56,700.80
1	Hvy Equip Oper*	44	9	52	40	\$24.70	\$988.00	\$51,376.00
1	Hvy Equip Oper*	44	4	52	40	\$22.73	\$909.20	\$47,278.40
3	Lt Equip Oper*	43	9	52	40	\$22.30	\$892.00	\$139,152.00
1	Lt Equip Oper*	43	6	52	40	\$21.25	\$850.00	\$44,200.00
2	Lt Equip Oper*	43	3	52	40	\$20.07	\$802.80	\$83,491.20
1	Truck Driver/LEO	43	1	52	40	\$18.74	\$749.60	\$38,979.20
1	GIS Specialist	14	5	52	40	\$26.48	\$1,059.20	\$55,078.40
1	Laborer	Seasonal		17	40	\$15.00	\$600.00	\$10,200.00
19	Total PWD Office						\$943,382.64	

ACTIVITIES AND OBJECTIVES

Public Works Activities:

- Maintain over 83 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 signals within the urban compact zone
- Perform all drafting, surveying and project estimates for DPW projects
- Perform all site work inspections on Planning Board approved private development projects that are under construction
- Perform reviews on all site plans and subdivision proposals submitted to the City to evaluate impact on DPW infrastructure
- Oversee and manage implementation of street repair requirements on all street excavations (approximately 250 annually) through our permit and inspection program
- Manage implementation of approved Capital Improvement Projects (CIP) -- Roads, Bridge, Drainage, Traffic Lights etc.
- Manage GIS data collection and mapping for DPW as well as other City departments

2020-2021 Objectives:

- Manage the Road (Pavement) improvements funded under the annual Capital Improvement Program
- Manage the sidewalk maintenance program as funded under the Capital Improvement Program
- Complete the Union Avenue (Elm to Stark) improvements
- Manage the City's Bridge Program
- Accomplish DPW's daily requirements including highway maintenance, winter maintenance, stormwater drainage and bridge maintenance
- Establish an inventory system to track automotive/equipment parts and vehicle operating cost data in association with the management of the Internal Service Fund (ISF) - (Ongoing Initiative)
- Coordinate stormwater studies and prepare construction estimates for stormwater drainage problems in the City. -(Ongoing Initiative)

ACCOUNT DESCRIPTIONS

INTRODUCTION

The Department's budget for FY 20-21 includes funding to support the City Council's efforts to resolve the issue with some private roads in the City. PW made cuts to other programs to stay within the 1.75% planning guidance. The cuts were made to programs after considering anticipated costs increases due to inflation, historical expenditures and the impact of changes in operational procedures. The result is that the budget meets the City's planning guidance of a 1.75% increase for the general fund in FY 20-21.

The Department continues to review operational procedures to control costs while maintaining the current levels of service.

SALARIES

This is the wages for Public Works employees. It is developed 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 – (Traditionally, the labor split has been very close to 71% Public Works and 29% Sanitary Sewer). This includes a part time employee to staff the Transfer Station office on the weekends.

OVERTIME

This is the cost of overtime for hourly personnel in Public Works. It includes overtime required for winter maintenance and after hours emergency work throughout the year. It is developed based on historical usage.

LONGEVITY

This line funds longevity payments to eligible Public Works employees.

SOCIAL SECURITY

This funds the employer's social security payments for the employees in the Department.

HEALTH INSURANCE

This line funds health insurance premiums for eligible Department employees. Funding is based on projections provided by New Hampshire Interlocal Trust less anticipated employee contributions. It uses enrollment information at the time the budget was submitted.

RETIREMENT

This line funds the City's match (11.38%) for retirement for the Department's employees and is based upon the anticipated wages for the fiscal year.

STIPENDS

The current contract between AFSCME and the City DPW encourages DPW employees to participate in the Roads Scholar Program (provided through UNH Technology Transfer (t2) Center) with a goal toward receiving program certification in Public Works' road maintenance and construction operations. Each employee is entitled to an \$800 stipend if they successfully complete three (3) course offerings within a Fiscal Year. Our employees have taken full advantage of this program and this line funds the cost of the stipends. The Department believes this stipend will remain in the new contract.

SALARY ADJUSTMENT

This line funds the contract pay for performance increase of 5% for an eligible salaried employee.

HIGHWAY MAINTENANCE

This line funds the cost of supplies, materials, as well as vehicle and equipment charges to maintain City streets, sidewalks, bridges and parking lots. This line also funds heating fuel, telephone, electricity, water and sewer for the PW facility at 27 Bisson Ave and other Public Works buildings. The majority of the Department's mission essential street maintenance tasks are funded by this line.

WINTER MAINTENANCE

This line funds the cost of winter maintenance (snow plowing, snow removal and treatment operations) on highways and sidewalks. Costs include materials such as salt and sand, and vehicle and equipment charges and repair costs for damage caused during plowing operations. Snow removal requirements and its associated expenses vary based on the amount of snow received during a year.

WINTER MAINTENANCE-OUTSIDE CONTRACTS

This line item funds the cost of an outside contractor for plowing snow in school and City parking lots, and for snow removal in the City's Downtown. This amount represents an estimate of the contract cost for an average winter

ROAD ACCEPTANCE

City Council has approved a plan to accept some private roads that have been maintained in some manner by the City. This line funds the cost of the surveys and documentation necessary to accept a road.

CITY ENGINEERING

This line funds the expenses of the Engineer Division's operations. It funds the costs of supplies, vehicle charges, equipment, materials, and software purchases and licenses for the Division. This account is also used to fund low cost consultant services (when needed) and for staff attendance at professional training and certification programs.

CLOSED LANDFILL MONITORING

The City is responsible for monitoring two landfills; the Frank Bean Road Burn Dump site and the Laconia Disposal Gardens. Additionally closed landfills are now monitored for possible PFAS contamination. State regulatory requirements result in an anticipated annual cost of this program of \$35,000.

STREET SWEEPING

This line item funds the cost of vehicle ISF rental costs, equipment and supplies for sweeping streets.

STORMWATER SYSTEM (DRAIN) MAINTENANCE

This line funds the cost of vehicle ISF rental costs, equipment and supplies to maintain and repair the City stormwater drainage system. The Department continues to focus on rebuilding failed or sub-standard catch-basins (drain manholes) and replacing pipes to minimize the degradation of streets, and reduce erosion and icing problems.

STREET LIGHTING

This line funds the cost to operate and maintain streetlights in the City. The City's streetlights on Eversource's poles are all LED. Based on Eversource's tariffs and the streetlight bills for the current FY, PW estimates the annual electrical bill for the LED streetlights to be \$125,000. Under the LED tariff the City now pays Eversource the cost of installing new fixtures on their poles as well as maintaining the existing streetlights. The City provides Eversource the LED lights. This line includes any costs associated with repairing storm damage and other damages to LED streetlights, which may be reimbursed by insurance. Additionally it also includes the cost of streetlights that are in the NH Electric Coop's region.

PARKING AND TRAFFIC CONTROL

This line funds the cost of maintaining parking kiosks (meters), traffic signals and road paint striping, including repairs, materials and supplies. Electricity costs for traffic signal operations and the cost of road center line striping (paint) are also included in this line. Paint costs continue to rise and the Department has increased the amount of effort on maintaining crosswalks and parking space lines, particularly on the higher volume streets, to improve pedestrian and motorist safety.

TREE WORK

This line funds the cost of supplies, vehicle ISF rental costs and equipment to maintain street trees throughout the City. The largest portion of this line is for a contractor to remove imminent hazard trees that are beyond the capabilities of the Department.

BOARDWALK

This line funds the maintenance of the Weirs boardwalk and City docks, lighting on the docks and boardwalk, and ice eaters (aqua-therms) at the docks. It also funds the electrical costs for the Weirs Beach sign. The Department continues to replace wood decking to ensure the safety of the public.

SIGNS

This line funds the vehicle ISF rental costs, and equipment and material costs required to meet national standards for street sign retro-reflectivity and installs signs in support of new requirements.

PARKING GARAGE

This line funds the cost of vehicle ISF rental costs and equipment expenses, supplies, and electricity to operate and maintain the parking garage. The electric bill is the largest expense in this line.

FY 2020-2021 BUDGET

PUBLIC WORKS - HISTORY

	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
01 500 000 1000	HIGHWAY MAINTENANCE				
Labor	\$421,860	\$455,941	\$557,382	\$498,124	\$514,465
Telephone	\$3,356	\$3,625	\$5,277	\$2,924	\$4,648
Power-Lights	\$10,751	\$14,007	\$8,954	\$13,046	\$15,965
Water-Sewer	\$1,216	\$1,472	\$1,750	\$1,535	\$1,427
Fuel	\$9,621	\$6,670	\$7,796	\$8,376	\$9,712
Building Maint	\$3,177	\$5,342	\$15,688	\$17,219	\$10,744
Road Maintenance	\$112,194	\$113,828	\$95,810	\$74,217	\$88,503
Clothing Allowance	\$6,775	\$7,640	\$6,547	\$0	\$9,058
D&A Testing	\$776	\$962	\$21	\$0	\$1,224
O/S Contracts	\$2,000	\$0	\$0	\$0	\$140
Misc.	\$6,603	\$84,180	\$11,975	\$24,496	\$22,385
Vehicle Use	\$90,705	\$82,293	\$66,051	\$50,687	\$45,179
Stipends	\$0	\$0	\$0	\$0	\$0
Internal Service Fund	\$10,000	\$19,785	\$35,000	\$45,500	\$46,795
TOTAL HIGHWAY MAINT.	\$679,034	\$795,745	\$812,251	\$736,124	\$775,544
01 502 000 1000	WINTER MAINTENANCE				
Labor	\$192,037	\$71,390	\$199,203	\$177,802	\$175,984
Hired Snow Removal/Temps	\$0	\$0	\$0	\$0	\$0
Sand & Salt	\$224,871	\$162,381	\$241,370	\$304,258	\$329,730
Misc. **	\$16,219	\$1,389	\$4,879	\$4,157	-\$217
Vehicle Use	\$83,736	\$28,853	\$75,754	\$63,883	\$53,133
Internal Service Fund	\$15,000	\$30,000	\$30,840	\$38,500	\$40,338
TOTAL WINTER MAINT	\$531,863	\$294,013	\$552,046	\$588,600	\$598,968
01 503 000 1000	WINTER MAINT. O/C				
Outside Contractors	\$40,067	\$13,725	\$35,082	\$26,406	\$32,921
01 504 000 1000	CLOSED LANDFILL				
Outside Services	\$0	\$0	\$0	\$0	\$27,772
01 505 000 1000	CITY ENGINEERING				
Labor	\$237,827	\$284,188	\$279,280	\$283,312	\$254,685
Supplies	\$5,122	\$4,203	\$2,853	\$2,776	\$8,013
Misc. D/O	\$2,215	\$8,376	\$10,869	\$17,616	\$3,189
Landfill Monitor	\$13,762	\$12,386	\$22,184	\$31,712	\$397
Vehicle Use	\$0	\$0	\$0	\$0	\$0
TOTAL CITY ENGR.	\$258,926	\$309,153	\$315,186	\$335,416	\$266,283
01 506 000 1000	CLEANING STREETS				
Outside Contract	\$16,997	\$17,614	\$0	\$0	\$0
Vehicle Use	\$4,117	\$618	\$13,485	\$15,290	\$10,575
TOTAL CL... STREETS	\$21,114	\$18,232	\$13,485	\$15,290	\$10,575
01 507 000 1000	DRAIN MAINTENANCE				
Labor	\$88,768	\$128,845	\$104,546	\$103,438	\$73,391
Supplies	\$36,365	\$16,904	\$34,745	\$21,252	\$28,327
Internal Service Fund	\$0	\$0	\$0	\$0	\$0
Outside Contract	\$0	\$0	\$1,750	\$0	\$0
Vehicle Use	\$15,856	\$21,045	\$16,489	\$13,996	\$8,747
TOTAL DRAIN MAINT.	\$140,989	\$166,794	\$157,530	\$138,686	\$110,465
01 509 000 1000	STREET LIGHTING				
	\$208,305	\$220,635	\$224,527	\$100,224	\$128,956
01 510 000 1000	PARK/TRAFFIC CONTROL				
Labor	\$6,907	\$3,790	\$7,763	\$30,205	\$44,135
Power-Lights	\$25,698	\$22,153	\$26,113	\$31,164	\$22,239
Pavement Marking	\$29,383	\$27,978	\$25,855	\$6,902	\$46,725
Supplies	\$6,011	\$11,495	\$9,256	\$2,603	\$17,224
Vehicle Use	\$3,548	\$3,541	\$2,610	\$2,950	\$1,464
TOTAL P/T CONTROL	\$71,547	\$68,957	\$71,597	\$73,824	\$131,787
01 511 000 1000	TREE WORK				
O/S Contracts	\$5,550	\$6,000	\$1,557	\$2,500	\$1,585

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 493 101 0000 Salaries	\$31,696	\$32,483	\$33,280	\$49,982	\$39,331	\$40,105	\$40,105	\$40,105
01 493 101 0001 Br.Dump,In House Trash	15,049	11,958	14,983	13,242	15,000	15,000	15,000	15,000
01 493 101 0002 Substitutes	1,864	2,672	2,193	1,006	7,000	3,000	3,000	3,000
01 493 101 0005 Hazardous Waste	2,210	1,117	1,768	50	1,750	1,750	1,750	1,750
01 493 105 0000 Overtime	10,723	12,361	11,037	8,088	11,000	10,000	10,000	10,000
01 493 106 0000 Sick	842	332	1,197	5,828	-	-	-	-
01 493 106 0001 Personal Time	-	-	-	1,066	-	-	-	-
01 493 107 0000 Holidays	1,225	1,315	1,356	1,444	-	-	-	-
01 493 108 0000 Vacations	583	1,991	1,258	2,594	-	-	-	-
01 493 109 0000 Longevity	-	-	30	30	30	30	30	30
01 493 120 0000 Social Security	4,920	5,308	5,559	6,631	5,667	5,342	5,342	5,342
01 493 130 0000 Health Insurance*	16,250	18,090	20,195	19,659	20,395	21,896	21,896	21,896
01 493 135 0000 Retirement	6,315	6,778	7,374	8,371	6,130	6,002	6,002	6,002
TOTAL SALARIES	\$91,677	\$94,405	\$100,230	\$117,990	\$106,303	\$103,125	\$103,125	\$103,125
OTHER								
01 493 201 0000 Telephone	\$361	\$940	\$663	\$1,129	\$900	\$1,200	\$1,200	\$1,200
01 493 202 0000 Lights-Power	1,535	1,605	1,620	2,396	1,900	2,400	2,400	2,400
01 493 214 0000 Supplies	18,364	11,035	10,715	49,387	22,000	22,000	22,000	22,000
01 493 214 0001 Supplies - Recycle Totes	-	-	-	-176	-	-	-	-
01 493 251 0000 Clothing Allowance	503	375	703	400	600	400	400	400
01 493 304 0001 Transfer Station	302,872	302,268	350,689	382,473	380,000	410,000	410,000	410,000
01 493 304 0002 Collection Contract	321,065	316,798	364,535	389,826	399,000	414,110	414,110	414,110
01 493 304 0003 Concord Cooperative	702,526	730,558	739,699	747,205	912,131	960,370	960,370	960,370
01 493 304 0004 Hazardous Waste	13,078	13,671	15,869	16,484	16,712	16,712	16,712	16,712
01 493 304 0007 Recycle-Contract	155,633	171,469	349,482	259,811	278,000	299,000	299,000	299,000
01 493 304 0008 Tire Disposal	-	-	-	1,650	-	0	0	0
01 493 401 0000 Equipment	1,333	100	-	-	-	-	-	-
TOTAL OTHER	\$1,517,270	\$1,548,819	\$1,833,975	\$1,850,585	\$2,011,243	\$2,126,192	\$2,126,192	\$2,126,192
Internal Service								
01 493 234 0000 Vehicle Replacement	\$1,134	\$1,037	\$2,930	\$1,719	\$1,700	\$500	\$500	\$500
Grand Total	\$1,610,081	\$1,644,261	\$1,937,135	\$1,970,294	\$2,119,246	\$2,229,817	\$2,229,817	\$2,229,817

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

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Scale Operator	4	8	52	40	\$17.19	\$687.60	\$35,755.20
1	PT Operator				300	\$14.50		\$4,350.00
2					Total Transfer Station			\$40,105.20

Solid Waste Activities

- Manage daily activities at the transfer station on Meredith Ctr Rd and maintain in coordination with the Contractor
- Operate transfer station and the cardboard recycling site on Messer Street
- Transport solid waste to the waste to energy incinerator in Penacook
- Manage the annual household hazardous waste collection day
- Operate the brush dump at Hilliard Road

2020-2021 Objectives

- Improve the quality of curbside collection recycling to control the cost of the City's recycling program
- Increase resident awareness of the benefits of using the City's Messer Street corrugated cardboard drop off point to control the cost of City's recycling program.
- Continue membership in the Concord Regional Solid Waste/Resource Recovery Cooperative (CRSW/RRC) Executive Committee to control costs associated municipal solid waste disposal.
- Upgrade the transfer stations operating software to reduce customer waiting time.
- Monitor use and revenue associated with Gilford's commercial solid waste that comes to the Transfer Station

ACCOUNT DESCRIPTIONS

Gilford opened its own transfer station in January of 2020. Laconia continues to accept Gilford's solid waste that is collected by contractors. The City keeps all revenue generated from Gilford's solid waste and pays the cost of disposal from that revenue. The cost of processing the City's recycling continues to exceed \$130/ton. The value of the recycling product is a commodity and for some types of materials the our processing contractors are paying firms to take the recycling product generated by the City.

SALARIES

This line funds the wages of the scale operator at 40 hours per week. Funding for grade/step increases for this employee are included based on the approved new contract.

BRUSH DUMP, IN HOUSE TRASH

This line funds the cost of part time attendants at Hilliard Road brush dump and labor costs of any in-house trash collection.

SUBSTITUTES

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

OVERTIME

This line funds the cost of overtime pay for the scale operator. Typically it is 1.5 hours per weekday and 6 hours on Saturday.

LONGEVITY

This line funds a longevity payment to an eligible employee.

SOCIAL SECURITY

This line funds the cost of social security for employees performing solid waste activities.

HEALTH INSURANCE

This line funds health insurance premiums for eligible Department employees. Funding is based on current enrollment using projections provided by New Hampshire Interlocal Trust less anticipated employee contributions.

RETIREMENT

This line funds the City's match (11.38%) for retirement for the scale operator and is based upon the anticipated wages for the fiscal year.

TELEPHONE

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

LIGHTS-POWER

This line funds the cost of electricity for the scales and the scale house.

SUPPLIES-SCALES

This line funds the costs of scale and computer maintenance, supplies, vehicle charges and equipment required to operate the scales. The line also funds the cost of mailing flyers to Laconia citizens periodically to update them on solid waste services, and the cost of newspaper advertisements.

VEHICLE RENT

This line funds the hourly cost of operation of City vehicles and equipment when used in support of this Division. Most of these costs are associated with operation of the brush dump. The year's request is the same as last fiscal year.

CLOTHING ALLOWANCE

This line funds the clothing allowance per the current SEA contract.

TRANSFER STATION

This line funds the estimated cost for the operation of the Transfer Station and transportation of solid waste to the incinerator in Penacook, construction and demolition debris to an approved landfill, disposal of appliances and recycling that residents bring to the transfer station. These figures are based on the current contract with Waste Management effective through 2027.

COLLECTION CONTRACT

This line funds residential curbside solid waste collection.

CONCORD COOPERATIVE

This line funds the City's payments for the operation of the incinerator, disposal of ash and bond payments. The proposed budget is based on a small increase in the annual estimated tonnage and the Cooperative's predicted not to exceed \$71.00. The contract expires shortly after the end of FY 2021 and the Coop will be negotiating a new contract during the fiscal year.

HOUSEHOLD HAZARDOUS WASTE CLEANUP

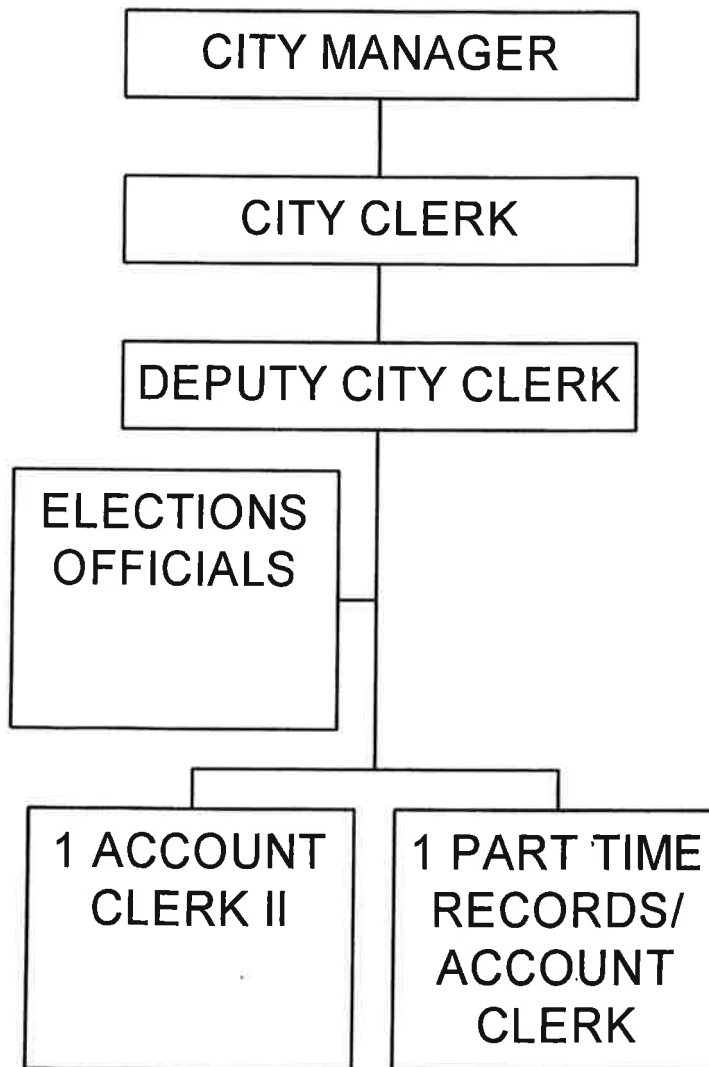
This line funds the cost of Laconia's annual household hazardous waste cleanup day. The Department increased the line based on an estimate from the program sponsor, the Lakes Region Planning Commission. This program provides Laconia residents a safe and environmentally appropriate way of disposing of household hazardous waste.

RECYCLE (CONTRACT)

This line funds the collection and disposal of approved recyclable materials. The proposed funding level is based on bi-monthly curbside collection and the current effectiveness of the mandatory recycling program. This line also includes the cost of processing and selling of the recyclables on the commodity market. Prior to October of 2017 the value of recyclables covered the cost of processing them. For the last four months the cost of processing recyclables have been over \$130/ton.



RECORDS



FY 2020-2021 BUDGET

RECORDS - CITY CLERK

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 415 101 0000 Salaries	\$125,520	\$132,988	\$123,590	\$123,945	\$138,001	\$145,249	\$145,249	\$145,249
01 415 105 0000 Overtime	873	1,912	1,307	\$885	500	2,000	2,000	2,000
01 415 106 0000 Sick-Hurt	1,224	1,654	4,659	\$2,831	-	-	-	-
01 415 106 0001 Personal Time	-	-	-	\$1,106	-	-	-	-
01 415 107 0000 Holidays	3,301	3,237	3,279	\$3,433	-	-	-	-
01 415 108 0000 Vacations	4,887	3,969	2,291	\$2,370	-	-	-	-
01 415 109 0000 Longevity	60	90	30	\$30	60	60	60	60
01 415 110 0000 Termination Pay	-	-	3,486	\$0	-	-	-	-
01 415 115 0000 Salary Adj.	-	-	-	-	2,462	2,617	2,617	2,617
TOTAL SALARIES	\$135,865	\$143,850	\$138,642	\$134,600	\$141,023	\$149,926	\$149,926	\$149,926
OTHER								
01 415 201 0000 Telephones	\$1,266	\$1,049	\$815	\$1,233	\$1,200	\$1,200	\$1,200	\$1,200
01 415 207 0000 Postage	667	511	389	-\$6,271	650	650	650	650
01 415 212 0000 Copier	944	682	1,228	\$1,908	1,300	1,600	1,600	1,600
01 415 214 0000 Supplies	2,598	1,464	1,316	\$1,128	1,500	1,500	1,500	1,500
01 415 237 0000 Records Disposition	216	31	-	\$0	150	150	150	150
01 415 237 0001 Records Preservation	1,651	1,802	801	\$4,000	4,000	4,000	4,000	4,000
01 415 245 0000 Conference-Dues	2,981	3,523	594	\$1,821	3,500	3,500	3,500	3,500
01 415 248 0000 Dog License Exp.	1,873	1,394	1,341	\$1,323	1,500	1,500	1,500	1,500
01 415 303 0000 Misc.	1,801	2,138	1,354	\$1,511	1,500	1,500	1,500	1,500
01 415 306 0000 State MV Reg. Exp.	1,373	333	591	\$700	700	700	700	700
01 415 306 0001 City MV Reg. Exp.	4,976	2,339	481	\$526	1,000	800	800	800
01 415 401 0000 Equipment	5,834	4,308	1,242	\$613	3,000	3,000	3,000	3,000
TOTAL OTHER	\$26,180	\$19,574	\$10,152	\$8,493	\$20,000	\$20,100	\$20,100	\$20,100
Internal Service								
01 415 234 0000 Vehicle Replacement	615	43	225	\$90	250	500	500	500
Grand Total	\$162,660	\$163,467	\$149,019	\$143,183	\$161,273	\$170,526	\$170,526	\$170,526

RECORDS-CITY CLERK
FY 2020-2021 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk**	20		52			\$1,007.54	\$52,392.08
1	Deputy City Clerk	8	8	4	35	\$20.88	\$730.80	
		8	9	48	35	\$21.24	\$743.40	\$38,606.40
1	Account Clerk II*	7	5	3	25	\$18.78	\$469.50	
			6	49	25	\$19.16	\$479.00	\$24,879.50
1	Account Clerk I*	5	3	10	35	\$15.54	\$543.90	
			4	42	35	\$16.28	\$569.80	\$29,370.60
4							Total Records	\$145,248.58

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

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

City Clerk Office Activities

The majority of transactions processed through the City Clerk's Office are directly related to Motor Vehicle transactions, with over 19,000 completed annually. Peak customer times being the first and last week of each month. Additional transactions include processing approximately 135 Marriage Licenses, 2,000 requests for various vital certificates and amendments (Birth, Marriage, Death and Divorce), licensing 1,900 dogs in the office and at remote rabies vaccination clinics, issuing approximately 1,100 dump stickers and approximately \$7,000 worth of day passes and coupons, accepting payment for Parking Tickets, issuing Beach Parking Permits, filing Wetlands Applications and Aquatherm Permits.

In addition to customer transactions the City Clerk's Office is responsible for maintaining the agenda management software, records retention policy, and assisting the various Boards and Commissions as needed.

During the 2019 Election Cycle the City Clerk's office organized the Municipal Election, with a 30% voter turnout. During the 2020 Election Cycle the Clerk's office will organize the Presidential Primary, State Primary, and General Elections in 2020.

2020-2021 Objectives

As always, our main focus will be on providing our residents with excellent customer service. We will continue to ensure that all Federal, State and Municipal Laws, Regulations and Statutes are observed. With the 2019/2020 NH Moose Plate Grant, the Board of Common Council, Volume Three, years 1903 -1912 will be preserved for future use.

ACCOUNT DESCRIPTIONS - CITY CLERK

SALARIES

This line item funds the cost of three full time employees and one part time employee. No changes to staffing are being requested.

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

POSTAGE

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

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 for trainings, meetings, and other business of the City. This line has been reduced to reflect an accurate five (5) year average.

RECORDS DISPOSITION

This line funds the destruction of records that have exceeded the retention schedule.

RECORDS PRESERVATION

This line has been added for the preservation and binding of one (1) historical archive – the current project is for Council Minutes dating back to 1893. Over the 100 or more years since these records originated they have been subject to wear and they are of significant historical value to the City. There are approximately six (6) volumes of minutes to be preserved. This line item is being funded to allow for two (2) volumes per year to be preserved.

CONFERENCE-DUES

This line item funds the cost of professional dues and attendance of the City Clerk and Deputy City Clerk at the City Clerk Conference and training. This line has been level funded for employees of the Clerk's Office to attend necessary trainings.

DOG LICENSE EXPENSE

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

MISCELLANEOUS

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

STATE MOTOR VEHICLE EXPENSE

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

CITY MOTOR VEHICLE REGISTRATIONS/MAIL EXPENSE

This line item funds the cost of postage, envelopes, and return envelopes, return postage and motor vehicle software maintenance fees.

EQUIPMENT

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

FY 2020-2021 BUDGET

RECORDS - ELECTIONS

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 417 101 0000 Elections	\$ -	\$ -	\$ -		\$15,000	\$19,500	\$19,500	\$19,500
01 417 101 0001 Ward 1	4,212	5,634	6,038	3,905	-	-	-	-
01 417 101 0002 Ward 2	3,314	4,518	4,289	3,245	-	-	-	-
01 417 101 0003 Ward 3	3,361	4,434	5,185	4,021	-	-	-	-
01 417 101 0004 Ward 4	3,151	3,168	3,849	2,013	-	-	-	-
01 417 101 0005 Ward 5	2,883	2,991	2,984	2,639	-	-	-	-
01 417 101 0006 Ward 6	5,270	6,116	6,742	6,171	-	-	-	-
01 417 101 0010 Ward Officials	-	113	-	-	-	-	-	-
TOTAL SALARIES	\$22,191	\$26,974	\$29,087	\$21,994	\$15,000	\$19,500	\$19,500	\$19,500
OTHER								
01 417 207 0000 Postage	\$320	\$595	\$172	\$689	\$800	\$800	\$800	\$800
01 417 208 0000 Printing	1,651	2,393	2,886	2,762	2,300	2,600	2,600	2,600
01 417 210 0000 Notices	729	601	296	116	200	175	175	175
01 417 214 0000 Supplies	5,934	4,640	3,774	5,478	6,000	6,000	6,000	6,000
01 417 233 0000 Maint.-Agreement	1,400	1,575	1,575	2,104	1,550	2,200	2,200	2,200
01 417 401 0000 Equipment	1,560	326	-	-	1,000	1,000	1,000	1,000
01 417 304 0000 O/S Services(Police)	1,462	2,438	3,770	-	1,500	1,500	1,500	1,500
TOTAL OTHER	\$13,056	\$12,568	\$12,473	\$11,150	\$13,350	\$14,275	\$14,275	\$14,275
Internal Service								
01 415 234 0000 Vehicle Replacement	603	30	-	-	250	500	500	500
Grand Total	35,850	39,572	41,560	33,144	28,600	34,275	34,275	34,275

ACCOUNT DESCRIPTIONS – ELECTIONS

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 and other required notices to voters as required by law.

NOTICES

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

SUPPLIES

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

MAINTENANCE AGREEMENT

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

VEHICLE RENTAL

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

EQUIPMENT

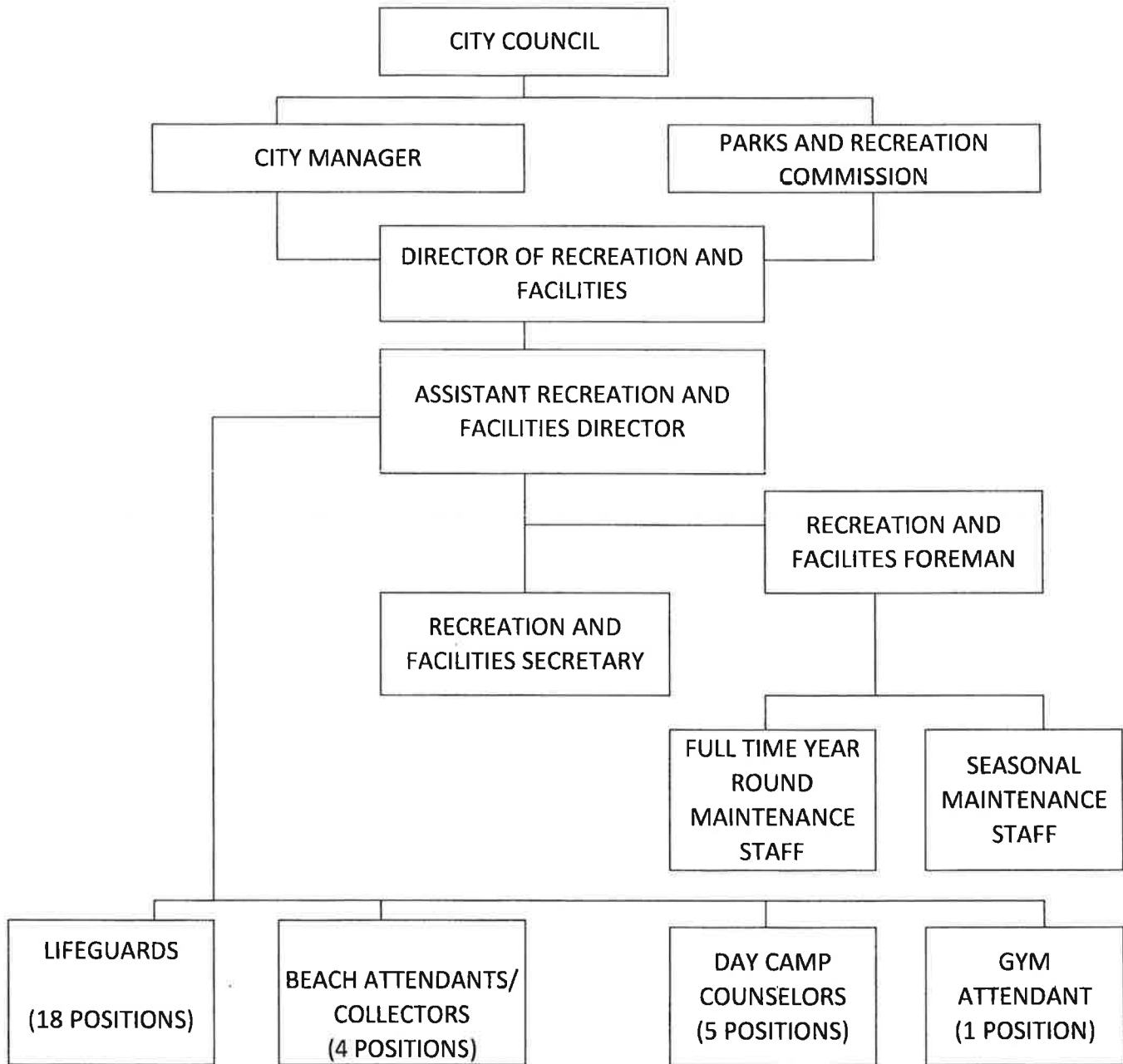
This line is used for the purchase or replacement of tablets for the polling locations use on Election Day.

POLICE DETAIL

This line has been decreased due to the schools being closed during election days and not needing Police Detail for those wards that vote at the local schools.



RECREATION AND FACILITIES



FY 2019-2020 BUDGET

RECREATION FACILITIES

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 479 101 0000 Salaries	\$272,892	\$292,812	\$314,063	\$319,835	\$383,564	\$379,381	\$379,381	\$379,381
01 479 103 0000 Temporary	88,197	113,766	104,287	81,982	113,000	140,000	140,000	128,000
01 479 105 0000 Overtime	11,934	12,135	8,430	10,664	8,000	9,000	9,000	9,000
01 479 106 0000 Sick-Hurt	1,843	3,776	8,310	6,705	-	-	-	-
01 479 106 0001 Personal Time	-	-	-	4,365	-	-	-	-
01 479 107 0000 Holidays	8,437	8,210	8,990	10,559	-	-	-	-
01 479 108 0000 Vacations	14,168	13,522	10,380	15,582	-	-	-	-
01 479 109 0000 Longevity	480	510	540	570	660	660	660	660
01 479 110 0000 Termination Pay	-	-	-	22,394	-	0	0	0
01 479 115 0000 Salary Adj	-	-	-	-	6,793	5,710	5,710	5,710
TOTAL SALARIES	\$397,951	\$444,731	\$455,000	\$472,657	\$512,017	\$534,751	\$534,751	\$522,751
OTHER								
01 479 201 0000 Telephone	\$4,900	\$6,113	\$7,303	\$5,719	\$7,300	\$7,300	\$7,300	\$7,300
01 479 202 0000 Lights-Power**	24,941	22,262	23,141	22,307	23,000	23,400	23,400	23,400
01 479 203 0000 Water-Sewer**	15,009	17,532	14,865	12,834	15,500	15,800	15,800	15,800
01 479 204 0000 Fuel**	7,164	7,532	10,658	13,148	11,000	11,150	11,150	11,150
01 479 207 0000 Postage	576	514	362	114	600	600	600	600
01 479 208 0000 Printing	3,213	4,963	4,042	9,176	4,000	4,000	4,000	4,000
01 479 212 0000 Copier	1,644	1,495	1,712	1,330	1,700	1,700	1,700	1,700
01 479 214 0001 Supplies-Maintenance	6,960	11,255	6,556	7,855	8,000	8,200	8,200	8,200
01 479 214 0002 Supplies-Programs	5,914	5,755	7,578	5,508	7,000	7,000	7,000	7,000
01 479 214 0003 Supplies-Office	1,688	870	1,956	1,106	5,000	2,000	2,000	2,000
01 479 233 0000 Maint-Equipment	6,363	5,957	3,435	7,256	6,000	6,000	6,000	6,000
01 479 235 0000 Maint-Buildings	9,816	20,881	14,820	12,037	15,000	15,000	15,000	15,000
01 479 235 0001 Maint-Park Houses	7,377	10,118	5,729	5,823	7,000	7,000	7,000	7,000
01 479 235 0002 Maint-Grounds	60,921	50,681	63,397	41,605	55,000	57,000	57,000	77,000
01 479 245 0000 Conference-Dues	1,142	2,427	1,674	1,479	2,000	5,000	5,000	5,000
01 479 247 0000 Training	509	689	1,122	2,845	1,000	1,000	1,000	1,000
01 479 251 0000 Uniform Allowance	1,333	1,426	1,694	1,965	2,000	2,000	2,000	2,000
Tree Program	0	0	0	0	0	2,250	2,250	2,250
01 479 303 0000 Misc	5,133	547	1,056	7,074	1,000	1,000	1,000	1,000
01 479 304 0000 O/S Contracts	8,846	18,596	10,279	12,876	14,000	12,000	12,000	12,000
01 479 306 0000 Adopt a Spot	-	765	457	65	2,000	2,000	2,000	2,000
01 479 401 0000 Equipment	<u>17,170</u>	<u>12,413</u>	<u>7,998</u>	<u>5,318</u>	<u>7,000</u>	7,000	7,000	7,000
TOTAL OTHER	\$190,618	\$202,791	\$189,834	\$177,440	\$195,100	\$198,400	\$198,400	\$218,400
Internal Service								
01 479 234 0000 Vehicle Replacement	\$30,000	\$31,849	\$34,748	\$41,116	\$37,000	\$20,910	\$20,910	\$20,910
01 479 234 0001 Vehicle Repair	<u>18,000</u>	<u>22,001</u>	<u>29,500</u>	<u>25,000</u>	<u>26,000</u>	<u>42,500</u>	<u>42,500</u>	<u>42,500</u>
TOTAL ISF	48,000	53,850	64,248	66,116	63,000	63,410	63,410	63,410
***RECREATION REIMBURSABLES	(7,606)	(8,638)	(9,292)	(10,424)	-	-	-	-
Grand Total	\$628,963	\$692,734	\$699,790	\$705,788	\$770,117	\$796,561	\$796,561	\$804,561

**Park house utilities, see narratives

*** Accounts 01-340-479-0001, 0002, 0003

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually	
1	Rec. & Facil. Direct.**	21		52			\$1,226.19	\$63,761.88	
1	Assist Rec Director**			52			\$972.58	\$50,568.16	
1	Secretary*	6	10	52	35	19.60	\$685.20	\$35,630.40	
1	Field/Facilities Maint Tech	11	6	15	40	23.27	\$930.80		
			7	37	40	23.74	\$949.60	\$49,097.20	
1	Groundskeeper*	8	4	33	40	18.83	\$753.20		
			5	19	40	19.72	\$788.80	\$39,842.80	
1	Groundskeeper*	8	8	15	40	20.88	\$835.20		
			9	37	40	21.24	\$849.60	\$43,963.20	
1	Groundskeeper*	8	4	39	40	18.83	\$753.20		
			5	13	40	19.72	\$788.80	\$39,629.20	
1	Foreman*	13	10	52	40	27.35	\$1,094.00	\$56,888.00	
8							Total Parks & Recreation		\$379,380.84

* Above pay rates include possible merit (step) increases
 ** Will be reviewed during the year with a possible raise of 0-5%

Recreation & Facilities Department

- Maintain 20 parks year round.
- Mow approximately 1,240,450 sq. ft. weekly
- 15 Athletic Fields totaling approximately 859,450 sq.ft. of mowing 2-3 times per week and lining
- 13 Athletic Courts
- 13 City Buildings including inside and outside maintenance
- 9 Baseball/softball diamonds
- 9 Playgrounds
- 9 Cemeteries totaling approximately 123,500 sq.ft.
- 5 Beaches
- 18 irrigation systems
- 23 Restrooms cleaned daily during the summer season with 37 toilets and 9 urinals.
- 30 Areas with Plant Beds (some are adopted through the Adopt A Spot Program)
- 28 Other areas that are mowed weekly
- 2 Linear Parks (WOW Trail and Riverwalk)
- Completed 4,493 work orders in FY19 – 1017 were completed inside work orders
- Provide 46 City sponsored programs for approximately 30,000 adults and children
- Provide meeting space for City youth and adult sports programs
- Maintain and schedule all Facility Use Requests brought to the department
- Maintain and schedule all interscholastic athletic facilities (outside the LHS turf field)
- Provide meticulous and highly scrutinized field preparations for the Robbie Mills Baseball Field (High School and Winnepesaukee Muskrats).
- Administer 1800 camper days at the Opechee Day Camp in the summer months
- Maintain winter ice rinks and sledding hill
- Remove snow and ice from 10 parking lots, 21 walkways and 26 doors
- Provide assistance to the set up and break down of the Christmas Village
- Facilitated 297 volunteer man hours on United Way Day of Caring.
- Special events set up and break down.

2020 – 2021 Goals

- ❖ Work toward the goal of becoming ADA compliant at all parks and facilities
- ❖ Constantly improving the aesthetics of the parks and facilities
- ❖ Seek and implement creative methods to attract qualified seasonal staff
- ❖ Plan for a new middle school age camp

Recreation & Facilities Department

Activities

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RECREATION & FACILITIES
ACCOUNT DESCRIPTIONS
FY 2020-2021 BUDGET

SALARIES

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

TEMPORARY

This line item funds the cost of temporary seasonal employees; lifeguards, parking attendants, collectors, gym attendants and maintenance/grounds personnel. This line item has increased to \$13 per hour for all seasonal employees (except Bond and Gym Attendants).

Temporary Salaries breakdown:

• Waterfront staff (lifeguards, enforcement and attendants)	\$ 69,000
• Gym Attendant	\$ 4,000
• Seasonal maintenance staff (7 employees Mid-April – Mid Nov.)	<u>\$ 67,000</u>
Total	\$140,000

OVERTIME

This is the estimated expense for overtime for this department. This line has been increased by \$1000 to reflect additional overtime needs and historic costs.

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

TELEPHONES

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

LIGHTS-POWER

This line item funds the cost of lights and power at park houses, bathhouses, athletic fields, the parks maintenance facility, skating rinks, sledding hill and security lighting. The increase is due to inflation.

WATER-SEWER

This line item funds the cost of water and sewer service for Parks & Recreation facilities except the Community Center. The increase is due to inflation.

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 each and once this allotment has been reached, reimbursement occurs. The increase is due to inflation.

POSTAGE

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

PRINTING

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

COPIER

This line item funds the cost of copier service.

SUPPLIES-MAINTENANCE

This line item funds the cost of paper products, trash bags, dog bags and containers, graffiti removal, flags and cleaning supplies. The increase is due to inflation.

SUPPLIES-PROGRAM

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

SUPPLIES-OFFICE

This line item funds the cost of office supplies, computers and computer software. There is a decrease of \$3000 due to large office equipment purchased last year.

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, lock & key work, electrical and maintenance throughout the park system. This line is level funded.

MAINTENANCE-PARK HOUSES

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

MAINTENANCE-GROUNDS

This account funds the cost of fertilizer, seed, soil amendments, loam, compost, sand, plants, mulch, picnic tables, grills, irrigation parts, salt and ice melts, etc. This line has increased due to high prices of materials.

CONFERENCE-TRAINING

This line item funds the cost of training and conferences for Recreation & Facilities employees. There is an increase to this line to encourage all employees to learn more about the industry.

DUES

This line item funds the cost of memberships for necessary employees to NRPA, NHRPA, ELA, NOFA, PGMS and NESTMA.

UNIFORM ALLOWANCE

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

TREE PROGRAM

This new line is to differentiate tree work from the maintenance – grounds account. Tree removals are a significant cost as is replacing the trees and amending the soil.

MISCELLANEOUS

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

O/S CONTRACTS

This line item funds the cost of contractual services needed in the park system including electrical, roofing, plumbing, surveying, irrigation, etc. This line has been decreased by \$2000 to support the Tree Program line item.

ADOPT-A-SPOT

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

EQUIPMENT

This line item funds the replacement of small tools and lawn equipment. This line 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 programs that the City receives and also budgets as revenue.

FY 2020-2021 BUDGET

**RECREATION FACILITIES
CITY HALL MAINTENANCE**

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
OTHER								
01 419 202 0000 Lights-Power	\$19,855	\$18,786	\$19,526	\$17,937	\$17,500	\$17,800	\$17,800	\$17,800
01 419 203 0000 Water-Sewer	1,436	1,648	1,410	2,959	1,500	1,550	1,550	1,550
01 419 204 0000 Fuel	12,558	8,392	7,520	8,106	7,500	8,000	8,000	8,000
01 419 214 0000 Supplies	4,560	3,279	3,289	2,378	4,000	4,000	4,000	4,000
01 419 233 0000 Maint-Equip	3,851	2,647	2,943	2,738	3,000	3,000	3,000	3,000
01 419 235 0000 Maint-Building	9,844	5,825	6,023	3,814	6,000	6,000	6,000	6,000
01 419 304 0000 Outside Contracts	<u>25,823</u>	<u>38,856</u>	<u>32,312</u>	<u>32,720</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
TOTAL OTHER	\$77,927	\$79,433	\$73,023	\$70,651	\$75,500	\$76,350	\$76,350	\$76,350
DEPT O&M TOTAL	\$77,927	\$79,433	\$73,023	\$70,651	\$75,500	\$76,350	\$76,350	\$76,350

ACCOUNT DESCRIPTIONS - CITY HALL MAINTENANCE

LIGHTS-POWER

This line item funds the cost of lights and power at City Hall. The recent installation of new windows is expected to result in cost savings. The increase is due to inflation.

WATER-SEWER

This line item funds the cost of water and sewer at City Hall. The increase is due to inflation.

FUEL

This line item funds the cost of natural gas fuel at City Hall. The increase is due to inflation and historic costs.

SUPPLIES

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

MAINTENANCE-EQUIPMENT

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

MAINTENANCE-BUILDING

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

O/S CONTRACTS

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

FY 2020-2021 BUDGET

**RECREATION FACILITIES
COMMUNITY CENTER MAINTENANCE**

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>DEPT</u>	<u>20-21</u> <u>MANAGER</u>	<u>20-21</u> <u>COUNCIL</u>
OTHER								
01 480 202 0000 Lights-Power	\$8,577	\$7,836	\$10,252	\$7,478	\$8,500	\$8,700	\$8,700	\$8,700
01 480 203 0000 Water-Sewer	\$1,246	\$1,278	\$978	\$1,159	\$1,200	\$1,250	\$1,250	\$1,250
01 480 204 0000 Fuel	\$7,836	\$6,945	\$7,637	\$11,995	\$9,000	\$9,200	\$9,200	\$9,200
01 480 214 0000 Supplies	\$1,067	\$825	\$819	\$818	\$1,000	\$850	\$850	\$850
01 480 235 0000 Maintenance	\$6,214	\$4,661	\$3,708	\$15,600	\$4,000	\$4,000	\$4,000	\$4,000
01 480 304 0000 Outside Contracts	<u>\$15,802</u>	<u>\$17,921</u>	<u>\$19,447</u>	<u>\$20,784</u>	<u>\$19,500</u>	<u>\$19,800</u>	<u>\$19,800</u>	<u>\$19,800</u>
TOTAL OTHER	\$40,742	\$39,466	\$42,841	\$57,834	\$43,200	\$43,800	\$43,800	\$43,800
DEPT O&M TOTAL	\$40,742	\$39,466	\$42,841	\$57,834	\$43,200	\$43,800	\$43,800	\$43,800

ACCOUNT DESCRIPTIONS - COMMUNITY CENTER

LIGHTS-POWER

This line item funds the cost of lights and power at the Community Center. The increase is due to inflation.

WATER-SEWERS

This line item funds the cost of water and sewer at the Community Center. The increase is due to inflation.

FUEL

This line item funds the cost of #2 fuel oil and natural gas at the Community Center. The increase is due to inflation.

SUPPLIES

This line item funds the cost of day to day maintenance supplies at the Community Center. This line is decreased as we have removed the paper towel dispensers and added blowers.

MAINTENANCE

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

O/S CONTRACTS

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

FY 2020-2021 BUDGET

**RECREATION FACILITIES
POLICE STATION MAINTENANCE**

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>DEPT</u>	<u>20-21</u> <u>MANAGER</u>	<u>20-21</u> <u>COUNCIL</u>
OTHER								
01 435 202 0000 Lights-Power	\$33,092	\$34,944	\$39,033	\$40,420	\$37,000	\$37,650	\$37,650	\$37,650
01 435 203 0000 Water-Sewer	2,489	3,534	2,211	3,004	3,500	3,500	3,500	3,500
01 435 204 0000 Fuel	23,027	27,016	33,323	30,830	32,000	32,550	32,550	32,550
01 435 214 0000 Supplies	2,270	2,793	2,313	2,546	3,000	3,000	3,000	3,000
01 435 235 0000 Maint-Building	4,637	16,336	10,493	9,449	8,000	8,000	8,000	8,000
01 435 304 0000 O/S Contracts	46,780	53,824	55,287	44,389	50,000	50,850	50,850	50,850
TOTAL OTHER	\$112,295	\$138,447	\$142,660	\$130,638	\$133,500	\$135,550	\$135,550	\$135,550
Transfer in from 437-police			-30,000					
DEPT O&M TOTAL	\$112,295	\$138,447	\$112,660	\$130,638	\$133,500	\$135,550	\$135,550	\$135,550

ACCOUNT DESCRIPTIONS - POLICE STATION MAINTENANCE

LIGHTS-POWER

This line item funds the cost of lights and power at Laconia Police Headquarters. The increase is due to inflation.

WATER-SEWER

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

FUEL

This line item funds the cost of natural gas heating and air conditioning of the Laconia Police Station. The increase is due to inflation.

BUILDING SUPPLIES

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

BUILDING MAINTENANCE

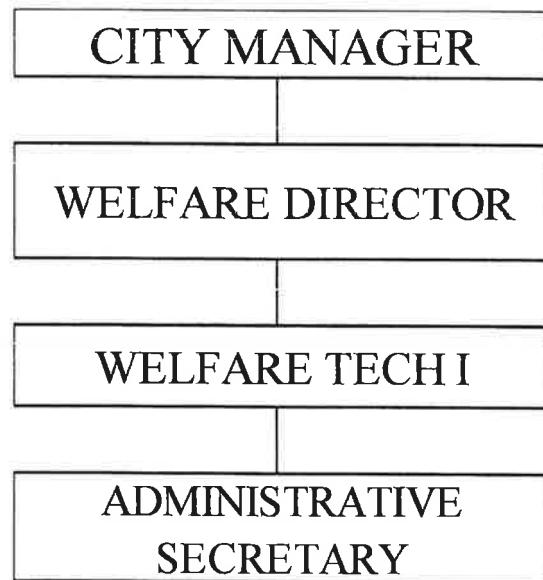
This line item funds the cost of routine structure, building and system repairs at the station. This line has been increased by \$2000 to coincide with historic cost and potential repairs.

O/S CONTRACTS

This line funds the cost of a private janitorial contractor to clean the Police Station along with HVAC maintenance and repair. The increase is due to inflation.



WELFARE



FY 2020-2021 BUDGET

WELFARE

	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES								
01 477 101 0000 Salaries	\$59,406	\$65,037	\$64,674	\$62,312	\$79,031	\$73,096	\$73,096	\$73,096
01 477 105 0000 Overtime	141	129	256	331	200	200	200	200
01 477 106 0000 Sick-Hurt	465	1,686	5,420	7,809	-	-	-	-
01 477 106 0001 Personal Time	-	-	0	543	-	-	-	-
01 477 107 0000 Holidays	2,408	3,442	2,931	3,126	-	-	-	-
01 477 108 0000 Vacations	3,470	6,285	2,252	4,470	-	-	-	-
01 477 109 0000 Longevity	60	210	150	150	150	150	150	150
01 477 110 0000 Termination Pay	-	14,509	-	-	-	-	-	-
01 477 115 0000 SalaryAdj.	-	-	-	-	-	-	-	-
TOTAL SALARIES	\$65,950	\$91,298	\$75,683	\$78,742	\$79,381	\$73,446	\$73,446	\$73,446
OTHER								
01 477 201 0000 Telephones	\$1,137	\$1,151	\$1,204	\$1,652	\$1,200	\$1,200	\$1,200	\$1,200
01 771 207 0000 Postage	38	45	166	74	75	75	75	75
01 477 212 0000 Copier	716	918	777	479	800	800	800	800
01 477 214 0000 Supplies	966	1,047	1,486	442	400	400	400	400
01 477 242 0000 Travel-Meetings	-	114	-	-	-	-	-	-
01 477 245 0000 Conference-Dues	321	310	210	575	500	500	500	500
01 477 247 0000 Training	760	-	-	-	-	-	-	-
01 477 304 0000 O/S Contracts	7,444	7,549	1,650	228	-	-	-	-
01 477 315 0000 City Relief	54,291	46,319	61,992	69,639	70,000	40,000	40,000	40,000
01 477 401 0000 Equipment	1,260	-	-	-	-	-	-	-
01 477 499 0000 Reimbursements	(5,015)	(5,206)	(691)	(2,739)	(1,000)	(2,000)	(2,000)	(2,000)
TOTAL OTHER	\$61,918	\$52,247	\$66,794	\$70,349	\$71,975	\$40,975	\$40,975	\$40,975
Internal Service								
01 477 234 0000 Vehicle Rental	162	238	145	78	350	500	500	500
Grand Total	\$128,030	\$143,783	\$142,622	\$149,168	\$151,706	\$114,921	\$114,921	\$114,921

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Tech	11	10	52	35	\$ 19.91	\$696.92	\$36,239.99
1	Secretary	9	4	27	35	\$ 19.77	\$691.95	
			5	25	35	\$ 20.77	\$726.95	\$36,856.40

Total Welfare	\$73,096.39
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ACCOUNT DESCRIPTIONS

SALARIES

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

LONGEVITY

This line item funds longevity payments to eligible employees.

TELEPHONES

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

POSTAGE

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

COPIER

This line item funds the copy costs for the department.

SUPPLIES

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

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 Local Welfare Administrator's Association, as well as training sessions held by the Association and the annual NHMA conference. Focus again this year will be on customer service training.

CITY RELIEF

This line item funds the cost of public assistance benefits paid out as required by the State of New Hampshire under RSA 165. In 2019 the Department reorganized the Welfare application review process, resulting in a decrease in the assistance allocated.

REIMBURSABLES

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



ENTERPRISE FUNDS

**SANITARY SEWER FUND
LACONIA WATER WORKS**

SANITARY SEWER FUND SUMMARY
FY 2020-2021 BUDGET

	<u>2017-2018</u> <u>ACTUAL</u>	<u>2018-2019</u> <u>ACTUAL</u>	<u>2019-2020</u> <u>BUDGET</u>	<u>2020-2021</u> <u>DEPT REQ</u>	<u>2020-2021</u> <u>MANAGER</u>	<u>2020-2021</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$3,512,797	\$3,807,781	\$3,993,085	\$3,939,698	\$3,939,698	\$3,939,698
Depreciation	<u>278,775</u>	<u>272,951</u>	<u>410,000</u>	<u>410,000</u>	<u>280,000</u>	<u>280,000</u>
SSF OPERATING EXP.	\$3,791,572	\$4,080,732	\$4,403,085	\$4,349,698	\$4,219,698	\$4,219,698
Cont. Cap. Adjustment	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>
SSF EXPENSES	\$3,692,684	\$3,981,844	\$4,304,197	\$4,250,810	\$4,120,810	\$4,120,810
SSF OPERATING REVENUE	\$4,152,153	\$4,282,772	\$4,191,088	\$4,191,088	\$4,191,088	\$4,191,088
Interest Income	3,455	3,616	10,000	10,000	10,000	10,000
To/Fr Retained Earnings	<u>(487,036)</u>	<u>(304,544)</u>	<u>103,109</u>	<u>(80,278)</u>	<u>(80,278)</u>	<u>(80,278)</u>
SSF INCOME	\$3,668,572	\$3,981,844	\$4,304,197	\$4,120,810	\$4,120,810	\$4,120,810
SANITARY SEWER FUND CAPITAL OUTLAY	\$316,447	\$1,394,954	\$2,160,000	\$2,465,000	\$2,465,000	\$2,465,000

LACONIA WATER WORKS SUMMARY
FY 2020-2021 BUDGET

	<u>2017-2018</u> <u>ACTUAL</u>	<u>2018-2019</u> <u>ACTUAL</u>	<u>2019-2020</u> <u>BUDGET</u>	<u>2020-2021</u> <u>DEPT REQ</u>	<u>2020-2021</u> <u>MANAGER</u>	<u>2020-2021</u> <u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,779,179	\$2,708,096	\$3,018,156	\$3,120,175	\$3,120,175	\$3,120,175
LWW OPERATING EXP.	\$2,779,179	\$2,708,096	\$3,018,156	\$3,120,175	\$3,120,175	\$3,120,175
LWW OPERATING REVENUE	\$2,510,415	\$2,729,708	\$2,903,931	\$2,870,500	\$2,870,500	\$2,870,500
Interest Income	11,135	14,250	9,000	13,500	13,500	13,500
Misc. Income	<u>88,543</u>	<u>114,192</u>	<u>105,916</u>	<u>101,000</u>	<u>101,000</u>	<u>101,000</u>
LWW INCOME	\$2,610,093	\$2,858,150	\$3,018,847	\$2,985,000	\$2,985,000	\$2,985,000
LACONIA WATER WORKS CAPITAL OUTLAY	\$253,891	\$412,438	\$756,500	\$619,050	\$619,050	\$619,050
BOND PRINC. PAYMENT	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000

FY 2020-2021 BUDGET

SANITARY SEWER FUND

		<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</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>
SALARIES									
90 400 101 0000	Regular Salaries	\$260,389	\$251,017	\$247,989	\$282,873	\$390,513	\$446,693	\$446,693	\$446,693
90 400 105 0000	Overtime	13,130	15,147	12,057	11,974	20,000	20,000	20,000	20,000
90 400 106 0000	Sick-Hurt	12,058	32,449	18,677	8,467	-	-	-	-
90 400 107 0000	Holidays	12,848	12,426	13,826	13,226	-	-	-	-
90 400 108 0000	Vacations	20,930	22,163	13,200	8,972	-	-	-	-
90 400 109 0000	Longevity	480	480	180	180	360	360	360	360
90 400 110 0000	Termination Pay	-	26,443	-	-	-	-	-	-
90 461 000 0000	Employee Benefits	205,790	215,046	201,302	227,991	258,288	261,865	261,865	261,865
90 400 110 0000	Stipends	-	-	-	-	2,400	2,400	2,400	2,400
90 400 115 0000	Salary Adj.	-	-	-	-	4,324	4,397	4,397	4,397
90 400 245 0000	Training	-	-	925	2,230	-	-	-	-
90 204 001 0000	OPEB Liability	87,980	(11,646)	30,942	-	-	-	-	-
TOTAL SALARIES		\$613,605	\$563,525	\$539,098	\$555,913	\$675,885	\$735,715	\$735,715	\$735,715
OPERATING									
90 401 304 0000	CLERICAL, GF	19,000	19,000	25,743	28,994	19,000	25,000	25,000	25,000
90 403 214 0000	BILLING EXPENSE	124,936	123,952	184,477	139,496	140,000	140,000	140,000	140,000
90 406 304 0000	Winn River Basin*	2,257,578	2,002,066	1,997,255	2,152,704	2,339,000	2,248,033	2,248,033	2,248,033
TOTAL OPERATING		2,401,514	2,145,018	2,207,475	2,321,195	2,498,000	2,413,033	2,413,033	2,413,033
MAINTENANCE									
90 409 000 1000	SEWER MAINT.	284,323	314,062	479,269	320,766	375,000	375,000	375,000	375,000
90 421 000 1000	PUMP STA. MAINT.	41,973	22,306	47,324	66,202	75,000	75,000	75,000	75,000
	PUMP STATIONS:								
90 423 000 1000	Keasor Ct.	5,354	8,367	2,355	3,689	9,000	9,000	9,000	9,000
90 425 000 1000	Lawrence St.	8,979	15,837	4,848	4,686	9,000	9,000	9,000	9,000
90 426 000 1000	N Main Street	10,423	5,777	4,216	4,042	7,000	7,000	7,000	7,000
90 428 000 1000	Black Brook	14,591	9,678	6,959	12,959	15,500	13,000	13,000	13,000
90 430 000 1000	Langley Cove	10,587	16,546	6,306	6,876	12,000	12,000	12,000	12,000
90 434 000 1000	Paugus	11,737	13,726	8,825	11,842	14,000	14,000	14,000	14,000
90 436 000 1000	Lakeside Ave	3,355	3,317	9,270	3,539	6,500	6,500	6,500	6,500
90 430 000 1000	Shore Drive	0,904	0,191	39,220	0,003	9,500	0,000	0,000	0,000
90 439 000 1000	Christmas Island	3,541	3,618	3,201	2,290	7,500	6,500	6,500	6,500
90 440 000 1000	Hillcrest Drive	4,281	6,157	7,598	6,654	6,500	6,500	6,500	6,500
90 441 000 1000	Edgewater Ave.	4,104	3,588	1,812	1,921	5,000	6,500	6,500	6,500
90 443 000 1000	Mass. Ave.	8,215	2,381	3,183	11,411	8,000	8,000	8,000	8,000
90 444 000 1000	Channel Lane	204	363	493	695	700	700	700	700
90 445 000 1000	Gold Street	-	-	-	4,285	7,500	8,750	8,750	8,750
90 446 000 1000	Endicott Street	6,637	3,032	4,249	1,700	7,000	7,000	7,000	7,000
90 447 000 1000	Briarcrest	6,949	4,087	1,987	3,602	7,000	6,000	6,000	6,000
90 448 000 1000	Rollercoaster Rd***	7,147	20,156	3,293	3,967	7,500	7,500	7,500	7,500
90 449 000 1000	Chapin Terrace	3,506	9,144	2,284	3,488	5,000	5,000	5,000	5,000
TOTAL MAINTENANCE		442,870	468,333	636,676	480,698	594,200	590,950	590,950	590,950
MISCELLANEOUS									
90 499 999 9999	Misc Sewer Exp	15,506	78,262	129,548	442,884	150,000	150,000	150,000	150,000
90 499 999 9999	Sanitary Sewer Study	-	-	-	-	30,000	30,000	30,000	30,000
	Bond P&I	-	-	-	-	25,000	-	-	-
(acct # needed)	Meter reading units	-	-	-	7,092	20,000	20,000	20,000	20,000
TOTAL MISCELLANEOUS		15,506	78,262	129,548	449,976	225,000	200,000	200,000	200,000
TOTAL, LESS SALARIES		2,859,890	2,691,613	2,973,699	3,251,868	3,317,200	3,203,983	3,203,983	3,203,983
GRAND TOTAL									
90 495 391 0000	Depreciation	409,623	400,363	278,775	272,951	410,000	280,000	280,000	280,000
	SSF OPER. EXP.	\$3,883,118	\$3,655,501	\$3,791,572	\$4,080,732	\$4,403,085	\$4,219,698	\$4,219,698	\$4,219,698
90 495 380 0000	Interest Expense*	0	0	0	0	0	0	0	0
	Cont.Cap Adj.	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)
	SSF EXPENSES	3,784,230	3,556,613	3,692,684	3,981,844	4,304,197	4,120,810	4,120,810	4,120,810
	SSF OPER. REV.	4,294,931	4,318,120	4,152,153	4,282,772	4,191,088	4,191,088	4,191,088	4,191,088
90 350 001 0000	Interest Income	6,745	11,010	3,455	3,616	10,000	10,000	10,000	10,000
	To/Fr Ret. Earnings	(517,446)	(811,723)	(487,036)	(304,544)	103,109	(80,278)	(80,278)	(80,278)
	SSF INCOME	3,784,230	3,517,407	3,668,572	3,981,844	4,304,197	4,120,810	4,120,810	4,120,810

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

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

FY 2020-2021 BUDGET

SANITARY SEWER FUND

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. **	25		52			\$1,692.83	\$88,027.16
1	Coll Sys Coordinator*	16	9	52	40	\$31.24	\$1,249.60	\$64,979.20
1	Col Sys Oper.*	14	4	52	40	\$25.30	\$1,012.00	\$52,624.00
1	Col Sys Oper.*	14	2	52	40	\$23.11	\$924.40	\$48,068.80
1	Vactor Operator*	44	9	52	40	\$24.70	\$988.00	\$51,376.00
1	Lt Equip Oper *	43	9	52	40	\$22.30	\$892.00	\$46,385.00
1	Lt Equip Oper *	43	5	52	40	\$20.81	\$832.40	\$43,285.80
1	Lt Equip Oper *	43	3	52	40	\$20.07	\$802.80	\$41,746.60
	Laborer			17	40	\$15.00	\$600.00	\$10,200.00
8								
Total Sewer								\$446,692.56

*Above pay rates include possible merit(step) increase

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

Potential raise will be included in salary adjustment line of budget

Sanitary Sewer Fund Activities

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

2019-2020 Objectives

- Design construct the Sanitary Sewer Capital Improvement Plan (CIP)
- Upgrade the sewer pumping stations approved in the FY19-20 CIP
- Upgrade and/or replace existing gravity sewer sections as approved in the FY 19-20 CIP
- Maintain compliance with the EPA's Capacity, Management, Operations and Maintenance (CMOM) program
- Evaluate necessary sewer rate structure to support increased costs of operations, capital improvements and anticipated cost increases associated with WRBP operations and capital improvements
- Laconia's representative on the Winnepesaukee River Basin Program (WRBP) Advisory Board

ACCOUNT DESCRIPTIONS

INTRODUCTION

The majority of the Division’s budget is for the Winnepesaukee River Basin (WRB) Program for the cost of transporting and treating Laconia’s sewage.

WRBP payments in FY 20-21 are estimated at \$2,248,033: Operations & Maintenance - \$1,540,000, Administration - \$241,980, Capital Reserve/Recovery (i.e., Debt Service) - \$351,053, and Replacement or Cost Recovery Fund - \$115,000.

The 2012 Memorandum of Understanding (MOU) between the ten (10) member communities and State Department of Environmental Services (DES) establishes the guidelines for WRBP’s program priorities and expenditures. Capital improvements continue to be a priority for the WRBP and the communities. Projects are listed in the WRBP Capital Improvement Program (WRBP – CIP), which was developed in 2012 and is updated yearly. The WRBP Advisory Board under the terms of the MOU works with WRBP’s leadership to schedule CIP projects to stabilize community costs while ensuring the regional sewer system is maintained to support the member communities in the future.

WRBP continues to collect data from its flow metering project. The purpose of this project is to collect the data necessary to support decision-making and to develop a new “Cost Allocation Formula” to ensure that all 10 member communities are assessed their appropriate pro-rata share of WRBP operating costs.

Laconia’s Sewer System Capital Improvement Program is updated annually. This document is the planning tool used in developing annual budgets and ensuring funding is available in the Division’s budget for maintaining the long term condition of the City’s system.

The Department is continuing to implement sewer rate increases in 2020 and 2021 which were approved by the City Council in 2018. The Department’s concept for rate increases is to have small but frequent rate increases to keep up with inflation rather than large less frequent rate increases when inflation has begun to impact the ability of the City to fund the operation of the system. The Department will be reviewing the effects of the sewer rate increase and will be reviewing how sewer units are allocated.

The Department for the operating budget, less salaries, (accounts 90-409 thru 90-449) is proposing an overall decrease of \$16,250 compared to FY19-20. Bond payments were eliminated from the operating budget and are now included in the Capital Improvement Plan which decreased the budget by \$25,000. Increases to the budget include 3 pump stations in order to provide for increased maintenance and repair items.

SALARIES

This line funds wages for personnel involved in operating and maintaining the sanitary sewer system. It is calculated by using the full time wages of personnel listed in the Sewer Division, adding the full time wages of the Public Works employees and determining a percentage of the total

time spent by employees in each division (Public Works and Sanitary Sewer) based on historical records. This year we are taking 32% of the total cost of personnel for both Divisions and allocating them to the Sanitary Sewer Fund budget. This percentage is based on the last 12 months history. Actual costs are recorded daily.

OVERTIME

This line funds the cost of overtime required for after-hours emergency repairs during the year.

LONGEVITY

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

EMPLOYEE BENEFITS

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

STIPENDS

The previous contract between AFSCME and the City DPW encourages DPW employees to participate in the Roads Scholar Program (provided through UNH Technology Transfer (t2) Center) with a goal toward receiving program certification in Public Works' maintenance and construction. Each employee is entitled to an \$800 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 line funds the cost of the stipends. The new SEA contract now includes this stipend for its members..

SALARY ADJUSTMENT

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

BILLING

This line funds the Division's share of Laconia Water Department's billing costs. The Sewer Division pays a portion of the cost for all supplies used in preparing the combined bills, a portion of 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 funds Laconia's share of the cost to operate the WRB system. These include O & M, Administrative, Capital Reserve and Cost Recovery expenses that are divided among all member communities. The WRBP Administrator provides detailed breakdowns of all costs to representatives of member communities at each monthly meeting of the Advisory Board. Operations & Maintenance - \$1,540,000, Administration - \$241,980, Capital Reserve/Recovery (i.e., Debt Service) - \$351,053, and Replacement or Cost Recovery Fund - \$115,000.

SEWER MAINTENANCE

This line funds all supplies, materials, vehicle and equipment costs, insurance, audit fees and legal fees required for operating the gravity sanitary sewer system. Funding requested for this line item is \$375,000, the same as the previous budget. The majority of this line's costs are for meeting mandatory Federal NPDES permit requirements in particular its Capacity, Management, Operations and Maintenance (CMOM) program requirements which are reported annually to EPA. The aging infrastructure is resulting in increased costs to remain compliant with the NPDES permit.

PUMP STATION MAINTENANCE

This line funds the cost of supplies, materials, vehicles and equipment the Division requires to operate and maintain its eighteen (18) stations. This line is used fund those items that are used by the operators to maintain all stations not a particular station.

PUMPING STATIONS

These eighteen (18) lines fund the annual operating costs for each of the eighteen (18) pump stations. Costs include electricity, heating and generator fuel, equipment repair, replacement parts, painting and general grounds maintenance as well as water supply costs. These costs reflect the minimum funding levels needed to keep these stations operating efficiently and effectively. The cost for the eighteen pumping stations increased by \$2,750 compared to FY19-20. The increase in costs is due to the additional Gold Street pumping station that began operating in CY 2018 and specific equipment replacement needs at Edgewater Avenue.

MISCELLANEOUS SEWER EXPENSE

This line funds operational sewer expenses for the both pump stations and the collection system infrastructure. The line item is used for unanticipated repairs, cleaning and lining.

METER READING UNITS

The Water Department is continuing its program to replace outdated and/or failed automated meter reading units (MXU's). The Sewer Division is responsible for half of the cost of this program, approximately \$20,000.

SEWER RATE STUDY

This line funds a periodic review of the sewer rate study first completed in 2018. Public Works in CY 2020 will study how to distribute sanitary sewer system costs between fixed (the base rate) and variable (consumption rate) revenue streams. The intent is to ensure that the sanitary sewer funds fixed annual costs are not dependent on water consumption which has been in a decline for over 15 years.

FY 2020-2021 BUDGET

**SANITARY SEWER FUND
CAPITAL OUTLAY**

		<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>
		<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
	Rank						
Bond and Loan Payments	1						\$190,000
Collection System Condition Assessment	2						\$100,000
Asset Management Program	15						\$50,000
Gravity Sewer Replace	4						\$200,000
Hillcrest	13						\$20,000
Black Brook Pump Station-Generator/Upgrades	10				\$50,000		\$150,000
Chapin Terrace Pump Station Upgrade					\$55,000		
Court St Sewer Upgrade	5				\$253,000		
Edgewater Ave. Pump Station - Ventilation System		\$17,000					
Gold Street Utility Bridge Sewer Crossing				\$500,000			
Gravity Sewer Mains Upgrade	3	\$110,000	\$250,000	\$470,000	\$300,000	\$ 300,000	\$300,000
I & I (Infiltration & Inflow) Study & Elimination		\$24,000		\$10,500	\$50,000		
Keasor Court Pump Station Upgrades	9				\$10,000	\$ 200,000	\$70,000
Lakeside Ave Sewer Pump Station - Total Upgrade		\$45,000	\$90,000	\$90,000	\$120,000		
Manhole Line sweep cleaning					\$90,000		
Langley Pump Station Equipment Upgrade	8		\$50,000	\$50,000			\$75,000
Lawrence St Pump Station upgrade	7				\$120,000	\$ 200,000	\$75,000
Mass Ave Pump Station Total Station Upgrade			\$40,000	\$40,000	\$120,000	\$225,000	
Mass Ave Pump Station Total Station Upgrade					\$120,000		
Paugus Interceptor				\$16,000			
Paugus Pump Station Equipment Upgrade	11			\$50,000	\$130,000		\$50,000
Pipelining and Gravity Program	12				\$100,000	\$150,000	\$600,000
Pump Station Control/Data System			\$20,000	\$20,000	\$30,000		
Service Truck					\$90,000		
Sewer TV Camera System (CCTAV) with Vehicle		\$70,000					
Shore Drive Pump Station					\$135,000	\$ 180,000	
Supervisory Control and Data Acquis Upgrade	5					\$ 20,000	\$35,000
Union Ave Sewer Upgrade	14				\$140,000		
Vactor Dumping Station	6					\$ 10,000	\$550,000
Vactor Jet Rodder - Replacement				\$150,000	\$150,000	\$ 150,000	

TOTAL SSF CAPITAL OUTLAY

\$266,000 \$450,000 \$1,396,500 **\$1,973,000** \$1,435,000 \$2,465,000

ACCOUNT DESCRIPTIONS - CAPITAL OUTLAY***BOND AND LOAN PAYMENTS - \$190,000.***

Making these payment using C.I.P. appropriations is the preferred method to using operational budget funds.

GRAVITY SEWER REPAIR/REPLACE - \$200,000.

This line funds repair and replacement of section of gravity sewer mains in various locations throughout the system. A significant amount of the system dates back to the early 1900's. Most of the sewer main is 6 inch diameter vitrified clay pipe. While much of the system is in remarkably good condition, there are sections that have cracked and misaligned joints and line sags. Some of these problems have allowed roots to infiltrate the system which can obstruct flow and cause backups into the environment, homes and businesses.

GRAVITY SEWER UPGRADE - \$300,000

This Gravity Sewer Upgrade CIP is new this year and provides funding for sewer upgrades in coordination with the DPW Road Program schedule, as well as, upgrades needed to support new developments connecting into existing sewer mains. Upgrades are often needed in advance of road improvement projects due to age of infrastructure and risk of failure. Replacing and upgrading sewer mains in advance of road projects reduces the risk of pipe failure due to the heavy equipment operations and reduces the chances that new roads will need to be dug up to address sewer breaks. In some instances, new development connecting to existing sewer mains require improvements to the existing mains to accept increased flows. Upgrades to existing mains can sometimes be incorporated into the requirements for the developer/owner, however, if the pipe is inadequate due to age or history of failure then this fund will support the needed improvements.

KEASOR COURT PUMP STATION UPGRADE - \$75,000

Similar to Lawrence Court Pump Station, the original pump and motor were installed in 1956. Parts, if available, are sole source, very expensive, and have up to one year lead times with no warranty. In addition, modern pumps are designed such that the inflow must be macerated before pumping. This line funds continuing the project of installing a sewage grinder, replaces existing pumps and motors, and associated electrical upgrades.

LAWRENCE PUMP STATION UPGRADE - \$200,000

The original pump and motor were installed in 1956. Parts, if available, are sole source, very expensive, and have up to one year lead times with no warranty. In addition, modern pumps are designed such that the inflow must be macerated before pumping. This line funds continuing the project of installing a sewage grinder, replaces existing pumps and motors, and associated electrical upgrades.

BLACK BROOK P.S. UPGRADE - \$150,000

This station supports both Laconia and a part of Gilford. The equipment is old and grit and debris flowing into the station is creating increased maintenance and wear on equipment.

PAUGUS PUMP STATION UPGRADE - \$50,000

All flow from Weirs beach area goes through this station. Based on the age of equipment an evaluation is imperative to ensure sewer collection remains effective and efficient.

LANGLEY P.S. UPGRADE - \$75,000

This station has old equipment. Evaluating the condition of the system is necessary to ensure reliable flow in the future. The Langley Cove developer is participating in the costs to some of the improvements.

HILLCREST P.S. UPGRADE - \$20,000

This station has close to a mile of force main pipe that pumps up 100' in elevation. The system was originally private. Neglect and bankruptcy forced the City to take it over. When tuned perfectly the station can barely perform effectively. The improvements will also allow the station to be able to accept increased flows from a proposed development on New Hope Drive.

PIPE LINING AND GROUTING - \$600,000.

This line fund trenchless rehabilitation of sewer pipe to recondition the pipe versus replacing sanitary sewer mains with open trench construction. Cost savings using trenchless pipe rehabilitation vs pipe replacement are significant. Pipe and manhole lining eliminates infiltration and saves money by lowering treatment costs. Extending the life cycle of the sewer mains saves money in emergency repair costs.

COLLECTION SYSTEM CONDITION ASSESSMENT - \$100,000

Initial estimates based on the engineering study to date lead staff to accept that up to 5 million gallons of the City's sanitary sewer is ground water. Eliminating this will reduce treatment costs and lowers the burden on the regional system. Further investigation is necessary to identify possible sources, develop accurate log-range planning and design options to minimize the problems caused by unknown existing conditions.

SUPERVISORY CONTROL & DATA (SCADA) UPGRADE- \$35,000

This line would fund the upgrade of the system that monitors alarm and can control the station operation. The cost is split between construction and equipment. Additional funding to continue these upgrades would be \$35,000 for the next 2 years.

VACTOR DUMPING STATION - \$550,000.

Transporting and finding facility a willing to accept other communities waste is becoming extremely difficult. The Regional system cannot accept this grit and debris due to treatment complications. The alternative is to deliver dried grit and debris to a landfill where their system is design to handle this type of waste.

ASSET MANAGEMENT PROGRAM - \$50,000.

An asset management system is a software tool used to manage the maintenance, value and history of the various components of sanitary sewer system. It is a key element of a succession plan ensuring that knowledge of the system is not lost when an employee leaves the city.

SANITARY SEWER FUND - History

	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 434 000 1000 PAUGUS						
Lights-Power	\$5,073	\$5,124	\$4,130	\$4,110	\$4,488	\$4,538
Water-Sewer	\$124	\$121	\$110	\$152	\$124	\$123
Supplies	<u>\$8,685</u>	<u>\$6,028</u>	<u>\$7,497</u>	<u>\$9,464</u>	<u>\$4,213</u>	<u>\$7,182</u>
TOTAL PAUGUS	\$13,882	\$11,273	\$11,737	\$13,726	\$8,825	\$11,842
90 436 000 1000 LAKESIDE AVE/WEIRS						
Lights-Power	\$1,950	\$1,414	\$1,984	\$2,202	\$2,324	\$3,207
Water-Sewer	\$143	\$142	\$124	\$161	\$124	\$123
Supplies	<u>\$3,441</u>	<u>\$1,648</u>	<u>\$1,247</u>	<u>\$954</u>	<u>\$6,822</u>	<u>\$209</u>
TOTAL LAKESIDE	\$5,534	\$3,204	\$3,355	\$3,317	\$9,270	\$3,539
90 438 000 1000 SHORE DRIVE						
Lights-Power	\$6,323	\$6,638	\$5,420	\$3,776	\$4,201	\$4,770
Water-Sewer	\$163	\$120	\$112	\$120	\$120	\$123
Supplies	<u>\$2,653</u>	<u>\$1,416</u>	<u>\$1,432</u>	<u>\$2,295</u>	<u>\$34,905</u>	<u>\$1,190</u>
TOTAL SHORE DR.	\$9,139	\$8,174	\$6,964	\$6,191	\$39,226	\$6,083
90 439 000 1000 CHRISTMAS IS						
Labor	\$0	\$0	\$0	\$0	\$0	
Lights-Power	\$1,811	\$1,714	\$1,612	\$1,524	\$1,620	\$1,861
Supplies	<u>\$4,958</u>	<u>\$4,353</u>	<u>\$1,930</u>	<u>\$2,094</u>	<u>\$1,581</u>	<u>\$429</u>
TOTAL CHRISTMAS AVE	\$6,769	\$6,067	\$3,542	\$3,618	\$3,201	\$2,290
90 440 000 1000 HILLCREST DRIVE						
Lights-Power	\$2,347	\$2,625	\$2,582	\$2,717	\$2,534	\$2,838
Supplies	<u>\$3,084</u>	<u>\$3,330</u>	<u>\$1,699</u>	<u>\$3,430</u>	<u>\$5,064</u>	<u>\$3,816</u>
TOTAL HILLCREST DR.	\$5,431	\$5,955	\$4,281	\$6,147	\$7,596	\$6,654
90 441 000 1000 EDGEWATER AVE.						
Lights-Power	\$1,840	\$1,968	\$1,641	\$1,495	\$1,544	\$1,822
Supplies	<u>\$1,098</u>	<u>\$1,765</u>	<u>\$2,463</u>	<u>\$2,093</u>	<u>\$268</u>	<u>\$98</u>
TOTAL EDGEWATER	\$2,938	\$3,733	\$4,104	\$3,588	\$1,812	\$1,921
90 443 000 1000 MASS. AVE.						
Lights-Power	\$2,448	\$2,303	\$2,022	\$1,714	\$1,915	\$2,282
Water-Sewer	\$120	\$121	\$112	\$118	\$120	\$128
Supplies	<u>\$1,137</u>	<u>\$3,156</u>	<u>\$6,081</u>	<u>\$549</u>	<u>\$1,128</u>	<u>\$9,002</u>
TOTAL MASS. AVE.	\$3,705	\$5,580	\$8,215	\$2,381	\$3,163	\$11,411
90 444 000 1000 CHANNEL LANE						
Lights-Power	\$183	\$181	\$204	\$235	\$210	\$301
Supplies	<u>\$29</u>	<u>\$0</u>	<u>\$0</u>	<u>\$128</u>	<u>\$283</u>	<u>\$394</u>
TOTAL CHANNEL LANE	\$212	\$181	\$204	\$363	\$493	\$695
90 445 000 1000 GOLD ST						
Lights-Power						\$1,785
Supplies						<u>\$2,500</u>
TOTAL GOLD ST	\$0	\$0	\$0	\$0	\$0	\$4,285
90 446 000 1000 ENDICOTT ST						
Lights-Power	\$743	\$885	\$934	\$1,082	\$879	\$1,207
Supplies	<u>\$2,369</u>	<u>\$2,989</u>	<u>\$5,703</u>	<u>\$1,950</u>	<u>\$3,370</u>	<u>\$493</u>
TOTAL ENDICOTT ST	\$3,112	\$3,874	\$6,637	\$3,032	\$4,249	\$1,700

SANITARY SEWER FUND - History

	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
90 447 000 1000 BRIARCREST						
Lights-Power	\$1,580	\$1,618	\$1,652	\$1,377	\$1,436	\$2,264
Water/Sewer	\$121	\$120	\$110	\$120	\$122	\$123
Supplies	<u>\$1,228</u>	<u>\$6,482</u>	<u>\$5,187</u>	<u>\$2,591</u>	<u>\$428</u>	<u>\$1,215</u>
TOTAL BRIARCREST	\$2,929	\$8,220	\$6,949	\$4,088	\$1,986	\$3,602
90-448-000-1000 ROLLERCOASTER RD						
Lights-Power	\$1,940	\$2,347	\$2,435	\$2,518	\$2,810	\$2,767
Supplies	<u>\$1,448</u>	<u>\$4,167</u>	<u>\$4,712</u>	<u>\$17,638</u>	\$483	<u>\$1,200</u>
TOTAL ROLLERCOASTER RD	\$3,388	\$6,514	\$7,147	\$20,156	\$3,293	\$3,967
90 449 000 1000 CHAPIN TERRACE						
Lights-Power	\$1,261	\$1,304	\$1,218	\$1,148	\$1,331	\$1,119
Supplies	<u>\$2,205</u>	<u>\$1,017</u>	<u>\$2,288</u>	<u>\$7,995</u>	<u>\$953</u>	<u>\$2,370</u>
TOTAL CHAPIN TERRACE	\$3,466	\$2,321	\$3,506	\$9,143	\$2,284	\$3,488
90 461 000 1000 EMPLOYEE BENEFITS						
Social Security	\$24,175	\$24,635	\$23,808	\$27,534	\$22,413	\$25,224
Retirement	\$33,045	\$160,588	\$147,151	\$147,134	\$144,777	\$165,515
Health Insurance	\$153,264	\$33,440	\$34,832	\$37,723	\$34,113	\$37,252
Training	<u>\$2,520</u>	<u>\$3,535</u>	<u>\$1,700</u>	<u>\$2,655</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EMP BENEFITS	\$213,004	\$222,198	\$207,491	\$215,046	\$201,303	\$227,991
90 465 000 1000 RES/CONTINGENCY	\$0	\$0	\$15,506	\$0	\$129,548	\$0
TOTAL SALARIES, OTHER	\$2,985,500	\$2,906,786	\$3,391,524	\$3,107,482	\$3,389,802	\$3,362,667

** FY18 figure includes \$123,000 for Court St.

LACONIA WATER DEPT
OPERATING BUDGET - 2020-2021

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>
						<u>REQUEST</u>
REVENUES						
Water Billing/Res & Com	\$1,946,207	\$2,164,998	\$2,057,606	\$2,302,513	\$2,452,000	\$ 2,417,800
Water Billing/Municipal	91,890	113,185	86,181	90,531	101,931	97,200
Fire Protection	72,171	74,169	75,237	75,547	75,000	80,000
Sewer Cost Allocations	124,028	123,952	133,547	130,588	130,000	130,000
Penalties	19,096	18,890	19,492	9,409	19,000	19,000
Labor Sold	42,421	36,120	35,860	33,042	33,000	32,000
Inventory Sold	13,485	15,160	13,717	4,262	10,000	8,000
Income From Meters	2,448	2,421	2,025	2,503	2,000	3,500
Equipment & Tool Rental	13,828	13,000	14,918	12,354	13,000	13,000
Sales of Sand, Gravel, etc.	0	200	3,466	532	1,000	1,000
Water Testing Income	21,164	20,096	19,515	21,368	19,000	20,000
Backflow Prevention Tests	46,470	49,730	48,850	47,060	48,000	49,000
TOTAL REVENUES	\$2,393,206	\$2,631,919	\$2,510,415	\$2,729,708	\$2,903,931	\$2,870,500
ADDITNL INCOME						
Interest on Sav	\$4,578	\$7,290	\$11,135	\$14,250	\$9,000	13,500
Misc Income	19,819	15,576	6,826	34,040	25,000	22,000
Misc Income-Medical Surplus Refund	26,824					
Funds Trans From Savings	-	675,000				
Funds Trans/SDC-CMA Bond 45.66/41.66	45,066	44,146	42,769	41,161	39,716	38,000
Construction Maint. Assessment	44,538	34,546	27,123	22,269	28,000	28,000
Acme Building Rent	6,000	9,600	4,000	8,000	6,000	4,000
Cell Tower Rent	7,221	7,437	7,825	8,722	7,200	9,000
TOTAL ADDITIONAL	\$154,046	\$793,596	\$99,678	\$128,442	\$114,916	\$114,500
TOTAL INCOME	\$2,547,252	\$3,425,515	\$2,610,093	\$2,858,149	\$3,018,847	\$2,985,000

LACONIA WATER DEPT
OPERATING BUDGET 2020-2021

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u> <u>REQUEST</u>
EXPENSES						
Regular Salaries	\$704,479	\$754,823	\$782,765	\$797,384	\$979,500	\$ 1,017,500
Wages-GIS Part-Time	101					
Holidays	35,007	36,777	37,288	38,844		
Vacations	67,306	71,581	73,492	73,105		
Sick/Hurt	17,772	18,810	15,682	24,628		
Total Regular Salaries	824,665	881,991	909,227	933,961	979,500	1,017,500
Sick Time Liability	20,290	15,999	18,604		17,165	
Over Time	30,366	41,056	43,581	44,063	49,500	50,000
Longevity	1,680	1,030	1,090	1,900	1,740	1,350
TOTAL SALARIES	\$876,999	\$940,877	\$973,302	\$980,004	\$1,047,905	\$1,068,850
Production Expenses						
Water Testing	\$5,660	\$10,148	\$10,862	\$8,407	\$9,000	\$9,000
Well Head Protection Mailing	-		454			
Equipment Maint Lakeport	282	189	705	1,468	2,100	2,100
Equipment Maint Long Bay Station					200	200
Equipment Maint Briarcrest	1,053	448		395	750	2,750
Equipment Maint Treatment Plant	5,082	776	4,504	1,801	7,200	7,200
Equipment Maint Evergreens Stat	137	112	434	545	950	950
Equipment Maint Endicott Stat	1,037	626	456	430	1,100	1,100
Equipment Maint Lighthouse Stat	8		1,075	145	700	700
Route 3 Pit (Funspot)	1,573	915			500	500
Equipment Maint Weirs Station	23	103	202	194	500	500
Purif Equip Maint Treatment Plant	1,596	1,380	1,529	1,728	1,850	2,000
Purif Equip Maint Longbay	653	653	378	503	800	800
Purif Equip Maint Briarcrest	761	1,575	1,897	503	1,500	1,500
Purif Equip Maint Evergreens	0				200	200
Purif Equip Maint Endicott Stat	512	811	536	503	800	800
Purif Equip Maint Lighthouse Stat	512	606	536	503	800	800
Purif Equip Maint Weirs	519	468	497	503	800	800
Laboratory	19,838	16,700	14,946	15,537	23,000	24,000
Long Bay Station Maint					100	100
Briarcrest Station Maint	16	102	124	5	300	300
Treatment Plant Maint	10,884	5,132	5,818	6,209	6,850	9,000
Evergreens Pump Station	12	82	8	5	300	300
Endicott Pump Station	192	329	182	188	350	350
Lighthouse Pump Stat	12	83	30	5	200	200
Weirs Booster Stat Maint	200	375	400	201	400	400
Tank Maint Lakeport	0		3,495	9	4,700	100
Tank Maint Long Bay	3,542	17			100	100
Tank Maint Briarcrest	3,583	11		8	100	100
Tank Maint Lighthouse	10				100	4,700
Tank Maint Weirs/Endicott tanks	67		3495	37	100	100
Power - Lakeport	90,553	94,800	94,009	98,209	98,500	103,000
Power - Treatment Plant	29,502	31,178	33,162	35,548	37,000	39,000
Power - Long Bay	629	597	539	603	900	900
Power- Briarcrest	12,560	14,046	14,014	14,148	18,000	19,000
Power-Evergreens Station	2,310	2,428	2,195	2,812	3,000	3,500
Power-Endicott Station	7,768	150,040	8,952	8,563	10,000	11,000

LACONIA WATER DEPT
OPERATING BUDGET 2020-2021

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>
						<u>REQUEST</u>
Power- Lighthouse Station	0	335	3,217	2,174	3,000	3,000
Power - Weirs Booster Stat	6,899	7,332	7,681	7,665	8,000	8,500
Power-Rte 3 Rollercoaster Rd Pit	289	245	241	279	525	525
Heat - Treatment Plant	18,565	14,156	17,390	24,740	22,750	24,750
Heat-Evergreens Station	534	1,054	83	1,364	1,000	1,500
Heat-Endicott Station	249	420	977	378	1,000	1,000
Heat -Weirs Booster Stat	353	445	721	324	1,000	1,000
Sewer Dischg TP	15,508	15,704	15,837	20,511	19,900	25,000
Supplies-Water Production	42,040	40,744	35,687	36,879	50,000	50,000
Treatmnt Plnt Office Mach	260	550	240	240	300	300
Treatmnt Plnt Office Sup	714	774	784	636	850	850
Vehicle Maint/Water Prod	2,697	4,021	2,858	2,660	4,500	4,500
CCR Program	550	625	595	610	750	750
Scada Maintenance	5,951	7,078	2,437	7,523	10,000	15,000
Total Prod Exp	\$295,695	\$287,216	\$294,183	\$305,700	\$357,325	\$384,725

LACONIA WATER DEPT
OPERATING BUDGET - 2020-2021

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>
						<u>REQUEST</u>
<i>Distribution Expense</i>						
Maint Gen Struc	\$8,211	\$8,896	\$7,708	\$12,444	\$11,000	\$11,000
Maint of Maintenance Building	5,014	5,371	6,656	8,736	8,000	10,000
Maint of Mains	20,056	38,867	45,570	26,372	45,000	47,000
Maint of Services	2,255	1,411	4,439	2,413	5,500	5,500
Maint of Hydrant	2,678	2,352	1,666	2,163	3,500	3,500
Maint of Meters	5,683	9,411	4,839	5,162	9,000	7,500
Maint of Tools	8,081	4,305	8,987	2,734	9,000	9,000
Backflow Prevention Prog	2,259	2,030	2,135	1,416	3,000	3,000
Sand.Grvl.Salt	227	(521)	1,265	(473)	1,000	1,000
TOTAL DIST EXP	\$54,464	\$72,121	\$83,265	\$60,966	\$95,000	\$97,500
<i>Billing Expense</i>						
Billing Expenses	\$18,500	\$17,879	\$18,213	\$18,595	\$21,000	\$21,000
Meter Reading	19,751	16,962	2,697	3,494	4,000	4,800
Office Supplies	1,205	1,472	1,271	2,000	2,500	2,500
TOTAL BILL EXP	\$39,455	\$36,313	\$22,181	\$24,089	\$27,500	\$28,300
<i>OTHER EXPENSES</i>						
P/R Taxes - SS	\$67,126	\$70,860	\$72,963	\$80,439	\$80,500	\$81,800
Unemployment Taxes	500	500	500	500	500	500
Medical Insurance	254,952	260,906	303,226	296,938	343,500	360,000
Wages-Health Buyout	3,767	6,918	7,965	4,058	4,300	
Medical Surplus Refund	8,542					
Other Post Employment Benefits	6,847	6,425	2,264	0	0	0
Retirement	94,932	103,631	107,065	115,257	114,500	119,000
Telephone	5,921	5,104	5,864	5,640	7,000	7,000
Postage	1,791	2,203	2,385	2,111	2,700	2,700
Insurances	45,615	51,262	54,622	52,186	55,000	55,000
Consulting Fees	0			4,140	5,000	5,000
Audit Expense	10,250	10,500	10,500	11,000	11,000	12,000
Computer Support	9,228	9,795	12,214	11,521	14,000	13,000
Meetings	124	136	157	92	250	250
Education	2,830	3,210	3,167	3,555	4,000	5,200
Bad Debts	0		1,461		1,000	1,000
Attorneys Fees	1,956	801	15,571	483	5,000	4,000
Other Expenses/Misc	7,417	6,228	9,192	9,038	10,000	11,000
Purchases Discounts	(1,297)	(825)	(909)	(921)	(1,000)	(900)
Maint OFC Equip	2,515	2,517	1,953	2,230	2,600	2,600
Reserve/Contingency Fund	0				35,000	40,000
Safety Winnings/Reimb By City	0					
TOTAL OTHER EXP	\$523,016	\$540,171	\$610,161	\$598,266	\$694,850	\$719,150

LACONIA WATER DEPT
OPERATING BUDGET - 2020-2021

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>
						<u>REQUEST</u>
<i>Other Charges</i>						
Maint of Houses	\$2,891	\$826	\$1,322	\$530	\$2,000	\$2,000
Depreciation	763,318	767,818	802,307	820,574	831,500	830,000
Interest on Bonds	43,067	40,026	36,353	32,064	30,926	25,850
Acme Building Maint	3,925	294	1,515	146	4,300	4,300
Loader Maintenance	4,228	1,077	2,015	3,313	2,750	1,500
Excavator Maint	5,204	4,582	2,726	2,984	5,000	5,000
Backhoe Maint	1,210	2,545	491	560	2,000	1,500
Vehicles Maint	12,455	16,485	14,285	13,986	18,000	18,000
Dump Trucks	1,870	2,178	2,477	2,394	3,500	3,500
Overhead Const	(34,811)	(14,755)	(26,358)	(32,460)	(20,000)	(20,000)
TOTAL OTHER CHG	\$803,355	\$821,077	\$837,132	\$844,091	\$879,976	\$871,650
LESS LABOR/CAPITAL IMPROV	(35,470)	(63,653)	(29,844)	(74,000)	(84,400)	(50,000)
LESS LABOR/CAP RES PROJ	(24,493)	(1,275)	(11,201)	(31,020)		
TOTAL EXPENSES	\$2,533,022	\$2,632,846	\$2,779,179	\$2,708,096	\$3,018,156	\$3,120,175
NET INCOME/LOSS	14,230	792,669	(169,086)	150,053	691	(135,175)
DEPRECIATION	763,318	767,818	802,307	820,574	831,500	830,000
UNEXPENDED FUND	23,434	43,436	69,309	246,738	65,000	270,000
FUNDS TRANSFERRED FROM CAP RES.	227,611	699,428	731,286	190,524		
TOTALS	\$1,028,593	\$2,303,350	\$1,433,815	\$1,407,887	\$897,191	\$964,825
CARRY OVERS	23,434	43,436	69,309	246,736	65,000	270,000
CAPITAL BUDGET	306,428	467,868	253,891	412,438	756,500	619,050
PAYMENT-BONDS	75,000	75,000	75,000	75,000	75,000	75,000
FUNDS TRANSFERRED TO CAP RES #1	190,000	1,055,000	512,000	210,000		
CAPITAL RESERVE FUND PROJECTS	227,611	698,385	706,958	235,882		
TOTALS	\$822,473	\$2,339,689	\$1,617,159	\$1,180,056	\$896,500	\$964,050
BALANCE/CAPITAL IMP FUND	\$206,120	-\$36,338	-\$183,343	\$227,831	\$691	\$775

**LACONIA WATER WORKS
FY 2020/2021 BUDGET**

SALARIES

NO. OF EMP	TITLE	GRADE	STEP	# Hours		Hourly	Weekly	Annually
				Weeks	Worked			
1	Superintendent*	25	3	52	40	44.74	1,789.60	\$ 93,059.20
1	Water Quality Supervisor*	17	4	52	40	33.64	1,345.60	\$ 69,971.20
1	Coordinator*	17	3	52	40	32.38	1,295.20	\$ 67,350.40
1	Controller/Office Mgr.*	15	Max	52	40	31.57	1,262.80	\$ 65,665.60
1	Chief TP Operator*	15	Max	52	40	31.57	1,262.80	\$ 65,665.60
1	Foreman*	15	Max	52	40	31.57	1,262.80	\$ 65,665.60
1	Lab Tech/TP OP II*	12	Max	52	40	27.76	1,110.40	\$ 57,740.80
1	Billing/Tech Sup. Clerk*	12	Max	52	40	27.76	1,110.40	\$ 57,740.80
1	Equip. Operator*	Equip 4	Max	52	40	26.80	1,072.00	\$ 55,744.00
1	Equip. Operator*	Equip 4	3	52	40	23.69	947.60	\$ 49,275.20
1	Mechl/Equip Oper. *	Equip 4	1	52	40	21.69	867.60	\$ 45,115.20
1	Administrative Asst.*	9	Max	52	40	24.21	968.40	\$ 50,356.80
1	TP Operator I*	9	6	52	40	22.63	934.80	\$ 48,609.60
1	TP Operator I*	9	4	52	40	22.46	898.40	\$ 46,716.80
1	Customer Serv. Rep.*	6	6	52	40	19.86	794.40	\$ 41,308.80
1	Laborer/Truck Driver*	3	Max	52	40	22.98	919.20	\$ 47,798.40
1	Laborer/Truck Driver*	3	1	52	40	18.61	744.40	\$ 38,708.80
1	Maintenance/Laborer*	3	Min	52	40	17.80	712.00	\$ 37,024.00
3	Water Commissioner			200.00/Qtr.		800.00/Yr.		\$ 2,400.00
TOTAL WATER WORKS								\$1,005,916.80

*Above pay rates include possible merit(step) increase

LACONIA WATER DEPT ACTIVITIES:

- Maintain the City-wide network of water lines. Maintain 627 hydrants, 6734 meters, and 1578 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks;
- Performs all Water and Sewer Billing for 6752 water and 6292 sewer accounts quarterly.
- Provides customer service to all Water & Sewer Customers
- Processes accounts payable and payroll
- Processes miscellaneous a/r billing and backflow billing
- Performs all accounting functions including all reports for audit

2020-2021 OBJECTIVES:

- Provide the Ratepayers with the best quality of water within EPA Regulations at the lowest possible rates while providing adequate Fire Protection.
- Continue to upgrade the older water mains in the distribution system.
- Continue to update GIS Distribution System Mapping

LACONIA WATER WORKS
ACCOUNT DESCRIPTIONS
FY 2020/2021 BUDGET

WATER TESTING

This line funds the cost of compliance testing. Level Funded

EQUIPMENT MAINT LAKEPORT

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

EQUIPMENT MAINT LONG BAY STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Long Bay Station that was installed with the Long Bay Tank Renovation. Level Funded.

EQUIPMENT MAINT BRIARCREST

This line funds materials for maintaining the pumps, valves, and related equipment at the Briarcrest Station. The increase covers surge valves, and rebuilding of PRV-kits & relief valves.

EQUIPMENT MAINT TREATMENT PLANT

This line funds materials for maintaining the pumps, valves, and related equipment at the Water Treatment Facility. As well as an actuator valve service. Level Funded.

EQUIPMENT MAINT EVERGREENS STATION

This line funds the maintenance of the pumps, valves and related equipment at the Evergreens Station. Level Funded.

EQUIPMENT MAINT ENDICOTT STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Endicott Pump Station. Level Funded.

EQUIPMENT MAINT LIGHTHOUSE STATION

This line funds materials for maintaining the pumps, valves, and related equipment at the Lighthouse Pump Station. Level Funded.

ROUTE 3 PIT (FUNSPOT)

This line funds maintaining the Pressure Reducing Valves in the Route 3 pit. Level Funded.

EQUIPMENT MAINT WEIRS

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

PURIF EQUIP MAINT – TREATMENT PLANT This line funds spare parts for chemical pumps. The increase is due to an anticipated increase in costs.

PURIF EQUIP MAINT – LONG BAY

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

PURIF EQUIP MAINT - BRIARCREST

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

PURIF EQUIP MAINT – EVERGREENS STATION

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

PURIF EQUIP MAINT – ENDICOTT STATION

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

PURIF EQUIP MAINT – LIGHTHOUSE STATION

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

PURIF EQUIP MAINT – WEIRS STATION

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

LABORATORY

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

LONG BAY STATION MAINT

This line funds the supplies allocated for maintaining the Long Bay Station that was installed when the Long Bay Tank renovation was done. Level Funded.

BRIARCREST STATION MAINT

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

TREATMENT PLANT MAINT

This line funds the supplies allocated for maintaining the Treatment Plant Building. These include cleaning materials, paint and supplies, miscellaneous supplies, fire extinguisher service, boiler service, service contracts and tools. The increase is for a fire alarm service and an anticipated increase for the treatment plant domestic sewer bill.

EVERGREENS PUMP STATION MAINTENANCE

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

ENDICOTT PUMP STATION MAINT

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

LIGHTHOUSE PUMP STATION MAINT

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

WEIRS BOOSTER STATION MAINT

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

TANK MAINT – LAKEPORT

This line funds the supplies for maintaining the Lakeport Tanks. The decrease is due to removing the cleaning and inspecting of the 1.3MG tank.

TANK MAINT - LONG BAY

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

TANK MAINT - BRIARCREST

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

TANK MAINT LIGHTHOUSE

This line funds the supplies for maintaining the Lighthouse Tank. The increase is due to the cost for the inspection of the Lighthouse water tank.

TANK MAINT/WEIRS – ENDICOTT TANKS

This line funds the supplies for maintaining the Weirs Tanks. Level Funded.

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. The increase is due to an anticipated increase in delivery costs.

POWER - TREATMENT PLANT

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

POWER - LONG BAY

This line funds the cost of power for the Long Bay Tank and Station. Level Funded.

POWER - BRIARCREST

This line funds the power bill for the Briarcrest Tank and the Briarcrest Pumping Station. The increase is due to the operation of the mixing valve that has been installed in the tank.

POWER – EVERGREENS STATION

This line funds the cost of power for the Evergreens Pump Station. The increase is due to an anticipated increase in the cost of the fuel for the generator.

POWER – ENDICOTT STATION

This line item funds the cost of power for the Endicott Station. The increase is due to an anticipated increase in the delivery costs.

POWER – LIGHTHOUSE STATION

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

POWER - WEIRS BOOSTER STATION

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

POWER – RTE 3 ROLLERCOASTER RD PIT

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

HEAT - TREATMENT PLANT

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

HEAT – EVERGREENS STATION

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

HEAT – ENDICOTT STATION

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

HEAT - WEIRS BOOSTER STATION

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

SEWER DISCHG TP

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

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. Level Funded.

TREATMENT PLANT OFFICE MACHINES

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

TREATMENT PLANT OFFICE SUPPLIES

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

VEHICLE MAINTENANCE/WATER PRODUCTION

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

CONSUMER CONFIDENCE REPORT

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

SCADA MAINTENANCE

This line funds the anticipated costs for spare equipment, replacement parts, and service for the SCADA system. The increase is due to a global care program.

MAINT GENERAL STRUCTURES

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

MAINT MAINTENANCE BUILDING

This line funds the materials for maintaining the structure located at 117B Stark Street as well as the heating costs for this location. The increase is due to anticipated increase in heating costs.

MAINT OF MAINS

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

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. Level Funded.

MAINT OF HYDRANT

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

MAINT OF METERS

This line funds the materials for changing, recalibrating, repairing, and sealing water meters. The increase is due to an anticipated increase in supplies to maintain meters.

MAINT OF TOOLS

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

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 bills, and the postage. Level Funded.

SAND, GRVL, SALT

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

BILLING EXPENSES

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

METER READING

This line funds the costs for the postage for the meter reading tickets being mailed out and returned from customers. This line includes the cost of the meter reading tickets. This also covers the support cost for the meter-reading software module. The increase is due to increase costs in repairs of handheld devices as well as postage.

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. Level Funded.

P/R TAXES - SS

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

UNEMPLOYMENT TAXES

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

MEDICAL INSURANCE

This line funds the cost for Health Insurance for 18 full time Water Works employees. The increase is due to anticipated changes in type of coverage for some employees and the addition of one employee.

WAGES-HEALTH BUYOUT

This line item funds the payment to employees who do not currently use the water department's medical insurance. The decrease is based on nobody currently scheduled for this item, any change to this item would decrease the medical insurance 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 wages.

TELEPHONE/COMMUNICATIONS

This line funds the telephone lines, cell phones, and internet communication for the water department's tablets and laptops as well as any maintenance on the telephone system. Level Funded.

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. Level Funded.

INSURANCES

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

CONSULTING FEES

This line funds Engineering Services. Level funded.

AUDIT EXPENSE

This line funds the Cost for the Water Works audit and is based on a contract with our auditors. This increase is due to an anticipated increase in cost.

COMPUTER SUPPORT

This line funds the anticipated cost for the billable hours by the City's IT Department. This also covers the fees for software and database support as well as the cost for miscellaneous software/hardware issues and internet access. The decrease is due to an anticipated decrease in support fees.

MEETINGS

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

EDUCATION

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

BAD DEBTS

This line funds an allowance for unpaid account receivables. Level Funded.

ATTORNEY'S FEES

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

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 increase is due to an anticipated increase in fees.

PURCHASES DISCOUNTS

This line represents the number of discounts that will be received by paying invoices prior to the 30-day net. The decrease is based on anticipated decrease in the number of discounts offered.

MAINT OFFICE EQUIP

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

RESERVE FOR CONTINGENCY

This line funds the amount to cover unexpected necessary expenses. The increase is due to the costs of items increasing.

MAINT OF HOUSES

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

DEPRECIATION

This line funds the amount to cover the depreciation on fixed assets. This is an estimated amount based on the scheduled work to be performed in 2018/2019. The decrease is based on a decrease in purchases and capital projects that will need to be 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. The decrease is based on lower outstanding principal.

ACME BUILDING MAINT

This line funds the amount that the Water Works will pay for the taxes on the front portion of the Acme Building and it will cover maintenance costs for this building. Level Funded.

LOADER MAINTENANCE

This line funds the repairs and the cost of diesel for the Loader. The decrease is based on an anticipated decrease in maintenance costs.

EXCAVATOR MAINTENANCE

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

BACKHOE MAINT

This line funds the repairs, maintenance, and the cost of diesel for the Caterpillar Backhoe. The decrease is based on an anticipated decrease in maintenance costs.

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. Level Funded.

DUMP TRUCKS MAINTENANCE

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

OVERHEAD CONSTRUCTION

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

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

LACONIA WATER DEPT
CAPITAL BUDGET 2020-2021

<u>CARRY OVER PROJECT:</u>	BUDGET 2021	
HVAC Replacement Treatment Plant (installment #1)	30,000	
Court Street Bridge	60,000	
Franklin St 1450' of 8" DI CL(Chapin Terrace to Wahsington)	180,000	
TOTAL CARRYOVER PROJECTS:	270,000	
 <u>2020/2021 Purchases</u>		
Distribution System Upgrades	\$20,000	
Meter Reading Upgrade	10,000	
Computers/Software	7,500	
Pump/Motor Replacement & Upgrade Program	15,000	
HVAC Replacement Treatment Plant (Installment #1)	30,000	
Weirs Station Heater	5,000	
3/4 Ton Pick-up Truck Unit #4	45,000	
Chemical Pumps	6,000	
Telephone System	4,550	
Clean up Bucket for Excavator	20,000	
Overhang on Maintenance Building	30,000	
Meters	10,000	
 TOTAL PURCHASES		 \$203,050
 PROJECTS - 2020/2021		
Filter Train Upgrade Project w/ Limitorque Valves	25,000	
Mechanic Street (Union to Clinton) 1900' 12" DI	300,000	
New Salem St (cross streets intersection)	45,000	
30" Intake Valve	46,000	
 TOTAL PROJECTS 2019/2020		 \$416,000
 TOTAL PURCHASES & PROJECTS		 \$619,050



INTERNAL SERVICE FUND

ISF SUMMARY

	2018-19 Actual	2019-20 Budget	2020-2021		Total
	Vehicle Repair and Replacement	Vehicle Repair and Replacement	Fund 92 Vehicle Repair	Fund 93 Vehicle Replacement	
EMS	\$100,000	\$102,000	\$30,100	\$75,000	\$105,100
Administration	\$0	\$0	\$0	\$0	\$0
Finance	\$668	\$500	\$0	\$500	\$500
Licensing	\$363	\$500	\$0	\$500	\$500
Planning	\$740	\$3,000	\$0	\$500	\$500
Code	\$585	\$3,000	\$2,200	\$900	\$3,100
Assessing	\$7,625	\$4,800	\$0	\$500	\$500
Records	\$90	\$250	\$0	\$500	\$500
Elections	\$0	\$250	\$0	\$500	\$500
Police	\$204,000	\$192,500	\$95,500	\$97,100	\$192,600
Fire	\$195,000	\$215,402	\$89,600	\$125,818	\$215,418
Motorcycle Week	\$0	\$300	\$0	\$400	\$400
Welfare	\$78	\$350	\$0	\$500	\$500
Recreation & Facilities	\$66,116	\$63,000	\$42,500	\$20,910	\$63,410
PW-Solid Waste	\$1,719	\$1,700	\$0	\$500	\$500
Public Works	\$198,536	\$300,000	\$363,600	\$21,100	\$384,700
SSF	\$18,537	\$50,000	\$62,496	\$11,350	\$73,846
POLICE DETAIL	\$22,950	\$0	\$0	\$0	\$0
Other & Bond Proceeds	\$8,875	\$193,912	\$0	\$0	\$0
Total Revenues	\$825,881	\$1,131,464	\$685,996	\$356,578	\$1,042,574
Expenses	\$1,168,472	\$1,131,464	\$685,996	\$496,500	\$1,182,496
	-\$342,591	\$0	\$0	-\$139,922	-\$139,922

ISF Revenues

	Budgeted	Actual	Difference
2014-2015	\$ 1,013,556	\$ 766,243	\$ (247,313)
2015-2016	\$ 1,048,440	\$ 754,093	\$ (294,347)
2016-2017	\$ 1,048,903	\$ 783,381	\$ (265,522)
2017-2018	\$ 1,119,934	\$ 767,415	\$ (352,519)
2018-2019	\$ 1,136,727	\$ 825,881	\$ (310,846)
2019-2020	\$ 1,131,464		

FY2020-2021 BUDGET

Fund 92 ISF Repair

		Replacement and Repair					2020-2021	2020-2021	2020-2021
		15-16	16-17	17-18	2018-2019	2019-2020	DEPT REQ	MANAGER	COUNCIL
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET			
REVENUES									
92-301-001-0091	Emergency Ambulance Service	-	-	-	100,000	102,000	30,100	30,100	30,100
92-301-001-0401	Administration	-	-	-	-	-	-	-	-
92-301-001-0403	Finance	425	538	180	668	500	-	-	-
92-301-001-0404	Licensing	515	355	360	363	500	-	-	-
92-301-001-0405	Planning	4,238	740	295	740	3,000	-	-	-
92-301-001-0407	Code	288	1,855	1,193	585	3,000	2,200	2,200	2,200
92-301-001-0411	Assessing	4,175	4,667	4,893	7,625	4,800	-	-	-
92-301-001-0415	Records	615	43	225	90	250	-	-	-
92-301-001-0417	Elections	603	25	-	-	250	-	-	-
92-301-001-0437	Police	215,770	187,964	195,424	204,000	192,500	95,500	95,500	95,500
92-301-001-0445	Fire	218,673	200,398	190,488	195,000	215,402	89,600	89,600	89,600
92-301-001-0448	Motorcycle Week	822	273	234	-	300	-	-	-
92-301-001-0477	Welfare	163	238	145	78	350	-	-	-
92-301-001-0479	Recreation & Facilities	52,074	56,840	56,718	66,116	63,000	42,500	42,500	42,500
92-301-001-0493	PW-Solid Waste	1,134	112	1,928	1,719	1,700	-	-	-
92-301-001-0500	Public Works	187,937	239,823	234,112	198,536	300,000	363,600	363,600	363,600
92-301-001-0900	SSF	43,350	71,507	39,320	18,537	50,000	62,496	62,496	62,496
92-301-001-0960	POLICE DETAIL	-	-	-	22,950	-	-	-	-
92-301-001-9999	Other & Bond Proceeds **	23,311	18,003	41,900	8,875	193,912	-	-	-
	TOTAL REVENUE	\$754,093	\$783,381	\$767,415	\$825,881	\$1,131,464	\$685,996	\$685,996	\$685,996
EXPENSES - SALARIES									
92-401-101-0001	SALARIES	\$176,447	\$163,985	\$162,193	\$ 147,268	\$184,324	\$189,025	\$189,025	\$189,025
92-401-105-0001	OVERTIME	3,432	2,862	4,726	3,671	3,200	3,400	3,400	3,400
92-401-106-0000	PERSONAL	-	-	-	3,842	-	-	-	-
92-401-106-0001	SICK	-	-	-	2,285	-	-	-	-
92-401-107-0001	HOLIDAY	-	-	-	7,266	-	-	-	-
92-401-108-0001	VACATION	-	-	-	10,061	-	-	-	-
92-401-109-0000	LONGEVITY	360	360	390	420	420	420	420	420
	SALARIY TOTAL	\$180,239	\$167,207	\$167,309	\$174,813	\$187,944	\$192,845	\$192,845	\$192,845
EXPENSES - OPERATING									
92-401-200-0000	OPERATING EXP	15,039	14,558	27,026	15,515	15,000	16,000	16,000	16,000
92-401-391-0000	DEPRECIATION	-	-	-	409,198	407,689	-	-	-
92-497-401-0437	POLICE VEHICLES	83,984	91,249	98,183	-	-	-	-	-
92-497-401-0500	PUBLIC WORKS/EQUIP	139,858	149,614	153,079	155	-	-	-	-
92-497-401-0445	FIRE TRUCK/VEHICLE	115,559	114,444	113,740	-	-	-	-	-
92-497-401-479	PARKS & REC	14,292	16,899	18,400	-	-	-	-	-
92-497-401-401	ADMIN/CODE	-	-	1,237	-	-	-	-	-
92-497-401-0090	SSF	7,492	7,492	5,561	-	-	-	-	-
92-429-140-0000	MISC	654	654	654	-	-	-	-	-
	BOND PAYMENT EXPENSE	68,510	67,152	65,720	64,327	65,911	-	-	-
92-401-214-0000	TOOLS, SUPPLIES	42,935	34,055	35,828	36,395	37,000	40,000	40,000	40,000
92-401-215-0000	REPAIR, PARTS	78,424	89,631	45,540	153,419	80,000	88,000	88,000	88,000
92-401-218-0000	PROP & LIABILITY INS.	-	-	-	12,540	-	12,540	12,540	12,540
92-401-239-0000	OIL	6,845	9,361	5,777	5,691	8,100	7,500	7,500	7,500
92-401-240-0000	TIRES	20,625	24,478	34,993	21,240	34,000	30,000	30,000	30,000
92-401-241-0000	GAS/DIESEL	103,403	128,191	150,779	165,499	179,000	179,000	179,000	179,000
92-401-247-000	TRAINING	-	-	360	175	1,600	700	700	700
92-401-251-0000	CLOTHING ALLOWANCE	2,422	2,514	2,867	2,752	3,000	3,000	3,000	3,000
92-401-303-0000	MISC	2,397	2,767	1,816	2,496	2,600	2,600	2,600	2,600
92-429-120-0000	FICA	13,606	12,486	12,483	12,947	14,377	14,706	14,706	14,706
92-429-135-0000	NH RETIRE.	20,256	18,831	19,183	20,148	20,511	21,472	21,472	21,472
92-433-125-0000	WC	9,203	6,076	4,702	5,278	6,000	5,900	5,900	5,900
92-429-130-0000	HEALTH INS.*	56,547	60,871	63,779	65,885	68,732	71,733	71,733	71,733
	OPERATING TOTAL	\$802,051	\$851,323	\$861,707	\$993,659	\$943,520	\$493,151	\$493,151	\$493,151
	GRAND TOTAL	\$982,290	\$1,018,530	\$1,029,016	\$1,168,472	\$1,131,464	\$685,996	\$685,996	\$685,996
	Net	-\$228,197	-\$235,149	-\$261,601	-\$342,592	\$0	\$0	\$0	\$0

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

ISF VEHICLE REPAIR
FY 2020-2021 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours	Hourly	Weekly	Annually
1	Auto Maint Foreman	16	10	52	40	\$31.54	\$1,261.60	\$65,603.20
2	Mechanic	46	9	52	40	\$28.63	\$1,145.20	\$119,100.80
*	Temporary Help							\$4,321.00
3	Total - ISF Vehicle Repair							\$189,025.00

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

ACCOUNT DESCRIPTIONS

The Internal Service fund (ISF) funds maintenance and acquisition of the City's motor vehicles and equipment.

REVENUES

REVENUES – DEPARTMENT

These lines are the estimated revenues from the various City Departments based on actual repair, fuel and related expenses over the past three years.

EXPENSES

SALARIES

This line funds the 3 full time employees that repair and maintain the City's vehicle fleet and equipment.

OVERTIME

This line funds hourly employee's overtime for this Division.

FICA

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

NH RETIREMENT

This line funds the cost of the City's contribution for the New Hampshire Retirement System for this Division. The rate of the employer contribution for Group I employees is budgeted at 11.38%

WC – WORKMAN'S COMPENSATION

This line funds the cost of worker's compensation.

HEALTH INSURANCE

This line funds the cost of health insurance premiums less employee contributions.

LONGEVITY

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

OPERATING EXPENSE

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

TOOLS, SUPPLIES

This line funds the cost of tools, diagnostic software, and supplies used on ISF vehicles and equipment for the various City Departments.

REPAIR, PARTS

This line funds the cost of outside repairs and parts used while repairing vehicles and equipment that belong to the City Departments.

OIL

This line funds the cost of oil/lubricants used in City motor vehicles and other equipment. This line has been adjusted to reflect the average expenditure for lubricating oil over the last two fiscal years.

TIRES

This line funds tires for all City motor vehicles and equipment

GAS/DIESEL

This line funds the cost of fuel for the City motor vehicles and equipment. As of April 6th the Federal Energy Information Administration is forecasting:

- Retail gasoline prices to average \$1.86/gal in 2020 and \$2.16/gal in 2021.
- Retail diesel prices to average \$2.35/gal in 2020 and \$2.51/gal in 2021.

The City's average annual consumption of diesel is 28,720 gallons and is 43,820 gallons for unleaded.

CLOTHING ALLOWANCE

This line funds the cost of the uniform service and partial uniform/boot allowance per the SEA and AFSCME contracts.

MISCELLANEOUS

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

FY 2021 BUDGET

Fund 93 ISF - Replacement

	<u>2019-2020 BUDGET</u>	<u>2020-2021 DEPT REQ</u>	<u>2020-2021 MANAGER</u>	<u>2020-2021 COUNCIL</u>
<u>REVENUES</u>				
92-301-001-0401		- \$ 75,000	\$ 75,000	\$ 75,000
92-301-001-0411	\$	- \$ -	\$ -	\$ -
92-301-001-0407		- \$ 500	\$ 500	\$ 500
92-301-001-0417		- \$ 500	\$ 500	\$ 500
92-301-001-0403		- \$ 500	\$ 500	\$ 500
92-301-001-0445		- \$ 900	\$ 900	\$ 900
92-301-001-0404		- \$ 500	\$ 500	\$ 500
92-301-001-0448		- \$ 500	\$ 500	\$ 500
92-301-001-0479		- \$ 500	\$ 500	\$ 500
92-301-001-0405		- \$ 97,100	\$ 97,100	\$ 97,100
92-301-001-0437		- \$ 125,818	\$ 125,818	\$ 125,818
92-301-001-0500		- \$ 400	\$ 400	\$ 400
92-301-001-0493		- \$ 500	\$ 500	\$ 500
92-301-001-0415		- \$ 20,910	\$ 20,910	\$ 20,910
92-301-001-0091		- \$ 500	\$ 500	\$ 500
92-301-001-9999		- \$ 21,100	\$ 21,100	\$ 21,100
92-301-001-0090		- \$ 11,350	\$ 11,350	\$ 11,350
92-301-001-0900		- \$ -	\$ -	\$ -
TOTAL REVENUE	\$0	\$356,578	\$356,578	\$356,578
		\$356,578		
		0		
<u>EXPENSES</u>				
92-401-391-0000	0	\$ -	\$ -	\$ -
DEPRECIATION		\$ 200,000	\$ 200,000	\$ 200,000
POLICE CRUISER		\$ 210,000	\$ 210,000	\$ 210,000
PUBLIC WORKS/EQUIP		\$ 25,000	\$ 25,000	\$ 25,000
FIRE TRUCK/VEHICLE				
PARKS & REC				
ADMIN/CODE				
SSF				
MISC				
BOND PAYMENT EXPENSE	0	\$ 61,500	\$ 61,500	\$ 61,500
TOTAL EXPENSES	0	\$496,500	\$496,500	\$496,500
Net	\$0	-\$139,922	-\$139,922	-\$139,922

ACCOUNT DESCRIPTIONS

The Internal Service fund (ISF) funds maintenance and acquisition of the City's motor vehicles and equipment.

REVENUES

REVENUES – DEPARTMENT

These lines are the estimated revenues from the various City Departments for vehicle/equipment use, including asset value, depreciation, and an inflationary factor. These charges are estimated annually based upon the inventory of vehicles and equipment used by each Department and billed monthly to each Department.

REVENUES – OTHER & BOND PROCEEDS

This line includes revenues from bond proceeds for purchase of City vehicles/equipment owned by the Internal Service Fund as well as revenues received from the sale of City owned vehicles, or any other miscellaneous income that may have been earned.

EXPENSES

DEPRECIATION

This line funds the estimated annual cost of the depreciation for the City's motor vehicle and equipment fleet.

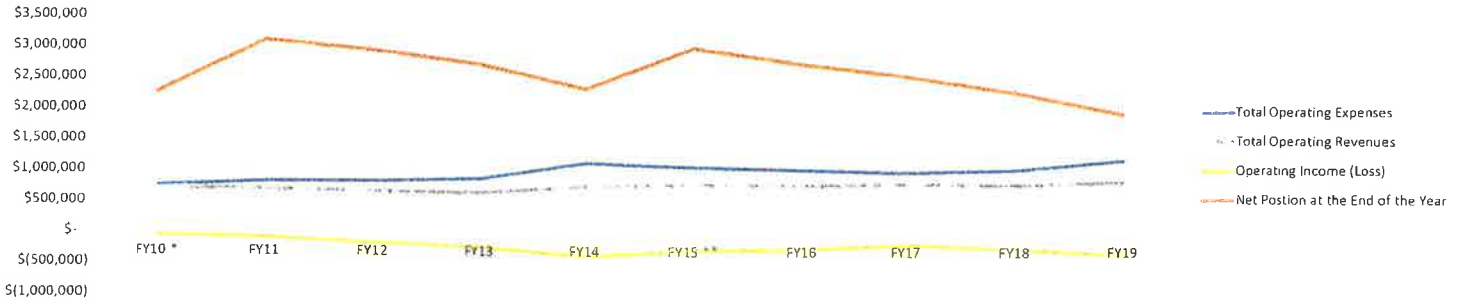
BOND PAYMENT EXPENSE

This line funds the cost of the bonds that replaced several large pieces of equipment used by the Public Works Department. The City Council committed to \$100,000 per year towards the bond payment until the bond has been paid. The total amount of the bond was \$580,000. The principal and interest for FY 2021 is approximately \$61,500.

ISF Financial Position FY09-19

	FY10 *	FY11	FY12	FY13	FY14	FY15 **	FY16	FY17	FY18	FY19
Net Position at the Beginning of the Year	\$ 2,320,068	\$ 3,201,004	\$ 3,114,685	\$ 2,955,594	\$ 2,716,033	\$ 3,288,213	\$ 2,995,607	\$ 2,735,137	\$ 2,542,997	\$ 2,287,211
Total Operating Revenues	\$ 692,328	\$ 690,613	\$ 652,572	\$ 626,395	\$ 734,928	\$ 766,241	\$ 755,970	\$ 783,870	\$ 767,413	\$ 823,957
Total Non-Operating Revenues		\$ 47,457	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 743,415	\$ 824,389	\$ 821,663	\$ 865,956	\$ 1,122,673	\$ 1,058,847	\$ 1,016,440	\$ 976,010	\$ 1,023,199	\$ 1,177,113
Operating Income (Loss)	\$ (51,087)	\$ (86,319)	\$ (169,091)	\$ (239,561)	\$ (387,745)	\$ (292,606)	\$ (260,470)	\$ (192,140)	\$ (255,786)	\$ (353,156)
Net Postion at the End of the Year	\$ 2,268,981	\$ 3,114,685	\$ 2,945,594	\$ 2,716,033	\$ 2,328,288	\$ 2,995,607	\$ 2,735,137	\$ 2,542,997	\$ 2,287,211	\$ 1,934,055
Net Postion at End of Year:										
Net Investment in capital assets	\$ 2,671,194	\$ 2,645,511	\$ 2,565,023	\$ 2,931,400	\$ 3,024,637	\$ 2,769,725	\$ 2,714,543	\$ 2,604,360	\$ 2,588,743	\$ 2,540,366
Unrestricted	\$ 529,810	\$ 469,174	\$ 390,571	\$ (215,367)	\$ (696,349)	\$ 225,882	\$ 20,594	\$ (61,363)	\$ (301,532)	\$ (606,311)
	\$ 3,201,004	\$ 3,114,685	\$ 2,955,594	\$ 2,716,033	\$ 2,328,288	\$ 2,995,607	\$ 2,735,137	\$ 2,542,997	\$ 2,287,211	\$ 1,934,055

ISF Financial Position FY09-FY19



* Difference between 2010 Year End Net Position and 2011 Beginning Net Position the result of the value of Fire capital assest added as an adjustment after year end, as per auditor

** Difference between 2014 Year End Net Position and 2015 Beginning Net Position the result of the value of DPW and Fire capital assest (trucks and equipment) added as an adjustment after year end, as per auditor



SPECIAL REVENUE FUNDS

MOTORCYCLE WEEK

AMBULANCE - EMS

FY 2020-2021 BUDGET

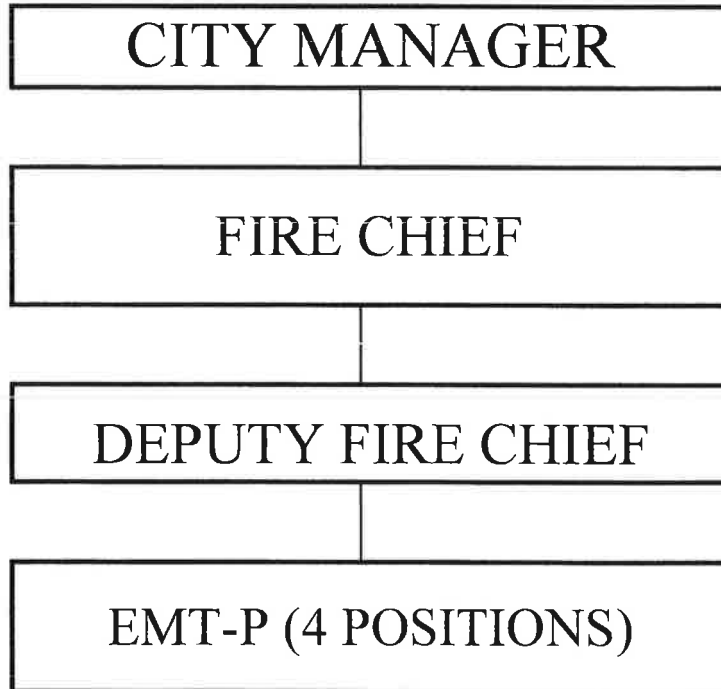
MOTORCYCLE WEEK
SPECIAL REVENUE**

	<u>15-16</u> <u>ACTUAL</u>	<u>16-17</u> <u>ACTUAL</u>	<u>17-18</u> <u>ACTUAL</u>	<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>DEPT</u>	<u>20-21</u> <u>MANAGER</u>	<u>20-21</u> <u>COUNCIL</u>
Revenues								
Boardwalk/Lakeport	\$26,250	\$24,500	\$22,500	\$24,500	\$24,500	\$24,500	\$24,500	\$24,500
Photo Tower/Bike Show	2,896	2,254	3,070	2,196	2,200	2,200	2,200	2,200
Site Review Revenue	12,075	11,950	12,050	12,375	14,000	14,000	14,000	14,000
Licensing	108,590	89,690	75,505	79,010	90,000	85,000	85,000	85,000
Trademark Revenue	-	-	15,200	21,550	13,700	10,000	10,000	10,000
Other	5,025	5,000	5,000	3,840	4,000	4,000	4,000	4,000
Total Revenues	\$154,836	\$133,394	\$133,325	\$143,471	\$148,400	\$139,700	\$139,700	\$139,700
Expenses								
SALARIES								
POLICE- Out of Town Police	61,328	60,258	47,692	38,550	50,000	47,000	47,000	47,000
POLICE- Overtime	19,226	14,492	28,389	20,148	35,000	38,000	38,000	38,000
DPW- Labor	7,858	7,941	3,820	4,507	8,300	8,000	8,000	8,000
FIRE- Extra Duty Labor	21,488	15,550	16,824	17,724	21,000	19,000	19,000	19,000
Food Inspections/Support	1,887	1,500	1,352	931	1,500	1,400	1,400	1,400
MW Retirement	12,216	9,245	14,155	12,095	20,600	17,400	17,400	17,400
TOTAL SALARIES	\$124,003	\$108,986	\$112,232	\$93,955	\$136,400	\$130,800	\$130,800	\$130,800
STATION W								
Lights/ Power	\$ 510	\$ -	\$ 886	\$ -	\$ 400	\$ 400	\$ 400	\$ 400
Building Maintenance	1,541	1,528	-	626	1,200	1,000	1,000	1,000
TOTAL STATION W	\$2,051	\$1,528	\$886	\$626	\$1,600	\$1,400	\$1,400	\$1,400
OTHER								
PD Telephone	\$ -	\$ 118	\$ 54	\$ -	\$ -	-	-	-
PD Printing	84	-	-	-	100	300	300	300
Building Supplies	-	-	-	56	-	100	100	100
PD Supplies	1,200	173	342	252	400	500	500	500
Fire Supplies	-	-	-	189	-	-	-	-
PD Equipment Maint./ Rental	175	-	1,073	119	300	1,000	1,000	1,000
PD Radio Maintenance	-	-	-	-	200	400	400	400
DPW- Vehicle Usage	822	273	560	-	400	400	400	400
DPW-Signs, Materials, Supplies	3,274	3,569	3,250	4,317	4,000	5,000	5,000	5,000
DPW- Traffic Counts	550	360	180	210	200	250	250	250
PD Miscellaneous	214	-	-	225	50	500	500	500
DPW- Sweeping Contractor	3,726	3,962	3,802	4,064	4,000	4,000	4,000	4,000
DPW- Trash Collection	7,795	7,020	8,000	925	8,250	8,500	8,500	8,500
Food Service	2,935	3,989	2,124	4,016	2,100	4,000	4,000	4,000
Fire - Food	-	-	-	1,141	-	1,100	1,100	1,100
DPW- Chemical Toilets	3,421	3,140	4,601	3,815	5,000	4,600	4,600	4,600
Lighting Rentals	2,269	2,031	2,092	2,007	2,200	2,200	2,200	2,200
Legal	-	-	3,038	6,576	-	-	-	-
Trademark Expense	-	-	-	10,000	-	10,000	10,000	10,000
Equipment-Police-cruisers ***	-	-	-	-	-	-	-	-
Equipment-Fire ***	6,000	-	-	-	-	-	-	-
TOTAL OTHER	\$ 32,465	\$ 24,635	\$ 29,116	\$ 37,913	\$ 27,200	\$ 42,850	\$ 42,850	\$ 42,850
DEPT. O&M TOTAL	\$158,519	\$135,149	\$142,234	\$132,494	\$165,200	\$175,050	\$175,050	\$175,050
NET	-\$3,683	-\$1,755	-\$8,909	\$10,977	-\$16,800	-\$35,350	-\$35,350	-\$35,350

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



AMBULANCE EMS



FY 2020-2021 BUDGET

Ambulance-EMS

		<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT</u>	<u>MANAGER</u>	<u>COUNCIL</u>
REVENUES						
91 301-001-0001	Billing Revenues	\$ 1,010,000	\$ 1,010,000	\$1,026,000	\$ 1,026,000	\$ 1,026,000
91 301-001-0002	Training Revenues	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL REVENUE		\$ 1,025,000	\$ 1,025,000	\$1,041,000	\$ 1,041,000	\$ 1,041,000
SALARIES						
91-445-105-0000	Regular Salaries	\$313,643	\$320,349	\$327,721	\$327,721	\$327,721
91-445-105-0000	Extra Duty Coverage	49,489	35,000	23,570	23,570	23,570
91-445-106-0000	Sick-Injury Coverage	8,853	11,000	19,404	19,404	19,404
91-445-106-0001	Personal Coverage	6,663	11,000	17,870	17,870	17,870
91-445-107-0000	Holidays	16,809	18,000	18,500	18,500	18,500
91-445-108-0000	Vacation	8,834	27,000	18,856	18,856	18,856
91-445-109-0000	Longevity	180	180	240	240	240
91-445-112-0000	Educational Stipend	3,600	4,800	1,500	1,500	1,500
91-445-115-0000	Salary Adj.	-	4,124	4,200	4,200	4,200
91 445 120-0000	Medicare Exp	6,108	6,000	6,240	6,240	6,240
91-445-125-0000	Worker's Compensation	21,408	19,600	22,600	22,600	22,600
91-445-130-0000	Health Insurance	100,196	121,963	133,137	133,137	133,137
91-445-135-0000	Retirement	133,165	129,834	129,500	129,500	129,500
TOTAL SALARIES		\$668,949	\$708,850	\$723,338	\$723,338	\$723,338
OTHER						
91-445-201-0000	Telephone	746	600	700	700	700
91-445-207-0000	Postage	14	50	50	50	50
91-445-214-0000	Misc Supply	1,336	3,000	3,000	3,000	3,000
91-445-214-0001	Medical Supplies	50,791	58,000	58,000	58,000	58,000
91-445-218-0000	P & L Insurance	6,734	7,000	7,000	7,000	7,000
91-445-241-0000	Gas/Fuel Expense	-	5,000	5,000	5,000	5,000
91-445-247-0000	Training	9,459	37,000	30,000	30,000	30,000
91-445-247-0001	Training - Other	-	4,000	4,000	4,000	4,000
91-445-253-0000	Physical Exams	816	2,000	2,000	2,000	2,000
91-445-275-0000	Billing/Collection Expense	45,592	54,500	56,000	56,000	56,000
91-445-275-0001	Lockbox Expenses	4,547	3,000	4,500	4,500	4,500
91-445-470-0000	Equipment	14,219	15,000	15,000	15,000	15,000
91-445-470-0001	Equipment Lease	28,620	27,000	27,000	27,000	27,000
TOTAL OTHER		\$162,873	\$216,150	\$212,250	\$212,250	\$212,250
INTERNAL SERVICE						
91-445-234-0000	Vehicle Repairs	25,000	25,000	30,100	30,100	30,100
91-445-234-0001	Internal Service Expense	75,000	75,000	75,000	75,000	75,000
TOTAL ISF		\$100,000	\$100,000	\$105,100	\$105,100	\$105,100
GRAND TOTAL		\$931,822	\$1,025,000	\$1,040,688	\$1,040,688	\$1,040,688

FY 2019-2020 BUDGET

Ambulance-EMS

AMBULANCE EMS SALARIES
FY 2019-2020 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Deputy Chief EMS **			52	42		\$1,615.54	\$84,008.08
1	FF5th/EMT-P			52	42	\$28.52	\$1,197.84	\$62,287.68
3	FF4th/EMT-P			52	42	\$27.69	\$1,162.98	\$181,424.88
Total Ambulance								\$327,720.64

*Above Rates Include Possible Merit (Step) Increases
 **Will be Reviewed During the Year with a Possible raise of 0-5%
 ***Paid by Lakes Region General Hospital

ACCOUNT DESCRIPTIONS

SALARIES

This line item funds the cost of salaries for the Deputy Chief of EMS and four senior firefighter/paramedics (FF/P).

The four FF/P provide half the staffing required to operate the primary ambulance. The Fire budget funds the other half, as well as the cost to staff the two other ambulances. The Deputy Chief of EMS is responsible for quality control, security of pharmaceuticals, training, recertification, paramedic mentoring, and State auditing, and acts as liaison with ambulance billing company.

OVERTIME

The overtime is broken down into five categories. Personal, vacation, sick-injury covers the time off used by the four senior FF/P.

The Extra Duty covers when recalls are needed during periods of multiple EMS calls, extra staff for the 4th of July, and severe storms. In addition, the Extra Duty covers for times when one of our ambulances transports a patient to Concord, CMC, or occasionally Dartmouth or Mass General.

The Training overtime covers the cost to recertify all of our firefighter advanced and paramedics. Essentially half the department recertifies each year.

HOLIDAYS

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

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

HEALTH INSURANCE

This line item funds the estimated cost of health insurance for the five employees. This line is based on the health insurance premiums as provided by New Hampshire Interlocal Trust less anticipated employee contributions and employee enrollment at the time the budget was prepared.

RETIREMENT

This line item funds the cost of the City's share of the retirement system for department employees.

TRAINING

This line item covers expense related to hiring instructors, or other costs, such as testing, and documentation associated with EMS training. This also allows the firefighter going to take a limited number of hours off to go to school and be covered. Additional hours would be without coverage. This line also pays for one firefighter to attend paramedic school per year.

TRAINING EXP-OTHER

This line pays to cover the firefighter at paramedic school if they need time off to attend mandatory class/clinical time.

PHYSICAL EXAMS

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

MISCELLANEOUS SUPPLIES

This line item covers unforeseen expenses to operate the ambulance.

EQUIPMENT LEASE

This line will cover the cost to lease three cardiac monitor/defibrillators. By leasing these devices, we will replace our monitors on a three-year rotation, which ensures that our monitors are always state-of-the-art.

MEDICAL SUPPLIES

This line item will cover the cost for all medical supplies, including disposable medical equipment, pharmaceuticals, such as morphine, Narcan, portable oxygen.

EQUIPMENT

This line item funds the cost for new and replacement equipment, including annual maintenance of stretchers and hydraulic lifts.

COLLECTION EXPENSE

This line item will cover the 5.5% that will go to the collection agency for ambulance billing.

FUEL EXPESNE

This line item covers the cost for fuel for the three ambulances.

WORKERS COMPENSATION

This line covers the cost of workers compensation coverage.

INTERNAL SERVICE FUND

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



Tax Increment Financing Districts

	Downtown	Lakeport	Weirs
FY20 Approved Increment	\$248,014	\$8,129	\$102,825
Current Value (2019 MS1)	\$108,163,183	\$35,738,867	\$116,503,823
Original Value	\$70,676,650	\$39,121,300	\$81,482,633
Captured Value	\$37,486,533	-\$3,382,433	\$35,021,190
Maximum Retained Value *	\$18,743,267	-\$1,691,217	\$17,510,595
Estimated Tax Rate **	\$18.87	\$18.87	\$18.87
Maximum Increment	\$353,685	\$0	\$330,425

Downtown

Est. Beginning Fund Balance	\$1,017,662
FY21 Expenses:	
2015 Bond Payment	\$127,561
Colonial Bond Payment	\$210,000
Parking Garage Security Cameras	\$1,000
Riverwalk	\$95,330
Total	\$433,891
Recommended Increment	\$238,061
Est. Ending Balance	\$821,832

Lakeport

Est. Beginning Fund Balance	\$29,631
FY21 Expenses:	
	\$0
Total	\$0
Recommended Increment	\$8,129
Est. Ending Balance	\$37,760

Weirs

Est. Beginning Fund Balance	-\$108,334
FY21 Expenses:	
Bond Payment	\$108,836
Total	\$108,836
Recommended Increment	\$120,000
Est. Ending Balance	-\$97,170

* As per RSA and Adopted Development Plans, 50% of Captured Value

** As per RSA, does not include State education rate

RESOLUTION

2020-06

CITY OF LACONIA

In the Year of our Lord two thousand and twenty:

A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR THE GENERAL FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND TERMINATING JUNE 30, 2021

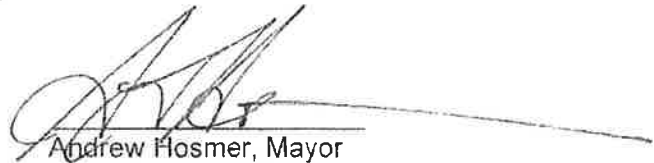
Resolved by the City Council of the City of Laconia, as follows:

That the following itemized appropriations be made for the fiscal year beginning July 1, 2020 and terminating June 30, 2021.

GENERAL FUND

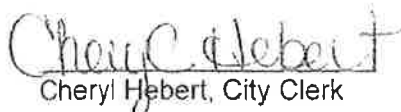
GRAND TOTAL:	APPROPRIATION	\$ 77,693,772
LESS:	TOTAL REVENUES	\$ 30,382,889
	BALANCE TO BE RAISED BY TAXES	\$ 47,310,883

This Resolution shall take effect upon its passage.



Andrew Hosmer, Mayor

Passed and approved this 27 day of July 2020



Cheryl Hebert, City Clerk

CITY OF LACONIA

In the Year of our Lord two thousand and twenty

A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR ANTICIPATED GRANTS FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND TERMINATING JUNE 30, 2021

Resolved by the City Council of the City of Laconia, as follows:

That the following itemized appropriations be made for the fiscal year beginning July 1, 2020 and terminating June 30, 2021.

ANTICIPATED GRANTS

GRAND TOTAL:	APPROPRIATION	\$ 338,000
LESS:	TOTAL REVENUES	\$ 338,000

This Resolution shall take effect upon its passage.



Andrew Hosmer, Mayor

Passed and approved this 27 day of July, 2020



Cheryl Hebert, City Clerk

RESOLUTION

2020-08

CITY OF LACONIA

In the Year of our Lord two thousand and twenty:

**A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR THE
SANITARY SEWER ENTERPRISE FUND AND WATER WORKS ENTERPRISE FUND
FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND TERMINATING JUNE 30,
2021**

Resolved by the City Council of the City of Laconia, as follows:

That the following itemized appropriations be made for the fiscal year beginning July 1, 2020
and terminating June 30, 2021

FY2020-21 ENTERPRISE FUNDS:

SEWER FUND

GRAND TOTAL:	APPROPRIATION	\$ 3,939,698
LESS:	TOTAL REVENUES	\$ 3,939,698

CAPITAL OUTLAY \$ 2,465,000

WATER FUND

GRAND TOTAL:	APPROPRIATION	\$ 2,365,175
LESS:	TOTAL REVENUES	\$ 2,365,175

CAPITAL OUTLAY \$ 619,050

This Resolution shall take effect upon its passage.



Andrew Hosmer, Mayor

Passed and approved this 27 day of July, 2020



Cheryl Hebert, City Clerk

CITY OF LACONIA

In the Year of our Lord two thousand and twenty:

A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR THE INTERNAL SERVICES FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND TERMINATING JUNE 30, 2021

Resolved by the City Council of the City of Laconia, as follows:

That the following itemized appropriations be made for the fiscal year beginning July 1, 2020 and terminating June 30, 2021

INTERNAL SERVICES FUND

GRAND TOTAL:	APPROPRIATION	\$ 1,182,496
LESS:	TOTAL REVENUES	\$ 1,182,496

This Resolution shall take effect upon its passage.



Andrew Hosmer, Mayor

Passed and approved this 27 day of July 2020



Cheryl Hebert, City Clerk

RESOLUTION

RES-2020-10

CITY OF LACONIA

In the Year of our Lord two thousand and twenty:

A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR THE SPECIAL REVENUE FUNDS - MOTORCYCLE WEEK FUND AND AMBULANCE EMS FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND TERMINATING JUNE 30, 2021

Resolved by the City Council of the City of Laconia, as follows:

That the following itemized appropriations be made for the fiscal year beginning July 1, 2020 and terminating June 30, 2021

SPECIAL REVENUE FUND - MOTORCYCLE WEEK

GRAND TOTAL:	APPROPRIATION	\$ 175,050
LESS:	TOTAL REVENUES	\$ 139,700

SPECIAL REVENUE FUND - AMBULANCE EMERGENCY MEDICAL SERVICES

GRAND TOTAL:	APPROPRIATION	\$ 1,040,688
LESS:	TOTAL REVENUES	\$ 1,041,000

This Resolution shall take effect upon its passage.



Andrew Hosmer, Mayor

Passed and approved this 27 day of July 2020



Cheryl Hebert, City Clerk

CITY OF LACONIA

In the Year of our Lord two thousand and twenty:

A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR THE TAX INCREMENT FINANCE DISTRICT FUNDS: DOWNTOWN TIF, LAKEPORT TIF AND WEIRS TIF FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND TERMINATING JUNE 30, 2021

Resolved by the City Council of the City of Laconia, as follows:

That the following itemized appropriations be made for the fiscal year beginning July 1, 2020 and terminating June 30, 2021

TAX INCREMENT FINANCE DISTRICT-DOWNTOWN

GRAND TOTAL:	APPROPRIATION	\$ 238,061
LESS:	TOTAL REVENUES	\$ 238,061

TAX INCREMENT FINANCE DISTRICT- LAKEPORT

GRAND TOTAL:	APPROPRIATION	\$ 8,129
LESS:	TOTAL REVENUES	\$ 8,129

TAX INCREMENT FINANCE DISTRICT-WEIRS

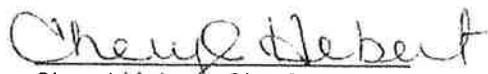
GRAND TOTAL:	APPROPRIATION	\$ 120,000
LESS:	TOTAL REVENUES	\$ 120,000

This Resolution shall take effect upon its passage.



Andrew Hosmer, Mayor

Passed and approved this 27 day of July 2020



Cheryl Hebert, City Clerk

CITY OF LACONIA

In the Year of our Lord two thousand and twenty:

A RESOLUTION RELATIVE TO CARRYING FORWARD CERTAIN APPROPRIATIONS FROM FISCAL YEAR 2020 INTO FISCAL YEAR 2021 TO ALLOW FOR COMPLETION OF CONTINUING PROJECTS AND PRIORITIES

Resolved by the City Council of the City of Laconia, as follows:

That the following itemized appropriations are carried forward from the Fiscal Year ending June 30, 2020 into the Fiscal Year beginning July 1, 2020. All amounts presented as not to exceed totals:

CARRIED FORWARD FROM EXISTING OPERATING BUDGET

ADMINISTRATION

\$14,581.81 01-489-480-0031 Milfoil Treatment
Approval will allow for continued Milfoil eradication in City lakes and streams

ASSESSING

\$7,000.00 01-411-101-0000 Salaries
Approval will allow for upgrade of Vision assessing system

CONSERVATION COMMISSION

\$1,000.00 01-422-239-0000 Weed Watchers
Carryover will allow for Milfoil prevention measures

FIRE

\$5,000.00 01-445-251-0001 Protective Clothing
Approval will allow for purchase of protective clothing. Original appropriation \$20,000
\$9,000.00 01-445-253-0000 Physical Exams
Carryover to provide for exams not conducted due to covid 19.
\$7,000.00 01-445-401-0000 Equipment
Approval will allow for purchase of equipment not completed in FY20

LEGAL

\$15,000.00 01-402-225-0001 Other Attorneys
Carryover to accommodate labor negotiations scheduled for FY21
\$5,000.00 01-402-225-0007 Negotiator
Carryover to accommodate labor negotiations scheduled for FY21

PUBLIC WORKS

\$35,000.00 01-493-304-0007 Recycling Contract
Requested to accommodate higher than expected recycling cost in FY21
\$25,000.00 01-500-214-0007 Supplies – Road Maintenance
Approval will allow for street and road repairs

RECREATION AND FACILITIES

\$1,500.00 01-479-233-0000 Maintenance
Requested to accommodate equipment purchases
\$3,825.00 01-479-401-0000 Equipment
Requested to accommodate equipment purchases

WELFARE

\$40,000.00 01-477-315-0000 City Relief
Approval will create general assistance contingency

SANITARY SEWER FUND

Requested to accommodate sewer and pump station maintenance:

\$75,062.70	90-409-000-1000	Sewer Maintenance
\$6,750.35	90-421-000-1000	General Pump Station
\$4,705.75	90-425-000-1000	Lawrence Court Pump Station
\$227.27	90-426-000-1000	Old N. Main St. – Opechee Pump Station
\$7,483.45	90-428-000-1000	Black Brook – Union Ave Pump Station
\$5,388.51	90-430-000-1000	Langley Cove Pump Station
\$6,233.59	90-434-000-1000	Paugus Pump Station
\$991.05	90-436-000-1000	Lakeside-Weirs Pump Station
\$2,832.90	90-438-000-1000	Shore Drive Pump Station
\$5,510.68	90-439-000-1000	Christmas Island Pump Station
\$3,812.65	90-440-000-1000	Hillcrest Drive Pump Station
\$3,094.84	90-441-000-1000	Edgewater Ave. Pump Station
\$2,474.80	90-443-000-1000	Mass Ave Pump Station
\$286.75	90-444-000-1000	Channel Lane Pump Station
\$2,441.89	90-445-000-1000	Gold Street Pump Station
\$4,585.22	90-446-000-1000	Endicott St. – Scenic Road Pump Station
\$3,637.18	90-447-000-1000	Briarcrest Pump Station
\$3,313.06	90-449-000-1000	Chapin Terrace Pump Station
\$150,000.00	90-465-101-0000	Pump Station Contingency
\$30,000.00	90-465-215-0000	Sanitary Sewer Studies

EMS FUND

Requested to accommodate trainings and test delayed by covid 19.

\$3,640.00 91-445-247-0001 TRAINING EXP - OTHER
\$1,500.00 91-445-253-0000 PHYSICAL EXAMS

CARRIED FORWARD FROM EXISTING CAPITAL BUDGET

PUBLIC WORKS

Requested to provide for continuation of projects already started.

\$50,000.00	01-497-493-0001	Transfer Station Scale
\$300,000.00	01 497-500-0013	Street Repairs
\$20,643.00	01-497-500-0015	Bridge Repair and Maintenance
\$3,000.00	01-497-500-0031	Sidewalk Repair and Reconstruction
\$20,000.00	01-497-500-0035	Guard Rails and Railings
\$447.05	01-497-500-0048	Parking Garage Deck Repairs
\$74,373.16	01-497-500-0049	City Wide Drainage Improvements
\$20,623.87	01-497-500-0055	Storm water Engineering & Design
\$6,420.00	01-497-500-0067	Morin Rd. Landfill Investigation

SANITARY SEWER FUND

Requested to provide for continuation of projects already started.

\$150,000.00	90-497-497-0013	Vactor – Jet Rodder
\$53,605.07	90-497-497-0027	Gravity Sewer Mains
\$182,939.12	90-497-497-0051	Keasor Pump Station Upgrade
\$192,368.11	90-497-497-0053	Lawrence Pump Station Upgrade
\$6,144.03	90-497-497-0054	Pipe Lining and Grouting Program
\$10,000.00	90-497-497-0057	Vactor Dumping Station
\$3,800.00	90-497-497-0058	Supervisory Control & Data Acq Upgrade

CARRIED FORWARD FROM EXISTING ROLLOVER ACCOUNTS

LEGAL

\$10,000.00	01-499-402-0002	LITIGATION RELATED EXP
\$2,025.00	01-499-402-0006	ATTORNEY/ENVIRONMENTAL EXP

Funds for environmental or other related legal expenses as needed

PLANNING

\$29,901.00	01-499-405-0004	PLANNING O/S CONTRACTS
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Carried forward to accommodate costs of outside services that may be required for planning projects, research for new ordinances, etc.

ASSESSING

\$18,118.00	01-499-411-0002	ASSESSING O/S REVAL
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Funds to be used to mitigate financial impact of assessing studies and upgrades

INFORMATION TECHNOLOGY

\$21,818.19 01-499-432-0001 IT PROJECTS

Requested to accommodate technology projects, including improvement to planning and code systems.

POLICE

\$108,670.99 01-499-437-0011 FIRE/POLICE RADIO & TOWER UPGRADES

Project anticipated to be completed in FY21

FIRE

\$2,407.00 01-499-445-0003 FIRE - CODE PAL SOFTWARE EXPENSES

Covers expense of Code Pal system, such as purchasing tablets

RECREATION & FACILITIES

Funds designated for improvements as specified.

\$7,297.16	01-499-479-0018	Community Center Heating
\$19,906.50	01-499-479-0020	Opechee Park Pedestrian Walkway
\$40,000.00	01-499-479-0026	Endicott Rock Beach Engineering
\$1,675.00	01-499-479-0027	Indian Statue Refurbishment
\$5,520.43	01-499-479-0032	Centralized Irrigation Control System

PUBLIC WORKS

Requested to provide for continuation of projects previously started.

\$6,537.62	01-499-500-0002	Landfill Cap/Liner Repair, Wetland Restore
\$1,160.10	01-499-500-0007	Sidewalk Repair and Restoration
\$67,164.00	01-499-500-0008	Fence Rails & Guardrails
\$18,794.56	01-499-500-0013	Street Repairs
\$5,321.60	01-499-500-0014	Tree Removal
\$2,550.00	01-499-500-0015	Signs
\$3,886.50	01-499-500-0028	Traffic Signal Improvements
\$23,648.11	01-499-500-0060	Weirs Boardwalk Retaining Wall
\$20,000.00	01-499-500-0061	Langley Brook Bridge Repair
\$1,372.67	01-499-500-0062	DPW Building Engineering


SANITARY SEWER FUND

Requested to provide for continuation of projects previously started.


\$62,374.71	90-499-497-0023	Court Street Sewer Upgrade
\$227,912.27	90-499-497-0033	Black Brook Pump Station
\$60,500.00	90-499-497-0041	Infiltration & Inflow Study
\$189,560.51	90-499-497-0045	Langley Pump Station Equip. Upgrade
\$10,548.67	90-499-497-0047	Pump Station Control Data Study
\$166,923.09	90-499-497-0083	Paugus Pump Station Upgrade
\$7,285.00	90-499-497-0084	Keasor Pump Station Upgrade Keasor P/S Upgrade
\$13,560.06	90-499-497-0085	Chapin Terrace P/S Upgrade

\$120,000.00	90-499-497-0088	Lawrence P/S Upgrade
\$300,000.00	90-499-497-0090	Vactor Jet Rodder
\$16,000.00	90-499-497-0091	Paugus Interceptor

This Resolution shall take effect upon its passage



Andrew Hosmer, Mayor

Passed and approved this 22nd day of June 2020

Cheryl Hebert, City Clerk