

FINAL

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, December 13, 2023, 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Assistant Mayor Below, Erling Heistad,
Karen Liot Hill, Christian Simon, George Sykes, Douglas Whittlesey, Devin Wilkie, and Karen Zook

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Deputy City Clerk Kara Tracy, Deputy City Manager of Special Projects Paula Maville, Interim Public Works Director Jay Cairelli, Recreation, Arts, and Parks Director Paul Coats, Deputy Director Planning & Development Tim Corwin, DPW Administrative Services Manager Kelly Crate, Cyber Services Director Perry Eaton, Police Lieutenant Richard Norris, Lebanon Libraries Director Sean Fleming, Human Services Director Lynne Goodwin, Airport Director Carl Gross, Deputy Chief of Police Matthew Isham, Human Resources Director Samantha Lauzon, Finance Director Vicki Lee, DPW Maintenance Manager Patrick McCarthy, Chief Innovation Officer Melanie McDonough, Director of Planning & Development Nathan Reichert, Chief of Police Phillip Roberts, Fire Chief/Emergency Management Director Jim Wheatley, Deputy Finance Director Alesia Williams

-
1. **CALL TO ORDER:** Mayor McNamara called the meeting to order at 6:00 p.m.
 - City Manager Shaun Mulholland announced the meeting criteria for the public.
 2. **PLEDGE OF ALLEGIANCE:** Councilor Simon led the Council in the Pledge.
 3. **PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
 4. **OPEN TO PUBLIC:**
 - Ms. Sabya Ahymad (Ward 2) came forth and spoke about her reasons why the Lebanon City Council should make a Resolution supporting a “cease-fire in Gaza” and support for Palestine.” Mayor McNamara noted the best way to do this would have her contact her City Councilor for her ward. Councilor Sykes (Ward 2 Councilor) expressed his support for Ms. Ahymad to contact him regarding this issue and he would help get the process started.
 5. **PUBLIC HEARING ITEMS:**
 - A. **ADOPTION OF 2024 CITY BUDGET** – Public Hearing for the purpose of receiving public input and taking action to adopt the 2024 City Budget as proposed by the City Manager with additional actions to include: authorizing the issuance of bonds or notes to finance 2024 capital improvements; authorizing the disbursement of Water Investment Fee funds; establishing an Urban Forestry Trust Fund in accordance with NH RSA 31:19-a; establishing a Dependent Care Flexible Spending Account Reimbursement Revolving Fund in accordance with NH RSA 31:95-

h; rescinding prior authorizations for the issuance of bonds or notes; and authorizing the disbursement of Recreation Impact Fees.

Included in the agenda packet: ***Note: All supportive documents can be found on pages 3-35, Council agenda packet.***

1. Overview Presentation of Proposed 2024 Annual Budget

Information Available but not Included in this Section: [2024 Proposed City Manager Budget Information](#)

City Manager Shaun Mulholland reviewed the 2024 Proposed Budget information for the City of Lebanon as provided in the December 13, 2023 City Council agenda packet and via link above.

In Summary



The 2024 Total budget is **15%** higher than the 2023 Budget.



The 2024 total projected revenues increase by **15.1%**.



The 2024 General Fund Budget is up by **5.8%**.



4.6% projected increase in the 2024 tax rate.



7.2% increase in Water rates and **5.2%** increase in Sewer rates.

Budget Overview All Funds

2023 Budget

- 4.1% increase in Tax Rate
- 8% increase in Water Rates
- 7.2% increase in Sewer Rates
- Total Budget **\$99,841,240**
- Without capital \$58,360,700

2024 Budget

- 4.6% increase in Tax Rate
- 7.2% increase in Water Rates
- 5.2% increase in Sewer Rates
- Total Budget **\$114,779,210**
- Without capital \$61,442,260 (**5.2%**)

2024 CITY BUDGET ADOPTION GUIDE – DECEMBER 13, 2023

This document is provided as a guide to help facilitate adoption of the 2024 City Budget.

- In conformance with Section C419:41 of the Lebanon City Charter, the Notice of Public Hearing for the 2024 Budget adoption process was published in the Valley News on Saturday, November 25, and Saturday, December 2, 2023.
- Budgets are adopted by the City Council on a fund basis. A fund segregates revenues and expenditures that are legally restricted to specific uses.

- A majority of City Councilors present and voting, with a quorum of at least **five** members present, is required to approve the annual budget. The issuance or rescission of bonds or notes must be authorized by at least 2/3 (**six**) of the members. The change of purpose for a capital reserve fund must be authorized by at least 3/4 (**seven**) of the members.
- The City Council may act on the amendments as written, or they may be modified. Amendments may perish for lack of movement and seconding, or other amendments may be introduced.
- Once the relevant Resolution (MAIN MOTION) has been moved and seconded, amendments may be introduced by being moved and seconded and voted on. If passed, the vote is then on the MAIN MOTION AS AMENDED.
- Clarity of Resolutions is imperative as the New Hampshire Department of Revenue Administration, and the City's bond counsel review the meeting minutes and actions associated with appropriation and debt issuance authorization for compliance with New Hampshire law.

Summary of City Manager's Proposed 2024 City Budget: (amendments to be introduced where applicable during proposed action)

Fund	2024 Budget	\$ Chg. V. '23	Sources of Revenues	2024 Budget	\$ Chg. V. '23
General	\$40,702,460	\$2,241,620	Taxes	\$28,076,450	\$1,367,140
Solid Waste Disposal	\$4,839,850	(\$76,380)	Licenses and Permits	\$3,845,600	(\$254,020)
Water Treatment and Distribution	\$4,689,410	\$252,450	Intergovernmental	\$9,154,800	(\$14,593,490)
Sewage Collection and Disposal	\$8,483,400	\$621,380	Charges for Services	\$18,613,480	\$306,240
Municipal Airport	\$1,883,710	(\$151,760)	Miscellaneous Sources	\$21,975,150	\$15,920,450
Emergency Management	\$25,000	\$0	Interfund Transfers	\$4,202,400	(\$518,210)
Heritage Fund	\$400	\$0	Bond Proceeds	\$25,435,140	\$12,445,530
Enterprise Properties Relvoing Fund	\$118,020	\$118,020			
Capital Improvements	\$53,336,950	\$11,856,410	Total	\$111,303,020	\$14,673,640
TIFD	\$700,010	\$76,230	Applied/(Realized) Fund Balance	\$3,476,190	\$264,330
Total	\$114,779,210	\$14,937,970	Total Revenues and Fund Balance	\$114,779,210	\$14,937,970

The estimated 2024 Municipal Tax Rate is \$9.39 per \$1,000 of assessed real estate value, an increase of \$0.42 or 4.6% from the 2023 tax rate. A single-family home assessed for \$350,000 will have an estimated 2024 municipal tax bill of about \$3,286, an increase of \$147. Four rates make up the Total Tax Rate: Municipal, School: Local and State, and County. This budget concerns the Municipal portion only. **Increases of 7.2% and 5.2% to water and sewer service rates, respectively, are factored into the budget.**

Proposed Resolutions include the following:

Resolution	Page(s)	Purpose of Action
No. 1	3	To Vote on the General Fund Budget
No. 2	3	To Vote on the Solid Waste Disposal Fund Budget
No. 3	4	To Vote on the Water Treatment and Distribution Fund Budget
No. 4	4	To Vote on the Sewage Collection and Disposal Fund Budget

No. 5	4	To Vote on the Municipal Airport Fund Budget
No. 6	5	To Vote on the Emergency Management Fund Budget
No. 7	5	To Vote on the Heritage Fund Budget
No. 8	5	To Vote on the Enterprise Properties Revolving Fund
No. 9	6	To Vote on the Downtown Lebanon Tax Increment Finance District Budget
No. 10	6	To Vote on the Airport-Tech Park Tax Increment Finance District Budget
No. 11	6-8	To Vote on the Capital Improvements Fund Budget
No. 12	8-9	To Vote on the Authorization of the Issuance of Bonds or Notes to Finance 2024 Capital Improvements
No. 13	9	To Vote to Authorize the disbursement of Water Investment Fee Funds
No. 14	9	To Vote to Establish an Urban Forestry Trust Fund in Accordance with NH RSA 31:19-a
No. 15	10	To Vote to Establish a Dependent Care Flexible Spending Account Reimbursement Revolving Fund in Accordance with NH RSA 31:95-h
No. 16	10-13	To Vote to Rescind Prior Authorizations for the Issuance of Bonds or Notes
No. 17	13	To Vote to Authorize the Disbursement of Recreation Impact Fees

1. OPEN PUBLIC HEARING: PUBLIC HEARING ITEM:

ADOPTION OF 2024 CITY BUDGET – Public Hearing for the purpose of receiving public input and taking action to adopt the 2024 City Budget as proposed by the City Manager with additional actions to include: authorizing the issuance of bonds or notes to finance 2024 capital improvements; authorizing the disbursement of Water Investment Fee funds; establishing an Urban Forestry Trust Fund in accordance with NH RSA 31:19-a; establishing a Dependent Care Flexible Spending Account Reimbursement Revolving Fund in accordance with NH RSA 31:95-h; rescinding prior authorizations for the issuance of bonds or notes; and authorizing the disbursement of Recreation Impact Fees.

Mayor McNamara opened the Public Hearing. Hearing no comments from the public, the Public Hearing was closed.

RESOLUTION NO. 1

*** MOTION BY COUNCILOR Hill TO MOVE PASSAGE OF RESOLUTION NO. 1 TO APPROPRIATE \$40,702,460 FOR GENERAL CITY OPERATIONS:**

RESOLVED, for the purpose of authorizing and financing the General Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$40,702,460.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR Whittlesey. VOTE ON THE MOTION as amended: 9/0.

TWO THREE PROPOSED AMENDMENTS TO RESOLUTION NO. 1

(1) MOTION BY COUNCILOR Sykes to increase the Planning & Development budget by \$60,930.

SECONDED BY COUNCILOR Hill. VOTE ON THE AMENDMENT 9/0.

(2) MOTION BY COUNCILOR Assistant Mayor Below to increase the General Fund, Interfund Transfers budget by \$165,860 to provide the City's portion of the funds required to accept funding from the New Hampshire Department of Environmental Services through the Granite State Clean Fleets Grant Program.

SECONDED BY COUNCILOR Whittlesey. VOTE ON THE AMENDMENT 9/0.

(3) MOTION BY COUNCILOR Wilkie to increase the general fund budget by \$60,000 for the purpose of converting the Asst HS Director position to a full-time position.

SECONDED BY COUNCILOR Sykes. VOTE ON THE AMENDMENT 8/1 (Whittlesey voted against).

RESOLUTION NO. 2

- PROPOSED AMENDMENT TO RESOLUTION NO. 2**

MOTION BY COUNCILOR Simon TO MOVE PASSAGE OF RESOLUTION NO. 2 TO APPROPRIATE \$4,839,850 FOR SOLID WASTE DISPOSAL:

RESOLVED, for the purpose of authorizing and financing the Solid Waste Disposal Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$4,839,850.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR Wilkie. VOTE ON THE MOTION 9/0.

- PROPOSED AMENDMENT TO RESOLUTION NO. 2**

(1) MOTION BY COUNCILOR Simon to increase the Solid Waste Disposal Fund budget by \$541,100 which reflects the increase in fees adopted through Ordinance #2023-06 on December 6, 2023.

**SECONDED BY COUNCILOR __Whittlesey__. VOTE ON THE AMENDMENT __8__/_1__
(Wilkie voted against.)**

RESOLUTION NO. 3

***MOTION BY COUNCILOR __Zook__ TO MOVE PASSAGE OF RESOLUTION NO. 3 TO
APPROPRIATE \$4,689,410 FOR WATER TREATMENT AND DISTRIBUTION:**

RESOLVED, for the purpose of authorizing and financing the Water Treatment and Distribution Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$4,689,410.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR __Wilkie__. VOTE ON THE MOTION __9__/_0__.

RESOLUTION NO. 4

*** MOTION BY COUNCILOR __Sykes__ TO MOVE PASSAGE OF RESOLUTION NO. 4 TO
APPROPRIATE \$8,483,400 FOR SEWAGE COLLECTION AND DISPOSAL:**

RESOLVED, for the purpose of authorizing and financing the Sewage Collection and Disposal Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$8,483,400.

This resolution shall be effective January 1, 2024.

**SECONDED BY COUNCILOR __Assistant Mayor Below__. VOTE ON THE MOTION
__9__/_0__.**

RESOLUTION NO. 5

*** MOTION BY COUNCILOR __Whittlesey__ TO MOVE PASSAGE OF RESOLUTION NO. 5
TO APPROPRIATE \$1,883,710 FOR MUNICIPAL AIRPORT OPERATIONS:**

RESOLVED, for the purpose of authorizing and financing the Municipal Airport Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$1,883,710.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR __Simon__. VOTE ON THE MOTION __9__/_0__.

RESOLUTION NO. 6

*** MOTION BY COUNCILOR __Wilkie__ TO MOVE PASSAGE OF RESOLUTION NO. 6 TO APPROPRIATE \$25,000 FOR EMERGENCY PREPAREDNESS:**

RESOLVED, for the purpose of authorizing and financing the Emergency Management Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$25,000.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR __Whittlesey__. VOTE ON THE MOTION __9__/_0__.

RESOLUTION NO. 7

*** MOTION BY COUNCILOR __Heistad__ TO MOVE PASSAGE OF RESOLUTION NO. 7 TO APPROPRIATE \$400 FOR HISTORIC RESOURCES & PRESERVATION EFFORTS:**

RESOLVED, for the purpose of authorizing and financing the Heritage Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$400.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR __Hill__. VOTE ON THE MOTION __9__/_0__.

RESOLUTION NO. 8

*** MOTION BY COUNCILOR __Liot Hill__ TO MOVE PASSAGE OF RESOLUTION NO. 8 TO APPROPRIATE \$118,020 FOR THE ENTERPRISE PROPERTIES REVOLVING FUND:**

RESOLVED, for the purpose of authorizing and financing the Enterprise Properties Revolving Fund.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$118,020.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR __Wilkie__. VOTE ON THE MOTION __9__/_0__.

RESOLUTION NO. 9

*** MOTION BY COUNCILOR __Assistant Mayor Below__ TO MOVE PASSAGE OF RESOLUTION NO. 9 TO APPROPRIATE \$700,000 FOR THE DOWNTOWN LEBANON TAX INCREMENT FINANCE DISTRICT:**

RESOLVED, for the purpose of financing the Downtown Lebanon Tax Increment Finance District Fund.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$700,000.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR __Heistad__. **VOTE ON THE MOTION** __9__/_0__.

RESOLUTION NO. 10

*** MOTION BY COUNCILOR** __Simon__ **TO MOVE PASSAGE OF RESOLUTION NO. 10 TO APPROPRIATE \$10 FOR THE LEBANON AIRPORT–TECH PARK TAX INCREMENT FINANCE DISTRICT:**

RESOLVED, for the purpose of financing the Lebanon Airport-Tech Park Tax Increment Finance District Fund.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$10.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR __Heistad__. **VOTE ON THE MOTION** __9__/_0__.

RESOLUTION NO. 11

*** MOTION BY COUNCILOR** __Zook__ **TO MOVE PASSAGE OF RESOLUTION NO. 11 TO APPROPRIATE \$53,336,950 FOR CAPITAL IMPROVEMENTS AND ACQUISITIONS:**

RESOLVED, for the purpose of authorizing and financing the Capital Improvements Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be appropriated in the amount of \$53,336,950 for expenditure in connection with the following Capital Improvements and Acquisitions:

Department	ProjectName	2024	Bonds/Note Proceeds/Debt	Existing Funds from CRF	Transfers to CIP	Other (\$AD, sale proceeds, DHMC, PILOT, etc)	Inter- governmental Grants
	AIRPORT FUND						
AIR	<i>Runway Safety Area Improvements_2024</i>	\$3,878,340			\$193,910		\$3,684,430
	TOTAL AIRPORT	\$3,878,340	\$0	\$0	\$193,910	\$0	\$3,684,430
	GENERAL FUND						
FACILITIES							
FIRE	<i>Station 1 Replacement</i>	\$22,669,940	\$22,669,940				
DPW	City Hall Renovations (Phase 4)	\$150,000	\$150,000				
DPW	<i>City Owned Electric Vehicle Service Equipment</i>	\$251,000	\$50,200				\$200,800
CM	<i>Childcare Facility Project</i>	\$21,977,670				\$19,977,670	\$2,000,000
CM	<i>Main Street Building Demolition</i>	\$250,000	\$250,000				
FLEET & EQUIPMENT							
FIRE	Personal Protective Equipment Replacement	\$210,000		\$210,000			
FIRE	Self-Contained Breathing Apparatus (SCBA) Replacement	\$485,000		\$485,000			
FIRE	Engine #2 Replacement	\$1,200,000	\$1,200,000				
ROADS & BRIDGES							
DPW	<i>Route 120-Ena Rd-Old Ena Rd Ped/Bike Improvements</i>	\$250,000	\$152,000			\$98,000	
DPW	<i>Lahaye Drive Ped&Bike Improvements</i>	\$540,000			\$48,000	\$60,000	\$432,000
OTHER							
REC	<i>Mascoma River Greenway Extension</i>	\$32,000				\$6,000	\$26,000
REC	<i>Westboro Park</i>	\$77,000	\$47,000			\$30,000	
	TOTAL GENERAL FUND	\$48,092,610	\$24,519,140	\$695,000	\$48,000	\$20,171,670	\$2,658,800
	WATER FUND						
DPW-WATER	<i>New Source Water Supply Study Investigation Phase 2</i>	\$150,000				\$100,000	\$50,000
	TOTAL WATER FUND	\$150,000	\$0	\$0	\$0	\$100,000	\$50,000
	SEWER FUND						
DPW-SEWER	Septage Receiving Upgrade	\$300,000	\$0			\$300,000	
	TOTAL SEWER FUND	\$300,000	\$0	\$0	\$0	\$300,000	\$0
	SOLID WASTE FUND						
DPW-SOLID	<i>Landfill Phase 3-4 Design, Permitting, and Construction</i>	\$800,000	\$800,000				
DPW-SOLID	<i>Landfill Site Improvements</i>	\$116,000	\$116,000				
	TOTAL SOLID WASTE FUND	\$916,000	\$916,000	\$0	\$0	\$0	\$0
	TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM	\$53,336,950	\$25,435,140	\$695,000	\$241,910	\$20,571,670	\$6,393,230

BE IT FURTHER RESOLVED, by the City of Lebanon, that the City Manager is authorized to take steps necessary and appropriate to apply for and secure maximum federal and state grant funding assistance.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR Simon. **VOTE ON THE MOTION AS AMENDED** 9 / 0.

PROPOSED AMENDMENT TO RESOLUTION NO. 11

- (1) MOVED BY COUNCILOR** Wilkie **to amend the list of capital improvements projects to include the Electric Street Sweepers and Charging Stations project which includes the procurement of two 100% electric street sweeper units to replace two existing diesel sweeper units; and the procurement and installation of two electrical vehicle charging stations (one Level 2 and one Level 3).**

BE IT FURTHER MOVED that the Capital Improvements Fund budget be increased by \$165,860 to provide the City's portion of the funds required to accept funding from the New Hampshire Department of Environmental Services Granite State Clean Fleets Grant Program.

SECONDED BY COUNCILOR Hill. **VOTE ON THE AMENDMENT** 9 / 0.

PROJECT TYPE & DEPARTMENT		BONDS/NOTE 2024 PROCEEDS/DEBT		INTER-GOVERNMENTAL TRANSFERS TO CIP GRANTS	
	GENERAL FUND				
FLEET & EQUIPMENT	Electric Street Sweepers & Charging Stations	\$165,860		\$165,860	

RESOLUTION NO. 12

*** MOTION BY COUNCILOR Sykes TO MOVE PASSAGE OF RESOLUTION NO. 12 TO AUTHORIZE THE ISSUANCE OF BONDS OR NOTES TO FINANCE 2024 CAPITAL IMPROVEMENTS:**

RESOLVED, by the City of Lebanon, that the City Treasurer, with the approval of the City Manager, is authorized to issue, in accordance with the Municipal Finance Act (RSA 33), a bond issue or bond issues in an amount not to exceed \$25,435,140 as follows:

Department	Project Name	Estimated Useful Life	Paid for by	Amount
GENERAL FUND				
FACILITIES				
FIRE	Station 1 Replacement	20 Years	Property Taxes	\$ 22,669,940
DPW	City Hall Renovations (Phase 4)	20 Years	Property Taxes	\$ 150,000
DPW	City Owned Electric Vehicle Service Equipment	20 Years	Property Taxes	\$ 50,200
CITY MANAGER	Main Street Building Demolition	20 Years	Property Taxes	\$ 250,000
FLEET & EQUIPMENT				
FIRE	Engine #2 Replacement	20 Years	Property Taxes	\$ 1,200,000
ROADS & BRIDGES				
DPW	Route 120-Etna Rd-Old Etna Rd Ped/Bike Improvements	20 Years	Property Taxes	\$ 152,000
OTHER				
REC	Westboro Park	20 Years		\$ 47,000
SOLID WASTE FUND				
DPW-SOLID WASTE	Landfill Phase 3-4 Design, Permitting, and Construction	20 Years	Solid Waste User Fees	\$ 800,000
DPW-SOLID WASTE	Landfill Site Improvements	20 Years	Solid Waste User Fees	\$ 116,000
TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM				\$ 25,435,140

BE IT FURTHER RESOLVED, that, except as herein otherwise provided, discretion to fix the dates, maturities, denominations, interest rate, form, and other details of said note(s) / issue(s), is hereby delegated to the City Treasurer, with the approval of the City Manager;

BE IT FURTHER RESOLVED, that, in accordance with the requirements of the Municipal Finance Act (RSA 33:2 Repayment of Loans), no loans issued to pay for public works or improvements shall exceed the expected useful life of said public works or improvements as determined by the City Council as designated in the foregoing table.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR Whittlesey. VOTE ON THE MOTION 9/0.

RESOLUTION NO. 13

***MOTION BY COUNCILOR Whittlesey TO MOVE PASSAGE OF RESOLUTION NO. 13 TO AUTHORIZE THE DISBURSEMENT OF WATER INVESTMENT FEE FUNDS TO PARTIALLY FUND THE NEW SOURCE WATER SUPPLY STUDY INVESTIGATION PHASE 2:**

RESOLVED, by the City of Lebanon, that funds in an amount not to exceed \$100,000 be disbursed from the Water Investment Fees Fund to the Capital Improvements Fund to partially fund the New Source Water Supply Study Investigation Phase 2.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR Liot Hill. **VOTE ON THE MOTION** 9/0.

RESOLUTION NO. 14

***MOTION BY COUNCILOR** Wilkie **TO MOVE PASSAGE OF RESOLUTION NO. 14 TO ESTABLISH AN URBAN FORESTRY TRUST FUND IN ACCORDANCE WITH NH RSA 31:19-a**

RESOLVED, by the City of Lebanon, that an Urban Forestry Trust Fund be established for the purpose of accumulating resources to provide for the planting and caring of urban shade and ornamental trees; that money in the Urban Forestry Trust Fund shall accumulate from year to year and shall not be considered part of the City’s General Fund; that the City Manager may accept private donations, legacies, and devises to be placed in the fund; and that the City Manager shall be the agent of the City to carry out the purposes of the Fund.

BE IT FURTHER RESOLVED, that funds in the amount of \$107,000 be transferred from the unassigned fund balance in the General Fund to the Urban Forestry Trust Fund for future use.

SECONDED BY COUNCILOR Sykes. **VOTE ON THE MOTION** 9/0.

RESOLUTION NO. 15

***MOTION BY COUNCILOR** Heistad **TO MOVE PASSAGE OF RESOLUTION NO. 15 TO ESTABLISH A DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (FSA) REIMBURSEMENT REVOLVING FUND IN ACCORDANCE WITH NH RSA 31:95-h:**

RESOLVED, by the City of Lebanon, that a Dependent Care FSA Reimbursement Revolving Fund be established for the purpose of accumulating resources for the reimbursement of Dependent Care Expenses in accordance with Federal Flexible Spending Account Guidelines.

BE IT FURTHER RESOLVED, that funds in the amount of \$50,000 be transferred from the General Fund Budget (Finance Department) to the Dependent Care FSA Reimbursement Revolving Fund.

BE IT FURTHER RESOLVED, that funds in the amount of \$10,000 be transferred from the Solid Waste Disposal Fund Budget to the Dependent Care FSA Reimbursement Revolving Fund.

BE IT FURTHER RESOLVED, that funds in the amount of \$5,000 be transferred from the Water Treatment and Distribution Fund Budget to the Dependent Care FSA Reimbursement Revolving Fund.

BE IT FURTHER RESOLVED, that funds in the amount of \$5,000 be transferred from the Sewage Collection and Disposal Fund Budget to the Dependent Care FSA Reimbursement Revolving Fund.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR Wilkie. VOTE ON THE MOTION 9/0.

RESOLUTION NO. 16

***MOTION BY COUNCILOR Liot Hill TO MOVE PASSAGE OF RESOLUTION NO. 16 TO RESCIND AND/OR TRANSFER PRIOR AUTHORIZATIONS FOR THE ISSUANCE OF BONDS OR NOTES TOTALING \$292,064.19 FOR THE FOLLOWING 7 PROJECTS:**

1. 2021 RECREATION PLAYING FIELDS

WHEREAS, on December 16, 2020, the Lebanon City Council authorized a capital project for Recreation Playing Fields in the amount of \$45,000, including a transfer from the Recreation Impact Fee Fund; and

WHEREAS, the Recreation Playing Fields project did not take place, there remains a balance of \$45,000 in the capital project account.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the appropriated yet unspent amount of \$45,000 be rescinded, and funding be transferred back to the Recreation Impact Fee fund.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR Heistad. VOTE ON THE MOTION 9/0

2. 2019 LEBANON LIBRARY RENOVATION

WHEREAS, on December 16, 2020, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$6,467,141 to fund Capital projects, including \$1,720,210 to finance the Lebanon Library Renovation Project; and

WHEREAS, a portion of the project was funded through other sources including \$900,000 ARPA funds and \$300,000 library foundation; and **WHEREAS**, there is a remaining appropriated balance of \$272.94 of which \$62.94 has been funded.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the authorized issuance of bonds in the amount of \$1,200,210 is hereby rescinded.

BE IT FURTHER RESOLVED, that the appropriated but unfunded amount of \$210.00 is hereby rescinded, and the funded yet unspent appropriation of \$62.94 be transferred from the Lebanon Library Renovation project to the 2023 Fire Ambulance Replacement project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR Simon. VOTE ON THE MOTION 9/0.

3. 2020 FACILITY ASSESSMENT PLAN

WHEREAS, on December 18, 2019, the Lebanon City Council authorized a capital project for the Facility Assessment Plan in the amount of \$75,000 as a transfer from the general fund; and

WHEREAS, there is a remaining appropriation and funded balance of \$1,850.00 which is not required as the Facility Assessment Plan project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated yet unspent funds totaling \$1,850.00 be transferred from the 2020 Facility Assessment Plan project to the 2023 Fire Ambulance Replacement project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR __Whittlesey__. **VOTE ON THE MOTION** __9__/_0__.

4. 2021 FIRE DEPARTMENT STAFF VEHICLE REPLACEMENT

WHEREAS, on December 16, 2020, the Lebanon City Council authorized a capital project for the replacement of a Fire Department Staff Vehicle in the amount of \$60,000 with monies from the MIH Pilot; and

WHEREAS, there is a remaining appropriation and funded balance of \$70.31 which is not required as the Fire Department Staff Vehicle Replacement project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated yet unspent funds totaling \$70.31 be transferred from the 2021 Fire Department Staff Vehicle Replacement project to the 2023 Fire Ambulance Replacement project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR __Simon__. **VOTE ON THE MOTION** __9__/_0__.

5. 2021 MILL ROAD SLOPE STABILIZATION

WHEREAS, on December 16, 2020, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$6,467,141 to fund Capital projects including \$100,000 to finance the 2021 Mill Road Slope Stabilization project; and

WHEREAS, the Mill Road Slope Stabilization project was completed for a total of \$57,000 leaving a remaining balance of \$43,000 in the capital project account.

NOW THEREFORE BE IT RESOLVED, as the project will be funded by monies approved as part of the 2024 Sewage Collection & Disposal Fund Budget, the City of Lebanon hereby rescinds bonds or notes authorized on December 16, 2020, totaling \$100,000, and rescinds appropriations authorized in the amount of \$43,000.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR __Sykes__. **VOTE ON THE MOTION** __9__/_0__.

6. 2019 STREET LIGHT CONVERSION

WHEREAS, on December 19, 2018, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$19,925,000 to fund capital projects including \$920,000 to finance the Street Light Conversion project; and

WHEREAS, there is a remaining appropriation and funded balance of \$37,454.80, which is not required as the Street Light Conversion project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated yet unspent funds totaling \$37,454.80 be transferred from the Street Light Conversion project to the Main Street West Lebanon Capital Improvements Project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR __Simon__. **VOTE ON THE MOTION** __9__/_0__.

7. 2018 LPD RADIO COMMUNICATIONS REPEATER REPLACEMENT PROJECT

WHEREAS, on December 19, 2018, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$ 19,925,000 to fund capital projects including \$1,070,000 to finance the LPD Radio Communications Repeater Replacement project; and

WHEREAS, in January 2023, a request for bonding in the amount of \$3,127,412.24, including \$107,412.24 for the LPD Radio Communications Repeater Replacement project was submitted to the New Hampshire Bond Bank; and

WHEREAS, on March 1, 2023, the Council rescinded prior bonding and appropriation authority and authorized the transfer of unspent funds from three other completed capital projects totaling \$131,104.06 for the completion of the Radio Communications Repeater Replacement project; and

WHEREAS, on July 13, 2023, the New Hampshire Bond Bank issued bonds to the City in the amount of \$3,120,000 of which \$100,000 was granted for the LPD Radio Communications Repeater Replacement project; and

WHEREAS, funding in the amount of \$123,691.82 was needed for the completion of the Radio Communications Repeater Replacement project leaving a remaining balance of \$107,412.24.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that unspent funds totaling \$107,412.24 be transferred from the LPD Radio Communications Repeater Replacement project to the Main Street West Lebanon Capital Improvements Project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR __Wilkie__. **VOTE ON THE MOTION** __9__/_0__.

NOT PART OF THE RESOLUTION - Rescission efforts are part of an ongoing objective to reduce outstanding authorized but unissued long-term debt and, ultimately, the City's debt exposure and the significant costs associated with servicing that debt. Therefore, unlike the other resolutions presented herein, the above resolutions will be effective upon passage, as they are to be taken into consideration when assessing the City's fiscal condition for year ending 2023.

RESOLUTION NO. 17

*** MOTION BY COUNCILOR Assistant Mayor Below TO AUTHORIZE THE DISBURSEMENT OF RECREATION PUBLIC FACILITIES IMPACT FEES:**

RESOLVED, by the City of Lebanon, that funds in an amount not to exceed \$30,000 be disbursed from the Recreation Impact Fees Fund to the Capital Improvements Fund to partially fund the Westboro Park project.

This resolution shall be effective January 1, 2024.

SECONDED BY COUNCILOR Liot Hill. VOTE ON THE MOTION 9 / 0

B. AMEND ORDINANCE NO. 18, SALARY PLAN – A public hearing for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, to include implementation of a 2.2% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

Included in the agenda: *Note: All supportive documents can be found on pages 51-61 , Council agenda packet.*

BACKGROUND

The City Council was asked to take action on the third reading to amend Ordinance #18, Salary Plan, as follows:

1. Implement a 2.2% General Wage Increase for 2024, for all Non-Affiliated positions, and all positions within the following Bargaining Units: Lebanon Professional, Administrative, and Salaried Employees (LPASE), Lebanon Permanent Firefighters' Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF) and Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)
2. Article II, Non-Affiliated Employees to:
 - I. Add the non-exempt position of Facilities Maintenance Specialist, within the Public Works Department, to Grade 4.
3. Article II, LPASE Employees to:
 - I. Add the non-exempt position of Cemetery Supervisor, within the Public Works Department, to Grade 9.
 - II. Retitle Solid Waste Foreperson, Grade 9 position, to Solid Waste Supervisor.
4. Article II, Seasonal/Temporary & Stipend Employees to:
 - I. Retitle the following positions, with the Library Department:
 - a. Circulation Substitutes retitled to Library Clerk I
 - b. Custodian Substitutes retitled to Library Custodian Substitute
 - c. Reference Librarian Substitutes retitled to Library Clerk II
 - II. Implement additional wage adjustments to the following positions:
 - a. Outdoor Adventurer – Educator
 - b. Library Clerk I (Newly Retitled)
 - c. Library Custodian Substitute (Newly Retitled)
 - III. Relocate the following positions:
 - a. Tree Warden from Recreation, Arts & Parks Stipend Positions, to Public Works Positions, as a non-exempt position.

- b. Softball Coordinator position from Recreation, Arts & Parks Positions, to Recreation, Arts & Parks as a stipend position.
5. Article III, Bargaining Unit Employees, Section A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO, to:
 - I. Retitle the following positions:
 - a. Airport Maintenance Foreman to Airport Maintenance Supervisor
 - b. Foreman to Supervisor
 - c. Parks & Grounds Crew Foreman to Parks & Grounds Crew Supervisor
6. Article III, Bargaining Unit Employees, Section B, Lebanon Permanent Firefighters' Association, LOCAL 3197/International Association of Fire Fighters (IAFF), to:
 - I. Adjust pay grades in conformance to the Collective Bargaining Agreement, and the Wage Study conducted in May of 2021.

2024 General Wage Increase (GWI)

The City Manager is responsible for maintaining the City's Compensation and Classification Plan. Within Ordinance #18, compensation for exempt (salaried) and non-exempt (hourly) Non-Affiliated employees is expressed as a minimum and maximum grade range, via hourly rates for non- exempt employees, and weekly rates for exempt (salaried) employees. Movement within ranges is achieved through annual General Wage Increases, and merit or step adjustments, applicable for employees who are not already at the top of their wage range. To be useful, it is imperative that compensation and classification systems be kept current. This is achieved primarily by revising compensation ranges through regular general wage adjustments and by systematically reviewing all positions on a regular basis. This is achieved by meaningful sampling of the labor market and internally relative to other positions.

For general wage adjustments, the City's practice is to use the percentage change in the Northeast Region CPI for June, from 12 months prior, with a minimum adjustment of 1% (floor), and a maximum adjustment of 3% (ceiling). This is true for Non-Affiliated (non-union) employees, as well as those that belong to our Collective Bargaining Units, which include:

- Lebanon Professional, Administrative, and Salaried Employees (LPASE)
- American Federation of State, County and Municipal Employees, Local #1348/Council 93 AFL-CIO (AFSCME)
- Lebanon Permanent Firefighters' Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF)
- Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)

The increase in the Northeast Region CPI, for the period of June 2022-June 2023, was 2.2%. As a result, the City Council is being asked to take action, and implement a 2.2% General Wage Increase for all employees, as part of the 2024 City Budget. This change would be effective as of the first pay period of 2024.

In addition to the General Wage Increase (GWI), City Administration is proposing additional

amendments, as outlined Assistant Mayor Below.

Article II, Non-Affiliated Employees

City Administration is proposing the addition of a Facilities Maintenance Specialist position. The Facilities Maintenance Specialist is a non-exempt, Grade 4 position.

Article II, LPASE Employees

City Administration is proposing the addition of a Cemetery Supervisor position. The Cemetery Supervisor is a non-exempt, Grade 9 position.

Administration is also proposing that the Grade 9, Solid Waste Foreperson position be retitled Solid Waste Supervisor.

Article II, Seasonal/Temporary & Stipend Employees

The following positions within the Library Department are to be retitled:

1. Circulation Substitutes retitled to Library Clerk I
2. Custodian Substitutes retitled to Library Custodian Substitutes
3. Reference Librarian retitled to Library Clerk II

Furthermore, due to the difficulty hiring for specific positions within the Seasonal/Temporary & Stipend classification, Administration is proposing additional wage adjustments, above the 2.2% GWI, for three positions, to include:

1. Outdoor Adventurer – Educator
2. Library Clerk I (Newly Titled)
3. Library Custodian Substitutes (Newly Titled)

Administration is proposing that the Tree Warden position, currently a position within the Recreation, Arts and Parks Department, be relocated to the Public Works Department and be changed from a stipend employee to an hourly employee; and that the Softball Coordinator position be relocated from an hourly employee to a stipend employee.

Article III, Bargaining Unit Employees

SECTION A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

For consistency purposes, City Administration is proposing that the following AFSCME positions be retitled:

1. Foreman retitled to Supervisor
2. Airport Maintenance Foreman retitled to Airport Maintenance Supervisor
3. Parks & Grounds Crew Foreman retitled to Parks & Grounds Crew Supervisor

SECTION B, LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION, LOCAL 3197/ INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)

In conformance with the Collective Bargaining Agreement, and in addition to the GWI of 2.2%, pay grades in this Bargaining Unit will be escalated to the 60th percentile of the Wage and Salary Study, conducted in May of 2021.

SECTION C, LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA)

No additional amendments are proposed.

Amendment Process

Samantha Lauzon, Human Resources Director, will be present to discuss all proposed amendments and answer any questions the City Council may have.

Amending Ordinance #18 requires three separate presentations (see City Charter subsections §419:22, §419:24, §419:25, §419:52), followed by a public hearing, and the vote of at least two-thirds (2/3) of all members of the City Council - six (6) members - to adopt.

The first presentation was recognized by the City Council on November 15, 2023. The second presentation was acknowledged on December 6, 2023. The Council is asked to finalize the amendment process by acknowledging the third presentation and acting to amend the Salary Plan following the close of the public hearing.

The tables reflect all changes (as shown in red text), to include the addition of new positions, changes in position titles and/or classification, as well as the 2.2% General Wage Increase. These changes would be effective as of the first pay period of 2024.

The following pay plan shall be in effect the first pay period of 2024.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES 2024 SALARY & GRADES TO INCLUDE 2.2% GWI					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	General Intern	\$18.18	\$26.57	-	-
2	Custodian	\$20.43	\$27.58	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$21.67	\$29.24	-	-
	Custodian I	-	-	-	-
	Accounting Clerk	-	-	-	-
4	Library Assistant	\$22.95	\$30.98	-	-
	Custodial Supervisor	-	-	-	-
	Facilities Maintenance Specialist (New)	-	-	-	-
5		\$24.32	\$32.85	-	-

6		\$25.77	\$35.18	-	-
7	Administrative Secretary	\$27.34	\$38.67	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Accounting Clerk III	\$30.07	\$40.58	-	-
	Administrative Assistant	-	-	-	-
	Benefits Specialist	-	-	-	-
	Payroll Specialist	-	-	-	-

	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Deputy City Clerk/Deputy Tax Collector	-	-	-	-
	Field Inspector**	-	-	-	-
	Electrical Inspector**	-	-	-	-
	Utility Billing Clerk	-	-	-	-
	Outreach Librarian	-	-	\$1,202.64	\$1,623.50
	Children's Librarian	-	-	-	-
9	Code Health Inspector**	\$33.07	\$44.65	-	-
	Executive Assistant	-	-	-	-
	Public Relations Coordinator	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Solid Waste Foreperson**	-	-	-	-
	Solid Waste Supervisor**				
	Cemetery Supervisor** (New)	-	-	-	-
	Associate Planner**	-	-	\$1,322.88	\$1,786.15
10	Asset Manager**	\$36.42	\$49.16		-
	Assistant City Engineer**			-	-
	Financial Analyst	-	-	-	-
	Community Nurse	-	-	-	-
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,456.88	\$1,966.38
	Youth Services Librarian	-	-	-	-
11	Technical Advisor I	\$38.60	\$52.10	-	-
	Cemetery Sexton**	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-
	System Administrator	-	-	-	-
	Airport Operations Supervisor**	-	-	\$1,544.04	\$2,083.91
	Assistant Recreation Director**	-	-	-	-
	Code Enforcement Director**	-	-	-	-

	Fire Marshall**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner**	-	-	-	-
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
12	Wastewater Treatment Superintendent**	\$40.91	\$55.23	-	-
	Water Treatment Superintendent**	-	-	-	-
	Administrative Services Manager**	-	-	\$1,636.34	\$2,209.02
	City Assessor**	-	-	-	-
	City Clerk/Tax Collector	-	-	-	-
	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Library Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Human Services Director	-	-	-	-

	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager	-	-	-	-
13	Chief Innovation Officer	-	-	\$1,734.53	\$2,341.63
	Cyber Security Analyst	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Human Resources Director	-	-	-	-
	Deputy Fire Chief**	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager	-	-	-	-
	Police Captain**	-	-	-	-
	Deputy Planning and Development Director	-	-	-	-
	Systems and Operations Administrator	-	-	-	-
14	Human Resources Specialist	\$45.97	\$62.06	-	-
	Airport Manager	-	-	\$1,838.70	\$2,482.05
	Assistant Director/Public Works	-	-	-	-
	Assistant Fire Chief	-	-	-	-
	Chief Assessor	-	-	-	-
	Human Resources Director	-	-	-	-
	Library Director	-	-	-	-
	Lead Network Infrastructure Engineer	-	-	-	-
	Recreation, Arts & Parks Director	-	-	-	-
15	Deputy Police Chief	-	-	\$2,065.67	\$2,630.81
16	Technical Advisor II	\$56.57	\$71.59	-	-
	Chief of Police	-	-	\$2,262.71	\$2,863.64
	Planning and Development Director	-	-	-	-
	Public Works Director	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	Cyber Services Director	-	-	-	-
	Deputy City Manager	-	-	-	-

**Denotes LPASE Employees for which the January 1, 2024, GWI shall be based on the Northeast Region CPI for June 2022 – June 2023, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

B. Seasonal/Temporary & Stipend Employees

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
Ballot Clerk	-	\$15.63
Election Assistant	-	\$15.63
Supervisors of the Checklist	-	\$15.63
Moderator	-	\$22.32
Ward Clerk	-	\$22.32
ELECTION DAY STIPEND		
Chair Supervisor of the Checklist	-	\$250.25
Supervisor of the Checklist	-	\$212.00
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$12.56	\$31.85
RECREATION, ARTS & PARKS POSITIONS		
Front Desk Attendants – Pool	\$11.32	\$17.02

Lifeguards	\$11.32	\$19.53
Head/Lead Counselors	\$14.74	\$18.12
Head & WSI Lifeguards	\$13.59	\$20.37
Head Front Desk Attendant - Pool	\$13.59	\$17.00
Outdoor Adventurer - Educator	\$15.00	\$20.00
Softball Coordinator	\$14.15	\$18.12
Day Camp Counselors	\$11.32	\$17.02
Arts & Craft Director	\$14.74	\$18.97
Farmers Market Coordinator	\$15.86	\$20.39
Market Assistant	\$13.59	\$17.00
Tennis Instructor	\$17.00	\$21.52
Stomp & Romp	\$17.00	\$21.52
Pool Operations Manager	\$17.00	\$23.43
Asst. Pool Director	\$17.00	\$23.43
Assistant Camp Director	\$17.00	\$23.43
Pool Director	\$18.12	\$26.78
Camp Director	\$18.12	\$26.78
RECREATION, ARTS & PARKS STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$228.74	\$797.81
Softball Coordinator - Stipend	\$1,981.00	\$2,536.80
Tree Warden – Stipend	\$2,555.00	\$5,110.00
LIBRARY POSITIONS		
Circulation Substitutes Library Clerk I	-	\$18.00
Custodian Substitutes Library Custodian Substitutes	-	\$20.00
Reference Librarian Substitutes Library Clerk II	-	\$25.27
PUBLIC WORK POSITIONS		
Engineering Clerk	\$12.47	\$15.86

GIS Clerk – (or Intern)	\$17.00	\$19.26
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.& Airport	\$18.12	\$22.90
Tree Warden	\$23.00	\$26.00
CDL Seasonal Drivers	\$25.45	\$55.79
PLANNING POSITIONS		
Park Ranger	\$17.00	\$19.26
POLICE DEPARTMENT POSITIONS		
Crossing Guard	-	\$18.45
*Communications Specialist	\$27.34	\$38.67
Police Administrative Aide	\$22.66	\$26.05
Parking Control Officer	\$22.66	\$26.05
Police Officers	\$29.34	\$38.78
CITY CLERK POSITIONS		
*Assistant City Clerks (Part-Time/Temp. <20)	\$27.34	\$38.67
Lead Recording Secretary	\$25.46	\$30.98
Recording Secretary	\$24.35	\$26.61
Recording Secretary Coordinator	\$25.46	\$27.19
SHARED POSITION		
General Intern I	\$14.74	\$18.69

Article III, Bargaining Unit Employees

A. AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and AFSCME (American Federation of State, County and Municipal Employees) Local #1348/Council 93 AFL-CIO, (effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2024, through the last pay period of 2024, as provided in that Agreement, and as placed on file in the office of the City Clerk.

AFSCME POSITIONS	
GRADE	POSITION(s)
1	Laborer
2	Utility Operator Trainee
3	Operator; Recycling Attendant; Construction Utility Operator I; Meter/Backflow Technician; Scale Technician
4	Light Equipment Operator; Airport Maintenance Technician;
5	Heavy Equipment Operator; Utilities Operator I; Airport Maintenance Specialist; Maintainer (Cemetery Crew Leader); Utilities Operator I;
6	Mechanic; Water Treatment Plant Operator; Wastewater Treatment Plant Operator;
7	Laboratory Technician/ Utilities Plant Operator; Airport Maintenance Foreman Supervisor; Utilities Maintenance Mechanic; Engineering Technician;
8	Foreman Supervisor; Parks & Grounds Crew Foreman Supervisor
9	Chief of Quality Assurance, Electrician

AFSCME LOCAL 1348 - 2024 SALARY GRADES							2.2% GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	\$19.96	\$20.52	\$21.12	\$21.72	\$22.27	\$22.96	\$23.67
2	\$21.53	\$22.16	\$22.80	\$23.42	\$24.04	\$24.78	\$25.55
3	\$23.25	\$23.95	\$24.65	\$25.31	\$26.04	\$26.85	\$27.68
4	\$25.11	\$25.89	\$26.63	\$27.40	\$28.20	\$29.07	\$29.98
5	\$27.21	\$28.03	\$28.86	\$29.69	\$30.56	\$31.51	\$32.49
6	\$29.46	\$30.34	\$31.32	\$32.28	\$33.26	\$34.25	\$35.18
7	\$31.92	\$32.92	\$33.96	\$35.00	\$36.05	\$37.13	\$38.13
8	\$33.52	\$34.58	\$35.68	\$36.78	\$37.96	\$39.12	\$40.64
9	\$36.40	\$37.54	\$38.77	\$39.98	\$41.21	\$42.44	\$44.18

The January 1, 2024, GWI shall be based on the Northeast Region CPI, for June 2022 – June 2023, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

B. LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION LOCAL 3197 / INTER- NATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and Lebanon Permanent Firefighters' Association Local 3197/International Association of Fire Fighters (IAFF), (effective January 1, 2022 to December 31, 2024), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2024, through the last pay period of 2024, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON PERMANENT FIREFIGHTERS/IAFF - 2024 SALARY GRADES							2.2% GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Firefighter - EMT	\$25.81	\$26.64	\$27.46	\$28.32	\$29.13	\$29.96	\$30.88
Firefighter - Paramedic	\$29.23	\$30.11	\$31.04	\$31.89	\$32.76	\$33.66	\$34.59
Fire Alarm Technician	\$35.94	\$36.69	\$37.44	\$38.15	\$38.90	\$39.61	\$40.33
Lieutenant	\$34.59	\$35.07	\$35.56	\$36.06	\$36.54	\$37.02	\$37.51
Fire Inspector	\$36.22	\$36.80	\$37.43	\$38.01	\$38.63	\$39.22	\$39.87
Lieutenant - Paramedic	\$36.09	\$36.57	\$37.04	\$37.51	\$38.01	\$38.46	\$38.95
Captain	\$42.24	\$42.67	\$43.17	\$43.62	\$44.08	\$44.56	\$45.01
Inspector - Paramedic	\$37.52	\$38.10	\$38.67	\$39.27	\$39.84	\$40.41	\$41.06
Captain - Paramedic	\$42.71	\$43.16	\$43.59	\$44.04	\$44.50	\$44.93	\$45.44

The January 1, 2024, GWI shall be based on the Northeast Region CPI, for June 2022 – June 2023, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

C. LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA)

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City of Lebanon and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA), (effective January 1, 2022 to December 31, 2024), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2024, through the last pay period of 2024, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION – 2024 SALARY GRADES							2.2%GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$29.34	\$31.05	\$32.12	\$33.71	\$35.40	\$37.19	\$38.78
Corporal	\$39.90	-	-	-	-	-	-
Sergeant	\$39.90	\$40.74	\$41.78	\$42.85	\$43.89	\$44.94	\$46.04

The January 1, 2024, GWI shall be based on the Northeast Region CPI, for June 2022 – June 2023, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

Mayor McNamara opened the Public Hearing. Hearing no comments from the public, the Public Hearing was closed.

ACTION:

1. ACKNOWLEDGE THIRD PRESENTATION:

Councilor Liot Hill MOVED, that the Lebanon City Council acknowledges the third of three presentations to amend Ordinance #18, Salary Plan, as outlined in the tables contained on [pages 54 through 59](#) of the December 13, 2023, City Council Agenda Packet:

2. RESOLUTION:

FOR THE PURPOSE OF amending Ordinance #18, Salary Plan.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council hereby amends Ordinance #18 to implement a 2.2% General Wage Increase for 2024 for all City employees; and to implement all other changes as outlined in the tables contained on [pages 54 through 59](#) of the December 13, 2023 City Council Agenda Packet, effective the first pay period of 2024.

BE IT FURTHER RESOLVED, that the 2024 approved pay rate for the Library Clerk I position is retroactive to May 23, 2023.

Seconded by Councilor Wilkie

**The Vote on the Motion was approved (9-0)*

6. OLD BUSINESS: NONE

7. NEW BUSINESS

A. Review and adoption of amendments to City Council Policy CC-101, Fund Balance

Included in the agenda packet: *Note: All supportive documents can be found on pages 62-68, Council agenda packet.*

1. Fund Balance Policy CC-101.1 as revised.

City Manager Shaun Mulholland reviewed the background and reasons for the amendments to City Council Policy CC 101.

BACKGROUND

The City Council annually re-adopts the Fund Balance Policy. The Fund Balance Policy ensures the City has sufficient reserves to meet the emergency needs of the City as well as the maintenance of cash flow throughout the year. In 2009 the City entered into a consent decree with the US EPA to address the City's violation of the Clean Water Act. The City had combined sanitary sewer and storm water drains which were common in the 1800's and 1900's. The Clean Water Act was passed into law by Congress in 1972. Municipalities were required to separate sanitary sewers from storm drains to ensure that raw sewer was not discharged into rivers, lakes, and streams.

The City began an extensive project to separate its sewer system from the storm drain system which was completed in 2021. The cost of the project was \$71 million. The City implemented a plan to fund the project over time which included a higher fund balance in the general fund to a range of 19% to 24%. This allowed sufficient reserves to be built up to address projected spikes in later years of the project as the work accelerated. The reserve funding that was built up was used to smooth the tax rate in those years where debt service spikes occurred.

Now that the project is completed there is no need to maintain fund balance ratios at this higher range. The NH Department of Revenue Administration has recommended a minimum range of 5% to 17% of general fund balance or no less than two months of operating revenues or regular general fund operating expenses. This mirrors the recommendations of the Government Accounting Standards Board Statement 54 and the Government Finance Officers Association. Further, support for this standard can be found by the National Advisory Council on State and Local Budgeting in its publication of *Framework for improved State and Local Government Budgeting: Recommended Budget Practices*.

The collective guidance further states, "Retention amounts, as part of the municipality's stabilization fund policy [1], should be assessed dependent upon your governments own long- term forecasts and special circumstances." The City relies predominantly on property taxes to fund its operations. Property taxes tend to be more reliable and less susceptible to economic fluctuations. Some municipalities in other states rely heavily upon sales and income taxes as well as funding from their respective states. These sources of revenue are far more volatile.

The City Manager is proposing a change in the fund balance range to 15% to 19%. The City has sustained damages to roadway infrastructure in 2017 and most recently this past summer. The frequency and severity of storm events has caused significant damage to our infrastructure which requires immediate action while at the same time we don't have specific funds in the annual operating budget to address these unanticipated costs. Reducing the range to the minimum range of 5% to 17% does not provide sufficient reserves to meet the City's emergency needs or cash flow needs. The City Manager proposes revision of the Fund Balance policy that is projected to meet the emergency needs of the City and cash flow needs.

ACTION:

Councilor Sykes *MOVED, that the Lebanon City Council approves the revisions to the Fund Balance Policy CC-101 now named CC-101.1 as included in the December 13, 2023 City Council Agenda Packet.*

Seconded by Councilor Wilkie.

**The Vote on the Motion was approved (9-0)*

B. Review and adoption of amendments to City Council Policy CC-107, Debt Management

Included in the agenda packet: *Note: All supportive documents can be found on pages 69-76 , Council agenda packet.*

1. Debt Management Policy CC-107.1 as revised.

City Manager Shaun Mulholland reviewed the background and reason why these amendments were needed for the City Council Policy CC-107

BACKGROUND

The City Council implemented a Debt Management Policy in 2021 to formalize the procedures for setting the City's internal debt limits for the General Fund, Water Fund and Solid Waste Fund. The provisions relative to the Sewer Fund were on hold awaiting a capital needs assessment which has now been completed.

The first proposed change to the policy is to establish the procedure for sewer rates by setting a base rate of a 5% increase each year with a variable inflator added to that percentage based upon the Consumer Price Index (CPI) for the Northeast Region for Urban Wage Earners. The period for the CPI assessment would be a look back of the previous 12 months from June 30th. In no event shall the increase be over 8% in the sewer rate. The criteria mirrors the criteria of the water rate process. These rate limits establish how much debt can be incurred using the debt service amounts and other operational expenses while at the same time staying with the annual budget.

The second proposed change to the policy would change the debt ceiling calculation to allow additional borrowing above the calculated debt ceiling for projects. This change would allow projects that are partially grant funded during those periods (budget years) in which the principal debt limit supported by the General Fund has reached or exceeded the ceiling. These grant funded projects, more specifically the City's portion of the project that requires borrowing would still be calculated into the debt ceiling. Once the debt ceiling is reached, projects that are not partially grant funded cannot be proposed or approved until capacity is made available within the debt ceiling.

ACTION:

Councilor Simon *MOVED, that the Lebanon City Council approves the revisions to the Debt Management Policy CC-107 now identified as CC-107.1 as included in the December 13, 2023 City Council Agenda Packet.*

Seconded by Councilor Wilkie.

**The Vote on the Motion was approved (9-0)*

8. ADJOURNMENT:

***Councilor Whittlesey MOVED for adjournment.
Seconded by Councilor Heistad***

****The Vote on the MOTION was unanimously approved (9-0)***

The meeting was adjourned at 7:38 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary