



City of Keene

New Hampshire

OPERATING BUDGET

2014-2015

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**CITY OF KEENE, NEW HAMPSHIRE
2014/2015 PROPOSED OPERATING BUDGET**

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City of Keene

New Hampshire

May 1, 2014

Mayor Lane and members of the Keene City Council:

It is with great appreciation for you and this wonderful community that we serve that I offer, on behalf of your City staff, the proposed operating budget for Fiscal Year 2015. A budget that if adopted by you, will continue to meet the objectives of the City's Comprehensive Master Plan and ensure a sustainable future for the City of Keene, and also the Monadnock Region. That's right, the region because as we develop and implement plans and programs we must recognize that Keene's sphere of influence extends across Cheshire County to parts of Sullivan and Hillsboro Counties, and into Vermont and Massachusetts as well.

For people living in this southwest corner of New Hampshire, Keene is an employment center, shopping destination, hub for state, county and local government, a place to find a wonderful library, recreational and cultural opportunities, access to social services, the New Hampshire judicial system, and the educational resources provided by three institutions of higher learning: Antioch NE, River Valley Community College, and Keene State College.

City mothers and fathers have long understood the realities of this position of leadership in the region. Obviously it brings prosperity to all, but as a regional center it has also meant higher expenses to build and maintain infrastructure (roads, sidewalks, bridges, parking, facilities, and the airport) to support this leadership role.

This success has also meant that city services are impacted by the influx of daily visitors from a broader region, ranging from the workforce supporting business, educational and institutional uses to shoppers, those accessing healthcare or social services, or business travelers and tourists. Some estimates suggest this influx results in a doubling of the City's service population who must have access to the City's police, fire, and ambulance services by virtue of their presence in our community. Parks and Recreation and the Keene Public Library are region resources impacted by this service population.

This is not an uncommon problem for core cities and Keene is not alone in this regard. As a community and on behalf of our region, we have strived to maintain our focus on our long term goals and strategies advanced by the Comprehensive Master Plan which strive to make Keene the best city in America by 2028.

As often is the circumstance with a regional hub, it becomes a focal point for a wide variety of services and resources for the broader community, and a significant amount of property is either removed from the tax rolls in its entirety, or shifts to paying a significantly reduced amount for the support of City services in the form of a Payment In Lieu of Taxes (PILOT) or a Municipal Service Agreement (MSA). Below is a summary of valuation of exempt properties by category:

Category	Assessed Value
Charitable	107,364,500
City	61,888,800
County	39,640,300
Educational	11,832,400
Keene State College	180,815,700
Keene Housing	13,171,800
Keene School	83,327,800
Religious	32,665,000
State	6,846,700
US Government	4,689,800
Total	\$ 542,242,800

A recent assessor's report highlights some of the challenges faced by the City's property tax base. They include:

Building Permits/ Development

The commercial permits consist of fit-ups and are not for new commercial spaces. There currently is no large scale development or building project underway that significantly adds to the City's tax base.

Properties that are Vacant/ In need of Redevelopment

There are several properties that have fallen in disrepair in key locations and that are in need of redevelopment. To name a few of them: Kingsbury, former YMCA and Aubuchon properties on Roxbury Street and the former Keene Middle School. There may be other areas as well.

In addition, while recent improvements to city housing stock have created economic activity and jobs, statutory formulas linking assessments to shelter rent do not produce significant tax dollars when compared to the value of those improvements.

Overall values in the current real estate market are increasing, but they are not appreciating at in the manner they had been prior to 2009. New development is limited and there is a significant amount of properties that are either exempt from taxation or pay a reduced amount of taxes. In fact, additional properties are becoming eligible for reduced taxation. All of this limits the growth of the tax base while shifting the tax burden to taxpaying homeowners and businesses.

The annual equalization study, a study done to determine the relationship between the assessed value and the sale price of all sales over the past year was just completed for 2013. The prior ratio was 108% meaning that properties overall were selling for 8% less than their assessed value. The most recent study resulted in a ratio of 106% showing that overall properties were selling at 6% less than assessed values. This is well within an acceptable range for assessing purposes but it is also an indication of the market. While there has been a minor improvement from the previous year, this study is indicating that the market value of real estate still hasn't returned to previous values although it now appears stable.

Since Fiscal year 2009, the City has managed recurring revenue decreases from state programs and investments. In 2009, the State discontinued the Shared Revenues program. In 2008, the City received \$992,000 under this program, declining to \$550,000 in 2009, and to zero in subsequent years. In 2013, the State Highway Fund distribution to the City decreased by \$60,000 per year. Investment earnings on cash balances have declined from \$1,034,000 in 2008 to \$185,000 in 2013.

The combined annual impact of these revenue decreases when compared to FY 2008 range from \$1,337,000 in FY 2009 to \$1,951,000 in FY 2013. Total revenue lost from these sources over the last five fiscal years totals \$8,574,000, or an average of \$1,715,000 per year.

During this period of time, the State has also downshifted to the City's General Fund cumulative NH Retirement costs in the amount of \$1,736,863 as recognized by our fiscal policy.

To make up for loss of revenues, increasing costs and to offset the loss of taxable properties, the City has downsized its workforce and put into practice numerous efficiencies in purchasing, contracting, and energy consumption. The City's energy program has produced \$470,000 in energy cost avoidance since its inception. Continued efforts, supported by the goal of sustainability, are incorporated into the FY15 budget with plans for energy audits at the wastewater and water pump stations.

The City has leveraged state and federal grants, receiving nearly \$18,000,000 in recognized grant revenues over the last five years. These grants have been used to offset City costs with respect to roads, bridges, and wastewater infrastructure and have helped to limit the impact of declining State revenues.

The Spirit of Place Program has resulted in several community improvement projects, including beautification of roundabouts, extensive landscaping improvements at the Recreation Center, improvements to electrical service at the Robin Hood Park Amphitheater, and Adopt – a – Trail, street, hydrant and garden programs, all demonstrating commitment of City residents to building a better community. These efforts also help greatly to maintain and sustain the quality of life that attracts so many people to the City of Keene.

The City has also fostered ways to engage citizens in the raising of capital for various projects like the Trail System, Ice Rink, Library Connector, Dog Park, and the proposed new Skate Board Park.

As the Mayor and City Council, you have long recognized the value of maintaining the community as a desirable place to live, work, visit and play. New potential projects and partnerships that speak to this concept and a sustainable future include: the ICE Rink, Library Connector, KEAP, the development of the 560 Main Street Property (formerly the Public Works garage), Marlborough Street rezoning, Kingsbury Property Development, and the repurposing of the former Keene Middle School and the adjacent former YMCA Property. Some of these projects will involve the same private/public partnerships that the City has become known for in leveraging public funds to achieve the greatest return for its investment. Other initiatives, such as funding recommended supporting Art's Alive, seek to collaborate with a community partner focused on the vitality that arts and culture can provide.

However, the City will also be faced with significant challenges over the coming years which will require similar public and private partnerships. Flooding in the community is an example. This issue should take a high priority even as the City continues to work to alleviate the conditions along Beaver Brook. In order to properly address the problem with flooding, a partnership with the US Army Corps of Engineers is critical. The City will also need to obtain appropriate authority from the State to work more directly with private property owners on ways to mitigate and reduce the damages caused by flooding events. A lobbying effort will be required and years of effort will ensue before major projects are in place to alleviate the changing conditions brought about by climate change. In the meantime, the City will do everything it can to minimize the threat to property and lives brought about by this weather related phenomenon.

BUDGET FORMAT:

Budget information contained within this document is organized, in accordance with the fund structure detailed in City Fiscal Policy, separating 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:

- In summary, revenue and expense reports incorporating prior years' budget data as well as requested and recommended FY15 funding levels, and estimates of revenue and reflecting policy's operating budget planning horizon expenses for FY15/16 and FY16/17. These summary reports also include capital appropriation and debt service expenditures reflecting City Council action adopting the City's six (6) year Capital Improvements Program adopted in March of 2014.
- Recommended personnel and operational expenses are summarized for each general fund department and the City's other funds with a roll up of staffing included in FY14/15 recommended appropriations.
- Narratives detailing mission, primary services and responsibilities, fiscal year objectives and metrics along with information about the upcoming year's work plan, accomplishments, and challenges.
- Operating budget detail for departments, or other funds, with all cost centers summarized and when appropriate, detailed by cost center.

BUDGET PROCESS:

The cycle prescribed for preparation of the Annual Operating Budget and Capital Improvements Program keeps attention on the City's fiscal condition and long term objectives. Shortly after adoption of an annual operating budget, staff begins development, review, and deliberation of the Capital Improvements Program (CIP) considering capital needs over a six year cycle. This planning period facilitates a longer perspective toward operational expenses and supports projecting operational costs over a three year horizon. As City Council initiates review of the CIP, staff begins development of the operating budget. Council action on the CIP in March provides one component, the capital plan which is integrated into the budget document presented in May. Both the CIP and annual operating budget documents focus City officials and staff on the community's vision and values identified through the Comprehensive Master Plan. While these efforts require investment of staff resources, these efforts provide the City with the ability to anticipate and respond to challenges and opportunities in a thoughtful and deliberate manner.

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., maintain at the forefront these values and reinforce 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.

USE OF FISCAL POLICIES:

Fiscal policies provide ongoing guidance to the City staff on matters pertaining to fiscal and finance related issues. They provide structure for the City's financial operations and budgets as well as measures aimed at advancing the organization's sustainability and fiscal stability. The annual review process keeps these ongoing policies reflective of community goals and provides opportunity to incorporate recommended financial practices.

Annual, appropriated, balanced budgets for the General, Parking, PC Replacement, Solid Waste, Sewer, Water and Equipment Funds are advanced by this budget document. 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.

Infrastructure and operations securing the economic vitality and dynamic activity in the downtown are supported by the Parking Fund. An assessment of this function's operations is ongoing resulting to date in changes, such as relocation of the Parking Division to City Hall, providing both efficiencies and greater convenience for parking customers. With a focus toward sustaining commerce, professional services, employment, arts, education, and economic development, and the financial stability of this operation over the long term, revenue options will be advanced for Council consideration. In addition, development opportunities offering addition parking options require Council deliberation. Financial projections provided within the budget document are based on current authorized rates and only incorporate projects reflected in the recently adopted CIP.

Revenues generated as a result of a Flow Control Ordinance passed by the City Council in 2010, ensure the sustainability of the generator supported business model utilized for solid waste and recycling operations provided by the Solid Waste Fund. Flow control requires that all waste generated within the City be brought to the Solid Waste Facility for recycling or transport. A new disposal agreement executed in FY14, advances for a time the financial security of this Fund, while staff continues to investigate innovative methods and technologies to support sustainable, ecologically sound solid waste operations.

The City's practice of reviewing annually and adjusting rates for water and sewer utility operations ensures the self-supporting nature of these funds. Rate changes for the water and sewer funds were approved by City Council in March of 2014. Recognizing the critical role of these operations to a sustainable future, prudent stewardship of these operations requires 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. 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. This parameter continues to move toward this benchmark, as anticipated due to higher debt service to be paid down in the next few years. The measure established for FY13/14 of 16.3% is lower than the previous periods. The capital plan, projected by the recently adopted CIP, forecasts this measure continuing to move downward reaching and falling below this policy benchmark in its out years.

Another component of fiscal policy guides development of the City's budget providing a formula for determining tax revenue increases that considers the Boston Consumer Price Index (CPI), net of expenditures required by law

OTHER REVENUES:

Non-tax revenues overall are projected to remain steady again in FY15 with some enhancements anticipated due to economic or legislative activity offset by other actions or events.

A small but steady trend of growth in motor vehicle registrations, which began in FY12, is anticipated to continue. While this significant non-tax revenue source remains below 2008 collection levels, this continuing trend is positive. Revenues derived from leases at the Transportation Center and Airport will see small increases with rental rates tied to CPI indexes. Positive economic impacts resulting from relocation of the District Court from city hall to the new courthouse on Winter Street outweigh loss of rental revenue generated in prior years by lease of city hall space to the district court.

Intergovernmental revenues factored into this budget include those received from the State government, agencies or institutions, local governments, the school or county. During prior fiscal cycles, most notably FY10 and FY11, these non-tax revenues were negatively impacted by elimination of State revenue sharing (resulting in a revenue loss of approximately \$1 million dollars annually) and reductions in highway block grant revenue. While there is no anticipation in this proposed budget that revenue sharing will be restored, a proposal now under legislative consideration to adjust the gas tax, may provide additional highway block grant revenue during FY16. Meals and Rooms tax revenue projections have also been adjusted to reflect legislative actions that provide additional revenue, restoring a formula sharing gains with municipalities, in FY15. Another State revenue source resulting from flood control agreements, returned to FY11 levels by the current State budget, is projected to continue as well.

Adjustments are anticipated in intergovernmental revenues generated by the provision of police personnel to Keene State College and the Keene School District offset by changes in costs related to providing these services. 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. Any adjustments which may result through negotiation of an extension of the Municipal Services Agreement between the City of Keene and Keene State College due to expire in June of 2014 have not been factored into these projections. Adjustment to ambulance rates, following adoption of fiscal policies in FY13, results in a projection of additional user fee revenue offsetting costs to provide this service to the City and contract town.

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 in these earnings is projected for FY14. Market conditions result in re-investment of expiring long term maturities at lower earning rates. In addition, bond premium of more than \$500,000, generated due to favorable financing conditions when the City went to market in November of 2011, was utilized over the past two fiscal years, and is not available in FY15.

Following adoption of the FY14 budget, in the fall of 2013, negotiation of a payment in lieu of taxes (PILOT) with Cheshire Health Foundation and Cheshire Medical Center resulted in an increase in non-tax revenues when setting the 2013 tax rate and a reduction of taxes required to support City services of an equal amount. This agreement continues in FY15 and contains a methodology for its adjustment in future fiscal periods. An additional payment in lieu of taxes, negotiated with Second Chance for Success prior to the setting of the 2013 tax rate, is also anticipated to continue.

OUTSIDE AGENCY FUNDING GRANTS:

With 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. This group's analysis focuses on 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. The cost center presentation for this area of the budget reflects as base, prior year's funding provided while supplemental amounts reflect any additional funding requested by an agency. No new applications were received through this process and the summary below reflects prior funding actions by the

City Council, agency requests for FY15 and recommendations resulting from the committee's work supplementing cost center and other information to support deliberations by the City Council during its budgetary review.

Agency	Authorized FY13	Authorized FY14	FY15 Agency Request	FY15 CM recommendation
Senior Citizens' Center	7,000	8,000	10,000	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	65,000	65,000	75,000	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	-	-	-
Aids Serv./Monadnock Region	5,000	5,000	6,000	5,000
Transporting (City Express)	86,000	86,000	86,000	86,000
100 Nights Shelter	6,235*	11,000	20,000	11,000
TOTAL	\$204,835	\$207,000	\$233,500	\$207,000

*Authorized by City Council September 2013 funded in Cost Center 01001:62152.

BOND RATING, DEBT SERVICE AND CAPITAL:

Larger projects, including those identified in the City's Capital Improvement Program, are typically financed through the sale of bonds. The City's fiscal health was re-affirmed by Standard and Poor's assignment of a AA/Stable long term rating when the City went to market with debt in May of 2013. While recognizing the challenging revenue environment, the City's fiscal practices including incorporation of operating budget projection, annual re-prioritization of capital projects and debt and reserve policies are factors viewed favorably by rating agencies. This assessment attracts investors to our bonds and helps in keeping interest rates favorable. The May 2013 issue, which included new projects as well as refunding issues (re-financing of 2006 debt borrowed at higher interest rates), resulted in rates that averaged between 2% and 2.46%

This year's capital budget, as endorsed by the City Council in March of 2014, advances the following projects to be financed through the sale of bonds:

				<i>Term</i>
R-2014-12	General Fund	Consolidated Infrastructure	\$1,330,000	10
R-2014-13	General Fund	Airport Road Culvert	\$135,000	10
R-2014-14	General Fund	Maple Ave Bridge	\$135,000	10
R-2014-15	General Fund	Tax Parcel Correction	\$305,000	5
R-2014-16	General Fund	Financial Software Upgrade	\$190,000	5
R-2014-17	General Fund	Digital Base Map Update	\$185,000	5
		SUBTOTAL - GENERAL FUND	\$2,280,000	
R-2014-18	Sewer Fund	Rose Lane WWTP Closure	\$805,000	20
		SUBTOTAL - SEWER FUND	\$805,000	
		TOTAL - ALL FUNDS	\$3,085,000	

The bond issue scheduled for FY15 includes the authorized FY14 Consolidated Infrastructure Project, providing a larger base to distribute issuance costs and a moderate issue size to attract investors.

In addition to those capital budget projects funded through long-term debt, this year's CIP advanced many smaller projects identified as City priorities that are funded through current revenues such as public safety radios, fire and ambulance capital reserve contributions, computer equipment needs replacements, stormwater management and a land use code update. A skate park project is being developed with its funding to be provided through a fundraising campaign. Improvements at Three Mile Dam are advanced with support of bond funds not required for the rehabilitation of Robin Hood Dam. An additional capital budget item, not advanced as part of the adopted CIP, is included in accordance with fiscal policy in the form of an appropriation to the Conservation Fund in an amount equal to 50% of the collected land use change tax for FY13/14.

PERSONNEL:

Since FY10, as part of the City's response to fiscal constraints due to loss of State revenues, downshifted retirement costs, and challenging economic conditions, fiscal measures including reductions in personnel through attrition, re-organization, position modifications (including adjustments from full-time to part-time status), and continuing retained vacancies have been incorporated into prior year's budgets. Many of the strategies implemented in prior fiscal cycles continue in this year's recommended budget.

While many of these adjustments are ongoing, return to full-time status of select positions deemed critical to ongoing operations and priorities began in FY13, with the Fire Administrator and Recreation Programmer positions. This year's budget seeks to continue to address our highest priorities with funding to return to full-time status; a Planner position, an Administrative Assistant (supporting Health and Code, Facilities, Purchasing and Contract Management), along with the IMS Help Desk position. Priorities including the scheduled update of the Land Use Code and the need to provide efficient and effective technical and administrative support to departments are factors in advancing the recommendation to return these positions to full-time in the fourth quarter of FY15. An additional staffing change incorporated into the budget includes a part time clerical position supporting the Mayor's Office is also recommended.

A new full-time position, Police Dispatch Supervisor is presented as a supplemental item but not recommended for financial reasons. The position would work to create efficiencies in the supervision and training of dispatch personnel, maintenance of computer, radio and criminal justice information systems, and provide additional front line dispatch coverage, as well as division leadership. The FY15 recommended budget also reflects the full cost of previously grant funded Police Officer positions.

The City workforce is made up of unionized and non-union employees. The unionized employees fall under one of six collective bargaining agreements (CBAs). For those with contracts that expired June 30, 2013, successor agreements have been negotiated providing wage adjustments in FY15 as listed below. Negotiations underway with NHFT – Keene Police Officers, will determine FY15 wage increases for Police Officer and Police Supervisor units.

<u>Group</u>	<u>Contract Expiration</u>	<u>FY15 Increase</u>
AFSCME - Public Works	6/30/2015	1.75%
IAAF - Keene Firefighters	6/30/2016	1.75%
IAAF - Keene Fire Supervisors	6/30/2016	1.75%
NHFT - Keene City Employees	6/30/2016	1.75%
NHFT - Keene Police Officers	6/30/2014	<i>to be negotiated</i>
NHFT - Keene Police Supervisors	6/30/2015	<i>to be negotiated</i>

With the exception of AFSCME, the City's budget development process was underway prior to concluding negotiations. As a result, funding of across the board wage adjustments for other bargaining units and the non-union group is included in the allowance provided within employee benefits. Continued adjustment of employee contributions toward health care has been a consideration in negotiated agreements.

Other changes in the upcoming year to our compensation plans, seeking to continue re-aligning to the organization's needs, will be limited by the constraints posed by the fiscal environment. With modifications incorporated last year to meet Affordable Health Care Act requirements for qualified part-time, evaluation of future actions required to position the organization for this law's implementation will continue.

Bi-annual rate adjustments by the NH Retirement System were not an additional contributing factor to this year's budget, but prior actions eliminating the State's historical contribution toward the retirement costs of public safety employees and the system's unfunded liability continue to challenge capacity to respond to City needs. It is anticipated that retirement rate adjustments will be a component in the FY16/17 budget process and an allowance based on preliminary information has been included in those projections.

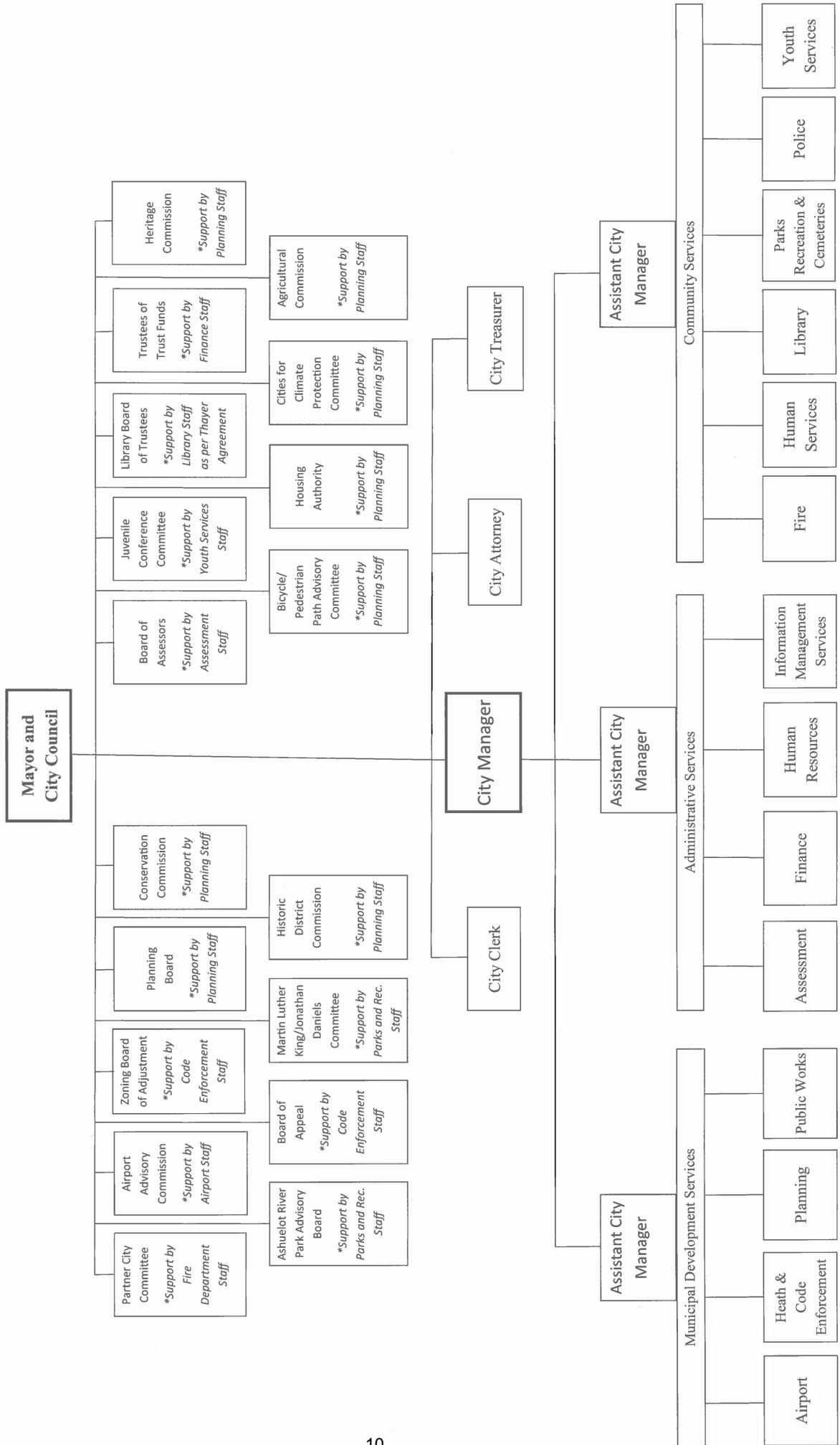
Appreciation for the efforts of department and division personnel and charter officers dedicating time, energy and creativity to meeting priorities in this challenging fiscal environment cannot be overlooked. In addition, the stewardship by Finance Department staff, Finance Director Steve Thornton, and Beth Fox to the budget development and production process deserves recognition. The continued hard work of the Mayor, City Council, and staff devoted to the City's fiscal strategy will advance a fiscal plan for the upcoming year satisfying City priorities.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John MacLean". The signature is stylized with a large, looping initial "J" and a horizontal line extending to the right.

John A. MacLean
City Manager

City of Keene Organizational Chart



CITY OF KEENE, NEW HAMPSHIRE
Supplemental Items List - FY2014/2015 Budget

Cost Center	Cost Center	Amount	Notes	requested amount	amount included in CM recommendation
<u>General Fund</u>					
Mayor and Council	00001	61307	\$ 13,237	Administrative assistance -Mayor's Office	\$ 13,237 \$ 13,237
Mayor and Council	00001	61704	\$ 1,013	Administrative assistance -Mayor's Office	\$ 1,013 \$ 1,013
Mayor and Council	00001	61705	\$ 13	Administrative assistance -Mayor's Office	\$ 13 \$ 13
Outside Agencies	00002	62133	\$ 2,000	Senior Center	\$ 2,000 \$ -
Outside Agencies	00002	62135	\$ 4,500	Big Brothers / Big Sisters	\$ 4,500 \$ -
Outside Agencies	00002	62137	\$ 10,000	Keene Community Kitchen	\$ 10,000 \$ -
Outside Agencies	00002	62141	\$ 1,000	Aids Service / Monadnock Region	\$ 1,000 \$ -
Outside Agencies	00002	62149	\$ 9,000	100 Nights Shelter	\$ 9,000 \$ -
Unclassified	00003	62188	\$ 500	Arts Alive	\$ 500 \$ 500
Unclassified	00003	61316	\$ 28,000	Pumpkin Fest	\$ 28,000 \$ -
Capital Projects - Conservation	00004	68011	\$ 4,190	conservation land acquisition - land use change tax	\$ 4,190 \$ 4,190
Police Dispatch	01401	61304	\$ 47,695	Dispatch Supervisor - new position	\$ 47,695 \$ -
Police Dispatch	01401	61307	\$ (4,500)	Part Time employees	\$ (4,500) \$ -
Police Dispatch	01401	61520	\$ (5,500)	OT-Vacation Replacement	\$ (5,500) \$ -
Police Dispatch	01401	61601	\$ 2,000	Holiday Pay	\$ 2,000 \$ -
Police Dispatch	01401	61701	\$ 16,049	Health Insurance	\$ 16,049 \$ -
Police Dispatch	01401	61702	\$ 955	Dental Insurance	\$ 955 \$ -
Police Dispatch	01401	61703	\$ 5,166	Retirement	\$ 5,166 \$ -
Police Dispatch	01401	61704	\$ 3,649	Social Security	\$ 3,649 \$ -
Police Dispatch	01401	61705	\$ 624	Workman's Comp	\$ 624 \$ -
Police Dispatch	01401	61714	\$ (1,200)	Police Retirement	\$ (1,200) \$ -
Police Patrol	01403	61520	\$ 4,700	OT-Vacation Replacement	\$ 4,700 \$ -
Police Patrol	01403	61507	\$ 5,000	Court OT	\$ 5,000 \$ -
Police Patrol	01403	61529	\$ 3,900	OT - Shift Vacancies	\$ 3,900 \$ -
Police Patrol	01403	61522	\$ 1,200	OT -Personal Day Replacement	\$ 1,200 \$ -
Police Patrol	01403	61521	\$ 7,700	OT-Sick replacement	\$ 7,700 \$ -
Police Patrol	01403	61704	\$ 326	Social Security	\$ 326 \$ -
Police Patrol	01403	61705	\$ 294	Workman's Comp	\$ 294 \$ -
Police Patrol	01403	61714	\$ 5,692	Police Retirement	\$ 5,692 \$ -
Building and Code	01802	62435	\$ 2,500	Training	\$ 2,500 \$ -
Public Works	02000	61609	\$ 2,340	Stipends: EOC and Tree Management	\$ 2,340 \$ 2,340
Public Works - Engineering	02001	62760	\$ 1,745	1/3 data collector unit (for GIS and GPS systems surveying equipment)	\$ 1,745 \$ 1,745
DPW-Downtown Maintenance	02027	62175	\$ 3,100	downtown porta - potties	\$ 3,100 \$ 3,100
TOTAL General Fund Requested \$ 176,888				TOTAL General Fund Included \$ 26,138	
<u>Parking Fund</u>					
Outside Services	01501	62340	\$ 1,550	Reimburse General Fund: 50% of downtown port-a-potties	\$ 1,550 \$ 1,550
TOTAL Parking Fund Requested \$ 1,550				TOTAL Parking Fund Included \$ 1,550	
<u>Solid Waste Fund</u>					
N/A			\$ -		\$ - \$ -
TOTAL Solid Waste Fund Requested \$ -				TOTAL Solid Waste Fund Included \$ -	
<u>Sewer Fund</u>					
Sewer Administration	08000	62734	\$ 1,744	1/3 data collector unit (for GIS and GPS systems surveying equipment)	\$ 1,744 \$ 1,744
Laboratory	08004	62734	\$ 1,575	Replace bench top turbidity meter	\$ 1,575 \$ 1,575
Sewer System Maintenance	08005	62103	\$ 3,600	Energy audit for remote pump stations	\$ 3,600 \$ 3,600
TOTAL Sewer Fund Requested \$ 6,919				TOTAL Sewer Fund Included \$ 6,919	
<u>Water Fund</u>					
Water Administration	05000	62734	\$ 1,745	1/3 data collector unit (for GIS and GPS systems surveying equipment)	\$ 1,745 \$ 1,745
Water Treatment Facility	05006	62103	\$ 4,676	SCADA: track water usage in gpd from the six water tanks	\$ 4,676 \$ 4,676
Water Treatment Facility	05006	62734	\$ 10,310	Permanent chemical feed pump system	\$ 10,310 \$ 10,310
Water Treatment Facility	05006	62734	\$ 11,650	Replace / install 2 backwash pump variable frequency drives	\$ 11,650 \$ 11,650
Laboratory	05007	63409	\$ 1,575	Replace bench top turbidity meter	\$ 1,575 \$ 1,575
Water System Maintenance	05008	62103	\$ 5,700	Energy audit for remote stations	\$ 5,700 \$ 5,700
TOTAL Water Fund Requested \$ 35,656				TOTAL Water Fund Included \$ 35,656	
<u>Equipment Fund</u>					
N/A			\$ -		\$ - \$ -
TOTAL Equipment Fund Requested \$ -				TOTAL Equipment Fund Included \$ -	
GRAND TOTAL - ALL FUNDS REQUESTED \$ 221,013				GRAND TOTAL - ALL FUNDS - RECOMMENDED \$ 70,263	

CITY OF KEENE, NEW HAMPSHIRE
PROPERTY TAX RATE CALCULATION & PROJECTION
FY2014/2015 PROPOSED OPERATING BUDGET

	Actual 12/13	Revised Budget 13/14	Estimate 13/14	Base	Dept Request Supplemental 14/15	Total	CM REC 14/15	Projection FY 15/16	Projection FY 16/17
PROPERTY TAX CALCULATION:									
Assessed Value (in thousands) for local tax calc.	1,857,058,431	1,846,896,575	1,846,896,575	1,846,896,575	1,846,896,575	1,846,896,575	1,846,896,575	1,846,896,575	1,846,896,575
Assessed Value (in thousands) for state tax calc.	1,807,247,531	1,797,085,675	1,797,085,675	1,797,085,675	1,797,085,675	1,797,085,675	1,797,085,675	1,797,085,675	1,797,085,675
Tax Rate:									
City	\$12.15	\$12.44	\$12.44	\$12.93	\$0.10	\$13.03	\$12.95	\$13.45	\$13.90
Local Education	13.54	14.60	14.60	15.50		15.50	15.50	15.81	\$16.12
State Education	2.47	2.44	2.44	2.39		2.39	2.39	2.44	\$2.49
County	3.24	3.27	3.27	3.27		3.27	3.27	3.33	3.40
TOTAL TAX RATE	\$31.40	\$32.75	\$32.75	\$34.09	\$0.10	\$34.19	\$34.11	\$35.04	\$35.91
<i>Property Tax Rate Increase</i>		4.30%		4.10%		4.39%	4.14%	2.73%	2.51%
Total Property Taxes to be raised	\$58,188,601	\$60,364,324	\$60,364,324	\$62,845,805		\$63,022,693	\$62,871,942	\$64,586,359	\$66,205,939
LESS: Local Education	(25,153,327)	(26,959,534)	(26,959,534)	(28,622,900)		(28,622,900)	(28,622,900)	(29,195,358)	(29,779,265)
State Education	(4,466,188)	(4,380,460)	(4,380,460)	(4,300,852)		(4,300,852)	(4,300,852)	(4,386,869)	(4,474,606)
County	(6,023,814)	(6,038,150)	(6,038,150)	(6,038,150)		(6,038,150)	(6,038,150)	(6,158,913)	(6,282,091)
Gross City Property Tax	22,545,272	22,986,180	22,986,180	23,883,903	176,888	24,060,791	23,910,040	24,845,219	25,669,976
LESS: War Service Credits	(252,825)	(242,850)	(242,850)	(270,000)		(270,000)	(270,000)	(270,000)	(270,000)
Tax Overlay	(311,487)	(290,866)	(290,866)	(300,000)		(300,000)	(300,000)	(300,000)	(300,000)
NET PROPERTY TAX RAISED	\$21,980,960	\$22,452,464	\$22,452,464	\$23,313,903	\$176,888	\$23,490,791	\$23,340,040	\$24,275,219	\$25,099,976
<i>Gross City Property Tax change</i>		1.96%		3.91%		4.68%	4.02%	3.91%	3.32%
<i>Net Property Tax change</i>		2.15%		3.84%		4.62%	3.95%	4.01%	3.40%

CITY OF KEENE, NEW HAMPSHIRE
PROPERTY TAX RATE CALCULATION & PROJECTION
FY2014/2015 PROPOSED OPERATING BUDGET

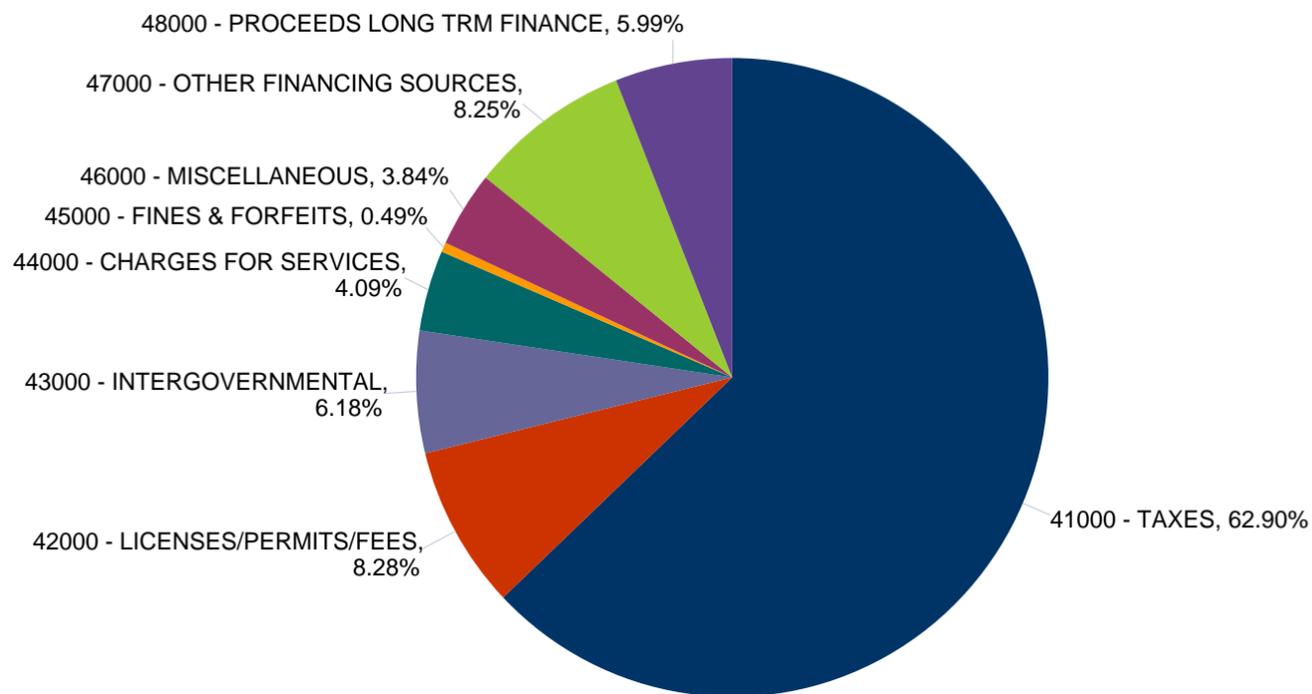
	Actual 12/13	Revised Budget 13/14	Estimate	Base	Dept Request Supplemental 14/15	Total	CM REC 14/15	Projection FY 15/16	Projection FY 16/17
General Fund Revenue:									
Property Tax Revenue	\$21,639,386	\$22,452,464	\$22,317,965	\$23,313,903	\$176,888	\$23,490,790	\$23,340,040	\$24,275,219	\$25,099,976
Use of (addition to) Surplus		1,130,386		891,991		891,991	891,991	950,000	600,000
Other Taxes	131,442	377,535	396,435	386,555	-	386,555	386,555	388,488	390,430
Tax Increment Financing	77,340	75,475	74,870	72,614	-	72,614	72,614	68,414	66,109
Licenses, Permits & Fees	2,992,017	2,903,460	3,130,828	3,152,275	-	3,152,275	3,152,275	3,183,798	3,215,636
Intergovernmental	2,223,012	2,256,470	2,251,619	2,352,171	-	2,352,171	2,352,171	2,425,812	2,444,006
Charges for Services	1,440,771	1,429,694	1,442,705	1,556,853	-	1,556,853	1,556,853	1,584,409	1,612,453
Fines & Forfeits	161,449	168,050	147,560	184,742	-	184,742	184,742	186,589	188,455
Miscellaneous	1,452,883	1,438,398	1,356,325	1,460,308	-	1,460,308	1,460,308	1,467,610	1,474,948
Other Financing Sources	2,691,293	2,863,854	2,426,814	2,249,351	-	2,249,351	2,249,351	2,260,598	2,271,901
Sale of Bonds	1,190,000	1,325,000	1,325,000	2,280,000	-	2,280,000	2,280,000	1,931,656	2,378,856
TOTAL GENERAL FUND REVENUE	\$33,999,592	\$36,420,786	\$34,870,121	\$37,900,763	\$176,888	\$38,077,650	\$37,926,900	\$38,722,593	\$39,742,770
LESS: Sale of Bonds	(1,190,000)	(1,325,000)	(1,325,000)	(2,280,000)	-	(2,280,000)	(2,280,000)	(1,931,656)	(2,378,856)
TOTAL GF OPERATING REVENUE	\$32,809,592	\$35,095,786	\$33,545,121	\$35,620,763	\$176,888	\$35,797,650	\$35,646,900	\$36,790,937	\$37,363,914
TOTAL GENERAL FUND EXPENDITURES	\$ 34,887,643	\$ 36,420,786	\$ 35,012,416	\$37,900,763	\$176,888	\$38,077,650	\$ 37,926,900	\$ 38,722,593	\$ 39,742,770
LESS: Capital Funded by LT Debt	(1,190,000)	(1,325,000)	(1,325,000)	(2,280,000)	-	(2,280,000)	(2,280,000)	(1,931,656)	(2,378,856)
TOTAL GF OPERATING EXPENDITURES	\$33,697,643	\$35,095,786	\$33,687,417	\$ 35,620,763	\$ 176,888	\$ 35,797,650	\$35,646,900	\$36,790,937	\$37,363,914

**CITY OF KEENE, NEW HAMPSHIRE
GENERAL FUND EXPENDITURES
FY2014/2015 PROPOSED OPERATING BUDGET**

	Actual 12/13	Revised Budget 13/14	Estimate 13/14	Base	Dept Request Supplemental 14/15	Total	CM Recommended	Projection FY 15/16	Projection FY 16/17
<u>ELECTED & APPOINTED OFFICIALS</u>									
Mayor & City Council	\$ 88,802	\$ 114,018	\$ 95,865	\$ 117,649	\$ 14,263	\$ 131,912	\$ 131,912	\$ 134,265	\$ 136,661
Outside Agencies	198,600	207,000	207,000	207,000	26,500	233,500	207,000	210,693	214,452
Unclassified	89,715	114,075	109,700	115,383	28,500	143,883	115,883	117,950	120,055
Employee Benefits	628,535	274,910	280,114	677,650		677,650	677,650	888,539	904,391
Risk Management	215,234	224,126	229,011	243,576		243,576	243,576	247,921	252,344
City Manager	241,677	248,511	248,227	241,682		241,682	241,682	245,994	250,383
City Attorney	367,210	378,838	330,634	325,328		325,328	325,328	331,132	337,039
City Clerk	516,538	548,247	482,053	534,793		534,793	534,793	544,334	554,045
TOTAL LEGISLATIVE BODY	\$ 2,346,312	\$ 2,109,725	\$ 1,982,604	\$ 2,463,061	\$ 69,263	\$ 2,532,324	\$ 2,477,824	\$ 2,720,829	\$ 2,769,368
<u>ADMINISTRATIVE SERVICES</u>									
Assessment	393,950	411,184	398,318	416,089		416,089	416,089	424,590	433,264
Finance	1,269,519	1,342,388	1,307,558	1,461,997		1,461,997	1,461,997	1,491,866	1,522,344
Human Resources	282,730	297,267	293,840	307,408		307,408	307,408	313,689	320,097
Information Management Svcs	1,150,447	1,199,400	1,177,871	1,165,940		1,165,940	1,165,940	1,211,081	1,235,824
Debt Service	4,880,893	4,863,009	4,774,986	4,737,779		4,737,779	4,737,779	5,363,148	4,896,881
TOTAL ADMIN. SERVICES	\$ 7,977,540	\$ 8,113,248	\$ 7,952,573	\$ 8,089,213	\$ -	\$ 8,089,213	\$ 8,089,213	\$ 8,804,373	\$ 8,408,410
<u>COMMUNITY SERVICES</u>									
Fire	5,944,663	6,274,825	6,122,755	6,220,140		6,220,140	6,220,140	6,392,251	6,569,125
Human Services	654,747	800,167	630,875	721,311		721,311	721,311	741,270	761,781
Library	1,233,042	1,274,947	1,258,236	1,280,446		1,280,446	1,280,446	1,315,876	1,352,286
Parks, Recreation & Cemeteries	1,281,671	1,397,179	1,372,062	1,453,316		1,453,316	1,453,316	1,493,529	1,534,855
Facilities	1,240,362	1,482,838	1,456,241	1,402,107		1,402,107	1,402,107	1,440,903	1,480,773
Police	5,852,965	6,398,657	6,194,959	6,681,610		6,681,610	6,681,610	6,866,491	7,056,486
Youth Services	136,311	140,413	119,374	126,361		126,361	126,361	129,857	133,451
TOTAL COMMUNITY SVCS	\$ 16,343,761	\$ 17,769,026	\$ 17,154,502	\$ 17,885,291	\$ 93,750	\$ 17,979,041	\$ 17,885,291	\$ 18,380,177	\$ 18,888,757
<u>MUNICIPAL DEVELOPMENT SVCS</u>									
Airport	482,788	559,280	555,219	563,016		563,016	563,016	573,021	583,203
Health & Code Enforcement	855,184	963,569	888,401	972,956	2,500	975,456	972,956	1,014,566	1,032,594
Planning	330,319	402,409	399,648	423,164		423,164	423,164	459,058	467,215
Public Works	3,835,467	4,055,415	3,888,104	4,114,259	7,185	4,121,444	4,121,444	4,194,682	4,269,222
TOTAL MUN. DEV. SVCS	\$ 5,503,757	\$ 5,980,673	\$ 5,731,372	\$ 6,073,395	\$ 9,685	\$ 6,083,080	\$ 6,080,580	\$ 6,241,326	\$ 6,352,235
<u>CAPITAL PROJECTS:</u>									
TOTAL GENERAL FUND	\$ 2,716,273	\$ 2,448,114	\$ 2,191,364	\$ 3,389,801	\$ 4,190	\$ 3,393,991	\$ 3,393,991	\$ 2,575,887	\$ 3,323,999
FUNDED BY LONG TERM DEBT	\$ 34,887,643	\$ 36,420,786	\$ 35,012,416	\$ 37,900,763	\$ 176,888	\$ 38,077,650	\$ 37,926,900	\$ 38,722,593	\$ 39,742,770
GENERAL FUND OPERATING EXP	\$ 33,697,643	\$ 35,095,786	\$ 33,687,417	\$ 35,620,763	\$ 176,888	\$ 35,797,650	\$ 35,646,900	\$ 36,790,937	\$ 37,363,914

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Revenue Category						
41000 - TAXES	21,769,493	21,848,168	22,905,474	22,789,270	23,949,959	23,799,209
42000 - LICENSES/PERMITS/FEES	2,808,529	2,992,017	2,903,460	3,130,828	3,152,275	3,152,275
43000 - INTERGOVERNMENTAL	2,205,445	2,223,012	2,256,470	2,251,619	2,352,171	2,352,171
44000 - CHARGES FOR SERVICES	1,353,477	1,440,771	1,429,694	1,442,705	1,556,853	1,556,853
45000 - FINES & FORFEITS	171,770	161,449	168,050	147,560	184,742	184,742
46000 - MISCELLANEOUS	1,491,826	1,452,883	1,438,398	1,356,325	1,460,308	1,460,308
47000 - OTHER FINANCING SOURCES	2,099,213	2,691,293	3,994,240	2,426,814	3,141,342	3,141,342
48000 - PROCEEDS LONG TRM FINANCE	2,395,000	1,190,000	1,325,000	1,325,000	2,280,000	2,280,000
Grand Total	34,294,754	33,999,592	36,420,786	34,870,122	38,077,651	37,926,901

Fiscal 2015 Anticipated Revenue By Category



**City of Keene, New Hampshire
Fiscal Year 2014 - 2015**

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Cost Center	Account Title						
ASSESSMENT	41105 - NET PROPERTY TAX	21,614,949	21,639,386	22,452,464	22,317,965	23,490,790	23,340,040
	41110 - IN LIEU OF TAX	64,183	97,248	373,500	378,555	378,555	378,555
	41115 - TIMBER YIELD TAX	8,151	17,024	4,000	9,500	8,000	8,000
	41116 - EXCAVATION TAX	35	0	35	0	0	0
	41120 - LAND USE CHANGE TAX	0	17,170	0	8,380	0	0
	41125 - TAX INCREMENT FINANCING	82,176	77,340	75,475	74,870	72,614	72,614
41000 - TAXES		21,769,493	21,848,168	22,905,474	22,789,270	23,949,959	23,799,209
CITY CLERK	42110 - CLERK - STATE	19,108	17,663	19,450	20,200	21,000	21,000
	42115 - CLERK - CITY	10,295	10,265	8,745	9,200	10,280	10,280
	42120 - DOGS	13,368	13,251	13,650	13,650	13,300	13,300
	42306 - MISC FEES & CHARGES	10,561	10,314	12,875	12,875	10,400	10,400
CODE ENFORCEMENT	42205 - PERMITS	199,576	234,806	220,000	220,000	220,000	220,000
	42337 - ZBA FEES	2,574	2,300	4,500	4,500	4,500	4,500
FINANCE REV COLLECTION	42215 - MOTOR VEHICLE PERMITS	2,384,164	2,505,780	2,450,000	2,670,000	2,690,000	2,690,000
	42301 - NSF CHECK FEE	5,370	3,327	5,000	3,500	3,500	3,500
	42315 - MAIL-IN & E-REG FEES	4,723	4,912	4,900	4,920	4,900	4,900
	42316 - MUNICIPAL AGENT FEES	53,189	53,446	53,500	55,200	55,200	55,200
FIRE ADMIN	42116 - HAZ MAT STORAGE PERMITS	-500	33,142	17,000	17,000	17,000	17,000
	42201 - FIRE ALARM ACCESS APP FEE	240	320	240	320	320	320
	42202 - FIRE ALARM ACCESS PERMIT	4,025	4,200	4,200	4,200	4,200	4,200
FIRE INSPECT & PREVENT	42205 - PERMITS	43,529	41,292	32,500	33,500	35,500	35,500
HEALTH	42105 - HEALTH	43,608	44,757	45,000	51,535	51,500	51,500
PLANNING	42330 - SITE PLAN APPLICATIONS	7,028	4,742	5,000	4,500	4,750	4,750
	42331 - SUBDIVISION APPLICATIONS	3,275	2,182	2,000	1,500	1,500	1,500
	42332 - MINOR AMENDMENTS APPPL.	1,259	1,045	500	750	750	750
	42333 - VOLUNTARY MERGER	175	75	100	75	75	75
	42334 - CONDITIONAL USE APPLICAT.	374	878	1,000	500	500	500
	42335 - DRIVEWAY CURB CUT APPS.	750	350	400	400	400	400
POLICE ADMIN	42210 - PISTOL PERMITS	1,840	2,970	2,900	2,503	2,700	2,700
42000 - LICENSES/PERMITS/FEES		2,808,529	2,992,017	2,903,460	3,130,828	3,152,275	3,152,275
AIRPORT	43202 - AERONAUTICAL	13,627	36,253	38,000	34,000	34,000	34,000
AMBULANCE	43403 - OTHER TOWNS	106,302	120,000	125,000	125,000	135,621	135,621
EARN IT	43305 - EARN IT / CHINS	0	0	15,600	15,600	15,600	15,600
FINANCE ADMIN	43116 - FEMA REIMBURSEMENTS	0	28,865	0	0	0	0
	43204 - ROOMS & MEALS	1,045,645	1,053,236	1,054,667	1,054,667	1,129,667	1,129,667
FIRE ADMIN	43208 - KEENE STATE COLLEGE	380,000	380,000	385,000	385,000	385,000	385,000
POLICE ADMIN	43208 - KEENE STATE COLLEGE	95,462	97,808	103,693	103,693	109,019	109,019
	43401 - KEENE SCHOOL DISTRICT	69,350	71,856	75,925	75,925	81,764	81,764
POLICE PROSECUTION	43208 - KEENE STATE COLLEGE	10,000	10,000	10,000	10,000	10,000	10,000

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Cost Center	Account Title						
PW ADMINISTRATION	43201 - FLOOD CONTROL	1,966	1,966	19,883	19,032	19,000	19,000
	43203 - HIGHWAY	475,593	415,528	421,202	421,202	425,000	425,000
YOUTH SERVICES	43305 - EARN IT / CHINS	7,500	7,500	7,500	7,500	7,500	7,500
43000 - INTERGOVERNMENTAL		2,205,445	2,223,012	2,256,470	2,251,619	2,352,171	2,352,171
AIRPORT	44109 - DIRECT REIMBURSEMENT	31	0	31,900	16,000	11,222	11,222
	44501 - LANDING FEES	6,260	6,508	8,500	8,000	8,600	8,600
	44502 - RAMP FEES	5	0	0	0	0	0
	44504 - READY CAR SPACES	600	600	600	600	600	600
	44505 - GROSS REVENUE PERCENTAGE	15,764	13,157	15,076	10,400	12,900	12,900
	44506 - FUELING FEES	31,818	30,302	32,640	31,200	31,200	31,200
AMBULANCE	44113 - REPORTS	375	405	200	400	400	400
	44123 - AMBULANCE SVCS	760,269	756,897	844,500	905,000	910,000	910,000
BURIAL	44122 - INTERMENTS	29,358	29,329	25,000	12,500	15,000	15,000
CEMETERIES OPS MAINT	44131 - REPAIRS	430	140	0	0	0	0
CITY ATTORNEY	44109 - DIRECT REIMBURSEMENT	0	144	0	0	0	0
CLERK RECORDS STORAGE	44135 - RECORDS CENTER CHARGES	14,507	16,369	16,280	15,985	17,390	17,390
CODE ENFORCEMENT	44115 - INSPECTION SERVICES	0	0	1,000	1,000	1,000	1,000
EMPLOYEE BENEFITS	44109 - DIRECT REIMBURSEMENT	-87	0	0	0	0	0
FINANCE ADMIN	44109 - DIRECT REIMBURSEMENT	31,792	75,336	5,500	7,300	10,200	10,200
FIRE ADMIN	44109 - DIRECT REIMBURSEMENT	7,583	8,020	3,000	0	0	0
	44113 - REPORTS	310	280	150	300	250	250
	44124 - FIRE MASTER BOX	74,392	75,276	76,936	75,072	76,704	76,704
HUMAN SERVICES	44109 - DIRECT REIMBURSEMENT	8,744	14,511	9,000	8,750	9,000	9,000
	44138 - SSI INTERIM ASSISTANCE	11,748	9,537	7,000	7,010	7,100	7,100
	44139 - MEDICAID REIMBURSEMENTS	0	401	0	2,400	0	0
INFORMATION MGMT SERV	44109 - DIRECT REIMBURSEMENT	43	0	0	0	0	0
LIBRARY	44201 - LIBRARY	2,825	2,720	2,500	2,500	2,500	2,500
	44401 - LIBRARY NON RESIDENT FEE	24,249	21,378	26,000	26,000	26,000	26,000
PARKS & FACILITIES ADMIN	44109 - DIRECT REIMBURSEMENT	18,553	6,622	1,000	9,624	6,000	6,000
	44111 - PROGRAMS	57,276	98,655	75,000	68,955	98,000	98,000
	44112 - EQUIPMENT CHARGES	1,125	0	0	0	0	0
	44203 - RECREATION CENTER	25,855	29,003	28,000	25,000	28,000	28,000
	44301 - CAMPGROUNDS	20,401	24,161	27,000	23,310	25,000	25,000
	44302 - BALL FIELDS	6,189	9,855	7,500	5,175	7,000	7,000
	44303 - BALL FIELD LIGHTS	5,536	4,450	5,250	4,500	5,250	5,250
	44304 - POOLS	17,156	15,315	25,000	23,626	25,000	25,000
PLANNING	44109 - DIRECT REIMBURSEMENT	91	0	0	0	0	0
POLICE ADMIN	44109 - DIRECT REIMBURSEMENT	28,660	38,784	5,500	15,006	82,373	82,373
	44113 - REPORTS	372	367	375	500	450	450
	44114 - PHOTOS/TAPES	45	40	60	50	50	50

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Cost Center	Account Title						
POLICE ADMIN	44134 - DETAIL CHARGES	45,636	44,996	35,850	34,225	35,850	35,850
	44140 - PD CRIMINAL RECORDS CHECK	110	65	75	55	75	75
	44141 - PD DISCOVERIES	225	235	230	235	235	235
	44142 - PD ACCIDENT REPORTS	6,465	5,857	9,500	6,506	7,000	7,000
	44143 - PD LOG SEARCH	82	0	0	0	0	0
	44144 - PD FINGERPRINT FEES	6,450	5,320	5,900	4,226	5,000	5,000
	44146 - PD SPECIAL SEARCH & MISC	0	0	25	0	0	0
PW ADMINISTRATION	44109 - DIRECT REIMBURSEMENT	90,308	94,566	93,547	89,595	89,379	89,379
	44116 - PUBLIC WAY IMPEDIMENT	195	205	100	200	250	250
	44117 - EXCAVATION	1,275	680	4,000	1,500	1,875	1,875
SUMMER KNIGHT CHAPEL	44205 - SUMNER KNIGHT CHAPEL FEE	455	285	0	0	0	0
44000 - CHARGES FOR SERVICES		1,353,477	1,440,771	1,429,694	1,442,705	1,556,853	1,556,853
CODE ENFORCEMENT	45202 - BUILDING CODE VIOLATIONS	825	691	5,000	5,000	5,000	5,000
FIRE ADMIN	45107 - FALSE ALARM FINES	117	484	100	0	100	100
	45201 - FIRE CODE VIOLATIONS	125	250	250	250	250	250
HEALTH	45203 - HEALTH CODE VIOLATIONS	0	0	100	0	0	0
LIBRARY	45106 - LIBRARY OVERDUE FINES	32,755	31,578	39,000	35,000	35,000	35,000
	45304 - LOST LIBRARY MATERIALS	4,334	4,298	3,500	4,000	4,000	4,000
POLICE ADMIN	45103 - GENERAL VIOLATIONS - STG1	23,406	16,255	17,000	14,957	15,500	15,500
	45104 - GENERAL VIOLATIONS - STG2	29,640	29,604	30,000	22,200	25,500	25,500
	45105 - COURT FINES	60,494	60,948	50,000	48,373	82,892	82,892
	45107 - FALSE ALARM FINES	16,695	11,280	18,000	14,837	12,500	12,500
	45302 - DOG FORFEITURE	2,498	2,831	3,400	1,243	2,300	2,300
	45305 - SALE EVIDENCE/FOUND PROP	881	3,230	1,700	1,700	1,700	1,700
45000 - FINES & FORFEITS		171,770	161,449	168,050	147,560	184,742	184,742
350 MARLBORO STREET	46317 - 350 MARLBORO RENTS	278,853	285,693	224,608	250,668	214,698	214,698
AIRPORT	46000 - MISCELLANEOUS	493	550	500	450	500	500
	46306 - AIRPORT T-HANGAR	93,372	92,522	101,700	98,500	99,840	99,840
	46307 - AIRPORT TERMINAL	6,677	6,371	10,000	5,167	17,167	17,167
	46308 - AIRPORT LAND	103,936	94,249	88,090	74,564	80,564	80,564
	46311 - FUEL FARM LEASE	15,000	15,000	15,444	15,444	15,444	15,444
	46312 - AIRPORT WWTP INCOME	135,564	135,986	142,046	142,046	144,460	144,460
AMBULANCE	46103 - INTEREST: A/R	0	0	25	0	0	0
ASSESSMENT	47305 - COPIES	7,714	7,258	2,000	3,446	3,000	3,000
BURIAL	46103 - INTEREST: A/R	80	-1,202	0	0	0	0
CAPITAL APPROPRIATIONS	46203 - DONATIONS	0	0	0	0	162,500	162,500
CEMETERY MAINTENANCE	46401 - CEMETERY TRUST FUND	93,996	89,719	91,000	83,573	69,075	69,075
	46402 - CEMETERY IMPROV TRUST FND	0	0	5,000	0	0	0
CLERK RECORDS STORAGE	46103 - INTEREST: A/R	75	-21	0	0	0	0
FINANCE ADMIN	46000 - MISCELLANEOUS	823	353	2,000	2,025	2,000	2,000

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Cost Center	Account Title						
FINANCE ADMIN	46101 - INTEREST EARNINGS	199,350	185,384	175,000	140,998	145,000	145,000
	46103 - INTEREST: A/R	30	71	0	0	0	0
	46301 - CITY HALL	40,583	40,431	42,000	43,000	52,850	52,850
	46304 - TRANSPORTATION CENTER	8,435	32,832	30,000	35,012	35,000	35,000
	46318 - KEENE DISTRICT COURT	52,607	52,606	35,070	24,748	0	0
	47302 - SALE OF SURPLUS PROPERTY	3,042	5,489	0	0	0	0
	47303 - SALE OF SURPLUS EQUIPMNT	40	0	3,500	1,500	1,500	1,500
	47305 - COPIES	42	0	0	0	0	0
FINANCE REV COLLECTION	41605 - INTEREST: TAXES	426,578	381,004	450,000	414,000	395,000	395,000
FIRE ADMIN	46103 - INTEREST: A/R	180	27	10	0	0	0
	46404 - DELUGE HOSE TRUST FUND	281	267	280	248	204	204
HUMAN SERVICES	46403 - CHARITABLE TRUST FUND	3,523	3,347	2,500	3,105	2,559	2,559
LIBRARY: CITY TRUSTS	46407 - LIBRARY TRUST FUND	5,864	10,810	3,500	3,500	3,500	3,500
PARKS & FACILITIES ADMIN	46103 - INTEREST: A/R	40	338	0	0	0	0
	46203 - DONATIONS	0	400	0	1,040	0	0
	46314 - SUMNER KNIGHT CHAPEL	0	0	850	340	850	850
	46406 - FLOWER TRUST FUND	4,321	4,107	4,300	3,809	2,355	2,355
	46408 - PARKS & REC TRUST FUND	4,225	4,014	4,225	3,725	3,070	3,070
PLANNING	47304 - MAPS,BLUEPRINTS,ETC	62	1,199	750	75	100	100
POLICE ADMIN	46103 - INTEREST: A/R	66	-36	0	-474	0	0
PW ADMINISTRATION	46103 - INTEREST: A/R	0	59	0	0	0	0
	46405 - DOWNTOWN MEM TREE TRST FD	1,365	724	1,000	1,000	5,805	5,805
SUMMER KNIGHT CHAPEL	46410 - SUMNER KNIGHT CHPL TST FD	4,607	3,333	3,000	4,817	3,267	3,267
46000 - MISCELLANEOUS		1,491,826	1,452,883	1,438,398	1,356,325	1,460,308	1,460,308
CAPITAL APPROPRIATIONS	47003 - CAPITAL RESERVE	0	0	213,000	0	0	0
	47201 - CAPITAL PROJECTS FUND	65,263	460,394	250,000	72,500	167,536	167,536
	47204 - GRANTS FUND	3,178	202,215	334,717	334,717	1,082	1,082
	47210 - TRUST FUNDS	0	0	43,750	0	0	0
FINANCE ADMIN	47007 - USE OF SURPLUS: CARRYOVER	0	0	211,822	0	0	0
	47102 - ADMIN CHG - EQUIPMENT	295,020	286,332	261,647	261,647	264,290	264,290
	47104 - ADMIN CHG - PARKING	139,608	150,516	171,242	171,242	226,408	226,408
	47106 - ADMIN CHG - SEWER	663,900	642,372	649,780	649,780	658,402	658,402
	47107 - ADMIN CHG - SOLID WASTE	461,628	467,676	479,690	479,690	491,581	491,581
	47108 - ADMIN CHG - WATER	470,616	481,788	456,038	456,038	440,052	440,052
MAYOR & COUNCIL	47001 - USE(ADDITION) TO SURPLUS	0	0	918,564	0	891,991	891,991
POLICE PATROL	46107 - GRANT MATCH TRANSFER	0	0	3,990	1,200	0	0
47000 - OTHER FINANCING SOURCES		2,099,213	2,691,293	3,994,240	2,426,814	3,141,342	3,141,342
FINANCE ADMIN	48101 - SALE OF BONDS	2,395,000	1,190,000	1,325,000	1,325,000	2,280,000	2,280,000
48000 - PROCEEDS LONG TRM FINANCE		2,395,000	1,190,000	1,325,000	1,325,000	2,280,000	2,280,000
Revenue Total		34,294,754	33,999,592	36,420,786	34,870,122	38,077,651	37,926,901

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

City Government Keene, New Hampshire

ELECTED OFFICIALS

	Name	Term Expires*	2014 Standing Committee Assignments
Mayor	Kendall W. Lane	2015	N/A
City Council			
Ward One	Sheryl A. Redfern	2015	Municipal Services, Facilities & Infrastructure
	Janis O. Manwaring	2017	Municipal Services, Facilities & Infrastructure
Ward Two	Bettina A. Chadbourne	2015	Planning, Licenses & Development
	Mitchell H. Greenwald	2017	Finance, Organization & Personnel (Chair)
Ward Three	David C. Richards	2015	Planning, Licenses & Development (Chair)
	Terry M. Clark	2017	Finance, Organization & Personnel
Ward Four	James P. Duffy	2015	Municipal Services, Facilities & Infrastructure (Chair)
	Robert J. O'Connor	2017	Municipal Services, Facilities & Infrastructure
Ward Five	Thomas F. Powers	2015	Finance, Organization & Personnel
	Philip M. Jones	2017	Municipal Services, Facilities & Infrastructure (Vice Chair)
At Large Councilors	Kris E. Roberts	2015	Finance, Organization & Personnel (Vice-Chair)
	Emily P. Hague	2015	Planning, Licenses & Development
	Randy L. Filiault	2015	Finance, Organization & Personnel
	Carl B. Jacobs	2015	Planning, Licenses & Development
	David R. Meader	2015	Planning, Licenses & Development (Vice Chair)

**term expires December 31 of year indicated*

APPOINTED OFFICIALS

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

Fiscal Year 2014 - 2015

MAYOR & CITY COUNCIL 00001 - MAYOR & COUNCIL

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61101 - MAYOR	1,808	1,750	3,500	3,500	3,500	0	3,500	3,500
61102 - CITY COUNCIL	29,226	29,250	30,000	30,000	30,000	0	30,000	30,000
61307 - PART TIME EMPLOYEES	25,770	26,112	36,500	26,400	36,500	13,237	49,737	49,737
61501 - REGULAR OVERTIME	0	255	0	0	0	0	0	0
61704 - SOCIAL SECURITY	4,342	4,388	5,355	4,582	5,355	1,013	6,368	6,368
61705 - WORKERS COMPENSATION	52	55	64	54	67	13	80	80
61000 - PERSONNEL SERVICES	61,198	61,810	75,419	64,536	75,422	14,263	89,685	89,685
62175 - OTHER SERVICES	20,834	17,362	27,350	23,679	29,142	0	29,142	29,142
62205 - PC REPLACEMENT CHARGE	2,784	2,376	1,045	1,045	892	0	892	892
62301 - OFFICE EQUIPMENT MAINT.	0	0	0	0	2,888	0	2,888	2,888
62425 - ADVERTISING	2,507	1,604	2,500	1,327	1,600	0	1,600	1,600
62441 - LOCAL MEALS & MEETING EXP	230	136	0	0	0	0	0	0
62442 - MAYOR'S OFFICIAL EXPENSE	1,600	2,055	3,000	1,642	3,000	0	3,000	3,000
62443 - COUNCIL'S OFFICIAL EXP	3,119	2,967	3,715	2,789	3,791	0	3,791	3,791
62510 - TELEPHONE	113	39	150	47	75	0	75	75
62701 - OFFICE SUPPLIES	482	454	839	800	839	0	839	839
62761 - SOFTWARE	31	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	31,699	26,992	38,599	31,329	42,227	0	42,227	42,227
00001 - MAYOR & COUNCIL Total	92,897	88,802	114,018	95,865	117,649	14,263	131,912	131,912

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
MAYOR & CITY COUNCIL	92,897	88,802	114,018	95,865	117,649	14,263	131,912	131,912

OUTSIDE AGENCIES

Keene Senior Center: The Center is an affordable gathering place providing an expansive array of services to ensure that older adults be healthy, independent and engaged through diverse programs that meet the varied needs of our community's senior citizens. Keene residents make up sixty-four percent (64%) of Center membership.

Monadnock Substance Abuse Services (MSAS): MSAS is a program of MFS that treats individuals who are addicted to, or who abuse, alcohol and drugs. It seeks to reduce the impact of substance abuse on individuals, families, and the community through comprehensive education, prevention, treatment and outreach. In 2013, their program provided assistance to eighty-four (84) Keene residents. Overall substance abuse services may save the City in emergency calls for police and fire.

Big Brothers/Big Sisters of Western New Hampshire (BB/BS): BB/BS provides children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. Funding from the City will be used to support these 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): TCK provides a lunch or dinner six (6) days a week and supplemental food boxes every Wednesday and Thursday for low income households. 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 these 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, particularly those who are in social and economic need. The service 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 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. Two hundred and fifty-nine (259) 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): 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 twelve (12) Keene residents who are living with and/or affected by HIV/AIDS/HCV.

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 and estimates 45,000 rides in FY15.

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 2014 - 2015

MAYOR & CITY COUNCIL 00002 - MYR/CNCL OUTSIDE AGCY

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62133 - SENIOR CITIZENS CENTER	7,000	7,000	8,000	8,000	8,000	2,000	10,000	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	65,000	65,000	65,000	65,000	65,000	10,000	75,000	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	0	0	0	0	0	0
62141 - AIDS SVC/MONADNOCK REGION	5,000	5,000	5,000	5,000	5,000	1,000	6,000	5,000
62142 - TRANSPORTING	84,000	86,000	86,000	86,000	86,000	0	86,000	86,000
62148 - DENTAL WORKS	5,000	0	0	0	0	0	0	0
62149 - 100 NIGHTS SHELTER	0	0	11,000	11,000	11,000	9,000	20,000	11,000
62000 - OPERATING EXPENDITURES	201,600	198,600	207,000	207,000	207,000	26,500	233,500	207,000
00002 - MYR/CNCL OUTSIDE AGCY Total	201,600	198,600	207,000	207,000	207,000	26,500	233,500	207,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
MAYOR & CITY COUNCIL	201,600	198,600	207,000	207,000	207,000	26,500	233,500	207,000

Fiscal Year 2014 - 2015

MAYOR & CITY COUNCIL 00003 - UNCLASSIFIED

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61316 - COMMUNITY EVENTS WAGES	27,891	45,221	67,000	50,609	67,000	28,000	95,000	67,000
61703 - RETIREMENT CONTRIBUTIONS	20	194	0	34	0	0	0	0
61704 - SOCIAL SECURITY	57	302	0	95	0	0	0	0
61705 - WORKERS COMPENSATION	26	141	0	55	0	0	0	0
61713 - RET - FIRE	0	605	0	5,969	0	0	0	0
61714 - RET - POLICE	567	1,255	0	1,783	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	0	0	5,287	0	0	0	0
61000 - PERSONNEL SERVICES	28,561	47,718	67,000	63,831	67,000	28,000	95,000	67,000
62173 - REGIONAL PLANNING	12,711	12,882	12,985	12,985	13,033	0	13,033	13,033
62174 - ZONING BOARD	1,240	1,175	2,500	2,123	2,500	0	2,500	2,500
62178 - PLANNING BOARD	0	0	250	100	250	0	250	250
62179 - CONSERVATION COMMISSION	755	1,402	1,500	1,425	1,500	0	1,500	1,500
62180 - HERITAGE COMMISSION	1,187	1,200	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	96	26	250	125	250	0	250	250
62184 - CITIES FOR CLIMATE PRTCTN	600	931	1,000	500	1,000	0	1,000	1,000
62188 - ARTS ALIVE	0	0	0	0	0	500	500	500
62436 - MEETINGS & DUES	15,924	16,106	16,590	17,844	17,850	0	17,850	17,850
62456 - COMMUNITY EVENTS-OTHER	2,862	1,978	3,000	1,766	3,000	0	3,000	3,000
62457 - VETERAN'S COUNCIL	2,000	2,000	3,500	3,500	3,500	0	3,500	3,500
62461 - KEENE CHAMBER OF COMMERCE	290	299	300	300	300	0	300	300
62462 - ML KING / J DANIELS DAY	500	500	500	500	500	0	500	500
62000 - OPERATING EXPENDITURES	41,664	41,997	47,075	45,868	48,383	500	48,883	48,883
00003 - UNCLASSIFIED Total	70,225	89,715	114,075	109,700	115,383	28,500	143,883	115,883

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
MAYOR & CITY COUNCIL	70,225	89,715	114,075	109,700	115,383	28,500	143,883	115,883

Fiscal Year 2014-2015

MAYOR & CITY COUNCIL 00004 - CAPITAL APPROPRIATIONS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Rec
68010 - CAPITAL RESERVE	205,000	245,000	285,000	285,000	285,000	0	285,000	285,000
68011 - CAPITAL PROJECT TRANSFER	3,193,995	2,471,273	2,163,114	581,364	3,104,801	4,190	3,108,991	3,108,991
62000 - OPERATING EXPENDITURES	3,398,995	2,716,273	2,448,114	866,364	3,389,801	4,190	3,393,991	3,393,991
00004 - CAPITAL APPROPRIATIONS Total	3,398,995	2,716,273	2,448,114	866,364	3,389,801	4,190	3,393,991	3,393,991

**CITY OF KEENE, NEW HAMPSHIRE
FY 2014/15 GENERAL FUND CAPITAL APPROPRIATIONS**

Project Description	Capital Project Appropriation FY12	Capital Project Appropriation FY13	Capital Project Appropriation FY14	Capital Project Appropriation FY 15	Supplemental Requests FY15	City Manager Recommended Net
Capital Reserve Appropriations (00004-68010) General Revenue:						
Ambulance Reserve	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	\$ 70,000
Fire Equipment Reserve	125,000	175,000	215,000	215,000	-	215,000
Bridges	10,000	-	-	-	-	-
Total General Revenue Capital Reserve Appropriation	\$ 205,000	\$ 245,000	\$ 285,000	\$ 285,000	\$ -	\$ 285,000
Capital Project Appropriations (00004-68011) General Revenue:						
560 Main Street Site Assessment	-	-	-	65,000	-	\$ 65,000
Airport Easement Acquisition	-	-	-	30,000	-	30,000
Airport Master Plan Update	-	-	-	8,750	-	8,750
Airfield Pavement Maintenance	50,000	52,000	-	25,000	-	25,000
Airfield Pavement Marking/Repair	-	-	-	12,000	-	12,000
Bike Path - Cheshire Branch North Trail	-	-	-	20,000	-	20,000
Airfield Runway Rehabilitation (R-2013-06)	-	441,409	-	-	-	-
Bridge Replacement (Winchester St from Bridge Capital Reserve)	-	-	213,000	-	-	-
Building Condition Survey	-	35,000	-	-	-	-
Business Intelligence Software	41,200	-	-	-	-	-
City Hall Renovations	-	-	-	25,000	-	25,000
Cold Storage Building Demo/Trailers	-	-	30,390	-	-	-
Conservation	41,515	3,007	8,585	-	4,190	4,190
Curb Installation	-	-	-	-	-	-
Stormwater Drainage Maintenance	-	41,200	42,436	101,681	-	101,681
Stormwater System Management	-	-	-	50,000	-	50,000
Facilities Maintenance Program Projects	-	-	50,000	-	-	-
Flood Response (R-2012-29)	-	326,170	-	-	-	-
Land Use Code Update	-	-	100,000	100,000	-	100,000
Mobile Radio Replacement - Fire	-	-	-	23,500	-	23,500
Network Equipment Replacement	78,900	30,000	-	89,000	-	89,000
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	-	-	-
Pool Splash Pad	64,950	-	-	-	-	-
Portable Radar Signs	-	30,519	-	-	-	-
Portable Radio Replacement (Police)	30,360	-	-	-	-	-
Recreation Center Roof	-	-	60,000	-	-	-
Repeater System (Police)	-	-	45,143	-	-	-
Robin Hood Park Stone Walls (trust funded)	-	-	43,750	-	-	-
Roundhouse T Phase Two	96,467	-	-	-	-	-
Server Replacement	3,000	5,500	18,000	3,000	-	3,000
Sidewalk Repair	-	-	-	-	-	-
Sidewalks - New	-	47,212	-	-	-	-
Skate Park (Funded through Donations)	-	-	-	162,500	-	162,500
State By-Pass Projects	-	49,200	76,860	-	-	-
Storage Area Network	-	-	61,000	-	-	-
Stream Inventory	-	-	-	25,000	-	25,000
Tennis Court Improvements	-	-	9,000	24,870	-	24,870
Three Mile Dam Repairs (Reappropriation from Robin Hood Dam Project)	-	-	-	59,500	-	59,500
Traffic Controllers	-	-	31,500	-	-	-
Subtotal General Revenue Capital Project Appropriation	643,592	1,149,717	838,114	824,801	4,190	828,991
Capital Projects Appropriations (00004-68011) Bond Funded:						
Airport Road Culvert Repair	-	-	-	135,000	-	135,000
Bridge Program: Maple Ave Bridge match	-	-	-	135,000	-	135,000
Curb Installation	115,000	225,000	130,000	50,000	-	50,000
Digital Base Map	-	-	-	185,000	-	185,000
Ecommunity / Financial System Upgrade	-	-	-	190,000	-	190,000
General Drainage	340,000	540,000	248,000	50,000	-	50,000
Phone System Upgrade	300,000	-	-	-	-	-
Road Overlay	955,000	-	566,000	1,180,000	-	1,180,000
Road Reconstruction	460,000	280,000	201,000	-	-	-
Robin Hood Dam Upgrade	-	-	-	-	-	-
Tax Parcel Boundary Correction	-	-	-	305,000	-	305,000
Sidewalks - New	170,000	-	-	-	-	-
Sidewalks - Replacement/Repair	55,000	145,000	180,000	50,000	-	50,000
Subtotal Bond Funded Capital Project Appropriation	2,395,000	1,190,000	1,325,000	2,280,000	-	2,280,000
Total Capital Project Appropriation	3,038,592	2,339,717	2,163,114	3,104,801	4,190	3,108,991
TOTAL CAPITAL RESERVE & PROJECT APPROPRIATIONS	\$ 3,243,592	\$ 2,584,717	\$ 2,448,114	\$ 3,389,801	\$ 4,190	\$ 3,393,991

Fiscal Year 2014 - 2015

MAYOR & CITY COUNCIL 00081 - EMPLOYEE BENEFITS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	876	0	34,413	0	385,774	0	385,774	385,774
61399 - PENDING RETIREMENTS	0	0	-60,000	0	0	0	0	0
61701 - HEALTH INSURANCE	2,613	483	35,000	25,753	32,500	0	32,500	32,500
61704 - SOCIAL SECURITY	67	102	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	1	1	0	0	0	0	0	0
61706 - UNEMPLOYMENT INSURANCE	22,935	26,943	27,482	27,021	27,966	0	27,966	27,966
61707 - LIFE INSURANCE	23,326	29,337	34,800	34,977	35,500	0	35,500	35,500
61708 - LT DISABILITY INSURANCE	26,255	31,794	38,995	36,109	36,750	0	36,750	36,750
61710 - SAFETY PROGRAM	3,271	8,375	10,000	8,399	10,000	0	10,000	10,000
61711 - WELLNESS PROGRAM	1,470	3,367	5,000	3,721	5,000	0	5,000	5,000
61715 - RETIREMENT BENEFITS	0	483,506	100,000	100,000	100,000	0	100,000	100,000
61000 - PERSONNEL SERVICES	80,815	583,909	225,690	235,980	633,490	0	633,490	633,490
61401 - TEMPORARY PERSONNEL	0	1,340	0	0	0	0	0	0
62310 - SAFETY PROGRAM MAINT.	0	3,532	4,000	3,694	4,000	0	4,000	4,000
62437 - TUITION ASSISTANCE	0	1,930	7,500	2,720	7,500	0	7,500	7,500
62605 - PARKING SPACE RENTAL	36,444	37,824	37,720	37,720	32,660	0	32,660	32,660
62000 - OPERATING EXPENDITURES	36,444	44,625	49,220	44,134	44,160	0	44,160	44,160
00081 - EMPLOYEE BENEFITS Total	117,259	628,535	274,910	280,114	677,650	0	677,650	677,650

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
MAYOR & CITY COUNCIL	117,259	628,535	274,910	280,114	677,650	0	677,650	677,650

Fiscal Year 2014 - 2015

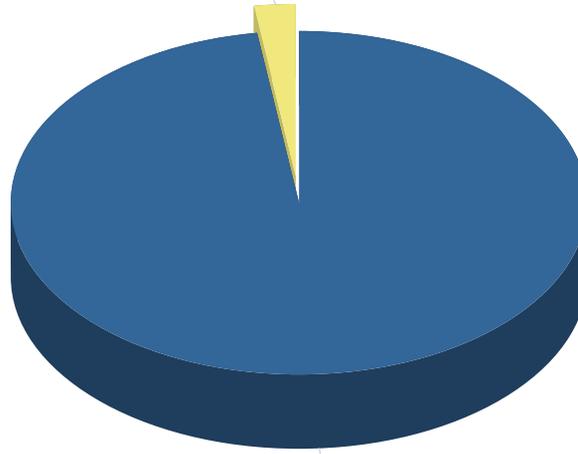
MAYOR & CITY COUNCIL 00082 - RISK MANAGEMENT

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62401 - GENERAL LIABILITY INS	206,146	209,879	217,926	223,351	237,916	0	237,916	237,916
62402 - AIRPORT LIABILITY INS	5,725	5,355	6,200	5,660	5,660	0	5,660	5,660
62000 - OPERATING EXPENDITURES	211,871	215,234	224,126	229,011	243,576	0	243,576	243,576
00082 - RISK MANAGEMENT Total	211,871	215,234	224,126	229,011	243,576	0	243,576	243,576

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
MAYOR & CITY COUNCIL	211,871	215,234	224,126	229,011	243,576	0	243,576	243,576

Department - CITY MANAGER

62000 - OPERATING EXPENDITURES, 2.32%



61000 - PERSONNEL SERVICES, 97.68%

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	231,895	236,441	242,978	242,716	236,072	0	236,072	236,072
62000 - OPERATING EXPENDITURES	5,075	5,236	5,533	5,511	5,610	0	5,610	5,610
Department Total	236,970	241,677	248,511	248,227	241,682	0	241,682	241,682

Staffing Summary (regular full and part time only):

			FTE's	FY 15 Annualized Wages/Salaries*
Cost Center	Account	Title		
00300	61203	CITY MANAGER	1.00	130,524
	61305	EXECUTIVE SECRETARY	1.00	54,641
25 - CITY MANAGER Total			2.00	185,165

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

CITY MANAGER

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61203 - CITY MANAGER	125,461	128,293	130,525	130,024	130,524	0	130,524	130,524
61305 - ADMINISTRATIVE PERSONNEL	52,521	53,707	54,641	54,432	54,641	0	54,641	54,641
61603 - CAR ALLOWANCE	4,200	4,200	4,200	4,200	4,200	0	4,200	4,200
61701 - HEALTH INSURANCE	13,275	13,682	14,587	15,357	8,017	0	8,017	8,017
61702 - DENTAL INSURANCE	1,739	1,480	1,910	1,910	1,478	0	1,478	1,478
61703 - RETIREMENT CONTRIBUTIONS	4,742	4,747	5,885	5,862	5,885	0	5,885	5,885
61704 - SOCIAL SECURITY	12,973	12,898	13,551	13,253	13,648	0	13,648	13,648
61705 - WORKERS COMPENSATION	162	176	178	178	179	0	179	179
61712 - DEPT HEAD RETIREMENT	16,823	17,259	17,500	17,500	17,500	0	17,500	17,500
61000 - PERSONNEL SERVICES	231,895	236,441	242,978	242,716	236,072	0	236,072	236,072
62205 - PC REPLACEMENT CHARGE	384	336	290	290	290	0	290	290
62435 - TRAINING	96	0	100	200	100	0	100	100
62436 - MEETINGS & DUES	2,379	3,058	2,923	2,923	3,000	0	3,000	3,000
62441 - LOCAL MEALS & MEETING EXP	550	374	500	500	500	0	500	500
62510 - TELEPHONE	585	686	645	645	645	0	645	645
62701 - OFFICE SUPPLIES	664	559	600	572	600	0	600	600
62710 - POSTAGE	66	32	125	73	125	0	125	125
62715 - BOOKS AND PERIODICALS	350	191	350	308	350	0	350	350
62000 - OPERATING EXPENDITURES	5,075	5,236	5,533	5,511	5,610	0	5,610	5,610
Department Total	236,970	241,677	248,511	248,227	241,682	0	241,682	241,682

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.		

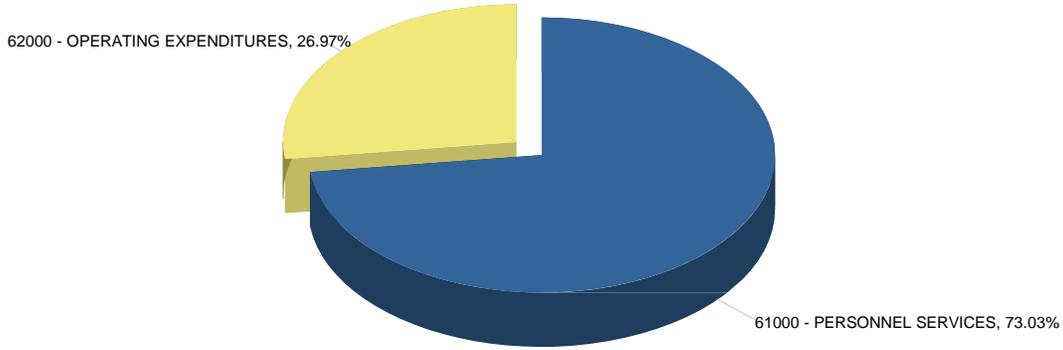
The City Attorney is appointed by the Mayor and City Council and serves at their pleasure. The City Attorney strives to provide the highest quality legal advice and counseling to the City Council, the City Manager, administrative staff, boards, commissions and committees, and the various departments 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.

During the past fiscal year, the City Attorney's office was involved in the successful negotiation of a PILOT Agreement with Cheshire Medical Center/Dartmouth-Hitchcock Clinic, thus avoiding further costly litigation. This office continues to assist with the legal issues involved in the Ice Arena project to be located at City-owned property on Marlboro Street. In response to public concern about the sale of synthetic marijuana, this office worked with the State Crime Lab and developed and assisted with the adoption of an Ordinance banning the sale of synthetic marijuana within City limits. The City Attorney's office continues to provide legal support to the City's various departments, including handling matters involving enforcement of the City Code, and the understanding of and response to numerous right-to-know requests. The City Attorney's office is currently involved in several commercial tax abatement litigations, various collection matters, and matters involving insurance defense.

For FY15, 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 the City with professional, efficient, and cost effective legal services to 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 2014/2015 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:		FY13	FY14	FY15
<i>Not Applicable</i>				

Department - CITY ATTORNEY



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	316,909	327,339	342,353	258,449	237,580	0	237,580	237,580
62000 - OPERATING EXPENDITURES	51,644	39,871	36,485	72,185	87,748	0	87,748	87,748
Department Total	368,554	367,210	378,838	330,634	325,328	0	325,328	325,328

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
00100	61201	CITY ATTORNEY	1.00	118,153
	61304	ASSISTANT CITY ATTORNEY	0.00	0
	61305	PARALEGAL	1.00	54,641
15 - CITY ATTORNEY Total			2.00	172,794

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

CITY ATTORNEY

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61201 - CITY ATTORNEY	113,569	116,132	118,152	117,600	118,153	0	118,153	118,153
61304 - GENERAL PERSONNEL	70,047	74,859	77,706	16,533	0	0	0	0
61305 - ADMINISTRATIVE PERSONNEL	52,556	53,707	54,641	54,432	54,641	0	54,641	54,641
61701 - HEALTH INSURANCE	38,557	39,711	42,339	32,466	30,536	0	30,536	30,536
61702 - DENTAL INSURANCE	2,947	2,508	3,239	2,485	2,283	0	2,283	2,283
61703 - RETIREMENT CONTRIBUTIONS	21,319	21,627	26,979	20,485	18,610	0	18,610	18,610
61704 - SOCIAL SECURITY	17,631	18,489	18,985	14,216	13,147	0	13,147	13,147
61705 - WORKERS COMPENSATION	284	306	312	231	210	0	210	210
61000 - PERSONNEL SERVICES	316,909	327,339	342,353	258,449	237,580	0	237,580	237,580
62160 - COURT & HEARING EXP	1,663	792	1,000	800	1,000	0	1,000	1,000
62161 - LEGAL SERVICES	38,091	25,763	22,500	60,000	75,000	0	75,000	75,000
62205 - PC REPLACEMENT CHARGE	576	504	435	435	348	0	348	348
62435 - TRAINING	496	1,644	1,500	750	900	0	900	900
62436 - MEETINGS & DUES	1,535	1,652	1,750	900	900	0	900	900
62510 - TELEPHONE	212	174	200	200	200	0	200	200
62701 - OFFICE SUPPLIES	691	680	500	500	500	0	500	500
62710 - POSTAGE	191	341	400	400	400	0	400	400
62715 - BOOKS AND PERIODICALS	8,190	8,321	8,200	8,200	8,500	0	8,500	8,500
62000 - OPERATING EXPENDITURES	51,644	39,871	36,485	72,185	87,748	0	87,748	87,748
Department Total	368,554	367,210	378,838	330,634	325,328	0	325,328	325,328

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.		

For FY 15, the Office of the City Clerk will continue to promote electronic resources and on-line tools for greater citizen feedback. There are many opportunities that allow for “the engaged community” that is articulated in the Comprehensive Master Plan. Presently, we are reviewing services that facilitate an automated agenda with electronic submittals from City staff. This will allow greater efficiency in preparing and distributing the agenda packet and posting its content to the website. The Department will also continue its efforts to identify and address organizational issues associated with the deployment of other technologies that allow for citizens to comment on City-generated initiatives or that allow for citizens to communicate issues to the staff. The Office will continue its comprehensive review of regulatory ordinances with the long-range goal of identifying any regulatory processes which are not aligned with the Comprehensive Master Plan or which cannot be tied to a desired outcome for the organization. A long-range component of this goal would be to annually re-engineer a City regulatory process in an effort to streamline the process and deliver better customer service.

For FY14, several significant objectives were met. The voting location for Ward Three was moved to the Keene Middle School. We believe this facility and the fact that the voting area can be adequately segregated from the remainder of the school activities will serve the voters of Ward Three and will have the least impact on school safety. Minute takers have accepted expanded duties associated with support services to both the Planning Department and this office. A survey was developed and deployed that identified all regulatory ordinances. The office is still collecting the data from the survey, which will be provided to a Committee under the direction of the City Manager to analyze and recommend changes. With the assistance of the IMS Department staff, changes have been incorporated into the board and commission database to provide for the automatic posting to the City website of adopted minutes and board memberships. The records center has acquired several new clients, which include non-profit, local, and county government departments. Finally, we have promoted the use of another Granicus module that focuses on citizen engagement. Although there is support for this module, further work needs to occur to identify and provide the staff resources that would be required to facilitate this outreach to Keene’s citizens.

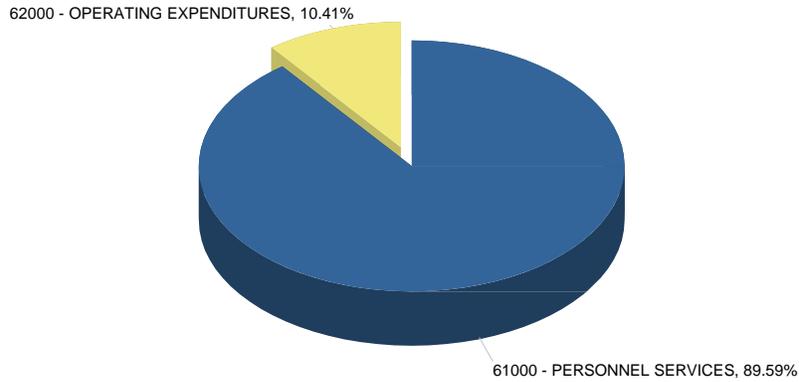
Background

The City Clerk is appointed by the Mayor and City Council and serves at their pleasure. The Office of the City Clerk is responsible for many statutory responsibilities in addition to responsibilities outlined in the City Code and the Keene 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 codification of adopted 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 of the City Clerk 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 aligned with internal support for the organization. Historically, our direct customer service has consumed the majority of the department’s personnel and financial resources. More recently, 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.

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 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
1.	Conduct State Primary and State General Elections	RSA 652		
2	Accept credit cards/debit cards for services provided over the counter and on-line		Leadership	CE
3.	Continue work on the review of regulatory processes in City Code		Leadership	VOICE
4.	Promote electronic resources and online tools for engaging citizens		Leadership	VOICE
5.	Develop and implement a customer service survey for better service delivery			VOICE
6	Assist with training opportunities for the expanded duties associated with support services and editing of public body minutes			VCE
METRICS:		FY13	FY14	FY15
1.	Dog licenses issued	2,656	2,675	2,675
2.	Dog owners with unlicensed dogs on warrant	193	200	200
3.	Vital records issued	4,767	4,415	4,415
4.	Requests for information via City web portal	290	220	220
5.	Municipal records boxes in custody	3,964	4,249	4,368
6.	Municipal records boxes retrieved	280	298	308
7.	Municipal record boxes purged	146	166	186
8.	Formal right-to-know requests received/Number of records series requested	29 / 154	35 / 138	41 / 146
9.	Research requests performed	59	48	54
10.	Average minutes spent in responding to research requests	50	61	55

Department - CITY CLERK



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	462,121	476,759	503,759	438,022	479,146	0	479,146	479,146
62000 - OPERATING EXPENDITURES	43,252	39,780	44,488	44,031	55,647	0	55,647	55,647
Department Total	505,373	516,538	548,247	482,053	534,793	0	534,793	534,793

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
00200	61202	CITY CLERK	1.00	96,834
	61305	ADMINISTRATIVE ASST I	1.00	35,186
		ASSISTANT CITY CLERK	1.00	62,355
	61307	ADMINISTRATIVE ASSISTANT	1.06	41,413
00202	61302	RECORDS MGR / DEP CITY CL	0.90	64,041
00204	61302	RECORDS MGR / DEP CITY CL	0.10	7,116
	61307	RECORDS CLERK	0.53	22,266
20 - CITY CLERK Total			5.59	329,211

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

CITY CLERK

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61104 - ELECTION WORKERS	12,675	11,328	13,550	8,928	0	0	0	0
61202 - CITY CLERK	93,078	95,180	96,836	96,462	96,834	0	96,834	96,834
61302 - ASST DEPARTMENT HEAD	68,396	69,941	71,158	70,883	71,157	0	71,157	71,157
61305 - ADMINISTRATIVE PERSONNEL	103,775	112,683	114,643	89,404	97,541	0	97,541	97,541
61307 - PART TIME EMPLOYEES	58,747	60,456	66,983	58,913	67,329	0	67,329	67,329
61501 - REGULAR OVERTIME	0	137	0	0	465	0	465	465
61530 - OT:STRAIGHT TIME	15	0	1,668	0	81	0	81	81
61701 - HEALTH INSURANCE	70,086	72,601	76,952	56,692	84,772	0	84,772	84,772
61702 - DENTAL INSURANCE	5,486	3,466	4,476	4,390	6,236	0	6,236	6,236
61703 - RETIREMENT CONTRIBUTIONS	23,959	24,552	30,440	27,652	28,657	0	28,657	28,657
61704 - SOCIAL SECURITY	23,669	24,752	26,475	24,124	25,505	0	25,505	25,505
61705 - WORKERS COMPENSATION	2,033	1,531	333	303	346	0	346	346
61901 - RECRUITMENT	203	134	245	272	225	0	225	225
61000 - PERSONNEL SERVICES	462,121	476,759	503,759	438,022	479,146	0	479,146	479,146
62107 - ELECTIONS	0	0	0	0	13,970	0	13,970	13,970
62205 - PC REPLACEMENT CHARGE	2,244	2,328	1,995	1,995	1,682	0	1,682	1,682
62206 - PW FLEET CHARGE	12,468	13,188	12,960	12,960	13,337	0	13,337	13,337
62301 - OFFICE EQUIPMENT MAINT.	3,172	3,375	3,923	2,900	2,512	0	2,512	2,512
62404 - PROPERTY INSURANCE	350	356	379	387	414	0	414	414
62416 - PRINTING	5,670	3,627	5,800	4,441	3,100	0	3,100	3,100
62425 - ADVERTISING	615	55	519	366	465	0	465	465
62435 - TRAINING	3,607	3,805	3,454	3,952	3,705	0	3,705	3,705
62436 - MEETINGS & DUES	1,164	997	1,590	2,015	1,590	0	1,590	1,590
62450 - POLLING STATIONS SET UP	2,971	1,470	310	277	310	0	310	310
62498 - USE OF TRUST FUNDS	0	75	200	198	200	0	200	200
62510 - TELEPHONE	1,419	1,251	1,890	1,799	3,091	0	3,091	3,091
62701 - OFFICE SUPPLIES	2,866	2,457	2,464	2,559	2,534	0	2,534	2,534
62710 - POSTAGE	3,791	3,016	2,913	2,567	2,345	0	2,345	2,345
62715 - BOOKS AND PERIODICALS	635	385	715	1,663	833	0	833	833
62734 - MINOR EQUIPMENT	0	0	0	300	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	67	725	986	1,270	1,159	0	1,159	1,159
62744 - MINOR COMPUTER EQUIPMENT	0	0	0	200	0	0	0	0
62755 - UNIFORMS	0	0	250	200	250	0	250	250
62760 - OPERATING SUPPLIES	1,876	2,262	3,650	3,534	3,650	0	3,650	3,650

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62762 - LICENSES & PERMITS	336	408	490	448	500	0	500	500
62000 - OPERATING EXPENDITURES	43,252	39,780	44,488	44,031	55,647	0	55,647	55,647
Department Total	505,373	516,538	548,247	482,053	534,793	0	534,793	534,793

Fiscal Year 2014 - 2015

CITY CLERK 00200 - CITY CLERK

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61202 - CITY CLERK	93,078	95,180	96,836	96,462	96,834	0	96,834	96,834
61305 - ADMINISTRATIVE PERSONNEL	103,775	112,683	114,643	89,404	97,541	0	97,541	97,541
61307 - PART TIME EMPLOYEES	34,930	35,820	41,127	35,385	41,413	0	41,413	41,413
61501 - REGULAR OVERTIME	0	0	0	0	465	0	465	465
61530 - OT:STRAIGHT TIME	0	0	1,668	0	81	0	81	81
61701 - HEALTH INSURANCE	51,153	53,164	56,226	35,280	61,953	0	61,953	61,953
61702 - DENTAL INSURANCE	3,884	2,103	2,715	2,663	4,476	0	4,476	4,476
61703 - RETIREMENT CONTRIBUTIONS	17,784	18,370	22,776	20,018	20,993	0	20,993	20,993
61704 - SOCIAL SECURITY	16,676	17,505	19,324	16,926	18,079	0	18,079	18,079
61705 - WORKERS COMPENSATION	211	235	243	213	228	0	228	228
61901 - RECRUITMENT	193	134	245	272	225	0	225	225
61000 - PERSONNEL SERVICES	321,683	335,193	355,805	296,623	342,287	0	342,287	342,287
62205 - PC REPLACEMENT CHARGE	1,632	1,608	1,385	1,385	1,131	0	1,131	1,131
62301 - OFFICE EQUIPMENT MAINT.	1,972	2,101	2,647	1,700	0	0	0	0
62425 - ADVERTISING	64	55	210	160	156	0	156	156
62435 - TRAINING	1,577	1,242	1,451	2,302	1,455	0	1,455	1,455
62436 - MEETINGS & DUES	749	432	1,025	1,450	1,025	0	1,025	1,025
62498 - USE OF TRUST FUNDS	0	75	200	198	200	0	200	200
62510 - TELEPHONE	1,049	818	1,500	1,180	1,871	0	1,871	1,871
62701 - OFFICE SUPPLIES	2,102	2,157	2,054	2,190	2,054	0	2,054	2,054
62710 - POSTAGE	1,515	1,414	1,558	1,212	1,672	0	1,672	1,672
62715 - BOOKS AND PERIODICALS	512	385	640	1,593	758	0	758	758
62734 - MINOR EQUIPMENT	0	0	0	300	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	0	0	0	200	0	0	0	0
62762 - LICENSES & PERMITS	336	408	490	448	500	0	500	500
62000 - OPERATING EXPENDITURES	11,509	10,693	13,160	14,318	10,822	0	10,822	10,822
00200 - CITY CLERK Total	333,192	345,887	368,965	310,941	353,109	0	353,109	353,109

CITY CLERK 00201 - CITY CLERK ELECTIONS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61104 - ELECTION WORKERS	12,675	11,328	13,550	8,928	0	0	0	0
61307 - PART TIME EMPLOYEES	3,686	4,195	3,590	2,850	3,650	0	3,650	3,650
61704 - SOCIAL SECURITY	277	321	4	194	279	0	279	279
61705 - WORKERS COMPENSATION	14	4	0	3	28	0	28	28
61000 - PERSONNEL SERVICES	16,651	15,847	17,144	11,975	3,957	0	3,957	3,957
62107 - ELECTIONS	0	0	0	0	13,970	0	13,970	13,970

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62205 - PC REPLACEMENT CHARGE	192	168	145	145	116	0	116	116
62301 - OFFICE EQUIPMENT MAINT.	1,200	1,274	1,276	1,200	2,512	0	2,512	2,512
62416 - PRINTING	5,670	3,627	5,800	4,441	3,100	0	3,100	3,100
62425 - ADVERTISING	551	0	309	206	309	0	309	309
62450 - POLLING STATIONS SET UP	2,971	1,470	310	277	310	0	310	310
62701 - OFFICE SUPPLIES	762	272	300	269	370	0	370	370
62710 - POSTAGE	2,277	1,602	1,355	1,355	673	0	673	673
62000 - OPERATING EXPENDITURES	13,622	8,414	9,495	7,893	21,360	0	21,360	21,360
00201 - CITY CLERK ELECTIONS Total	30,274	24,261	26,639	19,868	25,317	0	25,317	25,317

CITY CLERK 00202 - CITY CLERK ARCHIVES

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61302 - ASST DEPARTMENT HEAD	61,558	62,947	64,042	63,796	64,041	0	64,041	64,041
61701 - HEALTH INSURANCE	17,040	17,493	18,653	19,271	20,537	0	20,537	20,537
61702 - DENTAL INSURANCE	1,442	1,227	1,584	1,554	1,584	0	1,584	1,584
61703 - RETIREMENT CONTRIBUTIONS	5,557	5,563	6,897	6,871	6,897	0	6,897	6,897
61704 - SOCIAL SECURITY	4,658	4,817	4,899	4,880	4,899	0	4,899	4,899
61705 - WORKERS COMPENSATION	1,610	1,145	62	60	62	0	62	62
61901 - RECRUITMENT	10	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	91,875	93,192	96,138	96,432	98,020	0	98,020	98,020
62404 - PROPERTY INSURANCE	350	356	379	387	414	0	414	414
62435 - TRAINING	2,030	2,563	2,003	1,650	2,250	0	2,250	2,250
62436 - MEETINGS & DUES	415	565	565	565	565	0	565	565
62701 - OFFICE SUPPLIES	2	0	0	0	0	0	0	0
62715 - BOOKS AND PERIODICALS	123	0	75	70	75	0	75	75
62740 - OTHER MAINT. SUPPLIES	67	725	986	1,270	1,159	0	1,159	1,159
62760 - OPERATING SUPPLIES	1,503	1,580	3,000	2,909	3,000	0	3,000	3,000
62000 - OPERATING EXPENDITURES	4,491	5,789	7,008	6,851	7,463	0	7,463	7,463
00202 - CITY CLERK ARCHIVES Total	96,366	98,981	103,146	103,284	105,483	0	105,483	105,483

CITY CLERK 00204 - CLERK RECORDS STORAGE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61302 - ASST DEPARTMENT HEAD	6,838	6,994	7,116	7,087	7,116	0	7,116	7,116
61307 - PART TIME EMPLOYEES	20,132	20,441	22,266	20,678	22,266	0	22,266	22,266
61501 - REGULAR OVERTIME	0	137	0	0	0	0	0	0
61530 - OT:STRAIGHT TIME	15	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	1,893	1,943	2,073	2,141	2,282	0	2,282	2,282

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61702 - DENTAL INSURANCE	160	136	176	172	176	0	176	176
61703 - RETIREMENT CONTRIBUTIONS	617	618	766	763	766	0	766	766
61704 - SOCIAL SECURITY	2,059	2,109	2,248	2,124	2,248	0	2,248	2,248
61705 - WORKERS COMPENSATION	197	147	28	27	28	0	28	28
61000 - PERSONNEL SERVICES	31,911	32,526	34,673	32,992	34,882	0	34,882	34,882
62205 - PC REPLACEMENT CHARGE	420	552	465	465	435	0	435	435
62206 - PW FLEET CHARGE	12,468	13,188	12,960	12,960	13,337	0	13,337	13,337
62510 - TELEPHONE	370	433	390	619	1,220	0	1,220	1,220
62701 - OFFICE SUPPLIES	0	28	110	100	110	0	110	110
62755 - UNIFORMS	0	0	250	200	250	0	250	250
62760 - OPERATING SUPPLIES	372	682	650	625	650	0	650	650
62000 - OPERATING EXPENDITURES	13,630	14,883	14,825	14,969	16,002	0	16,002	16,002
00204 - CLERK RECORDS STORAGE Total	45,541	47,409	49,498	47,961	50,884	0	50,884	50,884

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
CITY CLERK	505,373	516,538	548,247	482,053	534,793	0	534,793	534,793

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.

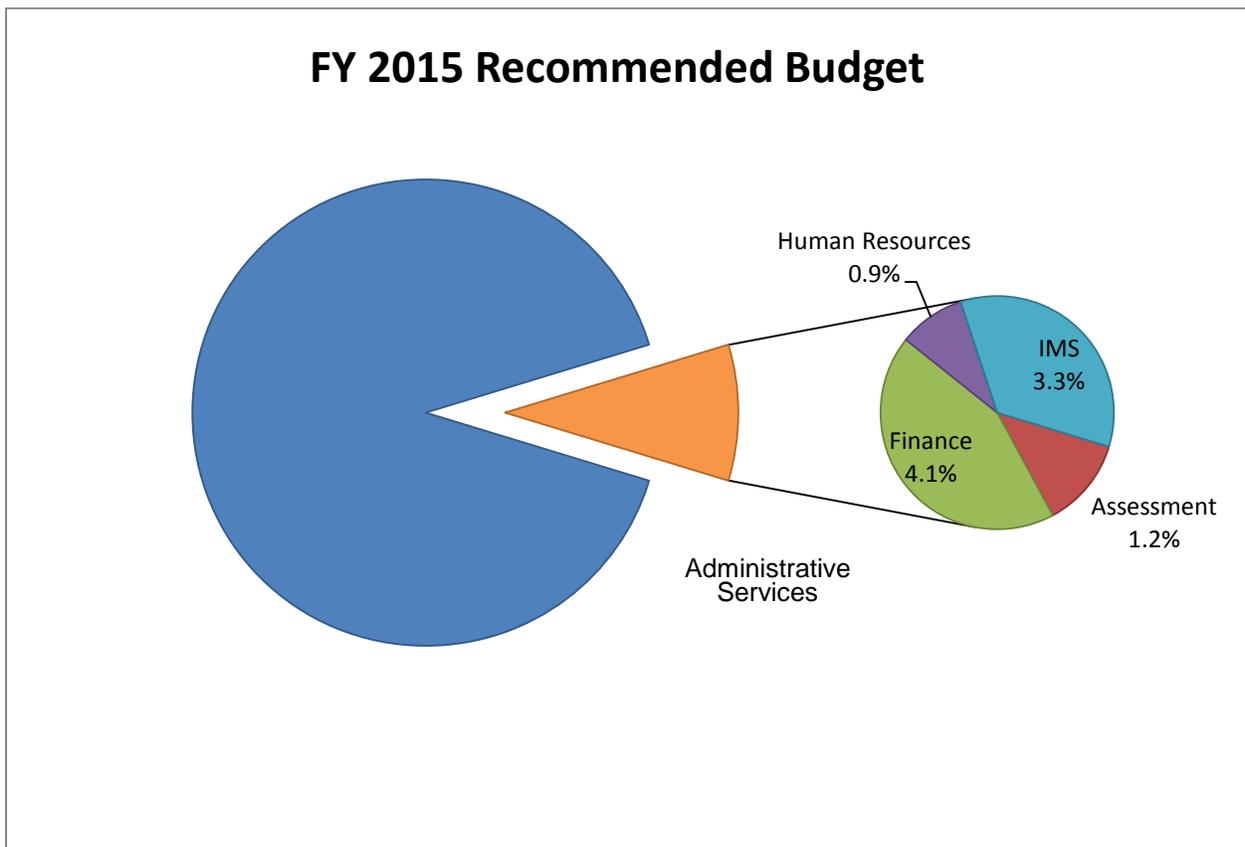
Department Heads:

Daniel Langille, City Assessor

Robert S. Thornton, Finance Director

Elizabeth Fox, Assistant City Manager for Community Services/Human Resources Director

Rebecca Landry, Assistant City Manager for Administrative Services/Information Management Services Director



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

In FY15, the Department of Assessment is anticipating beginning a multi-year project that will significantly improve the accuracy and availability of the City's parcel maps. The Department will be looking to utilize a modern platform to generate an online public GIS that will incorporate a multitude of data layers as well as property record information. The Department will also continue to analyze Keene's real estate market ensuring equity and fairness amongst properties and among the various classes of properties. Looking ahead the Department of Assessment will be planning a project to value anew all of the City's real property in accordance with RSA 75:8-a. Overall, the FY15 Budget will allow the Department of Assessment to meet its statutory duties while providing services to the public in a cost effective, ethical and efficient manner.

During FY14, the Department of Assessment launched a comprehensive online database providing access to property information and property cards. This new database increases transparency and was in response to a frequent request of this department by the public. The Department also made progress in updating the utility of our webpage which now provides users with downloadable applications for credits and exemptions. Updating the content and availability of resources through electronic means will continue into future years. The Department of Assessment also finalized our efforts for meeting certification for assessment review, as outlined above, conducted through the New Hampshire Department of Revenue.

Background

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 in accordance with RSA 75:8 and caused by building permits, zoning changes, sub-divisions, mergers, variances and discovery,
- collection and validation of all real estate transactions,
- statistical analysis of sales and annual equalization study,
- processing of property tax abatements,
- administration of exemptions for the elderly, deaf, disabled, blind, and wind, wood or solar systems; tax credits for veterans, spouses and disabled veterans,
- administration of Current Use program, and
- maintaining a certified and professional staff.

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

The Assessing Standards Board (ASB) The ASB was created by the legislature in answer 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.

PRIMARY SERVICES & RESPONSIBILITIES:

Align w/CMP

1.	Annually analyze the real estate market to ensure equity and fairness in the valuation of real property. This process includes inspecting, listing, and valuing real estate due to building permits, changes in use from rezoning or other actions, monitoring 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 certification/designations.	Municipal Governance & Fin Stability

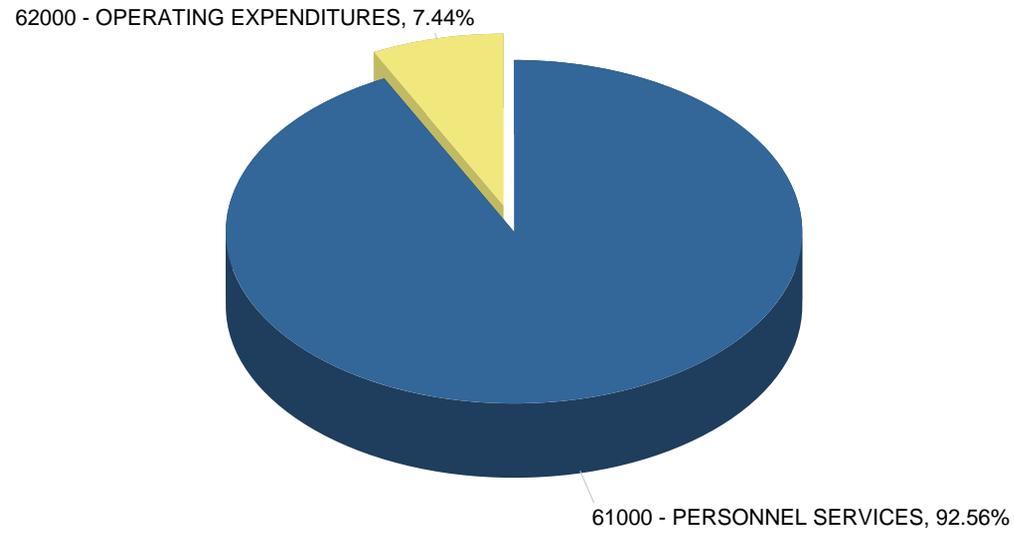
FISCAL YEAR 2014/2015 OBJECTIVES:

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

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	105.90
3. Total Taxable Assessed Value	1.86 billion	1.86 billion	1.85 billion
4. PILOT Agreement Revenue	\$67,055	\$105,607	\$373,500
5. Total number of Timber Cut Permits	11	20	14
6. Total Property Sales	303	327	350

Department - ASSESSMENT



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	363,368	362,841	380,452	376,253	385,144	0	385,144	385,144
62000 - OPERATING EXPENDITURES	45,464	31,109	30,732	22,064	30,945	0	30,945	30,945
Department Total	408,832	393,950	411,184	398,318	416,089	0	416,089	416,089

Staffing Summary (regular full and part time only):

			FTE's	FY 15 Annualized Wages/Salaries*
Cost Center	Account	Title		
00400	61301	CITY ASSESSOR	1.00	90,508
	61304	APPRAISER	1.00	68,093
	61305	ASSESSING TECHNICIAN	1.00	49,374
		AUTOMATION SPECIALIST	1.00	49,374
10 - ASSESSMENT Total			4.00	257,350

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

ASSESSMENT

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	89,549	84,395	86,613	86,432	90,508	0	90,508	90,508
61304 - GENERAL PERSONNEL	65,651	67,229	68,093	67,832	68,093	0	68,093	68,093
61305 - ADMINISTRATIVE PERSONNEL	94,368	98,370	100,078	98,370	98,748	0	98,748	98,748
61701 - HEALTH INSURANCE	62,964	64,185	69,844	68,313	71,339	0	71,339	71,339
61702 - DENTAL INSURANCE	4,785	3,255	4,626	4,463	4,626	0	4,626	4,626
61703 - RETIREMENT CONTRIBUTIONS	22,407	22,094	27,440	27,209	27,717	0	27,717	27,717
61704 - SOCIAL SECURITY	18,536	19,021	19,491	19,327	19,687	0	19,687	19,687
61705 - WORKERS COMPENSATION	4,093	4,235	4,267	4,307	4,426	0	4,426	4,426
61901 - RECRUITMENT	1,014	57	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	363,368	362,841	380,452	376,253	385,144	0	385,144	385,144
62125 - APPRAISAL SERVICES	28,007	12,500	9,650	4,250	9,650	0	9,650	9,650
62205 - PC REPLACEMENT CHARGE	2,808	2,676	2,565	2,565	2,438	0	2,438	2,438
62206 - PW FLEET CHARGE	6,540	7,008	7,099	7,099	7,442	0	7,442	7,442
62301 - OFFICE EQUIPMENT MAINT.	821	638	768	768	620	0	620	620
62307 - COMPUTER SYS MAINTENANCE	1,500	3,875	3,800	1,000	3,800	0	3,800	3,800
62425 - ADVERTISING	215	61	500	150	300	0	300	300
62435 - TRAINING	649	147	1,200	1,200	1,500	0	1,500	1,500
62436 - MEETINGS & DUES	110	1,461	1,380	1,380	1,380	0	1,380	1,380
62510 - TELEPHONE	789	655	1,100	850	1,000	0	1,000	1,000
62701 - OFFICE SUPPLIES	1,963	1,015	1,000	1,000	1,000	0	1,000	1,000
62710 - POSTAGE	1,148	351	1,050	1,000	1,000	0	1,000	1,000
62715 - BOOKS AND PERIODICALS	914	722	620	802	815	0	815	815
62000 - OPERATING EXPENDITURES	45,464	31,109	30,732	22,064	30,945	0	30,945	30,945
Department Total	408,832	393,950	411,184	398,318	416,089	0	416,089	416,089

DEPARTMENT:	FINANCE	FUND:	GENERAL
DIVISION(s):	Accounting, Revenue, and Purchasing		
Cost Center(s):	00600 through 00603		
MISSION:	To manage the financial resources of the City of Keene in an efficient, ethical and transparent manner.		

During FY14, in addition to the routine activity required to support the day to day business of the city, separate procurement processes seeking financial advisory services were conducted resulting in selection of two new financial advisors 1) to guide the City in issuance of long term debt and 2) to assist the Trustees of Trust Funds managing and investing the trust and capital reserve accounts of the City. Regular review, on a 5 year cycle of these service agreements, along with banking and bond counsel relationship is prescribed by City Fiscal Policy. In both cases, new vendor relationships resulted from these solicitation processes.

Purchasing staff manages bids and other solicitation processes seeking cost effective proposals to satisfy operational and organization priorities. Ongoing meetings between City and School officials continue to identify opportunities for collaboration and have resulted in several successful solicitation processes. In addition, an effort advanced by state purchasing officials supported initially by larger municipalities has resulted in an office supply contract with improving pricing as purchasing volume increases. These initiatives supported by council resolution along with policy modifications providing for purchase of new “used” vehicles and equipment serve as additional tools advancing cost and quality conscious purchasing. Work resulting from implementation of the contract management position is anticipated to result in additional cross department procurement activity and enhance management of outputs.

Fiscal objectives for FY14 focused on several customer orientated initiatives including expansion of credit card and electronic payments opportunities. In addition to providing convenience to customers, these additional payment methods will facilitate on-line payment, and billing initiatives, for a variety of city services.

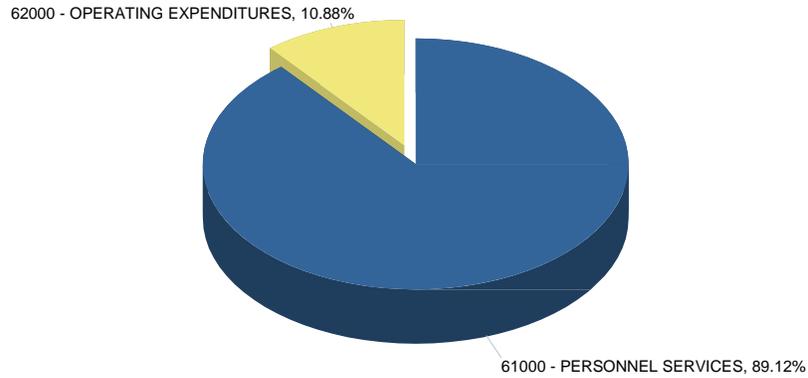
In FY15 the Department will continue to efficiently and accurately perform the business functions of the City. Attention to the important task of monitoring fiscal trends, legislative, and regulatory activity impacting the City’s operations and fiscal condition will continue. While working to fulfill 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.

Background

The Finance Department’s performance of standard business functions is an essential component to provision by the City of programs and services provided to our community. Department staff fulfill required functions, including accounting, purchasing, payroll, billing, collection, bill payment, debt management and cash management. Revenue Collection staff, located on the first floor of City Hall, directly serve residents and businesses registering motor vehicles, accepting tax, utility and various other payments due the City. Staff members also assist with financial analysis required for union negotiations, capital projects, and ongoing business operation. The Purchasing Division facilitates procurement efforts working across departments and funds to obtain cost effective, quality products and services and playing a key role in the City’s capital projects. The Trustees of the Trust Funds, who are charged with management of the capital reserve and trust accounts of the City, are supported by the Fund Manager and administrative support staff. Financial planning, is a major focus and guides preparation of the annual operating budget and the six year capital improvement program. Fiscal policies, reviewed annually by the City Council, incorporate nationally recognized financial practices, guide staff managing the financial resources advancing the Comprehensive Master Plan goal to create a sustainable community.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP		
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 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
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.	Collaborate with stakeholders advancing upgrade of tax program and other system		Municipal Governance & Fin Stability	C
4.	Review recognized standards re-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
METRICS:		FY13	FY14	FY15
1.	Invoices paid within vendor stipulated pay period	96.00%	96.00%	96.00%
2.	Timely issuance of Council Reports	100.00%	100.00%	100.00%
3.	Number of bids, RFP's & contracts issued	220	225	225
4.	Property tax & utility bills issued	40,500	41,234	41,234
5.	Motor vehicle transactions	20,450	20,704	20,704
7.	Parcels going to tax lien	241	245	245
8.	Liens as % of warrant	1.74%	1.83%	1.83%

Department - FINANCE



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	1,110,686	1,116,848	1,181,954	1,149,487	1,302,898	0	1,302,898	1,302,898
62000 - OPERATING EXPENDITURES	152,231	152,671	160,434	158,072	159,099	0	159,099	159,099
Department Total	1,262,917	1,269,519	1,342,388	1,307,558	1,461,997	0	1,461,997	1,461,997

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
00600	61301	FINANCE DIRECTOR/TREASURE	1.00	101,959
	61302	ASST. FINANCE DIR/TREAS	1.00	85,855
	61305	ADMINISTRATIVE ASST I	1.00	43,847
00601	61304	PAYROLL ADMINISTRATOR	1.00	62,355
		FUND MANAGER	1.00	62,355
	61305	ACCOUNT CLERK II	3.00	129,797
00602	61304	PURCHASING AGENT	1.00	71,157
		CONTRACT MANAGER	1.00	57,100
00603	61303	REVENUE COLLECTOR	1.00	71,157
	61305	ACCOUNT CLERK II	2.00	86,532
		DEPUTY REVENUE COLLECTOR	1.00	49,374
	61307	ACCOUNT CLERK I	1.18	48,265
30 - FINANCE Total			15.18	869,753

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

FINANCE

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	96,583	92,421	97,570	100,451	101,959	0	101,959	101,959
61302 - ASST DEPARTMENT HEAD	90,068	95,180	96,836	86,229	85,855	0	85,855	85,855
61303 - SUPERVISORY PERSONNEL	68,396	69,941	71,158	70,884	71,157	0	71,157	71,157
61304 - GENERAL PERSONNEL	178,590	191,032	195,663	192,327	252,966	0	252,966	252,966
61305 - ADMINISTRATIVE PERSONNEL	298,868	307,351	313,137	305,761	309,550	0	309,550	309,550
61307 - PART TIME EMPLOYEES	36,021	37,563	43,030	39,712	48,265	0	48,265	48,265
61401 - TEMPORARY PERSONNEL	295	225	0	445	0	0	0	0
61501 - REGULAR OVERTIME	3,609	1,807	4,000	1,500	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	195,024	181,001	195,791	192,362	255,484	0	255,484	255,484
61702 - DENTAL INSURANCE	16,272	13,710	18,053	16,314	19,813	0	19,813	19,813
61703 - RETIREMENT CONTRIBUTIONS	66,158	65,516	83,399	81,383	88,474	0	88,474	88,474
61704 - SOCIAL SECURITY	57,372	60,146	62,531	61,347	66,536	0	66,536	66,536
61705 - WORKERS COMPENSATION	701	767	787	772	839	0	839	839
61901 - RECRUITMENT	2,729	186	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	1,110,686	1,116,848	1,181,954	1,149,487	1,302,898	0	1,302,898	1,302,898
62103 - TECHNICAL SERVICES	4,785	9,462	2,000	1,567	2,000	0	2,000	2,000
62129 - AUDIT SERVICES	44,750	37,800	43,000	43,000	43,000	0	43,000	43,000
62175 - OTHER SERVICES	8,748	8,887	8,700	8,700	9,000	0	9,000	9,000
62205 - PC REPLACEMENT CHARGE	5,748	6,072	5,356	5,356	3,209	0	3,209	3,209
62301 - OFFICE EQUIPMENT MAINT.	16,288	15,353	19,300	20,044	20,200	0	20,200	20,200
62416 - PRINTING	6,942	9,137	8,442	8,942	9,365	0	9,365	9,365
62425 - ADVERTISING	1,373	2,212	2,750	2,750	2,750	0	2,750	2,750
62430 - TRAVEL	177	473	800	550	800	0	800	800
62435 - TRAINING	2,031	1,365	5,050	4,040	5,050	0	5,050	5,050
62436 - MEETINGS & DUES	1,022	1,454	2,185	1,726	1,485	0	1,485	1,485
62447 - PUBLIC AWARENESS	851	552	1,101	1,196	1,200	0	1,200	1,200
62510 - TELEPHONE	2,976	2,603	3,100	2,701	3,040	0	3,040	3,040
62701 - OFFICE SUPPLIES	13,293	14,756	14,850	14,525	14,850	0	14,850	14,850
62710 - POSTAGE	41,487	39,852	41,400	41,300	41,500	0	41,500	41,500
62715 - BOOKS AND PERIODICALS	1,656	1,573	2,400	1,675	1,650	0	1,650	1,650
62744 - MINOR COMPUTER EQUIPMENT	105	1,120	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	152,231	152,671	160,434	158,072	159,099	0	159,099	159,099
Department Total	1,262,917	1,269,519	1,342,388	1,307,558	1,461,997	0	1,461,997	1,461,997

Fiscal Year 2014 - 2015

FINANCE 00600 - FINANCE ADMIN

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	96,583	92,421	97,570	100,451	101,959	0	101,959	101,959
61302 - ASST DEPARTMENT HEAD	90,068	95,180	96,836	86,229	85,855	0	85,855	85,855
61305 - ADMINISTRATIVE PERSONNEL	42,146	43,086	43,847	43,679	43,847	0	43,847	43,847
61701 - HEALTH INSURANCE	51,711	39,609	41,451	43,663	61,687	0	61,687	61,687
61702 - DENTAL INSURANCE	4,522	4,089	5,281	4,706	5,281	0	5,281	5,281
61703 - RETIREMENT CONTRIBUTIONS	20,687	20,389	25,660	24,809	24,950	0	24,950	24,950
61704 - SOCIAL SECURITY	16,911	17,315	18,226	17,622	17,722	0	17,722	17,722
61705 - WORKERS COMPENSATION	207	222	230	222	224	0	224	224
61901 - RECRUITMENT	435	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	323,270	312,310	329,100	321,381	341,525	0	341,525	341,525
00600 - FINANCE ADMIN Total	323,270	312,310	329,100	321,381	341,525	0	341,525	341,525

FINANCE 00601 - FINANCE ACCTING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	110,194	113,196	124,505	121,443	124,710	0	124,710	124,710
61305 - ADMINISTRATIVE PERSONNEL	124,324	128,880	131,550	129,300	129,797	0	129,797	129,797
61401 - TEMPORARY PERSONNEL	295	225	0	445	0	0	0	0
61701 - HEALTH INSURANCE	71,303	67,702	77,515	67,752	85,940	0	85,940	85,940
61702 - DENTAL INSURANCE	5,079	4,052	5,581	4,537	5,581	0	5,581	5,581
61703 - RETIREMENT CONTRIBUTIONS	21,169	20,083	27,577	27,005	27,410	0	27,410	27,410
61704 - SOCIAL SECURITY	17,372	18,313	19,588	19,182	19,470	0	19,470	19,470
61705 - WORKERS COMPENSATION	213	234	247	242	245	0	245	245
61901 - RECRUITMENT	2,294	186	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	352,244	352,871	386,563	369,906	393,154	0	393,154	393,154
62103 - TECHNICAL SERVICES	4,785	9,462	2,000	1,567	2,000	0	2,000	2,000
62129 - AUDIT SERVICES	44,750	37,800	43,000	43,000	43,000	0	43,000	43,000
62205 - PC REPLACEMENT CHARGE	4,104	4,212	3,968	3,968	2,266	0	2,266	2,266
62301 - OFFICE EQUIPMENT MAINT.	12,221	11,636	14,500	14,000	14,000	0	14,000	14,000
62416 - PRINTING	6,422	8,956	8,000	8,500	9,000	0	9,000	9,000
62430 - TRAVEL	177	473	800	550	800	0	800	800
62435 - TRAINING	1,228	829	4,050	3,115	4,050	0	4,050	4,050
62436 - MEETINGS & DUES	550	972	1,350	976	650	0	650	650
62510 - TELEPHONE	1,088	1,092	1,200	1,070	1,140	0	1,140	1,140
62701 - OFFICE SUPPLIES	3,676	4,087	3,800	3,475	3,800	0	3,800	3,800
62710 - POSTAGE	6,332	5,436	6,000	6,000	6,000	0	6,000	6,000
62715 - BOOKS AND PERIODICALS	876	1,140	1,500	775	750	0	750	750

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62744 - MINOR COMPUTER EQUIPMENT	105	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	86,314	86,095	90,168	86,996	87,456	0	87,456	87,456
00601 - FINANCE ACCTING Total	438,558	438,966	476,731	456,902	480,610	0	480,610	480,610

FINANCE 00602 - FINANCE PURCHASING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	68,396	69,941	71,158	70,884	128,256	0	128,256	128,256
61701 - HEALTH INSURANCE	13,279	13,890	14,647	15,357	38,868	0	38,868	38,868
61702 - DENTAL INSURANCE	995	740	955	955	2,716	0	2,716	2,716
61703 - RETIREMENT CONTRIBUTIONS	6,175	6,181	7,664	7,634	13,813	0	13,813	13,813
61704 - SOCIAL SECURITY	5,030	5,163	5,444	5,423	9,812	0	9,812	9,812
61705 - WORKERS COMPENSATION	62	68	69	68	124	0	124	124
61000 - PERSONNEL SERVICES	93,937	95,982	99,936	100,321	193,588	0	193,588	193,588
62205 - PC REPLACEMENT CHARGE	432	360	278	278	247	0	247	247
62301 - OFFICE EQUIPMENT MAINT.	1,672	1,041	2,000	1,950	2,000	0	2,000	2,000
62416 - PRINTING	520	181	442	442	365	0	365	365
62425 - ADVERTISING	1,373	2,212	2,750	2,750	2,750	0	2,750	2,750
62435 - TRAINING	297	372	500	475	500	0	500	500
62436 - MEETINGS & DUES	236	392	600	600	600	0	600	600
62510 - TELEPHONE	416	378	400	375	400	0	400	400
62701 - OFFICE SUPPLIES	7,425	7,369	8,250	8,250	8,250	0	8,250	8,250
62710 - POSTAGE	212	197	500	400	500	0	500	500
62715 - BOOKS AND PERIODICALS	323	189	400	400	400	0	400	400
62000 - OPERATING EXPENDITURES	12,907	12,693	16,120	15,920	16,012	0	16,012	16,012
00602 - FINANCE PURCHASING Total	106,843	108,676	116,057	116,241	209,600	0	209,600	209,600

FINANCE 00603 - FINANCE REV COLLECTION

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	68,396	69,941	71,158	70,884	71,157	0	71,157	71,157
61305 - ADMINISTRATIVE PERSONNEL	132,397	135,385	137,740	132,782	135,906	0	135,906	135,906
61307 - PART TIME EMPLOYEES	36,021	37,563	43,030	39,712	48,265	0	48,265	48,265
61501 - REGULAR OVERTIME	3,609	1,807	4,000	1,500	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	58,732	59,800	62,177	65,590	68,989	0	68,989	68,989
61702 - DENTAL INSURANCE	5,675	4,829	6,236	6,116	6,236	0	6,236	6,236
61703 - RETIREMENT CONTRIBUTIONS	18,127	18,147	22,498	21,935	22,301	0	22,301	22,301
61704 - SOCIAL SECURITY	18,059	18,752	19,273	19,120	19,533	0	19,533	19,533
61705 - WORKERS COMPENSATION	218	236	243	240	246	0	246	246
61000 - PERSONNEL SERVICES	341,235	346,461	366,355	357,879	374,631	0	374,631	374,631

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62175 - OTHER SERVICES	8,748	8,887	8,700	8,700	9,000	0	9,000	9,000
62205 - PC REPLACEMENT CHARGE	1,212	1,248	1,110	1,110	696	0	696	696
62301 - OFFICE EQUIPMENT MAINT.	2,395	2,676	2,800	4,094	4,200	0	4,200	4,200
62435 - TRAINING	506	163	500	450	500	0	500	500
62436 - MEETINGS & DUES	235	90	235	150	235	0	235	235
62447 - PUBLIC AWARENESS	851	552	1,101	1,196	1,200	0	1,200	1,200
62510 - TELEPHONE	1,473	1,132	1,500	1,256	1,500	0	1,500	1,500
62701 - OFFICE SUPPLIES	2,192	3,300	2,800	2,800	2,800	0	2,800	2,800
62710 - POSTAGE	34,942	34,219	34,900	34,900	35,000	0	35,000	35,000
62715 - BOOKS AND PERIODICALS	457	243	500	500	500	0	500	500
62000 - OPERATING EXPENDITURES	53,010	52,511	54,146	55,155	55,631	0	55,631	55,631
00603 - FINANCE REV COLLECTION								
Total	394,245	398,972	420,501	413,034	430,262	0	430,262	430,262

FINANCE 00604 - CONTRACT MANAGEMENT
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	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	0	7,895	0	0	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	0	717	0	0	0	0	0	0
61704 - SOCIAL SECURITY	0	604	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	0	8	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	0	9,224	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	0	252	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	0	1,120	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	0	1,372	0	0	0	0	0	0
00604 - CONTRACT MANAGEMENT								
Total	0	10,595	0	0	0	0	0	0

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
FINANCE	1,262,917	1,269,519	1,342,388	1,307,558	1,461,997	0	1,461,997	1,461,997

DEPARTMENT:	HUMAN RESOURCES	FUND:	GENERAL
DIVISION(S):			
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.		

The Human Resources Department oversees administrative and legal activities that help provide the citizens of Keene with a competent, trained, and professional workforce at the best value to taxpayers. The department provides a variety of services that are ongoing from year to year, with federally and state mandated activities continuing to increase annually.

Regulations are closely reviewed and monitored seeking to attain compliance at the most reasonable cost and most favorable impact possible during initial implementation and each time they are updated.

As City employee resources continue to shrink and as job functions are folded with others, the Department is continually challenged to creatively provide assistance, information, and training for more people who are here for less time and under increased mandates. This includes the three people who manage the Human Resources function.

Recognizing that turnover in management and key positions will continue through the next several years, several strategies were implemented to plan for the continuation of a high-performance organization. For City staff to continue fulfilling our Community's vision of responsible and transparent government, focus of Human Resources will be to maintain its efforts to guide department leaders to develop a stable, engaged, and safer workforce. We will continue influencing employees to cultivate adaptive responses and proactive approaches to challenges as they arise. We will persist in encouraging staff to understand it is both their obligation and their priority to recognize how they may improve. Our emphasis remains on using the workforce strategically and furthering individual accountability to ensure that performance goals are measured and met.

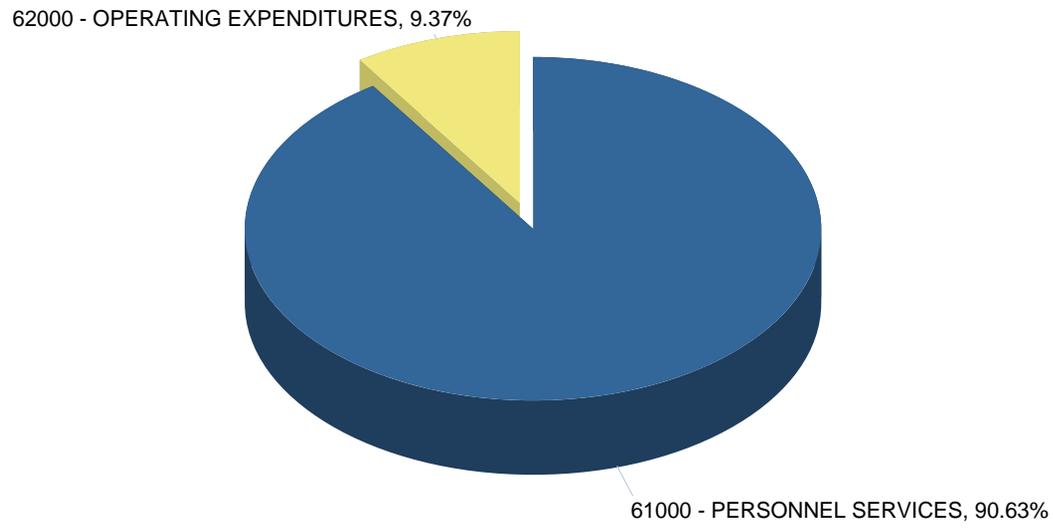
Our commitment continues to supporting an organizational culture with a work force that is managed fairly, trained well, supported, and assigned objectives and job duties that accomplish City goals and initiatives. We continue to fine-tune alignment of full and part time human resources seeking efficient deployment to provide services that align with the Comprehensive Master Plan, and are cost effective and operations oriented. The achievement of these fiscal-year objectives and the success of the organization's programs will continue to assist the City to move toward a more sustainable Keene.

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 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 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
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 that implement new legislation or regulation.	N/A	Municipal Governance & Fin Stability	V,I,C
2.	Continue to expand use of technology to monitor risk management and employee benefit programs providing for analysis and management of costs.	N/A	Safe Community	V,O,I,E
3.	Seek out those who might benefit from one-on-one or small-group advisory services to improve internal and customer service performance.	N/A	Leadership	V,O
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	C,E

METRICS:		FY13	FY14 (est.)	FY15
1.	Full-time FTEs/Part-time PTEs/Temporaries that vary with season (shows workforce utilization, as well as services required).	240/75/152	237/80/100	240/82/100
2.	Training: # Sessions/# Participants (hold 10+ sessions; have 150+ attendees; survey needs of departments and participants annually).	14/300	12/250	12/275
3.	Benefits: Overall health insurance cost increase (keep % at or below national average).	5.0%	5.0%	5.3%
4.	Risk Management: # W/C claims (meet "Prime" program's goal of 5% reduction in # of claims; review monthly with Safety Committee).	50	56	50
5.	Turnover: Full-time employee turnover rate (maintain turnover for FTEs at under 5% per year; review semi annually).	2.8%	7.9%	5.0%
6.	Recruitment: # New hires/# Applications.	35/440	42/708	40/700

Department - HUMAN RESOURCES



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	241,809	252,210	268,107	268,373	278,605	0	278,605	278,605
62000 - OPERATING EXPENDITURES	19,854	30,521	29,160	25,467	28,803	0	28,803	28,803
Department Total	261,663	282,730	297,267	293,840	307,408	0	307,408	307,408

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
00500	61301	ACM / HR DIRECTOR	1.00	105,745
	61305	HUMAN RESOURCES ASSISTANT	1.00	62,355
	61307	SECRETARY 1 P/T HR	0.80	35,078
45 - HUMAN RESOURCES Total			2.80	203,178

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

HUMAN RESOURCES

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	101,642	103,939	105,747	105,340	105,745	0	105,745	105,745
61305 - ADMINISTRATIVE PERSONNEL	52,521	58,650	62,355	62,116	62,355	0	62,355	62,355
61307 - PART TIME EMPLOYEES	31,161	31,544	35,077	34,610	35,078	0	35,078	35,078
61701 - HEALTH INSURANCE	26,550	27,364	29,173	29,173	38,868	0	38,868	38,868
61702 - DENTAL INSURANCE	1,739	1,480	1,910	1,910	2,716	0	2,716	2,716
61703 - RETIREMENT CONTRIBUTIONS	13,918	14,369	18,105	18,035	18,104	0	18,104	18,104
61704 - SOCIAL SECURITY	13,951	14,671	15,543	15,458	15,543	0	15,543	15,543
61705 - WORKERS COMPENSATION	168	187	196	193	196	0	196	196
61901 - RECRUITMENT	159	6	0	1,537	0	0	0	0
61000 - PERSONNEL SERVICES	241,809	252,210	268,107	268,373	278,605	0	278,605	278,605
62103 - TECHNICAL SERVICES	5,475	5,230	5,000	4,000	5,000	0	5,000	5,000
62161 - LEGAL SERVICES	6,355	12,194	12,000	11,392	12,000	0	12,000	12,000
62205 - PC REPLACEMENT CHARGE	1,248	1,368	1,373	1,373	1,138	0	1,138	1,138
62416 - PRINTING	0	218	250	200	200	0	200	200
62435 - TRAINING	2,653	3,598	3,177	2,200	3,000	0	3,000	3,000
62436 - MEETINGS & DUES	658	2,196	1,400	1,200	1,600	0	1,600	1,600
62441 - LOCAL MEALS & MEETING EXP	363	552	600	500	800	0	800	800
62444 - AWARDS	343	2,675	2,500	2,400	2,800	0	2,800	2,800
62445 - PHOTOGRAPHY & PROCESSING	712	818	600	400	400	0	400	400
62510 - TELEPHONE	177	166	360	252	265	0	265	265
62701 - OFFICE SUPPLIES	1,181	974	800	600	600	0	600	600
62710 - POSTAGE	438	430	900	750	800	0	800	800
62715 - BOOKS AND PERIODICALS	252	101	200	200	200	0	200	200
62000 - OPERATING EXPENDITURES	19,854	30,521	29,160	25,467	28,803	0	28,803	28,803
Department Total	261,663	282,730	297,267	293,840	307,408	0	307,408	307,408

DEPARTMENT:	INFORMATION MANAGEMENT SERVICES (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.		

In FY14, IMS significant accomplishments include the transition to a new organizational reporting and budget preparation tool, Oracle Business Intelligence. The services of a contract Database Analyst were key to this transition which included the sunsetting of the Cognos products. The transition highlighted the growing emphasis on data analysis as an organizational resource and will continue to demand more time and attention. As a result, the Technical Support Specialist has been undergoing training and is now taking on some of the database support and development requests, thus requiring more technical assistance of the Helpdesk Technician for technical support requests. This will have to continue in the years to come along with more reliance on third party assistance or the addition of database support staff.

The City website has also been a focus of IMS attention recently. The website was transitioned to outside hosting in the cloud a number of years ago when the cost of servers and broadband did not justify internal hosting. Declining costs due to server virtualization, broadband deployments, and remote hosting reliability issues have provided the opportunity to return to an internal web hosting environment. This transition is underway. Upon completion, IMS staff will work with City departments to create a strategy for improved maintenance of city web pages and services, possibly a centralized model that improves public information initiatives.

Website maintenance will be centralized in IMS and expanded in FY15 to include a complete public information initiative that better utilizes social media, online applications, and geographic information resources. Expansion will include further integration of online and over-the-counter credit card payment options.

Other significant accomplishments in FY14 include the implementation of a managed print services contract and network improvements. The managed print services agreement brings laser printer supply, maintenance, support and products into a single vendor contract. The result has eliminated the cost of ink and toner and simplified printer support. The network improvements include the addition of a second high speed broadband connection that provides an important disaster recovery element as well as added bandwidth for use under normal operations. In addition, a secondary network path to the disaster recovery site was installed to improve the reliability of network services in the case of unforeseen network interruptions.

In addition to capital improvement projects, FY15 IMS objectives include continued development of web services and integration of mobile services for both staff and public access. As mobile technology increases the availability of remote computing devices and brings costs down, demand grows for mobile access to City information and services. This will involve the introduction of new applications such as YourGov and Granicus Citizen Engagement as well as the integration of mobile interfaces to existing applications. IMS will utilize a collaborative approach in order to assure the reliability, accessibility, and scalability of the information and applications across the organization.

The Postini email archive service will have to be transitioned to a new service in FY15 as the service is scaled back by the provider, thus eliminating some of the functionality required for City archive purposes. IMS and City Clerk staff will work together to identify a new archive solution and complete a migration.

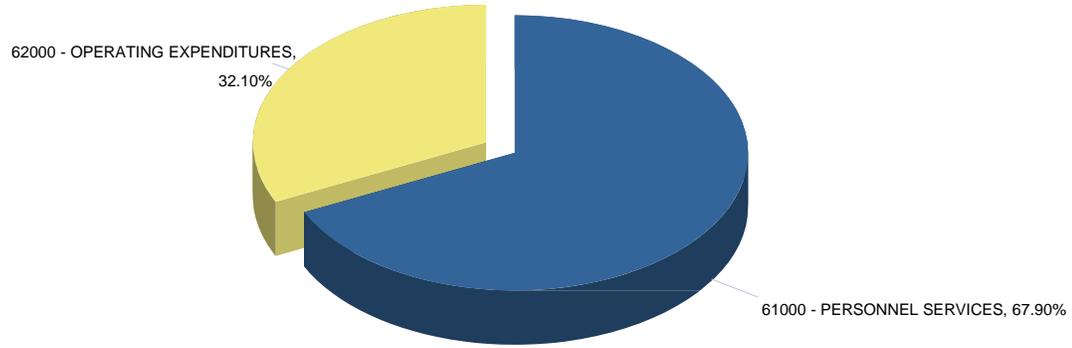
Finally, IMS will build the framework for the BI Publisher solution that will avail a user friendly reporting tool to City employees to improve operational efficiency. This will require training IMS staff and department users and is likely to require third party resources for implementation.

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.

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 2014/2015 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.	Build and deploy Oracle BI Publisher reporting tool.		Municipal Governance & Fin Stability	V, I
3.	Seek and utilize third party database administration services.		Municipal Governance & Fin Stability	C
4.	Expand use of credit cards for purchase of City services.		Municipal Governance & Fin Stability	V, C
5.	Implement government mobility resources for employee and public mobile access to City services.		Municipal Governance & Fin Stability	V, O, I
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.	Develop and deploy online GIS services for employee and public use.		Municipal Governance & Fin Stability	V, I, C
8.	Expand use of parking technology.		Municipal Governance & Fin Stability	V, C
9.	Select and deploy replacement email archive service.		Municipal Governance & Fin Stability	C
METRICS:		FY13	FY14	FY15
1.	End Users	320	329	369
2.	Desktop and Laptop Computers	293	301	300
3.	Servers: Physical/Virtual	10/35	9/41	6/31
5.	Helpdesk Work Orders Completed	962	1,329	1,417
6.	Helpdesk Work Orders Average Days to Completion:			
7.	Priority 1 Work orders (goal: resolution in 4 hours)	0	1	0
8.	Priority 2 Work orders (goal: resolution in 2 days)	1	1	1
9.	Priority 3 Work orders (goal: resolution in 2 weeks)	10	11	17

Department - IMS



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	621,896	770,442	815,854	798,321	789,178	0	789,178	789,178
62000 - OPERATING EXPENDITURES	370,490	380,005	383,547	379,550	373,036	0	373,036	373,036
Department Total	992,386	1,150,447	1,199,400	1,177,871	1,162,214	0	1,162,214	1,162,214

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*	
00700	61301	ACM / IMS DIRECTOR	1.00	115,476	
	61302	ASST. IMS DIRECTOR	1.00	92,664	
	61304	TECHNICAL SUPPORT SPECIAL		1.00	62,355
		SYSTEMS ADMINISTRATOR		2.00	145,164
		DATABASE ADMINISTRATOR		1.00	92,664
		HELP DESK TECHNICIAN		0.09	13,933
	61307	HELP DESK TECHNICIAN		0.91	38,023
55 - IMS Total			7.00	560,279	

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

IMS

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	101,642	103,939	105,747	107,600	115,476	0	115,476	115,476
61302 - ASST DEPARTMENT HEAD	89,097	91,081	92,666	92,309	92,664	0	92,664	92,664
61304 - GENERAL PERSONNEL	225,453	282,760	295,885	286,369	314,116	0	314,116	314,116
61307 - PART TIME EMPLOYEES	39,208	43,028	50,161	37,836	38,023	0	38,023	38,023
61401 - TEMPORARY PERSONNEL	0	55,210	58,269	58,269	0	0	0	0
61609 - STIPEND	13,976	14,298	15,000	14,151	15,000	0	15,000	15,000
61701 - HEALTH INSURANCE	70,798	85,482	90,911	93,787	103,952	0	103,952	103,952
61702 - DENTAL INSURANCE	5,843	5,639	7,282	7,399	7,521	0	7,521	7,521
61703 - RETIREMENT CONTRIBUTIONS	38,780	43,491	53,287	53,248	57,862	0	57,862	57,862
61704 - SOCIAL SECURITY	35,455	44,899	46,059	46,653	44,009	0	44,009	44,009
61705 - WORKERS COMPENSATION	416	557	587	579	555	0	555	555
61901 - RECRUITMENT	1,229	57	0	122	0	0	0	0
61000 - PERSONNEL SERVICES	621,896	770,442	815,854	798,321	789,178	0	789,178	789,178
62102 - PROFESSIONAL SERVICES	6,693	0	6,000	6,000	6,000	0	6,000	6,000
62103 - TECHNICAL SERVICES	39,557	82,807	54,860	42,000	50,000	0	50,000	50,000
62205 - PC REPLACEMENT CHARGE	5,004	4,572	4,223	4,223	3,534	0	3,534	3,534
62307 - COMPUTER SYS MAINTENANCE	211,657	215,483	225,314	236,017	223,897	0	223,897	223,897
62308 - NETWORK MAINTENANCE	60,329	50,481	48,541	48,000	37,385	0	37,385	37,385
62311 - EQUIPMENT MAINTENANCE	407	153	4,550	4,500	4,350	0	4,350	4,350
62430 - TRAVEL	1,281	966	1,500	1,100	1,200	0	1,200	1,200
62435 - TRAINING	12,759	10,171	20,260	20,000	14,750	0	14,750	14,750
62436 - MEETINGS & DUES	99	99	200	100	250	0	250	250
62441 - LOCAL MEALS & MEETING EXP	0	0	200	100	250	0	250	250
62510 - TELEPHONE	2,652	2,441	2,500	2,610	4,020	0	4,020	4,020
62701 - OFFICE SUPPLIES	763	506	1,000	500	1,000	0	1,000	1,000
62710 - POSTAGE	5	10	50	50	150	0	150	150
62715 - BOOKS AND PERIODICALS	119	0	500	500	500	0	500	500
62734 - MINOR EQUIPMENT	0	131	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	2,915	5,147	7,000	7,000	11,750	0	11,750	11,750
62760 - OPERATING SUPPLIES	119	0	0	0	0	0	0	0
62761 - SOFTWARE	25,886	7,038	6,849	6,850	14,000	0	14,000	14,000
63403 - FURNITURE & FIXTURE ACQ	244	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	370,490	380,005	383,547	379,550	373,036	0	373,036	373,036
Department Total	992,386	1,150,447	1,199,400	1,177,871	1,162,214	0	1,162,214	1,162,214

Fiscal Year 2014 - 2015

DEBT SERVICE 99998 - DEBT SERVICE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
65101 - PRINCIPAL	3,332,190	3,642,833	3,593,815	3,593,815	3,620,144	0	3,620,144	3,620,144
65102 - INTEREST ON BONDED DEBT	1,252,310	1,184,333	1,131,149	1,131,149	983,296	0	983,296	983,296
65200 - NOTES PAYABLE	0	0	86,170	0	86,170	0	86,170	86,170
65202 - INTEREST ON NOTES PAYABLE	57,432	53,727	51,874	50,022	48,169	0	48,169	48,169
62000 - OPERATING EXPENDITURES	4,641,933	4,880,893	4,863,009	4,774,986	4,737,779	0	4,737,779	4,737,779
99998 - DEBT SERVICE Total	4,641,933	4,880,893	4,863,009	4,774,986	4,737,779	0	4,737,779	4,737,779

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
DEBT SERVICE	4,641,933	4,880,893	4,863,009	4,774,986	4,737,779	0	4,737,779	4,737,779

CITY OF KEENE, NEW HAMPSHIRE
FY2014/2015 Operating Budget
STATEMENT OF GENERAL FUND LONG-TERM DEBT

ISSUE	DATED	MATURITY	RATE	ORIGINAL BOND	PRINCIPAL 2014/2015	INTEREST 2014/2015	PRINCIPAL BALANCE 06/30/15
T-Hangar	3/1/2002	3/1/2022	avg 4.57%	\$ 250,000	\$ 12,500	\$ 4,950	\$ 87,500
Bridges	3/1/2002	3/1/2022	avg 4.57%	100,000	5,000	1,980	35,000
Drainage	3/1/2002	3/1/2022	avg 4.57%	655,000	32,750	12,969	229,250
Emergency Services Facility	3/1/2002	3/1/2022	avg 4.57%	890,000	44,500	17,622	311,500
Intersections	3/1/2002	3/1/2022	avg 4.57%	440,098	22,000	8,712	154,000
Emergency Services & PW Facility	3/1/2002	3/1/2023	avg 4.57%	4,715,000	235,750	105,145	1,886,000
Public Improvements 2003 issue	5/15/2003	5/15/2023	avg 3.45%	5,391,161	200,000	69,200	1,600,000
Hazardous Waste Site - Refunding 2003	6/18/2003	9/15/2015	avg 3.45%	343,117	23,586	1,179	23,587
Salt/Sand Storage Facility - Refunding 2003	6/18/2003	9/15/2015	avg 3.45%	164,686	11,320	566	11,321
Municipal Facilities Complex - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	6,522,549	325,000	27,625	325,000
Drainage - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	485,000	25,000	2,125	25,000
Road Reconstruction	12/15/2005	1/15/2026	avg 4.2692%	1,895,000	190,000	16,150	190,000
New Sidewalk Construction - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	100,000	5,000	425	5,000
Sidewalk Reconstruction	12/15/2005	1/15/2026	avg 4.2692%	50,000	5,000	425	5,000
Mezzanine Storage & Wash Bay	12/15/2005	1/15/2026	avg 4.2692%	135,000	10,000	850	10,000
Black Brook Corporate Park - Refunding 1996	12/27/2006	8/15/2017	avg 3.93%	647,844	64,063	8,551	185,938
Library Renovation/Expansion - Refunding 1997	12/27/2006	8/15/2027	avg 3.93%	2,359,800	124,444	63,632	1,458,333
Emergency Services Facility - Refunding 1999	12/27/2006	8/15/2019	avg 3.93%	338,001	26,389	5,555	127,234
T-Hangar & Equip. Storage Facility - Refunding 1999	12/27/2006	8/15/2019	avg 3.93%	449,293	34,306	7,626	175,296
By-Pass - Refunding 1999	12/27/2006	8/15/2019	avg 3.93%	267,466	21,111	4,322	98,853
Drainage Improvements	7/15/2007	7/15/2027	avg 4.195%	220,000	10,000	5,648	130,000
Drainage Improvements	7/15/2007	7/15/2027	avg 4.195%	250,000	15,000	6,366	145,000
Road Reconstruction	7/15/2007	7/15/2017	avg 4.195%	565,000	55,000	7,906	165,000
West Street Rehabilitation	7/15/2007	7/15/2017	avg 4.195%	420,000	40,000	5,750	120,000
Robin Hood Park Drainage	7/1/2008	7/1/2018	avg 4.0198479%	150,000	15,000	2,981	60,000
Court Street Culvert Drainage	7/1/2008	7/1/2018	avg 4.0198479%	85,000	8,500	1,689	34,000
Road Reconstruction	7/1/2008	7/1/2018	avg 4.0198479%	1,340,000	134,000	26,633	536,000
Sidewalk Repairs	7/1/2008	7/1/2018	avg 4.0198479%	300,000	30,000	5,963	120,000
Victoria Street Extension	7/1/2008	7/1/2018	avg 4.0198479%	160,000	16,000	3,180	64,000
Drainage Program	7/1/2008	7/1/2028	avg 4.0198479%	640,000	32,475	19,836	445,150
Bridge Program	7/1/2008	7/1/2028	avg 4.0198479%	480,000	24,350	14,878	333,900
Municipal Complex - roof repair	11/1/2009	11/1/2019	avg 2.3396173%	510,000	50,000	8,775	245,000
Bike Path - North Bridge	11/1/2009	11/1/2019	avg 2.3396173%	655,000	70,000	11,375	315,000
Drainage Program	11/1/2009	11/1/2019	avg 2.3396173%	700,000	75,000	12,275	340,000
Road Reconstruction	11/1/2009	11/1/2019	avg 2.3396173%	1,815,000	185,000	32,238	895,000
Central Fire Station	10/15/2010	10/15/2015	avg 2.505277%	450,000	90,000	4,500	90,000
Drainage Program	10/15/2010	10/15/2020	avg 2.505277%	920,000	95,000	20,300	540,000
Road Reconstruction	10/15/2010	10/15/2020	avg 2.505277%	1,020,000	105,000	22,550	600,000
Robin Hood Dam Upgrade	10/15/2010	10/15/2015	avg 2.505277%	250,000	50,000	2,500	50,000
Central Fire Station	10/15/2010	10/15/2030	avg 2.505277%	5,000,000	250,000	132,188	4,000,000
Road Overlay	10/15/2010	10/15/2015	avg 2.505277%	1,025,000	205,000	10,250	205,000
Robin Hood Dam Upgrade	10/15/2010	10/15/2030	avg 2.505277%	630,000	35,000	16,313	490,000
Energy Improvements	12/1/2011	12/1/2021	avg 1.627218%	1,897,900	190,000	34,050	1,325,000
Consolidated Infrastructure	12/1/2011	12/1/2021	avg 1.627218%	2,013,300	200,000	36,000	1,400,000
Phone System	12/1/2011	12/1/2021	avg 1.627218%	292,400	60,000	2,800	110,000
Consolidated Infrastructure - 2012	5/2/2013	1/15/2023	2.00%	1,146,200	115,000	20,624	916,200
Municipal Facilities Complex - Advance Refunded 2013	5/2/2013	1/15/2026	2.00%	3,540,300	43,900	69,558	3,434,000
Sidewalk Construction - Advance Refunded 2013	5/2/2013	1/15/2026	2.00%	54,600	200	1,072	53,400
Drainage Improvements - Advance Refunded 2013	5/2/2013	1/15/2026	2.00%	256,000	3,000	5,020	248,000
Authorized, Unissued and Anticipated			estimated	3,605,000	-	80,471	-
				\$ 56,589,715	\$ 3,620,144	\$ 983,296	\$ 24,353,461
Interfund Loan - Roundabout Project	7/1/2006	1/1/2027	4.30%	1,723,400	86,170	48,169	1,034,040

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

Authorized, Unissued:

Consolidated Infrastructure (CIP FY14)	\$	1,325,000
Total Authorized, Unissued		\$ 1,325,000

Anticipated, FY14/15:

Tax Parcel Correction (CIP FY15)		305,000
E-community/FIAS Upgrade (CIP FY15)		190,000
Digital Base Map Update (CIP FY15)		185,000
Airport Culvert Repair (CIP FY15)		135,000
Maple Ave Bridge (CIP FY15)		135,000
Consolidated Infrastructure (CIP FY15)		1,330,000
		\$ 2,280,000

CALCULATION OF GENERAL FUND DEBT LIMIT AND BORROWING CAPACITY

Debt Limit on 07/01/14 computed at 3% of 2012 equalized assessed value at \$1,758,639,673 per RSA 33:4-a		\$ 52,759,190
LESS: outstanding principal balance @ 07/01/14		(29,298,605)
LESS: solid waste fund principal balance @ 07/01/14 (s.w. does not have separate limit)		(236,296)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)		250,000
advanced refunded debt issued 2013		3,782,500
debt issued to fund landfill cleanup (RSA 33:6-d)		23,603
GENERAL FUND BORROWING CAPACITY FOR FY14/15		\$ 27,280,392

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:

Mark F. Howard, Fire Chief

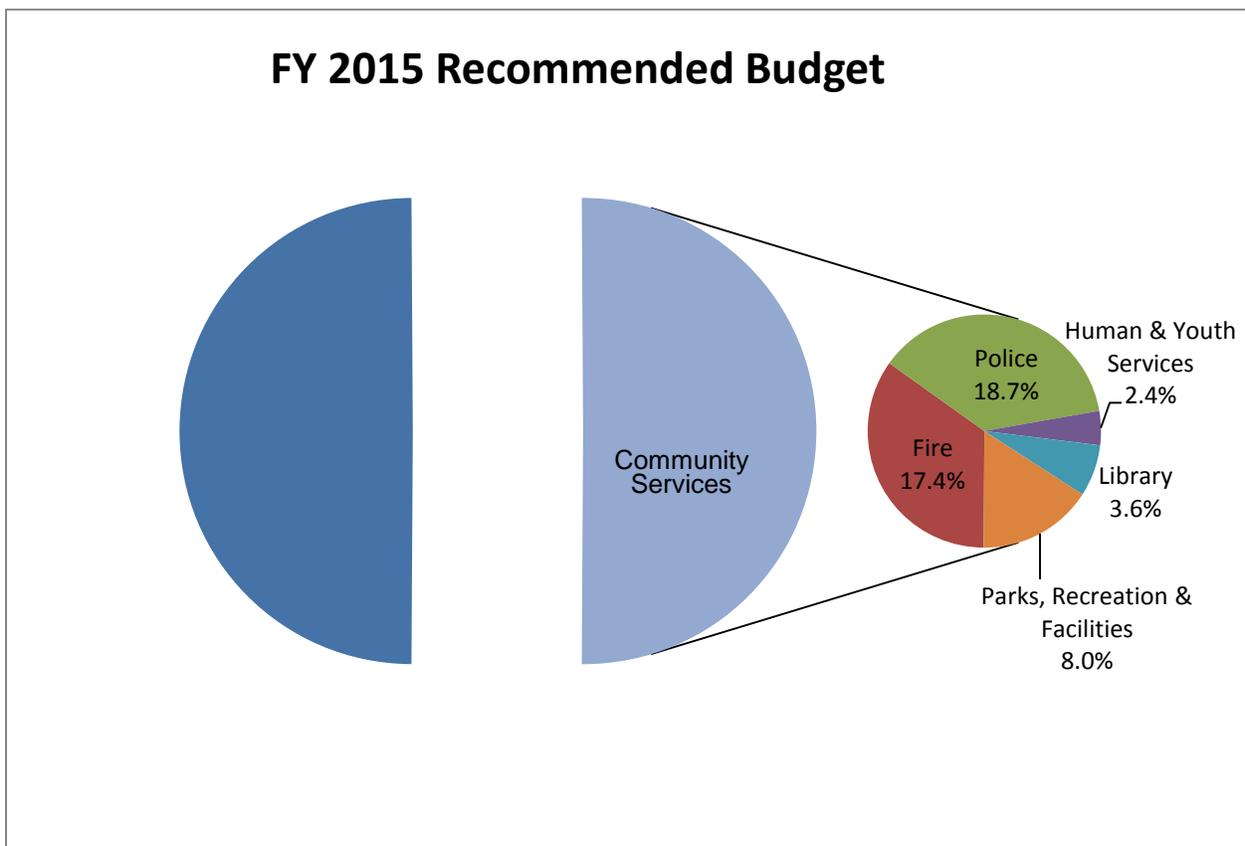
Elizabeth Fox, Assistant City Manager for Community Services/Human & Youth Services
Director

Nancy Vincent, Library Director

Andrew Bohannon, Parks, Recreation & Cemeteries Director

Medard Kopczynski, Assistant City Manager for Municipal Development Services/Health &
Building Safety Director

Kenneth Meola, Police Chief



DEPARTMENT:	FIRE	FUND:	GENERAL
DIVISION(s):	ALL		
Cost Center(s):	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.		

The Fire Department has been very active over the past year responding to 4,126 emergency calls. Of those responses 1,415 were for fire, rescue, and hazardous materials response. The remaining 2,711 responses were for emergency medical calls. Before the end of FY14 the department will be back to full staffing of allocated personnel. This is critical for the Department to be able to provide the current service levels while maintaining the safety of our staff and the community during incident responses.

During FY14 we have been able to settle into our new Central Station. The new station provides a safer environment for the firefighters as well as more functionality and operational efficiencies. The station has brought us many new opportunities for training our members within the station both in the classroom setting and practical evolutions. The new station allows us to conduct daily and weekly checks along with maintenance of apparatus in a more efficient manner. All required building system maintenance, testing, certifications, and renewal of licensing has either been completed or is in process.

We have secured our lease at Station 2 on Hasting Avenue with the New Hampshire National Guard. During FY15 we will continue to work with the New Hampshire National Guard on our long term use of the facility.

To maintain department operational readiness all required certification of apparatus and equipment was completed in FY14. The following equipment requires annual testing: hose, pumps, self-contained breathing apparatus (SCBA), aerial ladders, ground ladders, air cascade systems, and hydraulic rescue tools. Through the CIP we have purchased and placed in service a new Engine 2 and Ambulance 2. All required training and recertification of members in fire, medical, rescue, and hazardous material response was completed totaling 3,557 personnel hours. Training time was spent on all services we provide to remain proficient and competent in all skills sets. The training officer has also worked to update and improve our orientation and training programs for new firefighters and fire officers. Training was also provided to our contract ambulance towns over the last year per our agreements. Annually, all members receive physical evaluations to remain compliant with NFPA 1582. As part of our health and wellness programs members also receive training on fitness and nutrition.

During FY14 the department has applied for two grants totaling \$225,635. In FY 13 the department applied for and was awarded in early FY14 a grant in the amount of \$109,750. These funds were used by the hazardous materials response team to replace a twenty year old air cascade system, replace our SCBA fit testing machine, purchase multi gas meters, chemical protective suits, and an upgrade to our specialized detection equipment.

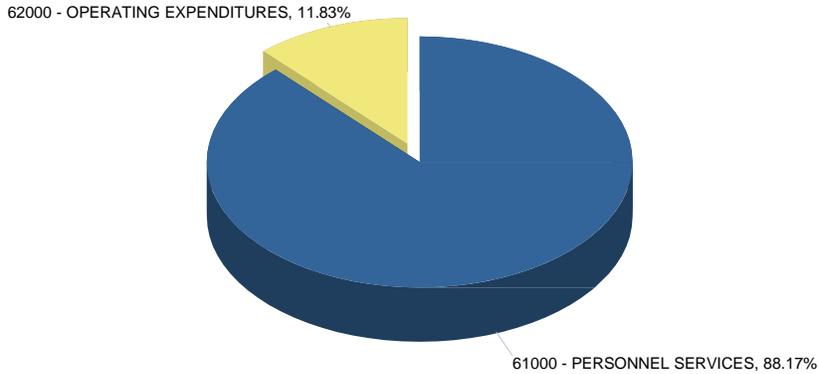
The Fire Prevention/Fire Alarm Bureau continue to work together on fire prevention and fire inspection activities while also maintaining the city municipal fire alarm system. Occupancy inspections and life safety inspections continue on a daily basis along with review and inspection of new construction.

The administration continues to monitor revenues by reviewing rate and fee schedules. These areas include fire inspection and fire alarm permitting, hazardous material storage, hazardous material response, ambulance transport, and services provided to KSC.

For FY15 as we continue to provide emergency response, training and fire prevention/inspection activities, we will continue to seek efficiencies to maintain our service levels. We will continue to meet the emergency response needs of our residents, businesses, and visitors to our community. The 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.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP		
1.	Provide high levels of emergency response to the community in all disciplines in an efficient and safe manner		Safe Community	
2.	Provide fire inspections, code violation enforcement and public education through the fire prevention bureau to create and maintain a safe community.		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 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
1.	Advance discussions with the National Guard to obtain the Hastings Ave facility.		Safe Community	VCE
2.	Continue to build paramedic program to sixteen paramedics (Currently 14).		Safe Community	VCE
3.	Pursue State and Federal Grant opportunities for training, equipment and apparatus.		Safe Community	VC
4.	Create professional development programs for our firefighters and fire officers.		Safe Community	VE
5.	Continue to review and update new firefighter and fire officer internal orientation programs.		Safe Community	VCE
6.	Continue planning and training programs with other City departments relating to response.		Safe Community	VCE
7.	Conduct joint EOC training for fire, police and DPW command staff personnel.		Safe Community	VE
8.	Continue to monitor response times considering industry standards.		Safe Community	VE
9.	Continue to maintain and update certification levels within the response needs of the community.		Safe Community	VCE
10	Reset short and long term goals for the Fire Department.		Safe Community	VCE
METRICS:		FY13	FY14	FY15
1.	Calls for Service (calendar year)	4,116	4,126	4,200
2.	Training and Certification Hours (calendar year)	7,270	7,727	7,700
3.	Permits (does not include permits to kindle fire issued daily)	937	955	1,000

Department - FIRE



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	5,172,527	5,276,924	5,562,173	5,437,309	5,484,127	0	5,484,127	5,484,127
62000 - OPERATING EXPENDITURES	587,022	667,739	712,652	685,446	736,013	0	736,013	736,013
Department Total	5,759,549	5,944,663	6,274,825	6,122,755	6,220,140	0	6,220,140	6,220,140

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
00800	61301	FIRE CHIEF	1.00	103,320
	61302	DEPUTY CHIEF	1.00	86,347
	61305	FIRE DEPT ADMINISTRATOR	1.00	50,037
00803	61304	FIRE CAPTAIN	1.00	74,842
00805	61304	FIRE LIEUTENANT	1.00	65,585
00810	61303	FIRE CAPTAIN	1.00	70,215
	61304	FIRE LIEUTENANT	4.50	276,719
	61304	FIREFIGHTER/EMT	8.00	448,775
00811	61303	FIRE LIEUTENANT	3.50	226,941
		FIRE CAPTAIN	3.00	221,676
	61304	FIREFIGHTER/EMT	17.00	925,963
00812	61303	FIRE LIEUTENANT	1.00	65,585
	61304	FIREFIGHTER/EMT	3.00	168,291
35 - FIRE Total			46.00	2,784,296

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

FIRE

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	102,952	108,414	101,991	98,600	103,320	0	103,320	103,320
61302 - ASST DEPARTMENT HEAD	85,374	84,075	92,666	35,166	86,347	0	86,347	86,347
61303 - SUPERVISORY PERSONNEL	873,018	919,809	910,018	849,937	861,137	0	861,137	861,137
61304 - GENERAL PERSONNEL	1,627,895	1,674,282	1,728,925	1,709,066	1,683,457	0	1,683,457	1,683,457
61305 - ADMINISTRATIVE PERSONNEL	33,923	36,300	46,776	46,153	50,037	0	50,037	50,037
61307 - PART TIME EMPLOYEES	27,197	23,100	34,000	29,000	34,000	0	34,000	34,000
61317 - CALL PERSONNEL	3,568	4,041	4,041	4,041	4,041	0	4,041	4,041
61501 - REGULAR OVERTIME	34,455	29,150	14,082	14,082	14,082	0	14,082	14,082
61511 - OT-HAZ MAT TRAINING	14,833	6,020	10,815	10,815	10,815	0	10,815	10,815
61513 - OT-TRAINING	90,681	71,167	92,400	92,400	92,400	0	92,400	92,400
61520 - OT-VACATION REPLACEMENT	240,207	232,735	218,000	218,000	218,000	0	218,000	218,000
61521 - OT-SICK REPLACEMENT	59,637	60,450	18,500	58,500	18,500	0	18,500	18,500
61522 - OT-PERSONAL DAY REPLACE	37,165	39,613	26,500	29,500	26,500	0	26,500	26,500
61525 - OT-FIRST ALARM	56,189	39,850	40,000	65,000	40,000	0	40,000	40,000
61526 - OT-SECOND ALARM	2,920	7,631	5,000	3,800	5,000	0	5,000	5,000
61527 - OT-CALL BACK	21,627	21,508	27,000	27,000	19,000	0	19,000	19,000
61531 - HOLIDAY OVERTIME	18,961	0	12,290	7,329	12,290	0	12,290	12,290
61601 - HOLIDAY PAY	103,603	112,688	106,995	104,428	107,139	0	107,139	107,139
61604 - TRAINING INCENTIVE	80,794	86,984	83,385	83,385	82,675	0	82,675	82,675
61610 - FIRE DEPT INCENTIVES	11,000	10,000	12,500	12,500	12,500	0	12,500	12,500
61701 - HEALTH INSURANCE	664,762	705,830	771,883	771,882	852,455	0	852,455	852,455
61702 - DENTAL INSURANCE	57,699	50,528	65,779	65,779	66,694	0	66,694	66,694
61703 - RETIREMENT CONTRIBUTIONS	0	0	5,038	5,388	5,388	0	5,388	5,388
61704 - SOCIAL SECURITY	48,030	50,996	54,015	52,540	52,971	0	52,971	52,971
61705 - WORKERS COMPENSATION	87,275	95,965	103,020	96,052	97,461	0	97,461	97,461
61713 - RET - FIRE	788,154	805,731	976,554	946,965	927,917	0	927,917	927,917
61901 - RECRUITMENT	610	57	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	5,172,527	5,276,924	5,562,173	5,437,309	5,484,127	0	5,484,127	5,484,127
62101 - ADMINISTRATIVE SERVICES	0	0	40,000	40,000	52,890	0	52,890	52,890
62102 - PROFESSIONAL SERVICES	29,496	4,094	600	400	600	0	600	600
62116 - DISPATCH	90,361	186,436	192,300	192,300	204,994	0	204,994	204,994
62120 - LABORATORY SERVICES	0	0	1,200	500	1,200	0	1,200	1,200
62145 - FIRST AID & MEDICAL SVCS	20,264	19,316	41,400	25,000	41,400	0	41,400	41,400
62176 - CITY ADMIN CHARGE	47,689	43,982	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	16,164	17,460	16,424	16,424	14,515	0	14,515	14,515
62206 - PW FLEET CHARGE	80,628	85,116	86,783	86,783	91,921	0	91,921	91,921
62301 - OFFICE EQUIPMENT MAINT.	4,210	4,133	5,000	3,000	3,000	0	3,000	3,000

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62304 - COMMUNICATIONS EQP MAINT.	6,421	2,209	5,350	5,350	5,350	0	5,350	5,350
62309 - VEHICLE CERTIFICATION	2,302	2,384	2,500	2,714	2,750	0	2,750	2,750
62310 - SAFETY PROGRAM MAINT.	299	2,407	4,500	4,500	4,500	0	4,500	4,500
62311 - EQUIPMENT MAINTENANCE	7,709	7,759	6,300	6,300	8,550	0	8,550	8,550
62407 - VEHICLE INSURANCE	7,940	8,084	7,940	8,101	8,668	0	8,668	8,668
62430 - TRAVEL	75	0	500	0	500	0	500	500
62435 - TRAINING	10,267	12,976	19,550	22,550	21,250	0	21,250	21,250
62436 - MEETINGS & DUES	1,870	1,803	1,250	1,659	1,280	0	1,280	1,280
62438 - LICENSES & CERTIFICATIONS	320	42	750	750	500	0	500	500
62439 - PARAMEDIC TUITION	840	6,500	6,500	4,500	6,500	0	6,500	6,500
62446 - CLEANING ALLOWANCE	489	0	500	500	500	0	500	500
62447 - PUBLIC AWARENESS	127	556	1,300	1,000	1,300	0	1,300	1,300
62498 - USE OF TRUST FUNDS	281	267	250	248	250	0	250	250
62510 - TELEPHONE	19,231	15,872	18,000	14,600	16,000	0	16,000	16,000
62605 - PARKING SPACE RENTAL	1,080	1,080	1,080	1,080	1,080	0	1,080	1,080
62701 - OFFICE SUPPLIES	2,166	16,489	2,380	2,964	2,135	0	2,135	2,135
62710 - POSTAGE	359	702	900	500	600	0	600	600
62715 - BOOKS AND PERIODICALS	1,456	1,055	1,100	1,405	1,100	0	1,100	1,100
62734 - MINOR EQUIPMENT	754	0	0	281	0	0	0	0
62742 - MINOR COMMUNICATION EQUIP	7,624	4,056	6,000	6,000	6,000	0	6,000	6,000
62743 - MINOR SAFETY EQUIPMENT	19,271	14,589	18,510	18,510	17,260	0	17,260	17,260
62755 - UNIFORMS	31,375	28,584	34,400	34,600	36,350	0	36,350	36,350
62756 - PROTECTIVE CLOTHING	39,123	41,593	51,735	51,735	49,500	0	49,500	49,500
62760 - OPERATING SUPPLIES	18,714	15,415	8,550	6,520	7,720	0	7,720	7,720
62763 - VEHICLE SUPPLIES	87,084	90,533	90,600	90,600	90,600	0	90,600	90,600
62765 - OXYGEN	4,894	5,413	6,500	6,072	6,250	0	6,250	6,250
62766 - DISPOSABLE EQUIPMENT	26,143	26,835	32,000	28,000	29,000	0	29,000	29,000
62000 - OPERATING EXPENDITURES	587,022	667,739	712,652	685,446	736,013	0	736,013	736,013
Department Total	5,759,549	5,944,663	6,274,825	6,122,755	6,220,140	0	6,220,140	6,220,140

Fiscal Year 2014 - 2015

FIRE 00800 - FIRE ADMIN

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61301 - DEPARTMENT HEAD	102,952	108,414	101,991	98,600	103,320	0	103,320	103,320
61302 - ASST DEPARTMENT HEAD	85,374	84,075	92,666	35,166	86,347	0	86,347	86,347
61305 - ADMINISTRATIVE PERSONNEL	33,923	36,300	46,776	46,153	50,037	0	50,037	50,037
61604 - TRAINING INCENTIVE	29,782	31,238	30,420	30,420	30,420	0	30,420	30,420
61610 - FIRE DEPT INCENTIVES	11,000	10,000	12,500	12,500	12,500	0	12,500	12,500
61701 - HEALTH INSURANCE	26,104	29,752	54,481	54,481	52,046	0	52,046	52,046
61702 - DENTAL INSURANCE	3,269	2,595	5,281	5,281	4,476	0	4,476	4,476
61703 - RETIREMENT CONTRIBUTIONS	0	0	5,038	5,388	5,388	0	5,388	5,388
61704 - SOCIAL SECURITY	4,222	4,509	5,926	5,722	5,722	0	5,722	5,722
61705 - WORKERS COMPENSATION	5,336	5,600	7,226	7,223	5,532	0	5,532	5,532
61713 - RET - FIRE	49,768	51,505	53,935	53,215	57,212	0	57,212	57,212
61901 - RECRUITMENT	610	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	352,340	363,988	416,239	354,149	413,000	0	413,000	413,000
62102 - PROFESSIONAL SERVICES	29,496	4,094	600	400	600	0	600	600
62116 - DISPATCH	90,361	186,436	192,300	192,300	204,994	0	204,994	204,994
62205 - PC REPLACEMENT CHARGE	9,348	9,744	9,500	9,500	9,315	0	9,315	9,315
62206 - PW FLEET CHARGE	32,616	33,636	33,465	33,465	35,922	0	35,922	35,922
62301 - OFFICE EQUIPMENT MAINT.	4,210	4,133	5,000	3,000	3,000	0	3,000	3,000
62304 - COMMUNICATIONS EQP MAINT.	6,421	2,209	5,350	5,350	5,350	0	5,350	5,350
62309 - VEHICLE CERTIFICATION	2,302	2,384	2,500	2,714	2,750	0	2,750	2,750
62310 - SAFETY PROGRAM MAINT.	299	2,407	4,500	4,500	4,500	0	4,500	4,500
62407 - VEHICLE INSURANCE	6,610	6,730	6,610	6,744	7,216	0	7,216	7,216
62435 - TRAINING	0	6,917	8,000	11,000	8,000	0	8,000	8,000
62436 - MEETINGS & DUES	1,457	1,206	950	1,334	950	0	950	950
62446 - CLEANING ALLOWANCE	489	0	500	500	500	0	500	500
62498 - USE OF TRUST FUNDS	281	267	250	248	250	0	250	250
62510 - TELEPHONE	19,231	15,872	18,000	14,600	16,000	0	16,000	16,000
62701 - OFFICE SUPPLIES	2,051	16,171	1,785	2,369	1,785	0	1,785	1,785
62710 - POSTAGE	359	702	900	500	600	0	600	600
62715 - BOOKS AND PERIODICALS	178	200	100	110	100	0	100	100
62734 - MINOR EQUIPMENT	0	0	0	281	0	0	0	0
62742 - MINOR COMMUNICATION EQUIP	7,624	4,056	6,000	6,000	6,000	0	6,000	6,000
62743 - MINOR SAFETY EQUIPMENT	19,271	14,589	18,510	18,510	17,260	0	17,260	17,260
62755 - UNIFORMS	5,358	3,486	4,000	4,000	4,000	0	4,000	4,000
62760 - OPERATING SUPPLIES	5,900	7,313	2,800	2,800	3,500	0	3,500	3,500
62763 - VEHICLE SUPPLIES	87,084	90,533	90,600	90,600	90,600	0	90,600	90,600
62000 - OPERATING EXPENDITURES	330,944	413,085	412,220	410,825	423,192	0	423,192	423,192
00800 - FIRE ADMIN Total	683,284	777,073	828,459	764,974	836,192	0	836,192	836,192

FIRE 00801 - FIRE TRAINING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62435 - TRAINING	6,610	1,443	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	6,610	1,443	0	0	0	0	0	0
00801 - FIRE TRAINING Total	6,610	1,443	0	0	0	0	0	0

FIRE 00802 - FIRE HEALTH & SAFETY

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62120 - LABORATORY SERVICES	0	0	1,200	500	1,200	0	1,200	1,200
62145 - FIRST AID & MEDICAL SVCS	20,264	19,316	41,400	25,000	41,400	0	41,400	41,400
62760 - OPERATING SUPPLIES	4,758	0	1,000	0	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	25,022	19,316	43,600	25,500	43,600	0	43,600	43,600
00802 - FIRE HEALTH & SAFETY Total	25,022	19,316	43,600	25,500	43,600	0	43,600	43,600

FIRE 00803 - FIRE INSPECT & PREVENT

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	72,747	74,265	75,853	75,852	74,842	0	74,842	74,842
61501 - REGULAR OVERTIME	2,481	-1,048	3,000	3,000	3,000	0	3,000	3,000
61601 - HOLIDAY PAY	3,073	3,154	3,155	3,155	3,154	0	3,154	3,154
61701 - HEALTH INSURANCE	12,858	10,771	7,048	7,047	7,717	0	7,717	7,717
61702 - DENTAL INSURANCE	1,604	1,363	1,760	1,760	1,760	0	1,760	1,760
61704 - SOCIAL SECURITY	10	1	15	0	0	0	0	0
61705 - WORKERS COMPENSATION	2,145	2,257	2,371	2,370	2,342	0	2,342	2,342
61713 - RET - FIRE	17,887	18,186	22,749	22,749	22,469	0	22,469	22,469
61000 - PERSONNEL SERVICES	112,806	108,949	115,950	115,934	115,285	0	115,285	115,285
62206 - PW FLEET CHARGE	8,700	9,408	11,155	11,155	10,538	0	10,538	10,538
62435 - TRAINING	695	715	500	500	1,000	0	1,000	1,000
62436 - MEETINGS & DUES	242	257	125	192	125	0	125	125
62447 - PUBLIC AWARENESS	127	556	1,300	1,000	1,300	0	1,300	1,300
62715 - BOOKS AND PERIODICALS	1,278	855	1,000	1,295	1,000	0	1,000	1,000
62734 - MINOR EQUIPMENT	754	0	0	0	0	0	0	0
62755 - UNIFORMS	606	579	600	600	750	0	750	750
62760 - OPERATING SUPPLIES	1,456	1,483	1,500	1,500	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	13,858	13,853	16,180	16,242	15,713	0	15,713	15,713
00803 - FIRE INSPECT & PREVENT Total	126,664	122,802	132,130	132,176	130,998	0	130,998	130,998

FIRE 00805 - FIRE ALARMS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	63,749	65,080	66,471	66,470	65,585	0	65,585	65,585

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61501 - REGULAR OVERTIME	5,974	3,489	3,000	3,000	3,000	0	3,000	3,000
61601 - HOLIDAY PAY	2,693	2,764	2,764	2,764	2,764	0	2,764	2,764
61701 - HEALTH INSURANCE	18,964	19,430	20,726	20,726	22,819	0	22,819	22,819
61702 - DENTAL INSURANCE	1,604	1,363	1,760	1,760	1,760	0	1,760	1,760
61704 - SOCIAL SECURITY	1,015	1,007	1,048	1,047	1,035	0	1,035	1,035
61705 - WORKERS COMPENSATION	1,973	2,019	2,188	2,088	2,163	0	2,163	2,163
61713 - RET - FIRE	16,838	16,563	20,038	20,038	19,792	0	19,792	19,792
61000 - PERSONNEL SERVICES	112,811	111,715	117,994	117,893	118,918	0	118,918	118,918
62311 - EQUIPMENT MAINTENANCE	0	275	1,000	1,000	1,000	0	1,000	1,000
62435 - TRAINING	0	0	250	250	250	0	250	250
62436 - MEETINGS & DUES	0	80	50	8	80	0	80	80
62755 - UNIFORMS	548	581	600	600	750	0	750	750
62760 - OPERATING SUPPLIES	2,308	1,963	1,250	1,220	1,220	0	1,220	1,220
62000 - OPERATING EXPENDITURES	2,856	2,899	3,150	3,078	3,300	0	3,300	3,300
00805 - FIRE ALARMS Total	115,667	114,614	121,144	120,971	122,218	0	122,218	122,218

FIRE 00808 - CALL PERSONNEL

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61307 - PART TIME EMPLOYEES	27,197	23,100	34,000	29,000	34,000	0	34,000	34,000
61317 - CALL PERSONNEL	3,568	4,041	4,041	4,041	4,041	0	4,041	4,041
61704 - SOCIAL SECURITY	2,354	2,076	2,910	2,094	2,910	0	2,910	2,910
61705 - WORKERS COMPENSATION	841	785	1,100	1,100	1,100	0	1,100	1,100
61000 - PERSONNEL SERVICES	33,959	30,002	42,051	36,235	42,051	0	42,051	42,051
62435 - TRAINING	1,266	0	2,000	2,000	2,000	0	2,000	2,000
62755 - UNIFORMS	475	800	1,500	1,700	1,500	0	1,500	1,500
62756 - PROTECTIVE CLOTHING	1,639	4,287	11,235	11,235	9,000	0	9,000	9,000
62000 - OPERATING EXPENDITURES	3,379	5,087	14,735	14,935	12,500	0	12,500	12,500
00808 - CALL PERSONNEL Total	37,339	35,089	56,786	51,170	54,551	0	54,551	54,551

FIRE 00810 - AMBULANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	73,030	97,259	74,842	25,000	276,719	0	276,719	276,719
61304 - GENERAL PERSONNEL	539,971	529,721	568,964	560,389	448,776	0	448,776	448,776
61501 - REGULAR OVERTIME	5,162	3,453	0	0	0	0	0	0
61513 - OT-TRAINING	18,389	31,764	30,000	30,000	30,000	0	30,000	30,000
61520 - OT-VACATION REPLACEMENT	28,975	23,799	40,000	40,000	65,400	0	65,400	65,400
61521 - OT-SICK REPLACEMENT	7,522	8,937	4,500	8,500	5,550	0	5,550	5,550
61522 - OT-PERSONAL DAY REPLACE	6,322	4,413	6,500	6,500	7,950	0	7,950	7,950
61525 - OT-FIRST ALARM	0	38	0	0	0	0	0	0
61527 - OT-CALL BACK	14,206	14,417	19,000	19,000	19,000	0	19,000	19,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61601 - HOLIDAY PAY	25,869	27,798	26,650	23,654	31,350	0	31,350	31,350
61604 - TRAINING INCENTIVE	51,013	55,746	52,965	52,965	52,255	0	52,255	52,255
61701 - HEALTH INSURANCE	171,763	175,035	187,344	187,344	254,763	0	254,763	254,763
61702 - DENTAL INSURANCE	15,667	12,740	17,320	17,320	19,588	0	19,588	19,588
61704 - SOCIAL SECURITY	10,899	11,498	12,735	12,611	13,152	0	13,152	13,152
61705 - WORKERS COMPENSATION	19,063	20,605	23,850	17,676	26,225	0	26,225	26,225
61713 - RET - FIRE	176,807	183,428	243,845	221,000	251,610	0	251,610	251,610
61000 - PERSONNEL SERVICES	1,164,659	1,200,651	1,308,515	1,221,958	1,502,338	0	1,502,338	1,502,338
62101 - ADMINISTRATIVE SERVICES	0	0	40,000	40,000	52,890	0	52,890	52,890
62176 - CITY ADMIN CHARGE	47,689	43,982	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	6,816	7,716	6,924	6,924	5,200	0	5,200	5,200
62206 - PW FLEET CHARGE	39,312	42,072	42,163	42,163	45,461	0	45,461	45,461
62311 - EQUIPMENT MAINTENANCE	7,709	7,484	5,300	5,300	7,550	0	7,550	7,550
62407 - VEHICLE INSURANCE	1,330	1,354	1,330	1,357	1,452	0	1,452	1,452
62430 - TRAVEL	75	0	500	0	500	0	500	500
62435 - TRAINING	1,696	3,551	8,800	8,800	10,000	0	10,000	10,000
62436 - MEETINGS & DUES	171	259	125	125	125	0	125	125
62438 - LICENSES & CERTIFICATIONS	320	42	750	750	500	0	500	500
62439 - PARAMEDIC TUITION	840	6,500	6,500	4,500	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	115	317	595	595	350	0	350	350
62755 - UNIFORMS	6,315	5,463	6,600	6,600	8,975	0	8,975	8,975
62756 - PROTECTIVE CLOTHING	6,204	20	3,000	3,000	3,000	0	3,000	3,000
62760 - OPERATING SUPPLIES	1,421	4,390	1,000	500	500	0	500	500
62765 - OXYGEN	4,894	5,413	6,500	6,072	6,250	0	6,250	6,250
62766 - DISPOSABLE EQUIPMENT	26,143	26,835	32,000	28,000	29,000	0	29,000	29,000
62000 - OPERATING EXPENDITURES	152,129	156,478	163,167	155,766	179,333	0	179,333	179,333
00810 - AMBULANCE Total	1,316,788	1,357,128	1,471,682	1,377,724	1,681,671	0	1,681,671	1,681,671

FIRE 00811 - FIRE SUPPRESSION

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	735,991	757,396	768,705	758,466	518,833	0	518,833	518,833
61304 - GENERAL PERSONNEL	787,905	838,416	847,075	835,792	925,963	0	925,963	925,963
61501 - REGULAR OVERTIME	18,903	21,721	8,082	8,082	8,082	0	8,082	8,082
61511 - OT-HAZ MAT TRAINING	14,833	6,020	10,815	10,815	10,815	0	10,815	10,815
61513 - OT-TRAINING	72,291	39,402	62,400	62,400	62,400	0	62,400	62,400
61520 - OT-VACATION REPLACEMENT	211,232	208,935	178,000	178,000	152,600	0	152,600	152,600
61521 - OT-SICK REPLACEMENT	52,115	51,514	14,000	50,000	12,950	0	12,950	12,950
61522 - OT-PERSONAL DAY REPLACE	30,843	35,200	20,000	23,000	18,550	0	18,550	18,550
61525 - OT-FIRST ALARM	56,189	39,812	40,000	65,000	40,000	0	40,000	40,000
61526 - OT-SECOND ALARM	2,920	7,631	5,000	3,800	5,000	0	5,000	5,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61527 - OT-CALL BACK	143	51	0	0	0	0	0	0
61531 - HOLIDAY OVERTIME	18,961	0	12,290	7,329	12,290	0	12,290	12,290
61601 - HOLIDAY PAY	62,366	69,115	64,570	64,998	60,014	0	60,014	60,014
61701 - HEALTH INSURANCE	365,465	393,655	419,383	419,383	423,836	0	423,836	423,836
61702 - DENTAL INSURANCE	29,816	27,326	33,422	33,422	32,069	0	32,069	32,069
61704 - SOCIAL SECURITY	26,012	28,277	27,682	27,370	26,499	0	26,499	26,499
61705 - WORKERS COMPENSATION	51,157	57,542	58,911	58,229	52,815	0	52,815	52,815
61713 - RET - FIRE	470,079	478,510	565,226	559,256	506,948	0	506,948	506,948
61901 - RECRUITMENT	0	57	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	3,007,220	3,060,579	3,135,561	3,165,342	2,869,664	0	2,869,664	2,869,664
62435 - TRAINING	0	351	0	0	0	0	0	0
62755 - UNIFORMS	15,802	15,519	18,700	18,700	17,525	0	17,525	17,525
62756 - PROTECTIVE CLOTHING	31,281	37,286	37,500	37,500	37,500	0	37,500	37,500
62760 - OPERATING SUPPLIES	2,871	266	1,000	500	500	0	500	500
62000 - OPERATING EXPENDITURES	49,953	53,421	57,200	56,700	55,525	0	55,525	55,525
00811 - FIRE SUPPRESSION Total	3,057,173	3,114,000	3,192,761	3,222,042	2,925,189	0	2,925,189	2,925,189

FIRE 00812 - FIRE SUPPRESSION W KEENE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	63,997	65,154	66,471	66,471	65,585	0	65,585	65,585
61304 - GENERAL PERSONNEL	163,522	166,801	170,563	170,563	168,291	0	168,291	168,291
61501 - REGULAR OVERTIME	1,935	1,536	0	0	0	0	0	0
61527 - OT-CALL BACK	7,277	7,039	8,000	8,000	0	0	0	0
61601 - HOLIDAY PAY	9,602	9,857	9,856	9,857	9,857	0	9,857	9,857
61701 - HEALTH INSURANCE	69,608	77,188	82,903	82,903	91,275	0	91,275	91,275
61702 - DENTAL INSURANCE	5,738	5,141	6,236	6,236	7,041	0	7,041	7,041
61704 - SOCIAL SECURITY	3,518	3,628	3,699	3,696	3,653	0	3,653	3,653
61705 - WORKERS COMPENSATION	6,760	7,157	7,374	7,366	7,284	0	7,284	7,284
61713 - RET - FIRE	56,774	57,540	70,762	70,707	69,886	0	69,886	69,886
61000 - PERSONNEL SERVICES	388,732	401,041	425,862	425,798	422,871	0	422,871	422,871
62755 - UNIFORMS	2,271	2,157	2,400	2,400	2,850	0	2,850	2,850
62000 - OPERATING EXPENDITURES	2,271	2,157	2,400	2,400	2,850	0	2,850	2,850
00812 - FIRE SUPPRESSION W KEENE Total	391,003	403,198	428,262	428,198	425,721	0	425,721	425,721

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
FIRE	5,759,549	5,944,663	6,274,825	6,122,755	6,220,140	0	6,220,140	6,220,140

DEPARTMENT:	HUMAN SERVICES	FUND:	GENERAL
DIVISION(s):			
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.		

This past year Human Services tested a Workfare Program that enables recipients of General Assistance to reimburse the City through a work assignment. This has proven successful on a small scale and in FY 15 the intent is to expand this program to not only benefit other City departments, but give recipients a sense of self-worth and esteem. Those who have participated to date have expressed gratitude and appreciation for the opportunity to work and give back.

City of Keene Human Services staff took the lead in working with the developers on behalf of the NH Local Welfare Administrator's Association in piloting the new state-wide client database software program (NH GAP). This program will provide more accurate, uniform and timely data in the most efficient manner. It should be fully operational in FY15.

In FY14, Human Services provided General Assistance to 842 households in addition to responding to more than 3,200 individuals with information and referrals to area service providers and housing resources. As part of providing General Assistance, HS staff works with clients to identify needs, prioritize expenses, and how to access and utilize the available financial resources to aid in their return to a state of financial self-sufficiency. Keene residents have benefited with assistance from:

- The Woodward Fund,
- Southwestern Community Services Fuel Assistance and Weatherization Program, Commodity Foods, WIC, Transitional and affordable Housing,
- Holiday Sponsorship and School Back Pack Programs,
- Cheshire Medical Center Medication Assistance Program,
- Service Link – disability and services application assistance, and
- Bikes for Kids through Monadnock Cycling Club.

Background

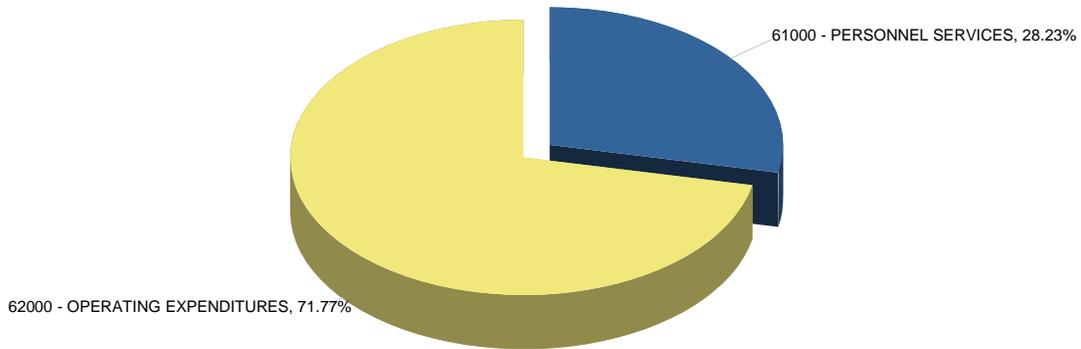
The City of Keene is required to provide short-term emergency assistance to meet basic needs in accordance with RSA 165: Aid to Assisted Persons; RSA 165:1 Who Entitled: Local Responsibility. Every municipality must have approved Guidelines that identify how that municipality administers General Assistance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

Community education presentations that inform the public about welfare, homelessness, and the roles and responsibilities of municipalities to provide General Assistance are given regularly. Collaboration and advocacy with area service providers, Homeless Coalitions and NH Local Welfare Administrators Association, ensure that Keene's neediest residents are informed of and can readily access applications for affordable housing, benefits, and other social services. All these programs reduce the need for General Assistance.

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

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 including but not limited to housing, utilities, and medical needs.		Community Health & Wellness	
3.	Coordinate case management for HS clients, where no other local option is available, to support a return to financial self-sufficiency.		Social Services	
FISCAL YEAR 2014/2015 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 General Assistance Guidelines to reflect legislative changes.	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.	Implement a Workfare Program that enables recipients of General Assistance to reimburse the City through work.	RSA 165	Social Services	V, C, E
5.	Present workshops addressing basic and intermediate money management, and employment readiness, in collaboration with Keene Public Library, Youth Services, Southwestern Community Services, and Keene Housing		Community Health & Wellness	O, I, E
6.	Develop and implement a new client database software program (NH GAP)	RSA165	Community Health & Wellness	C,E
METRICS:		FY13	FY14	FY15
1.	Appointments/Walk-ins/Emergency Clients	3,229	3,300	3,400
2.	New Household Applications	226	240	240
3.	Number of Unduplicated Households receiving financial assistance	842	868	875
4.	Medicaid Reimbursements to the City *Due to changes in NH state budget	\$488	\$2,335	*\$500
5.	SSI Interim Assistance Reimbursements	\$13,181	\$6,008	\$9,000
6.	Other Reimbursements	\$14,462	\$8,760	\$10,700

Department - HUMAN SERVICES



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	245,065	237,261	216,257	189,772	203,649	0	203,649	203,649
62000 - OPERATING EXPENDITURES	380,939	417,486	583,910	441,103	517,662	0	517,662	517,662
Department Total	626,004	654,747	800,167	630,875	721,311	0	721,311	721,311

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
01000	61303	HUMAN SERVICES MANAGER	1.00	68,093
	61304	CASEWORKER	1.00	53,919
	61305	ADMINISTRATIVE ASST I	0.71	20,612
50 - HUMAN SERVICES Total			2.71	142,624

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

HUMAN SERVICES

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	46,539	34,135	9,713	0	0	0	0	0
61303 - SUPERVISORY PERSONNEL	65,451	66,929	68,093	67,832	68,093	0	68,093	68,093
61304 - GENERAL PERSONNEL	47,299	50,547	53,745	52,822	53,919	0	53,919	53,919
61307 - PART TIME EMPLOYEES	24,114	17,697	23,009	10,227	20,612	0	20,612	20,612
61609 - STIPEND	0	825	1,950	2,025	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	29,881	29,205	31,196	31,069	32,284	0	32,284	32,284
61702 - DENTAL INSURANCE	1,977	1,592	2,029	1,910	1,910	0	1,910	1,910
61703 - RETIREMENT CONTRIBUTIONS	14,378	12,791	14,378	13,213	13,351	0	13,351	13,351
61704 - SOCIAL SECURITY	13,607	12,809	11,974	10,167	11,060	0	11,060	11,060
61705 - WORKERS COMPENSATION	1,819	1,317	171	129	160	0	160	160
61901 - RECRUITMENT	0	115	0	378	310	0	310	310
61902 - OUTSIDE AGENCY TEMPS	0	9,297	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	245,065	237,261	216,257	189,772	203,649	0	203,649	203,649
62145 - FIRST AID & MEDICAL SVCS	16,082	41,038	40,000	36,000	40,000	0	40,000	40,000
62148 - DENTAL WORKS	0	5,000	5,000	5,000	5,000	0	5,000	5,000
62152 - SCS SHELTER SERVICES	50,000	56,235	50,000	50,000	50,000	0	50,000	50,000
62205 - PC REPLACEMENT CHARGE	948	900	635	635	752	0	752	752
62301 - OFFICE EQUIPMENT MAINT.	91	0	0	0	0	0	0	0
62416 - PRINTING	0	0	0	0	200	0	200	200
62435 - TRAINING	120	719	450	275	450	0	450	450
62436 - MEETINGS & DUES	231	235	300	246	360	0	360	360
62451 - PERSONAL & HOUSEHOLD	462	291	1,000	1,000	1,500	0	1,500	1,500
62452 - BURIAL, TRANSPORT & MISC.	4,200	8,783	8,700	8,700	9,500	0	9,500	9,500
62453 - HEATING FUEL & UTILITIES	34,549	41,092	55,000	55,000	55,000	0	55,000	55,000
62454 - RENTS	269,816	259,392	419,000	280,000	350,000	0	350,000	350,000
62498 - USE OF TRUST FUNDS	2,300	2,550	2,000	2,900	3,000	0	3,000	3,000
62510 - TELEPHONE	616	548	600	551	575	0	575	575
62701 - OFFICE SUPPLIES	1,252	476	800	561	800	0	800	800
62710 - POSTAGE	203	226	425	235	425	0	425	425
62715 - BOOKS AND PERIODICALS	69	0	0	0	100	0	100	100
62000 - OPERATING EXPENDITURES	380,939	417,486	583,910	441,103	517,662	0	517,662	517,662
Department Total	626,004	654,747	800,167	630,875	721,311	0	721,311	721,311

Fiscal Year 2014 - 2015

HUMAN SERVICES 01000 - HUMAN SERVICES

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	46,539	34,135	9,713	0	0	0	0	0
61303 - SUPERVISORY PERSONNEL	65,451	66,929	68,093	67,832	68,093	0	68,093	68,093
61304 - GENERAL PERSONNEL	47,299	50,547	53,745	52,822	53,919	0	53,919	53,919
61307 - PART TIME EMPLOYEES	24,114	17,697	23,009	10,227	20,612	0	20,612	20,612
61609 - STIPEND	0	825	1,950	2,025	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	29,881	29,205	31,196	31,069	32,284	0	32,284	32,284
61702 - DENTAL INSURANCE	1,977	1,592	2,029	1,910	1,910	0	1,910	1,910
61703 - RETIREMENT CONTRIBUTIONS	14,378	12,791	14,378	13,213	13,351	0	13,351	13,351
61704 - SOCIAL SECURITY	13,607	12,809	11,974	10,167	11,060	0	11,060	11,060
61705 - WORKERS COMPENSATION	1,819	1,317	171	129	160	0	160	160
61901 - RECRUITMENT	0	115	0	378	310	0	310	310
61902 - OUTSIDE AGENCY TEMPS	0	9,297	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	245,065	237,261	216,257	189,772	203,649	0	203,649	203,649
62205 - PC REPLACEMENT CHARGE	948	900	635	635	752	0	752	752
62301 - OFFICE EQUIPMENT MAINT.	91	0	0	0	0	0	0	0
62416 - PRINTING	0	0	0	0	200	0	200	200
62435 - TRAINING	120	719	450	275	450	0	450	450
62436 - MEETINGS & DUES	231	235	300	246	360	0	360	360
62498 - USE OF TRUST FUNDS	2,300	2,550	2,000	2,900	3,000	0	3,000	3,000
62510 - TELEPHONE	616	548	600	551	575	0	575	575
62701 - OFFICE SUPPLIES	1,252	476	800	561	800	0	800	800
62710 - POSTAGE	203	226	425	235	425	0	425	425
62715 - BOOKS AND PERIODICALS	69	0	0	0	100	0	100	100
62000 - OPERATING EXPENDITURES	5,829	5,654	5,210	5,403	6,662	0	6,662	6,662
01000 - HUMAN SERVICES Total	250,895	242,915	221,467	195,175	210,311	0	210,311	210,311

HUMAN SERVICES 01001 - HS: GENERAL ASSISTANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62145 - FIRST AID & MEDICAL SVCS	16,082	41,038	40,000	36,000	40,000	0	40,000	40,000
62148 - DENTAL WORKS	0	5,000	5,000	5,000	5,000	0	5,000	5,000
62152 - SCS SHELTER SERVICES	50,000	56,235	50,000	50,000	50,000	0	50,000	50,000
62451 - PERSONAL & HOUSEHOLD	462	291	1,000	1,000	1,500	0	1,500	1,500
62452 - BURIAL, TRANSPORT & MISC.	4,200	8,783	8,700	8,700	9,500	0	9,500	9,500
62453 - HEATING FUEL & UTILITIES	34,549	41,092	55,000	55,000	55,000	0	55,000	55,000
62454 - RENTS	269,816	259,392	419,000	280,000	350,000	0	350,000	350,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62000 - OPERATING EXPENDITURES	375,109	411,832	578,700	435,700	511,000	0	511,000	511,000
01001 - HS: GENERAL ASSISTANCE Total	375,109	411,832	578,700	435,700	511,000	0	511,000	511,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
HUMAN SERVICES	626,004	654,747	800,167	630,875	721,311	0	721,311	721,311

DEPARTMENT:	LIBRARY	FUND:	GENERAL
DIVISION(s):			
Cost Center(s):	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		

In FY15, the Library building project will be the major focus. Its successful completion will ensure that both facilities can meet their potential to provide library services well into the 21st Century. At the same time, current quality library service must be maintained. 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.
- Provide public and staff training on use of new technologies,
- 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,
- Continue the cooperative library landscaping project with the Homestead Garden Club and the Keene High School Horticulture Club,
- Develop schematic designs and cost estimates for the renovation and upgrade of the Library and Library Annex to ensure that library can meet its current and future service needs, and
- Work with the City to develop the financial plan for the renovations, determine a fundraising goal and kick off a fundraising campaign.

FY 14 accomplishments included:

- Adequate funding for library materials was secured by supplementing the City appropriation with funding from the Friends of the Library and donations,
- The hiring of a Teen Services Librarian and a Digital Resource Librarian -- part time positions that seek to further develop these important service areas,
- The Library Annex Advisory Committee was formed to oversee the planning for the development of the Library and the Library Annex. Its membership includes representation from the Board of Trustees, the Friends of the Library Board and the City,
- Public visioning sessions were held under the guidance of the Scully Architect firm and preliminary conceptual designs were developed to show how the defined public needs could be met. Plans include constructing a link between the Library and the Library Annex and renovating the Library Annex so that the second floor and basement level can be used,
- The Library Annex parking lot and the parking on Winter St were reconfigured to optimize parking.
- The Trustee, Friends, and City staff worked with the Homestead Garden Club and the Keene High School (KHS) Horticulture class on landscaping the Library grounds, and
- With the help of dedicated volunteers, the Library continued to make local history photos and texts available online.

Background

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 additional 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 fourth year of implementation of its plan.

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.

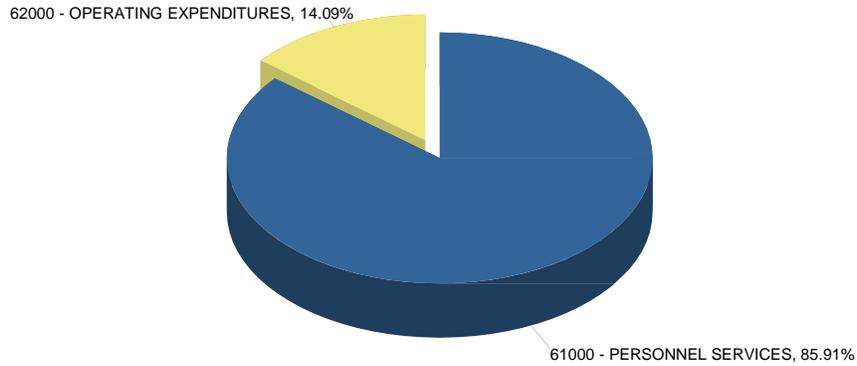
Each year these goals are reviewed for progress and adjustment and, when appropriate, inclusion in the fiscal year budget objectives. The major focus in the upcoming year will be on the renovation of the Library and the Library Annex to ensure library services meet the community's needs in this 21st Century.

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. Digital resources and the ability to help the members of the community utilize the latest technologies are essential components of library service. These resources are funded through the materials budget. 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.

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 digital literacy at all levels throughout the community.		Education	
FISCAL YEAR 2014/2015 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.	Work with an architect to develop a schematic design for the 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 and the Keene High School Horticulture Class for beautification of library grounds.		Open Space/Greenway Connect	I, C
METRICS:		FY13	FY14	FY15
1.	Circulation, including downloadable books	307,273	309,000	312,000
2.	Usage of online databases and other online services	29,086	30,000	31,000
3.	Library programs for adults and children and number of people attending.	846/10,453	850/10,500	850/10,500
4.	Number of times City/community groups held events in the Library or Library Annex.	1,099	1,120	1,130
5.	Number of people attending city/community programs	10,105	10,150	10,160
6.	Number of library card holders (does not include KSC community of approx. 6,000)	18,138	18,150	18,175
7.	Use of library public access computers	29,257	29,300	29,320
8.	Number of reference questions answered in-house and via library website	13,130/450	13,175/475	13,250/500

Department - LIBRARY



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	1,031,657	1,043,387	1,095,644	1,082,529	1,100,078	0	1,100,078	1,100,078
62000 - OPERATING EXPENDITURES	187,583	189,655	179,303	175,707	180,368	0	180,368	180,368
Department Total	1,219,240	1,233,042	1,274,947	1,258,236	1,280,446	0	1,280,446	1,280,446

Staffing Summary (regular full and part time only):

			FTE's	FY 15 Annualized Wages/Salaries*
Cost Center	Account	Title		
01100	61301	LIBRARY DIRECTOR	1.00	96,834
	61303	LIBRARIAN II	2.00	124,710
		LIBRARIAN III	1.00	68,093
	61304	LIBRARIAN I	3.00	159,270
	61305	ADMINISTRATIVE ASST I	1.00	35,186
60 - LIBRARY Total			8.00	484,093

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

LIBRARY

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	93,078	95,180	96,836	95,546	96,834	0	96,834	96,834
61303 - SUPERVISORY PERSONNEL	245,254	259,420	192,804	190,235	192,803	0	192,803	192,803
61304 - GENERAL PERSONNEL	205,240	198,532	209,476	206,686	159,270	0	159,270	159,270
61305 - ADMINISTRATIVE PERSONNEL	0	0	0	0	35,186	0	35,186	35,186
61307 - PART TIME EMPLOYEES	248,126	255,624	364,678	359,820	366,627	0	366,627	366,627
61701 - HEALTH INSURANCE	116,461	114,061	104,735	104,735	123,572	0	123,572	123,572
61702 - DENTAL INSURANCE	8,712	6,462	7,523	7,523	7,151	0	7,151	7,151
61703 - RETIREMENT CONTRIBUTIONS	52,514	50,537	51,925	51,209	52,137	0	52,137	52,137
61704 - SOCIAL SECURITY	59,876	61,549	66,233	65,352	65,080	0	65,080	65,080
61705 - WORKERS COMPENSATION	719	780	834	823	820	0	820	820
61901 - RECRUITMENT	1,677	1,242	600	600	600	0	600	600
61000 - PERSONNEL SERVICES	1,031,657	1,043,387	1,095,644	1,082,529	1,100,078	0	1,100,078	1,100,078
62205 - PC REPLACEMENT CHARGE	11,160	9,876	9,078	9,078	7,600	0	7,600	7,600
62301 - OFFICE EQUIPMENT MAINT.	1,544	1,544	1,975	3,000	3,368	0	3,368	3,368
62430 - TRAVEL	138	124	200	200	0	0	0	0
62435 - TRAINING	0	290	300	300	350	0	350	350
62436 - MEETINGS & DUES	30	30	250	250	400	0	400	400
62498 - USE OF TRUST FUNDS	6,801	10,809	3,500	0	3,500	0	3,500	3,500
62510 - TELEPHONE	4,058	3,733	4,000	4,000	4,000	0	4,000	4,000
62701 - OFFICE SUPPLIES	9,243	9,736	7,500	6,000	7,500	0	7,500	7,500
62703 - LOST MATERIAL REPLACEMENT	4,283	4,294	3,500	3,500	3,500	0	3,500	3,500
62704 - BOOK MENDING SUPPLIES	2,710	2,012	3,200	3,200	3,200	0	3,200	3,200
62710 - POSTAGE	4,565	4,980	3,850	3,850	3,850	0	3,850	3,850
62715 - BOOKS AND PERIODICALS	141,388	141,816	141,550	141,550	141,550	0	141,550	141,550
62734 - MINOR EQUIPMENT	1,663	413	400	779	900	0	900	900
62744 - MINOR COMPUTER EQUIPMENT	0	0	0	0	650	0	650	650
62000 - OPERATING EXPENDITURES	187,583	189,655	179,303	175,707	180,368	0	180,368	180,368
Department Total	1,219,240	1,233,042	1,274,947	1,258,236	1,280,446	0	1,280,446	1,280,446

Fiscal Year 2014 - 2015

LIBRARY 01100 - LIBRARY

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	93,078	95,180	96,836	95,546	96,834	0	96,834	96,834
61303 - SUPERVISORY PERSONNEL	245,254	259,420	192,804	190,235	192,803	0	192,803	192,803
61304 - GENERAL PERSONNEL	205,240	198,532	209,476	206,686	159,270	0	159,270	159,270
61305 - ADMINISTRATIVE PERSONNEL	0	0	0	0	35,186	0	35,186	35,186
61307 - PART TIME EMPLOYEES	248,126	255,624	364,678	359,820	366,627	0	366,627	366,627
61701 - HEALTH INSURANCE	116,461	114,061	104,735	104,735	123,572	0	123,572	123,572
61702 - DENTAL INSURANCE	8,712	6,462	7,523	7,523	7,151	0	7,151	7,151
61703 - RETIREMENT CONTRIBUTIONS	52,514	50,537	51,925	51,209	52,137	0	52,137	52,137
61704 - SOCIAL SECURITY	59,876	61,549	66,233	65,352	65,080	0	65,080	65,080
61705 - WORKERS COMPENSATION	719	780	834	823	820	0	820	820
61901 - RECRUITMENT	1,677	1,242	600	600	600	0	600	600
61000 - PERSONNEL SERVICES	1,031,657	1,043,387	1,095,644	1,082,529	1,100,078	0	1,100,078	1,100,078
62205 - PC REPLACEMENT CHARGE	11,160	9,876	9,078	9,078	7,600	0	7,600	7,600
62301 - OFFICE EQUIPMENT MAINT.	1,544	1,544	1,975	3,000	3,368	0	3,368	3,368
62430 - TRAVEL	138	124	200	200	0	0	0	0
62435 - TRAINING	0	290	300	300	350	0	350	350
62436 - MEETINGS & DUES	30	30	250	250	400	0	400	400
62510 - TELEPHONE	4,058	3,733	4,000	4,000	4,000	0	4,000	4,000
62701 - OFFICE SUPPLIES	9,243	9,736	7,500	6,000	7,500	0	7,500	7,500
62703 - LOST MATERIAL REPLACEMENT	4,283	4,294	3,500	3,500	3,500	0	3,500	3,500
62704 - BOOK MENDING SUPPLIES	2,710	2,012	3,200	3,200	3,200	0	3,200	3,200
62710 - POSTAGE	4,565	4,980	3,850	3,850	3,850	0	3,850	3,850
62715 - BOOKS AND PERIODICALS	141,388	141,816	141,550	141,550	141,550	0	141,550	141,550
62734 - MINOR EQUIPMENT	1,663	413	400	779	900	0	900	900
62744 - MINOR COMPUTER EQUIPMENT	0	0	0	0	650	0	650	650
62000 - OPERATING EXPENDITURES	180,782	178,846	175,803	175,707	176,868	0	176,868	176,868
01100 - LIBRARY Total	1,212,439	1,222,233	1,271,447	1,258,236	1,276,946	0	1,276,946	1,276,946

LIBRARY 01102 - LIBRARY: CITY TRUSTS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62498 - USE OF TRUST FUNDS	6,801	10,809	3,500	0	3,500	0	3,500	3,500
62000 - OPERATING EXPENDITURES	6,801	10,809	3,500	0	3,500	0	3,500	3,500
01102 - LIBRARY: CITY TRUSTS Total	6,801	10,809	3,500	0	3,500	0	3,500	3,500

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
LIBRARY	1,219,240	1,233,042	1,274,947	1,258,236	1,280,446	0	1,280,446	1,280,446

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.		

In 2015, the Parks, Recreation and Cemeteries Divisions will continue to build upon initiatives outlined in the Active and Passive Recreation Management Plan. Our vision recognizes the value of working together with community partners to provide 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 is a blueprint for creating opportunities and providing a sustainable future. At Wheelock Park, the new splash area will be a feature for the community to enjoy. This addition advances future trends in aquatic management that show children are more engaged with active play in these types of water features. In addition to the splash pad in Wheelock Park, a concept plan is being developed to explore additional trends that could be featured within the park. Development of this Wheelock Park plan was one recommendation in the management plan for future growth opportunities.

A unique feature enjoyed by the Keene community is access to the parks and trails that connect our active and passive spaces for the enjoyment of many different user groups. These open spaces provide educational opportunities from grade school to graduate work, along with multi-generational social activities happening. The community has a direct connection to the parks through our trails. An ongoing dedicated effort highlighted in our Comprehensive Master Plan and our Active and Passive Management Plan is to showcase our trail system. This effort has brought together a collaboration of trail users creating and promotion private/public partnerships to expand and create new trail heads. These efforts have resulted in the creation a regional marketing effort and new website and dedicated social media sites promoting the trail system. These venues allow users to share blogs and post pictures of the trails that highlight this wonderful network of trails with the City and connectivity to our surrounding towns.

At Robin Hood Park, completion of the dam project brought new amenities to this park including a gazebo, picnic area, benches, and a boat ramp for non-motorized use in this fiscal year. With the support of funds from the Rachael Marshall Trust, stone walls were repaired. The amphitheater received an electrical upgrade supported through the Building a Spirit of Place initiative. In the upcoming year, the Robin Hood trail system will be stabilized and improved by the Student Conservation Association utilizing the trust fund monies.

The Recreation Division will continue to expand our program offerings this year with the addition of youth flag football. This program has seen tremendous growth in other communities and has been requested by parents looking for an alternative and sensitive to the awareness of concussions in youth sports today. In addition to new program offerings, the department is now taking credit card registrations making it easier for consumers of our programs to register online directly through our website.

The Parks, Recreation and Cemeteries Divisions are committed towards collaborating with the community to meet the mission and vision that allow the department to accomplish long term sustainability.

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 2014/2015 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 the 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 and promote 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:		FY13	FY14	FY15
1.	After school CATCH program participants	70	70	70
2.	Collaborative efforts with community organizations	74	77	77
3.	Acres maintained through turf program	90	90	90
4.	Sumner Knight Chapel and Robin Hood Amphitheater rentals/events	10	10	20
5.	Youth and Adult sport league participants - basketball, flag football, indoor soccer, soccer, volleyball	1,100	850	1,000
6.	Trip Participation	478	306	350
7.	Swim Lessons	325	325	325
8.	Cemetery Lots Available - Monadnock View N, M, MC, Hebrew and Woodland NED	908	863	818
9.	Cemetery Sales	65	45	45
10.	Cemetery Burials	90	80	90

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

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

- Migration towards a function that determines analysis and directs the management of efforts, contractors and suppliers,
- Expand the use of contractors of record and maintenance and repair contracts,
- Expansion will continue with the use of the work order system,
- Opportunities for the use of technology will be explored,
- Completion of the Selected Building Conditions Assessment,
- The creation of Facilities type accounts in departments with significant buildings,
- The Contract Manager’s efforts will be to move forward with contracts which cross departmental lines, and
- The Contract Manager will continue to identifying future opportunities for contracting.

Background

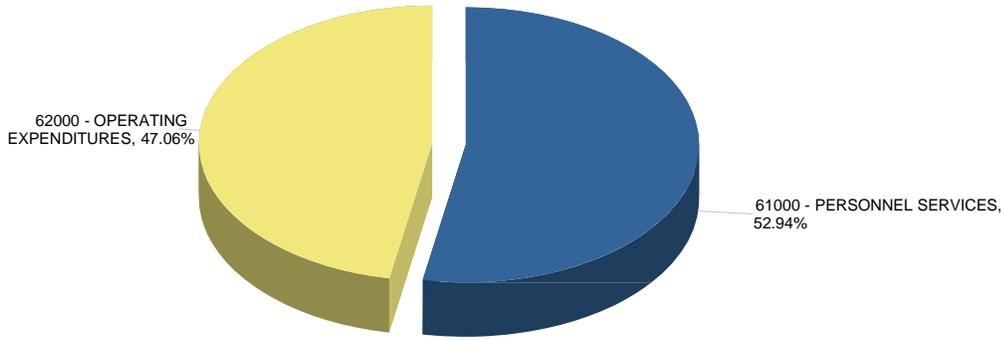
The Facilities Management Division is responsible for the maintenance and repair of certain City buildings. These buildings include City Hall, the Parks and Recreation Center Main Building, the Transportation Center, 350/400 Marlboro Street, the Library and Annex, the Central and West Keene Fire Stations, 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 and essential so that the community and employees have clean, safe, and efficiently operating buildings

The focus of the division last year was the completion of projects, organization, and contract management. Some of the works accomplished included:

- The first joint contracting efforts, Janitorial Supplies, were made with SAU 29 with a savings to the Tax Payer of 30%. Projects underway include trash, fire protection, and energy,
- The Building Conditions Survey was completed which will allow for future CIP projects to be developed,
- Various repairs and replacements were made to equipment and to the buildings. SOP’s fine-tuned and implemented for custodial services. Projects such as replacement of controls for the Library, RFP for roof repairs at Parks and Recreations as well as emergency repairs due to flooding, cold weather, and wear,
- IMS area improvements were completed, Library project RFQ created, planning for short term and long term City Council Chamber renovations as well as second floor of City Hall has begun. Substantial input into the Keene Ice project was provided,
- The first Measurement and Verification report from Honeywell was submitted to the City showing cost avoidance 10-2012/9- 2013 of \$273,309 with cumulative avoidance of \$309,927, and
- We continue to monitor performance, and we continue to work thru the condition of our systems and equipment, restoring the condition, and catching up with maintenance deficits.

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 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
1.	Review, initiate, and expand use of contracted maintenance 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.	Continue to identify purchasing opportunities with other governmental agencies		Green Building	V, C, E
6.	Create management system for contracts, identify software product		Leadership	V, C, E
7.	Utilizing results from building conditions assessment survey to determine priorities and projects		Leadership	V, C, E
METRICS:		FY13	FY14	FY15
1.	Conforms to adopted custodial Standard Operating Procedures (SOP)	95%	75%	95%
2.	Conforms to adopted maintenance SOP	95%	95%	95%
3.	Conforms to adopted preventative maintenance SOP	95%	95%	95%
4.	Completed work orders	634	569	450

Department - PARKS, REC. & FACILITIES



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	1,307,860	1,350,788	1,561,357	1,505,571	1,511,700	0	1,511,700	1,511,700
62000 - OPERATING EXPENDITURES	1,192,131	1,171,244	1,318,660	1,322,732	1,343,723	0	1,343,723	1,343,723
Department Total	2,499,991	2,522,033	2,880,017	2,828,303	2,855,423	0	2,855,423	2,855,423

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
01200	61301	PARKS, REC & CEMETARY DIR	1.00	96,834
	61305	OFFICE MANAGER	1.00	52,288
	61307	ADMINISTRATIVE ASSISTANT	0.54	22,081
01201	61303	PARK, REC. SUPT.	0.50	34,046
	61304	MAINTENANCE AIDE II	1.00	39,693
		MECHANIC I	1.00	43,326
		MAINTENANCE TECHNICIAN II	1.00	47,314
01207	61304	RECREATION PROGRAMMER	1.00	58,370
01310	61303	PARK, REC. SUPT.	0.50	34,046
	61304	MAINTENANCE AIDE II	1.00	39,693
		MOTOR EQUIP OPERATOR II	1.00	45,289
01325	61304	CUSTODIAN	0.80	31,754
		BUILDING MECHANIC	1.00	43,326
01328	61304	CUSTODIAN	1.00	39,693
		MAINTENANCE TECHNICIAN II	1.00	41,468
01329	61304	BUILDING MECHANIC	1.00	43,326
01335	61304	BUILDING MECHANIC	1.00	43,326
	61307	CUSTODIAN, P/T	0.91	33,739
70 - PARKS, REC. & FACILITIES Total			16.25	789,612

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

PARKS AND RECREATION

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61301 - DEPARTMENT HEAD	84,446	90,251	96,836	95,546	96,834	0	96,834	96,834
61303 - SUPERVISORY PERSONNEL	62,777	64,047	68,093	67,186	68,093	0	68,093	68,093
61304 - GENERAL PERSONNEL	206,176	214,338	275,322	271,654	273,685	0	273,685	273,685
61305 - ADMINISTRATIVE PERSONNEL	50,275	51,394	52,288	52,088	52,288	0	52,288	52,288
61307 - PART TIME EMPLOYEES	49,908	60,596	22,379	22,081	22,081	0	22,081	22,081
61308 - SEASONAL HELP	29,973	49,962	75,811	73,818	75,811	0	75,811	75,811
61309 - RECREATION SUPERVISION	60,300	66,416	50,000	55,000	55,000	0	55,000	55,000
61312 - POOL PERSONNEL	38,408	41,882	43,000	42,000	43,000	0	43,000	43,000
61313 - PLAYGROUND PERSONNEL	45,454	43,593	51,000	50,560	46,000	0	46,000	46,000
61314 - CAMP AREA SUPERVISOR	13,945	7,400	7,650	7,650	7,650	0	7,650	7,650
61315 - ASSISTANCE: OTHER DEPTS	0	0	3,000	3,000	3,000	0	3,000	3,000
61318 - YOUTH TRAILS PROGRAM	6,767	5,203	7,620	7,245	7,620	0	7,620	7,620
61501 - REGULAR OVERTIME	18,952	18,328	23,800	21,286	23,800	0	23,800	23,800
61701 - HEALTH INSURANCE	106,353	99,615	112,654	112,896	154,216	0	154,216	154,216
61702 - DENTAL INSURANCE	7,347	7,288	10,148	10,146	8,911	0	8,911	8,911
61703 - RETIREMENT CONTRIBUTIONS	37,563	38,261	53,715	53,037	55,046	0	55,046	55,046
61704 - SOCIAL SECURITY	49,534	53,846	54,987	54,500	59,277	0	59,277	59,277
61705 - WORKERS COMPENSATION	7,153	7,573	8,102	8,095	8,806	0	8,806	8,806
61901 - RECRUITMENT	2,574	2,003	1,800	1,595	1,800	0	1,800	1,800
61000 - PERSONNEL SERVICES	877,904	921,996	1,018,205	1,009,384	1,062,919	0	1,062,919	1,062,919
62102 - PROFESSIONAL SERVICES	14,000	0	0	0	0	0	0	0
62115 - ARTISTS & PERFORMERS	7,033	6,964	7,550	7,550	7,550	0	7,550	7,550
62120 - LABORATORY SERVICES	657	315	800	625	800	0	800	800
62142 - TRANSPORTING	2,754	1,990	2,750	875	2,750	0	2,750	2,750
62145 - FIRST AID & MEDICAL SVCS	466	475	500	465	500	0	500	500
62175 - OTHER SERVICES	12,023	11,522	11,000	11,000	11,000	0	11,000	11,000
62203 - SNOW PLOWING	1,080	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	1,392	1,332	1,190	1,190	1,052	0	1,052	1,052
62206 - PW FLEET CHARGE	140,136	149,220	157,015	157,015	167,940	0	167,940	167,940
62209 - RUBBISH PICK-UP	995	0	2,000	3,700	2,200	0	2,200	2,200
62301 - OFFICE EQUIPMENT MAINT.	1,287	1,466	1,650	1,520	1,650	0	1,650	1,650
62311 - EQUIPMENT MAINTENANCE	2,993	2,835	3,200	1,564	3,200	0	3,200	3,200
62340 - GROUNDS MAINTENANCE	22,749	16,861	18,500	15,934	18,500	0	18,500	18,500
62341 - PLAYGROUND MAINTENANCE	2,475	5,090	5,000	4,230	5,000	0	5,000	5,000
62342 - SKATE PARK MAINTENANCE	799	3,889	1,000	1,000	1,000	0	1,000	1,000
62343 - SIGNAGE	718	1,470	1,000	714	1,000	0	1,000	1,000
62344 - TRAIL MAINTENANCE	0	62	2,000	1,550	2,000	0	2,000	2,000

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62350 - BUILDING MAINTENANCE	4,395	2,871	4,200	3,822	4,200	0	4,200	4,200
62372 - TREE/FORESTRY MAINTENANCE	1,670	5,715	4,500	4,500	9,500	0	9,500	9,500
62416 - PRINTING	3,167	4,885	2,000	2,245	2,000	0	2,000	2,000
62425 - ADVERTISING	0	0	485	587	600	0	600	600
62430 - TRAVEL	85	188	300	189	300	0	300	300
62435 - TRAINING	657	1,324	950	1,116	950	0	950	950
62436 - MEETINGS & DUES	1,783	5,088	4,795	4,706	3,300	0	3,300	3,300
62445 - PHOTOGRAPHY & PROCESSING	126	25	200	130	200	0	200	200
62498 - USE OF TRUST FUNDS	4,321	4,107	0	0	0	0	0	0
62501 - WATER	4,974	5,829	15,462	11,590	14,278	0	14,278	14,278
62503 - ELECTRICITY	33,100	39,414	38,881	37,955	38,881	0	38,881	38,881
62504 - HEATING FUEL	11,904	12,548	16,146	11,170	15,146	0	15,146	15,146
62510 - TELEPHONE	4,967	5,988	3,950	3,950	3,950	0	3,950	3,950
62607 - RENTAL VEHICLES	7,569	5,138	9,000	9,000	9,000	0	9,000	9,000
62701 - OFFICE SUPPLIES	1,110	948	1,100	985	1,100	0	1,100	1,100
62710 - POSTAGE	285	284	350	325	350	0	350	350
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62733 - TOOLS	403	562	400	400	400	0	400	400
62734 - MINOR EQUIPMENT	594	3,068	700	837	700	0	700	700
62735 - BUILDING MAINT. SUPPLIES	3,259	3,513	3,600	3,254	3,600	0	3,600	3,600
62736 - GROUNDS MAINT SUPPLIES	25,157	22,697	26,500	26,455	26,500	0	26,500	26,500
62740 - OTHER MAINT. SUPPLIES	2,884	2,122	2,300	4,313	2,300	0	2,300	2,300
62755 - UNIFORMS	3,321	3,160	3,600	3,818	3,600	0	3,600	3,600
62756 - PROTECTIVE CLOTHING	1,590	1,302	1,500	1,500	1,500	0	1,500	1,500
62760 - OPERATING SUPPLIES	4,480	2,704	3,500	3,500	3,500	0	3,500	3,500
62764 - CHEMICALS	5,227	3,584	6,600	4,600	5,600	0	5,600	5,600
62775 - PLAYGROUND MATERIAL	3,882	3,955	4,000	4,000	4,000	0	4,000	4,000
62776 - HANDICPD ATHLETE SUPPLIES	4,000	1,474	3,500	3,500	3,500	0	3,500	3,500
62778 - ATHLETIC SUPPLIES	1,911	600	2,000	2,000	2,000	0	2,000	2,000
62779 - GAME ROOM SUPPLIES	623	941	1,000	1,000	1,000	0	1,000	1,000
62780 - ARTS & CRAFTS	850	648	1,000	1,000	1,000	0	1,000	1,000
62783 - YOUTH TRAILS PROGRAM SUP.	139	91	300	300	300	0	300	300
62784 - CATCH PROGRAM	0	409	1,000	1,000	1,000	0	1,000	1,000
68011 - CAPITAL PROJECT TRANSFER	0	11,000	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	350,058	359,675	378,974	362,679	390,397	0	390,397	390,397
Department Total	1,227,962	1,281,671	1,397,179	1,372,063	1,453,316	0	1,453,316	1,453,316

Fiscal Year 2014 - 2015

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

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	84,446	90,251	96,836	95,546	96,834	0	96,834	96,834
61305 - ADMINISTRATIVE PERSONNEL	50,275	51,394	52,288	52,088	52,288	0	52,288	52,288
61307 - PART TIME EMPLOYEES	21,111	21,347	22,379	22,081	22,081	0	22,081	22,081
61701 - HEALTH INSURANCE	32,214	33,423	35,406	35,406	38,868	0	38,868	38,868
61702 - DENTAL INSURANCE	2,471	2,103	2,715	2,715	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	12,156	12,519	16,061	15,899	16,060	0	16,060	16,060
61704 - SOCIAL SECURITY	11,357	12,119	13,120	12,983	13,097	0	13,097	13,097
61705 - WORKERS COMPENSATION	984	1,102	1,165	1,163	1,178	0	1,178	1,178
61901 - RECRUITMENT	1,774	2,003	1,800	1,595	1,800	0	1,800	1,800
61000 - PERSONNEL SERVICES	216,788	226,261	241,771	239,477	244,923	0	244,923	244,923
62205 - PC REPLACEMENT CHARGE	816	744	675	675	631	0	631	631
62206 - PW FLEET CHARGE	12,468	13,188	12,960	12,960	13,337	0	13,337	13,337
62301 - OFFICE EQUIPMENT MAINT.	1,287	1,466	1,650	1,520	1,650	0	1,650	1,650
62435 - TRAINING	225	302	200	156	200	0	200	200
62436 - MEETINGS & DUES	584	3,565	3,345	3,356	1,500	0	1,500	1,500
62498 - USE OF TRUST FUNDS	4,321	4,107	0	0	0	0	0	0
62510 - TELEPHONE	4,967	5,988	3,950	3,950	3,950	0	3,950	3,950
62701 - OFFICE SUPPLIES	1,110	948	1,100	985	1,100	0	1,100	1,100
62710 - POSTAGE	285	284	350	325	350	0	350	350
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62734 - MINOR EQUIPMENT	0	26	0	0	0	0	0	0
68011 - CAPITAL PROJECT TRANSFER	0	11,000	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	26,132	41,617	24,230	23,927	22,718	0	22,718	22,718
01200 - PARKS & FACILITIES ADMIN Total	242,920	267,877	266,001	263,404	267,641	0	267,641	267,641

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

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	31,389	32,024	34,047	33,593	34,046	0	34,046	34,046
61304 - GENERAL PERSONNEL	118,621	129,682	132,092	130,333	130,333	0	130,333	130,333
61308 - SEASONAL HELP	14,576	21,526	44,017	43,025	44,017	0	44,017	44,017
61501 - REGULAR OVERTIME	8,472	10,410	14,000	11,350	14,000	0	14,000	14,000
61701 - HEALTH INSURANCE	46,958	40,501	42,636	42,880	77,279	0	77,279	77,279
61702 - DENTAL INSURANCE	3,033	3,728	4,953	4,953	4,148	0	4,148	4,148
61703 - RETIREMENT CONTRIBUTIONS	14,338	15,191	17,893	17,654	19,211	0	19,211	19,211
61704 - SOCIAL SECURITY	12,687	14,716	12,710	12,540	17,013	0	17,013	17,013
61705 - WORKERS COMPENSATION	2,576	2,755	2,402	2,400	3,068	0	3,068	3,068

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61901 - RECRUITMENT	80	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	252,728	270,532	304,751	298,728	343,116	0	343,116	343,116
62175 - OTHER SERVICES	12,023	11,522	11,000	11,000	11,000	0	11,000	11,000
62436 - MEETINGS & DUES	461	145	450	450	800	0	800	800
62000 - OPERATING EXPENDITURES	12,484	11,667	11,450	11,450	11,800	0	11,800	11,800
01201 - PARKS MAINT & DEVELOPMENT Total	265,211	282,199	316,201	310,178	354,916	0	354,916	354,916

PARKS, REC. & FACILITIES 01202 - PARKS POOLS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62501 - WATER	1,013	0	10,280	9,800	10,280	0	10,280	10,280
62734 - MINOR EQUIPMENT	120	2,570	200	200	200	0	200	200
62735 - BUILDING MAINT. SUPPLIES	516	227	300	300	300	0	300	300
62740 - OTHER MAINT. SUPPLIES	835	976	300	3,059	300	0	300	300
62764 - CHEMICALS	5,227	3,584	6,600	4,600	5,600	0	5,600	5,600
62000 - OPERATING EXPENDITURES	7,711	7,357	17,680	17,959	16,680	0	16,680	16,680
01202 - PARKS POOLS Total	7,711	7,357	17,680	17,959	16,680	0	16,680	16,680

PARKS, REC. & FACILITIES 01203 - CAMPING AREAS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62209 - RUBBISH PICK-UP	995	0	2,000	3,700	2,200	0	2,200	2,200
62425 - ADVERTISING	0	0	485	587	600	0	600	600
62740 - OTHER MAINT. SUPPLIES	2,049	1,147	2,000	1,254	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	3,043	1,147	4,485	5,541	4,800	0	4,800	4,800
01203 - CAMPING AREAS Total	3,043	1,147	4,485	5,541	4,800	0	4,800	4,800

PARKS, REC. & FACILITIES 01205 - PARKS MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61308 - SEASONAL HELP	5,194	14,963	15,861	15,861	15,861	0	15,861	15,861
61501 - REGULAR OVERTIME	0	128	200	350	200	0	200	200
61703 - RETIREMENT CONTRIBUTIONS	0	0	22	0	22	0	22	22
61704 - SOCIAL SECURITY	397	1,154	1,229	1,229	1,229	0	1,229	1,229
61705 - WORKERS COMPENSATION	59	172	184	184	184	0	184	184
61901 - RECRUITMENT	40	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	5,690	16,416	17,496	17,624	17,496	0	17,496	17,496
62120 - LABORATORY SERVICES	657	315	800	625	800	0	800	800
62203 - SNOW PLOWING	1,080	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	192	168	145	145	116	0	116	116

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62206 - PW FLEET CHARGE	75,516	80,400	86,033	86,033	92,017	0	92,017	92,017
62340 - GROUNDS MAINTENANCE	7,869	3,973	4,000	4,000	4,000	0	4,000	4,000
62341 - PLAYGROUND MAINTENANCE	2,475	5,090	5,000	4,230	5,000	0	5,000	5,000
62342 - SKATE PARK MAINTENANCE	799	3,889	1,000	1,000	1,000	0	1,000	1,000
62343 - SIGNAGE	718	1,470	1,000	714	1,000	0	1,000	1,000
62344 - TRAIL MAINTENANCE	0	62	2,000	1,550	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	4,305	2,752	4,000	3,724	4,000	0	4,000	4,000
62372 - TREE/FORESTRY MAINTENANCE	1,670	5,715	4,500	4,500	4,500	0	4,500	4,500
62501 - WATER	3,537	5,829	4,299	1,466	3,298	0	3,298	3,298
62503 - ELECTRICITY	31,629	36,846	36,800	35,875	36,800	0	36,800	36,800
62504 - HEATING FUEL	7,203	2,523	4,000	3,136	4,000	0	4,000	4,000
62607 - RENTAL VEHICLES	7,569	5,138	9,000	9,000	9,000	0	9,000	9,000
62733 - TOOLS	403	562	400	400	400	0	400	400
62734 - MINOR EQUIPMENT	0	0	0	137	0	0	0	0
62735 - BUILDING MAINT. SUPPLIES	2,668	3,066	2,800	2,654	2,800	0	2,800	2,800
62736 - GROUNDS MAINT SUPPLIES	25,157	22,697	26,500	26,455	26,500	0	26,500	26,500
62755 - UNIFORMS	1,283	1,149	1,500	1,500	1,500	0	1,500	1,500
62756 - PROTECTIVE CLOTHING	1,590	1,302	1,500	1,500	1,500	0	1,500	1,500
62760 - OPERATING SUPPLIES	4,480	2,704	3,500	3,500	3,500	0	3,500	3,500
62000 - OPERATING EXPENDITURES	180,800	185,648	198,777	192,144	203,731	0	203,731	203,731
01205 - PARKS MAINTENANCE Total	186,490	202,065	216,273	209,768	221,227	0	221,227	221,227

PARKS, REC. & FACILITIES 01207 - PARKS PROGRAMS
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	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	-512	0	57,100	56,340	58,370	0	58,370	58,370
61307 - PART TIME EMPLOYEES	28,796	39,248	0	0	0	0	0	0
61309 - RECREATION SUPERVISION	60,300	66,416	50,000	55,000	55,000	0	55,000	55,000
61312 - POOL PERSONNEL	38,408	41,882	43,000	42,000	43,000	0	43,000	43,000
61313 - PLAYGROUND PERSONNEL	45,454	43,593	51,000	50,560	46,000	0	46,000	46,000
61314 - CAMP AREA SUPERVISOR	13,945	7,400	7,650	7,650	7,650	0	7,650	7,650
61318 - YOUTH TRAILS PROGRAM	6,767	5,203	7,620	7,245	7,620	0	7,620	7,620
61501 - REGULAR OVERTIME	7,353	4,794	6,600	6,600	6,600	0	6,600	6,600
61701 - HEALTH INSURANCE	0	0	7,027	7,026	7,717	0	7,717	7,717
61702 - DENTAL INSURANCE	0	0	523	523	523	0	523	523
61703 - RETIREMENT CONTRIBUTIONS	0	0	6,150	6,067	6,286	0	6,286	6,286
61704 - SOCIAL SECURITY	15,340	15,954	17,056	16,999	17,154	0	17,154	17,154
61705 - WORKERS COMPENSATION	1,804	1,822	2,540	2,539	2,562	0	2,562	2,562
61901 - RECRUITMENT	680	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	218,335	226,312	256,267	258,549	258,482	0	258,482	258,482

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62102 - PROFESSIONAL SERVICES	14,000	0	0	0	0	0	0	0
62115 - ARTISTS & PERFORMERS	7,033	6,964	7,550	7,550	7,550	0	7,550	7,550
62142 - TRANSPORTING	2,754	1,990	2,750	875	2,750	0	2,750	2,750
62145 - FIRST AID & MEDICAL SVCS	466	475	500	465	500	0	500	500
62205 - PC REPLACEMENT CHARGE	192	168	145	145	116	0	116	116
62206 - PW FLEET CHARGE	12,468	13,188	12,960	12,960	13,337	0	13,337	13,337
62311 - EQUIPMENT MAINTENANCE	0	56	200	0	200	0	200	200
62416 - PRINTING	3,167	4,885	2,000	2,245	2,000	0	2,000	2,000
62430 - TRAVEL	85	188	300	189	300	0	300	300
62435 - TRAINING	432	1,022	700	960	700	0	700	700
62436 - MEETINGS & DUES	578	1,159	700	700	700	0	700	700
62445 - PHOTOGRAPHY & PROCESSING	126	25	200	130	200	0	200	200
62755 - UNIFORMS	1,455	1,363	1,500	1,500	1,500	0	1,500	1,500
62775 - PLAYGROUND MATERIAL	3,882	3,955	4,000	4,000	4,000	0	4,000	4,000
62776 - HANDICPD ATHLETE SUPPLIES	4,000	1,474	3,500	3,500	3,500	0	3,500	3,500
62778 - ATHLETIC SUPPLIES	1,911	600	2,000	2,000	2,000	0	2,000	2,000
62779 - GAME ROOM SUPPLIES	623	941	1,000	1,000	1,000	0	1,000	1,000
62780 - ARTS & CRAFTS	850	648	1,000	1,000	1,000	0	1,000	1,000
62783 - YOUTH TRAILS PROGRAM SUP.	139	91	300	300	300	0	300	300
62784 - CATCH PROGRAM	0	409	1,000	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	54,159	39,602	42,305	40,519	42,653	0	42,653	42,653
01207 - PARKS PROGRAMS Total	272,495	265,914	298,572	299,068	301,135	0	301,135	301,135

PARKS, REC. & FACILITIES 01310 - CEMETERY MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	31,388	32,023	34,047	33,593	34,046	0	34,046	34,046
61304 - GENERAL PERSONNEL	88,067	84,656	86,129	84,981	84,982	0	84,982	84,982
61308 - SEASONAL HELP	10,204	13,474	15,933	14,932	15,933	0	15,933	15,933
61315 - ASSISTANCE: OTHER DEPTS	0	0	3,000	3,000	3,000	0	3,000	3,000
61501 - REGULAR OVERTIME	3,127	2,997	3,000	2,986	3,000	0	3,000	3,000
61701 - HEALTH INSURANCE	27,182	25,691	27,585	27,584	30,353	0	30,353	30,353
61702 - DENTAL INSURANCE	1,843	1,457	1,956	1,955	1,524	0	1,524	1,524
61703 - RETIREMENT CONTRIBUTIONS	11,068	10,552	13,589	13,417	13,466	0	13,466	13,466
61704 - SOCIAL SECURITY	9,753	9,902	10,871	10,749	10,784	0	10,784	10,784
61705 - WORKERS COMPENSATION	1,730	1,723	1,810	1,809	1,814	0	1,814	1,814
61000 - PERSONNEL SERVICES	184,362	182,475	197,921	195,006	198,902	0	198,902	198,902
62205 - PC REPLACEMENT CHARGE	192	252	225	225	189	0	189	189
62206 - PW FLEET CHARGE	39,684	42,444	45,062	45,062	49,249	0	49,249	49,249
62311 - EQUIPMENT MAINTENANCE	2,993	2,779	3,000	1,564	3,000	0	3,000	3,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62340 - GROUNDS MAINTENANCE	13,885	12,665	13,500	11,250	13,500	0	13,500	13,500
62372 - TREE/FORESTRY MAINTENANCE	0	0	0	0	5,000	0	5,000	5,000
62435 - TRAINING	0	0	50	0	50	0	50	50
62436 - MEETINGS & DUES	160	220	300	200	300	0	300	300
62501 - WATER	424	0	883	324	700	0	700	700
62734 - MINOR EQUIPMENT	473	473	500	500	500	0	500	500
62755 - UNIFORMS	584	648	600	818	600	0	600	600
62000 - OPERATING EXPENDITURES	58,395	59,481	64,120	59,943	73,088	0	73,088	73,088
01310 - CEMETERY MAINTENANCE Total	242,757	241,956	262,041	254,949	271,990	0	271,990	271,990

PARKS, REC. & FACILITIES 01311 - BURIAL

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62340 - GROUNDS MAINTENANCE	996	223	1,000	684	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	996	223	1,000	684	1,000	0	1,000	1,000
01311 - BURIAL Total	996	223	1,000	684	1,000	0	1,000	1,000

PARKS, REC. & FACILITIES 01312 - CEMETERIES OPS MAINT

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62350 - BUILDING MAINTENANCE	90	119	200	98	200	0	200	200
62503 - ELECTRICITY	1,274	2,359	1,814	1,813	1,814	0	1,814	1,814
62504 - HEATING FUEL	1,712	4,462	9,646	5,689	8,646	0	8,646	8,646
62000 - OPERATING EXPENDITURES	3,077	6,940	11,660	7,600	10,660	0	10,660	10,660
01312 - CEMETERIES OPS MAINT Total	3,077	6,940	11,660	7,600	10,660	0	10,660	10,660

PARKS, REC. & FACILITIES 01314 - SUMMER KNIGHT CHAPEL

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62503 - ELECTRICITY	198	210	267	267	267	0	267	267
62504 - HEATING FUEL	2,989	5,562	2,500	2,345	2,500	0	2,500	2,500
62735 - BUILDING MAINT. SUPPLIES	76	221	500	300	500	0	500	500
62000 - OPERATING EXPENDITURES	3,262	5,993	3,267	2,912	3,267	0	3,267	3,267
01314 - SUMMER KNIGHT CHAPEL Total	3,262	5,993	3,267	2,912	3,267	0	3,267	3,267

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
PARKS, REC. & FACILITIES	1,227,962	1,281,671	1,397,179	1,372,063	1,453,316	0	1,453,316	1,453,316

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

FACILITIES

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61304 - GENERAL PERSONNEL	242,203	243,813	305,153	276,731	242,893	0	242,893	242,893
61307 - PART TIME EMPLOYEES	29,134	33,187	34,194	33,739	33,739	0	33,739	33,739
61501 - REGULAR OVERTIME	8,650	8,202	9,500	8,500	9,500	0	9,500	9,500
61609 - STIPEND	12,435	9,425	9,425	9,425	9,425	0	9,425	9,425
61701 - HEALTH INSURANCE	83,454	80,538	110,501	89,650	92,586	0	92,586	92,586
61702 - DENTAL INSURANCE	5,427	4,579	7,673	7,673	5,913	0	5,913	5,913
61703 - RETIREMENT CONTRIBUTIONS	23,800	23,110	35,092	31,160	28,198	0	28,198	28,198
61704 - SOCIAL SECURITY	21,061	22,037	27,637	25,137	22,610	0	22,610	22,610
61705 - WORKERS COMPENSATION	3,794	3,901	3,976	3,972	3,917	0	3,917	3,917
61902 - OUTSIDE AGENCY TEMPS	0	0	0	10,200	0	0	0	0
61000 - PERSONNEL SERVICES	429,957	428,792	543,152	496,188	448,781	0	448,781	448,781
62102 - PROFESSIONAL SERVICES	5,498	3,888	5,000	0	5,000	0	5,000	5,000
62103 - TECHNICAL SERVICES	0	0	13,256	15,526	0	0	0	0
62175 - OTHER SERVICES	8	70	1,000	0	1,000	0	1,000	1,000
62205 - PC REPLACEMENT CHARGE	384	384	560	560	423	0	423	423
62206 - PW FLEET CHARGE	5,208	6,108	6,111	6,111	7,334	0	7,334	7,334
62208 - TAXES	6,447	15,800	16,461	16,614	17,279	0	17,279	17,279
62209 - RUBBISH PICK-UP	14,322	13,300	15,428	15,428	15,428	0	15,428	15,428
62311 - EQUIPMENT MAINTENANCE	16,282	27,814	29,815	24,732	29,815	0	29,815	29,815
62313 - REPAIRS & MAINTENANCE	89,386	2,361	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	6,403	15,450	15,450	15,450	0	15,450	15,450
62317 - EQUIPMENT REPAIR	0	28,842	23,412	80,217	26,412	0	26,412	26,412
62318 - BUILDING REPAIR	0	25,396	26,125	28,060	26,125	0	26,125	26,125
62350 - BUILDING MAINTENANCE	13,333	9,238	25,043	14,292	25,043	0	25,043	25,043
62375 - PERMITS	1,794	4,387	4,350	4,549	5,041	0	5,041	5,041
62430 - TRAVEL	28	0	750	0	750	0	750	750
62435 - TRAINING	0	0	1,500	0	1,500	0	1,500	1,500
62501 - WATER	16,209	18,376	23,627	21,027	17,601	0	17,601	17,601
62502 - SEWER	17,088	20,077	15,617	19,748	25,779	0	25,779	25,779
62503 - ELECTRICITY	297,206	293,384	312,771	288,771	316,752	0	316,752	316,752
62504 - HEATING FUEL	272,538	261,305	322,598	323,245	326,782	0	326,782	326,782
62506 - FIRELINE / HYDRANTS	6,551	6,840	7,129	7,129	7,129	0	7,129	7,129
62510 - TELEPHONE	2,588	2,470	2,600	2,560	2,600	0	2,600	2,600
62602 - OFFICE SPACE RENTAL	3,000	3,000	3,000	12,000	12,000	0	12,000	12,000
62604 - EQUIPMENT RENTAL	16	0	600	0	600	0	600	600
62733 - TOOLS	473	662	850	300	850	0	850	850
62734 - MINOR EQUIPMENT	39	4	2,450	2,329	2,450	0	2,450	2,450

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62735 - BUILDING MAINT. SUPPLIES	11,669	7,584	16,600	10,769	16,600	0	16,600	16,600
62736 - GROUNDS MAINT SUPPLIES	3,083	3,418	12,915	10,426	12,915	0	12,915	12,915
62737 - JANITORIAL SUPPLIES	17,876	21,857	24,968	21,029	24,968	0	24,968	24,968
62755 - UNIFORMS	1,695	890	2,100	460	2,100	0	2,100	2,100
62756 - PROTECTIVE CLOTHING	0	135	0	0	0	0	0	0
64206 - MINOR IMPROVEMENTS	39,352	27,577	7,600	18,720	7,600	0	7,600	7,600
62000 - OPERATING EXPENDITURES	842,073	811,570	939,686	960,053	953,326	0	953,326	953,326
Department Total	1,272,029	1,240,362	1,482,838	1,456,241	1,402,107	0	1,402,107	1,402,107

Fiscal Year 2014 - 2015

PARKS, REC. & FACILITIES 01325 - CITY HALL MAINTENANCE

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61304 - GENERAL PERSONNEL	73,156	74,793	133,192	107,060	75,080	0	75,080	75,080
61501 - REGULAR OVERTIME	2,017	1,386	4,500	4,500	4,500	0	4,500	4,500
61609 - STIPEND	12,435	9,425	9,425	9,425	9,425	0	9,425	9,425
61701 - HEALTH INSURANCE	23,979	23,308	47,209	37,683	29,224	0	29,224	29,224
61702 - DENTAL INSURANCE	1,565	1,332	3,480	3,480	1,719	0	1,719	1,719
61703 - RETIREMENT CONTRIBUTIONS	7,909	7,565	15,710	12,025	9,586	0	9,586	9,586
61704 - SOCIAL SECURITY	6,255	6,258	11,255	8,965	6,809	0	6,809	6,809
61705 - WORKERS COMPENSATION	1,172	1,162	1,178	1,176	1,181	0	1,181	1,181
61000 - PERSONNEL SERVICES	128,488	125,228	225,948	184,314	137,525	0	137,525	137,525
62102 - PROFESSIONAL SERVICES	900	3,738	0	0	0	0	0	0
62103 - TECHNICAL SERVICES	0	0	13,256	15,526	0	0	0	0
62205 - PC REPLACEMENT CHARGE	384	384	390	390	282	0	282	282
62206 - PW FLEET CHARGE	5,208	6,108	6,111	6,111	7,334	0	7,334	7,334
62208 - TAXES	4,695	8,142	8,479	8,492	8,832	0	8,832	8,832
62209 - RUBBISH PICK-UP	7,259	5,104	6,110	6,110	6,110	0	6,110	6,110
62311 - EQUIPMENT MAINTENANCE	2,859	9,491	8,840	8,840	8,840	0	8,840	8,840
62313 - REPAIRS & MAINTENANCE	15,305	2,360	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,575	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	5,643	3,000	3,892	3,000	0	3,000	3,000
62318 - BUILDING REPAIR	0	5,879	5,000	5,210	5,000	0	5,000	5,000
62350 - BUILDING MAINTENANCE	2,647	1,903	5,000	5,000	5,000	0	5,000	5,000
62375 - PERMITS	250	1,047	2,000	1,050	2,000	0	2,000	2,000
62430 - TRAVEL	28	0	750	0	750	0	750	750
62435 - TRAINING	0	0	1,500	0	1,500	0	1,500	1,500
62501 - WATER	4,896	4,294	3,904	3,904	4,100	0	4,100	4,100
62502 - SEWER	7,586	6,786	5,832	5,832	7,042	0	7,042	7,042
62503 - ELECTRICITY	46,453	36,697	50,000	37,000	50,000	0	50,000	50,000
62504 - HEATING FUEL	37,346	30,961	32,000	40,671	32,990	0	32,990	32,990
62510 - TELEPHONE	997	939	1,100	1,100	1,100	0	1,100	1,100
62733 - TOOLS	327	175	600	200	600	0	600	600
62734 - MINOR EQUIPMENT	0	0	1,200	1,200	1,200	0	1,200	1,200
62735 - BUILDING MAINT. SUPPLIES	3,249	1,682	3,200	1,000	3,200	0	3,200	3,200
62736 - GROUNDS MAINT SUPPLIES	0	544	2,543	1,750	2,543	0	2,543	2,543
62737 - JANITORIAL SUPPLIES	-3,308	2,617	2,400	2,520	2,400	0	2,400	2,400
62755 - UNIFORMS	576	216	600	160	600	0	600	600
62756 - PROTECTIVE CLOTHING	0	135	0	0	0	0	0	0
64206 - MINOR IMPROVEMENTS	20,310	20,708	5,000	18,670	5,000	0	5,000	5,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62000 - OPERATING EXPENDITURES	157,968	156,620	171,390	177,203	161,998	0	161,998	161,998
01325 - CITY HALL MAINTENANCE Total	286,456	281,848	397,338	361,517	299,523	0	299,523	299,523

PARKS, REC. & FACILITIES 01326 - TRANSPORT CTR MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62175 - OTHER SERVICES	0	70	0	0	0	0	0	0
62208 - TAXES	1,752	7,658	7,982	8,122	8,447	0	8,447	8,447
62311 - EQUIPMENT MAINTENANCE	0	806	200	100	200	0	200	200
62313 - REPAIRS & MAINTENANCE	10,293	0	0	0	0	0	0	0
62317 - EQUIPMENT REPAIR	0	349	1,200	800	1,200	0	1,200	1,200
62318 - BUILDING REPAIR	0	1,904	2,000	158	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	135	0	800	0	800	0	800	800
62375 - PERMITS	120	0	0	0	0	0	0	0
62501 - WATER	771	2,595	2,565	2,565	2,675	0	2,675	2,675
62502 - SEWER	1,128	4,042	3,723	3,723	4,512	0	4,512	4,512
62503 - ELECTRICITY	11,083	10,755	15,171	10,171	12,045	0	12,045	12,045
62504 - HEATING FUEL	10,786	9,329	10,000	10,000	10,309	0	10,309	10,309
62735 - BUILDING MAINT. SUPPLIES	399	229	400	250	400	0	400	400
62737 - JANITORIAL SUPPLIES	0	0	200	0	200	0	200	200
64206 - MINOR IMPROVEMENTS	7,893	4,357	1,100	0	1,100	0	1,100	1,100
62000 - OPERATING EXPENDITURES	44,360	42,094	45,341	35,889	43,888	0	43,888	43,888
01326 - TRANSPORT CTR MAINTENANCE Total	44,360	42,094	45,341	35,889	43,888	0	43,888	43,888

PARKS, REC. & FACILITIES 01328 - LIBRARY MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	80,889	82,701	84,140	83,019	81,161	0	81,161	81,161
61501 - REGULAR OVERTIME	637	949	1,000	1,000	1,000	0	1,000	1,000
61701 - HEALTH INSURANCE	19,856	20,340	21,841	10,516	24,042	0	24,042	24,042
61702 - DENTAL INSURANCE	1,345	1,145	1,478	1,478	1,478	0	1,478	1,478
61703 - RETIREMENT CONTRIBUTIONS	7,359	7,394	9,170	9,049	8,849	0	8,849	8,849
61704 - SOCIAL SECURITY	5,946	6,188	6,513	6,427	6,285	0	6,285	6,285
61705 - WORKERS COMPENSATION	1,068	1,154	1,164	1,163	1,138	0	1,138	1,138
61902 - OUTSIDE AGENCY TEMPS	0	0	0	5,100	0	0	0	0
61000 - PERSONNEL SERVICES	117,101	119,871	125,306	117,752	123,953	0	123,953	123,953
62102 - PROFESSIONAL SERVICES	2,798	0	0	0	0	0	0	0
62175 - OTHER SERVICES	0	0	1,000	0	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

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62311 - EQUIPMENT MAINTENANCE	3,000	5,180	5,000	5,000	5,000	0	5,000	5,000
62313 - REPAIRS & MAINTENANCE	6,854	0	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,575	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	8,579	2,000	51,554	5,000	0	5,000	5,000
62318 - BUILDING REPAIR	0	4,795	4,350	14,500	4,350	0	4,350	4,350
62350 - BUILDING MAINTENANCE	834	4,636	4,100	4,100	4,100	0	4,100	4,100
62375 - PERMITS	0	808	650	650	650	0	650	650
62501 - WATER	1,215	1,191	1,132	1,132	1,180	0	1,180	1,180
62502 - SEWER	1,887	1,862	1,649	1,649	1,993	0	1,993	1,993
62503 - ELECTRICITY	50,527	52,980	52,000	52,000	55,000	0	55,000	55,000
62504 - HEATING FUEL	38,231	44,043	42,000	51,000	43,299	0	43,299	43,299
62733 - TOOLS	0	18	0	0	0	0	0	0
62734 - MINOR EQUIPMENT	0	4	0	30	0	0	0	0
62735 - BUILDING MAINT. SUPPLIES	3,042	1,395	2,500	500	2,500	0	2,500	2,500
62736 - GROUNDS MAINT SUPPLIES	1,517	1,771	5,086	4,000	5,086	0	5,086	5,086
62737 - JANITORIAL SUPPLIES	6,320	5,156	4,500	4,500	4,500	0	4,500	4,500
62755 - UNIFORMS	312	175	600	0	600	0	600	600
64206 - MINOR IMPROVEMENTS	6,399	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	125,180	135,904	131,642	195,690	139,333	0	139,333	139,333
01328 - LIBRARY MAINTENANCE Total	242,281	255,775	256,948	313,442	263,286	0	263,286	263,286

PARKS, REC. & FACILITIES 01329 - RECREATION CTR MAINT
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	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	45,939	43,160	43,911	43,326	43,326	0	43,326	43,326
61501 - REGULAR OVERTIME	3,270	3,844	3,000	3,000	3,000	0	3,000	3,000
61701 - HEALTH INSURANCE	20,462	17,444	20,726	20,726	16,235	0	16,235	16,235
61702 - DENTAL INSURANCE	914	740	955	955	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	4,479	4,156	5,375	5,312	4,989	0	4,989	4,989
61704 - SOCIAL SECURITY	3,469	3,596	3,818	3,773	3,544	0	3,544	3,544
61705 - WORKERS COMPENSATION	621	527	569	568	533	0	533	533
61902 - OUTSIDE AGENCY TEMPS	0	0	0	5,100	0	0	0	0
61000 - PERSONNEL SERVICES	79,152	73,467	78,353	82,760	72,583	0	72,583	72,583
62102 - PROFESSIONAL SERVICES	0	150	0	0	0	0	0	0
62209 - RUBBISH PICK-UP	2,638	2,134	2,400	2,400	2,400	0	2,400	2,400
62311 - EQUIPMENT MAINTENANCE	1,030	2,313	2,650	2,650	2,650	0	2,650	2,650
62313 - REPAIRS & MAINTENANCE	6,685	1	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,575	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	1,964	5,000	5,000	5,000	0	5,000	5,000
62318 - BUILDING REPAIR	0	671	1,000	1,000	1,000	0	1,000	1,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62350 - BUILDING MAINTENANCE	713	0	1,000	1,692	1,000	0	1,000	1,000
62375 - PERMITS	100	858	650	650	650	0	650	650
62501 - WATER	1,331	1,312	965	965	1,164	0	1,164	1,164
62502 - SEWER	1,898	2,278	1,656	1,656	2,653	0	2,653	2,653
62503 - ELECTRICITY	18,050	18,049	22,227	16,227	22,227	0	22,227	22,227
62504 - HEATING FUEL	30,678	29,110	37,500	28,500	38,660	0	38,660	38,660
62510 - TELEPHONE	888	778	750	710	750	0	750	750
62604 - EQUIPMENT RENTAL	16	0	600	0	600	0	600	600
62733 - TOOLS	0	407	0	0	0	0	0	0
62734 - MINOR EQUIPMENT	29	0	500	874	500	0	500	500
62735 - BUILDING MAINT. SUPPLIES	2,441	229	3,000	1,000	3,000	0	3,000	3,000
62736 - GROUNDS MAINT SUPPLIES	670	501	1,486	1,486	1,486	0	1,486	1,486
62737 - JANITORIAL SUPPLIES	6,152	4,564	5,718	4,000	5,718	0	5,718	5,718
62755 - UNIFORMS	360	130	300	0	300	0	300	300
62000 - OPERATING EXPENDITURES	73,679	66,515	89,977	71,385	92,333	0	92,333	92,333
01329 - RECREATION CTR MAINT Total	152,831	139,982	168,330	154,145	164,916	0	164,916	164,916

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

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62209 - RUBBISH PICK-UP	0	1,480	2,040	2,040	2,040	0	2,040	2,040
62311 - EQUIPMENT MAINTENANCE	239	810	500	642	500	0	500	500
62313 - REPAIRS & MAINTENANCE	2,601	0	0	0	0	0	0	0
62317 - EQUIPMENT REPAIR	0	663	500	250	500	0	500	500
62318 - BUILDING REPAIR	0	271	500	1,692	500	0	500	500
62350 - BUILDING MAINTENANCE	2,203	0	482	0	482	0	482	482
62375 - PERMITS	0	50	100	250	250	0	250	250
62501 - WATER	0	1,198	955	955	985	0	985	985
62502 - SEWER	200	1,810	1,500	1,500	1,546	0	1,546	1,546
62503 - ELECTRICITY	21,415	27,442	18,493	18,493	22,000	0	22,000	22,000
62504 - HEATING FUEL	22,456	28,404	17,442	35,500	27,000	0	27,000	27,000
62506 - FIRELINE / HYDRANTS	0	289	578	578	578	0	578	578
62735 - BUILDING MAINT. SUPPLIES	83	0	2,000	1,000	2,000	0	2,000	2,000
62736 - GROUNDS MAINT SUPPLIES	0	0	1,200	990	1,200	0	1,200	1,200
62737 - JANITORIAL SUPPLIES	2,131	2,205	3,000	3,383	3,000	0	3,000	3,000
62000 - OPERATING EXPENDITURES	51,329	64,621	49,290	67,273	62,581	0	62,581	62,581
01330 - CENTRAL FIRE STATION MAIN Total	51,329	64,621	49,290	67,273	62,581	0	62,581	62,581

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

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department	2014 - 2015 Department	2014 - 2015 Department	2014 - 2015 Manager
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					Base	Supplemental	Request	Recommended
Account								
62503 - ELECTRICITY	1,564	1,291	1,350	1,350	0	0	0	0
62737 - JANITORIAL SUPPLIES	329	0	150	150	0	0	0	0
62000 - OPERATING EXPENDITURES	1,893	1,291	1,500	1,500	0	0	0	0
01331 - AP FIRE STATION MAINT Total	1,893	1,291	1,500	1,500	0	0	0	0

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

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62209 - RUBBISH PICK-UP	0	600	600	600	600	0	600	600
62311 - EQUIPMENT MAINTENANCE	0	191	0	0	0	0	0	0
62317 - EQUIPMENT REPAIR	0	218	0	150	0	0	0	0
62318 - BUILDING REPAIR	0	110	0	0	0	0	0	0
62350 - BUILDING MAINTENANCE	0	50	686	0	686	0	686	686
62501 - WATER	1,319	796	1,300	1,300	928	0	928	928
62502 - SEWER	1,809	1,528	900	900	1,340	0	1,340	1,340
62503 - ELECTRICITY	7,851	7,346	7,519	7,519	8,119	0	8,119	8,119
62504 - HEATING FUEL	7	17,189	20,000	18,000	20,618	0	20,618	20,618
62602 - OFFICE SPACE RENTAL	3,000	3,000	3,000	12,000	12,000	0	12,000	12,000
62735 - BUILDING MAINT. SUPPLIES	712	0	1,000	100	1,000	0	1,000	1,000
64206 - MINOR IMPROVEMENTS	0	0	1,500	50	1,500	0	1,500	1,500
62000 - OPERATING EXPENDITURES	14,698	31,029	36,505	40,619	46,791	0	46,791	46,791
01332 - W KEENE FIRE MAINTENANCE Total	14,698	31,029	36,505	40,619	46,791	0	46,791	46,791

PARKS, REC. & FACILITIES 01333 - AIRPORT MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62311 - EQUIPMENT MAINTENANCE	0	1,107	1,000	1,000	1,000	0	1,000	1,000
62313 - REPAIRS & MAINTENANCE	149	0	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,575	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	328	1,000	4,041	1,000	0	1,000	1,000
62318 - BUILDING REPAIR	0	789	2,000	500	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	5,049	2,599	2,000	1,000	2,000	0	2,000	2,000
62375 - PERMITS	408	458	0	458	0	0	0	0
62501 - WATER	1,284	994	1,300	1,300	1,340	0	1,340	1,340
62503 - ELECTRICITY	27,909	26,971	27,810	27,810	29,160	0	29,160	29,160
62504 - HEATING FUEL	17,726	15,760	21,032	31,500	21,032	0	21,032	21,032
62735 - BUILDING MAINT. SUPPLIES	109	587	1,000	5,819	1,000	0	1,000	1,000
62736 - GROUNDS MAINT SUPPLIES	0	138	300	300	300	0	300	300
62737 - JANITORIAL SUPPLIES	0	286	500	826	650	0	650	650
62000 - OPERATING EXPENDITURES	52,634	51,082	60,517	77,128	62,057	0	62,057	62,057

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
01333 - AIRPORT MAINTENANCE Total	52,634	51,082	60,517	77,128	62,057	0	62,057	62,057

PARKS, REC. & FACILITIES 01335 - 350 MARLBORO STREET

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	42,219	43,160	43,911	43,326	43,326	0	43,326	43,326
61307 - PART TIME EMPLOYEES	29,134	33,187	34,194	33,739	33,739	0	33,739	33,739
61501 - REGULAR OVERTIME	2,726	2,023	1,000	0	1,000	0	1,000	1,000
61701 - HEALTH INSURANCE	19,157	19,446	20,726	20,726	23,085	0	23,085	23,085
61702 - DENTAL INSURANCE	1,602	1,363	1,760	1,760	1,760	0	1,760	1,760
61703 - RETIREMENT CONTRIBUTIONS	4,054	3,994	4,837	4,774	4,774	0	4,774	4,774
61704 - SOCIAL SECURITY	5,391	5,995	6,052	5,972	5,972	0	5,972	5,972
61705 - WORKERS COMPENSATION	933	1,058	1,066	1,065	1,065	0	1,065	1,065
61000 - PERSONNEL SERVICES	105,215	110,227	113,546	111,362	114,721	0	114,721	114,721
62102 - PROFESSIONAL SERVICES	1,800	0	5,000	0	5,000	0	5,000	5,000
62175 - OTHER SERVICES	8	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	0	0	170	170	141	0	141	141
62311 - EQUIPMENT MAINTENANCE	8,711	7,488	10,125	5,000	10,125	0	10,125	10,125
62313 - REPAIRS & MAINTENANCE	38,943	0	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,575	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	10,756	10,602	14,321	10,602	0	10,602	10,602
62318 - BUILDING REPAIR	0	9,903	10,000	5,000	10,000	0	10,000	10,000
62350 - BUILDING MAINTENANCE	1,751	50	10,000	2,500	10,000	0	10,000	10,000
62375 - PERMITS	508	658	500	1,033	1,033	0	1,033	1,033
62501 - WATER	5,144	5,760	11,277	8,677	5,000	0	5,000	5,000
62502 - SEWER	2,201	1,401	0	4,131	6,277	0	6,277	6,277
62503 - ELECTRICITY	110,585	110,219	114,986	114,986	114,986	0	114,986	114,986
62504 - HEATING FUEL	104,637	76,230	125,000	90,450	115,250	0	115,250	115,250
62506 - FIRELINE / HYDRANTS	6,551	6,551	6,551	6,551	6,551	0	6,551	6,551
62510 - TELEPHONE	704	754	750	750	750	0	750	750
62733 - TOOLS	146	61	250	100	250	0	250	250
62734 - MINOR EQUIPMENT	10	0	750	225	750	0	750	750
62735 - BUILDING MAINT. SUPPLIES	1,620	3,462	3,000	1,000	3,000	0	3,000	3,000
62736 - GROUNDS MAINT SUPPLIES	579	464	1,800	1,800	1,800	0	1,800	1,800
62737 - JANITORIAL SUPPLIES	6,253	6,867	8,000	5,500	8,000	0	8,000	8,000
62755 - UNIFORMS	447	369	600	300	600	0	600	600
64206 - MINOR IMPROVEMENTS	4,750	2,512	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	295,347	244,573	321,936	265,069	312,690	0	312,690	312,690
01335 - 350 MARLBORO STREET Total	400,562	354,800	435,482	376,431	427,411	0	427,411	427,411

PARKS, REC. & FACILITIES 01336 - PUBLIC LIBRARY ANNEX

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62209 - RUBBISH PICK-UP	2,181	1,739	1,778	1,778	1,778	0	1,778	1,778
62311 - EQUIPMENT MAINTENANCE	443	428	1,500	1,500	1,500	0	1,500	1,500
62313 - REPAIRS & MAINTENANCE	8,556	0	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,575	2,575	0	2,575	2,575
62317 - EQUIPMENT REPAIR	0	342	110	210	110	0	110	110
62318 - BUILDING REPAIR	0	1,072	1,275	0	1,275	0	1,275	1,275
62350 - BUILDING MAINTENANCE	0	0	975	0	975	0	975	975
62375 - PERMITS	408	508	450	458	458	0	458	458
62501 - WATER	248	236	229	229	229	0	229	229
62502 - SEWER	379	371	357	357	416	0	416	416
62503 - ELECTRICITY	1,767	1,635	3,215	3,215	3,215	0	3,215	3,215
62504 - HEATING FUEL	10,671	10,280	17,624	17,624	17,624	0	17,624	17,624
62735 - BUILDING MAINT. SUPPLIES	13	0	500	100	500	0	500	500
62736 - GROUNDS MAINT SUPPLIES	317	0	500	100	500	0	500	500
62737 - JANITORIAL SUPPLIES	0	162	500	150	500	0	500	500
62000 - OPERATING EXPENDITURES	24,984	17,840	31,588	28,296	31,655	0	31,655	31,655
01336 - PUBLIC LIBRARY ANNEX Total	24,984	17,840	31,588	28,296	31,655	0	31,655	31,655

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
PARKS, REC. & FACILITIES	1,272,029	1,240,362	1,482,838	1,456,241	1,402,107	0	1,402,107	1,402,107

DEPARTMENT:	POLICE	FUND:	GENERAL
DIVISION(s):	ALL		
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.		

The services provided by the Keene Police Department are undertaken to contribute to the safety and security of the community. Protecting life, property, and maintaining order within the City are our top priorities as we work to make Keene safe for its residents and inviting to those who visit.

In 2013, the Department responded to 32,180 calls for service; making 1,963 arrests, completing 503 reportable accident reports, responding to many more that did not require a State accident report, and completing 3,500 offense reports. A total of 3,802 hours of training was conducted for personnel; training that is required by statute, policy, and to maintain the level of skill required in carrying out our duties effectively and professionally.

Background

Our medication drop box continues to be utilized to a great degree. In 2013 we collected and safely disposed of 1026 pounds of unused, expired, or unwanted medication; medication that was averted from abuse, theft, and from our water systems. Since opening the medication drop box in October 2011, we have collected and disposed of over 2000 lbs of medication.

As an Accredited agency through the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Keene Police Department continues the practice of self-assessment and improvement based upon best practices in the field of law enforcement.

While we have had some success in the recent past, recruitment continues to be a challenge. We continue to evaluate how to improve and we are looking to returning veterans as a resource.

We continue to build our relationships with the Keene School District and Keene State College (KSC). The School Resource Officer at Keene High School and the patrols that take place at the elementary and middle school levels help us to build stronger relationships. Our KSC Liaison Officer continues to work with College Staff in order to strengthen ties to the college population and others who are affected by it. We've enjoined Cheshire County, KSC, Franklin Pierce College, and the Rindge Police Department in a grant that will provide services, assessment, prevention, and enforcement strategies for substance abuse issues.

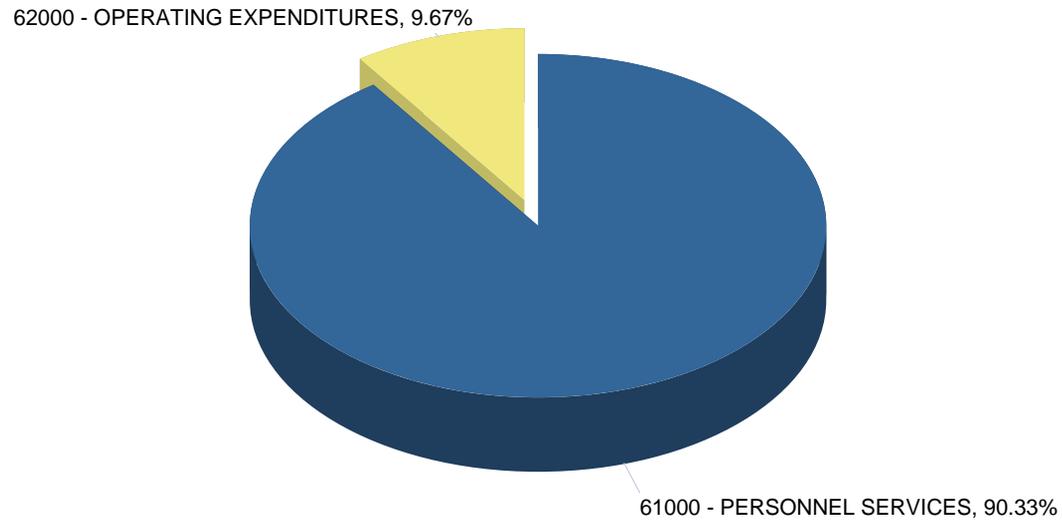
We are active participants in the Cheshire County Drug Court program. This program diverts high risk/high need offenders with substance abuse problems from lengthy prison sentences to strict supervision and treatment for their addictions; the costs of treatment well below those of incarceration. Recognizing that this population is responsible for a large percentage of property crimes due to their addictions, Drug Courts are a viable way to hold them accountable and work to help get them clean and become responsible and contributing members of the community.

The police department fitness facility, which was completed thanks to the use of the Police Benevolent Trust Fund established in 1901 by Reverend Edward Renouf, has been utilized to a great degree and contributes to the overall health and fitness of our Officers.

Our Officers have worked and trained extensively toward fulfilling our mission in this past year and we have positioned ourselves to do so in this coming one.

PRIMARY SERVICES & RESPONSIBILITIES:				Align w/CMP	
1.	<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	
2.	<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	
3.	<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 2014/2015 OBJECTIVES:			STATUTE	CMP	VOICE
1.	Continued development of criminal intelligence and data analysis programs			Safe Community	E
2.	Self-assessment and evaluation consistent with maintaining our CALEA Accrediation standards			Leadership	O,I,C,E
3.	Identify efforts through which we can collaborate with the public and other partners to problem-solve issues within the City			Leadership	O,I,E
4.	Improve recruiting, hiring, and training standards to maintain, train, and replace personnel when needed			Leadership	V,E
5.	Identify safety and quality of life issues and develop initiatives to combat them.			Safe Community	O,I,E
METRICS:			FY13	FY14	FY15
1.	Calls for Service		32,180	32,600	33,000
2.	Arrests		1,963	2,000	2,100
3.	Offense Reports		3,500	3,600	3,700
4.	Reportable Motor Vehicle Accidents		503	525	535
5.	Training Hours		3,802	4,300	4,400

Department - POLICE



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	5,082,956	5,224,661	5,731,752	5,547,495	6,026,326	93,750	6,120,076	6,026,326
62000 - OPERATING EXPENDITURES	622,831	628,304	666,905	647,464	655,284	0	655,284	655,284
Department Total	5,705,787	5,852,965	6,398,657	6,194,959	6,681,610	93,750	6,775,360	6,681,610

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
01400	61301	POLICE CHIEF	1.00	105,745
	61303	POLICE CAPTAIN	1.00	92,664
	61305	POLICE RECORDS SPECIALIST	3.00	124,208
		OFFICE MANAGER	1.00	52,288
01401	61304	POLICE DISPATCHER	4.00	173,031
01403	61303	POLICE SGT	4.00	279,506
		POLICE LT	3.00	241,607
		POLICE CAPTAIN	1.00	92,664
	61304	POLICE OFFICER	22.00	1,287,344
01405	61303	POLICE LT	1.00	80,674
	61304	TRAFFIC SAFTEY SPEC / ANI	1.00	51,596
		POLICE OFFICER	2.00	122,056
	61305	POLICE RECORDS PROPERTY	0.90	37,538
	61307	POLICE ADMIN / ACCRED SPE	0.85	40,254
01407	61303	POLICE LT	1.00	80,674
	61304	POLICE OFFICER	7.00	427,742
	61305	ADMIN SPEC / CRIMINAL INT	1.00	47,243
01408	61303	POLICE SGT	1.00	70,182
80 - POLICE Total			55.75	3,407,017

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

POLICE

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61301 - DEPARTMENT HEAD	101,809	103,939	105,747	111,040	105,745	0	105,745	105,745
61303 - SUPERVISORY PERSONNEL	781,058	825,823	848,697	822,379	937,971	0	937,971	937,971
61304 - GENERAL PERSONNEL	1,758,532	1,790,433	1,983,926	1,781,108	2,061,769	47,695	2,109,464	2,061,769
61305 - ADMINISTRATIVE PERSONNEL	255,759	252,915	264,353	255,511	261,278	0	261,278	261,278
61306 - HOURLY PERSONNEL	67,709	70,277	71,150	62,234	70,000	0	70,000	70,000
61307 - PART TIME EMPLOYEES	29,603	43,624	49,291	49,782	48,754	-4,500	44,254	48,754
61501 - REGULAR OVERTIME	89,490	91,885	90,500	119,028	90,500	0	90,500	90,500
61502 - DOUBLE OVERTIME	4,135	4,729	5,300	4,752	5,300	0	5,300	5,300
61506 - REIMBURSABLE DETAIL	26,227	27,586	28,000	20,000	20,000	0	20,000	20,000
61507 - COURT OVERTIME	51,156	47,285	44,000	49,139	44,000	5,000	49,000	44,000
61509 - OT-WEAPONS TRAINING	13,452	18,634	25,000	21,000	25,000	0	25,000	25,000
61512 - OT-TACTICAL TEAM TRAINING	20,827	19,434	20,000	19,500	20,000	0	20,000	20,000
61513 - OT-TRAINING	34,883	37,288	37,000	35,000	37,000	0	37,000	37,000
61520 - OT-VACATION REPLACEMENT	84,441	74,700	69,100	74,645	69,100	-800	68,300	69,100
61521 - OT-SICK REPLACEMENT	43,327	45,148	24,600	41,423	24,600	7,700	32,300	24,600
61522 - OT-PERSONAL DAY REPLACE	14,580	14,134	12,300	13,259	12,300	1,200	13,500	12,300
61529 - OT-SHIFT VACANCIES	12,289	17,959	8,000	7,970	8,000	3,900	11,900	8,000
61531 - HOLIDAY OVERTIME	20,981	18,527	17,930	23,916	17,930	0	17,930	17,930
61601 - HOLIDAY PAY	117,921	124,134	140,461	127,565	145,975	2,000	147,975	145,975
61608 - POLICE INCENTIVES	33,275	38,475	48,200	39,800	49,800	0	49,800	49,800
61609 - STIPEND	0	0	3,011	3,000	3,000	0	3,000	3,000
61701 - HEALTH INSURANCE	697,389	715,685	753,440	816,797	847,956	16,049	864,005	847,956
61702 - DENTAL INSURANCE	55,776	47,334	62,487	61,039	64,029	955	64,984	64,029
61703 - RETIREMENT CONTRIBUTIONS	46,286	42,596	56,385	51,735	54,083	5,166	59,249	54,083
61704 - SOCIAL SECURITY	87,016	90,548	95,621	92,419	98,103	3,975	102,078	98,103
61705 - WORKERS COMPENSATION	38,459	43,467	47,490	45,286	50,042	918	50,960	50,042
61714 - RET - POLICE	593,683	611,924	819,763	794,821	854,092	4,492	858,584	854,092
61901 - RECRUITMENT	2,892	6,178	0	790	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	0	0	2,557	0	0	0	0
61000 - PERSONNEL SERVICES	5,082,956	5,224,661	5,731,752	5,547,495	6,026,326	93,750	6,120,076	6,026,326
62100 - PROFESSIONAL/TECH SVCS	13,542	5,642	7,000	7,200	7,000	0	7,000	7,000
62102 - PROFESSIONAL SERVICES	89,276	91,560	92,592	92,592	93,981	0	93,981	93,981
62103 - TECHNICAL SERVICES	11,742	7,340	9,700	9,310	9,610	0	9,610	9,610
62105 - CONSTRUCTION	0	4,967	0	0	0	0	0	0
62120 - LABORATORY SERVICES	0	260	400	250	400	0	400	400
62145 - FIRST AID & MEDICAL SVCS	187	12	100	50	100	0	100	100
62175 - OTHER SERVICES	219	527	1,000	500	750	0	750	750

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62177 - JUSTICE OF THE PEACE	0	75	450	150	375	0	375	375
62205 - PC REPLACEMENT CHARGE	29,988	25,236	23,080	23,080	21,428	0	21,428	21,428
62206 - PW FLEET CHARGE	334,740	354,000	349,393	349,393	362,840	0	362,840	362,840
62301 - OFFICE EQUIPMENT MAINT.	2,372	3,243	3,800	3,800	3,800	0	3,800	3,800
62304 - COMMUNICATIONS EQP MAINT.	4,684	3,061	4,500	5,000	4,500	0	4,500	4,500
62310 - SAFETY PROGRAM MAINT.	7,887	4,642	6,000	3,500	6,000	0	6,000	6,000
62311 - EQUIPMENT MAINTENANCE	0	720	1,000	660	1,000	0	1,000	1,000
62312 - K-9 UNIT SUPPORT	3,452	4,980	4,500	4,500	4,500	0	4,500	4,500
62319 - BEARCAT MAINTENANCE	0	900	500	0	500	0	500	500
62435 - TRAINING	15,809	19,082	24,483	17,000	24,000	0	24,000	24,000
62436 - MEETINGS & DUES	643	335	300	260	200	0	200	200
62444 - AWARDS	160	0	0	0	0	0	0	0
62445 - PHOTOGRAPHY & PROCESSING	1,668	838	1,000	300	750	0	750	750
62446 - CLEANING ALLOWANCE	2,508	2,100	2,100	2,100	2,100	0	2,100	2,100
62447 - PUBLIC AWARENESS	108	0	0	0	0	0	0	0
62503 - ELECTRICITY	7,609	6,517	6,600	5,535	6,600	0	6,600	6,600
62510 - TELEPHONE	16,921	14,197	15,000	13,100	14,200	0	14,200	14,200
62700 - SUPPLIES AND MATERIALS	5,168	4,234	4,680	4,580	5,165	0	5,165	5,165
62701 - OFFICE SUPPLIES	6,340	5,817	5,800	5,774	5,800	0	5,800	5,800
62710 - POSTAGE	4,921	3,324	3,210	3,210	3,210	0	3,210	3,210
62715 - BOOKS AND PERIODICALS	1,804	1,286	1,600	915	1,400	0	1,400	1,400
62734 - MINOR EQUIPMENT	1,337	0	0	0	0	0	0	0
62741 - EVIDENCE SECURITY	1,260	1,201	800	780	800	0	800	800
62744 - MINOR COMPUTER EQUIPMENT	453	302	500	200	500	0	500	500
62745 - TACTICAL SUPPLIES	14,604	12,824	9,500	9,500	9,500	0	9,500	9,500
62755 - UNIFORMS	23,330	22,563	25,901	24,100	26,300	0	26,300	26,300
62767 - PRISONER CARE	0	0	50	25	25	0	25	25
62773 - WEAPONS TRAINING SUPPLIES	16,716	22,573	57,416	56,800	34,000	0	34,000	34,000
68008 - GRANT MATCH	3,384	3,947	3,950	3,300	3,950	0	3,950	3,950
62000 - OPERATING EXPENDITURES	622,831	628,304	666,905	647,464	655,284	0	655,284	655,284
Department Total	5,705,787	5,852,965	6,398,657	6,194,959	6,681,610	93,750	6,775,360	6,681,610

Fiscal Year 2014 - 2015

POLICE 01400 - POLICE ADMIN

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	101,809	103,939	105,747	111,040	105,745	0	105,745	105,745
61303 - SUPERVISORY PERSONNEL	89,219	91,081	92,666	91,294	92,664	0	92,664	92,664
61305 - ADMINISTRATIVE PERSONNEL	169,601	175,052	179,850	173,986	176,496	0	176,496	176,496
61506 - REIMBURSABLE DETAIL	26,227	27,586	28,000	20,000	20,000	0	20,000	20,000
61608 - POLICE INCENTIVES	6,000	9,000	9,000	9,000	9,000	0	9,000	9,000
61701 - HEALTH INSURANCE	70,941	85,413	90,878	93,086	93,874	0	93,874	93,874
61702 - DENTAL INSURANCE	5,904	4,860	6,477	5,610	5,672	0	5,672	5,672
61703 - RETIREMENT CONTRIBUTIONS	15,314	15,497	19,370	18,738	19,009	0	19,009	19,009
61704 - SOCIAL SECURITY	15,842	16,413	17,138	16,589	16,800	0	16,800	16,800
61705 - WORKERS COMPENSATION	2,543	2,729	3,220	2,821	3,144	0	3,144	3,144
61714 - RET - POLICE	43,837	46,355	78,553	60,284	57,535	0	57,535	57,535
61901 - RECRUITMENT	1,348	772	0	290	0	0	0	0
61000 - PERSONNEL SERVICES	548,586	578,697	630,898	602,738	599,939	0	599,939	599,939
62145 - FIRST AID & MEDICAL SVCS	187	12	100	50	100	0	100	100
62177 - JUSTICE OF THE PEACE	0	75	450	150	375	0	375	375
62205 - PC REPLACEMENT CHARGE	2,544	3,000	2,570	2,570	2,313	0	2,313	2,313
62206 - PW FLEET CHARGE	16,320	17,844	16,924	16,924	16,679	0	16,679	16,679
62301 - OFFICE EQUIPMENT MAINT.	2,372	3,243	3,800	3,800	3,800	0	3,800	3,800
62436 - MEETINGS & DUES	643	335	300	260	200	0	200	200
62446 - CLEANING ALLOWANCE	2,508	2,100	2,100	2,100	2,100	0	2,100	2,100
62447 - PUBLIC AWARENESS	108	0	0	0	0	0	0	0
62701 - OFFICE SUPPLIES	6,134	5,817	5,700	5,700	5,700	0	5,700	5,700
62710 - POSTAGE	4,921	3,324	3,210	3,210	3,210	0	3,210	3,210
62715 - BOOKS AND PERIODICALS	636	230	800	240	600	0	600	600
62755 - UNIFORMS	17,069	16,036	19,501	18,000	19,700	0	19,700	19,700
62000 - OPERATING EXPENDITURES	53,443	52,015	55,455	53,004	54,777	0	54,777	54,777
01400 - POLICE ADMIN Total	602,029	630,713	686,353	655,742	654,716	0	654,716	654,716

POLICE 01401 - POLICE DISPATCH

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	174,110	178,362	183,298	167,102	173,031	47,695	220,726	173,031
61307 - PART TIME EMPLOYEES	4,161	7,237	8,500	11,788	8,500	-4,500	4,000	8,500
61501 - REGULAR OVERTIME	16,122	12,463	13,500	44,089	13,500	0	13,500	13,500
61502 - DOUBLE OVERTIME	4,135	4,729	5,300	4,752	5,300	0	5,300	5,300
61520 - OT-VACATION REPLACEMENT	22,315	13,899	19,000	17,607	19,000	-5,500	13,500	19,000
61521 - OT-SICK REPLACEMENT	5,965	11,807	6,000	11,895	6,000	0	6,000	6,000
61522 - OT-PERSONAL DAY REPLACE	2,158	1,796	2,500	2,154	2,500	0	2,500	2,500
61601 - HOLIDAY PAY	7,426	7,622	7,758	6,929	7,500	2,000	9,500	7,500

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61701 - HEALTH INSURANCE	51,255	52,338	55,837	49,281	46,504	16,049	62,553	46,504
61702 - DENTAL INSURANCE	3,817	3,550	4,567	3,739	3,330	955	4,285	3,330
61703 - RETIREMENT CONTRIBUTIONS	19,027	18,585	25,563	22,692	24,429	5,166	29,595	24,429
61704 - SOCIAL SECURITY	16,385	16,384	18,808	17,205	18,003	3,649	21,652	18,003
61705 - WORKERS COMPENSATION	2,697	2,904	3,186	3,182	3,078	624	3,702	3,078
61714 - RET - POLICE	4,210	4,099	0	11,895	0	-1,200	-1,200	0
61000 - PERSONNEL SERVICES	333,783	335,775	353,817	374,310	330,675	64,938	395,613	330,675
62103 - TECHNICAL SERVICES	4,500	4,580	4,800	4,600	4,800	0	4,800	4,800
62205 - PC REPLACEMENT CHARGE	864	624	365	365	307	0	307	307
62304 - COMMUNICATIONS EQP MAINT.	4,684	3,061	4,500	5,000	4,500	0	4,500	4,500
62510 - TELEPHONE	16,921	14,197	15,000	13,100	14,200	0	14,200	14,200
62700 - SUPPLIES AND MATERIALS	354	39	280	280	280	0	280	280
62755 - UNIFORMS	1,861	2,127	2,000	1,700	2,200	0	2,200	2,200
62767 - PRISONER CARE	0	0	50	25	25	0	25	25
62000 - OPERATING EXPENDITURES	29,183	24,627	26,995	25,070	26,312	0	26,312	26,312
01401 - POLICE DISPATCH Total	362,965	360,402	380,812	399,380	356,987	64,938	421,925	356,987

POLICE 01402 - POLICE TRAINING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61509 - OT-WEAPONS TRAINING	13,452	18,634	25,000	21,000	25,000	0	25,000	25,000
61512 - OT-TACTICAL TEAM TRAINING	20,827	19,434	20,000	19,500	20,000	0	20,000	20,000
61513 - OT-TRAINING	34,883	37,288	37,000	35,000	37,000	0	37,000	37,000
61703 - RETIREMENT CONTRIBUTIONS	0	79	0	33	0	0	0	0
61704 - SOCIAL SECURITY	983	1,139	1,189	1,180	1,189	0	1,189	1,189
61705 - WORKERS COMPENSATION	564	657	1,073	1,000	1,073	0	1,073	1,073
61714 - RET - POLICE	13,490	14,887	20,746	14,000	20,746	0	20,746	20,746
61000 - PERSONNEL SERVICES	84,199	92,117	105,008	91,713	105,008	0	105,008	105,008
62319 - BEARCAT MAINTENANCE	0	900	500	0	500	0	500	500
62435 - TRAINING	15,809	19,082	24,483	17,000	24,000	0	24,000	24,000
62700 - SUPPLIES AND MATERIALS	370	127	1,000	1,000	1,000	0	1,000	1,000
62745 - TACTICAL SUPPLIES	14,604	12,824	9,500	9,500	9,500	0	9,500	9,500
62773 - WEAPONS TRAINING SUPPLIES	16,716	22,573	57,416	56,800	34,000	0	34,000	34,000
62000 - OPERATING EXPENDITURES	47,499	55,506	92,899	84,300	69,000	0	69,000	69,000
01402 - POLICE TRAINING Total	131,698	147,623	197,907	176,013	174,008	0	174,008	174,008

POLICE 01403 - POLICE PATROL

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	510,809	587,542	605,176	582,600	613,777	0	613,777	613,777
61304 - GENERAL PERSONNEL	1,043,030	1,034,807	1,204,082	1,035,506	1,287,344	0	1,287,344	1,287,344
61501 - REGULAR OVERTIME	54,985	53,894	54,000	51,939	54,000	0	54,000	54,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61507 - COURT OVERTIME	51,113	47,283	44,000	49,136	44,000	5,000	49,000	44,000
61520 - OT-VACATION REPLACEMENT	62,126	60,801	50,100	57,038	50,100	4,700	54,800	50,100
61521 - OT-SICK REPLACEMENT	37,362	33,341	18,600	29,528	18,600	7,700	26,300	18,600
61522 - OT-PERSONAL DAY REPLACE	12,422	12,338	9,800	11,105	9,800	1,200	11,000	9,800
61529 - OT-SHIFT VACANCIES	12,289	17,959	8,000	7,970	8,000	3,900	11,900	8,000
61531 - HOLIDAY OVERTIME	20,981	18,527	17,930	23,916	17,930	0	17,930	17,930
61601 - HOLIDAY PAY	74,208	80,922	95,557	84,053	96,985	0	96,985	96,985
61608 - POLICE INCENTIVES	15,175	18,825	22,000	17,500	21,750	0	21,750	21,750
61701 - HEALTH INSURANCE	392,840	418,182	444,134	466,171	509,835	0	509,835	509,835
61702 - DENTAL INSURANCE	31,007	27,943	37,593	35,566	39,508	0	39,508	39,508
61703 - RETIREMENT CONTRIBUTIONS	144	31	0	0	0	0	0	0
61704 - SOCIAL SECURITY	27,005	29,063	30,175	30,005	31,892	326	32,218	31,892
61705 - WORKERS COMPENSATION	22,364	24,530	27,247	25,296	28,850	294	29,144	28,850
61714 - RET - POLICE	384,101	395,468	525,033	512,871	558,034	5,692	563,726	558,034
61901 - RECRUITMENT	1,545	5,407	0	500	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	0	0	2,557	0	0	0	0
61000 - PERSONNEL SERVICES	2,753,505	2,866,863	3,193,426	3,023,257	3,390,405	28,812	3,419,217	3,390,405
62105 - CONSTRUCTION	0	4,967	0	0	0	0	0	0
62120 - LABORATORY SERVICES	0	260	400	250	400	0	400	400
62205 - PC REPLACEMENT CHARGE	19,368	15,060	14,760	14,760	14,469	0	14,469	14,469
62206 - PW FLEET CHARGE	220,284	229,044	225,176	225,176	234,159	0	234,159	234,159
62312 - K-9 UNIT SUPPORT	3,452	4,980	4,500	4,500	4,500	0	4,500	4,500
62700 - SUPPLIES AND MATERIALS	2,752	3,097	2,800	2,700	3,085	0	3,085	3,085
62701 - OFFICE SUPPLIES	0	0	0	14	0	0	0	0
68008 - GRANT MATCH	3,384	3,947	3,950	3,300	3,950	0	3,950	3,950
62000 - OPERATING EXPENDITURES	249,239	261,356	251,586	250,700	260,563	0	260,563	260,563
01403 - POLICE PATROL Total	3,002,744	3,128,219	3,445,012	3,273,957	3,650,968	28,812	3,679,780	3,650,968

POLICE 01405 - POLICE SPECIAL SERVICES

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	0	0	0	0	80,674	0	80,674	80,674
61304 - GENERAL PERSONNEL	167,019	163,645	170,161	162,841	173,652	0	173,652	173,652
61305 - ADMINISTRATIVE PERSONNEL	45,758	34,171	38,045	36,985	37,538	0	37,538	37,538
61306 - HOURLY PERSONNEL	67,709	70,277	71,150	62,234	70,000	0	70,000	70,000
61307 - PART TIME EMPLOYEES	25,442	36,387	40,791	37,994	40,254	0	40,254	40,254
61601 - HOLIDAY PAY	7,624	5,893	6,338	6,424	10,790	0	10,790	10,790
61608 - POLICE INCENTIVES	4,000	2,300	5,300	4,000	8,100	0	8,100	8,100
61701 - HEALTH INSURANCE	52,980	25,140	26,927	56,069	53,179	0	53,179	53,179
61702 - DENTAL INSURANCE	4,214	2,149	2,806	4,190	4,044	0	4,044	4,044
61703 - RETIREMENT CONTRIBUTIONS	8,152	4,542	5,686	5,475	5,557	0	5,557	5,557
61704 - SOCIAL SECURITY	16,062	16,331	17,419	16,090	18,404	0	18,404	18,404

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61705 - WORKERS COMPENSATION	2,856	3,960	3,621	3,999	4,730	0	4,730	4,730
61714 - RET - POLICE	25,903	24,117	32,765	31,992	54,276	0	54,276	54,276
61000 - PERSONNEL SERVICES	427,720	388,911	421,008	428,293	561,198	0	561,198	561,198
62100 - PROFESSIONAL/TECH SVCS	13,542	5,642	7,000	7,200	7,000	0	7,000	7,000
62103 - TECHNICAL SERVICES	310	310	400	310	310	0	310	310
62205 - PC REPLACEMENT CHARGE	2,268	2,160	1,888	1,888	1,566	0	1,566	1,566
62206 - PW FLEET CHARGE	57,336	62,520	64,984	64,984	70,305	0	70,305	70,305
62310 - SAFETY PROGRAM MAINT.	7,887	4,642	6,000	3,500	6,000	0	6,000	6,000
62311 - EQUIPMENT MAINTENANCE	0	720	1,000	660	1,000	0	1,000	1,000
62444 - AWARDS	160	0	0	0	0	0	0	0
62503 - ELECTRICITY	7,609	6,517	6,600	5,535	6,600	0	6,600	6,600
62734 - MINOR EQUIPMENT	1,337	0	0	0	0	0	0	0
62741 - EVIDENCE SECURITY	1,260	1,201	800	780	800	0	800	800
62000 - OPERATING EXPENDITURES	91,709	83,712	88,672	84,857	93,581	0	93,581	93,581
01405 - POLICE SPECIAL SERVICES								
Total	519,429	472,623	509,680	513,150	654,779	0	654,779	654,779

POLICE 01407 - POLICE INVESTIGATION
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	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	112,589	78,270	80,674	79,406	80,674	0	80,674	80,674
61304 - GENERAL PERSONNEL	374,373	413,619	426,385	415,659	427,742	0	427,742	427,742
61305 - ADMINISTRATIVE PERSONNEL	40,400	43,693	46,458	44,540	47,243	0	47,243	47,243
61501 - REGULAR OVERTIME	18,383	25,528	23,000	23,000	23,000	0	23,000	23,000
61507 - COURT OVERTIME	43	2	0	3	0	0	0	0
61601 - HOLIDAY PAY	25,112	26,054	27,099	26,465	27,000	0	27,000	27,000
61608 - POLICE INCENTIVES	7,350	7,475	9,050	8,550	8,750	0	8,750	8,750
61609 - STIPEND	0	0	3,011	3,000	3,000	0	3,000	3,000
61701 - HEALTH INSURANCE	117,166	122,402	122,732	138,615	130,379	0	130,379	130,379
61702 - DENTAL INSURANCE	9,951	8,092	10,089	10,989	10,521	0	10,521	10,521
61703 - RETIREMENT CONTRIBUTIONS	3,648	3,862	5,765	4,797	5,088	0	5,088	5,088
61704 - SOCIAL SECURITY	9,680	10,143	9,780	10,245	10,711	0	10,711	10,711
61705 - WORKERS COMPENSATION	6,546	7,737	8,139	8,002	8,172	0	8,172	8,172
61714 - RET - POLICE	107,889	112,275	143,251	144,700	144,252	0	144,252	144,252
61000 - PERSONNEL SERVICES	833,132	859,150	915,433	917,971	926,532	0	926,532	926,532
62103 - TECHNICAL SERVICES	6,932	2,450	4,500	4,400	4,500	0	4,500	4,500
62175 - OTHER SERVICES	219	527	1,000	500	750	0	750	750
62205 - PC REPLACEMENT CHARGE	4,008	3,588	2,770	2,770	2,110	0	2,110	2,110
62206 - PW FLEET CHARGE	40,800	44,592	42,309	42,309	41,697	0	41,697	41,697
62445 - PHOTOGRAPHY & PROCESSING	1,668	838	1,000	300	750	0	750	750
62700 - SUPPLIES AND MATERIALS	1,692	971	600	600	800	0	800	800
62744 - MINOR COMPUTER EQUIPMENT	453	302	500	200	500	0	500	500
62755 - UNIFORMS	3,700	3,700	3,700	3,700	3,700	0	3,700	3,700

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62000 - OPERATING EXPENDITURES	59,472	56,968	56,379	54,779	54,807	0	54,807	54,807
01407 - POLICE INVESTIGATION Total	892,603	916,118	971,812	972,750	981,339	0	981,339	981,339

POLICE 01408 - POLICE PROSECUTION
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	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	68,441	68,930	70,182	69,079	70,182	0	70,182	70,182
61601 - HOLIDAY PAY	3,551	3,644	3,709	3,694	3,700	0	3,700	3,700
61608 - POLICE INCENTIVES	750	875	2,850	750	2,200	0	2,200	2,200
61701 - HEALTH INSURANCE	12,207	12,210	12,932	13,575	14,185	0	14,185	14,185
61702 - DENTAL INSURANCE	882	740	955	945	955	0	955	955
61704 - SOCIAL SECURITY	1,058	1,075	1,113	1,105	1,104	0	1,104	1,104
61705 - WORKERS COMPENSATION	889	949	1,004	986	995	0	995	995
61714 - RET - POLICE	14,254	14,724	19,415	19,079	19,249	0	19,249	19,249
61000 - PERSONNEL SERVICES	102,032	103,147	112,161	109,213	112,570	0	112,570	112,570
62102 - PROFESSIONAL SERVICES	89,276	91,560	92,592	92,592	93,981	0	93,981	93,981
62205 - PC REPLACEMENT CHARGE	936	804	727	727	663	0	663	663
62701 - OFFICE SUPPLIES	206	0	100	60	100	0	100	100
62715 - BOOKS AND PERIODICALS	1,168	1,056	800	675	800	0	800	800
62755 - UNIFORMS	700	700	700	700	700	0	700	700
62000 - OPERATING EXPENDITURES	92,286	94,120	94,919	94,754	96,244	0	96,244	96,244
01408 - POLICE PROSECUTION Total	194,317	197,267	207,080	203,967	208,814	0	208,814	208,814

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
POLICE	5,705,787	5,852,965	6,398,657	6,194,959	6,681,610	93,750	6,775,360	6,681,610

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.		

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 (ABIP)** is 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/Facebook** provides local information on positive activities, as well as available resources for youth and families.

In 2013, 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 2013, 191 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.

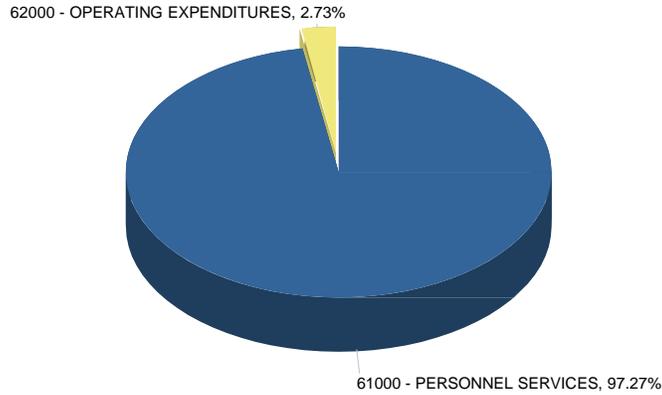
YS prevention achievements include our enhanced websites that provide families with local resources, substance free activities for youth and families, and educational information on teen issues that reaches over 2,000 youth, families, educators, and community members. In addition, Youth Services and 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 (ie. Ramp Jam, Dodgeball Tournament, Basketball Tournament)

The Youth Services budget includes 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 FY14, 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.

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 2014/2015 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:		FY13	FY14	FY15
1.	JCC Court Diversion cases	29	30	30
2.	Youth complete JCC Diversion	90%	90%	90%
3.	JCC youth - Percent not committing a second offense *estimate	90%	90%	90%
4.	Earn-It cases served	30	30	30
5.	Youth complete monetary victim restitution & service work	85%	85%	85%
6.	Earn-It: percent not committing second offense *estimate	80%	80%	80%
7.	Adolescent Brief Intervention Program (ABIP): information & referral, brief intervention	132	130	130
8.	Summer Youth Employment: youth employed	28	30	30
9.	Prevention activities and dissemination of materials, resources, websites *estimate	2,400	2,500	2,600

Department - YOUTH SERVICES



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	143,458	132,407	134,117	117,461	122,911	0	122,911	122,911
62000 - OPERATING EXPENDITURES	4,058	3,904	6,296	1,913	3,450	0	3,450	3,450
Department Total	147,516	136,311	140,413	119,374	126,361	0	126,361	126,361

Staffing Summary (regular full and part time only):

			FTE's	FY 15 Annualized Wages/Salaries*
Cost Center	Account	Title		
01600	61305	ADMINISTRATIVE ASST I	0.10	8,419
01601	61304	YOUTH SERVICES MANAGER	1.00	62,355
90 - YOUTH SERVICES Total			1.10	70,774

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

YOUTH SERVICES

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61301 - DEPARTMENT HEAD	46,539	34,136	9,713	0	0	0	0	0
61304 - GENERAL PERSONNEL	42,138	47,145	62,355	62,116	62,355	0	62,355	62,355
61307 - PART TIME EMPLOYEES	11,138	7,876	9,586	8,168	8,419	0	8,419	8,419
61401 - TEMPORARY PERSONNEL	14,850	11,869	17,300	15,657	18,800	0	18,800	18,800
61609 - STIPEND	0	825	1,950	2,025	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	7,294	13,124	16,150	14,741	16,049	0	16,049	16,049
61702 - DENTAL INSURANCE	714	750	1,074	955	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	9,295	7,825	7,972	6,908	6,926	0	6,926	6,926
61704 - SOCIAL SECURITY	9,768	7,723	7,719	6,729	7,002	0	7,002	7,002
61705 - WORKERS COMPENSATION	1,633	1,060	298	89	305	0	305	305
61901 - RECRUITMENT	89	74	0	73	150	0	150	150
61000 - PERSONNEL SERVICES	143,458	132,407	134,117	117,461	122,911	0	122,911	122,911
62102 - PROFESSIONAL SERVICES	315	598	350	50	350	0	350	350
62103 - TECHNICAL SERVICES	0	30	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	960	894	1,046	1,046	550	0	550	550
62401 - GENERAL LIABILITY INS	637	590	600	0	600	0	600	600
62416 - PRINTING	0	0	200	0	350	0	350	350
62430 - TRAVEL	0	237	450	0	250	0	250	250
62435 - TRAINING	25	248	650	61	300	0	300	300
62436 - MEETINGS & DUES	408	500	600	0	250	0	250	250
62510 - TELEPHONE	226	231	650	97	300	0	300	300
62701 - OFFICE SUPPLIES	956	474	900	416	300	0	300	300
62710 - POSTAGE	229	103	600	36	200	0	200	200
62715 - BOOKS AND PERIODICALS	303	0	250	208	0	0	0	0
62000 - OPERATING EXPENDITURES	4,058	3,904	6,296	1,913	3,450	0	3,450	3,450
Department Total	147,516	136,311	140,413	119,374	126,361	0	126,361	126,361

Fiscal Year 2014 - 2015

YOUTH SERVICES 01600 - YOUTH SERVICES

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	46,539	34,136	9,713	0	0	0	0	0
61304 - GENERAL PERSONNEL	0	0	0	0	62,355	0	62,355	62,355
61307 - PART TIME EMPLOYEES	11,138	7,876	9,586	8,168	8,419	0	8,419	8,419
61401 - TEMPORARY PERSONNEL	14,850	11,869	17,300	15,657	18,800	0	18,800	18,800
61609 - STIPEND	0	825	1,950	2,025	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	3,174	1,835	1,823	120	16,049	0	16,049	16,049
61702 - DENTAL INSURANCE	238	113	119	0	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	4,201	2,409	1,256	218	6,926	0	6,926	6,926
61704 - SOCIAL SECURITY	5,433	4,144	2,949	1,978	7,002	0	7,002	7,002
61705 - WORKERS COMPENSATION	65	53	238	29	305	0	305	305
61901 - RECRUITMENT	89	74	0	73	150	0	150	150
61000 - PERSONNEL SERVICES	85,728	63,333	44,934	28,267	122,911	0	122,911	122,911
62102 - PROFESSIONAL SERVICES	315	598	350	50	350	0	350	350
62205 - PC REPLACEMENT CHARGE	864	588	523	523	550	0	550	550
62401 - GENERAL LIABILITY INS	0	0	0	0	600	0	600	600
62416 - PRINTING	0	0	100	0	350	0	350	350
62430 - TRAVEL	0	237	200	0	250	0	250	250
62435 - TRAINING	0	123	350	61	300	0	300	300
62436 - MEETINGS & DUES	393	400	350	0	250	0	250	250
62510 - TELEPHONE	177	119	350	0	300	0	300	300
62701 - OFFICE SUPPLIES	409	196	500	274	300	0	300	300
62710 - POSTAGE	191	68	350	27	200	0	200	200
62715 - BOOKS AND PERIODICALS	303	0	250	208	0	0	0	0
62000 - OPERATING EXPENDITURES	2,651	2,330	3,323	1,144	3,450	0	3,450	3,450
01600 - YOUTH SERVICES Total	88,379	65,663	48,257	29,411	126,361	0	126,361	126,361

YOUTH SERVICES 01601 - EARN IT

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	42,138	47,145	62,355	62,116	0	0	0	0
61701 - HEALTH INSURANCE	4,119	11,289	14,327	14,621	0	0	0	0
61702 - DENTAL INSURANCE	476	637	955	955	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	5,094	5,417	6,716	6,690	0	0	0	0
61704 - SOCIAL SECURITY	4,335	3,579	4,770	4,752	0	0	0	0
61705 - WORKERS COMPENSATION	1,568	1,008	60	60	0	0	0	0
61000 - PERSONNEL SERVICES	57,730	69,074	89,183	89,194	0	0	0	0

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62103 - TECHNICAL SERVICES	0	30	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	96	306	523	523	0	0	0	0
62401 - GENERAL LIABILITY INS	637	590	600	0	0	0	0	0
62416 - PRINTING	0	0	100	0	0	0	0	0
62430 - TRAVEL	0	0	250	0	0	0	0	0
62435 - TRAINING	25	125	300	0	0	0	0	0
62436 - MEETINGS & DUES	15	100	250	0	0	0	0	0
62510 - TELEPHONE	49	112	300	97	0	0	0	0
62701 - OFFICE SUPPLIES	547	277	400	141	0	0	0	0
62710 - POSTAGE	38	34	250	8	0	0	0	0
62000 - OPERATING EXPENDITURES	1,407	1,575	2,973	769	0	0	0	0
01601 - EARN IT Total	59,137	70,648	92,156	89,963	0	0	0	0

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
YOUTH SERVICES	147,516	136,311	140,413	119,374	126,361	0	126,361	126,361

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.

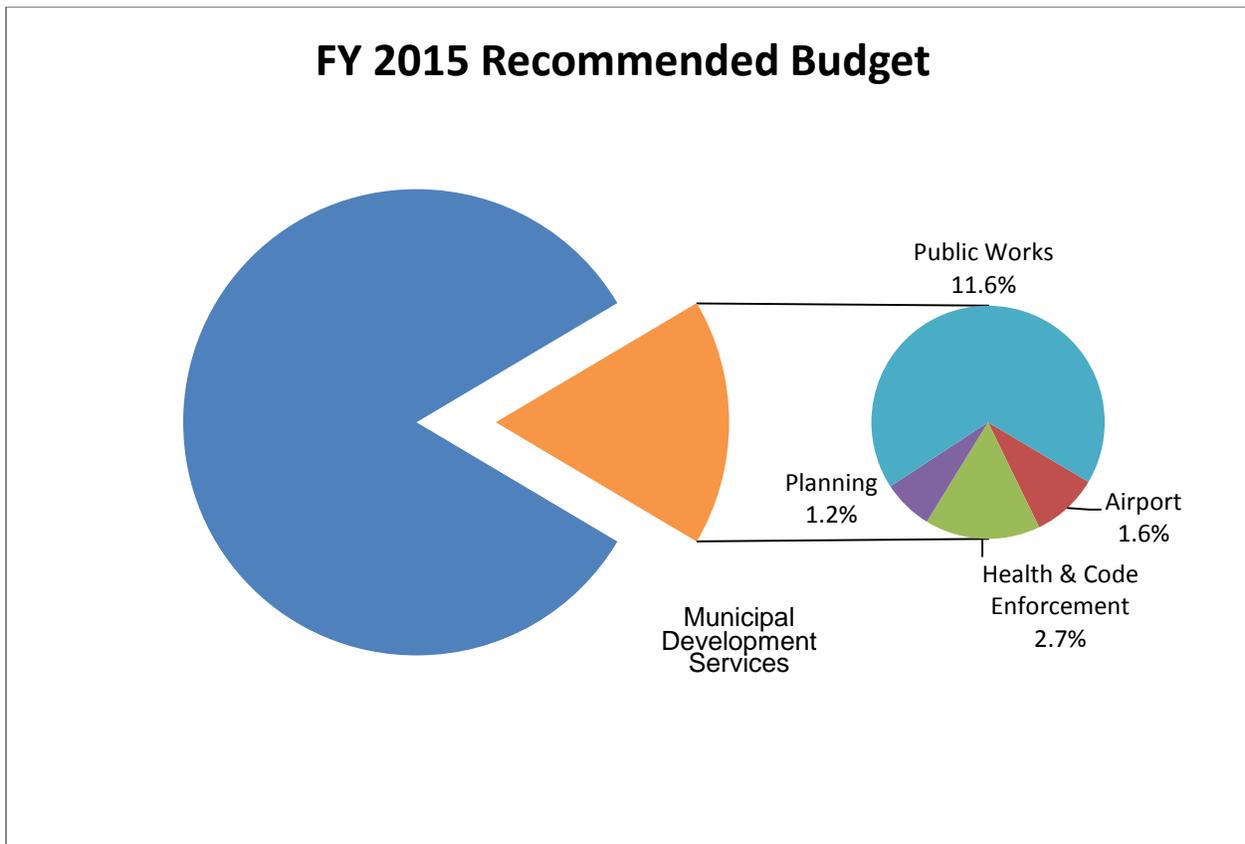
Department Heads:

Edward Mattern, Airport Director

Medard Kopczynski, Assistant City Manager for Municipal Development Services/Health & Building Safety Director

W. Rhett Lamb, Planning Director

Kürt Blomquist, Public Works Director



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.		

Attention this upcoming year will be focused on improvements and planning to advance the department's mission. Specific efforts planned for the coming year include completion of the Runway 2/20 Rehabilitation Project, which includes safety area improvements and the construction of a new taxiway. This new taxiway will provide access to three new hangar sites and reduce the cost of their construction. Other initiatives include the development of a mitigation strategy with regard to obstructions affecting the approach to Runway 20 and an update to the Airport Master Plan. The Master Plan Update will include a wildlife hazard assessment to better understand wildlife hazards and the best mechanisms to maintain a safe operating environment.

Airport revenue sources are also being impacted by the economic circumstances and by challenges related to the leasing of the terminal restaurant and the former Hillside Pizza facility. With the possible exception of C & S Wholesale Grocers who currently operate two jets, flying activities can fluctuate in relation to the state of the economy. Where possible, efforts are being made to minimize these impacts so that the Department can continue to provide a safe and efficient transportation facility while striving to generate revenue to offset operational costs.

Background

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.

Several years ago, the Airport lost one full time maintenance position due to budgetary constraints. Current staffing levels are expected to remain constant. With the creative use of staff and resources, the City is able to operate the Airport safely and in compliance with 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 part-time and seasonal employees, as well as some help from the Public Works Department.

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

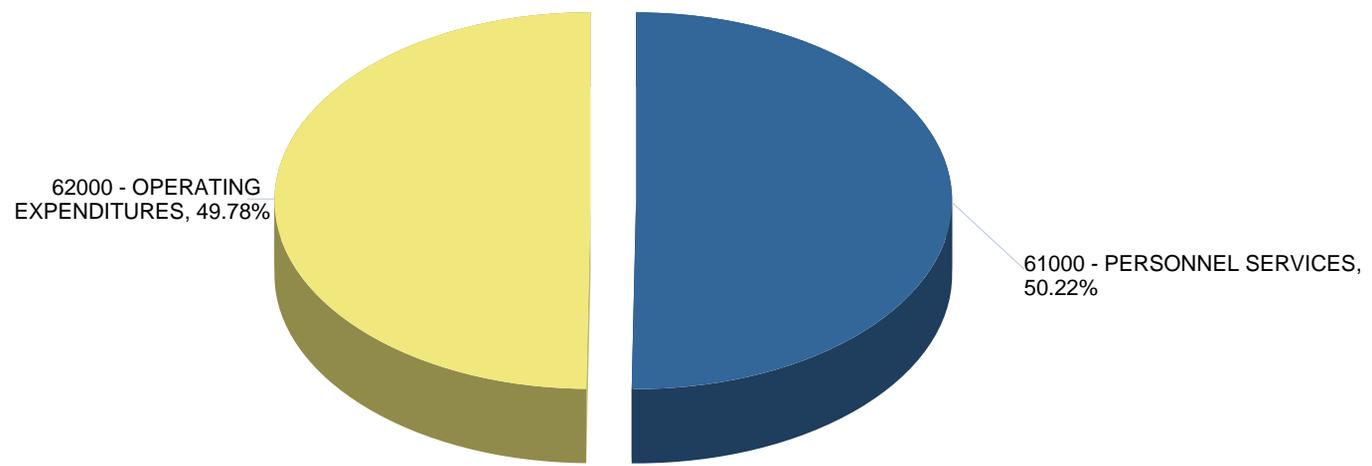
FISCAL YEAR 2014/2015 OBJECTIVES:

	STATUTE	CMP	VOICE
1. Update the Airport Master Plan	FAR's	Transportation	O, C
2. Acquire easements, remove obstructions and replace Runway 20 PAPI	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 Swanzeay	RSA 423	Economic Development	C
8. Minimize operational complaints		Transportation	O
9. Create terminal and hangar utilization/redevelopment plan	FAR's	Transportation	O
10. Maintain full occupancy in the City's 32 T-hangars	FAR's	Economic Development	O, C

METRICS:

	FY13	FY14	FY15
1. Number of based aircraft	83	80	80
2. Number of denied landings due to weather	0	0	0
3. Fuel flowage (gallons)	392,466	385,753	390,000
4. Total revenue (Budgeted FY 13 and 14)	\$473,708	\$453,796	\$456,479
5. Revenue/Expense ratio (FY 13 and 14 actual)	89.40%	86.85%	81.10%
6. T-Hangar occupancy	100.00%	100.00%	98.00%
7. Routine Obstruction Mitigation (acres)	8.0	4.0	0.0
8. Estimated Number of Operations (Take-off or Landing)	45,000	40,000	35,000

Department - AIRPORT



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	247,035	257,930	278,020	270,751	282,738	0	282,738	282,738
62000 - OPERATING EXPENDITURES	244,279	224,858	281,260	284,468	280,278	0	280,278	280,278
Department Total	491,315	482,788	559,280	555,219	563,016	0	563,016	563,016

Staffing Summary (regular full and part time only):

			FTE's	FY 15 Annualized Wages/Salaries*
Cost Center	Account	Title		
01700	61301	AIRPORT DIRECTOR	1.00	92,664
	61304	AP MAINT & OPERATIONS MGR	1.00	62,355
05 - AIRPORT Total			2.00	155,019

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

AIRPORT

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	90,069	91,081	92,666	92,309	92,664	0	92,664	92,664
61304 - GENERAL PERSONNEL	54,264	58,261	61,525	61,375	62,355	0	62,355	62,355
61307 - PART TIME EMPLOYEES	0	0	0	0	26,195	0	26,195	26,195
61308 - SEASONAL HELP	38,058	41,075	48,744	41,000	23,000	0	23,000	23,000
61501 - REGULAR OVERTIME	141	557	1,000	2,467	1,000	0	1,000	1,000
61602 - STAND-BY PAY	480	1,590	750	1,050	750	0	750	750
61701 - HEALTH INSURANCE	32,438	33,349	35,644	35,600	38,868	0	38,868	38,868
61702 - DENTAL INSURANCE	2,471	2,117	2,715	2,715	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	13,218	13,342	16,795	16,552	16,884	0	16,884	16,884
61704 - SOCIAL SECURITY	13,786	14,398	15,658	15,162	15,756	0	15,756	15,756
61705 - WORKERS COMPENSATION	1,893	2,114	2,522	2,521	2,552	0	2,552	2,552
61901 - RECRUITMENT	217	46	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	247,035	257,930	278,020	270,751	282,738	0	282,738	282,738
62102 - PROFESSIONAL SERVICES	0	1,279	2,200	2,000	2,200	0	2,200	2,200
62120 - LABORATORY SERVICES	95	513	350	350	350	0	350	350
62175 - OTHER SERVICES	2,448	1,809	1,800	1,100	1,800	0	1,800	1,800
62203 - SNOW PLOWING	0	373	13,955	14,115	13,955	0	13,955	13,955
62205 - PC REPLACEMENT CHARGE	840	720	918	918	727	0	727	727
62206 - PW FLEET CHARGE	134,016	141,180	144,145	144,145	147,263	0	147,263	147,263
62208 - TAXES	40,838	37,581	45,404	46,415	46,415	0	46,415	46,415
62301 - OFFICE EQUIPMENT MAINT.	911	911	950	950	1,230	0	1,230	1,230
62315 - FUEL SYSTEM MAINTENANCE	3,888	3,552	4,500	3,750	4,500	0	4,500	4,500
62340 - GROUNDS MAINTENANCE	37,829	15,822	32,363	38,000	32,363	0	32,363	32,363
62350 - BUILDING MAINTENANCE	446	0	0	0	0	0	0	0
62355 - BRUSH & OBSTR CLEARING	5,777	7,781	9,000	7,500	9,000	0	9,000	9,000
62435 - TRAINING	180	0	1,025	1,025	1,025	0	1,025	1,025
62436 - MEETINGS & DUES	415	440	1,275	1,275	1,275	0	1,275	1,275
62445 - PHOTOGRAPHY & PROCESSING	1,004	78	115	115	115	0	115	115
62447 - PUBLIC AWARENESS	0	0	8,500	8,000	3,000	0	3,000	3,000
62505 - BEACON & OBST LIGHTS ELEC	8,162	7,992	8,000	8,500	8,500	0	8,500	8,500
62510 - TELEPHONE	4,730	3,367	2,600	2,400	2,400	0	2,400	2,400
62604 - EQUIPMENT RENTAL	231	0	2,000	1,800	2,000	0	2,000	2,000
62701 - OFFICE SUPPLIES	1,197	198	450	400	450	0	450	450
62710 - POSTAGE	69	126	150	150	150	0	150	150

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62755 - UNIFORMS	1,135	1,139	1,560	1,560	1,560	0	1,560	1,560
62000 - OPERATING EXPENDITURES	244,279	224,858	281,260	284,468	280,278	0	280,278	280,278
Department Total	491,315	482,788	559,280	555,219	563,016	0	563,016	563,016

DEPARTMENT:	HEALTH & CODE ENFORCEMENT	FUND:	GENERAL
DIVISION(s):			
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.		

Prospective large scale projects for FY 15 are the development of Keene Ice, the Keene Public Library renovations and expansion, and Wheelock Park. The number of building permits has remained stable from last year due in part to an increase in additions and alterations.

Housing and Property Standards inspections continue with the two part time Housing Inspectors. The Housing Inspectors also maintain the Voluntary Inspection Program done in cooperation with the landlords and Keene State College (KSC). Through the Building a Spirit of Place, the Housing Inspectors, KSC, and 18 diverse student organizations have adopted over 40 streets for trash pickup. The Housing Inspectors will continue enforcement of the Property and Housing Standards Ordinance and working with neighborhood groups, property owners, landlords, students, and KSC.

In order to stay current with the ever changing regulations, the Department is implementing an Operations Plan that includes staff development for the Health and Code Department personnel to encourage continuing development of the Department’s skills and knowledge. This is being done in part through departmental cross training and emboldening staff to attain certifications beyond those required for their position. So far this year department personnel have obtained three International Code Council (ICC) certifications, two National Fire Protection Association (NFPA) certifications, and four Federal Emergency Management Agency (FEMA) certifications. The Operations Plan also calls for the development of checklists to help improve efficiency during plan review and field inspections. Currently the Housing Inspectors are using this type of checklist on mobile phones when conducting voluntary housing inspections allowing them to spend more time in the field. Numerous software programs are being researched in an effort to provide for electronic submission for permit applications and for plan reviews saving both time and resources.

Background

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.

The Health and Code Department Head is also tasked with the responsibility of maintaining the City’s facilities and contacts. Because of this the department underwent a realignment of responsibilities. The Code Enforcement and Inspection Manager is tasked with responsibility for the inspectors and field work both health and code related, while the Plan Examiner deals with office management, planning, and zoning. The Department is in the process of hiring a new Commercial Building inspector to replace retired personnel.

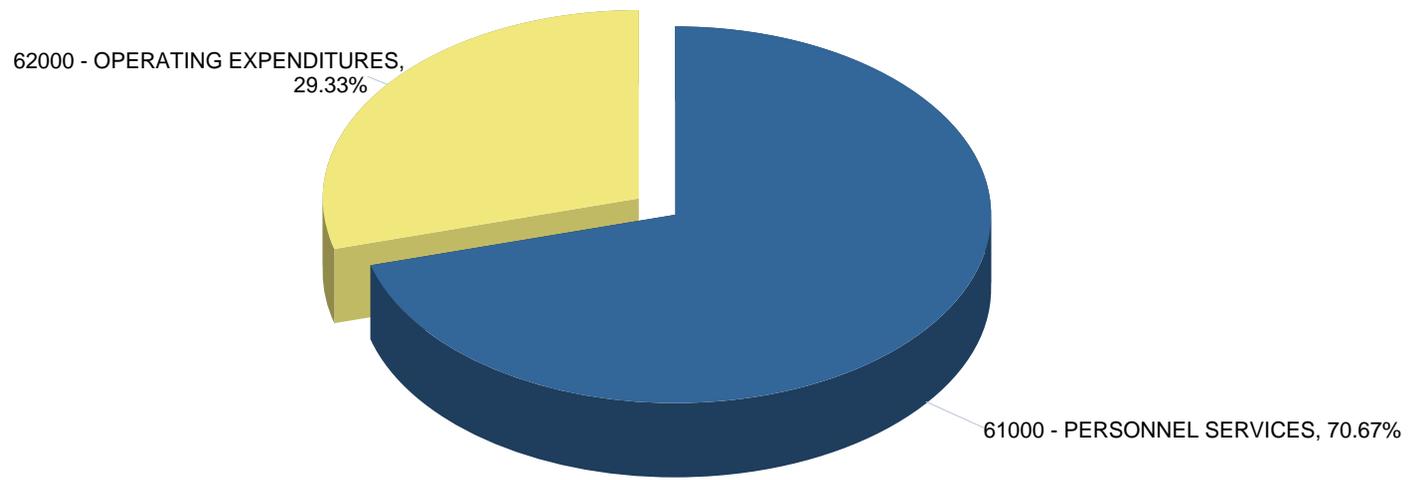
Many large scale projects have been completed in the last year including the Central Fire Station, Cheshire County Courthouse, Keene Food Co-op, and the redevelopment of Brookbend housing complex. There were many commercial renovations completed with many ongoing such as Kohl’s, Hamshaw Lumber, and the relocation of the State Health and Humans Service Keene Division to Key Road.

Department personnel attend workshops, seminars, and maintain memberships in several code and regulatory organizations such as New Hampshire Building Officials Association (NHBOA) and ICC. Personnel

are also involved with local tradespeople, professionals, and the public by sharing their knowledge and skills when opportunities arise. Recently staff has given presentations at KSC, NHBOA, and Monadnock Regional High School.

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.	Community Health & Wellness		
FISCAL YEAR 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
1.	Review processes and ordinances toward alignment/priority for change	155/674	Future Land Use & Policy	V,C,E
2.	Research and implement electronic permit processes	155/674	Future Land Use & Policy	O,C,E
3.	Maintain the present level of review and inspection quality	155/674	Safe Community	V,C,E
4	Increase the training level of department staff	155/674	Safe Community	V,I,C,E
METRICS:		FY13	FY14	FY15
1.	Complete the initial review of new residential permits applications in 7 working days (target 95%)	98%	92%	95%
2.	Complete the initial plan review on new commercial permit applications in 10 working days (target 95%)	94%	91%	95%
3.	Complete the initial plan review for minor permit applications at the counter, at time of application (target 95%)	84%	87%	95%
4.	Total permits	429	456	500
5.	Total inspections	1,700	1637	1700
6.	Investigate and resolve neighborhood standards complaints	1,300	1,400	1,400
7.	Maintain and conduct a Voluntary Housing Inspection Program	100	411	450
8.	Arboviral Control Catch Basins - 5,000 total	Monitor	Monitor	Monitor
9.	Arboviral Control Wetlands- over 20 total	Monitor	Monitor	Monitor
10.	Health Licenses	230	220	220
11.	Health Inspections	600	500	500

Department - HEALTH & CODE ENFORCEMENT



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	598,704	652,535	688,252	614,390	689,400	0	689,400	689,400
62000 - OPERATING EXPENDITURES	191,822	202,649	275,317	274,012	283,556	2,500	286,056	283,556
Department Total	790,526	855,184	963,569	888,401	972,956	2,500	975,456	972,956

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
01800	61301	ASST CITY MGR / HEALTH	0.50	55,252
	61304	CODE ENFORC & INSP MGR	1.00	66,700
	61305	ADMINISTRATIVE ASSISTANT	0.05	1,248
	61307	ADMINISTRATIVE ASSISTANT	0.45	16,561
01802	61301	ASST CITY MGR / HEALTH	0.50	55,252
	61304	CODE ENFORCEMENT OFFICER	1.00	61,530
		COMMERCIAL BUILDING INSP	1.00	54,641
		PLANS EXAMINER	1.00	67,192
	61305	PERMIT TECHNICIAN	1.00	47,243
		ADMINISTRATIVE ASSISTANT	0.05	1,248
	61307	ADMINISTRATIVE ASSISTANT	0.45	16,561
		HOUSING INSPECTOR	1.33	63,688
40 - HEALTH & CODE ENFORCEMENT Total			8.33	507,116

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

HEALTH & CODE ENFORCEMENT

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61301 - DEPARTMENT HEAD	106,216	108,616	110,506	109,551	110,503	0	110,503	110,503
61304 - GENERAL PERSONNEL	239,245	253,565	263,221	204,234	250,063	0	250,063	250,063
61305 - ADMINISTRATIVE PERSONNEL	46,193	47,062	47,881	47,243	58,019	0	58,019	58,019
61307 - PART TIME EMPLOYEES	54,448	90,557	94,889	93,625	88,530	0	88,530	88,530
61401 - TEMPORARY PERSONNEL	0	0	0	10,000	0	0	0	0
61609 - STIPEND	760	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	67,202	64,693	71,512	62,130	82,971	0	82,971	82,971
61702 - DENTAL INSURANCE	5,635	4,112	5,299	4,624	5,537	0	5,537	5,537
61703 - RETIREMENT CONTRIBUTIONS	35,415	36,168	45,407	38,883	45,081	0	45,081	45,081
61704 - SOCIAL SECURITY	34,904	38,018	39,512	35,574	38,793	0	38,793	38,793
61705 - WORKERS COMPENSATION	8,686	9,745	10,025	8,525	9,902	0	9,902	9,902
61000 - PERSONNEL SERVICES	598,704	652,535	688,252	614,390	689,400	0	689,400	689,400
62102 - PROFESSIONAL SERVICES	51,000	51,000	51,000	56,000	56,000	0	56,000	56,000
62143 - HOME HEALTH CARE	66,741	76,663	131,360	131,360	117,360	0	117,360	117,360
62146 - MENTAL HEALTH SERVICES	21,754	21,754	21,754	21,754	21,754	0	21,754	21,754
62175 - OTHER SERVICES	1,506	0	12,000	12,000	26,000	0	26,000	26,000
62205 - PC REPLACEMENT CHARGE	2,700	2,916	2,397	2,397	1,890	0	1,890	1,890
62206 - PW FLEET CHARGE	23,484	26,232	26,445	26,445	29,552	0	29,552	29,552
62301 - OFFICE EQUIPMENT MAINT.	181	922	1,816	961	2,455	0	2,455	2,455
62416 - PRINTING	441	1,622	1,600	778	1,600	0	1,600	1,600
62425 - ADVERTISING	50	436	500	347	500	0	500	500
62435 - TRAINING	5,769	6,032	6,500	6,500	6,500	2,500	9,000	6,500
62436 - MEETINGS & DUES	1,942	3,191	4,500	4,500	4,500	0	4,500	4,500
62510 - TELEPHONE	6,193	4,586	5,000	5,000	5,000	0	5,000	5,000
62700 - SUPPLIES AND MATERIALS	217	48	500	200	500	0	500	500
62701 - OFFICE SUPPLIES	3,092	3,084	3,300	3,200	3,300	0	3,300	3,300
62710 - POSTAGE	2,259	1,990	2,000	625	2,000	0	2,000	2,000
62715 - BOOKS AND PERIODICALS	2,066	972	2,500	1,100	2,500	0	2,500	2,500
62734 - MINOR EQUIPMENT	1,728	496	1,345	645	1,345	0	1,345	1,345
62744 - MINOR COMPUTER EQUIPMENT	699	706	800	200	800	0	800	800
62000 - OPERATING EXPENDITURES	191,822	202,649	275,317	274,012	283,556	2,500	286,056	283,556
Department Total	790,526	855,184	963,569	888,401	972,956	2,500	975,456	972,956

Fiscal Year 2014 - 2015

HEALTH & CODE ENFORCEMENT 01800 - HEALTH

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61301 - DEPARTMENT HEAD	53,244	54,308	55,253	55,034	55,252	0	55,252	55,252
61304 - GENERAL PERSONNEL	53,850	61,289	64,668	62,967	66,700	0	66,700	66,700
61305 - ADMINISTRATIVE PERSONNEL	108	0	0	0	5,388	0	5,388	5,388
61307 - PART TIME EMPLOYEES	0	17,080	16,563	16,342	12,421	0	12,421	12,421
61701 - HEALTH INSURANCE	25,793	26,343	28,019	28,019	32,850	0	32,850	32,850
61702 - DENTAL INSURANCE	1,936	1,114	1,433	1,433	1,552	0	1,552	1,552
61703 - RETIREMENT CONTRIBUTIONS	9,666	10,216	12,915	12,709	13,714	0	13,714	13,714
61704 - SOCIAL SECURITY	8,572	10,058	10,441	10,278	10,691	0	10,691	10,691
61705 - WORKERS COMPENSATION	2,803	3,173	3,226	3,224	3,351	0	3,351	3,351
61000 - PERSONNEL SERVICES	155,972	183,582	192,518	190,007	201,918	0	201,918	201,918
62102 - PROFESSIONAL SERVICES	51,000	51,000	51,000	51,000	51,000	0	51,000	51,000
62206 - PW FLEET CHARGE	6,540	7,008	7,099	7,099	7,442	0	7,442	7,442
62301 - OFFICE EQUIPMENT MAINT.	24	178	955	100	955	0	955	955
62416 - PRINTING	0	622	600	100	600	0	600	600
62425 - ADVERTISING	50	375	500	25	500	0	500	500
62435 - TRAINING	180	1,383	1,500	1,500	1,500	0	1,500	1,500
62436 - MEETINGS & DUES	120	335	1,000	1,000	1,000	0	1,000	1,000
62510 - TELEPHONE	1,270	1,077	1,500	1,500	1,500	0	1,500	1,500
62700 - SUPPLIES AND MATERIALS	217	48	500	200	500	0	500	500
62701 - OFFICE SUPPLIES	114	0	300	200	300	0	300	300
62710 - POSTAGE	143	105	500	125	500	0	500	500
62715 - BOOKS AND PERIODICALS	69	0	500	100	500	0	500	500
62734 - MINOR EQUIPMENT	576	0	545	545	545	0	545	545
62000 - OPERATING EXPENDITURES	60,302	62,131	66,499	63,494	66,842	0	66,842	66,842
01800 - HEALTH Total	216,274	245,713	259,017	253,501	268,760	0	268,760	268,760

HEALTH & CODE ENFORCEMENT 01801 - HEALTH CONTRACTED SERV

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
62143 - HOME HEALTH CARE	66,741	76,663	131,360	131,360	117,360	0	117,360	117,360
62146 - MENTAL HEALTH SERVICES	21,754	21,754	21,754	21,754	21,754	0	21,754	21,754
62175 - OTHER SERVICES	1,506	0	12,000	12,000	26,000	0	26,000	26,000
62000 - OPERATING EXPENDITURES	90,001	98,417	165,114	165,114	165,114	0	165,114	165,114
01801 - HEALTH CONTRACTED SERV Total	90,001	98,417	165,114	165,114	165,114	0	165,114	165,114

HEALTH & CODE ENFORCEMENT 01802 - CODE ENFORCEMENT

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department	2014 - 2015 Department	2014 - 2015 Department	2014 - 2015 Manager
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					Base	Supplemental	Request	Recommended
Account								
61301 - DEPARTMENT HEAD	52,972	54,308	55,253	54,517	55,252	0	55,252	55,252
61304 - GENERAL PERSONNEL	185,395	192,276	198,553	141,267	183,364	0	183,364	183,364
61305 - ADMINISTRATIVE PERSONNEL	46,086	47,062	47,881	47,243	52,631	0	52,631	52,631
61307 - PART TIME EMPLOYEES	54,448	73,477	78,326	77,283	76,109	0	76,109	76,109
61401 - TEMPORARY PERSONNEL	0	0	0	10,000	0	0	0	0
61609 - STIPEND	760	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	41,409	38,349	43,493	34,111	50,121	0	50,121	50,121
61702 - DENTAL INSURANCE	3,699	2,998	3,866	3,191	3,985	0	3,985	3,985
61703 - RETIREMENT CONTRIBUTIONS	25,748	25,952	32,492	26,174	31,367	0	31,367	31,367
61704 - SOCIAL SECURITY	26,332	27,960	29,071	25,296	28,102	0	28,102	28,102
61705 - WORKERS COMPENSATION	5,883	6,572	6,798	5,301	6,551	0	6,551	6,551
61000 - PERSONNEL SERVICES	442,732	468,953	495,734	424,383	487,481	0	487,481	487,481
62102 - PROFESSIONAL SERVICES	0	0	0	5,000	5,000	0	5,000	5,000
62205 - PC REPLACEMENT CHARGE	2,700	2,916	2,397	2,397	1,890	0	1,890	1,890
62206 - PW FLEET CHARGE	16,944	19,224	19,346	19,346	22,110	0	22,110	22,110
62301 - OFFICE EQUIPMENT MAINT.	158	745	861	861	1,500	0	1,500	1,500
62416 - PRINTING	441	1,000	1,000	678	1,000	0	1,000	1,000
62425 - ADVERTISING	0	61	0	322	0	0	0	0
62435 - TRAINING	5,589	4,650	5,000	5,000	5,000	2,500	7,500	5,000
62436 - MEETINGS & DUES	1,822	2,856	3,500	3,500	3,500	0	3,500	3,500
62510 - TELEPHONE	4,923	3,509	3,500	3,500	3,500	0	3,500	3,500
62701 - OFFICE SUPPLIES	2,978	3,084	3,000	3,000	3,000	0	3,000	3,000
62710 - POSTAGE	2,117	1,884	1,500	500	1,500	0	1,500	1,500
62715 - BOOKS AND PERIODICALS	1,997	972	2,000	1,000	2,000	0	2,000	2,000
62734 - MINOR EQUIPMENT	1,153	496	800	100	800	0	800	800
62744 - MINOR COMPUTER EQUIPMENT	699	706	800	200	800	0	800	800
62000 - OPERATING EXPENDITURES	41,520	42,102	43,704	45,404	51,600	2,500	54,100	51,600
01802 - CODE ENFORCEMENT Total	484,252	511,055	539,438	469,786	539,081	2,500	541,581	539,081

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
HEALTH & CODE ENFORCEMENT	790,526	855,184	963,569	888,401	972,956	2,500	975,456	972,956

DEPARTMENT:	PLANNING	FUND:	GENERAL
DIVISION(s): Cost Center(s):	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.		

Several major projects will kick-off in FY15. The department applied for and received two grants, totaling \$25,000, to construct drainage improvements at the 1847 Stone Arch Bridge off Route 101 and this work will begin this summer. Also expected for construction in FY15 is the grant funded (\$140,000) ARM project to restore an area of fill in Woodland Cemetery to its former wetlands condition while increasing flood storage in the Beaver Brook watershed. Another upcoming project is the drafting of an ordinance for a local Historic District along Main Street south of Marlboro Street and north of the Bypass. This work will be done in conjunction with the Historic District Commission and will include significant public outreach. Anticipated in the upcoming year is the implementation of the Marlboro Street rezoning project which will involve the drafting and legislative review of a proposed zoning ordinance by the Planning Board and City Council. Beginning in FY15 is the update to the Land Use Code. This CIP funded project was the top priority of the 2010 CMP and will involve substantial staff involvement, coordination with several departments, and extensive public involvement. Two additional projects proposed for funding in the CIP are the Tax Parcel Correction project and the Digital Base Map update. Both projects will require significant Planning Department involvement and staff time.

Given current and upcoming workload, the FY15 proposed budget includes changes to staffing levels. The base year budget currently funds two part-time planners: one at 34 hours per week and the other at 28 hours per week. The proposed budget would convert one part-time planner position to full time. The change would bring the department closer to staffing levels in 2010 – 2011 and is important to allow the department to streamline the review of permit applications and to allow the proactive planning associated with the projects listed above.

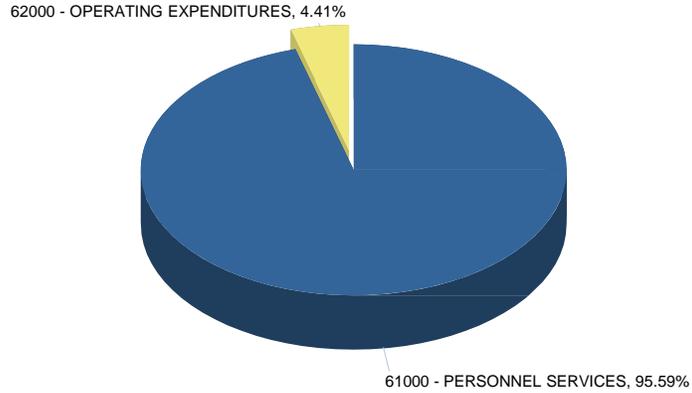
Background

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.

In FY 14, a primary effort has been to gain closer alignment of City programs and budgets with the 2010 CMP. Department staff worked closely with the Planning Board and City departments to tighten this connection, including the continuation of a program that provides 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. The Department also worked with the Planning Board to develop Low Impact Development (LID) standards for the Planning Board's development standards. These standards were adopted in November 2013 and will help to lessen the impact of storm water runoff on our rivers and water bodies as land is developed. The rezoning study for the Marlboro Street area, funded through a \$50,000 grant, is nearing completion with the drafting of new zoning. Redevelopment of the former Kingsbury parcel and preservation of the neighborhood south of Marlboro Street are key components of this rezoning plan. This work will continue in the upcoming year. Also completed was the adoption of the Surface Water Ordinance and the department continues to work closely with Code Enforcement and other City departments to coordinate its implementation.

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 2014/2015 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		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 the Wetlands and Floodplain restoration project in Woodland Cemetery using the ARM Fund grant		Open Space & Greenway Connections	O, I
5.	Develop and begin implementation of the Land Use Code Update		Future Land Use & Policy	O, I, E
6.	Participate in regional efforts to address air quality issues related to particulate matter		Community Health & Wellness	I
7.	Draft an ordinance relating to an historic district for Main Street		Historic & Cultural	O, I, E
8.	Implement recommendations of the Marlboro Street Rezoning Project		Future Land Use & Policy	O, 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.	Implement the Digital Base Map update		Infrastructure	C, E
12.	Review Planning Board regulations regarding redevelopment of previously developed sites		Future Land Use & Policy	O, I
METRICS:		FY13	FY14	FY15
1.	Adoption of revisions or updates to the Comprehensive Master Plan the same year they are proposed/identified	0	1	1
2.	Complete 90% of the initial completeness reviews for new subdivision, site plan applications within 5 business days	85%	90%	90%
3.	Complete 95% of minor amendment applications in 10 business days	90%	95%	96%
4.	Complete 95% of all inspection requests within 5 business days	90%	95%	95%
5.	Adoption of revisions to Planning Board Standards and Regulations the same year they are proposed/identified	2	2	1

Department - PLANNING



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	354,806	316,535	383,637	380,851	404,497	0	404,497	404,497
62000 - OPERATING EXPENDITURES	14,957	13,784	18,772	18,797	18,667	0	18,667	18,667
Department Total	369,763	330,319	402,409	399,648	423,164	0	423,164	423,164

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
01900	61301	PLANNING DIRECTOR	1.00	101,192
	61304	MAPPING TECHNICIAN	1.00	62,355
		PLANNER	0.25	13,672
	61305	ADMINISTRATIVE ASSISTANT	1.00	41,403
	61307	PLANNER	1.66	89,704
75 - PLANNING Total			4.91	308,326

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

PLANNING

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	97,266	99,463	101,193	100,804	101,192	0	101,192	101,192
61304 - GENERAL PERSONNEL	129,532	62,326	59,783	59,441	76,027	0	76,027	76,027
61305 - ADMINISTRATIVE PERSONNEL	36,934	38,650	41,096	40,549	41,403	0	41,403	41,403
61307 - PART TIME EMPLOYEES	0	45,345	95,889	94,612	89,704	0	89,704	89,704
61401 - TEMPORARY PERSONNEL	1,094	0	3,600	3,600	3,600	0	3,600	3,600
61701 - HEALTH INSURANCE	33,680	32,559	34,900	34,900	42,354	0	42,354	42,354
61702 - DENTAL INSURANCE	2,700	2,173	2,806	2,806	3,045	0	3,045	3,045
61703 - RETIREMENT CONTRIBUTIONS	19,226	17,291	21,763	21,625	23,548	0	23,548	23,548
61704 - SOCIAL SECURITY	18,418	18,328	22,324	22,236	23,326	0	23,326	23,326
61705 - WORKERS COMPENSATION	240	239	281	277	299	0	299	299
61901 - RECRUITMENT	115	161	0	0	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	15,600	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	354,806	316,535	383,637	380,851	404,497	0	404,497	404,497
62103 - TECHNICAL SERVICES	0	0	2,100	2,100	2,100	0	2,100	2,100
62205 - PC REPLACEMENT CHARGE	4,836	4,656	3,997	3,997	3,782	0	3,782	3,782
62301 - OFFICE EQUIPMENT MAINT.	243	768	700	700	810	0	810	810
62425 - ADVERTISING	884	941	1,000	1,200	1,000	0	1,000	1,000
62435 - TRAINING	119	480	2,500	2,500	2,500	0	2,500	2,500
62436 - MEETINGS & DUES	1,019	1,667	800	800	800	0	800	800
62510 - TELEPHONE	375	296	400	400	400	0	400	400
62701 - OFFICE SUPPLIES	2,359	1,398	2,250	2,250	2,250	0	2,250	2,250
62710 - POSTAGE	3,506	1,816	3,275	3,100	3,275	0	3,275	3,275
62715 - BOOKS AND PERIODICALS	295	497	250	250	250	0	250	250
62734 - MINOR EQUIPMENT	450	0	0	0	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	0	302	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	662	962	1,500	1,500	1,500	0	1,500	1,500
62761 - SOFTWARE	210	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	14,957	13,784	18,772	18,797	18,667	0	18,667	18,667
Department Total	369,763	330,319	402,409	399,648	423,164	0	423,164	423,164

DEPARTMENT:	PUBLIC WORKS	FUND:	GENERAL
DIVISION(s):	Administration, Engineering & Highway		
Cost Center(s):	02000 through 02029		
MISSION:	<p>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.</p>		

Administration and Engineering

In FY15 the Engineering Division will continue to be challenged by the infrastructure construction program, Washington Street Phase II Reconstruction, along with supporting other projects outside the Capital Improvement Program including the proposed Ice Arena and a potential new parking structure. Projects for the next fiscal year will include:

- Continuation of the permitting process for the City drainage channels as part of the NHDES Mitigation Agreement issued as part of the NHDES Wetlands Permit for the Beaver Brook Sedimentation Removal and Bank Stabilization project,
- Construction of the Roundhouse T Multi-Use trail project,
- Design and construction of the \$480K rehabilitation project for the Rte. 10/Winchester Street Bridge over Ash Swamp Brook,
- Completion of design and start of construction of the \$1.9M project for the Rte. 12/Main Street Bridge and over Beaver Brook,
- Start of the preliminary design and securing of land rights for the \$5.0M Winchester Street reconstruction from the Rte. 101 roundabout to Island Street & the Island Street bridge,
- Design, securing of easements, and the start of construction for the \$760K Infrastructure project on 93rd and Norway Streets,
- Start of the design of \$1.6M improvements to the Babbidge Reservoir Dam,
- Completion of a \$60K sewer infiltration/inflow study,
- Continuation of engineering inspection services of new site plan and subdivision projects, and
- Continuation of project support services to departments throughout City for other projects including the Stone Arch Bridge Preservation Project, the Woodlawn Cemetery ARM project, and the Safe Routes to School program for Jonathan Daniels School.

Highway Division

FY15 will be a challenging year for the Highway Division. The Division will be addressing the damage to streets and sidewalks from the brutal winter of 2013/2014. The Division will continue to address the maintenance needs of the City aging stormwater system. Objectives for FY15 will include the:

- Continuation of our Crack Seal Program with plans on sealing 68,163 square yards,
- Continuation of the stormwater main and catch basin cleaning program,
- Performing ditch and culvert cleaning on Jordan, Roxbury, Sterns, Grimes, and Sullivan Roads to provide better roadside drainage which will extend the life of these roads,
- Milling, shimming and overlaying of areas on Park Avenue from Summit Road to Maple Avenue and Arch Street from Hurricane Road to Blackberry Lane, and
- Continue preventative maintenance work along Beaver Brook.

Background

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 assisting in public information programs for the various divisions. Administration is composed of the Public Works Director, two Assistant Public Works Directors/Division Heads, an Office Manager, and Administrative Assistant I. During FY13/14, PW Administration responded to the public interest and demand for information on department activities, operations, and projects, which resulted in over 34,000 views occurring from January 1, 2013 to December 31, 2013 on the Departments Facebook page. In FY14/15 it is anticipated that, along with the traditional media outlets, use of social media tools will continue and be expanded.

The Engineering Division has a staff of 5 employees, the City Engineer, two Civil Engineers, and two Engineering Technicians. The Engineering Division provides capital project planning, development, management, and administration for the City infrastructure systems. That effort includes information management of the City's infrastructure systems and property, the maintenance and updating of the City's geographical information system (GIS), the Public Works asset management system, and the geographic position satellite (GPS) survey system. In addition, the Division supports general engineering (planning, surveying, design, construction administration, and inspection services etc.) and provides technical expertise to City boards, commissions, and other departments; along with performing regulatory reviews of site plans/subdivisions, excavation, encumbrance and sewer permitting, and inspection.

During FY14, the accomplishments include the:

- Completion of design and start of construction of the \$3.5M Washington Street Phase II Infrastructure project,
- Completion of design and start of construction of the \$1.7M 2013 Infrastructure Improvement Project involving Winter, Summer, Middle, Center Streets,
- Completion of the design and the start of construction of the \$680K Roadway overlay project (Belmont Avenue, Bergeron Street, Cottage Street, Fairbanks Street, Fox Avenue, Fox Circle, Foxwood Avenue, June Street, Lucinda Terrace, and Key Road),
- Design of the Roundhouse T Multi-Use trail Project,
- Design and the start of construction/installation of water gate valves (\$80K), and sewer repairs (\$450K) throughout the City,
- Design and the start of construction of \$450K in watermain cleaning and lining on Pearl Street, Ralston Street, and Davis Street,
- Completion of the Beaver Brook Sedimentation Removal and Bank Stabilization project,
- Completion of the design of the Cheshire Trail North Phase II Multi-use Trail Project,
- Completion of the construction of the \$610K Robin Hood Dam rehabilitation and Woodland Avenue Drainage Project,
- Design and construction of the \$12K Transfer Station drop off area retaining wall,
- Design of the Roundhouse T Phase II Multi-use Trail Project,
- Completion of design and construction of the \$150K Base Hill Cooperative Off-site Sewer Improvement Project,
- Design of the \$62K Parks and Recreation Spray Park project
- Completion 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,
- Completion of the response, damage assessment, coordination with FEMA, and the management of over \$1.1M of repairs resulting from the May 2012 flood event, to various City streets,
- Completion of construction of the \$630K Court Street, Maple Ave, and Rte. 12A roundabout project,
- Completion of the city wide Phase 1 drainage master plan study,
- Completion of construction of the \$170K Cheshire Trail North (Phase 1) pedestrian multi-use trail,
- Completion of the water system pressure study of West Keene to evaluate low pressure issues and develop solutions.

Highway Division

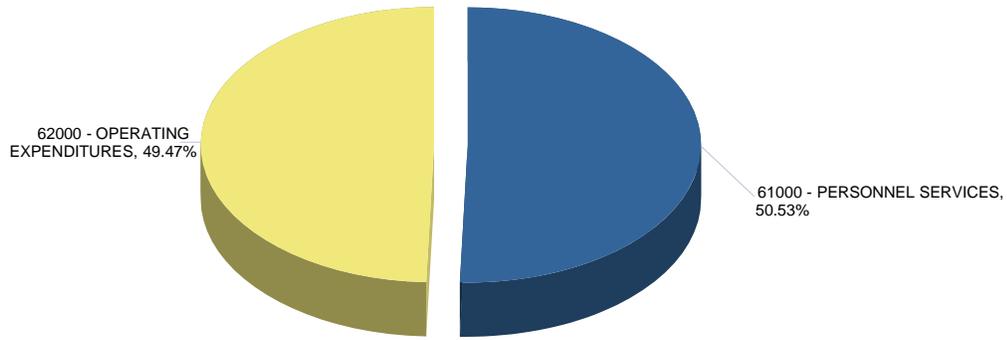
The Highway Division is staffed with 22 full time employees and is responsible for the maintenance of the City transportation infrastructure which includes 52 miles of sidewalks, 32 bridges, 80 miles of drain lines and 5,000 +/- catch basins drainage system, 126 center lane miles of road, two parking facilities, 4 surface parking lots, and several miles multi-use trails and bridges. The Division's responsibilities include grounds maintenance in the downtown area which runs from Central Square to Main, Marlboro, and Winchester roundabout; Railroad Square to the east and Gilbo Avenue and Commercial Street parking areas to the west. The Division is also responsible for city-wide litter collection, maintenance of 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.

Some of our major accomplishments in FY14 include the:

- Performing of 86,811 square yards of crack sealing on City streets,
- Milling and shimming and overlay on sections of Park Avenue; removing existing road delamination's extending the life of the road and providing a smoother driving surface,
- Completion of the third year of a five year program to clean all city drain basins and flush two thousand five hundred (2,500) feet of drain line annually using compiled information to develop an ongoing drain cleaning maintenance program, and
- Coordination with two local businesses through the Spirit of Place Program to Adopt-A-Garden. These are located at the Main/Marlboro/Winchester Roundabout and along the bike path just west of Main St.

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 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 2014/2015 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.	Begin Citywide Drain Maintenance Program using data compiled from our current Drain Cleaning and Line Flushing Program.		Infrastructure	E
4.	Initiate Culvert and Ditch Cleaning Program in accordance with State and Federal regulations.		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:		FY13	FY14	FY15
1.	Square yards of roadway crack sealed	41,441	86,811	68,163
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%

Department - PUBLIC WORKS



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	2,010,487	2,055,994	2,053,591	1,851,509	2,080,416	2,340	2,082,756	2,082,756
62000 - OPERATING EXPENDITURES	1,701,713	1,779,473	2,001,824	2,036,595	2,033,843	4,845	2,038,688	2,038,688
Department Total	3,712,199	3,835,467	4,055,415	3,888,104	4,114,259	7,185	4,121,444	4,121,444

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
02000	61303	PUBLIC WORKS DIRECTOR	1.00	105,745
		ASST PW DIR / SOL WST MGR	0.50	46,332
		HIGHWAY SUPERINTENDENT	1.00	74,359
	61305	ADMINISTRATIVE ASSISTANT	0.50	17,524
		OFFICE MANAGER	1.00	48,667
		SICK & INJURY		38,949
		VACATION		98,730
02001	61304	CIVIL ENGINEER	1.00	71,157
		CITY ENGINEER	1.00	92,664
02***	61304	PW - AFSCME	20.38	741,293
85 - PUBLIC WORKS Total			26.38	1,335,420

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

PUBLIC WORKS

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	101,642	103,939	105,747	105,340	105,745	0	105,745	105,745
61303 - SUPERVISORY PERSONNEL	126,376	129,028	95,858	95,490	120,691	0	120,691	120,691
61304 - GENERAL PERSONNEL	893,099	930,370	895,883	770,298	905,114	0	905,114	905,114
61305 - ADMINISTRATIVE PERSONNEL	20,629	37,051	65,854	64,755	66,190	0	66,190	66,190
61401 - TEMPORARY PERSONNEL	11,119	18,945	0	0	0	0	0	0
61501 - REGULAR OVERTIME	51,358	54,479	77,018	45,846	75,590	0	75,590	75,590
61602 - STAND-BY PAY	12,793	12,460	12,775	12,775	12,775	0	12,775	12,775
61605 - SICK & INJURY	38,393	32,813	38,489	40,313	38,949	0	38,949	38,949
61607 - VACATION	110,648	114,068	97,564	111,000	98,730	0	98,730	98,730
61609 - STIPEND	0	0	0	0	0	2,340	2,340	2,340
61611 - OUT OF CLASS PAY	0	0	2,000	2,000	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	342,258	337,104	370,181	330,061	382,195	0	382,195	382,195
61702 - DENTAL INSURANCE	26,054	21,746	27,334	24,978	25,263	0	25,263	25,263
61703 - RETIREMENT CONTRIBUTIONS	121,317	124,573	139,507	132,836	129,118	0	129,118	129,118
61704 - SOCIAL SECURITY	101,502	108,337	99,869	92,454	91,994	0	91,994	91,994
61705 - WORKERS COMPENSATION	24,127	27,589	25,513	22,712	26,062	0	26,062	26,062
61901 - RECRUITMENT	564	185	0	650	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	28,607	3,306	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	2,010,487	2,055,994	2,053,591	1,851,509	2,080,416	2,340	2,082,756	2,082,756
62103 - TECHNICAL SERVICES	11,320	13,164	33,227	33,244	30,113	0	30,113	30,113
62120 - LABORATORY SERVICES	7,321	13,834	6,058	6,178	6,058	0	6,058	6,058
62121 - MONITORING/INSPECTIONS	10,382	13,257	35,711	35,711	35,711	0	35,711	35,711
62175 - OTHER SERVICES	0	0	0	0	0	3,100	3,100	3,100
62205 - PC REPLACEMENT CHARGE	6,888	6,924	6,714	6,714	5,876	0	5,876	5,876
62206 - PW FLEET CHARGE	697,716	726,240	734,954	734,954	772,884	0	772,884	772,884
62209 - RUBBISH PICK-UP	1,447	717	1,000	900	1,000	0	1,000	1,000
62300 - REPAIR & MAINTENANCE SVCS	16,516	10,546	33,500	33,500	33,500	0	33,500	33,500
62301 - OFFICE EQUIPMENT MAINT.	489	403	500	500	500	0	500	500
62306 - SOFTWARE MAINTENANCE	4,541	641	3,800	0	3,800	0	3,800	3,800
62310 - SAFETY PROGRAM MAINT.	5,968	5,584	7,150	7,150	7,150	0	7,150	7,150
62331 - ROAD AND STREET MAINT.	185,470	227,289	307,518	308,976	311,264	0	311,264	311,264
62372 - TREE/FORESTRY MAINTENANCE	33,828	53,722	31,715	51,864	41,715	0	41,715	41,715
62373 - TREE PLANTING	2,109	1,290	3,000	1,500	3,000	0	3,000	3,000
62374 - STREET LIGHT MAINTENANCE	10,528	8,309	13,000	13,617	15,000	0	15,000	15,000
62430 - TRAVEL	0	225	0	23	0	0	0	0
62435 - TRAINING	1,532	1,675	3,500	2,480	3,500	0	3,500	3,500
62436 - MEETINGS & DUES	930	2,231	1,750	1,800	1,750	0	1,750	1,750

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62447 - PUBLIC AWARENESS	0	0	2,000	2,000	2,000	0	2,000	2,000
62448 - HAULING AND DISPOSAL	1,185	4,912	6,324	6,324	6,324	0	6,324	6,324
62498 - USE OF TRUST FUNDS	0	0	9,200	3,000	5,805	0	5,805	5,805
62501 - WATER	8,946	11,904	17,432	9,000	17,432	0	17,432	17,432
62503 - ELECTRICITY	178,729	168,047	189,781	177,291	175,500	0	175,500	175,500
62510 - TELEPHONE	7,010	6,460	5,500	5,210	5,500	0	5,500	5,500
62604 - EQUIPMENT RENTAL	0	1,348	6,000	6,000	6,000	0	6,000	6,000
62607 - RENTAL VEHICLES	0	0	3,025	3,000	3,025	0	3,025	3,025
62701 - OFFICE SUPPLIES	1,959	2,540	2,550	2,300	2,500	0	2,500	2,500
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	383,260	389,305	419,176	418,176	419,176	0	419,176	419,176
62755 - UNIFORMS	9,533	10,210	11,000	10,300	11,000	0	11,000	11,000
62760 - OPERATING SUPPLIES	114,037	98,694	106,740	154,883	106,760	1,745	108,505	108,505
62000 - OPERATING EXPENDITURES	1,701,713	1,779,473	2,001,824	2,036,595	2,033,843	4,845	2,038,688	2,038,688
Department Total	3,712,199	3,835,467	4,055,415	3,888,104	4,114,259	7,185	4,121,444	4,121,444

Fiscal Year 2014 - 2015

PUBLIC WORKS 02000 - PW ADMINISTRATION

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61301 - DEPARTMENT HEAD	101,642	103,939	105,747	105,340	105,745	0	105,745	105,745
61303 - SUPERVISORY PERSONNEL	126,376	129,028	95,858	95,490	120,691	0	120,691	120,691
61305 - ADMINISTRATIVE PERSONNEL	20,629	37,051	65,854	64,755	66,190	0	66,190	66,190
61401 - TEMPORARY PERSONNEL	7,279	16,740	0	0	0	0	0	0
61501 - REGULAR OVERTIME	71	1,548	0	427	0	0	0	0
61602 - STAND-BY PAY	12,793	12,460	12,775	12,775	12,775	0	12,775	12,775
61605 - SICK & INJURY	38,393	32,813	38,489	40,313	38,949	0	38,949	38,949
61607 - VACATION	110,648	114,068	97,564	111,000	98,730	0	98,730	98,730
61609 - STIPEND	0	0	0	0	0	2,340	2,340	2,340
61701 - HEALTH INSURANCE	58,677	60,633	79,927	62,850	80,834	0	80,834	80,834
61702 - DENTAL INSURANCE	5,763	4,972	7,334	5,737	5,264	0	5,264	5,264
61703 - RETIREMENT CONTRIBUTIONS	36,965	37,690	43,745	45,975	23,891	0	23,891	23,891
61704 - SOCIAL SECURITY	30,938	33,786	31,071	32,196	16,970	0	16,970	16,970
61705 - WORKERS COMPENSATION	4,924	5,423	4,547	5,283	4,764	0	4,764	4,764
61901 - RECRUITMENT	363	185	0	650	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	28,607	3,306	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	584,071	593,643	582,911	582,791	574,803	2,340	577,143	577,143
62120 - LABORATORY SERVICES	1,243	1,920	1,400	1,520	1,400	0	1,400	1,400
62205 - PC REPLACEMENT CHARGE	2,196	2,064	2,511	2,511	1,903	0	1,903	1,903
62206 - PW FLEET CHARGE	6,540	7,008	7,099	7,099	7,442	0	7,442	7,442
62301 - OFFICE EQUIPMENT MAINT.	489	403	500	500	500	0	500	500
62310 - SAFETY PROGRAM MAINT.	5,275	5,584	7,150	7,150	7,150	0	7,150	7,150
62430 - TRAVEL	0	92	0	23	0	0	0	0
62435 - TRAINING	379	653	750	730	750	0	750	750
62436 - MEETINGS & DUES	296	1,028	550	600	550	0	550	550
62510 - TELEPHONE	7,010	6,460	5,500	5,210	5,500	0	5,500	5,500
62701 - OFFICE SUPPLIES	1,959	1,624	2,550	2,300	2,500	0	2,500	2,500
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62755 - UNIFORMS	9,533	10,210	11,000	10,300	11,000	0	11,000	11,000
62000 - OPERATING EXPENDITURES	34,988	37,046	39,010	37,943	38,695	0	38,695	38,695
02000 - PW ADMINISTRATION Total	619,059	630,688	621,921	620,733	613,498	2,340	615,838	615,838

PUBLIC WORKS 02001 - ENGINEERING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	220,590	228,397	163,366	163,193	163,821	0	163,821	163,821
61401 - TEMPORARY PERSONNEL	3,840	2,205	0	0	0	0	0	0

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61501 - REGULAR OVERTIME	2,122	489	3,500	1,000	3,500	0	3,500	3,500
61701 - HEALTH INSURANCE	56,494	55,323	41,451	41,451	38,868	0	38,868	38,868
61702 - DENTAL INSURANCE	4,378	3,466	2,715	2,715	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	20,106	20,229	17,971	17,953	18,020	0	18,020	18,020
61704 - SOCIAL SECURITY	17,158	17,662	12,765	12,752	12,800	0	12,800	12,800
61705 - WORKERS COMPENSATION	5,811	6,246	4,400	4,398	4,569	0	4,569	4,569
61901 - RECRUITMENT	12	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	330,510	334,018	246,169	243,462	244,293	0	244,293	244,293
62103 - TECHNICAL SERVICES	11,320	4,614	19,114	19,114	16,000	0	16,000	16,000
62205 - PC REPLACEMENT CHARGE	4,692	4,860	4,203	4,203	3,973	0	3,973	3,973
62206 - PW FLEET CHARGE	17,676	19,296	23,984	23,984	25,572	0	25,572	25,572
62306 - SOFTWARE MAINTENANCE	4,541	641	3,800	0	3,800	0	3,800	3,800
62435 - TRAINING	593	902	2,750	1,750	2,750	0	2,750	2,750
62436 - MEETINGS & DUES	634	1,203	1,200	1,200	1,200	0	1,200	1,200
62701 - OFFICE SUPPLIES	0	917	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	5,905	4,461	2,600	2,600	2,600	1,745	4,345	4,345
62000 - OPERATING EXPENDITURES	45,362	36,894	57,651	52,851	55,895	1,745	57,640	57,640
02001 - ENGINEERING Total	375,872	370,912	303,820	296,313	300,188	1,745	301,933	301,933

PUBLIC WORKS 02002 - NON-DEPARTMENTAL

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	46,490	40,654	66,308	68,731	49,100	0	49,100	49,100
61501 - REGULAR OVERTIME	1,183	2,430	2,922	1,803	2,922	0	2,922	2,922
61701 - HEALTH INSURANCE	16,547	13,821	22,523	16,397	17,387	0	17,387	17,387
61702 - DENTAL INSURANCE	1,206	988	1,564	1,104	1,145	0	1,145	1,145
61703 - RETIREMENT CONTRIBUTIONS	4,345	3,795	7,141	7,597	5,603	0	5,603	5,603
61704 - SOCIAL SECURITY	3,533	3,254	5,073	5,282	3,980	0	3,980	3,980
61705 - WORKERS COMPENSATION	847	876	1,370	1,450	1,076	0	1,076	1,076
61000 - PERSONNEL SERVICES	74,150	65,819	106,901	102,364	81,213	0	81,213	81,213
62206 - PW FLEET CHARGE	14,232	15,180	14,558	14,558	15,247	0	15,247	15,247
62760 - OPERATING SUPPLIES	1,076	2,720	1,500	3,159	1,500	0	1,500	1,500
62000 - OPERATING EXPENDITURES	15,308	17,900	16,058	17,717	16,747	0	16,747	16,747
02002 - NON-DEPARTMENTAL Total	89,458	83,719	122,959	120,081	97,960	0	97,960	97,960

PUBLIC WORKS 02003 - STREET PLOWING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	8,066	19,521	23,559	14,896	23,840	0	23,840	23,840
61501 - REGULAR OVERTIME	9,085	18,732	29,240	19,172	29,240	0	29,240	29,240

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61611 - OUT OF CLASS PAY	0	0	2,000	2,000	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	14,288	11,924	8,002	15,605	8,442	0	8,442	8,442
61702 - DENTAL INSURANCE	1,043	854	556	1,051	556	0	556	556
61703 - RETIREMENT CONTRIBUTIONS	1,507	3,352	2,537	3,669	5,717	0	5,717	5,717
61704 - SOCIAL SECURITY	1,274	2,884	1,802	2,549	4,061	0	4,061	4,061
61705 - WORKERS COMPENSATION	304	768	487	635	1,098	0	1,098	1,098
61000 - PERSONNEL SERVICES	35,567	58,034	68,182	59,577	74,954	0	74,954	74,954
62206 - PW FLEET CHARGE	57,468	65,088	64,328	64,328	66,203	0	66,203	66,203
62435 - TRAINING	560	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	58,028	65,088	64,328	64,328	66,203	0	66,203	66,203
02003 - STREET PLOWING Total	93,595	123,122	132,510	123,905	141,157	0	141,157	141,157

PUBLIC WORKS 02004 - SIDEWALK PLOWING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	2,351	4,771	5,434	2,434	5,498	0	5,498	5,498
61501 - REGULAR OVERTIME	1,402	6,011	3,294	1,870	3,294	0	3,294	3,294
61701 - HEALTH INSURANCE	6,200	5,161	1,845	6,804	1,947	0	1,947	1,947
61702 - DENTAL INSURANCE	456	373	128	460	128	0	128	128
61703 - RETIREMENT CONTRIBUTIONS	291	943	585	464	947	0	947	947
61704 - SOCIAL SECURITY	281	822	416	324	673	0	673	673
61705 - WORKERS COMPENSATION	72	224	112	89	182	0	182	182
61000 - PERSONNEL SERVICES	11,052	18,304	11,814	12,445	12,669	0	12,669	12,669
62206 - PW FLEET CHARGE	42,024	48,648	46,645	46,645	48,148	0	48,148	48,148
62000 - OPERATING EXPENDITURES	42,024	48,648	46,645	46,645	48,148	0	48,148	48,148
02004 - SIDEWALK PLOWING Total	53,076	66,952	58,459	59,090	60,817	0	60,817	60,817

PUBLIC WORKS 02005 - STREET SALTING & SANDING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	7,464	12,667	14,501	8,741	14,674	0	14,674	14,674
61501 - REGULAR OVERTIME	19,871	13,742	20,968	10,445	20,968	0	20,968	20,968
61701 - HEALTH INSURANCE	11,804	9,826	4,925	12,021	5,196	0	5,196	5,196
61702 - DENTAL INSURANCE	867	708	342	810	342	0	342	342
61703 - RETIREMENT CONTRIBUTIONS	2,333	2,324	1,562	2,067	3,838	0	3,838	3,838
61704 - SOCIAL SECURITY	2,035	1,998	1,109	1,437	2,727	0	2,727	2,727
61705 - WORKERS COMPENSATION	433	575	300	317	738	0	738	738
61000 - PERSONNEL SERVICES	44,806	41,840	43,706	35,838	48,483	0	48,483	48,483
62206 - PW FLEET CHARGE	63,720	71,316	69,587	69,587	74,067	0	74,067	74,067
62430 - TRAVEL	0	133	0	0	0	0	0	0

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62000 - OPERATING EXPENDITURES	63,720	71,449	69,587	69,587	74,067	0	74,067	74,067
02005 - STREET SALTING & SANDING Total	108,526	113,289	113,293	105,425	122,550	0	122,550	122,550

PUBLIC WORKS 02006 - SIDEWALK SALT & SANDING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	981	1,883	1,808	1,214	1,830	0	1,830	1,830
61701 - HEALTH INSURANCE	222	216	614	141	648	0	648	648
61702 - DENTAL INSURANCE	11	10	43	9	43	0	43	43
61703 - RETIREMENT CONTRIBUTIONS	78	166	195	131	197	0	197	197
61704 - SOCIAL SECURITY	72	142	138	91	140	0	140	140
61705 - WORKERS COMPENSATION	17	39	37	25	38	0	38	38
61000 - PERSONNEL SERVICES	1,381	2,456	2,835	1,611	2,896	0	2,896	2,896
62206 - PW FLEET CHARGE	17,676	18,756	17,987	17,987	18,938	0	18,938	18,938
62000 - OPERATING EXPENDITURES	17,676	18,756	17,987	17,987	18,938	0	18,938	18,938
02006 - SIDEWALK SALT & SANDING Total	19,057	21,212	20,822	19,598	21,834	0	21,834	21,834

PUBLIC WORKS 02007 - HAULING SNOW

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	599	10,263	11,779	4,843	11,920	0	11,920	11,920
61501 - REGULAR OVERTIME	35	2,714	2,406	905	2,406	0	2,406	2,406
61701 - HEALTH INSURANCE	5,368	6,525	4,001	6,541	4,221	0	4,221	4,221
61702 - DENTAL INSURANCE	380	399	278	1,503	278	0	278	278
61703 - RETIREMENT CONTRIBUTIONS	58	1,142	169	619	1,153	0	1,153	1,153
61704 - SOCIAL SECURITY	49	980	901	431	1,096	0	1,096	1,096
61705 - WORKERS COMPENSATION	14	381	244	194	297	0	297	297
61000 - PERSONNEL SERVICES	6,502	22,403	19,778	15,036	21,371	0	21,371	21,371
62206 - PW FLEET CHARGE	43,464	52,224	50,075	50,075	56,654	0	56,654	56,654
62000 - OPERATING EXPENDITURES	43,464	52,224	50,075	50,075	56,654	0	56,654	56,654
02007 - HAULING SNOW Total	49,966	74,627	69,853	65,111	78,025	0	78,025	78,025

PUBLIC WORKS 02008 - SAND STOCK PILING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	2,584	3,672	3,625	1,042	3,668	0	3,668	3,668
61701 - HEALTH INSURANCE	104	100	1,231	65	1,299	0	1,299	1,299
61702 - DENTAL INSURANCE	5	5	86	4	86	0	86	86
61703 - RETIREMENT CONTRIBUTIONS	227	324	390	112	395	0	395	395

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61704 - SOCIAL SECURITY	188	269	278	75	281	0	281	281
61705 - WORKERS COMPENSATION	51	76	75	22	76	0	76	76
61000 - PERSONNEL SERVICES	3,160	4,446	5,685	1,320	5,805	0	5,805	5,805
62206 - PW FLEET CHARGE	3,672	3,972	3,811	3,811	3,932	0	3,932	3,932
62000 - OPERATING EXPENDITURES	3,672	3,972	3,811	3,811	3,932	0	3,932	3,932
02008 - SAND STOCK PILING Total	6,832	8,418	9,496	5,131	9,737	0	9,737	9,737

PUBLIC WORKS 02009 - OTHER WINTER MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	90,117	104,311	110,562	93,281	111,883	0	111,883	111,883
61501 - REGULAR OVERTIME	1,286	2,895	9,501	2,519	9,501	0	9,501	9,501
61701 - HEALTH INSURANCE	4,715	4,581	37,545	3,716	39,609	0	39,609	39,609
61702 - DENTAL INSURANCE	226	215	2,608	229	2,608	0	2,608	2,608
61703 - RETIREMENT CONTRIBUTIONS	7,827	9,434	11,905	8,949	13,070	0	13,070	13,070
61704 - SOCIAL SECURITY	6,758	8,068	8,456	6,099	9,284	0	9,284	9,284
61705 - WORKERS COMPENSATION	1,788	2,430	2,284	1,710	2,512	0	2,512	2,512
61901 - RECRUITMENT	92	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	112,808	131,934	182,860	116,503	188,467	0	188,467	188,467
62206 - PW FLEET CHARGE	22,404	23,844	30,487	30,487	31,296	0	31,296	31,296
62503 - ELECTRICITY	340	559	500	191	500	0	500	500
62604 - EQUIPMENT RENTAL	0	1,348	6,000	6,000	6,000	0	6,000	6,000
62740 - OTHER MAINT. SUPPLIES	243,379	279,192	282,146	282,146	282,146	0	282,146	282,146
62760 - OPERATING SUPPLIES	7,047	5,880	2,842	12,592	2,842	0	2,842	2,842
62000 - OPERATING EXPENDITURES	273,170	310,822	321,975	331,416	322,784	0	322,784	322,784
02009 - OTHER WINTER MAINTENANCE Total	385,978	442,756	504,835	447,919	511,251	0	511,251	511,251

PUBLIC WORKS 02010 - STREET MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	148,519	123,987	136,803	102,403	138,440	0	138,440	138,440
61501 - REGULAR OVERTIME	7,655	2,144	1,203	390	1,203	0	1,203	1,203
61701 - HEALTH INSURANCE	79,848	81,763	46,468	81,687	49,024	0	49,024	49,024
61702 - DENTAL INSURANCE	5,642	4,579	3,228	5,550	3,228	0	3,228	3,228
61703 - RETIREMENT CONTRIBUTIONS	14,275	11,126	14,734	11,071	15,040	0	15,040	15,040
61704 - SOCIAL SECURITY	11,510	9,504	10,465	7,693	10,683	0	10,683	10,683
61705 - WORKERS COMPENSATION	3,008	2,594	2,827	2,125	2,890	0	2,890	2,890
61901 - RECRUITMENT	96	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	270,555	235,697	215,729	210,919	220,508	0	220,508	220,508
62206 - PW FLEET CHARGE	96,588	102,552	105,943	105,943	109,937	0	109,937	109,937

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62310 - SAFETY PROGRAM MAINT.	694	0	0	0	0	0	0	0
62331 - ROAD AND STREET MAINT.	103,628	874	134,417	134,417	134,417	0	134,417	134,417
62740 - OTHER MAINT. SUPPLIES	139,472	108,431	136,030	136,030	136,030	0	136,030	136,030
62760 - OPERATING SUPPLIES	19,051	9,085	3,500	18,933	3,500	0	3,500	3,500
62000 - OPERATING EXPENDITURES	359,433	220,942	379,890	395,323	383,884	0	383,884	383,884
02010 - STREET MAINTENANCE Total	629,988	456,640	595,619	606,242	604,392	0	604,392	604,392

PUBLIC WORKS 02011 - SIDEWALK REPAIRS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	21,087	17,238	21,115	3,634	21,367	0	21,367	21,367
61501 - REGULAR OVERTIME	801	27	583	0	586	0	586	586
61701 - HEALTH INSURANCE	1,473	1,432	7,172	1,084	7,567	0	7,567	7,567
61702 - DENTAL INSURANCE	71	67	498	67	498	0	498	498
61703 - RETIREMENT CONTRIBUTIONS	1,923	1,519	2,274	391	2,364	0	2,364	2,364
61704 - SOCIAL SECURITY	1,628	1,302	1,616	271	1,680	0	1,680	1,680
61705 - WORKERS COMPENSATION	465	359	436	75	454	0	454	454
61000 - PERSONNEL SERVICES	27,448	21,944	33,694	5,522	34,516	0	34,516	34,516
62206 - PW FLEET CHARGE	51,612	54,768	52,514	52,514	53,926	0	53,926	53,926
62760 - OPERATING SUPPLIES	1,285	10,218	15,000	15,000	15,000	0	15,000	15,000
62000 - OPERATING EXPENDITURES	52,897	64,986	67,514	67,514	68,926	0	68,926	68,926
02011 - SIDEWALK REPAIRS Total	80,346	86,930	101,208	73,036	103,442	0	103,442	103,442

PUBLIC WORKS 02012 - STREET SWEEPING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	4,419	375	0	0	0	0	0	0
61501 - REGULAR OVERTIME	376	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	629	610	0	0	0	0	0	0
61702 - DENTAL INSURANCE	30	28	0	0	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	440	33	0	0	0	0	0	0
61704 - SOCIAL SECURITY	355	28	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	119	8	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	6,369	1,083	0	0	0	0	0	0
62206 - PW FLEET CHARGE	27,648	0	0	0	0	0	0	0
62331 - ROAD AND STREET MAINT.	81,270	111,844	121,254	121,254	125,000	0	125,000	125,000
62000 - OPERATING EXPENDITURES	108,918	111,844	121,254	121,254	125,000	0	125,000	125,000
02012 - STREET SWEEPING Total	115,286	112,927	121,254	121,254	125,000	0	125,000	125,000

PUBLIC WORKS 02013 - BRIDGE REPAIRS

	2011 - 2012	2012 - 2013	2013 -2014	2013 - 2014	2014 - 2015	2014 - 2015	2014 - 2015	2014 - 2015
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	Actual	Actual	Budget	Estimate	Department Base	Department Supplemental	Department Request	Manager Recommended
Account								
61304 - GENERAL PERSONNEL	18,798	5,771	9,131	10,987	9,239	0	9,239	9,239
61701 - HEALTH INSURANCE	73	84	3,101	54	3,272	0	3,272	3,272
61702 - DENTAL INSURANCE	3	3	215	3	215	0	215	215
61703 - RETIREMENT CONTRIBUTIONS	1,651	524	983	1,291	995	0	995	995
61704 - SOCIAL SECURITY	1,399	436	698	899	707	0	707	707
61705 - WORKERS COMPENSATION	388	119	188	248	191	0	191	191
61000 - PERSONNEL SERVICES	22,312	6,937	14,316	13,482	14,619	0	14,619	14,619
62206 - PW FLEET CHARGE	1,728	1,908	1,829	1,829	2,006	0	2,006	2,006
62760 - OPERATING SUPPLIES	1,715	146	1,000	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	3,443	2,054	2,829	2,829	3,006	0	3,006	3,006
02013 - BRIDGE REPAIRS Total	25,755	8,991	17,145	16,311	17,625	0	17,625	17,625

PUBLIC WORKS 02014 - ROAD SIDES & GRAVEL ROADS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	68,205	52,470	60,704	53,082	61,430	0	61,430	61,430
61501 - REGULAR OVERTIME	1,195	192	0	890	0	0	0	0
61701 - HEALTH INSURANCE	22,823	27,705	20,620	32,364	21,753	0	21,753	21,753
61702 - DENTAL INSURANCE	1,610	1,692	1,432	2,352	1,432	0	1,432	1,432
61703 - RETIREMENT CONTRIBUTIONS	6,100	4,750	6,538	5,818	6,616	0	6,616	6,616
61704 - SOCIAL SECURITY	5,106	3,959	4,644	4,040	4,699	0	4,699	4,699
61705 - WORKERS COMPENSATION	1,296	1,089	1,255	1,111	1,271	0	1,271	1,271
61000 - PERSONNEL SERVICES	106,334	91,857	95,192	99,657	97,201	0	97,201	97,201
62206 - PW FLEET CHARGE	41,652	44,196	42,377	42,377	44,617	0	44,617	44,617
62740 - OTHER MAINT. SUPPLIES	175	50	1,000	0	1,000	0	1,000	1,000
62760 - OPERATING SUPPLIES	11,388	9,503	7,500	24,000	7,500	0	7,500	7,500
62000 - OPERATING EXPENDITURES	53,215	53,749	50,877	66,377	53,117	0	53,117	53,117
02014 - ROAD SIDES & GRAVEL ROADS Total	159,550	145,606	146,069	166,034	150,318	0	150,318	150,318

PUBLIC WORKS 02015 - TRASH PICK-UP

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	1,657	2,679	2,444	1,073	2,473	0	2,473	2,473
61701 - HEALTH INSURANCE	234	228	830	283	876	0	876	876
61702 - DENTAL INSURANCE	11	10	58	17	58	0	58	58
61703 - RETIREMENT CONTRIBUTIONS	146	236	264	116	266	0	266	266
61704 - SOCIAL SECURITY	123	203	186	81	189	0	189	189
61705 - WORKERS COMPENSATION	33	55	51	22	51	0	51	51
61000 - PERSONNEL SERVICES	2,203	3,412	3,832	1,592	3,913	0	3,913	3,913
62206 - PW FLEET CHARGE	828	876	838	838	883	0	883	883

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62209 - RUBBISH PICK-UP	1,447	717	1,000	900	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	2,275	1,593	1,838	1,738	1,883	0	1,883	1,883
02015 - TRASH PICK-UP Total	4,478	5,005	5,670	3,330	5,796	0	5,796	5,796

PUBLIC WORKS 02016 - SIGN MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	38,978	41,753	46,203	36,583	46,757	0	46,757	46,757
61501 - REGULAR OVERTIME	16	63	0	9	0	0	0	0
61701 - HEALTH INSURANCE	17,434	21,002	15,694	24,012	16,557	0	16,557	16,557
61702 - DENTAL INSURANCE	1,214	1,272	1,090	1,793	1,090	0	1,090	1,090
61703 - RETIREMENT CONTRIBUTIONS	3,521	3,698	4,976	3,940	5,036	0	5,036	5,036
61704 - SOCIAL SECURITY	2,953	3,199	3,535	2,779	3,577	0	3,577	3,577
61705 - WORKERS COMPENSATION	394	865	955	757	968	0	968	968
61000 - PERSONNEL SERVICES	64,510	71,852	72,454	69,873	73,985	0	73,985	73,985
62206 - PW FLEET CHARGE	11,232	11,928	11,433	11,433	12,037	0	12,037	12,037
62435 - TRAINING	0	120	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	27,715	16,524	39,418	38,760	39,418	0	39,418	39,418
62000 - OPERATING EXPENDITURES	38,947	28,572	50,851	50,193	51,455	0	51,455	51,455
02016 - SIGN MAINTENANCE Total	103,456	100,424	123,305	120,066	125,440	0	125,440	125,440

PUBLIC WORKS 02017 - PAVEMENT MARKINGS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	1,338	1,943	4,985	768	5,045	0	5,045	5,045
61501 - REGULAR OVERTIME	189	19	879	0	0	0	0	0
61701 - HEALTH INSURANCE	406	398	1,693	198	1,787	0	1,787	1,787
61702 - DENTAL INSURANCE	19	18	118	12	118	0	118	118
61703 - RETIREMENT CONTRIBUTIONS	134	173	537	83	543	0	543	543
61704 - SOCIAL SECURITY	112	146	381	58	386	0	386	386
61705 - WORKERS COMPENSATION	36	42	103	16	104	0	104	104
61000 - PERSONNEL SERVICES	2,234	2,739	8,697	1,135	7,983	0	7,983	7,983
62206 - PW FLEET CHARGE	3,600	3,900	3,735	3,735	3,852	0	3,852	3,852
62331 - ROAD AND STREET MAINT.	572	114,572	51,847	53,305	51,847	0	51,847	51,847
62760 - OPERATING SUPPLIES	801	944	2,000	745	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	4,973	119,416	57,582	57,785	57,699	0	57,699	57,699
02017 - PAVEMENT MARKINGS Total	7,207	122,154	66,279	58,920	65,682	0	65,682	65,682

PUBLIC WORKS 02018 - STREET LIGHTING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
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Account								
62374 - STREET LIGHT MAINTENANCE	8,762	6,177	10,000	10,617	12,000	0	12,000	12,000
62503 - ELECTRICITY	168,682	159,561	179,281	169,000	165,000	0	165,000	165,000
62760 - OPERATING SUPPLIES	0	152	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	177,445	165,891	189,281	179,617	177,000	0	177,000	177,000
02018 - STREET LIGHTING Total	177,445	165,891	189,281	179,617	177,000	0	177,000	177,000

PUBLIC WORKS 02019 - FORESTRY

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61304 - GENERAL PERSONNEL	15,238	10,233	9,783	14,301	9,900	0	9,900	9,900
61501 - REGULAR OVERTIME	473	1,161	552	0	0	0	0	0
61701 - HEALTH INSURANCE	12,411	12,717	3,323	12,384	3,506	0	3,506	3,506
61702 - DENTAL INSURANCE	800	683	231	764	231	0	231	231
61703 - RETIREMENT CONTRIBUTIONS	1,418	1,005	1,054	1,511	1,066	0	1,066	1,066
61704 - SOCIAL SECURITY	1,162	855	748	1,048	757	0	757	757
61705 - WORKERS COMPENSATION	293	235	1,629	290	205	0	205	205
61000 - PERSONNEL SERVICES	31,793	26,890	17,321	30,298	15,665	0	15,665	15,665
62206 - PW FLEET CHARGE	3,372	3,576	3,430	3,430	4,975	0	4,975	4,975
62372 - TREE/FORESTRY MAINTENANCE	33,828	53,722	20,600	43,864	30,600	0	30,600	30,600
62373 - TREE PLANTING	2,109	1,290	3,000	1,500	3,000	0	3,000	3,000
62760 - OPERATING SUPPLIES	9,097	791	1,000	800	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	48,406	59,379	28,030	49,594	39,575	0	39,575	39,575
02019 - FORESTRY Total	80,199	86,269	45,351	79,892	55,240	0	55,240	55,240

PUBLIC WORKS 02020 - DOWNTOWN MEMORIAL TREES

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61304 - GENERAL PERSONNEL	0	0	331	1	335	0	335	335
61701 - HEALTH INSURANCE	50	49	112	21	119	0	119	119
61702 - DENTAL INSURANCE	2	2	8	0	8	0	8	8
61703 - RETIREMENT CONTRIBUTIONS	0	0	35	0	36	0	36	36
61704 - SOCIAL SECURITY	0	0	25	0	26	0	26	26
61705 - WORKERS COMPENSATION	0	0	7	0	7	0	7	7
61000 - PERSONNEL SERVICES	52	51	519	22	531	0	531	531
62206 - PW FLEET CHARGE	672	720	686	686	722	0	722	722
62372 - TREE/FORESTRY MAINTENANCE	0	0	11,115	8,000	11,115	0	11,115	11,115
62498 - USE OF TRUST FUNDS	0	0	9,200	3,000	5,805	0	5,805	5,805
62760 - OPERATING SUPPLIES	0	0	150	50	150	0	150	150
62000 - OPERATING EXPENDITURES	672	720	21,151	11,736	17,792	0	17,792	17,792
02020 - DOWNTOWN MEMORIAL TREES Total	724	771	21,670	11,758	18,323	0	18,323	18,323

PUBLIC WORKS 02021 - DRAINAGE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	84,077	64,985	77,639	74,490	78,586	0	78,586	78,586
61501 - REGULAR OVERTIME	2,927	1,385	1,970	4,845	1,970	0	1,970	1,970
61701 - HEALTH INSURANCE	21,538	13,244	26,372	3,397	27,828	0	27,828	27,828
61702 - DENTAL INSURANCE	1,647	822	1,832	209	1,832	0	1,832	1,832
61703 - RETIREMENT CONTRIBUTIONS	7,875	5,925	8,361	8,544	8,676	0	8,676	8,676
61704 - SOCIAL SECURITY	6,393	5,002	5,939	5,917	6,162	0	6,162	6,162
61705 - WORKERS COMPENSATION	1,624	1,374	1,605	1,619	1,563	0	1,563	1,563
61000 - PERSONNEL SERVICES	126,081	92,738	123,719	99,021	126,617	0	126,617	126,617
62206 - PW FLEET CHARGE	57,756	61,296	66,386	66,386	64,197	0	64,197	64,197
62740 - OTHER MAINT. SUPPLIES	0	811	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	24,987	23,599	25,000	30,000	25,000	0	25,000	25,000
62000 - OPERATING EXPENDITURES	82,743	85,706	91,386	96,386	89,197	0	89,197	89,197
02021 - DRAINAGE Total	208,825	178,444	215,105	195,407	215,814	0	215,814	215,814

PUBLIC WORKS 02022 - CATCH BASIN CLEANING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	11,454	29,877	13,461	27,162	22,623	0	22,623	22,623
61701 - HEALTH INSURANCE	2,036	1,978	4,573	1,049	8,011	0	8,011	8,011
61702 - DENTAL INSURANCE	98	93	318	65	527	0	527	527
61703 - RETIREMENT CONTRIBUTIONS	1,017	2,629	1,450	2,925	2,436	0	2,436	2,436
61704 - SOCIAL SECURITY	845	2,252	1,030	2,008	1,731	0	1,731	1,731
61705 - WORKERS COMPENSATION	217	611	278	562	468	0	468	468
61000 - PERSONNEL SERVICES	15,666	37,440	21,111	33,771	35,796	0	35,796	35,796
62206 - PW FLEET CHARGE	50,796	53,892	50,685	50,685	56,172	0	56,172	56,172
62740 - OTHER MAINT. SUPPLIES	0	822	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	76	444	0	407	0	0	0	0
62000 - OPERATING EXPENDITURES	50,872	55,158	50,685	51,092	56,172	0	56,172	56,172
02022 - CATCH BASIN CLEANING Total	66,539	92,597	71,796	84,863	91,968	0	91,968	91,968

PUBLIC WORKS 02023 - ASHUELOT RIVER DRAINAGE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	8,596	19,620	8,244	3,575	8,342	0	8,342	8,342
61701 - HEALTH INSURANCE	262	260	2,800	178	2,954	0	2,954	2,954
61702 - DENTAL INSURANCE	12	12	195	11	195	0	195	195
61703 - RETIREMENT CONTRIBUTIONS	756	1,727	888	385	898	0	898	898
61704 - SOCIAL SECURITY	633	1,489	630	265	638	0	638	638
61705 - WORKERS COMPENSATION	168	406	170	74	173	0	173	173

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61000 - PERSONNEL SERVICES	10,427	23,513	12,927	4,488	13,200	0	13,200	13,200
62206 - PW FLEET CHARGE	11,088	11,844	11,356	11,356	11,876	0	11,876	11,876
62760 - OPERATING SUPPLIES	737	2,529	950	845	950	0	950	950
62000 - OPERATING EXPENDITURES	11,825	14,373	12,306	12,201	12,826	0	12,826	12,826
02023 - ASHUELOT RIVER DRAINAGE Total	22,253	37,886	25,233	16,689	26,026	0	26,026	26,026

PUBLIC WORKS 02024 - ASH SWAMP DRAINAGE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	0	16,387	1,630	2,854	1,649	0	1,649	1,649
61701 - HEALTH INSURANCE	524	509	553	370	584	0	584	584
61702 - DENTAL INSURANCE	25	24	38	23	38	0	38	38
61703 - RETIREMENT CONTRIBUTIONS	0	1,442	175	306	178	0	178	178
61704 - SOCIAL SECURITY	0	1,222	125	213	126	0	126	126
61705 - WORKERS COMPENSATION	0	339	33	59	34	0	34	34
61000 - PERSONNEL SERVICES	549	19,923	2,554	3,825	2,609	0	2,609	2,609
62206 - PW FLEET CHARGE	5,472	5,880	5,640	5,640	5,858	0	5,858	5,858
62760 - OPERATING SUPPLIES	120	75	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	5,592	5,955	5,640	5,640	5,858	0	5,858	5,858
02024 - ASH SWAMP DRAINAGE Total	6,141	25,878	8,194	9,465	8,467	0	8,467	8,467

PUBLIC WORKS 02025 - BEAVER BROOK DRAINAGE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	6,272	30,758	5,888	5,571	14,960	0	14,960	14,960
61701 - HEALTH INSURANCE	334	305	2,001	175	5,298	0	5,298	5,298
61702 - DENTAL INSURANCE	12	12	139	11	349	0	349	349
61703 - RETIREMENT CONTRIBUTIONS	558	2,710	634	600	1,611	0	1,611	1,611
61704 - SOCIAL SECURITY	472	2,300	451	416	1,144	0	1,144	1,144
61705 - WORKERS COMPENSATION	124	637	121	115	310	0	310	310
61000 - PERSONNEL SERVICES	7,772	36,720	9,235	6,888	23,672	0	23,672	23,672
62206 - PW FLEET CHARGE	3,516	3,816	11,433	11,433	12,759	0	12,759	12,759
62760 - OPERATING SUPPLIES	2,235	9,684	1,750	3,250	1,750	0	1,750	1,750
62000 - OPERATING EXPENDITURES	5,751	13,500	13,183	14,683	14,509	0	14,509	14,509
02025 - BEAVER BROOK DRAINAGE Total	13,522	50,220	22,418	21,571	38,181	0	38,181	38,181

PUBLIC WORKS 02026 - DRAINAGE AREA CLEANING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	4,315	1,450	3,713	4,911	3,759	0	3,759	3,759
61501 - REGULAR OVERTIME	1,135	12	0	0	0	0	0	0
61701 - HEALTH INSURANCE	6,099	5,085	1,262	6,053	1,331	0	1,331	1,331
61702 - DENTAL INSURANCE	445	363	88	406	88	0	88	88
61703 - RETIREMENT CONTRIBUTIONS	493	129	400	529	405	0	405	405
61704 - SOCIAL SECURITY	406	111	284	102	288	0	288	288
61705 - WORKERS COMPENSATION	88	30	77	0	78	0	78	78
61000 - PERSONNEL SERVICES	12,980	7,180	5,824	12,001	5,949	0	5,949	5,949
62206 - PW FLEET CHARGE	600	720	686	686	642	0	642	642
62760 - OPERATING SUPPLIES	0	38	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	600	758	686	686	642	0	642	642
02026 - DRAINAGE AREA CLEANING Total	13,580	7,938	6,510	12,687	6,591	0	6,591	6,591

PUBLIC WORKS 02027 - DOWNTOWN MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	52,478	50,003	58,163	42,949	58,858	0	58,858	58,858
61501 - REGULAR OVERTIME	1,538	916	0	359	0	0	0	0
61701 - HEALTH INSURANCE	1,665	1,628	19,756	1,161	20,842	0	20,842	20,842
61702 - DENTAL INSURANCE	77	76	1,372	73	1,372	0	1,372	1,372
61703 - RETIREMENT CONTRIBUTIONS	4,771	4,495	6,264	4,690	6,339	0	6,339	6,339
61704 - SOCIAL SECURITY	4,025	3,848	4,449	3,285	4,503	0	4,503	4,503
61705 - WORKERS COMPENSATION	1,108	1,060	1,202	920	1,218	0	1,218	1,218
61000 - PERSONNEL SERVICES	65,662	62,025	91,207	53,437	93,132	0	93,132	93,132
62175 - OTHER SERVICES	0	0	0	0	0	3,100	3,100	3,100
62206 - PW FLEET CHARGE	14,532	15,504	14,862	14,862	15,568	0	15,568	15,568
62300 - REPAIR & MAINTENANCE SVCS	16,516	10,546	33,500	33,500	33,500	0	33,500	33,500
62374 - STREET LIGHT MAINTENANCE	1,765	2,131	3,000	3,000	3,000	0	3,000	3,000
62501 - WATER	8,946	11,904	17,432	9,000	17,432	0	17,432	17,432
62503 - ELECTRICITY	9,706	7,928	10,000	8,100	10,000	0	10,000	10,000
62607 - RENTAL VEHICLES	0	0	3,025	3,000	3,025	0	3,025	3,025
62740 - OTHER MAINT. SUPPLIES	233	0	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	0	25	0	192	0	0	0	0
62000 - OPERATING EXPENDITURES	51,700	48,038	81,819	71,654	82,525	3,100	85,625	85,625
02027 - DOWNTOWN MAINTENANCE Total	117,362	110,064	173,026	125,091	175,657	3,100	178,757	178,757

PUBLIC WORKS 02028 - HAZARDOUS WASTE SITE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62103 - TECHNICAL SERVICES	0	8,550	14,113	14,130	14,113	0	14,113	14,113
62120 - LABORATORY SERVICES	6,078	11,914	4,658	4,658	4,658	0	4,658	4,658
62121 - MONITORING/INSPECTIONS	10,382	13,257	35,711	35,711	35,711	0	35,711	35,711
62448 - HAULING AND DISPOSAL	1,185	4,912	6,324	6,324	6,324	0	6,324	6,324
62760 - OPERATING SUPPLIES	21	0	1,530	1,530	1,530	0	1,530	1,530
62000 - OPERATING EXPENDITURES	17,666	38,633	62,335	62,353	62,336	0	62,336	62,336
02028 - HAZARDOUS WASTE SITE Total	17,666	38,633	62,335	62,353	62,336	0	62,336	62,336

PUBLIC WORKS 02029 - LEAF PICKUP

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	28,428	34,704	34,702	27,579	35,117	0	35,117	35,117
61501 - REGULAR OVERTIME	0	0	0	1,212	0	0	0	0
61701 - HEALTH INSURANCE	0	0	11,787	0	12,435	0	12,435	12,435
61702 - DENTAL INSURANCE	0	0	819	0	819	0	819	819
61703 - RETIREMENT CONTRIBUTIONS	2,502	3,054	3,738	3,101	3,782	0	3,782	3,782
61704 - SOCIAL SECURITY	2,095	2,616	2,654	2,143	2,686	0	2,686	2,686
61705 - WORKERS COMPENSATION	506	724	717	596	727	0	727	727
61000 - PERSONNEL SERVICES	33,531	41,098	54,418	34,631	55,566	0	55,566	55,566
62206 - PW FLEET CHARGE	26,148	23,532	22,560	22,560	25,358	0	25,358	25,358
62447 - PUBLIC AWARENESS	0	0	2,000	2,000	2,000	0	2,000	2,000
62760 - OPERATING SUPPLIES	781	1,876	1,000	1,020	1,020	0	1,020	1,020
62000 - OPERATING EXPENDITURES	26,929	25,408	25,560	25,580	28,378	0	28,378	28,378
02029 - LEAF PICKUP Total	60,460	66,506	79,978	60,211	83,944	0	83,944	83,944

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
PUBLIC WORKS	3,712,199	3,835,467	4,055,415	3,888,104	4,114,259	7,185	4,121,444	4,121,444

DEPARTMENT:	POLICE	FUND:	PARKING
DIVISION(s):	Parking & Public Works		
Cost Center(s):	01500, 01501, 01502, 01503		
MISSION:	To provide administrative services, enforcement services, maintenance, and repairs to ensure adequate public parking that is safe and convenient to users, and to respond in a timely and efficient manner to concerns pertaining to parking in the community.		

In FY15, the Parking Division will focus on incorporating technology to expand customer options for services related to parking, for rehabilitation and preventative maintenance at the City’s parking venues (on-street parking, lots and decks) and for maintaining both long and short term parking options necessary to support a vibrant and dynamic downtown. Specific components of the work plan include:

- Establishing multi-year contracts to perform on-going preventative maintenance necessary to preserve the City’s investment in the City Hall and Wells Street parking garages,
- Evaluating the failing concrete surface on the ceiling of the lower deck of the Wells Street parking garage to determine and schedule effective rehabilitation options,
- Rehabilitation of the Commercial Street parking lot,
- Establishing organized and defined parking on upper Washington Street following completion of the Phase II reconstruction of this road from Washington Ave to Concord Road,
- Assessing and advancing payment technology options for various parking facilities,
- Monitoring and enforcing established parking requirements, and collecting user data to facilitate review of the City’s downtown parking needs, parking demand, and response to future development and parking opportunities, and
- Supporting development of long term strategies to ensure that Division and fund operations remain financially sound and aligned with fiscal policy and Comprehensive Master Plan objectives.

Accomplishments in FY14 that serve as a platform for these efforts consist of:

- Updating the website to provide customers with quick access to information regarding parking locations, parking options and requirements,
- Re-alignment of the priorities of the Parking Division from enforcement to management and planning,
- Relocation of the Parking Division to City Hall to improve access for downtown customers and to provide operational efficiencies,
- Initiating, with the support of IMS, a successful trial of a payment technology to provide through a phone application an opportunity for meter payments that is anticipated will be expanded to all City parking locations,
- Expanding public parking inventory in the central downtown by reassignment of City employee parking from the Wells Street to the City Hall parking garage,
- Rehabilitation of the Elm Street parking lot adjacent to the Central Fire Station,
- Preventative maintenance of the City Hall and Wells Street parking garages including pressure washing, sealing and striping,
- Cleaning of the City Hall parking garage steel supports and painting of all metal surfaces, and
- Assisting with the reconfiguration of Library and Heberton Hall parking to improve access and traffic flow.

Background

The Keene Parking Division provides services to the downtown area. The Parking Division’s responsibilities include compliance with the parking ordinances, ensuring that parking is available for customers by enforcing turnover in the two hour spaces, maintaining the parking meters and payment kiosk in good working order, and responding quickly to malfunctioning units. The Parking Division also manages the reserved parking to provide employers and employees working in the downtown with access to convenient long term parking options. Overall maintenance of the downtown public spaces, including metered parking areas, lots and parking garages, and promoting an attractive and welcoming environment are priorities supported by the

Division. The re-alignment of the Division has shifted the focus of its staff beyond enforcement to long term management of the City's parking resources. The Division is working in collaboration with IMS, Police, Public Works and Planning to develop parking plans and strategies, maintenance and investment programs necessary to satisfy the mission of the Division and the goals of the Comprehensive Master Plan.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/Comp Plan		
1.	<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.	Municipal Governance & Fin Stability		
2.	<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.	Municipal Governance & Fin Stability		
3.	<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.	Municipal Governance & Fin Stability		
4.	<u>Maintenance / Repairs/ Snow and Ice Control:</u> Oversee the maintenance, repairs, snow and ice control of the parking structures, surface parking lots and on street parking spaces	Municipal Governance & Fin Stability		
FISCAL YEAR 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
1	Identify and improve public parking needs		Transportation	O,I,C
2	Evaluate alternative payment technologies for parking garages, parking lots and single space meters		Transportation	O,I,C
3	Continue to investigate implementing credit card and on-line payment systems for parking fines and reserved spaces		Leadership	V,O,I
4	Identify and utilize services to enhance collection of unpaid fines		Municipal Governance & Fin Stability	E
5	Manage all aspects of parking		Transportation	O,I,C
6	Implement the parking maintenance plan through funds available in the operating budget and the capital improvement program budget		Transportation	O,I,C
7	Expand the parking facility maintenance plan to address structural concerns, cosmetic concerns such as painting, removal of graffiti and litter control		Transportation	O,I,C
METRICS:		FY13	FY14	FY15
1	Number of metered spaces	843	846	858
2	Number of leased spaces	387	401	404
3	Hours of meter operation Currently Monday through Saturday 8 a.m. to 5 p.m. FY 15 possible change in hours, Monday through Saturday 9:00 a.m. to 7:00p.m.	54	54	58
4	Number of personnel hours required to cover hours of operation	108	108	116
5	Number of personnel hours available	108	74	102

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

	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	ESTIMATE FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
<u>REVENUES</u>								
Taxes	\$468,692	\$916,849	\$840,877	\$840,876	\$1,049,535	1,049,535	\$1,128,248	\$1,116,151
Meter Collections	394,110	385,202	399,407	357,729	391,553	391,553	391,945	392,337
Fines & Forfeits	252,043	315,113	279,026	240,851	233,369	233,369	237,544	241,794
Miscellaneous & Interest	3,806	3,744	2,219	18,017	3,744	3,744	3,744	3,744
Other Financing Sources				28,573	75,000	75,000	55,976	
Rentals	186,144	179,572	173,025	183,022	180,599	180,599	184,101	187,671
Court Payment					42,500	42,500	42,500	42,500
Use of Capital Reserve			672,000		15,000	15,000		
Use of (Addition to) Surplus			98,332		233,369	233,369	217,770	311,810
TOTAL REVENUES	\$1,304,794	\$1,800,481	\$2,464,886	\$1,669,068	\$2,224,670	\$2,224,670	\$2,261,827	\$2,296,007
<u>EXPENDITURES</u>								
Lots & Meters	\$566,200	\$586,843	\$658,258	\$659,934	\$701,198	\$701,198	\$716,975	\$733,107
Outside Services	154,779	176,799	188,871	181,694	204,840	204,840	\$209,449	\$214,162
City Hall Parking Facility	9,597	9,931	22,633	17,898	23,406	23,406	\$23,640	\$23,876
Wells Street Parking Facility	17,463	31,782	32,247	28,593	34,101	34,101	\$35,039	\$36,002
Courthouse property taxes					257,728	257,728	\$257,728	\$257,728
Capital	423,544	461,568	822,000	150,000	269,090	269,090	\$205,976	\$230,209
Debt Service	205,831	617,725	740,877	740,877	734,306	734,306	\$813,020	\$800,923
TOTAL EXPENDITURES	\$1,377,414	\$1,884,648	\$2,464,886	\$1,778,996	\$2,224,670	\$2,224,670	\$2,261,827	\$2,296,007
NET REVENUE (EXPENDITURE)	(\$72,620)	(\$84,168)	\$0	(\$109,928)	\$0	\$0	\$0	\$0

Fund Balance 706,725 596,797 363,427 (166,153)

Projected fund balance as a % of operating budget 67.20% 29.76% 11.72% -13.14%

(total - capital and debt service)

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

46318-DISTRICT COURT: rents returned to the City for District Court bldg debt service

46305, 46310, 46320-46325: PARKING SPACE & LOTS: charges for parking lot space permits

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 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.

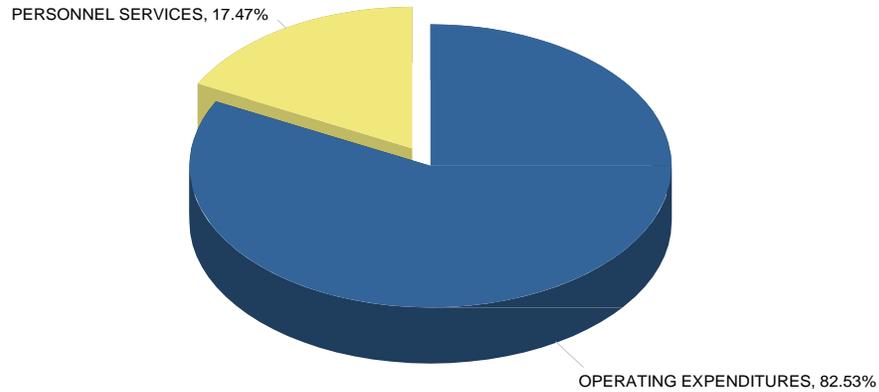
47201- CAPITAL PROJECTS FUND: use of project balance to fund capital projects.

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

**City of Keene, New Hampshire
Fiscal Year 2014 - 2015**

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
41100 - PROPERTY TAXES	41125 - TAX INCREMENT FINANCING	468,692	916,849	840,877	840,876	1,049,535	1,049,535
41000 - TAXES		468,692	916,849	840,877	840,876	1,049,535	1,049,535
42300 - FEES	42307 - CITY HALL:UPPER LOT METER	5,600	5,226	5,528	4,887	2,692	2,692
	42308 - COMMERCIAL LOT METERS	22,090	21,815	25,388	18,518	20,021	20,021
	42309 - ELM LOT METERS	7,886	8,553	9,751	5,048	7,592	7,592
	42310 - GILBO LOT EAST METERS	41,112	37,711	43,308	37,626	40,681	40,681
	42311 - LIBRARY ANNEX LOT METERS	8,771	9,485	9,740	9,617	10,398	10,398
	42312 - WINTER ST LOT METERS	8,335	3,417	0	0	0	0
	42313 - ON STREET METERS	260,714	281,325	285,667	266,463	278,369	278,369
	42314 - WELLS LOT METERS	17,086	17,670	20,025	15,570	31,800	31,800
	42319 - TRIAL AREA	22,516	0	0	0	0	0
42000 - LICENSES/PERMITS/FEES		394,110	385,202	399,407	357,729	391,553	391,553
44100 - UNCLASSIFIED CHARGES	44109 - DIRECT REIMBURSEMENT	0	0	0	14,167	0	0
44000 - CHARGES FOR SERVICES		0	0	0	14,167	0	0
45100 - FINES	45101 - METER VIOLATIONS - STG 1	86,638	108,371	110,339	70,420	85,557	85,557
	45102 - METER VIOLATIONS - STG 2	103,023	142,792	128,513	100,549	111,287	111,287
	45105 - COURT FINES	60,694	61,448	38,873	68,882	35,525	35,525
	45108 - TIME PAYMENTS	280	1,949	859	450	450	450
	45109 - SMALL CLAIMS COURT PMNTS	1,407	554	442	550	550	550
45000 - FINES & FORFEITS		252,043	315,113	279,026	240,851	233,369	233,369
46100 - GENERAL	46101 - INTEREST EARNINGS	3,965	3,637	2,219	3,850	3,744	3,744
	46103 - INTEREST: A/R	-159	-28	0	0	0	0
46300 - RENTS	46305 - PARKING SPACE & LOTS	29,244	25,618	25,440	25,560	25,560	25,560
	46310 - PARKING SPACES-EMPLOYEES	37,524	37,524	37,524	37,524	32,660	32,660
	46318 - KEENE DISTRICT COURT	0	0	0	0	42,500	42,500
	46320 - COMMERCIAL LOT RESERVED	12,578	16,632	13,825	12,439	12,681	12,681
	46321 - CYPRESS LOT RESERVED	4,968	0	0	5,173	5,373	5,373
	46322 - ELM LOT RESERVED	15,790	15,769	19,776	16,332	16,832	16,832
	46323 - GILBO WEST RESERVED	26,994	14,941	17,624	26,102	26,624	26,624
	46324 - WELLS LOT RESERVED	37,476	46,932	38,558	39,041	39,822	39,822
	46325 - LOT 6-CITY HALL UPPER LOT	1,030	0	0	0	0	0
	46326 - ON STREET RESEVED PARKING	10,006	11,156	9,238	9,811	10,007	10,007
	46000 - MISCELLANEOUS	0	136	0	0	0	0
	46300 - RENTS	10,534	11,000	11,040	11,040	11,040	11,040
46000 - MISCELLANEOUS		189,950	183,317	175,244	186,872	226,843	226,843
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	93,347	0	233,369	233,369
	47003 - CAPITAL RESERVE	0	0	672,000	0	15,000	15,000
	47007 - USE OF SURPLUS: CARRYOVER	0	0	4,985	0	0	0
47200 - INTERFUND APPROPRIATION	47201 - CAPITAL PROJECTS FUND	0	0	0	28,572	75,000	75,000
47000 - OTHER FINANCING SOURCES		0	0	770,332	28,572	323,369	323,369
Revenue Total		1,304,794	1,800,481	2,464,886	1,669,067	2,224,670	2,224,670

14 - PARKING FUND



Budget Category	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61000 - PERSONNEL SERVICES	403,547	429,309	480,133	475,405	388,748	0	388,748	388,748
62000 - OPERATING	973,868	1,455,340	1,984,753	1,303,591	1,834,372	1,550	1,835,922	1,835,922
Department Total	1,377,414	1,884,648	2,464,886	1,778,996	2,223,120	1,550	2,224,670	2,224,670

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
01500	61304	PARKING ENFORCE OFFICER	3.80	147,997
		PARKING OPERATIONS MGR	1.00	62,355
01501	61304	PW - OUTSIDE SERVICES	0.47	20,380
01502	61304	PW - CITY HALL PARKING FAC	0.04	1830
01503	61304	PW - WELLS ST PARKING FAC	0.11	4629
PARKING FUND Total			5.42	237,191

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

POLICE

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	76,950	67,815	80,674	80,425	62,355	0	62,355	62,355
61304 - GENERAL PERSONNEL	188,649	220,889	238,571	202,830	173,447	0	173,447	173,447
61401 - TEMPORARY PERSONNEL	0	4,703	5,250	32,323	49,250	0	49,250	49,250
61501 - REGULAR OVERTIME	2,107	3,614	6,164	6,620	6,164	0	6,164	6,164
61601 - HOLIDAY PAY	4,083	4,190	4,322	4,246	0	0	0	0
61608 - POLICE INCENTIVES	2,300	125	2,800	2,303	0	0	0	0
61701 - HEALTH INSURANCE	71,361	71,250	70,373	80,167	54,651	0	54,651	54,651
61702 - DENTAL INSURANCE	5,367	4,118	5,192	4,939	2,627	0	2,627	2,627
61703 - RETIREMENT CONTRIBUTIONS	17,133	15,537	19,738	18,426	18,925	0	18,925	18,925
61704 - SOCIAL SECURITY	15,756	18,344	20,179	18,595	18,039	0	18,039	18,039
61705 - WORKERS COMPENSATION	3,413	4,216	4,657	4,183	3,289	0	3,289	3,289
61714 - RET - POLICE	16,368	14,508	22,213	20,348	0	0	0	0
61901 - RECRUITMENT	60	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	403,547	429,309	480,133	475,405	388,748	0	388,748	388,748
62102 - PROFESSIONAL SERVICES	0	0	0	0	67,373	0	67,373	67,373
62103 - TECHNICAL SERVICES	0	0	0	0	2,000	0	2,000	2,000
62176 - CITY ADMIN CHARGE	139,608	150,516	171,242	171,242	226,408	0	226,408	226,408
62203 - SNOW PLOWING	44,605	49,075	47,052	47,052	50,839	0	50,839	50,839
62204 - STREET SWEEPING	2,246	0	4,000	4,000	4,000	0	4,000	4,000
62205 - PC REPLACEMENT CHARGE	1,164	1,248	1,255	1,255	892	0	892	892
62206 - PW FLEET CHARGE	28,824	31,920	25,438	25,438	26,638	0	26,638	26,638
62208 - TAXES	2,245	3,514	3,000	3,665	261,576	0	261,576	261,576
62311 - EQUIPMENT MAINTENANCE	4,000	4,483	4,500	4,673	4,673	0	4,673	4,673
62330 - PARKING LOT MAINTENANCE	2,767	12,908	14,310	12,750	14,310	0	14,310	14,310
62340 - GROUNDS MAINTENANCE	80,411	76,423	78,547	78,547	87,829	1,550	89,379	89,379
62435 - TRAINING	0	0	1,000	555	514	0	514	514
62446 - CLEANING ALLOWANCE	800	1,000	1,000	1,000	600	0	600	600
62503 - ELECTRICITY	4,395	4,214	4,090	4,020	7,890	0	7,890	7,890
62510 - TELEPHONE	664	813	700	475	1,090	0	1,090	1,090
62602 - OFFICE SPACE RENTAL	0	0	0	0	9,850	0	9,850	9,850
62701 - OFFICE SUPPLIES	11,076	7,626	19,000	19,000	17,500	0	17,500	17,500
62710 - POSTAGE	6,063	2,220	3,000	2,135	3,000	0	3,000	3,000
62720 - REPAIR PARTS	4,302	5,245	7,000	6,200	7,000	0	7,000	7,000
62740 - OTHER MAINT. SUPPLIES	7,740	18,298	14,370	13,495	14,370	0	14,370	14,370
62755 - UNIFORMS	2,737	2,929	3,500	3,500	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	846	3,615	18,873	13,712	19,123	0	19,123	19,123
65101 - PRINCIPAL	125,000	503,100	581,457	581,457	595,000	0	595,000	595,000

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
65102 - INTEREST ON BONDED DEBT	80,831	114,625	159,420	159,420	139,307	0	139,307	139,307
68010 - CAPITAL RESERVE	350,000	350,000	150,000	150,000	150,000	0	150,000	150,000
68011 - CAPITAL PROJECT TRANSFER	73,544	111,568	672,000	0	119,090	0	119,090	119,090
62000 - OPERATING EXPENDITURES	973,868	1,455,340	1,984,753	1,303,591	1,834,372	1,550	1,835,922	1,835,922
Department Total	1,377,414	1,884,648	2,464,886	1,778,996	2,223,120	1,550	2,224,670	2,224,670

Fiscal Year 2014 - 2015

POLICE 01500 - PARKING LOTS & METERS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	76,950	67,815	80,674	80,425	62,355	0	62,355	62,355
61304 - GENERAL PERSONNEL	181,838	205,303	212,050	187,700	146,608	0	146,608	146,608
61401 - TEMPORARY PERSONNEL	0	4,703	0	31,216	44,000	0	44,000	44,000
61501 - REGULAR OVERTIME	1,901	591	1,200	0	1,200	0	1,200	1,200
61601 - HOLIDAY PAY	4,083	4,190	4,322	4,246	0	0	0	0
61608 - POLICE INCENTIVES	2,300	125	2,800	2,303	0	0	0	0
61701 - HEALTH INSURANCE	51,642	51,962	61,364	63,594	45,147	0	45,147	45,147
61702 - DENTAL INSURANCE	3,958	3,038	4,566	3,762	2,001	0	2,001	2,001
61703 - RETIREMENT CONTRIBUTIONS	16,499	13,899	16,380	16,052	16,035	0	16,035	16,035
61704 - SOCIAL SECURITY	15,233	16,939	17,392	16,908	15,986	0	15,986	15,986
61705 - WORKERS COMPENSATION	3,269	3,645	3,904	3,633	2,733	0	2,733	2,733
61714 - RET - POLICE	16,368	14,508	22,213	20,348	0	0	0	0
61901 - RECRUITMENT	60	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	374,100	386,718	426,864	430,187	336,066	0	336,066	336,066
62102 - PROFESSIONAL SERVICES	0	0	0	0	67,373	0	67,373	67,373
62103 - TECHNICAL SERVICES	0	0	0	0	2,000	0	2,000	2,000
62176 - CITY ADMIN CHARGE	139,608	150,516	171,242	171,242	226,408	0	226,408	226,408
62205 - PC REPLACEMENT CHARGE	1,164	1,248	1,255	1,255	892	0	892	892
62206 - PW FLEET CHARGE	19,008	20,196	14,197	14,197	14,884	0	14,884	14,884
62208 - TAXES	2,245	3,514	3,000	3,665	3,848	0	3,848	3,848
62311 - EQUIPMENT MAINTENANCE	4,000	4,483	4,500	4,673	4,673	0	4,673	4,673
62435 - TRAINING	0	0	1,000	555	514	0	514	514
62446 - CLEANING ALLOWANCE	800	1,000	1,000	1,000	600	0	600	600
62510 - TELEPHONE	664	813	700	475	1,090	0	1,090	1,090
62602 - OFFICE SPACE RENTAL	0	0	0	0	9,850	0	9,850	9,850
62701 - OFFICE SUPPLIES	11,076	7,626	19,000	19,000	17,500	0	17,500	17,500
62710 - POSTAGE	6,063	2,220	3,000	2,135	3,000	0	3,000	3,000
62720 - REPAIR PARTS	4,302	5,245	7,000	6,200	7,000	0	7,000	7,000
62755 - UNIFORMS	2,737	2,929	3,500	3,500	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	433	335	2,000	1,850	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	192,100	200,125	231,394	229,747	365,132	0	365,132	365,132
01500 - PARKING LOTS & METERS Total	566,200	586,843	658,258	659,934	701,198	0	701,198	701,198

POLICE 01501 - OUTSIDE SERVICES

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	5,489	14,209	20,139	11,884	20,380	0	20,380	20,380
61401 - TEMPORARY PERSONNEL	0	0	5,250	1,107	5,250	0	5,250	5,250

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61501 - REGULAR OVERTIME	206	2,821	4,664	5,619	4,664	0	4,664	4,664
61701 - HEALTH INSURANCE	15,132	14,805	6,841	12,314	7,217	0	7,217	7,217
61702 - DENTAL INSURANCE	1,080	828	475	852	475	0	475	475
61703 - RETIREMENT CONTRIBUTIONS	517	1,498	2,671	1,917	2,195	0	2,195	2,195
61704 - SOCIAL SECURITY	424	1,286	2,300	1,390	1,559	0	1,559	1,559
61705 - WORKERS COMPENSATION	119	541	622	475	422	0	422	422
61000 - PERSONNEL SERVICES	22,968	35,988	42,962	35,558	42,162	0	42,162	42,162
62203 - SNOW PLOWING	44,605	49,075	47,052	47,052	50,839	0	50,839	50,839
62204 - STREET SWEEPING	2,246	0	4,000	4,000	4,000	0	4,000	4,000
62330 - PARKING LOT MAINTENANCE	2,767	12,908	14,310	12,750	14,310	0	14,310	14,310
62340 - GROUNDS MAINTENANCE	80,411	76,423	78,547	78,547	87,829	1,550	89,379	89,379
62503 - ELECTRICITY	0	0	0	0	1,900	0	1,900	1,900
62740 - OTHER MAINT. SUPPLIES	1,526	1,997	2,000	1,125	2,000	0	2,000	2,000
62760 - OPERATING SUPPLIES	258	407	0	2,662	250	0	250	250
62000 - OPERATING EXPENDITURES	131,811	140,811	145,909	146,136	161,128	1,550	162,678	162,678
01501 - OUTSIDE SERVICES Total	154,779	176,799	188,871	181,694	203,290	1,550	204,840	204,840

POLICE 01502 - CITY HALL PRKNG FACILITY

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	779	758	1,808	1,175	1,830	0	1,830	1,830
61501 - REGULAR OVERTIME	0	101	0	507	0	0	0	0
61701 - HEALTH INSURANCE	3,286	3,215	614	2,815	648	0	648	648
61702 - DENTAL INSURANCE	236	180	43	225	43	0	43	43
61703 - RETIREMENT CONTRIBUTIONS	69	76	195	181	197	0	197	197
61704 - SOCIAL SECURITY	58	64	138	105	140	0	140	140
61705 - WORKERS COMPENSATION	15	16	37	24	38	0	38	38
61000 - PERSONNEL SERVICES	4,443	4,411	2,835	5,032	2,896	0	2,896	2,896
62206 - PW FLEET CHARGE	4,908	5,388	5,166	5,166	5,877	0	5,877	5,877
62740 - OTHER MAINT. SUPPLIES	247	0	500	500	500	0	500	500
62760 - OPERATING SUPPLIES	0	133	14,133	7,200	14,133	0	14,133	14,133
62000 - OPERATING EXPENDITURES	5,155	5,521	19,799	12,866	20,510	0	20,510	20,510
01502 - CITY HALL PRKNG FACILITY Total	9,597	9,931	22,633	17,898	23,406	0	23,406	23,406

POLICE 01503 - WELLS ST PRKNG FACILITY

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	544	620	4,574	2,071	4,629	0	4,629	4,629
61501 - REGULAR OVERTIME	0	101	300	494	300	0	300	300
61701 - HEALTH INSURANCE	1,300	1,268	1,554	1,444	1,639	0	1,639	1,639
61702 - DENTAL INSURANCE	93	71	108	100	108	0	108	108

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61703 - RETIREMENT CONTRIBUTIONS	48	64	493	276	498	0	498	498
61704 - SOCIAL SECURITY	41	54	350	192	354	0	354	354
61705 - WORKERS COMPENSATION	11	13	94	51	96	0	96	96
61000 - PERSONNEL SERVICES	2,036	2,191	7,472	4,628	7,624	0	7,624	7,624
62206 - PW FLEET CHARGE	4,908	6,336	6,075	6,075	5,877	0	5,877	5,877
62503 - ELECTRICITY	4,395	4,214	4,090	4,020	5,990	0	5,990	5,990
62740 - OTHER MAINT. SUPPLIES	5,968	16,301	11,870	11,870	11,870	0	11,870	11,870
62760 - OPERATING SUPPLIES	156	2,740	2,740	2,000	2,740	0	2,740	2,740
62000 - OPERATING EXPENDITURES	15,427	29,591	24,775	23,965	26,477	0	26,477	26,477
01503 - WELLS ST PRKNG FACILITY								
Total	17,463	31,782	32,247	28,593	34,101	0	34,101	34,101

POLICE 01520 - CAPITAL APPROPRIATION

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62208 - TAXES	0	0	0	0	257,728	0	257,728	257,728
65101 - PRINCIPAL	125,000	503,100	581,457	581,457	595,000	0	595,000	595,000
65102 - INTEREST ON BONDED DEBT	80,831	114,625	159,420	159,420	139,307	0	139,307	139,307
68010 - CAPITAL RESERVE	350,000	350,000	150,000	150,000	150,000	0	150,000	150,000
68011 - CAPITAL PROJECT TRANSFER	73,544	111,568	672,000	0	119,090	0	119,090	119,090
62000 - OPERATING EXPENDITURES	629,375	1,079,293	1,562,877	890,877	1,261,125	0	1,261,125	1,261,125
01520 - CAPITAL APPROPRIATION								
Total	629,375	1,079,293	1,562,877	890,877	1,261,125	0	1,261,125	1,261,125

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
POLICE	1,377,414	1,884,648	2,464,886	1,778,996	2,223,120	1,550	2,224,670	2,224,670

CITY OF KEENE, NEW HAMPSHIRE
FY2014/2015 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 2014/2015</u>	<u>INTEREST 2014/2015</u>	<u>PRINCIPAL BALANCE 06/30/15</u>
Wells St. Parking Facility-Refunding (1998)	12/27/2006	1/1/2018	avg 3.93%	1,370,000	145,000	24,506	465,000
Wells St. TIFD Courthouse Project	5/2/2013	5/1/2033	avg 2.46%	1,629,000	85,000	35,800	1,455,000
Wells St. TIFD Infrastructure (R-2011-26)	12/1/2011	12/1/2021	avg 1.627218%	3,653,100	365,000	65,700	2,555,000
Wells St TIFD Infrastructure:(Norway /93rd)	TBD FY 2015			760,000		13,300	760,000
				\$ 7,412,100	\$ 595,000	\$ 139,306	\$ 4,475,000
Authorized, Unissued:							
Wells St. TIFD Infrastructure							\$ 760,000
Unauthorized, Unissued:							\$ -
Anticipated, FY14/15:							\$0
Total Anticipated Bond Issue - new							\$0

CALCULATION OF PARKING FUND DEBT LIMIT AND BORROWING CAPACITY

Debt Limit on 07/01/14 computed at 0.5% of 201241 equalized assessed value at \$1,758,639,673 per RSA 33:4-a	\$ 8,798,198
LESS: outstanding principal balance @ 07/01/14	(5,070,000)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)	5,070,000
PARKING FUND BORROWING CAPACITY FOR FY14/15	\$ 8,798,198

CITY OF KEENE, NEW HAMPSHIRE
FY 2014/15 PARKING FUND CAPITAL APPROPRIATIONS

<u>Project Description</u>	<u>Capital Project Appropriation FY 13</u>	<u>Capital Project Appropriation FY 14</u>	<u>Capital Project Appropriation FY 15</u>
<u>Capital Reserve Appropriations:</u>			
City Hall Parking Facility	\$ 25,000	\$ 25,000	\$ 25,000
Wells Street Parking Facility	25,000	25,000	25,000
Downtown Infrastructure & Facility Improvements	300,000	100,000	100,000
Total General Revenue Capital Reserve Appropriation	\$ 350,000	\$ 150,000	\$ 150,000
<u>Capital Project Appropriations:</u>			
Parking Structure Maintenance	\$ 109,180	\$ -	\$ 20,000
Surface Parking Lot Maintenance	72,388	-	99,090
Wells Street TIF District Improvements	760,000	-	-
Parking Deck	-	672,000	-
Total Capital Project Appropriation	\$ 941,568	\$ 672,000	\$ 119,090
TOTAL CAPITAL RESERVE AND PROJECT APPROPRIATIONS	\$ 1,291,568	\$ 822,000	\$ 269,090

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.		

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, virus and malware protection software, computer repair, and some maintenance services.

Computers and printers were replaced on schedule in FY14. The cost and footprint of monitors has decreased and has resulted in a new standard for monitor replacements when necessary. The new, 19" wide screen, flat monitors use less desk real estate, provide more viewing space and a significantly improved display, consume less power, and cost a fraction of the prices paid for even the 15" monitors just a few years ago. As monitors require replacement, this will be the standard specification.

The Conway Office Solutions Managed Print Services contract was implemented in FY14 and is factored into the PC Replacement Plan (which includes network printers). In previous years replacement, maintenance and repair costs were calculated for each individual printer and added to departmental fees on an itemized basis. The fees are now based on a standard contract price. That contract includes printer replacement, maintenance and repair as well as all ink and toner costs. The fees per printer are similar to previous years' fees, however, the additional costs for toner and repair services have been eliminated.

Over the past five years, the per-device costs have come down for most computer equipment. As the costs come down, the fees collected in prior years yield a surplus that makes it possible to apply a discount to the current fees charged. In FY15, the fees have been reduced to reflect current price reductions for the PC1 and Laptop device types, and, in addition, a 30% discount has been applied to the fees for all PC's and Laptops. This yields sufficient funds for continued replacement of computer equipment on schedule and, in the coming year, a reduction in most departmental PC Replacement budgets.

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 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
1.	Replace 104 computers.		Municipal Governance & Fin Stability	V, C
2.	Continue the Managed Print Services contract to reduce organizational print management costs as well as improve maintenance and repair services.		Municipal Governance & Fin Stability	V, C
3.	Delay replacing monitors at the time of computer replacement unless necessary.		Municipal Governance & Fin Stability	C
4.	Research and test mobile computing devices to use as laptop and/or Toughbook replacements.		Municipal Governance & Fin Stability	V, C
METRICS:		FY13	FY14	FY15
1.	PC1 Purchase Cost	\$850	\$750	\$650
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	\$750	\$650
6.	Laptop Replacement Schedule	3 years	3 years	3 years
7.	Total Annual Contributions to Fund	\$101,988	\$91,515	\$79,826
8.	Total Computers	291	301	300

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

	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	ESTIMATE FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
REVENUES								
Charges for Services	\$107,220	\$101,988	\$91,515	\$91,515	\$79,826	\$79,826	\$79,559	\$79,759
Use of (Addition to) Surplus			(11,790)		34,324	34,324	101,191	99,091
Miscellaneous	11,327	6,577	1,500	1,900	1,500	1,500	1,300	1,100
TOTAL REVENUES	\$118,547	\$108,565	\$81,225	\$93,415	\$115,650	\$115,650	\$182,050	\$179,950
EXPENDITURES								
Maintenance	\$5,508	\$8,346	\$8,675	\$9,500	\$11,600	\$11,600	\$11,600	\$11,600
Equipment Replacement	133,895	40,335	72,550	65,000	104,050	104,050	170,450	168,350
Software								
Capital Project Transfer								
TOTAL EXPENDITURES	\$139,402	\$48,681	\$81,225	\$74,500	\$115,650	\$115,650	\$182,050	\$179,950
NET REVENUE (EXPENDITURE)	(\$20,855)	\$59,885	\$0	\$18,915	\$0	\$0	\$0	\$0

Projected fund balance at year end

264,832

283,747

249,423

49,141

Projected fund balance as a % of operating budget

178

380.87%

215.67%

81.42%

27.31%

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

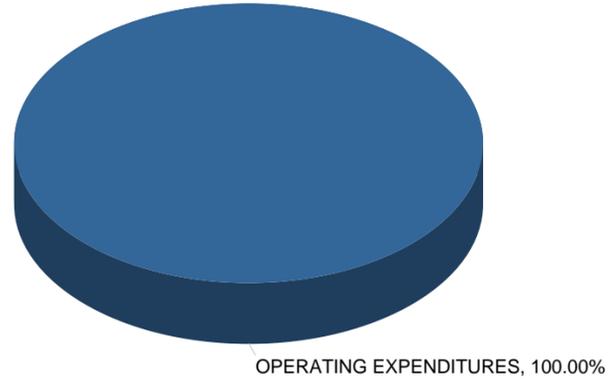
OTHER FINANCING SOURCES

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

**City of Keene, New Hampshire
Fiscal Year 2014 - 2015**

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
44100 - UNCLASSIFIED CHARGES	46109 - USER FEES	107,220	101,988	91,515	91,515	79,826	79,826
44000 - CHARGES FOR SERVICES		107,220	101,988	91,515	91,515	79,826	79,826
46100 - GENERAL	46101 - INTEREST EARNINGS	1,241	1,439	500	900	500	500
47300 - SALES	47303 - SALE OF SURPLUS EQUIPMNT	10,086	5,139	1,000	1,000	1,000	1,000
46000 - MISCELLANEOUS		11,327	6,577	1,500	1,900	1,500	1,500
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	-11,790	0	34,324	34,324
47000 - OTHER FINANCING SOURCES		0	0	-11,790	0	34,324	34,324
Revenue Total		118,547	108,565	81,225	93,415	115,650	115,650

16 - PC REPLACEMENT FUND



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
62000 - OPERATING EXPENDITURES	139,402	48,681	81,225	74,500	115,650	0	115,650	115,650
Department Total	139,402	48,681	81,225	74,500	115,650	0	115,650	115,650

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

IMS

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62103 - TECHNICAL SERVICES	0	0	0	1,000	0	0	0	0
62301 - OFFICE EQUIPMENT MAINT.	1,185	980	3,675	8,500	11,600	0	11,600	11,600
62307 - COMPUTER SYS MAINTENANCE	4,323	7,366	5,000	0	0	0	0	0
62710 - POSTAGE	24	0	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	133,871	40,335	72,550	65,000	99,050	0	99,050	99,050
62761 - SOFTWARE	0	0	0	0	5,000	0	5,000	5,000
62000 - OPERATING EXPENDITURES	139,402	48,681	81,225	74,500	115,650	0	115,650	115,650
Department Total	139,402	48,681	81,225	74,500	115,650	0	115,650	115,650

DEPARTMENT:	PUBLIC WORKS	FUND:	SOLID WASTE
DIVISION(s):	Solid Waste		
Cost Center(s):	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.		

As FY15 starts the Solid Waste Division begins a five (5) year contract for the transport and disposal of over 40,000 tons of solid waste from the City Transfer Station with Waste Management of New Hampshire (WMNH). The Recycling Center will meet the challenge of ever changing recycling markets and process approximately 6,500 tons of recyclable materials. The staff will be heavily involved with the implementation of the City's Keene Energy & Agriculture Project (KEAP) which is scheduled to start construction in the Fall of 2014 with anticipated operation startup in the Spring of 2015.

Background

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 works with the private contractors to ensure compliance with the ordinance. Based on evaluation of three years of data assembled through the City's computerized scale system, the ordinance is fulfilling its objective of providing a more sustainable funding mechanism for the City's solid waste programs. The City has received an average of 20,829 tons of material from within the City of Keene limits, and an overall average of 37,111 tons of material from all sources (including material from outside the City limits). During FY14 the Solid Waste Division began to conduct yearly audits to monitor compliance with the City's flow control ordinance.

The City successfully negotiated a five (5) year contract renewal with Waste Management of NH (WMNH) to transport and dispose of solid waste from the City's transfer station. The renegotiation resulted in a decrease in the cost of disposal from approximately \$72 per ton to \$69 per ton. In addition, WMNH has agreed to increase guaranteed tonnage brought to the transfer station from 15,000 tons per year to 18,000 tons per year. The reduced costs and this increased outside tonnage helps to stabilize the solid waste fund looking towards future years.

The amount of recycling processed remains stable (approximately 6,500 tons per year) and markets for recycled material remain strong. During FY14 the Solid Waste Division has explored the possibility of retrofitting the existing facility or contracting with a private processing facility to move towards a single stream recycling model, but both options are not economical when factoring in the labor cost savings and the loss of revenue derived from the selling recyclables. New technologies will continue to be explored whether they are alternative disposal options or outlets for diverting materials from disposal.

A retaining wall at the public drop off area was repaired to ensure public safety and the push wall at the transfer station was armored to protect the southeast corner of the building from damage.

The Solid Waste Division continues to utilize 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.

The City of Keene received a \$500,000 Environmental Protection Agency grant from the Climate Showcase Communities program to further utilize landfill gas from the City's closed landfill. During FY14

the City developed a request for proposals for a project partner to use the electricity from the landfill gas-to-energy generator along with the waste heat generation to support a greenhouse and aquaculture facility. It is anticipated that a partner will be selected at the start of FY15.

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 2014/2015 OBJECTIVES:		STATUTE	CPM	VOICE
1.	Maximize weight per trailer at Transfer Station (within legal weight limits)		Municipal Governance & Fin Stability	E
2.	Maintain processing cost of recycling under \$65 per ton (excluding revenue from sale of material)		Municipal Governance & Fin Stability	E
3.	Promote hazardous waste collections to reduce waste stream toxicity		Community Health & Wellness	I
4.	Maximize efficiency of landfill gas generation and minimize electrical costs		Climate Change	C,E
METRICS:		FY13	FY14	FY15
1.	Average weight per transfer station load (tons)	26	26	26
2.	Transport/Disposal Cost (per ton)	\$72	\$72	\$69
3.	Recycling Cost (per ton excluding revenue from sale of material)	\$62	\$65	\$65
4.	Percent of time off electrical grid (landfill gas power)	90%	91%	91%

CITY OF KEENE, NEW HAMPSHIRE

SOLID WASTE FUND OPERATING REVENUES and EXPENDITURES

HISTORICAL ANALYSIS and BUDGET

	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	ESTIMATE FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
REVENUES								
Charges for Services	\$4,990,633	\$4,478,066	\$4,470,903	\$4,141,265	\$4,546,738	\$4,546,738	\$4,578,555	\$4,623,282
Miscellaneous	69,998	65,878	60,953	60,953	58,695	58,695	54,180	49,665
Use of Capital Reserve							34,873	42,351
Use of (Addition to) Surplus			191,356		(25,000)	(25,000)	(13,478)	43,423
TOTAL REVENUES	\$5,060,630	\$4,543,944	\$4,723,212	\$4,202,218	\$4,580,433	\$4,580,433	\$4,654,130	\$4,758,721
EXPENDITURES								
Administration	\$522,865	\$533,870	\$597,867	\$596,943	\$575,268	\$575,268	\$581,265	\$592,311
Transfer/Recycling Facility	252,393	261,570	139,191	129,836	126,767	126,767	127,461	129,476
Operations	3,299,201	3,027,877	3,084,583	2,751,628	2,974,188	2,974,188	2,979,776	3,011,985
Recycling	463,721	465,703	505,731	491,316	518,505	518,505	530,363	543,162
Household Hazardous Waste	39,607	32,329	57,543	55,280	59,127	59,127	61,555	64,104
Demolition Transfer & Disposal	151,525	148,957	150,255	126,840	149,828	149,828	152,060	154,336
Landfill Monitoring & Maintenance	38,060	15,172	59,293	44,907	57,000	57,000	57,680	58,375
Landfill Gas System	123,077	60,299	81,750	59,757	79,750	79,750	80,460	81,177
Capital Projects Transfers		48,965	47,000	47,000	40,000	40,000	83,510	123,795
TOTAL EXPENDITURES	\$4,890,449	\$4,594,742	\$4,723,212	\$4,303,507	\$4,580,433	\$4,580,433	\$4,654,130	\$4,758,721
NET REVENUE (EXPENDITURE)	\$170,182	(\$50,798)	\$0	(\$101,289)	\$0	\$0	\$0	\$0

Principal Payment for Roundabout loan: a cash flow in, but not a revenue
Annual change in current resources (net revenue/use (addition) to surplus) plus interfund loan repayment) 105,000 105,000 105,000 105,000 105,000 105,000 105,000 105,000 105,000

Projected current resources available at fiscal year end (cash plus current receivables less current payables) 236,088 239,799 239,799 239,799 239,799 239,799 239,799 239,799 239,799

Projected Fund Balance 1,769,907 1,668,618 1,668,618 1,668,618 1,668,618 1,668,618 1,668,618 1,668,618 1,668,618

SOLID WASTE FUND REVENUE

LICENSES/PERMITS/FEEES

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

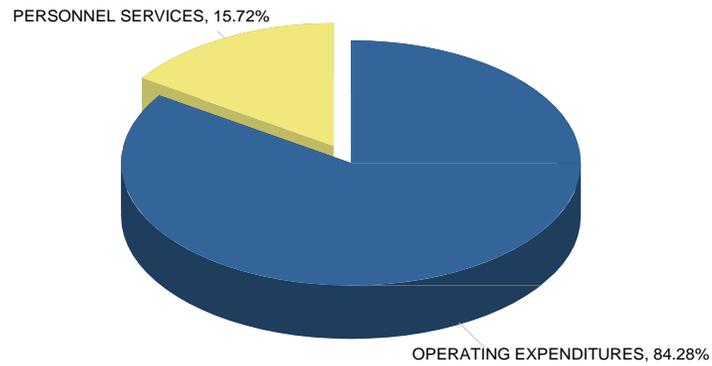
47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

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

**City of Keene, New Hampshire
Fiscal Year 2014 - 2015**

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
42300 - FEES	42306 - MISC FEES & CHARGES	15	180	0	0	0	0
42000 - LICENSES/PERMITS/FEES		15	180	0	0	0	0
44100 - UNCLASSIFIED CHARGES	44109 - DIRECT REIMBURSEMENT	6,363	14,358	0	0	0	0
	44119 - TIPPING FEES	4,262,088	3,868,324	4,104,403	3,727,561	4,094,738	4,094,738
	44120 - RECYCLING FEES	663,993	537,441	311,000	360,040	397,000	397,000
	44145 - RECLAMATION TRUST FUND	58,189	57,943	55,500	53,664	55,000	55,000
44000 - CHARGES FOR SERVICES		4,990,633	4,478,066	4,470,903	4,141,265	4,546,738	4,546,738
46100 - GENERAL	46101 - INTEREST EARNINGS	69,983	65,698	60,953	60,953	58,695	58,695
46000 - MISCELLANEOUS		69,983	65,698	60,953	60,953	58,695	58,695
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	183,551	0	-25,000	-25,000
	47007 - USE OF SURPLUS: CARRYOVER	0	0	7,805	0	0	0
47000 - OTHER FINANCING SOURCES		0	0	191,356	0	<b style="color: red;">-25,000	<b style="color: red;">-25,000
Revenue Total		5,060,630	4,543,943	4,723,212	4,202,218	4,580,433	4,580,433

18 - SOLID WASTE



Budget Category	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61000 - PERSONNEL SERVICES	620,000	647,623	730,831	723,194	719,843	0	719,843	719,843
62000 - OPERATING EXPENDITURES	4,270,448	3,947,118	3,992,381	3,580,313	3,860,589	0	3,860,589	3,860,589
Department Total	4,890,449	4,594,741	4,723,212	4,303,507	4,580,432	0	4,580,432	4,580,432

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
10000	61303	ASST PW DIR / SOL WST MGR	0.50	46,332
10001	61304	CUSTODIAN	0.08	3,175
1000*	61304	PW - AFSCME	7.00	304,619
85 - PUBLIC WORKS Total			7.58	354,126

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

PUBLIC WORKS

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	34,167	34,939	71,167	70,219	46,332	0	46,332	46,332
61304 - GENERAL PERSONNEL	287,485	296,227	303,315	298,189	307,794	0	307,794	307,794
61307 - PART TIME EMPLOYEES	68,026	78,243	70,349	73,492	79,419	0	79,419	79,419
61501 - REGULAR OVERTIME	47,493	53,134	60,423	57,637	59,310	0	59,310	59,310
61701 - HEALTH INSURANCE	104,157	103,903	122,413	122,411	127,002	0	127,002	127,002
61702 - DENTAL INSURANCE	8,568	7,175	10,098	10,097	9,999	0	9,999	9,999
61703 - RETIREMENT CONTRIBUTIONS	33,304	33,929	46,840	46,115	44,528	0	44,528	44,528
61704 - SOCIAL SECURITY	31,587	34,225	38,651	37,996	37,948	0	37,948	37,948
61705 - WORKERS COMPENSATION	5,156	5,710	7,575	7,008	7,513	0	7,513	7,513
61901 - RECRUITMENT	58	138	0	30	0	0	0	0
61000 - PERSONNEL SERVICES	620,000	647,623	730,831	723,194	719,844	0	719,844	719,844
62103 - TECHNICAL SERVICES	26,334	20,612	44,443	44,443	46,665	0	46,665	46,665
62120 - LABORATORY SERVICES	6,682	3,826	13,646	5,291	13,500	0	13,500	13,500
62121 - MONITORING/INSPECTIONS	14,525	3,379	27,646	26,448	27,500	0	27,500	27,500
62176 - CITY ADMIN CHARGE	461,628	467,676	479,690	479,690	491,581	0	491,581	491,581
62205 - PC REPLACEMENT CHARGE	1,910	1,368	953	953	853	0	853	853
62206 - PW FLEET CHARGE	58,884	61,662	78,067	78,067	80,321	0	80,321	80,321
62301 - OFFICE EQUIPMENT MAINT.	2,291	1,152	2,600	1,798	2,600	0	2,600	2,600
62310 - SAFETY PROGRAM MAINT.	1,681	651	2,200	978	2,200	0	2,200	2,200
62311 - EQUIPMENT MAINTENANCE	34,711	36,723	27,250	32,313	31,250	0	31,250	31,250
62314 - SYSTEMS MAINTENANCE	116,047	58,115	73,000	51,007	71,000	0	71,000	71,000
62350 - BUILDING MAINTENANCE	13,519	26,745	45,800	33,800	25,000	0	25,000	25,000
62425 - ADVERTISING	9,286	13,712	9,000	9,000	9,000	0	9,000	9,000
62435 - TRAINING	460	995	1,500	1,500	1,500	0	1,500	1,500
62436 - MEETINGS & DUES	1,170	1,195	1,000	1,170	1,200	0	1,200	1,200
62447 - PUBLIC AWARENESS	1,917	744	5,000	5,000	5,000	0	5,000	5,000
62448 - HAULING AND DISPOSAL	3,092,761	2,827,171	2,894,492	2,533,508	2,764,301	0	2,764,301	2,764,301
62455 - CONTRACTED SERVICES	68,588	62,840	53,800	58,487	55,650	0	55,650	55,650
62503 - ELECTRICITY	5,176	1,190	1,500	587	1,200	0	1,200	1,200
62510 - TELEPHONE	1,544	1,254	1,200	924	1,200	0	1,200	1,200
62604 - EQUIPMENT RENTAL	600	600	1,200	1,200	1,200	0	1,200	1,200
62701 - OFFICE SUPPLIES	163	0	0	0	0	0	0	0
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62733 - TOOLS	72	496	500	500	500	0	500	500
62755 - UNIFORMS	3,378	3,205	3,500	3,434	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	94,431	60,270	70,760	56,582	67,400	0	67,400	67,400
65101 - PRINCIPAL	172,688	167,985	35,556	35,556	35,278	0	35,278	35,278

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
65102 - INTEREST ON BONDED DEBT	21,609	16,264	12,754	12,754	11,190	0	11,190	11,190
65301 - LEASE PAYMENTS	58,323	58,323	58,323	58,323	70,000	0	70,000	70,000
68010 - CAPITAL RESERVE	0	0	0	0	40,000	0	40,000	40,000
68011 - CAPITAL PROJECT TRANSFER	0	48,965	47,000	47,000	0	0	0	0
62000 - OPERATING EXPENDITURES	4,270,448	3,947,118	3,992,381	3,580,313	3,860,589	0	3,860,589	3,860,589
Department Total	4,890,449	4,594,741	4,723,212	4,303,507	4,580,433	0	4,580,433	4,580,433

Fiscal Year 2014 - 2015

PUBLIC WORKS 10000 - SW ADMINISTRATION

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61303 - SUPERVISORY PERSONNEL	34,167	34,939	71,167	70,219	46,332	0	46,332	46,332
61701 - HEALTH INSURANCE	7,262	7,459	15,917	15,917	11,410	0	11,410	11,410
61702 - DENTAL INSURANCE	615	523	1,352	1,352	880	0	880	880
61703 - RETIREMENT CONTRIBUTIONS	3,085	3,088	7,665	7,563	4,990	0	4,990	4,990
61704 - SOCIAL SECURITY	2,446	2,558	5,444	5,372	3,544	0	3,544	3,544
61705 - WORKERS COMPENSATION	414	438	881	880	581	0	581	581
61901 - RECRUITMENT	0	97	0	30	0	0	0	0
61000 - PERSONNEL SERVICES	47,989	49,101	102,427	101,333	67,737	0	67,737	67,737
62120 - LABORATORY SERVICES	182	447	0	0	0	0	0	0
62176 - CITY ADMIN CHARGE	461,628	467,676	479,690	479,690	491,581	0	491,581	491,581
62425 - ADVERTISING	9,286	13,712	9,000	9,000	9,000	0	9,000	9,000
62435 - TRAINING	460	995	750	750	750	0	750	750
62436 - MEETINGS & DUES	1,170	1,195	1,000	1,170	1,200	0	1,200	1,200
62447 - PUBLIC AWARENESS	1,917	744	5,000	5,000	5,000	0	5,000	5,000
62701 - OFFICE SUPPLIES	163	0	0	0	0	0	0	0
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	474,876	484,769	495,440	495,610	507,531	0	507,531	507,531
10000 - SW ADMINISTRATION Total	522,865	533,870	597,867	596,943	575,268	0	575,268	575,268

PUBLIC WORKS 10001 - TFR/RECYCLING FACILITY

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61304 - GENERAL PERSONNEL	3,093	3,163	3,218	3,061	3,175	0	3,175	3,175
61307 - PART TIME EMPLOYEES	33,358	42,842	37,031	41,475	45,855	0	45,855	45,855
61501 - REGULAR OVERTIME	46	15	0	0	0	0	0	0
61701 - HEALTH INSURANCE	1,055	1,088	1,167	1,166	1,299	0	1,299	1,299
61702 - DENTAL INSURANCE	70	73	76	76	76	0	76	76
61703 - RETIREMENT CONTRIBUTIONS	282	281	347	341	342	0	342	342
61704 - SOCIAL SECURITY	2,258	3,039	3,078	3,037	3,994	0	3,994	3,994
61705 - WORKERS COMPENSATION	79	93	592	592	782	0	782	782
61901 - RECRUITMENT	58	42	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	40,299	50,636	45,510	49,748	55,524	0	55,524	55,524
62103 - TECHNICAL SERVICES	0	1,522	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	1,910	1,368	953	953	853	0	853	853
62301 - OFFICE EQUIPMENT MAINT.	2,291	1,152	2,600	1,798	2,600	0	2,600	2,600
62350 - BUILDING MAINTENANCE	13,519	25,907	45,800	33,800	25,000	0	25,000	25,000
62503 - ELECTRICITY	5,176	1,190	1,500	587	1,200	0	1,200	1,200
62510 - TELEPHONE	1,544	1,254	1,200	924	1,200	0	1,200	1,200
62760 - OPERATING SUPPLIES	3,570	4,231	3,000	3,398	3,000	0	3,000	3,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
65101 - PRINCIPAL	164,716	159,985	27,500	27,500	27,500	0	27,500	27,500
65102 - INTEREST ON BONDED DEBT	19,368	14,325	11,128	11,128	9,890	0	9,890	9,890
62000 - OPERATING EXPENDITURES	212,094	210,934	93,681	80,088	71,243	0	71,243	71,243
10001 - TFR/RECYCLING FACILITY Total	252,393	261,570	139,191	129,836	126,767	0	126,767	126,767

PUBLIC WORKS 10002 - SW OPERATIONS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	91,830	93,886	95,504	94,232	96,946	0	96,946	96,946
61501 - REGULAR OVERTIME	22,254	24,309	28,198	23,120	25,966	0	25,966	25,966
61701 - HEALTH INSURANCE	30,729	30,088	33,756	33,755	37,173	0	37,173	37,173
61702 - DENTAL INSURANCE	3,199	2,726	3,521	3,520	3,520	0	3,520	3,520
61703 - RETIREMENT CONTRIBUTIONS	10,298	10,441	13,323	13,186	13,238	0	13,238	13,238
61704 - SOCIAL SECURITY	8,253	8,806	9,463	9,366	9,403	0	9,403	9,403
61705 - WORKERS COMPENSATION	1,728	1,922	2,099	2,076	2,091	0	2,091	2,091
61000 - PERSONNEL SERVICES	168,291	172,178	185,864	179,255	188,337	0	188,337	188,337
62311 - EQUIPMENT MAINTENANCE	13,989	19,619	3,500	12,000	7,500	0	7,500	7,500
62448 - HAULING AND DISPOSAL	2,969,347	2,707,473	2,774,196	2,435,713	2,644,701	0	2,644,701	2,644,701
62455 - CONTRACTED SERVICES	26,638	32,324	26,900	39,299	28,750	0	28,750	28,750
62760 - OPERATING SUPPLIES	62,613	37,960	35,800	27,038	34,900	0	34,900	34,900
65301 - LEASE PAYMENTS	58,323	58,323	58,323	58,323	70,000	0	70,000	70,000
62000 - OPERATING EXPENDITURES	3,130,910	2,855,699	2,898,719	2,572,373	2,785,851	0	2,785,851	2,785,851
10002 - SW OPERATIONS Total	3,299,201	3,027,877	3,084,583	2,751,628	2,974,188	0	2,974,188	2,974,188

PUBLIC WORKS 10003 - SW RECYCLING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	192,561	199,177	204,593	200,896	207,672	0	207,672	207,672
61501 - REGULAR OVERTIME	22,579	25,997	29,374	33,576	30,522	0	30,522	30,522
61701 - HEALTH INSURANCE	65,110	65,268	71,573	71,573	77,121	0	77,121	77,121
61702 - DENTAL INSURANCE	4,684	3,852	5,149	5,149	5,522	0	5,522	5,522
61703 - RETIREMENT CONTRIBUTIONS	19,402	19,872	25,199	24,905	25,654	0	25,654	25,654
61704 - SOCIAL SECURITY	15,795	16,901	17,898	17,690	18,222	0	18,222	18,222
61705 - WORKERS COMPENSATION	2,880	3,196	3,468	3,418	3,521	0	3,521	3,521
61000 - PERSONNEL SERVICES	323,011	334,264	357,254	357,207	368,234	0	368,234	368,234
62206 - PW FLEET CHARGE	58,884	61,662	78,067	78,067	80,321	0	80,321	80,321
62310 - SAFETY PROGRAM MAINT.	1,681	651	2,200	978	2,200	0	2,200	2,200
62311 - EQUIPMENT MAINTENANCE	13,692	14,919	15,000	11,563	15,000	0	15,000	15,000
62350 - BUILDING MAINTENANCE	0	837	0	0	0	0	0	0
62435 - TRAINING	0	0	750	750	750	0	750	750
62448 - HAULING AND DISPOSAL	9,840	9,486	7,600	6,651	7,600	0	7,600	7,600
62455 - CONTRACTED SERVICES	41,950	30,517	26,900	19,188	26,900	0	26,900	26,900

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62733 - TOOLS	72	496	500	500	500	0	500	500
62755 - UNIFORMS	3,378	3,205	3,500	3,434	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	11,213	9,665	13,960	12,978	13,500	0	13,500	13,500
62000 - OPERATING EXPENDITURES	140,710	131,439	148,477	134,109	150,271	0	150,271	150,271
10003 - SW RECYCLING Total	463,721	465,703	505,731	491,316	518,505	0	518,505	518,505

PUBLIC WORKS 10005 - SW HAZARDOUS WASTE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61501 - REGULAR OVERTIME	2,613	2,813	2,851	941	2,822	0	2,822	2,822
61703 - RETIREMENT CONTRIBUTIONS	238	248	307	120	304	0	304	304
61704 - SOCIAL SECURITY	184	211	218	82	216	0	216	216
61705 - WORKERS COMPENSATION	24	28	42	12	42	0	42	42
61000 - PERSONNEL SERVICES	3,059	3,299	3,418	1,155	3,384	0	3,384	3,384
62103 - TECHNICAL SERVICES	26,334	19,090	44,443	44,443	46,665	0	46,665	46,665
65101 - PRINCIPAL	7,972	8,000	8,056	8,056	7,778	0	7,778	7,778
65102 - INTEREST ON BONDED DEBT	2,241	1,939	1,626	1,626	1,300	0	1,300	1,300
62000 - OPERATING EXPENDITURES	36,548	29,030	54,125	54,125	55,743	0	55,743	55,743
10005 - SW HAZARDOUS WASTE Total	39,607	32,329	57,543	55,280	59,127	0	59,127	59,127

PUBLIC WORKS 10006 - SW DEMOLITION TFR/DISP

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61307 - PART TIME EMPLOYEES	34,667	35,401	33,318	32,017	33,564	0	33,564	33,564
61704 - SOCIAL SECURITY	2,652	2,710	2,549	2,449	2,568	0	2,568	2,568
61705 - WORKERS COMPENSATION	31	34	492	30	496	0	496	496
61000 - PERSONNEL SERVICES	37,351	38,146	36,359	34,496	36,628	0	36,628	36,628
62448 - HAULING AND DISPOSAL	113,574	110,211	112,696	91,144	112,000	0	112,000	112,000
62604 - EQUIPMENT RENTAL	600	600	1,200	1,200	1,200	0	1,200	1,200
62000 - OPERATING EXPENDITURES	114,174	110,811	113,896	92,344	113,200	0	113,200	113,200
10006 - SW DEMOLITION TFR/DISP Total	151,525	148,957	150,255	126,840	149,828	0	149,828	149,828

PUBLIC WORKS 10008 - SW LANDFILL MONITORING

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62120 - LABORATORY SERVICES	6,500	3,379	13,646	5,291	13,500	0	13,500	13,500
62121 - MONITORING/INSPECTIONS	14,525	3,379	27,646	26,448	27,500	0	27,500	27,500
62760 - OPERATING SUPPLIES	17,035	8,415	18,000	13,168	16,000	0	16,000	16,000
62000 - OPERATING EXPENDITURES	38,060	15,172	59,293	44,907	57,000	0	57,000	57,000
10008 - SW LANDFILL MONITORING Total	38,060	15,172	59,293	44,907	57,000	0	57,000	57,000

PUBLIC WORKS 10009 - SW LANDFILL GAS SYSTEM

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62311 - EQUIPMENT MAINTENANCE	7,030	2,184	8,750	8,750	8,750	0	8,750	8,750
62314 - SYSTEMS MAINTENANCE	116,047	58,115	73,000	51,007	71,000	0	71,000	71,000
62000 - OPERATING EXPENDITURES	123,077	60,299	81,750	59,757	79,750	0	79,750	79,750
10009 - SW LANDFILL GAS SYSTEM Total	123,077	60,299	81,750	59,757	79,750	0	79,750	79,750

PUBLIC WORKS 10050 - CAPITAL APPROPRIATIONS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
68010 - CAPITAL RESERVE	0	0	0	0	40,000	0	40,000	40,000
68011 - CAPITAL PROJECT TRANSFER	0	48,965	47,000	47,000	0	0	0	0
62000 - OPERATING EXPENDITURES	0	48,965	47,000	47,000	40,000	0	40,000	40,000
10050 - CAPITAL APPROPRIATIONS Total	0	48,965	47,000	47,000	40,000	0	40,000	40,000

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
PUBLIC WORKS	4,890,449	4,594,741	4,723,212	4,303,507	4,580,433	0	4,580,433	4,580,433

CITY OF KEENE, NEW HAMPSHIRE
FY2014/2015 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 2014/2015</u>	<u>INTEREST 2014/2015</u>	<u>PRINCIPAL BALANCE 06/30/15</u>
Household Haz. Waste Proc. Facil. - Refunding (1997)	12/27/2006	8/15/2017	avg 3.93%	\$ 84,860	\$ 7,778	\$ 1,300	\$ 28,519
Transfer Station Addition	3/1/2002	3/1/2022	avg 4.57%	520,000	27,500	9,890	172,500
				\$ 604,860	\$ 35,278	\$ 11,190	\$ 201,019
Authorized, Unissued:							\$ -
Unauthorized, Unissued:							\$ -
Anticipated, FY14/15:							\$ -
Total Anticipated Bond Issue - new							\$ -

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 2014/15 SOLID WASTE FUND CAPITAL APPROPRIATIONS

<u>Project Description</u>	<u>Capital Project Appropriation FY 13</u>	<u>Capital Project Appropriation FY 14</u>	<u>Capital Project Appropriation FY 15</u>
<u>Capital Reserve Appropriations:</u>			
Recycling Center/Transfer Station Capital Reserve	\$ -	\$ -	\$ 40,000
Total General Revenue Capital Reserve Appropriation	\$ -	\$ -	\$ 40,000
<u>Capital Project Appropriations:</u>			
Facility Improvements	\$ 48,965	\$ 47,000	\$ -
Total Capital Project Appropriation	\$ 48,965	\$ 47,000	\$ -
TOTAL CAPITAL RESERVE AND PROJECT APPROPRIATIONS	\$ 48,965	\$ 47,000	\$ 40,000

DEPARTMENT:	PUBLIC WORKS	FUND:	SEWER
DIVISION(s):	Sewer		
Cost Center(s):	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.		

The Wastewater Treatment Plant Operations and Utilities Maintenance staffs will be challenged in FY15 in maintaining the Wastewater Treatment Plant (WWTP) operations during the continued construction of the \$6M Phosphorus/Disinfection Upgrade Project along with the implementation of \$3.2M Dewatering Equipment Replacement Project. The Water and Sewer Division staff will be challenged in FY15 with maintaining its sewer line maintenance while coordinating with the City Engineer on critical sewer infrastructure projects. FY15 objectives include:

- Complete WWTP Upgrade. Test and bring online new equipment including :

Aeration Blowers (2)	Ultra violet disinfection	Effluent Heating Recovery System
Chemical feed system(2)	RAS Pumps (3)	WAS Pumps (2)
Scum troughs (4)	Electric System	HVAC units (2)

- Begin construction of WWTP Dewatering Equipment upgrade,
- Complete the closure of Rose Lane sludge monofill,
- Inspect 90 of the City's estimated 115 facilities with grease traps,
- Complete 20 spot repairs to sewer mains identified in through the Priority Inspection Program,
- Complete the sewer main replacement on Washington Street,
- Contract consulting and legal services for WWTP discharge permit, and
- Flush 150,000 feet of sewer main.

Background

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, and
- Wastewater system engineering.

Together, these areas provide services that 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 FY14 Sewer Fund activities focused on infrastructure improvement through the Capital Improvement Program and continued maintenance of existing infrastructure the operating budget. Accomplishments in FY14 included the:

- Ongoing construction of the Martell Court Pump Station (MCPS) upgrade work including the installation of fire alarm and atmospheric gas detection systems,
- Initiation of construction of the WWTP Phosphorus/Disinfection Upgrade Project,
- Rebuilding pumps at Farmstead Commons and Black Brook pump stations,
- Replacement doors, heating coil, and lights in the WWTP grit chamber,
- Start of design of the WWTP sludge Dewatering Equipment Replacement Project,
- Completion of the design for closure of the Rose Lane sludge monofill,
- Completion of an Inflow and Infiltration Evaluation of the City's sanitary sewer system,
- Completion of an Energy Baseline Evaluation at the WWTP and MCPS,

- Inspection of 80 of the City's estimated 115 facilities with grease traps,
- Cleaning of 205,000 feet of sewer main, and
- Raising/Repairing of 17 sewer manholes.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/Comp Plan		
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 preventive, predictive, unscheduled, scheduled, and emergency 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.	Complete Wastewater Treatment Plant upgrades and have new systems successfully installed and operational without discharge violations	CWA-NPDES	Infrastructure	C
2.	Reduce the number of sanitary sewer overflows through sewer maintenance, inspection replacement and repair	CWA-NPDES	Infrastructure	C
3.	Achieve State of New Hampshire approved closure of the Rose Lane Sludge Monofill	Env-Wq-808.08b	Future Land Use & Policy	E
4.	Complete the design for the replacement of the WWTP sludge dewatering equipment and advertise bid for construction	CWA-NPDES	Infrastructure	C
5.	Replace 3,190 feet of sewer main on Washington Street	CWA-NPDES	Infrastructure	C
6.	Assemble team for wastewater discharge permit renewal	CWA-NPDES	Infrastructure	E
METRICS:		CY13	CY14-est	CY15
1.	Wastewater Treatment Plant discharge permit violations (goal =0)	11	0	0
2.	Sanitary sewer overflows not related to private sources (goal =0)	2	1	1
3.	Number of Wastewater Treatment Plant upsets or permit violations due to equipment failure (goal =0)	1	0	0

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

	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	ESTIMATE FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
REVENUES								
Taxes	\$47,715	\$44,907	\$44,342	\$43,473	\$42,663	\$42,663	\$40,194	\$38,841
Intergovernmental	606,238	422,785	130,242	106,830	106,752	106,752	108,803	110,896
Charges for Services	5,172,530	5,348,643	6,100,196	5,822,740	6,425,354	6,425,354	7,093,313	7,118,349
Miscellaneous	52,877	80,893	7,000	11,660	9,500	9,500	9,690	9,884
Use of (Addition to) Surplus			(746,517)					
TOTAL REVENUES	\$5,879,359	\$5,897,228	\$5,535,264	\$5,984,703	\$6,584,269	\$6,584,269	\$7,252,000	\$7,277,970
EXPENSES								
Sewer Administration	\$1,352,573	\$1,330,058	\$1,303,524	\$1,302,132	\$1,286,639	\$1,286,639	\$1,420,025	\$1,409,549
Mains & Manholes	260,806	297,264	388,163	345,069	333,623	333,623	339,628	345,742
Services	5,583	23,363	9,290	5,685	7,688	7,688	7,826	7,967
Martell Court Pump Station	259,482	208,736	286,511	257,211	257,650	257,650	259,504	261,435
Laboratory	206,175	193,610	214,532	208,940	213,850	213,850	217,699	221,618
Maintenance	102,321	117,303	141,689	121,218	149,191	149,191	151,876	154,610
WWTP	2,753,799	2,804,222	3,191,554	3,143,830	3,164,753	3,164,753	3,214,959	3,266,183
Capital Program expense	321,097	93,240						
TOTAL EXPENSES	\$5,261,836	\$5,067,795	\$5,535,264	\$5,384,085	\$5,413,394	\$5,413,394	\$5,611,517	\$5,667,104
NET REVENUE (EXPENSE)	\$617,523	\$829,433	\$0	\$600,618	\$1,170,874	\$1,170,874	\$1,640,483	\$1,610,867

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 11/12	PROGRAM FY 12/13	PROGRAM FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
CAPITAL PROGRAM							
Reserve: Martell Court	\$200,000	\$200,000	\$250,000			\$50,000	\$50,000
Reserve: Sewer Infrastructure			125,000			600,000	500,000
Reserve: Wastewater Treatment Plant	450,000	450,000	450,000	350,000	350,000	250,000	250,000
Collection System Infiltration Eval.		60,345					
WWTP Disinfection System	169,845	3,190,055					
Advanced Treatment	1,422,842	3,906,400					
MC Grinder Rehabilitation			101,023			200,000	
Martell Court Pump & Control Repl.	942,509	1,423,900					
Martell Court Roof Replacement			10,135			20,000	
Polymer Unit Replacement	35,350						
Rose Lane WWTP Closure			83,500	798,303	798,303		
Sewer Main Improvements	564,137	982,792	660,307			906,322	996,774
Sewer Structural Repairs	100,000	150,000	200,000	154,500	154,500	159,135	163,909
Sludge Thickener Replacement	44,084						
Solids Dewatering Equipment	110,998			3,276,000	3,276,000		
Structural Integrity and Accessibility	250,000						
Transfer Switch Replacement		33,267					
WWTP Aeration Gate Replacement			13,080			13,080	172,260
WWTP Grit Removal			20,420				
WWTP HVAC Replacement	30,087	175,649					
WWTP Blower Replacement		304,468	61,076			36,275	15,293
WWTP Laboratory Equipment							
WWTP NPDES Permitting				31,000	31,000	40,500	
WWTP Roof Replacement		36,400		198,380	198,380		
WWTP Sludge Pump Replacement							52,000
WWTP Truck Scale	17,490						
SUBTOTAL - APPROPRIATION	\$4,337,342	\$10,913,276	\$1,974,541	\$5,208,183	\$5,208,183	\$2,275,312	\$2,200,236
USE OF CAPITAL RESERVE	1,255,010	374,135	866,041	3,198,380	3,198,380	1,015,164	1,221,034
OTHER FUNDING SOURCES	2,307,161	9,889,141	200,000	952,803	952,803	283,373	
NET CAPITAL PROGRAM	\$775,171	\$650,000	\$908,500	\$1,057,000	\$1,057,000	\$976,775	\$979,202

**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	\$979,700	\$979,700	\$997,335	\$1,015,287
State Aid Grant Principal Receipts	15,595	15,595	15,161	13,320
Subtract: Debt Svc Principal (see Note 3)	(1,109,169)	(1,109,169)	(1,676,202)	(1,660,272)
Tfrs to Capital Reserve (see Note 3)	(750,000)	(750,000)	(900,001)	(800,000)
Capital Outlays (see Note 3)	(307,000)	(307,000)	(76,775)	(179,202)
<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 and 13, 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

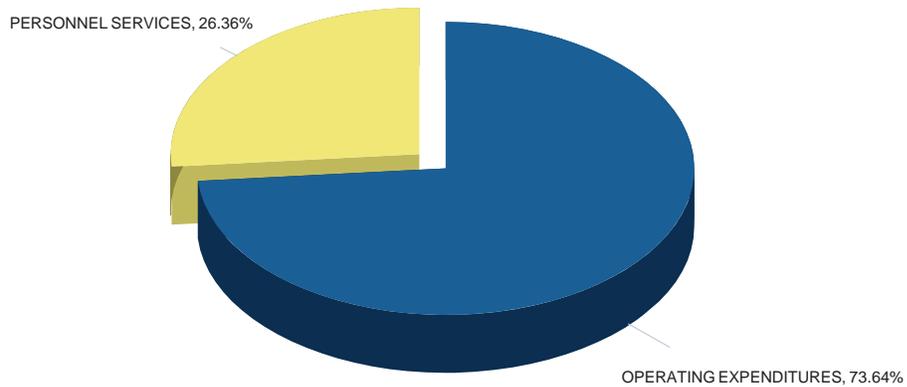
PROCEEDS LONG TERM FINANCE

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

**City of Keene, New Hampshire
Fiscal Year 2014 - 2015**

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
41100 - PROPERTY TAXES	41125 - TAX INCREMENT FINANCING	47,715	44,907	44,342	43,473	42,663	42,663
41000 - TAXES		47,715	44,907	44,342	43,473	42,663	42,663
43100 - FEDERAL	43101 - FEDERAL GRANTS	300,000	0	0	0	0	0
	43117 - ARRA STIMULUS: DES	193,678	306,919	0	0	0	0
43200 - STATE	43207 - STATE BOND REIMBURSEMENT	643	444	242	240	162	162
43400 - OTHER LOCAL	43403 - OTHER TOWNS	111,917	115,421	130,000	106,590	106,590	106,590
43000 - INTERGOVERNMENTAL		606,238	422,785	130,242	106,830	106,752	106,752
44100 - UNCLASSIFIED CHARGES	44105 - SEWER CHARGES	4,742,739	4,940,451	5,688,646	5,014,238	5,990,209	5,990,209
	44106 - SEPTIC WASTE	372,381	366,780	360,850	379,232	395,645	395,645
	44107 - SEWER SERVICES	18,302	3,846	12,700	1,950	1,500	1,500
	44108 - INDUSTRIAL PRE-TREATMENT	35,075	34,616	34,000	34,000	34,000	34,000
	44109 - DIRECT REIMBURSEMENT	0	0	0	389,321	0	0
	44110 - TESTING	4,032	2,951	4,000	4,000	4,000	4,000
44000 - CHARGES FOR SERVICES		5,172,530	5,348,643	6,100,196	5,822,741	6,425,354	6,425,354
46100 - GENERAL	46101 - INTEREST EARNINGS	13,934	16,058	7,000	11,660	9,500	9,500
	46103 - INTEREST: A/R	2,243	935	0	0	0	0
46000 - MISCELLANEOUS		16,177	16,993	7,000	11,660	9,500	9,500
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	-907,865	0	-1,170,874	-1,170,874
	47003 - CAPITAL RESERVE	0	-0	0	0	0	0
	47007 - USE OF SURPLUS: CARRYOVER	0	0	161,348	0	0	0
	47290 - INTRAFUND APPROPRIATION	-0	0	0	0	0	0
47000 - OTHER FINANCING SOURCES		-0	-0	-746,517	0	-1,170,874	-1,170,874
48100 - LT DEBT PROCEEDS	48101 - SALE OF BONDS	36,700	63,900	0	0	0	0
48000 - PROCEEDS LONG TRM FINANCE		36,700	63,900	0	0	0	0
Revenue Total		5,879,359	5,897,228	5,535,263	5,984,703	5,413,395	5,413,395

32 - SEWER FUND



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	1,269,847	1,290,484	1,420,185	1,418,632	1,426,721	0	1,426,721	1,426,721
62000 - OPERATING EXPENDITURES	3,670,893	3,684,071	4,115,078	3,965,453	3,979,754	6,919	3,986,673	3,986,673
Department Total	4,940,740	4,974,555	5,535,264	5,384,085	5,406,475	6,919	5,413,394	5,413,394

Staffing Summary (regular full and part time only):

Cost Center	Account		FTE's	FY 15 Annualized Wages/Salaries*
08000	61303	ASST PW DIR / LAB MGR	0.12	10,749
	61304	CIVIL ENGINEER	0.50	35,578
		ENGINEERING TECHNICIAN	1.50	93,532
	61305	ADMINISTRATIVE ASSISTANT	0.13	4,556
08004	61303	ASST PW DIR / LAB MGR	0.38	35,583
	61304	LABORATORY TECHNICIAN	0.67	33,081
		LABORATORY SUPV	0.50	32,580
08005	61303	MAINTENANCE MANAGER	0.23	16,366
08006	61303	MAINTENANCE MANAGER	0.54	38,425
		OPERATIONS MANAGER	1.00	74,359
		CUSTODIAN	0.08	3,176
	61304	INDUSTRIAL PRETREATMENT C	1.00	53,919
08***		PW - AFSCME	8.65	407,833
85 - PUBLIC WORKS Total			15.30	839,737

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

PUBLIC WORKS

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	166,009	172,137	175,131	178,059	175,481	0	175,481	175,481
61304 - GENERAL PERSONNEL	596,677	610,720	666,822	672,250	662,874	0	662,874	662,874
61305 - ADMINISTRATIVE PERSONNEL	5,243	4,416	5,441	4,133	4,556	0	4,556	4,556
61308 - SEASONAL HELP	739	0	0	0	0	0	0	0
61401 - TEMPORARY PERSONNEL	7,845	512	0	0	0	0	0	0
61501 - REGULAR OVERTIME	42,702	41,040	45,024	44,095	44,759	0	44,759	44,759
61502 - DOUBLE OVERTIME	551	1,272	730	730	874	0	874	874
61508 - SUPERVISORY OVERTIME	2,849	2,849	1,850	2,849	1,850	0	1,850	1,850
61602 - STAND-BY PAY	29,029	28,119	28,270	27,202	28,270	0	28,270	28,270
61701 - HEALTH INSURANCE	223,736	249,303	291,615	285,108	307,016	0	307,016	307,016
61702 - DENTAL INSURANCE	18,314	16,415	22,797	21,719	23,283	0	23,283	23,283
61703 - RETIREMENT CONTRIBUTIONS	75,990	74,963	99,434	99,996	97,071	0	97,071	97,071
61704 - SOCIAL SECURITY	63,159	64,854	70,630	69,596	68,950	0	68,950	68,950
61705 - WORKERS COMPENSATION	10,351	10,394	11,739	12,193	11,737	0	11,737	11,737
61715 - RETIREMENT BENEFITS	26,413	13,014	0	0	0	0	0	0
61901 - RECRUITMENT	239	476	702	702	0	0	0	0
61000 - PERSONNEL SERVICES	1,269,847	1,290,484	1,420,185	1,418,632	1,426,721	0	1,426,721	1,426,721
62102 - PROFESSIONAL SERVICES	0	50	73,555	49,736	0	0	0	0
62103 - TECHNICAL SERVICES	6,090	16,960	24,647	18,148	18,692	3,600	22,292	22,292
62120 - LABORATORY SERVICES	13,164	9,039	14,560	14,260	14,560	0	14,560	14,560
62175 - OTHER SERVICES	0	0	0	294	0	0	0	0
62176 - CITY ADMIN CHARGE	663,900	642,372	649,780	649,780	658,402	0	658,402	658,402
62205 - PC REPLACEMENT CHARGE	3,312	3,168	2,424	2,424	2,173	0	2,173	2,173
62206 - PW FLEET CHARGE	90,936	98,271	95,750	95,750	97,621	0	97,621	97,621
62306 - SOFTWARE MAINTENANCE	13,126	16,088	15,762	16,360	16,511	0	16,511	16,511
62310 - SAFETY PROGRAM MAINT.	10,943	15,799	14,978	14,197	14,016	0	14,016	14,016
62311 - EQUIPMENT MAINTENANCE	159,059	196,166	241,037	216,978	218,220	0	218,220	218,220
62314 - SYSTEMS MAINTENANCE	18,497	6,283	44,219	24,000	24,000	0	24,000	24,000
62316 - ESCO MAINTENANCE	0	2,134	5,150	5,151	5,151	0	5,151	5,151
62331 - ROAD AND STREET MAINT.	1,540	6,484	6,500	6,500	6,500	0	6,500	6,500
62350 - BUILDING MAINTENANCE	34,539	48,586	48,942	48,590	28,245	0	28,245	28,245
62370 - OTHER IMPROVEMNTS - MAINT	60,989	0	20,000	20,000	21,000	0	21,000	21,000
62371 - RIVER GAUGE STATION MAINT	7,450	7,650	11,175	11,175	11,175	0	11,175	11,175
62375 - PERMITS	0	0	0	388	960	0	960	960
62430 - TRAVEL	1,160	1,108	1,120	1,381	1,075	0	1,075	1,075
62435 - TRAINING	5,601	3,183	7,962	7,962	8,462	0	8,462	8,462
62436 - MEETINGS & DUES	1,396	1,020	1,556	1,525	1,555	0	1,555	1,555

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62438 - LICENSES & CERTIFICATIONS	185	100	200	350	350	0	350	350
62448 - HAULING AND DISPOSAL	465,311	460,365	497,660	465,968	501,317	0	501,317	501,317
62501 - WATER	6,430	3,822	6,508	13,531	10,121	0	10,121	10,121
62502 - SEWER	4,550	4,399	5,796	5,819	15,535	0	15,535	15,535
62503 - ELECTRICITY	359,276	307,725	386,254	343,568	373,774	0	373,774	373,774
62504 - HEATING FUEL	41,924	61,605	72,954	56,950	72,954	0	72,954	72,954
62510 - TELEPHONE	7,739	8,592	8,499	7,675	7,823	0	7,823	7,823
62512 - INDUSTRIAL PRE-TREATMENT	4,275	3,344	6,404	6,404	6,404	0	6,404	6,404
62601 - LAND RENTAL	135,564	135,986	142,046	142,046	144,460	0	144,460	144,460
62602 - OFFICE SPACE RENTAL	63,384	63,384	66,211	66,211	67,337	0	67,337	67,337
62604 - EQUIPMENT RENTAL	93	0	500	350	500	0	500	500
62606 - OTHER RENTALS	0	0	1,200	1,200	1,200	0	1,200	1,200
62701 - OFFICE SUPPLIES	2,247	2,067	2,938	2,181	2,615	0	2,615	2,615
62715 - BOOKS AND PERIODICALS	161	0	150	150	150	0	150	150
62733 - TOOLS	664	1,250	894	983	750	0	750	750
62734 - MINOR EQUIPMENT	29,964	4,653	25,120	26,730	4,950	3,319	8,269	8,269
62735 - BUILDING MAINT. SUPPLIES	0	0	0	3,700	3,800	0	3,800	3,800
62736 - GROUNDS MAINT SUPPLIES	0	0	0	550	800	0	800	800
62737 - JANITORIAL SUPPLIES	0	0	0	500	600	0	600	600
62755 - UNIFORMS	5,523	8,145	8,696	7,860	8,862	0	8,862	8,862
62760 - OPERATING SUPPLIES	31,437	46,917	57,226	50,278	50,358	0	50,358	50,358
62761 - SOFTWARE	745	0	680	1,000	0	0	0	0
62762 - LICENSES & PERMITS	1,314	886	1,100	10,600	1,100	0	1,100	1,100
62764 - CHEMICALS	273,419	324,984	323,466	324,790	345,038	0	345,038	345,038
63403 - FURNITURE & FIXTURE ACQ	0	1,900	0	0	0	0	0	0
65102 - INTEREST ON BONDED DEBT	192,933	174,031	213,197	213,197	176,907	0	176,907	176,907
65202 - INTEREST ON NOTES PAYABLE	6,170	5,772	53,063	53,063	54,031	0	54,031	54,031
66102 - CAPITALIZED EXPENDITURES	-15,090	-12,445	0	0	0	0	0	0
66104 - LOSS ON FIXED ASSETS	20,355	75,540	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	198,335	197,757	202,200	202,200	202,200	0	202,200	202,200
66202 - DEPRECIATION - OTHER IMPR	396,069	423,680	400,000	400,000	425,500	0	425,500	425,500
66203 - DEPRECIATION - MACH/EQUIP	346,214	305,249	353,000	353,000	352,000	0	352,000	352,000
62000 - OPERATING EXPENDITURES	3,670,893	3,684,071	4,115,078	3,965,453	3,979,754	6,919	3,986,673	3,986,673
Department Total	4,940,740	4,974,555	5,535,264	5,384,085	5,406,475	6,919	5,413,394	5,413,394

Fiscal Year 2014 - 2015

PUBLIC WORKS 08000 - SEWER ADMINISTRATION

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61303 - SUPERVISORY PERSONNEL	5,522	5,647	10,749	10,433	10,749	0	10,749	10,749
61304 - GENERAL PERSONNEL	121,024	103,595	128,883	125,955	136,627	0	136,627	136,627
61305 - ADMINISTRATIVE PERSONNEL	5,243	4,416	5,441	4,133	4,556	0	4,556	4,556
61401 - TEMPORARY PERSONNEL	7,845	512	0	0	0	0	0	0
61501 - REGULAR OVERTIME	66	622	638	320	0	0	0	0
61602 - STAND-BY PAY	6,615	6,659	6,388	5,320	6,388	0	6,388	6,388
61701 - HEALTH INSURANCE	33,842	44,353	45,087	66,833	46,237	0	46,237	46,237
61702 - DENTAL INSURANCE	2,053	2,734	2,950	5,248	3,858	0	3,858	3,858
61703 - RETIREMENT CONTRIBUTIONS	12,526	10,689	16,381	15,741	16,363	0	16,363	16,363
61704 - SOCIAL SECURITY	10,882	9,131	11,636	10,905	11,623	0	11,623	11,623
61705 - WORKERS COMPENSATION	3,336	2,796	3,668	3,652	3,751	0	3,751	3,751
61715 - RETIREMENT BENEFITS	26,413	13,014	0	0	0	0	0	0
61901 - RECRUITMENT	206	156	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	235,575	204,324	231,821	248,540	240,152	0	240,152	240,152
62103 - TECHNICAL SERVICES	0	0	9,574	0	0	0	0	0
62120 - LABORATORY SERVICES	0	455	360	360	360	0	360	360
62176 - CITY ADMIN CHARGE	426,012	376,632	338,269	338,269	332,032	0	332,032	332,032
62205 - PC REPLACEMENT CHARGE	432	492	357	357	368	0	368	368
62206 - PW FLEET CHARGE	3,996	4,704	0	0	0	0	0	0
62306 - SOFTWARE MAINTENANCE	3,435	9,580	9,580	9,580	9,580	0	9,580	9,580
62310 - SAFETY PROGRAM MAINT.	1,207	3,201	1,500	1,500	1,500	0	1,500	1,500
62430 - TRAVEL	425	508	200	948	525	0	525	525
62435 - TRAINING	1,676	692	1,850	1,850	1,850	0	1,850	1,850
62436 - MEETINGS & DUES	181	703	471	470	470	0	470	470
62438 - LICENSES & CERTIFICATIONS	35	0	0	150	150	0	150	150
62510 - TELEPHONE	2,111	2,414	2,186	1,439	1,510	0	1,510	1,510
62602 - OFFICE SPACE RENTAL	63,384	63,384	66,211	66,211	67,337	0	67,337	67,337
62701 - OFFICE SUPPLIES	498	872	845	845	845	0	845	845
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62734 - MINOR EQUIPMENT	2,218	0	20,250	12,000	0	1,744	1,744	1,744
62755 - UNIFORMS	0	1,978	3,165	2,728	3,165	0	3,165	3,165
65102 - INTEREST ON BONDED DEBT	180,264	155,419	153,822	153,822	136,020	0	136,020	136,020
65202 - INTEREST ON NOTES PAYABLE	6,170	5,772	53,063	53,063	54,031	0	54,031	54,031
66104 - LOSS ON FIXED ASSETS	20,355	75,540	0	0	0	0	0	0
66202 - DEPRECIATION - OTHER IMPR	395,731	423,342	400,000	400,000	425,000	0	425,000	425,000
66203 - DEPRECIATION - MACH/EQUIP	8,798	47	10,000	10,000	10,000	0	10,000	10,000
62000 - OPERATING EXPENDITURES	1,116,998	1,125,734	1,071,703	1,053,592	1,044,743	1,744	1,046,487	1,046,487
08000 - SEWER ADMINISTRATION Total	1,352,573	1,330,058	1,303,524	1,302,132	1,284,895	1,744	1,286,639	1,286,639

PUBLIC WORKS 08001 - SEWER MAINS & MANHOLES

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	103,817	138,207	128,846	139,407	109,881	0	109,881	109,881
61501 - REGULAR OVERTIME	10,553	11,903	10,633	10,008	10,950	0	10,950	10,950
61602 - STAND-BY PAY	0	88	0	0	0	0	0	0
61701 - HEALTH INSURANCE	29,618	25,841	50,489	18,699	39,398	0	39,398	39,398
61702 - DENTAL INSURANCE	2,422	1,741	3,999	1,203	2,942	0	2,942	2,942
61703 - RETIREMENT CONTRIBUTIONS	10,298	12,222	15,022	16,092	11,834	0	11,834	11,834
61704 - SOCIAL SECURITY	8,390	11,159	10,670	11,019	8,406	0	8,406	8,406
61705 - WORKERS COMPENSATION	1,477	1,765	1,823	2,155	1,659	0	1,659	1,659
61000 - PERSONNEL SERVICES	166,575	202,925	221,482	198,583	185,070	0	185,070	185,070
62120 - LABORATORY SERVICES	403	0	1,100	1,100	1,100	0	1,100	1,100
62206 - PW FLEET CHARGE	47,244	51,024	64,989	64,989	66,304	0	66,304	66,304
62310 - SAFETY PROGRAM MAINT.	0	41	0	0	0	0	0	0
62314 - SYSTEMS MAINTENANCE	18,497	6,283	44,219	24,000	24,000	0	24,000	24,000
62331 - ROAD AND STREET MAINT.	1,540	6,484	6,500	6,500	6,500	0	6,500	6,500
62370 - OTHER IMPROVEMNTS - MAINT	8,057	0	20,000	20,000	21,000	0	21,000	21,000
62430 - TRAVEL	0	150	0	0	0	0	0	0
62448 - HAULING AND DISPOSAL	4,323	5,654	5,678	5,454	5,454	0	5,454	5,454
62606 - OTHER RENTALS	0	0	1,200	1,200	1,200	0	1,200	1,200
62733 - TOOLS	0	53	0	248	0	0	0	0
62760 - OPERATING SUPPLIES	14,167	24,650	22,995	22,995	22,995	0	22,995	22,995
62000 - OPERATING EXPENDITURES	94,231	94,339	166,681	146,486	148,553	0	148,553	148,553
08001 - SEWER MAINS & MANHOLES Total	260,806	297,264	388,163	345,069	333,623	0	333,623	333,623

PUBLIC WORKS 08002 - SEWER SERVICES

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	2,096	2,680	3,221	960	2,540	0	2,540	2,540
61501 - REGULAR OVERTIME	48	10	0	5	0	0	0	0
61701 - HEALTH INSURANCE	3,527	2,314	1,262	849	916	0	916	916
61702 - DENTAL INSURANCE	286	155	100	55	68	0	68	68
61703 - RETIREMENT CONTRIBUTIONS	189	187	347	104	274	0	274	274
61704 - SOCIAL SECURITY	160	206	246	72	194	0	194	194
61705 - WORKERS COMPENSATION	22	25	43	15	38	0	38	38
61000 - PERSONNEL SERVICES	6,328	5,577	5,220	2,060	4,030	0	4,030	4,030
62206 - PW FLEET CHARGE	11,688	13,056	1,625	1,625	1,658	0	1,658	1,658
62760 - OPERATING SUPPLIES	-12,433	4,730	2,445	2,000	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	-745	17,786	4,070	3,625	3,658	0	3,658	3,658
08002 - SEWER SERVICES Total	5,583	23,363	9,290	5,685	7,688	0	7,688	7,688

PUBLIC WORKS 08003 - MARTEL COURT PUMPING STN

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	8,930	16,257	26,612	13,452	26,971	0	26,971	26,971
61501 - REGULAR OVERTIME	865	1,115	811	811	811	0	811	811
61602 - STAND-BY PAY	1,750	751	1,267	1,267	1,267	0	1,267	1,267
61701 - HEALTH INSURANCE	9,404	9,337	10,432	10,073	12,094	0	12,094	12,094
61702 - DENTAL INSURANCE	774	642	860	801	933	0	933	933
61703 - RETIREMENT CONTRIBUTIONS	1,033	1,601	3,090	1,527	3,129	0	3,129	3,129
61704 - SOCIAL SECURITY	860	1,374	2,195	1,075	2,222	0	2,222	2,222
61705 - WORKERS COMPENSATION	98	163	253	128	252	0	252	252
61000 - PERSONNEL SERVICES	23,714	31,240	45,520	29,134	47,679	0	47,679	47,679
62206 - PW FLEET CHARGE	2,352	2,616	2,611	2,611	2,552	0	2,552	2,552
62310 - SAFETY PROGRAM MAINT.	1,501	2,985	3,435	2,652	2,252	0	2,252	2,252
62311 - EQUIPMENT MAINTENANCE	11,679	26,466	25,892	25,887	25,552	0	25,552	25,552
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,575	2,575	0	2,575	2,575
62350 - BUILDING MAINTENANCE	7,208	6,330	18,250	18,123	2,380	0	2,380	2,380
62370 - OTHER IMPROVEMNTS - MAINT	52,932	0	0	0	0	0	0	0
62375 - PERMITS	0	0	0	60	240	0	240	240
62501 - WATER	3,329	1,378	3,013	230	1,100	0	1,100	1,100
62503 - ELECTRICITY	73,079	54,730	68,104	58,839	64,600	0	64,600	64,600
62504 - HEATING FUEL	0	1,718	1,398	1,387	1,398	0	1,398	1,398
62510 - TELEPHONE	0	160	300	300	300	0	300	300
62734 - MINOR EQUIPMENT	0	0	0	0	100	0	100	100
62735 - BUILDING MAINT. SUPPLIES	0	0	0	0	100	0	100	100
62736 - GROUNDS MAINT SUPPLIES	0	0	0	0	200	0	200	200
62737 - JANITORIAL SUPPLIES	0	0	0	0	100	0	100	100
65102 - INTEREST ON BONDED DEBT	0	0	29,213	29,213	21,322	0	21,322	21,322
66201 - DEPRECIATION - BUILDINGS	3,046	3,046	3,200	3,200	3,200	0	3,200	3,200
66203 - DEPRECIATION - MACH/EQUIP	80,642	77,001	83,000	83,000	82,000	0	82,000	82,000
62000 - OPERATING EXPENDITURES	235,768	177,496	240,991	228,077	209,971	0	209,971	209,971
08003 - MARTEL COURT PUMPING STN Total	259,482	208,736	286,511	257,211	257,650	0	257,650	257,650

PUBLIC WORKS 08004 - LABORATORY - SEWER

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	39,013	39,893	35,584	34,537	35,583	0	35,583	35,583
61304 - GENERAL PERSONNEL	62,331	63,370	65,435	63,652	65,661	0	65,661	65,661
61501 - REGULAR OVERTIME	46	232	150	159	206	0	206	206
61701 - HEALTH INSURANCE	28,643	25,392	29,850	29,897	33,039	0	33,039	33,039
61702 - DENTAL INSURANCE	1,811	1,694	2,426	2,253	2,426	0	2,426	2,426
61703 - RETIREMENT CONTRIBUTIONS	9,169	9,147	10,895	10,592	10,926	0	10,926	10,926
61704 - SOCIAL SECURITY	7,313	7,626	7,739	7,272	7,761	0	7,761	7,761
61705 - WORKERS COMPENSATION	1,548	1,641	1,594	1,560	1,605	0	1,605	1,605
61000 - PERSONNEL SERVICES	149,873	148,995	153,673	149,922	157,207	0	157,207	157,207

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62120 - LABORATORY SERVICES	12,591	8,242	12,600	12,600	12,600	0	12,600	12,600
62205 - PC REPLACEMENT CHARGE	492	408	407	407	385	0	385	385
62206 - PW FLEET CHARGE	3,096	3,300	3,241	3,241	3,333	0	3,333	3,333
62311 - EQUIPMENT MAINTENANCE	12,066	10,713	13,191	12,200	12,200	0	12,200	12,200
62435 - TRAINING	1,719	181	1,500	1,600	2,000	0	2,000	2,000
62438 - LICENSES & CERTIFICATIONS	50	0	100	100	100	0	100	100
62448 - HAULING AND DISPOSAL	1,000	0	500	500	600	0	600	600
62701 - OFFICE SUPPLIES	264	430	350	350	350	0	350	350
62734 - MINOR EQUIPMENT	2,588	0	4,870	4,600	0	1,575	1,575	1,575
62760 - OPERATING SUPPLIES	9,891	11,501	11,920	11,920	12,000	0	12,000	12,000
62761 - SOFTWARE	0	0	680	1,000	0	0	0	0
62762 - LICENSES & PERMITS	877	862	1,000	10,500	1,000	0	1,000	1,000
62764 - CHEMICALS	11,668	8,977	10,500	0	10,500	0	10,500	10,500
62000 - OPERATING EXPENDITURES	56,302	44,615	60,859	59,018	55,068	1,575	56,643	56,643
08004 - LABORATORY - SEWER Total	206,175	193,610	214,532	208,940	212,275	1,575	213,850	213,850

PUBLIC WORKS 08005 - SEWER SYSTEM MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	15,731	15,983	16,261	16,864	16,366	0	16,366	16,366
61304 - GENERAL PERSONNEL	12,857	15,200	28,212	11,624	28,571	0	28,571	28,571
61308 - SEASONAL HELP	739	0	0	0	0	0	0	0
61501 - REGULAR OVERTIME	296	1,350	4,483	4,483	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	7,875	7,935	7,840	7,840	7,840	0	7,840	7,840
61701 - HEALTH INSURANCE	13,974	13,855	15,514	14,846	18,027	0	18,027	18,027
61702 - DENTAL INSURANCE	1,151	952	1,278	1,183	1,391	0	1,391	1,391
61703 - RETIREMENT CONTRIBUTIONS	3,394	3,674	6,316	4,229	6,366	0	6,366	6,366
61704 - SOCIAL SECURITY	2,787	3,100	4,486	2,971	4,522	0	4,522	4,522
61705 - WORKERS COMPENSATION	341	382	529	570	532	0	532	532
61901 - RECRUITMENT	0	33	702	702	0	0	0	0
61000 - PERSONNEL SERVICES	59,996	63,315	87,471	67,162	89,948	0	89,948	89,948
62103 - TECHNICAL SERVICES	0	0	0	0	0	3,600	3,600	3,600
62205 - PC REPLACEMENT CHARGE	528	444	457	457	411	0	411	411
62206 - PW FLEET CHARGE	4,920	5,664	5,673	5,673	6,218	0	6,218	6,218
62306 - SOFTWARE MAINTENANCE	1,680	1,714	1,782	1,782	1,783	0	1,783	1,783
62310 - SAFETY PROGRAM MAINT.	1,177	2,880	3,698	3,670	3,698	0	3,698	3,698
62311 - EQUIPMENT MAINTENANCE	14,811	21,834	17,214	17,195	17,214	0	17,214	17,214
62350 - BUILDING MAINTENANCE	7,206	10,558	12,615	12,590	12,415	0	12,415	12,415
62375 - PERMITS	0	0	0	150	480	0	480	480
62435 - TRAINING	1,705	1,940	3,000	2,900	3,000	0	3,000	3,000
62436 - MEETINGS & DUES	225	107	200	170	200	0	200	200

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62503 - ELECTRICITY	5,739	5,787	5,970	5,781	6,359	0	6,359	6,359
62504 - HEATING FUEL	2,024	81	850	843	850	0	850	850
62510 - TELEPHONE	1,329	1,183	940	940	940	0	940	940
62604 - EQUIPMENT RENTAL	93	0	500	350	500	0	500	500
62701 - OFFICE SUPPLIES	223	346	425	420	425	0	425	425
62733 - TOOLS	664	1,197	894	735	750	0	750	750
62734 - MINOR EQUIPMENT	0	253	0	100	100	0	100	100
62735 - BUILDING MAINT. SUPPLIES	0	0	0	200	200	0	200	200
62736 - GROUNDS MAINT SUPPLIES	0	0	0	100	100	0	100	100
62000 - OPERATING EXPENDITURES	42,325	53,988	54,218	54,056	55,643	3,600	59,243	59,243
08005 - SEWER SYSTEM MAINTENANCE Total	102,321	117,303	141,689	121,218	145,591	3,600	149,191	149,191

PUBLIC WORKS 08006 - WASTEWATER TREATMENT
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	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	105,743	110,613	112,538	116,225	112,783	0	112,783	112,783
61304 - GENERAL PERSONNEL	285,621	271,411	285,612	317,200	292,623	0	292,623	292,623
61501 - REGULAR OVERTIME	30,828	25,808	28,309	28,309	28,309	0	28,309	28,309
61502 - DOUBLE OVERTIME	551	1,272	730	730	874	0	874	874
61508 - SUPERVISORY OVERTIME	1,998	1,998	0	999	0	0	0	0
61602 - STAND-BY PAY	12,789	12,688	12,775	12,775	12,775	0	12,775	12,775
61701 - HEALTH INSURANCE	104,728	128,211	138,981	143,911	157,304	0	157,304	157,304
61702 - DENTAL INSURANCE	9,817	8,498	11,183	10,976	11,666	0	11,666	11,666
61703 - RETIREMENT CONTRIBUTIONS	39,381	37,443	47,384	51,711	48,179	0	48,179	48,179
61704 - SOCIAL SECURITY	32,767	32,259	33,657	36,282	34,222	0	34,222	34,222
61705 - WORKERS COMPENSATION	3,529	3,622	3,830	4,113	3,900	0	3,900	3,900
61901 - RECRUITMENT	33	286	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	627,785	634,108	674,998	723,231	702,635	0	702,635	702,635
62102 - PROFESSIONAL SERVICES	0	50	73,555	49,736	0	0	0	0
62103 - TECHNICAL SERVICES	6,090	16,960	15,073	18,148	18,692	0	18,692	18,692
62120 - LABORATORY SERVICES	171	342	500	200	500	0	500	500
62175 - OTHER SERVICES	0	0	0	294	0	0	0	0
62176 - CITY ADMIN CHARGE	237,888	265,740	311,511	311,511	326,370	0	326,370	326,370
62205 - PC REPLACEMENT CHARGE	1,860	1,824	1,203	1,203	1,009	0	1,009	1,009
62206 - PW FLEET CHARGE	17,640	17,907	17,611	17,611	17,556	0	17,556	17,556
62306 - SOFTWARE MAINTENANCE	8,010	4,794	4,400	4,998	5,148	0	5,148	5,148
62310 - SAFETY PROGRAM MAINT.	7,058	6,692	6,345	6,375	6,566	0	6,566	6,566
62311 - EQUIPMENT MAINTENANCE	120,502	137,152	184,740	161,696	163,254	0	163,254	163,254
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,576	2,576	0	2,576	2,576
62350 - BUILDING MAINTENANCE	20,125	31,699	18,077	17,877	13,450	0	13,450	13,450
62371 - RIVER GAUGE STATION MAINT	7,450	7,650	11,175	11,175	11,175	0	11,175	11,175
62375 - PERMITS	0	0	0	178	240	0	240	240

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62430 - TRAVEL	735	450	920	433	550	0	550	550
62435 - TRAINING	500	370	1,612	1,612	1,612	0	1,612	1,612
62436 - MEETINGS & DUES	990	210	885	885	885	0	885	885
62438 - LICENSES & CERTIFICATIONS	100	100	100	100	100	0	100	100
62448 - HAULING AND DISPOSAL	459,988	454,712	491,482	460,014	495,263	0	495,263	495,263
62501 - WATER	3,100	2,445	3,495	13,301	9,021	0	9,021	9,021
62502 - SEWER	4,550	4,399	5,796	5,819	15,535	0	15,535	15,535
62503 - ELECTRICITY	280,459	247,209	312,180	278,948	302,815	0	302,815	302,815
62504 - HEATING FUEL	39,899	59,806	70,706	54,720	70,706	0	70,706	70,706
62510 - TELEPHONE	4,299	4,836	5,073	4,996	5,073	0	5,073	5,073
62512 - INDUSTRIAL PRE-TREATMENT	4,275	3,344	6,404	6,404	6,404	0	6,404	6,404
62601 - LAND RENTAL	135,564	135,986	142,046	142,046	144,460	0	144,460	144,460
62701 - OFFICE SUPPLIES	1,263	419	1,318	566	995	0	995	995
62715 - BOOKS AND PERIODICALS	92	0	150	150	150	0	150	150
62734 - MINOR EQUIPMENT	25,158	4,400	0	10,030	4,750	0	4,750	4,750
62735 - BUILDING MAINT. SUPPLIES	0	0	0	3,500	3,500	0	3,500	3,500
62736 - GROUNDS MAINT SUPPLIES	0	0	0	450	500	0	500	500
62737 - JANITORIAL SUPPLIES	0	0	0	500	500	0	500	500
62755 - UNIFORMS	5,523	6,167	5,531	5,132	5,697	0	5,697	5,697
62760 - OPERATING SUPPLIES	19,812	6,035	19,866	13,363	13,363	0	13,363	13,363
62761 - SOFTWARE	745	0	0	0	0	0	0	0
62762 - LICENSES & PERMITS	436	24	100	100	100	0	100	100
62764 - CHEMICALS	261,751	316,007	312,966	324,790	334,538	0	334,538	334,538
63403 - FURNITURE & FIXTURE ACQ	0	1,900	0	0	0	0	0	0
65102 - INTEREST ON BONDED DEBT	12,669	18,612	30,162	30,162	19,565	0	19,565	19,565
66102 - CAPITALIZED EXPENDITURES	-15,090	-12,445	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	195,289	194,712	199,000	199,000	199,000	0	199,000	199,000
66202 - DEPRECIATION - OTHER IMPR	338	338	0	0	500	0	500	500
66203 - DEPRECIATION - MACH/EQUIP	256,774	228,201	260,000	260,000	260,000	0	260,000	260,000
62000 - OPERATING EXPENDITURES	2,126,014	2,170,114	2,516,556	2,420,599	2,462,118	0	2,462,118	2,462,118
08006 - WASTEWATER TREATMENT Total	2,753,799	2,804,222	3,191,554	3,143,830	3,164,753	0	3,164,753	3,164,753

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Department Total								
PUBLIC WORKS	4,940,740	4,974,555	5,535,264	5,384,085	5,406,475	6,919	5,413,394	5,413,394

CITY OF KEENE, NEW HAMPSHIRE
FY2014/2015 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 2014/2015</u>	<u>INTEREST 2014/2015</u>	<u>PRINCIPAL BALANCE 06/30/15</u>
Sewer Rehab - refunding 2003	6/18/2003	9/15/2015	avg 4.99%	171,545	11,790	590	11,791
Advanced Wastewater Treatment - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	390,000	19,500	1,657	19,500
Sewer Main Improvements - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	1,310,000	65,500	5,568	65,500
~ Black Brook Corporate Park - Refunding 1996	12/27/2006	8/15/2017	avg 3.93%	380,621	37,638	5,024	109,242
Sewer Rehab - refunding 1999	12/27/2006	8/15/2019	avg 3.93%	131,501	13,194	2,778	63,617
Sewer Main Improvements	7/15/2007	7/15/2027	avg 4.195%	1,185,000	60,000	33,248	765,000
Sewer Main Improvements	7/1/2008	7/1/2028	avg 4.0198479%	1,275,000	64,675	39,522	886,950
Priority Inspection Program (R-2008-24)	11/1/2009	11/1/2019	avg 2.3396173%	615,000	120,000	1,800	-
Advanced Wastewater Treatment (R-2008-23)	12/1/2011	12/1/2021	avg 1.627218%	1,388,300	275,000	13,750	550,000
Sewer Main Improvements	5/2/2013	1/15/2033	ave 2.225	945,000	50,000	19,443	828,400
Martell Court Pump and Motor Controls	5/2/2013	1/15/2023	2.00%	1,184,300	120,000	21,322	946,100
Advance WW Treatment 2005 Adv. Refunding 2013	5/2/2013	1/15/2026	2.00%	212,900	4,000	4,158	203,900
Sewer Main Improvments 2005 Advance Refunding 2013	5/2/2103	1/15/2026	2.00%	713,900	8,900	14,078	695,000
Rose Lane WWTP Closure	TBD			805,000	-	13,970	805,000
				\$ 10,708,067	\$ 850,198	\$ 176,907	\$ 5,950,000
Interfund Loan - Roundabout Project	7/1/2006	1/1/2027	4.30%	185,160	9,258	5,175	111,096
ARRA loan through NH-DES - FY 10 Infrastructure	TBD	est 9/1/2024	1.85%	1,415,258	141,526	24,806	1,273,732
ARRA loan through NH-DES - FY 09 Infrastructure	TBD	est 5/1/2025	2.34%	1,081,871	108,187	24,050	973,684
				Authorized, Unissued:			
				Martell Court Pump & Motor Controls \$ 645,000			
				Sewer Main Improvements 1,485,000			
				WWTP Advanced Treatment 2,855,000			
				WWTP Disinfection System 3,190,000			
				<u>\$ 8,175,000</u>			
				Unauthorized, Unissued:			
				\$ -			
				<u>\$ -</u>			
				Anticipated, FY14/15:			
				Rose Lane WWTP Closure \$ 805,000			
				<u>\$ 805,000</u>			
				Total Anticipated Bond Issue - new			
				<u>\$ 8,980,000</u>			

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)

DEPARTMENT:	PUBLIC WORKS	FUND:	WATER
DIVISION(s):	Water		
Cost Center(s):	05000 through 05008		
MISSION:	To reliably provide good quality drinking water that consistently meets consumer expectations and state and federal standards in sufficient quantities and pressure for fire protection and commercial and domestic use.		

FY15 will be a challenging year for the Water Operations and Water/Sewer Divisions. Water Operations will continue to maximize the use of the Water Treatment Facility and the raw water coming from the City's drinking water reservoirs in the Town of Roxbury. The Operations Division will be working with the City Engineer to begin the design and planning process for repairs and upgrades to the 80+ year old Babbidge Dam. The Water/Sewer Division will continue to expand their gate maintenance program and work with the City Engineer on hydrant and gate valve replacements. Activities planned for FY15 focus on improving water quality in the distribution system and the ongoing development of a plan for future infrastructure improvements. Projects supporting this effort include the:

- Extension of the 1988 water main on Washington Street from Citizen's Way to Concord Road,
- Improving water quality by discontinuing the existing 85 year old water main on Washington Street from Washington Avenue to Concord Road and connecting water services to the 1988 and 2014 water mains,
- Replacement of 16 gate valves in the water distribution system,
- Cleaning and lining of 4,600 feet of water main to improve water flow and quality,
- Replacement of online total organic carbon (TOC) analyzer at the Water Treatment Facility,
- Design of chlorine injection stations within the distribution system to improve water quality,
- Initiation of Watershed Management evaluation of the City reservoirs, and
- Replacement of the original Programmable Logic Controllers (PLC's) at the Water Treatment Facility.

Background

The Water Enterprise fund is made up of six complimentary focus areas that work together to support the Fund's mission of providing clean water for use in drinking, fire protection, and commercial/industrial activities 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, and
- Water system engineering.

FY14 Water Fund activities focused on infrastructure and water quality improvement at the capital and operating budget levels. The various Divisions faced challenges from discolored water to complying with the water regulations for total organic carbon (TOC) removal, and total trihalomethane (TTHM) production. FY14 accomplishments included the:

- Exercising of 566 fire hydrants and 742 water valves,
- 4th Grade Science Fair involving students from in 5 schools,
- Installation of 8 turbidity meters at the Water Treatment Facility (WTF),
- Installation of a carbon feed system at WTF to improve TOC removal,
- Evaluation of the physical condition of all water treatment, storage, and pumping facilities,
- Evaluation of the water filtration units at the WTF,
- Completion of the chlorine booster station evaluation,
- Continued groundwater monitoring in the West Street and White Brook well fields,
- Improvements to the telemetry (SCADA) system at the Fox Avenue water booster station,

- Initiation of the design of improvements to the Babbidge Dam,
- Repair/replacement of 10 gate valves and 12 fire hydrants, and
- Installation City's first automatic flushing hydrant.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/Comp Plan		
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 preventive, predictive, unscheduled, scheduled, and emergency 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 2014/2015 OBJECTIVES:		STATUTE	CMP	VOICE
1.	Replace 1,200 feet of water main on Washington Street and discontinue 3,300 feet of 85 year old water main on Washington Street	SDWA	Infrastructure	C
2.	Clean and line 4,600 feet of water mains to improve water quality		Infrastructure	C
3	Propose watershed management plan that includes recreation, security, and timber management		Future Land Use & Policy	C,E
4	Begin implementation of water facilities evaluation plan		Infrastructure	C,E
5	Energy assessment of water fund sites		Climate Change	C,E
METRICS:		CY13	CY14 est	CY15
1.	Violations of water quality regulations (goal =0)	0	0	0
2.	Number of discolored water calls. (goal =0)	20	10	5

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

	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	ESTIMATE FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
REVENUES								
Taxes	\$135,192	\$127,236	\$121,700	\$123,173	\$117,090	\$117,090	\$110,317	\$106,600
Intergovernmental	79,282	92,945						
Charges for Services	3,641,994	3,768,274	3,603,527	3,824,466	3,815,889	3,815,889	3,909,154	4,011,920
Miscellaneous	39,930	21,370	15,500	16,122	15,733	15,733	15,968	16,208
Use of (Addition to) Surplus			(181,279)					
TOTAL REVENUES	\$3,896,399	\$4,009,825	\$3,559,448	\$3,963,761	\$3,948,712	\$3,948,712	\$4,035,439	\$4,134,728
EXPENSES								
Water Administration	\$1,496,396	\$1,543,717	\$1,488,028	\$1,497,046	\$1,481,508	\$1,481,508	\$1,503,692	\$1,527,552
Water Main & Trench Repairs	201,835	202,415	232,203	195,036	230,849	230,849	\$236,135	\$241,543
Water Supply	102,251	129,724	224,288	152,224	167,378	167,378	\$171,211	\$175,132
Hydrants	128,246	89,043	143,001	103,612	122,096	122,096	\$124,892	\$127,752
Meters	275,633	227,896	224,217	301,673	373,557	373,557	\$382,111	\$390,862
Water Services	71,145	60,539	80,654	50,320	43,892	43,892	\$44,897	\$45,925
Water Treatment Facility	704,594	719,885	788,497	853,174	902,724	902,724	\$922,796	\$943,316
Laboratory	196,697	188,926	235,933	222,398	232,209	232,209	\$237,527	\$242,966
Maintenance	128,821	113,313	142,627	125,394	135,846	135,846	\$138,957	\$142,139
Capital Program expense	333,401	145,081						
TOTAL EXPENSES	\$3,639,020	\$3,420,538	\$3,559,448	\$3,500,877	\$3,690,058	\$3,690,058	\$3,762,218	\$3,837,187
NET REVENUE (EXPENSE)	\$257,378	\$589,287	\$0	\$462,884	\$258,654	\$258,654	\$273,221	\$297,541

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 11/12	PROGRAM FY 12/13	PROGRAM FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
CAPITAL PROGRAM							
Reserve - Water Treatment Facility	\$125,000	\$50,000	\$50,000	\$50,000	\$50,000	\$75,000	\$75,000
Reserve - Water Infrastructure	380,000		325,000	375,000	375,000	400,000	375,000
Water Distribution Improvements	340,354	649,239	462,505	436,206	436,206	363,605	385,748
Chlorine Injection Systems			20,500	14,272	14,272	95,920	83,657
Dam Improvements	100,000	100,000	150,000			1,570,132	122,987
Hydrant Replacement	107,927						
Watershed Management				67,500	67,500		
Water Main Lining and Cleaning		250,000	461,534	212,180	212,180	218,545	225,102
Water Pressure Evaluation	60,000						
Water Tank Mixers				79,568	79,568		84,413
Water Valve Replacement		75,968	78,247	80,594	80,594	83,012	85,406
Well Building Roof Repair	50,830						
WTF Instrumentation Upgrade			28,386	34,714	34,714		
WTF Laboratory Equipment			13,675			36,275	
WTF PLC Replacement		46,875		62,565	62,565		
WTF Evaluation		100,000					
WTF Improvements							
SUBTOTAL - APPROPRIATION	\$1,164,111	\$1,272,082	\$1,589,847	\$1,412,599	\$1,412,599	\$2,842,489	\$1,437,313
USE OF CAPITAL RESERVE	150,830	300,000	42,061	397,279	397,279	1,186,275	300,000
OTHER FUNDING SOURCES	340,354	146,875	600,000	212,180	212,180	821,557	208,735
NET CAPITAL PROGRAM	\$672,927	\$825,207	\$947,786	\$803,140	\$803,140	\$834,657	\$928,578

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				\$871,000	\$871,000	\$888,420	\$906,188
State Aid Grant Principal Payments							
Subtract: Debt Svc Principal (see Note 3)				(326,514)	(326,514)	(326,984)	(275,151)
Tfrs to Capital Reserve (see Note 3)				(425,000)	(425,000)	(475,000)	(450,000)
Capital Outlays (see Note 3)				(378,140)	(378,140)	(359,657)	(478,578)
Projected Annual Cash Surplus (Deficit)				(\$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: Debt Service principal, capital outlays, and transfers to reserves are balance sheet transactions, and are not included in expenses.

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

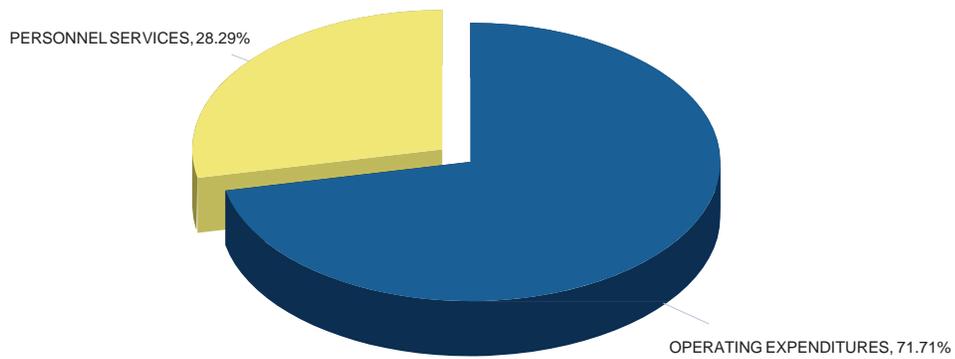
47007- USE OF SURPLUS: CARRYOVER: appropriations extended beyond fiscal year in which they were originally approved.

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 2014 - 2015**

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
41100 - PROPERTY TAXES	41125 - TAX INCREMENT FINANCING	135,192	127,236	121,700	123,173	117,090	117,090
41000 - TAXES		135,192	127,236	121,700	123,173	117,090	117,090
43100 - FEDERAL	43117 - ARRA STIMULUS: DES	73,032	91,136	0	0	0	0
43200 - STATE	43207 - STATE BOND REIMBURSEMENT	6,250	1,808	0	0	0	0
43000 - INTERGOVERNMENTAL		79,282	92,945	0	0	0	0
44100 - UNCLASSIFIED CHARGES	44101 - WATER SALES	3,364,838	3,485,835	3,365,297	3,566,024	3,564,134	3,564,134
	44102 - WATER SERVICES	12,473	9,043	6,520	6,600	6,690	6,690
	44103 - FIRE PROTECTION	147,332	151,974	141,041	155,755	150,395	150,395
	44104 - HYDRANT RENTAL	116,993	114,621	90,169	94,471	94,270	94,270
	44109 - DIRECT REIMBURSEMENT	0	6,776	100	1,616	0	0
	44137 - BACKFLOW PREVENTION	360	25	400	0	400	400
44000 - CHARGES FOR SERVICES		3,641,994	3,768,274	3,603,527	3,824,466	3,815,889	3,815,889
46100 - GENERAL	46101 - INTEREST EARNINGS	20,943	21,271	15,500	15,747	15,733	15,733
	46103 - INTEREST: A/R	-95	99	0	375	0	0
46200 - CONTRIBUTIONS & DONATIONS	46206 - INSURANCE PAYMENTS	19,042	0	0	0	0	0
	46000 - MISCELLANEOUS	41	0	0	0	0	0
46000 - MISCELLANEOUS		39,930	21,370	15,500	16,122	15,733	15,733
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	-227,092	0	-258,654	-258,654
	47003 - CAPITAL RESERVE	0	0	0	0	0	0
	47007 - USE OF SURPLUS: CARRYOVER	0	0	45,813	0	0	0
	47290 - INTRAFUND APPROPRIATION	0	-0	0	0	0	0
47000 - OTHER FINANCING SOURCES		0	-0	-181,279	0	-258,654	-258,654
Revenue Total		3,896,399	4,009,824	3,559,448	3,963,760	3,690,058	3,690,058

34 - WATER FUND



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	917,922	778,340	990,296	945,828	1,044,038	0	1,044,038	1,044,038
62000 - OPERATING EXPENDITURES	2,387,697	2,497,117	2,569,152	2,555,049	2,610,364	35,656	2,646,020	2,646,020
Department Total	3,305,619	3,275,457	3,559,447	3,500,877	3,654,402	35,656	3,690,058	3,690,058

Staffing Summary (regular full and part time only):

Cost Center	Account		FTE's	FY 15 Annualized Wages/Salaries*
05000	61303	ASST PW DIR / LAB MGR	0.12	10,749
	61304	CIVIL ENGINEER	0.50	35,578
		ENGINEERING TECHNICIAN	0.50	31,177
	61305	ADMINISTRATIVE ASSISTANT	0.12	4,206
05006	61303	TREATMENT PLANT MGR WTF	1.00	62,742
05007	61303	ASST PW DIR / LAB MGR	0.38	35,583
	61304	LABORATORY SUPV	0.50	32,580
		LABORATORY TECHNICIAN	0.33	16,293
05008	61303	MAINTENANCE MANAGER	0.23	16,366
05***		PW - AFSCME	8.35	371,885
85 - PUBLIC WORKS Total			12.03	617,159

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

PUBLIC WORKS

Account	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
61303 - SUPERVISORY PERSONNEL	113,115	117,432	122,635	123,673	125,440	0	125,440	125,440
61304 - GENERAL PERSONNEL	431,139	351,575	458,755	434,898	487,514	0	487,514	487,514
61305 - ADMINISTRATIVE PERSONNEL	4,840	4,076	5,022	3,816	4,206	0	4,206	4,206
61307 - PART TIME EMPLOYEES	1,487	0	0	0	0	0	0	0
61401 - TEMPORARY PERSONNEL	10,890	512	0	0	0	0	0	0
61501 - REGULAR OVERTIME	35,397	38,953	43,972	27,894	38,805	0	38,805	38,805
61508 - SUPERVISORY OVERTIME	851	851	1,850	1,850	1,850	0	1,850	1,850
61602 - STAND-BY PAY	18,977	22,596	23,730	23,730	23,730	0	23,730	23,730
61609 - STIPEND	9,543	10,254	6,755	6,648	6,833	0	6,833	6,833
61701 - HEALTH INSURANCE	148,079	124,622	182,831	188,168	208,205	0	208,205	208,205
61702 - DENTAL INSURANCE	11,250	8,632	14,089	13,782	15,656	0	15,656	15,656
61703 - RETIREMENT CONTRIBUTIONS	53,769	47,123	71,375	66,664	72,067	0	72,067	72,067
61704 - SOCIAL SECURITY	46,053	40,962	50,698	46,665	51,187	0	51,187	51,187
61705 - WORKERS COMPENSATION	7,451	6,498	8,584	8,015	8,547	0	8,547	8,547
61715 - RETIREMENT BENEFITS	24,900	4,137	0	0	0	0	0	0
61901 - RECRUITMENT	181	118	0	25	0	0	0	0
61000 - PERSONNEL SERVICES	917,922	778,340	990,296	945,828	1,044,038	0	1,044,038	1,044,038
62103 - TECHNICAL SERVICES	18,224	11,296	28,459	20,514	13,590	10,376	23,966	23,966
62120 - LABORATORY SERVICES	16,539	14,815	26,756	26,006	26,756	0	26,756	26,756
62121 - MONITORING/INSPECTIONS	27,080	24,381	47,310	37,860	38,050	0	38,050	38,050
62175 - OTHER SERVICES	133	0	1,500	0	750	0	750	750
62176 - CITY ADMIN CHARGE	470,616	481,788	456,038	456,038	440,052	0	440,052	440,052
62205 - PC REPLACEMENT CHARGE	3,372	3,444	2,613	2,613	2,999	0	2,999	2,999
62206 - PW FLEET CHARGE	141,636	154,488	146,737	146,737	150,568	0	150,568	150,568
62208 - TAXES	79,175	76,930	77,915	72,483	77,915	0	77,915	77,915
62305 - COPIER MAINTENANCE	0	0	1,198	0	1,234	0	1,234	1,234
62306 - SOFTWARE MAINTENANCE	16,280	15,301	15,326	15,924	16,109	0	16,109	16,109
62310 - SAFETY PROGRAM MAINT.	10,055	3,118	3,100	3,840	3,889	0	3,889	3,889
62311 - EQUIPMENT MAINTENANCE	75,647	50,447	90,272	79,150	78,335	0	78,335	78,335
62313 - REPAIRS & MAINTENANCE	1,747	0	0	0	0	0	0	0
62314 - SYSTEMS MAINTENANCE	3,036	3,000	4,991	4,990	4,990	0	4,990	4,990
62316 - ESCO MAINTENANCE	0	1,345	2,575	3,204	5,150	0	5,150	5,150
62331 - ROAD AND STREET MAINT.	6,004	11,639	11,650	11,650	37,369	0	37,369	37,369
62350 - BUILDING MAINTENANCE	17,128	30,883	34,125	34,122	32,925	0	32,925	32,925
62370 - OTHER IMPROVEMNTS - MAINT	0	53	0	0	0	0	0	0
62375 - PERMITS	0	450	0	0	0	0	0	0
62430 - TRAVEL	493	571	829	571	571	0	571	571

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62435 - TRAINING	7,600	6,280	16,693	16,724	10,943	0	10,943	10,943
62436 - MEETINGS & DUES	1,589	3,512	2,142	2,990	2,990	0	2,990	2,990
62438 - LICENSES & CERTIFICATIONS	793	170	1,100	1,680	450	0	450	450
62447 - PUBLIC AWARENESS	7,313	11,334	6,500	6,500	6,630	0	6,630	6,630
62448 - HAULING AND DISPOSAL	0	0	500	500	510	0	510	510
62501 - WATER	780	705	795	542	695	0	695	695
62502 - SEWER	65,620	69,581	77,833	119,706	125,631	0	125,631	125,631
62503 - ELECTRICITY	61,991	88,677	108,162	86,838	87,702	0	87,702	87,702
62504 - HEATING FUEL	27,666	19,216	22,842	16,268	20,363	0	20,363	20,363
62510 - TELEPHONE	4,942	6,654	6,832	5,913	6,074	0	6,074	6,074
62512 - INDUSTRIAL PRE-TREATMENT	204	175	360	360	360	0	360	360
62602 - OFFICE SPACE RENTAL	63,384	63,384	66,211	66,211	67,337	0	67,337	67,337
62604 - EQUIPMENT RENTAL	500	7,414	750	750	3,850	0	3,850	3,850
62701 - OFFICE SUPPLIES	1,830	2,109	1,200	1,350	1,375	0	1,375	1,375
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62733 - TOOLS	5,327	3,211	4,622	5,722	4,370	0	4,370	4,370
62734 - MINOR EQUIPMENT	8,801	13,348	5,881	7,605	3,350	23,705	27,055	27,055
62735 - BUILDING MAINT. SUPPLIES	730	528	494	494	994	0	994	994
62736 - GROUNDS MAINT SUPPLIES	0	0	0	0	3,200	0	3,200	3,200
62737 - JANITORIAL SUPPLIES	535	0	100	100	200	0	200	200
62738 - FURNITURE	0	6,491	0	0	0	0	0	0
62755 - UNIFORMS	6,475	5,235	5,051	4,559	5,108	0	5,108	5,108
62760 - OPERATING SUPPLIES	220,420	180,300	230,874	229,332	224,125	0	224,125	224,125
62761 - SOFTWARE	645	0	0	0	0	0	0	0
62762 - LICENSES & PERMITS	736	1,717	4,000	4,000	4,850	0	4,850	4,850
62764 - CHEMICALS	138,821	149,319	179,411	161,798	182,362	0	182,362	182,362
63409 - EQUIPMENT ACQUISITION	18,219	0	0	0	0	1,575	1,575	1,575
65102 - INTEREST ON BONDED DEBT	63,247	48,946	21,953	21,953	16,089	0	16,089	16,089
65202 - INTEREST ON NOTES PAYABLE	7,221	54,484	34,452	34,452	28,554	0	28,554	28,554
66102 - CAPITALIZED EXPENDITURES	-15,632	0	0	0	0	0	0	0
66104 - LOSS ON FIXED ASSETS	0	18,561	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	123,078	116,328	132,000	120,000	125,000	0	125,000	125,000
66202 - DEPRECIATION - OTHER IMPR	517,902	540,141	521,000	525,000	545,000	0	545,000	545,000
66203 - DEPRECIATION - MACH/EQUIP	159,727	195,350	166,000	198,000	201,000	0	201,000	201,000
62000 - OPERATING EXPENDITURES	2,387,697	2,497,117	2,569,152	2,555,049	2,610,364	35,656	2,646,020	2,646,020
Department Total	3,305,619	3,275,457	3,559,447	3,500,877	3,654,402	35,656	3,690,058	3,690,058

Fiscal Year 2014 - 2015

PUBLIC WORKS 05000 - WATER ADMINISTRATION

Account	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
61303 - SUPERVISORY PERSONNEL	5,607	5,647	10,750	10,433	10,749	0	10,749	10,749
61304 - GENERAL PERSONNEL	60,907	38,831	66,528	78,417	74,272	0	74,272	74,272
61305 - ADMINISTRATIVE PERSONNEL	4,840	4,076	5,022	3,816	4,206	0	4,206	4,206
61401 - TEMPORARY PERSONNEL	10,890	512	0	0	0	0	0	0
61501 - REGULAR OVERTIME	73	1,058	1,741	295	0	0	0	0
61602 - STAND-BY PAY	6,279	5,994	6,370	6,370	6,370	0	6,370	6,370
61609 - STIPEND	4,276	4,160	4,160	4,053	4,160	0	4,160	4,160
61701 - HEALTH INSURANCE	14,759	20,324	24,215	43,619	23,418	0	23,418	23,418
61702 - DENTAL INSURANCE	1,174	1,396	1,986	3,512	2,098	0	2,098	2,098
61703 - RETIREMENT CONTRIBUTIONS	7,393	5,280	10,185	11,213	10,744	0	10,744	10,744
61704 - SOCIAL SECURITY	6,827	4,438	7,235	7,711	7,631	0	7,631	7,631
61705 - WORKERS COMPENSATION	1,807	1,137	2,050	2,188	2,142	0	2,142	2,142
61715 - RETIREMENT BENEFITS	24,900	4,137	0	0	0	0	0	0
61901 - RECRUITMENT	181	118	0	25	0	0	0	0
61000 - PERSONNEL SERVICES	149,911	97,109	140,242	171,652	145,790	0	145,790	145,790
62103 - TECHNICAL SERVICES	0	0	9,574	0	0	0	0	0
62120 - LABORATORY SERVICES	1,176	441	750	0	750	0	750	750
62176 - CITY ADMIN CHARGE	470,616	481,788	456,038	456,038	440,052	0	440,052	440,052
62205 - PC REPLACEMENT CHARGE	624	660	501	501	737	0	737	737
62206 - PW FLEET CHARGE	3,996	4,704	0	0	0	0	0	0
62208 - TAXES	79,175	76,930	77,915	72,483	77,915	0	77,915	77,915
62306 - SOFTWARE MAINTENANCE	5,385	9,583	8,417	8,417	8,417	0	8,417	8,417
62310 - SAFETY PROGRAM MAINT.	1,546	1,679	1,500	1,521	1,500	0	1,500	1,500
62316 - ESCO MAINTENANCE	0	0	0	629	2,575	0	2,575	2,575
62430 - TRAVEL	437	377	263	263	263	0	263	263
62435 - TRAINING	3,960	2,086	4,100	4,100	4,100	0	4,100	4,100
62436 - MEETINGS & DUES	1,404	3,512	2,042	2,890	2,890	0	2,890	2,890
62438 - LICENSES & CERTIFICATIONS	93	0	450	530	0	0	0	0
62447 - PUBLIC AWARENESS	7,313	11,334	6,500	6,500	6,630	0	6,630	6,630
62510 - TELEPHONE	3,119	3,090	3,230	2,208	2,274	0	2,274	2,274
62602 - OFFICE SPACE RENTAL	63,384	63,384	66,211	66,211	67,337	0	67,337	67,337
62604 - EQUIPMENT RENTAL	500	7,414	750	750	3,850	0	3,850	3,850
62701 - OFFICE SUPPLIES	901	1,610	850	850	875	0	875	875
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62733 - TOOLS	3,048	2,292	2,000	3,355	2,000	0	2,000	2,000
62734 - MINOR EQUIPMENT	2,409	0	4,125	0	0	1,745	1,745	1,745
62755 - UNIFORMS	4,932	3,821	3,165	2,743	3,165	0	3,165	3,165
65102 - INTEREST ON BONDED DEBT	51,996	46,979	21,953	21,953	16,089	0	16,089	16,089
65202 - INTEREST ON NOTES PAYABLE	7,221	54,484	34,452	34,452	28,554	0	28,554	28,554

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
66104 - LOSS ON FIXED ASSETS	0	18,561	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	39,060	32,310	42,000	36,000	38,000	0	38,000	38,000
66202 - DEPRECIATION - OTHER IMPR	512,972	536,858	516,000	520,000	540,000	0	540,000	540,000
66203 - DEPRECIATION - MACH/EQUIP	81,148	82,710	85,000	83,000	86,000	0	86,000	86,000
62000 - OPERATING EXPENDITURES	1,346,485	1,446,608	1,347,786	1,325,394	1,333,973	1,745	1,335,718	1,335,718
05000 - WATER ADMINISTRATION Total	1,496,396	1,543,717	1,488,028	1,497,046	1,479,763	1,745	1,481,508	1,481,508

PUBLIC WORKS 05001 - WATER MAIN/TRENCH REPAIRS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	61,910	72,586	74,087	59,035	60,738	0	60,738	60,738
61501 - REGULAR OVERTIME	15,282	12,851	14,336	10,403	13,345	0	13,345	13,345
61701 - HEALTH INSURANCE	13,465	12,829	29,031	15,887	21,761	0	21,761	21,761
61702 - DENTAL INSURANCE	1,082	863	2,299	1,099	1,624	0	1,624	1,624
61703 - RETIREMENT CONTRIBUTIONS	6,838	7,100	9,523	7,536	6,542	0	6,542	6,542
61704 - SOCIAL SECURITY	5,640	6,368	6,764	5,200	4,646	0	4,646	4,646
61705 - WORKERS COMPENSATION	986	1,118	1,139	1,080	919	0	919	919
61000 - PERSONNEL SERVICES	105,203	113,715	137,180	100,240	109,575	0	109,575	109,575
62206 - PW FLEET CHARGE	36,624	39,300	37,369	37,369	38,125	0	38,125	38,125
62331 - ROAD AND STREET MAINT.	6,004	11,639	11,650	11,650	37,369	0	37,369	37,369
62760 - OPERATING SUPPLIES	54,004	37,761	46,004	45,777	45,780	0	45,780	45,780
62000 - OPERATING EXPENDITURES	96,632	88,700	95,023	94,796	121,274	0	121,274	121,274
05001 - WATER MAIN/TRENCH REPAIRS Total	201,835	202,415	232,203	195,036	230,849	0	230,849	230,849

PUBLIC WORKS 05002 - WATER SUPPLY

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	14,058	7,570	38,654	6,364	17,781	0	17,781	17,781
61307 - PART TIME EMPLOYEES	1,487	0	0	0	0	0	0	0
61501 - REGULAR OVERTIME	1,184	215	952	35	475	0	475	475
61701 - HEALTH INSURANCE	6,347	6,396	15,147	8,555	6,413	0	6,413	6,413
61702 - DENTAL INSURANCE	509	430	1,200	591	749	0	749	749
61703 - RETIREMENT CONTRIBUTIONS	1,349	652	4,265	689	1,969	0	1,969	1,969
61704 - SOCIAL SECURITY	1,238	595	3,029	481	1,398	0	1,398	1,398
61705 - WORKERS COMPENSATION	206	83	531	67	164	0	164	164
61000 - PERSONNEL SERVICES	26,377	15,942	63,779	16,782	28,949	0	28,949	28,949
62206 - PW FLEET CHARGE	1,440	1,572	19,497	19,497	19,891	0	19,891	19,891
62313 - REPAIRS & MAINTENANCE	1,747	0	0	0	0	0	0	0
62314 - SYSTEMS MAINTENANCE	3,036	3,000	4,991	4,990	4,990	0	4,990	4,990
62375 - PERMITS	0	300	0	0	0	0	0	0
62430 - TRAVEL	26	0	0	0	0	0	0	0
62503 - ELECTRICITY	54,824	80,849	101,704	75,355	78,102	0	78,102	78,102

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62504 - HEATING FUEL	6,842	6,028	6,104	6,097	6,104	0	6,104	6,104
62760 - OPERATING SUPPLIES	7,960	5,486	11,950	11,900	10,300	0	10,300	10,300
62762 - LICENSES & PERMITS	0	0	3,000	3,000	3,000	0	3,000	3,000
62764 - CHEMICALS	0	16,547	13,263	14,603	16,042	0	16,042	16,042
62000 - OPERATING EXPENDITURES	75,874	113,782	160,509	135,442	138,429	0	138,429	138,429
05002 - WATER SUPPLY Total	102,251	129,724	224,288	152,224	167,378	0	167,378	167,378

PUBLIC WORKS 05003 - WATER HYDRANTS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	46,366	23,325	48,312	28,620	38,102	0	38,102	38,102
61501 - REGULAR OVERTIME	2,399	1,054	3,115	935	1,425	0	1,425	1,425
61701 - HEALTH INSURANCE	10,582	8,746	18,933	8,555	13,741	0	13,741	13,741
61702 - DENTAL INSURANCE	860	589	1,500	591	1,028	0	1,028	1,028
61703 - RETIREMENT CONTRIBUTIONS	3,024	1,667	5,539	2,655	4,104	0	4,104	4,104
61704 - SOCIAL SECURITY	3,626	1,847	3,934	2,208	2,915	0	2,915	2,915
61705 - WORKERS COMPENSATION	464	236	683	327	567	0	567	567
61000 - PERSONNEL SERVICES	67,320	37,464	82,015	43,891	61,882	0	61,882	61,882
62206 - PW FLEET CHARGE	25,656	27,696	24,371	24,371	24,864	0	24,864	24,864
62760 - OPERATING SUPPLIES	35,271	23,883	36,615	35,350	35,350	0	35,350	35,350
62000 - OPERATING EXPENDITURES	60,927	51,579	60,986	59,721	60,214	0	60,214	60,214
05003 - WATER HYDRANTS Total	128,246	89,043	143,001	103,612	122,096	0	122,096	122,096

PUBLIC WORKS 05004 - WATER METERS

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	84,401	67,216	52,185	95,372	134,196	0	134,196	134,196
61501 - REGULAR OVERTIME	2,619	3,019	1,969	1,240	2,400	0	2,400	2,400
61701 - HEALTH INSURANCE	36,801	19,315	14,587	39,497	61,687	0	61,687	61,687
61702 - DENTAL INSURANCE	2,834	1,624	955	2,891	4,476	0	4,476	4,476
61703 - RETIREMENT CONTRIBUTIONS	7,848	6,201	5,833	10,405	14,453	0	14,453	14,453
61704 - SOCIAL SECURITY	6,402	5,373	4,143	7,319	10,266	0	10,266	10,266
61705 - WORKERS COMPENSATION	788	671	531	935	1,299	0	1,299	1,299
61000 - PERSONNEL SERVICES	141,693	103,418	80,203	157,659	228,777	0	228,777	228,777
62206 - PW FLEET CHARGE	24,936	26,376	25,920	25,920	26,689	0	26,689	26,689
62306 - SOFTWARE MAINTENANCE	0	0	761	761	761	0	761	761
62733 - TOOLS	1,307	542	1,370	1,370	1,370	0	1,370	1,370
62760 - OPERATING SUPPLIES	107,698	97,541	115,963	115,963	115,960	0	115,960	115,960
62000 - OPERATING EXPENDITURES	133,941	124,459	144,014	144,014	144,780	0	144,780	144,780
05004 - WATER METERS Total	275,633	227,877	224,217	301,673	373,557	0	373,557	373,557

PUBLIC WORKS 05005 - WATER SERVICES

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department	2014 - 2015 Department	2014 - 2015 Department	2014 - 2015 Manager
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					Base	Supplemental	Request	Recommended
Account								
61304 - GENERAL PERSONNEL	21,017	12,330	28,990	16,453	9,936	0	9,936	9,936
61501 - REGULAR OVERTIME	2,487	2,595	2,781	1,497	2,102	0	2,102	2,102
61701 - HEALTH INSURANCE	7,054	3,733	11,360	0	3,439	0	3,439	3,439
61702 - DENTAL INSURANCE	574	251	900	0	255	0	255	255
61703 - RETIREMENT CONTRIBUTIONS	2,104	1,186	3,422	1,931	1,070	0	1,070	1,070
61704 - SOCIAL SECURITY	1,749	1,138	2,431	1,343	760	0	760	760
61705 - WORKERS COMPENSATION	274	162	418	244	162	0	162	162
61000 - PERSONNEL SERVICES	35,258	21,394	50,302	21,468	17,724	0	17,724	17,724
62175 - OTHER SERVICES	133	0	1,500	0	750	0	750	750
62206 - PW FLEET CHARGE	26,892	29,868	14,623	14,623	14,918	0	14,918	14,918
62760 - OPERATING SUPPLIES	8,862	9,296	14,229	14,229	10,500	0	10,500	10,500
62000 - OPERATING EXPENDITURES	35,887	39,164	30,352	28,852	26,168	0	26,168	26,168
05005 - WATER SERVICES Total	71,145	60,558	80,654	50,320	43,892	0	43,892	43,892

PUBLIC WORKS 05006 - WATER TREATMENT FACILITY

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	52,765	55,908	60,041	61,839	62,742	0	62,742	62,742
61304 - GENERAL PERSONNEL	61,585	48,766	66,459	82,734	68,921	0	68,921	68,921
61501 - REGULAR OVERTIME	7,898	14,181	16,605	11,037	16,605	0	16,605	16,605
61602 - STAND-BY PAY	9,499	12,653	12,775	12,775	12,775	0	12,775	12,775
61609 - STIPEND	5,267	6,094	2,595	2,595	2,673	0	2,673	2,673
61701 - HEALTH INSURANCE	22,044	18,644	28,937	32,102	31,790	0	31,790	31,790
61702 - DENTAL INSURANCE	1,477	1,045	1,956	2,024	1,996	0	1,996	1,996
61703 - RETIREMENT CONTRIBUTIONS	12,316	12,175	17,067	18,625	17,632	0	17,632	17,632
61704 - SOCIAL SECURITY	10,131	10,325	12,123	12,993	12,524	0	12,524	12,524
61705 - WORKERS COMPENSATION	1,314	1,372	1,535	1,659	1,585	0	1,585	1,585
61000 - PERSONNEL SERVICES	184,296	181,164	220,093	238,383	229,243	0	229,243	229,243
62103 - TECHNICAL SERVICES	18,224	11,296	11,565	13,194	13,590	4,676	18,266	18,266
62120 - LABORATORY SERVICES	25	95	100	100	100	0	100	100
62205 - PC REPLACEMENT CHARGE	1,728	1,740	1,248	1,248	1,079	0	1,079	1,079
62206 - PW FLEET CHARGE	13,452	15,540	9,565	9,565	9,864	0	9,864	9,864
62305 - COPIER MAINTENANCE	0	0	1,198	0	1,234	0	1,234	1,234
62306 - SOFTWARE MAINTENANCE	6,332	4,004	4,400	4,998	5,148	0	5,148	5,148
62310 - SAFETY PROGRAM MAINT.	8,509	1,439	1,600	2,319	2,389	0	2,389	2,389
62311 - EQUIPMENT MAINTENANCE	39,999	30,282	52,351	41,729	52,964	0	52,964	52,964
62316 - ESCO MAINTENANCE	0	1,345	2,575	2,575	2,575	0	2,575	2,575
62350 - BUILDING MAINTENANCE	12,779	26,856	31,885	31,885	31,485	0	31,485	31,485
62375 - PERMITS	0	150	0	0	0	0	0	0
62430 - TRAVEL	30	194	566	308	308	0	308	308
62435 - TRAINING	1,189	587	7,827	7,827	1,577	0	1,577	1,577
62438 - LICENSES & CERTIFICATIONS	500	170	200	700	0	0	0	0
62501 - WATER	780	705	795	542	695	0	695	695

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62502 - SEWER	65,620	69,581	77,833	119,706	125,631	0	125,631	125,631
62503 - ELECTRICITY	7,167	7,827	6,458	11,483	9,600	0	9,600	9,600
62504 - HEATING FUEL	20,824	13,187	16,738	10,171	14,259	0	14,259	14,259
62510 - TELEPHONE	1,596	2,735	2,672	2,786	2,870	0	2,870	2,870
62512 - INDUSTRIAL PRE-TREATMENT	204	175	360	360	360	0	360	360
62701 - OFFICE SUPPLIES	837	291	200	350	350	0	350	350
62733 - TOOLS	353	98	402	250	250	0	250	250
62734 - MINOR EQUIPMENT	6,391	13,348	1,756	7,605	3,150	21,960	25,110	25,110
62735 - BUILDING MAINT. SUPPLIES	730	528	494	494	494	0	494	494
62736 - GROUNDS MAINT SUPPLIES	0	0	0	0	200	0	200	200
62737 - JANITORIAL SUPPLIES	535	0	100	100	100	0	100	100
62738 - FURNITURE	0	6,491	0	0	0	0	0	0
62755 - UNIFORMS	1,543	1,414	1,886	1,816	1,943	0	1,943	1,943
62761 - SOFTWARE	645	0	0	0	0	0	0	0
62764 - CHEMICALS	131,527	126,735	157,630	138,680	157,630	0	157,630	157,630
65102 - INTEREST ON BONDED DEBT	11,251	1,967	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	84,018	84,018	90,000	84,000	87,000	0	87,000	87,000
66202 - DEPRECIATION - OTHER IMPR	4,930	3,282	5,000	5,000	5,000	0	5,000	5,000
66203 - DEPRECIATION - MACH/EQUIP	78,579	112,640	81,000	115,000	115,000	0	115,000	115,000
62000 - OPERATING EXPENDITURES	520,298	538,721	568,404	614,791	646,845	26,636	673,481	673,481
05006 - WATER TREATMENT FACILITY Total	704,594	719,885	788,497	853,174	876,088	26,636	902,724	902,724

PUBLIC WORKS 05007 - LABORATORY - WATER

	2011 - 2012 Actual	2012 - 2013 Actual	2013 -2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	39,012	39,893	35,584	34,537	35,583	0	35,583	35,583
61304 - GENERAL PERSONNEL	42,688	46,648	49,282	47,236	48,874	0	48,874	48,874
61501 - REGULAR OVERTIME	23	114	100	79	80	0	80	80
61701 - HEALTH INSURANCE	20,983	18,780	22,804	23,039	25,190	0	25,190	25,190
61702 - DENTAL INSURANCE	1,422	1,345	1,828	1,727	1,828	0	1,828	1,828
61703 - RETIREMENT CONTRIBUTIONS	7,358	7,659	9,151	8,815	9,105	0	9,105	9,105
61704 - SOCIAL SECURITY	5,939	6,437	6,500	6,045	6,467	0	6,467	6,467
61705 - WORKERS COMPENSATION	1,091	1,183	1,137	1,112	1,146	0	1,146	1,146
61000 - PERSONNEL SERVICES	118,517	122,059	126,386	122,590	128,273	0	128,273	128,273
62120 - LABORATORY SERVICES	15,338	14,279	25,906	25,906	25,906	0	25,906	25,906
62121 - MONITORING/INSPECTIONS	27,080	24,381	47,310	37,860	38,050	0	38,050	38,050
62205 - PC REPLACEMENT CHARGE	492	516	407	407	771	0	771	771
62206 - PW FLEET CHARGE	3,096	3,300	3,241	3,241	3,333	0	3,333	3,333
62311 - EQUIPMENT MAINTENANCE	12,619	8,487	13,936	13,650	13,900	0	13,900	13,900
62435 - TRAINING	2,020	1,611	2,016	2,016	2,516	0	2,516	2,516
62438 - LICENSES & CERTIFICATIONS	200	0	450	450	450	0	450	450
62448 - HAULING AND DISPOSAL	0	0	500	500	510	0	510	510

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
62701 - OFFICE SUPPLIES	91	208	150	150	150	0	150	150
62760 - OPERATING SUPPLIES	6,626	6,332	6,113	6,113	6,235	0	6,235	6,235
62762 - LICENSES & PERMITS	736	1,717	1,000	1,000	1,850	0	1,850	1,850
62764 - CHEMICALS	7,294	6,037	8,518	8,515	8,690	0	8,690	8,690
63409 - EQUIPMENT ACQUISITION	18,219	0	0	0	0	1,575	1,575	1,575
66102 - CAPITALIZED EXPENDITURES	-15,632	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	78,179	66,867	109,547	99,808	102,361	1,575	103,936	103,936
05007 - LABORATORY - WATER Total	196,697	188,926	235,933	222,398	230,634	1,575	232,209	232,209

PUBLIC WORKS 05008 - WATER SYSTEM MAINTENANCE

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Base	2014 - 2015 Department Supplemental	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
Account								
61303 - SUPERVISORY PERSONNEL	15,731	15,983	16,261	16,864	16,366	0	16,366	16,366
61304 - GENERAL PERSONNEL	38,207	34,304	34,258	20,667	34,694	0	34,694	34,694
61501 - REGULAR OVERTIME	3,434	3,866	2,373	2,373	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	3,199	3,950	4,585	4,585	4,585	0	4,585	4,585
61701 - HEALTH INSURANCE	16,045	15,855	17,817	16,914	20,765	0	20,765	20,765
61702 - DENTAL INSURANCE	1,317	1,088	1,465	1,347	1,602	0	1,602	1,602
61703 - RETIREMENT CONTRIBUTIONS	5,539	5,204	6,389	4,795	6,448	0	6,448	6,448
61704 - SOCIAL SECURITY	4,502	4,440	4,538	3,365	4,580	0	4,580	4,580
61705 - WORKERS COMPENSATION	521	535	560	403	563	0	563	563
61000 - PERSONNEL SERVICES	89,346	86,077	90,096	73,163	93,826	0	93,826	93,826
62103 - TECHNICAL SERVICES	0	0	7,320	7,320	0	5,700	5,700	5,700
62205 - PC REPLACEMENT CHARGE	528	528	457	457	412	0	412	412
62206 - PW FLEET CHARGE	5,544	6,132	12,151	12,151	12,884	0	12,884	12,884
62306 - SOFTWARE MAINTENANCE	4,563	1,714	1,748	1,748	1,783	0	1,783	1,783
62311 - EQUIPMENT MAINTENANCE	23,029	11,678	23,985	23,771	11,471	0	11,471	11,471
62350 - BUILDING MAINTENANCE	4,348	4,027	2,240	2,237	1,440	0	1,440	1,440
62370 - OTHER IMPROVEMNTS - MAINT	0	53	0	0	0	0	0	0
62435 - TRAINING	431	1,996	2,750	2,781	2,750	0	2,750	2,750
62436 - MEETINGS & DUES	185	0	100	100	100	0	100	100
62510 - TELEPHONE	228	829	930	919	930	0	930	930
62733 - TOOLS	619	279	850	747	750	0	750	750
62734 - MINOR EQUIPMENT	0	0	0	0	200	0	200	200
62735 - BUILDING MAINT. SUPPLIES	0	0	0	0	500	0	500	500
62736 - GROUNDS MAINT SUPPLIES	0	0	0	0	3,000	0	3,000	3,000
62737 - JANITORIAL SUPPLIES	0	0	0	0	100	0	100	100
62000 - OPERATING EXPENDITURES	39,475	27,236	52,531	52,231	36,320	5,700	42,020	42,020
05008 - WATER SYSTEM MAINTENANCE Total	128,821	113,313	142,627	125,394	130,146	5,700	135,846	135,846

	2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department	2014 - 2015 Department	2014 - 2015 Department	2014 - 2015 Manager
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					Base	Supplemental	Request	Recommended
Department Total								
PUBLIC WORKS	3,305,619	3,275,457	3,559,447	3,500,877	3,654,402	35,656	3,690,058	3,690,058

CITY OF KEENE, NEW HAMPSHIRE
FY2014/2015 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 2014/2015</u>	<u>INTEREST 2014/2015</u>	<u>PRINCIPAL BALANCE 06/30/15</u>
~ Black Brook Corporate Park - Refunding 1996	12/27/2006	8/15/2017	avg 3.93%	\$ 1,044,635	\$ 103,300	\$ 13,790	\$ 299,821
Water Distribution Improvements - Refunding 1997	12/27/2006	8/15/2017	avg 3.93%	74,490	7,778	885	18,148
Water Supply Protection - Refunding	6/18/2003	9/15/2015		411,722	28,303	1,415	28,302
				<u>\$ 1,530,847</u>	<u>\$ 139,380</u>	<u>\$ 16,089</u>	<u>\$ 346,271</u>
Interfund Loan - Roundabout Project	7/1/2006	1/1/2027	4.30%	191,440	9,572	5,351	114,864
ARRA loan through NH-DES - Swanzey Meters	2/8/2011	7/1/2015	0.90%	115,502	23,604	424	23,815
ARRA loan through NH-DES - FY 10 Infrastructure	9/1/2012	9/1/2021	1.94%	666,379	65,722	10,920	497,172
ARRA loan through NH-DES - FY 09 Infrastructure	8/30/2013	11/1/2022	1.70%	655,395	65,476	10,727	532,357
NH-DES SRF Loan - Tank Mixers/Fox Ave	10/17/2013	11/1/2017	0.85%	164,496	22,760	1,131	70,807
Authorized, Unissued:							
Water Distribution Improvements							\$ 780,000
							<u>\$ 780,000</u>
Unauthorized, Unissued:							
							\$ -
							<u>\$ -</u>
Anticipated, FY14/15:							
							\$ -
							<u>\$ -</u>
Total Anticipated Bond Issue - new							<u>\$ 780,000</u>

CALCULATION OF WATER FUND DEBT LIMIT AND BORROWING CAPACITY

Debt Limit on 07/01/14 computed at 10% of 2012 equalized assessed value at \$1,758,639,673 per RSA 33:4-a	\$ 175,863,967
LESS: outstanding principal balance @ 07/01/14	(485,651)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)	299,821
WATER FUND BORROWING CAPACITY FOR FY14/15	<u>\$ 175,678,137</u>

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

As part of an ongoing effort towards sustainable funding for the replacement of City’s equipment and vehicles in FY15 Fleet staff will continue to work with the internal Equipment and Vehicle Committee to make recommendations that will include vehicles that can perform multiple functions, implement the “new” used vehicles replacement option, review the use of 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.

In FY15, it is expected that fuel prices will remain high, Fleet Services is seeing less volatility in fuel pricing and the budget is based on an average (diesel and gasoline) of \$3.75 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.

Background

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 157 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 supports the City’s internal Vehicle Committee which provides policies and evaluation and recommendations for City’s vehicle and equipment replacement program.

The Fleet Division is staffed with 4 technicians servicing an average of 3.1 vehicles per day. The Fleet Division staff is unique having 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, and 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 delay 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 \$100.82 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 light duty vehicle service facilities but lower when compared to heavy duty vehicle service facilities. 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.

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 \$487,000 per year.

Vehicle purchases are evaluated by the Fleet Services Division and recommendations are made to the City’s Equipment and Vehicle Committee. Changes to the replacement program continue to be made with the goal of reducing the cost of the vehicle replacement, increasing fuel efficiency, and increasing vehicle and equipment functionality. In FY14 the Fleet Services Division worked with the Public Works Highway Division to evaluate the replacement of the City’s sidewalk tractors with small loaders which can perform the functions of the sidewalk tractors along with other activities. During FY14 the Fleet Services Division along with the City’s Purchasing Agent oversaw a change in the purchasing policies, with City Council approval, to enable Fleet Services to purchase “new” used vehicles when appropriate opportunities arise.

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:		STATUTE	CMP	VOICE
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
5	Evaluate and procure "new" used vehicles when determined to be better alternative than new		Leadership	I, E
METRICS:		FY13	FY14	FY15
1.	Staff training hours.	150	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%

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

	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	ESTIMATE FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
REVENUES								
Charges for Services	2,037,211	2,131,016	2,141,822	2,213,897	2,236,914	2,235,914	2,331,354	2,437,279
Miscellaneous	19,519	18,949	17,500	14,890	15,200	15,200	15,500	16,000
Use of (Addition to) Surplus			69,268			0		
TOTAL REVENUES	\$2,056,729	\$2,149,965	\$2,228,590	\$2,228,787	\$2,251,114	\$2,251,114	\$2,346,854	\$2,453,280
EXPENSES								
Fleet Management	\$2,107,293	\$2,101,511	\$2,228,590	\$2,179,633	\$2,286,381	\$2,286,381	\$2,353,393	\$2,422,959
Capital Program expense		\$14,350						
TOTAL EXPENSE	\$2,107,293	\$2,115,861	\$2,228,590	\$2,179,633	\$2,286,381	\$2,286,381	\$2,353,393	\$2,422,959
NET REVENUE (EXPENSE)	(\$50,564)	\$34,104	\$0	\$49,154	(\$35,267)	(\$35,267)	(\$6,539)	\$30,320

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 11/12	PROGRAM FY 12/13	PROGRAM FY 13/14	DEPT REQ FY 14/15	CITY MGR FY 14/15	PROJECTED FY 15/16	PROJECTED FY 16/17
CAPITAL PROGRAM							
Reserve: Equipment Replacement	\$450,000	\$460,000	\$410,000	\$450,000	\$450,000	\$500,000	\$600,000
Lift Replacement			\$76,800	\$34,862	\$34,862		
Equipment Replacement	378,867	224,857	509,562	373,689	373,689	422,521	845,451
SUBTOTAL - APPROPRIATION	\$828,867	\$684,857	\$996,362	\$858,551	\$858,551	\$922,521	\$1,445,451
USE OF CAPITAL RESERVE	378,867	224,857	509,562	373,689	373,689	422,521	845,451
NET CAPITAL PROGRAM	\$450,000	\$460,000	\$486,800	\$484,862	\$484,862	\$500,000	\$600,000

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	\$440,000	\$450,000
Subtract: Debt Svc Principal (see Note 3)	(450,000)	(450,000)	(500,000)	(600,000)
Trfers to Capital Reserve (see Note 3)	(34,862)	(34,862)		
Capital Outlays (see Note 3)	(\$90,129)	(\$90,129)	(\$66,539)	(\$119,680)
<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

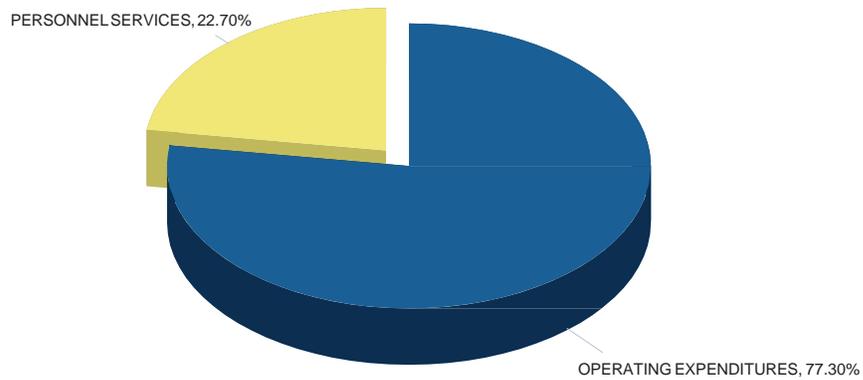
47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

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

**City of Keene, New Hampshire
Fiscal Year 2014 - 2015**

		2011 - 2012 Actual	2012 - 2013 Actual	2013 - 2014 Budget	2013 - 2014 Estimate	2014 - 2015 Department Request	2014 - 2015 Manager Recommended
44100 - UNCLASSIFIED CHARGES	44109 - DIRECT REIMBURSEMENT	151,816	146,381	134,074	217,372	147,500	147,500
	44112 - EQUIPMENT CHARGES	38,892	36,470	35,000	23,777	25,000	25,000
44200 - FACILITY CHARGES	44128 - FLEET CHARGES	1,846,503	1,948,165	1,972,748	1,972,748	2,063,414	2,063,414
44000 - CHARGES FOR SERVICES		2,037,211	2,131,016	2,141,822	2,213,897	2,235,914	2,235,914
46100 - GENERAL	46101 - INTEREST EARNINGS	2,573	3,070	1,500	1,927	1,700	1,700
46200 - CONTRIBUTIONS & DONATIONS	46206 - INSURANCE PAYMENTS	10,699	6,487	6,000	4,963	6,000	6,000
47300 - SALES	47303 - SALE OF SURPLUS EQUIPMNT	6,247	9,392	10,000	8,000	7,500	7,500
46000 - MISCELLANEOUS		19,519	18,949	17,500	14,890	15,200	15,200
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	67,331	0	35,267	35,267
	47007 - USE OF SURPLUS: CARRYOVER	0	0	1,937	0	0	0
	47290 - INTRAFUND APPROPRIATION	0	0	0	0	0	0
47000 - OTHER FINANCING SOURCES		0	0	69,268	0	35,267	35,267
Revenue Total		2,056,729	2,149,965	2,228,590	2,228,787	2,286,381	2,286,381

41 - FLEET MANAGEMENT FUND



	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Budget Category								
61000 - PERSONNEL SERVICES	424,432	462,829	508,357	498,509	519,064	0	519,064	519,064
62000 - OPERATING EXPENDITURES	1,682,861	1,638,682	1,720,233	1,681,124	1,767,317	0	1,767,317	1,767,317
Department Total	2,107,293	2,101,511	2,228,590	2,179,633	2,286,381	0	2,286,381	2,286,381

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 15 Annualized Wages/Salaries*
11000	61304	FLEET SVS ADMIN COORD	1.00	46,282
		FLEET SVC OPER MGR	1.00	67,767
		CUSTODIAN	0.04	1,588
		PW - AFSCME	4.00	188,838
	61305	ADMINISTRATIVE ASSISTANT	0.25	8,762
85 - PUBLIC WORKS Total			6.29	313,236

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2014 - 2015

PUBLIC WORKS

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
61304 - GENERAL PERSONNEL	254,392	281,461	295,368	293,846	304,475	0	304,475	304,475
61305 - ADMINISTRATIVE PERSONNEL	10,083	8,492	10,463	7,865	8,762	0	8,762	8,762
61501 - REGULAR OVERTIME	13,490	9,772	20,090	20,963	20,963	0	20,963	20,963
61602 - STAND-BY PAY	12,789	12,740	14,467	12,329	15,190	0	15,190	15,190
61609 - STIPEND	4,256	4,160	4,160	0	0	0	0	0
61701 - HEALTH INSURANCE	65,885	79,461	86,652	86,652	91,346	0	91,346	91,346
61702 - DENTAL INSURANCE	6,690	6,549	8,796	8,796	8,557	0	8,557	8,557
61703 - RETIREMENT CONTRIBUTIONS	26,625	27,984	37,026	36,850	37,769	0	37,769	37,769
61704 - SOCIAL SECURITY	21,794	23,629	26,358	26,233	26,828	0	26,828	26,828
61705 - WORKERS COMPENSATION	4,037	4,608	4,977	4,975	5,174	0	5,174	5,174
61715 - RETIREMENT BENEFITS	4,175	3,972	0	0	0	0	0	0
61901 - RECRUITMENT	216	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	424,432	462,829	508,357	498,509	519,064	0	519,064	519,064
62120 - LABORATORY SERVICES	640	315	300	300	300	0	300	300
62176 - CITY ADMIN CHARGE	295,020	286,332	261,647	261,647	264,290	0	264,290	264,290
62205 - PC REPLACEMENT CHARGE	1,044	1,128	950	950	783	0	783	783
62206 - PW FLEET CHARGE	44,436	44,580	54,799	54,799	56,915	0	56,915	56,915
62304 - COMMUNICATIONS EQP MAINT.	698	127	2,500	2,500	2,500	0	2,500	2,500
62310 - SAFETY PROGRAM MAINT.	1,052	1,384	1,250	1,261	1,250	0	1,250	1,250
62316 - ESCO MAINTENANCE	0	1,067	2,575	2,575	2,500	0	2,500	2,500
62350 - BUILDING MAINTENANCE	5,917	6,766	5,000	5,300	7,000	0	7,000	7,000
62370 - OTHER IMPROVEMNTS - MAINT	1,110	1,085	1,400	1,400	1,900	0	1,900	1,900
62407 - VEHICLE INSURANCE	47,840	48,706	51,735	52,786	56,481	0	56,481	56,481
62435 - TRAINING	884	1,259	3,000	900	4,000	0	4,000	4,000
62436 - MEETINGS & DUES	454	314	325	325	1,000	0	1,000	1,000
62501 - WATER	1,328	2,201	1,596	1,596	1,891	0	1,891	1,891
62502 - SEWER	1,479	2,489	1,592	1,592	1,840	0	1,840	1,840
62503 - ELECTRICITY	10,950	9,204	6,801	7,533	7,000	0	7,000	7,000
62504 - HEATING FUEL	15,318	16,125	23,434	23,434	24,606	0	24,606	24,606
62510 - TELEPHONE	1,151	1,053	850	922	850	0	850	850
62603 - BUILDING RENTAL	70,512	77,376	78,686	78,686	80,024	0	80,024	80,024
62701 - OFFICE SUPPLIES	1,904	1,621	1,955	1,975	1,955	0	1,955	1,955
62715 - BOOKS AND PERIODICALS	69	0	0	0	0	0	0	0
62720 - REPAIR PARTS	193,701	190,766	217,680	207,000	228,564	0	228,564	228,564
62721 - ACCIDENT REPAIR	14,526	9,419	12,000	12,000	13,000	0	13,000	13,000
62733 - TOOLS	421	1,184	1,500	1,500	3,000	0	3,000	3,000
62734 - MINOR EQUIPMENT	400	0	0	0	0	0	0	0

	2011 - 2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Estimate	2014-2015 Department Base	2014-2015 Department Supplemental	2014 - 2015 Department Request	2014-2015 Manager Recommended
Account								
62755 - UNIFORMS	5,426	5,264	4,475	5,300	5,300	0	5,300	5,300
62760 - OPERATING SUPPLIES	12,248	14,856	12,000	12,000	12,000	0	12,000	12,000
62761 - SOFTWARE	2,601	1,595	3,818	3,818	4,500	0	4,500	4,500
62769 - GASOLINE AND DIESEL FUEL	446,529	428,946	481,165	454,366	487,668	0	487,668	487,668
62770 - OIL AND LUBRICANTS	7,003	10,905	18,200	18,000	20,200	0	20,200	20,200
62772 - TIRES	43,119	39,533	34,000	40,000	41,000	0	41,000	41,000
63414 - SHOP EQUIPMENT	6,337	5,015	5,000	5,659	5,000	0	5,000	5,000
65202 - INTEREST ON NOTES PAYABLE	-44	0	0	0	0	0	0	0
66104 - LOSS ON FIXED ASSETS	33,568	12,801	0	0	0	0	0	0
66203 - DEPRECIATION - MACH/EQUIP	415,221	415,265	430,000	421,000	430,000	0	430,000	430,000
62000 - OPERATING EXPENDITURES	1,682,861	1,638,682	1,720,233	1,681,124	1,767,317	0	1,767,317	1,767,317
Department Total	2,107,293	2,101,511	2,228,590	2,179,633	2,286,381	0	2,286,381	2,286,381

APPENDIX

FY 2014: Reconciliation of Adopted Budget to Current Budget

	Budget Book Amount	Budget Book Changes	Budget Process Changes	Budget Process Changes	Budget Detail	Budget Resolution	Encumbrance Adjustment	Carryforward Adjustment	COLA Adjustment	Council Action	Revised Operating Budget	Total Budgeted
Elected & Appointed Officials												
Mayor and City Council	114,018			17,000	114,018	2,268,951					114,018	114,018
Outside Agencies	207,000				207,000						207,000	207,000
Unclassified	97,075		17,000		114,075				(172,639)		114,075	114,075
Employee Benefits	447,549				447,549						274,910	274,910
Risk Management	224,126				224,126						224,126	224,126
City Manager	245,775				245,775				2,736		248,511	248,511
City Attorney	374,884				374,884				3,954		378,838	378,838
City Clerk	541,524				541,524			1,300	5,423		548,247	548,247
Administrative Services						8,011,741						
Assessment	407,166				407,166				4,018		411,184	411,184
Finance	1,329,470				1,329,470		77		12,841		1,342,388	1,342,388
Human Resources	294,110				294,110				3,157		297,267	297,267
IMS	1,117,986				1,117,986		10,102		8,523		1,199,400	1,199,400
Debt Service	4,863,009				4,863,009						4,863,009	4,863,009
Community Services				(17,000)		17,624,952						
Fire	6,240,107		(17,000)		6,223,107		1,250		50,468		6,274,825	6,274,825
Human Services	797,760				797,760				2,407		800,167	800,167
Library	1,261,834				1,261,834				13,113		1,274,947	1,274,947
Parks Rec & Facilities	1,389,083				1,389,083				8,096		1,397,179	1,397,179
Facilities	1,454,596				1,454,596		22,936		5,305		1,482,837	1,482,838
Police	6,359,434				6,359,434		23,917		15,306		6,398,657	6,398,657
Youth Services	139,138				139,138				1,275		140,413	140,413
Municipal Development Services						5,855,206						
Airport	549,317				549,317			8,500	1,463		559,280	559,280
Health & Code Enforcement	954,558				954,558				9,011		963,569	963,569
Planning	397,843				397,843				4,566		402,409	402,409
Public Works	3,953,488				3,953,488		65,076		20,978		4,055,416	4,055,415
Capital Projects	1,123,114				1,123,114						1,123,114	1,123,114
Subtotal: General Fund (01)	34,883,964				34,883,964	34,883,964	123,358	88,464			35,095,786	35,095,786
Plus: Bonded Capital Projects (separate)	1,325,000				1,325,000	1,325,000					1,325,000	1,325,000
Total: General Fund	36,208,964				36,208,964	36,208,964	123,358	88,464			36,420,786	36,420,786
Parking Meter Fund (14)	2,459,901				2,459,901	2,459,901	1,202		3,783		2,464,886	2,464,886
Water Fund (34)	3,513,635				3,513,635	3,513,635	22,295	13,699	9,819		3,559,447	3,559,447
Sewer Fund (32)	5,373,915				5,373,915	5,373,915	40,483	111,598	9,267		5,535,264	5,535,264
Equipment Fund (41)	2,226,653				2,226,653	2,226,653			1,937		2,228,590	2,228,590
Solid Waste Fund (18)	4,715,407				4,715,407	4,715,407	1,293		6,513		4,723,212	4,723,212
PC Replacement Fund (16)	81,225				81,225	81,225					81,225	81,225
Total: All Funds	53,254,700				53,254,700	53,254,700	188,631	213,761	31,318		53,688,410	53,688,410

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

Black Brook Corporate Park TIF District

	Actual FY12/13	Actual FY13/14	Budget FY14/15
Assessments in District	35,216,400	35,589,300	35,589,300
LESS: original assessed value	(12,546,600)	(12,546,600)	(12,546,600)
Captured Assessed Value	22,669,800	23,042,700	23,042,700
Property Tax Rate	\$31.40	\$32.75	\$34.11
Tax Revenues Available to Fund District Expenses	\$711,832	\$754,648	\$785,986
District Expenses:			
Principal	\$205,000	\$205,000	\$205,000
Interest	\$44,622	\$36,516	\$27,366
 Total District Expenses	\$249,622	\$241,516	\$232,366

Wells Street Parking Structure & Infrastructure Improvement TIF District

	Actual FY12/13	Actual FY13/14	Budget FY15/16
Assessments in District	85,862,700	86,977,700	93,930,100
LESS: original assessed value	(47,984,400)	(47,984,400)	(47,984,400)
 Captured Assessed Value	37,878,300	38,993,300	45,945,700
Property Tax Rate	\$31.40	\$32.75	\$34.11
Tax Revenues Available to Fund District Expenses	\$1,189,379	\$1,277,031	\$1,567,208
Courthouse Revenues supporting Debt Service	\$0	\$24,792	\$42,500
 Total District Revenues	\$1,189,379	\$1,301,822	\$1,609,708
District Expenses:			
Principal	\$503,100	\$589,000	\$595,000
Interest	\$114,625	\$139,875	\$139,307
Downtown Infrastructure Capital Reserve	\$300,000	\$100,000	\$100,000
Property Taxes (Courthouse)	\$0	\$0	\$257,728
 Total District Expenses	\$917,725	\$828,875	\$1,092,035



CITY OF KEENE

R-2014-06-A

6B₂

Fourteen

In the Year of Our Lord Two Thousand and
Relating to Fiscal Policies

A RESOLUTION

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
 - o 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
 - o 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
 - 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

PASSED March 6, 2014

- Capital Projects Fund – shall be used to account for the capital projects funded by any of the governmental funds
- ii. Proprietary Funds
 - 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
 - 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. Purchasing

- a. **Environmental Preferred 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.
 - i. Practices will be developed, implemented and adhered to that will reduce waste by increasing product efficiency and effectiveness.
 - ii. Products that minimize environmental impacts, toxins, pollution, and hazards to worker and community safety will be given preference to the greatest extent practicable.
 - iii. To the greatest extent possible and within budgetary constraints, the City of Keene will purchase products that:
 - o include recycled content,
 - o are durable and long-lasting,
 - o conserve energy and water,
 - o use agricultural fibers and residues,
 - o reduce greenhouse gas emissions.
 - iv. 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.
- b. **Collaboration.** The City may seek collaboration with other interested governmental entities or agencies to consolidate when possible and practicable employees, services, and the purchase of materials, supplies, and other consumables, when doing so:
 - i. reduces duplication of effort,
 - ii. provides for the efficient and effective use of public resources, and
 - iii. conforms to budgetary parameters and remains cost competitive.

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:
 - o A high level of cost recovery will negatively impact the delivery of service to low-income groups.
 - o Collecting the fees and charges is not cost effective.
 - o There is no intended relationship between the amount paid and the benefit received (e.g. social service programs).
 - o There is no intent to limit the use of the service (e.g. access to parks and playgrounds).
 - o 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:
 - o The service is also provided, or could be provided, by the private sector.
 - o The use of the service is discouraged (e.g. fire or police responses to false alarms).
 - o The service is regulatory in nature and voluntary compliance is not expected (e.g. building permits, plans review, subdivisions).
 - iv. Ambulance:
 - o Service fees shall be set at 75% above the Medicare-determined usual and customary charge.

- o 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
- o 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 **current revenue** capital outlay appropriations, on a five-year average, at or less than 15% of the General Fund **operating** 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)
 - iii. Other financing tools such as tax credits that leverage the City’s initial investment in a project.

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:
 - o Prolongs the useful life of the asset
 - o Adapts the asset to a new or different use
 - o Substantially increases the value of the asset
 - o 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. Fund Balance Classification Policies and Procedures

- a. Fund Balance: Fund balance represents the difference between current assets and liabilities and shall be comprised of non-spendable, restricted, committed, assigned and unassigned amounts defined as follows:
 1. Non-spendable fund balance - includes amounts that are not in spendable form such as inventory or prepaid expenses or are required to be maintained intact such as perpetual care or the principal of an endowment fund.
 2. Restricted fund balance - includes amounts that can only be spent for specific purposes stipulated by external resource providers such as grantors or, as in the case of special revenue funds, as established through enabling legislation.
 3. Committed fund balance - includes amounts that can be reported and expended as a result of motions passed by the highest decision making authority, the City Council.
 4. Assigned fund balance - includes amounts to be used for specific purposes including encumbrances and carry forwards authorized and fund balance to be used in the subsequent fiscal year.
 5. Unassigned fund balance - includes amounts that are not obligated or specifically designated and is available in future periods.
- b. Spending Prioritization: when an expenditure is incurred that would qualify for payment from multiple fund balance types, the City uses the following order to liquidate liabilities: restricted, committed, assigned and unassigned.

c. Net assets: net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations or other governments. All other net assets are reported as unrestricted.

X. Stabilization Funds

a. Unassigned 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.
 - o Unassigned 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.
 - o Fund balances 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.

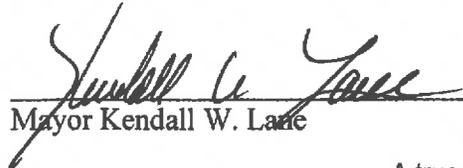
c. Capital Reserves.

- i. Capital Reserves, classified as committed funds, 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. Hazardous Waste Site Capital Reserve – for the clean-up, mitigation and testing associated with the old City landfill located at 580 Main Street
 - 5. Transfer/Recycling Center Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment
 - 6. City Hall Parking Deck Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment

7. Wells Street Parking Facility Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment
8. Landfill Closure Capital Reserve – for the closure and post-closure costs associated with the City landfill located at Route 12 North.
9. Wastewater Treatment Plant Capital Reserve – for the repair and replacement of major components of plant, including equipment and building
10. Martel Court Pumping Station Capital Reserve – for the repair and replacement of major components of station, including equipment building
11. Sewer Infrastructure Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment including pump stations and the collection system
12. Water Treatment Facility Capital Reserve – for the repair and replacement of major components of facility including pumps, controls, chemical systems, etc., and building components
13. 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
14. Fleet Equipment Capital Reserve – for the replacement of vehicles and equipment under the control of Fleet Services
15. Bridge Capital Reserve – for the construction, reconstruction and rehabilitation of bridges.
16. Downtown Infrastructure and Facility Improvement Capital Reserve – for infrastructure and facility improvements in the downtown.

XI. 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



 Mayor Kendall W. Lane

A true copy, attest:



 City Clerk

PASSED March 6, 2014

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**

(effective July 1, 2013)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	77,408	95,824	105,858
<u>E</u>	80,889	100,137	110,620
<u>V</u>	84,530	104,642	115,599
<u>E</u>	88,334	109,351	120,801
<u>L</u>	92,309	114,271	126,238
	96,463	117,700	130,024

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

**ADMINISTRATIVE AND CLERICAL
ANNUAL SALARY SCHEDULE**

Non Union

(effective July 1, 2013)

<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	26,916	28,127	29,393	30,716	32,098	33,542
S 2	28,127	29,393	30,716	32,098	33,542	35,051
S 3	29,393	30,716	32,098	33,542	35,051	36,628
S 4	30,716	32,098	33,542	35,051	36,628	38,276
S 5	32,098	33,542	35,051	36,628	38,276	39,998
S 6	33,542	35,051	36,628	38,276	39,998	41,798
S 7	35,051	36,628	38,276	39,998	41,798	43,679
S 8	36,628	38,276	39,998	41,798	43,679	45,645
S 9	38,276	39,998	41,798	43,679	45,645	47,699
S 10	39,998	41,798	43,679	45,645	47,699	49,845
S 11	41,798	43,679	45,645	47,699	49,845	52,088
S 12	43,679	45,645	47,699	49,845	52,088	54,432
S 13	45,645	47,699	49,845	52,088	54,432	56,881
S 14	47,699	49,845	52,088	54,432	56,881	59,441
S 15	49,845	52,088	54,432	56,881	59,441	62,116
S 16	52,088	54,432	56,881	59,441	62,116	64,911
S 17	54,432	56,881	59,441	62,116	64,911	67,832
S 18	56,881	59,441	62,116	64,911	67,832	70,884
S 19	59,441	62,116	64,911	67,832	70,884	74,074
S 20	62,116	64,911	67,832	70,884	74,074	77,407
S 21	64,911	67,832	70,884	74,074	77,407	80,890
S 22	67,832	70,884	74,074	77,407	80,890	84,530
S 23	70,884	74,074	77,407	80,890	84,530	88,334
S 24	74,074	77,407	80,890	84,530	88,334	92,309
S 25	77,407	80,890	84,530	88,334	92,309	96,463
S 26	80,890	84,530	88,334	92,309	96,463	100,804
S 27	84,530	88,334	92,309	96,463	100,804	105,340
S 28	88,334	92,309	96,463	100,804	105,340	110,080
S 29	92,309	96,463	100,804	105,340	110,080	115,034

City Code Section 62-194**ADMINISTRATIVE AND CLERICAL**

(effective July 1, 2013)

<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; Planning Technician; Paralegal; Executive Secretary
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant: Librarian II; Fund Manager; Payroll Administrator; Human Resources Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; 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; Contract Manager; Records Manager/Deputy City Clerk; Laboratory Manager
S 19	Highway Superintendent; Fleet Services Superintendent, Operations Manager; Code Enforcement and Inspections Manager
S 20	Assistant City Attorney; Systems Administrator
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	Code Enforcement Superintendent
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IMS Director; Database Administrator; Airport Director; Police Captain; Deputy Fire Chief
S 25	Parks, Recreation & Facilities Director; Human Resources Director; Library Director; Human Services/Youth Services Director; Assistant Finance Director/Assistant 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	NO POSITIONS ASSIGNED
S 29	NO POSITIONS ASSIGNED

AFSCME
HOURLY WAGE SCHEDULE
(effective July 1, 2014)

<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	13.94	14.98	15.66	16.35
H 2	14.56	15.66	16.35	17.08
H 3	15.22	16.35	17.08	17.86
H 4	15.87	17.08	17.86	18.64
H 5	16.60	17.86	18.64	19.50
H 6	17.36	18.64	19.50	20.35
H 7	18.12	19.50	20.35	21.28
H 8	18.96	20.35	21.28	22.24
H 9	19.81	21.28	22.24	23.26
H 10	20.66	22.24	23.26	24.30
H 11	21.65	23.26	24.30	25.43
H 12	22.60	24.30	25.43	26.54

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: Maintenance Mechanic
H 9	Mechanic II; Sign Maker; Utility Operator
H 10	Highway Foreman; Solid Waste Foreman: Maintenance Technician I; WWTF Operator
H 11	Water Meter Technician; Maintenance Electrician
H 12	Water & Sewer Foreman; Solid Waste Operations Foreman; Maintenance Technician II; Shop Manager

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE
Non Union
(effective July 1, 2013)**

<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	

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; 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; Solid Waste Operations Foreman

**AFT-NH Keene City Employees
HOURLY WAGE SCHEDULE
(effective July 1, 2014)**

<u>GRADE</u>	<u>STEP</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
5	17.18	17.95	18.76	19.60
7	18.76	19.60	20.48	21.40
8	19.60	20.48	21.40	22.37
9	20.48	21.40	22.37	23.37
12	23.37	24.42	25.51	26.65

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, 2014)**

<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	34,129	35,665	37,272	38,948	40,701	42,532
7	35,665	37,272	38,948	40,701	42,532	44,446
8	37,272	38,948	40,701	42,532	44,446	46,448
9	38,946	40,698	42,529	44,442	46,442	48,532
10	40,701	42,532	44,446	46,448	48,538	50,721
11	42,532	44,446	46,448	48,538	50,271	53,003
12	44,446	46,448	48,538	50,721	53,003	55,390
15	50,721	53,003	55,390	57,881	60,486	63,209
17	55,390	57,881	60,486	63,209	66,054	69,026

CLASS ALLOCATION

<u>GRADE</u>	
6	Account Clerk I; Administrative Assistant; Police Records Specialist; Police Records/Property Specialist
7	Account Clerk II; Administrative Assistant I; Parking Enforcement Officer
8	Police Dispatcher
9	Permit Technician; Administrative Specialist - Bureau of Criminal Investigations; Police Administrative/Accrediation Specialist
10	Laboratory Technician I; Automation Specialist; Assessing Technician; Deputy Tax Collector; Fleet Services Administrative Coordinator
11	Traffic Safety Specialist/Animal Control Officer; Housing Inspector
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, 2014)**

<u>Step</u>	<u>EMT</u>	<u>Lieutenant</u>	<u>Captain</u>
1	N/A	\$52,555.52	\$59,974.94
2	\$47,379.44	\$56,499.31	\$64,467.73
3	\$49,609.31	\$59,041.85	\$67,374.76
4	\$51,737.54	\$61,699.08	\$70,406.70
5	\$54,069.05	\$64,467.73	\$73,575.78
6	\$56,499.73	\$67,374.76	\$76,884.46
7	\$57,627.53	N/A	N/A



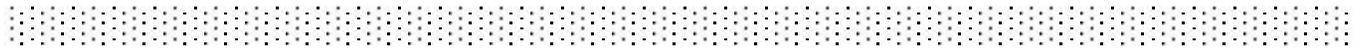
**POLICE UNIONS
HOURLY PAY SCHEDULE
(effective July 1, 2013)**

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

City Code Section 62-191

**PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
(effective July 1, 2013)**

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



City Code Section 62-192

**PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
(effective July 1, 2013)**

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

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

FUND - 01 - GENERAL FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11110	CASH	23,276,157.87	
11112	MONEY MARKET	380,051.91	
11115	INVEST-TD BANK NORTH	10,495,436.78	
11116	INVESTMENTS-NHPDIP	1,383,406.33	
11117	INVESTMENTS-PEOPLE'S BANK	11,197,465.41	
11120	PETTY CASH	1,760.00	
11125	ESCROW CASH	230,485.20	
	TOTAL CASH & EQUIVALENTS	46,964,763.50	.00
11201	PROPERTY TAXES	2,479.03	
11205	TAX OVERLAY		525,000.00
11207	TIMBER YIELD TAX	720.19	
11252	2009 PROPERTY TAX LIENS	131,913.25	
11253	2010 LIENS	190,230.11	
11254	2011 PROPERTY TAX LIENS	504,830.53	
11255	2012 PROPERTY TAX LIENS	962,139.27	
11282	ELDERLY/DISABLED TAX DEF	290,371.53	
	TOTAL TAXES RECEIVABLE	2,082,683.91	525,000.00
11303	AMBULANCE SVC RECEIVABLE	406,277.79	
11304	CEMETERY RECEIVABLES	14,359.25	
11305	FIRE ALARMS RECEIVABLE	7,205.00	
11306	FIRE MASTER BOX RCVBL	26,520.00	
11309	MISCELLANEOUS RECEIVABLE	5,174.79	
11311	ALARMS RECEIVABLE	28,653.29	
11312	DETAILS RECEIVABLE	11,357.06	
11317	SERVICES RECEIVABLES	3,984.18	
11321	RETIREE HLTH INS RCVBL	5,188.18	
11322	NSF FEES & CHARGES RCVBL	331.33	
11323	PARKS & REC RECEIVABLE	4,146.74	
11324	RENTS RECEIVABLE	33,473.54	
11398	OTHER RECEIVABLES	13,309.27	
11399	RESERVE FOR UNCOLLECTIBLE		148,356.77
	TOTAL ACCOUNTS RECEIVABLE	559,980.42	148,356.77
11520	TAX DEEDED PROPERTIES	55,832.42	
	TOTAL INVENTORIES	55,832.42	.00
11602	DUE TO/FROM PARKING FUND		686,229.71
11603	DUE TO/FROM SLD WST FUND		42,234.27
11604	DUE TO/FROM GRANT FUND		936,415.20
11605	DUE TO/FROM CPTL PRJ FUND		7,417,591.60
11606	DUE TO/FROM WATER FUND		3,784,298.45
11607	DUE TO/FROM SEWER FUND		4,554,746.36
11608	DUE TO/FROM FLEET MGT FND		493,401.84
11609	DUE TO/FROM PC REP FUND		265,522.16
11610	DUE TO/FROM EXP TRST FUND		
	TOTAL DUE TO/FROM OTHER FUNDS	1,834.32	18,180,439.59
11710	DUE FROM STATE GOVT	73,838.60	

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/13

FUND - 01 - GENERAL FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL DUE FROM OTHER GOVERNMENT		73,838.60	.00
11901	PREPAID ITEMS	381,610.52	
TOTAL OTHER ASSETS		381,610.52	.00
TOTAL CURRENT ASSETS		50,120,543.69	18,853,796.36
TOTAL ASSETS		50,120,543.69	18,853,796.36
TOTAL ASSETS		50,120,543.69	18,853,796.36
21101	GENERAL ACCOUNTS PAYABLE		309,970.53
21102	BID DEPOSITS & SECURITIES		70,490.98
21104	EMPLOYEES FUND PAYABLE		3,302.07
21105	SOCIAL SECURITY PAYABLE		35,525.81
21106	FEDERAL WITHHOLDING PYBL		36,954.90
21118	UNION DUES PYBL - FIRE		645.00
21120	DENTAL INSURANCE PAYABLE		16,671.72
21121	TAX PAYABLE		42.84
21123	WORKERS COMP PAYABLE		43,021.38
21128	ESCROW SECURITIES		230,485.20
21130	ACCRUED PAYROLL		174,109.77
21135	ICWA PAYABLE		4,689.76
21137	VALIC PAYABLE		777.88
21139	HRA PAYABLE ACCT		65,413.00
21143	PC LOAN PROGRAM		290.19
21144	HOLIDAY FUND		1,879.65
21157	MISCELLANEOUS DEDUCTION		478.60
21158	GREAT WEST 457		5,007.11
21175	UNAPPLIED TAX CREDITS		43,670.35
21176	PREPAID TAXES		19,897,273.63
21180	OTHER ACCOUNTS PAYABLE		29,243.71
TOTAL ACCOUNTS PAYABLE		.00	20,969,944.08
21211	ESCHEAT PROPERTY PYBL		7,633.11
21212	PAYROLL ESHEAT PAYABLE		749.55
TOTAL DUE TO OTHER GOVERNMENTS		.00	8,382.66
21301	LOT SALES		6,689.00
TOTAL DUE TO TRUSTS		.00	6,689.00
21400	DEFERRED REVENUES		1,461,671.57
21401	COLLECTIONS IN ADVANCE		5,648.11
TOTAL DEFERRED REVENUES		.00	5,648.11
TOTAL CURRENT LIABILITIES		.00	22,452,335.42
22303	MAIN-MARLBORO LOAN		1,206,380.00
TOTAL LOANS PAYABLE		.00	1,206,380.00
TOTAL LONG-TERM LIABILITIES		.00	1,206,380.00

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

FUND - 01 - GENERAL FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL LIABILITIES		.00	23,658,715.42
TOTAL LIABILITIES		.00	23,658,715.42
31000	FUND BALANCE		970,522.71
31100	UNRESERVED & UNDESIGNATED		7,525,561.16
31401	REVENUE BUDGET CONTROL	36,319,767.72	
31402	REVENUE CONTROL		32,809,591.66
31403	EXPENDITURE BUDGET CONTRL	33,697,643.62	36,319,766.21
31404	EXPENDITURE CONTROL		1.51
31405	BUDGET FUND BALANCE	70,017,411.34	69,129,359.38
TOTAL CONTROLS			
TOTAL FUND BALANCE		70,017,411.34	76,654,920.54
TOTAL FUND EQUITY		70,017,411.34	77,625,443.25
TOTAL EQUITIES		70,017,411.34	77,625,443.25
TOTAL GENERAL FUND		120,137,955.03	120,137,955.03

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

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
FUND - 14 - PARKING FUND			
11310	PARKING LOT RENTAL RCVBL	9,175.85	
11398	OTHER RECEIVABLES	3,879.47	
	TOTAL ACCOUNTS RECEIVABLE	13,055.32	.00
11601	DUE TO/FROM GENERAL FUND	686,229.71	
	TOTAL DUE TO/FROM OTHER FUNDS	686,229.71	.00
11901	PREPAID ITEMS	14,700.01	
	TOTAL OTHER ASSETS	14,700.01	.00
	TOTAL CURRENT ASSETS	713,985.04	.00
	TOTAL ASSETS	713,985.04	.00
	TOTAL ASSETS	713,985.04	.00
21101	GENERAL ACCOUNTS PAYABLE		996.66
21130	ACCRUED PAYROLL		6,208.12
21180	OTHER ACCOUNTS PAYABLE		55.14
	TOTAL ACCOUNTS PAYABLE	.00	7,259.92
	TOTAL CURRENT LIABILITIES	.00	7,259.92
	TOTAL LIABILITIES	.00	7,259.92
	TOTAL LIABILITIES	.00	7,259.92
31000	FUND BALANCE		
31100	UNRESERVED & UNDESIGNATED	47,021.77	837,914.49
31401	REVENUE BUDGET CONTROL	2,772,758.86	
31402	REVENUE CONTROL		1,800,480.67
31403	EXPENDITURE BUDGET CONTRL	1,884,648.27	2,772,759.35
31404	EXPENDITURE CONTROL	.49	
31405	BUDGET FUND BALANCE	4,657,407.62	4,573,240.02
	TOTAL CONTROLS		
	TOTAL FUND BALANCE	4,657,407.62	5,411,154.51
	TOTAL FUND EQUITY	4,704,429.39	5,411,154.51
	TOTAL EQUITIES	4,704,429.39	5,411,154.51
	TOTAL PARKING FUND	5,418,414.43	5,418,414.43

FUND - 16 - PC REPLACEMENT FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11601	DUE TO/FROM GENERAL FUND	265,522.16	
	TOTAL DUE TO/FROM OTHER FUNDS	265,522.16	.00
	TOTAL CURRENT ASSETS	265,522.16	.00
	TOTAL ASSETS	265,522.16	.00
	TOTAL ASSETS	265,522.16	.00
21180	OTHER ACCOUNTS PAYABLE		689.98
	TOTAL ACCOUNTS PAYABLE	.00	689.98
	TOTAL CURRENT LIABILITIES	.00	689.98
	TOTAL LIABILITIES	.00	689.98
	TOTAL LIABILITIES	.00	689.98
31000	FUND BALANCE		155,836.04
31100	UNRESERVED & UNDESIGNATED		49,111.59
31401	REVENUE BUDGET CONTROL	73,505.00	
31402	REVENUE CONTROL		108,565.49
31403	EXPENDITURE BUDGET CONTRL		73,505.00
31404	EXPENDITURE CONTROL	48,680.94	
	TOTAL CONTROLS	122,185.94	182,070.49
	TOTAL FUND BALANCE	122,185.94	231,182.08
	TOTAL FUND EQUITY	122,185.94	387,018.12
	TOTAL EQUITIES	122,185.94	387,018.12
	TOTAL PC REPLACEMENT FUND	387,708.10	387,708.10

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

FUND - 18 - SOLID WASTE

ACCOUNT	TITLE	DEBITS	CREDITS
11308	LAND FILL TIP FEE RCVBL	558,795.59	
11398	OTHER RECEIVABLES	27,671.16	
11399	RESERVE FOR UNCOLLECTIBLE		20,000.00
	TOTAL ACCOUNTS RECEIVABLE	586,466.75	20,000.00
11601	DUE TO/FROM GENERAL FUND	42,234.27	
	TOTAL DUE TO/FROM OTHER FUNDS	42,234.27	.00
11802	INTERFUND LOAN RECEIVABLE	1,470,000.00	
	TOTAL LOANS RECEIVABLE	1,470,000.00	.00
	TOTAL CURRENT ASSETS	2,098,701.02	20,000.00
	TOTAL ASSETS	2,098,701.02	20,000.00
	TOTAL ASSETS	2,098,701.02	20,000.00
21101	GENERAL ACCOUNTS PAYABLE		294,268.35
21130	ACCRUED PAYROLL		13,076.10
21180	OTHER ACCOUNTS PAYABLE		1,449.45
	TOTAL ACCOUNTS PAYABLE	.00	308,793.90
	TOTAL CURRENT LIABILITIES	.00	308,793.90
	TOTAL LIABILITIES	.00	308,793.90
	TOTAL LIABILITIES	.00	308,793.90
31000	FUND BALANCE		
31100	UNRESERVED & UNDESIGNATED	1,728,669.97	
31401	REVENUE BUDGET CONTROL		3,549,374.65
31402	REVENUE CONTROL	5,023,655.50	
31403	EXPENDITURE BUDGET CONTRL		4,543,943.30
31404	EXPENDITURE CONTROL	4,594,740.86	5,023,655.92
31405	BUDGET FUND BALANCE	9,618,396.78	
	TOTAL CONTROLS		9,567,599.22
	TOTAL FUND BALANCE	9,618,396.78	13,116,973.87
	TOTAL FUND EQUITY	11,347,066.75	13,116,973.87
	TOTAL EQUITIES	11,347,066.75	13,116,973.87
	TOTAL SOLID WASTE	13,445,767.77	13,445,767.77

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

FUND - 32 - SEWER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11307	INDUST PRE-TREAT RCVB/L	35,282.89	
11313	SEWER CHARGES RECEIVABLE	1,765,772.39	
11317	SERVICES RECEIVABLES	84,928.41	10,000.00
11399	RESERVE FOR UNCOLLECTIBLE		10,000.00
TOTAL	ACCOUNTS RECEIVABLE	1,885,983.69	
11501	MATERIALS & SUPPLIES	134,441.89	
TOTAL	INVENTORIES	134,441.89	.00
11601	DUE TO/FROM GENERAL FUND	4,554,746.36	
11614	DUR FR TRUST-MARTEL CT CR	513,478.62	
11618	DUE FR TRUST-SEWER INF CR	2,290,134.85	
11619	DUE FR TRUST-WWTP CAP RES	2,662,359.30	
TOTAL	DUE TO/FROM OTHER FUNDS	10,020,719.13	.00
11710	DUE FROM STATE GOVT	159,873.92	
TOTAL	DUE FROM OTHER GOVERNMENT	159,873.92	.00
11801	PROMISSORY NOTES REC	182,410.00	
TOTAL	LOANS RECEIVABLE	182,410.00	.00
11901	PREPAID ITEMS	64,917.67	
11999	DEF:PREM ON BOND RFNANCE	89,026.45	
TOTAL	OTHER ASSETS	153,944.12	.00
TOTAL	CURRENT ASSETS	12,537,372.75	10,000.00
12101	GENERAL LAND	580.00	
TOTAL	LAND	580.00	.00
12209	CONSTRUCTION	9,921,746.03	
TOTAL	CONSTRUCTION	9,921,746.03	.00
12315	LAND IMPROVEMENTS	246,433.01	
12316	INFRASTRUCTURE	21,577,023.15	
TOTAL	OTHER IMPROVEMENTS	21,823,456.16	.00
12418	EQUIPMENT	8,369,477.40	
TOTAL	MACHINERY & EQUIPMENT	8,369,477.40	.00
12501	CONSTRUCTION IN PROGRESS	4,784,768.44	
TOTAL	CONSTRUCTION IN PROGRESS	4,784,768.44	.00
12743	DEP: LAND IMPROVEMENTS		211,016.26
12744	DEP: CONSTRUCTION		5,676,088.57
12745	DEP: INFRASTRUCTURE		8,275,963.14
12746	DEP: EQUIPMENT		7,351,709.58
TOTAL	ACCUMULATED DEPRECIATION	.00	21,514,777.55
TOTAL	FIXED ASSETS	44,900,028.03	21,514,777.55
TOTAL	ASSETS	57,437,400.78	21,524,777.55

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

FUND - 32 - SEWER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL ASSETS		57,437,400.78	21,524,777.55
21101	GENERAL ACCOUNTS PAYABLE		430,264.81
21103	COMPENSATED ABSENCE PYBL		139,913.62
21130	ACCRUED PAYROLL		26,331.70
21160	INTEREST PAYABLE		41,061.16
21180	OTHER ACCOUNTS PAYABLE		109,870.42
TOTAL ACCOUNTS PAYABLE		.00	747,441.71
TOTAL CURRENT LIABILITIES		.00	747,441.71
22110	SEWER REHAB (95)		36,157.78
22118	SEWER REHAB99/07 SERIES A		90,006.03
22119	ADV.TREATMENT R-2005-18		271,400.00
22121	SEWER MAIN IMP R-2006-27		885,000.00
22122	SEWER MAIN IMP R-2007-27		1,016,300.00
22123	PRIORITY INSPECT R-2008-2		240,000.00
22124	ADV TRTWTNT R-2008-23		1,105,000.00
22125	FY 13 SEWER MAIN IMP		926,800.00
22126	FY 13 MARTELL CRT IMP		1,184,300.00
TOTAL GENERAL OBLIGATION BONDS		.00	5,754,963.81
22201	BLACK BRK 96/07 SERIES A		184,518.00
TOTAL TAX INCREMENT FINANCING		.00	184,518.00
22220	SEWER MAINS R-2005-20		910,400.00
TOTAL GENERAL OBLIGATION BONDS		.00	910,400.00
22303	MAIN-MARLBORO LOAN		129,612.00
22304	ARRA 09 INFRA		1,056,870.92
22305	ARRA 2010 INFRA		1,415,258.04
TOTAL LOANS PAYABLE		.00	2,601,740.96
TOTAL LONG-TERM LIABILITIES		.00	9,451,622.77
TOTAL LIABILITIES		.00	10,199,064.48
TOTAL LIABILITIES		.00	10,199,064.48
31000	FUND BALANCE		1,330,505.11
31100	UNRESERVED & UNDESIGNATED		23,553,620.70
31401	REVENUE BUDGET CONTROL	5,295,937.13	
31402	REVENUE CONTROL		5,897,227.56
31403	EXPENDITURE BUDGET CONTRL		5,831,460.45
31404	EXPENDITURE CONTROL	5,067,794.62	
31405	BUDGET FUND BALANCE	535,523.32	
TOTAL CONTROLS		10,899,255.07	11,728,688.01
TOTAL FUND BALANCE		10,899,255.07	35,282,308.71
TOTAL FUND EQUITY		10,899,255.07	36,612,813.82

PENTAMATION ENTERPRISES
 DATE: 04/24/2014
 TIME: 09:38:17

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

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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FUND - 32 - SEWER FUND	ACCOUNT	TITLE	DEBITS	CREDITS
			10,899,255.07	36,612,813.82
			68,336,655.85	68,336,655.85
			TOTAL EQUITIES	
			TOTAL SEWER FUND	

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/13

FUND - 34 - WATER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11314	WATER CHARGES RECEIVABLE	1,286,792.67	
11315	FIRE LINE RECEIVABLE	60,114.78	
11316	HYDRANT RENTAL RECEIVABLE	40,934.44	
11317	SERVICES RECEIVABLES	6,720.46	
11399	RESERVE FOR UNCOLLECTIBLE		2,500.00
TOTAL	ACCOUNTS RECEIVABLE	1,394,562.35	2,500.00
11501	MATERIALS & SUPPLIES	138,814.32	
TOTAL	INVENTORIES	138,814.32	.00
11601	DUE TO/FROM GENERAL FUND	3,784,298.45	
11615	DUE FR TRUST-WTF CAP RES	494,946.53	
11620	DUE FR TRUST-WATER INF CR	1,686,625.17	
TOTAL	DUE TO/FROM OTHER FUNDS	5,965,870.15	.00
11901	PREPAID ITEMS	242.67	
11999	DEF:PREM ON BOND REFNANCE	27,307.65	
TOTAL	OTHER ASSETS	27,550.32	.00
TOTAL	CURRENT ASSETS	7,526,797.14	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	29,070,127.33	
TOTAL	OTHER IMPROVEMENTS	29,251,809.72	.00
12418	EQUIPMENT	4,984,375.55	
TOTAL	MACHINERY & EQUIPMENT	4,984,375.55	.00
12501	CONSTRUCTION IN PROGRESS	2,658,147.33	
TOTAL	CONSTRUCTION IN PROGRESS	2,658,147.33	.00
12743	DEP: LAND IMPROVEMENTS		175,992.40
12744	DEP: CONSTRUCTION		3,516,127.78
12745	DEP: INFRASTRUCTURE		13,606,521.11
12746	DEP: EQUIPMENT		2,931,891.22
TOTAL	ACCUMULATED DEPRECIATION	.00	20,230,532.51
TOTAL	FIXED ASSETS	45,456,966.66	20,230,532.51
TOTAL	ASSETS	52,983,763.80	20,233,032.51
TOTAL	ASSETS	52,983,763.80	20,233,032.51

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/13

FUND - 34 - WATER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
21101	GENERAL ACCOUNTS PAYABLE		57,313.98
21103	COMPENSATED ABSENCE PYBL		93,833.31
21130	ACCRUED PAYROLL		16,660.68
21160	INTEREST PAYABLE		19,781.51
21180	OTHER ACCOUNTS PAYABLE		32,410.54
	TOTAL ACCOUNTS PAYABLE	.00	220,000.02
21401	COLLECTIONS IN ADVANCE		12,790.92
	TOTAL DEFERRED REVENUES	.00	12,790.92
	TOTAL CURRENT LIABILITIES	.00	232,790.94
22106	WATER SUPPLY PROTECT (95)		86,795.05
22107	WATER DIST97/07 SERIES A		33,981.49
	TOTAL GENERAL OBLIGATION BONDS	.00	120,776.54
22201	BLACK BRK 96/07 SERIES A		506,419.50
	TOTAL TAX INCREMENT FINANCING	.00	506,419.50
22303	MAIN-MARLBORO LOAN		134,008.00
22304	ARRA 09 INFRA		655,395.01
22305	ARRA 2010 INFRA		627,365.64
22306	ARRA SWANZEY METERS		70,813.43
22308	FOX AVE/TANK MIXERS SRF		164,496.00
	TOTAL LOANS PAYABLE	.00	1,652,078.08
	TOTAL LONG-TERM LIABILITIES	.00	2,279,274.12
	TOTAL LIABILITIES	.00	2,512,065.06
	TOTAL LIABILITIES	.00	2,512,065.06
31000	FUND BALANCE		7,019,483.79
31100	UNRESERVED & UNDESIGNATED		22,629,896.40
31401	REVENUE BUDGET CONTROL	3,488,993.31	
31402	REVENUE CONTROL		4,009,824.05
31403	EXPENDITURE BUDGET CONTRL	3,420,538.01	
31404	EXPENDITURE CONTROL	350,689.70	
31405	BUDGET FUND BALANCE	7,260,221.02	
	TOTAL CONTROLS		7,849,507.06
	TOTAL FUND BALANCE	7,260,221.02	30,479,403.46
	TOTAL FUND EQUITY	7,260,221.02	37,498,887.25
	TOTAL EQUITIES	7,260,221.02	37,498,887.25
	TOTAL WATER FUND	60,243,984.82	60,243,984.82

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/13

FUND - 41 - FLEET MANAGEMENT FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11317	SERVICES RECEIVABLES	9,099.86	
11399	RESERVE FOR UNCOLLECTIBLE		200.00
TOTAL	ACCOUNTS RECEIVABLE	9,099.86	200.00
11501	MATERIALS & SUPPLIES	163,841.53	
TOTAL	INVENTORIES	163,841.53	.00
11601	DUE TO/FROM GENERAL FUND	493,401.84	
11616	DUE FR TRUST-EQUIP CAP RE	827,022.32	
TOTAL	DUE TO/FROM OTHER FUNDS	1,320,424.16	.00
TOTAL	CURRENT ASSETS	1,493,365.55	200.00
12417	VEHICLES	3,756,232.57	
12418	EQUIPMENT	2,579,236.28	
TOTAL	MACHINERY & EQUIPMENT	6,335,468.85	.00
12746	DEP: EQUIPMENT		2,142,302.99
12747	DEP: LICENSED VEHICLES		2,627,148.58
TOTAL	ACCUMULATED DEPRECIATION	.00	4,769,451.57
TOTAL	FIXED ASSETS	6,335,468.85	4,769,451.57
TOTAL	ASSETS	7,828,834.40	4,769,651.57
TOTAL	ASSETS	7,828,834.40	4,769,651.57
21101	GENERAL ACCOUNTS PAYABLE		50,097.71
21103	COMPENSATED ABSENCE PYBL		27,722.57
21130	ACCRUED PAYROLL		9,182.85
21180	OTHER ACCOUNTS PAYABLE		5,057.18
TOTAL	ACCOUNTS PAYABLE	.00	92,060.31
TOTAL	CURRENT LIABILITIES	.00	92,060.31
TOTAL	LIABILITIES	.00	92,060.31
TOTAL	LIABILITIES	.00	92,060.31
31000	FUND BALANCE		126,618.99
31100	UNRESERVED & UNDESIGNATED		2,806,398.91
31401	REVENUE BUDGET CONTROL	2,152,480.00	
31402	REVENUE CONTROL		2,149,965.40
31403	EXPENDITURE BUDGET CONTRL		2,152,479.94
31404	EXPENDITURE CONTROL	2,115,860.78	
31405	BUDGET FUND BALANCE	4,268,340.78	.06
TOTAL	CONTROLS	4,268,340.78	4,302,445.40
TOTAL	FUND BALANCE	4,268,340.78	7,108,844.31
TOTAL	FUND EQUITY	4,268,340.78	7,235,463.30

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

FUND - 41 - FLEET MANAGEMENT FUND			
ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL EQUITIES		4,268,340.78	7,235,463.30
TOTAL FLEET MANAGEMENT FUND		12,097,175.18	12,097,175.18
TOTAL REPORT		280,067,661.18	280,067,661.18