

REVENUE**ALL FUNDS**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
GENERAL FUND						
PROPERTY TAXES	\$28,682,523	\$29,303,193	\$31,106,922	\$31,554,185	\$31,765,150	\$32,691,833
OTHER TAXES	\$5,850,657	\$5,647,124	\$5,658,969	\$5,806,370	\$5,804,399	\$5,922,912
LICENSES AND PERMITS	\$821,850	\$701,709	\$1,099,551	\$1,047,049	\$1,089,340	\$993,300
FEDERAL AND STATE SHARED	\$4,020,173	\$2,875,710	\$2,932,817	\$4,158,897	\$4,246,717	\$3,971,890
DEPARTMENT SERVICE CHARGES	\$2,878,523	\$3,154,313	\$3,316,946	\$3,153,471	\$3,629,656	\$3,460,896
INSPECTION FEES	\$101,044	\$87,881	\$86,309	\$82,035	\$86,822	\$85,932
FINES AND PENALTIES	\$298,015	\$288,314	\$229,342	\$216,000	\$185,670	\$189,000
RENTS AND LEASES	\$223,138	\$218,270	\$270,330	\$233,321	\$242,211	\$226,390
TRANSFERS-IN TRUST	\$381,034	\$438,136	\$424,105	\$1,088,600	\$1,079,230	\$609,670
TRANSFERS-IN ENTERPRISE	\$1,211,837	\$1,201,323	\$1,230,495	\$1,279,170	\$1,268,070	\$1,473,590
MISCELLANEOUS	\$1,946,667	\$1,905,440	\$1,957,344	\$2,124,755	\$2,583,445	\$2,067,020
FUND BALANCE	\$0	\$0	\$0	\$1,528,000	\$0	\$0
Sub Total	\$46,415,459	\$45,821,413	\$48,313,128	\$52,271,853	\$51,980,710	\$51,692,433
SPECIAL REVENUE FUNDS						
AIRPORT FUND	\$330,497	\$357,703	\$363,322	\$366,641	\$371,044	\$382,335
CD CONSERVATION PROPERTY	\$13,491	\$38,904	\$148,484	\$71,500	\$64,510	\$71,500
CD ENGINEERING INSPECTION	\$239,155	\$174,231	\$161,360	\$219,150	\$207,610	\$251,900
CD GRANTS ADMINISTRATION	\$22,156	\$11,650	\$6,125	\$11,820	\$9,800	\$0
PARKING METER FUNDS	\$1,262,160	\$1,650,074	\$1,509,880	\$1,772,966	\$1,823,347	\$1,703,256
Sub Total	\$1,867,459	\$2,232,562	\$2,189,171	\$2,442,077	\$2,476,311	\$2,408,991
ENTERPRISE FUNDS						
EVERETT ARENA FUND	\$511,263	\$508,719	\$485,711	\$512,385	\$537,700	\$566,020
GOLF COURSE FUND	\$845,424	\$875,561	\$845,815	\$959,330	\$824,470	\$847,350
SOLID WASTE	\$3,672,981	\$4,774,971	\$4,320,909	\$4,680,092	\$4,557,772	\$4,592,620
WASTEWATER UTILITY	\$6,107,900	\$6,006,693	\$6,590,873	\$6,979,270	\$6,794,650	\$7,011,970
WATER UTILITY	\$4,968,060	\$4,964,741	\$5,377,071	\$5,670,750	\$5,467,490	\$5,538,360
Sub Total	\$16,105,628	\$17,130,685	\$17,620,380	\$18,801,827	\$18,182,082	\$18,556,320
CAPITAL AND OTHER FUNDS						
CAPITAL PROJECTS	\$5,421,318	\$2,060,826	\$2,240,864	\$10,835,131	\$10,835,131	\$11,661,675
TAX INCREMENT DISTRICTS	\$877,198	\$1,238,480	\$436,332	\$1,041,900	\$839,000	\$923,580
Sub Total	\$6,298,516	\$3,299,306	\$2,677,196	\$11,877,031	\$11,674,131	\$12,585,255
Grand Total	\$70,687,062	\$68,483,966	\$70,799,875	\$85,392,788	\$84,313,234	\$85,242,999

ALL FUNDS**APPROPRIATIONS**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED*	2012* ESTIMATED	2013 FISCAL YEAR BUDGET
GENERAL FUND						
Compensation	\$21,863,592	\$21,370,118	\$22,226,162	\$23,357,365	\$23,199,835	\$23,579,265
Fringe Benefits	\$9,588,807	\$10,124,059	\$11,238,853	\$14,329,822	\$14,128,129	\$14,650,082
Outside Services	\$1,694,579	\$1,614,573	\$1,711,456	\$2,002,291	\$1,837,796	\$1,979,619
Supplies	\$2,351,821	\$1,928,599	\$2,031,174	\$2,330,731	\$2,291,928	\$2,393,770
Utilities	\$1,220,368	\$1,128,689	\$1,156,069	\$1,088,721	\$1,206,490	\$1,176,045
Insurance	\$374,140	\$348,964	\$404,167	\$450,209	\$453,898	\$462,892
Capital Outlay	\$57,941	\$129,155	\$186,377	\$232,636	\$218,650	\$165,080
Debt Service	\$4,601,962	\$4,787,310	\$4,362,159	\$4,544,206	\$4,395,500	\$4,513,110
Miscellaneous	\$1,246,219	\$1,007,305	\$959,508	\$1,129,430	\$976,960	\$1,243,130
Allocated Costs	(\$644,237)	(\$591,024)	(\$564,632)	(\$610,320)	(\$619,100)	(\$605,080)
Transfers Out	\$3,440,009	\$2,590,603	\$3,262,017	\$3,544,115	\$3,553,540	\$2,134,520
Sub Total	\$45,795,201	\$44,438,349	\$46,973,309	\$52,399,206	\$51,643,626	\$51,692,433
SPECIAL REVENUE FUNDS						
Compensation	\$589,515	\$591,554	\$536,304	\$571,930	\$566,075	\$612,670
Fringe Benefits	\$269,098	\$297,707	\$290,890	\$322,750	\$313,653	\$362,570
Outside Services	\$240,329	\$188,062	\$258,850	\$310,123	\$309,204	\$317,770
Supplies	\$40,407	\$35,645	\$56,110	\$96,653	\$58,450	\$115,460
Utilities	\$134,921	\$106,232	\$96,021	\$95,758	\$85,800	\$83,470
Insurance	\$27,891	\$31,880	\$35,822	\$35,430	\$35,167	\$34,600
Capital Outlay	\$5,812	\$0	\$41,847	\$11,550	\$7,900	\$28,500
Debt Service	\$435,942	\$629,356	\$774,963	\$750,051	\$750,051	\$794,396
Miscellaneous	\$38,490	\$47,536	\$96,325	\$82,708	\$84,987	\$126,667
Allocated Costs	\$16,280	\$14,070	\$11,640	\$10,870	\$10,870	\$11,250
Transfers Out	\$72,079	\$178,257	\$224,484	\$322,587	\$261,337	\$303,554
Sub Total	\$1,870,764	\$2,120,298	\$2,423,256	\$2,610,411	\$2,483,494	\$2,790,907
ENTERPRISE FUNDS						
Compensation	\$2,240,396	\$2,289,504	\$2,374,064	\$2,529,385	\$2,434,260	\$2,528,070
Fringe Benefits	\$1,389,321	\$1,471,029	\$1,584,231	\$1,952,530	\$1,895,790	\$1,975,650
Outside Services	\$3,998,753	\$4,236,519	\$4,483,144	\$4,785,338	\$4,624,398	\$4,671,725
Supplies	\$893,378	\$1,032,517	\$980,940	\$1,028,599	\$999,363	\$1,100,070
Utilities	\$1,121,315	\$1,107,203	\$1,044,512	\$982,739	\$877,380	\$946,810
Insurance	\$84,080	\$87,951	\$103,459	\$105,380	\$104,640	\$102,840
Capital Outlay	\$171,813	\$21,938	\$44,722	\$123,380	\$105,000	\$205,000
Debt Service	\$3,846,664	\$4,206,523	\$4,198,248	\$4,481,727	\$4,476,037	\$4,766,925
Miscellaneous	\$60,073	\$49,759	\$39,051	\$53,110	\$53,110	\$53,110
Allocated Costs	\$1,309,649	\$1,102,141	\$1,023,201	\$1,094,530	\$1,042,370	\$1,043,898
Transfers Out	\$2,064,452	\$1,356,905	\$1,364,438	\$1,824,011	\$1,784,011	\$1,608,750
(Gain) Loss on Refunding	\$0	\$123,450	\$0	\$0	\$0	\$0
Sub Total	\$17,179,894	\$17,085,439	\$17,240,011	\$18,960,729	\$18,396,359	\$19,002,848
CAPITAL AND OTHER FUNDS						
CAPITAL PROJECTS	\$5,421,318	\$2,060,826	\$2,240,864	\$10,835,131	\$10,835,131	\$11,661,675
TAX INCREMENT DISTRICTS	\$780,574	\$730,960	\$819,618	\$989,190	\$989,104	\$769,065
Sub Total	\$6,201,892	\$2,791,786	\$3,060,482	\$11,824,321	\$11,824,235	\$12,430,740
Grand Total	\$71,047,751	\$66,435,871	\$69,697,058	\$85,794,667	\$84,347,714	\$85,916,928

*includes encumbrance

APPROPRIATION SUMMARY**ALL FUNDS**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED*	2012* ESTIMATED	2013 FISCAL YEAR BUDGET
GENERAL FUND						
ADMINISTRATION	\$4,256,501	\$4,628,553	\$4,889,365	\$5,419,612	\$5,256,530	\$5,413,160
PUBLIC SAFETY	\$18,811,976	\$18,953,068	\$20,444,960	\$21,489,486	\$21,895,066	\$22,128,541
GENERAL SERVICES	\$8,331,297	\$7,295,384	\$7,406,813	\$7,856,155	\$7,577,260	\$7,903,240
COMMUNITY DEVELOPMENT	\$2,302,595	\$2,243,422	\$2,236,799	\$2,520,161	\$2,347,774	\$2,464,869
LEISURE SERVICES	\$3,590,902	\$3,177,275	\$3,342,337	\$3,726,756	\$3,635,901	\$3,875,694
HUMAN SERVICES	\$1,118,033	\$952,702	\$934,265	\$976,635	\$960,225	\$989,014
MISCELLANEOUS	\$1,255,216	\$1,360,730	\$1,492,743	\$3,718,080	\$3,418,930	\$3,680,285
CAPITAL OUTLAY AND TRANSERS	\$1,526,720	\$1,039,905	\$1,863,869	\$2,148,115	\$2,156,440	\$724,520
DEBT SERVICE	\$4,601,962	\$4,787,310	\$4,362,159	\$4,544,206	\$4,395,500	\$4,513,110
Sub Total	\$45,795,201	\$44,438,349	\$46,973,309	\$52,399,206	\$51,643,626	\$51,692,433
SPECIAL REVENUE FUNDS						
PARKING METER FUNDS	\$1,447,488	\$1,617,536	\$1,782,934	\$1,866,245	\$1,795,224	\$1,954,389
AIRPORT FUND	\$211,589	\$267,270	\$316,601	\$420,226	\$407,325	\$380,138
CD GRANTS ADMINISTRATION	\$22,114	\$11,652	\$6,125	\$11,820	\$9,795	\$0
CD CONSERVATION PROPERTY	\$7,256	\$6,295	\$117,553	\$71,500	\$37,200	\$149,750
CD ENGINEERING INSPECTION	\$182,317	\$217,545	\$200,042	\$240,620	\$233,950	\$300,580
CD REVOLVING LOAN PROG	\$0	\$0	\$0	\$0	\$0	\$6,050
Sub Total	\$1,870,764	\$2,120,298	\$2,423,256	\$2,610,411	\$2,483,494	\$2,790,907
ENTERPRISE FUNDS						
GOLF COURSE FUND	\$884,965	\$877,883	\$910,257	\$954,090	\$885,735	\$857,135
EVERETT ARENA FUND	\$526,396	\$482,774	\$504,830	\$543,133	\$545,282	\$539,425
WATER UTILITY	\$5,506,697	\$5,253,439	\$5,195,959	\$5,842,502	\$5,676,644	\$5,853,870
WASTEWATER UTILITY	\$6,524,236	\$6,358,977	\$6,317,300	\$6,810,843	\$6,635,979	\$7,037,413
SOLID WASTE	\$3,737,599	\$4,112,365	\$4,311,664	\$4,810,161	\$4,652,719	\$4,715,005
Sub Total	\$17,179,894	\$17,085,439	\$17,240,011	\$18,960,729	\$18,396,359	\$19,002,848
CAPITAL AND OTHER FUNDS						
CAPITAL PROJECTS	\$5,421,318	\$2,060,826	\$2,240,864	\$10,835,131	\$10,835,131	\$11,661,675
TAX INCREMENT DISTRICTS	\$780,574	\$730,960	\$819,618	\$989,190	\$989,104	\$769,065
Sub Total	\$6,201,892	\$2,791,786	\$3,060,482	\$11,824,321	\$11,824,235	\$12,430,740
Grand Total	\$71,047,751	\$66,435,871	\$69,697,058	\$85,794,667	\$84,347,714	\$85,916,928

*includes encumbrance

BUDGET SUMMARY**STAFFING SUMMARY**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Administration (1)	50.240	50.850	51.200	51.200
Public Safety (2)	208.125	208.325	211.325	210.675
General Services (3)	126.400	124.400	126.500	126.500
Community Development (4)	34.300	34.300	33.050	33.050
Leisure Services (5)	51.000	50.600	49.70	48.700
Human Services	<u>4.650</u>	<u>4.650</u>	<u>4.650</u>	<u>4.650</u>
Total	474.715	473.125	476.425	474.775

- (1) Includes City Manager, Legal, Assessing, Human Resources, Finance, Information Technology, and City Clerk.
- (2) Includes Police, Parking Management, and Fire.
- (3) Includes General Services Administration, Highway and Utilities, Grounds, Public Properties, Equipment Services, Water and Sewer.
- (4) Includes Community Development Administration, Community Planning, Business Development, Building and Code Services, Engineering Services, Conservation Commission and Forestry.
- (5) Includes Library, Parks & Recreation – Admin, and Parks & Recreation – Grounds.

Note: This Staffing Summary includes budgeted full-time and full-time equivalent for temporaries and part-time employees.

See individual Department budgets for description of position changes between FY 2012 and FY 2013.

INTRODUCTION**BUDGET SUMMARY**

	2012 COUNCIL <u>ADOPTED</u>	2013 COUNCIL <u>ADOPTED</u>
<u>Uses of Funds</u>		
Budget Appropriations	\$50,914,738	\$51,692,433
War Credits (1)	297,000	265,839
Overlay	<u>317,000</u>	<u>300,000</u>
Total Uses of Funds	\$51,528,738	\$52,258,272
<u>Sources of Funds</u>		
Miscellaneous Revenues	\$19,055,906	\$19,000,600
Surplus (Prior Year Designated Fund Balance)	300,000	0
Amount to be raised by property taxes	<u>32,172,832</u>	<u>33,257,672</u>
Total Sources of Funds	\$51,528,738	\$52,258,272
 <u>TAX RATE DETERMINATION</u>		
Assessed Value (A.V.) in thousands of dollars*	\$3,852,000	\$3,703,000
Amount to be Raised	\$32,172,832	\$33,257,672
Current Year Recommended Tax Rate/\$1000 A.V.	8.35	8.98
Prior Year Tax Rate / \$1000 A.V.	<u>8.19</u>	<u>*8.72</u>
Increase over Prior Year	.16	.26
% Change	1.95%	2.98%

* Market and real growth adjustments after budget adoption resulted in a taxable assessed value of \$3,687,000 for municipal purposes and a tax rate of \$8.72 per \$1,000 of assessed value.

BUDGET SUMMARY

INTRODUCTION

FUND STRUCTURE

As a governmental organization, the City of Concord utilizes a Fund Accounting structure where financial activities are aggregated for specific purposes.

The General Fund is the largest fund, which encompasses the more traditional governmental services. The General Fund is primarily funded by the property tax. General Fund revenues are listed in detail by category at the beginning of the budget document followed by General Fund department appropriation recommendations. Capital is measured on an expenditure basis.

Other funds are established pursuant to state law or prudent financial management and are accounted for using Generally Accepted Accounting Principles (GAAP).

Special Revenue Funds are used to account for revenues dedicated to a specific purpose. These funds include Parking, Airport, Community Development, Housing Revolving Loan and Impact Fees. Revenues and appropriations are listed by Fund. Capital is measured on an expenditure basis.

Enterprise Funds are similar to a business enterprise and are usually used when the service is paid largely from a user charge or sales. These funds include Water, Wastewater, Solid Waste, Golf and Arena. Revenues and appropriations are listed by fund. Capital is measured on a maintenance and depreciation expense basis.

The City also produces an annual Capital budget that details the current year funding for the six-year Capital Improvement Program (CIP). The current year portion of capital expenditures to be met from operating funds is contained in the Operating Budget as capital outlays or transfers, along with debt service on bonded projects.

THE BUDGET PROCESS

Managerial Preparation - City departments began preparing requests for this budget in January. By amended City Charter, the City Manager must review these requests and submit a budget to the City Council by forty-five days before the beginning of the fiscal year, or no later than May 16 each year. According to the Charter, City Council must then adopt a budget by July 27 or the introduced City Manager's budget is automatically adopted. However, City Council has adopted an ordinance providing for budget adoption by the beginning of the new fiscal year.

City staff keeps the City Council advised through quarterly Financial Statements with an executive summary. FPAC and the City Council also receive a modeled projection of revenues and expenditures for the current and five future years.

City Council Review, Public Hearing and Adoption - Section 27 of the City Charter requires a public hearing on the budget. In preparation thereof, the City Council forms a "committee of the whole" called the Finance Committee that reviews the budget between introduction and adoption. See the "Schedule" tab for meeting dates. The City Council Finance Committee reports its changes to the Manager's Proposed Budget in the form of an amending resolution prior to adoption of the budget by City Council. This amending resolution will identify the differences between the Manager's Proposed and Council's Adopted Budgets.

INTRODUCTION**BUDGET SUMMARY**

Amendment - No appropriation shall be made for any purpose not included in the annual budget unless voted by two-thirds majority of the Council after a public hearing held to discuss said appropriation. The Council shall by resolution designate the source of any money so appropriated.

Annual Report of Financial Results - Following the end of the budget accounting period, the City prepares, in accordance with Generally Accepted Auditing Standards, and distributes a Comprehensive Annual Financial Report (CAFR) audited by an independent account firm. This CAFR includes a comparison of budgeted to actual revenues and expenditures. The CAFR can be located on the web at www.concord.nh.gov (select "Departments", "Finance", then "Financial Reports/Policy"); or at www.concordnh.gov/finance/CAFR/concordv2.asp?siteindx=F10,05,05.

Year-to-Year Expense Comparison - General Fund - All fringe benefits and insurances are distributed to each operating agency in order to give a more complete picture of costs. Revenues are shown with the responsible department in order to portray what each agency generates of own-source revenues and what each agency costs in other general or tax revenues.

BUDGET SUMMARY

APPROPRIATION RESOLUTION

RESOLUTION AMENDING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR 2013 ENDING JUNE 30, 2013.

(Page 1 of 5)

The City of Concord resolves as follows:

Section 1: **General Fund**

That there be appropriated the sum of\$51,692,433 for general purposes as detailed in the Fiscal 2013 Budget recommended to the City Council by the City Manager as summarized below:

GENERAL FUND BUDGET

<u>APPROPRIATIONS</u>	<u>COUNCIL ADOPTED</u>
Administration	\$5,413,160
Public Safety	22,128,541
General Services	7,903,240
Community Development	2,464,869
Leisure Services	3,875,694
Human Services	989,014
Miscellaneous	3,680,285
Capital Outlay and Transfers	724,520
Debt Service	<u>4,513,110</u>
 Total Appropriations	 \$51,692,433
Reserve for Overlay and War Service Credits	<u>565,839</u>
 TOTAL	 \$52,258,272
 <u>REVENUE</u>	
Miscellaneous	\$19,000,600
Surplus from Prior Year's Operation	<u>0</u>
 Total Miscellaneous and Surplus	 \$19,000,600
Amount to be Raised by Taxation	<u>33,257,672</u>
 TOTAL	 \$52,258,272

APPROPRIATION RESOLUTION

BUDGET SUMMARY

RESOLUTION AMENDING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR 2013 ENDING JUNE 30, 2013.

(Page 2 of 5)

That there shall be raised and there is hereby ordered to be raised on the ratable estates within the City the sum of	\$33,257,672
to defray the necessary expenses and charges of the City for Fiscal Year 2013 which together with the sum which may be raised from other sources in the amount of	\$19,000,600
as itemized in the Fiscal 2013 Proposed Budget, together with anticipated prior year designated fund balance in the amount of	\$0
shall be appropriated as detailed in the Fiscal 2013 Budget and tax stabilization reserve of	\$0

Section 2: **Parking Meter Fund**

A. That there shall be appropriated the sum of	\$1,954,389
for enforcement of the parking ordinances; maintenance of parking meters; operation and maintenance of plazas and off-street parking areas; payment of bonds, notes and interest thereon; capital transfer and capital outlay as provided in the Fiscal 2013 Budget.	

Funds to meet said appropriation shall be derived from income of the Parking Meter Fund as provided for in the Fiscal 2013 Budget

B. That there shall be appropriated the sum of.....	\$3,116
in the Parking Capital Project Fund for Capital Projects. Said sum shall be available as follows: Parking / Capital Transfer and Parking Close-out.	

Section 3: **Airport Fund**

A. That there shall be appropriated the sum of	\$380,138
for the operation, maintenance and improvements to the Concord Municipal Airport as provided for in the Fiscal 2013 Budget.	

Funds to meet said appropriation shall be derived from income to the Concord Municipal Airport Fund as provided for in the Fiscal 2013 Budget.

B. That there shall be appropriated the sum of	\$45,082
in the Airport Capital Project Fund for Capital Projects. Said sum shall be available as follows: Airport / Capital Transfer and Airport Closeout.	

Section 4: **Miscellaneous Special Revenue Funds**

A. Community Development Conservation Property Management Fund	
That there shall be appropriated the sum of	\$149,750
for Administration of the Community Development Conservation Property Management Fund.	

Funds to meet said appropriation shall be made available from Conservation Trust funds or other funds as deemed appropriate by City Council.

R-6/18/12

BUDGET SUMMARY

APPROPRIATION RESOLUTION

RESOLUTION AMENDING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR 2013 ENDING JUNE 30, 2013.

(Page 3 of 5)

Section 4: **Miscellaneous Special Revenue Funds (cont'd)**

B. Community Development – Engineering Inspection Fund

That there shall be appropriated the sum of \$300,580
for Administration of the Community Development Engineering Inspection Fund.

Funds to meet said appropriation shall be made available from Engineering Inspection funds or other funds as deemed appropriate by City Council.

C. Community Development Revolving Loan Program

That there shall be appropriated the sum of \$6,050
for administration of the Community Development Revolving Loan Program.

Funds to meet said appropriation shall be made available from Community Development Revolving Loan funds or other funds as deemed appropriate by City Council.

Section 5: **Beaver Meadow Golf Course Fund**

A. That there shall be appropriated the sum of \$857,135
for the operation and maintenance of the Golf Course; payment of bonds, notes and interest thereon; capital transfers and capital outlay as provided in the Fiscal 2013 Budget.

Funds to meet said appropriation shall be derived from income of the Municipal Golf Course as provided in the Fiscal 2013 Budget.

B. That there shall be appropriated the sum of \$3,000
in the Beaver Meadow Golf Course Project Fund for Capital Projects. Said sum shall be available as follows: Golf / Capital Transfer.

Section 6: **Douglas N. Everett Ice Skating Arena Fund**

A. That there shall be appropriated the sum of \$539,425
for the operation and maintenance of the Everett Arena; payment of bonds, notes and interest thereon; capital transfers and capital outlay as provided in the Fiscal 2013 Budget.

Funds to meet said appropriated shall be derived from income of the Arena facility and General Fund subsidy as detailed in the Fiscal 2013 Budget.

B. That there shall be appropriated the sum of \$1,000
in the Douglas N. Everett Ice Skating Arena Capital Project Fund for Capital Projects. Said sum shall be available as follows: Arena / Capital Transfer.

APPROPRIATION RESOLUTION

BUDGET SUMMARY

RESOLUTION AMENDING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR 2013 ENDING JUNE 30, 2013.

(Page 4 of 5)

Section 7: Water Enterprise Fund

- A. That there shall be appropriated the sum of \$5,853,870
for the operation and maintenance of the water system and the water filtration facilities; necessary construction and replacements of water mains and other facilities and equipment; payment of bonds, notes and interest thereon; as detailed in the Fiscal 2013 Budget.

Funds to meet said appropriations shall be derived from water sales and other income and retained earnings of the Water Fund as provided in the Fiscal 2013 Budget.

- B. That there shall be appropriated the sum of \$330,711
in the Water Enterprise Project Fund for Capital Projects. Said sum shall be available as follows:
 - Water / Capital Transfer..... \$161,000
 - Water / Capital Close Out.....\$ 29,711
 - Water / Investment Fee Reserve.....\$140,000

Section 8: Wastewater Enterprise Fund

- A. That there shall be appropriated the sum of \$7,037,413
for operation and maintenance of the sanitary sewer system and wastewater treatment facilities; necessary construction and replacement of sanitary sewer facilities and equipment and payment of bonds, notes and interest thereon; as provided in the Fiscal 2013 Budget.

Funds to meet said appropriation shall be derived from income and prior year fund balances of the Sewer Fund as provided in the Fiscal 2013 budget.

- B. That there shall be appropriated the sum of..... \$261,382
in the Wastewater Enterprise Project Fund for Capital Projects. Said sum shall be available as follows:
 - Sewer / Capital Transfer..... \$ 91,000
 - Sewer / Capital Close Out.....\$ 382
 - Sewer / Investment Fee Reserve..... \$170,000

Section 9: Solid Waste Fund

- A. That there shall be appropriated the sum of \$4,715,005
for the operation and maintenance of the Solid Waste Fund, capital transfers and capital outlay as provided in the Fiscal 2013 Budget

Funds to meet said appropriation shall be derived from income of the Solid Waste Fund, including the General Fund subsidy, as provided in the Fiscal 2013 Budget.

BUDGET SUMMARY

APPROPRIATION RESOLUTION

RESOLUTION AMENDING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR 2013 ENDING JUNE 30, 2013.
(Page 5 of 5)

Section 9: **Solid Waste Fund (cont'd)**

B. That there shall be appropriated the sum of \$20,000
in the Solid Waste Capital Project Fund for Capital Projects. Said sum shall be available as follows: Solid Waste / Capital Transfer.

Section 10: That there shall be appropriated the sum of..... \$2,183,884
in the Capital Projects Fund – General. Said sum to be made available as follows:

Transfer from General Fund:

Capital Transfer	\$230,500
Transportation Improvement Fees	\$174,000
Highway Block Grant Pass-through	\$0
Capital Close Out	\$108,384
Donations – Contributions-in-aid	\$0
Transfer from Trust/Street Pavement Reserve	\$1,100,000
Transfer from Impact Fee Fund	\$251,000
Transfer from Equipment Replacement Reserve	\$160,000
Transfer from Fire Equipment Reserve	\$160,000

Section 11: There having been established a tax increment district known as the North End Opportunity Corridor Tax Increment Financing District (NEOCTIFD) pursuant to Resolution #7036, dated March 13, 2000 as amended, there shall be appropriated the sum of \$483,910

Section 12: There having been established a tax increment district known as the Sears Block Tax Increment Financing District (A.K.A. Capital Commons Garage) pursuant to Resolution #7205, dated July 9, 2001 as amended, there shall be appropriated the sum of \$258,655

Section 13: There having been established a tax increment district known as the Penacook Village Tax Increment Financing District pursuant to Resolution #8376, dated June 14, 2010 as amended, there shall be appropriated the sum of \$26,500

Section 14: As Resolution #8120 relative to the acceptance of diminimis gifts and donations was accepted on December 12, 2002, and there being ample reason to continue the practice therein established, there shall be appropriated the sum of \$100,000
for Diminimis Gifts and Donations and other diminimus items 2013.

Section 15: That this Resolution shall take effect on July 1, 2012.

BUDGET SUMMARY**BOND FUNDED PROJECTS****WORKSHEET 1****FY2013 CAPITAL IMPROVEMENT PROGRAM - BOND FUNDED PROJECTS**

<u>Fund</u>	<u>CIP#</u>	<u>Project Type</u>	<u>Project Title</u>	<u>Useful Life</u>	<u>Description of Work</u>	<u>FY2013 Bonded Amount</u>
General	4	Fire Vehicles	Apparatus Replacement	15	Replace Ambulances #4 and #7; and Command Vehicle	\$ 480,000
General	35	Street Corridor Impvts	Route 3 Corridor (North)	20	Completion of Project Phase 4	2,120,000
General	63	Community Center Improvements	Dame School Improvements	20	Roofs, various other improvements	45,000
General	65	Public Buildings	Repair/Renovate/Preserve City Hall	15	City Hall roof repair	500,000
General	121	GSD Vehicles	Equipment Replacement Program	10	Various vehicles and equipment	550,000
General	281	Downtown	Eagle Square Renovations	15	Replace Z-Brick Pavers	175,000
General	323	Public Buildings	COMF Improvements	15	Admin. Bldg. dry sprinkler system repairs	30,000
General	368	Public Safety	Portable & Mobile Radio Replacement	10	2nd of 3 yr-10 cruiser mobiles, 30 portable radios	<u>100,000</u>
Total General Fund						<u>\$ 4,000,000</u>
Parking	432	Parking Garage Repair	Firehouse Block Garage	10	Structural steel and concrete repairs	\$160,000
Parking	433	Parking Garage Repair	Durgin Block Garage	10	Structural steel and concrete repairs	<u>\$1,410,000</u>
Total Parking Fund						<u>\$1,570,000</u>
Sewer	104	Sewer Treatment	Hall Street WWTP Renovations	15	New security gate; equip/process imprvmts	\$70,000
Sewer	121	GSD Vehicles	Equipment Replacement Program	10	Various vehicles and equipment	420,000
Sewer	323	Public Buildings	COMF Improvements	15	Admin. Bldg. dry sprinkler system repairs	15,000
Sewer	466	Sewer Treatment	Penacook WWTP Renovations	15	Bldg/structure imprvmts; access gate replacement	<u>126,500</u>
Total Sewer Fund						<u>\$ 631,500</u>

R-6/18/12

BOND FUNDED PROJECTS**BUDGET SUMMARY**

<u>Fund</u>	<u>CIP#</u>	<u>Project Type</u>	<u>Project Title</u>	<u>Useful Life</u>	<u>Description of Work</u>	<u>FY2013 Bonded Amount</u>
Water	85	Water Distribution	Water Main Replacement	90	Loudon Rd Phase II-East Side Dr to Old Loudon Rd	\$ 2,270,000
Water	88	Water Treatment	Water Production Plant Upgrades	25	Replace sedi basin motor control ctr; refurbish roof	160,000
Water	121	GSD Vehicles	Equipment Replacement Program	10	Various vehicles and equipment	32,000
Water	323	Public Buildings	COMF Improvements	15	Admin Bldg dry sprinkler system repairs	15,000
Water	347	Water Distribution	Water Storage Tank Repairs	20	Auburn St/West End Water Tank	50,000
Water	372	Water Treatment	Pump Station Improvements	10	Pump Station #5 rebuild	<u>75,000</u>
Total Water Fund						<u>\$ 2,602,000</u>
Grand Total						<u>\$ 8,803,500</u>

BUDGET SUMMARY**CATEGORICAL DESCRIPTIONS**

COMPENSATION

- Permanent Salaries
- Permanent/Part-time Salaries
- Part-time Salaries
- Temporary Salaries
- Overtime
- Labor (in General Services combines all the above forms of compensation)

OUTSIDE SERVICES

- Training and Professional Development
- Building Services and Repairs
- Professional and Technical Services, including Business Equipment Repairs
- Contractual Services
- Intra-departmental Charges for Vehicular Equipment
- Radio Repairs
- Subscriptions
- Recording, Inspection and Legal Fees
- Janitorial Contracts
- Laundry Services
- Telephone
- Postage
- Refuse Collection Tipping Fees
- Advertising

FRINGE BENEFITS/OVERHEAD

- Beneflex, includes:
 - Medical/Health Premiums for Employees
 - Accidental Death and Dismemberment
 - Short and Long Term Disability
 - Wellpoints and the costs for the City's Wellness Program
- Employer's Retirement Contributions
- FICA (Social Security)
- Compensation Adjustment
- Annual & Sick Leave (in General Services only)

SUPPLIES

- Printing
- Office Supplies
- Photographic Supplies
- Photocopy
- Books and Periodicals
- Supplies for Repairs to Buildings, Traffic Signals, etc.
- Tools, Minor Equipment
- Chemicals

CATEGORICAL DESCRIPTIONS**BUDGET SUMMARY**

VEHICLE MAINTENANCE

Labor
Gas
Diesel
Oil
Repairs
Vehicle Leases

UTILITIES

Electricity
Natural Gas
Fuel Oil
Steam
Water
Wastewater & Steam Condensate Processing

INSURANCES

Property, including Building/Contents
Fire
Liability
Auto
Boiler and Machinery
Workers' Compensation
Unemployment Compensation

MISCELLANEOUS

Operating Transfers to Other Funds
Special Programs or Expenses
Capital Reserve Contributions
Allocated Costs

NEW EQUIPMENT

Business Machines and Office Equipment
Office Furniture and Furnishings
Communications Equipment
Automotive Equipment

DEBT SERVICE

Principal, Interest and Costs on Bonded Debt and Interest on Tax Anticipation Note Borrowing

BUDGET SUMMARY**GLOSSARY**

Allocated Costs - The concept of overhead budgeting is used primarily in General Services and Community Development Department Engineering Division. It is employed as a device to spread administrative costs to operating and capital accounts in different funds to get a more accurate picture of true costs. Allocated costs can include both management and clerical salaries, as well as benefits, sick and annual leave, and insurances of all the employees who work directly on a particular service or project.

Appropriation - A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

Assessed Value (Taxable) – As used in this document represents the total taxable book value of property in the City for municipal purposes only. This is established on April 1 each year by the Concord Board of Assessors.

CAFR – An acronym that stands for Comprehensive Annual Financial Report. The CAFR is the industry standard financial report for local governments. The City’s CAFR is recognized as meeting the highest possible level of reporting excellence and complies completely with G.A.A.P.

Capital Budget - A plan of proposed capital outlays and projects and the means of financing them in the current twelve-month period. It is the first year of the C.I.P.

Capital Budgeting and Accounting - Capital projects can be budgeted from current revenues (outlays or transfers), by grants, or from the issuance of bonds. Projects may be small or large, requiring a few months to several years to complete. Relatively small, possibly recurring capital outlays are most likely to be budgeted in operating funds and will appear often in operating department accounts. Unspent outlay funds at year-end usually lapse.

Large, more complex or longer term projects with multiple revenue sources, including bonds, are accounted for in separate Capital Project funds. Capital Project funds do not lapse at year-end, but must be “closed out” at project completion.

Capital Improvement Program (CIP)- A plan for capital expenditures to be incurred each year over ten plus years to meet capital needs arising from the long-term work program or other needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

Category (of Revenue or Appropriations) - Grouping of similar line items. (See complete listing under Budget Summary, Categorical Descriptions.)

COMF - An acronym, which stands for Combined Operations and Maintenance Facility. The facility, constructed in 1990 at 311 North State Street, serves the City General Services operations and Concord School District transportation operations.

Cost of Service, Project and Program Accounting - The method of accounting that provides for the assembling and recording of all the elements of cost incurred to accomplish a purpose, including compensation (Force Account Labor) and other expenses and overhead, to carry out a service or to construct a capital improvements used in General Services and utility operations.

Debt Service – Principal and interest payment on bonds issued by the City to fund Capital Projects. This includes debt service on past bond issues, as well as those anticipated in the current year of the C.I.P.

GLOSSARY**BUDGET SUMMARY**

ERP – Enterprise Resource Planning System, an organization-wide computing platform consisting primarily of financials, procurement and human resource modules, but expandable and flexible enough to eventually provide 24X7 customer self-service and other integrated components.

FTE – Full-time equivalent employees represent the budgeted sum of permanent, temporary and part-time employees.

Fund - A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances (and changes therein) are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance – As used in this budget represents the undesignated unreserved fund balance or excess of current assets over liabilities working capital available for use along with current revenues to fund the various operating budgets.

GAAP Accounting - GAAP is an acronym for Generally Accepted Accounting Principles. GAAP standards are established by the Governmental Accounting Standards Board and are similar to standards set for accounting in the private sector. The City complies with this standard.

GASB – GASB is an acronym for Governmental Accounting Standards Board. GASB's mission is to establish and improve standards of state and local governmental accounting and financial reporting that results in useful information for users of financial reports.

GASB 45 – Compliance with this accounting requirement reveals the accrued liability for post-employment benefits other than retirement.

GASB 54 – Compliance with this accounting requirement created new categories of fund balance reporting to provide consistency among governmental agencies.

Overlay and War Credits - This represents a portion of municipal taxes raised to cover the expense of tax appeals and credits against taxes due by veterans.

Reserves or Assigned, Committed, Restricted or Nonspendable Fund Balance - Those portions of fund balance that are not appropriate for general expenditure or that are legally segregated for a specific future use.

Retained Earnings - An equity account reflecting the accumulated earning of an enterprise or internal service fund.

Revenues - (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers; and (2) increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

Service Indicators - A statement describing an activity conducted or performed by the program/division. A department or division will usually have many Service Level Indicators. Service Level Indicators support quantifiable and qualifiable funding levels as indicated in the budget.

Surplus – That portion of prior year Unassigned Fund Balance to be used to offset current year tax revenues.

BUDGET SUMMARY**GLOSSARY**

Tax Anticipation Notes (TANs) - Notes (or warrants) issued in anticipation of the collection of taxes, usually retirable only from tax collections, and frequently only from the proceeds of the tax levy whose collection they anticipate.

Tax Stabilization Reserve – A reserve of general fund committed fund balance on the balance sheet with Council approval. See the most recent Comprehensive Annual Financial Report of the City.

Transfers In/Out - Transfers between city funds, not technically considered revenues or expenses to either fund. In the General Fund, transfers-in from other funds recognizes costs of providing administrative services by the General Fund to Special Revenue and Enterprise Funds. General Services also charges administrative services to the Special Revenue and Enterprise Funds under its management control.

Trust Fund - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

Unassigned Fund Balance - That portion of fund equity not assigned, committed, restricted for a specific purpose or a nonspendable balance. A portion would be available for offsetting future year's expenditures. The City Council Fiscal Goals Committee has set target unassigned fund balance levels to retain for each operating fund to help ensure fiscal health.