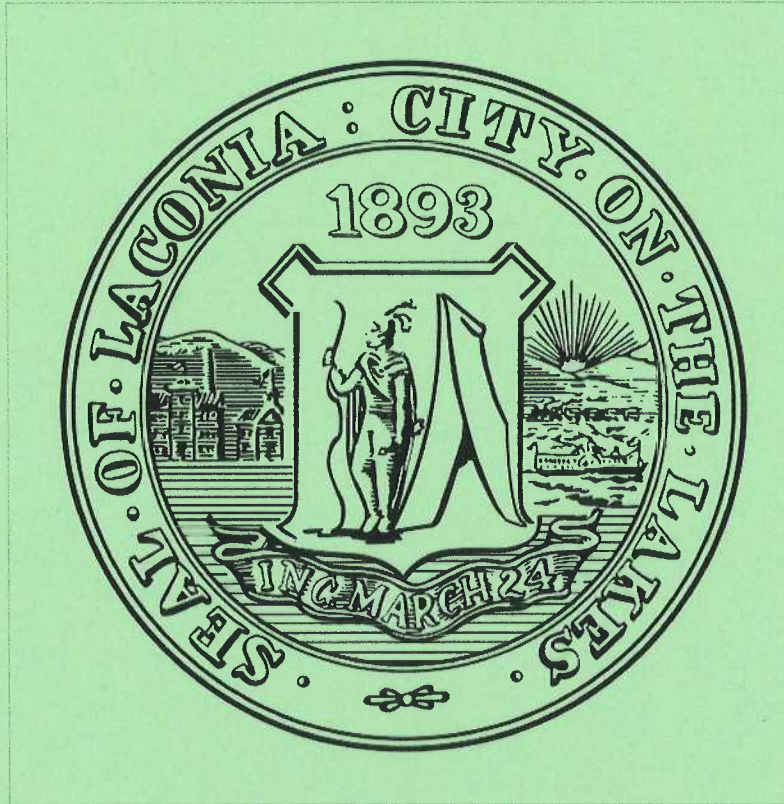


CITY OF LACONIA
NEW HAMPSHIRE
Fiscal Year 2021-2022



Approved
Expenditure Plan

Adopted July 26, 2021

April 26, 2021

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 2022. 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 2020 was 1.2%. It allows for additional spending of \$568,466 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 \$39.0 million, which allows for additional spending of \$769,080 combined for the City, Schools and Belknap County.
- These two tax cap factors are then added to the "FY 2021 Amount to be Raised by Taxes" to determine the new "Maximum Increase in Amount Raised by Taxes FY22".

Municipal Entity	FY 2021 Amount to be Raised by Taxes	National CPI-U* 1.20%	New Construction Value \$39,000,000	Maximum Increase in Amt. Raised by Taxes FY22	Proposed Increase in Amt. Raised by Taxes FY22
City	\$18,699,191	\$224,390	\$298,350	\$522,740	\$1,004,458
School	\$25,782,477	\$309,390	\$423,540	\$732,930	\$732,930
County	\$2,890,536	\$34,686	\$47,190	\$81,876	(\$399,841)
TOTALS	\$47,372,204	\$568,466	\$769,080	\$1,337,546	\$1,337,546

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 2022 Dept. Request". The column labeled "FY 2022 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

- **Net City** (non-school) spending **increases** by \$921,817 (4.93%) 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 \$732,930 (2.0%) over the current year.
- The estimated **Belknap County** spending is anticipated to decrease by 11% from the current year, as reported by County officials.
- 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 \$20,000 to \$700,000.
- Assessed valuation **increases** by \$39.0 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 prior year tax rate, with percentage change calculated using Council approved rates.

Tax Type	FY20 Actual	FY21 Proposed	Increase (Decrease)	Percent Change
CITY	\$7.65	\$8.10	\$0.45	5.7%
LOCAL SCHOOL	\$8.94	\$9.05	\$0.11	1.2%
STATE SCHOOL	\$1.92	\$1.94	\$0.02	1.0%
COUNTY	\$1.21	\$1.06	(\$0.15)	-12.4%
Total	\$19.72	\$20.15	\$0.43	1.2%

Each year the City receives revenue from sources other than property taxes. The revenue details are shown beginning on page 57 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 (\$38,000 decrease = -10.6%) – This revenue category includes interest on delinquent taxes, redemption interest (interest accrued after the tax lien process) and boat taxes. The decrease is in the category of Redemption Interest and is reflective of lower interest rates

INTERGOVERNMENTAL REVENUE (\$148,749 increase = 9.5%) – This revenue category contains primarily Rooms & Meals Tax, Highway Block Grant distributions and the second year of the State's revenue sharing distribution and COVID-19 disbursements from the state and federal government. The increase is entirely due to COVID-19 disbursements.

LICENSES & PERMITS (\$141,900 increase = 3.7%) – This revenue category includes license and permit revenue which is primarily made up of motor vehicle registration. The primary factor driving the increase is motor vehicle registration revenue, which is projected to increase by \$120,000.

CHARGES FOR SERVICES (\$126,950 increase = 8.1%) – This revenue category is made up of income generated by the various City departments. The major factors contributing to the increase are Police Extra Duty reimbursements, Planning revenue, and Transfer Station trash disposal accounts.

INTEREST ON GENERAL FUND DEPOSITS (\$210,000 decrease = -58.3%) – This revenue stream has been adjusted to reflect recent changes in interest rates.

PARKING (\$49,360 increase = 29.0%) – Major changes in this revenue stream include the addition of contracted parking in downtown lots for the new Colonial Block residential condominium units and an increase in expected Lakeside parking revenue.

PAYMENT IN LIEU OF TAXES (\$12,900 decrease = -3.0%) – 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 (\$121,150 increase = 27.0%) – This revenue category is made up of income generated from various sources. Major changes include solar array rental revenue and an anticipated premium return from the City's health insurance provider.

USE OF FUND BALANCE – The use of Fund Balance is budgeted at \$700,000 which is a \$20,000 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 \$550,000. 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 all expire on June 30, 2021. One year agreements have been approved with two bargaining units, the conditions of which have been incorporated into this budget. The budget assumes that agreements with the remaining bargaining units will parallel those already approved. Contained within this budget proposal are wage adjustments that reflect increases for Steps and COLA's for the fiscal year beginning July 1, 2021.

HEALTH INSURANCE – In April 2021 the City was advised by the New Hampshire Interlocal Trust that employee health insurance rates will increase by 3.3% 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 will increase significantly as of July 1, 2021. Announced increases are: Sworn Police employee rates will increase from 28.43% to 33.88%, Fire personnel rates will increase from 30.09% to 32.99% and rates for other employees will increase from 11.17% to 14.06%. These increases are incorporated into this budget.

STAFFING – There are no additional new positions proposed for FY22.

CAPITAL OUTLAY – The Capital Outlay line item within the operating budget on a cash basis is \$1,780,000 which reflects a \$95,000 increase, or 5.6% over the prior year. This does not include any of the significant street improvements, bridge improvements, the Colonial Theatre renovation and other projects bonded in recent years. The cash funding proposal of \$1,780,000 in capital outlay reflects 6.1% 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 13.

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

- **\$125,000 – Self Contained Breathing Apparatus Replacement** – This appropriation will fund replacement of these units, which are approaching the end of their useful life. This appropriation will be supplemented with reserve funds to provide for the full \$295,000 cost.
- **\$35,000 – Portable Police Radio Replacement** – This appropriation will fund replacement of five radios which have reached the end of their useful live and will no longer be serviced by Motorola.
- **\$1,250,000 – Street Repairs** – This appropriation will fund general road repair and resurfacing projects throughout the City.

- **\$100,000 – City Cost Share for Replacement of Academy Street Bridge** – This appropriation provides a portion of the City's share of this project, which is scheduled to begin in FY22.
- **\$50,000 - Sidewalk Repair/Construction** – This appropriation will fund ongoing sidewalk repair and replacement projects throughout the City.
- **\$40,000 – Bridge Repair and Maintenance** – This appropriation will fund routine repairs and maintenance of City bridges in order to extend their useful life.
- **\$75,000 – City-Wide Drainage Improvements** – This appropriation will fund improvements to the City's drainage infrastructure.
- **\$10,000 – Morin Rd. Remediation Work** – This funding continues the site work at the Morin Rd. Landfill in conjunction with DES requirements.
- **\$25,000 – Parking Garage Annual Inspection and Interim Work** – The appropriation will fund the annual inspection and priority temporary safety repairs.
- **\$50,000 – Stormwater Engineering Study & Design** - This appropriation will fund the study of ongoing drainage problem areas for future repairs.
- **\$20,000 – Fences, Guard Rails, Railings, Retaining Wall Repair** - This appropriation will fund repairs and improvements to the City's infrastructure.

Capital Outlay – Bonded

I proposed issuing a \$1,600,000 bond to fund the Elm Street road, sidewalk and drainage reconstruction project. This budget includes a \$42,000 payment for interest on this bond. The first principal payment will not be due until FY23.

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 \$4,491,527 in the Sewer Fund and an additional \$2,451,000 in capital outlay (shown on page 142).

WATER FUND – Page 148

I have included the Water Commission's recommended budget for the next fiscal year which proposes an operating budget appropriation of \$3,120,175. 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 163

I am proposing a \$1,292,588 Internal Service Fund (ISF) budget, including an expenditure of \$548,260 for vehicles (see page 13). 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. The budget continues our efforts to bring the ISF into balance, reducing the structural deficit by \$39,000 from FY21 levels.

MOTORCYCLE WEEK FUND – Page 172

I am proposing a Motorcycle Week budget of \$169,817. This budget is in keeping with actual expenditures from prior years.

AMBULANCE EMS FUND – Page 173

I am proposing a \$1,121,242 Ambulance-EMS budget for FY22. The proposal is based on prior year expenses and revenues. Revenues may be supplemented with Federal Rescue Act monies as needed.

TAX INCREMENT FINANCING (TIF) DISTRICTS – Page 176The 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 \$250,000 for Downtown, \$8,129 for Lakeport and \$170,000 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
ANNUAL BUDGET
FY 2021-2022**

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CITY OF LACONIA-EXPENDITURE PLAN

FISCAL YEAR 2021-2022

<u>DEPARTMENT</u>	<u>2020-2021 COUNCIL</u>	<u>2021-2022 DEPT REQ</u>	<u>% DEPT 21-22</u>	<u>2021-2022 MANAGER</u>	<u>% MNGR 21-22</u>	<u>2021-2022 COUNCIL</u>	<u>% COUNCIL 21-22</u>
1. ADMINISTRATION	\$274,303	\$284,341	3.7%	\$276,866	0.9%	\$276,866	0.9%
a. CAPITAL OUTLAY	\$1,685,000	\$3,623,000	115.0%	\$1,780,000	5.6%	\$1,780,000	5.6%
b. NON DEPARTMENTAL	\$391,292	\$569,428	45.5%	\$448,004	14.5%	\$448,004	14.5%
c. SPECIAL ITEMS	\$265,320	\$249,519	-6.0%	\$239,019	-9.9%	\$239,019	-9.9%
d. INFORMATION TECH.	\$201,700	\$205,130	1.7%	\$205,130	1.7%	\$205,130	1.7%
e. LICENSING BOARD	\$11,991	\$11,883	-0.9%	\$11,883	-0.9%	\$11,883	-0.9%
2. ASSESSING	\$248,868	\$244,499	-1.8%	\$244,499	-1.8%	\$244,499	-1.8%
3. CODE ENFORCEMENT	\$173,432	\$161,136	-7.1%	\$160,136	-7.7%	\$160,136	-7.7%
4. CONSERVATION COMM	\$4,500	\$4,500	0.0%	\$4,500	0.0%	\$4,500	0.0%
5. FINANCE							
a. EMPLOYEE BENEFITS	\$1,373,470	\$1,550,722	12.9%	\$1,537,504	11.9%	\$1,537,504	11.9%
b. FISCAL	\$704,884	\$756,618	7.3%	\$745,618	5.8%	\$745,618	5.8%
c. INSURANCE	\$532,723	\$492,958	-7.5%	\$492,958	-7.5%	\$492,958	-7.5%
d. PRINCIPAL & INTEREST	\$2,624,600	\$2,585,811	-1.5%	\$2,585,811	-1.5%	\$2,585,811	-1.5%
e. REIMBURSABLES	\$169,600	\$165,300	-2.5%	\$165,300	-2.5%	\$165,300	-2.5%
6. FIRE	\$4,712,399	\$5,051,390	7.2%	\$4,991,190	5.9%	\$4,991,190	5.9%
7. HISTORIC DIST. COMM.	\$0	\$4,500		\$4,500		\$4,500	
8. LEGAL	\$96,000	\$96,000	0.0%	\$96,000	0.0%	\$96,000	0.0%
9. LIBRARY	\$870,351	\$887,726	2.0%	\$885,726	1.8%	\$885,726	1.8%
10. PLANNING	\$335,460	\$311,853	-7.0%	\$308,103	-8.2%	\$308,103	-8.2%
11. POLICE	\$6,501,771	\$7,095,368	9.1%	\$7,027,585	8.1%	\$7,027,585	8.1%
12. PUBLIC WORKS	\$2,761,017	\$2,853,271	3.3%	\$2,852,619	3.3%	\$2,852,619	3.3%
a. SOLID WASTE	\$2,229,817	\$2,391,010	7.2%	\$2,351,010	5.4%	\$2,351,010	5.4%
13. RECORDS							
a .CITY CLERK	\$170,526	\$178,555	4.7%	\$177,054	3.8%	\$177,054	3.8%
b. ELECTIONS	\$34,275	\$34,900	1.8%	\$27,900	-18.6%	\$27,900	-18.6%
14. RECREATION & FACILITIES	\$804,561	\$835,068	3.8%	\$831,443	3.3%	\$831,443	3.3%
a. CITY HALL MAINT	\$76,350	\$77,100	1.0%	\$77,100	1.0%	\$77,100	1.0%
b. COMMUNITY CENTER	\$43,800	\$44,850	2.4%	\$44,850	2.4%	\$44,850	2.4%
c. POLICE STATION	\$135,550	\$144,000	6.2%	\$141,000	4.0%	\$141,000	4.0%
15. WELFARE	\$114,921	\$84,199	-26.7%	\$84,199	-26.7%	\$84,199	-26.7%
TOTAL CITY APPROPRIATION	\$27,548,481	\$30,994,633	12.5%	\$28,797,507	4.5%	\$28,797,507	4.5%

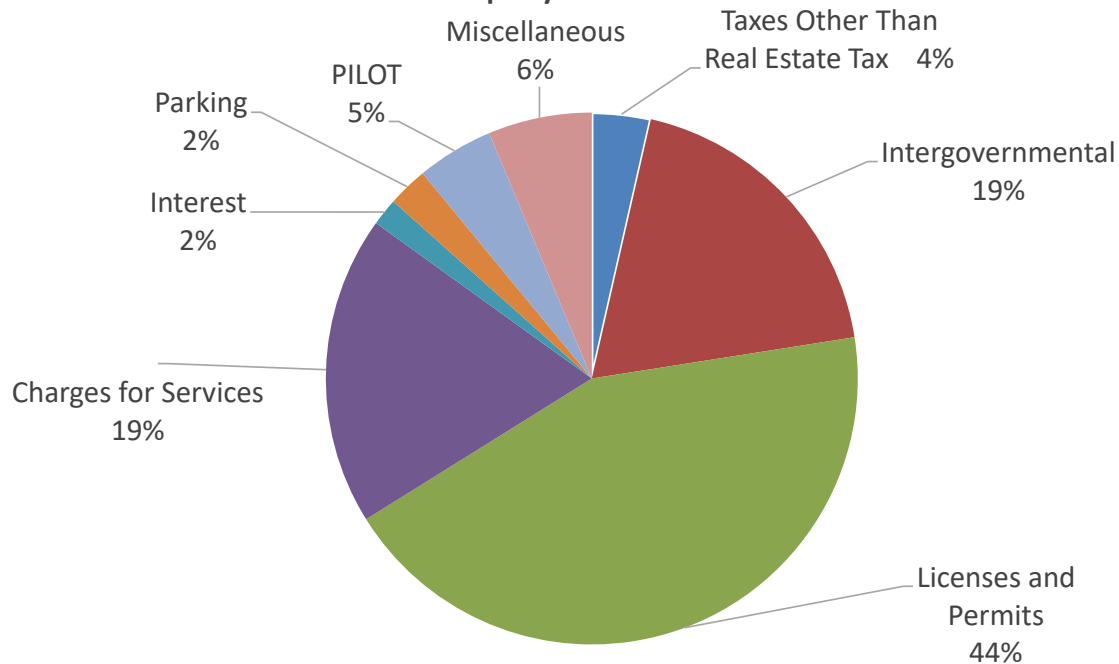
CITY OF LACONIA-ANTICIPATED REVENUES

FISCAL YEAR 2021-2022

	<u>2020-2021</u> <u>COUNCIL</u>	<u>2021-2022</u> <u>DEPT REQ</u>	<u>%DEPT</u> <u>21-22</u>	<u>2021-2022</u> <u>MANAGER</u>	<u>% MNGR</u> <u>21-22</u>	<u>2021-2022</u> <u>COUNCIL</u>	<u>% COUNCIL</u> <u>21-22</u>
TAXES OTHER THAN PROPERTY TAX	\$360,000	\$322,000	-10.6%	\$322,000	-10.6%	\$322,000	-10.6%
INTERGOVERNMENTAL REVENUE	\$1,561,890	\$1,281,639	-17.9%	\$1,710,639	9.5%	\$1,710,639	9.5%
LICENSES, PERMITS & FEES	\$3,794,100	\$3,916,000	3.2%	\$3,936,000	3.7%	\$3,936,000	3.7%
CHARGES FOR SERVICES	\$1,570,900	\$1,687,850	7.4%	\$1,697,850	8.1%	\$1,697,850	8.1%
INTEREST ON GF DEPOSITS	\$360,000	\$150,000	-58.3%	\$150,000	-58.3%	\$150,000	-58.3%
PARKING REVENUE	\$170,000	\$15,200	-91.1%	\$219,360	29.0%	\$219,360	29.0%
PILOT	\$434,400	\$9,200	-97.9%	\$421,500	-3.0%	\$421,500	-3.0%
MISCELLANEOUS	\$448,000	\$0	-100.0%	\$569,150	27.0%	\$569,150	27.0%
TOTAL CITY NON-TAX REVENUE	\$8,699,290	\$7,381,889	-15.1%	\$9,026,499	3.8%	\$9,026,499	3.8%

Revenue Detail begins on page 57

City Revenue Detail FY22 - Other Than Property Tax



LACONIA SCHOOL DISTRICT
BUDGET - REVENUES
2021-22
Estimate

REVENUE SOURCES		MS-24 FY 19-20	MS-24 FY 20-21	MS-24 FY 21-22 Estimate
<u>REVENUE FROM STATE SOURCES</u>				
3111	Adequate Education Aid***	11,208,335	11,271,358	11,651,339
3210	Building Aid	693,263	681,203	670,195
3220	Keno Aid	-	-	-
3230	Sped Aid (Catastrophic Aid)	74,356	169,307	169,307
3240	Area Vocational/Alt School	1,065,000	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		13,108,524	13,254,438	13,623,411
<u>REVENUE FROM FEDERAL SOURCES</u>				
4300	Other Federal (Direct From Federal)	200,000	200,000	200,000
4520	TITLE I - X	1,523,940	1,523,940	1,523,940
4540	Vocational Education	186,845	186,845	186,845
4550	Adult Education	266,068	266,068	266,068
4560	Child Nutrition Programs	(1) 709,000	709,000	709,000
4570	Handicapped Programs	603,435	603,435	603,435
4580	Medicaid Reimbursements	495,644	642,007	642,007
4590	Grants from Other Sources	1,339,977	1,339,977	1,339,977
4591	Other Federal	524,995	524,995	524,995
TOTAL REVENUE FROM FEDERAL		(2) 5,849,904	5,996,267	5,996,267
<u>LOCAL REVENUE OTHER THAN TAXES</u>				
1316	Tuition - Adult Ed/ Alt Ed	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	355,000	355,000	355,000
1710	Public Activities - Gate Receipts	5,000	5,000	5,000
1600	Food Sales	(1) 486,561	486,561	498,827
1900	Other Revenue -	134,315	389,833	244,601
1912	Rental - Other	5,000	5,000	5,000
5250	Transfer from Trust Funds	179,142	375,000	354,775
TOTAL REVENUE FROM LOCAL SOURCES		1,361,518	1,712,894	1,484,703
TOTAL ESTIMATED REVENUE		20,319,946	20,963,599	21,104,381
NET AMOUNT TO BE RAISED BY TAXES		20,658,985	21,312,818	21,917,232
TOTAL REVENUES		40,978,931	42,276,417	43,021,613
<u>SUMMARY OF APPROPRIATIONS</u>				
21	GENERAL FUND	35,070,540	36,368,026	37,100,956
22	FEDERAL/STATE PROJECTS	(2) 4,645,260	4,645,260	4,645,260
25	NUTRITIONAL PROGRAMS	(1) 1,263,131	1,263,131	1,275,397
TOTAL APPROPRIATION		40,978,931	42,276,417	43,021,613
(1) Total revenue from nutritional programs equals appropriations for nutritional programs fund 25.		1,263,131	1,263,131	1,275,397
(2) Total revenue from federal sources excluding nutritional programs equals appropriation for federal projects fund 22.		4,645,260	4,645,260	4,645,260
		5,908,391	5,908,391	5,920,657
TAX RATE ESTIMATE				
NET ASSESSED VALUATION		2,245,099,103	2,382,861,491	2,382,861,491
NET SCHOOL APPROPRIATION (LOCAL)		20,658,985	21,312,818	21,917,232
SCHOOL TAX PER \$1,000 VALUATION (LOCAL)		9.20	8.94	9.20
AMOUNT OF STATE GRANT***		6,732,669	6,801,699	7,053,164
AMOUNT OF STATE-WIDE TAX***		4,475,666	4,469,659	4,598,175
STATE WIDE EQUALIZED TAX RATE		2.03	1.92	2.05
TOTAL SCHOOL TAX RATE PER \$1,000		11.23	10.86	11.25
CHANGE IN TOTAL SCHOOL TAX RATE			(0.37)	0.39
***STATE GRANT PLUS STATE PROPERTY TAX EQUALS ADEQUATE EDUCATION AID				
NET AMOUNT TO BE RAISED IN TAXES PLUS STATE PROPERTY TAX		25,134,651	25,782,477	26,515,407

REVENUE/EXPENDITURE IMPACT

FISCAL YEAR 2021-2022

	<u>2020-2021</u> <u>COUNCIL</u>	<u>2021-2022</u> <u>DEPT REQ</u> <u>\$3,334,000</u>	<u>%DEPT</u> <u>REQ</u>	<u>2021-2022</u> <u>MANAGER</u>	<u>% CHANGE</u> <u>MNGR</u>	<u>2021-2022</u> <u>COUNCIL</u>	<u>%</u> <u>CHANGE</u> <u>COUNCIL</u>
CITY							
TOTAL CITY APPROPRIATION	\$27,548,481	\$30,994,633	12.5%	\$28,797,507	4.5%	\$28,797,507	4.5%
LESS CITY EST REVENUES	\$8,699,290	\$7,381,889	-15.1%	\$9,026,499	3.8%	\$9,026,499	3.8%
LESS USE OF SURPLUS	<u>\$720,000</u>	<u>\$720,000</u>	0.0%	<u>\$700,000</u>	-2.8%	<u>\$700,000</u>	
NET CITY W/O ABATE. & CREDITS	\$18,129,191	\$22,892,744	26.3%	\$19,071,008	5.2%	\$19,071,008	
OVERLAY FOR ABATEMENTS	\$160,000	\$120,000	-25.0%	\$120,000	-25.0%	\$120,000	-25.0%
WAR SERVICE CREDITS	\$410,000	\$430,000	4.9%	\$430,000	4.9%	\$430,000	4.9%
NET CITY	\$18,699,191	\$23,442,744	25.4%	\$19,621,008	4.9%	\$19,621,008	
LOCAL SCHOOL							
SCHOOL APPROPRIATION	\$36,368,026	\$37,100,956	2.0%	\$37,100,956	2.0%	\$37,100,956	2.0%
FED & SCH LUNCH FUNDS	<u>\$5,908,391</u>	<u>\$5,920,657</u>	0.2%	<u>\$5,920,657</u>	0.2%	<u>\$5,920,657</u>	0.2%
TOTAL SCHOOL APPROP	\$42,276,417	\$43,021,613	1.8%	\$43,021,613	1.8%	\$43,021,613	1.8%
LESS SCHOOL EST REVENUES	\$14,973,339	\$15,108,114	0.9%	\$15,108,114	0.9%	\$15,108,114	0.9%
LESS FED & SCH LUNCH REV	<u>\$5,990,260</u>	<u>\$5,996,267</u>	0.1%	<u>\$5,996,267</u>	0.1%	<u>\$5,996,267</u>	0.1%
TOTAL SCHOOL EST REV	\$20,963,599	\$21,104,381	0.7%	\$21,104,381	0.7%	\$21,104,381	0.7%
NET SCHOOL	\$21,312,818	\$21,917,232	2.8%	\$21,917,232	2.8%	\$21,917,232	2.8%
LOCAL COUNTY							
COUNTY TAX ASSESSMENT	\$2,890,536	\$2,861,631	-1.0%	\$2,572,571	-11.0%	\$2,572,571	-11.0%
TOTAL LOCAL							
APPROPRIATIONS	\$73,285,434	\$77,427,877	5.7%	\$74,941,691	2.3%	\$74,941,691	2.3%
LESS NON-TAX REVENUES	\$30,382,889	\$29,206,270	-3.9%	\$30,830,880	1.5%	\$30,830,880	1.5%
RAISED BY TAXES - LOCAL	\$42,902,545	\$48,221,607	12.4%	\$44,110,811	2.8%	\$44,110,811	2.8%
SCHOOL - STATE							
STATE ASSESSMENT	\$4,469,659	\$4,598,175	2.9%	\$4,598,175	2.9%	\$4,598,175	2.9%
TOTAL RAISED BY TAXES	\$47,372,204	\$52,819,782	11.5%	\$48,708,986	2.82%	\$48,708,986	2.8%

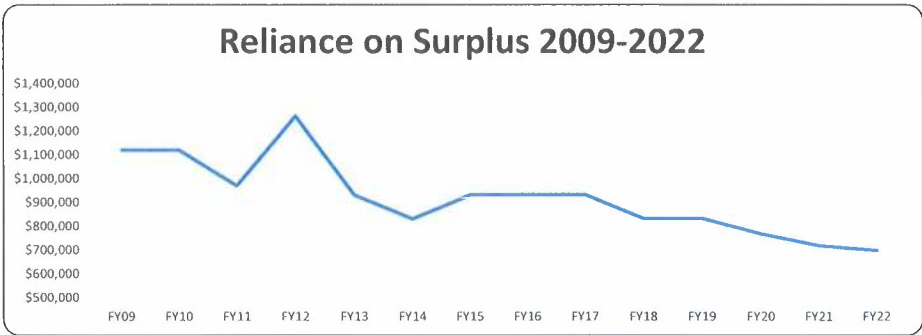
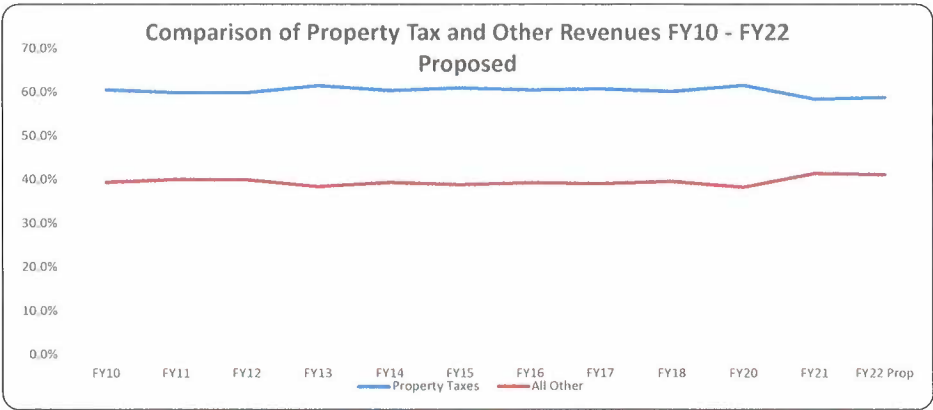
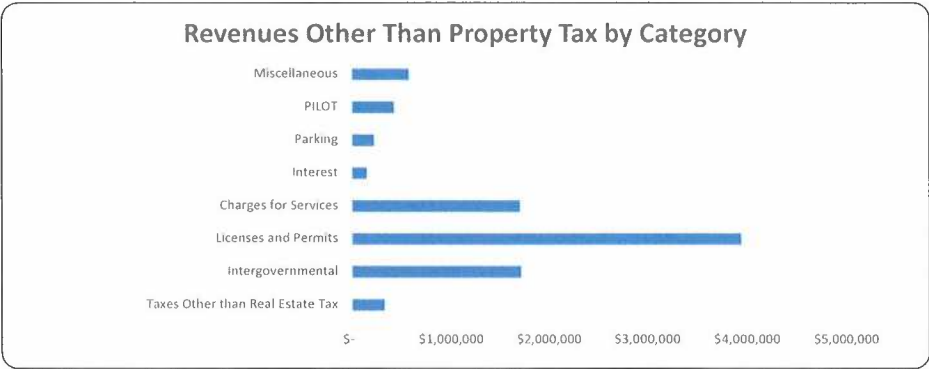
POTENTIAL TAX RATE IMPACT

	<u>FY20 ACTUAL</u>	<u>FY22 Est.</u>		<u>FY22 Est.</u>		<u>FY22 Est.</u>	
ASSESSED VALUATION	\$2,382,861,491	\$2,421,861,491	1.64%	\$2,421,861,491	1.64%	\$2,421,861,491	1.6%
w/o UTILITIES	\$2,330,870,848	\$2,369,870,848	1.67%	\$2,369,870,848	1.67%	\$2,369,870,848	1.7%
EST. TAX RATE IMPACT	<u>FY21 Actual</u>	<u>DEPT REQ</u>		<u>MANAGER **</u>		<u>COUNCIL</u>	
CITY	\$7.65	\$9.68	26.5%	\$8.10	5.7%	\$8.10	
LOCAL SCHOOL	\$8.94	\$9.05	1.2%	\$9.05	1.2%	\$9.05	1.2%
COUNTY	\$1.21	\$1.18	-2.3%	\$1.06	-12.4%	\$1.06	-12.4%
STATE *	\$1.92	\$1.95	1.58%	\$1.94	1.0%	\$1.94	1.0%
TOTAL	\$19.72	\$21.86	10.9%	\$20.15	1.2%	\$20.15	2.2%
Potential Tax Rate Increase							

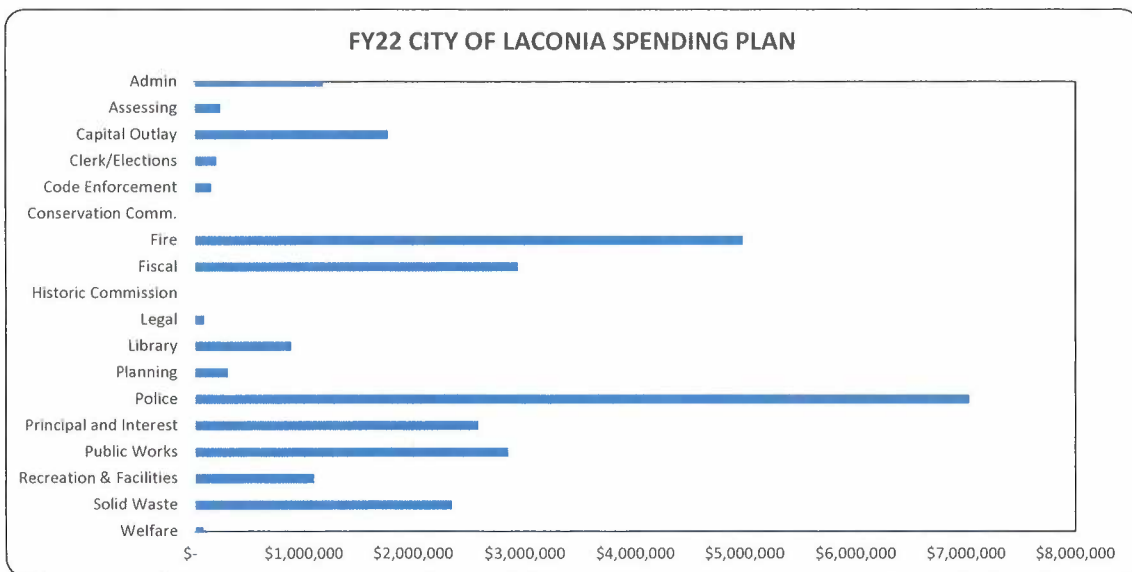
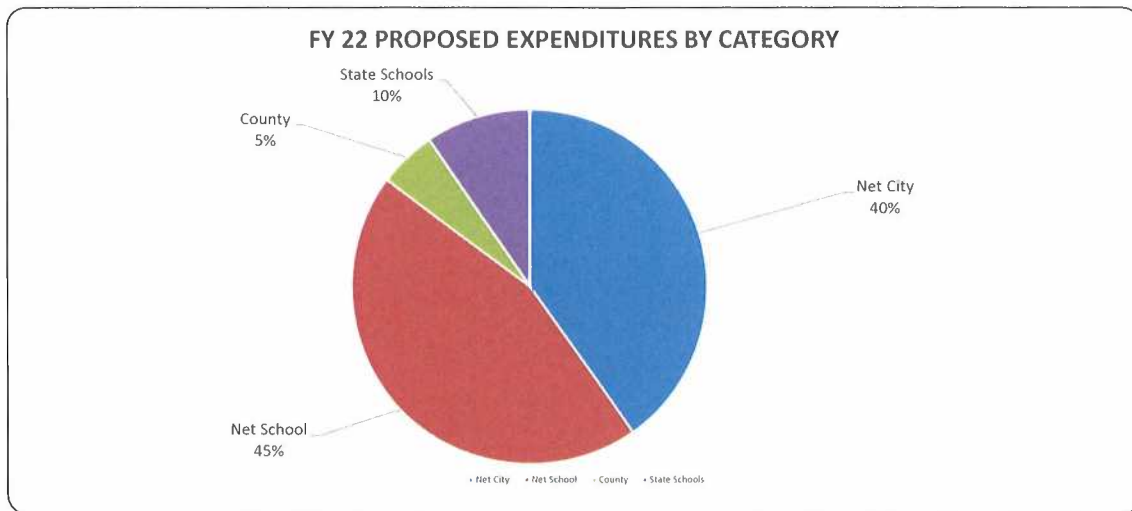
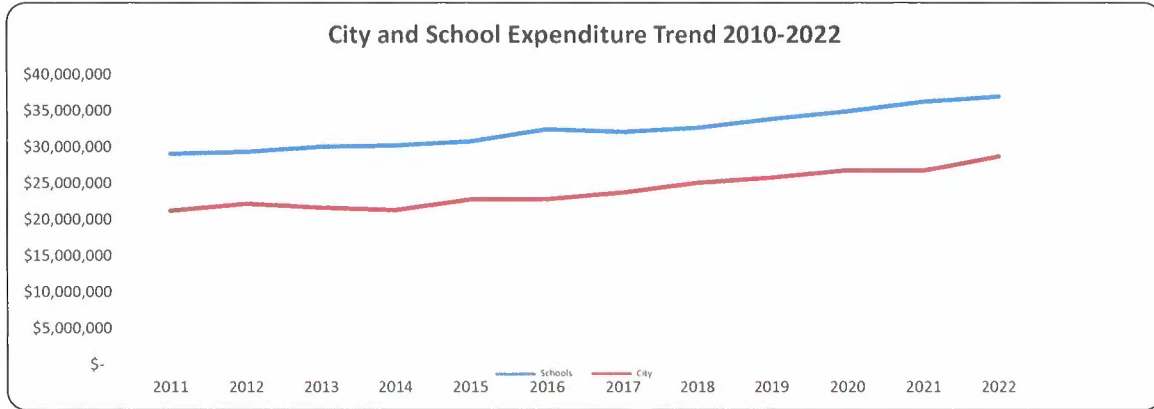
* Calculated on valuation w/o utilities

** Percentage increase calculated from prior year council approved budget

CITY OF LACONIA PROPOSED FY21 BUDGET REVENUE CHARTS



CITY OF LACONIA PROPOSED FY22 BUDGET EXPENDITURE CHARTS



FY2021-2022 BUDGET

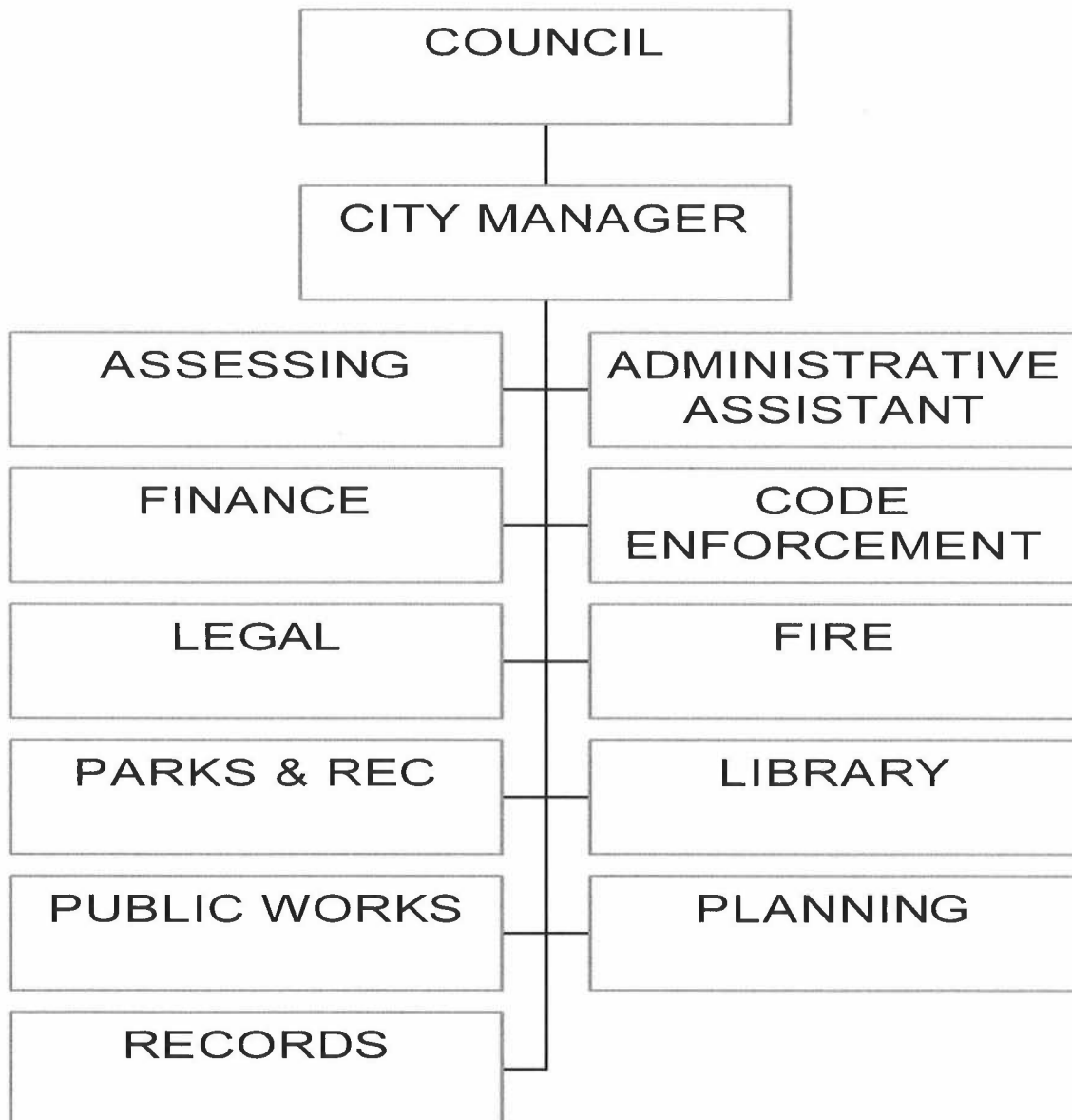
ANTICIPATED GRANTS

	<u>FY16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>	<u>FY20-21</u>	<u>FY21-22</u>
City Clerk						
Moose Grant (record preservation)	\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$10,000
Center for Tech and Civic Life (elections)					\$7,761	
Fire						
FR-CARA				\$15,952		
Radio Improvement Grant		\$500,000				
Thermal Cameras				\$5,000		
Fire Gear	\$50,000	\$140,000				
Emergency Planning	\$10,000					
Walmart Community Grant				\$2,500	\$2,500	
Assistance to Firefighters					\$12,500	
Paramedic Training						\$15,000
Police						
Critical Infrastructure Hardening						\$120,000
Critical Evidence & Equip. Storage Facility						\$250,000
Opioid, Stimulant Substance Abuse						\$1,187,170 **
Campus Hardening			\$95,000			
Camera Trailers			\$98,000			
DOJ				\$60,000	\$60,000	\$60,000
DWI Patrols	\$19,965	\$20,839	\$19,239	\$13,695	\$8,000	\$2,000
Seat Belt/Join the NH Clique				\$364	\$2,000	\$2,000
COPS Grant			\$125,000	\$100,000	\$75,000	\$400,000 **
Speed Enforcement-STEP	\$14,509	\$15,600	\$10,633	\$8,842	\$8,000	\$6,000
Highway Safety Grant/Pedestrian Bicycle		\$13,031	\$3,493	\$11,980		\$3,000
Op Safe Commute				\$2,463	\$5,000	\$2,000
JAG	\$14,500	\$16,000	\$14,500	\$14,500	\$30,479	\$16,000
Highway Safety E-ticket		\$10,800				\$8,000
Distracted Driving Patrols	\$10,000	\$10,233	\$12,826	\$6,194	\$5,000	\$2,000
ALERT Training		\$31,000	\$1,000			
HSEEP Active Shooting Exercise	\$2,990	\$55,000	\$52,258	\$50,000	\$40,000	
Granite Hammer Opioid Reduction	\$77,000	\$85,000	\$50,000	\$50,000	\$55,000	\$60,000
Ballistic Vest Partnership-BVP		\$2,308	\$3,500	\$3,500	\$40,000	\$2,500
Equipment	\$4,450		\$773		\$5,000	\$30,000
Dartmouth Hitchcock Bicycle Helmet Grant						\$5,000
NH Homeland Security Equipment Grant						\$99,000
Planning						
DES Milfoil			\$10,000		\$23,364	\$20,000
Conservation Commission						
Public Works						
Design of Academy Street Bridge (Multi Year) (underway) (80%)		\$230,056				\$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%)			\$800,000	\$1,914,400		
DES State Aid Grant- Elm Street Sewer Infrastructure Improvement Project						\$600,000
Message Board Grant						\$20,000
Transportation Alternative Grant						\$1,000,000
DES - Used Oil Heating System Grant						\$5,000
Admin/Finance						
Community Development Finance Authority						
- Navigating Recovery			\$350,000			
- LR Community Development			\$150,000			
- Scott & Williams Energy Improvements	\$482,480					
- Granite State Children's Alliance Feasibility Study	\$12,000					
CDBG Coronavirus					\$365,163	
Total Anticipated Grants	\$707,894	\$1,386,901	\$2,481,222	\$2,259,390	\$389,604	\$4,154,726

** Three year grant



ADMINISTRATION



FY2021-22 BUDGET
ADMINISTRATION

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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								
01 401 101 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	141,164	144,075	150,062	157,045	165,197	\$174,474	\$167,000	\$167,000
01 401 101 0003 Admin. Asst	42,275	45,036	47,432	50,873	56,456	\$57,130	\$57,130	\$57,130
01 401 105 0000 Overtime	239	331	236	352	-	-	-	-
01 401 106 0000 Sick-Hurt	161	896	7	-	-	-	-	-
01-401-106-0001 Personal Time	-	0	972	953	-	-	-	-
01 401 107 0000 Holidays	1,825	1,969	2,087	2,264	-	-	-	-
01 401 108 0000 Vacations	1,981	1,071	1,367	1,899	-	-	-	-
01 401 109 0000 Longevity	30	30	30	30	30	30	30	30
01 401 115 0000 Salary Adj.	-	-	-	-	2,820	2,856	2,856	2,856
TOTAL SALARIES	\$204,875	\$210,608	\$219,392	\$230,615	\$241,703	\$251,691	\$244,216	\$244,216
OTHER								
01 401 201 0000 Telephones	\$1,779	\$1,479	1,872	1,769	1,500	1,800	1,800	1,800
01 401 207 0000 Postage	230	123	171	133	350	200	200	200
01 401 208 0000 Printing	-	-	-	-	100	100	100	100
01 401 210 0000 Notices	1,018	837	271	831	1,200	1,000	1,000	1,000
01 401 212 0000 Copier	1,696	2,540	4,356	3,055	2,200	2,200	2,200	2,200
01 401 214 0000 Supplies	870	1,326	715	811	800	900	900	900
01 401 242 0001 Travel-Mgr.	4,191	4,639	2,509	2,970	4,000	4,000	4,000	4,000
01 401 245 0000 Dues-NHMA	14,896	15,519	16,222	16,051	16,500	16,500	16,500	16,500
01 401 245 0001 Dues-Mgr.	100	1,230	1,275	1,326	1,450	1,450	1,450	1,450
01 401 245 0002 Conf-Dues-Council	585	410	500	500	500	500	500	500
01 401 303 0000 Miscellaneous.	-	1,021	1,929	1,556	1,000	1,000	1,000	1,000
01 401 303 0002 Emergency Management	-	-	500	-	500	1,000	1,000	1,000
01 401 101 0004 Economic Develop.Exp.	284	-	1,500	-	2,000	2,000	2,000	2,000
01 401 401 0000 Equipment	59	55	1,000	-	500	-	-	-
TOTAL OTHER	\$25,708	\$29,179	32,820	\$29,001	\$32,600	\$32,650	\$32,650	\$32,650
DEPT. O&M TOTAL	\$230,583	\$239,787	\$252,212	\$259,617	\$274,303	\$284,341	\$276,866	\$276,866

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				\$174,474.41
1	Admin Asst ***	15H		52	35	\$31.39	\$1,098.65	\$57,129.80
Total Admin.								\$248,804.21

*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

2021-2022 Objective:

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

ADMINISTRATION - 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.

ADMINISTRATION - CAPITAL OUTLAY

13

Planning/Code

1. Code/Planning Office Renovation \$40,000

The 2 departments propose a merging of offices to enhance operational cohesiveness and effectiveness. The offices will need to be designed and then construction will take place. This project includes a new counter and re-configuration of the offices as well as a new space saving storage unit.

Parks

2. Commercial Turf Care Equipment \$20,000

Purchase a new commercial riding mower with a 60" cutting width and possible attachments. This larger sized riding mower will replace a comparable sized mower that has reached the end of its useful life. The mower will mow large park areas more efficiently. *City Manager: This equipment was purchased in FY21*

3. Door Replacements for Memorial Park House \$21,000

Replace the doors to provide for ADA compliance and security. The doors are original to the building and failing. We also need to make the main entrance ADA accessible. This will also help with cooling and heating.

4. Memorial Park Tennis Court Resurfacing \$50,000

Crack Repair Memorial Park Tennis Courts Pavement. Every other year the courts at Memorial Tennis are in need of crack repair. The city in the past has "band aided" the cracks. This costs quite a bit of money and doesn't fix the problem. This project will fill the cracks, apply a Geotech membrane then overlay the court with 1.5" of asphalt, then coat and stripe the court. This project will give us the good foundation for the pavement and multiple years of play.

5. Pavement Replacement for City Hall and Rotary Park Riverwalk \$45,000

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.

6. Downtown Tree Replacement Phase 1 \$56,000

There are many trees currently that are dead, dying or gone already. Some are too big for the area and some have been shaved on the street side. We will completely remove some trees and in other areas make the tree bed bigger. We are also using standards of other major cities as to how close we can be to other elements and trees. We will use multiple types of trees to keep disease from desecrating our entire tree base. This will be a 3 phase project so not all trees reach maturity and need replacement at the same time. The tree lifespan will be 10 - 12 years at a maximum to keep heaving from happening. This phase will remove 33 trees and concrete over them and replace 15 trees. *City Manager: This project was funded in FY21.*

7. Steel Roof for Opechee Track Building \$10,000

The roof at Opechee track building is in need of replacement as the building will start to leak soon. The asphalt shingles are starting to fall off the roof. We are looking to use steel as that is a longer lasting roof with a 50 year warranty.

8. Gale Avenue Waterfront Improvement \$80,000

Design and construct improvements at the Gale Avenue waterfront park to address erosion, storm water treatment and improved public access. The public wharf has been removed and needs to be replaced with a new dock system, if this is feasible. Erosion is occurring at the shoreline creating difficult access to the waterfront. Additionally, the previous dock system has been removed due to damage. A new and improved dock system targeting canoe/kayak access is being proposed. Public access points to the lakes are minimal. A public wharf has existed here for nearly a hundred years.

9. Warning Track around Robbie Mills Baseball Field \$30,000

Construct a 15' perimeter around the entire field for safety reasons. A warning track at a baseball field is meant to be the first notice to a player that the fence is coming up soon as they are looking at the ball. This should have been installed during the original construction and therefore is long overdue.

10. 35' Boom Lift \$50,000

This acquisition would provide the department the ability to get to high places as needed. We would use it to prune trees, hang Christmas lights and many other tasks. Currently, we must use DPW's bucket truck and most times they need the truck for their purposes as expected. Both departments could use this equipment.

Facilities**11. Maintenance Building Design \$50,000**

Design an attachment to the current Facilities maintenance building on the Wilson Court property. The department is sorely lacking on storage space for all equipment as well as materials. This addition would be at least 2 floors to accommodate all needs.

Fire**12. Self Contained Breathing Apparatus (SCBA) Replacement \$295,000**

We are approaching the end of life for these SCBA's based on national standards for how long we can operate these units. With approval in 2021, ordering and delivery by late 2021 into early 2022, this puts us in line with the end of life standards. The price includes complete replacement of all SCBA's.

Police**13. Police Portable Radios \$35,000**

Portable radios have a service life of 10 years. Their warranty is approximately 5 years. Once the radios come to the end of their service life, Motorola does not make parts any longer and the radios

are not able to be serviced unless there are old or used parts available for them. Due to this we are instituting a replacement plan for the portable radios. Year one 2021-2022, we need to purchase 5 new portable radios for new personnel and to ensure that we have a couple of spare radios should an officer have a radio that needs to be repaired. After that we will be starting to replace radios that have come up to their 10 year use of life mark.

14. Security Fence**\$100,000**

Setting 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.

15. Police Technology/ Training Equipment**\$75,000**

Implementation of new technology and/or equipment. There are numerous advancements in police technology and equipment on a yearly basis. This would allow the Police Department to be able to stay on the cutting edge of advancements in these areas.

Public Works**16. Maintain and Repair City Streets****\$1,382,000**

Utilizing the information from the City's pavement management system maintain and repair the City's streets to improve their condition. This program includes treatments such as crack sealing, road reclamation and resurfacing. It also includes the installation of drainage, curbing and landscaping as required. The Department uses the full range of pavement management techniques to maintain and improve the condition of the roads. Roads that have been resurfaced in the last 5 years will be considered for crack sealing. While older roads will be considered for more extensive techniques that are necessary to extend the life of the surface. The rate of deterioration of roadways in this climate requires an annual appropriation of at least \$1,600,000 to stay ahead of the deterioration curve on our 85 + miles of paved roadways in Laconia. The CIP requests have been adjusted to reflect bond payments for a FY21 \$1.6M bond.

17. Bond Payment for Street Repairs 2021 Bond**\$218,000**

A bond is required to complete the road reconstruction including drainage, stormwater treatment and improving the structural loading capacity of Franklin St. and Mechanic St and connecting side streets. A \$1.6M bond, in addition to the annual Street Repairs CIP, will allow for the reconstruction and rehabilitation of a portion of Franklin St. and Mechanic St and the connecting side streets. By using a bond to fund these specific projects, the Street Repairs CIP will be able to fund projects on the southern portion of Elm Street, Weirs Blvd and other streets. The Street Repairs CIP requests have been adjusted to reflect these bond payments.

18. City Costs share for Academy Street Bridge Replacement Project**\$1,050,000**

State DOT has programmed State Aid Bridge Funds for re-construction of this bridge in FY 2022. Assuming NHDOT continues funding the project under current State Bridge Aid funding

guidelines, 80% of the engineering and construction cost of this bridge improvement will be covered by the State of NH. Estimated City share of the project is \$ 210,000 of which \$40,000 has already been appropriated.

19. Sidewalk Repair/Construction**\$50,000**

Repair existing and construct new sidewalks throughout the City. Modify pedestrian crossings to be ADA compliant where appropriate or required. Sidewalks throughout the City have deteriorated and are in need of repair. Many pedestrian crossings are not ADA compliant. Some areas of the City have sidewalks to nowhere. This project will systematically repair sidewalks, construct new sidewalks and modify intersections to make them ADA compliant.

20. Downtown Pedestrian Bridge Annual Inspection**\$5,000**

Annual safety Inspection to determine if the bridge is still safe for pedestrian use and its carrying capacity. The engineering consultant has determined that the bridge is still safe. The rate of deterioration has accelerated to the point that the bridge needs to be inspected annually to ensure it is still safe for pedestrians to cross. Inspection was not funded in FY21. DPW will consider closing the bridge if an inspection is not completed in FY22.

21. Annual Bridge Repair /Maintenance**\$40,000**

Minor bridge repair and maintenance identified in the 2019 Bridge inspection report, emergency engineering inspections and on-call engineering reviews. A thorough inspection and analysis of the City bridges is conducted every 5 years to update our maintenance plan. The Bridge Inspection Report completed by HEB Engineers in October 2019 reported that overall the City's bridges are in good condition with the exception of specific bridges where stand-alone CIP projects are being requested. This CIP will cover routine maintenance and repairs that will extend the life of the City's bridges and help prevent costly repairs.

22. Highland St Bridge Repairs**\$117,000**

The 2019 Bridge Management Plan report concluded that the Highland Street bridge, which is located on the north end of Highland Street approximately 500-ft from the Gilford Ave intersection, is in good to moderate condition and at this time is in need of light preservation including isolated patch and repairs. The report states that with strategic maintenance and preservation activities, the bridge should be expected to reach an anticipated 120-year service life. At this time, the repairs are limited and, if completed, can facilitate maintaining the condition of the bridge and avoid more costly repairs.

23. Maintain Messer Street Bridge**\$80,000**

The 2019 Bridge Management Plan report concluded that Messer Street bridge is in fair to good condition. Strategic maintenance including deck and membrane repairs will help extend the life of the bridge. A more extensive rehabilitation of the bridge will be needed in the near future in order to achieve a 120-year service life.

24. City Wide Drainage Improvements**\$200,000**

Storm water infrastructure continues to fail. These funds would replace and upgrade storm water infrastructure that are not being performed as part of a road reclamation project. The useful life of a substantial portion of the City's storm water infrastructure has been exceeded. Replacement of

drainage is critical to protect the City's investment in its road network. Additional funding of this program will minimize the amount of road maintenance funds that are used to repair drainage systems under roads that are being resurfaced. Thus this program will effectively increase the number of road miles that are maintained in a year. Specific drainage systems identified that require replacement and stormwater treatment is on Appleton Street and the northern end of Elm Street.

25. Weirs Blvd storm water Improvement project \$50,000

There are many areas of Weirs Blvd that lack 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 meet storm water quality standards as part of this project thus increasing its cost.

26. Remediate Morin Road Landfill and DPW Demolition Storage Site \$10,000

NH DES has directed the City to begin the process to remediate the Morin Road landfill site that was closed in 1962 and was then used by DPW to store demolition debris from city infrastructure projects. Study will also determine if the site can be used to process limited reuse soils for remediating the site and for possible use in other City right's of way

27. Replace bridge over Langley Brook on Weirs Blvd \$20,000

Design and construct repair or replacement. 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 its bridge 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.

28. Replace Public Works Building \$20,000

During the study to determine the feasibility and cost of stabilizing the building the contractor determined that the project was not feasible due to the soil conditions under the building. A space study is underway to determine if it is possible to site a new building on the existing site or if another site must be found. This project will fund the development of a concept upon completion of space study

29. Parking garage; Annual inspection and interim safety and facade repairs \$25,000

Fund the safety inspection of the parking garage. Repair any identified areas that need reinforcing due to corrosion. Repair existing cribbing. Based on the amount of decay , the garage needs to be inspected every year.

30. Plotter \$10,000

Public Works' large format plotter and scanner is nearly 5 years old and is approaching the end of its useful life. The plotter has needed more frequent and costly repairs in the last several months and is oftentimes unreliable. In addition to Public Works, Planning Department uses the scanning feature. The plotter is used to print large format maps and other media for police, fire, parks and

other City Departments. Having a plotter available for use in the office means no wait time for customers and staff versus sending files to an off-site printing company. Public Works saves money plotting our own files versus relying on our engineering firms to print and mail plan sets for us to review.

31. Storm water Engineering Studies and Design**\$100,000**

This program supports the City's drainage systems in easements and street right of ways. The objective is to study existing drainage systems in the City's watersheds to determine if the system is large enough to handle current and future flows, and the condition of the existing drainage system. This program provides the information necessary to complete designs in time to support the City's road maintenance program. PW is asking for an increase for FY 21/22 for designing an upgrade to the drainage system on Elm Street. This area lacks a properly sized and functioning drainage system resulting in surcharging of catch basins in heavy storms. Many areas of the City's storm water drainage system are inadequate to manage current storm water runoff rates and volumes. Most of the system is old and in various states of disrepair warranting replacement with properly sized pipe and treatment methods. Because of our proximity to lakes, in many instances pre-treatment of the storm water is required by state permitting. This involves design and implementation of low impact development techniques to improve the quality of storm water runoff.

32. Aerial Mapping**\$25,000**

Aerial mapping is a feature of our online tax maps and stormwater and sewer maps. The aerial mapping is a key attribute of our GIS maps. High-resolution aerial imagery provides clear and accurate mapping of roads and buildings. The maps are a valuable tool for the Planning, Assessing and Public Works Departments. The imagery can also be used by Fire and Police for planning and mapping first responder events. The aerial mapping was last completed in 2016. Since then there has been considerable new building construction, and based on the number of building permit applications in 2020, there will be many new building images to capture in 2021.

33. Improve City accepted Public Gravel Roads**\$20,000**

Snow removal operations before the roads freezes 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.

34. Bike lanes and sidewalks for Weirs Blvd**\$20,000**

This project would develop a concept and layout a 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.

35. Fences, Guard Rails, Railings and Retaining Walls \$35,000

Replace and repair retaining walls supporting roads and sidewalks and any engineer assessments if required. Replace repair and install guard rails along road edges. Replace, repair and install fence and railings along the back edges of sidewalks and travel ways. This program is to ensure the safety of the public using the City's roads and sidewalks. The City has retaining walls that need repair and/or replacement. Some old cable guard rails need to be replaced and there are various locations where fencing and railing need to be replaced for public safety

36. Modify the City docks at Weirs Beach \$62,000

Replacing the decking and mooring poles on the areas of the dock that are not part of the grant project. The last dock repair project occurred in the 1990s. Since then Public Works replaces individual boards as they become unsafe and has replaced the mooring poles as they break. Large areas of the dock's decking and many of the mooring poles will need to be replaced over the next 5 years.

37. RRFB for South Main Street at Vista \$20,000

Install a pedestrian beacon (RRFB) crosswalk light on the bump outs in the Vicinity of 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.

38. Church St. / Beacon East Intersection ADA Upgrades \$130,000

The project consists of reconstructing this major intersection to meet current ADA (Americans with Disability Act) standards including 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. Crosswalks must also be the shortest and straightest distance across a street. This will require relocating the crosswalks and landing areas.

39. ADA Transition Plan \$30,000

Develop an ADA Transition Plan for the City to include infrastructure, policies and systems to meet Federal ADA regulations. 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. Crosswalks must also be the shortest and straightest distance across a street. This will require relocating the crosswalks and landing areas.

40. Electric Vehicle Charging Stations \$30,000

The project includes installing a single charging station with two charging ports in a City parking lot in the downtown area. Electric vehicles (EV) are growing in popularity. Not only are electric vehicles good for air quality, charging stations can benefit a local economy. Access to charging stations has shown to increase visitors to an area and those visitors tend to stay longer while their vehicle charges. Charging stations also allow businesses to connect to customers through the EV charging station supplier's smartphone app used to promote and advertise the station. Providing access to vehicle charging stations provides a marketing advantage to rental property owners, local businesses and employers.

Internal Service Fund**Police Vehicles****\$150,000**

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 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 3 vehicles. The costs associated with the replacement of these police vehicles includes funding to upgrade this critical equipment.

DPW Vehicle Purchases**\$210,000**

Continue 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 2023 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 needs to increase to keep up with inflation.

Recreation & Facilities**\$84,000**

4 x 2 Pick Up Truck with plow (\$59,000) This acquisition will help alleviate the shortage of vehicles the Parks Department experiences during the peak season, making the Department more efficient and effective.

Small SUV (\$25,000) The purchase of this vehicle will provide the replacement for car 242. Car 242 was a hand me down from the police many years ago. This car will not pass inspection this year. The office staff need 2 vehicles to accomplish all aspects of our jobs.

Fire**\$50,000**

Utility Pick Up Truck Currently Central Station uses a Chevy Tahoe as a utility vehicle for conducting inspections, any errands, as well as responses to Weirs to assist Weirs crews with incidents that do not require an engine/ladder to respond, but where additional personnel are needed. The Tahoe as now (as of 9/14/20) been phased out of service by the City garage because it no longer can pass inspection. I am changing the vehicle type from an SUV to a pick-up body so we can move hose, equipment, and gear from fires back to the station. This can not effectively be done in an SUV.

Planning/Code**\$54,260**

Vehicle for Code Enforcement Officer/ Housing Inspector (\$27,130) This year City Council approved a full-time position to conduct Short Term Lodging Inspections and perform more code inspections. Currently, the department has one vehicle that is used full time by the Building Inspector.

By adding this vehicle to the City fleet, we will complete inspections as required for Short Term Lodging and take a more active role in performing Code inspection. This vehicle will directly influence the City's quality of life by ensuring that tourists who come to the City are staying in safe rentals-at the same time, bringing dilapidated structures into compliance with City Codes.

Replacement of Building Inspector Vehicle (\$27,130) Currently, we have one vehicle, a 2004 Ford Ranger with approximately 102,010 miles. In the last year and some change, we have replaced the fuel tank, fuel pump, tie rod end, starter, brake lines, transmission lines, and dash lights. The vehicle also has a large amount of rust. The vehicle is used about 5 hours a day Monday thru Friday, going to construction sites, and less than ideal location to perform inspections.

In summary, the replacement is desperately needed so that we can continue to perform daily building inspections. We have seen a great deal of activity coming from the Planning Board. This vehicle is the lifeblood of the City, allowing us to perform all of the needed inspections for new construction, renovations, and every other building permit which brings in the majority of the Cities revenue

FY 2021-2022 BUDGET

**ADMINISTRATION
CAPITAL OUTLAY TO BE BONDED**

<u>Dept</u>	<u>Description</u>	<u>CIP</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</u>
		<u>RANK</u>	<u>DEPT REQUEST</u>	<u>MANAGER</u>	<u>COUNCIL</u>
DPW	Elm Street Road Reconstruction		\$40,000	\$40,000	\$40,000
Total City			\$ 40,000.00	\$ 40,000.00	\$ 40,000.00

FY 2021-2022 BUDGET

ADMINISTRATION NON DEPARTMENTAL

	<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>ACTUAL</u>	<u>20-21</u> <u>BUDGET</u>	<u>21-22</u> <u>DEPT REQ</u>	<u>21-22</u> <u>MANAGER</u>	<u>21-22</u> <u>COUNCIL</u>
OTHER								
01 431 247 0000 SEA Education Reimb.	\$ -	\$ -	\$0	\$999	\$0	\$ -	\$ -	\$ -
01 431 248 0000 Employee Service Awards	6,900	6,774	6,468	5,887	7,000	7,000	7,000	7,000
01 431 303 0000 Public Relations	2,128	1,618	314	1,524	5,500	5,500	5,500	5,500
01 431 304 0000 O/S Contract	900	3,780	3,523	2,948	4,000	4,000	4,000	4,000
01 431 343 0000 Contingency	-	-	500,000	394,000	121,000	120,000	70,000	70,000
01-431-360-0001 Colonial Lease *	-	-	-	-	107,136	214,272	142,848	142,848
01-431-360-0002 Colonial Operations **	-	-	-	-	72,000	144,000	144,000	144,000
01 431 345 0000 Cemeteries	4,500	2,420	999	355	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	25,878	32,232	27,157	31,551	31,400	31,400	31,400	31,400
DEPT. O&M TOTAL	\$79,062	\$85,580	\$577,217	\$476,020	\$391,292	\$569,428	\$448,004	\$448,004

* As per Lease and Land Use Agreement with 609 Main Street LLC

** As per Spectacle Management contract

ACCOUNT DESCRIPTIONS

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. An increase of \$500 is requested.

PUBLIC RELATIONS

This line item funds the cost of miscellaneous expenses to promote and publicize the City. An increase of \$3,000 is requested.

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 PUBLICV ACCESS (CABLE TV)

In 2015 Lakes Region Public Access changed their operations. As a result the City purchased and installed the equipment necessary to broadcast various City meetings using Public Access Channel 26. The request this year is for \$31,800. The Manager is recommending funding this request for the full amount.

FY 2021-22 BUDGET

ADMINISTRATION SPECIAL ITEMS

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$16,800	\$16,800	17640	18000	20000	\$ 20,000	\$ 20,000	\$ 20,000
01 489 480 0005 Community Action	46,579	46,579	48500	48500	48500	48,500	48,500	48,500
01 489 480 0007 Central NH VNA & Hospice	50,000	50,000	50000	50000	40000	40,000	40,000	40,000
Lakes Region VNA	-	-	-	-	10000	25,000	10,000	10,000
01 489 480 0012 Humane Society	25,000	25,000	25000	25000	25000	25,000	25,000	25,000
01 489 480 0013 New Beginnings	3,470	3,470	3575	3470	3470	3,575	3,575	3,575
01 489 480 0014 Waypoint (Child & Family Services)	5,000	5,000	5000	5000	5000	5,000	5,000	5,000
01 489 480 0017 Veterinarian Costs	400	250	304	1440	400	400	400	400
01 489 480 0018 Lakes Region Assn	500	500	500	500	500	2,500	500	500
01 489 480 0022 Human Relations	2,000	2,000	2000	2000	2000	2,000	2,000	2,000
01 489 480 0023 LR Chamber of Commerce	155	165	165	365	200	200	200	200
01 489 480 0024 4th of July fireworks/Celebrate Laconia	12,000	13,000	12000	13000	13000	15,000	13,000	13,000
01 489 480 0025 WOW Trail	10,000	10,000	10000	10000	10000	3,594	3,594	3,594
01 489 480 0026 WAC Weirs Beach fireworks	7,000	7,000	7000	7000	7000	7,000	7,000	7,000
01 489 480 0027 LR Mental Health Center	20,000	20,000	20000	20000	20000	20,000	20,000	20,000
01 489 480 0028 Boys and Girls Club	7,000	7,000	8000	7000	8000	8,000	8,000	8,000
01 489 480 0030 Winnepesaukee Transit System	3,000	-	-	-	-	-	-	-
01 489 480 0031 Milfoil Treatment	-	-	20919	39312	50000	20,000	30,000	30,000
01 489 480 0033 Lake Opechee Preservation	-	-	2500	-	-	-	-	-
01 489 480 0035 CASA	500	500	1000	1500	1500	3,000	1,500	1,500
Day Away Program	-	-	-	-	-	-	-	-
01 489 480 0072 Laconia Heritage Commisison	<u>750</u>	<u>750</u>	<u>1145</u>	<u>60</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>
TOTAL OTHER	\$210,154	\$208,014	\$235,248	\$252,147	\$265,320	\$249,519	\$239,019	\$239,019

ACCOUNT DESCRIPTIONS

SENIOR CENTER

The Senior Center provides social, recreational, educational and health services to Laconia's senior residents.

COMMUNITY ACTION

This agency provides family services to low income City residents.

CENTRAL NH VNA & HOSPICE

This agency funds home health care, youth family support services and hospice services to the City.

LAKES REGION VNA

This agency funds home health care and hospice services to the City.

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.

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.

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.

VETERINARIAN COSTS

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

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.

HUMAN RELATIONS COMMISSION

This line item would support the Human Relations Commission'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.

LAKES REGION CHAMBER OF COMMERCE

Annual membership dues of \$200.

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).

WOW TRAIL

This item provided the WOW organization with funds for trail improvements and operations.

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.

LAKES REGION MENTAL HEALTH

This line item would help cover the cost of providing mental health services to Laconia children who have little or no insurance coverage.

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.

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.

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.

LACONIA HERITAGE COMMISSION

This committee's mission is to identify and preserve historical buildings throughout the City.

FY 2021-2022 BUDGET

ADMINISTRATION INFORMATION TECHNOLOGY

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	18,600	19,760	\$ 19,033	\$ 18,800	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
01 432 303 0003 Information Tech - Licenses	28,672	59,347	\$ 37,398	\$ 36,996	\$ 67,200	\$ 100,130	\$ 100,130	\$ 100,130
01 432 303 0004 Information Tech - Equipment	15,219	18,226	\$ 16,434	\$ 59,111	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000
01 432 303 0005 Information Tech - Software	591	2,432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 432 303 0006 Information Tech - Internet	4,840	4,960	\$ 6,279	\$ 6,009	\$ 33,000	\$ 11,200	\$ 11,200	\$ 11,200
01 432 303 0007 Information Tech - Supplies	1,736	1,587	\$ 979	\$ 1,154	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
01 432 303 0008 Information Tech - Consulting	21,447	23,233	\$ 21,103	\$ 19,150	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
01 432 303 0009 Information Tech - Training	-	998	\$ 2,329	\$ 1,158	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
01 432 303 0010 Information Tech - Website	24,423	6,895	\$ 5,696	\$ 6,611	\$ 6,500	\$ 7,200	\$ 7,200	\$ 7,200
01 432 303 0011 Information Tech - Email	12,896	8,316	\$ -	\$ 10,088	\$ 11,000	\$ -	\$ -	\$ -
01 432 303 0012 Information Tech - Proj. Dev.	-	-	\$ -	\$ 7,630	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000
01 432 303 0013 Information Tech - Code Pal	-	3,360	\$ 1,850	\$ 1,850	\$ 2,000	\$ 2,100	\$ 2,100	\$ 2,100
01 432 303 0014 Information Tech - Timekeeping	4,277	5,141	\$ 4,847	\$ 5,043	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000
01 432 303 0015 Information Tech - Security	6,033	11,770	\$ 5,865	\$ 3,065	\$ 12,000	\$ 4,500	\$ 4,500	\$ 4,500
01 432 303 0016 Information Tech - Backup	6,506	752	\$ 6,507	\$ -	\$ -	\$ -	\$ -	\$ -
01-432-303-0017 IT Fax Lines	-	-	\$ 813	\$ 735	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL	\$145,975	\$166,777	\$129,134	\$177,398	\$201,700	\$205,130	\$205,130	\$205,130

Related expenses not funded from General Fund:

\$25,000 Purchase and installation of VOIP phone system
Funding from Carryforward and Technology Grant

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 related systems. The Division also oversees ancillary technology networks such as telephone, security cameras, video conferencing, etc. 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 (\$ 6,000) and CAI geographic systems (\$14,000) licensing fees that provide for on-line mapping and updates to on-line maps.

Licenses -Fees for automated systems:

	Currently In IT Budget	Currently in Another Dept.	Total
Beehive Public Works Management System	\$ 8,400		
Clerkworks	\$ 6,000		
SMSTurbo - Transfer Station Operations	\$ 3,000		
FacilityDude Facility Work Order Tracking		\$5,500	
Firehouse Software		\$2,850	
IT Glue IT Work Order Tracking	\$ 1,500		
Laserfiche document management system	\$ 2,400		
Miscellaneous Licensing	\$ 1,000		
Munismart Accounting System	\$21,000		
NHGAP Welfare Case Management System	\$ 1,200		
NinjaRMM Network Patching & Monitoring	\$ 5,280		
Office 365 Microsoft Programs	\$18,000		
Planning Permitting Software	\$11,000		
Vision Appraisal		\$13,000	
TOTAL	\$78,780	\$21,350	\$100,130

Equipment Purchases –

Computer Replacement/upgrades and Clerk equipment upgrades	\$ 5,000
Replace and upgrade switches - Fire Central	\$ 9,000
UPS City Hall Server Room	\$ 4,000
Upgrade/replace wireless access points	\$ 7,000
VOIP phones	<u>\$25,000</u>
Total	\$50,000

Internet – Cost of internet connectivity through Atlantic Broadband and Cellco (Verizon), less reimbursements received from Laconia Water Works. FY21 budget included cost increases projected by Atlantic Broadband that did not materialize. Internet costs will be impacted by increasingly competitive market as Comcast service becomes available in late 2021. Budget assumes that internet costs currently included in Fire Department (total of \$4,400) and DPW (\$700) are transferred to this line in FY22

Supplies – Miscellaneous items as needed for maintenance of technology devices

Consulting Fees- Funding for IT consultants Systems Engineering to conduct an in depth security risk assessment.

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 – In prior years this included cost of email licenses. Under new Microsoft billing structure this expense is included in the Office 365 expense listed in Licenses above.

Project Development – Costs associated with developing future efficiencies.

Code Pal Expenses – Funds Fire Department permitting system.

Security- Anti-virus/DNS protection

Timekeeping – Funding for ADP payroll management system

FY 2021 - 2022 BUDGET

**ADMINISTRATION
LICENSING BOARD**

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</u>
SALARIES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	DEPT	MANAGER	COUNCIL
01 404 101 0000 Clerk (PT)	\$6,051	\$5,334	\$5,776	\$4,628	\$9,041	\$ 9,583	\$ 9,583	\$ 9,583
01 404 105 0000 Overtime	168	73	11	0	250	\$ 250	\$ 250	\$ 250
TOTAL SALARIES	\$6,219	\$5,407	\$5,787	\$4,628	\$9,291	\$9,833	\$9,833	\$9,833
 Operating								
01 404 207 0000 Postage	\$18	\$30	\$40	\$19	\$200	\$ 200	\$ 200	\$ 200
01 404 212 0000 Copier	2	4	2	1	250	\$ 100	\$ 100	\$ 100
01 404 214 0000 Supplies	310	199	385	75	1,000	\$ 500	\$ 500	\$ 500
01 404 303 0000 Misc.	432	368	484	560	500	\$ 500	\$ 500	\$ 500
01 404 401 0000 Equipment	90	35	205	651	250	\$ 250	\$ 250	\$ 250
TOTAL OPERATING	\$852	\$636	\$1,116	\$1,306	\$2,200	\$1,550	\$1,550	\$1,550
 Internal Service								
01 404 234 0000 ISF Vehicle Replace	355	360	363	500	500	\$ 500	\$ 500	\$ 500
Grand Total	\$7,426	\$6,403	\$7,266	\$6,434.33	\$11,991	\$11,883	\$11,883	\$11,883

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

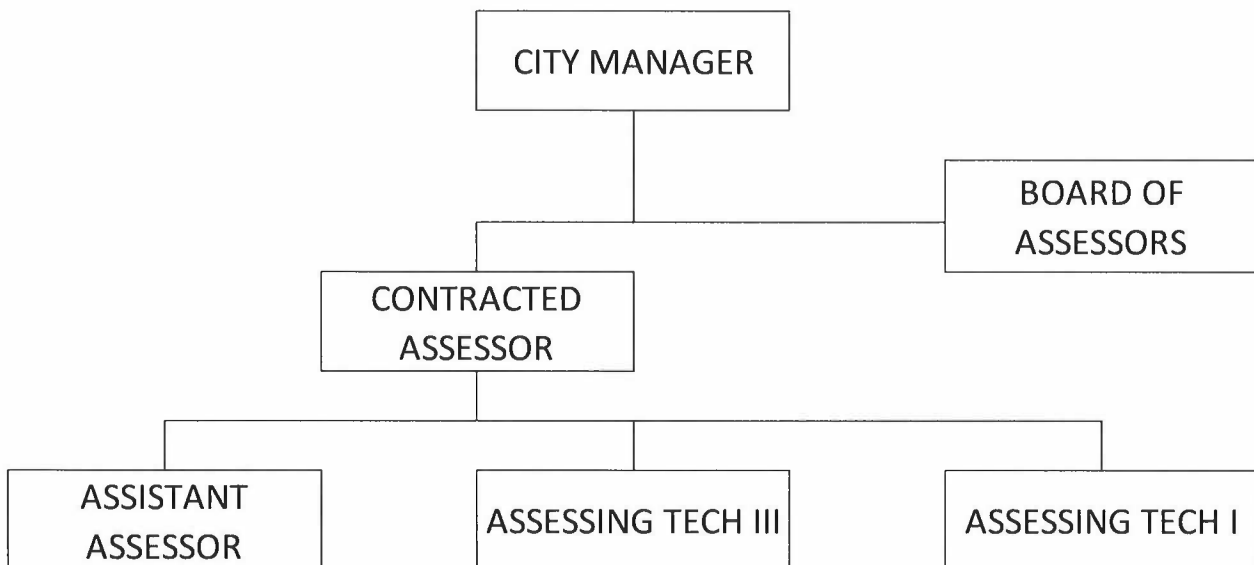
This line item covers unanticipated costs for the Board.

EQUIPMENT

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



ASSESSING



	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$159,686	\$167,863	\$129,365	\$85,419	\$122,892	\$128,024	\$128,024	\$128,024
01 411 105 0000 Overtime	29	31	486	562	500	500	500	500
01 411 106 0000 Sick-Hurt	880	4,783	1,723	2,436		-	-	-
01 411 106 0001 Personal Time	-	-	1,811	188		-	-	-
01 411 107 0000 Holidays	2,925	3,450	3,332	2,006		-	-	-
01 411 108 0000 Vacations	5,260	6,166	4,410	2,793		-	-	-
01 411 109 0000 Longevity	180	210	150	150	150	150	150	150
01 411 110 0000 Termination Pay	-	-	1,373	730		-	-	-
01 411 115 0000 SalaryAdj.	-	-	-	-	2,776	2,925	2,925	2,925
TOTAL SALARIES	\$168,960	\$182,503	\$142,649	\$94,284	\$126,318	\$131,599	\$131,599	\$131,599
OTHER								
01 411 201 0000 Telephones	\$829	\$819	\$1,213	\$1,279	\$850	1,300	1,300	1,300
01 411 207 0000 Postage	1,535	1,065	1,084	1,144	1,300	1,200	1,200	1,200
01 411 210 0000 Advertising			390	0	0	-	-	-
01 411 212 0000 Copier	2,162	1,417	2,707	2,251	2,500	2,500	2,500	2,500
01 411 214 0000 Supplies	2,319	1,990	2,959	1,692	2,400	2,000	2,000	2,000
01 411 229 0000 Registry-Deeds	48	52	137	14	200	100	100	100
01 411 233 0000 Maint-Agreement	10,430	11,140	10,650	10,970	11,500	-	-	-
01 411 242 0000 Travel-Meetings	26	-	0		100	100	100	100
01 411 245 0000 Conference-Dues	600	793	420	265	800	800	800	800
01 411 247 0000 Training	962	1,830	82	2,353	1,500	1,500	1,500	1,500
01 411 304 0000 O/S Contracts	4,730	-	28,800	107,300	99,400	101,400	101,400	101,400
01 411 401 0000 Equipment	-	400		616	1,500	1,500	1,500	1,500
TOTAL OTHER	\$23,641	\$19,506	\$48,441	\$127,884	\$122,050	\$112,400	\$112,400	\$112,400
INTERNAL SERVICE FUNDS								
01 411 234 0000 Vehicle Rental	4,668	4,893	7,625	4,800	500	500	500	500
TOTAL ASSESSING	\$197,269	\$206,902	\$198,715	\$226,968	\$248,868	\$244,499	\$244,499	\$244,499

FISCAL YEAR 2020-2021**ASSESSING****SALARIES**

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Assist. Assessor*	17			35		\$1,124.89	\$58,494.28
1	Assessing Tech II**	9	1	52	35	\$18.35	\$642.25	\$33,397.00
1	Account Clerk II**	7	7	42	35	\$19.78	\$692.30	
		7	8	10	35	\$20.16	\$705.60	\$36,132.60
Total Assessor								\$128,023.88

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 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 reflects historical actual costs.

COPIER

This line item funds day-to-day copying.

SUPPLIES

This line item funds the cost of general office supplies.

REGISTRY OF DEEDS

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

MAINTENANCE AGREEMENT

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

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

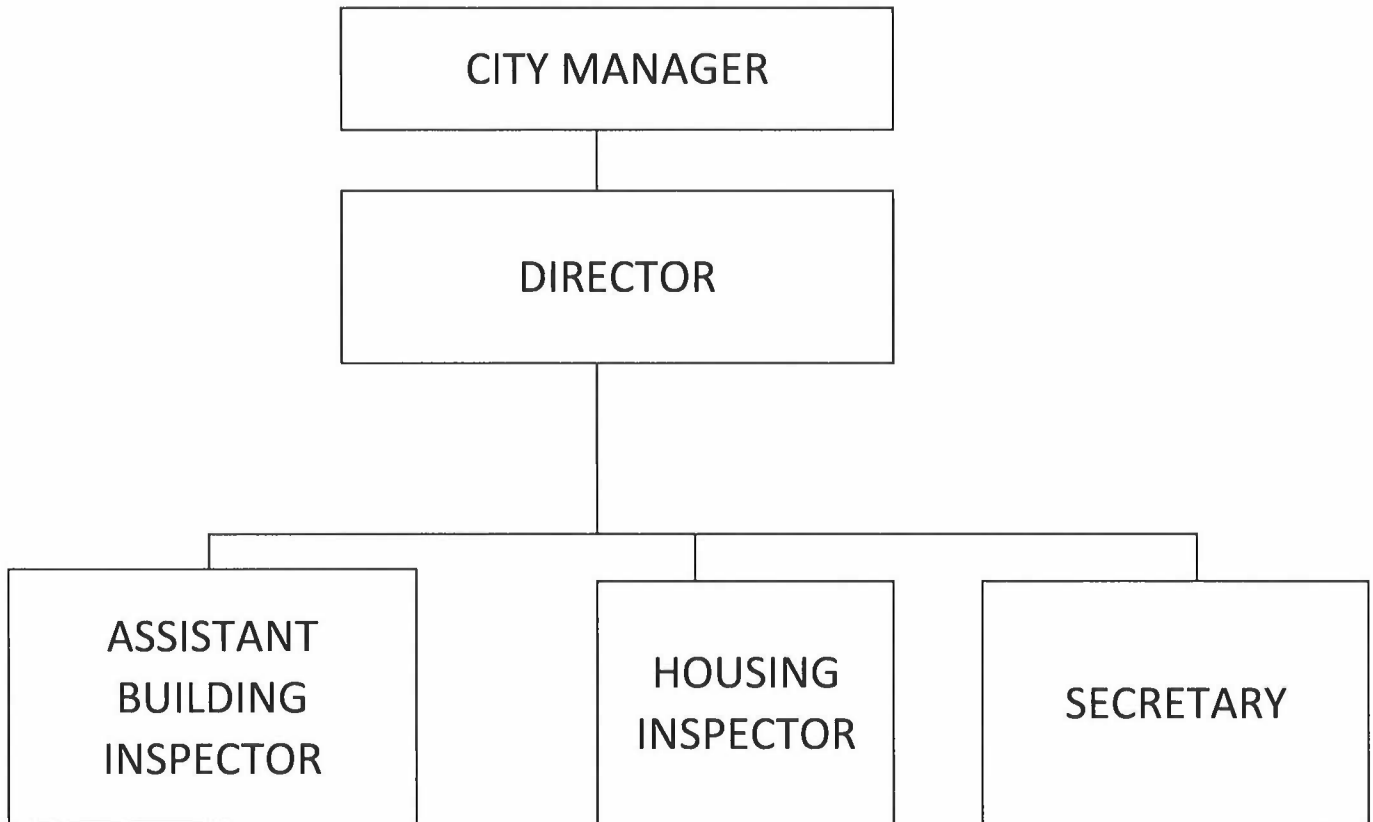
This line item funds the contract with Whitney Consulting Group, which assumed responsibility for managing assessing services in 2019.

EQUIPMENT

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



CODE ENFORCEMENT



FY 2021-2022 BUDGET
CODE ENFORCEMENT

	<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>ACTUAL</u>	<u>20-21</u> <u>BUDGET</u>	<u>21-22</u> <u>DEPT</u>	<u>21-22</u> <u>MANAGER</u>	<u>21-22</u> <u>COUNCIL</u>
SALARIES								
01 407 101 0000 Salaries	\$89,904	\$77,851	\$111,332	\$123,542	\$161,069	\$147,954	\$147,954	\$147,954
01 407 105 0000 Overtime	677	278	136	313	-	\$500	\$500	\$500
01 407 106 0000 Sick-Hurt	3,105	2,013	6,513	2,790	-	\$0	\$0	\$0
01 407 106 0001 Personal Time	-	-	1,250	1,135	-	\$0	\$0	\$0
01 407 107 0000 Holidays	3,662	2,519	4,272	4,848	-	\$0	\$0	\$0
01 407 108 0000 Vacations	4,168	4,102	2,971	4,633	-	\$0	\$0	\$0
01 407 109 0000 Longevity	60	60	60	-	90	\$90	\$90	\$90
01 407 110 0000 Termination Pay	-	-	1,112	58	-	\$0	\$0	\$0
01 407 115 0000 Salary Adj.	-	-	-	-	1,473	\$1,492	\$492	\$492
TOTAL SALARIES	\$101,576	\$86,823	\$127,646	\$137,319	\$162,632	\$150,036	\$149,036	\$149,036
OTHER								
01 407 201 0000 Telephones	\$1,665	\$1,488	\$1,799	\$1,664	\$1,700	\$ 1,800	\$ 1,800	\$ 1,800
01 407 207 0000 Postage	273	211	243	407	400	600	600	600
01 407 210 0000 Notices	-	-	78	68	400	400	400	400
01 407 212 0000 Copier	293	249	337	213	500	500	500	500
01 407 214 0000 Supplies	585	616	552	1,190	1,200	1,200	1,200	1,200
01 407 242 0000 Travel-Meetings	35	-	0	0	500	500	500	500
01 407 245 0000 Conference-Dues	75	-	295	439	600	600	600	600
01 407 247 0000 Training	295	140	745	920	700	700	700	700
01 407 304 0000 O/S Contracts	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	651	24	1,147	260	1,200	1,000	1,000	1,000
01 407 999 9999 Code Transfer In/Out	-	-	-	-	-	-	-	-
TOTAL OTHER	\$22,205	\$36,021	\$5,916	\$5,162	\$7,700	\$7,800	\$7,800	\$7,800
Internal Service								
01 407 234 0000 ISF Vehicle Repair	1,586	1,672	1,834	4,373	2,200	2,800	2,800	2,800
01 407 234 0001 ISF Vehicle Replacem	-	-	-	-	900	500	500	500
	1,586	1,672	1,834	4,373	3,100	3,300	3,300	3,300
Grand Total	\$125,367	\$124,516	\$135,395	\$146,853	\$173,432	\$161,136	\$160,136	\$160,136

Title	Grade/Step	Weeks	Hours per week	Hourly	Weekly	Annually
Director*	27 NA	52	10.5		574.00	\$29,848.00
Asst. Bldg. Inspector	16 6	20	35	\$30.06	\$1,052.10	
	16 7	32	35	\$30.65	\$1,072.75	\$55,370.00
Housing Inspector **	11 3	46	35	\$21.13	\$739.55	
	11 4	6	35	\$22.09	\$773.15	\$38,658.20
Admin Secretary**	9 2	41	25	\$18.35	\$458.75	
	9 3	11	25	\$19.16	\$479.00	\$24,077.75
Total Code Enforcement						\$147,953.95

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

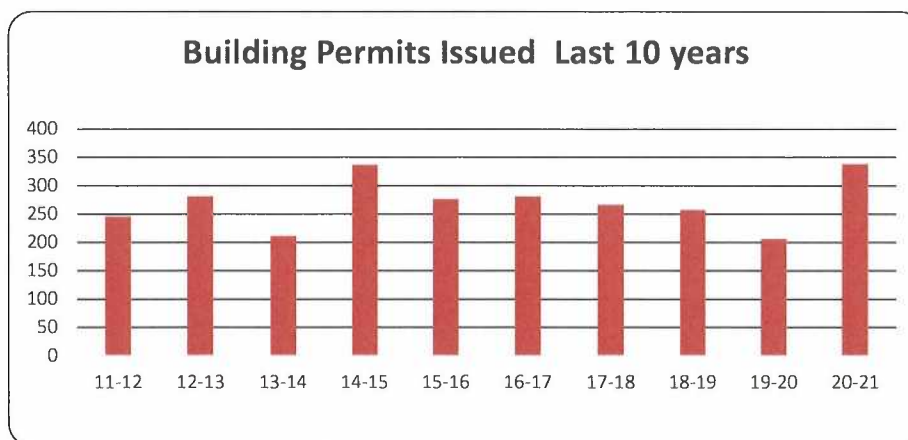
** Pay Rates Include Possible Merit (Step) Increases

Code Enforcement Activities						
	Assessing Year					
	15-16	16-17	17-18	18-19	19-20	20-21
Building permits	276	281	266	257	206	338
Value of permits **	\$49,600,325	\$32,501,144	\$22,848,982	\$17,496,469	\$15,649,958	\$33,005,656 *
Demo Permits	30	18	24	25	16	35
Value of permits**	\$900,300	\$654,800	\$1,066,400	\$1,438,300	\$460,800	\$4,219,792
Electrical Permits	258	240	223	245	237	253
Value of permits**	\$6,834,402	\$3,259,586	\$2,417,992	\$1,751,664	\$2,604,379	\$2,139,589
Inspections performed	1,180	1,065	866	992	925	1306
Property Maint cases	120	58	47	42	48	57

* Building Permit Value also includes partial amount in Electric Permit value

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

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



ACCOUNT DESCRIPTIONS***SALARIES***

This line funds salaries for 1 full time Building Inspector, 1 part 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, plus the additional of a second vehicle in the fiscal year.

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 or books needed to enforce the property maintenance code.

Code Enforcement Department Activities

The department is very busy with issuing permits and doing the necessary inspections. The number of permits and their dollar values was up considerably in the past year, almost double from the previous year. There have been a number of smaller projects by homeowners, but also a number of high value projects.

Property maintenance issues, including inspections and enforcement, continue to be a priority. The Housing Inspector does this function with notices to property owners outlining the issues and various forms of follow up. The same staff member is also responsible for doing the inspections needed to fulfill the requirements of the Short-Term Lodging ordinance and acts as a back up to the Building Inspector.

The Building Inspector and the Housing Inspector are now both experienced staff members and regularly receive positive comments from their customers.

With the adoption of the Historic Overlay District and the appointments of the Commission members, the department is working with the Commission to get the new them up to speed and to further their goals and objectives, which includes expanding the present district and possible creating additional ones elsewhere in the city. 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.



CONSERVATION COMMISSION

FY 2021-2022 BUDGET
CONSERVATION COMMISSION

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$10	\$27	\$10	\$40	\$100	\$100	\$100	\$100
01 422 208 0000 Printing	-	-	-	-	-	-	-	-
01 422 212 0000 Copier	26	16	9	9	100	100	100	100
01 422 214 0000 Supplies	163	-	28	77	400	400	400	400
01 422 239 0000 Weed Watchers	-	-	1,000	0	1,000	1,000	1,000	1,000
01 422 247 0000 Training	540	545	440	420	800	800	800	800
01 422 303 0000 Misc.	500	-	300	135	700	700	700	700
01 422 304 0000 O/S	-	-	-	-	-	-	-	-
01 422 390 0000 Annual Fees	<u>1,105</u>	<u>1,365</u>	<u>800</u>	<u>1,175</u>	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
TOTAL OTHER	\$2,344	\$1,953	\$2,586	\$1,854	\$4,500	\$4,500	\$4,500	\$4,500
 DEPT. O&M TOTAL	 \$2,344	 \$1,953	 \$2,586	 \$1,854	 \$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, so all eradication efforts can be coordinated from a regional watershed approach. Conservation Commission continues to discuss milfoil removal with the State and NHDES has agreed to help pay toward milfoil eradication efforts. The Commission believes the City will need to budget a higher amount for milfoil work as the state's funding is decreasing and private fundraising has been hampered by COVID19.

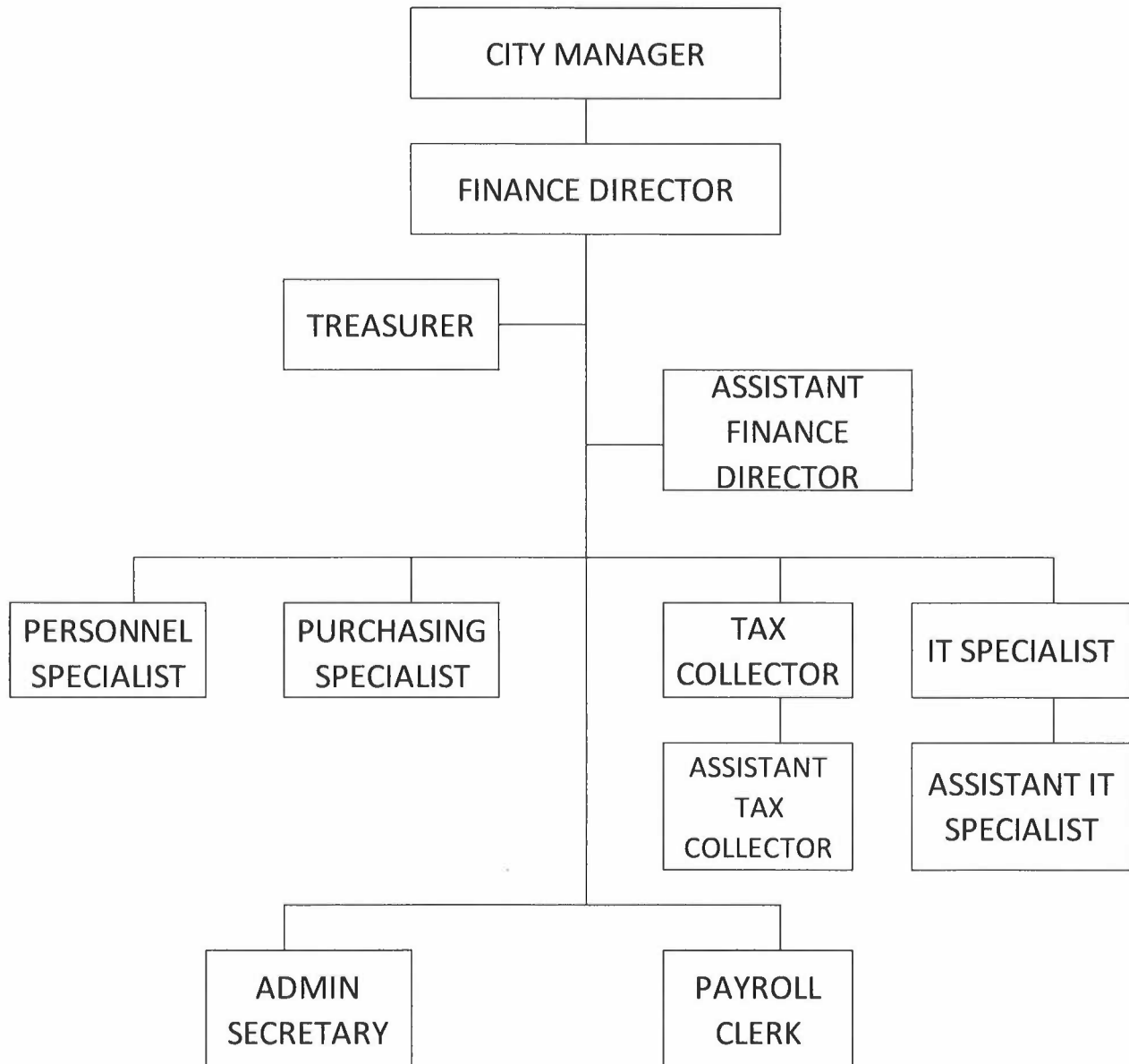
With the purchase of land on Pickerel Pond in early 2020, the Commission has arranged for the removal of three small buildings and is planning for increased public use.

Conservation Commission Goals and Objectives for 2021-2022:

- 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 creating a small parking area and erecting an informational sign.



FINANCE



FY 2021-22 BUDGET

FINANCE FISCAL

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$481,364	\$510,188	\$519,608	\$568,559	\$594,335	643,860	643,860	643,860
01 403 105 0000 Overtime	563	460	544.8	352.01	500	500	500	500
01 403 106 0000 Sick-Hurt	2,824	3,085	2,813	4,254	-	-	-	-
01 403 106 0001 Personal Time			2,398	3,415	-	-	-	-
01 403 107 0000 Holidays	7,775	8,435	9,371	8,724	-	-	-	-
01 403 108 0000 Vacations	13,572	7,828	7,877	3,623	-	-	-	-
01 403 109 0000 Longevity	390	360	450	450	450	450	450	450
01 403 110 0000 Termination Pay	728	2,909	35,247	1,058	-	-	-	-
01 403 115 0000 Salary Adj.	-	-	-	-	27,149	27,658	16,658	16,658
TOTAL SALARIES	<u>\$507,216</u>	<u>\$533,265</u>	<u>\$578,308</u>	<u>\$590,433</u>	<u>\$622,434</u>	<u>\$672,468</u>	<u>\$661,468</u>	<u>\$661,468</u>
OTHER								
01 403 201 0000 Telephones	\$2,339	\$2,361	\$2,738	\$2,064	\$2,500	2,500	2,500	2,500
01 403 207 0000 Postage	16,654	16,158	16,600	16,287	18,000	18,000	18,000	18,000
01 403 212 0000 Copier	3,314	2,727	3,739	4,215	3,500	3,500	3,500	3,500
01 403 214 0000 Supplies	5,471	7,339	7,908	6,778	5,500	5,500	5,500	5,500
01 403 214 0001 Supplies - OREO/Fees	913	340	6,196	298	2,000	2,000	2,000	2,000
01 403 221 0000 Audit	35,325	35,055	42,350	35,343	35,000	36,000	36,000	36,000
01 403 225 0000 Mortgage Research	2,772	2,583	2,493	2,529	2,500	2,500	2,500	2,500
01 403 229 0000 Registry of Deeds	1,347	1,298	1,228	1,170	1,300	1,300	1,300	1,300
01 403 230 0000 I Cloud Paperless fee	-	48	15	-	-	-	-	-
01 403 233 0000 Maint. Agreements	8,232	8,491	8,522	8,089	8,500	8,700	8,700	8,700
01 403 237 0000 Records Disposition	43	193	-	145	200	200	200	200
01 403 238 0000 Bank Service Fees	383	822	383	103	200	200	200	200
01 403 245 0000 Conference-Dues	1,184	925	821	692	1,750	1,750	1,750	1,750
01 403 246 0000 Temporary Labor	-	10,547	66,918	-	-	-	-	-
01 403 247 0000 Training	291	385	344	880	-	500	500	500
01 403 401 0000 Equipment	705	2,106	714	1,059	1,000	1,000	1,000	1,000
TOTAL OTHER	<u>\$ 78,973</u>	<u>\$ 91,378</u>	<u>\$ 160,969</u>	<u>\$79,651</u>	<u>\$ 81,950</u>	<u>\$ 83,650</u>	<u>\$ 83,650</u>	<u>\$ 83,650</u>
Internal Service								
01 403 234 0000 Vehicle Replacement	538	180	668	500	500	500	500	500
Grand Total	\$586,727	\$624,823	\$739,945	\$670,584	\$704,884	\$756,618	\$745,618	\$745,618

FINANCE

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Finance Director **	28		52	35		\$1,978.48	\$102,880.96
1	Personnel Spec.**	20		52	35		\$1,288.41	\$66,997.32
1	Purchasing Spec.**	18		52	35		\$1,170.74	\$60,878.48
1	Tax Collector**	19		52	35		\$1,227.52	\$63,831.04
1	Assist. Fin. Director**	19		52	35		\$1,227.52	\$63,831.04
1	Finance Clerk**	9	H	52	35	\$22.64	\$801.91	\$41,699.32
1	PR/Personnel Asst	12	H	52	35	\$26.17	\$915.95	\$47,629.40
1	Deputy Tax Collector** ***	8	3	41	25	\$18.26	\$456.50	
		8	4	11	25	\$19.06	\$476.50	\$23,958.00
1	Treasurer							\$11,526.00
1	Administrative Assistant	9	5	29	35	\$21.02	\$735.70	
		9	6	23	35	\$21.39	\$748.65	\$38,554.25
1	IT Specialist**	23		52	35	\$42.53	\$1,488.55	\$77,404.60
1	Asst. IT Specialist**	16H		52	35	\$28.39	\$993.65	\$51,669.80
less reimbursements from Water & Sewer Fund								(\$7,000.00)
Total Finance								\$643,860.21

* 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 ACTIVITIES

Fiscal Administration: Process weekly payroll and accounts payables for City departments, maintain accounts for City, Library and School expendable and non-expendable trust funds, Internal Service Fund, special revenue funds, TIF Districts and capital funds; manage grant funds; coordinate the annual audit process; prepare annual budget; prepare annual CAFR, complete financial reporting to the State.

Personnel Administration: Coordinate recruitments and terminations; administer health, retirement, flexible spending and other benefit programs; monitor compliance with state and federal regulations; maintain employee files; assist City Manager in negotiation of collective bargaining agreements; coordinate workplace safety program; administer drug and alcohol screening program; administer policies and union contracts.

Purchasing: Coordinate purchasing for most city departments, manage purchase orders and supply contracts. Coordinate liability insurance claims. Track inventory and fixed assets.

Information Processing: Manage IT infrastructure for most City departments; ensure that equipment and software is up to date; assist departments with IT upgrades; manage IT security and provides training as needed.

Tax Collection: Prepare semi-annual tax warrants; prepare and mail tax bills, collects taxes owed; manages tax lien and tax deeding process; prepare necessary state reports.

FINANCE OBJECTIVES

- Correct imbalance with Internal Service Fund
- Streamline Accounts Payable Process
- Transition to Voice Over Internet Protocol Phone System
- Address recommendations in FY20 CAFR

ACCOUNT DESCRIPTIONS – FISCAL***SALARIES***

This line item funds the cost of 11 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 2021-2022 BUDGET

FINANCE EMPLOYEE BENEFITS

	<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>ACTUAL</u>	<u>20-21</u> <u>BUDGET</u>	<u>21-22</u> <u>DEPT</u>	<u>21-22</u> <u>MANAGER</u>	<u>21-22</u> <u>COUNCIL</u>
OTHER								
01 429 120 0000 Social Security	\$316,345	\$322,204	\$333,984	\$336,374	\$353,928	\$ 372,638	\$ 366,613	\$ 366,613
01 429 130 0000 Health Insurance*	738,579	761,587	774,366	710,682	758,317	840,970	840,970	840,970
01 429 135 0000 Retirement	<u>221,372</u>	<u>231,520</u>	<u>242,185</u>	<u>233,180</u>	<u>261,225</u>	337,114	329,921	329,921
DEPT. O&M TOTAL	\$1,276,296	\$1,315,311	\$1,350,535	\$1,280,235	\$1,373,470	\$1,550,722	\$1,537,504	\$1,537,504

*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 3.3%

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 14.06%, an increase of 25.87% from the prior year rate of 11.17%.

FY 2020-2021 BUDGET

FINANCE INSURANCE

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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.	\$11,838	\$9,327	\$4,787	\$0	\$10,000	\$ -	\$ -	\$ -
01 433 125 0000 Workers Comp. Ins	123,423	211,600	210,405	217,659	241,000	210,658	210,658	210,658
01 433 218 0000 Property & Liability Ins	270,923	271,247	256,189	241,825	273,223	273,800	273,800	273,800
01 433 218 0002 Wellness Program	30	2	628	0	1,500	1,500	1,500	1,500
01 433 218 0003 Safety Training	140	-	0	150	1,000	1,000	1,000	1,000
01 433 218 0007 Claims	<u>4,317</u>	<u>6,854</u>	<u>2,865</u>	<u>7,675</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
TOTAL OTHER	\$410,671	\$499,030	\$474,873	\$467,310	\$532,723	\$ 492,958	\$ 492,958	\$ 492,958
 DEPT. O&M TOTAL	 \$410,671	 \$499,030	 \$474,873	 \$467,310	 \$532,723	 \$ 492,958	 \$ 492,958	 \$ 492,958

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.

FY2021-22 BUDGET

FINANCE - GENERAL FUND REVENUES

		<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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>
01-310-023-0000	INTEREST ON TAXES	102,650	83,447	85,346	63,555	85,000	66,000	66,000	66,000
01-310-024-0000	PEN & INT ON DEEDED PROPERTY	186	10,246	1,026	2,479	-	-	-	-
01-310-027-0000	REDEMPTION INTEREST	140,900	198,089	163,550	106,635	150,000	110,000	110,000	110,000
01-310-028-0000	OTHER TAX REVENUE-LRBP	16,178	13,924	20,366	26,772	25,000	36,000	36,000	36,000
01-310-031-0000	BOAT TAX	75,266	97,513	96,741	103,133	100,000	110,000	110,000	110,000
	TAXES OTHER THAN PROP. TAX	335,180	403,219	367,030	302,574	360,000	322,000	322,000	322,000
01-320-001-0000	SHARED REVENUES	-	-	-	396,002	396,000	-	-	-
01-320-002-0000	ADD ROOMS & MEALS	837,332	847,644	847,103	848,715	847,200	912,714	1,150,000	1,150,000
01-320-004-0000	LANDFILL REIMB	-	-	6	1,000	-	-	-	-
01-320-005-0000	RAILROAD USER FEES	3,132	3,245	3,365	3,685	3,365	3,600	3,600	3,600
01-320-011-0000	HIGHWAY BLOCK GRANT	336,698	348,053	329,780	348,618	315,000	315,000	315,000	315,000
01-320-011-0001	GRANT (SB38) 2017	-	294,634	12,127	-	-	-	-	-
01-320-019-0000	NH FOREST LAND	325	308	335	344	325	325	325	325
	COVID - Federal	-	-	-	-	-	-	191,714	191,714
01-320-020-0001	COVID FUNDS - FEMA	-	-	-	37,102	-	50,000	50,000	50,000
01-320-020-0002	COVID FUNDS - STATE	-	-	-	204,852	-	-	-	-
	INTERGOVERNMENTAL REVENUE	1,177,487	1,493,884	1,192,715	1,840,318	1,561,890	1,281,639	1,710,639	1,710,639
01-330-001-0000	MOTOR VEHICLE PERMIT FEES	2,723,024	2,856,231	3,101,001	3,088,463	3,150,000	3,250,000	3,270,000	3,270,000
01-330-015-0000	DOG LICENSES	9,949	7,258	8,376	10,313	8,000	10,000	10,000	10,000
01-330-023-0000	BUILDING-ZONING FEES	101,403	89,144	93,411	114,534	120,000	130,000	130,000	130,000
01-330-027-0000	COST,FEES-TAX COLLECTOR	20,512	20,623	20,920	19,319	20,000	17,000	17,000	17,000
01-330-039-0000	FEES-CITY CLERK	147,444	115,743	(28,224)	122,088	120,000	130,000	130,000	130,000
01-330-039-0001	FEES - BOAT AGENT FEES	13,255	6,655	2,065	1,903	2,000	2,000	2,000	2,000
01-330-039-0002	FEES - POLE LICENSES	15	-	80	80	-	100	100	100
01-330-043-0000	LICENSES/PERMITS	5,197	6,940	6,913	6,265	6,900	6,900	6,900	6,900
01-330-045-0000	FRANCHISE FEE	322,158	322,648	320,319	305,235	305,200	310,000	310,000	310,000
01-330-047-0000	MASTER ALARM FEES	63,200	62,579	63,166	57,900	62,000	60,000	60,000	60,000
	LICENSES, PERMITS FEES	3,406,157	3,487,820	3,588,026	3,726,100	3,794,100	3,916,000	3,936,000	3,936,000
01-340-001-0000	AMBULANCE SERVICE REIMBURS	127,000	116,417	(10,583)	-	-	-	-	-
01-340-003-0000	MISC REIMBURSABLES	-	-	-	-	-	-	-	-
01-340-437-0001	REIMB-POLICE-GUN PERMITS	2,400	860	760	550	700	100	100	100
01-340-437-0003	REIMB-POLICE-TRAINING	397	990	-	210,523	-	-	-	-
01-340-437-0004	REIMB-POLICE-EXTRA DUTY	184,243	189,228	152,038	350	160,000	200,000	200,000	200,000
01-340-437-0005	REIMB-TRANSPORT FEES	175	925	225	11,505	300	350	350	350
01-340-479-0001	REIMB-PARKS & REC-FIELD LIGHTS	3,840	3,350	1,100	3,546	3,300	-	-	-
01-340-479-0002	REIMB-PARKS & REC ASSOC UTIL	4,798	5,942	8,189	4,233	6,000	6,000	6,000	6,000
01-340-479-0003	REIMB-PARKS & REC-SWIM LESSON	-	-	1,135	-	1,100	-	-	-
01-360-058-0000	REVENUE-PUBLIC WORKS	4,934	7,137	3,389	6,366	-	10,000	10,000	10,000
01-360-058-0001	SOLID WASTE-STICKERS	22,920	25,674	29,332	29,823	29,000	30,000	30,000	30,000
01-360-058-0002	SOLID WASTE-TRASH A	30,502	40,935	124,183	112,260	125,000	120,000	120,000	120,000
01-360-058-0003	SOLID WASTE-TRASH B	127,191	153,070	67,360	61,643	70,000	85,000	85,000	85,000
01-360-058-0004	SOLID WASTE-TRASH C	496,333	471,294	474,512	606,423	750,000	770,000	770,000	770,000
01-360-058-0005	SOLID WASTE-COUPONS	21,710	22,390	21,111	3,008	10,000	-	-	-
01-360-058-0006	SOLID WASTE-DEMO	220,173	277,732	286,406	297,913	280,000	290,000	300,000	300,000
01-360-058-0007	REVENUE-POLICE	3,748	4,735	4,909	4,278	5,000	10,000	10,000	10,000
01-360-058-0008	REVENUE-FIRE	30,643	27,899	30,394	33,741	30,000	39,000	39,000	39,000
01-360-058-0009	REVENUE-PLANNING	25,544	15,503	18,704	34,360	40,000	60,000	60,000	60,000
01-360-058-0010	TRASH-E WASTE	15,938	18,598	26,003	21,796	20,000	21,000	21,000	21,000
01-360-058-0012	REVENUE-PARKS & REC	9,163	6,553	5,630	5,621	6,000	6,000	6,000	6,000
01-360-058-0013	REVENUE-POLICE FALSE ALARMS	3,200	3,550	3,850	2,150	4,000	4,000	4,000	4,000
01-360-058-0014	SOLID WASTE-E WASTE COUPONS	110	70	847	1,129	100	-	-	-
01-360-058-0015	TRASH-WM PASS THRU TRASH	9,761	10,150	11,145	13,308	11,000	11,000	11,000	11,000
01-360-058-0016	TRASH-WM PASS THRU DEMO	13,784	14,532	15,477	11,196	15,400	15,400	15,400	15,400
01-360-058-0017	REVENUE-PLANNING SPEC EVENTS	200	-	875	555	-	-	-	-
01-360-058-0020	SOLID WASTE - BULK ITEMS	3,242	3,374	4,516	7,726	4,000	10,000	10,000	10,000
01-360-058-0021	Transfer Station Gilford Res	-	-	-	15,316	-	-	-	-
	CHARGES FOR SERVICES	1,361,946	1,420,906	1,281,507	1,499,317	1,570,900	1,687,850	1,697,850	1,697,850
01-350-001-0000	INTEREST ON GENERAL FUND DEPC	107,329	210,145	366,987	638,941	360,000	150,000	150,000	150,000

FY2021-22 BUDGET

FINANCE - GENERAL FUND REVENUES

		<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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>
01-350-011-0000	ENDICOTT PARK KIOSKS	27,365	25,000	25,000	25,000	25,000	25,000	25,000	25,000
01-350-015-0000	PARKING KIOSKS LAKESIDE	63,719	123,039	146,777	139,414	130,000	150,000	150,000	150,000
	COLONIAL CONDO PARKING							29,160	29,160
01-350-019-0000	PARKING VIOLATIONS	10,680	16,043	15,000	15,200	15,000	15,200	15,200	15,200
	PARKING	101,764	164,082	186,777	179,614	170,000	190,200	219,360	219,360
01-350-023-0000	PILOT-LHA HIRISE ELD HSING/STAFF	20,619	63,310	19,146	39,881	50,000	38,000	38,000	38,000
01-350-023-0003	PILOT-LAKE VILLAGE ELD HOUSING(I	55,912	53,539	52,982	53,568	52,000	51,800	51,800	51,800
01-350-023-0004	PILOT-TAYLOR HOME	232,569	367,958	125,864	421,138	293,700	293,700	293,700	293,700
01-350-023-0005	PILOT-CAP	18,772	16,708	15,947	20,046	17,000	16,700	16,700	16,700
01-350-023-0006	PILOT-SKATE CLUB	13,748	12,777	12,486	12,895	12,700	12,100	12,100	12,100
01-350-023-0007	PILOT-STATE	7,812	8,431	8,828	9,519	9,000	9,200	9,200	9,200
	PILOT	349,432	522,723	235,253	557,047	434,400	421,500	421,500	421,500
01-340-445-0001	REIMB - FIRE BELMONT INTERMUNIC	78,750	87,038	55,718	-	-	-	-	-
01-350-031-0000	SSF REIMB TO GENERAL FUND	14,000	14,000	17,000	18,550	17,000	20,000	20,000	20,000
01-360-017-0000	BANNER POLES FEES	100	-	-	-	-	-	-	-
01-360-031-0000	DOG VIOLATIONS	6,696	3,311	2,674	850	2,700	850	850	850
01-360-051-0000	MARRIAGE LICENSES	1,321	1,107	1,230	1,153	1,200	1,200	1,200	1,200
01-360-052-0000	VITAL RECORDS RESEARCH FEES	25,535	20,889	27,704	23,503	25,000	25,000	25,000	25,000
01-360-053-0000	WELFARE LIEN REIMBURSEMENTS	1,422	-	1,770	-	5,000	2,000	2,000	2,000
01-360-057-0000	MISC REVENUE	(134,851)	177,648	30,123	43,430	24,000	33,000	33,000	33,000
01-360-057-0001	MISC SALE OF LAND	88,840	369,365	815,961	77,679	77,000	77,000	77,000	77,000
01-350-037-0000	SALE OF TAX DEEDED PROPERTY	-	-	-	15,940	-	-	-	-
01-360-059-0000	CONCORD COOP REVENUE	-	238,612	134,593	-	-	-	-	-
01-360-060-0000	LEASES	8,770	10,209	729	-	-	-	-	-
01-360-060-0120	LEASES-PARKS & REC	12,000	12,200	12,631	12,000	12,000	12,000	12,000	12,000
01-360-059-0001	COLONIAL DEBT SERVICE	-	-	-	-	162,000	164,000	164,000	164,000
01-360-060-0130	SOLAR ARRAY RENTAL REVENUE	-	-	-	1,000	20,000	45,000	45,000	45,000
01-360-067-0010	OVER & SHORT-CITY CLERK	(19)	92	(211)	(306)	-	-	-	-
01-360-067-0020	OVER & SHORT-TAX COLLECTOR	29	16	9	(27)	-	-	-	-
01-360-067-0030	OVER & SHORT- SOLID WASTE	(14)	62	-	-	-	-	-	-
01-360-071-0001	POLICE- LOST & FOUND	-	-	-	5,172	-	-	-	-
01-360-072-0000	RESTITUTION-FINES	4,894	6,856	3,414	4,850	6,000	6,000	6,000	6,000
01-360-079-0000	PRINTOUTS	325	281	200	191	100	100	100	100
01-360-110-0000	NHIT PREMIUM RETURN	-	-	-	-	-	-	87,000	87,000
	TRANS FROM MUNI TRANSPORATION	-	-	-	3,000	96,000	96,000	96,000	96,000
01-390-999-9999	TFR IN/OUT FROM GENERAL FUND	149,486	106,305	18,876	-	-	-	-	-
	MISCELLANEOUS	257,285	1,047,989	1,122,421	206,985	448,000	482,150	569,150	569,150
	GRAND TOTAL	7,096,581	8,750,767	8,340,717	8,950,894	8,699,290	8,451,339	9,026,499	9,026,499
01-310-001-0040	ABATEMENTS	121,888	102,185	146,584	75,613				
	OVERLAY FOR ABATEMENTS					160000	120,000	120,000	120,000
	WAR SERVICE CREDITS	404,950	409,650	410,200	427,200	\$410,000	430,000	430,000	430,000

FY 2020-2021 BUDGET

**FINANCE
PRINCIPAL INTEREST**

	ORIGINAL DEBT	YRS	Bal. Due 7/1/2021	YRS REM.	FY20-21 P & I	FY21-22 PRINCIPAL	FY21-22 INTEREST	FY21-22 P & I	% Change
<u>BONDED DEBT</u>									
<u>MUNICIPAL BONDS</u>									
2001 Capital Imp (also in schools)	\$3,565,000	20	\$176,600	1	\$196,875	\$176,600	\$4,415	\$181,015	-8.1%
2002 Capital Imp	\$2,029,000	20	\$200,000	2	\$117,500	\$100,000	\$7,500	\$107,500	-8.5%
2003 Library Renovation & addition	\$2,347,500	20	\$330,000	3	\$131,900	\$110,000	\$12,276	\$122,276	-7.3%
2010 Weirs Boardwalk	\$800,000	20	\$320,000	9	\$56,562	\$40,000	\$13,742	\$53,742	-5.0%
2010 Anthony Drive Drainage Improvemts*	\$216,589	20	\$108,825	10	\$14,623	\$10,883	\$3,117	\$14,000	-4.3%
2011 Endicott Water Line/Weirs Bdwlk Supplement	\$565,000	20	\$282,500	10	\$40,727	\$28,250	\$10,397	\$38,647	-5.1%
2012 Fire Engine/Salt Shed (also in ISF)	\$520,000	10	\$155,970	2	\$56,408	\$52,000	\$1,886	\$53,886	-4.5%
2013 Smith Track/Weirs Community Park	\$850,000	10	\$255,000	3	\$94,333	\$85,000	\$5,185	\$90,185	-4.4%
2015 Capital Improvements (also in DTIF)	\$6,400,000	20	-	0	\$484,146	\$0	\$0	\$0	-100.0%
2016 Endicott Rock/Lakeside/Messer Drainage	\$1,600,000	20	\$1,280,000	16	\$125,404	\$80,000	\$40,109	\$120,109	-4.2%
2018 General Street, Sidewalk, Drainage Improvements	\$2,500,000	10	\$1,750,000	7	\$301,750	\$250,000	\$37,625	\$287,625	-4.7%
2018 LED Lighting Improvements	\$300,000	5	\$60,000	1	\$63,925	\$60,000	\$1,308	\$61,308	-4.1%
2019 General Street Sidewalk Drainage Improvements	\$2,500,000	10	-	0	\$323,388	-	\$0	\$0	-100.0%
2019 Police/Fire Radios-Towers & Dispatch Improv.	\$700,000	10	-	0	\$88,288	-	\$0	\$0	-100.0%
2020 Court St Bridge, Endicott Water (also in SSF)	\$750,000	20	750,000	19	\$10,474	37,462	\$19,325	\$56,787	442.2%
2020 Court St 2, Fire Engine, DPW Truck	\$2,025,000	10	1,822,500	9	\$21,102	202,500	\$35,781	\$238,281	1029.2%
2020 Colonial Theater Renovation (also in DTIF)	\$6,700,000	25	6,700,000	25	\$127,718	268,798	\$29,486	\$298,284	133.5%
2021 Refund PD/Fire Radio, Tower, Disp.	\$630,000	8	630,000	8	\$0	74,288	\$11,907	\$86,195	
2021 Refund 2018 Gen. Sidewalk/Drainage	\$2,000,000	8	200,000	8	\$0	240,480	\$32,433	\$272,913	
2021 Refund 2015 Capital Improvements	\$4,798,473	15	4,454,304	15	\$377,058	272,382	\$104,676	\$377,058	0.0%
2021 Church Street Property Acquisition	\$700,000	10	700,000	10	\$17,000	70,000	\$16,000	\$86,000	0.0%
2021 Road Bond							\$40,000	\$40,000	
TOTAL CITY			\$20,175,699		\$2,649,181	\$2,158,642	\$427,169	\$2,585,811	-2.4%
<u>SCHOOL BONDS</u>									
2001 School Renovations (also in City portion)	\$6,223,000	20	\$310,000	1	\$331,650	\$310,000	\$7,750	\$317,750	-4.2%
2002 School Renovations	\$4,123,300	20	\$410,000	2	\$220,828	\$205,000	\$10,488	\$215,488	-2.4%
2008 MM School Construction	\$22,644,000	29	\$8,053,355	16	\$1,451,431	\$762,732	\$687,899	\$1,450,631	-0.1%
2011 QZAB Bond - Huot Ctr Renovation 1st	\$2,103,000	19	\$1,106,700	10	\$110,700	\$110,700	-	\$110,700	0.0%
2012 QZAB Bond - Huot Ctr Renovation 2nd	\$4,397,000	19	\$3,185,000	14	\$182,000	\$195,000	-	\$195,000	7.1%
2014 School Huot Supplement	\$1,000,000	20	\$650,000	13	\$68,900	\$50,000	\$14,688	\$64,688	-6.1%
2014 QZAB Bond - LHS Renovation	\$1,828,000	21	\$1,373,500	15	\$79,500	\$81,000	-	\$81,000	1.9%
TOTAL SCHOOLS			\$15,088,555		\$2,445,010	\$1,714,432	\$720,825	\$2,435,257	-0.4%
GENERAL FUND TOTAL			\$35,264,254		\$5,094,191	\$3,873,074	\$1,147,993	\$5,021,068	-2.8%
<u>INTERNAL SERVICE FUND BONDS</u>									
2012 Fire Engine Replacement (also in GF)	\$580,000	10	\$116,000	2	\$61,518	\$58,000	\$2,101	\$60,101	-2.3%
TOTAL INTERNAL SERVICE FUND			\$116,000		\$61,518	\$58,000	\$2,101	\$60,101	-2.3%
<u>SEWER BONDS</u>									
2020 Union/Lakeport/Elm San Sewer Upgrade (also in GF)	\$1,500,000	20	\$1,425,713	19	\$115,838	\$75,038	\$38,708	\$113,746	-1.8%
TOTAL SEWER			\$1,425,713		\$115,838	\$75,038	\$38,708	\$113,746	-1.8%
<u>WATER BONDS</u>									
2009 Water Tank	\$1,500,000	20	\$635,000	9	\$102,181	\$75,000	\$23,416	\$98,416	-3.7%
2020 Water Line Repair and Replacement	\$1,800,000	20	\$1,800,000	20	\$0	\$59,246	\$66,692	\$125,938	
TOTAL WATER			\$2,435,000		\$102,181	\$134,246	\$90,108	\$224,354	119.6%
<u>DOWNTOWN TIF Bonds</u>									
2015 Capital Improvements (also in GF)	\$1,705,000	20	\$1,278,406	14	\$21,239	\$0	\$0	\$0	-100.0%
2021 Refund 2015 Capital Improvements	\$1,278,620	15	4,454,304	15	\$91,708	72,580	\$27,187	\$99,767	8.8%
2020 Colonial Theater Renovation (also in GF)							\$210,000	\$210,000	
TOTAL DOWNTOWN TIF			\$1,278,406		\$21,239	\$0	\$237,187	\$309,767	1358.5%
<u>WEIRS TIF BONDS</u>									
2015 Capital Improvements	\$1,600,000	20	\$1,322,430	16	\$108,839	\$66,871	\$41,967	\$108,838	0.0%
TOTAL WEIRS TIF			\$1,322,430		\$108,839	\$66,871	\$41,967	\$108,838	0.0%
GRAND TOTAL			\$41,841,802		\$5,503,806	\$4,207,229	\$1,558,064	\$5,837,874	6.1%

* 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 2021-22 BUDGET

FINANCE REIMBURSEMENTS

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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								
01 427 901 0020 Recreation & Facilities	\$8,638	\$9,292	\$5,630	\$5,620	\$9,300	\$5,000	\$5,000	\$5,000
01 427 901 0040 Police	187,039	191,078	152,038	210,000	160,000	160,000	160,000	160,000
01 340 437 0005 Transport Fees	-	925	225	-	300	300	300	300
01 340 445 0001 Belmont Fire	-	87,038	55,178	-	-	-	-	-
01 427 901 0080 Fire	-	-	-	-	-	-	-	-
TOTAL OTHER	\$195,677	\$288,333	\$213,071	\$215,620	\$169,600	\$165,300	\$165,300	\$165,300
 DEPT. O&M TOTAL	 \$195,677	 \$288,333	 \$213,071	 \$215,620	 \$169,600	 \$165,300	 \$165,300	 \$165,300

*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.

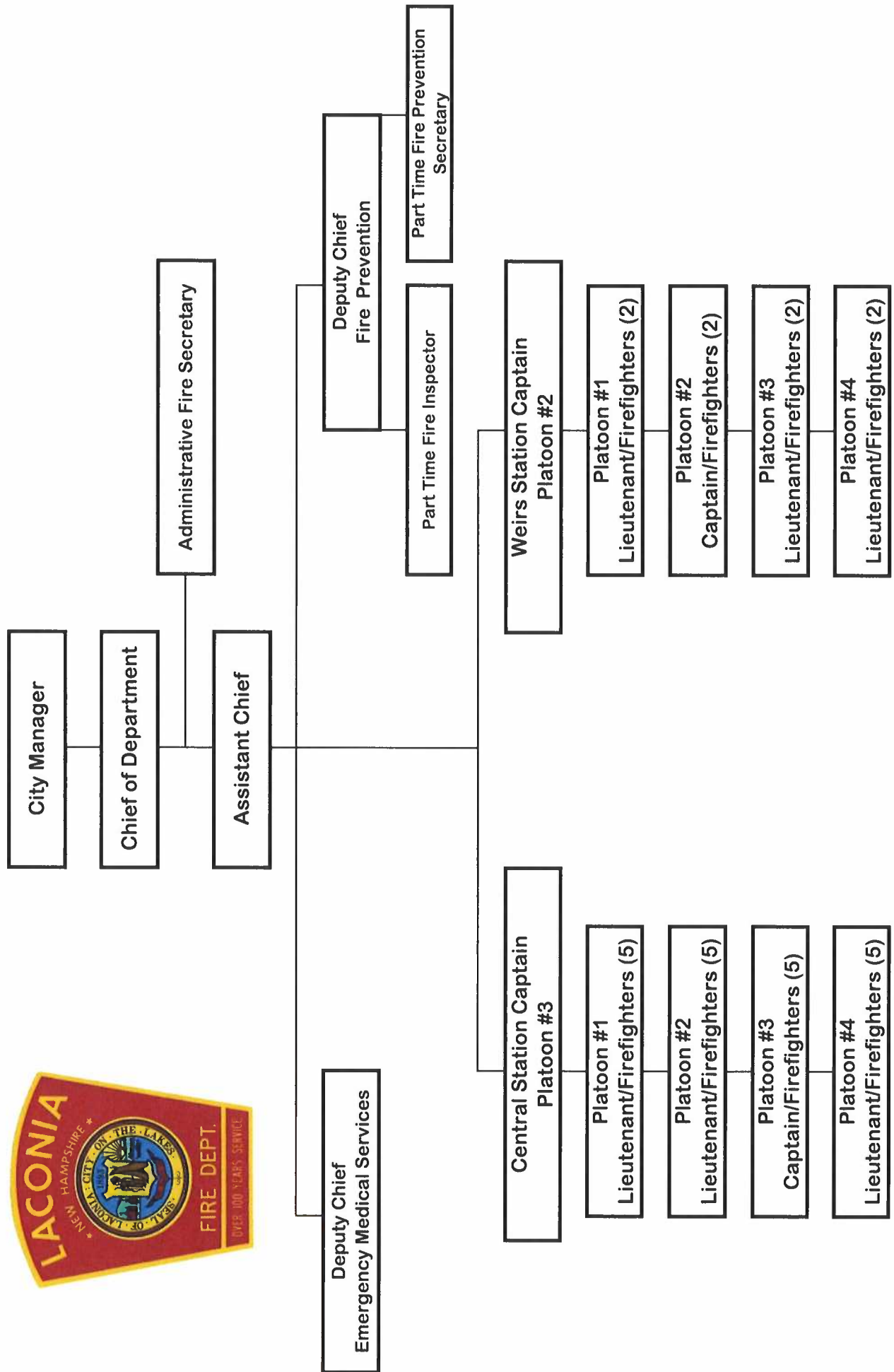
RECREATION & FACILITIES

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 2021-2022 BUDGET

FIRE

	16-17 ACTUAL	17-18 ACTUAL	18-19 ACTUAL	19-20 ACTUAL	20-21 BUDGET	21-22 DEPT	21-22 MANAGER	21-22 COUNCIL
SALARIES								
01 445 101 0000 Regular Salaries*	\$2,052,341	\$2,097,326	\$2,083,367	\$2,202,443	\$2,240,632	\$2,295,776	\$2,295,776	\$ 2,295,776
01-445-106-0001 Personal Coverage	45,991	46,027	\$32,899	\$52,153	\$42,000	92,200	75,000	75,000
01 445 105 0000 Extra Duty Coverage	64,131	51,506	\$49,095	\$69,734	\$51,000	84,800	70,000	70,000
01 445 105 0001 Extra Duty Special Events	-	-	\$4,556	\$636	-	-	-	-
01 445 106 0000 Sick-Injury Coverage	49,953	55,325	\$53,982	\$51,234	\$55,000	96,200	80,000	80,000
01 445 107 0000 Holidays	116,577	118,541	\$114,163	\$119,832	\$125,000	127,500	127,500	127,500
01 445 108 0000 Vacation	120,794	113,765	\$103,159	\$94,079	\$120,000	134,000	134,000	134,000
01 445 110 0000 Termination Pay	57,087	3,855	\$12,695	\$0	-	-	-	-
01 445 109 0000 Longevity	1,650	1,860	\$1,740	\$1,740	\$2,100	2,100	2,100	2,100
01 445 111 0000 Contractual EMT-Incentive	37,850	43,500	\$15,000	\$16,500	\$47,000	49,000	49,000	49,000
01 445 112 0000 Educational Stipends	-	-	\$25,700	\$30,954	-	-	-	-
01 445 115 0000 Salary Adj.	-	-	\$0	\$0	\$14,426	15,300	3,300	3,300
01 445 116 0000 Fire Salaries C/O - SAFER	-	-	\$0	\$0	-	-	-	-
01 445 130 0000 Health Insurance	622,529	646,088	\$594,521	\$591,845	\$651,415	701,823	701,823	701,823
01 445 132 0000 F.F. Insurance	820	820	\$820	\$820	\$860	1,200	1,200	1,200
01 445 135 0000 Retirement	714,257	785,167	763,794	740,172	789,500	848,712	848,712	848,712
TOTAL SALARIES	\$3,883,980	\$3,963,780	\$3,855,492	\$3,972,142	\$4,138,933	\$4,448,611	\$4,388,411	\$4,388,411
OTHER								
01 445 201 0000 Telephones	\$7,843	\$8,069	\$7,744	\$8,500	\$8,200	\$ 8,200	\$ 8,200	\$ 8,200
01 445 202 0000 Lights-Power	37,853	38,496	\$38,044	\$34,150	\$38,000	38,000	38,000	38,000
01 445 203 0000 Water-Sewer	4,541	4,329	\$4,197	\$4,612	\$4,600	4,600	4,600	4,600
01 445 204 0000 Heating Fuel	12,710	16,001	\$18,091	\$15,228	\$18,000	18,000	18,000	18,000
01 445 212 0000 Copier	1,757	2,309	\$2,449	\$2,677	\$2,500	2,500	2,500	2,500
01 445 214 0000 Supplies-Department	4,524	5,235	\$6,832	\$4,392	\$7,000	7,000	7,000	7,000
01 445 233 0000 Maint.-Equipment	7,640	5,138	\$6,810	\$2,279	\$8,000	7,000	7,000	7,000
01 445 233 0001 Maint.-Fire Alarms	3,353	4,422	\$577	\$969	\$6,000	5,000	5,000	5,000
01 445 233 0003 Maint.-Radios	3,460	1,761	\$90	\$1,122	\$2,500	2,500	2,500	2,500
01 445 235 0000 Maint.-Station Repairs	13,224	20,947	\$13,703	\$23,512	\$7,000	9,000	9,000	9,000
01 445 235 0001 Maint.-Station Supplies	6,177	4,025	\$7,126	\$5,539	\$7,000	7,000	7,000	7,000
01 445 245 0000 Conference/Dues	1,517	2,127	\$1,751	\$1,961	\$2,500	2,500	2,500	2,500
01 445 247 0000 Training	2,208	3,042	\$1,038	\$5,216	\$6,000	6,000	6,000	6,000
01 445 247 0003 Career Development	344	1,185	\$444	\$3,349	\$1,500	1,500	1,500	1,500
01 445 251 0000 Uniform Allowance	15,340	13,325	\$23,089	\$22,587	\$17,500	18,000	18,000	18,000
01 445 251 0001 Protective Clothing	12,637	15,289	\$20,749	\$8,687	\$20,000	20,000	20,000	20,000
01 445 253 0000 Physical Exams	7,606	9,459	\$10,758	\$4,956	\$14,000	14,000	14,000	14,000
01 445 304 0000 O/S Contracts	12,548	18,394	\$19,761	\$17,432	\$20,000	20,000	20,000	20,000
01 445 359 0000 Fire Prevention-Administration	697	1,155	\$1,472	\$916	\$1,500	1,000	1,000	1,000
01 445 359 0001 Fire Prevention-Public Education	1,287	930	\$0	\$0	\$500	500	500	500
01 445 367 0000 Emergency Management -CE	2,000	2,000	\$2,000	\$1,000	\$500	500	500	500
01 445 401 0000 Equipment	6,998	8,705	\$11,123	\$11,438	\$12,000	12,000	12,000	12,000
01 445 401 0002 Equipment-Training	1,792	-	\$0	\$196	\$1,000	1,000	1,000	1,000
01 445 401 0004 Special Events Coverage	326	392	\$517	\$486	\$500	500	500	500
01 445 401 0011 Computer Network Server	-	-	\$0	\$0	-	-	-	-
01 445 403 0007 Radio Pager Replacement	1,939	870	\$1,507	\$1,458	\$2,500	2,000	2,000	2,000
01 445 375 0000 LR Mutual Fire O/S	135,160	138,902	\$142,061	\$145,188	\$149,248	155,610	155,610	155,610
01 445 901 9998 LRGH Reimbursement	(127,000)	-	(10,583)	-	-	-	-	-
01 445 901 9999 Belmont Intermunicipal Agree	-	(87,038)	(55,718)	-	-	-	-	-
01 445 999 9999 Fire Transfer In/Out	(40,000)	-	-	-	-	-	-	-
TOTAL OTHER	\$138,481	\$239,469	\$275,630	\$327,850	\$358,048	\$363,910	\$363,910	\$363,910
Internal Service								
01 445 234 0000 Vehicle Rental	79,940	80,000	\$80,000	\$98,402	\$9,600	118,231	118,231	118,231
01 445 234 0001 Internal Service Fund	119,482	109,115	\$115,000	\$117,000	\$125,818	120,638	120,638	120,638
DEPT. O&M TOTAL	\$199,422	\$189,115	\$195,000	\$215,402	\$215,418	\$238,869	\$238,869	\$238,869
Less Reimbursables								
Less LRGH Contribution	-	-	-	-	-	-	-	-
Less Carryover from FY15	-	-	-	-	-	-	-	-
Less SAFER Grant Extension until 10/2015	-	-	-	-	-	-	-	-
Less Belmont Municipal Agreement	-	(87,038)	-	-	-	-	-	-
Net Fire Budget	\$4,221,883	\$4,479,402	\$4,326,122	\$4,515,394	\$4,712,399	\$5,051,390	\$4,991,190	\$4,991,190

*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			\$2,409.58	\$125,298.16	
1	Asst Fire Chief**	26		52			\$1,828.44	\$95,078.88	
1	Deputy Fire Chief/ Fire Prevention Sp**	24		52			\$1,639.03	\$85,229.56	
1	PT Inspector							\$16,000.00	
1	Admin. Secretary*	9	3	52	40	\$20.03	\$801.20	\$500.00	\$42,162.40
1	PT Secretary	6	5	52	29	\$18.42			\$27,777.36
Total FIRE ADMIN								\$391,546.36	

FIREFIGHTERS*

1	Captain	EMT-A		52	42	\$32.88	\$1,380.96	\$71,809.92
1	Captain	EMT-P		52	42	\$36.98	\$1,553.16	\$80,764.32
1	Lieutenant	EMT-A		52	42	\$29.88	\$1,254.96	\$65,257.92
3	Lieutenant	EMT-P		52	42	\$33.68	\$1,414.56	\$220,671.36
1	Lieutenant	EMT-P		52	42	\$32.68	\$1,372.56	\$71,373.12
1	Lieutenant	EMT-P		52	42	\$31.99	\$1,343.58	\$69,866.16
5	6th Class	FF EMT-A		52	42	\$26.99	\$1,133.58	\$294,730.80
7	5th Class	FF EMT-A		52	42	\$26.19	\$1,099.98	\$400,392.72
1	4th Class	FF EMT-A		52	42	\$25.52	\$1,071.84	\$55,735.68
1	3rd Class	FF EMT-P		52	42	\$26.25	\$1,102.50	\$57,330.00
3	3rd Class	FF EMT-A		52	42	\$24.54	\$1,030.68	\$160,786.08
1	2nd Class	FF EMT-P		52	42	\$24.47	\$1,027.74	\$53,442.48
2	2nd Class	FF EMT-A		52	42	\$22.87	\$960.54	\$99,896.16
3	1st Class	FF EMT-P		52	42	\$23.53	\$988.26	\$154,168.56
1	1st Class	FF EMT-A		52	42	\$21.98	\$923.16	\$48,004.32
32	Total Firefighters							\$1,904,229.60
Total Fire Dept								\$2,295,775.96

*Above Rates Include Possible Merit (Step) Increases

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.



HISTORIC DISTRICT COMMISSION

FY 2021-2022 BUDGET

HISTORIC DISTRICT COMMISSION

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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								
01 423 207 0000 Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ 200
01 423 208 0000 Printing	-	-	-	-	-	500	500	500
01 423 212 0000 Copier	-	-	-	-	-	100	100	100
01 423 214 0000 Supplies	-	-	-	-	-	200	200	200
01 423 247 0000 Training	-	-	-	-	-	1,000	1,000	1,000
01 423 303 0000 Misc.	-	-	-	-	-	500	500	500
01 423 304 0000 O/S	-	-	-	-	-	1,000	1,000	1,000
01 423 390 0000 Annual Fees	-	-	-	-	-	1,000	1,000	1,000
TOTAL OTHER	\$0	\$0	\$0	\$0	\$0	\$4,500	\$4,500	\$4,500
 DEPT. O&M TOTAL	 \$0	 \$0	 \$0	 \$0	 \$0	 \$4,500	 \$4,500	 \$4,500

ACCOUNT DESCRIPTIONS

POSTAGE

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

PRINTING

This line item funds the cost of printing educational materials for the Commission.

COPIER

The line funds the cost of copies for the Commission.

SUPPLIES

This line funds miscellaneous supplies needed for the Commission.

TRAINING

This line funds the training needs of the Commission.

MISCELLANEOUS

This line funds miscellaneous expenses for the Commission. As a new Commission it is not known what unforeseeable expenses there may be.

OUTSIDE SUPPLIERS

This line funds expenses the Commission may incur with vendors or consultants for services not available from City staff or resources.

ANNUAL FEES

This line funds annual membership fees for various state recognized organizations associated with historical preservation.

GOALS AND OBJECTIVES FOR FY 2022

This Commission is in its first year of existence and has a goal to expand the current Historic District to include more of the downtown area and to perhaps create additional districts elsewhere in the city. The Commission plans to use the inventory of structures created by the Heritage Commission as a basis for the downtown area expansion and may need to hire a consultant to create inventories for other parts of the city.

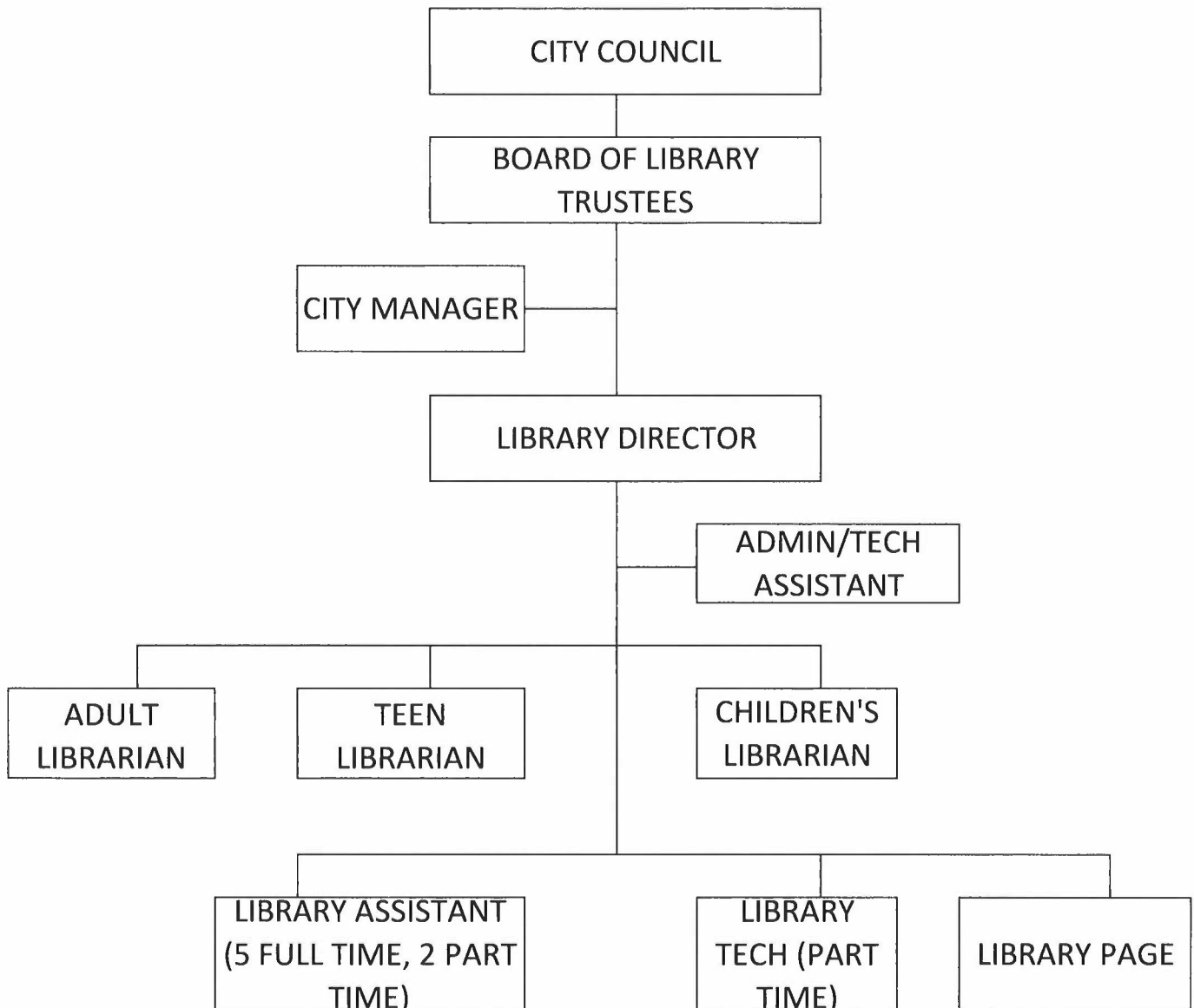


LEGAL

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	1,712	411	354	754	10,000	10,000	10,000	10,000
01-402-225-0002 123 Elm St Settlement	-	-	-	173	-	-	-	-
01 402 225 0003 General Code Update	995	3,877	2,075	6,190	2,000	2,000	2,000	2,000
01 402 225 0005 Litigation	17,859	21,013	6,624	31,817	30,000	30,000	30,000	30,000
01 402 225 0006 Retainer	40,378	42,101	39,014	47,117	44,000	44,000	44,000	44,000
01 402 225 0007 Negotiator	796	275	927	375	10,000	10,000	10,000	10,000
TOTAL OTHER	\$ 61,740	\$ 67,677	\$ 48,993	\$ 86,425	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000
DEPT. O&M TOTAL	\$ 61,740	\$ 67,677	\$ 48,993	\$ 86,425	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000



LIBRARY



FY 2021-2022 BUDGET
LIBRARY

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$461,425	\$458,357	\$467,788	\$431,114	\$547,411	\$ 560,917	\$ 560,917	\$ 560,917
01 481 105 0000 Overtime	-	184	539	85	-	-	-	-
01 481 106 0000 Sick-Hurt	13,607	15,236	12,430	17,577	-	-	-	-
01 481 106 0001 Personal Time	-	-	2,253	3,424	-	-	-	-
01 481 107 0000 Holidays	17,158	17,690	15,882	15,857	-	-	-	-
01 481 108 0000 Vacations	28,437	19,241	17,580	17,872	-	-	-	-
01 481 109 0000 Longevity	900	660	540	390	540	540	540	540
01 481 110 0000 Termination Pay	1,587	26,801	19,022	1,981	-	-	-	-
TOTAL SALARIES	\$523,114	\$538,169	\$536,035	\$488,301	\$547,951	\$561,457	\$561,457	\$561,457
OTHER								
01 481 201 0000 Telephones	\$3,008	\$2,710	\$3,830	\$3,599	\$2,700	3,960	3,960	3,960
01 481 201 0001 Internet/Cable	3,133	4,626	2,451	2,639	2,400	2,580	2,580	2,580
01 481 202 0000 Lights-Power	35,576	38,901	39,188	32,630	40,000	40,000	40,000	40,000
01 481 203 0000 Water-Sewer	3,006	2,554	3,457	3,065	2,900	3,000	3,000	3,000
01 481 204 0000 Fuel	17,297	21,004	20,832	18,530	21,000	21,000	21,000	21,000
01 481 207 0000 Postage	2,860	2,292	1,397	1,654	2,500	2,000	2,000	2,000
01 481 208 0000 Printing	1,239	2,524	1,561	1,043	2,200	1,400	1,400	1,400
01 481 214 0001 Supplies-Library	6,552	17,008	7,080	8,142	8,000	8,000	8,000	8,000
01 481 214 0002 Supplies-Building	2,912	3,196	2,939	3,078	2,400	2,600	2,600	2,600
01 481 214 0003 Supplies-Office	3,055	4,382	3,355	3,860	4,200	4,500	4,500	4,500
01 481 233 0000 Maint.-Equipment	7,392	8,099	8,887	6,504	9,400	9,000	9,000	9,000
01 481 235 0000 Maint.-Building/Janitorial	54,876	53,024	59,310	63,826	59,000	60,000	60,000	60,000
01 481 235 0001 Maint-Software/Service Contract	17,008	15,832	17,591	7,407	8,000	8,000	8,000	8,000
01 481 235 0002 Maint- Security/Virus Protection	2,617	439	928	4,587	3,000	3,000	3,000	3,000
01 481 235 0003 Maint-Elevator	3,550	3,619	3,662	4,722	3,600	4,000	4,000	4,000
01 481 235 0004 Maint-HVAC	18,474	9,226	10,512	11,574	9,500	10,000	10,000	10,000
01 481 242 0000 Travel-Meetings	3,615	1,767	2,311	1,283	2,400	2,400	2,400	2,400
01 481 245 0000 Conference-Dues	837	768	405	1,475	1,000	1,000	1,000	1,000
01 481 247 0000 Education/Training	216	2,000	1,129	369	1,200	1,200	1,200	1,200
01 481 257 0000 Books	75,172	75,733	76,841	62,282	64,000	65,065	65,065	65,065
01 481 259 0010 Non-Print Media	17,474	16,680	16,224	28,939	31,000	32,064	32,064	32,064
01 481 259 0020 Periodicals	11,090	10,271	9,056	10,039	10,000	10,000	10,000	10,000
01 481 263 0000 Programs	14,040	15,398	17,383	10,996	15,000	15,000	15,000	15,000
01 481 363 0000 Gale Park	1,096	1,467	1,862	2,507	2,000	2,000	2,000	2,000
01 481 401 0000 Equipment	9,859	5,906	7,790	7,169	14,000	14,000	12,000	12,000
01 481 404 0000 Legal	850	1,875	-	-	-	-	-	-
01 481 405 0001 Bookbinding	730	-	-	-	1,000	500	500	500
TOTAL OTHER	\$317,534	\$321,301	\$319,982	\$301,916	\$322,400	\$326,269	\$324,269	\$324,269
Grand Total								
Reimbursement Library Trust	\$840,648	\$859,470	\$856,017	\$790,217	\$870,351	\$887,726	\$885,726	\$885,726
	-	(12,829)	(2,351)	-	-	-	-	-
Net	840,648	846,641	853,666	790,217	870,351	887,726	885,726	885,726

ACCOUNT DESCRIPTIONS**SALARIES**

The library has ten full time employees, three 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. This line is increased by \$1260 to cover expected costs of telephone service. Rates have increased the past few years.

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. This line is increased by \$180 to cover expected costs of internet service.

LIGHTS-POWER

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

WATER-SEWER

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

FUEL

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

POSTAGE

This line item funds the cost of postage for shipping interlibrary loan materials, and mailing overdue notices, business correspondence and newsletters. This line is decreased by \$500 to reflect increased usage of electronic services to deliver library information.

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. The Library does pay for increased use 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 Gale roof repairs and the Gale walkway repairs.

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, Faronics, 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.

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

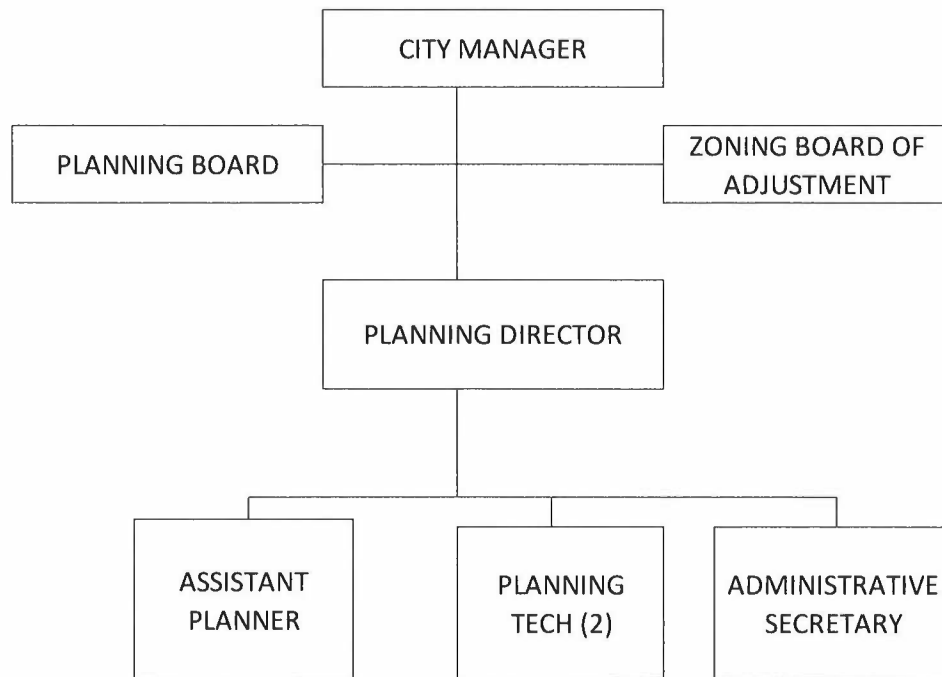
has 15 computers available for public use, including the Microfilm reader station; 11 staff; 5 circulation; 3 PACs; 1 computer for Konica release station; 2 laptops, 1 computer for historic society and one for PastPerfect as well as the 32 camera security system.

ARCHIVING

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



PLANNING



FY 2021-2022 BUDGET

PLANNING

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$171,934	\$226,440	\$222,602	\$ 242,558	\$270,406	267,673	267,673	267,673
01 405 105 0000 Overtime	3,244	3,062	2,990	2,871	2,500	2,500	2,500	2,500
01 405 106 0000 Sick-Hurt	2,632	2,939	4,474	2,730	-	-	-	-
01 405 106 0001 Personal Time	-	-	997	1,072	-	-	-	-
01 405 107 0000 Holidays	4,765	6,674	5,146	5,242	-	-	-	-
01 405 108 0000 Vacations	4,624	3,577	5,332	3,807	-	-	-	-
01 405 109 0000 Longevity	60	60	60	60	60	-	-	-
01 405 110 0000 Termination Pay	811	-	3,968	-	-	-	-	-
01 405 115 0000 Salary Adj.	-	-	-	-	6,094	6,280	2,530	2,530
TOTAL SALARIES	\$188,070	\$242,752	\$245,568	\$258,340	\$279,060	\$276,453	\$272,703	\$272,703
OTHER								
01 405 201 0000 Telephones	\$1,723	\$1,586	\$1,891	\$1,197	\$2,000	2,000	2,000	2,000
01 405 207 0000 Postage	438	796	1,828	2,816	1100	2,000	2,000	2,000
01 405 210 0000 Notices	2,414	2,996	5,445	4,446	3000	3,000	3,000	3,000
01 405 212 0000 Copier	1,050	657	1,319	2,735	2000	1,900	1,900	1,900
01 405 214 0000 Supplies	1,918	1,227	1,434	908	2300	1,900	1,900	1,900
01 405 242 0000 Travel-Meetings	255	125	301	468	1500	1,200	1,200	1,200
01 405 245 0000 Conference-Dues	756	455	602	208	2000	1,500	1,500	1,500
01 405 247 0000 Training	315	944	600	2,194	2000	1,900	1,900	1,900
01 405 304 0000 O/S Contracts	2,500	-	-	-	21000	-	-	-
01 405 305 0000 GIS Services	-	700	-	-	500	500	500	500
01 405 306 0000 City Master Plan	-	-	-	-	1000	1,500	1,500	1,500
01 405 333 0000 L.R. Planning Cor	14,364	14,396	14,713	15,241	16000	16,000	16,000	16,000
01 405 401 0000 Equipment	<u>506</u>	<u>306</u>	<u>936</u>	<u>1,112</u>	1500	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
TOTAL OTHER	\$26,239	\$24,188	\$29,070	\$31,326	\$55,900	\$34,900	\$34,900	\$34,900
Internal Service								
01 405 234 0000 Vehicle Replacement	740	295	740	3,000	500	500	500	500
Grand Total	\$215,049	\$267,235	\$275,378	\$292,666	\$335,460	\$311,853	\$308,103	\$308,103

SALARIES

No of Em	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Planning Director**	27		52	35		\$1,339.34	\$69,645.68
1	Asst. Planner **	21		52	35		\$1,076.04	\$55,954.08
1	Planning Tech (Zoning)	13	8	52	35	\$27.04	\$946.40	\$49,212.80
1	Planning Tech (Cons)*	13	5	35	35	\$25.50	\$892.50	
		13	6	17	35	\$25.98	\$909.30	\$46,695.60
1	Adm Secretary II*	13	5	41	35	\$25.20	\$882.00	
		13	6	11	35	\$25.98	\$909.30	\$46,164.30
				52				

Total Planning	\$267,672.46
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* Above pay rates include possible step (Merit) increases

** Will be reviewed during the year with a possible raise of 0-5%
30% of director's salary is allocated to Code.

ACCOUNT DESCRIPTIONS

SALARIES

This line item funds the cost of five full time employees, to include one full time Planning Director, one full time Assistant Planner, two full time Planning Technicians (zoning and conservation), and one full time Administrative Secretary II. 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 2022, 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 FY2022 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 updates to the Master Plan and resulting changes to the Zoning Ordinance.

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. 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

Activity for calendar year 2020 was higher than the previous year concerning new projects and average concerning continuation of previously approved projects. There were a few notable new projects approved in 2020, specifically the redevelopment of the Barton's Motel site to 32 units of high end condos, the refurbishment of the Lakeport Opera House, and the Elm Street mixed-use project, consisting of 16 new apartments/condos and 7 commercial units. Also accelerating in 2020 was the trend for older lakefront residential structures to be demolished and replaced with expensive structures, one even was valued at over \$4 million. In addition, the Lilac Valley project, which has been on hold for a few years, began building several starter homes, and Langley Cove project of 291 condos, approved in 2018, is projected to start in 2021. The department is actively involved with the state entity involved with the redevelopment of the former State School property.

The Planning Staff and subsequently the Planning Board reviewed 66 applications from January 1 to December 31, 2020. These included 7 extensions of projects previously approved, 15 Conditional Use Permits, 20 site plan approvals, and 2 subdivisions resulting in only 3 new residential lots or units of housing. The Planning Staff also handled Motorcycle Week and Special Events applications for 2020, and 4 Minor Site Plan applications. There was a significant increase in ZBA applications, from 38 to 113, mostly attributed to Special Exception requests for Short-Term Lodging. Additionally, Planning Staff also reviews building permits, demolition permits, certificate of occupancy applications, etc., and performs property inspections for zoning issues and joint inspections with the Code and Fire departments.

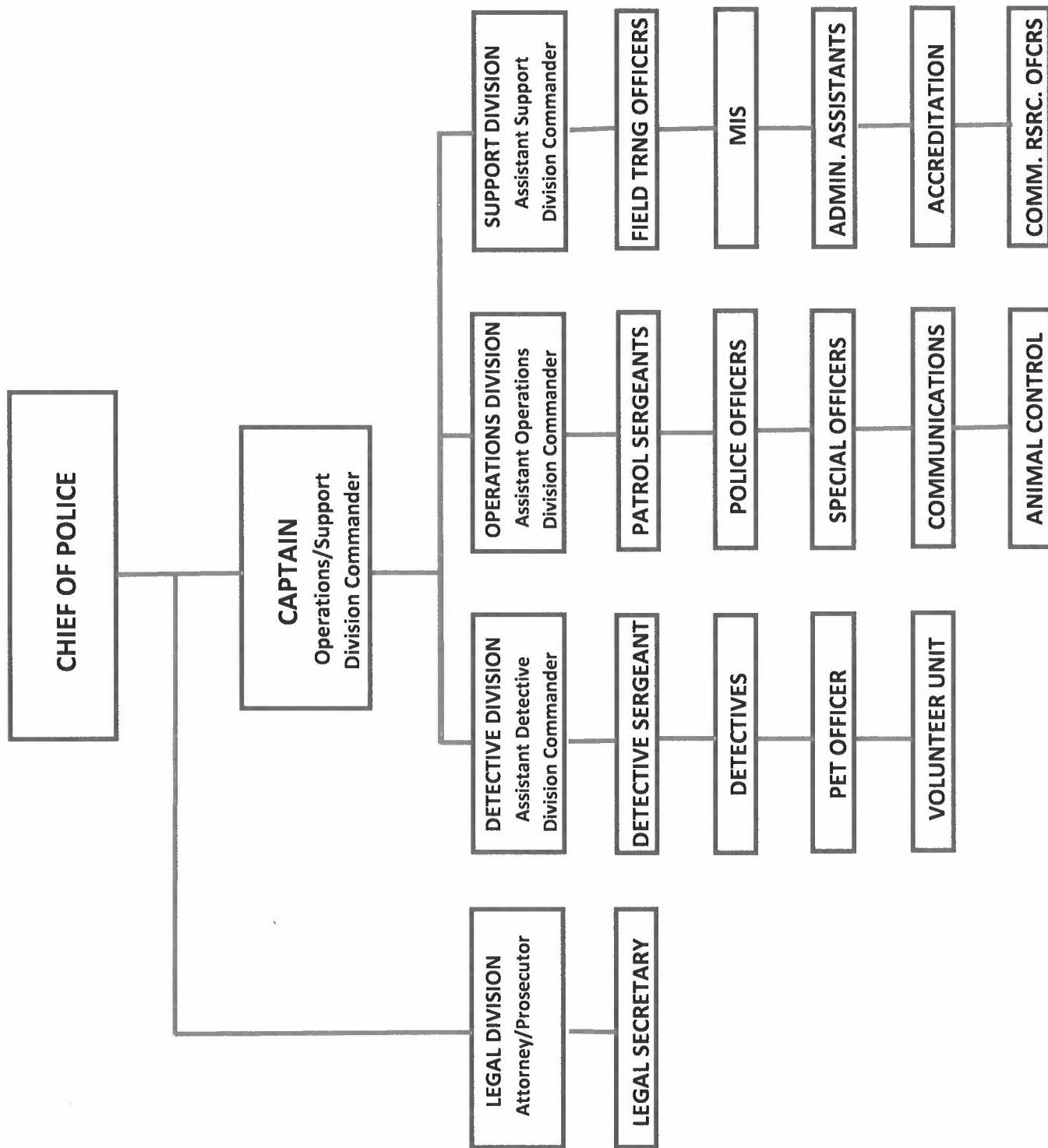
Ongoing activities of the Planning office include: Administration of land use applications, including major and minor site plan review, conditional use permits, reviewing and recording as-builts, lot mergers, variances and special exceptions including review, research and site visits. Preparation of 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, Heritage Commission, Historic District 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 2021-2022

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 and discuss a few minor updates to this chapter. The city has already accomplished five 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 freshwater bodies. We will also continue to focus on customer service and streamlining the customer experience with Planning and other departments.

POLICE DEPARTMENT ORGANIZATIONAL CHART

City of Laconia, New Hampshire



FY 2021-2022 BUDGET

POLICE

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$2,959,612	\$2,948,123	\$3,126,151	\$3,314,968	\$3,590,575	\$3,907,675	\$3,867,675	\$3,867,675
01 437 101 0014 Police Commission	3,600	3,300	3,500	3,300	3,600	3,600	3,600	3,600
01 437 101 0020 Special Duty/Part Time Salaries	66,666	67,267	94,008	132,755	90,000	95,000	95,000	95,000
01 437 101 0030 Extra Duty	134,401	132,237	124,024	163,249	-	-	-	-
01 437 111 0000 Educational Stipends	-	-	20,970	17,000	26,500	26,500	26,500	26,500
01 437 101 0041 Shift Differential	20,584	26,996	36,319	43,703	39,000	54,312	45,000	45,000
01 437 101 0050 Overtime	112,238	124,683	142,198	35,544	140,000	140,000	140,000	140,000
01-437-101-0051 Holiday OT	-	-	-	41,395	-	-	-	-
01-437-101-0052 Incident OT	-	-	-	11,520	-	-	-	-
01-437-101-0053 Court OT	-	-	-	11,390	-	-	-	-
01-437-101-0054 Shift Coverage OT	-	-	-	18,830	-	-	-	-
01 437 102 0010 Halftime	-	-	1,754	-	-	-	-	-
01 437 106 0000 Sick-Hurt	36,730	44,768	65,390	41,688	-	-	-	-
01 437 106 0001 Personal Time	-	-	1,418	363	-	-	-	-
01 437 107 0000 Holidays	20,326	23,219	31,523	28,928	35,000	40,000	37,000	37,000
01 437 109 0000 Longevity	22,823	23,061	32,386	26,800	29,407	31,279	31,279	31,279
01 437 110 0000 Termination Pay	63,454	1,735	59,248	69,125	-	-	-	-
01 437 130 0000 Health Insurance*	816,558	774,708	855,664	783,717	957,222	920,713	920,713	920,713
01 437 135 0000 Retirement	<u>819,661</u>	<u>873,052</u>	<u>944,596</u>	<u>918,343</u>	<u>1,023,855</u>	<u>1,179,248</u>	<u>1,170,777</u>	<u>1,170,777</u>
TOTAL SALARIES	\$5,076,653	\$5,043,149	\$5,539,150	\$5,662,617	\$5,935,159	\$6,398,327	\$6,337,544	\$6,337,544
OTHER								
01 437 201 0000 Telephone	\$22,898	\$27,557	\$32,331	\$26,808	\$20,000	20,000	20,000	20,000
01 437 207 0000 Postage	2,039	1,847	985	966	2,000	2,000	2,000	2,000
01 437 208 0000 Printing	1,707	2,163	2,396	3,788	2,500	3,000	3,000	3,000
01 437 212 0000 Copier	6,336	6,297	7,354	7,245	6,500	7,000	7,000	7,000
01 437 214 0000 Supplies	7,231	8,152	8,229	10,429	8,500	9,000	9,000	9,000
01 437 233 0000 Maint.-Equipment	18,356	27,727	22,970	44,356	20,000	25,000	23,000	23,000
01 437 233 0010 Maint.-Radio	4,719	19,462	795	1,766	10,000	10,000	10,000	10,000
01 437 233 0020 Maint.-Computer	8,442	326	256	1,735	5,000	6,000	6,000	6,000
01 437 245 0000 Conference-Dues	1,420	2,070	1,550	1,360	2,500	2,500	2,500	2,500
01 437 247 0000 Training	39,081	57,430	44,636	70,313	50,000	60,000	55,000	55,000
01 437 251 0000 Uniform Allowance	31,073	33,445	50,462	66,601	35,000	40,000	40,000	40,000
01 437 303 0000 Misc.	19,418	135,140	48,236	173,772	28,000	30,000	30,000	30,000
01 437 304 0000 O/S Contracts	42,939	45,473	158,387	161,251	169,012	239,912	239,912	239,912
01 437 304 0001 Accreditation	13,164	4,665	4,615	4,665	5,000	5,000	5,000	5,000
01-437-401-0000 Equipment	0	0	0	3,180	0	-	-	-
01 437 401 0004 Computer Equipment	13,818	17,287	8,207	21,972	10,000	15,000	15,000	15,000
01 437 999 9999 Police Transfer In/Out	<u>(40,000)</u>	<u>(30,000)</u>	-	-	-	-	-	-
TOTAL OTHER	\$192,641	\$359,041	\$391,408	\$600,207	\$374,012	\$474,412	\$467,412	\$467,412
INTERNAL SERVICE								
01 437 234 0000 Vehicle Replacement	\$90,000	\$82,500	\$94,000	\$87,500	97,100	82,600	82,600	82,600
01 437 234 0001 Vehicle Repair	<u>85,001</u>	<u>90,000</u>	<u>110,000</u>	<u>105,000</u>	<u>95,500</u>	<u>140,029</u>	<u>140,029</u>	<u>140,029</u>
Total ISF	\$175,001	\$172,500	\$204,000	\$192,500	\$192,600	\$222,629	\$222,629	\$222,629
POLICE REIMBURSABLE **	(187,039)	(191,078)	(152,798)	-	-	-	-	-
POLICE TOTAL	\$5,257,256	\$5,383,612	\$5,981,760	\$6,455,324	\$6,501,771	\$7,095,368	\$7,027,585	\$7,027,585

*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		\$145,103.00
2	Captain	52		\$230,193.00
1	Prosecutor	52		\$113,222.00
3	Lieutenant	52		\$300,152.00
6	Sergeant	52	40	\$502,607.00
5	Detective	52	40	\$349,166.00
1	PET Officer	52	40	\$68,625.00
27	* Patrolman	52	40	\$1,553,724.00
1	** Animal Control Officer	52	40	\$39,128.00
4	Administrative Asst	52	40	\$224,376.00
1	Information Technology	52	40	\$70,013.00
5	Dispatcher	52	40	\$311,366.00
57	Total Police			\$3,907,675.00

* Includes 2 Patrolmen partially funded by a COPS grant

** Shared with Towns of Gilford and Belmont

Police Department Annual Activities	FY19	FY 20
# of calls	19913	21725
# of criminal offenses	3784	3502
# of criminal arrests	1471	1238
# of fatal accidents	0	1
# of injury accidents	141	115
# of property damage accidents	583	537
# of parking tickets issued	1812	1447
# arrests/summons	342	289
# of written warnings	2948	4689
# of DWI arrests	45	59

ACCOUNT DESCRIPTIONS**SALARIES**

This line item funds the costs of 57 full-time employees, (45 full-time sworn and 12 full-time civilian) for 40 hours per week for the fiscal year 2021-2022. Numbers of employees have been adjusted to show the addition of one civilian dispatcher and making the ACO a FT position (funded in collaboration with the Towns of Gilford and Belmont).

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. 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. 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 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 large 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 57 employees under Group I or Group II NHRS contributions. The NHRS rate for Group I employees is 14.06% while Group II is 33.88%.

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 item is level-funded.

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.

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 scheduled 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.

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 Axon Conducted Electrical Weapons. 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 mandated by the State of New Hampshire and the New Hampshire Police Standards and Training Council, this line item has been requested to be funded with an increase of \$10,000.

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 also fully funds 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 generates thousands of hours of video evidence which has dramatically increased the workload of preserving video evidence as well as increasing the workload of

preparing for and filing the necessary discovery related to court cases. At this time the department is attempting to minimize this additional labor cost through the increased use of part-time employees, but there will be the need in the near future to request additional full-time personnel to keep up with the extra demands and workload.

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 three successful re-accreditation processes with the latest one being in 2016 2020. 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.

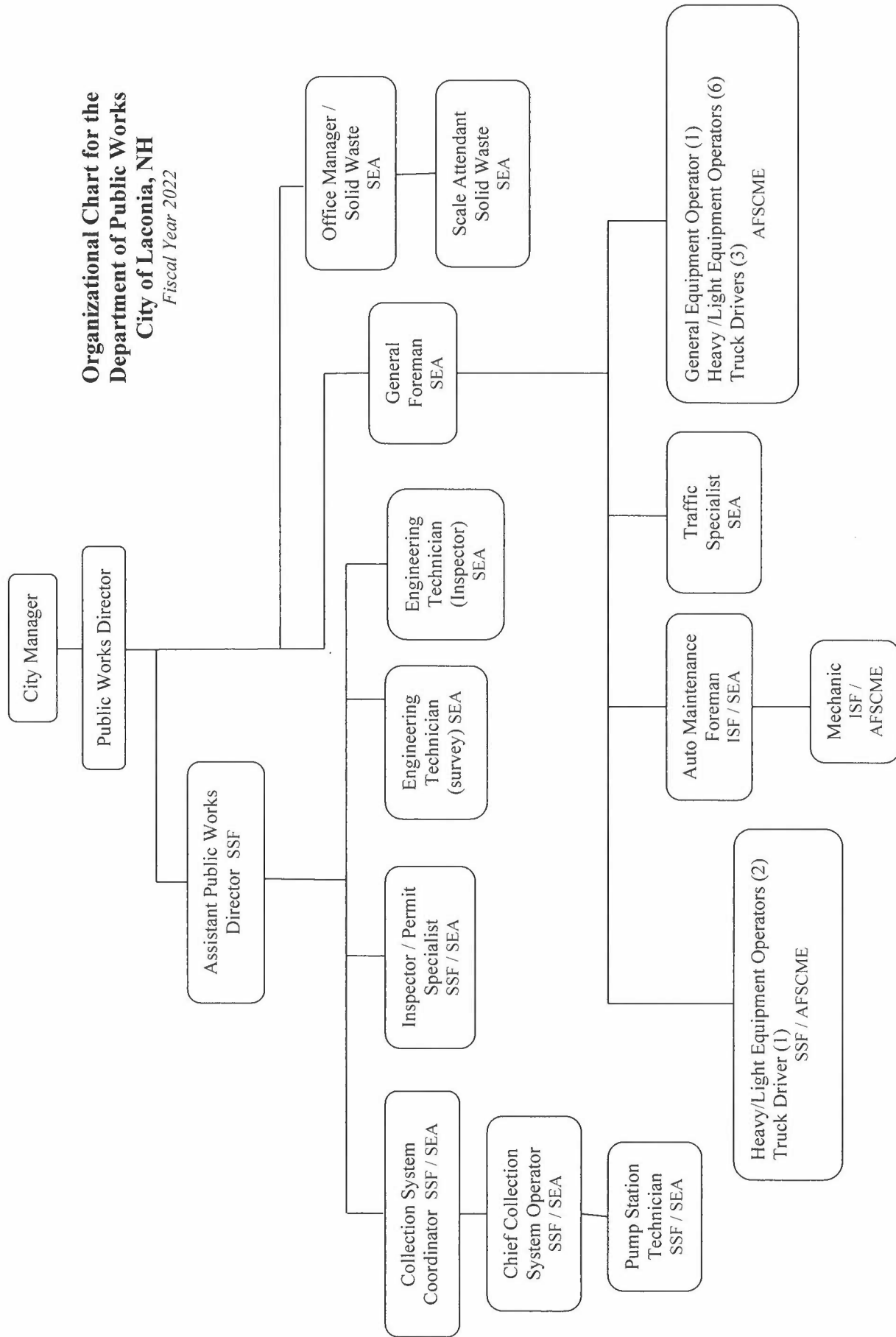
INTERNAL SERVICE FUND

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 2022



SSF = Sanitary Sewer Fund
ISF = Internal Service Fund

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

FY 2021-2022 BUDGET
PUBLIC WORKS

		<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$855,408	\$842,240	\$839,463	\$879,545	\$943,383	\$ 969,667	\$ 969,667	\$ 969,667
01 599 105 0000	Overtime	137,426	123,810	116,781	98,461	85,000	87,000	87,000	87,000
01 599 106 0000	Sick-Hurt	19,896	31,259	33,288	35,168	-	-	-	-
01 599 107 0000	Holidays	33,363	32,514	30,354	31,948	-	-	-	-
01 599 108 0000	Vacations	53,125	39,578	29,495	39,700	-	-	-	-
01 599 109 0000	Longevity	1,110	1,110	870	900	690	690	690	690
01 599 110 0000	Termination Pay	53,079	36,770	18,671	860	-	-	-	-
01 516 120 0000	Social Security	86,539	83,143	80,312	77,031	79,598	81,832	81,600	81,600
01 516 130 0000	Health Insurance*	263,384	277,477	275,798	295,830	350,419	336,066	336,066	336,066
01 516 135 0000	Retirement	126,281	121,007	118,640	110,930	116,224	134,943	134,523	134,523
01 599 110 0000	Stipends	-	-	-	-	7,200	7,200	7,200	7,200
01 599 115 0000	Salary Adj.	-	-	-	-	5,078	5,144	2,144	2,144
TOTAL SALARIES		\$1,629,611	\$1,588,908	\$1,543,672	\$1,570,373	\$1,587,592	\$1,622,542	\$1,618,890	\$1,618,890
SUPPLIES									
01 500 000 1000	HIGHWAY MAINT.	\$202,870	\$238,001	261,080	217,051	133,869	\$ 147,768	\$ 152,768	\$ 152,768
01 502 000 1000	WINTER MAINT.	352,842	410,797	422,984	216,819	250,744	250,750	250,750	250,750
01 503 000 1000	WINTER MAINT. O/C	35,082	26,406	32,921	21,024	54,000	54,000	54,000	54,000
01 504 000 1000	CLOSED LANDFILL	-	-	27,772	1,887	35,000	35,000	35,000	35,000
01 505 000 1000	CITY ENGINEERING	35,906	52,104	11,599	18,499	15,000	15,000	15,000	15,000
01 506 000 1000	STREET SWEEPING ***	13,485	15,290	10,575	85	3,257	-	-	-
01 507 000 1000	DRAIN MAINT.	52,984	35,247	37,074	12,435	32,161	32,000	32,000	32,000
01 509 000 1000	STREET LIGHTING	224,527	100,224	128,956	139,202	132,000	141,000	139,000	139,000
01 510 000 1000	PARK/TRAFF. CONTR.	63,834	43,620	87,652	72,795	76,868	78,000	78,000	78,000
01 511 000 1100	TREE WORK	1,557	2,500	1,585	2,642	6,000	6,000	6,000	6,000
01 512 000 1200	BOARDWALK	4,216	15,373	4,690	3,507	6,680	6,680	6,680	6,680
01 513 000 1300	SIGNS	7,124	2,062	11,542	6,044	16,356	16,000	16,000	16,000
01 514 000 1400	PARKING GARAGE	9,418	9,704	10,067	39,278	11,790	11,790	11,790	11,790
01 515 000 1500	ROAD ACCEPTANCE	0	0	-	2,275	15,000	15,000	15,000	15,000
Supply Costs		\$1,003,845	\$951,328	\$1,048,498	\$753,543	\$788,725	\$808,988	\$811,988	\$811,988
Less ISF Transfers		(242,054)	(233,076)	(209,500)					
Net Operating		\$761,791	\$718,252	\$838,998					
INTERNAL SERVICE									
Vehicle Replacement					\$35,250	\$21,100	103,715	103,715	103,715
Vehicle Repair					\$228,242	\$363,600	318,026	318,026	318,026
Total ISF **		\$242,054	\$233,076	\$209,500	\$263,492	\$384,700	\$421,741	\$421,741	\$421,741
TOTAL PUBLIC WORKS DEPT.		\$2,633,456	\$2,540,236	\$2,592,170	\$2,587,408	\$2,761,017	\$2,853,271	\$2,852,619	\$2,852,619

* 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	SALARIES				Hourly	Weekly	Annually
		Grade	Step	Weeks	# Hours Worked			
1	Public Works Dir. **	28		52	40		\$1,978.48	\$102,880.96
1	Office Mgr/Secretary*	9	5	52	40	\$21.02	\$840.80	\$43,721.60
1	General Foreman*	17	3	52	40	\$28.30	\$1,132.00	\$58,864.00
1	Engineering Tech*	13	10	52	40	\$27.68	\$1,107.20	\$57,574.40
1	Const. Inspector*	13	4	52	40	\$24.35	\$974.00	\$50,648.00
1	Traffic Specialist*	13	10	52	40	\$27.68	\$1,107.20	\$57,574.40
1	Insp/Permit Specialist*	13	10	52	40	\$27.68	\$1,107.20	\$57,574.40
1	Gen Equip Oper*	45	9	52	40	\$27.59	\$1,103.60	\$57,387.20
1	Hvy Equip Oper*	44	9	52	40	\$25.00	\$1,000.00	\$52,000.00
1	Hvy Equip Oper*	44	5	52	40	\$23.37	\$934.80	\$48,609.60
3	Lt Equip Oper*	43	9	52	40	\$22.57	\$902.80	\$140,836.80
1	Lt Equip Oper*	43	7	52	40	\$21.92	\$876.80	\$45,593.60
2	Lt Equip Oper*	43	3	52	40	\$20.69	\$827.60	\$86,070.40
1	Lt Equip Oper*	43	2	52	40	\$20.31	\$812.40	\$42,244.80
1	GIS Specialist	14	7	52	40	\$27.83	\$1,113.20	\$57,886.40
1	Laborer	Seasonal		17	40	\$15.00	\$600.00	\$10,200.00
19	Total PWD Office							\$969,666.56

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

2021-2022 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 21-22 includes funding to support the City Council's efforts to resolve the issue with some private roads in the City. PW adjusted its funding levels with its programs to stay within the 1.2% 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 1.2% increase for the general fund in FY 21-22.

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

SALARIES

This line funds 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. The majority of the line is the 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 contracts between AFSCME, SEA and the City 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

FY 2021-2022 BUDGET***PUBLIC WORKS***

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 the City's public highways and sidewalks. Costs include materials such as salt and sand, 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 supplies used when the Department sweeps public streets.

STORMWATER SYSTEM (DRAIN) MAINTENANCE

This line funds the cost of equipment and supplies to maintain and repair the City's 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. Over 90% of this budget line is used to pay Eversource's and the New Hampshire Electrical Coop's electric bills. The remainder is used to purchase repair parts for City owned streetlights. The City's streetlights on Eversource's poles are all LED. The LED lights are still under warranty and any lights that fail are replaced by the manufacturer. This line includes any costs associated with repairing storm damage and other damages to LED streetlights, which may later be reimbursed by insurance.

PARKING AND TRAFFIC CONTROL

This line funds the cost of maintaining the 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

Over 90% of the trees in the City's right of way are owned by the abutting property owners. This line funds the cost of supplies, to keep street trees from interfering with the public use of City streets and sidewalks. 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 the 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 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 equipment, supplies, and electricity to operate and maintain the parking garage. The electric bill is the largest expense in this line.

	<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>ACTUAL</u>
01 500 000 1000 HIGHWAY MAINTENANCE					
Labor	\$455,941	\$557,382	\$498,124	\$514,465	\$496,393
Operating					
Telephone	\$3,625	\$5,277	\$2,924	\$4,648	\$4,020
Power-Lights	\$14,007	\$8,954	\$13,046	\$15,965	\$11,839
Water-Sewer	\$1,472	\$1,750	\$1,535	\$1,427	\$1,440
Fuel	\$6,670	\$7,796	\$8,376	\$9,712	\$9,075
Building Maint.	\$5,342	\$15,688	\$17,219	\$16,044	\$31,203
Road Maintenance	\$113,828	\$95,810	\$74,217	\$88,503	\$63,033
Clothing Allowance	\$7,640	\$6,547	\$0	\$9,058	\$13,359
D&A Testing	\$962	\$21	\$0	\$1,224	\$1,575
O/S Contracts	\$0	\$0	\$0	\$140	\$0
Misc.	\$84,180	\$11,975	\$24,496	\$22,385	\$41,755
Stipends	\$0	\$0	\$0	\$0	\$0
Total Operating	\$237,726	\$153,818	\$141,813	\$169,106	\$177,300
Internal Service					
Vehicle Replacement	\$82,293	\$66,051	\$50,687	\$45,179	\$127,901
Vehicle Repair	<u>\$19,785</u>	<u>\$35,000</u>	<u>\$45,500</u>	<u>\$46,795</u>	<u>\$39,750</u>
Total Internal Service	\$102,078	\$101,051	\$96,187	\$91,973	\$167,651
TOTAL HIGHWAY MAIN	\$795,745	\$812,251	\$736,124	\$775,544	\$841,345
01 502 000 1000 WINTER MAINTENANCE					
Labor	\$71,390	\$199,203	\$177,802	\$175,984	\$162,675
Operating					
Sand & Salt	\$162,381	\$241,370	\$304,258	\$329,730	\$214,225
Misc. **	<u>\$1,389</u>	<u>\$4,879</u>	<u>\$4,157</u>	<u>-\$217</u>	<u>\$2,595</u>
Total Operating	\$163,770	\$246,249	\$308,415	\$329,513	\$216,820
Internal Service					
Vehicle Replacement	\$28,853	\$75,754	\$63,883	\$53,133	\$60,383
Vehicle Repair	<u>\$30,000</u>	<u>\$30,840</u>	<u>\$38,500</u>	<u>\$40,338</u>	<u>\$35,250</u>
Total Internal Service	\$58,853	\$106,594	\$102,383	\$93,471	\$95,633
TOTAL WINTER MAINT	\$294,013	\$552,046	\$588,600	\$598,968	\$475,128
01 503 000 1000 WINTER MAINT. O/C					
Outside Contract	\$13,725	\$35,082	\$26,406	\$32,921	\$21,024
ROAD ACCEPTANCE					
Outside Contract	\$0	\$0	\$0	\$0	\$2,275
01-504-000-1000 CLOSED LANDFILL					
Outside Contract	\$0	\$0	\$0	\$27,772	\$1,887

FY 2021 - 2022 BUDGET
**PUBLIC WORKS
EXPENSE HISTORY**
01 505 000 1000 CITY ENGINEERING

Labor	\$284,188	\$279,280	\$283,312	\$254,685	\$300,095
Operating					
Supplies	\$4,203	\$2,853	\$2,776	\$8,013	\$14,431
Misc. D/O	\$8,376	\$10,869	\$17,616	\$3,189	\$4,068
Landfill Monitor	\$12,386	\$22,184	\$31,712	\$397	\$0
Total Operating	\$24,965	\$35,906	\$52,104	\$11,599	\$18,499
Internal Service					
Vehicle Replacement	\$0	\$0	\$0	\$0	\$0
TOTAL CITY ENGR.	\$309,153	\$315,186	\$335,416	\$266,283	\$318,594

01 506 000 1000 CLEANING STREETS

Operating					
Outside Contract	\$17,614	\$0	\$0	\$0	\$85
Internal Service					
Vehicle Replacement	<u>\$618</u>	<u>\$13,485</u>	<u>\$15,290</u>	<u>\$10,575</u>	<u>\$15,199</u>
TOTAL CL.. STREETS	\$18,232	\$13,485	\$15,290	\$10,575	\$15,284

01 507 000 1000 DRAIN MAINTENANCE

Labor	\$128,845	\$104,546	\$103,438	\$73,391	\$59,267
Operating					
Supplies	\$16,904	\$34,745	\$21,252	\$28,327	\$12,435
Outside Contract	<u>\$0</u>	<u>\$1,750</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Operating	\$16,904	\$36,495	\$21,252	\$28,327	\$12,435
Internal Service					
Vehicle Repair	\$0	\$0	\$0	\$0	\$0
Vehicle Replacement	<u>\$21,045</u>	<u>\$16,489</u>	<u>\$13,996</u>	<u>\$8,747</u>	<u>\$19,632</u>
Total Internal Service	\$21,045	\$16,489	\$13,996	\$8,747	\$19,632
TOTAL DRAIN MAINT.	\$166,794	\$157,530	\$138,686	\$110,465	\$91,334

01 509 000 1000 STREET LIGHTING

	\$220,635	\$224,527	\$100,224	\$128,956	\$139,202
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01 510 000 1000 PARK/TRAFFIC CONTROL

Labor	\$3,790	\$7,763	\$30,205	\$44,135	\$10,574
Operating					
Power-Lights	\$22,153	\$26,113	\$31,164	\$22,239	\$18,192
Pavement Marking	\$27,978	\$25,855	\$6,902	\$46,725	\$20,902
Supplies	<u>\$11,495</u>	<u>\$9,256</u>	<u>\$2,603</u>	<u>\$17,224</u>	<u>\$68,701</u>
Total Operating	\$61,626	\$61,224	\$40,669	\$86,188	\$107,795

<i>Internal Service</i>					
Vehicle Replacement	\$3,541	\$2,610	\$2,950	\$1,464	\$3,196
TOTAL P/T CONTROL	\$68,957	\$71,597	\$73,824	\$131,787	\$121,565
01 511 000 1000 TREE WORK					
O/S Contracts	\$6,000	\$1,557	\$2,500	\$1,585	\$2,642
01 512 000 1200 BOARDWALK					
Labor	\$4,279	\$84	\$3,585	\$412	\$1,451
<i>Operating</i>					
Power-Lights	\$2,565	\$3,469	\$2,629	\$3,827	\$2,768
Supplies	<u>\$4,267</u>	<u>\$432</u>	<u>\$12,435</u>	<u>\$833</u>	<u>\$739</u>
	\$6,832	\$3,901	\$15,064	\$4,660	\$3,507
<i>Internal Service</i>					
Vehicle Replacement	<u>\$452</u>	<u>\$315</u>	<u>\$310</u>	<u>\$30</u>	<u>\$269</u>
TOTAL BOARDWALK	\$11,563	\$4,300	\$18,959	\$5,102	\$5,227
01 513 000 1300 SIGNS					
<i>Labor</i>	\$22,699	\$4,747	\$6,122	\$3,177	\$19,970
<i>Operating</i>					
Supplies	\$11,228	\$5,654	\$142	\$8,362	\$6,044
<i>Internal Service</i>					
Vehicle Replacement	<u>\$1,890</u>	<u>\$1,470</u>	<u>\$1,920</u>	<u>\$3,180</u>	<u>\$1,565</u>
TOTAL SIGNS	\$35,817	\$11,871	\$8,184	\$14,719	\$27,579
01 514 000 1400 PARKING GARAGE					
Labor	\$4,581	\$398	\$4,694	\$2,674	\$1,158
<i>Operating</i>					
Power-Lights	\$9,792	\$8,838	\$7,945	\$8,525	\$10,163
Supplies	<u>\$2,980</u>	<u>\$540</u>	<u>\$1,719</u>	<u>\$1,483</u>	<u>\$29,115</u>
Total Operating	\$12,772	\$9,378	\$9,664	\$10,007	\$39,278
Vehicle Replacement	\$535	\$40	\$40	\$60	\$96
TOTAL PARKING GARAGE	\$17,888	\$9,816	\$14,398	\$12,741	\$40,532
0--516-135-0000 EMPLOYEE BENEFITS					
Social Security	\$73,904	\$86,539	\$83,143	\$80,312	\$77,031
Health Insurance	\$250,497	\$276,849	\$277,477	\$275,798	\$295,830
Retirement	<u>\$108,326</u>	<u>\$126,281</u>	<u>\$121,007</u>	<u>\$118,640</u>	<u>\$110,930</u>
TOTAL EMP. BENEFITS	\$432,727	\$489,669	\$481,627	\$474,750	\$483,791
TOTAL PUBLIC WORKS DEPT.	\$2,391,248	\$2,698,917	\$2,540,238	\$2,592,169	\$2,587,408

FY 2021-2022 BUDGET
**PUBLIC WORKS
SOLID WASTE**

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$32,483	\$33,280	\$49,982	\$38,622	\$40,105	\$ 45,458	\$ 45,458	\$ 45,458
01 493 101 0001 Br.Dump,In House Trash	11,958	14,983	13,242	25,376	15,000	22,000	22,000	22,000
01 493 101 0002 Substitutes	2,672	2,193	1,006	102	3,000	1,000	1,000	1,000
01 493 101 0005 Hazardous Waste	1,117	1,768	50	356	1,750	2,000	2,000	2,000
01 493 105 0000 Overtime	12,361	11,037	8,088	5,859	10,000	7,000	7,000	7,000
01 493 106 0000 Sick	332	1,197	5,828	3,946	-	-	-	-
01 493 106 0001 Personal Time	-	-	1,066	546	-	-	-	-
01 493 107 0000 Holidays	1,315	1,356	1,444	1,324	-	-	-	-
01 493 108 0000 Vacations	1,991	1,258	2,594	1,771	-	-	-	-
01 493 109 0000 Longevity	-	30	30	30	30	30	30	30
01 493 120 0000 Social Security	5,308	5,559	6,631	5,962	5,342	5,925	5,925	5,925
01 493 130 0000 Health Insurance*	18,090	20,195	19,659	20,405	21,896	22,700	22,700	22,700
01 493 135 0000 Retirement	6,778	7,374	8,371	6,485	6,002	5,535	5,535	5,535
TOTAL SALARIES	\$94,405	\$100,230	\$117,990	\$110,784	\$103,125	\$111,648	\$111,648	\$111,648
OTHER								
01 493 201 0000 Telephone	\$940	\$663	\$1,129	\$951	\$1,200	\$ 1,000	\$ 1,000	\$ 1,000
01 493 202 0000 Lights-Power	1,605	1,620	2,396	2,065	2,400	2,300	2,300	2,300
01 493 214 0000 Supplies	11,035	10,715	49,387	11,459	22,000	22,000	22,000	22,000
01 493 214 0001 Supplies - Recycle Totes	-	-	-176	667	-	-	-	-
01 493 251 0000 Clothing Allowance	375	703	400	0	400	400	400	400
01 493 304 0001 Transfer Station	302,268	350,689	382,473	396,556	410,000	473,900	453,900	453,900
01 493 304 0002 Collection Contract	316,798	364,535	389,826	410,889	414,110	435,000	435,000	435,000
01 493 304 0003 Concord Cooperative	730,558	739,699	747,205	892,374	960,370	1,029,000	1,009,000	1,009,000
01 493 304 0004 Hazardous Waste	13,671	15,869	16,484	17,562	16,712	16,712	16,712	16,712
01 493 304 0007 Recycle-Contract	171,469	349,482	259,811	280,480	299,000	293,900	293,900	293,900
01 493 304 0008 Tire Disposal	-	-	1,650	4,100	0	4,650	4,650	4,650
01 493 401 0000 Equipment	100	-	-	-	-	-	-	-
TOTAL OTHER	\$1,548,819	\$1,833,975	\$1,850,585	\$2,017,103	\$2,126,192	\$2,278,862	\$2,238,862	\$2,238,862
Internal Service								
01 493 234 0000 Vehicle Replacement	\$1,037	\$2,930	\$1,719	\$1,700	\$500	500	500	500
Grand Total	\$1,644,261	\$1,937,135	\$1,970,294	\$2,129,587	\$2,229,817	\$2,391,010	\$2,351,010	\$2,351,010

*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	9	52	40	\$17.73	\$709.20	\$36,878.40
1	PT Operator				572	\$15.00		\$8,580.00
2	Total Transfer Station							\$45,458.40

Solid Waste Activities

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

FY21-22 Objectives

- * Improve quality of curbside collection recycling to control cost of City 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 the City's recycling program
- * Continue membership in the Concord Regional Solid Waste/Resource Recovery Cooperative (CRSW/RRC) Executive Committee to control costs associated with municipal
- * Continue to implement the Council's goal to improve quality of life by ensuring residents do not leave junk on streets

ACCOUNT DESCRIPTIONS

TRANSFER STATION

This line funds the cost of hauling the trash to incinerator in Bow. It also funds the cost of hauling and disposing of construction and demolition debris in Waste Management's landfill in Rochester.

COLLECTION CONTRACT

This line funds the fees to provide curbside trash collection on the City's public streets.

CONCORD COOPERATIVE

The line funds the cost of the disposing of the City's trash at the incinerator.

HAZARDOUS WASTE

This line funds the City's share of the costs of the annual household hazardous waste collection day.

RECYCLE CONTRACT

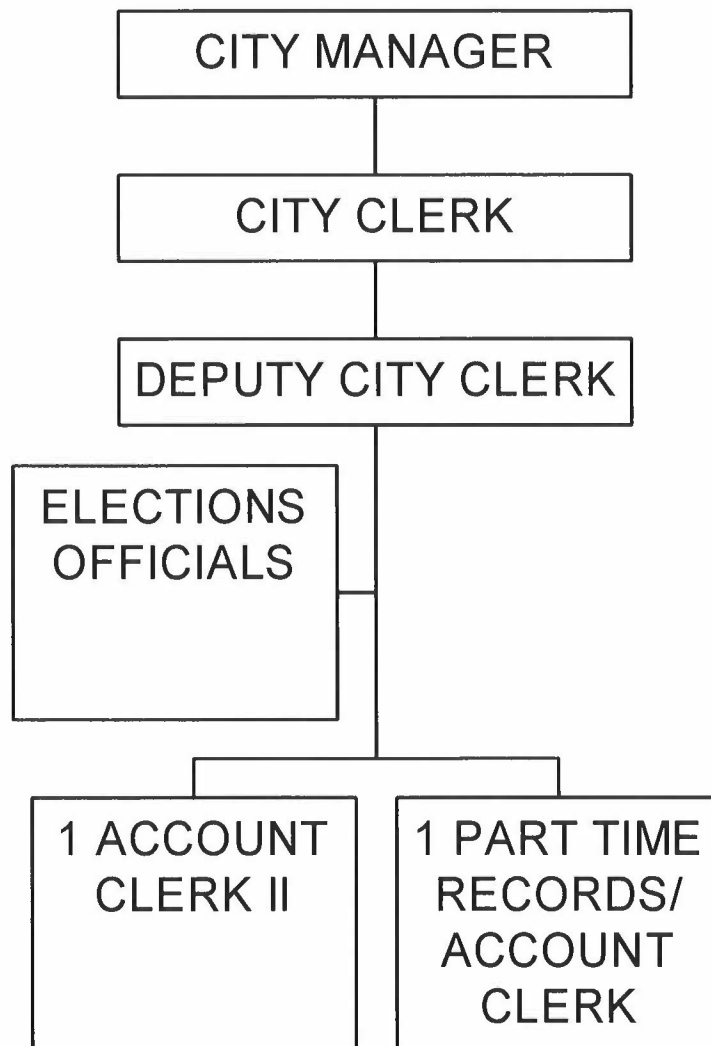
This line funds the cost of curbside recycling collection on the City's public streets. It also funds the costs associated with processing and selling the recycled product. The cost of processing the City's recycling is impacted by the value of the product on the commodity market. The processing fee averaged over \$100/ton for the past calendar year. Processing costs are based on \$100/ton for the proposed budget.

TIRE DISPOSAL

This line funds the cost of recycling the tires that are brought to the City's transfer station.



RECORDS



FY 2021-2022 BUDGET
RECORDS - CITY CLERK

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$132,988	\$123,590	\$123,945	\$130,559	\$145,249	\$153,787	\$153,787	\$153,787
01 415 105 0000 Overtime	1,912	1,307	\$885	\$635	2,000	1,000	1,000	1,000
01 415 106 0000 Sick-Hurt	1,654	4,659	\$2,831	\$1,789	-	-	-	-
01 415 106 0001 Personal Time			\$1,106	\$977		-	-	-
01 415 107 0000 Holidays	3,237	3,279	\$3,433	\$3,754	-	-	-	-
01 415 108 0000 Vacations	3,969	2,291	\$2,370	\$3,417	-	-	-	-
01 415 109 0000 Longevity	90	30	\$30	\$60	60	60	60	60
01 415 110 0000 Termination Pay	-	3,486	\$0	\$0	-	-	-	-
01 415 115 0000 Salary Adj.	-	-	-	-	2,617	2,757	1,257	1,257
TOTAL SALARIES	\$143,850	\$138,642	\$134,600	\$141,190	\$149,926	\$157,605	\$156,104	\$156,104
OTHER								
01 415 201 0000 Telephones	\$1,049	\$815	\$1,233	\$1,575	\$1,200	1,200	1,200	1,200
01 415 207 0000 Postage	511	389	-\$6,271	-\$6,335	650	800	800	800
01 415 212 0000 Copier	682	1,228	\$1,908	\$2,352	1,600	1,600	1,600	1,600
01 415 214 0000 Supplies	1,464	1,316	\$1,128	\$642	1,500	1,500	1,500	1,500
01 415 237 0000 Records Disposition	31	-	\$0	\$53	150	150	150	150
01 415 237 0001 Records Preservation	1,802	801	\$4,000	\$0	4,000	4,000	4,000	4,000
01 415 245 0000 Conference-Dues	3,523	594	\$1,821	\$377	3,500	3,500	3,500	3,500
01 415 248 0000 Dog License Exp.	1,394	1,341	\$1,323	\$1,598	1,500	1,500	1,500	1,500
01 415 303 0000 Misc.	2,138	1,354	\$1,511	\$2,102	1,500	1,500	1,500	1,500
01 415 306 0000 State MV Reg. Exp.	333	591	\$700	\$1,026	700	700	700	700
01 415 306 0001 City MV Reg. Exp.	2,339	481	\$526	\$1,744	800	1,000	1,000	1,000
01 415 401 0000 Equipment	<u>4,308</u>	<u>1,242</u>	\$613	<u>\$481</u>	3,000	3,000	3,000	3,000
TOTAL OTHER	\$19,574	\$10,152	\$8,493	\$5,614	\$20,100	\$20,450	\$20,450	\$20,450
Internal Service								
01 415 234 0000 Vehicle Replacement	43	225	\$90	\$250	500	500	500	500
Grand Total	\$163,467	\$149,019	\$143,183	\$147,054	\$170,526	\$178,555	\$177,054	\$177,054

RECORDS-CITY CLERK
FY 2021-2022 BUDGET

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	City Clerk**	20		52			\$1,060.42	\$55,141.84
1	Deputy City Clerk	8	9	4	35	\$21.49	\$752.15	
		8	10	48	35	\$21.80	\$763.00	\$39,632.60
1	Account Clerk II*	7	7	3	25	\$19.78	\$494.50	
			8	49	25	\$20.16	\$504.00	\$26,179.50
1	Account Clerk II*	7	3	10	35	\$17.37	\$607.95	
			4	42	35	\$18.20	\$637.00	\$32,833.50
4						Total Records		\$153,787.44

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

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

City Clerk Office Activities

The majority of transactions processed through the City Clerk's Office are directly related to Motor Vehicle transactions, with over 19,000 completed annually. Peak customer times being the first and last week of each month. Additional transactions include processing approximately 145 Marriage Licenses, 2,360 requests for various vital certificates and amendments (Birth, Marriage, Death and Divorce), licensing 1,986 dogs in the office and at remote rabies vaccination clinics, issuing approximately 1,850 dump stickers and approximately 1,050 day passes, 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 2020 Election Cycle the City Clerk's office organized the Presidential Primary Election, State Primary Election, and General Election with two of the elections being held during a pandemic. In 2021 the Clerk's office will organize the Municipal Elections.

During the beginning of the pandemic, City Hall closed to the public. The staff in the Clerk's Office continued helping residents to the best of their abilities. The staff assisted residents through the online bill pay process for motor vehicle renewals, dog registrations, and vital records requests. The staff also continued to process new motor vehicle transactions by meeting people at their vehicles and answered hundreds of emails and phone calls.

2021-2022 Objectives

As always, our 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.

ACCOUNT DESCRIPTIONS

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 increased to help replace the election voter booths.

FY 2021-2022 BUDGET
RECORDS - ELECTIONS

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$ -	\$ -	\$ -	\$0	\$19,500	\$ 22,000	\$ 15,000	\$ 15,000
01 417 101 0001 Ward 1	5,634	6,038	3,905	3,869	-	-	-	-
01 417 101 0002 Ward 2	4,518	4,289	3,245	2,953	-	-	-	-
01 417 101 0003 Ward 3	4,434	5,185	4,021	3,607	-	-	-	-
01 417 101 0004 Ward 4	3,168	3,849	2,013	1,954	-	-	-	-
01 417 101 0005 Ward 5	2,991	2,984	2,639	2,225	-	-	-	-
01 417 101 0006 Ward 6	6,116	6,742	6,171	5,360	-	-	-	-
01 417 101 0010 Ward Officials	113	-	-	-	-	-	-	-
TOTAL SALARIES	\$26,974	\$29,087	\$21,994	\$19,968	\$19,500	\$22,000	\$15,000	\$15,000
OTHER								
01 417 207 0000 Postage	\$595	\$172	\$689	\$404	\$800	\$ 350	\$ 350	\$ 350
01 417 208 0000 Printing	2,393	2,886	2,762	1,483	2,600	3,000	3,000	3,000
01 417 210 0000 Notices	601	296	116	357	175	350	350	350
01 417 214 0000 Supplies	4,640	3,774	5,478	3,452	6,000	4,500	4,500	4,500
01 417 233 0000 Maint.-Agreement	1,575	1,575	2,104	1,750	2,200	1,700	1,700	1,700
01 417 304 0000 O/S Services(Police)	2,438	3,770	-	-	1,500	-	-	-
01 417 401 0000 Equipment	326	-	-	76	1,000	2,500	2,500	2,500
TOTAL OTHER	\$12,242	\$12,473	\$11,150	\$7,521	\$14,275	\$12,400	\$12,400	\$12,400
Internal Service								
01 415 234 0000 Vehicle Replacement	30	-	-	250	500	500	500	500
Grand Total	39,246	41,560	33,144	27,739	34,275	34,900	27,900	27,900

ACCOUNT DESCRIPTIONS

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 eight voting machines. Two machines are used as backup machines.

VEHICLE RENTAL

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

EQUIPMENT

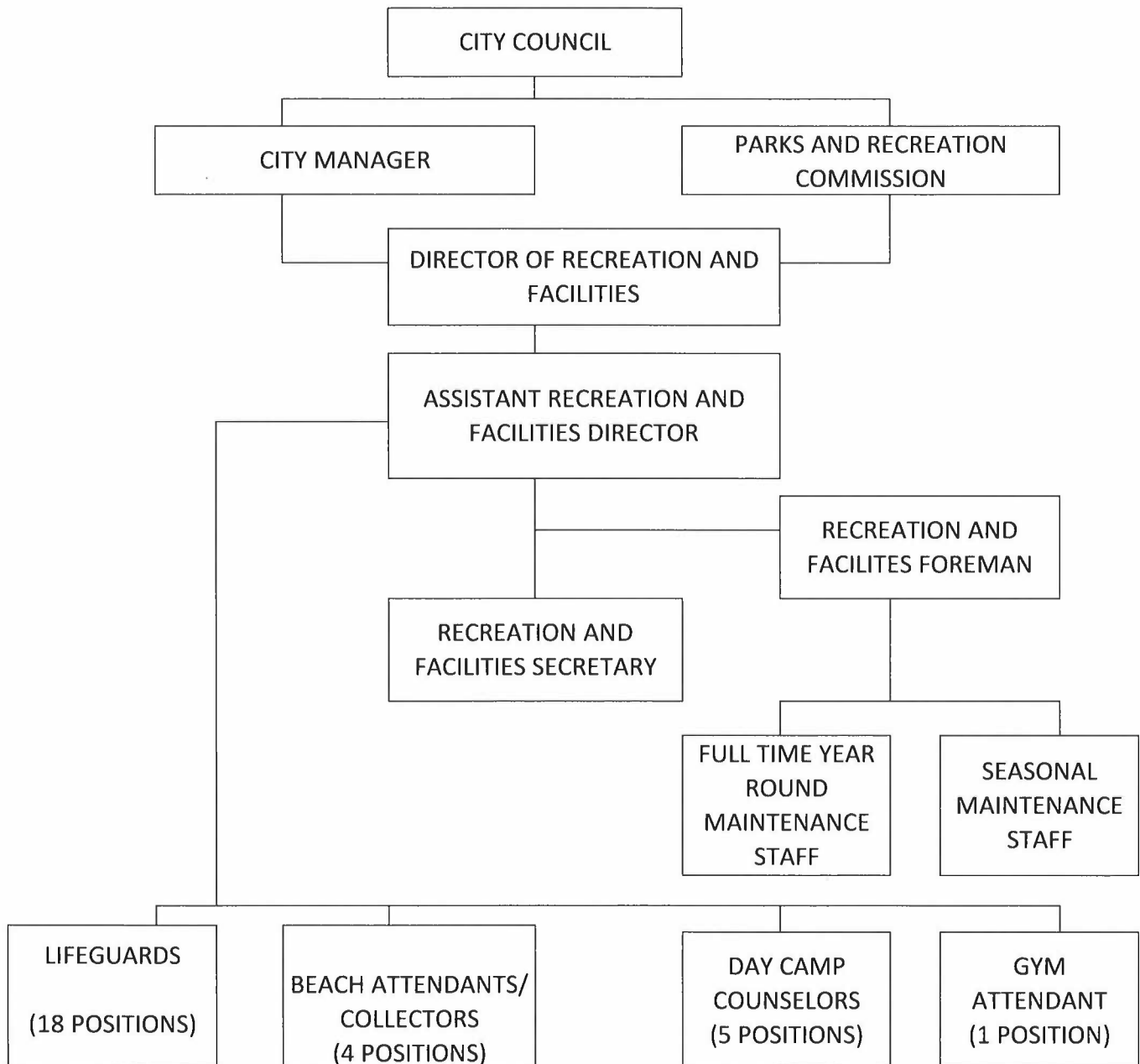
This line is used for the purchase or replacement of tablets for the polling locations use on Election Day.

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 2021-2022 BUDGET

RECREATION FACILITIES

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$292,812	\$314,063	\$319,835	\$315,560	\$379,381	\$387,483	\$387,483	\$387,483
01 479 103 0000 Temporary	113,766	104,287	81,982	59,870	128,000	108,000	108,000	108,000
01 479 105 0000 Overtime	12,135	8,430	10,664	5,718	9,000	9,000	9,000	9,000
01 479 106 0000 Sick-Hurt	3,776	8,310	6,705	6,233	-	-	-	-
01 479 106 0001 Personal Time	-	-	4,365	2,896	-	-	-	-
01 479 107 0000 Holidays	8,210	8,990	10,559	10,364	-	-	-	-
01 479 108 0000 Vacations	13,522	10,380	15,582	6,113	-	-	-	-
01 479 109 0000 Longevity	510	540	570	300	660	660	660	660
01 479 110 0000 Termination Pay	-	-	22,394	4,064	0	-	-	-
01 479 115 0000 Salary Adj	-	-	-	-	5,710	6,125	2,500	2,500
TOTAL SALARIES	\$444,731	\$455,000	\$472,657	\$411,120	\$522,751	\$511,268	\$507,643	\$507,643
OTHER								
01 479 201 0000 Telephone	\$6,113	\$7,303	\$5,719	\$5,844	\$7,300	7,300	7,300	7,300
01 479 202 0000 Lights-Power**	22,262	23,141	22,307	20,282	23,400	23,600	23,600	23,600
01 479 203 0000 Water-Sewer**	17,532	14,865	12,834	15,116	15,800	16,000	16,000	16,000
01 479 204 0000 Fuel**	7,532	10,658	13,148	7,914	11,150	11,250	11,250	11,250
01 479 207 0000 Postage	514	362	114	75	600	400	400	400
01 479 208 0000 Printing	4,963	4,042	9,176	3,317	4,000	4,000	4,000	4,000
01 479 212 0000 Copier	1,495	1,712	1,330	1,314	1,700	1,400	1,400	1,400
01 479 214 0001 Supplies-Maintenance	11,255	6,556	7,855	9,337	8,200	8,500	8,500	8,500
01 479 214 0002 Supplies-Programs	5,755	7,578	5,508	4,995	7,000	7,000	7,000	7,000
01 479 214 0003 Supplies-Office	870	1,956	1,106	4,648	2,000	2,000	2,000	2,000
01 479 233 0000 Maint-Equipment	5,957	3,435	7,256	4,960	6,000	6,000	6,000	6,000
01 479 235 0000 Maint-Buildings	20,881	14,820	12,037	9,096	15,000	15,000	15,000	15,000
01 479 235 0001 Maint-Park Houses	10,118	5,729	5,823	4,874	7,000	7,000	7,000	7,000
01 479 235 0002 Maint-Grounds	50,681	63,397	41,605	59,707	77,000	117,000	117,000	117,000
01 479 245 0000 Conference-Dues	2,427	1,674	1,479	1,525	5,000	5,000	5,000	5,000
01 479 247 0000 Training	689	1,122	2,845	596	1,000	1,000	1,000	1,000
01 479 251 0000 Uniform Allowance	1,426	1,694	1,965	1,832	2,000	2,000	2,000	2,000
01-479-306-0001 Tree Program	0	0	0	0	2,250	2,250	2,250	2,250
01 479 303 0000 Misc	547	1,056	7,074	996	1,000	1,000	1,000	1,000
01 479 304 0000 O/S Contracts	18,596	10,279	12,876	10,738	12,000	6,500	6,500	6,500
01 479 306 0000 Adopt a Spot	765	457	65	1,023	2,000	2,000	2,000	2,000
01 479 401 0000 Equipment	12,413	7,998	5,318	5,688	7,000	7,000	7,000	7,000
01-479-401-0012 Weirs Comm Park Imp	0	0	0	8,116	0	-	-	-
TOTAL OTHER	\$202,791	\$189,834	\$177,440	\$181,994	\$218,400	\$253,200	\$253,200	\$253,200
Internal Service								
01 479 234 0000 Vehicle Replacement	\$31,849	\$34,748	\$41,116	\$37,000	\$20,910	25,500	25,500	25,500
01 479 234 0001 Vehicle Repair	22,001	29,500	25,000	\$26,000	42,500	45,100	45,100	45,100
TOTAL ISF	53,850	64,248	66,116	63,000	63,410	70,600	70,600	70,600
***RECREATION REIMBURSABLES	(8,638)	(9,292)	(10,424)	0	-	-	-	-
Grand Total	\$692,734	\$699,790	\$705,788	\$656,113	\$804,561	\$835,068	\$831,443	\$831,443

**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			\$1,342.16	\$69,792.32
1	Assist Rec Director**			52			\$1,013.78	\$52,716.56
1	Secretary*	6	10	52	35	19.84	\$694.40	\$36,108.80
1	Field/Facilities Maint Tech	11	8	15	40	24.49	\$979.60	
			9	37	40	24.92	\$996.80	\$51,575.60
1	Groundskeeper*	8	4	33	40	19.96	\$798.40	
		8	5	19	40	20.31	\$812.40	\$41,782.80
1	Groundskeeper* vacant	8	1	52	40	17.42	\$696.80	\$36,233.60
1	Groundskeeper*	8	5	39	40	19.96	\$798.40	
		8	6	13	40	20.31	\$812.40	\$41,698.80
1	Foreman*	13	10	52	40	27.68	\$1,107.20	\$57,574.40
8	Total Parks & Recreation						\$387,482.88	

* Above pay rates include possible merit (step) increases

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

ACCOUNT DESCRIPTIONS***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 decreased due to the fact that we are unable to find qualified seasonal maintenance employees. This line was also lowered to find funds for the Grounds Maintenance account.

OVERTIME

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

LONGEVITY

This line item funds longevity payments to eligible employees.

SALARY ADJUSTMENT

This line item funds a possible pay for performance increase for 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. This line has been decreased due to no program brochures are being mailed out. The brochures are emailed.

PRINTING

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

COPIER

This line item funds the cost of copier service. This line had decreased also due to no program brochures being printed.

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. This line is level funded.

MAINTENANCE-EQUIPMENT

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

MAINTENANCE-BUILDING

This line item funds the cost of glass, paint, hardware, lumber, plumbing, 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 to provide enough funds to produce a high-quality park system including the fertilizing and pre/post emergent.

CONFERENCE-TRAINING

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

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 line funds trees throughout the park system. This would be removals, plantings, pruning and soil amendments. This line has increased due to the number of trees annually that need to come down and be replaced.

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 being increased due to historical data.

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 is level funded.

ADOPT-A-SPOT

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

EQUIPMENT

This line item funds the replacement of small tools and lawn equipment. This line 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.

Recreation & Facilities Department Activities

- 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
- 18 City Buildings including inside and outside maintenance
 - City Hall
 - Police Department
 - Central Fire Station
 - Community Center
 - Weirs Fire Station
 - Laconia Public Library
 - Goss Reading Room
 - Park Houses
 - Leavitt Park House
 - Opechee Cove Park House
 - Tardif Park House
 - Weirs Community Center
 - Concession Stands with bath houses
 - Laconia Little League
 - Leavitt Park
 - Robbie Mills Sports Complex
 - Bath Houses
 - Bartlett Beach
 - Bond Beach
 - Weirs Beach
 - Weirs Community Park
- 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 4,211 work orders in FY20
- Provide City sponsored programs for adults and children (less this year due to COVID)
- 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). – No Muskrats this year, but we had 2 other leagues that we provided the service.
- No camp this year due to COVID-19
- Maintain winter ice rinks and sledding hill
- Remove snow and ice from 10 parking lots, 21 walkways and 26 doors
- No Christmas Village this year due to COVID-19
- Special events set up and break down. One of those events was the very popular Halloween at Opechee. This may become a yearly event.

Recreation & Facilities Department

2021 – 2022 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

FY 2021-2022 BUDGET

**RECREATION FACILITIES
CITY HALL MAINTENANCE**

	<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>ACTUAL</u>	<u>20-21</u> <u>BUDGET</u>	<u>21-22</u> <u>DEPT</u>	<u>21-22</u> <u>MANAGER</u>	<u>21-22</u> <u>COUNCIL</u>
OTHER								
01 419 202 0000 Lights-Power	\$18,786	\$19,526	\$17,937	\$15,781	\$17,800	\$ 18,000	\$ 18,000	\$ 18,000
01 419 203 0000 Water-Sewer	1,648	1,410	2,959	2,021	1,550	1,600	1,600	1,600
01 419 204 0000 Fuel	8,392	7,520	8,106	7,574	8,000	8,100	8,100	8,100
01 419 214 0000 Supplies	3,279	3,289	2,378	3,383	4,000	4,000	4,000	4,000
01 419 233 0000 Maint-Equip	2,647	2,943	2,738	2,554	3,000	3,000	3,000	3,000
01 419 235 0000 Maint-Building	5,825	6,023	3,814	6,361	6,000	6,000	6,000	6,000
01 419 304 0000 Outside Contracts	<u>38,856</u>	<u>32,312</u>	<u>32,720</u>	<u>39,841</u>	<u>36,000</u>	<u>36,400</u>	<u>36,400</u>	<u>36,400</u>
TOTAL OTHER	\$79,433	\$73,023	\$70,651	\$77,514	\$76,350	\$77,100	\$77,100	\$77,100
 DEPT O&M TOTAL	 \$79,433	 \$73,023	 \$70,651	 \$77,514	 \$76,350	 \$77,100	 \$77,100	 \$77,100

ACCOUNT DESCRIPTIONS

LIGHTS-POWER

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

FY 2021-2022 BUDGET

**RECREATION FACILITIES
COMMUNITY CENTER MAINTENANCE**

	<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>ACTUAL</u>	<u>20-21</u> <u>BUDGET</u>	<u>21-22</u> <u>DEPT</u>	<u>21-22</u> <u>MANAGER</u>	<u>21-22</u> <u>COUNCIL</u>
OTHER								
01 480 202 0000 Lights-Power	\$7,836	\$10,252	\$7,478	\$6,421	\$8,700	\$ 8,700	\$ 8,700	\$ 8,700
01 480 203 0000 Water-Sewer	\$1,278	\$978	\$1,159	\$1,283	\$1,250	1,300	1,300	1,300
01 480 204 0000 Fuel	\$6,945	\$7,637	\$11,995	\$10,283	\$9,200	10,000	10,000	10,000
01 480 214 0000 Supplies	\$825	\$819	\$818	\$730	\$850	850	850	850
01 480 235 0000 Maintenance	\$4,661	\$3,708	\$15,600	\$2,293	\$4,000	4,000	4,000	4,000
01 480 304 0000 Outside Contracts	\$17,921	\$19,447	\$20,784	\$23,255	\$19,800	20,000	20,000	20,000
TOTAL OTHER	\$39,466	\$42,841	\$57,834	\$44,265	\$43,800	\$44,850	\$44,850	\$44,850
 DEPT O&M TOTAL	 \$39,466	 \$42,841	 \$57,834	 \$44,265	 \$43,800	 \$44,850	 \$44,850	 \$44,850

ACCOUNT DESCRIPTIONS

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.

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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								
01 435 202 0000 Lights-Power	\$34,944	\$39,033	\$40,420	\$35,761	\$37,650	\$ 38,100	\$ 38,100	\$ 38,100
01 435 203 0000 Water-Sewer	3,534	2,211	3,004	2,437	3,500	3,500	3,500	3,500
01 435 204 0000 Fuel	27,016	33,323	30,830	21,329	32,550	32,950	32,950	32,950
01 435 214 0000 Supplies	2,793	2,313	2,546	2,492	3,000	3,000	3,000	3,000
01 435 235 0000 Maint-Building	16,336	10,493	9,449	14,990	8,000	15,000	12,000	12,000
01 435 304 0000 O/S Contracts	53,824	55,287	44,389	58,853	50,850	51,450	51,450	51,450
TOTAL OTHER	\$138,447	\$142,660	\$130,638	\$135,862	\$135,550	\$144,000	\$141,000	\$141,000
Transfer in from 437-police		-30,000						
DEPT O&M TOTAL	\$138,447	\$112,660	\$130,638	\$135,862	\$135,550	\$144,000	\$141,000	\$141,000

ACCOUNT DESCRIPTIONS

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 \$7000 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 2021-2022 BUDGET
WELFARE

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$65,037	\$64,674	\$62,312	\$55,657	\$73,096	\$41,724	\$41,724	\$41,724
01 477 105 0000 Overtime	129	256	331	71	200	1,000	1,000	1,000
01 477 106 0000 Sick-Hurt	1,686	5,420	7,809	2,979	-	-	-	-
01 477 106 0001 Personal Time	-	0	543	765	-	-	-	-
01 477 107 0000 Holidays	3,442	2,931	3,126	2,989	-	-	-	-
01 477 108 0000 Vacations	6,285	2,252	4,470	5,683	-	-	-	-
01 477 109 0000 Longevity	210	150	150	150	150	-	-	-
01 477 110 0000 Termination Pay	14,509	-	-	13,937	-	-	-	-
01 477 115 0000 SalaryAdj.	-	-	-	-	-	-	-	-
TOTAL SALARIES	\$91,298	\$75,683	\$78,742	\$82,231	\$73,446	\$42,724	\$42,724	\$42,724
OTHER								
01 477 201 0000 Telephones	\$1,151	\$1,204	\$1,652	\$1,132	\$1,200	\$1,200	\$1,200	\$1,200
01 771 207 0000 Postage	45	166	74	101	75	75	75	75
01 477 212 0000 Copier	918	777	479	980	800	800	800	800
01 477 214 0000 Supplies	1,047	1,486	442	1,141	400	400	400	400
01 477 242 0000 Travel-Meetings	114	-	-	-	-	-	-	-
01 477 245 0000 Conference-Dues	310	210	575	70	500	500	500	500
01 477 247 0000 Training	-	-	-	-	-	-	-	-
01 477 304 0000 O/S Contracts	7,549	1,650	228	210	-	-	-	-
01 477 315 0000 City Relief	46,319	61,992	69,639	32,673	40,000	40,000	40,000	40,000
01 477 401 0000 Equipment	-	-	-	216	-	-	-	-
01 477 499 0000 Reimbursements	(5,206)	(691)	(2,739)	(6,190)	(2,000)	(2,000)	(2,000)	(2,000)
TOTAL OTHER	\$52,247	\$66,794	\$70,349	\$30,333	\$40,975	\$40,975	\$40,975	\$40,975
Internal Service								
01 477 234 0000 Vehicle Rental	238	145	78	350	500	500	500	500
Grand Total	\$143,783	\$142,622	\$149,168	\$112,914	\$114,921	\$84,199	\$84,199	\$84,199

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Welfare Tech	11	4	9	35	\$ 22.09	\$773.15	
			5	43	35	\$ 23.10	\$808.50	\$41,723.85

Total Welfare	\$41,723.85
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ACCOUNT DESCRIPTIONS

SALARIES

The Department was restructured in 2020, reducing staffing from two to one full time employee.

OVERTIME

An increase is requested to accommodate increased overtime due to the staffing changes referenced above.

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. No anticipated increase as federal and state funds are available to accommodate covid related increases.

REIMBURSABLES

This line represents the average refunds received from agencies and client reimbursements.



ENTERPRISE FUNDS

SANITARY SEWER FUND LACONIA WATER WORKS

SANITARY SEWER FUND SUMMARY
FY 2021-2022 BUDGET

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2021-22</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$3,807,781	\$3,636,120	\$3,939,698	\$4,290,340	\$ 4,290,340	\$ 4,290,340
Depreciation	<u>272,951</u>	<u>257,413</u>	<u>280,000</u>	<u>290,000</u>	<u>290,000</u>	<u>290,000</u>
SSF OPERATING EXP.	\$4,080,732	\$3,893,533	\$4,219,698	\$4,580,340	4,580,340	4,580,340
Cont.Cap.Adjustment	<u>(98,888)</u>	<u>(98,888)</u>	<u>(98,888)</u>	<u>(88,813)</u>	<u>(88,813)</u>	<u>(88,813)</u>
SSF EXPENSES	\$3,981,844	\$3,794,645	\$4,120,810	\$4,491,527	4,491,527	4,491,527
SSF OPERATING REVENUE	\$4,282,772	\$4,254,488	\$4,191,088	\$4,646,124	4,646,124	4,646,124
Interest Income	<u>3,616</u>	<u>3,014</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
To/Fr Retained Earnings	<u>(304,544)</u>	<u>(462,856)</u>	<u>80,278</u>	<u>(164,597)</u>	<u>(164,597)</u>	<u>(164,597)</u>
SSF INCOME	\$3,981,844	\$3,794,645	\$4,281,366	\$4,491,527	4,491,527	4,491,527
SANITARY SEWER FUND						
CAPITAL OUTLAY	\$1,394,954	\$990,231	\$2,465,000	\$2,465,000	\$2,451,000	\$2,451,000

LACONIA WATER WORKS SUMMARY
FY 2021-2022 BUDGET

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2021-22</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT.</u>	<u>MANAGER</u>	<u>COUNCIL</u>
TOTAL SALARIES, OTHER	\$2,708,096	\$2,847,182	\$3,120,175	\$3,213,197	\$3,213,197	\$3,213,197
LWW OPERATING EXP.	\$2,708,096	\$2,847,182	\$3,120,175	\$3,213,197	\$3,213,197	\$3,213,197
LWW OPERATING REVENUE	\$2,729,708	\$2,853,015	\$2,870,500	\$2,871,800	\$2,871,800	\$2,871,800
Interest Income	<u>14,250</u>	<u>12,131</u>	<u>13,500</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000.00</u>
Additional Income	<u>114,192</u>	<u>110,137</u>	<u>101,000</u>	<u>118,746</u>	<u>118,746</u>	<u>118,746.00</u>
LWW INCOME	\$2,858,150	\$2,975,283	\$2,985,000	\$2,998,546	\$2,998,546	2,998,546
LACONIA WATER WORKS						
CAPITAL OUTLAY	\$412,438	\$148,167	\$619,000	\$459,500	\$459,500	\$459,500
BOND PRINC. PAYMENT	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000

FY 2021-2022 BUDGET
SANITARY SEWER FUND

		<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>21-22</u>	<u>21-22</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	\$251,017	\$247,989	\$282,873	\$261,726	\$446,693	\$ 459,064	\$ 459,064	\$ 459,064
90 400 105 0000	Overtime	15,147	12,057	11,974	11,856	20,000	15,000	15,000	15,000
90 400 106 0000	Sick-Hurt	32,449	18,677	8,467	11,272	-	-	-	-
90 400 107 0000	Holidays	12,426	13,826	13,226	12,471	-	-	-	-
90 400 108 0000	Vacations	22,163	13,200	8,972	15,458	-	-	-	-
90 400 109 0000	Longevity	480	180	180	150	360	360	360	360
90 400 110 0000	Termination Pay	26,443	-	-	16,878	-	-	-	-
90 461 000 0000	Employee Benefits	215,046	201,302	227,991	226,425	261,865	268,801	268,801	268,801
90 400 110 0000	Stipends	-	-	-	1,600	2,400	2,400	2,400	2,400
90 400 115 0000	Salary Adj.	-	-	-	-	4,397	4,454	4,454	4,454
90 400 245 0000	Training	-	925	2,230	3,789	-	3,789	3,789	3,789
90 204 001 0000	OPEB Liability	(11,646)	30,942	-	-	-	-	-	-
TOTAL SALARIES		\$563,525	\$539,098	\$555,913	\$561,626	\$735,715	\$753,868	\$753,868	\$753,868
OPERATING									
90 401 304 0000	CLERICAL, GF	19,000	25,743	28,994	30,422	25,000	\$ 40,000	\$ 40,000	\$ 40,000
90 403 214 0000	BILLING EXPENSE	123,952	184,477	139,496	139,863	140,000	140,000	140,000	140,000
90 406 304 0000	Winn River Basin*	2,002,066	1,997,255	2,152,704	2,337,431	2,248,033	2,563,472	2,563,472	2,563,472
90-407-301-0000	Meter reading units	-	-	7,092	9,458	20,000	12,000	12,000	12,000
90 409 000 1000	SEWER MAINT.	314,062	479,269	320,766	383,528	375,000	385,000	385,000	385,000
90 421 000 1000	General PS Maint.	22,306	47,324	66,202	75,692	75,000	80,000	80,000	80,000
90 423 000 1000	Keasor Ct. PS Maint	8,367	2,355	3,689	2,157	9,000	7,500	7,500	7,500
90 425 000 1000	Lawrence St. PS Maint	15,837	4,848	4,686	4,269	9,000	7,500	7,500	7,500
90 426 000 1000	Old N Main Street PS Ma	5,777	4,216	4,042	6,581	7,000	7,000	7,000	7,000
90 428 000 1000	Black Brook PS Maint	9,678	6,959	12,959	8,844	13,000	10,000	10,000	10,000
90 430 000 1000	Langley Cove PS Maint	16,546	6,306	6,876	7,335	12,000	10,000	10,000	10,000
90 434 000 1000	Paugus PS Maint	13,726	8,825	11,842	18,806	14,000	10,000	10,000	10,000
90 436 000 1000	Lakeside Ave PS Maint	3,317	9,270	3,539	5,737	6,500	6,500	6,500	6,500
90 438 000 1000	Shore Drive PS Maint	6,191	39,226	6,083	6,306	8,000	7,000	7,000	7,000
90 439 000 1000	Christmas Island PS Mair	3,618	3,201	2,290	1,829	6,500	6,500	6,500	6,500
90 440 000 1000	Hillcrest Drive PS Maint	6,157	7,596	6,654	2,805	6,500	9,000	9,000	9,000
90 441 000 1000	Edgewater Ave. PS Main	3,588	1,812	1,921	1,846	6,500	5,000	5,000	5,000
90 443 000 1000	Mass. Ave. PS Maint	2,381	3,163	11,411	5,423	8,000	6,000	6,000	6,000
90 444 000 1000	Channel Lane PS Maint	363	493	695	890	700	1,000	1,000	1,000
90 445 000 1000	Gold Street PS Maint	-	-	4,285	4,696	8,750	7,500	7,500	7,500
90 446 000 1000	Endicott Street	3,032	4,249	1,700	4,258	7,000	7,000	7,000	7,000
90 447 000 1000	Briarcrest PS Maint	4,087	1,987	3,602	5,985	6,000	10,000	10,000	10,000
90 448 000 1000	Rollercoaster Rd PS Mair	20,156	3,293	3,967	8,707	7,500	8,500	8,500	8,500
90 449 000 1000	Chapin Terrace PS Maint	9,144	2,284	3,488	1,629	5,000	10,000	10,000	10,000
90-465-101-0000	Misc Sewer Exp	78,262	129,548	442,884	-	150,000	150,000	150,000	150,000
90-465-215-0000	Sanitary Sewer Study	-	-	-	-	30,000	30,000	30,000	30,000
TOTAL OPERATING		2,691,613	2,973,699	3,251,868	3,074,495	3,203,983	3,536,472	3,536,472	3,536,472
TOTAL SALARY & OPERATING		\$3,255,138	\$3,512,797	\$3,807,781	\$3,636,120	\$3,939,698	\$4,290,340	\$4,290,340	\$4,290,340
ADJUSTMENTS									
90 495 391 0000	Depreciation	400,363	278,775	272,951	257,413	280,000	290,000	290,000	290,000
	Cont.Cap.Adj.	(98,888)	(98,888)	(98,888)	(98,888)	(98,888)	(88,813)	(88,813)	(88,813)
GRAND TOTAL SSF EXPENSES		3,556,613	3,692,684	3,981,844	3,794,645	4,120,810	4,491,527	4,491,527	4,491,527
	SSF OPER. REV.	4,318,120	4,152,153	4,282,772	4,254,488	4,191,088	4,646,124	4,646,124	4,646,124
90 350 001 0000	Interest Income	11,010	3,455	3,616	3,014	10,000	10,000	10,000	10,000
	To/Fr Ret Earnings	(811,723)	(487,036)	(304,544)	(462,856)	(360,278)	(164,597)	(164,597)	(164,597)
SSF INCOME		3,517,407	3,668,572	3,981,844	3,794,645	3,840,810	4,491,527	4,491,527	4,491,527

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

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

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Asst. Dir. **	25		52			\$1,713.14	\$89,083.28
1	Coll Sys Coordinator*	16	10	52	40	\$31.92	\$1,276.80	\$66,393.60
1	Col Sys Oper.*	14	5	52	40	\$26.80	\$1,072.00	\$55,744.00
1	Col Sys Oper.*	14	3	52	40	\$24.48	\$979.20	\$50,918.40
1	Vactor Operator*	44	9	52	40	\$25.00	\$1,000.00	\$52,000.00
1	Lt Equip Oper *	43	9	52	40	\$22.57	\$902.80	\$46,946.60
1	Lt Equip Oper *	43	6	52	40	\$21.51	\$860.40	\$44,741.80
1	Lt Equip Oper *	43	4	52	40	\$20.69	\$827.60	\$43,036.20
	Laborer			17	40	\$15.00	\$600.00	\$10,200.00
8	Total Sewer						\$459,063.88	

*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 18 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

2021-2022 Objectives

- Design construct the Sanitary Sewer Capital Improvement Plan (CIP)
- Upgrade the sewer pumping stations approved in the FY21-22 CIP
- Upgrade and/or replace existing gravity sewer sections as approved in the FY 21-22 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 to the Winnepesaukee River Basin (WRB) Program to fund the cost of transporting and treating Laconia's sewage.

WRBP payments in FY 21-22 are estimated at \$ \$2,563,472: Operations & Maintenance - \$1,852,680, Administration - \$253,608, Capital Reserve/Recovery (i.e., Debt Service) - \$285,095, and Replacement or Cost Recovery Fund - \$172,089.

The 2012 Memorandum of Understanding (MOU) between the ten (10) member communities and The State's 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. The member communities are near completion in the update of the "new cost allocation formula."

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 implementing the last of three sewer rate increases in 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 reviewed the effects of the sewer rate increase and how sewer units are allocated in 2020. A rate model update is planned for 2021.

The Department is proposing an overall increase of \$340,489 compared to FY20-21 for the operating budget, less salaries, (accounts 90-409 thru 90-449). Of this increase, \$330,439 is attributed to increase in payments to WRBP. The remainder of the increase to the budget includes upgrades at several of the City's sewer pumping stations.

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 approximately 30% 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 SEA, 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 Department's union contracts expire on June 30, 2021. The Department believes the stipend will be included in the new contracts.

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 operation and maintenance (O & M), Administrative, Capital Reserve (debt service), 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. WRBP payments in FY 21-22 are estimated at \$ \$2,563,472: Operations & Maintenance - \$1,852,680, Administration - \$253,608, Capital Reserve/Recovery (i.e., Debt Service) - \$285,095, and Replacement or Cost Recovery Fund - \$172,089.

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 \$385,000, the same as the previous budget. Most 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, and equipment the Division requires to operate and maintain its eighteen (18) stations. These items are used by the operators to maintain all stations not a particular station. The cost of maintaining our aging force mains has increased. Thus, we are requesting a \$5,000 increase in this line.

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 decreased by \$4,950 compared to FY20-21. The decrease in costs is due to lower anticipated maintenance resulting from recent equipment replacement.

MISCELLANEOUS SEWER EXPENSE

This line funds operational sewer expenses for 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 \$12,000.

SEWER RATE STUDY

This line funds a periodic review of the sewer rate study first completed in 2018. Public Works in CY 2021 will update the sewer rate model to reflect trends in revenue and expenditures since 2018.

FY 2021-2022 BUDGET
**SANITARY SEWER FUND
CAPITAL OUTLAY**

		<u>16-17</u> <u>BUDGET</u>	<u>17-18</u> <u>BUDGET</u>	<u>18-19</u> <u>BUDGET</u>	<u>19-20</u> <u>BUDGET</u>	<u>20-21</u> <u>BUDGET</u>	<u>21-22</u> <u>BUDGET</u>
	Rank						
Bond and Loan Payments	1					\$190,000	\$ 186,000
Collection System Condition Assessment	8					\$100,000	\$ 150,000
Asset Management Program	5					\$50,000	\$ 100,000
Gravity Sewer Replace	2					\$200,000	\$ 300,000
Hillcrest	7					\$20,000	\$ 150,000
Black Brook Pump Station-Generator/Upgrades				\$50,000		\$150,000	
Chapin Terrace Pump Station Upgrade	12			\$55,000			\$ 170,000
Court St Sewer Upgrade				\$253,000			
Edgewater Ave. Pump Station - Ventilation System							
Gold Street Utility Bridge Sewer Crossing			\$500,000				
Gravity Sewer Mains Upgrade	3	\$250,000	\$470,000	\$300,000	\$ 300,000	\$300,000	\$ 400,000
I & I (Infiltration & Inflow) Study & Elimination			\$10,500	\$50,000			
Keasor Court Pump Station Upgrades				\$10,000	\$ 200,000	\$70,000	
Lakeside Ave Sewer Pump Station - Total Upgrade		\$90,000	\$90,000	\$120,000			
Manhole Line sweep cleaning				\$90,000			
Langley Pump Station Equipment Upgrade		\$50,000	\$50,000			\$75,000	
Lawrence St Pump Station upgrade				\$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			\$50,000	\$130,000		\$50,000	
Pipelining and Gravity Program				\$100,000	\$150,000	\$600,000	
Pipe and Manhole Lining Program	4						\$ 700,000
Pump Station Control/Data System		\$20,000	\$20,000	\$30,000			
Pump Station Building Improvements	6						\$ 35,000
Rt. 3/Townline PS Upgrade	10						\$ 125,000
Service Truck				\$90,000			
Sewer TV Camera System (CCTAV) with Vehicle							
Shore Drive Pump Station				\$135,000	\$ 180,000		
Supervisory Control and Data Acquis Upgrade	13				\$ 20,000	\$35,000	\$ 35,000
Union Ave Sewer Upgrade				\$140,000			
Vactor Dumping Station	9				\$ 10,000	\$550,000	\$ 100,000
Vactor Jet Rodder - Replacement			\$150,000	\$150,000	\$ 150,000		

TOTAL SSF CAPITAL OUTLAY

\$450,000 \$1,396,500 \$1,973,000 \$1,435,000 \$2,465,000 \$ 2,451,000

ACCOUNT DESCRIPTIONS - CAPITAL OUTLAY***BOND AND LOAN PAYMENTS - \$186,000.***

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

GRAVITY SEWER REPAIR/REPLACE - \$300,000.

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 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 - \$400,000

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. Also, some existing sewer mains must be improved before these mains can accept increased flows associated with new developments. This occurs when the pipe is inadequate due to age or has a history of failure. Many of the upgrades however are incorporated into the requirements for the developer/owner.

HILLCREST PUMP STATION UPGRADE - \$150,000

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 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.

ROUTE 3/TOWNLINE PUMP STATION UPGRADE - \$125,000

The electrically-powered level control system is not repairable as parts are not available. The upgrade will include new systems which are used in other facilities to reduce maintenance and training costs.

CHAPIN TERRACE PUMP STATION UPGRADE - \$170,000

Maintenance activities are extremely difficult due to constrained working conditions associated with the small enclosure. A consultant engineered modular building to protect the equipment, improve maintenance capabilities, and visual appearance.

PUMP STATION BUILDING IMPROVEMENTS - \$35,000

Various Pump Station building need repairs to roofs, interior walls, floors, HVAC upgrades and other components.

PIPE AND MANHOLE LINING PROGRAM - \$700,000.

This line funds 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 eliminate 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 - \$150,000

An engineering study determined that the sewer system has a significant amount of groundwater infiltration into the sewer system. Reducing the amount of ground water entering the system will reduce the City's treatment costs and lowers the burden on the regional system. Further investigation is necessary to identify the possible sources, develop a long range plan to minimize the problem and design the options with the best chance of minimizing the problem.

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 - \$100,000.

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 - \$100,000.

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.

FY2021-2022 BUDGET
SANITARY SEWER FUND HISTORY

		14-15 ACTUAL	15-16 ACTUAL	16-17 ACTUAL	17-18 ACTUAL	18-19 ACTUAL	19-20 ACTUAL
90 401 304 0000	CLERICAL, GF	\$19,000	\$19,000	\$19,000	\$25,743	\$28,994	\$30,422
90 403 214 0000	BILLING EXPENSE	\$104,991	\$124,028	\$123,952	\$184,477	\$140,578	\$139,863
90 407 304 0000	PLANT O&M	\$1,779,168	\$2,257,578	\$2,002,068	\$1,997,255	\$2,158,714	\$2,346,888
90 409 000 1000	SEWER MAINTENANCE						
	Labor	\$247,392	\$241,636	\$212,967	\$264,083	\$243,352	\$290,579
	Water-Sewer **	\$581	\$806	\$722	\$123,893	\$1,027	\$1,102
	Supplies	\$56,542	\$70,132	\$81,285	\$105,428	\$96,133	\$166,934
	Insurance	\$21,350	\$19,741	\$22,678	\$22,487	\$21,545	\$22,088
	Audit	\$0	\$820	\$200	\$840	\$1,005	\$4,482
	Clothing Allowance	\$3,745	\$3,973	\$3,927	\$4,822	\$1,403	-\$17
	Misc	\$737	\$848	\$12,941	\$66,556	\$1,937	\$5,021
	Sewer Cleaning & Maintenance	\$155,292	\$148,280	\$121,270	\$29,760	\$181,715	\$170,695
	Internal Service Fund	\$8,000	\$10,800	\$11,448	\$12,000	\$1,299	\$0
	Vehicle Use	<u>\$36,472</u>	<u>\$27,223</u>	<u>\$56,954</u>	<u>\$22,350</u>	<u>\$14,702</u>	<u>\$13,224</u>
	TOTAL SEWER MAINT.	\$530,111	\$524,259	\$524,392	\$652,219	\$564,118	\$674,107
90 421 000 1000	PUMP STA. MAINTENANCE						
	Labor	\$112,026	\$85,115	\$68,674	\$41,850	\$82,340	\$40,833
	Lights-Power	\$0	\$0	\$0	\$30	\$0	\$0
	Supplies	\$33,067	\$38,448	\$19,201	\$43,430	\$62,827	\$75,692
	Internal Service Fund	\$0	\$0	\$0	\$0	\$0	\$0
	Vehicle Use	<u>\$5,170</u>	<u>\$3,525</u>	<u>\$3,105</u>	<u>\$3,865</u>	<u>\$3,375</u>	<u>\$0</u>
	TOTAL P.S. MAINT.	\$150,263	\$127,088	\$90,980	\$89,175	\$148,542	\$116,524
	PUMPING STATIONS:						
90 423 000 1000	KEASOR CT.						
	Lights-Power	\$2,813	\$2,644	\$2,578	\$2,106	\$2,167	\$1,786
	Water-Sewer	\$120	\$111	\$120	\$122	\$103	\$124
	Supplies, Misc	\$988	\$2,598	\$5,668	\$127	\$1,418	\$248
	Vehicle Use	<u>-\$165</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	TOTAL KEASOR CT.	\$3,756	\$5,353	\$8,366	\$2,355	\$3,689	\$2,157
90 425 000 1000	LAWRENCE ST.						
	Lights-Power	\$3,182	\$2,687	\$2,273	\$2,116	\$2,437	\$1,830
	Water-Sewer	\$120	\$110	\$155	\$120	\$316	\$131
	Supplies	<u>\$638</u>	<u>\$6,182</u>	<u>\$13,409</u>	<u>\$2,612</u>	<u>\$1,933</u>	<u>\$2,308</u>
	TOTAL LAWRENCE ST.	\$3,940	\$8,979	\$15,837	\$4,848	\$4,686	\$4,269
90 426 000 1000	N MAIN STREET/OPECHEE						
	Lights-Power	\$3,410	\$3,085	\$3,166	\$3,353	\$3,741	\$2,862
	Water-Sewer	\$125	\$101	\$120	\$130	\$145	\$126
	Supplies	<u>\$6,306</u>	<u>\$7,237</u>	<u>\$2,491</u>	<u>\$733</u>	<u>\$155</u>	<u>\$3,592</u>
	TOTAL N MAIN ST	\$9,841	\$10,423	\$5,777	\$4,216	\$4,042	\$6,581
90 428 000 1000	BLACK BROOK/UNION AVE						
	Lights-Power	\$8,486	\$7,356	\$7,109	\$3,971	\$7,301	\$6,110
	Water-Sewer	\$124	\$103	\$122	\$132	\$125	\$126
	Supplies	<u>\$3,260</u>	<u>\$7,132</u>	<u>\$2,537</u>	<u>\$2,856</u>	<u>\$5,533</u>	<u>\$2,607</u>
	TOTAL BLACK BROOK	\$11,870	\$14,591	\$9,768	\$6,959	\$12,959	\$8,844
90 430 000 1000	LANGLEY COVE						
	Lights-Power	\$4,866	\$3,563	\$3,033	\$3,481	\$4,443	\$3,235
	Water-Sewer	\$121	\$123	\$162	\$120	\$123	\$126
	Supplies	<u>\$1,565</u>	<u>\$6,901</u>	<u>\$13,351</u>	<u>\$2,705</u>	<u>\$2,311</u>	<u>\$3,973</u>
	TOTAL LANGLEY COVE	\$6,552	\$10,587	\$16,546	\$6,306	\$6,876	\$7,335

FY2021-2022 BUDGET
SANITARY SEWER FUND HISTORY

		14-15 ACTUAL	15-16 ACTUAL	16-17 ACTUAL	17-18 ACTUAL	18-19 ACTUAL	19-20 ACTUAL
90 434 000 1000	PAUGUS						
	Lights-Power	\$5,124	\$4,130	\$4,110	\$4,488	\$4,538	\$3,701
	Water-Sewer	\$121	\$110	\$152	\$124	\$123	\$124
	Supplies	<u>\$6,028</u>	<u>\$7,497</u>	<u>\$9,464</u>	<u>\$4,213</u>	<u>\$7,182</u>	<u>\$14,981</u>
	TOTAL PAUGUS	\$11,273	\$11,737	\$13,726	\$8,825	\$11,842	\$18,806
90 436 000 1000	LAKESIDE AVE/WEIRS						
	Lights-Power	\$1,414	\$1,984	\$2,202	\$2,324	\$3,207	\$2,026
	Water-Sewer	\$142	\$124	\$161	\$124	\$123	\$124
	Supplies	<u>\$1,648</u>	<u>\$1,247</u>	<u>\$954</u>	<u>\$6,822</u>	<u>\$209</u>	<u>\$3,587</u>
	TOTAL LAKESIDE	\$3,204	\$3,355	\$3,317	\$9,270	\$3,539	\$5,737
90 438 000 1000	SHORE DRIVE						
	Lights-Power	\$6,638	\$5,420	\$3,776	\$4,201	\$4,770	\$3,351
	Water-Sewer	\$120	\$112	\$120	\$120	\$123	\$126
	Supplies	<u>\$1,416</u>	<u>\$1,432</u>	<u>\$2,295</u>	<u>\$34,905</u>	<u>\$1,190</u>	<u>\$2,829</u>
	TOTAL SHORE DR.	\$8,174	\$6,964	\$6,191	\$39,226	\$6,083	\$6,306
90 439 000 1000	CHRISTMAS IS						
	Lights-Power	\$1,714	\$1,612	\$1,524	\$1,620	\$1,861	\$1,599
	Supplies	<u>\$4,353</u>	<u>\$1,930</u>	<u>\$2,094</u>	<u>\$1,581</u>	<u>\$429</u>	<u>\$229</u>
	TOTAL CHRISTMAS AVE	\$6,067	\$3,542	\$3,618	\$3,201	\$2,290	\$1,829
90 440 000 1000	HILLCREST DRIVE						
	Lights-Power	\$2,625	\$2,582	\$2,717	\$2,534	\$2,838	\$2,169
	Supplies	<u>\$3,330</u>	<u>\$1,699</u>	<u>\$3,430</u>	<u>\$5,064</u>	<u>\$3,816</u>	<u>\$636</u>
	TOTAL HILLCREST DR.	\$5,955	\$4,281	\$6,147	\$7,596	\$6,654	\$2,805
90 441 000 1000	EDGEWATER AVE.						
	Lights-Power	\$1,968	\$1,641	\$1,495	\$1,544	\$1,822	\$1,333
	Supplies	<u>\$1,765</u>	<u>\$2,463</u>	<u>\$2,093</u>	<u>\$268</u>	<u>\$98</u>	<u>\$513</u>
	TOTAL EDGEWATER	\$3,733	\$4,104	\$3,588	\$1,812	\$1,921	\$1,846
90 443 000 1000	MASS. AVE.						
	Lights-Power	\$2,303	\$2,022	\$1,714	\$1,915	\$2,282	\$2,001
	Water-Sewer	\$121	\$112	\$118	\$120	\$128	\$124
	Supplies	<u>\$3,156</u>	<u>\$6,081</u>	<u>\$549</u>	<u>\$1,128</u>	<u>\$9,002</u>	<u>\$3,298</u>
	TOTAL MASS. AVE.	\$5,580	\$8,215	\$2,381	\$3,163	\$11,411	\$5,423
90 444 000 1000	CHANNEL LANE						
	Lights-Power	\$181	\$204	\$235	\$210	\$301	\$273
	Supplies	<u>\$0</u>	<u>\$0</u>	<u>\$128</u>	<u>\$283</u>	<u>\$394</u>	<u>\$617</u>
	TOTAL CHANNEL LANE	\$181	\$204	\$363	\$493	\$695	\$890
90 445 000 1000	GOLD ST						
	Lights-Power					\$1,785	\$0
	Supplies					<u>\$2,500</u>	<u>\$4,696</u>
	TOTAL GOLD ST	\$0	\$0	\$0	\$0	\$4,285	\$4,696
90 446 000 1000	ENDICOTT ST						
	Lights-Power	\$885	\$934	\$1,082	\$879	\$1,207	\$1,064
	Supplies	<u>\$2,989</u>	<u>\$5,703</u>	<u>\$1,950</u>	<u>\$3,370</u>	<u>\$493</u>	<u>\$3,194</u>
	TOTAL ENDICOTT ST	\$3,874	\$6,637	\$3,032	\$4,249	\$1,700	\$4,258
90 447 000 1000	BRIARCREST						
	Lights-Power	\$1,618	\$1,652	\$1,377	\$1,436	\$2,264	\$1,956
	Water/Sewer	\$120	\$110	\$120	\$122	\$123	\$136
	Supplies	<u>\$6,482</u>	<u>\$5,187</u>	<u>\$2,591</u>	<u>\$428</u>	<u>\$1,215</u>	<u>\$3,892</u>
	TOTAL BRIARCREST	\$8,220	\$6,949	\$4,088	\$1,986	\$3,602	\$5,985

FY2021-2022 BUDGET
SANITARY SEWER FUND HISTORY

		14-15 ACTUAL	15-16 ACTUAL	16-17 ACTUAL	17-18 ACTUAL	18-19 ACTUAL	19-20 ACTUAL
90-448-000-1000	ROLLERCOASTER RD						
	Lights-Power	\$2,347	\$2,435	\$2,518	\$2,810	\$2,767	\$2,541
	Supplies	<u>\$4,167</u>	<u>\$4,712</u>	<u>\$17,638</u>	<u>\$483</u>	<u>\$1,200</u>	<u>\$6,166</u>
	TOTAL ROLLERCOASTER RD	\$6,514	\$7,147	\$20,156	\$3,293	\$3,967	\$8,707
90 449 000 1000	CHAPIN TERRACE						
	Lights-Power	\$1,304	\$1,218	\$1,148	\$1,331	\$1,119	\$1,113
	Supplies	<u>\$1,017</u>	<u>\$2,288</u>	<u>\$7,995</u>	<u>\$953</u>	<u>\$2,370</u>	<u>\$516</u>
	TOTAL CHAPIN TERRACE	\$2,321	\$3,506	\$9,143	\$2,284	\$3,488	\$1,629
90 461 000 1000	EMPLOYEE BENEFITS						
	Social Security	\$24,635	\$23,808	\$27,534	\$22,413	\$25,224	\$31,196
	Retirement	\$160,588	\$147,151	\$147,134	\$144,777	\$165,515	\$152,764
	Health Insurance	\$33,440	\$34,832	\$37,723	\$34,113	\$37,252	\$42,465
	Training	<u>\$3,535</u>	<u>\$1,700</u>	<u>\$2,655</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,789</u>
	TOTAL EMP.BENEFITS	\$222,198	\$207,491	\$215,046	\$201,303	\$227,991	\$230,214
90 465 000 1000	RES/CONTINGENCY	\$0	\$15,506	\$0	\$129,548	\$0	\$0
	TOTAL SALARIES, OTHER	\$2,906,786	\$3,391,524	\$3,107,482	\$3,389,802	\$3,362,667	\$3,636,120

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

LACONIA WATER DEPT
OPERATING BUDGET - 2021-2022

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</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	\$2,164,998	\$2,057,606	\$2,302,513	\$2,408,982	\$2,417,800	\$ 2,420,600
Water Billing/Municipal	113,185	86,181	90,531	92,423	97,200	93,200
Fire Protection	74,169	75,237	75,547	76,108	80,000	78,000
Sewer Cost Allocations	123,952	133,547	130,588	130,754	130,000	130,000
Penalties	18,890	19,492	9,409	15,800	19,000	17,500
Labor Sold	36,120	35,860	33,042	39,008	32,000	35,000
Inventory Sold	15,160	13,717	4,262	11,655	8,000	10,000
Income From Meters	2,421	2,025	2,503	2,456	3,500	3,500
Equipment & Tool Rental	13,000	14,918	12,354	12,578	13,000	12,500
Sales of Sand, Gravel, etc.	200	3,466	532	347	1,000	500
Water Testing Income	20,096	19,515	21,368	20,904	20,000	21,000
Backflow Prevention Tests	49,730	48,850	47,060	42,000	50,000	50,000
TOTAL REVENUES	\$2,631,919	\$2,510,415	\$2,729,708	\$2,853,015	\$2,870,500	\$2,871,800
ADDITNL INCOME						
Interest on Sav	\$7,290	\$11,135	\$14,250	\$12,131	\$13,500	\$8,000
Misc Income	15,576	6,826	34,040	10,498	22,000	20,000
Misc Income-Medical Surplus Refund						
Funds Trans From Savings	675,000					
Funds Trans/SDC-CMA Bond 45.66/41.66	44,146	42,769	41,161	39,716	38,000	53,546
Construction Maint. Assessment	34,546	27,123	22,269	48,539	28,000	30,000
Acme Building Rent	9,600	4,000	8,000	2,400	4,000	6,000
Cell Tower Rent	7,437	7,825	8,722	8,984	9,000	9,200
TOTAL ADDITIONAL	\$793,596	\$99,678	\$128,442	\$122,268	\$114,500	\$126,746
TOTAL INCOME	\$3,425,515	\$2,610,093	\$2,858,149	\$2,975,283	\$2,985,000	\$2,998,546

LACONIA WATER DEPT
OPERATING BUDGET 2021-2022

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQUEST</u>
EXPENSES						
Regular Salaries	\$754,823	\$782,765	\$797,384	815,416	\$1,017,500	\$ 1,032,500
Wages-GIS Part-Time						
Holidays	36,777	37,288	38,844	38,107		
Vacations	71,581	73,492	73,105	68,967		
Sick/Hurt	18,810	15,682	24,628	53,073		
Total Regular Salaries	881,991	909,227	933,961	975,562	1,017,500	1,032,500
Sick Time Liability	15,999	18,604		17,643		
Over Time	41,056	43,581	44,063	40,274	50,000	45,000
Longevity	1,830	1,890	1,980	1,470	1,350	1,470
TOTAL SALARIES	\$940,877	\$973,302	\$980,004	\$1,034,949	\$1,068,850	\$1,078,970
Production Expenses						
Water Testing	\$10,148	\$10,862	\$8,407	13,388	\$9,000	\$9,000
Well Head Protection Mailing		454				
Equipment Maint Lakeport	189	705	1,468	1672	2,100	1,100
Equipment Maint Long Bay Station					200	200
Equipment Maint Briarcrest	448		395		2,750	750
Equipment Maint Treatment Plant	776	4,504	1,801	2,119	7,200	7,200
Equipment Maint Evergreens Stat	112	434	545		950	1,000
Equipment Maint Endicott Stat	626	456	430	315	1,100	1,100
Equipment Maint Lighthouse Stat		1,075	145	183	700	700
Route 3 Pit (Funspot)	915				500	500
Equipment Maint Weirs Station	103	202	194		500	500
Purif Equip Maint Treatment Plant	1,380	1,529	1,728	2,947	2,000	5,000
Purif Equip Maint Longbay	653	378	503	676	800	850
Purif Equip Maint Briarcrest	1,575	1,897	503	676	1,500	850
Purif Equip Maint Evergreens					200	200
Purif Equip Maint Endicott Stat	811	536	503	956	800	850
Purif Equip Maint Lighthouse Stat	606	536	503	676	800	850
Purif Equip Maint Weirs	468	497	503	956	800	850
Laboratory	16,700	14,946	15,537	18,299	24,000	23,000
Long Bay Station Maint				43	100	200
Briarcrest Station Maint	102	124	5	46	300	200
Treatment Plant Maint	5,132	5,818	6,209	7,468	9,000	8,000
Evergreens Pump Station	82	8	5	23	300	150
Endicott Pump Station	329	182	188	590	350	350
Lighthouse Pump Stat	83	30	5	15	200	200
Weirs Booster Stat Maint	375	400	201	285	400	400
Tank Maint Lakeport		3,495	9		100	5,000
Tank Maint Long Bay	17			28	100	100
Tank Maint Briarcrest	11		8		100	100
Tank Maint Lighthouse					4,700	100
Tank Maint Weirs/Endicott tanks		3495	37		100	100
Power - Lakeport	94,800	94,009	98,209	101,104	103,000	110,000
Power - Treatment Plant	31,178	33,162	35,548	36,879	39,000	40,000
Power - Long Bay	597	539	603	566	900	900
Power- Briarcrest	14,046	14,014	14,148	16,367	19,000	18,000
Power-Evergreens Station	2,428	2,195	2,812	2,426	3,500	3,000
Power-Endicott Station	9,040	8,952	8,563	9,124	11,000	10,000
Power- Lighthouse Station	335	3,217	2,174	2,776	3,000	3,000
Power - Weirs Booster Stat	7,332	7,681	7,665	7,697	8,500	9,000
Power-Rte 3 Rollercoaster Rd Pit	245	241	279	343	525	400
Heat - Treatment Plant	14,156	17,390	24,740	19,231	24,750	24,750
Heat-Evergreens Station	1,054	83	1,364	399	1,500	1,500
Heat-Endicott Station	420	977	378	754	1,000	1,000
Heat -Weirs Booster Stat	445	721	324	363	1,000	1,000
Sewer Dischg TP	15,704	15,837	20,511	20,269	25,000	22,500
Supplies-Water Production	40,744	35,687	36,879	38,661	50,000	50,000
Treatmnt Plnt Office Mach	550	240	240	240	300	300
Treatmnt Plnt Office Sup	774	784	636	490	850	850
Vehicle Maint/Water Prod	4,021	2,858	2,660	3,068	4,500	4,850
CCR Program	625	595	610	625	750	750
Scada Maintenance	7,078	2,437	7,523	8,228	15,000	10,000
Total Prod Exp	\$287,216	\$294,183	\$305,700	\$320,970	\$384,725	\$381,200

LACONIA WATER DEPT
OPERATING BUDGET - 2021-2022

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEPT REQUEST</u>
<i>Distribution Expense</i>						
Maint Gen Struc	\$8,896	\$7,708	\$12,444	\$9,804	\$11,000	11,000
Maint of Maintenance Building	5,371	6,656	8,736	6,095	10,000	10,000
Maint of Mains	38,867	45,570	26,372	42,131	50,000	50,000
Maint of Services	1,411	4,439	2,413	6,564	6,000	6,000
Maint of Hydrant	2,352	1,666	2,163	4,452	5,000	5,000
Maint of Meters	9,411	4,839	5,162	1,015	2,500	2,500
Maint of Tools	4,305	8,987	2,734	6,323	9,000	9,000
Backflow Prevention Prog	2,030	2,135	1,416	2,689	3,000	3,000
Sand.Grvl.Salt	(521)	1,265	(473)	644	1,000	1,000
TOTAL DIST EXP	\$72,121	\$83,265	\$60,966	\$79,716	\$97,500	\$97,500
<i>Billing Expense</i>						
Billing Expenses	\$17,879	\$18,213	\$18,595	\$18,410	\$21,000	\$21,000
Meter Reading	16,962	2,697	3,494	4,068	4,800	5,000
Office Supplies	1,472	1,271	2,000	1,515	2,500	2,000
TOTAL BILL EXP	\$36,313	\$22,181	\$24,089	\$23,993	\$28,300	\$28,000
<i>OTHER EXPENSES</i>						
P/R Taxes - SS	\$70,860	\$72,963	\$80,439	\$78,822	\$81,800	\$83,000
Unemployment Taxes	500	500	500	500	500	500
Medical Insurance	260,906	303,226	296,938	293,800	360,000	371,000
Wages-Health Buyout	6,918	7,965	4,058	4,257	0	\$ 4,700
Medical Surplus Refund						
Other Post Employment Benefits	6,425	2,264	0		0	0
Retirement	103,631	107,065	115,257	112,888	119,000	151,200
Telephone	5,104	5,864	5,640	5,849	7,000	7,000
Postage	2,203	2,385	2,111	2,068	2,700	2,900
Insurances	51,262	54,622	52,186	48,559	55,000	51,000
Consulting Fees			4,140		5,000	5,000
Audit Expense	10,500	10,500	11,000	11,770	12,000	13,000
Computer Support	9,795	12,214	11,521	11,367	13,000	20,000
Meetings	136	157	92	123	250	250
Education	3,210	3,167	3,555	1,618	5,200	4,000
Bad Debts		1,461			1,000	1,000
Attorneys Fees	801	15,571	483	606	4,000	2,000
Other Expenses/Misc	6,228	9,192	9,038	13,511	11,000	10,000
Purchases Discounts	(825)	(909)	(921)	(1,036)	(900)	(900)
Maint OFC Equip	2,517	1,953	2,230	1,959	2,600	2,600
Reserve/Contingency Fund					40,000	40,000
Safety Winnings/Reimb By City						
TOTAL OTHER EXP	\$540,171	\$610,161	\$598,266	\$586,659	\$719,150	\$768,250

LACONIA WATER DEPT
OPERATING BUDGET - 2021-2022

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</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	\$826	\$1,322	\$530	\$864	\$2,000	\$2,000
Depreciation	767,818	802,307	820,574	850,962	830,000	809,164
Interest on Bonds	40,026	36,353	32,064	28,210	25,850	63,813
Acme Building Maint	294	1,515	146	1,126	4,300	4,300
Loader Maintenance	1,077	2,015	3,313	1,532	1,500	1,500
Excavator Maint	4,582	2,726	2,984	3,909	5,000	5,000
Backhoe Maint	2,545	491	560	776	1,500	1,500
Vehicles Maint	16,485	14,285	13,986	14,899	18,000	18,000
Dump Trucks	2,178	2,477	2,394	3,386	3,500	4,000
Overhead Const	(14,755)	(26,358)	(32,460)	(23,138)	(20,000)	(20,000)
 TOTAL OTHER CHG	 \$821,077	 \$837,132	 \$844,091	 \$882,526	 \$871,650	 \$889,277
 LESS LABOR/CAPITAL IMPROV	 (63,653)	 (29,844)	 (74,000)	 (51,676)	 (50,000)	 (30,000)
 LESS LABOR/CAP RES PROJ	 (1,275)	 (11,201)	 (31,020)	 (29,955)		
 TOTAL EXPENSES	 \$2,632,846	 \$2,779,179	 \$2,708,096	 \$2,847,182	 \$3,120,175	 \$3,213,197
 NET INCOME/LOSS	 792,669	 (169,086)	 150,053	 128,101	 (135,175)	 (214,651)
DEPRECIATION	767,818	802,307	820,574	850,962	830,000	809,164
UNEXPENDED FUND	43,436	69,309	246,738	66,162	270,000	
FUNDS TRANSFERRED FROM CAP RESERVE	699,428	731,286	190,524	116,662		
 TOTALS	 \$2,303,350	 \$1,433,815	 \$1,407,887	 1,161,887	 \$964,825	 \$594,513
 CARRY OVERS	 43,436	 69,309	 246,736	 66,162	 270,000	
CAPITAL BUDGET	467,868	253,891	412,438	148,167	619,050	459,500
PAYMENT-BONDS	75,000	75,000	75,000	75,000	75,000	134,246
FUNDS TRANSFERRED TO CAP RES #1	1,055,000	512,000	210,000			
CAPITAL RESERVE FUND PROJECTS	698,385	706,958	235,882	116,662		
 TOTALS	 \$2,339,689	 \$1,617,159	 \$1,180,056	 \$405,991	 \$964,050	 \$593,746
 BALANCE/CAPITAL IMP FUND	 -\$36,338	 -\$183,343	 \$227,831	 755,896	 \$775	 \$767

**LACONIA WATER WORKS
FY 2021/2022 BUDGET**

SALARIES

NO. OF EMP	TITLE	GRADE	STEP	Weeks	# Hours	Hourly	Weekly	Annually
					Worked			
1	Superintendent*	25	1	52	40	39.97	1,598.80	\$86,917.29
1	Water Quality Supervisor*	17	5	52	40	34.49	1,379.60	\$72,456.38
1	Controller/Office Mgr*	17	5	52	40	34.49	1,379.60	\$71,738.58
1	Chief TP Operator	15	Max	52	40	31.89	1,275.60	\$ 66,331.20
1	Foreman	15	Max	52	40	31.89	1,275.60	\$ 66,331.20
1	Project Manager*	15	3	52	40	28.65	1,146.00	\$61,265.40
1	Lab Mgr/TP Oper*	13	4	52	40	27.43	1,097.20	\$ 57,965.43
1	Billing/Tech Sup. Clerk	12	Max	52	40	28.03	1,121.20	\$ 58,302.40
1	Equip. Operator	Equip 4	Max	52	40	27.07	1,082.80	\$ 56,305.60
1	Equip. Operator*	Equip 4	4	52	40	25.01	1,000.40	\$ 52,273.31
1	Mech/Equip Oper. *	Equip 4	2	52	40	22.89	915.60	\$ 48,684.27
1	Administrative Asst.	9	Max	52	40	24.45	978.00	\$ 50,856.00
1	TP Operator I*	9	7	52	40	24.08	963.21	\$ 50,212.86
1	TP Operator I*	9	5	52	40	23.14	925.60	\$ 48,359.47
1	Customer Serv. Rep.*	6	7	52	40	20.48	819.20	\$ 42,750.18
1	Laborer/Truck Driver	3	Max	52	40	23.21	928.40	\$ 48,276.80
1	Laborer/Truck Driver*	3	2	52	40	19.64	785.60	\$ 41,593.48
1	Maintenance/Laborer*	3	1	52	40	18.80	752.00	\$ 40,413.65
3	Water Commissioner			200.00/Qtr.		800.00/Yr.		\$ 2,400.00
TOTAL WATER WORKS								\$1,023,433.50

*Above pay rates include possible merit(step) increase

LACONIA WATER DEPT ACTIVITIES:

- Maintain the City-wide network of water lines. Maintain 627 hydrants, 6781 meters, and 1579 main gates.
- Operate and maintain the Water Treatment Plant, 7 Booster Stations and 7 Water Storage Tanks.
- Performs all Water and Sewer Billing for 6793 water and 6315 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.

2021-2022 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
- Complete Installation of Redundant Main Transmission Pipe to City

LACONIA WATER WORKS
ACCOUNT DESCRIPTIONS
FY 2021/2022 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. The reduction in this line is due to no load bank on the generator.

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 decrease is due to valves being rebuilt in previous year.

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. The increase is due to an increase cost for the generator service.

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 replacement of chemical pumps.

PURIF EQUIP MAINT – LONG BAY

This line funds the maintenance of the purification equipment at the Long Bay Tank and spare parts for chemical pumps. The increase in this line item is due increase cost for CL17 reagents.

PURIF EQUIP MAINT - BRIARCREST

This line funds the maintenance of the purification equipment at the Briarcrest station. The decrease is due to less anticipated expenses,

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. The increase is due to an increased cost for CL17 reagents.

PURIF EQUIP MAINT – LIGHTHOUSE STATION

This line funds the maintenance of the purification equipment at the Lighthouse Booster Station. The increase is due to an increased cost for CL17 reagents.

PURIF EQUIP MAINT – WEIRS STATION

This line funds the maintenance of the purification equipment at the Weirs Booster Station. The increase is due to an increased cost for CL17 reagents.

LABORATORY

This line funds the supplies allocated for operating the Laboratory at the Water Treatment Plant both for meeting the necessary requirements of the State of New Hampshire and the private water testing. The decrease is due to an anticipated decrease in number of outside tests that will be run.

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. The increase is due to anticipated increases in costs.

BRIARCREST STATION MAINT

This line funds the supplies allocated for maintaining the Briarcrest Station. The decrease is due to anticipated decreases in costs.

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 decrease is due an anticipated decrease for these items.

EVERGREENS PUMP STATION MAINTENANCE

This line funds the supplies allocated for maintaining the Evergreens Pump Station. The decrease is due to an anticipated decrease in costs.

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 increase is due to cleaning of the tanks.

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 decrease is due to the cost for the inspection of the Lighthouse water tank being removed.

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 decrease is due to the decrease in the anticipated amount of cost for the mixing valve.

POWER – EVERGREENS STATION

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

POWER – ENDICOTT STATION

This line item funds the cost of power for the Endicott Station. The decrease is due to an anticipated decrease in the amount of electricity that will be used.

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. The decrease is due to an anticipated decrease in the amount of electricity that will be used.

HEAT - TREATMENT PLANT

This line funds the amount for heating the treatment plant facility. Level Funded.

HEAT – EVERGREENS STATION

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

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 decrease is due to an anticipated decrease in the amount of backwash flow that is discharged into the sewer system after completion of the clarifier enhancement project.

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. The increase is due to an anticipated decrease in fuel costs.

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 decrease is due to the removal of the 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. Level Funded.

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

MAINT OF HYDRANT

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

MAINT OF METERS

This line funds the materials for changing, recalibrating, repairing, and sealing water meters. The decrease is due to an anticipated decrease 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. The decrease is based on an anticipated decrease in items purchased.

P/R TAXES - SS

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

UNEMPLOYMENT TAXES

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

WAGES-HEALTH BUYOUT

This line item funds the payment to employees who do not currently use the water department's medical insurance. The increased is based on one of the employees being covered by his spouse.

RETIREMENT LWW

This line funds the Water Works portion for retirement paid on behalf of the employees. The increase is due to an increase in the employer percentage charged by the NH Retirement System.

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. The increase is due to an anticipated increase in postage rates.

INSURANCES

This line funds the Property, Liability, Workers Compensation and Public Officials Liability Insurance. This decrease is due to an anticipated decrease in costs.

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 increase is due to anticipated increase costs for software support and added license fees for Office 365.

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 decrease is due to decrease in number of classes being attended.

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 decrease due to an anticipated decrease in fees.

PURCHASES DISCOUNTS

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

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. Level Funded.

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 change to depreciate water mains over 50 years versus 40 years.

INTEREST ON BONDS

This line funds the amount that the Water Works will pay for the interest portion of the Water Tank and the Lakeport Project Bonds during the fiscal year. The increase is due to the new bond being added.

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. Level Funded.

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. Level Funded.

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. The increase is due to anticipated increases in costs.

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 and the Lakeport Project Bonds. The increase is due to the new bond that has been added.

LACONIA WATER DEPT CAPITAL BUDGET 2021-2022

<u>CARRY OVER PROJECT:</u>	BUDGET 2022
 <u>2021/2022 Purchases</u>	
Pump/Motor Replacement & Upgrade Program	30,000
Distribution System Upgrades	40,000
Meter Reading System Upgrade	20,000
Computers/Software	10,000
Meter System Upgrade	20,000
SCADA System Upgrade	15,000
VFD Drives for Weirs Booster Station	30,000
Limatorques Valve Upgrades	15,000
Sander Unit #18	12,000
Sign for Water Department Office	12,500
Chemical Pump Upgrades	10,000
1/2 Ton Service Truck #4	40,000
HVAC Replacement Treatmeent Plant (Installment #3)	30,000
TOTAL PURCHASES	\$284,500
 PROJECTS - 2021/2022	
McGrath St. Oak to Clairmont	100,000
Academy Street Bridge	60,000
Elm St. Upgrade Franklin St to Hickory Stick Lane	15,000
TOTAL PROJECTS 2021/2022	\$175,000
TOTAL PURCHASES & PROJECTS	\$459,500



INTERNAL SERVICE FUNDS

Fund 92 – Vehicle Repair

Fund 93 – Vehicle Replacement

ISF SUMMARY

	2019-20 Actual	2020-21 Budget	2021-2022		
	Vehicle Repair and Replacement	Vehicle Repair and Replacement	Fund 92 Vehicle Repair	Fund 93 Vehicle Replacement	Total
EMS	\$100,000	\$105,100	\$37,100	\$75,000	\$112,100
Administration	\$0	\$0	\$0	\$0	\$0
Finance	\$668	\$500	\$0	\$500	\$500
Licensing	\$363	\$500	\$0	\$500	\$500
Planning	\$740	\$500	\$0	\$500	\$500
Code	\$585	\$3,100	\$2,900	\$500	\$3,400
Assessing	\$7,625	\$500	\$0	\$500	\$500
Records	\$90	\$500	\$0	\$500	\$500
Elections	\$0	\$500	\$0	\$500	\$500
Police	\$204,000	\$192,600	\$82,600	\$140,029	\$222,629
Fire	\$195,000	\$215,418	\$120,600	\$118,231	\$238,831
Motorcycle Week	\$0	\$400	\$0	\$500	\$500
Welfare	\$78	\$500	\$0	\$500	\$500
Recreation & Facilities	\$66,116	\$63,410	\$45,200	\$25,491	\$70,691
PW-Solid Waste	\$1,719	\$500	\$0	\$500	\$500
Public Works	\$198,536	\$384,700	\$318,000	\$103,715	\$421,715
SSF	\$18,537	\$62,496	\$80,300	\$15,519	\$95,819
POLICE DETAIL	\$22,950	\$0	\$22,500	\$0	\$22,500
Other & Bond Proceeds	\$8,875	\$139,922	\$0	\$100,403	\$100,403
Total Revenues	\$825,881	\$1,171,146	\$709,200	\$583,387	\$1,292,587
Expenses	\$1,279,147	\$1,182,496	\$684,228	\$608,360	\$1,292,588
	-\$453,267	-\$11,350	\$24,972	-\$24,973	\$0

ISF Revenues (Funds 92 & 93 Combined)			
Fiscal Year	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	\$933,481	-\$197,983

FY2021-2022 BUDGET

Fund 92 ISF Repair

		Replacement and Repair							
		16-17	17-18	18-19	19-20	20-21	21-22	21-22	21-22
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	DEPT REQ	MANAGER	COUNCIL
REVENUES									
92-301-001-0091	Emergency Ambulance Servic	-	-	100,000	25,000	30,100	\$ 37,100	\$ 37,100	\$ 37,100
92-301-001-0401	Administration	-	-	-	-	-	\$ -	\$ -	\$ -
92-301-001-0403	Finance	538	180	668	-	-	\$ -	\$ -	\$ -
92-301-001-0404	Licensing	355	360	363	-	-	\$ -	\$ -	\$ -
92-301-001-0405	Planning	740	295	740	-	-	\$ -	\$ -	\$ -
92-301-001-0407	Code	1,855	1,193	585	2,200	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900
92-301-001-0411	Assessing	4,667	4,893	7,625	-	\$ -	\$ -	\$ -	\$ -
92-301-001-0415	Records	43	225	90	-	\$ -	\$ -	\$ -	\$ -
92-301-001-0417	Elections	25	-	-	-	\$ -	\$ -	\$ -	\$ -
92-301-001-0437	Police	187,964	195,424	204,000	105,000	95,500	\$ 82,600	\$ 82,600	\$ 82,600
92-301-001-0445	Fire	200,398	190,488	195,000	117,000	89,600	\$ 120,600	\$ 120,600	\$ 120,600
92-301-001-0448	Motorcycle Week	273	234	-	-	-	\$ -	\$ -	\$ -
92-301-001-0477	Welfare	238	145	78	-	-	\$ -	\$ -	\$ -
92-301-001-0479	Recreation & Facilities	56,840	56,718	66,116	28,000	42,500	\$ 45,200	\$ 45,200	\$ 45,200
92-301-001-0493	PW-Solid Waste	112	1,928	1,719	75,000	-	\$ -	\$ -	\$ -
92-301-001-0500	Public Works	239,823	234,112	198,536	-	363,600	\$ 318,000	\$ 318,000	\$ 318,000
92-301-001-0900	SSF	71,507	39,320	18,537	13,224	62,496	\$ 80,300	\$ 80,300	\$ 80,300
92-301-001-0960	POLICE DETAIL	-	-	22,950	-	-	\$ 22,500	\$ 22,500	\$ 22,500
92-301-001-9999	Other & Bond Proceeds **	18,003	41,900	8,875	-	-	\$ -	\$ -	\$ -
TOTAL REVENUE		\$783,381	\$767,415	\$825,881	\$363,224	\$685,996	\$709,200	\$709,200	\$709,200
EXPENSES - SALARIES									
92-401-101-0001	SALARIES	\$163,985	\$162,193	\$ 147,268	\$ 158,506	\$189,025	\$ 191,230	\$ 191,230	\$ 191,230
92-401-105-0001	OVERTIME	2,862	4,726	3,671	4,504	3,400	\$ 4,000	\$ 4,000	\$ 4,000
92-401-106-0000	PERSONAL	-	-	3,842	3,852	-	\$ -	\$ -	\$ -
92-401-106-0001	SICK	-	-	2,285	1,572	-	\$ -	\$ -	\$ -
92-401-107-0001	HOLIDAY	-	-	7,266	7,391	-	\$ -	\$ -	\$ -
92-401-108-0001	VACATION	-	-	10,061	8,289	-	\$ -	\$ -	\$ -
92-401-109-0000	LONGEVITY	360	390	420	420	420	\$ 420	\$ 420	\$ 420
SALARY TOTAL		\$167,207	\$167,309	\$174,813	\$184,533	\$192,845	\$195,650	\$195,650	\$195,650
EXPENSES - OPERATING									
92-401-200-0000	OPERATING EXP	14,558	27,026	15,515	12,899	16,000	\$ 16,000	\$ 16,000	\$ 16,000
92-401-391-0000	DEPRECIATION	-	-	409,198	-	-	-	-	-
92-497-401-0437	POLICE VEHICLES	91,249	98,183	-	-	-	-	-	-
92-497-401-0500	PUBLIC WORKS/EQUIP	149,614	153,079	155	-	-	-	-	-
92-497-401-0445	FIRE TRUCK/VEHICLE	114,444	113,740	-	-	-	-	-	-
92-497-401-479	PARKS & REC	16,899	18,400	-	-	-	-	-	-
92-497-401-401	ADMIN/CODE	-	1,237	-	-	-	-	-	-
92-497-401-0090	SSF	7,492	5,561	-	-	-	-	-	-
92-429-140-0000	MISC	654	654	-	-	-	-	-	-
92-401-214-0000	BOND PAYMENT EXPENSE	67,152	65,720	64,327	-	-	-	-	-
92-401-215-0000	TOOLS, SUPPLIES	34,055	35,828	36,395	22,596	40,000	37,000	37,000	37,000
92-401-218-0000	REPAIR, PARTS	89,631	45,540	153,419	184,443	88,000	99,700	99,700	99,700
92-401-218-0000	PROP & LIABILITY INS.	-	-	12,540	11,610	12,540	12,500	12,500	12,500
92-401-239-0000	OIL	9,361	5,777	5,691	4,157	7,500	7,000	7,000	7,000
92-401-240-0000	TIRES	24,478	34,993	21,240	13,408	30,000	30,000	30,000	30,000
92-401-241-0000	GAS/DIESEL	128,191	150,779	165,499	136,359	179,000	160,000	160,000	160,000
92-401-247-000	TRAINING	-	360	175	2,708	700	-	-	-
92-401-251-0000	CLOTHING ALLOWANCE	2,514	2,867	2,752	1,805	3,000	2,500	2,500	2,500
92-401-303-0000	MISC	2,767	1,816	2,496	3,163	2,600	3,000	3,000	3,000
92-429-120-0000	FICA	12,486	12,483	12,947	14,062	14,706	14,900	14,900	14,900
92-429-135-0000	NH RETIRE.	18,831	19,183	20,148	21,710	21,472	24,700	24,700	24,700
92-433-125-0000	WC	6,076	4,702	5,278	5,886	5,900	4,478	4,478	4,478
92-429-130-0000	HEALTH INS.*	60,871	63,779	65,885	68,763	71,733	76,800	76,800	76,800
OPERATING TOTAL		\$851,323	\$861,707	\$993,659	\$503,571	\$493,151	\$488,578	\$488,578	\$488,578
GRAND TOTAL		\$1,018,530	\$1,029,016	\$1,168,472	\$688,104	\$685,996	\$684,228	\$684,228	\$684,228
Net		-\$235,149	-\$261,601	-\$342,592	-\$324,880	\$0	\$24,972	\$24,972	\$24,972

* 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	Auto Maint Foreman	16	10	52	40	\$31.92	\$1,276.80	\$66,393.60
1	Mechanic	46	8	52	40	\$28.97	\$1,158.80	\$60,257.60
1	Mechanic	45	8	52	40	\$28.97	\$1,158.80	\$60,257.60
*	Temporary Help							\$4,321.00
Total								\$191,229.80

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

ACCOUNT DESCRIPTIONS

The Internal Service fund (ISF) vehicle repair budget funds maintenance for all 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 the employees' overtime for this Division.

FICA

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

NH RETIREMENT

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 14.06%

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.

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 November 6, the Federal Energy Information Administration is forecasting:

- Retail gasoline prices to average \$2.66/gal in 2021 and \$2.59/gal in 2021.
- Retail diesel prices to average \$2.94/gal in 2020 and \$2.91/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 2021-2022 BUDGET

Fund 93 ISF - Replacement

	<u>19-20 ACTUAL</u>	<u>20-21 BUDGET</u>	<u>21-22 DEPT REQ</u>	<u>21-22 MANAGER</u>	<u>21-22 COUNCIL</u>
<u>REVENUES</u>					
93-301-001-0091 EMS	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
93-301-001-0401 Administration	-	\$ -	-	-	-
93-301-001-0403 Finance	500	\$ 500	500	500	500
93-301-001-0404 Licensing	500	\$ 500	500	500	500
93-301-001-0405 Planning	3,000	\$ 500	500	500	500
93-301-001-0407 Code	3,000	\$ 900	500	500	500
93-301-001-0411 Assessing	4,800	\$ 500	500	500	500
93-301-001-0415 Records	250	\$ 500	500	500	500
93-301-001-0417 Elections	250	\$ 500	500	500	500
93-301-001-0437 Police	87,500	\$ 97,100	140,029	140,029	140,029
93-301-001-0445 Fire	98,402	\$ 125,818	118,231	118,231	118,231
93-301-001-0448 Motorcycle Week	300	\$ 400	500	500	500
93-301-001-0477 Welfare	350	\$ 500	500	500	500
93-301-001-0479 Recreation & Facilities	37,000	\$ 20,910	25,491	25,491	25,491
93-301-001-0493 PW-Solid Waste	1,700	\$ 500	500	500	500
92-301-001-0500 Public Works	228,242	\$ 21,100	103,715	103,715	103,715
92-301-001-0900 SSF	-	\$ 11,350	15,492	15,492	15,492
93-301-001-0960 POLICE DETAIL	31,463	-	-	-	-
93-301-001-9999 Other & Bond Proceeds **	-	\$ 139,922	100,403	100,403	100,403
TOTAL REVENUE	572,257	\$496,500	\$583,360	\$583,360	\$583,360
<u>EXPENSES</u>					
93-401-391-0000 DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -
93-497-401-0437 POLICE CRUISER	194,050	\$ 200,000	150,000	150,000	150,000
93-497-401-0479 PARKS & REC	78,240	\$ 25,000	84,000	84,000	84,000
93-497-401-0500 PUBLIC WORKS/EQUIP	255,884	\$ 210,000	210,000	210,000	210,000
FIRE TRUCK/VEHICLE	-	-	50,000	50,000	50,000
ADMIN/CODE	-	-	54,260	54,260	54,260
SSF	-	-	-	-	-
MISC	-	-	-	-	-
93-487-337-0010 BOND PRINCIPAL	57,970	\$ 61,500	58,000	58,000	58,000
93-487-337-0010 BOND INTEREST	4,899	\$ 61,500	2,100	2,100	2,100
TOTAL EXPENSES	591,043	\$496,500	\$608,360	\$608,360	\$608,360
Net	(18,787)	\$0	-\$25,000	-\$25,000	-\$25,000

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.



SPECIAL REVENUE FUNDS

MOTORCYCLE WEEK

AMBULANCE - EMS

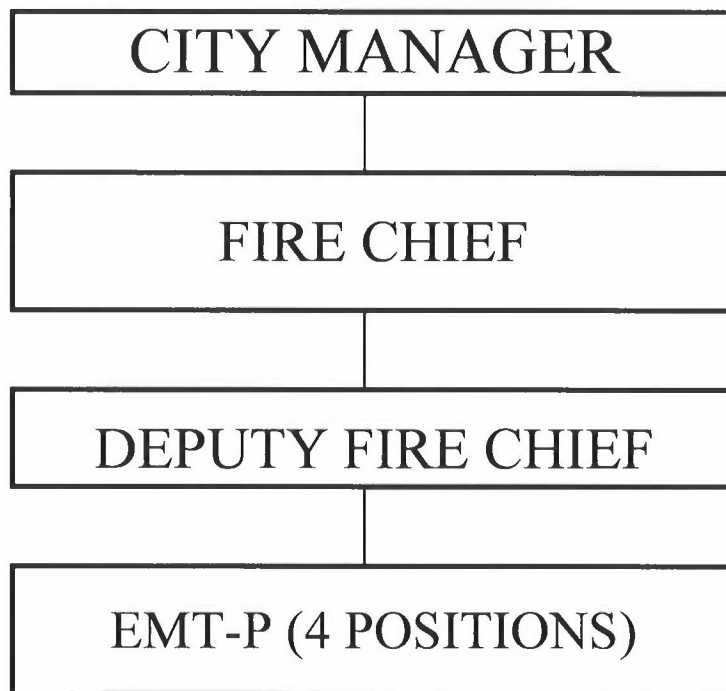
FY 2021-2022 BUDGET

MOTORCYCLE WEEK SPECIAL REVENUE

	<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>ACTUAL</u>	<u>20-21</u> <u>BUDGET</u>	<u>21-22</u> <u>DEPT</u>	<u>21-22</u> <u>MANAGER</u>	<u>21-22</u> <u>COUNCIL</u>
<u>Revenues</u>								
Boardwalk/Lakeport	\$24,500	\$22,500	\$24,500	\$5,250	\$24,500	\$ 24,500	\$ 24,500	\$ 24,500
Photo Tower/Bike Show	2,254	3,070	2,196	-	2,200	2,200	2,200	2,200
Site Review Revenue	11,950	12,050	12,375	7,350	14,000	14,000	14,000	14,000
Licensing	89,690	75,505	79,010	1,600	85,000	85,000	85,000	85,000
Trademark Revenue	-	15,200	21,550	-	10,000	10,000	10,000	10,000
Other	5,000	5,000	3,840	25	4,000	4,000	4,000	4,000
Total Revenues	\$133,394	\$133,325	\$143,471	\$14,225	\$139,700	\$139,700	\$139,700	\$139,700
<u>Expenses</u>								
<u>SALARIES</u>								
POLICE- Out of Town Police	60,258	47,692	38,550	-	47,000	\$ 40,000	\$ 40,000	\$ 40,000
POLICE- Overtime	14,492	28,389	20,148	-	38,000	38,000	38,000	38,000
DPW- Labor	7,941	3,820	4,507	-	8,000	8,000	8,000	8,000
FIRE- Extra Duty Labor	15,550	16,824	17,724	-	19,000	19,000	19,000	19,000
Food Inspections/Support	1,500	1,352	931	-	1,400	1,000	1,000	1,000
MW Retirement	9,245	14,155	12,095	0	17,400	20,267	20,267	20,267
TOTAL SALARIES	\$108,986	\$112,232	\$93,955	\$0	\$130,800	\$126,267	\$126,267	\$126,267
<u>STATION W</u>								
Lights/ Power	\$ -	\$ 886	\$ -	\$ -	\$ 400	\$ 200	\$ 200	\$ 200
Building Maintenance	1,528	-	626	-	1,000	500	500	500
TOTAL STATION W	\$1,528	\$886	\$626	\$0	\$1,400	\$700	\$700	\$700
<u>OTHER</u>								
PD Telephone	\$ 118	\$ 54	\$ -	\$ -		\$ -	\$ -	\$ -
PD Printing	-	-	-	-	300	300	300	300
Building Supplies			56	-	100	100	100	100
PD Supplies	173	342	252	-	500	500	500	500
Fire Supplies	-	-	189	-	-	-	-	-
PD Equipment Maint./ Rental	-	1,073	119	-	1,000	1,000	1,000	1,000
PD Radio Maintenance	-	-	-	300	400	400	400	400
DPW- Vehicle Usage	273	560	-	-	400	400	400	400
DPW-Signs, Materials, Supplies	3,569	3,250	4,317	-	5,000	5,000	5,000	5,000
DPW- Traffic Counts	360	180	210	-	250	250	250	250
PD Miscellaneous	-	-	225	-	500	500	500	500
DPW- Sweeping Contractor	3,962	3,802	4,064	-	4,000	4,000	4,000	4,000
DPW- Trash Collection	7,020	8,000	925	3,014	8,500	8,500	8,500	8,500
Food Service	3,989	2,124	4,016	-	4,000	4,000	4,000	4,000
Fire - Food	-	-	1,141	-	1,100	1,100	1,100	1,100
DPW- Chemical Toilets	3,140	4,601	3,815	-	4,600	4,600	4,600	4,600
Lighting Rentals	2,031	2,092	2,007	1,300	2,200	2,200	2,200	2,200
Legal	-	3,038	6,576	-	-	-	-	-
Trademark Expense	-	-	10,000	15,000	10,000	10,000	10,000	10,000
Equipment-Police-cruisers ***	-	-	-	-	-	-	-	-
Equipment-Fire ***	-	-	-	19,435	-	-	-	-
TOTAL OTHER	\$ 24,635	\$ 29,116	\$ 37,913	\$ 39,049	\$ 42,850	\$ 42,850	\$ 42,850	\$ 42,850
TOTAL EXPENSES	\$135,149	\$142,234	\$132,494	\$39,049	\$175,050	\$ 169,817	\$ 169,817	\$ 169,817
NET	-\$1,755	-\$8,909	\$10,977	-\$24,824	-\$35,350	\$ (30,117)	\$ (30,117)	\$ (30,117)



AMBULANCE EMS



FY 2021-2022 BUDGET

Ambulance-EMS

		<u>18-19</u> <u>ACTUAL</u>	<u>19-20</u> <u>ACTUAL</u>	<u>20-21</u> <u>BUDGET</u>	<u>21-22</u> <u>DEPT</u>	<u>21-22</u> <u>MANAGER</u>	<u>21-22</u> <u>COUNCIL</u>
<u>REVENUES</u>							
91 301-001-0001	Billing Revenues	\$ 1,010,000	\$ 1,063,617	\$ 1,026,000	\$ 1,112,000	\$ 1,112,000	\$ 1,112,000
91 301-001-0002	Training Revenues	\$ 15,000	\$ -	\$ 15,000	15,000	15,000	15,000
TOTAL REVENUE		\$ 1,025,000	\$ 1,063,617	\$ 1,041,000	\$ 1,127,000	\$ 1,127,000	\$ 1,127,000
<u>SALARIES</u>							
91-445-105-0000	Regular Salaries	\$313,643	\$337,135	\$327,721	\$ 332,131	\$ 332,131	\$ 332,131
91-445-105-0000	Extra Duty Coverage	49,489	54,841	23,570	52,000	52,000	52,000
91-445-106-0000	Sick-Injury Coverage	8,853	29,124	19,404	39,000	39,000	39,000
91-445-106-0001	Personal Coverage	6,663	7,625	17,870	21,600	21,600	21,600
91-445-107-0000	Holidays	16,809	18,577	18,500	18,870	18,870	18,870
91-445-108-0000	Vacation	8,834	18,483	18,856	33,500	33,500	33,500
91-445-109-0000	Longevity	180	210	240	-	-	-
91-445-110-0000	Termination	-	15,113	-	-	-	-
91-445-112-0000	Educational Stipend	3,600	-	1,500	-	-	-
91-445-115-0000	Salary Adj.	-	-	4,200	-	-	-
91 445 120-0000	Medicare Exp	6,108	7,426	6,240	6,934	6,934	6,934
91-445-125-0000	Worker's Compensation	21,408	22,584	22,600	22,300	22,300	22,300
91-445-130-0000	Health Insurance	100,196	119,949	133,137	117,200	117,200	117,200
91-445-135-0000	Retirement	133,165	147,915	129,500	150,834	150,834	150,834
TOTAL SALARIES		\$668,949	\$778,982	\$723,338	\$ 794,369	\$ 794,369	\$ 794,369
<u>OTHER</u>							
91-445-201-0000	Telephone	746	906	700	\$ 700	\$ 700	\$ 700
91-445-207-0000	Postage	14	-	50	50	50	50
91-445-214-0000	Misc Supply	1,336	5,803	3,000	5,000	5,000	5,000
91-445-214-0001	Medical Supplies	50,791	59,285	58,000	59,000	59,000	59,000
91-445-218-0000	P & L Insurance	6,734	6,320	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	32,088	30,000	30,000	30,000	30,000
91-445-247-0001	Training - Other	-	360	4,000	4,000	4,000	4,000
91-445-253-0000	Physical Exams	816	408	2,000	2,000	2,000	2,000
91-445-275-0000	Billing/Collection Expense	45,592	49,343	56,000	54,000	54,000	54,000
91-445-275-0001	Lockbox Expenses	4,547	5,114	4,500	5,000	5,000	5,000
91-445-470-0000	Equipment	14,219	11,453	15,000	15,000	15,000	15,000
91-445-470-0001	Equipment Lease	28,620	28,332	27,000	28,000	28,000	28,000
TOTAL OTHER		\$162,873	\$199,412	\$212,250	\$ 214,750	\$ 214,750	\$ 214,750
<u>INTERNAL SERVICE</u>							
91-445-234-0000	Vehicle Repairs	25,000	25,140	30,100	\$ 37,123	\$ 37,123	\$ 37,123
91-445-234-0001	Vehicle Replacement	75,000	75,000	75,000	75,000	75,000	75,000
TOTAL ISF		\$100,000	\$100,140	\$105,100	\$ 112,123	\$ 112,123	\$ 112,123
GRAND TOTAL		\$931,822	\$1,078,534	\$1,040,688	\$1,121,242	\$1,121,242	\$1,121,242

AMBULANCE EMS SALARIES

SALARIES

No of Emp	Title	Grade	Step	Weeks	# Hours Worked	Hourly	Weekly	Annually
1	Deputy Chief EMS **			52	42		\$1,639.03	\$85,229.56
2	FF6th/EMT-P			52	42	\$28.86	\$1,212.12	\$126,060.48
1	FF5th/EMT-P			52	42	\$28.02	\$1,176.84	\$61,195.68
1	FF4th/EMT-P			52	42	\$27.31	\$1,147.02	\$59,645.04
Total Ambulance								\$332,130.76

*Above Rates Include Possible Merit (Step) Increases

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



TAX INCREMENT FINANCING

DISTRICTS

DOWNTOWN TIF DISTRICT

LAKEPORT TIF DISTRICT

WEIRS TIF DISTRICT

	Downtown	Lakeport	Weirs
Current Value (2019 MS1)	\$115,882,098	\$37,469,467	\$123,800,843
Original Value	\$70,676,650	\$39,121,300	\$81,482,633
Captured Value	\$45,205,448	-\$1,651,833	\$42,318,210
Maximum Retained Value *	\$22,602,724	-\$825,917	\$21,159,105
Estimated Tax Rate **	\$17.80	\$17.80	\$17.80
Maximum Increment	\$402,328	\$0	\$376,632

Downtown

Est. Beginning Fund Balance	\$1,017,662
FY21 Expenses:	
2015 Bond Payment	\$100,472
Colonial Bond Payment	\$210,000
Parking Garage Security Cameras	\$2,200
Riverwalk	\$0
Total	\$312,672
Recommended Increment	\$250,000
Est. Ending Balance	\$954,990
<i>Prior Year Increment</i>	<i>\$238,061</i>

Lakeport

Est. Beginning Fund Balance	\$29,631
FY21 Expenses:	
	\$0
Total	\$0
Recommended Increment	\$8,129
Est. Ending Balance	\$37,760
<i>Prior Year Increment</i>	<i>\$8,129</i>

Weirs

Est. Beginning Fund Balance	-\$144,105
FY21 Expenses:	
Bond Payment	\$108,838
Eversource	\$50,000
Total	\$158,838
Recommended Increment	\$170,000
Est. Ending Balance	-\$132,943
<i>Prior Year Increment</i>	<i>\$120,000</i>

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

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



APPROVED RESOLUTIONS

CITY OF LACONIA

In the Year of our Lord two thousand and twenty-one:

**A RESOLUTION RELATIVE TO CARRYING FORWARD CERTAIN APPROPRIATIONS
FROM FISCAL YEAR 2021 INTO FISCAL YEAR 2022 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, 2021 into the Fiscal Year beginning July 1, 2022. All amounts are not to exceed totals:

GENERAL FUND**FROM EXISTING OPERATING BUDGET****ADMINISTRATION**

01-431-343-0000	CONTINGENCY	City Appearance Improvement	\$20,000.00
01-431-343-0000	CONTINGENCY	Ironman Event	\$20,000.00
01-431-360-0001	COLONIAL THEATRE LEASE	Same	\$84,500.00
01-489-480-0031	MILFOIL TREATMENT	Same	\$34,400.00

FINANCE

01-429-130-0000	HEALTH INSURANCE	Fire - Self Contained Breathing App.	\$162,300.00
01-432-303-0006	INFO TECH - INTERNET	Technology Enhancements	\$27,600.00

FIRE

01-445-251-0001	PROTECTIVE CLOTHING	Same	\$15,000.00
01-445-253-0000	PHYSICAL EXAMS	Same	\$9,900.00

WELFARE

01-477-315-0000	City Relief	Same	\$13,000.00
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LIBRARY

01-481-101-0000	SALARIES (LIBRARY)	Library Building Repairs	\$15,000.00
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SOLID WASTE

01-493-304-0001	TRANSFER STATION	Same	\$8,278.00
01-493-304-0003	CONCORD COOP	Same	\$35,116.00

PUBLIC WORKS

01-510-000-1000	APPROPRIATION - PARKING TRAFFIC	Road Paint	\$24,000.00
01-502-000-1000	APPROPRIATION WINTER MAINTENANCE	Winter Maintenance Reserve	\$74,800.00
01-503-000-1000	APPROPRIATION - WINTER MAINT. OC	Winter Maintenance Reserve	\$8,200.00
01-511-000-1100	APPROPRIATION - TREE WORK	Same	\$4,000.00
01-513-000-1300	APPROPRIATION - SIGNS	Parking Garage Deck Repairs	\$8,000.00
01-504-000-1000	APPROPRIATION - CLOSED LANDFILL	Same	\$25,000.00

FROM EXISTING CAPITAL BUDGET**PUBLIC WORKS**

01-497-500-0013	PUBLIC WORKS-STREET REPAIRS	Same	\$253,240.83
01-497-500-0015	BRIDGE REPAIR & MAINTENANCE	Same	\$7,826.75
01-497-500-0022	DPW Building Replacement	Same	\$20,000.00
01-497-500-0026	DPW-Building Repairs	Same	\$8,520.00
01-497-500-0049	CITY WIDE DRAINAGE IMPROVEMENTS	Same	\$75,000.00
01-497-500-0054	DPW DOCUMENT PRESERVATION	Same	\$10,000.00

FROM EXISTING ROLL OVER ACCOUNTS**Purpose****ADMINISTRATION**

01-499-402-0002	LITIGATION RELATED EXP	Same	\$28,871.00
01-499-402-0006	ATTORNEY/ENVIRONMENTAL EXP (15)	Same	\$2,025.00
01-499-477-0001	WELFARE RELIEF	Same	\$37,000.00
01-499-432-0001	IT PROJECTS	Same	\$8,192.27

PLANNING/CODE/CONSERVATION

01-499-405-0004	PLANNING O/S CONTRACTS	Same	\$11,598.16
01-499-422-0010	Weed Watchers	Same	\$1,000.00
01-499-489-0005	MILFOIL TREATMENT	Same	\$8,188.06

ASSESSING

01-499-411-0002	ASSESSING O/S REVAL	Same	\$2,117.72
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PARKS AND FACILITIES

01-499-479-0018	COMMUNITY CENTER HEATING	Same	\$7,297.16
01-499-479-0020	OPECHEE PARK PEDESTRIAN WALKWAY	Same	\$9,800.25
01-499-479-0026	ENDICOTT ROCK BEACH ENGINEERING (2013)	Same	\$40,000.00
01-499-479-0027	INDIAN STATUE REFURBISH	Same	\$1,675.00
01-499-479-0037	WEIRS BEACH BATHHOUSE		\$35,837.00

SOLID WASTE

01-499-493-0001	SOLID WASTE-TRANSFER STATION FACILITY	Same	\$40,465.00
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PUBLIC WORKS

01-499-500-0001	DPW-GUARD RAILINGS AND RAILS	Same	\$20,000.00
01-499-500-0008	FENCE RAILS & GUARDRAILS	Same	\$37,754.00
01-499-500-0015	Signs	Same	\$2,550.00
01-499-500-0029	CITY WIDE DRAINAGE IMPR	Same	\$33,411.00
01-499-500-0044	DPW-ACADEMY S BRIDGE STUDY (2013)	Same	-\$59,504.43
01-499-500-0057	BRIDGE REPAIR & MAINT	Same	\$2,414.00
01-499-500-0060	Weirs Boardwalk Retaining Wall	Same	\$23,648.11
01-499-500-0061	Langley Brook Bridge Repair	Same	\$20,000.00
01-499-500-0062	DPW Building Engineering	Same	\$1,152.67

SANITARY SEWER FUND**FROM EXISTING OPERATING BUDGET**

90-465-101-0000	CONTINGENCY	Same	\$83,500.00
90-465-215-0000	SANITARY SEWER STUDIES	Same	\$30,000.00
90-487-337-0010	SSF Bonds - Principal	SSF Contingency	\$50,900.00
90-488-380-0010	SSF Bond Interest	SSF Contingency	\$23,100.00
90-409-000-1000	APPROPRIATION-SEWER MAINT	SSF Contingency	\$1,000.00
90-421-000-1000	APPROPRIATION-PUMPING STATION MAINT	Same	\$37,800.00
90-423-000-1000	APPROPRIATION-KEASOR CT PUMP STATION	Same	\$5,400.00
90-430-000-1000	APPROPRIATION-LANGLEY COVE	Same	\$7,100.00
90-434-000-1000	APPROPRIATION-PAUGUS	Same	\$4,100.00
90-439-000-1000	APPROPRIATION-CHRISTMAS ISLAND	Same	\$3,300.00
90-440-000-1000	APPROPRIATION-HILLCREST DR	Same	\$3,100.00
90-441-000-1000	APPROPRIATION-EDGEWATER AVE	Same	\$3,100.00
90-448-000-1000	APPROPRIATION-ROLLERCOASTER RD	Same	\$3,900.00
90-449-000-1000	APPROPRIATION-CHAPIN TERRACE	Same	\$3,400.00

FROM EXISTING CAPITAL BUDGET

		Purpose	
90-497-497-0026	HILLCREST DR/MASS AVE PUMPING STATION	Same	\$20,000.00
90-497-497-0031	GRAVITY SEWER MAINS	Same	\$297,044.00
90-497-497-0037	BLACK BROOK PUMP STATION UPGRADES	Same	\$150,000.00
90-497-497-0038	KEASOR CT P/S GENERATOR	Same	\$70,000.00
90-497-497-0040	PAUGUS PUMP STATION EQUIP UPGRADE	Same	\$50,000.00
90-497-497-0045	LANGLEY P/S EQUIP UPGRADE	Same	\$75,000.00
90-497-497-0053	LAWRENCE P/S UPGRADE	Same	\$75,000.00
90-497-497-0057	Vactor Dumping Station	Same	\$406,568.18
90-497-497-0058	Supervisory Control & Data Acq Upgrade	Same	\$35,000.00
90-497-497-0059	Coil System Condition Assessment	Same	\$33,957.43
90-497-497-0060	Asset Management Program	Same	\$50,000.00

FROM EXISTING ROLL OVER ACCOUNTS

90-499-497-0033	BLACK BROOK P/S	Same	\$75,085.22
90-499-497-0035	PUMP STATION CONTINGENCY (14)	Same	\$57,719.07
90-499-497-0040	PAUGUS P/S EQUIP	Same	\$1,813.98
90-499-497-0041	INFILTRATION & INFLOW STUDY	Same	\$60,500.00
90-499-497-0045	LANGLEY P/S EQUIP UPGRADE	Same	\$125,177.72
90-499-497-0047	PUMP STATION CONTROL DATA STUDY	Same	\$9,468.00
90-499-497-0057	Vactor Dmping Station	Same	\$10,000.00
90-499-497-0058	Supervisory Control & Data Acq Upgrade	Same	\$3,800.00
90-499-497-0083	PAUGUS P/S TOTAL UPGRADE	Same	\$108,171.89
90-499-497-0084	Keasor P/S Upgrade	Same	\$22,179.76
90-499-497-0085	Chapin Terrace P/S Upgrade	Same	\$15,967.84
90-499-497-0088	Lawrence P/S Upgrade	Same	\$23,053.28
90-499-497-0089	Shore Drive P/S Upgrade	Same	\$1,642.84
90-499-700-0007	CHRISTMAS ISLAND PUMP STATION	Same	\$2,289.40

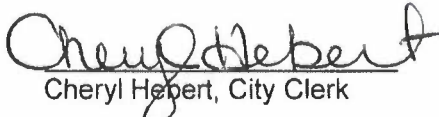
AMBULANCE/EMS FUND**FROM EXISTING ROLL OVER ACCOUNTS**

91-499-445-0000	Staff Development	Same	\$5,140.00
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This Resolution shall take effect upon its passage.


Andrew Brosmer, Mayor

Passed and approved this 28th day of June 2021


Cheryl Hebert, City Clerk

RESOLUTION

RES-2021-09

CITY OF LACONIA

In the Year of our Lord two thousand and twenty-one

**A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR
ANTICIPATED GRANTS FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND
TERMINATING JUNE 30, 2022**

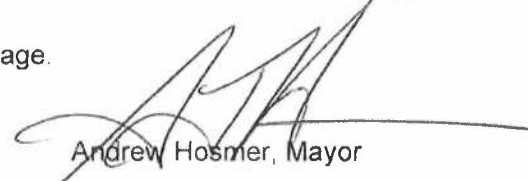
Resolved by the City Council of the City of Laconia, as follows:

That the following itemized appropriations be made for the fiscal year beginning July 1,
2021 and terminating June 30, 2022.

ANTICIPATED GRANTS

APPROPRIATIONS GRAND TOTAL	\$4,154,726
LESS REVENUES	\$4,154,726
BALANCE TO BE RAISED BY TAXES	\$0

This Resolution shall take effect upon its passage.


Andrew Hosmer, Mayor

Passed and approved this 26 day of July, 2021


Cheryl Hebert, City Clerk

RESOLUTION

RES-2021-10

CITY OF LACONIA

In the Year of our Lord two thousand and twenty-one:

**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, 2021 AND TERMINATING JUNE 30, 2022**

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, 2021
and terminating June 30, 2022

SANITARY SEWER FUND

APPROPRIATIONS GRAND TOTAL	\$4,290,340
LESS REVENUES	\$4,290,340
 CAPITAL OUTLAY	 \$2,451,000

WATER WORKS FUND

APPROPRIATIONS GRAND TOTAL	\$2,538,279
LESS REVENUES	\$2,538,279
 CAPITAL OUTLAY	 \$459,500

This Resolution shall take effect upon its passage.


Andrew Hosmer, Mayor

Passed and approved this 26 day of July, 2021


Cheryl Hebert, City Clerk

RESOLUTION

RES-2021-11

CITY OF LACONIA

In the Year of our Lord two thousand and twenty-one:

**A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR THE
INTERNAL SERVICES FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND
TERMINATING JUNE 30, 2022**

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, 2021
and terminating June 30, 2022

INTERNAL SERVICE FUND

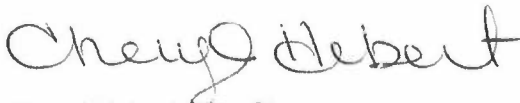
APPROPRIATIONS GRAND TOTAL
LESS REVENUES

\$1,292,587
\$1,292,587

This Resolution shall take effect upon its passage.


Andrew Hosmer, Mayor

Passed and approved this 26 day of July 2021



Cheryl Hebert, City Clerk

RESOLUTION

RES-2021-12

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, 2021 AND TERMINATING JUNE 30, 2022

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, 2021 and terminating June 30, 2022

SPECIAL REVENUE FUND - MOTORCYCLE WEEK

APPROPRIATIONS GRAND TOTAL	\$169,817
LESS REVENUES	\$139,700

SPECIAL REVENUE FUND - AMBULANCE EMERGENCY MEDICAL SERVICES

APPROPRIATIONS GRAND TOTAL	\$1,121,242
LESS REVENUES	\$1,127,000

This Resolution shall take effect upon its passage.


Andrew Hosmer, Mayor

Passed and approved this 26 day of July 2021


Cheryl Hebert, City Clerk

RESOLUTION

RES-2021-13

CITY OF LACONIA

In the Year of our Lord two thousand and twenty-one:

**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, 2021 AND TERMINATING JUNE
30, 2022**

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, 2021
and terminating June 30, 2022

DOWNTOWN TIF

APPROPRIATIONS GRAND TOTAL	\$250,000
LESS REVENUES	\$250,000

LAKEPORT TIF

APPROPRIATIONS GRAND TOTAL	\$8,129
LESS REVENUES	\$8,129

WEIRS TIF

APPROPRIATIONS GRAND TOTAL	\$170,000
LESS REVENUES	\$170,000

This Resolution shall take effect upon its passage.


Andrew Hosmer, Mayor

Passed and approved this _____ day of _____ 2021

Cheryl Hebert, City Clerk