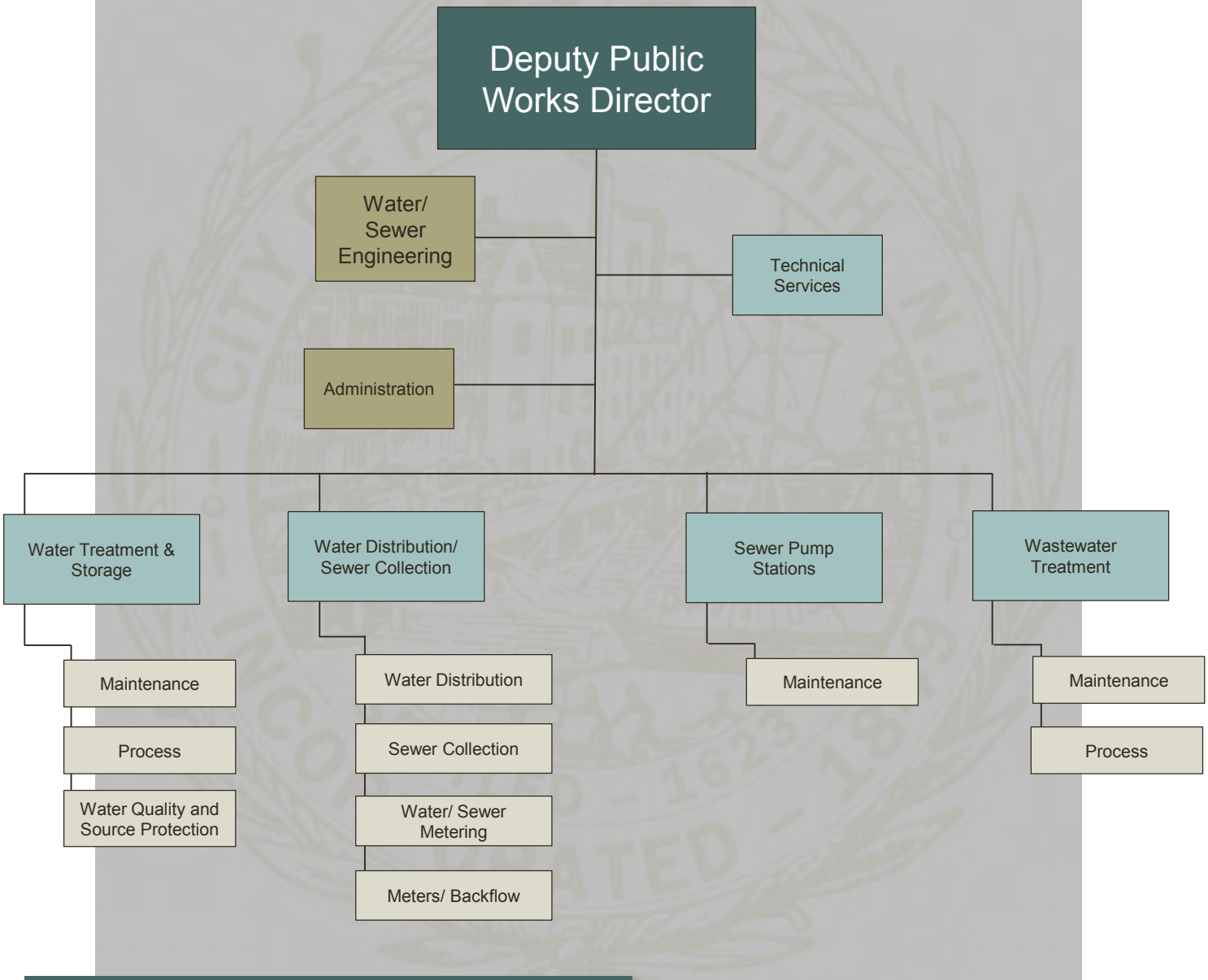
Water and Sewer Divisions

Enterprise Funds



Water Department Mission

The Portsmouth Water Division is a regional water system serving the communities of Portsmouth, Greenland, New Castle, Newington and portions of Durham, Madbury and Rye. The Division strives to provide quality drinking water and an adequate supply of water for fire protection and other customer needs. Through professionalism, expertise and efficient work practices, the division seeks to maintain and develop a sound infrastructure using the latest available cost effective treatment technologies and methods of production, storage and distribution. The division is committed to high environmental standards, the efficient use of water resources and controls through respect for natural resources and adaptation to the built environment.

Sewer Department Mission

The Sewer Division's mission is to provide cost-effective, reliable and high-quality wastewater collection and treatment services to its customers. We are committed to operating and maintaining our facilities economically and safely while protecting the public health and the environment.

Position Summary Schedule

Positions Full Time	FY16	FY17	FY18
Deputy City Manager	.2	.2	.2
Deputy Public Works Director	1	1	1
Engineer	1	1	1
Assistant City Manager	0	.4	.4
Operations Manager	.5	.5	.5
Administrative Assistant I	0	.5	.5
Admin Clerk	1	.5	.5
Public Information Officer	.6	.6	.6
Finance Assistant	.5	.5	.5
Water/ Sewer Billing Clerk	1	1	1
Special Project Coordinator	0	.5	.5
Dispatcher	.5	.5	.5
Health Inspector	.6	.6	.6
Assistant City Engineer	1	1	1
GIS Coordinator	1	1	1
Water Resource Manager	1	1	1
Wastewater Project Mgr.	0	1	1
Environmental Planner/ Sustainability Coordinator	.5	.5	.5
CAD Technician	1	1	1
General Foreman	1	1	1
Chief Plant Operator	2	2	2
Assistant Chief Plant Operator	3	2	2
Water Foreman	1	1	1
Sewer Foreman	1	1	1
SCADA Manager	1	1	1
SCADA Tech	0	0	1
Chemist	1	0	0
Water Quality Specialist	1	1	1
Water/ Sewer Meter Billing Foreman	1	1	1
Plant Operator 2	2	0	0
Plant Operator 1	10	12	12
Lift Station Operator 1	0	2	2
Equipment Operator 2	1	1	1
Equipment Operator 1	2	2	2
Water Sewer Camera Operator	0	0	1
Utility Mechanic	8	8	7
Meter Reader	1	1	1
Truck Driver 1	2.6	1.6	1.6
Laborer	2	2	2
Equipment Maintenance Foreman	.6	.6	.6
Lead Mechanic	.6	0	0
Equipment Mechanic	1.8	2.4	2.4
Inventory Technician	.6	.6	.6
Total Full Time	**55.6**	**56.5**	**57.5**

Positions Part Time	FY16	FY17	FY18
Secretary	.5	.5	.5
Laborer, Seasonal	2	2	2
Intern, Engineer	2	3	3
Total Part Time	**4.5**	**5.5**	**5.5**

Water Division

Services Overview

- ✓ Water Assistance Programs
- ✓ Water Production
- ✓ Water Storage
- ✓ Water Distribution

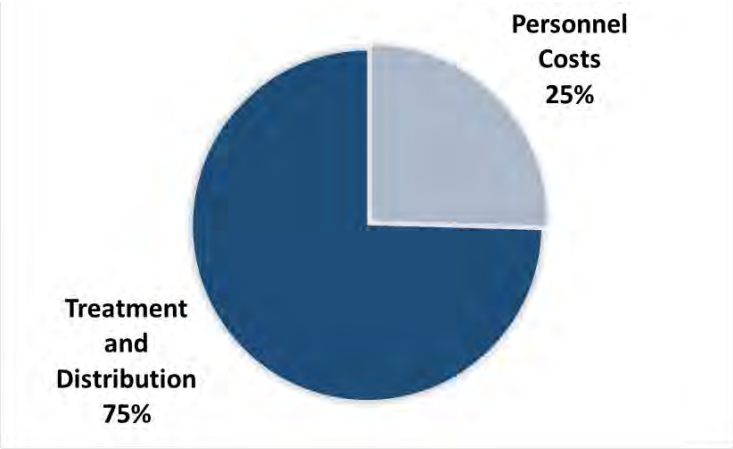
Department Budget Comments

The Water Division's proposed cash requirement budget for FY18 is $9,923,225. This represents an increase of $334,225 or 3.5% from FY17. **No water user rate increase proposed for FY18. The last water rate increase occurred in FY11.**

Budget Summary of Expenditures

WATER DEPARTMENT	FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
SALARIES	1,394,198	1,399,155	1,474,791	1,480,222
PART-TIME SALARIES	35,280	21,945	40,588	41,143
OVERTIME	73,549	99,225	83,350	79,800
LONGEVITY	10,069	9,815	10,029	10,569
HEALTH INSURANCE	480,081	372,315	514,000	472,000
DENTAL INSURANCE	28,249	22,637	30,350	29,100
INSURANCE REIMBURSEMENT	8,305	6,809	11,850	12,000
LEAVE AT TERMINATION	30,000	(86,316)	30,000	30,000
WORKERS' COMPENSATION	21,417	21,417	27,858	24,035
RETIREMENT	165,064	170,126	176,270	178,734
OTHER BENEFITS	159,381	221,235	155,662	163,937
COLLECTIVE BARGAINING CONTINGENCY	24,255	-	7,436	2,600
Contractual Obligations	2,429,848	2,258,362	2,562,184	2,524,140
CHEMICALS	451,000	313,296	365,000	350,000
REPAIRS & MAINTENANCE	165,470	292,108	212,900	258,550
ELECTRICITY	390,801	314,688	332,900	337,100
NATURAL GAS	5,354	1,579	5,354	-
PROPANE & FUEL OIL	32,142	18,185	32,142	29,212
GASOLINE & DIESEL	71,867	25,509	42,142	41,000
ADMINISTRATIVE OVERHEAD	552,326	552,326	571,227	580,231
SLUDGE/GRIT REMOVAL	200,000	57,783	175,000	125,000
PROF CONTRACTED SERVICES	114,862	149,400	165,612	234,450
INTEREST ON DEBT	1,096,925	1,394,706	1,155,219	1,048,660
PROPERTY TAXES	118,000	126,075	118,000	125,500
DEPRECIATION	1,676,000	1,577,929	1,700,000	1,780,000
EQUIPMENT	47,750	62,787	56,750	61,750
STOCK MATERIALS	227,400	250,543	232,200	262,700
ASSISTANCE PROGRAM	25,000	1,586	10,000	5,000
OTHER OPERATING	326,527	432,718	358,531	357,902
Other Operating	5,501,424	5,571,217	5,532,977	5,597,055
TOTAL FULL ACCRUAL BASIS	7,931,272	7,829,579	8,095,161	8,121,195
CASH REQUIREMENTS ADJUSTMENTS				
OPEB EXPENSES	(33,320)	(33,320)	(33,320)	(30,000)
CAPITAL OUTLAY	700,000	700,000	900,000	1,120,000
DEPRECIATION	(1,676,000)	(1,676,000)	(1,700,000)	(1,780,000)
PRINCIPAL-BONDED DEBT	1,937,528	1,937,528	2,142,528	2,142,528
ACCRUED INTEREST ADJ	(14,773)	(14,773)	(14,401)	27,002
PROJECTED PRINCIPAL DEBT	-	-	-	112,500
ROLLING STOCK	201,500	201,500	199,000	210,000
CASH ADJUSTMENT	1,114,935	1,114,935	1,493,807	1,802,030
TOTAL CASH REQUIREMENTS	**9,046,207**	**8,944,514**	**9,588,968**	**9,923,225**

Operating Costs – Cash Basis



The net increase in cash requirement is primarily due to an increase in contractual obligations, bonded debt, and Capital Outlay.
Personnel costs represent 25% of the total cash requirements, while the remaining 75% represent costs related to the treatment and distribution of the water supply and facilities, which includes capital outlay and repayment of debt.

The City's Water Division continues to make significant changes to the operation of the system since the construction of the water treatment facility in Madbury in 2011. This LEED Silver Certified facility was designed to ensure a more sustainable operation of the water system's surface and groundwater sources of supply. Operations staff have successfully been able to utilize their surface and groundwater sources in an integrated manner which optimizes the use of surface water when quality and quantity is adequate and groundwater during peak operating periods. All of this information, combined with monthly tracking of weather, precipitation and water demand trends is updated and reported monthly through the City's Water Supply Update (http://cityofportsmouth.com/publicworks/index.htm).

Water User Rates

As with the Sewer Division budget, the FY18 Water fund budget utilized the Water and Sewer Rate Model which is designed and updated regularly to assist with long-term projections of water rates. This policy would increase or utilize net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue. As a result of the model findings, policy recommendations are presented to the City Council and the public. The most recent policy change as a result of work sessions and policy discussions was the change in the irrigation meter ordinance allowing commercial customers to install irrigation meters. This policy also included ordinance language that requires new irrigation customers to install water efficient irrigation systems in accordance with the EPA's WaterSense program guidelines.

The City's water rate structure is a two tiered inclining rate, meaning, the first 10 units (a unit is 100 cubic feet of water or 748 gallons) of water consumed each month is billed using one rate, and water consumed greater than 10 units per month is billed at a higher rate. This rate structure provides an equitable method of financing of water operations. The large volume users have a greater impact on system production capacities, storage volume and pipe sizing. Therefore, a second tier at the higher rate captures the additional costs incurred to serve them. Irrigation customers have a third tier for any consumption beyond 20 units per month to further capture the cost of additional capacity to service their water demand.

The FY18 user rates reflect a 0% increase from the FY17 rates.

With the capital programs and debt repayment contributing significantly to the water rates, the following breakdown identifies the portion of the user rate for both rate tiers that is specifically related to our capital needs and debt repayment. The proposed water rate for the first 10 units of water will be billed at a rate of $4.15 of which $2.79 per unit is directly related to the capital needs and debt repayment; consumption above 10 units will be billed at $5.00 per unit of which $2.79 is related to capital and debt repayment requirements as depicted in the table below on the left. The meter charge for FY17 will also remain the same as the current charge and is based on the service size as listed in the following Minimum Water Charge table.

FY18 Proposed Water Rates

	FY18 Proposed (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	$2.79
1st Tier water service rate	$1.36
Total First Tier Rate	**$4.15**
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	$2.79
2nd Tier water service rate	$2.21
Total Second Tier Rate	**$5.00**
Irrigation Meter Rate	
1st Tier water service rate [0 - 10 units]	$5.00
2nd Tier water service rate [11- 20 units]	$9.70
3rd Tier water service rate [over 20 units]	$12.05

Water Meter Charge	
Meter Size	Monthly Rate
5/8"	$4.95
3/4"	$4.95
1"	$8.27
1 1/2"	$14.25
2"	$22.91
3"	$36.26
4"	$68.74
6"	$120.27
8"	$168.01
10"	$252.02

Detailed water usage analysis was performed as part of the rate study. The study analyzed water usage for all customers based on 2012 usage. This analysis provided a detailed picture of the water use demographics throughout the water system, a system that serves not only customers in Portsmouth but also Newington, Greenland, New Castle and portions of Madbury, Durham and Rye. User categories were evaluated for commercial, industrial and residential customers. That analysis showed that an average single-family customer on the Portsmouth water system uses 5 units per month. Therefore, the following table depicts the monthly water charges for a residential customer using 5 units per month including the monthly meter charge.

FY18 Water Rate

Average Residential Customer Bill
Monthly Consumption in units
(1unit = 100 cf = 748 gallons)

	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	$2.79	5	$13.95
1st Tier water service rates	$1.36	5	$6.80
Minimum Charge (5/8" meter)	$4.95	n/a	$4.95
Total Monthly Charge			**$25.70**
Total Annual Charge			**$308.40**

Capital Projects

The table represent capital projects and rolling stock equipment identified in the Capital Improvement Plan, Appendix II and Rolling Stock Appendix I.

These projects will be funded through water revenues.

Capital Outlay

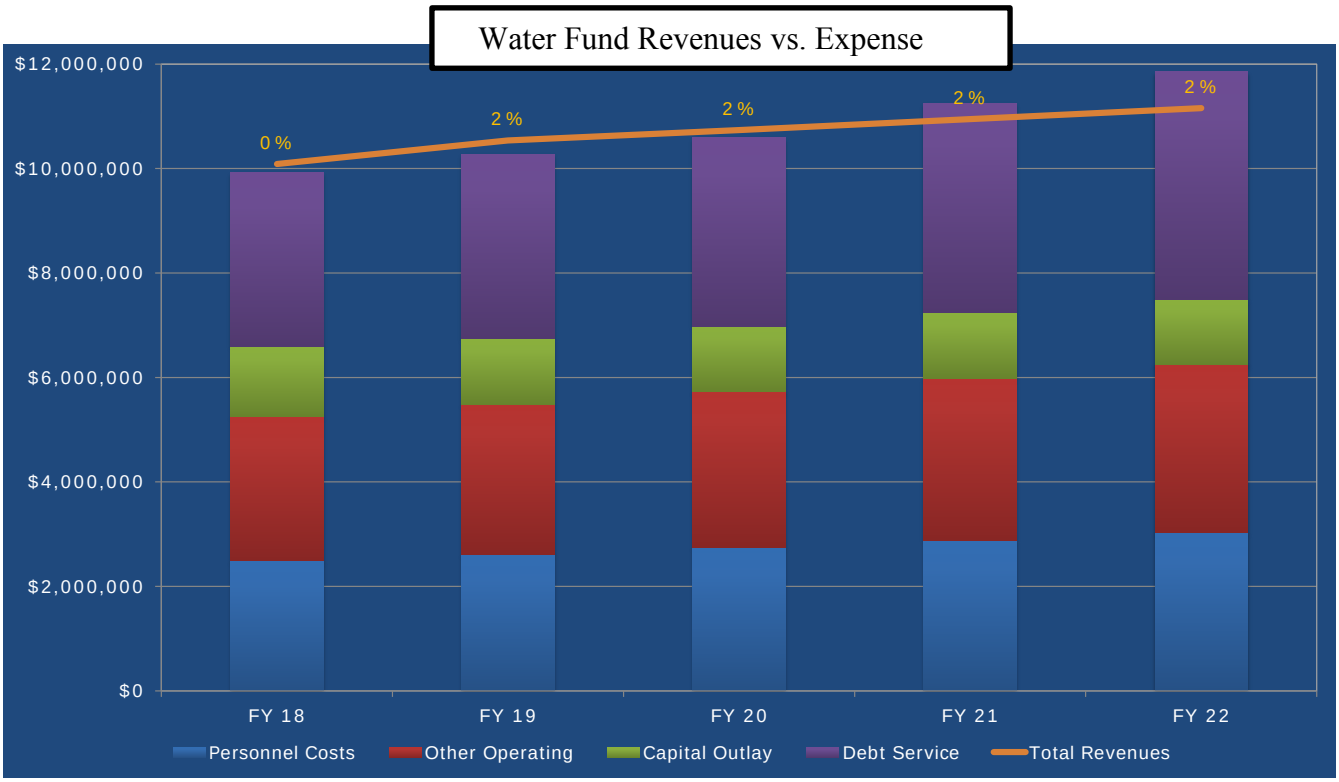
Project Name	Amount
Annual Water Line Replacement	250,000
Well Stations Improvements	150,000
Water System Pressure and Storage Improvements	170,000
Reservior Management	100,000
New Groundwater Service	200,000
Water Transmission Main Replacement	250,000
TOTALS	$1,120,000

Rolling Stock

Vehicle & Equipment Replacement	Amount
Van	30,000
Flat Bed Trailer	22,000
10 Wheel Dump Truck (Year 1 of 2 fund)	48,000
SUV	25,000
Message Board	20,000
Misc Equipment	65,000
TOTALS	$210,000

Rate Projections

The following graphic provides the latest analysis of projected rate increases from FY18 to FY22 as recommended by the Water and Sewer Rate model. The model includes projected operational costs in future years and also outlines anticipated debt service related to capital projects as approved annually in the City's Capital Improvement Plan.



Budget and Rate Summary – Water Division

Water Division prepares its budget using an accrual basis of accounting. Adjustments, from the accrual basis to the cash basis, are necessary to establish the amount of cash required to fund FY18 expenses.

WATER RATE CALCULATION

PROPOSED BUDGET	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	5,075,285	5,075,285
Property Taxes	125,500	125,500
Equipment & Minor Capital needs	61,750	61,750
Depreciation	1,780,000	
Interest on Debt	1,048,660	1,048,660
Accrued Interest		27,002
Principal on Debt		2,142,528
Projected Principal Debt		112,500
OPEB Liability	30,000	
Capital Projects		1,120,000
Rolling Stock		210,000
BUDGET RESOLUTION	8,121,195	
CASH REQUIREMENT		9,923,225

ESTIMATED REVENUES/CASH	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	949,268	949,268
Strawbery Banke Agreement Interest	225	225
Household Hazardous Waste	3,000	3,000
Meter Charges	713,998	**713,998**
Interest on Investments	89,000	89,000
Other Utility revenue	265,929	**265,929**
Use of Net Position	0	0
Sub Total	*2,021,420*	*2,021,420*
Other Financing Sources-Cash		
Special Agreements		42,000
Strawbery Banke Agreement Principal		2,165
Bond Premium Amortization	179,745	
Sub Total	*179,745*	*44,165*
FULL ACCRUAL REVENUES	**2,201,165**	
ESTIMATED CASH		**2,065,585**

Required to be raised by User Rates	7,857,640
Rate Stabilization Reserve	165,000
TO BE RAISED BY USER RATES	**$8,022,640**

User Rates

CASH REQUIRED FOR NET CAPITAL COSTS			
Total Estimated Billable Units	1,669,361		
Capital related Expenses		$2.79	4,660,690

WATER METER RATES

TWO TIER INCLINING RATE STRUCTURE		(1 Unit equals 748 gallons of water)	
Billable Units at Tier 1	474,821		
Rate/Anticipated Revenue		$1.36	643,913
Capital Related Expenses		$2.79	1,325,654
Total Tier 1 [0 - 10 units]		**$4.15**	1,969,567
Billable Units at Tier 2	1,173,178		
Rate/Anticipated Revenue		$2.21	2,587,594
Capital Related Expenses		$2.79	3,275,395
Total Tier 2 [over 20 units]		**$5.00**	5,862,989
Total Estimated User Revenues:	**1,647,999**		**7,832,556**

IRRIGATION METER RATES

THREE TIER INCLINING RATE STRUCTURE		(1 Unit equals 748 gallons of water)	
Billable Units at Tier 1	5,892		
Rate/Anticipated Revenue		$2.21	12,995
Capital Related Expenses		$2.79	16,449
Total Tier 1 [0 - 10 units]		**$5.00**	29,444
Billable Units at Tier 2	10,984		
Rate/Anticipated Revenue		$6.91	75,927
Capital Related Expenses		$2.79	30,667
Total Tier 2 [11-20 units]		**$9.70**	106,594
Billable Units at Tier 3	4,486		
Rate/Anticipated Revenue		$9.26	41,521
Capital Related Expenses		$2.79	12,525
Total Tier 3 [over 20 units]		**$12.05**	54,046
Total Estimated User Revenues:	**21,362**		**190,084**

Total Estimated Consumption	**1,669,361**	**Total to be raised by user rates**	**$8,022,640**

Programs and Services

Water Assistance Programs- Effective January 1, 2015, the City implemented two (2) Water and Sewer Assistance Programs for residential home-owners or tenants serviced by the City's Water and Sewer Divisions which allow qualifying customers assistance with the payment of their water and sewer bills. Information regarding these programs can be found on the City's Website.

- The first program offered is for Annual Assistance of a 25% discount off of water and sewer bills for income-eligible homeowners or tenants.
- The second program offered is for temporary assistance of up to a 50% credit toward an outstanding residential water and sewer balance to a maximum of $300 for a financial hardship.

Water Production- Provide water production for two pressure zones supplying Portsmouth, Newington, Greenland, New Castle, Pease International Tradeport and portions of Rye, Madbury, and Durham.

- Operate and maintain Bellamy Reservoir (surface water supply).
- Operate and maintain 6 wells in Portsmouth pressure zone and 2 wells on Pease International Tradeport pressure zone (groundwater supply).
- Operate and maintain Madbury Water Treatment Plant.
- Increase public awareness of best practices in watershed management near the Bellamy Reservoir. Coordinate this effort with local communities.
- Continue to develop intermunicipal and interconnection agreements with adjacent water systems to provide response to water system emergencies. Current interconnections exist with the Rye Water District. Consultants are investigating options for an interconnection with Dover.

Water Storage- Provide water storage capacity to meet peak water demands.

- Operate and maintain 5 storage tanks in two pressure zones.

Water Distribution- Provide water distribution to service Portsmouth, Newington, Greenland, New Castle, Pease International Tradeport and portions of Rye, Madbury, and Durham.

- Provide drinking water supply.
- Provide water for fire protection.
- Operate and maintain 190 miles of system piping ranging from 2" to 24".
- Maintain 8,300 services from the main in the street to curb shutoff, install new services.
- Maintain and install hydrants (including biannual flushing program).
- Maintain, install, and read water meters and monitor them via the automated meter reading system infrastructure.
- Maintain and exercise valves.
- Perform backflow testing annually at low hazard facilities and twice a year at high hazard facilities.
- Produce annual quality report and continued customer outreach through website updates, news releases and facility tours.

Technical Services- Provide technical services to water division

- Maintain and further develop geographic mapping and information system.
- Prepare maps and plans for information analysis and presentation.
- Prepare technical specifications, drawings, and estimates.
- Review projects in design phase and perform field survey work.
- Perform engineering inspections for water construction projects.
- Administer and operate the backflow and source water protection programs.
- Maintain and update the inventory of water system assets to utilize with ongoing maintenance and capital planning.

Goals and Objectives	
Goal #1: Continue operations based on conjunctive approach to water management balancing.	*Objectives:* ✓ Implement recommendations of the Water Supply Master Plan Study of water availability and conjunctive management to optimize the efficient use of the water systems surface and groundwater supplies. ✓ Continue to encourage and implement water efficiency measures through customer outreach and water efficiency programs, including the new Water Efficiency Rebate Program which started in December 2014, the EPA's WaterSense program and the new irrigation meter ordinance. ✓ Provide adequate training and operational direction to staff to achieve operator certifications at or above required standards.

	✓ Continue to develop and implement new standard operating procedures within the Water Division to optimize staff utilization, duties and operating efficiency. ✓ Continue to work on water supply contingency planning for emergencies and droughts. This planning includes working with adjacent water supplies for interconnection agreements and developing additional sources of supply. ✓ Continue to improve water meter accounting and tracking of unaccounted-for water through meter calibrations, water use audits and leak detection efforts.
Citywide Goal Addressed: Sustainability	
Goal #2: Continue steps to improve water quality, water quantity and system security.	*Objectives:* ✓ Optimize Water Treatment Plant and Distribution System operations utilizing the recommendations of the Stage II Disinfection By-Product Rule upgrade Study project guidance; pursue capital projects including continuation of annual water line replacement, water source augmentation. ✓ Continue upgrade of SCADA system water supply control and security applications. ✓ Protect reservoir watershed areas and wellhead zones of contribution through land acquisition, regulation, and other available means as appropriate. ✓ Continue with the comprehensive leak detection program, identify and fix leaks in a timely manner.
Citywide Goal Addressed: Sustainability	
Goal #3: Develop sustainable funding strategies	*Objectives:* ✓ Implement recommendations of rate study with focus on fair, equitable and sustainable funding utilizing the rate model as a guide. ✓ Implement water asset management and operational maintenance program database information systems to improve system operations and long-term capital planning needs. ✓ Implement the recommendations of the Water Supply Study for improved capital planning and operations.
Citywide Goal Addressed: Sustainability	

Performance Measures

	FY15	FY16	FY17 (Est)	FY18 (Projected)
Percent of unaccounted for water	15%	14.5%	13.5%	12.5%
Number of water main breaks	35	29	22	22
Million Gallons Delivered (Surface and Groundwater)	1,655	1,669	1,675	1,670
Millions Gallons of Groundwater Treated	650	611	600	590
Millions Gallons of Surface Water Treated	1,005	1,058	1,075	1,080
Customer Water Meter Replacements	391	414	375	450

2017-2018 BUDGETED POSITION AND SALARY DETAIL

WATER DIVISION

			POSITION	SALARY
ADMINISTRATION				
NON GRADE 28	D	②	DEPUTY CITY MANAGER	12,973
PMA GRADE 24	E	①	DEPUTY PW DIRECTOR	56,062
PMA GRADE 18	F	⑧	ASSISTANT CITY MANAGER	17,223
NON GRADE 16	E	③	OPERATIONS MANAGER	19,017
PMA GRADE 13	D	⑦	PUBLIC INFORMATION OFFICER	18,808
PMA GRADE 11	G	⑨	FINANCE ASSISTANT	15,648
PMA GRADE 9	B	③	ADMIN ASSIST I	11,734
1386B GRADE 7	9E/3F	③	ADMIN CLERK	11,231
1386 GRADE 7	E	③	DISPATCHER	11,208
1386B GRADE 5	3D/9E	①	COLLECTIONS / BILLING CLERK	20,018
PMA GRADE 7	B	③	SPECIAL PROJECT COORDINATOR	10,694
SMA GRADE 14	3.5B/8.5C	⑤	EQUIPMENT MAINTENANCE FOREMAN	18,634
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	14,811
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	14,811
1386 GRADE 9	G	⑤	EQUIPMENT MECHANIC	15,636
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	14,811
1386 GRADE 6	G	⑤	TRUCK DRIVER 1	13,534
1386 GRADE 7	E	⑤	INVENTORY TECHNICIAN	13,450
			EDUCATION STIPENDS	1,232
			TOTAL	311,535
ENGINEERING				
PMA GRADE 22	E	①	ENGINEER SUPERVISOR	50,890
PMA GRADE 15	E	①	GIS COORDINATOR	36,238
PMA GRADE 15	G	④	ENVIRONMENTAL PLANNER/SUSTAINABILITY COORDINATOR	18,990
PMA GRADE 16	E	①	SCADA MANAGER	38,033
PMA GRADE 16	E	①	ASST. ENGINEER	38,033
1386B GRADE 8	F	①	CAD TECH	24,055
			EDUCATION STIPENDS	1,155
			TOTAL	207,394
WATER SUPPLY AND TREATMENT				
PMA GRADE 18	E		WATER RESOURCES MANAGER	83,810
SMA GRADE 13	F		ACPO	67,920
PMA GRADE 9	6A/6B		WATER QUALITY SPECIALIST	45,835
1386 GRADE 8	G		PLANT OPER 1	49,682
1386 GRADE 8	G		PLANT OPER 1	49,682
1386 GRADE 8	G		PLANT OPER 1	49,682
1386 GRADE 8	E		PLANT OPER 1	47,058
1386 GRADE 8	G		PLANT OPER 1	49,682
			EDUCATION STIPEND	1,540
			ON CALL MONITORING	15,800
			TOTAL	460,691
DISTRIBUTION AND METERS				
SMA GRADE 15	E	①	GEN FOREMAN	36,419
SMA GRADE 13	E		WATER FOREMAN	66,102
SMA GRADE 13	9E/3F	①	WATER BILLING FOREMAN	33,278
1386 GRADE 9	F		EQUIP OPER 2	50,727
1386 GRADE 8	F		EQUIP OPER 1	48,352
1386 GRADE 7	F		UTILITY MECH	46,067
1386 GRADE 7	G	①	UTILITY MECH	23,666
1386 GRADE 7	8E/4F		UTLITIY MECH	45,244
1386 GRADE 7	F	①	UTILITY MECH	23,033
1386 GRADE 6	E	①	W/S METER READER	21,366
1386 GRADE 7	G	①	UTILITY MECH	23,666
1386 GRADE 5	E		LABORER	40,721
1386 GRADE 5	E		LABORER	40,721
				1,240
			TOTAL	500,602
			TOTAL FULL TIME	**1,480,222**
NON GRADE 4	A	③	SECRETARY	5,863
				5,871
				29,409
			TOTAL PART TIME	**41,143**
			TOTAL DEPARTMENT	**1,521,365**

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY

① 50% WATER, 50% SEWER
65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION,
② 10% WATER, 10% SEWER

③ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY
④ LANDFILL TRUST

⑤ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING

⑦ 30% WATER, 30% SEWER, 20% PUBLIC WORKS, 20% PARKING
7.5% PLANNING, 5% CDBG, 20% PW, 20% PARKING, 20% WATER,
⑧ 20% SEWER, 7.5% TRUSTEES OF TRUST FUNDS
⑨ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED

WATER DEPARTMENT

ADMINISTRATION PORTSMOUTH
50-751-610-51-100-492

011001	REGULAR SALARIES	265,877	245,447	293,499	311,535
011061	INSURANCE REIMBURSEMENT	8,305	6,809	11,850	12,000
011064	COLL BARG CONTINGENCY	24,255	-	7,436	2,600
012001	PART TIME SALARIES	-	-	5,308	5,863
014041	OVERTIME	1,000	762	2,100	4,000
015001	LONGEVITY	10,069	9,815	10,029	10,569
016001	LEAVE AT TERMINATION	30,000	(86,316)	30,000	30,000
021001	INSURANCE-HEALTH	480,081	372,315	514,000	472,000
021101	INSURANCE-DENTAL	28,249	22,637	30,350	29,100
021501	INSURANCE-LIFE	2,473	2,814	3,376	3,406
021601	INSURANCE-DISABILITY	7,420	5,371	6,440	6,314
021802	OPEB EXPENSE	33,320	30,933	12,000	15,000
022001	SOCIAL SECURITY	17,506	16,310	19,906	21,326
022501	MEDICARE	4,094	3,905	4,655	4,988
023001	RETIREMENT	30,935	30,514	35,234	37,114
023004	RETIREMENT-OPEB LIAB ADJ	-	70,342	10,000	15,000
026002	INSURANCE-WORKERS COMP	21,417	21,417	27,858	24,035
030101	PROF SERVICES-AUDIT	7,112	7,112	7,112	7,200
031002	PROF SERVICES-ENGINEERING	5,000	9,836	7,500	10,000
032001	PROF SERVICES-O/S COUNSEL	5,000	22,235	5,000	20,000
033002	ADMINISTRATIVE OVERHEAD	552,326	552,326	571,227	580,231
034001	LOCK BOXES	15,000	8,940	15,000	15,000
034103	TELEPHONE	500	859	500	500
034206	SOFTWARE-ANNUAL MAINT	36,450	36,815	36,450	56,418
035002	PROF SERV- SUBSTANCE TEST	750	-	750	750
035004	OCCUPATIONAL HEALTH	2,500	3,022	2,500	2,500
039054	PROF/SERVICES-CONTRACT	-	-	-	-
043024	REPAIRS-VEHICLE	500	-	500	-
043026	REPAIRS-COMPUTER EQUIP	500	-	500	-
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
043028	MAINTENANCE	2,500	9,427	2,500	11,000
048002	PROPERTY INSURANCE	46,287	46,287	49,506	50,794
053001	ADVERTISING	3,300	2,345	3,300	3,300
054003	STATE CERTIFICATION	-	38	-	-
054050	TRAINING	1,350	2,054	1,350	3,000
055050	PRINTING	12,500	8,914	12,500	12,500
056001	DUES PROFESSIONAL ORGANIZ	1,200	1,559	1,500	1,500
057101	TRAVEL AND CONFERENCE	1,500	5,630	2,500	2,500
061001	FIRST AID	-	-	-	1,900
062001	OFFICE SUPPLIES	3,300	4,432	3,500	4,000
062011	OPERATING SUPPLIES	-	773	-	-
062501	POSTAGE	28,800	23,100	28,800	28,800
063501	GASOLINE	69,725	25,509	40,000	40,000
067001	BOOKS & PERIODICALS	-	-	-	-
074000	MACHINERY AND EQUIPMENT	2,500	447	2,500	-
074003	SOFTWARE	-	50,000	-	-
075001	FURNITURE AND FIXTURES	-	10,000	-	-
081005	TAXES	118,000	126,075	118,000	125,500
086001	DEPRECIATION	1,676,000	1,577,929	1,700,000	1,780,000
088011	ASSISTANCE WATER/SEWER	25,000	1,586	10,000	5,000
092101	FINANCING FEES ON DEBT	20,000	79,926	25,000	10,500
098102	INTEREST-BONDED DEBT	1,096,925	1,394,706	1,155,219	1,048,660
		4,699,526	**4,764,954**	**4,827,255**	**4,826,403**

ENGINEERING ADMIN PORTSMOUTH
50-751-610-52-100-492

011001	REGULAR SALARIES	196,569	213,521	201,424	207,394
012001	PART TIME SALARIES	29,409	21,945	29,409	29,409
014041	OVERTIME	-	298	-	-
022001	SOCIAL SECURITY	14,011	13,789	14,313	14,682
022501	MEDICARE	3,278	3,225	3,347	3,434
023001	RETIREMENT	21,947	23,610	22,500	23,601
031002	PROF SERVICES-ENGINEERING	20,000	960	15,000	20,000
033004	GROUNDWATER PROTECT PRGM	10,000	32,555	15,000	15,000
034103	TELEPHONE	1,840	1,352	1,840	1,840
034104	CELLULAR PHONES	1,800	958	1,800	1,800
039054	PROF/SERVICES-CONTRACT	1,500	5,046	-	10,000
043028	MAINTENANCE	1,500	23	1,500	-
054050	TRAINING	2,500	939	2,500	2,500
056001	DUES PROFESSIONAL ORGANIZ	1,500	675	1,500	1,500
057101	TRAVEL AND CONFERENCE	1,750	1,678	2,250	2,250
062001	OFFICE SUPPLIES	1,800	130	1,800	-

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
062007	COMPUTER/PRINTER SUPPLIES	4,500	25	4,500	500
062011	OPERATING SUPPLIES	1,200	80	1,200	500
067001	BOOKS & PERIODICALS	500	55	500	500
074000	MACHINERY AND EQUIPMENT	1,000	75	1,000	-
		316,604	**320,939**	**321,383**	**334,910**
TREATMENT PLANT PORTSMOUTH					
50-751-650-54-180-492					
011001	REGULAR SALARIES	317,280	372,821	427,147	401,056
011060	ON CALL MONITORING	15,303	14,882	15,600	15,800
014041	OVERTIME	10,498	10,730	10,500	15,000
022001	SOCIAL SECURITY	21,271	23,419	28,102	26,775
022501	MEDICARE	4,975	5,477	6,572	6,262
023001	RETIREMENT	38,322	44,339	50,627	49,145
031003	PROF SERVICES-SCADA	7,500	6,330	7,500	18,000
034103	TELEPHONE	10,000	7,746	10,000	13,200
034104	CELLULAR PHONES	8,800	4,746	8,800	8,800
039051	SECURITY/ALARMS	1,500	2,181	1,500	3,000
041002	ELECTRICITY	206,522	162,854	180,000	180,000
041101	NATURAL GAS	-	699	-	-
041103	PROPANE GAS	27,500	18,185	28,000	24,000
041301	RUBBISH REMOVAL	260	974	260	600
041308	SLUDGE DISPOSAL	200,000	57,783	175,000	125,000
043002	REPAIRS-ELECTRICAL	7,500	2,731	7,500	7,500
043005	REPAIRS-HEATING SYSTEM	3,100	39,001	3,100	3,500
043018	REPAIRS-EQUIPMENT	15,000	48,339	25,000	30,000
043024	REPAIRS-VEHICLE	9,500	9,742	9,500	9,500
043025	REPAIRS-BLDINGS & GROUNDS	3,500	5,567	5,000	12,000
043026	REPAIRS-COMPUTER EQUIP	3,500	170	5,000	500
043028	MAINTENANCE	7,500	11,966	12,500	15,000
043029	LAGOONS	-	-	-	-
043030	BELLAMY DAM	8,500	6,261	8,500	10,000
043031	SCADA EQUIPMENT	2,500	5,163	6,000	8,000
044002	RENTAL OTHER EQUIPMENT	-	-	-	-
054003	STATE CERTIFICATION	1,750	-	1,750	600
054050	TRAINING	1,000	4,240	1,250	2,500
056007	OPERATIONAL PERMITS	500	-	500	750
057101	TRAVEL AND CONFERENCE	1,500	2,818	1,500	1,500
057102	TRAVEL REIMBURSEMENT	750	889	750	900
061001	FIRST AID	1,000	849	1,000	-
062001	OFFICE SUPPLIES	2,000	3,845	2,000	2,100
062007	COMPUTER/PRINTER SUPPLIES	500	1,519	500	500
062011	OPERATING SUPPLIES	5,000	6,127	5,000	5,500
062501	POSTAGE	-	476	-	-
063600	DIESEL FUEL	2,142	-	2,142	1,000
063800	MATERIALS-CHEMICALS	440,000	312,707	357,500	350,000
067001	BOOKS & PERIODICALS	-	101	-	-
068001	CLOTHING ALLOWANCE	-	-	-	-
068002	CLOTHING	3,750	3,337	3,750	3,750
068003	PROTECTIVE CLOTHING	750	16	1,375	750
068030	TOOLS	4,000	2,814	4,000	4,000
072000	BUILDINGS	5,000	345	5,000	5,000
074000	MACHINERY AND EQUIPMENT	5,000	1,539	7,500	15,000
092101	FINANCING FEES ON DEBT	-	-	-	-
		1,404,973	**1,203,727**	**1,427,225**	**1,376,488**
TREATMENT PLANT PEASE					
50-751-650-54-580-492					
011001	REGULAR SALARIES	56,546	-	-	-
014041	OVERTIME	875	694	800	-
022001	SOCIAL SECURITY	3,560	40	50	-
022501	MEDICARE	833	9	12	-
023001	RETIREMENT	6,414	78	89	-
031003	PROF SERVICES-SCADA	1,500	-	2,500	3,000
034103	TELEPHONE	200	-	200	-
039010	PROF/SERVICES-LAB TESTS	-	415	-	10,000
039051	SECURITY/ALARMS	200	-	200	500
041002	ELECTRICITY	25,000	24,952	25,000	28,000
041101	NATURAL GAS	2,142	-	2,142	-
041102	HEATING OIL	2,142	-	2,142	-
041301	RUBBISH REMOVAL	100	-	100	100

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
043002	REPAIRS-ELECTRICAL	750	36	1,250	1,800
043018	REPAIRS-EQUIPMENT	5,000	3,882	5,000	6,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	109	1,500	1,500
043028	MAINTENANCE	500	685	500	1,000
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	-
061001	FIRST AID	100	-	100	-
063800	MATERIALS-CHEMICALS	5,000	589	1,500	-
068001	CLOTHING ALLOWANCE	-	-	-	-
068030	TOOLS	-	-	-	-
074000	MACHINERY AND EQUIPMENT	5,000	592	5,000	5,000
		117,362	**32,080**	**48,085**	**56,900**

LABORATORY PORTSMOUTH
50-751-650-55-180-492

011001	REGULAR SALARIES	56,853	55,983	54,922	43,835
014041	OVERTIME	613	1,800	650	-
022001	SOCIAL SECURITY	3,563	3,193	3,445	2,718
022501	MEDICARE	833	747	806	636
023001	RETIREMENT	6,419	6,413	6,207	4,988
039010	PROF/SERVICES-LAB TESTS	35,750	40,383	35,750	57,000
043018	REPAIRS-EQUIPMENT	2,000	1,778	2,500	2,500
043028	MAINTENANCE	2,000	1,271	2,500	1,000
056001	DUES PROFESSIONAL ORGANIZ	-	249	-	-
056007	OPERATIONAL PERMITS	-	-	-	-
057102	TRAVEL REIMBURSEMENT	-	111	-	-
061002	MISCELLANEOUS SUPPLIES	-	-	-	-
062001	OFFICE SUPPLIES	500	564	750	750
062011	OPERATING SUPPLIES	11,000	9,951	13,500	13,500
067001	BOOKS & PERIODICALS	150	-	150	200
068003	PROTECTIVE CLOTHING	100	78	250	250
068030	TOOLS	250	-	250	-
074000	MACHINERY AND EQUIPMENT	2,500	2,107	3,500	2,500
		122,531	**124,629**	**125,180**	**129,877**

TREATMENT-WELLS PORTSMOUTH
50-751-650-56-171-492

011001	REGULAR SALARIES	15,595	-	-	-
014041	OVERTIME	8,546	13,819	9,500	14,000
022001	SOCIAL SECURITY	1,497	805	589	868
022501	MEDICARE	350	189	138	203
023001	RETIREMENT	2,697	1,544	1,061	1,593
039054	PROF/SERVICES-CONTRACT	10,000	3,340	15,000	-
041002	ELECTRICITY	70,961	62,004	62,500	62,500
041101	NATURAL GAS	3,212	880	3,212	-
041103	PROPANE GAS	-	-	-	3,212
043002	REPAIRS-ELECTRICAL	6,500	30	8,500	8,500
043018	REPAIRS-EQUIPMENT	10,000	42,789	15,000	15,000
043025	REPAIRS-BLDINGS & GROUNDS	2,500	12,302	7,500	7,500
043028	MAINTENANCE	12,500	28,819	15,000	40,000
043032	GENERATOR MAINTENANCE	3,500	-	3,500	1,500
062011	OPERATING SUPPLIES	1,250	862	1,250	1,250
063800	MATERIALS-CHEMICALS	6,000	-	6,000	-
068030	TOOLS	250	-	250	-
074000	MACHINERY AND EQUIPMENT	5,000	20,590	7,500	7,500
		160,358	**187,972**	**156,500**	**163,626**

STORAGE TANKS PORTSMOUTH
50-751-650-57-177-492

041002	ELECTRICITY	6,500	4,354	2,850	4,000
043018	REPAIRS-EQUIPMENT	1,500	7,784	1,500	4,000
043025	REPAIRS-BLDINGS & GROUNDS	750	-	750	750
043028	MAINTENANCE	7,500	1,343	7,500	3,000
098102	INTEREST-BONDED DEBT	-	21	-	-
		16,250	**13,503**	**12,600**	**11,750**

STORAGE TANKS PEASE
50-751-650-57-577-492

041002	ELECTRICITY	1,508	2,603	1,550	1,600
043018	REPAIRS-EQUIPMENT	550	-	550	4,000
043025	REPAIRS-BLDINGS & GROUNDS	1,000	-	1,000	400
043028	MAINTENANCE	1,000	1,585	1,000	1,000
		4,058	**4,187**	**4,100**	**7,000**

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
BOOSTER STATION PORTSMOUTH					
50-751-650-58-182-492					
039051	SECURITY/ALARMS	-	-	-	-
041002	ELECTRICITY	80,310	57,920	61,000	61,000
041102	HEATING OIL	2,500	-	2,000	-
041103	PROPANE GAS	-	-	-	2,000
043018	REPAIRS-EQUIPMENT	2,000	-	4,000	6,000
043025	REPAIRS-BLDINGS & GROUNDS	5,000	2,465	7,500	5,000
043028	MAINTENANCE	3,000	373	5,000	5,000
043032	GENERATOR MAINTENANCE	500	-	500	500
062011	OPERATING SUPPLIES	500	-	500	-
074000	MACHINERY AND EQUIPMENT	7,500	7,289	7,500	9,000
		101,310	**68,047**	**88,000**	**88,500**
DISTRIBUTION-ADMIN PORTSMOUTH					
50-751-660-51-100-492					
011001	REGULAR SALARIES	160,467	206,169	170,608	133,711
012001	PART TIME SALARIES	5,871	-	5,871	5,871
014041	OVERTIME	5,500	20,772	5,500	10,000
022001	SOCIAL SECURITY	10,654	13,195	11,283	9,274
022501	MEDICARE	2,492	3,086	2,639	2,169
023001	RETIREMENT	18,539	25,593	19,683	16,354
034101	PAGERS	-	64	-	-
034103	TELEPHONE	3,750	2,743	3,750	3,750
034104	CELLULAR PHONES	3,000	2,954	3,000	3,200
039051	SECURITY/ALARMS	-	-	-	-
041002	ELECTRICITY	-	-	-	-
041305	HOUSEHOLD HAZARDOUS WASTE	20,000	17,570	20,000	15,000
043018	REPAIRS-EQUIPMENT	5,000	1,318	5,000	10,000
043024	REPAIRS-VEHICLE	23,500	29,313	27,500	35,000
043025	REPAIRS-BLDINGS & GROUNDS	1,750	1,533	1,750	500
043027	REPAIRS-OFFICE EQUIPMENT	1,000	-	1,000	-
043028	MAINTENANCE	5,000	1,032	7,500	1,600
044002	RENTAL OTHER EQUIPMENT	2,500	-	2,500	1,000
054003	STATE CERTIFICATION	1,250	-	1,250	1,250
054050	TRAINING	2,100	3,205	2,750	1,500
055050	PRINTING	500	-	500	-
056001	DUES PROFESSIONAL ORGANIZ	450	-	750	-
057101	TRAVEL AND CONFERENCE	-	-	-	750
061001	FIRST AID	560	376	800	-
062001	OFFICE SUPPLIES	700	1,438	1,000	1,400
062011	OPERATING SUPPLIES	1,150	3,166	4,500	4,500
065051	GROUNDSKEEPING-DIG SAFE	4,000	3,649	4,500	4,500
067001	BOOKS & PERIODICALS	150	-	150	150
068002	CLOTHING	6,500	4,921	6,500	6,500
068003	PROTECTIVE CLOTHING	750	304	1,813	1,850
068012	STOCK INVENTORY	-	(4,402)	-	1,000
068016	MATERIALS	11,700	3,748	12,500	7,500
068030	TOOLS	4,500	10,435	6,000	6,500
074000	MACHINERY AND EQUIPMENT	4,500	23,682	7,500	8,000
		307,833	**375,864**	**338,097**	**292,829**
DISTRIBUTION CROSSCONNECT					
50-751-660-53-100-492					
011001	REGULAR SALARIES	21,237	23,804	21,317	23,666
014041	OVERTIME	817	148	800	800
022001	SOCIAL SECURITY	1,367	1,329	1,371	1,517
022501	MEDICARE	320	311	321	355
023001	RETIREMENT	2,463	2,675	2,470	2,784
043028	MAINTENANCE	570	-	1,000	-
054003	STATE CERTIFICATION	130	-	250	-
054050	TRAINING	650	-	1,000	-
056001	DUES PROFESSIONAL ORGANIZ	250	-	500	-
057101	TRAVEL AND CONFERENCE	750	-	1,250	-
062001	OFFICE SUPPLIES	150	261	150	300
062011	OPERATING SUPPLIES	1,250	-	1,250	500
067001	BOOKS & PERIODICALS	200	-	200	-
074000	MACHINERY AND EQUIPMENT	1,000	-	1,000	1,000
		31,154	**28,529**	**32,879**	**30,922**
DISTRIBUTION-MAINS PORTSMOUTH					
50-751-660-61-100-492					
011001	REGULAR SALARIES	102,377	126,585	102,763	144,323
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	20,000	43,162	25,000	20,000

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
022001	SOCIAL SECURITY	7,587	9,859	7,921	10,188
022501	MEDICARE	1,774	2,306	1,853	2,383
023001	RETIREMENT	13,670	18,961	14,271	18,700
039052	PROF/SERV-CAPITAL OUTLAY	-	-	-	-
039054	PROF/SERVICES-CONTRACT	5,000	30,890	5,000	10,000
039055	PROF/SERV-CONTRACT-BILLAB	-	-	-	-
044002	RENTAL OTHER EQUIPMENT	1,000	-	1,000	5,000
068003	PROTECTIVE CLOTHING	-	-	-	750
068016	MATERIALS	97,500	70,365	97,500	133,000
		248,908	**302,129**	**255,308**	**344,344**
DISTRIBUTION-SERVICES PORTSMOUTH					
50-751-660-62-100-492					
011001	REGULAR SALARIES	54,171	68,629	54,375	81,442
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	5,200	4,240	8,000	8,000
022001	SOCIAL SECURITY	3,681	4,237	3,867	5,545
022501	MEDICARE	861	991	904	1,297
023001	RETIREMENT	6,632	8,121	6,967	10,178
039011	CAPITAL OUTLAY-CONTRACT	-	-	-	-
039054	PROF/SERVICES-CONTRACT	-	-	-	-
039055	PROF/SERV-CONTRACT-BILLAB	-	70	-	-
068013	MATERIAL-BILLABLE	-	-	-	-
068016	MATERIALS	35,000	47,363	35,000	35,000
074000	MACHINERY AND EQUIPMENT	1,250	-	1,250	1,250
		106,795	**133,651**	**110,363**	**142,712**
DISTRIBUTION-HYDRANTS PORTSMOUTH					
50-751-660-63-100-492					
011001	REGULAR SALARIES	56,363	37,571	56,576	46,067
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	17,500	1,681	17,500	5,000
022001	SOCIAL SECURITY	4,580	2,280	4,593	3,166
022501	MEDICARE	1,071	533	1,074	740
023001	RETIREMENT	8,251	4,385	8,274	5,811
039054	PROF/SERVICES-CONTRACT	1,250	-	50,000	50,000
068016	MATERIALS	12,200	26,338	12,200	12,200
068030	TOOLS	500	-	500	500
074000	MACHINERY AND EQUIPMENT	2,500	-	2,500	2,500
		104,215	**72,788**	**153,217**	**125,984**
DISTRIBUTION-METERS PORTSMOUTH					
50-751-660-64-100-492					
011001	REGULAR SALARIES	75,560	33,742	76,560	71,393
014041	OVERTIME	3,000	1,118	3,000	3,000
022001	SOCIAL SECURITY	4,871	2,058	4,932	4,612
022501	MEDICARE	1,139	481	1,153	1,079
023001	RETIREMENT	8,775	3,893	8,887	8,466
039054	PROF/SERVICES-CONTRACT	11,000	19,762	11,000	11,000
043018	REPAIRS-EQUIPMENT	8,500	26,676	8,500	8,500
062011	OPERATING SUPPLIES	550	-	750	750
068003	PROTECTIVE CLOTHING	-	-	187	150
068016	MATERIALS	71,000	102,729	75,000	75,000
074000	MACHINERY AND EQUIPMENT	5,000	6,120	5,000	5,000
		189,395	**196,578**	**194,969**	**188,950**
TOTAL WATER DIVISION		**7,931,272**	**7,829,579**	**8,095,161**	**8,121,195**
CASH REQUIREMENTS ADJUSTMENTS					
021802	OPEB EXPENSE	(33,320)	(33,320)	(33,320)	(30,000)
070000	CAPITAL OUTLAY	700,000	700,000	900,000	1,120,000
086001	DEPRECIATION	(1,676,000)	(1,676,000)	(1,700,000)	(1,780,000)
098001	PRINICIPAL-BONDED DEBT	1,937,528	1,937,528	2,142,528	2,142,528
098102	INTEREST-BONDED DEBT	(14,773)	(14,773)	(14,401)	27,002
098010	PROJECTED NEW BOND PAYMNT	-	-	-	112,500
099002	ROLLING STOCK	201,500	201,500	199,000	210,000
Total Cash Requirements Adjustment		**1,114,935**	**1,114,935**	**1,493,807**	**1,802,030**
TOTAL CASH REQUIREMENTS WATER		**9,046,207**	**8,944,514**	**9,588,968**	**9,923,225**

This page is intentionally left blank.

Sewer Division

Services Overview

- ✓ Sewer Assistance Programs
- ✓ Wastewater Collection
- ✓ Wastewater Treatment
- ✓ Technical Services

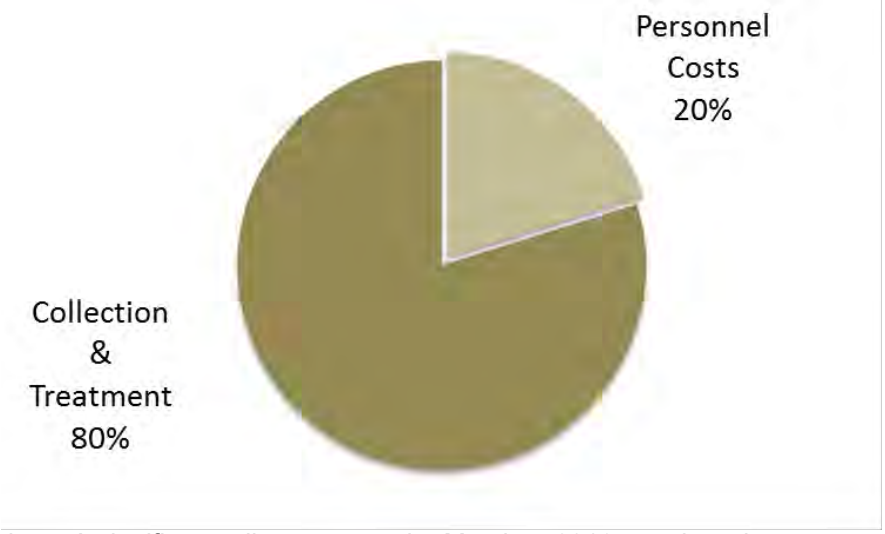
Department Budget Comments

The Sewer Division's proposed cash requirement budget for FY18 is $15,222,638. This represents an increase of $292,184 or 2% from FY17.

Budget Summary of Expenditures

SEWER DEPARTMENT	FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
SALARIES	1,546,673	1,443,884	1,617,124	1,852,193
PART-TIME SALARIES	35,280	4,343	40,588	41,143
OVERTIME	100,987	106,499	101,400	123,100
LONGEVITY	10,069	9,894	11,893	11,403
HEALTH INSURANCE	494,987	508,639	451,500	513,000
DENTAL INSURANCE	34,608	33,607	32,000	35,700
INSURANCE REIMBURSEMENT	18,812	21,146	26,319	24,140
LEAVE AT TERMINATION	30,000	60,433	30,000	30,000
WORKERS' COMPENSATION	17,827	17,827	13,929	14,458
RETIREMENT	185,172	177,509	193,230	226,086
OTHER BENEFITS	161,803	88,873	168,163	198,912
COLLECTIVE BARGAINING CONTINGENCY	27,255	-	5,648	3,400
Contractual Obligations	2,663,473	2,472,653	2,691,794	3,073,535
CHEMICALS	970,028	647,247	673,000	676,000
REPAIRS & MAINTENANCE	282,075	546,043	331,825	346,775
ELECTRICITY	584,817	415,306	452,500	457,500
NATURAL GAS	13,229	9,224	9,729	12,000
PROPANE & FUEL OIL	60,607	33,613	41,107	33,500
GASOLINE & DIESEL	60,100	25,235	49,350	50,350
ADMINISTRATIVE OVERHEAD	552,326	552,326	571,227	580,231
SLUDGE/GRIT REMOVAL	327,000	348,236	320,500	365,500
PROF CONTRACTED SERVICES	145,759	239,780	150,259	243,659
PERMITS EXPENSES/LEGAL FEES	205,000	235,205	147,500	425,000
INTEREST ON DEBT	2,017,555	1,542,217	2,051,697	2,035,122
DEPRECIATION	2,100,000	1,879,974	2,000,000	2,010,000
EQUIPMENT	174,500	364,577	189,000	165,500
STOCK MATERIAL	70,500	118,900	70,500	116,500
ASSISTANCE PROGRAM	50,000	3,416	20,000	20,000
OTHER OPERATING	587,099	501,908	528,752	582,474
Other Operating	8,200,595	7,463,207	7,606,946	8,120,111
TOTAL FULL ACCRUAL BASIS	10,864,068	9,935,860	10,298,740	11,193,646
CASH REQUIREMENTS ADJUSTMENTS				
OPEB EXPENSES	(21,791)	(21,791)	(21,791)	(30,000)
CAPITAL OUTLAY	950,000	950,000	2,400,000	1,550,000
DEPRECIATION	(2,100,000)	(2,100,000)	(2,000,000)	(2,010,000)
PRINCIPAL-BONDED DEBT	3,595,593	3,595,593	3,795,593	3,845,593
ACCRUED INTEREST ADJ	(449,370)	(449,370)	7,912	(14,101)
PROJECTED PRINCIPAL DEBT	-	-	-	215,000
ROLLING STOCK	502,000	502,000	450,000	472,500
CASH ADJUSTMENT	2,476,432	2,476,432	4,631,714	4,028,992
TOTAL CASH REQUIREMENTS	13,340,500	12,412,292	14,930,454	15,222,638

Operating Costs – Cash Basis



Personnel costs for the Sewer Division represents 20% of the total cash requirements, the remaining 80% represent costs related to the collection and treatment of the sewer system which includes capital outlay and repayment of debt.

In FY17, the City continued to move forward with the Peirce Island Wastewater Treatment Facility (WWTF) Upgrade. Public meetings and presentations were held with the City Council and other committees and organizations. A significant milestone was the March 7, 2016 meeting where staff presented the option of the City financing a large portion of the project through the State of New Hampshire's State Revolving Loan Fund. The City Council approved up to $75 million of use of funds from this program to pay for the construction upgrades. Cost savings will be realized through principal forgiveness of 5% of the loan (approx. $3.75 million), an interest rate that is locked in at 2.23% over 20 years, and loan repayments which will commence one year after the completion of the project. This funding approach will allow the City to continue with predictable and stable sewer rate increases rather than having to absorb the cost of these upgrades in a shorter timeline.

Methuen Construction of Salem, New Hampshire was awarded the construction contract for the WWTF upgrade which began in the fall of 2016. The biological treatment system components will be completed by December 2019 as required by the City's Consent Decree with the Environmental Protection Agency (EPA).

To support its wastewater NPDES permits and as agreed in the Consent Decree Second Modification, the Sewer Division will continue to support scientific research of the receiving water bodies through studies including water quality monitoring in the Piscataqua River. The City continued with efforts to work with the EPA, the DES, and other communities in the Great Bay watershed to ensure regulatory requirements are based on sound science and when necessary, legally challenge the regulators to document that their requirements are justified.

The Pease Wastewater Treatment Facility Upgrade construction, planned to begin construction in FY17, was extended into FY18. Portions of the Pease facility have not been upgraded since its original construction in the 1950s. It is anticipated that the City will complete the work in phases utilizing the recommendations of previous engineering evaluations. During FY17, final design of the first phase of upgrades, including a new headworks building (screening, grit removal, raw sewage pumping and odor control), was completed and construction is anticipated to begin in FY18. The Division continues to work with Pease International Tradeport customers to identify future needs for additional treatment capacity.

As the rate projections presented here and in past public presentations show, the City of Portsmouth continues to maintain the position with the regulators that stringent treatment plant discharge limits in their NPDES permit may have major financial implications without clear justification of the environmental benefit. Therefore, the City continues to support its NPDES permit negotiations through scientific efforts and studies that better define the City's impact on the Piscataqua River.

Sewer User Rates

As with the Water Division budget, the FY18 Sewer budget utilized the updated Water and Sewer Rate Model to project rates needed to address major capital project costs. The rate model serves as a tool to allow for long-term planning. Prudent financial planning continues to result in predictable and stable rate increases to allow for funding of future capital projects without major impacts to customers. As a result of anticipated future major capital investments, such as with the Peirce Island WWTF upgrades, the City implemented a rate stabilization

reserve policy in FY14 as recommended by the City's Water and Sewer Rate Model consultant. This policy allows for either the increase or use of net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue. Therefore, this FY18 budget incorporates the recommendations of this model and the policy changes accepted by the Council.

The Sewer Division uses a two-tier inclining rate block structure similar to the Water Division. Sewer charges are based on water consumption. The first 10 units (a unit is 100 cubic feet or 748 gallons) of consumption per month will be billed at one rate, and any consumption greater than 10 units will be billed at a higher rate. This two-tier inclining rate block structure provides an equitable method of financing of wastewater operations.

The FY18 user rates reflect a 4% increase from the FY17 rates.

The proposed sewer rate for the first 10 units of water consumed per month will increase from $12.24 to $12.73, of which $6.75 per unit is directly related to the capital needs and debt repayment for the EPA mandated LTCP and treatment facility upgrade projects. The rate for the consumption over 10 units per month will be increased from $13.47 to $14.00 of which $6.75 is related to capital and debt repayment requirements.

FY18 Proposed Sewer Rates	FY18 Rates (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	$6.75
First 10 units billed per month	$5.98
Total First Tier Rate	**$12.73**
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	$6.75
Over 10 units billed per month	$7.25
Total Second Tier Rate	**$14.00**

The sewer rate continues to be strongly impacted by the capital costs associated with Federal and State regulatory issues. Future capital upgrades associated with these mandates are currently being planned as the City continues with the Long Term Control Plan sewer separation program and implementation of the Wastewater Masterplan.

Detailed water usage analysis was performed as part of the comprehensive Water and Sewer rate study. The study analyzed water usage for all customers based on 2012 usage. This analysis provided a detailed picture of the usage demographics throughout the water and sewer systems. User categories were evaluated for commercial, industrial and residential customers. That analysis showed that an average single-family customer on the Portsmouth water and sewer system uses 5 units per month. Therefore, the adjacent table depicts the monthly and annual water charges for a residential customer using 5 units per month.

FY18 Sewer Rate

Average Residential Customer Bill
Monthly Consumption in units
(1unit = 100 cf = 748 gallons)

	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	$6.75	5	$33.75
1st Tier sewer service rates	$5.98	5	$29.90
Minimum Charge (5/8" meter)	$0.00	n/a	$0.00
Total Monthly Charge			**$63.65**
Total Annual Charge			**$763.80**

Capital Projects

The table represent capital projects and rolling stock equipment identified in the Capital Improvement Plan, Appendix II and Rolling Stock Appendix I.

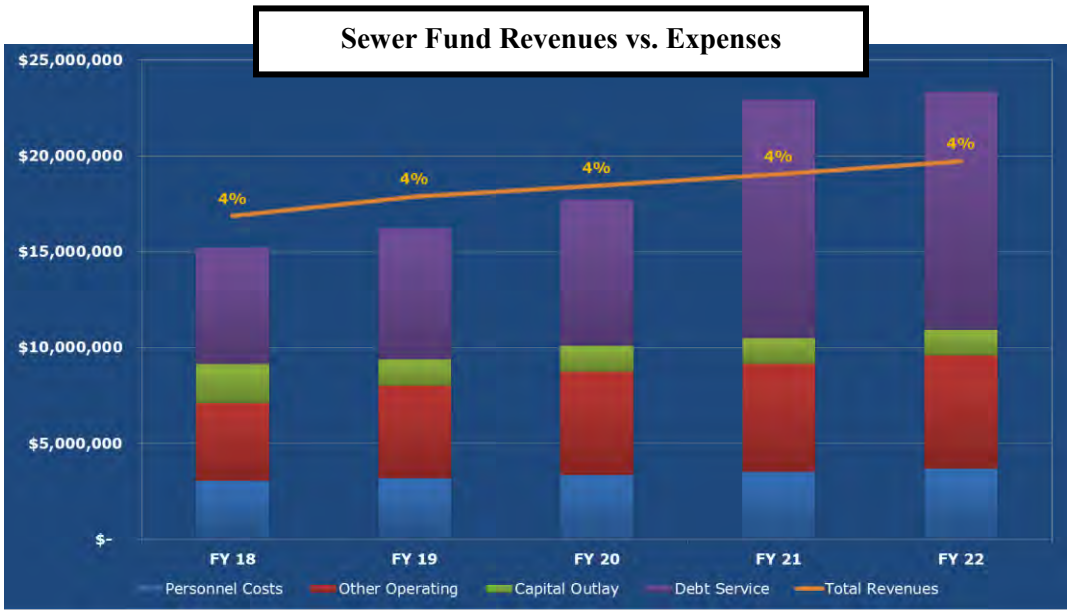
These projects will be funded through sewer revenues.

Capital Outlay	
Project Name	**Amount**
Consent Decree Mitigation	100,000
Pease Wastewater Treatment Facility	800,000
Long Term Control Plan Related Projects	200,000
Annual Sewer Line Replacement	250,000
Pleasant Street Sewer Reconstruction	150,000
Regional Digester Facility at Pease WWTF	50,000
TOTALS	$1,550,000

Rolling Stock	
Vehicle & Equipment Replacement	**Amount**
1Ton Pick-up (Year 2 of 2 funding)	35,000
Vactor	187,500
SUV	25,000
Misc Sewer System (Pumps, Motors, Etc)	225,000
TOTALS	$472,500

Rate Projections

The following graphic provides the latest analysis of projected rate increases of 4% each year from FY18 to FY22 as recommended by the Water and Sewer Rate model. The model includes an increase to net position for the rate stabilization reserve which will be used in future years to mitigate a significant rate spike when the City begins to re-pay the debt associated with the construction of the wastewater treatment upgrades in FY21.



Budget and Rate Summary – Sewer Division

Sewer Division prepares its budget using an accrual basis of accounting. Adjustments, from the accrual basis to the cash basis, are necessary to establish the amount of cash required to fund FY18 expenses.

SEWER RATE CALCULATION		
PROPOSED BUDGET	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	6,528,024	6,528,024
Permits/Legal Fees	425,000	425,000
Equipment & Minor Capital needs	165,500	165,500
Depreciation	2,010,000	
Interest on Debt	2,035,122	2,035,122
Accrued Interest		(14,101)
Principal on Debt		3,845,593
Projected Principal Debt		215,000
OPEB Liability	30,000	
Capital Projects		1,550,000
Rolling Stock		472,500
BUDGET RESOLUTION	11,193,646	
CASH REQUIREMENT		15,222,638
ESTIMATED REVENUES/CASH	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	325,500	325,500
State Aid Grant	317,879	317,879
Pease Reimbursement Interest on Debt	15,574	15,574
Special Agreements Interest on Debt	44,903	44,903
Interest on Investment	160,000	160,000
Use of Net Position	0	0
Sub Total	863,856	863,856
Other Financing Sources-Cash		
Pease Payback Towards Debt		116,290
Pease Aid Grant, Pease Principal		46,258
Special Agreements Principal Debt		104,135
Parkard Development Special Agreements		100,000
Bond Premium Amortization	151,810	
Sub Total	151,810	366,683
FULL ACCRUAL REVENUES	**1,015,666**	
ESTIMATED CASH		**1,230,539**
Required to be raised by User Rates		**13,992,099**
Rate Stabilization Reserve		**1,638,308**
TO BE RAISED BY USER RATES		**$15,630,407**

CASH REQUIRED FOR NET CAPITAL COSTS			
Total Estimated Billable Units	1,152,772		
Capital related Expenses		$6.75	7,786,235

TWO TIER INCLINING RATE STRUCTURE	(1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	403,470		
Rate/Anticipated Revenue		$5.98	2,411,571
Capital Related Expenses		$6.75	2,725,182
Total Tier 1 [0 - 10 units]		**$12.73**	5,136,753
Billable Units at Tier 2	749,302		
Rate/Anticipated Revenue		$7.25	5,432,601
Capital Related Expenses		$6.75	5,061,053
Total Tier 2 [over 20 units]		**$14.00**	10,493,654
Total Estimated User Revenues:	**1,152,772**		**15,630,407**

Programs and Services

Sewer Assistance Programs- Effective January 1, 2015, the City implemented two (2) Water and Sewer Assistance Programs for residential home-owners or tenants serviced by the City's Water and Sewer Divisions which allow qualifying customers assistance with the payment of their water and sewer bills. Information regarding these programs can be found on the City's Website.

- The first program offered is for Annual Assistance of a 25% discount off of water and sewer bills for income-eligible homeowners or tenants.
- The second program offered is for temporary assistance of up to a 50% credit toward an outstanding residential water and sewer balance to a maximum of $300 for a financial hardship.

Wastewater Collection- Support and maintain infrastructure for residential and commercial wastewater collection services in Portsmouth, including Pease International Tradeport.

- Clean, maintain and repair sewer infrastructure:
  - 115 miles of collection mains
  - 1,650 manholes
  - 20 pumping stations
- Install new sewer mains.
- Maintain advanced professional certifications for infrastructure collection operations at our above required regulatory levels.

Wastewater Treatment- Provide wastewater treatment services, accepting flow from the City, Pease International Tradeport, and additional customers from bordering towns.

- Maintain two wastewater treatment facilities (WWTF) and 20 pumping stations throughout Portsmouth and Pease.
- Maintain advanced technical professional certifications for operation of facilities at our above required regulatory levels.

Technical Services- Provide technical services to sewer division.

- Maintain and further develop geographic mapping and information system.
- Prepare maps and plans for information analysis and presentation.
- Analyze and investigate elicit discharges and pursue remediation.
- Prepare technical specifications, drawings, and estimates.
- Review projects in design phase and perform field survey work.
- Perform engineering inspections for sewer construction projects.

Goals and Objectives

Goal #1:	*Objectives:*
Bring Peirce Island Wastewater Treatment Facility into compliance with anticipated new NPDES permit requirements.	✓ Continue construction of the Peirce Island Wastewater facility upgrades. ✓ Implement recommendations for staffing changes to address the needs for operating more complex treatment systems and stringent discharge permit regulations. ✓ Continue work on Combined Sewer Overflow Long Term Control Plan (LTCP) and assess future needs via the ongoing Inflow and Infiltration Study.
Citywide Goal Addressed: Regulation Adherence and Legislative Development	

Goal #2: Continue operations improvement program in both collection and treatment areas.	*Objectives:* ✓ Continue implementation of asset management program for programed maintenance. ✓ Continue video line inspection program to refine sewer pipe assets. ✓ Continue to implement Fats, Oil and Grease (FOG) reduction measures and customer outreach. ✓ Confirm all necessary Industrial Discharge Permits are in place and are accurately monitored and billed. ✓ Conduct equipment upgrades with focus on energy efficiency and decreased energy consumption. ✓ Continue preventative maintenance program.
Citywide Goal Addressed: Public Outreach and Sustainability	
Goal #3: Minimize impacts to the City's waterways from combined sewer overflow.	*Objectives:* ✓ Complete the ongoing Inflow and Infiltration study throughout the City. ✓ Continue implementation of Illicit Discharge Detection Elimination program. ✓ Implement a series of projects to reduce inflow and infiltration. ✓ Upgrade pump stations and rehabilitate sewers. ✓ Continue implementation of Combined Sewer Overflow Long Term Control Plan (LTCP). ✓ Continue evaluation of stormwater options for operations facilities. ✓ Continue implementation of water efficiency program to reduce base flows to sewer and treatment systems.
Citywide Goal Addressed: Sustainability	

Performance Measures

	FY15	FY16	FY17 (Est)	FY18 (Projected)
Linear Feet of wastewater pipe cleaned and inspected	48,036	47,500	47,500	48,000

2017-2018 BUDGETED POSITION AND SALARY DETAIL

SEWER DIVISION

			POSITION	SALARY
ADMINISTRATION				
NON GRADE 28	D	②	DEPUTY CITY MANAGER	12,973
PMA GRADE 24	E	①	DEPUTY PW DIRECTOR	56,062
PMA GRADE 18	F	⑧	ASSISTANT CITY MANAGER	17,223
PMA GRADE 15	F	⑥	DEPUTY HEALTH OFFICER	44,682
NON GRADE 16	E	③	OPERATIONS MANAGER	19,017
PMA GRADE 13	D	⑦	PUBLIC INFORMATION OFFICER	18,808
PMA GRADE 11	G	⑨	FINANCE ASSISTANT	15,648
PMA GRADE 9	B	③	ADMIN ASSIST I	11,734
1386B GRADE 7	9E/3F	③	ADMIN CLERK	11,231
1386 GRADE 7	E	③	DISPATCHER	11,208
1386B GRADE 5	3D/9E	①	COLLECTIONS / BILLING CLERK	20,018
PMA GRADE 7	B	③	SPECIAL PROJECT COORDINATOR	10,694
SMA GRADE 14	3.5B/8.5C	⑤	EQUIPMENT MAINTENANCE FOREMAN	18,634
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	14,811
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	14,811
1386 GRADE 9	G	⑤	EQUIPMENT MECHANIC	15,636
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	14,811
1386 GRADE 6	G	⑤	TRUCK DRIVER 1	13,534
1386 GRADE 7	E	⑤	INVENTORY TECHNICIAN	13,450
			EDUCATION STIPENDS	2,156
			TOTAL	357,141
ENGINEERING				
PMA GRADE 22	E	①	ENGINEER SUPERVISOR	50,890
PMA GRADE 18	E		PROJECT MANAGER FOR ENGINEERING AND OPERATIONS	83,810
PMA GRADE 15	E	①	GIS COORDINATOR	36,238
PMA GRADE 15	G	④	ENVIRONMENTAL PLANNER/SUSTAINABILITY COORDINATOR	18,990
PMA GRADE 16	E	①	SCADA MANAGER	38,033
PMA GRADE 16	E	①	ASST. ENGINEER	38,033
PMA GRADE 12	B		SCADA TECH-NEW	54,475
1386B GRADE 8	F	①	CAD TECH	24,055
			EDUCATION STIPENDS	2,695
			TOTAL	347,219
SEWER TREATMENT FACILITIES				
SMA GRADE 16	F		CPO PEASE	78,581
SMA GRADE 16	B		CPO OF OPERATIONS PIERCE ISLAND	66,102
1386 GRADE 8	4.5D/7.5E		PLANT OPER 1	46,224
1386 GRADE 8	2D/10E		PLANT OPER 1	46,687
1386 GRADE 8	E		PLANT OPER 1	47,058
1386 GRADE 8	F		PLANT OPER 1	48,351
1386 GRADE 8	F		PLANT OPER 1	48,351
1386 GRADE 8	1C/9D/2E		PLANT OPER 1	45,029
1386 GRADE 8	E		PLANT OPER 1	47,058
				31,600
			TOTAL	505,041
LIFT STATIONS				
SMA GRADE 13	F		ACPO LIFT STATIONS	67,920
1386 GRADE 8	6E/6F		LIFT STATION OPER 1	47,705
1386 GRADE 8	E		LIFT STATION OPER 1	47,058
				15,800
			TOTAL	178,483
COLLECTION AND METERS				
SMA GRADE 15	E	①	GEN FOREMAN	36,419
SMA GRADE 13	G		SEWER FORMEAN	69,788
SMA GRADE 13	9E/3F	①	WATER BILLING FOREMAN	33,278
1386 GRADE 9	4D/8E		WATER/SEWER CAMERA OPERATOR	48,599
1386 GRADE 8	6D/6E		EQUIP OPER 1	45,946
1386 GRADE 7	G	①	UTILITY MECH	23,666
1386 GRADE 7	G		UTILITY MECH	47,333
1386 GRADE 6	F		TRUCK DRIVER 1	43,907
1386 GRADE 7	F		UTILITY MECH	46,067
1386 GRADE 7	F	①	UTILITY MECH	23,033
1386 GRADE 6	E	①	W/S METER READER	21,366
1386 GRADE 7	G	①	UTILITY MECH	23,666
				1,240
			TOTAL	464,308
			TOTAL FULL TIME	**1,852,192**
NON GRADE 4	A	③	SECRETARY	5,863
				5,871
				29,409
			TOTAL PART TIME	**41,143**
			TOTAL DEPARTMENT	**1,893,335**

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY

① 50% WATER, 50% SEWER

② 65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER
③ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
④ 25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST
⑤ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
⑥ 60% SEWER, 40% HEALTH
⑦ 30% WATER, 30% SEWER, 20% PUBLIC WORKS, 20% PARKING
7.5% PLANNING, 5% CDBG, 20% PW, 20% PARKING, 20% WATER, 20% SEWER, 7.5%
⑧ TRUSTEES OF TRUST FUNDS
⑨ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL

SEWER DEPARTMENT

ADMINISTRATION PORTSMOUTH
51-751-610-51-100-491

	Account Title	FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
011001	REGULAR SALARIES	307,705	297,523	337,803	357,141
011061	INSURANCE REIMBURSEMENT	18,812	21,146	26,319	24,140
011064	COLL BARG CONTINGENCY	27,255	-	5,648	3,400
012001	PART TIME SALARIES	-	-	5,308	5,863
014041	OVERTIME	-	1,043	2,100	5,000
015001	LONGEVITY	10,069	9,894	11,893	11,403
016001	LEAVE AT TERMINATION	30,000	60,433	30,000	30,000
021001	INSURANCE-HEALTH	494,987	508,639	451,500	513,000
021101	INSURANCE-DENTAL	34,608	33,607	32,000	35,700
021501	INSURANCE-LIFE	2,630	3,177	3,678	4,145
021601	INSURANCE-DISABILITY	7,864	5,827	7,016	7,791
021802	OPEB EXPENSE	21,791	21,217	12,000	15,000
022001	SOCIAL SECURITY	19,702	21,446	22,143	25,020
022501	MEDICARE	4,608	5,106	5,167	5,851
023001	RETIREMENT	35,495	37,884	39,222	42,509
023004	RETIREMENT-OPEB LIAB ADJ	-	(58,840)	10,000	15,000
026002	INSURANCE-WORKERS COMP	17,827	17,827	13,929	14,458
030101	PROF SERVICES-AUDIT	6,659	6,659	6,659	6,659
031002	PROF SERVICES-ENGINEERING	-	-	7,500	47,500
032001	PROF SERVICES-O/S COUNSEL	145,000	155,615	75,000	275,000
033002	ADMINISTRATIVE OVERHEAD	552,326	552,326	571,227	580,231
034001	LOCK BOXES	15,000	8,940	15,000	7,500
034103	TELEPHONE	1,200	936	1,200	1,200
034201	OUTSIDE PROGRAMMING	-	-	-	-
034206	SOFTWARE-ANNUAL MAINT	36,450	44,417	36,450	37,913
035002	PROF SERV- SUBSTANCE TEST	600	28	600	1,500
035004	OCCUPATIONAL HEALTH	2,500	3,490	2,500	2,500
039001	PROFESSIONAL SERVICES	-	-	-	-
039054	PROF/SERVICES-CONTRACT	33,500	11,466	25,000	25,000
043024	REPAIRS-VEHICLE	2,775	-	2,775	2,775
043028	MAINTENANCE	10,000	9,427	12,500	12,500
048002	PROPERTY INSURANCE	39,064	39,064	50,417	62,701
053001	ADVERTISING	3,000	1,380	3,000	3,000
054003	STATE CERTIFICATION	-	-	-	100
054050	TRAINING	500	2,949	1,250	1,250
055050	PRINTING	5,500	3,715	5,500	5,500
056001	DUES PROFESSIONAL ORGANIZ	500	297	500	500
057101	TRAVEL AND CONFERENCE	1,000	309	1,500	1,500
061001	FIRST AID	-	-	-	1,100
062001	OFFICE SUPPLIES	3,500	4,691	4,000	4,000
062011	OPERATING SUPPLIES	-	748	-	-
062501	POSTAGE	23,600	23,090	23,600	23,600
063501	GASOLINE	55,000	23,468	45,000	45,000
074003	SOFTWARE	-	50,000	-	-
074000	MACHINERY AND EQUIPMENT	2,500	187	7,500	7,500
081004	ABATEMENTS	12,500	11,900	12,500	12,500
086001	DEPRECIATION	2,100,000	1,879,974	2,000,000	2,010,000
088011	ASSISTANCE WATER/SEWER	50,000	3,416	20,000	20,000
092101	FINANCING FEES ON DEBT	110,000	15,201	25,000	28,000
098102	INTEREST-BONDED DEBT	2,017,555	1,542,217	2,051,697	2,035,122
		6,263,582	**5,381,838**	**6,023,601**	**6,377,072**

ENGINEERING ADMIN PORTSMOUTH
51-751-610-52-100-491

011001	REGULAR SALARIES	196,569	200,412	201,424	347,219
012001	PART TIME SALARIES	29,409	4,343	29,409	29,409
014041	OVERTIME	-	-	-	-
022001	SOCIAL SECURITY	14,011	11,873	14,313	23,351
022501	MEDICARE	3,278	2,777	3,347	5,461
023001	RETIREMENT	21,957	22,149	22,500	39,514
031002	PROF SERVICES-ENGINEERING	27,500	129,534	27,500	27,500
031006	PROF SRVCS-GREAT BAY	50,000	79,590	62,500	140,000
033001	PROF SERVICES-TEMP	10,000	-	10,000	10,000
034103	TELEPHONE	700	494	700	950

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
034104	CELLULAR PHONES	1,500	950	1,500	1,200
039054	PROF/SERVICES-CONTRACT	15,000	9,112	15,000	15,000
041308	SLUDGE DISPOSAL	2,500	-	2,500	-
043028	MAINTENANCE	-	23	-	-
054003	STATE CERTIFICATION	260	-	260	260
054050	TRAINING	750	164	750	750
055003	UPDAING PLATS & MAPS	1,000	-	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	700	455	1,000	2,000
057101	TRAVEL AND CONFERENCE	1,050	393	1,050	1,050
062001	OFFICE SUPPLIES	1,700	183	1,700	1,700
062005	PRINTING SUPPLIES	1,500	1,120	1,500	1,500
062007	COMPUTER/PRINTER SUPPLIES	3,250	25	3,250	3,250
062011	OPERATING SUPPLIES	-	78	-	250
067001	BOOKS & PERIODICALS	125	55	125	125
074000	MACHINERY AND EQUIPMENT	3,000	357	3,000	500
		385,759	**464,085**	**404,328**	**651,989**

TREATMENT PLANT PORTSMOUTH
51-751-670-54-181-491

011001	REGULAR SALARIES	286,110	375,776	305,210	252,764
011045	SALARIES - SLUDGE REMOVAL	24,837	9,039	24,378	-
011060	ON CALL MONITORING	14,285	15,567	15,600	15,800
014041	OVERTIME	28,335	43,056	29,000	60,000
022001	SOCIAL SECURITY	21,921	26,563	23,137	20,371
022501	MEDICARE	5,127	6,212	5,402	4,764
023001	RETIREMENT	39,493	49,373	41,693	37,391
034103	TELEPHONE	5,500	5,677	6,000	6,000
034104	CELLULAR PHONES	8,250	5,346	8,250	2,750
039001	PROFESSIONAL SERVICES	12,500	2	12,500	12,500
039051	SECURITY/ALARMS	500	-	500	500
041002	ELECTRICITY	91,660	81,650	96,500	96,500
041101	NATURAL GAS	-	-	-	-
041102	HEATING OIL	8,500	3,765	6,500	6,500
041103	PROPANE GAS	25,000	12,889	12,500	12,500
041205	WATER /SEWER FEES	82,500	80,112	82,500	82,500
041308	SLUDGE DISPOSAL	225,000	236,947	225,000	225,000
041309	GRIT AND GREASE REMOVAL	11,500	8,463	5,000	5,000
043001	REPAIRS-STRUCTURAL	2,500	33	5,000	5,000
043004	REPAIRS-PLUMBING	2,500	1,289	5,000	5,000
043018	REPAIRS-EQUIPMENT	25,000	41,150	25,000	25,000
043021	REPAIRS-FIRE ALARM SYS	-	-	-	-
043024	REPAIRS-VEHICLE	15,000	19,971	15,000	6,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	12,407	10,000	10,000
043028	MAINTENANCE	7,500	10,331	12,500	12,500
043031	SCADA EQUIPMENT	7,500	7,373	9,000	3,500
043032	GENERATOR MAINTENANCE	2,000	670	2,500	2,500
044002	RENTAL OTHER EQUIPMENT	-	1,244	-	59,700
054003	STATE CERTIFICATION	1,000	520	1,000	350
054050	TRAINING	4,500	1,925	4,500	3,000
056001	DUES PROFESSIONAL ORGANIZ	500	385	750	500
057101	TRAVEL AND CONFERENCE	1,500	451	1,500	600
057102	TRAVEL REIMBURSEMENT	1,750	798	1,750	1,100
061001	FIRST AID	500	146	500	-
062001	OFFICE SUPPLIES	2,000	2,410	2,000	2,000
062011	OPERATING SUPPLIES	9,500	9,899	9,750	9,750
063800	MATERIALS-CHEMICALS	859,317	542,063	575,000	575,000
068002	CLOTHING	5,500	3,391	5,500	5,500
068003	PROTECTIVE CLOTHING	2,000	1,952	4,875	4,875
068030	TOOLS	6,000	8,316	6,000	3,000
074000	MACHINERY AND EQUIPMENT	17,500	176,533	22,500	22,500
098102	INTEREST-BONDED DEBT	-	-	-	-
		1,874,585	**1,803,694**	**1,619,295**	**1,598,715**

TREATMENT PLANT PEASE
51-751-670-54-581-491

011001	REGULAR SALARIES	70,685	45,451	69,381	220,677
011045	SALARIES - SLUDGE REMOVAL	16,558	2,672	14,835	-
011060	ON CALL MONITORING	287	-	-	15,800
014041	OVERTIME	14,427	10,066	14,000	14,000
022001	SOCIAL SECURITY	6,321	3,488	6,154	15,530

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
022501	MEDICARE	1,478	816	1,439	3,632
023001	RETIREMENT	11,389	6,500	11,088	28,504
031002	PROF SERVICES-ENGINEERING	7,500	9,925	12,500	12,500
034103	TELEPHONE	3,200	3,094	3,200	3,200
034104	CELLULAR PHONES	-	-	-	2,750
039001	PROFESSIONAL SERVICES	-	-	-	12,500
041002	ELECTRICITY	177,217	109,364	112,000	112,000
041103	PROPANE GAS	19,500	14,590	17,500	10,000
041205	WATER /SEWER FEES	9,000	12,024	9,000	13,750
041301	RUBBISH REMOVAL	1,000	1,824	1,000	1,350
041308	SLUDGE DISPOSAL	75,000	96,366	75,000	100,000
041309	GRIT AND GREASE REMOVAL	-	-	-	2,500
043002	REPAIRS-ELECTRICAL	500	372	7,500	7,500
043018	REPAIRS-EQUIPMENT	40,000	75,988	40,000	40,000
043024	REPAIRS-VEHICLE	-	-	-	6,500
043025	REPAIRS-BLDINGS & GROUNDS	15,000	22,379	15,000	15,000
043028	MAINTENANCE	10,000	11,808	15,000	15,000
043031	SCADA EQUIPMENT	10,000	11,479	10,000	3,500
043032	GENERATOR MAINTENANCE	1,000	682	1,000	2,000
054003	STATE CERTIFICATION	-	-	-	350
054050	TRAINING	500	-	500	3,000
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	500
057101	TRAVEL AND CONFERENCE	-	-	-	600
057102	TRAVEL REIMBURSEMENT	-	-	-	1,100
061001	FIRST AID	350	49	350	-
062001	OFFICE SUPPLIES	1,200	938	1,200	1,200
062011	OPERATING SUPPLIES	3,500	3,480	3,500	3,500
063601	DIESEL FUEL	600	257	600	600
063800	MATERIALS-CHEMICALS	110,711	105,184	98,000	101,000
068002	CLOTHING	1,000	1,233	1,000	4,400
068003	PROTECTIVE CLOTHING	1,000	640	1,250	1,250
068030	TOOLS	2,000	3,112	2,000	3,000
073000	OTHER IMPROVEMENTS	10,000	10,138	10,000	-
074000	MACHINERY AND EQUIPMENT	10,000	24,902	10,000	20,000
		630,923	**588,821**	**563,997**	**798,693**

LABORATORY PORTSMOUTH
51-751-670-55-181-491

011001	REGULAR SALARIES	58,918	47,222	57,830	-
014041	OVERTIME	8,726	17,827	10,000	-
022001	SOCIAL SECURITY	4,195	3,780	4,205	-
022501	MEDICARE	981	884	984	-
023001	RETIREMENT	7,558	7,266	7,577	-
039010	PROF/SERVICES-LAB TESTS	15,000	19,350	15,000	25,000
043001	REPAIRS-STRUCTURAL	3,500	-	3,500	-
043018	REPAIRS-EQUIPMENT	2,000	1,426	2,000	2,000
043028	MAINTENANCE	1,500	805	1,500	1,500
054050	TRAINING	-	-	-	-
062001	OFFICE SUPPLIES	-	444	-	500
062011	OPERATING SUPPLIES	11,000	11,896	14,000	10,000
074000	MACHINERY AND EQUIPMENT	5,000	8,112	9,500	5,000
075000	FURNITURE AND FIXTURES	2,500	362	-	-
		120,878	**119,373**	**126,096**	**44,000**

LABORATORY PEASE
51-751-670-55-581-491

011001	REGULAR SALARIES	52,996	35,488	52,018	-
014041	OVERTIME	8,726	12,583	9,500	-
022001	SOCIAL SECURITY	3,828	2,803	3,814	-
022501	MEDICARE	895	655	892	-
023001	RETIREMENT	6,896	5,370	6,872	-
039010	PROF/SERVICES-LAB TESTS	15,000	16,361	15,000	15,000
043018	REPAIRS-EQUIPMENT	2,000	2,228	4,500	4,500
043028	MAINTENANCE	1,000	805	4,500	4,500

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
062011	OPERATING SUPPLIES	22,500	21,286	22,500	10,000
074000	MACHINERY AND EQUIPMENT	5,000	16,732	7,500	5,000
		118,841	**114,310**	**127,096**	**39,000**

LIFT STATIONS PORTSMOUTH
51-751-670-65-141-491

011001	REGULAR SALARIES	63,898	44,414	62,719	162,683
011060	ON CALL MONITORING	-	-	-	15,800
014041	OVERTIME	7,500	5,065	7,500	15,600
022001	SOCIAL SECURITY	4,427	2,891	4,354	12,033
022501	MEDICARE	1,035	676	1,018	2,814
023001	RETIREMENT	7,975	5,527	7,843	22,087
031003	PROF SERVICES-SCADA	10,000	5,883	10,000	16,500
034103	TELEPHONE	600	540	600	600
034104	CELLULAR PHONES	-	-	-	2,750
039001	PROFESSIONAL SERVICES	-	-	-	10,000
039051	SECURITY/ALARMS	-	-	-	500
	ELECTRICITY	103,118	67,818	70,000	70,000
041101	NATURAL GAS	5,729	6,813	5,729	8,000
041102	HEATING OIL	107	-	107	-
041103	PROPANE GAS	7,500	2,368	4,500	4,500
041205	WATER /SEWER FEES	6,000	5,929	6,000	6,000
041309	GRIT AND GREASE REMOVAL	500	6,460	500	8,000
043018	REPAIRS-EQUIPMENT	15,000	63,774	20,000	25,000
043024	REPAIRS-VEHICLE	-	-	-	6,500
043025	REPAIRS-BLDINGS & GROUNDS	15,000	14,831	10,000	10,000
043028	MAINTENANCE	6,000	6,066	7,500	4,500
043032	GENERATOR MAINTENANCE	18,000	6,710	18,000	10,000
054003	STATE CERTIFICATION	-	-	-	350
054050	TRAINING	-	-	-	1,800
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	500
057101	TRAVEL AND CONFERENCE	-	-	-	600
057102	TRAVEL REIMBURSEMENT	-	-	-	1,100
062001	OFFICE SUPPLIES	-	-	-	1,200
062011	OPERATING SUPPLIES	5,000	1,415	5,000	5,000
063601	DIESEL FUEL	-	752	-	1,000
068002	CLOTHING	-	-	-	3,300
068003	PROTECTIVE CLOTHING	-	-	-	1,000
068030	TOOLS	-	-	-	3,000
074000	MACHINERY AND EQUIPMENT	15,000	39,513	15,000	19,000
098102	INTEREST-BONDED DEBT	-	-	-	-
		292,389	**287,446**	**256,370**	**451,717**

LIFT STATION MECHANIC STREET
51-751-670-65-142-492

011001	REGULAR SALARIES	9,128	-	8,960	-
014041	OVERTIME	1,661	1,702	1,000	-
022001	SOCIAL SECURITY	669	100	618	-
022501	MEDICARE	156	23	144	-
023001	RETIREMENT	1,205	190	1,113	-
039054	PROF/SERVICES-CONTRACT	5,000	-	5,000	5,000
041002	ELECTRICITY	143,220	92,020	105,000	105,000
041101	NATURAL GAS	5,000	1,294	2,500	2,500
041205	WATER /SEWER FEES	-	-	-	-
043018	REPAIRS-EQUIPMENT	12,500	143,500	12,500	12,500
043025	REPAIRS-BLDINGS & GROUNDS	7,500	582	7,500	7,500
043028	MAINTENANCE	5,000	2,057	5,000	5,000
043031	SCADA EQUIPMENT	1,250	-	1,250	3,500
043032	GENERATOR MAINTENANCE	7,500	3,855	7,500	2,000
062011	OPERATING SUPPLIES	1,500	146	1,500	1,500
063601	DIESEL FUEL	2,500	545	2,500	2,500
063800	MATERIALS-CHEMICALS	-	-	-	-
073000	OTHER IMPROVEMENTS	5,000	2,722	5,000	-
074000	MACHINERY AND EQUIPMENT	7,500	-	7,500	7,500
		216,289	**248,735**	**174,585**	**154,500**

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
LIFT STATION DEER STREET					
51-751-670-65-143-491					
011001	REGULAR SALARIES	9,128	-	8,960	-
014041	OVERTIME	873	353	1,000	-
022001	SOCIAL SECURITY	620	21	618	-
022501	MEDICARE	145	5	144	-
023001	RETIREMENT	1,117	39	1,113	-
039054	PROF/SERVICES-CONTRACT	-	-	-	-
041002	ELECTRICITY	64,248	54,438	65,000	70,000
043018	REPAIRS-EQUIPMENT	7,500	60,771	7,500	10,000
043025	REPAIRS-BLDINGS & GROUNDS	1,000	616	2,500	2,500
043028	MAINTENANCE	5,000	112	5,000	5,000
043031	SCADA EQUIPMENT	1,000	-	1,000	1,000
043032	GENERATOR MAINTENANCE	600	435	600	2,000
062011	OPERATING SUPPLIES	2,000	-	2,000	2,000
063601	DIESEL FUEL	2,000	213	1,250	1,250
		95,231	**117,002**	**96,685**	**93,750**
LIFT STATIONS PEASE					
51-751-670-65-541-491					
011001	REGULAR SALARIES	9,128	-	8,960	-
014041	OVERTIME	3,866	-	1,000	-
022001	SOCIAL SECURITY	806	-	618	-
022501	MEDICARE	188	-	144	-
023001	RETIREMENT	1,452	-	1,113	-
041002	ELECTRICITY	5,354	10,017	4,000	4,000
041101	NATURAL GAS	2,500	1,117	1,500	1,500
041205	WATER /SEWER FEES	1,500	5,218	1,500	1,500
043018	REPAIRS-EQUIPMENT	3,500	4,313	3,500	3,500
043028	MAINTENANCE	750	-	750	750
043032	GENERATOR MAINTENANCE	-	238	-	2,000
062011	OPERATING SUPPLIES	-	-	-	500
074000	MACHINERY AND EQUIPMENT	-	5,572	-	1,000
074001	EQUIPMENT	-	(3,050)	-	1,000
		29,044	**23,426**	**23,085**	**15,750**
COLLECTION ADMINISTRATION PORTSMOUTH					
51-751-680-51-100-491					
011001	REGULAR SALARIES	180,005	188,701	192,017	165,025
012001	PART TIME SALARIES	5,871	-	5,871	5,871
014041	OVERTIME	17,392	7,179	17,000	17,000
022001	SOCIAL SECURITY	12,603	11,307	13,324	11,650
022501	MEDICARE	2,947	2,645	3,116	2,724
023001	RETIREMENT	22,049	22,079	23,347	20,714
034103	TELEPHONE	1,500	1,902	1,500	2,000
034104	CELLULAR PHONES	3,000	3,089	3,500	3,500
039054	PROF/SERVICES-CONTRACT	1,000	-	1,500	1,500
041305	HOUSEHOLD HAZARDOUS WASTE	20,000	17,571	20,000	15,000
041308	SLUDGE DISPOSAL	12,500	-	12,500	25,000
043018	REPAIRS-EQUIPMENT	7,500	3,907	12,500	10,000
043024	REPAIRS-VEHICLE	26,000	25,816	26,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	550	1,445	550	1,500
043028	MAINTENANCE	500	(15)	1,250	1,250
054003	STATE CERTIFICATION	100	-	100	500
054050	TRAINING	2,500	730	1,250	1,500
055050	PRINTING	-	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	-
061001	FIRST AID	200	326	200	-
062001	OFFICE SUPPLIES	350	1,635	350	1,000
062011	OPERATING SUPPLIES	2,500	3,633	6,250	6,250
065051	GROUNDSKEEPING-DIG SAFE	6,500	3,649	6,500	6,500
067001	BOOKS & PERIODICALS	150	-	150	150
068002	CLOTHING	5,000	2,305	5,000	5,000
068003	PROTECTIVE CLOTHING	500	104	750	1,000
068012	STOCK INVENTORY	-	7,935	-	-
068030	TOOLS	6,700	16,943	6,700	6,500
074000	MACHINERY AND EQUIPMENT	8,000	23,763	8,000	8,000
		345,917	**346,648**	**369,225**	**354,134**

		FY16 BUDGET	FY16 ACTUAL	FY17 BUDGET	FY18 CITY MANAGER RECOMMENDED
COLLECTION METERS PORTSMOUTH					
51-751-680-64-100-491					
011001	REGULAR SALARIES	93,682	33,684	97,032	91,731
014041	OVERTIME	-	621	-	2,200
022001	SOCIAL SECURITY	5,808	2,024	6,016	5,824
022501	MEDICARE	1,358	473	1,407	1,362
023001	RETIREMENT	10,464	3,831	10,838	10,689
039054	PROF/SERVICES-CONTRACT	7,500	31,462	7,500	7,500
043018	REPAIRS-EQUIPMENT	10,000	-	10,000	10,000
062011	OPERATING SUPPLIES	550	-	550	2,500
068003	PROTECTIVE CLOTHING	-	-	125	150
068016	MATERIALS	8,000	46,326	8,000	54,000
074000	MACHINERY AND EQUIPMENT	80,000	58,734	80,000	65,000
		217,362	**177,156**	**221,468**	**250,956**
COLLECTION MAINS PORTSMOUTH					
51-751-680-67-100-491					
011001	REGULAR SALARIES	134,997	140,542	141,700	207,553
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	7,788	6,584	7,800	9,300
022001	SOCIAL SECURITY	8,853	8,408	9,269	13,445
022501	MEDICARE	2,070	1,966	2,168	3,144
023001	RETIREMENT	15,949	16,430	16,700	24,678
039052	PROF/SERV-CAPITAL OUTLAY	-	-	-	-
039054	PROF/SERVICES-CONTRACT	1,500	-	1,500	15,000
068003	PROTECTIVE CLOTHING	-	-	750	750
043018	REPAIRS-EQUIPMENT	500	2,045	3,500	3,500
043028	MAINTENANCE	7,500	5,542	15,000	15,000
044002	RENTAL OTHER EQUIPMENT	5,000	-	5,000	5,000
068016	MATERIALS	55,000	69,798	55,000	62,500
074000	MACHINERY AND EQUIPMENT	-	-	-	3,500
		239,157	**251,315**	**258,387**	**363,370**
COLLECTION-LATERALS PORTSMOUTH					
51-751-680-69-100-491					
011001	REGULAR SALARIES	17,757	7,390	18,297	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	1,693	419	1,500	-
022001	SOCIAL SECURITY	1,206	447	1,227	-
022501	MEDICARE	282	104	287	-
023001	RETIREMENT	2,173	872	2,211	-
068016	MATERIALS	7,500	2,777	7,500	-
074000	MACHINERY AND EQUIPMENT	3,500	-	3,500	-
		34,111	**12,009**	**34,522**	**-**
TOTAL SEWER DIVISION		**10,864,068**	**9,935,860**	**10,298,740**	**11,193,646**
CASH REQUIREMENTS ADJUSTMENTS					
021802	OPEB EXPENSE	(21,791)	(21,791)	(21,791)	(30,000)
070000	CAPITAL OUTLAY	950,000	950,000	2,400,000	1,550,000
086001	DEPRECIATION	(2,100,000)	(2,100,000)	(2,000,000)	(2,010,000)
098001	PRINICIPAL-BONDED DEBT	3,595,593	3,595,593	3,795,593	3,845,593
098102	INTEREST-BONDED DEBT	(449,370)	(449,370)	7,912	(14,101)
098010	PROJECTED NEW BOND PAYMNT	-	-	-	215,000
099002	ROLLING STOCK	502,000	502,000	450,000	472,500
Total Cash Requirements Adjustment		**2,476,432**	**2,476,432**	**4,631,714**	**4,028,992**
TOTAL CASH REQUIREMENTS SEWER		**13,340,500**	**12,412,292**	**14,930,454**	**15,222,638**