



City of Keene

New Hampshire



Operating Budget | 2013-2014

**CITY OF KEENE, NEW HAMPSHIRE
2013/2014 PROPOSED OPERATING BUDGET**

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City of Keene

New Hampshire

May 1, 2013

The Honorable Mayor and members of the Keene City Council:

Keene isn't inexpensive, but it is worth it!

This is the conversation that the Mayor and I have been having with Keene's employer community as we have sought to answer the question, "What is a sustainable community, and what does it take to become and remain a sustainable community?"

Equally important, and possibly even more important to some, is the ongoing conversation that City Councilors have with all of the taxpaying public, employer and resident alike; a conversation that seeks to identify community priorities, establish the financial blueprint necessary to accomplish those priorities, and by doing so achieve the community's goals for sustainability. Goals that include economic development, social equity, quality education, expanded recreation for all ages both active and passive, and the preservation of Keene's incredible rich natural environment. However, one of the great paradoxes in a democratic tradition is that there is a constituency for every conceivable government program, and only through the process of "give and take" can the community determine an acceptable cost for the programs that it values. This process is intended to be interactive, but frequently it is passive to the extent the individual taxpayer does not voice an opinion or objection during the process. And of course the level of interaction varies as each specific program and proposed budget item is discussed. Also important to the conversation is the concept that the City is a business answerable to its stockholders who often have important but competing interests.

This conversation among members of the community is ever present and can be heard at meetings, on the street, at the supper table, and wherever people gather together. Their sense of well-being is paramount and the cost associated with this well-being is best understood in the present...what is my tax dollar being used for now, and what value do I personally receive for my hard earned cash? This budget seeks to answer these questions and more.

Imbedded in the budget document are efficiencies, economies and forward thinking ideas. The tools for this are contract management, creative solutions, value engineering, greater use of technology, and cost leveraging through grants, donations, tax credits and private investment. Using these tools, this year's budget, while limiting the increase in tax revenues to 3.37% overall (or 1.2% when adjusted for the downshifting of retirement costs to the City by the New Hampshire Legislature), is all the more remarkable in that this 1.2% increase adjusts for increases in salaries, benefits, energy, and services, as measured against a local economy that is characterized by flat revenues and declining property values. How has this been possible?

Since 2009, the City has reduced, through attrition, the number of full time employees by 12%, substituting part-time and contracted employees wherever possible. Management positions have been combined, technical support outsourced, and projects such as the Robin Hood Dam have been re-engineered which alone created a savings of \$300,000.00. These combined strategies have resulted in avoided cost to the City equal to several million dollars to date.

New initiatives being undertaken such as the “Building a Spirit of Place” program are meant to encourage community investment through donations, personal connection, and voluntarism. Such initiatives not only help to capture a sense of ownership and participation by the public in the community’s long-term viability, they also lay the foundation for long-term affordability by envisioning sustainability as a journey rather than a destination.

Over the last four years, the City has accomplished more with fewer tax dollars than at any time within the last one hundred years. These accomplishments include new state of the art facilities such as the Central Fire Station and Keene Middle School, and a new courthouse which is currently under construction, ahead of schedule and under budget. In addition, community capital campaigns are planned to pay for a new Ice Rink and for additions to the Keene Public Library to include a technology learning center and general connection to the overall library campus. Other important projects include the phasing of the multi-use trails system improvements made possible by the newly constructed North Bridge. Parking in the downtown is also a top project priority and necessary to the economic vitality of the City. Tax increment financing will be the mechanism for paying for this essential improvement without directly impacting the City’s taxpayers.

All these projects, and more, are important to Keene’s vibrancy and continued vitality. New development in the downtown, as well as attracting and maintaining businesses are fundamental and essential requirements for a sustainable and affordable future. Fortunately, there are many projects in addition to the ones listed that Keene can undertake to continue to move in the direction of long-term sustainability while also improving the quality of our citizen’s lives in the short-term. Investing in the community is in everyone’s interest, but doing so in a manner consistent with affordability and need is the challenge. This year’s budget strikes the right balance between affordability and investment in the community, and meets that challenge.

PRIOR FISCAL INITIATIVES:

Last year’s seven initiatives included a comprehensive review and streamlining of all regulatory processes; the placement of emphasis on contracted services; the creation of an Industrial Relations Board; an ongoing review of the components of the city code with the Goal to reduce by 30% the number of existing rules and regulations; the establishment of the Mayor’s President’s Court; the creation of a wish list of items that members of the community, and civic groups might donate money and/or in-kind services towards; and, the review of Parks & Recreation Programs in order to establish a baseline cost for participation unique to each activity.

Progress relative to each of these initiatives has been made with the exception of the formation of Industrial Relations Board and the review of Parks & Recreation Programs. These two initiatives will receive top priority during the next fiscal year. The City Manager's introductory comments during the budget workshops scheduled in May 2013 will also address the seven different initiatives from the previous year in more detail.

BUDGET PROCESS:

For city staff the cycle established for the annual operating budget and capital improvements program keeps attention on the city's fiscal condition and long term objectives. The development, review, and deliberation of the Capital Improvements Program (CIP) considering capital needs over a six year cycle facilitates a longer perspective toward operational expenses and supports projecting operational costs over a three year horizon. Staff investment in these efforts provides the City with the ability to anticipate and respond to challenges and opportunities in a thoughtful and deliberate manner.

Through development of the CIP and annual operating budget, City staff focuses on the community's vision aligning both capital projects and services to its values. Advancing further this effort will be the additional long term initiatives detailed in last year's budget message that include a comprehensive review of regulatory process to achieve streamlining to better meet customer needs as well as a careful review and evaluation of components of the City Code seeking to retain only those that help move the City toward the ideas set forth in the Comprehensive Master Plan.

Incorporation of the five goals established for the organization known by the acronym V.O.I.C.E continues as part of operating budget narratives. These goals are:

- Value everyone
- Obtain public input
- Inform the public
- Continually assess facilities and infrastructure
- Establish priorities

Performance measures, as expressed through V.O.I.C.E., are integrated into service delivery maintaining in the forefront these values and reinforcing the commitment of City employees to outstanding public service. This commitment produces on a daily basis the services and amenities that enhance quality of life for those who live, learn, and work in, as well as enjoy the City of Keene.

BUDGET FORMAT:

This document presents budget information in accordance with the fund structure detailed in City Fiscal policy separates activities supported by the General Fund, Special Revenue Funds

(Parking, PC Replacement, and Solid Waste Funds), Proprietary Funds (Sewer and Water Funds), and Equipment Fund which is an internal service fund.

For each fund, summary and more detailed information is provided that includes:

- Reports providing revenues and expenses incorporating prior years' budget data as well as requested and recommended FY14 funding levels, and estimates of revenue and expenses for FY14/15 and FY15/16. Capital appropriation and debt service expenditures are updated to coincide with the CIP adopted by the City Council in March 2013.
- Expenditure budget summaries segregating recommended personnel and operational expenses with a roll up of staffing included in FY13/14 recommended appropriations.
- Written narratives providing information about operations, accomplishments and challenges.
- Narrative forms detailing mission, primary services and responsibilities, fiscal year objectives and metrics.
- Operating budget detail for departments, or other funds, with all cost centers summarized and when appropriate by cost center.

USE OF FISCAL POLICIES:

Fiscal policies provide ongoing guidance to the city staff on matters pertaining to fiscal and finance related issues. These policies, while not specific from year to year, provide structure for the City's financial operations and budgets as well as measures aimed at advancing the organization's sustainability and fiscal stability.

This document contains annual, appropriated, balanced budgets for the General, Parking, PC Replacement, Solid Waste, Sewer, Water and Equipment Funds. Each of these funds are self-balancing, and the inter-fund transfers are in the form of user fees and charges to other City departments (for PC replacement, utilities and fleet) and administrative charges reimbursing the General Fund for administrative services that support the operation of the other funds.

The Parking Fund supports infrastructure and operations securing the economic vitality and dynamic activity in the downtown. To sustain commerce, professional services, employment, arts, education, and economic development, the City is advancing several initiatives to ensure sustainability of this operation. Parking Fund operations are supported primarily by income generated through parking meters, rentals, and enforcement sources which have not experienced rate adjustments for many years. Capital improvements expanding parking opportunities are supported through tax increment and this year's capital budget advances assessment of parking needs and the engineering support for an additional parking structure. Positive economic activity, development downtown, and expanding arts, culture and recreation activities in the City's core support development of additional strategies in support of this essential amenity.

A flow control ordinance passed by the City Council in 2010 was designed to ensure the sustainability of the generator supported business model utilized for solid waste and recycling operations. Flow control requires that all waste generated within the City be brought to the solid waste facility for recycling or transport. While advancing for a time the financial security of this fund, staff continues to investigate innovative methods and technologies to support sustainable, ecologically sound solid waste operations.

As indicated by staff during review of the CIP, rates for water and sewer utility operations are reviewed annually and adjusted to continue the self-supporting nature of these funds. Rates changes for the water and sewer funds were approved by City Council in December of 2012 and utilized to calculate bills sent out in January of 2013. Infrastructure improvements and replacement of equipment that has reached the end of its life cycle, as detailed in the CIP, will require continuation of this regular review cycle.

As we consider the General Fund, fiscal policy provides several measures that advance the fiscal health and financial stability of the City. Other policy guidelines, such as that requiring periodic review of tax credits and exemptions which occurred at the close of 2012, are more operational in nature. Development of the CIP, with its first year capital budget, as well as operating budgets direct attention toward resources dedicated to capital appropriations and debt service, property tax increases and stability provided by fund balance.

Fiscal policy parameters regarding General Fund debt service and capital outlay appropriations contain these expenditures, on a five year average, at or less than 15% of General Fund expenditures. As of the end of FY12/13, this parameter is slightly higher than the previous year at 16.44%. As indicated last year, this higher parameter had been anticipated and is attributable to higher debt service which will be paid down in the next few years. Projections developed following the recent adoption of the FY14-19 CIP forecast this measure moving toward its benchmark in out years of the capital plan.

City policy states that property tax increases from year to year shall be limited to an amount equal to the change in the Boston Consumer Price Index (CPI), net of expenditures required by law and debt service payments. The Boston CPI change was up 1.6% for 2012 (the Northeast Urban CPI was up 1.9% for the same period). This adjustment to the Boston CPI, combined with our policy would allow for a property tax revenue increase of \$826,463 as outlined on the next page:

	<u>Allowable Increase</u>
<u>Boston CPI</u>	
% change in Boston CPI (2012 annual)	1.60%
property tax revenues, escalated by change in Boston CPI	\$ 351,695
General Fund increase due to NHRS rates	\$ 474,768
FY13 (2012 tax year) property tax revenue	\$ 21,980,960
FY14 (2013 tax year) property tax revenue	\$ 22,807,423
TAX INCREASE TO MEET GUIDELINE \$ 826,463	

Fiscal policy in place would allow for taxes to increase 3.76% because of increases in “must pay” items, in this case retirement costs that include the City’s constitutional obligation to contribute to the unfunded liability of the New Hampshire Retirement System.

While the national and regional economic indicators are beginning to trend toward improvement, the economy still presents challenges for residents, businesses and other property owners in Keene. Recognizing this, City departments were charged with developing budgets that would result in a smaller increase in tax revenues to support City services. Following review of initial budget submissions, departments were then required to further reduce operating budget expenditures (net of fixed costs such as PC and fleet charges) an additional 1.5%. The recommended tax revenue increase resulting from these efforts is \$740,856 (3.37%). Required retirement contributions comprise 2.2% of this total indicating that revenue to support other general fund expenditures are projected to increase at a rate of 1.2% or .4% less than CPI. Advancing a conservative approach when calculating tax rate projections total assessed valuation, which has remained steady over the past few years, is estimated to be level with the prior fiscal year

A key indicator in the City’s preparedness to withstand and respond to fiscal challenges such as those presented by the flooding in May of 2012 or challenges presented by the larger fiscal environment, is the amount retained in the General Fund unallocated fund balance. City fiscal policy establishes a target range of 7% to 10% of the total of the City’s General Fund budget, local and state education taxes, and the county tax. To provide this estimate of fiscal condition, we begin with a number from the audited financials for FY12: the unassigned fund balance or that available for expenditure. Anticipated budgetary savings or assignments of fund balance in FY13 including commitments made to emergencies or secure grants are then included. Anticipated budgetary use of fund balance in during FY14 (assigned fund balance) is finally considered to provide an estimate of anticipated unassigned fund balance going into FY14.

ESTIMATED YEAR END 06/30/13 INFORMATION:				
Policy to retain unallocated fund balance at 7% =	\$		4,894,331	
Policy to retain unallocated fund balance at 10% =	\$		6,991,901	
Estimated Unassigned Fund Balance For FY13				
Total unassigned fund balance 6/30/12 - audit	\$		6,801,107	
Estimated budgetary savings FY13 (less than 3% of operating budget)	\$		1,000,000	
Other assignments of fund balance during FY13 (flooding/airport)	\$		(665,644)	
Other assignments - carryforwards/encumbrances from FY13 - est	\$		(225,000)	
Less: estimated budgetary addition to (use of) fund balance in FY14 - est	\$		(963,854)	
Net unassigned fund balance at year end	\$		5,946,609	
		Total Budget & Tax Assessments		Policy Target
			7.00%	10.00%
City's operating budget FY12/13	\$	34,275,682	\$ 2,399,297.74	\$ 3,427,568
School tax assessment 2012	\$	25,153,327	\$ 1,760,732.89	\$ 2,515,333
State education tax assessment 2012	\$	4,466,188	\$ 312,633.16	\$ 446,619
County property tax assessment 2012	\$	6,023,814	\$ 421,666.98	\$ 602,381
		TOTAL	\$ 69,919,011	\$ 4,894,331
				\$ 6,991,901
Estimate of unassigned fund balance			8.5%	on June 30, 2013
Estimate of unallocated fund balance (assigned for FY14 and unassigned)			10.2%	on June 30, 2013

For purposes of demonstrating fiscal policy compliance, adjustments to the timing of future year obligations are applied. This results in calculation of an estimate of unallocated fund balance at the close of FY13 of 10.2% demonstrating compliance with this fiscal policy parameter. Moving forward assigned fund balance, as defined by the updated governmental accounting standard and considering anticipated FY14 assignments is also estimated to remain within this policy's range.

OTHER REVENUES:

Non-tax revenues supporting the General Fund have generally remained steady in FY13. The upcoming budget anticipates this trend continuing and anticipates some economic activity and actions to enhance revenue generated to support services from non-tax sources.

In the area of motor vehicle registrations, a modest trend which began in FY12 has continued and the City is anticipating continued small gains in this important revenue source. Revenues derived from leases will see small increases with rental rates tied to CPI indexes. Anticipated full occupancy at the Transportation Center and the income expected to be generated by the rental of a property at the south end of the airport are anticipated. Reductions in rental payments generated by lease of space for the District Court, expected to move to the new courthouse toward the end of FY14, have also been factored into this budget.

Intergovernmental revenues factored into this budget include those received from the state government, agencies or institutions, local governments, the school or county.

Intergovernmental revenue sources anticipated increase in a manner that is related to the cost to provide service include those received from Keene State College (KSC), Keene School District and those received from other towns related to ambulance service. Extension of the Municipal Services Agreement between the City of Keene and KSC through FY14 results in anticipation of additional revenue as the agreement incorporated an increase of \$5,000 in its payment to offset fire service and a provision that link funding provided for an officer to wage and personnel related costs. The contribution of \$10,000 in recognition of the cost impact of the college population on the Keene Police Department's prosecutorial load is also included. Financial support from the Keene School District offsetting 75% of the wage and personnel related costs to provide a City Police officer to serve as School Resource Officer at the Keene High School continues.

While no further erosion of the City's significant recurring revenues in the General Fund derived from the State of New Hampshire is projected, the still developing state budget adds some uncertainty. With action to finalize the state budget not anticipated until later in June, at this point it appears that the temporary suspension of statutory provisions increasing Rooms and Meals Revenue distributed to local governments will continue in FY14. Highway Block Grant distributions reduced by approximately \$50,000 in FY13 are projected to continue at FY13 levels as there is no clear indication whether the final state budget will include revenue measures that will increase transportation funding for communities.

The benefit of low interest rates enjoyed by the City when financing capital projects also results in lower earnings on investments and accordingly a reduction these earnings is projected for FY14.

As part of the budget development process, city staff conducted a review of the revenues and fees. Modification of some charges and fees, including update of the benchmark used to establish ambulance billing rates, will be advanced to support the FY14 budget.

OUTSIDE AGENCY FUNDING GRANTS:

Funding requests for outside agencies are developed through a process initiated by a notice to the community and submission by agencies of applications. Agency requests are organized by Human Services and then reviewed by a committee comprised of City staff from a variety of departments including Human Services, Finance, Police and Fire. Information received from agencies that includes documentation identifying the financial impact their service will have on the City of Keene, the number of Keene residents assisted, agency goals and objectives, and how City funding will be used, if approved, is considered. Recommendations resulting from the committee's work augment the efforts and deliberations of the City Council during its budgetary review process. This year the committee advances as a supplemental request funding of Hundred Nights Shelter as a supplemental request for the City Council's consideration. Providing support to Hundred Nights for shelter services through the General Assistance Shelter

Services budget was unsuccessful during FY13 since the MOU process did not result in qualifying for General Assistance any City residents who were provided shelter during this past winter's Hundred Nights shelter season.

<u>Agency</u>	<u>Authorized FY12</u>	<u>Authorized FY13</u>	<u>FY14 Agency Request</u>	<u>FY14 CM recommendation</u>
Senior Citizens' Center	7,013	7,000	8,000	8,000
Monadnock Substance Abuse	2,000	2,000	2,000	2,000
Big Brothers Big Sisters	10,500	10,500	15,000	10,500
Keene Community Kitchen	60,000	65,000	65,000	65,000
Elderly Meals on Wheels	9,500	9,500	9,500	9,500
Southwest Community Services	10,000	10,000	10,000	10,000
Phoenix House	3,600	3,600	0	0
Aids Serv./Monadnock Region	5,950	5,000	6,000	5,000
Transporting (City Express)	83,000	86,000	86,000	86,000
Dental Works	4,250	0	0	0
100 Nights Shelter	0	0	30,000	11,000
TOTAL	\$195,813	\$198,600	\$231,500	\$207,000

BOND RATING, DEBT SERVICE AND CAPITAL:

To finance larger projects, as outlined in the CIP, the City relies on sale of bonds. Fiscal policies adopted maintain the City's strong financial position attracting investors to our bonds and keep their interest rates low.

The City's is now concluding the bonding of several projects including consolidated infrastructure improvements on Middle, Winter and Washington Streets, sewer main and Martel Court pump station improvements and the city's contribution toward the new courthouse now under construction. As part of this effort Standard and Poor's Rating Service evaluated the City and re-affirmed our AA rating confirming our very healthy creditworthiness. Our fiscal health is supported by the City's attention to fiscal forecasting that is incorporated into the capital improvement program and operating budget processes, attentiveness to the community's vision and fiscal policies which all contribute to the City's long term financial stability valued by investors.

This year's capital budget includes one project, the FY14 Consolidated Infrastructure Project (\$1,325,000) recommended for financing through the issuance of bonds. Other capital budget projects resulting from the adopted CIP included in this budget are funded through current revenues or other sources. An additional capital budget item in the form of an appropriation to the conservation fund in an amount equal to 50% of the collected land use change tax for FY12/13 has been added in accordance with fiscal policy.

PERSONNEL:

The City workforce is made up of unionized and non-union employees. The unionized employees fall under one of six collective bargaining agreements (CBAs). Agreements for two of these units, NHFT Keene Police Officers and NHFT Keene Police Supervisors continue into FY13 providing for wage increases indicated below. Negotiations are underway with the City's other bargaining units.

<u>Group</u>	<u>Contract Expiration</u>	<u>FY13 Increase</u>
AFSCME - Public Works	6/30/2013	to be negotiated
IAAF - Keene Firefighters	6/30/2013	to be negotiated
IAAF - Keene Fire Supervisors	6/30/2013	to be negotiated
NHFT - Keene City Employees	6/30/2013	to be negotiated
NHFT - Keene Police Officers	6/30/2014	1.35%
NHFT - Keene Police Supervisors	6/30/2015	1.35%

An allowance has been included in the recommended budget to provide funding for an across the board wage increase to the non-union group, Public Works, Fire unions and Keene City Employees union.

Limitations on additional funding resulted in recommending only two staffing changes restoring positions to full time levels that address our highest priorities. Responding to department needs and to secure administrative continuity full time funding for Fire Department Administrator's position is included in the recommended base budget. To enable the vision of the Recreation Master Plan adopted by the City Council, the part time position of Recreation Programmer is returned to full time status. Other additional staffing requests detailed below are not included in the budget due to funding constraints:

- Full time Facilities Maintenance Manager in Facilities;
- Increase of Full time Health and Code Enforcement Administrative Assistant;
- Restore full time status of the IMS Help Desk Position ;
- Full time Database Analyst in IMS.

Our trend toward combining management positions, outsourcing, and substituting full time workers with part time workers whenever possible is anticipated to continue. An example of this is substitution of two full time library positions, following retirements, with four part time workers. Deferring the hiring of a Human Services/Youth Services Director until spring of 2014 and assigning oversight responsibility to the ACM/Human Resources Director this function is an additional cost saving measure incorporated into the budget. Although not accommodated in the recommended budget, recognizing how use of technology creates conditions advancing an efficient and effective workforce, part time contract employee services funded through a carry forward in FY13 hope to be continued in this manner to fill the Database Analyst need.

Changes to our compensation plans to be proposed are limited in the upcoming fiscal year although the budget includes funds to provide health care coverage for qualified part time

employees under the Affordable Health Care Act and a limited expansion of leave benefits to part time employees as reviewed with the City Council in March of 2013.

As stated at the outset, the largest contributor to this year's budget increase is derived from rates established bi-annually by the New Hampshire Retirement System. The chart below compares FY13 rates to those applicable for FY14 and into FY15.

<u>NHRS Rates</u>	<u>FY13</u>	<u>FY 14</u>
Fire (Group II)	22.89%	27.74%
Police (Group II)	19.95%	25.30%
Other Employees (Group I)	8.80%	10.77%

These rates reflect reduction to zero in FY12 the historical contributions by the State of New Hampshire of 35% then 25% toward the retirement cost of public safety employees. All rates reflect increases of greater than 20% over those assessed in FY13 with unfunded liability assessment is the largest component in the calculation of employer rates. Current actuarial projections from the NH Retirement System projects that rate changes increases should be less dramatic in future years, in this case FY16/FY17.

CLOSING REMARKS:

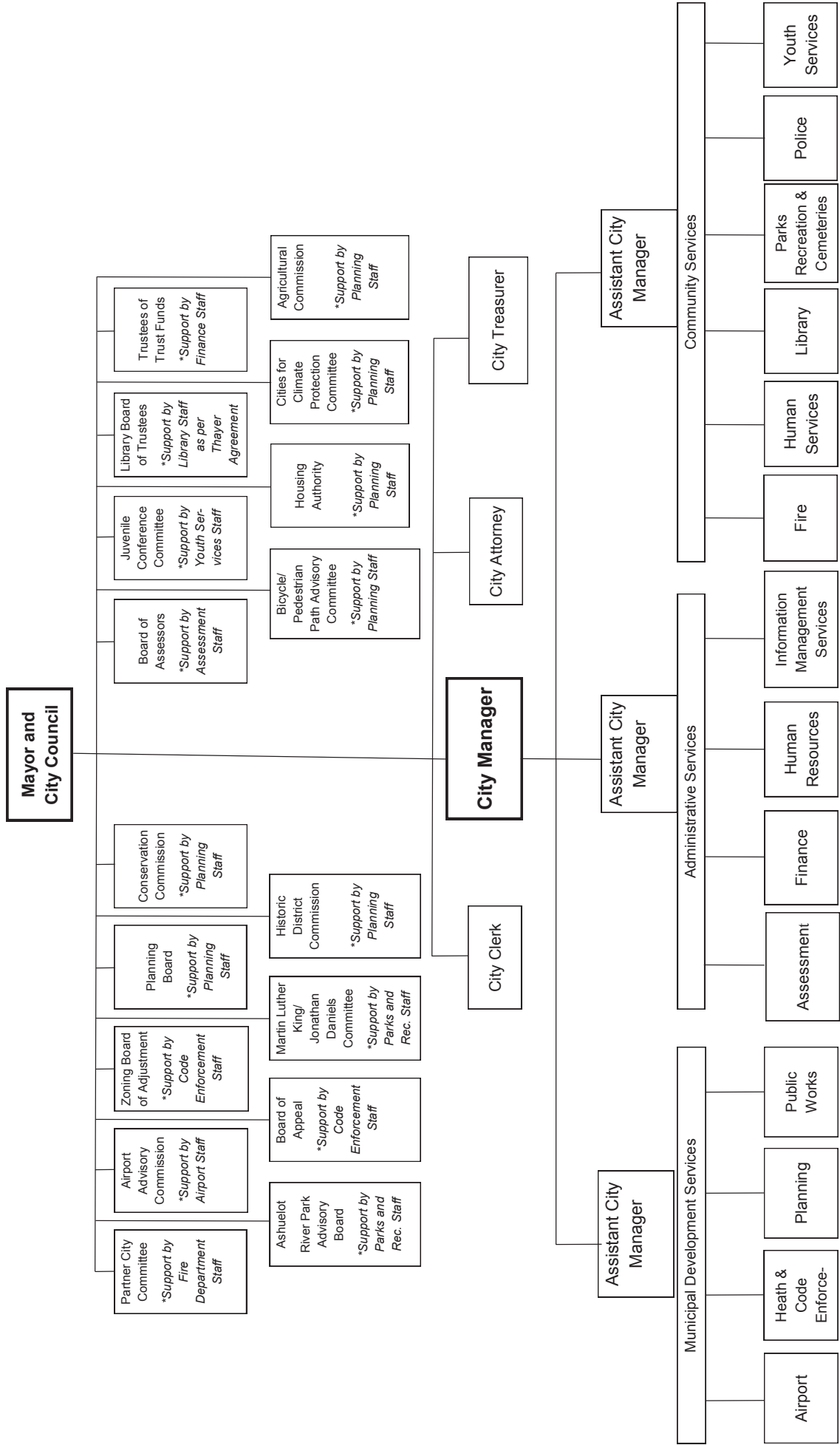
On behalf of all of your city employees, I thank you for the opportunity to present this proposed budget. We look forward to your questions and subsequent approval of this document and the carrying out of the various decisions contained herein.

Respectfully submitted,



John A. MacLean
City Manager

City of Keene Organizational Chart



**CITY OF KEENE, NEW HAMPSHIRE
Supplemental Items List - FY13/14 Budget**

Cost Center	Cost Center	Amount	Notes	requested amount	amount included in CM recommendation
<u>General Fund</u>					
Outside Agencies	00002 62133	\$ 4,500	Senior Center	\$ 1,000	\$ 1,000
Outside Agencies	00002 62135	\$ 4,500	Big Brothers / Big Sisters	\$ 4,500	\$ -
Outside Agencies	00002 62141	\$ 1,000	Aids Service / Monadnock Region	\$ 1,000	\$ -
Outside Agencies	00002 62149	\$ 30,000	100 Nights Shelter	\$ 30,000	\$ 11,000
Unclassified	00003 61316	\$ 5,000	Pumpkin Festival	\$ 5,000	\$ 5,000
Unclassified	00003 62457	\$ 1,500	Veterans Council	\$ 1,500	\$ 1,500
Capital Projects - Conservation	00004 68011	\$ 8,855	conservation land acquisition - land use change tax	\$ 8,855	\$ 8,585
Public Works - Forestry	02019 62372	\$ 10,000	Tree/Forestry Maintenance	\$ 10,000	\$ -
Public Works - Beaver Brook Drainage	02025 62760	\$ 24,000	brush cutting and noxious weed control	\$ 24,000	\$ -
TOTAL General Fund Requested		\$ 89,355		TOTAL General Fund Included	\$ 15,085
<u>Parking Fund</u>					
Outside Services	01501 61401	\$ 5,250	seasonal: parking deck & surface lot litter control and maintenance	\$ 5,250	\$ 5,250
Outside Services	01501 61704	\$ 402	est. for 30 weeks @ 17.5 hours per week	\$ 402	\$ 402
Outside Services	01501 61705	\$ 109		\$ 109	\$ 109
TOTAL Parking Fund Requested		\$ 5,761		TOTAL Parking Fund Included	\$ 5,250
<u>Solid Waste Fund</u>					
Transfer / Recycling Facility	10001 62350	\$ 12,000	reset retaining wall in public dropoff area	\$ 12,000	\$ 12,000
TOTAL Solid Waste Fund Requested		\$ 12,000		TOTAL Solid Waste Fund Included	\$ 12,000
<u>Sewer Fund</u>					
Sewer Administration	08000 62734	\$ 12,000	sewer service camera	\$ 12,000	\$ 12,000
Martel Court Pump Station	08003 62350	\$ 1,500	replace 28 year old fire alarm panel w/ digital fire alarm system	\$ 1,500	\$ 1,500
Martel Court Pump Station	08003 62350	\$ 1,450	replace corroded double fire doors to the influent side of the bldg	\$ 1,450	\$ 1,450
Martel Court Pump Station	08003 62350	\$ 9,820	replace 28 year old noxious gas detection system (safety issue)	\$ 9,820	\$ 9,820
Martel Court Pump Station	08003 62350	\$ 3,100	replace (2) 28 year old hazardous location wall heaters	\$ 3,100	\$ 3,100
Laboratory	08004 62734	\$ 2,770	E. coli incubator	\$ 2,770	\$ 2,770
Laboratory	08004 62734	\$ 2,100	Lab Turbidimeter	\$ 2,100	\$ 2,100
Laboratory	08004 62761	\$ 680	software to calculate BOD results directly from meter readings	\$ 680	\$ 680
Wastewater Treatment	08006 62311	\$ 1,750	replace 12" plug valve in the return activated plug line	\$ 1,750	\$ 1,750
Wastewater Treatment	08006 62311	\$ 9,820	replace 28 year old noxious gas detection system (safety issue)	\$ 9,820	\$ 9,820
TOTAL Sewer Fund Requested		\$ 44,990		TOTAL Sewer Fund Included	\$ 44,990
<u>Water Fund</u>					
Water Administration	05000 62435	\$ 900	10 week basic water system training course - 2 attendees	\$ 900	\$ 900
Water Administration	05006 62438	\$ 300	biennial renewal of water system operator licenses (6)	\$ 300	\$ 300
Hydrants	05003 62760	\$ 4,450	automatic flushing hydrant for system flushing	\$ 4,450	\$ 4,450
Meters	05004 62760	\$ 15,000	drop in heads for master meters for billing N Swanzey Water Prec.	\$ 15,000	\$ 15,000
Meters	05004 62760	\$ 1,200	portable generator and pump for meter pits	\$ 1,200	\$ 1,200
Water Treatment Facility	05006 62435	\$ 5,800	Hach Co. onsite training on the WIMS database system	\$ 5,800	\$ 5,800
Water Treatment Facility	05006 62435	\$ 450	10 week basic water system training course - 1 attendee	\$ 450	\$ 450
Laboratory	05007 62120	\$ 1,036	triennial copper and lead testing of 60 samples. EPA rule	\$ 1,036	\$ 1,036
Laboratory	05007 62120	\$ 6,720	testing for 21 unregulated drinking water contaminants. EPA rule	\$ 6,720	\$ 6,720
Water System Maintenance	05008 62311	\$ 12,305	cleaning and inspection of the 7 water tanks. Done every 5 years	\$ 12,305	\$ 12,305
TOTAL Water Fund Requested		\$ 48,161		TOTAL Water Fund Included	\$ 48,161
<u>Equipment Fund</u>					
		\$ -		\$ -	\$ -
TOTAL Equipment Fund Requested		\$ -		TOTAL Equipment Fund Included	\$ -
GRAND TOTAL - ALL FUNDS REQUESTED		\$ 200,267	GRAND TOTAL - ALL FUNDS - RECOMMENDED		\$ 125,486

CITY OF KEENE, NEW HAMPSHIRE
PROPERTY TAX RATE CALCULATION & PROJECTION
FY2013/2014 OPERATING BUDGET

	Actual 11/12	Revised Budget 12/13	Estimate	Base	Dept Request Supplemental 13/14	Total	City Manager 13/14	Projection FY 14/15	Projection FY 15/16
PROPERTY TAX CALCULATION:									
Assessed Value (in thousands) for local tax calc.	1,860,935,000	1,857,058,431	1,857,058,431	1,857,058,431	1,857,058,431	1,857,058,431	1,857,058,431	1,857,058,431	1,857,058,431
Assessed Value (in thousands) for state tax calc.	1,809,935,000	1,807,247,531	1,807,247,531	1,807,247,531	1,807,247,531	1,807,247,531	1,807,247,531	1,807,247,531	1,807,247,531
Tax Rate:									
City	\$11.78	\$12.15	\$12.15	\$12.53	\$0.00	\$12.57	\$12.54	\$12.96	\$13.40
Local Education	13.32	13.54	13.54	14.48		14.48	14.48	14.77	\$15.07
State Education	2.37	2.47	2.47	2.42		2.42	2.42	2.47	\$2.52
County	3.35	3.24	3.24	3.24		3.24	3.24	3.31	3.37
TOTAL TAX RATE	\$30.82	\$31.40	\$31.40	\$32.68	\$0.00	\$32.72	\$32.69	\$33.51	\$34.36
<i>Property Tax Rate Increase</i>	<i>2.15%</i>	<i>1.88%</i>		<i>4.06%</i>	<i>-100.00%</i>	<i>4.21%</i>	<i>4.11%</i>	<i>6.73%</i>	<i>9.42%</i>
Total Property Taxes to be raised	\$57,233,256	\$58,188,601	\$58,188,601	\$60,560,827	\$37,296,098	\$60,646,412	\$60,587,912	\$62,114,543	\$63,679,118
LESS: Local Education	(24,785,466)	(25,153,327)	(25,153,327)	(26,891,824)	(26,891,824)	(26,891,824)	(26,891,824)	(27,429,660)	(27,978,254)
State Education	(4,298,528)	(4,466,188)	(4,466,188)	(4,380,460)	(4,380,460)	(4,380,460)	(4,380,460)	(4,468,069)	(4,557,431)
County	(6,235,211)	(6,023,814)	(6,023,814)	(6,023,814)	(6,023,814)	(6,023,814)	(6,023,814)	(6,144,290)	(6,267,176)
Gross City Property Tax	21,914,051	22,545,272	22,545,272	23,264,729	0	23,350,314	23,291,814	24,072,523	24,876,258
LESS: War Service Credits	(268,750)	(252,825)	(252,825)	(270,000)		(270,000)	(270,000)	(270,000)	(270,000)
Tax Overlay	(288,819)	(311,487)	(311,487)	(300,000)		(300,000)	(300,000)	(300,000)	(300,000)
NET PROPERTY TAX RAISED	\$21,356,482	\$21,980,960	\$21,980,960	\$22,694,729	\$85,585	\$22,780,314	\$22,721,814	\$23,502,523	\$24,306,258
<i>Gross City Property Tax change</i>		<i>2.88%</i>		<i>3.19%</i>	<i>-100.00%</i>	<i>3.57%</i>	<i>3.31%</i>	<i>3.35%</i>	<i>3.34%</i>
<i>Net Property Tax change</i>		<i>2.92%</i>		<i>3.25%</i>	<i>-99.61%</i>	<i>3.64%</i>	<i>3.37%</i>	<i>3.44%</i>	<i>3.42%</i>

CITY OF KEENE, NEW HAMPSHIRE
PROPERTY TAX RATE CALCULATION & PROJECTION
FY2013/2014 OPERATING BUDGET

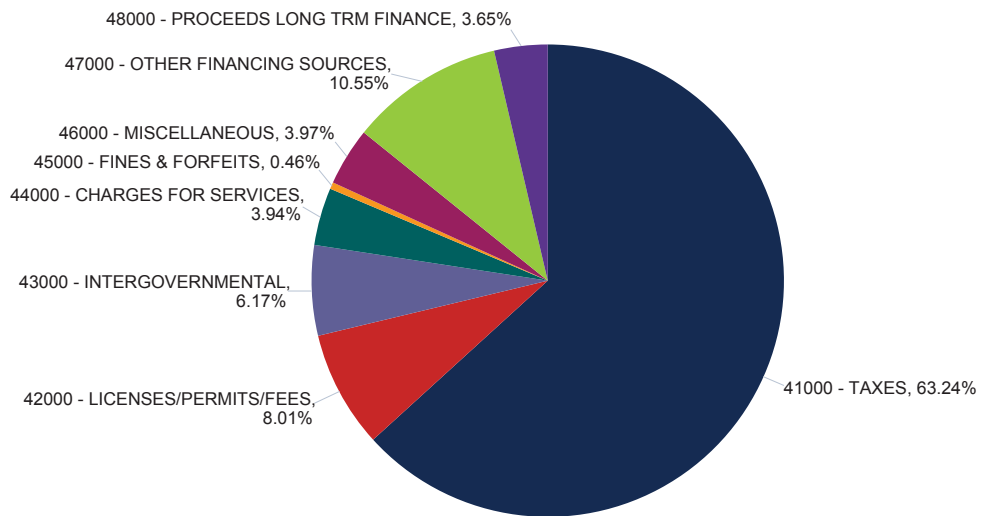
	Actual 11/12	Revised Budget 12/13	Estimate	Base	Dept Request Supplemental 13/14	Total	City Manager 13/14	Projection FY 14/15	Projection FY 15/16
General Fund Revenue:									
Property Tax Revenue	\$21,614,949	\$21,980,960	\$22,023,657	\$22,694,729	\$85,585	\$22,780,314	\$22,721,814	\$23,502,523	\$24,306,258
Use of (addition to) Surplus		2,048,791		963,864		963,864	963,864	725,000	1,000,000
Other Taxes	72,369	108,642	100,287	81,035	0	81,035	81,035	81,440	81,847
Tax Increment Financing	82,176	78,007	77,340	75,475	0	75,475	75,475	72,614	68,414
Licenses, Permits & Fees	2,808,529	2,845,958	2,879,920	2,903,460	0	2,903,460	2,903,460	2,932,495	2,961,820
Intergovernmental	2,205,445	2,227,649	2,204,688	2,238,320	0	2,238,320	2,238,320	2,255,107	2,272,021
Charges for Services	1,353,477	1,219,838	1,309,545	1,429,694	0	1,429,694	1,429,694	1,455,000	1,480,753
Fines & Forfeits	171,770	189,250	158,642	168,050	0	168,050	168,050	169,731	171,428
Miscellaneous	1,491,826	1,488,438	1,460,032	1,438,398	0	1,438,398	1,438,398	1,445,590	1,452,818
Other Financing Sources	2,099,213	2,529,558	2,582,759	2,863,854	0	2,863,854	2,863,854	2,616,783	2,685,742
Sale of Bonds	2,395,000	1,190,000	1,190,000	1,325,000	0	1,325,000	1,325,000	1,351,729	1,562,584
TOTAL GENERAL FUND REVENUE	\$34,294,754	\$35,907,090	\$33,986,870	\$36,181,879	\$85,585	\$36,267,464	\$36,208,964	\$36,608,011	\$38,043,684
LESS: Sale of Bonds	(2,395,000)	(1,190,000)	(1,190,000)	(1,325,000)	0	(1,325,000)	(1,325,000)	(1,351,729)	(1,562,584)
TOTAL GF OPERATING REVENUE	\$31,899,754	\$34,717,090	\$32,796,870	\$34,856,879	\$85,585	\$34,942,464	\$34,883,964	\$35,256,282	\$36,481,100
EXPENDITURES									
TOTAL GENERAL FUND EXPENDITURES	\$ 34,093,366	\$ 35,907,090	\$ 35,025,609	\$ 36,181,879	\$ 85,585	\$ 36,267,464	\$ 36,208,964	\$ 36,608,011	\$ 38,043,684
LESS: Capital Funded by LT Debt	(2,395,000)	(1,190,000)	(1,190,000)	(1,325,000)	0	(1,325,000)	(1,325,000)	(1,351,729)	(1,562,584)
TOTAL GF OPERATING EXPENDITURES	\$31,698,366	\$34,717,090	\$33,835,609	\$ 34,856,879	\$85,585	\$34,942,464	\$34,883,964	\$35,256,282	\$36,481,100

**CITY OF KEENE, NEW HAMPSHIRE
GENERAL FUND EXPENDITURES
FY2013/2014 OPERATING BUDGET**

	Actual 11/12	Revised Budget 12/13	Estimate 12/13	Base	Supplemental 13/14	Dept Request Total	CM Recommend	Projection FY 14/15	Projection FY 15/16
<u>ELECTED & APPOINTED OFFICIALS</u>									
Mayor & City Council	\$ 92,897	\$ 114,140	\$ 101,184	\$ 114,018		\$ 114,018	\$ 114,018	\$ 116,822	\$ 119,694
Outside Agencies	201,600	198,600	198,600	195,000	36,500	231,500	207,000	212,090	217,305
Unclassified	70,225	91,332	90,957	90,575	6,500	97,075	97,075	99,462	101,908
Employee Benefits	117,259	65,223	243,083	447,549		447,549	447,549	399,661	720,770
Risk Management	211,871	216,879	215,234	224,126		224,126	224,126	229,637	235,284
City Manager	236,970	242,618	242,210	245,775		245,775	245,775	251,819	258,011
City Attorney	368,554	370,565	367,261	374,884		374,884	374,884	384,102	393,547
City Clerk	505,373	540,151	529,650	541,524		541,524	541,524	554,840	568,484
TOTAL LEGISLATIVE BODY	\$ 1,804,749	\$ 1,839,508	\$ 1,988,180	\$ 2,233,451	\$ 43,000	\$ 2,276,451	\$ 2,251,951	\$ 2,248,433	\$ 2,615,004
<u>ADMINISTRATIVE SERVICES</u>									
Assessment	408,832	413,542	397,557	407,166		407,166	407,166	415,594	424,197
Finance	1,262,917	1,330,124	1,294,642	1,329,470		1,329,470	1,329,470	1,356,990	1,385,080
Human Resources	261,663	284,836	281,349	294,110		294,110	294,110	300,198	306,412
Information Management Svcs	992,386	1,192,737	1,187,727	1,117,986		1,117,986	1,117,986	1,141,128	1,164,750
Debt Service	4,641,933	4,968,916	4,967,063	4,863,009		4,863,009	4,863,009	4,903,534	5,086,310
TOTAL ADMIN. SERVICES	\$ 7,567,731	\$ 8,190,155	\$ 8,128,338	\$ 8,011,741	\$ -	\$ 8,011,741	\$ 8,011,741	\$ 8,117,445	\$ 8,366,749
<u>COMMUNITY SERVICES</u>									
Fire	5,759,549	5,964,195	5,916,778	6,240,107		6,240,107	6,240,107	6,427,123	6,619,744
Human Services	626,004	868,882	809,654	797,760		797,760	797,760	821,669	846,294
Library	1,219,240	1,258,836	1,236,812	1,261,834		1,261,834	1,261,834	1,299,651	1,338,602
Parks, Recreation & Facilities	2,499,991	1,351,943	1,323,338	1,389,083		1,389,083	1,389,083	1,430,714	1,473,592
Facilities	1,393,763	1,393,060	1,398,351	1,454,596		1,454,596	1,454,596	1,498,190	1,543,091
Police	5,705,787	6,279,157	5,638,671	6,359,434		6,359,434	6,359,434	6,625,026	6,823,578
Youth Services	147,516	174,469	146,535	139,138		139,138	139,138	143,308	147,603
TOTAL COMMUNITY SVCS	\$ 15,958,087	\$ 17,290,542	\$ 16,470,139	\$ 17,641,952	\$ -	\$ 17,641,952	\$ 17,641,952	\$ 18,245,681	\$ 18,792,504
<u>MUNICIPAL DEVELOPMENT SVCS</u>									
Airport	491,315	545,928	533,074	549,317		549,317	549,317	561,677	574,314
Health & Code Enforcement	790,526	958,594	947,934	954,558		954,558	954,558	976,036	997,996
Planning	369,763	365,200	350,590	397,843		397,843	397,843	406,794	415,947
Public Works	3,712,199	4,132,445	4,022,636	3,953,488	34,000	3,987,488	3,953,488	4,042,441	4,133,396
TOTAL MUN. DEV. SVCS	\$ 5,363,804	\$ 6,002,168	\$ 5,854,234	\$ 5,855,206	\$ 34,000	\$ 5,889,206	\$ 5,855,206	\$ 5,986,948	\$ 6,121,684
<u>CAPITAL PROJECTS:</u>									
TOTAL GENERAL FUND	3,398,995	2,584,717	2,584,717	2,439,529	8,585	2,448,114	2,448,114	2,009,503	2,147,772
FUNDED BY LONG TERM DEBT	\$ 34,093,366	\$ 35,907,090	\$ 35,025,609	\$ 36,181,879	\$ 85,585	\$ 36,267,464	\$ 36,208,964	\$ 36,608,011	\$ 38,043,684
GENERAL FUND OPERATING EXP	(2,395,000)	(1,190,000)	(1,190,000)	(1,325,000)	0	(1,325,000)	(1,325,000)	(1,351,729)	(1,562,584)
	\$ 31,698,366	\$ 34,717,090	\$ 33,835,609	\$ 34,856,879	\$ 85,585	\$ 34,942,464	\$ 34,883,964	\$ 35,256,282	\$ 36,481,100

Revenue Category	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
41000 - TAXES	21,036,061	21,769,493	22,167,609	22,201,284	22,936,824	22,878,324
42000 - LICENSES/PERMITS/FEES	2,842,526	2,808,529	2,845,958	2,879,920	2,903,460	2,903,460
43000 - INTERGOVERNMENTAL	2,209,962	2,205,445	2,227,649	2,204,688	2,238,320	2,238,320
44000 - CHARGES FOR SERVICES	1,378,865	1,353,477	1,219,838	1,309,545	1,429,694	1,429,694
45000 - FINES & FORFEITS	163,014	171,770	189,250	158,642	168,050	168,050
46000 - MISCELLANEOUS	1,420,390	1,491,826	1,488,438	1,460,032	1,438,398	1,438,398
47000 - OTHER FINANCING SOURCES	2,369,233	2,099,213	4,578,349	2,582,759	3,827,718	3,827,718
48000 - PROCEEDS LONG TRM FINANCE	6,655,000	2,395,000	1,190,000	1,190,000	1,325,000	1,325,000
Grand Total	38,075,051	34,294,754	35,907,091	33,986,870	36,267,464	36,208,964

Fiscal 2014 Anticipated Revenue By Category



**City of Keene, New Hampshire
Fiscal Year 2013 - 2014**

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
ASSESSMENT	41105 - NET PROPERTY TAX	20,785,361	21,614,949	21,980,960	22,023,657	22,780,314	22,721,814
	41110 - IN LIEU OF TAX	67,891	64,183	105,607	77,082	77,000	77,000
	41115 - TIMBER YIELD TAX	8,656	8,151	3,000	6,000	4,000	4,000
	41116 - EXCAVATION TAX	336	35	35	35	35	35
	41120 - LAND USE CHANGE TAX	89,044	0	0	17,170	0	0
	41125 - TAX INCREMENT FINANCING	84,773	82,176	78,007	77,340	75,475	75,475
41000 - TAXES		21,036,061	21,769,493	22,167,609	22,201,284	22,936,824	22,878,324
CITY CLERK	42110 - CLERK - STATE	17,900	19,108	19,100	19,100	19,450	19,450
	42115 - CLERK - CITY	10,680	10,295	8,615	8,615	8,745	8,745
	42120 - DOGS	13,870	13,368	18,250	13,510	13,650	13,650
	42306 - MISC FEES & CHARGES	8,731	10,561	9,768	9,768	12,875	12,875
CODE ENFORCEMENT	42205 - PERMITS	315,547	199,576	220,000	220,000	220,000	220,000
	42337 - ZBA FEES	3,274	2,574	2,000	2,000	4,500	4,500
FINANCE REV COLLECTION	42215 - MOTOR VEHICLE PERMITS	2,313,616	2,384,164	2,400,000	2,440,000	2,450,000	2,450,000
	42301 - NSF CHECK FEE	4,950	5,370	5,000	4,800	5,000	5,000
	42315 - MAIL-IN & E-REG FEES	4,311	4,723	4,900	4,900	4,900	4,900
	42316 - MUNICIPAL AGENT FEES	53,036	53,189	53,500	53,500	53,500	53,500
FIRE ADMIN	42116 - HAZ MAT STORAGE PERMITS	39	-500	15,000	16,700	17,000	17,000
	42201 - FIRE ALARM ACCESS APP FEE	420	240	250	240	240	240
	42202 - FIRE ALARM ACCESS PERMIT	4,125	4,025	4,125	4,150	4,200	4,200
FIRE INSPECT & PREVENT	42205 - PERMITS	38,376	43,529	32,500	28,000	32,500	32,500
HEALTH	42105 - HEALTH	41,791	43,608	41,000	42,937	45,000	45,000
PLANNING	42330 - SITE PLAN APPLICATIONS	7,361	7,028	7,500	5,000	5,000	5,000
	42331 - SUBDIVISION APPLICATIONS	1,479	3,275	1,200	2,000	2,000	2,000
	42332 - MINOR AMENDMENTS APPPL.	750	1,259	700	500	500	500
	42333 - VOLUNTARY MERGER	0	175	50	100	100	100
	42334 - CONDITIONAL USE APPLICAT.	370	374	500	1,000	1,000	1,000
	42335 - DRIVEWAY CURB CUT APPS.	350	750	300	400	400	400
POLICE ADMIN	42210 - PISTOL PERMITS	1,550	1,840	1,700	2,700	2,900	2,900
42000 - LICENSES/PERMITS/FEES		2,842,526	2,808,529	2,845,958	2,879,920	2,903,460	2,903,460
AIRPORT	43202 - AERONAUTICAL	34,301	13,627	58,000	40,000	38,000	38,000
AMBULANCE	43403 - OTHER TOWNS	101,192	106,302	114,914	114,914	125,000	125,000
EARN IT	43305 - EARN IT / CHINS	20,000	0	15,600	15,600	15,600	15,600
FINANCE ADMIN	43204 - ROOMS & MEALS	1,025,808	1,045,645	1,053,405	1,053,236	1,053,405	1,053,405
FIRE ADMIN	43208 - KEENE STATE COLLEGE	350,000	380,000	380,000	380,000	385,000	385,000
POLICE ADMIN	43208 - KEENE STATE COLLEGE	91,036	95,462	97,808	97,808	103,693	103,693
	43401 - KEENE SCHOOL DISTRICT	63,803	69,350	71,856	71,856	75,925	75,925
POLICE PROSECUTION	43208 - KEENE STATE COLLEGE	10,000	10,000	10,000	10,000	10,000	10,000
PW	43201 - FLOOD CONTROL	17,602	1,966	1,966	1,996	1,900	1,900

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
PW ADMINISTRATION	43203 - HIGHWAY	476,520	475,593	416,600	415,528	422,297	422,297
YOUTH SERVICES	43305 - EARN IT / CHINS	19,700	7,500	7,500	3,750	7,500	7,500
43000 - INTERGOVERNMENTAL		2,209,962	2,205,445	2,227,649	2,204,688	2,238,320	2,238,320
AIRPORT	44109 - DIRECT REIMBURSEMENT	212	31	20,506	11,000	31,900	31,900
	44501 - LANDING FEES	6,881	6,260	8,600	8,500	8,500	8,500
	44502 - RAMP FEES	0	5	0	0	0	0
	44504 - READY CAR SPACES	100	600	600	600	600	600
	44505 - GROSS REVENUE PERCENTAGE	17,621	15,764	14,280	14,280	15,076	15,076
	44506 - FUELING FEES	29,182	31,818	32,000	32,000	32,640	32,640
AMBULANCE	44113 - REPORTS	450	375	300	200	200	200
	44123 - AMBULANCE SVCS	685,912	760,269	715,000	780,000	844,500	844,500
BURIAL	44122 - INTERMENTS	27,669	29,358	25,000	25,000	25,000	25,000
CEMETERIES OPS MAINT	44131 - REPAIRS	200	430	400	60	0	0
CITY ATTORNEY	44109 - DIRECT REIMBURSEMENT	0	0	0	144	0	0
CLERK RECORDS STORAGE	44135 - RECORDS CENTER CHARGES	13,113	14,507	14,629	16,191	16,280	16,280
CODE ENFORCEMENT	44115 - INSPECTION SERVICES	1,883	0	1,000	1,000	1,000	1,000
EMPLOYEE BENEFITS	44109 - DIRECT REIMBURSEMENT	0	-87	0	0	0	0
FINANCE ADMIN	44109 - DIRECT REIMBURSEMENT	21,243	31,792	3,000	8,500	5,500	5,500
FIRE ADMIN	44109 - DIRECT REIMBURSEMENT	165	7,583	0	7,583	3,000	3,000
	44113 - REPORTS	380	310	380	150	150	150
	44124 - FIRE MASTER BOX	73,082	74,392	75,480	75,480	76,936	76,936
HUMAN SERVICES	44109 - DIRECT REIMBURSEMENT	11,441	8,744	7,000	7,200	9,000	9,000
	44138 - SSI INTERIM ASSISTANCE	15,143	11,748	5,000	10,000	7,000	7,000
	44139 - MEDICAID REIMBURSEMENTS	2,298	0	0	100	0	0
INFORMATION MGMT SERV	44109 - DIRECT REIMBURSEMENT	5,015	43	0	0	0	0
LIBRARY	44201 - LIBRARY	2,090	2,825	2,500	2,500	2,500	2,500
	44401 - LIBRARY NON RESIDENT FEE	25,690	24,249	30,000	25,000	26,000	26,000
PARKS & FACILITIES ADMIN	44109 - DIRECT REIMBURSEMENT	7,651	18,553	500	4,700	1,000	1,000
	44111 - PROGRAMS	54,771	57,276	48,000	59,500	75,000	75,000
	44112 - EQUIPMENT CHARGES	438	1,125	0	0	0	0
	44203 - RECREATION CENTER	22,465	25,855	28,000	26,000	28,000	28,000
	44301 - CAMPGROUNDS	22,791	20,401	22,000	21,749	27,000	27,000
	44302 - BALL FIELDS	5,499	6,189	5,500	7,500	7,500	7,500
	44303 - BALL FIELD LIGHTS	5,234	5,536	5,250	4,450	5,250	5,250
	44304 - POOLS	15,410	17,156	16,000	15,238	25,000	25,000
PLANNING	44109 - DIRECT REIMBURSEMENT	0	91	0	0	0	0
POLICE ADMIN	44109 - DIRECT REIMBURSEMENT	33,767	28,660	4,500	5,300	5,500	5,500
	44113 - REPORTS	339	372	315	312	375	375
	44114 - PHOTOS/TAPES	10	45	30	15	60	60

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
POLICE ADMIN	44134 - DETAIL CHARGES	130,580	45,636	33,000	33,500	35,850	35,850
	44140 - PD CRIMINAL RECORDS CHECK	87	110	115	50	75	75
	44141 - PD DISCOVERIES	290	225	230	225	230	230
	44142 - PD ACCIDENT REPORTS	6,207	6,465	6,900	6,300	9,500	9,500
	44143 - PD LOG SEARCH	1	82	50	0	0	0
	44144 - PD FINGERPRINT FEES	8,915	6,450	6,300	5,800	5,900	5,900
	44146 - PD SPECIAL SEARCH & MISC	210	0	50	0	25	25
PW ADMINISTRATION	44109 - DIRECT REIMBURSEMENT	123,337	90,308	87,423	88,933	93,547	93,547
	44116 - PUBLIC WAY IMPEDIMENT	105	195	0	200	100	100
	44117 - EXCAVATION	990	1,275	0	4,000	4,000	4,000
SUMMER KNIGHT CHAPEL	44205 - SUMNER KNIGHT CHAPEL FEE	0	455	0	285	0	0
44000 - CHARGES FOR SERVICES		1,378,865	1,353,477	1,219,838	1,309,545	1,429,694	1,429,694
CODE ENFORCEMENT	45202 - BUILDING CODE VIOLATIONS	1,050	825	5,000	5,000	5,000	5,000
FIRE ADMIN	45107 - FALSE ALARM FINES	0	117	200	100	100	100
	45201 - FIRE CODE VIOLATIONS	200	125	200	250	250	250
HEALTH	45203 - HEALTH CODE VIOLATIONS	0	0	500	0	100	100
LIBRARY	45106 - LIBRARY OVERDUE FINES	35,857	32,755	39,000	39,000	39,000	39,000
	45304 - LOST LIBRARY MATERIALS	6,282	4,334	3,500	3,500	3,500	3,500
POLICE ADMIN	45103 - GENERAL VIOLATIONS - STG1	22,450	23,406	28,000	16,234	17,000	17,000
	45104 - GENERAL VIOLATIONS - STG2	30,146	29,640	31,000	28,061	30,000	30,000
	45105 - COURT FINES	54,344	60,494	58,800	45,500	50,000	50,000
	45107 - FALSE ALARM FINES	9,420	16,695	19,000	15,197	18,000	18,000
	45302 - DOG FORFEITURE	2,216	2,498	3,200	3,200	3,400	3,400
	45305 - SALE EVIDENCE/FOUND PROP	1,049	881	850	2,600	1,700	1,700
45000 - FINES & FORFEITS		163,014	171,770	189,250	158,642	168,050	168,050
350 MARLBORO STREET	46103 - INTEREST: A/R	239	0	0	0	0	0
	46317 - 350 MARLBORO RENTS	200,580	278,853	200,000	245,000	224,608	224,608
AIRPORT	46000 - MISCELLANEOUS	1,110	493	1,000	200	500	500
	46103 - INTEREST: A/R	-10	0	0	0	0	0
	46306 - AIRPORT T-HANGAR	92,397	93,372	100,380	98,000	101,700	101,700
	46307 - AIRPORT TERMINAL	7,295	6,677	10,996	10,000	10,000	10,000
	46308 - AIRPORT LAND	85,971	103,936	75,916	75,916	88,090	88,090
	46311 - FUEL FARM LEASE	15,000	15,000	15,444	15,000	15,444	15,444
	46312 - AIRPORT WWTP INCOME	133,558	135,564	135,986	135,986	142,046	142,046
AMBULANCE	46103 - INTEREST: A/R	10	0	0	20	25	25
ASSESSMENT	47305 - COPIES	6,531	7,714	5,500	5,000	2,000	2,000
BURIAL	46103 - INTEREST: A/R	-15	80	0	0	0	0
CEMETERY MAINTENANCE	46401 - CEMETERY TRUST FUND	82,268	93,996	91,000	89,719	91,000	91,000
	46402 - CEMETERY IMPROV TRUST FND	0	0	0	0	5,000	5,000
CITY CLERK	46103 - INTEREST: A/R	9	0	0	0	0	0
CLERK RECORDS	46103 - INTEREST: A/R	0	75	0	0	0	0

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
STORAGE							
FINANCE ADMIN	46000 - MISCELLANEOUS	2,008	823	2,200	288	2,000	2,000
	46101 - INTEREST EARNINGS	265,922	199,350	250,000	175,000	175,000	175,000
	46103 - INTEREST: A/R	663	30	0	171	0	0
	46301 - CITY HALL	41,906	40,583	42,000	41,900	42,000	42,000
	46304 - TRANSPORTATION CENTER	14,963	8,435	30,000	30,000	30,000	30,000
	46318 - KEENE DISTRICT COURT	0	52,607	52,606	52,606	35,070	35,070
	47302 - SALE OF SURPLUS PROPERTY	0	3,042	0	445	0	0
	47303 - SALE OF SURPLUS EQUIPMNT	3,352	40	5,000	3,000	3,500	3,500
	47305 - COPIES	5	42	0	0	0	0
FINANCE REV COLLECTION	41605 - INTEREST: TAXES	443,788	426,578	450,000	452,000	450,000	450,000
FIRE ADMIN	46103 - INTEREST: A/R	-157	180	100	10	10	10
	46404 - DELUGE HOSE TRUST FUND	247	281	280	280	280	280
HUMAN SERVICES	46403 - CHARITABLE TRUST FUND	3,100	3,523	3,200	3,200	2,500	2,500
LIBRARY: CITY TRUSTS	46407 - LIBRARY TRUST FUND	1,177	5,864	1,500	12,000	3,500	3,500
PARKS & FACILITIES ADMIN	46103 - INTEREST: A/R	-90	40	0	0	0	0
	46314 - SUMNER KNIGHT CHAPEL	0	0	0	510	850	850
	46406 - FLOWER TRUST FUND	3,803	4,321	4,300	4,106	4,300	4,300
	46408 - PARKS & REC TRUST FUND	3,718	4,225	4,225	4,225	4,225	4,225
PLANNING	47304 - MAPS,BLUEPRINTS,ETC	791	62	600	750	750	750
POLICE ADMIN	46103 - INTEREST: A/R	440	66	105	0	0	0
PW ADMINISTRATION	46405 - DOWNTOWN MEM TREE TRST FD	6,469	1,365	1,500	900	1,000	1,000
SUMMER KNIGHT CHAPEL	46410 - SUMNER KNIGHT CHPL TST FD	3,342	4,607	4,600	3,800	3,000	3,000
	46000 - MISCELLANEOUS	1,420,390	1,491,826	1,488,438	1,460,032	1,438,398	1,438,398
CAPITAL APPROPRIATIONS	47003 - CAPITAL RESERVE	0	0	0	0	213,000	213,000
	47201 - CAPITAL PROJECTS FUND	465,577	65,263	297,212	351,925	250,000	250,000
	47204 - GRANTS FUND	0	3,178	200,000	202,148	334,717	334,717
	47210 - TRUST FUNDS	0	0	0	0	43,750	43,750
FINANCE ADMIN	47007 - USE OF SURPLUS: CARRYOVER	0	0	633,932	0	0	0
	47102 - ADMIN CHG - EQUIPMENT	313,152	295,020	286,328	286,328	261,647	261,647
	47104 - ADMIN CHG - PARKING	159,276	139,608	150,514	150,514	171,242	171,242
	47106 - ADMIN CHG - SEWER	647,868	663,900	642,381	642,381	649,780	649,780
	47107 - ADMIN CHG - SOLID WASTE	317,952	461,628	467,671	467,671	479,690	479,690
	47108 - ADMIN CHG - WATER	465,408	470,616	481,792	481,792	456,038	456,038
MAYOR & COUNCIL	47001 - USE(ADDITION) TO SURPLUS	0	0	1,414,859	0	963,864	963,864
POLICE PATROL	46107 - GRANT MATCH TRANSFER	0	0	3,660	0	3,990	3,990
	47000 - OTHER FINANCING SOURCES	2,369,233	2,099,213	4,578,349	2,582,759	3,827,718	3,827,718
FINANCE ADMIN	48101 - SALE OF BONDS	6,655,000	2,395,000	1,190,000	1,190,000	1,325,000	1,325,000
	48000 - PROCEEDS LONG TRM FINANCE	6,655,000	2,395,000	1,190,000	1,190,000	1,325,000	1,325,000
	Revenue Total	38,075,051	34,294,754	35,907,091	33,986,870	36,267,464	36,208,964

TAXES

- 41105-NET PROPERTY TAX:** taxes assessed to property owners based on property valuation
- 41110-IN LIEU OF TAX:** voluntary payments from owners of real estate with real property tax-exempt status
- 41115-TIMBER YIELD TAX:** yield tax assessed on the stumpage value at the time of cutting for the purpose of encouraging forest conservation
- 41116-EXCAVATION TAX:** taxes assessed for the excavation of earth to be removed.
- 41120-LAND USE CHANGE TAX:** taxes assessed on property no longer qualifying for open space assessment
- 41125-TAX INCREMENT FINANCING:** taxes raised in development district, based on increased value over the value at the time of its establishment, dedicated to debt service associated with public improvements within that district

LICENSES/PERMITS/FEES

- 42105-HEALTH:** fees charged for food licenses
- 42110-CITY CLERK STATE FEES:** State fees collected by the City Clerk for marriage licenses and death, birth and marriage certified copies
- 42115-CITY CLERK LICENSES:** licenses for all amusement machines, periodic events, public amusements, employment offices, lodging houses, raffles, carnivals, sidewalk obstructions, public ways, temporary signs on right of way, charitable and commercial solicitation, hawkers and peddlers
- 42116-HAZ MAT STORAGE PERMITS:** permit fees to store hazardous materials
- 42120-DOG LICENSES:** fees for all dog licenses
- 42201-FIRE ALARM ACCESS APPLICATION FEE:** application fee for first time fire alarm panel access
- 42202-FIRE ALARM ACCESS PERMIT:** permit fee for access to fire alarm panels
- 42205-FIRE PERMITS:** permit fees for suppression, sprinkler, alarm, and detection systems, storage tanks and other miscellaneous inspections
- 42205-BUILDING PERMITS:** fees for new construction and additions, alterations, sign permits and mobile home parks
- 42210-PISTOL PERMITS:** fee for annual permit to carry a concealed weapon in the State of NH
- 42215-MOTOR VEHICLE PERMITS:** City portion of vehicle registration fees
- 42301-NSF CHECK FEES:** fee charged to the customer for returned checks
- 42306-MISC FEES & CHARGES:** money received for financing statements, writs of attachment, copies of city code, zoning ordinances, dredge & fill applications, planning board regulations, voter certificates, check lists, zoning maps, ward maps, sign code, incorporation papers, general copies
- 42315-MAIL-IN & E- REGISTRATION FEES:** fees received for mail-in and E-Reg motor vehicle registrations
- 42316-MUNICIPAL AGENT FEES:** additional fee charged to issue, renew or transfer a motor vehicle registration
- 42330-SITE PLAN APPLICATIONS:** fees received from site plan applications
- 42331-SUBDIVISION APPLICATIONS:** fees received from subdivision applications
- 42332-MINOR AMENDMENTS APPLICATION:** fees received from minor amendments applications
- 42333-VOLUNTARY MERGER:** fees received for voluntary mergers
- 42334-CONDITIONAL USE APPLICATION:** fees received from conditional use applications
- 42335-DRIVEWAY CURB CUT APPLICATIONS:** fees received from driveway curb cut applications
- 42337-ZBA FEES:** fees received for ZBA zoning petition fees

INTERGOVERNMENTAL

- 43201-FLOOD CONTROL: State funds distributed to flood-prone communities
- 43202-AERONAUTICAL FUND: funds from operating budget of State Aeronautic Department plus a quarter of the registration fees of locally-based aircraft
- 43203-HIGHWAY BLOCK GRANT: State funds for maintenance of highways
- 43204-ROOMS & MEALS: State funds distributed to municipalities
- 43207-STATE BOND REIMBURSEMENT: the State's portion of the bond
- 43208-KEENE STATE COLLEGE: funds to defray cost of extra community police patrol
- 43305-YOUTH SVCS/EARN IT GRANTS: grant funding to supplement Youth Services and Earn-It operations
- 43401-KEENE SCHOOL DISTRICT: fees received for police officer on duty at Keene High School
- 43403-OTHER TOWNS: ambulance stand-by fees paid by contract towns

CHARGES FOR SERVICES

- 44109-DIRECT REIMBURSEMENT: miscellaneous reimbursements for services provided by various departments
- 44109-DIRECT REIMBURSEMENT (PW Admin): reimbursement for downtown maintenance from parking fund
- 44111-PRK/REC-PROGRAMS: fees raised by programs
- 44112-PRK/REC-EQUIPMENT RENTAL: fees charged for rental of recreation equipment
- 44113-FIRE REPORT FEES: fire report copies
- 44113-AMBULANCE REPORT FEES: ambulance report copies
- 44113-POLICE REPORT FEES: accident and investigative report copies
- 44114-POLICE PHOTOS/VCR FEES: investigative photos and video copies
- 44115-PW INSPECTION FEE: charge for job inspection
- 44116-PW PUBLIC WAY IMPEDIMENT FEE: charge for encumbrances or obstacles placed on roads and sidewalks during construction projects
- 44117-PW EXCAVATION FEES: charge for excavating in City of Keene
- 44122-CEMETERY INTERMENT: tomb service and burials
- 44123-AMBULANCE SERVICE BILLINGS: user charges for ambulance services
- 44124-FIRE MASTER BOX: false alarm response fees and system hookups
- 44131-REPAIRS: money received for shrub, rose or lilac permits and repairs caused by vandalism
- 44134-DETAIL CHARGES: charge for police officer and cruiser details
- 44135-RECORD CENTER CHARGES: income from outside client use of records facility
- 44138-SSI INTERIM ASSISTANCE: money received as reimbursement from State of NH for interim assistance provided by the City of Keene
- 44139-MEDICAID REIMBURSEMENTS: money received as reimbursement from Medicaid for interim assistance provided by the City of Keene
- 44140-PD CRIMINAL RECORDS CHECK: fees for
- 44141-PD DISCOVERIES: fees for discoveries
- 44142-PD INSURANCE REQUESTS: fees for insurance requests
- 44143-PD LOG SEARCH: fees for Log search
- 44144-PD FINGERPRINT FEES: fees for fingerprinting
- 44146-PD SPECIAL SEARCH & MISC: fees for special search & misc
- 44201-LIBRARY FACILITY RENTAL: meeting room rental
- 44203-PRK/REC-FACILITY RENTAL: fees for use of Recreation Center and park facilities
- 44301-RECREATION CAMPGROUNDS: fees for use of campsites
- 44302-PRK/REC-BALLFIELD USER FEES: fees for field preparations
- 44303-PRK/REC-BALLFIELD LIGHTS: fees for use of outdoor lighting
- 44304-RECREATION POOLS: pool admittance fees
- 44401-LIBRARY NON-RESIDENT FEES: library cards for non-residents

CHARGES FOR SERVICES (continued)

- 44501-AIRPORT GENRL AVIATN LNDNG FEE:** all aircraft over 12,500 pounds assessed \$15 landing fee
- 44504-READY CAR SPACES**
- 44505-AIRPORT RGR FEES:** percentage of recognized gross revenues from privately-owned and operated airport concerns
- 44506-AIRPORT FUELING FEES:** aviation fuels at airport

FINES AND FORFEITS

- 45103-GEN VIOLATION FINES-1ST STAGE:** initial fine for a non-metered parking violation
- 45104-GEN VIOLATION FINES-2ND STAGE:** fine for non-metered parking violation paid after the grace period
- 45105-COURT FINES:** all court and police fines, including drug related cases, unrestrained and unlicensed dogs
- 45106-LIBRARY FINES:** overdue books and material fees; telephone commission
- 45107-FALSE ALARM FEES POLICE & FIRE:** false alarm response fees
- 45201-FIRE CODE VIOLATIONS:** fines for fire code violations
- 45202-BUILDING CODE VIOLATIONS:** fines for building code violations
- 45203-HEALTH CODE VIOLATIONS:** fines for health code violations
- 45302-DOG FORFEITURE FEES:** civil fees for unlicensed or nuisance dogs
- 45304-LIBRARY LOST MATERIAL FEES:** payments for lost or damaged books and materials
- 45305-EVIDENCE/FOUND PROP DISPOSAL:** sale of unclaimed property

MISCELLANEOUS

- 41605-INTEREST ON TAXES:** interest charged upon all taxes not paid on or before due date (twelve percent on delinquent taxes and eighteen percent on liens)
- 46000-MISCELLANEOUS:** money received not accounted for elsewhere by various departments
- 46101-INTEREST EARNINGS:** interest earned on investment of temporarily idle cash in time deposits and overnight bank investments
- 46103- INTEREST ON A/R:** amount charged on Accounts Receivable bills over 30 days old for various departments
- 46301-CITY HALL:** rental income from city hall space leased for retail usage
- 46304-TRANSPORTATION CENTER:** rent & utilities from transportation center & retail space
- 46306-AIRPORT T-HANGAR:** rents paid for use of municipal t-hangar building
- 46107-GRANT MATCH TRANSFER:** return of grant match from special revenue fund
- 46307-AIRPORT BUILDING:** rental of office space in terminal
- 46308-AIRPORT LAND:** rental income from land leased to private concerns
- 46311-FUEL FARM LEASE:** payments made to City by airport FBO for lease of fuel farm
- 46312-AIRPORT WWTP INCOME:** rental of airport property to wastewater treatment plant
- 46317-350 MARLBORO RENTS:** rental income from space leased to private concerns
- 46318-KEENE DISTRICT COURT:** rental income from space leased to the State of NH for the district court
- 46401-CEMETERY TRUST FUND:** income on trust funds for the maintenance of cemetery lots
- 46402-CEMETERY IMPROV TRUST FUND:** reimbursement for miscellaneous cemetery signage

- 46403-CHARITABLE TRUST FUND:** income from various funds distributed for "relief and comfort" in the holiday season
- 46404-DELUGE HOSE TRUST FUND:** income from Milan Jones trust to provide assistance to, or provide flowers on Memorial Day for, members of the Deluge Hose Company

MISCELLANEOUS (continued)

- 46405-DOWNTOWN MEM TREE TRUST FUND:** income to maintain and principal to replace specific trees planted in the downtown area
- 46406-FLOWER TRUST FUND:** income from various funds for the purchase of flowers for cemetery lots on Memorial Day and/or special dates
- 46407-LIBRARY TRUST FUNDS:** income from trusts for maintenance of the Library and the purchase of books and materials
- 46408-PARKS & RECREATION TRUST FUNDS:** income from various trust funds to help offset costs of park maintenance
- 46410-SUMNER KNIGHT CHAPEL TRUST FUND:** money received for rental fees
- 47303-SALE OF SURPLUS EQUIPMENT:** money received from the sale of surplus equipment
- 47304-MAPS, BLUEPRINTS, ETC:** money received from the sale of copies of maps, blueprints, etc
- 47305-COPIES:** City maps, roll paper, tax maps, computer printouts, Chamber of Commerce maps, tax fax

OTHER FINANCING SOURCES

- 47001-USE OF SURPLUS:** excess revenue of previous year used to offset taxes
- 47003-CAPITAL RESERVE:** funding for capital appropriations
- 47007-USE OF SURPLUS: CARRY-OVER:** appropriations extended beyond fiscal year in which they were originally approved
- 47102-ADMINISTRATION CHARGE- EQUIPMENT:** charge for portion of overhead services
- 47104-ADMINISTRATION CHARGE-PARKING:** charge for portion of overhead services
- 47106-ADMINISTRATION CHARGE-SEWER FUND:** charge for portion of overhead services
- 47107-ADMINISTRATION CHARGE-SOLID WASTE:** charge for portion of overhead services
- 47108-ADMINISTRATION CHARGE-WATER:** charge for portion of overhead services
- 47201-CAPITAL PROJECTS FUND:** return of unused portion of appropriation(s) for closed capital project(s)
- 47204-GRANTS FUND:** return of local funds matching from grant funded activity

PROCEEDS LONG TERM FINANCE

- 48101-SALE OF BONDS:** proceeds expected from bonding to cover capital project items

ELECTED OFFICIALS

City Government Keene, New Hampshire

		<u>Term</u> <u>Expires*</u>	<u>2013 Standing Committee Assignment</u>
Mayor	Kendall W. Lane	2013	
<u>City Council</u>			
Ward One Councilors	David J. Curran	2013	Planning, Licenses & Development
	Janis O. Manwaring	2013	Municipal Services, Facilities & Infrastructure
Ward Two Councilors	Bettina A. Chadbourne	2015	Planning, Licenses & Development
	Mitchell H. Greenwald	2013	Finance, Organization & Personnel (Chair)
Ward Three Councilors	David C. Richards	2015	Planning, Licenses & Development (Chair)
	Terry M. Clark	2013	Finance, Organization & Personnel
Ward Four Councilors	Robert J. O'Connor	2013	Municipal Services, Facilities & Infrastructure
	James P. Duffy	2013	Municipal Services, Facilities & Infrastructure (Chair)
Ward Five Councilors	Thomas F. Powers	2015	Finance, Organization & Personnel
	Philip M. Jones	2013	Municipal Services, Facilities & Infrastructure (Vice-Chair)
At Large Councilors	David R. Meader	2013	Planning, Licenses & Development (Vice-Chair)
	Kris E. Roberts	2013	Finance, Organization & Personnel (Vice-Chair)
	Ruth R. Venezia	2013	Municipal Services, Facilities & Infrastructure
	Carl B. Jacobs	2013	Planning, Licenses & Development
	Philip Dale Pregent	2013	Finance, Organization & Personnel

**term expires December 31 of the year indicated*

APPOINTED OFFICIALS

City Manager	John A. MacLean
City Attorney	Thomas P. Mullins
City Clerk	Patricia A. Little

Fiscal Year 2013-2014

MAYOR & CITY COUNCIL 00001 - MAYOR & COUNCIL

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Rec
61101 - MAYOR	3,442	1,808	3,500	3,500	3,500	0	3,500	3,500
61102 - CITY COUNCIL	27,500	29,226	30,000	30,000	30,000	0	30,000	30,000
61307 - PART TIME EMPLOYEES	33,681	25,770	37,207	25,600	36,500	0	36,500	36,500
61704 - SOCIAL SECURITY	4,944	4,342	5,409	4,522	5,355	0	5,355	5,355
61705 - WORKERS COMPENSATION	55	52	68	57	64	0	64	64
61000 - PERSONAL SERVICES	69,622	61,198	76,184	63,679	75,419	0	75,419	75,419
62175 - OTHER SERVICES	21,055	20,834	25,400	25,400	27,350	0	27,350	27,350
62205 - PC REPLACEMENT CHARGE	2,556	2,784	2,373	2,373	1,045	0	1,045	1,045
62425 - ADVERTISING	2,288	2,507	2,500	2,500	2,500	0	2,500	2,500
62441 - LOCAL MEALS & MEETING EXP	0	230	0	0	0	0	0	0
62442 - MAYOR'S OFFICIAL EXPENSE	901	1,600	3,000	3,000	3,000	0	3,000	3,000
62443 - COUNCIL'S OFFICIAL EXP	3,576	3,119	3,485	3,485	3,715	0	3,715	3,715
62510 - TELEPHONE	180	113	250	100	150	0	150	150
62701 - OFFICE SUPPLIES	554	482	648	647	839	0	839	839
62744 - MINOR COMPUTER EQUIPMENT	0	0	300	0	0	0	0	0
62761 - SOFTWARE	0	31	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	31,110	31,699	37,956	37,505	38,599	0	38,599	38,599
00001 - MAYOR & COUNCIL Total	100,732	92,897	114,140	101,184	114,018	0	114,018	114,018

OUTSIDE AGENCIES

Keene Senior Center: The Center is an affordable and safe environment for seniors providing programming and supports to meet the greater demands and inherent needs of older adults in Keene. City funding would support on-going center-based programs. Keene residents make up the majority of Center membership.

Monadnock Substance Abuse Services: MSAS is a program of MFS that treats individual who are addicted or who abuse alcohol and drugs and seeks to reduce the impact of substance abuse on individuals, families, and the community through comprehensive education, prevention, treatment and outreach. Overall substance abuse services may save the City in emergency calls for police and fire. Approximately one hundred (105) Keene residents are served each year.

Big Brothers/Big Sisters of Western New Hampshire: BB/BS provides support for families and individual mentorship to at-risk children. Much of their mentoring is site-based. Funding from the City will be used to provide one-to-one mentoring services to children in the Keene school system that are facing adversity. BB/BS served 144 residents with a Keene zip code.

The Community Kitchen: TCK provides hot meals Monday thru Friday, and weekly take-home pantry boxes to low and moderate income families and individuals. Emergency food boxes are available for City General Assistance clients as requested by Human Services staff. TCK provides a much needed service to those struggling to make ends meet and provide food for their families. City funding assists with the cost of providing hot meals and supplemental food boxes.

Home Health Care Meals on Wheels: This program provides nutritious meals for elderly and disabled City of Keene residents, and is designed to preserve or improve the health of elderly and disabled residents in order to help them maintain their safety and independence at home. Meals On Wheels, along with the daily contact with the drivers in the program, is critical to the nutritional health and well-being of seniors who are recuperating after a hospital stay, or for those who are chronically ill and are not able to prepare a nutritious meal. Three hundred twenty-five (325) Keene residents received Meals on Wheels.

Southwestern Community Services (SCS): SCS is a major provider of social and human services to the residents of Keene. SCS provides assistance through workforce and senior rental housing, education and childcare, nutrition and health, energy conservation, utility programs, day and employment services for individuals with developmental disabilities, workforce development for consumers and dislocated workers, and transitional housing and emergency shelter programs. SCS provided more than \$3,000,000 in services and assistance to Keene residents with an economic impact of more than \$7,500,000.

Aids Services of the Monadnock Region: ASMR provides services to persons living with and those affected by HIV/AIDS/HCV. City funding will be used to provide direct services to Keene residents. ASMR served eight (9) Keene residents who are living with HIV/AIDS.

Home Health Care City Express Bus (Transporting): City Express provides public transportation service to Keene residents Monday through Friday. Public transportation services allow people to participate in community life, including jobs, shopping, recreation and medical care. City Express provides consistent route and ridership for Keene residents.

Hundred Nights Shelter: This organization provides warm beds that supplement existing tri-state emergency shelter services, from December through March, for the one hundred (100) coldest nights of the year. It also operates a drop in center year around.

Fiscal Year 2013-2014

MAYOR & CITY COUNCIL 00002 - MYR/CNCL OUTSIDE AGCY

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Rec
62133 - SENIOR CITIZENS CENTER	7,000	7,000	7,000	7,000	7,000	1,000	8,000	8,000
62134 - MONADNOCK SUBSTANCE ABUSE	2,000	2,000	2,000	2,000	2,000	0	2,000	2,000
62135 - BIG BROTHERS/BIG SISTERS	10,500	10,500	10,500	10,500	10,500	4,500	15,000	10,500
62136 - KEENE COMMUNITY KITCHEN	60,000	65,000	65,000	65,000	65,000	0	65,000	65,000
62137 - ELDERLY MEALS ON WHEELS	9,500	9,500	9,500	9,500	9,500	0	9,500	9,500
62138 - SW COMMUNITY SERVICES	10,000	10,000	10,000	10,000	10,000	0	10,000	10,000
62140 - PHOENIX HOUSE KEENE CTR	3,600	3,600	3,600	3,600	0	0	0	0
62141 - AIDS SVC/MONADNOCK REGION	5,950	5,000	5,000	5,000	5,000	1,000	6,000	5,000
62142 - TRANSPORTING	83,000	84,000	86,000	86,000	86,000	0	86,000	86,000
62148 - DENTAL WORKS	4,250	5,000	0	0	0	0	0	0
62149 - 100 NIGHTS SHELTER	0	0	0	0	0	30,000	30,000	11,000
62000 - OPERATING EXPENDITURES	195,800	201,600	198,600	198,600	195,000	36,500	231,500	207,000
00002 - MYR/CNCL OUTSIDE AGCY Total	195,800	201,600	198,600	198,600	195,000	36,500	231,500	207,000

Fiscal Year 2013-2014

MAYOR & CITY COUNCIL 00003 - UNCLASSIFIED

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Rec
61316 - COMMUNITY EVENTS WAGES	29,423	27,891	45,000	47,718	45,000	5,000	50,000	50,000
61703 - RETIREMENT CONTRIBUTIONS	19	20	0	0	0	0	0	0
61704 - SOCIAL SECURITY	66	57	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	40	26	0	0	0	0	0	0
61713 - RET - FIRE	120	0	0	0	0	0	0	0
61714 - RET - POLICE	522	567	0	0	0	0	0	0
61000 - PERSONAL SERVICES	30,189	28,561	45,000	47,718	45,000	5,000	50,000	50,000
62173 - REGIONAL PLANNING	12,459	12,711	12,882	12,882	12,985	0	12,985	12,985
62174 - ZONING BOARD	2,497	1,240	2,500	2,300	2,500	0	2,500	2,500
62178 - PLANNING BOARD	300	0	250	200	250	0	250	250
62179 - CONSERVATION COMMISSION	770	755	1,500	1,450	1,500	0	1,500	1,500
62180 - HERITAGE COMMISSION	1,063	1,187	1,200	1,200	1,200	0	1,200	1,200
62181 - PARTNER CITY	3,500	3,500	3,500	3,500	3,500	0	3,500	3,500
62183 - HISTORIC DISTRICT CMMSN	0	96	1,700	125	250	0	250	250
62184 - CITIES FOR CLIMATE PRTCTN	710	600	1,000	700	1,000	0	1,000	1,000
62436 - MEETINGS & DUES	15,168	15,924	16,000	16,106	16,590	0	16,590	16,590
62456 - COMMUNITY EVENTS-OTHER	23,067	2,862	3,000	1,978	3,000	0	3,000	3,000
62457 - VETERAN'S COUNCIL	2,000	2,000	2,000	2,000	2,000	1,500	3,500	3,500
62461 - KEENE CHAMBER OF COMMERCE	290	290	300	299	300	0	300	300
62462 - ML KING / J DANIELS DAY	500	500	500	500	500	0	500	500
62000 - OPERATING EXPENDITURES	62,324	41,664	46,332	43,240	45,575	1,500	47,075	47,075
00003 - UNCLASSIFIED Total	92,513	70,225	91,332	90,957	90,575	6,500	97,075	97,075

CITY OF KEENE, NEW HAMPSHIRE
FY 2013/14 GENERAL FUND CAPITAL APPROPRIATIONS

Project Description	Capital Project Appropriation FY 11	Capital Project Appropriation FY12	Capital Project Appropriation FY13	Capital Project Appropriation FY14	Supplemental Requests FY14	City Manager Recommended Deferrals/Other	City Manager Recommended Net
Capital Reserve Appropriations (00004-68010) General Revenue:							
Ambulance Reserve	\$ 35,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ 70,000
Fire Equipment Reserve	100,000	125,000	175,000	215,000	-	-	215,000
Bridges	13,000	10,000	-	-	-	-	-
Total General Revenue Capital Reserve Appropriation	\$ 148,000	\$ 205,000	\$ 245,000	\$ 285,000	\$ -	\$ -	\$ 285,000
Capital Project Appropriations (00004-68011) General Revenue:							
Airfield Electrical Upgrade	11,875	-	-	-	-	-	-
Airfield Hazard Beacon Rehabilitation	79,722	-	-	-	-	-	-
Airfield Pavement Maintenance	60,000	50,000	52,000	-	-	-	-
Airfield Runway Rehabilitation (R-2013-06)	-	-	441,409	-	-	-	-
Bridge replacement (Winchester St from Bridge Capital Reserve)	-	-	-	213,000	-	-	213,000
Building Condition Survey	-	-	35,000	-	-	-	-
Business Intelligence Software	-	41,200	-	-	-	-	-
Central Fire Station	288,000	-	-	-	-	-	-
Cold storage Building Demo/Trailers	-	-	-	30,390	-	-	30,390
Conservation	-	41,515	3,007	-	8,585	-	8,585
Curb Installation	20,580	-	-	-	-	-	-
Drainage Maintenance	87,550	-	41,200	42,436	-	-	42,436
Drainage Program	39,294	-	-	-	-	-	-
Drainage Relocation	40,000	-	-	-	-	-	-
Facilities Maintenance Program Projects	-	-	-	50,000	-	-	50,000
Flood Response (R-2012-29)	-	-	326,170	-	-	-	-
Land Use Code Update	-	-	-	100,000	-	-	100,000
LED Retrofit - Downtown Lights	57,000	-	-	-	-	-	-
Network Equipment Replacement	-	78,900	30,000	-	-	-	-
Network Growth	-	150,000	25,000	-	-	-	-
Marlboro Street Overlay District	-	-	35,000	-	-	-	-
Stone Arch Bridge Preservation Project	-	-	28,500	-	-	-	-
Pool Filter Systems Replacement	-	87,200	-	-	-	-	-
Pool Resurfacing: Wheelock Park	-	-	-	48,450	-	-	48,450
Pool Splash Pad	-	64,950	-	-	-	-	-
Portable Radar Signs	-	-	30,519	-	-	-	-
Portable Radio Replacement (Police)	30,063	30,360	-	-	-	-	-
Recreation Center Roof	-	-	-	60,000	-	-	60,000
Repeater System (Police)	-	-	-	45,143	-	-	45,143
Road Overlay	300,000	-	-	-	-	-	-
Robin Hood Park Stone Walls	-	-	-	43,750	-	-	43,750
Roundhouse T Phase Two	91,873	96,467	-	-	-	-	-
Server Replacement	11,300	3,000	5,500	18,000	-	-	18,000
Sidewalk Repair	12,212	-	-	-	-	-	-
Sidewalks - New	26,552	-	47,212	-	-	-	-
State By-Pass Projects	-	-	49,200	76,860	-	-	76,860
Storage Area Network	57,000	-	-	61,000	-	-	61,000
Tennis Court Improvements	-	-	-	9,000	-	-	9,000
Traffic Controllers	-	-	-	31,500	-	-	31,500
Subtotal General Revenue Capital Project Appropriation	1,213,021	643,592	1,149,717	829,529	8,585	-	838,114
Capital Projects Appropriations (00004-68011) Bond Funded:							
Curb Installation	-	115,000	225,000	130,000	-	-	130,000
Central Fire Station	5,000,000	-	-	-	-	-	-
General Drainage	-	340,000	540,000	248,000	-	-	248,000
Phone System Upgrade	-	300,000	-	-	-	-	-
Road Overlay	1,025,000	955,000	-	566,000	-	-	566,000
Road Reconstruction	-	460,000	280,000	201,000	-	-	201,000
Robin Hood Dam Upgrade	630,000	-	-	-	-	-	-
Sidewalks - New	-	170,000	-	-	-	-	-
Sidewalks - Replacement/Repair	-	55,000	145,000	180,000	-	-	180,000
Subtotal Bond Funded Capital Project Appropriation	6,655,000	2,395,000	1,190,000	1,325,000	-	-	1,325,000
Total Capital Project Appropriation	7,868,021	3,038,592	2,339,717	2,154,529	8,585	-	2,163,114
TOTAL CAPITAL RESERVE & PROJECT APPROPRIATIONS	\$ 8,016,021	\$ 3,243,592	\$ 2,584,717	\$ 2,439,529	\$ 8,585	\$ -	\$ 2,448,114

Fiscal Year 2013-2014

MAYOR & CITY COUNCIL 00004 - CAPITAL APPROPRIATIONS

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Rec
68010 - CAPITAL RESERVE	148,000	205,000	245,000	245,000	285,000	0	285,000	285,000
68011 - CAPITAL PROJECT TRANSFER	7,556,146	3,193,995	2,339,717	2,339,717	2,154,529	8,585	2,163,114	2,163,114
62000 - OPERATING EXPENDITURES	7,704,146	3,398,995	2,584,717	2,584,717	2,439,529	8,585	2,448,114	2,448,114
00004 - CAPITAL APPROPRIATIONS Total	7,704,146	3,398,995	2,584,717	2,584,717	2,439,529	8,585	2,448,114	2,448,114

Fiscal Year 2013-2014

MAYOR & CITY COUNCIL 00081 - EMPLOYEE BENEFITS

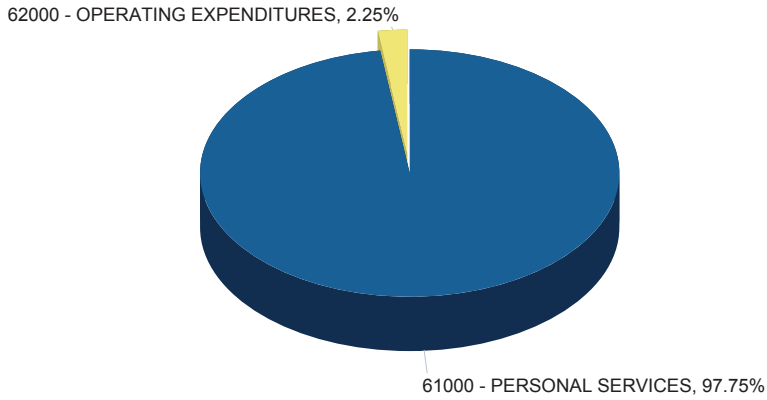
	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Rec
61304 - GENERAL PERSONNEL	0	876	-23,217	0	207,052	0	207,052	207,052
61399 - PENDING RETIREMENTS	0	0	-175,000	0	-60,000	0	-60,000	-60,000
61701 - HEALTH INSURANCE	35,000	2,613	35,000	0	35,000	0	35,000	35,000
61704 - SOCIAL SECURITY	0	67	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	0	1	0	0	0	0	0	0
61706 - UNEMPLOYMENT INSURANCE	16,384	22,935	15,000	26,943	27,482	0	27,482	27,482
61707 - LIFE INSURANCE	23,996	23,326	24,000	23,900	34,800	0	34,800	34,800
61708 - LT DISABILITY INSURANCE	26,855	26,255	30,000	36,500	38,995	0	38,995	38,995
61710 - SAFETY PROGRAM	7,583	3,271	8,000	8,000	10,000	0	10,000	10,000
61711 - WELLNESS PROGRAM	10,137	1,470	6,000	3,700	5,000	0	5,000	5,000
61715 - RETIREMENT BENEFITS	75,000	0	100,000	100,000	100,000	0	100,000	100,000
61000 - PERSONAL SERVICES	194,955	80,815	19,783	199,043	398,329	0	398,329	398,329
62206 - PW FLEET CHARGE	16,056	0	0	0	0	0	0	0
62310 - SAFETY PROGRAM MAINT.	0	0	4,000	3,900	4,000	0	4,000	4,000
62437 - TUITION ASSISTANCE	0	0	5,000	3,700	7,500	0	7,500	7,500
62605 - PARKING SPACE RENTAL	37,440	36,444	36,440	36,440	37,720	0	37,720	37,720
62000 - OPERATING EXPENDITURES	53,496	36,444	45,440	44,040	49,220	0	49,220	49,220
00081 - EMPLOYEE BENEFITS Total	248,451	117,259	65,223	243,083	447,549	0	447,549	447,549

Fiscal Year 2013-2014

MAYOR & CITY COUNCIL 00082 - RISK MANAGEMENT

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Rec
62401 - GENERAL LIABILITY INS	223,915	206,146	209,879	209,879	217,926	0	217,926	217,926
62402 - AIRPORT LIABILITY INS	5,500	5,725	7,000	5,355	6,200	0	6,200	6,200
62000 - OPERATING EXPENDITURES	229,415	211,871	216,879	215,234	224,126	0	224,126	224,126
00082 - RISK MANAGEMENT Total	229,415	211,871	216,879	215,234	224,126	0	224,126	224,126

Department - CITY MANAGER



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	229,549	231,895	237,658	237,288	240,242	0	240,242	240,242
62000 - OPERATING EXPENDITURES	3,824	5,075	4,960	4,922	5,533	0	5,533	5,533
Department Total	233,372	236,970	242,618	242,210	245,775	0	245,775	245,775

Staffing Summary (regular full and part time only):

			FTE's	FY 14 Annualized Wages/Salaries*
Cost Center	Account	Title		
00300	61203	CITY MANAGER	1.00	128,786
	61305	EXECUTIVE SECRETARY	1.00	53,914
25 - CITY MANAGER Total			2.00	182,700

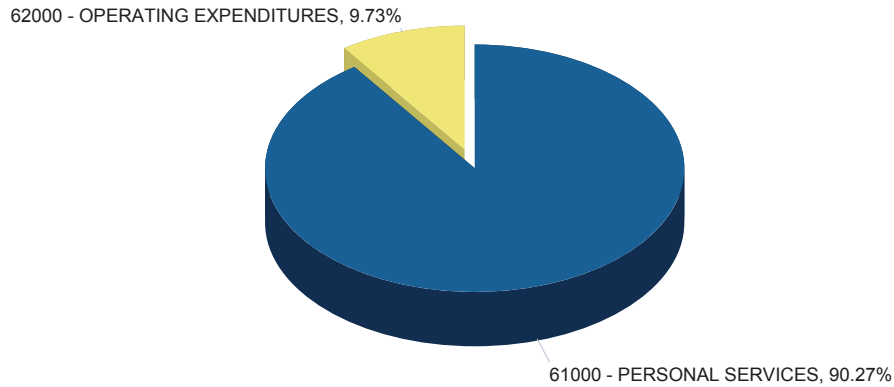
*This number does not include any overtime, seasonal, or other forms of pay.

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

CITY MANAGER

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61203 - CITY MANAGER	125,461	125,461	128,292	128,292	128,786	0	128,786	128,786
61305 - ADMINISTRATIVE PERSONNEL	52,509	52,521	53,706	53,707	53,914	0	53,914	53,914
61603 - CAR ALLOWANCE	4,200	4,200	4,200	4,200	4,200	0	4,200	4,200
61701 - HEALTH INSURANCE	11,040	13,275	14,010	13,929	14,587	0	14,587	14,587
61702 - DENTAL INSURANCE	1,842	1,739	1,934	1,911	1,910	0	1,910	1,910
61703 - RETIREMENT CONTRIBUTIONS	4,825	4,742	5,018	4,726	5,806	0	5,806	5,806
61704 - SOCIAL SECURITY	12,956	12,973	13,321	13,347	13,362	0	13,362	13,362
61705 - WORKERS COMPENSATION	152	162	175	176	176	0	176	176
61712 - DEPT HEAD RETIREMENT	16,563	16,823	17,000	17,000	17,500	0	17,500	17,500
61000 - PERSONAL SERVICES	229,549	231,895	237,658	237,288	240,242	0	240,242	240,242
62205 - PC REPLACEMENT CHARGE	576	384	335	336	290	0	290	290
62435 - TRAINING	94	96	100	0	100	0	100	100
62436 - MEETINGS & DUES	1,495	2,379	2,500	3,058	2,923	0	2,923	2,923
62441 - LOCAL MEALS & MEETING EXP	550	550	500	325	500	0	500	500
62510 - TELEPHONE	294	585	450	645	645	0	645	645
62701 - OFFICE SUPPLIES	473	664	600	340	600	0	600	600
62710 - POSTAGE	42	66	125	28	125	0	125	125
62715 - BOOKS AND PERIODICALS	300	350	350	190	350	0	350	350
62000 - OPERATING EXPENDITURES	3,824	5,075	4,960	4,922	5,533	0	5,533	5,533
Department Total	233,372	236,970	242,618	242,210	245,775	0	245,775	245,775

Department - CITY ATTORNEY



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	303,117	316,909	329,037	329,208	338,399	0	338,399	338,399
62000 - OPERATING EXPENDITURES	16,519	51,644	41,528	38,053	36,485	0	36,485	36,485
Department Total	319,636	368,554	370,565	367,261	374,884	0	374,884	374,884

Staffing Summary (regular full and part time only):

			FTE's	FY 14 Annualized Wages/Salaries*
Cost Center	Account	Title		
00100	61201	CITY ATTORNEY	1.00	116,579
	61304	ASSISTANT CITY ATTORNEY	1.00	76,671
	61305	PARALEGAL	1.00	53,914
15 - CITY ATTORNEY Total			3.00	247,163

*This number does not include any overtime, seasonal, or other forms of pay.

CITY ATTORNEY

The City Attorney is appointed by the Mayor and City Council and serves at their pleasure. The City Attorney strives to provide the highest quality legal advice and counseling to the City Council, the City Manager, administrative staff, boards, commissions, committees, and the various departments of the City of Keene. The City Attorney represents the City of Keene in all legal matters affecting the City, and defends and advocates the rights and interests of the City in any suit or prosecution put before it.

Noteworthy achievements for the City Attorney's office for the past fiscal year include the legal work associated with the Cheshire County Courthouse project, including understanding of complex financing arrangements; the successful conclusion of an agreement with the North Swanzey Water & Fire Precinct; assistance with the initial phases of a carbon harvest sustainable energy project, and involvement in the discussion of a potential ice arena. The City Attorney's office continues to assist the City's various departments with their legal issues including matters involving enforcement of the City Code, development of the former railroad land, and numerous right-to-know requests. The City Attorney's office is also currently involved in several commercial tax abatement litigations, as well as litigation pertaining to the former Kingsbury property; various collection matters, and matters involving insurance defense.

For FY14, the City Attorney will continue to make every effort to avoid unnecessary litigation, reduce potential legal risks, and limit financial exposure to the City of Keene, thereby saving taxpayer dollars. Training sessions continue to be offered to the City's officials, and board and committee members, relative to their roles and responsibilities, meeting protocols, and public access to governmental records and meetings. The City Attorney and his staff are committed to providing professional, efficient, and cost effective legal services to the City of Keene.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	CITY ATTORNEY	FUND:	GENERAL
DIVISION(s): Cost Center(s):	00100		
MISSION:	To provide the highest quality legal services to the City's municipal officials, City Manager, department heads, and boards and commissions in the most economical and efficient manner possible, and to assist in providing high quality services to the residents of the City of Keene.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Provides legal services to the Mayor and City Council, the various standing and ad-hoc committees, and to the City's boards and commissions.	Municipal Governance & Fin Stability
2. Provides legal services to the City Manager and department heads.	Municipal Governance & Fin Stability
3. Assists the City Manager with negotiation and drafting of legal documents relative to the outside development of City properties.	Municipal Governance & Fin Stability

FISCAL YEAR OBJECTIVES:

	STATUTE	CMP	VOICE
1. To assist the City's municipal officers, department heads, boards and commissions in understanding and complying with applicable statutes, ordinances, and regulations.		Municipal Governance & Fin Stability	V, E
2. To engage in litigation only when necessary to bring a disputed matter to an efficient conclusion and at a minimum cost to the taxpayer in a manner that is consistent with the best interests of the City.		Municipal Governance & Fin Stability	V, E
3. To review and assess City ordinances and suggest revisions when appropriate.		Municipal Governance & Fin Stability	O, I, E
4. Continue to provide training to the volunteers on the City's boards and commissions with regard to respective board regulations, Rules of Procedure, and the Right-to-Know Law.		Municipal Governance & Fin Stability	V, E

METRICS:

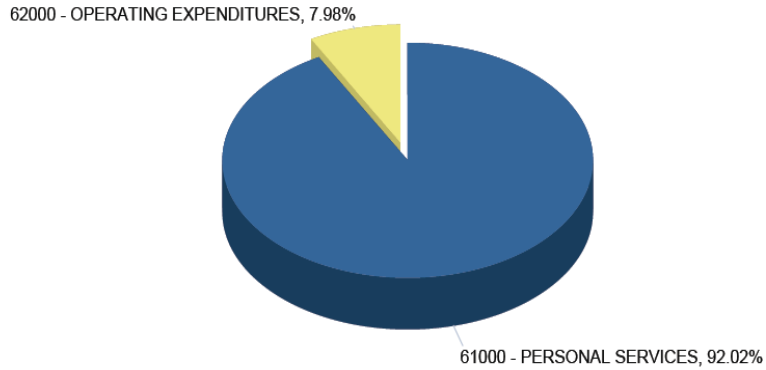
	FY12	FY13	FY14
<i>Not Applicable</i>			

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

CITY ATTORNEY

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61201 - CITY ATTORNEY	111,048	113,569	116,132	116,132	116,579	0	116,579	116,579
61304 - GENERAL PERSONNEL	67,005	70,047	74,858	74,859	76,671	0	76,671	76,671
61305 - ADMINISTRATIVE PERSONNEL	50,279	52,556	53,706	53,707	53,914	0	53,914	53,914
61701 - HEALTH INSURANCE	33,060	38,557	40,694	40,429	42,339	0	42,339	42,339
61702 - DENTAL INSURANCE	3,123	2,947	3,279	3,239	3,239	0	3,239	3,239
61703 - RETIREMENT CONTRIBUTIONS	20,984	21,319	21,533	21,805	26,619	0	26,619	26,619
61704 - SOCIAL SECURITY	17,350	17,631	18,531	18,727	18,730	0	18,730	18,730
61705 - WORKERS COMPENSATION	269	284	304	310	309	0	309	309
61000 - PERSONAL SERVICES	303,117	316,909	329,037	329,208	338,399	0	338,399	338,399
62160 - COURT & HEARING EXP	337	1,663	1,000	500	1,000	0	1,000	1,000
62161 - LEGAL SERVICES	4,310	38,091	27,675	25,000	22,500	0	22,500	22,500
62205 - PC REPLACEMENT CHARGE	636	576	503	503	435	0	435	435
62435 - TRAINING	964	496	1,200	1,450	1,500	0	1,500	1,500
62436 - MEETINGS & DUES	1,774	1,535	1,750	1,600	1,750	0	1,750	1,750
62510 - TELEPHONE	281	212	400	200	200	0	200	200
62701 - OFFICE SUPPLIES	818	691	600	400	500	0	500	500
62710 - POSTAGE	298	191	400	400	400	0	400	400
62715 - BOOKS AND PERIODICALS	7,101	8,190	8,000	8,000	8,200	0	8,200	8,200
62000 - OPERATING EXPENDITURES	16,519	51,644	41,528	38,053	36,485	0	36,485	36,485
Department Total	319,636	368,554	370,565	367,261	374,884	0	374,884	374,884

Department - CITY CLERK



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	456,376	462,121	493,710	483,807	498,336	0	498,336	498,336
62000 - OPERATING EXPENDITURES	32,242	43,252	46,442	45,843	43,188	0	43,188	43,188
Department Total	488,618	505,373	540,151	529,650	541,524	0	541,524	541,524

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
00200	61202	CITY CLERK	1.00	95,546
	61305	OFFICE MANAGER	1.00	51,592
		ASSISTANT CITY CLERK	1.00	61,525
	61307	ADMINISTRATIVE ASSISTANT	1.06	44,121
00202	61302	RECORDS MGR / DEP CITY CL	0.90	63,189
00204	61302	RECORDS MGR / DEP CITY CL	0.10	7,021
	61307	RECORDS CLERK	0.53	21,969
20 - CITY CLERK Total			5.59	344,963

*This number does not include any overtime, seasonal, or other forms of pay.

CITY CLERK

The City Clerk is appointed by the Mayor and City Council and serves at their pleasure. The City Clerk's Office is responsible for many statutory responsibilities as well as responsibilities outlined in the City Code and the City Charter. The responsibilities dictated by State Law include the registration and certification of vital events, the administration of elections, the issuance of licenses, and the management of electronic and paper-based records. The responsibilities outlined in the City Code include the maintenance of the City Code of Ordinances and the filing and preservation of all contracts, leases, licenses, deeds, easements, and oaths of office. The single responsibility outlined in the City Charter is serving as the Clerk to the City Council. In that capacity the Clerk is responsible for preparing the agenda and packets of information for the City Council and the Council's Standing Committees, and all public notices that are required under State Law. The Clerk also ensures that the appropriate staff members and citizens are informed of the City Council's decisions.

The office has long maintained a dual focus on behalf of the City and its citizens. Many of our responsibilities include a direct public service focus while others are more in alignment with internal support for the organization. Several years ago our direct customer service consumed the majority of the department's personnel and financial resources. Over the last several years, there has been a shift in responsibilities with more personnel and financial resources focused on internal support in the area of Clerk to the City Council and the management of electronic and paper-based records.

During the 2012/2013 fiscal year, several significant objectives were met. First and foremost a successful Presidential Election under newly enacted voter identification requirements was held. The City Clerk's office also assisted in the review of public bodies and the identification of opportunities to disband or consolidate specific boards and commissions. Although the reduction of public bodies did not meet the 50% reduction identified in the City Manager's previous budget message, the office was successful in identifying responsibilities that relate to the preparation of official minutes and supporting public bodies that could be transferred to either part-time minute taking personnel or members of the actual public body. This transfer of responsibilities, coupled with the reduction of public bodies that was adopted by the City Council, has achieved a 50% reduction in full-time staff support that was attributed to supporting the City's boards and commissions.

For FY14, the City Clerk will continue to promote electronic resources and online tools for greater citizen feedback. At the request of the City Manager, the City Clerk will lead a project that will perform a comprehensive review of all regulatory processes administered by City Departments, excepting land use regulations which are the focus of a future CIP project on Land Use Codes. This comprehensive review has multiple objectives: 1) identify any regulatory process which is not in alignment with the Comprehensive Master Plan or which cannot be tied to a desired outcome for the organization and 2) re-examine how regulations are administered in an attempt to streamline processes and deliver better customer service.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	CITY CLERK	FUND:	GENERAL
DIVISION(s):	ALL		
Cost Center(s):	00200 through 00204		
MISSION:	The mission of the City Clerk's office is to meet its statutory obligations and responsibilities as detailed in the City Charter and City Code.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Serve as clerk to the Keene City Council and effectively communicate their decisions both internally and externally	Leadership
2. Conduct local, state, and federal elections to ensure compliance with statutory requirements	Leadership
3. Manage paper based and electronic records to ensure compliance with statutory requirements	Leadership

FISCAL YEAR OBJECTIVES:

	STATUTE	CMP	VOICE
1. Conduct Municipal Primary and Municipal General Elections	RSA 652		
2. Identify new polling location for Ward Three and notify voter of the change in location	RSA 652		
3. Assist with training opportunities for board members and minute taking staff regarding the expanded duties associated with support services and editing of public body minutes			VCE
4. Lead the initiative to review regulatory processes in City Code		Leadership	VOICE
5. Promote electronic resources and online tools for engaging citizens		Leadership	VOICE
6. Secure changes to the board and commission database to provide for the automatic posting of adopted minutes and board memberships to the web		Leadership	I
7. Assess customer service expectations for better service delivery			VOICE

METRICS:

	FY13	FY14	FY15
1. Dog licenses issued	2,680	2,699	2,705
2. Unlicensed dogs on warrant	187	160	150
3. Vital records issued	3,871	4,258	4,683
4. Requests for information via City web portal	240	132	125
5. Municipal records boxes in custody	3,761	4,105	4,289
6. Municipal records boxes retrieved	288	300	320
7. Municipal record boxes purged	150	103	120
8. Formal right-to-know requests received/Number of records series requested	28 / 526	21 / 101	21 / 101
9. Research requests performed	111	105	105
10. Average minutes spent in responding to research requests	45	53	53

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

CITY CLERK

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61104 - ELECTION WORKERS	7,731	12,675	12,925	12,925	13,550	0	13,550	13,550
61202 - CITY CLERK	93,057	93,078	95,178	92,721	95,546	0	95,546	95,546
61302 - ASST DEPARTMENT HEAD	68,381	68,396	69,940	68,134	70,210	0	70,210	70,210
61305 - ADMINISTRATIVE PERSONNEL	110,185	103,775	112,681	109,772	113,116	0	113,116	113,116
61307 - PART TIME EMPLOYEES	57,067	58,747	66,720	66,788	66,091	0	66,091	66,091
61501 - REGULAR OVERTIME	204	0	0	0	0	0	0	0
61530 - OT:STRAIGHT TIME	0	15	1,559	0	1,668	0	1,668	1,668
61701 - HEALTH INSURANCE	62,756	70,086	73,962	73,962	76,952	0	76,952	76,952
61702 - DENTAL INSURANCE	5,738	5,486	6,313	6,313	4,476	0	4,476	4,476
61703 - RETIREMENT CONTRIBUTIONS	24,978	23,959	24,583	23,952	30,035	0	30,035	30,035
61704 - SOCIAL SECURITY	24,292	23,669	27,463	26,914	26,119	0	26,119	26,119
61705 - WORKERS COMPENSATION	1,918	2,033	2,141	2,134	329	0	329	329
61901 - RECRUITMENT	70	203	245	192	245	0	245	245
61000 - PERSONAL SERVICES	456,376	462,121	493,710	483,807	498,336	0	498,336	498,336
62205 - PC REPLACEMENT CHARGE	2,568	2,244	2,333	2,333	1,995	0	1,995	1,995
62206 - PW FLEET CHARGE	5,520	12,468	13,187	13,178	12,960	0	12,960	12,960
62301 - OFFICE EQUIPMENT MAINT.	3,230	3,172	4,019	4,019	3,923	0	3,923	3,923
62404 - PROPERTY INSURANCE	350	350	357	356	379	0	379	379
62416 - PRINTING	2,945	5,670	4,407	3,627	5,800	0	5,800	5,800
62425 - ADVERTISING	230	615	332	332	519	0	519	519
62435 - TRAINING	2,291	3,607	3,670	4,015	3,454	0	3,454	3,454
62436 - MEETINGS & DUES	1,340	1,164	1,555	1,555	1,590	0	1,590	1,590
62450 - POLLING STATIONS SET UP	397	2,971	1,510	1,470	310	0	310	310
62498 - USE OF TRUST FUNDS	174	0	200	200	200	0	200	200
62510 - TELEPHONE	1,781	1,419	1,890	1,890	1,890	0	1,890	1,890
62701 - OFFICE SUPPLIES	2,728	2,866	2,344	2,311	2,464	0	2,464	2,464
62710 - POSTAGE	1,494	3,791	4,469	4,455	1,613	0	1,613	1,613
62715 - BOOKS AND PERIODICALS	814	635	715	715	715	0	715	715
62740 - OTHER MAINT. SUPPLIES	796	67	1,159	1,159	986	0	986	986
62755 - UNIFORMS	241	0	250	250	250	0	250	250
62760 - OPERATING SUPPLIES	5,010	1,876	3,650	3,650	3,650	0	3,650	3,650
62762 - LICENSES & PERMITS	334	336	395	328	490	0	490	490
62000 - OPERATING EXPENDITURES	32,242	43,252	46,442	45,843	43,188	0	43,188	43,188
Department Total	488,618	505,373	540,151	529,650	541,524	0	541,524	541,524

Fiscal Year 2013 - 2014

CITY CLERK 00200 - CITY CLERK

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61202 - CITY CLERK	93,057	93,078	95,178	92,721	95,546	0	95,546	95,546
61305 - ADMINISTRATIVE PERSONNEL	110,185	103,775	112,681	109,772	113,116	0	113,116	113,116
61307 - PART TIME EMPLOYEES	35,321	34,930	42,092	42,092	40,579	0	40,579	40,579
61501 - REGULAR OVERTIME	183	0	0	0	0	0	0	0
61530 - OT:STRAIGHT TIME	0	0	1,559	0	1,668	0	1,668	1,668
61701 - HEALTH INSURANCE	46,078	51,153	53,978	53,978	56,226	0	56,226	56,226
61702 - DENTAL INSURANCE	4,041	3,884	4,531	4,531	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	18,694	17,784	18,428	17,956	22,473	0	22,473	22,473
61704 - SOCIAL SECURITY	17,453	16,676	19,240	18,829	19,067	0	19,067	19,067
61705 - WORKERS COMPENSATION	203	211	242	237	240	0	240	240
61901 - RECRUITMENT	70	193	245	192	245	0	245	245
61000 - PERSONAL SERVICES	325,283	321,683	348,175	340,308	351,877	0	351,877	351,877
62205 - PC REPLACEMENT CHARGE	1,836	1,632	1,610	1,610	1,385	0	1,385	1,385
62301 - OFFICE EQUIPMENT MAINT.	2,030	1,972	2,667	2,667	2,647	0	2,647	2,647
62425 - ADVERTISING	139	64	210	210	210	0	210	210
62435 - TRAINING	716	1,577	1,452	1,452	1,451	0	1,451	1,451
62436 - MEETINGS & DUES	775	749	990	990	1,025	0	1,025	1,025
62498 - USE OF TRUST FUNDS	174	0	200	200	200	0	200	200
62510 - TELEPHONE	1,473	1,049	1,500	1,500	1,500	0	1,500	1,500
62701 - OFFICE SUPPLIES	2,283	2,102	1,934	1,934	2,054	0	2,054	2,054
62710 - POSTAGE	1,234	1,515	1,555	1,555	1,558	0	1,558	1,558
62715 - BOOKS AND PERIODICALS	804	512	640	640	640	0	640	640
62762 - LICENSES & PERMITS	334	336	395	328	490	0	490	490
62000 - OPERATING EXPENDITURES	11,799	11,509	13,153	13,086	13,160	0	13,160	13,160
00200 - CITY CLERK Total	337,082	333,192	361,327	353,394	365,037	0	365,037	365,037

CITY CLERK 00201 - CITY CLERK ELECTIONS
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61104 - ELECTION WORKERS	7,731	12,675	12,925	12,925	13,550	0	13,550	13,550
61307 - PART TIME EMPLOYEES	3,478	3,686	3,200	3,268	3,542	0	3,542	3,542
61704 - SOCIAL SECURITY	244	277	1,234	1,234	0	0	0	0
61705 - WORKERS COMPENSATION	10	14	16	16	0	0	0	0
61000 - PERSONAL SERVICES	11,462	16,651	17,375	17,443	17,092	0	17,092	17,092
62205 - PC REPLACEMENT CHARGE	216	192	168	168	145	0	145	145
62301 - OFFICE EQUIPMENT MAINT.	1,200	1,200	1,352	1,352	1,276	0	1,276	1,276
62416 - PRINTING	2,945	5,670	4,407	3,627	5,800	0	5,800	5,800
62425 - ADVERTISING	91	551	122	122	309	0	309	309
62450 - POLLING STATIONS SET UP	397	2,971	1,510	1,470	310	0	310	310
62701 - OFFICE SUPPLIES	334	762	300	267	300	0	300	300
62710 - POSTAGE	259	2,277	2,914	2,900	55	0	55	55
62000 - OPERATING EXPENDITURES	5,443	13,622	10,773	9,906	8,195	0	8,195	8,195
00201 - CITY CLERK ELECTIONS Total	16,905	30,274	28,148	27,349	25,287	0	25,287	25,287

CITY CLERK 00202 - CITY CLERK ARCHIVES

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61302 - ASST DEPARTMENT HEAD	61,543	61,558	62,946	61,321	63,189	0	63,189	63,189
61701 - HEALTH INSURANCE	15,011	17,040	17,985	17,985	18,653	0	18,653	18,653
61702 - DENTAL INSURANCE	1,528	1,442	1,604	1,604	1,584	0	1,584	1,584
61703 - RETIREMENT CONTRIBUTIONS	5,656	5,557	5,539	5,396	6,805	0	6,805	6,805
61704 - SOCIAL SECURITY	4,677	4,658	4,815	4,691	4,834	0	4,834	4,834
61705 - WORKERS COMPENSATION	1,520	1,610	1,676	1,674	61	0	61	61
61901 - RECRUITMENT	0	10	0	0	0	0	0	0
61000 - PERSONAL SERVICES	89,934	91,875	94,565	92,671	95,127	0	95,127	95,127
62404 - PROPERTY INSURANCE	350	350	357	356	379	0	379	379
62435 - TRAINING	1,575	2,030	2,218	2,563	2,003	0	2,003	2,003
62436 - MEETINGS & DUES	565	415	565	565	565	0	565	565
62701 - OFFICE SUPPLIES	0	2	0	0	0	0	0	0
62715 - BOOKS AND PERIODICALS	10	123	75	75	75	0	75	75
62740 - OTHER MAINT. SUPPLIES	796	67	1,159	1,159	986	0	986	986
62760 - OPERATING SUPPLIES	4,324	1,503	3,000	3,000	3,000	0	3,000	3,000
62000 - OPERATING EXPENDITURES	7,619	4,491	7,374	7,718	7,008	0	7,008	7,008
00202 - CITY CLERK ARCHIVES Total	97,553	96,366	101,939	100,390	102,135	0	102,135	102,135

CITY CLERK 00204 - CLERK RECORDS STORAGE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61302 - ASST DEPARTMENT HEAD	6,838	6,838	6,994	6,813	7,021	0	7,021	7,021
61307 - PART TIME EMPLOYEES	18,268	20,132	21,428	21,428	21,969	0	21,969	21,969
61501 - REGULAR OVERTIME	21	0	0	0	0	0	0	0
61530 - OT:STRAIGHT TIME	0	15	0	0	0	0	0	0
61701 - HEALTH INSURANCE	1,668	1,893	1,998	1,998	2,073	0	2,073	2,073
61702 - DENTAL INSURANCE	170	160	178	178	176	0	176	176
61703 - RETIREMENT CONTRIBUTIONS	628	617	615	600	756	0	756	756
61704 - SOCIAL SECURITY	1,919	2,059	2,174	2,160	2,218	0	2,218	2,218
61705 - WORKERS COMPENSATION	185	197	207	207	28	0	28	28
61000 - PERSONAL SERVICES	29,697	31,911	33,595	33,384	34,241	0	34,241	34,241
62205 - PC REPLACEMENT CHARGE	516	420	555	555	465	0	465	465
62206 - PW FLEET CHARGE	5,520	12,468	13,187	13,178	12,960	0	12,960	12,960
62510 - TELEPHONE	308	370	390	390	390	0	390	390
62701 - OFFICE SUPPLIES	110	0	110	110	110	0	110	110
62755 - UNIFORMS	241	0	250	250	250	0	250	250
62760 - OPERATING SUPPLIES	687	372	650	650	650	0	650	650
62000 - OPERATING EXPENDITURES	7,381	13,630	15,142	15,133	14,825	0	14,825	14,825
00204 - CLERK RECORDS STORAGE Total	37,078	45,541	48,737	48,517	49,066	0	49,066	49,066

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
CITY CLERK	488,618	505,373	540,151	529,650	541,524	0	541,524	541,524

Administrative Services Portfolio

The Administrative Services Portfolio is a grouping of City Departments that provides services to other departments as well as the general public.

Department Heads:

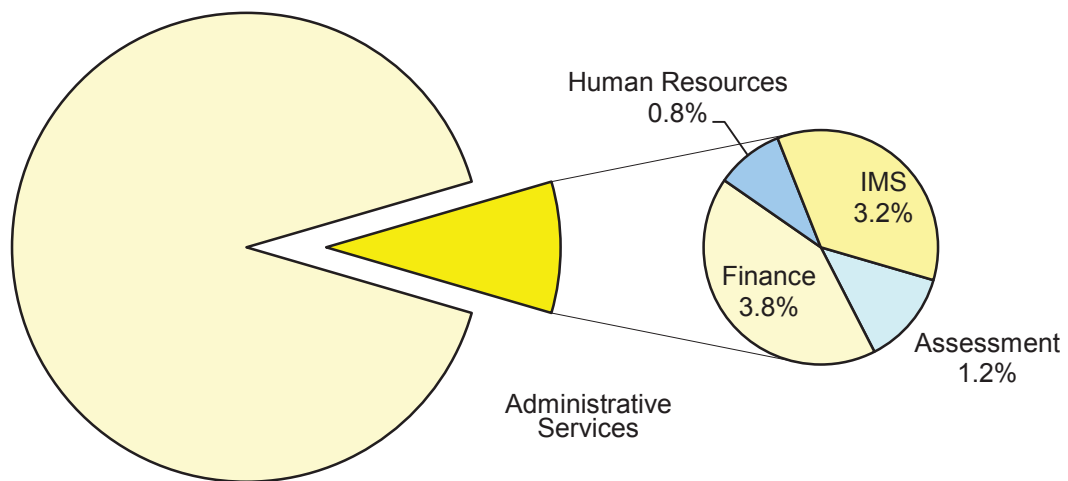
Daniel Langille, City Assessor

Elizabeth Fox, Finance Director

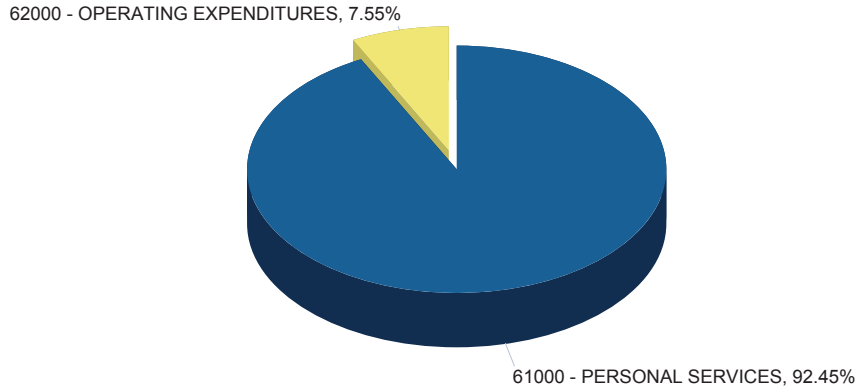
William Prokop, Assistant City Manager for Administrative Services/Human Resources Director

Rebecca Landry, Information Management Systems Director

FY 2014 Recommended Budget



Department - ASSESSMENT



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	363,375	363,368	380,486	364,913	376,434	0	376,434	376,434
62000 - OPERATING EXPENDITURES	65,697	45,464	33,056	32,644	30,732	0	30,732	30,732
Department Total	429,072	408,832	413,542	397,557	407,166	0	407,166	407,166

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
00400	61301	CITY ASSESSOR	1.00	85,459
	61304	APPRAISER	1.00	67,186
	61305	ASSESSING TECHNICIAN	1.00	49,374
		AUTOMATION SPECIALIST	1.00	49,374
10 - ASSESSMENT Total			4.00	251,394

*This number does not include any overtime, seasonal, or other forms of pay.

ASSESSING

The Department of Assessment ensures the fair and equitable taxation of all property within the City. This is accomplished through the following:

- valuation of property changes caused by building permits, zoning changes, sub-divisions, mergers, variances and discovery
- collection and validation of all real estate transactions
- statistical analysis of annual sales and equalization study
- processing of property tax abatements
- administration of exemptions for the elderly, deaf, disabled and blind in addition to those authorized for wind, wood or solar systems, current use and tax credits for Veterans, spouses and Disabled Veterans
- maintaining certified and professional staff.

In addition to the above and daily administrative duties, the Department's functions are governed by:

- **RSA 21-J:14-b, Assessing Standards Board** The Assessing Standards Board was created by the legislature in response to *Evelyn Sirrell et al. v State of New Hampshire*. Among other duties, the ASB was charged with creating guidelines to be followed by municipalities in administering the property tax system. In order to meet certification (aka assessment review), the State conducts an audit to be sure that (1) the level and uniformity of assessments are within acceptable ranges, (2) assessment practices substantially comply with applicable statutes and rules, (3) exemption and credit procedures substantially comply with applicable statutes and rules, (4) assessments are based on reasonably accurate data, (5) assessments of various types of property are proportional and (6) a Uniform Standards of Professional Appraisal Practice (USPAP) report has been written for each year values change.

During 2012/2013 the Department successfully updated all utility values and began to work toward meeting the standards of the Department of Revenue Administration's assessment review process. In addition to satisfying its assessment practice and statistical requirements, staff must confirm that every recipient of a personal exemption meets applicable criteria; every recipient of the Veteran credit meets residency, and each property enrolled in the *Current Use Program* is verified to ensure continued qualification.

For the past sixteen years the City has benefited greatly by having a consistent and very competent Department Head who has since retired. With change comes an opportunity to build on the successes of the past to ensure the department is able to take on both current and future challenges. During FY14 the Department of Assessment will be reviewing the processes utilized to achieve our mission and objectives. The staff will be streamlining procedures and seeking advantages provided by improved technology to enhance the way in which we analyze data, communicate information and provide services to the public in a cost effective, ethical, and efficient manner. As a Department, we want to maintain the public's trust and will be doing so by following best practices and allowing for transparency whenever possible.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	ASSESSMENT	FUND:	GENERAL
DIVISION(s): Cost Center(s):	ALL 00400		
MISSION:	To ensure the fair and equitable taxation of all property within the City of Keene in accordance with NH law.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1.	Annually establish property values and implement resulting value changes. Includes inspecting, listing, and valuing real estate due to building permits, changes in use from rezoning or other actions, performing analyses to monitor market trends, and uniformly applying those indicators.	Municipal Governance & Fin Stability
2.	For tax rate setting purposes, state the aggregate value of all property, taxable and non taxable, including tax increment finance districts, along with other statistical data.	Municipal Governance & Fin Stability
3.	Meet the Assessing Standards Board standards on data quality and statistics which may include a re-inspection program, requalification of credits and exemptions, and other performance measures. This includes certification every 5 years, taking values anew every 5 years, writing applicable Uniform Standards of Professional Appraisal Practices compliance report, and meeting required professional education/designations.	Municipal Governance & Fin Stability

FISCAL YEAR OBJECTIVES:

		STATUTE	CMP	VOICE
1.	Appraise real property in accordance with State law	ASB, 75:1 & 75:8	Municipal Governance & Fin Stability	I
2.	Meet the Standards for Assessing Standards Board (ASB) Certification	ASB, 75:1 & 75:8	Municipal Governance & Fin Stability	I
3.	Implement new technology for effective, efficient, and transparent assessing practices		Education	I

METRICS:

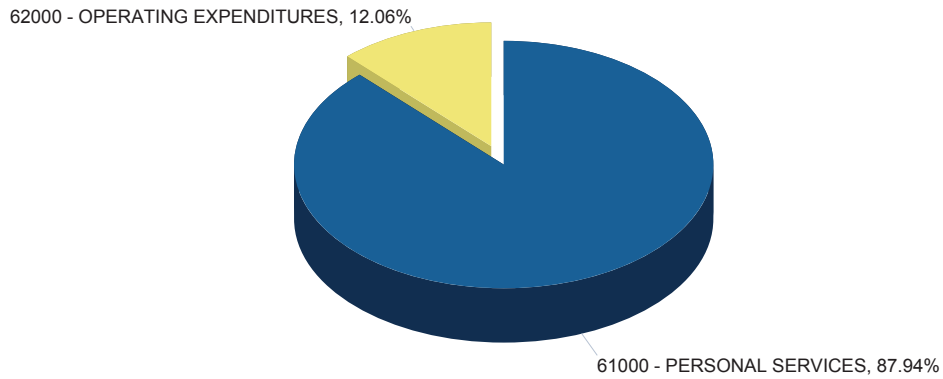
	FY12	FY13	FY14
1. Parcel count	7,924	7,925	7,930
2. Equalization ratio (expresses relationship between assessment & market; Assessing Standards Board standard is between 90% and 110%)	100.40	108.24	105
3. Coefficient of dispersion (COD) (measures assessment equity where the lower the COD the better the equity; Assessing Standards Board standard is <20)	8.50	10.40	9.50
4. Total Taxable Assessed Value	1.90 billion	1.86 billion	1.85 billion

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

ASSESSMENT

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61301 - DEPARTMENT HEAD	97,244	89,549	99,461	84,395	85,459	0	85,459	85,459
61304 - GENERAL PERSONNEL	65,436	65,651	66,928	67,229	67,186	0	67,186	67,186
61305 - ADMINISTRATIVE PERSONNEL	92,347	94,368	98,370	98,370	98,748	0	98,748	98,748
61701 - HEALTH INSURANCE	56,815	62,964	62,151	65,054	69,844	0	69,844	69,844
61702 - DENTAL INSURANCE	4,785	4,785	5,498	4,424	4,626	0	4,626	4,626
61703 - RETIREMENT CONTRIBUTIONS	23,436	22,407	23,299	22,000	27,075	0	27,075	27,075
61704 - SOCIAL SECURITY	19,214	18,536	20,254	19,125	19,232	0	19,232	19,232
61705 - WORKERS COMPENSATION	4,098	4,093	4,525	4,316	4,263	0	4,263	4,263
61901 - RECRUITMENT	0	1,014	0	0	0	0	0	0
61000 - PERSONAL SERVICES	363,375	363,368	380,486	364,913	376,434	0	376,434	376,434
62125 - APPRAISAL SERVICES	49,395	28,007	12,500	12,500	9,650	0	9,650	9,650
62205 - PC REPLACEMENT CHARGE	2,976	2,808	2,678	2,678	2,565	0	2,565	2,565
62206 - PW FLEET CHARGE	5,352	6,540	7,003	7,003	7,099	0	7,099	7,099
62301 - OFFICE EQUIPMENT MAINT.	713	821	825	638	768	0	768	768
62307 - COMPUTER SYS MAINTENANCE	840	1,500	3,750	3,875	3,800	0	3,800	3,800
62425 - ADVERTISING	542	215	625	200	500	0	500	500
62435 - TRAINING	410	649	600	600	1,200	0	1,200	1,200
62436 - MEETINGS & DUES	584	110	1,150	1,300	1,380	0	1,380	1,380
62510 - TELEPHONE	1,067	789	1,300	1,200	1,100	0	1,100	1,100
62701 - OFFICE SUPPLIES	2,017	1,963	1,000	1,000	1,000	0	1,000	1,000
62710 - POSTAGE	1,190	1,148	1,000	1,000	1,050	0	1,050	1,050
62715 - BOOKS AND PERIODICALS	611	914	625	650	620	0	620	620
62000 - OPERATING EXPENDITURES	65,697	45,464	33,056	32,644	30,732	0	30,732	30,732
Department Total	429,072	408,832	413,542	397,557	407,166	0	407,166	407,166

Department - FINANCE



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	1,090,785	1,110,686	1,170,265	1,137,553	1,169,113	0	1,169,113	1,169,113
62000 - OPERATING EXPENDITURES	144,710	152,231	159,859	157,089	160,357	0	160,357	160,357
Department Total	1,235,494	1,262,917	1,330,124	1,294,642	1,329,470	0	1,329,470	1,329,470

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
00600	61301	FINANCE DIRECTOR/TREASURE	1.00	96,271
	61302	ASST. FINANCE DIR/TREAS	1.00	95,546
	61305	ADMINISTRATIVE ASST I	1.00	43,263
00601	61304	PAYROLL ADMINISTRATOR	1.00	61,322
		FUND MANAGER	1.00	61,525
	61305	ACCOUNT CLERK II	3.00	129,797
00602	61304	PURCHASING AGENT	1.00	70,210
00603	61303	REVENUE COLLECTOR	1.00	70,210
	61305	ACCOUNT CLERK II	2.00	86,532
		DEPUTY REVENUE COLLECTOR	1.00	49,374
	61307	ACCOUNT CLERK I	1.18	42,457
30 - FINANCE Total			14.18	806,506

*This number does not include any overtime, seasonal, or other forms of pay.

FINANCE

Through the performance of the standard business functions of the City the Finance Department oversees and supports the financial activities, programs and services provided by City departments to our community. The efforts of staff are directed toward providing many necessary functions including accounting, purchasing, payroll, billing, collection, bill payment, debt management and cash management. Through Revenue Collection, staff located on the first floor of City Hall provides direct service to residents and businesses through the registration of motor vehicles, acceptance of tax and utility payments along with various other payments due the City. Staff members provide financial analysis on all capital projects, support union negotiations and vendor proposals participating in the development and evaluation of operational and capital purchase contracts. The Trustees of the Trust Funds, who are charged with management of the capital reserve and trust accounts of the City, are also assisted by staff. Support to the City Manager and departments preparing the annual operating budget and the six year capital improvement program, with its focus on financial forecasting, are a focus point for the Department and advance the City's vision outlined in the Comprehensive Master Plan. We review the fiscal policy of the City annually and recommend any changes or updates that are required. It is staff's responsibility to insure that the fiscal policies are fully complied with on an ongoing basis.

During FY13, in addition to the routine activity required to support the day to day business of the city, staff implemented a change in City's banking relationship. At the conclusion of this year's bond issuance through the procurement process a financial advisor will be selected. Banking and financial advisory services, like those provided by the city's auditors and bond counsel, are reviewed on a five year cycle. Purchasing activity continues to increase staff are managing bids and other solicitation processes achieving cost effective proposals that satisfy operational and organization priorities. Implementation of the contract management position through Facilities is anticipated to result in additional cross department procurement activity. In an effort to attain purchasing efficiencies, regular meetings are taking place between City and School officials to identify and develop collaborative purchasing opportunities that attain savings that will benefit the community.

In FY14 the Department will continue to strive to efficiently and accurately perform the business functions of the City. Fiscal objectives are focused on several customer oriented initiatives including expansion of credit card and electronic payment opportunities and the presentation of financial data in a user friendly format enhancing transparency and effective management of resources. Attention to the important task of monitoring fiscal trends, legislative, and regulatory activity impacting the City's operations and fiscal condition will continue. While working to fulfill the primary services and responsibilities of the Department, staff will continue to seek opportunities to use technology to improve performance. Succession planning and training will further advance the Department's mission and efforts to maintain compliance with best practice standards.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	FINANCE	FUND:	GENERAL
DIVISION(s): Cost Center(s):	ALL 00600 through 00604		
MISSION:	To manage the financial resources of the City of Keene in an efficient, ethical and transparent manner.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/Comp Plan

1. Performs, manages, and oversees all standard business functions for entire city organization.	Municipal Governance & Fin Stability
2. Performs short and long term financial analysis and planning.	Municipal Governance & Fin Stability
3. Prepares and implements operating and capital budgets in conformance with policies and plans adopted by the City Council.	Municipal Governance & Fin Stability

FISCAL YEAR OBJECTIVES:

	<u>STATUTE</u>	<u>CMP</u>	<u>VOICE</u>
1. Present financial data in formats that are informative and user friendly		Municipal Governance & Fin Stability	C,I
2. Expand accepting credit card payments considering customer and organization needs		Municipal Governance & Fin Stability	C
3. Initiate with stakeholders a review of software in preparation for future tax program upgrade		Municipal Governance & Fin Stability	C
4. Consider recognized standards establishing short and long term goals for purchasing		Municipal Governance & Fin Stability	C
5. Expand department training and cross-training advancing succession planning		Municipal Governance & Fin Stability	C
6. Conduct department employee training on use of financial software system		Municipal Governance & Fin Stability	V
7. Pay invoices within vendor stipulated pay period once invoices are coded & approved (target - 98%)		Municipal Governance & Fin Stability	C

METRICS:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
1. Invoices paid within vendor stipulated pay period	95.00%	96.00%	96.00%
2. Timely issuance of Council Reports	100.00%	100.00%	100.00%
3. Number of bids, RFP's & contracts issued	200	220	225
4. Property tax & utility bills issued	40,500	40,500	40,505
5. Motor vehicle transactions	20,444	20,450	20,450
6. Municipal agent transactions	17,464	17,485	17,485
7. Parcels going to tax lien	280	241	245
8. Liens as % of warrant	2.54%	1.74%	1.75%

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

FINANCE								
Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61301 - DEPARTMENT HEAD	110,971	96,583	95,178	92,658	96,271	0	96,271	96,271
61302 - ASST DEPARTMENT HEAD	89,050	90,068	95,180	95,180	95,546	0	95,546	95,546
61303 - SUPERVISORY PERSONNEL	68,381	68,396	69,940	68,596	70,210	0	70,210	70,210
61304 - GENERAL PERSONNEL	178,550	178,590	208,585	198,980	193,057	0	193,057	193,057
61305 - ADMINISTRATIVE PERSONNEL	287,745	298,868	306,192	303,312	308,966	0	308,966	308,966
61307 - PART TIME EMPLOYEES	35,016	36,021	40,987	37,193	42,457	0	42,457	42,457
61401 - TEMPORARY PERSONNEL	0	295	1,000	0	0	0	0	0
61501 - REGULAR OVERTIME	1,329	3,609	4,000	3,600	4,000	0	4,000	4,000
61530 - OT:STRAIGHT TIME	0	0	500	0	0	0	0	0
61701 - HEALTH INSURANCE	176,436	195,024	198,718	190,755	195,791	0	195,791	195,791
61702 - DENTAL INSURANCE	17,897	16,272	18,372	18,683	18,053	0	18,053	18,053
61703 - RETIREMENT CONTRIBUTIONS	67,518	66,158	68,207	66,767	82,288	0	82,288	82,288
61704 - SOCIAL SECURITY	57,234	57,372	62,429	61,060	61,698	0	61,698	61,698
61705 - WORKERS COMPENSATION	657	701	977	770	777	0	777	777
61901 - RECRUITMENT	0	2,729	0	0	0	0	0	0
61000 - PERSONAL SERVICES	1,090,785	1,110,686	1,170,265	1,137,553	1,169,113	0	1,169,113	1,169,113
62103 - TECHNICAL SERVICES	0	4,785	5,850	5,850	2,000	0	2,000	2,000
62129 - AUDIT SERVICES	36,300	44,750	41,000	38,800	43,000	0	43,000	43,000
62175 - OTHER SERVICES	8,372	8,748	7,600	8,700	8,700	0	8,700	8,700
62205 - PC REPLACEMENT CHARGE	6,360	5,748	6,075	5,629	5,356	0	5,356	5,356
62301 - OFFICE EQUIPMENT MAINT.	17,368	16,288	20,124	18,760	19,300	0	19,300	19,300
62416 - PRINTING	7,807	6,942	8,610	8,145	8,365	0	8,365	8,365
62425 - ADVERTISING	2,143	1,373	2,500	2,500	2,750	0	2,750	2,750
62430 - TRAVEL	999	177	800	600	800	0	800	800
62435 - TRAINING	3,639	2,031	5,250	4,508	5,050	0	5,050	5,050
62436 - MEETINGS & DUES	1,257	1,022	1,900	2,135	2,185	0	2,185	2,185
62447 - PUBLIC AWARENESS	1,007	851	1,100	1,100	1,101	0	1,101	1,101
62510 - TELEPHONE	4,034	2,976	4,150	2,675	3,100	0	3,100	3,100
62701 - OFFICE SUPPLIES	15,122	13,293	15,130	14,962	14,850	0	14,850	14,850
62710 - POSTAGE	38,042	41,487	37,070	40,850	41,400	0	41,400	41,400
62715 - BOOKS AND PERIODICALS	2,260	1,656	2,700	1,875	2,400	0	2,400	2,400
62744 - MINOR COMPUTER EQUIPMENT	0	105	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	144,710	152,231	159,859	157,089	160,357	0	160,357	160,357
Department Total	1,235,494	1,262,917	1,330,124	1,294,642	1,329,470	0	1,329,470	1,329,470

Fiscal Year 2013 - 2014

FINANCE 00600 - FINANCE ADMIN

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	110,971	96,583	95,178	92,658	96,271	0	96,271	96,271
61302 - ASST DEPARTMENT HEAD	89,050	90,068	95,180	95,180	95,546	0	95,546	95,546
61305 - ADMINISTRATIVE PERSONNEL	42,137	42,146	43,098	43,086	43,263	0	43,263	43,263
61701 - HEALTH INSURANCE	50,036	51,711	41,467	39,576	41,451	0	41,451	41,451
61702 - DENTAL INSURANCE	5,092	4,522	5,346	5,281	5,281	0	5,281	5,281
61703 - RETIREMENT CONTRIBUTIONS	22,253	20,687	20,544	20,321	25,318	0	25,318	25,318
61704 - SOCIAL SECURITY	17,926	16,911	17,860	17,666	17,984	0	17,984	17,984
61705 - WORKERS COMPENSATION	206	207	317	222	227	0	227	227
61901 - RECRUITMENT	0	435	0	0	0	0	0	0
61000 - PERSONAL SERVICES	337,671	323,270	318,989	313,988	325,340	0	325,340	325,340
00600 - FINANCE ADMIN Total	337,671	323,270	318,989	313,988	325,340	0	325,340	325,340

FINANCE 00601 - FINANCE ACCTING
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Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	110,170	110,194	119,938	119,939	122,847	0	122,847	122,847
61305 - ADMINISTRATIVE PERSONNEL	113,241	124,324	128,979	127,444	129,797	0	129,797	129,797
61307 - PART TIME EMPLOYEES	77	0	0	0	0	0	0	0
61401 - TEMPORARY PERSONNEL	0	295	1,000	0	0	0	0	0
61701 - HEALTH INSURANCE	58,956	71,303	74,935	74,010	77,515	0	77,515	77,515
61702 - DENTAL INSURANCE	5,107	5,079	4,151	5,581	5,581	0	5,581	5,581
61703 - RETIREMENT CONTRIBUTIONS	20,533	21,169	21,905	21,770	27,210	0	27,210	27,210
61704 - SOCIAL SECURITY	16,670	17,372	19,042	18,925	19,327	0	19,327	19,327
61705 - WORKERS COMPENSATION	190	213	340	239	244	0	244	244
61901 - RECRUITMENT	0	2,294	0	0	0	0	0	0
61000 - PERSONAL SERVICES	324,944	352,244	370,289	367,907	382,521	0	382,521	382,521
62103 - TECHNICAL SERVICES	0	4,785	5,850	5,850	2,000	0	2,000	2,000
62129 - AUDIT SERVICES	36,300	44,750	41,000	38,800	43,000	0	43,000	43,000
62205 - PC REPLACEMENT CHARGE	4,284	4,104	4,210	3,848	3,968	0	3,968	3,968
62301 - OFFICE EQUIPMENT MAINT.	12,620	12,221	15,000	14,210	14,500	0	14,500	14,500
62416 - PRINTING	7,758	6,422	8,000	7,675	8,000	0	8,000	8,000
62430 - TRAVEL	999	177	800	600	800	0	800	800
62435 - TRAINING	3,414	1,228	4,000	3,908	4,050	0	4,050	4,050
62436 - MEETINGS & DUES	675	550	950	1,300	1,350	0	1,350	1,350
62510 - TELEPHONE	1,346	1,088	1,300	1,200	1,200	0	1,200	1,200
62701 - OFFICE SUPPLIES	4,356	3,676	4,000	3,862	3,800	0	3,800	3,800
62710 - POSTAGE	6,551	6,332	6,200	6,000	6,000	0	6,000	6,000
62715 - BOOKS AND PERIODICALS	1,500	876	1,500	1,425	1,500	0	1,500	1,500
62744 - MINOR COMPUTER EQUIPMENT	0	105	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	79,803	86,314	92,810	88,678	90,168	0	90,168	90,168
00601 - FINANCE ACCTING Total	404,747	438,558	463,099	456,585	472,689	0	472,689	472,689

FINANCE 00602 - FINANCE PURCHASING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	68,381	68,396	69,940	69,941	70,210	0	70,210	70,210
61701 - HEALTH INSURANCE	15,671	13,279	14,010	14,146	14,647	0	14,647	14,647
61702 - DENTAL INSURANCE	1,697	995	967	955	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	6,284	6,175	6,155	6,155	7,562	0	7,562	7,562
61704 - SOCIAL SECURITY	5,031	5,030	5,350	5,164	5,371	0	5,371	5,371
61705 - WORKERS COMPENSATION	58	62	67	68	68	0	68	68
61000 - PERSONAL SERVICES	97,122	93,937	96,490	96,428	98,813	0	98,813	98,813
62205 - PC REPLACEMENT CHARGE	468	432	365	278	278	0	278	278
62301 - OFFICE EQUIPMENT MAINT.	2,068	1,672	2,324	1,800	2,000	0	2,000	2,000
62416 - PRINTING	50	520	560	450	365	0	365	365
62425 - ADVERTISING	2,143	1,373	2,500	2,500	2,750	0	2,750	2,750
62435 - TRAINING	150	297	750	450	500	0	500	500
62436 - MEETINGS & DUES	422	236	750	600	600	0	600	600
62510 - TELEPHONE	692	416	500	475	400	0	400	400
62701 - OFFICE SUPPLIES	7,670	7,425	8,325	8,300	8,250	0	8,250	8,250
62710 - POSTAGE	215	212	500	350	500	0	500	500
62715 - BOOKS AND PERIODICALS	241	323	700	450	400	0	400	400
62000 - OPERATING EXPENDITURES	14,118	12,907	17,274	15,653	16,043	0	16,043	16,043
00602 - FINANCE PURCHASING Total	111,239	106,843	113,764	112,081	114,856	0	114,856	114,856

FINANCE 00603 - FINANCE REV COLLECTION

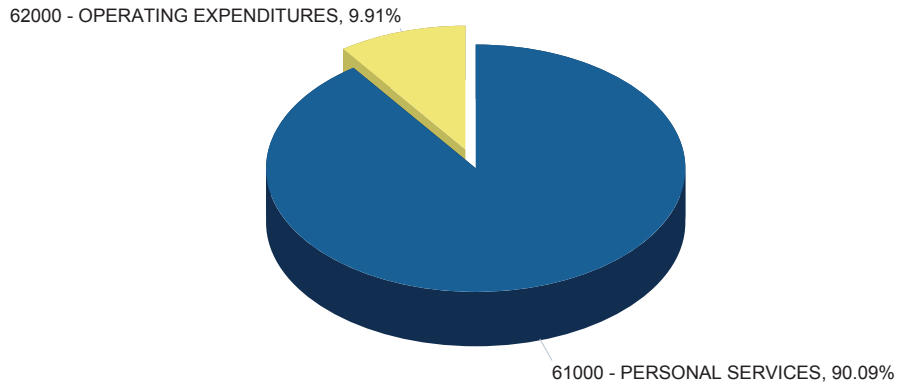
	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	68,381	68,396	69,940	68,596	70,210	0	70,210	70,210
61305 - ADMINISTRATIVE PERSONNEL	132,367	132,397	134,116	132,782	135,906	0	135,906	135,906
61307 - PART TIME EMPLOYEES	34,939	36,021	40,987	37,193	42,457	0	42,457	42,457
61501 - REGULAR OVERTIME	1,329	3,609	4,000	3,600	4,000	0	4,000	4,000
61530 - OT:STRAIGHT TIME	0	0	500	0	0	0	0	0
61701 - HEALTH INSURANCE	51,774	58,732	61,645	59,723	62,177	0	62,177	62,177
61702 - DENTAL INSURANCE	6,001	5,675	6,313	6,116	6,236	0	6,236	6,236
61703 - RETIREMENT CONTRIBUTIONS	18,448	18,127	17,957	17,721	22,199	0	22,199	22,199
61704 - SOCIAL SECURITY	17,607	18,059	18,746	18,608	19,016	0	19,016	19,016
61705 - WORKERS COMPENSATION	202	218	236	234	240	0	240	240
61000 - PERSONAL SERVICES	331,048	341,235	354,440	344,573	362,439	0	362,439	362,439
62175 - OTHER SERVICES	8,372	8,748	7,600	8,700	8,700	0	8,700	8,700
62205 - PC REPLACEMENT CHARGE	1,608	1,212	1,245	1,248	1,110	0	1,110	1,110
62301 - OFFICE EQUIPMENT MAINT.	2,680	2,395	2,800	2,750	2,800	0	2,800	2,800
62435 - TRAINING	75	506	500	150	500	0	500	500
62436 - MEETINGS & DUES	160	235	200	235	235	0	235	235
62447 - PUBLIC AWARENESS	1,007	851	1,100	1,100	1,101	0	1,101	1,101
62510 - TELEPHONE	1,996	1,473	2,350	1,000	1,500	0	1,500	1,500
62701 - OFFICE SUPPLIES	3,095	2,192	2,805	2,800	2,800	0	2,800	2,800
62710 - POSTAGE	31,277	34,942	30,370	34,500	34,900	0	34,900	34,900
62715 - BOOKS AND PERIODICALS	519	457	500	0	500	0	500	500
62000 - OPERATING EXPENDITURES	50,789	53,010	49,470	52,483	54,146	0	54,146	54,146
00603 - FINANCE REV COLLECTION								
Total	381,837	394,245	403,910	397,056	416,585	0	416,585	416,585

FINANCE 00604 - CONTRACT MANAGEMENT

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	0	0	18,708	9,100	0	0	0	0
61701 - HEALTH INSURANCE	0	0	6,661	3,300	0	0	0	0
61702 - DENTAL INSURANCE	0	0	1,594	750	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	0	0	1,647	800	0	0	0	0
61704 - SOCIAL SECURITY	0	0	1,431	698	0	0	0	0
61705 - WORKERS COMPENSATION	0	0	17	8	0	0	0	0
61000 - PERSONAL SERVICES	0	0	30,058	14,656	0	0	0	0
62205 - PC REPLACEMENT CHARGE	0	0	255	255	0	0	0	0
62416 - PRINTING	0	0	50	20	0	0	0	0
62000 - OPERATING EXPENDITURES	0	0	305	275	0	0	0	0
00604 - CONTRACT MANAGEMENT Total	0	0	30,363	14,931	0	0	0	0

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
FINANCE	2,008,806	2,495,261	1,330,124	1,294,642	1,329,470	0	1,329,470	1,329,470

Department - HUMAN RESOURCES



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	238,115	241,809	255,140	255,126	264,950	0	264,950	264,950
62000 - OPERATING EXPENDITURES	26,225	19,854	29,696	26,223	29,160	0	29,160	29,160
Department Total	264,340	261,663	284,836	281,349	294,110	0	294,110	294,110

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
00500	61301	ACM / HR DIRECTOR	1.00	104,339
	61305	HUMAN RESOURCES ASSISTANT	1.00	61,525
	61307	SECRETARY 1 P/T HR	0.80	34,610
45 - HUMAN RESOURCES Total			2.80	200,474

*This number does not include any overtime, seasonal, or other forms of pay.

HUMAN RESOURCES

The Human Resources Department is committed to assisting the City Manager and department heads to provide the citizens of Keene with a competent, trained, and professional workforce giving the best value to the taxpayers. The Department provides a variety of services that are ongoing from year to year, many of which are legally required for the City's diverse operations.

Human Resources helps guide department efforts to maintain a stable, vibrant, progressive, and engaged workforce that not only understands and supports the overall Community Vision, but also is willing to accept and adjust to change. As our workforce continues to shrink, and when possible job functions are combined part-time employees are being used to a greater extent in many departments. Thus, responding to the challenge of providing assistance and information to more people, who are here less time, requires creativity.

Our job is to ensure that employees are managed fairly, trained well, supported, and assigned goals and job duties to accomplish the goals of the Keene Comprehensive Master Plan in a sustainable, cost-effective, efficient, and safe manner. Our emphasis continues to be on using the workforce strategically and developing standards for individual accountability to assure that performance goals are measured and met. Recognizing that there will be a major turnover in management due to retirements in the next five to ten years, several strategies continue to be fine-tuned to plan for the continuation of a high-performance organization through commitment to sustained initiatives to develop, retain, and attract the right talent for the City of Keene.

Recent and new legislation such as Healthcare Reform, updated FLMA regulations, and several other federal and state Department of Labor initiatives have required more administrative follow up. These regulations are being closely monitored to ensure that we are meeting the requirements at the most reasonable cost. Other cost-effective measures we can control include our risk management program, still recognized by our insurer, Primex, as successful because of its very favorable claims loss ratio, which helps in keeping our premiums low.

The Human Resources Department continues to oversee and effectively manage administrative and legal activities. The focus continues to be on analyzing the most efficient deployment of the City's human resources, full-time and part-time, in order to develop with department heads, employee performance measures that are meaningful, aligned with the Comprehensive Master Plan, cost effective, and service or operations oriented. The achievement of these fiscal-year objectives and the success of the stated organizational programs will continue to assist the City to enhance a vibrant and sustainable community.

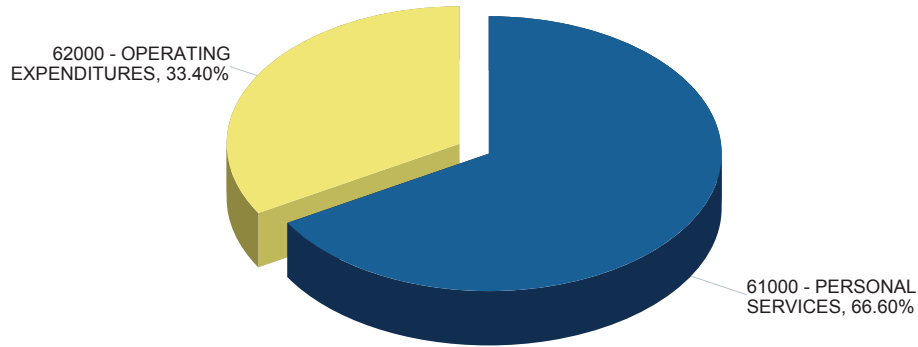
CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET			
DEPARTMENT:	HUMAN RESOURCES	FUND:	GENERAL
DIVISION(S):	ALL		
Cost Center(s):	00500		
MISSION:	Support the City's mission, vision, values, strategic goals, and objectives by guiding and leading change processes; formulating policies; and ensuring compliance with laws affecting the workforce--all in keeping with the Comprehensive Master Plan (CMP).		
PRIMARY SERVICES & RESPONSIBILITIES:			
			Align w/CMP
1.	<u>Human Resources Staffing and Development</u> - Develop strategies, tactics, and processes for identifying, recruiting and retaining the human resources needed to deal with the changing look of today's workforce (staff reductions, more part-time employees), as well as activities and programs that ensure that the knowledge, skills, abilities, and performance of the workforce meet both current and future needs of the organization, employees, and taxpayers.		Leadership
2.	<u>Employee Relations and Labor Relations</u> – Analyze, develop, implement, administer, and evaluate the workplace relationship between employer and employee--both informal and formal--in order to maintain relationships and working conditions that balance employer and employee needs and rights; that provide a safe, healthy, and secure working environment; and that support the organization's strategic goals, objectives, and values based on taxpayer needs.		Community Health & Wellness
3.	<u>Compensation and Benefits</u> – Balancing fairness to both taxpayers and employees, develop, select, implement, administer, and evaluate compensation and benefits programs for all employee groups that meet ever-increasing legislative mandates (Patient Protection and Affordable Care Act, other federal and state laws and regulations), are competitive, and support the organization's strategic goals, objectives, and values.		Municipal Governance & Fin Stability
FISCAL-YEAR OBJECTIVES:			
		STATUTE	CMP
1.	Ensure compliance with all federal and state labor laws, City policies, Administrative Directives, and labor agreements, as well as update and develop policies and procedures to implement continuing new legislation.	N/A	Municipal Governance & Fin Stability
2.	Continue to expand use of technology to monitor risk management and employee benefit programs so that cost can be analyzed and managed.	N/A	Safe Community
3.	Seek out those who might benefit from one-on-one or small-group advisory services to improve internal-customer service performance.	N/A	Leadership
4.	Improve efficiency by continuing to automate administrative tasks associated with human resources functions and by expanding training opportunities to include on-line programs.	N/A	Municipal Governance & Fin Stability
		FY12	FY13
1.	Full-time FTEs/Part-time PTEs/Temporaries (shows workforce utilization, as well as services required).	263/72/157	240/75/152
2.	Training: # Sessions/# Participants (hold 10+ sessions; have 150+ attendees; survey needs of departments and participants annually).	10/200	14/300
3.	Benefits: Overall health insurance cost increase (keep % at or below national average; review annually; use IPG expertise).	0.0%	5.0%
4.	Risk Management: # W/C claims (meet "Prime" program's goal of 5% reduction in # of claims; review monthly with Safety Committee).	52	50
5.	Turnover: Full-time employee turnover rate (maintain turnover for FTEs at under 5% per year; review semi annually).	3.0%	2.8%
6.	Recruitment: # New hires/# Applications /Average # days open (key positions exempt from hiring freeze filled within reasonable time period).	6/200/25	10/400/15
		FY14	
			232/80/107
			12/250
			5.0%
			50
			3.0%
			6/150/15

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

HUMAN RESOURCES

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	101,620	101,642	103,936	103,339	104,339	0	104,339	104,339
61305 - ADMINISTRATIVE PERSONNEL	52,462	52,521	58,650	58,525	61,525	0	61,525	61,525
61307 - PART TIME EMPLOYEES	31,632	31,161	32,993	33,610	34,610	0	34,610	34,610
61701 - HEALTH INSURANCE	22,080	26,550	28,021	28,021	29,173	0	29,173	29,173
61702 - DENTAL INSURANCE	1,842	1,739	1,934	1,934	1,910	0	1,910	1,910
61703 - RETIREMENT CONTRIBUTIONS	14,159	13,918	14,383	14,858	17,864	0	17,864	17,864
61704 - SOCIAL SECURITY	14,045	13,951	14,962	14,661	15,336	0	15,336	15,336
61705 - WORKERS COMPENSATION	158	168	261	179	193	0	193	193
61901 - RECRUITMENT	117	159	0	0	0	0	0	0
61000 - PERSONAL SERVICES	238,115	241,809	255,140	255,126	264,950	0	264,950	264,950
62103 - TECHNICAL SERVICES	6,995	5,475	5,000	5,000	5,000	0	5,000	5,000
62161 - LEGAL SERVICES	9,312	6,355	12,000	9,000	12,000	0	12,000	12,000
62205 - PC REPLACEMENT CHARGE	1,176	1,248	1,373	1,373	1,373	0	1,373	1,373
62416 - PRINTING	10	0	250	250	250	0	250	250
62435 - TRAINING	2,857	2,653	3,600	3,600	3,177	0	3,177	3,177
62436 - MEETINGS & DUES	482	658	1,200	1,200	1,400	0	1,400	1,400
62441 - LOCAL MEALS & MEETING EXP	394	363	500	500	600	0	600	600
62444 - AWARDS	1,159	343	2,623	2,600	2,500	0	2,500	2,500
62445 - PHOTOGRAPHY & PROCESSING	1,268	712	750	500	600	0	600	600
62510 - TELEPHONE	216	177	400	350	360	0	360	360
62701 - OFFICE SUPPLIES	1,517	1,181	800	750	800	0	800	800
62710 - POSTAGE	566	438	1,000	900	900	0	900	900
62715 - BOOKS AND PERIODICALS	210	252	200	200	200	0	200	200
63403 - FURNITURE & FIXTURE ACQ	65	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	26,225	19,854	29,696	26,223	29,160	0	29,160	29,160
Department Total	264,340	261,663	284,836	281,349	294,110	0	294,110	294,110

Department - IMS



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	699,546	621,896	768,274	764,849	744,541	0	744,541	744,541
62000 - OPERATING EXPENDITURES	361,632	370,490	424,462	422,878	373,445	0	373,445	373,445
Department Total	1,061,178	992,386	1,192,737	1,187,727	1,117,986	0	1,117,986	1,117,986

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
00700	61301	IMS DIRECTOR	1.00	104,339
	61302	ASST. IMS DIRECTOR	1.00	91,431
	61304	TECHNICAL SUPPORT SPECIAL	1.00	60,205
		SYSTEMS ADMINISTRATOR	2.00	140,307
		DATABASE ADMINISTRATOR	1.00	91,431
	61307	HELP DESK TECHNICIAN	0.90	49,493
55 - IMS Total			6.90	537,207

*This number does not include any overtime, seasonal, or other forms of pay.

INFORMATION MANAGEMENT SERVICES (IMS)

The primary purpose of the IMS Department is to support the information technology needs of all City departments. This requires a careful balance of getting the most out of established technological resources without building dependence upon obsolete technology and embracing newly available technologies that improve services but only at a reasonably acceptable expense. There are many variables that play a part in this tricky formula; cost, employee time, mandates, strategy, risk, benefit, etc. Each year the technology landscape changes, causing a shift in each of the variables. Ideally, the projects that make the priority list are those that yield the greatest benefit at the least cost.

Projects completed in FY13 include the transition to the Oracle Business Intelligence system for reporting and information analysis purposes. The first phase of this project included the implementation of budget reports used to create this document as well as a number of financial reports used by employees on a daily basis. Staff input was key and has helped to improve access to information and streamline data analysis activities. Also essential to this initiative was the engagement of a Database Analyst contract employee. This will be important in the ongoing efforts to develop the Business Intelligence environment.

We have also continued to look to cloud services when considering system upgrades. One example is the property assessment system which is now hosted offsite by the developer. The new system requires no City hardware, client software, nor IMS resources for upgrades and maintenance, and it enables secure public access to certain data via the Internet. In addition, it will allow us to retire a server and database platform, thus covering the cost of the new hosted system in this case.

There were a number of noteworthy telecommunications accomplishments in FY13 including the West Keene Fire Station which is now on the City fiber network. This project eliminates a recurring cost and also substantially improves the bandwidth and reliability of the connection for both communication and computing purposes. Additionally, telephony costs have been reduced due to new contracts and a reduction in the number of phone lines which was made possible by a sophisticated phone system and network faxing capabilities.

IMS initiatives in FY14 will include the next phases of the Oracle Business Intelligence project including, but not limited to, project management, monthly reporting, wage and benefits analysis, crime data analysis, and more. Technological advancements continue to result in the collection of tremendous volumes and types of data which, in turn, fuels the demand (both internal and external) to access and analyze that data. Consistent with previous years, IMS continues to see a growth in the demand for database support services that has grown beyond what can be reasonably managed by a single Database Administrator. IMS staff will lean on contract support services until the addition of a Database Analyst position is within reach. IMS priorities will also include assisting the Planning Department with the development of the GIS environment, consistently evolving the City website and delivery of services via the Web, continuing to watch telecommunication service options, and maintaining up-to-date IT system security measures.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	IMS	FUND:	GENERAL
DIVISION(s): Cost Center(s):	00700		
MISSION:	To provide reliable and efficient information technology solutions that support the missions of all city departments.		

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP
1. Manage the long term growth and provide support for city information and telecommunication technology services and infrastructure.		Municipal Governance & Fin Stability
2. Provide security for city information and telecommunication technology.		Municipal Governance & Fin Stability
3. Administer IT and telephone service and support contracts for all department systems funded by the general fund.		Municipal Governance & Fin Stability

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Expand use of server virtualization technology to reduce cost & carbon footprint & improve operations & disaster recovery.		Municipal Governance & Fin Stability	C, E
2. Expand development of Oracle Business Intelligence applications to improve accessibility and analytical use of valuable data.		Municipal Governance & Fin Stability	V, I
3. Engage Business Intelligence development and support resources.		Municipal Governance & Fin Stability	C
4. Secure DB support contract services to meet demand and improve DB system performance.		Municipal Governance & Fin Stability	V, C
5. Accommodate custom database demand with Oracle HTMLdb.		Municipal Governance & Fin Stability	V, I, E
6. Update website features including GIS services to enhance public use of website resources and streamline posting of information to the website and other online services.		Municipal Governance & Fin Stability	O, I
7. Monitor Fastroads and other broadband developments to enhance broadband services and achieve savings.		Municipal Governance & Fin Stability	C
8. Rethink the approach to organizational printing and review alternatives for environmental and cost savings potential.		Municipal Governance & Fin Stability	C
9. Assist Planning with development, deployment, and support of GIS services.		Municipal Governance & Fin Stability	V, I, C

METRICS:	FY12	FY13	FY14
1. End Users	317	320	329
2. Desktop and Laptop Computers	291	293	301
3. Servers: Physical/Virtual	10	10/35	9/41
5. Helpdesk Work Orders Completed	932	962	1,329
6. Helpdesk Work Orders Average Days to Completion:			
7. Priority 1 Work orders (goal: resolution in 4 hours)	0	0	1
8. Priority 2 Work orders (goal: resolution in 2 days)	1	1	1
9. Priority 3 Work orders (goal: resolution in 2 weeks)	10	10	11

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

IMS	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	101,620	101,642	103,936	101,944	104,339	0	104,339	104,339
61302 - ASST DEPARTMENT HEAD	87,184	89,097	91,079	89,338	91,431	0	91,431	91,431
61304 - GENERAL PERSONNEL	319,979	225,453	279,073	276,615	291,944	0	291,944	291,944
61307 - PART TIME EMPLOYEES	0	39,208	41,809	44,212	49,493	0	49,493	49,493
61401 - TEMPORARY PERSONNEL	0	0	53,900	55,910	0	0	0	0
61609 - STIPEND	13,715	13,976	15,222	13,939	15,000	0	15,000	15,000
61701 - HEALTH INSURANCE	82,476	70,798	87,361	85,366	90,911	0	90,911	90,911
61702 - DENTAL INSURANCE	8,223	5,843	7,372	7,621	7,282	0	7,282	7,282
61703 - RETIREMENT CONTRIBUTIONS	46,710	38,780	43,060	43,817	52,527	0	52,527	52,527
61704 - SOCIAL SECURITY	39,139	35,455	44,493	45,524	41,096	0	41,096	41,096
61705 - WORKERS COMPENSATION	500	416	969	563	518	0	518	518
61901 - RECRUITMENT	0	1,229	0	0	0	0	0	0
61000 - PERSONAL SERVICES	699,546	621,896	768,274	764,849	744,541	0	744,541	744,541
62102 - PROFESSIONAL SERVICES	4,663	6,693	6,000	0	6,000	0	6,000	6,000
62103 - TECHNICAL SERVICES	50,807	39,557	91,703	95,466	50,000	0	50,000	50,000
62205 - PC REPLACEMENT CHARGE	5,304	5,004	4,570	4,570	4,223	0	4,223	4,223
62307 - COMPUTER SYS MAINTENANCE	199,241	211,657	224,645	231,628	225,314	0	225,314	225,314
62308 - NETWORK MAINTENANCE	45,794	60,329	51,070	49,508	48,179	0	48,179	48,179
62311 - EQUIPMENT MAINTENANCE	1,477	407	5,500	5,153	4,550	0	4,550	4,550
62430 - TRAVEL	0	1,281	2,500	1,127	1,500	0	1,500	1,500
62435 - TRAINING	16,707	12,759	13,750	14,434	15,380	0	15,380	15,380
62436 - MEETINGS & DUES	108	99	200	99	200	0	200	200
62441 - LOCAL MEALS & MEETING EXP	0	0	200	0	200	0	200	200
62510 - TELEPHONE	2,095	2,652	3,000	2,607	2,500	0	2,500	2,500
62701 - OFFICE SUPPLIES	1,211	763	1,020	814	1,000	0	1,000	1,000
62710 - POSTAGE	52	5	50	10	50	0	50	50
62715 - BOOKS AND PERIODICALS	39	119	500	0	500	0	500	500
62734 - MINOR EQUIPMENT	431	0	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	28,407	2,915	10,150	8,686	7,000	0	7,000	7,000
62760 - OPERATING SUPPLIES	0	119	0	0	0	0	0	0
62761 - SOFTWARE	5,227	25,886	9,605	8,776	6,849	0	6,849	6,849
63403 - FURNITURE & FIXTURE ACQ	71	244	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	361,632	370,490	424,462	422,878	373,445	0	373,445	373,445
Department Total	1,061,178	992,386	1,192,737	1,187,727	1,117,986	0	1,117,986	1,117,986

Fiscal Year 2013-2014

DEBT SERVICE 99998 - DEBT SERVICE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Rec
65101 - PRINCIPAL	2,519,597	3,332,190	3,642,833	3,642,833	3,593,815	0	3,593,815	3,593,815
65102 - INTEREST ON BONDED DEBT	1,175,685	1,252,310	1,184,333	1,184,333	1,131,149	0	1,131,149	1,131,149
65200 - NOTES PAYABLE	0	0	86,170	86,170	86,170	0	86,170	86,170
65202 - INTEREST ON NOTES PAYABLE	61,138	57,432	55,580	53,727	51,874	0	51,874	51,874
62000 - OPERATING EXPENDITURES	3,756,420	4,641,933	4,968,916	4,967,063	4,863,009	0	4,863,009	4,863,009
99998 - DEBT SERVICE Total	3,756,420	4,641,933	4,968,916	4,967,063	4,863,009	0	4,863,009	4,863,009

CITY OF KEENE, NEW HAMPSHIRE
FY2013/2014 Operating Budget
STATEMENT OF GENERAL FUND LONG-TERM DEBT

ISSUE	DATED	MATURITY	RATE	ORIGINAL BOND	PRINCIPAL 2013/2014	INTEREST 2013/2014	PRINCIPAL BALANCE 06/30/14
T-Hangar	3/1/2002	3/1/2022	avg 4.57%	\$ 250,000	\$ 12,500	\$ 5,513	\$ 100,000
Bridges	3/1/2002	3/1/2022	avg 4.57%	100,000	5,000	2,205	40,000
Drainage	3/1/2002	3/1/2022	avg 4.57%	655,000	32,750	14,443	262,000
Emergency Services Facility	3/1/2002	3/1/2022	avg 4.57%	890,000	44,500	19,625	356,000
Intersections	3/1/2002	3/1/2022	avg 4.57%	440,098	22,000	9,702	176,000
Emergency Services & PW Facility	3/1/2002	3/1/2023	avg 4.57%	4,715,000	235,750	115,753	2,121,750
* Public Improvements (2003 issue)	5/15/2003	5/15/2023	avg 3.45%	5,391,161	205,000	75,863	1,800,000
Hazardous Waste Site - Refunding	6/18/2003	9/15/2015		343,117	25,158	1,956	47,173
Salt/Sand Storage Facility - Refunding	6/18/2003	9/15/2015		164,686	12,075	939	22,641
Municipal Facilities Complex	12/15/2005	1/15/2026	avg 4.2692%	6,522,549	325,000	181,025	3,900,000
Drainage	12/15/2005	1/15/2026	avg 4.2692%	485,000	25,000	13,268	285,000
Road Reconstruction	12/15/2005	1/15/2026	avg 4.2692%	1,895,000	190,000	24,225	380,000
New Sidewalk Construction	12/15/2005	1/15/2026	avg 4.2692%	100,000	5,000	2,785	60,000
Sidewalk Reconstruction	12/15/2005	1/15/2026	avg 4.2692%	50,000	5,000	638	10,000
Mezzanine Storage & Wash Bay	12/15/2005	1/15/2026	avg 4.2692%	135,000	10,000	1,275	20,000
Black Brook Corporate Park - Refunding (1996)	12/27/2006	8/15/2017	avg 3.93%	647,844	64,063	11,411	250,000
Library Renovation/Expansion - Refunding (1997)	12/27/2006	8/15/2027	avg 3.93%	2,359,800	128,889	69,353	1,582,778
Emergency Services Facility - Refunding (1999)	12/27/2006	8/15/2019	avg 3.93%	338,001	26,389	6,748	153,623
T-Hangar & Equip. Storage Facility - Refunding (1999)	12/27/2006	8/15/2019	avg 3.93%	449,293	34,306	9,189	209,601
By-Pass - Refunding (1999)	12/27/2006	8/15/2019	avg 3.93%	267,466	21,111	5,273	119,964
Drainage Improvements	7/15/2007	7/15/2027	avg 4.195%	220,000	10,000	6,073	140,000
Drainage Improvements	7/15/2007	7/15/2027	avg 4.195%	250,000	15,000	7,004	160,000
Road Reconstruction	7/15/2007	7/15/2017	avg 4.195%	565,000	55,000	10,244	220,000
West Street Rehabilitation	7/15/2007	7/15/2017	avg 4.195%	420,000	40,000	7,450	160,000
Robin Hood Park Drainage	7/1/2008	7/1/2018	avg 4.0198479%	150,000	15,000	3,638	75,000
Court Street Culvert Drainage	7/1/2008	7/1/2018	avg 4.0198479%	85,000	8,500	2,061	42,500
Road Reconstruction	7/1/2008	7/1/2018	avg 4.0198479%	1,340,000	134,000	32,495	670,000
Sidewalk Repairs	7/1/2008	7/1/2018	avg 4.0198479%	300,000	30,000	7,275	150,000
Victoria Street Extension	7/1/2008	7/1/2018	avg 4.0198479%	160,000	16,000	3,880	80,000
Drainage Program	7/1/2008	7/1/2028	avg 4.0198479%	640,000	32,475	21,257	477,625
Bridge Program	7/1/2008	7/1/2028	avg 4.0198479%	480,000	24,350	15,944	358,250
Municipal Complex - roof repair (R-2008-19)	11/1/2009	11/1/2019	avg 2.3396173%	510,000	55,000	10,213	295,000
Bike Path - North Bridge (R-2008-20)	11/1/2009	11/1/2019	avg 2.3396173%	655,000	70,000	13,300	385,000
Drainage Program (R-2008-21)	11/1/2009	11/1/2019	avg 2.3396173%	700,000	75,000	14,338	415,000
Road Reconstruction (R-2008-22)	11/1/2009	11/1/2019	avg 2.3396173%	1,815,000	180,000	37,263	1,080,000
Central Fire Station (R-2009-11)	10/15/2010	10/15/2015	avg 2.505277%	450,000	90,000	6,300	180,000
Drainage Program (R-2009-12)	10/15/2010	10/15/2020	avg 2.505277%	920,000	95,000	22,200	635,000
Road Reconstruction (R-2009-13)	10/15/2010	10/15/2020	avg 2.505277%	1,020,000	105,000	24,650	705,000
Robin Hood Dam Upgrade (R-2009-14)	10/15/2010	10/15/2015	avg 2.505277%	250,000	50,000	3,500	100,000
Central Fire Station (R-2010-14)	10/15/2010	10/15/2030	avg 2.505277%	5,000,000	250,000	137,188	4,250,000
Road Overlay (R-2010-15)	10/15/2010	10/15/2015	avg 2.505277%	1,025,000	205,000	14,350	410,000
Robin Hood Dam Upgrade (R-2010-16)	10/15/2010	10/15/2030	avg 2.505277%	630,000	35,000	17,013	525,000
Energy Improvements (R-2010-41-B)	12/1/2011	12/1/2021	avg 1.627218%	1,897,900	190,000	37,850	1,515,000
Consolidated Infrastructure (R-2011-18)	12/1/2011	12/1/2021	avg 1.627218%	2,013,300	205,000	40,050	1,600,000
Phone System (R-2011-19)	12/1/2011	12/1/2021	avg 1.627218%	292,400	60,000	4,000	170,000
Consolidated Infrastructure (R-2012-20)	TBD:2013		est. 3.5%	1,190,000	119,000	37,485	1,071,000
Consolidated Infrastructure (CIP FY14)	TBD:2013		est. 3.5%			22,947	
				\$ 49,177,615	\$ 3,593,815	\$ 1,131,149	\$ 27,765,905
Interfund Loan - Roundabout Project	7/1/2006	1/1/2027	4.30%	1,723,400	86,170	51,874	1,120,210

* 2003 Public Improvements include: Records Center (\$159,400); Data & Internet Integration (\$100,000); Downtown Rehabilitation (\$251,000); Downtown Sprinkler System (\$100,000); Drainage (\$470,000); Intersections (\$185,761); Public Works Facility (\$3,200,000); Road Reconstruction (\$625,000); New Sidewalks (\$200,000); Sidewalk Repairs (\$100,000); totaling \$5,391,161.

**CITY OF KEENE, NEW HAMPSHIRE
STATEMENT OF GENERAL FUND LONG-TERM DEBT (cont.)**

<u>Authorized, Unissued:</u>		
Consolidated Infrastructure (R-2012-20)	\$	1,190,000
Total Authorized, Unissued	\$	1,190,000
<u>Anticipated, FY13/14:</u>		
Consolidated Infrastructure (CIP FY14)	\$	1,325,000
Total Anticipated Bond Issue-new	\$	1,325,000

CALCULATION OF GENERAL FUND DEBT LIMIT AND BORROWING CAPACITY

Debt Limit on 07/01/13 computed at 3% of 2011 equalized assessed value at \$1,819,398,761 per RSA 33:4-a		\$ 54,581,963
LESS: outstanding principal balance @ 07/01/13		(32,549,720)
LESS: solid waste fund principal balance @ 07/01/13 (s.w. does not have separate limit)		(271,852)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)		314,063
debt issued to fund landfill cleanup (RSA 33:6-d)		72,331
GENERAL FUND BORROWING CAPACITY FOR FY13/14		\$ 22,146,784

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Community Services Portfolio

The Community Services portfolio is a grouping of City Departments that provide direct services to the community in the areas of public safety, recreation, cemeteries and facilities, library and human services.

Department Heads:

Gary Lamoureux, Assistant City Manager for Community Services/Fire Chief

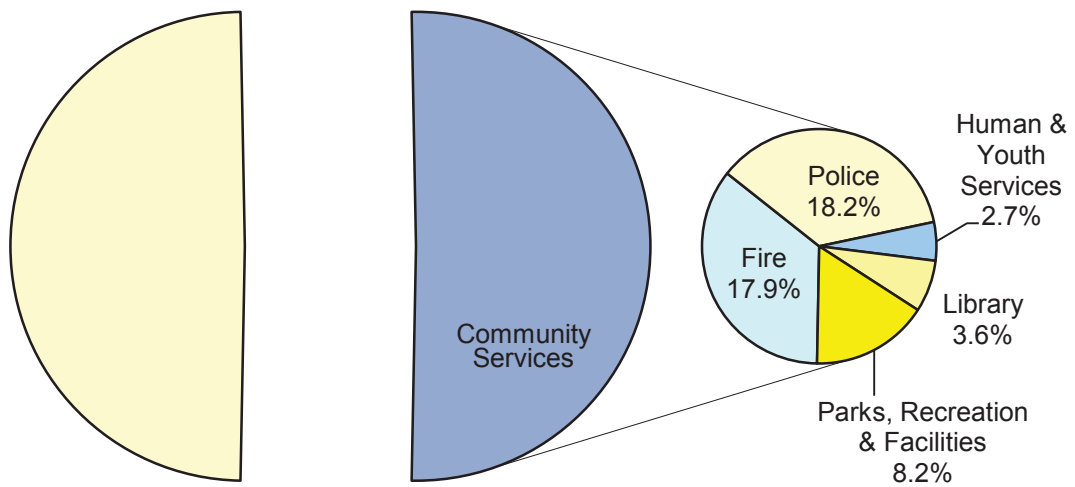
William Prokop, Human & Youth Services

Nancy Vincent, Library Director

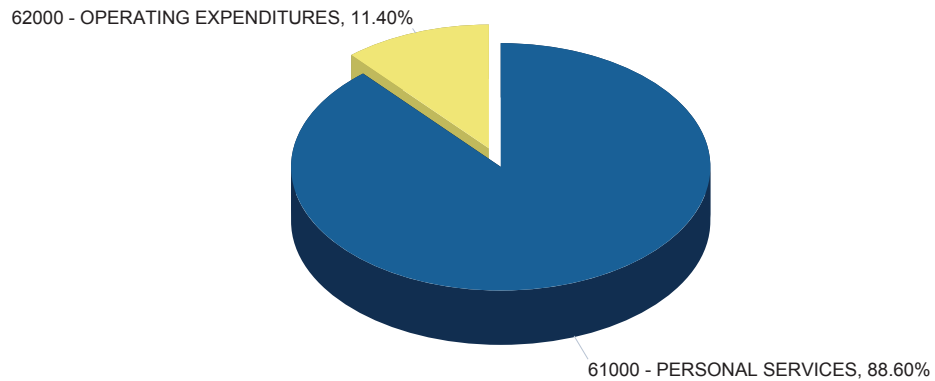
Andrew Bohannon, Parks, Recreation & Cemeteries Director

Kenneth Meola, Police Chief

FY 2014 Recommended Budget



Department - FIRE



Budget Category	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61000 - PERSONAL SERVICES	4,813,785	5,172,527	5,251,533	5,228,902	5,528,705	0	5,528,705	5,528,705
62000 - OPERATING EXPENDITURES	479,293	587,022	712,662	687,876	711,402	0	711,402	711,402
Department Total	5,293,078	5,759,549	5,964,195	5,916,778	6,240,107	0	6,240,107	6,240,107

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
00800	61301	FIRE CHIEF / ASST CTY MGR	1.00	113,941
	61302	DEPUTY CHIEF	1.00	91,431
	61305	FIRE DEPT ADMINISTRATOR	1.00	46,153
00803	61304	FIRE CAPTAIN	1.00	74,842
00805	61304	FIRE LIEUTENANT	1.00	65,585
00810	61303	FIRE CAPTAIN	1.00	74,842
	61304	FIREFIGHTER/EMT	10.00	560,389
00811	61303	FIRE LIEUTENANT	7.00	459,097
		FIRE CAPTAIN	4.00	299,369
	61304	FIREFIGHTER/EMT	15.00	835,792
00812	61303	FIRE LIEUTENANT	1.00	65,585
	61304	FIREFIGHTER/EMT	3.00	168,291
35 - FIRE Total			46.00	2,855,317

*This number does not include any overtime, seasonal, or other forms of pay.

FIRE

Responsibilities to the community of the City of Keene Fire Department include:

- Providing an efficient emergency response to protect life, property, and the environment
- Readiness to mitigate fire, hazardous materials, natural and manmade disasters, terrorism, technical rescue and emergency medical services to the community and region
- Quality public education and code enforcement focused on life safety issues
- Collaboration with outside agencies to ensure public safety in all aspects of emergency response.

The Fire Department has been very active over the past year experiencing an increased call volume of 3.1% over the previous year. Much effort has been directed toward supporting construction of the new Central Fire Station which with department occupancy on October 31, 2012, became operational. The new station allows for a safer environment for the firefighters as well as more functionality and operational efficiencies.

During the 2012/2013 fiscal year, the Department applied for and received several grants including one through the State of NH and Vermont Yankee to continue training and purchase equipment for the Reception Center as well as two hazardous materials grants totaling \$142,750. The Department is currently in the process of applying for an additional hazardous material grant of approximately \$150,000. An ISO review took place this year resulting in a report that indicates that our insurance rating will remain the same due to insufficient personnel responding to certain types of emergencies. Seeking to improve report results, a review of its findings has been requested. To maintain department readiness, all required annual testing and recertification of hoses, pumps, and aerial ladders as well as the annual recertification of Hazardous Materials Technicians, EMT's, AEMT's and Paramedics, was successfully accomplished. Annual mandatory training for all firefighters and physicals for all employees has been completed. Aligning with the community's goal of improving health, a program to train all Fire Department employees in nutrition was conducted. All Fire Department supervisors are participating in training sessions aimed at improving the performance evaluation process. Specifications for a new pumper and ambulance were developed and bids resulted in successful awards within funding parameters.

The Fire Prevention Bureau has completed many large construction projects over the past few years. Construction of public spaces in our community continues. Some examples are the new Courthouse, food co-op and TDS building at KSC along with an addition to the Trinity Lutheran Church Parish. The Department continues to monitor revenues to ensure that all permits are issued and funds collected. Focus continues to be placed upon identification and permitting of hazardous material storage areas.

As emergency calls increase we seek efficiencies to maintain our service levels. Elimination of a deputy chief's position and reduction of the Department's administrative support position to part-time has made it challenging for the Chief and remaining Deputy Chief to balance administrative responsibilities and complete projects on time. To address this concern, the recommended FY14 budget restores the fire administrator's position to full time. Restructuring of the State of NH of emergency medical care certifications will increase care providers skill levels but add cost requiring additional training hours to recertify personnel. The department training officer has received instruction that will allow a portion of this training to occur in house thus reducing some of the cost. In addition, a review of the Paramedic Intercept Program will occur to evaluate effectiveness and financial sustainability.

Other projects to be advanced in FY14 include:

- Ongoing discussions with the New Hampshire National Guard seeking to obtain 110 Hastings Ave site as an emergency response location in west Keene
- Completion of specifications and ordering a new Fiber/Fire Alarm Bucket Truck
- Participation in graded emergency response exercises for Vermont Yankee Reception Center and Emergency Operations Center (EOC)
- Review of emergency responses to all incidents.

We will continue to meet emergency response needs of City residents, business, and visitors to our community. Fire Department's efforts to review and evaluate operations focused toward provision of a cost effective and efficient service while maintaining the safety of responders and this community is our mission.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	Fire	FUND:	GENERAL
DIVISION(s): Cost Center(s):	ALL 00800 through 00812		
MISSION:	To achieve excellence in emergency response, prevention, education, and community services minimizing loss of life and property damage due to fire, hazardous materials, medical, and other emergencies in a safe, efficient, professional, and fiscally responsible manner		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Provide emergency response to the community in all disciplines in an efficient and safe manner	Safe Community
2. Provide the most up to date Advanced Life Support ambulance service to the city and contract communities	Safe Community
3. Deliver professional training to department personnel and surrounding departments within the mutual aid district to ensure compatibility while working together during incidents	Safe Community

FISCAL YEAR OBJECTIVES:

	STATUTE	CMP	VOICE
1. Finalize Central Fire Station project		Safe Community	VC
2. Advance discussions with the National Guard to obtain the Hastings Ave facility		Safe Community	VC
3. Negotiate new facility use agreement with the State of NH - Expires June 2013		Safe Community	VC
4. Bid and order new fire alarm truck to replacing a 1997 unit		Safe Community	VC
5. Evaluate effectiveness and financial sustainability of the Paramedic Intercept Service		Safe Community	VC
6. Continue to review operations supervisors positions		Safe Community	VOE
7. Continue to build paramedic program to sixteen paramedics (Currently 13)		Safe Community	VE
8. Pursue State and Federal Grant opportunities for personnel, equipment, and facilities		Safe Community	VCE
9. Continue to monitor response times considering industry standards		Safe Community	VIE
10. Reset short and long term goals for the Fire Department		Safe Community	VCE

METRICS:

	FY12	FY13	FY14
1. Monitor injuries to ensure safe working environment measured by \$ insurance claims incurred	\$10,325.00	\$11,156.00	\$10,000.00
2. Calls for Service (calendar year)	3,986	4,116	4,300
3. Training and Certification Hours (calendar year)	5,164	7,270	5,500
4. Total permits	500	937	1,000

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

FIRE

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61301 - DEPARTMENT HEAD	108,310	102,952	103,936	109,961	113,941	0	113,941	113,941
61302 - ASST DEPARTMENT HEAD	87,342	85,374	91,081	88,234	91,431	0	91,431	91,431
61303 - SUPERVISORY PERSONNEL	858,993	873,018	893,525	881,657	898,894	0	898,894	898,894
61304 - GENERAL PERSONNEL	1,579,158	1,627,895	1,677,537	1,660,494	1,704,899	0	1,704,899	1,704,899
61305 - ADMINISTRATIVE PERSONNEL	33,129	33,923	38,435	36,772	46,153	0	46,153	46,153
61307 - PART TIME EMPLOYEES	25,572	27,197	34,000	27,000	34,000	0	34,000	34,000
61317 - CALL PERSONNEL	3,611	3,568	4,041	4,041	4,041	0	4,041	4,041
61501 - REGULAR OVERTIME	28,351	34,455	26,000	30,788	14,082	0	14,082	14,082
61506 - REIMBURSABLE DETAIL	726	0	0	0	0	0	0	0
61511 - OT-HAZ MAT TRAINING	8,856	14,833	10,815	0	10,815	0	10,815	10,815
61513 - OT-TRAINING	43,329	90,681	92,400	92,400	92,400	0	92,400	92,400
61520 - OT-VACATION REPLACEMENT	217,009	240,207	178,000	245,000	218,000	0	218,000	218,000
61521 - OT-SICK REPLACEMENT	32,948	59,637	18,500	49,000	18,500	0	18,500	18,500
61522 - OT-PERSONAL DAY REPLACE	37,732	37,165	26,500	29,500	26,500	0	26,500	26,500
61525 - OT-FIRST ALARM	72,866	56,189	80,000	30,038	40,000	0	40,000	40,000
61526 - OT-SECOND ALARM	24,233	2,920	5,000	2,000	5,000	0	5,000	5,000
61527 - OT-CALL BACK	29,702	21,627	27,000	25,051	27,000	0	27,000	27,000
61531 - HOLIDAY OVERTIME	0	18,961	12,125	0	12,290	0	12,290	12,290
61601 - HOLIDAY PAY	102,659	103,603	105,311	111,540	106,995	0	106,995	106,995
61604 - TRAINING INCENTIVE	85,920	80,794	83,385	83,385	83,385	0	83,385	83,385
61610 - FIRE DEPT INCENTIVES	7,750	11,000	11,750	11,750	12,500	0	12,500	12,500
61701 - HEALTH INSURANCE	618,175	664,762	728,107	706,081	771,883	0	771,883	771,883
61702 - DENTAL INSURANCE	62,105	57,699	65,780	64,163	65,779	0	65,779	65,779
61703 - RETIREMENT CONTRIBUTIONS	0	0	0	0	4,971	0	4,971	4,971
61704 - SOCIAL SECURITY	46,620	48,030	51,695	51,109	53,454	0	53,454	53,454
61705 - WORKERS COMPENSATION	81,977	87,275	98,309	93,079	102,017	0	102,017	102,017
61713 - RET - FIRE	616,124	788,154	788,301	795,859	969,776	0	969,776	969,776
61901 - RECRUITMENT	588	610	0	0	0	0	0	0
61000 - PERSONAL SERVICES	4,813,785	5,172,527	5,251,533	5,228,902	5,528,705	0	5,528,705	5,528,705
62101 - ADMINISTRATIVE SERVICES	0	0	0	0	40,000	0	40,000	40,000
62102 - PROFESSIONAL SERVICES	11,528	29,496	600	1,250	600	0	600	600
62116 - DISPATCH	0	90,361	180,689	180,689	192,300	0	192,300	192,300
62120 - LABORATORY SERVICES	0	0	1,200	400	1,200	0	1,200	1,200
62145 - FIRST AID & MEDICAL SVCS	35,250	20,264	41,400	25,000	41,400	0	41,400	41,400
62176 - CITY ADMIN CHARGE	44,762	47,689	39,000	40,000	0	0	0	0
62205 - PC REPLACEMENT CHARGE	16,944	16,164	17,450	17,450	16,424	0	16,424	16,424
62206 - PW FLEET CHARGE	68,544	80,628	85,109	85,109	86,783	0	86,783	86,783

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62301 - OFFICE EQUIPMENT MAINT.	3,389	4,210	5,000	5,000	5,000	0	5,000	5,000
62304 - COMMUNICATIONS EQP MAINT.	3,638	6,421	5,350	5,350	5,350	0	5,350	5,350
62309 - VEHICLE CERTIFICATION	2,384	2,302	2,500	2,384	2,500	0	2,500	2,500
62310 - SAFETY PROGRAM MAINT.	3,248	299	4,500	4,500	4,500	0	4,500	4,500
62311 - EQUIPMENT MAINTENANCE	6,971	7,709	6,300	7,800	6,300	0	6,300	6,300
62407 - VEHICLE INSURANCE	7,940	7,940	7,940	8,084	7,940	0	7,940	7,940
62430 - TRAVEL	206	75	500	0	500	0	500	500
62435 - TRAINING	14,553	10,267	19,550	7,750	19,550	0	19,550	19,550
62436 - MEETINGS & DUES	1,135	1,870	1,250	1,320	1,250	0	1,250	1,250
62438 - LICENSES & CERTIFICATIONS	198	320	750	500	750	0	750	750
62439 - PARAMEDIC TUITION	5,660	840	6,500	6,500	6,500	0	6,500	6,500
62446 - CLEANING ALLOWANCE	197	489	500	0	500	0	500	500
62447 - PUBLIC AWARENESS	1,270	127	1,300	900	1,300	0	1,300	1,300
62498 - USE OF TRUST FUNDS	247	281	250	267	250	0	250	250
62510 - TELEPHONE	19,835	19,231	22,000	14,700	18,000	0	18,000	18,000
62605 - PARKING SPACE RENTAL	1,080	1,080	1,080	1,080	1,080	0	1,080	1,080
62701 - OFFICE SUPPLIES	2,675	2,166	2,380	14,595	2,380	0	2,380	2,380
62710 - POSTAGE	537	359	900	650	900	0	900	900
62715 - BOOKS AND PERIODICALS	939	1,456	1,100	900	1,100	0	1,100	1,100
62734 - MINOR EQUIPMENT	0	754	0	0	0	0	0	0
62742 - MINOR COMMUNICATION EQUIP	4,591	7,624	6,000	6,000	6,000	0	6,000	6,000
62743 - MINOR SAFETY EQUIPMENT	12,332	19,271	17,260	17,260	17,260	0	17,260	17,260
62755 - UNIFORMS	28,318	31,375	34,400	34,400	34,400	0	34,400	34,400
62756 - PROTECTIVE CLOTHING	52,399	39,123	62,254	61,000	51,735	0	51,735	51,735
62760 - OPERATING SUPPLIES	9,604	18,714	8,550	9,238	8,550	0	8,550	8,550
62763 - VEHICLE SUPPLIES	81,518	87,084	90,600	90,600	90,600	0	90,600	90,600
62765 - OXYGEN	5,792	4,894	6,500	5,200	6,500	0	6,500	6,500
62766 - DISPOSABLE EQUIPMENT	31,607	26,143	32,000	32,000	32,000	0	32,000	32,000
62000 - OPERATING EXPENDITURES	479,293	587,022	712,662	687,876	711,402	0	711,402	711,402
Department Total	5,293,078	5,759,549	5,964,195	5,916,778	6,240,107	0	6,240,107	6,240,107

Fiscal Year 2013 - 2014

FIRE 00800 - FIRE ADMIN

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61301 - DEPARTMENT HEAD	108,310	102,952	103,936	109,961	113,941	0	113,941	113,941
61302 - ASST DEPARTMENT HEAD	87,342	85,374	91,081	88,234	91,431	0	91,431	91,431
61305 - ADMINISTRATIVE PERSONNEL	33,129	33,923	38,435	36,772	46,153	0	46,153	46,153
61506 - REIMBURSABLE DETAIL	726	0	0	0	0	0	0	0
61604 - TRAINING INCENTIVE	21,574	29,782	30,420	30,420	30,420	0	30,420	30,420
61610 - FIRE DEPT INCENTIVES	7,750	11,000	11,750	11,750	12,500	0	12,500	12,500
61701 - HEALTH INSURANCE	29,817	26,104	32,676	31,222	54,481	0	54,481	54,481
61702 - DENTAL INSURANCE	3,434	3,269	3,564	3,560	5,281	0	5,281	5,281
61703 - RETIREMENT CONTRIBUTIONS	0	0	0	0	4,971	0	4,971	4,971
61704 - SOCIAL SECURITY	4,038	4,222	5,415	4,325	5,875	0	5,875	5,875
61705 - WORKERS COMPENSATION	5,212	5,336	6,253	5,678	7,223	0	7,223	7,223
61713 - RET - FIRE	40,294	49,768	54,292	52,501	56,907	0	56,907	56,907
61901 - RECRUITMENT	562	610	0	0	0	0	0	0
61000 - PERSONAL SERVICES	342,188	352,340	377,823	374,423	429,182	0	429,182	429,182
62102 - PROFESSIONAL SERVICES	11,528	29,496	600	1,250	600	0	600	600
62116 - DISPATCH	0	90,361	180,689	180,689	192,300	0	192,300	192,300
62205 - PC REPLACEMENT CHARGE	10,056	9,348	9,740	9,740	9,500	0	9,500	9,500
62206 - PW FLEET CHARGE	18,360	32,616	33,630	33,630	33,465	0	33,465	33,465
62301 - OFFICE EQUIPMENT MAINT.	3,389	4,210	5,000	5,000	5,000	0	5,000	5,000
62304 - COMMUNICATIONS EQP MAINT.	3,638	6,421	5,350	5,350	5,350	0	5,350	5,350
62309 - VEHICLE CERTIFICATION	2,384	2,302	2,500	2,384	2,500	0	2,500	2,500
62310 - SAFETY PROGRAM MAINT.	3,248	299	4,500	4,500	4,500	0	4,500	4,500
62407 - VEHICLE INSURANCE	6,610	6,610	6,610	6,729	6,610	0	6,610	6,610
62435 - TRAINING	5,643	0	8,000	1,000	8,000	0	8,000	8,000
62436 - MEETINGS & DUES	953	1,457	950	900	950	0	950	950
62446 - CLEANING ALLOWANCE	197	489	500	0	500	0	500	500
62498 - USE OF TRUST FUNDS	247	281	250	267	250	0	250	250
62510 - TELEPHONE	19,835	19,231	22,000	14,700	18,000	0	18,000	18,000
62701 - OFFICE SUPPLIES	2,235	2,051	1,785	14,000	1,785	0	1,785	1,785
62710 - POSTAGE	537	359	900	650	900	0	900	900
62715 - BOOKS AND PERIODICALS	39	178	100	0	100	0	100	100
62742 - MINOR COMMUNICATION EQUIP	4,591	7,624	6,000	6,000	6,000	0	6,000	6,000
62743 - MINOR SAFETY EQUIPMENT	12,332	19,271	17,260	17,260	17,260	0	17,260	17,260
62755 - UNIFORMS	3,365	5,358	4,000	4,000	4,000	0	4,000	4,000
62760 - OPERATING SUPPLIES	2,868	5,900	2,800	2,800	2,800	0	2,800	2,800
62763 - VEHICLE SUPPLIES	81,518	87,084	90,600	90,600	90,600	0	90,600	90,600
62000 - OPERATING EXPENDITURES	193,574	330,944	403,764	401,449	410,970	0	410,970	410,970
00800 - FIRE ADMIN Total	535,762	683,284	781,587	775,872	840,152	0	840,152	840,152

FIRE 00802 - FIRE HEALTH & SAFETY
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62120 - LABORATORY SERVICES	0	0	1,200	400	1,200	0	1,200	1,200
62145 - FIRST AID & MEDICAL SVCS	35,250	20,264	41,400	25,000	41,400	0	41,400	41,400
62760 - OPERATING SUPPLIES	0	4,758	1,000	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	35,250	25,022	43,600	26,400	43,600	0	43,600	43,600
00802 - FIRE HEALTH & SAFETY Total	35,250	25,022	43,600	26,400	43,600	0	43,600	43,600

FIRE 00803 - FIRE INSPECT & PREVENT
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	71,781	72,747	74,556	72,816	74,842	0	74,842	74,842
61501 - REGULAR OVERTIME	3,004	2,481	3,000	2,800	3,000	0	3,000	3,000
61601 - HOLIDAY PAY	2,998	3,073	3,073	3,155	3,155	0	3,155	3,155
61701 - HEALTH INSURANCE	6,015	12,858	19,984	19,984	7,048	0	7,048	7,048
61702 - DENTAL INSURANCE	1,696	1,604	1,782	1,782	1,760	0	1,760	1,760
61704 - SOCIAL SECURITY	4	10	28	1	0	0	0	0
61705 - WORKERS COMPENSATION	2,033	2,145	2,331	2,208	2,342	0	2,342	2,342
61713 - RET - FIRE	14,433	17,887	18,456	17,537	22,469	0	22,469	22,469
61000 - PERSONAL SERVICES	101,964	112,806	123,208	120,283	114,616	0	114,616	114,616
62206 - PW FLEET CHARGE	4,380	8,700	9,403	9,403	11,155	0	11,155	11,155
62435 - TRAINING	925	695	500	500	500	0	500	500
62436 - MEETINGS & DUES	97	242	125	245	125	0	125	125
62447 - PUBLIC AWARENESS	1,270	127	1,300	900	1,300	0	1,300	1,300
62715 - BOOKS AND PERIODICALS	900	1,278	1,000	900	1,000	0	1,000	1,000
62734 - MINOR EQUIPMENT	0	754	0	0	0	0	0	0
62755 - UNIFORMS	467	606	600	600	600	0	600	600
62760 - OPERATING SUPPLIES	1,575	1,456	1,500	1,500	1,500	0	1,500	1,500
62000 - OPERATING EXPENDITURES	9,615	13,858	14,428	14,048	16,180	0	16,180	16,180
00803 - FIRE INSPECT & PREVENT Total	111,578	126,664	137,636	134,331	130,796	0	130,796	130,796

FIRE 00805 - FIRE ALARMS

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	62,782	63,749	65,334	63,822	65,585	0	65,585	65,585
61501 - REGULAR OVERTIME	3,140	5,974	3,000	3,000	3,000	0	3,000	3,000
61601 - HOLIDAY PAY	2,627	2,693	2,643	2,764	2,764	0	2,764	2,764
61701 - HEALTH INSURANCE	19,039	18,964	19,984	19,984	20,726	0	20,726	20,726
61702 - DENTAL INSURANCE	1,696	1,604	1,782	1,782	1,760	0	1,760	1,760
61704 - SOCIAL SECURITY	926	1,015	1,043	1,070	1,035	0	1,035	1,035
61705 - WORKERS COMPENSATION	1,788	1,973	2,080	2,011	2,163	0	2,163	2,163
61713 - RET - FIRE	12,850	16,838	16,475	16,462	19,792	0	19,792	19,792
61000 - PERSONAL SERVICES	104,846	112,811	112,341	110,895	116,825	0	116,825	116,825
62311 - EQUIPMENT MAINTENANCE	892	0	1,000	300	1,000	0	1,000	1,000
62435 - TRAINING	0	0	250	250	250	0	250	250
62436 - MEETINGS & DUES	0	0	50	50	50	0	50	50
62755 - UNIFORMS	584	548	600	600	600	0	600	600
62760 - OPERATING SUPPLIES	1,672	2,308	1,250	1,938	1,250	0	1,250	1,250
62000 - OPERATING EXPENDITURES	3,148	2,856	3,150	3,138	3,150	0	3,150	3,150
00805 - FIRE ALARMS Total	107,994	115,667	115,491	114,033	119,975	0	119,975	119,975

FIRE 00808 - CALL PERSONNEL

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61307 - PART TIME EMPLOYEES	25,572	27,197	34,000	27,000	34,000	0	34,000	34,000
61317 - CALL PERSONNEL	3,611	3,568	4,041	4,041	4,041	0	4,041	4,041
61704 - SOCIAL SECURITY	2,233	2,354	2,910	2,200	2,910	0	2,910	2,910
61705 - WORKERS COMPENSATION	759	841	1,100	900	1,100	0	1,100	1,100
61000 - PERSONAL SERVICES	32,174	33,959	42,051	34,141	42,051	0	42,051	42,051
62435 - TRAINING	10	1,266	2,000	1,000	2,000	0	2,000	2,000
62755 - UNIFORMS	1,480	475	1,500	1,500	1,500	0	1,500	1,500
62756 - PROTECTIVE CLOTHING	23,847	1,639	16,000	16,000	11,235	0	11,235	11,235
62000 - OPERATING EXPENDITURES	25,337	3,379	19,500	18,500	14,735	0	14,735	14,735
00808 - CALL PERSONNEL Total	57,511	37,339	61,551	52,641	56,786	0	56,786	56,786

FIRE 00810 - AMBULANCE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	71,919	73,030	72,631	73,208	74,842	0	74,842	74,842
61304 - GENERAL PERSONNEL	474,970	539,971	557,502	538,000	560,389	0	560,389	560,389
61501 - REGULAR OVERTIME	4,259	5,162	0	3,453	0	0	0	0
61513 - OT-TRAINING	26,875	18,389	30,000	30,000	30,000	0	30,000	30,000
61520 - OT-VACATION REPLACEMENT	24,092	28,975	40,000	30,000	40,000	0	40,000	40,000
61521 - OT-SICK REPLACEMENT	2,438	7,522	4,500	9,000	4,500	0	4,500	4,500
61522 - OT-PERSONAL DAY REPLACE	5,307	6,322	6,500	6,500	6,500	0	6,500	6,500
61525 - OT-FIRST ALARM	312	0	0	38	0	0	0	0
61527 - OT-CALL BACK	20,956	14,206	19,000	19,000	19,000	0	19,000	19,000
61601 - HOLIDAY PAY	22,909	25,869	25,870	26,650	26,650	0	26,650	26,650
61604 - TRAINING INCENTIVE	64,346	51,013	52,965	52,965	52,965	0	52,965	52,965
61701 - HEALTH INSURANCE	133,084	171,763	182,098	173,558	187,344	0	187,344	187,344
61702 - DENTAL INSURANCE	14,190	15,667	17,535	16,274	17,320	0	17,320	17,320
61704 - SOCIAL SECURITY	10,163	10,899	11,720	11,303	12,611	0	12,611	12,611
61705 - WORKERS COMPENSATION	16,550	19,063	21,655	19,982	23,606	0	23,606	23,606
61713 - RET - FIRE	132,848	176,807	185,173	179,925	241,466	0	241,466	241,466
61000 - PERSONAL SERVICES	1,025,217	1,164,659	1,227,149	1,189,856	1,297,192	0	1,297,192	1,297,192
62101 - ADMINISTRATIVE SERVICES	0	0	0	0	40,000	0	40,000	40,000
62176 - CITY ADMIN CHARGE	44,762	47,689	39,000	40,000	0	0	0	0
62205 - PC REPLACEMENT CHARGE	6,888	6,816	7,710	7,710	6,924	0	6,924	6,924
62206 - PW FLEET CHARGE	45,804	39,312	42,076	42,076	42,163	0	42,163	42,163
62311 - EQUIPMENT MAINTENANCE	6,079	7,709	5,300	7,500	5,300	0	5,300	5,300
62407 - VEHICLE INSURANCE	1,330	1,330	1,330	1,355	1,330	0	1,330	1,330
62430 - TRAVEL	206	75	500	0	500	0	500	500
62435 - TRAINING	7,975	1,696	8,800	5,000	8,800	0	8,800	8,800
62436 - MEETINGS & DUES	85	171	125	125	125	0	125	125
62438 - LICENSES & CERTIFICATIONS	198	320	750	500	750	0	750	750
62439 - PARAMEDIC TUITION	5,660	840	6,500	6,500	6,500	0	6,500	6,500
62605 - PARKING SPACE RENTAL	1,080	1,080	1,080	1,080	1,080	0	1,080	1,080
62701 - OFFICE SUPPLIES	440	115	595	595	595	0	595	595
62755 - UNIFORMS	4,513	6,315	6,600	6,600	6,600	0	6,600	6,600
62756 - PROTECTIVE CLOTHING	99	6,204	3,000	3,000	3,000	0	3,000	3,000
62760 - OPERATING SUPPLIES	435	1,421	1,000	1,000	1,000	0	1,000	1,000
62765 - OXYGEN	5,792	4,894	6,500	5,200	6,500	0	6,500	6,500
62766 - DISPOSABLE EQUIPMENT	31,607	26,143	32,000	32,000	32,000	0	32,000	32,000
62000 - OPERATING EXPENDITURES	162,952	152,129	162,866	160,241	163,167	0	163,167	163,167
00810 - AMBULANCE Total	1,188,169	1,316,788	1,390,015	1,350,097	1,460,359	0	1,460,359	1,460,359

FIRE 00811 - FIRE SUPPRESSION

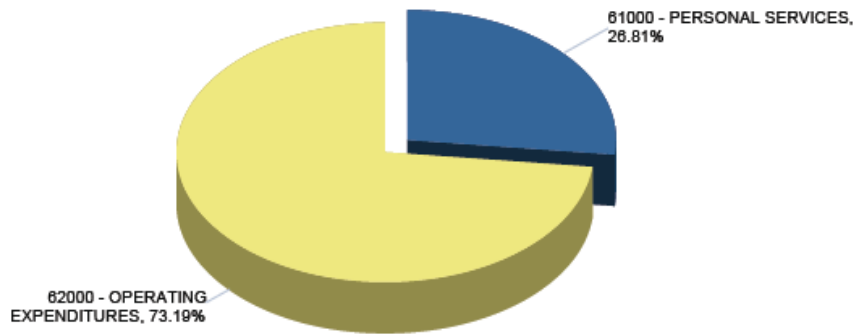
Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	724,420	735,991	755,560	744,560	758,466	0	758,466	758,466
61304 - GENERAL PERSONNEL	808,784	787,905	812,499	822,298	835,792	0	835,792	835,792
61501 - REGULAR OVERTIME	16,081	18,903	20,000	20,000	8,082	0	8,082	8,082
61511 - OT-HAZ MAT TRAINING	8,856	14,833	10,815	0	10,815	0	10,815	10,815
61513 - OT-TRAINING	16,454	72,291	62,400	62,400	62,400	0	62,400	62,400
61520 - OT-VACATION REPLACEMENT	192,917	211,232	138,000	215,000	178,000	0	178,000	178,000
61521 - OT-SICK REPLACEMENT	30,511	52,115	14,000	40,000	14,000	0	14,000	14,000
61522 - OT-PERSONAL DAY REPLACE	32,425	30,843	20,000	23,000	20,000	0	20,000	20,000
61525 - OT-FIRST ALARM	72,555	56,189	80,000	30,000	40,000	0	40,000	40,000
61526 - OT-SECOND ALARM	24,233	2,920	5,000	2,000	5,000	0	5,000	5,000
61527 - OT-CALL BACK	461	143	0	51	0	0	0	0
61531 - HOLIDAY OVERTIME	0	18,961	12,125	0	12,290	0	12,290	12,290
61601 - HOLIDAY PAY	64,758	62,366	64,122	69,115	64,570	0	64,570	64,570
61701 - HEALTH INSURANCE	365,452	365,465	400,722	388,690	419,383	0	419,383	419,383
61702 - DENTAL INSURANCE	34,308	29,816	33,989	34,265	33,422	0	33,422	33,422
61704 - SOCIAL SECURITY	25,806	26,012	26,945	28,590	27,370	0	27,370	27,370
61705 - WORKERS COMPENSATION	49,292	51,157	57,649	55,168	58,299	0	58,299	58,299
61713 - RET - FIRE	370,641	470,079	456,546	472,212	559,256	0	559,256	559,256
61901 - RECRUITMENT	25	0	0	0	0	0	0	0
61000 - PERSONAL SERVICES	2,837,979	3,007,220	2,970,372	3,007,349	3,107,145	0	3,107,145	3,107,145
62755 - UNIFORMS	15,712	15,802	18,700	18,700	18,700	0	18,700	18,700
62756 - PROTECTIVE CLOTHING	28,453	31,281	43,254	42,000	37,500	0	37,500	37,500
62760 - OPERATING SUPPLIES	3,055	2,871	1,000	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	47,220	49,953	62,954	61,700	57,200	0	57,200	57,200
00811 - FIRE SUPPRESSION Total	2,885,200	3,057,173	3,033,326	3,069,049	3,164,345	0	3,164,345	3,164,345

FIRE 00812 - FIRE SUPPRESSION W KEENE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	62,654	63,997	65,334	63,889	65,585	0	65,585	65,585
61304 - GENERAL PERSONNEL	160,841	163,522	167,646	163,558	168,291	0	168,291	168,291
61501 - REGULAR OVERTIME	1,868	1,935	0	1,535	0	0	0	0
61527 - OT-CALL BACK	8,284	7,277	8,000	6,000	8,000	0	8,000	8,000
61601 - HOLIDAY PAY	9,368	9,602	9,603	9,856	9,856	0	9,856	9,856
61701 - HEALTH INSURANCE	64,767	69,608	72,643	72,643	82,903	0	82,903	82,903
61702 - DENTAL INSURANCE	6,782	5,738	7,128	6,500	6,236	0	6,236	6,236
61704 - SOCIAL SECURITY	3,451	3,518	3,633	3,620	3,653	0	3,653	3,653
61705 - WORKERS COMPENSATION	6,343	6,760	7,242	7,132	7,284	0	7,284	7,284
61713 - RET - FIRE	45,058	56,774	57,359	57,222	69,886	0	69,886	69,886
61000 - PERSONAL SERVICES	369,417	388,732	398,589	391,955	421,693	0	421,693	421,693
62755 - UNIFORMS	2,197	2,271	2,400	2,400	2,400	0	2,400	2,400
62000 - OPERATING EXPENDITURES	2,197	2,271	2,400	2,400	2,400	0	2,400	2,400
00812 - FIRE SUPPRESSION W KEENE Total	371,614	391,003	400,989	394,355	424,093	0	424,093	424,093

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
FIRE	5,293,078	5,759,549	5,964,195	5,916,778	6,240,107	0	6,240,107	6,240,107

Department - HUMAN SERVICES



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	243,510	245,065	247,432	240,154	213,850	0	213,850	213,850
62000 - OPERATING EXPENDITURES	483,911	380,939	621,450	569,500	583,910	0	583,910	583,910
Department Total	727,422	626,004	868,882	809,654	797,760	0	797,760	797,760

Staffing Summary (regular full and part time only):

			FTE's	FY 14 Annualized Wages/Salaries*
Cost Center	Account	Title		
01000	61301	YS/HS DIRECTOR	1.00	9,584
	61303	HUMAN SERVICES MANAGER	1.00	67,186
	61304	CASEWORKER	1.00	53,029
	61307	ADMINISTRATIVE ASSISTANT	0.53	22,702
50 - HUMAN SERVICES Total			3.53	152,501

*This number does not include any overtime, seasonal, or other forms of pay.

HUMAN SERVICES

The City of Keene is required to provide short-term emergency assistance to meet basic needs in accordance with NH RSA 165: Aid to Assisted Persons; RSA 165:1 Who Entitled: Local Responsibility. Every municipality must have approved guidelines that identify how the municipality administers General Assistance in compliance with RSA 165.

In FY12, Human Services (HS) provided General Assistance to 1171 unduplicated individuals during scheduled appointments and as emergency walk-ins. In addition, HS staff provides information and referrals to area service providers and other resources. Some applicants only need one-time emergency assistance; others may have greater challenges and are scheduled for follow-up appointments and case management. The average length of time that one receives General Assistance is 2.4 months.

HS clients and Keene residents have benefited with assistance from:

- The Woodward Trust Fund and Cheshire Medical Center Health Care Assistance - reducing the cost of medical services
- Southwestern Community Services (SCS) - programs such as subsidized senior and workforce housing, heating and electric assistance, & workforce assistance for dislocated workers
- Bikes for Kids with Monadnock Cycling Club and School Supplies Program with SCS
- HS Holiday Sponsorship which ultimately reduces dependency on City General Assistance
- Service Link – disability and services application assistance

Human Services staff utilizes a very effective case management approach to working with families who apply for General Assistance. This process enables applicants to identify challenges, recognize choices as well as consequences, develop a plan for overcoming those challenges, and transition towards a state of financial self-sufficiency.

HS staff's knowledge of and advocacy with area agencies, community and school education programs, and presentation of Basic Budgeting workshops all result in Keene residents being more informed. Staff participation in the Community Network Team, Homeless Coalitions, and NH Local Welfare Administrators Association, combined with community education and other collaborative efforts, ensures that Keene residents receive up to date, valuable information so that they are able to apply for affordable housing, state and local benefits, and applicable area services. All these efforts reduce the need for City General Assistance.

Staff continues working with the NH Local Welfare Association to develop and implement a new state-wide client database software program (NH GAP) to provide more accurate, uniform and timely data in the most efficient manner.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	HUMAN SERVICES	FUND:	GENERAL
DIVISION(s):	Human Services		
Cost Center(s):	01000 - 01001		
MISSION:	To provide short-term, emergency and timely assistance to financially disadvantaged or needy persons in the most economical manner; while aiding residents with long-term solutions for returning to a state of financial self-sufficiency, in keeping with the Comprehensive Master Plan.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1.	Administer General Assistance (RSA: 165) "To relieve and maintain the poor".	Community Health & Wellness
2.	Provide financial assistance and/or service referrals for basic life necessities such as medical care, medications, heat, utilities, shelter/housing.	Community Health & Wellness
3.	Coordinate case management for HS clients, where no other local option is available, including basic budgeting, assistance/benefit applications, with the goal of returning client to a state of financial self-sufficiency.	Social Services

FISCAL YEAR OBJECTIVES:

		STATUTE	CMP	VOICE
1.	Advocate for clients and support efforts toward self-sufficiency through collaborations that focus on client needs, improve coordination of services: especially housing, employment, medication and medical assistance, and reduce the need for General Assistance.	RSA 165	Social Services	VOICE
2.	Update Human Services Procedure Manual to reflect changes in General Assistance Guidelines	RSA 165	Community Health & Wellness	O,I,E
3.	Manage other assistance programs that reduce the need for General Assistance	RSA 165	Community Health & Wellness	I,C,E
4.	Incorporate links to state, federal and local services/providers on Human Services webpage to inform public, as well as, obtain public input.		Social Services	C, O, I
5.	Present workshops addressing basic money management in collaboration with Keene Public Library, Youth Services, Southwestern Community Services Life Skills program and NH Employment Security		Community Health & Wellness	O, I, E
6.	Develop and implement new client database software program (NH GAP)	RSA165	Community Health & Wellness	C,E

METRICS:

	FY12	FY13	FY14
1. Appointments/Walk-ins/Emergency Clients	3,409	3,400	3,400
2. New Household Applications	227	225	225
3. Number of Unduplicated Individuals Served	1,171	1,200	1,200
4. Cost per individual	\$335	\$341	\$350
5. Woodward Fund Recipients	18	14	14
6. Holiday Sponsorship Recipients	201	242	200
7. Medicaid Reimbursements to the City *Due to changes in NH state budget	\$1,510	\$120	\$0
8. SSI Interim Assistance Reimbursements	\$11,748	\$7,500	\$5,000
9. Other Reimbursements	\$8,744	\$7,200	\$7,000

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

HUMAN SERVICES

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	46,528	46,539	47,589	37,814	9,584	0	9,584	9,584
61303 - SUPERVISORY PERSONNEL	65,415	65,451	66,928	66,929	67,186	0	67,186	67,186
61304 - GENERAL PERSONNEL	45,245	47,299	50,547	51,394	53,029	0	53,029	53,029
61307 - PART TIME EMPLOYEES	27,665	24,114	18,285	16,280	22,702	0	22,702	22,702
61609 - STIPEND	0	0	0	725	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	26,665	29,881	31,439	29,900	31,196	0	31,196	31,196
61702 - DENTAL INSURANCE	2,094	1,977	2,199	2,070	2,029	0	2,029	2,029
61703 - RETIREMENT CONTRIBUTIONS	14,445	14,378	14,526	12,300	14,189	0	14,189	14,189
61704 - SOCIAL SECURITY	13,735	13,607	14,026	12,500	11,816	0	11,816	11,816
61705 - WORKERS COMPENSATION	1,718	1,819	1,894	1,892	169	0	169	169
61901 - RECRUITMENT	0	0	0	100	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	0	0	8,250	0	0	0	0
61000 - PERSONAL SERVICES	243,510	245,065	247,432	240,154	213,850	0	213,850	213,850
62145 - FIRST AID & MEDICAL SVCS	33,210	16,082	37,000	38,000	40,000	0	40,000	40,000
62148 - DENTAL WORKS	0	0	5,000	5,000	5,000	0	5,000	5,000
62152 - SCS SHELTER SERVICES	50,000	50,000	61,000	61,000	50,000	0	50,000	50,000
62205 - PC REPLACEMENT CHARGE	1,008	948	900	900	635	0	635	635
62301 - OFFICE EQUIPMENT MAINT.	214	91	200	200	0	0	0	0
62435 - TRAINING	395	120	475	475	450	0	450	450
62436 - MEETINGS & DUES	278	231	250	250	300	0	300	300
62451 - PERSONAL & HOUSEHOLD	335	462	1,000	1,000	1,000	0	1,000	1,000
62452 - BURIAL, TRANSPORT & MISC.	4,640	4,200	6,000	8,300	8,700	0	8,700	8,700
62453 - HEATING FUEL & UTILITIES	32,470	34,549	55,000	50,000	55,000	0	55,000	55,000
62454 - RENTS	356,492	269,816	450,000	400,000	419,000	0	419,000	419,000
62498 - USE OF TRUST FUNDS	2,650	2,300	2,000	2,550	2,000	0	2,000	2,000
62510 - TELEPHONE	1,030	616	1,200	550	600	0	600	600
62701 - OFFICE SUPPLIES	940	1,252	950	850	800	0	800	800
62710 - POSTAGE	250	203	475	425	425	0	425	425
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	483,911	380,939	621,450	569,500	583,910	0	583,910	583,910
Department Total	727,422	626,004	868,882	809,654	797,760	0	797,760	797,760

Fiscal Year 2013 - 2014

HUMAN SERVICES 01000 - HUMAN SERVICES

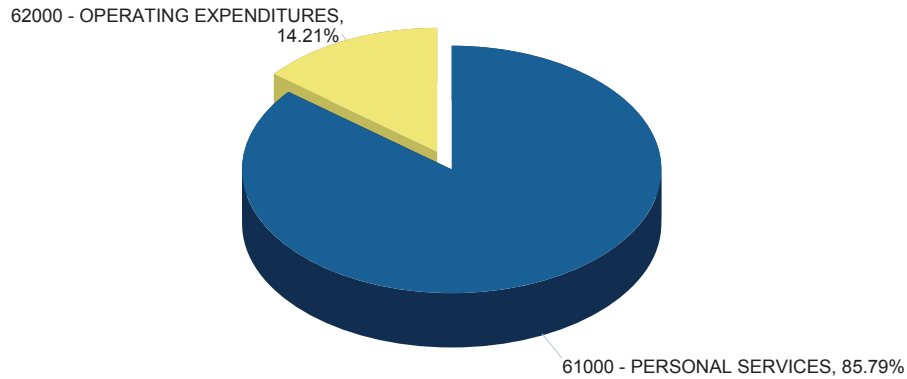
Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61301 - DEPARTMENT HEAD	46,528	46,539	47,589	37,814	9,584	0	9,584	9,584
61303 - SUPERVISORY PERSONNEL	65,415	65,451	66,928	66,929	67,186	0	67,186	67,186
61304 - GENERAL PERSONNEL	45,245	47,299	50,547	51,394	53,029	0	53,029	53,029
61307 - PART TIME EMPLOYEES	27,665	24,114	18,285	16,280	22,702	0	22,702	22,702
61609 - STIPEND	0	0	0	725	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	26,665	29,881	31,439	29,900	31,196	0	31,196	31,196
61702 - DENTAL INSURANCE	2,094	1,977	2,199	2,070	2,029	0	2,029	2,029
61703 - RETIREMENT CONTRIBUTIONS	14,445	14,378	14,526	12,300	14,189	0	14,189	14,189
61704 - SOCIAL SECURITY	13,735	13,607	14,026	12,500	11,816	0	11,816	11,816
61705 - WORKERS COMPENSATION	1,718	1,819	1,894	1,892	169	0	169	169
61901 - RECRUITMENT	0	0	0	100	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	0	0	8,250	0	0	0	0
61000 - PERSONAL SERVICES	243,510	245,065	247,432	240,154	213,850	0	213,850	213,850
62205 - PC REPLACEMENT CHARGE	1,008	948	900	900	635	0	635	635
62301 - OFFICE EQUIPMENT MAINT.	214	91	200	200	0	0	0	0
62435 - TRAINING	395	120	475	475	450	0	450	450
62436 - MEETINGS & DUES	278	231	250	250	300	0	300	300
62498 - USE OF TRUST FUNDS	2,650	2,300	2,000	2,550	2,000	0	2,000	2,000
62510 - TELEPHONE	1,030	616	1,200	550	600	0	600	600
62701 - OFFICE SUPPLIES	940	1,252	950	850	800	0	800	800
62710 - POSTAGE	250	203	475	425	425	0	425	425
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	6,765	5,829	6,450	6,200	5,210	0	5,210	5,210
01000 - HUMAN SERVICES Total	250,276	250,895	253,882	246,354	219,060	0	219,060	219,060

HUMAN SERVICES 01001 - HS: GENERAL ASSISTANCE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62145 - FIRST AID & MEDICAL SVCS	33,210	16,082	37,000	38,000	40,000	0	40,000	40,000
62148 - DENTAL WORKS	0	0	5,000	5,000	5,000	0	5,000	5,000
62152 - SCS SHELTER SERVICES	50,000	50,000	61,000	61,000	50,000	0	50,000	50,000
62451 - PERSONAL & HOUSEHOLD	335	462	1,000	1,000	1,000	0	1,000	1,000
62452 - BURIAL, TRANSPORT & MISC.	4,640	4,200	6,000	8,300	8,700	0	8,700	8,700
62453 - HEATING FUEL & UTILITIES	32,470	34,549	55,000	50,000	55,000	0	55,000	55,000
62454 - RENTS	356,492	269,816	450,000	400,000	419,000	0	419,000	419,000
62000 - OPERATING EXPENDITURES	477,146	375,109	615,000	563,300	578,700	0	578,700	578,700
01001 - HS: GENERAL ASSISTANCE Total	477,146	375,109	615,000	563,300	578,700	0	578,700	578,700

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
HUMAN SERVICES	727,422	626,004	868,882	809,654	797,760	0	797,760	797,760

Department - LIBRARY



Budget Category	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61000 - PERSONAL SERVICES	1,012,662	1,031,657	1,076,388	1,051,564	1,082,531	0	1,082,531	1,082,531
62000 - OPERATING EXPENDITURES	180,981	187,583	182,448	185,248	179,303	0	179,303	179,303
Department Total	1,193,643	1,219,240	1,258,836	1,236,812	1,261,834	0	1,261,834	1,261,834

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
01100	61301	LIBRARY DIRECTOR	1.00	95,546
	61303	LIBRARIAN 2	2.00	123,049
		LIBRARIAN III	1.00	67,186
	61304	LIBRARY OFFICE MANAGER	1.00	51,592
		LIBRARIAN I	3.00	155,094
60 - LIBRARY Total			8.00	492,468

*This number does not include any overtime, seasonal, or other forms of pay.

KEENE PUBLIC LIBRARY

The Keene Public Library offers services and programs that provide for core informational, educational, and recreational needs which enhance the overall quality of life in the community. By providing materials in a variety of formats for all age groups, a website that provides access to library and local information remotely, public access computers, and a wide range of programming for all ages, the library provides open and convenient access for all Keene residents who want to read, learn, or connect with our community throughout their lives. Library services coordinate with the Community Master Plan's Educational goals. Arts and Culture, Diversity, and Leadership goals are also supported by the variety of library and community programs.

The Library operates two facilities, with the Library Annex currently reserved for programs. It is governed by a Board of Trustees and receives support from the Friend of the Keene Public Library. In difficult economic times, people rely heavily on library resources and services, as evidenced by the nearly 4,000 people who visit the library weekly. The Library continually seeks grant funding to supplement the materials and programming budgets.

The Library regularly collaborates with the schools and other community groups for educational programs, visiting schools and offering tours. Keene-Link, the partnership with Keene State College library, provides a shared catalog and reciprocal borrowing privileges.

Every five years, the Library Trustees, Friends, Staff, and Community develop a 5-year plan. All goals of the Library's long range plan support the Library's mission. The process took into account the Six Vision Focus Areas included in the Comprehensive Master Plan adopted by the Planning Board on September 13, 2010. The Library is in the third year of implementation.

The Library's long range plan recognizes the ever changing landscape of information technology and its impact on every aspect of library services. The increased role of technology in everyday lives will continue to evolve and requires careful planning to ensure that the changes are incorporated into library services. The five specific goals that came out of that long range plan are:

1. Maintain and build a collection of materials in a variety of formats to provide people of all ages, abilities, and backgrounds with materials that satisfy their informational and educational needs and personal interests.
2. Assist patrons of all ages with information, research and readers' advisory services, both in-house and remotely, through the Library's website, public access computers, and electronic databases. Provide the public and Staff with the training necessary to use new technologies.
3. Provide library programming and activities, both within the library and in the Keene community, for people of all ages, and facilitate the use of the library by City and public groups for community meetings.
4. Maintain an organizational structure and a skilled workforce that supports optimum service levels.
5. Provide and maintain Library facilities and grounds which (a) are attractive, safe, and accessible; (b) accommodate Library services and programs, and (c) provide space for City and community meetings and forums.

Each year these goals are reviewed for progress and adjustment and, when appropriate, inclusion in the fiscal year budget objectives. The major focus in the upcoming year will be developing a plan for the future use of the Library Annex that considers all library services currently performed in the main library building as well as future services.

During FY 12/13 accomplishments included:

- Adequate funding for library materials was secured by supplementing the City appropriation with funding from the Friends of the Library and donations.
- Two full-time staff members retired and were replaced with part-time positions, including a new part-time young adult librarian.
- Initial stages of a planning process were begun to examine the "library services of the future" in preparation for developing a comprehensive plan for the library and library annex.

- Young adult programming was sustained with the help of volunteers and the part-time young adult librarian.
- Trustees, Friends and City staff worked with the Homestead Garden Club & the Keene High School (KHS) Horticulture class on landscaping the Library grounds.
- With the help of dedicated volunteers, the Library continued to make local history photos and texts available online.

In FY13/14, the Library will strive to:

- Secure funding for library materials, which is the basis for all library services and programs. The funding level requested is based on the amount necessary to support the replacement and updating of the collection while adding new popular materials throughout the year with a target of replacing 5% of the collection yearly.
- Implement strategies to ensure purchasing appropriate materials in a variety of formats.
- Maintain the current level of programming for adults, teens, and youth. Volunteers will still be needed.
- Provide increased access to historical and current local information.
- Provide public and staff training on use of new technologies.
- Continue the cooperative library landscaping project with the Homestead Garden Club and the KHS Horticulture club.
- Develop specific plans for the Library and Library Annex in terms of future library space and programs.

The challenges continue to be fiscal. Residents are turning to the library in large numbers in these difficult economic times for materials, for internet access, for job searches and for youth and young adult programming among many other things. If the library is to meet its fiscal year objectives, it will need the help of the City, Trustees, and Friends. Last year the Library Trustees and Friends worked with the City to maintain the materials budget. While ongoing general support for this purpose is beyond the mission of the Trustees and Friends, during this economic downturn it will be critical for them to again provide some supplemental funds so the materials collection will not be adversely affected. The capacity to fund this need while fulfilling their primary missions depends upon continued successful fundraising.

Throughout the years, the Friends and the Trustees have worked hard to raise money to fund youth and adult programs including the summer reading program. They have also funded staff training through national and regional educational workshops and conferences essential to the staff's ability to deliver services in a technology driven environment. The Friends and Trustees encourage memorial donations to supplement the materials collection, but depend upon the City to provide the funding necessary to maintain the core collection that is central to all the library's services. When economic times improve, it will be important for the City to fully fund the materials collection.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	LIBRARY	FUND:	GENERAL
DIVISION(s): Cost Center(s):	ALL 01100		
MISSION:	To provide free, open and convenient access for all Keene residents to acquire information for growth in their personal knowledge, for life-long learning and enjoyment, for the fulfillment of informational needs, desires, and curiosities, and for enhancing quality of life in the community		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Provide an excellent collection including classic and high-demand materials in print, audio, video and electronic formats for people of all ages and abilities and backgrounds.	Education
2. Assist patrons of all ages with information research and reader advisory services both in-house and remotely through the library website, public access computers, and community meeting space.	Education
3. Introduce the youngest members of the community to reading and learning activities through library programs, and encourage literacy at all levels throughout the community.	Education

FISCAL YEAR OBJECTIVES: **STATUTE** **CMP** **VOICE**

1. Maintain funding for purchasing library materials based on an ongoing evaluation of new formats and the appropriate collection balance with the target of replacing 5% of library materials yearly and focus on increasing the availability of e-books.		Education	I, E
2. Provide and promote use of electronic information databases with remote access as appropriate.		Education	I, E
3. Maintain and promote a comprehensive series of high quality library programs that support and empower adults and children to the highest level of community involvement.		Education	I, E, O
4. Provide meeting spaces for community use.		Education	I, C
5. Develop a plan for the future use and renovation of the Library Annex, which, in conjunction with the Library main building, will best serve the needs of the community.		Education	O, C, E
6. Provide public access computers and public Internet access.		Education	I
7. Offer staff training to support each staff member's training goals as detailed in the Performance Evaluation		Education	V
8. Continue the cooperative landscaping project with the Homestead Garden Club & the KHS Horticulture Class for beautification of library grounds.		Open Space/Greenway Connect	I, C

METRICS: **FY12** **FY13** **FY14**

1. Circulation, including downloadable books	308,494	312,000	315,000
2. Usage of online databases and other online services	25,000	27,000	28,000
3. Library programs for adults and children and number of people attending.	896/12,509	900/12,800	900/12,800
4. Number of times City/community groups held events in the Library or Library Annex.	1,059	1,075	1,075
5. Number of people attending city/community programs	10,936	11,000	11,000
6. Number of library card holders (does not include KSC community of approx. 6,000)	16,763	16,770	16,780
7. Use of library public access computers	29,465	30,000	30,000
8. Number of reference questions answered in-house and via library website	13,096/650	13,200/700	13,300/725

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

LIBRARY

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	93,057	93,078	95,178	92,721	95,546	0	95,546	95,546
61303 - SUPERVISORY PERSONNEL	245,200	245,254	250,789	244,315	190,236	0	190,236	190,236
61304 - GENERAL PERSONNEL	209,138	205,240	219,497	208,830	206,686	0	206,686	206,686
61307 - PART TIME EMPLOYEES	239,786	248,126	255,718	254,000	359,820	0	359,820	359,820
61701 - HEALTH INSURANCE	102,400	116,461	128,800	128,800	104,735	0	104,735	104,735
61702 - DENTAL INSURANCE	8,975	8,712	9,550	9,550	7,523	0	7,523	7,523
61703 - RETIREMENT CONTRIBUTIONS	53,375	52,514	52,644	50,778	51,209	0	51,209	51,209
61704 - SOCIAL SECURITY	59,413	59,876	62,820	61,199	65,353	0	65,353	65,353
61705 - WORKERS COMPENSATION	669	719	791	771	823	0	823	823
61901 - RECRUITMENT	650	1,677	600	600	600	0	600	600
61000 - PERSONAL SERVICES	1,012,662	1,031,657	1,076,388	1,051,564	1,082,531	0	1,082,531	1,082,531
62205 - PC REPLACEMENT CHARGE	12,360	11,160	9,873	9,873	9,078	0	9,078	9,078
62301 - OFFICE EQUIPMENT MAINT.	1,158	1,544	1,975	1,975	1,975	0	1,975	1,975
62430 - TRAVEL	314	138	300	300	200	0	200	200
62435 - TRAINING	0	0	300	300	300	0	300	300
62436 - MEETINGS & DUES	150	30	250	250	250	0	250	250
62498 - USE OF TRUST FUNDS	-1,363	6,801	3,000	6,000	3,500	0	3,500	3,500
62510 - TELEPHONE	5,689	4,058	5,600	4,000	4,000	0	4,000	4,000
62701 - OFFICE SUPPLIES	8,419	9,243	7,500	7,500	7,500	0	7,500	7,500
62703 - LOST MATERIAL REPLACEMENT	6,101	4,283	3,500	3,500	3,500	0	3,500	3,500
62704 - BOOK MENDING SUPPLIES	1,802	2,710	3,200	3,200	3,200	0	3,200	3,200
62710 - POSTAGE	4,659	4,565	4,800	4,800	3,850	0	3,850	3,850
62715 - BOOKS AND PERIODICALS	141,450	141,388	141,550	141,550	141,550	0	141,550	141,550
62734 - MINOR EQUIPMENT	242	1,663	600	2,000	400	0	400	400
62000 - OPERATING EXPENDITURES	180,981	187,583	182,448	185,248	179,303	0	179,303	179,303
Department Total	1,193,643	1,219,240	1,258,836	1,236,812	1,261,834	0	1,261,834	1,261,834

Fiscal Year 2013 - 2014

LIBRARY 01100 - LIBRARY

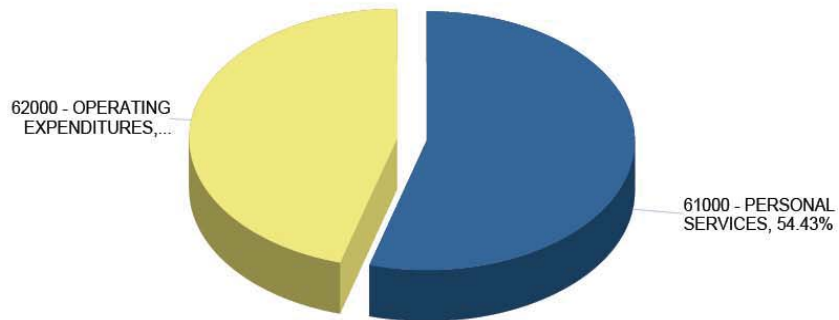
Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61301 - DEPARTMENT HEAD	93,057	93,078	95,178	92,721	95,546	0	95,546	95,546
61303 - SUPERVISORY PERSONNEL	245,200	245,254	250,789	244,315	190,236	0	190,236	190,236
61304 - GENERAL PERSONNEL	209,138	205,240	219,497	208,830	206,686	0	206,686	206,686
61307 - PART TIME EMPLOYEES	239,786	248,126	255,718	254,000	359,820	0	359,820	359,820
61701 - HEALTH INSURANCE	102,400	116,461	128,800	128,800	104,735	0	104,735	104,735
61702 - DENTAL INSURANCE	8,975	8,712	9,550	9,550	7,523	0	7,523	7,523
61703 - RETIREMENT CONTRIBUTIONS	53,375	52,514	52,644	50,778	51,209	0	51,209	51,209
61704 - SOCIAL SECURITY	59,413	59,876	62,820	61,199	65,353	0	65,353	65,353
61705 - WORKERS COMPENSATION	669	719	791	771	823	0	823	823
61901 - RECRUITMENT	650	1,677	600	600	600	0	600	600
61000 - PERSONAL SERVICES	1,012,662	1,031,657	1,076,388	1,051,564	1,082,531	0	1,082,531	1,082,531
62205 - PC REPLACEMENT CHARGE	12,360	11,160	9,873	9,873	9,078	0	9,078	9,078
62301 - OFFICE EQUIPMENT MAINT.	1,158	1,544	1,975	1,975	1,975	0	1,975	1,975
62430 - TRAVEL	314	138	300	300	200	0	200	200
62435 - TRAINING	0	0	300	300	300	0	300	300
62436 - MEETINGS & DUES	150	30	250	250	250	0	250	250
62510 - TELEPHONE	5,689	4,058	5,600	4,000	4,000	0	4,000	4,000
62701 - OFFICE SUPPLIES	8,419	9,243	7,500	7,500	7,500	0	7,500	7,500
62703 - LOST MATERIAL REPLACEMENT	6,101	4,283	3,500	3,500	3,500	0	3,500	3,500
62704 - BOOK MENDING SUPPLIES	1,802	2,710	3,200	3,200	3,200	0	3,200	3,200
62710 - POSTAGE	4,659	4,565	4,800	4,800	3,850	0	3,850	3,850
62715 - BOOKS AND PERIODICALS	141,450	141,388	141,550	141,550	141,550	0	141,550	141,550
62734 - MINOR EQUIPMENT	242	1,663	600	2,000	400	0	400	400
62000 - OPERATING EXPENDITURES	182,344	180,782	179,448	179,248	175,803	0	175,803	175,803
01100 - LIBRARY Total	1,195,006	1,212,439	1,255,836	1,230,812	1,258,334	0	1,258,334	1,258,334

LIBRARY 01102 - LIBRARY: CITY TRUSTS

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62498 - USE OF TRUST FUNDS	-1,363	6,801	3,000	6,000	3,500	0	3,500	3,500
62000 - OPERATING EXPENDITURES	-1,363	6,801	3,000	6,000	3,500	0	3,500	3,500
01102 - LIBRARY: CITY TRUSTS Total	-1,363	6,801	3,000	6,000	3,500	0	3,500	3,500

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
LIBRARY	1,193,643	1,219,240	1,258,836	1,236,812	1,261,834	0	1,261,834	1,261,834

Department - PARKS, REC. & FACILITIES



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	1,419,825	1,307,860	1,448,559	1,419,390	1,547,956	0	1,547,956	1,547,956
62000 - OPERATING EXPENDITURES	1,311,982	1,192,131	1,296,444	1,302,299	1,295,724	0	1,295,724	1,295,724
Department Total	2,731,807	2,499,991	2,745,003	2,721,689	2,843,679	0	2,843,679	2,843,679

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
01200	61301	PARKS, REC & CEMETARY DIR	1.00	95,546
	61305	OFFICE MANAGER	1.00	51,592
	61307	ADMINISTRATIVE ASSISTANT	0.54	22,081
01201	61303	PARK, REC. SUPT.	0.50	33,593
	61304	MAINTENANCE AIDE II	1.00	39,693
		MECHANIC I	1.00	43,326
		MAINTENANCE TECHNICIAN II	1.00	47,314
12072	61304	RECREATION PROGRAMMER	1.00	56,340
01310	61303	PARK, REC. SUPT.	0.50	33,593
	61304	MAINTENANCE AIDE II	1.00	39,693
		MOTOR EQUIP OPERATOR II	1.00	45,289
01325	61304	CUSTODIAN	0.80	31,754
		CONTRACT MANAGER	1.00	56,340
		BUILDING MECHANIC	1.00	43,326
01328	61304	CUSTODIAN	1.00	39,693
		BUILDING MECHANIC	1.00	43,326
01329	61304	BUILDING MECHANIC	1.00	43,326
01335	61304	BUILDING MECHANIC	1.00	43,326
	61307	CUSTODIAN, P/T	0.90	33,739
70 - PARKS, REC. & FACILITIES Total			17.24	842,890

*This number does not include any overtime, seasonal, or other forms of pay.

PARKS & RECREATION

The Parks, Recreation and Cemeteries Department include three service divisions: Recreation Programming, Park Maintenance and Cemeteries Management. The vision of the department is to bring our community together providing for life-long opportunities for active living and wise stewardship of natural resources. Keene has beautiful, well-maintained parks and cemeteries, a citizenry that incorporates physical activity into their daily lives, and a connected system of open space, parks, and trails.

The Active and Passive Recreation Management Plan provides the blueprint for our current direction. Recreation Programming has guided the efforts of restoring programs dedicated to teens through community collaboration. Several successful programs have brought a new demographic to the Recreation Center and raised awareness of positive events for teens in the community. In addition, there has been a review of all the program fees and facility rentals to further balance and create a cost recovery program. The next fiscal year should bring expansion of programs and revenue with the access to online credit card registrations.

The Parks Maintenance Division continues to build upon their successful collaboration for needed improvements made to the ball fields in Wheelock Park. With the addition of the new North Bridge, continued maintenance of a safe and inviting trails system that is defined through signage, online maps, and designated trailheads will be emphasized. Through the capital improvement program, Wheelock Park will see several improvements in 2014 including the resurfacing of the pool and tennis courts. Several buildings will be assessed for future improvements. This work will be incorporated into development of a master plan specifically for Wheelock Park.

Robin Hood Park will be under construction with improvements to the dam. In addition, the stone wall terrace leading up to the amphitheater will be completed through trust funds of the Rachel Marshall Trust. A gazebo will be placed overlooking the pond and each of the stone walls will be restored. The project will preserve the historic features of the park that were established in the late 1930's.

The Cemeteries Management Division will focus on the restoration of the Sumner Knight Chapel. This signature feature of the Northeast Division of Woodland Cemetery was built in the 1930's and needs extensive work. Through donations and trust funds, this effort will be expanded in the next capital improvements program.

The Active and Passive Recreation Management Plan recommendations have shaped the Parks, Recreation and Cemeteries operations, level of service, and long range planning efforts. Through community collaboration, many projects highlighted in the "Building a Spirit of Place" initiative, will be focused on the parks, programs, and trails enhancing Keene as a wonderful place to call our home.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	PARKS, RECREATION & FACILITIES	FUND:	GENERAL
DIVISION(s):	Parks, Recreation & Cemeteries		
Cost Center(s):	01200 through 01314		
MISSION:	To provide the citizens of Keene with a quality park and cemetery system, balanced environmental stewardship and diverse programming to inspire and support active lifestyles for all ages throughout the lifespan.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Provide programs and assist organizations that focus on the health and well being for youth and adults of the community.	Community Health & Wellness
2. Coordinates and maintains the safety and quality of trails, ballfields, parks, forested lands, park buildings, play equipment, pools, and other recreational areas.	Community Health & Wellness
3. Maintain and improve cemetery grounds roads, and buildings; provide professional internment services and accurate burial records.	Community Health & Wellness

FISCAL YEAR OBJECTIVES:

	STATUTE	CMP	VOICE
1. Continue to follow recommendations in the Master Plan towards increasing our level of service		Leadership	C,E
2. Continue to collaborate and increase program opportunities focused on health and wellness		Community Health & Wellness	I, C
3. Continue to grow after school CATCH program by encouraging healthy lifestyles which reduce childhood obesity		Community Health & Wellness	C
4. Continue to enhance public access to cemetery records through web access		Historic & Cultural	I, C
5. Continue to maintain the multiuse trail system to increase usage		Open Space/Greenway Connect	C
6. Create safe recreational playing areas through field enhancements and playground inspections		Community Health & Wellness	C, E
7. Continue the development of a turf management program in the parks and cemeteries		Open Space/Greenway Connect	C
8. Develop new and expand existing City inter-department programs		Leadership	C

METRICS:

	FY12	FY13	FY14
1. After school CATCH program participants	55	70	70
2. Collaborative efforts with community organizations	74	74	77
3. Acres maintained through turf program	90	90	90
4. Sumner Knight Chapel and Robin Hood Amphitheater rentals/events	20	10	10
5. Youth and Adult sport league participants - basketball, dodgeball, flag football, indoor soccer, soccer, volleyball	1,200	1,300	1,500
6. Trip Participation	525	478	515
7. Swim Lessons	300	325	325
8. Cemetery Lots Available - Monadnock View N, M, MC, Hebrew and Woodland NED	973	908	858
9. Cemetery Lot Sales	65	65	50
10. Cemetery Burials	80	90	108

FACILITIES

The Facilities Management Division is responsible for the maintenance and repair of certain City buildings. These buildings include City Hall, the Parks and Recreation Center Main Building, the Transportation Center, 350/400 Marlboro Street, the Library and Annex, the Central and West Keene Fire Stations and the Airport Terminal. The function of Facilities Management is to provide custodial and maintenance services to both interior and exterior for these buildings as well as contract management. These services are provided so that the community and employees have clean, safe, and efficiently operated buildings

FY13 Accomplishments and Challenges

Last year's focus was the completion of projects, function organization, and preparation for contracts management. Some of the works accomplished include:

- The Michael E.J. Blastos Community Room, in its present form, was completed including the addition of sound baffles, bathroom expansion, and kitchenette.
- The Police gymnasium and sub-station were completed. Design and specifications for both of these projects were created in-house.
- The restoration of the Library's mansard, third floor windows, and porch repairs were finished.
- Additional development of facilities' in-house data base work order system occurred. This system not only tracks repairs (as work-orders) but also preventative maintenance items.
- Work in progress include the evaluation of Requests for Proposal for the Building Condition Survey, IMS area improvements, and assisting the Contract Manager with RFPS for services and materials purchase of various types.
- With conclusion of the ESCO project, a preliminary update from Honeywell on our energy saving efforts was provided to City Council.
- Efforts continue to monitor performance and assess the condition of our systems and equipment, to work toward restoring condition and catching up with maintenance deficits.

FY14 Objectives and Challenges

Staff will continue to be challenged by the structure of Facilities until we have organized it and we manage it in its final form. Objectives for the coming year include:

- Migration towards a function that determines analyses and directs the management of efforts, contractors and suppliers.
- Expand the use of contractors of record and maintenance and repair contracts
- Continued expansion of the use of the work order system
- Exploring opportunities for the use of technology
- Completion of the Selected Building Conditions Assessment
- The creation of facilities type accounts in departments with significant buildings
- Advancing the Contract Manager's efforts to establish contracts that cross departmental lines identifying future opportunities for contracting

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	PARKS, RECREATION & FACILITIES	FUND:	GENERAL
DIVISION(s): Cost Center(s):	ALL 01325 through 01336		
MISSION:	To provide the community and City employees with clean, safe and efficiently operated municipal buildings		

PRIMARY SERVICES & RESPONSIBILITIES:	Align w/CMP
1. Implements daily cleaning and maintenance of buildings	Infrastructure
2. Monitors and upgrades building systems for both safety and efficiency	Infrastructure
3. Assists in identifying and implementing contract repairs, routine cleaning and maintenance of buildings when appropriate	Infrastructure

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Review, initiate, and expand use of contracted services		Infrastructure	C, E
2. Review, initiate, and expand use of contracted supplies		Infrastructure	V, C, E
3. Complete preventive maintenance projects utilizing revised work-order system		Infrastructure	V, C, E
4. Create contractor of record system		Infrastructure	V, C, E
5. Create accounts for cross departmental contracting		Green Building	V, C, E
6. Complete buildings conditions assessment survey		Leadership	V, C, E
7. Utilizing results from building conditions assessment survey to determine priorities and projects		Leadership	V, C, E

METRICS:	FY12	FY13	FY14
1. Conforms to adopted custodial Standard Operating Procedures (SOP)	95%	95%	95%
2. Conforms to adopted maintenance SOP	95%	95%	95%
3. Conforms to adopted preventative maintenance SOP	95%	95%	95%
4. Completed work orders	—	629	650

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

PARKS AND RECREATION

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61301 - DEPARTMENT HEAD	90,660	84,446	88,515	86,230	95,546	0	95,546	95,546
61303 - SUPERVISORY PERSONNEL	59,686	62,777	66,928	64,945	67,186	0	67,186	67,186
61304 - GENERAL PERSONNEL	254,587	206,176	216,445	215,989	271,654	0	271,654	271,654
61305 - ADMINISTRATIVE PERSONNEL	48,367	50,275	51,394	50,067	51,592	0	51,592	51,592
61307 - PART TIME EMPLOYEES	21,963	49,908	63,982	63,982	22,081	0	22,081	22,081
61308 - SEASONAL HELP	49,393	29,973	75,811	62,962	75,811	0	75,811	75,811
61309 - RECREATION SUPERVISION	51,650	60,300	50,000	52,320	50,000	0	50,000	50,000
61312 - POOL PERSONNEL	38,871	38,408	43,000	42,650	43,000	0	43,000	43,000
61313 - PLAYGROUND PERSONNEL	41,781	45,454	51,000	49,073	51,000	0	51,000	51,000
61314 - CAMP AREA SUPERVISOR	6,880	13,945	7,200	7,150	7,650	0	7,650	7,650
61315 - ASSISTANCE: OTHER DEPTS	0	0	3,000	1,250	3,000	0	3,000	3,000
61318 - YOUTH TRAILS PROGRAM	5,584	6,767	7,620	7,183	7,620	0	7,620	7,620
61501 - REGULAR OVERTIME	17,744	18,952	23,800	17,614	23,800	0	23,800	23,800
61609 - STIPEND	75	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	102,124	106,353	121,633	121,633	112,654	0	112,654	112,654
61702 - DENTAL INSURANCE	7,908	7,347	8,929	8,929	10,148	0	10,148	10,148
61703 - RETIREMENT CONTRIBUTIONS	39,185	37,563	39,026	38,293	53,008	0	53,008	53,008
61704 - SOCIAL SECURITY	51,193	49,534	59,661	59,009	54,463	0	54,463	54,463
61705 - WORKERS COMPENSATION	6,675	7,153	8,668	8,663	8,095	0	8,095	8,095
61901 - RECRUITMENT	1,145	2,574	2,600	2,100	1,800	0	1,800	1,800
61000 - PERSONAL SERVICES	895,471	877,904	989,211	960,042	1,010,109	0	1,010,109	1,010,109
62102 - PROFESSIONAL SERVICES	0	14,000	0	0	0	0	0	0
62115 - ARTISTS & PERFORMERS	7,160	7,033	7,550	7,550	7,550	0	7,550	7,550
62120 - LABORATORY SERVICES	182	657	800	630	800	0	800	800
62142 - TRANSPORTING	2,060	2,754	3,250	2,895	2,750	0	2,750	2,750
62145 - FIRST AID & MEDICAL SVCS	478	466	500	489	500	0	500	500
62175 - OTHER SERVICES	5,144	12,023	11,000	10,875	11,000	0	11,000	11,000
62203 - SNOW PLOWING	0	1,080	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	1,332	1,392	1,325	1,325	1,190	0	1,190	1,190
62206 - PW FLEET CHARGE	147,096	140,136	149,213	149,213	157,015	0	157,015	157,015
62209 - RUBBISH PICK-UP	1,560	995	0	0	2,000	0	2,000	2,000
62301 - OFFICE EQUIPMENT MAINT.	1,127	1,287	1,650	1,545	1,650	0	1,650	1,650
62311 - EQUIPMENT MAINTENANCE	2,873	2,993	3,200	3,158	3,200	0	3,200	3,200
62340 - GROUNDS MAINTENANCE	18,649	22,749	18,500	18,480	18,500	0	18,500	18,500
62341 - PLAYGROUND MAINTENANCE	0	2,475	5,000	4,954	5,000	0	5,000	5,000
62342 - SKATE PARK MAINTENANCE	0	799	1,000	2,900	1,000	0	1,000	1,000
62343 - SIGNAGE	0	718	1,000	1,517	1,000	0	1,000	1,000

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62344 - TRAIL MAINTENANCE	0	0	0	250	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	3,552	4,395	4,200	4,152	4,200	0	4,200	4,200
62372 - TREE/FORESTRY MAINTENANCE	5,856	1,670	4,500	4,500	4,500	0	4,500	4,500
62416 - PRINTING	2,538	3,167	2,000	3,952	2,000	0	2,000	2,000
62425 - ADVERTISING	0	0	0	450	485	0	485	485
62430 - TRAVEL	251	85	300	265	300	0	300	300
62435 - TRAINING	413	657	950	920	950	0	950	950
62436 - MEETINGS & DUES	1,679	1,783	4,795	4,610	4,795	0	4,795	4,795
62445 - PHOTOGRAPHY & PROCESSING	6	126	200	162	200	0	200	200
62498 - USE OF TRUST FUNDS	2,540	4,321	0	0	0	0	0	0
62501 - WATER	5,786	4,974	7,482	8,437	15,462	0	15,462	15,462
62503 - ELECTRICITY	35,845	33,100	38,881	38,518	38,881	0	38,881	38,881
62504 - HEATING FUEL	12,952	11,904	16,146	14,885	16,146	0	16,146	16,146
62510 - TELEPHONE	5,281	4,967	4,850	4,850	3,950	0	3,950	3,950
62607 - RENTAL VEHICLES	9,442	7,569	9,950	8,200	9,000	0	9,000	9,000
62701 - OFFICE SUPPLIES	1,075	1,110	1,100	1,100	1,100	0	1,100	1,100
62710 - POSTAGE	288	285	350	315	350	0	350	350
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62733 - TOOLS	219	403	400	395	400	0	400	400
62734 - MINOR EQUIPMENT	414	594	700	3,490	700	0	700	700
62735 - BUILDING MAINT. SUPPLIES	3,739	3,259	3,600	3,531	3,600	0	3,600	3,600
62736 - GROUNDS MAINT SUPPLIES	26,806	25,157	26,500	25,950	26,500	0	26,500	26,500
62740 - OTHER MAINT. SUPPLIES	11,020	2,884	2,300	1,980	2,300	0	2,300	2,300
62755 - UNIFORMS	3,661	3,321	3,600	3,622	3,600	0	3,600	3,600
62756 - PROTECTIVE CLOTHING	876	1,590	1,500	1,350	1,500	0	1,500	1,500
62760 - OPERATING SUPPLIES	3,661	4,480	3,500	3,300	3,500	0	3,500	3,500
62764 - CHEMICALS	4,511	5,227	8,140	6,233	6,600	0	6,600	6,600
62775 - PLAYGROUND MATERIAL	3,590	3,882	4,500	4,500	4,000	0	4,000	4,000
62776 - HANDICPD ATHLETE SUPPLIES	3,019	4,000	4,000	3,365	3,500	0	3,500	3,500
62778 - ATHLETIC SUPPLIES	1,710	1,911	2,000	1,879	2,000	0	2,000	2,000
62779 - GAME ROOM SUPPLIES	502	623	1,000	995	1,000	0	1,000	1,000
62780 - ARTS & CRAFTS	982	850	1,000	995	1,000	0	1,000	1,000
62783 - YOUTH TRAILS PROGRAM SUP.	224	139	300	215	300	0	300	300
62784 - CATCH PROGRAM	0	0	0	399	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	340,098	350,058	362,732	363,296	378,974	0	378,974	378,974
Department Total	1,235,569	1,227,962	1,351,943	1,323,338	1,389,083	0	1,389,083	1,389,083

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

FACILITIES

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	57,913	0	0	0	0	0	0	0
61304 - GENERAL PERSONNEL	260,517	242,203	251,722	251,722	301,091	0	301,091	301,091
61307 - PART TIME EMPLOYEES	24,722	29,134	38,522	38,522	33,739	0	33,739	33,739
61501 - REGULAR OVERTIME	9,448	8,650	12,500	12,500	9,500	0	9,500	9,500
61508 - SUPERVISORY OVERTIME	993	0	0	0	0	0	0	0
61609 - STIPEND	9,591	12,435	9,750	9,750	9,425	0	9,425	9,425
61701 - HEALTH INSURANCE	93,002	83,454	89,128	89,128	110,501	0	110,501	110,501
61702 - DENTAL INSURANCE	6,174	5,427	6,181	6,181	7,673	0	7,673	7,673
61703 - RETIREMENT CONTRIBUTIONS	31,086	23,800	24,022	24,022	34,654	0	34,654	34,654
61704 - SOCIAL SECURITY	26,339	21,061	23,225	23,225	27,291	0	27,291	27,291
61705 - WORKERS COMPENSATION	4,567	3,794	4,299	4,299	3,972	0	3,972	3,972
61000 - PERSONAL SERVICES	524,355	429,957	459,348	459,348	537,847	0	537,847	537,847
62102 - PROFESSIONAL SERVICES	0	5,498	10,000	10,000	5,000	0	5,000	5,000
62103 - TECHNICAL SERVICES	0	0	16,000	16,000	0	0	0	0
62175 - OTHER SERVICES	6,589	8	6,000	3,000	1,000	0	1,000	1,000
62205 - PC REPLACEMENT CHARGE	516	384	385	385	560	0	560	560
62206 - PW FLEET CHARGE	4,344	5,208	6,111	6,111	6,111	0	6,111	6,111
62208 - TAXES	11,959	6,447	8,117	8,117	16,461	0	16,461	16,461
62209 - RUBBISH PICK-UP	12,992	14,322	12,788	14,388	15,428	0	15,428	15,428
62311 - EQUIPMENT MAINTENANCE	28,708	16,282	25,900	28,386	25,850	0	25,850	25,850
62313 - REPAIRS & MAINTENANCE	11,460	89,386	4,840	5,480	0	0	0	0
62316 - ESCO MAINTENANCE	0	0	15,000	15,000	15,450	0	15,450	15,450
62317 - EQUIPMENT REPAIR	0	0	23,312	27,434	23,412	0	23,412	23,412
62318 - BUILDING REPAIR	0	0	26,500	23,853	26,125	0	26,125	26,125
62350 - BUILDING MAINTENANCE	124,936	13,333	31,286	21,057	25,043	0	25,043	25,043
62375 - PERMITS	0	1,794	2,800	2,724	4,350	0	4,350	4,350
62430 - TRAVEL	0	28	750	250	750	0	750	750
62435 - TRAINING	77	0	1,500	500	1,500	0	1,500	1,500
62501 - WATER	25,228	16,209	21,502	22,089	23,627	0	23,627	23,627
62502 - SEWER	15,150	17,088	12,447	13,884	15,617	0	15,617	15,617
62503 - ELECTRICITY	345,320	297,206	318,860	310,038	312,771	0	312,771	312,771
62504 - HEATING FUEL	308,568	272,538	291,481	312,789	322,598	0	322,598	322,598
62506 - FIRELINE / HYDRANTS	7,205	6,551	6,551	6,551	7,129	0	7,129	7,129
62510 - TELEPHONE	2,794	2,588	2,600	2,600	2,600	0	2,600	2,600
62602 - OFFICE SPACE RENTAL	6,000	3,000	3,000	3,000	3,000	0	3,000	3,000
62604 - EQUIPMENT RENTAL	0	16	600	600	600	0	600	600
62733 - TOOLS	0	473	850	1,257	850	0	850	850

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62734 - MINOR EQUIPMENT	45	39	2,450	2,450	2,450	0	2,450	2,450
62735 - BUILDING MAINT. SUPPLIES	6,793	11,669	18,882	14,631	16,600	0	16,600	16,600
62736 - GROUNDS MAINT SUPPLIES	2,367	3,083	7,600	7,600	7,200	0	7,200	7,200
62737 - JANITORIAL SUPPLIES	31,725	17,876	25,900	25,265	24,968	0	24,968	24,968
62755 - UNIFORMS	1,241	1,695	2,100	1,500	2,100	0	2,100	2,100
63412 - HVAC EQUIPMENT/INSTALL	17,868	0	0	0	0	0	0	0
64206 - MINOR IMPROVEMENTS	0	39,352	27,600	32,064	7,600	0	7,600	7,600
62000 - OPERATING EXPENDITURES	971,884	842,073	933,712	939,003	916,750	0	916,750	916,750
Department Total	1,496,238	1,272,029	1,393,060	1,398,351	1,454,597	0	1,454,597	1,454,597

Fiscal Year 2013 - 2014

PARKS, REC. & FACILITIES 01200 - PARKS & FACILITIES ADMIN

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61301 - DEPARTMENT HEAD	90,660	84,446	88,515	86,230	95,546	0	95,546	95,546
61305 - ADMINISTRATIVE PERSONNEL	48,367	50,275	51,394	50,067	51,592	0	51,592	51,592
61307 - PART TIME EMPLOYEES	21,963	21,111	21,997	21,997	22,081	0	22,081	22,081
61609 - STIPEND	75	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	31,601	32,214	33,994	33,994	35,406	0	35,406	35,406
61702 - DENTAL INSURANCE	2,619	2,471	2,749	2,749	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	11,760	12,156	12,312	11,994	15,847	0	15,847	15,847
61704 - SOCIAL SECURITY	11,779	11,357	12,386	12,109	12,945	0	12,945	12,945
61705 - WORKERS COMPENSATION	1,015	984	1,058	1,055	1,163	0	1,163	1,163
61901 - RECRUITMENT	1,145	1,774	2,600	2,100	1,800	0	1,800	1,800
61000 - PERSONAL SERVICES	220,984	216,788	227,005	222,295	239,096	0	239,096	239,096
62205 - PC REPLACEMENT CHARGE	684	816	741	741	675	0	675	675
62206 - PW FLEET CHARGE	5,520	12,468	13,187	13,187	12,960	0	12,960	12,960
62301 - OFFICE EQUIPMENT MAINT.	1,127	1,287	1,650	1,545	1,650	0	1,650	1,650
62435 - TRAINING	203	225	200	200	200	0	200	200
62436 - MEETINGS & DUES	547	584	3,345	3,350	3,345	0	3,345	3,345
62498 - USE OF TRUST FUNDS	2,540	4,321	0	0	0	0	0	0
62510 - TELEPHONE	5,281	4,967	4,850	4,850	3,950	0	3,950	3,950
62701 - OFFICE SUPPLIES	1,075	1,110	1,100	1,100	1,100	0	1,100	1,100
62710 - POSTAGE	288	285	350	315	350	0	350	350
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62755 - UNIFORMS	0	0	0	62	0	0	0	0
62000 - OPERATING EXPENDITURES	17,265	26,132	25,423	25,350	24,230	0	24,230	24,230
01200 - PARKS & FACILITIES ADMIN Total	238,250	242,920	252,428	247,645	263,326	0	263,326	263,326

PARKS, REC. & FACILITIES 01201 - PARKS MAINT & DEVELOPMENT

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	30,023	31,389	33,464	32,600	33,593	0	33,593	33,593
61304 - GENERAL PERSONNEL	128,600	118,621	131,789	131,789	130,333	0	130,333	130,333
61308 - SEASONAL HELP	26,964	14,576	44,017	32,300	44,017	0	44,017	44,017
61501 - REGULAR OVERTIME	8,751	8,472	14,000	9,074	14,000	0	14,000	14,000
61701 - HEALTH INSURANCE	38,665	46,958	61,148	61,148	42,636	0	42,636	42,636
61702 - DENTAL INSURANCE	3,108	3,033	4,200	4,200	4,953	0	4,953	4,953
61703 - RETIREMENT CONTRIBUTIONS	15,346	14,338	15,774	15,698	17,655	0	17,655	17,655
61704 - SOCIAL SECURITY	14,414	12,687	17,080	17,014	12,540	0	12,540	12,540
61705 - WORKERS COMPENSATION	2,406	2,576	3,075	3,074	2,400	0	2,400	2,400
61901 - RECRUITMENT	0	80	0	0	0	0	0	0
61000 - PERSONAL SERVICES	268,276	252,728	324,547	306,897	302,128	0	302,128	302,128
62175 - OTHER SERVICES	5,144	12,023	11,000	10,875	11,000	0	11,000	11,000
62436 - MEETINGS & DUES	326	461	450	435	450	0	450	450
62000 - OPERATING EXPENDITURES	5,470	12,484	11,450	11,310	11,450	0	11,450	11,450
01201 - PARKS MAINT & DEVELOPMENT Total	273,746	265,211	335,997	318,207	313,578	0	313,578	313,578

PARKS, REC. & FACILITIES 01202 - PARKS POOLS

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
62501 - WATER	0	1,013	2,300	1,845	10,280	0	10,280	10,280
62734 - MINOR EQUIPMENT	414	120	200	3,000	200	0	200	200
62735 - BUILDING MAINT. SUPPLIES	309	516	300	286	300	0	300	300
62740 - OTHER MAINT. SUPPLIES	8,785	835	300	285	300	0	300	300
62764 - CHEMICALS	4,511	5,227	8,140	6,233	6,600	0	6,600	6,600
62000 - OPERATING EXPENDITURES	14,019	7,711	11,240	11,649	17,680	0	17,680	17,680
01202 - PARKS POOLS Total	14,019	7,711	11,240	11,649	17,680	0	17,680	17,680

PARKS, REC. & FACILITIES 01203 - CAMPING AREAS

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
62209 - RUBBISH PICK-UP	1,560	995	0	0	2,000	0	2,000	2,000
62425 - ADVERTISING	0	0	0	450	485	0	485	485
62740 - OTHER MAINT. SUPPLIES	2,235	2,049	2,000	1,695	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	3,795	3,043	2,000	2,145	4,485	0	4,485	4,485
01203 - CAMPING AREAS Total	3,795	3,043	2,000	2,145	4,485	0	4,485	4,485

PARKS, REC. & FACILITIES 01205 - PARKS MAINTENANCE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61308 - SEASONAL HELP	4,319	5,194	15,861	15,112	15,861	0	15,861	15,861
61501 - REGULAR OVERTIME	0	0	200	0	200	0	200	200
61703 - RETIREMENT CONTRIBUTIONS	0	0	18	0	22	0	22	22
61704 - SOCIAL SECURITY	330	397	1,229	1,229	1,229	0	1,229	1,229
61705 - WORKERS COMPENSATION	42	59	183	183	184	0	184	184
61901 - RECRUITMENT	0	40	0	0	0	0	0	0
61000 - PERSONAL SERVICES	4,691	5,690	17,491	16,524	17,496	0	17,496	17,496
62120 - LABORATORY SERVICES	182	657	800	630	800	0	800	800
62203 - SNOW PLOWING	0	1,080	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	216	192	168	168	145	0	145	145
62206 - PW FLEET CHARGE	93,672	75,516	80,397	80,397	86,033	0	86,033	86,033
62340 - GROUNDS MAINTENANCE	6,022	7,869	4,000	4,000	4,000	0	4,000	4,000
62341 - PLAYGROUND MAINTENANCE	0	2,475	5,000	4,954	5,000	0	5,000	5,000
62342 - SKATE PARK MAINTENANCE	0	799	1,000	2,900	1,000	0	1,000	1,000
62343 - SIGNAGE	0	718	1,000	1,517	1,000	0	1,000	1,000
62344 - TRAIL MAINTENANCE	0	0	0	250	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	3,502	4,305	4,000	3,954	4,000	0	4,000	4,000
62372 - TREE/FORESTRY MAINTENANCE	5,856	1,670	4,500	4,500	4,500	0	4,500	4,500
62501 - WATER	5,786	3,537	4,299	5,749	4,299	0	4,299	4,299
62503 - ELECTRICITY	34,158	31,629	36,800	36,800	36,800	0	36,800	36,800
62504 - HEATING FUEL	6,198	7,203	4,000	4,000	4,000	0	4,000	4,000
62607 - RENTAL VEHICLES	9,442	7,569	9,950	8,200	9,000	0	9,000	9,000
62733 - TOOLS	219	403	400	395	400	0	400	400
62735 - BUILDING MAINT. SUPPLIES	2,998	2,668	2,800	2,750	2,800	0	2,800	2,800
62736 - GROUNDS MAINT SUPPLIES	26,806	25,157	26,500	25,950	26,500	0	26,500	26,500
62755 - UNIFORMS	1,837	1,283	1,500	1,495	1,500	0	1,500	1,500
62756 - PROTECTIVE CLOTHING	876	1,590	1,500	1,350	1,500	0	1,500	1,500
62760 - OPERATING SUPPLIES	3,661	4,480	3,500	3,300	3,500	0	3,500	3,500
62000 - OPERATING EXPENDITURES	201,430	180,800	192,114	193,259	198,777	0	198,777	198,777
01205 - PARKS MAINTENANCE Total	206,122	186,490	209,605	209,783	216,273	0	216,273	216,273

PARKS, REC. & FACILITIES 01207 - PARKS PROGRAMS

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	-360	0	0	0	0	0	0	0
61304 - GENERAL PERSONNEL	28,120	-512	0	0	56,340	0	56,340	56,340
61307 - PART TIME EMPLOYEES	0	28,796	41,985	41,985	0	0	0	0
61309 - RECREATION SUPERVISION	51,650	60,300	50,000	52,320	50,000	0	50,000	50,000
61312 - POOL PERSONNEL	38,871	38,408	43,000	42,650	43,000	0	43,000	43,000
61313 - PLAYGROUND PERSONNEL	41,781	45,454	51,000	49,073	51,000	0	51,000	51,000
61314 - CAMP AREA SUPERVISOR	6,880	13,945	7,200	7,150	7,650	0	7,650	7,650
61318 - YOUTH TRAILS PROGRAM	5,584	6,767	7,620	7,183	7,620	0	7,620	7,620
61501 - REGULAR OVERTIME	5,345	7,353	6,600	5,865	6,600	0	6,600	6,600
61701 - HEALTH INSURANCE	0	0	0	0	7,027	0	7,027	7,027
61702 - DENTAL INSURANCE	0	0	0	0	523	0	523	523
61703 - RETIREMENT CONTRIBUTIONS	0	0	0	0	6,068	0	6,068	6,068
61704 - SOCIAL SECURITY	13,608	15,340	18,252	18,252	16,999	0	16,999	16,999
61705 - WORKERS COMPENSATION	1,486	1,804	2,370	2,370	2,539	0	2,539	2,539
61901 - RECRUITMENT	0	680	0	0	0	0	0	0
61000 - PERSONAL SERVICES	192,965	218,335	228,027	226,848	255,366	0	255,366	255,366
62102 - PROFESSIONAL SERVICES	0	14,000	0	0	0	0	0	0
62115 - ARTISTS & PERFORMERS	7,160	7,033	7,550	7,550	7,550	0	7,550	7,550
62142 - TRANSPORTING	2,060	2,754	3,250	2,895	2,750	0	2,750	2,750
62145 - FIRST AID & MEDICAL SVCS	478	466	500	489	500	0	500	500
62205 - PC REPLACEMENT CHARGE	216	192	168	168	145	0	145	145
62206 - PW FLEET CHARGE	5,520	12,468	13,188	13,188	12,960	0	12,960	12,960
62311 - EQUIPMENT MAINTENANCE	0	0	200	180	200	0	200	200
62416 - PRINTING	2,538	3,167	2,000	3,952	2,000	0	2,000	2,000
62430 - TRAVEL	251	85	300	265	300	0	300	300
62435 - TRAINING	210	432	700	695	700	0	700	700
62436 - MEETINGS & DUES	546	578	700	695	700	0	700	700
62445 - PHOTOGRAPHY & PROCESSING	6	126	200	162	200	0	200	200
62755 - UNIFORMS	1,312	1,455	1,500	1,500	1,500	0	1,500	1,500
62775 - PLAYGROUND MATERIAL	3,590	3,882	4,500	4,500	4,000	0	4,000	4,000
62776 - HANDICPD ATHLETE SUPPLIES	3,019	4,000	4,000	3,365	3,500	0	3,500	3,500
62778 - ATHLETIC SUPPLIES	1,710	1,911	2,000	1,879	2,000	0	2,000	2,000
62779 - GAME ROOM SUPPLIES	502	623	1,000	995	1,000	0	1,000	1,000
62780 - ARTS & CRAFTS	982	850	1,000	995	1,000	0	1,000	1,000
62783 - YOUTH TRAILS PROGRAM SUP.	224	139	300	215	300	0	300	300
62784 - CATCH PROGRAM	0	0	0	399	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	30,323	54,159	43,056	44,087	42,305	0	42,305	42,305
01207 - PARKS PROGRAMS Total	223,288	272,495	271,083	270,935	297,671	0	297,671	297,671

PARKS, REC. & FACILITIES 01310 - CEMETERY MAINTENANCE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	30,023	31,388	33,464	32,345	33,593	0	33,593	33,593
61304 - GENERAL PERSONNEL	97,868	88,067	84,656	84,200	84,982	0	84,982	84,982
61308 - SEASONAL HELP	18,110	10,204	15,933	15,550	15,933	0	15,933	15,933
61315 - ASSISTANCE: OTHER DEPTS	0	0	3,000	1,250	3,000	0	3,000	3,000
61501 - REGULAR OVERTIME	3,648	3,127	3,000	2,675	3,000	0	3,000	3,000
61701 - HEALTH INSURANCE	31,858	27,182	26,491	26,491	27,585	0	27,585	27,585
61702 - DENTAL INSURANCE	2,181	1,843	1,980	1,980	1,956	0	1,956	1,956
61703 - RETIREMENT CONTRIBUTIONS	12,079	11,068	10,922	10,601	13,417	0	13,417	13,417
61704 - SOCIAL SECURITY	11,062	9,753	10,714	10,405	10,749	0	10,749	10,749
61705 - WORKERS COMPENSATION	1,725	1,730	1,982	1,981	1,809	0	1,809	1,809
61000 - PERSONAL SERVICES	208,554	184,362	192,142	187,478	196,024	0	196,024	196,024
62205 - PC REPLACEMENT CHARGE	216	192	248	248	225	0	225	225
62206 - PW FLEET CHARGE	42,384	39,684	42,441	42,441	45,062	0	45,062	45,062
62311 - EQUIPMENT MAINTENANCE	2,873	2,993	3,000	2,978	3,000	0	3,000	3,000
62340 - GROUNDS MAINTENANCE	11,462	13,885	13,500	13,485	13,500	0	13,500	13,500
62435 - TRAINING	0	0	50	25	50	0	50	50
62436 - MEETINGS & DUES	260	160	300	130	300	0	300	300
62501 - WATER	0	424	883	843	883	0	883	883
62734 - MINOR EQUIPMENT	0	473	500	490	500	0	500	500
62755 - UNIFORMS	512	584	600	565	600	0	600	600
62000 - OPERATING EXPENDITURES	57,707	58,395	61,522	61,205	64,120	0	64,120	64,120
01310 - CEMETERY MAINTENANCE Total	266,261	242,757	253,664	248,683	260,144	0	260,144	260,144

PARKS, REC. & FACILITIES 01311 - BURIAL
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Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
62340 - GROUNDS MAINTENANCE	1,165	996	1,000	995	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	1,165	996	1,000	995	1,000	0	1,000	1,000
01311 - BURIAL Total	1,165	996	1,000	995	1,000	0	1,000	1,000

PARKS, REC. & FACILITIES 01312 - CEMETERIES OPS MAINT

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62350 - BUILDING MAINTENANCE	50	90	200	198	200	0	200	200
62503 - ELECTRICITY	1,475	1,274	1,814	1,453	1,814	0	1,814	1,814
62504 - HEATING FUEL	2,791	1,712	9,646	8,425	9,646	0	9,646	9,646
62000 - OPERATING EXPENDITURES	4,316	3,077	11,660	10,076	11,660	0	11,660	11,660
01312 - CEMETERIES OPS MAINT Total	4,316	3,077	11,660	10,076	11,660	0	11,660	11,660

PARKS, REC. & FACILITIES 01314 - SUMMER KNIGHT CHAPEL

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62503 - ELECTRICITY	213	198	267	265	267	0	267	267
62504 - HEATING FUEL	3,963	2,989	2,500	2,460	2,500	0	2,500	2,500
62735 - BUILDING MAINT. SUPPLIES	431	76	500	495	500	0	500	500
62000 - OPERATING EXPENDITURES	4,607	3,262	3,267	3,220	3,267	0	3,267	3,267
01314 - SUMMER KNIGHT CHAPEL Total	4,607	3,262	3,267	3,220	3,267	0	3,267	3,267

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
PARKS, REC. & FACILITIES	1,235,569	1,227,962	1,351,943	1,323,338	1,389,083	0	1,389,083	1,389,083

Fiscal Year 2013 - 2014

PARKS, REC. & FACILITIES 01325 - CITY HALL MAINTENANCE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	57,913	0	0	0	0	0	0	0
61304 - GENERAL PERSONNEL	73,144	73,156	82,701	82,701	131,420	0	131,420	131,420
61501 - REGULAR OVERTIME	2,054	2,017	4,500	4,500	4,500	0	4,500	4,500
61508 - SUPERVISORY OVERTIME	993	0	0	0	0	0	0	0
61609 - STIPEND	9,591	12,435	9,750	9,750	9,425	0	9,425	9,425
61701 - HEALTH INSURANCE	33,645	23,979	28,157	28,157	47,209	0	47,209	47,209
61702 - DENTAL INSURANCE	2,478	1,565	1,934	1,934	3,480	0	3,480	3,480
61703 - RETIREMENT CONTRIBUTIONS	13,187	7,909	8,532	8,532	15,519	0	15,519	15,519
61704 - SOCIAL SECURITY	10,427	6,255	6,812	6,812	11,119	0	11,119	11,119
61705 - WORKERS COMPENSATION	1,925	1,172	1,311	1,311	1,176	0	1,176	1,176
61000 - PERSONAL SERVICES	205,359	128,488	143,697	143,697	223,848	0	223,848	223,848
62102 - PROFESSIONAL SERVICES	0	900	5,000	5,000	0	0	0	0
62103 - TECHNICAL SERVICES	0	0	16,000	16,000	0	0	0	0
62205 - PC REPLACEMENT CHARGE	516	384	385	385	390	0	390	390
62206 - PW FLEET CHARGE	4,344	5,208	6,111	6,111	6,111	0	6,111	6,111
62208 - TAXES	6,665	4,695	6,518	6,518	8,479	0	8,479	8,479
62209 - RUBBISH PICK-UP	6,702	7,259	6,110	6,110	6,110	0	6,110	6,110
62311 - EQUIPMENT MAINTENANCE	6,758	2,859	7,000	8,283	7,000	0	7,000	7,000
62313 - REPAIRS & MAINTENANCE	1,666	15,305	4,840	4,840	0	0	0	0
62316 - ESCO MAINTENANCE	0	0	2,500	2,500	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	0	3,000	3,480	3,000	0	3,000	3,000
62318 - BUILDING REPAIR	0	0	5,000	5,595	5,000	0	5,000	5,000
62350 - BUILDING MAINTENANCE	16,279	2,647	5,000	5,000	5,000	0	5,000	5,000
62375 - PERMITS	0	250	2,000	1,000	2,000	0	2,000	2,000
62430 - TRAVEL	0	28	750	250	750	0	750	750
62435 - TRAINING	77	0	1,500	500	1,500	0	1,500	1,500
62501 - WATER	5,174	4,896	3,757	3,757	3,904	0	3,904	3,904
62502 - SEWER	7,723	7,586	5,832	5,832	5,832	0	5,832	5,832
62503 - ELECTRICITY	56,858	46,453	58,196	51,777	50,000	0	50,000	50,000
62504 - HEATING FUEL	25,442	37,346	27,000	33,561	32,000	0	32,000	32,000
62510 - TELEPHONE	1,373	997	1,100	1,100	1,100	0	1,100	1,100
62733 - TOOLS	0	327	600	600	600	0	600	600
62734 - MINOR EQUIPMENT	0	0	1,200	1,200	1,200	0	1,200	1,200
62735 - BUILDING MAINT. SUPPLIES	1,425	3,249	3,200	3,200	3,200	0	3,200	3,200
62736 - GROUNDS MAINT SUPPLIES	0	0	1,400	1,400	1,400	0	1,400	1,400
62737 - JANITORIAL SUPPLIES	5,476	-3,308	2,400	2,400	2,400	0	2,400	2,400
62755 - UNIFORMS	554	576	600	600	600	0	600	600

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
64206 - MINOR IMPROVEMENTS	0	20,310	25,000	25,000	5,000	0	5,000	5,000
62000 - OPERATING EXPENDITURES	147,032	157,968	201,999	201,999	155,151	0	155,151	155,151
01325 - CITY HALL MAINTENANCE Total	352,391	286,456	345,696	345,696	378,999	0	378,999	378,999

PARKS, REC. & FACILITIES 01326 - TRANSPORT CTR MAINTENANCE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
62175 - OTHER SERVICES	1,500	0	5,000	2,000	0	0	0	0
62208 - TAXES	5,294	1,752	1,599	1,599	7,982	0	7,982	7,982
62311 - EQUIPMENT MAINTENANCE	0	0	200	658	200	0	200	200
62313 - REPAIRS & MAINTENANCE	1,248	10,293	0	404	0	0	0	0
62317 - EQUIPMENT REPAIR	0	0	1,200	1,200	1,200	0	1,200	1,200
62318 - BUILDING REPAIR	0	0	2,000	1,000	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	887	135	800	800	800	0	800	800
62375 - PERMITS	0	120	0	0	0	0	0	0
62501 - WATER	947	771	881	1,311	2,565	0	2,565	2,565
62502 - SEWER	1,229	1,128	1,016	2,078	3,723	0	3,723	3,723
62503 - ELECTRICITY	11,698	11,083	15,171	13,474	15,171	0	15,171	15,171
62504 - HEATING FUEL	9,613	10,786	8,000	8,000	10,000	0	10,000	10,000
62735 - BUILDING MAINT. SUPPLIES	33	399	400	400	400	0	400	400
62737 - JANITORIAL SUPPLIES	271	0	450	450	200	0	200	200
64206 - MINOR IMPROVEMENTS	0	7,893	1,100	4,444	1,100	0	1,100	1,100
62000 - OPERATING EXPENDITURES	32,720	44,360	37,817	37,817	45,341	0	45,341	45,341
01326 - TRANSPORT CTR MAINTENANCE Total	32,720	44,360	37,817	37,817	45,341	0	45,341	45,341

PARKS, REC. & FACILITIES 01328 - LIBRARY MAINTENANCE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	80,873	80,889	82,701	82,701	83,019	0	83,019	83,019
61501 - REGULAR OVERTIME	354	637	1,000	1,000	1,000	0	1,000	1,000
61701 - HEALTH INSURANCE	18,722	19,856	20,810	20,810	21,841	0	21,841	21,841
61702 - DENTAL INSURANCE	868	1,345	1,497	1,497	1,478	0	1,478	1,478
61703 - RETIREMENT CONTRIBUTIONS	7,465	7,359	7,366	7,366	9,049	0	9,049	9,049
61704 - SOCIAL SECURITY	5,948	5,946	6,403	6,403	6,427	0	6,427	6,427
61705 - WORKERS COMPENSATION	997	1,068	1,159	1,159	1,163	0	1,163	1,163
61000 - PERSONAL SERVICES	115,226	117,101	120,936	120,936	123,977	0	123,977	123,977
62102 - PROFESSIONAL SERVICES	0	2,798	0	0	0	0	0	0
62175 - OTHER SERVICES	4,639	0	1,000	1,000	1,000	0	1,000	1,000
62209 - RUBBISH PICK-UP	2,244	2,244	2,500	2,500	2,500	0	2,500	2,500
62311 - EQUIPMENT MAINTENANCE	2,962	3,000	5,000	5,000	5,000	0	5,000	5,000
62313 - REPAIRS & MAINTENANCE	1,738	6,854	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	0	2,500	2,500	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	0	2,000	5,706	2,000	0	2,000	2,000
62318 - BUILDING REPAIR	0	0	5,000	3,000	4,350	0	4,350	4,350
62350 - BUILDING MAINTENANCE	27,374	834	4,100	3,100	4,100	0	4,100	4,100
62375 - PERMITS	0	0	0	608	650	0	650	650
62501 - WATER	1,284	1,215	1,063	1,063	1,132	0	1,132	1,132
62502 - SEWER	1,957	1,887	1,649	1,649	1,649	0	1,649	1,649
62503 - ELECTRICITY	47,311	50,527	49,293	47,979	52,000	0	52,000	52,000
62504 - HEATING FUEL	49,130	38,231	39,000	39,000	42,000	0	42,000	42,000
62735 - BUILDING MAINT. SUPPLIES	2,877	3,042	3,000	3,000	2,500	0	2,500	2,500
62736 - GROUNDS MAINT SUPPLIES	2,004	1,517	3,700	3,700	2,000	0	2,000	2,000
62737 - JANITORIAL SUPPLIES	6,947	6,320	5,100	5,100	4,500	0	4,500	4,500
62755 - UNIFORMS	296	312	600	600	600	0	600	600
63412 - HVAC EQUIPMENT/INSTALL	17,868	0	0	0	0	0	0	0
64206 - MINOR IMPROVEMENTS	0	6,399	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	168,632	125,180	125,505	125,505	128,556	0	128,556	128,556
01328 - LIBRARY MAINTENANCE Total	283,858	242,281	246,441	246,441	252,533	0	252,533	252,533

PARKS, REC. & FACILITIES 01329 - RECREATION CTR MAINT

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	65,711	45,939	43,160	43,160	43,326	0	43,326	43,326
61501 - REGULAR OVERTIME	4,786	3,270	6,000	6,000	3,000	0	3,000	3,000
61701 - HEALTH INSURANCE	21,256	20,462	20,080	20,080	20,726	0	20,726	20,726
61702 - DENTAL INSURANCE	1,131	914	968	968	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	6,479	4,479	4,326	4,326	5,312	0	5,312	5,312
61704 - SOCIAL SECURITY	5,053	3,469	3,761	3,761	3,773	0	3,773	3,773
61705 - WORKERS COMPENSATION	854	621	699	699	568	0	568	568
61000 - PERSONAL SERVICES	105,270	79,152	78,994	78,994	77,660	0	77,660	77,660
62209 - RUBBISH PICK-UP	2,156	2,638	2,400	2,400	2,400	0	2,400	2,400
62311 - EQUIPMENT MAINTENANCE	3,430	1,030	3,000	3,000	2,650	0	2,650	2,650
62313 - REPAIRS & MAINTENANCE	563	6,685	0	236	0	0	0	0
62316 - ESCO MAINTENANCE	0	0	2,500	2,500	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	0	5,000	4,000	5,000	0	5,000	5,000
62318 - BUILDING REPAIR	0	0	1,000	701	1,000	0	1,000	1,000
62350 - BUILDING MAINTENANCE	15,340	713	1,000	750	1,000	0	1,000	1,000
62375 - PERMITS	0	100	300	608	650	0	650	650
62501 - WATER	1,440	1,331	740	897	965	0	965	965
62502 - SEWER	1,786	1,898	1,193	1,567	1,656	0	1,656	1,656
62503 - ELECTRICITY	24,657	18,050	22,227	22,227	22,227	0	22,227	22,227
62504 - HEATING FUEL	29,770	30,678	35,500	35,500	37,500	0	37,500	37,500
62510 - TELEPHONE	726	888	750	750	750	0	750	750
62604 - EQUIPMENT RENTAL	0	16	600	600	600	0	600	600
62733 - TOOLS	0	0	0	407	0	0	0	0
62734 - MINOR EQUIPMENT	0	29	500	500	500	0	500	500
62735 - BUILDING MAINT. SUPPLIES	2,500	2,441	3,000	3,000	3,000	0	3,000	3,000
62736 - GROUNDS MAINT SUPPLIES	34	670	800	800	800	0	800	800
62737 - JANITORIAL SUPPLIES	7,069	6,152	6,000	6,000	5,718	0	5,718	5,718
62755 - UNIFORMS	0	360	300	300	300	0	300	300
64206 - MINOR IMPROVEMENTS	0	0	0	66	0	0	0	0
62000 - OPERATING EXPENDITURES	89,470	73,679	86,810	86,810	89,291	0	89,291	89,291
01329 - RECREATION CTR MAINT Total	194,741	152,831	165,804	165,804	166,951	0	166,951	166,951

PARKS, REC. & FACILITIES 01330 - CENTRAL FIRE STATION MAIN

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
62209 - RUBBISH PICK-UP	0	0	0	1,000	2,040	0	2,040	2,040
62311 - EQUIPMENT MAINTENANCE	0	239	0	554	500	0	500	500
62313 - REPAIRS & MAINTENANCE	2,596	2,601	0	0	0	0	0	0
62317 - EQUIPMENT REPAIR	0	0	0	503	500	0	500	500
62318 - BUILDING REPAIR	0	0	0	271	500	0	500	500
62350 - BUILDING MAINTENANCE	4,760	2,203	5,900	0	482	0	482	482
62375 - PERMITS	0	0	0	0	100	0	100	100
62501 - WATER	1,455	0	955	955	955	0	955	955
62502 - SEWER	968	200	1,500	1,500	1,500	0	1,500	1,500
62503 - ELECTRICITY	21,464	21,415	18,493	19,102	18,493	0	18,493	18,493
62504 - HEATING FUEL	26,618	22,456	17,442	22,040	17,442	0	17,442	17,442
62506 - FIRELINE / HYDRANTS	0	0	0	0	578	0	578	578
62735 - BUILDING MAINT. SUPPLIES	0	83	2,000	1,000	2,000	0	2,000	2,000
62736 - GROUNDS MAINT SUPPLIES	0	0	0	0	1,200	0	1,200	1,200
62737 - JANITORIAL SUPPLIES	2,943	2,131	3,000	2,365	3,000	0	3,000	3,000
62000 - OPERATING EXPENDITURES	60,805	51,329	49,290	49,290	49,290	0	49,290	49,290
01330 - CENTRAL FIRE STATION MAIN Total	60,805	51,329	49,290	49,290	49,290	0	49,290	49,290

PARKS, REC. & FACILITIES 01331 - AP FIRE STATION MAINT

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62503 - ELECTRICITY	936	1,564	1,350	1,350	1,350	0	1,350	1,350
62737 - JANITORIAL SUPPLIES	462	329	150	150	150	0	150	150
62000 - OPERATING EXPENDITURES	1,398	1,893	1,500	1,500	1,500	0	1,500	1,500
01331 - AP FIRE STATION MAINT Total	1,398	1,893	1,500	1,500	1,500	0	1,500	1,500

PARKS, REC. & FACILITIES 01332 - W KEENE FIRE MAINTENANCE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62209 - RUBBISH PICK-UP	0	0	0	600	600	0	600	600
62311 - EQUIPMENT MAINTENANCE	0	0	0	191	0	0	0	0
62317 - EQUIPMENT REPAIR	0	0	0	218	0	0	0	0
62350 - BUILDING MAINTENANCE	1,087	0	686	0	686	0	686	686
62501 - WATER	916	1,319	1,300	1,300	1,300	0	1,300	1,300
62502 - SEWER	1,070	1,809	900	900	900	0	900	900
62503 - ELECTRICITY	7,834	7,851	8,119	8,119	7,519	0	7,519	7,519
62504 - HEATING FUEL	0	7	883	11,033	20,000	0	20,000	20,000
62602 - OFFICE SPACE RENTAL	6,000	3,000	3,000	3,000	3,000	0	3,000	3,000
62735 - BUILDING MAINT. SUPPLIES	0	712	3,682	0	1,000	0	1,000	1,000
64206 - MINOR IMPROVEMENTS	0	0	1,500	0	1,500	0	1,500	1,500
62000 - OPERATING EXPENDITURES	16,907	14,698	20,070	25,361	36,505	0	36,505	36,505
01332 - W KEENE FIRE MAINTENANCE Total	16,907	14,698	20,070	25,361	36,505	0	36,505	36,505

PARKS, REC. & FACILITIES 01333 - AIRPORT MAINTENANCE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62311 - EQUIPMENT MAINTENANCE	0	0	1,200	1,200	1,000	0	1,000	1,000
62313 - REPAIRS & MAINTENANCE	0	149	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	0	2,500	2,500	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	0	1,400	1,400	1,000	0	1,000	1,000
62318 - BUILDING REPAIR	0	0	2,000	2,000	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	4,590	5,049	2,600	2,169	2,000	0	2,000	2,000
62375 - PERMITS	0	408	0	0	0	0	0	0
62501 - WATER	510	1,284	1,300	1,300	1,300	0	1,300	1,300
62503 - ELECTRICITY	31,006	27,909	27,810	27,810	27,810	0	27,810	27,810
62504 - HEATING FUEL	22,659	17,726	21,032	21,032	21,032	0	21,032	21,032
62735 - BUILDING MAINT. SUPPLIES	0	109	100	531	1,000	0	1,000	1,000
62736 - GROUNDS MAINT SUPPLIES	0	0	200	200	300	0	300	300
62737 - JANITORIAL SUPPLIES	0	0	300	300	500	0	500	500
62000 - OPERATING EXPENDITURES	58,764	52,634	60,442	60,442	60,517	0	60,517	60,517
01333 - AIRPORT MAINTENANCE Total	58,764	52,634	60,442	60,442	60,517	0	60,517	60,517

PARKS, REC. & FACILITIES 01335 - 350 MARLBORO STREET

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	40,790	42,219	43,160	43,160	43,326	0	43,326	43,326
61307 - PART TIME EMPLOYEES	24,722	29,134	38,522	38,522	33,739	0	33,739	33,739
61501 - REGULAR OVERTIME	2,253	2,726	1,000	1,000	1,000	0	1,000	1,000
61701 - HEALTH INSURANCE	19,379	19,157	20,081	20,081	20,726	0	20,726	20,726
61702 - DENTAL INSURANCE	1,697	1,602	1,782	1,782	1,760	0	1,760	1,760
61703 - RETIREMENT CONTRIBUTIONS	3,955	4,054	3,798	3,798	4,774	0	4,774	4,774
61704 - SOCIAL SECURITY	4,911	5,391	6,249	6,249	5,972	0	5,972	5,972
61705 - WORKERS COMPENSATION	792	933	1,130	1,130	1,065	0	1,065	1,065
61000 - PERSONAL SERVICES	98,500	105,215	115,721	115,721	112,362	0	112,362	112,362
62102 - PROFESSIONAL SERVICES	0	1,800	5,000	5,000	5,000	0	5,000	5,000
62175 - OTHER SERVICES	450	8	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	0	0	0	0	170	0	170	170
62311 - EQUIPMENT MAINTENANCE	15,557	8,711	8,000	8,000	8,000	0	8,000	8,000
62313 - REPAIRS & MAINTENANCE	1,821	38,943	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	0	2,500	2,500	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	0	10,602	10,602	10,602	0	10,602	10,602
62318 - BUILDING REPAIR	0	0	10,000	10,000	10,000	0	10,000	10,000
62350 - BUILDING MAINTENANCE	54,619	1,751	10,000	8,038	10,000	0	10,000	10,000
62375 - PERMITS	0	508	500	508	500	0	500	500
62501 - WATER	13,213	5,144	11,277	11,277	11,277	0	11,277	11,277
62502 - SEWER	0	2,201	0	0	0	0	0	0
62503 - ELECTRICITY	140,400	110,585	114,986	114,986	114,986	0	114,986	114,986
62504 - HEATING FUEL	130,071	104,637	125,000	125,000	125,000	0	125,000	125,000
62506 - FIRELINE / HYDRANTS	7,205	6,551	6,551	6,551	6,551	0	6,551	6,551
62510 - TELEPHONE	694	704	750	750	750	0	750	750
62733 - TOOLS	0	146	250	250	250	0	250	250
62734 - MINOR EQUIPMENT	45	10	750	750	750	0	750	750
62735 - BUILDING MAINT. SUPPLIES	-42	1,620	3,000	3,000	3,000	0	3,000	3,000
62736 - GROUNDS MAINT SUPPLIES	328	579	1,000	1,000	1,000	0	1,000	1,000
62737 - JANITORIAL SUPPLIES	8,395	6,253	8,000	8,000	8,000	0	8,000	8,000
62755 - UNIFORMS	391	447	600	0	600	0	600	600
64206 - MINOR IMPROVEMENTS	0	4,750	0	2,554	0	0	0	0
62000 - OPERATING EXPENDITURES	373,147	295,347	318,766	318,766	319,011	0	319,011	319,011
01335 - 350 MARLBORO STREET Total	471,647	400,562	434,487	434,487	431,373	0	431,373	431,373

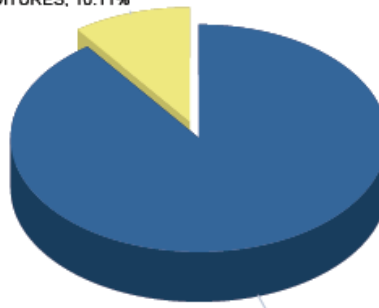
PARKS, REC. & FACILITIES 01336 - PUBLIC LIBRARY ANNEX

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62209 - RUBBISH PICK-UP	1,890	2,181	1,778	1,778	1,778	0	1,778	1,778
62311 - EQUIPMENT MAINTENANCE	0	443	1,500	1,500	1,500	0	1,500	1,500
62313 - REPAIRS & MAINTENANCE	1,828	8,556	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	0	2,500	2,500	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	0	110	325	110	0	110	110
62318 - BUILDING REPAIR	0	0	1,500	1,285	1,275	0	1,275	1,275
62350 - BUILDING MAINTENANCE	0	0	1,200	1,200	975	0	975	975
62375 - PERMITS	0	408	0	0	450	0	450	450
62501 - WATER	290	248	229	229	229	0	229	229
62502 - SEWER	419	379	357	357	357	0	357	357
62503 - ELECTRICITY	3,155	1,767	3,215	3,215	3,215	0	3,215	3,215
62504 - HEATING FUEL	15,266	10,671	17,624	17,624	17,624	0	17,624	17,624
62735 - BUILDING MAINT. SUPPLIES	0	13	500	500	500	0	500	500
62736 - GROUNDS MAINT SUPPLIES	0	317	500	500	500	0	500	500
62737 - JANITORIAL SUPPLIES	161	0	500	500	500	0	500	500
62000 - OPERATING EXPENDITURES	23,008	24,984	31,513	31,513	31,588	0	31,588	31,588
01336 - PUBLIC LIBRARY ANNEX Total	23,008	24,984	31,513	31,513	31,588	0	31,588	31,588

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
PARKS, REC. & FACILITIES	1,496,238	1,272,029	1,393,060	1,398,351	1,454,597	0	1,454,597	1,454,597

Department - POLICE

62000 - OPERATING EXPENDITURES, 10.11%



61000 - PERSONAL SERVICES, 89.89%

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	4,959,414	5,082,956	5,595,458	4,978,732	5,716,446	0	5,716,446	5,716,446
62000 - OPERATING EXPENDITURES	680,580	622,831	683,699	659,939	642,988	0	642,988	642,988
Department Total	5,639,994	5,705,787	6,279,157	5,638,671	6,359,434	0	6,359,434	6,359,434

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
01400	61301	POLICE CHIEF	1.00	104,339
	61303	POLICE CAPTAIN	1.00	91,431
	61305	POLICE RECORDS SPECIALIST	3.00	124,208
		OFFICE MANAGER	1.00	51,592
01401	61304	POLICE DISPATCHER	4.00	180,857
01403	61303	POLICE SGT	4.00	274,467
		POLICE LT	3.00	238,043
		POLICE CAPTAIN	1.00	91,431
	61304	POLICE OFFICER	20.00	1,204,082
01405	61304	TRAFFIC SAFTEY SPEC / ANI	1.00	51,596
		POLICE OFFICER	2.00	117,869
	61305	POLICE RECORDS PROPERTY	0.90	37,538
	61307	POLICE ADMIN / ACCRED SPE	0.85	40,248
01407	61303	POLICE LT	1.00	80,674
	61304	POLICE OFFICER	7.00	426,385
	61305	ADMIN SPEC / CRIMINAL INT	1.00	45,840
01408	61303	POLICE SGT	1.00	70,182
80 - POLICE Total			52.75	3,230,782

*This number does not include any overtime, seasonal, or other forms of pay.

POLICE

The Police Department is committed to promoting the safety of the community and providing a sense of security for its residents. The Department's mission statement guides us in these endeavors:

"The mission of the Keene Police Department is to protect life and property and to maintain order within the City while assuring fair and respectful treatment of everyone."

In 2012 the Department responded to 33,264 calls for service. Those calls include 1,703 arrests, completion of 511 reportable accident reports, responding to many others that did not require a State accident report, and completed 3,138 offense reports. Personnel participated in a total of 4,108 training hours required by statute, policy, and to maintain the skill levels necessary to carrying out our duties effectively and professionally.

The Police Department is proud to announce that an Accreditation assessment was completed this past year through the Commission on Accreditation for Law Enforcement Agencies (CALEA). This Accreditation, received in March 2013, recognizes the Keene Police Department as a professional and progressive law enforcement agency. The three year process to complete the tasks necessary to achieve this award was labor intensive. This achievement commits the Department to continued self-assessment and improvement based upon best practices in the field of law enforcement.

The downtown satellite office has been completed and officers are utilizing it on an as needed basis. Along with downtown foot patrols, this expanded presence in the downtown creates another site for people who may not be able to travel to the Department's Marlboro Street location to contact and interact with Officers.

A collaborative effort between the Department and the Keene School District has been initiated in an effort to provide on a daily basis random police presence in the elementary and middle schools. This program, developed as a result of the tragic events that occurred in Newtown, CT, is a means to provide an increased level of security and safety, as well as an additional deterrent effect. It is also intended to increase interaction and familiarity between the police, students, and staff, augmenting the work of the School Resource Officer at the Keene High School.

There was one retirement from the Department this past year. We have enjoyed success in our recruiting and hiring programs, something that has proven a challenge in years' past.

The Police Department fitness facility was completed thanks to the use of trust funds from the Police Benevolent Fund established in 1901 by Reverend Edward Renouf. The facility contributes greatly to the overall health and fitness of officers.

Department sworn personnel are well positioned to continue to carry out our mission into the future, as we have this past year.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET			
DEPARTMENT:	POLICE	FUND:	GENERAL
DIVISION(s): Cost Center(s):	01400, 01401, 01402, 01403, 01405, 01407, 01408		
MISSION:	The Mission of the Keene Police Department is to protect life and property and to maintain order within the City while assuring fair and respectful treatment of everyone.		
PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP			
<u>Public Safety:</u> Achieved through patrols that are preventative in nature, enforcement of motor vehicle laws, traffic control, management and stabilization of critical incidents and emergency calls, and community event planning and security; all of which contribute to the maintenance of public order in fulfillment of the goals outline in the Keene Comprehensive Master Plan.		Safe Community	
<u>Law Enforcement:</u> Achieved through enforcement of criminal laws, City Ordinances, and through criminal investigations consistent with the standards of the NH Police Standards and Training Council and CALEA best practices.		Safe Community	
<u>Prosecution:</u> Achieved through the preparation, participation, and prosecution of criminal cases in the Keene District and Cheshire County Superior Courts commensurate with our law enforcement responsibilities.		Safe Community	
FISCAL YEAR OBJECTIVES:			
	STATUTE	CMP	VOICE
1. Continued development of criminal intelligence and data analysis programs		Safe Community	E
2. Continue to collaborate with the public and other partners to problem-solve issues within the City		Leadership	O,I,E
3. Improve recruiting, hiring, and training standards to maintain, train, and replace personnel when necessary		Leadership	V,E
4. Identify safety and quality of life issues and develop initiatives to combat them.		Safe Community	O,I,E
METRICS:			
	FY12	FY13	FY14
1. Calls for Service	33,264	33,600	34,000
2. Arrests	1,703	1,775	1,800
3. Offense Reports	3,138	3,400	3,600
4. Reportable Motor Vehicle Accidents	511	520	530
5. Training Hours	4,108	4,500	4,700

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

POLICE

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61301 - DEPARTMENT HEAD	99,259	101,809	103,936	101,253	104,339	0	104,339	104,339
61303 - SUPERVISORY PERSONNEL	779,750	781,058	819,752	795,411	846,229	0	846,229	846,229
61304 - GENERAL PERSONNEL	1,795,186	1,758,532	2,016,206	1,665,894	1,980,788	0	1,980,788	1,980,788
61305 - ADMINISTRATIVE PERSONNEL	248,052	255,759	256,138	240,457	259,177	0	259,177	259,177
61306 - HOURLY PERSONNEL	44,924	67,709	70,086	61,205	71,150	0	71,150	71,150
61307 - PART TIME EMPLOYEES	44,893	29,603	37,534	37,564	48,748	0	48,748	48,748
61501 - REGULAR OVERTIME	74,759	89,490	94,000	85,249	90,500	0	90,500	90,500
61502 - DOUBLE OVERTIME	4,557	4,135	5,300	6,475	5,300	0	5,300	5,300
61506 - REIMBURSABLE DETAIL	69,347	26,227	40,000	24,048	28,000	0	28,000	28,000
61507 - COURT OVERTIME	49,133	51,156	45,000	47,861	44,000	0	44,000	44,000
61509 - OT-WEAPONS TRAINING	11,103	13,452	25,000	23,000	25,000	0	25,000	25,000
61512 - OT-TACTICAL TEAM TRAINING	14,176	20,827	20,000	18,600	20,000	0	20,000	20,000
61513 - OT-TRAINING	30,855	34,883	37,000	37,000	37,000	0	37,000	37,000
61520 - OT-VACATION REPLACEMENT	81,661	84,441	70,100	66,753	69,100	0	69,100	69,100
61521 - OT-SICK REPLACEMENT	47,678	43,327	25,600	24,636	24,600	0	24,600	24,600
61522 - OT-PERSONAL DAY REPLACE	10,335	14,580	12,300	13,473	12,300	0	12,300	12,300
61529 - OT-SHIFT VACANCIES	10,341	12,289	8,000	28,846	8,000	0	8,000	8,000
61531 - HOLIDAY OVERTIME	19,585	20,981	18,000	22,600	17,930	0	17,930	17,930
61601 - HOLIDAY PAY	123,378	117,921	146,827	98,959	140,461	0	140,461	140,461
61608 - POLICE INCENTIVES	45,740	33,275	53,250	46,400	48,200	0	48,200	48,200
61609 - STIPEND	0	0	0	0	3,011	0	3,011	3,011
61701 - HEALTH INSURANCE	673,131	697,389	770,114	698,796	753,440	0	753,440	753,440
61702 - DENTAL INSURANCE	63,167	55,776	64,189	58,350	62,487	0	62,487	62,487
61703 - RETIREMENT CONTRIBUTIONS	46,754	46,286	48,514	41,182	55,489	0	55,489	55,489
61704 - SOCIAL SECURITY	85,548	87,016	98,631	87,035	94,938	0	94,938	94,938
61705 - WORKERS COMPENSATION	36,931	38,459	49,889	42,478	47,478	0	47,478	47,478
61714 - RET - POLICE	445,772	593,683	660,091	599,576	818,782	0	818,782	818,782
61901 - RECRUITMENT	3,402	2,892	0	5,631	0	0	0	0
61000 - PERSONAL SERVICES	4,959,414	5,082,956	5,595,458	4,978,732	5,716,446	0	5,716,446	5,716,446
62100 - PROFESSIONAL/TECH SVCS	910	13,542	6,100	7,000	7,000	0	7,000	7,000
62102 - PROFESSIONAL SERVICES	109,214	89,276	91,044	91,044	92,592	0	92,592	92,592
62103 - TECHNICAL SERVICES	4,810	11,742	14,000	8,810	9,700	0	9,700	9,700
62105 - CONSTRUCTION	0	0	4,967	4,967	0	0	0	0
62120 - LABORATORY SERVICES	0	0	500	200	400	0	400	400
62145 - FIRST AID & MEDICAL SVCS	35	187	100	100	100	0	100	100
62175 - OTHER SERVICES	695	219	1,250	900	1,000	0	1,000	1,000
62177 - JUSTICE OF THE PEACE	94	0	450	450	450	0	450	450

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62205 - PC REPLACEMENT CHARGE	30,888	29,988	25,244	25,244	23,080	0	23,080	23,080
62206 - PW FLEET CHARGE	372,302	334,740	353,996	353,996	349,393	0	349,393	349,393
62301 - OFFICE EQUIPMENT MAINT.	1,778	2,372	3,500	2,700	3,800	0	3,800	3,800
62304 - COMMUNICATIONS EQP MAINT.	2,775	4,684	6,700	3,500	4,500	0	4,500	4,500
62310 - SAFETY PROGRAM MAINT.	7,581	7,887	7,800	5,000	6,000	0	6,000	6,000
62311 - EQUIPMENT MAINTENANCE	0	0	1,000	720	1,000	0	1,000	1,000
62312 - K-9 UNIT SUPPORT	5,036	3,452	5,041	5,000	4,500	0	4,500	4,500
62435 - TRAINING	16,223	15,809	21,876	21,876	24,483	0	24,483	24,483
62436 - MEETINGS & DUES	455	643	300	280	300	0	300	300
62444 - AWARDS	0	160	0	0	0	0	0	0
62445 - PHOTOGRAPHY & PROCESSING	1,770	1,668	1,700	1,200	1,000	0	1,000	1,000
62446 - CLEANING ALLOWANCE	2,120	2,508	2,100	2,100	2,100	0	2,100	2,100
62447 - PUBLIC AWARENESS	112	108	100	0	0	0	0	0
62503 - ELECTRICITY	7,839	7,609	6,400	5,642	6,600	0	6,600	6,600
62510 - TELEPHONE	19,821	16,921	15,500	12,560	15,000	0	15,000	15,000
62700 - SUPPLIES AND MATERIALS	4,604	5,168	4,900	5,500	4,680	0	4,680	4,680
62701 - OFFICE SUPPLIES	6,521	6,340	6,200	6,100	5,800	0	5,800	5,800
62710 - POSTAGE	6,428	4,921	3,250	3,250	3,210	0	3,210	3,210
62715 - BOOKS AND PERIODICALS	2,101	1,804	1,900	1,500	1,600	0	1,600	1,600
62734 - MINOR EQUIPMENT	624	1,337	0	0	0	0	0	0
62741 - EVIDENCE SECURITY	742	1,260	1,500	1,500	800	0	800	800
62744 - MINOR COMPUTER EQUIPMENT	0	453	800	0	500	0	500	500
62745 - TACTICAL SUPPLIES	12,821	14,604	14,100	12,000	10,000	0	10,000	10,000
62755 - UNIFORMS	27,509	23,330	26,901	25,200	25,900	0	25,900	25,900
62767 - PRISONER CARE	37	0	50	0	50	0	50	50
62773 - WEAPONS TRAINING SUPPLIES	31,415	16,716	50,830	48,000	33,500	0	33,500	33,500
68008 - GRANT MATCH	3,319	3,384	3,600	3,600	3,950	0	3,950	3,950
62000 - OPERATING EXPENDITURES	680,580	622,831	683,699	659,939	642,988	0	642,988	642,988
Department Total	5,639,994	5,705,787	6,279,157	5,638,671	6,359,434	0	6,359,434	6,359,434

Fiscal Year 2013 - 2014

POLICE 01400 - POLICE ADMIN								
Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61301 - DEPARTMENT HEAD	99,259	101,809	103,936	101,253	104,339	0	104,339	104,339
61303 - SUPERVISORY PERSONNEL	88,185	89,219	91,079	87,077	91,431	0	91,431	91,431
61305 - ADMINISTRATIVE PERSONNEL	167,441	169,601	178,194	167,300	175,800	0	175,800	175,800
61506 - REIMBURSABLE DETAIL	69,347	26,227	40,000	24,048	28,000	0	28,000	28,000
61608 - POLICE INCENTIVES	3,900	6,000	9,000	9,000	9,000	0	9,000	9,000
61701 - HEALTH INSURANCE	60,536	70,941	80,231	83,133	90,878	0	90,878	90,878
61702 - DENTAL INSURANCE	6,916	5,904	6,557	6,192	6,477	0	6,477	6,477
61703 - RETIREMENT CONTRIBUTIONS	15,385	15,314	15,681	14,767	18,934	0	18,934	18,934
61704 - SOCIAL SECURITY	16,312	15,842	18,062	15,717	16,824	0	16,824	16,824
61705 - WORKERS COMPENSATION	3,113	2,543	3,825	2,611	3,214	0	3,214	3,214
61714 - RET - POLICE	38,256	43,837	56,661	43,946	77,884	0	77,884	77,884
61901 - RECRUITMENT	90	1,348	0	772	0	0	0	0
61000 - PERSONAL SERVICES	568,741	548,586	603,228	555,816	622,780	0	622,780	622,780
62145 - FIRST AID & MEDICAL SVCS	35	187	100	100	100	0	100	100
62177 - JUSTICE OF THE PEACE	94	0	450	450	450	0	450	450
62205 - PC REPLACEMENT CHARGE	2,376	2,544	3,005	3,005	2,570	0	2,570	2,570
62206 - PW FLEET CHARGE	10,512	16,320	17,838	17,838	16,924	0	16,924	16,924
62301 - OFFICE EQUIPMENT MAINT.	1,778	2,372	3,500	2,700	3,800	0	3,800	3,800
62436 - MEETINGS & DUES	455	643	300	280	300	0	300	300
62446 - CLEANING ALLOWANCE	2,120	2,508	2,100	2,100	2,100	0	2,100	2,100
62447 - PUBLIC AWARENESS	112	108	100	0	0	0	0	0
62701 - OFFICE SUPPLIES	6,203	6,134	6,000	6,000	5,700	0	5,700	5,700
62710 - POSTAGE	6,428	4,921	3,250	3,250	3,210	0	3,210	3,210
62715 - BOOKS AND PERIODICALS	909	636	800	500	800	0	800	800
62755 - UNIFORMS	20,262	17,069	20,501	19,000	19,500	0	19,500	19,500
62000 - OPERATING EXPENDITURES	51,285	53,443	57,944	55,223	55,454	0	55,454	55,454
01400 - POLICE ADMIN Total	620,025	602,029	661,172	611,039	678,234	0	678,234	678,234

POLICE 01401 - POLICE DISPATCH

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	173,833	174,110	180,164	169,400	180,857	0	180,857	180,857
61307 - PART TIME EMPLOYEES	9,594	4,161	5,356	4,017	8,500	0	8,500	8,500
61501 - REGULAR OVERTIME	16,882	16,122	16,000	15,195	13,500	0	13,500	13,500
61502 - DOUBLE OVERTIME	4,557	4,135	5,300	6,475	5,300	0	5,300	5,300
61520 - OT-VACATION REPLACEMENT	14,358	22,315	19,000	18,753	19,000	0	19,000	19,000
61521 - OT-SICK REPLACEMENT	7,002	5,965	6,000	4,779	6,000	0	6,000	6,000
61522 - OT-PERSONAL DAY REPLACE	1,641	2,158	2,500	2,263	2,500	0	2,500	2,500
61601 - HOLIDAY PAY	7,426	7,426	8,500	8,500	7,758	0	7,758	7,758
61701 - HEALTH INSURANCE	50,210	51,255	53,626	50,772	55,837	0	55,837	55,837
61702 - DENTAL INSURANCE	3,623	3,817	4,623	4,366	4,567	0	4,567	4,567
61703 - RETIREMENT CONTRIBUTIONS	19,132	19,027	20,888	18,291	25,300	0	25,300	25,300
61704 - SOCIAL SECURITY	16,506	16,385	18,568	16,236	18,621	0	18,621	18,621
61705 - WORKERS COMPENSATION	2,538	2,697	3,175	2,835	3,184	0	3,184	3,184
61714 - RET - POLICE	2,557	4,210	0	3,000	0	0	0	0
61000 - PERSONAL SERVICES	329,858	333,783	343,699	324,882	350,924	0	350,924	350,924
62103 - TECHNICAL SERVICES	4,500	4,500	6,000	4,500	4,800	0	4,800	4,800
62205 - PC REPLACEMENT CHARGE	732	864	625	625	365	0	365	365
62304 - COMMUNICATIONS EQP MAINT.	2,775	4,684	6,700	3,500	4,500	0	4,500	4,500
62510 - TELEPHONE	19,821	16,921	15,500	12,560	15,000	0	15,000	15,000
62700 - SUPPLIES AND MATERIALS	499	354	400	300	280	0	280	280
62755 - UNIFORMS	2,094	1,861	2,000	1,800	2,000	0	2,000	2,000
62767 - PRISONER CARE	37	0	50	0	50	0	50	50
62000 - OPERATING EXPENDITURES	30,457	29,183	31,275	23,285	26,995	0	26,995	26,995
01401 - POLICE DISPATCH Total	360,315	362,965	374,974	348,167	377,919	0	377,919	377,919

POLICE 01402 - POLICE TRAINING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61509 - OT-WEAPONS TRAINING	11,103	13,452	25,000	23,000	25,000	0	25,000	25,000
61512 - OT-TACTICAL TEAM TRAINING	14,176	20,827	20,000	18,600	20,000	0	20,000	20,000
61513 - OT-TRAINING	30,855	34,883	37,000	37,000	37,000	0	37,000	37,000
61703 - RETIREMENT CONTRIBUTIONS	136	0	0	135	0	0	0	0
61704 - SOCIAL SECURITY	837	983	1,189	1,217	1,189	0	1,189	1,189
61705 - WORKERS COMPENSATION	433	564	1,073	682	1,073	0	1,073	1,073
61714 - RET - POLICE	7,966	13,490	16,359	15,290	20,746	0	20,746	20,746
61000 - PERSONAL SERVICES	65,506	84,199	100,621	95,924	105,008	0	105,008	105,008
62435 - TRAINING	16,223	15,809	21,876	21,876	24,483	0	24,483	24,483
62700 - SUPPLIES AND MATERIALS	495	370	1,000	1,000	1,000	0	1,000	1,000
62745 - TACTICAL SUPPLIES	12,821	14,604	14,100	12,000	10,000	0	10,000	10,000
62773 - WEAPONS TRAINING SUPPLIES	31,415	16,716	50,830	48,000	33,500	0	33,500	33,500
62000 - OPERATING EXPENDITURES	60,954	47,499	87,806	82,876	68,983	0	68,983	68,983
01402 - POLICE TRAINING Total	126,460	131,698	188,427	178,800	173,991	0	173,991	173,991

POLICE 01403 - POLICE PATROL

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	496,737	510,809	583,039	568,315	603,941	0	603,941	603,941
61304 - GENERAL PERSONNEL	1,120,381	1,043,030	1,248,547	942,837	1,204,082	0	1,204,082	1,204,082
61501 - REGULAR OVERTIME	41,487	54,985	55,000	47,054	54,000	0	54,000	54,000
61507 - COURT OVERTIME	49,127	51,113	45,000	47,861	44,000	0	44,000	44,000
61520 - OT-VACATION REPLACEMENT	67,303	62,126	51,100	48,000	50,100	0	50,100	50,100
61521 - OT-SICK REPLACEMENT	40,677	37,362	19,600	19,857	18,600	0	18,600	18,600
61522 - OT-PERSONAL DAY REPLACE	8,694	12,422	9,800	11,210	9,800	0	9,800	9,800
61529 - OT-SHIFT VACANCIES	10,341	12,289	8,000	28,846	8,000	0	8,000	8,000
61531 - HOLIDAY OVERTIME	19,585	20,981	18,000	22,600	17,930	0	17,930	17,930
61601 - HOLIDAY PAY	81,616	74,208	97,250	80,922	95,557	0	95,557	95,557
61608 - POLICE INCENTIVES	24,018	15,175	27,000	22,000	22,000	0	22,000	22,000
61701 - HEALTH INSURANCE	397,576	392,840	441,982	406,978	444,134	0	444,134	444,134
61702 - DENTAL INSURANCE	36,113	31,007	35,516	34,495	37,593	0	37,593	37,593
61703 - RETIREMENT CONTRIBUTIONS	119	144	0	20	0	0	0	0
61704 - SOCIAL SECURITY	26,849	27,005	31,751	27,735	30,173	0	30,173	30,173
61705 - WORKERS COMPENSATION	21,650	22,364	28,481	23,802	27,246	0	27,246	27,246
61714 - RET - POLICE	291,881	384,101	434,841	383,117	524,721	0	524,721	524,721
61901 - RECRUITMENT	3,312	1,545	0	4,859	0	0	0	0
61000 - PERSONAL SERVICES	2,737,465	2,753,505	3,134,907	2,720,508	3,191,877	0	3,191,877	3,191,877
62105 - CONSTRUCTION	0	0	4,967	4,967	0	0	0	0
62120 - LABORATORY SERVICES	0	0	500	200	400	0	400	400
62205 - PC REPLACEMENT CHARGE	20,004	19,368	15,055	15,055	14,760	0	14,760	14,760
62206 - PW FLEET CHARGE	284,954	220,284	229,040	229,040	225,176	0	225,176	225,176
62312 - K-9 UNIT SUPPORT	5,036	3,452	5,041	5,000	4,500	0	4,500	4,500
62700 - SUPPLIES AND MATERIALS	2,128	2,752	2,500	3,200	2,800	0	2,800	2,800
68008 - GRANT MATCH	3,319	3,384	3,600	3,600	3,950	0	3,950	3,950
62000 - OPERATING EXPENDITURES	315,441	249,239	260,703	261,062	251,586	0	251,586	251,586
01403 - POLICE PATROL Total	3,052,906	3,002,744	3,395,610	2,981,570	3,443,463	0	3,443,463	3,443,463

POLICE 01405 - POLICE SPECIAL SERVICES

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	164,618	167,019	171,248	155,278	169,464	0	169,464	169,464
61305 - ADMINISTRATIVE PERSONNEL	40,280	45,758	34,847	31,956	37,538	0	37,538	37,538
61306 - HOURLY PERSONNEL	44,924	67,709	70,086	61,205	71,150	0	71,150	71,150
61307 - PART TIME EMPLOYEES	35,299	25,442	32,178	33,547	40,248	0	40,248	40,248
61601 - HOLIDAY PAY	6,024	7,624	10,670	5,893	6,338	0	6,338	6,338
61608 - POLICE INCENTIVES	4,550	4,000	7,000	7,000	5,300	0	5,300	5,300
61701 - HEALTH INSURANCE	40,486	52,980	60,778	24,619	26,927	0	26,927	26,927
61702 - DENTAL INSURANCE	4,655	4,214	5,061	2,683	2,806	0	2,806	2,806
61703 - RETIREMENT CONTRIBUTIONS	8,276	8,152	8,152	4,323	5,557	0	5,557	5,557
61704 - SOCIAL SECURITY	14,623	16,062	16,694	14,900	17,285	0	17,285	17,285
61705 - WORKERS COMPENSATION	2,557	2,856	3,300	3,691	3,619	0	3,619	3,619
61714 - RET - POLICE	18,319	25,903	27,435	23,928	32,765	0	32,765	32,765
61000 - PERSONAL SERVICES	384,610	427,720	447,448	369,023	418,997	0	418,997	418,997
62100 - PROFESSIONAL/TECH SVCS	910	13,542	6,100	7,000	7,000	0	7,000	7,000
62103 - TECHNICAL SERVICES	310	310	500	310	400	0	400	400
62205 - PC REPLACEMENT CHARGE	2,700	2,268	2,163	2,163	1,888	0	1,888	1,888
62206 - PW FLEET CHARGE	44,376	57,336	62,524	62,524	64,984	0	64,984	64,984
62310 - SAFETY PROGRAM MAINT.	7,581	7,887	7,800	5,000	6,000	0	6,000	6,000
62311 - EQUIPMENT MAINTENANCE	0	0	1,000	720	1,000	0	1,000	1,000
62444 - AWARDS	0	160	0	0	0	0	0	0
62503 - ELECTRICITY	7,839	7,609	6,400	5,642	6,600	0	6,600	6,600
62734 - MINOR EQUIPMENT	624	1,337	0	0	0	0	0	0
62741 - EVIDENCE SECURITY	742	1,260	1,500	1,500	800	0	800	800
62000 - OPERATING EXPENDITURES	65,082	91,709	87,987	84,859	88,672	0	88,672	88,672
01405 - POLICE SPECIAL SERVICES Total	449,692	519,429	535,435	453,882	507,669	0	507,669	507,669

POLICE 01407 - POLICE INVESTIGATION
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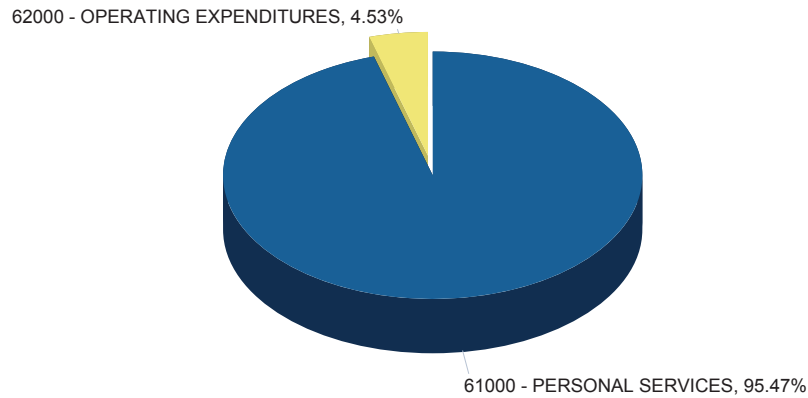
Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	134,750	112,589	76,702	74,103	80,674	0	80,674	80,674
61304 - GENERAL PERSONNEL	336,354	374,373	416,248	398,379	426,385	0	426,385	426,385
61305 - ADMINISTRATIVE PERSONNEL	40,331	40,400	43,096	41,201	45,840	0	45,840	45,840
61501 - REGULAR OVERTIME	16,391	18,383	23,000	23,000	23,000	0	23,000	23,000
61507 - COURT OVERTIME	5	43	0	0	0	0	0	0
61601 - HOLIDAY PAY	24,849	25,112	26,607	0	27,099	0	27,099	27,099
61608 - POLICE INCENTIVES	10,564	7,350	7,500	7,500	9,050	0	9,050	9,050
61609 - STIPEND	0	0	0	0	3,011	0	3,011	3,011
61701 - HEALTH INSURANCE	107,009	117,166	120,805	121,414	122,732	0	122,732	122,732
61702 - DENTAL INSURANCE	10,315	9,951	11,465	9,700	10,089	0	10,089	10,089
61703 - RETIREMENT CONTRIBUTIONS	3,705	3,648	3,792	3,646	5,699	0	5,699	5,699
61704 - SOCIAL SECURITY	9,475	9,680	11,273	10,164	9,733	0	9,733	9,733
61705 - WORKERS COMPENSATION	5,912	6,546	9,048	7,912	8,138	0	8,138	8,138
61714 - RET - POLICE	77,095	107,889	109,736	115,856	143,251	0	143,251	143,251
61000 - PERSONAL SERVICES	776,754	833,132	859,273	812,875	914,700	0	914,700	914,700
62103 - TECHNICAL SERVICES	0	6,932	7,500	4,000	4,500	0	4,500	4,500
62175 - OTHER SERVICES	695	219	1,250	900	1,000	0	1,000	1,000
62205 - PC REPLACEMENT CHARGE	4,056	4,008	3,590	3,590	2,770	0	2,770	2,770
62206 - PW FLEET CHARGE	32,460	40,800	44,594	44,594	42,309	0	42,309	42,309
62445 - PHOTOGRAPHY & PROCESSING	1,770	1,668	1,700	1,200	1,000	0	1,000	1,000
62700 - SUPPLIES AND MATERIALS	1,483	1,692	1,000	1,000	600	0	600	600
62744 - MINOR COMPUTER EQUIPMENT	0	453	800	0	500	0	500	500
62755 - UNIFORMS	4,454	3,700	3,700	3,700	3,700	0	3,700	3,700
62000 - OPERATING EXPENDITURES	44,918	59,472	64,134	58,984	56,379	0	56,379	56,379
01407 - POLICE INVESTIGATION Total	821,673	892,603	923,407	871,859	971,079	0	971,079	971,079

POLICE 01408 - POLICE PROSECUTION

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	60,078	68,441	68,931	65,916	70,182	0	70,182	70,182
61601 - HOLIDAY PAY	3,464	3,551	3,800	3,644	3,709	0	3,709	3,709
61608 - POLICE INCENTIVES	2,707	750	2,750	900	2,850	0	2,850	2,850
61701 - HEALTH INSURANCE	17,314	12,207	12,693	11,880	12,932	0	12,932	12,932
61702 - DENTAL INSURANCE	1,544	882	967	914	955	0	955	955
61704 - SOCIAL SECURITY	946	1,058	1,094	1,066	1,113	0	1,113	1,113
61705 - WORKERS COMPENSATION	729	889	987	945	1,004	0	1,004	1,004
61714 - RET - POLICE	9,698	14,254	15,059	14,439	19,415	0	19,415	19,415
61000 - PERSONAL SERVICES	96,479	102,032	106,281	99,704	112,161	0	112,161	112,161
62102 - PROFESSIONAL SERVICES	109,214	89,276	91,044	91,044	92,592	0	92,592	92,592
62205 - PC REPLACEMENT CHARGE	1,020	936	806	806	727	0	727	727
62701 - OFFICE SUPPLIES	318	206	200	100	100	0	100	100
62715 - BOOKS AND PERIODICALS	1,192	1,168	1,100	1,000	800	0	800	800
62755 - UNIFORMS	700	700	700	700	700	0	700	700
62000 - OPERATING EXPENDITURES	112,444	92,286	93,850	93,650	94,919	0	94,919	94,919
01408 - POLICE PROSECUTION Total	208,923	194,317	200,131	193,354	207,080	0	207,080	207,080

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
POLICE	5,639,994	5,705,787	6,279,157	5,638,671	6,359,434	0	6,359,434	6,359,434

Department - YOUTH SERVICES



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	150,054	143,458	166,953	140,196	132,842	0	132,842	132,842
62000 - OPERATING EXPENDITURES	4,906	4,058	7,516	6,339	6,296	0	6,296	6,296
Department Total	154,961	147,516	174,469	146,535	139,138	0	139,138	139,138

Staffing Summary (regular full and part time only):

			FTE's	FY 14 Annualized Wages/Salaries*
Cost Center	Account	Title		
01600	61301	YS / HS DIRECTOR	0.13	9,584
	61307	ADMINISTRATIVE ASSISTANT	0.27	9,459
01601	61304	YOUTH SERVICES MANAGER	1.00	61,525
90 - YOUTH SERVICES Total			1.39	80,567

*This number does not include any overtime, seasonal, or other forms of pay.

YOUTH SERVICES

Youth Services (YS) provides programs and services to youth and their families to reduce the occurrence of unhealthy and illegal adolescent behaviors as well as the impact these problem behaviors have on the community. YS early intervention programs are an avenue for holding youth accountable for their behavior while empowering them to make changes in their own lives. YS prevention efforts foster positive activities for youth that encourage responsible citizenship.

- **Juvenile Court Diversion Program (JCC)** considers each youth individually and sets dispositions that fit the needs of the juvenile, the victim, and the community while assisting youth to stay out of the formal court system.
- **Earn-It** serves as a sentencing alternative for the Keene District Juvenile Court and JCC for youthful offenders (age 12 - 17) to complete restitution to victims and community.
- **Adolescent Brief Intervention Program (formerly CHINS Diversion)**, for at-risk youth, offers information, referrals and brief interventions. Families, youth, and staff collaborate to identify and problem solve and obtain appropriate services.
- **Summer Youth Employment (SYE)** is a first-time employment opportunity for 20-25 Keene youth (age 14-15 yrs.) who gain work experience through part-time jobs in city departments during the summer months.
- **Monadnock Teen and Monadnock Parent Websites** provides local information on positive activities, as well as available resources for youth and families.

In 2012, an average of 90 % of youth successfully completed our intervention programs. For the last several years, our recidivism studies show that over 90% of our youth **did not** re-offend for over a year after program completion. For 2012, 125 youth and families were served in our intervention programs. Families are presenting to YS programs with increased distress manifesting in alcohol/substance abuse, major mental health issues and family instability. Therefore, our efforts in locating resources to meet families' needs has intensified while there is decreasing financial support from the State of NH for family resources and intervention services.

YS prevention achievements include our enhanced websites that provide families with local resources, substance free activities for youth and families, and educational information on teen issues that reaches over 2,000 youth, families, educators, and community members. In addition, Youth Services and Park & Recreation Departments are collaborating with local organizations (Cheshire Coalition for Tobacco Free Communities, YMCA, Kiwanis, Monadnock Alcohol & Drug Coalition) to regenerate regular teen-driven activities (Ramp Jam, Dodgeball Tournament, and Laser Tag Night).

The Youth Services budget includes a part-time director who coordinates the Juvenile Court Diversion Program, one full-time program manager responsible for the Brief Intervention Program, Earn-It, and SYE, as well as a ten-hour-per-week administrative support position. In FY13, YS programs received financial support from the Cheshire County government as well as a grant from Monadnock Alcohol & Drug Coalition.

Our focus continues on preventing the impact of adolescent problem behaviors, such as crime, delinquency, and substance abuse on our community by involving youth, parents, and the community on adolescent issues. Our goal is to sustain a safe, healthy community.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	YOUTH SERVICES	FUND:	GENERAL
DIVISION(s): Cost Center(s):	01600 & 01601		
MISSION:	Reduce the impact of adolescent problem behaviors on the community and empower youth to make responsible decisions while holding youth accountable for their actions. Create positive opportunities for youth while strengthening community participation in youth and family concerns, in support of the Comprehensive Master Plan.		

PRIMARY SERVICES & RESPONSIBILITIES:	Align w/Comp Plan
1. Provide early intervention programs in the area covered by the 8th Circuit District Division Court.	Safe Community
<u>Juvenile Court Diversion Program (JCC)</u> , a pre-adjudicated intervention for juvenile first-time offenders age 11 through 16 that provides an alternative to formal juvenile court proceedings.	Safe Community
<u>Adolescent Brief Intervention Program (Formerly CHINS Diversion)</u> , an early, brief intervention program serving youth age 7 through 17 years and their families.	Safe Community
<u>Earn-It</u> , a victim restitution program for young offenders enabling youth to complete community service and pay for damages they have caused with the community.	Safe Community
2. Engage community in prevention and early intervention of problematic adolescent behaviors such as drug and alcohol use and abuse, violence, delinquency, and school failure in collaboration with local, regional, and state agencies.	Safe Community

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Continue early intervention programs that divert youth from the Court system.		Safe Community	I, O, V
2. Maintain program completion rates, as well as, recidivism rates: youth who do not reoffend for one year from program completion: JCC-90%, Earn-It -80%, Intervention youth -70% or better.		Safe Community	C, E, V
3. Maintain prevention efforts, teen activities, and Summer Youth Employment that focus on positive youth development, education, and quality services to families.		Safe Community	E, V
4. Enhance parent education through the city website and the youth/parent websites with a focus on prevention, education, and community feedback.		Safe Community	C, I, O, E

METRICS:	CY12	CY13	CY14
1. JCC Court Diversion cases	30	35	35
2. Youth complete JCC Diversion	93%	90%	90%
3. JCC youth - Percent not committing a second offense *estimate	93%	90%	90%
4. Earn-It cases served	41	40	40
5. Youth complete monetary victim restitution & service work	87%	85%	85%
6. Earn-It: percent not committing second offense *estimate	80%	80%	80%
7. Adolescent Brief Intervention Program (Formerly CHINS Diversion): information & referral, brief intervention	50	50	50
8. Summer Youth Employment: youth employed	26	25	25
9. Prevention activities and dissemination of materials, resources, websites *estimate	2,050	2,400	2,500

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

YOUTH SERVICES

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	46,529	46,539	47,589	37,814	9,584	0	9,584	9,584
61304 - GENERAL PERSONNEL	46,799	42,138	61,287	49,500	61,525	0	61,525	61,525
61307 - PART TIME EMPLOYEES	18,258	11,138	9,211	7,888	9,459	0	9,459	9,459
61401 - TEMPORARY PERSONNEL	11,425	14,850	17,300	14,020	17,300	0	17,300	17,300
61609 - STIPEND	0	0	0	725	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	7,338	7,294	10,050	11,693	16,150	0	16,150	16,150
61702 - DENTAL INSURANCE	582	714	794	862	1,074	0	1,074	1,074
61703 - RETIREMENT CONTRIBUTIONS	8,205	9,295	9,581	7,428	7,868	0	7,868	7,868
61704 - SOCIAL SECURITY	9,400	9,768	9,256	8,294	7,636	0	7,636	7,636
61705 - WORKERS COMPENSATION	1,321	1,633	1,885	1,872	297	0	297	297
61901 - RECRUITMENT	198	89	0	100	0	0	0	0
61000 - PERSONAL SERVICES	150,054	143,458	166,953	140,196	132,842	0	132,842	132,842
62102 - PROFESSIONAL SERVICES	477	315	350	633	350	0	350	350
62129 - AUDIT SERVICES	500	0	500	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	788	960	991	991	1,046	0	1,046	1,046
62301 - OFFICE EQUIPMENT MAINT.	16	0	0	0	0	0	0	0
62401 - GENERAL LIABILITY INS	678	637	700	700	600	0	600	600
62416 - PRINTING	53	0	200	100	200	0	200	200
62430 - TRAVEL	89	0	550	500	450	0	450	450
62435 - TRAINING	266	25	700	550	650	0	650	650
62436 - MEETINGS & DUES	632	408	600	615	600	0	600	600
62510 - TELEPHONE	413	226	925	600	650	0	650	650
62701 - OFFICE SUPPLIES	532	956	1,100	1,000	900	0	900	900
62710 - POSTAGE	288	229	650	400	600	0	600	600
62715 - BOOKS AND PERIODICALS	0	303	250	250	250	0	250	250
63403 - FURNITURE & FIXTURE ACQ	176	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	4,906	4,058	7,516	6,339	6,296	0	6,296	6,296
Department Total	154,961	147,516	174,469	146,535	139,138	0	139,138	139,138

Fiscal Year 2013 - 2014

YOUTH SERVICES 01600 - YOUTH SERVICES

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61301 - DEPARTMENT HEAD	46,529	46,539	47,589	37,814	9,584	0	9,584	9,584
61307 - PART TIME EMPLOYEES	18,258	11,138	9,211	7,888	9,459	0	9,459	9,459
61401 - TEMPORARY PERSONNEL	11,425	14,850	17,300	14,020	17,300	0	17,300	17,300
61609 - STIPEND	0	0	0	725	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	3,024	3,174	3,350	1,743	1,823	0	1,823	1,823
61702 - DENTAL INSURANCE	252	238	265	136	119	0	119	119
61703 - RETIREMENT CONTRIBUTIONS	4,276	4,201	4,188	2,174	1,242	0	1,242	1,242
61704 - SOCIAL SECURITY	5,731	5,433	4,568	4,294	2,929	0	2,929	2,929
61705 - WORKERS COMPENSATION	65	65	253	242	238	0	238	238
61901 - RECRUITMENT	198	89	0	100	0	0	0	0
61000 - PERSONAL SERVICES	89,758	85,728	86,724	69,136	44,643	0	44,643	44,643
62102 - PROFESSIONAL SERVICES	477	315	350	633	350	0	350	350
62129 - AUDIT SERVICES	500	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	786	864	583	583	523	0	523	523
62301 - OFFICE EQUIPMENT MAINT.	16	0	0	0	0	0	0	0
62416 - PRINTING	53	0	100	0	100	0	100	100
62430 - TRAVEL	89	0	250	250	200	0	200	200
62435 - TRAINING	266	0	400	250	350	0	350	350
62436 - MEETINGS & DUES	601	393	350	365	350	0	350	350
62510 - TELEPHONE	296	177	600	350	350	0	350	350
62701 - OFFICE SUPPLIES	364	409	600	550	500	0	500	500
62710 - POSTAGE	201	191	350	250	350	0	350	350
62715 - BOOKS AND PERIODICALS	0	303	250	250	250	0	250	250
63403 - FURNITURE & FIXTURE ACQ	176	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	3,823	2,651	3,833	3,481	3,323	0	3,323	3,323
01600 - YOUTH SERVICES Total	93,580	88,379	90,557	72,617	47,966	0	47,966	47,966

YOUTH SERVICES 01601 - EARN IT

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	46,799	42,138	61,287	49,500	61,525	0	61,525	61,525
61701 - HEALTH INSURANCE	4,314	4,119	6,700	9,950	14,327	0	14,327	14,327
61702 - DENTAL INSURANCE	330	476	529	726	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	3,930	5,094	5,393	5,254	6,626	0	6,626	6,626
61704 - SOCIAL SECURITY	3,669	4,335	4,688	4,000	4,707	0	4,707	4,707
61705 - WORKERS COMPENSATION	1,256	1,568	1,632	1,630	59	0	59	59
61000 - PERSONAL SERVICES	60,297	57,730	80,230	71,060	88,199	0	88,199	88,199
62129 - AUDIT SERVICES	0	0	500	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	2	96	408	408	523	0	523	523
62401 - GENERAL LIABILITY INS	678	637	700	700	600	0	600	600
62416 - PRINTING	0	0	100	100	100	0	100	100
62430 - TRAVEL	0	0	300	250	250	0	250	250
62435 - TRAINING	0	25	300	300	300	0	300	300
62436 - MEETINGS & DUES	31	15	250	250	250	0	250	250
62510 - TELEPHONE	117	49	325	250	300	0	300	300
62701 - OFFICE SUPPLIES	168	547	500	450	400	0	400	400
62710 - POSTAGE	87	38	300	150	250	0	250	250
62000 - OPERATING EXPENDITURES	1,084	1,407	3,683	2,858	2,973	0	2,973	2,973
01601 - EARN IT Total	61,380	59,137	83,913	73,918	91,172	0	91,172	91,172

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
YOUTH SERVICES	154,961	147,516	174,469	146,535	139,138	0	139,138	139,138

Municipal Development Portfolio

The Municipal Development Services portfolio is a grouping of City Departments that provides direct services to the community in the areas of health, code enforcement, planning and all phases of public works.

Department Heads:

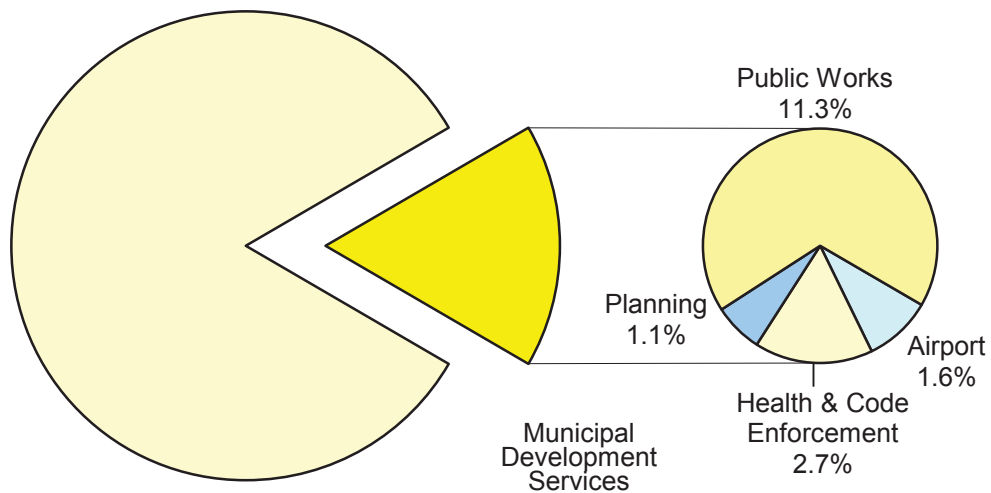
Edward Mattern, Airport Director

Medard Kopczynski, Asst. City Manager for Municipal Development Services/Health Director

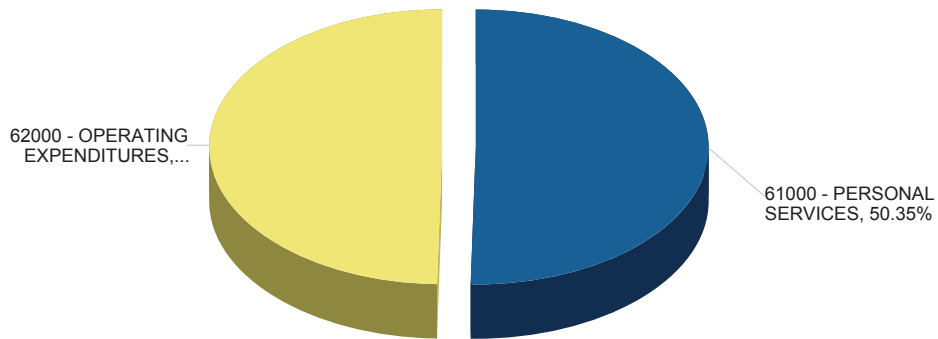
W. Rhett Lamb, Planning Director

Kürt Blomquist, Public Works Director

FY 2014 Recommended Budget



Department - AIRPORT



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	240,884	247,035	266,431	263,948	276,557	0	276,557	276,557
62000 - OPERATING EXPENDITURES	210,637	244,279	279,497	269,126	272,760	0	272,760	272,760
Department Total	451,520	491,315	545,928	533,074	549,317	0	549,317	549,317

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
01700	61301	AIRPORT DIRECTOR	1.00	91,431
	61304	AP MAINT & OPERATIONS MGR	1.00	61,525
05 - AIRPORT Total			2.00	152,956

*This number does not include any overtime, seasonal, or other forms of pay.

AIRPORT

The Keene Dillant-Hopkins Airport serves general aviation, corporate, and commercial needs, not only in the City of Keene, but the entire region. It provides an infrastructure component necessary for economic development for the entire region and provides a myriad of other services to the general public. The Airport plays a major role in maintaining economic relationships with organizations located elsewhere and significantly improves the ability to attract and retain industry.

The Airport facilities are used for both the shipment of goods and the transport of corporate personnel. This capability significantly enhances the ability of local business to conduct operations. The existence of the Airport has been credited as a major factor in the decision to locate C & S Wholesale Grocers, Inc. headquarters in Keene.

The Airport also serves as a training ground for future commercial pilots and allows for recreational flying activities. Fire watch surveillance flights are conducted from the Airport, as well as Medical Mercy Flights, and air ambulance services. The Civil Air Patrol has also been very active in providing community service to the Monadnock Region. Law enforcement agencies as well as the military frequently use the Keene Airport to carry out their missions. These functions ultimately benefit, directly or indirectly, all citizens.

Like every other department, the Airport has experienced issues related to the current economic conditions. However this has not prevented the Airport from completing a number of different projects and initiatives. These include the rehabilitation of three hazard beacons, replacement of the Runway 2 precision approach path indicators (navigational system), and the continued re-purposing of terminal space. The City is also in the process of negotiating a land lease agreement for the construction of a new corporate aircraft hangar which will increase revenues. The Airport Department has also been able to remain proactive with regard to on-airport obstruction removal and other aggressive maintenance efforts.

Budgetary constraints have continued to affect the Airport maintenance staff. Through the creative use of staff and resources, the City is able to operate the facility safely according to federal regulations. Hybrid strategies continue to be employed to assure the airport remains open and safe to all who depend on its availability. This is possible through the use of contract and seasonal employees, as well as some help from the Public Works Department. With funding from the FAA, NHDOT Bureau of Aeronautics and the City, two capital projects are planned for FY13 to maintain the infrastructure (resurfacing of Runway 2/20 and environmental assessment related to the removal of north end obstructions). Airport revenue sources are also being impacted by the economic circumstances. With the possible exception of C & S, flying activities can fluctuate in relation to the state of the economy and fuel prices. Every effort is being made to minimize these impacts so that the Department can continue to provide a safe and efficient transportation facility.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	AIRPORT	FUND:	GENERAL
DIVISION(s):			
Cost Center(s):	01700		
MISSION:	To provide a modern, efficient, safe and secure air transportation facility capable of accommodating a wide range of uses and aircraft that will facilitate the economic, recreational, and social development of the Monadnock Region.		

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP
1. Provide a safe and efficient air transportation facility.		Transportation
2. Economic development including corporate air transportation.		Economic Development
3. Facilitate educational and career development.		Education

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Installation of new energy efficient LED hazard beacons (Mt. Forbush)	FAR 77	Transportation	O, C
2. Remove obstruction and replace Runway 20 PAPI's	FAR 77	Transportation	O, C
3. Maintain the number of based aircraft	FAR's	Economic Development	O, C
4. Improve airfield maintenance programs	FAR's	Infrastructure	O, C, E
5. Promote facility usage	FAR's	Economic Development	E
6. Secure additional Federal/State grants		Transportation	C, E
7. Increase operating revenue through the sharing of property tax revenue with the Town of Swanzey	RSA 423	Economic Development	C
8. Minimize operational complaints		Transportation	O
9. Enhance the Airport's safety training program	FAR's	Transportation	O
10. Maintain full occupancy in the City's 32 T-hangars	FAR's	Economic Development	O, C

METRICS:	FY12	FY13	FY14
1. Number of based aircraft	82	83	80
2. Number of denied landings due to weather	0	0	0
3. Fuel flowage (gallons)	422,000	418,500	408,000
4. Total revenue (Budgeted FY 13 and 14)	\$423,148	\$473,708	\$453,796
5. Revenue/Expense ratio	86.25%	87.20%	81.00%
6. T-Hangar occupancy	100.00%	100.00%	100.00%
7. Obstructions removed (acres)	3.0	8.0	4.0
8. Estimated Number of Operations (Take-off or Landing)	45,000	45,000	40,000

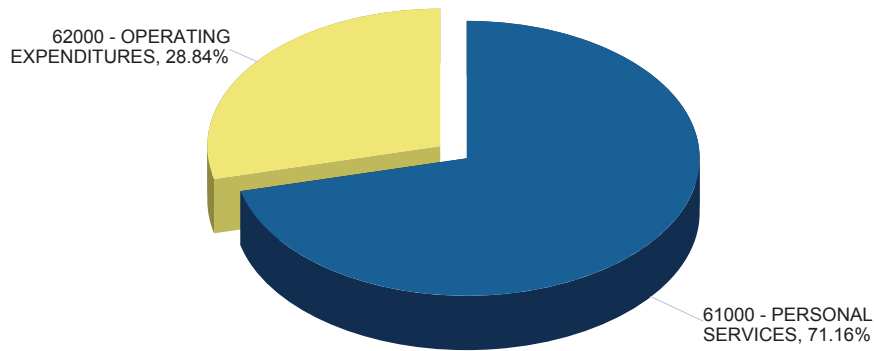
Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

AIRPORT

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	88,050	90,069	91,079	88,728	91,431	0	91,431	91,431
61304 - GENERAL PERSONNEL	55,170	54,264	57,233	57,233	61,525	0	61,525	61,525
61308 - SEASONAL HELP	30,864	38,058	48,774	48,774	48,744	0	48,744	48,744
61501 - REGULAR OVERTIME	3,121	141	1,000	1,500	1,000	0	1,000	1,000
61602 - STAND-BY PAY	4,500	480	750	500	750	0	750	750
61701 - HEALTH INSURANCE	27,513	32,438	33,994	33,994	35,644	0	35,644	35,644
61702 - DENTAL INSURANCE	2,588	2,471	2,749	2,750	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	13,231	13,218	13,205	12,998	16,662	0	16,662	16,662
61704 - SOCIAL SECURITY	13,865	13,786	15,211	15,031	15,564	0	15,564	15,564
61705 - WORKERS COMPENSATION	1,739	1,893	2,436	2,434	2,521	0	2,521	2,521
61901 - RECRUITMENT	243	217	0	6	0	0	0	0
61000 - PERSONAL SERVICES	240,884	247,035	266,431	263,948	276,557	0	276,557	276,557
62102 - PROFESSIONAL SERVICES	0	0	2,200	2,200	2,200	0	2,200	2,200
62120 - LABORATORY SERVICES	368	95	350	200	350	0	350	350
62175 - OTHER SERVICES	2,448	2,448	2,600	1,500	1,800	0	1,800	1,800
62203 - SNOW PLOWING	666	0	15,000	15,000	13,955	0	13,955	13,955
62205 - PC REPLACEMENT CHARGE	360	840	723	723	918	0	918	918
62206 - PW FLEET CHARGE	107,268	134,016	141,174	141,174	144,145	0	144,145	144,145
62208 - TAXES	40,589	40,838	46,274	44,000	45,404	0	45,404	45,404
62301 - OFFICE EQUIPMENT MAINT.	846	911	1,248	950	950	0	950	950
62315 - FUEL SYSTEM MAINTENANCE	3,204	3,888	4,500	4,000	4,500	0	4,500	4,500
62340 - GROUNDS MAINTENANCE	32,979	37,829	32,363	29,500	32,363	0	32,363	32,363
62350 - BUILDING MAINTENANCE	741	446	0	0	0	0	0	0
62355 - BRUSH & OBSTR CLEARING	1,965	5,777	9,000	9,000	9,000	0	9,000	9,000
62435 - TRAINING	1,070	180	1,025	0	1,025	0	1,025	1,025
62436 - MEETINGS & DUES	842	415	1,275	500	1,275	0	1,275	1,275
62445 - PHOTOGRAPHY & PROCESSING	91	1,004	115	79	115	0	115	115
62447 - PUBLIC AWARENESS	0	0	5,000	5,000	0	0	0	0
62505 - BEACON & OBST LIGHTS ELEC	7,830	8,162	8,000	8,000	8,000	0	8,000	8,000
62510 - TELEPHONE	3,927	4,730	4,000	3,500	2,600	0	2,600	2,600
62604 - EQUIPMENT RENTAL	0	231	2,000	2,000	2,000	0	2,000	2,000
62701 - OFFICE SUPPLIES	3,678	1,197	450	150	450	0	450	450
62710 - POSTAGE	78	69	150	150	150	0	150	150
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62755 - UNIFORMS	1,688	1,135	2,050	1,500	1,560	0	1,560	1,560
62000 - OPERATING EXPENDITURES	210,637	244,279	279,497	269,126	272,760	0	272,760	272,760
Department Total	451,520	491,315	545,928	533,074	549,317	0	549,317	549,317

Department - HEALTH & CODE ENFORCEMENT



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	597,022	598,704	656,944	645,765	679,241	0	679,241	679,241
62000 - OPERATING EXPENDITURES	241,680	191,822	301,651	302,169	275,317	0	275,317	275,317
Department Total	838,702	790,526	958,595	947,934	954,558	0	954,558	954,558

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
01800	61301	ASST CITY MGR / HEALTH	0.50	54,517
	61304	CODE ENFORC & INSP MGR	1.00	62,967
	61307	ADMINISTRATIVE ASSISTANT	0.45	16,342
01802	61301	ASST CITY MGR / HEALTH	0.50	54,517
	61304	CODE ENFORCEMENT OFFICER	1.00	61,530
		COMMERCIAL BUILDING INSP	1.00	67,186
		PLANS EXAMINER	1.00	67,192
	61305	PERMIT TECHNICIAN	1.00	47,243
	61307	ADMINISTRATIVE ASSISTANT	0.45	16,342
HOUSING INSPECTOR		1.33	60,940	
40 - HEALTH & CODE ENFORCEMENT Total			8.23	508,778

*This number does not include any overtime, seasonal, or other forms of pay.

HEALTH & CODE ENFORCEMENT

The Health and Code Enforcement Department, as prescribed by State Statute and City Code, is responsible for the regulation of buildings, both new and existing, and their uses. Examples of this codified responsibility include: sign code, zoning code, natural resources protection (flood plain), property standards, housing code, health code, site plan, energy code, electrical code, plumbing code, accessibility code, mechanical code, building code, existing buildings code, and some professional licensing laws. In addition, the department manages special projects and agreements with Home Health Care, Hospice and Community Services, and Monadnock Family Services to provide community health services, homemaker services, and mental health services to the community.

With the ACM for Municipal Development Services/Health Director assuming oversight of the City's Facilities function, an opportunity for other department staff to assume more responsibility has been provided. This sharing of responsibilities along with new or revised federal, state, and local laws and codes requires staff to maintain a broad knowledge base over diverse subject areas. During the 2012/2013 fiscal year, plans examinations and inspections to meet various federal, state, and local requirements were provided. The time frame turning around plans examinations has remained steady even though the Plans Examiner has added supervisory, management, and Zoning Administrator responsibilities in addition to serving as staff liaison for the planning site plan review process. With several staff members eligible for retirement, the Department is advancing succession planning and reviewing staff work load to ensure work continues to proceed in a timely fashion.

Many large scale projects have been completed including the Keene Middle School and YMCA. Other large-scale projects, such as the Cheshire County Courthouse and Keene Food Co-op are still under construction. The number of building permits has risen slightly from last year attributable to an increase in additions and alterations. Review by the Insurance Services Offices (ISO) this year using their Building Code Effectiveness Grading Schedule (BCEGS) resulted in an improved rating from a 4 to a 3 for the City.

Following the May 2012 flooding event, the Department worked with property owners to recover and attempt to bring their properties into compliance of the floodplain standards. Ongoing effort assisting property owners in the floodplain prone neighborhoods will continue. The Department will also continue to work to bring these properties into compliance with floodplain standards. The City is a member of the National Flood Insurance Program's (NFIP) Community Rating System (CRS) which the Code Department implements and maintains. Through the City's participation in this program property owners are eligible for discounted flood insurance premium rates and opportunities for program benefits focused on flood preparedness and reduced flood damage.

Housing inspections continued with the two part time Housing Inspectors. This allowed for continuity of enforcement and great strides toward improved conditions in the neighborhoods. The Department developed a Voluntary Inspection Program in cooperation with Keene State College inspecting approximately 450 units to date. The upcoming work plan includes continued enforcement of the Property Standards Ordinance and work with neighborhood groups and Keene State College continuing the Voluntary Housing Inspection Program.

Greater efficiencies are anticipated as the Department takes advantage of technology allowing staff to have information at ones fingertips in the field facilitating the logging of inspections on site, downloading code sections for contractors, and having closer communication with contractors and owners. With the continual growth and complexity in regulatory responsibility the Department is continuously reviewing the processing structure and all of the regulations within the Department's control. To stay current with the various industry certifications Code Enforcement staff continuously attends educational and training seminars. In addition, knowledge gained is shared through training programs/courses for local tradespeople and professionals in the building industry.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	HEALTH & CODE ENFORCEMENT	FUND:	GENERAL
DIVISION(s):	ALL		
Cost Center(s):	01800 through 01802		
MISSION:	To maintain the highest level of public safety and customer service in the administration of building construction code enforcement and to promote and protect health and safety.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

Code Enforcement- Code Enforcement services meet more than one plan element	
1. Administer the plan review and inspection program. Review plans, issue permits, and conduct inspections for compliance to the state building, accessibility, and energy code as well as City Zoning and Natural Resources ordinances (including the sign code). Manage third party plans reviewers and special inspectors.	Economic Development
2. Respond to citizen concerns and complaints related to permit and construction activity. Provide the public with information on codes and development processes	Economic Development
3. Investigate buildings and properties for compliance with the Property and Housing Safety Standards Ordinance, issue citations, and prosecute court cases.	Neighborhoods
Health- Health Department services meet more than one plan element	
1. Promote and protect public health and safety provide advise on public health issues, and enforce state and local health laws	Community Health & Wellness
2. Conduct an Environmental Sanitation program which includes regulating and inspecting restaurants, food stores, schools, day care centers, foster homes, nursing homes, and private sewerage disposal facilities	Community Health & Wellness
3. Inspect 200 locations where food is served and 16 day care facilities at least twice a year	Community Health & Wellness

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Review processes and ordinances toward alignment	155/674	Future Land Use & Policy	V,C,E
2. Review processes and ordinances to determine a priority for change	155/674	Economic Development	V,C,E
3. Maintain the present level of review and inspection quality	155/674	Safe Community	V,C,E

METRICS:	FY12	FY13	FY14
1. Complete the initial review of new residential permits applications in 7 working days (target 95%)	90%	98%	95%
2. Complete the initial plan review on new commercial permit applications in 10 working days (target 95%)	90%	94%	95%
3. Complete the initial plan review for minor permit applications at the counter, at time of application (target 95%)	82%	84%	95%
4. Total permits	525	540	550
5. Total inspections	1,650	1,700	1800
6. Investigate and resolve neighborhood standards complaints	650	1,300	1,300
7. Arbovirus Control Catch Basins - 5,000 total	Monitor	Monitor	Monitor
8. Arbovirus Control Wetlands- over 20 total	Monitor	Monitor	Monitor
9. Health Licenses	230	230	230
10. Health Inspections	700	600	600

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

HEALTH & CODE ENFORCEMENT

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61301 - DEPARTMENT HEAD	106,192	106,216	108,613	105,809	109,034	0	109,034	109,034
61304 - GENERAL PERSONNEL	236,906	239,245	253,685	246,963	258,876	0	258,876	258,876
61305 - ADMINISTRATIVE PERSONNEL	79,709	46,193	47,062	47,062	47,243	0	47,243	47,243
61307 - PART TIME EMPLOYEES	20,066	54,448	87,328	87,328	93,625	0	93,625	93,625
61609 - STIPEND	2,490	760	0	0	0	0	0	0
61701 - HEALTH INSURANCE	64,100	67,202	70,480	70,480	71,512	0	71,512	71,512
61702 - DENTAL INSURANCE	7,153	5,635	6,180	6,180	5,299	0	5,299	5,299
61703 - RETIREMENT CONTRIBUTIONS	38,493	35,415	36,024	35,185	44,712	0	44,712	44,712
61704 - SOCIAL SECURITY	33,808	34,904	37,997	37,268	38,922	0	38,922	38,922
61705 - WORKERS COMPENSATION	7,557	8,686	9,575	9,490	10,018	0	10,018	10,018
61901 - RECRUITMENT	549	0	0	0	0	0	0	0
61000 - PERSONAL SERVICES	597,022	598,704	656,944	645,765	679,241	0	679,241	679,241
62102 - PROFESSIONAL SERVICES	57,390	51,000	71,610	71,610	51,000	0	51,000	51,000
62143 - HOME HEALTH CARE	109,501	66,741	131,360	131,360	131,360	0	131,360	131,360
62146 - MENTAL HEALTH SERVICES	23,386	21,754	21,754	21,754	21,754	0	21,754	21,754
62175 - OTHER SERVICES	9,452	1,506	12,000	12,000	12,000	0	12,000	12,000
62205 - PC REPLACEMENT CHARGE	3,000	2,700	2,920	2,920	2,397	0	2,397	2,397
62206 - PW FLEET CHARGE	19,464	23,484	26,227	26,227	26,445	0	26,445	26,445
62301 - OFFICE EQUIPMENT MAINT.	39	181	1,955	1,955	1,816	0	1,816	1,816
62416 - PRINTING	1,193	441	1,600	1,600	1,600	0	1,600	1,600
62425 - ADVERTISING	292	50	500	727	500	0	500	500
62435 - TRAINING	1,846	5,769	10,092	10,092	6,500	0	6,500	6,500
62436 - MEETINGS & DUES	2,957	1,942	5,088	5,088	4,500	0	4,500	4,500
62510 - TELEPHONE	3,099	6,193	5,000	5,000	5,000	0	5,000	5,000
62700 - SUPPLIES AND MATERIALS	66	217	1,000	1,000	500	0	500	500
62701 - OFFICE SUPPLIES	2,718	3,092	3,500	3,500	3,300	0	3,300	3,300
62710 - POSTAGE	1,063	2,259	2,000	2,291	2,000	0	2,000	2,000
62715 - BOOKS AND PERIODICALS	2,686	2,066	2,500	2,500	2,500	0	2,500	2,500
62734 - MINOR EQUIPMENT	1,177	1,728	1,545	1,545	1,345	0	1,345	1,345
62744 - MINOR COMPUTER EQUIPMENT	2,350	699	1,000	1,000	800	0	800	800
62000 - OPERATING EXPENDITURES	241,680	191,822	301,651	302,169	275,317	0	275,317	275,317
Department Total	838,702	790,526	958,595	947,934	954,558	0	954,558	954,558

Fiscal Year 2013 - 2014

HEALTH & CODE ENFORCEMENT 01800 - HEALTH

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61301 - DEPARTMENT HEAD	53,096	53,244	54,306	52,905	54,517	0	54,517	54,517
61304 - GENERAL PERSONNEL	51,414	53,850	61,409	57,440	62,967	0	62,967	62,967
61305 - ADMINISTRATIVE PERSONNEL	15,690	108	0	0	0	0	0	0
61307 - PART TIME EMPLOYEES	0	0	15,371	15,371	16,342	0	16,342	16,342
61701 - HEALTH INSURANCE	25,511	25,793	27,086	27,086	28,019	0	28,019	28,019
61702 - DENTAL INSURANCE	2,403	1,936	2,266	2,266	1,433	0	1,433	1,433
61703 - RETIREMENT CONTRIBUTIONS	10,857	9,666	10,183	9,710	12,653	0	12,653	12,653
61704 - SOCIAL SECURITY	9,029	8,572	10,028	9,617	10,238	0	10,238	10,238
61705 - WORKERS COMPENSATION	2,597	2,803	3,078	3,028	3,224	0	3,224	3,224
61901 - RECRUITMENT	137	0	0	0	0	0	0	0
61000 - PERSONAL SERVICES	170,734	155,972	183,727	177,423	189,393	0	189,393	189,393
62102 - PROFESSIONAL SERVICES	57,390	51,000	71,610	71,610	51,000	0	51,000	51,000
62206 - PW FLEET CHARGE	5,352	6,540	7,003	7,003	7,099	0	7,099	7,099
62301 - OFFICE EQUIPMENT MAINT.	0	24	955	955	955	0	955	955
62416 - PRINTING	816	0	600	600	600	0	600	600
62425 - ADVERTISING	292	50	500	500	500	0	500	500
62435 - TRAINING	300	180	1,500	1,500	1,500	0	1,500	1,500
62436 - MEETINGS & DUES	324	120	1,588	1,588	1,000	0	1,000	1,000
62510 - TELEPHONE	638	1,270	1,500	1,500	1,500	0	1,500	1,500
62700 - SUPPLIES AND MATERIALS	66	217	1,000	1,000	500	0	500	500
62701 - OFFICE SUPPLIES	176	114	500	500	300	0	300	300
62710 - POSTAGE	311	143	500	500	500	0	500	500
62715 - BOOKS AND PERIODICALS	135	69	500	500	500	0	500	500
62734 - MINOR EQUIPMENT	588	576	545	545	545	0	545	545
62000 - OPERATING EXPENDITURES	66,388	60,302	88,301	88,301	66,499	0	66,499	66,499
01800 - HEALTH Total	237,122	216,274	272,028	265,724	255,892	0	255,892	255,892

HEALTH & CODE ENFORCEMENT 01801 - HEALTH CONTRACTED SERV

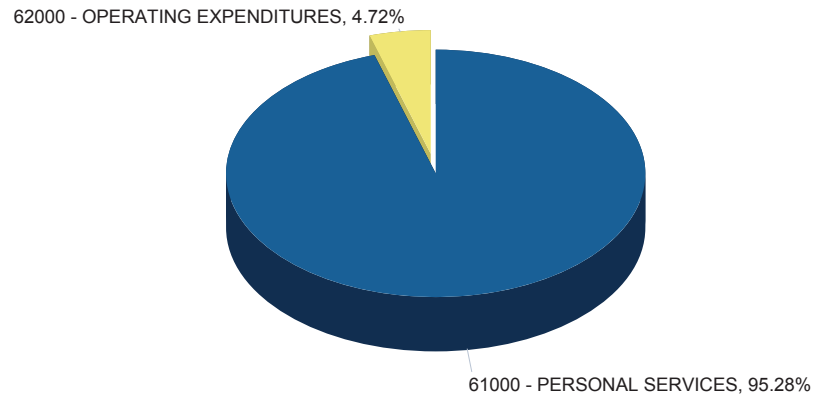
Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
62143 - HOME HEALTH CARE	109,501	66,741	131,360	131,360	131,360	0	131,360	131,360
62146 - MENTAL HEALTH SERVICES	23,386	21,754	21,754	21,754	21,754	0	21,754	21,754
62175 - OTHER SERVICES	9,452	1,506	12,000	12,000	12,000	0	12,000	12,000
62000 - OPERATING EXPENDITURES	142,340	90,001	165,114	165,114	165,114	0	165,114	165,114
01801 - HEALTH CONTRACTED SERV Total	142,340	90,001	165,114	165,114	165,114	0	165,114	165,114

HEALTH & CODE ENFORCEMENT 01802 - CODE ENFORCEMENT

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	53,096	52,972	54,306	52,905	54,517	0	54,517	54,517
61304 - GENERAL PERSONNEL	185,492	185,395	192,276	189,523	195,909	0	195,909	195,909
61305 - ADMINISTRATIVE PERSONNEL	64,019	46,086	47,062	47,062	47,243	0	47,243	47,243
61307 - PART TIME EMPLOYEES	20,066	54,448	71,957	71,957	77,283	0	77,283	77,283
61609 - STIPEND	2,490	760	0	0	0	0	0	0
61701 - HEALTH INSURANCE	38,589	41,409	43,394	43,394	43,493	0	43,493	43,493
61702 - DENTAL INSURANCE	4,750	3,699	3,915	3,915	3,866	0	3,866	3,866
61703 - RETIREMENT CONTRIBUTIONS	27,636	25,748	25,841	25,475	32,059	0	32,059	32,059
61704 - SOCIAL SECURITY	24,779	26,332	27,968	27,651	28,684	0	28,684	28,684
61705 - WORKERS COMPENSATION	4,961	5,883	6,498	6,462	6,794	0	6,794	6,794
61901 - RECRUITMENT	411	0	0	0	0	0	0	0
61000 - PERSONAL SERVICES	426,288	442,732	473,217	468,343	489,847	0	489,847	489,847
62205 - PC REPLACEMENT CHARGE	3,000	2,700	2,920	2,920	2,397	0	2,397	2,397
62206 - PW FLEET CHARGE	14,112	16,944	19,224	19,224	19,346	0	19,346	19,346
62301 - OFFICE EQUIPMENT MAINT.	39	158	1,000	1,000	861	0	861	861
62416 - PRINTING	377	441	1,000	1,000	1,000	0	1,000	1,000
62425 - ADVERTISING	0	0	0	227	0	0	0	0
62435 - TRAINING	1,546	5,589	8,592	8,592	5,000	0	5,000	5,000
62436 - MEETINGS & DUES	2,633	1,822	3,500	3,500	3,500	0	3,500	3,500
62510 - TELEPHONE	2,461	4,923	3,500	3,500	3,500	0	3,500	3,500
62701 - OFFICE SUPPLIES	2,542	2,978	3,000	3,000	3,000	0	3,000	3,000
62710 - POSTAGE	751	2,117	1,500	1,791	1,500	0	1,500	1,500
62715 - BOOKS AND PERIODICALS	2,551	1,997	2,000	2,000	2,000	0	2,000	2,000
62734 - MINOR EQUIPMENT	590	1,153	1,000	1,000	800	0	800	800
62744 - MINOR COMPUTER EQUIPMENT	2,350	699	1,000	1,000	800	0	800	800
62000 - OPERATING EXPENDITURES	32,952	41,520	48,236	48,754	43,704	0	43,704	43,704
01802 - CODE ENFORCEMENT Total	459,240	484,252	521,453	517,096	533,551	0	533,551	533,551

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
HEALTH & CODE ENFORCEMENT	838,702	790,526	958,595	947,934	954,558	0	954,558	954,558

Department - PLANNING



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	433,549	354,806	345,195	333,810	379,071	0	379,071	379,071
62000 - OPERATING EXPENDITURES	18,559	14,957	20,005	16,780	18,772	0	18,772	18,772
Department Total	452,108	369,763	365,200	350,590	397,843	0	397,843	397,843

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
01900	61301	PLANNING DIRECTOR	1.00	99,846
	61304	MAPPING TECHNICIAN	1.00	58,987
	61305	ADMINISTRATIVE ASSISTANT	1.00	40,549
	61307	PLANNER	1.65	94,612
75 - PLANNING Total			4.65	293,993

*This number does not include any overtime, seasonal, or other forms of pay.

PLANNING

The Planning Department is actively involved in a wide range of issues regarding the growth and development of the City. The Department provides support and technical expertise to elected and appointed officials, boards, and citizens in understanding key community issues. Implementation of the Community Vision and Master Plan is a high priority. The 2010 Comprehensive Master Plan (CMP) sets forth the community's vision for the future and lays the groundwork for the policies and programs intended to achieve that vision. The Department plays a key part in implementing the Plan by creating a strong link between the Plan and the City's Capital Improvement Program. Implementation of local sustainability and climate change initiatives are also a high priority. In addition to planning activities, the Department administers the Planning Board's Subdivision and Site Plan Review process, and the Historic District Commission permit process.

As in previous years, a primary effort has been to gain closer alignment of City policies, programs and budgets with the 2010 CMP. The Department also worked closely with the Planning Board to develop new standards for Low Impact Development as a way to lessen the impact of storm water runoff on our rivers water bodies. A \$140,000 grant was received from the NH Department of Environmental Services to restore an area of fill in Woodland Cemetery to its former wetlands condition while increasing flood storage in the Beaver Brook watershed. This project will go forward in the upcoming construction season. In addition, the Department applied for and received a \$50,000 grant to carry out a rezoning study for the Marlboro Street area. This project started in January and is expected to be complete towards the end of 2013. Department staff will continue to work closely with the Planning Board and City departments to tighten this connection, including the continuation of a program providing regular presentations to the Joint Planning Board and Planning, Licenses and Development Committee on the activities of outside groups as they work to pursue the goals of the 2010 CMP. Also anticipated in the upcoming year are projects to design and construct drainage improvements at the 1847 Stone Arch Bridge off Route 101, and the Heritage Commission's initiative to establish a local Historic District along Main Street south of Marlboro Street and north of the Bypass.

The Department is working to fill the part-time Planner position approved in FY 2013. This position is proposed for 28 hours per week and will be the second part-time Planner in the department. As the Marlboro Street rezoning project nears completion, staff will begin preparing for the City-wide Land Use Code update. To lessen the financial impact of this update the Department will be seeking grant funds.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	PLANNING	FUND:	GENERAL
DIVISION(s): Cost Center(s):	ALL 01900		
MISSION:	Provide professional planning advice and technical expertise to city officials, boards, commissions, city departments, and the public as it relates to understanding and addressing key community quality of life issues and priorities.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Develop the Comprehensive Master Plan and Community Vision and implement that Plan and Vision through specific projects, policies and programs.	Municipal Governance & Fin Stability
2. Administer the Planning Board's Subdivision and Site Plan review including the inspection process and related permits to work with Keene residents and businesses as they seek approval for projects before the Planning Board, City Council, and other boards.	Future Land Use & Policy
3. Provide staff support, information and services to a variety of City Boards and Commissions, city departments, officials, and citizens.	Leadership

FISCAL YEAR OBJECTIVES:

	STATUTE	CMP	VOICE
1. Continue Comprehensive Master Plan implementation process with Planning Board and PLD Committee	674:1	Municipal Governance & Fin Stability	O, I, E
2. Implement phase 1 preservation actions listed in the Stone Arch Bridge report	674:1	Historic & Cultural	O, I, E
3. Continue to implement Safe Routes to School grant projects in cooperation with the Keene School District		Walkable Community	C, E
4. Complete Marlboro Street Zoning and Redevelopment study		Future Land Use & Policy	O, I, E
5. Complete update to the GIS Implementation Plan		Infrastructure	C
6. Participate in regional efforts to address air quality issues related to particulate matter		Community Health & Wellness	I
7. Support Heritage Commission efforts to establish a historic district for Main Street		Historic & Cultural	O, I, E
8. Update Greenhouse Gas Emission Inventory and create report		Climate Change	I, E
9. Write grants for funding to support programs/initiatives		Municipal Governance & Fin Stability	I
10. Give presentations to community groups or professional organizations		Leadership	O, I
11. Develop and implement efficiency and time management measures for Board & Commission meetings		Municipal Governance & Fin Stability	O, I

METRICS:

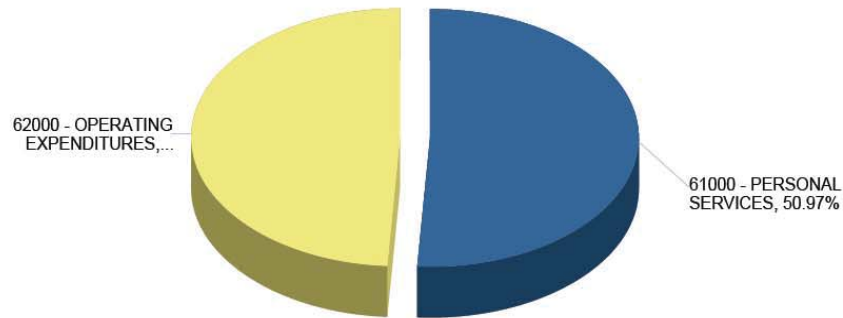
	FY12	FY13	FY14
1. Adoption of revisions or updates to the Comprehensive Master Plan the same year they are proposed/identified	1	0	1
2. Complete 90% of the initial completeness reviews for new subdivision, site plan applications within 5 business days	85%	85%	90%
3. Complete 95% of minor amendment applications in 10 business days	90%	90%	95%
4. Complete 95% of all inspection requests within 5 business days	90%	90%	95%
5. Adoption of revisions to Planning Board Standards and Regulations the same year they are proposed/identified	2	2	2

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

PLANNING

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	97,244	97,266	99,461	96,893	99,846	0	99,846	99,846
61304 - GENERAL PERSONNEL	197,932	129,532	57,521	56,036	58,987	0	58,987	58,987
61305 - ADMINISTRATIVE PERSONNEL	34,467	36,934	38,651	38,650	40,549	0	40,549	40,549
61307 - PART TIME EMPLOYEES	0	0	71,518	65,000	94,612	0	94,612	94,612
61401 - TEMPORARY PERSONNEL	0	1,094	3,600	3,600	3,600	0	3,600	3,600
61701 - HEALTH INSURANCE	44,766	33,680	33,415	33,415	34,900	0	34,900	34,900
61702 - DENTAL INSURANCE	4,014	2,700	2,841	2,841	2,806	0	2,806	2,806
61703 - RETIREMENT CONTRIBUTIONS	30,161	19,226	17,216	16,859	21,473	0	21,473	21,473
61704 - SOCIAL SECURITY	24,649	18,418	20,712	20,261	22,020	0	22,020	22,020
61705 - WORKERS COMPENSATION	280	240	260	255	277	0	277	277
61901 - RECRUITMENT	35	115	0	0	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	15,600	0	0	0	0	0	0
61000 - PERSONAL SERVICES	433,549	354,806	345,195	333,810	379,071	0	379,071	379,071
62103 - TECHNICAL SERVICES	0	0	2,100	0	2,100	0	2,100	2,100
62205 - PC REPLACEMENT CHARGE	5,088	4,836	4,655	4,655	3,997	0	3,997	3,997
62301 - OFFICE EQUIPMENT MAINT.	0	243	700	700	700	0	700	700
62425 - ADVERTISING	1,124	884	0	800	1,000	0	1,000	1,000
62435 - TRAINING	1,323	119	2,500	2,000	2,500	0	2,500	2,500
62436 - MEETINGS & DUES	2,162	1,019	800	1,800	800	0	800	800
62510 - TELEPHONE	433	375	750	350	400	0	400	400
62701 - OFFICE SUPPLIES	1,853	2,359	2,250	2,250	2,250	0	2,250	2,250
62710 - POSTAGE	4,393	3,506	4,500	2,500	3,275	0	3,275	3,275
62715 - BOOKS AND PERIODICALS	624	295	250	300	250	0	250	250
62734 - MINOR EQUIPMENT	158	450	0	375	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	0	0	0	50	0	0	0	0
62760 - OPERATING SUPPLIES	1,401	662	1,500	1,000	1,500	0	1,500	1,500
62761 - SOFTWARE	0	210	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	18,559	14,957	20,005	16,780	18,772	0	18,772	18,772
Department Total	452,108	369,763	365,200	350,590	397,843	0	397,843	397,843

Department - PUBLIC WORKS



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	2,060,528	2,010,487	2,137,901	2,017,774	2,032,614	0	2,032,614	2,032,614
62000 - OPERATING EXPENDITURES	1,561,924	1,701,713	1,994,543	2,004,862	1,920,874	34,000	1,954,874	1,920,874
Department Total	3,622,452	3,712,199	4,132,445	4,022,636	3,953,488	34,000	3,987,488	3,953,488

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
02000	61301	PUBLIC WORKS DIRECTOR	1.00	104,339
	61303	ASST PW DIR / SOL WST MGR	0.23	21,212
		HIGHWAY SUPERINTENDENT	1.00	73,369
	61305	ADMINISTRATIVE ASSISTANT	0.50	16,691
		OFFICE MANAGER	1.00	48,064
	61605	SICK & INJURY		37,976
	61607	VACATION		96,264
02001	61304	CIVIL ENGINEER	1.00	69,758
		CITY ENGINEER	1.00	91,431
02***	61304	PW - AFSCME	22.31	722,760
85 - PUBLIC WORKS Total			28.04	1,281,864

*This number does not include any overtime, seasonal, or other forms of pay.

PUBLIC WORKS – ADMINISTRATION, ENGINEERING & HIGHWAY

Administration and Engineering

The Public Works Administration provides overall management and leadership for the Public Works Department. It is responsible for customer interface, directing all incoming calls and correspondence to the appropriate division, dispatching of public works resources, providing records management, and assist in public information programs for the various divisions.

The Engineering Division is staffed with 6 employees including a city engineer, two civil engineer positions, and three engineering technician positions, one of which is presently is unfilled. The Engineering Division provides capital project planning, development, management, and administration for the City infrastructure systems. That effort includes information management for the City's infrastructure systems and property, maintaining and updating the City's geographical information system (GIS), the Public Works asset management system and the geographic position satellite (GPS) survey system. In addition, general engineering (planning, surveying, design, construction administration and inspection services etc.) and technical expertise to City boards, commissions, and departments; and performing regulatory reviews (site plans/subdivisions, excavation, encumbrance and sewer permitting, and inspection) of streets and utilities are supported by the division.

During FY13, the Engineering Division accomplishments will include:

- Initiation of the Department's social media program including the establishment of a Department Facebook page and Twitter account.
- Handling and direction of emergency response calls during the May 29th/30th flood event.
- Completion of design and start of construction of the \$1.2M School Street 2009 Infrastructure project.
- Completion of design and initiation of construction of the \$3.4M Railroad Development infrastructure project with work on Cypress Street, Eagle Court, Railroad Street, and Grove Street requiring the securing of 18 temporary easements.
- Start of design for the \$1.7M 2013 Infrastructure project involving Winter, Summer, Middle, Center Streets.
- Completion of the design and the construction of the \$560K Elm Street Infrastructure project (Spruce to North St) and Sullivan Road reconstruction (Nims Rd to Rte 9).
- Construction oversight on the construction completion of the Vernon Street \$335K infrastructure Project.
- Roadway overlays (\$940K), installation of water gate valves and hydrants (\$100K), and sewer repairs (\$50K) on Optical Ave, Elm Street, Kelleher Street, Monadnock Street and Court, Marguerite Street, Kendall Street, Harold Street, Westlund and Eastern Avenues.
- Design and construction oversight of the replacement of \$260K in water gate valves and fire hydrants throughout the City.
- Response, damage assessment, coordination with FEMA, and the management of over \$1.1M of repairs resulting from the May 29th/30th flood event, to the City's various streets and East Surry Road bridge.
- Initiation of design/permitting for the Beaver Brook Sedimentation Removal and Bank Stabilization project.
- Completion of construction of the \$2.0M North Bridge Multi-use trail project.
- Design and construction of the \$630K Court Street, Maple Ave, and Rte 12A roundabout project.
- Completion of a structural evaluation report on the City red-listed bridges.
- Start of a city wide Phase 1 drainage master plan study.
- Engineering assistance with the design documents for the City Hall Parking Deck repairs.
- Completion of design and start of construction of the \$170K Cheshire Trail North pedestrian multi-use trail.
- Design and construction assistance for the \$250K ice-pigging project as part of water main cleaning totaling 38,000 linear feet.

- Completion of the water system pressure study of west Keene to evaluate low pressure issues and develop solutions.
- Completion of the design of the \$610K Robin Hood Dam rehabilitation including coordination of a peer review with NHDES for the first in NH of an articulating concrete block design for overtopping protection.

In FY14 the Engineering Division will continue to be challenged by the infrastructure construction program along with supporting other projects outside the Capital Improvement Program including the proposed Ice Arena, downtown parking review, and a potential new parking structure. Projects for the next fiscal year will include:

- Construction completion of the \$3.4M Railroad Development project.
- Construction completion of the \$1.7M 2013 Infrastructure project.
- Construction completion of the \$170K Cheshire Tail North multi-use trail.
- Construction completion of the \$610K Robin Hood Dam repairs project.
- Pavement overlay with new lighting to the Elm Street parking lot - \$75K.
- Start of design of the \$3.0M Washington Street Phase 2 infrastructure project.
- Completion of design and construction for \$200K in sewer spot repairs.
- Completion of design and construction of \$150K in Hydrants and Gate Valves replacement project.
- Completion of permitting and construction of the Beaver Brook Sedimentation Removal and Bank Stabilization project.
- Start of design for the \$480K Rte 10/Winchester Street bridge over Ash Swamp Brook rehabilitation project.
- Start of design for the \$300K Rte 12/Main Street bridge over Beaver Brook rehabilitation project.
- Design and construction of the \$62K Parks and Recreation Spray Park project.
- Design and construction of the \$12K Transfer Station drop off area retaining wall.
- Design and start of construction of the \$250K Base Hill Cooperative off-site sewer improvements project.
- Start of the preliminary design and securing of easements for the \$5.0M Winchester Street reconstruction from the Rte 101 roundabout to Island Street & the Island Street bridge.
- Start of the preliminary design and securing easements for the \$760K 93rd and Norway Street infrastructure project.
- Design of parking lot improvements as part of the ice skating rink project.
- Start of design of for a new parking garage.
- Completion of the Bradford Road sidewalk study project including negotiations with abutters for sidewalk easements.
- Continuation of engineering inspection services of new site plan and subdivision projects.
- Continuation of support services to departments throughout City.
- The start of the design for the \$1.6M Babbidge Reservoir Dam improvements project.
- The start of the \$60K sewer infiltration/inflow study.

Highway Division

The Highway Division is staffed with 22 full time employees and is responsible for maintaining the City of Keene's transportation infrastructure which includes streets, sidewalks, bridges, drainage system, and multi-use trails. The Highway Division performs winter operations on 126 miles of roadways, 52 miles of sidewalks, as well as parking lots and parking facilities. More than 5,000 storm drains and 80 miles of drain lines are maintained. The Division responsibilities include grounds maintenance in the downtown area which runs from Central Square to the Main, Marlboro, and Winchester roundabout, Railroad Square to the east and the Gilbo Avenue and Commercial Street parking areas in the west. Other efforts supported by Division staff include coordination of City-wide litter collection, street signage, and assisting other departments with services such as set up of voting booths, preparing for City festivals, and many other City activities requiring personnel and equipment to perform physical labor.

The Highway Division is tasked to repair any deficiencies within the City, in a timely manner while addressing the ever changing demand of our daily responsibilities. The team prioritizes work orders, schedules equipment usage, and acquires the necessary materials to perform its maintenance.

Some of our major accomplishments in FY13 will include:

- Responding to the May 29th/30th flood event. Follow up work in FY13 included the clearing of debris in Beaver, Ash Swamp, and Black Brooks along with the Ashuelot River to reduce the impact of heavy precipitation and reduce the potential for flooding. This involved almost all Highway Division personnel over many weeks.
- Tree removal in the Ashuelot River through Keene down to the covered bridge in Swanzey. This work entailed crews, working in boats, attaching chains, and cables to fallen trees and stumps in the river and pulling them out with front end loaders. Substantial numbers of trees and stumps were removed during this cleanout. Clearing debris and fallen trees in the rivers and streams is an ongoing issue that requires annual surveying and response. This work is considered critical in the efforts to reduce the potential for flooding in flood prone areas.
- A two prong Drain Cleaning Program was implemented. The first phase was an emergency catch basin and drain line cleaning program in the Beaver Brook corridor removing sediments from over 6,200 linear feet of drainage lines and 211 storm drains. This was undertaken shortly after the flooding last spring. The second phase of the program was completion of a portion of the Capital Budget drain cleaning program spanning 48 days in FY 13. Through this program, 1,270 storm drains were cleaned and 6,630 feet of drain line was flushed. Over four years this program will clean all storm drains and critical sections of drain line. Data collected through this project will aid in the development of a program and schedule for routine storm drain cleaning maintenance.
- A 3,200 square yard mill and shim project is planned in spring 2013 for Park Avenue in lieu of an overlay or reconstruction. A mill and shim is considerably less expensive than overlay or reconstruction.
- Continuation of a successful crack sealing program to preserve life of the roads completing 86,000 square yards is also planned in spring 2013.

The Division continues to assist other departments, divisions, and community events within the City. With growth of these tasks, the Division continues to prioritize work requests through the work order system and its own assessment of the City's infrastructure.

The economic challenges of the past several years will continue to press the Highway Division to do more with less. Its continuing focus will be on maintenance and repair to preserve the City's valuable transportation and storm water infrastructure.

Our objectives for FY14 include:

- Crack sealing of 57,000 square yards is planned. The Crack Sealing Program has been very successful and the Division is working in conjunction with the Engineering Department to develop a long range program relating to the current infrastructure road repairs.
- Start of year two of a four year program to clean all of the City's catch basins and critical sections of drain line. This program usually takes approximately 10 weeks and seeks to clean 1,250 basins and thousands of feet of drain line.
- Start of year four of the Division's new snow operations procedures. Augmenting Division staff with personnel from other Departments, a list of priorities has been developed and refined that provides a coordinated response to snow, ice control and cleanup. The City's streets, sidewalks, parking and airport facilities are broken into 27 plow routes. Safety and access to schools and businesses are

priority one activities. Further cleanup of outlying areas, as well as removal of accumulated snow piles, follows primary storm response. On average, the Division applies 3,400 tons of salt on roads and sidewalks in the winter and responds to approximately 40 events which require salting and/or plowing activity.

As available resources decrease, the Highway Division will look for creative solutions to continue to provide quality service in a timely manner seeking to limit impact to service levels. The Highway Division has demonstrated its ability to re-think solutions to responding to past challenges and will continue to do so to address future challenges.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	PUBLIC WORKS	FUND:	GENERAL
DIVISION(s):	Administration, Engineering & Highway Divisions		
Cost Center(s):	02000 through 02029		
MISSION:	The City of Keene Public Works Department provides quality management of transportation, water, wastewater, storm water, and solid waste infrastructure for Keene residents and visitors. In addition, the Department provides community education, resource planning, and strives to provide the highest level of efficient, economical, and environmentally sensitive service to the community.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Infrastructure management, infrastructure sustainment, capital project planning and development for city infrastructure	Infrastructure
2. Infrastructure repair, maintenance, and construction addressing deficiencies on above ground and below ground infrastructure including repair and replacement as well as ensuring the citizenry can safely use the public way.	Infrastructure
3. Vision Realization- constructing or facilitating construction of the vision identified through the Comprehensive Master Plan and funded through the capital budget process.	Infrastructure

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Plow, salt, and sand roadways and sidewalks at appropriate times following PW standard operating guidelines.		Transportation	E
2. Respond to deficiencies reported to Division through work order system within 72 hours.	RSA 230:90 92A	Infrastructure	C, E
3. Continue Bridge Maintenance program using developed inspection forms and coordinate necessary repairs with engineering		Infrastructure	E
4. Coordinate crackseal program with recently completed infrastructure work to ensure cracksealing is performed in a timely manner to extend the life of the road(s)		Infrastructure	E
5. Develop a plan for the maintenance of the City's watershed in accordance with the Army Corp of Engineers guidelines.		Infrastructure	E
6. 75% of subdivision/site plans review with comments forwarded within five (5) business days from receipt.		Economic Development	V,I,C
7. Barring unforeseen events, 95% of capital project designs and construction schedules are met.		Infrastructure	C
8. Maximize engineering staff load for capital construction value per engineering staff position.		Infrastructure	V, E

METRICS:	FY12	FY13	FY14
1. Square yards of roadway crack sealed	41,441	86,000	56,000
2. Percent of subdivisions/site plans reviewed with comments forwarded within five (5) business days of receipt.	95%	95%	95%
3. Percent of capital project designs and construction schedules met.	95%	95%	95%

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

PUBLIC WORKS

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	101,425	101,642	103,936	101,253	104,339	0	104,339	104,339
61303 - SUPERVISORY PERSONNEL	124,276	126,376	129,228	125,892	94,581	0	94,581	94,581
61304 - GENERAL PERSONNEL	900,253	893,099	935,137	850,588	883,950	0	883,950	883,950
61305 - ADMINISTRATIVE PERSONNEL	65,595	20,629	62,410	38,702	64,755	0	64,755	64,755
61401 - TEMPORARY PERSONNEL	23,334	11,119	0	13,740	0	0	0	0
61501 - REGULAR OVERTIME	56,476	51,358	77,036	51,835	77,018	0	77,018	77,018
61530 - OT:STRAIGHT TIME	26	0	0	0	0	0	0	0
61602 - STAND-BY PAY	12,474	12,793	12,775	12,775	12,775	0	12,775	12,775
61605 - SICK & INJURY	32,208	38,393	37,123	33,508	37,976	0	37,976	37,976
61607 - VACATION	109,246	110,648	94,102	95,229	96,264	0	96,264	96,264
61611 - OUT OF CLASS PAY	0	0	2,000	2,000	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	345,761	342,258	391,702	404,896	370,181	0	370,181	370,181
61702 - DENTAL INSURANCE	30,954	26,054	29,049	31,808	27,334	0	27,334	27,334
61703 - RETIREMENT CONTRIBUTIONS	126,533	121,317	125,466	122,349	137,619	0	137,619	137,619
61704 - SOCIAL SECURITY	106,192	101,502	110,540	103,386	98,528	0	98,528	98,528
61705 - WORKERS COMPENSATION	22,774	24,127	27,396	26,288	25,295	0	25,295	25,295
61901 - RECRUITMENT	40	564	0	218	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	2,961	28,607	0	3,306	0	0	0	0
61000 - PERSONAL SERVICES	2,060,528	2,010,487	2,137,901	2,017,774	2,032,614	0	2,032,614	2,032,614
62103 - TECHNICAL SERVICES	3,265	11,320	33,890	33,890	30,000	0	30,000	30,000
62120 - LABORATORY SERVICES	4,053	7,321	6,158	14,160	6,058	0	6,058	6,058
62121 - MONITORING/INSPECTIONS	13,431	10,382	37,250	14,738	19,295	0	19,295	19,295
62205 - PC REPLACEMENT CHARGE	7,248	6,888	6,926	6,926	6,714	0	6,714	6,714
62206 - PW FLEET CHARGE	642,464	697,716	726,236	719,214	734,954	0	734,954	734,954
62209 - RUBBISH PICK-UP	1,344	1,447	1,000	1,379	1,000	0	1,000	1,000
62300 - REPAIR & MAINTENANCE SVCS	23,699	16,516	18,500	10,000	33,500	0	33,500	33,500
62301 - OFFICE EQUIPMENT MAINT.	562	489	500	410	500	0	500	500
62306 - SOFTWARE MAINTENANCE	1,515	4,541	3,800	3,800	3,800	0	3,800	3,800
62310 - SAFETY PROGRAM MAINT.	3,460	5,968	7,150	7,150	7,150	0	7,150	7,150
62331 - ROAD AND STREET MAINT.	128,026	185,470	313,187	313,188	254,764	0	254,764	254,764
62372 - TREE/FORESTRY MAINTENANCE	21,626	33,828	31,715	62,480	31,715	10,000	41,715	31,715
62373 - TREE PLANTING	825	2,109	3,000	3,000	3,000	0	3,000	3,000
62374 - STREET LIGHT MAINTENANCE	15,114	10,528	10,300	11,084	13,000	0	13,000	13,000
62430 - TRAVEL	0	0	0	92	0	0	0	0
62435 - TRAINING	1,229	1,532	3,250	3,230	3,500	0	3,500	3,500
62436 - MEETINGS & DUES	1,297	930	1,550	1,607	1,750	0	1,750	1,750
62447 - PUBLIC AWARENESS	635	0	2,000	0	2,000	0	2,000	2,000

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62448 - HAULING AND DISPOSAL	1,880	1,185	6,324	3,477	6,324	0	6,324	6,324
62498 - USE OF TRUST FUNDS	0	0	9,200	2,500	9,200	0	9,200	9,200
62501 - WATER	13,395	8,946	17,432	17,432	17,432	0	17,432	17,432
62503 - ELECTRICITY	184,017	178,729	190,781	187,612	189,781	0	189,781	189,781
62510 - TELEPHONE	5,963	7,010	6,600	5,430	5,500	0	5,500	5,500
62604 - EQUIPMENT RENTAL	11,068	0	6,000	6,000	6,000	0	6,000	6,000
62607 - RENTAL VEHICLES	0	0	3,025	3,025	3,025	0	3,025	3,025
62701 - OFFICE SUPPLIES	2,169	1,959	2,550	2,100	2,550	0	2,550	2,550
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	329,952	383,260	429,176	429,176	419,176	0	419,176	419,176
62755 - UNIFORMS	9,610	9,533	11,000	11,027	11,000	0	11,000	11,000
62760 - OPERATING SUPPLIES	134,078	114,037	106,044	130,735	98,186	24,000	122,186	98,186
62000 - OPERATING EXPENDITURES	1,561,924	1,701,713	1,994,543	2,004,862	1,920,874	34,000	1,954,874	1,920,874
Department Total	3,622,452	3,712,199	4,132,445	4,022,636	3,953,488	34,000	3,987,488	3,953,488

Fiscal Year 2013 - 2014

PUBLIC WORKS 02000 - PW ADMINISTRATION

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61301 - DEPARTMENT HEAD	101,425	101,642	103,936	101,253	104,339	0	104,339	104,339
61303 - SUPERVISORY PERSONNEL	124,276	126,376	129,228	125,892	94,581	0	94,581	94,581
61304 - GENERAL PERSONNEL	869	0	0	0	0	0	0	0
61305 - ADMINISTRATIVE PERSONNEL	65,595	20,629	62,410	38,702	64,755	0	64,755	64,755
61401 - TEMPORARY PERSONNEL	6,878	7,279	0	13,740	0	0	0	0
61501 - REGULAR OVERTIME	49	71	0	51	0	0	0	0
61530 - OT:STRAIGHT TIME	26	0	0	0	0	0	0	0
61602 - STAND-BY PAY	12,474	12,793	12,775	12,775	12,775	0	12,775	12,775
61605 - SICK & INJURY	32,208	38,393	37,123	33,508	37,976	0	37,976	37,976
61607 - VACATION	109,246	110,648	94,102	95,229	96,264	0	96,264	96,264
61701 - HEALTH INSURANCE	63,599	58,677	87,090	76,513	79,927	0	79,927	79,927
61702 - DENTAL INSURANCE	7,058	5,763	7,941	7,235	7,334	0	7,334	7,334
61703 - RETIREMENT CONTRIBUTIONS	40,647	36,965	38,627	35,383	43,142	0	43,142	43,142
61704 - SOCIAL SECURITY	33,585	30,938	33,110	31,787	30,643	0	30,643	30,643
61705 - WORKERS COMPENSATION	4,551	4,924	5,069	5,370	4,510	0	4,510	4,510
61901 - RECRUITMENT	0	363	0	218	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	2,961	28,607	0	3,306	0	0	0	0
61000 - PERSONAL SERVICES	605,446	584,071	611,412	580,962	576,246	0	576,246	576,246
62120 - LABORATORY SERVICES	1,364	1,243	1,500	1,400	1,400	0	1,400	1,400
62205 - PC REPLACEMENT CHARGE	2,388	2,196	2,068	2,068	2,511	0	2,511	2,511
62206 - PW FLEET CHARGE	5,352	6,540	7,003	7,003	7,099	0	7,099	7,099
62301 - OFFICE EQUIPMENT MAINT.	562	489	500	410	500	0	500	500
62310 - SAFETY PROGRAM MAINT.	3,460	5,275	7,150	7,150	7,150	0	7,150	7,150
62430 - TRAVEL	0	0	0	92	0	0	0	0
62435 - TRAINING	635	379	750	730	750	0	750	750
62436 - MEETINGS & DUES	437	296	550	607	550	0	550	550
62510 - TELEPHONE	5,963	7,010	6,600	5,430	5,500	0	5,500	5,500
62701 - OFFICE SUPPLIES	2,082	1,959	2,550	2,100	2,550	0	2,550	2,550
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62755 - UNIFORMS	9,610	9,533	11,000	11,027	11,000	0	11,000	11,000
62000 - OPERATING EXPENDITURES	31,852	34,988	39,671	38,017	39,010	0	39,010	39,010
02000 - PW ADMINISTRATION Total	637,299	619,059	651,083	618,979	615,256	0	615,256	615,256

PUBLIC WORKS 02001 - ENGINEERING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	217,961	220,590	228,642	222,739	161,190	0	161,190	161,190
61401 - TEMPORARY PERSONNEL	16,456	3,840	0	0	0	0	0	0
61501 - REGULAR OVERTIME	1,799	2,122	3,500	3,500	3,500	0	3,500	3,500
61701 - HEALTH INSURANCE	50,347	56,494	59,520	59,520	41,451	0	41,451	41,451
61702 - DENTAL INSURANCE	4,855	4,378	4,531	4,531	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	20,197	20,106	20,428	19,909	17,737	0	17,737	17,737
61704 - SOCIAL SECURITY	17,861	17,158	17,759	17,307	12,599	0	12,599	12,599
61705 - WORKERS COMPENSATION	5,430	5,811	6,183	6,178	4,398	0	4,398	4,398
61901 - RECRUITMENT	0	12	0	0	0	0	0	0
61000 - PERSONAL SERVICES	334,906	330,510	340,564	333,685	243,590	0	243,590	243,590
62103 - TECHNICAL SERVICES	3,265	11,320	19,890	19,890	16,000	0	16,000	16,000
62205 - PC REPLACEMENT CHARGE	4,860	4,692	4,858	4,858	4,203	0	4,203	4,203
62206 - PW FLEET CHARGE	9,900	17,676	19,298	19,298	23,984	0	23,984	23,984
62306 - SOFTWARE MAINTENANCE	1,515	4,541	3,800	3,800	3,800	0	3,800	3,800
62435 - TRAINING	594	593	2,500	2,500	2,750	0	2,750	2,750
62436 - MEETINGS & DUES	860	634	1,000	1,000	1,200	0	1,200	1,200
62701 - OFFICE SUPPLIES	87	0	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	3,670	5,905	2,500	2,500	2,600	0	2,600	2,600
62000 - OPERATING EXPENDITURES	24,750	45,362	53,846	53,846	54,537	0	54,537	54,537
02001 - ENGINEERING Total	359,656	375,872	394,410	387,531	298,127	0	298,127	298,127

PUBLIC WORKS 02002 - NON-DEPARTMENTAL
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Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	71,095	46,490	63,955	50,139	65,425	0	65,425	65,425
61501 - REGULAR OVERTIME	2,486	1,183	2,922	1,299	2,922	0	2,922	2,922
61701 - HEALTH INSURANCE	16,939	16,547	22,187	13,325	22,523	0	22,523	22,523
61702 - DENTAL INSURANCE	1,342	1,206	1,501	1,232	1,564	0	1,564	1,564
61703 - RETIREMENT CONTRIBUTIONS	6,398	4,345	5,683	4,704	7,046	0	7,046	7,046
61704 - SOCIAL SECURITY	5,484	3,533	5,117	4,041	5,005	0	5,005	5,005
61705 - WORKERS COMPENSATION	1,259	847	1,384	1,083	1,354	0	1,354	1,354
61000 - PERSONAL SERVICES	105,004	74,150	102,749	75,823	105,839	0	105,839	105,839
62206 - PW FLEET CHARGE	12,972	14,232	15,183	15,183	14,558	0	14,558	14,558
62760 - OPERATING SUPPLIES	89	1,076	1,500	4,702	1,500	0	1,500	1,500
62000 - OPERATING EXPENDITURES	13,061	15,308	16,683	19,885	16,058	0	16,058	16,058
02002 - NON-DEPARTMENTAL Total	118,065	89,458	119,432	95,708	121,897	0	121,897	121,897

PUBLIC WORKS 02003 - STREET PLOWING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	20,652	8,066	22,723	14,985	23,245	0	23,245	23,245
61501 - REGULAR OVERTIME	15,037	9,085	29,240	11,051	29,240	0	29,240	29,240
61611 - OUT OF CLASS PAY	0	0	2,000	2,000	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	14,629	14,288	7,883	11,488	8,002	0	8,002	8,002
61702 - DENTAL INSURANCE	1,160	1,043	533	1,065	556	0	556	556
61703 - RETIREMENT CONTRIBUTIONS	3,234	1,507	4,501	1,839	2,503	0	2,503	2,503
61704 - SOCIAL SECURITY	2,649	1,274	3,975	1,575	1,778	0	1,778	1,778
61705 - WORKERS COMPENSATION	626	304	1,075	485	481	0	481	481
61000 - PERSONAL SERVICES	57,986	35,567	71,930	44,488	67,805	0	67,805	67,805
62206 - PW FLEET CHARGE	57,324	57,468	65,093	65,093	64,328	0	64,328	64,328
62435 - TRAINING	0	560	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	57,324	58,028	65,093	65,093	64,328	0	64,328	64,328
02003 - STREET PLOWING Total	115,310	93,595	137,023	109,581	132,133	0	132,133	132,133

PUBLIC WORKS 02004 - SIDEWALK PLOWING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	5,791	2,351	5,240	1,759	5,362	0	5,362	5,362
61501 - REGULAR OVERTIME	2,892	1,402	3,294	822	3,294	0	3,294	3,294
61701 - HEALTH INSURANCE	6,352	6,200	1,818	4,964	1,845	0	1,845	1,845
61702 - DENTAL INSURANCE	505	456	123	464	128	0	128	128
61703 - RETIREMENT CONTRIBUTIONS	594	291	735	183	577	0	577	577
61704 - SOCIAL SECURITY	650	281	653	158	410	0	410	410
61705 - WORKERS COMPENSATION	180	72	176	46	111	0	111	111
61000 - PERSONAL SERVICES	16,964	11,052	12,039	8,396	11,727	0	11,727	11,727
62206 - PW FLEET CHARGE	38,172	42,024	48,650	48,650	46,645	0	46,645	46,645
62000 - OPERATING EXPENDITURES	38,172	42,024	48,650	48,650	46,645	0	46,645	46,645
02004 - SIDEWALK PLOWING Total	55,136	53,076	60,689	57,046	58,372	0	58,372	58,372

PUBLIC WORKS 02005 - STREET SALTING & SANDING

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	15,794	7,464	13,986	4,316	14,308	0	14,308	14,308
61501 - REGULAR OVERTIME	15,174	19,871	20,986	17,129	20,968	0	20,968	20,968
61701 - HEALTH INSURANCE	12,093	11,804	4,852	9,454	4,925	0	4,925	4,925
61702 - DENTAL INSURANCE	961	867	328	882	342	0	342	342
61703 - RETIREMENT CONTRIBUTIONS	2,737	2,333	3,032	1,515	1,541	0	1,541	1,541
61704 - SOCIAL SECURITY	2,303	2,035	2,674	1,305	1,094	0	1,094	1,094
61705 - WORKERS COMPENSATION	546	433	723	258	296	0	296	296
61000 - PERSONAL SERVICES	49,607	44,806	46,581	34,859	43,474	0	43,474	43,474
62206 - PW FLEET CHARGE	62,040	63,720	71,313	71,313	69,587	0	69,587	69,587
62000 - OPERATING EXPENDITURES	62,040	63,720	71,313	71,313	69,587	0	69,587	69,587
02005 - STREET SALTING & SANDING Total	111,647	108,526	117,894	106,172	113,061	0	113,061	113,061

PUBLIC WORKS 02006 - SIDEWALK SALT & SANDING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	2,597	981	1,744	1,500	1,784	0	1,784	1,784
61701 - HEALTH INSURANCE	218	222	605	225	614	0	614	614
61702 - DENTAL INSURANCE	16	11	41	14	43	0	43	43
61703 - RETIREMENT CONTRIBUTIONS	205	78	148	0	192	0	192	192
61704 - SOCIAL SECURITY	196	72	133	0	136	0	136	136
61705 - WORKERS COMPENSATION	43	17	36	0	37	0	37	37
61000 - PERSONAL SERVICES	3,276	1,381	2,707	1,739	2,806	0	2,806	2,806
62206 - PW FLEET CHARGE	16,068	17,676	18,760	18,760	17,987	0	17,987	17,987
62000 - OPERATING EXPENDITURES	16,068	17,676	18,760	18,760	17,987	0	17,987	17,987
02006 - SIDEWALK SALT & SANDING Total	19,344	19,057	21,467	20,499	20,793	0	20,793	20,793

PUBLIC WORKS 02007 - HAULING SNOW
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	14,887	599	11,361	10,000	11,622	0	11,622	11,622
61501 - REGULAR OVERTIME	1,978	35	2,406	2,300	2,406	0	2,406	2,406
61701 - HEALTH INSURANCE	4,950	5,368	3,941	3,600	4,001	0	4,001	4,001
61702 - DENTAL INSURANCE	396	380	267	260	278	0	278	278
61703 - RETIREMENT CONTRIBUTIONS	1,500	58	1,176	1,000	152	0	152	152
61704 - SOCIAL SECURITY	1,256	49	1,053	900	889	0	889	889
61705 - WORKERS COMPENSATION	377	14	285	225	241	0	241	241
61000 - PERSONAL SERVICES	25,343	6,502	20,489	18,285	19,589	0	19,589	19,589
62206 - PW FLEET CHARGE	44,592	43,464	52,227	52,227	50,075	0	50,075	50,075
62000 - OPERATING EXPENDITURES	44,592	43,464	52,227	52,227	50,075	0	50,075	50,075
02007 - HAULING SNOW Total	69,935	49,966	72,716	70,512	69,664	0	69,664	69,664

PUBLIC WORKS 02008 - SAND STOCK PILING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	2,099	2,584	3,496	2,500	3,577	0	3,577	3,577
61701 - HEALTH INSURANCE	102	104	1,213	840	1,231	0	1,231	1,231
61702 - DENTAL INSURANCE	8	5	82	63	86	0	86	86
61703 - RETIREMENT CONTRIBUTIONS	192	227	297	268	385	0	385	385
61704 - SOCIAL SECURITY	152	188	267	243	274	0	274	274
61705 - WORKERS COMPENSATION	37	51	72	59	74	0	74	74
61000 - PERSONAL SERVICES	2,589	3,160	5,427	3,973	5,627	0	5,627	5,627
62206 - PW FLEET CHARGE	3,396	3,672	3,975	3,975	3,811	0	3,811	3,811
62000 - OPERATING EXPENDITURES	3,396	3,672	3,975	3,975	3,811	0	3,811	3,811
02008 - SAND STOCK PILING Total	5,985	6,832	9,402	7,948	9,438	0	9,438	9,438

PUBLIC WORKS 02009 - OTHER WINTER MAINTENANCE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	102,824	90,117	106,611	90,000	109,089	0	109,089	109,089
61501 - REGULAR OVERTIME	4,493	1,286	9,501	9,000	9,501	0	9,501	9,501
61701 - HEALTH INSURANCE	4,632	4,715	36,985	35,000	37,545	0	37,545	37,545
61702 - DENTAL INSURANCE	339	226	2,502	2,500	2,608	0	2,608	2,608
61703 - RETIREMENT CONTRIBUTIONS	9,441	7,827	9,881	9,700	11,746	0	11,746	11,746
61704 - SOCIAL SECURITY	7,954	6,758	8,883	5,800	8,343	0	8,343	8,343
61705 - WORKERS COMPENSATION	1,993	1,788	2,404	1,700	2,257	0	2,257	2,257
61901 - RECRUITMENT	40	92	0	0	0	0	0	0
61000 - PERSONAL SERVICES	131,716	112,808	176,767	153,700	181,089	0	181,089	181,089
62206 - PW FLEET CHARGE	21,165	22,404	23,848	26,787	30,487	0	30,487	30,487
62503 - ELECTRICITY	694	340	500	473	500	0	500	500
62604 - EQUIPMENT RENTAL	11,068	0	6,000	6,000	6,000	0	6,000	6,000
62740 - OTHER MAINT. SUPPLIES	225,767	243,379	282,146	282,146	282,146	0	282,146	282,146
62760 - OPERATING SUPPLIES	61,441	7,047	2,842	2,842	2,842	0	2,842	2,842
62000 - OPERATING EXPENDITURES	320,135	273,170	315,336	318,248	321,975	0	321,975	321,975
02009 - OTHER WINTER MAINTENANCE Total	451,852	385,978	492,103	471,948	503,064	0	503,064	503,064

PUBLIC WORKS 02010 - STREET MAINTENANCE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	168,912	148,519	131,949	100,000	134,981	0	134,981	134,981
61501 - REGULAR OVERTIME	7,374	7,655	1,203	1,203	1,203	0	1,203	1,203
61701 - HEALTH INSURANCE	79,709	79,848	45,775	77,865	46,468	0	46,468	46,468
61702 - DENTAL INSURANCE	6,667	5,642	3,097	5,521	3,228	0	3,228	3,228
61703 - RETIREMENT CONTRIBUTIONS	15,884	14,275	11,300	11,848	14,538	0	14,538	14,538
61704 - SOCIAL SECURITY	12,987	11,510	10,186	10,163	10,326	0	10,326	10,326
61705 - WORKERS COMPENSATION	2,927	3,008	2,756	2,768	2,794	0	2,794	2,794
61901 - RECRUITMENT	0	96	0	0	0	0	0	0
61000 - PERSONAL SERVICES	294,460	270,555	206,266	209,368	213,538	0	213,538	213,538
62206 - PW FLEET CHARGE	87,971	96,588	102,547	102,547	105,943	0	105,943	105,943
62310 - SAFETY PROGRAM MAINT.	0	694	0	0	0	0	0	0
62331 - ROAD AND STREET MAINT.	3,045	103,628	90,508	90,508	81,663	0	81,663	81,663
62740 - OTHER MAINT. SUPPLIES	103,613	139,472	146,030	146,030	136,030	0	136,030	136,030
62760 - OPERATING SUPPLIES	8,174	19,051	3,500	6,616	3,500	0	3,500	3,500
62000 - OPERATING EXPENDITURES	202,803	359,433	342,585	345,701	327,136	0	327,136	327,136
02010 - STREET MAINTENANCE Total	497,264	629,988	548,851	555,069	540,674	0	540,674	540,674

PUBLIC WORKS 02011 - SIDEWALK REPAIRS
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	13,181	21,087	20,366	6,403	20,834	0	20,834	20,834
61501 - REGULAR OVERTIME	213	801	583	0	583	0	583	583
61701 - HEALTH INSURANCE	1,447	1,473	7,065	1,489	7,172	0	7,172	7,172
61702 - DENTAL INSURANCE	106	71	478	90	498	0	498	498
61703 - RETIREMENT CONTRIBUTIONS	1,167	1,923	1,779	563	2,244	0	2,244	2,244
61704 - SOCIAL SECURITY	984	1,628	1,603	486	1,594	0	1,594	1,594
61705 - WORKERS COMPENSATION	235	465	434	132	431	0	431	431
61000 - PERSONAL SERVICES	17,333	27,448	32,308	9,163	33,356	0	33,356	33,356
62206 - PW FLEET CHARGE	46,812	51,612	54,771	54,771	52,514	0	52,514	52,514
62760 - OPERATING SUPPLIES	11,765	1,285	20,000	20,000	15,000	0	15,000	15,000
62000 - OPERATING EXPENDITURES	58,577	52,897	74,771	74,771	67,514	0	67,514	67,514
02011 - SIDEWALK REPAIRS Total	75,910	80,346	107,079	83,934	100,870	0	100,870	100,870

PUBLIC WORKS 02012 - STREET SWEEPING

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	8,235	4,419	0	256	0	0	0	0
61501 - REGULAR OVERTIME	769	376	0	0	0	0	0	0
61701 - HEALTH INSURANCE	617	629	0	342	0	0	0	0
61702 - DENTAL INSURANCE	45	30	0	20	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	816	440	0	22	0	0	0	0
61704 - SOCIAL SECURITY	668	355	0	20	0	0	0	0
61705 - WORKERS COMPENSATION	202	119	0	5	0	0	0	0
61000 - PERSONAL SERVICES	11,352	6,369	0	665	0	0	0	0
62206 - PW FLEET CHARGE	25,104	27,648	0	0	0	0	0	0
62331 - ROAD AND STREET MAINT.	79,676	81,270	113,546	113,548	121,254	0	121,254	121,254
62000 - OPERATING EXPENDITURES	104,780	108,918	113,546	113,548	121,254	0	121,254	121,254
02012 - STREET SWEEPING Total	116,133	115,286	113,546	114,213	121,254	0	121,254	121,254

PUBLIC WORKS 02013 - BRIDGE REPAIRS
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	952	18,798	8,806	7,000	9,009	0	9,009	9,009
61701 - HEALTH INSURANCE	71	73	3,055	2,955	3,101	0	3,101	3,101
61702 - DENTAL INSURANCE	6	3	207	197	215	0	215	215
61703 - RETIREMENT CONTRIBUTIONS	90	1,651	747	600	970	0	970	970
61704 - SOCIAL SECURITY	70	1,399	674	600	689	0	689	689
61705 - WORKERS COMPENSATION	16	388	182	170	186	0	186	186
61000 - PERSONAL SERVICES	1,206	22,312	13,671	11,522	14,170	0	14,170	14,170
62206 - PW FLEET CHARGE	1,620	1,728	1,908	1,908	1,829	0	1,829	1,829
62760 - OPERATING SUPPLIES	77	1,715	1,000	700	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	1,697	3,443	2,908	2,608	2,829	0	2,829	2,829
02013 - BRIDGE REPAIRS Total	2,902	25,755	16,579	14,130	16,999	0	16,999	16,999

PUBLIC WORKS 02014 - ROAD SIDES & GRAVEL ROADS

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	32,881	68,205	58,550	35,053	59,895	0	59,895	59,895
61501 - REGULAR OVERTIME	414	1,195	0	140	0	0	0	0
61701 - HEALTH INSURANCE	21,021	22,823	20,312	22,996	20,620	0	20,620	20,620
61702 - DENTAL INSURANCE	1,679	1,610	1,374	1,734	1,432	0	1,432	1,432
61703 - RETIREMENT CONTRIBUTIONS	2,921	6,100	4,967	3,108	6,451	0	6,451	6,451
61704 - SOCIAL SECURITY	2,465	5,106	4,479	2,674	4,582	0	4,582	4,582
61705 - WORKERS COMPENSATION	566	1,296	1,212	729	1,240	0	1,240	1,240
61000 - PERSONAL SERVICES	61,947	106,334	90,894	66,434	94,220	0	94,220	94,220
62206 - PW FLEET CHARGE	37,776	41,652	44,198	44,198	42,377	0	42,377	42,377
62740 - OTHER MAINT. SUPPLIES	167	175	1,000	1,000	1,000	0	1,000	1,000
62760 - OPERATING SUPPLIES	4,747	11,388	7,500	7,500	7,500	0	7,500	7,500
62000 - OPERATING EXPENDITURES	42,691	53,215	52,698	52,698	50,877	0	50,877	50,877
02014 - ROAD SIDES & GRAVEL ROADS Total	104,638	159,550	143,592	119,132	145,097	0	145,097	145,097

PUBLIC WORKS 02015 - TRASH PICK-UP

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	1,946	1,657	2,357	2,549	2,411	0	2,411	2,411
61501 - REGULAR OVERTIME	2	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	229	234	818	239	830	0	830	830
61702 - DENTAL INSURANCE	17	11	55	14	58	0	58	58
61703 - RETIREMENT CONTRIBUTIONS	176	146	200	224	260	0	260	260
61704 - SOCIAL SECURITY	144	123	180	194	184	0	184	184
61705 - WORKERS COMPENSATION	33	33	49	52	50	0	50	50
61000 - PERSONAL SERVICES	2,546	2,203	3,659	3,272	3,793	0	3,793	3,793
62206 - PW FLEET CHARGE	648	828	874	874	838	0	838	838
62209 - RUBBISH PICK-UP	1,344	1,447	1,000	1,379	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	1,992	2,275	1,874	2,253	1,838	0	1,838	1,838
02015 - TRASH PICK-UP Total	4,539	4,478	5,533	5,525	5,631	0	5,631	5,631

PUBLIC WORKS 02016 - SIGN MAINTENANCE
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	44,338	38,978	44,564	39,901	45,588	0	45,588	45,588
61501 - REGULAR OVERTIME	33	16	0	48	0	0	0	0
61701 - HEALTH INSURANCE	16,110	17,434	15,460	17,583	15,694	0	15,694	15,694
61702 - DENTAL INSURANCE	1,282	1,214	1,046	1,314	1,090	0	1,090	1,090
61703 - RETIREMENT CONTRIBUTIONS	4,075	3,521	3,781	3,515	4,910	0	4,910	4,910
61704 - SOCIAL SECURITY	3,376	2,953	3,409	3,055	3,488	0	3,488	3,488
61705 - WORKERS COMPENSATION	440	394	922	827	944	0	944	944
61000 - PERSONAL SERVICES	69,655	64,510	69,182	66,243	71,714	0	71,714	71,714
62206 - PW FLEET CHARGE	10,188	11,232	11,924	11,924	11,433	0	11,433	11,433
62740 - OTHER MAINT. SUPPLIES	46	0	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	19,263	27,715	33,822	30,000	30,864	0	30,864	30,864
62000 - OPERATING EXPENDITURES	29,497	38,947	45,746	41,924	42,297	0	42,297	42,297
02016 - SIGN MAINTENANCE Total	99,152	103,456	114,928	108,167	114,011	0	114,011	114,011

PUBLIC WORKS 02017 - PAVEMENT MARKINGS

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	3,024	1,338	4,809	4,000	4,919	0	4,919	4,919
61501 - REGULAR OVERTIME	402	189	879	0	879	0	879	879
61701 - HEALTH INSURANCE	399	406	1,668	417	1,693	0	1,693	1,693
61702 - DENTAL INSURANCE	29	19	113	25	118	0	118	118
61703 - RETIREMENT CONTRIBUTIONS	313	134	485	153	530	0	530	530
61704 - SOCIAL SECURITY	258	112	435	129	376	0	376	376
61705 - WORKERS COMPENSATION	88	36	118	36	102	0	102	102
61000 - PERSONAL SERVICES	4,512	2,234	8,507	4,760	8,617	0	8,617	8,617
62206 - PW FLEET CHARGE	3,312	3,600	3,895	3,895	3,735	0	3,735	3,735
62331 - ROAD AND STREET MAINT.	45,306	572	109,133	109,132	51,847	0	51,847	51,847
62760 - OPERATING SUPPLIES	896	801	2,000	1,694	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	49,513	4,973	115,028	114,721	57,582	0	57,582	57,582
02017 - PAVEMENT MARKINGS Total	54,025	7,207	123,535	119,481	66,199	0	66,199	66,199

PUBLIC WORKS 02018 - STREET LIGHTING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62374 - STREET LIGHT MAINTENANCE	8,718	8,762	10,000	10,000	10,000	0	10,000	10,000
62503 - ELECTRICITY	172,915	168,682	179,281	179,281	179,281	0	179,281	179,281
62000 - OPERATING EXPENDITURES	181,633	177,445	189,281	189,281	189,281	0	189,281	189,281
02018 - STREET LIGHTING Total	181,633	177,445	189,281	189,281	189,281	0	189,281	189,281

PUBLIC WORKS 02019 - FORESTRY

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	8,600	15,238	9,436	12,819	9,653	0	9,653	9,653
61501 - REGULAR OVERTIME	1,869	473	552	2,236	552	0	552	552
61701 - HEALTH INSURANCE	10,398	12,411	3,273	12,490	3,323	0	3,323	3,323
61702 - DENTAL INSURANCE	861	800	221	853	231	0	231	231
61703 - RETIREMENT CONTRIBUTIONS	958	1,418	850	1,325	1,040	0	1,040	1,040
61704 - SOCIAL SECURITY	777	1,162	764	1,132	738	0	738	738
61705 - WORKERS COMPENSATION	172	293	206	310	1,627	0	1,627	1,627
61000 - PERSONAL SERVICES	23,635	31,793	15,302	31,165	17,164	0	17,164	17,164
62206 - PW FLEET CHARGE	3,084	3,372	3,577	3,577	3,430	0	3,430	3,430
62372 - TREE/FORESTRY MAINTENANCE	20,926	33,828	20,600	51,480	20,600	10,000	30,600	20,600
62373 - TREE PLANTING	825	2,109	3,000	3,000	3,000	0	3,000	3,000
62760 - OPERATING SUPPLIES	791	9,097	1,000	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	25,625	48,406	28,177	59,057	28,030	10,000	38,030	28,030
02019 - FORESTRY Total	49,261	80,199	43,479	90,222	45,194	10,000	55,194	45,194

PUBLIC WORKS 02020 - DOWNTOWN MEMORIAL TREES

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	1	0	319	200	327	0	327	327
61701 - HEALTH INSURANCE	49	50	111	75	112	0	112	112
61702 - DENTAL INSURANCE	3	2	7	3	8	0	8	8
61703 - RETIREMENT CONTRIBUTIONS	0	0	27	20	35	0	35	35
61704 - SOCIAL SECURITY	0	0	24	15	25	0	25	25
61705 - WORKERS COMPENSATION	0	0	6	0	7	0	7	7
61000 - PERSONAL SERVICES	53	52	494	313	514	0	514	514
62206 - PW FLEET CHARGE	612	672	715	715	686	0	686	686
62372 - TREE/FORESTRY MAINTENANCE	700	0	11,115	11,000	11,115	0	11,115	11,115
62498 - USE OF TRUST FUNDS	0	0	9,200	2,500	9,200	0	9,200	9,200
62760 - OPERATING SUPPLIES	0	0	150	150	150	0	150	150
62000 - OPERATING EXPENDITURES	1,312	672	21,180	14,365	21,151	0	21,151	21,151
02020 - DOWNTOWN MEMORIAL TREES Total	1,365	724	21,674	14,678	21,665	0	21,665	21,665

PUBLIC WORKS 02021 - DRAINAGE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	58,181	84,077	74,884	64,631	76,605	0	76,605	76,605
61501 - REGULAR OVERTIME	674	2,927	1,970	2,319	1,970	0	1,970	1,970
61701 - HEALTH INSURANCE	19,478	21,538	25,978	26,372	26,372	0	26,372	26,372
61702 - DENTAL INSURANCE	1,846	1,647	1,753	1,832	1,832	0	1,832	1,832
61703 - RETIREMENT CONTRIBUTIONS	5,393	7,875	6,526	5,890	8,250	0	8,250	8,250
61704 - SOCIAL SECURITY	4,303	6,393	5,880	5,054	5,860	0	5,860	5,860
61705 - WORKERS COMPENSATION	1,000	1,624	1,591	1,389	1,586	0	1,586	1,586
61000 - PERSONAL SERVICES	90,877	126,081	118,582	107,487	122,475	0	122,475	122,475
62206 - PW FLEET CHARGE	52,380	57,756	61,290	61,290	66,386	0	66,386	66,386
62740 - OTHER MAINT. SUPPLIES	359	0	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	20,532	24,987	25,000	38,000	25,000	0	25,000	25,000
62000 - OPERATING EXPENDITURES	73,271	82,743	86,290	99,290	91,386	0	91,386	91,386
02021 - DRAINAGE Total	164,148	208,825	204,872	206,777	213,861	0	213,861	213,861

PUBLIC WORKS 02022 - CATCH BASIN CLEANING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	9,580	11,454	12,984	22,000	13,282	0	13,282	13,282
61701 - HEALTH INSURANCE	2,000	2,036	4,504	2,057	4,573	0	4,573	4,573
61702 - DENTAL INSURANCE	147	98	305	125	318	0	318	318
61703 - RETIREMENT CONTRIBUTIONS	877	1,017	1,102	3,202	1,431	0	1,431	1,431
61704 - SOCIAL SECURITY	719	845	993	2,767	1,016	0	1,016	1,016
61705 - WORKERS COMPENSATION	162	217	269	748	275	0	275	275
61000 - PERSONAL SERVICES	13,486	15,666	20,157	30,899	20,895	0	20,895	20,895
62206 - PW FLEET CHARGE	46,068	50,796	53,897	53,897	50,685	0	50,685	50,685
62760 - OPERATING SUPPLIES	0	76	0	17	0	0	0	0
62000 - OPERATING EXPENDITURES	46,068	50,872	53,897	53,914	50,685	0	50,685	50,685
02022 - CATCH BASIN CLEANING Total	59,554	66,539	74,054	84,813	71,580	0	71,580	71,580

PUBLIC WORKS 02023 - ASHUELOT RIVER DRAINAGE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	1,195	8,596	7,951	20,000	8,134	0	8,134	8,134
61701 - HEALTH INSURANCE	248	262	2,758	283	2,800	0	2,800	2,800
61702 - DENTAL INSURANCE	18	12	187	16	195	0	195	195
61703 - RETIREMENT CONTRIBUTIONS	109	756	675	2,883	876	0	876	876
61704 - SOCIAL SECURITY	87	633	608	2,488	622	0	622	622
61705 - WORKERS COMPENSATION	21	168	165	678	168	0	168	168
61000 - PERSONAL SERVICES	1,680	10,427	12,344	26,348	12,795	0	12,795	12,795
62206 - PW FLEET CHARGE	10,116	11,088	11,845	11,845	11,356	0	11,356	11,356
62760 - OPERATING SUPPLIES	420	737	950	3,000	950	0	950	950
62000 - OPERATING EXPENDITURES	10,536	11,825	12,795	14,845	12,306	0	12,306	12,306
02023 - ASHUELOT RIVER DRAINAGE Total	12,216	22,253	25,139	41,193	25,101	0	25,101	25,101

PUBLIC WORKS 02024 - ASH SWAMP DRAINAGE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	873	0	1,571	20,000	1,608	0	1,608	1,608
61701 - HEALTH INSURANCE	515	524	545	529	553	0	553	553
61702 - DENTAL INSURANCE	38	25	37	32	38	0	38	38
61703 - RETIREMENT CONTRIBUTIONS	80	0	133	2,720	173	0	173	173
61704 - SOCIAL SECURITY	65	0	120	640	123	0	123	123
61705 - WORKERS COMPENSATION	14	0	33	0	33	0	33	33
61000 - PERSONAL SERVICES	1,585	549	2,439	23,921	2,528	0	2,528	2,528
62206 - PW FLEET CHARGE	5,016	5,472	5,883	5,883	5,640	0	5,640	5,640
62760 - OPERATING SUPPLIES	0	120	0	75	0	0	0	0
62000 - OPERATING EXPENDITURES	5,016	5,592	5,883	5,958	5,640	0	5,640	5,640
02024 - ASH SWAMP DRAINAGE Total	6,601	6,141	8,322	29,879	8,168	0	8,168	8,168

PUBLIC WORKS 02025 - BEAVER BROOK DRAINAGE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	2,893	6,272	5,681	30,000	5,810	0	5,810	5,810
61701 - HEALTH INSURANCE	245	334	1,971	1,776	2,001	0	2,001	2,001
61702 - DENTAL INSURANCE	18	12	133	133	139	0	139	139
61703 - RETIREMENT CONTRIBUTIONS	235	558	482	4,913	626	0	626	626
61704 - SOCIAL SECURITY	218	472	435	4,173	445	0	445	445
61705 - WORKERS COMPENSATION	49	124	118	1,156	120	0	120	120
61000 - PERSONAL SERVICES	3,657	7,772	8,820	42,151	9,141	0	9,141	9,141
62206 - PW FLEET CHARGE	3,240	3,516	3,816	3,658	11,433	0	11,433	11,433
62760 - OPERATING SUPPLIES	1,500	2,235	1,750	10,000	1,750	24,000	25,750	1,750
62000 - OPERATING EXPENDITURES	4,740	5,751	5,566	13,658	13,183	24,000	37,183	13,183
02025 - BEAVER BROOK DRAINAGE Total	8,397	13,522	14,386	55,809	22,324	24,000	46,324	22,324

PUBLIC WORKS 02026 - DRAINAGE AREA CLEANING

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	8,610	4,315	3,583	2,203	3,664	0	3,664	3,664
61501 - REGULAR OVERTIME	-29	1,135	0	22	0	0	0	0
61701 - HEALTH INSURANCE	6,246	6,099	1,243	4,898	1,262	0	1,262	1,262
61702 - DENTAL INSURANCE	495	445	84	453	88	0	88	88
61703 - RETIREMENT CONTRIBUTIONS	702	493	304	196	395	0	395	395
61704 - SOCIAL SECURITY	641	406	274	169	280	0	280	280
61705 - WORKERS COMPENSATION	145	88	74	76	76	0	76	76
61000 - PERSONAL SERVICES	16,809	12,980	5,562	8,017	5,765	0	5,765	5,765
62206 - PW FLEET CHARGE	564	600	715	715	686	0	686	686
62760 - OPERATING SUPPLIES	0	0	0	38	0	0	0	0
62000 - OPERATING EXPENDITURES	564	600	715	753	686	0	686	686
02026 - DRAINAGE AREA CLEANING Total	17,373	13,580	6,277	8,770	6,451	0	6,451	6,451

PUBLIC WORKS 02027 - DOWNTOWN MAINTENANCE

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	45,194	52,478	56,098	50,930	57,388	0	57,388	57,388
61501 - REGULAR OVERTIME	846	1,538	0	715	0	0	0	0
61701 - HEALTH INSURANCE	13,119	1,665	19,461	17,601	19,756	0	19,756	19,756
61702 - DENTAL INSURANCE	1,057	77	1,317	1,200	1,372	0	1,372	1,372
61703 - RETIREMENT CONTRIBUTIONS	4,388	4,771	4,759	3,610	6,181	0	6,181	6,181
61704 - SOCIAL SECURITY	3,590	4,025	4,292	3,896	4,390	0	4,390	4,390
61705 - WORKERS COMPENSATION	1,065	1,108	1,161	1,084	1,188	0	1,188	1,188
61000 - PERSONAL SERVICES	69,260	65,662	87,088	79,036	90,275	0	90,275	90,275
62206 - PW FLEET CHARGE	13,248	14,532	15,501	15,501	14,862	0	14,862	14,862
62300 - REPAIR & MAINTENANCE SVCS	23,699	16,516	18,500	10,000	33,500	0	33,500	33,500
62374 - STREET LIGHT MAINTENANCE	6,396	1,765	300	1,084	3,000	0	3,000	3,000
62501 - WATER	13,395	8,946	17,432	17,432	17,432	0	17,432	17,432
62503 - ELECTRICITY	10,408	9,706	11,000	7,858	10,000	0	10,000	10,000
62607 - RENTAL VEHICLES	0	0	3,025	3,025	3,025	0	3,025	3,025
62740 - OTHER MAINT. SUPPLIES	0	233	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	8	0	0	25	0	0	0	0
62000 - OPERATING EXPENDITURES	67,154	51,700	65,758	54,925	81,819	0	81,819	81,819
02027 - DOWNTOWN MAINTENANCE								
Total	136,414	117,362	152,846	133,961	172,094	0	172,094	172,094

PUBLIC WORKS 02028 - HAZARDOUS WASTE SITE
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62103 - TECHNICAL SERVICES	0	0	14,000	14,000	14,000	0	14,000	14,000
62120 - LABORATORY SERVICES	2,689	6,078	4,658	12,760	4,658	0	4,658	4,658
62121 - MONITORING/INSPECTIONS	13,431	10,382	37,250	14,738	19,295	0	19,295	19,295
62448 - HAULING AND DISPOSAL	1,880	1,185	6,324	3,477	6,324	0	6,324	6,324
62760 - OPERATING SUPPLIES	0	21	1,530	0	1,530	0	1,530	1,530
62000 - OPERATING EXPENDITURES	18,000	17,666	63,762	44,975	45,807	0	45,807	45,807
02028 - HAZARDOUS WASTE SITE Total	18,000	17,666	63,762	44,975	45,807	0	45,807	45,807

PUBLIC WORKS 02029 - LEAF PICKUP

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	37,089	28,428	33,471	34,705	34,240	0	34,240	34,240
61701 - HEALTH INSURANCE	0	0	11,611	0	11,787	0	11,787	11,787
61702 - DENTAL INSURANCE	0	0	786	0	819	0	819	819
61703 - RETIREMENT CONTRIBUTIONS	3,202	2,502	2,840	3,056	3,688	0	3,688	3,688
61704 - SOCIAL SECURITY	2,750	2,095	2,561	2,615	2,619	0	2,619	2,619
61705 - WORKERS COMPENSATION	597	506	693	724	709	0	709	709
61000 - PERSONAL SERVICES	43,637	33,531	51,962	41,100	53,862	0	53,862	53,862
62206 - PW FLEET CHARGE	23,724	26,148	23,530	13,727	22,560	0	22,560	22,560
62447 - PUBLIC AWARENESS	635	0	2,000	0	2,000	0	2,000	2,000
62760 - OPERATING SUPPLIES	704	781	1,000	1,876	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	25,063	26,929	26,530	15,603	25,560	0	25,560	25,560
02029 - LEAF PICKUP Total	68,700	60,460	78,492	56,703	79,422	0	79,422	79,422

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
PUBLIC WORKS	3,622,452	3,712,199	4,132,445	4,022,636	3,953,488	34,000	3,987,488	3,953,488

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CITY OF KEENE, NEW HAMPSHIRE
PARKING METER FUND OPERATING REVENUES and EXPENDITURES
HISTORICAL ANALYSIS and BUDGET

	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	ESTIMATE FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
REVENUES								
Taxes	\$271,168	\$468,692	\$917,725	\$916,849	\$840,877	840,877	\$804,132	\$883,120
Meter Collections	398,731	394,110	383,075	356,767	399,407	399,407	456,407	523,375
Fines & Forfeits	258,916	252,043	249,578	277,639	279,026	279,026	280,421	281,825
Miscellaneous & Interest	7,082	3,806	2,668	2,208	2,219	2,219	2,230	2,245
Other Financing Sources			760,000					
Rentals	168,721	186,144	176,548	170,311	173,025	173,025	206,895	211,578
Use of Capital Reserve			70,000		672,000	672,000	55,976	
Use of (Addition to) Surplus			213,165		93,347	93,347	179,544	42,552
TOTAL REVENUES	\$1,104,619	\$1,304,794	\$2,772,759	\$1,723,774	\$2,459,901	\$2,459,901	\$1,985,605	\$1,944,695
EXPENDITURES								
Lots & Meters	\$550,682	\$566,200	\$602,575	\$601,902	\$654,901	\$654,901	\$680,741	\$707,741
Outside Services	180,418	154,779	199,599	182,866	188,547	188,547	\$195,577	\$201,442
City Hall Parking Facility	9,376	9,597	22,909	9,847	22,472	22,472	\$23,129	\$23,823
Wells Street Parking Facility	17,407	17,463	38,383	28,853	31,104	31,104	\$32,589	\$33,569
Capital	248,200	423,544	1,291,568	461,568	822,000	822,000	\$305,066	\$150,000
Debt Service	168,200	205,831	617,725	617,725	740,877	740,877	\$748,503	\$828,120
TOTAL EXPENDITURES	\$1,174,283	\$1,377,414	\$2,772,759	\$1,902,761	\$2,459,901	\$2,459,901	\$1,985,605	\$1,944,695
NET REVENUE (EXPENDITURE)	(\$69,665)	(\$72,620)	\$0	(\$178,987)	\$0	\$0	\$0	\$0

Projected cash at year end

773,476

594,489

501,142

321,598

279,046

Projected cash balance as a % of operating budget
(total - capital and debt service)

103.40%

72.19%

55.87%

34.50%

28.87%

PARKING FUND REVENUE

TAXES

41125-TAX INCREMENT FINANCING: taxes raised in development district, based on increased value over the value at the time of its establishment, dedicated to debt service associated with public improvements within that district

METER COLLECTIONS AND RENTALS

42307-CITY HALL: UPPER LOT METER: fees collected from parking meter of upper lot behind city hall

42308-COMMERCIAL LOT METERS: fees collected from parking meters at the Commercial St lot

42309-ELM LOT METERS: fees collected from parking meters at the Elm St Lot

42310-GILBO LOT EAST METERS: fees collected from parking meters at the Gilbo St lot

42311-LIBRARY ANNEX LOT METERS: fees collected from parking meters at the Library St annex lot

42312-WINTER ST METERS: fees collected from parking meters on Winter St

42313-ON STREET METERS: fees collected from parking meters on the streets

42314-WELLS LOT METERS: fees collected from parking meters at the Wells St lot

46305, 46320-46324: PARKING SPACE & LOTS: charges for parking lot space permits

46310-PARKING SPACES-EMPLOYEES: charges for parking lot space permits issued to City employees

46325-LOT 6-CITY HALL UPPER LOT: money received from YMCA for reserved parking spaces

46326-ON STREET RESERVED PARKING- fee collected for on street reserved parking permit

FINES AND FORFEITS

45101-METER VIOLATIONS-STG 1: initial amount of ticketed fine for a metered parking violation

45102-METER VIOLATIONS-STG 2: fines for metered parking violations paid after the grace period

45105-COURT FINES: court fines for parking summonses

45108-TIME PAYMENTS: payments received for overdue parking tickets

45109-SMALL CLAIMS COURT PAYMENTS: court ordered payments for overdue parking tickets

MISCELLANEOUS

46000-MISCELLANEOUS: money received not accounted for elsewhere
46101-INTEREST EARNINGS: interest earned on investment of temporarily idle cash in time deposits and overnight bank investments

46103-INTEREST-A/R: amount charged on Accounts Receivable bills over 30 days old

46300-RENTS: money received from the rental of city owned property

OTHER FINANCING SOURCES

47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

47003- CAPITAL RESERVE: use of capital reserve to cover current costs.

47007-USE OF SURPLUS:CARRYOVER- appropriations extended beyond fiscal year in which they were originally approved.

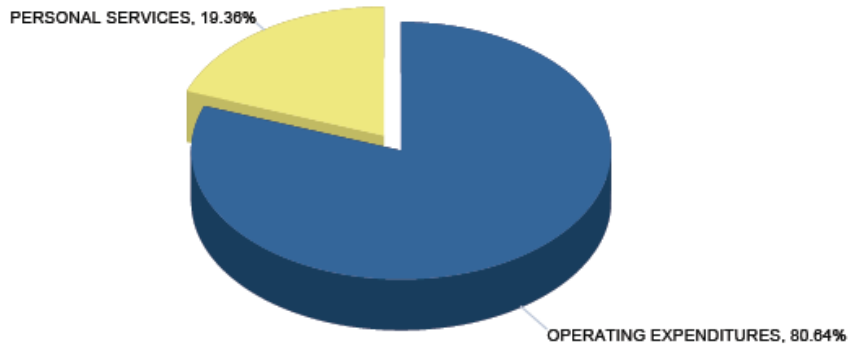
48101- SALE OF BONDS: proceeds expected from bonding to cover capital project items

**City of Keene, New Hampshire
Fiscal Year 2013 - 2014**

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
PARKING LOTS & METERS	41125 - TAX INCREMENT FINANCING	271,168	468,692	917,725	916,849	840,877	840,877
41000 - TAXES		271,168	468,692	917,725	916,849	840,877	840,877
PARKING LOTS & METERS	42307 - CITY HALL:UPPER LOT METER	5,590	5,600	5,180	4,423	5,528	5,528
	42308 - COMMERCIAL LOT METERS	25,963	22,090	21,055	20,311	25,388	25,388
	42309 - ELM LOT METERS	15,422	7,886	8,042	7,801	9,751	9,751
	42310 - GILBO LOT EAST METERS	38,323	41,112	40,184	34,647	43,308	43,308
	42311 - LIBRARY ANNEX LOT METERS	10,469	8,771	9,340	7,792	9,740	9,740
	42312 - WINTER ST LOT METERS	7,591	8,335	7,942	6,075	0	0
	42313 - ON STREET METERS	276,481	260,714	275,093	259,698	285,667	285,667
	42314 - WELLS LOT METERS	16,857	17,086	16,239	16,020	20,025	20,025
	42319 - TRIAL AREA	2,036	22,516	0	0	0	0
42000 - LICENSES/PERMITS/FEES		398,731	394,110	383,075	356,767	399,407	399,407
PARKING LOTS & METERS	45101 - METER VIOLATIONS - STG 1	91,706	86,638	90,376	109,790	110,339	110,339
	45102 - METER VIOLATIONS - STG 2	111,998	103,023	99,605	127,874	128,513	128,513
	45105 - COURT FINES	54,344	60,694	57,643	38,680	38,873	38,873
	45108 - TIME PAYMENTS	25	280	424	855	859	859
	45109 - SMALL CLAIMS COURT PMNTS	844	1,407	1,530	440	442	442
45000 - FINES & FORFEITS		258,916	252,043	249,578	277,639	279,026	279,026
PARKING LOTS & METERS	46000 - MISCELLANEOUS	12	0	0	0	0	0
	46101 - INTEREST EARNINGS	6,911	3,965	2,668	2,208	2,219	2,219
	46103 - INTEREST: A/R	159	-159	0	0	0	0
	46300 - RENTS	10,241	10,534	10,346	10,960	11,040	11,040
	46305 - PARKING SPACE & LOTS	3,239	3,286	4,978	3,455	3,455	3,455
	46310 - PARKING SPACES-EMPLOYEES	9,720	9,720	9,817	9,720	9,720	9,720
	46320 - COMMERCIAL LOT RESERVED	11,210	12,578	13,142	13,488	13,825	13,825
	46321 - CYPRESS LOT RESERVED	3,548	4,968	4,787	0	0	0
	46322 - ELM LOT RESERVED	29,823	15,790	14,503	19,294	19,776	19,776
	46323 - GILBO WEST RESERVED	9,381	26,994	22,988	17,194	17,624	17,624
	46324 - WELLS LOT RESERVED	39,216	37,476	34,324	37,618	38,558	38,558
	46325 - LOT 6-CITY HALL UPPER LOT	2,640	1,030	1,560	0	0	0
	46326 - ON STREET RESEVED PARKING	2,523	10,006	7,319	8,793	9,238	9,238
WELLS ST PRKNG FACILITY	46305 - PARKING SPACE & LOTS	18,382	25,958	23,984	21,985	21,985	21,985
	46310 - PARKING SPACES-EMPLOYEES	28,800	27,804	28,800	27,804	27,804	27,804
46000 - MISCELLANEOUS		175,804	189,950	179,216	172,519	175,244	175,244
PARKING	47001 - USE(ADDITION) TO SURPLUS	0	0	198,848	0	93,347	93,347

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
PARKING LOTS & METERS	47003 - CAPITAL RESERVE	0	0	70,000	0	672,000	672,000
	47007 - USE OF SURPLUS: CARRYOVER	0	0	14,317	0	0	0
47000 - OTHER FINANCING SOURCES		0	0	283,165	0	765,347	765,347
PARKING LOTS & METERS	48101 - SALE OF BONDS	0	0	760,000	0	0	0
	48000 - PROCEEDS LONG TRM FINANCE	0	0	760,000	0	0	0
Revenue Total		1,104,619	1,304,794	2,772,759	1,723,774	2,459,901	2,459,901

14 - PARKING FUND



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	395,824	403,547	431,514	426,850	470,590	5,760	476,350	476,350
62000 - OPERATING EXPENDITURES	778,459	973,868	2,341,245	1,475,911	1,983,551	0	1,983,551	1,983,551
Department Total	1,174,283	1,377,414	2,772,759	1,902,761	2,454,141	5,760	2,459,901	2,459,901

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
01500	61303	POLICE LT	1.00	80,674
	61304	PARKING ENFORCE OFFICER	3.70	147,691
		PARKING OPERATIONS MGR	1.00	61,525
01501	61304	PW - OUTSIDE SERVICES	0.52	19,871
01502	61304	PW - CITY HALL PARKING FAC	0.05	1784
01503	61304	PW - WELLS ST PARKING FAC	0.12	4513
Total			6.39	316,058

*This number does not include any overtime, seasonal, or other forms of pay.

PUBLIC WORKS PARKING

The Public Works Department is responsible for providing repair, maintenance, and snow and ice control support for the City's parking structures, surface lots, and on street metered areas. The Department's Parking Structure and Surface Lot Maintenance program uses a variety of repair and maintenance techniques best suited for the specific situation (surface lots, facilities, and on street) with the goal to maximize the estimated life of City owned parking facilities. The facilities include the Wells Street, and City Hall parking structures, and the Commercial Street, Elm Street, Gilbo Avenue (East and West), and Library Annex surface lots.

The Public Works Department continued to implement recommended maintenance procedures that should be completed on a daily, weekly, yearly basis to maintain the parking facilities. Some of these functions were contracted to private vendors with others completed by Division personnel. Funds have been requested through the Capital budget and the Operating budget to provide adequate resources to perform the recommended maintenance. Regular maintenance of the surface lots and parking structures including pressure washing, sweeping, drain repair, patching, striping, and litter collection is ongoing.

Through the Capital budget, the Division completed a 2,000 square yard repair of the Gilbo West surface lots including a mill and shim in FY13. Additional drainage work was also addressed during this project. This was the first major surface lot repair with the other surface lots scheduled for future years.

The Elm Street surface lot is scheduled for mill and shim, new meter post and lighting in FY14. This will be a dramatic improvement and compliment this section of the City where the recently completed Fire Station resides. The City Hall Parking Facility had major resurfacing done this past summer. The existing rubber membrane was removed, necessary concrete repairs were made and the surface was sealed to help prevent damage from salt and abrasive materials.

FY14 will include a detailed assessment of the Wells Street Parking Facility to develop plans and specifications for a capital repair project scheduled for FY15.

CITY OF KEENE, NEW HAMPSHIRE - FY2013 / 2014 BUDGET

DEPARTMENT:		FUND:	PARKING
DIVISION(s): Cost Center(s):	Highway Division 01501 through 01503		
MISSION:	The City of Keene Public Works Department provides maintenance and repair of the City's parking facilities.		

PRIMARY SERVICES & RESPONSIBILITIES:	Align w/CMP
1. Provide maintenance and repair to parking structures, surface parking lots, and on street parking spaces	Infrastructure
2. Perform snow and ice control activities on parking structures, surface parking lots, and on street parking spaces	Transportation

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Implement the parking facility maintenance plan through funds available in the operating budget as well as the capital program		Infrastructure	E
2. Expand parking facility maintenance plan to address cosmetic issues such as painting, graffiti removal, litter control.		Downtown	E

METRICS:	FY12	FY13	FY14
1. Percent work orders classified within three business days.	n/a	95	95

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	POLICE	FUND:	PARKING
DIVISION(s): Cost Center(s):	Parking Enforcement 01500		
MISSION:	To provide administrative and enforcement services to ensure public parking that is adequate in scope, safe, and convenient to users, and to respond in a timely and efficient manner to complaints of parking problems in the community.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/Comp Plan

<p><u>Parking Enforcement:</u> Provide consistent and even handed enforcement of violations, review and process ticket payments and prepare court complaints when necessary, and mediate parking complaints.</p>	Municipal Governance & Fin Stability
<p><u>Parking Management:</u> Ensure proper signage for parking is in place, maintain parking meters in operating condition, collect coinage from meters and administer rental operations for reserved parking customers.</p>	Municipal Governance & Fin Stability
<p><u>Assessing Parking Needs:</u> Provide administrative and staff support to study current and projected parking needs, review parking rates and assess new technology/concepts in parking to make the function of parking more efficient in management and to the customer.</p>	Municipal Governance & Fin Stability

FISCAL YEAR OBJECTIVES:

	STATUTE	CMP	VOICE
1. Identify and utilize services to enhance collection of unpaid fines		Municipal Governance & Fin Stability	E
2. Continue to investigate implementing credit card and on-line payment systems for parking fines		Leadership	V,O,I
3. Identify and improve public parking needs		Transportation	O,I,C

METRICS:

	FY12	FY13	FY14
1. Parking tickets issued	22,950	29,170	29,700
2. Number of metered spaces	880	894	894
3. Number of leased spaces	206	220	220
4. Hours of meter operation (Monday through Saturday 8 a.m. to 5 p.m.)	54	54	54
5. Hours of Parking Enforcement patrol (weekly)	104	104	104

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

POLICE								
	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	76,254	76,950	79,248	74,465	80,674	0	80,674	80,674
61304 - GENERAL PERSONNEL	202,657	188,649	212,865	214,460	235,385	0	235,385	235,384
61401 - TEMPORARY PERSONNEL	0	0	0	0	0	5,250	5,250	5,250
61501 - REGULAR OVERTIME	5,096	2,107	6,564	3,145	6,164	0	6,164	6,164
61601 - HOLIDAY PAY	3,484	4,083	4,500	4,189	4,322	0	4,322	4,322
61608 - POLICE INCENTIVES	700	2,300	3,000	2,300	2,800	0	2,800	2,800
61701 - HEALTH INSURANCE	51,069	71,361	61,776	69,068	70,373	0	70,373	70,373
61702 - DENTAL INSURANCE	5,561	5,367	4,938	5,154	5,192	0	5,192	5,192
61703 - RETIREMENT CONTRIBUTIONS	18,766	17,133	19,268	15,700	19,395	0	19,395	19,395
61704 - SOCIAL SECURITY	16,855	15,756	17,812	17,611	19,533	402	19,934	19,935
61705 - WORKERS COMPENSATION	3,518	3,413	4,237	4,224	4,539	109	4,648	4,648
61714 - RET - POLICE	11,865	16,368	17,306	16,534	22,213	0	22,213	22,213
61901 - RECRUITMENT	0	60	0	0	0	0	0	0
61000 - PERSONAL SERVICES	395,824	403,547	431,514	426,850	470,590	5,760	476,350	476,350
62176 - CITY ADMIN CHARGE	159,276	139,608	150,514	150,516	171,242	0	171,242	171,242
62203 - SNOW PLOWING	42,000	44,605	49,075	49,075	47,052	0	47,052	47,052
62204 - STREET SWEEPING	1,800	2,246	0	2,000	4,000	0	4,000	4,000
62205 - PC REPLACEMENT CHARGE	912	1,164	1,251	1,251	1,255	0	1,255	1,255
62206 - PW FLEET CHARGE	20,088	28,824	31,914	31,914	25,438	0	25,438	25,438
62208 - TAXES	1,258	2,245	3,000	3,000	3,000	0	3,000	3,000
62311 - EQUIPMENT MAINTENANCE	3,878	4,000	4,000	4,483	4,500	0	4,500	4,500
62330 - PARKING LOT MAINTENANCE	18,152	2,767	22,417	22,416	14,310	0	14,310	14,310
62340 - GROUNDS MAINTENANCE	78,935	80,411	87,423	76,423	78,547	0	78,547	78,547
62435 - TRAINING	5	0	1,000	0	1,000	0	1,000	1,000
62446 - CLEANING ALLOWANCE	800	800	800	1,000	1,000	0	1,000	1,000
62503 - ELECTRICITY	5,432	4,395	5,094	3,971	4,090	0	4,090	4,090
62510 - TELEPHONE	670	664	700	665	700	0	700	700
62701 - OFFICE SUPPLIES	7,839	11,076	19,000	19,000	19,000	0	19,000	19,000
62710 - POSTAGE	6,129	6,063	3,000	3,000	3,000	0	3,000	3,000
62715 - BOOKS AND PERIODICALS	50	0	100	0	0	0	0	0
62720 - REPAIR PARTS	2,477	4,302	7,000	7,000	7,000	0	7,000	7,000
62740 - OTHER MAINT. SUPPLIES	1,065	7,740	22,510	13,000	13,300	0	13,300	13,300
62755 - UNIFORMS	1,526	2,737	4,000	3,900	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	9,767	846	19,154	4,004	18,740	0	18,740	18,740
65101 - PRINCIPAL	125,000	125,000	503,100	503,100	581,457	0	581,457	581,457
65102 - INTEREST ON BONDED DEBT	43,200	80,831	114,625	114,625	159,420	0	159,420	159,420
68010 - CAPITAL RESERVE	230,000	350,000	350,000	350,000	150,000	0	150,000	150,000

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
68011 - CAPITAL PROJECT TRANSFER	18,200	73,544	941,568	111,568	672,000	0	672,000	672,000
62000 - OPERATING EXPENDITURES	778,459	973,868	2,341,245	1,475,911	1,983,551	0	1,983,551	1,983,551
Department Total	1,174,283	1,377,414	2,772,759	1,902,761	2,454,141	5,760	2,459,901	2,459,901

Fiscal Year 2013 - 2014

POLICE 01500 - PARKING LOTS & METERS								
Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	76,254	76,950	79,248	74,465	80,674	0	80,674	80,674
61304 - GENERAL PERSONNEL	176,676	181,838	187,284	199,488	209,216	0	209,216	209,216
61501 - REGULAR OVERTIME	433	1,901	1,600	1,013	1,200	0	1,200	1,200
61601 - HOLIDAY PAY	3,484	4,083	4,500	4,189	4,322	0	4,322	4,322
61608 - POLICE INCENTIVES	700	2,300	3,000	2,300	2,800	0	2,800	2,800
61701 - HEALTH INSURANCE	43,664	51,642	52,902	50,757	61,364	0	61,364	61,364
61702 - DENTAL INSURANCE	4,908	3,958	4,337	3,852	4,566	0	4,566	4,566
61703 - RETIREMENT CONTRIBUTIONS	16,276	16,499	16,662	14,067	16,075	0	16,075	16,075
61704 - SOCIAL SECURITY	14,697	15,233	15,476	16,531	17,175	0	17,175	17,175
61705 - WORKERS COMPENSATION	3,003	3,269	3,605	3,701	3,901	0	3,901	3,901
61714 - RET - POLICE	11,865	16,368	17,306	16,534	22,213	0	22,213	22,213
61901 - RECRUITMENT	0	60	0	0	0	0	0	0
61000 - PERSONAL SERVICES	351,960	374,100	385,920	386,897	423,506	0	423,506	423,506
62176 - CITY ADMIN CHARGE	159,276	139,608	150,514	150,516	171,242	0	171,242	171,242
62205 - PC REPLACEMENT CHARGE	912	1,164	1,251	1,251	1,255	0	1,255	1,255
62206 - PW FLEET CHARGE	10,872	19,008	20,190	20,190	14,197	0	14,197	14,197
62208 - TAXES	1,258	2,245	3,000	3,000	3,000	0	3,000	3,000
62311 - EQUIPMENT MAINTENANCE	3,878	4,000	4,000	4,483	4,500	0	4,500	4,500
62435 - TRAINING	5	0	1,000	0	1,000	0	1,000	1,000
62446 - CLEANING ALLOWANCE	800	800	800	1,000	1,000	0	1,000	1,000
62510 - TELEPHONE	670	664	700	665	700	0	700	700
62701 - OFFICE SUPPLIES	7,839	11,076	19,000	19,000	19,000	0	19,000	19,000
62710 - POSTAGE	6,129	6,063	3,000	3,000	3,000	0	3,000	3,000
62715 - BOOKS AND PERIODICALS	50	0	100	0	0	0	0	0
62720 - REPAIR PARTS	2,477	4,302	7,000	7,000	7,000	0	7,000	7,000
62755 - UNIFORMS	1,526	2,737	4,000	3,900	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	3,031	433	2,100	1,000	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	198,722	192,100	216,655	215,005	231,394	0	231,394	231,394
01500 - PARKING LOTS & METERS Total	550,682	566,200	602,575	601,902	654,900	0	654,900	654,900

POLICE 01501 - OUTSIDE SERVICES

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	23,044	5,489	19,425	11,411	19,871	0	19,871	19,871
61401 - TEMPORARY PERSONNEL	0	0	0	0	0	5,250	5,250	5,250
61501 - REGULAR OVERTIME	4,299	206	4,664	1,916	4,664	0	4,664	4,664
61701 - HEALTH INSURANCE	6,010	15,132	6,739	14,056	6,841	0	6,841	6,841
61702 - DENTAL INSURANCE	567	1,080	456	993	475	0	475	475
61703 - RETIREMENT CONTRIBUTIONS	2,188	517	2,058	1,172	2,642	0	2,642	2,642
61704 - SOCIAL SECURITY	1,908	424	1,843	1,008	1,877	402	2,279	2,279
61705 - WORKERS COMPENSATION	450	119	499	432	508	109	617	617
61000 - PERSONAL SERVICES	38,466	22,968	35,684	30,988	36,878	5,760	42,639	42,639
62203 - SNOW PLOWING	42,000	44,605	49,075	49,075	47,052	0	47,052	47,052
62204 - STREET SWEEPING	1,800	2,246	0	2,000	4,000	0	4,000	4,000
62330 - PARKING LOT MAINTENANCE	18,152	2,767	22,417	22,416	14,310	0	14,310	14,310
62340 - GROUNDS MAINTENANCE	78,935	80,411	87,423	76,423	78,547	0	78,547	78,547
62740 - OTHER MAINT. SUPPLIES	1,065	1,526	5,000	1,700	2,000	0	2,000	2,000
62760 - OPERATING SUPPLIES	0	258	0	264	0	0	0	0
62000 - OPERATING EXPENDITURES	141,952	131,811	163,915	151,878	145,909	0	145,909	145,909
01501 - OUTSIDE SERVICES Total	180,418	154,779	199,599	182,866	182,787	5,760	188,548	188,548

POLICE 01502 - CITY HALL PRKNG FACILITY

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	535	779	1,744	561	1,784	0	1,784	1,784
61501 - REGULAR OVERTIME	119	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	951	3,286	605	3,052	614	0	614	614
61702 - DENTAL INSURANCE	41	236	41	216	43	0	43	43
61703 - RETIREMENT CONTRIBUTIONS	60	69	148	63	192	0	192	192
61704 - SOCIAL SECURITY	50	58	133	54	136	0	136	136
61705 - WORKERS COMPENSATION	12	15	36	13	37	0	37	37
61000 - PERSONAL SERVICES	1,769	4,443	2,707	3,959	2,806	0	2,806	2,806
62206 - PW FLEET CHARGE	4,608	4,908	5,388	5,388	5,166	0	5,166	5,166
62740 - OTHER MAINT. SUPPLIES	0	247	500	500	500	0	500	500
62760 - OPERATING SUPPLIES	2,999	0	14,314	0	14,000	0	14,000	14,000
62000 - OPERATING EXPENDITURES	7,607	5,155	20,202	5,888	19,666	0	19,666	19,666
01502 - CITY HALL PRKNG FACILITY Total	9,376	9,597	22,909	9,847	22,472	0	22,472	22,472

POLICE 01503 - WELLS ST PRKNG FACILITY

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	2,402	544	4,412	3,000	4,513	0	4,513	4,513
61501 - REGULAR OVERTIME	244	0	300	216	300	0	300	300
61701 - HEALTH INSURANCE	444	1,300	1,530	1,203	1,554	0	1,554	1,554
61702 - DENTAL INSURANCE	45	93	104	93	108	0	108	108
61703 - RETIREMENT CONTRIBUTIONS	242	48	400	398	486	0	486	486
61704 - SOCIAL SECURITY	200	41	360	18	345	0	345	345
61705 - WORKERS COMPENSATION	53	11	97	78	93	0	93	93
61000 - PERSONAL SERVICES	3,630	2,036	7,203	5,006	7,399	0	7,399	7,399
62206 - PW FLEET CHARGE	4,608	4,908	6,336	6,336	6,075	0	6,075	6,075
62503 - ELECTRICITY	5,432	4,395	5,094	3,971	4,090	0	4,090	4,090
62740 - OTHER MAINT. SUPPLIES	0	5,968	17,010	10,800	10,800	0	10,800	10,800
62760 - OPERATING SUPPLIES	3,738	156	2,740	2,740	2,740	0	2,740	2,740
62000 - OPERATING EXPENDITURES	13,777	15,427	31,180	23,847	23,705	0	23,705	23,705
01503 - WELLS ST PRKNG FACILITY Total	17,407	17,463	38,383	28,853	31,104	0	31,104	31,104

POLICE 01520 - CAPITAL APPROPRIATION

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
65101 - PRINCIPAL	125,000	125,000	503,100	503,100	581,457	0	581,457	581,457
65102 - INTEREST ON BONDED DEBT	43,200	80,831	114,625	114,625	159,420	0	159,420	159,420
68010 - CAPITAL RESERVE	230,000	350,000	350,000	350,000	150,000	0	150,000	150,000
68011 - CAPITAL PROJECT TRANSFER	18,200	73,544	941,568	111,568	672,000	0	672,000	672,000
62000 - OPERATING EXPENDITURES	416,400	629,375	1,909,293	1,079,293	1,562,877	0	1,562,877	1,562,877
01520 - CAPITAL APPROPRIATION Total	416,400	629,375	1,909,293	1,079,293	1,562,877	0	1,562,877	1,562,877

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
POLICE	1,174,283	1,377,414	2,772,759	1,902,761	2,454,141	5,760	2,459,901	2,459,901

CITY OF KEENE, NEW HAMPSHIRE
FY2013/2014 Operating Budget
STATEMENT OF PARKING FUND LONG-TERM DEBT

<u>ISSUE</u>	<u>DATED</u>	<u>MATURITY</u>	<u>RATE</u>	<u>ORIGINAL BOND</u>	<u>PRINCIPAL 2013/2014</u>	<u>INTEREST 2013/2014</u>	<u>PRINCIPAL BALANCE 06/30/14</u>
Wells St. Parking Facility-Refunding (1998)	12/27/2006	1/1/2018	avg 3.93%	1,370,000	135,000	29,400	610,000
Wells St. TIFD Courthouse Project	TBD: 2013	TBD	est 3.5%	1,629,140	81,457	57,020	1,547,683
Wells St. TIFD Infrastructure (R-2011-26)	12/1/2011	12/1/2021	avg 1.627218%	3,653,100	365,000	73,000	2,920,000
				\$ 6,652,240	\$ 581,457	\$ 159,420	\$ 5,077,683

Authorized, Unissued:	
Wells St. TIFD Infrastructure	\$ 760,000
Unauthorized, Unissued:	\$ -
Anticipated, FY13/14:	\$0
Total Anticipated Bond Issue -	\$0

CALCULATION OF PARKING FUND DEBT LIMIT AND BORROWING CAPACITY

Debt Limit on 07/01/13 computed at 0.5% of 2011 equalized assessed value at \$1,819,398,761, per RSA 33:4-a	\$ 9,096,994
LESS: outstanding principal balance @ 07/01/13	(5,659,140)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)	5,659,140
PARKING FUND BORROWING CAPACITY FOR FY13/14	\$ 9,096,994

CITY OF KEENE, NEW HAMPSHIRE
FY 2013/14 PARKING FUND CAPITAL APPROPRIATIONS

Project Description		Capital Project	Capital Project	Capital Project
		Appropriation <u>FY 12</u>	Appropriation <u>FY 13</u>	Appropriation <u>FY 14</u>
<u>Capital Reserve Appropriations:</u>				
City Hall Parking Facility	01520-68010	\$ 25,000	\$ 25,000	\$ 25,000
Wells Street Parking Facility	01520-68010	25,000	25,000	25,000
Downtown Infrastructure & Facility Improvements	01520-68010	300,000	300,000	100,000
Total General Revenue Capital Reserve Appropriation		\$ 350,000	\$ 350,000	\$ 150,000
<u>Capital Project Appropriations:</u>				
Parking Structure Maintenance	01520-68011	\$ 73,544	\$ 109,180	\$ -
Surface Parking Lot Maintenance	01520-68011		72,388	
Wells Street TIF District Improvements	01520-68011		760,000	
Parking Deck	01520-68011			672,000
Total Capital Project Appropriation		\$ 73,544	\$ 941,568	\$ 672,000
TOTAL CAPITAL RESERVE AND PROJECT APPROPRIATIONS		\$ 423,544	\$ 1,291,568	\$ 822,000

CITY OF KEENE, NEW HAMPSHIRE
PC REPLACEMENT FUND OPERATING REVENUES and EXPENDITURES
HISTORICAL ANALYSIS and BUDGET

	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	ESTIMATE FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
REVENUES								
Charges for Services	\$112,632	\$107,220	\$101,764	\$101,764	\$91,515	\$91,515	\$94,006	\$94,006
Use of (Addition to) Surplus			(31,259)		(11,790)	(11,790)	34,403	83,146
Miscellaneous	5,806	11,327	3,000	5,500	1,500	1,500	1,300	1,100
TOTAL REVENUES	\$118,438	\$118,547	\$73,505	\$107,264	\$81,225	\$81,225	\$129,709	\$178,252
EXPENDITURES								
Maintenance	\$2,547	\$5,508	\$8,675	\$9,366	\$8,675	\$8,675	\$8,859	\$9,052
Equipment Replacement	128,053	133,895	64,830	60,482	72,550	72,550	120,850	169,200
Software	75,206							
Capital Project Transfer								
TOTAL EXPENDITURES	\$205,807	\$139,402	\$73,505	\$69,848	\$81,225	\$81,225	\$129,709	\$178,252
NET REVENUE (EXPENDITURE)	(\$87,368)	(\$20,855)	\$0	\$37,416	\$0	\$0	\$0	\$0

Projected cash at year end

204,948

242,364

254,154

219,751

136,605

Projected cash balance as a % of operating budget

147.02%

346.99%

312.90%

169.42%

76.64%

PC REPLACEMENT FUND REVENUES

CHARGES FOR SERVICES

46109-USER FEES: charges to departments for maintenance and replacement of computers and Printers

MISCELLANEOUS

46101-INTEREST EARNINGS: interest earned on investment of temporarily idle cash in time deposits and overnight bank investments

47303- SALE OF SURPLUS EQUIPMENT: money received from the sale of computers

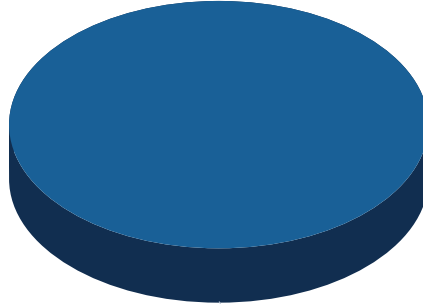
OTHER FINANCING SOURCES

47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

**City of Keene, New Hampshire
Fiscal Year 2013 - 2014**

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
PC REPLACEMENT	46109 - USER FEES	112,632	107,220	101,764	101,764	91,515	91,515
44000 - CHARGES FOR SERVICES		112,632	107,220	101,764	101,764	91,515	91,515
PC REPLACEMENT	46101 - INTEREST EARNINGS	2,417	1,241	2,000	500	500	500
	47303 - SALE OF SURPLUS EQUIPMNT	3,389	10,086	1,000	5,000	1,000	1,000
46000 - MISCELLANEOUS		5,806	11,327	3,000	5,500	1,500	1,500
PC REPLACEMENT	47001 - USE(ADDITION) TO SURPLUS	0	0	-31,259	0	-11,790	-11,790
47000 - OTHER FINANCING SOURCES		0	0	-31,259	0	-11,790	-11,790
Revenue Total		118,438	118,547	73,505	107,264	81,225	81,225

Department - IMS



62000 - OPERATING EXPENDITURES, 100.00%

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
62000 - OPERATING EXPENDITURES	205,807	139,402	73,505	69,848	81,225	0	81,225	81,225
Department Total	205,807	139,402	73,505	69,848	81,225	0	81,225	81,225

PC REPLACEMENT PLAN

The PC Replacement Plan is funded by annual fees charged to each department for computers and printers. This revenue funds the replacement of each device at the end of its useful life as well as upgrades in the desktop operating systems, Microsoft Office software, computer repair, and some maintenance services.

Computers and printers were replaced on schedule in FY13. An RFP is currently in process to solicit proposals for organizational printer procurement, repair, and supplies in an effort to reduce organizational printing costs.

The per-device fees for FY14 have been reduced by 20% (relative to the standard fees) for desktop and laptop computers due to a sufficient fund balance that is the result of falling equipment prices. The purchase costs will be reduced for the PC2's and laptops, also the result of falling prices. Fees of \$93,151 will be collected in FY14.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	IMS	FUND:	PC REPLACEMENT
DIVISION(s): Cost Center(s):	00799		
MISSION:	Through the Computer Equipment Replacement Plan, regular replacement of computer equipment will ensure minimum levels of reliability and performance in the city's computing environment.		

PRIMARY SERVICES & RESPONSIBILITIES:	Align w/CMP
1. Replace PC1 computers every 5 years.	Municipal Governance & Fin Stability
2. Replace PC2 computers every 3 years.	Municipal Governance & Fin Stability
3. Replace laptops every 3 years or as necessary.	Municipal Governance & Fin Stability

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Replace 56 computers.		Municipal Governance & Fin Stability	V, C
2. Continue to delay replacement of printers & reduce the annual fee to \$50 for those not in need of replacement.		Municipal Governance & Fin Stability	V, C
3. Delay replacing monitors at the time of computer replacement unless necessary.		Municipal Governance & Fin Stability	C
4. Rethink the approach to organizational printing and review alternatives for environmental and cost savings potential.		Municipal Governance & Fin Stability	C

METRICS:	FY12	FY13	FY14
1. PC1 Purchase Cost	\$850	\$850	\$750
2. PC1 Replacement Schedule	5 years	5 years	5 years
3. PC2 Purchase Cost	\$900	\$900	\$900
4. PC2 Replacement Schedule	3 years	3 years	3 years
5. Laptop Purchase Cost	\$1,100	\$1,100	\$750
6. Laptop Replacement Schedule	3 years	3 years	3 years
7. Total Annual Contributions to Fund	\$107,212	\$101,764	\$93,006
8. Total Computers	287	291	301

Fiscal Year 2013 - 2014

IMS 00799 - PC REPLACEMENT

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62301 - OFFICE EQUIPMENT MAINT.	2,547	1,185	3,675	2,000	3,675	0	3,675	3,675
62307 - COMPUTER SYS MAINTENANCE	0	4,323	5,000	7,366	5,000	0	5,000	5,000
62710 - POSTAGE	0	24	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	108,571	133,871	64,830	60,482	72,550	0	72,550	72,550
62761 - SOFTWARE	75,206	0	0	0	0	0	0	0
63407 - COMPUTER EQUIPMENT	19,482	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	205,807	139,402	73,505	69,848	81,225	0	81,225	81,225
00799 - PC REPLACEMENT Total	205,807	139,402	73,505	69,848	81,225	0	81,225	81,225

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
IMS	205,807	139,402	73,505	69,848	81,225	0	81,225	81,225

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CITY OF KEENE, NEW HAMPSHIRE
SOLID WASTE FUND OPERATING REVENUES and EXPENDITURES
HISTORICAL ANALYSIS and BUDGET

	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	ESTIMATE FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
REVENUES								
Charges for Services	\$4,925,114	\$4,990,633	\$5,064,348	\$4,560,270	\$4,470,903	\$4,470,903	\$4,515,057	\$4,559,652
Miscellaneous	74,708	69,998	67,725	65,468	60,953	60,953	56,438	51,923
Use of Capital Reserve							34,873	
Use of (Addition to) Surplus			(108,418)		183,551	183,551	214,723	184,144
TOTAL REVENUES	\$4,999,822	\$5,060,630	\$5,023,656	\$4,625,738	\$4,715,407	\$4,715,407	\$4,821,091	\$4,795,719
EXPENDITURES								
Administration	\$384,925	\$522,865	\$531,832	\$532,103	\$596,743	\$596,743	\$607,316	\$619,534
Transfer/Recycling Facility	254,552	252,393	248,202	254,371	138,609	138,609	84,747	86,046
Operations	3,317,767	3,299,201	3,369,732	2,963,282	3,083,053	3,083,053	3,116,426	3,149,887
Recycling	440,389	463,721	475,891	456,794	502,454	502,454	513,240	525,644
Household Hazardous Waste	50,873	39,607	55,531	55,160	57,543	57,543	59,863	62,295
Demolition Transfer & Disposal	115,392	151,525	145,150	152,822	150,255	150,255	152,486	154,761
Landfill Monitoring & Maintenance	43,174	38,060	66,603	41,415	58,000	58,000	58,660	59,335
Landfill Gas System	53,192	123,077	81,750	67,013	81,750	81,750	82,480	83,217
Capital Projects Transfers	45,000		48,965	48,965	47,000	47,000	145,873	55,000
TOTAL EXPENDITURES	\$4,705,266	\$4,890,449	\$5,023,656	\$4,571,925	\$4,715,407	\$4,715,407	\$4,821,091	\$4,795,719
NET REVENUE (EXPENDITURE)	\$294,556	\$170,182	(\$0)	\$53,813	\$0	\$0	\$0	\$0
Principal Payment for Roundabout loan: a cash flow in, but not a revenue			105,000	105,000		105,000	105,000	105,000
Annual change in current resources (net rev + repmnt)			213,418	158,813		-78,551	-109,723	-79,144
Projected current resources at fiscal year end		245,705	459,122	404,518		325,967	216,244	137,100

Principal Payment for Roundabout loan: a cash flow in, but not a revenue
Annual change in current resources (net rev + repmnt)

Projected current resources at fiscal year end
Solid Waste Fund staff are reviewing current operations and contractual relationships to ensure the financial strength of the solid waste operation.

SOLID WASTE FUND REVENUE

LICENSES/PERMITS/FEES

42306-MISC FEES & CHARGES: money received not accounted for elsewhere

CHARGES FOR SERVICES

44109-DIRECT REIMBURSEMENT: reimbursement for materials and services provided to other entities

44119-TIPPING FEES: cost for disposal

44120-RECYCLING CENTER: revenue from disposal of recyclables

44145-RECLAMATION TRUST FUND: fee collected upon registration of vehicles for the disposal of motor vehicle waste.

MISCELLANEOUS

46101-INTEREST EARNINGS: interest earned on investment of temporarily idle cash in time deposits and overnight bank investments

46103- INTEREST ON A/R: amount charged on Accounts Receivable bills over 30 days old

OTHER FINANCING SOURCES

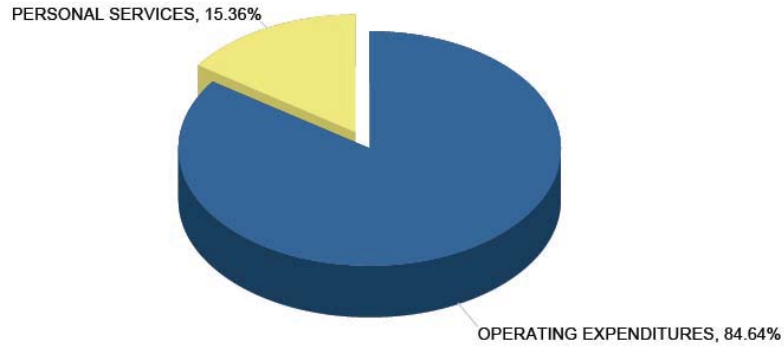
47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

47007-USE OF SURPLUS: CARRYOVER: appropriations extended beyond fiscal year in which they were originally approved.

**City of Keene, New Hampshire
Fiscal Year 2013 - 2014**

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
SW ADMINISTRATION	42306 - MISC FEES & CHARGES	165	15	0	0	0	0
42000 - LICENSES/PERMITS/FEES		165	15	0	0	0	0
SW ADMINISTRATION	44109 - DIRECT REIMBURSEMENT	1,625	6,363	0	14,358	0	0
	44119 - TIPPING FEES	4,251,653	4,262,088	4,598,848	4,069,713	4,104,403	4,104,403
	44120 - RECYCLING FEES	614,418	663,993	410,000	420,000	311,000	311,000
	44145 - RECLAMATION TRUST FUND	57,418	58,189	55,500	56,199	55,500	55,500
44000 - CHARGES FOR SERVICES		4,925,114	4,990,633	5,064,348	4,560,270	4,470,903	4,470,903
SW ADMINISTRATION	46101 - INTEREST EARNINGS	74,498	69,983	67,725	65,468	60,953	60,953
	46103 - INTEREST: A/R	45	0	0	0	0	0
46000 - MISCELLANEOUS		74,543	69,983	67,725	65,468	60,953	60,953
SW ADMINISTRATION	47001 - USE(ADDITION) TO SURPLUS	0	0	-111,120	0	183,551	183,551
	47007 - USE OF SURPLUS: CARRYOVER	0	0	2,703	0	0	0
47000 - OTHER FINANCING SOURCES		0	0	-108,418	0	183,551	183,551
Revenue Total		4,999,822	5,060,630	5,023,656	4,625,738	4,715,407	4,715,407

18 - SOLID WASTE



Budget Category	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61000 - PERSONAL SERVICES	616,789	620,000	679,547	609,208	724,319	0	724,319	724,319
62000 - OPERATING EXPENDITURES	4,088,477	4,270,448	4,344,109	3,962,717	3,979,088	12,000	3,991,088	3,991,088
Department Total	4,705,266	4,890,449	5,023,656	4,571,925	4,703,407	12,000	4,715,407	4,715,407

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
10000	61303	ASST PW DIR / SOL WST MGR	0.77	70,219
10001	61304	CUSTODIAN	0.08	3,175
1000*	61304	PW - AFSCME	7.00	296,100
85 - PUBLIC WORKS Total			7.85	369,494

*This number does not include any overtime, seasonal, or other forms of pay.

PUBLIC WORKS SOLID WASTE

The Solid Waste Division provides efficient, economical, and environmentally-sensitive management of the municipal solid waste stream for the community. The Division provides processing of refuse and construction debris at the transfer station, and recycling of containers, fibers, and other assorted materials at the Recycling Center.

The City Council enacted a flow control ordinance in October 2010. Refuse and recycling generated within the City of Keene limits and collected by a private contractor is required to be delivered to the City of Keene Solid Waste Facility. The Solid Waste Division worked with the private contractors to ensure compliance with the ordinance. Based on evaluation of two years of data assembled through the City's computerized scale system, the ordinance is fulfilling its objective of providing a long term sustainable funding mechanism for the City's solid waste program. The City has received an average of 22,063 tons of material from within the City of Keene limits, and an overall average of 38,031 tons of material from all sources (including from within the City of Keene).

The City is in the last year of a three year agreement with Waste Management of NH (WMNH) to transport and dispose of solid waste from the City's transfer station. During FY13 discussions started with WMNH to possibly activate the renewal clause in the existing contract. The current average cost of disposal is approximately \$72 per ton for transportation and disposal.

FY13 Highlights:

The Solid Waste Division continued to review new technologies and efficiencies to either increase revenues or decrease expenses. Many of the innovative waste to energy technologies reviewed offer potential for operations with very large waste streams, but are not necessarily scalable to operations with relatively small waste streams such as Keene's. At this time the current model of transporting waste material to either a waste-to-energy plant or a landfill appear to be the only viable method of disposing of those items that cannot be recycled.

The Recycling Center continued to be challenged with a significant drop in fiber processing (mixed paper and cardboard), in FY13 of approximately 1,000 tons per year from its peak in 2010. This is a trend which has been emerging over the past several years. This is due in part to the weak economy as well as large generators of fiber material internalizing handling of this valuable material (the price paid for fiber materials remains strong). Instead of sending this material to the recycling center the material is handled on-site and backhauled to a processing center effectively bypassing the Recycling Center. This has resulted in a drop in revenue derived from the sale of commodities (expected decrease in revenue is \$100,000 per year). On the other hand, the labor intensive processing of containers (glass, plastic bottles, steel, aluminum cans), remains steady, although this has traditionally not been an area of high revenue from the sale of these commodities. The City averages approximately 6,500 tons of material per year for processing as recyclables.

The Solid Waste Division hired a part time attendant (20 hour per week) to improve the aesthetics at the solid waste facility including litter collection, and vegetation control. There has been a noticeable improvement in the physical appearance of the solid waste facility since October 2012 when this program began. This investment is important because it demonstrates a commitment by the City to invest in its operation and results in higher customer satisfaction from users of the facility.

FY14 Goals:

The Solid Waste Division will enter into either a new or extended contract for transport and disposal of solid waste from the City Transfer Station.

The Recycling Center will continue to process the approximately 6,500 tons of material received for recycling in FY14.

The City of Keene received a \$500,000 grant from the Climate Showcase Communities program to further utilize landfill gas from the City's closed landfill. During this Fiscal Year the City has been negotiating with a potential partner to use the electricity from the landfill gas-to-energy generator to, in part, fuel a greenhouse and aquaculture facility. This exciting project will, upon completion, continue to produce energy for use at the recycling center and transfer station, and capture waste heat from the generation of electricity for use in greenhouses that will grow food crops as well as support the energy requirements of an aquaculture facility. The Solid Waste Division expects this project to break ground in FY14.

The Solid Waste Division is proposing to continue with a part time attendant to maintain the aesthetics in and around the solid waste facility.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	PUBLIC WORKS	FUND:	SOLID WASTE
DIVISION(s): Cost Center(s):	Solid Waste Division 10000 through 10009		
MISSION:	The Solid Waste Division manages the community's solid waste in an efficient, economical, and environmentally sensitive manner as well as ensures Keene's ability to use the most appropriate disposal solutions at all times.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Provide disposal outlet for recyclables, municipal solid waste, and construction debris as outlined in the operating permit issued by New Hampshire Department of Environmental Services	Community Health & Wellness
2. Monitor closed landfill as per New Hampshire Department of Environmental Services permit	Community Health & Wellness
3. Recycling operations	Climate Change

FISCAL YEAR OBJECTIVES:

	STATUTE	CPM	VOICE
1. Maximize weight per trailer at Transfer Station (within legal weight limits).		Municipal Governance & Fin Stability	E
2. Separate waste at Transfer Station into two streams - refuse and construction debris.	RSA 125-C	Municipal Governance & Fin Stability	E
3. Maintain processing cost of recycling under \$65 per ton (excluding revenue from sale of material).		Municipal Governance & Fin Stability	E
4. Promote hazardous waste collections to reduce waste stream toxicity.		Community Health & Wellness	I
5. Maximize efficiency of landfill gas generation and minimize electrical costs.		Climate Change	C,E

METRICS:

	FY12	FY13	FY14
1. Average weight per transfer station load (tons).	26	26	26
2. Transport/Disposal Cost (per ton).	\$72	\$72	\$72
3. Recycling Cost (per ton excluding revenue from sale of material).	\$62	\$62	\$65
4. Percent of time off electrical grid (landfill gas power).	90%	90%	91%

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

PUBLIC WORKS

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	34,101	34,167	34,036	34,306	70,219	0	70,219	70,219
61304 - GENERAL PERSONNEL	282,799	287,485	295,090	285,542	299,275	0	299,275	299,275
61307 - PART TIME EMPLOYEES	69,212	68,026	67,822	65,439	69,856	0	69,856	69,856
61501 - REGULAR OVERTIME	50,566	47,493	58,663	54,152	60,423	0	60,423	60,423
61701 - HEALTH INSURANCE	101,085	104,157	139,057	94,262	122,413	0	122,413	122,413
61702 - DENTAL INSURANCE	8,821	8,568	9,461	8,657	10,098	0	10,098	10,098
61703 - RETIREMENT CONTRIBUTIONS	33,768	33,304	33,888	30,715	46,303	0	46,303	46,303
61704 - SOCIAL SECURITY	31,634	31,587	34,649	30,835	38,232	0	38,232	38,232
61705 - WORKERS COMPENSATION	4,804	5,156	6,883	5,300	7,500	0	7,500	7,500
61901 - RECRUITMENT	0	58	0	0	0	0	0	0
61000 - PERSONAL SERVICES	616,789	620,000	679,547	609,208	724,319	0	724,319	724,319
62103 - TECHNICAL SERVICES	38,889	26,334	42,327	42,327	44,443	0	44,443	44,443
62120 - LABORATORY SERVICES	4,110	6,682	15,000	13,200	13,000	0	13,000	13,000
62121 - MONITORING/INSPECTIONS	32,495	14,525	33,603	15,722	27,000	0	27,000	27,000
62176 - CITY ADMIN CHARGE	317,952	461,628	467,671	467,671	479,690	0	479,690	479,690
62205 - PC REPLACEMENT CHARGE	1,284	1,910	1,373	1,373	953	0	953	953
62206 - PW FLEET CHARGE	49,032	58,884	61,662	61,662	78,067	0	78,067	78,067
62301 - OFFICE EQUIPMENT MAINT.	2,591	2,291	2,607	2,607	2,600	0	2,600	2,600
62310 - SAFETY PROGRAM MAINT.	1,245	1,681	2,200	1,100	2,200	0	2,200	2,200
62311 - EQUIPMENT MAINTENANCE	19,175	34,711	27,151	38,750	27,250	0	27,250	27,250
62314 - SYSTEMS MAINTENANCE	53,069	116,047	73,000	58,263	73,000	0	73,000	73,000
62350 - BUILDING MAINTENANCE	15,557	13,519	25,800	31,443	33,800	12,000	45,800	45,800
62425 - ADVERTISING	11,609	9,286	9,000	9,000	9,000	0	9,000	9,000
62435 - TRAINING	1,205	460	1,500	1,500	1,500	0	1,500	1,500
62436 - MEETINGS & DUES	1,154	1,170	1,000	1,000	1,000	0	1,000	1,000
62447 - PUBLIC AWARENESS	5,546	1,917	5,000	5,000	5,000	0	5,000	5,000
62448 - HAULING AND DISPOSAL	3,107,126	3,092,761	3,152,018	2,783,605	2,894,492	0	2,894,492	2,894,492
62455 - CONTRACTED SERVICES	55,418	68,588	53,800	68,300	53,800	0	53,800	53,800
62503 - ELECTRICITY	2,126	5,176	1,200	2,229	1,500	0	1,500	1,500
62510 - TELEPHONE	1,182	1,544	1,200	1,200	1,200	0	1,200	1,200
62604 - EQUIPMENT RENTAL	550	600	1,200	1,200	1,200	0	1,200	1,200
62701 - OFFICE SUPPLIES	28	163	0	0	0	0	0	0
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62733 - TOOLS	0	72	500	500	500	0	500	500
62755 - UNIFORMS	2,656	3,378	3,000	3,384	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	59,261	94,431	70,760	60,144	70,760	0	70,760	70,760
65101 - PRINCIPAL	175,193	172,688	167,985	167,985	35,556	0	35,556	35,556

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
65102 - INTEREST ON BONDED DEBT	26,703	21,609	16,264	16,264	12,754	0	12,754	12,754
65301 - LEASE PAYMENTS	58,323	58,323	58,323	58,323	58,323	0	58,323	58,323
68010 - CAPITAL RESERVE	45,000	0	0	0	0	0	0	0
68011 - CAPITAL PROJECT TRANSFER	0	0	48,965	48,965	47,000	0	47,000	47,000
62000 - OPERATING EXPENDITURES	4,088,477	4,270,448	4,344,109	3,962,717	3,979,088	12,000	3,991,088	3,991,088
Department Total	4,705,266	4,890,449	5,023,656	4,571,925	4,703,407	12,000	4,715,407	4,715,407

Fiscal Year 2013 - 2014

PUBLIC WORKS 10000 - SW ADMINISTRATION								
Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	34,101	34,167	34,036	34,306	70,219	0	70,219	70,219
61701 - HEALTH INSURANCE	6,398	7,262	7,666	7,666	15,917	0	15,917	15,917
61702 - DENTAL INSURANCE	650	615	684	684	1,352	0	1,352	1,352
61703 - RETIREMENT CONTRIBUTIONS	3,134	3,085	2,995	2,995	7,563	0	7,563	7,563
61704 - SOCIAL SECURITY	2,396	2,446	2,604	2,604	5,372	0	5,372	5,372
61705 - WORKERS COMPENSATION	416	414	427	427	880	0	880	880
61000 - PERSONAL SERVICES	47,096	47,989	48,411	48,682	101,303	0	101,303	101,303
62120 - LABORATORY SERVICES	331	182	0	0	0	0	0	0
62176 - CITY ADMIN CHARGE	317,952	461,628	467,671	467,671	479,690	0	479,690	479,690
62350 - BUILDING MAINTENANCE	169	0	0	0	0	0	0	0
62425 - ADVERTISING	11,609	9,286	9,000	9,000	9,000	0	9,000	9,000
62435 - TRAINING	1,041	460	750	750	750	0	750	750
62436 - MEETINGS & DUES	1,154	1,170	1,000	1,000	1,000	0	1,000	1,000
62447 - PUBLIC AWARENESS	5,546	1,917	5,000	5,000	5,000	0	5,000	5,000
62701 - OFFICE SUPPLIES	28	163	0	0	0	0	0	0
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	337,830	474,876	483,421	483,421	495,440	0	495,440	495,440
10000 - SW ADMINISTRATION Total	384,925	522,865	531,832	532,103	596,743	0	596,743	596,743

PUBLIC WORKS 10001 - TFR/RECYCLING FACILITY
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	3,093	3,093	0	2,668	3,175	0	3,175	3,175
61307 - PART TIME EMPLOYEES	32,897	33,358	35,474	32,805	36,538	0	36,538	36,538
61501 - REGULAR OVERTIME	106	46	0	0	0	0	0	0
61701 - HEALTH INSURANCE	1,008	1,055	0	710	1,167	0	1,167	1,167
61702 - DENTAL INSURANCE	74	70	0	65	76	0	76	76
61703 - RETIREMENT CONTRIBUTIONS	294	282	0	235	342	0	342	342
61704 - SOCIAL SECURITY	2,328	2,258	2,714	2,485	3,037	0	3,037	3,037
61705 - WORKERS COMPENSATION	75	79	524	78	592	0	592	592
61901 - RECRUITMENT	0	58	0	0	0	0	0	0
61000 - PERSONAL SERVICES	39,876	40,299	38,712	39,046	44,928	0	44,928	44,928
62205 - PC REPLACEMENT CHARGE	1,284	1,910	1,373	1,373	953	0	953	953
62301 - OFFICE EQUIPMENT MAINT.	2,591	2,291	2,607	2,607	2,600	0	2,600	2,600
62350 - BUILDING MAINTENANCE	13,307	13,519	25,800	30,606	33,800	12,000	45,800	45,800
62503 - ELECTRICITY	2,126	5,176	1,200	2,229	1,500	0	1,500	1,500
62510 - TELEPHONE	1,182	1,544	1,200	1,200	1,200	0	1,200	1,200
62760 - OPERATING SUPPLIES	2,950	3,570	3,000	3,000	3,000	0	3,000	3,000
65101 - PRINCIPAL	167,082	164,716	159,985	159,985	27,500	0	27,500	27,500
65102 - INTEREST ON BONDED DEBT	24,154	19,368	14,325	14,325	11,128	0	11,128	11,128
62000 - OPERATING EXPENDITURES	214,676	212,094	209,490	215,325	81,681	12,000	93,681	93,681
10001 - TFR/RECYCLING FACILITY								
Total	254,552	252,393	248,202	254,371	126,609	12,000	138,609	138,609

PUBLIC WORKS 10002 - SW OPERATIONS

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	89,118	91,830	93,912	90,517	94,231	0	94,231	94,231
61501 - REGULAR OVERTIME	24,787	22,254	27,377	27,530	28,198	0	28,198	28,198
61701 - HEALTH INSURANCE	34,053	30,729	62,676	28,091	33,756	0	33,756	33,756
61702 - DENTAL INSURANCE	3,307	3,199	3,564	3,564	3,521	0	3,521	3,521
61703 - RETIREMENT CONTRIBUTIONS	10,468	10,298	10,673	10,673	13,186	0	13,186	13,186
61704 - SOCIAL SECURITY	8,242	8,253	9,279	9,052	9,366	0	9,366	9,366
61705 - WORKERS COMPENSATION	1,571	1,728	2,058	2,058	2,076	0	2,076	2,076
61000 - PERSONAL SERVICES	171,545	168,291	209,539	171,485	184,334	0	184,334	184,334
62206 - PW FLEET CHARGE	3,960	0	0	0	0	0	0	0
62311 - EQUIPMENT MAINTENANCE	4,993	13,989	3,401	15,000	3,500	0	3,500	3,500
62448 - HAULING AND DISPOSAL	3,013,991	2,969,347	3,035,769	2,659,261	2,774,196	0	2,774,196	2,774,196
62455 - CONTRACTED SERVICES	27,923	26,638	26,900	27,400	26,900	0	26,900	26,900
62760 - OPERATING SUPPLIES	37,033	62,613	35,800	31,813	35,800	0	35,800	35,800
65301 - LEASE PAYMENTS	58,323	58,323	58,323	58,323	58,323	0	58,323	58,323
62000 - OPERATING EXPENDITURES	3,146,222	3,130,910	3,160,193	2,791,797	2,898,719	0	2,898,719	2,898,719
10002 - SW OPERATIONS Total	3,317,767	3,299,201	3,369,732	2,963,282	3,083,053	0	3,083,053	3,083,053

PUBLIC WORKS 10003 - SW RECYCLING
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	190,588	192,561	201,178	192,357	201,868	0	201,868	201,868
61501 - REGULAR OVERTIME	24,541	22,579	28,518	24,109	29,374	0	29,374	29,374
61701 - HEALTH INSURANCE	59,626	65,110	68,715	57,795	71,573	0	71,573	71,573
61702 - DENTAL INSURANCE	4,790	4,684	5,213	4,344	5,149	0	5,149	5,149
61703 - RETIREMENT CONTRIBUTIONS	19,769	19,402	19,976	16,619	24,905	0	24,905	24,905
61704 - SOCIAL SECURITY	15,809	15,795	17,365	14,311	17,690	0	17,690	17,690
61705 - WORKERS COMPENSATION	2,701	2,880	3,355	2,688	3,418	0	3,418	3,418
61000 - PERSONAL SERVICES	317,824	323,011	344,319	312,223	353,977	0	353,977	353,977
62206 - PW FLEET CHARGE	45,072	58,884	61,662	61,662	78,067	0	78,067	78,067
62310 - SAFETY PROGRAM MAINT.	1,245	1,681	2,200	1,100	2,200	0	2,200	2,200
62311 - EQUIPMENT MAINTENANCE	14,059	13,692	15,000	15,000	15,000	0	15,000	15,000
62350 - BUILDING MAINTENANCE	2,081	0	0	837	0	0	0	0
62435 - TRAINING	164	0	750	750	750	0	750	750
62448 - HAULING AND DISPOSAL	17,416	9,840	7,600	7,600	7,600	0	7,600	7,600
62455 - CONTRACTED SERVICES	27,496	41,950	26,900	40,900	26,900	0	26,900	26,900
62733 - TOOLS	0	72	500	500	500	0	500	500
62755 - UNIFORMS	2,656	3,378	3,000	3,384	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	12,378	11,213	13,960	12,838	13,960	0	13,960	13,960
62000 - OPERATING EXPENDITURES	122,566	140,710	131,572	144,571	148,477	0	148,477	148,477
10003 - SW RECYCLING Total	440,389	463,721	475,891	456,794	502,454	0	502,454	502,454

PUBLIC WORKS 10005 - SW HAZARDOUS WASTE
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Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61501 - REGULAR OVERTIME	1,131	2,613	2,768	2,513	2,851	0	2,851	2,851
61703 - RETIREMENT CONTRIBUTIONS	104	238	244	193	307	0	307	307
61704 - SOCIAL SECURITY	81	184	212	167	218	0	218	218
61705 - WORKERS COMPENSATION	10	24	41	21	42	0	42	42
61000 - PERSONAL SERVICES	1,325	3,059	3,265	2,894	3,418	0	3,418	3,418
62103 - TECHNICAL SERVICES	38,889	26,334	42,327	42,327	44,443	0	44,443	44,443
65101 - PRINCIPAL	8,111	7,972	8,000	8,000	8,056	0	8,056	8,056
65102 - INTEREST ON BONDED DEBT	2,549	2,241	1,939	1,939	1,626	0	1,626	1,626
62000 - OPERATING EXPENDITURES	49,548	36,548	52,266	52,266	54,125	0	54,125	54,125
10005 - SW HAZARDOUS WASTE Total	50,873	39,607	55,531	55,160	57,543	0	57,543	57,543

PUBLIC WORKS 10006 - SW DEMOLITION TFR/DISP

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61307 - PART TIME EMPLOYEES	36,315	34,667	32,348	32,634	33,318	0	33,318	33,318
61704 - SOCIAL SECURITY	2,778	2,652	2,475	2,216	2,549	0	2,549	2,549
61705 - WORKERS COMPENSATION	31	31	478	28	492	0	492	492
61000 - PERSONAL SERVICES	39,124	37,351	35,301	34,878	36,359	0	36,359	36,359
62448 - HAULING AND DISPOSAL	75,718	113,574	108,649	116,744	112,696	0	112,696	112,696
62604 - EQUIPMENT RENTAL	550	600	1,200	1,200	1,200	0	1,200	1,200
62000 - OPERATING EXPENDITURES	76,268	114,174	109,849	117,944	113,896	0	113,896	113,896
10006 - SW DEMOLITION TFR/DISP Total	115,392	151,525	145,150	152,822	150,255	0	150,255	150,255

PUBLIC WORKS 10008 - SW LANDFILL MONITORING

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62120 - LABORATORY SERVICES	3,780	6,500	15,000	13,200	13,000	0	13,000	13,000
62121 - MONITORING/INSPECTIONS	32,495	14,525	33,603	15,722	27,000	0	27,000	27,000
62760 - OPERATING SUPPLIES	6,900	17,035	18,000	12,493	18,000	0	18,000	18,000
62000 - OPERATING EXPENDITURES	43,174	38,060	66,603	41,415	58,000	0	58,000	58,000
10008 - SW LANDFILL MONITORING Total	43,174	38,060	66,603	41,415	58,000	0	58,000	58,000

PUBLIC WORKS 10009 - SW LANDFILL GAS SYSTEM

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62311 - EQUIPMENT MAINTENANCE	124	7,030	8,750	8,750	8,750	0	8,750	8,750
62314 - SYSTEMS MAINTENANCE	53,069	116,047	73,000	58,263	73,000	0	73,000	73,000
62000 - OPERATING EXPENDITURES	53,192	123,077	81,750	67,013	81,750	0	81,750	81,750
10009 - SW LANDFILL GAS SYSTEM Total	53,192	123,077	81,750	67,013	81,750	0	81,750	81,750

PUBLIC WORKS 10050 - CAPITAL APPROPRIATIONS

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
68010 - CAPITAL RESERVE	45,000	0	0	0	0	0	0	0
68011 - CAPITAL PROJECT TRANSFER	0	0	48,965	48,965	47,000	0	47,000	47,000
62000 - OPERATING EXPENDITURES	45,000	0	48,965	48,965	47,000	0	47,000	47,000
10050 - CAPITAL APPROPRIATIONS Total	45,000	0	48,965	48,965	47,000	0	47,000	47,000

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
PUBLIC WORKS	4,705,266	4,890,449	5,023,656	4,571,925	4,703,407	12,000	4,715,407	4,715,407

CITY OF KEENE, NEW HAMPSHIRE
FY2013/2014 Operating Budget
STATEMENT OF SOLID WASTE FUND LONG-TERM DEBT

<u>ISSUE</u>	<u>DATED</u>	<u>MATURITY</u>	<u>RATE</u>	<u>ORIGINAL BOND</u>	<u>PRINCIPAL 2013/2014</u>	<u>INTEREST 2013/2014</u>	<u>PRINCIPAL BALANCE 06/30/14</u>
Household Haz. Waste Proc. Facil. - Refunding (1997)	12/27/2006	8/15/2017	avg 3.93%	\$ 84,860	\$ 8,056	\$ 1,626	\$ 36,296
Transfer Station Addition	3/1/2002	3/1/2022	avg 4.57%	520,000	27,500	11,128	200,000
				<u>\$ 604,860</u>	<u>\$ 35,556</u>	<u>\$ 12,754</u>	<u>\$ 236,296</u>
Authorized, Unissued:							\$ -
Unauthorized, Unissued:							\$ -
Anticipated, FY13/14:							\$ -
Total Anticipated Bond Issue - new							<u>\$ -</u>

CALCULATION OF SOLID WASTE FUND DEBT LIMIT AND BORROWING CAPACITY

Solid Waste Fund does not have a debt limit outside that of the General Fund, therefore the principal balance of the issues noted above have been subtracted from the available debt limit identified in the General Fund.

CITY OF KEENE, NEW HAMPSHIRE
FY 2012/13 SOLID WASTE FUND CAPITAL APPROPRIATIONS

<u>Project Description</u>	<u>Capital Project Appropriation FY 12</u>	<u>Capital Project Appropriation FY 13</u>	<u>Capital Project Appropriation FY 14</u>
<u>Capital Reserve Appropriations:</u>			
Recycling Center/Transfer Station Capital Reserve	10050-68010	\$ -	\$ -
Total General Revenue Capital Reserve Appropriation		<u>\$ -</u>	<u>\$ -</u>
<u>Capital Project Appropriations:</u>			
Facility Improvements	10050-68011	\$ -	\$ 48,965
Total Capital Project Appropriation		<u>\$ -</u>	<u>\$ 48,965</u>
TOTAL CAPITAL RESERVE AND PROJECT APPROPRIATIONS		<u>\$ -</u>	<u>\$ 48,965</u>

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CITY OF KEENE, NEW HAMPSHIRE
SEWER FUND OPERATING REVENUES and EXPENSES
HISTORICAL ANALYSIS and BUDGET

	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	ESTIMATE FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
<u>REVENUES</u>								
Taxes	\$49,223	\$47,715	\$45,831	\$44,907	\$44,342	\$44,342	\$42,662	\$40,194
Intergovernmental	671,609	606,238	145,944	130,444	130,242	130,242	132,762	135,333
Charges for Services	5,538,301	5,172,530	5,478,334	5,399,650	6,100,196	6,100,196	7,000,391	7,245,765
Miscellaneous	16,078	52,877	5,000	6,500	7,000	7,000	7,140	7,283
Use of (Addition to) Surplus			(379,172)					
TOTAL REVENUES	\$6,275,212	\$5,879,359	\$5,295,937	\$5,581,501	\$6,281,780	\$6,281,780	\$7,182,955	\$7,428,575
<u>EXPENSES</u>								
Sewer Administration	\$1,107,304	\$1,352,573	\$1,236,379	\$1,183,398	\$1,283,427	\$1,283,427	\$1,314,999	\$1,347,394
Mains & Manholes	162,487	260,806	311,499	321,316	365,880	365,880	372,465	379,171
Services	14,053	5,583	31,776	22,279	9,239	9,239	9,405	9,575
Martell Court Pump Station	215,835	259,482	247,851	226,828	285,320	285,320	286,854	288,472
Laboratory	207,433	206,175	212,287	191,763	212,450	212,450	216,274	220,167
Maintenance	106,618	102,321	140,647	136,473	140,836	140,836	143,371	145,952
WWTP	2,871,981	2,753,799	3,115,499	2,892,438	3,076,764	3,076,764	3,271,332	3,339,267
Capital Program expense	478,046	321,097						
TOTAL EXPENSES	\$5,163,758	\$5,261,836	\$5,295,937	\$4,974,495	\$5,373,915	\$5,373,915	\$5,614,700	\$5,729,997
NET REVENUE (EXPENSE)	\$1,111,454	\$617,523	\$0	\$607,006	\$907,865	\$907,865	\$1,568,255	\$1,698,578

Note: Capital program expense is outlay in capital program cost centers which has not been capitalized.

CITY OF KEENE, NEW HAMPSHIRE
SEWER FUND CAPITAL PROGRAM
HISTORICAL ANALYSIS and BUDGET

	PROGRAM FY 10/11	PROGRAM FY 11/12	PROGRAM FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
CAPITAL PROGRAM							
Reserve: Martell Court	\$230,000	\$200,000	\$200,000	\$250,000	\$250,000	\$250,000	\$200,000
Reserve: Sewer Infrastructure				125,000	125,000	125,000	125,000
Reserve: Wastewater Treatment Plant	300,000	450,000	450,000	450,000	450,000	450,000	450,000
Collection System Infiltration Eval.			60,345				
WWTP Disinfection System		169,845	3,190,055				
Advanced Treatment		1,422,842	3,906,400				
Headworks Replacement				101,023	101,023		1,076,971
Martell Court Pump & Control Repl.	91,506	942,509	1,423,900	10,135	10,135		61,600
Martell Court Roof Replacement							
Polymer Unit Replacement		35,350					
Rose Lane WWTP Closure							
Sewer Main Improvements	117,533	564,137	982,792	83,500	83,500	798,303	
Sewer Maintenance Equipment				660,307	660,307	935,733	505,840
Sewer Structural Repairs	100,000	100,000	150,000	200,000	200,000	154,500	159,135
Sludge Thickener Replacement		44,084					
Solids Dewatering Equipment		110,998					
Structural Integrity and Accessibility	250,000	250,000				2,621,342	
Transfer Switch Replacement			33,267				
WWTP Aeration Gate Replacement				13,080	13,080	162,372	
WWTP Grit Removal				20,420	20,420		174,265
WWTP HVAC Replacement			175,649				
WWTP Blower Replacement		30,087	304,468	61,076	61,076	159,360	164,140
WWTP Plant Security						198,380	53,100
WWTP Roof Replacement			36,400				
WWTP Septage Facility Improvements							
WWTP Sludge Pump Replacement						57,143	61,902
WWTP Truck Scale		17,490					
SUBTOTAL - APPROPRIATION	\$1,411,141	\$4,337,342	\$10,913,276	\$1,974,541	\$1,974,541	\$5,977,133	\$3,031,953
USE OF CAPITAL RESERVE	91,506	1,255,010	374,135	866,041	866,041	3,198,597	1,905,845
OTHER FUNDING SOURCES	672,102	2,307,161	9,889,141	200,000	200,000	1,834,036	
NET CAPITAL PROGRAM	\$647,533	\$775,171	\$650,000	\$908,500	\$908,500	\$944,500	\$1,126,108

**CITY OF KEENE, NEW HAMPSHIRE
SEWER FUND CAPITAL PROGRAM
HISTORICAL ANALYSIS and BUDGET**

This section adjusts Net Revenue (Expense) to include uses of cash not recorded as expense, and to exclude depreciation, an expense that does not require the use of cash. The purpose of the adjustment is to reflect the projected uses of cash generated by operations.

Add Back: Depreciation	\$955,200	\$955,200	\$972,394	\$989,897
State Aid Grant Principal Receipts	16,029	16,029	15,595	15,161
Subtract: Debt Svc Principal (see Note 3)	(970,594)	(970,594)	(1,611,743)	(1,577,527)
Trfrs to Capital Reserve (see Note 3)	(825,000)	(825,000)	(825,000)	(775,000)
Capital Outlays (see Note 3)	(83,500)	(83,500)	(119,500)	(351,108)
<i>Projected Annual Cash Surplus (Deficit)</i>	(\$0)	\$0	\$0	\$0

Note 1: Net Revenue (Expense) indicates the anticipated increase (decrease) in retained earnings at the end of the year.

Note 2: Net revenue including use of surplus will fund cash requirements for capital outlays and capital reserves.

Note 3: IN FY 12, federal grant funding for infrastructure work was received, which inflates Intergovernmental Revenues.

Note 4: Debt Service principal, capital outlays, and transfers to reserves are balance sheet transactions, and are not included in expenses.

SEWER FUND REVENUE

TAXES

41125-TAX INCREMENT FINANCING: taxes raised in development district, based on increased value over the value at the time of its establishment, dedicated to debt service associated with public improvements within that district

INTERGOVERNMENTAL

43207-STATE BOND REIMBURSEMENT: the State's portion of the bond for the construction of the Waste Water Treatment Plant, Marlboro Interceptor, Ultraviolet Disinfection

43403-OTHER TOWNS: charges to surrounding towns for usage of wastewater system

CHARGES FOR SERVICES

44105-SEWER CHARGES: fees paid by the City of Keene wastewater system users

44106-SEPTIC WASTE: revenue generated from treating septic tank and holding tank wastes

44107-SEWER SERVICES: revenue generated from City forces performing new installation and maintenance activities on private service lines

44108-INDUSTRIAL PRE-TREATMENT: charge to industrial sewer users for industrial pretreatment services

44109- DIRECT REIMBURSEMENT: reimbursement for materials and services provided to other entities

44110-TESTING: pretreatment tests

44115-INSPECTION SERVICES: charges for job inspection

MISCELLANEOUS

46101-INTEREST EARNINGS: interest earned on investment of temporarily idle cash in time deposits and overnight bank investments

46103-INTEREST ON A/R: amount charged on Accounts Receivable bills over 30 days old

OTHER FINANCING SOURCES

47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

47007- USE OF SURPLUS: CARRYOVER: appropriations extended beyond fiscal year in which they were originally approved.

47003 and 47290: CAPITAL RESERVE AND INTERFUND TRANSFERS: internal charges for the funding of and accounting for capital project activity

PROCEEDS LONG TERM FINANCE

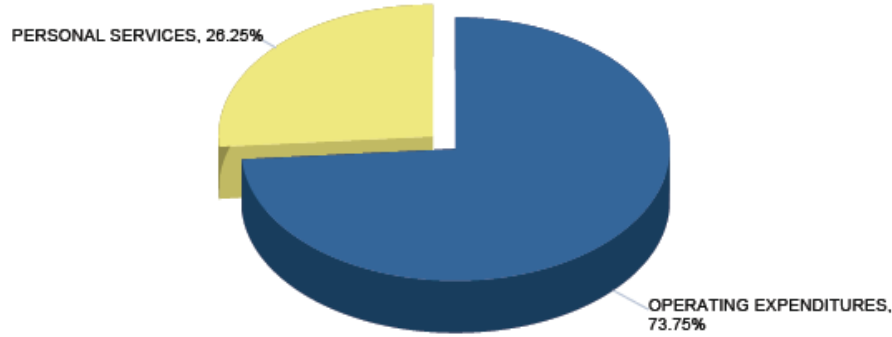
48101-SALE OF BONDS: proceeds expected from bonding to cover capital project items

**City of Keene, New Hampshire
Fiscal Year 2013 - 2014**

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
SEWER ADMINISTRATION	41125 - TAX INCREMENT FINANCING	49,223	47,715	45,831	44,907	44,342	44,342
41000 - TAXES		49,223	47,715	45,831	44,907	44,342	44,342
EPA ADVANCED TRTMNT GRANT	43101 - FEDERAL GRANTS	0	300,000	0	0	0	0
FY10 INFRASTRUCTURE	43117 - ARRA STIMULUS: DES	310,534	117,500	0	0	0	0
SEWER ADMINISTRATION	43207 - STATE BOND REIMBURSEMENT	840	643	444	444	242	242
	43403 - OTHER TOWNS	160,742	111,917	145,500	130,000	130,000	130,000
SEWER MAIN IMPROVEMENTS	43117 - ARRA STIMULUS: DES	199,493	76,178	0	0	0	0
43000 - INTERGOVERNMENTAL		671,609	606,238	145,944	130,444	130,242	130,242
SEWER ADMINISTRATION	44105 - SEWER CHARGES	5,069,815	4,742,739	5,052,244	4,995,000	5,688,646	5,688,646
	44106 - SEPTIC WASTE	378,633	372,381	368,790	360,850	360,850	360,850
	44107 - SEWER SERVICES	29,100	18,302	18,300	5,800	12,700	12,700
	44108 - INDUSTRIAL PRE-TREATMENT	35,822	35,075	34,000	34,000	34,000	34,000
	44109 - DIRECT REIMBURSEMENT	20,757	0	0	0	0	0
	44110 - TESTING	4,174	4,032	5,000	4,000	4,000	4,000
44000 - CHARGES FOR SERVICES		5,538,301	5,172,530	5,478,334	5,399,650	6,100,196	6,100,196
CAPITAL RES - PUMP STATN	46101 - INTEREST EARNINGS	562	393	0	0	0	0
CAPITAL RES - SEWER INFRA	46101 - INTEREST EARNINGS	3,494	1,759	0	0	0	0
CAPITAL RESERVE - WWTP	46101 - INTEREST EARNINGS	3,366	2,012	0	0	0	0
SEWER ADMINISTRATION	46101 - INTEREST EARNINGS	6,768	9,769	5,000	6,500	7,000	7,000
	46103 - INTEREST: A/R	1,889	2,243	0	0	0	0
46000 - MISCELLANEOUS		16,079	16,177	5,000	6,500	7,000	7,000
BEAVER BROOK SEWER/WALL	47290 - INTRAFUND APPROPRIATION	-0	0	0	0	0	0
CAPITAL RES - PUMP STATN	47003 - CAPITAL RESERVE	0	-165,409	0	0	0	0
	47290 - INTRAFUND APPROPRIATION	230,000	200,000	0	0	0	0
CAPITAL RESERVE - WWTP	47003 - CAPITAL RESERVE	-94,996	-87,908	0	0	0	0
	47290 - INTRAFUND APPROPRIATION	300,000	450,000	0	0	0	0
CLARIFIER DRIVE REPLACE.	47003 - CAPITAL RESERVE	94,996	6,239	0	0	0	0
FY 08 INFRA SEWER	47290 - INTRAFUND APPROPRIATION	-6,593	0	0	0	0	0
FY 11 INFRASTRUCTURE	47290 - INTRAFUND APPROPRIATION	0	-7,974	0	0	0	0
FY 12 INFRASTRUCTURE	47290 - INTRAFUND APPROPRIATION	117,533	-117,533	0	0	0	0
FY10 INFRASTRUCTURE	47290 - INTRAFUND APPROPRIATION	-147,000	125,507	0	0	0	0
MARTEL COURT DEMOLITION	47290 - INTRAFUND APPROPRIATION	-14,686	0	0	0	0	0

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
MC PUMP & CONTROL REPLACE	47003 - CAPITAL RESERVE	0	165,409	0	0	0	0
PRIORITY CLEANING PROGRAM	47290 - INTRAFUND APPROPRIATION	-100,000	-100,000	0	0	0	0
SCADA SYSTEM	47290 - INTRAFUND APPROPRIATION	0	-8,453	0	0	0	0
SEWER ADMINISTRATION	47001 - USE(ADDITION) TO SURPLUS	0	0	-555,421	0	-907,865	-907,865
	47007 - USE OF SURPLUS: CARRYOVER	0	0	176,249	0	0	0
	47290 - INTRAFUND APPROPRIATION	-448,841	-766,718	0	0	0	0
SEWER MAIN LINING	47290 - INTRAFUND APPROPRIATION	-3,227	0	0	0	0	0
SEWER STRUCTURAL REPAIRS	47290 - INTRAFUND APPROPRIATION	100,000	100,000	0	0	0	0
STRUCTURAL INTEGRITY	47290 - INTRAFUND APPROPRIATION	0	107,681	0	0	0	0
WW INFRA. SECURITY	47290 - INTRAFUND APPROPRIATION	-27,186	0	0	0	0	0
WWTP BLOWER REPLACEMENT	47003 - CAPITAL RESERVE	0	19,222	0	0	0	0
WWTP DISINFECTION SYSTEM	47003 - CAPITAL RESERVE	0	62,448	0	0	0	0
WWTP TRUCK SCALE	47290 - INTRAFUND APPROPRIATION	0	17,490	0	0	0	0
47000 - OTHER FINANCING SOURCES		-0	0	-379,172	0	-907,865	-907,865
WWTP ADVANCED TREATMENT	48101 - SALE OF BONDS	0	36,700	0	0	0	0
48000 - PROCEEDS LONG TRM FINANCE		0	36,700	0	0	0	0
Revenue Total		6,275,212	5,879,359	5,295,937	5,581,501	5,373,915	5,373,915

32 - SEWER FUND



Budget Category	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61000 - PERSONAL SERVICES	1,163,723	1,269,847	1,321,175	1,227,363	1,410,918	0	1,410,918	1,410,918
62000 - OPERATING EXPENDITURES	3,521,988	3,670,893	3,974,762	3,747,132	3,918,007	44,990	3,962,997	3,962,997
Department Total	4,685,711	4,940,740	5,295,937	4,974,495	5,328,925	44,990	5,373,915	5,373,915

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
08000	61303	ASST PW DIR / LAB MGR	0.12	10,606
	61304	CIVIL ENGINEER	0.50	34,879
		ENGINEERING TECHNICIAN	1.50	92,287
	61305	ADMINISTRATIVE ASSISTANT	0.13	4,340
08004	61303	ASST PW DIR / LAB MGR	0.38	35,110
	61304	LABORATORY TECHNICIAN	0.67	33,081
		LABORATORY SUPV	0.50	31,908
08005	61303	MAINTENANCE MANAGER	0.23	16,044
08006	61303	MAINTENANCE MANAGER	0.54	37,669
		OPERATIONS MANAGER	1.00	73,369
	61304	INDUSTRIAL PRETREATMENT C	1.00	53,919
	61304	CUSTODIAN	0.08	3,175
08***	61304	PW - AFSCME	9.34	413,235
85 - PUBLIC WORKS Total			15.99	839,622

*This number does not include any overtime, seasonal, or other forms of pay.

PUBLIC WORKS SEWER

The Sewer Enterprise Fund is made up of five different focus areas:

- Wastewater collection
- Wastewater Treatment Plant (WWTP)
- Wastewater process and compliance testing
- Maintenance of wastewater infrastructure and equipment
- Wastewater system engineering.

These areas each provide specific services that together accomplish the basic mission of transporting, treating, and discharging domestic, commercial, and industrial wastewater in a manner consistent with regulatory, fiscal, and community expectations.

The Sewer Fund focused on infrastructure improvement at the capital and operating budget levels in FY13. Some of the fund's FY13 accomplishments will include:

- Beginning construction of the Martell Court Pump Station upgrade.
- Award of construction contract for the WWTP upgrade project.
- Safety improvements at the WWTP for Department of Labor compliance.
- Rebuilding of pumps at Farmstead Commons and Black Brook pump stations.
- Replacement of doors, heating coil, and lights in the WWTP grit chamber.
- Scheduled cleaning of 100,000 feet of sewer main.
- Scheduled inspection of 1,200 sewer manholes.
- Inspection of 110 grease traps.
- Raise/Repair of 11 sewer manholes.

Staff will be challenged in FY14 to keep the WWTP and Martell Court Pump Station operational during construction. FY14 objectives include:

- Replacement of sewer mains on Washington Street.
- Completion of the inspection of all sewer manholes.
- Selecting new equipment for the WWTP solids dewatering processes and complete replacement design.
- Beginning construction of the WWTP upgrades, including disinfection system and blowers.
- Installing a new fire alarm system at Martell Court Pump Station
- Installing new atmospheric gas detection systems at the WWTP and Martell Court Pump Station.
- Completing the recommendation and design for closure of the Rose Lane sludge monofill.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	PUBLIC WORKS	FUND:	SEWER
DIVISION(s): Cost Center(s):	Operations, Laboratory, Utilities Maintenance, & Water/Sewer Divisions 08000 through 08006		
MISSION:	To reduce the community's impact on its natural environment through proper maintenance and operation of its collection and treatment infrastructure while continuing to maintain compliance with state and federal regulations and fiscal responsibility.		

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP
1. Operate and maintain more than 86 miles of gravity sewer and force mains and treat all wastewater to meet state and federal standards.		Infrastructure
2. Provide scheduled and unscheduled maintenance services to wastewater infrastructure and all supporting collection, pumping and treatment facilities.		Infrastructure
3. Create and administer the sampling and inspection plans for the wastewater system and industrial pretreatment programs.		Infrastructure

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Begin construction of the Martell Court Pump Station and Wastewater Treatment Plant upgrades including the new ultraviolet (UV) disinfection system and aeration basin blowers.	CWA-AO	Infrastructure	C
2. Reduce the number of sanitary sewer overflows through sewer maintenance, replacement, and improvement programs.	CWA-NPDES	Infrastructure	C
3. Complete the designs for the replacement of the sludge dewatering equipment and closure of the Rose Lane sludge monofill.		Infrastructure	E
4. Inspect and prioritize deficiency repair for all sewer manholes.		Infrastructure	E
5. Complete upgrade of Martell Court Pump Station.		Infrastructure	C

METRICS:	CY12	CY13	CY14
1. Wastewater Treatment Plant discharge permit violations not related to extreme weather events (goal =0).	1	2	0
2. Sanitary sewer overflows not related to private sources (goal =0).	1	1	0
3. Number of Wastewater Treatment Plant upsets or permit violations due to equipment failure (goal =0).	0	0	0

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

PUBLIC WORKS

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	163,294	166,009	168,027	161,053	172,799	0	172,799	172,799
61304 - GENERAL PERSONNEL	555,859	596,677	633,182	585,420	661,441	0	661,441	661,441
61305 - ADMINISTRATIVE PERSONNEL	5,197	5,243	5,362	4,992	5,382	0	5,382	5,382
61308 - SEASONAL HELP	4,990	739	0	0	0	0	0	0
61401 - TEMPORARY PERSONNEL	7,290	7,845	16,640	918	0	0	0	0
61501 - REGULAR OVERTIME	38,800	42,702	48,437	44,880	45,024	0	45,024	45,024
61502 - DOUBLE OVERTIME	551	551	710	710	730	0	730	730
61508 - SUPERVISORY OVERTIME	2,849	2,849	1,850	1,850	1,850	0	1,850	1,850
61602 - STAND-BY PAY	28,270	29,029	28,270	28,325	28,270	0	28,270	28,270
61701 - HEALTH INSURANCE	198,592	223,736	238,053	235,192	291,615	0	291,615	291,615
61702 - DENTAL INSURANCE	18,720	18,314	21,010	19,172	22,797	0	22,797	22,797
61703 - RETIREMENT CONTRIBUTIONS	73,065	75,990	77,952	72,128	98,597	0	98,597	98,597
61704 - SOCIAL SECURITY	60,063	63,159	69,795	62,217	70,036	0	70,036	70,036
61705 - WORKERS COMPENSATION	9,415	10,351	11,887	9,964	11,676	0	11,676	11,676
61715 - RETIREMENT BENEFITS	-3,602	26,413	0	0	0	0	0	0
61901 - RECRUITMENT	370	239	0	542	702	0	702	702
61000 - PERSONAL SERVICES	1,163,723	1,269,847	1,321,175	1,227,363	1,410,918	0	1,410,918	1,410,918
62102 - PROFESSIONAL SERVICES	0	0	73,555	0	0	0	0	0
62103 - TECHNICAL SERVICES	8,513	6,090	14,464	13,390	13,390	0	13,390	13,390
62120 - LABORATORY SERVICES	10,862	13,164	14,304	14,496	14,560	0	14,560	14,560
62161 - LEGAL SERVICES	27	0	0	0	0	0	0	0
62176 - CITY ADMIN CHARGE	647,868	663,900	642,381	642,381	649,780	0	649,780	649,780
62205 - PC REPLACEMENT CHARGE	3,696	3,312	3,182	3,182	2,424	0	2,424	2,424
62206 - PW FLEET CHARGE	80,808	90,936	98,129	98,129	95,750	0	95,750	95,750
62306 - SOFTWARE MAINTENANCE	22,004	13,126	16,871	17,016	15,762	0	15,762	15,762
62310 - SAFETY PROGRAM MAINT.	13,521	10,943	20,401	12,711	12,970	0	12,970	12,970
62311 - EQUIPMENT MAINTENANCE	159,623	159,059	250,165	205,395	205,446	11,570	217,016	217,016
62314 - SYSTEMS MAINTENANCE	9,117	18,497	26,502	24,000	24,000	0	24,000	24,000
62316 - ESCO MAINTENANCE	0	0	5,000	2,500	5,150	0	5,150	5,150
62331 - ROAD AND STREET MAINT.	3,013	1,540	6,500	6,500	6,500	0	6,500	6,500
62350 - BUILDING MAINTENANCE	26,307	34,539	58,869	50,625	32,895	15,870	48,765	48,765
62370 - OTHER IMPROVEMNTS - MAINT	10,257	60,989	20,000	20,000	20,000	0	20,000	20,000
62371 - RIVER GAUGE STATION MAINT	18,250	7,450	11,175	11,175	11,175	0	11,175	11,175
62430 - TRAVEL	953	1,160	1,648	1,240	1,120	0	1,120	1,120
62435 - TRAINING	4,880	5,601	9,312	7,998	7,962	0	7,962	7,962
62436 - MEETINGS & DUES	1,292	1,396	1,085	1,556	1,556	0	1,556	1,556
62438 - LICENSES & CERTIFICATIONS	210	185	200	200	200	0	200	200
62448 - HAULING AND DISPOSAL	501,331	465,311	505,587	474,828	491,730	0	491,730	491,730

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62501 - WATER	6,337	6,430	6,176	6,800	6,508	0	6,508	6,508
62502 - SEWER	6,718	4,550	5,922	5,140	5,796	0	5,796	5,796
62503 - ELECTRICITY	373,761	359,276	386,029	358,850	386,254	0	386,254	386,254
62504 - HEATING FUEL	57,264	41,924	72,954	57,441	72,954	0	72,954	72,954
62510 - TELEPHONE	7,015	7,739	8,002	8,321	8,499	0	8,499	8,499
62512 - INDUSTRIAL PRE-TREATMENT	4,220	4,275	6,217	6,217	6,404	0	6,404	6,404
62601 - LAND RENTAL	133,558	135,564	135,986	135,986	142,046	0	142,046	142,046
62602 - OFFICE SPACE RENTAL	62,412	63,384	63,387	63,387	66,211	0	66,211	66,211
62604 - EQUIPMENT RENTAL	0	93	500	200	500	0	500	500
62606 - OTHER RENTALS	0	0	1,200	1,200	1,200	0	1,200	1,200
62701 - OFFICE SUPPLIES	2,790	2,247	2,243	2,915	2,920	0	2,920	2,920
62715 - BOOKS AND PERIODICALS	0	161	150	150	150	0	150	150
62733 - TOOLS	736	664	750	745	750	0	750	750
62734 - MINOR EQUIPMENT	17,124	29,964	6,231	2,120	0	16,870	16,870	16,870
62744 - MINOR COMPUTER EQUIPMENT	0	0	650	650	0	0	0	0
62755 - UNIFORMS	4,316	5,523	5,531	8,475	8,696	0	8,696	8,696
62760 - OPERATING SUPPLIES	-9,093	31,437	49,657	49,720	50,723	0	50,723	50,723
62761 - SOFTWARE	7,355	745	0	0	0	680	680	680
62762 - LICENSES & PERMITS	1,510	1,314	1,064	1,014	1,100	0	1,100	1,100
62764 - CHEMICALS	237,750	273,419	324,036	292,032	323,466	0	323,466	323,466
63403 - FURNITURE & FIXTURE ACQ	1,535	0	1,900	1,900	0	0	0	0
63409 - EQUIPMENT ACQUISITION	35,000	0	0	0	0	0	0	0
65102 - INTEREST ON BONDED DEBT	174,110	192,933	184,875	184,875	213,197	0	213,197	213,197
65202 - INTEREST ON NOTES PAYABLE	6,569	6,170	5,772	5,772	53,063	0	53,063	53,063
66102 - CAPITALIZED EXPENDITURES	-40,865	-15,090	0	0	0	0	0	0
66104 - LOSS ON FIXED ASSETS	0	20,355	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	198,568	198,335	202,200	200,100	202,200	0	202,200	202,200
66202 - DEPRECIATION - OTHER IMPR	371,893	396,069	380,000	395,300	400,000	0	400,000	400,000
66203 - DEPRECIATION - MACH/EQUIP	338,876	346,214	344,000	350,500	353,000	0	353,000	353,000
62000 - OPERATING EXPENDITURES	3,521,988	3,670,893	3,974,762	3,747,132	3,918,007	44,990	3,962,997	3,962,997
Department Total	4,685,711	4,940,740	5,295,937	4,974,495	5,328,925	44,990	5,373,915	5,373,915

Fiscal Year 2013 - 2014

PUBLIC WORKS 08000 - SEWER ADMINISTRATION

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	5,558	5,522	5,501	5,257	10,606	0	10,606	10,606
61304 - GENERAL PERSONNEL	124,071	121,024	123,625	86,372	127,166	0	127,166	127,166
61305 - ADMINISTRATIVE PERSONNEL	5,197	5,243	5,362	4,992	5,382	0	5,382	5,382
61401 - TEMPORARY PERSONNEL	7,290	7,845	16,640	918	0	0	0	0
61501 - REGULAR OVERTIME	108	66	0	931	638	0	638	638
61602 - STAND-BY PAY	6,328	6,615	6,388	6,355	6,388	0	6,388	6,388
61701 - HEALTH INSURANCE	31,600	33,842	36,024	30,436	45,087	0	45,087	45,087
61702 - DENTAL INSURANCE	2,184	2,053	2,309	1,963	2,950	0	2,950	2,950
61703 - RETIREMENT CONTRIBUTIONS	12,977	12,526	12,397	9,143	16,174	0	16,174	16,174
61704 - SOCIAL SECURITY	11,059	10,882	12,806	7,868	11,489	0	11,489	11,489
61705 - WORKERS COMPENSATION	3,259	3,336	3,978	2,510	3,666	0	3,666	3,666
61715 - RETIREMENT BENEFITS	-3,602	26,413	0	0	0	0	0	0
61901 - RECRUITMENT	185	206	0	93	0	0	0	0
61000 - PERSONAL SERVICES	206,214	235,575	225,029	156,838	229,547	0	229,547	229,547
62120 - LABORATORY SERVICES	330	0	360	360	360	0	360	360
62161 - LEGAL SERVICES	27	0	0	0	0	0	0	0
62176 - CITY ADMIN CHARGE	270,612	426,012	376,637	376,637	338,269	0	338,269	338,269
62205 - PC REPLACEMENT CHARGE	600	432	496	496	357	0	357	357
62206 - PW FLEET CHARGE	5,880	3,996	4,702	4,702	0	0	0	0
62306 - SOFTWARE MAINTENANCE	9,480	3,435	11,785	11,930	9,580	0	9,580	9,580
62310 - SAFETY PROGRAM MAINT.	1,358	1,207	1,500	1,537	1,500	0	1,500	1,500
62430 - TRAVEL	325	425	400	150	200	0	200	200
62435 - TRAINING	281	1,676	1,250	1,106	1,850	0	1,850	1,850
62436 - MEETINGS & DUES	226	181	0	471	471	0	471	471
62438 - LICENSES & CERTIFICATIONS	0	35	0	0	0	0	0	0
62510 - TELEPHONE	1,630	2,111	1,692	2,186	2,186	0	2,186	2,186
62602 - OFFICE SPACE RENTAL	62,412	63,384	63,387	63,387	66,211	0	66,211	66,211
62701 - OFFICE SUPPLIES	577	498	213	845	845	0	845	845
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62734 - MINOR EQUIPMENT	0	2,218	4,125	0	0	12,000	12,000	12,000
62755 - UNIFORMS	0	0	0	2,950	3,165	0	3,165	3,165
65102 - INTEREST ON BONDED DEBT	160,199	180,264	148,031	148,031	153,822	0	153,822	153,822
65202 - INTEREST ON NOTES PAYABLE	6,569	6,170	5,772	5,772	53,063	0	53,063	53,063
66104 - LOSS ON FIXED ASSETS	0	20,355	0	0	0	0	0	0
66202 - DEPRECIATION - OTHER IMPR	371,788	395,731	380,000	395,000	400,000	0	400,000	400,000
66203 - DEPRECIATION - MACH/EQUIP	8,798	8,798	11,000	11,000	10,000	0	10,000	10,000
62000 - OPERATING EXPENDITURES	901,090	1,116,998	1,011,350	1,026,560	1,041,879	12,000	1,053,879	1,053,879
08000 - SEWER ADMINISTRATION Total	1,107,304	1,352,573	1,236,379	1,183,398	1,271,426	12,000	1,283,426	1,283,426

PUBLIC WORKS 08001 - SEWER MAINS & MANHOLES

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	67,795	103,817	100,956	123,471	127,130	0	127,130	127,130
61501 - REGULAR OVERTIME	11,457	10,553	12,934	9,889	10,633	0	10,633	10,633
61602 - STAND-BY PAY	245	0	0	88	0	0	0	0
61701 - HEALTH INSURANCE	24,397	29,618	34,263	29,853	50,489	0	50,489	50,489
61702 - DENTAL INSURANCE	2,207	2,422	3,180	2,537	3,999	0	3,999	3,999
61703 - RETIREMENT CONTRIBUTIONS	7,315	10,298	10,022	11,291	14,837	0	14,837	14,837
61704 - SOCIAL SECURITY	5,818	8,390	8,713	9,875	10,539	0	10,539	10,539
61705 - WORKERS COMPENSATION	988	1,477	1,612	1,689	1,791	0	1,791	1,791
61000 - PERSONAL SERVICES	120,221	166,575	171,680	188,693	219,418	0	219,418	219,418
62120 - LABORATORY SERVICES	0	403	1,100	1,100	1,100	0	1,100	1,100
62206 - PW FLEET CHARGE	33,552	47,244	51,022	51,022	64,989	0	64,989	64,989
62314 - SYSTEMS MAINTENANCE	9,117	18,497	26,502	24,000	24,000	0	24,000	24,000
62331 - ROAD AND STREET MAINT.	3,013	1,540	6,500	6,500	6,500	0	6,500	6,500
62370 - OTHER IMPROVEMNTS - MAINT	10,257	8,057	20,000	20,000	20,000	0	20,000	20,000
62430 - TRAVEL	39	0	0	228	0	0	0	0
62448 - HAULING AND DISPOSAL	6,906	4,323	10,500	5,578	5,678	0	5,678	5,678
62606 - OTHER RENTALS	0	0	1,200	1,200	1,200	0	1,200	1,200
62760 - OPERATING SUPPLIES	-20,617	14,167	22,995	22,995	22,995	0	22,995	22,995
62000 - OPERATING EXPENDITURES	42,267	94,231	139,819	132,623	146,462	0	146,462	146,462
08001 - SEWER MAINS & MANHOLES Total	162,487	260,806	311,499	321,316	365,880	0	365,880	365,880

PUBLIC WORKS 08002 - SEWER SERVICES
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Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	483	2,096	11,803	2,613	3,178	0	3,178	3,178
61501 - REGULAR OVERTIME	28	48	0	20	0	0	0	0
61701 - HEALTH INSURANCE	2,964	3,527	4,033	3,443	1,262	0	1,262	1,262
61702 - DENTAL INSURANCE	267	286	369	290	100	0	100	100
61703 - RETIREMENT CONTRIBUTIONS	47	189	1,039	192	342	0	342	342
61704 - SOCIAL SECURITY	37	160	903	201	243	0	243	243
61705 - WORKERS COMPENSATION	6	22	177	23	43	0	43	43
61000 - PERSONAL SERVICES	3,832	6,328	18,324	6,782	5,168	0	5,168	5,168
62206 - PW FLEET CHARGE	10,068	11,688	13,052	13,052	1,625	0	1,625	1,625
62760 - OPERATING SUPPLIES	153	-12,433	400	2,445	2,445	0	2,445	2,445
62000 - OPERATING EXPENDITURES	10,221	-745	13,452	15,497	4,070	0	4,070	4,070
08002 - SEWER SERVICES Total	14,053	5,583	31,776	22,279	9,238	0	9,238	9,238

PUBLIC WORKS 08003 - MARTEL COURT PUMPING STN

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	14,266	8,930	26,309	26,309	26,258	0	26,258	26,258
61501 - REGULAR OVERTIME	1,437	865	811	811	811	0	811	811
61602 - STAND-BY PAY	993	1,750	1,267	1,267	1,267	0	1,267	1,267
61701 - HEALTH INSURANCE	8,342	9,404	10,054	10,054	10,432	0	10,432	10,432
61702 - DENTAL INSURANCE	773	774	871	871	860	0	860	860
61703 - RETIREMENT CONTRIBUTIONS	1,531	1,033	2,498	2,498	3,052	0	3,052	3,052
61704 - SOCIAL SECURITY	1,237	860	2,172	2,172	2,168	0	2,168	2,168
61705 - WORKERS COMPENSATION	129	98	247	247	246	0	246	246
61000 - PERSONAL SERVICES	28,707	23,714	44,229	44,229	45,094	0	45,094	45,094
62206 - PW FLEET CHARGE	3,252	2,352	2,610	2,610	2,611	0	2,611	2,611
62310 - SAFETY PROGRAM MAINT.	3,235	1,501	4,968	2,670	2,670	0	2,670	2,670
62311 - EQUIPMENT MAINTENANCE	36,264	11,679	31,879	26,012	25,892	0	25,892	25,892
62316 - ESCO MAINTENANCE	0	0	2,500	2,500	2,575	0	2,575	2,575
62350 - BUILDING MAINTENANCE	2,890	7,208	3,300	2,357	2,380	15,870	18,250	18,250
62370 - OTHER IMPROVEMNTS - MAINT	0	52,932	0	0	0	0	0	0
62501 - WATER	1,445	3,329	2,487	2,661	3,013	0	3,013	3,013
62503 - ELECTRICITY	56,173	73,079	67,980	57,504	68,104	0	68,104	68,104
62504 - HEATING FUEL	148	0	1,398	1,390	1,398	0	1,398	1,398
62510 - TELEPHONE	32	0	300	295	300	0	300	300
65102 - INTEREST ON BONDED DEBT	0	0	0	0	29,213	0	29,213	29,213
66201 - DEPRECIATION - BUILDINGS	3,046	3,046	3,200	3,100	3,200	0	3,200	3,200
66203 - DEPRECIATION - MACH/EQUIP	80,642	80,642	83,000	81,500	83,000	0	83,000	83,000
62000 - OPERATING EXPENDITURES	187,128	235,768	203,622	182,599	224,356	15,870	240,226	240,226
08003 - MARTEL COURT PUMPING STN Total	215,835	259,482	247,851	226,828	269,450	15,870	285,320	285,320

PUBLIC WORKS 08004 - LABORATORY - SEWER
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	39,263	39,013	38,863	37,142	35,110	0	35,110	35,110
61304 - GENERAL PERSONNEL	68,615	62,331	63,251	58,803	64,989	0	64,989	64,989
61501 - REGULAR OVERTIME	69	46	1,500	127	150	0	150	150
61701 - HEALTH INSURANCE	27,372	28,643	29,631	21,555	29,850	0	29,850	29,850
61702 - DENTAL INSURANCE	2,054	1,811	1,963	1,806	2,426	0	2,426	2,426
61703 - RETIREMENT CONTRIBUTIONS	9,920	9,169	9,118	8,454	10,796	0	10,796	10,796
61704 - SOCIAL SECURITY	7,960	7,313	7,926	6,981	7,668	0	7,668	7,668
61705 - WORKERS COMPENSATION	1,589	1,548	1,635	1,526	1,593	0	1,593	1,593
61000 - PERSONAL SERVICES	156,842	149,873	153,887	136,394	152,582	0	152,582	152,582
62120 - LABORATORY SERVICES	10,361	12,591	12,594	12,594	12,600	0	12,600	12,600
62205 - PC REPLACEMENT CHARGE	444	492	413	413	407	0	407	407
62206 - PW FLEET CHARGE	1,380	3,096	3,297	3,297	3,241	0	3,241	3,241
62311 - EQUIPMENT MAINTENANCE	11,983	12,066	12,159	12,159	12,200	0	12,200	12,200
62435 - TRAINING	1,205	1,719	3,450	3,430	1,500	0	1,500	1,500
62438 - LICENSES & CERTIFICATIONS	160	50	100	100	100	0	100	100
62448 - HAULING AND DISPOSAL	0	1,000	500	500	500	0	500	500
62701 - OFFICE SUPPLIES	441	264	305	345	350	0	350	350
62734 - MINOR EQUIPMENT	3,144	2,588	0	0	0	4,870	4,870	4,870
62744 - MINOR COMPUTER EQUIPMENT	0	0	650	650	0	0	0	0
62760 - OPERATING SUPPLIES	10,930	9,891	12,899	10,917	11,920	0	11,920	11,920
62761 - SOFTWARE	0	0	0	0	0	680	680	680
62762 - LICENSES & PERMITS	630	877	964	964	1,000	0	1,000	1,000
62764 - CHEMICALS	9,912	11,668	11,070	10,000	10,500	0	10,500	10,500
62000 - OPERATING EXPENDITURES	50,590	56,302	58,400	55,369	54,318	5,550	59,868	59,868
08004 - LABORATORY - SEWER Total	207,433	206,175	212,287	191,763	206,900	5,550	212,450	212,450

PUBLIC WORKS 08005 - SEWER SYSTEM MAINTENANCE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	15,728	15,731	15,671	15,671	16,044	0	16,044	16,044
61304 - GENERAL PERSONNEL	14,655	12,857	27,961	27,961	27,836	0	27,836	27,836
61308 - SEASONAL HELP	4,990	739	0	0	0	0	0	0
61501 - REGULAR OVERTIME	1,601	296	4,883	4,793	4,483	0	4,483	4,483
61508 - SUPERVISORY OVERTIME	851	851	1,850	1,850	1,850	0	1,850	1,850
61602 - STAND-BY PAY	5,592	7,875	7,840	7,840	7,840	0	7,840	7,840
61701 - HEALTH INSURANCE	12,402	13,974	14,951	14,951	15,514	0	15,514	15,514
61702 - DENTAL INSURANCE	1,168	1,151	1,294	1,294	1,278	0	1,278	1,278
61703 - RETIREMENT CONTRIBUTIONS	3,530	3,394	5,122	5,122	6,252	0	6,252	6,252
61704 - SOCIAL SECURITY	3,183	2,787	4,453	4,453	4,441	0	4,441	4,441
61705 - WORKERS COMPENSATION	360	341	523	523	522	0	522	522
61901 - RECRUITMENT	53	0	0	449	702	0	702	702
61000 - PERSONAL SERVICES	64,111	59,996	84,547	84,907	86,762	0	86,762	86,762
62205 - PC REPLACEMENT CHARGE	624	528	449	449	457	0	457	457
62206 - PW FLEET CHARGE	5,436	4,920	5,665	5,665	5,673	0	5,673	5,673
62306 - SOFTWARE MAINTENANCE	1,647	1,680	1,714	1,714	1,782	0	1,782	1,782
62310 - SAFETY PROGRAM MAINT.	1,470	1,177	4,893	3,645	3,698	0	3,698	3,698
62311 - EQUIPMENT MAINTENANCE	14,792	14,811	18,233	17,097	17,214	0	17,214	17,214
62350 - BUILDING MAINTENANCE	7,764	7,206	12,615	11,968	12,615	0	12,615	12,615
62435 - TRAINING	2,384	1,705	3,000	1,850	3,000	0	3,000	3,000
62436 - MEETINGS & DUES	137	225	200	200	200	0	200	200
62503 - ELECTRICITY	6,300	5,739	5,869	5,851	5,970	0	5,970	5,970
62504 - HEATING FUEL	51	2,024	850	837	850	0	850	850
62510 - TELEPHONE	933	1,329	937	920	940	0	940	940
62604 - EQUIPMENT RENTAL	0	93	500	200	500	0	500	500
62701 - OFFICE SUPPLIES	232	223	425	425	425	0	425	425
62733 - TOOLS	736	664	750	745	750	0	750	750
62000 - OPERATING EXPENDITURES	42,506	42,325	56,100	51,566	54,074	0	54,074	54,074
08005 - SEWER SYSTEM MAINTENANCE Total	106,618	102,321	140,647	136,473	140,836	0	140,836	140,836

PUBLIC WORKS 08006 - WASTEWATER TREATMENT

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	102,746	105,743	107,992	102,983	111,039	0	111,039	111,039
61304 - GENERAL PERSONNEL	265,973	285,621	279,277	259,891	284,884	0	284,884	284,884
61501 - REGULAR OVERTIME	24,101	30,828	28,309	28,309	28,309	0	28,309	28,309
61502 - DOUBLE OVERTIME	551	551	710	710	730	0	730	730
61508 - SUPERVISORY OVERTIME	1,998	1,998	0	0	0	0	0	0
61602 - STAND-BY PAY	15,113	12,789	12,775	12,775	12,775	0	12,775	12,775
61701 - HEALTH INSURANCE	91,514	104,728	109,098	124,900	138,981	0	138,981	138,981
61702 - DENTAL INSURANCE	10,069	9,817	11,025	10,411	11,183	0	11,183	11,183
61703 - RETIREMENT CONTRIBUTIONS	37,745	39,381	37,756	35,428	47,144	0	47,144	47,144
61704 - SOCIAL SECURITY	30,769	32,767	32,822	30,667	33,487	0	33,487	33,487
61705 - WORKERS COMPENSATION	3,084	3,529	3,715	3,446	3,815	0	3,815	3,815
61901 - RECRUITMENT	132	33	0	0	0	0	0	0
61000 - PERSONAL SERVICES	583,795	627,785	623,480	609,520	672,346	0	672,346	672,346
62102 - PROFESSIONAL SERVICES	0	0	73,555	0	0	0	0	0
62103 - TECHNICAL SERVICES	8,513	6,090	14,464	13,390	13,390	0	13,390	13,390
62120 - LABORATORY SERVICES	171	171	250	442	500	0	500	500
62176 - CITY ADMIN CHARGE	377,256	237,888	265,744	265,744	311,511	0	311,511	311,511
62205 - PC REPLACEMENT CHARGE	2,028	1,860	1,824	1,824	1,203	0	1,203	1,203
62206 - PW FLEET CHARGE	21,240	17,640	17,781	17,781	17,611	0	17,611	17,611
62306 - SOFTWARE MAINTENANCE	10,877	8,010	3,372	3,372	4,400	0	4,400	4,400
62310 - SAFETY PROGRAM MAINT.	7,458	7,058	9,040	4,859	5,102	0	5,102	5,102
62311 - EQUIPMENT MAINTENANCE	96,583	120,502	187,894	150,127	150,140	11,570	161,710	161,710
62316 - ESCO MAINTENANCE	0	0	2,500	0	2,575	0	2,575	2,575
62350 - BUILDING MAINTENANCE	15,653	20,125	42,954	36,300	17,900	0	17,900	17,900
62371 - RIVER GAUGE STATION MAINT	18,250	7,450	11,175	11,175	11,175	0	11,175	11,175
62430 - TRAVEL	589	735	1,248	862	920	0	920	920
62435 - TRAINING	1,010	500	1,612	1,612	1,612	0	1,612	1,612
62436 - MEETINGS & DUES	929	990	885	885	885	0	885	885
62438 - LICENSES & CERTIFICATIONS	50	100	100	100	100	0	100	100
62448 - HAULING AND DISPOSAL	494,426	459,988	494,587	468,750	485,552	0	485,552	485,552
62501 - WATER	4,892	3,100	3,689	4,139	3,495	0	3,495	3,495
62502 - SEWER	6,718	4,550	5,922	5,140	5,796	0	5,796	5,796
62503 - ELECTRICITY	311,288	280,459	312,180	295,495	312,180	0	312,180	312,180
62504 - HEATING FUEL	57,066	39,899	70,706	55,214	70,706	0	70,706	70,706
62510 - TELEPHONE	4,420	4,299	5,073	4,920	5,073	0	5,073	5,073
62512 - INDUSTRIAL PRE-TREATMENT	4,220	4,275	6,217	6,217	6,404	0	6,404	6,404
62601 - LAND RENTAL	133,558	135,564	135,986	135,986	142,046	0	142,046	142,046
62701 - OFFICE SUPPLIES	1,540	1,263	1,300	1,300	1,300	0	1,300	1,300
62715 - BOOKS AND PERIODICALS	0	92	150	150	150	0	150	150
62734 - MINOR EQUIPMENT	13,980	25,158	2,106	2,120	0	0	0	0
62755 - UNIFORMS	4,316	5,523	5,531	5,525	5,531	0	5,531	5,531
62760 - OPERATING SUPPLIES	441	19,812	13,363	13,363	13,363	0	13,363	13,363

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
62761 - SOFTWARE	7,355	745	0	0	0	0	0	0
62762 - LICENSES & PERMITS	880	436	100	50	100	0	100	100
62764 - CHEMICALS	227,839	261,751	312,966	282,032	312,966	0	312,966	312,966
63403 - FURNITURE & FIXTURE ACQ	1,535	0	1,900	1,900	0	0	0	0
63409 - EQUIPMENT ACQUISITION	35,000	0	0	0	0	0	0	0
65102 - INTEREST ON BONDED DEBT	13,911	12,669	36,844	36,844	30,162	0	30,162	30,162
66102 - CAPITALIZED EXPENDITURES	-40,865	-15,090	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	195,522	195,289	199,000	197,000	199,000	0	199,000	199,000
66202 - DEPRECIATION - OTHER IMPR	105	338	0	300	0	0	0	0
66203 - DEPRECIATION - MACH/EQUIP	249,436	256,774	250,000	258,000	260,000	0	260,000	260,000
62000 - OPERATING EXPENDITURES	2,288,186	2,126,014	2,492,019	2,282,918	2,392,848	11,570	2,404,418	2,404,418
08006 - WASTEWATER TREATMENT Total	2,871,981	2,753,799	3,115,499	2,892,438	3,065,194	11,570	3,076,764	3,076,764

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
PUBLIC WORKS	4,685,711	4,940,740	5,295,937	4,974,495	5,328,925	44,990	5,373,915	5,373,915

CITY OF KEENE, NEW HAMPSHIRE
FY2013/2014 Operating Budget
STATEMENT OF SEWER FUND LONG-TERM DEBT

<u>ISSUE</u>	<u>DATED</u>	<u>MATURITY</u>	<u>RATE</u>	<u>ORIGINAL BOND</u>	<u>PRINCIPAL 2013/2014</u>	<u>INTEREST 2013/2014</u>	<u>PRINCIPAL BALANCE 06/30/14</u>
Sewer Rehab - refunding	6/18/2003	9/15/2015	avg 4.99%	171,545	12,577	978	23,581
Advanced Wastewater Treatment	12/15/2005	1/15/2026	avg 4.2692%	390,000	19,500	10,862	234,000
Sewer Main Improvements	12/15/2005	1/15/2026	avg 4.2692%	1,310,000	65,500	36,484	786,000
~ Black Brook Corporate Park - Refunding (1996)	12/27/2006	8/15/2017	avg 3.93%	380,621	37,638	6,704	146,880
Sewer Rehab - refunding (1999)	12/27/2006	8/15/2019	avg 3.93%	131,501	13,194	3,374	76,812
Sewer Main Improvements	7/15/2007	7/15/2027	avg 4.195%	1,185,000	60,000	35,798	825,000
Sewer Main Improvements	7/1/2008	7/1/2028	avg 4.0198479%	1,275,000	64,675	42,351	951,625
Priority Inspection Program (R-2008-24)	11/1/2009	11/1/2019	avg 2.3396173%	615,000	120,000	5,100	120,000
Advanced Wastewater Treatment (R-2008-23)	12/1/2011	12/1/2021	avg 1.627218%	1,388,300	280,000	19,300	825,000
Sewer main Improvements	TBD/2013		est 3.5%	945,000	47,250	23,034	897,750
Martell Court Pump and Motor Controls	TBD/2013		est 3.5%	1,230,000	123,000	29,213	1,107,000
				\$ 9,021,967	\$ 843,334	\$ 213,197	\$ 5,993,648

<i>Interfund Loan - Roundabout Project</i>	<i>7/1/2006</i>	<i>1/1/2027</i>	<i>4.30%</i>	<i>185,160</i>	<i>9,258</i>	<i>5,374</i>	<i>129,612</i>
<i>ARRA loan through NH-DES - FY 10 Infrastructure</i>	<i>TBD</i>	<i>est 2033</i>	<i>1.90%</i>	<i>1,275,330</i>	<i>63,766</i>	<i>22,942</i>	<i>1,211,563</i>
<i>ARRA loan through NH-DES - FY 09 Infrastructure</i>	<i>TBD</i>	<i>est 2033</i>	<i>2.34%</i>	<i>1,084,705</i>	<i>54,235</i>	<i>24,748</i>	<i>1,030,470</i>

Authorized, Unissued:

Martell Court Pump & Motor Controls	\$ 642,000
WWTP Advanced Treatment	2,855,000
WWTP Disinfection System	3,190,000
	<u>\$ 6,687,000</u>

Unauthorized, Unissued:

\$	-
\$	-

Anticipated, FY13/14:

\$	-
\$	-

Total Anticipated Bond Issue - new \$ 6,687,000

CALCULATION OF SEWER FUND DEBT LIMIT AND BORROWING CAPACITY

No specific debt limit is identified in RSA's; all projects, both mandated and voluntary for sewer systems and improvements are excluded from the City's calculation of overall debt limit (RSA 33:5 and 33:5-b)

CITY OF KEENE, NEW HAMPSHIRE
WATER FUND OPERATING REVENUES and EXPENSES
HISTORICAL ANALYSIS and BUDGET

	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	ESTIMATE FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
<u>REVENUES</u>								
Taxes	\$139,465	\$135,192	\$125,784	\$127,236	\$121,700	\$121,700	\$117,080	\$110,317
Intergovernmental	675,013	79,282	1,808	1,808				
Charges for Services	4,027,595	3,641,994	3,706,273	3,710,270	3,603,527	3,603,527	3,805,318	3,928,354
Miscellaneous	88,343	39,930	15,350	15,500	15,500	15,500	15,733	15,968
Use of (Addition to) Surplus			(360,222)					
TOTAL REVENUES	\$4,930,416	\$3,896,399	\$3,488,993	\$3,854,814	\$3,740,727	\$3,740,727	\$3,938,131	\$4,054,639
<u>EXPENSES</u>								
Water Administration	\$1,482,015	\$1,496,396	\$1,497,710	\$1,458,011	\$1,473,046	\$1,473,046	\$1,491,795	\$1,511,442
Water Main & Trench Repairs	142,125	201,835	176,555	209,127	230,790	230,790	\$235,406	\$240,114
Water Supply	177,594	102,251	180,095	127,110	223,668	223,668	\$228,141	\$232,704
Hydrants	93,855	128,246	123,796	102,136	140,976	140,976	\$143,796	\$146,671
Meters	244,066	275,633	310,418	241,925	223,381	223,381	\$227,849	\$232,406
Water Services	61,974	71,145	80,723	66,523	80,189	80,189	\$81,793	\$83,429
Water Treatment Facility	656,975	704,594	782,028	680,036	775,719	775,719	\$791,233	\$807,058
Laboratory	161,586	196,697	222,139	211,971	224,353	224,353	\$228,840	\$233,417
Maintenance	96,769	128,821	115,529	113,099	141,512	141,512	\$144,342	\$147,229
Capital Program expense	179,977	333,401						
TOTAL EXPENSES	\$3,296,935	\$3,639,020	\$3,488,993	\$3,209,938	\$3,513,635	\$3,513,635	\$3,573,195	\$3,634,470
NET REVENUE (EXPENSE)	\$1,633,482	\$257,378	\$0	\$644,876	\$227,092	\$227,092	\$364,936	\$420,169

Note: Capital program expense is outlay in capital program cost centers which has not been capitalized.

**CITY OF KEENE, NEW HAMPSHIRE
WATER FUND OPERATING CAPITAL PROGRAM
HISTORICAL ANALYSIS and BUDGET**

	PROGRAM FY 10/11	PROGRAM FY 11/12	CITY MGR FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
CAPITAL PROGRAM							
Reserve: Water Treatment Facility	\$70,000	\$125,000	\$50,000	\$50,000	\$50,000	\$50,000	\$75,000
Reserve: Water Infrastructure	350,000	380,000		325,000	325,000	325,000	325,000
Water Distribution Improvements	85,818	340,354	649,239	462,505	462,505	575,795	836,624
Chlorine Injection Systems				20,500	20,500	14,272	95,920
Dam Improvements	50,000	100,000	100,000	150,000	150,000	1,570,132	
Hydrant Replacement	98,116	107,927					
Watershed Management							45,132
Water Main Lining and Cleaning	250,000		250,000	461,534	461,534		50,000
Water Pressure Evaluation		60,000					
Water Tank Mixers	80,000					79,568	
Water Valve Replacement	71,700		75,968	78,247	78,247	80,594	83,012
Well Building Roof Repair		50,830					
WTF Instrumentation Upgrade							
WTF PLC Replacement				28,386	28,386	37,484	
WTF Water Tank Improvements	50,000			13,675	13,675	62,565	
WTF Evaluation			46,875				
WTF Improvements			100,000				
SUBTOTAL - APPROPRIATION	\$1,105,634	\$1,164,111	\$1,272,082	\$1,589,847	\$1,589,847	\$2,795,410	\$1,510,688
USE OF CAPITAL RESERVE	50,000	150,830	300,000	42,061	42,061	1,062,565	400,000
OTHER FUNDING SOURCES	111,028	340,354	146,875	600,000	600,000	720,132	
NET CAPITAL PROGRAM	\$944,606	\$672,927	\$825,207	\$947,786	\$947,786	\$1,012,713	\$1,110,688

This section adjusts Net Revenue (Expense) to include uses of cash not recorded as expense, and to exclude depreciation, an expense that does not require the use of cash. The purpose of the adjustment is to reflect the projected uses of cash generated by operations.

Add Back: Depreciation

State Aid Grant Principal Payments

Subtract: Debt Svc Principal (see Note 3)

Tfrs to Capital Reserve (see Note 3)

Capital Outlays (see Note 3)

Projected Annual Cash Surplus (Deficit)

Note 1: Net Revenue (Expense) indicates the anticipated increase (decrease) in retained earnings at the end of the year.

Note 2: Net revenue including use of surplus will fund cash requirements for capital outlays and capital reserves.

Note 3: Debt Service principal, capital outlays, and transfers to reserves are balance sheet transactions, and are not included in expenses.

\$819,000	\$819,000	\$835,380	\$852,088
(338,307)	(338,307)	(337,603)	(336,569)
(375,000)	(375,000)	(375,000)	(400,000)
(572,786)	(572,786)	(637,713)	(710,688)
(\$240,000)	(\$240,000)	(\$150,000)	(\$175,000)

WATER FUND REVENUE

TAXES

41125-TAX INCREMENT FINANCE: taxes raised in development district, based on increased value over the value at the time of its establishment, dedicated to debt service associated with public improvements within that district

INTERGOVERNMENTAL

43207-STATE BOND REIMBURSEMENT: the State's portion of the bond for the construction of the Water Treatment Facility

CHARGES FOR SERVICES

44101-WATER SALES: the sale of water to City of Keene water system users, metered and flat rate, and to the North Swanzey Water and Fire Precinct system

44102-WATER SERVICES: the revenue generated from City forces performing new installation and maintenance activities on private service lines

44103-FIRE PROTECTION: charges for the fire protection provided by private fire lines to service sprinklers and other fire protection apparatus

44104-HYDRANT RENTAL: charges for fire protection provided by private hydrants in Keene and the North Swanzey Water and Fire Precinct

44109- DIRECT REIMBURSEMENT: reimbursement for materials and services provided to other entities

44137-BACKFLOW PREVENTION: money received for permits to operate a backflow device

MISCELLANEOUS

46000-MISCELLANEOUS: money received not accounted for elsewhere

46101-INTEREST EARNINGS: income earned on investment of temporarily idle cash in time deposits and overnight investments

46103-INTEREST ON A/R: amount charged on Accounts Receivable bills over 30 days old

OTHER FINANCING SOURCES

47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

47007- USE OF SURPLUS: CARRYOVER: appropriations extended beyond fiscal year in which they were originally approved.

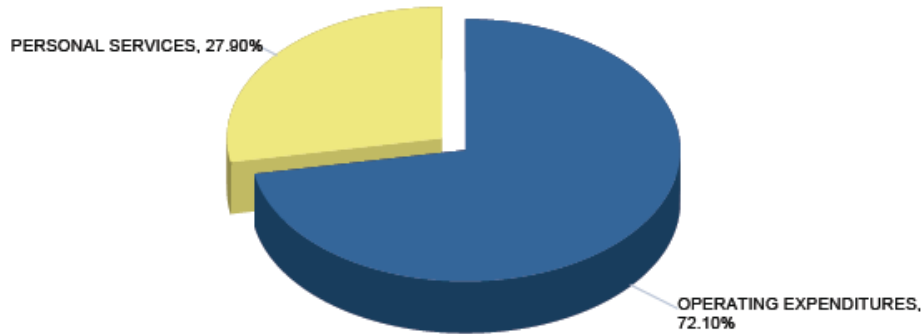
47003 and 47290: CAPITAL RESERVE AND INTERFUND TRANSFERS: internal charges for the funding of and accounting for capital project activity

**City of Keene, New Hampshire
Fiscal Year 2013 - 2014**

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
WATER ADMINISTRATION	41125 - TAX INCREMENT FINANCING	139,465	135,192	125,784	127,236	121,700	121,700
41000 - TAXES		139,465	135,192	125,784	127,236	121,700	121,700
FY09 INFRA: WATER DIST	43117 - ARRA STIMULUS: DES	143,615	57,209	0	0	0	0
FY10 INFRASTRUCTURE	43117 - ARRA STIMULUS: DES	336,049	10,768	0	0	0	0
WATER ADMINISTRATION	43207 - STATE BOND REIMBURSEMENT	11,773	6,250	1,808	1,808	0	0
WTF HYDROPOWER	43117 - ARRA STIMULUS: DES	183,576	5,055	0	0	0	0
43000 - INTERGOVERNMENTAL		675,013	79,282	1,808	1,808	0	0
WATER ADMINISTRATION	44101 - WATER SALES	3,761,011	3,364,838	3,447,333	3,440,270	3,365,297	3,365,297
	44102 - WATER SERVICES	10,967	12,473	7,000	6,100	6,520	6,520
	44103 - FIRE PROTECTION	145,109	147,332	135,261	140,000	141,041	141,041
	44104 - HYDRANT RENTAL	109,897	116,993	116,179	116,700	90,169	90,169
	44109 - DIRECT REIMBURSEMENT	436	0	100	6,800	100	100
	44137 - BACKFLOW PREVENTION	175	360	400	400	400	400
44000 - CHARGES FOR SERVICES		4,027,595	3,641,994	3,706,273	3,710,270	3,603,527	3,603,527
CAPITAL RES - WATER INFRA	46101 - INTEREST EARNINGS	1,793	1,245	0	0	0	0
CAPITAL RESERVE - WTF	46101 - INTEREST EARNINGS	443	328	0	0	0	0
WATER ADMINISTRATION	46000 - MISCELLANEOUS	240	41	0	0	0	0
	46101 - INTEREST EARNINGS	25,295	19,369	15,350	15,500	15,500	15,500
	46103 - INTEREST: A/R	572	-95	0	0	0	0
	46203 - DONATIONS	60,000	0	0	0	0	0
WTF HYDROPOWER	46206 - INSURANCE PAYMENTS	0	19,042	0	0	0	0
46000 - MISCELLANEOUS		88,343	39,930	15,350	15,500	15,500	15,500
CAPITAL RES - WATER INFRA	47290 - INTRAFUND APPROPRIATION	350,000	380,000	0	0	0	0
CAPITAL RESERVE - WTF	47290 - INTRAFUND APPROPRIATION	70,000	125,000	0	0	0	0
CENTER-SUMMER ST 12 INFRA	47290 - INTRAFUND APPROPRIATION	0	176,964	0	0	0	0
DAM MASTER PLAN	47290 - INTRAFUND APPROPRIATION	27,800	0	0	0	0	0
FILTER MEDIA REPLACEMENT	47290 - INTRAFUND APPROPRIATION	-112,475	0	0	0	0	0
FOX AVE PUMP STATION	47290 - INTRAFUND APPROPRIATION	0	3,204	0	0	0	0
FY 11 INFRASTRUCTURE	47290 - INTRAFUND APPROPRIATION	0	19,906	0	0	0	0
FY09 INFRA: WATER DIST	47290 - INTRAFUND APPROPRIATION	0	-288,046	0	0	0	0
FY10 INFRASTRUCTURE	47290 - INTRAFUND APPROPRIATION	0	65,613	0	0	0	0

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
FY12 INFRASTRUCTURE PROJ	47290 - INTRAFUND APPROPRIATION	85,818	-6,840	0	0	0	0
HYDRANT REPLACEMENT	47290 - INTRAFUND APPROPRIATION	98,116	107,927	0	0	0	0
RESERVOIR INTAKE	47290 - INTRAFUND APPROPRIATION	-20,000	0	0	0	0	0
SCHOOL ST	47290 - INTRAFUND APPROPRIATION	0	268,246	0	0	0	0
TREATMENT FACIL DES/CONST	47290 - INTRAFUND APPROPRIATION	-4,150	0	0	0	0	0
VERNON ST INFRASTRUCTURE	47290 - INTRAFUND APPROPRIATION	0	84,711	0	0	0	0
WATER ADMINISTRATION	47001 - USE(ADDITION) TO SURPLUS	0	0	-384,075	0	-227,092	-227,092
	47007 - USE OF SURPLUS: CARRYOVER	0	0	23,853	0	0	0
	47290 - INTRAFUND APPROPRIATION	-787,606	-989,185	0	0	0	0
WATER MAIN CLEAN/ LINE	47290 - INTRAFUND APPROPRIATION	250,000	0	0	0	0	0
WATER PRESSURE STUDY	47290 - INTRAFUND APPROPRIATION	0	60,000	0	0	0	0
WATER RATE STUDY	47290 - INTRAFUND APPROPRIATION	0	19,800	0	0	0	0
WATER TANK MIXERS	47290 - INTRAFUND APPROPRIATION	80,000	-53,000	0	0	0	0
WATER VALVE REPLACEMENT	47290 - INTRAFUND APPROPRIATION	5,366	0	0	0	0	0
WELL FLOW METER REPLACE.	47290 - INTRAFUND APPROPRIATION	-24,325	0	0	0	0	0
WEST ST WELL REPAIRS	47290 - INTRAFUND APPROPRIATION	0	25,700	0	0	0	0
WOODWARD INTAKE	47290 - INTRAFUND APPROPRIATION	-22,694	0	0	0	0	0
WTF COMPLIANCE	47290 - INTRAFUND APPROPRIATION	4,150	0	0	0	0	0
47000 - OTHER FINANCING SOURCES		0	0	-360,222	0	-227,092	-227,092
Revenue Total		4,930,416	3,896,399	3,488,993	3,854,814	3,513,635	3,513,635

34 - WATER FUND



Budget Category	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61000 - PERSONAL SERVICES	835,048	917,922	942,749	745,434	980,476	0	980,476	980,477
62000 - OPERATING EXPENDITURES	2,281,910	2,387,697	2,546,244	2,464,504	2,484,998	48,161	2,533,159	2,533,158
Department Total	3,116,958	3,305,619	3,488,993	3,209,938	3,465,474	48,161	3,513,635	3,513,635

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
05000	61303	ASST PW DIR / LAB MGR	0.12	10,606
	61304	CIVIL ENGINEER	0.50	34,879
		ENGINEERING TECHNICIAN	0.50	30,762
	61305	ADMINISTRATIVE ASSISTANT	0.12	4,968
05006	61303	TREATMENT PLANT MGR WTF	1.00	59,241
05007	61303	ASST PW DIR / LAB MGR	0.38	35,110
	61304	LABORATORY TECHNICIAN	0.33	16,293
		LABORATORY SUPV	0.50	31,908
05008	61303	MAINTENANCE MANAGER	0.23	16,044
05***	61304	PW - AFSCME	7.66	338,382
85 - PUBLIC WORKS Total			11.34	578,193

*This number does not include any overtime, seasonal, or other forms of pay.

PUBLIC WORKS WATER

The Water Enterprise fund is made up of six focus areas that work together to accomplish the mission of treating, providing, and protecting clean water for users (for use in drinking, fire protection, and commercial/industrial use) in the City of Keene and the North Swanzey Water and Fire Precinct. The focus areas are:

- Water meters
- Water distribution
- Water Treatment
- Water testing
- Water maintenance
- Water system engineering.

The Divisions face challenges from discolored water to complying with the water regulations for total organic carbon (TOC) removal, and total trihalomethane (TTHM) production. Some of the Fund's FY13 accomplishments will include:

- Safety improvements at the Water Treatment Facility and Public Works building to comply with Department of Labor requirements.
- Scheduled exercise of 600 fire hydrants and 800 water valves.
- Cleaning 45,000 feet of water main using ice pigging technique.
- A 4th Grade Science Fair involving 158 students in 5 schools.
- Removal of tree hazards near the Beech Hill water storage tanks.
- Installation of a chlorine meter at the Water Treatment Facility for the clear well.
- Design and bid for an installation of carbon feed system to improve TOC removal.
- Evaluation of water filtration units.
- Completion of an evaluation of water pressure issues in the distribution system.
- Beginning groundwater monitoring in the West Street and White Brook well fields.
- Repair/Replacement of 15 fire hydrants.

For FY14, staff will focus on improving the WTF's turbidity treatment technique to eliminate turbidity violations, improve water quality in the distribution system, and develop a roadmap for future infrastructure improvements. Projects that are planned for FY14 include:

- Replacement of water mains on Washington Street.
- Condition evaluation of all water treatment, storage, and pumping facilities.
- Installation and operation of new carbon delivery unit at WTF.
- Clean seven water storage tanks.
- Rebuild all chemical pumps at the WTF.
- Improve telemetry (SCADA) at the Fox Avenue water booster station.
- Water main cleaning and lining to improve water flow and quality.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	PUBLIC WORKS	FUND:	WATER
DIVISION(s):	Operations, Laboratory, Utilities Maintenance, & Water/Sewer Divisions		
Cost Center(s):	05000 through 05008		
MISSION:	To reliably provide drinking water that consistently meets state and federal standards in sufficient quantities and pressure for fire protection and commercial and domestic use.		

PRIMARY SERVICES & RESPONSIBILITIES:		<i>Align w/CMP</i>
1. Maintain and operate water mains, valves, fire hydrants, water meters, water service lines to the curb stop, 4 gravel pack wells, the water treatment facility, and the well head and water supply lands.		Infrastructure
2. Provide scheduled and unscheduled maintenance services to water infrastructure and all supporting storage, treatment, pumping, and distribution facilities.		Infrastructure
3. Create and administer the sampling and inspection plans for the drinking water system.		Infrastructure

FISCAL YEAR OBJECTIVES:	STATUTE	CMP	VOICE
1. Optimize treatment to comply with turbidity treatment technique regulation.	SDWA	Infrastructure	C
2. Water main cleaning and lining		Infrastructure	C
3. Optimize the operation of the Water Treatment Facility to maximize the amount of electric power it produces.		Climate Change	E
4. Clean water storage tanks, rebuild chemical pumps, and install new carbon delivery unit		Infrastructure	C

METRICS:	CY12	CY13	CY14
1. Violations of water quality regulations (goal =0).	3	0	0
2. Number of discolored water calls. (goal =0).	8	6	2
3. Number of kilowatts generated by the Water Treatment Plant's hydro electric generator.	159,700	163,000	163,500

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

PUBLIC WORKS

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	65,588	113,115	112,355	112,111	121,001	0	121,001	121,001
61304 - GENERAL PERSONNEL	416,132	431,139	456,176	326,813	452,224	0	452,224	452,224
61305 - ADMINISTRATIVE PERSONNEL	4,798	4,840	4,949	4,608	4,968	0	4,968	4,968
61307 - PART TIME EMPLOYEES	14,590	1,487	0	0	0	0	0	0
61308 - SEASONAL HELP	96	0	6,000	6,000	0	0	0	0
61401 - TEMPORARY PERSONNEL	10,173	10,890	0	918	0	0	0	0
61501 - REGULAR OVERTIME	37,138	35,397	40,159	41,284	43,972	0	43,972	43,972
61508 - SUPERVISORY OVERTIME	851	851	1,850	1,850	1,850	0	1,850	1,850
61602 - STAND-BY PAY	20,828	18,977	23,748	23,730	23,730	0	23,730	23,730
61609 - STIPEND	8,907	9,543	5,742	10,424	6,755	0	6,755	6,755
61701 - HEALTH INSURANCE	125,039	148,079	162,992	117,246	182,831	0	182,831	182,831
61702 - DENTAL INSURANCE	10,642	11,250	13,312	10,998	14,088	0	14,088	14,089
61703 - RETIREMENT CONTRIBUTIONS	49,552	53,769	57,286	44,276	70,490	0	70,490	70,490
61704 - SOCIAL SECURITY	43,864	46,053	49,799	38,958	50,070	0	50,070	50,070
61705 - WORKERS COMPENSATION	7,072	7,451	8,381	6,193	8,496	0	8,496	8,497
61715 - RETIREMENT BENEFITS	19,326	24,900	0	0	0	0	0	0
61901 - RECRUITMENT	453	181	0	25	0	0	0	0
61000 - PERSONAL SERVICES	835,048	917,922	942,749	745,434	980,476	0	980,476	980,477
62103 - TECHNICAL SERVICES	1,360	18,224	9,595	11,045	18,885	0	18,885	18,885
62120 - LABORATORY SERVICES	20,675	16,539	18,900	18,900	19,000	7,756	26,756	26,756
62121 - MONITORING/INSPECTIONS	6,035	27,080	39,255	39,255	37,860	0	37,860	37,860
62175 - OTHER SERVICES	430	133	2,000	500	1,500	0	1,500	1,500
62176 - CITY ADMIN CHARGE	465,408	470,616	481,792	481,792	456,038	0	456,038	456,038
62205 - PC REPLACEMENT CHARGE	3,432	3,372	3,453	3,453	2,613	0	2,613	2,613
62206 - PW FLEET CHARGE	112,164	141,636	154,469	154,469	146,737	0	146,737	146,737
62208 - TAXES	78,574	79,175	80,166	75,647	77,915	0	77,915	77,915
62305 - COPIER MAINTENANCE	0	0	1,163	1,163	1,198	0	1,198	1,198
62306 - SOFTWARE MAINTENANCE	17,959	16,280	18,291	18,291	15,326	0	15,326	15,326
62310 - SAFETY PROGRAM MAINT.	3,775	10,055	2,800	2,800	3,100	0	3,100	3,100
62311 - EQUIPMENT MAINTENANCE	52,175	75,647	59,044	25,110	66,858	12,305	79,163	79,163
62313 - REPAIRS & MAINTENANCE	1,324	1,747	0	0	0	0	0	0
62314 - SYSTEMS MAINTENANCE	3,000	3,036	4,991	4,991	4,991	0	4,991	4,991
62316 - ESCO MAINTENANCE	0	0	2,500	0	2,575	0	2,575	2,575
62331 - ROAD AND STREET MAINT.	24,392	6,004	11,650	11,650	11,650	0	11,650	11,650
62350 - BUILDING MAINTENANCE	11,283	17,128	33,400	33,315	34,125	0	34,125	34,125
62430 - TRAVEL	259	493	966	982	829	0	829	829
62435 - TRAINING	3,618	7,600	9,543	8,643	9,543	7,150	16,693	16,693
62436 - MEETINGS & DUES	3,023	1,589	2,142	2,580	2,142	0	2,142	2,142

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62438 - LICENSES & CERTIFICATIONS	100	793	600	300	800	300	1,100	1,100
62447 - PUBLIC AWARENESS	6,392	7,313	6,500	6,750	6,500	0	6,500	6,500
62448 - HAULING AND DISPOSAL	0	0	500	500	500	0	500	500
62501 - WATER	688	780	696	810	795	0	795	795
62502 - SEWER	69,339	65,620	97,705	83,464	77,833	0	77,833	77,833
62503 - ELECTRICITY	108,913	61,991	110,374	79,177	108,162	0	108,162	108,162
62504 - HEATING FUEL	32,770	27,666	22,842	22,842	22,842	0	22,842	22,842
62510 - TELEPHONE	3,711	4,942	4,592	6,761	6,832	0	6,832	6,832
62512 - INDUSTRIAL PRE-TREATMENT	434	204	350	350	360	0	360	360
62602 - OFFICE SPACE RENTAL	61,404	63,384	63,387	63,387	66,211	0	66,211	66,211
62604 - EQUIPMENT RENTAL	50	500	5,750	7,414	750	0	750	750
62701 - OFFICE SUPPLIES	1,219	1,830	1,126	1,813	1,200	0	1,200	1,200
62710 - POSTAGE	16	0	0	0	0	0	0	0
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62733 - TOOLS	5,692	5,327	4,370	4,362	4,370	0	4,370	4,370
62734 - MINOR EQUIPMENT	1,387	8,801	14,726	14,058	1,756	0	1,756	1,756
62735 - BUILDING MAINT. SUPPLIES	659	730	494	494	494	0	494	494
62737 - JANITORIAL SUPPLIES	0	535	102	100	100	0	100	100
62738 - FURNITURE	0	0	7,315	7,092	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	266	0	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	0	0	650	0	0	0	0	0
62755 - UNIFORMS	5,051	6,475	4,674	4,882	5,051	0	5,051	5,051
62760 - OPERATING SUPPLIES	171,974	220,420	194,553	197,155	208,741	20,650	229,391	229,390
62761 - SOFTWARE	7,355	645	0	0	0	0	0	0
62762 - LICENSES & PERMITS	1,495	736	4,800	4,800	4,000	0	4,000	4,000
62764 - CHEMICALS	124,336	138,821	177,701	172,717	179,411	0	179,411	179,411
63409 - EQUIPMENT ACQUISITION	0	18,219	0	0	0	0	0	0
65102 - INTEREST ON BONDED DEBT	77,114	63,247	31,975	31,975	21,953	0	21,953	21,953
65202 - INTEREST ON NOTES PAYABLE	9,014	7,221	44,342	43,705	34,452	0	34,452	34,452
66102 - CAPITALIZED EXPENDITURES	-6,483	-15,632	0	0	0	0	0	0
66104 - LOSS ON FIXED ASSETS	5,578	0	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	131,101	123,078	134,000	134,000	132,000	0	132,000	132,000
66202 - DEPRECIATION - OTHER IMPR	509,055	517,902	520,000	525,010	521,000	0	521,000	521,000
66203 - DEPRECIATION - MACH/EQUIP	144,393	159,727	156,000	156,000	166,000	0	166,000	166,000
62000 - OPERATING EXPENDITURES	2,281,910	2,387,697	2,546,244	2,464,504	2,484,998	48,161	2,533,159	2,533,158
Department Total	3,116,958	3,305,619	3,488,993	3,209,938	3,465,474	48,161	3,513,635	3,513,635

Fiscal Year 2013 - 2014

PUBLIC WORKS 05000 - WATER ADMINISTRATION

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	5,793	5,607	5,501	5,257	10,606	0	10,606	10,606
61304 - GENERAL PERSONNEL	64,220	60,907	63,920	29,789	65,642	0	65,642	65,642
61305 - ADMINISTRATIVE PERSONNEL	4,798	4,840	4,949	4,608	4,968	0	4,968	4,968
61401 - TEMPORARY PERSONNEL	10,173	10,890	0	918	0	0	0	0
61501 - REGULAR OVERTIME	116	73	0	1,741	1,741	0	1,741	1,741
61602 - STAND-BY PAY	6,251	6,279	6,388	6,370	6,370	0	6,370	6,370
61609 - STIPEND	3,616	4,276	0	3,873	4,160	0	4,160	4,160
61701 - HEALTH INSURANCE	14,795	14,759	15,900	11,560	24,215	0	24,215	24,215
61702 - DENTAL INSURANCE	1,254	1,174	1,332	1,036	1,986	0	1,986	1,986
61703 - RETIREMENT CONTRIBUTIONS	7,801	7,393	7,107	4,442	10,069	0	10,069	10,069
61704 - SOCIAL SECURITY	6,991	6,827	6,178	3,769	7,152	0	7,152	7,152
61705 - WORKERS COMPENSATION	1,811	1,807	1,881	995	2,049	0	2,049	2,049
61715 - RETIREMENT BENEFITS	19,326	24,900	0	0	0	0	0	0
61901 - RECRUITMENT	403	181	0	25	0	0	0	0
61000 - PERSONAL SERVICES	147,348	149,911	113,155	74,383	138,958	0	138,958	138,958
62120 - LABORATORY SERVICES	803	1,176	750	750	750	0	750	750
62176 - CITY ADMIN CHARGE	465,408	470,616	481,792	481,792	456,038	0	456,038	456,038
62205 - PC REPLACEMENT CHARGE	816	624	664	664	501	0	501	501
62206 - PW FLEET CHARGE	5,880	3,996	4,702	4,702	0	0	0	0
62208 - TAXES	78,574	79,175	80,166	75,647	77,915	0	77,915	77,915
62306 - SOFTWARE MAINTENANCE	10,395	5,385	12,417	12,417	8,417	0	8,417	8,417
62310 - SAFETY PROGRAM MAINT.	1,829	1,546	1,500	1,500	1,500	0	1,500	1,500
62430 - TRAVEL	239	437	263	529	263	0	263	263
62435 - TRAINING	1,318	3,960	3,200	3,200	3,200	900	4,100	4,100
62436 - MEETINGS & DUES	2,898	1,404	2,042	2,480	2,042	0	2,042	2,042
62438 - LICENSES & CERTIFICATIONS	0	93	150	100	150	300	450	450
62447 - PUBLIC AWARENESS	6,392	7,313	6,500	6,750	6,500	0	6,500	6,500
62510 - TELEPHONE	1,683	3,119	2,515	3,230	3,230	0	3,230	3,230
62602 - OFFICE SPACE RENTAL	61,404	63,384	63,387	63,387	66,211	0	66,211	66,211
62604 - EQUIPMENT RENTAL	50	500	5,750	7,414	750	0	750	750
62701 - OFFICE SUPPLIES	1,061	901	850	1,537	850	0	850	850
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62733 - TOOLS	3,715	3,048	2,000	2,000	2,000	0	2,000	2,000
62734 - MINOR EQUIPMENT	0	2,409	4,125	4,125	0	0	0	0
62755 - UNIFORMS	4,735	4,932	3,165	3,424	3,165	0	3,165	3,165
65102 - INTEREST ON BONDED DEBT	57,124	51,996	27,275	27,275	21,953	0	21,953	21,953
65202 - INTEREST ON NOTES PAYABLE	9,014	7,221	44,342	43,705	34,452	0	34,452	34,452
66104 - LOSS ON FIXED ASSETS	5,578	0	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	40,506	39,060	42,000	42,000	42,000	0	42,000	42,000
66202 - DEPRECIATION - OTHER IMPR	509,055	512,972	520,000	520,000	516,000	0	516,000	516,000

	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
66203 - DEPRECIATION - MACH/EQUIP	66,190	81,148	75,000	75,000	85,000	0	85,000	85,000
62000 - OPERATING EXPENDITURES	1,334,668	1,346,485	1,384,555	1,383,628	1,332,887	1,200	1,334,087	1,334,087
05000 - WATER ADMINISTRATION Total	1,482,015	1,496,396	1,497,710	1,458,011	1,471,845	1,200	1,473,045	1,473,045

PUBLIC WORKS 05001 - WATER MAIN/TRENCH REPAIRS

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	30,826	61,910	43,947	70,252	73,100	0	73,100	73,100
61501 - REGULAR OVERTIME	13,695	15,282	10,751	14,031	14,336	0	14,336	14,336
61701 - HEALTH INSURANCE	11,526	13,465	15,133	13,176	29,031	0	29,031	29,031
61702 - DENTAL INSURANCE	1,032	1,082	1,359	1,117	2,299	0	2,299	2,299
61703 - RETIREMENT CONTRIBUTIONS	4,079	6,838	4,813	6,755	9,417	0	9,417	9,417
61704 - SOCIAL SECURITY	3,262	5,640	4,184	6,269	6,689	0	6,689	6,689
61705 - WORKERS COMPENSATION	531	986	764	1,033	1,121	0	1,121	1,121
61000 - PERSONAL SERVICES	64,951	105,203	80,951	112,633	135,994	0	135,994	135,994
62206 - PW FLEET CHARGE	25,920	36,624	39,294	39,294	37,369	0	37,369	37,369
62331 - ROAD AND STREET MAINT.	24,392	6,004	11,650	11,650	11,650	0	11,650	11,650
62760 - OPERATING SUPPLIES	26,862	54,004	44,660	45,550	45,777	0	45,777	45,777
62000 - OPERATING EXPENDITURES	77,174	96,632	95,604	96,494	94,796	0	94,796	94,796
05001 - WATER MAIN/TRENCH REPAIRS Total	142,125	201,835	176,555	209,127	230,790	0	230,790	230,790

PUBLIC WORKS 05002 - WATER SUPPLY
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	20,392	14,058	20,341	7,285	38,139	0	38,139	38,139
61307 - PART TIME EMPLOYEES	14,590	1,487	0	0	0	0	0	0
61501 - REGULAR OVERTIME	1,452	1,184	2,312	221	952	0	952	952
61701 - HEALTH INSURANCE	5,595	6,347	7,067	6,158	15,147	0	15,147	15,147
61702 - DENTAL INSURANCE	498	509	622	520	1,200	0	1,200	1,200
61703 - RETIREMENT CONTRIBUTIONS	2,001	1,349	1,993	585	4,210	0	4,210	4,210
61704 - SOCIAL SECURITY	2,728	1,238	1,733	574	2,990	0	2,990	2,990
61705 - WORKERS COMPENSATION	280	206	328	82	522	0	522	522
61000 - PERSONAL SERVICES	47,536	26,377	34,396	15,425	63,160	0	63,160	63,160
62206 - PW FLEET CHARGE	1,032	1,440	1,566	1,566	19,497	0	19,497	19,497
62313 - REPAIRS & MAINTENANCE	1,324	1,747	0	0	0	0	0	0
62314 - SYSTEMS MAINTENANCE	3,000	3,036	4,991	4,991	4,991	0	4,991	4,991
62430 - TRAVEL	0	26	250	0	0	0	0	0
62503 - ELECTRICITY	86,928	54,824	101,704	72,924	101,704	0	101,704	101,704
62504 - HEATING FUEL	10,717	6,842	6,104	6,104	6,104	0	6,104	6,104
62510 - TELEPHONE	790	0	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	23,878	7,960	11,950	11,950	11,950	0	11,950	11,950
62762 - LICENSES & PERMITS	0	0	3,000	3,000	3,000	0	3,000	3,000
62764 - CHEMICALS	2,388	0	16,134	11,150	13,263	0	13,263	13,263
62000 - OPERATING EXPENDITURES	130,058	75,874	145,699	111,685	160,509	0	160,509	160,509
05002 - WATER SUPPLY Total	177,594	102,251	180,095	127,110	223,669	0	223,669	223,669

PUBLIC WORKS 05003 - WATER HYDRANTS
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	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	28,778	46,366	35,409	20,802	47,674	0	47,674	47,674
61308 - SEASONAL HELP	96	0	6,000	6,000	0	0	0	0
61501 - REGULAR OVERTIME	5,589	2,399	2,704	1,356	3,115	0	3,115	3,115
61701 - HEALTH INSURANCE	7,023	10,582	12,099	10,456	18,933	0	18,933	18,933
61702 - DENTAL INSURANCE	801	860	1,106	889	1,500	0	1,500	1,500
61703 - RETIREMENT CONTRIBUTIONS	3,098	3,024	3,882	1,512	5,470	0	5,470	5,470
61704 - SOCIAL SECURITY	2,486	3,626	3,375	1,682	3,885	0	3,885	3,885
61705 - WORKERS COMPENSATION	493	464	615	215	671	0	671	671
61000 - PERSONAL SERVICES	48,363	67,320	65,190	42,912	81,248	0	81,248	81,248
62206 - PW FLEET CHARGE	18,096	25,656	27,699	27,699	24,371	0	24,371	24,371
62760 - OPERATING SUPPLIES	27,396	35,271	30,907	31,525	30,907	4,450	35,357	35,357
62000 - OPERATING EXPENDITURES	45,492	60,927	58,606	59,224	55,278	4,450	59,728	59,728
05003 - WATER HYDRANTS Total	93,855	128,246	123,796	102,136	136,526	4,450	140,976	140,976

PUBLIC WORKS 05004 - WATER METERS
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Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	103,933	84,401	123,430	78,617	51,490	0	51,490	51,490
61501 - REGULAR OVERTIME	1,100	2,619	1,250	2,188	1,969	0	1,969	1,969
61701 - HEALTH INSURANCE	35,229	36,801	40,694	23,744	14,587	0	14,587	14,587
61702 - DENTAL INSURANCE	2,966	2,834	3,279	2,937	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	8,382	7,848	10,972	7,111	5,758	0	5,758	5,758
61704 - SOCIAL SECURITY	9,041	6,402	9,538	6,181	4,090	0	4,090	4,090
61705 - WORKERS COMPENSATION	877	788	1,207	776	518	0	518	518
61000 - PERSONAL SERVICES	161,528	141,693	190,370	121,554	79,367	0	79,367	79,367
62206 - PW FLEET CHARGE	11,040	24,936	26,374	26,374	25,920	0	25,920	25,920
62306 - SOFTWARE MAINTENANCE	0	0	761	761	761	0	761	761
62733 - TOOLS	1,067	1,307	1,370	1,370	1,370	0	1,370	1,370
62760 - OPERATING SUPPLIES	76,914	107,698	91,543	91,866	99,763	16,200	115,963	115,963
66102 - CAPITALIZED EXPENDITURES	-6,483	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	82,538	133,941	120,048	120,371	127,814	16,200	144,014	144,014
05004 - WATER METERS Total	244,066	275,633	310,418	241,925	207,181	16,200	223,381	223,381

PUBLIC WORKS 05005 - WATER SERVICES
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Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 -2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61304 - GENERAL PERSONNEL	16,580	21,017	23,606	14,653	28,604	0	28,604	28,604
61501 - REGULAR OVERTIME	3,284	2,487	3,664	2,573	2,781	0	2,781	2,781
61701 - HEALTH INSURANCE	5,931	7,054	8,066	6,826	11,360	0	11,360	11,360
61702 - DENTAL INSURANCE	534	574	737	581	900	0	900	900
61703 - RETIREMENT CONTRIBUTIONS	1,796	2,104	2,400	1,350	3,380	0	3,380	3,380
61704 - SOCIAL SECURITY	1,451	1,749	2,086	1,314	2,401	0	2,401	2,401
61705 - WORKERS COMPENSATION	228	274	389	181	411	0	411	411
61000 - PERSONAL SERVICES	29,804	35,258	40,949	27,478	49,837	0	49,837	49,837
62175 - OTHER SERVICES	430	133	2,000	500	1,500	0	1,500	1,500
62206 - PW FLEET CHARGE	21,108	26,892	29,869	29,869	14,623	0	14,623	14,623
62430 - TRAVEL	10	0	0	0	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	266	0	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	10,357	8,862	7,905	8,676	14,229	0	14,229	14,229
62000 - OPERATING EXPENDITURES	32,170	35,887	39,774	39,045	30,352	0	30,352	30,352
05005 - WATER SERVICES Total	61,974	71,145	80,723	66,523	80,189	0	80,189	80,189

PUBLIC WORKS 05006 - WATER TREATMENT FACILITY

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	4,720	52,765	52,320	52,320	59,241	0	59,241	59,241
61304 - GENERAL PERSONNEL	89,270	61,585	65,042	24,935	65,573	0	65,573	65,573
61501 - REGULAR OVERTIME	8,407	7,898	16,605	16,605	16,605	0	16,605	16,605
61602 - STAND-BY PAY	10,801	9,499	12,775	12,775	12,775	0	12,775	12,775
61609 - STIPEND	5,291	5,267	5,742	6,551	2,595	0	2,595	2,595
61701 - HEALTH INSURANCE	14,766	22,044	24,060	12,864	28,937	0	28,937	28,937
61702 - DENTAL INSURANCE	1,060	1,477	1,761	932	1,956	0	1,956	1,956
61703 - RETIREMENT CONTRIBUTIONS	10,886	12,316	13,419	10,300	16,886	0	16,886	16,886
61704 - SOCIAL SECURITY	8,731	10,131	11,665	8,766	11,994	0	11,994	11,994
61705 - WORKERS COMPENSATION	1,408	1,314	1,477	1,263	1,518	0	1,518	1,518
61000 - PERSONAL SERVICES	155,338	184,296	204,866	147,311	218,081	0	218,081	218,081
62103 - TECHNICAL SERVICES	1,360	18,224	9,595	11,045	11,565	0	11,565	11,565
62120 - LABORATORY SERVICES	0	25	0	0	100	0	100	100
62205 - PC REPLACEMENT CHARGE	1,548	1,728	1,744	1,744	1,248	0	1,248	1,248
62206 - PW FLEET CHARGE	23,604	13,452	15,538	15,538	9,565	0	9,565	9,565
62305 - COPIER MAINTENANCE	0	0	1,163	1,163	1,198	0	1,198	1,198
62306 - SOFTWARE MAINTENANCE	5,917	6,332	3,372	3,372	4,400	0	4,400	4,400
62310 - SAFETY PROGRAM MAINT.	1,946	8,509	1,300	1,300	1,600	0	1,600	1,600
62311 - EQUIPMENT MAINTENANCE	26,885	39,999	32,282	0	41,737	0	41,737	41,737
62316 - ESCO MAINTENANCE	0	0	2,500	0	2,575	0	2,575	2,575
62350 - BUILDING MAINTENANCE	9,895	12,779	31,160	31,078	31,885	0	31,885	31,885
62430 - TRAVEL	10	30	453	453	566	0	566	566
62435 - TRAINING	968	1,189	1,577	1,577	1,577	6,250	7,827	7,827
62438 - LICENSES & CERTIFICATIONS	100	500	0	0	200	0	200	200
62501 - WATER	688	780	696	810	795	0	795	795
62502 - SEWER	69,339	65,620	97,705	83,464	77,833	0	77,833	77,833
62503 - ELECTRICITY	21,985	7,167	8,670	6,253	6,458	0	6,458	6,458
62504 - HEATING FUEL	22,053	20,824	16,738	16,738	16,738	0	16,738	16,738
62510 - TELEPHONE	1,006	1,596	1,140	2,594	2,672	0	2,672	2,672
62512 - INDUSTRIAL PRE-TREATMENT	434	204	350	350	360	0	360	360
62701 - OFFICE SUPPLIES	159	837	170	170	200	0	200	200
62710 - POSTAGE	16	0	0	0	0	0	0	0
62733 - TOOLS	212	353	250	250	250	0	250	250
62734 - MINOR EQUIPMENT	1,387	6,391	10,601	9,933	1,756	0	1,756	1,756
62735 - BUILDING MAINT. SUPPLIES	659	730	494	494	494	0	494	494
62737 - JANITORIAL SUPPLIES	0	535	102	100	100	0	100	100
62738 - FURNITURE	0	0	7,315	7,092	0	0	0	0
62755 - UNIFORMS	316	1,543	1,509	1,458	1,886	0	1,886	1,886
62761 - SOFTWARE	7,355	645	0	0	0	0	0	0
62764 - CHEMICALS	115,008	131,527	153,039	153,039	157,630	0	157,630	157,630
65102 - INTEREST ON BONDED DEBT	19,990	11,251	4,700	4,700	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	90,595	84,018	92,000	92,000	90,000	0	90,000	90,000

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Account								
66202 - DEPRECIATION - OTHER IMPR	0	4,930	0	5,010	5,000	0	5,000	5,000
66203 - DEPRECIATION - MACH/EQUIP	78,202	78,579	81,000	81,000	81,000	0	81,000	81,000
62000 - OPERATING EXPENDITURES	501,636	520,298	577,163	532,725	551,388	6,250	557,638	557,638
05006 - WATER TREATMENT FACILITY Total	656,975	704,594	782,028	680,036	769,469	6,250	775,719	775,719

PUBLIC WORKS 05007 - LABORATORY - WATER

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	39,348	39,012	38,863	38,863	35,110	0	35,110	35,110
61304 - GENERAL PERSONNEL	35,587	42,688	46,528	46,528	48,201	0	48,201	48,201
61501 - REGULAR OVERTIME	34	23	500	63	100	0	100	100
61701 - HEALTH INSURANCE	15,936	20,983	22,804	15,292	22,804	0	22,804	22,804
61702 - DENTAL INSURANCE	1,163	1,422	1,634	1,503	1,828	0	1,828	1,828
61703 - RETIREMENT CONTRIBUTIONS	6,889	7,358	7,558	7,079	8,983	0	8,983	8,983
61704 - SOCIAL SECURITY	5,507	5,939	6,570	5,933	6,381	0	6,381	6,381
61705 - WORKERS COMPENSATION	1,050	1,091	1,171	1,099	1,135	0	1,135	1,135
61901 - RECRUITMENT	50	0	0	0	0	0	0	0
61000 - PERSONAL SERVICES	105,564	118,517	125,627	116,360	124,542	0	124,542	124,542
62120 - LABORATORY SERVICES	19,872	15,338	18,150	18,150	18,150	7,756	25,906	25,906
62121 - MONITORING/INSPECTIONS	6,035	27,080	39,255	39,255	37,860	0	37,860	37,860
62205 - PC REPLACEMENT CHARGE	444	492	521	521	407	0	407	407
62206 - PW FLEET CHARGE	1,380	3,096	3,297	3,297	3,241	0	3,241	3,241
62311 - EQUIPMENT MAINTENANCE	12,819	12,619	13,650	13,650	13,650	0	13,650	13,650
62435 - TRAINING	470	2,020	2,016	2,016	2,016	0	2,016	2,016
62438 - LICENSES & CERTIFICATIONS	0	200	450	200	450	0	450	450
62448 - HAULING AND DISPOSAL	0	0	500	500	500	0	500	500
62701 - OFFICE SUPPLIES	0	91	106	106	150	0	150	150
62744 - MINOR COMPUTER EQUIPMENT	0	0	650	0	0	0	0	0
62760 - OPERATING SUPPLIES	6,567	6,626	7,588	7,588	6,113	0	6,113	6,113
62762 - LICENSES & PERMITS	1,495	736	1,800	1,800	1,000	0	1,000	1,000
62764 - CHEMICALS	6,940	7,294	8,528	8,528	8,518	0	8,518	8,518
63409 - EQUIPMENT ACQUISITION	0	18,219	0	0	0	0	0	0
66102 - CAPITALIZED EXPENDITURES	0	-15,632	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	56,022	78,179	96,511	95,611	92,055	7,756	99,811	99,811
05007 - LABORATORY - WATER Total	161,586	196,697	222,139	211,971	216,597	7,756	224,353	224,353

PUBLIC WORKS 05008 - WATER SYSTEM MAINTENANCE

Account	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	15,728	15,731	15,671	15,671	16,044	0	16,044	16,044
61304 - GENERAL PERSONNEL	26,546	38,207	33,952	33,952	33,801	0	33,801	33,801
61501 - REGULAR OVERTIME	3,461	3,434	2,373	2,506	2,373	0	2,373	2,373
61508 - SUPERVISORY OVERTIME	851	851	1,850	1,850	1,850	0	1,850	1,850
61602 - STAND-BY PAY	3,776	3,199	4,585	4,585	4,585	0	4,585	4,585
61701 - HEALTH INSURANCE	14,238	16,045	17,170	17,170	17,817	0	17,817	17,817
61702 - DENTAL INSURANCE	1,334	1,317	1,483	1,483	1,465	0	1,465	1,465
61703 - RETIREMENT CONTRIBUTIONS	4,621	5,539	5,142	5,142	6,317	0	6,317	6,317
61704 - SOCIAL SECURITY	3,668	4,502	4,470	4,470	4,487	0	4,487	4,487
61705 - WORKERS COMPENSATION	394	521	549	549	551	0	551	551
61000 - PERSONAL SERVICES	74,617	89,346	87,245	87,378	89,290	0	89,290	89,290
62103 - TECHNICAL SERVICES	0	0	0	0	7,320	0	7,320	7,320
62205 - PC REPLACEMENT CHARGE	624	528	524	524	457	0	457	457
62206 - PW FLEET CHARGE	4,104	5,544	6,130	6,130	12,151	0	12,151	12,151
62306 - SOFTWARE MAINTENANCE	1,647	4,563	1,741	1,741	1,748	0	1,748	1,748
62311 - EQUIPMENT MAINTENANCE	12,471	23,029	13,112	11,460	11,471	12,305	23,776	23,776
62350 - BUILDING MAINTENANCE	1,388	4,348	2,240	2,237	2,240	0	2,240	2,240
62435 - TRAINING	862	431	2,750	1,850	2,750	0	2,750	2,750
62436 - MEETINGS & DUES	125	185	100	100	100	0	100	100
62510 - TELEPHONE	233	228	937	937	930	0	930	930
62733 - TOOLS	698	619	750	742	750	0	750	750
62000 - OPERATING EXPENDITURES	22,152	39,475	28,284	25,721	39,917	12,305	52,222	52,222
05008 - WATER SYSTEM MAINTENANCE Total	96,769	128,821	115,529	113,099	129,207	12,305	141,512	141,512

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Base	2013 - 2014 Department Supplemental	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Department Total								
PUBLIC WORKS	3,116,958	3,305,619	3,488,993	3,209,938	3,465,474	48,161	3,513,635	3,513,635

CITY OF KEENE, NEW HAMPSHIRE
FY2013/2014 Operating Budget
STATEMENT OF WATER FUND LONG-TERM DEBT

<u>ISSUE</u>	<u>DATED</u>	<u>MATURITY</u>	<u>RATE</u>	<u>ORIGINAL BOND</u>	<u>PRINCIPAL 2013/2014</u>	<u>INTEREST 2013/2014</u>	<u>PRINCIPAL BALANCE 06/30/14</u>
~ Black Brook Corporate Park - Refunding (1996)	12/27/2006	8/15/2017	avg 3.93%	\$ 1,044,635	\$ 103,300	\$ 18,400	\$ 403,120
Water Distribution Improvements - Refunding (1997)	12/27/2006	8/15/2017	avg 3.93%	74,490	8,056	1,206	25,926
Water Supply Protection - refunding	6/18/2003	9/15/2015		411,722	30,190	2,347	56,605
				\$ 1,530,847	\$ 141,545	\$ 21,953	\$ 485,651
<i>Interfund Loan - Roundabout Project</i>	<i>7/1/2006</i>	<i>1/1/2027</i>	<i>4.30%</i>	<i>191,440</i>	<i>9,572</i>	<i>5,557</i>	<i>134,008</i>
<i>ARRA loan through NH-DES - Swanzey Meters</i>	<i>2/8/2011</i>	<i>7/1/2015</i>	<i>0.90%</i>	<i>115,502</i>	<i>23,394</i>	<i>634</i>	<i>47,419</i>
<i>ARRA loan through NH-DES - FY 10 Infrastructure</i>	<i>9/1/2012</i>	<i>9/1/2021</i>	<i>1.90%</i>	<i>666,379</i>	<i>64,471</i>	<i>12,171</i>	<i>562,894</i>
<i>ARRA loan through NH-DES - FY 09 Infrastructure</i>	<i>TBD</i>	<i>est 2013</i>	<i>2.34%</i>	<i>664,259</i>	<i>66,426</i>	<i>14,766</i>	<i>597,833</i>
<i>NH-DES SRF Loan - Tank Mixers/Fox Ave</i>	<i>TBD</i>	<i>est 2018</i>	<i>0.90%</i>	<i>164,496</i>	<i>32,899</i>	<i>1,325</i>	<i>131,597</i>

Authorized, Unissued:	\$ -
	\$ -
Unauthorized, Unissued:	\$ -
	\$ -
Anticipated, FY13/14:	\$ -
	\$ -
Total Anticipated Bond Issue - ne	\$ -

CALCULATION OF WATER FUND DEBT LIMIT AND BORROWING CAPACITY

Debt Limit on 07/01/13 computed at 10% of 2011 equalized assessed value at \$1,819,398,761 per RSA 33:4-a	\$ 181,939,876
LESS: outstanding principal balance @ 07/01/13	(627,196)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)	506,420
WATER FUND BORROWING CAPACITY FOR FY13/14	\$ 181,819,100

CITY OF KEENE, NEW HAMPSHIRE
EQUIPMENT FUND OPERATING REVENUES and EXPENSES
HISTORICAL ANALYSIS and BUDGET

	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	ESTIMATE FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
<u>REVENUES</u>								
Charges for Services	1,900,845	2,037,211	2,113,845	2,102,415	2,141,822	2,141,822	2,284,988	2,399,625
Miscellaneous	10,308	19,519	17,500	19,827	17,500	17,500	17,500	17,500
Use of (Addition to) Surplus			21,135					
TOTAL REVENUES	\$1,911,153	\$2,056,729	\$2,152,480	\$2,122,242	\$2,159,322	\$2,159,322	\$2,302,488	\$2,417,125
<u>EXPENSES</u>								
Fleet Management	\$2,044,803	\$2,107,293	\$2,152,480	\$2,102,368	\$2,226,653	\$2,226,653	\$2,277,032	\$2,336,602
Capital Program expense								
TOTAL EXPENSE	\$2,044,803	\$2,107,293	\$2,152,480	\$2,102,368	\$2,226,653	\$2,226,653	\$2,277,032	\$2,336,602
NET REVENUE (EXPENSE)	(\$133,650)	(\$50,564)	\$0	\$19,874	(\$67,331)	(\$67,331)	\$25,456	\$80,523

Note: Capital program expense is outlay in capital program cost centers which has not been capitalized.

**CITY OF KEENE, NEW HAMPSHIRE
EQUIPMENT FUND CAPITAL PROGRAM
HISTORICAL ANALYSIS and BUDGET**

	PROGRAM FY 10/11	PROGRAM FY 11/12	CITY MGR FY 12/13	DEPT REQ FY 13/14	CITY MGR FY 13/14	PROJECTED FY 14/15	PROJECTED FY 15/16
CAPITAL PROGRAM							
Reserve: Equipment Replacement	\$275,000	\$450,000	\$460,000	\$410,000	\$410,000	\$500,000	\$550,000
Lift Replacement				\$76,800	\$76,800		
Equipment Replacement	192,573	378,867	224,587	509,562	509,562	535,689	583,521
SUBTOTAL - APPROPRIATION	\$467,573	\$828,867	\$684,587	\$996,362	\$996,362	\$1,035,689	\$1,133,521
USE OF CAPITAL RESERVE	192,573	378,867	224,587	509,562	509,562	535,689	583,521
NET CAPITAL PROGRAM	\$275,000	\$450,000	\$460,000	\$486,800	\$486,800	\$500,000	\$550,000

This section adjusts Net Revenue (Expense) to include uses of cash not recorded as expense, and to exclude depreciation, an expense that does not require the use of cash. The purpose of the adjustment is to reflect the projected uses of cash generated by operation.

Add Back: Depreciation	\$430,000	\$430,000	\$442,900	\$456,187
Subtract: Debt Svc Principal (see Note 3)	(410,000)	(410,000)	(500,000)	(550,000)
Tfrs to Capital Reserve (see Note 3)	(76,800)	(76,800)		
Capital Outlays (see Note 3)	(\$124,131)	(\$124,131)	(\$31,644)	(\$13,290)
<i>Projected Annual Cash Surplus (Deficit)</i>				

Note 1: Net Revenue (Expense) indicates the anticipated increase (decrease) in retained earnings at the end of the year.
 Note 2: Net revenue and use of retained earnings will fund cash requirements for capital outlays and capital reserves in current and future years.
 Note 3: Debt Service principal, capital outlays, and transfers to reserves are balance sheet transactions, and are not included in expenses.

EQUIPMENT FUND REVENUE

CHARGES FOR SERVICES

44109-DIRECT REIMBURSEMENT: reimbursement for materials and services provided to other entities

44112-EQUIPMENT CHARGES: fees charged for rental of equipment by other entities

44128-FLEET CHARGES: internal charges for vehicles and equipment

MISCELLANEOUS

46101-INTEREST EARNINGS: interest earned on investment of temporarily idle cash in time deposits and overnight bank investments

46206-INSURANCE PAYMENTS: payments from insurance companies for damage to city vehicles and equipment

47303-SALE OF SURPLUS EQUIPMENT: money received from the sale of vehicles & equipment

OTHER FINANCING SOURCES

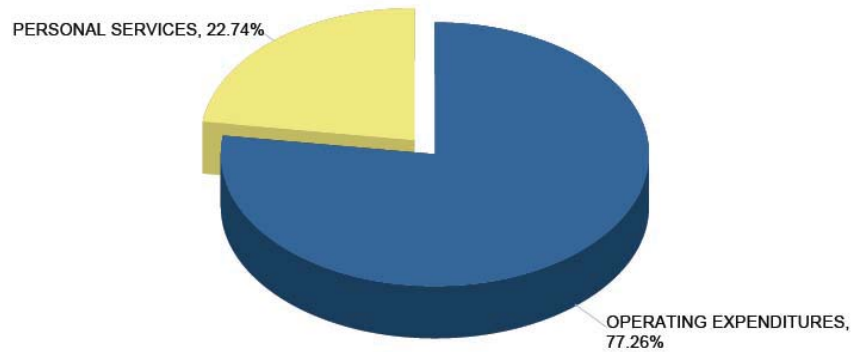
47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

47290-INTRAFUND APPROPRIATIONS: internal charges for the funding of and accounting for capital project activity

**City of Keene, New Hampshire
Fiscal Year 2013 - 2014**

		2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Budget	2012 - 2013 Estimate	2013 - 2014 Department Request	2013 - 2014 Manager Recommended
Cost Center	Account Title						
FLEET MANAGEMENT ADMIN	44109 - DIRECT REIMBURSEMENT	139,160	151,816	140,759	120,360	134,074	134,074
	44112 - EQUIPMENT CHARGES	31,957	38,892	25,000	33,969	35,000	35,000
	44128 - FLEET CHARGES	1,729,728	1,846,503	1,948,086	1,948,086	1,972,748	1,972,748
44000 - CHARGES FOR SERVICES		1,900,845	2,037,211	2,113,845	2,102,415	2,141,822	2,141,822
EQUIPMENT CAPITAL RESERVE	46101 - INTEREST EARNINGS	583	506	0	0	0	0
FLEET MANAGEMENT ADMIN	46101 - INTEREST EARNINGS	3,867	2,067	1,500	1,500	1,500	1,500
	46206 - INSURANCE PAYMENTS	0	10,699	6,000	8,327	6,000	6,000
	47303 - SALE OF SURPLUS EQUIPMNT	5,858	6,247	10,000	10,000	10,000	10,000
46000 - MISCELLANEOUS		10,308	19,519	17,500	19,827	17,500	17,500
EQUIPMENT CAPITAL RESERVE	47290 - INTRAFUND APPROPRIATION	275,000	450,000	0	0	0	0
FLEET MANAGEMENT ADMIN	47001 - USE(ADDITION) TO SURPLUS	0	0	21,135	0	67,331	67,331
	47290 - INTRAFUND APPROPRIATION	-275,000	-450,000	0	0	0	0
47000 - OTHER FINANCING SOURCES		0	0	21,135	0	67,331	67,331
Revenue Total		1,911,153	2,056,729	2,152,480	2,122,242	2,226,653	2,226,653

41 - FLEET MANAGEMENT FUND



	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Budget Category								
61000 - PERSONAL SERVICES	434,121	424,432	452,547	405,780	506,420	0	506,420	506,420
62000 - OPERATING EXPENDITURES	1,610,682	1,682,861	1,699,933	1,696,588	1,720,233	0	1,720,233	1,720,233
Department Total	2,044,803	2,107,293	2,152,480	2,102,368	2,226,653	0	2,226,653	2,226,653

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 14 Annualized Wages/Salaries*
11000	61304	FLEET SVS ADMIN COORD	1.00	44,281
		FLEET SVC OPER MGR	1.00	66,865
		PW - AFSCME	4.00	181,113
	61305	CUSTODIAN	0.04	1,587
		ADMINISTRATIVE ASSISTANT	0.25	10,351
85 - PUBLIC WORKS Total			6.29	304,197

*This number does not include any overtime, seasonal, or other forms of pay.

PUBLIC WORKS FLEET

The Fleet Division is responsible for the procurement, maintenance, and repair of the City's vehicle and equipment fleet which includes general administrative, Public Works, Parks and Recreation, Police, Fire, and Airport Departments. There are 159 vehicles in the City's replacement program serviced by the Fleet Division, and an additional 99 vehicles/equipment serviced by the Fleet Division, but not part of the Fleet capital replacement program (total vehicles/equipment serviced- 258). The Fleet Division provides support to the City's internal Vehicle Committee which provides policies and evaluation and recommendations for City's vehicle and equipment replacement program.

The current Fleet staff, 4 technicians servicing an average of 3.1 vehicles per day, has the experience and the skills necessary to service a broad variety of vehicles that range from heavy equipment, to light duty trucks and specialty vehicles such as fire engines, ambulances, police cruisers. It is a skill set that is unmatched by any repair facility in the area. With the ability to perform this wide range of maintenance, including preventative maintenance, equipment and vehicles can remain in service longer and delaying costly replacement. The Fleet Services Division tracks shop rates from area heavy duty and light duty vehicle shop rates to compare the City's performance against the private sector. The City's shop rate is \$92.71 per hour. There are very few shops that service the broad range of vehicles and equipment so the Fleet Services Division shop rate tends to be a little higher when compared to area light duty vehicle service and lower when compared to area heavy duty vehicle service. In a repair facility with the diversity of vehicles and equipment that is supported by the Fleet Services Division, it is expected that the shop rate would be in the middle range. It is an indicator that rates charged to service vehicles are competitive with the private sector.

Going forward into FY14, although prices remain high, FY14 Fleet Services is seeing less volatility in fuel pricing and budget is based on an average of \$3.70 per gallon for fuel. The City does not pay Federal gas tax, which reduces the price by approximately \$0.18 per gallon versus commercial stations. The Division will continue to track fuel prices and usage closely and will work with the City's Fleet Services Administrative Review Committee, the City Manager, and Fleet Division customers to manage the changing conditions.

Fleet Services manages and maintains a diesel fuel station at 350 Marlboro Street and administers gas and diesel purchases for the City fleet as well as several outside users. Fuel costs (gasoline and diesel) are approximately \$481,000 per year.

Vehicle purchases are evaluated by the Fleet Services Division and recommendations are made to the City's internal Equipment and Vehicle Committee. Changes to the replacement program continue to be made with the goal of reducing the cost of the vehicle replacement and increasing fuel efficiency while providing the customer with serviceable vehicles that meet their needs, supported by quality maintenance and repair services.

As part of an ongoing effort towards sustainable funding for the replacement of Fleet vehicles, staff will continue to work with the internal Equipment and Vehicle Committee to make recommendations that will include vehicles that can perform multiple functions, purchasing "new" used vehicles, lease purchase, and evaluating each piece of equipment and the job it performs to be certain the right piece of equipment is performing the required functions or whether alternatives can be procured. A working example of this strategy is the replacement of the City's sidewalk tractors with small loaders which can perform the functions of the sidewalk tractors, but are not limited to winter duty. They can be utilized all year for construction activities. The exciting aspect of this equipment replacement is increased functionality and considerably lower purchase/operating costs compared with existing sidewalk tractors.

CITY OF KEENE, NEW HAMPSHIRE - FY2013/2014 BUDGET

DEPARTMENT:	PUBLIC WORKS	FUND:	EQUIPMENT
DIVISION(s): Cost Center(s):	Fleet Services Division 11000		
MISSION:	Provide City Departments with environmentally friendly, dependable, cost effective and safe vehicles and equipment.		

PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

1. Provide regular maintenance, repair, and 24-hour emergency services for the City Fleet.	Transportation
2. Develop and prepare specifications for all vehicle and equipment acquisitions.	Transportation
3. Evaluate the justification for replacement vehicles and equipment.	Transportation

FISCAL YEAR OBJECTIVES:

	<u>STATUTE</u>	<u>CMP</u>	<u>VOICE</u>
1. Maintain workload at a level of 80% scheduled, 20% unscheduled maintenance.		Municipal Governance & Fin Stability	C, E
2. Provide appropriate training for service technicians to maintain skills.		Leadership	V, E
3. Complete 90% of preventative maintenance work orders on schedule.		Infrastructure	C, E
4. Monitor fuel consumption, promote conservation.		Climate Change	I, E

METRICS:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
1. Staff training hours.	175	150	150
2. % Fleet availability.	98%	98%	98%
3. % Scheduled vs. unscheduled maintenance.	80%-20%	80%-20%	80%-20%
4. % Completion of preventative work orders on schedule.	90%	90%	90%

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2013 - 2014

PUBLIC WORKS

Account	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
61303 - SUPERVISORY PERSONNEL	400	0	0	0	0	0	0	0
61304 - GENERAL PERSONNEL	253,152	254,392	273,410	250,304	293,846	0	293,846	293,846
61305 - ADMINISTRATIVE PERSONNEL	9,995	10,083	10,311	10,311	10,351	0	10,351	10,351
61501 - REGULAR OVERTIME	18,247	13,490	19,505	7,844	20,090	0	20,090	20,090
61602 - STAND-BY PAY	12,789	12,789	13,778	11,096	14,467	0	14,467	14,467
61609 - STIPEND	3,929	4,256	0	3,744	4,160	0	4,160	4,160
61701 - HEALTH INSURANCE	72,337	65,885	71,141	68,422	86,652	0	86,652	86,652
61702 - DENTAL INSURANCE	7,514	6,690	7,614	7,004	8,796	0	8,796	8,796
61703 - RETIREMENT CONTRIBUTIONS	27,387	26,625	27,896	23,338	36,850	0	36,850	36,850
61704 - SOCIAL SECURITY	22,037	21,794	24,251	19,875	26,233	0	26,233	26,233
61705 - WORKERS COMPENSATION	3,854	4,037	4,641	3,842	4,975	0	4,975	4,975
61715 - RETIREMENT BENEFITS	2,320	4,175	0	0	0	0	0	0
61901 - RECRUITMENT	160	216	0	0	0	0	0	0
61000 - PERSONAL SERVICES	434,121	424,432	452,547	405,780	506,420	0	506,420	506,420
62120 - LABORATORY SERVICES	323	640	300	300	300	0	300	300
62176 - CITY ADMIN CHARGE	313,152	295,020	286,328	286,328	261,647	0	261,647	261,647
62205 - PC REPLACEMENT CHARGE	1,152	1,044	1,128	1,128	950	0	950	950
62206 - PW FLEET CHARGE	37,236	44,436	44,581	44,581	54,799	0	54,799	54,799
62304 - COMMUNICATIONS EQP MAINT.	0	698	2,500	250	2,500	0	2,500	2,500
62310 - SAFETY PROGRAM MAINT.	970	1,052	1,250	1,387	1,250	0	1,250	1,250
62316 - ESCO MAINTENANCE	0	0	2,500	2,500	2,575	0	2,575	2,575
62350 - BUILDING MAINTENANCE	1,635	5,917	5,000	5,000	5,000	0	5,000	5,000
62370 - OTHER IMPROVEMNTS - MAINT	1,113	1,110	1,400	1,400	1,400	0	1,400	1,400
62407 - VEHICLE INSURANCE	47,840	47,840	48,706	48,706	51,735	0	51,735	51,735
62435 - TRAINING	652	884	3,000	1,098	3,000	0	3,000	3,000
62436 - MEETINGS & DUES	306	454	325	306	325	0	325	325
62501 - WATER	2,208	1,328	1,891	1,520	1,596	0	1,596	1,596
62502 - SEWER	2,327	1,479	1,840	1,516	1,592	0	1,592	1,592
62503 - ELECTRICITY	11,210	10,950	12,000	6,477	6,801	0	6,801	6,801
62504 - HEATING FUEL	15,174	15,318	15,933	22,751	23,434	0	23,434	23,434
62510 - TELEPHONE	1,017	1,151	850	778	850	0	850	850
62513 - PROPANE	258	0	0	0	0	0	0	0
62603 - BUILDING RENTAL	69,420	70,512	77,371	77,371	78,686	0	78,686	78,686
62701 - OFFICE SUPPLIES	1,846	1,904	1,955	1,955	1,955	0	1,955	1,955
62715 - BOOKS AND PERIODICALS	0	69	0	0	0	0	0	0
62720 - REPAIR PARTS	196,457	193,701	207,314	207,000	217,680	0	217,680	217,680
62721 - ACCIDENT REPAIR	11,350	14,526	12,000	15,746	12,000	0	12,000	12,000

	2010 - 2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimate	2013-2014 Department Base	2013-2014 Department Supplemental	2013 - 2014 Department Request	2013-2014 Manager Recommended
Account								
62733 - TOOLS	1,526	421	1,500	1,500	1,500	0	1,500	1,500
62734 - MINOR EQUIPMENT	0	400	0	0	0	0	0	0
62755 - UNIFORMS	3,961	5,426	4,600	4,475	4,475	0	4,475	4,475
62760 - OPERATING SUPPLIES	12,128	12,248	12,000	16,620	12,000	0	12,000	12,000
62761 - SOFTWARE	3,039	2,601	3,762	3,700	3,818	0	3,818	3,818
62769 - GASOLINE AND DIESEL FUEL	376,473	446,529	457,699	457,600	481,165	0	481,165	481,165
62770 - OIL AND LUBRICANTS	16,697	7,003	18,200	6,095	18,200	0	18,200	18,200
62772 - TIRES	38,090	43,119	34,000	38,000	34,000	0	34,000	34,000
63409 - EQUIPMENT ACQUISITION	101,263	314,560	0	0	0	0	0	0
63414 - SHOP EQUIPMENT	4,969	6,337	5,000	5,500	5,000	0	5,000	5,000
65202 - INTEREST ON NOTES PAYABLE	1,533	-44	0	0	0	0	0	0
66102 - CAPITALIZED EXPENDITURES	-101,263	-314,560	0	0	0	0	0	0
66104 - LOSS ON FIXED ASSETS	15,659	33,568	0	0	0	0	0	0
66203 - DEPRECIATION - MACH/EQUIP	420,959	415,221	435,000	435,000	430,000	0	430,000	430,000
62000 - OPERATING EXPENDITURES	1,610,682	1,682,861	1,699,933	1,696,588	1,720,233	0	1,720,233	1,720,233
Department Total	2,044,803	2,107,293	2,152,480	2,102,368	2,226,653	0	2,226,653	2,226,653

APPENDIX

FY 2013: Reconciliation of Adopted Budget to Current Budget

	Budget Book Amount	Budget Book Amount	Budget Process Changes	Budget Process Changes	Budget Resolution	Encumbrance Adjustment	Carryforward Adjustment	COLA Adjustment	Council Action	Revised Operating Budget	Total Budgeted Pentamation
Elected & Appointed Officials		2,111,214		(30,359)							
Mayor and City Council	113,378				113,378					114,140	114,140
Outside Agencies	201,600		(3,000)		198,600			762		198,600	198,600
Unclassified	91,332				91,332					91,332	91,332
Employee Benefits	344,440		(8,836)		335,604		4,000	(274,380)		65,224	65,223
Risk Management	216,879				216,879					216,879	216,879
City Manager	255,665		(18,523)		237,142			5,476		242,618	242,618
City Attorney	358,778				358,778			7,362		370,565	370,565
City Clerk	529,142				529,142		2,653	8,356		540,151	540,151
Administrative Services		8,016,977		-							
Assessment	408,536				408,536			5,006		413,542	413,542
Finance	1,292,942				1,292,942	709	8,000	28,473		1,330,124	1,330,124
Human Resources	272,143				272,143	1,123		11,570		284,836	284,836
IMS	1,074,440				1,074,440	25,633	78,400	14,264		1,192,737	1,192,737
Debit Service	4,968,916				4,968,916					4,968,916	4,968,916
Community Services		17,066,925		16,000							
Fire	5,864,976				5,864,976	1,254		97,965		5,964,195	5,964,195
Human Services	849,437		16,000		865,437			3,445		868,882	868,882
Library	1,234,129				1,234,129			24,707		1,258,836	1,258,836
Parks Rec & Facilities	1,345,720				1,345,720			6,223		1,351,943	1,351,943
Facilities	1,352,220				1,352,220	4,840	36,000			1,393,060	1,393,060
Police	6,233,249				6,233,249	23,223	1,592	21,092		6,279,157	6,279,157
Youth Services	171,194				171,194			3,275		174,469	174,469
Municipal Development Services		5,849,855		-							
Airport	543,188				543,188			2,740		545,928	545,928
Health & Code Enforcement	922,626				922,626	20,610	4,180	11,179		958,595	958,595
Planning	358,488				358,488			6,713		365,200	365,200
Public Works	4,025,553				4,025,553	91,120		15,771		4,132,445	4,132,445
Capital Projects		621,441		5,697					767,579	1,394,717	1,394,717
		621,441	5,697	5,697	627,138					627,138	627,138
Subtotal: General Fund (01)	33,650,412	33,650,412	(8,662)	(8,662)	33,641,750	168,513	139,250	(0)	767,579	34,717,091	34,717,090
Plus: Bonded Capital Projects (separate)	1,190,000	1,190,000			1,190,000					1,190,000	1,190,000
Total: General Fund	34,840,412	34,840,412	(8,662)	(8,662)	34,831,750	168,513	139,250	(0)	767,579	35,907,091	35,907,090
Parking Meter Fund (14)	2,758,442				2,758,442	14,317				2,772,759	2,772,759
Water Fund (34)	3,427,400				3,465,140	23,853				3,488,993	3,488,993
Sewer Fund (32)	5,119,688			37,740	5,119,688	83,547	92,702			5,295,937	5,295,937
Equipment Fund (41)	2,152,480				2,152,480					2,152,480	2,152,480
Solid Waste Fund (18)	5,020,953				5,020,953	2,703				5,023,656	5,023,656
PC Replacement Fund (16)	73,505				73,505					73,505	73,505
Total: All Funds	52,202,880	52,231,958	(8,662)	29,078	52,231,958	292,933	231,952	(0)	767,579	53,524,421	53,524,420
R-2012-29 Flooding	326,170										
R-2013-06 Airport Runway	441,109										

City of Keene, New Hampshire Tax Increment Financing (TIF) Statement

Black Brook Corporate Park TIF District

	Actual FY11/12	Budget FY12/13	Budget FY13/14
Assessments in District	35,203,600	35,216,400	35,216,400
LESS: original assessed value	(12,546,600)	(12,546,600)	(12,546,600)
Captured Assessed Value	22,657,000	22,669,800	22,669,800
Property Tax Rate	\$30.82	\$31.40	\$32.69
Tax Revenues Available to Fund District Expenses	\$698,289	\$711,832	\$741,076
District Expenses:			
Principal	\$200,000	\$200,000	\$205,001
Interest	\$67,250	\$56,950	\$36,151
Total District Expenses	\$267,250	\$256,950	\$241,152

Wells Street Parking Facility TIF District

	Budget FY11/12	Budget FY12/13	Budget FY13/14
Assessments in District	83,830,400	85,832,700	85,832,700
LESS: original assessed value	(47,984,400)	(47,984,400)	(47,984,400)
Captured Assessed Value	35,846,000	37,848,300	37,848,300
Property Tax Rate	\$30.82	\$31.40	\$32.69
Tax Revenues Available to Fund District Expenses	\$1,104,774	\$1,188,437	\$1,237,260.93
Other Revenues Supporting Facility	\$104,793	\$103,347	\$108,372
Total District Revenues	\$1,209,567	\$1,291,784	\$1,345,633
District Expenses:			
Principal	\$125,000	\$503,000	\$581,457
Interest	\$38,825	\$114,625	\$159,420
Capital Reserves)	\$325,000	\$325,000	\$125,000
Operating Expenses (cost center 01503)	\$32,799	\$32,173	\$31,104
Total District Expenses	\$521,624	\$974,798	\$896,981



CITY OF KEENE

R-2011-07

Eleven

In the Year of Our Lord Two Thousand and

A RESOLUTION Relating to Fiscal Policies

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

WHEREAS: the National Advisory Council on State and Local Budgeting (NACSLB) has developed a comprehensive set of recommended practices on budgeting; and

WHEREAS: one key component of those recommended practices calls for the adoption of fiscal policies by the local legislative body to help frame resource allocation decisions; and

WHEREAS: the Government Finance Officers' Association (GFOA) has endorsed the recommended practice developed by the NACSLB; and

WHEREAS: it is the intent of the City Council, by this resolution, to articulate this financial blueprint as clearly and completely as possible,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Keene that its fiscal policies are as follows:

I. Fund Structure

- a. All funds are intended to be self-supporting, with no subsidies from one fund to another required for operations or capital outlay.
- b. The City will continue to conduct its financial activities through the use of the following funds:
 - i. Governmental Funds
 - 1. General Fund – shall be used to account for those governmental activities that are not recorded in one of the other City Funds that have been established under the authority of the City Council
 - 2. Special Revenue Funds:
 - a. Grants Fund – shall be used for those activities that are funded in part or in whole by contributions from other entities
 - b. Parking Fund – shall be used to account for the operations, maintenance and capital outlay needs of the municipal parking areas
 - c. PC Replacement Fund – shall be used to account for the on-going replacement of PC's and certain peripherals, and desk top software utilized by all City departments

In City Council April 7, 2011.
Referred to the Finance, Organization
and Personnel Committee

City Clerk

PASSED

April 21, 2011

- d. Solid Waste Fund – shall be used to account for the activities of the transfer and recycling operations and for post-closure costs associated with the closed landfill
 - 3. Capital Projects Fund – shall be used to account for the capital projects funded by any of the governmental funds
- ii. Proprietary Funds
 - 1. Enterprise Funds
 - a. Sewer Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the sewer collection and treatment systems
 - b. Water Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the water treatment and distribution systems
 - 2. Internal Service Funds
 - a. Equipment Fund – shall be used to account for the operations, maintenance and capital outlay needs of fleet services

II. Budget

- a. The City shall adopt appropriated budgets for the following funds
 - i. General Fund
 - ii. Parking Fund
 - iii. PC Replacement Fund
 - iv. Solid Waste Fund
 - v. Sewer Fund
 - vi. Water Fund
 - vii. Equipment Fund
- b. All appropriated budgets shall be adopted annually.
- c. All appropriations for annual operating budgets (exclusive of capital projects) shall lapse at fiscal year end unless encumbered by a City of Keene purchase order that is recorded in the Finance Department computer system on or before June 30th of any year, or as authorized by the City Manager in writing, on a case-by-case basis. Those encumbrances shall be reported to the City Council in an informational memorandum by July 15 of every year.
- d. The City Council shall be presented with a budget for each of the funds that have an appropriated budget annually, and each shall be balanced.
- e. The budget document shall provide projections of revenues and expenditures/expenses beyond the subject year.
- f. Upon completion of any project, any residual funds shall be returned to the fund that provided the original appropriation.
- g. **Partner City Committee**
 - i. **For the Partner City Committee, general fund appropriations shall be accounted for and expended separately from donations and proceeds from fund raising activities.**
 - ii. **Each year, if the city council approves a general fund appropriation, that amount shall be transferred into a distinct non-lapsing account. The Partner City Committee is authorized to spend this appropriation, as well as the donations and proceeds from fund raising activities, for activities associated with their purpose, as**

defined in the city code. At year end, the balance remaining in the non-lapsing account funded by general fund appropriations shall be reviewed by city staff. To the extent that any balance remaining exceeds the total of the two most recent appropriations, the excess shall be returned to the general fund as surplus.

- III. Environmentally Preferable Purchasing. To the greatest extent possible and within budgetary constraints, the City of Keene will consider life-time costs and environmental impacts when purchasing goods and services.
- a. Practices will be developed, implemented and adhered to that will reduce waste by increasing product efficiency and effectiveness.
 - b. Products that minimize environmental impacts, toxins, pollution, and hazards to worker and community safety will be given preference to the greatest extent practicable.
 - c. To the greatest extent possible and within budgetary constraints, the City of Keene will purchase products that:
 - i. include recycled content,
 - ii. are durable and long-lasting,
 - iii. conserve energy and water,
 - iv. use agricultural fibers and residues,
 - v. reduce greenhouse gas emissions.
 - d. To the greatest extent possible and within budgetary constraints, the City of Keene will incorporate green building principles and practices into the planning, design, construction, management, renovation, operation, and demolition of all City facilities.

IV. Revenues

- a. One-time revenues. One-time revenues will only be applied toward one-time expenditures; they will not be used to finance on-going programs or services. On-going revenues should be equal to, or greater than, on-going expenditures.
- b. Diversity. The City will strive to diversify its revenues in order to maintain needed services during periods of declining economic activity and/or during periods of property tax pressures.
- c. Designation of Revenues.
 - i. Each year, the City shall designate and set aside 50%, not to exceed \$100,000 annually, of the prior year's collections for the Land Use Change Tax for conservation purposes. Expenditure of funds to be made upon approval of the City Council. Balance of said sum not to exceed \$500,000.
 - ii. Direct reimbursements from other entities shall be used to offset the appropriate City expense.
 - iii. Except for the provisions stated above, or as provided otherwise by Federal or State law, or by local ordinance, no unanticipated revenues shall be designated for a specific purpose(s) unless directed by the City Council.
- d. Property Taxes.
 - i. The City shall limit its property tax revenue increases to the Boston CPI, net of expenditures required by law, and debt service payments.

- ii. Property Tax Credits and Exemptions. All exemptions and credits will be reviewed with the City Council every three years, unless there are legislative changes that cause a review to occur on a more frequent basis.
- e. Non-property tax revenues. The City will maximize the utilization of payments in lieu of taxes and user fees and charges.

V. Fees and Charges

- a. Certain services provided by the City of Keene will be assigned a fee or charge for the users of the service, dependent upon how the community benefits from the provision of those services.
 - i. In the event that the benefit is community-wide, there will be no user fee or charge assessed.
 - ii. In the event that the service benefits a finite and definable sector of the community, then that group will be assessed a fee or charge for provision of the service.
- b. Cost Recovery
 - i. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs (e.g. accounting, human resources, data processing, insurance, vehicle maintenance).
 - ii. Fees and Charges will be set at something less than full cost recovery when:
 - 1. A high level of cost recovery will negatively impact the delivery of service to low-income groups.
 - 2. Collecting the fees and charges is not cost effective.
 - 3. There is no intended relationship between the amount paid and the benefit received (e.g. social service programs).
 - 4. There is no intent to limit the use of the service (e.g. access to parks and playgrounds).
 - 5. Collecting the fees would discourage compliance with regulatory requirements and adherence to said requirements is self-identified, and as such, failure to comply would not be readily detected by the City of Keene.
 - iii. Fees and Charges will be set at, or above, full cost recovery when:
 - 1. The service is also provided, or could be provided, by the private sector.
 - 2. The use of the service is discouraged (e.g. fire or police responses to false alarms).
 - 3. The service is regulatory in nature and voluntary compliance is not expected (e.g. building permits, plans review, subdivisions).
 - iv. Ambulance:
 - 1. Service fees shall be set at 40% above the Medicare-determined usual and customary charge.
 - 2. A fee will be implemented for those instances when responses that involve the use of drugs or specialized services are provided, but there is no transport
 - 3. There will be no charge for responses determined by the Fire Department to be “public assists.”

- c. The method of assessing and collecting fees should be made as simple as possible in order to reduce the administrative and support costs of collection.
- d. The City will periodically utilize the services of a collection agency when all other reasonable efforts to collect fees and fines have been exhausted; fees for such services to be paid from amounts collected.
- e. Rate structures should be sensitive to the market price for comparable services in the private sector or other public sector entities.
- f. All fees and charges shall be adopted by the City Council either by ordinance, resolution or by action of a council committee.
- g. Fees and charges shall be reviewed on an on-going basis, and recommended changes brought forth to the City Council for action, to ensure that they remain appropriate and equitable.

VI. Capital Improvement Program

- a. The City of Keene shall prepare a capital improvement program (CIP) with a span of six years.
- b. The CIP shall be updated annually.
- c. The CIP will include all projects anticipated to be undertaken in the ensuing six-year period that have an estimated cost in excess of \$20,000 and an anticipated useful life of at least five years.
- d. The CIP shall contain revenue projections and rate impacts that support estimated operating costs as well as the proposed capital program.
- e. Each project funding-request shall originate from a city department and shall include the following information:
 - i. A description of the project.
 - ii. A cost estimate.
 - iii. A project time line.
 - iv. A priority ranking.
 - v. An estimate of the operating budget impact.
 - vi. A reference to Community Goals.
 - vii. A reference to Master Plans.
- f. The CIP will be reviewed by the Finance Committee of the City Council and by the Planning Board.
- g. The CIP will be the subject of a public hearing before it is adopted.
- h. The funding requests in the first year of the adopted CIP will be included in the next annual budget document.
- i. Upon project completion, any residual funds shall be returned to the fund that provided the original appropriation, unless otherwise directed by the City Council.

VII. Debt

- a. The City of Keene will periodically incur debt to finance capital projects. All issuances of debt are subject to State of NH RSA 34 and 162-K.
- b. Debt may be issued to fund those projects with a public purpose of a lasting nature, or as otherwise allowed by state law.
- c. Debt will not be issued to provide for the payment of expenses for current maintenance and operation except as otherwise specifically provided by law.
- d. The City of Keene shall not incur debt that exceeds any limits set by state law.
- e. All bonds are authorized by Resolution of the Keene City Council and require a 2/3 vote.

- f. The City of Keene may use the services of a financial advisor to assist in preparing for, and executing, any sale of bonds. Said services shall be obtained as the result of a Request for Proposals (RFP) process, which shall be conducted at a minimum of once every five (5) years.
- g. The City of Keene shall acquire the required services of bond counsel as the result of a Request for Proposals (RFP) process, which shall be conducted at a minimum of once every five (5) years.
- h. Form. The City of Keene has issued three types of bonds:
 - i. General Obligation Bonds – repayment is backed by the full taxing power of the City of Keene.
 - ii. Tax Increment Financing Bonds – repayment is first backed by the revenue stream generated by increased revenues created within an established Tax Increment Financing District; to the extent that the increased revenues created within the district are not adequate, the repayment of the bonds would then be backed by the full taxing power of the City of Keene.
 - iii. Refunding Bonds – these bonds are issued to refinance outstanding bonds before their term in order to either remove restrictions on the original bonds and/or to take advantage of lower interest rates. Repayment is backed by the full taxing power of the City of Keene.
- i. Competitive sale is the preferred method of sale, however negotiated sales may occur for a current or advance refunding, or for other appropriate reasons.
- j. Term
 - i. Debt will be incurred only for those projects with a useful life of at least five (5) years.
 - ii. The term of any debt incurred by the City shall be limited to no greater than the expected useful life of the improvement.
- k. The use of short-term financing, lease or lease-purchase agreements shall be kept to a minimum.
- l. The City of Keene will contain its General Fund debt service and capital outlay appropriations, on a five-year average, at or less than 15% of the General Fund budget.
- m. Other funding sources – to the extent they are available, the City of Keene will actively pursue
 - i. Grants that reduce the city’s initial investment in project/improvement
 - ii. Grants that contribute to the on-going debt service for city project(s)

VIII. Capital Assets

- a. The City of Keene will develop and maintain a computerized capital asset system and database, including the necessary procedures and policies, to ensure the accurate and timely recording and reporting of additions, modifications, improvements, transfers and disposal of capital assets in accordance with generally accepted accounting principles (GAAP).
- b. Capitalization of equipment, buildings, land and improvements other than buildings (if one or more of the following criteria are met):
 - i. Cost (if known) or fair market value is greater than or equal to \$5,000 and useful life is greater than one year for new or replacement items

- ii. In the case of modifications and upgrades, cost is greater than or equal to \$5,000 for equipment, and \$10,000 for buildings and other improvements and the changes accomplish one or more of the following:
 - 1. Prolongs the useful life of the asset
 - 2. Adapts the asset to a new or different use
 - 3. Substantially increases the value of the asset
 - 4. Does not substantially replace a current asset
- iii. All land acquisitions will be capitalized at cost (if known) or fair market value
- iv. The total cost of placing an asset into service condition will be capitalized.
- c. Capitalization of infrastructure
 - i. Cost greater than or equal to \$10,000 and useful life greater than five years
 - ii. The depreciation approach will be utilized for the reporting of all infrastructure
- d. Depreciation: straight-line depreciation will be used to depreciate all depreciable capital assets over the estimated useful life of each asset, as determined by industry standards.
- e. Asset Classification: assets will be recorded within broad asset groups (e.g. land, buildings, etc.).
- f. Budgeting: the budgeting of capital assets will be in a manner that will facilitate the identification and recording of the asset in accordance with this policy.

IX. Stabilization Funds

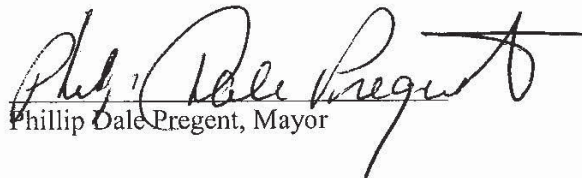
- a. Unallocated Fund Balance.
 - i. That portion of available funds within each fund that can be used to offset emergency expenditures, a downturn in collection of significant revenues, or other unforeseen events.
 - 1. Unallocated fund balance for the General Fund will be maintained at between seven (7) and ten (10) percent of the sum of the total of the General Fund annual operating budget and the property tax commitment for the school (both local and state) and the county.
 - 2. Unallocated funds in all other budgeted funds should be maintained at between five (5) and ten (10) percent of the annual operating budget for that fund.
- b. Self-funded health insurance.
 - i. The City shall retain funds for its self-funded health insurance program. The intended purposes for these funds are to provide a measure to smooth rate fluctuations, to accommodate an unforeseen increase in claims, and to provide financial protection from run-out costs in the event the city moves toward a fully insured plan. The amount retained shall not exceed three months of estimated claim costs.
- c. Capital Reserves.
 - i. Capital Reserves are reserves established under State of NH law, invested by the Trustees of Trust Funds, for several purposes that include the construction, reconstruction, or acquisition of a specific capital improvement, or the acquisition of a specific item or of specific items of equipment, or other purposes identified in RSA 34, relating to Capital Reserve Funds for Cities.
 - ii. The City of Keene has established the following capital reserves:

1. Fire Equipment Capital Reserve – for the acquisition or significant rehabilitation of fire apparatus
2. Ambulance Capital Reserve – for the acquisition or significant rehabilitation of ambulances
3. Intersection Improvements Capital Reserve – for the rehabilitation or reconstruction of existing intersections
4. Collection Development Capital Reserve – for the development of the collection of the Keene Public Library
5. Hazardous Waste Site Capital Reserve – for the clean-up, mitigation and testing associated with the old City landfill located at 580 Main Street
6. Railroad Land Project Capital Reserve –for the development of City-owned land located along the former railroad bed
7. Transfer/Recycling Center Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment
8. City Hall Parking Deck Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment
9. Wells Street Parking Facility Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment
10. Landfill Closure Capital Reserve – for the closure and post-closure costs associated with the City landfill located at Route 12 North.
11. Wastewater Treatment Plant Capital Reserve – for the repair and replacement of major components of plant, including equipment and building
12. Martel Court Pumping Station Capital Reserve – for the repair and replacement of major components of station, including equipment building
13. Sewer Infrastructure Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment including pump stations and the collection system
14. Water Treatment Facility Capital Reserve – for the repair and replacement of major components of facility including pumps, controls, chemical systems, etc., and building components
15. Water Infrastructure Capital Reserve – for the repair and replacement of major components of existing infrastructure, systems and equipment including wells, lift stations, tanks, etc., and the distribution system
16. Fleet Equipment Capital Reserve – for the replacement of vehicles and equipment under the control of Fleet Services
17. Bridge Capital Reserve – for the construction, reconstruction and rehabilitation of bridges.
18. Main Street/Marlboro Street/Winchester Street Intersection Improvements Capital Reserve – for the design and construction of a round-about at the intersection of Main Street, Marlboro Street and Winchester Street.

IX. Deposits of Excess Funds

- a. Objectives (in priority order):

- i. Safety – the safety of principal is the foremost objective
 - ii. Liquidity – investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene
 - iii. Yield – taking in to account the priority objectives of safety of principal and liquidity, a market rate of return
- b. Authorized Investments:
- i. US Treasury obligations
 - ii. US government agency and instrumentality obligations
 - iii. Repurchase agreements with NH Banks acting as principal or agent, collateralized by US Treasury/Agency obligations
 - iv. Certificates of Deposits in NH Banks (collateralized)
 - v. NH Public Deposit Investment Pool


Phillip Dale Pregent, Mayor

AFSCME
HOURLY WAGE SCHEDULE
(effective July 1, 2012)

<u>GRADE</u>	<u>STEP</u>			
	<u>1</u>	<u>(Six Months)</u> <u>2</u>	<u>(18 Months)</u> <u>3</u>	<u>(30 Months)</u> <u>4</u>
H 1	13.52	14.53	15.19	15.85
H 2	14.12	15.19	15.85	16.56
H 3	14.76	15.85	16.56	17.32
H 4	15.39	16.56	17.32	18.08
H 5	16.10	17.32	18.08	18.91
H 6	16.83	18.08	18.91	19.73
H 7	17.57	18.91	19.73	20.64
H 8	18.39	19.73	20.64	21.57
H 9	19.21	20.64	21.57	22.56
H 10	20.03	21.57	22.56	23.56
H 11	20.99	22.56	23.56	24.66
H 12	21.92	23.56	24.66	25.74

CLASS ALLOCATION

<u>GRADE</u>	
H 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
H 4	Water/Sewer Service Aide I
H 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water/Sewer Service Aide II
H 7	Mechanic I
H 8	Motor Equipment Operator II
H 9	Mechanic II; Sign Maker; Maintenance Mechanic
H 10	Highway Foreman; WTF Operator; Maintenance Technician I WWTF Operator; Solid Waste Foreman;
H 11	Water Meter Technician; Maintenance Electrician
H 12	Water & Sewer Foreman; Engineering Technician, Subdivision Inspector; Maintenance Technician II; Shop Manager; Lead Utility Operator

**AFT-NH Keene City Employees
HOURLY WAGE SCHEDULE
(effective July 1, 2012)**

<u>GRADE</u>	<u>STEP</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
5	16.66	17.41	18.19	19.01
7	18.19	19.01	19.86	20.75
8	19.01	19.86	20.75	21.69
9	19.86	20.75	21.69	22.66
12	22.66	23.68	24.74	25.84

CLASS ALLOCATION

<u>GRADE</u>	
5	Maintenance Aide II; Motor Equipment Operator I; Custodian
7	Mechanic I; Building Mechanic
8	Motor Equipment Operator II
9	Maintenance Technician II; Airport Maintenance Technician
12	Airport Operations & Maintenance Foreman

**AFT-NH Keene City Employees
ANNUAL SALARY SCHEDULE
(effective July 1, 2012)**

<u>GRADE</u>	<u>STEP</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
6	33,095	34,585	36,143	37,768	39,468	41,244
7	34,585	36,143	37,768	39,468	41,244	43,100
8	36,143	37,768	39,468	41,244	43,100	45,041
9	37,766	39,465	41,241	43,096	45,035	47,062
10	39,468	41,244	43,100	45,041	47,068	49,185
11	41,244	43,100	45,041	47,068	49,185	51,398
12	43,100	45,041	47,068	49,185	51,398	53,712
15	49,185	51,398	53,712	56,128	58,654	61,294
17	53,712	56,128	58,654	61,294	64,053	66,935

CLASS ALLOCATION

<u>GRADE</u>	
6	Account Clerk I; Administrative Assistant; Police Records Specialist; Administrative Specialist-Bureau of Criminal Investigations; Administrative/Accreditation Specialist
7	Account Clerk II; Administrative Assistant I; Department Secretary; Parking Enforcement Officer
8	Police Dispatcher
10	Laboratory Technician I; Automation Specialist; Assessing Technician; Deputy Tax Collector; Fleet Services Administrative Coordinator
11	Traffic Safety Specialist/Animal Control Officer
12	Caseworker; Industrial Pretreatment Coordinator
15	Laboratory Technician II; Sanitarian; Code Enforcement Officer; Help Desk Technician
17	Plans Examiner; Commercial Building Inspector

FIRE UNIONS
ANNUAL SALARY SCHEDULE

(effective July 1, 2012)

<u>WAGES</u>	<u>Firefighter/ EMT</u>	<u>Lieutenant</u>	<u>Captain</u>
1	N/A	\$50,963.61	\$58,158.30
2	\$45,944.31	\$54,788.35	\$62,515.00
3	\$48,106.64	\$57,253.47	\$65,333.97
4	\$50,170.40	\$59,830.21	\$68,274.08
5	\$52,431.29	\$62,515.00	\$71,347.16
6	\$54,788.35	\$65,333.97	\$74,555.62
7	\$55,881.98	N/A	N/A

POLICE UNIONS
HOURLY PAY SCHEDULE
(effective July 1, 2013)

<u>STEP</u>	<u>Officer</u>	<u>Sergeant</u>	<u>Lieutenant</u>
<u>1</u>	N/A	26.67	30.67
<u>2</u>	24.04	27.92	32.11
<u>3</u>	25.09	29.24	33.63
<u>4</u>	26.25	30.62	35.21
<u>5</u>	27.40	32.06	36.87
<u>6</u>	28.59	33.57	38.61
<u>7</u>	29.20	N/A	N/A

City Code Section 62-194

ADMINISTRATIVE AND CLERICAL
(effective July 1, 2012)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	NO POSITIONS ASSIGNED
S 11	Fire Department Administrator; Office Manager; Parking Enforcement Technician
S 12	Librarian I; Executive Assistant; Planning Technician; Paralegal
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Fund Manager; Human Resource Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Payroll Administrator; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager; Airport Maintenance and Operations Manager
S 16	Planner, Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Building Superintendent; Parks & Cemetery Maintenance Superintendent, Treatment Plant Manager; Human Services Manager, Fleet Services Operations Manager
S 18	Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Engineer Utilities Inspector/Coordinator; Records Manager/Deputy City Clerk; Laboratory Manager; Contract Manager
S 19	Highway Superintendent; Fleet Services Superintendent, Operations Manager Code Enforcement & Inspections Manager
S 20	Assistant City Attorney; Systems Administrator
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	Code Enforcement Superintendent; Deputy Fire Chief
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IMS Director; Database Administrator; Airport Director; Deputy Fire Chief
S 25	Parks, Recreation & Facilities Director; Human Resources Director; Library Director; Human Services/Youth Services Director; Assistant Finance Director/Treasurer
S 26	Planning Director; Health Director; City Assessor
S 27	Police Chief; Fire Chief; Finance Director/Treasurer; Public Works Director; IMS Director
S 28	
S 29	

**ADMINISTRATIVE AND CLERICAL
ANNUAL SALARY SCHEDULE
Non Union
(effective July 1, 2012)**

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 1	26,557	27,752	29,001	30,306	31,670	33,095
S 2	27,752	29,001	30,306	31,670	33,095	34,584
S 3	29,001	30,306	31,670	33,095	34,584	36,140
S 4	30,306	31,670	33,095	34,584	36,140	37,766
S 5	31,670	33,095	34,584	36,140	37,766	39,465
S 6	33,095	34,584	36,140	37,766	39,465	41,241
S 7	34,584	36,140	37,766	39,465	41,241	43,097
S 8	36,140	37,766	39,465	41,241	43,097	45,036
S 9	37,766	39,465	41,241	43,097	45,036	47,063
S 10	39,465	41,241	43,097	45,036	47,063	49,181
S 11	41,241	43,097	45,036	47,063	49,181	51,394
S 12	43,097	45,036	47,063	49,181	51,394	53,707
S 13	45,036	47,063	49,181	51,394	53,707	56,124
S 14	47,063	49,181	51,394	53,707	56,124	58,650
S 15	49,181	51,394	53,707	56,124	58,650	61,289
S 16	51,394	53,707	56,124	58,650	61,289	64,047
S 17	53,707	56,124	58,650	61,289	64,047	66,929
S 18	56,124	58,650	61,289	64,047	66,929	69,941
S 19	58,650	61,289	64,047	66,929	69,941	73,088
S 20	61,289	64,047	66,929	69,941	73,088	76,377
S 21	64,047	66,929	69,941	73,088	76,377	79,814
S 22	66,929	69,941	73,088	76,377	79,814	83,406
S 23	69,941	73,088	76,377	79,814	83,406	87,159
S 24	73,088	76,377	79,814	83,406	87,159	91,081
S 25	76,377	79,814	83,406	87,159	91,081	95,180
S 26	79,814	83,406	87,159	91,081	95,180	99,463
S 27	83,406	87,159	91,081	95,180	99,463	103,939
S 28	87,159	91,081	95,180	99,463	103,939	108,616
S 29	91,081	95,180	99,463	103,939	108,616	113,504

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**

(effective July 1, 2012)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	76,377	94,548	104,448
<u>E</u>	79,812	98,803	109,147
<u>V</u>	83,404	103,248	114,059
<u>E</u>	87,157	107,894	119,192
<u>L</u>	91,079	112,749	124,556
	95,178	116,132	128,292

Performance review and consideration of salary level increase to be conducted in March of each year.

City Code Section 62-166

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE**

Non Union
(effective July 1, 2012)

<u>GRADE</u>	<u>STEP</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
H 1	12.52	13.45	14.06	14.68
H 2	13.07	14.06	14.68	15.33
H 3	13.66	14.68	15.33	16.04
H 4	14.25	15.33	16.04	16.74
H 5	14.91	16.04	16.74	17.51
H 6	15.58	16.74	17.51	18.27
H 7	16.26	17.51	18.27	19.10
H 8	17.02	18.27	19.10	19.97
H 9	17.78	19.10	19.97	20.88
H 10	18.54	19.97	20.88	21.81
H 11	19.43	20.88	21.81	22.83
H 12	20.29	21.81	22.83	23.83

CLASS ALLOCATION

GRADE

- H 2 Maintenance Aide I; Recycler I; Recycler I/Attendant
- H 4 Water & Sewer Service Aide I
- H 5 Maintenance Aide II; Motor Equipment Operator I; Recycler II;
Water & Sewer Service Aide II
- H 7 Mechanic I
- H 8 Motor Equipment Operator II
- H 9 Mechanic II; Sign Maker; Maintenance Mechanic
- H 10 Highway Foreman; WWTF Operator; Solid Waste Foreman; WTF Operator;
Maintenance Technician I
- H 11 Water Meter Technician; Maintenance Electrician
- H 12 Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Lead Utility Operator
Waste Operations Foreman

City Code Section 62-191

**PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
(effective July 1, 2012)**

	<u>STEP</u>
	1
<u>GRADE</u>	
F 1	\$18.42



City Code Section 62-192

**PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
(effective July 1, 2012)**

	<u>STEP</u>
	1
<u>GRADE</u>	
P I	\$20.15

PENTAMATION ENTERPRISES
 DATE: 04/22/2013
 TIME: 17:19:45

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledgr.fund in ('01','14','16','18','32','34','41')
 ACCOUNTING PERIOD: 13/12

ACCOUNT	TITLE	DEBITS	CREDITS
* FUND* - 01 - GENERAL FUND			
11110	CASH	23,595,112.70	
11112	MONEY MARKET	32,753.84	
11115	INVEST-TD BANK NORTH	11,600,582.48	
11116	INVESTMENTS-NHDPDP	3,244,915.09	
11117	INVESTMENTS-PEOPLE'S BANK	11,081,385.99	
11120	PETTY CASH	1,810.00	
11125	ESCROW CASH	222,829.60	
	TOTAL CASH & EQUIVALENTS	49,779,389.70	.00
11205	TAX OVERLAY		700,000.00
11207	TIMBER YIELD TAX	853.67	
11252	2009 PROPERTY TAX LIENS	181,022.91	
11253	2010 LIENS	552,633.96	
11254	2011 PROPERTY TAX LIENS	907,423.78	
11282	ELDERLY/DISABLED TAX DEF	350,515.64	
	TOTAL TAXES RECEIVABLE	1,992,449.96	700,000.00
11301	AIRPORT RECEIVABLES	50.00	
11303	AMBULANCE SVC RECEIVABLE	289,530.85	
11304	CEMETERY RECEIVABLES	21,155.05	
11305	FIRE ALARMS RECEIVABLE	2,246.88	
11306	FIRE MASTER BOX RCVBL	12,721.44	
11309	MISCELLANEOUS RECEIVABLE	5,742.69	
11311	ALARMS RECEIVABLE	28,602.43	
11312	DETAILS RECEIVABLE	14,036.42	
11321	RETIREE HLTH INS RCVBL	4,593.02	
11322	NSF FEES & CHARGES RCVBL	331.33	
11323	PARKS & REC RECEIVABLE	2,469.51	
11324	RENTS RECEIVABLE	51,589.98	
11398	OTHER RECEIVABLES	12,618.93	
11399	RESERVE FOR UNCOLLECTIBLE		113,356.77
	TOTAL ACCOUNTS RECEIVABLE	445,688.53	113,356.77
11520	TAX DEEDED PROPERTIES	49,227.24	
	TOTAL INVENTORIES	49,227.24	.00
11602	DUE TO/FROM PARKING FUND		771,159.86
11603	DUE TO/FROM SLD WST FUND		804,788.57
11604	DUE TO/FROM GRANT FUND	331,368.94	10,499,722.03
11605	DUE TO/FROM CPTL PRJ FUND		3,928,539.15
11606	DUE TO/FROM WATER FUND		2,191,091.72
11607	DUE TO/FROM SEWER FUND		488,114.71
11608	DUE TO/FROM FLEET MGT FND		204,971.51
11609	DUE TO/FROM PC REP FUND		18,888,387.55
11610	DUE TO/FROM EXP TRST FUND	332,242.69	
	TOTAL DUE TO/FROM OTHER FUNDS		73,498.87
11710	DUE FROM STATE GOVT	73,498.87	
	TOTAL DUE FROM OTHER GOVERNMENT	73,498.87	.00
11901	PREPAID ITEMS	425,964.33	

SELECTION CRITERIA: genLedgr.fund in ('01','14','16','18','32','34','41')

ACCOUNTING PERIOD: 13/12

FUND - 01 - GENERAL FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL OTHER ASSETS		425,964.33	.00
TOTAL CURRENT ASSETS		53,098,461.32	19,701,744.32
TOTAL ASSETS		53,098,461.32	19,701,744.32
TOTAL ASSETS		53,098,461.32	19,701,744.32
21101	GENERAL ACCOUNTS PAYABLE		317,227.19
21102	BID DEPOSITS & SECURITIES		69,830.28
21104	EMPLOYEES FUND PAYABLE		2,611.45
21105	SOCIAL SECURITY PAYABLE		32,069.70
21106	FEDERAL WITHHOLDING PYBL		38,381.87
21120	DENTAL INSURANCE PAYABLE		14,042.84
21121	TAX PAYABLE		42.84
21128	ESCROW SECURITIES		222,829.60
21130	ACCRUED PAYROLL		165,375.33
21132	E-REG FEES PAYABLE	10.00	
21133	STATE MV REGISTRATION	172.80	
21135	ICMA PAYABLE		
21137	VALIC PAYABLE		
21139	HRA PAYABLE ACCT		
21143	PC LOAN PROGRAM		
21144	HOLIDAY FUND		
21150	HEALTH INSURANCE PAYABLE		
21158	GREAT WEST 457		
21175	UNAPPLIED TAX CREDITS		
21176	PREPAID TAXES		
21180	OTHER ACCOUNTS PAYABLE		
TOTAL ACCOUNTS PAYABLE		182.80	22,444,194.22
21211	ESCHEAT PROPERTY PYBL		
21212	PAYROLL ESCHEAT PAYABLE		
TOTAL DUE TO OTHER GOVERNMENTS		.00	6,810.43
21301	LOT SALES		
TOTAL DUE TO TRUSTS		.00	783.70
21400	DEFERRED REVENUES		
21401	COLLECTIONS IN ADVANCE		
TOTAL DEFERRED REVENUES		.00	7,594.13
TOTAL CURRENT LIABILITIES		182.80	12,114.00
22303	MAIN-MARLBORO LOAN		
TOTAL LOANS PAYABLE		.00	12,114.00
TOTAL LONG-TERM LIABILITIES		.00	1,138,860.94
TOTAL LIABILITIES		182.80	5,502.64
TOTAL LIABILITIES		182.80	5,502.64
TOTAL LIABILITIES		182.80	23,608,265.93
TOTAL LIABILITIES		182.80	1,292,550.00
TOTAL LIABILITIES		182.80	1,292,550.00
TOTAL LIABILITIES		182.80	1,292,550.00
TOTAL LIABILITIES		182.80	24,900,815.93
TOTAL LIABILITIES		182.80	24,900,815.93

PENTAMATION ENTERPRISES
 DATE: 04/22/2013
 TIME: 17:19:45

PAGE NUMBER: 3
 STATMNL1

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledgr.fund in ('01','14','16','18','32','34','41')

ACCOUNTING PERIOD: 13/12

FUND - 01 - GENERAL FUND

ACCOUNT	TITLE	DEBITS	CREDITS
31000	FUND BALANCE		769,134.73
31100	UNRESERVED & UNDESIGNATED		7,525,561.16
31401	REVENUE BUDGET CONTROL	35,690,058.34	
31402	REVENUE CONTROL		31,899,753.80
31403	EXPENDITURE BUDGET CONTRL	31,698,365.82	35,690,057.24
31404	EXPENDITURE CONTROL		1.10
31405	BUDGET FUND BALANCE	67,388,424.16	67,589,812.14
	TOTAL CONTROLS	67,388,424.16	75,115,373.30
	TOTAL FUND BALANCE	67,388,424.16	75,884,508.03
	TOTAL FUND EQUITY	67,388,424.16	75,884,508.03
	TOTAL EQUITIES	67,388,424.16	75,884,508.03
	TOTAL GENERAL FUND	120,487,068.28	120,487,068.28

PENTAMATION ENTERPRISES
 DATE: 04/22/2013
 TIME: 17:19:45

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledger.fund in ('01','14','16','18','32','34','41')
 ACCOUNTING PERIOD: 13/12

ACCOUNT	TITLE	DEBITS	CREDITS
FUND - 14 - PARKING FUND			
11310	PARKING LOT RENTAL RCVBL	12,349.87	
11398	OTHER RECEIVABLES	3,208.01	
	TOTAL ACCOUNTS RECEIVABLE	15,557.88	.00
11601	DUE TO/FROM GENERAL FUND	771,159.86	
	TOTAL DUE TO/FROM OTHER FUNDS	771,159.86	.00
11901	PREPAID ITEMS	17,146.89	
	TOTAL OTHER ASSETS	17,146.89	.00
	TOTAL CURRENT ASSETS	803,864.63	.00
	TOTAL ASSETS	803,864.63	.00
	TOTAL ASSETS	803,864.63	.00
21101	GENERAL ACCOUNTS PAYABLE		1,810.16
21130	ACCRUED PAYROLL		7,507.47
21180	OTHER ACCOUNTS PAYABLE		3,654.28
	TOTAL ACCOUNTS PAYABLE	.00	12,971.91
	TOTAL CURRENT LIABILITIES	.00	12,971.91
	TOTAL LIABILITIES	.00	12,971.91
	TOTAL LIABILITIES	.00	12,971.91
31000	FUND BALANCE		25,598.12
31100	UNRESERVED & UNDESIGNATED		837,914.49
31401	REVENUE BUDGET CONTROL	1,407,981.21	
31402	REVENUE CONTROL		1,304,794.48
31403	EXPENDITURE BUDGET CONTRL		1,407,981.61
31404	EXPENDITURE CONTROL	1,377,414.37	
31405	BUDGET FUND BALANCE	.40	
	TOTAL CONTROLS	2,785,395.98	2,712,776.09
	TOTAL FUND BALANCE	2,785,395.98	3,550,690.58
	TOTAL FUND EQUITY	2,785,395.98	3,576,288.70
	TOTAL EQUITIES	2,785,395.98	3,576,288.70
	TOTAL PARKING FUND	3,589,260.61	3,589,260.61

PENTAMATION ENTERPRISES
DATE: 04/22/2013
TIME: 17:19:45

SELECTION CRITERIA: genledgr.fund in ('01','14','16','18','32','34','41')

FUND - 16 - PC REPLACEMENT FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11601	DUE TO/FROM GENERAL FUND	204,971.51	
	TOTAL DUE TO/FROM OTHER FUNDS	204,971.51	.00
	TOTAL CURRENT ASSETS	204,971.51	.00
	TOTAL ASSETS	204,971.51	.00
	TOTAL ASSETS	204,971.51	.00
21180	OTHER ACCOUNTS PAYABLE		23.88
	TOTAL ACCOUNTS PAYABLE	.00	23.88
	TOTAL CURRENT LIABILITIES	.00	23.88
	TOTAL LIABILITIES	.00	23.88
	TOTAL LIABILITIES	.00	23.88
31000	FUND BALANCE		176,691.28
31100	UNRESERVED & UNDESIGNATED		49,111.59
31401	REVENUE BUDGET CONTROL	154,955.00	
31402	REVENUE CONTROL		118,547.06
31403	EXPENDITURE BUDGET CONTRL	139,402.30	154,955.00
31404	EXPENDITURE CONTROL	294,357.30	273,502.06
	TOTAL CONTROLS	294,357.30	322,613.65
	TOTAL FUND BALANCE	294,357.30	499,304.93
	TOTAL FUND EQUITY	294,357.30	499,304.93
	TOTAL EQUITIES	294,357.30	499,304.93
	TOTAL PC REPLACEMENT FUND	499,328.81	499,328.81

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ACCOUNT	TITLE	DEBITS	CREDITS
FUND - 18 - SOLID WASTE			
11308	LAND FILL TIP FEE RCVBL	702,020.23	
11398	OTHER RECEIVABLES	212,857.93	
11399	RESERVE FOR UNCOLLECTIBLE		20,000.00
TOTAL ACCOUNTS RECEIVABLE	914,878.16		20,000.00
11601	DUE TO/FROM GENERAL FUND		331,368.94
TOTAL DUE TO/FROM OTHER FUNDS	.00		331,368.94
11802	INTERFUND LOAN RECEIVABLE	1,575,000.00	
TOTAL LOANS RECEIVABLE	1,575,000.00		.00
TOTAL CURRENT ASSETS	2,489,878.16		351,368.94
TOTAL ASSETS	2,489,878.16		351,368.94
TOTAL ASSETS	2,489,878.16		351,368.94
21101	GENERAL ACCOUNTS PAYABLE		306,051.59
21130	ACCRUED PAYROLL		11,612.19
21180	OTHER ACCOUNTS PAYABLE		140.76
TOTAL ACCOUNTS PAYABLE	.00		317,804.54
TOTAL CURRENT LIABILITIES	.00		317,804.54
TOTAL LIABILITIES	.00		317,804.54
TOTAL LIABILITIES	.00		317,804.54
31000	FUND BALANCE	1,898,851.57	
31100	UNRESERVED & UNDESIGNATED		3,549,374.65
31401	REVENUE BUDGET CONTROL	4,894,046.06	
31402	REVENUE CONTROL		5,060,630.48
31403	EXPENDITURE BUDGET CONTRL		4,894,045.88
31404	EXPENDITURE CONTROL	4,890,448.88	
31405	BUDGET FUND BALANCE		.18
TOTAL CONTROLS	9,784,494.94		9,954,676.54
TOTAL FUND BALANCE	9,784,494.94		13,504,051.19
TOTAL FUND EQUITY	11,683,346.51		13,504,051.19
TOTAL EQUITIES	11,683,346.51		13,504,051.19
TOTAL SOLID WASTE	14,173,224.67		14,173,224.67

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CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
* FUND* - 32 - SEWER FUND			
11307	INDUST PRE-TREAT RCVEL	29,098.27	
11313	SEWER CHARGES RECEIVABLE	1,599,047.42	
11317	SERVICES RECEIVABLES	94,407.94	
11399	RESERVE FOR UNCOLLECTIBLE		10,000.00
TOTAL	ACCOUNTS RECEIVABLE	1,722,553.63	10,000.00
11501	MATERIALS & SUPPLIES	94,382.11	
TOTAL	INVENTORIES	94,382.11	.00
11601	DUE TO/FROM GENERAL FUND	2,191,091.72	
11614	DUR FR TRUST-MARTEL CT CR	489,389.49	
11618	DUE FR TRUST-SEWER INF CR	2,353,454.32	
11619	DUE FR TRUST-WWTP CAP RES	2,671,297.14	
TOTAL	DUE TO/FROM OTHER FUNDS	7,705,232.67	.00
11701	DUE FROM FEDERAL GOVT	300,000.00	
11710	DUE FROM STATE GOVT	39,862.58	
TOTAL	DUE FROM OTHER GOVERNMENT	339,862.58	.00
11801	PROMISSORY NOTES REC	201,744.00	
TOTAL	LOANS RECEIVABLE	201,744.00	.00
11901	PREPAID ITEMS	64,891.00	
11999	DEF:PREM ON BOND RFNANCE	15,845.33	
TOTAL	OTHER ASSETS	80,736.33	.00
TOTAL	CURRENT ASSETS	10,144,511.32	10,000.00
12101	GENERAL LAND	580.00	
TOTAL	LAND	580.00	.00
12209	CONSTRUCTION	10,008,241.40	
TOTAL	CONSTRUCTION	10,008,241.40	.00
12315	LAND IMPROVEMENTS	246,433.01	
12316	INFRASTRUCTURE	20,307,935.10	
TOTAL	OTHER IMPROVEMENTS	20,554,368.11	.00
12418	EQUIPMENT	8,435,795.01	
TOTAL	MACHINERY & EQUIPMENT	8,435,795.01	.00
12501	CONSTRUCTION IN PROGRESS	4,849,675.04	
TOTAL	CONSTRUCTION IN PROGRESS	4,849,675.04	.00
12743	DEP: LAND IMPROVEMENTS		208,674.02
12744	DEP: CONSTRUCTION		5,550,706.10
12745	DEP: INFRASTRUCTURE		7,934,086.02
12746	DEP: EQUIPMENT		7,129,240.22
TOTAL	ACCUMULATED DEPRECIATION		20,822,706.36
TOTAL	FIXED ASSETS	43,848,659.56	20,822,706.36

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CITY OF KEENE, NEW HAMPSHIRE
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ACCOUNT	TITLE	DEBITS	CREDITS
FUND - 32 - SEWER FUND			
TOTAL ASSETS		53,993,170.88	20,832,706.36
TOTAL ASSETS		53,993,170.88	20,832,706.36
21101	GENERAL ACCOUNTS PAYABLE		266,348.49
21103	COMPENSATED ABSENCE PYBL		126,899.46
21130	ACCRUED PAYROLL		21,365.63
21160	INTEREST PAYABLE		54,392.06
21180	OTHER ACCOUNTS PAYABLE		24,020.82
TOTAL ACCOUNTS PAYABLE		.00	493,026.46
TOTAL CURRENT LIABILITIES		.00	493,026.46
22109	UV DISINFECTION (93)		14,736.77
22110	SEWER REHAB (95)		48,734.28
22118	SEWER REHAB99/07 SERIES A		103,339.36
22119	ADV.TREATMENT R-2005-18		273,000.00
22120	PRIORITY INSP.R-2006-26		145,000.00
22121	SEWER MAIN IMP R-2006-27		945,000.00
22122	SEWER MAIN IMP R-2007-27		1,080,975.00
22123	PRIORITY INSPECT R-2008-2		365,000.00
22124	ADV TRTMTNT R-2008-23		1,388,300.00
TOTAL GENERAL OBLIGATION BONDS		.00	4,364,085.41
22201	BLACK BRK 96/07 SERIES A		222,156.00
TOTAL TAX INCREMENT FINANCING		.00	222,156.00
22220	SEWER MAINS R-2005-20		917,000.00
TOTAL GENERAL OBLIGATION BONDS		.00	917,000.00
22303	MAIN-MARLBORO LOAN		138,870.00
22304	ARRA 09 INFRA		784,705.06
22305	ARRA 2010 INFRA		1,356,495.78
TOTAL LOANS PAYABLE		.00	2,280,070.84
TOTAL LONG-TERM LIABILITIES		.00	7,783,312.25
TOTAL LIABILITIES		.00	8,276,338.71
TOTAL LIABILITIES		.00	8,276,338.71
31000	FUND BALANCE		712,981.91
31100	UNRESERVED & UNDESIGNATED		23,553,620.70
31401	REVENUE BUDGET CONTROL	5,388,777.23	
31402	REVENUE CONTROL		
31403	EXPENDITURE BUDGET CONTRL		5,879,359.33
31404	EXPENDITURE CONTROL	5,261,836.13	
31405	BUDGET FUND BALANCE	1,227,355.99	
TOTAL CONTROLS		11,877,969.35	12,495,492.55
TOTAL FUND BALANCE		11,877,969.35	36,049,113.25

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FUND - 32 - SEWER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL FUND EQUITY		11,877,969.35	36,762,095.16
TOTAL EQUITIES		11,877,969.35	36,762,095.16
TOTAL SEWER FUND		65,871,140.23	65,871,140.23

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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FUND - 34 - WATER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11314	WATER CHARGES RECEIVABLE	1,114,091.48	
11315	FIRE LINE RECEIVABLE	52,347.19	
11316	HYDRANT RENTAL RECEIVABLE	37,747.45	
11317	SERVICES RECEIVABLES	4,352.38	
11399	RESERVE FOR UNCOLLECTIBLE		2,500.00
TOTAL	ACCOUNTS RECEIVABLE	1,208,538.50	2,500.00
11501	MATERIALS & SUPPLIES	139,918.21	
TOTAL	INVENTORIES	139,918.21	.00
11601	DUE TO/FROM GENERAL FUND	3,928,539.15	
11615	DUE FR TRUST-WTF CAP RES	446,587.16	
11620	DUE FR TRUST-WATER INF CR	1,688,144.31	
TOTAL	DUE TO/FROM OTHER FUNDS	6,063,270.62	.00
11710	DUE FROM STATE GOVT	86,487.96	
TOTAL	DUE FROM OTHER GOVERNMENT	86,487.96	.00
11801	PROMISSORY NOTES REC	81,182.11	
TOTAL	LOANS RECEIVABLE	81,182.11	.00
11901	PREPAID ITEMS	217.00	
11999	DEF:PREM ON BOND RFNANCE	48,807.08	
TOTAL	OTHER ASSETS	49,024.08	.00
TOTAL	CURRENT ASSETS	7,628,421.48	2,500.00
12101	GENERAL LAND	2,478,155.41	
TOTAL	LAND	2,478,155.41	.00
12209	CONSTRUCTION	6,084,478.65	
TOTAL	CONSTRUCTION	6,084,478.65	.00
12315	LAND IMPROVEMENTS	181,682.39	
12316	INFRASTRUCTURE	27,814,332.31	
TOTAL	OTHER IMPROVEMENTS	27,996,014.70	.00
12418	EQUIPMENT	5,024,547.61	
TOTAL	MACHINERY & EQUIPMENT	5,024,547.61	.00
12501	CONSTRUCTION IN PROGRESS	2,940,524.55	
TOTAL	CONSTRUCTION IN PROGRESS	2,940,524.55	.00
12743	DEP: LAND IMPROVEMENTS		172,403.43
12744	DEP: CONSTRUCTION		3,399,799.70
12745	DEP: INFRASTRUCTURE		13,069,969.43
12746	DEP: EQUIPMENT		2,824,769.75
TOTAL	ACCUMULATED DEPRECIATION		19,466,942.31
TOTAL	FIXED ASSETS	44,523,720.92	19,466,942.31
TOTAL	ASSETS	52,152,142.40	19,469,442.31

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CITY OF KEENE, NEW HAMPSHIRE
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ACCOUNT	TITLE	DEBITS	CREDITS
* FUND* - 34 - WATER FUND			
TOTAL ASSETS		52,152,142.40	19,469,442.31
21101	GENERAL ACCOUNTS PAYABLE		112,861.84
21103	COMPENSATED ABSENCE FYBL		89,696.44
21130	ACCRUED PAYROLL		27,090.26
21160	INTEREST PAYABLE		14,374.39
21180	OTHER ACCOUNTS PAYABLE		62,370.24
TOTAL ACCOUNTS PAYABLE		.00	306,393.17
21401	COLLECTIONS IN ADVANCE		22,604.19
TOTAL DEFERRED REVENUES		.00	22,604.19
TOTAL CURRENT LIABILITIES		.00	328,997.36
22104	WATER TREATMNT FACIL (92)		220,000.00
22105	WATER TREATMNT FACIL (93)		93,333.33
22106	WATER SUPPLY PROTECT (95)		116,985.06
22107	WATER DIST97/07 SERIES A		41,981.49
TOTAL GENERAL OBLIGATION BONDS		.00	472,299.88
22201	BLACK BRK 96/07 SERIES A		609,719.00
TOTAL TAX INCREMENT FINANCING		.00	609,719.00
22303	MAIN-WARLBORO LOAN		143,580.00
22304	ARRA 09 INFRA		564,258.83
22305	ARRA 2010 INFRA		666,379.00
22306	ARRA SWANZEY METERS		94,000.43
22308	FOX AVE/TANK MIXERS SRF		154,085.40
TOTAL LOANS PAYABLE		.00	1,622,303.66
TOTAL LONG-TERM LIABILITIES		.00	2,704,322.54
TOTAL LIABILITIES		.00	3,033,319.90
TOTAL LIABILITIES		.00	3,033,319.90
31000	FUND BALANCE		6,762,105.11
31100	UNRESERVED & UNDESIGNATED		22,629,896.40
31401	REVENUE BUDGET CONTROL	3,404,729.94	
31402	REVENUE CONTROL		3,896,398.81
31403	EXPENDITURE BUDGET CONTRL	3,639,020.13	
31404	EXPENDITURE CONTROL	208,229.46	
31405	BUDGET FUND BALANCE	7,251,979.53	
TOTAL CONTROLS			7,509,358.21
TOTAL FUND BALANCE		7,251,979.53	30,139,254.61
TOTAL FUND EQUITY		7,251,979.53	36,901,359.72
TOTAL EQUITIES		7,251,979.53	36,901,359.72

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FUND - 34 - WATER FUND	ACCOUNT	TITLE	DEBITS	CREDITS
			59,404,121.93	
	TOTAL WATER FUND		59,404,121.93	59,404,121.93

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 PRINT BALANCE SHEETS BY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
* FUND* - 41 - FLEET MANAGEMENT FUND			
11317	SERVICES RECEIVABLES	6,066.55	200.00
11399	RESERVE FOR UNCOLLECTIBLE	6,066.55	200.00
	TOTAL ACCOUNTS RECEIVABLE		
11501	MATERIALS & SUPPLIES	137,675.81	.00
	TOTAL INVENTORIES	137,675.81	
11601	DUE TO/FROM GENERAL FUND	488,114.71	
11616	DUE FR TRUST-EQUIP CAP RE	605,630.67	
	TOTAL DUE TO/FROM OTHER FUNDS	1,093,745.38	.00
	TOTAL CURRENT ASSETS	1,237,487.74	200.00
12417	VEHICLES	3,784,387.14	
12418	EQUIPMENT	2,573,596.00	
	TOTAL MACHINERY & EQUIPMENT	6,357,983.14	.00
12746	DEP: EQUIPMENT		1,991,266.41
12747	DEP: LICENSED VEHICLES		2,546,255.05
	TOTAL ACCUMULATED DEPRECIATION		4,537,521.46
	TOTAL FIXED ASSETS	6,357,983.14	4,537,521.46
	TOTAL ASSETS	7,595,470.88	4,537,721.46
	TOTAL ASSETS	7,595,470.88	4,537,721.46
21101	GENERAL ACCOUNTS PAYABLE		89,929.71
21103	COMPENSATED ABSENCE PYBL		23,750.27
21130	ACCRUED PAYROLL		8,566.89
21180	OTHER ACCOUNTS PAYABLE		2,484.65
	TOTAL ACCOUNTS PAYABLE		124,731.52
	TOTAL CURRENT LIABILITIES	.00	124,731.52
	TOTAL LIABILITIES	.00	124,731.52
	TOTAL LIABILITIES	.00	124,731.52
31000	FUND BALANCE		177,183.20
31100	UNRESERVED & UNDESIGNATED		2,806,398.91
31401	REVENUE BUDGET CONTROL	2,139,208.72	
31402	REVENUE CONTROL		2,056,729.21
31403	EXPENDITURE BUDGET CONTRL		2,139,208.45
31404	EXPENDITURE CONTROL	2,107,293.42	
31405	BUDGET FUND BALANCE	4,246,502.14	.27
	TOTAL CONTROLS	4,246,502.14	4,195,937.93
	TOTAL FUND BALANCE	4,246,502.14	7,002,336.84
	TOTAL FUND EQUITY	4,246,502.14	7,179,520.04

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FUND - 41 - FLEET MANAGEMENT FUND			
ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL EQUITIES		4,246,502.14	7,179,520.04
TOTAL FLEET MANAGEMENT FUND		11,841,973.02	11,841,973.02
TOTAL REPORT		275,866,117.55	275,866,117.55