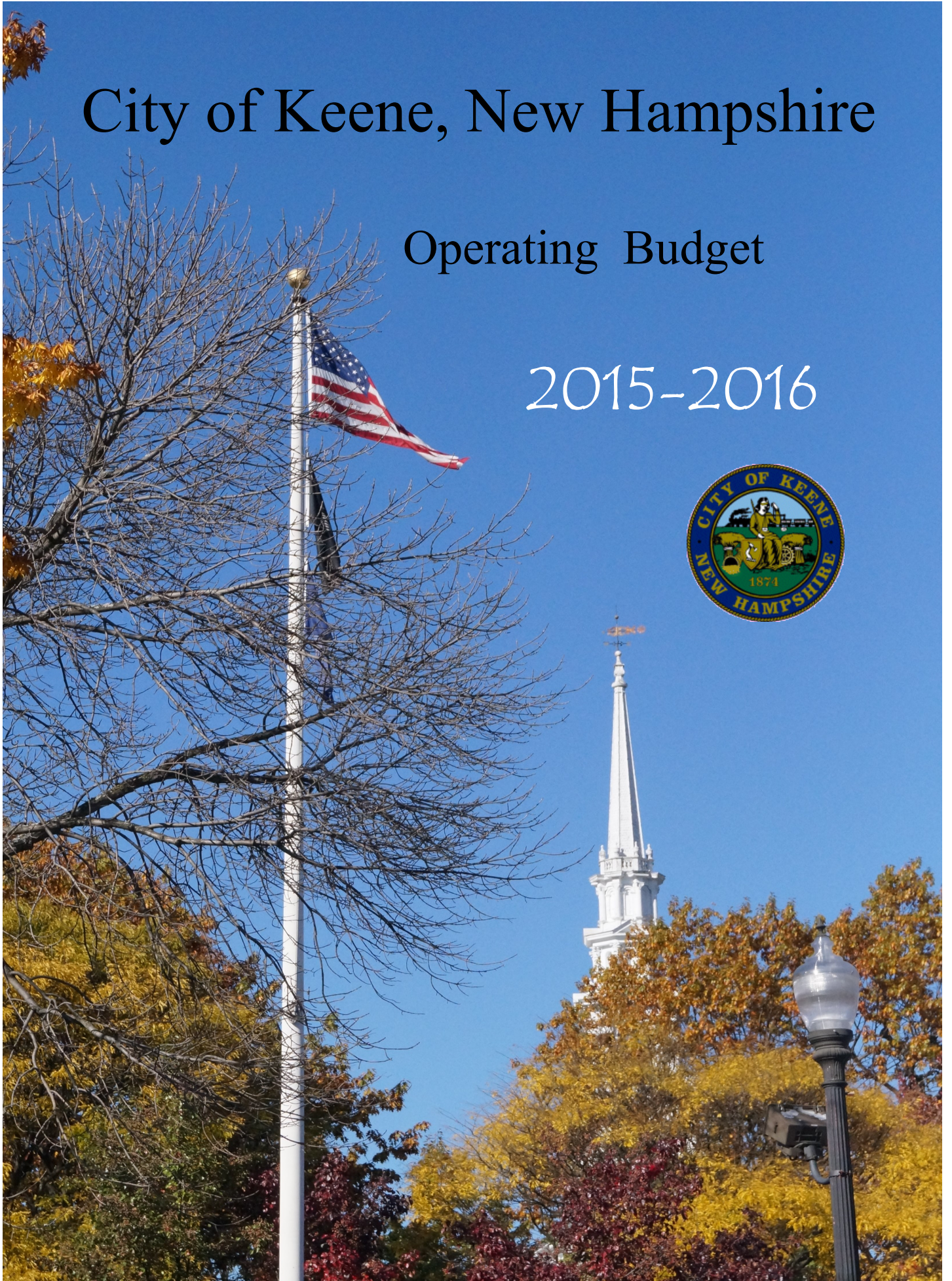


City of Keene, New Hampshire

Operating Budget

2015-2016



**CITY OF KEENE, NEW HAMPSHIRE
2015/2016 PROPOSED OPERATING BUDGET**

TABLE OF CONTENTS

	<u>Page</u>		<u>Page</u>
City Manager Budget Message.....	1	Budget Reconciliation.....	240
Mayor, City Council & Appointed Officials.....	7	Tax Increment Financing Districts Statement.....	241
Organization ...Chart.....	8	Fiscal Policies (R-2015-05).....	242
Supplemental Items List.....	9	Annual Salary - Council Appointments.....	252
General Fund Operating Revenues Summary.....	10	Hourly Wage Schedule - PW Non Union.....	253
General Fund Operating Expenditures Summary.....	12	Annual Salary - Administrative - Non Union.....	254
General Fund Revenue.....	13	Hourly Wage Schedule - Public Works Union.....	256
Mayor & City Council.....	22	Hourly & Annual Wage - Keene City Employees Union	257
Outside Agencies.....	23	Annual Salary Schedule - Fire Unions.....	258
Unclassified Items.....	25	Hourly Pay Schedule - Police Unions.....	258
General Fund Capital Projects.....	26	Hourly Wage Schedule - Probationary Firefighter.....	259
Employee Benefits.....	28	Hourly Wage Schedule - Probationary Police Officer....	259
Risk Management.....	29	General Fund Balance Sheet (6/30/14).....	260
City Manager.....	30	Parking Fund Balance Sheet (6/30/14).....	263
City Attorney.....	32	PC Replacement Fund Balance Sheet (6/30/14).....	264
City Clerk.....	36	Solid Waste Fund Balance Sheet (6/30/14).....	265
Administrative Services.....	44	Sewer Fund Balance Sheet (06/30/14).....	266
Assessment Department.....	45	Water Fund Balance Sheet (06/30/14).....	269
Finance Department.....	49	Equipment Fund Balance Sheet (6/30/14).....	271
Human Resources Department.....	56		
Information Technology Department.....	60		
General Fund Debt Service.....	64		
Community Services.....	67		
Fire Department.....	68		
Human Services Department.....	78		
Library Department.....	84		
Parks, Recreation & Facilities Department.....	92		
Police Department.....	111		
Youth Services Department.....	121		
Municipal Development Services.....	128		
Airport Department.....	129		
Health & Code Enforcement Department.....	134		
Planning Department.....	140		
Public Works Department.....	144		
Parking Fund.....	163		
PC Fund.....	176		
Solid Waste Fund.....	183		
Sewer Fund.....	196		
Water Fund.....	213		
Equipment Fund.....	230		

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City of Keene

New Hampshire

May 1, 2015

Mayor Lane and members of the Keene City Council:

I am pleased to present on, behalf of your City staff, the proposed operating budget for fiscal year 2016. They have worked tirelessly to produce and refine these results. In particular, City staff have shown great restraint and a willingness to do whatever it takes to reduce expenses and stretch valuable resources through a commitment to extraordinary team-building, a process that goes on non-stop through-out the year. Truly they have come to understand the importance of each other's contribution as it relates to the long-term sustainability of the community. Thus police, fire, public works, library and the other less visible departments have all come together to bring forward a budget that presents their combined efforts to put forth the very best budget for all of Keene's citizens, individuals and corporate entities alike.

I am also appreciative of the City Council's efforts to respond to the needs of neighborhoods and individual citizens. Having gone seven years without an appreciable increase in any revenue source other than property taxes, yet continuing to be responsive to community concerns as they arise, is nothing less than incredible. Also, during this time and despite these revenue challenges, important projects advancing our goal to be the best city in America by 2028 have been envisioned and successfully implemented. New priorities and projects, such as trail network expansion, recreation opportunities and facility upgrades, and the future library campus, have been added to the CIP. Each of these projects will continue to propel us forward to our goal in 2028, while remaining fiscally responsible to the City's taxpayers.

The City has successfully met many challenges over the last several years, including those presented by the need for infrastructure improvements, technological advancements, and natural and man-made disasters. However, other difficult challenges remain, including the disruptions caused by a society that has been thrown into transition by decades-long wars, the profusion and impacts of social media, and the erosion of faith based and other institutions. While these are not challenges that the City can directly address, they will influence how the City reacts to challenges in the future.

In adopting annual operating budgets, the City Council has recognized and endorsed the goals and objectives of the various departments in furthering the vision behind the Comprehensive Master Plan. The City Council has also emphasized that staff ensure that the intended return on investment is clearly demonstrated. Every hard earned dollar of our citizenry must be spent in a manner that enhances Keene's future and its citizen's wellbeing. Of course there is not unanimity on every expenditure or program, but the budget that is subsequently adopted will come closest to this objective.

This year's proposed budget provides a solid foundation for Keene's future development. By leveraging opportunities provided through grants, tax incentives, capital campaigns, and public-private partnerships, we can continue to support our vibrant and dynamic community. Examples of the successes we can celebrate from these efforts include both the new Court House in our downtown, and the construction of the new indoor ice rink in partnership with Keene ICE which is now underway. Future projects, include proposed Library connector, opportunities for development of the City's East Side, from the former middle school to the former Kingsbury property, the Gilbo Ave area, the former Public Works properties on lower Main Street, and the Airport, all of which hold enormous potential for the continued vibrancy of the City.

Other opportunities include the Senior Center that could be merged into the Parks & Recreation building to become the place for the future generation of seniors to gather and continue to be an important part of the social fabric of a dynamic society; a skate park; a dog park; general improvements to Wheelock Park; Carpenter Field and the adjacent vacant property which could open up a river walk, play fields, the farmers market, new housing, retail, and office space; and many more possibilities.

The budget that follows is mindful of these goals, objectives, services, and costs, and, if adopted, will allow us to continue the steady advancement of this place we call home.

GENERAL FUND FINANCIAL INDICATORS

The City has developed and adopted 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 limit these expenditures, on a five-year average, at or less than 15% of General Fund operating budget 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 FY15/16 of 16.3% (as reflected in the FY 16-21 CIP) is consistent with FY 14/15. The capital plan, projected by the recently adopted CIP, forecasts this measure to move downward reaching and falling below this policy benchmark in its out years.

In development of the annual budget, City staff utilize a component of fiscal policy that provides a formula for determining tax revenue increases that considers the Boston Consumer Price Index (CPI), net of expenditures required by law and debt service payments. In recent years, City budget results (with the exception of FY15) have out-performed this benchmark as illustrated in the comparison provided below:

Fiscal Year	Tax Revenue Increase per Policy		Actual Tax Revenue Increase	
FY12	\$1,313,275	6.30%	\$531,651	2.46%
FY13	\$701,352	3.30%	\$624,748	2.92%
FY14	\$826,463	3.76%	\$471,504	2.15%
FY15	\$314,590	1.40%	\$881,317	3.93%
FY16 (projected)	\$987,896	4.23%	\$913,633	3.92%

In 2014, measurement of the Boston-Brockton-Nashua Consumer Price Index (CPI) by the Bureau of Labor Statistics resulted in an increase of 1.61% (the Northeast Urban CPI was up 1.38% for the same period). This adjustment to the CPI would allow for a property tax revenue increase in FY16 of \$375,674. The impact of the 2015 change in retirement rates is approximately \$110,000, which is an additional .47%. Budgeted debt service has increased by \$502,222 from FY14/15 to FY 15/16, which accounts for an additional 2.15% increase in property taxes. Combined, these increases total \$987,896 or 4.23%. When considered in the context of historical performance, over time this guideline has reflected organizational efforts and innovation in implementing measures that institutionalize cost avoidance into City operating budgets.

In the General Fund, unassigned fund balance is a key indicator of the City's ability to withstand and respond to fiscal challenges and opportunities. City fiscal policy establishes a target range of 7% to 10% of the total of the City's General Fund budget, local and state education taxes, and the county tax. To provide this estimate of fiscal condition, we begin with a number from the audited financials for FY14: the unassigned fund balance or that available for expenditure. Anticipated budgetary savings or any assignments of fund balance then included. Anticipated budgetary use of fund balance during FY15 (assigned fund balance) is finally considered to provide an estimate of anticipated unassigned fund balance going into FY16.

ESTIMATED YEAR END 06/30/15 INFORMATION:			
Policy to retain unassigned fund balance at 7% =		\$	5,475,446
Policy to retain unassigned fund balance at 10% =		\$	7,822,066
<u>Estimated Unappropriated Fund Balance For FY15</u>			
Unassigned Fund Balance @ 06/30/14		\$	6,844,061
Less: estimated addition to (use of) fund balance in FY16		\$	(1,000,000)
est: carryovers		\$	(150,000)
est: encumbrances		\$	(125,000)
estimated budgetary savings FY 15		\$	767,232,
Net unassigned fund balance at year end FY 15		\$	6,336,293
	Total Budget &		Policy Target
	Tax Assessments		7.00%
			10.00%
FY15/16 city operating budget	\$ 38,421,569	\$ 2,689,510	\$ 3,842,157
2015 local school tax assessment	\$ 29,378,981	\$ 2,056,529	\$ 2,937,898
2015 state education tax assessment	\$ 4,207,896	\$ 294,553	\$ 420,790
2015 county property tax assessment	\$ 6,212,209	\$ 434,855	\$ 621,221
TOTAL	\$ 78,220,655	\$ 5,475,446	\$ 7,822,066
This calculation reveals that the City estimates that it will be retaining fund balance at:		8.10%	on June 30, 2015

As shown, unassigned fund balance at the close of FY15 considering those assignments anticipated in the FY16 budget document, is estimated at 8.10% demonstrating compliance with this policy parameter.

OTHER REVENUES:

Non-tax revenues overall are projected to remain steady again in FY16, 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 in 2016. This significant non-tax revenue source is expected to exceed 2008 collection levels in FY 2014/15, and a small but significant increase over projected FY15 receipts is budgeted in FY16. Revenues derived from leases will see small increases with rental rates tied to CPI indexes.

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.

The proposed budget, however, includes an increase in the amount of \$56,000 in the highway block grant under legislation passed in 2014. While the recently passed House budget anticipates the removal of funding for the increase, it is included in the proposed budget. The Meals and Rooms tax revenue formula was adjusted in 2014, impacting the FY 14/15 City budget, and proving approximately \$70,000 in additional revenue. The proposed FY16 maintains the budget at the FY15 level. Another State revenue source resulting from flood control agreements, returned to FY11 levels by the current State budget, is projected to continue as well.

The Keene School District continues to reimburse the City for 75% of the budget for the School Resource Officer, and a small increase in that budget and reimbursement are included in the proposed budget. Keene State College continues to reimburse the City in the amount of \$10,000 in recognition of the cost impact of the college population on the Keene Police department's prosecutorial load, as well as reimbursing the City for the budget amount of one police officer. The extension of the Municipal Services Agreement in 2015 resulted in a budget increase of \$100,000 in the proposed FY16 budget compared to the FY15 budget.

Solid revenue growth in FY14 in ambulance fees, and conservative budgeting in FY15, results in a significant budget increase for ambulance fees in the proposed budget.

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%. At the time of this writing (April, 2015), the City anticipates issuing debt in May, 2015.

This year's capital budget, as endorsed by the City Council in March of 2015, advances the following projects to be financed through the sale of bonds in FY 2015/16:

				<i>term</i>
R-2015-19	General Fund	Consolidated Infrastructure	\$1,365,000	10
R-2015-20	General Fund	City Hall Boiler Replacement / Oil Tank	\$103,000	10
R-2015-21	General Fund	Defibrillator Replacement	\$68,000	7
R-2015-22	General Fund	Flood Management	\$397,000	10
		SUBTOTAL - GENERAL FUND	\$1,933,000	
R-2015-23	Sewer Fund	Transfer Station Tip Floor Replacement	\$212,000	10
		SUBTOTAL - SOLID WASTE FUND	\$212,000	
		TOTAL - ALL FUNDS	\$2,145,000	

In addition to those capital budget projects funded through long-term debt, this year's CIP advanced many projects identified as City priorities that are funded through current revenues, capital reserves, grants, and donations including airport runway maintenance, improvements, and snow removal equipment acquisition, ambulance and fire apparatus replacement, the Cheshire Branch North Bicycle Path development, bridge replacement at Route 101 and South Main, drainage improvements, upgrades to computer network equipment, replacement or relining of water and sewer mains, rehabilitation of the Wells Street Parking Deck, and many other projects.

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.

One new full-time position, Police Dispatch Supervisor is presented as a supplemental item, and is funded for nine weeks in FY 2015/16. 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 prove additional front line dispatch coverage, as well as division leadership. The position, if approved, will be funded for the full year in the FY 2016/17 budget. The budget increase for the full year, in the context of the proposed FY 2015/16 budget, will be approximately \$70,000, which may be partially offset by reduced overtime in the Dispatch operation.

The City workforce is made up of unionized and non-union employees. The unionized employees fall under one of six collective bargaining agreements (CBAs). Agreements have been negotiated providing wage adjustments in FY16 as listed below.

Group	Contract Expiration	FY16 Increase
AFSCME - Public Works	6/30/2015	<i>to be negotiated</i>
IAAF - Keene Firefighters	6/30/2016	2.5%
IAAF - Keene Fire Supervisors	6/30/2016	2.5%
NHFT - Keene City Employees	6/30/2016	2.25%
NHFT - Keene Police Officers	6/30/2017	2.5%
NHFT - Keene Police Supervisors	6/30/2015	<i>to be negotiated</i>

With the exception of AFSCME and Keene Police Supervisors, unionized employees were under contract when the City's budget development process began. Funding of wage adjustments for unionized employees under contract and the Keene Police Supervisors (under the terms of the existing contract, which ties supervisor wages to officer wage levels) are included in the proposed operating budget in the appropriate departments. An allowance for non-union and AFSCME wage adjustments is included within employee benefits. Continued adjustment of employee contributions toward health care has been a consideration in negotiated agreements.

Bi-annual rate adjustments by the NH Retirement System were 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.

CONCLUSION:

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. 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 fluid and cursive, with a large loop at the end of the last name.

John A. MacLean
City Manager

BUDGET DEVELOPMENT

Fiscal policies provide ongoing guidance to the City staff on matters pertaining to fiscal and finance related issues.

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.

The 2015 Fiscal Policies, adopted by the City Council on February 19, 2015, are included in the appendix of this document.

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 FY16 funding levels, and estimates of revenue and reflecting policy's operating budget planning horizon expenses for FY16/17 and FY17/18. 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 2015.
- 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 FY15/16 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:

- **V**alue everyone
- **O**btain public input
- **I**nform the public
- **C**ontinually assess facilities and infrastructure
- **E**stablish 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.

City Government Keene, New Hampshire

ELECTED OFFICIALS

	Name	Term Expires*	2015 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

**CITY OF KEENE, NEW HAMPSHIRE
Supplemental Items List - FY15/16 Budget**

Cost Center	Cost Center	Amount	Notes	requested amount	amount included in CM recommendation
<u>General Fund</u>					
Mayor and Council	00001 63403	\$ 24,780	Council Chamber furniture	\$ 24,780	\$ 24,780
Outside Agencies	00002 62133	\$ 7,000	Keene Senior Center	\$ 7,000	\$ -
Outside Agencies	00002 62134	\$ 3,000	Monadnock Substance Abuse	\$ 3,000	\$ -
Outside Agencies	00002 62135	\$ 3,000	Big Brothers / Big Sisters	\$ 3,000	\$ -
Outside Agencies	00002 62136	\$ 5,000	Keene Community Kitchen	\$ 5,000	\$ -
Outside Agencies	00002 62142	\$ 1,000	Transporting	\$ 1,000	\$ -
Outside Agencies	00002 62154	\$ 5,000	HIV Task Force	\$ 5,000	\$ 5,000
Outside Agencies	00002 62155	\$ 5,000	Monadnock Region Child Advocacy	\$ 5,000	\$ 5,000
Outside Agencies	00002 62156	\$ 500	CASA	\$ 500	\$ -
Unclassified	00003 62181	\$ 1,500	Partner City	\$ 1,500	\$ 1,500
Health and Code	01802 62744	\$ 5,000	Permit System software	\$ 5,000	\$ 5,000
Human Services - General Assistance	01001 62454	\$ 22,000	General Assistance	\$ 22,000	\$ -
Fire - Ambulance	00810 61520	\$ 7,949	OT - Vacation Replacement	\$ 7,949	\$ -
Fire - Ambulance	00810 61521	\$ 28,399	OT - Sick Replacement	\$ 28,399	\$ -
Fire - Ambulance	00810 61522	\$ 4,699	OT - Personal Day Rep	\$ 4,699	\$ -
Fire - Ambulance	00810 61713	\$ 11,899	Retirement	\$ 11,899	\$ -
Fire - Ambulance	00810 61704	\$ 592	Social Security	\$ 592	\$ -
Fire - Ambulance	00810 61705	\$ 1,180	Workers Compensation	\$ 1,180	\$ -
Fire - Suppression	00811 61520	\$ 50,746	OT - Vacation Replacement	\$ 50,746	\$ -
Fire - Suppression	00811 61521	\$ 26,621	OT - Sick Replacement	\$ 26,621	\$ -
Fire - Suppression	00811 61522	\$ 9,167	OT - Personal Day Rep	\$ 9,167	\$ -
Fire - Suppression	00811 61713	\$ 25,218	Retirement	\$ 25,218	\$ -
Fire - Suppression	00811 61704	\$ 1,253	Social Security	\$ 1,253	\$ -
Fire - Suppression	00811 61705	\$ 2,500	Workers Compensation	\$ 2,500	\$ -
Police Dispatch	01401 61304	\$ 53,003	Dispatch Supervisor - new position FUNDED FOR 9 WEEKS	\$ 53,003	\$ 9,174
Police Dispatch	01401 61601	\$ 2,512	Holiday Pay	\$ 2,512	\$ 435
Police Dispatch	01401 61701	\$ 16,526	Health Insurance	\$ 16,526	\$ 2,860
Police Dispatch	01401 61702	\$ 955	Dental Insurance	\$ 955	\$ 165
Police Dispatch	01401 61703	\$ 5,920	Retirement	\$ 5,920	\$ 1,025
Police Dispatch	01401 61704	\$ 4,054	Social Security	\$ 4,054	\$ 702
Police Dispatch	01401 61705	\$ 693	Workman's Comp	\$ 693	\$ 120
Police Patrol	01403 61507	\$ 3,750	Court OT	\$ 3,750	\$ -
Police Patrol	01403 61520	\$ 10,290	OT-Vac Replacement	\$ 10,290	\$ -
Police Patrol	01403 61521	\$ 10,276	OT - Sick Replacement	\$ 10,276	\$ -
Police Patrol	01403 61522	\$ 398	OT - Personal Day Replacement	\$ 398	\$ -
Police Patrol	01403 61531	\$ 5,637	Holiday OT	\$ 5,637	\$ -
Police Patrol	01403 61704	\$ 440	FICA	\$ 440	\$ -
Police Patrol	01403 61705	\$ 397	w/c	\$ 397	\$ -
Police Patrol	01403 61714	\$ 8,006	NHRS	\$ 8,006	\$ -
Parks - Maintenance	01205 62340	\$ 6,430	Grass seed & fertilizer	\$ 6,430	\$ 5,144
Cemeteries - Maintenance	01310 62340	\$ 5,080	Grass seed & fertilizer	\$ 5,080	\$ 4,064
Facilities Maintenance - Library	01328 62201	\$ 18,696	Custodial services contract	\$ 18,696	\$ 18,696
Facilities Maintenance - Recreation Center	01329 62201	\$ 19,740	Custodial services contract	\$ 19,740	\$ 19,740
Facilities Maintenance - 350 Marlboro St.	01335 62201	\$ 30,000	Custodial services contract	\$ 30,000	\$ 30,000
Public Works - Street Maintenance	02010 62331	\$ 102,500	Street patching and crosswalk repairs	\$ 102,500	\$ 60,000
Public Works - Street Maintenance	02010 63409	\$ 15,500	Milling machine for street repairs	\$ 15,500	\$ 15,500
TOTAL General Fund Requested		\$ 573,806		TOTAL General Fund Included	\$ 208,940
<u>Parking Fund</u>					
Parking Enforcement	01500 62103	\$ 3,120	kiosk software monthly charges for 2 units	\$ 3,120	\$ 3,120
Parking Enforcement	01500 62760	\$ 10,592	juno handheld computers for ticketing 3 units	\$ 10,592	\$ 10,592
Parking Enforcement	01500 63409	\$ 14,256	Wells St. Deck - 2 multi space meters - one per stairwell	\$ 14,256	\$ 14,256
City Hall Parking Deck	01502 62760	\$ 3,000	calcium magnesium acetate ice melt for concrete	\$ 3,000	\$ 3,000
Wells Street Parking Deck	01501 62340	\$ 10,000	Reimburse General Fund: 50% of downtown port-a-potties	\$ 10,000	\$ 10,000
TOTAL Parking Fund Requested		\$ 40,968		TOTAL Parking Fund Included	\$ 40,968
<u>Solid Waste Fund</u>					
Transfer Recycling Center	10001 62201	\$ 6,500	Custodial services contract	\$ 6,500	\$ 6,500
TOTAL Solid Waste Fund Requested		\$ 6,500		TOTAL Solid Waste Fund Included	\$ 6,500
<u>Sewer Fund</u>					
Waste Water Treatment Plant	08006 62201	\$ 6,500	Custodial services contract	\$ 6,500	\$ 6,500
TOTAL Sewer Fund Requested		\$ 6,500		TOTAL Sewer Fund Included	\$ 6,500
<u>Equipment Fund</u>					
Fleet Management	11000 62201	\$ 6,500	Custodial services contract	\$ 6,500	\$ 6,500
Fleet Management	11000 62510	\$ 4,000	vehicle tracking equipment	\$ 4,000	\$ 4,000
Fleet Management	11000 62510	\$ 2,017	monthly charges for vehicle tracking service	\$ 2,017	\$ 2,017
TOTAL Equipment Fund Requested		\$ 12,517		TOTAL Equipment Fund Included	\$ 12,517
GRAND TOTAL - ALL FUNDS REQUESTED		\$ 640,291		GRAND TOTAL - ALL FUNDS - RECOMMENDED	\$ 275,389

CITY OF KEENE, NEW HAMPSHIRE
PROPERTY TAX RATE CALCULATION & PROJECTION
FY 2015/16 PROPOSED OPERATING BUDGET

	Actual 13/14	Revised Budget 14/15	Estimate 14/15	Base 15/16	Dept Request Supplemental 15/16	Total 15/16	City Mgr Recommended 15/16	Projection FY 16/17	Projection FY 17/18
PROPERTY TAX CALCULATION:									
Assessed Value (in thousands) for local tax calc.	1,846,896.575	1,847,044.075	1,847,044.075	1,847,044.075	1,847,044.075	1,847,044.075	1,847,044.075	1,847,044.075	1,847,044.075
Assessed Value (in thousands) for state tax calc.	1,797,085.675	1,797,255.775	1,797,255.775	1,797,255.775	1,797,255.775	1,797,255.775	1,797,255.775	1,797,255.775	1,797,255.775
Tax Rate:									
City	\$12.44	\$12.93	\$12.93	\$13.33	\$0.31	\$13.64	\$13.44	\$13.95	\$14.46
Local Education	14.60	\$15.04	15.04	15.91		15.91	15.91	16.22	\$16.55
State Education	2.44	\$2.39	2.39	2.34		2.34	2.34	2.39	\$2.44
County	3.27	\$3.32	3.32	3.36		3.36	3.36	3.43	3.50
TOTAL TAX RATE	\$32.75	\$33.68	\$33.68	\$34.94	\$0.31	\$35.25	\$35.05	\$36.00	\$36.95
<i>Property Tax Rate Increase</i>	4.30%	2.85%		3.73%		4.65%	4.05%	2.71%	2.64%
Total Property Taxes to be raised	\$60,364,324	\$62,088,433	\$62,088,433	\$64,413,126		\$64,986,932	\$64,616,531	\$66,368,128	\$68,122,463
LESS: Local Education	(26,959,534)	(27,780,699)	(27,780,699)	(29,378,981)		(29,378,981)	(29,378,981)	(29,966,561)	(30,565,892)
State Education	(4,380,460)	(4,300,852)	(4,300,852)	(4,207,896)		(4,207,896)	(4,207,896)	(4,292,054)	(4,377,895)
County	(6,038,150)	(6,129,676)	(6,129,676)	(6,212,209)		(6,212,209)	(6,212,209)	(6,336,454)	(6,463,183)
Gross City Property Tax	22,986,180	23,877,206	23,877,206	24,614,039	573,806	25,187,845	24,817,444	25,773,060	26,715,494
LESS: War Service Credits	(242,850)	(243,425)	(243,425)	(240,000)		(240,000)	(240,000)	(240,000)	(240,000)
Tax Overlay	(290,866)	(300,000)	(300,000)	(330,000)		(330,000)	(330,000)	(330,000)	(300,000)
NET PROPERTY TAX RAISED	\$22,452,464	\$23,333,781	\$23,333,781	\$24,044,039	\$573,806	\$24,617,845	\$24,247,444	\$25,203,060	\$26,175,494
<i>Gross City Property Tax change</i>		3.88%		3.09%		5.49%	3.94%	3.85%	3.66%
<i>Net Property Tax change</i>		3.93%		3.04%		5.50%	3.92%	3.94%	3.86%

CITY OF KEENE, NEW HAMPSHIRE
PROPERTY TAX RATE CALCULATION & PROJECTION
FY 2015/16 PROPOSED OPERATING BUDGET

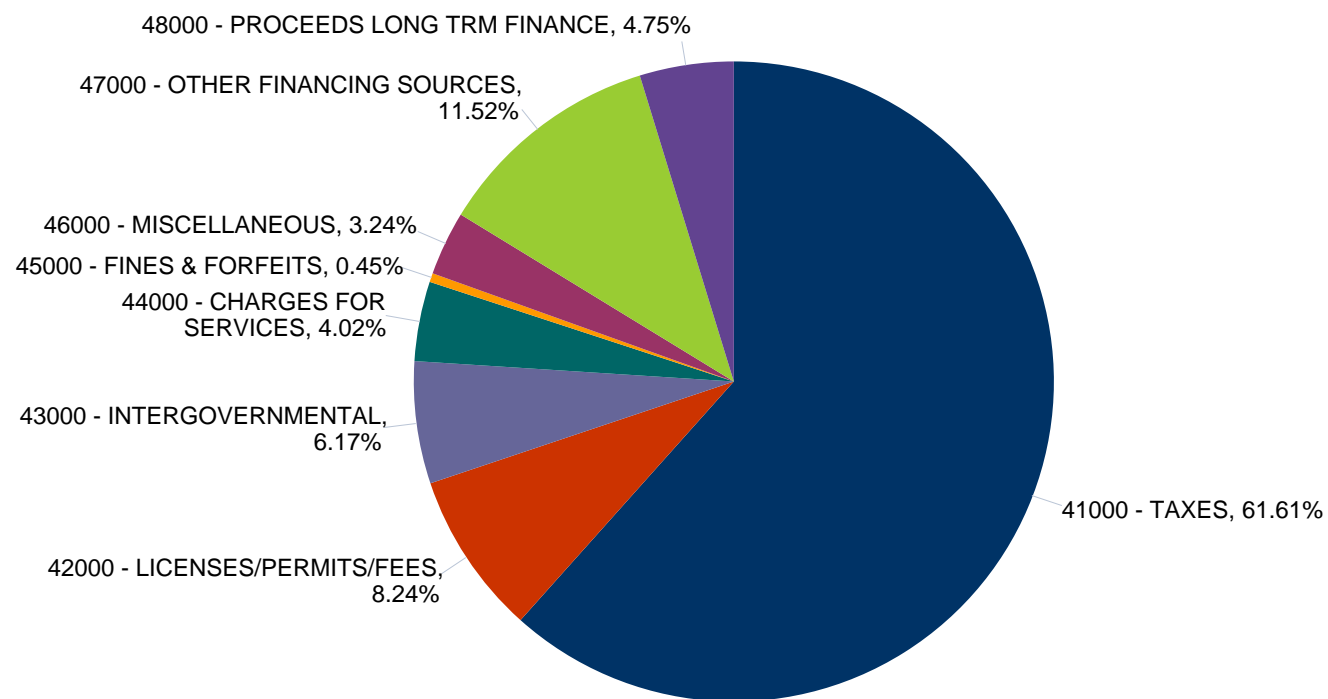
	Actual 13/14	Revised Budget 14/15	Estimate 14/15	Base	Dept Request Supplemental 15/16		Total	City Mgr Recommended 15/16	Projection FY 16/17	Projection FY 17/18
						\$				
General Fund Revenue:										
Property Tax Revenue	\$22,470,718	\$23,333,781	\$23,333,781	\$24,044,039	\$	573,806	\$24,617,845	\$24,247,444	\$25,203,060	\$26,175,494
Use of (addition to) Surplus		1,258,207		1,000,000	0	0	1,000,000	1,000,000	850,000	750,000
Other Taxes	\$411,265	386,800	414,681	404,500	0	0	404,500	404,500	406,523	408,555
Tax Increment Financing	\$74,870	72,614	71,949	68,414	0	0	68,414	68,414	66,109	62,156
Licenses, Permits & Fees	\$3,072,270	3,152,275	3,218,827	3,355,378	0	0	3,355,378	3,355,378	3,388,932	3,422,821
Intergovernmental	\$2,237,596	2,358,185	2,410,334	2,511,725	0	0	2,511,725	2,511,725	2,536,284	2,548,965
Charges for Services	\$1,592,836	1,556,853	1,692,554	1,637,961	0	0	1,637,961	1,637,961	1,666,953	1,696,458
Fines & Forfeits	\$151,366	184,742	177,858	183,100	0	0	183,100	183,100	184,931	186,780
Miscellaneous	\$1,400,014	1,460,308	1,281,026	1,321,037	0	0	1,321,037	1,321,037	1,327,642	1,334,280
Other Financing Sources	\$2,586,708	2,249,351	2,132,152	3,692,010	0	0	3,692,010	3,692,010	2,242,970	2,276,458
Sale of Bonds	\$1,325,000	3,580,000	3,580,000	1,933,000	-	-	1,933,000	1,933,000	2,348,355	2,709,341
TOTAL GENERAL FUND REVENUE	\$35,322,642	\$39,593,116	\$38,313,162	\$40,151,164	\$573,806	\$573,806	\$40,724,970	\$40,354,569	\$40,221,758	\$41,571,309
LESS: Sale of Bonds	(1,325,000)	(3,580,000)	(3,580,000)	(1,933,000)	-	-	(1,933,000)	(1,933,000)	(2,348,355)	(2,709,341)
TOTAL GF OPERATING REVENUE	\$33,997,642	\$36,013,116	\$34,733,162	\$38,218,164	\$573,806	\$573,806	\$38,791,970	\$38,421,569	\$37,873,403	\$38,861,968
TOTAL GENERAL FUND EXPENDITURES	\$ 34,810,408	\$ 39,593,116	\$ 38,804,138	\$40,151,164	\$573,806	\$573,806	\$40,724,970	\$ 40,354,569	\$ 40,221,758	\$ 41,571,309
LESS: Capital Funded by LT Debt	(1,325,000)	(3,580,000)	(3,580,000)	(1,933,000)	-	-	(1,933,000)	(1,933,000)	(2,348,355)	(2,709,341)
TOTAL GF OPERATING EXPENDITURES	\$33,485,408	\$36,013,116	\$35,224,138	\$ 38,218,164	\$ 573,806	\$ 573,806	\$ 38,791,970	\$38,421,569	\$37,873,403	\$38,861,968

**CITY OF KEENE, NEW HAMPSHIRE
GENERAL FUND EXPENDITURES
FY 2015/16 PROPOSED OPERATING BUDGET**

	Actual 13/14	Revised Budget 14/15	Dept Request Base 15/16	Supplemental	Total	City Manager Recommended	Projection FY 16/17	Projection FY 17/18
ELECTED & APPOINTED OFFICIALS								
Mayor & City Council	\$ 88,760	\$ 136,027	\$ 134,164	\$ 24,780	\$ 158,944	\$ 158,944	\$ 137,036	\$ 139,512
Outside Agencies	\$ 207,000	220,000	214,500	29,500	244,000	219,000	219,000	219,000
Unclassified	\$ 110,133	120,883	62,313	1,500	63,813	63,813	64,966	66,140
Employee Benefits	\$ 274,501	338,471	276,080		467,338	467,338	763,935	961,489
Risk Management	\$ 228,011	243,272	273,286		273,286	273,286	278,224	283,252
City Manager	\$ 246,119	243,937	246,684		246,684	246,684	251,142	255,680
City Attorney	\$ 347,015	328,912	330,823		330,823	330,823	336,801	342,887
City Clerk	\$ 499,544	542,119	563,409		563,409	563,409	573,590	583,955
TOTAL LEGISLATIVE BODY	\$ 2,001,085	\$ 2,175,264	\$ 2,292,517	\$ 55,780	\$ 2,348,297	\$ 2,323,297	\$ 2,624,694	\$ 2,851,915
ADMINISTRATIVE SERVICES								
Assessment	\$ 395,956	423,025	433,594		433,594	433,594	\$ 443,280	\$ 453,183
Finance	\$ 1,292,955	1,494,035	1,495,190		1,495,190	1,495,190	1,528,593	1,562,741
Human Resources	\$ 292,963	317,335	314,885		314,885	314,885	319,720	326,862
Information Technology	\$ 1,153,421	1,224,129	1,225,073		1,225,073	1,225,073	1,252,441	1,280,421
Debt Service	\$ 4,697,376	4,737,779	5,240,001		5,240,001	5,240,001	4,847,425	4,909,879
TOTAL ADMIN. SERVICES	\$ 7,832,671	\$ 8,196,303	\$ 8,708,743	\$ -	\$ 8,708,743	\$ 8,708,743	\$ 8,391,459	\$ 8,533,086
COMMUNITY SERVICES								
Fire	\$ 6,015,941	6,331,294	6,279,069	170,223	6,655,634	6,485,411	\$ 6,664,862	\$ 6,849,279
Human Services	\$ 634,359	725,413	725,329	22,000	754,834	732,834	753,112	773,950
Library	\$ 1,262,326	1,297,284	1,294,104		1,323,799	1,323,799	1,359,329	1,396,942
Parks, Recreation & Cemeteries	\$ 1,397,237	1,467,746	1,461,479	11,510	1,472,989	1,470,687	1,499,873	1,541,374
Facilities	\$ 1,447,880	1,457,118	1,400,163	68,436	1,468,599	1,468,599	1,509,235	1,550,996
Police	\$ 6,294,099	6,786,448	6,997,249	122,857	7,122,705	7,014,329	7,280,416	7,481,865
Youth Services	\$ 105,655	127,937	130,707		130,707	130,707	134,324	138,040
TOTAL COMMUNITY SVCS	\$ 17,157,498	\$ 18,193,241	\$ 18,534,242	\$ 395,026	\$ 18,929,268	\$ 18,626,367	\$ 19,201,150	\$ 19,732,446
MUNICIPAL DEVELOPMENT SVCS								
Airport	\$ 551,662	564,938	585,608		585,608	585,608	\$ 596,688	\$ 607,977
Health & Code Enforcement	\$ 869,332	990,860	990,939	5,000	995,939	995,939	1,008,782	1,027,868
Planning	\$ 398,865	433,064	432,887		463,166	463,166	471,929	480,858
Public Works	\$ 3,807,931	4,307,608	4,174,286	118,000	4,292,286	4,249,786	4,252,692	4,333,153
TOTAL MUN. DEV. SVCS	\$ 5,627,790	\$ 6,296,471	\$ 6,213,999	\$ 123,000	\$ 6,336,999	\$ 6,294,499	\$ 6,330,091	\$ 6,449,856
CAPITAL PROJECTS:								
	\$ 2,191,364	4,731,837	4,401,664		4,401,664	4,401,664	3,674,364	4,004,005
	\$ 34,810,408	\$ 39,593,116	\$ 40,151,164	\$ 573,806	\$ 40,724,970	\$ 40,354,569	\$ 40,221,758	\$ 41,571,309
TOTAL GENERAL FUND								
	\$ (1,325,000)	\$ (3,580,000)	\$ (1,933,000)		\$ (1,933,000)	\$ (1,933,000)	\$ (2,348,355)	\$ (2,709,341)
FUNDED BY LONG TERM DEBT								
	\$ 33,485,408	\$ 36,013,116	\$ 38,218,164	\$ 573,806	\$ 38,791,970	\$ 38,421,569	\$ 37,873,403	\$ 38,861,968
GENERAL FUND OPERATING EXP								

Revenue Category	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
41000 - TAXES	21,848,168	22,956,853	23,793,195	23,820,411	25,090,759	24,720,358
42000 - LICENSES/PERMITS/FEES	2,992,017	3,072,270	3,152,275	3,218,827	3,355,378	3,355,378
43000 - INTERGOVERNMENTAL	2,223,012	2,237,596	2,358,185	2,410,334	2,511,725	2,511,725
44000 - CHARGES FOR SERVICES	1,440,771	1,592,836	1,556,853	1,692,554	1,637,961	1,637,961
45000 - FINES & FORFEITS	161,449	151,366	184,742	177,858	183,100	183,100
46000 - MISCELLANEOUS	1,452,883	1,400,014	1,460,308	1,281,026	1,321,037	1,321,037
47000 - OTHER FINANCING SOURCES	2,691,293	2,586,708	3,507,558	2,132,152	4,692,010	4,692,010
48000 - PROCEEDS LONG TRM FINANCE	1,190,000	1,325,000	3,580,000	3,580,000	1,933,000	1,933,000
Grand Total	33,999,592	35,322,642	39,593,116	38,313,162	40,724,970	40,354,569

Fiscal 2016 Anticipated Revenue By Category



**City of Keene, New Hampshire
Fiscal Year 2015 - 2016**

Cost Center	Account Title	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
ASSESSMENT	41105 - NET PROPERTY TAX	21,639,386	22,470,718	23,333,781	23,333,781	24,617,845	24,247,444
	41110 - IN LIEU OF TAX	97,248	379,467	378,555	386,686	390,000	390,000
	41115 - TIMBER YIELD TAX	17,024	22,326	8,245	12,975	10,000	10,000
	41116 - EXCAVATION TAX	0	72	0	0	0	0
	41120 - LAND USE CHANGE TAX	17,170	9,400	0	15,020	4,500	4,500
	41125 - TAX INCREMENT FINANCING	77,340	74,870	72,614	71,949	68,414	68,414
41000 - TAXES		21,848,168	22,956,853	23,793,195	23,820,411	25,090,759	24,720,358
CITY CLERK	42110 - CLERK - STATE	17,663	29,261	21,000	24,375	21,900	21,900
	42115 - CLERK - CITY	10,265	9,740	10,280	9,825	9,700	9,700
	42120 - DOGS	13,251	12,899	13,300	13,300	14,000	14,000
	42306 - MISC FEES & CHARGES	10,314	11,090	10,400	8,475	9,953	9,953
CODE ENFORCEMENT	42205 - PERMITS	234,806	155,391	220,000	220,000	220,000	220,000
	42337 - ZBA FEES	2,300	2,706	4,500	3,125	3,000	3,000
FINANCE REV COLLECTION	42215 - MOTOR VEHICLE PERMITS	2,505,780	2,668,587	2,690,000	2,745,000	2,785,000	2,785,000
	42218 - TRANSPORTATION IMP FUND	0	0	0	0	100,000	100,000
	42301 - NSF CHECK FEE	3,327	2,106	3,500	2,200	3,000	3,000
	42315 - MAIL-IN & E-REG FEES	4,912	4,710	4,900	4,700	4,800	4,800
	42316 - MUNICIPAL AGENT FEES	53,446	54,843	55,200	56,600	57,500	57,500
FIRE ADMIN	42116 - HAZ MAT STORAGE PERMITS	33,142	16,275	17,000	16,800	16,800	16,800
	42201 - FIRE ALARM ACCESS APP FEE	320	220	320	200	200	200
	42202 - FIRE ALARM ACCESS PERMIT	4,200	4,500	4,200	5,000	4,600	4,600
	42338 - FIRE DRILLS	0	636	0	0	0	0
FIRE INSPECT & PREVENT	42205 - PERMITS	41,292	34,301	35,500	44,215	41,000	41,000
HEALTH	42105 - HEALTH	44,757	51,935	51,500	51,500	51,500	51,500
PLANNING	42330 - SITE PLAN APPLICATIONS	4,742	6,879	4,750	8,906	6,500	6,500
	42331 - SUBDIVISION APPLICATIONS	2,182	2,231	1,500	500	1,500	1,500
	42332 - MINOR AMENDMENTS APPPL.	1,045	900	750	800	750	750
	42333 - VOLUNTARY MERGER	75	100	75	75	75	75
	42334 - CONDITIONAL USE APPLICAT.	878	0	500	500	500	500
	42335 - DRIVEWAY CURB CUT APPS.	350	500	400	400	400	400
POLICE ADMIN	42210 - PISTOL PERMITS	2,970	2,460	2,700	2,331	2,700	2,700
42000 - LICENSES/PERMITS/FEES		2,992,017	3,072,270	3,152,275	3,218,827	3,355,378	3,355,378
AIRPORT	43202 - AERONAUTICAL	36,253	29,700	34,000	26,000	24,500	24,500
AMBULANCE	43403 - OTHER TOWNS	120,000	129,353	135,621	136,854	137,719	137,719
EARN IT	43305 - EARN IT/CHINS /ABIP/JCC	0	0	15,600	15,600	0	0
FINANCE ADMIN	43116 - FEMA REIMBURSEMENTS	28,865	0	0	0	0	0
	43204 - ROOMS & MEALS	1,053,236	1,054,667	1,134,738	1,134,738	1,134,738	1,134,738
FIRE ADMIN	43208 - KEENE STATE COLLEGE	380,000	385,000	385,000	435,000	485,000	485,000
POLICE ADMIN	43208 - KEENE STATE COLLEGE	97,808	103,693	109,019	109,019	112,127	112,127
	43401 - KEENE SCHOOL DISTRICT	71,856	75,925	81,764	81,764	84,658	84,658

Cost Center	Account Title	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
POLICE PROSECUTION	43208 - KEENE STATE COLLEGE	10,000	10,000	10,000	10,000	10,000	10,000
PW ADMINISTRATION	43201 - FLOOD CONTROL	1,966	19,031	19,943	28,859	19,000	19,000
	43203 - HIGHWAY	415,528	422,727	425,000	425,000	480,883	480,883
YOUTH SERVICES	43305 - EARN IT/CHINS /ABIP/JCC	7,500	7,500	7,500	7,500	23,100	23,100
43000 - INTERGOVERNMENTAL		2,223,012	2,237,596	2,358,185	2,410,334	2,511,725	2,511,725
AIRPORT	44109 - DIRECT REIMBURSEMENT	0	13,357	11,222	10,400	15,607	15,607
	44501 - LANDING FEES	6,508	4,913	8,600	8,200	8,200	8,200
	44504 - READY CAR SPACES	600	600	600	600	600	600
	44505 - GROSS REVENUE PERCENTAGE	13,157	8,892	12,900	10,200	11,890	11,890
	44506 - FUELING FEES	30,302	25,061	31,200	30,100	28,000	28,000
AMBULANCE	44113 - REPORTS	405	495	400	375	250	250
	44123 - AMBULANCE SVCS	756,897	947,867	910,000	951,000	955,000	955,000
BURIAL	44122 - INTERMENTS	29,329	14,521	15,000	22,561	16,000	16,000
CEMETERIES OPS MAINT	44131 - REPAIRS	140	110	0	0	0	0
CITY ATTORNEY	44109 - DIRECT REIMBURSEMENT	144	0	0	0	0	0
CITY CLERK	44109 - DIRECT REIMBURSEMENT	0	-1,547	0	36	0	0
CLERK RECORDS STORAGE	44135 - RECORDS CENTER CHARGES	16,369	16,659	17,390	17,270	17,880	17,880
CODE ENFORCEMENT	44115 - INSPECTION SERVICES	0	0	1,000	1,000	1,000	1,000
FINANCE ADMIN	44109 - DIRECT REIMBURSEMENT	75,336	27,846	10,200	11,135	10,000	10,000
FIRE ADMIN	44109 - DIRECT REIMBURSEMENT	8,020	10,765	0	8,735	4,500	4,500
	44113 - REPORTS	280	355	250	175	100	100
	44124 - FIRE MASTER BOX	75,276	74,596	76,704	77,135	78,336	78,336
HUMAN SERVICES	44109 - DIRECT REIMBURSEMENT	14,511	10,516	9,000	22,620	11,250	11,250
	44138 - SSI INTERIM ASSISTANCE	9,537	9,802	7,100	5,824	7,000	7,000
	44139 - MEDICAID REIMBURSEMENTS	401	2,335	0	0	0	0
LIBRARY	44201 - LIBRARY	2,720	2,332	2,500	2,500	2,500	2,500
	44401 - LIBRARY NON RESIDENT FEE	21,378	21,031	26,000	25,000	24,500	24,500
PARKS & FACILITIES ADMIN	44109 - DIRECT REIMBURSEMENT	6,622	13,716	6,000	14,200	9,000	9,000
	44111 - PROGRAMS	98,655	100,671	98,000	102,359	107,500	107,500
	44203 - RECREATION CENTER	29,003	28,531	28,000	28,135	29,500	29,500
	44301 - CAMPGROUNDS	24,161	24,447	25,000	25,700	25,300	25,300
	44302 - BALL FIELDS	9,855	6,797	7,000	6,200	7,000	7,000
	44303 - BALL FIELD LIGHTS	4,450	4,994	5,250	3,800	5,250	5,250
	44304 - POOLS	15,315	28,829	25,000	21,985	26,000	26,000
PLANNING	44109 - DIRECT REIMBURSEMENT	0	0	0	228	0	0
POLICE ADMIN	44109 - DIRECT REIMBURSEMENT	38,784	36,906	82,373	85,000	92,915	92,915
	44113 - REPORTS	367	633	450	502	500	500
	44114 - PHOTOS/TAPES	40	55	50	100	75	75
	44134 - DETAIL CHARGES	44,996	47,485	35,850	89,000	36,000	36,000
	44140 - PD CRIMINAL RECORDS CHECK	65	70	75	103	100	100
	44141 - PD DISCOVERIES	235	217	235	235	235	235

Cost Center	Account Title	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
POLICE ADMIN	44142 - PD ACCIDENT REPORTS	5,857	6,180	7,000	6,137	7,000	7,000
	44143 - PD LOG SEARCH	0	0	0	60	51	51
	44144 - PD FINGERPRINT FEES	5,320	3,890	5,000	4,800	5,100	5,100
PW ADMINISTRATION	44109 - DIRECT REIMBURSEMENT	94,566	97,121	89,379	97,144	91,822	91,822
	44116 - PUBLIC WAY IMPEDIMENT	205	90	250	200	200	200
	44117 - EXCAVATION	680	1,700	1,875	1,800	1,800	1,800
SUMMER KNIGHT CHAPEL	44205 - SUMNER KNIGHT CHAPEL FEE	285	0	0	0	0	0
44000 - CHARGES FOR SERVICES		1,440,771	1,592,836	1,556,853	1,692,554	1,637,961	1,637,961
CODE ENFORCEMENT	45202 - BUILDING CODE VIOLATIONS	691	2,050	5,000	3,325	3,000	3,000
FIRE ADMIN	45107 - FALSE ALARM FINES	484	0	100	0	0	0
	45201 - FIRE CODE VIOLATIONS	250	1,675	250	1,175	300	300
LIBRARY	45106 - LIBRARY OVERDUE FINES	31,578	30,035	35,000	32,000	32,000	32,000
	45304 - LOST LIBRARY MATERIALS	4,298	4,714	4,000	3,750	4,000	4,000
POLICE ADMIN	45103 - GENERAL VIOLATIONS - STG1	16,255	14,955	15,500	13,209	15,500	15,500
	45104 - GENERAL VIOLATIONS - STG2	29,604	22,684	25,500	20,775	22,500	22,500
	45105 - COURT FINES	60,948	61,295	82,892	86,703	89,500	89,500
	45107 - FALSE ALARM FINES	11,280	10,515	12,500	10,371	10,600	10,600
	45302 - DOG FORFEITURE	2,831	750	2,300	2,950	2,700	2,700
	45305 - SALE EVIDENCE/FOUND PROP	3,230	2,693	1,700	3,600	3,000	3,000
45000 - FINES & FORFEITS		161,449	151,366	184,742	177,858	183,100	183,100
350 MARLBORO STREET	46317 - 350 MARLBORO RENTS	285,693	265,470	214,698	228,949	218,132	218,132
AIRPORT	46000 - MISCELLANEOUS	550	743	500	480	500	500
	46103 - INTEREST: A/R	0	4	0	0	0	0
	46306 - AIRPORT T-HANGAR	92,522	91,645	99,840	99,000	97,320	97,320
	46307 - AIRPORT TERMINAL	6,371	0	17,167	0	17,167	17,167
	46308 - AIRPORT LAND	94,249	92,816	80,564	87,000	78,344	78,344
	46311 - FUEL FARM LEASE	15,000	15,000	15,444	15,444	15,000	15,000
	46312 - AIRPORT WWTP INCOME	135,986	142,044	144,460	144,460	146,772	146,772
ASSESSMENT	47305 - COPIES	7,258	4,045	3,000	1,100	1,000	1,000
BURIAL	46103 - INTEREST: A/R	-1,202	551	0	0	0	0
CAPITAL APPROPRIATIONS	46203 - DONATIONS	0	0	162,500	0	30,000	30,000
CEMETERY MAINTENANCE	46401 - CEMETERY TRUST FUND	89,719	83,573	69,075	73,519	77,886	77,886
CLERK RECORDS STORAGE	46103 - INTEREST: A/R	-21	0	0	0	0	0
FINANCE ADMIN	46000 - MISCELLANEOUS	353	1,955	2,000	275	0	0
	46101 - INTEREST EARNINGS	185,384	151,422	145,000	87,325	94,000	94,000
	46103 - INTEREST: A/R	71	163	0	0	0	0
	46301 - CITY HALL	40,431	49,458	52,850	53,250	56,054	56,054
	46304 - TRANSPORTATION CENTER	32,832	33,995	35,000	35,574	35,829	35,829
	46318 - KEENE DISTRICT COURT	52,606	24,748	0	0	0	0
	47302 - SALE OF SURPLUS PROPERTY	5,489	30	0	1,173	750	750

Cost Center	Account Title	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
FINANCE ADMIN	47303 - SALE OF SURPLUS EQUIPMNT	0	0	1,500	325	0	0
	47305 - COPIES	0	2	0	0	0	0
FINANCE REV COLLECTION	41605 - INTEREST: TAXES	381,004	412,825	395,000	430,000	430,000	430,000
FIRE ADMIN	46103 - INTEREST: A/R	27	553	0	0	0	0
	46404 - DELUGE HOSE TRUST FUND	267	248	204	230	236	236
HUMAN SERVICES	46403 - CHARITABLE TRUST FUND	3,347	3,105	2,559	2,877	3,000	3,000
LIBRARY: CITY TRUSTS	46407 - LIBRARY TRUST FUND	10,810	11,364	3,500	3,500	3,500	3,500
PARKS & FACILITIES ADMIN	46103 - INTEREST: A/R	338	441	0	0	0	0
	46203 - DONATIONS	400	1,040	0	0	0	0
	46314 - SUMNER KNIGHT CHAPEL	0	0	850	0	0	0
	46406 - FLOWER TRUST FUND	4,107	3,809	2,355	3,530	3,630	3,630
	46408 - PARKS & REC TRUST FUND	4,014	3,725	3,070	3,451	3,549	3,549
PLANNING	47304 - MAPS,BLUEPRINTS,ETC	1,199	45	100	100	100	100
POLICE ADMIN	46103 - INTEREST: A/R	-36	-418	0	0	0	0
PW ADMINISTRATION	46103 - INTEREST: A/R	59	-59	0	0	0	0
	46405 - DOWNTOWN MEM TREE TRST FD	724	771	5,805	5,000	5,000	5,000
SUMMER KNIGHT CHAPEL	46410 - SUMNER KNIGHT CHPL TST FD	3,333	4,902	3,267	4,464	3,267	3,267
46000 - MISCELLANEOUS		1,452,883	1,400,014	1,460,308	1,281,026	1,321,037	1,321,037
CAPITAL APPROPRIATIONS	47003 - CAPITAL RESERVE	0	0	0	0	1,095,000	1,095,000
	47201 - CAPITAL PROJECTS FUND	460,394	233,602	167,536	47,500	537,000	537,000
	47204 - GRANTS FUND	202,215	334,717	1,082	3,469	0	0
FINANCE ADMIN	47007 - USE OF SURPLUS: CARRYOVER	0	0	333,216	0	0	0
	47102 - ADMIN CHG - EQUIPMENT	286,332	261,648	264,290	264,290	270,699	270,699
	47104 - ADMIN CHG - PARKING	150,516	171,240	226,408	226,408	247,856	247,856
	47106 - ADMIN CHG - SEWER	642,372	649,776	658,402	658,402	623,776	623,776
	47107 - ADMIN CHG - SOLID WASTE	467,676	479,688	491,581	491,581	457,172	457,172
	47108 - ADMIN CHG - WATER	481,788	456,036	440,052	440,502	460,507	460,507
MAYOR & COUNCIL	47001 - USE(ADDITION) TO SURPLUS	0	0	924,991	0	1,000,000	1,000,000
47000 - OTHER FINANCING SOURCES		2,691,293	2,586,708	3,507,558	2,132,152	4,692,010	4,692,010
FINANCE ADMIN	48101 - SALE OF BONDS	1,190,000	1,325,000	3,580,000	3,580,000	1,933,000	1,933,000
48000 - PROCEEDS LONG TRM FINANCE		1,190,000	1,325,000	3,580,000	3,580,000	1,933,000	1,933,000
Revenue Total		33,999,592	35,322,642	39,593,116	38,313,162	40,724,970	40,354,569

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
- 42218-TRANSPORTATION IMPROVEMENT FUND:** fees charge on registrations for road improvements
- 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

Fiscal Year 2015 - 2016

MAYOR & CITY COUNCIL 00001 - MAYOR & COUNCIL

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61101 - MAYOR	1,750	3,208	3,500	3,500	3,500	0	3,500	3,500
61102 - CITY COUNCIL	29,250	25,916	30,000	30,000	30,000	0	30,000	30,000
61307 - PART TIME EMPLOYEES	26,112	27,098	51,291	31,614	50,924	0	50,924	50,924
61501 - REGULAR OVERTIME	255	0	0	0	0	0	0	0
61704 - SOCIAL SECURITY	4,388	4,301	6,487	4,981	6,458	0	6,458	6,458
61705 - WORKERS COMPENSATION	55	0	81	62	81	0	81	81
61000 - PERSONNEL SERVICES	61,810	60,524	91,359	70,157	90,963	0	90,963	90,963
62175 - OTHER SERVICES	17,362	17,793	31,583	28,532	29,001	0	29,001	29,001
62205 - PC REPLACEMENT CHARGE	2,376	1,044	892	966	1,247	0	1,247	1,247
62301 - OFFICE EQUIPMENT MAINT.	0	0	2,888	2,888	2,888	0	2,888	2,888
62425 - ADVERTISING	1,604	1,707	1,600	1,600	1,600	0	1,600	1,600
62441 - LOCAL MEALS & MEETING EXP	136	0	0	0	0	0	0	0
62442 - MAYOR'S OFFICIAL EXPENSE	2,055	1,585	3,000	2,640	3,000	0	3,000	3,000
62443 - COUNCIL'S OFFICIAL EXP	2,967	6,079	3,791	3,750	4,551	0	4,551	4,551
62510 - TELEPHONE	39	28	75	33	75	0	75	75
62701 - OFFICE SUPPLIES	454	0	839	0	839	0	839	839
63409 - EQUIPMENT ACQUISITION	0	0	0	0	0	24,780	24,780	24,780
62000 - OPERATING EXPENDITURES	26,992	28,236	44,668	40,409	43,201	24,780	67,981	67,981
00001 - MAYOR & COUNCIL Total	88,802	88,760	136,027	110,566	134,164	24,780	158,944	158,944

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
MAYOR & CITY COUNCIL	88,802	88,760	136,027	110,566	134,164	24,780	158,944	158,944

OUTSIDE AGENCIES

Keene Senior Center: The Center acts as a community focal point for persons aged 50 and over where they may come together as individuals or in groups for recreation, events and activities which enhance dignity, support independence, and encourage involvement in and with the community. City funding is for operating expenses.

Monadnock Substance Abuse Services (MSAS): MSAS is a program of Monadnock Family Services that treats individuals who are addicted to, or who abuse, alcohol and drugs. The program seeks to reduce the impact of substance abuse on individuals, families, and the community through comprehensive education, prevention, treatment and outreach. City funds support substance abuse treatment for Keene residents age 12 and older who are unable to pay the full cost of their own treatment.

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 entire lives for the better. Funding from the City will be used to provide these mentoring services to children in the Keene school system facing adversity. In FY14.15 BB/BS served 91 residents with a Keene zip code.

The Community Kitchen (TCK): TCK provides healthy and nutritious hot meals, take-home food boxes, and advocacy to low and moderate income men, women, and families with children in the Monadnock Region. They act as wholesaler providing food for pantries in Troy, Jaffrey, Alstead, and service agencies within the County. Pantry boxes are available for City General Assistance clients as requested by Human Services staff. Approximately 20% of those served are City of Keene residents. City funding assists with the cost of providing 6 meals a week and supplemental food boxes through the Pantry program.

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 and/or homebound due to illness or disability. The service is designed to preserve or improve the health of elderly and disabled residents by helping 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 are chronically ill and not able to prepare a nutritious meal. Two hundred and sixty-two (262) 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. Last year SCS provided direct services to 2,346 Keene households totaling \$2,658,831.36. 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. Also a local non-profit developer, in 2014 SCS paid \$114,410 in City of Keene property taxes.

Home Health Care City Express Bus (Transporting): City Express provides a public transportation service to Keene residents Monday through Friday. Public transportation services enable people to participate in community life, including employment, shopping, recreation, and medical care. City Express provides a consistent route throughout the City. Ridership for Keene residents is estimated at 43,000 rides in FY16.

Hundred Nights Shelter: This organization provides 26 clean beds, in a warm and safe space available in winter months to anyone in need including Keene residents. Persons who may be ineligible for other shelter services, for a variety of reasons, are able to go into Hundred Nights shelter. The organization also operates a drop in-center year around.

HIV Aids Task Force: In July 2014, this agency took over the lease and other expenses of Aids Services of the Monadnock Region hiring a full time medical case manager to meet and work with Keene area HIV+ clients to ensure a smooth transition at little to no change in services. Administrative and management responsibilities are performed at the Nashua based agency headquarters. City of Keene funding will be utilized to support the cost of the medical case management program for Keene residents.

Monadnock Region Child Advocacy Center (MR-CAC): The mission of MR-CAC is to provide all victims of child abuse a neutral environment where justice, healing, equity, and prevention are fostered through consistent, high quality and sustaining collaboration of community partners. The Center coordinates child abuse investigations with local law enforcement, DCYF, and prosecution, and conducts forensic interviews for these investigations. With coordination children are not re-victimized by the system and can achieve long-term positive outcomes that impact a child for life. This program results in guilty convictions for child abuse offenders. City funding will help support the agencies occupancy costs and staffing expenses.

Fiscal Year 2015 - 2016

MAYOR & CITY COUNCIL 00002 - MYR/CNCL OUTSIDE AGCY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Agency Base	2015 - 2016 Agency Additional Request	2015 - 2016 Agency Request	2015 - 2016 Manager Recommended
62133 - SENIOR CITIZENS CENTER	7,000	8,000	8,000	8,000	8,000	7,000	15,000	8,000
62134 - MONADNOCK SUBSTANCE ABUSE	2,000	2,000	2,000	2,000	2,000	3,000	5,000	3,000
62135 - BIG BROTHERS/BIG SISTERS	10,500	10,500	12,000	12,000	12,000	3,000	15,000	10,500
62136 - KEENE COMMUNITY KITCHEN	65,000	65,000	70,000	70,000	70,000	5,000	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	0	0	0	0	0	0	0
62141 - AIDS SVC/MONADNOCK REGION	5,000	5,000	5,500	5,500	0	0	0	0
62142 - TRANSPORTING	86,000	86,000	87,500	87,500	87,500	1,000	88,500	87,500
62149 - 100 NIGHTS SHELTER	0	11,000	15,500	15,500	15,500	0	15,500	15,500
62154 - HIV AIDES TASK FORCE	0	0	0	0	0	5,000	5,000	5,000
62155 - MON REG CHILD ADVOCACY	0	0	0	0	0	5,000	5,000	5,000
62156 - CASA	0	0	0	0	0	500	500	0
62000 - OPERATING EXPENDITURES	198,600	207,000	220,000	220,000	214,500	29,500	244,000	219,000
00002 - MYR/CNCL OUTSIDE AGCY Total	198,600	207,000	220,000	220,000	214,500	29,500	244,000	219,000

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Agency Base	2015 - 2016 Agency Additional Request	2015 - 2016 Agency Request	2015 - 2016 Manager Recommended
MAYOR & CITY COUNCIL	198,600	207,000	220,000	220,000	214,500	29,500	244,000	219,000

Fiscal Year 2015 - 2016

MAYOR & CITY COUNCIL 00003 - UNCLASSIFIED

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61316 - COMMUNITY EVENTS WAGES	45,221	50,675	72,000	64,589	14,518	0	14,518	14,518
61703 - RETIREMENT CONTRIBUTIONS	194	41	0	55	0	0	0	0
61704 - SOCIAL SECURITY	302	100	0	110	0	0	0	0
61705 - WORKERS COMPENSATION	141	0	0	58	0	0	0	0
61713 - RET - FIRE	605	5,969	0	149	0	0	0	0
61714 - RET - POLICE	1,255	1,783	0	1,136	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	5,287	0	3,527	0	0	0	0
61000 - PERSONNEL SERVICES	47,718	63,855	72,000	69,624	14,518	0	14,518	14,518
62173 - REGIONAL PLANNING	12,882	12,985	13,033	13,033	12,945	0	12,945	12,945
62174 - ZONING BOARD	1,175	2,472	2,500	1,275	2,500	0	2,500	2,500
62178 - PLANNING BOARD	0	0	250	177	250	0	250	250
62179 - CONSERVATION COMMISSION	1,402	1,500	1,500	1,432	1,500	0	1,500	1,500
62180 - HERITAGE COMMISSION	1,200	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	1,500	5,000	5,000
62183 - HISTORIC DISTRICT CMMSN	26	0	250	250	250	0	250	250
62184 - CITIES FOR CLIMATE PRTCTN	931	713	1,000	875	1,000	0	1,000	1,000
62188 - ARTS ALIVE	0	0	500	500	500	0	500	500
62436 - MEETINGS & DUES	16,106	17,844	17,850	17,536	17,850	0	17,850	17,850
62456 - COMMUNITY EVENTS-OTHER	1,978	1,766	3,000	850	2,000	0	2,000	2,000
62457 - VETERAN'S COUNCIL	2,000	3,500	3,500	3,500	3,500	0	3,500	3,500
62461 - KEENE CHAMBER OF COMMERCE	299	299	300	350	300	0	300	300
62462 - ML KING / J DANIELS DAY	500	500	500	500	500	0	500	500
62000 - OPERATING EXPENDITURES	41,997	46,279	48,883	44,978	47,795	1,500	49,295	49,295
00003 - UNCLASSIFIED Total	89,715	110,133	120,883	114,602	62,313	1,500	63,813	63,813

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
MAYOR & CITY COUNCIL	89,715	110,133	120,883	114,602	62,313	1,500	63,813	63,813

Fiscal Year 2015 - 2016

MAYOR & CITY COUNCIL 00004 - CAPITAL APPROPRIATIONS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
68010 - CAPITAL RESERVE	245,000	285,000	285,000	285,000	460,000	0	460,000	460,000
68011 - CAPITAL PROJECT TRANSFER	2,471,273	1,906,364	4,446,837	4,217,847	3,941,664	0	3,941,664	3,941,664
62000 - OPERATING EXPENDITURES	2,716,273	2,191,364	4,731,837	4,502,847	4,401,664	0	4,401,664	4,401,664
00004 - CAPITAL APPROPRIATIONS Total	2,716,273	2,191,364	4,731,837	4,502,847	4,401,664	0	4,401,664	4,401,664

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
MAYOR & CITY COUNCIL	2,716,273	2,191,364	4,731,837	4,502,847	4,401,664	0	4,401,664	4,401,664

CITY OF KEENE, NEW HAMPSHIRE
FY 2015/16 GENERAL FUND CAPITAL APPROPRIATIONS

Project Description	Capital Project Appropriation FY13	Capital Project Appropriation FY14	Capital Project Appropriation FY15	Capital Project Appropriation FY 16	Supplemental Requests FY16	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	175,000	215,000	215,000	265,000	-	265,000
Transportation System Improvements Fund				125,000		125,000
Total General Revenue Capital Reserve Appropriation	\$ 245,000	\$ 285,000	\$ 285,000	\$ 460,000	\$ -	\$ 460,000
Capital Project Appropriations (00004-68011) General Revenue:						
560 Main Street Site Assessment	-	-	65,000	-	-	\$ -
Airfield Pavement Maintenance	52,000	-	25,000	46,000	-	46,000
Airfield Pavement Marking/Repair	-	-	12,000	-	-	-
Airfield Runway Rehabilitation (R-2013-06)	441,409	-	-	-	-	-
Airport Easement Acquisition	-	-	30,000	-	-	-
Airport Master Plan Update	-	-	8,750	-	-	-
Airport Runway 20 Obstruction Removal	-	-	-	33,333	-	33,333
Airport Snow Removal Equipment	-	-	-	36,100	-	36,100
Ambulance Replacement	-	-	-	215,000	-	215,000
Apparatus Replacement - Fire	-	-	-	450,000	-	450,000
Bike Path - Cheshire Branch North Trail (reserve & donatio	-	-	20,000	80,000	-	80,000
Bridge Replacement (Bridge Capital Reserve)	-	213,000	-	380,000	-	380,000
Building Condition Survey	35,000	-	-	-	-	-
City Hall Renovations	-	-	25,000	-	-	-
Cold Storage Building Demo/Trailers	-	30,390	-	-	-	-
Conservation	3,007	8,585	15,000	25,000	-	25,000
Curb Installation	-	-	-	-	-	-
Facilities Maintenance Program Projects	-	50,000	-	-	-	-
Flood Response (R-2012-29)	326,170	-	-	-	-	-
Land Use Code Update	-	100,000	100,000	-	-	-
Marlboro Street Overlay District	35,000	-	-	-	-	-
Mobile Radio Replacement - Fire	-	-	23,500	23,500	-	23,500
Municipal Buildings Improvements	-	-	-	28,000	-	28,000
Network Equipment Replacement	30,000	-	89,000	-	-	-
Network Growth	25,000	-	-	-	-	-
Pool Resurfacing: Wheelock Park	-	48,450	-	-	-	-
Portable Radar Signs	30,519	-	-	-	-	-
Recreation Center Roof	-	60,000	-	-	-	-
Repeater System (Police)	-	45,143	-	-	-	-
Revaluation	-	-	-	138,000	-	138,000
Robin Hood Park Stone Walls (trust funded)	-	43,750	-	-	-	-
Server Replacement	5,500	18,000	3,000	25,000	-	25,000
Sidewalks - New	47,212	-	-	-	-	-
Skate Park (Funded through Donations)	-	-	162,500	-	-	-
State By-Pass Projects	49,200	76,860	-	-	-	-
Stone Arch Bridge Preservation Project	28,500	-	-	-	-	-
Storage Area Network	-	61,000	-	-	-	-
Stormwater Drainage Maintenance	41,200	42,436	101,681	104,731	-	104,731
Stormwater System Management	-	-	50,000	50,000	-	50,000
Stream Inventory	-	-	25,000	-	-	-
Tennis Court Improvements	-	9,000	24,870	-	-	-
Three Mile Dam Repairs (Reappropriation from Robin Hood	-	-	59,500	-	-	-
Traffic Controllers	-	31,500	-	-	-	-
Wheelock Park Improvements (property sale)	-	-	-	374,000	-	374,000
Subtotal General Revenue Capital Project Appropriation	1,149,717	838,114	839,801	2,008,664	-	2,008,664
Capital Projects Appropriations (00004-68011) Bond Funded:						
Airport Road Culvert Repair	-	-	135,000	-	-	\$ -
Bridge Program: Maple Ave Bridge match	-	-	135,000	-	-	-
City Hall Boiler Replacement and Oil Tank Removal	-	-	-	103,000	-	103,000
Curb Installation	225,000	130,000	50,000	60,000	-	60,000
Defibrillator Replacement	-	-	-	68,000	-	68,000
Digital Base Map	-	-	185,000	-	-	-
Ecommunity / Financial System Upgrade	-	-	190,000	-	-	-
Flood Management	-	-	-	397,000	-	397,000
General Drainage	540,000	248,000	50,000	60,000	-	60,000
Road Overlay	-	566,000	1,180,000	1,185,000	-	1,185,000
Road Reconstruction	280,000	201,000	-	-	-	-
Sidewalks - Replacement/Repair	145,000	180,000	50,000	60,000	-	60,000
Tax Parcel Boundary Correction	-	-	305,000	-	-	-
Subtotal Bond Funded Capital Project Appropriation	1,190,000	1,325,000	2,280,000	1,933,000	-	1,933,000
Total Capital Project Appropriation	2,339,717	2,163,114	3,119,801	3,941,664	-	3,941,664
TOTAL CAPITAL RESERVE & PROJECT APPROPRIATIONS	\$ 2,584,717	\$ 2,448,114	\$ 3,404,801	\$ 4,401,664	\$ -	\$ 4,401,664

Fiscal Year 2015 - 2016

MAYOR & CITY COUNCIL 00081 - EMPLOYEE BENEFITS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	0	0	44,995	0	180,000	0	180,000	180,000
61701 - HEALTH INSURANCE	483	23,340	32,500	28,975	31,971	0	31,971	31,971
61704 - SOCIAL SECURITY	102	0	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	1	0	0	0	0	0	0	0
61706 - UNEMPLOYMENT INSURANCE	26,943	27,021	27,966	25,872	27,500	0	27,500	27,500
61707 - LIFE INSURANCE	29,337	35,252	35,500	34,226	36,793	0	36,793	36,793
61708 - LT DISABILITY INSURANCE	31,794	36,170	36,750	36,571	39,314	0	39,314	39,314
61710 - SAFETY PROGRAM	8,375	4,470	11,600	6,500	6,700	0	6,700	6,700
61711 - WELLNESS PROGRAM	3,367	1,962	5,000	3,658	4,200	0	4,200	4,200
61715 - RETIREMENT BENEFITS	483,506	101,143	100,000	100,000	100,000	0	100,000	100,000
61000 - PERSONNEL SERVICES	583,909	229,358	294,311	235,802	426,478	0	426,478	426,478
61401 - TEMPORARY PERSONNEL	1,340	0	0	0	0	0	0	0
62310 - SAFETY PROGRAM MAINT.	3,532	4,010	4,000	3,652	4,000	0	4,000	4,000
62437 - TUITION ASSISTANCE	1,930	3,412	7,500	3,952	4,200	0	4,200	4,200
62605 - PARKING SPACE RENTAL	37,824	37,720	32,660	32,660	32,660	0	32,660	32,660
62701 - OFFICE SUPPLIES	0	0	0	14	0	0	0	0
62000 - OPERATING EXPENDITURES	44,625	45,143	44,160	40,278	40,860	0	40,860	40,860
00081 - EMPLOYEE BENEFITS Total	628,535	274,501	338,471	276,080	467,338	0	467,338	467,338

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
MAYOR & CITY COUNCIL	628,535	274,501	338,471	276,080	467,338	0	467,338	467,338

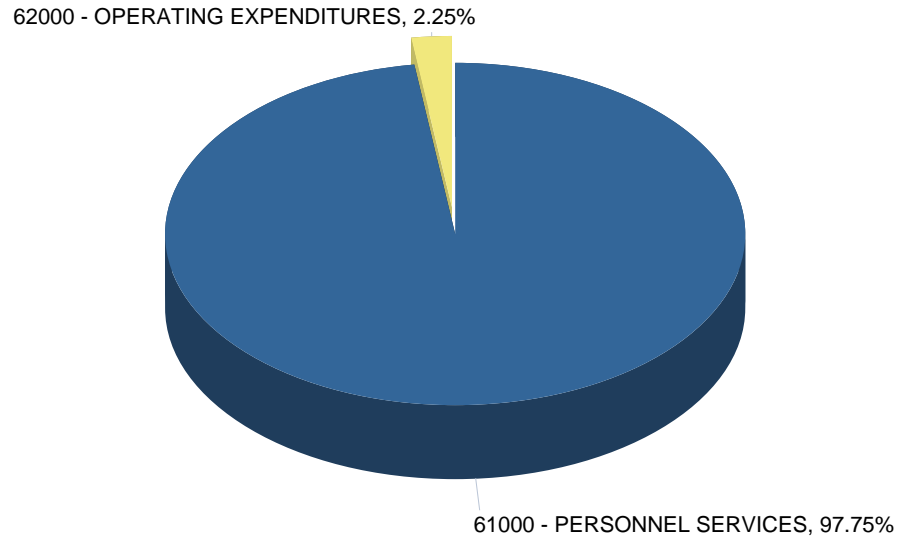
Fiscal Year 2015 - 2016

MAYOR & CITY COUNCIL 00082 - RISK MANAGEMENT

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62401 - GENERAL LIABILITY INS	209,879	222,351	237,916	236,464	267,176	0	267,176	267,176
62402 - AIRPORT LIABILITY INS	5,355	5,660	5,660	5,808	6,110	0	6,110	6,110
62000 - OPERATING EXPENDITURES	215,234	228,011	243,576	242,272	273,286	0	273,286	273,286
00082 - RISK MANAGEMENT Total	215,234	228,011	243,576	242,272	273,286	0	273,286	273,286

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
MAYOR & CITY COUNCIL	215,234	228,011	243,576	242,272	273,286	0	273,286	273,286

Department - CITY MANAGER



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	236,441	240,965	239,666	238,542	241,132	0	241,132	241,132
62000 - OPERATING EXPENDITURES	5,236	5,154	5,610	5,395	5,552	0	5,552	5,552
Department Total	241,677	246,119	245,276	243,937	246,684	0	246,684	246,684

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
00300	61203	CITY MANAGER	1.00	133,317
	61305	EXECUTIVE SECRETARY	1.00	55,813
25 - CITY MANAGER Total			2.00	189,130

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

CITY MANAGER

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61203 - CITY MANAGER	128,293	130,533	132,808	131,790	133,317	0	133,317	133,317
61305 - ADMINISTRATIVE PERSONNEL	53,707	54,652	55,598	55,174	55,813	0	55,813	55,813
61603 - CAR ALLOWANCE	4,200	4,200	4,200	4,200	4,200	0	4,200	4,200
61701 - HEALTH INSURANCE	13,682	13,330	8,017	7,637	8,036	0	8,036	8,036
61702 - DENTAL INSURANCE	1,480	1,498	1,478	1,473	1,478	0	1,478	1,478
61703 - RETIREMENT CONTRIBUTIONS	4,747	5,886	5,988	5,964	6,234	0	6,234	6,234
61704 - SOCIAL SECURITY	12,898	13,287	13,896	14,624	13,871	0	13,871	13,871
61705 - WORKERS COMPENSATION	176	12	181	180	182	0	182	182
61712 - DEPT HEAD RETIREMENT	17,259	17,567	17,500	17,500	18,000	0	18,000	18,000
61000 - PERSONNEL SERVICES	236,441	240,965	239,666	238,542	241,132	0	241,132	241,132
62205 - PC REPLACEMENT CHARGE	336	288	290	290	232	0	232	232
62435 - TRAINING	0	200	100	82	100	0	100	100
62436 - MEETINGS & DUES	3,058	2,775	3,000	3,000	3,000	0	3,000	3,000
62441 - LOCAL MEALS & MEETING EXP	374	497	500	428	500	0	500	500
62510 - TELEPHONE	686	815	645	633	645	0	645	645
62701 - OFFICE SUPPLIES	559	343	600	600	600	0	600	600
62710 - POSTAGE	32	28	125	58	125	0	125	125
62715 - BOOKS AND PERIODICALS	191	208	350	304	350	0	350	350
62000 - OPERATING EXPENDITURES	5,236	5,154	5,610	5,395	5,552	0	5,552	5,552
Department Total	241,677	246,119	245,276	243,937	246,684	0	246,684	246,684

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.		

For FY16, the highest priority for the City Attorney is 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 Paralegal are committed to providing the City with professional, efficient, and cost-effective legal services to the City of Keene.

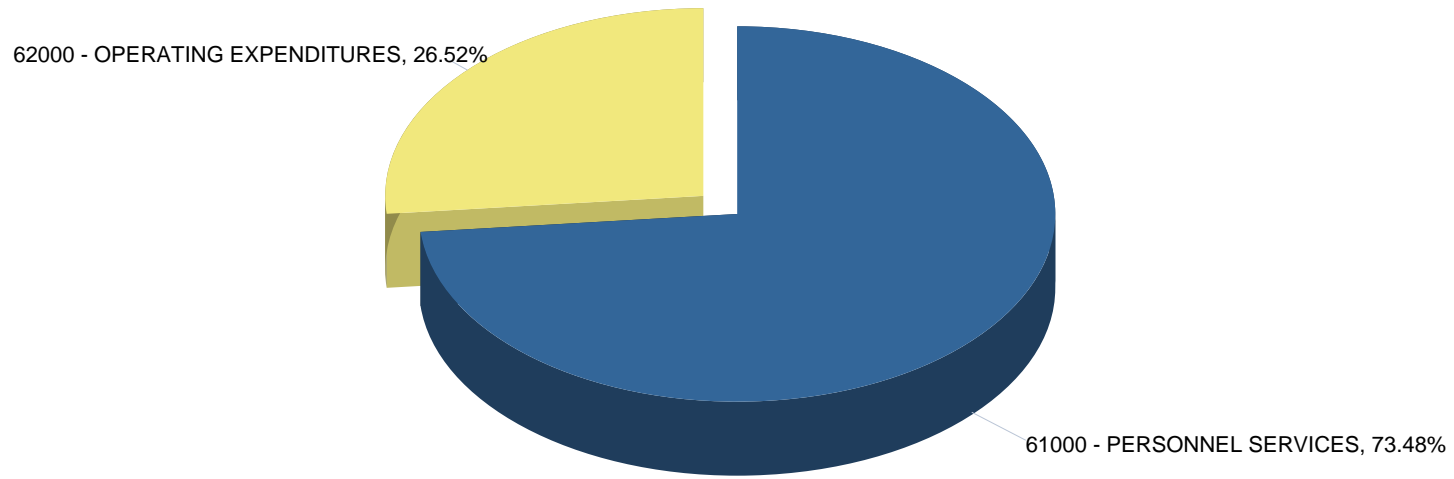
Accomplishments and challenges for the City Attorney's office for this past fiscal year included:

- Reviewing numerous contracts and agreements involving the City.
- Assisting with the legal issues involved in the Ice Arena project to be located at the City-owned property on Marlboro Street.
- Continued legal services associated with the development and construction of the Keene Energy and Agricultural Project at the Transfer Station.
- Ongoing litigation filed by Northern New England Telephone Operations d/b/a FairPoint Communications.
- Provided legal assistance relative to the location of an Eversource Energy (formally Public Service Company of New Hampshire) substation in West Keene.
- Working closely with City staff on the proposed expansion and renovation of the Library and Heberton Hall.
- Continued work with the Code Enforcement Department with various compliance issues.
- Continued legal services associated with the Railroad Land Development.
- Legal support in responding to numerous right-to-know requests.
- Litigation on tax abatement cases.

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, and 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.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP		
Provides legal services to the Mayor and City Council, the various standing and ad-hoc committees, and to the		Municipal Governance & Fin Stability		
1. City's boards and commissions.		Municipal Governance & Fin Stability		
2. Provides legal services to the City Manager and department heads.		Municipal Governance & Fin Stability		
Assists the City Manager with negotiation and drafting of legal documents relative to the outside development of		Municipal Governance & Fin Stability		
3. City properties.		Municipal Governance & Fin Stability		
FISCAL YEAR 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
To assist the City's municipal officers, department heads, boards and commissions in			Municipal Governance & Fin Stability	V, E
1. understanding and complying with applicable statutes, ordinances, and regulations.			Municipal Governance & Fin Stability	
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			Municipal Governance & Fin Stability	V, E
2. City.			Municipal Governance & Fin Stability	
3. To review and assess City ordinances and suggest revisions when appropriate.			Municipal Governance & Fin Stability	O, I, E
Continue to provide training to the volunteers on the City's boards and commissions with regard to			Municipal Governance & Fin Stability	V, E
4. respective board regulations, Rules of Procedure, and the Right-to-Know Law.			Municipal Governance & Fin Stability	
METRICS:		FY14	FY15	FY16
<i>Not Applicable</i>				

Department - CITY ATTORNEY



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	327,339	264,637	241,164	238,013	243,075	0	243,075	243,075
62000 - OPERATING EXPENDITURES	39,871	82,378	87,748	87,998	87,748	0	87,748	87,748
Department Total	367,210	347,015	328,912	326,011	330,823	0	330,823	330,823

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
00100	61201	CITY ATTORNEY	1.00	120,681
	61305	PARALEGAL	1.00	55,813
15 - CITY ATTORNEY Total			2.00	176,494

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

CITY ATTORNEY

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61201 - CITY ATTORNEY	116,132	118,161	120,220	119,300	120,681	0	120,681	120,681
61304 - GENERAL PERSONNEL	74,859	21,167	0	0	0	0	0	0
61305 - ADMINISTRATIVE PERSONNEL	53,707	54,645	55,598	55,174	55,813	0	55,813	55,813
61701 - HEALTH INSURANCE	39,711	32,900	30,536	30,217	31,807	0	31,807	31,807
61702 - DENTAL INSURANCE	2,508	2,035	2,283	1,473	1,478	0	1,478	1,478
61703 - RETIREMENT CONTRIBUTIONS	21,627	21,181	18,936	18,500	19,714	0	19,714	19,714
61704 - SOCIAL SECURITY	18,489	14,530	13,378	13,137	13,367	0	13,367	13,367
61705 - WORKERS COMPENSATION	306	19	213	212	214	0	214	214
61000 - PERSONNEL SERVICES	327,339	264,637	241,164	238,013	243,075	0	243,075	243,075
62160 - COURT & HEARING EXP	792	562	1,000	1,000	800	0	800	800
62161 - LEGAL SERVICES	25,763	70,475	75,000	75,000	75,000	0	75,000	75,000
62205 - PC REPLACEMENT CHARGE	504	432	348	348	348	0	348	348
62435 - TRAINING	1,644	595	900	900	900	0	900	900
62436 - MEETINGS & DUES	1,652	1,042	900	1,200	1,200	0	1,200	1,200
62510 - TELEPHONE	174	227	200	250	300	0	300	300
62701 - OFFICE SUPPLIES	680	290	500	400	400	0	400	400
62710 - POSTAGE	341	169	400	400	300	0	300	300
62715 - BOOKS AND PERIODICALS	8,321	8,586	8,500	8,500	8,500	0	8,500	8,500
62000 - OPERATING EXPENDITURES	39,871	82,378	87,748	87,998	87,748	0	87,748	87,748
Department Total	367,210	347,015	328,912	326,011	330,823	0	330,823	330,823

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 FY16, the Office of the City Clerk will continue to focus on implementation of electronic resources and on-line tools for greater citizen feedback with an added focus on internal efficiencies. Specifically, the Department is continuing to work on implementation of an automated agenda, which will allow greater efficiency in preparing and distributing the agenda packet and posting its content to the website. This initiative will continue with the Mayor's recently appointed Special Committee on the Use of Technology, which will assist with identifying the needs of the City Council in this effort. The Department will also continue to promote citizen engagement through our support and involvement with MindMixer, a tool that has been used successfully over the last several months to accept public comment on various City initiatives. The Department will continue its review of regulatory ordinances with the long-range goal to annually re-engineer a City regulatory process in an effort to streamline and deliver better customer service. This re-engineering will use data from the Regulatory Review survey completed by various City Departments, which will be provided to a committee under the direction of the City Manager to analyze and recommend changes. New initiatives for the coming fiscal year include developing a program for tracking and managing ongoing uses of the City right-of-way which could be accessed by multiple departments, and implementing a strategy for use of social media by the department as a means for sharing information with the public.

For FY15, several significant objectives were met and progress was made on others. The City Clerk's Office was successful in obtaining software to accept credit and debit card payments for services provided in the office. This solution also allows customers to purchase a vital record online. We continue to promote opportunities that allow for "the engaged community" as articulated in the Comprehensive Master Plan through our active participation with MindMixer. Through involvement with the City's administrative portfolio, our office has and will continue to help facilitate initiatives promoted on MindMixer. As part of our ongoing effort to streamline regulatory processes, the City Clerk's Office undertook a review of the Public Transportation Ordinance resulting in a reduction in regulations to effectively meet the needs of licenseholders and their patrons. A customer service survey has been created and the Department is now investigating the options for distributing and accepting customer feedback prior to implementing its use. The Records Center continues to grow its collection and several NH counties are now storing their microfilm collections with us. A House Bill was proposed to allow storage of other types of media to support this effort. Finally, an initiative identified as an objective in FY14 to automatically post adopted minutes and board membership information to the City website populated by the boards and commissions database has reached completion.

Background

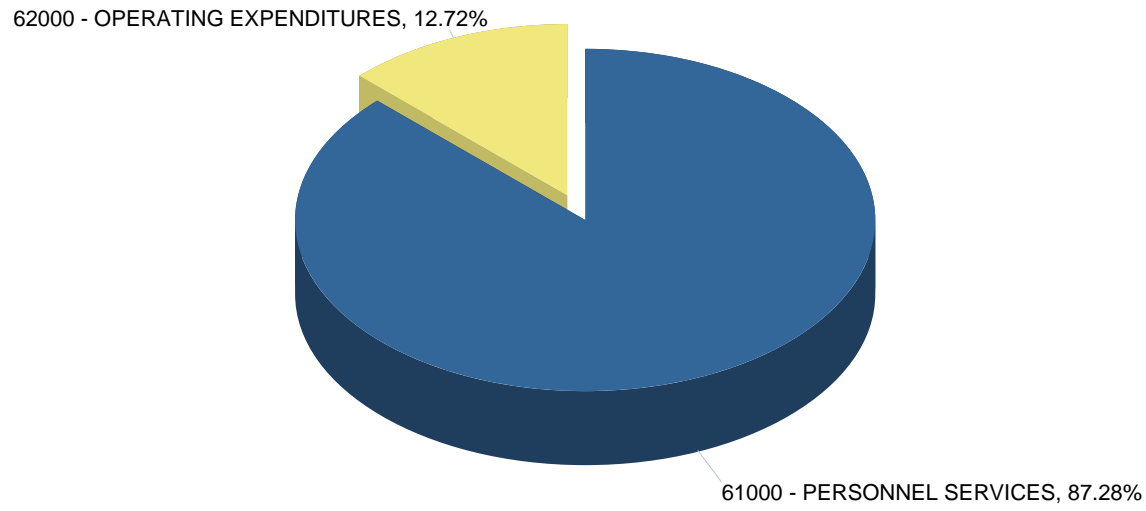
The City Clerk is appointed by the Mayor and City Council and serves at their pleasure. The Office of the City Clerk is responsible for many statutory responsibilities in addition to responsibilities outlined in the City Code and the City Charter. The responsibilities dictated by State law include the 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 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 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 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1. Conduct Municipal Primary, Municipal General, and Presidential Primary Elections		RSA 652		
2. Acquire and implement an automated, agenda solution for City Council and Council Committee agendas scalable for use City-wide.			Leadership	VICE
3. Identify the role of social media in customer relations and implement a strategy for its use to enhance information sharing working with IMS.			Leadership	VOICE
4. Continue to promote electronic resources and online tools for engaging citizens working with IMS.			Leadership	VOICE
5. Develop a program for tracking and managing ongoing uses of the City right-of-way to be available to other City departments.			Leadership	VICE
6. Continue work on the review of regulatory processes in City Code.			Leadership	VOICE
METRICS:		FY14	FY15	FY16
1. Dog licenses issued		2,656	2,749	2,700
2. Dog owners with unlicensed dogs on warrant		193	233	220
3. Vital records issued		4,767	4,311	4,265
4. Requests for information via City web portal		290	198	200
5. Municipal records boxes in custody		3,964	4,155	4,368
6. Municipal records boxes retrieved		280	252	266
7. Municipal record boxes purged		146	166	156
8. Formal Right-to-Know requests received/Number of records series requested		34 /159	24 /146	29 / 152
9. Research requests performed		59	48	54
10. Average minutes spent in responding to research requests		50	45	47

Department - CITY CLERK



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	476,759	456,766	484,322	484,146	491,720	0	491,720	491,720
62000 - OPERATING EXPENDITURES	39,780	42,779	57,797	54,121	71,689	0	71,689	71,689
Department Total	516,538	499,544	542,119	538,267	563,409	0	563,409	563,409

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
00200	61202	CITY CLERK	1.00	98,906
	61305	ADMINISTRATIVE ASSISTANT	1.00	39,142
		ASSISTANT CITY CLERK	1.00	63,692
	61307	ADMINISTRATIVE ASSISTANT	1.06	44,754
00202	61302	RECORDS MGR / DEP CITY CL	0.90	65,415
00204	61302	RECORDS MGR / DEP CITY CL	0.10	7,268
	61307	RECORDS CLERK	0.53	22,858
20 - CITY CLERK Total			5.59	342,036

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

CITY CLERK

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61104 - ELECTION WORKERS	11,328	9,228	0	0	0	0	0	0
61202 - CITY CLERK	95,180	96,841	98,541	98,541	98,906	0	98,906	98,906
61302 - ASST DEPARTMENT HEAD	69,941	71,161	72,402	72,402	72,683	0	72,683	72,683
61305 - ADMINISTRATIVE PERSONNEL	112,683	91,722	98,265	98,265	102,834	0	102,834	102,834
61307 - PART TIME EMPLOYEES	60,456	61,209	68,088	68,088	72,240	0	72,240	72,240
61501 - REGULAR OVERTIME	137	0	465	240	186	0	186	186
61530 - OT:STRAIGHT TIME	0	0	81	91	143	0	143	143
61701 - HEALTH INSURANCE	72,601	70,690	84,772	84,772	81,565	0	81,565	81,565
61702 - DENTAL INSURANCE	3,466	3,802	6,236	6,236	5,431	0	5,431	5,431
61703 - RETIREMENT CONTRIBUTIONS	24,552	27,939	29,053	29,053	30,653	0	30,653	30,653
61704 - SOCIAL SECURITY	24,752	23,920	25,844	25,844	26,520	0	26,520	26,520
61705 - WORKERS COMPENSATION	1,531	21	350	350	334	0	334	334
61901 - RECRUITMENT	134	232	225	263	225	0	225	225
61000 - PERSONNEL SERVICES	476,759	456,766	484,322	484,146	491,720	0	491,720	491,720
62107 - ELECTIONS	0	0	13,970	10,951	20,775	0	20,775	20,775
62175 - OTHER SERVICES	0	916	800	800	0	0	0	0
62205 - PC REPLACEMENT CHARGE	2,328	1,992	1,682	1,682	1,712	0	1,712	1,712
62206 - PW FLEET CHARGE	13,188	12,960	13,337	13,337	13,446	0	13,446	13,446
62301 - OFFICE EQUIPMENT MAINT.	3,375	3,625	2,512	2,512	2,436	0	2,436	2,436
62404 - PROPERTY INSURANCE	356	387	414	414	414	0	414	414
62416 - PRINTING	3,627	4,441	3,100	3,411	7,700	0	7,700	7,700
62425 - ADVERTISING	55	266	465	276	774	0	774	774
62435 - TRAINING	3,805	2,420	5,005	4,918	4,635	0	4,635	4,635
62436 - MEETINGS & DUES	997	1,119	1,590	1,590	1,500	0	1,500	1,500
62450 - POLLING STATIONS SET UP	1,470	351	310	260	1,480	0	1,480	1,480
62498 - USE OF TRUST FUNDS	75	196	200	200	200	0	200	200
62510 - TELEPHONE	1,251	1,571	3,091	2,792	2,790	0	2,790	2,790
62701 - OFFICE SUPPLIES	2,457	2,407	2,534	2,707	2,869	0	2,869	2,869
62710 - POSTAGE	3,016	3,337	2,345	1,916	4,169	0	4,169	4,169
62715 - BOOKS AND PERIODICALS	385	1,035	833	775	700	0	700	700
62734 - MINOR EQUIPMENT	0	218	50	50	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	725	872	1,159	1,150	1,159	0	1,159	1,159
62744 - MINOR COMPUTER EQUIPMENT	0	130	0	0	0	0	0	0
62755 - UNIFORMS	0	237	250	240	250	0	250	250
62760 - OPERATING SUPPLIES	2,262	3,795	3,650	3,640	4,150	0	4,150	4,150

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62762 - LICENSES & PERMITS	408	503	500	500	530	0	530	530
62000 - OPERATING EXPENDITURES	39,780	42,779	57,797	54,121	71,689	0	71,689	71,689
Department Total	516,538	499,544	542,119	538,267	563,409	0	563,409	563,409

Fiscal Year 2015 - 2016

CITY CLERK 00200 - CITY CLERK

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61202 - CITY CLERK	95,180	96,841	98,541	98,541	98,906	0	98,906	98,906
61305 - ADMINISTRATIVE PERSONNEL	112,683	91,722	98,265	98,265	102,834	0	102,834	102,834
61307 - PART TIME EMPLOYEES	35,820	37,316	41,413	41,413	44,754	0	44,754	44,754
61501 - REGULAR OVERTIME	0	0	465	240	186	0	186	186
61530 - OT:STRAIGHT TIME	0	0	81	91	143	0	143	143
61701 - HEALTH INSURANCE	53,164	48,755	61,953	61,953	57,794	0	57,794	57,794
61702 - DENTAL INSURANCE	2,103	2,323	4,476	4,476	3,671	0	3,671	3,671
61703 - RETIREMENT CONTRIBUTIONS	18,370	20,275	21,255	21,255	22,534	0	22,534	22,534
61704 - SOCIAL SECURITY	17,505	16,699	18,265	18,265	18,857	0	18,857	18,857
61705 - WORKERS COMPENSATION	235	15	230	230	238	0	238	238
61901 - RECRUITMENT	134	232	225	263	225	0	225	225
61000 - PERSONNEL SERVICES	335,193	314,178	345,168	344,992	350,143	0	350,143	350,143
62205 - PC REPLACEMENT CHARGE	1,608	1,380	1,131	1,131	1,131	0	1,131	1,131
62301 - OFFICE EQUIPMENT MAINT.	2,101	2,425	0	0	0	0	0	0
62425 - ADVERTISING	55	125	156	156	156	0	156	156
62435 - TRAINING	1,242	2,400	1,455	1,368	2,386	0	2,386	2,386
62436 - MEETINGS & DUES	432	554	1,025	1,025	935	0	935	935
62498 - USE OF TRUST FUNDS	75	196	200	200	200	0	200	200
62510 - TELEPHONE	818	1,068	1,871	1,703	1,740	0	1,740	1,740
62701 - OFFICE SUPPLIES	2,157	1,834	2,054	2,054	2,054	0	2,054	2,054
62710 - POSTAGE	1,414	1,955	1,672	1,600	1,672	0	1,672	1,672
62715 - BOOKS AND PERIODICALS	385	1,035	758	700	625	0	625	625
62734 - MINOR EQUIPMENT	0	218	50	50	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	0	130	0	0	0	0	0	0
62762 - LICENSES & PERMITS	408	503	500	500	530	0	530	530
62000 - OPERATING EXPENDITURES	10,693	13,823	10,872	10,486	11,429	0	11,429	11,429
00200 - CITY CLERK Total	345,887	328,001	356,040	355,478	361,571	0	361,571	361,571

CITY CLERK 00201 - CITY CLERK ELECTIONS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61104 - ELECTION WORKERS	11,328	9,228	0	0	0	0	0	0
61307 - PART TIME EMPLOYEES	4,195	2,479	3,714	3,714	4,627	0	4,627	4,627
61704 - SOCIAL SECURITY	321	190	284	284	354	0	354	354
61705 - WORKERS COMPENSATION	4	0	28	28	4	0	4	4
61000 - PERSONNEL SERVICES	15,847	11,897	4,026	4,026	4,986	0	4,986	4,986
62107 - ELECTIONS	0	0	13,970	10,951	20,775	0	20,775	20,775
62175 - OTHER SERVICES	0	916	800	800	0	0	0	0
62205 - PC REPLACEMENT CHARGE	168	144	116	116	116	0	116	116

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62301 - OFFICE EQUIPMENT MAINT.	1,274	1,200	2,512	2,512	2,436	0	2,436	2,436
62416 - PRINTING	3,627	4,441	3,100	3,411	7,700	0	7,700	7,700
62425 - ADVERTISING	0	141	309	120	618	0	618	618
62450 - POLLING STATIONS SET UP	1,470	351	310	260	1,480	0	1,480	1,480
62701 - OFFICE SUPPLIES	272	511	370	548	705	0	705	705
62710 - POSTAGE	1,602	1,382	673	316	2,497	0	2,497	2,497
62000 - OPERATING EXPENDITURES	8,414	9,086	22,160	19,035	36,327	0	36,327	36,327
00201 - CITY CLERK ELECTIONS Total	24,261	20,983	26,186	23,060	41,313	0	41,313	41,313

CITY CLERK 00202 - CITY CLERK ARCHIVES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61302 - ASST DEPARTMENT HEAD	62,947	64,045	65,162	65,162	65,415	0	65,415	65,415
61701 - HEALTH INSURANCE	17,493	19,742	20,537	20,537	21,394	0	21,394	21,394
61702 - DENTAL INSURANCE	1,227	1,331	1,584	1,584	1,584	0	1,584	1,584
61703 - RETIREMENT CONTRIBUTIONS	5,563	6,898	7,018	7,018	7,307	0	7,307	7,307
61704 - SOCIAL SECURITY	4,817	4,854	4,985	4,985	5,004	0	5,004	5,004
61705 - WORKERS COMPENSATION	1,145	4	63	63	63	0	63	63
61000 - PERSONNEL SERVICES	93,192	96,874	99,349	99,349	100,766	0	100,766	100,766
62404 - PROPERTY INSURANCE	356	387	414	414	414	0	414	414
62435 - TRAINING	2,563	20	3,550	3,550	2,249	0	2,249	2,249
62436 - MEETINGS & DUES	565	565	565	565	565	0	565	565
62715 - BOOKS AND PERIODICALS	0	0	75	75	75	0	75	75
62740 - OTHER MAINT. SUPPLIES	725	872	1,159	1,150	1,159	0	1,159	1,159
62760 - OPERATING SUPPLIES	1,580	2,914	3,000	2,990	3,000	0	3,000	3,000
62000 - OPERATING EXPENDITURES	5,789	4,758	8,763	8,744	7,462	0	7,462	7,462
00202 - CITY CLERK ARCHIVES Total	98,981	101,631	108,111	108,092	108,228	0	108,228	108,228

CITY CLERK 00204 - CLERK RECORDS STORAGE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61302 - ASST DEPARTMENT HEAD	6,994	7,116	7,240	7,240	7,268	0	7,268	7,268
61307 - PART TIME EMPLOYEES	20,441	21,414	22,962	22,962	22,858	0	22,858	22,858
61501 - REGULAR OVERTIME	137	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	1,943	2,193	2,282	2,282	2,377	0	2,377	2,377
61702 - DENTAL INSURANCE	136	148	176	176	176	0	176	176
61703 - RETIREMENT CONTRIBUTIONS	618	766	780	780	812	0	812	812
61704 - SOCIAL SECURITY	2,109	2,178	2,310	2,310	2,305	0	2,305	2,305
61705 - WORKERS COMPENSATION	147	2	29	29	29	0	29	29
61000 - PERSONNEL SERVICES	32,526	33,817	35,779	35,779	35,825	0	35,825	35,825
62205 - PC REPLACEMENT CHARGE	552	468	435	435	465	0	465	465
62206 - PW FLEET CHARGE	13,188	12,960	13,337	13,337	13,446	0	13,446	13,446

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62510 - TELEPHONE	433	503	1,220	1,089	1,050	0	1,050	1,050
62701 - OFFICE SUPPLIES	28	63	110	105	110	0	110	110
62755 - UNIFORMS	0	237	250	240	250	0	250	250
62760 - OPERATING SUPPLIES	682	881	650	650	1,150	0	1,150	1,150
62000 - OPERATING EXPENDITURES	14,883	15,111	16,002	15,856	16,471	0	16,471	16,471
00204 - CLERK RECORDS STORAGE Total	47,409	48,928	51,781	51,635	52,296	0	52,296	52,296

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
CITY CLERK	516,538	499,544	542,119	538,267	563,409	0	563,409	563,409

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.

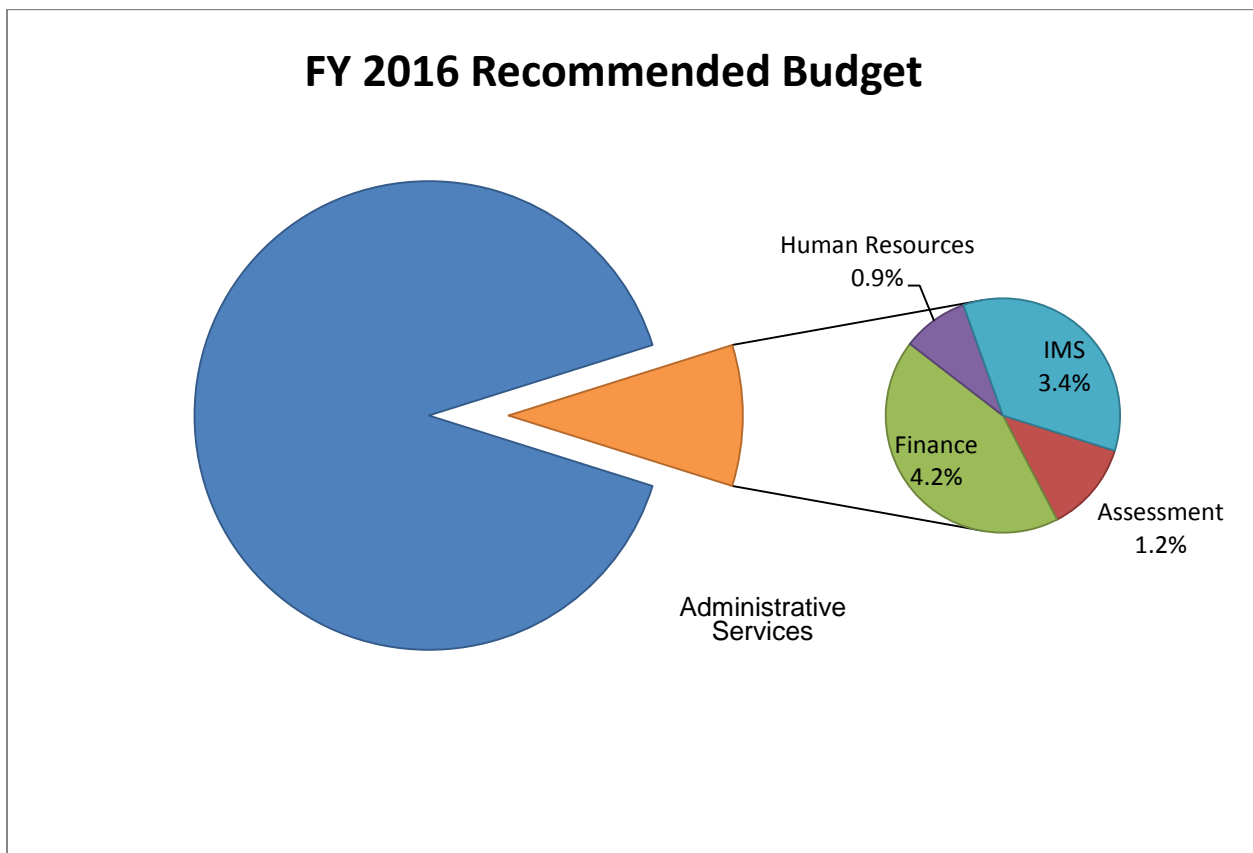
Department Heads:

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 FY16, the Department of Assessment is anticipating beginning a city-wide revaluation project to value anew all of the City's real property in accordance with RSA 75:8-a. During the first half of FY16, the Department will be converting to a new CAMA (computer assisted mass appraisal) system, setting the foundation for the City's future assessments. Once the system is in place, market data will be collected and analyzed. This is the initial, fundamental step in the revaluation process. The project will be completed by the second quarter of FY17. Additionally, Phase I of the Parcel Mapping Project will finish up and Phase II will begin at the end of FY16. The second phase focuses on additional parcel research and parcel compilation. Finally, as done on an annual basis, the Department will track and make necessary valuation adjustments for changes such as building permits, sub-divisions, and discovery. Overall, the FY16 Budget will allow the Department of Assessment to continue to serve the public in a manner similar to years past, while providing the means to meet our statutory obligations.

During FY15, the Department of Assessment began Phase I of the Parcel Mapping Project which is a multi-year project designed to significantly improve the accuracy and availability of the City's parcel maps. Phase I focused on preliminary data gathering, plan inventorying, and record research. This project is aligned with one of our Departmental objectives; implementing new technology for effective, efficient, and transparent assessing practices.

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 and defending valuations.
- 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.
- Administration of timber cutting permits and valuation of timber for timber taxes.
- 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, 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 Practice compliance reports, and meeting required professional certification/designations.	Municipal Governance & Fin Stability

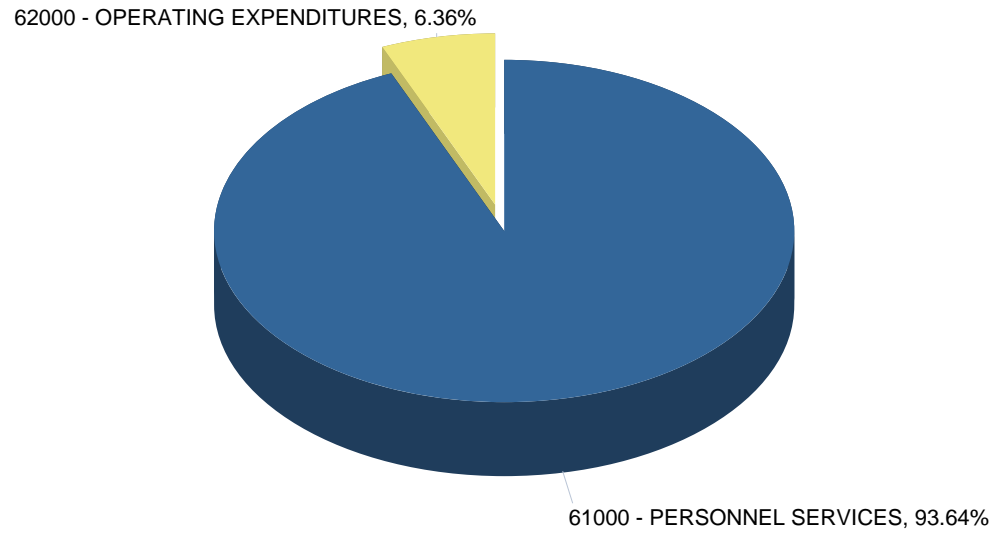
FISCAL YEAR 2015/2016 OBJECTIVES:

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

METRICS:

		FY13	FY14	FY15
1.	Equalization ratio (expresses relationship between assessment & market; Assessing Standards Board standard is between 90% and 110%)	108.24	105.90	106.70
2.	Total Taxable Assessed Value	1.86 billion	1.85 billion	1.85 billion
3.	Percentage of Non-Taxable Value in comparison to Taxable Value	22.1%	22.9%	22.9%
4.	PILOT Agreement Revenue	\$105,607	\$373,500	\$378,800

Department - ASSESSMENT



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	362,841	375,741	392,080	391,277	406,006	0	406,006	406,006
62000 - OPERATING EXPENDITURES	31,109	20,216	30,945	27,635	27,588	0	27,588	27,588
Department Total	393,950	395,956	423,025	418,912	433,594	0	433,594	433,594

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
00400	61301	CITY ASSESSOR	1.00	96,620
	61304	APPRAISER	1.00	69,553
	61305	ASSESSING TECHNICIAN	1.00	52,262
		AUTOMATION SPECIALIST	1.00	52,262
10 - ASSESSMENT Total			4.00	270,696

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

ASSESSMENT

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	84,395	86,631	92,092	92,092	96,620	0	96,620	96,620
61304 - GENERAL PERSONNEL	67,229	68,097	69,285	69,022	69,553	0	69,553	69,553
61305 - ADMINISTRATIVE PERSONNEL	98,370	100,082	101,825	101,442	104,524	0	104,524	104,524
61701 - HEALTH INSURANCE	64,185	69,957	71,339	71,235	75,100	0	75,100	75,100
61702 - DENTAL INSURANCE	3,255	3,825	4,626	4,626	4,626	0	4,626	4,626
61703 - RETIREMENT CONTRIBUTIONS	22,094	27,443	28,347	28,277	30,237	0	30,237	30,237
61704 - SOCIAL SECURITY	19,021	19,288	20,135	20,086	20,708	0	20,708	20,708
61705 - WORKERS COMPENSATION	4,235	305	4,432	4,497	4,638	0	4,638	4,638
61901 - RECRUITMENT	57	113	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	362,841	375,741	392,080	391,277	406,006	0	406,006	406,006
62125 - APPRAISAL SERVICES	12,500	4,243	9,650	9,600	9,600	0	9,600	9,600
62205 - PC REPLACEMENT CHARGE	2,676	2,568	2,438	2,438	2,438	0	2,438	2,438
62206 - PW FLEET CHARGE	7,008	7,104	7,442	7,442	7,483	0	7,483	7,483
62301 - OFFICE EQUIPMENT MAINT.	638	768	620	500	500	0	500	500
62307 - COMPUTER SYS MAINTENANCE	3,875	0	3,800	0	0	0	0	0
62425 - ADVERTISING	61	84	300	0	300	0	300	300
62435 - TRAINING	147	1,055	1,500	1,500	2,000	0	2,000	2,000
62436 - MEETINGS & DUES	1,461	873	1,380	1,380	1,392	0	1,392	1,392
62510 - TELEPHONE	655	590	1,000	800	800	0	800	800
62701 - OFFICE SUPPLIES	1,015	1,392	1,000	2,100	1,200	0	1,200	1,200
62710 - POSTAGE	351	737	1,000	1,000	1,000	0	1,000	1,000
62715 - BOOKS AND PERIODICALS	722	802	815	875	875	0	875	875
62000 - OPERATING EXPENDITURES	31,109	20,216	30,945	27,635	27,588	0	27,588	27,588
Department Total	393,950	395,956	423,025	418,912	433,594	0	433,594	433,594

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 FY15, in addition to the routine activity required to support the day to day business of the city, the Finance Department in a joint venture with the IMS Department, began the implementation of a lock box service with People's United Bank for processing property tax payments, utility billing payments, and miscellaneous payments. Payments made via the lock box will be sent directly to People's United Bank for processing and depositing into the City's bank account accurately and efficiently. The goal of both the Finance Department and the IMS Department is to have the lock box service fully implemented and operational by the end of FY15.

FY15 also focused on the expansion of credit card and electronic payment opportunities with both the Parking Department and the Fire Department accepting credit cards as a method of payment. In FY16 the expansion of accepting credit cards, both in house and online, to other departments will provide an additional level of convenience to the citizens of Keene.

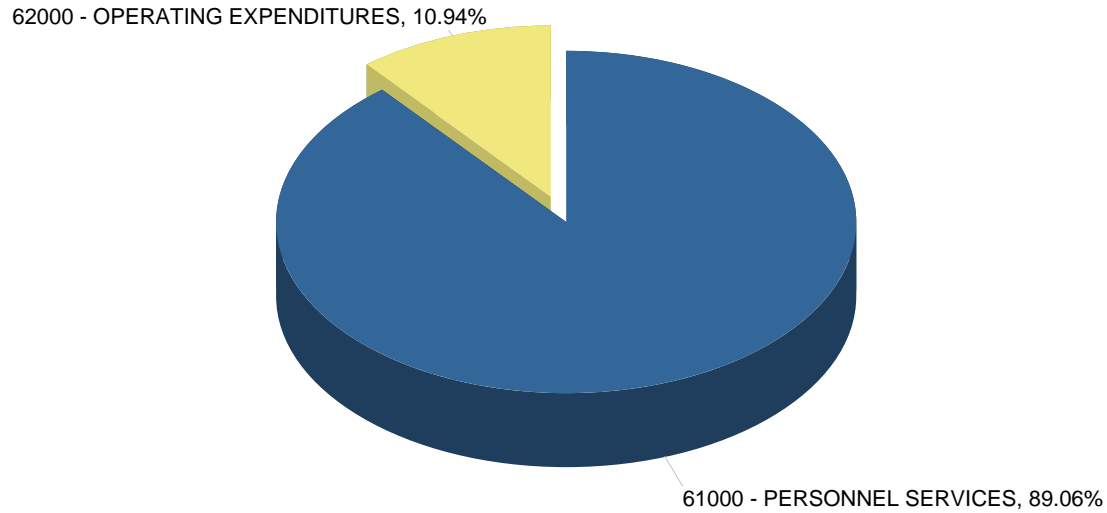
In FY16 the Department will continue to efficiently and accurately perform the business functions of the City. Attention to the important task of monitoring fiscal trends, legislative, and regulatory activity impacting the City's operations and fiscal condition will continue. While working to fulfill 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 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 2015/2016 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:		FY14	FY15	FY16
1. Invoices paid within vendor stipulated pay period		96.00%	95.00%	97.00%
2. Timely issuance of Council Reports		100.00%	100.00%	100.00%
3. Number of bids, RFP's & contracts issued		225	220	200
4. Property tax & utility bills issued		41,234	40,600	40,700
5. Motor vehicle transactions		20,704	20,710	20,750
7. Parcels going to tax lien		245	250	250
8. Liens as % of warrant		1.83%	1.70%	1.70%

Department - FINANCE



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	1,116,848	1,149,347	1,325,887	1,274,352	1,331,575	0	1,331,575	1,331,575
62000 - OPERATING EXPENDITURES	152,671	143,609	168,149	159,740	163,615	0	163,615	163,615
Department Total	1,269,519	1,292,955	1,494,035	1,434,092	1,495,190	0	1,495,190	1,495,190

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
00600	61301	FINANCE DIRECTOR/TREASURE	1.00	108,015
	61302	ASST. FINANCE DIR/TREAS	1.00	91,106
	61305	ADMINISTRATIVE ASST I	1.00	44,788
00601	61304	PAYROLL ADMINISTRATOR	1.00	63,692
		FUND MANAGER	1.00	63,692
	61305	ACCOUNT CLERK II	3.00	137,387
00602	61304	PURCHASING AGENT	1.00	72,683
		CONTRACT MANAGER	1.00	63,085
00603	61303	REVENUE COLLECTOR	1.00	72,683
	61305	ACCOUNT CLERK II	2.00	91,591
		DEPUTY REVENUE COLLECTOR	1.00	43,111
	61307	ACCOUNT CLERK I	1.18	49,082
30 - FINANCE Total			15.18	900,914

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

FINANCE

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	92,421	99,362	103,744	103,657	108,015	0	108,015	108,015
61302 - ASST DEPARTMENT HEAD	95,180	77,614	87,357	86,014	91,106	0	91,106	91,106
61303 - SUPERVISORY PERSONNEL	69,941	71,161	72,402	71,851	72,683	0	72,683	72,683
61304 - GENERAL PERSONNEL	191,032	192,980	257,393	257,392	263,152	0	263,152	263,152
61305 - ADMINISTRATIVE PERSONNEL	307,351	313,156	318,618	302,816	316,876	0	316,876	316,876
61307 - PART TIME EMPLOYEES	37,563	38,343	49,773	43,654	49,082	0	49,082	49,082
61401 - TEMPORARY PERSONNEL	225	445	0	0	0	0	0	0
61501 - REGULAR OVERTIME	1,807	777	2,000	5,656	2,000	0	2,000	2,000
61530 - OT:STRAIGHT TIME	0	0	0	21	0	0	0	0
61701 - HEALTH INSURANCE	181,001	203,551	255,484	228,752	244,563	0	244,563	244,563
61702 - DENTAL INSURANCE	13,710	14,284	19,813	18,323	19,008	0	19,008	19,008
61703 - RETIREMENT CONTRIBUTIONS	65,516	77,539	90,416	88,661	95,150	0	95,150	95,150
61704 - SOCIAL SECURITY	60,146	59,983	68,030	66,556	69,072	0	69,072	69,072
61705 - WORKERS COMPENSATION	767	51	857	838	869	0	869	869
61901 - RECRUITMENT	186	101	0	160	0	0	0	0
61000 - PERSONNEL SERVICES	1,116,848	1,149,347	1,325,887	1,274,352	1,331,575	0	1,331,575	1,331,575
62103 - TECHNICAL SERVICES	9,462	0	2,000	1,000	6,400	0	6,400	6,400
62129 - AUDIT SERVICES	37,800	42,900	43,000	42,000	42,500	0	42,500	42,500
62175 - OTHER SERVICES	8,887	7,413	11,746	10,500	9,000	0	9,000	9,000
62205 - PC REPLACEMENT CHARGE	6,072	5,364	3,209	3,209	3,325	0	3,325	3,325
62301 - OFFICE EQUIPMENT MAINT.	15,353	15,009	22,700	22,175	20,200	0	20,200	20,200
62416 - PRINTING	9,137	7,688	9,365	8,625	9,365	0	9,365	9,365
62425 - ADVERTISING	2,212	1,893	3,250	3,000	2,750	0	2,750	2,750
62430 - TRAVEL	473	0	800	100	800	0	800	800
62435 - TRAINING	1,365	2,127	6,050	3,500	5,050	0	5,050	5,050
62436 - MEETINGS & DUES	1,454	1,562	1,485	1,200	1,485	0	1,485	1,485
62447 - PUBLIC AWARENESS	552	821	1,700	1,400	1,200	0	1,200	1,200
62510 - TELEPHONE	2,603	2,673	3,040	2,815	3,040	0	3,040	3,040
62701 - OFFICE SUPPLIES	14,756	13,528	16,154	16,079	15,250	0	15,250	15,250
62710 - POSTAGE	39,852	41,304	41,500	41,800	41,850	0	41,850	41,850
62715 - BOOKS AND PERIODICALS	1,573	1,327	2,150	2,337	1,400	0	1,400	1,400
62744 - MINOR COMPUTER EQUIPMENT	1,120	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	152,671	143,609	168,149	159,740	163,615	0	163,615	163,615
Department Total	1,269,519	1,292,955	1,494,035	1,434,092	1,495,190	0	1,495,190	1,495,190

Fiscal Year 2015 - 2016

FINANCE 00600 - FINANCE ADMIN

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	92,421	99,362	103,744	103,657	108,015	0	108,015	108,015
61302 - ASST DEPARTMENT HEAD	95,180	77,614	87,357	86,014	91,106	0	91,106	91,106
61305 - ADMINISTRATIVE PERSONNEL	43,086	43,850	44,614	44,602	44,788	0	44,788	44,788
61701 - HEALTH INSURANCE	39,609	45,370	61,687	46,349	47,542	0	47,542	47,542
61702 - DENTAL INSURANCE	4,089	4,013	5,281	5,271	5,281	0	5,281	5,281
61703 - RETIREMENT CONTRIBUTIONS	20,389	23,352	25,387	25,387	27,245	0	27,245	27,245
61704 - SOCIAL SECURITY	17,315	16,606	18,032	18,032	18,659	0	18,659	18,659
61705 - WORKERS COMPENSATION	222	12	228	228	235	0	235	235
61901 - RECRUITMENT	0	40	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	312,310	310,220	346,330	329,540	342,869	0	342,869	342,869
00600 - FINANCE ADMIN Total	312,310	310,220	346,330	329,540	342,869	0	342,869	342,869

FINANCE 00601 - FINANCE ACCTING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	113,196	121,597	126,892	126,892	127,384	0	127,384	127,384
61305 - ADMINISTRATIVE PERSONNEL	128,880	131,559	133,852	133,852	137,387	0	137,387	137,387
61401 - TEMPORARY PERSONNEL	225	445	0	0	0	0	0	0
61701 - HEALTH INSURANCE	67,702	74,345	85,940	85,940	90,845	0	90,845	90,845
61702 - DENTAL INSURANCE	4,052	4,230	5,581	5,581	5,581	0	5,581	5,581
61703 - RETIREMENT CONTRIBUTIONS	20,083	23,999	28,082	28,082	29,575	0	29,575	29,575
61704 - SOCIAL SECURITY	18,313	19,144	19,947	19,947	20,255	0	20,255	20,255
61705 - WORKERS COMPENSATION	234	17	251	251	255	0	255	255
61901 - RECRUITMENT	186	61	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	352,871	375,396	400,546	400,546	411,282	0	411,282	411,282
62103 - TECHNICAL SERVICES	9,462	0	2,000	1,000	6,400	0	6,400	6,400
62129 - AUDIT SERVICES	37,800	42,900	43,000	42,000	42,500	0	42,500	42,500
62205 - PC REPLACEMENT CHARGE	4,212	3,972	2,266	2,266	2,266	0	2,266	2,266
62301 - OFFICE EQUIPMENT MAINT.	11,636	9,565	16,000	15,975	14,000	0	14,000	14,000
62416 - PRINTING	8,956	7,276	9,000	8,325	9,000	0	9,000	9,000
62430 - TRAVEL	473	0	800	100	800	0	800	800
62435 - TRAINING	829	1,809	5,050	2,500	4,050	0	4,050	4,050
62436 - MEETINGS & DUES	972	977	650	475	650	0	650	650
62510 - TELEPHONE	1,092	1,037	1,140	1,140	1,140	0	1,140	1,140
62701 - OFFICE SUPPLIES	4,087	2,980	4,104	4,079	3,800	0	3,800	3,800
62710 - POSTAGE	5,436	5,400	6,000	6,200	6,000	0	6,000	6,000
62715 - BOOKS AND PERIODICALS	1,140	792	1,250	1,562	500	0	500	500
62000 - OPERATING EXPENDITURES	86,095	76,708	91,260	85,622	91,106	0	91,106	91,106
00601 - FINANCE ACCTING Total	438,966	452,104	491,805	486,168	502,388	0	502,388	502,388

FINANCE 00602 - FINANCE PURCHASING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	69,941	71,384	130,501	130,500	135,768	0	135,768	135,768
61701 - HEALTH INSURANCE	13,890	15,512	38,868	37,867	40,487	0	40,487	40,487
61702 - DENTAL INSURANCE	740	802	2,716	2,715	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	6,181	7,688	14,055	14,055	15,165	0	15,165	15,165
61704 - SOCIAL SECURITY	5,163	5,222	9,983	9,983	10,386	0	10,386	10,386
61705 - WORKERS COMPENSATION	68	5	126	125	131	0	131	131
61000 - PERSONNEL SERVICES	95,982	100,614	196,248	195,245	204,653	0	204,653	204,653
62205 - PC REPLACEMENT CHARGE	360	276	247	247	363	0	363	363
62301 - OFFICE EQUIPMENT MAINT.	1,041	982	2,500	2,000	2,000	0	2,000	2,000
62416 - PRINTING	181	412	365	300	365	0	365	365
62425 - ADVERTISING	2,212	1,893	3,250	3,000	2,750	0	2,750	2,750
62435 - TRAINING	372	318	500	500	500	0	500	500
62436 - MEETINGS & DUES	392	425	600	600	600	0	600	600
62510 - TELEPHONE	378	390	400	475	500	0	500	500
62701 - OFFICE SUPPLIES	7,369	8,219	9,250	9,000	8,250	0	8,250	8,250
62710 - POSTAGE	197	77	500	350	400	0	400	400
62715 - BOOKS AND PERIODICALS	189	325	400	400	400	0	400	400
62000 - OPERATING EXPENDITURES	12,693	13,316	18,012	16,872	16,128	0	16,128	16,128
00602 - FINANCE PURCHASING Total	108,676	113,930	214,260	212,117	220,781	0	220,781	220,781

FINANCE 00603 - FINANCE REV COLLECTION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	69,941	71,161	72,402	71,851	72,683	0	72,683	72,683
61305 - ADMINISTRATIVE PERSONNEL	135,385	137,747	140,151	124,362	134,702	0	134,702	134,702
61307 - PART TIME EMPLOYEES	37,563	38,343	49,773	43,654	49,082	0	49,082	49,082
61501 - REGULAR OVERTIME	1,807	777	2,000	5,656	2,000	0	2,000	2,000
61530 - OT:STRAIGHT TIME	0	0	0	21	0	0	0	0
61701 - HEALTH INSURANCE	59,800	68,324	68,989	58,597	65,690	0	65,690	65,690
61702 - DENTAL INSURANCE	4,829	5,239	6,236	4,756	5,431	0	5,431	5,431
61703 - RETIREMENT CONTRIBUTIONS	18,147	22,499	22,892	21,137	23,165	0	23,165	23,165
61704 - SOCIAL SECURITY	18,752	19,010	20,068	18,593	19,772	0	19,772	19,772
61705 - WORKERS COMPENSATION	236	16	253	234	247	0	247	247
61901 - RECRUITMENT	0	0	0	160	0	0	0	0
61000 - PERSONNEL SERVICES	346,461	363,117	382,763	349,021	372,772	0	372,772	372,772
62175 - OTHER SERVICES	8,887	7,413	11,746	10,500	9,000	0	9,000	9,000
62205 - PC REPLACEMENT CHARGE	1,248	1,116	696	696	696	0	696	696
62301 - OFFICE EQUIPMENT MAINT.	2,676	4,462	4,200	4,200	4,200	0	4,200	4,200
62435 - TRAINING	163	0	500	500	500	0	500	500
62436 - MEETINGS & DUES	90	160	235	125	235	0	235	235

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62447 - PUBLIC AWARENESS	552	821	1,700	1,400	1,200	0	1,200	1,200
62510 - TELEPHONE	1,132	1,245	1,500	1,200	1,400	0	1,400	1,400
62701 - OFFICE SUPPLIES	3,300	2,330	2,800	3,000	3,200	0	3,200	3,200
62710 - POSTAGE	34,219	35,827	35,000	35,250	35,450	0	35,450	35,450
62715 - BOOKS AND PERIODICALS	243	210	500	375	500	0	500	500
62000 - OPERATING EXPENDITURES	52,511	53,584	58,877	57,246	56,381	0	56,381	56,381
00603 - FINANCE REV COLLECTION								
Total	398,972	416,701	441,640	406,267	429,153	0	429,153	429,153

FINANCE 00604 - CONTRACT MANAGEMENT
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Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	7,895	0	0	0	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	717	0	0	0	0	0	0	0
61704 - SOCIAL SECURITY	604	0	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	8	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	9,224	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	252	0	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	1,120	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	1,372	0	0	0	0	0	0	0
00604 - CONTRACT MANAGEMENT								
Total	10,595	0	0	0	0	0	0	0

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
FINANCE	1,269,519	1,292,955	1,494,035	1,434,092	1,495,190	0	1,495,190	1,495,190

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.		

Human Resources staff supports management of the organization's most valuable and dynamic resource – personnel. Human Resources helps guide efforts to maintain a stable, vibrant, progressive, and engaged workforce invested in and dedicated to quality programs and services that make the City an attractive community in which to live, work, play, and learn. By ensuring that employees are managed fairly, trained well, supported, and assigned duties to accomplish the City's goals in a cost effective, efficient, and safe manner, the work of Human Resources supports the goals of Keene's Comprehensive Master Plan.

Human Resources is a high impact department. What we do not only affects, but also matters to our customers, who include employees, retirees, and job applicants. Department staff asks itself, *How do we best support the unique needs of the City's variety of departments in the most efficient way possible?* As we do so, we need to adapt to change faster, create responses more quickly, improve processes to maximize efficiency, operate efficiently to keep costs lower, while at the same time win over our customers by helping them to understand this is a great place to work.

As we strive to effectively adapt to an internal and external regulatory environment which is changing, the department is continually challenged to creatively provide assistance, information, and training for a new five generation workforce. With Baby-Boomer employees retiring on a regular basis, workforce and succession planning again rises to the forefront. In this effort we are partners with our leadership team inventorying and analyzing our talent, developing future leaders who can step in, and encouraging bright stars of the future.

While assisting other departments to develop a workforce providing diverse services to the community, we must also be attentive to sustainability creating systems that will advance the broad responsibilities of change management, organizational development, workforce planning, succession planning, recruiting, and staffing, employee communications, labor relations, education and learning, leadership development, personal development, compensation, benefits strategy, delivery and administration, performance management, employee engagement, employee assistance program, work environment diversity, policy development, legal compliance, drug and alcohol testing, safety programs, security, risk management, community relations, and department administration. As a small department, with less than three employees, when anticipating turnover, we must continually review our efforts taking advantage of opportunities that secure sustainability of these organizational support functions.

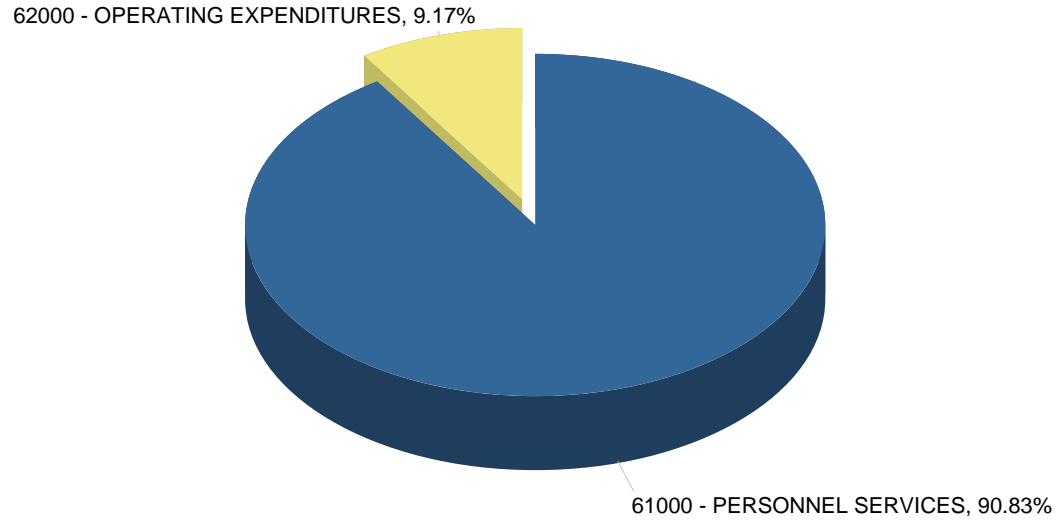
Employees, retirees, and candidates are our ambassadors. How City services are perceived, received, and delivered are contingent on a workforce invested in the City's work and a workforce that embraces and promotes a positive culture as impacted, in part, by Human Resources.

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 today's five generation workforce, 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, maintaining 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 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1. Continue to be a pro-active employer by ensuring compliance with all federal and State labor laws, labor agreements, Administrative Directives, and internal policies, as well as by updating and developing policies and procedures that implement new legislation or regulations.		N/A	Municipal Governance & Fin Stability	V,I,C
2. Continue to monitor and analyze risk and benefit programs to manage costs .		N/A	Safe Community	V,O,I,E
3. Continually review current, and cultivate potential, employee talent to meet succession planning needs.		N/A	Leadership	V,O
4. Review department staffing needs to ensure ability to respond to organizational needs.		N/A	Municipal Governance & Fin Stability	V,O,I,C

METRICS:		FY14	FY15 (est.)	FY16 (est.)
1. Full-time employees/Part-time employees/Temporary employees that vary with season (shows workforce utilization, as well as services required).		237/80/100	241/100/117	242/99/117
2. Retirees: # Participating in insurance offerings/# Invited to employee & retiree events.		117/203	120/207	123/209
3. Training: # Sessions/# Participants (hold 10+ sessions; have 150+ attendees; survey needs of departments and participants annually).		11/150	11/220	12/250
4. Risk Management: # Worker's Compensation claims (meet "Prime" program's goal of 5% reduction in # of claims; review monthly with Safety Committee).		66	60	55
5. Turnover: Full-time employee turnover rate (maintain turnover for FTEs at under 5% per year; review semi annually).		7.9%	5.6%	6.0%
6. Recruitment: # New hires/# Applications (regular full-time and part-time employees).		21/798	32/650	25/700

Department - HUMAN RESOURCES



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	252,210	259,955	282,752	281,360	285,996	0	285,996	285,996
62000 - OPERATING EXPENDITURES	30,521	33,008	34,583	32,365	28,889	0	28,889	28,889
Department Total	282,730	292,963	317,335	313,725	314,885	0	314,885	314,885

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
00500	61301	ACM / HR DIRECTOR	1.00	108,015
	61305	HUMAN RESOURCES ASSISTANT	1.00	63,692
	61307	SECRETARY 1 P/T HR	0.80	35,830
45 - HUMAN RESOURCES Total			2.80	207,537

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

HUMAN RESOURCES

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	103,939	101,701	107,596	107,190	108,015	0	108,015	108,015
61305 - ADMINISTRATIVE PERSONNEL	58,650	62,308	63,446	63,206	63,692	0	63,692	63,692
61307 - PART TIME EMPLOYEES	31,544	35,048	35,691	35,349	35,830	0	35,830	35,830
61701 - HEALTH INSURANCE	27,364	25,470	38,868	38,610	40,487	0	40,487	40,487
61702 - DENTAL INSURANCE	1,480	1,786	2,716	2,716	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	14,369	17,663	18,421	18,352	19,180	0	19,180	19,180
61704 - SOCIAL SECURITY	14,671	15,286	15,815	15,739	15,877	0	15,877	15,877
61705 - WORKERS COMPENSATION	187	13	199	198	200	0	200	200
61901 - RECRUITMENT	6	680	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	252,210	259,955	282,752	281,360	285,996	0	285,996	285,996
62103 - TECHNICAL SERVICES	5,230	2,968	5,000	5,234	5,000	0	5,000	5,000
62161 - LEGAL SERVICES	12,194	21,123	12,000	9,925	12,000	0	12,000	12,000
62205 - PC REPLACEMENT CHARGE	1,368	1,368	1,138	1,138	1,047	0	1,047	1,047
62416 - PRINTING	218	326	5,200	5,145	200	0	200	200
62435 - TRAINING	3,598	1,197	3,780	3,747	3,695	0	3,695	3,695
62436 - MEETINGS & DUES	2,196	1,722	1,600	1,615	1,645	0	1,645	1,645
62441 - LOCAL MEALS & MEETING EXP	552	131	800	568	500	0	500	500
62444 - AWARDS	2,675	2,500	2,800	2,800	2,800	0	2,800	2,800
62445 - PHOTOGRAPHY & PROCESSING	818	0	400	372	200	0	200	200
62510 - TELEPHONE	166	221	265	248	252	0	252	252
62701 - OFFICE SUPPLIES	974	665	600	586	600	0	600	600
62710 - POSTAGE	430	596	800	752	800	0	800	800
62715 - BOOKS AND PERIODICALS	101	191	200	235	150	0	150	150
62000 - OPERATING EXPENDITURES	30,521	33,008	34,583	32,365	28,889	0	28,889	28,889
Department Total	282,730	292,963	317,335	313,725	314,885	0	314,885	314,885

DEPARTMENT:	INFORMATION TECHNOLOGY (IT)	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 the coming fiscal year, the IT Department will complete a number of significant migrations. The property assessment and financial databases provide foundational data to the majority of City information systems. Both of these systems will be migrated into newer, more sophisticated applications and carefully integrated for the purpose of functions such as tax billing and revenue collection. This will require thorough planning and collaboration with all City departments and will include hardware, software, and database upgrades and replacements. During this process, careful consideration will be given to the impact on future database environment planning with the objective of achieving the greatest organizational database performance at a reasonable cost – a formula that is likely to require a transition to a new database platform within two years.

In addition to systems migrations, IT staff will be working with other City departments to achieve improved community engagement with projects including the development and operation of a unified social media presence, development of an online GIS interface, website design enhancements, and the implementation of an automated agenda management solution. This will involve planning, policy review, and staff training activities.

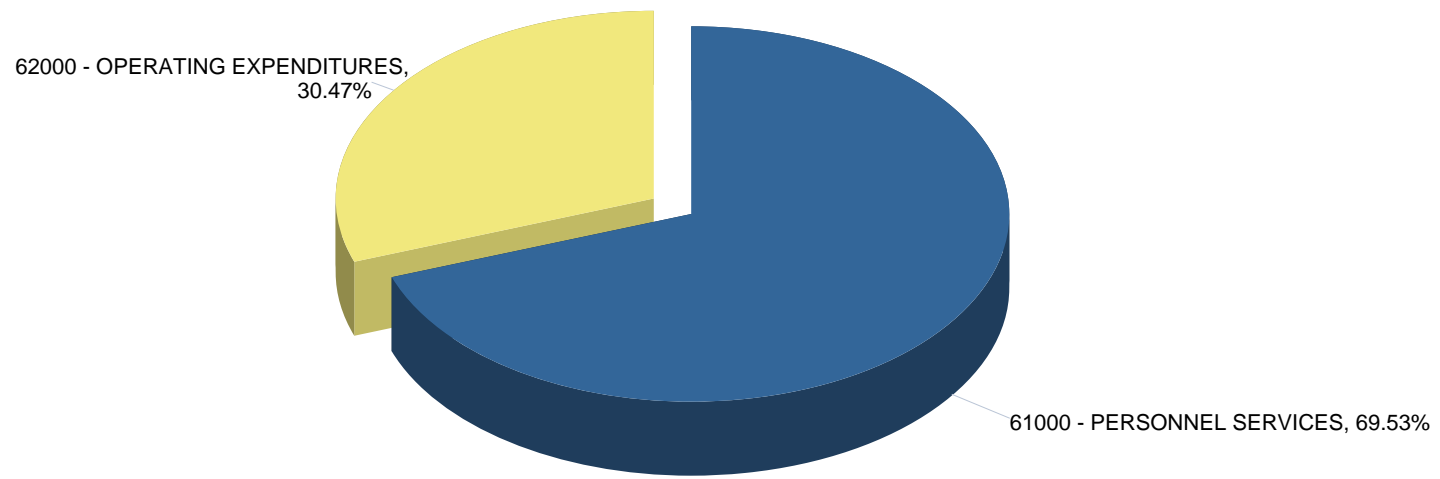
A key goal of the IT Department in FY16 that will influence all project planning is system integration specifically aimed at avoiding costly redundance in applications and organizational operations. This will influence project planning and software selection processes. Staff will also be looking at current enterprise applications such as the fund accounting, property assessment, and Public Works work order management systems to fulfill automation needs in multiple departments as an alternative to adding new, independent solutions. In addition to meeting integration goals, this will also make it possible to further utilize and develop the GIS capabilities already built into existing applications.

In FY15, IT staff completed a number of important projects including the implementation of credit card payment technologies including both over the counter and online payment options. This included significant customization of a lockbox function that effectively transmits payment data to and from payment processors and City databases. This was activated in Revenue, City Clerk, Parking, Parks and Recreation and the Fire Department and in the coming months will be further implemented in additional departments in a carefully planned manner. In addition, the City website was migrated from an external host to an internal server, training classes were organized for social media and other applications, storage area network (SAN) and core network equipment was replaced according to the Capital Improvement Program, the online collaboration tool, MindMixer, was published, and numerous database interfaces were enhanced upon the request of departments across the organization.

The primary purpose of the IT 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 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1. Expand use of server virtualization technology to reduce cost & carbon footprint & improve operations & disaster recovery.			Municipal Governance & Fin Stability	C, E
2. Expand use of credit cards for purchase of City services.			Municipal Governance & Fin Stability	V
3. Implement government mobility and social media resources for access to City services.			Municipal Governance & Fin Stability	O, I
4. Enhance website design including GIS services.			Municipal Governance & Fin Stability	O, I
5. Coordinate Gigabit Keene broadband network research and planning activities.			Municipal Governance & Fin Stability	E
6. Upgrade/replace/migrate Sungard Pentamation fund accounting, revenue, and tax billing software functions.			Municipal Governance & Fin Stability	C
7. Replace/migrate the IAS property assessment software.			Municipal Governance & Fin Stability	I, C
8. Look to existing enterprise solutions to satisfy new software/automation needs for the purpose of integration and GIS use.			Municipal Governance & Fin Stability	C, E
9. Plan database platform migration.			Municipal Governance & Fin Stability	C, E
METRICS:		FY14	FY15	FY16
1. End Users		329	369	319
2. Desktop and Laptop Computers		301	300	294
3. Servers: Physical/Virtual		9/41	6/31	7/38
5. Helpdesk Work Orders Completed		1,329	1,417	1,670
6. Helpdesk Work Orders Average Days to Completion:				
7. Priority 1 Work orders (goal: resolution in 4 hours)		1	0	0
8. Priority 2 Work orders (goal: resolution in 2 days)		1	1	1
9. Priority 3 Work orders (goal: resolution in 2 weeks)		11	17	18

Department - INFORMATION TECHNOLOGY



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	770,442	815,879	830,410	832,690	851,787	0	851,787	851,787
62000 - OPERATING EXPENDITURES	380,005	337,542	393,719	386,467	373,286	0	373,286	373,286
Department Total	1,150,447	1,153,421	1,224,129	1,219,157	1,225,073	0	1,225,073	1,225,073

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
00700	61301	ACM / IMS DIRECTOR	1.00	117,955
	61302	ASST. IMS DIRECTOR	1.00	94,653
	61304	HELP DESK TECHNICIAN	1.00	61,852
		TECHNICAL SUPPORT SPECIAL	1.00	63,692
		SYSTEMS ADMINISTRATOR	2.00	152,854
		DATABASE ADMINISTRATOR	1.00	94,653
55 - INFORMATION TECHNOLOGY Total			7.00	585,658

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

INFORMATION TECHNOLOGY

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	103,939	110,146	117,497	117,498	117,955	0	117,955	117,955
61302 - ASST DEPARTMENT HEAD	91,081	92,670	94,286	94,286	94,653	0	94,653	94,653
61304 - GENERAL PERSONNEL	282,760	296,429	319,613	319,613	373,050	0	373,050	373,050
61307 - PART TIME EMPLOYEES	43,028	37,776	39,211	39,211	0	0	0	0
61401 - TEMPORARY PERSONNEL	55,210	59,980	29,120	31,400	0	0	0	0
61609 - STIPEND	14,298	14,619	15,000	15,000	15,500	0	15,500	15,500
61701 - HEALTH INSURANCE	85,482	96,076	103,952	103,952	127,872	0	127,872	127,872
61702 - DENTAL INSURANCE	5,639	6,117	7,521	7,521	9,042	0	9,042	9,042
61703 - RETIREMENT CONTRIBUTIONS	43,491	55,343	58,846	58,846	67,149	0	67,149	67,149
61704 - SOCIAL SECURITY	44,899	46,496	44,799	44,799	45,989	0	45,989	45,989
61705 - WORKERS COMPENSATION	557	41	564	564	577	0	577	577
61901 - RECRUITMENT	57	185	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	770,442	815,879	830,410	832,690	851,787	0	851,787	851,787
62102 - PROFESSIONAL SERVICES	0	3,373	8,628	6,000	6,000	0	6,000	6,000
62103 - TECHNICAL SERVICES	82,807	25,370	61,428	52,428	50,000	0	50,000	50,000
62205 - PC REPLACEMENT CHARGE	4,572	4,224	3,534	3,534	3,769	0	3,769	3,769
62307 - COMPUTER SYS MAINTENANCE	215,483	242,698	228,523	237,000	225,657	0	225,657	225,657
62308 - NETWORK MAINTENANCE	50,481	30,780	37,385	37,385	41,660	0	41,660	41,660
62311 - EQUIPMENT MAINTENANCE	153	236	4,350	2,000	5,350	0	5,350	5,350
62430 - TRAVEL	966	821	1,200	1,000	1,000	0	1,000	1,000
62435 - TRAINING	10,171	15,271	16,282	14,000	13,750	0	13,750	13,750
62436 - MEETINGS & DUES	99	60	250	0	250	0	250	250
62441 - LOCAL MEALS & MEETING EXP	0	0	250	0	250	0	250	250
62510 - TELEPHONE	2,441	3,345	4,020	5,300	6,000	0	6,000	6,000
62701 - OFFICE SUPPLIES	506	426	1,000	1,000	1,000	0	1,000	1,000
62710 - POSTAGE	10	10	150	100	150	0	150	150
62715 - BOOKS AND PERIODICALS	0	99	500	500	500	0	500	500
62734 - MINOR EQUIPMENT	131	226	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	5,147	7,382	12,220	12,220	7,950	0	7,950	7,950
62761 - SOFTWARE	7,038	1,207	14,000	14,000	10,000	0	10,000	10,000
63403 - FURNITURE & FIXTURE ACQ	0	2,012	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	380,005	337,542	393,719	386,467	373,286	0	373,286	373,286
Department Total	1,150,447	1,153,421	1,224,129	1,219,157	1,225,073	0	1,225,073	1,225,073

Fiscal Year 2015 - 2016

DEBT SERVICE 99998 - DEBT SERVICE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
65101 - PRINCIPAL	3,642,833	3,658,215	3,620,144	3,620,144	4,220,982	0	4,220,982	4,220,982
65102 - INTEREST ON BONDED DEBT	1,184,333	989,138	983,296	983,296	888,385	0	888,385	888,385
65200 - NOTES PAYABLE	0	0	86,170	0	86,170	0	86,170	86,170
65202 - INTEREST ON NOTES PAYABLE	53,727	50,022	48,169	48,169	44,464	0	44,464	44,464
62000 - OPERATING EXPENDITURES	4,880,893	4,697,376	4,737,779	4,651,609	5,240,001	0	5,240,001	5,240,001
99998 - DEBT SERVICE Total	4,880,893	4,697,376	4,737,779	4,651,609	5,240,001	0	5,240,001	5,240,001

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
DEBT SERVICE	4,880,893	4,697,376	4,737,779	4,651,609	5,240,001	0	5,240,001	5,240,001

CITY OF KEENE, NEW HAMPSHIRE
FY2015/2016 Operating Budget
STATEMENT OF GENERAL FUND LONG-TERM DEBT

ISSUE	DATED	MATURITY	RATE	ORIGINAL BOND	PRINCIPAL 2015/2016	INTEREST 2015/2016	PRINCIPAL BALANCE 06/30/16
T-Hangar	3/1/2002	3/1/2022	avg 4.57%	\$ 250,000	\$ 12,500	\$ 4,375	\$ 75,000
Bridges	3/1/2002	3/1/2022	avg 4.57%	100,000	5,000	1,750	30,000
Drainage	3/1/2002	3/1/2022	avg 4.57%	655,000	32,750	11,463	196,500
Emergency Services Facility	3/1/2002	3/1/2022	avg 4.57%	890,000	44,500	15,575	267,000
Intersections	3/1/2002	3/1/2022	avg 4.57%	440,098	22,000	7,700	132,000
Emergency Services & PW Facility	3/1/2002	3/1/2023	avg 4.57%	4,715,000	235,750	94,300	1,650,250
Public Improvements 2003 issue	5/15/2003	5/15/2023	avg 3.45%	5,391,161	200,000	62,200	1,400,000
Hazardous Waste Site - Refunding 2003	6/18/2003	9/15/2015	avg 3.45%	343,117	23,587	398	0
Salt/Sand Storage Facility - Refunding 2003	6/18/2003	9/15/2015	avg 3.45%	164,686	11,321	191	0
Municipal Facilities Complex - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	6,522,549	325,000	13,813	0
Drainage - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	485,000	25,000	1,063	0
Road Reconstruction	12/15/2005	1/15/2026	avg 4.2692%	1,895,000	190,000	8,075	0
New Sidewalk Construction - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	100,000	5,000	213	0
Sidewalk Reconstruction	12/15/2005	1/15/2026	avg 4.2692%	50,000	5,000	213	0
Mezzanine Storage & Wash Bay	12/15/2005	1/15/2026	avg 4.2692%	135,000	10,000	425	0
Black Brook Corporate Park - Refunding 1996	12/27/2006	8/15/2017	avg 3.93%	647,844	62,500	5,914	123,438
Library Renovation/Expansion - Refunding 1997	12/27/2006	8/15/2027	avg 3.93%	2,359,800	124,444	58,432	1,333,889
Emergency Services Facility - Refunding 1999	12/27/2006	8/15/2019	avg 3.93%	338,001	26,389	4,447	100,845
T-Hangar & Equip. Storage Facility - Refunding 1999	12/27/2006	8/15/2019	avg 3.93%	449,293	34,306	6,178	140,990
By-Pass - Refunding 1999	12/27/2006	8/15/2019	avg 3.93%	267,466	21,111	3,438	77,742
Drainage Improvements	7/15/2007	7/15/2027	avg 4.195%	220,000	10,000	5,223	120,000
Drainage Improvements	7/15/2007	7/15/2027	avg 4.195%	250,000	15,000	5,729	130,000
Road Reconstruction	7/15/2007	7/15/2017	avg 4.195%	565,000	55,000	5,569	110,000
West Street Rehabilitation	7/15/2007	7/15/2017	avg 4.195%	420,000	40,000	4,050	80,000
Robin Hood Park Drainage	7/1/2008	7/1/2018	avg 4.0198479%	150,000	15,000	2,400	45,000
Court Street Culvert Drainage	7/1/2008	7/1/2018	avg 4.0198479%	85,000	8,500	1,360	25,500
Road Reconstruction	7/1/2008	7/1/2018	avg 4.0198479%	1,340,000	134,000	21,440	402,000
Sidewalk Repairs	7/1/2008	7/1/2018	avg 4.0198479%	300,000	30,000	4,800	90,000
Victoria Street Extension	7/1/2008	7/1/2018	avg 4.0198479%	160,000	16,000	2,560	48,000
Drainage Program	7/1/2008	7/1/2028	avg 4.0198479%	640,000	32,475	18,577	412,675
Bridge Program	7/1/2008	7/1/2028	avg 4.0198479%	480,000	24,350	13,935	309,550
Municipal Complex - roof repair	11/1/2009	11/1/2019	avg 2.3396173%	510,000	85,000	6,750	160,000
Bike Path - North Bridge	11/1/2009	11/1/2019	avg 2.3396173%	655,000	95,000	8,900	220,000
Drainage Program	11/1/2009	11/1/2019	avg 2.3396173%	700,000	105,000	9,575	235,000
Road Reconstruction	11/1/2009	11/1/2019	avg 2.3396173%	1,815,000	215,000	26,238	680,000
Central Fire Station	10/15/2010	10/15/2015	avg 2.505277%	450,000	90,000	1,800	0
Drainage Program	10/15/2010	10/15/2020	avg 2.505277%	920,000	90,000	17,550	450,000
Road Reconstruction	10/15/2010	10/15/2020	avg 2.505277%	1,020,000	100,000	19,500	500,000
Robin Hood Dam Upgrade	10/15/2010	10/15/2015	avg 2.505277%	250,000	50,000	1,000	0
Central Fire Station	10/15/2010	10/15/2030	avg 2.505277%	5,000,000	250,000	124,688	3,750,000
Road Overlay	10/15/2010	10/15/2015	avg 2.505277%	1,025,000	205,000	4,100	0
Robin Hood Dam Upgrade	10/15/2010	10/15/2030	avg 2.505277%	630,000	35,000	15,263	455,000
Energy Improvements	12/1/2011	12/1/2021	avg 1.627218%	1,897,900	190,000	30,250	1,135,000
Consolidated Infrastructure	12/1/2011	12/1/2021	avg 1.627218%	2,013,300	200,000	32,000	1,200,000
Phone System	12/1/2011	12/1/2021	avg 1.627218%	292,400	55,000	1,650	55,000
Consolidated Infrastructure - 2012	5/2/2013	1/15/2023	2.00%	1,146,200	115,000	18,324	801,200
Municipal Facilities Complex - Advance Refunded 2013	5/2/2013	1/15/2026	2.00%	3,540,300	46,000	68,680	3,388,000
Sidewalk Construction - Advance Refunded 2013	5/2/2013	1/15/2026	2.00%	54,600	0	1,068	53,400
Drainage Improvements - Advance Refunded 2013	5/2/2013	1/15/2026	2.00%	256,000	5,000	4,960	243,000
Authorized, Unissued and Anticipated	est May 15, 2015	various	estimated	4,770,000	493,500	110,288	4,276,500
				\$ 57,754,715	\$ 4,220,983	\$ 888,385	\$ 24,902,479
Interfund Loan - Roundabout Project	7/1/2006	1/1/2027	4.30%	1,723,400	86,170	44,463	947,870

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

Authorized, Unissued:

R-2014-14 Maple Ave. Bridge	135,000	
Total Authorized, Unissued	\$ 135,000	

Anticipated, FY15/16:

City Hall Boiler / Oil Tank Replacement	103,000	
Consolidated Infrastructure	1,365,000	
Flood Management	397,000	
Defibrillator Replacement	68,000	
	\$ 1,933,000	

CALCULATION OF GENERAL FUND DEBT LIMIT AND BORROWING CAPACITY

Debt Limit on 07/01/15 computed at 3% of 2013 equalized assessed value at \$1,738,800,032 per RSA 33:4-a		\$ 52,164,001
LESS: outstanding principal balance @ 07/01/15		(29,258,461)
LESS: solid waste fund principal balance @ 07/01/15 (s.w. does not have separate limit)		(201,019)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)		185,938
advanced refunded debt issued 2013		3,735,400
debt issued to fund landfill cleanup (RSA 33:6-d)		23,587
GENERAL FUND BORROWING CAPACITY FOR FY15/16		\$ 26,649,446

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

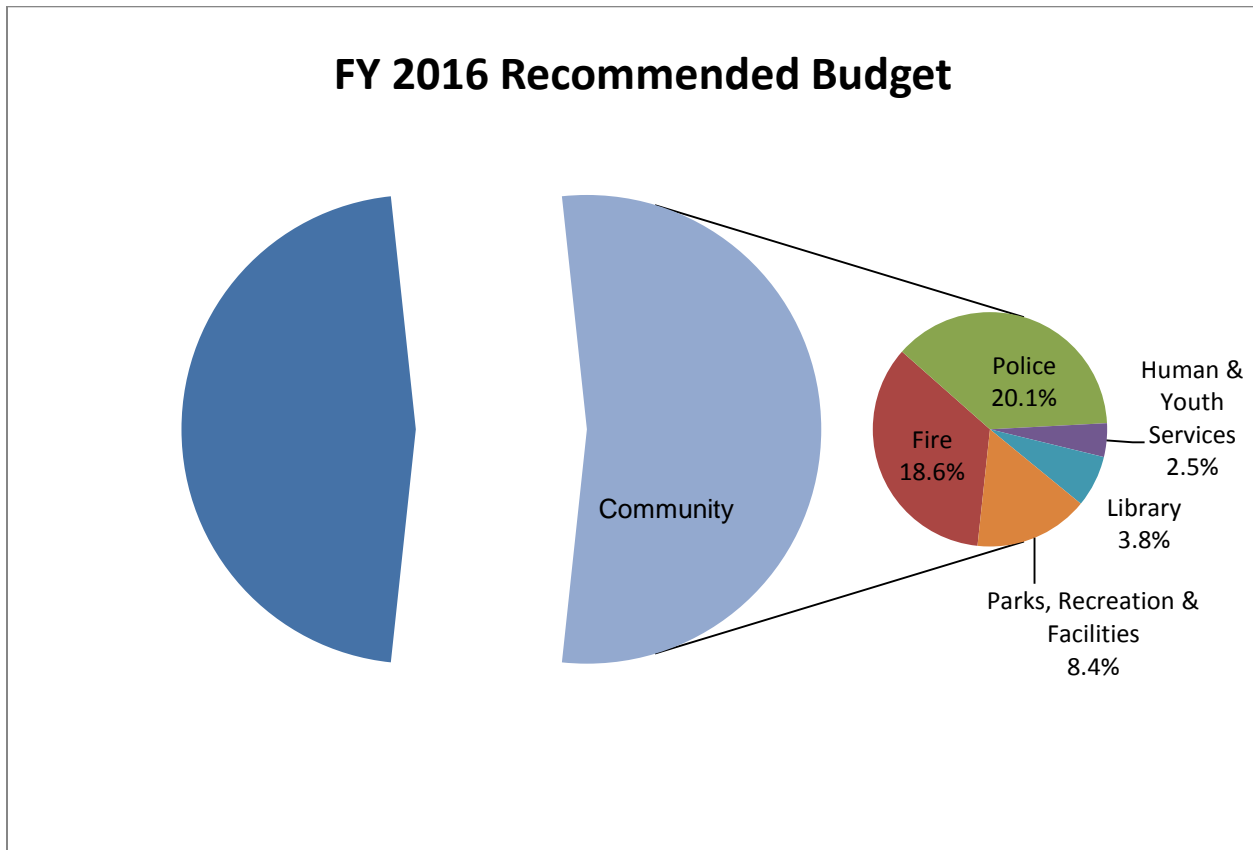
Elizabeth Fox, Assistant City Manager for Community Services/Human & Youth Services
Director

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 active over the past year responding to 4,286 emergency calls. Of those responses 1,302 were for fire, rescue and hazardous materials response. The remaining 2,984 responses were for emergency medical calls including motor vehicle accidents. Before the end of FY15, the Department will be back to full staffing of allocated personnel with the hiring of four personnel that have replaced four members who retired over the last year. It is critical for the department to be able to provide current service levels while maintaining the safety of our staff and the community during incident responses. We have also continued to collaborate with other City departments and outside agencies to provide the best service.

During FY15, Department members continued to utilize the new station for many training scenarios. Training scenarios included confined space, search and rescue, hose line advancements, sprinkler standpipe drills, ladder drills, and rope rescue drills.

All required building system maintenance, testing, certifications, and renewal of licensing has either been completed or is in process. During FY15, we continued to have discussions with the New Hampshire National Guard on securing Station 2 for long term use. By the end of FY15 we will have started the process to secure an additional two year extension to the current contract due to expire in August of 2015.

To maintain Department operational readiness all required certification of apparatus and equipment was completed in FY15. 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 completed the first year purchases and installation of seven mobile radios. The second year of this project is scheduled in the CIP for FY16.

All required training and recertification for members in fire, medical, rescue, and hazardous material response was completed. Orientation and training programs established by the Training Officer for new firefighters and fire officers continues during their respective probationary periods. Training was provided to all of our contract ambulance towns per our agreements. Annually, as part of our health and wellness program, all members receive physical evaluations to remain compliant with NFPA 1582.

During FY15, the department continued to be aggressive in applying for grant funding. We were successfully awarded over \$75,558 in grant funds. These funds have been used for specialized training in active shooter scenarios, hazardous material response, and equipment purchases to support these scenarios.

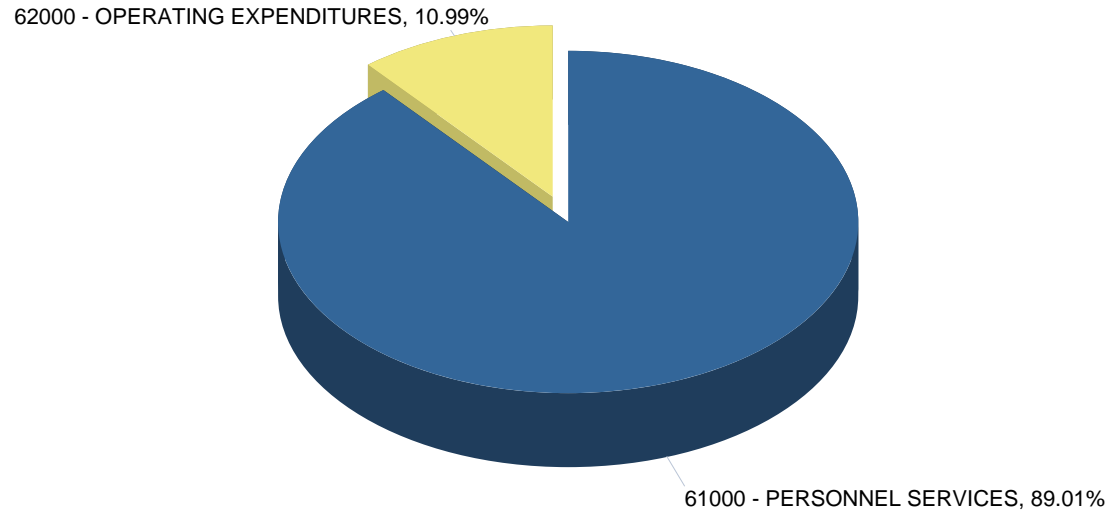
The Fire Prevention/Fire Alarm Bureau will continue to provide quality code enforcement focused on fire prevention, fire inspection, and fire alarm systems while also maintaining the City municipal fire alarm system. Occupancy inspections and life safety inspections continue on a daily basis along with review and inspection of new construction. During FY15, all second grade classes in all public schools and private schools received our focused fire prevention and safety training.

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 FY16 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 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1. Secure two-year extension agreement with NH Army National Guard for use of Station 2			Safe Community	VCE
2. Establish internal review board for all accidents and injury related incidents.			Safe Community	VE
3. Pursue State and Federal grant opportunities for training, equipment, and apparatus.			Safe Community	CE
4. Create professional development programs for our firefighters and fire officers.			Safe Community	VE
5. Continue to maintain and update certification levels within the response needs of the community.			Safe Community	VE
6. Continue to build paramedic program to sixteen paramedics (currently 14).			Safe Community	VE
7. Conduct joint EOC training for fire, police, and public works command staff personnel.			Safe Community	VE
8. Continue to monitor response times considering industry standards.			Safe Community	VE
9. Continue planning and training programs with other City departments relating to response.			Safe Community	VCE
10. Continue to review and update new firefighter and fire officer internal orientation programs.			Safe Community	VE
METRICS:		FY14	FY15	FY16
1. Calls for service (calendar year)		4,152	4,286	4,436
2. Training and certification hours (calendar year)		7,727	6,822	7,000
3. Permits (does not include permits to kindle fire issued daily)		764	820	885

Department - FIRE



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	5,276,924	5,335,791	5,594,371	5,606,188	5,753,922	170,223	5,924,145	5,753,922
62000 - OPERATING EXPENDITURES	667,739	680,150	736,923	672,881	731,489	0	731,489	731,489
Department Total	5,944,663	6,015,941	6,331,294	6,279,069	6,485,411	170,223	6,655,634	6,485,411

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
00800	61301	FIRE CHIEF	1.00	108,015
	61302	DEPUTY CHIEF	1.00	94,653
	61305	FIRE DEPT ADMINISTRATOR	1.00	53,410
00803	61304	FIRE CAPTAIN	1.00	79,413
00805	61304	FIRE LIEUTENANT	1.00	63,750
00810	61303	FIRE LIEUTENANT	4.50	292,350
	61304	FIREFIGHTER/EMT	9.00	502,036
00811	61303	FIRE LIEUTENANT	3.50	241,415
		FIRE CAPTAIN	4.00	316,099
	61304	FIREFIGHTER/EMT	16.00	923,261
00812	61303	FIRE LIEUTENANT	1.00	69,590
	61304	FIREFIGHTER/EMT	3.00	178,529
35 - FIRE Total			46.00	2,922,521

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

FIRE

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	108,414	96,858	105,128	105,128	108,015	0	108,015	108,015
61302 - ASST DEPARTMENT HEAD	84,075	32,842	87,859	87,859	94,653	0	94,653	94,653
61303 - SUPERVISORY PERSONNEL	919,809	857,276	888,039	874,377	919,455	0	919,455	919,455
61304 - GENERAL PERSONNEL	1,674,282	1,640,224	1,736,049	1,636,346	1,746,986	0	1,746,986	1,746,986
61305 - ADMINISTRATIVE PERSONNEL	36,300	47,840	50,912	50,912	53,410	0	53,410	53,410
61307 - PART TIME EMPLOYEES	23,100	28,327	34,000	29,000	34,000	0	34,000	34,000
61317 - CALL PERSONNEL	4,041	0	4,041	4,041	5,966	0	5,966	5,966
61501 - REGULAR OVERTIME	29,150	10,379	14,082	13,867	14,082	0	14,082	14,082
61511 - OT-HAZ MAT TRAINING	6,020	4,730	10,815	10,815	10,815	0	10,815	10,815
61513 - OT-TRAINING	71,167	61,627	92,400	92,400	92,400	0	92,400	92,400
61520 - OT-VACATION REPLACEMENT	232,735	267,808	218,000	297,955	218,000	58,695	276,695	218,000
61521 - OT-SICK REPLACEMENT	60,450	91,722	18,500	82,361	18,500	55,020	73,520	18,500
61522 - OT-PERSONAL DAY REPLACE	39,613	42,117	26,500	46,883	26,500	13,866	40,366	26,500
61525 - OT-FIRST ALARM	39,850	60,818	40,000	49,724	40,000	0	40,000	40,000
61526 - OT-SECOND ALARM	7,631	3,818	5,000	5,000	5,000	0	5,000	5,000
61527 - OT-CALL BACK	21,508	23,994	19,000	27,199	24,000	0	24,000	24,000
61531 - HOLIDAY OVERTIME	0	7,329	12,290	0	13,518	0	13,518	13,518
61601 - HOLIDAY PAY	112,688	105,433	107,139	108,481	109,366	0	109,366	109,366
61604 - TRAINING INCENTIVE	86,984	80,359	82,675	82,675	87,495	0	87,495	87,495
61610 - FIRE DEPT INCENTIVES	10,000	7,750	12,500	12,500	13,900	0	13,900	13,900
61701 - HEALTH INSURANCE	705,830	804,680	852,455	795,636	851,024	0	851,024	851,024
61702 - DENTAL INSURANCE	50,528	54,978	66,694	66,336	67,630	0	67,630	67,630
61703 - RETIREMENT CONTRIBUTIONS	0	5,152	6,403	6,403	5,966	0	5,966	5,966
61704 - SOCIAL SECURITY	50,996	50,828	54,195	54,669	56,178	1,845	58,023	56,178
61705 - WORKERS COMPENSATION	95,965	6,129	99,726	101,074	103,718	3,680	107,398	103,718
61713 - RET - FIRE	805,731	941,641	949,968	964,379	1,033,345	37,117	1,070,462	1,033,345
61901 - RECRUITMENT	57	1,134	0	168	0	0	0	0
61000 - PERSONNEL SERVICES	5,276,924	5,335,791	5,594,371	5,606,188	5,753,922	170,223	5,924,145	5,753,922
62101 - ADMINISTRATIVE SERVICES	0	45,789	52,890	45,890	52,890	0	52,890	52,890
62102 - PROFESSIONAL SERVICES	4,094	773	600	600	600	0	600	600
62116 - DISPATCH	186,436	192,300	204,994	204,994	204,419	0	204,419	204,419
62120 - LABORATORY SERVICES	0	0	1,200	800	1,200	0	1,200	1,200
62145 - FIRST AID & MEDICAL SVCS	19,316	36,592	41,400	37,400	36,400	0	36,400	36,400
62176 - CITY ADMIN CHARGE	43,982	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	17,460	16,428	14,515	14,515	15,773	0	15,773	15,773
62206 - PW FLEET CHARGE	85,116	86,796	91,921	91,921	84,957	0	84,957	84,957
62301 - OFFICE EQUIPMENT MAINT.	4,133	3,874	3,000	3,000	3,000	0	3,000	3,000
62304 - COMMUNICATIONS EQP MAINT.	2,209	5,989	5,350	5,350	5,350	0	5,350	5,350

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62309 - VEHICLE CERTIFICATION	2,384	2,714	2,750	2,750	2,750	0	2,750	2,750
62310 - SAFETY PROGRAM MAINT.	2,407	3,998	4,500	4,500	4,500	0	4,500	4,500
62311 - EQUIPMENT MAINTENANCE	7,759	6,939	8,550	8,025	8,550	0	8,550	8,550
62407 - VEHICLE INSURANCE	8,084	8,101	8,668	10,120	9,735	0	9,735	9,735
62430 - TRAVEL	0	0	500	500	500	0	500	500
62435 - TRAINING	12,976	18,961	21,250	19,050	24,470	0	24,470	24,470
62436 - MEETINGS & DUES	1,803	1,996	1,280	1,292	1,280	0	1,280	1,280
62438 - LICENSES & CERTIFICATIONS	42	0	500	500	500	0	500	500
62439 - PARAMEDIC TUITION	6,500	0	6,500	6,500	8,500	0	8,500	8,500
62446 - CLEANING ALLOWANCE	0	217	500	500	500	0	500	500
62447 - PUBLIC AWARENESS	556	1,575	1,300	800	800	0	800	800
62498 - USE OF TRUST FUNDS	267	248	250	250	250	0	250	250
62510 - TELEPHONE	15,872	15,324	16,000	16,000	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	16,489	3,243	2,135	2,135	2,135	0	2,135	2,135
62710 - POSTAGE	702	651	600	600	600	0	600	600
62715 - BOOKS AND PERIODICALS	1,055	1,574	1,100	1,431	1,600	0	1,600	1,600
62734 - MINOR EQUIPMENT	0	538	0	0	0	0	0	0
62742 - MINOR COMMUNICATION EQUIP	4,056	4,380	6,000	6,000	6,000	0	6,000	6,000
62743 - MINOR SAFETY EQUIPMENT	14,589	15,380	18,169	10,169	18,200	0	18,200	18,200
62755 - UNIFORMS	28,584	31,587	36,350	31,224	36,350	0	36,350	36,350
62756 - PROTECTIVE CLOTHING	41,593	51,011	49,500	31,500	49,500	0	49,500	49,500
62760 - OPERATING SUPPLIES	15,415	7,230	7,720	7,635	7,500	0	7,500	7,500
62763 - VEHICLE SUPPLIES	90,533	85,039	90,600	70,600	90,600	0	90,600	90,600
62765 - OXYGEN	5,413	6,534	6,250	6,250	6,000	0	6,000	6,000
62766 - DISPOSABLE EQUIPMENT	26,835	23,289	29,000	29,000	29,000	0	29,000	29,000
62000 - OPERATING EXPENDITURES	667,739	680,150	736,923	672,881	731,489	0	731,489	731,489
Department Total	5,944,663	6,015,941	6,331,294	6,279,069	6,485,411	170,223	6,655,634	6,485,411

Fiscal Year 2015 - 2016

FIRE 00800 - FIRE ADMIN

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	108,414	96,858	105,128	105,128	108,015	0	108,015	108,015
61302 - ASST DEPARTMENT HEAD	84,075	32,842	87,859	87,859	94,653	0	94,653	94,653
61305 - ADMINISTRATIVE PERSONNEL	36,300	47,840	50,912	50,912	53,410	0	53,410	53,410
61604 - TRAINING INCENTIVE	31,238	28,214	30,420	30,420	28,860	0	28,860	28,860
61610 - FIRE DEPT INCENTIVES	10,000	7,750	12,500	12,500	13,900	0	13,900	13,900
61701 - HEALTH INSURANCE	29,752	41,319	52,046	52,046	53,685	0	53,685	53,685
61702 - DENTAL INSURANCE	2,595	3,270	4,476	4,476	4,476	0	4,476	4,476
61703 - RETIREMENT CONTRIBUTIONS	0	5,152	6,403	6,403	5,966	0	5,966	5,966
61704 - SOCIAL SECURITY	4,509	5,362	5,794	5,794	6,657	0	6,657	6,657
61705 - WORKERS COMPENSATION	5,600	399	5,536	5,536	7,147	0	7,147	7,147
61713 - RET - FIRE	51,505	44,247	57,212	57,212	71,514	0	71,514	71,514
61901 - RECRUITMENT	0	1,044	0	168	0	0	0	0
61000 - PERSONNEL SERVICES	363,988	314,297	418,285	418,453	448,282	0	448,282	448,282
62102 - PROFESSIONAL SERVICES	4,094	773	600	600	600	0	600	600
62116 - DISPATCH	186,436	192,300	204,994	204,994	204,419	0	204,419	204,419
62205 - PC REPLACEMENT CHARGE	9,744	9,504	9,315	9,315	11,083	0	11,083	11,083
62206 - PW FLEET CHARGE	33,636	33,468	35,922	35,922	37,802	0	37,802	37,802
62301 - OFFICE EQUIPMENT MAINT.	4,133	3,874	3,000	3,000	3,000	0	3,000	3,000
62304 - COMMUNICATIONS EQP MAINT.	2,209	5,989	5,350	5,350	5,350	0	5,350	5,350
62309 - VEHICLE CERTIFICATION	2,384	2,714	2,750	2,750	2,750	0	2,750	2,750
62310 - SAFETY PROGRAM MAINT.	2,407	3,998	4,500	4,500	4,500	0	4,500	4,500
62407 - VEHICLE INSURANCE	6,730	6,744	7,216	8,668	8,104	0	8,104	8,104
62435 - TRAINING	6,917	10,733	8,000	8,000	10,000	0	10,000	10,000
62436 - MEETINGS & DUES	1,206	1,704	950	950	950	0	950	950
62446 - CLEANING ALLOWANCE	0	217	500	500	500	0	500	500
62498 - USE OF TRUST FUNDS	267	248	250	250	250	0	250	250
62510 - TELEPHONE	15,872	15,324	16,000	16,000	16,000	0	16,000	16,000
62701 - OFFICE SUPPLIES	16,171	2,712	1,785	1,785	1,785	0	1,785	1,785
62710 - POSTAGE	702	651	600	600	600	0	600	600
62715 - BOOKS AND PERIODICALS	200	110	100	100	100	0	100	100
62734 - MINOR EQUIPMENT	0	502	0	0	0	0	0	0
62742 - MINOR COMMUNICATION EQUIP	4,056	4,380	6,000	6,000	6,000	0	6,000	6,000
62743 - MINOR SAFETY EQUIPMENT	14,589	15,380	18,169	10,169	18,200	0	18,200	18,200
62755 - UNIFORMS	3,486	4,271	4,000	4,000	4,000	0	4,000	4,000
62760 - OPERATING SUPPLIES	7,313	3,630	3,500	3,500	3,500	0	3,500	3,500
62763 - VEHICLE SUPPLIES	90,533	85,039	90,600	70,600	90,600	0	90,600	90,600
62000 - OPERATING EXPENDITURES	413,085	404,265	424,102	397,553	430,093	0	430,093	430,093
00800 - FIRE ADMIN Total	777,073	718,563	842,387	816,007	878,375	0	878,375	878,375

FIRE 00801 - FIRE TRAINING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62435 - TRAINING	1,443	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	1,443	0	0	0	0	0	0	0
00801 - FIRE TRAINING Total	1,443	0	0	0	0	0	0	0

FIRE 00802 - FIRE HEALTH & SAFETY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62120 - LABORATORY SERVICES	0	0	1,200	800	1,200	0	1,200	1,200
62145 - FIRST AID & MEDICAL SVCS	19,316	36,592	41,400	37,400	36,400	0	36,400	36,400
62760 - OPERATING SUPPLIES	0	925	1,000	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	19,316	37,517	43,600	39,200	38,600	0	38,600	38,600
00802 - FIRE HEALTH & SAFETY Total	19,316	37,517	43,600	39,200	38,600	0	38,600	38,600

FIRE 00803 - FIRE INSPECT & PREVENT

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	74,265	74,987	77,180	97,932	79,413	0	79,413	79,413
61501 - REGULAR OVERTIME	-1,048	3,298	3,000	3,000	3,000	0	3,000	3,000
61601 - HOLIDAY PAY	3,154	3,154	3,154	4,140	3,334	0	3,334	3,334
61701 - HEALTH INSURANCE	10,771	7,500	7,717	7,717	8,036	0	8,036	8,036
61702 - DENTAL INSURANCE	1,363	1,479	1,760	1,760	1,760	0	1,760	1,760
61704 - SOCIAL SECURITY	1	10	34	34	0	0	0	0
61705 - WORKERS COMPENSATION	2,257	150	2,409	2,968	2,479	0	2,479	2,479
61713 - RET - FIRE	18,186	22,671	23,118	28,616	25,004	0	25,004	25,004
61000 - PERSONNEL SERVICES	108,949	113,249	118,372	146,167	123,026	0	123,026	123,026
62206 - PW FLEET CHARGE	9,408	11,160	10,538	10,538	12,208	0	12,208	12,208
62435 - TRAINING	715	825	1,000	800	2,000	0	2,000	2,000
62436 - MEETINGS & DUES	257	292	125	125	125	0	125	125
62447 - PUBLIC AWARENESS	556	1,575	1,300	800	800	0	800	800
62715 - BOOKS AND PERIODICALS	855	1,464	1,000	1,331	1,500	0	1,500	1,500
62734 - MINOR EQUIPMENT	0	36	0	0	0	0	0	0
62755 - UNIFORMS	579	548	750	750	750	0	750	750
62760 - OPERATING SUPPLIES	1,483	208	1,000	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	13,853	16,108	15,713	15,344	18,383	0	18,383	18,383
00803 - FIRE INSPECT & PREVENT Total	122,802	129,358	134,085	161,510	141,409	0	141,409	141,409

FIRE 00805 - FIRE ALARMS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	65,080	87,005	67,634	61,566	63,750	0	63,750	63,750
61501 - REGULAR OVERTIME	3,489	3,016	3,000	2,785	3,000	0	3,000	3,000
61601 - HOLIDAY PAY	2,764	3,769	2,764	2,498	2,559	0	2,559	2,559
61701 - HEALTH INSURANCE	19,430	22,170	22,819	22,000	23,771	0	23,771	23,771
61702 - DENTAL INSURANCE	1,363	1,479	1,760	1,755	1,760	0	1,760	1,760
61704 - SOCIAL SECURITY	1,007	1,350	1,065	923	1,005	0	1,005	1,005

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61705 - WORKERS COMPENSATION	2,019	266	2,221	1,899	2,004	0	2,004	2,004
61713 - RET - FIRE	16,563	26,727	20,360	18,544	20,210	0	20,210	20,210
61000 - PERSONNEL SERVICES	111,715	145,782	121,623	111,970	118,059	0	118,059	118,059
62311 - EQUIPMENT MAINTENANCE	275	0	1,000	475	1,000	0	1,000	1,000
62435 - TRAINING	0	0	250	250	470	0	470	470
62436 - MEETINGS & DUES	80	0	80	92	80	0	80	80
62755 - UNIFORMS	581	490	750	624	750	0	750	750
62760 - OPERATING SUPPLIES	1,963	1,286	1,220	1,093	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	2,899	1,776	3,300	2,534	3,300	0	3,300	3,300
00805 - FIRE ALARMS Total	114,614	147,558	124,923	114,504	121,359	0	121,359	121,359

FIRE 00808 - CALL PERSONNEL

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61307 - PART TIME EMPLOYEES	23,100	28,327	34,000	29,000	34,000	0	34,000	34,000
61317 - CALL PERSONNEL	4,041	0	4,041	4,041	5,966	0	5,966	5,966
61704 - SOCIAL SECURITY	2,076	2,167	2,910	2,910	3,057	0	3,057	3,057
61705 - WORKERS COMPENSATION	785	168	1,100	1,100	1,156	0	1,156	1,156
61901 - RECRUITMENT	0	48	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	30,002	30,710	42,051	37,051	44,179	0	44,179	44,179
62435 - TRAINING	0	111	2,000	2,000	2,000	0	2,000	2,000
62755 - UNIFORMS	800	2,209	1,500	1,500	1,500	0	1,500	1,500
62756 - PROTECTIVE CLOTHING	4,287	9,712	9,000	5,000	9,000	0	9,000	9,000
62000 - OPERATING EXPENDITURES	5,087	12,033	12,500	8,500	12,500	0	12,500	12,500
00808 - CALL PERSONNEL Total	35,089	42,743	54,551	45,551	56,679	0	56,679	56,679

FIRE 00809 - HAZARDOUS MATERIALS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62756 - PROTECTIVE CLOTHING	0	909	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	0	909	0	0	0	0	0	0
00809 - HAZARDOUS MATERIALS Total	0	909	0	0	0	0	0	0

FIRE 00810 - AMBULANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	97,259	58,418	285,364	285,364	292,350	0	292,350	292,350
61304 - GENERAL PERSONNEL	529,721	477,951	462,796	405,116	502,034	0	502,034	502,034
61501 - REGULAR OVERTIME	3,453	38	0	0	0	0	0	0
61513 - OT-TRAINING	31,764	18,468	30,000	30,000	30,000	0	30,000	30,000
61520 - OT-VACATION REPLACEMENT	23,799	89,808	65,400	72,212	65,400	7,949	73,349	65,400
61521 - OT-SICK REPLACEMENT	8,937	77,722	5,550	43,851	5,550	28,399	33,949	5,550
61522 - OT-PERSONAL DAY REPLACE	4,413	22,117	7,950	11,123	7,950	4,699	12,649	7,950
61525 - OT-FIRST ALARM	38	20,818	0	602	0	0	0	0
61527 - OT-CALL BACK	14,417	17,218	19,000	19,000	19,000	0	19,000	19,000
61601 - HOLIDAY PAY	27,798	23,654	31,350	31,350	30,219	0	30,219	30,219

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61604 - TRAINING INCENTIVE	55,746	52,145	52,255	52,255	58,635	0	58,635	58,635
61701 - HEALTH INSURANCE	175,035	226,733	254,763	210,763	236,838	0	236,838	236,838
61702 - DENTAL INSURANCE	12,740	13,595	19,588	19,588	17,516	0	17,516	17,516
61704 - SOCIAL SECURITY	11,498	10,124	13,481	13,353	14,520	592	15,112	14,520
61705 - WORKERS COMPENSATION	20,605	1,270	26,870	26,501	29,246	1,180	30,426	29,246
61713 - RET - FIRE	183,428	212,447	257,897	255,673	309,779	11,899	321,678	309,779
61000 - PERSONNEL SERVICES	1,200,651	1,322,525	1,532,263	1,476,751	1,619,038	54,718	1,673,756	1,619,038
62101 - ADMINISTRATIVE SERVICES	0	45,789	52,890	45,890	52,890	0	52,890	52,890
62176 - CITY ADMIN CHARGE	43,982	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	7,716	6,924	5,200	5,200	4,690	0	4,690	4,690
62206 - PW FLEET CHARGE	42,072	42,168	45,461	45,461	34,947	0	34,947	34,947
62311 - EQUIPMENT MAINTENANCE	7,484	6,939	7,550	7,550	7,550	0	7,550	7,550
62407 - VEHICLE INSURANCE	1,354	1,357	1,452	1,452	1,631	0	1,631	1,631
62430 - TRAVEL	0	0	500	500	500	0	500	500
62435 - TRAINING	3,551	7,292	10,000	8,000	10,000	0	10,000	10,000
62436 - MEETINGS & DUES	259	0	125	125	125	0	125	125
62438 - LICENSES & CERTIFICATIONS	42	0	500	500	500	0	500	500
62439 - PARAMEDIC TUITION	6,500	0	6,500	6,500	8,500	0	8,500	8,500
62605 - PARKING SPACE RENTAL	1,080	1,080	1,080	1,080	1,080	0	1,080	1,080
62701 - OFFICE SUPPLIES	317	531	350	350	350	0	350	350
62755 - UNIFORMS	5,463	4,347	8,975	8,975	8,975	0	8,975	8,975
62756 - PROTECTIVE CLOTHING	20	335	3,000	3,000	3,000	0	3,000	3,000
62760 - OPERATING SUPPLIES	4,390	983	500	542	500	0	500	500
62765 - OXYGEN	5,413	6,534	6,250	6,250	6,000	0	6,000	6,000
62766 - DISPOSABLE EQUIPMENT	26,835	23,289	29,000	29,000	29,000	0	29,000	29,000
62000 - OPERATING EXPENDITURES	156,478	147,569	179,333	170,375	170,238	0	170,238	170,238
00810 - AMBULANCE Total	1,357,128	1,470,094	1,711,596	1,647,126	1,789,276	54,718	1,843,994	1,789,276

FIRE 00811 - FIRE SUPPRESSION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	757,396	733,273	535,041	521,379	557,514	0	557,514	557,514
61304 - GENERAL PERSONNEL	838,416	831,952	954,890	901,210	923,261	0	923,261	923,261
61501 - REGULAR OVERTIME	21,721	4,027	8,082	8,082	8,082	0	8,082	8,082
61511 - OT-HAZ MAT TRAINING	6,020	4,730	10,815	10,815	10,815	0	10,815	10,815
61513 - OT-TRAINING	39,402	43,159	62,400	62,400	62,400	0	62,400	62,400
61520 - OT-VACATION REPLACEMENT	208,935	178,000	152,600	225,743	152,600	50,746	203,346	152,600
61521 - OT-SICK REPLACEMENT	51,514	14,000	12,950	38,510	12,950	26,621	39,571	12,950
61522 - OT-PERSONAL DAY REPLACE	35,200	20,000	18,550	35,759	18,550	9,167	27,717	18,550
61525 - OT-FIRST ALARM	39,812	40,000	40,000	49,123	40,000	0	40,000	40,000
61526 - OT-SECOND ALARM	7,631	3,818	5,000	5,000	5,000	0	5,000	5,000
61527 - OT-CALL BACK	51	431	0	199	0	0	0	0
61531 - HOLIDAY OVERTIME	0	7,329	12,290	0	13,518	0	13,518	13,518
61601 - HOLIDAY PAY	69,115	64,998	60,014	60,327	62,834	0	62,834	62,834

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61701 - HEALTH INSURANCE	393,655	419,383	423,836	415,836	433,611	0	433,611	433,611
61702 - DENTAL INSURANCE	27,326	29,344	32,069	31,716	35,077	0	35,077	35,077
61704 - SOCIAL SECURITY	28,277	28,162	27,153	27,819	27,115	1,253	28,368	27,115
61705 - WORKERS COMPENSATION	57,542	3,415	54,099	55,426	54,066	2,500	56,566	54,066
61713 - RET - FIRE	478,510	565,226	519,469	531,085	529,990	25,218	555,208	529,990
61901 - RECRUITMENT	57	42	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	3,060,579	2,991,288	2,929,258	2,980,430	2,947,384	115,505	3,062,889	2,947,384
62435 - TRAINING	351	0	0	0	0	0	0	0
62755 - UNIFORMS	15,519	17,874	17,525	12,525	17,525	0	17,525	17,525
62756 - PROTECTIVE CLOTHING	37,286	40,055	37,500	23,500	37,500	0	37,500	37,500
62760 - OPERATING SUPPLIES	266	198	500	500	500	0	500	500
62000 - OPERATING EXPENDITURES	53,421	58,127	55,525	36,525	55,525	0	55,525	55,525
00811 - FIRE SUPPRESSION Total	3,114,000	3,049,414	2,984,783	3,016,955	3,002,909	115,505	3,118,414	3,002,909

FIRE 00812 - FIRE SUPPRESSION W KEENE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	65,154	65,585	67,634	67,634	69,590	0	69,590	69,590
61304 - GENERAL PERSONNEL	166,801	168,329	173,548	170,522	178,529	0	178,529	178,529
61501 - REGULAR OVERTIME	1,536	0	0	0	0	0	0	0
61527 - OT-CALL BACK	7,039	6,345	0	8,000	5,000	0	5,000	5,000
61601 - HOLIDAY PAY	9,857	9,857	9,857	10,166	10,420	0	10,420	10,420
61701 - HEALTH INSURANCE	77,188	87,576	91,275	87,275	95,083	0	95,083	95,083
61702 - DENTAL INSURANCE	5,141	5,812	7,041	7,041	7,041	0	7,041	7,041
61704 - SOCIAL SECURITY	3,628	3,654	3,759	3,836	3,824	0	3,824	3,824
61705 - WORKERS COMPENSATION	7,157	460	7,492	7,645	7,620	0	7,620	7,620
61713 - RET - FIRE	57,540	70,323	71,913	73,249	76,848	0	76,848	76,848
61000 - PERSONNEL SERVICES	401,041	417,940	432,518	435,367	453,955	0	453,955	453,955
62755 - UNIFORMS	2,157	1,846	2,850	2,850	2,850	0	2,850	2,850
62000 - OPERATING EXPENDITURES	2,157	1,846	2,850	2,850	2,850	0	2,850	2,850
00812 - FIRE SUPPRESSION W KEENE Total	403,198	419,786	435,368	438,217	456,805	0	456,805	456,805

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
FIRE	5,944,663	6,015,941	6,331,294	6,279,069	6,485,411	170,223	6,655,634	6,485,411

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.		

Human Services is the “safety net” for citizens of Keene who have hit a bump in the road. Reduced employment hours or loss of employment, medical emergencies, or even the death of a family member are some of the reasons that people come in to apply for assistance. The Department provides short-term emergency financial assistance with housing, utilities, burial/cremation, and life threatening medications. Assistance may be provided to those struggling with the costs of home heating, in coordination with Southwestern Community Services, who administers the federally-funded Fuel Assistance Program, or an emergency car repair necessary for transportation to work. Through a valued partnership with the Community Kitchen and St. Vincent de Paul food pantries, food is provided to those in need.

This past year Human Services experienced great success with our Workfare Program. In addition to helping the City and giving back, program participants experience a renewed sense of self-worth and confidence. It is very difficult to find a job after being unemployed for an extended period of time; and it is always easier to get a better job when you are already employed. This program provides an employment setting with assigned tasks providing participants a chance to demonstrate their skills and work ethic. Program tasks include clerical support, child care, custodial, and public works duties. Demonstrating the success of this program is feedback received from City employees and citizens regarding its impact on the cleanliness of City streets and City Hall. More importantly are the opportunities for re-employment for its participants.

Financial literacy, which includes basic budgeting skills, learning how to prioritize expenses, and the consequences of poor spending choices are components of the Basic Budget Workshops offered by Human Services. These workshops are expanding to include Employment Readiness aimed at filling a void created by reduction in availability of this assistance and support. Given the limited skills and work experiences of a good number of Human Services recipients, information on how to navigate an electronic application with many employers moving to “on-line” applications, develop a resume, interview skills, appropriate attire for interviews and the workforce will be included in the Employee Readiness Workshop. The goal of these workshops is for participants to achieve financial self-sufficiency; the ability to earn sufficient income to pay for their basic needs as well as living within their means.

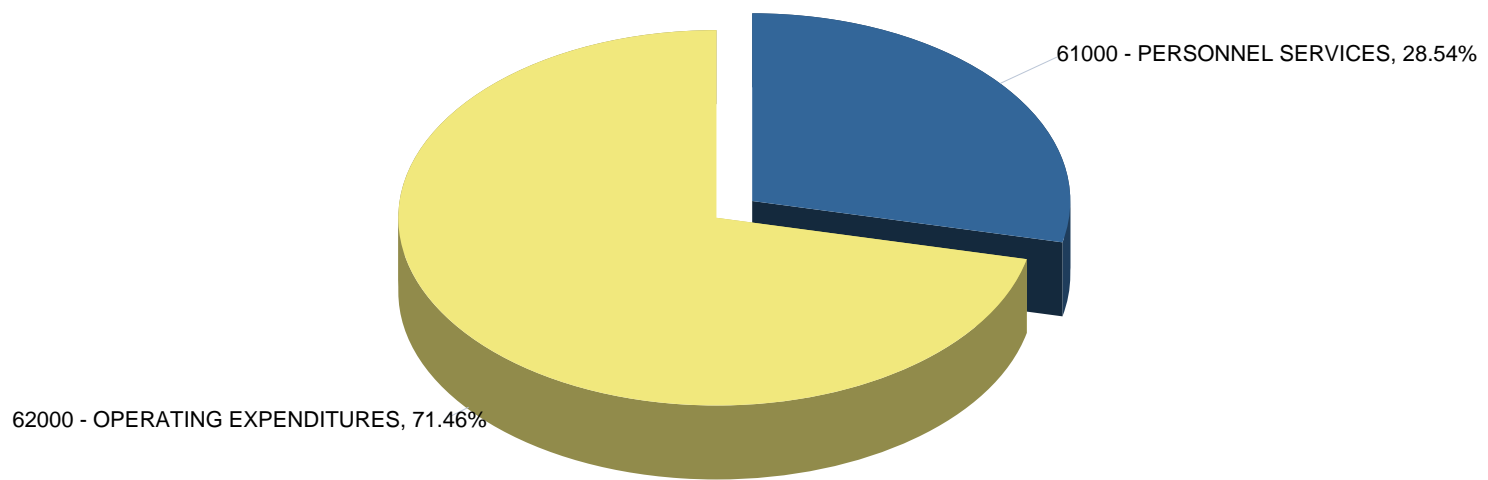
Community education presentations that inform the public about welfare, homelessness, and the roles and responsibilities of each municipality to provide General Assistance are given regularly. Collaboration and advocacy with area service providers, Homeless Coalitions and NH Local Welfare Administrators Association, ensure that Keene’s neediest residents are informed of and can readily access applications for affordable housing, benefits, and other social services. Staff participates in regional service advocacy groups to learn about new program initiatives and agency updates that may improve or expand resources for Keene residents. 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.

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.

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	
4	Develop programs and workshops that provide opportunities for General Assistance recipients to develop skills and manage resources to break the cycle of dependence on the social services system.		Social Services	
FISCAL YEAR 2015/2016 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.	Expand the workfare program to include more participants and other departments.	RSA 165	Social Services	V, C, E
5.	Develop and present workshops addressing basic financial literacy, money management, and employment readiness, in collaboration with Youth Services, Southwestern Community Services, Keene Housing, The Community Kitchen, and Keene Senior Center.	RSA 165	Community Health & Wellness	O, I, E
6.	Continue working with developers and the City's IT Department to improve reports in NH GAP software.	RSA165	Community Health & Wellness	C,E
METRICS:		FY14	FY15	FY16
1.	Total Contacts - Appointments/Walk-ins/Emergency Clients (*data compiled through NH GAP)	3,687	4,900*	5,500
2.	Average length of receiving assistance	1.84 mos.	1.86 mos.	1.9 mos.
3.	Medicaid Reimbursements to the City (*Changes due to Medicaid Expansion, Health Improvement Protection Plan and Affordable Healthcare Act)	\$2,686	\$0*	\$0*
4.	SSI Interim Assistance Reimbursements	\$9,802	\$4,697	\$5,197
5.	Other Reimbursements including liens, cash, State reimbursements	\$10,164	\$22,120	\$12,000

Department - HUMAN SERVICES



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	237,261	194,729	207,751	205,745	215,407	0	215,407	215,407
62000 - OPERATING EXPENDITURES	417,486	439,630	517,662	519,584	517,427	22,000	539,427	517,427
Department Total	654,747	634,359	725,413	725,329	732,834	22,000	754,834	732,834

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01000	61303	HUMAN SERVICES MANAGER	1.00	69,553
	61304	CASE WORKER	1.00	57,072
	61305	ADMINISTRATIVE ASST I	0.64	24,667
50 - HUMAN SERVICES Total			2.64	151,292

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

HUMAN SERVICES

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	34,135	0	0	0	0	0	0	0
61303 - SUPERVISORY PERSONNEL	66,929	68,097	69,285	69,041	69,553	0	69,553	69,553
61304 - GENERAL PERSONNEL	50,547	53,748	55,603	55,234	57,072	0	57,072	57,072
61307 - PART TIME EMPLOYEES	17,697	10,646	21,256	20,269	24,667	0	24,667	24,667
61609 - STIPEND	825	1,963	1,950	1,950	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	29,205	31,221	32,284	32,346	34,023	0	34,023	34,023
61702 - DENTAL INSURANCE	1,592	1,605	1,910	1,903	1,910	0	1,910	1,910
61703 - RETIREMENT CONTRIBUTIONS	12,791	13,334	13,661	13,594	14,362	0	14,362	14,362
61704 - SOCIAL SECURITY	12,809	10,061	11,329	11,207	11,723	0	11,723	11,723
61705 - WORKERS COMPENSATION	1,317	10	163	139	148	0	148	148
61901 - RECRUITMENT	115	564	310	62	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	9,297	3,480	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	237,261	194,729	207,751	205,745	215,407	0	215,407	215,407
62145 - FIRST AID & MEDICAL SVCS	41,038	42,253	40,000	20,417	25,000	0	25,000	25,000
62148 - DENTAL WORKS	5,000	5,000	5,000	5,000	5,000	0	5,000	5,000
62152 - SCS SHELTER SERVICES	56,235	50,000	50,000	50,000	50,000	0	50,000	50,000
62205 - PC REPLACEMENT CHARGE	900	636	752	752	752	0	752	752
62416 - PRINTING	0	0	200	200	200	0	200	200
62435 - TRAINING	719	450	450	380	450	0	450	450
62436 - MEETINGS & DUES	235	220	360	170	200	0	200	200
62451 - PERSONAL & HOUSEHOLD	291	666	1,500	672	1,000	0	1,000	1,000
62452 - BURIAL, TRANSPORT & MISC.	8,783	7,700	9,500	9,500	9,000	0	9,000	9,000
62453 - HEATING FUEL & UTILITIES	41,092	52,058	55,000	42,454	53,000	0	53,000	53,000
62454 - RENTS	259,392	276,105	350,000	385,125	368,000	22,000	390,000	368,000
62498 - USE OF TRUST FUNDS	2,550	2,900	3,000	3,018	3,000	0	3,000	3,000
62510 - TELEPHONE	548	620	575	652	675	0	675	675
62701 - OFFICE SUPPLIES	476	800	800	776	800	0	800	800
62710 - POSTAGE	226	221	425	428	250	0	250	250
62715 - BOOKS AND PERIODICALS	0	0	100	40	100	0	100	100
62000 - OPERATING EXPENDITURES	417,486	439,630	517,662	519,584	517,427	22,000	539,427	517,427
Department Total	654,747	634,359	725,413	725,329	732,834	22,000	754,834	732,834

Fiscal Year 2015 - 2016

HUMAN SERVICES 01000 - HUMAN SERVICES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	34,135	0	0	0	0	0	0	0
61303 - SUPERVISORY PERSONNEL	66,929	68,097	69,285	69,041	69,553	0	69,553	69,553
61304 - GENERAL PERSONNEL	50,547	53,748	55,603	55,234	57,072	0	57,072	57,072
61307 - PART TIME EMPLOYEES	17,697	10,646	21,256	20,269	24,667	0	24,667	24,667
61609 - STIPEND	825	1,963	1,950	1,950	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	29,205	31,221	32,284	32,346	34,023	0	34,023	34,023
61702 - DENTAL INSURANCE	1,592	1,605	1,910	1,903	1,910	0	1,910	1,910
61703 - RETIREMENT CONTRIBUTIONS	12,791	13,334	13,661	13,594	14,362	0	14,362	14,362
61704 - SOCIAL SECURITY	12,809	10,061	11,329	11,207	11,723	0	11,723	11,723
61705 - WORKERS COMPENSATION	1,317	10	163	139	148	0	148	148
61901 - RECRUITMENT	115	564	310	62	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	9,297	3,480	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	237,261	194,729	207,751	205,745	215,407	0	215,407	215,407
62205 - PC REPLACEMENT CHARGE	900	636	752	752	752	0	752	752
62416 - PRINTING	0	0	200	200	200	0	200	200
62435 - TRAINING	719	450	450	380	450	0	450	450
62436 - MEETINGS & DUES	235	220	360	170	200	0	200	200
62498 - USE OF TRUST FUNDS	2,550	2,900	3,000	3,018	3,000	0	3,000	3,000
62510 - TELEPHONE	548	620	575	652	675	0	675	675
62701 - OFFICE SUPPLIES	476	800	800	776	800	0	800	800
62710 - POSTAGE	226	221	425	428	250	0	250	250
62715 - BOOKS AND PERIODICALS	0	0	100	40	100	0	100	100
62000 - OPERATING EXPENDITURES	5,654	5,848	6,662	6,416	6,427	0	6,427	6,427
01000 - HUMAN SERVICES Total	242,915	200,577	214,413	212,161	221,834	0	221,834	221,834

HUMAN SERVICES 01001 - HS: GENERAL ASSISTANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62145 - FIRST AID & MEDICAL SVCS	41,038	42,253	40,000	20,417	25,000	0	25,000	25,000
62148 - DENTAL WORKS	5,000	5,000	5,000	5,000	5,000	0	5,000	5,000
62152 - SCS SHELTER SERVICES	56,235	50,000	50,000	50,000	50,000	0	50,000	50,000
62451 - PERSONAL & HOUSEHOLD	291	666	1,500	672	1,000	0	1,000	1,000
62452 - BURIAL, TRANSPORT & MISC.	8,783	7,700	9,500	9,500	9,000	0	9,000	9,000
62453 - HEATING FUEL & UTILITIES	41,092	52,058	55,000	42,454	53,000	0	53,000	53,000
62454 - RENTS	259,392	276,105	350,000	385,125	368,000	22,000	390,000	368,000
62000 - OPERATING EXPENDITURES	411,832	433,782	511,000	513,168	511,000	22,000	533,000	511,000
01001 - HS: GENERAL ASSISTANCE Total	411,832	433,782	511,000	513,168	511,000	22,000	533,000	511,000

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
HUMAN SERVICES	654,747	634,359	725,413	725,329	732,834	22,000	754,834	732,834

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 FY16, the Library building project will continue to be the major focus. Library architect, Jeff Hoover of Tappe Associates, will complete the schematic design phase and the Friends of the Library, having secured a consultant, will conduct a fundraising feasibility study and kick off a capital campaign drive. The project is overseen by the Library Annex Advisory Committee. Its membership includes representation from the Board of Trustees, the Friends of the Library Board and the City. The committee will continue to provide opportunities for public involvement through presentations and through the library website. The successful completion of the Library and Annex renovation will ensure that both facilities can meet their potential to provide library services well into the 21st Century.

FY16 objectives:

- Secure funding for library materials, which is the basis for all library services and programs. The funding level required to keep the collection relevant and up to date is calculated at replacing 5% of the collection yearly with new materials in a variety of formats.
- Work with the City to develop the financial plan for the renovations, determine a fundraising goal, and kick off a fundraising campaign.
- 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 detailed design and cost estimates for the renovation and upgrade of the Library and Library Annex.
- Provide for opportunities for continued public participation through presentations and through the Library website.

FY 15 accomplishments included:

- Adequate funding for the library materials was secured by supplementing the City appropriation with funding from the Friends of the Library and donations.
- The Library Annex Advisory Committee, formed in 2013, continued to oversee the planning for the development of the Library and the Library Annex.
- The committee made a City Council presentation on the Library and Library Annex project showing plans that 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 committee held two community sessions facilitated by Jeff Hoover of Tappe Associates to give updates on the Library and Library Annex project. Tours of the Library Annex were offered and ongoing comment encouraged through the Library website with links to Mindmixer and online surveys.
- The Trustees, 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 Friends 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 takes 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 fifth year of implementation of its plan. A formal process will not be held until the Library Project is realized as much of the input driving the decisions will provide substantial input from the community.

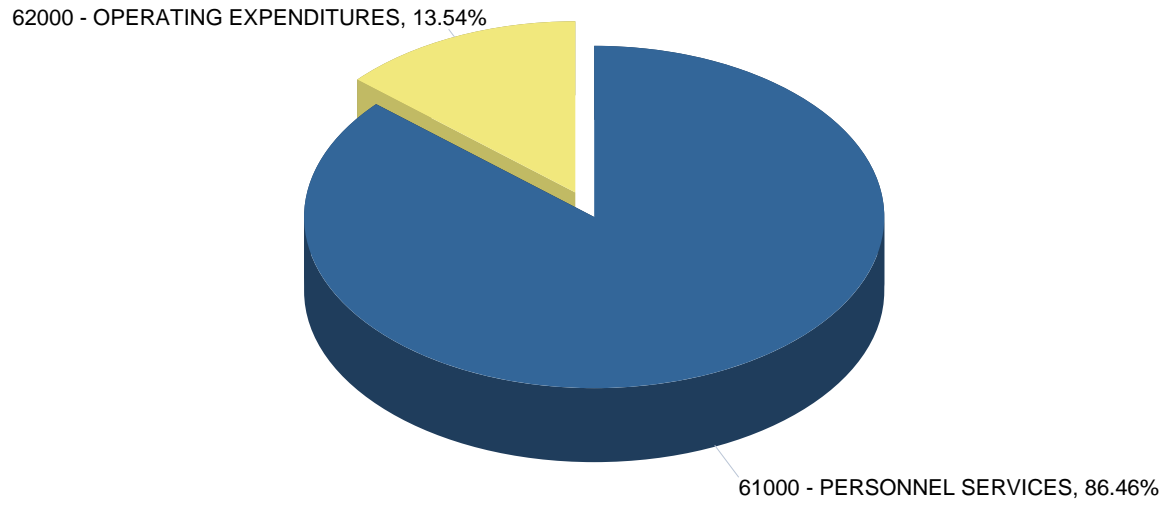
The Library's long range plan recognizes the ever changing landscape of information technology and its impact on every aspect of library services. The increased role of technology in everyday lives will continue to evolve and requires careful planning to ensure that the changes are incorporated into library services. The five specific goals that came out of that long range plan are aligned with the FY15 objectives.

The challenges continue to be fiscal. Residents are turning to the library in large numbers during 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 2015/2016 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 the architect to complete a schematic design and with the Friends to begin fundraising for the renovation of the Library Annex which, in conjunction with the Library main building, will provide a facility that serves the needs of the community.			Historic & Cultural	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:		FY14	FY15	FY16
1. Circulation, including downloadable books		303,688	305,000	309,000
2. Usage of online databases and website visits		27,503 / 223,606	28,500 / 237,000	29,355 / 244,032
3. Library programs for adults and children and number of people attending.		922/13,112	900/13,000	900/13,000
4. Number of times City/community groups held events in the Library or Library Annex.		940	950	950
5. Number of people attending city/community programs		9,406	10,160	10,160
6. Number of library card holders (does not include KSC community of approx. 6,000)		18,097	18,100	18,150
7. Use of library public access computers		27,547	28,000	28,500
8. Number of reference questions answered in-house and via library website		11,050/525	12,000/500	12,500/550

Department - LIBRARY



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	1,043,387	1,078,846	1,116,916	1,116,611	1,144,561	0	1,144,561	1,144,561
62000 - OPERATING EXPENDITURES	189,655	183,481	180,368	177,494	179,238	0	179,238	179,238
Department Total	1,233,042	1,262,326	1,297,284	1,294,104	1,323,799	0	1,323,799	1,323,799

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01100	61301	LIBRARY DIRECTOR	1.00	98,912
	61303	LIBRARIAN 2	2.00	127,384
		LIBRARIAN III	1.00	69,553
	61304	LIBRARIAN I	3.00	165,729
	61305	ADMINISTRATIVE ASSISTANT	1.00	39,696
	61307	LIBRARIAN 2	1.44	83,236
60 - LIBRARY Total			9.44	584,510

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

LIBRARY

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	95,180	96,841	98,529	98,529	98,912	0	98,912	98,912
61303 - SUPERVISORY PERSONNEL	259,420	192,816	196,177	226,376	196,937	0	196,937	196,937
61304 - GENERAL PERSONNEL	198,532	206,897	162,057	175,573	165,729	0	165,729	165,729
61305 - ADMINISTRATIVE PERSONNEL	0	0	35,802	35,801	39,696	0	39,696	39,696
61307 - PART TIME EMPLOYEES	255,624	327,472	373,043	329,000	381,592	0	381,592	381,592
61701 - HEALTH INSURANCE	114,061	114,507	123,572	123,572	129,562	0	129,562	129,562
61702 - DENTAL INSURANCE	6,462	6,033	7,151	7,151	7,151	0	7,151	7,151
61703 - RETIREMENT CONTRIBUTIONS	50,537	54,283	52,983	52,983	55,992	0	55,992	55,992
61704 - SOCIAL SECURITY	61,549	78,511	66,172	66,172	67,539	0	67,539	67,539
61705 - WORKERS COMPENSATION	780	71	833	833	851	0	851	851
61901 - RECRUITMENT	1,242	1,415	600	622	600	0	600	600
61000 - PERSONNEL SERVICES	1,043,387	1,078,846	1,116,916	1,116,611	1,144,561	0	1,144,561	1,144,561
62205 - PC REPLACEMENT CHARGE	9,876	9,084	7,600	8,320	7,920	0	7,920	7,920
62301 - OFFICE EQUIPMENT MAINT.	1,544	3,782	3,368	3,368	3,368	0	3,368	3,368
62430 - TRAVEL	124	23	0	0	0	0	0	0
62435 - TRAINING	290	32	350	300	350	0	350	350
62436 - MEETINGS & DUES	30	30	400	400	400	0	400	400
62498 - USE OF TRUST FUNDS	10,809	11,364	3,500	1,061	3,500	0	3,500	3,500
62510 - TELEPHONE	3,733	3,409	4,000	3,500	4,000	0	4,000	4,000
62701 - OFFICE SUPPLIES	9,736	6,348	7,500	6,800	6,800	0	6,800	6,800
62703 - LOST MATERIAL REPLACEMENT	4,294	545	3,500	3,500	3,500	0	3,500	3,500
62704 - BOOK MENDING SUPPLIES	2,012	2,432	3,200	2,800	2,900	0	2,900	2,900
62710 - POSTAGE	4,980	4,114	3,850	3,850	3,850	0	3,850	3,850
62715 - BOOKS AND PERIODICALS	141,816	141,537	141,550	141,550	141,550	0	141,550	141,550
62734 - MINOR EQUIPMENT	413	779	900	1,430	450	0	450	450
62744 - MINOR COMPUTER EQUIPMENT	0	0	650	615	650	0	650	650
62000 - OPERATING EXPENDITURES	189,655	183,481	180,368	177,494	179,238	0	179,238	179,238
Department Total	1,233,042	1,262,326	1,297,284	1,294,104	1,323,799	0	1,323,799	1,323,799

Fiscal Year 2015 - 2016

LIBRARY 01100 - LIBRARY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	95,180	96,841	98,529	98,529	98,912	0	98,912	98,912
61303 - SUPERVISORY PERSONNEL	259,420	192,816	196,177	226,376	196,937	0	196,937	196,937
61304 - GENERAL PERSONNEL	198,532	206,897	162,057	175,573	165,729	0	165,729	165,729
61305 - ADMINISTRATIVE PERSONNEL	0	0	35,802	35,801	39,696	0	39,696	39,696
61307 - PART TIME EMPLOYEES	255,624	327,472	373,043	329,000	381,592	0	381,592	381,592
61701 - HEALTH INSURANCE	114,061	114,507	123,572	123,572	129,562	0	129,562	129,562
61702 - DENTAL INSURANCE	6,462	6,033	7,151	7,151	7,151	0	7,151	7,151
61703 - RETIREMENT CONTRIBUTIONS	50,537	54,283	52,983	52,983	55,992	0	55,992	55,992
61704 - SOCIAL SECURITY	61,549	78,511	66,172	66,172	67,539	0	67,539	67,539
61705 - WORKERS COMPENSATION	780	71	833	833	851	0	851	851
61901 - RECRUITMENT	1,242	1,415	600	622	600	0	600	600
61000 - PERSONNEL SERVICES	1,043,387	1,078,846	1,116,916	1,116,611	1,144,561	0	1,144,561	1,144,561
62205 - PC REPLACEMENT CHARGE	9,876	9,084	7,600	8,320	7,920	0	7,920	7,920
62301 - OFFICE EQUIPMENT MAINT.	1,544	3,782	3,368	3,368	3,368	0	3,368	3,368
62430 - TRAVEL	124	23	0	0	0	0	0	0
62435 - TRAINING	290	32	350	300	350	0	350	350
62436 - MEETINGS & DUES	30	30	400	400	400	0	400	400
62510 - TELEPHONE	3,733	3,409	4,000	3,500	4,000	0	4,000	4,000
62701 - OFFICE SUPPLIES	9,736	6,348	7,500	6,800	6,800	0	6,800	6,800
62703 - LOST MATERIAL REPLACEMENT	4,294	545	3,500	3,500	3,500	0	3,500	3,500
62704 - BOOK MENDING SUPPLIES	2,012	2,432	3,200	2,800	2,900	0	2,900	2,900
62710 - POSTAGE	4,980	4,114	3,850	3,850	3,850	0	3,850	3,850
62715 - BOOKS AND PERIODICALS	141,816	141,537	141,550	141,550	141,550	0	141,550	141,550
62734 - MINOR EQUIPMENT	413	779	900	1,430	450	0	450	450
62744 - MINOR COMPUTER EQUIPMENT	0	0	650	615	650	0	650	650
62000 - OPERATING EXPENDITURES	178,846	172,116	176,868	176,433	175,738	0	175,738	175,738
01100 - LIBRARY Total	1,222,233	1,250,962	1,293,784	1,293,044	1,320,299	0	1,320,299	1,320,299

LIBRARY 01102 - LIBRARY: CITY TRUSTS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62498 - USE OF TRUST FUNDS	10,809	11,364	3,500	1,061	3,500	0	3,500	3,500
62000 - OPERATING EXPENDITURES	10,809	11,364	3,500	1,061	3,500	0	3,500	3,500
01102 - LIBRARY: CITY TRUSTS Total	10,809	11,364	3,500	1,061	3,500	0	3,500	3,500

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
LIBRARY	1,233,042	1,262,326	1,297,284	1,294,104	1,323,799	0	1,323,799	1,323,799

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.		

The Parks and Recreation Department continues to seek opportunities within the Comprehensive Master Plan and Active and Passive Recreation Management Plan to establish priorities toward providing an attractive place to live, work, play, and learn. These two guiding documents provide the structure upon which the vision and mission were created.

To support the vision, the Department is striving to build a strong public presence through multiple social media platforms that will engage the public and provide new opportunities to stay connected with our community. The Department’s social media plan is an inclusive way for increasing civic involvement and awareness amongst all citizens within the city. Social media platforms play a key role in today’s marketing and advertisement fields and have the potential to improve the Department’s marketing reach. The goal is to create several different outlets within the social media realm that will promote, advertise, inform, display, expand, share, and increase overall recognition of all events, programs, and updates occurring within the Parks and Recreation divisions.

As the Department strives to provide public services, the trail system has become an attractive addition to the recreational opportunities Keene offers. With the extension of the Cheshire Rail Trail in Phase Two to Hurricane Road, a Transportation Alternative Program grant provided additional funding to continue the trails infrastructure with multiple phases creating a loop within the west side of the City. The promotion of these trails can be found well outside of the geographic area, as Keene is becoming recognized for its trail system. These projects and others continue to be supported by the community through the Building a Spirit of Place project.

In 2014, the Wheelock Park Concept Plan was adopted by the City Council. The plan provides a blueprint for the future development of the park. This project will be phased over several years starting this year with road and parking lot reconstruction. Phase Two will feature ADA compliant restrooms near the tennis courts and Durling Field concession stand, along with additional upgrades to amenities throughout the park. Phase Three will introduce a new destination skate park along with enhancements outlined in the concept plan and funded through various sources as highlighted in the Capital Improvement Program.

Another critical park to the City on the east side is Carpenter Street Field. It provides athletic fields, play areas, and green space for the east side neighborhoods, however, lacks parking. The Park is crucial to the active community in which we live and is cited in the Active and Passive Recreation Management Plan. Throughout the year, the community will be engaged to improve the esthetic value and the utility of the field.

Program offerings were expanded last year to include youth flag football and youth volleyball leagues, both programs were introduced with success. Increased program opportunities through the enhancements and development of the park and trail systems will continue to allow the community to align with the initiatives of Healthy Monadnock 2020 and the Department achieving the key issues and recommendations set forth in the Active and Passive Recreation Management Plan.

Along with the parks, the cemeteries will see additional improvements with increased signage at Greenlawn, Woodland, and Woodland NED and a fence will be erected along West Cemetery on Bradford Road. These projects are supported through trust funds. In 2011 the department introduced a database to look up family records that is accessible to the public. Enhancements to this database through GIS applications will allow new technology to provide an improved customer experience along with more efficient cemetery mapping and operations.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP		
1.	Provide programs and assist organizations that focus on the health and well being of 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 interment services and accurate burial records.		Community Health & Wellness	
FISCAL YEAR 2015/2016 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 multi-use 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:		FY14	FY15	FY16
1.	After school CATCH program participants	70	90	90
2.	Recreation and Park Volunteers	315	375	435
3.	Acres maintained through turf program	90	90	90
4.	Recreation Facility Rentals	175	159	180
5.	Youth and Adult sport league participants - basketball, flag football, indoor soccer, soccer, volleyball	605	663	710
6.	Recreation Trip Participation	306	350	231
7.	Swim Lessons	159	158	180
8.	Cemetery Lots Available - Monadnock View N, M, MC, Hebrew and Woodland NED	863	818	774
9.	Cemetery Sales	45	45	44
10.	Cemetery Burials	80	90	98

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		

The FY 2016 objectives of the Facilities Division are to move in a direction of evaluating the use of contractors and suppliers leading to the expansion and the utilization of contractors of record and maintenance repair contracts. The Division will also continue to seek opportunities for the use and expansion of technology such as Building Automation Systems (BAS, DDC, ATTUNE) with an emphasis to standardize control systems throughout the City's facilities.

A major undertaking in FY 2016 will be the removal of the 10,000 gallon underground storage tank (UST) used to heat City Hall. Work will need to be completed by December 2015, per New Hampshire Statutes enforced by the State Department of Environmental Services. This will include not only the removal of the tank but also contamination testing of the soil, filling in of the earth once the tank is removed, and the recycling and disposal of the sludge oil at the bottom of the tank. In removing the UST the City is faced with replacing the current boilers with more energy efficient natural gas boilers and completing the project prior to the next heating season.

The Division is researching various Computerized Maintenance Management Software (CMMS) systems to better expedite repairs and daily activities, as well as reinforce a preventative maintenance program while allowing for enhanced record keeping and reporting. Working in cooperation with Information Technology (IT), the software will help in coordinating maintenance activities with other City Departments.

Facilities will continue to appraise contracted custodial services and personnel for the best possible combination of service and cost benefit. While employing the Building Condition Survey to create a more comprehensive preventative maintenance program, the Division will review and revamp the Standard Operational Procedure into a long term mechanical and custodial plan to better utilize the Divisions limited resources. The Division will also encourage continued training for key personnel.

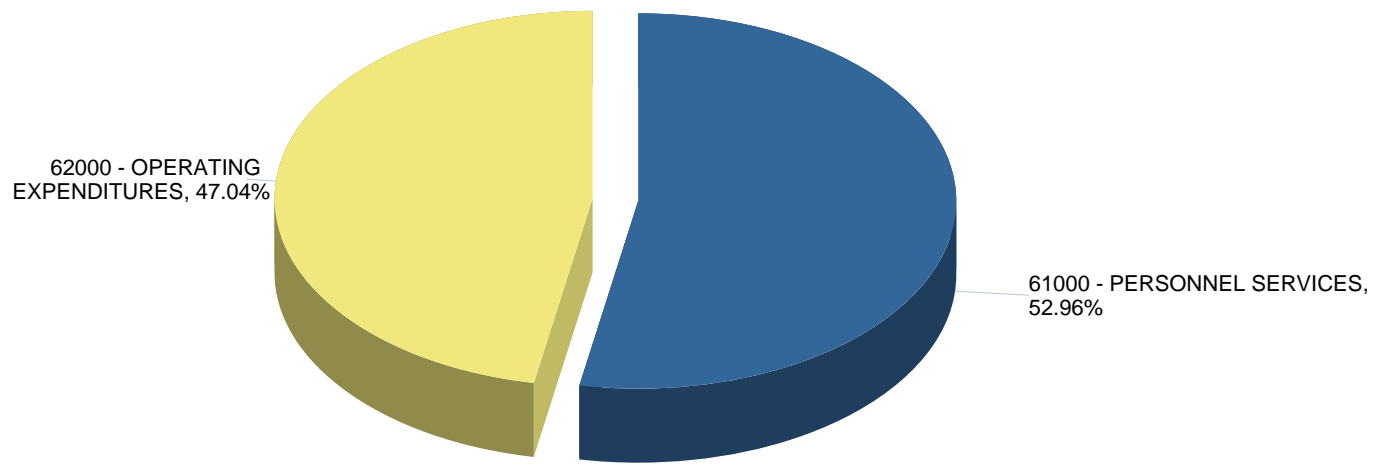
The focus of the Division in FY 2015 was the completion of projects and the continuation towards reorganization such as the hiring of a Facilities Manager. The Division has made great strides in restructuring the day to day operations to enhance the needs of each location. Due to the retirement of several key personnel, the Division is evaluating staffing needs while continuing a trial period of contractual custodial services for City Hall, the Library, and the Recreation Center. The Division has also assessed its preventive maintenance needs, programs, and the daily work order system. Facilities continues to work in conjunction with the Purchasing Department and the Keene SAU with joint procurement purchases.

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 for a total of City assets at \$38,987,000. The function of Facilities Management is to provide custodial and maintenance services to the interior and exterior of these buildings. These services are provided and essential so that the community and employees have clean, safe, and efficiently operating buildings.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP		
1. Implements daily cleaning and maintenance of buildings			Infrastructure	
2. Monitors and upgrades building systems for both safety and efficiency			Infrastructure	
3. Assists in identifying and implementing contract repairs, routine cleaning, and maintenance of buildings when appropriate			Infrastructure	
FISCAL YEAR 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1. Review, , and monitor the use of contracted cleaning services			Infrastructure	C, E
2. Review, expand, and monitor the use of contracted supplies with other governmental agencies			Infrastructure	V, C, E
3. Evaluate and implement a CMMS systems to increase efficiency and record keeping			Infrastructure	V, C, E
4. Evaluate ways to automate and expand on energy savings by use of BAS,DDC,ATTUNE systems			Infrastructure	V, C, E
METRICS:		FY14	FY15	FY16
1. City staff conforms to adopted custodial Standard Operating Procedures (SOP)		75%	85%	90%
2. Contract cleaning service conforms to basic custodial SOP			80%	90%
3. Conforms to adopted preventative maintenance SOP		95%	95%	95%
4. Completion time for work request input to completion of work			1.97 days	1.5 days
5. Work orders submitted		570	694	725
6. Completed work orders		569	673	725

Department - PARKS, REC. & FACILITIES



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	1,350,788	1,488,283	1,536,258	1,529,069	1,557,832	0	1,557,832	1,557,832
62000 - OPERATING EXPENDITURES	1,171,244	1,356,834	1,388,606	1,357,031	1,303,810	79,946	1,383,756	1,381,454
Department Total	2,522,033	2,845,117	2,924,864	2,886,100	2,861,642	79,946	2,941,588	2,939,286

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01200	61301	PARKS, REC & CEMETARY DIR	1.00	98,912
	61305	ADMINISTRATIVE ASST I	1.00	39,536
	61307	ADMINISTRATIVE ASSISTANT	0.54	23,373
01201	61303	PARK, REC. SUPT.	0.50	34,776
	61304	MAINTENANCE AIDE II	1.00	42,004
		MECHANIC I	1.00	45,860
		MAINTENANCE TECHNICIAN II	1.00	50,073
01207	61304	RECREATION PROGRAMMER	1.00	60,949
01310	61303	PARK, REC. SUPT.	0.50	34,776
	61304	MAINTENANCE AIDE II	1.00	42,004
		MOTOR EQUIP OPERATOR II	1.00	47,753
01325	61304	MAINTENANCE MANAGER	1.00	66,878
		BUILDING MECHANIC	1.00	45,860
	61305	ADMINISTRATIVE ASST I	0.50	21,912
	61307	CUSTODIAN, P/T	0.91	35,703
01328	61304	CUSTODIAN	1.00	42,004
		BUILDING MECHANIC	0.50	22,930
01329	61304	BUILDING MECHANIC	0.50	22,930
01335	61304	BUILDING MECHANIC	1.00	45,860
70 - PARKS, REC. & FACILITIES Total			15.95	824,093

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

PARKS AND RECREATION

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	90,251	95,962	98,529	98,529	98,912	0	98,912	98,912
61303 - SUPERVISORY PERSONNEL	64,047	68,413	69,285	69,284	69,553	0	69,553	69,553
61304 - GENERAL PERSONNEL	214,338	274,436	281,433	281,432	288,643	0	288,643	288,643
61305 - ADMINISTRATIVE PERSONNEL	51,394	52,292	53,203	53,203	39,536	0	39,536	39,536
61307 - PART TIME EMPLOYEES	60,596	24,430	22,771	22,771	23,373	0	23,373	23,373
61308 - SEASONAL HELP	49,962	61,090	75,811	60,931	75,811	0	75,811	75,811
61309 - RECREATION SUPERVISION	66,416	50,350	55,000	54,890	55,000	0	55,000	55,000
61312 - POOL PERSONNEL	41,882	39,744	43,000	43,000	43,000	0	43,000	43,000
61313 - PLAYGROUND PERSONNEL	43,593	48,130	46,000	46,000	46,000	0	46,000	46,000
61314 - CAMP AREA SUPERVISOR	7,400	8,160	7,650	7,650	7,650	0	7,650	7,650
61315 - ASSISTANCE: OTHER DEPTS	0	0	3,000	0	3,000	0	3,000	3,000
61318 - YOUTH TRAILS PROGRAM	5,203	5,438	7,620	7,620	7,620	0	7,620	7,620
61501 - REGULAR OVERTIME	18,328	20,096	23,800	20,193	23,800	0	23,800	23,800
61701 - HEALTH INSURANCE	99,615	147,662	154,216	154,216	154,490	0	154,490	154,490
61702 - DENTAL INSURANCE	7,288	7,046	8,911	8,910	8,479	0	8,479	8,479
61703 - RETIREMENT CONTRIBUTIONS	38,261	54,298	56,290	56,289	57,732	0	57,732	57,732
61704 - SOCIAL SECURITY	53,846	56,107	60,213	60,212	59,818	0	59,818	59,818
61705 - WORKERS COMPENSATION	7,573	486	8,817	8,849	9,051	0	9,051	9,051
61901 - RECRUITMENT	2,003	3,087	1,800	2,540	1,800	0	1,800	1,800
61000 - PERSONNEL SERVICES	921,996	1,017,227	1,077,349	1,056,520	1,073,268	0	1,073,268	1,073,268
62102 - PROFESSIONAL SERVICES	0	17,000	0	0	0	0	0	0
62115 - ARTISTS & PERFORMERS	6,964	6,181	7,550	7,550	7,550	0	7,550	7,550
62120 - LABORATORY SERVICES	315	0	800	535	800	0	800	800
62142 - TRANSPORTING	1,990	650	2,750	2,750	2,750	0	2,750	2,750
62145 - FIRST AID & MEDICAL SVCS	475	264	500	500	500	0	500	500
62175 - OTHER SERVICES	11,522	12,396	11,000	10,550	11,000	0	11,000	11,000
62205 - PC REPLACEMENT CHARGE	1,332	1,188	1,052	1,052	1,077	0	1,077	1,077
62206 - PW FLEET CHARGE	149,220	157,008	167,940	167,940	176,737	0	176,737	176,737
62209 - RUBBISH PICK-UP	0	2,546	2,200	2,200	2,200	0	2,200	2,200
62301 - OFFICE EQUIPMENT MAINT.	1,466	1,387	1,650	1,100	0	0	0	0
62311 - EQUIPMENT MAINTENANCE	2,835	2,498	3,200	2,765	3,200	0	3,200	3,200
62340 - GROUNDS MAINTENANCE	16,861	18,179	18,500	18,500	18,500	5,080	23,580	22,564
62341 - PLAYGROUND MAINTENANCE	5,090	5,728	5,000	4,850	5,000	0	5,000	5,000
62342 - SKATE PARK MAINTENANCE	3,889	493	1,000	685	1,000	0	1,000	1,000
62343 - SIGNAGE	1,470	655	1,000	1,585	1,000	0	1,000	1,000
62344 - TRAIL MAINTENANCE	62	923	2,000	1,985	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	2,871	3,768	4,200	4,205	4,200	0	4,200	4,200

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62372 - TREE/FORESTRY MAINTENANCE	5,715	4,030	9,500	9,400	9,500	0	9,500	9,500
62416 - PRINTING	4,885	4,920	2,000	3,989	3,000	0	3,000	3,000
62425 - ADVERTISING	0	587	600	587	1,600	0	1,600	1,600
62430 - TRAVEL	188	94	300	285	300	0	300	300
62435 - TRAINING	1,324	1,027	950	2,450	1,250	0	1,250	1,250
62436 - MEETINGS & DUES	5,088	5,579	3,300	2,775	3,300	0	3,300	3,300
62445 - PHOTOGRAPHY & PROCESSING	25	42	200	48	200	0	200	200
62498 - USE OF TRUST FUNDS	4,107	3,809	0	0	0	0	0	0
62501 - WATER	5,829	4,780	14,278	5,071	9,138	0	9,138	9,138
62503 - ELECTRICITY	39,414	35,504	38,881	35,562	38,880	0	38,880	38,880
62504 - HEATING FUEL	12,548	15,050	15,146	12,266	8,628	0	8,628	8,628
62510 - TELEPHONE	5,988	4,129	3,950	3,950	3,950	0	3,950	3,950
62607 - RENTAL VEHICLES	5,138	7,833	9,000	6,790	9,000	0	9,000	9,000
62701 - OFFICE SUPPLIES	948	850	1,100	1,059	1,100	0	1,100	1,100
62710 - POSTAGE	284	122	350	350	350	0	350	350
62733 - TOOLS	562	959	400	850	400	0	400	400
62734 - MINOR EQUIPMENT	3,068	771	700	535	700	0	700	700
62735 - BUILDING MAINT. SUPPLIES	3,513	3,844	3,600	3,004	3,600	0	3,600	3,600
62736 - GROUNDS MAINT SUPPLIES	22,697	30,391	26,500	26,500	26,500	6,430	32,930	31,644
62740 - OTHER MAINT. SUPPLIES	2,122	4,319	2,300	2,215	2,300	0	2,300	2,300
62755 - UNIFORMS	3,160	3,508	3,600	3,431	3,600	0	3,600	3,600
62756 - PROTECTIVE CLOTHING	1,302	1,639	1,500	1,495	1,500	0	1,500	1,500
62760 - OPERATING SUPPLIES	2,704	3,151	3,500	3,250	3,500	0	3,500	3,500
62764 - CHEMICALS	3,584	5,061	5,600	5,055	5,600	0	5,600	5,600
62775 - PLAYGROUND MATERIAL	3,955	4,107	4,000	4,000	4,000	0	4,000	4,000
62776 - HANDICPD ATHLETE SUPPLIES	1,474	543	3,500	3,500	3,500	0	3,500	3,500
62778 - ATHLETIC SUPPLIES	600	423	2,000	2,000	2,000	0	2,000	2,000
62779 - GAME ROOM SUPPLIES	941	324	1,000	1,000	1,000	0	1,000	1,000
62780 - ARTS & CRAFTS	648	714	1,000	1,000	1,000	0	1,000	1,000
62783 - YOUTH TRAILS PROGRAM SUP.	91	180	300	235	300	0	300	300
62784 - CATCH PROGRAM	409	854	1,000	1,080	1,000	0	1,000	1,000
68011 - CAPITAL PROJECT TRANSFER	11,000	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	359,675	380,011	390,397	372,484	388,210	11,510	399,720	397,418
Department Total	1,281,671	1,397,237	1,467,746	1,429,004	1,461,479	11,510	1,472,989	1,470,687

Fiscal Year 2015 - 2016

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

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	90,251	95,962	98,529	98,529	98,912	0	98,912	98,912
61305 - ADMINISTRATIVE PERSONNEL	51,394	52,292	53,203	53,203	39,536	0	39,536	39,536
61307 - PART TIME EMPLOYEES	21,347	22,776	22,771	22,771	23,373	0	23,373	23,373
61701 - HEALTH INSURANCE	33,423	37,364	38,868	38,868	32,089	0	32,089	32,089
61702 - DENTAL INSURANCE	2,103	2,281	2,715	2,715	2,283	0	2,283	2,283
61703 - RETIREMENT CONTRIBUTIONS	12,519	15,967	16,342	16,342	15,465	0	15,465	15,465
61704 - SOCIAL SECURITY	12,119	12,556	13,395	13,395	12,379	0	12,379	12,379
61705 - WORKERS COMPENSATION	1,102	86	1,181	1,181	1,191	0	1,191	1,191
61901 - RECRUITMENT	2,003	2,397	1,800	2,540	1,800	0	1,800	1,800
61000 - PERSONNEL SERVICES	226,261	241,680	248,804	249,544	227,029	0	227,029	227,029
62205 - PC REPLACEMENT CHARGE	744	672	631	631	631	0	631	631
62206 - PW FLEET CHARGE	13,188	12,960	13,337	13,337	13,446	0	13,446	13,446
62301 - OFFICE EQUIPMENT MAINT.	1,466	1,387	1,650	1,100	0	0	0	0
62435 - TRAINING	302	37	200	200	200	0	200	200
62436 - MEETINGS & DUES	3,565	3,758	1,500	950	1,500	0	1,500	1,500
62498 - USE OF TRUST FUNDS	4,107	3,809	0	0	0	0	0	0
62510 - TELEPHONE	5,988	4,129	3,950	3,950	3,950	0	3,950	3,950
62701 - OFFICE SUPPLIES	948	850	1,100	1,059	1,100	0	1,100	1,100
62710 - POSTAGE	284	122	350	350	350	0	350	350
62734 - MINOR EQUIPMENT	26	0	0	0	0	0	0	0
68011 - CAPITAL PROJECT TRANSFER	11,000	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	41,617	27,724	22,718	21,577	21,177	0	21,177	21,177
01200 - PARKS & FACILITIES ADMIN Total	267,877	269,404	271,522	271,121	248,206	0	248,206	248,206

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

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	32,024	34,207	34,642	34,642	34,776	0	34,776	34,776
61304 - GENERAL PERSONNEL	129,682	133,171	134,405	134,405	137,938	0	137,938	137,938
61308 - SEASONAL HELP	21,526	33,027	44,017	38,575	44,017	0	44,017	44,017
61501 - REGULAR OVERTIME	10,410	9,180	14,000	9,380	14,000	0	14,000	14,000
61701 - HEALTH INSURANCE	40,501	73,455	77,279	77,279	82,196	0	82,196	82,196
61702 - DENTAL INSURANCE	3,728	3,485	4,148	4,148	4,148	0	4,148	4,148
61703 - RETIREMENT CONTRIBUTIONS	15,191	18,956	19,714	19,713	20,856	0	20,856	20,856
61704 - SOCIAL SECURITY	14,716	15,768	17,324	17,324	17,651	0	17,651	17,651
61705 - WORKERS COMPENSATION	2,755	213	3,072	3,072	3,194	0	3,194	3,194
61901 - RECRUITMENT	0	40	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	270,532	321,501	348,602	338,538	358,777	0	358,777	358,777
62175 - OTHER SERVICES	11,522	12,396	11,000	10,550	11,000	0	11,000	11,000

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62436 - MEETINGS & DUES	145	543	800	450	800	0	800	800
62000 - OPERATING EXPENDITURES	11,667	12,939	11,800	11,000	11,800	0	11,800	11,800
01201 - PARKS MAINT & DEVELOPMENT Total	282,199	334,440	360,402	349,538	370,577	0	370,577	370,577

PARKS, REC. & FACILITIES 01202 - PARKS POOLS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62501 - WATER	0	675	10,280	2,398	5,140	0	5,140	5,140
62734 - MINOR EQUIPMENT	2,570	199	200	185	200	0	200	200
62735 - BUILDING MAINT. SUPPLIES	227	573	300	285	300	0	300	300
62740 - OTHER MAINT. SUPPLIES	976	3,046	300	215	300	0	300	300
62764 - CHEMICALS	3,584	5,061	5,600	5,055	5,600	0	5,600	5,600
62000 - OPERATING EXPENDITURES	7,357	9,555	16,680	8,138	11,540	0	11,540	11,540
01202 - PARKS POOLS Total	7,357	9,555	16,680	8,138	11,540	0	11,540	11,540

PARKS, REC. & FACILITIES 01203 - CAMPING AREAS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62209 - RUBBISH PICK-UP	0	2,546	2,200	2,200	2,200	0	2,200	2,200
62425 - ADVERTISING	0	587	600	587	600	0	600	600
62740 - OTHER MAINT. SUPPLIES	1,147	1,273	2,000	2,000	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	1,147	4,406	4,800	4,787	4,800	0	4,800	4,800
01203 - CAMPING AREAS Total	1,147	4,406	4,800	4,787	4,800	0	4,800	4,800

PARKS, REC. & FACILITIES 01205 - PARKS MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61308 - SEASONAL HELP	14,963	17,794	15,861	15,861	15,861	0	15,861	15,861
61501 - REGULAR OVERTIME	128	725	200	485	200	0	200	200
61703 - RETIREMENT CONTRIBUTIONS	0	0	22	22	22	0	22	22
61704 - SOCIAL SECURITY	1,154	1,417	1,229	1,229	1,229	0	1,229	1,229
61705 - WORKERS COMPENSATION	172	14	184	184	184	0	184	184
61000 - PERSONNEL SERVICES	16,416	19,949	17,496	17,781	17,496	0	17,496	17,496
62120 - LABORATORY SERVICES	315	0	800	535	800	0	800	800
62205 - PC REPLACEMENT CHARGE	168	144	116	116	116	0	116	116
62206 - PW FLEET CHARGE	80,400	86,028	92,017	92,017	97,359	0	97,359	97,359
62340 - GROUNDS MAINTENANCE	3,973	5,047	4,000	4,000	4,000	0	4,000	4,000
62341 - PLAYGROUND MAINTENANCE	5,090	5,728	5,000	4,850	5,000	0	5,000	5,000
62342 - SKATE PARK MAINTENANCE	3,889	493	1,000	685	1,000	0	1,000	1,000
62343 - SIGNAGE	1,470	655	1,000	1,585	1,000	0	1,000	1,000
62344 - TRAIL MAINTENANCE	62	923	2,000	1,985	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	2,752	3,705	4,000	3,785	4,000	0	4,000	4,000
62372 - TREE/FORESTRY MAINTENANCE	5,715	4,030	4,500	4,500	4,500	0	4,500	4,500
62501 - WATER	5,829	3,809	3,298	2,400	3,298	0	3,298	3,298

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62503 - ELECTRICITY	36,846	32,886	36,800	33,499	36,800	0	36,800	36,800
62504 - HEATING FUEL	2,523	3,139	4,000	3,685	2,320	0	2,320	2,320
62607 - RENTAL VEHICLES	5,138	7,833	9,000	6,790	9,000	0	9,000	9,000
62733 - TOOLS	562	959	400	850	400	0	400	400
62734 - MINOR EQUIPMENT	0	137	0	0	0	0	0	0
62735 - BUILDING MAINT. SUPPLIES	3,066	3,077	2,800	2,495	2,800	0	2,800	2,800
62736 - GROUNDS MAINT SUPPLIES	22,697	30,391	26,500	26,500	26,500	6,430	32,930	31,644
62755 - UNIFORMS	1,149	1,640	1,500	1,395	1,500	0	1,500	1,500
62756 - PROTECTIVE CLOTHING	1,302	1,639	1,500	1,495	1,500	0	1,500	1,500
62760 - OPERATING SUPPLIES	2,704	3,151	3,500	3,250	3,500	0	3,500	3,500
62000 - OPERATING EXPENDITURES	185,648	195,414	203,731	196,417	207,393	6,430	213,823	212,537
01205 - PARKS MAINTENANCE Total	202,065	215,363	221,227	214,198	224,889	6,430	231,319	230,033

PARKS, REC. & FACILITIES 01207 - PARKS PROGRAMS
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Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	0	55,001	59,392	59,392	60,949	0	60,949	60,949
61307 - PART TIME EMPLOYEES	39,248	1,654	0	0	0	0	0	0
61309 - RECREATION SUPERVISION	66,416	50,350	55,000	54,890	55,000	0	55,000	55,000
61312 - POOL PERSONNEL	41,882	39,744	43,000	43,000	43,000	0	43,000	43,000
61313 - PLAYGROUND PERSONNEL	43,593	48,130	46,000	46,000	46,000	0	46,000	46,000
61314 - CAMP AREA SUPERVISOR	7,400	8,160	7,650	7,650	7,650	0	7,650	7,650
61318 - YOUTH TRAILS PROGRAM	5,203	5,438	7,620	7,620	7,620	0	7,620	7,620
61501 - REGULAR OVERTIME	4,794	5,769	6,600	5,985	6,600	0	6,600	6,600
61701 - HEALTH INSURANCE	0	7,421	7,717	7,717	8,036	0	8,036	8,036
61702 - DENTAL INSURANCE	0	0	523	523	523	0	523	523
61703 - RETIREMENT CONTRIBUTIONS	0	5,924	6,396	6,396	6,808	0	6,808	6,808
61704 - SOCIAL SECURITY	15,954	16,353	17,232	17,232	17,354	0	17,354	17,354
61705 - WORKERS COMPENSATION	1,822	59	2,563	2,596	2,592	0	2,592	2,592
61901 - RECRUITMENT	0	650	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	226,312	244,652	259,693	259,001	262,132	0	262,132	262,132
62102 - PROFESSIONAL SERVICES	0	17,000	0	0	0	0	0	0
62115 - ARTISTS & PERFORMERS	6,964	6,181	7,550	7,550	7,550	0	7,550	7,550
62142 - TRANSPORTING	1,990	650	2,750	2,750	2,750	0	2,750	2,750
62145 - FIRST AID & MEDICAL SVCS	475	264	500	500	500	0	500	500
62205 - PC REPLACEMENT CHARGE	168	144	116	116	141	0	141	141
62206 - PW FLEET CHARGE	13,188	12,960	13,337	13,337	13,446	0	13,446	13,446
62311 - EQUIPMENT MAINTENANCE	56	0	200	0	200	0	200	200
62416 - PRINTING	4,885	4,920	2,000	3,989	3,000	0	3,000	3,000
62425 - ADVERTISING	0	0	0	0	1,000	0	1,000	1,000
62430 - TRAVEL	188	94	300	285	300	0	300	300
62435 - TRAINING	1,022	990	700	2,250	1,000	0	1,000	1,000

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62436 - MEETINGS & DUES	1,159	1,048	700	1,150	700	0	700	700
62445 - PHOTOGRAPHY & PROCESSING	25	42	200	48	200	0	200	200
62755 - UNIFORMS	1,363	1,049	1,500	1,450	1,500	0	1,500	1,500
62775 - PLAYGROUND MATERIAL	3,955	4,107	4,000	4,000	4,000	0	4,000	4,000
62776 - HANDICPD ATHLETE SUPPLIES	1,474	543	3,500	3,500	3,500	0	3,500	3,500
62778 - ATHLETIC SUPPLIES	600	423	2,000	2,000	2,000	0	2,000	2,000
62779 - GAME ROOM SUPPLIES	941	324	1,000	1,000	1,000	0	1,000	1,000
62780 - ARTS & CRAFTS	648	714	1,000	1,000	1,000	0	1,000	1,000
62783 - YOUTH TRAILS PROGRAM SUP.	91	180	300	235	300	0	300	300
62784 - CATCH PROGRAM	409	854	1,000	1,080	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	39,602	52,487	42,653	46,240	45,087	0	45,087	45,087
01207 - PARKS PROGRAMS Total	265,914	297,139	302,346	305,241	307,219	0	307,219	307,219

PARKS, REC. & FACILITIES 01310 - CEMETERY MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	32,023	34,206	34,642	34,642	34,776	0	34,776	34,776
61304 - GENERAL PERSONNEL	84,656	86,264	87,636	87,636	89,756	0	89,756	89,756
61308 - SEASONAL HELP	13,474	10,269	15,933	6,495	15,933	0	15,933	15,933
61315 - ASSISTANCE: OTHER DEPTS	0	0	3,000	0	3,000	0	3,000	3,000
61501 - REGULAR OVERTIME	2,997	4,423	3,000	4,343	3,000	0	3,000	3,000
61701 - HEALTH INSURANCE	25,691	29,421	30,353	30,352	32,169	0	32,169	32,169
61702 - DENTAL INSURANCE	1,457	1,280	1,524	1,524	1,524	0	1,524	1,524
61703 - RETIREMENT CONTRIBUTIONS	10,552	13,451	13,816	13,816	14,581	0	14,581	14,581
61704 - SOCIAL SECURITY	9,902	10,014	11,033	11,032	11,205	0	11,205	11,205
61705 - WORKERS COMPENSATION	1,723	116	1,817	1,816	1,890	0	1,890	1,890
61000 - PERSONNEL SERVICES	182,475	189,444	202,754	191,656	207,835	0	207,835	207,835
62205 - PC REPLACEMENT CHARGE	252	228	189	189	189	0	189	189
62206 - PW FLEET CHARGE	42,444	45,060	49,249	49,249	52,486	0	52,486	52,486
62311 - EQUIPMENT MAINTENANCE	2,779	2,498	3,000	2,765	3,000	0	3,000	3,000
62340 - GROUNDS MAINTENANCE	12,665	12,151	13,500	13,500	13,500	5,080	18,580	17,564
62372 - TREE/FORESTRY MAINTENANCE	0	0	5,000	4,900	5,000	0	5,000	5,000
62435 - TRAINING	0	0	50	0	50	0	50	50
62436 - MEETINGS & DUES	220	230	300	225	300	0	300	300
62501 - WATER	0	297	700	273	700	0	700	700
62734 - MINOR EQUIPMENT	473	435	500	350	500	0	500	500
62755 - UNIFORMS	648	819	600	586	600	0	600	600
62000 - OPERATING EXPENDITURES	59,481	61,719	73,088	72,037	76,325	5,080	81,405	80,389
01310 - CEMETERY MAINTENANCE Total	241,956	251,163	275,842	263,693	284,160	5,080	289,240	288,224

PARKS, REC. & FACILITIES 01311 - BURIAL

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62340 - GROUNDS MAINTENANCE	223	981	1,000	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	223	981	1,000	1,000	1,000	0	1,000	1,000
01311 - BURIAL Total	223	981	1,000	1,000	1,000	0	1,000	1,000

PARKS, REC. & FACILITIES 01312 - CEMETERIES OPS MAINT

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62350 - BUILDING MAINTENANCE	119	63	200	420	200	0	200	200
62503 - ELECTRICITY	2,359	2,366	1,814	1,813	1,813	0	1,813	1,813
62504 - HEATING FUEL	4,462	5,703	8,646	3,875	2,829	0	2,829	2,829
62000 - OPERATING EXPENDITURES	6,940	8,131	10,660	6,108	4,842	0	4,842	4,842
01312 - CEMETERIES OPS MAINT Total	6,940	8,131	10,660	6,108	4,842	0	4,842	4,842

PARKS, REC. & FACILITIES 01314 - SUMMER KNIGHT CHAPEL

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62503 - ELECTRICITY	210	253	267	250	267	0	267	267
62504 - HEATING FUEL	5,562	6,209	2,500	4,706	3,479	0	3,479	3,479
62735 - BUILDING MAINT. SUPPLIES	221	194	500	224	500	0	500	500
62000 - OPERATING EXPENDITURES	5,993	6,655	3,267	5,180	4,246	0	4,246	4,246
01314 - SUMMER KNIGHT CHAPEL Total	5,993	6,655	3,267	5,180	4,246	0	4,246	4,246

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PARKS, REC. & FACILITIES	1,281,671	1,397,237	1,467,746	1,429,004	1,461,479	11,510	1,472,989	1,470,687

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

FACILITIES

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61304 - GENERAL PERSONNEL	243,813	257,823	250,481	227,131	246,464	0	246,464	246,464
61305 - ADMINISTRATIVE PERSONNEL	0	0	0	0	21,912	0	21,912	21,912
61307 - PART TIME EMPLOYEES	33,187	33,753	34,874	34,874	35,703	0	35,703	35,703
61501 - REGULAR OVERTIME	8,202	7,847	9,500	6,441	9,500	0	9,500	9,500
61609 - STIPEND	9,425	9,466	9,425	9,425	9,425	0	9,425	9,425
61701 - HEALTH INSURANCE	80,538	89,841	92,586	81,021	95,474	0	95,474	95,474
61702 - DENTAL INSURANCE	4,579	4,867	5,913	5,635	6,834	0	6,834	6,834
61703 - RETIREMENT CONTRIBUTIONS	23,110	29,633	29,016	27,394	31,422	0	31,422	31,422
61704 - SOCIAL SECURITY	22,037	23,122	23,190	21,081	24,251	0	24,251	24,251
61705 - WORKERS COMPENSATION	3,901	308	3,925	3,393	3,579	0	3,579	3,579
61901 - RECRUITMENT	0	0	0	120	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	14,395	0	56,034	0	0	0	0
61000 - PERSONNEL SERVICES	428,792	471,057	458,909	472,549	484,563	0	484,563	484,563
62102 - PROFESSIONAL SERVICES	3,888	705	5,000	8,600	5,000	0	5,000	5,000
62103 - TECHNICAL SERVICES	0	15,526	0	0	0	0	0	0
62175 - OTHER SERVICES	70	0	1,000	1,106	1,000	0	1,000	1,000
62201 - JANITORIAL	0	0	0	0	0	68,436	68,436	68,436
62205 - PC REPLACEMENT CHARGE	384	564	423	423	774	0	774	774
62206 - PW FLEET CHARGE	6,108	6,108	7,334	7,334	8,636	0	8,636	8,636
62208 - TAXES	15,800	24,921	17,279	17,279	17,279	0	17,279	17,279
62209 - RUBBISH PICK-UP	13,300	16,743	15,428	14,728	18,064	0	18,064	18,064
62311 - EQUIPMENT MAINTENANCE	27,814	20,566	36,698	31,568	29,815	0	29,815	29,815
62313 - REPAIRS & MAINTENANCE	2,361	0	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	6,403	8,884	15,450	15,449	16,044	0	16,044	16,044
62317 - EQUIPMENT REPAIR	28,842	80,164	26,412	51,412	26,912	0	26,912	26,912
62318 - BUILDING REPAIR	25,396	35,527	26,125	31,812	29,039	0	29,039	29,039
62350 - BUILDING MAINTENANCE	9,238	12,038	25,043	24,443	27,843	0	27,843	27,843
62375 - PERMITS	4,387	7,113	5,041	4,893	4,891	0	4,891	4,891
62430 - TRAVEL	0	0	750	250	750	0	750	750
62435 - TRAINING	0	0	1,500	1,545	1,500	0	1,500	1,500
62501 - WATER	18,376	16,364	17,601	19,707	17,836	0	17,836	17,836
62502 - SEWER	20,077	27,391	25,779	34,390	26,982	0	26,982	26,982
62503 - ELECTRICITY	293,384	255,968	316,752	279,421	316,752	0	316,752	316,752
62504 - HEATING FUEL	261,305	356,587	326,782	308,136	281,807	0	281,807	281,807
62506 - FIRELINE / HYDRANTS	6,840	9,055	7,129	7,129	7,129	0	7,129	7,129
62510 - TELEPHONE	2,470	2,113	2,600	2,657	2,600	0	2,600	2,600
62602 - OFFICE SPACE RENTAL	3,000	12,000	12,000	12,000	12,000	0	12,000	12,000

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62604 - EQUIPMENT RENTAL	0	0	600	363	500	0	500	500
62701 - OFFICE SUPPLIES	0	0	0	80	0	0	0	0
62733 - TOOLS	662	331	850	813	1,100	0	1,100	1,100
62734 - MINOR EQUIPMENT	4	2,970	40,450	45,337	2,450	0	2,450	2,450
62735 - BUILDING MAINT. SUPPLIES	7,584	10,840	16,600	13,000	15,600	0	15,600	15,600
62736 - GROUNDS MAINT SUPPLIES	3,418	10,739	12,915	9,647	12,629	0	12,629	12,629
62737 - JANITORIAL SUPPLIES	21,857	23,027	24,968	21,753	20,968	0	20,968	20,968
62755 - UNIFORMS	890	445	2,100	1,510	2,100	0	2,100	2,100
62756 - PROTECTIVE CLOTHING	135	0	0	0	0	0	0	0
64206 - MINOR IMPROVEMENTS	27,577	20,132	7,600	17,764	7,600	0	7,600	7,600
62000 - OPERATING EXPENDITURES	811,570	976,823	998,209	984,548	915,600	68,436	984,036	984,036
Department Total	1,240,362	1,447,880	1,457,118	1,457,097	1,400,163	68,436	1,468,599	1,468,599

Fiscal Year 2015 - 2016

PARKS, REC. & FACILITIES 01325 - CITY HALL MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	74,793	107,599	77,426	77,000	112,739	0	112,739	112,739
61305 - ADMINISTRATIVE PERSONNEL	0	0	0	0	21,912	0	21,912	21,912
61307 - PART TIME EMPLOYEES	0	0	0	0	35,703	0	35,703	35,703
61501 - REGULAR OVERTIME	1,386	947	4,500	500	3,000	0	3,000	3,000
61609 - STIPEND	9,425	9,466	9,425	9,425	9,425	0	9,425	9,425
61701 - HEALTH INSURANCE	23,308	37,069	29,224	23,671	45,237	0	45,237	45,237
61702 - DENTAL INSURANCE	1,332	1,789	1,719	1,719	3,596	0	3,596	3,596
61703 - RETIREMENT CONTRIBUTIONS	7,565	12,710	9,839	9,839	16,093	0	16,093	16,093
61704 - SOCIAL SECURITY	6,258	8,647	6,988	6,500	13,753	0	13,753	13,753
61705 - WORKERS COMPENSATION	1,162	87	1,183	880	1,793	0	1,793	1,793
61901 - RECRUITMENT	0	0	0	120	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	0	0	11,192	0	0	0	0
61000 - PERSONNEL SERVICES	125,228	178,314	140,304	140,846	263,250	0	263,250	263,250
62102 - PROFESSIONAL SERVICES	3,738	56	0	3,600	0	0	0	0
62103 - TECHNICAL SERVICES	0	15,526	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	384	396	282	282	633	0	633	633
62206 - PW FLEET CHARGE	6,108	6,108	7,334	7,334	8,636	0	8,636	8,636
62208 - TAXES	8,142	12,738	8,832	8,832	8,832	0	8,832	8,832
62209 - RUBBISH PICK-UP	5,104	6,624	6,110	4,110	6,110	0	6,110	6,110
62311 - EQUIPMENT MAINTENANCE	9,491	5,030	11,198	7,500	8,840	0	8,840	8,840
62313 - REPAIRS & MAINTENANCE	2,360	0	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	1,067	1,481	2,575	2,575	2,674	0	2,674	2,674
62317 - EQUIPMENT REPAIR	5,643	5,332	3,000	7,260	3,000	0	3,000	3,000
62318 - BUILDING REPAIR	5,879	5,656	5,000	10,000	5,000	0	5,000	5,000
62350 - BUILDING MAINTENANCE	1,903	4,726	5,000	6,000	5,000	0	5,000	5,000
62375 - PERMITS	1,047	1,116	2,000	2,000	2,000	0	2,000	2,000
62430 - TRAVEL	0	0	750	250	750	0	750	750
62435 - TRAINING	0	0	1,500	750	1,500	0	1,500	1,500
62501 - WATER	4,294	4,434	4,100	4,100	4,100	0	4,100	4,100
62502 - SEWER	6,786	7,283	7,042	7,042	7,042	0	7,042	7,042
62503 - ELECTRICITY	36,697	35,999	50,000	43,533	50,000	0	50,000	50,000
62504 - HEATING FUEL	30,961	44,374	32,990	32,990	43,168	0	43,168	43,168
62510 - TELEPHONE	939	535	1,100	1,100	1,100	0	1,100	1,100
62701 - OFFICE SUPPLIES	0	0	0	80	0	0	0	0
62733 - TOOLS	175	228	600	300	600	0	600	600
62734 - MINOR EQUIPMENT	0	1,472	39,200	39,200	1,200	0	1,200	1,200
62735 - BUILDING MAINT. SUPPLIES	1,682	280	3,200	1,500	3,200	0	3,200	3,200
62736 - GROUNDS MAINT SUPPLIES	544	2,182	2,543	1,500	2,543	0	2,543	2,543

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62737 - JANITORIAL SUPPLIES	2,617	2,751	2,400	2,000	2,400	0	2,400	2,400
62755 - UNIFORMS	216	160	600	500	600	0	600	600
62756 - PROTECTIVE CLOTHING	135	0	0	0	0	0	0	0
64206 - MINOR IMPROVEMENTS	20,708	20,132	5,000	5,000	5,000	0	5,000	5,000
62000 - OPERATING EXPENDITURES	156,620	184,616	202,356	199,338	173,928	0	173,928	173,928
01325 - CITY HALL MAINTENANCE Total	281,848	362,930	342,661	340,184	437,178	0	437,178	437,178

PARKS, REC. & FACILITIES 01326 - TRANSPORT CTR MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62175 - OTHER SERVICES	70	0	0	0	0	0	0	0
62208 - TAXES	7,658	12,183	8,447	8,447	8,447	0	8,447	8,447
62311 - EQUIPMENT MAINTENANCE	806	0	200	265	200	0	200	200
62317 - EQUIPMENT REPAIR	349	623	1,200	1,200	1,200	0	1,200	1,200
62318 - BUILDING REPAIR	1,904	373	2,000	1,000	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	0	0	800	800	800	0	800	800
62375 - PERMITS	0	75	0	75	0	0	0	0
62501 - WATER	2,595	2,336	2,675	2,675	2,675	0	2,675	2,675
62502 - SEWER	4,042	3,788	4,512	4,512	4,512	0	4,512	4,512
62503 - ELECTRICITY	10,755	8,745	12,045	12,045	12,045	0	12,045	12,045
62504 - HEATING FUEL	9,329	10,528	10,309	10,309	10,309	0	10,309	10,309
62735 - BUILDING MAINT. SUPPLIES	229	197	400	400	400	0	400	400
62737 - JANITORIAL SUPPLIES	0	160	200	135	200	0	200	200
64206 - MINOR IMPROVEMENTS	4,357	0	1,100	1,100	1,100	0	1,100	1,100
62000 - OPERATING EXPENDITURES	42,094	39,008	43,888	42,963	43,888	0	43,888	43,888
01326 - TRANSPORT CTR MAINTENANCE Total	42,094	39,008	43,888	42,963	43,888	0	43,888	43,888

PARKS, REC. & FACILITIES 01328 - LIBRARY MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	82,701	62,306	83,696	60,772	64,934	0	64,934	64,934
61501 - REGULAR OVERTIME	949	62	1,000	250	1,000	0	1,000	1,000
61701 - HEALTH INSURANCE	20,340	14,541	24,042	18,030	16,972	0	16,972	16,972
61702 - DENTAL INSURANCE	1,145	798	1,478	1,200	1,001	0	1,001	1,001
61703 - RETIREMENT CONTRIBUTIONS	7,394	6,717	9,122	7,500	7,253	0	7,253	7,253
61704 - SOCIAL SECURITY	6,188	4,666	6,479	4,858	4,967	0	4,967	4,967
61705 - WORKERS COMPENSATION	1,154	107	1,140	912	954	0	954	954
61902 - OUTSIDE AGENCY TEMPS	0	7,815	0	21,812	0	0	0	0
61000 - PERSONNEL SERVICES	119,871	97,013	126,957	115,334	97,081	0	97,081	97,081
62102 - PROFESSIONAL SERVICES	0	491	0	0	0	0	0	0
62175 - OTHER SERVICES	0	0	1,000	1,000	1,000	0	1,000	1,000
62201 - JANITORIAL	0	0	0	0	0	18,696	18,696	18,696

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62209 - RUBBISH PICK-UP	2,244	2,467	2,500	1,000	2,500	0	2,500	2,500
62311 - EQUIPMENT MAINTENANCE	5,180	4,935	5,741	5,000	5,000	0	5,000	5,000
62316 - ESCO MAINTENANCE	1,067	1,481	2,575	2,575	2,674	0	2,674	2,674
62317 - EQUIPMENT REPAIR	8,579	48,720	5,000	23,845	5,000	0	5,000	5,000
62318 - BUILDING REPAIR	4,795	14,167	4,350	4,000	4,350	0	4,350	4,350
62350 - BUILDING MAINTENANCE	4,636	3,545	4,100	4,000	4,100	0	4,100	4,100
62375 - PERMITS	808	1,191	650	650	650	0	650	650
62501 - WATER	1,191	1,149	1,180	1,180	1,180	0	1,180	1,180
62502 - SEWER	1,862	1,807	1,993	1,993	1,993	0	1,993	1,993
62503 - ELECTRICITY	52,980	41,899	55,000	42,000	55,000	0	55,000	55,000
62504 - HEATING FUEL	44,043	52,656	43,299	40,023	36,035	0	36,035	36,035
62733 - TOOLS	18	0	0	64	0	0	0	0
62734 - MINOR EQUIPMENT	4	435	0	742	0	0	0	0
62735 - BUILDING MAINT. SUPPLIES	1,395	476	2,500	2,500	2,500	0	2,500	2,500
62736 - GROUNDS MAINT SUPPLIES	1,771	4,550	5,086	3,086	5,086	0	5,086	5,086
62737 - JANITORIAL SUPPLIES	5,156	5,076	4,500	4,500	4,500	0	4,500	4,500
62755 - UNIFORMS	175	0	600	200	600	0	600	600
64206 - MINOR IMPROVEMENTS	0	0	0	887	0	0	0	0
62000 - OPERATING EXPENDITURES	135,904	185,043	140,074	139,245	132,168	18,696	150,864	150,864
01328 - LIBRARY MAINTENANCE Total	255,775	282,056	267,031	254,579	229,249	18,696	247,945	247,945

PARKS, REC. & FACILITIES 01329 - RECREATION CTR MAINT

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	43,160	43,957	44,680	44,680	22,930	0	22,930	22,930
61501 - REGULAR OVERTIME	3,844	2,615	3,000	1,500	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	17,444	15,787	16,235	16,235	8,653	0	8,653	8,653
61702 - DENTAL INSURANCE	740	802	955	955	478	0	478	478
61703 - RETIREMENT CONTRIBUTIONS	4,156	5,016	5,135	5,135	2,561	0	2,561	2,561
61704 - SOCIAL SECURITY	3,596	3,553	3,648	3,648	1,754	0	1,754	1,754
61705 - WORKERS COMPENSATION	527	35	534	534	264	0	264	264
61902 - OUTSIDE AGENCY TEMPS	0	6,580	0	23,030	0	0	0	0
61000 - PERSONNEL SERVICES	73,467	78,345	74,187	95,717	38,641	0	38,641	38,641
62102 - PROFESSIONAL SERVICES	150	159	0	0	0	0	0	0
62201 - JANITORIAL	0	0	0	0	0	19,740	19,740	19,740
62209 - RUBBISH PICK-UP	2,134	2,339	2,400	2,400	2,000	0	2,000	2,000
62311 - EQUIPMENT MAINTENANCE	2,313	2,146	3,168	3,168	2,650	0	2,650	2,650
62313 - REPAIRS & MAINTENANCE	1	0	0	0	0	0	0	0
62316 - ESCO MAINTENANCE	1,067	1,481	2,575	2,575	2,674	0	2,674	2,674
62317 - EQUIPMENT REPAIR	1,964	4,758	5,000	6,400	5,500	0	5,500	5,500
62318 - BUILDING REPAIR	671	2,205	1,000	1,000	1,914	0	1,914	1,914
62350 - BUILDING MAINTENANCE	0	1,776	1,000	2,500	3,800	0	3,800	3,800

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62375 - PERMITS	858	1,091	650	650	500	0	500	500
62501 - WATER	1,312	1,379	1,164	1,164	1,105	0	1,105	1,105
62502 - SEWER	2,278	2,774	2,653	2,653	2,653	0	2,653	2,653
62503 - ELECTRICITY	18,049	16,202	22,227	16,277	22,227	0	22,227	22,227
62504 - HEATING FUEL	29,110	32,835	38,660	35,920	33,725	0	33,725	33,725
62510 - TELEPHONE	778	750	750	750	750	0	750	750
62604 - EQUIPMENT RENTAL	0	0	600	330	500	0	500	500
62733 - TOOLS	407	56	0	199	250	0	250	250
62734 - MINOR EQUIPMENT	0	874	500	525	500	0	500	500
62735 - BUILDING MAINT. SUPPLIES	229	625	3,000	2,000	2,000	0	2,000	2,000
62736 - GROUNDS MAINT SUPPLIES	501	1,595	1,486	1,486	1,200	0	1,200	1,200
62737 - JANITORIAL SUPPLIES	4,564	3,967	5,718	5,718	3,718	0	3,718	3,718
62755 - UNIFORMS	130	115	300	310	300	0	300	300
64206 - MINOR IMPROVEMENTS	0	0	0	2,277	0	0	0	0
62000 - OPERATING EXPENDITURES	66,515	77,126	92,851	88,303	87,966	19,740	107,706	107,706
01329 - RECREATION CTR MAINT Total	139,982	155,471	167,038	184,019	126,607	19,740	146,347	146,347

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

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62209 - RUBBISH PICK-UP	1,480	1,757	2,040	2,040	2,040	0	2,040	2,040
62311 - EQUIPMENT MAINTENANCE	810	1,087	500	1,114	500	0	500	500
62317 - EQUIPMENT REPAIR	663	113	500	500	500	0	500	500
62318 - BUILDING REPAIR	271	1,692	500	1,706	500	0	500	500
62350 - BUILDING MAINTENANCE	0	0	482	482	482	0	482	482
62375 - PERMITS	50	250	250	250	250	0	250	250
62501 - WATER	1,198	1,101	985	985	1,415	0	1,415	1,415
62502 - SEWER	1,810	2,837	1,546	3,798	2,746	0	2,746	2,746
62503 - ELECTRICITY	27,442	23,877	22,000	22,000	22,000	0	22,000	22,000
62504 - HEATING FUEL	28,404	39,030	27,000	27,000	33,500	0	33,500	33,500
62506 - FIRELINE / HYDRANTS	289	979	578	578	578	0	578	578
62735 - BUILDING MAINT. SUPPLIES	0	569	2,000	1,200	2,000	0	2,000	2,000
62736 - GROUNDS MAINT SUPPLIES	0	0	1,200	1,000	1,200	0	1,200	1,200
62737 - JANITORIAL SUPPLIES	2,205	3,659	3,000	2,000	3,000	0	3,000	3,000
62000 - OPERATING EXPENDITURES	64,621	76,951	62,581	64,653	70,711	0	70,711	70,711
01330 - CENTRAL FIRE STATION MAIN Total	64,621	76,951	62,581	64,653	70,711	0	70,711	70,711

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

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62503 - ELECTRICITY	1,291	7	0	6	0	0	0	0
62000 - OPERATING EXPENDITURES	1,291	7	0	6	0	0	0	0

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
01331 - AP FIRE STATION MAINT								
Total	1,291	7	0	6	0	0	0	0

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

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62209 - RUBBISH PICK-UP	600	600	600	600	600	0	600	600
62311 - EQUIPMENT MAINTENANCE	191	0	0	0	0	0	0	0
62317 - EQUIPMENT REPAIR	218	150	0	0	0	0	0	0
62318 - BUILDING REPAIR	110	0	0	0	0	0	0	0
62350 - BUILDING MAINTENANCE	50	0	686	686	686	0	686	686
62375 - PERMITS	0	50	0	110	0	0	0	0
62501 - WATER	796	666	928	928	792	0	792	792
62502 - SEWER	1,528	1,665	1,340	1,773	1,340	0	1,340	1,340
62503 - ELECTRICITY	7,346	5,850	8,119	6,119	8,119	0	8,119	8,119
62504 - HEATING FUEL	17,189	22,494	20,618	15,618	20,618	0	20,618	20,618
62602 - OFFICE SPACE RENTAL	3,000	12,000	12,000	12,000	12,000	0	12,000	12,000
62735 - BUILDING MAINT. SUPPLIES	0	17	1,000	1,000	1,000	0	1,000	1,000
64206 - MINOR IMPROVEMENTS	0	0	1,500	1,500	1,500	0	1,500	1,500
62000 - OPERATING EXPENDITURES	31,029	43,493	46,791	40,334	46,655	0	46,655	46,655
01332 - W KEENE FIRE MAINTENANCE Total	31,029	43,493	46,791	40,334	46,655	0	46,655	46,655

PARKS, REC. & FACILITIES 01333 - AIRPORT MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62175 - OTHER SERVICES	0	0	0	100	0	0	0	0
62311 - EQUIPMENT MAINTENANCE	1,107	1,208	1,000	500	1,000	0	1,000	1,000
62316 - ESCO MAINTENANCE	1,067	1,481	2,575	2,575	2,674	0	2,674	2,674
62317 - EQUIPMENT REPAIR	328	4,041	1,000	1,495	1,000	0	1,000	1,000
62318 - BUILDING REPAIR	789	158	2,000	2,000	2,000	0	2,000	2,000
62350 - BUILDING MAINTENANCE	2,599	888	2,000	1,500	2,000	0	2,000	2,000
62375 - PERMITS	458	458	0	0	0	0	0	0
62501 - WATER	994	1,677	1,340	1,340	1,340	0	1,340	1,340
62503 - ELECTRICITY	26,971	28,947	29,160	29,160	29,160	0	29,160	29,160
62504 - HEATING FUEL	15,760	33,502	21,032	22,026	17,285	0	17,285	17,285
62604 - EQUIPMENT RENTAL	0	0	0	33	0	0	0	0
62735 - BUILDING MAINT. SUPPLIES	587	6,229	1,000	1,000	1,000	0	1,000	1,000
62736 - GROUNDS MAINT SUPPLIES	138	224	300	300	300	0	300	300
62737 - JANITORIAL SUPPLIES	286	957	650	650	650	0	650	650
62000 - OPERATING EXPENDITURES	51,082	79,770	62,057	62,679	58,409	0	58,409	58,409
01333 - AIRPORT MAINTENANCE Total	51,082	79,770	62,057	62,679	58,409	0	58,409	58,409

PARKS, REC. & FACILITIES 01335 - 350 MARLBORO STREET

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	43,160	43,961	44,680	44,680	45,860	0	45,860	45,860
61307 - PART TIME EMPLOYEES	33,187	33,753	34,874	34,874	0	0	0	0
61501 - REGULAR OVERTIME	2,023	4,223	1,000	4,191	3,500	0	3,500	3,500
61701 - HEALTH INSURANCE	19,446	22,444	23,085	23,085	24,613	0	24,613	24,613
61702 - DENTAL INSURANCE	1,363	1,479	1,760	1,760	1,760	0	1,760	1,760
61703 - RETIREMENT CONTRIBUTIONS	3,994	5,189	4,920	4,920	5,514	0	5,514	5,514
61704 - SOCIAL SECURITY	5,995	6,255	6,076	6,076	3,776	0	3,776	3,776
61705 - WORKERS COMPENSATION	1,058	79	1,067	1,067	568	0	568	568
61000 - PERSONNEL SERVICES	110,227	117,385	117,461	120,652	85,591	0	85,591	85,591
62102 - PROFESSIONAL SERVICES	0	0	5,000	5,000	5,000	0	5,000	5,000
62175 - OTHER SERVICES	0	0	0	6	0	0	0	0
62201 - JANITORIAL	0	0	0	0	0	30,000	30,000	30,000
62205 - PC REPLACEMENT CHARGE	0	168	141	141	141	0	141	141
62209 - RUBBISH PICK-UP	0	1,157	0	2,800	3,036	0	3,036	3,036
62311 - EQUIPMENT MAINTENANCE	7,488	5,206	13,020	13,020	10,125	0	10,125	10,125
62316 - ESCO MAINTENANCE	1,067	1,481	2,575	2,574	2,674	0	2,674	2,674
62317 - EQUIPMENT REPAIR	10,756	16,218	10,602	10,602	10,602	0	10,602	10,602
62318 - BUILDING REPAIR	9,903	11,231	10,000	11,606	12,000	0	12,000	12,000
62350 - BUILDING MAINTENANCE	50	1,009	10,000	7,500	10,000	0	10,000	10,000
62375 - PERMITS	658	1,916	1,033	700	1,033	0	1,033	1,033
62435 - TRAINING	0	0	0	795	0	0	0	0
62501 - WATER	5,760	3,357	5,000	7,106	5,000	0	5,000	5,000
62502 - SEWER	1,401	6,797	6,277	12,203	6,277	0	6,277	6,277
62503 - ELECTRICITY	110,219	92,354	114,986	105,566	114,986	0	114,986	114,986
62504 - HEATING FUEL	76,230	106,117	115,250	112,250	76,720	0	76,720	76,720
62506 - FIRELINE / HYDRANTS	6,551	8,076	6,551	6,551	6,551	0	6,551	6,551
62510 - TELEPHONE	754	829	750	807	750	0	750	750
62733 - TOOLS	61	48	250	250	250	0	250	250
62734 - MINOR EQUIPMENT	0	189	750	4,870	750	0	750	750
62735 - BUILDING MAINT. SUPPLIES	3,462	2,412	3,000	3,000	3,000	0	3,000	3,000
62736 - GROUNDS MAINT SUPPLIES	464	2,110	1,800	1,800	1,800	0	1,800	1,800
62737 - JANITORIAL SUPPLIES	6,867	6,329	8,000	6,500	6,000	0	6,000	6,000
62755 - UNIFORMS	369	170	600	500	600	0	600	600
64206 - MINOR IMPROVEMENTS	2,512	0	0	7,000	0	0	0	0
62000 - OPERATING EXPENDITURES	244,573	267,171	315,585	323,147	277,295	30,000	307,295	307,295
01335 - 350 MARLBORO STREET Total	354,800	384,556	433,046	443,799	362,886	30,000	392,886	392,886

PARKS, REC. & FACILITIES 01336 - PUBLIC LIBRARY ANNEX

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62209 - RUBBISH PICK-UP	1,739	1,800	1,778	1,778	1,778	0	1,778	1,778
62311 - EQUIPMENT MAINTENANCE	428	955	1,870	1,000	1,500	0	1,500	1,500

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62316 - ESCO MAINTENANCE	1,067	1,481	2,575	2,575	2,674	0	2,674	2,674
62317 - EQUIPMENT REPAIR	342	210	110	110	110	0	110	110
62318 - BUILDING REPAIR	1,072	45	1,275	500	1,275	0	1,275	1,275
62350 - BUILDING MAINTENANCE	0	95	975	975	975	0	975	975
62375 - PERMITS	508	966	458	458	458	0	458	458
62501 - WATER	236	265	229	229	229	0	229	229
62502 - SEWER	371	439	416	416	419	0	419	419
62503 - ELECTRICITY	1,635	2,088	3,215	2,715	3,215	0	3,215	3,215
62504 - HEATING FUEL	10,280	15,053	17,624	12,000	10,447	0	10,447	10,447
62735 - BUILDING MAINT. SUPPLIES	0	34	500	400	500	0	500	500
62736 - GROUNDS MAINT SUPPLIES	0	78	500	475	500	0	500	500
62737 - JANITORIAL SUPPLIES	162	128	500	250	500	0	500	500
62000 - OPERATING EXPENDITURES	17,840	23,638	32,025	23,881	24,580	0	24,580	24,580
01336 - PUBLIC LIBRARY ANNEX Total	17,840	23,638	32,025	23,881	24,580	0	24,580	24,580

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PARKS, REC. & FACILITIES	1,240,362	1,447,880	1,457,118	1,457,097	1,400,163	68,436	1,468,599	1,468,599

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. It is also our mission to treat everyone with respect and fairness.

In 2015, the Department responded to 30,502 calls for service; making 1,798 arrests, completing 521 reportable accident reports, responding to many more that did not require a State accident report, and completing 3,175 offense reports. A total of 1,884 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

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. We look forward to our next on site assessment by the Commission in November 2015 and to our next Accreditation award.

Recruitment continues to be a challenge and a focus area for the Department. We have experienced recent success by looking to our returning veterans and have established an online presence on several local and national Law Enforcement websites. Additionally, the Department has conducted an independent hiring process, in addition to the quarterly run processes, for female candidates in each of the last two years (CY 2014, 2013).

We continue to build and value 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 Officers have had over 1,000 contacts with the schools as a result of these patrols. Our KSC Liaison Officer continues to work with College Staff in order to strengthen ties with the college population and others affected.

Our medication drop box continues to be greatly utilized and provides a needed resource for our community. In 2014 we collected and safely disposed of 1433 pounds of unused, expired, or unwanted medication; medication that was averted from abuse, theft, and our water systems.

We are committed to vigilantly staying current with the national conversations taking place regarding local policing. To that end, we have established an exploratory committee to research the viability of issuing body worn cameras to our patrol officers, looking to balance this contemporary policing tool with current New Hampshire law, citizens' concerns regarding privacy, and both the initial and ongoing monetary costs associated with such a program.

Through our Officers' extensive work, training, and dedication toward fulfilling our mission, the Department was able to mitigate an impromptu large scale riot that occurred in the City which necessitated the need to work with multiple outside agencies in order to protect life and mitigate property damage.

We are looking forward to serving this community with the same commitment and dedication this coming year.

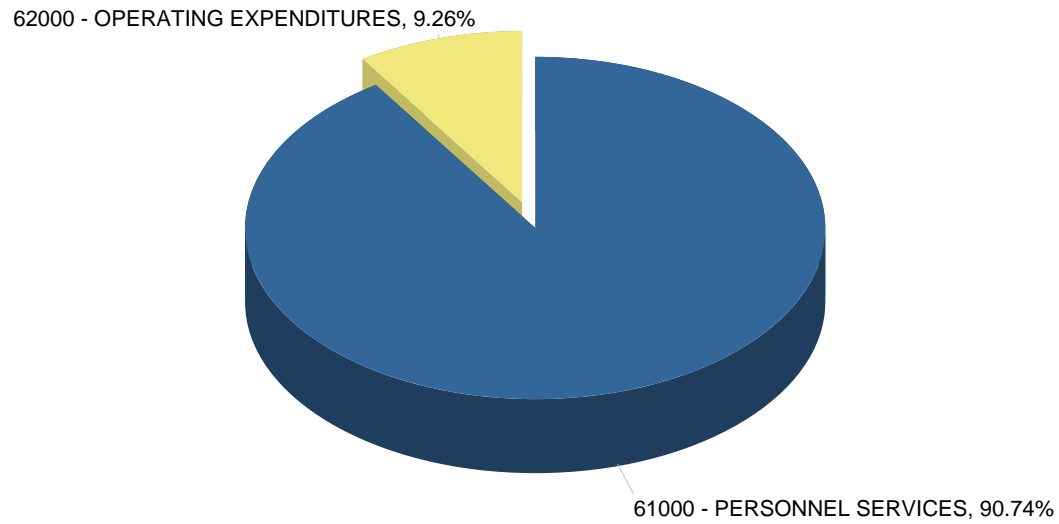
PRIMARY SERVICES & RESPONSIBILITIES: Align w/CMP

<p><u>Public Safety:</u> Achieved through patrols that are preventative in nature, enforce motor vehicle laws, traffic control, manage and stabilize 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 outlined in the Keene Comprehensive Master Plan.</p> <p>1.</p>	Safe Community
<p><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.</p> <p>2.</p>	Safe Community
<p><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.</p> <p>3.</p>	Safe Community

FISCAL YEAR 2015/2016 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 Accreditation 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 necessary		Leadership	V,E
5. Identify safety and quality of life issues and develop initiatives to combat them.		Safe Community	O,I,E

METRICS:	FY14	FY15	FY16
1. Calls for Service	32,180	30,502	31,100
2. Arrests	1,962	1,798	1,880
3. Offense Reports	3,500	3,175	3,300
4. Reportable Motor Vehicle Accidents	503	521	510
5. Training Hours	3,802	1,884	2,700

Department - POLICE



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	5,224,661	5,659,106	6,110,382	5,924,077	6,340,493	122,857	6,463,350	6,354,974
62000 - OPERATING EXPENDITURES	628,304	634,993	676,067	673,172	659,355	0	659,355	659,355
Department Total	5,852,965	6,294,099	6,786,448	6,597,249	6,999,848	122,857	7,122,705	7,014,329

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01400	61301	POLICE CHIEF	1.00	108,015
	61303	POLICE CAPTAIN	1.00	94,653
	61305	POLICE RECORDS SPECIALIST	3.00	131,471
		OFFICE MANAGER	1.00	53,410
01401	61304	POLICE DISPATCHER	4.00	191,433
01403	61303	POLICE SGT	4.00	294,168
		POLICE LT	3.00	253,701
		POLICE CAPTAIN	1.00	94,653
	61304	POLICE OFFICER	22.00	1,343,415
01405	61303	POLICE LT	1.00	84,567
	61304	TRAFFIC SAFTEY SPEC / ANI	1.00	54,613
		POLICE OFFICER	2.00	127,890
	61307	POLICE RECORDS PROPERTY	0.90	39,733
POLICE ADMIN / ACCRED SPE		0.85	42,672	
01407	61303	POLICE LT	1.00	84,567
	61304	POLICE OFFICER	7.00	449,655
	61305	ADMIN SPEC / CRIMINAL INT	1.00	50,006
01408	61303	POLICE SGT	1.00	73,542
80 - POLICE Total			55.75	3,572,164

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

POLICE

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	103,939	111,765	107,596	108,713	108,015	0	108,015	108,015
61303 - SUPERVISORY PERSONNEL	825,823	843,766	954,385	924,868	979,850	0	979,850	979,850
61304 - GENERAL PERSONNEL	1,790,433	1,902,148	2,101,839	1,963,352	2,167,006	53,003	2,220,009	2,176,180
61305 - ADMINISTRATIVE PERSONNEL	252,915	262,759	268,721	261,347	234,886	0	234,886	234,886
61306 - HOURLY PERSONNEL	70,277	70,233	70,000	66,369	71,410	0	71,410	71,410
61307 - PART TIME EMPLOYEES	43,624	45,988	50,012	47,079	93,061	0	93,061	93,061
61501 - REGULAR OVERTIME	91,885	118,799	90,500	86,089	90,500	0	90,500	90,500
61502 - DOUBLE OVERTIME	4,729	3,755	5,300	5,990	5,300	0	5,300	5,300
61506 - REIMBURSABLE DETAIL	27,586	31,693	20,000	52,922	20,000	0	20,000	20,000
61507 - COURT OVERTIME	47,285	52,862	44,000	43,097	44,000	3,750	47,750	44,000
61509 - OT-WEAPONS TRAINING	18,634	14,045	25,000	25,000	25,000	0	25,000	25,000
61512 - OT-TACTICAL TEAM TRAINING	19,434	18,170	20,000	19,000	20,000	0	20,000	20,000
61513 - OT-TRAINING	37,288	38,105	37,000	37,000	37,000	0	37,000	37,000
61520 - OT-VACATION REPLACEMENT	74,700	71,135	69,100	69,652	67,100	10,290	77,390	67,100
61521 - OT-SICK REPLACEMENT	45,148	39,483	24,600	24,000	24,600	10,276	34,876	24,600
61522 - OT-PERSONAL DAY REPLACE	14,134	10,377	12,300	11,025	12,300	398	12,698	12,300
61529 - OT-SHIFT VACANCIES	17,959	6,219	8,000	24,542	8,000	0	8,000	8,000
61530 - OT:STRAIGHT TIME	0	12	0	0	0	0	0	0
61531 - HOLIDAY OVERTIME	18,527	26,174	17,930	26,000	17,930	5,637	23,567	17,930
61601 - HOLIDAY PAY	124,134	128,733	145,975	140,702	146,525	2,512	149,037	146,960
61608 - POLICE INCENTIVES	38,475	35,850	49,800	38,000	48,350	0	48,350	48,350
61609 - STIPEND	0	0	3,000	3,000	3,167	0	3,167	3,167
61701 - HEALTH INSURANCE	715,685	814,951	847,956	793,178	905,810	16,526	922,336	908,670
61702 - DENTAL INSURANCE	47,334	51,995	64,029	61,515	67,267	955	68,222	67,432
61703 - RETIREMENT CONTRIBUTIONS	42,596	52,127	56,929	53,091	59,791	5,920	65,711	60,816
61704 - SOCIAL SECURITY	90,548	93,294	99,983	98,937	102,432	4,494	106,926	103,134
61705 - WORKERS COMPENSATION	43,467	3,123	50,640	48,762	52,344	1,090	53,434	52,464
61714 - RET - POLICE	611,924	807,401	865,787	888,647	928,849	8,006	936,855	928,849
61901 - RECRUITMENT	6,178	1,588	0	2,200	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	2,557	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	5,224,661	5,659,106	6,110,382	5,924,077	6,340,493	122,857	6,463,350	6,354,974
62100 - PROFESSIONAL/TECH SVCS	5,642	6,535	7,000	7,500	7,000	0	7,000	7,000
62102 - PROFESSIONAL SERVICES	91,560	93,055	93,981	93,981	95,579	0	95,579	95,579
62103 - TECHNICAL SERVICES	7,340	8,913	9,610	9,250	9,110	0	9,110	9,110
62105 - CONSTRUCTION	4,967	0	0	0	0	0	0	0
62120 - LABORATORY SERVICES	260	177	400	0	400	0	400	400
62145 - FIRST AID & MEDICAL SVCS	12	0	100	100	50	0	50	50
62175 - OTHER SERVICES	527	1,135	750	750	750	0	750	750

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62177 - JUSTICE OF THE PEACE	75	232	375	320	375	0	375	375
62205 - PC REPLACEMENT CHARGE	25,236	23,076	21,428	21,428	21,383	0	21,383	21,383
62206 - PW FLEET CHARGE	354,000	349,392	362,840	362,840	365,245	0	365,245	365,245
62301 - OFFICE EQUIPMENT MAINT.	3,243	4,582	3,800	3,800	4,800	0	4,800	4,800
62304 - COMMUNICATIONS EQP MAINT.	3,061	6,658	4,500	4,500	4,400	0	4,400	4,400
62310 - SAFETY PROGRAM MAINT.	4,642	4,427	6,000	6,000	5,900	0	5,900	5,900
62311 - EQUIPMENT MAINTENANCE	720	876	1,113	800	1,113	0	1,113	1,113
62312 - K-9 UNIT SUPPORT	4,980	4,861	4,500	4,500	4,500	0	4,500	4,500
62319 - BEARCAT MAINTENANCE	900	0	500	0	400	0	400	400
62435 - TRAINING	19,082	18,821	24,000	23,000	24,000	0	24,000	24,000
62436 - MEETINGS & DUES	335	335	200	200	200	0	200	200
62445 - PHOTOGRAPHY & PROCESSING	838	658	750	500	750	0	750	750
62446 - CLEANING ALLOWANCE	2,100	2,100	2,100	2,100	2,100	0	2,100	2,100
62447 - PUBLIC AWARENESS	0	0	0	10	0	0	0	0
62503 - ELECTRICITY	6,517	6,468	6,600	5,592	6,600	0	6,600	6,600
62510 - TELEPHONE	14,197	14,310	14,200	13,980	14,200	0	14,200	14,200
62700 - SUPPLIES AND MATERIALS	4,234	4,737	5,165	5,565	5,165	0	5,165	5,165
62701 - OFFICE SUPPLIES	5,817	5,730	5,800	7,000	5,750	0	5,750	5,750
62710 - POSTAGE	3,324	3,337	3,210	3,210	2,010	0	2,010	2,010
62715 - BOOKS AND PERIODICALS	1,286	1,157	1,400	925	1,400	0	1,400	1,400
62741 - EVIDENCE SECURITY	1,201	777	800	951	800	0	800	800
62744 - MINOR COMPUTER EQUIPMENT	302	0	500	500	500	0	500	500
62745 - TACTICAL SUPPLIES	12,824	10,756	9,500	9,500	9,500	0	9,500	9,500
62755 - UNIFORMS	22,563	24,370	26,300	26,200	27,500	0	27,500	27,500
62767 - PRISONER CARE	0	0	25	0	25	0	25	25
62773 - WEAPONS TRAINING SUPPLIES	22,573	35,625	54,670	54,670	33,900	0	33,900	33,900
68008 - GRANT MATCH	3,947	1,893	3,950	3,500	3,950	0	3,950	3,950
62000 - OPERATING EXPENDITURES	628,304	634,993	676,067	673,172	659,355	0	659,355	659,355
Department Total	5,852,965	6,294,099	6,786,448	6,597,249	6,999,848	122,857	7,122,705	7,014,329

Fiscal Year 2015 - 2016

POLICE 01400 - POLICE ADMIN

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	103,939	111,765	107,596	108,713	108,015	0	108,015	108,015
61303 - SUPERVISORY PERSONNEL	91,081	93,031	94,286	91,659	94,653	0	94,653	94,653
61305 - ADMINISTRATIVE PERSONNEL	175,052	178,937	181,292	176,320	184,880	0	184,880	184,880
61506 - REIMBURSABLE DETAIL	27,586	31,693	20,000	52,922	20,000	0	20,000	20,000
61608 - POLICE INCENTIVES	9,000	12,000	9,000	9,000	9,000	0	9,000	9,000
61701 - HEALTH INSURANCE	85,413	93,087	93,874	84,713	91,147	0	91,147	91,147
61702 - DENTAL INSURANCE	4,860	4,787	5,672	5,535	5,672	0	5,672	5,672
61703 - RETIREMENT CONTRIBUTIONS	15,497	19,271	20,404	20,061	20,651	0	20,651	20,651
61704 - SOCIAL SECURITY	16,413	17,148	17,172	17,691	17,503	0	17,503	17,503
61705 - WORKERS COMPENSATION	2,729	194	3,152	2,817	3,208	0	3,208	3,208
61714 - RET - POLICE	46,355	62,868	57,535	74,198	61,114	0	61,114	61,114
61901 - RECRUITMENT	772	290	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	578,697	625,070	609,981	643,629	615,843	0	615,843	615,843
62145 - FIRST AID & MEDICAL SVCS	12	0	100	100	50	0	50	50
62177 - JUSTICE OF THE PEACE	75	232	375	320	375	0	375	375
62205 - PC REPLACEMENT CHARGE	3,000	2,568	2,313	2,313	2,228	0	2,228	2,228
62206 - PW FLEET CHARGE	17,844	16,920	16,679	16,679	16,918	0	16,918	16,918
62301 - OFFICE EQUIPMENT MAINT.	3,243	4,582	3,800	3,800	4,800	0	4,800	4,800
62436 - MEETINGS & DUES	335	335	200	200	200	0	200	200
62446 - CLEANING ALLOWANCE	2,100	2,100	2,100	2,100	2,100	0	2,100	2,100
62447 - PUBLIC AWARENESS	0	0	0	10	0	0	0	0
62701 - OFFICE SUPPLIES	5,817	5,660	5,700	5,700	5,650	0	5,650	5,650
62710 - POSTAGE	3,324	3,337	3,210	3,210	2,010	0	2,010	2,010
62715 - BOOKS AND PERIODICALS	230	538	600	425	600	0	600	600
62755 - UNIFORMS	16,036	17,617	19,700	19,700	19,700	0	19,700	19,700
62000 - OPERATING EXPENDITURES	52,015	53,888	54,777	54,557	54,631	0	54,631	54,631
01400 - POLICE ADMIN Total	630,713	678,958	664,758	698,186	670,474	0	670,474	670,474

POLICE 01401 - POLICE DISPATCH

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	178,362	175,712	178,437	169,118	191,433	53,003	244,436	200,607
61307 - PART TIME EMPLOYEES	7,237	7,463	8,500	7,774	8,500	0	8,500	8,500
61501 - REGULAR OVERTIME	12,463	43,266	13,500	24,060	13,500	0	13,500	13,500
61502 - DOUBLE OVERTIME	4,729	3,755	5,300	5,990	5,300	0	5,300	5,300
61520 - OT-VACATION REPLACEMENT	13,899	11,767	19,000	8,652	17,000	0	17,000	17,000
61521 - OT-SICK REPLACEMENT	11,807	8,541	6,000	1,500	6,000	0	6,000	6,000
61522 - OT-PERSONAL DAY REPLACE	1,796	1,946	2,500	1,200	2,500	0	2,500	2,500
61601 - HOLIDAY PAY	7,622	6,929	7,500	7,300	10,047	2,512	12,559	10,482
61701 - HEALTH INSURANCE	52,338	47,600	46,504	38,097	58,556	16,526	75,082	61,416
61702 - DENTAL INSURANCE	3,550	2,848	3,330	3,432	3,762	955	4,717	3,927

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61703 - RETIREMENT CONTRIBUTIONS	18,585	22,202	25,011	22,197	27,454	5,920	33,374	28,479
61704 - SOCIAL SECURITY	16,384	16,776	18,417	16,519	19,452	4,054	23,506	20,154
61705 - WORKERS COMPENSATION	2,904	264	3,083	2,810	3,326	693	4,019	3,446
61714 - RET - POLICE	4,099	10,718	0	3,000	0	0	0	0
61000 - PERSONNEL SERVICES	335,775	359,787	337,081	311,649	366,830	83,663	450,493	381,311
62103 - TECHNICAL SERVICES	4,580	4,500	4,800	4,500	4,800	0	4,800	4,800
62205 - PC REPLACEMENT CHARGE	624	360	307	307	307	0	307	307
62304 - COMMUNICATIONS EQP MAINT.	3,061	6,658	4,500	4,500	4,400	0	4,400	4,400
62510 - TELEPHONE	14,197	14,310	14,200	13,980	14,200	0	14,200	14,200
62700 - SUPPLIES AND MATERIALS	39	234	280	280	280	0	280	280
62755 - UNIFORMS	2,127	2,354	2,200	2,100	2,200	0	2,200	2,200
62767 - PRISONER CARE	0	0	25	0	25	0	25	25
62000 - OPERATING EXPENDITURES	24,627	28,416	26,312	25,667	26,212	0	26,212	26,212
01401 - POLICE DISPATCH Total	360,402	388,203	363,393	337,316	393,042	83,663	476,705	407,523

POLICE 01402 - POLICE TRAINING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61509 - OT-WEAPONS TRAINING	18,634	14,045	25,000	25,000	25,000	0	25,000	25,000
61512 - OT-TACTICAL TEAM TRAINING	19,434	18,170	20,000	19,000	20,000	0	20,000	20,000
61513 - OT-TRAINING	37,288	38,105	37,000	37,000	37,000	0	37,000	37,000
61703 - RETIREMENT CONTRIBUTIONS	79	44	0	40	0	0	0	0
61704 - SOCIAL SECURITY	1,139	1,023	1,189	1,339	1,189	0	1,189	1,189
61705 - WORKERS COMPENSATION	657	47	1,073	799	1,073	0	1,073	1,073
61714 - RET - POLICE	14,887	17,625	20,746	23,143	21,632	0	21,632	21,632
61000 - PERSONNEL SERVICES	92,117	89,059	105,008	106,321	105,894	0	105,894	105,894
62319 - BEARCAT MAINTENANCE	900	0	500	0	400	0	400	400
62435 - TRAINING	19,082	18,821	24,000	23,000	24,000	0	24,000	24,000
62700 - SUPPLIES AND MATERIALS	127	877	1,000	1,000	1,000	0	1,000	1,000
62745 - TACTICAL SUPPLIES	12,824	10,756	9,500	9,500	9,500	0	9,500	9,500
62773 - WEAPONS TRAINING SUPPLIES	22,573	35,625	54,670	54,670	33,900	0	33,900	33,900
62000 - OPERATING EXPENDITURES	55,506	66,079	89,670	88,170	68,800	0	68,800	68,800
01402 - POLICE TRAINING Total	147,623	155,138	194,678	194,491	174,694	0	174,694	174,694

POLICE 01403 - POLICE PATROL

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	587,542	599,446	624,518	600,511	642,522	0	642,522	642,522
61304 - GENERAL PERSONNEL	1,034,807	1,106,809	1,309,873	1,198,891	1,343,415	0	1,343,415	1,343,415
61501 - REGULAR OVERTIME	53,894	51,054	54,000	46,029	54,000	0	54,000	54,000
61507 - COURT OVERTIME	47,283	52,859	44,000	43,097	44,000	3,750	47,750	44,000
61520 - OT-VACATION REPLACEMENT	60,801	59,367	50,100	61,000	50,100	10,290	60,390	50,100
61521 - OT-SICK REPLACEMENT	33,341	30,942	18,600	22,500	18,600	10,276	28,876	18,600
61522 - OT-PERSONAL DAY REPLACE	12,338	8,431	9,800	9,825	9,800	398	10,198	9,800
61529 - OT-SHIFT VACANCIES	17,959	6,219	8,000	24,542	8,000	0	8,000	8,000

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61531 - HOLIDAY OVERTIME	18,527	26,174	17,930	26,000	17,930	5,637	23,567	17,930
61601 - HOLIDAY PAY	80,922	84,053	96,985	98,653	94,000	0	94,000	94,000
61608 - POLICE INCENTIVES	18,825	14,350	21,750	16,000	24,000	0	24,000	24,000
61701 - HEALTH INSURANCE	418,182	475,623	509,835	451,766	506,853	0	506,853	506,853
61702 - DENTAL INSURANCE	27,943	31,290	39,508	35,354	39,599	0	39,599	39,599
61703 - RETIREMENT CONTRIBUTIONS	31	0	410	110	0	0	0	0
61704 - SOCIAL SECURITY	29,063	29,788	32,353	34,150	33,607	440	34,047	33,607
61705 - WORKERS COMPENSATION	24,530	1,685	29,248	28,087	30,170	397	30,567	30,170
61714 - RET - POLICE	395,468	515,600	566,041	570,338	608,419	8,006	616,425	608,419
61901 - RECRUITMENT	5,407	1,298	0	2,200	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	0	2,557	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	2,866,863	3,097,545	3,432,950	3,269,053	3,525,015	39,194	3,564,209	3,525,015
62105 - CONSTRUCTION	4,967	0	0	0	0	0	0	0
62120 - LABORATORY SERVICES	260	177	400	0	400	0	400	400
62205 - PC REPLACEMENT CHARGE	15,060	14,760	14,469	14,469	14,469	0	14,469	14,469
62206 - PW FLEET CHARGE	229,044	225,180	234,159	234,159	235,382	0	235,382	235,382
62312 - K-9 UNIT SUPPORT	4,980	4,861	4,500	4,500	4,500	0	4,500	4,500
62700 - SUPPLIES AND MATERIALS	3,097	3,031	3,085	3,085	3,085	0	3,085	3,085
62701 - OFFICE SUPPLIES	0	61	0	1,200	0	0	0	0
68008 - GRANT MATCH	3,947	1,893	3,950	3,500	3,950	0	3,950	3,950
62000 - OPERATING EXPENDITURES	261,356	249,962	260,563	260,913	261,786	0	261,786	261,786
01403 - POLICE PATROL Total	3,128,219	3,347,506	3,693,513	3,529,966	3,786,801	39,194	3,825,995	3,786,801

POLICE 01405 - POLICE SPECIAL SERVICES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	0	0	82,086	81,024	84,567	0	84,567	84,567
61304 - GENERAL PERSONNEL	163,645	197,057	178,302	178,294	182,503	0	182,503	182,503
61305 - ADMINISTRATIVE PERSONNEL	34,171	37,822	38,711	37,641	0	0	0	0
61306 - HOURLY PERSONNEL	70,277	70,233	70,000	66,369	71,410	0	71,410	71,410
61307 - PART TIME EMPLOYEES	36,387	38,525	41,512	39,305	84,561	0	84,561	84,561
61601 - HOLIDAY PAY	5,893	7,592	10,790	7,589	11,101	0	11,101	11,101
61608 - POLICE INCENTIVES	2,300	4,000	8,100	2,550	3,600	0	3,600	3,600
61701 - HEALTH INSURANCE	25,140	51,803	53,179	74,050	79,631	0	79,631	79,631
61702 - DENTAL INSURANCE	2,149	3,359	4,044	6,619	6,759	0	6,759	6,759
61703 - RETIREMENT CONTRIBUTIONS	4,542	5,655	5,857	5,568	6,100	0	6,100	6,100
61704 - SOCIAL SECURITY	16,331	17,322	18,778	17,841	19,239	0	19,239	19,239
61705 - WORKERS COMPENSATION	3,960	375	4,789	5,337	4,999	0	4,999	4,999
61714 - RET - POLICE	24,117	39,504	55,402	55,274	59,924	0	59,924	59,924
61000 - PERSONNEL SERVICES	388,911	473,246	571,550	577,461	614,394	0	614,394	614,394
62100 - PROFESSIONAL/TECH SVCS	5,642	6,535	7,000	7,500	7,000	0	7,000	7,000
62103 - TECHNICAL SERVICES	310	310	310	350	310	0	310	310
62205 - PC REPLACEMENT CHARGE	2,160	1,884	1,566	1,566	1,636	0	1,636	1,636
62206 - PW FLEET CHARGE	62,520	64,980	70,305	70,305	70,649	0	70,649	70,649

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62310 - SAFETY PROGRAM MAINT.	4,642	4,427	6,000	6,000	5,900	0	5,900	5,900
62311 - EQUIPMENT MAINTENANCE	720	876	1,113	800	1,113	0	1,113	1,113
62503 - ELECTRICITY	6,517	6,468	6,600	5,592	6,600	0	6,600	6,600
62741 - EVIDENCE SECURITY	1,201	777	800	951	800	0	800	800
62000 - OPERATING EXPENDITURES	83,712	86,257	93,694	93,064	94,008	0	94,008	94,008
01405 - POLICE SPECIAL SERVICES Total	472,623	559,502	665,243	670,525	708,402	0	708,402	708,402

POLICE 01407 - POLICE INVESTIGATION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	78,270	80,906	82,086	82,086	84,567	0	84,567	84,567
61304 - GENERAL PERSONNEL	413,619	422,571	435,227	417,049	449,655	0	449,655	449,655
61305 - ADMINISTRATIVE PERSONNEL	43,693	46,000	48,719	47,386	50,006	0	50,006	50,006
61501 - REGULAR OVERTIME	25,528	24,479	23,000	16,000	23,000	0	23,000	23,000
61507 - COURT OVERTIME	2	3	0	0	0	0	0	0
61530 - OT:STRAIGHT TIME	0	12	0	0	0	0	0	0
61601 - HOLIDAY PAY	26,054	26,465	27,000	23,401	27,534	0	27,534	27,534
61608 - POLICE INCENTIVES	7,475	4,750	8,750	8,750	8,850	0	8,850	8,850
61609 - STIPEND	0	0	3,000	3,000	3,167	0	3,167	3,167
61701 - HEALTH INSURANCE	122,402	132,150	130,379	122,690	145,852	0	145,852	145,852
61702 - DENTAL INSURANCE	8,092	8,832	10,521	8,858	9,715	0	9,715	9,715
61703 - RETIREMENT CONTRIBUTIONS	3,862	4,955	5,247	5,115	5,586	0	5,586	5,586
61704 - SOCIAL SECURITY	10,143	10,148	10,953	10,246	10,278	0	10,278	10,278
61705 - WORKERS COMPENSATION	7,737	499	8,285	7,918	8,518	0	8,518	8,518
61714 - RET - POLICE	112,275	142,156	146,146	142,721	156,581	0	156,581	156,581
61000 - PERSONNEL SERVICES	859,150	903,925	939,312	895,220	983,308	0	983,308	983,308
62103 - TECHNICAL SERVICES	2,450	4,103	4,500	4,400	4,000	0	4,000	4,000
62175 - OTHER SERVICES	527	1,135	750	750	750	0	750	750
62205 - PC REPLACEMENT CHARGE	3,588	2,772	2,110	2,110	2,080	0	2,080	2,080
62206 - PW FLEET CHARGE	44,592	42,312	41,697	41,697	42,296	0	42,296	42,296
62445 - PHOTOGRAPHY & PROCESSING	838	658	750	500	750	0	750	750
62700 - SUPPLIES AND MATERIALS	971	595	800	1,200	800	0	800	800
62744 - MINOR COMPUTER EQUIPMENT	302	0	500	500	500	0	500	500
62755 - UNIFORMS	3,700	3,700	3,700	3,700	4,900	0	4,900	4,900
62000 - OPERATING EXPENDITURES	56,968	55,275	54,807	54,857	56,076	0	56,076	56,076
01407 - POLICE INVESTIGATION Total	916,118	959,200	994,119	950,077	1,039,384	0	1,039,384	1,039,384

POLICE 01408 - POLICE PROSECUTION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	68,930	70,384	71,410	69,588	73,542	0	73,542	73,542
61601 - HOLIDAY PAY	3,644	3,694	3,700	3,759	3,843	0	3,843	3,843
61608 - POLICE INCENTIVES	875	750	2,200	1,700	2,900	0	2,900	2,900
61701 - HEALTH INSURANCE	12,210	14,689	14,185	21,862	23,771	0	23,771	23,771
61702 - DENTAL INSURANCE	740	879	955	1,717	1,760	0	1,760	1,760

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61704 - SOCIAL SECURITY	1,075	1,089	1,122	1,151	1,164	0	1,164	1,164
61705 - WORKERS COMPENSATION	949	60	1,010	994	1,050	0	1,050	1,050
61714 - RET - POLICE	14,724	18,931	19,917	19,973	21,179	0	21,179	21,179
61000 - PERSONNEL SERVICES	103,147	110,475	114,499	120,744	129,209	0	129,209	129,209
62102 - PROFESSIONAL SERVICES	91,560	93,055	93,981	93,981	95,579	0	95,579	95,579
62205 - PC REPLACEMENT CHARGE	804	732	663	663	663	0	663	663
62701 - OFFICE SUPPLIES	0	10	100	100	100	0	100	100
62715 - BOOKS AND PERIODICALS	1,056	620	800	500	800	0	800	800
62755 - UNIFORMS	700	700	700	700	700	0	700	700
62000 - OPERATING EXPENDITURES	94,120	95,117	96,244	95,944	97,842	0	97,842	97,842
01408 - POLICE PROSECUTION Total	197,267	205,592	210,743	216,688	227,051	0	227,051	227,051

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
POLICE	5,852,965	6,294,099	6,786,448	6,597,249	6,999,848	122,857	7,122,705	7,014,329

DEPARTMENT:	YOUTH SERVICES	FUND:	GENERAL
DIVISION(s):			
Cost Center(s):	01600		
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. Early intervention programs provided by YS are an avenue for holding youth accountable for their behavior while empowering them to make changes in their own lives. These 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, offering them 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 2014, 184 youth and families were served in our intervention programs. The majority of these families are struggling with multiple stressors: mental health /substance abuse issues, transportation and housing issues (moving, unaffordable housing, living with relatives), inadequate youth supervision, major health complications, underemployment, and separation/divorce. Parents may be in jail/prison or absent. **In 2014, an average of 98% 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.**

Our high success rate is due to our programs being able to effectively intervene with youth/families at the time of trouble and provide the intensive guidance, support, and resources through our full-time program coordinator, dedicated members of the Juvenile Conference Committee, and a myriad of community site supervisors. The Adolescent Brief Intervention Program provides additional support and stabilization for youth and families who would benefit from more time and resources. Youth Services has also developed an intern partnership with our local colleges and universities (Keene State College, Franklin Pierce University, and Antioch). These partnerships allow Youth Services to continue to provide effective services with limited resources, while offering a great learning opportunity for interns in real life situations.

The Department continues to work collaboratively to enhance prevention/intervention issues with our local coalitions (Cheshire Coalition for Tobacco Free Communities, Monadnock Alcohol & Drug Coalition (MADAC), Futures of Prevention, Monadnock Initiative for Restorative Justice (MIRJ), Monadnock Regional System of Care, New Hampshire Juvenile Diversion Network) to support community involvement and provide resources. Youth Services and the Future of Prevention hosted a community forum regarding heroin (Heroin: Talking Out Loud) and a community discussion following the movie, Anonymous People. This program had high attendance. Our local alcohol/drug treatment counselors and agencies were in attendance to provide information and resources for families.

Monadnockparents.org and Monadnockteens.org are two other prevention resources that support our local community providing information on diverse types of resources, family activities, and programs and educational information on teen issues. With financial support provided by the Monadnock Alcohol & Drug Coalition, Youth Services has collaborated with the computer science department at KSC utilizing a part-time web designer which has provided Monadnockparents.org and Monadnockteens.org with a new web design for our sites.

The following is an example of a situation and how our various programs came together to support a youth and his family; A 14 year old male was charged with marijuana possession and was referred to Youth Services through the Juvenile Court Diversion program (JCC). The youth was depressed, failing school, and was not involved with any extra-curricular activities. His mother was homeless and his dad had just gotten out of the hospital having been treated for a heart condition. Dad was continuing to work 80 hours a week to make ends meet. During his three months in JCC, the youth spent one on one time with the program manager, received counseling for drug and alcohol use, and was mentored by the staff at a local animal shelter where he was placed for community service. He successfully completed his contract with JCC and willingly participated in Adolescent Brief Intervention Program (ABIP) for an additional three months. This program helped him sustain his gains of six months of sobriety, a B average, gained a spot on the school basketball team, and most importantly, he gained self-esteem. He claimed his greatest accomplishment was obtaining a job within the Keene Summer Youth Employment Program. He was the first of his siblings to hold a job and contribute to the household financially. His father stated how proud he was of his son and that there was a tremendous improvement in judgment, responsibility, and independence with daily life.

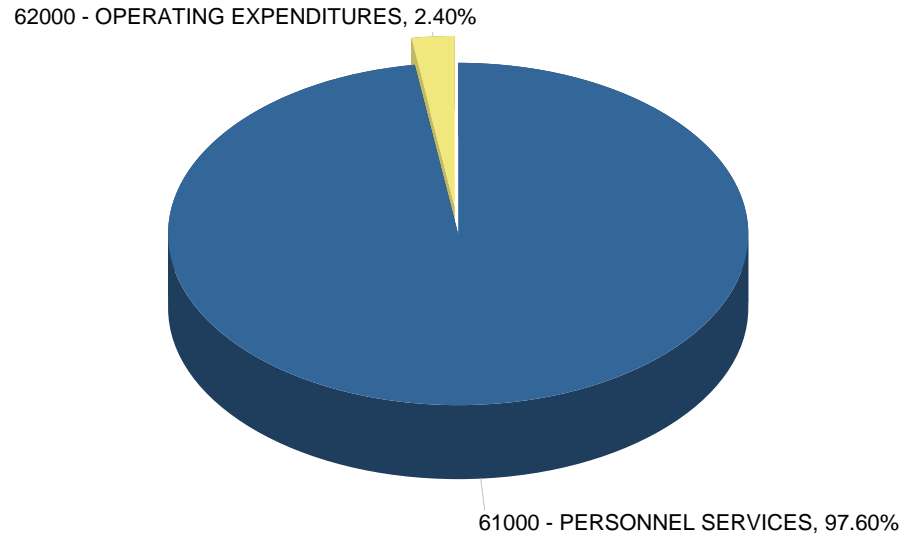
Our focus continues on preventing the impact of adolescent problem behaviors, such as crime, delinquency, and substance abuse in our community by educating youth, parents, and the community about adolescent issues. Future objectives are to continue to meet the great need for services for our youth and families with limited resources and while continuing 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 2015/2016 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
5. Continue collaborating with the local coalitions around prevention/intervention issues in order to create a more effective effort to offer services and resources for the community.		Safe Community	C, I, O, E

METRICS:	FY14	FY15	FY16
1. JCC Court Diversion served	26	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	26	25	25
5. Youth complete monetary victim restitution & service work	98%	96%	96%
6. Earn-It: percent not committing second offense *estimate	80%	80%	80%
7. Adolescent Brief Intervention Program (ABIP): information & referral, brief intervention	125	125	125
8. Summer Youth Employment: youth employed	28	28	28
9. Summer Youth Employment Hours estimated	2305	2384	2506
10. Prevention activities and dissemination of materials, resources, websites *estimate	2,500	2,600	2,600

Department - YOUTH SERVICES



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	132,407	101,926	124,487	124,858	127,575	0	127,575	127,575
62000 - OPERATING EXPENDITURES	3,904	3,729	3,450	2,887	3,132	0	3,132	3,132
Department Total	136,311	105,655	127,937	127,745	130,707	0	130,707	130,707

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01600	61304	YOUTH SERVICES MANAGER	1.00	63,692
	61307	ADMINISTRATIVE ASSISTANT I	0.27	10,571
90 - YOUTH SERVICES Total			1.27	74,264

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

YOUTH SERVICES

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	34,136	0	0	0	0	0	0	0
61304 - GENERAL PERSONNEL	47,145	46,818	63,446	63,206	63,692	0	63,692	63,692
61307 - PART TIME EMPLOYEES	7,876	8,019	8,682	8,682	10,571	0	10,571	10,571
61401 - TEMPORARY PERSONNEL	11,869	16,342	18,800	19,608	18,800	0	18,800	18,800
61609 - STIPEND	825	1,883	1,950	1,950	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	13,124	14,915	16,049	15,942	16,716	0	16,716	16,716
61702 - DENTAL INSURANCE	750	802	955	955	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	7,825	6,853	7,044	7,017	7,332	0	7,332	7,332
61704 - SOCIAL SECURITY	7,723	6,065	7,106	7,149	7,269	0	7,269	7,269
61705 - WORKERS COMPENSATION	1,060	4	306	152	288	0	288	288
61901 - RECRUITMENT	74	225	150	197	0	0	0	0
61000 - PERSONNEL SERVICES	132,407	101,926	124,487	124,858	127,575	0	127,575	127,575
62102 - PROFESSIONAL SERVICES	598	156	350	275	350	0	350	350
62103 - TECHNICAL SERVICES	30	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	894	990	550	550	232	0	232	232
62401 - GENERAL LIABILITY INS	590	600	600	600	600	0	600	600
62416 - PRINTING	0	100	350	176	250	0	250	350
62430 - TRAVEL	237	333	250	351	350	0	350	250
62435 - TRAINING	248	350	300	100	300	0	300	300
62436 - MEETINGS & DUES	500	232	250	258	250	0	250	250
62510 - TELEPHONE	231	254	300	300	350	0	350	350
62701 - OFFICE SUPPLIES	474	455	300	185	300	0	300	300
62710 - POSTAGE	103	51	200	92	150	0	150	150
62715 - BOOKS AND PERIODICALS	0	208	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	3,904	3,729	3,450	2,887	3,132	0	3,132	3,132
Department Total	136,311	105,655	127,937	127,745	130,707	0	130,707	130,707

Fiscal Year 2015 - 2016

YOUTH SERVICES 01600 - YOUTH SERVICES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	34,136	0	0	0	0	0	0	0
61304 - GENERAL PERSONNEL	0	0	63,446	63,206	63,692	0	63,692	63,692
61307 - PART TIME EMPLOYEES	7,876	8,019	8,682	8,682	10,571	0	10,571	10,571
61401 - TEMPORARY PERSONNEL	11,869	16,342	18,800	19,608	18,800	0	18,800	18,800
61609 - STIPEND	825	1,883	1,950	1,950	1,950	0	1,950	1,950
61701 - HEALTH INSURANCE	1,835	171	16,049	15,942	16,716	0	16,716	16,716
61702 - DENTAL INSURANCE	113	0	955	955	955	0	955	955
61703 - RETIREMENT CONTRIBUTIONS	2,409	203	7,044	7,017	7,332	0	7,332	7,332
61704 - SOCIAL SECURITY	4,144	1,989	7,106	7,149	7,269	0	7,269	7,269
61705 - WORKERS COMPENSATION	53	0	306	152	288	0	288	288
61901 - RECRUITMENT	74	225	150	197	0	0	0	0
61000 - PERSONNEL SERVICES	63,333	28,831	124,487	124,858	127,575	0	127,575	127,575
62102 - PROFESSIONAL SERVICES	598	156	350	275	350	0	350	350
62205 - PC REPLACEMENT CHARGE	588	528	550	550	232	0	232	232
62401 - GENERAL LIABILITY INS	0	0	600	600	600	0	600	600
62416 - PRINTING	0	100	350	176	250	0	250	350
62430 - TRAVEL	237	166	250	351	350	0	350	250
62435 - TRAINING	123	350	300	100	300	0	300	300
62436 - MEETINGS & DUES	400	222	250	258	250	0	250	250
62510 - TELEPHONE	119	70	300	300	350	0	350	350
62701 - OFFICE SUPPLIES	196	314	300	185	300	0	300	300
62710 - POSTAGE	68	38	200	92	150	0	150	150
62715 - BOOKS AND PERIODICALS	0	208	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	2,330	2,153	3,450	2,887	3,132	0	3,132	3,132
01600 - YOUTH SERVICES Total	65,663	30,984	127,937	127,745	130,707	0	130,707	130,707

YOUTH SERVICES 01601 - EARN IT

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	47,145	46,818	0	0	0	0	0	0
61701 - HEALTH INSURANCE	11,289	14,744	0	0	0	0	0	0
61702 - DENTAL INSURANCE	637	802	0	0	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	5,417	6,650	0	0	0	0	0	0
61704 - SOCIAL SECURITY	3,579	4,076	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	1,008	4	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	69,074	73,095	0	0	0	0	0	0
62103 - TECHNICAL SERVICES	30	0	0	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	306	462	0	0	0	0	0	0

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62401 - GENERAL LIABILITY INS	590	600	0	0	0	0	0	0
62430 - TRAVEL	0	166	0	0	0	0	0	0
62435 - TRAINING	125	0	0	0	0	0	0	0
62436 - MEETINGS & DUES	100	10	0	0	0	0	0	0
62510 - TELEPHONE	112	184	0	0	0	0	0	0
62701 - OFFICE SUPPLIES	277	141	0	0	0	0	0	0
62710 - POSTAGE	34	12	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	1,575	1,576	0	0	0	0	0	0
01601 - EARN IT Total	70,648	74,671	0	0	0	0	0	0

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
YOUTH SERVICES	136,311	105,655	127,937	127,745	130,707	0	130,707	130,707

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.

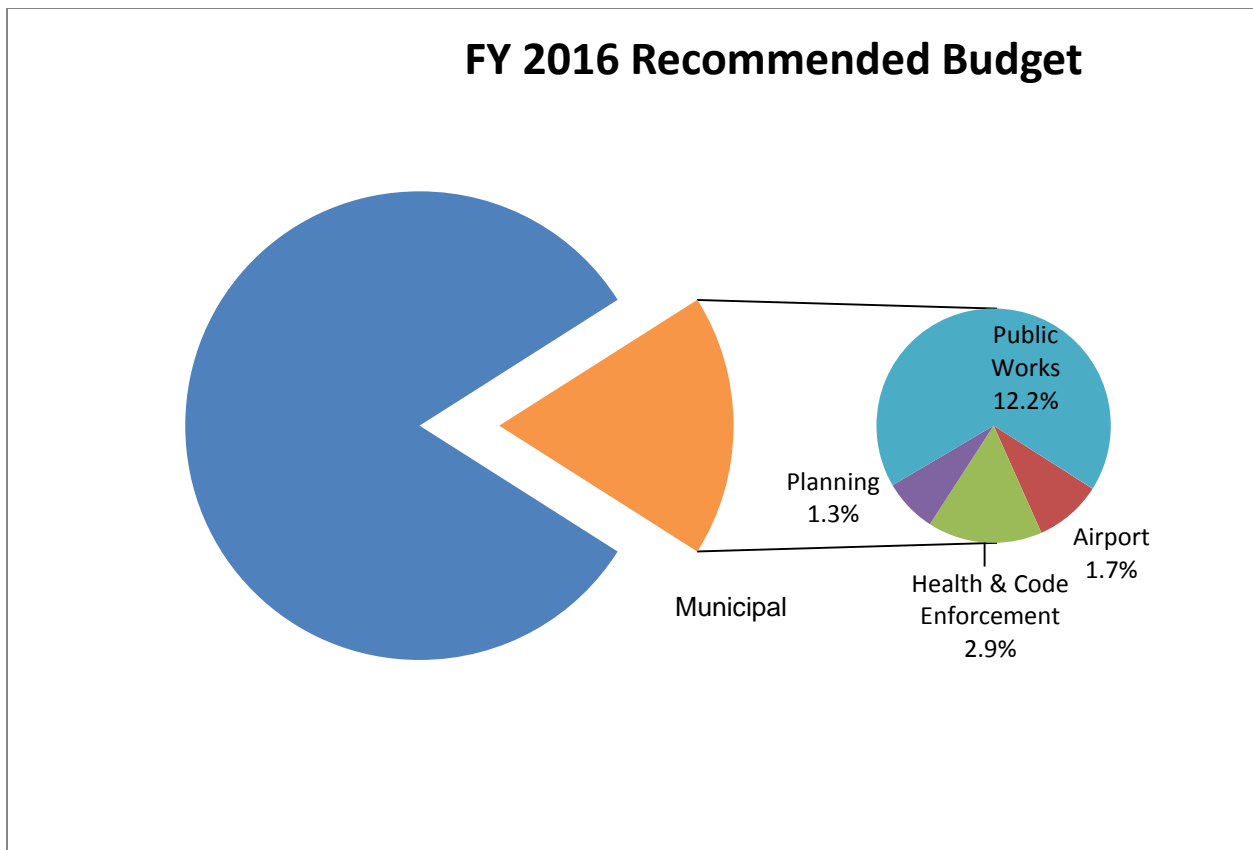
Department Heads:

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.		

This upcoming year will be focused on maintaining and improving airport safety and operational readiness. Specific efforts include continuing to work with airport neighbors to develop a mitigation strategy with regard to obstructions affecting Runway 20. The goal is to improve airport safety while working diligently to minimize the impact on local residents. Work will also continue on the development of an updated Airport Master Plan which will identify opportunities to improve facilities and services and maximize this regional asset. This project will include significant opportunities for public input. A component of the study will also be focused on how to improve utilization of airport facilities to include the terminal building. The consideration of repurposing this building or replacing it will be examined. A project to replace aging snow removal equipment will also be pursued. This equipment is critical to maintaining safe and functional operations during all weather conditions.

Airport revenue sources continue to be impacted by the current state of general aviation. Aircraft ownership, flight hours, flight training, fuel usage, and aircraft maintenance are all affected by the level of industry activity. The decommissioning of Vermont Yankee Nuclear Power Plant may also have an impact on the number of turbine aircraft operations. Many of the airport's revenue sources are tied directly to these activities. Opportunities to work with the Airport Advisory Commission and airport businesses will be pursued. Identifying tenants for the terminal restaurant and the former Alps Restaurant continue to be an issue because of a disparity between the large supply of commercial property in the area and the relatively small demand. Departmental efforts continue to be made to minimize operational costs while maintaining a safe and efficient transportation facility.

Background

The Keene Dillant-Hopkins Airport serves general aviation, corporate, and commercial needs, not only to 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 which can significantly improve the ability to attract and retain industry.

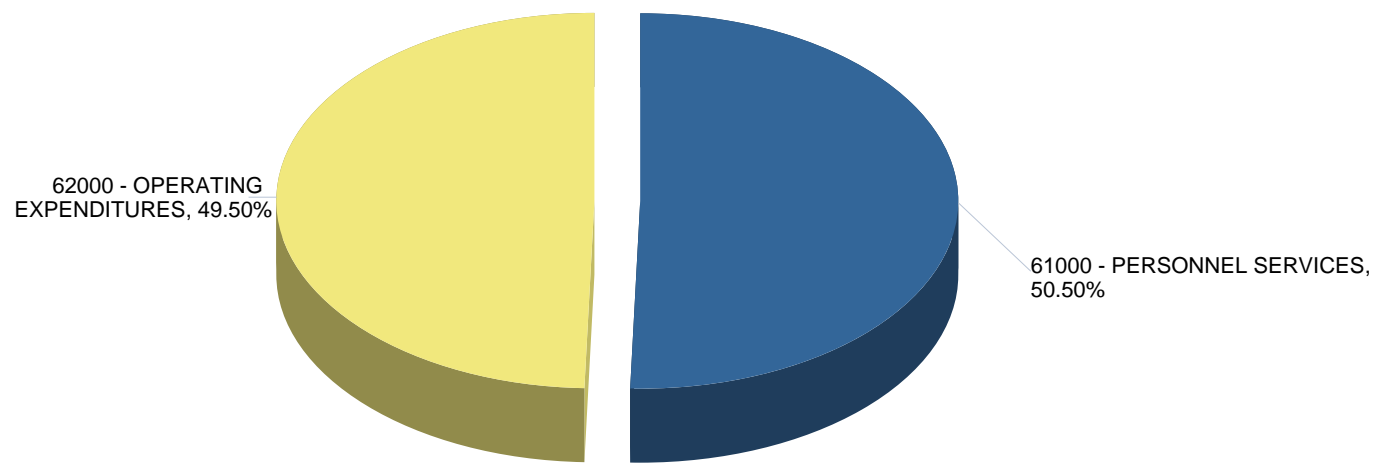
The Airport facilities are used for both the shipment of goods and the transport of corporate personnel. This capability significantly enhances the ability of local business to conduct operations. The existence of the Airport has been credited as a major factor in the decision to locate C & S Wholesale 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 the use of corporate air transportation.		Economic Development	
3. Facilitate educational and career development.		Education	
FISCAL YEAR 2015/2016 OBJECTIVES:			
	STATUTE	CMP	VOICE
1. Complete the Airport Master Plan Update	FAR's	Transportation	O, C
2. Complete Environmental Assessment related to Runway 20 Obstruction issue	FAR 77	Transportation	O, C
3. Maintain the number of based aircraft	FAR's	Economic Development	O, C
4. Continue refinements to airfield maintenance programs	FAR's	Infrastructure	O, C, E
5. Work with airport businesses on ways to promote facility usage and enhance revenues	FAR's	Economic Development	E
6. Secure Federal/State grants for Snow Removal Equipment	FAR's	Transportation	C, E
7. Increase operating revenue through the sharing of property tax revenue with the Town of Swanzey	RSA 423	Economic Development	C
8. Cultivate an improved working relationship with airport users and its neighbors		Transportation	O, I
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:			
	FY14	FY15	FY16
1. Number of based aircraft	80	79	79
2. Number of denied landings due to airfield conditions (weather related)	0	0	0
3. Fuel flowage (gallons)	385,753	321,536	350,000
4. Total revenue (Budgeted FY 15 and 16)	\$453,796	\$456,479	\$445,274
5. Revenue/Expense ratio (FY 14 and 15 actual)	76.99%	80.08%	75.78%
6. T-Hangar occupancy	100.00%	94.00%	98.00%
7. Routine Obstruction Mitigation (acres)	4.0	0.0	4.0
8. Estimated Number of Operations (Take-off or Landing)	40,000	35,000	30,000

Department - AIRPORT



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	257,930	278,275	284,660	284,596	295,742	0	295,742	295,742
62000 - OPERATING EXPENDITURES	224,858	273,387	280,278	267,567	289,866	0	289,866	289,866
Department Total	482,788	551,662	564,938	552,162	585,608	0	585,608	585,608

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01700	61301	AIRPORT DIRECTOR	1.00	94,653
	61304	AP MAINT & OPERATIONS MGR	1.00	63,692
	61307	MAINTENANCE AIDE II	0.80	32,161
05 - AIRPORT Total			2.80	190,506

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

AIRPORT

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	91,081	92,670	94,286	94,286	94,653	0	94,653	94,653
61304 - GENERAL PERSONNEL	58,261	61,936	62,355	62,355	63,692	0	63,692	63,692
61307 - PART TIME EMPLOYEES	0	0	26,195	26,195	32,161	0	32,161	32,161
61308 - SEASONAL HELP	41,075	46,937	23,000	23,000	23,000	0	23,000	23,000
61401 - TEMPORARY PERSONNEL	0	2,720	0	400	0	0	0	0
61501 - REGULAR OVERTIME	557	2,467	1,000	476	1,000	0	1,000	1,000
61602 - STAND-BY PAY	1,590	1,080	750	750	750	0	750	750
61701 - HEALTH INSURANCE	33,349	35,602	38,868	38,868	40,487	0	40,487	40,487
61702 - DENTAL INSURANCE	2,117	2,404	2,715	2,715	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	13,342	16,853	17,058	17,058	17,882	0	17,882	17,882
61704 - SOCIAL SECURITY	14,398	15,280	15,880	15,880	16,467	0	16,467	16,467
61705 - WORKERS COMPENSATION	2,114	177	2,553	2,553	2,935	0	2,935	2,935
61901 - RECRUITMENT	46	149	0	60	0	0	0	0
61000 - PERSONNEL SERVICES	257,930	278,275	284,660	284,596	295,742	0	295,742	295,742
62102 - PROFESSIONAL SERVICES	1,279	48	2,200	0	2,200	0	2,200	2,200
62120 - LABORATORY SERVICES	513	111	350	315	350	0	350	350
62175 - OTHER SERVICES	1,809	959	1,800	1,800	1,800	0	1,800	1,800
62203 - SNOW PLOWING	373	14,115	13,955	7,000	13,955	0	13,955	13,955
62205 - PC REPLACEMENT CHARGE	720	924	727	727	727	0	727	727
62206 - PW FLEET CHARGE	141,180	144,144	147,263	147,263	155,584	0	155,584	155,584
62208 - TAXES	37,581	50,424	46,415	47,182	47,182	0	47,182	47,182
62301 - OFFICE EQUIPMENT MAINT.	911	1,047	1,230	900	1,230	0	1,230	1,230
62315 - FUEL SYSTEM MAINTENANCE	3,552	3,461	4,500	4,500	4,500	0	4,500	4,500
62340 - GROUNDS MAINTENANCE	15,822	36,193	32,363	32,000	32,363	0	32,363	32,363
62355 - BRUSH & OBSTR CLEARING	7,781	3,605	9,000	5,000	9,000	0	9,000	9,000
62435 - TRAINING	0	0	1,025	900	1,025	0	1,025	1,025
62436 - MEETINGS & DUES	440	1,030	1,275	900	1,275	0	1,275	1,275
62445 - PHOTOGRAPHY & PROCESSING	78	0	115	115	115	0	115	115
62447 - PUBLIC AWARENESS	0	389	3,000	3,000	3,000	0	3,000	3,000
62505 - BEACON & OBST LIGHTS ELEC	7,992	10,828	8,500	9,800	9,500	0	9,500	9,500
62510 - TELEPHONE	3,367	2,053	2,400	1,900	1,900	0	1,900	1,900
62604 - EQUIPMENT RENTAL	0	2,219	2,000	1,500	2,000	0	2,000	2,000
62701 - OFFICE SUPPLIES	198	377	450	300	450	0	450	450
62710 - POSTAGE	126	109	150	100	150	0	150	150
62735 - BUILDING MAINT. SUPPLIES	0	162	0	608	0	0	0	0

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62737 - JANITORIAL SUPPLIES	0	0	0	197	0	0	0	0
62755 - UNIFORMS	1,139	1,189	1,560	1,560	1,560	0	1,560	1,560
62000 - OPERATING EXPENDITURES	224,858	273,387	280,278	267,567	289,866	0	289,866	289,866
Department Total	482,788	551,662	564,938	552,162	585,608	0	585,608	585,608

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 FY16 include the new urgent care building on Winchester Street and the Keene Energy & Agriculture Project. There are many on-going large projects such as The Mills Student Housing and Keene Ice. Several large scale projects have been completed in FY15 including the renovation to Cheshire Medical Center, Aldi's Grocery Store, Hannah Grimes Center renovation, and a new Bond Auto Building.

With the complexity of many of the building projects within the City and ever evolving codes and standards, department personnel are required to continue the development of their skills and knowledge. This is accomplished with departmental cross training and attaining/maintaining certifications. So far this year, department personnel have obtained nine International Code Council (ICC) certifications with one staff member obtaining a Combination Residential Inspector certificate and other staff member the Certified Building Official certificate. The Department is reviewing software programs in an effort to provide the latest technology for permitting, plan review, and inspections. Currently Code Enforcement Officers and Housing Inspectors are using their mobile phones and tablets to update the permit, complaint, and inspection systems with software maintained by IMS but are in need of upgrades that are not able to be supported by IMS. Department staff are conducting fee studies for both building permits and ZBA variances to align with the City's Fiscal Policy.

Housing and Property Standards continue to be enforced by two part time Housing Inspectors. The Housing Inspectors also maintain the Voluntary Inspection Program done in cooperation with landlords and Keene State College. There continues to be an effort by the Department to foster working relationships with the citizenship though work with the local neighborhood groups, property owners, Keene State College, and landlords.

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 (floodplain), 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.

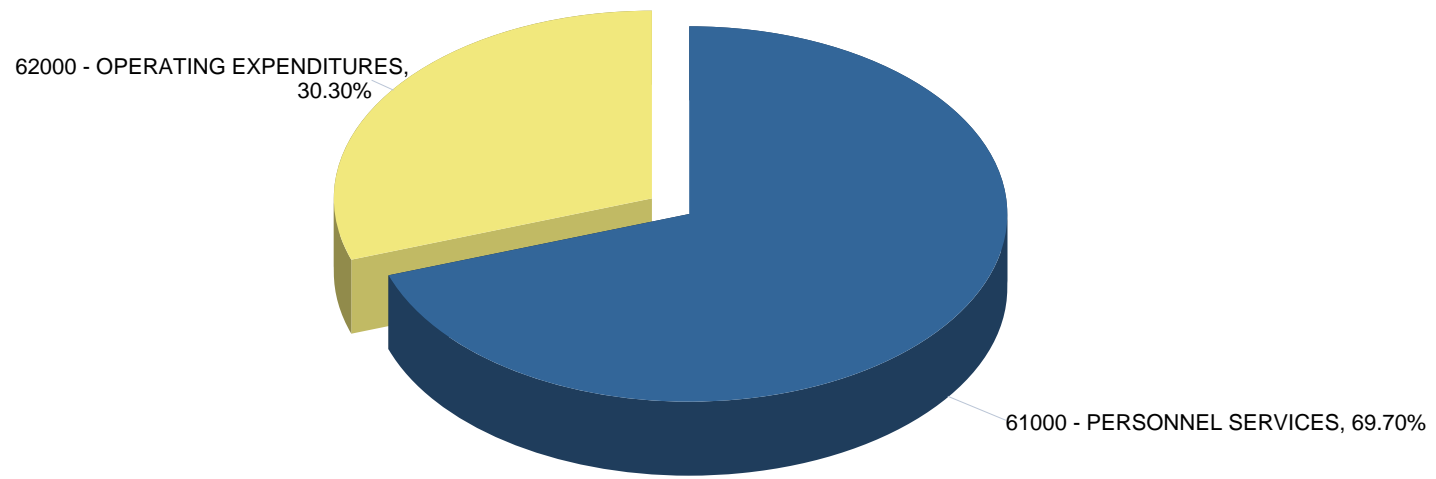
The Health and Code Department Head is also responsible for the City's Facilities division and personnel. The Code Enforcement and Inspection Manager is tasked with responsibility for the inspectors and field work both health and code related, while the Plans Examiner deals with office management, planning, and zoning. The Department promoted the previous Permit Technician to fill the second Code Enforcement Officer position and has hired a new Permit Technician. The Department's Administrative Assistant is now a full time position and also supports the Facilities division.

Department personnel attend workshops, seminars, and maintain memberships in several code and regulatory organizations such as New Hampshire Building Officials Association (NHBOA) and ICC. Staff attended the Eastern States Building Officials Federation Conference and received training on updates to 2015 ICC codes, National Electrical Code (NEC) and Federal Emergency Management Agency (FEMA) regulations. When opportunities arise, personnel are also involved with local tradespeople, professionals, and

the public by sharing their knowledge and skills. Recently staff has given presentations at Keene State College, Monadnock Regional High School, and Home Depot Safety Day.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP		
Code Enforcement- Code Enforcement services meet more than one plan element				
Administer the plan review and inspection program. Review plans, issue permits, and conduct inspections for compliance to state building, accessibility, and energy code as well as City Zoning and Natural Resources				
1. Ordinances (including the sign code). Manage third party plans reviewers and special inspectors.		Economic Development		
Respond to citizen concerns and complaints related to permit and construction activity. Provide the public with information on codes and development processes.				
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		
Investigate buildings and properties for compliance with the Property and Housing Safety Standards Ordinance, issue citations, and prosecute court cases.				
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				
Promote and protect public health and safety, provide advice on public health issues, and enforce State and local health laws.				
1. Promote and protect public health and safety, provide advice on public health issues, and enforce State and local health laws.		Community Health & Wellness		
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.				
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		
Inspect 200 locations where food is served and 16 day care facilities.				
3. Inspect 200 locations where food is served and 16 day care facilities.		Community Health & Wellness		
Maintain Public Health Mosquito Control Program through contracted services which monitors and larvicides 2,200 catch basins and other mosquito breeding locations.				
4. Maintain Public Health Mosquito Control Program through contracted services which monitors and larvicides 2,200 catch basins and other mosquito breeding locations.		Community Health & Wellness		
FISCAL YEAR 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1. Conduct permit and zoning fee study		155/674	Future Land Use & Policy	V,O,E
2. Investigate software for inspection and permitting system		155/674	Future Land Use & Policy	O,C,E
3. Increase the present level of review and inspection efficiency		155/674	Safe Community	V,C,E
4. Continue training and certification of department staff		155/674	Safe Community	V,C,E
METRICS:		FY14	FY15	FY16
1. Complete the initial review of new residential permits applications in 7 working days (target 95%)		92%	91%	95%
2. Complete the initial plan review on new commercial permit applications in 10 working days (target 95%)		91%	92%	95%
3. Complete the initial plan review for minor permit applications at the counter, at time of application (target 95%)		87%	79%	95%
4. Total permits		456	429	450
5. Total inspections		1,637	1,307	1,500
6. Investigate Housing Standard complaints		55	75	75
7. Investigate Property Standard complaints		510	525	525
8. Maintain and conduct a Voluntary Housing Inspection Program		411	405	400
9. Health Licenses		210	215	220
10. Food Establishment and Health Code Inspections		400	425	430

Department - HEALTH & CODE ENFORCEMENT



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	652,535	626,352	707,304	708,999	694,187	0	694,187	694,187
62000 - OPERATING EXPENDITURES	202,649	242,979	283,556	281,825	296,752	5,000	301,752	301,752
Department Total	855,184	869,332	990,860	990,824	990,939	5,000	995,939	995,939

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01800	61301	ASST CITY MGR / HEALTH	0.50	56,438
	61304	CODE ENFORC & INSP MGR	1.00	72,683
	61305	ADMINISTRATIVE ASSISTANT	0.25	10,956
01802	61301	ASST CITY MGR / HEALTH	0.50	56,438
	61304	CODE ENFORCEMENT OFFICER	2.00	120,867
		PLANS EXAMINER	1.00	71,122
	61305	ADMINISTRATIVE ASSISTANT	0.25	10,956
		PERMIT TECHNICIAN	1.00	41,217
	61307	HOUSING INSPECTOR	1.33	70,430
40 - HEALTH & CODE ENFORCEMENT Total			7.83	511,106

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

HEALTH & CODE ENFORCEMENT

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	108,616	110,511	112,437	112,437	112,876	0	112,876	112,876
61304 - GENERAL PERSONNEL	253,565	223,269	258,926	258,926	264,672	0	264,672	264,672
61305 - ADMINISTRATIVE PERSONNEL	47,062	47,884	59,832	59,832	63,129	0	63,129	63,129
61307 - PART TIME EMPLOYEES	90,557	91,394	91,296	92,873	70,430	0	70,430	70,430
61401 - TEMPORARY PERSONNEL	0	6,315	0	0	0	0	0	0
61701 - HEALTH INSURANCE	64,693	64,465	82,971	82,971	78,590	0	78,590	78,590
61702 - DENTAL INSURANCE	4,112	4,001	5,537	5,537	5,747	0	5,747	5,747
61703 - RETIREMENT CONTRIBUTIONS	36,168	41,105	46,421	46,421	49,224	0	49,224	49,224
61704 - SOCIAL SECURITY	38,018	36,026	39,969	39,969	39,100	0	39,100	39,100
61705 - WORKERS COMPENSATION	9,745	1,281	9,916	9,916	10,420	0	10,420	10,420
61901 - RECRUITMENT	0	102	0	117	0	0	0	0
61000 - PERSONNEL SERVICES	652,535	626,352	707,304	708,999	694,187	0	694,187	694,187
62102 - PROFESSIONAL SERVICES	51,000	51,816	56,000	63,000	56,000	0	56,000	56,000
62143 - HOME HEALTH CARE	76,663	118,644	117,360	117,360	129,800	0	129,800	129,800
62146 - MENTAL HEALTH SERVICES	21,754	21,754	21,754	21,754	21,754	0	21,754	21,754
62175 - OTHER SERVICES	0	0	26,000	24,000	23,000	0	23,000	23,000
62205 - PC REPLACEMENT CHARGE	2,916	2,400	1,890	1,890	1,958	0	1,958	1,958
62206 - PW FLEET CHARGE	26,232	26,448	29,552	29,552	32,240	0	32,240	32,240
62301 - OFFICE EQUIPMENT MAINT.	922	3,244	2,455	2,455	2,455	0	2,455	2,455
62416 - PRINTING	1,622	168	1,600	1,100	1,600	0	1,600	1,600
62425 - ADVERTISING	436	646	500	300	500	0	500	500
62435 - TRAINING	6,032	6,962	6,500	6,320	6,500	0	6,500	6,500
62436 - MEETINGS & DUES	3,191	3,190	4,500	3,000	4,500	0	4,500	4,500
62510 - TELEPHONE	4,586	4,088	5,000	4,200	5,000	0	5,000	5,000
62700 - SUPPLIES AND MATERIALS	48	18	500	500	500	0	500	500
62701 - OFFICE SUPPLIES	3,084	1,464	3,300	1,549	3,300	0	3,300	3,300
62710 - POSTAGE	1,990	523	2,000	1,500	2,000	0	2,000	2,000
62715 - BOOKS AND PERIODICALS	972	1,353	2,500	1,700	3,500	0	3,500	3,500
62734 - MINOR EQUIPMENT	496	261	1,345	1,145	1,345	0	1,345	1,345
62744 - MINOR COMPUTER EQUIPMENT	706	0	800	500	800	5,000	5,800	5,800
62000 - OPERATING EXPENDITURES	202,649	242,979	283,556	281,825	296,752	5,000	301,752	301,752
Department Total	855,184	869,332	990,860	990,824	990,939	5,000	995,939	995,939

Fiscal Year 2015 - 2016

HEALTH & CODE ENFORCEMENT 01800 - HEALTH

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	54,308	55,255	56,219	56,219	56,438	0	56,438	56,438
61304 - GENERAL PERSONNEL	61,289	65,165	69,834	69,834	72,683	0	72,683	72,683
61305 - ADMINISTRATIVE PERSONNEL	0	0	5,556	5,556	10,956	0	10,956	10,956
61307 - PART TIME EMPLOYEES	17,080	18,905	12,809	14,387	0	0	0	0
61701 - HEALTH INSURANCE	26,343	30,294	32,850	32,850	34,209	0	34,209	34,209
61702 - DENTAL INSURANCE	1,114	1,363	1,552	1,552	1,873	0	1,873	1,873
61703 - RETIREMENT CONTRIBUTIONS	10,216	12,969	14,156	14,156	15,647	0	15,647	15,647
61704 - SOCIAL SECURITY	10,058	10,378	11,047	11,047	10,716	0	10,716	10,716
61705 - WORKERS COMPENSATION	3,173	228	3,355	3,355	3,536	0	3,536	3,536
61000 - PERSONNEL SERVICES	183,582	194,558	207,378	208,956	206,057	0	206,057	206,057
62102 - PROFESSIONAL SERVICES	51,000	51,000	51,000	51,000	51,000	0	51,000	51,000
62206 - PW FLEET CHARGE	7,008	7,104	7,442	7,442	7,483	0	7,483	7,483
62301 - OFFICE EQUIPMENT MAINT.	178	165	955	955	955	0	955	955
62416 - PRINTING	622	47	600	600	600	0	600	600
62425 - ADVERTISING	375	6	500	300	500	0	500	500
62435 - TRAINING	1,383	2,111	1,500	1,000	1,500	0	1,500	1,500
62436 - MEETINGS & DUES	335	70	1,000	500	1,000	0	1,000	1,000
62510 - TELEPHONE	1,077	708	1,500	1,200	1,500	0	1,500	1,500
62700 - SUPPLIES AND MATERIALS	48	18	500	500	500	0	500	500
62701 - OFFICE SUPPLIES	0	0	300	300	300	0	300	300
62710 - POSTAGE	105	76	500	500	500	0	500	500
62715 - BOOKS AND PERIODICALS	0	20	500	200	500	0	500	500
62734 - MINOR EQUIPMENT	0	121	545	345	545	0	545	545
62000 - OPERATING EXPENDITURES	62,131	61,446	66,842	64,842	66,883	0	66,883	66,883
01800 - HEALTH Total	245,713	256,004	274,220	273,798	272,940	0	272,940	272,940

HEALTH & CODE ENFORCEMENT 01801 - HEALTH CONTRACTED SERV

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62143 - HOME HEALTH CARE	76,663	118,644	117,360	117,360	129,800	0	129,800	129,800
62146 - MENTAL HEALTH SERVICES	21,754	21,754	21,754	21,754	21,754	0	21,754	21,754
62175 - OTHER SERVICES	0	0	26,000	24,000	23,000	0	23,000	23,000
62000 - OPERATING EXPENDITURES	98,417	140,398	165,114	163,114	174,554	0	174,554	174,554
01801 - HEALTH CONTRACTED SERV Total	98,417	140,398	165,114	163,114	174,554	0	174,554	174,554

HEALTH & CODE ENFORCEMENT 01802 - CODE ENFORCEMENT

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	54,308	55,255	56,219	56,219	56,438	0	56,438	56,438

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	192,276	158,103	189,092	189,092	191,989	0	191,989	191,989
61305 - ADMINISTRATIVE PERSONNEL	47,062	47,884	54,275	54,275	52,173	0	52,173	52,173
61307 - PART TIME EMPLOYEES	73,477	72,489	78,487	78,487	70,430	0	70,430	70,430
61401 - TEMPORARY PERSONNEL	0	6,315	0	0	0	0	0	0
61701 - HEALTH INSURANCE	38,349	34,172	50,121	50,121	44,381	0	44,381	44,381
61702 - DENTAL INSURANCE	2,998	2,638	3,985	3,985	3,874	0	3,874	3,874
61703 - RETIREMENT CONTRIBUTIONS	25,952	28,135	32,265	32,265	33,577	0	33,577	33,577
61704 - SOCIAL SECURITY	27,960	25,648	28,922	28,922	28,384	0	28,384	28,384
61705 - WORKERS COMPENSATION	6,572	1,053	6,561	6,561	6,884	0	6,884	6,884
61901 - RECRUITMENT	0	102	0	117	0	0	0	0
61000 - PERSONNEL SERVICES	468,953	431,794	499,926	500,043	488,130	0	488,130	488,130
62102 - PROFESSIONAL SERVICES	0	816	5,000	12,000	5,000	0	5,000	5,000
62205 - PC REPLACEMENT CHARGE	2,916	2,400	1,890	1,890	1,958	0	1,958	1,958
62206 - PW FLEET CHARGE	19,224	19,344	22,110	22,110	24,757	0	24,757	24,757
62301 - OFFICE EQUIPMENT MAINT.	745	3,079	1,500	1,500	1,500	0	1,500	1,500
62416 - PRINTING	1,000	121	1,000	500	1,000	0	1,000	1,000
62425 - ADVERTISING	61	640	0	0	0	0	0	0
62435 - TRAINING	4,650	4,851	5,000	5,320	5,000	0	5,000	5,000
62436 - MEETINGS & DUES	2,856	3,120	3,500	2,500	3,500	0	3,500	3,500
62510 - TELEPHONE	3,509	3,380	3,500	3,000	3,500	0	3,500	3,500
62701 - OFFICE SUPPLIES	3,084	1,464	3,000	1,249	3,000	0	3,000	3,000
62710 - POSTAGE	1,884	447	1,500	1,000	1,500	0	1,500	1,500
62715 - BOOKS AND PERIODICALS	972	1,333	2,000	1,500	3,000	0	3,000	3,000
62734 - MINOR EQUIPMENT	496	140	800	800	800	0	800	800
62744 - MINOR COMPUTER EQUIPMENT	706	0	800	500	800	5,000	5,800	5,800
62000 - OPERATING EXPENDITURES	42,102	41,135	51,600	53,869	55,315	5,000	60,315	60,315
01802 - CODE ENFORCEMENT Total	511,055	472,929	551,526	553,912	543,445	5,000	548,445	548,445

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
HEALTH & CODE ENFORCEMENT	855,184	869,332	990,860	990,824	990,939	5,000	995,939	995,939

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.		

Scheduled for construction in FY16 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. The design phase of the next bicycle/pedestrian trail improvement will begin in FY16. This work is 80% funded by a \$329,000 grant from the Transportation Alternative Program from NHDOT. The project includes shared-lane and bike-lane markings on Park Ave, improvements to the Cheshire Trail North pathway from Hurricane Road, a new section of trail connecting to Summit Road, and two new trailheads. Also, in design is the grant funded Safe Routes to School "Road Diet" project to install pavement markings to encourage walking and bicycling in the Maple Acres neighborhood close to the Jonathan Daniels School. FY16 also includes 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 are the Tax Parcel Correction project and the Digital Base Map update. Both projects will require significant Planning Department involvement and staff time. The department will also be active with the newly formed City/College Committee. Beginning in the third quarter, the department will kick off a Greenhouse Gas inventory which will measure energy use in 2015 and compare that result to the greenhouse gas reduction goals established in the City's Climate Action Plan.

In FY15, the Planning Department continued its effort to gain closer alignment of City budgets with the 2010 CMP. 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. Six such presentations were made in FY15. The rezoning study for the Marlboro Street area, funded through a \$50,000 grant, was completed and proposed regulatory amendments will be submitted for review in FY16. Redevelopment of the former Kingsbury parcel and preservation of the neighborhood south of Marlboro Street are key components of this plan. Construction of the phase 1 improvements to the Stone Arch Bridge were completed in FY15 including tree removal and drainage improvements. These steps will significantly improve the longevity of the bridge and were carried out with a combination of City funds, two State grants, and local donations. Working with the Historic District Commission, public meetings were held to gain input on the proposed historic district along Main Street. A draft ordinance will be submitted for City Council review in FY16. The Conservation Commission completed a Land Management Plan for Beech Hill which proposes projects to improve public access and enjoyment of this beautiful area.

Last year's budget included conversion of one part-time planner to full-time and that change has been implemented. No changes to staffing are proposed this year. The FY16 budget includes a request to increase temporary personnel funding to hire an intern for the greenhouse gas inventory. This project is estimated at 450 hours or approximately double the number of hours typically allotted to an internship.

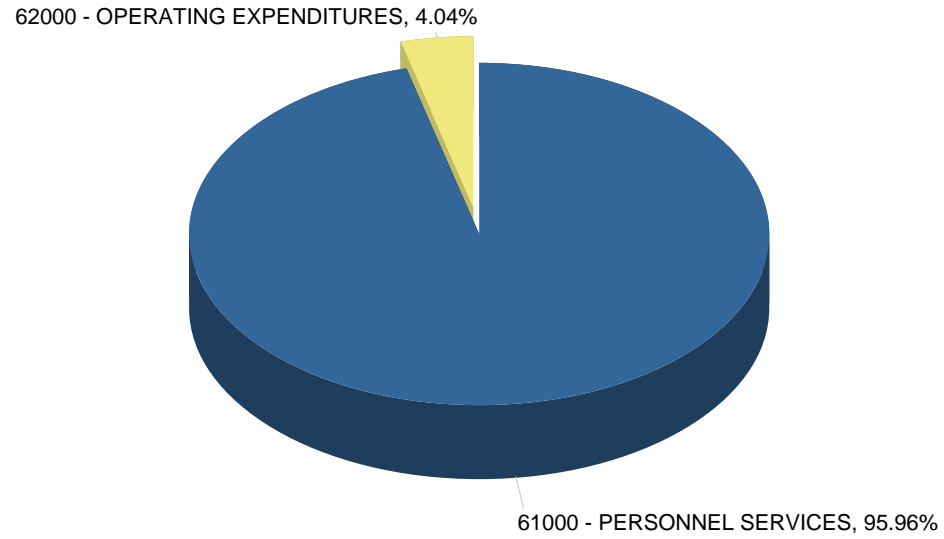
Background

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 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.

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 2015/2016 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.	Begin planning for phase 2 preservation actions listed in the Stone Arch Bridge report		Historic & Cultural	O, I, E
3.	Implement the construction phase of Safe Routes to School grant projects for Jonathan Daniels school		Walkable Community	C, E
4.	Complete the construction phase of 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.	Complete and submit for review a 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 and assist in implementing the Tax Parcel Correction Project		Infrastructure	C, E
12.	Review Planning Board regulations regarding redevelopment of previously developed sites		Future Land Use & Policy	O, I
METRICS:		FY14	FY15	FY16
1.	Adoption of revisions or updates to the Comprehensive Master Plan the same year they are proposed/identified	1	1	1
2.	Complete 90% of the initial completeness reviews for new subdivision, site plan applications within 5 business days	90%	90%	90%
3.	Complete 95% of minor amendment applications in 10 business days	95%	96%	98%
4.	Complete 95% of all inspection requests within 5 business days	95%	95%	97%
5.	Adoption of revisions to Planning Board Standards and Regulations the same year they are proposed/identified	2	1	1

Department - PLANNING



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	316,535	381,336	414,397	414,428	444,458	0	444,458	444,458
62000 - OPERATING EXPENDITURES	13,784	17,529	18,667	18,459	18,708	0	18,708	18,708
Department Total	330,319	398,865	433,064	432,887	463,166	0	463,166	463,166

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01900	61301	PLANNING DIRECTOR	1.00	103,363
	61304	MAPPING TECHNICIAN	1.00	63,692
		PLANNER	1.00	58,374
	61305	ADMINISTRATIVE ASSISTANT	1.00	43,824
	61307	PLANNER	0.91	60,346
75 - PLANNING Total			4.91	329,599

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

PLANNING

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	99,463	101,199	102,963	102,963	103,363	0	103,363	103,363
61304 - GENERAL PERSONNEL	62,326	61,196	77,357	77,357	122,067	0	122,067	122,067
61305 - ADMINISTRATIVE PERSONNEL	38,650	41,093	42,696	42,696	43,824	0	43,824	43,824
61307 - PART TIME EMPLOYEES	45,345	91,119	90,674	90,674	60,346	0	60,346	60,346
61401 - TEMPORARY PERSONNEL	0	3,090	7,200	7,200	7,200	0	7,200	7,200
61701 - HEALTH INSURANCE	32,559	36,948	42,354	42,354	48,161	0	48,161	48,161
61702 - DENTAL INSURANCE	2,173	2,358	3,045	3,045	3,330	0	3,330	3,330
61703 - RETIREMENT CONTRIBUTIONS	17,291	21,913	24,021	24,021	30,076	0	30,076	30,076
61704 - SOCIAL SECURITY	18,328	22,274	23,782	23,782	25,764	0	25,764	25,764
61705 - WORKERS COMPENSATION	239	20	304	304	328	0	328	328
61901 - RECRUITMENT	161	127	0	31	0	0	0	0
61000 - PERSONNEL SERVICES	316,535	381,336	414,397	414,428	444,458	0	444,458	444,458
62103 - TECHNICAL SERVICES	0	1,667	2,100	1,843	2,100	0	2,100	2,100
62205 - PC REPLACEMENT CHARGE	4,656	3,996	3,782	3,782	3,823	0	3,823	3,823
62301 - OFFICE EQUIPMENT MAINT.	768	1,753	810	1,483	810	0	810	810
62425 - ADVERTISING	941	1,577	1,000	800	1,000	0	1,000	1,000
62435 - TRAINING	480	2,386	2,500	2,808	2,500	0	2,500	2,500
62436 - MEETINGS & DUES	1,667	669	800	726	800	0	800	800
62510 - TELEPHONE	296	313	400	300	400	0	400	400
62701 - OFFICE SUPPLIES	1,398	1,072	2,250	2,000	2,250	0	2,250	2,250
62710 - POSTAGE	1,816	2,855	3,275	3,275	3,275	0	3,275	3,275
62715 - BOOKS AND PERIODICALS	497	235	250	150	250	0	250	250
62740 - OTHER MAINT. SUPPLIES	302	701	0	292	0	0	0	0
62760 - OPERATING SUPPLIES	962	304	1,500	1,000	1,500	0	1,500	1,500
62000 - OPERATING EXPENDITURES	13,784	17,529	18,667	18,459	18,708	0	18,708	18,708
Department Total	330,319	398,865	433,064	432,887	463,166	0	463,166	463,166

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 FY16 the Engineering Division will continue to meet the challenges presented by the infrastructure construction program and the Washington Street Phase II Reconstruction, along with supporting other projects outside the Capital Improvement Program. 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 phase of the Roundhouse T Multi-Use trail project.
- Construction phase of the Wells Street Parking Garage Rehabilitation project.
- Construction phase of flood management projects including drainage improvements on Rule/Sullivan Street and Depot/Swanzey Factory Road and the City Hall drainage pipe.
- Construction phase of Airport Road Culvert Rehabilitation.
- Construction phase of Three Mile Dam Concrete repairs project.
- Construction phase of the Commercial Street Parking Lot improvements project.
- Construction phase of the Allen Court water main improvements project.
- Construction phase of the Painting of the City Hall Parking Garage steel members.
- Rehabilitation-Construction phase of Roadways throughout the city.
- Construction phase of the annual replacement of water gate valves project.
- Construction phase of the annual sewer spot repairs project.
- Design of the 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.
- 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.
- Construction phase of the \$760K Infrastructure project on 93rd and Norway Streets.
- Completion of the design phase of the \$1.6M improvements to the Babbidge Reservoir Dam.
- Phase 2 of the sewer infiltration/inflow study.
- Continuation of engineering review and inspection services of new site plan and subdivision projects.
- Continuation of project support services to departments throughout City for other projects including the Woodlawn Cemetery ARM project, Wheelock Park improvements and the Safe Routes to School program for Jonathan Daniels School.

Highway Division

The Highway Division will meet the following objectives in FY16:

- Continuation of our Crack Seal Program to help prevent road deterioration.
- Activate Phase II of City Wide Drainage Program and begin performing routine maintenance cleaning catch basins and cleaning drain lines.
- Perform drain line and structure repairs that had been identified through the City Wide Drainage Program.
- Continue the street maintenance program using the mill, shim, and pave method.

- Continue with Downtown – Main St. refurbishing, adding additional gardens and pedestrian walks.
- In conjunction with the Commercial St. parking lot install new landscaping and pedestrian walkways from the Commercial lot to the bike path.

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. During FY14/15, PW Administration responded to the public interest and demand for information on department activities, operations, and projects. During FY 14/15 the Department expanded its use of social media through the publishing of information on storm events, projects, road closure and other Public Works activities with great success. From January 1, 2014 – December 31, 2014 over 35,000 users were reached. In FY15/16 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 FY14/15, the accomplishments include:

- Completion of design and start of construction of the \$2.8M Washington Street Phase II Infrastructure project.
- 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 water main 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 phase of the Wells Street Parking Garage Rehabilitation project.
- Design phase of flood management projects including drainage improvements on Rule/Sullivan Street and Depot/Swanzey Factory Road and the City Hall drainage pipe.
- Design phase of Airport Road Culvert Rehabilitation.

- Design phase of Three Mile Dam Concrete repairs project.
- Design phase of the Commercial Street Parking Lot improvements project.
- Design phase of the Allen Court Watermain Improvements project.
- Design phase of the Painting of the City Hall Parking Garage steel members.
- Design phase of the Rehabilitation of Roadways throughout the city.
- Design phase of the annual replacement of water gate valves project.
- Design phase of the annual sewer spot repairs project.
- Start of the design phase of the rehabilitation project for the Rte. 10/Winchester Street Bridge over Ash Swamp Brook.
- Start of the design phase of the \$1.9M project for the Rte. 12/Main Street Bridge and over Beaver Brook.
- Start of the preliminary design phase for the \$5.0M Winchester Street reconstruction from the Rte. 101 roundabout to Island Street & the Island Street Bridge.
- Design phase of the \$760K Infrastructure project on 93rd and Norway Streets.
- Start of the design phase of the \$1.6M improvements to the Babbidge Reservoir Dam.
- Completion of Phase 1 of the sewer infiltration/inflow study.
- Engineering review and inspection services of new site plan and subdivision projects.

Highway Division

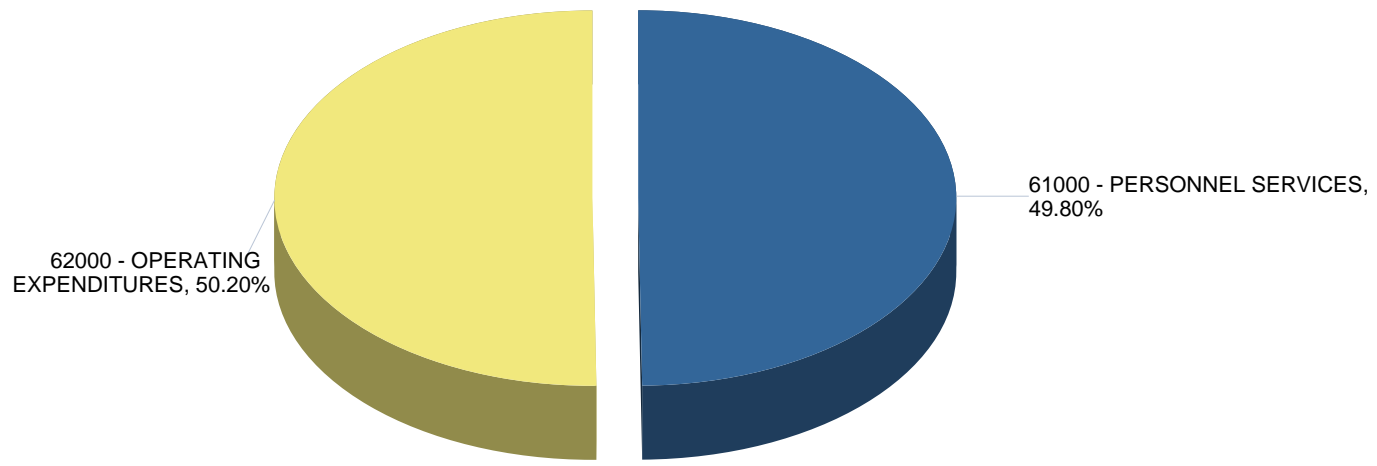
The Highway Division is staffed with 22 full-time employees and is responsible for the maintenance of the City's transportation infrastructure which includes 52 miles of sidewalks, 32 bridges, 80 miles of drain lines, over 5,000 catch basins, 126 center lane miles of road, 2 parking structures, 5 surface parking lots, and several miles of 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 FY15 include:

- Performing 56,231 square yards of crack sealing on City streets.
- Extensive road repairs using the mill, shim, and pave method thus reducing man hours performing pothole repairs.
- Completion of the initial phase of the City Wide Drainage Program. In addition to cleaning 4,195 catch basins and flushing 20,445 linear feet of drain line in the past three years, this program was beneficial in identifying areas requiring drain repairs which the Division will begin repairing this spring.
- Installing perennial gardens and pedestrian walkways in Downtown – Main Street. The Division installed over 400 square feet of pedestrian walkways and planted over 300 perennials.
- Four hundred feet of drain line installation on Daniels Hill Rd including six drop inlet drain structures and rip rap to prevent erosion.
- Revitalization of Railroad Square with sod, irrigation, and landscaping.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/CMP		
Efficient and effective management of the City's transportation, water, wastewater, stormwater and solidwaste infrastructure.	1.		Infrastructure	
Operations of the City's transportation and stormwater infrastructure	2.		Infrastructure	
Capital planning and implementation of maintenance, repair and construction projects supporting the City's transportation and stormwater infrastructure	3.		Infrastructure	
FISCAL YEAR 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
Plow, salt, and sand roadways and sidewalks at appropriate times following PW standard operating guidelines.	1.		Transportation	E
Respond to deficiencies reported to Division through work order system within 72 hours.	2.	RSA 230:90-92A	Infrastructure	C, E
Begin city-wide Drain Maintenance Program using data compiled from our current Drain Cleaning and Line Flushing Program.	3.		Infrastructure	E
Continue to refurbish Downtown - Main St adding pedestrian walkway and gardens	4.		Infrastructure	E
Develop a plan for the maintenance of the City's watershed in accordance with the Army Corps of Engineers guidelines.	5.		Infrastructure	E
75% of subdivision/site plans review with comments forwarded within five (5) business days from receipt.	6.		Economic Development	V,I,C
90% of capital project designs and construction schedules are met.	7.		Infrastructure	C
Maximize engineering staff load for capital construction value per engineering staff position.	8.		Infrastructure	V, E
METRICS:		FY14	FY15	FY16
Square yards of roadway crack sealed	1.	86,811	56,231	62,373
Percent of subdivisions/site plans reviewed with comments forwarded within five (5) business days of receipt	2.	95%	90%	90%
Percent of capital project designs and construction schedules met	3.	95%	90%	90%

Department - PUBLIC WORKS



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	2,055,994	1,994,009	2,095,223	2,113,273	2,137,578	0	2,137,578	2,137,578
62000 - OPERATING EXPENDITURES	1,779,473	1,813,922	2,212,385	2,193,318	2,036,708	118,000	2,154,708	2,112,208
Department Total	3,835,467	3,807,931	4,307,608	4,306,591	4,174,286	118,000	4,292,286	4,249,786

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
02000	61303	PUBLIC WORKS DIRECTOR	1.00	108,015
		ASST PW DIR / SOL WST MGR	0.23	21,959
		HIGHWAY SUPERINTENDENT	1.00	75,954
	61305	ADMINISTRATIVE ASSISTANT	0.50	18,374
		OFFICE MANAGER	1.00	51,953
	61605	SICK & INJURY		37,143
	61607	VACATION		120,074
02001	61304	CIVIL ENGINEER	1.00	72,683
		CITY ENGINEER	1.00	94,653
02***	61304	PW - AFSCME	20.48	733,059
85 - PUBLIC WORKS Total			26.21	1,333,867

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

PUBLIC WORKS

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61301 - DEPARTMENT HEAD	103,939	105,752	107,596	107,586	108,015	0	108,015	108,015
61303 - SUPERVISORY PERSONNEL	129,028	95,863	122,803	97,136	97,913	0	97,913	97,913
61304 - GENERAL PERSONNEL	930,370	858,643	907,981	959,192	906,521	0	906,521	906,521
61305 - ADMINISTRATIVE PERSONNEL	37,051	62,500	67,578	58,748	70,327	0	70,327	70,327
61401 - TEMPORARY PERSONNEL	18,945	3,001	0	305	0	0	0	0
61501 - REGULAR OVERTIME	54,479	63,513	75,590	97,969	71,412	0	71,412	71,412
61602 - STAND-BY PAY	12,460	12,404	12,775	12,775	12,775	0	12,775	12,775
61605 - SICK & INJURY	32,813	38,416	38,949	20,275	37,143	0	37,143	37,143
61607 - VACATION	114,068	122,585	100,994	100,994	120,074	0	120,074	120,074
61609 - STIPEND	0	0	2,340	2,340	2,340	0	2,340	2,340
61611 - OUT OF CLASS PAY	0	0	2,000	0	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	337,104	358,219	382,195	333,883	393,062	0	393,062	393,062
61702 - DENTAL INSURANCE	21,746	21,435	25,263	29,274	25,754	0	25,754	25,754
61703 - RETIREMENT CONTRIBUTIONS	124,573	146,437	130,247	150,699	155,352	0	155,352	155,352
61704 - SOCIAL SECURITY	108,337	102,158	92,796	105,551	108,521	0	108,521	108,521
61705 - WORKERS COMPENSATION	27,589	1,921	26,116	26,387	26,369	0	26,369	26,369
61901 - RECRUITMENT	185	1,163	0	175	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	3,306	0	0	9,983	0	0	0	0
61000 - PERSONNEL SERVICES	2,055,994	1,994,009	2,095,223	2,113,273	2,137,578	0	2,137,578	2,137,578
62103 - TECHNICAL SERVICES	13,164	18,934	30,726	16,718	30,766	0	30,766	30,766
62120 - LABORATORY SERVICES	13,834	19,052	6,058	3,382	5,465	0	5,465	5,465
62121 - MONITORING/INSPECTIONS	13,257	21,069	41,145	13,528	41,145	0	41,145	41,145
62175 - OTHER SERVICES	0	0	3,100	0	0	0	0	0
62205 - PC REPLACEMENT CHARGE	6,924	6,708	5,876	5,876	5,877	0	5,877	5,877
62206 - PW FLEET CHARGE	726,240	734,976	772,884	768,728	754,358	0	754,358	754,358
62209 - RUBBISH PICK-UP	717	475	1,000	500	0	0	0	0
62300 - REPAIR & MAINTENANCE SVCS	10,546	26,518	33,500	33,500	36,525	0	36,525	36,525
62301 - OFFICE EQUIPMENT MAINT.	403	403	500	485	500	0	500	500
62306 - SOFTWARE MAINTENANCE	641	0	3,800	3,800	0	0	0	0
62310 - SAFETY PROGRAM MAINT.	5,584	5,820	7,150	6,500	7,150	0	7,150	7,150
62314 - SYSTEMS MAINTENANCE	0	0	37,500	0	0	0	0	0
62331 - ROAD AND STREET MAINT.	227,289	215,713	405,564	405,564	311,264	102,500	413,764	371,264
62372 - TREE/FORESTRY MAINTENANCE	53,722	32,339	41,715	41,715	41,715	0	41,715	41,715
62373 - TREE PLANTING	1,290	300	3,000	3,000	3,000	0	3,000	3,000
62374 - STREET LIGHT MAINTENANCE	8,309	14,895	15,000	33,804	17,000	0	17,000	17,000
62430 - TRAVEL	225	73	0	344	400	0	400	400
62435 - TRAINING	1,675	2,367	3,500	1,344	3,800	0	3,800	3,800
62436 - MEETINGS & DUES	2,231	2,376	1,750	2,231	2,000	0	2,000	2,000

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62447 - PUBLIC AWARENESS	0	2,000	2,000	530	2,000	0	2,000	2,000
62448 - HAULING AND DISPOSAL	4,912	2,440	6,324	0	6,324	0	6,324	6,324
62498 - USE OF TRUST FUNDS	0	0	5,805	5,805	5,805	0	5,805	5,805
62501 - WATER	11,904	7,100	17,432	12,000	10,000	0	10,000	10,000
62503 - ELECTRICITY	168,047	172,761	175,500	172,455	173,500	0	173,500	173,500
62510 - TELEPHONE	6,460	5,546	5,500	5,600	6,000	0	6,000	6,000
62604 - EQUIPMENT RENTAL	1,348	7,100	6,000	15,000	8,000	0	8,000	8,000
62607 - RENTAL VEHICLES	0	0	3,025	4,534	0	0	0	0
62701 - OFFICE SUPPLIES	2,540	2,701	6,500	2,450	2,500	0	2,500	2,500
62734 - MINOR EQUIPMENT	0	0	6,000	4,650	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	389,305	379,828	439,176	461,841	434,901	0	434,901	434,901
62744 - MINOR COMPUTER EQUIPMENT	0	0	0	88	0	0	0	0
62755 - UNIFORMS	10,210	9,325	11,000	9,680	11,000	0	11,000	11,000
62760 - OPERATING SUPPLIES	98,694	123,102	114,355	157,666	115,713	0	115,713	115,713
63409 - EQUIPMENT ACQUISITION	0	0	0	0	0	15,500	15,500	15,500
62000 - OPERATING EXPENDITURES	1,779,473	1,813,922	2,212,385	2,193,318	2,036,708	118,000	2,154,708	2,112,208
Department Total	3,835,467	3,807,931	4,307,608	4,306,591	4,174,286	118,000	4,292,286	4,249,786

Fiscal Year 2015 - 2016

PUBLIC WORKS 02000 - PW ADMINISTRATION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61301 - DEPARTMENT HEAD	103,939	105,752	107,596	107,586	108,015	0	108,015	108,015
61303 - SUPERVISORY PERSONNEL	129,028	95,863	122,803	97,136	97,913	0	97,913	97,913
61305 - ADMINISTRATIVE PERSONNEL	37,051	62,500	67,578	58,748	70,327	0	70,327	70,327
61401 - TEMPORARY PERSONNEL	16,740	0	0	305	0	0	0	0
61501 - REGULAR OVERTIME	1,548	371	0	165	0	0	0	0
61602 - STAND-BY PAY	12,460	12,404	12,775	12,775	12,775	0	12,775	12,775
61605 - SICK & INJURY	32,813	38,416	38,949	20,275	37,143	0	37,143	37,143
61607 - VACATION	114,068	122,585	100,994	100,994	120,074	0	120,074	120,074
61609 - STIPEND	0	0	2,340	2,340	2,340	0	2,340	2,340
61701 - HEALTH INSURANCE	60,633	64,990	80,834	66,167	76,240	0	76,240	76,240
61702 - DENTAL INSURANCE	4,972	5,071	5,264	5,657	6,375	0	6,375	6,375
61703 - RETIREMENT CONTRIBUTIONS	37,690	47,158	24,711	42,197	42,715	0	42,715	42,715
61704 - SOCIAL SECURITY	33,786	32,913	17,553	29,477	29,461	0	29,461	29,461
61705 - WORKERS COMPENSATION	5,423	361	4,816	4,634	3,977	0	3,977	3,977
61901 - RECRUITMENT	185	940	0	175	0	0	0	0
61902 - OUTSIDE AGENCY TEMPS	3,306	0	0	9,983	0	0	0	0
61000 - PERSONNEL SERVICES	593,643	589,324	586,213	558,615	607,353	0	607,353	607,353
62120 - LABORATORY SERVICES	1,920	1,572	1,400	1,100	1,400	0	1,400	1,400
62205 - PC REPLACEMENT CHARGE	2,064	2,508	1,903	1,903	1,903	0	1,903	1,903
62206 - PW FLEET CHARGE	7,008	7,104	7,442	7,442	7,483	0	7,483	7,483
62301 - OFFICE EQUIPMENT MAINT.	403	403	500	485	500	0	500	500
62310 - SAFETY PROGRAM MAINT.	5,584	5,820	7,150	6,500	7,150	0	7,150	7,150
62430 - TRAVEL	92	73	0	310	400	0	400	400
62435 - TRAINING	653	1,361	750	850	950	0	950	950
62436 - MEETINGS & DUES	1,028	542	550	627	750	0	750	750
62510 - TELEPHONE	6,460	5,546	5,500	5,600	6,000	0	6,000	6,000
62701 - OFFICE SUPPLIES	1,624	2,701	2,500	2,450	2,500	0	2,500	2,500
62734 - MINOR EQUIPMENT	0	0	6,000	4,650	0	0	0	0
62755 - UNIFORMS	10,210	9,325	11,000	9,680	11,000	0	11,000	11,000
62000 - OPERATING EXPENDITURES	37,046	36,955	44,695	41,597	40,036	0	40,036	40,036
02000 - PW ADMINISTRATION Total	630,688	626,279	630,908	600,212	647,389	0	647,389	647,389

PUBLIC WORKS 02001 - ENGINEERING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	228,397	163,881	166,688	166,688	167,335	0	167,335	167,335
61401 - TEMPORARY PERSONNEL	2,205	3,001	0	0	0	0	0	0
61501 - REGULAR OVERTIME	489	134	3,500	160	0	0	0	0
61701 - HEALTH INSURANCE	55,323	37,364	38,868	38,868	40,487	0	40,487	40,487

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61702 - DENTAL INSURANCE	3,466	2,281	2,715	2,715	2,715	0	2,715	2,715
61703 - RETIREMENT CONTRIBUTIONS	20,229	17,664	18,329	18,329	18,691	0	18,691	18,691
61704 - SOCIAL SECURITY	17,662	12,695	13,019	13,019	12,801	0	12,801	12,801
61705 - WORKERS COMPENSATION	6,246	309	4,572	4,572	4,569	0	4,569	4,569
61901 - RECRUITMENT	0	34	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	334,018	237,364	247,691	244,350	246,600	0	246,600	246,600
62103 - TECHNICAL SERVICES	4,614	12,225	16,500	16,500	16,500	0	16,500	16,500
62205 - PC REPLACEMENT CHARGE	4,860	4,200	3,973	3,973	3,974	0	3,974	3,974
62206 - PW FLEET CHARGE	19,296	23,988	25,572	25,572	25,649	0	25,649	25,649
62306 - SOFTWARE MAINTENANCE	641	0	3,800	3,800	0	0	0	0
62435 - TRAINING	902	1,006	2,750	494	2,850	0	2,850	2,850
62436 - MEETINGS & DUES	1,203	1,834	1,200	1,604	1,250	0	1,250	1,250
62701 - OFFICE SUPPLIES	917	0	4,000	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	0	0	0	88	0	0	0	0
62760 - OPERATING SUPPLIES	4,461	4,264	4,345	5,796	4,500	0	4,500	4,500
62000 - OPERATING EXPENDITURES	36,894	47,517	62,140	57,827	54,723	0	54,723	54,723
02001 - ENGINEERING Total	370,912	284,882	309,830	302,177	301,323	0	301,323	301,323

PUBLIC WORKS 02002 - NON-DEPARTMENTAL

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	40,654	54,877	49,100	34,871	55,398	0	55,398	55,398
61501 - REGULAR OVERTIME	2,430	1,433	2,922	1,909	2,317	0	2,317	2,317
61701 - HEALTH INSURANCE	13,821	18,824	17,387	16,231	20,711	0	20,711	20,711
61702 - DENTAL INSURANCE	988	1,064	1,145	1,061	1,249	0	1,249	1,249
61703 - RETIREMENT CONTRIBUTIONS	3,795	6,065	5,603	3,824	6,695	0	6,695	6,695
61704 - SOCIAL SECURITY	3,254	4,207	3,980	2,737	4,729	0	4,729	4,729
61705 - WORKERS COMPENSATION	876	0	1,076	748	1,272	0	1,272	1,272
61000 - PERSONNEL SERVICES	65,819	86,469	81,213	61,381	92,371	0	92,371	92,371
62206 - PW FLEET CHARGE	15,180	14,556	15,247	15,247	15,056	0	15,056	15,056
62760 - OPERATING SUPPLIES	2,720	3,562	4,000	2,566	1,702	0	1,702	1,702
62000 - OPERATING EXPENDITURES	17,900	18,118	19,247	17,813	16,758	0	16,758	16,758
02002 - NON-DEPARTMENTAL Total	83,719	104,587	100,460	79,194	109,129	0	109,129	109,129

PUBLIC WORKS 02003 - STREET PLOWING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	19,521	16,383	23,840	30,378	23,222	0	23,222	23,222
61501 - REGULAR OVERTIME	18,732	29,594	29,240	51,642	29,240	0	29,240	29,240
61611 - OUT OF CLASS PAY	0	0	2,000	0	2,000	0	2,000	2,000
61701 - HEALTH INSURANCE	11,924	16,277	8,442	15,879	8,682	0	8,682	8,682
61702 - DENTAL INSURANCE	854	921	556	1,038	524	0	524	524
61703 - RETIREMENT CONTRIBUTIONS	3,352	4,952	5,717	8,834	5,964	0	5,964	5,964

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61704 - SOCIAL SECURITY	2,884	3,436	4,061	6,161	4,145	0	4,145	4,145
61705 - WORKERS COMPENSATION	768	108	1,098	1,661	1,118	0	1,118	1,118
61000 - PERSONNEL SERVICES	58,034	71,670	74,954	115,593	74,895	0	74,895	74,895
62206 - PW FLEET CHARGE	65,088	64,332	66,203	66,203	65,375	0	65,375	65,375
62000 - OPERATING EXPENDITURES	65,088	64,332	66,203	66,203	65,375	0	65,375	65,375
02003 - STREET PLOWING Total	123,122	136,002	141,157	181,796	140,270	0	140,270	140,270

PUBLIC WORKS 02004 - SIDEWALK PLOWING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	4,771	3,814	5,498	7,531	5,692	0	5,692	5,692
61501 - REGULAR OVERTIME	6,011	4,109	3,294	5,437	3,294	0	3,294	3,294
61701 - HEALTH INSURANCE	5,161	7,099	1,947	7,381	2,128	0	2,128	2,128
61702 - DENTAL INSURANCE	373	403	128	483	128	0	128	128
61703 - RETIREMENT CONTRIBUTIONS	943	853	947	1,219	1,029	0	1,029	1,029
61704 - SOCIAL SECURITY	822	593	673	981	720	0	720	720
61705 - WORKERS COMPENSATION	224	21	182	264	194	0	194	194
61000 - PERSONNEL SERVICES	18,304	16,891	12,669	23,296	13,185	0	13,185	13,185
62206 - PW FLEET CHARGE	48,648	46,644	48,148	48,148	47,834	0	47,834	47,834
62000 - OPERATING EXPENDITURES	48,648	46,644	48,148	48,148	47,834	0	47,834	47,834
02004 - SIDEWALK PLOWING Total	66,952	63,535	60,817	71,444	61,019	0	61,019	61,019

PUBLIC WORKS 02005 - STREET SALTING & SANDING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	12,667	15,626	14,674	13,795	15,026	0	15,026	15,026
61501 - REGULAR OVERTIME	13,742	16,238	20,968	20,333	20,968	0	20,968	20,968
61701 - HEALTH INSURANCE	9,826	13,506	5,196	14,045	5,617	0	5,617	5,617
61702 - DENTAL INSURANCE	708	765	342	920	339	0	339	339
61703 - RETIREMENT CONTRIBUTIONS	2,324	3,432	3,838	3,675	4,088	0	4,088	4,088
61704 - SOCIAL SECURITY	1,998	2,387	2,727	2,562	2,839	0	2,839	2,839
61705 - WORKERS COMPENSATION	575	82	738	576	766	0	766	766
61000 - PERSONNEL SERVICES	41,840	52,036	48,483	55,906	49,643	0	49,643	49,643
62206 - PW FLEET CHARGE	71,316	69,588	74,067	74,067	72,659	0	72,659	72,659
62430 - TRAVEL	133	0	0	34	0	0	0	0
62000 - OPERATING EXPENDITURES	71,449	69,588	74,067	74,101	72,659	0	72,659	72,659
02005 - STREET SALTING & SANDING Total	113,289	121,624	122,550	130,007	122,302	0	122,302	122,302

PUBLIC WORKS 02006 - SIDEWALK SALT & SANDING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	1,883	2,888	1,830	1,672	2,087	0	2,087	2,087
61701 - HEALTH INSURANCE	216	177	648	194	780	0	780	780
61702 - DENTAL INSURANCE	10	10	43	11	47	0	47	47

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61703 - RETIREMENT CONTRIBUTIONS	166	311	197	147	242	0	242	242
61704 - SOCIAL SECURITY	142	216	140	126	171	0	171	171
61705 - WORKERS COMPENSATION	39	9	38	34	46	0	46	46
61000 - PERSONNEL SERVICES	2,456	3,610	2,896	2,184	3,373	0	3,373	3,373
62206 - PW FLEET CHARGE	18,756	17,988	18,938	18,938	18,769	0	18,769	18,769
62000 - OPERATING EXPENDITURES	18,756	17,988	18,938	18,938	18,769	0	18,769	18,769
02006 - SIDEWALK SALT & SANDING Total	21,212	21,598	21,834	21,122	22,142	0	22,142	22,142

PUBLIC WORKS 02007 - HAULING SNOW

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	10,263	7,662	11,920	12,455	7,589	0	7,589	7,589
61501 - REGULAR OVERTIME	2,714	1,007	2,406	5,474	2,406	0	2,406	2,406
61701 - HEALTH INSURANCE	6,525	7,730	4,221	7,040	2,837	0	2,837	2,837
61702 - DENTAL INSURANCE	399	472	278	507	171	0	171	171
61703 - RETIREMENT CONTRIBUTIONS	1,142	934	1,153	1,800	1,151	0	1,151	1,151
61704 - SOCIAL SECURITY	980	649	1,096	1,274	808	0	808	808
61705 - WORKERS COMPENSATION	381	57	297	422	218	0	218	218
61000 - PERSONNEL SERVICES	22,403	18,510	21,371	28,973	15,180	0	15,180	15,180
62206 - PW FLEET CHARGE	52,224	50,076	56,654	56,664	54,904	0	54,904	54,904
62000 - OPERATING EXPENDITURES	52,224	50,076	56,654	56,664	54,904	0	54,904	54,904
02007 - HAULING SNOW Total	74,627	68,586	78,025	85,637	70,084	0	70,084	70,084

PUBLIC WORKS 02008 - SAND STOCK PILING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	3,672	3,407	3,668	4,717	3,870	0	3,870	3,870
61701 - HEALTH INSURANCE	100	82	1,299	570	1,447	0	1,447	1,447
61702 - DENTAL INSURANCE	5	4	86	5	87	0	87	87
61703 - RETIREMENT CONTRIBUTIONS	324	367	395	497	450	0	450	450
61704 - SOCIAL SECURITY	269	246	281	344	318	0	318	318
61705 - WORKERS COMPENSATION	76	11	76	103	85	0	85	85
61000 - PERSONNEL SERVICES	4,446	4,117	5,805	6,236	6,257	0	6,257	6,257
62206 - PW FLEET CHARGE	3,972	3,816	3,932	3,932	3,883	0	3,883	3,883
62000 - OPERATING EXPENDITURES	3,972	3,816	3,932	3,932	3,883	0	3,883	3,883
02008 - SAND STOCK PILING Total	8,418	7,933	9,737	10,168	10,140	0	10,140	10,140

PUBLIC WORKS 02009 - OTHER WINTER MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	104,311	97,448	111,883	130,501	106,271	0	106,271	106,271
61501 - REGULAR OVERTIME	2,895	1,573	9,501	1,896	9,501	0	9,501	9,501
61701 - HEALTH INSURANCE	4,581	13,948	39,609	4,482	39,719	0	39,719	39,719
61702 - DENTAL INSURANCE	215	196	2,608	269	2,395	0	2,395	2,395

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61703 - RETIREMENT CONTRIBUTIONS	9,434	10,664	13,070	14,145	13,405	0	13,405	13,405
61704 - SOCIAL SECURITY	8,068	7,374	9,284	10,060	9,456	0	9,456	9,456
61705 - WORKERS COMPENSATION	2,430	233	2,512	2,791	2,544	0	2,544	2,544
61000 - PERSONNEL SERVICES	131,934	131,437	188,467	164,144	183,291	0	183,291	183,291
62206 - PW FLEET CHARGE	23,844	30,492	31,296	31,296	30,904	0	30,904	30,904
62503 - ELECTRICITY	559	724	500	1,239	500	0	500	500
62604 - EQUIPMENT RENTAL	1,348	7,100	6,000	15,000	8,000	0	8,000	8,000
62740 - OTHER MAINT. SUPPLIES	279,192	296,541	282,146	302,209	282,146	0	282,146	282,146
62760 - OPERATING SUPPLIES	5,880	9,367	2,842	8,400	5,342	0	5,342	5,342
62000 - OPERATING EXPENDITURES	310,822	344,223	322,784	358,144	326,892	0	326,892	326,892
02009 - OTHER WINTER MAINTENANCE Total	442,756	475,660	511,251	522,288	510,183	0	510,183	510,183

PUBLIC WORKS 02010 - STREET MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	123,987	153,725	138,440	154,706	149,879	0	149,879	149,879
61501 - REGULAR OVERTIME	2,144	1,639	1,203	1,478	1,203	0	1,203	1,203
61701 - HEALTH INSURANCE	81,763	88,987	49,024	90,935	56,033	0	56,033	56,033
61702 - DENTAL INSURANCE	4,579	5,054	3,228	5,485	3,379	0	3,379	3,379
61703 - RETIREMENT CONTRIBUTIONS	11,126	16,733	15,040	16,598	17,547	0	17,547	17,547
61704 - SOCIAL SECURITY	9,504	11,555	10,683	11,696	12,407	0	12,407	12,407
61705 - WORKERS COMPENSATION	2,594	267	2,890	3,220	3,336	0	3,336	3,336
61901 - RECRUITMENT	0	189	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	235,697	278,148	220,508	284,118	243,784	0	243,784	243,784
62206 - PW FLEET CHARGE	102,552	105,948	109,937	109,937	106,577	0	106,577	106,577
62331 - ROAD AND STREET MAINT.	874	36,880	196,917	196,917	134,417	102,500	236,917	194,417
62740 - OTHER MAINT. SUPPLIES	108,431	82,822	156,030	156,030	151,755	0	151,755	151,755
62760 - OPERATING SUPPLIES	9,085	14,889	3,500	8,744	3,500	0	3,500	3,500
63409 - EQUIPMENT ACQUISITION	0	0	0	0	0	15,500	15,500	15,500
62000 - OPERATING EXPENDITURES	220,942	240,539	466,384	471,628	396,249	118,000	514,249	471,749
02010 - STREET MAINTENANCE Total	456,640	518,687	686,892	755,746	640,033	118,000	758,033	715,533

PUBLIC WORKS 02011 - SIDEWALK REPAIRS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	17,238	2,679	21,367	9,000	12,901	0	12,901	12,901
61501 - REGULAR OVERTIME	27	107	586	0	380	0	380	380
61701 - HEALTH INSURANCE	1,432	1,171	7,567	1,216	4,823	0	4,823	4,823
61702 - DENTAL INSURANCE	67	61	498	73	291	0	291	291
61703 - RETIREMENT CONTRIBUTIONS	1,519	300	2,364	189	1,541	0	1,541	1,541
61704 - SOCIAL SECURITY	1,302	208	1,680	133	1,089	0	1,089	1,089
61705 - WORKERS COMPENSATION	359	1	454	35	293	0	293	293
61000 - PERSONNEL SERVICES	21,944	4,529	34,516	10,646	21,318	0	21,318	21,318

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62206 - PW FLEET CHARGE	54,768	52,512	53,926	53,926	53,251	0	53,251	53,251
62760 - OPERATING SUPPLIES	10,218	25	15,000	5,000	15,000	0	15,000	15,000
62000 - OPERATING EXPENDITURES	64,986	52,537	68,926	58,926	68,251	0	68,251	68,251
02011 - SIDEWALK REPAIRS Total	86,930	57,066	103,442	69,572	89,569	0	89,569	89,569

PUBLIC WORKS 02012 - STREET SWEEPING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	375	226	0	0	0	0	0	0
61501 - REGULAR OVERTIME	0	183	0	0	0	0	0	0
61701 - HEALTH INSURANCE	610	499	0	12	0	0	0	0
61702 - DENTAL INSURANCE	28	26	0	1	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	33	44	0	0	0	0	0	0
61704 - SOCIAL SECURITY	28	30	0	0	0	0	0	0
61705 - WORKERS COMPENSATION	8	1	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	1,083	1,010	0	13	0	0	0	0
62331 - ROAD AND STREET MAINT.	111,844	113,611	156,800	156,800	125,000	0	125,000	125,000
62000 - OPERATING EXPENDITURES	111,844	113,611	156,800	156,800	125,000	0	125,000	125,000
02012 - STREET SWEEPING Total	112,927	114,621	156,800	156,813	125,000	0	125,000	125,000

PUBLIC WORKS 02013 - BRIDGE REPAIRS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	5,771	7,729	9,239	3,413	7,589	0	7,589	7,589
61701 - HEALTH INSURANCE	84	58	3,272	60	2,837	0	2,837	2,837
61702 - DENTAL INSURANCE	3	3	215	4	171	0	171	171
61703 - RETIREMENT CONTRIBUTIONS	524	832	995	368	882	0	882	882
61704 - SOCIAL SECURITY	436	580	707	256	624	0	624	624
61705 - WORKERS COMPENSATION	119	0	191	71	168	0	168	168
61000 - PERSONNEL SERVICES	6,937	9,201	14,619	4,172	12,271	0	12,271	12,271
62206 - PW FLEET CHARGE	1,908	1,824	2,006	2,066	1,981	0	1,981	1,981
62760 - OPERATING SUPPLIES	146	227	1,000	400	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	2,054	2,051	3,006	2,466	2,981	0	2,981	2,981
02013 - BRIDGE REPAIRS Total	8,991	11,252	17,625	6,638	15,252	0	15,252	15,252

PUBLIC WORKS 02014 - ROAD SIDES & GRAVEL ROADS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	52,470	51,240	61,430	71,361	62,374	0	62,374	62,374
61501 - REGULAR OVERTIME	192	624	0	1,113	0	0	0	0
61701 - HEALTH INSURANCE	27,705	32,786	21,753	22,126	23,318	0	23,318	23,318
61702 - DENTAL INSURANCE	1,692	2,002	1,432	7,731	1,406	0	1,406	1,406
61703 - RETIREMENT CONTRIBUTIONS	4,750	5,587	6,616	5,412	7,247	0	7,247	7,247
61704 - SOCIAL SECURITY	3,959	3,877	4,699	2,890	5,125	0	5,125	5,125

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61705 - WORKERS COMPENSATION	1,089	119	1,271	804	1,378	0	1,378	1,378
61000 - PERSONNEL SERVICES	91,857	96,236	97,201	111,438	100,848	0	100,848	100,848
62206 - PW FLEET CHARGE	44,196	42,372	44,617	44,617	44,199	0	44,199	44,199
62740 - OTHER MAINT. SUPPLIES	50	0	1,000	0	1,000	0	1,000	1,000
62760 - OPERATING SUPPLIES	9,503	21,551	7,500	14,800	7,500	0	7,500	7,500
62000 - OPERATING EXPENDITURES	53,749	63,923	53,117	59,417	52,699	0	52,699	52,699
02014 - ROAD SIDES & GRAVEL ROADS Total	145,606	160,159	150,318	170,855	153,547	0	153,547	153,547

PUBLIC WORKS 02015 - TRASH PICK-UP

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	2,679	809	2,473	707	1,866	0	1,866	1,866
61701 - HEALTH INSURANCE	228	185	876	193	698	0	698	698
61702 - DENTAL INSURANCE	10	10	58	12	42	0	42	42
61703 - RETIREMENT CONTRIBUTIONS	236	87	266	68	217	0	217	217
61704 - SOCIAL SECURITY	203	61	189	53	153	0	153	153
61705 - WORKERS COMPENSATION	55	1	51	15	41	0	41	41
61000 - PERSONNEL SERVICES	3,412	1,153	3,913	1,046	3,017	0	3,017	3,017
62206 - PW FLEET CHARGE	876	840	883	883	872	0	872	872
62209 - RUBBISH PICK-UP	717	475	1,000	500	0	0	0	0
62760 - OPERATING SUPPLIES	0	0	0	1,000	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	1,593	1,315	1,883	2,383	1,872	0	1,872	1,872
02015 - TRASH PICK-UP Total	5,005	2,467	5,796	3,429	4,889	0	4,889	4,889

PUBLIC WORKS 02016 - SIGN MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	41,753	45,059	46,757	37,621	45,639	0	45,639	45,639
61501 - REGULAR OVERTIME	63	16	0	19	0	0	0	0
61701 - HEALTH INSURANCE	21,002	24,594	16,557	18,610	17,062	0	17,062	17,062
61702 - DENTAL INSURANCE	1,272	1,497	1,090	1,337	1,029	0	1,029	1,029
61703 - RETIREMENT CONTRIBUTIONS	3,698	4,856	5,036	3,591	5,304	0	5,304	5,304
61704 - SOCIAL SECURITY	3,199	3,421	3,577	2,525	3,751	0	3,751	3,751
61705 - WORKERS COMPENSATION	865	124	968	691	1,008	0	1,008	1,008
61000 - PERSONNEL SERVICES	71,852	79,567	73,985	64,394	73,793	0	73,793	73,793
62206 - PW FLEET CHARGE	11,928	11,436	12,037	12,037	11,715	0	11,715	11,715
62435 - TRAINING	120	0	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	16,524	26,413	42,769	37,000	42,769	0	42,769	42,769
62000 - OPERATING EXPENDITURES	28,572	37,849	54,806	49,037	54,484	0	54,484	54,484
02016 - SIGN MAINTENANCE Total	100,424	117,416	128,791	113,431	128,277	0	128,277	128,277

PUBLIC WORKS 02017 - PAVEMENT MARKINGS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	1,943	1,142	5,045	2,203	1,605	0	1,605	1,605
61501 - REGULAR OVERTIME	19	117	0	0	0	0	0	0
61701 - HEALTH INSURANCE	398	323	1,787	335	600	0	600	600
61702 - DENTAL INSURANCE	18	16	118	19	36	0	36	36
61703 - RETIREMENT CONTRIBUTIONS	173	136	543	216	186	0	186	186
61704 - SOCIAL SECURITY	146	95	386	164	132	0	132	132
61705 - WORKERS COMPENSATION	42	2	104	44	35	0	35	35
61000 - PERSONNEL SERVICES	2,739	1,831	7,983	2,981	2,594	0	2,594	2,594
62206 - PW FLEET CHARGE	3,900	3,732	3,852	3,852	1,855	0	1,855	1,855
62331 - ROAD AND STREET MAINT.	114,572	65,221	51,847	51,847	51,847	0	51,847	51,847
62760 - OPERATING SUPPLIES	944	348	2,000	600	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	119,416	69,302	57,699	56,299	55,702	0	55,702	55,702
02017 - PAVEMENT MARKINGS Total	122,154	71,132	65,682	59,280	58,296	0	58,296	58,296

PUBLIC WORKS 02018 - STREET LIGHTING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62374 - STREET LIGHT MAINTENANCE	6,177	12,776	12,000	23,500	12,000	0	12,000	12,000
62503 - ELECTRICITY	159,561	164,122	165,000	163,516	165,000	0	165,000	165,000
62760 - OPERATING SUPPLIES	152	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	165,891	176,897	177,000	187,016	177,000	0	177,000	177,000
02018 - STREET LIGHTING Total	165,891	176,897	177,000	187,016	177,000	0	177,000	177,000

PUBLIC WORKS 02019 - FORESTRY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	10,233	10,841	9,900	13,449	13,175	0	13,175	13,175
61501 - REGULAR OVERTIME	1,161	215	0	256	133	0	133	133
61701 - HEALTH INSURANCE	12,717	14,217	3,506	11,548	4,925	0	4,925	4,925
61702 - DENTAL INSURANCE	683	733	231	805	297	0	297	297
61703 - RETIREMENT CONTRIBUTIONS	1,005	1,191	1,066	1,454	1,586	0	1,586	1,586
61704 - SOCIAL SECURITY	855	823	757	1,025	1,120	0	1,120	1,120
61705 - WORKERS COMPENSATION	235	0	205	279	301	0	301	301
61000 - PERSONNEL SERVICES	26,890	28,020	15,665	28,816	21,537	0	21,537	21,537
62206 - PW FLEET CHARGE	3,576	3,432	4,975	4,975	5,395	0	5,395	5,395
62372 - TREE/FORESTRY MAINTENANCE	53,722	32,339	30,600	30,600	30,600	0	30,600	30,600
62373 - TREE PLANTING	1,290	300	3,000	3,000	3,000	0	3,000	3,000
62760 - OPERATING SUPPLIES	791	602	1,000	2,459	1,000	0	1,000	1,000
62000 - OPERATING EXPENDITURES	59,379	36,673	39,575	41,034	39,995	0	39,995	39,995
02019 - FORESTRY Total	86,269	64,692	55,240	69,850	61,532	0	61,532	61,532

PUBLIC WORKS 02020 - DOWNTOWN MEMORIAL TREES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	0	3	335	169	0	0	0	0
61701 - HEALTH INSURANCE	49	39	119	55	0	0	0	0
61702 - DENTAL INSURANCE	2	2	8	3	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	0	0	36	16	0	0	0	0
61704 - SOCIAL SECURITY	0	0	26	13	0	0	0	0
61705 - WORKERS COMPENSATION	0	0	7	4	0	0	0	0
61000 - PERSONNEL SERVICES	51	45	531	260	0	0	0	0
62206 - PW FLEET CHARGE	720	684	722	722	713	0	713	713
62372 - TREE/FORESTRY MAINTENANCE	0	0	11,115	11,115	11,115	0	11,115	11,115
62498 - USE OF TRUST FUNDS	0	0	5,805	5,805	5,805	0	5,805	5,805
62760 - OPERATING SUPPLIES	0	19	150	150	150	0	150	150
62000 - OPERATING EXPENDITURES	720	703	17,792	17,792	17,783	0	17,783	17,783
02020 - DOWNTOWN MEMORIAL TREES Total	771	747	18,323	18,052	17,783	0	17,783	17,783

PUBLIC WORKS 02021 - DRAINAGE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	64,985	84,977	78,586	124,717	84,913	0	84,913	84,913
61501 - REGULAR OVERTIME	1,385	3,393	1,970	5,304	1,970	0	1,970	1,970
61701 - HEALTH INSURANCE	13,244	3,830	27,828	3,985	31,745	0	31,745	31,745
61702 - DENTAL INSURANCE	822	200	1,832	239	1,914	0	1,914	1,914
61703 - RETIREMENT CONTRIBUTIONS	5,925	9,517	8,676	13,520	10,135	0	10,135	10,135
61704 - SOCIAL SECURITY	5,002	6,576	6,162	9,578	7,162	0	7,162	7,162
61705 - WORKERS COMPENSATION	1,374	93	1,563	2,650	1,926	0	1,926	1,926
61000 - PERSONNEL SERVICES	92,738	108,586	126,617	159,993	139,765	0	139,765	139,765
62206 - PW FLEET CHARGE	61,296	66,384	64,197	64,197	59,036	0	59,036	59,036
62314 - SYSTEMS MAINTENANCE	0	0	37,500	0	0	0	0	0
62740 - OTHER MAINT. SUPPLIES	811	466	0	3,602	0	0	0	0
62760 - OPERATING SUPPLIES	23,599	36,277	25,000	63,000	25,000	0	25,000	25,000
62000 - OPERATING EXPENDITURES	85,706	103,127	126,697	130,799	84,036	0	84,036	84,036
02021 - DRAINAGE Total	178,444	211,713	253,314	290,792	223,801	0	223,801	223,801

PUBLIC WORKS 02022 - CATCH BASIN CLEANING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	29,877	32,926	22,623	51,472	31,615	0	31,615	31,615
61701 - HEALTH INSURANCE	1,978	1,618	8,011	1,683	11,819	0	11,819	11,819
61702 - DENTAL INSURANCE	93	85	527	102	713	0	713	713
61703 - RETIREMENT CONTRIBUTIONS	2,629	3,546	2,436	5,527	3,673	0	3,673	3,673
61704 - SOCIAL SECURITY	2,252	2,442	1,731	3,875	2,598	0	2,598	2,598
61705 - WORKERS COMPENSATION	611	9	468	1,065	698	0	698	698
61000 - PERSONNEL SERVICES	37,440	40,626	35,796	63,724	51,116	0	51,116	51,116
62206 - PW FLEET CHARGE	53,892	50,688	56,172	56,172	55,019	0	55,019	55,019

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62740 - OTHER MAINT. SUPPLIES	822	0	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	444	407	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	55,158	51,095	56,172	56,172	55,019	0	55,019	55,019
02022 - CATCH BASIN CLEANING Total	92,597	91,721	91,968	119,896	106,135	0	106,135	106,135

PUBLIC WORKS 02023 - ASHUELOT RIVER DRAINAGE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	19,620	2,382	8,342	6	3,794	0	3,794	3,794
61701 - HEALTH INSURANCE	260	201	2,954	208	1,419	0	1,419	1,419
61702 - DENTAL INSURANCE	12	10	195	12	86	0	86	86
61703 - RETIREMENT CONTRIBUTIONS	1,727	257	898	0	441	0	441	441
61704 - SOCIAL SECURITY	1,489	177	638	0	312	0	312	312
61705 - WORKERS COMPENSATION	406	0	173	0	84	0	84	84
61000 - PERSONNEL SERVICES	23,513	3,027	13,200	227	6,136	0	6,136	6,136
62206 - PW FLEET CHARGE	11,844	11,352	11,876	11,876	11,728	0	11,728	11,728
62760 - OPERATING SUPPLIES	2,529	419	950	900	950	0	950	950
62000 - OPERATING EXPENDITURES	14,373	11,771	12,826	12,776	12,678	0	12,678	12,678
02023 - ASHUELOT RIVER DRAINAGE Total	37,886	14,798	26,026	13,003	18,814	0	18,814	18,814

PUBLIC WORKS 02024 - ASH SWAMP DRAINAGE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	16,387	2,322	1,649	10	2,656	0	2,656	2,656
61701 - HEALTH INSURANCE	509	417	584	433	993	0	993	993
61702 - DENTAL INSURANCE	24	22	38	25	60	0	60	60
61703 - RETIREMENT CONTRIBUTIONS	1,442	250	178	2	309	0	309	309
61704 - SOCIAL SECURITY	1,222	173	126	0	218	0	218	218
61705 - WORKERS COMPENSATION	339	0	34	0	59	0	59	59
61000 - PERSONNEL SERVICES	19,923	3,184	2,609	471	4,295	0	4,295	4,295
62206 - PW FLEET CHARGE	5,880	5,640	5,858	5,858	5,785	0	5,785	5,785
62760 - OPERATING SUPPLIES	75	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	5,955	5,640	5,858	5,858	5,785	0	5,785	5,785
02024 - ASH SWAMP DRAINAGE Total	25,878	8,824	8,467	6,329	10,080	0	10,080	10,080

PUBLIC WORKS 02025 - BEAVER BROOK DRAINAGE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	30,758	4,120	14,960	7,300	7,209	0	7,209	7,209
61701 - HEALTH INSURANCE	305	198	5,298	2,786	2,695	0	2,695	2,695
61702 - DENTAL INSURANCE	12	10	349	195	163	0	163	163
61703 - RETIREMENT CONTRIBUTIONS	2,710	444	1,611	797	838	0	838	838
61704 - SOCIAL SECURITY	2,300	308	1,144	595	592	0	592	592
61705 - WORKERS COMPENSATION	637	0	310	162	159	0	159	159

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61000 - PERSONNEL SERVICES	36,720	5,080	23,672	11,835	11,656	0	11,656	11,656
62206 - PW FLEET CHARGE	3,816	11,436	12,759	12,759	12,600	0	12,600	12,600
62760 - OPERATING SUPPLIES	9,684	3,300	1,750	3,500	1,750	0	1,750	1,750
62000 - OPERATING EXPENDITURES	13,500	14,736	14,509	16,259	14,350	0	14,350	14,350
02025 - BEAVER BROOK DRAINAGE								
Total	50,220	19,815	38,181	28,094	26,006	0	26,006	26,006

PUBLIC WORKS 02026 - DRAINAGE AREA CLEANING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	1,450	4,285	3,759	1,167	1,172	0	1,172	1,172
61501 - REGULAR OVERTIME	12	245	0	23	0	0	0	0
61701 - HEALTH INSURANCE	5,085	7,790	1,331	7,101	438	0	438	438
61702 - DENTAL INSURANCE	363	448	88	462	26	0	26	26
61703 - RETIREMENT CONTRIBUTIONS	129	488	405	125	136	0	136	136
61704 - SOCIAL SECURITY	111	336	288	87	96	0	96	96
61705 - WORKERS COMPENSATION	30	1	78	25	26	0	26	26
61000 - PERSONNEL SERVICES	7,180	13,593	5,949	8,990	1,894	0	1,894	1,894
62206 - PW FLEET CHARGE	720	684	642	642	726	0	726	726
62760 - OPERATING SUPPLIES	38	0	0	0	0	0	0	0
62000 - OPERATING EXPENDITURES	758	684	642	642	726	0	726	726
02026 - DRAINAGE AREA CLEANING								
Total	7,938	14,277	6,591	9,632	2,620	0	2,620	2,620

PUBLIC WORKS 02027 - DOWNTOWN MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	50,003	60,554	58,858	53,210	60,711	0	60,711	60,711
61501 - REGULAR OVERTIME	916	1,304	0	1,081	0	0	0	0
61701 - HEALTH INSURANCE	1,628	1,309	20,842	1,739	22,697	0	22,697	22,697
61702 - DENTAL INSURANCE	76	70	1,372	103	1,369	0	1,369	1,369
61703 - RETIREMENT CONTRIBUTIONS	4,495	6,662	6,339	5,202	7,054	0	7,054	7,054
61704 - SOCIAL SECURITY	3,848	4,632	4,503	3,856	4,988	0	4,988	4,988
61705 - WORKERS COMPENSATION	1,060	109	1,218	942	1,341	0	1,341	1,341
61000 - PERSONNEL SERVICES	62,025	74,641	93,132	66,133	98,160	0	98,160	98,160
62175 - OTHER SERVICES	0	0	3,100	0	0	0	0	0
62206 - PW FLEET CHARGE	15,504	14,868	15,568	15,568	15,373	0	15,373	15,373
62300 - REPAIR & MAINTENANCE SVCS	10,546	26,518	33,500	33,500	36,525	0	36,525	36,525
62374 - STREET LIGHT MAINTENANCE	2,131	2,119	3,000	10,304	5,000	0	5,000	5,000
62501 - WATER	11,904	7,100	17,432	12,000	10,000	0	10,000	10,000
62503 - ELECTRICITY	7,928	7,916	10,000	7,700	8,000	0	8,000	8,000
62607 - RENTAL VEHICLES	0	0	3,025	4,534	0	0	0	0
62760 - OPERATING SUPPLIES	25	191	0	230	0	0	0	0
62000 - OPERATING EXPENDITURES	48,038	58,713	85,625	83,836	74,898	0	74,898	74,898

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
02027 - DOWNTOWN MAINTENANCE								
Total	110,064	133,353	178,757	149,970	173,058	0	173,058	173,058

PUBLIC WORKS 02028 - HAZARDOUS WASTE SITE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62103 - TECHNICAL SERVICES	8,550	6,710	14,226	218	14,266	0	14,266	14,266
62120 - LABORATORY SERVICES	11,914	17,480	4,658	2,282	4,065	0	4,065	4,065
62121 - MONITORING/INSPECTIONS	13,257	21,069	41,145	13,528	41,145	0	41,145	41,145
62448 - HAULING AND DISPOSAL	4,912	2,440	6,324	0	6,324	0	6,324	6,324
62760 - OPERATING SUPPLIES	0	57	1,530	1,530	1,530	0	1,530	1,530
62000 - OPERATING EXPENDITURES	38,633	47,755	67,882	17,558	67,330	0	67,330	67,330
02028 - HAZARDOUS WASTE SITE								
Total	38,633	47,755	67,882	17,558	67,330	0	67,330	67,330

PUBLIC WORKS 02029 - LEAF PICKUP

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	34,704	27,639	35,117	26,074	32,933	0	32,933	32,933
61501 - REGULAR OVERTIME	0	1,212	0	1,679	0	0	0	0
61701 - HEALTH INSURANCE	0	0	12,435	0	12,312	0	12,312	12,312
61702 - DENTAL INSURANCE	0	0	819	0	742	0	742	742
61703 - RETIREMENT CONTRIBUTIONS	3,054	3,107	3,782	2,947	3,826	0	3,826	3,826
61704 - SOCIAL SECURITY	2,616	2,147	2,686	2,063	2,706	0	2,706	2,706
61705 - WORKERS COMPENSATION	724	0	727	575	727	0	727	727
61000 - PERSONNEL SERVICES	41,098	34,105	55,566	33,338	53,246	0	53,246	53,246
62206 - PW FLEET CHARGE	23,532	22,560	25,358	21,132	25,017	0	25,017	25,017
62447 - PUBLIC AWARENESS	0	2,000	2,000	530	2,000	0	2,000	2,000
62760 - OPERATING SUPPLIES	1,876	1,185	1,020	1,591	1,020	0	1,020	1,020
62000 - OPERATING EXPENDITURES	25,408	25,745	28,378	23,253	28,037	0	28,037	28,037
02029 - LEAF PICKUP Total	66,506	59,850	83,944	56,591	81,283	0	81,283	81,283

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PUBLIC WORKS	3,835,467	3,807,931	4,307,608	4,306,591	4,174,286	118,000	4,292,286	4,249,786

DEPARTMENT:	POLICE	FUND:	PARKING
DIVISION(s):	Parking Services & 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 FY16, 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.
- Completing the request for proposals awarding the contract and completing repairs of the Wells Street Parking Garage.
- Complete a comprehensive maintenance program for all Parking Garages and Parking lots to ensure longevity of the facilities.
- 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. Commercial lot will be fitted with multi space meters during the FY15 spring rehabilitation.
- Installation of electric vehicle chargers in the commercial lot during FY 15 rehabilitation,
- Establish an on line credit card payment option.
- Develop a program to assist with collecting unpaid violations.

Accomplishments in FY15 that serve as a platform for these efforts consist of:

- 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 including additional work,. 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. Changed two hour parking on Washington Street, Court Street and Roxbury Plaza to 10 hours parking to assist with the concern of lack of work force parking.
- Supporting development of long term strategies to ensure that parking services and fund operations remain financially sound and aligned with fiscal policy and Comprehensive Master Plan objectives.
- Updated Chapter 94 of the City Code to reflect current operations and construction changes. 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 spring of 2015.
- Installed new duel head parking meters in all new construction areas. This allows for efficiencies in the areas of money collection, removing snow and pole installation costs.
- Replaced all single head meters with duel head meters on Court Street, Mechanic Street, Washington Street and Roxbury Street.
- Developed a working relationship with the Downtown Merchants, meeting on a regular basis to address concerns and assist with their activities.
- Working with other City Staff now offer credit card payment option.
- Collaborated with Keene State College to hire an intern to work with the Downtown Merchants.

Background

The Parking Services Department provides services to the downtown area. The Parking Service’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 multi-space

meters in good working order, and responding quickly to malfunctioning units. Parking Services also manages the reserved parking to provide employers and employees working in the downtown as well as residents living 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 Parking Services. The re-alignment of the Parking Services has shifted the focus of its staff beyond enforcement to long term management of the City's parking resources. In collaboration with IT, Police, Public Works and Planning departments, Parking Services is developing parking plans and strategies, and maintenance and investment programs necessary to satisfy the mission of Parking Services and the goals of the Comprehensive Master Plan.

PRIMARY SERVICES & RESPONSIBILITIES:		Align w/Comp Plan		
1.	<u>Parking Enforcement:</u> Provide consistent enforcement of violations, review and process ticket payments, 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>Infrastructure:</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 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1	Continue to identify and improve public parking needs		Transportation	O,I,C
2	Implement alternative payment technologies for parking garages, parking lots and single space meters		Transportation	O,I,C
3	Implement an on line credit card payment program 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 including enforcement, maintenance and planning for the future		Transportation	O,I,C
6	Manage the rehabilitation of the Wells Street parking Garage		Transportation	V,O,I,C,E
7	Implement the parking maintenance plan through funds available in the operating budget and the capital improvement program budget		Transportation	O,I,C
8	Develop a comprehensive parking facility maintenance plan to address general maintenance including an on going evaluation of the condition of the parking structures by an engineer		Transportation	O,I,C
METRICS:		FY14	FY15	FY16
1	Number of spaces managed by Parking Services Metered/Leased/Rental	844/51/412	837/51/412	837/51/398
2	Percent of metered spaces occupied. Collected by weekly random survey	47	45	50
3	Number of violations issued	18,243	20,364	22,500
4	Percent of weekly time completing Enforcement/Collections,Surveys,Repairs	68/32	73/27	85/15
5	Number of single space meters replaced with Multi space meters	43	54	167

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

	ACTUAL FY 12/13	ACTUAL FY 13/14	BUDGET FY 14/15	ESTIMATE FY 14/15	DEPT REQ FY 15/16	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
<u>REVENUES</u>								
Taxes	\$916,849	\$840,876	\$1,049,535	\$1,048,290	\$1,167,250	1,167,250	\$1,121,188	\$1,116,586
Meter Collections	385,202	365,710	391,553	358,476	385,372	385,372	406,809	418,267
Fines & Forfeits	315,113	240,752	233,369	213,247	220,400	220,400	224,408	228,887
Miscellaneous & Interest	3,744	5,273	3,744	2,540	2,400	2,400	900	500
Project Balance: Capital Fund		28,573	75,000		588,807	588,807		
Rentals	179,572	177,038	180,599	170,162	174,970	174,970	177,484	179,259
Court Payment		24,792	42,500	42,500	42,500	42,500	42,500	42,500
Use of Capital Reserve			15,000		274,193	274,193		50,000
Use of (Addition to) Surplus			240,090		276,889	276,889	365,445	284,904
TOTAL REVENUES	\$1,800,481	\$1,683,014	\$2,231,391	\$1,835,215	\$3,132,781	\$3,132,781	\$2,338,734	\$2,320,903
<u>EXPENDITURES</u>								
Lots & Meters	\$586,843	\$662,798	\$707,919	\$661,069	\$792,737	\$792,737	\$783,744	\$799,419
Outside Services	176,799	159,523	204,840	199,731	189,223	189,223	\$190,169	\$191,120
City Hall Parking Facility	9,931	13,643	23,406	14,816	27,425	27,425	\$27,562	\$27,700
Wells Street Parking Facility	31,782	26,024	34,101	20,267	43,146	43,146	\$43,362	\$43,579
Courthouse property taxes			257,728	250,044	260,500	260,500	\$267,325	\$274,436
Capital	461,568	150,000	269,090	179,090	1,013,000	1,013,000	\$230,209	\$200,000
Debt Service	617,725	728,876	734,307	721,007	806,750	806,750	\$796,363	\$784,650
TOTAL EXPENDITURES	\$1,884,648	\$1,740,864	\$2,231,391	\$2,046,024	\$3,132,781	\$3,132,781	\$2,338,733	\$2,320,903
NET REVENUE (EXPENDITURE)	(\$84,168)	(\$57,850)	(\$0)	(\$210,809)	\$0	\$0	\$0	(\$0)

Fund Balance 648,875 438,066 161,177 (204,268) (489,172)

Projected fund balance as a % of operating budget 48.90% 15.31% -19.55% -46.07%

(total - capital and debt service- courthouse taxes)

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.

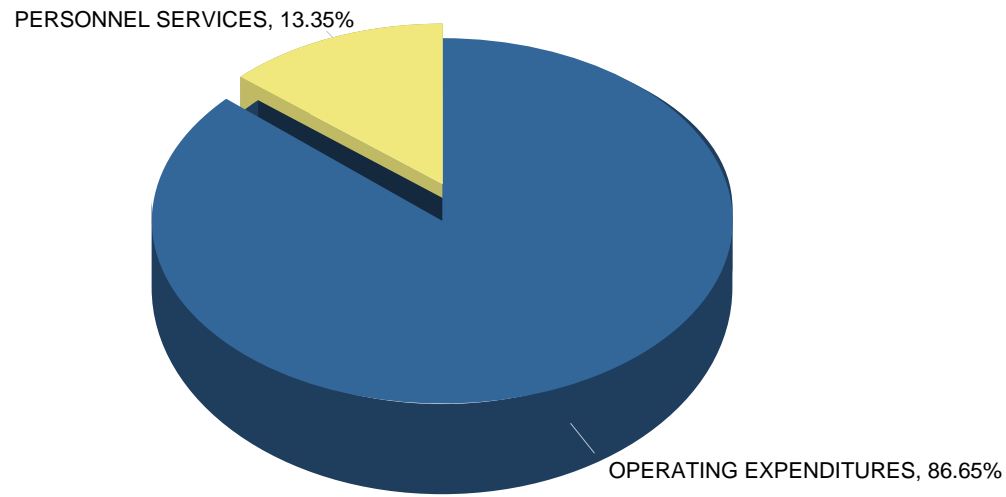
48101- SALE OF BONDS: proceeds expected from bonding to cover capital project items

**City of Keene, New Hampshire
Fiscal Year 2015 - 2016**

Cost Center	Account Title	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PARKING LOTS & METERS	41125 - TAX INCREMENT FINANCING	916,849	840,876	1,049,535	1,048,290	1,167,250	1,167,250
	41000 - TAXES	916,849	840,876	1,049,535	1,048,290	1,167,250	1,167,250
PARKING LOTS & METERS	42307 - CITY HALL:UPPER LOT METER	5,226	4,254	2,692	1,753	2,385	2,385
	42308 - COMMERCIAL LOT METERS	21,815	19,725	20,021	17,540	22,500	22,500
	42309 - ELM LOT METERS	8,553	6,009	7,592	7,466	7,466	7,466
	42310 - GILBO LOT EAST METERS	37,711	39,059	40,681	38,817	41,000	41,000
	42311 - LIBRARY ANNEX LOT METERS	9,485	8,299	10,398	8,036	8,121	8,121
	42312 - WINTER ST LOT METERS	3,417	0	0	0	0	0
	42313 - ON STREET METERS	281,325	272,734	278,369	273,714	285,000	285,000
	42314 - WELLS LOT METERS	17,670	15,631	31,800	11,150	18,900	18,900
	42000 - LICENSES/PERMITS/FEES	385,202	365,710	391,553	358,476	385,372	385,372
PARKING LOTS & METERS	45101 - METER VIOLATIONS - STG 1	108,371	74,868	85,557	81,255	83,000	83,000
	45102 - METER VIOLATIONS - STG 2	142,792	103,546	111,287	100,966	105,000	105,000
	45105 - COURT FINES	61,448	61,101	35,525	30,626	32,000	32,000
	45108 - TIME PAYMENTS	1,949	400	450	400	400	400
	45109 - SMALL CLAIMS COURT PMNTS	554	837	550	0	0	0
	45000 - FINES & FORFEITS	315,113	240,752	233,369	213,247	220,400	220,400
PARKING LOTS & METERS	46000 - MISCELLANEOUS	136	253	0	525	0	0
	46101 - INTEREST EARNINGS	3,637	5,020	3,744	2,015	2,400	2,400
	46103 - INTEREST: A/R	-28	0	0	0	0	0
	46300 - RENTS	11,000	11,040	11,040	11,215	11,380	11,380
	46305 - PARKING SPACE & LOTS	3,635	3,575	3,575	4,366	4,500	4,500
	46310 - PARKING SPACES-EMPLOYEES	9,720	9,720	27,140	27,140	27,140	27,140
	46318 - KEENE DISTRICT COURT	0	24,792	42,500	42,500	42,500	42,500
	46320 - COMMERCIAL LOT RESERVED	16,632	11,751	12,681	9,588	11,960	11,960
	46321 - CYPRESS LOT RESERVED	0	5,173	5,373	3,747	4,500	4,500
	46322 - ELM LOT RESERVED	15,769	14,452	16,832	15,737	15,800	15,800
	46323 - GILBO WEST RESERVED	14,941	19,062	26,624	24,974	25,550	25,550
	46324 - WELLS LOT RESERVED	46,932	48,673	39,822	41,700	42,500	42,500
	46326 - ON STREET RESEVED PARKING	11,156	10,162	10,007	10,155	10,100	10,100
	WELLS ST PRKNG FACILITY	46305 - PARKING SPACE & LOTS	21,983	16,190	21,985	16,020	16,020
46310 - PARKING SPACES-EMPLOYEES		27,804	27,240	5,520	5,520	5,520	5,520
	46000 - MISCELLANEOUS	183,317	207,103	226,843	215,202	219,870	219,870
PARKING LOTS & METERS	47001 - USE(ADDITION) TO SURPLUS	0	0	233,369	0	276,889	276,889
	47003 - CAPITAL RESERVE	0	0	15,000	0	274,193	274,193
	47007 - USE OF SURPLUS: CARRYOVER	0	0	6,721	0	0	0

Cost Center	Account Title	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PARKING LOTS & METERS	47201 - CAPITAL PROJECTS FUND	0	28,573	75,000	0	588,807	588,807
47000 - OTHER FINANCING SOURCES		0	28,573	330,090	0	1,139,889	1,139,889
Revenue Total		1,800,481	1,683,014	2,231,391	1,835,215	3,132,781	3,132,781

14 - PARKING FUND



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	429,309	468,631	395,469	359,336	418,318	0	418,318	418,318
62000 - OPERATING EXPENDITURES	1,455,340	1,262,234	1,835,922	1,686,687	2,673,495	40,968	2,714,463	2,714,463
Department Total	1,884,648	1,730,864	2,231,391	2,046,024	3,091,813	40,968	3,132,781	3,132,781

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
01500	61303	PARKING OPERATIONS MGR	1.00	63,692
	61304	PARKING ENFORCE OFFICER	2.00	88,294
	61307	PARKING ENFORCE OFFICER - PART TIME	1.80	74,412
01501	61304	PW - OUTSIDE SERVICES	0.43	16,653
01502	61304	PW - CITY HALL PARKING FAC	0.06	2100
01503	61304	PW - WELLS ST PARKING FAC	0.04	1423
PARKING FUND			5.33	246,574

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

POLICE

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	67,815	80,597	63,446	63,446	63,692	0	63,692	63,692
61304 - GENERAL PERSONNEL	220,889	200,993	178,028	146,650	108,026	0	108,026	108,026
61307 - PART TIME EMPLOYEES	0	0	0	0	74,412	0	74,412	74,412
61401 - TEMPORARY PERSONNEL	4,703	31,420	49,250	45,141	64,171	0	64,171	64,171
61501 - REGULAR OVERTIME	3,614	7,288	6,164	6,154	7,364	0	7,364	7,364
61601 - HOLIDAY PAY	4,190	4,246	0	0	0	0	0	0
61608 - POLICE INCENTIVES	125	2,300	0	0	0	0	0	0
61701 - HEALTH INSURANCE	71,250	77,110	54,651	55,531	52,096	0	52,096	52,096
61702 - DENTAL INSURANCE	4,118	4,415	2,627	2,942	2,445	0	2,445	2,445
61703 - RETIREMENT CONTRIBUTIONS	15,537	18,820	19,536	18,619	19,537	0	19,537	19,537
61704 - SOCIAL SECURITY	18,344	19,150	18,473	18,046	23,595	0	23,595	23,595
61705 - WORKERS COMPENSATION	4,216	312	3,294	2,807	2,979	0	2,979	2,979
61713 - RET - FIRE	0	10,000	0	0	0	0	0	0
61714 - RET - POLICE	14,508	21,981	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	429,309	478,631	395,469	359,336	418,318	0	418,318	418,318
62102 - PROFESSIONAL SERVICES	0	0	67,373	67,373	70,915	0	70,915	70,915
62103 - TECHNICAL SERVICES	0	0	2,000	727	2,000	3,120	5,120	5,120
62176 - CITY ADMIN CHARGE	150,516	171,240	226,408	226,408	247,856	0	247,856	247,856
62203 - SNOW PLOWING	49,075	47,052	50,839	50,839	55,858	0	55,858	55,858
62204 - STREET SWEEPING	0	0	4,000	4,000	4,000	0	4,000	4,000
62205 - PC REPLACEMENT CHARGE	1,248	1,254	892	892	722	0	722	722
62206 - PW FLEET CHARGE	31,920	25,440	26,638	26,125	28,193	0	28,193	28,193
62208 - TAXES	3,514	3,665	261,576	253,813	264,418	0	264,418	264,418
62311 - EQUIPMENT MAINTENANCE	4,483	4,500	4,673	4,673	4,673	0	4,673	4,673
62330 - PARKING LOT MAINTENANCE	12,908	775	14,310	4,000	4,000	0	4,000	4,000
62340 - GROUNDS MAINTENANCE	76,423	78,524	89,379	89,379	86,529	0	86,529	86,529
62435 - TRAINING	0	555	514	179	500	0	500	500
62446 - CLEANING ALLOWANCE	1,000	800	600	527	600	0	600	600
62503 - ELECTRICITY	4,214	3,918	7,890	5,694	7,890	0	7,890	7,890
62510 - TELEPHONE	813	659	1,090	895	1,090	0	1,090	1,090
62602 - OFFICE SPACE RENTAL	0	0	9,850	9,850	10,008	0	10,008	10,008
62701 - OFFICE SUPPLIES	7,626	18,510	17,500	16,975	17,500	0	17,500	17,500
62710 - POSTAGE	2,220	473	3,000	2,989	3,000	0	3,000	3,000
62720 - REPAIR PARTS	5,245	4,070	7,000	5,635	7,000	0	7,000	7,000
62740 - OTHER MAINT. SUPPLIES	18,298	10,779	14,370	5,682	14,370	0	14,370	14,370
62755 - UNIFORMS	2,929	3,850	3,500	2,959	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	3,615	7,294	19,123	6,977	19,123	23,592	42,715	42,715

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
63409 - EQUIPMENT ACQUISITION	0	0	0	0	0	14,256	14,256	14,256
65101 - PRINCIPAL	503,100	589,000	595,000	595,000	676,000	0	676,000	676,000
65102 - INTEREST ON BONDED DEBT	114,625	139,876	139,307	126,007	130,750	0	130,750	130,750
68010 - CAPITAL RESERVE	350,000	150,000	150,000	150,000	150,000	0	150,000	150,000
68011 - CAPITAL PROJECT TRANSFER	111,568	0	119,090	29,090	863,000	0	863,000	863,000
62000 - OPERATING EXPENDITURES	1,455,340	1,262,234	1,835,922	1,686,687	2,673,495	40,968	2,714,463	2,714,463
Department Total	1,884,648	1,740,864	2,231,391	2,046,024	3,091,813	40,968	3,132,781	3,132,781

Fiscal Year 2015 - 2016

POLICE 01500 - PARKING LOTS & METERS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	67,815	80,597	63,446	63,446	63,692	0	63,692	63,692
61304 - GENERAL PERSONNEL	205,303	184,337	151,189	125,642	88,294	0	88,294	88,294
61307 - PART TIME EMPLOYEES	0	0	0	0	74,412	0	74,412	74,412
61401 - TEMPORARY PERSONNEL	4,703	30,731	44,000	38,000	58,688	0	58,688	58,688
61501 - REGULAR OVERTIME	591	0	1,200	200	1,200	0	1,200	1,200
61601 - HOLIDAY PAY	4,190	4,246	0	0	0	0	0	0
61608 - POLICE INCENTIVES	125	2,300	0	0	0	0	0	0
61701 - HEALTH INSURANCE	51,962	65,570	45,147	38,278	44,720	0	44,720	44,720
61702 - DENTAL INSURANCE	3,038	3,160	2,001	1,903	2,001	0	2,001	2,001
61703 - RETIREMENT CONTRIBUTIONS	13,899	16,241	16,646	15,743	17,111	0	17,111	17,111
61704 - SOCIAL SECURITY	16,939	17,299	16,420	15,455	21,882	0	21,882	21,882
61705 - WORKERS COMPENSATION	3,645	235	2,738	2,070	2,519	0	2,519	2,519
61713 - RET - FIRE	0	10,000	0	0	0	0	0	0
61714 - RET - POLICE	14,508	21,981	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	386,718	436,697	342,787	300,737	374,520	0	374,520	374,520
62102 - PROFESSIONAL SERVICES	0	0	67,373	67,373	70,915	0	70,915	70,915
62103 - TECHNICAL SERVICES	0	0	2,000	727	2,000	3,120	5,120	5,120
62176 - CITY ADMIN CHARGE	150,516	171,240	226,408	226,408	247,856	0	247,856	247,856
62205 - PC REPLACEMENT CHARGE	1,248	1,254	892	892	722	0	722	722
62206 - PW FLEET CHARGE	20,196	14,196	14,884	14,884	14,967	0	14,967	14,967
62208 - TAXES	3,514	3,665	3,848	3,769	3,918	0	3,918	3,918
62311 - EQUIPMENT MAINTENANCE	4,483	4,500	4,673	4,673	4,673	0	4,673	4,673
62435 - TRAINING	0	555	514	179	500	0	500	500
62446 - CLEANING ALLOWANCE	1,000	800	600	527	600	0	600	600
62510 - TELEPHONE	813	659	1,090	895	1,090	0	1,090	1,090
62602 - OFFICE SPACE RENTAL	0	0	9,850	9,850	10,008	0	10,008	10,008
62701 - OFFICE SUPPLIES	7,626	18,510	17,500	16,975	17,500	0	17,500	17,500
62710 - POSTAGE	2,220	473	3,000	2,989	3,000	0	3,000	3,000
62720 - REPAIR PARTS	5,245	4,070	7,000	5,635	7,000	0	7,000	7,000
62755 - UNIFORMS	2,929	3,850	3,500	2,959	3,500	0	3,500	3,500
62760 - OPERATING SUPPLIES	335	2,330	2,000	1,597	2,000	10,592	12,592	12,592
63409 - EQUIPMENT ACQUISITION	0	0	0	0	0	14,256	14,256	14,256
62000 - OPERATING EXPENDITURES	200,125	226,102	365,132	360,332	390,249	27,968	418,217	418,217
01500 - PARKING LOTS & METERS Total	586,843	662,798	707,919	661,069	764,769	27,968	792,737	792,737

POLICE 01501 - OUTSIDE SERVICES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	14,209	12,273	20,380	17,464	15,178	0	15,178	15,178
61401 - TEMPORARY PERSONNEL	0	688	5,250	7,141	5,483	0	5,483	5,483

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61501 - REGULAR OVERTIME	2,821	6,131	4,664	4,677	4,664	0	4,664	4,664
61701 - HEALTH INSURANCE	14,805	6,490	7,217	12,250	5,674	0	5,674	5,674
61702 - DENTAL INSURANCE	828	963	475	738	342	0	342	342
61703 - RETIREMENT CONTRIBUTIONS	1,498	1,982	2,195	2,372	1,763	0	1,763	1,763
61704 - SOCIAL SECURITY	1,286	1,437	1,559	2,235	1,247	0	1,247	1,247
61705 - WORKERS COMPENSATION	541	60	422	657	335	0	335	335
61000 - PERSONNEL SERVICES	35,988	30,025	42,162	47,534	34,686	0	34,686	34,686
62203 - SNOW PLOWING	49,075	47,052	50,839	50,839	55,858	0	55,858	55,858
62204 - STREET SWEEPING	0	0	4,000	4,000	4,000	0	4,000	4,000
62330 - PARKING LOT MAINTENANCE	12,908	775	14,310	4,000	4,000	0	4,000	4,000
62340 - GROUNDS MAINTENANCE	76,423	78,524	89,379	89,379	86,529	0	86,529	86,529
62503 - ELECTRICITY	0	0	1,900	899	1,900	0	1,900	1,900
62740 - OTHER MAINT. SUPPLIES	1,997	250	2,000	1,200	2,000	0	2,000	2,000
62760 - OPERATING SUPPLIES	407	2,898	250	1,880	250	0	250	250
62000 - OPERATING EXPENDITURES	140,811	129,499	162,678	152,197	154,537	0	154,537	154,537
01501 - OUTSIDE SERVICES Total	176,799	159,523	204,840	199,731	189,223	0	189,223	189,223

POLICE 01502 - CITY HALL PRKNG FACILITY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	758	1,599	1,830	1,431	1,518	0	1,518	1,518
61501 - REGULAR OVERTIME	101	534	0	708	600	0	600	600
61701 - HEALTH INSURANCE	3,215	3,622	648	3,590	567	0	567	567
61702 - DENTAL INSURANCE	180	209	43	216	34	0	34	34
61703 - RETIREMENT CONTRIBUTIONS	76	230	197	222	243	0	243	243
61704 - SOCIAL SECURITY	64	160	140	156	171	0	171	171
61705 - WORKERS COMPENSATION	16	6	38	33	46	0	46	46
61000 - PERSONNEL SERVICES	4,411	6,360	2,896	6,356	3,179	0	3,179	3,179
62206 - PW FLEET CHARGE	5,388	5,172	5,877	5,478	6,613	0	6,613	6,613
62740 - OTHER MAINT. SUPPLIES	0	44	500	482	500	0	500	500
62760 - OPERATING SUPPLIES	133	2,067	14,133	2,500	14,133	3,000	17,133	17,133
62000 - OPERATING EXPENDITURES	5,521	7,283	20,510	8,460	21,246	3,000	24,246	24,246
01502 - CITY HALL PRKNG FACILITY Total	9,931	13,643	23,406	14,816	24,425	3,000	27,425	27,425

POLICE 01503 - WELLS ST PRKNG FACILITY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	620	2,784	4,629	2,113	3,036	0	3,036	3,036
61501 - REGULAR OVERTIME	101	622	300	569	900	0	900	900
61701 - HEALTH INSURANCE	1,268	1,428	1,639	1,413	1,135	0	1,135	1,135
61702 - DENTAL INSURANCE	71	83	108	85	68	0	68	68
61703 - RETIREMENT CONTRIBUTIONS	64	367	498	282	420	0	420	420
61704 - SOCIAL SECURITY	54	255	354	200	295	0	295	295
61705 - WORKERS COMPENSATION	13	11	96	47	79	0	79	79

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61000 - PERSONNEL SERVICES	2,191	5,549	7,624	4,709	5,933	0	5,933	5,933
62206 - PW FLEET CHARGE	6,336	6,072	5,877	5,763	6,613	0	6,613	6,613
62503 - ELECTRICITY	4,214	3,918	5,990	4,795	5,990	0	5,990	5,990
62740 - OTHER MAINT. SUPPLIES	16,301	10,485	11,870	4,000	11,870	0	11,870	11,870
62760 - OPERATING SUPPLIES	2,740	0	2,740	1,000	2,740	10,000	12,740	12,740
62000 - OPERATING EXPENDITURES	29,591	20,475	26,477	15,558	27,213	10,000	37,213	37,213
01503 - WELLS ST PRKNG FACILITY								
Total	31,782	26,024	34,101	20,267	33,146	10,000	43,146	43,146

POLICE 01520 - CAPITAL APPROPRIATION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62208 - TAXES	0	0	257,728	250,044	260,500	0	260,500	260,500
65101 - PRINCIPAL	503,100	589,000	595,000	595,000	676,000	0	676,000	676,000
65102 - INTEREST ON BONDED DEBT	114,625	139,876	139,307	126,007	130,750	0	130,750	130,750
68010 - CAPITAL RESERVE	350,000	150,000	150,000	150,000	150,000	0	150,000	150,000
68011 - CAPITAL PROJECT TRANSFER	111,568	0	119,090	29,090	863,000	0	863,000	863,000
62000 - OPERATING EXPENDITURES	1,079,293	878,876	1,261,125	1,150,141	2,080,250	0	2,080,250	2,080,250
01520 - CAPITAL APPROPRIATION								
Total	1,079,293	878,876	1,261,125	1,150,141	2,080,250	0	2,080,250	2,080,250

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
POLICE	1,884,648	1,740,864	2,231,391	2,046,024	3,091,813	40,968	3,132,781	3,132,781

CITY OF KEENE, NEW HAMPSHIRE
FY2015/2016 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 2015/2016</u>	<u>INTEREST 2015/2016</u>	<u>PRINCIPAL BALANCE 06/30/16</u>
Wells St. Parking Facility-Refunding (1998)	12/27/2006	1/1/2018	avg 3.93%	1,370,000	150,000	19,250	315,000
Wells St. TIFD Courthouse Project	5/2/2013	5/1/2033	avg 2.46%	1,629,000	85,000	34,100	1,370,000
Wells St. TIFD Infrastructure (R-2011-26)	12/1/2011	12/1/2021	avg 1.627218%	3,653,100	365,000	58,400	2,190,000
Wells St TIFD Infrastructure:(Norway /93rd)	est May 15, 2015	est 2025	TBD	760,000	76,000	19,000	684,000
				\$ 7,412,100	\$ 676,000	\$ 130,750	\$ 3,875,000
Authorized, Unissued:							
N/A							\$ -
Anticipated, FY15/16:							
N/A							\$ -
Total Anticipated Bond Issue - new							\$0

CALCULATION OF PARKING FUND DEBT LIMIT AND BORROWING CAPACITY

Debt Limit on 07/01/15 computed at 0.5% of 2013 equalized assessed value at \$1,738,800,032 per RSA 33:4-a	\$ 8,694,000
LESS: outstanding principal balance @ 07/01/15	(4,551,000)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)	4,551,000
PARKING FUND BORROWING CAPACITY FOR FY15/16	\$ 8,694,000

CITY OF KEENE, NEW HAMPSHIRE
FY 2015/16 PARKING FUND CAPITAL APPROPRIATIONS

<u>Project Description</u>	<u>Capital Project Appropriation FY 14</u>	<u>Capital Project Appropriation FY 15</u>	<u>Capital Project Appropriation FY 16</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	100,000	100,000	100,000
Total General Revenue Capital Reserve Appropriation	\$ 150,000	\$ 150,000	\$ 150,000
<u>Capital Project Appropriations:</u>			
Parking Structure Maintenance	\$ -	\$ 20,000	\$ 15,000
Surface Parking Lot Maintenance	-	99,090	-
Wells Street Parking Deck Rehabilitation	-	-	848,000
Parking Deck	672,000	-	-
Total Capital Project Appropriation	\$ 672,000	\$ 119,090	\$ 863,000
TOTAL CAPITAL RESERVE AND PROJECT APPROPRIATIONS	\$ 822,000	\$ 269,090	\$ 1,013,000

DEPARTMENT:	INFORMATION TECHNOLOGY (IT)	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 FY15. A new device type has been introduced to the replacement plan – the Microsoft Surface tablet. This device provides employees who are frequently moving both within a building as well as in the field with a complete mobile desktop replacement that is capable of running full Windows applications.

The Conway Office Solutions Managed Print Services contract was implemented in FY14 and continues to be 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 FY16 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 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1. Replace 86 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:		FY14	FY15	FY16
1. PC1 Purchase Cost		\$750	\$650	\$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		\$750	\$650	650
6. Laptop Replacement Schedule		3 years	3 years	3 years
7. Total Annual Contributions to Fund		\$91,515	\$79,826	\$82,199
8. Total Computers		301	300	298

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

	ACTUAL FY 12/13	ACTUAL FY 13/14	BUDGET FY 14/15	ESTIMATE FY 14/15	DEPT REQ FY 15/16	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
REVENUES								
Charges for Services	\$101,988	\$91,531	\$79,826	\$79,826	\$81,222	\$81,222	\$82,290	\$82,290
Use of (Addition to) Surplus			34,324		94,022	94,022	90,554	(17,196)
Miscellaneous	6,577	3,887	1,500	2,600	2,100	2,100	1,500	1,300
TOTAL REVENUES	\$108,565	\$95,418	\$115,650	\$82,426	\$177,344	\$177,344	\$174,344	\$66,394
EXPENDITURES								
Maintenance	\$8,346	\$8,916	\$11,600	\$13,600	\$14,600	\$14,600	\$14,600	\$14,600
Equipment Replacement	40,335	47,235	99,050	85,000	162,744	162,744	34,744	51,794
Software		2,339	5,000				125,000	
Capital Project Transfer								
TOTAL EXPENDITURES	\$48,681	\$58,490	\$115,650	\$98,600	\$177,344	\$177,344	\$174,344	\$66,394
NET REVENUE (EXPENDITURE)	\$59,885	\$36,928	\$0	(\$16,174)	\$0	\$0	\$0	\$0

Projected fund balance at year end 301,130 284,956 190,934 100,380 117,576

Projected fund balance as a % of operating budget 289.00% 107.66% 57.58% 177.09%

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

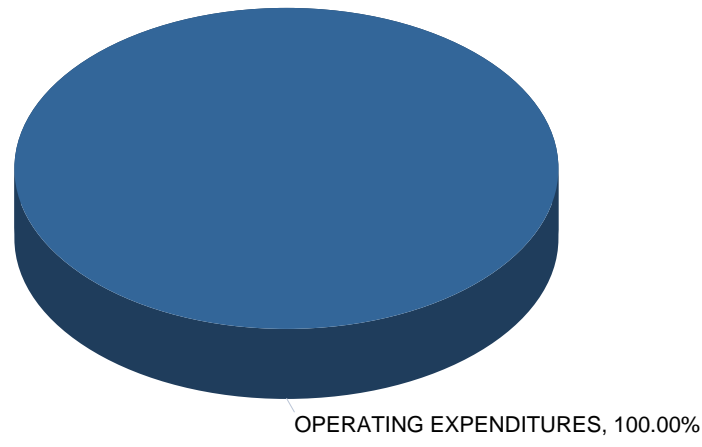
OTHER FINANCING SOURCES

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

**City of Keene, New Hampshire
Fiscal Year 2015 - 2016**

Cost Center	Account Title	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PC REPLACEMENT	46109 - USER FEES	101,988	91,531	79,826	79,826	81,222	81,222
44000 - CHARGES FOR SERVICES		101,988	91,531	79,826	79,826	81,222	81,222
PC REPLACEMENT	46101 - INTEREST EARNINGS	1,439	1,885	500	600	600	600
	47303 - SALE OF SURPLUS EQUIPMNT	5,139	2,002	1,000	2,000	1,500	1,500
46000 - MISCELLANEOUS		6,577	3,887	1,500	2,600	2,100	2,100
PC REPLACEMENT	47001 - USE(ADDITION) TO SURPLUS	0	0	34,324	0	94,022	94,022
47000 - OTHER FINANCING SOURCES		0	0	34,324	0	94,022	94,022
Revenue Total		108,565	95,418	115,650	82,426	177,344	177,344

16 - PC REPLACEMENT FUND



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62000 - OPERATING EXPENDITURES	48,681	58,490	115,650	98,600	177,344	0	177,344	177,344
Department Total	48,681	58,490	115,650	98,600	177,344	0	177,344	177,344

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

INFORMATION TECHNOLOGY

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62103 - TECHNICAL SERVICES	0	1,000	0	0	0	0	0	0
62301 - OFFICE EQUIPMENT MAINT.	980	7,847	11,600	9,600	9,600	0	9,600	9,600
62307 - COMPUTER SYS MAINTENANCE	7,366	44	0	4,000	5,000	0	5,000	5,000
62710 - POSTAGE	0	26	0	0	0	0	0	0
62744 - MINOR COMPUTER EQUIPMENT	40,335	47,235	99,050	85,000	162,744	0	162,744	162,744
62761 - SOFTWARE	0	2,339	5,000	0	0	0	0	0
62000 - OPERATING EXPENDITURES	48,681	58,490	115,650	98,600	177,344	0	177,344	177,344
Department Total	48,681	58,490	115,650	98,600	177,344	0	177,344	177,344

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.		

In FY16 the Solid Waste Division will be in the second year of 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 6,000 tons of recyclable materials. In FY 16 the floor of the transfer station will be replaced. For a period of several weeks the transfer station operation will shift to the pad on the upper level.

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. A partner has been selected (the Local Farms Project), and construction is anticipated in the spring of 2015 with operations beginning in the fall of 2015. The Local Farms Project will also assume responsibility of the energy system at the Solid Waste Facility including managing all aspects of the City's landfill gas-to-energy system. This will result in cost center 10009 to be equal to or lower than previous years.

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, 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 private contractors to ensure compliance with the ordinance. Based on evaluation of four 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). The contract with Waste Management of NH (WMNH) to transport and dispose of refuse and construction debris results in a cost of disposal of \$69 per ton. In addition, WMNH is also contractually obligated to bring in 18,000 tons per year from outside the City limits. The revenue from the Transfer Station operation has, for now, stabilized the solid waste fund looking toward the next few years.

The amount of recycling processed remains stable (approximately 6,000 tons per year) and markets for recycled material remain resilient. Solid Waste Division staff are active in the Northeast Resource Recovery Association- a statewide organization that assists communities in marketing recyclable material. Solid Waste Division staff are also active in researching new technologies to determine whether there are alternative disposal options or outlets for diverting materials from disposal.

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 2015/2016 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. Transfer maintenance of landfill gas-to-energy system to Local Farms Project			Climate Change	C,E
METRICS:		FY14	FY15	FY16
1. Average weight per transfer station load (tons)		26	26	26
2. Transport/Disposal Cost (per ton)		\$72	\$69	\$69
3. Recycling Cost (per ton excluding revenue from sale of material)		\$65	\$65	\$65
4. Percent of time off electrical grid (landfill gas power)		91%	91%	n/a

CITY OF KEENE, NEW HAMPSHIRE

SOLID WASTE FUND OPERATING REVENUES and EXPENDITURES

HISTORICAL ANALYSIS and BUDGET

	ACTUAL FY 12/13	ACTUAL FY 13/14	BUDGET FY 14/15	ESTIMATE FY 14/15	DEPT REQ FY 15/16	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
REVENUES								
Charges for Services	\$4,478,066	\$4,541,780	\$4,546,738	\$4,451,567	\$4,505,907	\$4,505,907	\$4,569,673	\$4,634,018
Miscellaneous	65,878	61,142	58,695	57,188	44,464	44,464	40,758	37,053
Use of Capital Reserve								
Bond Proceeds					212,000	212,000		
Use of (Addition to) Surplus			(17,393)				38,194	54,907
TOTAL REVENUES	\$4,543,944	\$4,602,922	\$4,588,040	\$4,508,755	\$4,762,371	\$4,762,371	\$4,648,625	\$4,725,978
EXPENDITURES								
Administration	\$533,870	\$596,703	\$580,694	\$585,035	\$585,015	\$585,015	\$599,131	\$613,590
Transfer/Recycling Facility	261,570	130,920	127,689	128,929	125,894	125,894	154,115	153,959
Operations	3,027,877	3,048,038	2,974,188	2,850,032	2,917,612	2,917,612	2,948,999	2,989,784
Recycling	465,703	497,519	518,505	515,691	532,640	532,640	548,972	565,804
Household Hazardous Waste	32,329	29,950	59,127	33,300	60,323	60,323	63,405	63,626
Demolition Transfer & Disposal	148,957	116,806	149,828	148,647	150,937	150,937	153,396	155,895
Landfill Monitoring & Maintenance	15,172	21,293	58,259	51,949	58,949	58,949	60,128	61,331
Landfill Gas System	60,299	71,282	79,750	87,171	74,000	74,000	75,480	76,990
Capital Projects Transfers	48,965	47,000	40,000	40,000	257,000	257,000	45,000	45,000
TOTAL EXPENDITURES	\$4,594,742	\$4,559,512	\$4,588,040	\$4,440,754	\$4,762,371	\$4,762,371	\$4,648,625	\$4,725,978
NET REVENUE (EXPENDITURE)	(\$50,798)	\$43,410	\$0	\$68,001	\$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)

Projected current resources available at fiscal year end
(cash plus current receivables less current payables)

Projected Fund Balance

	86,170	86,170	86,170	86,170	86,170	86,170	86,170	86,170
	154,171	154,171	154,171	154,171	154,171	154,171	154,171	154,171
	535,868	535,868	535,868	535,868	535,868	535,868	535,868	535,868
	1,881,318	1,881,318	1,881,318	1,881,318	1,881,318	1,881,318	1,881,318	1,881,318
	86,170	86,170	86,170	86,170	86,170	86,170	86,170	86,170
	47,976	47,976	47,976	47,976	47,976	47,976	47,976	47,976
	670,014	670,014	670,014	670,014	670,014	670,014	670,014	670,014
	701,277	701,277	701,277	701,277	701,277	701,277	701,277	701,277
	1,881,318	1,881,318	1,881,318	1,881,318	1,881,318	1,881,318	1,881,318	1,881,318
	86,170	86,170	86,170	86,170	86,170	86,170	86,170	86,170
	31,263	31,263	31,263	31,263	31,263	31,263	31,263	31,263
	701,277	701,277	701,277	701,277	701,277	701,277	701,277	701,277
	1,788,217	1,788,217	1,788,217	1,788,217	1,788,217	1,788,217	1,788,217	1,788,217

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

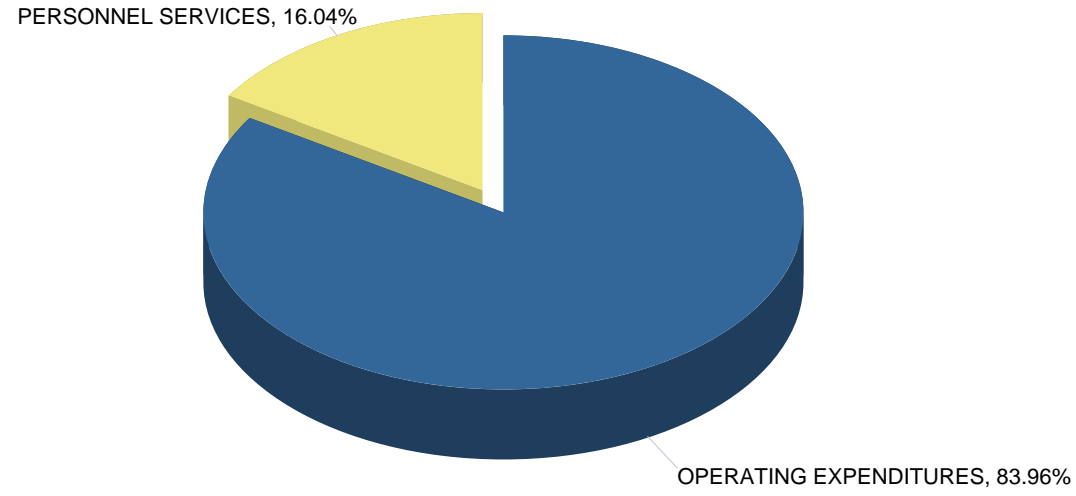
47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

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

**City of Keene, New Hampshire
Fiscal Year 2015 - 2016**

		2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
42300 - FEES	42306 - MISC FEES & CHARGES	180	0	0	0	0	0
42000 - LICENSES/PERMITS/FEES		180	0	0	0	0	0
44100 - UNCLASSIFIED CHARGES	44109 - DIRECT REIMBURSEMENT	14,358	835	0	0	0	0
	44119 - TIPPING FEES	3,868,324	3,992,907	4,094,738	3,993,381	4,039,423	4,039,423
	44120 - RECYCLING FEES	537,441	489,623	397,000	401,000	408,484	408,484
	44145 - RECLAMATION TRUST FUND	57,943	58,415	55,000	57,186	58,000	58,000
44000 - CHARGES FOR SERVICES		4,478,066	4,541,780	4,546,738	4,451,567	4,505,907	4,505,907
46100 - GENERAL	46101 - INTEREST EARNINGS	65,698	61,142	58,695	57,188	44,464	44,464
46000 - MISCELLANEOUS		65,698	61,142	58,695	57,188	44,464	44,464
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	-25,000	0	0	0
	47007 - USE OF SURPLUS: CARRYOVER	0	0	7,607	0	0	0
47000 - OTHER FINANCING SOURCES		0	0	<b style="color: red;">-17,393	0	0	0
48100 - LT DEBT PROCEEDS	48101 - SALE OF BONDS	0	0	0	0	212,000	212,000
48000 - PROCEEDS LONG TRM FINANCE		0	0	0	0	212,000	212,000
Revenue Total		4,543,943	4,602,922	4,588,040	4,508,755	4,762,371	4,762,371

18 - SOLID WASTE



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	647,623	718,706	721,727	703,316	763,929	0	763,929	763,929
62000 - OPERATING EXPENDITURES	3,947,118	3,840,806	3,866,313	3,737,438	3,991,941	6,500	3,998,441	3,998,441
Department Total	4,594,741	4,559,512	4,588,040	4,440,754	4,755,871	6,500	4,762,371	4,762,371

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
10000	61303	ASST PW DIR / SOL WST MGR	0.77	72,693
1000*	61304	PW - AFSCME	7.00	304,745
85 - PUBLIC WORKS Total			7.77	377,438

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

PUBLIC WORKS

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	34,939	71,171	47,143	46,866	72,693	0	72,693	72,693
61304 - GENERAL PERSONNEL	296,227	297,674	307,893	298,623	304,745	0	304,745	304,745
61307 - PART TIME EMPLOYEES	78,243	73,891	80,166	91,953	80,227	0	80,227	80,227
61501 - REGULAR OVERTIME	53,134	57,199	59,310	52,170	61,090	0	61,090	61,090
61701 - HEALTH INSURANCE	103,903	127,082	127,002	121,008	138,720	0	138,720	138,720
61702 - DENTAL INSURANCE	7,175	8,373	9,999	9,952	10,394	0	10,394	10,394
61703 - RETIREMENT CONTRIBUTIONS	33,929	45,882	44,626	41,743	48,984	0	48,984	48,984
61704 - SOCIAL SECURITY	34,225	36,841	38,074	34,457	39,695	0	39,695	39,695
61705 - WORKERS COMPENSATION	5,710	395	7,514	6,488	7,382	0	7,382	7,382
61901 - RECRUITMENT	138	197	0	57	0	0	0	0
61000 - PERSONNEL SERVICES	647,623	718,706	721,727	703,316	763,929	0	763,929	763,929
62103 - TECHNICAL SERVICES	20,612	18,796	46,665	22,300	48,065	0	48,065	48,065
62120 - LABORATORY SERVICES	3,826	3,797	14,130	9,520	14,500	0	14,500	14,500
62121 - MONITORING/INSPECTIONS	3,379	10,335	28,130	27,899	28,449	0	28,449	28,449
62176 - CITY ADMIN CHARGE	467,676	479,688	491,581	491,581	457,172	0	457,172	457,172
62201 - JANITORIAL	0	0	0	0	0	6,500	6,500	6,500
62205 - PC REPLACEMENT CHARGE	1,368	948	853	853	833	0	833	833
62206 - PW FLEET CHARGE	61,662	78,072	80,321	80,321	86,484	0	86,484	86,484
62301 - OFFICE EQUIPMENT MAINT.	1,152	1,322	2,600	1,200	2,600	0	2,600	2,600
62310 - SAFETY PROGRAM MAINT.	651	1,105	2,200	697	2,200	0	2,200	2,200
62311 - EQUIPMENT MAINTENANCE	36,723	43,036	31,250	37,822	25,500	0	25,500	25,500
62314 - SYSTEMS MAINTENANCE	58,115	64,323	71,000	79,000	71,000	0	71,000	71,000
62350 - BUILDING MAINTENANCE	26,745	30,499	25,000	28,530	25,000	0	25,000	25,000
62425 - ADVERTISING	13,712	12,181	9,000	9,000	9,000	0	9,000	9,000
62435 - TRAINING	995	862	1,500	1,500	1,500	0	1,500	1,500
62436 - MEETINGS & DUES	1,195	1,220	1,200	1,200	1,200	0	1,200	1,200
62447 - PUBLIC AWARENESS	744	535	9,465	14,007	10,000	0	10,000	10,000
62448 - HAULING AND DISPOSAL	2,827,171	2,808,028	2,764,301	2,636,649	2,705,702	0	2,705,702	2,705,702
62455 - CONTRACTED SERVICES	62,840	66,035	55,650	59,345	55,650	0	55,650	55,650
62503 - ELECTRICITY	1,190	2,957	1,200	6,448	1,200	0	1,200	1,200
62510 - TELEPHONE	1,254	1,176	1,200	1,200	1,200	0	1,200	1,200
62604 - EQUIPMENT RENTAL	600	500	1,200	1,200	1,200	0	1,200	1,200
62733 - TOOLS	496	162	500	500	500	0	500	500
62755 - UNIFORMS	3,205	3,612	3,500	3,686	3,700	0	3,700	3,700
62760 - OPERATING SUPPLIES	60,270	57,985	67,400	78,189	67,400	0	67,400	67,400
65101 - PRINCIPAL	167,985	35,556	35,278	35,278	35,278	0	35,278	35,278
65102 - INTEREST ON BONDED DEBT	16,264	12,754	11,190	11,190	9,608	0	9,608	9,608

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
65301 - LEASE PAYMENTS	58,323	58,323	70,000	58,323	70,000	0	70,000	70,000
68010 - CAPITAL RESERVE	0	0	40,000	40,000	45,000	0	45,000	45,000
68011 - CAPITAL PROJECT TRANSFER	48,965	47,000	0	0	212,000	0	212,000	212,000
62000 - OPERATING EXPENDITURES	3,947,118	3,840,806	3,866,313	3,737,438	3,991,941	6,500	3,998,441	3,998,441
Department Total	4,594,741	4,559,512	4,588,040	4,440,754	4,755,871	6,500	4,762,371	4,762,371

Fiscal Year 2015 - 2016

PUBLIC WORKS 10000 - SW ADMINISTRATION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	34,939	71,171	47,143	46,866	72,693	0	72,693	72,693
61701 - HEALTH INSURANCE	7,459	16,846	11,410	11,310	18,256	0	18,256	18,256
61702 - DENTAL INSURANCE	523	1,136	880	879	1,352	0	1,352	1,352
61703 - RETIREMENT CONTRIBUTIONS	3,088	7,665	5,077	5,048	8,120	0	8,120	8,120
61704 - SOCIAL SECURITY	2,558	5,271	3,606	3,505	5,561	0	5,561	5,561
61705 - WORKERS COMPENSATION	438	61	581	587	911	0	911	911
61901 - RECRUITMENT	97	15	0	57	0	0	0	0
61000 - PERSONNEL SERVICES	49,101	102,165	68,698	68,252	106,893	0	106,893	106,893
62120 - LABORATORY SERVICES	447	201	0	245	0	0	0	0
62176 - CITY ADMIN CHARGE	467,676	479,688	491,581	491,581	457,172	0	457,172	457,172
62425 - ADVERTISING	13,712	12,181	9,000	9,000	9,000	0	9,000	9,000
62435 - TRAINING	995	712	750	750	750	0	750	750
62436 - MEETINGS & DUES	1,195	1,220	1,200	1,200	1,200	0	1,200	1,200
62447 - PUBLIC AWARENESS	744	535	9,465	14,007	10,000	0	10,000	10,000
62000 - OPERATING EXPENDITURES	484,769	494,538	511,996	516,783	478,122	0	478,122	478,122
10000 - SW ADMINISTRATION Total	533,870	596,703	580,694	585,035	585,015	0	585,015	585,015

PUBLIC WORKS 10001 - TFR/RECYCLING FACILITY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	3,163	3,219	3,275	2,445	0	0	0	0
61307 - PART TIME EMPLOYEES	42,842	41,569	46,602	46,500	45,656	0	45,656	45,656
61501 - REGULAR OVERTIME	15	11	0	0	0	0	0	0
61701 - HEALTH INSURANCE	1,088	4,078	1,299	195	0	0	0	0
61702 - DENTAL INSURANCE	73	245	76	387	0	0	0	0
61703 - RETIREMENT CONTRIBUTIONS	281	348	353	176	0	0	0	0
61704 - SOCIAL SECURITY	3,039	2,878	4,059	2,031	3,493	0	3,493	3,493
61705 - WORKERS COMPENSATION	93	7	783	207	288	0	288	288
61901 - RECRUITMENT	42	57	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	50,636	52,411	56,446	51,942	49,436	0	49,436	49,436
62103 - TECHNICAL SERVICES	1,522	0	0	0	0	0	0	0
62201 - JANITORIAL	0	0	0	0	0	6,500	6,500	6,500
62205 - PC REPLACEMENT CHARGE	1,368	948	853	853	833	0	833	833
62301 - OFFICE EQUIPMENT MAINT.	1,152	1,322	2,600	1,200	2,600	0	2,600	2,600
62350 - BUILDING MAINTENANCE	25,907	28,995	25,000	25,000	25,000	0	25,000	25,000
62503 - ELECTRICITY	1,190	2,957	1,200	6,448	1,200	0	1,200	1,200
62510 - TELEPHONE	1,254	1,176	1,200	1,200	1,200	0	1,200	1,200
62760 - OPERATING SUPPLIES	4,231	4,484	3,000	4,896	3,000	0	3,000	3,000
65101 - PRINCIPAL	159,985	27,500	27,500	27,500	27,500	0	27,500	27,500
65102 - INTEREST ON BONDED DEBT	14,325	11,128	9,890	9,890	8,625	0	8,625	8,625
62000 - OPERATING EXPENDITURES	210,934	78,509	71,243	76,987	69,958	6,500	76,458	76,458

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
10001 - TFR/RECYCLING FACILITY Total	261,570	130,920	127,689	128,929	119,394	6,500	125,894	125,894

PUBLIC WORKS 10002 - SW OPERATIONS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	93,886	87,495	96,946	92,271	95,774	0	95,774	95,774
61501 - REGULAR OVERTIME	24,309	24,862	25,966	24,568	26,745	0	26,745	26,745
61701 - HEALTH INSURANCE	30,088	31,687	37,173	35,539	39,187	0	39,187	39,187
61702 - DENTAL INSURANCE	2,726	2,675	3,520	3,388	3,520	0	3,520	3,520
61703 - RETIREMENT CONTRIBUTIONS	10,441	12,099	13,238	12,274	13,685	0	13,685	13,685
61704 - SOCIAL SECURITY	8,806	8,383	9,403	8,593	9,373	0	9,373	9,373
61705 - WORKERS COMPENSATION	1,922	101	2,091	1,840	2,076	0	2,076	2,076
61000 - PERSONNEL SERVICES	172,178	167,302	188,337	178,473	190,360	0	190,360	190,360
62311 - EQUIPMENT MAINTENANCE	19,619	23,968	7,500	14,764	7,500	0	7,500	7,500
62448 - HAULING AND DISPOSAL	2,707,473	2,717,370	2,644,701	2,516,704	2,586,102	0	2,586,102	2,586,102
62455 - CONTRACTED SERVICES	32,324	38,069	28,750	35,691	28,750	0	28,750	28,750
62760 - OPERATING SUPPLIES	37,960	43,006	34,900	46,077	34,900	0	34,900	34,900
65301 - LEASE PAYMENTS	58,323	58,323	70,000	58,323	70,000	0	70,000	70,000
62000 - OPERATING EXPENDITURES	2,855,699	2,880,736	2,785,851	2,671,559	2,727,252	0	2,727,252	2,727,252
10002 - SW OPERATIONS Total	3,027,877	3,048,038	2,974,188	2,850,032	2,917,612	0	2,917,612	2,917,612

PUBLIC WORKS 10003 - SW RECYCLING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	199,177	206,960	207,672	203,907	208,971	0	208,971	208,971
61501 - REGULAR OVERTIME	25,997	31,081	30,522	25,990	31,438	0	31,438	31,438
61701 - HEALTH INSURANCE	65,268	74,471	77,121	73,964	81,277	0	81,277	81,277
61702 - DENTAL INSURANCE	3,852	4,316	5,522	5,298	5,522	0	5,522	5,522
61703 - RETIREMENT CONTRIBUTIONS	19,872	25,637	25,654	24,073	26,854	0	26,854	26,854
61704 - SOCIAL SECURITY	16,901	17,744	18,222	16,729	18,391	0	18,391	18,391
61705 - WORKERS COMPENSATION	3,196	223	3,521	3,174	3,553	0	3,553	3,553
61901 - RECRUITMENT	0	126	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	334,264	360,559	368,234	353,135	376,006	0	376,006	376,006
62206 - PW FLEET CHARGE	61,662	78,072	80,321	80,321	86,484	0	86,484	86,484
62310 - SAFETY PROGRAM MAINT.	651	1,105	2,200	697	2,200	0	2,200	2,200
62311 - EQUIPMENT MAINTENANCE	14,919	12,110	15,000	14,887	15,000	0	15,000	15,000
62350 - BUILDING MAINTENANCE	837	1,504	0	3,530	0	0	0	0
62435 - TRAINING	0	150	750	750	750	0	750	750
62448 - HAULING AND DISPOSAL	9,486	9,148	7,600	22,090	7,600	0	7,600	7,600
62455 - CONTRACTED SERVICES	30,517	27,966	26,900	23,654	26,900	0	26,900	26,900
62733 - TOOLS	496	162	500	500	500	0	500	500
62755 - UNIFORMS	3,205	3,612	3,500	3,686	3,700	0	3,700	3,700
62760 - OPERATING SUPPLIES	9,665	3,131	13,500	12,441	13,500	0	13,500	13,500
62000 - OPERATING EXPENDITURES	131,439	136,960	150,271	162,556	156,634	0	156,634	156,634
10003 - SW RECYCLING Total	465,703	497,519	518,505	515,691	532,640	0	532,640	532,640

PUBLIC WORKS 10005 - SW HAZARDOUS WASTE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61501 - REGULAR OVERTIME	2,813	1,245	2,822	1,612	2,907	0	2,907	2,907
61703 - RETIREMENT CONTRIBUTIONS	248	134	304	172	325	0	325	325
61704 - SOCIAL SECURITY	211	92	216	122	222	0	222	222
61705 - WORKERS COMPENSATION	28	1	42	16	43	0	43	43
61000 - PERSONNEL SERVICES	3,299	1,472	3,384	1,922	3,497	0	3,497	3,497
62103 - TECHNICAL SERVICES	19,090	18,796	46,665	22,300	48,065	0	48,065	48,065
65101 - PRINCIPAL	8,000	8,056	7,778	7,778	7,778	0	7,778	7,778
65102 - INTEREST ON BONDED DEBT	1,939	1,626	1,300	1,300	983	0	983	983
62000 - OPERATING EXPENDITURES	29,030	28,478	55,743	31,378	56,826	0	56,826	56,826
10005 - SW HAZARDOUS WASTE Total	32,329	29,950	59,127	33,300	60,323	0	60,323	60,323

PUBLIC WORKS 10006 - SW DEMOLITION TFR/DISP

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61307 - PART TIME EMPLOYEES	35,401	32,322	33,564	45,453	34,571	0	34,571	34,571
61704 - SOCIAL SECURITY	2,710	2,472	2,568	3,476	2,655	0	2,655	2,655
61705 - WORKERS COMPENSATION	34	2	496	663	511	0	511	511
61000 - PERSONNEL SERVICES	38,146	34,796	36,628	49,592	37,737	0	37,737	37,737
62448 - HAULING AND DISPOSAL	110,211	81,510	112,000	97,855	112,000	0	112,000	112,000
62604 - EQUIPMENT RENTAL	600	500	1,200	1,200	1,200	0	1,200	1,200
62000 - OPERATING EXPENDITURES	110,811	82,010	113,200	99,055	113,200	0	113,200	113,200
10006 - SW DEMOLITION TFR/DISP Total	148,957	116,806	149,828	148,647	150,937	0	150,937	150,937

PUBLIC WORKS 10008 - SW LANDFILL MONITORING

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62120 - LABORATORY SERVICES	3,379	3,595	14,130	9,275	14,500	0	14,500	14,500
62121 - MONITORING/INSPECTIONS	3,379	10,335	28,130	27,899	28,449	0	28,449	28,449
62760 - OPERATING SUPPLIES	8,415	7,363	16,000	14,775	16,000	0	16,000	16,000
62000 - OPERATING EXPENDITURES	15,172	21,293	58,259	51,949	58,949	0	58,949	58,949
10008 - SW LANDFILL MONITORING Total	15,172	21,293	58,259	51,949	58,949	0	58,949	58,949

PUBLIC WORKS 10009 - SW LANDFILL GAS SYSTEM

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62311 - EQUIPMENT MAINTENANCE	2,184	6,959	8,750	8,171	3,000	0	3,000	3,000
62314 - SYSTEMS MAINTENANCE	58,115	64,323	71,000	79,000	71,000	0	71,000	71,000
62000 - OPERATING EXPENDITURES	60,299	71,282	79,750	87,171	74,000	0	74,000	74,000
10009 - SW LANDFILL GAS SYSTEM Total	60,299	71,282	79,750	87,171	74,000	0	74,000	74,000

PUBLIC WORKS 10050 - CAPITAL APPROPRIATIONS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
68010 - CAPITAL RESERVE	0	0	40,000	40,000	45,000	0	45,000	45,000
68011 - CAPITAL PROJECT TRANSFER	48,965	47,000	0	0	212,000	0	212,000	212,000

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62000 - OPERATING EXPENDITURES	48,965	47,000	40,000	40,000	257,000	0	257,000	257,000
10050 - CAPITAL APPROPRIATIONS Total	48,965	47,000	40,000	40,000	257,000	0	257,000	257,000

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PUBLIC WORKS	4,594,741	4,559,512	4,588,040	4,440,754	4,755,871	6,500	4,762,371	4,762,371

CITY OF KEENE, NEW HAMPSHIRE
FY2015/2016 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 2015/2016</u>	<u>INTEREST 2015/2016</u>	<u>PRINCIPAL BALANCE 06/30/16</u>
Household Haz. Waste Proc. Facil. - Refunding (1997)	12/27/2006	8/15/2017	avg 3.93%	\$ 84,860	\$ 7,778	\$ 983	\$ 20,741
Transfer Station Addition	3/1/2002	3/1/2022	avg 4.57%	520,000	27,500	8,625	145,000
				\$ 604,860	\$ 35,278	\$ 9,608	\$ 165,741
Authorized, Unissued:							\$ -
Unauthorized, Unissued:							\$ -
Anticipated, FY15/16:							
Transfer Station Tipping Floor							\$ 212,000
Total Anticipated Bond Issue - new							\$ 212,000

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 2015/16 SOLID WASTE FUND CAPITAL APPROPRIATIONS

<u>Project Description</u>	<u>Capital Project Appropriation FY 14</u>	<u>Capital Project Appropriation FY 15</u>	<u>Capital Project Appropriation FY 16</u>
<u>Capital Reserve Appropriations:</u>			
Recycling Center/Transfer Station Capital Reserve	\$ -	\$ 40,000	\$ 45,000
Total General Revenue Capital Reserve Appropriation	\$ -	\$ 40,000	\$ 45,000
<u>Capital Project Appropriations:</u>			
Facility Improvements	\$ 47,000	\$ -	\$ -
Transfer Station Tipping Floor Rehabilitation			212,000
Total Capital Project Appropriation	\$ 47,000	\$ -	\$ 212,000
TOTAL CAPITAL RESERVE AND PROJECT APPROPRIATIONS	\$ 47,000	\$ 40,000	\$ 257,000

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.		

In FY16 Wastewater Treatment Plant Operations and Utilities Maintenance staff will optimize and learn to operate and maintain equipment that was installed in the FY15 Wastewater Treatment Plant (WWTP) Upgrade Project while also supporting construction of the Dewatering Equipment Replacement Project. The Water and Sewer Division staff will continue its sewer line maintenance while coordinating with the City Engineer on critical sewer infrastructure projects. FY16 objectives include:

- Finalize and bid the construction for the WWTP Dewatering Equipment upgrade.
- Complete closure of Rose Lane sludge monofill.
- Inspect 70 of the City's estimated 115 grease traps.
- Final completion of the sewer main replacement on Washington Street.
- Flush 140,000 feet of sewer main.

The FY15 Sewer Fund activities focused on supporting infrastructure improvement through the Capital Improvement Program and continued maintenance of existing infrastructure. Accomplishments in FY15 included:

- Satisfied the requirements of the WWTP's Administrative Order requiring phosphorus treatment.
- Designed, bid and started construction of the WWTP sludge Dewatering Equipment Replacement.
- Completed the design for closure of the Rose Lane sludge monofill and started construction.
- Completed an Inflow and Infiltration Evaluation of the City's sanitary sewer system with focus on the east side of the City.
- Completed an Energy Baseline Evaluation at the wastewater stations and water sites.
- Completed 28 sewer spot repairs identified through the Priority Inspection Program.
- Cleaned/Flushed 169,000 feet of sewer main.
- Repaired or replaced 12 sewer manholes.

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
- 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.

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 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1.	Reduce the number of sanitary sewer overflows through sewer maintenance, inspection replacement and repair	CWA-NPDES	Infrastructure	C
2.	Achieve State of New Hampshire approved closure of the Rose Lane Sludge Monofill	Env-Wq-808.08b	Future Land Use & Policy	E
3.	Complete the design for the replacement of the WWTP sludge dewatering equipment and advertise bid for construction	CWA-NPDES	Infrastructure	C
4.	Replace 3,190 feet of sewer main on Washington Street	CWA-NPDES	Infrastructure	C
5.	Assemble team for wastewater discharge permit renewal	CWA-NPDES	Infrastructure	E
METRICS:		FY14	FY15 est	FY16
1	Million gallons of wastewater transported and treated	1,242	1,202	1,222
2	Number of blockages cleared	34	10	22
3	Percent of scheduled sewer main flushed (linear feet)	92% (210,518)	100% (175,103)	100% (68,397)
4	Number of samples analyzed	8267	8487	8427
5	Number of grease traps inspected (out of 115)	59	70	70
6	Kilowatts of electricity used in sewer fund sites	2,687,623	2,698,232	2,560,768
7	Wastewater Treatment Plant discharge permit violations (goal =0)	2	7	6
8	Sanitary sewer overflows not related to private sources (goal =0)	8	4	3

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

	ACTUAL FY 12/13	ACTUAL FY 13/14	BUDGET FY 14/15	ESTIMATE FY 14/15	DEPT REQ FY 15/16	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
<u>REVENUES</u>								
Taxes	\$44,907	\$43,473	\$42,663	\$41,777	\$40,194	\$40,194	\$38,841	\$36,518
Intergovernmental	422,785	1,501,143	106,752	107,397	108,189	108,189	110,353	112,560
Charges for Services	5,348,643	5,911,507	6,425,354	5,931,070	6,688,667	6,688,667	6,738,367	6,460,701
Miscellaneous	80,893	18,025	9,500	4,125	4,000	4,000	4,080	4,162
Use of (Addition to) Surplus			(1,030,503)			0		
TOTAL REVENUES	\$5,897,228	\$7,474,148	\$5,553,766	\$6,084,369	\$6,841,050	\$6,841,050	\$6,891,641	\$6,613,941
<u>EXPENSES</u>								
Sewer Administration	\$1,330,058	\$1,287,060	\$1,287,768	\$1,393,596	\$1,282,506	\$1,282,506	\$1,276,074	\$1,271,288
Mains & Manholes	297,264	342,057	343,154	330,076	328,199	328,199	332,170	336,189
Services	23,363	5,594	7,688	7,909	7,779	7,779	7,873	7,968
Martell Court Pump Station	208,736	223,401	273,589	246,197	248,220	248,220	249,564	249,928
Laboratory	193,610	198,315	220,860	207,940	212,182	212,182	214,749	217,348
Maintenance	117,303	100,643	157,932	139,117	137,298	137,298	138,959	140,641
WWTP	2,804,222	3,002,530	3,262,774	3,055,305	3,163,716	3,163,716	3,522,925	3,539,566
Capital Program expense	93,240	299,174						
TOTAL EXPENSES	\$5,067,795	\$5,458,774	\$5,553,766	\$5,380,140	\$5,379,899	\$5,379,899	\$5,742,315	\$5,762,929
NET REVENUE (EXPENSE)	\$829,433	\$2,015,374	\$0	\$704,229	\$1,461,151	\$1,461,151	\$1,149,326	\$851,012

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 12/13	PROGRAM FY 13/14	PROGRAM FY 14/15	DEPT REQ FY 15/16	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
CAPITAL PROGRAM							
Reserve: Martell Court	\$200,000	\$250,000				\$50,000	\$50,000
Reserve: Sewer Infrastructure		125,000	350,000	450,000	450,000	500,000	475,000
Reserve: Wastewater Treatment Plant	450,000	450,000	400,000	250,000	250,000	250,000	250,000
Collection System Infiltration Eval.	60,345			48,750	48,750		
WWTP Disinfection System	3,190,055						
Advanced Treatment	3,906,400						
MC Grinder Rehabilitation / Headworks		101,023		200,000	200,000		
Martell Court Force Main Emerg. Plan						45,000	
Martell Court Pump & Control Repl.	1,423,900						
Martell Court Phase 2							10,925
Martell Court Roof Replacement		10,135		10,135	10,135		
Rose Lane WWTP Closure		83,500	798,303				
Sewer Main - Bridge Improvements				45,100	45,100		40,000
Sewer Main - State By Pass Project						346,300	
Sewer Main Improvements	982,792	660,307		906,322	906,322	996,773	145,700
Sewer Structural Repairs	150,000	200,000	154,500	159,135	159,135	163,909	168,826
Solids Dewatering Equipment			3,276,000				
Transfer Switch Replacement	33,267						
WWTP Aeration Gate Replacement		13,080		13,080	13,080	197,260	
WWTP Grit Removal		20,420					
WWTP HVAC Replacement	175,649						
WWTP Blower Replacement	304,468	61,076					
WWTP Laboratory Equipment				38,575	38,575	15,293	
WWTP NPDES Permitting			31,000	40,500	40,500		
WWTP Roof Replacement	36,400		198,380				
WWTP Sludge Pump Replacement						52,000	
SUBTOTAL - APPROPRIATION	\$10,913,276	\$1,974,541	\$5,208,183	\$2,161,597	\$2,161,597	\$2,616,535	\$1,140,451
USE OF CAPITAL RESERVE	374,135	866,041	3,198,380	1,213,212	1,213,212	1,652,626	196,625
OTHER FUNDING SOURCES	9,889,141	200,000	952,803	69,000	69,000		
NET CAPITAL PROGRAM	\$650,000	\$908,500	\$1,057,000	\$879,385	\$879,385	\$963,909	\$943,826

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	\$964,700	\$964,700	\$1,348,400	\$1,352,400
State Aid Grant Principal Receipts	121,871	121,871	118,591	116,488
Subtract: Debt Svc Principal (see Note 3)	(1,668,337)	(1,668,337)	(1,652,408)	(1,376,074)
Trfrs to Capital Reserve (see Note 3)	(700,000)	(700,000)	(800,000)	(775,000)
Capital Outlays (see Note 3)	(179,385)	(179,385)	(163,909)	(168,826)
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: In FY 13 and 14, 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

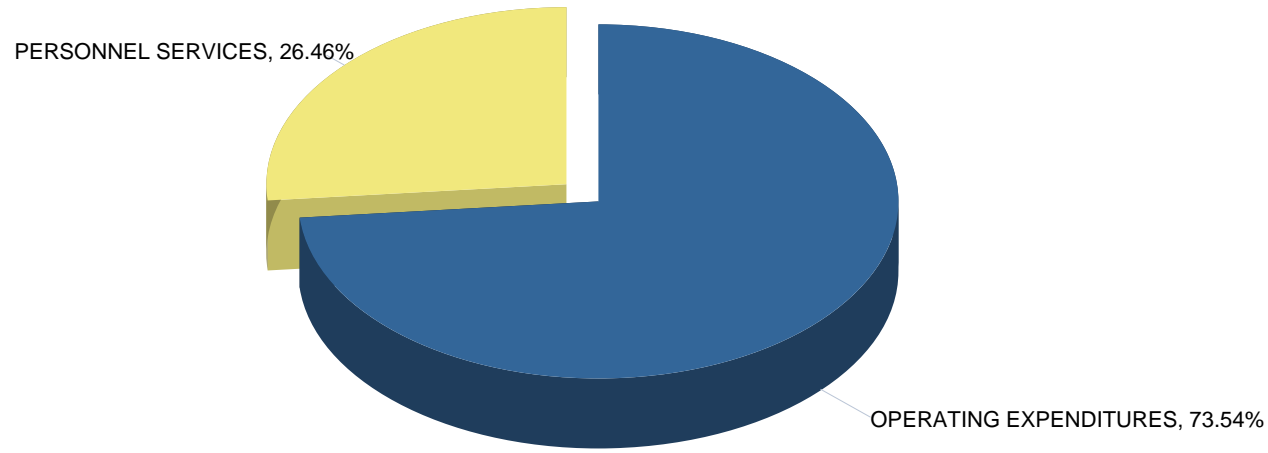
PROCEEDS LONG TERM FINANCE

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

**City of Keene, New Hampshire
Fiscal Year 2015 - 2016**

		2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
41100 - PROPERTY TAXES	41125 - TAX INCREMENT FINANCING	44,907	43,473	42,663	41,777	40,194	40,194
41000 - TAXES		44,907	43,473	42,663	41,777	40,194	40,194
43100 - FEDERAL	43117 - ARRA STIMULUS: DES	306,919	109,881	0	0	0	0
43200 - STATE	43207 - STATE BOND REIMBURSEMENT	444	1,131,996	162	162	0	0
	43214 - STATE AID (UTILITIES)	0	148,451	0	0	0	0
43400 - OTHER LOCAL	43403 - OTHER TOWNS	115,421	110,815	106,590	107,235	108,189	108,189
43000 - INTERGOVERNMENTAL		422,785	1,501,143	106,752	107,397	108,189	108,189
44100 - UNCLASSIFIED CHARGES	44105 - SEWER CHARGES	4,940,451	5,071,834	5,990,209	5,527,946	6,349,167	6,349,167
	44106 - SEPTIC WASTE	366,780	410,935	395,645	316,400	300,000	300,000
	44107 - SEWER SERVICES	3,846	2,359	1,500	2,230	1,500	1,500
	44108 - INDUSTRIAL PRE-TREATMENT	34,616	33,023	34,000	34,000	34,000	34,000
	44109 - DIRECT REIMBURSEMENT	0	390,133	0	50,494	0	0
	44110 - TESTING	2,951	3,223	4,000	0	4,000	4,000
44000 - CHARGES FOR SERVICES		5,348,643	5,911,507	6,425,354	5,931,070	6,688,667	6,688,667
46100 - GENERAL	46101 - INTEREST EARNINGS	16,058	18,903	9,500	4,125	4,000	4,000
	46103 - INTEREST: A/R	935	-878	0	0	0	0
46000 - MISCELLANEOUS		16,993	18,025	9,500	4,125	4,000	4,000
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	-1,170,874	0	-1,461,151	-1,461,151
	47003 - CAPITAL RESERVE	-0	0	0	0	0	0
	47007 - USE OF SURPLUS: CARRYOVER	0	0	140,371	0	0	0
	47290 - INTRAFUND APPROPRIATION	0	0	0	0	0	0
47000 - OTHER FINANCING SOURCES		-0	0	-1,030,503	0	-1,461,151	-1,461,151
48100 - LT DEBT PROCEEDS	48101 - SALE OF BONDS	63,900	0	0	0	0	0
48000 - PROCEEDS LONG TRM FINANCE		63,900	0	0	0	0	0
Revenue Total		5,897,228	7,474,148	5,553,766	6,084,369	5,379,899	5,379,899

32 - SEWER FUND



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	1,290,484	1,419,969	1,433,166	1,403,316	1,423,534	0	1,423,534	1,423,534
62000 - OPERATING EXPENDITURES	3,684,071	3,739,630	4,120,599	3,976,823	3,949,865	6,500	3,956,365	3,956,365
Department Total	4,974,555	5,159,599	5,553,766	5,380,140	5,373,399	6,500	5,379,899	5,379,899

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
08000	61303	ASST PW DIR / LAB MGR	0.12	10,980
	61304	CIVIL ENGINEER	0.50	36,341
		ENGINEERING TECHNICIAN	1.50	95,538
08004	61305	ADMINISTRATIVE ASSISTANT	0.13	4,777
	61303	ASST PW DIR / LAB MGR	0.38	36,347
	61304	LABORATORY TECHNICIAN	0.67	35,016
		LABORATORY SUPV	0.50	33,279
08005	61303	MAINTENANCE MANAGER	0.23	16,717
08006	61303	MAINTENANCE MANAGER	0.54	39,249
		OPERATIONS MANAGER	1.00	75,954
	61304	INDUSTRIAL PRETREATMENT C	1.00	57,072
08***		PW - AFSCME	8.65	410,206
85 - PUBLIC WORKS Total			15.22	851,475

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

PUBLIC WORKS

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	172,137	175,493	179,121	175,287	179,246	0	179,246	179,246
61304 - GENERAL PERSONNEL	610,720	683,155	664,530	651,417	667,452	0	667,452	667,452
61305 - ADMINISTRATIVE PERSONNEL	4,416	4,334	4,699	2,952	4,777	0	4,777	4,777
61401 - TEMPORARY PERSONNEL	512	0	0	0	0	0	0	0
61501 - REGULAR OVERTIME	41,040	44,346	44,759	44,811	43,956	0	43,956	43,956
61502 - DOUBLE OVERTIME	1,272	773	874	914	887	0	887	887
61508 - SUPERVISORY OVERTIME	2,849	2,849	1,850	2,849	1,850	0	1,850	1,850
61602 - STAND-BY PAY	28,119	26,418	28,270	28,270	28,270	0	28,270	28,270
61701 - HEALTH INSURANCE	249,303	281,812	307,016	297,178	290,103	0	290,103	290,103
61702 - DENTAL INSURANCE	16,415	18,114	23,283	22,481	20,629	0	20,629	20,629
61703 - RETIREMENT CONTRIBUTIONS	74,963	100,954	97,657	96,987	103,484	0	103,484	103,484
61704 - SOCIAL SECURITY	64,854	70,267	69,366	68,348	70,873	0	70,873	70,873
61705 - WORKERS COMPENSATION	10,394	844	11,742	11,822	12,007	0	12,007	12,007
61715 - RETIREMENT BENEFITS	13,014	10,611	0	0	0	0	0	0
61901 - RECRUITMENT	476	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	1,290,484	1,419,969	1,433,166	1,403,316	1,423,534	0	1,423,534	1,423,534
62102 - PROFESSIONAL SERVICES	50	32,365	41,190	41,190	0	0	0	0
62103 - TECHNICAL SERVICES	16,960	14,673	22,292	9,692	8,675	0	8,675	8,675
62120 - LABORATORY SERVICES	9,039	9,844	14,560	14,476	14,537	0	14,537	14,537
62175 - OTHER SERVICES	0	294	0	679	0	0	0	0
62176 - CITY ADMIN CHARGE	642,372	649,776	658,402	658,402	623,776	0	623,776	623,776
62201 - JANITORIAL	0	0	0	0	0	6,500	6,500	6,500
62205 - PC REPLACEMENT CHARGE	3,168	2,425	2,173	2,173	2,174	0	2,174	2,174
62206 - PW FLEET CHARGE	98,271	95,760	97,621	97,762	99,552	0	99,552	99,552
62306 - SOFTWARE MAINTENANCE	16,088	10,817	19,408	16,511	16,889	0	16,889	16,889
62310 - SAFETY PROGRAM MAINT.	15,799	11,193	18,411	13,240	11,445	0	11,445	11,445
62311 - EQUIPMENT MAINTENANCE	196,166	163,272	266,630	175,204	188,486	0	188,486	188,486
62314 - SYSTEMS MAINTENANCE	6,283	34,281	28,921	25,200	24,000	0	24,000	24,000
62316 - ESCO MAINTENANCE	2,134	2,961	5,151	5,151	5,348	0	5,348	5,348
62331 - ROAD AND STREET MAINT.	6,484	0	6,500	6,450	6,500	0	6,500	6,500
62350 - BUILDING MAINTENANCE	48,586	29,921	34,995	31,757	23,484	0	23,484	23,484
62370 - OTHER IMPROVEMNTS - MAINT	0	0	25,610	20,500	10,500	0	10,500	10,500
62371 - RIVER GAUGE STATION MAINT	7,650	0	18,825	23,090	11,175	0	11,175	11,175
62375 - PERMITS	0	306	960	1,005	960	0	960	960
62430 - TRAVEL	1,108	1,407	1,075	1,458	1,139	0	1,139	1,139
62435 - TRAINING	3,183	7,568	8,512	7,862	7,112	0	7,112	7,112
62436 - MEETINGS & DUES	1,020	626	1,555	1,534	1,555	0	1,555	1,555
62438 - LICENSES & CERTIFICATIONS	100	150	350	350	450	0	450	450

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62448 - HAULING AND DISPOSAL	460,365	526,500	501,317	505,262	513,127	0	513,127	513,127
62501 - WATER	3,822	11,444	10,121	9,921	10,121	0	10,121	10,121
62502 - SEWER	4,399	4,533	15,535	2,460	2,500	0	2,500	2,500
62503 - ELECTRICITY	307,725	280,756	373,774	335,789	333,997	0	333,997	333,997
62504 - HEATING FUEL	61,605	73,019	72,954	68,083	55,083	0	55,083	55,083
62510 - TELEPHONE	8,592	7,393	7,823	8,222	7,823	0	7,823	7,823
62512 - INDUSTRIAL PRE-TREATMENT	3,344	3,345	6,404	6,404	6,404	0	6,404	6,404
62601 - LAND RENTAL	135,986	142,044	144,460	144,460	146,772	0	146,772	146,772
62602 - OFFICE SPACE RENTAL	63,384	66,211	67,337	67,337	68,414	0	68,414	68,414
62604 - EQUIPMENT RENTAL	0	187	500	435	500	0	500	500
62606 - OTHER RENTALS	0	0	1,200	650	1,200	0	1,200	1,200
62701 - OFFICE SUPPLIES	2,067	2,159	2,615	3,119	2,615	0	2,615	2,615
62715 - BOOKS AND PERIODICALS	0	0	150	150	0	0	0	0
62733 - TOOLS	1,250	1,116	1,003	746	750	0	750	750
62734 - MINOR EQUIPMENT	4,653	22,591	8,269	10,979	6,525	0	6,525	6,525
62735 - BUILDING MAINT. SUPPLIES	0	5,178	3,800	3,752	3,800	0	3,800	3,800
62736 - GROUNDS MAINT SUPPLIES	0	57	800	780	800	0	800	800
62737 - JANITORIAL SUPPLIES	0	212	600	595	350	0	350	350
62755 - UNIFORMS	8,145	7,828	8,862	7,041	7,670	0	7,670	7,670
62760 - OPERATING SUPPLIES	46,917	52,086	51,157	41,737	50,632	0	50,632	50,632
62762 - LICENSES & PERMITS	886	885	1,100	1,000	1,000	0	1,000	1,000
62764 - CHEMICALS	324,984	364,086	345,038	345,038	341,538	0	341,538	341,538
63403 - FURNITURE & FIXTURE ACQ	1,900	0	0	0	1,250	0	1,250	1,250
63409 - EQUIPMENT ACQUISITION	0	0	12,000	0	0	0	0	0
65102 - INTEREST ON BONDED DEBT	174,031	180,422	176,907	176,907	160,274	0	160,274	160,274
65202 - INTEREST ON NOTES PAYABLE	5,772	5,374	54,031	142,570	204,263	0	204,263	204,263
66102 - CAPITALIZED EXPENDITURES	-12,445	-8,950	0	0	0	0	0	0
66104 - LOSS ON FIXED ASSETS	75,540	12,315	0	0	0	0	0	0
66105 - CLAIMS & JUDGEMENTS	0	11,500	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	197,757	197,705	202,200	202,200	202,200	0	202,200	202,200
66202 - DEPRECIATION - OTHER IMPR	423,680	426,705	425,500	425,500	430,500	0	430,500	430,500
66203 - DEPRECIATION - MACH/EQUIP	305,249	275,291	352,000	312,000	332,000	0	332,000	332,000
62000 - OPERATING EXPENDITURES	3,684,071	3,739,630	4,120,599	3,976,823	3,949,865	6,500	3,956,365	3,956,365
Department Total	4,974,555	5,159,599	5,553,766	5,380,140	5,373,399	6,500	5,379,899	5,379,899

Fiscal Year 2015 - 2016

PUBLIC WORKS 08000 - SEWER ADMINISTRATION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	5,647	10,750	10,937	10,704	10,980	0	10,980	10,980
61304 - GENERAL PERSONNEL	103,595	130,222	137,250	132,490	139,445	0	139,445	139,445
61305 - ADMINISTRATIVE PERSONNEL	4,416	4,334	4,699	2,952	4,777	0	4,777	4,777
61401 - TEMPORARY PERSONNEL	512	0	0	0	0	0	0	0
61501 - REGULAR OVERTIME	622	271	0	257	0	0	0	0
61602 - STAND-BY PAY	6,659	5,635	6,388	6,388	6,388	0	6,388	6,388
61701 - HEALTH INSURANCE	44,353	68,692	46,237	67,461	50,454	0	50,454	50,454
61702 - DENTAL INSURANCE	2,734	4,595	3,858	5,405	3,982	0	3,982	3,982
61703 - RETIREMENT CONTRIBUTIONS	10,689	16,285	16,466	16,414	18,050	0	18,050	18,050
61704 - SOCIAL SECURITY	9,131	11,285	11,696	11,386	12,362	0	12,362	12,362
61705 - WORKERS COMPENSATION	2,796	226	3,752	3,801	3,880	0	3,880	3,880
61715 - RETIREMENT BENEFITS	13,014	10,611	0	0	0	0	0	0
61901 - RECRUITMENT	156	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	204,324	262,906	241,281	257,258	250,318	0	250,318	250,318
62120 - LABORATORY SERVICES	455	129	360	276	337	0	337	337
62176 - CITY ADMIN CHARGE	376,632	338,268	332,032	332,032	321,347	0	321,347	321,347
62205 - PC REPLACEMENT CHARGE	492	360	368	368	368	0	368	368
62206 - PW FLEET CHARGE	4,704	0	0	0	0	0	0	0
62306 - SOFTWARE MAINTENANCE	9,580	6,968	9,580	9,580	9,580	0	9,580	9,580
62310 - SAFETY PROGRAM MAINT.	3,201	1,682	1,500	2,799	1,500	0	1,500	1,500
62430 - TRAVEL	508	696	525	751	589	0	589	589
62435 - TRAINING	692	1,332	1,850	1,825	1,000	0	1,000	1,000
62436 - MEETINGS & DUES	703	236	470	434	470	0	470	470
62438 - LICENSES & CERTIFICATIONS	0	0	150	150	150	0	150	150
62510 - TELEPHONE	2,414	1,572	1,510	1,510	1,510	0	1,510	1,510
62602 - OFFICE SPACE RENTAL	63,384	66,211	67,337	67,337	68,414	0	68,414	68,414
62701 - OFFICE SUPPLIES	872	1,133	845	1,265	845	0	845	845
62734 - MINOR EQUIPMENT	0	0	1,744	1,745	0	0	0	0
62755 - UNIFORMS	1,978	2,971	3,165	2,675	2,850	0	2,850	2,850
65102 - INTEREST ON BONDED DEBT	155,419	146,993	136,020	136,020	128,195	0	128,195	128,195
65202 - INTEREST ON NOTES PAYABLE	5,772	5,374	54,031	142,570	55,033	0	55,033	55,033
66104 - LOSS ON FIXED ASSETS	75,540	12,315	0	0	0	0	0	0
66105 - CLAIMS & JUDGEMENTS	0	11,500	0	0	0	0	0	0
66202 - DEPRECIATION - OTHER IMPR	423,342	426,367	425,000	425,000	430,000	0	430,000	430,000
66203 - DEPRECIATION - MACH/EQUIP	47	47	10,000	10,000	10,000	0	10,000	10,000
62000 - OPERATING EXPENDITURES	1,125,734	1,024,154	1,046,487	1,136,337	1,032,188	0	1,032,188	1,032,188
08000 - SEWER ADMINISTRATION Total	1,330,058	1,287,060	1,287,768	1,393,596	1,282,506	0	1,282,506	1,282,506

PUBLIC WORKS 08001 - SEWER MAINS & MANHOLES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	138,207	150,793	109,881	123,885	110,708	0	110,708	110,708
61501 - REGULAR OVERTIME	11,903	11,348	10,950	9,372	10,136	0	10,136	10,136
61602 - STAND-BY PAY	88	0	0	0	0	0	0	0
61701 - HEALTH INSURANCE	25,841	19,307	39,398	21,559	41,521	0	41,521	41,521
61702 - DENTAL INSURANCE	1,741	1,100	2,942	1,622	2,942	0	2,942	2,942
61703 - RETIREMENT CONTRIBUTIONS	12,222	17,462	11,834	14,352	13,498	0	13,498	13,498
61704 - SOCIAL SECURITY	11,159	11,969	8,406	9,854	9,244	0	9,244	9,244
61705 - WORKERS COMPENSATION	1,765	189	1,659	1,929	1,757	0	1,757	1,757
61000 - PERSONNEL SERVICES	202,925	212,169	185,070	182,573	189,806	0	189,806	189,806
62120 - LABORATORY SERVICES	0	384	1,100	1,100	1,100	0	1,100	1,100
62206 - PW FLEET CHARGE	51,024	64,992	66,304	66,304	66,644	0	66,644	66,644
62310 - SAFETY PROGRAM MAINT.	41	474	0	0	0	0	0	0
62314 - SYSTEMS MAINTENANCE	6,283	34,281	28,921	24,000	24,000	0	24,000	24,000
62331 - ROAD AND STREET MAINT.	6,484	0	6,500	6,450	6,500	0	6,500	6,500
62370 - OTHER IMPROVEMNTS - MAINT	0	0	25,610	20,500	10,500	0	10,500	10,500
62430 - TRAVEL	150	74	0	50	0	0	0	0
62448 - HAULING AND DISPOSAL	5,654	2,727	5,454	5,454	5,454	0	5,454	5,454
62606 - OTHER RENTALS	0	0	1,200	650	1,200	0	1,200	1,200
62733 - TOOLS	53	248	0	0	0	0	0	0
62760 - OPERATING SUPPLIES	24,650	26,709	22,995	22,995	22,995	0	22,995	22,995
62000 - OPERATING EXPENDITURES	94,339	129,888	158,084	147,503	138,393	0	138,393	138,393
08001 - SEWER MAINS & MANHOLES								
Total	297,264	342,057	343,154	330,076	328,199	0	328,199	328,199

PUBLIC WORKS 08002 - SEWER SERVICES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	2,680	774	2,540	975	2,559	0	2,559	2,559
61501 - REGULAR OVERTIME	10	5	0	325	0	0	0	0
61701 - HEALTH INSURANCE	2,314	878	916	943	965	0	965	965
61702 - DENTAL INSURANCE	155	50	68	73	68	0	68	68
61703 - RETIREMENT CONTRIBUTIONS	187	84	274	140	286	0	286	286
61704 - SOCIAL SECURITY	206	59	194	99	196	0	196	196
61705 - WORKERS COMPENSATION	25	0	38	11	38	0	38	38
61000 - PERSONNEL SERVICES	5,577	1,849	4,030	2,566	4,113	0	4,113	4,113
62206 - PW FLEET CHARGE	13,056	1,620	1,658	1,643	1,666	0	1,666	1,666
62314 - SYSTEMS MAINTENANCE	0	0	0	1,200	0	0	0	0
62760 - OPERATING SUPPLIES	4,730	2,125	2,000	2,500	2,000	0	2,000	2,000
62000 - OPERATING EXPENDITURES	17,786	3,745	3,658	5,343	3,666	0	3,666	3,666
08002 - SEWER SERVICES Total	23,363	5,594	7,688	7,909	7,779	0	7,779	7,779

PUBLIC WORKS 08003 - MARTEL COURT PUMPING STN

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	16,257	19,337	26,971	26,971	26,727	0	26,727	26,727
61501 - REGULAR OVERTIME	1,115	1,169	811	915	811	0	811	811

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61602 - STAND-BY PAY	751	0	1,267	1,267	1,267	0	1,267	1,267
61701 - HEALTH INSURANCE	9,337	9,728	12,094	12,094	9,940	0	9,940	9,940
61702 - DENTAL INSURANCE	642	651	933	883	702	0	702	702
61703 - RETIREMENT CONTRIBUTIONS	1,601	2,209	3,129	2,852	3,218	0	3,218	3,218
61704 - SOCIAL SECURITY	1,374	1,553	2,222	2,032	2,204	0	2,204	2,204
61705 - WORKERS COMPENSATION	163	21	252	228	250	0	250	250
61000 - PERSONNEL SERVICES	31,240	34,668	47,679	47,242	45,120	0	45,120	45,120
62206 - PW FLEET CHARGE	2,616	2,616	2,552	2,552	2,620	0	2,620	2,620
62310 - SAFETY PROGRAM MAINT.	2,985	1,325	3,254	2,514	2,252	0	2,252	2,252
62311 - EQUIPMENT MAINTENANCE	26,466	12,612	36,143	22,687	25,552	0	25,552	25,552
62316 - ESCO MAINTENANCE	1,067	1,106	2,575	2,575	2,674	0	2,674	2,674
62350 - BUILDING MAINTENANCE	6,330	9,629	6,725	5,892	2,380	0	2,380	2,380
62375 - PERMITS	0	60	240	300	240	0	240	240
62448 - HAULING AND DISPOSAL	0	0	0	3,037	0	0	0	0
62501 - WATER	1,378	300	1,100	1,470	1,100	0	1,100	1,100
62503 - ELECTRICITY	54,730	52,131	64,600	49,129	60,550	0	60,550	60,550
62504 - HEATING FUEL	1,718	2,269	1,398	1,144	810	0	810	810
62510 - TELEPHONE	160	240	300	668	300	0	300	300
62734 - MINOR EQUIPMENT	0	0	100	96	100	0	100	100
62735 - BUILDING MAINT. SUPPLIES	0	69	100	87	100	0	100	100
62736 - GROUNDS MAINT SUPPLIES	0	0	200	187	200	0	200	200
62737 - JANITORIAL SUPPLIES	0	0	100	95	100	0	100	100
65102 - INTEREST ON BONDED DEBT	0	26,423	21,322	21,322	18,922	0	18,922	18,922
66201 - DEPRECIATION - BUILDINGS	3,046	3,046	3,200	3,200	3,200	0	3,200	3,200
66203 - DEPRECIATION - MACH/EQUIP	77,001	76,907	82,000	82,000	82,000	0	82,000	82,000
62000 - OPERATING EXPENDITURES	177,496	188,733	225,909	198,955	203,100	0	203,100	203,100
08003 - MARTEL COURT PUMPING STN Total	208,736	223,401	273,589	246,197	248,220	0	248,220	248,220

PUBLIC WORKS 08004 - LABORATORY - SEWER

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	39,893	35,585	36,776	35,434	36,347	0	36,347	36,347
61304 - GENERAL PERSONNEL	63,370	66,054	66,694	65,815	68,295	0	68,295	68,295
61501 - REGULAR OVERTIME	232	144	206	597	217	0	217	217
61701 - HEALTH INSURANCE	25,392	29,703	33,039	27,091	27,091	0	27,091	27,091
61702 - DENTAL INSURANCE	1,694	1,844	2,426	1,853	1,853	0	1,853	1,853
61703 - RETIREMENT CONTRIBUTIONS	9,147	10,962	11,166	10,968	11,713	0	11,713	11,713
61704 - SOCIAL SECURITY	7,626	7,534	7,931	7,557	8,022	0	8,022	8,022
61705 - WORKERS COMPENSATION	1,641	114	1,607	1,618	1,673	0	1,673	1,673
61000 - PERSONNEL SERVICES	148,995	151,940	159,846	150,933	155,210	0	155,210	155,210
62120 - LABORATORY SERVICES	8,242	8,782	12,600	12,600	12,600	0	12,600	12,600
62205 - PC REPLACEMENT CHARGE	408	408	385	385	386	0	386	386
62206 - PW FLEET CHARGE	3,300	3,240	3,333	3,489	3,361	0	3,361	3,361
62311 - EQUIPMENT MAINTENANCE	10,713	8,984	15,772	12,000	12,000	0	12,000	12,000

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62435 - TRAINING	181	2,240	2,000	1,500	2,000	0	2,000	2,000
62438 - LICENSES & CERTIFICATIONS	0	50	100	100	100	0	100	100
62448 - HAULING AND DISPOSAL	0	0	600	1,508	600	0	600	600
62701 - OFFICE SUPPLIES	430	297	350	350	350	0	350	350
62734 - MINOR EQUIPMENT	0	4,622	1,575	1,575	1,575	0	1,575	1,575
62760 - OPERATING SUPPLIES	11,501	7,509	12,799	12,000	12,000	0	12,000	12,000
62762 - LICENSES & PERMITS	862	836	1,000	1,000	1,000	0	1,000	1,000
62764 - CHEMICALS	8,977	9,407	10,500	10,500	11,000	0	11,000	11,000
62000 - OPERATING EXPENDITURES	44,615	46,375	61,014	57,007	56,972	0	56,972	56,972
08004 - LABORATORY - SEWER Total	193,610	198,315	220,860	207,940	212,182	0	212,182	212,182

PUBLIC WORKS 08005 - SEWER SYSTEM MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	15,983	16,367	16,651	16,366	16,717	0	16,717	16,717
61304 - GENERAL PERSONNEL	15,200	15,330	28,571	24,702	28,107	0	28,107	28,107
61501 - REGULAR OVERTIME	1,350	1,096	4,483	3,977	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	7,935	7,959	7,840	7,840	7,840	0	7,840	7,840
61701 - HEALTH INSURANCE	13,855	14,351	18,027	16,646	14,570	0	14,570	14,570
61702 - DENTAL INSURANCE	952	961	1,391	1,313	1,031	0	1,031	1,031
61703 - RETIREMENT CONTRIBUTIONS	3,674	4,481	6,397	5,934	6,590	0	6,590	6,590
61704 - SOCIAL SECURITY	3,100	3,149	4,544	4,466	4,513	0	4,513	4,513
61705 - WORKERS COMPENSATION	382	29	532	495	531	0	531	531
61901 - RECRUITMENT	33	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	63,315	64,574	90,286	83,589	86,232	0	86,232	86,232
62103 - TECHNICAL SERVICES	0	0	3,600	0	0	0	0	0
62120 - LABORATORY SERVICES	0	182	0	0	0	0	0	0
62175 - OTHER SERVICES	0	0	0	679	0	0	0	0
62205 - PC REPLACEMENT CHARGE	444	457	411	411	411	0	411	411
62206 - PW FLEET CHARGE	5,664	5,676	6,218	6,218	6,938	0	6,938	6,938
62306 - SOFTWARE MAINTENANCE	1,714	1,748	1,783	1,783	1,857	0	1,857	1,857
62310 - SAFETY PROGRAM MAINT.	2,880	1,812	6,384	3,928	3,668	0	3,668	3,668
62311 - EQUIPMENT MAINTENANCE	21,834	13,032	21,747	17,177	17,214	0	17,214	17,214
62350 - BUILDING MAINTENANCE	10,558	2,582	13,296	12,415	7,654	0	7,654	7,654
62375 - PERMITS	0	60	480	465	480	0	480	480
62435 - TRAINING	1,940	1,946	3,050	2,925	2,500	0	2,500	2,500
62436 - MEETINGS & DUES	107	180	200	215	200	0	200	200
62503 - ELECTRICITY	5,787	5,090	6,359	5,160	6,359	0	6,359	6,359
62504 - HEATING FUEL	81	358	850	964	770	0	770	770
62510 - TELEPHONE	1,183	1,374	940	1,211	940	0	940	940
62604 - EQUIPMENT RENTAL	0	187	500	435	500	0	500	500
62701 - OFFICE SUPPLIES	346	152	425	417	425	0	425	425
62733 - TOOLS	1,197	868	1,003	746	750	0	750	750

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62734 - MINOR EQUIPMENT	253	11	100	98	100	0	100	100
62735 - BUILDING MAINT. SUPPLIES	0	345	200	188	200	0	200	200
62736 - GROUNDS MAINT SUPPLIES	0	8	100	93	100	0	100	100
62000 - OPERATING EXPENDITURES	53,988	36,069	67,647	55,528	51,066	0	51,066	51,066
08005 - SEWER SYSTEM MAINTENANCE Total	117,303	100,643	157,932	139,117	137,298	0	137,298	137,298

PUBLIC WORKS 08006 - WASTEWATER TREATMENT
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Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	110,613	112,791	114,757	112,783	115,203	0	115,203	115,203
61304 - GENERAL PERSONNEL	271,411	300,644	292,623	276,579	291,611	0	291,611	291,611
61501 - REGULAR OVERTIME	25,808	30,313	28,309	29,368	28,309	0	28,309	28,309
61502 - DOUBLE OVERTIME	1,272	773	874	914	887	0	887	887
61508 - SUPERVISORY OVERTIME	1,998	1,998	0	999	0	0	0	0
61602 - STAND-BY PAY	12,688	12,824	12,775	12,775	12,775	0	12,775	12,775
61701 - HEALTH INSURANCE	128,211	139,154	157,304	151,384	145,562	0	145,562	145,562
61702 - DENTAL INSURANCE	8,498	8,912	11,666	11,332	10,050	0	10,050	10,050
61703 - RETIREMENT CONTRIBUTIONS	37,443	49,471	48,392	46,327	50,129	0	50,129	50,129
61704 - SOCIAL SECURITY	32,259	34,719	34,373	32,954	34,332	0	34,332	34,332
61705 - WORKERS COMPENSATION	3,622	265	3,902	3,740	3,878	0	3,878	3,878
61901 - RECRUITMENT	286	0	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	634,108	691,864	704,974	679,155	692,736	0	692,736	692,736
62102 - PROFESSIONAL SERVICES	50	32,365	41,190	41,190	0	0	0	0
62103 - TECHNICAL SERVICES	16,960	14,673	18,692	9,692	8,675	0	8,675	8,675
62120 - LABORATORY SERVICES	342	366	500	500	500	0	500	500
62175 - OTHER SERVICES	0	294	0	0	0	0	0	0
62176 - CITY ADMIN CHARGE	265,740	311,508	326,370	326,370	302,429	0	302,429	302,429
62201 - JANITORIAL	0	0	0	0	0	6,500	6,500	6,500
62205 - PC REPLACEMENT CHARGE	1,824	1,200	1,009	1,009	1,009	0	1,009	1,009
62206 - PW FLEET CHARGE	17,907	17,616	17,556	17,556	18,323	0	18,323	18,323
62306 - SOFTWARE MAINTENANCE	4,794	2,100	8,045	5,148	5,452	0	5,452	5,452
62310 - SAFETY PROGRAM MAINT.	6,692	5,899	7,273	4,000	4,025	0	4,025	4,025
62311 - EQUIPMENT MAINTENANCE	137,152	128,644	192,967	123,340	133,720	0	133,720	133,720
62316 - ESCO MAINTENANCE	1,067	1,856	2,576	2,576	2,674	0	2,674	2,674
62350 - BUILDING MAINTENANCE	31,699	17,710	14,975	13,450	13,450	0	13,450	13,450
62371 - RIVER GAUGE STATION MAINT	7,650	0	18,825	23,090	11,175	0	11,175	11,175
62375 - PERMITS	0	186	240	240	240	0	240	240
62430 - TRAVEL	450	637	550	657	550	0	550	550
62435 - TRAINING	370	2,050	1,612	1,612	1,612	0	1,612	1,612
62436 - MEETINGS & DUES	210	210	885	885	885	0	885	885
62438 - LICENSES & CERTIFICATIONS	100	100	100	100	200	0	200	200
62448 - HAULING AND DISPOSAL	454,712	523,773	495,263	495,263	507,073	0	507,073	507,073
62501 - WATER	2,445	11,144	9,021	8,451	9,021	0	9,021	9,021
62502 - SEWER	4,399	4,533	15,535	2,460	2,500	0	2,500	2,500

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62503 - ELECTRICITY	247,209	223,535	302,815	281,500	267,088	0	267,088	267,088
62504 - HEATING FUEL	59,806	70,392	70,706	65,975	53,503	0	53,503	53,503
62510 - TELEPHONE	4,836	4,207	5,073	4,833	5,073	0	5,073	5,073
62512 - INDUSTRIAL PRE-TREATMENT	3,344	3,345	6,404	6,404	6,404	0	6,404	6,404
62601 - LAND RENTAL	135,986	142,044	144,460	144,460	146,772	0	146,772	146,772
62701 - OFFICE SUPPLIES	419	577	995	1,086	995	0	995	995
62715 - BOOKS AND PERIODICALS	0	0	150	150	0	0	0	0
62734 - MINOR EQUIPMENT	4,400	17,958	4,750	7,465	4,750	0	4,750	4,750
62735 - BUILDING MAINT. SUPPLIES	0	4,764	3,500	3,477	3,500	0	3,500	3,500
62736 - GROUNDS MAINT SUPPLIES	0	49	500	500	500	0	500	500
62737 - JANITORIAL SUPPLIES	0	212	500	500	250	0	250	250
62755 - UNIFORMS	6,167	4,857	5,697	4,366	4,820	0	4,820	4,820
62760 - OPERATING SUPPLIES	6,035	15,743	13,363	4,242	13,637	0	13,637	13,637
62762 - LICENSES & PERMITS	24	49	100	0	0	0	0	0
62764 - CHEMICALS	316,007	354,679	334,538	334,538	330,538	0	330,538	330,538
63403 - FURNITURE & FIXTURE ACQ	1,900	0	0	0	1,250	0	1,250	1,250
63409 - EQUIPMENT ACQUISITION	0	0	12,000	0	0	0	0	0
65102 - INTEREST ON BONDED DEBT	18,612	7,005	19,565	19,565	13,157	0	13,157	13,157
65202 - INTEREST ON NOTES PAYABLE	0	0	0	0	149,230	0	149,230	149,230
66102 - CAPITALIZED EXPENDITURES	-12,445	-8,950	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	194,712	194,659	199,000	199,000	199,000	0	199,000	199,000
66202 - DEPRECIATION - OTHER IMPR	338	338	500	500	500	0	500	500
66203 - DEPRECIATION - MACH/EQUIP	228,201	198,338	260,000	220,000	240,000	0	240,000	240,000
62000 - OPERATING EXPENDITURES	2,170,114	2,310,666	2,557,800	2,376,151	2,464,480	6,500	2,470,980	2,470,980
08006 - WASTEWATER TREATMENT Total	2,804,222	3,002,530	3,262,774	3,055,305	3,157,216	6,500	3,163,716	3,163,716

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PUBLIC WORKS	4,974,555	5,159,599	5,553,766	5,380,140	5,373,399	6,500	5,379,899	5,379,899

CITY OF KEENE, NEW HAMPSHIRE
FY2015/2016 Operating Budget
STATEMENT OF SEWER FUND LONG-TERM DEBT

ISSUE	DATED	MATURITY	RATE	ORIGINAL BOND	PRINCIPAL 2015/2016	INTEREST 2015/2016	PRINCIPAL BALANCE 06/30/16
Sewer Rehab - refunding 2003	6/18/2003	9/15/2015	avg 4.99%	171,545	11,790	199	0
Advanced Wastewater Treatment - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	390,000	19,500	829	0
Sewer Main Improvements - Refunded 2013	12/15/2005	1/15/2016	avg 4.2692%	1,310,000	65,500	2,784	0
Black Brook Corporate Park - Refunding 1996	12/27/2006	8/15/2017	avg 3.93%	380,621	36,720	3,474	72,522
Sewer Rehab - refunding 1999	12/27/2006	8/15/2019	avg 3.93%	131,501	13,194	2,224	50,423
Sewer Main Improvements	7/15/2007	7/15/2027	avg 4.195%	1,185,000	60,000	30,698	705,000
Sewer Main Improvements	7/1/2008	7/1/2028	avg 4.0198479%	1,275,000	64,675	37,015	822,275
Advanced Wastewater Treatment (R-2008-23)	12/1/2011	12/1/2021	avg 1.627218%	1,388,300	275,000	8,250	275,000
Sewer Main Improvements	5/2/2013	1/15/2033	avg 2.225	945,000	50,000	18,443	778,400
Martell Court Pump and Motor Controls	5/2/2013	1/15/2023	2.00%	1,184,300	120,000	18,922	826,100
Advance WW Treatment 2005 Adv. Refunding 2013	5/2/2013	1/15/2026	2.00%	212,900	4,000	4,078	199,900
Sewer Main Improvements 2005 Advance Refunding 2013	5/2/2103	1/15/2026	2.00%	713,900	10,000	13,900	685,000
Rose Lane WWTP Closure (estimated)	5/15/2015	5/15/2035	est 2.5%	805,000	40,250	19,459	764,750

\$ 10,093,067 \$ 770,630 \$ 160,274 \$ 5,179,370

ARRA loan through NH-DES - FY 10 Infrastructure	9/1/2013	9/1/2023	1.85%	1,378,114	137,811	24,806	1,102,492
ARRA loan through NH-DES - FY 09 Infrastructure	12/1/2014	12/1/2024	1.98%	1,129,608	112,961	32,149	903,686
WWTP Advanced Treatment through NH-DES	est 12/2015	est 12/2025	1.94%	6,469,354	646,935	119,230	5,822,419

Authorized, Unissued:

Martell Court Pump & Motor Controls	\$ 645,000
WWTP Advanced Treatment	2,855,000
WWTP Disinfection System	3,190,000

\$ 6,690,000

Anticipated, FY15/16:

N/A

\$ -

Total Anticipated Bond Issue - new

\$ -

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.		

In FY16 the Water Operations and Water/Sewer Divisions continue their work to improve the treatment and distribution systems to continue to provide economical, high quality drinking water. This work includes a comprehensive system-wide water main flushing, fire hydrant and water main gate maintenance, and installation of a new drain in the Water Treatment Facility's clear well. In-house staff will begin the repair of some of the deficiencies identified by the Water Sites Evaluation Study.

Highlights of the fiscal year include water main replacement on Hurricane Road and continued replacement of water gate valves at locations throughout the City. When the NH Department of Transportation replaces the Main Street Bridge at Beaver Brook, the water main in that area will also be replaced. The final design for the Babbidge Dam improvements will be completed in FY16 in anticipation of construction in FY17.

FY15 Water Fund activities continued the Department's focus on infrastructure and water quality improvement at the capital and operating budget levels. FY15 accomplishments included:

- Fourth Grade Science Fair involving students from in 5 schools.
- Continued maintenance of 750 fire hydrants through the winter of 2014/2015.
- Installation of new Total Organic Carbon meter at the Water Treatment Facility (WTF).
- Initiation of in-house disinfection byproduct monitoring using the new Total Trihalomethane (TTHM) equipment.
- Continued groundwater monitoring in the West Street and White Brook well fields.
- Replacement of 19 gate valves and 1 fire hydrant through infrastructure contracts.
- Redevelopment and repair of the West Street well.
- Installation of new roofs at the Court Street wells and corrosion control buildings.
- Improvements at the sample pit for the 1.5 million gallon tank including a waterproof coating and new wiring.
- Completion of an energy assessment at the water system sites.

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
- Water system engineering

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 2015/2016 OBJECTIVES:		STATUTE	CMP	VOICE
1. Begin to implement some of the Tighe and Bond water infrastructure recommendations using in-house labor		SDWA	Infrastructure	V,C
2. Install new drain in WTF clear well			Infrastructure	V,C
3. Replacement of water main on part of Hurricane Road			Infrastructure	C,E
4. Complete the Babbidge Dam improvement design			Infrastructure	C,E
METRICS:		FY14	FY15	FY16
1. Million gallons of water treated		810	812	814
2. Number of water main breaks/leaks		35	25	30
3. Number of fire hydrants exercised (out of a total of 858 hydrants)		502	600	650
5. Number of water meters changed (out of 9,200 total)		735	500	600
6. Number of samples analyzed		6,156	5,826	6,450
7. Number of kilowatts of electricity used in water fund sites		585,981	542,724	564,353
8. Percent of unaccounted for water		14	15	13
9. Number of water quality complaints		16	14	10
10. Violations of water quality regulations (goal =0)		0	0	0
11. Number of discolored water calls. (Baseline FY2010 100 goal = 0)		14	10	10

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

	ACTUAL FY 12/13	ACTUAL FY 13/14	BUDGET FY 14/15	ESTIMATE FY 14/15	DEPT REQ FY 15/16	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
REVENUES								
Taxes	\$127,236	\$123,173	\$117,090	\$118,367	\$110,317	\$110,317	\$106,600	\$100,228
Intergovernmental	92,945	49,349						
Charges for Services	3,768,274	3,622,938	3,815,889	3,702,686	3,597,510	3,597,510	3,792,479	4,048,929
Miscellaneous	21,370	24,642	15,733	9,575	9,500	9,500	9,643	9,787
Use of (Addition to) Surplus			(188,898)					
TOTAL REVENUES	\$4,009,825	\$3,820,102	\$3,759,814	\$3,830,628	\$3,717,327	\$3,717,327	\$3,908,722	\$4,158,944
EXPENSES								
Water Administration	\$1,543,717	\$1,626,003	\$1,485,777	\$1,488,047	\$1,514,232	\$1,514,232	\$1,535,729	\$1,558,454
Water Main & Trench Repairs	202,415	171,659	242,829	173,510	211,641	211,641	\$217,461	\$223,441
Water Supply	129,724	146,827	167,378	145,915	163,078	163,078	\$167,563	\$172,171
Hydrants	89,043	98,788	132,550	127,054	117,106	117,106	\$120,326	\$123,635
Meters	227,896	316,150	373,557	370,149	377,831	377,831	\$388,222	\$398,898
Water Services	60,539	37,915	43,892	55,950	44,071	44,071	\$45,283	\$46,528
Water Treatment Facility	719,885	860,096	922,765	913,569	892,503	892,503	\$913,424	\$934,885
Laboratory	188,926	209,891	241,482	198,643	235,358	235,358	\$241,830	\$248,480
Maintenance	113,313	106,585	149,584	143,356	123,299	123,299	\$126,690	\$130,174
Capital Program expense	145,081	538,741						
TOTAL EXPENSES	\$3,420,538	\$4,112,655	\$3,759,814	\$3,616,193	\$3,679,118	\$3,679,118	\$3,756,528	\$3,836,666
NET REVENUE (EXPENSE)	\$589,287	(\$292,553)	\$0	\$214,435	\$38,209	\$38,209	\$152,194	\$322,278

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 12/13	PROGRAM FY 13/14	PROGRAM FY 14/15	DEPT REQ FY 15/16	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
CAPITAL PROGRAM							
Reserve - Water Treatment Facility	\$50,000	\$50,000	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000
Reserve - Water Infrastructure	649,239	325,000	375,000	400,000	400,000	450,000	550,000
Water Distribution Improvements		462,505	436,206	363,605	363,605	146,896	392,401
Chlorine Injection Systems		20,500	14,272				
Dam Improvements	100,000	150,000				1,743,119	20,215
Fox Ave Pump Station Upgrade							20,215
Glenn Rd Booster Station Upgrade							
Watershed Management			67,500				
Water Main - Bridge Improvements				40,100	40,100		40,000
Water Mains - State By-Pass Project						195,900	
Water Main Lining and Cleaning	250,000	461,534	212,180			225,102	231,855
Water Tank Mixers			79,568				
Water Valve Replacement	75,968	78,247	80,594	83,012	83,012	85,406	87,872
WTF Instrumentation Upgrade		28,386	34,714				
WTF Laboratory Equipment				38,575	38,575		
WTF PLC Replacement		13,675	62,565				
WTF Pressure Reduction Valve						15,590	
WTF Evaluation	46,875						
WTF Improvements	100,000						
SUBTOTAL - APPROPRIATION	\$1,272,082	\$1,589,847	\$1,412,599	\$1,025,292	\$1,025,292	\$2,962,013	\$1,442,558
USE OF CAPITAL RESERVE	300,000	42,061	397,279	378,675	378,675	1,208,386	380,430
OTHER FUNDING SOURCES	146,875	600,000	212,180	37,820	37,820	970,132	100,000
NET CAPITAL PROGRAM	\$825,207	\$947,786	\$803,140	\$608,797	\$608,797	\$783,495	\$962,128

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	\$888,000	\$888,000	\$888,000	\$888,000	\$888,000	\$896,880	\$905,849
State Aid Grant Principal Payments							
Subtract: Debt Svc Principal (see Note 3)	(317,412)	(317,412)	(317,412)	(317,412)	(317,412)	(265,579)	(265,999)
Tfrs to Capital Reserve (see Note 3)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(550,000)	(650,000)
Capital Outlays (see Note 3)	(108,797)	(108,797)	(108,797)	(108,797)	(108,797)	(233,495)	(312,128)
Projected Annual Cash Surplus (Deficit)	\$0	\$0	\$0	\$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

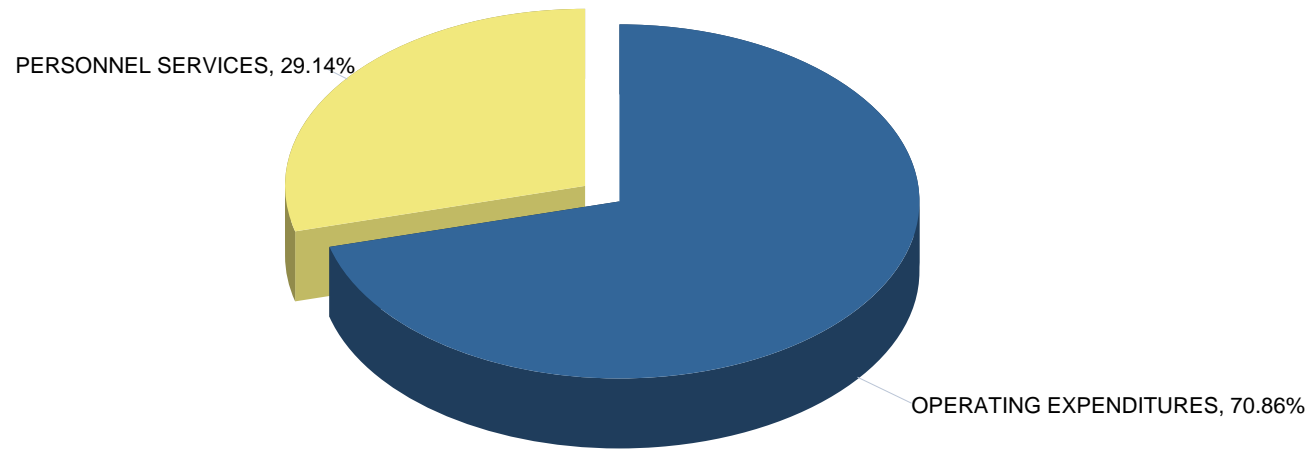
47007- USE OF SURPLUS: CARRYOVER: appropriations extended beyond fiscal year in which they were originally approved.

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 2015 - 2016**

		2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
41100 - PROPERTY TAXES	41125 - TAX INCREMENT FINANCING	127,236	123,173	117,090	118,367	110,317	110,317
41000 - TAXES		127,236	123,173	117,090	118,367	110,317	110,317
43100 - FEDERAL	43117 - ARRA STIMULUS: DES	91,136	0	0	0	0	0
43200 - STATE	43207 - STATE BOND REIMBURSEMENT	1,808	0	0	0	0	0
	43214 - STATE AID (UTILITIES)	0	49,349	0	0	0	0
43000 - INTERGOVERNMENTAL		92,945	49,349	0	0	0	0
44100 - UNCLASSIFIED CHARGES	44101 - WATER SALES	3,485,835	3,375,251	3,564,134	3,460,552	3,354,070	3,354,070
	44102 - WATER SERVICES	9,043	9,632	6,690	8,125	7,000	7,000
	44103 - FIRE PROTECTION	151,974	153,623	150,395	153,968	153,041	153,041
	44104 - HYDRANT RENTAL	114,621	82,818	94,270	80,041	83,399	83,399
	44109 - DIRECT REIMBURSEMENT	6,776	1,616	0	0	0	0
	44137 - BACKFLOW PREVENTION	25	0	400	0	0	0
44000 - CHARGES FOR SERVICES		3,768,274	3,622,938	3,815,889	3,702,686	3,597,510	3,597,510
46100 - GENERAL	46101 - INTEREST EARNINGS	21,271	24,409	15,733	9,575	9,500	9,500
	46103 - INTEREST: A/R	99	233	0	0	0	0
46000 - MISCELLANEOUS		21,370	24,642	15,733	9,575	9,500	9,500
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	-258,654	0	-38,208	-38,208
	47003 - CAPITAL RESERVE	0	0	0	0	0	0
	47007 - USE OF SURPLUS: CARRYOVER	0	0	69,756	0	0	0
	47290 - INTRAFUND APPROPRIATION	-0	-0	0	0	0	0
47000 - OTHER FINANCING SOURCES		-0	-0	-188,898	0	-38,208	-38,208
Revenue Total		4,009,824	3,820,102	3,759,814	3,830,628	3,679,119	3,679,119

34 - WATER FUND



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	778,340	957,547	1,048,813	1,011,082	1,071,927	0	1,071,927	1,071,927
62000 - OPERATING EXPENDITURES	2,497,117	2,616,367	2,711,002	2,605,112	2,607,192	0	2,607,192	2,607,192
Department Total	3,275,457	3,573,914	3,759,815	3,616,193	3,679,119	0	3,679,119	3,679,119

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
05000	61303	ASST PW DIR / LAB MGR	0.12	10,980
	61304	CIVIL ENGINEER	0.50	36,341
		ENGINEERING TECHNICIAN	0.50	31,846
	61305	ADMINISTRATIVE ASSISTANT	0.12	4,410
05006	61303	TREATMENT PLANT MGR WTF	1.00	66,810
05007	61303	ASST PW DIR / LAB MGR	0.38	36,347
	61304	LABORATORY SUPV	0.50	33,279
		LABORATORY TECHNICIAN	0.33	17,246
05008	61303	MAINTENANCE MANAGER	0.23	16,717
05***		PW - AFSCME	8.35	369,467
85 - PUBLIC WORKS Total			12.03	623,443

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

PUBLIC WORKS

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	117,432	122,570	127,635	124,616	130,853	0	130,853	130,853
61304 - GENERAL PERSONNEL	351,575	437,121	489,215	472,898	492,590	0	492,590	492,590
61305 - ADMINISTRATIVE PERSONNEL	4,076	4,000	4,337	2,724	4,410	0	4,410	4,410
61401 - TEMPORARY PERSONNEL	512	0	0	0	0	0	0	0
61501 - REGULAR OVERTIME	38,953	28,118	38,805	34,274	34,028	0	34,028	34,028
61508 - SUPERVISORY OVERTIME	851	851	1,850	1,850	1,850	0	1,850	1,850
61602 - STAND-BY PAY	22,596	24,773	23,730	23,789	23,748	0	23,748	23,748
61609 - STIPEND	10,254	6,731	6,833	6,722	6,833	0	6,833	6,833
61701 - HEALTH INSURANCE	124,622	190,383	208,205	199,638	221,519	0	221,519	221,519
61702 - DENTAL INSURANCE	8,632	11,815	15,656	14,401	15,190	0	15,190	15,190
61703 - RETIREMENT CONTRIBUTIONS	47,123	66,871	72,501	71,759	78,309	0	78,309	78,309
61704 - SOCIAL SECURITY	40,962	46,716	51,495	49,848	53,631	0	53,631	53,631
61705 - WORKERS COMPENSATION	6,498	555	8,551	8,563	8,966	0	8,966	8,966
61715 - RETIREMENT BENEFITS	4,137	17,018	0	0	0	0	0	0
61901 - RECRUITMENT	118	25	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	778,340	957,547	1,048,813	1,011,082	1,071,927	0	1,071,927	1,071,927
62103 - TECHNICAL SERVICES	11,296	21,025	23,966	24,013	13,590	0	13,590	13,590
62120 - LABORATORY SERVICES	14,815	17,074	26,756	25,960	27,918	0	27,918	27,918
62121 - MONITORING/INSPECTIONS	24,381	42,665	41,500	10,500	38,050	0	38,050	38,050
62175 - OTHER SERVICES	0	0	750	0	0	0	0	0
62176 - CITY ADMIN CHARGE	481,788	456,036	440,052	440,052	460,507	0	460,507	460,507
62205 - PC REPLACEMENT CHARGE	3,444	2,616	2,999	2,999	2,614	0	2,614	2,614
62206 - PW FLEET CHARGE	154,488	146,748	150,568	148,924	157,937	0	157,937	157,937
62208 - TAXES	76,930	73,653	77,915	82,369	82,369	0	82,369	82,369
62305 - COPIER MAINTENANCE	0	1,620	1,234	1,477	2,005	0	2,005	2,005
62306 - SOFTWARE MAINTENANCE	15,301	12,066	19,006	16,259	16,857	0	16,857	16,857
62310 - SAFETY PROGRAM MAINT.	3,118	3,019	3,889	4,284	3,889	0	3,889	3,889
62311 - EQUIPMENT MAINTENANCE	50,447	68,661	111,284	95,323	78,335	0	78,335	78,335
62313 - REPAIRS & MAINTENANCE	0	0	0	25	0	0	0	0
62314 - SYSTEMS MAINTENANCE	3,000	3,000	4,990	4,500	4,990	0	4,990	4,990
62316 - ESCO MAINTENANCE	1,345	1,481	5,150	5,150	5,348	0	5,348	5,348
62317 - EQUIPMENT REPAIR	0	0	0	2,523	0	0	0	0
62331 - ROAD AND STREET MAINT.	11,639	3,503	37,369	15,365	15,365	0	15,365	15,365
62350 - BUILDING MAINTENANCE	30,883	9,073	32,925	20,627	11,224	0	11,224	11,224
62370 - OTHER IMPROVEMNTS - MAINT	53	0	0	0	0	0	0	0
62375 - PERMITS	450	210	0	250	150	0	150	150
62430 - TRAVEL	571	429	571	433	571	0	571	571
62435 - TRAINING	6,280	14,713	10,943	9,027	10,443	0	10,443	10,443

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62436 - MEETINGS & DUES	3,512	3,169	2,990	3,498	2,990	0	2,990	2,990
62438 - LICENSES & CERTIFICATIONS	170	1,380	450	235	1,600	0	1,600	1,600
62447 - PUBLIC AWARENESS	11,334	6,470	9,783	6,630	6,630	0	6,630	6,630
62448 - HAULING AND DISPOSAL	0	0	510	600	600	0	600	600
62501 - WATER	705	676	695	667	695	0	695	695
62502 - SEWER	69,581	175,495	125,631	152,345	155,233	0	155,233	155,233
62503 - ELECTRICITY	88,677	94,275	87,702	88,053	87,702	0	87,702	87,702
62504 - HEATING FUEL	19,216	16,490	20,363	16,887	11,458	0	11,458	11,458
62510 - TELEPHONE	6,654	5,832	6,074	5,443	6,074	0	6,074	6,074
62512 - INDUSTRIAL PRE-TREATMENT	175	179	360	360	360	0	360	360
62602 - OFFICE SPACE RENTAL	63,384	66,211	67,337	67,337	67,337	0	67,337	67,337
62604 - EQUIPMENT RENTAL	7,414	145	3,850	350	2,250	0	2,250	2,250
62701 - OFFICE SUPPLIES	2,109	1,624	1,375	1,708	1,425	0	1,425	1,425
62710 - POSTAGE	0	0	0	36	0	0	0	0
62733 - TOOLS	3,211	3,270	4,468	5,170	4,695	0	4,695	4,695
62734 - MINOR EQUIPMENT	13,348	10,721	27,055	27,055	200	0	200	200
62735 - BUILDING MAINT. SUPPLIES	528	679	994	905	994	0	994	994
62736 - GROUNDS MAINT SUPPLIES	0	0	3,200	3,085	200	0	200	200
62737 - JANITORIAL SUPPLIES	0	40	200	197	200	0	200	200
62738 - FURNITURE	6,491	0	0	0	0	0	0	0
62755 - UNIFORMS	5,235	4,318	5,108	4,367	4,793	0	4,793	4,793
62760 - OPERATING SUPPLIES	180,300	193,308	246,560	226,363	210,642	0	210,642	210,642
62762 - LICENSES & PERMITS	1,717	1,315	4,850	5,484	5,150	0	5,150	5,150
62764 - CHEMICALS	149,319	142,960	182,362	164,453	183,317	0	183,317	183,317
63409 - EQUIPMENT ACQUISITION	0	0	1,575	0	1,575	0	1,575	1,575
65102 - INTEREST ON BONDED DEBT	48,946	26,163	16,089	16,069	10,584	0	10,584	10,584
65202 - INTEREST ON NOTES PAYABLE	54,484	66,562	28,554	28,554	20,326	0	20,326	20,326
66104 - LOSS ON FIXED ASSETS	18,561	49,790	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	116,328	110,828	125,000	123,000	117,000	0	117,000	117,000
66202 - DEPRECIATION - OTHER IMPR	540,141	565,503	545,000	548,200	573,000	0	573,000	573,000
66203 - DEPRECIATION - MACH/EQUIP	195,350	191,374	201,000	198,000	198,000	0	198,000	198,000
62000 - OPERATING EXPENDITURES	2,497,117	2,616,367	2,711,002	2,605,112	2,607,192	0	2,607,192	2,607,192
Department Total	3,275,457	3,573,914	3,759,815	3,616,193	3,679,119	0	3,679,119	3,679,119

Fiscal Year 2015 - 2016

PUBLIC WORKS 05000 - WATER ADMINISTRATION

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	5,647	10,750	10,937	10,704	10,980	0	10,980	10,980
61304 - GENERAL PERSONNEL	38,831	77,394	74,895	66,886	75,753	0	75,753	75,753
61305 - ADMINISTRATIVE PERSONNEL	4,076	4,000	4,337	2,724	4,410	0	4,410	4,410
61401 - TEMPORARY PERSONNEL	512	0	0	0	0	0	0	0
61501 - REGULAR OVERTIME	1,058	313	0	456	0	0	0	0
61602 - STAND-BY PAY	5,994	7,154	6,370	6,388	6,388	0	6,388	6,388
61609 - STIPEND	4,160	4,226	4,160	4,087	4,160	0	4,160	4,160
61701 - HEALTH INSURANCE	20,324	42,898	23,418	37,090	26,510	0	26,510	26,510
61702 - DENTAL INSURANCE	1,396	2,944	2,098	3,072	2,213	0	2,213	2,213
61703 - RETIREMENT CONTRIBUTIONS	5,280	11,184	10,845	9,823	11,824	0	11,824	11,824
61704 - SOCIAL SECURITY	4,438	7,689	7,703	6,754	8,098	0	8,098	8,098
61705 - WORKERS COMPENSATION	1,137	138	2,143	2,062	2,197	0	2,197	2,197
61715 - RETIREMENT BENEFITS	4,137	17,018	0	0	0	0	0	0
61901 - RECRUITMENT	118	25	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	97,109	185,732	146,906	150,046	152,532	0	152,532	152,532
62103 - TECHNICAL SERVICES	0	0	0	47	0	0	0	0
62120 - LABORATORY SERVICES	441	339	750	360	657	0	657	657
62176 - CITY ADMIN CHARGE	481,788	456,036	440,052	440,052	460,507	0	460,507	460,507
62205 - PC REPLACEMENT CHARGE	660	504	737	737	737	0	737	737
62206 - PW FLEET CHARGE	4,704	0	0	0	0	0	0	0
62208 - TAXES	76,930	73,653	77,915	82,369	82,369	0	82,369	82,369
62306 - SOFTWARE MAINTENANCE	9,583	8,217	8,417	9,102	9,102	0	9,102	9,102
62310 - SAFETY PROGRAM MAINT.	1,679	1,200	1,500	1,500	1,500	0	1,500	1,500
62316 - ESCO MAINTENANCE	0	750	2,575	2,575	2,674	0	2,674	2,674
62430 - TRAVEL	377	229	263	298	263	0	263	263
62435 - TRAINING	2,086	3,497	4,100	4,100	4,100	0	4,100	4,100
62436 - MEETINGS & DUES	3,512	2,890	2,890	3,398	2,890	0	2,890	2,890
62438 - LICENSES & CERTIFICATIONS	0	580	0	0	450	0	450	450
62447 - PUBLIC AWARENESS	11,334	6,470	9,783	6,630	6,630	0	6,630	6,630
62510 - TELEPHONE	3,090	2,435	2,274	2,293	2,274	0	2,274	2,274
62602 - OFFICE SPACE RENTAL	63,384	66,211	67,337	67,337	67,337	0	67,337	67,337
62604 - EQUIPMENT RENTAL	7,414	145	3,850	350	2,250	0	2,250	2,250
62701 - OFFICE SUPPLIES	1,610	861	875	998	875	0	875	875
62733 - TOOLS	2,292	2,348	2,000	2,812	2,325	0	2,325	2,325
62734 - MINOR EQUIPMENT	0	0	1,745	1,745	0	0	0	0
62755 - UNIFORMS	3,821	2,631	3,165	2,675	2,850	0	2,850	2,850
62760 - OPERATING SUPPLIES	0	432	0	0	0	0	0	0
65102 - INTEREST ON BONDED DEBT	46,979	26,163	16,089	16,069	10,584	0	10,584	10,584
65202 - INTEREST ON NOTES PAYABLE	54,484	66,562	28,554	28,554	20,326	0	20,326	20,326
66104 - LOSS ON FIXED ASSETS	18,561	49,790	0	0	0	0	0	0

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
66201 - DEPRECIATION - BUILDINGS	32,310	26,810	38,000	38,000	30,000	0	30,000	30,000
66202 - DEPRECIATION - OTHER IMPR	536,858	562,220	540,000	540,000	565,000	0	565,000	565,000
66203 - DEPRECIATION - MACH/EQUIP	82,710	79,297	86,000	86,000	86,000	0	86,000	86,000
62000 - OPERATING EXPENDITURES	1,446,608	1,440,271	1,338,871	1,338,001	1,361,700	0	1,361,700	1,361,700
05000 - WATER ADMINISTRATION Total	1,543,717	1,626,003	1,485,777	1,488,047	1,514,232	0	1,514,232	1,514,232

PUBLIC WORKS 05001 - WATER MAIN/TRENCH REPAIRS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	72,586	56,784	60,738	41,823	61,195	0	61,195	61,195
61501 - REGULAR OVERTIME	12,851	9,403	13,345	9,403	12,063	0	12,063	12,063
61701 - HEALTH INSURANCE	12,829	15,037	21,761	12,591	22,934	0	22,934	22,934
61702 - DENTAL INSURANCE	863	892	1,624	948	1,624	0	1,624	1,624
61703 - RETIREMENT CONTRIBUTIONS	7,100	7,172	6,542	5,482	8,183	0	8,183	8,183
61704 - SOCIAL SECURITY	6,368	4,939	4,646	3,753	5,604	0	5,604	5,604
61705 - WORKERS COMPENSATION	1,118	25	919	715	1,046	0	1,046	1,046
61000 - PERSONNEL SERVICES	113,715	94,252	109,575	74,715	112,649	0	112,649	112,649
62206 - PW FLEET CHARGE	39,300	37,368	38,125	38,125	38,322	0	38,322	38,322
62331 - ROAD AND STREET MAINT.	11,639	3,503	37,369	15,365	15,365	0	15,365	15,365
62760 - OPERATING SUPPLIES	37,761	36,537	57,760	45,305	45,305	0	45,305	45,305
62000 - OPERATING EXPENDITURES	88,700	77,407	133,254	98,795	98,992	0	98,992	98,992
05001 - WATER MAIN/TRENCH REPAIRS Total	202,415	171,659	242,829	173,510	211,641	0	211,641	211,641

PUBLIC WORKS 05002 - WATER SUPPLY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	7,570	5,026	17,781	6,519	17,913	0	17,913	17,913
61501 - REGULAR OVERTIME	215	33	475	1,105	1,070	0	1,070	1,070
61701 - HEALTH INSURANCE	6,396	8,096	6,413	6,257	6,758	0	6,758	6,758
61702 - DENTAL INSURANCE	430	480	749	470	479	0	479	479
61703 - RETIREMENT CONTRIBUTIONS	652	545	1,969	794	2,120	0	2,120	2,120
61704 - SOCIAL SECURITY	595	381	1,398	549	1,452	0	1,452	1,452
61705 - WORKERS COMPENSATION	83	0	164	108	278	0	278	278
61000 - PERSONNEL SERVICES	15,942	14,562	28,949	15,802	30,071	0	30,071	30,071
62206 - PW FLEET CHARGE	1,572	19,500	19,891	19,891	19,993	0	19,993	19,993
62311 - EQUIPMENT MAINTENANCE	0	0	0	37	0	0	0	0
62313 - REPAIRS & MAINTENANCE	0	0	0	25	0	0	0	0
62314 - SYSTEMS MAINTENANCE	3,000	3,000	4,990	4,500	4,990	0	4,990	4,990
62375 - PERMITS	300	0	0	0	0	0	0	0
62503 - ELECTRICITY	80,849	81,956	78,102	72,067	78,102	0	78,102	78,102
62504 - HEATING FUEL	6,028	3,903	6,104	4,640	2,870	0	2,870	2,870
62760 - OPERATING SUPPLIES	5,486	4,060	10,300	11,345	7,210	0	7,210	7,210
62762 - LICENSES & PERMITS	0	300	3,000	3,300	3,300	0	3,300	3,300
62764 - CHEMICALS	16,547	19,547	16,042	14,308	16,542	0	16,542	16,542
62000 - OPERATING EXPENDITURES	113,782	132,266	138,429	130,113	133,007	0	133,007	133,007

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
05002 - WATER SUPPLY Total	129,724	146,827	167,378	145,915	163,078	0	163,078	163,078

PUBLIC WORKS 05003 - WATER HYDRANTS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	23,325	28,155	38,102	45,442	36,524	0	36,524	36,524
61501 - REGULAR OVERTIME	1,054	1,813	1,425	4,603	3,091	0	3,091	3,091
61701 - HEALTH INSURANCE	8,746	8,096	13,741	6,866	13,279	0	13,279	13,279
61702 - DENTAL INSURANCE	589	480	1,028	516	939	0	939	939
61703 - RETIREMENT CONTRIBUTIONS	1,667	2,831	4,104	5,390	4,425	0	4,425	4,425
61704 - SOCIAL SECURITY	1,847	2,235	2,915	3,694	3,031	0	3,031	3,031
61705 - WORKERS COMPENSATION	236	29	567	806	585	0	585	585
61000 - PERSONNEL SERVICES	37,464	43,640	61,882	67,317	61,875	0	61,875	61,875
62206 - PW FLEET CHARGE	27,696	24,372	24,864	24,864	24,991	0	24,991	24,991
62760 - OPERATING SUPPLIES	23,883	30,776	45,804	34,873	30,240	0	30,240	30,240
62000 - OPERATING EXPENDITURES	51,579	55,148	70,668	59,737	55,231	0	55,231	55,231
05003 - WATER HYDRANTS Total	89,043	98,788	132,550	127,054	117,106	0	117,106	117,106

PUBLIC WORKS 05004 - WATER METERS

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	67,216	107,509	134,196	131,659	136,907	0	136,907	136,907
61501 - REGULAR OVERTIME	3,019	2,323	2,400	2,981	2,408	0	2,408	2,408
61701 - HEALTH INSURANCE	19,315	45,792	61,687	60,312	66,219	0	66,219	66,219
61702 - DENTAL INSURANCE	1,624	2,841	4,476	4,406	4,564	0	4,564	4,564
61703 - RETIREMENT CONTRIBUTIONS	6,201	11,829	14,453	14,546	15,562	0	15,562	15,562
61704 - SOCIAL SECURITY	5,373	8,311	10,266	10,195	10,657	0	10,657	10,657
61705 - WORKERS COMPENSATION	671	149	1,299	1,301	1,349	0	1,349	1,349
61000 - PERSONNEL SERVICES	103,418	178,754	228,777	225,400	237,666	0	237,666	237,666
62206 - PW FLEET CHARGE	26,376	25,920	26,689	26,689	26,893	0	26,893	26,893
62306 - SOFTWARE MAINTENANCE	0	0	761	750	750	0	750	750
62733 - TOOLS	542	324	1,370	1,350	1,370	0	1,370	1,370
62760 - OPERATING SUPPLIES	97,541	111,152	115,960	115,960	111,152	0	111,152	111,152
62000 - OPERATING EXPENDITURES	124,459	137,396	144,780	144,749	140,165	0	140,165	140,165
05004 - WATER METERS Total	227,877	316,150	373,557	370,149	377,831	0	377,831	377,831

PUBLIC WORKS 05005 - WATER SERVICES

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61304 - GENERAL PERSONNEL	12,330	13,025	9,936	21,879	10,014	0	10,014	10,014
61501 - REGULAR OVERTIME	2,595	1,449	2,102	1,220	2,199	0	2,199	2,199
61701 - HEALTH INSURANCE	3,733	0	3,439	737	3,625	0	3,625	3,625
61702 - DENTAL INSURANCE	251	0	255	26	255	0	255	255
61703 - RETIREMENT CONTRIBUTIONS	1,186	1,559	1,070	2,484	1,364	0	1,364	1,364
61704 - SOCIAL SECURITY	1,138	1,083	760	1,714	934	0	934	934
61705 - WORKERS COMPENSATION	162	2	162	327	186	0	186	186

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61000 - PERSONNEL SERVICES	21,394	17,118	17,724	28,387	18,576	0	18,576	18,576
62175 - OTHER SERVICES	0	0	750	0	0	0	0	0
62206 - PW FLEET CHARGE	29,868	14,628	14,918	14,918	14,995	0	14,995	14,995
62760 - OPERATING SUPPLIES	9,296	6,169	10,500	12,645	10,500	0	10,500	10,500
62000 - OPERATING EXPENDITURES	39,164	20,797	26,168	27,563	25,495	0	25,495	25,495
05005 - WATER SERVICES Total	60,558	37,915	43,892	55,950	44,071	0	44,071	44,071

PUBLIC WORKS 05006 - WATER TREATMENT FACILITY

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	55,908	59,868	63,840	62,112	66,810	0	66,810	66,810
61304 - GENERAL PERSONNEL	48,766	81,845	68,921	79,812	69,628	0	69,628	69,628
61501 - REGULAR OVERTIME	14,181	11,259	16,605	11,961	10,741	0	10,741	10,741
61602 - STAND-BY PAY	12,653	12,824	12,775	12,816	12,775	0	12,775	12,775
61609 - STIPEND	6,094	2,505	2,673	2,635	2,673	0	2,673	2,673
61701 - HEALTH INSURANCE	18,644	30,917	31,790	34,572	42,086	0	42,086	42,086
61702 - DENTAL INSURANCE	1,045	1,643	1,996	1,922	2,388	0	2,388	2,388
61703 - RETIREMENT CONTRIBUTIONS	12,175	18,126	17,750	18,206	18,455	0	18,455	18,455
61704 - SOCIAL SECURITY	10,325	12,651	12,608	12,699	12,639	0	12,639	12,639
61705 - WORKERS COMPENSATION	1,372	108	1,586	1,575	1,577	0	1,577	1,577
61000 - PERSONNEL SERVICES	181,164	231,748	230,544	238,310	239,771	0	239,771	239,771
62103 - TECHNICAL SERVICES	11,296	13,587	18,266	18,266	13,590	0	13,590	13,590
62120 - LABORATORY SERVICES	95	129	100	100	100	0	100	100
62205 - PC REPLACEMENT CHARGE	1,740	1,248	1,079	1,079	1,079	0	1,079	1,079
62206 - PW FLEET CHARGE	15,540	9,564	9,864	8,220	15,722	0	15,722	15,722
62305 - COPIER MAINTENANCE	0	1,620	1,234	1,092	1,234	0	1,234	1,234
62306 - SOFTWARE MAINTENANCE	4,004	2,100	8,045	4,624	5,148	0	5,148	5,148
62310 - SAFETY PROGRAM MAINT.	1,439	1,819	2,389	2,784	2,389	0	2,389	2,389
62311 - EQUIPMENT MAINTENANCE	30,282	49,214	68,806	57,904	52,964	0	52,964	52,964
62316 - ESCO MAINTENANCE	1,345	731	2,575	2,575	2,674	0	2,674	2,674
62350 - BUILDING MAINTENANCE	26,856	5,478	31,485	18,437	9,784	0	9,784	9,784
62375 - PERMITS	150	150	0	250	150	0	150	150
62430 - TRAVEL	194	200	308	135	308	0	308	308
62435 - TRAINING	587	6,984	1,577	782	1,577	0	1,577	1,577
62438 - LICENSES & CERTIFICATIONS	170	800	0	0	700	0	700	700
62501 - WATER	705	676	695	667	695	0	695	695
62502 - SEWER	69,581	175,495	125,631	152,345	155,233	0	155,233	155,233
62503 - ELECTRICITY	7,827	12,319	9,600	15,986	9,600	0	9,600	9,600
62504 - HEATING FUEL	13,187	12,587	14,259	12,247	8,588	0	8,588	8,588
62510 - TELEPHONE	2,735	2,802	2,870	2,448	2,870	0	2,870	2,870
62512 - INDUSTRIAL PRE-TREATMENT	175	179	360	360	360	0	360	360
62701 - OFFICE SUPPLIES	291	445	350	499	350	0	350	350
62710 - POSTAGE	0	0	0	36	0	0	0	0
62733 - TOOLS	98	171	250	258	250	0	250	250

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
62734 - MINOR EQUIPMENT	13,348	10,721	25,110	25,110	0	0	0	0
62735 - BUILDING MAINT. SUPPLIES	528	653	494	408	494	0	494	494
62736 - GROUNDS MAINT SUPPLIES	0	0	200	200	200	0	200	200
62737 - JANITORIAL SUPPLIES	0	40	100	100	100	0	100	100
62738 - FURNITURE	6,491	0	0	0	0	0	0	0
62755 - UNIFORMS	1,414	1,687	1,943	1,692	1,943	0	1,943	1,943
62764 - CHEMICALS	126,735	117,574	157,630	141,455	157,630	0	157,630	157,630
65102 - INTEREST ON BONDED DEBT	1,967	0	0	0	0	0	0	0
66201 - DEPRECIATION - BUILDINGS	84,018	84,018	87,000	85,000	87,000	0	87,000	87,000
66202 - DEPRECIATION - OTHER IMPR	3,282	3,282	5,000	8,200	8,000	0	8,000	8,000
66203 - DEPRECIATION - MACH/EQUIP	112,640	112,076	115,000	112,000	112,000	0	112,000	112,000
62000 - OPERATING EXPENDITURES	538,721	628,348	692,220	675,259	652,732	0	652,732	652,732
05006 - WATER TREATMENT FACILITY Total	719,885	860,096	922,765	913,569	892,503	0	892,503	892,503

PUBLIC WORKS 05007 - LABORATORY - WATER

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	39,893	35,585	36,206	35,434	36,347	0	36,347	36,347
61304 - GENERAL PERSONNEL	46,648	48,946	49,953	48,881	50,525	0	50,525	50,525
61501 - REGULAR OVERTIME	114	71	80	171	83	0	83	83
61701 - HEALTH INSURANCE	18,780	23,201	25,190	22,047	23,589	0	23,589	23,589
61702 - DENTAL INSURANCE	1,345	1,440	1,828	1,534	1,562	0	1,562	1,562
61703 - RETIREMENT CONTRIBUTIONS	7,659	9,112	9,288	9,111	9,713	0	9,713	9,713
61704 - SOCIAL SECURITY	6,437	6,254	6,597	6,269	6,652	0	6,652	6,652
61705 - WORKERS COMPENSATION	1,183	80	1,148	1,152	1,187	0	1,187	1,187
61000 - PERSONNEL SERVICES	122,059	124,689	130,290	124,599	129,658	0	129,658	129,658
62120 - LABORATORY SERVICES	14,279	16,606	25,906	25,500	27,161	0	27,161	27,161
62121 - MONITORING/INSPECTIONS	24,381	42,665	41,500	10,500	38,050	0	38,050	38,050
62205 - PC REPLACEMENT CHARGE	516	408	771	771	386	0	386	386
62206 - PW FLEET CHARGE	3,300	3,240	3,333	3,333	3,361	0	3,361	3,361
62305 - COPIER MAINTENANCE	0	0	0	385	771	0	771	771
62311 - EQUIPMENT MAINTENANCE	8,487	8,962	17,707	13,900	13,900	0	13,900	13,900
62435 - TRAINING	1,611	1,967	2,516	1,500	2,016	0	2,016	2,016
62438 - LICENSES & CERTIFICATIONS	0	0	450	235	450	0	450	450
62448 - HAULING AND DISPOSAL	0	0	510	600	600	0	600	600
62701 - OFFICE SUPPLIES	208	318	150	211	200	0	200	200
62760 - OPERATING SUPPLIES	6,332	4,182	6,235	6,235	6,235	0	6,235	6,235
62762 - LICENSES & PERMITS	1,717	1,015	1,850	2,184	1,850	0	1,850	1,850
62764 - CHEMICALS	6,037	5,839	8,690	8,690	9,145	0	9,145	9,145
63409 - EQUIPMENT ACQUISITION	0	0	1,575	0	1,575	0	1,575	1,575
62000 - OPERATING EXPENDITURES	66,867	85,202	111,193	74,044	105,700	0	105,700	105,700
05007 - LABORATORY - WATER Total	188,926	209,891	241,482	198,643	235,358	0	235,358	235,358

PUBLIC WORKS 05008 - WATER SYSTEM MAINTENANCE

Account	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
61303 - SUPERVISORY PERSONNEL	15,983	16,367	16,652	16,366	16,717	0	16,717	16,717
61304 - GENERAL PERSONNEL	34,304	18,437	34,694	29,997	34,130	0	34,130	34,130
61501 - REGULAR OVERTIME	3,866	1,455	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	3,950	4,795	4,585	4,585	4,585	0	4,585	4,585
61701 - HEALTH INSURANCE	15,855	16,345	20,765	19,166	16,520	0	16,520	16,520
61702 - DENTAL INSURANCE	1,088	1,094	1,602	1,507	1,166	0	1,166	1,166
61703 - RETIREMENT CONTRIBUTIONS	5,204	4,513	6,479	5,923	6,663	0	6,663	6,663
61704 - SOCIAL SECURITY	4,440	3,172	4,602	4,221	4,564	0	4,564	4,564
61705 - WORKERS COMPENSATION	535	24	563	517	561	0	561	561
61000 - PERSONNEL SERVICES	86,077	67,053	94,165	86,505	89,129	0	89,129	89,129
62103 - TECHNICAL SERVICES	0	7,438	5,700	5,700	0	0	0	0
62205 - PC REPLACEMENT CHARGE	528	456	412	412	412	0	412	412
62206 - PW FLEET CHARGE	6,132	12,156	12,884	12,884	13,660	0	13,660	13,660
62306 - SOFTWARE MAINTENANCE	1,714	1,748	1,783	1,783	1,857	0	1,857	1,857
62311 - EQUIPMENT MAINTENANCE	11,678	10,485	24,771	23,483	11,471	0	11,471	11,471
62317 - EQUIPMENT REPAIR	0	0	0	2,523	0	0	0	0
62350 - BUILDING MAINTENANCE	4,027	3,595	1,440	2,190	1,440	0	1,440	1,440
62370 - OTHER IMPROVEMNTS - MAINT	53	0	0	0	0	0	0	0
62375 - PERMITS	0	60	0	0	0	0	0	0
62435 - TRAINING	1,996	2,266	2,750	2,645	2,750	0	2,750	2,750
62436 - MEETINGS & DUES	0	279	100	100	100	0	100	100
62510 - TELEPHONE	829	596	930	702	930	0	930	930
62733 - TOOLS	279	428	848	750	750	0	750	750
62734 - MINOR EQUIPMENT	0	0	200	200	200	0	200	200
62735 - BUILDING MAINT. SUPPLIES	0	26	500	497	500	0	500	500
62736 - GROUNDS MAINT SUPPLIES	0	0	3,000	2,885	0	0	0	0
62737 - JANITORIAL SUPPLIES	0	0	100	97	100	0	100	100
62000 - OPERATING EXPENDITURES	27,236	39,532	55,418	56,851	34,170	0	34,170	34,170
05008 - WATER SYSTEM MAINTENANCE Total	113,313	106,585	149,584	143,356	123,299	0	123,299	123,299

Department Total	2012 - 2013 Actual	2013 - 2014 Actual	2014 -2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Base	2015 - 2016 Department Supplemental	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
PUBLIC WORKS	3,275,457	3,573,914	3,759,815	3,616,193	3,679,119	0	3,679,119	3,679,119

CITY OF KEENE, NEW HAMPSHIRE
FY2015/2016 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 2015/2016</u>	<u>INTEREST 2015/2016</u>	<u>PRINCIPAL BALANCE 06/30/16</u>
~ Black Brook Corporate Park - Refunding 1996	12/27/2006	8/15/2017	avg 3.93%	\$ 1,044,635	\$ 100,780	\$ 9,537	\$ 199,041
Water Distribution Improvements - Refunding 1997	12/27/2006	8/15/2017	avg 3.93%	74,490	7,778	569	10,370
Water Supply Protection - Refunding	6/18/2003	9/15/2015		411,722	28,302	478	0
				\$ 1,530,847	\$ 136,860	\$ 10,584	\$ 209,411
ARRA loan through NH-DES - Swanzey Meters	2/8/2011	7/1/2015	0.90%	115,502	23,815	213	0
ARRA loan through NH-DES - FY 10 Infrastructure	9/1/2012	9/1/2021	1.94%	666,379	66,997	9,645	430,176
ARRA loan through NH-DES - FY 09 Infrastructure	8/30/2013	11/1/2022	1.70%	655,395	66,589	9,614	498,920
NH-DES SRF Loan - Tank Mixers/Fox Ave	10/17/2013	11/1/2017	0.85%	164,496	23,151	854	47,656
Authorized, Unissued:							
N/A							\$ -
Unauthorized, Unissued:							
							\$ -
Anticipated, FY15/16:							
N/A							\$ -
Total Anticipated Bond Issue - new							\$ -
CALCULATION OF WATER FUND DEBT LIMIT AND BORROWING CAPACITY							
Debt Limit on 07/01/15 computed at 10% of 2013 equalized assessed value at \$1,738,800,032 per RSA 33:4-a							\$ 175,863,967
LESS: outstanding principal balance @ 07/01/15							(346,271)
~ EXCLUSIONS: debt financed by tax increment financing (RSA 162-K:8)							299,821
WATER FUND BORROWING CAPACITY FOR FY15/16							\$ 175,817,517

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 the City’s equipment and vehicles in FY16 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 evaluate 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 FY16, it is expected that fuel prices will moderate slightly. Fleet Services is seeing less volatility in fuel pricing and the budget is based on an average (diesel and gasoline) of \$3.68 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 Equipment and Vehicle 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 167 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-266). The total number of vehicles/equipment serviced has increased from last year because the Fleet Division included all of the sander inserts that are installed on vehicles for winter maintenance as separate service items. The Fleet Division supports the City’s internal Equipment and Vehicle Committee which provides policies, 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 \$104.86 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 \$362,000 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 FY15 the Fleet Services Division worked with the Public Works Highway Division to

replace two of the large trucks with smaller trucks that has greater versatility for year around functions. Not all large trucks will be able to be replaced with smaller trucks, but evaluating each piece of equipment and coming up with alternatives has achieved a reduction in the purchase price for replacement vehicles as well as decreased operating costs (increase fuel efficiency, less expensive tire replacement, etc.). In the past two years 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 and "demo" vehicles when appropriate opportunities arise. This has been a successful program to procure equipment that provides appropriate service functions at a much lower price than new vehicles.

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 2015/2016 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:		FY14	FY15	FY16
1. Staff training hours.		150	100	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 12/13	ACTUAL FY 13-14	BUDGET FY 14/15	ESTIMATE FY 14/15	DEPT REQ FY 15/6	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
REVENUES								
Charges for Services	2,131,016	2,219,535	2,235,914	2,213,265	2,218,027	2,218,027	2,394,959	2,498,831
Miscellaneous	18,949	13,199	15,200	12,269	13,500	13,500	13,635	13,771
Use of (Addition to) Surplus			36,672					
TOTAL REVENUES	\$2,149,965	\$2,232,734	\$2,287,786	\$2,225,534	\$2,231,527	\$2,231,527	\$2,408,594	\$2,512,602
EXPENSES								
Fleet Management	\$2,101,511	\$2,166,876	\$2,287,786	\$2,119,899	\$2,188,763	\$2,188,763	\$2,347,752	\$2,423,674
Capital Program expense	\$14,350	\$56,095						
TOTAL EXPENSE	\$2,115,861	\$2,222,971	\$2,287,786	\$2,119,899	\$2,188,763	\$2,188,763	\$2,347,752	\$2,423,674
NET REVENUE (EXPENSE)	\$34,104	\$9,763	\$0	\$105,635	\$42,764	\$42,764	\$60,842	\$88,928

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 12/13	PROGRAM FY 13/14	PROGRAM FY 14/15		DEPT REQ FY 15/16	CITY MGR FY 15/16	PROJECTED FY 16/17	PROJECTED FY 17/18
CAPITAL PROGRAM								
Reserve: Equipment Replacement	\$460,000	\$410,000	\$450,000		\$450,000	\$450,000	\$550,000	\$600,000
Lift Replacement		\$76,800	\$34,862					
Equipment Replacement	224,857	509,562	373,689		422,461	422,461	845,451	818,521
SUBTOTAL - APPROPRIATION	\$684,857	\$996,362	\$858,551		\$872,461	\$872,461	\$1,395,451	\$1,418,521
USE OF CAPITAL RESERVE	224,857	509,562	373,689		422,461	422,461	845,451	818,521
NET CAPITAL PROGRAM	\$460,000	\$486,800	\$484,862		\$450,000	\$450,000	\$550,000	\$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 operations.

Add Back: Depreciation

Subtract: Debt Svc Principal (see Note 3)

Tfrs to Capital Reserve (see Note 3)

Capital Outlays (see Note 3)

Projected Annual Cash Surplus (Deficit)

Projected operating cash balance

\$380,000	\$380,000	\$400,000	\$415,000
(450,000)	(450,000)	(550,000)	(600,000)
0	0	0	0
(\$27,236)	(\$27,236)	(\$89,158)	(\$96,072)
	\$524,092	\$434,934	\$338,862

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

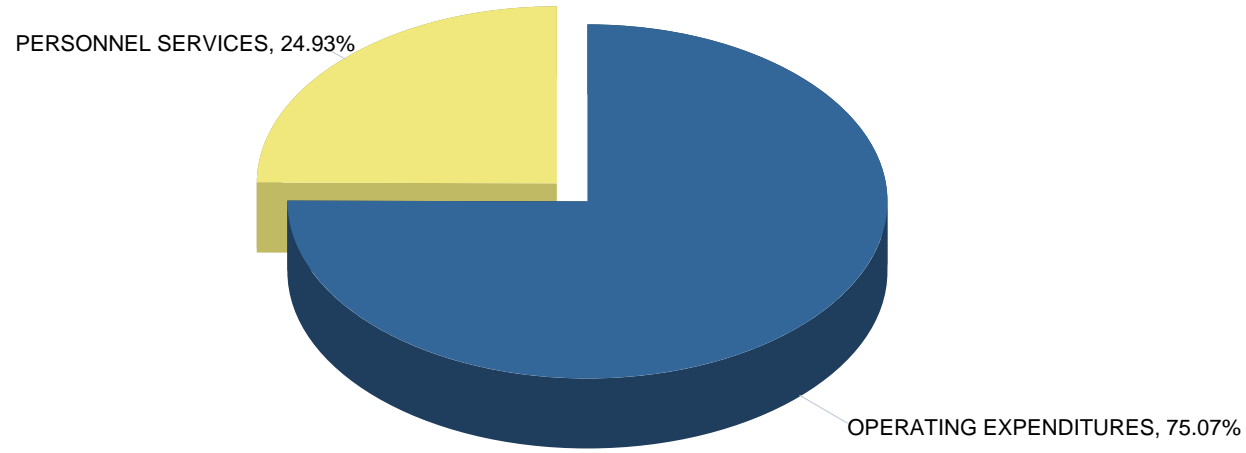
47001-USE OF SURPLUS: use of prior year's excess revenue to cover current costs

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

**City of Keene, New Hampshire
Fiscal Year 2015 - 2016**

		2012 - 2013 Actual	2013 - 2014 Actual	2014 - 2015 Budget	2014 - 2015 Estimate	2015 - 2016 Department Request	2015 - 2016 Manager Recommended
44100 - UNCLASSIFIED CHARGES	44109 - DIRECT REIMBURSEMENT	146,381	214,305	147,500	128,775	108,000	108,000
	44112 - EQUIPMENT CHARGES	36,470	32,418	25,000	21,076	25,375	25,375
44200 - FACILITY CHARGES	44128 - FLEET CHARGES	1,948,165	1,972,812	2,063,414	2,063,414	2,084,652	2,084,652
44000 - CHARGES FOR SERVICES		2,131,016	2,219,535	2,235,914	2,213,265	2,218,027	2,218,027
46100 - GENERAL	46101 - INTEREST EARNINGS	3,070	3,791	1,700	976	1,000	1,000
	46103 - INTEREST: A/R	0	11	0	0	0	0
46200 - CONTRIBUTIONS & DONATIONS	46206 - INSURANCE PAYMENTS	6,487	6,407	6,000	3,793	5,000	5,000
47300 - SALES	47303 - SALE OF SURPLUS EQUIPMNT	9,392	2,990	7,500	7,500	7,500	7,500
46000 - MISCELLANEOUS		18,949	13,199	15,200	12,269	13,500	13,500
47000 - OTHER FINANCING SOURCES	47001 - USE(ADDITION) TO SURPLUS	0	0	35,267	0	-42,764	-42,764
	47007 - USE OF SURPLUS: CARRYOVER	0	0	1,405	0	0	0
	47290 - INTRAFUND APPROPRIATION	0	-0	0	0	0	0
47000 - OTHER FINANCING SOURCES		0	-0	36,672	0	-42,764	-42,764
Revenue Total		2,149,965	2,232,734	2,287,786	2,225,534	2,188,763	2,188,763

41 - FLEET MANAGEMENT FUND



Budget Category	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61000 - PERSONNEL SERVICES	462,829	494,633	520,469	492,103	545,629	0	545,629	545,629
62000 - OPERATING EXPENDITURES	1,638,682	1,672,243	1,767,317	1,627,796	1,630,617	12,517	1,643,134	1,643,134
Department Total	2,101,511	2,166,876	2,287,786	2,119,899	2,176,246	12,517	2,188,763	2,188,763

Staffing Summary (regular full and part time only):

Cost Center	Account	Title	FTE's	FY 16 Annualized Wages/Salaries*
11000	61304	FLEET SVS ADMIN COORD	1.00	69,886
		FLEET SVC OPER MGR	1.00	51,884
		PW - AFSCME	4.00	191,957
	61305	ADMINISTRATIVE ASSISTANT	0.25	9,187
85 - PUBLIC WORKS Total			6.25	322,914

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

Expenditure Budget Summarizing All Cost Centers
Fiscal Year 2015 - 2016

PUBLIC WORKS

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
61304 - GENERAL PERSONNEL	281,461	296,751	305,661	294,572	313,727	0	313,727	313,727
61305 - ADMINISTRATIVE PERSONNEL	8,492	8,334	8,762	5,380	9,187	0	9,187	9,187
61501 - REGULAR OVERTIME	9,772	9,931	20,963	14,086	20,963	0	20,963	20,963
61602 - STAND-BY PAY	12,740	12,747	15,190	12,217	15,190	0	15,190	15,190
61609 - STIPEND	4,160	4,096	0	3,104	4,160	0	4,160	4,160
61701 - HEALTH INSURANCE	79,461	89,900	91,346	90,917	99,823	0	99,823	99,823
61702 - DENTAL INSURANCE	6,549	7,118	8,557	7,430	7,953	0	7,953	7,953
61703 - RETIREMENT CONTRIBUTIONS	27,984	35,741	37,897	35,415	41,033	0	41,033	41,033
61704 - SOCIAL SECURITY	23,629	24,609	26,919	24,203	28,211	0	28,211	28,211
61705 - WORKERS COMPENSATION	4,608	344	5,175	4,779	5,382	0	5,382	5,382
61715 - RETIREMENT BENEFITS	3,972	5,061	0	0	0	0	0	0
61000 - PERSONNEL SERVICES	462,829	494,633	520,469	492,103	545,629	0	545,629	545,629
62120 - LABORATORY SERVICES	315	129	300	342	300	0	300	300
62176 - CITY ADMIN CHARGE	286,332	261,648	264,290	264,290	270,699	0	270,699	270,699
62201 - JANITORIAL	0	0	0	0	0	6,500	6,500	6,500
62205 - PC REPLACEMENT CHARGE	1,128	948	783	783	833	0	833	833
62206 - PW FLEET CHARGE	44,580	54,804	56,915	56,915	57,942	0	57,942	57,942
62304 - COMMUNICATIONS EQP MAINT.	127	1,240	2,500	2,500	2,500	0	2,500	2,500
62310 - SAFETY PROGRAM MAINT.	1,384	1,277	1,250	1,005	1,250	0	1,250	1,250
62316 - ESCO MAINTENANCE	1,067	1,481	2,500	2,575	2,674	0	2,674	2,674
62350 - BUILDING MAINTENANCE	6,766	4,262	7,000	17,247	7,000	0	7,000	7,000
62370 - OTHER IMPROVEMNTS - MAINT	1,085	866	1,900	1,550	1,900	0	1,900	1,900
62407 - VEHICLE INSURANCE	48,706	52,786	56,481	56,481	63,427	0	63,427	63,427
62435 - TRAINING	1,259	877	4,000	1,200	6,000	0	6,000	6,000
62436 - MEETINGS & DUES	314	356	1,000	770	1,500	0	1,500	1,500
62501 - WATER	2,201	682	1,891	1,891	1,891	0	1,891	1,891
62502 - SEWER	2,489	1,018	1,840	1,840	1,840	0	1,840	1,840
62503 - ELECTRICITY	9,204	8,902	7,000	7,917	7,000	0	7,000	7,000
62504 - HEATING FUEL	16,125	23,482	24,606	24,606	25,836	0	25,836	25,836
62510 - TELEPHONE	1,053	1,069	850	1,146	850	6,017	6,867	6,867
62603 - BUILDING RENTAL	77,376	78,686	80,024	80,024	81,304	0	81,304	81,304
62701 - OFFICE SUPPLIES	1,621	1,594	1,955	2,425	1,955	0	1,955	1,955
62720 - REPAIR PARTS	190,766	188,757	228,564	230,414	235,563	0	235,563	235,563
62721 - ACCIDENT REPAIR	9,419	6,583	13,000	7,400	13,390	0	13,390	13,390
62733 - TOOLS	1,184	1,636	3,000	3,000	4,000	0	4,000	4,000
62755 - UNIFORMS	5,264	5,428	5,300	5,037	5,300	0	5,300	5,300
62760 - OPERATING SUPPLIES	14,856	13,421	12,000	16,128	14,000	0	14,000	14,000
62761 - SOFTWARE	1,595	227	4,500	4,500	4,500	0	4,500	4,500

Account	2012 - 2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Department Base	2015-2016 Department Supplemental	2015 - 2016 Department Request	2015-2016 Manager Recommended
62769 - GASOLINE AND DIESEL FUEL	428,946	482,177	487,668	389,229	362,357	0	362,357	362,357
62770 - OIL AND LUBRICANTS	10,905	16,376	20,200	18,385	20,806	0	20,806	20,806
62772 - TIRES	39,533	44,634	41,000	47,663	49,000	0	49,000	49,000
63414 - SHOP EQUIPMENT	5,015	6,793	5,000	3,533	5,000	0	5,000	5,000
66104 - LOSS ON FIXED ASSETS	12,801	46,662	0	0	0	0	0	0
66203 - DEPRECIATION - MACH/EQUIP	415,265	363,443	430,000	377,000	380,000	0	380,000	380,000
62000 - OPERATING EXPENDITURES	1,638,682	1,672,243	1,767,317	1,627,796	1,630,617	12,517	1,643,134	1,643,134
Department Total	2,101,511	2,166,876	2,287,786	2,119,899	2,176,246	12,517	2,188,763	2,188,763

APPENDIX

FY 2015: Reconciliation of Adopted Budget to Current Budget

	Budget Book Amount	Budget Process Changes	Budget Process Changes	Budget Process Changes	Budget Detail	Budget Resolution	Encumbrance Adjustment	Carryforward Adjustment	COLA Adjustment	Council Action	Revised Operating Budget	Total Budgeted Pentanation
Elected & Appointed Officials				18,000								
Mayor and City Council	131,912				131,912	2,495,824	2,441		1,674		136,027	136,027
Outside Agencies	207,000	13,000			220,000						220,000	220,000
Unclassified	115,883	5,000			120,883				(340,779)		120,883	120,883
Employee Benefits	677,650				677,650		1,600				338,471	338,471
Risk Management	243,576				243,576				3,594		243,576	243,576
City Manager	241,682				241,682				3,584		245,276	245,276
City Attorney	325,328				325,328				5,176		328,912	328,912
City Clerk	534,793				534,793		2,150				542,119	542,119
Administrative Services						8,089,213						
Assessment	416,089				416,089				6,935		423,024	423,025
Finance	1,461,997				1,461,997		9,050		22,988		1,494,035	1,494,035
Human Resources	307,408				307,408			5,780	4,148		317,336	317,335
IMS	1,165,940				1,165,940		16,957	29,120	12,111		1,224,128	1,224,129
Debt Service	4,737,779				4,737,779						4,737,779	4,737,779
Community Services						17,885,291						
Fire	6,220,140				6,220,140		909		110,244		6,331,293	6,331,294
Human Services	721,311				721,311				4,102		725,413	725,413
Library	1,280,446				1,280,446				16,839		1,297,285	1,297,284
Parks Rec & Facilities	1,453,316				1,453,316				14,431		1,467,746	1,467,746
Facilities	1,402,107				1,402,107		6,883	38,000	10,128		1,457,118	1,457,118
Police	6,681,610				6,681,610		20,783		84,056		6,786,448	6,786,448
Youth Services	126,361				126,361				1,577		127,938	127,937
Municipal Development Services						6,080,580						
Airport	563,016				563,016				1,922		564,938	564,938
Health & Code Enforcement	972,956				972,956				17,905		990,861	990,860
Planning	423,164				423,164			3,000	6,900		433,064	433,064
Public Works	4,121,444		15,000		4,121,444		65,197	108,500	12,467		4,307,608	4,307,608
Capital Projects	1,113,991				1,128,991			22,846			1,151,837	1,151,837
Subtotal: General Fund (01)	35,646,899	33,000	33,000	33,000	35,679,899	35,679,899	125,970	207,246	(0)	-	36,013,114	36,013,116
resolution)	2,280,000				2,280,000	2,280,000				1,300,000	3,580,000	3,580,000
Total: General Fund	37,926,899	33,000	33,000	33,000	37,959,899	37,959,899	125,970	207,246	(0)	1,300,000	39,593,114	39,593,116
Parking Meter Fund (14)	2,224,670				2,224,670	2,224,670			6,721		2,231,391	2,231,391
Water Fund (34)	3,690,058				3,690,058	3,690,058	64,982		4,774		3,759,814	3,759,815
Sewer Fund (32)	5,413,394				5,413,394	5,413,394	103,791	30,135	6,445		5,553,765	5,553,766
Equipment Fund (41)	2,286,381				2,286,381	2,286,381			1,405		2,287,786	2,287,786
Solid Waste Fund (18)	4,580,433				4,580,433	4,580,433	1,259	4,465	1,883		4,588,040	4,588,040
PC Replacement Fund (16)	115,650				115,650	115,650					115,650	115,650
Total: All Funds	53,957,485	33,000	33,000	33,000	53,990,485	53,990,485	296,002	241,846	21,229	-	54,549,562	54,549,563

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

Black Brook Corporate Park TIF District

	Actual FY13/14	Actual FY14/15	Budget FY15/16
Assessments in District	35,589,300	34,509,200	34,509,200
LESS: original assessed value	(12,546,600)	(12,546,600)	(12,546,600)
Captured Assessed Value	23,042,700	21,962,600	21,962,600
Property Tax Rate	\$32.75	\$33.68	\$35.05
Tax Revenues Available to Fund District Expenses	\$754,648	\$739,700	\$769,789
District Expenses:			
Principal	\$205,000	\$205,000	\$200,000
Interest	\$36,516	\$27,366	\$18,925
Total District Expenses	\$241,516	\$232,366	\$218,925

Wells Street Parking Structure & Infrastructure Improvement TIF District

	Actual FY13/14	Actual FY14/15	Budget FY15/16
Assessments in District	86,977,700	93,093,400	93,093,400
LESS: original assessed value	(47,984,400)	(47,984,400)	(47,984,400)
Captured Assessed Value	38,993,300	45,109,000	45,109,000
Property Tax Rate	\$32.75	\$33.68	\$35.05
Tax Revenues Available to Fund District Expenses	\$1,277,031	\$1,519,271	\$1,581,070
Courthouse Revenues supporting Debt Service	\$24,792	\$42,500	\$42,500
Total District Revenues	\$1,301,823	\$1,561,771	\$1,623,570
District Expenses:			
Principal	\$589,000	\$595,000	\$676,000
Interest	\$139,875	\$139,307	\$130,750
Downtown Infrastructure Capital Reserve	\$100,000	\$100,000	\$100,000
Property Taxes (Courthouse)	\$0	\$250,044	\$260,500
Total District Expenses	\$828,875	\$1,084,351	\$1,167,250



CITY OF KEENE

R-2015-05

602

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

- 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. provide for the efficient and effective use of public resources, and
 - iii. conforms to budgetary parameters and remain 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 **\$25,000 for conservation purposes, funded through the allocation of the Land Use Change Tax (LUCT). If the prior years' LUCT revenues are less than \$25,000, the General Fund will provide the difference from general revenues to ensure an annual contribution of \$25,000. Additionally, in the years when the LUCT revenues exceed \$25,000, 50% of the amount over \$25,000 will be designated for the conservation purposes, with the total annual designation not to exceed \$100,000.** 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.

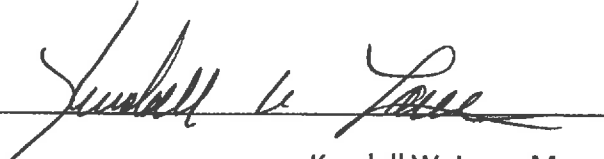
X. Stabilization Funds

- 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



Kendall W. Lane, Mayor

PASSED February 19, 2015

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**

(effective July 1, 2014)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	78,763	97,501	107,711
<u>E</u>	82,305	101,889	112,556
<u>V</u>	86,009	106,473	117,622
<u>E</u>	89,880	111,265	122,915
<u>L</u>	93,924	116,271	128,447
	98,151	119,760	132,299

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

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE
Non Union
(effective July 1, 2014)**

<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

**ADMINISTRATIVE AND CLERICAL
ANNUAL SALARY SCHEDULE**

Non Union

(effective July 1, 2014)

<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	27,387	28,619	29,907	31,253	32,659	34,129
S 2	28,619	29,907	31,253	32,659	34,129	35,665
S 3	29,907	31,253	32,659	34,129	35,665	37,270
S 4	31,253	32,659	34,129	35,665	37,270	38,947
S 5	32,659	34,129	35,665	37,270	38,947	40,700
S 6	34,129	35,665	37,270	38,947	40,700	42,532
S 7	35,665	37,270	38,947	40,700	42,532	44,446
S 8	37,270	38,947	40,700	42,532	44,446	46,446
S 9	38,947	40,700	42,532	44,446	46,446	48,536
S 10	40,700	42,532	44,446	46,446	48,536	50,720
S 11	42,532	44,446	46,446	48,536	50,720	53,002
S 12	44,446	46,446	48,536	50,720	53,002	55,387
S 13	46,446	48,536	50,720	53,002	55,387	57,879
S 14	48,536	50,720	53,002	55,387	57,879	60,484
S 15	50,720	53,002	55,387	57,879	60,484	63,206
S 16	53,002	55,387	57,879	60,484	63,206	66,050
S 17	55,387	57,879	60,484	63,206	66,050	69,022
S 18	57,879	60,484	63,206	66,050	69,022	72,128
S 19	60,484	63,206	66,050	69,022	72,128	75,374
S 20	63,206	66,050	69,022	72,128	75,374	78,766
S 21	66,050	69,022	72,128	75,374	78,766	82,310
S 22	69,022	72,128	75,374	78,766	82,310	86,014
S 23	72,128	75,374	78,766	82,310	86,014	89,885
S 24	75,374	78,766	82,310	86,014	89,885	93,930
S 25	78,766	82,310	86,014	89,885	93,930	98,157
S 26	82,310	86,014	89,885	93,930	98,157	102,574
S 27	86,014	89,885	93,930	98,157	102,574	107,190
S 28	89,885	93,930	98,157	102,574	107,190	112,014
S 29	93,930	98,157	102,574	107,190	112,014	117,055

City Code Section 62-194

ADMINISTRATIVE AND CLERICAL

(effective July 1, 2014)

<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

**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/Accreditation 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, 2014)**

<u>Step</u>	<u>Officer</u>	<u>Sergeant</u>	<u>Lieutenant</u>
1	N/A	27.17	31.23
2	24.46	28.44	32.70
3	25.53	29.78	34.23
4	26.71	31.17	35.84
5	27.88	32.63	37.52
6	29.09	34.17	39.28
7	29.71	N/A	N/A

City Code Section 62-191

**PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
(effective July 1, 2014)**

<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, 2014)**

<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: 13/14

FUND - 01 - GENERAL FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11110	CASH	21,770,938.52	
11112	MONEY MARKET	380,688.61	
11115	INVEST-TD BANK NORTH	10,574,423.68	
11116	INVESTMENTS-NHPDIP	53,431.34	
11117	INVESTMENTS-PEOPLE'S BANK	11,311,933.84	
11120	PETTY CASH	1,713.00	
11125	ESCROW CASH	138,524.53	
	TOTAL CASH & EQUIVALENTS	44,231,653.52	.00
11205	TAX OVERLAY		559,999.98
11207	TIMBER YIELD TAX	382.26	
11252	2009 PROPERTY TAX LIENS	131,913.25	
11253	2010 LIENS	139,206.65	
11254	2011 PROPERTY TAX LIENS	52,638.31	
11255	2012 PROPERTY TAX LIENS	496,738.85	
11256	2013 PROPERTY TAX LIENS	862,285.51	
11282	ELDERLY/DISABLED TAX DEF	335,877.39	
	TOTAL TAXES RECEIVABLE	2,019,042.22	559,999.98
11301	AIRPORT RECEIVABLES	100.60	
11303	AMBULANCE SVC RECEIVABLE	672,532.51	
11304	CEMETERY RECEIVABLES	16,986.57	
11305	FIRE ALARMS RECEIVABLE	3,745.25	
11306	FIRE MASTER BOX RCVBL	13,392.60	
11309	MISCELLANEOUS RECEIVABLE	153,208.95	
11311	ALARMS RECEIVABLE	29,264.16	
11312	DETAILS RECEIVABLE	14,598.29	
11321	RETIREE HLTH INS RCVBL	3,980.18	
11322	NSF FEES & CHARGES RCVBL	356.33	
11323	PARKS & REC RECEIVABLE	4,548.74	
11324	RENTS RECEIVABLE	47,479.51	
11398	OTHER RECEIVABLES	6,069.85	
11399	RESERVE FOR UNCOLLECTIBLE		186,617.23
	TOTAL ACCOUNTS RECEIVABLE	966,263.54	186,617.23
11520	TAX DEEDED PROPERTIES	55,832.42	
	TOTAL INVENTORIES	55,832.42	.00
11602	DUE TO/FROM PARKING FUND		625,349.78
11603	DUE TO/FROM SLD WST FUND		186,744.67
11604	DUE TO/FROM GRANT FUND		677,702.21
11605	DUE TO/FROM CPTL PRJ FUND		4,387,956.70
11606	DUE TO/FROM WATER FUND		3,697,285.36
11607	DUE TO/FROM SEWER FUND		3,329,193.58
11608	DUE TO/FROM FLEET MGT FND		498,035.97
11609	DUE TO/FROM PC REP FUND		312,022.58
11610	DUE TO/FROM EXP TRST FUND		
	TOTAL DUE TO/FROM OTHER FUNDS	3,458.95	13,714,290.85
11710	DUE FROM STATE GOVT	78,364.76	

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
FUND - 01 - GENERAL FUND			
TOTAL DUE FROM OTHER GOVERNMENT		78,364.76	.00
11901 PREPAID ITEMS		363,482.70	
TOTAL OTHER ASSETS		363,482.70	.00
TOTAL CURRENT ASSETS		47,718,098.11	14,460,908.06
TOTAL ASSETS		47,718,098.11	14,460,908.06
TOTAL ASSETS		47,718,098.11	14,460,908.06
21101 GENERAL ACCOUNTS PAYABLE			401,153.10
21102 BID DEPOSITS & SECURITIES			82,664.78
21104 EMPLOYEES FUND PAYABLE			1,624.92
21105 SOCIAL SECURITY PAYABLE			36,249.38
21106 FEDERAL WITHHOLDING PYBL			42,154.09
21114 FLEX BENEFIT PAYABLE		60,680.71	
21118 UNION DUES PYBL - FIRE			15.00
21120 DENTAL INSURANCE PAYABLE			16,791.50
21121 TAX PAYABLE			42.84
21128 ESCROW SECURITIES			138,524.53
21130 ACCRUED PAYROLL			279,298.97
21133 STATE MV REGISTRATION		43.20	
21135 ICMA PAYABLE			2,495.25
21137 VALIC PAYABLE			879.61
21139 HRA PAYABLE ACCT			194,315.00
21143 PC LOAN PROGRAM			210.56
21144 HOLIDAY FUND			2,852.03
21150 HEALTH INSURANCE PAYABLE			37,373.60
21157 MISCELLANEOUS DEDUCTION			478.60
21158 GREAT WEST 457			5,493.40
21175 UNAPPLIED TAX CREDITS			18,171.50
21176 PREPAID TAXES			21,197,714.01
21180 OTHER ACCOUNTS PAYABLE			88,182.86
TOTAL ACCOUNTS PAYABLE		60,723.91	22,546,685.53
21211 ESCHEAT PROPERTY PYBL			5,871.78
21212 PAYROLL ESCHEAT PAYABLE			749.55
TOTAL DUE TO OTHER GOVERNMENTS		.00	6,621.33
21301 LOT SALES			7,239.00
TOTAL DUE TO TRUSTS		.00	7,239.00
21400 DEFERRED REVENUES			1,509,664.11
21401 COLLECTIONS IN ADVANCE			7,227.56
TOTAL DEFERRED REVENUES		.00	7,227.56
TOTAL CURRENT LIABILITIES		60,723.91	24,077,437.53
22303 MAIN-MARLBORO LOAN			1,120,210.00

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

FUND - 01 - GENERAL FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL LOANS PAYABLE		.00	1,120,210.00
TOTAL LONG-TERM LIABILITIES		.00	1,120,210.00
TOTAL LIABILITIES		60,723.91	25,197,647.53
TOTAL LIABILITIES		60,723.91	25,197,647.53
31000 FUND BALANCE			82,470.75
31100 UNRESERVED & UNDESIGNATED			7,525,561.16
31201 RESERVED FOR ENCUMBRANCES			1.00
TOTAL RESERVED FUND BALANCE		.00	1.00
31401 REVENUE BUDGET CONTROL		36,420,786.11	
31402 REVENUE CONTROL			33,997,641.90
31403 EXPENDITURE BUDGET CONTRL			36,420,785.64
31404 EXPENDITURE CONTROL		33,485,407.38	.47
31405 BUDGET FUND BALANCE			
31406 ENCUMBRANCE CONTROL		1.00	
TOTAL CONTROLS		69,906,194.49	70,418,428.01
TOTAL FUND BALANCE		69,906,194.49	77,943,990.17
TOTAL FUND EQUITY		69,906,194.49	78,026,460.92
TOTAL EQUITIES		69,906,194.49	78,026,460.92
TOTAL GENERAL FUND		117,685,016.51	117,685,016.51

ACCOUNT	TITLE	DEBITS	CREDITS
FUND - 14 - PARKING FUND			
11310	PARKING LOT RENTAL RCVBL	11,227.11	
11398	OTHER RECEIVABLES	13,957.05	
	TOTAL ACCOUNTS RECEIVABLE	25,184.16	.00
11601	DUE TO/FROM GENERAL FUND	625,349.78	.00
	TOTAL DUE TO/FROM OTHER FUNDS	625,349.78	
11901	PREPAID ITEMS	14,085.49	.00
	TOTAL OTHER ASSETS	14,085.49	
	TOTAL CURRENT ASSETS	664,619.43	.00
	TOTAL ASSETS	664,619.43	.00
	TOTAL ASSETS	664,619.43	.00
21101	GENERAL ACCOUNTS PAYABLE		2,812.68
21130	ACCRUED PAYROLL		10,753.01
21180	OTHER ACCOUNTS PAYABLE		2,179.42
	TOTAL ACCOUNTS PAYABLE	.00	15,745.11
	TOTAL CURRENT LIABILITIES	.00	15,745.11
	TOTAL LIABILITIES	.00	15,745.11
	TOTAL LIABILITIES	.00	15,745.11
31000	FUND BALANCE		
31100	UNRESERVED & UNDESIGNATED	131,189.37	
31401	REVENUE BUDGET CONTROL		837,914.49
31402	REVENUE CONTROL	2,464,886.07	
31403	EXPENDITURE BUDGET CONTRL		1,683,013.59
31404	EXPENDITURE CONTROL	1,740,864.39	
31405	BUDGET FUND BALANCE	4,205,750.46	.03
	TOTAL CONTROLS	4,205,750.46	4,147,899.66
	TOTAL FUND BALANCE	4,205,750.46	4,985,814.15
	TOTAL FUND EQUITY	4,336,939.83	4,985,814.15
	TOTAL EQUITIES	4,336,939.83	4,985,814.15
	TOTAL PARKING FUND	5,001,559.26	5,001,559.26

FUND - 16 - PC REPLACEMENT FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11601	DUE TO/FROM GENERAL FUND	312,022.58	
	TOTAL DUE TO/FROM OTHER FUNDS	312,022.58	.00
	TOTAL CURRENT ASSETS	312,022.58	.00
	TOTAL ASSETS	312,022.58	.00
	TOTAL ASSETS	312,022.58	.00
21101	GENERAL ACCOUNTS PAYABLE		10,262.39
	TOTAL ACCOUNTS PAYABLE	.00	10,262.39
	TOTAL CURRENT LIABILITIES	.00	10,262.39
	TOTAL LIABILITIES	.00	10,262.39
	TOTAL LIABILITIES	.00	10,262.39
31000	FUND BALANCE		215,720.59
31100	UNRESERVED & UNDESIGNATED		49,111.59
31401	REVENUE BUDGET CONTROL	81,225.00	
31402	REVENUE CONTROL		95,417.57
31403	EXPENDITURE BUDGET CONTRL		81,225.00
31404	EXPENDITURE CONTROL	58,489.56	
	TOTAL CONTROLS	139,714.56	176,642.57
	TOTAL FUND BALANCE	139,714.56	225,754.16
	TOTAL FUND EQUITY	139,714.56	441,474.75
	TOTAL EQUITIES	139,714.56	441,474.75
	TOTAL PC REPLACEMENT FUND	451,737.14	451,737.14

ACCOUNT	TITLE	DEBITS	CREDITS
FUND - 18 - SOLID WASTE			
11308	LAND FILL TIP FEE RCVBL	577,466.84	
11399	RESERVE FOR UNCOLLECTIBLE		20,000.00
TOTAL	ACCOUNTS RECEIVABLE	577,466.84	20,000.00
11601	DUE TO/FROM GENERAL FUND	186,744.67	
TOTAL	DUE TO/FROM OTHER FUNDS	186,744.67	.00
11802	INTERFUND LOAN RECEIVABLE	1,365,000.00	
TOTAL	LOANS RECEIVABLE	1,365,000.00	.00
TOTAL	CURRENT ASSETS	2,129,211.51	20,000.00
TOTAL	ASSETS	2,129,211.51	20,000.00
TOTAL	ASSETS	2,129,211.51	20,000.00
21101	GENERAL ACCOUNTS PAYABLE		275,265.85
21130	ACCRUED PAYROLL		16,997.85
21180	OTHER ACCOUNTS PAYABLE		3,630.69
TOTAL	ACCOUNTS PAYABLE	.00	295,894.39
TOTAL	CURRENT LIABILITIES	.00	295,894.39
TOTAL	LIABILITIES	.00	295,894.39
TOTAL	LIABILITIES	.00	295,894.39
31000	FUND BALANCE		
31100	UNRESERVED & UNDESIGNATED	1,779,467.53	
31401	REVENUE BUDGET CONTROL	4,723,212.29	
31402	REVENUE CONTROL		3,549,374.65
31403	EXPENDITURE BUDGET CONTRL		4,602,921.65
31404	EXPENDITURE CONTROL	4,559,511.65	
31405	BUDGET FUND BALANCE	9,282,723.94	
TOTAL	CONTROLS	9,282,723.94	.38
TOTAL	FUND BALANCE	9,282,723.94	9,326,133.94
TOTAL	FUND EQUITY	11,062,191.47	12,875,508.59
TOTAL	EQUITIES	11,062,191.47	12,875,508.59
TOTAL	SOLID WASTE	13,191,402.98	13,191,402.98

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/14

FUND - 32 - SEWER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11307	INDUST PRE-TREAT RCVB/L	29,803.42	
11313	SEWER CHARGES RECEIVABLE	1,870,496.97	
11317	SERVICES RECEIVABLES	74,271.78	
11398	OTHER RECEIVABLES	812.16	
11399	RESERVE FOR UNCOLLECTIBLE		11,000.00
TOTAL	ACCOUNTS RECEIVABLE	1,975,384.33	11,000.00
11501	MATERIALS & SUPPLIES	130,701.70	
TOTAL	INVENTORIES	130,701.70	.00
11601	DUE TO/FROM GENERAL FUND	3,329,193.58	
11614	DUR FR TRUST-WARTEL CT CR	713,520.30	
11618	DUE FR TRUST-SEWER INF CR	1,898,117.45	
11619	DUE FR TRUST-WWTP CAP RES	3,058,835.23	
TOTAL	DUE TO/FROM OTHER FUNDS	8,999,666.56	.00
11710	DUE FROM STATE GOVT	604,779.79	
TOTAL	DUE FROM OTHER GOVERNMENT	604,779.79	.00
11801	PROMISSORY NOTES REC	1,297,701.00	
TOTAL	LOANS RECEIVABLE	1,297,701.00	.00
11901	PREPAID ITEMS	64,675.00	
11999	DEF:PREM ON BOND REFNANCE	86,144.41	
TOTAL	OTHER ASSETS	150,819.41	.00
TOTAL	CURRENT ASSETS	13,159,052.79	11,000.00
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	23,739,494.44	
TOTAL	OTHER IMPROVEMENTS	23,985,927.45	.00
12418	EQUIPMENT	8,368,219.48	
TOTAL	MACHINERY & EQUIPMENT	8,368,219.48	.00
12501	CONSTRUCTION IN PROGRESS	8,741,233.28	
TOTAL	CONSTRUCTION IN PROGRESS	8,741,233.28	.00
12743	DEP: LAND IMPROVEMENTS		213,358.50
12744	DEP: CONSTRUCTION		5,873,793.52
12745	DEP: INFRASTRUCTURE		8,729,254.88
12746	DEP: EQUIPMENT		7,583,798.39
TOTAL	ACCUMULATED DEPRECIATION		22,400,205.29
TOTAL	FIXED ASSETS	51,017,706.24	22,400,205.29

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/14

FUND - 32 - SEWER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL ASSETS		64,176,759.03	22,411,205.29
TOTAL ASSETS		64,176,759.03	22,411,205.29
21101	GENERAL ACCOUNTS PAYABLE		1,128,089.03
21103	COMPENSATED ABSENCE PYBL		150,524.91
21130	ACCRUED PAYROLL		37,254.41
21160	INTEREST PAYABLE		51,758.50
21180	OTHER ACCOUNTS PAYABLE		606,590.86
TOTAL ACCOUNTS PAYABLE		.00	1,974,217.71
TOTAL CURRENT LIABILITIES		.00	1,974,217.71
22110	SEWER REHAB (95)		23,581.28
22118	SEWER REHAB99/07 SERIES A		76,811.59
22119	ADV.TREATMENT R-2005-18		246,900.00
22121	SEWER MAIN IMP R-2006-27		825,000.00
22122	SEWER MAIN IMP R-2007-27		951,625.00
22123	PRIORITY INSPECT R-2008-2		120,000.00
22124	ADV TRTMTNT R-2008-23		825,000.00
22125	FY 13 SEWER MAIN IMP		878,400.00
22126	FY 13 MARTELL CRT IMP		1,066,100.00
TOTAL GENERAL OBLIGATION BONDS		.00	5,013,417.87
22201	BLACK BRK 96/07 SERIES A		146,880.00
TOTAL TAX INCREMENT FINANCING		.00	146,880.00
22220	SEWER MAINS R-2005-20		834,900.00
TOTAL GENERAL OBLIGATION BONDS		.00	834,900.00
22303	MAIN-MARLBORO LOAN		120,354.00
22304	AREA 09 INFRA		1,129,608.02
22305	ARRA 2010 INFRA		1,378,114.41
22309	WWTP SRF CONSTRUCT LOAN		3,439,129.35
TOTAL LOANS PAYABLE		.00	6,067,205.78
TOTAL LONG-TERM LIABILITIES		.00	12,062,403.65
TOTAL LIABILITIES		.00	14,036,621.36
TOTAL LIABILITIES		.00	14,036,621.36
31000	FUND BALANCE		2,159,938.05
31100	UNRESERVED & UNDESIGNATED		23,553,620.70
31401	REVENUE BUDGET CONTROL	5,535,263.35	
31402	REVENUE CONTROL		7,474,147.71
31403	EXPENDITURE BUDGET CONTRL		7,284,984.23
31404	EXPENDITURE CONTROL	5,458,774.08	
31405	BUDGET FUND BALANCE	1,749,720.88	

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/14

FUND - 32 - SEWER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL CONTROLS		12,743,758.31	14,759,131.94
TOTAL FUND BALANCE		12,743,758.31	38,312,752.64
TOTAL FUND EQUITY		12,743,758.31	40,472,690.69
TOTAL EQUITIES		12,743,758.31	40,472,690.69
TOTAL SEWER FUND		76,920,517.34	76,920,517.34

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/14

FUND - 34 - WATER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11314	WATER CHARGES RECEIVABLE	1,167,801.72	
11315	FIRE LINE RECEIVABLE	62,182.42	
11316	HYDRANT RENTAL RECEIVABLE	35,284.70	
11317	SERVICES RECEIVABLES	57,390.98	
11398	OTHER RECEIVABLES	330.00	
11399	RESERVE FOR UNCOLLECTIBLE		2,500.00
TOTAL ACCOUNTS RECEIVABLE		1,322,989.82	2,500.00
11501	MATERIALS & SUPPLIES	140,049.10	
TOTAL INVENTORIES		140,049.10	.00
11601	DUE TO/FROM GENERAL FUND	3,697,285.36	
11615	DUE FR TRUST-WTF CAP RES	517,874.53	
11620	DUE FR TRUST-WATER INF CR	1,981,399.33	
TOTAL DUE TO/FROM OTHER FUNDS		6,196,559.22	.00
11901	PREPAID ITEMS	23,604.00	
11999	DEF:PREM ON BOND REFNANCE	21,074.89	
TOTAL OTHER ASSETS		44,678.89	.00
TOTAL CURRENT ASSETS		7,704,277.03	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	30,697,631.19	
TOTAL OTHER IMPROVEMENTS		30,879,313.58	.00
12418	EQUIPMENT	4,984,375.55	
TOTAL MACHINERY & EQUIPMENT		4,984,375.55	.00
12501	CONSTRUCTION IN PROGRESS	1,122,656.12	
TOTAL CONSTRUCTION IN PROGRESS		1,122,656.12	.00
12743	DEP: LAND IMPROVEMENTS		179,581.37
12744	DEP: CONSTRUCTION		3,626,955.86
12745	DEP: INFRASTRUCTURE		14,044,588.38
12746	DEP: EQUIPMENT		3,123,265.06
TOTAL ACCUMULATED DEPRECIATION		.00	20,974,390.67
TOTAL FIXED ASSETS		45,548,979.31	20,974,390.67
TOTAL ASSETS		53,253,256.34	20,976,890.67
TOTAL ASSETS		53,253,256.34	20,976,890.67

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/14

FUND - 34 - WATER FUND

ACCOUNT	TITLE	DEBITS	CREDITS
21101	GENERAL ACCOUNTS PAYABLE		161,474.69
21103	COMPENSATED ABSENCE PYBL		110,851.07
21130	ACCRUED PAYROLL		18,153.53
21160	INTEREST PAYABLE		16,083.01
21180	OTHER ACCOUNTS PAYABLE		65,721.44
	TOTAL ACCOUNTS PAYABLE	.00	372,283.74
21401	COLLECTIONS IN ADVANCE		13,016.47
	TOTAL DEFERRED REVENUES	.00	13,016.47
	TOTAL CURRENT LIABILITIES	.00	385,300.21
22106	WATER SUPPLY PROTECT (95)		56,605.04
22107	WATER DIST97/07 SERIES A		25,925.93
	TOTAL GENERAL OBLIGATION BONDS	.00	82,530.97
22201	BLACK BRK 96/07 SERIES A		403,120.00
	TOTAL TAX INCREMENT FINANCING	.00	403,120.00
22303	MAIN-MARLBORO LOAN		124,436.00
22304	ARRA 09 INFRA		630,984.81
22305	ARRA 2010 INFRA		562,894.49
22306	ARRA SWANZEY METERS		47,419.43
22308	FOX AVE/TANK MIXERS SRF		93,566.83
	TOTAL LOANS PAYABLE	.00	1,459,301.56
	TOTAL LONG-TERM LIABILITIES	.00	1,944,952.53
	TOTAL LIABILITIES	.00	2,330,252.74
	TOTAL LIABILITIES	.00	2,330,252.74
31000	FUND BALANCE		7,608,769.83
31100	UNRESERVED & UNDESIGNATED		22,629,896.40
31401	REVENUE BUDGET CONTROL	3,559,447.78	
31402	REVENUE CONTROL		
31403	EXPENDITURE BUDGET CONTRL	4,112,655.56	
31404	EXPENDITURE CONTROL	238,259.27	
31405	BUDGET FUND BALANCE	7,910,362.61	
	TOTAL CONTROLS		7,617,809.31
	TOTAL FUND BALANCE	7,910,362.61	30,247,705.71
	TOTAL FUND EQUITY	7,910,362.61	37,856,475.54
	TOTAL EQUITIES	7,910,362.61	37,856,475.54
	TOTAL WATER FUND	61,163,618.95	61,163,618.95

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

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

FUND - 41 - FLEET MANAGEMENT FUND

ACCOUNT	TITLE	DEBITS	CREDITS
11317	SERVICES RECEIVABLES	10,090.84	
11399	RESERVE FOR UNCOLLECTIBLE		200.00
	TOTAL ACCOUNTS RECEIVABLE	10,090.84	200.00
11501	MATERIALS & SUPPLIES	192,203.85	
	TOTAL INVENTORIES	192,203.85	.00
11601	DUE TO/FROM GENERAL FUND	498,035.97	
11616	DUE FR TRUST-EQUIP CAP RE	1,003,974.03	
	TOTAL DUE TO/FROM OTHER FUNDS	1,502,010.00	.00
	TOTAL CURRENT ASSETS	1,704,304.69	200.00
12417	VEHICLES	3,710,726.34	
12418	EQUIPMENT	2,579,236.28	
	TOTAL MACHINERY & EQUIPMENT	6,289,962.62	.00
12746	DEP: EQUIPMENT		2,266,410.65
12747	DEP: LICENSED VEHICLES		2,678,596.51
	TOTAL ACCUMULATED DEPRECIATION	.00	4,945,007.16
	TOTAL FIXED ASSETS	6,289,962.62	4,945,007.16
	TOTAL ASSETS	7,994,267.31	4,945,207.16
	TOTAL ASSETS	7,994,267.31	4,945,207.16
21101	GENERAL ACCOUNTS PAYABLE		25,545.29
21103	COMPENSATED ABSENCE PYBL		32,784.06
21130	ACCURED PAYROLL		11,411.72
21180	OTHER ACCOUNTS PAYABLE		2,434.30
	TOTAL ACCOUNTS PAYABLE	.00	72,175.37
	TOTAL CURRENT LIABILITIES	.00	72,175.37
	TOTAL LIABILITIES	.00	72,175.37
	TOTAL LIABILITIES	.00	72,175.37
31000	FUND BALANCE		160,723.61
31100	UNRESERVED & UNDESIGNATED		2,806,398.91
31401	REVENUE BUDGET CONTROL	2,228,590.15	
31402	REVENUE CONTROL		2,232,733.99
31403	EXPENDITURE BUDGET CONTRL	2,222,971.73	
31404	EXPENDITURE CONTROL	.13	
31405	BUDGET FUND BALANCE	4,451,562.01	
	TOTAL CONTROLS		4,461,324.27
	TOTAL FUND BALANCE	4,451,562.01	7,267,723.18
	TOTAL FUND EQUITY	4,451,562.01	7,428,446.79

CITY OF KEENE, NEW HAMPSHIRE
 PRINT BALANCE SHEETS BY FUND

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

ACCOUNTING PERIOD: 13/14

FUND - 41 - FLEET MANAGEMENT FUND			
ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL EQUITIES		4,451,562.01	7,428,446.79
TOTAL FLEET MANAGEMENT FUND		12,445,829.32	12,445,829.32
TOTAL REPORT		286,859,681.50	286,859,681.50