



The Proposed Annual Budget Supplemental Budget Requests

Fiscal Year 2019
(July 1, 2018 - June 30, 2019)

City of Portsmouth, New Hampshire



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CITY OF PORTSMOUTH

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John P. Bohenko
City Manager

To: Honorable Mayor Jack Blalock and City Council Members
From: John P. Bohenko, City Manager
Date: April 25, 2018
Re: FY19 Departments' Supplemental Budget Requests

I have submitted to you the FY19 City Manager's recommended budget document which achieved the guideline set forth by the City Council of an operating budget increase for each department at no more than 3.25%.

In preparing the budget, there were a number of new programs which the departments deem necessary to fulfill their responsibility to the citizens' needs; however, by including them, the budget would exceed the 3.25% guideline. Therefore, I have asked each department to submit a separate memorandum (*attached*) outside of their proposed budget which identifies and provides detail justification for these requests which will be addressed during the budget work sessions.

In summary, the requests are as follows:

- The Health Department is requesting a total of \$28,525 for the increase of a Health Inspector position from 25 hours/week to full-time;
- The Public Works Department is requesting additional funds of \$250,000 to fund increased utilization of the Organic Material Curbside Pickup Subsidy, aid in winter roadway damage repair, fund additional public space recycling/trash bins, offset the change in tipping fees for recycling, and fund an additional staff person;
- The Police Department is requesting a total of \$247,235 in additional funding (above their requested 3.7%) to fund 4 additional positions as well as the increase of an existing position from part-time to full-time;
- The Fire Department is requesting an additional \$276,000-\$311,000 for the funding of 4 additional Firefighters (with an option of adding 2 half-way through the Fiscal Year) as well as the addition of a Fire Prevention Officer and the expansion of the existing position of a part-time Secretary to full-time;
- The School Department is requesting an additional \$225,481 to fund a full-time Drug and Alcohol Counselor, a part-time Farm to School Coordinator and a full-time Preschool Opportunities Coordinator.

The following table demonstrates that if all of these additional requests are approved, the departments' proposed budget would result in an increase of \$3,872,158 or 4.55% over FY18.

<i>Proposed Budget as Presented By Department and Supplemental Requests</i>	FY18 Final Budget	FY19 Department Request	FY19 \$ Change Proposed Supplemental	FY19 % Change Proposed Supplemental
General Government Proposed Budget	18,833,111	19,445,179	612,068	3.25%
Supplemental Requests		278,525	278,525	
Total		19,723,704	890,593	4.73%
*Police Department Proposed Budget	10,925,161	11,329,185	404,024	3.70%
Supplemental Requests		247,235	247,235	
Total		11,576,420	651,259	5.96%
Fire Department Proposed Budget	8,685,087	8,966,305	281,218	3.24%
Supplemental Requests		311,000	311,000	
Total		9,277,305	592,218	6.82%
School Department Proposed Budget	46,573,529	48,086,136	1,512,607	3.25%
Supplemental Requests		225,481	225,481	
Total		48,311,617	1,738,088	3.73%
Total Department Proposed Budget		\$87,826,805	\$2,809,917	3.31%
Total Supplemental Request			\$1,062,241	
Total Proposed and Supplemental Request	\$85,016,888	\$88,889,046	\$3,872,158	4.55%

*Police Department submitted a proposed budget at 3.7% increase. The City Manager's recommended budget presented in the budget document includes a reduction of \$48,956 to achieve a 3.25% increase.

The total supplemental requests would add approximately 19¢ to the tax rate. During the work sessions, the Council will have the opportunity to discuss these requests with the Department Heads and either approve or not approve some or all of these recommendations.

Memo



To: John Bohenko, City Manager
From: Kim McNamara, Health Officer
Date: March 1, 2018
Re: Health Department Budget & Strategic Planning

As was discussed at the May 6, 2017 City Council Budget Work Session, The Health Department's strategic plan includes increasing the Health Inspector position from the current 25 hours a week to full time; an increase of 12.5 hours per week. This is vital for a variety of reasons.

The recently updated Food Licensing and Regulation ordinance requires a risk-based inspection frequency. This doubles the required routine inspections of the majority of our licensed food service establishments. This is achievable with a full time Health Inspector but I am very concerned about our ability to meet the inspection requirements of our newly passed ordinance if the Health Inspector position remains part-time.

Additionally, the temporary event schedule is demanding and growing. We have experienced weekends with five events in a single day. Even with three people in the department capable of doing inspections, it can be very challenging to get these events safely open to the public on time.

Since the Health Department does more than food service regulation, the Health Inspector has been trained in the other aspects of environmental health in which we are routinely involved. Many of the situations we enter are not suitable to respond to without two qualified, well-trained staff. Through the normal course of our duties we encounter registered sex offenders and others with violent histories, and other potentially dangerous situations. Other examples include inspecting adult oriented entertainment facilities and rooming houses, responding to complaints of insanitary living conditions, complaints where known violent offenders are present, and emergency response duties. For safety and liability reasons, these situations require staff perform inspections and complaint response together.

Insanitary living conditions are very sensitive situations that require Health Department staff to be skilled in many areas. They must be competent at assessing the environment for true health hazards vs. merely unpleasant or unusual situations. Staff must be aware of cues of mental health issues, drug use and manufacturing, environmental conditions that can cause or exacerbate medical conditions of the occupants or neighbors, ways to address escalating individuals, and means of keeping themselves, other department staff, and other persons in the environment safe. Staff must also understand a myriad of laws, including protected health information, mandatory reporting and other public health laws. Health Department staff are also trained in health care systems and social service networks to achieve appropriate, legal and effective outcomes in often very complicated circumstances. We have an obligation to respond immediately to the more high risk situations. When there are not two full time Health Department staff available to respond, we are left requesting untrained staff to accompany us. With untrained staff assistance, this can be potentially dangerous and detrimental to the outcome.

The Health Department was only auxiliary support for the Local Emergency Operations Plan Emergency Support Functions (ESFs) just a few years ago. Since that time, ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services was assigned to the Health Department as the primary responsible agency, without additional staffing. Additionally, in 2017 ESF #11 – Agriculture and Natural Resources was a newly required function and was also assigned to the Health Department. In disasters, these two functions operate simultaneously. Initial emergency response requires employees move immediately to 12 hour rotating shifts to set up and begin operations, while trying to secure additional resources (each municipality is required to plan to operate without assistance for a minimum of 72 hours). This department does not have adequate staffing with 2.5 employees to be able to oversee these emergency functions. Additionally, assuming primary responsibility for these functions takes a considerable amount of time to draft, evaluate, update, train and expand capacity under these plans.

Capping the Health Department budget at 3.25% will prevent the department from increasing the Health Inspector position to full-time as planned. This jeopardizes department compliance with the recently updated Food Licensing and Regulation ordinance, will slow down our routine inspections of facilities and situations that require dual staffing, may require that we deny some temporary event applications due to staffing constraints if demand continues to grow, and the department will not be able to respond adequately to emergency response duties assigned to it.

The chart below compares FY '19 costs of the Health Inspector position at its current part-time status and costs of increasing the position 12.5 hours per week to full time.

Health Inspector	Current PT	Full Time
Salary	40,642	60,962
FICA	2568	3706
Medicare	601	867
Retirement	0	6801
Total:	\$43,811	\$72,336

City of Portsmouth

Department of Public Works



TO: John P. Bohenko
City Manager

MEMORANDUM

FROM: Peter Rice
Director of Public Works

Roberta Orsini
Operations Manager

DATE: March 14, 2018

SUBJECT: Additional Budget Requests

Curb-side Pickup of Organic Material

In FY-18 in an effort to increase diversion of compostable organic material from the City's solid waste disposal, the City Council voted to direct the Department to provide a \$10 per month subsidy for curbside collection of compostable materials. There is currently one company providing this service in Portsmouth. Approximately 175 residents have taken advantage of the subsidy. The number of residents utilizing this subsidy continues to grow and is anticipated to total 250 households in FY-19. To cover the additional cost of this subsidy the department is requesting an additional budget increase of \$30,000. This increase is based on current resident participation and with an assumed increase of 20% for the compost program over the year.

Additional Road Material

Due to the unusual temperature variations this winter, frost heaving damage to roads and sidewalks are greater than typically experienced. The additional request of \$50,000 will be used to address the winter caused damage.

Public Space Recycling/Trash Bins

The Department has been working to replace the painted 55 gallon drums trash cans with commercial grade street scape recycling/trash containers in the public spaces around the City. The estimated cost for complete conversion of these receptacles is approximately \$150,000. The Department proposed to complete the conversion over a three year period. The request of an additional \$50,000 would allow the replacement of 14 single cans with a pair of recycling and trash containers.

Additional Monies for Recycling

Due to the increased cost of recycling, the Public Works Department is requesting an additional \$50,000 to cover the additional cost of the recycling program. Drastic decreases in the market

value of recycled materials has driven the tipping fee of these recycled materials to above that of solid waste. This additional money will be used as needed to offset this budget line item.

Additional Staff-Heavy Equipment Operator

Due to increased work-load in the Highway group of the Department we request funding to add a Heavy Equipment Operator. This position was last filled in 2011. The position would allow bring in house a number of projects and would increase efficiency of our maintenance operations. In addition the position would provide back-up to our water, sewer and stormwater divisions. The annual cost of this position with benefits is \$70,000.

**PORTSMOUTH POLICE DEPARTMENT
MEMORANDUM**

DATE: MARCH 23, 2018
 TO: PORTSMOUTH CITY COUNCIL
 FROM: CHIEF ROBERT MERNER
 RE: JUSTIFICATION INFORMATION FOR ADDITIONS TO OUR FY '19 DEPARTMENT BUDGET



The Joint Budget Committee presentation of a very preliminary projection of the "status quo" budgets from each department for the Operating Budget was 3.5% without contractual COLA adjustments. With the collective bargaining projection of \$889,865 added in, the projected operating, with no new staff or programs, was an overall increase of 3,846,277 or 4.51%.

**Total Operating
Preliminary
Budget**

	FY18 Budget	\$ Change	FY19 Preliminary Budget	% Change
General Government	18,833,111	486,425	19,319,536	2.6%
Police Department	10,925,161	329,098	11,254,259	3.0%
Fire Department	8,685,087	270,217	8,955,304	3.1%
School Department	46,573,529	1,860,672	48,434,201	4.0%
Transfer to Indoor Pool	150,000	-	150,000	0.0%
Transfer to Prescott Park	30,479	10,000	40,479	32.8%
Total	85,197,367	2,956,412	88,153,779	3.5%
Collective Bargaining	-	889,865	889,865	
General Government, Police, School	85,197,367	3,846,277	89,043,644	4.5%

At that time, the preliminary projected budget for the police department, inclusive of collective bargaining, was 4.55%.

Police Department

	FY18 Budget	\$ Change	FY19 Preliminary Budget	% Change	Major Impact
Salaries - Full and Part time	5,514,194	154,156	5,668,350	2.8%	<ul style="list-style-type: none"> Salaries/Benefits <ul style="list-style-type: none"> 2 Officers were funded and hired 6 months after fiscal year Health, Dental, & Retirement increases Reduction from Parking & Transportation \$40,000
Overtime	532,073	0	532,073	0.0%	
Longevity, Holiday, Certification Stipend	366,249	(24,052)	342,197	-6.6%	
Retirement	1,614,868	32,336	1,647,204	2.0%	
Health Insurance	1,643,982	89,926	1,733,908	5.5%	
Leave @ Termination	155,203	0	155,203	0.0%	
Workers' Compensation	193,944	10,497	204,441	5.4%	
Other Benefits (ss, med, dental, insurance reimbursement)	360,559	7,509	368,068	2.1%	
Police Services - Parking Fund	(80,000)	40,000	(40,000)	-50.0%	
	10,301,072	310,372	10,611,444	3.0%	
Gasoline	54,208	1,627	55,835	3.0%	
Other Operating	569,881	17,099	586,980	3.0%	
	624,089	18,726	642,815	3.0%	
Total	10,925,161	329,098	11,254,259	3.01%	
Collective Bargaining		167,907	167,907		
Ranking Officers, Patrolman, Civilians - 6/30/18	10,925,161	497,005	11,422,166	4.55%	

The City Council recommended a projected FY'19 total operating budget increase guideline of 3.25%, or \$355,068 for a total budget of \$11,280,229.

The actual police budget submitted to the city manager was \$11,449,185, or 4.8% above FY '18. This included a minor "tweak" to the re-organized rank structure designed by former Chief Mara.

After meeting with the City Manager, who authorized reductions in the Health Insurance line, the Leave at Termination line, and lessened the reduction planned for the Parking revenue contribution from 40,000 to 20,000; the Police proposed budget was reduced to \$11,329,185, or 3.7% over FY '18. This is \$48,956 over the guideline. This is equal to approximately one half of one officer.

In addition to the 3.7% budget request, the department is requesting an increase in staffing based on an evaluation of workload and our ability to meet CALEA requirements. The positions being sought are listed below with the justification details for each:

Sworn Officer # 67	\$70,870	0.65%
Sworn Officer # 68	\$70,870	0.65%
Crime Analyst	\$52,040	0.48%
PT Evidence Technician	\$29,850	0.27%
PT to FT Animal Control Officer	\$23,605	0.22%
	<u>\$247,235</u>	<u>2.27%</u>

One sworn officer, (#67), would be placed in Patrol, increasing the number of officers assigned to Patrol to 36. Calls for Service in Patrol increased 26.1% from 2016 to 2017, motor vehicle stops increased 46.4% over 2016, and in custody arrests increased 15.93% in the same time period. Portsmouth is experiencing development in all areas across the city, to include

residential, retail, offices, parking, events/venues, and outdoor park areas. Portsmouth's housing stock alone has been growing consistently since 2005 and is projected to increase ~10% between 2016-2021. In 2005, the Department had 69 total sworn officers, 39 of which were patrol officers. In FY '19, the addition of one patrol officer would still be three shy of the 39 officers in the street patrol unit in 2005.

One sworn officer (#68) would be placed in Investigations, increasing the total number of ranking and non-ranking detectives from 15 to 16, equal to the number in 2005. Crimes continue to increase in complexity, especially with technology, and the department is now seeing New England regional and national crime groups operating in Portsmouth. The opioid epidemic didn't exist in 2005 and brings with it even more challenges requiring greater collaboration with federal, state, and local agencies.

In 2016, the Department embarked on CALEA Certification (Commission on Accreditation for Law Enforcement Agencies).

One Crime Analyst is being sought in FY '19. Analysis is part of "best practices" in policing, and as such, CALEA certification requires crime analysis to fulfill its directives. Crime analysis "provides information to aid operational personnel in meeting their tactical crime control and prevention objectives" by providing "data from field interrogations and arrests." Crime analysis should be used in long-range planning "providing estimates of future crime trends and assisting in the identification of enforcement priorities." In 2008, this position was cut in response to reductions in the police department budget during the economic downturn. In FY '19, the restoration of this position is being sought.

The addition of one part-time Evidence Technician is also requested in FY '19. CALEA has several directives to comply with in this area to achieve certification. Currently, the investigative division has one PT civilian technician. In FY '18, the department undertook a complete evidence room audit of over 20,000 pieces of evidence with the CALEA compliance requirements as its guide. The audit made it clear that a second part-time technician is critical for successful compliance. Although an auxiliary officer was utilized during the preliminary audit, this is not a permanent solution. Currently, the department is unable to comply with several CALEA directives due to the lack of man hours. The nature of evidence stored includes money, valuables, guns, drugs, and refrigerated biological evidence. The department is required to "maintain a high degree of evidentiary integrity" to ensure the continuity of custody from receipt to disposal and pass inspections and audits throughout the year.

Lastly, the Department is requesting the part-time Animal Control Officer be made full-time. Due to the recession, this position was cut in half. The workload expectations, to include investigations such as animal abuse, compliance checks of close to 3,000 dog licenses, and dealing with roadkill and animal issues that residents have, are difficult to meet with part-time hours, resulting in a constant, significant backlog of work at all times.

With the exception of the second part-time evidence technician, the positions requested are a "restoration" of positions in place prior to the economic downturn. Before, during and after the financial crisis a decade ago, Portsmouth has continued to grow, prosper, and create new challenges for all city departments to include the police department. The opioid epidemic, more

complex crimes, and active shooter training and preparation are just a few of the challenges that were not as prevalent a decade ago and are in addition to what we were seeing in Portsmouth back then.

The restoration of positions and part-time evidence tech are requested over and above 3.7% "status quo" budget printed in the budget book.

The full police budget request is \$11,576,420, which is \$651,259 (5.96%) over FY18



Portsmouth Fire Department

Administration

To: City Manager John Bohenko
From: Fire Chief Steven Achilles
Date: 2/27/2018
Re: **FY19 Supplemental Budget Request**

The Board of Fire Commissioners voted at their February 13, 2018 meeting to approve and submit to you a Fire Department Operating Budget for FY19 of \$8,966,301.00 or 3.24% above FY18, along with a supplemental requests as follows:

- Increase the part-time secretary position to a full-time administrative assistant grade 9 at an estimated cost of \$30,000.00 or 0.34% above the 3.24% goal,
- Add a full-time fire prevention officer to the staff at an estimated cost of \$104, 000.00 or 1.2% above the 3.24% goal, and
- Add four (4) full-time firefighter / EMTs to the staff at an estimated cost of \$177,000.00 (total salary increase of \$257,000.00 minus a reduction in overtime of \$80,000.00) or 2.04% above the 3.24% goal. This could be reduced to an estimated \$142,000.00 if adding two (2) in July and then two (2) in January at 1.63%.

The total FY19 budget if all three initiatives are approved would be \$9,277,301.00 or 6.82% over FY18; \$9,242,301.00 or 6.42% if firefighters phased in. I understand this supplemental request will require justification and deliberation. Thank you in advance for your consideration.

Department Memorandum



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MEMORANDUM

To: John Bohenko
From: Steve Zdravec
Date: March 22, 2018
Re: Requests for FY 19 Budget above 3.25%

This memo is intended to outline the rationale for three personnel requests beyond the 3.25% budget guideline the School Board wishes to make to the City Council. The School Board has been proactive in meeting budget targets in the face of significant challenges to maintain “status quo” services in our schools. Perhaps the greatest of these challenges has been the reduction of outside grant revenue that has historically supported programs in Reading and Special Education. Federal Title I, Title II, and IDEA grants have shown a steady but manageable decline over the last five years. In the last year however, the schools saw a significant reduction in these revenues, in the order of \$340,000. Because these funds support existing positions, it has been necessary to absorb these positions in the General Fund to maintain existing services.

The School Board has been able to meet the 3.25% guideline, even with this significant reduction in revenue, primarily due to a successful teacher retirement incentive. That said, two specific grants are ending in FY 18 that each funded a position. The first of these is a grant through the Department of Health and Human Services that originally funded a high school and middle school position focused on substance use prevention and drug and alcohol counseling. While the Board has been able to absorb the middle school prevention position, we seek funding for the high school drug and alcohol counselor position. The funding necessary for the full time position and associated benefits is \$99,431.

The second grant funded position we are seeking funding for is the Farm to School Coordinator position. The Portsmouth School Department has become a leader in the work of integrating school gardens, nutrition, food awareness, and food equity into many aspects of the K-12 curriculum. The School Board has a goal to see this work continue to grow and engage multiple community partners. The funding necessary for this part time position is \$58,750.

In addition to existing positions, the School Board requests one additional position to serve a critical role in expanding preschool opportunities, particularly for families who do not presently access preschool for financial reasons. The School Board’s Preschool Committee has engaged multiple community partners including UNH, the United Way, the New Hampshire Charitable Foundation, the Portsmouth Housing Authority and others to develop a plan to outreach to multiple agencies and build relationships with families with preschoolers and identify any barriers to students having a high quality preschool experience. Total funding sought for this position is \$67,300.

All three positions in total would amount to an additional request of \$225,481. This would bring the FY 19 Budget request to a total of \$48,311,617 or a 3.73% increase over FY 18.



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