

2019 Operating Budget

General Fund Revenue

Summary

	2016 Actual	2017 Actual	2018 Budgeted	2018 Estimated	2019 Budget
Revenue					
Property Taxes	\$35,923,057	\$36,844,125	\$39,009,301	\$39,050,000	\$40,917,610
Other Taxes	\$718,471	\$714,265	\$715,703	\$724,819	\$732,037
Intergovernmental	\$3,878,501	\$3,964,650	\$4,686,915	\$4,830,469	\$3,990,720
Rents and Leases	\$265,470	\$242,531	\$241,260	\$239,530	\$297,444
Fines and Penalties	\$868,888	\$816,041	\$600,000	\$598,060	\$497,100
Licenses and Permits	\$1,176,229	\$1,902,547	\$1,384,072	\$1,638,765	\$1,238,910
Investment Income	\$102,606	\$196,731	\$225,000	\$400,000	\$582,460
Donations	\$30,971	\$40,219	\$38,500	\$38,620	\$46,200
Transfer In	\$3,535,955	\$3,214,057	\$3,924,177	\$3,908,580	\$4,236,494
Use of Fund Balance/Retained Earnings	\$0	\$0	\$1,068,490	\$0	\$0
Motor Vehicle Registrations	\$6,497,093	\$6,686,684	\$6,389,000	\$6,900,000	\$6,710,000
Department Service Charges	\$3,371,104	\$3,248,105	\$3,111,059	\$3,341,684	\$3,364,367
Retiree Health Reimbursement	\$1,420,966	\$1,370,612	\$1,435,530	\$1,399,000	\$1,445,640
Other Revenue	\$1,529,023	\$1,273,779	\$1,036,350	\$1,145,510	\$1,015,880
Total Revenue	\$59,318,334	\$60,514,345	\$63,865,357	\$64,215,037	\$65,074,862

2019 Operating Budget

General Fund Revenue

Detail

	2016 Actual	2017 Actual	2018 Budgeted	2018 Estimated	2019 Budget
Property Taxes					
Property Taxes	\$35,923,057	\$36,844,125	\$39,009,301	\$39,050,000	\$40,917,610
Subtotal	\$35,923,057	\$36,844,125	\$39,009,301	\$39,050,000	\$40,917,610
Other Taxes					
Timber Tax	\$29,102	\$18,580	\$15,000	\$15,000	\$15,000
Payment-In-Lieu of Tax	\$689,129	\$695,628	\$700,503	\$709,719	\$716,937
Excavation Activity Tax	\$240	\$56	\$200	\$100	\$100
Subtotal	\$718,471	\$714,265	\$715,703	\$724,819	\$732,037
Intergovernmental					
Railroad Tax	\$2,781	\$45	\$664	\$664	\$1,000
US Dep of Homeland Security/FEMA	\$0	\$19,057	\$0	\$107,335	\$0
Medicare D Reimbursement	\$116,609	\$1,556	\$0	\$0	\$0
Drug Forfeiture/Restitution	\$18,723	\$17,066	\$12,000	\$13,000	\$13,000
Rooms and Meals Tax	\$2,042,723	\$2,191,965	\$2,190,811	\$2,190,000	\$2,190,000
Highway Block Grant	\$863,882	\$862,747	\$1,634,370	\$1,634,370	\$885,340
Forest Loss Reimbursement	\$400	\$450	\$450	\$450	\$450
Fire Service Aid	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
School District Payments	\$145,253	\$152,401	\$157,000	\$153,470	\$158,000
Multiple Local Governments	\$563,131	\$594,362	\$566,620	\$606,180	\$617,930
Subtotal	\$3,878,501	\$3,964,650	\$4,686,915	\$4,830,469	\$3,990,720
Rents and Leases					
Cruiser Rental Fee	\$36,181	\$22,847	\$25,000	\$34,000	\$32,000
Building Lease or Rental	\$169,321	\$162,141	\$155,900	\$144,130	\$204,220
Facility Lease or Rental	\$34,379	\$31,187	\$33,360	\$34,400	\$33,264
Land Lease or Rental	\$25,589	\$26,357	\$27,000	\$27,000	\$27,960
Subtotal	\$265,470	\$242,531	\$241,260	\$239,530	\$297,444
Fines and Penalties					
Interest Costs and Penalties	\$665,885	\$645,922	\$425,000	\$425,000	\$425,000
Court Ordered Payments-Cemeteries	\$106	\$102	\$0	\$30	\$0
Court Ordered Payments-Legal	\$180	(\$1,031)	\$1,000	\$1,200	\$1,100
Court Ordered Pymnts-Parks & Rec	\$0	\$59	\$0	\$30	\$0
Parking Penalties	\$94,740	\$99,132	\$90,000	\$100,000	\$0
False Alarm Penalties	\$49,848	\$29,841	\$32,000	\$37,000	\$33,000
Fines For Overdue Books	\$35,511	\$31,593	\$32,000	\$32,000	\$33,000
Fines For Code Prosecution	\$22,618	\$10,423	\$20,000	\$2,800	\$5,000
Subtotal	\$868,888	\$816,041	\$600,000	\$598,060	\$497,100

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General Fund Revenue

	2016 Actual	2017 Actual	2018 Budgeted	2018 Estimated	2019 Budget
Licenses and Permits					
Building Permits	\$612,218	\$488,306	\$730,000	\$814,000	\$645,000
Electrical Permits	\$95,856	\$67,120	\$95,000	\$60,000	\$65,000
Mechanical Permits	\$122,831	\$163,252	\$120,000	\$120,000	\$90,000
Plumbing Permits	\$64,963	\$39,523	\$50,000	\$40,000	\$45,000
Sign Permits	\$17,931	\$14,166	\$14,000	\$13,000	\$14,000
Fire Protect Permits	\$2,370	\$2,580	\$2,000	\$1,600	\$2,500
Misc Permits	\$50,883	\$57,478	\$50,000	\$50,000	\$55,000
PD Licenses and Permits	\$8,236	\$5,977	\$3,000	\$2,300	\$2,500
Street Excavation Fees	\$0	\$852,592	\$120,000	\$350,000	\$130,000
Engineering Licenses	\$5,160	\$5,520	\$4,320	\$4,785	\$4,800
Engineering Pole Lic. Recording Fees	\$100	\$110	\$50	\$200	\$50
POA Inspection Fees	\$18,810	\$19,910	\$18,810	\$18,810	\$19,665
School Inspection Fees	\$2,862	\$3,498	\$3,630	\$3,520	\$3,795
Food Service Licenses	\$92,537	\$90,532	\$95,000	\$95,000	\$95,000
Amusement Center Licenses	\$570	\$330	\$600	\$0	\$0
Rooming House Licenses	\$4,324	\$4,262	\$4,350	\$4,350	\$4,350
Yard Sales Permits	\$1,135	\$925	\$1,200	\$1,000	\$1,000
Taxi Cab Licenses	\$3,850	\$3,200	\$3,200	\$3,200	\$3,200
Peddler Licenses	\$12,640	\$9,557	\$10,000	\$9,500	\$9,500
Amusement Device Licenses	\$6,640	\$5,200	\$6,800	\$1,120	\$0
Billiard and Bowling Licenses	\$312	\$0	\$312	\$0	\$0
Entertainment Licenses	\$10,772	\$9,303	\$7,000	\$8,000	\$8,000
Convalescent Home Licenses	\$1,361	\$1,387	\$1,400	\$0	\$0
Recycling Center Licenses	\$1,578	\$1,052	\$1,600	\$1,600	\$1,600
Solicitation Licenses	\$1,182	\$1,305	\$1,200	\$1,300	\$1,400
Taxi Drivers Licenses	\$6,525	\$4,685	\$4,000	\$2,750	\$2,750
Misc Licenses & Permits	\$1,574	\$2,328	\$1,300	\$1,000	\$1,000
Pawnbroker/Secondhand Dealer Lic.	\$1,750	\$1,125	\$1,500	\$1,500	\$1,500
Dog Licenses	\$24,341	\$44,364	\$31,000	\$27,500	\$29,500
Marriage Licenses	\$2,919	\$2,962	\$2,800	\$2,730	\$2,800
Subtotal	\$1,176,229	\$1,902,547	\$1,384,072	\$1,638,765	\$1,238,910
Investment Income					
Investment Income	\$102,606	\$196,731	\$225,000	\$400,000	\$582,460
Subtotal	\$102,606	\$196,731	\$225,000	\$400,000	\$582,460

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	2016 Actual	2017 Actual	2018 Budgeted	2018 Estimated	2019 Budget
Donations					
Donations	\$30,000	\$40,000	\$37,500	\$37,500	\$45,000
Music Program Donations	\$971	\$219	\$1,000	\$1,120	\$1,200
Subtotal	\$30,971	\$40,219	\$38,500	\$38,620	\$46,200
Transfer In					
Transfer In-Engineering Inspections	\$4,336	\$2,389	\$2,370	\$3,770	\$3,710
Transfer In-Parking Fund	\$106,870	\$106,940	\$107,030	\$107,030	\$106,070
Transfer In-Parking Fund Snow Reim	\$58,200	\$58,200	\$58,200	\$58,200	\$0
Transfer In-Airport Fund	\$67,390	\$68,720	\$68,812	\$68,812	\$71,804
Transfer In-CD Con Prop Mgmt Fund	\$55,600	\$48,800	\$45,000	\$45,000	\$29,000
Transfer In-Impact Fee Fund	\$151,790	\$60,000	\$65,390	\$65,390	\$104,540
Transfer In-NEOCTIF	\$138,749	\$145,685	\$153,000	\$153,000	\$160,650
Transfer In-Sears Block TIF	\$385,210	\$412,560	\$469,882	\$469,882	\$469,725
Transfer In-Penacook TIF	\$6,618	\$6,690	\$7,025	\$7,025	\$7,380
Transfer In-Golf Fund	\$76,440	\$0	\$76,650	\$76,650	\$76,650
Transfer In-Arena Fund	\$64,630	\$64,350	\$65,797	\$65,797	\$69,123
Transfer In-Solid Waste Fund	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
Transfer In-Water Fund	\$813,561	\$822,638	\$819,878	\$819,881	\$861,300
Transfer In-Wastewater Fund	\$915,849	\$946,840	\$1,029,243	\$1,029,243	\$1,095,684
Transfer In-Trust/Capital Reserve	\$93,000	\$60,000	\$50,000	\$30,000	\$406,000
Transfer In-Trust/Concord Calvary	\$15,000	\$15,000	\$13,000	\$13,000	\$14,500
Transfer In-Trust/Economic Dev	\$105,000	\$34,000	\$138,000	\$131,000	\$180,000
Transfer In-Trust/Flowers	\$8,000	\$6,000	\$5,500	\$5,500	\$6,500
Transfer In-Trust/Forest	\$1,067	\$40,453	\$20,000	\$30,000	\$40,458
Transfer In-Trust/General Care	\$92,158	\$122,155	\$118,000	\$118,000	\$122,000
Transfer In-Trust/Library	\$186,300	\$186,300	\$186,300	\$186,300	\$186,300
Transfer In-Trust/Self Insurance	\$185,168	\$2,737	\$420,000	\$420,000	\$220,000
Transfer In-Trust/Shrubs	\$1,419	\$0	\$1,500	\$1,500	\$1,500
Subtotal	\$3,535,955	\$3,214,057	\$3,924,177	\$3,908,580	\$4,236,494
Use of Fund Balance/Retained Earnings					
Budgetary Use of Fund Balance	\$0	\$0	\$1,068,490	\$0	\$0
Subtotal	\$0	\$0	\$1,068,490	\$0	\$0
Motor Vehicle Registrations					
Motor Vehicle Registrations	\$6,497,093	\$6,686,684	\$6,389,000	\$6,900,000	\$6,710,000
Subtotal	\$6,497,093	\$6,686,684	\$6,389,000	\$6,900,000	\$6,710,000

2019 Operating Budget

General Fund Revenue

	2016 Actual	2017 Actual	2018 Budgeted	2018 Estimated	2019 Budget
Department Service Charges					
Salt Sales	\$12,514	\$29,044	\$30,000	\$30,000	\$30,000
Street Tree Sales	\$2,840	\$4,450	\$9,000	\$6,000	\$9,000
Timber Sales	\$27,410	\$23,835	\$30,000	\$20,000	\$10,000
MV State Agent Admin	\$124,773	\$123,777	\$120,000	\$122,000	\$122,000
MV Transportation Admin	\$19,680	\$19,773	\$19,000	\$19,500	\$19,300
MV Transportation Surcharge	\$177,089	\$177,984	\$173,000	\$175,000	\$175,000
MV Waste Disposal	\$19,916	\$20,004	\$19,000	\$19,500	\$19,300
Alarm Panel Plug In/Out	\$5,673	\$4,941	\$5,490	\$5,490	\$5,850
Master Alarm Box Connection	\$199,442	\$202,560	\$202,017	\$202,084	\$211,480
Advanced Life Support Intercept	\$4,392	\$1,098	\$1,647	\$1,647	\$1,647
Ambulance Service Charge	\$1,812,724	\$1,802,343	\$1,600,000	\$1,750,000	\$1,750,000
Recording Fees	\$5,265	\$11,545	\$4,000	\$7,890	\$4,800
Application Fee	\$20,862	\$20,984	\$21,450	\$22,543	\$22,360
Application for Appeal	\$21,498	\$16,557	\$19,000	\$19,000	\$19,000
Review Fee-Site Plans	\$39,664	\$38,474	\$35,000	\$60,000	\$40,000
Review Fee-Subdivision	\$9,100	\$8,090	\$9,000	\$9,000	\$9,000
Reports, Prints and Copies	\$18,800	\$28,236	\$20,350	\$29,350	\$21,450
Special Fire Duty Services	\$23,619	\$16,302	\$20,200	\$18,000	\$19,500
Recreation Player Fee-Parks	\$5,797	\$3,982	\$6,000	\$3,400	\$4,300
Sundry Services	\$51,451	\$57,022	\$42,440	\$49,000	\$45,320
Police Patrol Services	\$4,759	\$7,353	\$5,800	\$9,000	\$6,400
Police Witness Fees	\$12,852	\$13,307	\$15,200	\$6,500	\$8,000
Special Police Duty Services	\$290,941	\$196,286	\$252,000	\$306,600	\$275,000
Interment	\$83,997	\$78,051	\$84,435	\$80,000	\$80,100
Cemetery Maintenance	\$2,405	\$1,166	\$2,000	\$2,000	\$2,000
Inventory Mark-up	\$15,264	\$15,177	\$15,400	\$15,400	\$16,200
Professional Service Mark-up	\$385	\$0	\$0	\$0	\$0
Overtime & Supply Charges	\$8,484	\$7,824	\$8,200	\$10,320	\$10,500
Miscellaneous Services	\$198,721	\$172,507	\$185,310	\$184,370	\$276,060
Non-Resident Library Fees	\$6,125	\$6,550	\$7,000	\$7,200	\$7,400
Camps	\$112,261	\$89,438	\$110,970	\$110,000	\$104,500
Aquatics Program	\$22,489	\$44,312	\$30,150	\$32,890	\$31,000
Lighting Charge	\$5,795	\$2,785	\$4,000	\$4,500	\$4,400
Concession Income	\$4,119	\$2,349	\$4,000	\$3,500	\$3,500
Subtotal	\$3,371,104	\$3,248,105	\$3,111,059	\$3,341,684	\$3,364,367

2019 Operating Budget

General Fund Revenue

	2016 Actual	2017 Actual	2018 Budgeted	2018 Estimated	2019 Budget
Retiree Health Reimbursement					
NHRS subsidy for Retiree Health Ins	\$992,233	\$955,283	\$963,150	\$957,000	\$962,060
Retiree share of Health Ins	\$428,733	\$415,329	\$472,380	\$442,000	\$483,580
Subtotal	\$1,420,966	\$1,370,612	\$1,435,530	\$1,399,000	\$1,445,640
Other Revenue					
Cable TV Franchise	\$839,214	\$923,973	\$918,460	\$900,370	\$900,370
Finance Charges	\$5,733	\$488	\$2,000	\$4,500	\$2,000
Insurance Distributions & Credits	\$529,979	\$0	\$0	\$0	\$0
Contribution-Purchase of Lots	\$25,836	\$15,348	\$20,820	\$20,820	\$23,100
Contribution-Purchase of Niches	\$0	\$1,460	\$2,000	\$5,400	\$2,000
Reimbursements	\$24,444	\$10,667	\$15,000	\$18,000	\$10,000
Sale of Surplus Property	\$46,029	\$29,084	\$30,000	\$56,720	\$30,000
Miscellaneous	\$52,290	\$292,759	\$42,570	\$128,700	\$42,910
Advertising Revenue	\$5,500	\$0	\$5,500	\$11,000	\$5,500
Subtotal	\$1,529,023	\$1,273,779	\$1,036,350	\$1,145,510	\$1,015,880
Total Revenue	\$59,318,334	\$60,514,345	\$63,865,357	\$64,215,037	\$65,074,862

2019 Operating Budget
General Fund Revenue

Description of Revenue Detail

The following items represent 85.8% of all General Fund revenues:

Property Taxes	\$40,917,610	62.9%
Motor Vehicle Registrations	\$6,710,000	10.3%
Transfer-In	\$4,236,494	6.5%
Intergovernmental - Rooms and Meals Tax	\$2,190,000	3.4%
Department Service Charges - Ambulance Service Charge	\$1,750,000	2.7%
Total	\$55,804,104	85.8%

Property Taxes

FY 2019 property taxes account for approximately 62.9% of General Fund revenues. This represents a 3.96% tax rate increase over FY 2018. Budgeted property taxes are determined by subtracting all other budgeted General Fund revenues from total General Fund budgeted expenses. The City Council did not set a specific tax rate target for FY 2019 and instead instructed the City Manager to present a responsible budget and work towards the City Council priorities.

In addition to the taxes to be raised for appropriations, \$567,400 of tax revenue is estimated to be raised for tax abatements or overlay (\$300,000) and war service credits (\$267,400). Including overlay and war service credits, the FY 2019 total tax revenue is \$41,485,010, up from \$39,597,246 adopted by City Council for FY 2018. Please refer to the Resolution section for a comparison of FY 2018 versus FY 2019 budgetary tax rates.

Motor Vehicle Registrations

Revenue from motor vehicle registrations represents 10.3% of all General Fund revenue and is the second largest source of revenue for the Fund. This revenue is budgeted by using the current fiscal year's actual year-to-date receipts and estimating the remainder of the year, analyzing the local and national economy for automobile purchases, and considering forecasts of new car sales for the next 12-18 months.

Transfer In

The Transfer In portion of revenue represents 6.5% of all General Fund revenue. It is comprised of Municipal Overhead charges to most of the City's Enterprise and Special Revenue funds; General Services Overhead Charges to the Water, Wastewater, and Arena Funds; as well as Information Technology (IT) computer charges to the Parking, Airport, Golf, Arena, Water, and Wastewater Funds. Municipal Overhead and General Services Overhead is determined using a formula to calculate the overhead expenses and prorating to the applicable funds based on their percentage of budgets. The amounts may also be adjusted based on the Fund's financial position or ability to absorb an increase in any given year. The IT charges, small in comparison to the overhead charges, are based on a cost-per-computer formula, as applicable to the individual Funds.

In addition to overhead transfers, the City also recognizes revenues as transfer in from trusts including cemetery, library, insurance and capital reserves; and transfers from Impact Fee and Tax Increment Finance (TIF) District funds as reimbursement for operating expenses and applicable debt service costs.

General Fund Revenue

Intergovernmental

Rooms and Meals taxes represent 3.4% of all General Fund revenue and are estimated to be equal to FY 2018.

Department Service Charges

Ambulance Service charges represent 2.7% of all General Fund revenue and is the fifth largest source of revenue for the fund. Revenue is projected primarily based on historical trends and increases in emergency medical services demand. Changes in payor mix (Medicare, Medicaid, private insurance, no insurance) can have a significant effect on revenues received.

Use of Fund Balance

The City Council has adopted balanced budgets since FY 2010, and, if adopted, FY 2019 will be the tenth consecutive year. After financial year-end activities are completed, the City Council considers using a portion of surplus remaining from the previous fiscal year, typically to fund one-time expenditures and transfers to capital reserve accounts. This process uses fund balance as the funding source, which has no real impact on the succeeding fiscal years' budgeting since this use of funds is primarily for one-time activities and not ongoing operations.

<u>Fiscal Year</u>	<u>Total Fund Balance</u>	<u>Unassigned Fund Balance</u>
2008	\$5,747,884	\$4,447,779
2009	\$6,471,747	\$5,302,478
2010	\$7,992,313	\$5,695,545
2011	\$12,590,168	\$6,736,075
2012	\$14,153,990	\$8,168,250
2013	\$14,896,285	\$9,079,250
2014	\$14,199,114	\$9,879,330
2015	\$14,549,738	\$10,171,068
2016	\$15,939,783	\$10,735,579
2017	\$17,474,214	\$11,015,079

Source: 2008-2017 Comprehensive Annual Financial Reports

Note: Although not one of the top five revenue categories, Licenses and Permits recognized a new revenue stream, part way through FY 2018. Street Excavation Fees are budgeted at \$130,000 for FY 2019. All funds received in this line item will be subsequently transferred out to the Highway Reserve to help fund the annual paving program. These fees are expected to be a strong source of revenue through approximately 2020 and in conjunction with the significant effort Liberty Utilities is making in upgrading gas lines throughout the City.