Wrapped in a silken cloak of winter white
I can see your breath in the Cate Street light
In the Old Port

In the Old Port
Winter tears dance down rocks and terrain
Swirling at your feet in the cobble drain
In the Old Port

Salt and woodsmoke air
In the dusty light
Pisces rising just offshore
In a whisper to this fragile night
We meet in the Old Port

- Engineer Technician, Tom Richter, from “The Old Port,” 1990
TABLE OF CONTENTS & CITY ORGANIZATIONAL CHART

CITY DIRECTORY

ELECTED AND APPOINTED OFFICIALS
Report of the Mayor and City Council...6-7
Report of the City Manager...............8-9
Citizen Boards & Commissions.........10-11

CITY DEPARTMENTS
City Clerk........................................12-13
Community Development.............14-15
Economic Development...............16-17
Finance Department...............18-23
  Accounting
  Assessing
  Information Technology
  Tax Collection
Fire Department.......................24-25
Health........................................26-27
Human Resources.........................28-29
Inspection...................................30-31
Legal...........................................32-33
Library........................................34-37
Planning....................................38-39
Police.........................................40-43
Public Works...............................44-47
Recreation..................................48-51
  Senior Services
Schools.....................................52-55
Welfare......................................56-57

City of Portsmouth
City-wide Organizational Chart
INFORMATION DIRECTORY

City Hall Hours: Monday 8 a.m. to 6 p.m. / Tuesday-Thursday 8 a.m. to 4:30 p.m. / Friday 8 a.m. to 1 p.m.
Location: 1 Junkins Avenue, Portsmouth, NH 03801
Main Telephone: 603-431-2000
Main Fax: 603-427-1526
Web: www.cityofportsmouth.com

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<thead>
<tr>
<th>CITY OFFICE</th>
<th>DIRECT NUMBER</th>
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</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>610-7441</td>
<td>Library</td>
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<td>Little Harbour Elementary</td>
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<td>610-7200</td>
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<td>Parking Office</td>
<td>610-7229</td>
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<td>CrimeStoppers</td>
<td>431-1199</td>
<td>Planning</td>
<td>610-7216</td>
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<td>436-2231</td>
<td>Police (Non-Emergency)</td>
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<td>427-1530</td>
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<td>School Department</td>
<td>431-5080</td>
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<tr>
<td>Fire (Non-Emergency)</td>
<td>427-1515</td>
<td>Senior Services</td>
<td>610-4433</td>
</tr>
<tr>
<td>Health</td>
<td>610-7273</td>
<td>SNOW BANS</td>
<td>766-7669</td>
</tr>
<tr>
<td>High School</td>
<td>436-7100</td>
<td>Spinnaker Point Recreation Center</td>
<td>766-1483</td>
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<tr>
<td>Human Resources</td>
<td>610-7270</td>
<td>Tax Collection</td>
<td>610-7244</td>
</tr>
<tr>
<td>Information Technology</td>
<td>610-7276</td>
<td>Trash Collection</td>
<td>427-1530</td>
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<tr>
<td>Indoor Pool</td>
<td>427-1546</td>
<td>Water &amp; Sewer Billing</td>
<td>610-7237</td>
</tr>
<tr>
<td>Inspection</td>
<td>610-7243</td>
<td>Welfare</td>
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<td>Legal</td>
<td>610-7204</td>
<td>Zoning Enforcement</td>
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</tbody>
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### To contact City Departments online, please visit the City of Portsmouth website at [www.cityofportsmouth.com](http://www.cityofportsmouth.com).

<table>
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<tr>
<th>FOR ANSWERS ON:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>City Administration</td>
<td>City Manager</td>
<td>Parking Tickets</td>
<td>Parking Office</td>
</tr>
<tr>
<td>Assessments on Property</td>
<td>Assessing</td>
<td>Permits &amp; Licenses</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Birth Certificates</td>
<td>City Clerk</td>
<td>Property Records</td>
<td>Assessing</td>
</tr>
<tr>
<td>Boards &amp; Commissions</td>
<td>City Clerk</td>
<td>Property Tax Payments</td>
<td>Tax Collection</td>
</tr>
<tr>
<td>Boat Registration</td>
<td>Tax Collection</td>
<td>Pools</td>
<td>Recreation</td>
</tr>
<tr>
<td>Building Permits</td>
<td>Inspection</td>
<td>Real Estate Information</td>
<td>Assessing</td>
</tr>
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<td>Channel 22</td>
<td>Main Number</td>
<td>Recreation Programs</td>
<td>Recreation</td>
</tr>
<tr>
<td>Death Certificates</td>
<td>City Clerk</td>
<td>Sports Leagues</td>
<td>Recreation</td>
</tr>
<tr>
<td>Dog Licenses</td>
<td>City Clerk</td>
<td>Streets &amp; Snow Removal</td>
<td>Public Works</td>
</tr>
<tr>
<td>Dog Problems</td>
<td>Animal Control</td>
<td>Taxes</td>
<td>Tax Collection</td>
</tr>
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<td>Education</td>
<td>School Department</td>
<td>Trash Removal</td>
<td>Public Works</td>
</tr>
<tr>
<td>Elections</td>
<td>City Clerk</td>
<td>Vehicle Registration</td>
<td>Tax Collection</td>
</tr>
<tr>
<td>Employment with the City</td>
<td>Human Resources</td>
<td>Voter Registration</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Employment with the Fire Department</td>
<td>Fire Department</td>
<td>Water &amp; Sewer Bills</td>
<td>Water &amp; Sewer Billing</td>
</tr>
<tr>
<td>Employment with the Police Department</td>
<td>Police Department</td>
<td>Water &amp; Sewer Service</td>
<td>Public Works</td>
</tr>
<tr>
<td>Employment with School Department</td>
<td>School Department</td>
<td>Welfare Programs</td>
<td>Welfare</td>
</tr>
<tr>
<td>Food Service Permits</td>
<td>Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Information</td>
<td>Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriage Licenses</td>
<td>City Clerk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Schedules &amp; Minutes</td>
<td>City Clerk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EMERGENCY NUMBERS

DIAL 911 FOR POLICE, FIRE, & AMBULANCE
MAYOR AND CITY COUNCIL

The Portsmouth City Council is elected for a two-year term with the entire membership up for re-election at the same time. The next election is this year on November 5, 2013.

The City Council is comprised of the Mayor, who is the Council member who received the most votes in the last election, plus eight additional members. It enacts ordinances, resolutions, and regulations governing the City, and also appoints statutory and advisory boards.

The current City Council was seated in January 2012, with Eric Spear elected as Mayor. This is Mayor Spear’s third term on the Council.

Robert Lister serves as Assistant Mayor and is in his second term on the Council. The other Council members are Tony Coviello (2nd Term), Esther Kennedy (3rd Term), Nancy Novelline Clayburgh (3rd Term), Brad Lown (served 2002-2003), M. Christine Dwyer (4th Term), Ken Smith (4th Term) and Jack Thorsen (1st Term).

The City Council generally meets at least twice monthly at 7 p.m. on Mondays at City Hall. Council meetings are broadcast live on the local government cable channel “Channel 22”. Meetings are rebroadcast during the following week and are also available at www.cityofportsmouth.com.

Work sessions on more involved issues – such as the City budget for School, Police, Fire and General Government expenses – are held at various times and are also broadcast on “Channel 22”.

By Charter, the Council must adopt a budget by June 30th of every year. Should a budget not be adopted, the City Manager’s budget will become the fiscal year budget.

Portsmouth operates under the Council-Manager form of government. The City Manager serves as the chief executive and administrative officer responsible for the day-to-day operation of the City and the enforcement of laws and ordinances approved by the Council, and appointment and supervision of the heads of the City departments, excluding the School, Police and Fire Departments.
Major Fiscal Year 2013 Initiatives

- Adopted a budget of $92,838,137 for Fiscal Year 2014 (July 1, 2013 to June 30, 2014)
- Adopted a $1,365,000 Capital Improvement Plan
- Held 20 regular meetings, 17 work sessions, one public hearing on the budget and a retreat
- Held work sessions on: Parking Garage Site Selection, Fiscal Year 2014 Budget, Capital Improvement Plan, Water/Sewer Rate Study, Wastewater, Middle School Project, Neighborhood Commercial Use Zoning Ordinance Amendments, FY 2014 Budget Presentations, Peirce Island Wastewater Treatment Plant, Water and Sewer Budget, Doble Center, Development Moratorium, and Transportation Policy
- Authorized a $1.6 million bond to pay for the reconstruction of Commerce Way
- Authorized $2,267,000 for FY 13 Citywide Bridge & Sidewalk Improvements
- Authorized a $500,000 bond for FY 13 School Facilities Improvements
- Voted to establish interim senior services programming and voted to add a Senior Services Coordinator to City staff
- Voted to renew a $143,000 Senior Transportation Agreement
- Authorized a $3.3 million bond for additional costs related to Middle School Construction
- Voted to petition the State Liquor Commission to revoke the liquor license of The Page Restaurant
- Voted to further evaluate the Doble Reserve Center as a possible site for a Senior/Community Center
- Authorized a design charrette for the Rock Street Garage for additional workforce housing
- Approved a Teachers Retirement Incentive
- Accepted an Ethics Committee Report
- Accepted a number of grants, including:
  - $514,312 Community Development Block Grant (CDBG)
  - $50,000 to continue funding the DV/SA Victim Advocate
  - $43,056 in New Hampshire Department of Highway Safety Grants
  - $25,333 for the Part II Local Law Enforcement Interoperability Initiative
  - $15,000 to fund the Kearsage Fire Pumper.

“Civility means a great deal more than just being nice to one another. It is complex and encompasses learning how to connect successfully and live well with others, developing thoughtfulness, and fostering effective self-expression and communication. Civility includes courtesy, politeness, mutual respect, fairness, good manners, as well as a matter of good health.”
– Author Pier Massimo Forni
I am pleased to present this Fiscal Year 2013 Annual Report to the citizens of Portsmouth.

2013 has been a year the City has celebrated its rich history while taking steps to ensure its bright future. In keeping with Portsmouth’s tradition of being the “City of the Open Door”, FY13 saw improvements to two gateways to the City with the Plains Park and Playground Improvements and the re-opening of the Memorial Bridge. Portsmouth and Kittery joined together along with elected officials, to not only celebrate the re-opening of the Memorial Bridge, connecting two states, but also honored the connection between Portsmouth’s past and its future. As we reflect on the previous year, we revisit the City’s accomplishments and look forward to its vibrant future.

The last few years have not been without economic turmoil that still affects much of the country. Yet, Portsmouth continues to remain an attractive beacon for both business and tourism. For example, Coastal Living magazine online ranked Portsmouth among the top Coastal Towns nationwide, and according to NewGeography’s 2013 Best Cities Ranking List, Portsmouth is listed 14th for best cities for Job Growth in the Information Sector and 30th in Job Growth among all cities nationwide.

Portsmouth’s successes have not come without challenges, including the continued strain caused by the State’s downshifting of costs to municipalities from the Retirement System, Shared Revenue, State Rooms and Meals Tax distribution, and higher payments to the Rockingham County budget (also due to State downshifting). The City is now only beginning to face the strain of the exorbitant costs created by new federal requirements on healthcare and the environment.

Even with these challenges, Portsmouth remains resilient, thanks to careful planning and the City Council’s adoption of conservative financial policies. Over the years Portsmouth has reduced its City workforce substantially, implemented efficiencies by combining department functions, reduced infrastructure investment and adjusted non-property tax revenue sources wherever possible. As a result, Portsmouth’s equalized tax rate is the lowest among the 13 cities in New Hampshire.

In addition to these accolades, Portsmouth has achieved its greatest financial achievement when Standard and Poor’s praised our strong financial management and awarded the City its first ever AAA Bond Rating. Additionally, Moody’s Investors Service affirmed their rating from the previous year. These ratings allow us to obtain very competitive interest rates, and lead to the bond premiums that reduce our tax rate - making the City attractive to
residents and businesses looking to locate here. Portsmouth continues to improve its infrastructure to enhance the quality of life for those who work, visit and live in the City. In FY13, the Water Division completed an update to the Water System Master Plan, which identified a number of system improvements. The Sewer Division completed work on the Peirce Island WWTF Pilot project and tested three treatment technologies in order to select the best available technology that has the least impact on Peirce Island. The City also constructed improvements along Market Street and I-95’s exit 7 to provide extra capacity at the intersections.

As part of our commitment to being a more walkable, sustainable city, we continue to improve our streets and sidewalks, completing or initiating 14 projects last year. The City Council approved a report that urged a sweeping Transportation Policy overhaul including recommendations to make Portsmouth an even more bicycle-friendly and walkable community.

Portsmouth remains committed to our status as an “eco-municipality” by improving parks for recreation and preserving open space in our community. Portsmouth was awarded its fourteenth consecutive Tree City award due to its investment in and strong commitment to street trees and the use of native species in public parks and public rights-of-way. FY13 also saw the re-opening of Plains Park with new play structures, an improved ball field and new trees.

We continue to address downtown parking needs by establishing partnerships with local businesses for use of their private lots on nights and weekends.

Meanwhile, the Pease Tradeport continues to drive our local economy with 250 companies and 7,000 workers, many in well-paying technology and advanced manufacturing jobs. The planned relocation of firearms manufacturer Sig Sauer and 600 workers from Exeter to Pease will attract new vendors to the City as well.

With over 1,600 diverse and sophisticated companies in Portsmouth, we enjoy an unemployment rate of 3.9%, which is roughly half the national average and one of the lowest in New England.

We are grateful to all of our residents, businesses and visitors, who make Portsmouth a fantastic place to live and invite you to learn more about the City’s FY 2013 accomplishments in this Annual Report.

“Thus, in all these ways, we will transmit this City not only, not less, but greater and more beautiful than it was transmitted to us.” – Oath of the Athenian State

John P. Bohenko
The Portsmouth Mayor and City Council are aided in governing the City by various volunteer advisory boards and commissions. Citizens interested in a board or commission vacancy must submit an application to the Mayor, who decides whether to bring it forward for Council approval. Vacant positions and an application form are posted on the City’s Web site under the City Clerk’s page, along with a list of current members. Some panels meet weekly, while others meet less frequently. A City Council member sits on each board and commission to act as a liaison. City staff also may be assigned to aid a board or commission. Many of the panels are listed below and on the next page. Membership varies, unless otherwise stated.

- The African Burying Ground Committee was established for the purpose of evaluating the options for recognizing/memorializing the human remains discovered underneath Chestnut Street. Chair: Vernis Jackson
- The Animal Control Committee is composed of the Police Chief (or his designee), a veterinarian and a resident. It hears complaints related to assumed vicious dogs, dogs at large and nuisance animals. No chair
- The Building Code Board of Appeals hears and decides appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the various City-adopted construction codes. (5 members, 2 alternates; 5-year terms) Chair: No Chair
- The Cable Television and Communications Commission has the authority to establish standing subcommittees on matters pertaining to the operation and performance of cable companies within the City. It meets as often as deemed appropriate and necessary to ensure the proper operation of the Franchise Agreement. (5 members, 1 alternate; 2-year term initial appointment, 3-year terms for reappointment) Chair: John Gregg
- The Citizens Advisory Committee (CAC) is the official advisory board for the City’s Community Development Block Grant (CDBG) program. It advises the Community Development staff on emerging community needs and facilitates public involvement in the CDBG program planning process. Chair: Nancy Emerson
- The Citywide Neighborhood Committee advocates for the neighborhoods to ensure that all aspects of City government work through two basic principles: protection and preservation of the quality of our neighborhoods. Chair: Cristy Cardoso
- The Conservation Commission is charged by NH statute with the protection and proper utilization of the City’s natural resources. It considers and makes recommendations to the New Hampshire Wetlands Bureau and/or the City’s Planning Board on matters affecting natural resources. The Commission has an interest in ensuring the proper utilization and protection of natural resources and the protection of watershed resources within Portsmouth. (7 members, 2 alternates; 3-year terms) Chair: Steven Miller
- The Economic Development Commission ensures continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The Commission makes recommendations to the City Council on a wide variety of issues related to economic development, including business development, public-private partnerships, maintenance and development of the commercial, industrial and central business districts, and business attraction programs. (9 members, 4-year terms) Chair: Everett Eaton
- The Fee Schedule Study Committee was established to create a more efficient system for the City to adopt and adjust municipal fees annually. It consists of one City Councilor, the City Manager and a Finance Department representative. Chair: Nancy Novelline Clayburgh and Ken Smith
- The Historic District Commission reviews exterior changes to buildings and structures located within the Historic District. (7 members, 2 alternates; 3-year terms) Chair: Joseph Almeida
“A community is like a ship; everyone ought to be prepared to take the helm.” – Henrik Ibsen

• The Board of Library Trustees adopts bylaws, rules and regulations for the conduct of its own business to determine objectives that will result in the continuing growth and improvement of Library services and establishes policies to attain these objectives. (9 members, 3-year terms) Chair: Jody Record

• The Parking, Traffic and Safety Committee is a nine-member committee appointed to address all traffic safety issues within the City of Portsmouth, including signs, traffic lights, striping, plan reviews of new development, and other pedestrian/vehicular-related problems. Chair: Ken Smith

• The Peirce Island Committee encourages the use and enhancement of Peirce Island in the manner that maximizes the value and use of the island for the residents of Portsmouth while minimizing the impact on the environmental condition and natural beauty of the island. Co-Chairs: Steven Marison & Richard Smith

• The Portsmouth Economic Development Loan Program Board is an advisory group that assists City staff in overseeing the CDBG-funded economic loan portfolio and making decisions on loans applied for under the City’s CDBG non-profit loan program. (The loan program for for-profit businesses is not currently accepting applications for new loans.) (3-year terms) No chair

• The Planning Board acts on Site Review, Subdivision, Lot Line Relocation, City Council Referrals and Conditional Use Permits. (9 members, 2 alternates; 3-year terms) Chair: John Ricci

• The Portsmouth Housing Authority provides quality housing to people with low and very low incomes; ensures that all residents pay fair and reasonable rents; promotes fair housing to people of all ethnic backgrounds, ages and abilities; and strives to accomplish these goals through quality, caring services. (5 members, 5-year terms) Chair: Ruth Griffin

• The Portsmouth Housing Endowment Fund (PHEF) Board formulates general policies regarding the operation of the City’s first-time homebuyers’ program, HomeTown (which is funded through the Portsmouth Housing Endowment Fund), and establishes specific policies as the need may arise, dictated by program demands. (7 members, 3-year terms) No chair

• The Recreation Board assists the Recreation Department in planning citywide recreation programs. The Board advises the City Manager and City Council in regard to recreational needs. (10 members, 3-year terms) Chair: Carl Diemer

• The Site Review Technical Advisory Committee reviews Site Review applications for the Planning Board and makes recommendations to the Planning Board. It is composed of City officials (from Planning, DPW and Public Safety) and the Environmental Planner or a designee from the Conservation Commission. The Planning Board acts on all Site Review applications. Chair: Planning Director or designee

• The Sustainable Practices Blue Ribbon Committee was established by the Mayor and City Council to help lead Portsmouth toward increased sustainability, a goal of the City’s 2005 Master Plan. The committee’s work focuses on increasing awareness and sustainable practices among residents, business owners, visitors, developers, municipal staff and other stakeholders. Chair: Bert Cohen

• The Taxi Commission enforces all local and State laws affecting the ownership, licensing and operation of taxicabs in Portsmouth. It ensures that all rules and regulations are enforced and may exercise power of license and permit suspension and/or revocation when it determines that such action is warranted. Chair: Peter Bresciano

• The Trustees of Trust Funds have fiduciary responsibility for the City’s Trust Funds. The Trustees also oversee the management and operations of Prescott Park under the guidelines of the Prescott Trust. (3 members, 3-year terms) Chair: Phyllis Eldridge

• The Zoning Board of Adjustment hears and decides requests for variances from the terms of the Zoning Ordinance, requests for Special Exceptions as allowed by the Zoning Ordinance, and appeals of Administrative Decisions. (7 members, 2 alternates; 5-year terms) Chair: David Witham
The City Clerk serves and supports Portsmouth’s residents, the City Council and municipal staff through a variety of activities. The Clerk’s Office records, preserves and issues the certified records of births, deaths, marriages and divorces. A combined total of 4,684 certified documents were issued in FY13. The total number of couples that came into the City Clerk’s Office to obtain licenses to be married in New Hampshire was 317. It is worth noting that over the last several years, the State Bureau of Vital Records has made great strides in centralizing vital records into one database allowing individuals the flexibility and convenience of obtaining their vital records anywhere in the State of New Hampshire.

The City Clerk also is responsible for issuing and processing a variety of permits and licenses including; amusements, bowling and billiards, personnel agencies, mobile home lots, petroleum storage, sidewalk obstruction, vendors, raffles, tag days, events, taxi driver licenses and medallions, pole licenses, articles of agreement for non-profit organizations, and wetland permit applications. The combined total of processed and issued permits and licenses in FY 13 was 391. Additionally, the staff files and preserves documents, including contracts, bonds, agreements, resolutions, ordinances, Board and Commission minutes and agendas, and other City documents.

Another important duty performed by the Clerk’s Office is enforcing the State of New Hampshire dog licensing law, which runs April to April and includes sending out reminder notifications to the over 2500 registered dog owners in the City of Portsmouth. Once the grace period (the month of May) has passed, another friendly reminder letter is sent to those still unlicensed for the upcoming year in an effort to avoid paying the civil forfeiture fine that is imposed by State law.

The City Clerk publishes and posts City Council agendas and legal notices and attends all City Council meetings to record actions and minutes. The City Clerk is responsible for ensuring Council members receive information packets in advance of each Council meeting and that the packets are electronically posted on the City’s website.

Updating the list of local Boards and Commissions is another responsibility of the City Clerk’s Office. The City Clerk administers the “Oath of Office” to all appointees. Citizens interested in a Board or Commission vacancy must submit an application to the Clerk’s Office for processing in accordance with the City Council Rules and Orders. Vacant positions and application forms are available on the City’s website, City Clerk page, along with a current listing of members.
Finally, the City Clerk is the chief election officer for the City of Portsmouth and all elections fall under this department’s purview. The Clerk’s office administers voter registration and ensures the integrity of the voting process in local, state and national elections.

There were two elections held in FY13, with 3,318 residents casting ballots for the September 11, 2012 State Primary Election and 13,215 residents voting in the November 6, 2012 Presidential General Election. These elections not only drew incredible numbers of voters, both in person and via absentee ballot, but also required following the new “Voter ID” law, which will phase-in a photo-identification process over a period of time. This meant additional training for election officials as well as adding more paperwork and the introduction of new procedures at the polls.

“I was assailed by memories of a life that wasn’t mine anymore, but one in which I’d found the simplest and most lasting joys: the smells of summer, the part of town I loved, a certain evening sky…” – Albert Camus
The Community Development (CD) Department administers the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG), which has a primary goal of benefiting residents who earn low or moderate incomes. CDBG funds also can be used to remove architectural barriers to accessibility.

Department staff members work with a nine-member Citizens Advisory Committee to develop an annual plan and budget, which is submitted to HUD. Housing rehabilitation grants and residential accessibility grants, public service agency grants, and eligible public facilities projects are all funded with federal CDBG funds.

In Fiscal Year 2013, Community Development Block Grant funds were used for:

**Housing Rehabilitation and Residential Accessibility Grant Programs**
Four families received CDBG assistance to repair code deficiencies (plumbing, heating, electrical and other problems). The program provides grants to property owners who meet HUD low and moderate income guidelines. One family also received grants for accessibility improvements to help them remain independent in their homes. Typical modifications include widening doorways, building ramps, installing lifts, and making bathrooms accessible. Several additional rehabilitation grants were in progress at the end of FY 2013 and will be completed early in the next fiscal year.

**Accessibility Improvements**
The CD Department completed two accessibility improvement projects at two City non-profits, including Strawbery Banke Museum and Operation Blessing. Strawbery Banke completed the installation of two accessible ramps to facilitate universal access to two buildings open to the public at the outdoor museum. Operation Blessing installed a chair lift in its facility on Lafayette Road to better serve the physically disabled and elderly who access their services or volunteer at the non-profit.
Public Service Agency Grant Program
A total of $79,000 in grant funding was awarded to 13 local agencies that provide emergency shelter, health care, child care, and other social services to over 4,000 Portsmouth residents.

Ranger Way Streetscape Improvement Project
The CD Department oversaw completion of the engineering and design work for this project, which is the latest in a series of improvements in an on going neighborhood revitalization effort. This project benefited from resident input in a series of public meetings and the work will include installation of new sidewalks, street trees and granite curbing as well as drainage and parking area improvements.

Community Development staff also facilitated the following initiatives:

HomeTown First-Time Homebuyer Program
In FY 13, the City resumed lending funds to assist eligible first-time home buyers with closing cost and downpayment assistance. Two loans were closed during the fiscal year and three loans are schedule to close in the first quarter of FY 2014.

Plains Park and Playground Improvement Project
This park and playground project encompassed many significant traffic, safety and streetscape improvements. This project, which is located on a key gateway into the City, was a follow-on to the Route 33/Greenland Road roadway reconstruction. The closing off of Plains Avenue at its intersection with Middle and Peverly Hill Roads made it necessary to move forward with roadway realignment, creation of a parking lot and substantial drainage upgrades to improve storm water quality entering into a nearby wetland. In addition, many of the improvements were driven by safety-related concerns that existed at the site as well as neighborhood input requesting buffering from the ball field activity. The renovation included the relocation of the playground and the installation of new play equipment as well as a new parking area, an altered traffic circulation pattern and drainage improvements. Further improvements included the installation of new walking paths, new bleachers, decorative pavers, picnic tables and related park amenities.

“Don’t judge each day by the harvest you reap…but by the seeds you plant.” – Robert Louis Stevenson
The Economic Development office supports initiatives to ensure continued economic prosperity, as well as preserve the qualities that attract and retain businesses within Portsmouth.

The ED Program Manager serves as staff to the Economic Development Commission and provides expansion, retention and relocation assistance to businesses. The Manager also participates in the Tenant Association at Pease, other business associations and serves as the City Manager’s liaison to Art-Speak, the City’s Cultural Commission, as well as, local regional and state economic development professionals.

In Fiscal Year 2013, in accordance with its Action Plan, the City’s Economic Development Commission and Program Manager accomplished the following:

**Economic Alliances**
- Renewed the partnership with the Chamber of Commerce to support tourism programs and businesses and was a featured presenter at the Annual Tourism Summit at the Residence Inn.
- Continued participation in the Chamber’s Destination Portsmouth initiative to develop a new map and destination collateral.
- Extended the partnership with Art-Speak, the City’s Cultural Commission and provided financial support for the Americans for the Arts Economic Prosperity Report which found that the local non-profit arts and cultural community contributes $43 million to the local economy.
- Continued relationship building with local business associations, Seacoast Local, NH-ICC, Commercial Industrial Board of Realtors (CIBOR), Pease Tenant Association and Rockingham Economic Development Corporation (REDC).

**Business Retention**
- Conducted on-site EDC visits to Service Credit Union, Discover Portsmouth Center and Great Bay Community College for outreach, appreciation, and knowledge of local business and workforce needs.
- Explored and supported shared parking opportunities with 3 local businesses.
- Negotiated an agreement for a satellite office for the NH Small Business Development Center at City Hall for on-site free small business counseling for emerging and expanding business.

**Business Attraction/Development**
- Secured Economic Revitalization Zone (ERZ) designations at Heritage and Constitution Industrial Park.
- Continued support for a Betterment Assessment to construct road and streetscape improvements for Commerce Way.
- Assisted with 12 requests for film shoots in the city.
“Economic Development doesn’t just happen. It takes a lot of effort and planning. Local government, however, doesn’t control the process of generating income and jobs. That is done by the private sector. What local government can do however, is “facilitate” a process that improves the community’s ability to attract business investment and jobs.” – University of Tennessee Institute for Public Service County Technical Assistance Service In partnership with Tennessee Dept. of Economic & Community Development

• ED Manager represented the City and participated in the newly formed Seacoast Alliance for Advanced Manufacturing which aims to promote the seacoast region to hi-tech manufacturing companies.
• ED Manager served on the REDC Steering Committee to develop the Regional Comprehensive Economic Development Strategy (CEDS).
• ED Program Manager assisted over 12 businesses in search for business location information.

Public Private Partnerships
• Provided development and financial support for the Chamber of Commerce’s new website.

Advocacy
• Advocated for funding of economic development initiatives in the Capital Improvement Plan (i.e. wayfinding, Islington Street Improvement Plan near term action items).
• Strongly advocated for construction of a public parking garage at the Worth Lot for additional affordable and convenient downtown parking in work sessions, at the public hearing and through local media.
• Provided letters of support for local grant applications to Community Development Finance Authority (CDFA) for Portsmouth Music and Arts Center and Discover Portsmouth.

Economic Reporting
• Prepared an annual economic conditions and indicator report and presented it to the City Council.
• Made presentations to Seacoast Realtors and Leadership Seacoast on Economic Development program initiatives.
• Accepted and shared reports on local tourism from Chamber of Commerce quarterly reports and on real estate market analysis from local real estate professionals.
• Participated in updates to the regional Comprehensive Economic Development Strategy for Rockingham County.
• Tracked print and electronic articles and accolades bestowed on City in various media outlets.

Public Infrastructure/Bridges
• ED Manager served on the Memorial Bridge Advisory Committee and served as co-chair of the Mitigation Subcommittee which developed radio and web-based ads for local business during construction.
• ED Manager serves as co-project manager for the Market Street Gateway Improvement Project which hired a consultant to develop construction plans for implementation starting in FY 2014.
• ED Manager and EDC member serves on the advisory committee to a comprehensive wayfinding project.
The Finance Department serves residents, officials and all City departments with financial accountability, timely reporting of financial results, prudent cash management, and effective public communication and information technology.

The Department also monitors and analyzes the activities of expenditures and revenues; collects revenues; maintains property valuation; manages City assets, including short and long-term investments; prepares documentation and coordinates the sale of bonds to fund capital projects; ensures compliance with local, state and federal requirements; and administers the purchasing procedures.

The Finance Department fulfills its responsibilities through four divisions: Accounting, Assessing, Tax Collection, and Information Technology. The City’s Annual Budget Document and Comprehensive Annual Financial Report (CAFR) can be found on the City’s Website.

In FY13, the total assessed value of Portsmouth’s residential and commercial property was just over $4 billion, up $72 million from the previous year.

The NH Department of Revenue Administration approved a tax rate of $17.55 per $1,000 valuation:

- Municipal: $8.55
- School District: $5.49
- Statewide Property Tax: $2.42
- Rockingham County: $1.09

Finance Department FY13 Highlights

- In June 2013, Standard & Poor’s (S&P) upgraded the City’s bond rating to AAA, the highest obtainable rate by S&P. At the same time, Moody’s Investors Service affirmed the City’s rating of Aa1. These very high ratings save taxpayers thousands in interest associated with borrowing.

- The City received its 7th consecutive Distinguished Budget Presentation Award for the FY 13 Proposed Budget Document from the Government Finance Officers Association of the U.S. and Canada. This continued Portsmouth’s status as NH’s only municipality to receive the highest form of recognition in governmental budgeting for its proposed budget document.
The Accounting Division administers accounting for all City funds, including enterprise funds (water and sewer divisions), donations, and local and federal grants.

It administers billing services for water, sewer, outside detail, fire alarm billing, City rentals, health permits and other miscellaneous bills. The Department also administers the City’s purchasing procedures in accordance with the City purchasing manual, ensuring efficient procurement of materials, supplies, equipment and services.

All bids and Requests for Proposals (RFPS) are listed on the City’s website.
The Assessing Office is responsible for calculating the assessed value of each property within the City ensuring that each is assessed equitably in relation to market value. Property taxes are then calculated, based on the assessed value of each property.

In preparation for the 2015 revaluation, the Assessors Office began the process of measuring and listing all residential and commercial properties within the City. Our residential and commercial inspection and reappraisal effort is conducted by our in-house appraisal staff which includes two field appraisers, one data collector and one assessing clerk and is managed by the City Assessor. Outside resources are utilized when necessary to ensure production is met. Please see the City of Portsmouth Assessor’s webpage for more information.

Exemptions are offered by the City for qualified elderly and disabled citizens. For Fiscal Year 2013, the City Council has adjusted the elderly and disabled exemptions income limits to $35,176 for single taxpayers and $43,393 for married couples. Total assets limits for both exemptions are $117,257, whether single or married.

Other exemptions and credits offered are for the blind, building improvements for the handicapped, certain handicapped veterans, certain wood-burning furnaces, and solar energy systems. The tax credit for veterans who qualify is $500. The tax credit for veterans who have a 100% permanent and total service-connected disability is $2,000.

Top 10 Taxpayers in Fiscal Year 2013

<table>
<thead>
<tr>
<th>Company</th>
<th>Industry</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Service Co. of NH</td>
<td>Utility</td>
<td>$171,668,017</td>
</tr>
<tr>
<td>HCA Health Services of NH</td>
<td>Hospital/Office</td>
<td>$77,596,800</td>
</tr>
<tr>
<td>TGM Beechstone LLC</td>
<td>Apt</td>
<td>$42,722,200</td>
</tr>
<tr>
<td>Liberty Mutual Insurance Co.</td>
<td>Office</td>
<td>$35,433,200</td>
</tr>
<tr>
<td>Northern Utilities</td>
<td>Utility</td>
<td>$27,456,078</td>
</tr>
<tr>
<td>Service Credit Union</td>
<td>Office</td>
<td>$24,526,300</td>
</tr>
<tr>
<td>Inishmaan Assoc. Ltd. Ptnshp.</td>
<td>Apt</td>
<td>$23,578,000</td>
</tr>
<tr>
<td>Bromley Portsmouth LLC</td>
<td>Retail</td>
<td>$21,644,000</td>
</tr>
<tr>
<td>DSQ Holding LLC</td>
<td>Retail</td>
<td>$20,976,100</td>
</tr>
<tr>
<td>Fairpoint</td>
<td>Telephone</td>
<td>$19,256,900</td>
</tr>
</tbody>
</table>

Projected Inspection Schedule

- Single Family Homes: 2012 – 2013 - Completed
- Manufactured Housing: 2013
- Mixed Use Properties: 2013

* Inspection schedule subject to change.
The Information Technology Division provides the City with consulting, technical support, maintenance services, application support, education services, software development, and strategic technology planning. Technology support and maintenance services are provided to all City departments during normal business hours and 24-hour, 7 day-a-week support for special projects and emergencies.

In Fiscal Year 2013, the IT Department:

- Upgraded the payroll entry system for greater efficiency, accuracy and better reporting.
- Enhanced the security of the City-wide network.
- Upgraded the network switch controlling the City-wide network.
- Replaced and consolidated older servers improving performance and reliability.
- Upgraded to Microsoft Office 2013, providing better compatibility, data exchange and efficiency between departments and other government agencies.

Administration of the City’s website and Local Government Access Cable Channel 22 are also responsibilities of the IT Division. The website is continually updated with information, including meeting calendars, agendas, webcast meetings for viewing, budget and financial information, postings for bids and RFPs (Request for Proposals), job postings, downloadable forms, etc. The IT Division also oversees the recording of live City Council and board meetings, as well as school-related activities such as concerts and athletic matches, for broadcast on Channel 22.

Continuing IT-related education for all City departments is provided through classes to keep employees current with the latest computer programs, such as Microsoft Word, Excel, Access and Outlook.
The Tax Collection Division is responsible for collecting, processing and depositing property tax payments, water and sewer payments, motor vehicle registration fees, and other City department revenue. The division is also a Municipal Agent of the State of New Hampshire authorized to process motor vehicle title and registration transactions, as well as boat registrations, on behalf of the State’s Division of Motor Vehicles.

Residents may renew and estimate the cost of motor vehicle registrations online with the convenience of E-Reg and pay using their bank account, VISA, Discover Card, MasterCard or Diners Club. Registrations and stickers will be mailed without delay directly to the owner.

Residents are also able to pay property tax, water/sewer bills, and parking tickets online through the City’s online bill payment program via the City’s website:  www.cityofportsmouth.com

<table>
<thead>
<tr>
<th></th>
<th>FY12</th>
<th>FY13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property TaxBills</td>
<td>8,457</td>
<td>8,459</td>
</tr>
<tr>
<td>Warrant Amount</td>
<td>$67,841,564</td>
<td>$70,007,505</td>
</tr>
<tr>
<td>Collected as of 6/30</td>
<td>$65,197,850</td>
<td>$67,428,551</td>
</tr>
<tr>
<td>Percentage of Collection</td>
<td>96.10%</td>
<td>96.32%</td>
</tr>
<tr>
<td>Vehicles Registered as of 6/30</td>
<td>22,467</td>
<td>22,343</td>
</tr>
</tbody>
</table>
“If the human intellect is allowed to impose a preconceived pattern on society, if our powers of reasoning are allowed to lay claim to a monopoly of creative effort... then we must not be surprised if society, as such, ceases to function as a creative force.” - Friedrich August Von Hayek
The mission of the Portsmouth Fire Department is to provide quality emergency, life safety, and prevention services for our citizens, businesses and visitors, with the highest level of valor, integrity, commitment, teamwork, and community involvement.

It is our vision to be a recognized leader in the fire service, respected by our citizens for anticipating and responding to their ever changing needs.

The department will embrace new technologies and techniques, focusing on training and education to provide the highest level of customer services and satisfaction in a professional and caring manner.

The Fire Department has 61 full-time employees, including 56 fire suppression and EMS personnel, three chief officers, a fire inspector, and an executive assistant to the Fire Chief. A part-time account clerk supports the administrative staff. The department’s Firefighters, Lieutenants, and Captains are divided into four shifts of 14 each in order to provide efficient and effective around-the-clock emergency response.

The Fire Chief serves at the discretion of the Board of Fire Commissioners, which has budgetary and policy authority over the Department. The Chief is the executive officer of the Department and oversees daily administration, overall control and emergency scene authority of personnel and equipment in accordance with NH RSA154.

The Fire Prevention and Inspection Bureau is headed up by the Deputy Chief of Prevention and Administration. The bureau is responsible for all plan review, life safety code enforcement and public education. The Deputy Fire Chief and the Fire Inspector inspect all assembly occupancies and special hazard locations, as well as conduct numerous life safety classes for target audiences.
The Deputy Chief of Operations and Training is assigned to oversee emergency response, including apparatus readiness, shift staffing and station assignments. He also administers the Department training program, logging hundreds of hours annually for ongoing training, professional development and recertification.

The Department provides a number of services to the community: Fire Protection is offered from units based at the Central Fire Station (Station 1) located at 170 Court Street, Station 2 at 3010 Lafayette Road and Station 3 at 127 International Drive on the Pease Tradeport. Two engines and an aerial ladder truck, as well as the two ambulances, are staffed and ready to respond to emergency fire and EMS calls. Emergency Medical Services are provided via two staffed EMS units and a reserve unit. Since 2000, the department has provided paramedic level care to the community.

Marine and Waterfront Fire and Medical Response is provided by the 33-foot fire boat available year-round to respond to fire, medical and environmental emergencies in and along our waterfront. Firefighters are trained in fire boat operations, as well as in how to respond to fire and medical emergencies aboard the ships that travel the Piscataqua River. Community Services include investigation and safety services such as downed wires, odor investigations, burn permits, flooded basements, lift assists and evaluating minor medical issues.

Emergency Management involves local and regional emergency planning for natural and man-made disasters, along with possible large scale public health emergencies.

Hazardous Materials and Disaster Response services include initial hazardous materials response, identification and containment services by personnel certified in Hazardous Materials operations and decontamination. Firefighters are also trained to respond to special rescues (building collapse, confined space, heights), mass casualties, and natural disasters.

FY 2013 Fire Department Activity

<table>
<thead>
<tr>
<th>Service</th>
<th>FY12</th>
<th>FY3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fires/Explosions</td>
<td>76</td>
<td>81</td>
</tr>
<tr>
<td>Overpressure / Rupture</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rescue Calls</td>
<td>1,255</td>
<td>1,341</td>
</tr>
<tr>
<td>Hazardous Conditions</td>
<td>191</td>
<td>174</td>
</tr>
<tr>
<td>False Calls</td>
<td>562</td>
<td>429</td>
</tr>
<tr>
<td>Service / Others Calls</td>
<td>388</td>
<td>516</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,473</td>
<td>2,553</td>
</tr>
</tbody>
</table>

“I can think of no more stirring symbol of man’s humanity to man than a fire engine.” - Kurt Vonnegut
The Health Department protects residents and visitors by providing a wide array of environmental health services.

Of the 22,417 total seats under license, 19,982 are indoor, 2,435 are outdoor and 18,943 come under a liquor permit.

Total Seats: 22,417  
Indoor Seats: 19,982  
Outdoor Seats: 2,435

Additionally, there are numerous events such as Market Square Day, Farmers’ Market, Chowder Festival, Taste of the Nation, and other food events that draw thousands of people. Food safety is vital for safe, successful and enjoyable events.
The Health Department is also responsible for ensuring compliance with state and federal food recalls. The Department maintains recall information on its webpage. It also responds to food safety concerns resulting from fires in restaurants and other food service establishments, as well as a variety of environmental health complaints, including possible food-borne illness; unsanitary living conditions; rodent and insect infestations; failed septic systems; sewer back-ups; and asbestos, lead paint, and water and air quality issues.

The Department provides facility inspections for schools, in-home daycares, daycare centers, residential care facilities, foster and adoptive homes, and nursery schools for their State licensure.

In addition, the Department works closely with the Public Works Department to investigate and address the problem of Fats, Oils, and Grease (FOG) generated by local restaurants into City sewers. This is vital for compliance with state and federal laws.

Numerous additional links to information of interest can be found on the webpage, including site data on environmental hazards and emergency preparedness information.

The Health Department takes advantage of select professional development and training opportunities to ensure staff are available to provide the best resources possible to local food service establishments and be prepared to address public health emergencies. Since 9/11 Emergency Response to intentional, natural and disaster response has been closely tied to public health. Therefore health departments across the nation have expanded their roles and capacity to respond to a multitude of potential scenarios. Weather-related phenomena have added an additional component to planning and response for public health.

“The Health Department is also responsible for ensuring compliance with state and federal food recalls. The Department maintains recall information on its webpage. It also responds to food safety concerns resulting from fires in restaurants and other food service establishments, as well as a variety of environmental health complaints, including possible food-borne illness; unsanitary living conditions; rodent and insect infestations; failed septic systems; sewer back-ups; and asbestos, lead paint, and water and air quality issues.” –Report of the Committee on the Future of Environmental Health

Feeding Mosquito

The Health Department conducts environmental investigations into disease outbreaks. It also monitors, and when necessary responds to, environmental health threats such as mosquito-borne diseases and provides public notification and education regarding these diseases.
The Human Resources Department works to attract, select, develop and retain an effective municipal workforce, which at the end of Fiscal Year 2013 numbered 579 men and women.

The HR Department is responsible for development, implementation and coordination of policies and programs for recruitment, employment, compensation and benefits, education and training, safety and health, and compliance issues.

In FY13, the Department reviewed 1,318 applications to hire 79 full-time and part-time employees for the Municipal workforce. The Department is responsible for the pre-employment and promotional activities leading to filling all classified positions, except for the Police, Fire, and School Departments. This includes advertising positions as well as conducting interviews and background checks.

The HR Department administers and negotiates 15 collective bargaining agreements and 7 employee contracts, representing the City on all employment grievances and arbitrations. HR continues to be active in the City’s negotiating effort in collective bargaining with IAFF #1313 (Fire Fighters) and the Professional Fire Officers’ Association, whose contracts expired on June 30, 2008.

In FY13, Human Resources provided leave administration services and consulted with City departments for 3 long-term disability claims, 14 retirements, and 34 Family Medical Leave requests.

HR continued to work closely with the School Department to assume its human resources responsibilities. The HR Department processed 223 substitute applications and conducted 166 background checks for substitutes, tutors and coaches. It coordinated with the School Board to establish a teacher retirement incentive and held a meeting to explain the plan to teachers. Three teachers took advantage of the plan, saving the City $65,033. HR also conducted a wage and classification study for the IT department in the School and implemented a new salary structure for these positions.
The HR Department also coordinated several training programs and coordinated ergonomic evaluations of several workstations. All property and liability, workers’ compensation and unemployment claims are administered by HR, which conducts annual safety inspections and coordinates monthly safety programs. The Department processed 61 work-related claims and 71 property and liability claims in FY13.

The HR Department is also involved in risk management, classification and compensation studies, and administering the municipal telephone system.

<table>
<thead>
<tr>
<th>Municipal Recruitment</th>
<th>FY11</th>
<th>FY 12</th>
<th>FY 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>1,116</td>
<td>678</td>
<td>1,318</td>
</tr>
<tr>
<td>Hires (FT &amp; PT)</td>
<td>58</td>
<td>60</td>
<td>79</td>
</tr>
<tr>
<td>Applicants Interviewed</td>
<td>156</td>
<td>65</td>
<td>135</td>
</tr>
<tr>
<td>Turnover Rate</td>
<td>6.5%</td>
<td>5.7%</td>
<td>9.5%</td>
</tr>
</tbody>
</table>

“Human resources are like natural resources; they’re often buried deep. You have to go looking for them, they’re not just lying around on the surface. You have to create the circumstances where they show themselves.” – Sir Ken Robinson
The Inspection Department is responsible for ensuring the integrity of Portsmouth’s existing and future built environment through implementation and enforcement of the City’s building, electrical, plumbing and life safety codes.

In FY 2013, the Department processed 882 building permits with a total declared construction value of $54 million, and began posting monthly construction permit reports online. An additional 1,383 electrical and plumbing/mechanical permits were issued.

The Inspection Department provides services in five general areas:

**Plan Review and Code Consulting:** The inspectors review all documentation associated with each construction project, discuss technical aspects with clients, and inform them of any design deficiencies in meeting City codes. The Department also reviews sign permit applications.

**Permit Issuance:** Permits are required for all new construction and general renovations that change the overall size of a building, or portions thereof, or involve creation of new rooms or spaces. Any expansion of electrical, plumbing, mechanical or fire protection systems also requires a permit. Permits are not necessary for reroofing. The Department coordinates and processes final permit documentation and issues permits to the licensed contractor or homeowner doing the work.

**Construction Inspections:** The Department performs a series of inspections as the work progresses to ensure it conforms with City codes, and notifies responsible parties of the results.

**Construction Completion:** The inspectors perform final site inspections and if the building, electrical, plumbing, mechanical and/or fire system work meets codes, they issue a Certificate of Occupancy.

**Code Enforcement:** The inspectors also investigate claims of building, electrical, plumbing, mechanical and zoning code violations.

Applications for building and sign permits may be submitted during City Hall hours. Forms can be downloaded from the Department’s Web page.
The inspectors maintain daily office hours from 8 a.m. to 10 a.m. and 1 p.m. to 2 p.m. to conduct plan reviews; issue electrical, plumbing and mechanical permits; consult with clients; and answer construction code questions. On-site inspections are conducted from 10:15 to noon and 2:15 to 4:30 p.m.

The electrical inspector is a part-time position and he publishes his schedule monthly.

<table>
<thead>
<tr>
<th></th>
<th>FY12</th>
<th>FY13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building permits</td>
<td>866</td>
<td>882</td>
</tr>
<tr>
<td>(including fire protection systems)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declared construction value</td>
<td>$105M</td>
<td>$54M</td>
</tr>
<tr>
<td>Electrical permits</td>
<td>555</td>
<td>591</td>
</tr>
<tr>
<td>Plumbing/mechanical permits</td>
<td>763</td>
<td>792</td>
</tr>
<tr>
<td>Total permits</td>
<td>2,184</td>
<td>2,265</td>
</tr>
</tbody>
</table>

“Nature will bear the closest inspection. She invites us to lay our eye level with her smallest leaf, and take an insect view of its plain.” – Henry David Thoreau
The Legal Department advises and represents the City Council, City Manager, departments, officers, employees, boards and commissions concerning issues related to their official duties.

The scope of these legal services includes:

- Representing all City Departments in litigation, as necessary, including Zoning Board of Adjustment and Planning Board appeals, real estate tax abatements, and a variety of other types of cases (at the end of Fiscal Year 2013, there were 30 open litigation files, 16 of them new in FY13);
- Interpreting laws, statutes, regulations and ordinances;
- Preparing, reviewing, approving and negotiating contracts, drafting bid documents and Requests for Proposals (53 in FY13), leases, bonds, easements and other legal documents in which the City is a party;
- Preparing or assisting with the preparation of ordinances;
- Attending City Council, School Board, Planning Board, Board of Adjustment, Joint Building Committee and other board meetings as required;
- Conducting or overseeing Portsmouth District Court prosecutions on behalf of the Police Department. This includes prosecuting all violation and misdemeanor level offenses, as well as handling arraignments and probable cause hearings for any felony level offenses committed within the City of Portsmouth.
- For FY13, there were 1,086 cases handled by the Prosecution unit as the result of new arrests. In addition to prosecuting any new criminal offenses that result from arrest, the Prosecution unit also handles Fugitive from Justice cases, bail revocation motions and hearings, and numerous post-conviction matters, including Motions to Impose and/or Bring Forward, review hearings, and Probation Violations. Most of the post-conviction matters are the result of recidivism by the offender and are in addition to the number of new cases reflected above. The Prosecution unit also represents the Portsmouth Police Department in Administrative License Suspension (ALS) hearings held at the Department of Motor Vehicles.
- Providing zoning enforcement services through employment of a full-time Zoning Enforcement Officer to investigate and, as appropriate, help resolve zoning ordinance violations;
- Providing legal opinions for all City departments, boards and commissions; and
- Responding to citizen inquiries, including Right-to-Know Law requests, City ordinances and other legal issues. Most inquiries and requests are handled immediately on request without the need to schedule appointments with Legal Department staff.

Some selected cases/projects that required the expertise of the Legal Department in FY13 were:

- Sale of the 143/145 Daniel Street property (formerly Connie Bean Center);
- Various issues regarding Portsmouth Toyota;
- Continue to assist the Joint Building Committee with contractual aspects relative to the new Middle School;
• Various meeting regarding the Southgate Plaza project;
• BTLA Hearing regarding Stokel property loss of use due to the Route 33 project;
• Prescott Park Arts Festival Agreement and lease of the concession stand;
• Federal Consent Decree Modifications regarding wastewater treatment;
• Assist Community Development regarding various mortgages, special needs loans and collections;
• Review documentation regarding Phase III of Portwalk project;
• Zoning enforcement and appeals;
• Support the City’s participation in the Great Bay Municipal Coalition;
• Coakley Landfill Group Executive Committee;
• Prepare agreements for alcohol service on City sidewalks;
• Contract review and support for all Departments;
• Participation in interviews and conducted contract reviews for engineering design services for Peirce Island Wastewater Treatment Facility;
• Tax litigation cases: Pease Rehab, Betty’s Dream, McDevitt, Northern Utilities, Northern New England Telephone and various BTLA cases;
• Discussions regarding the Town of Madbury and Bellamy Reservoir issues;
• The Page Restaurant & Sports Bar;
• Taxation of public utility regarding municipal rights-of-way;
• Legislative re-districting;
• Supporting the Trustees of Trust Funds.
• The Legal Department continues to work with state (NH DES) and federal (US EPA) regulators on wastewater and stormwater issues.
• Rights-of-way acquisition in the form of easements and right-of-entry agreements were provided to support the City’s Public Works projects including the Cass Street Sewer Separation Project and the Lincoln Area Sewer Separation Projects.
• The Legal Department participated with Rochester and Dover in efforts to obtain DES’s agreement of a peer review of the 2009 Nutrient Criteria Document, a document which has significant regulatory consequences for the City’s stormwater and wastewater obligations.
Throughout FY13 the Library has delivered traditional and expanding services by operating as a gateway, a portal and a place.

The Library continues to fulfill its five roles in the community, serving as a Popular Materials Library, Reference Library, Youth’s Door to Learning, Community Activities Center and Community Information Center.

In all activities the Library serves as a true shared resource for the people of Portsmouth.

In Fiscal Year 2013, there were more than 295,000 physical visits to the Library, approximately 450,000 items circulated, and over 31,000 reference questions were answered. Comparative statistics gathered by the Institute of Museum and Library Services reveal that use of the Portsmouth Public Library is double that of national and local comparison groups in many categories.

With 68.5 service hours per week 9 months of the year and 64.5 hours June-August, the Portsmouth Public Library is one of only 22 public libraries in the 6 New England states open to the public 64 or more hours per week.

During FY13 emphasis has been placed on literacy, with active fiction and nonfiction reading groups, writing groups, story times, and book review sessions. In addition, both group and individual efforts address the new literacy associated with rapidly evolving technology. With 237 computer classes during the year, Library staff members have introduced over 1,000 people to the basics of computers as well as to advanced practices in applications for both Macintosh and PC platforms.

In-house public computer use: 52,533 logins by 20,995 unique users, averaging approximately 1,750 users per month.
Wi-Fi use: 40,647 sessions by 8,606 unique users, averaging 717 users per month.

The downloadable audio book and e-book collections have been greatly expanded. E-reading devices preloaded with selections of books may be borrowed, and staff members provide assistance in the operation of the new technology. Staff members trained in navigating virtual collections assist patrons in downloading materials for reading and listening as well as in capturing information from remote sources.

Online databases give broad access to general research, language learning, genealogy, auto repair, business identification, and research and development. In every case possible, staff members negotiate licenses to include remote access so that card holders can work at home, school or the office as well as at the Library. Mobile-friendly interfaces are offered for most of the Library’s web-based services. In FY13 there were more than 217,000 logins to databases licensed for use by Library card holders.

The Library’s role as a Community Activities Center also grew in 2013 with expanded program offerings for the area’s senior population. Library staff worked with the City’s Senior Services Coordinator to establish consistent daytime programs with seniors in mind. In addition, seniors took part in special series in art, memoir writing, and discussions of senior issues. Library staff members now visit senior lunches and other gatherings bringing books to borrow and stories to share.

Lap Times, and Toddler and Pre-School Story Times brought the joy of reading to children from birth to school age. More than 350 young people, kindergartners through young teens, participated in the Summer Reading Program. Building days, robotics and discovery games challenged older children after school and throughout the summer.

Class visits brought Portsmouth schoolchildren to the Library, and Youth Services staff visited all Portsmouth elementary schools and the Middle School.

The long-running Gift of Reading program and the new Books for Babies initiative introduced parents to the advantages of reading and invited them to come with their children to the Library.

In addition, Library meeting rooms provided space for community groups to meet, conduct business and share ideas. In FY13 groups used the three main meeting rooms over 400 times.

“We like stories well told. That is the reason I am sometimes forced to tell them myself.” – Mark Twain
Computer-Related Projects FY13:

- Public Computers: Upgraded public computer operating system, software and management system
- New Devices: Provided laptops, tablets and other mobile devices for use in the Library
- Digital Collections: Published 2 digital projects connecting Portsmouth’s history to the present—The North End House Histories Exhibit and the Haven School Neighborhood Exhibit.
- Device Help: Set up appointments for patrons to bring in personal devices for assistance with setup and use. 332 people took advantage of this one-on-one help.

While technology related services have been growth areas in the Library in FY13, the greatest use continues to be that of the strong collection of books, magazines and audio and video recordings.

More Portsmouth Library Statistics:

<table>
<thead>
<tr>
<th>FY 2012</th>
<th>FY 2013</th>
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<tr>
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<td>19,099</td>
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<tr>
<td>Hours Open Weekly</td>
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<tr>
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<tr>
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<tr>
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<td>Books: Teen</td>
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<td>Audio: Books &amp; Music</td>
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Stats (continue)

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<th>FY 2012</th>
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<tr>
<td>Video: DVD &amp; VHS</td>
<td>95,482</td>
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<td>Magazines</td>
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Resources Available

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Reference Questions

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<tr>
<td>Children</td>
<td>16,105</td>
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<td>Total</td>
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Program Attendance

<table>
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<tr>
<td>Adults</td>
<td>8,226</td>
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<tr>
<td>Children</td>
<td>12,993</td>
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<td>Total</td>
<td>21,219</td>
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Stats (continue)   FY 2012   FY 2013

Study Room Use 2,148 2,155

Meeting Room Use
Community Groups 366 352
Library Programs 1,144 1,295
Other Municipal Departments 37 45
City Schools 14 14
Total 1,561 1,706

Comparative Performance of Library

Source: Institute of Library and Museum Services
The Planning Department advises the City Manager, City Council and local land use boards on issues relevant to the development of Portsmouth.

The Department’s day-to-day planning functions include interpreting and administering land use ordinances and regulations; coordinating the review of applications for land use permits and approvals; reviewing requests for zoning changes and use of municipal property, and making recommendations to appropriate local authorities; providing technical assistance and support to local land use boards; and coordinating with other City departments and state and federal agencies on issues related to land use and development.

The Planning Board acts on applications for site plan review, subdivisions, lot line relocations, and conditional use permits, and also provides recommendations to the City Council in response to its referrals relating to proposed zoning amendments. In FY13, the Board considered 26 site plan review applications, 3 subdivision applications, 6 lot line revision applications, 20 conditional use permit applications, and 12 referrals from the City Council.

The Board of Adjustment hears and decides requests for variances from terms of the Zoning Ordinance, special exceptions as allowed by the Ordinance, and appeals of administrative decisions related to interpretation of the Zoning Ordinance. In FY13, there were 100 variance requests, 17 special exception requests, and one appeal of an administrative decision.

The Historic District Commission, which reviews exterior changes to buildings and structures in the Historic District, held 102 public hearings and 30 work sessions in FY13.

The Conservation Commission, charged by statute with the protection and proper utilization of the City’s natural resources, makes recommendations to the Planning Board and the NH Department of Environmental Services. In FY13, the Commission reviewed 20 conditional use applications and 10 State wetlands permit applications.

Major development projects reviewed during FY13 included the Portwalk Phase 3 mixed-use development on Hanover St; Maplewood Ave. and Deer St.; a 4-story mixed-use building at the former Rosa’s parking lot on State Street; the expansion and renovation of the former Connie Bean Center on Daniel Street; a 4-story mixed-use building at 111 Maplewood Avenue; a 4-5 story addition at 173 & 175 Market Street opposite the Moffatt-Ladd House; the redevelopment of the former Yoken’s property.
In FY13 the Planning Department was able to give increased emphasis to transportation planning with the hiring of Juliet Walker as Transportation Planner. Staff prepared a draft Complete Streets Policy and began the process of working toward obtaining designation as a Bicycle-Friendly Community. The Department provided staff support to the City Council’s Parking Garage Site Selection Committee and the Mayor’s Blue Ribbon Committee on Transportation Policy.

Department staff are also active in regional transportation planning efforts, including support for the conversion of the abandoned Hampton Branch rail line to a multi-use trail. Transportation Planner Juliet Walker is the City’s representative to the Board of COAST, the regional public transit provider; a review committee for the Sarah Mildred Long Bridge Replacement project; and the New Hampshire Coastal Scenic Byway Advisory Committee. Environmental Planner Peter Britz represents the City on the Seacoast Greenway Advisory Committee. Planning Director Rick Taintor is the municipal representative on the NH Department of Transportation’s Bicycle and Pedestrian Technical Advisory Committee.

The Planning Department’s long-range planning responsibilities include preparing the City’s Master Plan (generally every 10 years); conducting studies and preparing plans relating to land use, development and environmental protection; and revising and updating the City’s land use ordinances and regulations. In FY13 the Planning Department worked on two grant-funded projects that will contribute to the City’s next Master Plan; an analysis of the potential impacts of climate change-induced storm surges and sea level rise on municipal facilities and sensitive areas within Portsmouth’s coastal areas; and a project to develop a “form-based zoning” ordinance for the historic core of the Central Business District. The Department also worked on several significant zoning amendments affecting the downtown area, including changes to off-street parking requirements, Historic District Commission review procedures, maximum building heights, and sign regulations.
Department’s mission:

Community, Commitment, Compassion.

In Fiscal Year 2013, the Department fulfilled this mission with a force of 62 sworn full-time officers, 30 auxiliary officers and 21 civilian employees protecting a year-round population of 21,000 plus approximately 25,000 commuters and tourists.

This was accomplished via a wide-ranging and comprehensive approach that included car patrols, downtown walking beats, bicycle patrols, motorcycle patrols, increased directed patrols and numerous local operations and programs.

The Department also leads the New Hampshire Internet Crimes Against Children Task Force and partners with the national affiliate, and also supports regional law enforcement team initiatives dealing with DWI and alcohol (there are 152 businesses licensed to sell alcohol in Portsmouth), prescription drug take-backs and motorcycle noise.

Portsmouth Police embrace a community-focused, problem-solving proactive model.

Among the public outreach methods employed are Facebook and Twitter pages, Senior Citizen spaghetti dinners and the extremely popular Citizen Police Academy, now in its fifth year of offering Seacoast citizens and business owners a behind-the-scenes look at police work.
The Department also works with the Citywide Neighborhood Committee to sponsor participation in the National Night Out against Crime. In FY13, 21 neighborhoods took part in the 17th annual event.

FY2013 Portsmouth Police Statistics

- 38,673 calls for service
- 1,113 arrests
- 57 DWI arrests
- 149 felony arrests
- 174 protective custody arrests (people too drunk to care for themselves)
- 1,039 property damage accidents
- 82 personal injury accidents
- 78 drug/narcotics arrests
- 131 thefts from motor vehicles
- 64 burglaries (buildings/homes)
- 4,519 motor vehicle stops
- 1,547 traffic enforcement calls
- 418 traffic citations issued
- 1,677 traffic warnings issued
- 1,708 park and walks
- 459 noise complaints
- 1,458 legal document service attempts (i.e., subpoenas, and domestic violence or trespassing orders)
- 84 Investigations resulting in 200 Felony Indictments
- 17 minors arrested for unlawful possession of alcohol

Officer Houde

14 rapes
38 disorderly conduct arrests
43 credit card fraud incidents
21 impersonations (includes identity theft)

Note: The Police Department compiles calendar-year statistics in compliance with federal standards.

The Department has written Mutual Assistance Agreements with 29 law enforcement agencies in the region.

In FY13, Portsmouth Police used over $495,000 in grants for a wide variety of law enforcement functions, programs and equipment that would otherwise not have been possible due to budgetary constraints. Grant
funding also helped provide additional traffic enforcement through the NH Department of Safety and statewide/local DWI checkpoints and roving patrols.

The grants come from a variety of sources, including the U.S. Bureau of Justice Assistance, U.W. Department of Justice, and the State of NH.

Specialized Team Resources
The Department has a number of Specialized Teams, including: Animal Control, which has responsibilities that include assisting the public with animal-related problems or nuisance wildlife. The Animal Control Officer and officers handled 638 calls in Fiscal year 2013.

The K-9 Unit performs general police duties in protecting life and property, enforcing State, Federal, and local ordinances, and assist in all aspects of police work. The two canines, Titan and Bruin, and their handlers may be required to track or locate missing persons; patrol high-crime areas; assist officers in searches of building, detention and apprehension of criminals; and respond to serious or violent crimes in progress.

The Honor Guard represents the department during a variety of formalized events. Although their primary mission is representation at law enforcement funeral services, they also partake in memorial services, parades, professional sporting events, and other official occasions as appropriate.

The Crime Scene Team specialists process serious crime scenes to ensure proper collection of evidence. The Unit is equipped with a Crime Scene Van, which contains all necessary equipment for the processing of major crime scenes and is available as a command or transport vehicle in an emergency situation. In addition to lights and sirens, it is outfitted with halogen lighting that can be utilized to illuminate a fairly large area.
The Motorcycle Team provides enforcement of motor vehicle violations, traffic direction and control at vehicle accidents/fire scenes, and crowd control. A motorcycle officer may be used as a first responder to complaints requiring an immediate response where this type of mobility is needed.

Additional Portsmouth Police Department Creative and Proactive Initiatives Include:

- Reverse 911 Community Notification System to alert citizens to citywide and neighborhood emergencies
- The Emergency Communications Center handles 73,000+ calls in dispatching police, fire, ambulance and emergency public works operations
- Internet Crimes Against Children investigations: Statewide task force leaders with detectives trained for online computer investigations and forensic computer analysis
- Increased crisis intervention training to help the mentally ill and a Mental Health Court established
- Crime Stoppers tip line
- Monitoring of 117 registrations for sex offenders
- Alcohol compliance checks to ensure liquor license holders are not selling alcohol to minors
- School Resource
- Narcotics investigations
- Drug Recognition Experts
- Regional SWAT team for 12 communities
- Seacoast Emergency Response Team (SERT)
- Gambling investigations
- Cyber stalking/harassment prevention
- Police K-9 dogs: Titan and Bruin
- Laptop computers in cruisers allow officers to remotely access files and records, and complete reports, so they spend more time in the field
- Special events management and security
- In-service training, such as defensive driving, sexual harassment prevention, use of force issues, and legal updates
- Selective traffic enforcement and education (STEP): Using message boards, stealth stat and directed patrols to prompt safer driving habits
- Homelessness outreach: Proactively assisting the homeless in finding services and shelter
- Law Enforcement Torch Run for Special Olympics

“No one is compelled to choose the profession of a police officer, but having chosen it, everyone is obligated to perform its duties and live up to the high standards of its requirements.” – President Calvin Coolidge
The five Department of Public Works (DPW) divisions are responsible for maintaining the municipal infrastructure that includes City streets, parks, municipal buildings, recreation facilities, the water system, and the sanitary sewer collection and treatment system.

Over the last several years the City's Water Division has made significant changes to the operation of the system including the addition of the new water treatment plant in Madbury. This facility was designed to ensure that the water from the Bellamy Reservoir is in compliance with the current federal Safe Drinking Water Act requirements and the anticipated future regulatory changes. The Plant received Leadership in Energy and Environmental Design (LEED) Silver certification.

The Water Division, which provides water to all or parts of Portsmouth, Newington, New Castle, Greenland, Rye, Madbury and Durham, also is responsible for:

- 190 miles of water mains, two treatment plants;
- Nine wells, one reservoir, one booster station;
- Water storage of 10.6 million gallons;
- Daily average consumption: 4.7 million gallons; and
- 1,047 public and 261 private fire hydrants.

In Fiscal Year 2013, the Sewer Division completed work on the Peirce Island WWTF Pilot Project. The Pilot Project and the subsequent upgrade of the treatment facility are projects federally mandated by the EPA and the New Hampshire Department of Environmental Service (DES) through the City’s National Pollutant Discharge Elimination System (NPDES). The pilot study tested three technologies in order to select a treatment technology for the upgrade to the treatment plant that would minimize the impact to Peirce Island. Of the three technologies piloted, the study ranked Biologically Aerated Filters (BAF) the highest.

Work on the collection system continued with the implementation of
the City’s Long-Term Control Plan to reduce Combined Sewer Overflows (CSO). In particular, the Lincoln 3B project focused on the area between Lincoln Avenue and Middle Street. In addition, the Cass Street area was completed in Fiscal Year 2013. The primary focus of these projects were installation of new separate sanitary sewer and stormwater drainage pipes that will continue to reduce the volume of CSO and localized flooding. In FY 13 the Sewer Division cleaned and inspected over 48,000 linear feet of sewer lines.

The Sewer Division also is responsible for:

Two wastewater treatment plants: one on Peirce Island (4.8 million gallons daily) and the other on the Pease Tradeport (1.2 million gallons daily); Operating/maintaining 20 wastewater pump stations; Cleaning, inspecting and repairing 100 miles of sanitary sewers; and 6,221 service connections (98% of all residential and commercial properties).

The Highway Division maintains City streets and sidewalks, as well as municipal parks, playgrounds, recreation facilities and buildings. It maintains the City vehicle and equipment fleet, oversees mosquito control, performs snow removal, and provides daily sweeping and litter control in the central business district.

Its solid waste/recycling program serves 8,100 households generating 10,430 tons of material; diverts almost 5,700 tons from the landfill; conducts curbside pickup of 2,900 tons of recycling and 1,575 tons of yard waste; maintains a drop-off Recycling Center offering disposal of such items as electronics, tires/batteries, and motor oil/cooking oil; and holds two Household Hazardous Waste Collection Days annually.

The Parking & Transportation Division is responsible for downtown public parking facilities, including 2,450 off-street and on-street spaces; parking and traffic studies; and the operation, maintenance, collection and enforcement of 321 electronic and 47 Pay & Display meters. It works with COAST to expand public transportation so that 90% of the City is accessible and also with downtown merchants on the Parking Validation Program offering patrons parking rate discounts.

The Engineering Division designs and implements a variety of capital projects, reviews site and subdivision plans of new and proposed projects, and provides technical support to other City departments.
Public Works: By The Numbers

Maintains, cleans & plows 136 miles of streets
Maintains 75 miles of sidewalks
Maintains 16 City-owned bridges
Maintains nine playgrounds, 10 parks/ball fields and four historic cemeteries
114 full-time employees, 20 part-time
150 pieces of equipment

Top Fiscal Year 2013 Infrastructure Improvements

Highway Division
- Completion of the Daniels Streetscape Project: Sidewalks, drainage, water, sewer, curbing, trees & paving
- Initiated construction of the Mechanic Street seawall replacement
- Initiated construction of Marcy Street improvements: New water lines, paving, signage, landscaping, and sidewalks
- Completed streetscape design improvements for the McDonough Street Area: (Brewster, Rock and Hanover)

Engineering
- Completed the design process for the replacement of the Sagamore Bridge on Route 1A
- Completed design of improvements to Islington Street/Spinney Road intersection
- Completed design of streetscape improvements in the McDonough Street Area
- Initiated the design for Middle Rd. sidewalk replacement from Middle St. to Spinney Rd.
- Completed design work for replacement of the Mechanic Street seawall
- Completed design process for Ranger Way in the Atlantic Heights Neighborhood

Parking & Transportation
- Created dedicated Website for parking in the City of Portsmouth
  http://www.parkportsmouth.com/
- Continued installation of Pay & Display meters allowing credit card and coin usage
- Upgraded In-Vehicle meter system by replacement of vender to complement Pay & Display meters
- Continued the snow ban parking coupon program allowing residents to park in the High-Hanover Parking Facility for $3 with a City-issued coupon during snow emergencies and snow removal periods
- Continued the three-week free parking for downtown meters during the Christmas holiday season
- Continued the Parking Validation Program
- Continued the High-Hanover Parking Facility Security Plan, including security 7 nights/week, increased lighting and zero tolerance on graffiti
- Continued repair of the High-Hanover deck spalling, repainting of structural steel, replacement of the stairway system in the Hanover Stair Tower and replacement of joint sealant
- Continued long-term Masonic Parking Lot lease for supplemental downtown parking
- Entered into a private public partnership to add a 89-space gated & leased lot at Vaughan space for public use
“Without continual growth and progress, such words as improvement, achievement, and success have no meaning.”
– Ben Franklin

- Signed agreement with Isle of Shoals Steamship Company to use dockside parking lot for employee parking during off-season (November to April)
- Successfully transitions downtown parking to a tiered parking rate system and implemented a zoned system to accommodate In-Vehicle meter system customers
- Negotiated 33 spaces with the McIntyre Federal Building for weekend and Holiday use

**Water & Sewer**
- Launched a new website for the Wastewater Master Plan effort: http://www.portsmouthwastewater.com/
- Submitted the final Peirce Island Wastewater Treatment Plant Pilot Study to the New Hampshire Department of Environmental Services and the U.S. Environmental Protection Agency
- Substantial completion of the Cass Street Sewer Separation Project
- Selection of a Design Engineer for final design of the Peirce Island Upgrade
The Recreation Department provides diverse and affordable recreation and leisure activities year-round for all segments of the community.

The Recreation Department designs programs to serve the varying needs of Portsmouth residents regardless of age, sex, race, income, level of participation, and interest in athletic and non-athletic activities. Some programs are available to non-residents for a fee.

Currently, the Department serves the community via existing facilities, parks and playgrounds, including:

Connie Bean Youth Center (Daily)
- Over 1,200 children enrolled in various programs and sports, including leagues for K-12
- Other active and passive programs for infants through seniors

Spinnaker Point Adult Recreation Center (Daily)
- Fitness center for 18+ (equipment, weights, indoor track, basketball court, tennis, volleyball, dance, yoga, tai-chi, pilates, karate, exercise and spin classes, pool, hot tub, sauna, etc.)
- 1,400 members, including senior citizens, residents and non-residents
- 18+ leagues (basketball, volleyball, ping-pong, etc.)

Indoor Pool (Daily)
- Lessons to 1,500 children, plus 160 on swim teams
- Hosted regional annual Special Olympics meet

Peirce Island Outdoor Pool (Daily/9 weeks)
- Free lessons to over 600 residents; open swim times every afternoon
- 25,500 visits for open swims, averaging 405 per day

Summer Programs/Camps (9 weeks)
- 450 children (50 per week) in Summer Day Camp
- 1,300 children participate in other programs and sports camps (basketball, soccer, baseball, field hockey, softball, cross-country, golf, volleyball)
July 4th Holiday Fireworks
• Annual display drawing 30,000-40,000 people

Other Special Programs
• Fall soccer/spring baseball
• Monthly Middle School dances
• School year vacation camps
• 16 senior citizen day trips
• Peirce Island Boat Launch
• Family Halloween, Father/Daughter & Mother/Son Dances; Easter Egg Hunt

"Leave all the afternoon for exercise and recreation, which are as necessary as reading. I will rather say more necessary because health is worth more than learning." – Thomas Jefferson
The Recreation Department has a new branch of service specifically for senior citizens. In November of 2012, the Senior Services Coordinator was hired to provide a central point for information about activities and programs for seniors in Portsmouth.

Additionally, the Senior Services Coordinator works to foster relationships with agencies that provide senior activities, services and programs, including Living Innovations and Portsmouth Housing Authority.

Senior inclusive activities are also offered through the Portsmouth Public Library, Spinnaker Point and the Portsmouth Indoor Pool.

Monthly Newsletter
In January 2012, the Senior Services Coordinator began creating a multi-page monthly newsletter. 2,000 copies of the newsletter are distributed throughout the City monthly.

- Senior Services webpage on the City website; on-line access to monthly newsletter
- Channel 22 pages dedicated for senior information

Senior Luncheon
In partnership with Families First, two monthly Senior Luncheons are offered at Community Campus. The luncheon on the second Tuesday of each month is sponsored by the City of Portsmouth and the luncheon on the fourth Thursday of the month is hosted by Families First. There are approximately 35-45 attendees for the Tuesday luncheon.

- Lunch voucher offered to make lunch accessible for everyone.
"As I approve of a youth that has something of the old man in him, so I am no less pleased with an old man that has something of the youth. He that follows this rule may be old in body, but can never be so in mind." – Cicero
The School Department’s mission is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.

Thanks to the Department’s many competitive grant awards, the per pupil cost based on the New Hampshire Department of Education’s allowable tuition formula is $14,659.75. Of that, 76% was paid by taxpayers through local and statewide education taxes, with the remaining 24% funded by tuition, other non-tax revenue, and state and federal sources.

In FY13, the School Department was led by Superintendent Ed McDonough and 353 full-time and part-time employees supported through the general fund and approximately 198 additional positions supported by grants and other revenues.

The staff provided support to 2,696 students in a preschool program, three elementary schools, a middle school, an alternative secondary school, and a high school that is also a regional vocational center. A total of 73% of the professional staff hold a master’s degree or beyond.

The School District’s strategic model for large-scale improvement remains the use of Professional Learning Communities, collaborative teacher teams focused on results.

Portsmouth teachers pride themselves on providing personalized education for every student. Over the years, the School Department has protected direct instruction to children by maintaining reasonable class sizes, especially at the elementary level.

In grades 6-8, teachers use a teaming approach that allows them to record the progress of each child by addressing physical, personal, academic and social needs.

At the high school level, students are provided with a rich curriculum that allows them acceptance into the nation’s best colleges and universities. Eighty-two percent of 2013 graduates went on to post-secondary programs.

In the last school year, the ESOL (English Speaking Other Languages) Program provided direct instruction to 76 students speaking 19 different languages.

The number of educationally disabled students was 403 in the 2012-2013 school year, or 14.90% of the student population.
The School Department also works closely with SAU 50, which serves Rye, Greenland, Newington and New Castle. Students from SAU 50 towns represented about one-third of the high school’s pupils.

Last September, Phase I of the middle school opened to 7th and 8th graders. The new facility includes additional recreational gym space known as the Connie Bean Center. In September 2013, the 1930’s space will be fully renovated and the courtyard and cafeteria spaces will be completed in Spring 2014.

PORTSMOUTH PUBLIC SCHOOL STATISTICS

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<td>.54%</td>
<td>4.95%</td>
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POINTS OF PRIDE

• Dondero’s Community Character Bulletin Board, located at the main entrance, the bulletin board aids students across grade levels in creating a common character language and vocabulary.
• The New Franklin Greening and Wellness Committees are teaming up to build a new vegetable garden in the Spring of 2013. The additional growing space will provide ample room for students to learn about plant growth and development while yielding fresh edibles for our cafeteria.
• The Little Harbour Boys’ Basketball team won the 2012 Grade 5 Championship, while the girls team placed second.
• Ms. Barone’s 7th grade science class won SW Cole’s Engineering Contest. This is the 2nd year an entry from PMS has won.
• Little Harbour School students were selected to film an episode of Red Sox Small Talk and will be featured on NESN.
• The New Franklin Grade 5 Girls Basketball Team are the 2013 Elementary League Champions. Go Bolts!

“The mind is not a vessel to be filled, but a fire to be kindled.” – Plutarch
• The winner of the 2012 Little Harbour Spelling Bee was Finn Garside. Finn, a fourth grader, won the bee by spelling “disingenuous” He competed against 18 other Little Harbour fourth and fifth graders and will be competing at the state spelling bee in Concord in March.
• MATH COUNTS is an after school activity that has been a part of the Middle School offerings for about twenty-eight years. The team participated in the Seacoast Regional Competition.
• The Future Business Leaders of America have recently reorganized at Portsmouth High School with business teacher Tiffany D’Amour as the advisor. These students have been actively fund raising to offset the cost of attending and competing in the state leadership competition.
• New Franklin’s New England Common Assessment Program (NECAP) scores in Reading and Mathematics have risen for the sixth consecutive year (91 and 86 percent proficient respectively).
• Ninety-eight percent of Little Harbour’s fifth graders were proficient in Reading on the 2012 NECAP, while ninety-five percent of fifth graders were proficient in Math.
• In February, the first annual An Electrifying Day event was held at New Franklin Elementary; which featured science investigations.
• Congratulations to 7th grader Stuart Johnson, winner of this year’s School-wide National Geographic Geo Bee competition held on January 14th, 2013.
• Cheers to Merrit Dooley, this year’s PMS Spelling Bee Champion. 
• PHS Interact Club’s fundraising campaign to raise awareness and funds for The American Heart Association.
• Students at Dondero baked over 75 loaves of bread for Crossroads after learning how to bake bread with King Arthur Flour.
“The mind once enlightened cannot again become dark.” – Thomas Paine

PORTSMOUTH SCHOOLS

Dondero Elementary: 436-2231
Little Harbour Elementary: 436-1708
New Franklin Elementary: 436-0910
Middle School: 436-5781
High School: 436-7100
Robert J. Lister Academy: 427-2901

SCHOOL BOARD

Leslie Stevens (Chair), Tom Martin (Vice Chair), Carol A. Chellman, Ann Walker, Kent LaPage, Mitchell Shuldman, Mary Olea, Dexter Legg and Patrick Ellis
The Welfare Department assists Portsmouth residents unable to provide for their own documented shelter, food, medication, utility or other emergency needs.

It provides assistance to qualified individuals and promotes independence through guidance and referrals. In addition, the Department actively participates in local social services networks.

The City provides emergency general assistance to individuals and families who “are poor and unable to support themselves” (NH RSA165). By law, any Portsmouth resident expressing a need for help may file an application for assistance.

In Fiscal Year 13, the Welfare Department took applications on one or more occasions from 286 individuals and families, 154 of whom were filing for assistance for the first time. The Department assisted 258 cases, 30 more than in FY12. Also, 63 applicants (22%) were found ineligible and/or were referred to other local sources of assistance to meet their needs.

The FY13 total general assistance expenditure was $290,179, a 29% increase from the prior year.

The assistance breakdown was:

<table>
<thead>
<tr>
<th></th>
<th>FY12</th>
<th>FY13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couples</td>
<td>21</td>
<td>19</td>
</tr>
<tr>
<td>Single females</td>
<td>41</td>
<td>54</td>
</tr>
<tr>
<td>Single males</td>
<td>77</td>
<td>73</td>
</tr>
<tr>
<td>Single parents</td>
<td>62</td>
<td>69</td>
</tr>
<tr>
<td>Couples with children</td>
<td>29</td>
<td>38</td>
</tr>
<tr>
<td>Single widows/widowers</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

Welfare recipients may be required to apply for other programs, make specific payments with their income, work for the City as reimbursement, and/or document an active job search.

While most welfare recipients are unable to do so, the law requires them to make reimbursements for City assistance when they are financially able. In FY12/13, the Welfare Department collected $9,227 in reimbursement revenue from liens, reimbursements from recipients and government entities, and service fees from other communities.
Welfare Department services include:

• Determining qualified applicants, processing requests for service and making referrals;
• Administering emergency assistance vouchers based on New Hampshire law and the Welfare Guidelines adopted by the City Council;
• Monitoring changing federal/state laws and regulations;
• Working with federal, state, and local agencies to maximize other services and benefits available to Portsmouth residents;
• Organizing holiday and back-to-school donation drives;
• Facilitating the responsiveness of other agencies to Welfare Department referrals; and
• Advising the City Manager on appropriate City-administered grant funding to local social services agencies.

In FY12/13, the City distributed $148,228 to local social agencies that provide services and benefits to Portsmouth residents. The Welfare Department works cooperatively with these agencies to assure maximum access to all available support for Portsmouth families and individuals in need.

Welfare Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY 11/12</th>
<th>FY12/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$854</td>
<td>$759</td>
</tr>
<tr>
<td>Medical/Prescriptions</td>
<td>$6,921</td>
<td>$9,152</td>
</tr>
<tr>
<td>Shelter</td>
<td>$194,124</td>
<td>$255,810</td>
</tr>
<tr>
<td>Emergency Shelter</td>
<td>$2,185</td>
<td>$6,503</td>
</tr>
<tr>
<td>Utilities</td>
<td>$11,755</td>
<td>$6,657</td>
</tr>
<tr>
<td>Burials</td>
<td>$3,000</td>
<td>$5,550</td>
</tr>
<tr>
<td>Fuel Oil</td>
<td>$2,595</td>
<td>$1,031</td>
</tr>
<tr>
<td>Personal Goods</td>
<td>$663</td>
<td>$616</td>
</tr>
<tr>
<td>Transportation</td>
<td>$3,178</td>
<td>$4,101</td>
</tr>
<tr>
<td>Other (misc. needs)</td>
<td>$74</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$225,349</strong></td>
<td><strong>$290,179</strong></td>
</tr>
</tbody>
</table>

“It’s not how much we give but how much love we put into giving.” – Mother Teresa
IN Voluntary merged lots notice

This will advise that pursuant to NH RSA 674:39-aa Restoration of Involuntarily Merged Lots, the owners of any lots of land which have been involuntarily merged by the action of the City of Portsmouth for zoning, assessing or taxation purposes by the City of Portsmouth may be eligible to have those lots restored to premerger status upon the owners request pursuant to the provisions of the statute.

Pursuant to NH RSA 674:39-aa this notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. In addition, this same or a similar notice shall be published in the annual reports of the City for years 2011 through 2015.

Credits

The City of Portsmouth Annual Report for FY 2013 was designed and produced by Alaine Hansen and Adam Cannon. Many of the photographs were taken and edited by Alaine Hansen. Cover photography by Alan Brady. Text edited by Nancy Carmer and Jane Ferrini.