



MEMORANDUM

To: Honorable Mayor Becksted and City Council Members
 From: Karen S. Conard, City Manager
 Date: June 19, 2020
 Re: FY21 Budget – Review of Items from Councilor Huda: **General Government**

Before the June 15, 2020 City Council meeting, Councilor Huda provided several spreadsheets listing recommended reductions in the General Government portion of the General Fund, Water and Sewer Enterprises Funds, and the Parking & Transportation Special Revenue Fund. As it is important to understand what is in each line item, I have requested the Department Heads to:

- provide to the City Council an explanation of each line item that Councilor Huda has identified with a reduction; and
- evaluate those line items and report if a reduction can be made without disruption to the operations of the department, will not breach legal obligations and will not affect services to the taxpayers.

The total requested reductions by Councilor Huda for the General Fund total \$604,624. The following provides detailed information on each line item identifies any reduction that can be achieved without services being affected (highlighted in red). These reductions total \$43,205.

GENERAL GOVERNMENT

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
1	191	GENERAL ADMIN	ST LIGHT SUPPLIES	30,000	17,961	28,979	20,000	(2,000)	(2,000)
2	191	GENERAL ADMIN	TELEPHONE	50,000	55,371	50,000	60,000	(4,000)	6,000
3	191	GENERAL ADMIN	UNANTICIPATED EXPENSES	34,173	34,173	75,000	75,000	(40,000)	
TOTAL GENERAL ADMIN								(46,000)	4,000

Item 1- Street Light Supplies: (\$2,000) This line item is to replace or repair the period lighting that is installed in the downtown. One new pole and lamp costs approximately \$13,500. This line item can be reduced for FY21 by \$2,000. This line item may need to be increased future budgets to fund the replacement costs of aging lamp posts.

Item 2- Telephone: This line item is for telephone expenditures for phones, lines, and features located in City Hall. Library, Recreation, Public Works, Police, and Fire all fund their own telephone expenditures. The total amount appropriated excluding School is \$165,855. The appropriation for City Hall in FY20 is \$50,000 and is projected to be \$16,000 overspent due to additional telephones, lines, and special feature such as headsets that all require a monthly fee resulting in estimated monthly cost of \$5,500 per month. Recommend to increase this line item by \$6,000.

Item 3- Unanticipated Expenses: This line item has traditionally been funded at \$75,000 a year for position/salary obligations unanticipated. For example, if during the year a position has been changed from

part-time to full-time or a promotion is granted, the City Manager has the ability to transfer funds from this line item to another department per the City Charter.

For FY21, This line item is specifically to fund the contractual obligation made to the prior City Manager for consulting work. The obligation is for a total of \$112,500 of which a portion of this obligation is currently being paid for in the FY20 budget. The remaining obligation is budgeted in this line for FY21.

FINANCE

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
4	202	FINANCE/ACCOUNTING	DUES PROFESSIONAL ORGANIZATIONS	2,740	1,280	2,000	2,000	(1,000)	
5	202	FINANCE/ACCOUNTING	OFFICE SUPPLIES	11,000	17,129	11,000	17,525	(6,500)	
6	202	FINANCE/ACCOUNTING	PRINTING LEASE/MAINT				1,000	(1,000)	
7	202	FINANCE/ASSESSING	PROFESSIONAL SERVICES	50,000	72,899	60,000	60,000	(10,000)	
8	202	FINANCE/ASSESSING	TRAVEL & CONFERENCES			1	3,950	(3,950)	(1,000)
9	202	FINANCE/ASSESSING	BOOKS & PERIODICALS	8,000	9,773	10,776	16,488	(12,000)	
10	202	FINANCE/ASSESSING	FURNITURE & FIXTURES		630		3,000	(3,000)	(3,000)
11	202	FINANCE/ASSESSING	REPAIRS-OFFICE EQUIP [WRONG ITEM - THIS IS PRINTING LEASE/MAINT]			2,880	2,292	(2,292)	
12	202	FINANCE/ASSESSING	TRAINING	5,000	4,605	5,400	5,400	(1,000)	
13	203	FINANCE/TAX COLLECT	PROFESSIONAL SERVICES	3,100	2,041	3,100	3,100	(1,000)	
14	203	FINANCE/TAX COLLECT	ADVERTISING	200		200	200	(200)	(200)
15	203	FINANCE/TAX COLLECT	OFFICE SUPPLIES	5,500	5,498	5,500	5,500	(1,500)	(1,000)
			TOTAL FINANCE					(43,442)	(5,200)

Item 4- Dues Professional Organizations: The \$2,000 funded annually is for the City's membership for National, New England, and New Hampshire Government Finance Officers Association (GFOA) and award programs at annual cost of \$650. GFOA founded in 1906 and represents public finance officials throughout the US and Canada and provides best practice guidance, consulting, networking opportunities, publications including books, and periodicals, recognition programs, research, and training opportunities for those in the local government profession. The City's auditors are also members of this organization as well as finance officials in all local governments throughout New Hampshire and the US. Members in the Finance Department attend many of the training sessions to ensure that the City's financial reports are compliant with pronouncements mandated by Government Accounting Standard Boards (GASB). If the City Council chooses to reduce this line item by \$1,000 the Finance Department would no longer prepares the Comprehensive Annual Financial Report (CAFR), the Popular Annual Financial Report (PAFR) or the Budget Presentation Document that follows GFOA guidelines nor participate in the award programs that are favorably recognized by the rating agencies. The cost of these programs are \$1,380. Reduction from this line item is not recommended.

Item 5- Office Supplies: The major cost for supplies in the Finance Department is toner for the printers. Although we continually do price comparisons, the cost of toner has risen. The Finance Department has specialized printers for payroll check/vouchers (approximately 69,000/year), vendor checks (approximately 8,000/year), and bill printing for water/sewer, miscellaneous bills, and tax bills (approximately 325,000/year). The remaining costs for supplies is primarily paper and envelopes. The actual cost of these supplies in FY19 was \$17,129 and the FY20 budget is already overspent by \$2,346 to date and we are currently preparing to order more toner.

Item 6- Printing Lease/Maintenance: This \$1,000 funds the monthly maintenance service agreement for the Copier machines in the finance department and is necessary to maintain the operation of the machines.

Item 7- Professional Services / Assessing: This line item budgeted at \$60,000 represents the cost associated with appraisal services for abatement court cases. The court requires appraisal be performed by outside

appraisers. These appraisals can cost \$5,000 to \$10,000 each or more depending on the property. Note the FY19 actual was \$72,899. Not recommended for reduction.

Item 8 and Item 12- Travel and Conference and Training /Assessing: (\$1,000) Each employee who holds an assessing certification must attend classroom training and earn education credits to maintain certification designations. This is required by the State of NH Department of Revenue and the State of NH Real Estate Appraiser Boards. In addition, staff attends certain assessing conferences to learn about legislative updates and statutory requirements that have changed. Due to the cancellation of NHMA this fall as a result of COVID-19, the Conference line item can be reduced by \$1,000.

Item 9- Books, Periodicals & Subscriptions/Assessing: This line item represents the cost of resources which are essential to the operations of the Assessing Department in order to fulfill statutory requirements, conduct tax appeal research and revaluations/updates to assessments throughout the City. These are not new resource subscriptions. As you can see from the itemized list below, they are databases that require an annual fee in order to subscribe. The total cost for FY21 is \$16,488 and are as follows:

NEREN – Northern New England Real Estate Network - Multiple Listing Service – Required for sales verification as part of the sales analysis for revaluation and update purposes and state verification requirements. Also used for tax appeal research and defense of value, essential for the valuation of residential properties.

CIBOR - NH Commercial Real Estate Association – Multiple Listing Service – Required for sales verification as part of the sales analysis for revaluation and update purposes and state verification requirements. Also used for tax appeal research and defense of value, essential for the valuation of commercial properties.

Co-Star – Required for commercial sales verification, lease rates, capitalization rates, vacancy rates and various information relative to the commercial valuation of properties throughout the City. Essential for the valuation of commercial properties and a resource to aide in the defense of value before the Board of Tax and Land Appeals (BTLA).

First American Mortgage ACI – Appraisal Software utilized for Board of Tax and Land Appeal (BTLA) Cases.

The Warren Group – Mortgage Research Service utilized for BTLA and Superior Court appeals.

Marshall & Swift – Real Estate Cost Service utilized to update cost tables with the Computer Automated Mass Appraisal System (CAMA) within the office. Essential to revalue properties throughout the City.

Matthew Bender – NH Revised Statute Annotated Book – Required for statutory research and provides annual updates related to legislative changes.

Lexis Nexis – Required for exemption verification.

RELX – Required for court decision research – Also utilized by other departments upon request.

Item 10- Furniture & Fixtures/Assessing: (\$3,000) Will re-evaluate the need next fiscal year.

Item 11- Printing Lease Maintenance/ Assessing: This line item funds the monthly maintenance service agreement for the Copier machines in the Assessing office and is necessary to maintain the operation of the machine. Reduction from this line item is not recommended.

Item 13- Professional Services/ Tax Collection : This line item funds both the cost associated with recording Liens and Deeds with the Rockingham County Registry of Deeds and Lien/Deed mortgagee

research services performed by Sanders Searches, LLC that is required by law. Reduction from this line item is not recommended.

Item 14- Advertising/ Tax Collection: (\$200) These funds were budgeted for advertising open positions. All positions are filled and this item can be eliminated.

Item 15- Office Supplies/ Tax Collection: (\$1,000) Although the average expenditure over the last three years was \$4,098, the FY19 actual was \$5,498. This is primarily the result of the cost of toner for the specialized printers required by the State of NH for motor vehicle registration. The Additional costs are related to envelopes and other general supplies. The total cost projected for FY20 is approximately \$4,500. It would be possible to reduce this proposed budget by \$1,000 for FY21.

ELECTION

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
16	177	ELECTION	TRAINING/CONFERENCES			3,125	3,750	(3,750)	
17	177	ELECTION	OTHER OPERATING	41,750	44,201	47,950	47,750	(3,549)	
18	177	ELECTION	OTHER SUPPLIES	2,750	2,766	2,750	3,000	(3,000)	
TOTAL ELECTION								(10,299)	0

Item 16- Training: During the FY20 budget process, the Council agreed to pay the election workers \$25 each for their valuable time to attend the necessary training prior to elections. Reduction from this line item is not recommended.

Item 17 and Item 18- Other Operating and Supplies: Other operating and supplies required for elections include maintenance to the voting machines, advertising for the board of Registrar's sessions for last day to register to vote, food for the election workers, and general supplies such as paper, toner, printer ribbon and cartridges for the AccuVote machines. If the election budget is reduced, the City Clerk will not be able to fund the elections. Reduction from this line item is not recommended.

HUMAN RESOURCES

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
19	170	HUMAN RESOURCES	PT SALARIES	31,815	30,774	32,701	35,067	(2,500)	
20	170	HUMAN RESOURCES	PROF SERV SUBSTANCE TEST NEW HIRE	2,000	3,441	3,500	6,500	(3,000)	
21	170	HUMAN RESOURCES	FURNITURE & FIXTURES		11,398		5,000	(5,000)	
22	170	HUMAN RESOURCES	MISC SUPPLIES	2,000	1,748	2,000	2,000	(1,000)	
23	170	HUMAN RESOURCES	EDUCATION	12,000	11,339	12,000	17,000	(5,000)	
24	170	HUMAN RESOURCES	PRINTING LEASE MAINT				1,500	(1,500)	
25	170	HUMAN RESOURCES	RETIREMENT GIFTS	2,250	3,034	2,000	2,000	(1,000)	
TOTAL HUMAN RESOURCES								(19,000)	0

Item 19- Part Time Salaries: This line item represents two part time City Hall receptionists that job share and cover the front entrance during City Hall hours of operation directing visitors and answering the main city hall phone line. They are also currently handling the front entrance during the Covid-19 occupancy restrictions. The amount requested in the budget represents COLA and step increases as required by collective bargaining.

Item 20- Substance Test New Hires: This line item represents the cost for background checks for new hires. Prior to January 2020, part-time Recreation Department employees were not receiving background checks or drug tests. Most of these employees work with children and seniors on a daily basis. The City runs background checks on each new employee to comply with the law and best practices.

Item 21- Furniture and Fixtures: This line item represents money for ergonomically correct furniture for those with medical necessity. Primex reviews work stations as needed at no cost, but if such furniture is necessary to avoid Workers Compensation Claims or an employee has a medical note for such, we must comply.

Item 22- Misc. Supplies: This line item represents the costs associated with replacing the defibrillator equipment for all of the defibrillator’s in the City facilities. If we cut this item, we would not have the money to replace the equipment and if the defibrillators are needing to be used in an emergency, we would be unable to do so. Reduction from this line item is not recommended.

Item 23- Education: This line item represents education contractual obligations outlined in each municipal collective bargaining agreement. We currently have five employees throughout the City who have been previously approved to receive reimbursement for higher education classes pertaining to their current position to help further their knowledge and help their career within the City of Portsmouth. In order to fund this increase of \$5,000, four other line items (page 170 - retirement benefit, books & periodicals, printing, and professional dues) within the HR department were reduced by \$4,750 from FY20.

Item 24- Printing Lease Maintenance: This line item represents the lease agreement on the Human Resources copier and is a contractual obligation.

Item 25- Retirement Gifts: This line item represents the recognition gifts (a clock) we give to those employees with 25 years with the City and the retirement gifts (rocking chair or chair) to those who retire. This is a long standing tradition of the City and the recognition is necessary. Those who retire from Council, also receive these gifts. Reduction from this line item is not recommended.

INFORMATION TECHNOLOGY

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
26	170	INFORMATION TECH	TRAVEL & CONFERENCES	750	102	750	750	(750)	(750)
27	170	INFORMATION TECH	OFFICE SUPPLIES	2,500	1,018	2,500	2,500	(2,000)	(2,000)
28	170	INFORMATION TECH	BOOKS & PERIODICALS	500		500	500	(500)	(500)
29	170	INFORMATION TECH	CELLULAR PHONES	18,000	19,462	24,000	24,000	(5,000)	
TOTAL INFORMATION TECH								(8,250)	(3,250)

Item 26- Travel and Conference: (\$750) The cancellation of the planned travel for FY21 will allow this line item to be eliminated.

Item 27- Office Supplies: (\$2,000) Structural changes within the IT department, especially after the COVID-19 pandemic, will allow this line item to be reduced.

Item 28- Books & Periodicals: (\$500) The necessary material budgeted for is now on-line.

Item 29- Cellular Phones: This line item funds cell phone and iPad data plans for 10 new iPads and 3 cellular phones. Replacement of damaged equipment, requests for iPads, and equipment for new employees occurs during the year. Reduction from this line item is not recommended.

LEGAL DEPARTMENT

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
30	183	LEGAL DEPARTMENT	PT SALARIES	23,682	28,907	45,209	77,646	(55,000)	
31	183	LEGAL DEPARTMENT	CONTRACTED SERVICES	31,850	53,038	31,850	31,850	(20,000)	(850)
32	183	LEGAL DEPARTMENT	TRAINING/CONFERENCES	7,500	1,561	7,500	7,500	(6,000)	(2,000)
33	183	LEGAL DEPARTMENT	PRINTING	1,000	9	1,000	1,000	(1,000)	(800)
34	183	LEGAL DEPARTMENT	PROF ORGAN DUES	6,000	6,154	6,000	7,000	(1,000)	(1,505)
35	183	LEGAL DEPARTMENT	OTHER OPERATING	13,200	10,692	13,200	11,920	(2,500)	
TOTAL LEGAL DEPARTMENT								(85,500)	(5,155)

Item 30- PT Salaries: The increase in this line item is to continue the funding for the current part-time Assistant Prosecutor John Goodlander who was previously funded by District Court fees, which were diminished. Recently, Chief Merner had discussion with the City Attorney regarding the desire to increase the duties of this position to include juvenile prosecution which would require this position to become full time. This position provides essential work to the Police Department. As District Court fees build back up over time, these funds can be allocated to support this position. The City typically receives on average about \$5,000 to \$10,000 per year. Reduction from this line item is not recommended.

Item 31- Contractual Services: There are two separate line items for contractual services:

Outside Counsel budgeted at \$30,000: Councilor Huda proposes a \$20,000 reduction in contracted services which would leave \$10,000 in that line item. Over the last 3 fiscal years, actual spending in that line item totaled \$31,431 (FY17), \$24,129 (FY18), and \$53,038 (FY19). Based on the historical data, budgeting of \$30,000 seems prudent. This line item is used for engaging professional services that cannot be provided by the Legal Department. By way of example, the Legal Department has used real estate attorneys for complex real estate transactions for which title insurance is procured. The Legal Department is able to close small, uncomplicated land conveyances only. In the past, this line item has also been used to obtain consultation on bankruptcy matters, a practice that is highly specialized. This line item is also used to engage non-legal experts for litigation matters and to conduct complex title research at the Registry of Deeds. Reduction is not recommended.

Professional Services-Fee budgeted at \$1,850: (\$850) This line item covers: required filing fees for court documents; required Registry of Deeds recording fees for deeds and easements; transcription fees for court proceedings; and fees and costs for depositions. These fees and costs are difficult to predict year-to-year. The Legal Department has made its best estimate based on past practice and pending matters. Court filing fees have increased within the last year. The Legal Department recommends accepting a reduction in this line item from \$1,850.00 to \$1,000.00.

Item 32- Training/Conferences: There are two separate line items for this category:

Training budgeted at \$4,000: Mandatory Continuing Legal Education (CLE) for 7 attorneys. Cost varies by course. Amount allows for \$571 each attorney per year to meet NH requirements. Reduction is not recommended.

Travel & Conferences budgeted at \$3,500: (\$2,000) This line item is for mileage reimbursement for all seven attorneys to travel to/from Concord for Legislative and State agency meetings (DOT, DES, etc.); travel to courts for conferences, hearings, mediations and other required matters; attending Rockingham County Bar meetings and similar NH activities. As a result of the COVID-19 pandemic, the Legal Department has seen a decrease in in-person hearings and meetings. Legal Department staff does not routinely attend conferences out-of-state. Legal Department recommends accepting a reduction in this line item from \$3,500.00 to \$1,500.00.

Item 33- Printing: (\$800) Printing for: court briefs when needed; recruitment materials for interns at employment fairs; letterhead, business cards; and copying records for litigation purposes. The NH Courts have been gradually moving to electronic filings. That pace accelerated as part of the COVID-19 pandemic. Consequently, this line item can be reduced. In addition, the Legal Department has created an electronic letterhead as part of its COVID-19 response for use when employees are working from home. Legal Department recommends accepting a reduction in this line item from \$1,000.00 to \$200.00.

Item 34- Professional Organization Dues: (\$1,505) By way of further explanation, having two Maine licensed attorneys allow the Legal Department to handle minor Maine-related matters without outside counsel. The City Attorney is the subscriber to the IMLA, but the resource is shared among the lawyers. This resource provides summaries of cases across the states specific to municipal practice areas. IMLA also hosts various working groups on issues impacting municipal lawyers. The Deputy City Attorney is the subscriber to the ABA and shares resources of interest to other members of the Department. The ability of Legal Department staff to notarize documents is necessary and supports all departments.

NH Bar Assoc dues: \$310 x 7 attorneys	\$2,170
NH Supreme Court fees: \$255 x 7 attorneys	\$1,785
Maine Bar dues: \$265 x 2 attorneys	\$530
American Inns of Court	\$500
Balance includes: International Municipal Lawyers Assoc, American Bar Assoc, Notary & Justice of the Peace renewals	\$510

Legal Department recommends reducing this line item from \$7,000.00 to \$5,495.00. A savings of \$1,505 was made to this line item as the NH Supreme Court fees had been inadvertently duplicated and included in the NH Bar Association dues.

Item 35- Other Operating: Other operating consists of the remaining line items and reductions are not recommended:

Telephone: Internet and Telephone reimbursement expenses for Assistant City Attorney Kathleen Dwyer at \$78.43 per month.

Printing Lease Maintenance: Maintenance service agreement for the copier machine \$160/month.

Office Supplies: General office supplies: toner, finders, pads, folders, index tables, flash drives, etc. A review of FY17, FY18, and FY19 data shows this line item is appropriately budgeted at \$3,500.00.

Books & Periodicals: The Legal Department over the years has reduced its hard copy subscription services for many of its legal resources. What remains are core materials, state statutes with annotations, and the NH Practices series.

Furniture & Fixtures: one desk chair.

PUBLIC WORKS ADMINISTRATION

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
36	265	DPW/ADMIN	P/T SALARIES	7,280	6,400	7,579	7,831	(1,431)	
37		DPW/ADMIN	OT	25,000	12,360		20,000	(7,640)	
38		DPW/ADMIN	TRAVEL & CONFERENCE	4,000	1,897	4,000	4,000	(2,100)	
39		DPW/ADMIN	TRAINING	6,000	4,690	6,000	6,000	(1,310)	
40		DPW/ADMIN	SOFTWARE ANNUAL MAINT	10,723	20,485	18,600	24,270	(3,785)	
41		DPW/ADMIN	PROTECTIVE CLOTHING	3,300	1,573	3,300	3,300	(1,727)	
42		DPW/ADMIN	POSTAGE	2,000	1,012	2,000	2,000	(988)	
43		DPW/ADMIN	OFFICE SUPPLIES	6,000	5,199	6,000	6,000	(801)	(800)
44		DPW/ADMIN	MATERIALS SAFETY	1,000		1,000	1,000	(1,000)	
45		DPW/ADMIN	DUES PROF ORGANIZATIONS	4,000	3,926	4,000	5,000	(1,000)	
46		DPW/ADMIN	BOOKS & PERIODICALS	800	122	800	800	(700)	
47		DPW/ADMIN	PROFESSIONAL SERVICES				7,800	(7,800)	
			TOTAL DPW ADMIN					(30,282)	(800)

Item 36- PT Salaries: This line item funds one part-time secretarial position, Chris Berger at Public Works. This 25 hour/week employee is the sole secretary for the entire department. Her salary is split across the Highway/Water/Sewer/Parking divisions. This position provides secretarial support to four managers and 21 professional staff members. During FY19 a salary survey was completed by Municipal Resources Inc., in which this role was identified as being too low on the grade scale for the work provided. The increase realized from the FY19 budget to the FY21 budget accounts for the upgrade and associated Cost of Living Adjustment (COLA).

In addition, one record keeper is funded via this line item as identified at the bottom of page 264. This individual transcribes the minutes for the Parking & Traffic Safety committee when transcription is not needed on an emergency basis. We do not recommend a reduction to this line.

Item 37-Overtime: This line item funds overtime for the Highway General Foreman. The General Foreman is scheduled for overtime in a rotating basis with the other Highway Foreman to provide supervisory oversight of the staff working at the Recycle Center on Saturdays during the year and Tuesday evenings during the summer months. In addition, the General Foreman responds to emergencies such as non-operational streetlights and traffic lights. The foreman On Call also responds as needed for weather emergencies, early morning and late evening snow plowing and/or deicing. The foreman On Call organizes the preparations for special events and provides supervision of staff during events. Just a few weeks ago the City hosted three events in one week, all were held outside regular business hours. Emergencies and weather events are unpredictable, therefore we do not recommend a reduction to this line.

Item 38-Travel & Conference: This line item funds conference registrations and travel reimbursement for those who are not assigned a City vehicle, but must travel on behalf of the City. In FY21 the following conferences were planned: 2 staff for NH Municipal Convention, 1 @ Northeast Resource Recycling Annual Conference, 1 @ American Society for Civil Engineers, 1 @ Regional Ron Turley meeting (fleet maintenance), 2 @ International Society of Arborists, 2 @ Professional Development at UNH, 2@ NE Council of Arborists, 1 @ MS4 Annual Meeting, 2 @ Organics Training, 3 @ Snow/Salt Pro Training, plus mileage reimbursement, and tolls. We do not recommend a reduction to this line.

Item 39-Training: This line item funds training for all 53 staff members allocated to the Highway Budget. Professional Development is required for many positions. We plan on 15 classes at \$200/each. In addition, many staff must retain certifications/licenses to perform their role. Funding is provided here for professional engineering, roads scholars, snow, arborists, electricians, pool certifications, flagging certifications, safety

requirements, and solid waste certifications. Many of these certifications are mandated by the State of New Hampshire and require annual class time. We do not recommend a reduction to this line.

Item 40-Software: The Department of Public Works uses the following software programs on a daily basis. Most of the software is equally apportioned across the four major divisions (Highway, Water, Sewer, & Parking). The Public Works Department supports the entire City with mapping services, Portsmouth Click & Fix, Computer Aided Design (CAD), and GPS location services. RTA Fleet Maintenance is used to track vehicle/equipment repairs for all Public Works stock. Kronos Timekeeping is the software used to track time worked and leave used for all Public Works staff. View Permit is used across many of the City’s departments for online services. Mitchell Shop Management, is a software tool used to diagnose vehicle/engine errors. We do not recommend a reduction.

Annual fees charged to this line are as follows:

Pro-rated cost sharing of the following:	
CAD	2,012
ESRI Mapping/Data Analytics	3,991
SeeClickFix	2,599
RTA Fleet Maintenance	720
Keynet GPS	250
Kronos Timekeeping	9,199
View Permit	500
100% of Mitchell 1 Shop Mgt.	5,000
Total	24,271

Item 41-Protective Clothing: This item funds steel toe boots, rain gear, and uniform rental and cleaning per the Collective Bargaining Agreements (CBAs). Year to Date (YTD) expended \$2,179.85. We do not recommend a reduction to this line.

Item 42-Postage: This line item funds a pro-rated portion of the Public Works Department postage. Postage varies depending on events and project meetings. The meter lease is \$335 per year. Postage is estimated at \$1,150 per year. Postage for equipment returns are estimated at \$500. We do not recommend a reduction to this line.

Item 43-Office Supplies: (\$800) This line funds office supplies for the Highway Division. Standard office supplies are purchased for staff use. Items purchased include: copy paper, notepads, envelopes, staples, file folders, storage boxes for payables, dry erase boards, replacement keyboards and mice, unanticipated American with Disabilities Act (ADA) and/or ergonomic accommodations required by law, etc. Expended Year-to-date is \$3,054.67. A reduction in the amount of \$800 can be accommodated.

Item 44-Materials Safety: This line item is used to fund hard hats, safety glasses, safety vests/jackets, and ear protection. These items are required for staff working on construction sites and in the roadway. Expended YTD \$481.39. We do not recommend a reduction.

Item 45-Dues Professional Organizations: This line item funds all dues for the Highway group as follows: 3 @ American Society for Civil Engineers, 7 staff @ the American Public Works Association, 1 @ National Parking Association, group membership with New Hampshire Public Works Association, individual membership with Northeast Recycling Resource Association, group membership with Solid Waste Association of North America, individual membership with Water Environment Federation, group

membership with NH DES for Solid Waste, 2 @ w/ International Association of Arboriculture, individual membership with American Water Works Association, purchasing membership with Massachusetts Association Planning Councils for cooperative purchasing agreements, 3 memberships with the International Society of Arborists, 25% individual membership with Society for Human Resource Management. This line will be fully expended in FY21. Expended YTD \$4,651.00, we do not recommend a reduction to this line.

Item 46-Books and Periodicals: This line item funds updated manuals for best practices with regard to paving, road design, and streetscapes. A pro-rated portion of a subscription to the Portsmouth Herald and Union Leader, and other pertinent manuals not available online. Expended Year to Date (YTD): \$741.22, we do not recommend a reduction to this line.

Item 47-Professional Services: This line funds 20% of Stephanie Seacord’s consulting fees for public outreach. This line budgeted prior to an updated agreement for additional hours. Pre-COVID estimates were used when crafting this budget item. Average fees were \$4,200/mo. 20% of the annual cost is estimated at \$10,800. We do not recommend a reduction in this line as it is currently underfunded. This was not a concern as we are a bottom line budget.

DPW ENGINEERING

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
48	265	DPW/ENGINEERING	P/T SALARIES	83,000		70,000	70,000	(70,000)	
49	265	DPW/ENGINEERING	PROFESSIONAL SERVICES-ENGINEERING	40,000	29,673	40,000	20,000	(5,000)	
50	265	DPW/ENGINEERING	TRAVEL & CONFERENCE	500		500	500	(500)	
51	265	DPW/ENGINEERING	TRAINING	1,500		1,500	1,500	(1,500)	
52	265	DPW/ENGINEERING	ENGINEERING SUPPLIES	1,000	449	1,000	1,000	(500)	
53	265	DPW/ENGINEERING	BOOKS & PERIODICALS	300		300	300	(300)	
TOTAL DPW ENGINEERING								(77,800)	0

Item 48-P/T Salaries: This line item funds two part-time employees David Allen and Dan Hartrey who were full time employees in the past. These employees are identified as Engineering Project Managers at the bottom of page 264. After their retirement, the City hired these individuals on a part-time basis (no benefits) to be Clerk of the Works for specialized capital projects. Efficiencies and cost savings are realized by employing these two individuals who have a full understanding and institutional knowledge of the City. For FY21, one of these positions was to oversee the athletic field project, the other for the Recreation Center upgrades and the Electrical project at City Hall. Based on City Council input, the Clerk of the Works position for the athletic fields will be done by existing full-time staff. Work-load will have to be adjusted and some work rescheduled to accommodate this change. The Mayor has previously requested a reduction to this line in the amount of \$35,000. Additional reductions may be accommodated in future years.

Item 49-Professional Services-Engineering: This line item funds a variety of professional services used by the engineering group. Most of these fees are associated with road projects and include filing fees at the Registry of Deeds, Wetland Permit fees, Deed Research, Peer Review, and engineering project oversight. This line was previously funded at \$40,000, but was reduced by 50% in FY21. Year to date expenditures are \$31,066. While the department staff plan to transition more work in-house it is not recommended this line be reduced further. The potential for additional reductions will be reviewed in future fiscal years.

Item 50 & 51-Travel and Conference, and Training: These two lines are presented together as the costs typically go hand in hand. In FY20 staff had planned to attend a several day conference on pavement preservation. This conference was scheduled to be held in Portsmouth. Both lines would have been fully

expended had the conference not been cancelled due to Covid-19. We anticipate the conference will be held next spring and wish to send staff to this important conference which highlights crack sealing, blistering issues, J-Band treatments, good construction practices, micro v. regular milling, rubber and polymer chip sealing, micro surfacing quality, etc. As the host community we were given discounted rates for several staff to attend. Total cost \$2,100. We do not recommend a reduction to this line.

Item 52-Engineering Supplies: This line funds specialty supplies for the engineering group from marking paint and grade stakes to precision levels and tripods. Given the City Council’s desire to bring more engineering work in-house it will be increasingly important to fund this sub-division of the Highway budget with accurate tools. We do not recommend a reduction to this line.

Item 53-Books and Periodicals: This line funds specialty engineering and construction manuals and periodicals. As with the supplies it will be increasingly important to provide up to date materials for staff to learn new techniques and remain abreast of Best Management Practices (BMPs). We do not recommend a reduction to this line.

DPW EQUIPMENT MAINTENANCE

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
54	268	DPW/EQUIPMENT MAINT	OT	10,000	7,488	10,000	10,000	(2,500)	
55		DPW/EQUIPMENT MAINT	TRAINING	6,000	1,436	6,000	6,000	(4,500)	
56		DPW/EQUIPMENT MAINT	TIRES & BATTERIES	20,000	16,613	20,000	20,000	(3,400)	
57		DPW/EQUIPMENT MAINT	REPAIRS-VECHILE	120,000	117,988	120,000	120,000	(2,000)	
58		DPW/EQUIPMENT MAINT	REPAIRS VECHILE BY OUTSIDER	25,000	32,168	40,000	40,000	(7,800)	
59		DPW/EQUIPMENT MAINT	LUBRICANTS	12,000	16,435	20,000	20,000	(3,565)	
60		DPW/EQUIPMENT MAINT	IT-CITY	2,000		2,000	2,000	(2,000)	
61		DPW/EQUIPMENT MAINT	GASOLINE	180,000	155,897	160,000	160,000	(4,103)	
62		DPW/EQUIPMENT MAINT	BOOKS & PERIODICALS	500	68	500	500	(500)	(300)
63		DPW/EQUIPMENT MAINT	ANNUAL TOOL ALLOWANCE	1,400	350	1,400	1,800	(1,450)	
TOTAL EQUIP MAINTENANCE								(31,818)	(300)

Item 54-Overtime: This line funds overtime for the Equipment Maintenance staff. Overtime is difficult to budget because equipment failure is not predicable. Staff are also called in during storm events to be available to fix plows/trucks which breakdown during snow/ice events. It is important to note it has been especially difficult in this division to maintain operations. City mechanics are not paid market rates which results in high turnover. The vacancies have required additional overtime to meet the repair needs of the department. Whenever possible, work is sent out, but much of our inventory is specialized and cannot be repaired by a local outside vendor. YTD expended \$8,205.99. We do not recommend a reduction to this line.

Item 55-Training: This line funds specialized training for equipment and vehicles. Whenever possible, we host the training in Portsmouth, in order to receive free training seats, but many of our vendors will not bring their training to us on-site. Trackless and Mack are two of our vendors that require staff travel to their headquarters/service centers for training. As trucks and equipment have become more specialized over time, this training has become critical. 50% of the maintenance garage mechanics are new and in need of training. The inventory control technician is also new and will require training on the Ron Turley (fleet) system as well as the Petrovend system (gasoline fueling software). It is essential we retain these funds, a reduction is not recommended at this time.

Item 56-Tires and Batteries: Anticipating adequate funding for tires and batteries is a challenge. Heavy Equipment and large truck tires cost over \$500/ea. Our trucks/equipment are operating in the field and often under difficult conditions where tires can easily be damaged. A reduction to this line is not recommended.

Item 57-Repairs Vehicle: This line funds repairs to passenger vehicles, trucks, and equipment for the entire Highway Division. This fleet includes everything from passenger vehicles and pickup trucks, to dump trucks, specialty trucks, packers, sidewalk tractors, trailers, mowers, and signboards. All of this equipment is used on a regular basis, much of it is heavy construction type use. A rough estimate of the value of Highway Rolling Stock is \$3.87M. Industry standards recommend between 4% and 11% of replacement value should be set aside for repairs and maintenance. Taking into account all funding for repair and maintenance the City currently sets aside 5.8% of current value for repair/maintenance. We do not apply an inflation factor to our Rolling Stock value. We believe we are adequately funded in this line.

Item 58-Repairs-Vehicle by Outside: This line funds repairs to vehicles for specialized work that our staff are not trained to do and/or for those repairs that require specialized equipment such as hydraulics, glass replacement, two way radios, radiators, and other specialty repairs. YTD expended \$47,847. We do not recommend a reduction to this line.

Item 59-Lubricants: This line funds all lubricants for all vehicles in the highway fleet. This includes various viscosities of oil for vehicles, trucks, equipment, and tools, grease, rust and corrosion prevention, and mobile grease. The three year average for this line is \$17,039. We do not recommend a reduction to this line.

Item 60-IT City: This line funds special programming needs for the Equipment Maintenance group. The unique software packages utilized occasionally need technical assistance beyond the expertise of the mechanics. We do not recommend a reduction to this line.

Item 61-Gasoline: Gasoline and diesel fuel is funded within the public works, police, fire, and school departments for a total proposed appropriation of \$300,700. As you know, the cost of this commodity is dictated by the market demand and industry production rates and can fluctuate both up or down at any given time and is very difficult to predict. The City bids out this commodity to receive the best price possible to keep the cost down. If the City Council wants to reduce this line item we would recommend the reduction should be across the board between all departments, Fire, Police, School and Public Works.

Item 62-Books and Periodicals: (\$300) This line item funds the purchase of repair guides not available online. The number of guides that are available online has increased. A reduction of \$300 is can be accommodated for this line.

Item 63-Annual Tool Allowance: This is a contractual obligation with the 1386A Collective Bargaining Agreement and cannot be reduced.

FACILITY PUBLIC WORKS

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
64	266	DPW FAC MAINT	OT	40,000	30,354	40,000	40,000	(9,600)	(5,000)
65		DPW FAC MAINT	PROFESSIONAL SERV	5,000	9,638	25,000	15,000	(5,362)	
66		DPW FAC MAINT	MATERIALS MAINT	500		500	500	(500)	(500)
67		DPW FAC MAINT	REPAIRS CLOCK MAINT	900	200	900	900	(700)	
TOTAL FACILITY MAINTENANCE								(16,162)	(5,500)

Item 64-Overtime: (\$5,000) This item funds both scheduled and unscheduled overtime for custodians. Custodians are often called to assist with facility emergencies such as the chiller failure at City Hall which necessitated staff callbacks each day of a holiday weekend. Custodians provide additional assistance with slip and fall prevention by spreading salt at City facilities in order to minimize our liability during weather events. As with all emergencies, they are difficult to predict. The three year average for this line is \$32,358. If necessary we recommend a small reduction to this line in the amount of (\$5,000).

Item 65-Professional Services: This line was previously budgeted at \$25,000 and was reduced in the FY21 request to \$15,000 to more accurately reflect the average need. The professional services contracted under these lines are for specialty contractors such as chimney repairs, tennis court review, records room evaluation, City Hall Internal Air Quality (IAQ) testing, guardrail replacement, and bathroom renovations at the Discover Portsmouth building. The three year average expenditure in this line is \$14,627. We do not recommend an additional reduction to this line.

Item 66-Materials Maintenance: (\$500) This line is seldom used and we concur a reduction to this line will not have a negative impact on our ability to maintain City facilities. We recommend a reduction to this line in the amount of \$500.

Item 67-Repairs Clock Maintenance: This line funds the annual cleaning and periodic repairs necessary to the clock in Market Square. The \$900 budget is recommended by the clock expert who cleans this clock. While the past several years have seen minimal charges a more robust cleaning and or parts replacement may be necessary in the future. We do not recommend a reduction to this line.

CITY HALL FACILITY

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
68	266	DPW FAC CITY HALL	OT	20,000	16,663	20,000	20,000	(3,400)	
69		DPW FAC CITY HALL	WATER/SEWER FEES	35,000	23,517	35,000	35,000	(11,483)	
70		DPW FAC CITY HALL	REPAIRS-ELECTRICAL	10,000	8,510	10,000	10,000	(1,500)	
71		DPW FAC CITY HALL	REPAIRS-PLUMBING	10,000	6,076	10,000	10,000	(4,000)	
72		DPW FAC CITY HALL	ELECTRICITY	165,000	129,107	150,000	140,000	(11,000)	
73		DPW FAC CITY HALL	NATURAL GAS	80,000	51,160	70,000	65,000	(10,000)	
74		DPW FAC CITY HALL	REPAIRS BOILER	6,000	1,083	6,000	6,000	(5,000)	
75		DPW FAC CITY HALL	REPAIRS ELEVATOR	15,000	7,210	15,000	15,000	(8,000)	
76		DPW FAC CITY HALL	REPAIRS-HEATING SYSTEM	4,000	583	4,000	4,000	(2,000)	
TOTAL DPW FAC CITY HALL								(56,383)	-

Item 68-Overtime: This line funds overtime specifically for custodians who are assigned to City Hall. These custodians are part of the On Call rotation, so there is a portion of overtime that is scheduled. In addition, custodians are often called to assist with facility emergencies such as the chiller failure at City Hall which necessitated staff callbacks each day of a holiday weekend. Custodians also provide additional assistance with slip and fall prevention by spreading salt at City facilities in order to minimize our liability. As with all emergencies they are difficult to predict. The three year average in this line is \$14,777. We do not recommend a reduction to this line.

Item 69-Water Sewer Fees: This line funds Water and Sewer usage at City Hall. The three year average is \$25,377. The Public Works Director had previously suggested a reduction to this line by \$5,000. We do not recommend a further reduction at this time.

Item 70-Repairs Electrical: This line funds all electric repairs at City Hall including the Police Department and the Seybolt Building. In addition to electric supplies, cable supplies, bulbs, and fixtures this line funds fire tests, generator tests, and outdoor lighting upgrades. The anticipated need for electrical repair in FY20 is \$10,097. This is an aging building with high public use. We do not recommend a reduction at this time.

Item 71-Repairs Plumbing: This line funds all plumbing repairs at City Hall including the Police Department and the Seybolt Building. FY21 repairs include valves and sprinkler heads @\$2,500, relocation of sprinklers @\$2,400, replacement fixtures \$2,500, anticipated costs for roofer services @ \$500, and emergency repairs @\$2,500. We do not recommend a reduction to this line.

Item 72-Electricity: This line funds indoor and outdoor electricity at City Hall, the Police Station, the Seybolt building and the Keep House. The five year average is \$133,903. The Public Works Director reduced this line by \$10,000 for FY21. A further reduction is not recommended at this time.

Item 73-Natural Gas: This line funds natural gas at City Hall, the Police Station, and the Seybolt Building. The five year average is \$56,711. The Public Works Director reduced this line by \$5,000 for FY21. A further reduction is not recommended at this time.

Item 74-Repairs Boiler: This line funds all City Hall boiler repairs. The boiler at City Hall is seven years old. Routine maintenance costs are expected to increase each year. In addition repairs are to be expected. We have budgeted \$2,100 for routine maintenance and set aside \$4,000 for repairs. A reduction to this line is not recommended at this time.

Item 75-Repairs Elevator: This line funds repairs and maintenance for the three elevators at City Hall. The monthly service contract is \$6,000, the five-year load testing (due next year) is \$6,000, and service calls are \$900/ea. We expect three calls for service each year for \$2,700, and the annual inspection is \$400. These fees total \$15,100. A reduction to this line is not recommended.

Item 76-Repairs Heating System: This line funds repairs and maintenance to the HVAC system at City Hall. This system operates the climate control at City Hall, the Police Station, and the Seybolt Building. The water conditioner for the HVAC system is budgeted at \$2,080. Emergency repairs are funded at \$2,000. A reduction to this line is not recommended.

DOBLE CENTER SENIOR ACTIVITIES CENTER

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
77	267	DPW FAC DOBLE	REPAIRS-STRUCTURAL			1,000	1,000	(1,000)	
78		DPW FAC DOBLE	REPAIRS-ELECTRICAL			500	500	(500)	
79		DPW FAC DOBLE	REPAIRS-PLUMBING			500	500	(500)	
80		DPW FAC DOBLE	PROFESSIONAL SERVICES			1,000	1,000	(1,000)	
81		DPW FAC DOBLE	JANITORIAL SUPPLIES			5,000	7,000	(7,000)	
TOTAL								(10,000)	-

Item 77 through 81-Facilities Doble Center: Unless the City Council decides not to open the Senior Activity Center in FY21, we would not recommend and cut to this cost center. Every public facility requires routine maintenance, cleaning, and attention to minor repairs associated with public use. Brief examples are provided below.

Item 77-Structural: Paint for touch ups, replacement keys, replacement glass, spackle, and wood.

Item 78-Electrical: Lightbulbs, replacement switch plates, other small electric repairs.

Item 79-Plumbing: Water conditioner for HVAC system, snakes for drain clogs, plumbing fixtures, and other plumbing tools.

Item 80-Professional Services: Grand opening expenses, signs, and inspections.

Item 81-Janitorial Supplies: Hand sanitizer for seniors and staff, cleaning supplies for floors, bathrooms, and touch surfaces, toilet paper, paper towels, and tissues for use in a public facility.

A reduction to these budget lines is not recommended.

LIBRARY FACILITY

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
82	267	DPW FAC LIBRARY	REPAIRS-STRUCTURAL	10,000	9,873	10,000	10,000	(10,000)	
83		DPW FAC LIBRARY	REPAIRS-ELECTRICAL	5,000	4,009	5,000	5,000	(1,000)	
84		DPW FAC LIBRARY	REPAIRS-PLUMBING	3,000	2,257	3,000	3,000	(500)	
85		DPW FAC LIBRARY	REPAIRS BOILER	6,000	1,925	6,000	6,000	(4,200)	
86		DPW FAC LIBRARY	REPAIRS ELEVATOR	2,500	1,386	2,500	2,500	(1,100)	
87		DPW FAC LIBRARY	MAINTENANCE	10,000	6,489	10,000	10,000	(6,500)	
			TOTAL					(23,300)	-

The Portsmouth Public Library was built 13 years ago. Preventative maintenance achieves a 12% to 18% cost savings over reactive maintenance. Emergency maintenance can easily reach more than double the expense of a properly budgeted preventative maintenance program, dependent on the damage that occurs from the failure to address the issue in a proactive manner.

Item 82-Structural: This line funds the following items: alarm security \$480, alarm repairs \$520, quarterly fire inspection and repairs \$1,500, replacement doors \$2,000, sliding front door annual service \$2,500, and unanticipated structural repairs as needed \$3,000. A reduction to this line is not recommended.

Item 83-Repairs Electrical: This line funds replacement lights \$1,000, poles \$1,500, outlets \$500, wiring \$1,200, and ballasts \$1,000. A reduction to this line is not recommended.

Item 84-Repairs Plumbing: This line funds ongoing plumbing repairs and maintenance including water conditioner for the HVAC system \$2,100, toilet repairs, sink repairs, fixtures, and fittings. A reduction to this line is not recommended.

Item 85-Repairs Boiler: This line funds inspections, maintenance, and repairs to the boiler. Anticipated expenditures include water conditioner \$2,100, a rebuild of the zone pump \$3,500, belt and motor replacements \$400. A reduction to this line is not recommended.

Item 86-Repairs Elevator: This line funds elevator inspections, service calls, repairs, and maintenance. Monthly inspections \$1,380, five year load test \$1,000, alarm repair \$110, repairs \$250. A reduction to this line is not recommended.

Item 87-Maintenance: This line funds facility and site maintenance at the Library. The following items are planned for FY21: carpet replacement \$3,500, wood for trim replacement \$2,500, paint, interior doors \$2,000, supplies \$500, and tools \$500. Planned expenditures will be put on hold if unanticipated maintenance becomes necessary. A reduction to this line is not recommended.

OUTDOOR POOL

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
88	267	FAC OUTDOOR POOL	REPAIRS-STRUCTURAL	4,000	84,550	4,000	4,000	(500)	
89		FAC OUTDOOR POOL	REPAIRS-PLUMBING	1,000	372	1,000	1,000	(628)	
90		FAC OUTDOOR POOL	REPAIRS OTHER	1,000		1,000	1,000	(1,000)	
			TOTAL					(2,128)	-

Item 88-Repairs Structural: This line funds structural repairs and inspections at the Outdoor Pool. Planned repairs in FY21 include bathroom stall replacements, interior concrete repairs, new doors, and new windows \$3,750. Annual Fire Inspection \$250. A reduction to this line is not recommended.

Item 89-Repairs Plumbing: This line funds plumbing maintenance and repairs at the Outdoor Pool. Planned repairs in FY21 include sloan valves \$250, shower valves \$250, and filtration repairs \$500. A reduction to this line is not recommended.

Item 90-Repairs Other: This line is used for facility and site repairs not budgeted above. In FY21 a sidewalk repair and a small locker room repair are planned. The estimated cost for these repairs is \$500/each. A reduction to this line is not recommended.

DPW FACILITY

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
91	266	DPW FAC PW	WATER/SEWER FEES	15,000	13,038	20,000	20,000	(6,962)	(5,000)
92			REPAIRS-STRUCTURAL	10,000	176,764	10,000	10,000	15,000	
93			ELECTRICITY	40,000	39,422	40,000	40,000	(4,000)	
94			REPAIRS ELEVATOR	2,000	1,436	2,000	2,000	(600)	
95			MATERIALS	10,000	6,905	10,000	8,000	(1,000)	
			TOTAL					2,438	(5,000)

Item 91-Water-Sewer Fees: (\$5,000) This line funds Water and Sewer usage at the Public Works Facility. A new wash system for salt removal from vehicles in the winter has been installed which may result in a reduction in this line. Based on the performance of the new system a reduction in the amount of (\$5,000) will likely be accommodated. Further reductions in future years may be possible if usage data supports that decision.

Item 92-Repairs Structural: This line funds ongoing repairs and maintenance to the entire Public Works facility at 680 Peverly Hill Road. This building, purchased from Iafolla Industries in 1999, was not fully outfitted for offices. The HVAC professionals have recommended an upgrade to UV technology to ensure the safety of staff. Due to constant repairs this line is often over-expended. The budget requested will fund the following: Security Doors \$5,000, Fire inspections/repairs \$3,500, Insulation \$3,000, Materials (ceiling tiles, wood, drywall, etc.) \$2,000, Alarm Security \$480, and Paint \$800. The FY20 Year to Date (YTD) expended is \$18,829.61. The current line item is adequate; additional funds are not necessary at this time.

Item 93-Electricity: This line funds electricity at the Public Works Facility including the maintenance garage, the recycle center, and the fueling station. The current Year to Date (YTD) expended is \$33,141 with two months of expenditures remaining estimated at \$2,700/ea, bringing our projected expenditure to \$38,541. FY19 actual was \$39,422. We do not recommend a reduction to this line.

Item 94-Repairs-Elevator: This line funds the annual inspection of the elevator at Public Works \$1,380 and a nominal amount for maintenance and repairs \$620. The Year to Date (YTD) expended is \$1,480. A reduction to this line is not recommended.

Item 95-Materials: This line funds everything from extension cords, power supplies, ladders, CO monitors, to replacement wood, sealant, concrete and doors. It is used across all aspects of the facility. Given the Department does not recommend an increase of \$15,000 to Repairs Structural, a reduction to this line is not recommended.

SPINNAKER POINT FACILITY

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
96	267	FAC SPINNAKER	REPAIRS-STRUCTURAL	17,000	4,301	17,000	17,000	(11,000)	
97		FAC SPINNAKER	REPAIRS-ELECTRICAL	4,000	75,894	4,000	4,000	(1,500)	
98		FAC SPINNAKER	REPAIRS-PLUMBING	5,000	3,388	5,000	5,000	(1,600)	
99		FAC SPINNAKER	PROFESSIONAL SERVICES	25,200	4,195	25,200	25,000	(20,805)	
100		FAC SPINNAKER	JANITORIAL SUPPLIES	10,000	13,364	10,000	10,000	(2,500)	
101		FAC SPINNAKER	REPAIRS ELEVATOR	4,000	1,386	4,000	4,000	(2,615)	
			TOTAL					(40,020)	-

Spinnaker Point is an aging facility and has been closed since March. Under normal circumstances this would be a good time for the City to make repairs and upgrades. Roof replacement and locker room upgrades will be completed using capital funds. However, significant maintenance is needed in this facility. As with all public buildings routine maintenance, cleaning and attention to repairs associated with public use is necessary. A reduction in this cost center is not recommended.

Item 96-Repairs-Structural: Items planned for repair/replacement in FY21 are as follows: exterior door repairs \$5,000, sauna control replacement \$5,000, specialty filters and pool supplies \$1,500, equipment rental to review roof \$500, alarm security \$480, fire inspections \$1,500, pool deck repairs \$2,500, pest control \$520. Continuing to defer maintenance at this facility will result in significantly higher costs. A reduction to this line is not recommended.

Item 97-Repairs-Electrical: Items planned for repair/replacement in FY21 are as follows: lights \$500, poles \$1,500, outlets, switches, etc., \$500, wiring \$1,000, and ballasts \$500. Year to Date (YTD) expenditures are \$2,407.61 with only 8 months of operations. We may find additional needs when we re-open the facility. A reduction to this line is not recommended.

Item 98-Repairs-Plumbing: Items planned for repair/replacement in FY21 include a mixing valve replacement, \$1,500, boiler repairs \$1,000, hot water repairs \$1,000, fixtures \$500, roter services \$300, piping repairs to pool and pump \$1,000. Without use we may find different needs when we re-open the facility. A reduction to this line is not recommended.

Item 99-Professional Services: This line funds contracted services for repairs beyond the scope of staff. Pool/Sauna repairs \$10,000, Structural Repairs \$13,500, and rodent services \$1,500. We use in-house staff when appropriate and when the necessary skill set is available. When tasks are beyond staff competencies, we contract professionals. A reduction to this line is not recommended.

Item 100-Janitorial Supplies: This line funds janitorial supplies for a public use building. The FY21 budget includes the following: paper products \$8,000, pool/sauna cleaning supplies \$1,000, misc. small items i.e., brooms, gloves, mops, etc. \$500, and shower caddies, soap and shampoo \$500. Public use buildings especially in the time of a pandemic must be cleaned regularly. Floors in walkways to pools and saunas are slip hazards if not cleaned timely and appropriately. These are liability concerns. This line is currently expended at \$9,448 with only 8 months of operations. A reduction to this line is not recommended.

Item 101-Repairs Elevator: This line funds elevator repairs and inspections. Planned in FY21 are: monthly inspection fees \$1,400, annual state inspection \$500, five-year load test \$1,000, and miscellaneous repairs and maintenance \$1,500. Elevators in public buildings receive high/heavy use which requires maintenance. A reduction is not recommended to this line.

HIGHWAY & STREET MAINTENANCE

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
102	268	HIGHWAY & STREET MAINT	P/T SALARIES	10,000	7,830	10,000	10,000	(5,000)	(10,000)
103		HIGHWAY & STREET MAINT	OT	35,000	46,636	65,000	65,000	(30,000)	
104		HIGHWAY & STREET MAINT	TRAFFIC LANE MARKING	80,000	32,397	80,000	130,000	(97,603)	
105		HIGHWAY & STREET MAINT	ROAD MAINTENANCE	100,000	49,620	133,000	166,000	(70,000)	
106		HIGHWAY & STREET MAINT	REPAIRS TRAFFIC SIGNS	15,000	10,322	15,000	15,000	(4,678)	
107		HIGHWAY & STREET MAINT	RENTAL OTHER EQUIPMENT	1,000		1,000	1,000	(1,000)	
108		HIGHWAY & STREET MAINT	PROTECTIVE CLOTHING	18,000	15,613	18,000	18,000	(2,387)	(2,000)
109		HIGHWAY & STREET MAINT	MATERIALS SIDEWALKS	25,000	20,004	25,000	15,000	(5,000)	
110		HIGHWAY & STREET MAINT	MATERIALS ROAD	40,000	156,367	40,000	40,000	60,000	
111		HIGHWAY & STREET MAINT	MATERIALS MARKET SQUARE	10,000	5,730	10,000	10,000	(4,270)	
112		HIGHWAY & STREET MAINT	MATERIALS BRIDGE	1,000	23	1,000	1,000	(1,000)	
TOTAL								(160,938)	(12,000)

Item 102-P/T Salaries: (\$10,000) This line has historically funded one summer staff member for the Highway crew. Since the City is under a hiring freeze this position will not be hired for the summer season. While this item may be reduced in FY21, it is not recommended to remain reduced moving forward. A reduction of \$10,000 can be accommodated.

Item 103-Overtime: This line funds overtime for staff who work events, and for those who work emergencies. This line was increased in FY specifically to fund event overtime. While early discussions indicated no events would be held in FY21, indications suggests events will continue. Recently, three events were held in one week and future pop-up events are already in the planning stages. These events require staff to put out barricades, man trucks for safety purposes, and cleanup after each event. Year-to-date expenditures are \$48,905, which includes 12 weeks of quarantine. Reduction to this line is not recommended.

Item 104-Traffic Lane Marking: This line was increased in FY21 by \$50,000 in an effort to adequately mark a backlog of worn lane markings. These are safety items and should not be ignored. Year to Date (YTD) expenditures in this line are \$79,990.83. A reduction to this line is not recommended.

Item 105-Road Maintenance: Road maintenance is determined by the Department’s on-going Pavement Management Program. This program reviews the condition of the City’s roads annually and determines a capital and operating budget that is necessary to maintain the City’s roads at its current level of service. The recommended budget for non-capital road maintenance is \$200,000. The current road maintenance underfunds the recommended budget by approximately \$33,000. This line funds pavement repairs and crack sealing. Underfunding this line item will lead to accelerated deterioration of the City’s roads. This work is weather dependent and this spring has been difficult to get crews scheduled due to Covid-19. The three year average expenditure in this line is \$96,738. Expended Year to Date (YTD) FY20 is \$67,133. A reduction to this line is not recommended.

Item 106-Repairs Traffic Signs: This line funds supplies and materials to repair, replace, and create new traffic signs. This function is performed completely in-house by Highway staff at significant savings to the

City. The three year average expenditure for this process is \$12,424. Given the cost of supplies and materials is constantly on the rise, a reduction to this line is not recommended.

Item 107-Rental Other Equipment: This line funds unanticipated rental needs and is used when equipment breaks down mid-job and when we need a piece of equipment for a one time use. In this case, it is not fiscally responsible to purchase the tool or equipment, when it can be rented for a nominal amount. A reduction to this line is not recommended.

Item 108-Protective Clothing: (\$2,000) This line item funds uniform rental and cleaning, summer high-visibility T-shirts, winter jacket and vest rentals and cleaning, and boot reimbursements for Highway Street staff. Protective clothing for staff is part of the collective bargaining agreement and must be maintained at an adequate level. Based on the three-year average of \$14,634, a \$2,000 reduction can be accommodated.

Item 109-Materials Sidewalks: This line item funds asphalt, concrete, and granite curb for sidewalk repairs and rehab. For FY21 this line was reduction (\$10,000) by the Public Works Director. A further reduction to this line is not recommended.

Item 110-Materials Road: This line funds materials for road repairs, filling pot holes, and crack sealing. Needs vary based on weather conditions, quality of the roadway, and staff availability. The three-year average expenditure is \$97,294. We do not recommend an adjustment to this line.

Item 111-Materials Market Square: This line funds materials for work in Market Square, including the kiosk, fountain, holiday parade, etc. The three-year average expenditure is \$13,900. A reduction is not recommended to this line.

Item 112-Materials Bridge: This line covers minimal funding for minor bridge repairs. These repairs when necessary address safety concerns. We do not recommend a reduction to this line.

MOSQUITO CONTROL

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
113	269	MOSQUITO CONTROL	LARVICIDING COINTRACT	35,000	35,000	36,400	38,770	(3,770)	
114		MOSQUITO CONTROL	ADULTICIDING	42,000	33,660	43,680	44,280	(10,620)	
			TOTAL					(14,390)	-

Item 113 and 114-Mosquito Control: These lines were already identified by the Public Works Director for a significant reduction in the amount of \$56,914. The current budget maintains monitoring and larviciding needed necessary for EEE virus control. A further reduction to these lines is not recommended.

PARKS/CEMETERIES

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
115	269	PARKS & CEMETARIES	P/T SALARIES	15,000	23,685	25,000	25,000	(5,000)	
116		PARKS & CEMETARIES	OT	2,000	6,794	2,000	2,000	(1,500)	
117		PARKS & CEMETARIES	WATER/SEWER FEES	30,000	12,641	30,000	30,000	(17,000)	(10,000)
118		PARKS & CEMETARIES	REPAIRS-STRUCTURAL	1,500		1,500	1,500	(1,500)	
119		PARKS & CEMETARIES	REPAIRS EQUIPMENT	5,000	2,694	5,000	5,000	(2,300)	
120		PARKS & CEMETARIES	EQUIPMENT				1,000	(1,000)	
121		PARKS & CEMETARIES	CEMETRARY PROGRAMS	40,000	9,939	55,000	55,000	(20,000)	
122		PARKS & CEMETARIES	REPAIRS BLDGS & GROUNDS	4,000	1,479	4,000	4,000	(2,000)	
			TOTAL					(50,300)	(10,000)

Item 115-P/T Salaries: The part time salaries in the Parks and Cemeteries budget fund three summer staff members. These staff primarily supplement the staff at parks, ballfields and playgrounds throughout the City performing planting and maintenance activities. These staff are not paid any additional benefits. These staff are invaluable to our operations by filling a needs during peak demand. The staff we have come back year after year. They hit the ground running each spring season with only minor training needs, if any. A reduction to this line will significantly impact many parks, one of the reasons Portsmouth is a desirable destination. A reduction to this line is not recommended.

Item 116-Overtime: The overtime budgeted in this line is minimal and is used primarily for emergencies and events. A reduction to this line is not recommended.

Item 117-Water Sewer Fees: (\$10,000) This line item funds Water and Sewer fees, primarily used for watering at numerous parks. In FY19 and FY20 additional irrigation was installed in green spaces of the City which will likely require additional water. A reduction to this line may impact plantings. The three year average expenditure is \$18,629. Additional reduction beyond \$10,000 is not recommended.

Item 118-Repairs Structural: This line funds repairs to structural items at parks and cemeteries throughout the City. Year to date expenditures in this line are \$207.12. Reduction to this line may negatively impact the ability to make repairs at cemeteries and parks in the future. These repairs are often safety related thereby increasing liability. A reduction to this line is not recommended.

Item 119-Repairs Equipment: This line funds repairs to equipment assigned to the parks and cemeteries group. Lawn mowers, tractors, weed wackers, chainsaws, etc., all require routine maintenance and repairs. These items see heavy use during their high season. A reduction to this line is not recommended.

Item 120-Equipment: This line funds the purchase of small engine equipment. Trimmers see daily heavy use. A reduction to this line is not recommended.

Item 121-Cemetery Programs: This line was funded at \$55,000 in response to the increase in requests for maintenance and repairs to City parks, cemeteries, and memorials. Goodwin Park is in need of significant restoration. Haven Park also needs significant work, and the African Burying Ground will require very specific maintenance in the future to avoid a repeat of the restoration program required last summer. Early estimates for several projects are in the \$78,000 range. This line is critical to complete the maintenance at the parks listed above in addition to ongoing maintenance at all parks and cemeteries throughout the City. A reduction to this line is not recommended.

Item 122-Repairs Buildings and Grounds: This line funds repairs to all the City's parks and recreation areas. The Public Works Department, under the direction of the Parks and Greenery Foreman maintains oversight of 23 playgrounds, parks & ballfields, seven cemeteries, 55 Adopt-a-Spot gardens, and 80 acres of greenspace. All playgrounds, ballfields, tennis courts, etc. need maintenance and/or repair. In the past year lighting was repaired at Alumni Field in the amount of \$4,075. Future planned repairs include playground equipment repair, mulch, and bleacher maintenance. A reduction to this line is not recommended.

SNOW REMOVAL

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
123	268	SNOW REMOVAL	OT	75,000	118,784	85,000	85,000	(10,000)	
124		SNOW REMOVAL	SOCIAL SECURITY	9,300	8,935	9,300	9,300	(365)	
125		SNOW REMOVAL	MEDICARE	2,175	2,090	2,175	2,175	(85)	
126		SNOW REMOVAL	RETIREMENT	17,070	16,896	16,755	16,755	141	
127		SNOW REMOVAL	SNOW REMOVAL	36,376	103,331	36,376	36,376	66,955	
128		SNOW REMOVAL	REPAIRS-VECHILE	21,826	145,880	21,826	21,826	107,145	
129		SNOW REMOVAL	REPAIRS-PLOW DAMAGE	1,455	1,043	1,455	1,455	(412)	
130		SNOW REMOVAL	MATERIALS SAND & SALT	86,949	196,946	86,949	86,949	148,051	
131		SNOW REMOVAL	TRANSFER-PARKING		(300,000)		300,000	-	
			TOTAL					311,430	-

Items 123-131 Snow Removal: Winter operations in Portsmouth are funded via the Snow and Parking Division lines. The five-year average for winter operations is \$590,291, and the three-year average is \$591,200 (excluding regular salaries). Historically this budget has not been adjusted. The Highway Snow lines fund approximately ~50% and the Parking Special Revenue funds ~50%. It is appropriate for Parking and Transportation to participate in cost sharing for snow removal because a large percentage of the work each year is for downtown snow removal, salting, and loadouts. Management reviews expenditures for winter operations every week during the season. Adequate time remains in the fiscal year following the winter season to make adjustments in other areas of the budget if necessary. We do not recommend an increase to these lines.

SOLID WASTE

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S	
								REQUEST	Reduction
132	267	SOLID WASTE	OT	70,000	69,016	70,000	70,000	(10,000)	
133		SOLID WASTE	VECHILE TIRE DISPOSAL	2,400	1,295	2,400	2,400	(1,105)	
134		SOLID WASTE	UNIVERSAL WASTE	40,000	9,625	40,000	40,000	(30,375)	
135		SOLID WASTE	SOLID WASTE MATERIALS	20,000	1,133	20,000	10,000	(8,867)	
136		SOLID WASTE	REPAIRS EQUIPMENT	120,000	102,921	120,000	120,000	(17,079)	
137		SOLID WASTE	RECYCLING SUPPLIES/MATL	15,000	1,560	15,000	5,000	(3,440)	
138		SOLID WASTE	RECYCLING BY CONTRACT	140,000	180,297	210,000	314,000	(100,000)	
139		SOLID WASTE	MSW DISPOSAL	325,000	381,137	325,000	350,000	31,137	
140		SOLID WASTE	HOUSEHOLD HAZARDOUS WASTE	1,000	245	1,000	1,000	(755)	
141		SOLID WASTE	BULKY WASTE	27,000	845	27,000	27,000	(26,155)	
			TOTAL					(166,639)	-

Item 132-Overtime: Overtime in the Solid Waste fund is governed by programs. Overtime operations include Monday night pickup in the downtown, Saturday morning hours at the Recycle Center, and Tuesday evening hours at the Recycle Center during summer months. This item is budgeted at \$70,000, the FY19 Expenditure was \$69,016, and the Year to Date (YTD) expended amount is \$65,169 with two full weeks and three days remaining in the fiscal year. A reduction to this line is not recommended.

Items 133-141 Solid Waste: All Solid Waste budgets are based upon quantity estimates, historic data, market trends, and available vendors. The Public Works Director has already identified \$14,000 in reductions to these lines. We recognize in any one year, one line may end up being over-budgeted while another line is under-budgeted. Additional reductions to these lines are not recommended.

Item 133-Tire Disposal: Fees paid are based on the number and size of tires recycled. Expended year to date is \$1,312.50.

Item 134-Universal Waste: Fees paid based on current market conditions. Expended year to date \$9,357.

Item 135-Solid Waste Materials: The Public Works Director already recommended this line be reduced by (\$10,000). No further reduction is recommended.

Item 136-Repairs Equipment: This line funds repairs to packers, compactors, loaders, and other heavy equipment used for Solid Waste operations. These items are heavy use items. Packers operate five days a week, 52 weeks a year. Hydraulic repairs must be sent out. Tires for heavy vehicles are approximately \$500/ea and each packer requires a full set of tires twice each year. Expended year to date is \$108,025. We do not recommend a reduction to this line.

Item 137-Recycling Supplies & Material: The Public Works Director already recommended this line be reduced (\$4,000). The remaining funds will be used to purchase stickers to identify residents at the recycle center. A further reduction is not recommended.

Item 138-Recycling by Contract: The funding estimate for this line is 2,512 Tons at \$125/Ton. A reduction to this line is not recommended.

Item 139-MSW Disposal: The funding estimate for this line is 5,100 Tons at \$69/Ton. An increase to this line is not necessary for the shortfall of \$1,900.

Item 140-Household Hazardous Waste: This line funds unanticipated City waste that must be disposed of through the Household Hazardous Waste program. We have limited historical data on which to base our estimates. A reduction is not recommended.

Item 141-Bulky Waste: This line funds the expenditures associated with disposing of bulky waste. These items vary widely. The average expenditure for FY17 & FY18 was \$22,939. FY19 appears to be an anomaly. We do not recommend a reduction to this line in this budget year, but rather suggest this line be reviewed again for the FY22 budget.

TRANSFER TO STORMWATER

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
142	270	DPW STORMWATER	TRANSFER STORMWATER	260,067	260,067	247,806	277,707	(17,640)	
TOTAL								(17,640)	-

Item 142-Stormwater: This line funds 50% of the Stormwater Budget found on page 399. By not filling one open staff position, a reduction to this budget was already recommended by the Deputy Director of Public Works in the amount of (\$33,543). A further reduction is not recommended.

TREE MAINTENANCE

Item #	Page #	Department	Description	FY19 BUDGET	FY19ACTUAL	FY20 BUDGET	FY21 BUDGET	COUNCILOR'S REQUEST	Reduction
143	269	TREE PROGRAM	OT	10,000	6,163	10,000	10,000	(5,000)	
144		TREE PROGRAM	TREE MAINTENANCE	5,000	2,299	5,000	5,000	(2,701)	
145		TREE PROGRAM	EQUIPMENT		125		1,000	(500)	
TOTAL								(8,201)	

Item 143-Overtime: This line funds overtime for the Tree staff. The increased budget addresses citizens' requests for emergency service. FY21 year to date expenditures are \$9,878. We do not recommend a reduction to this line.

Item 144-Tree Maintenance: This line funds materials necessary for the care and maintenance of the City's tree stock and is also used to purchase safety equipment for City staff. The City of Portsmouth has made significant investments in trees over the past 20 years. The following items are planned for purchase in FY21: tree stakes, tree braces, tree supports, hose, loam, chainsaw parts/safety protection/oil, helmets, rain gear, ear protection, eye protection, specialized tools, saws, pruners, climbing gear, rigging, and harnesses. Funds will be used for contracted large tree removal when necessary. A reduction to this line is not recommended.

Item 145-Equipment: This line funds boots and high visibility clothing for staff. A reduction to this line is not recommended.