

City of

# Portsmouth

New Hampshire



## Proposed Annual Budget

Fiscal Year 2021

(July 1, 2020 – June 30, 2021)



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# City of Portsmouth, New Hampshire Proposed Annual Budget 2020 – 2021

## Directory of Officials

### City Council

Rick Becksted, Mayor  
Jim Splaine, Assistant Mayor

Deaglan McEachern  
Peter Whelan  
Cliff Lazenby

Esther Kennedy  
Petra Huda  
John K. Tabor Jr.  
Paige Trace

### Board of Education

Stephen Zdravec, Superintendent  
Traci Hope Van Epps, Chair  
Kristin Jeffrey, Vice Chair

Ann M. Walker  
Christiana “Pip” Clews  
Margaux Peabody

Nancy Novelline Clayburgh  
Tara Kennedy  
Brian French  
Jeffrey Landry

### Police Commission

Chief Robert Merner  
Joseph Onosko, Chair  
Stefany Shaheen  
Tom Hart

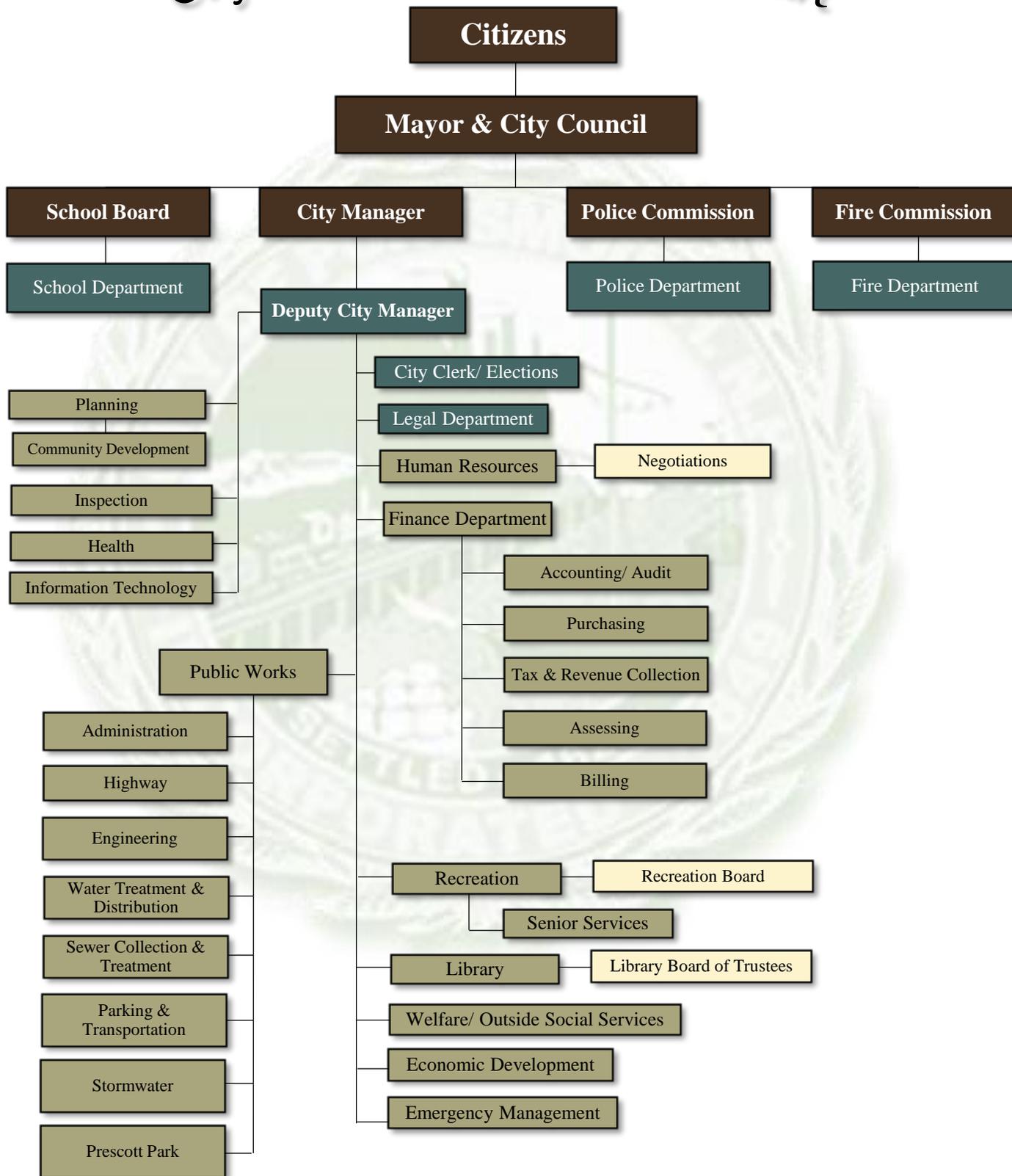
### Fire Commission

Todd Germain, Fire Chief  
Jennifer Mosher-Matthes, Chair  
Richard Gamester, Vice Chair  
Michael Hughes, Clerk

### Principal Executive Officers

Karen Conard, City Manager  
Nancy Colbert Puff, Deputy City Manager  
Robert Sullivan, City Attorney  
Judith Belanger, Director of Finance and Administration  
Andrew Purgiel, Deputy Finance Director  
Peter Rice, Director of Public Works and Facilities  
Brian Goetz, Deputy Public Works Director  
Kelli Barnaby, City Clerk  
Kelly Harper, Interim Human Resources Director  
Vacant, Revenue Administrator  
Rosann Maurice-Lentz, City Assessor  
Melvin Wilson Jr., Recreation Director  
Steven Butzel, Library Director  
Robert Marsilia, Chief Building Inspector  
Kimberly McNamara, Public Health Director  
Juliet Walker, Planning Director  
Ellen Tully, Welfare Administrator  
Nancy Carner, Economic Development

# City of Portsmouth, New Hampshire Citywide Organizational Chart





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Portsmouth**

**New Hampshire**

For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to The City of Portsmouth, New Hampshire for its annual budget for the fiscal year beginning July 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.*

*This award is valid for a period of one year only. We believe our current budget continues to conform its eligibility for another award.*



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# City of Portsmouth, New Hampshire

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# City of Portsmouth, New Hampshire

## **Web Addresses**

[www.cityofportsmouth.com](http://www.cityofportsmouth.com)

Current and Past Budget Documents

<http://cityofportsmouth.com/finance/proposedadopted-budgets-and-cafr-reports>

FY19 Comprehensive Annual Financial Report (CAFR)

<https://view.publitas.com/city-of-portsmouth-1/fy19-comprehensive-annual-financial-report-cafr/page/1>

FY19 Popular Annual Financial Report (PAFR)

<https://view.publitas.com/city-of-portsmouth-1/fy19-popular-annual-financial-report-pafr/page/1>

Capital Improvement Plan for 2021-2026

[http://files.cityofportsmouth.com/files/planning/cip/FINAL\\_CityCouncilCIP\\_FY21FY26.pdf](http://files.cityofportsmouth.com/files/planning/cip/FINAL_CityCouncilCIP_FY21FY26.pdf)

Citywide Projects

<https://www.cityofportsmouth.com/publicworks/projects>

Portsmouth's Finance Department

<http://cityofportsmouth.com/finance>

Online Bill Payments

<http://cityofportsmouth.com/city/pay-my-bill>

Portsmouth Municipal Meetings Calendar

<http://cityofportsmouth.com/city-municipal-meetings-calendar>

Portsmouth Click N'Fix (Request Public Works Maintenance Service)

<http://cityofportsmouth.com/publicworks/portsmouth-click-n-fix>

Plan Portsmouth (Planning Department)

<http://cityofportsmouth.com/planportsmouth>

Park Portsmouth (Parking Maps of Portsmouth)

<http://cityofportsmouth.com/publicworks/parkportsmouth>

Snowstorm Parking

<http://cityofportsmouth.com/publicworks/snowrelatedimpacts>

City of Portsmouth Wastewater

<http://cityofportsmouth.com/publicworks/wastewater>

Portsmouth's Sustainability Initiatives

<http://cityofportsmouth.com/sustainability>

Municipal Government Video Channel

<https://www.youtube.com/user/CityofPortsmouth>



Karen S. Conard  
City Manager

## CITY OF PORTSMOUTH

City Hall, One Junkins Avenue  
Portsmouth, New Hampshire 03801  
kconard@cityofportsmouth.com  
(603) 610-7201

**To:** Honorable Mayor Rick Becksted and City Council Members  
**From:** Karen S. Conard, City Manager  
**Date:** April 24, 2020  
**Re:** Fiscal Year 2021 Budget Message

In accordance with Article VII of the City Charter, I hereby submit the Fiscal Year 2021 Proposed Budget document for all appropriated City funds: General, Water, Sewer, Parking and Transportation, Community Development, Stormwater and Prescott Park. This budget document also includes the City's Rolling Stock Replacement Program, a summary of the Capital Improvement Plan, the FY21 Fee Schedule, citywide goals and accomplishments, an outline of priorities for the coming year, and a financial plan to achieve a level of services that meets our community needs.

As I present my first proposed budget for the City of Portsmouth, we are amid a world-wide Novel Coronavirus Pandemic (COVID-19) that has reached the United States. This virus which is so severe and serious, with no vaccine yet created, has the world at its mercy. Following the lead of other States in our Country making efforts to keep the disease from spreading and protecting our loved ones, Governor Chris Sununu issued a Stay-At-Home order limiting restaurants to take-out services only and closing all non-essential businesses in New Hampshire to the public.

For the first time in history, the City of Portsmouth's buildings, playgrounds, fields, and programs are closed to our citizens and business owners. However, we are able to continue essential services to our Citizens such as public safety, emergency assistance, education, water and sewer supply, solid waste and recycling pickup to name a few. With today's technology, our on-line services are still available and we have enhanced these services to include virtual public meetings, classrooms for our students, programs at our Public Library, as well as providing public outreach notices via the city's website and other social media platforms.

Before I review my proposed FY21 budget, I would like to note that just a short time ago, the economic outlook of the Seacoast area remained strong and active, encouraging new development, businesses, and making it a desirable place to call home. The unfortunate closure of businesses has created a financial uncertainty that we must address as we enter into the budget process. We must be cognizant that the current commercial industry in Portsmouth which accounts for 17% of all taxable properties but pays nearly 50% of the total tax levy, could be significantly impacted. We must also be mindful that Portsmouth will experience record high unemployment rates and diminishing revenues. These unknown variables may have an impact on the tax rate at the time when it is set by the Department of Revenue.



In January, the City Council was provided a preliminary General Fund proposed budget for FY21 which was prepared with continuing services and investments in our infrastructure goals and needs. Increases associated with contractual and legal obligations as well as inflationary increases to continue the same services, resulted in a preliminary budget increase of over 5%.

The consensus of the City Council was to maintain the same level of services and reduce expenditures outside of contractual obligations associated with our 16 collective bargaining agreements. City Council's guidance, with its stated intention to "build a culture of cost management among all employees while maintaining the integrity and quality of life in Portsmouth," strongly influenced the preparation of this budget. In keeping with past sound financial practices, we continue to look for economy and cost efficiency in every budget line. Departments are prepared to justify every expense, keeping in mind the spirit of the "zero-based" directive – lending heightened transparency into cost drivers, and providing a level of detail into operations that enables a review of every dollar.

With the City Council's desires, coupled with the unexpected worldwide crisis of COVID-19, any recommendation of an increase to our citizens and business owners at this time would simply be too much.

**Working closely with each department and prioritizing programs and capital needs, while still maintaining the same level of services, I have developed a strategy that under current conditions will:**

- **Result in a tax rate of \$14.86 which represents no tax rate increase for FY21; and**
- **No user rate increase - for both Water and Sewer Funds - for one year only.**

To achieve this goal is not without very difficult decisions. As we are in the beginning of what will be a long-term challenge with uncertainties in the near future, I present this budget with the caveat that additional losses of revenue and property valuation from our projections could change the end result.

The steps in my strategy are:

- 1) As requested by the City Council, fund all services currently provided to the taxpayers of Portsmouth. This effort will increase the Operating Budget for all city funds.
- 2) Delay the bond issues that were scheduled to go out to market this June, to June of 2021. This will not stop the projects that are already underway or authorized to commence however, it will eliminate the funding of projected debt service for one year in the Non-Operating Budget for all city funds.
- 3) Delay a number of capital outlay projects, vehicle and equipment purchases that were identified in the Capital Improvement Plan (CIP) or requested by departments resulting in a reduction in the Non-Operating Budget for all city funds.
- 4) Eliminate the user rate increase for one year suggested for FY21 by the rate stabilization model for the Water and Sewer funds.

These efforts will have impacts to future fiscal year budgets, which we will present to you as part of the budget hearing process. Working with the City Council and staff, we will need to re-examine all projects in the CIP and re-establish the policies that we currently have in place.



# The General Fund Budget

## The Operating Budget

The proposed Operating Budget which represents the largest portion of the total budget, finances the services provided by the General Government, Police, Fire, and School Departments. These departments work diligently to establish a conservative budget that fulfills their responsibility to the citizens' needs and services that they expect. Therefore, I submit the Operating Budget as prepared by each departments as shown in the following table.

The Proposed Operating Budget of \$95,804,019 also includes transfers for the operations of the Indoor Pool and Prescott Park. In addition, I have put aside funding for four of the sixteen collective bargaining agreements that have not yet been settled for FY21.

<i>FY21 PROPOSED OPERATING BUDGET</i>	<i>FY20 BUDGET</i>	<i>FY21 CITY MANAGER RECOMMENDED BUDGET</i>	<i>\$ Change from FY20</i>	<i>% Change from FY20</i>
GENERAL GOVERNMENT	\$20,535,072	\$21,425,297	\$890,225	4.34%
POLICE	11,830,799	12,211,362	380,563	3.22%
FIRE	9,347,650	9,624,468	276,818	2.96%
SCHOOL	50,242,858	52,188,548	1,945,690	3.87%
COLL BARGAINING CONTINGENCY	-	105,000	105,000	-
<i>Total Department</i>	<i>\$91,956,379</i>	<i>\$95,554,675</i>	<i>\$3,598,296</i>	<i>3.91%</i>
TRANSFER TO INDOOR POOL	150,000	150,000	-	-
TRANSFER TO PRESCOTT PARK	89,000	99,344	10,344	11.6%
<i>Total Other</i>	<i>\$239,000</i>	<i>\$249,344</i>	<i>\$10,344</i>	<i>4.3%</i>
<b><i>TOTAL OPERATING</i></b>	<b><i>\$92,195,379</i></b>	<b><i>\$95,804,019</i></b>	<b><i>\$3,608,640</i></b>	<b><i>3.91%</i></b>

The increase of \$3.6 million or 3.91% from FY20 is primarily from salary and benefits associated with the cost-of-living adjustments (COLA), health insurance premiums, leave at termination, retirement, federal taxes, and other benefits associated with the Collective Bargaining Agreements of \$2.4 million for the General, Police, Fire, and School Departments.

The remaining \$1.2 million increase is the result of additional funding needed as follows:

### General Government

- \$83,000 for continued road maintenance and striping program;
- \$159,000 for industry increases in tipping fees for recycling, solid waste, and yard waste;
- \$50,000 in the Legal Department for the part-time Prosecutor that was previously funded with court district fees which have diminished;
- \$180,000 for the increase of costs for services provided by the Welfare Direct Assistance programs which have experienced significant increases over the last two years;

### Police Department

- \$197,000 for a full year funding of the two (2) additional Police Officers and a part-time to full-time Animal Control Officer that were partially funded in FY20;

### Fire Department

- \$109,860 for a full year funding of the three (3) Fire Fighters that were partially funded in FY20; and

### School Department

- \$501,000 estimated increase in Special Education Tuition and Services; and
- \$80,000 increases in fees for student transportation.



## The Non-Operating Budget

For FY21, approximately 75% of the Non-Operating budget finances legal obligation expenditures associated with Debt Service, Overlay, Rockingham County Tax, Property & Liability and Landfill Closure Monitoring Fees. The remaining 25% funds the continued initiative of investing in the City’s programs and infrastructure needs which are identified in the CIP and the Rolling Stock and Equipment Replacement programs.

The budget adjustments that I have mentioned above will result in a *reduction* in the Non-Operating Budget of \$4,314,938 from the recommended request that would have been submitted to the City Council for approval.

Major adjustments to the Non-Operating Budget are:

- The *elimination* of projected debt service in the amount of \$2,847,313;
- Rolling Stock Replacement Program *reduction* of \$449,825. *This reduction is outlined on page 21 in the Budget Highlight Section of this document;*
- Information Technology Equipment Replacement Program *reduction* of \$377,800; and
- Capital Outlay *reduction* of \$640,000. *This reduction is outlined on page 20 in the Budget Highlight Section of this budget document.*

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***The City Manager’s recommended General Fund budget, both the Operating and the Non-Operating for FY21 is \$120,653,944 representing an overall net increase of \$2,015,314 or 1.7% over FY20.***

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<b>FY21 PROPOSED BUDGET</b>	<b>FY20 BUDGET</b>	<b>FY21 BUDGET REQUEST</b>	<b>\$ CHANGE FROM FY20</b>	<b>% CHANGE</b>	<b>FY21 CITY MANAGER ADJUSTMENTS</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>	<b>\$ Change</b>	<b>% Change</b>
<i>Operating</i>	\$92,195,379	\$95,804,019	\$3,608,640	3.91%		\$95,804,019	\$3,608,640	3.91%
<i>Non-Operating</i>	\$26,443,251	\$29,164,863	2,721,612	10.29%	(\$4,314,938)	\$24,849,925	(\$1,593,326)	-6.03%
<b>Total Proposed Budget</b>	<b>\$118,638,630</b>	<b>\$124,968,882</b>	<b>6,330,252</b>	<b>5.34%</b>	<b>(\$4,314,938)</b>	<b>\$120,653,944</b>	<b>\$2,015,314</b>	<b>1.70%</b>

## Estimated Revenues

In the state of New Hampshire, property taxes are the primary funding source for local governments and local revenues alleviate the pressure on tax taxpayers. We have already began to see a decline in our major local revenue sources such as motor vehicle registrations and investment income and have adjusted these estimates for FY21.

There are major concerns regarding impacts on state aid to municipalities in FY21. Will there be a reduction of the meals and rooms Tax? Will a second year one-time appropriation for municipal aid continue? Will there be reductions to the highway block grant or state aid grants (SAG) for our sewer projects? Any reduction in these revenues will have an effect on the property tax rate.



Currently estimated State Revenues are:

- \$1,125,000 Meals and Room Tax;
- \$452,000 Highway Block Grant;
- \$205,234 Municipal Aid;
- \$1,757,195 School Building Aid; and
- \$628,252 SAG funding.

## **Water and Sewer User Rate**

As mentioned earlier, I am recommending that there be no increase in the water and sewer fund rates for FY21. I understand that this breaks the long standing rate stabilization policy that the City has been implementing over a number years to create a stable and predictable annual rate increase in order to mitigate the large expected spikes necessary for capital projects required by the Environmental Protection Agency (EPA) and other capital investments. My intention is the same as for the General Fund that we will continue the capital needs necessary and return to our long-term financial plans in the next fiscal year. *[The Water and Sewer Enterprise Fund sections of this document provide detailed information on the user rate calculations.]*

## **Conclusion**

This is a very unsettling time and we are only at the beginning. Portsmouth is very fortunate to have implemented a number of long-term financial policies that has positioned itself in a very strong financial status evident by its strong fund balance and “AAA” bond rating from Standard & Poor’s rating agency. If it were not for the support of the City Council, past efforts of these essential long-term financial planning policies such as the Unassigned Fund Balance Ordinance and Rate Stabilization Policies for both the Water and Sewer Funds, the opportunity to delay borrowing and holding the line on taxes and water/sewer rates would not have been possible. We must be cautious however moving forward and make decisions that will protect the City’s financial position.

The federal government has passed three (3) sweeping stimulus packages to date to address the coronavirus pandemic. In addition to the \$1.25 billion that New Hampshire will receive from the State-Local Coronavirus Relief Fund to compensate for COVID-19 emergency response efforts, this State also expects to receive \$159 million from the Coronavirus Aid, Relief & Economic Security (CARES) Act. From this particular fund, Portsmouth is slated to receive a direct allocation of \$313,729 in Community Development Block Grant (CDBG) monies. The federal funding, along with additional guidance and disbursement information, is anticipated to be received starting in late April. What this means to the City in terms of exact funding and eligibility is still unknown. City staff are closely monitoring all potential opportunities for funding and eligibility as they relate to expenses incurred by this outbreak.

Although times right now seem bleak and uncertain, we have much to be proud of in the City of Portsmouth. We have received many accolades and achieved many accomplishments over the past year and I encourage you to visit the Citywide Recognitions & Accomplishments section of this budget documents.



I am grateful to the City staff who have worked diligently throughout this very difficult time. Many employees, whether working from home or on site, continue to serve our citizens by educating our students and maintaining operations in the best manner possible. I am very proud to work with such dedicated and professional people who truly care about the work they do and the citizens for whom they work.

I would like to thank all of the Department Heads who have worked very hard preparing this budget during this very challenging year and I look forward with working with the City Council and the public throughout the Fiscal Year 2021 budget process.



# City Manager's Fiscal Year 2021 Proposed Budget Highlights

General Fund – Water Fund – Sewer Fund – Parking & Transportation

## GENERAL FUND

The following is a summary of major expenditures categories for the FY19 budget and actual, FY20 budget, FY21 Department Request, FY21 City Manager's recommended budget, as well as the percent and dollar change over FY20.

TOTAL GENERAL FUND	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET REQUEST	FY21 CITY MANAGER RECOMMENDED	CM \$ CHANGE FROM FY20	CM % CHANGE FROM FY20	
SALARIES	42,515,427	41,921,573	44,671,271	45,813,679	45,813,679	1,142,408	2.56%	
PART TIME SALARIES	1,807,807	1,804,084	1,880,199	2,080,044	2,080,044	199,845	10.63%	
CITY COUNCIL/COMMISSIONS	41,600	38,250	41,600	41,850	41,850	250	0.60%	
OVERTIME	1,650,567	1,816,227	1,692,855	1,715,457	1,715,457	22,602	1.34%	
HOLIDAY	333,976	330,603	352,833	358,639	358,639	5,806	1.65%	
LONGEVITY (Excluding School)	140,417	130,441	139,313	138,048	138,048	(1,265)	-0.91%	
CERTIFICATION STIPENDS	268,692	261,982	315,258	311,387	311,387	(3,871)	-1.23%	
SPECIAL DETAIL / EDUCATION STIPEND	124,020	114,921	142,593	152,043	152,043	9,450	6.63%	
RETIREMENT	8,356,881	8,110,021	8,698,668	8,924,449	8,924,449	225,781	2.60%	
HEALTH INSURANCE	12,175,151	12,175,151	12,738,861	13,377,308	13,377,308	638,447	5.01%	
DENTAL INSURANCE	700,252	792,558	813,725	907,721	907,721	93,996	11.55%	
INSURANCE REIMBURSEMENT	164,146	134,397	170,599	120,996	120,996	(49,603)	-29.08%	
LEAVE AT TERMINATION	750,287	749,570	750,287	950,287	950,287	200,000	26.66%	
LIFE AND DISABILITY	280,198	262,066	291,652	291,250	291,250	(402)	-0.14%	
WORKERS' COMPENSATION	725,121	727,121	764,487	799,411	799,411	34,924	4.57%	
PROFESSIONAL DEVELOPMENT (SCHOOL ONLY)	258,534	221,428	258,534	258,534	258,534	0	0.00%	
OTHER BENEFITS	3,130,570	2,975,507	3,281,764	3,391,706	3,391,706	109,942	3.35%	
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	105,000	105,000	105,000	-	-
POLICE SERVICES - FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%	
POLICE SERVICES-SCHOOL DEPT	-	(49,225)	-	-	-	0	0.00%	
FIRE SERVICES - FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	0	0.00%	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>73,338,646</b>	<b>72,431,677</b>	<b>76,919,499</b>	<b>79,652,809</b>	<b>79,652,809</b>	<b>2,733,310</b>	<b>3.55%</b>	
TRAINING/EDUCATION/CONFERENCES	179,294	197,187	214,498	215,623	215,623	1,125	0.52%	
ELECTRICITY	1,490,343	1,269,294	1,426,861	1,373,722	1,373,722	(53,139)	-3.72%	
NATURAL GAS	529,209	472,009	534,545	520,139	520,139	(14,406)	-2.70%	
GASOLINE	306,259	282,718	292,932	300,700	300,700	7,768	2.65%	
DIRECT ASSISTANCE	179,100	257,694	179,100	354,600	354,600	175,500	97.99%	
OUTSIDE SOCIAL SERVICES	186,374	186,374	195,128	199,033	199,033	3,905	2.00%	
CONTRACTED SERVICES	1,657,915	1,640,494	1,773,483	1,663,171	1,663,171	(110,312)	-6.22%	
ROAD MAINTENANCE & STRIPING PROGRAM	180,000	82,017	213,000	296,000	296,000	83,000	38.97%	
RECYCLING	140,000	180,297	210,000	314,000	314,000	104,000	49.52%	
SOLID & YARD WASTE	355,000	449,304	355,000	410,000	410,000	55,000	15.49%	
PUPIL TRANSPORTATION	1,300,147	1,352,468	1,417,464	1,497,419	1,497,419	79,955	5.64%	
TRANSFER FROM PARKING & TRANS (SCHOOL)	(100,000)	(100,000)	(50,000)	(50,000)	(50,000)	0	0.00%	
SPECIAL ED TUITION & SERVICES	1,836,186	2,002,865	1,889,221	2,425,597	2,425,597	536,376	28.39%	
PROFESSIONAL ORGANIZATION DUES	139,927	138,621	144,848	150,235	150,235	5,387	3.72%	
STUDENT BOOKS / PERIODICALS	190,814	122,611	207,071	195,476	195,476	(11,595)	-5.60%	
PROPERTY & LIABILITY (SCHOOL ONLY)	125,913	123,913	110,815	113,493	113,493	2,678	2.42%	
TRANSFER TO STORMWATER	260,067	260,067	247,806	277,707	277,707	29,901	12.07%	
OTHER OPERATING	5,482,655	5,925,970.56	5,675,108	5,644,951	5,644,951	(30,157)	-0.53%	
<b>TOTAL OTHER OPERATING</b>	<b>14,439,203</b>	<b>14,843,905</b>	<b>15,036,880</b>	<b>15,901,866</b>	<b>15,901,866</b>	<b>864,986</b>	<b>5.75%</b>	
<b>TOTAL DEPARTMENT BUDGET</b>	<b>87,777,849</b>	<b>87,275,582</b>	<b>91,956,379</b>	<b>95,554,675</b>	<b>95,554,675</b>	<b>3,598,296</b>	<b>3.91%</b>	
TRANSFER TO INDOOR POOL	150,000	150,000	150,000	150,000	150,000	0	0.00%	
TRANSFER TO PRESCOTT PARK	60,000	60,000	89,000	99,344	99,344	10,344	11.62%	
<b>TOTAL OPERATING BUDGET</b>	<b>87,987,849</b>	<b>87,485,582</b>	<b>92,195,379</b>	<b>95,804,019</b>	<b>95,804,019</b>	<b>3,608,640</b>	<b>3.91%</b>	
DEBT RELATED EXPENSES	272,000	52,172	272,000	120,000	120,000	(152,000)	-55.88%	
DEBT SERVICE	13,603,712	13,416,494	14,199,496	15,997,753	13,150,440	(1,049,056)	-7.39%	
CONTINGENCY	300,000	300,000	300,000	300,000	300,000	0	0.00%	
OVERLAY	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	0.00%	
ROCKINGHAM COUNTY TAX	5,741,466	5,503,199	5,741,466	5,798,880	5,798,880	57,414	1.00%	
PROPERTY & LIABILITY (Excluding School)	357,376	359,445	375,245	391,514	391,514	16,269	4.34%	
LITIGATION	-	-	-	500,000	500,000	500,000	-	-
ROLLING STOCK	777,720	777,720	883,260	1,017,825	568,000	(315,260)	-35.69%	
IT EQUIPMENT REPLACEMENT	740,908	740,908	1,013,428	1,152,408	774,608	(238,820)	-23.57%	
USE OF BOND PREMIUM	1,286,114	1,286,404	-	-	-	0	-	
LANDFILL CLOSURE- COAKLEY/JONES	150,000	150,000	370,000	385,000	385,000	15,000	4.05%	
HYDRANTS	213,750	213,750	235,125	265,500	265,500	30,375	12.92%	
OTHER NON-OPERATING	229,312	209,003	243,231	219,983	219,983	(23,248)	-9.56%	
CAPITAL	1,635,000	1,635,000	1,810,000	2,016,000	1,376,000	(434,000)	-23.98%	
<b>TOTAL NON-OPERATING</b>	<b>26,307,358</b>	<b>25,644,095</b>	<b>26,443,251</b>	<b>29,164,863</b>	<b>24,849,925</b>	<b>(1,593,326)</b>	<b>-6.03%</b>	
<b>TOTAL GENERAL FUND BUDGET</b>	<b>114,295,207</b>	<b>113,129,677</b>	<b>118,638,630</b>	<b>124,968,882</b>	<b>120,653,944</b>	<b>2,015,314</b>	<b>1.70%</b>	

The Requested Budget Increase	\$6,330,252
	5.34%
City Manager's Recommended	\$2,015,314
	1.70%



# Components of the General Fund

The General Fund is the chief operating fund and accounts for appropriations for the Operating and the Non-Operating Budget. The Operating Budget funds services provided by each department associated with the day-to-day operations while the Non-Operating Budget funds obligations of the City not associated with individual departments. The components are:

**Operating Budget**  
**Expenditures Associated with:**

- General Government Departments
- Police Department
- Fire Department
- School Department
- Transfers to Other Funds
- Collective Bargaining Contingency

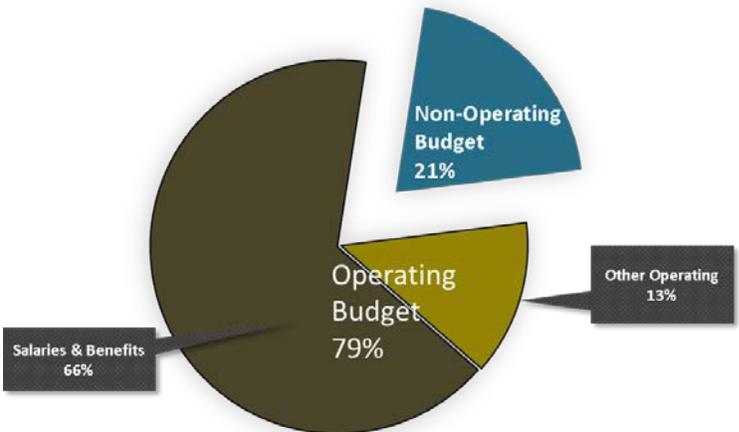
**Non-Operating Budget**  
**Expenditures Associated with:**

- Debt Service
- Capital Outlay
- Rockingham County Tax
- Rolling Stock – Vehicles & Equipment
- Overlay
- Contingency
- Other General Non-Operating

## Balanced Budget

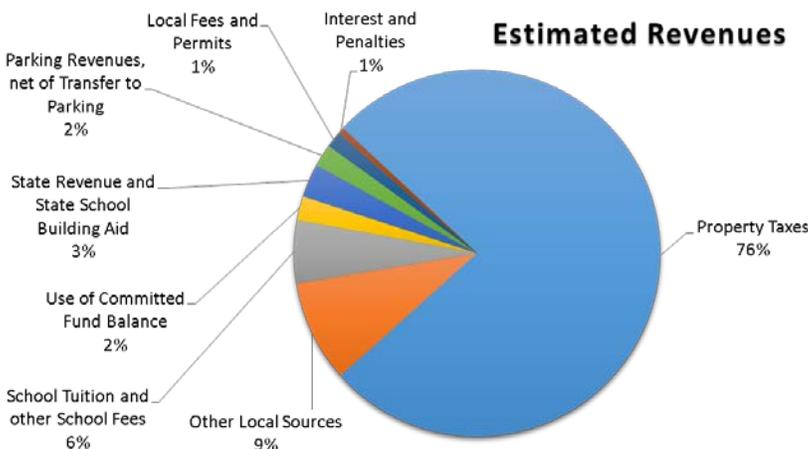
The FY21 annual budget of \$120,653,944 is a balanced budget in which total anticipated revenues equal budgeted appropriations.

**Expenditures:** The total proposed budget is comprised of the Operating Budget of \$95,804,019 or 79% and the Non-Operating portion of \$24,849,925 or 21%. **Salaries and Benefits represents 66% of the total proposed budget.**



**Revenues:** Property Taxes are Portsmouth’s largest funding source at 76% of total revenues. The remaining 24% are from local and state revenues.

<b>EXPENDITURES:</b>	
OPERATING	95,804,019
NON-OPERATING	24,849,925
<b>PROPOSED BUDGET</b>	<b>120,653,944</b>
<b>REVENUES:</b>	
1) LOCAL FEES AND PERMITS	1,661,600
2) OTHER LOCAL SOURCES	10,828,772
3) NET PARKING REVENUES	2,412,305
4) INTEREST/PENALTIES	720,549
5) SCHOOL TUITION / OTHER	6,717,200
6) STATE REVENUE	3,539,429
7) USE OF RESERVES	2,550,000
<b>REVENUES</b>	<b>28,429,855</b>
<b>PROPERTY TAX LEVY</b>	<b>92,224,089</b>
<b>TOTAL REVENUES</b>	<b>\$ 120,653,944</b>



# Proposed Operating Budget

The Police, Fire, and School Departments each submitted their proposed FY21 budget as approved by their respective elected governing bodies.

*As requested by the City Council, the City Manager’s recommended Operating Budget funds all services currently provided to the taxpayers of Portsmouth.*

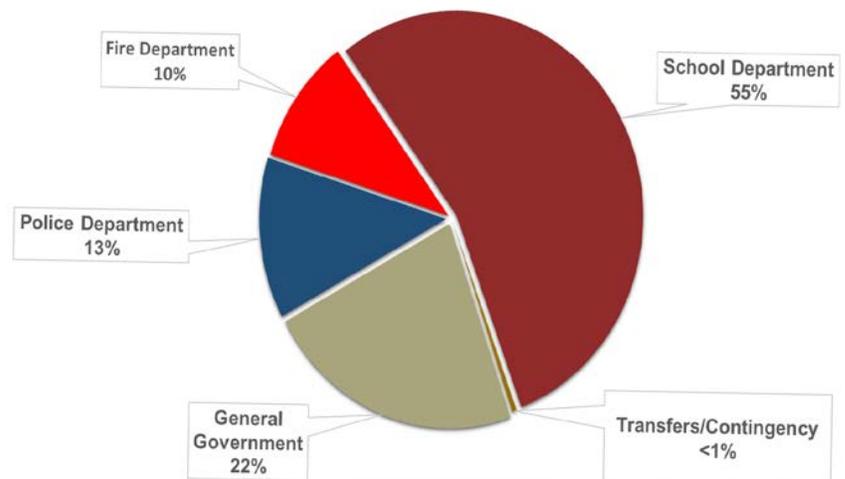
The Operating Budget for General Government, Police, Fire and School Departments of \$95,554,675 represents an increase of \$3,598,296 or 3.91% over FY20.

<b>FY21 PROPOSED OPERATING BUDGET</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED BUDGET</b>	<b>\$ Change from FY20</b>	<b>% Change from FY20</b>
GENERAL GOVERNMENT	\$20,535,072	\$21,425,297	\$890,225	4.34%
POLICE	11,830,799	12,211,362	380,563	3.22%
FIRE	9,347,650	9,624,468	276,818	2.96%
SCHOOL	50,242,858	52,188,548	1,945,690	3.87%
COLL BARGAINING CONTINGENCY	-	105,000	105,000	-
<i>Total Department</i>	\$91,956,379	\$95,554,675	\$3,598,296	3.91%
TRANSFER TO INDOOR POOL	150,000	150,000	-	-
TRANSFER TO PRESCOTT PARK	89,000	99,344	10,344	11.6%
<i>Total Other</i>	\$239,000	\$249,344	\$10,344	4.3%
<b>TOTAL OPERATING</b>	\$92,195,379	\$95,804,019	\$3,608,640	3.91%

The Total Operating Budget of \$95,804,019 represents an increase of \$3,608,640 or 3.91% over FY20 and includes:

**Operating Budget Proportionment by Department**

- ✓ Funding of \$150,000 for the operations related to the Indoor Pool, and
- ✓ Funding of \$99,344 for operations of Prescott Park.



The next four tables summarize major expenditures for each of the four components of the Operating budget: General Government, Police, Fire and School Departments. The tables provide the FY19 budget, FY19 actual, FY20 budget, and the FY21 City Manager’s recommended budget as well as the dollar and percent change over FY20. [Detailed information regarding each of these major departments is located in their respective pages of this document.]

In these tables, the categories labeled *Other Benefits* and *Other Operating* primarily include the following details.

**Other Benefits:**

- Social Security
- Medicare
- Clothing Allowance (*Police & Fire*)
- Unemployment Compensation
- Life & Long-Term Disability

**Other Operating:**

- Telephone, Postage, Office Supplies, Advertising
- Small Office Equipment, Copier Lease and Printing
- Repairs to Vehicles and Equipment
- Furniture and Fixtures
- Janitorial Supplies
- Software and Software Maintenance
- Sand & Salt

### *General Government*

The General Government includes services provided by the following departments:

<b>City Council</b>	<b>Legal</b>	<b>Health</b>	<b>Public Welfare</b>
<b>City Manager</b>	<b>Information Tech</b>	<b>Public Works</b>	<b>Social Services</b>
<b>Human Resources</b>	<b>Finance</b>	<b>Public Library</b>	<b>Other Gen Admin</b>
<b>City Clerk/Elections</b>	<b>Planning</b>	<b>Recreation</b>	<b>Senior Services</b>
<b>Emergency Management</b>	<b>Inspections</b>		

The total proposed City Manager recommended FY21 budget for the General Government is \$21,425,297. This is an increase of \$890,225 or 4.34% from FY20.

GENERAL GOVERNMENT	FY19	FY19	FY20	FY21	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY20	CHANGE FROM FY20
SALARIES	7,876,217	7,525,303	8,363,050	8,573,630	210,580	2.52%
PART-TIME SALARIES	860,156	777,139	940,752	1,077,575	136,823	14.54%
CITY COUNCIL/TRUSTEES	20,400	17,900	20,400	20,650	250	1.23%
OVERTIME	349,500	349,209	362,500	372,000	9,500	2.62%
LONGEVITY	61,047	57,587	64,564	62,043	(2,521)	-3.90%
RETIREMENT	957,683	911,085	1,003,852	1,031,020	27,168	2.71%
HEALTH INSURANCE	2,012,230	2,012,230	2,105,396	2,190,243	84,847	4.03%
DENTAL INSURANCE	140,000	123,974	144,000	147,159	3,159	2.19%
INSURANCE REIMBURSEMENT	55,000	28,823	55,000	25,000	(30,000)	-54.55%
LEAVE AT TERMINATION	250,000	250,000	250,000	450,000	200,000	80.00%
LIFE AND DISABILITY	49,410	45,444	51,000	51,747	747	1.46%
WORKERS' COMPENSATION	168,110	168,110	176,811	193,073	16,262	9.20%
OTHER BENEFITS	702,347	643,729	749,978	782,228	32,250	4.30%
<b>TOTAL CONTRACTUAL OBLIGATIONS</b>	<b>13,502,100</b>	<b>12,910,533</b>	<b>14,287,303</b>	<b>14,976,368</b>	<b>689,065</b>	<b>4.82%</b>
TRAINING/EDUCATION/CONFERENCES	77,625	51,237	84,970	83,910	(1,060)	-1.25%
ELECTRICITY	669,400	560,317	665,960	616,900	(49,060)	-7.37%
NATURAL GAS	152,000	123,406	174,000	150,500	(23,500)	-13.51%
GASOLINE	180,000	155,897	160,000	160,000	0	0.00%
WELFARE DIRECT ASSISTANCE	179,100	257,694	179,100	354,600	175,500	97.99%
OUTSIDE SOCIAL SERVICES	186,374	186,374	195,128	199,033	3,905	2.00%
CONTRACTED SERVICES	1,032,227	1,026,333	1,104,486	1,014,155	(90,331)	-8.18%
ROAD MAINTENANCE	180,000	82,017	213,000	296,000	83,000	38.97%
RECYCLING	140,000	180,297	210,000	314,000	104,000	49.52%
SOLID & YARD WASTE	355,000	449,304	355,000	410,000	55,000	15.49%
PROFESSIONAL ORGANIZATION DUES	71,006	65,047	70,824	72,060	1,236	1.75%
TRANSFER TO STORMWATER	260,067	260,067	247,806	277,707	29,901	12.07%
OTHER OPERATING	2,460,280	2,832,623	2,587,495	2,500,064	(87,431)	-3.38%
<b>TOTAL OTHER OPERATING</b>	<b>5,943,079</b>	<b>6,230,612</b>	<b>6,247,769</b>	<b>6,448,929</b>	<b>201,160</b>	<b>3.22%</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>19,445,179</b>	<b>19,141,145</b>	<b>20,535,072</b>	<b>21,425,297</b>	<b>890,225</b>	<b>4.34%</b>



## Police Department

The City Manager's recommended FY21 budget for the Police Department is \$12,211,362. This is an increase of \$380,563 or 3.22% from FY20.

POLICE DEPARTMENT	FY19	FY19	FY20	FY21 CITY MANAGER RECOMMENDED	CM \$ CHANGE FROM FY20	CM % CHANGE FROM FY20
	BUDGET	ACTUAL	BUDGET			
SALARIES - UNIFORM	4,269,943	4,305,694	4,466,488	4,618,824	152,336	3.41%
SALARIES - CIVILIAN	1,319,499	1,212,220	1,388,227	1,435,055	46,828	3.37%
SHIFT DIFFERENTIAL	39,637	29,141	39,304	39,391	87	0.22%
PART-TIME SALARIES	119,647	98,172	139,229	150,667	11,438	8.22%
COMMISSIONER STIPEND	3,600	3,500	3,600	3,600	0	0.00%
OVERTIME	542,632	559,691	571,920	584,976	13,056	2.28%
HOLIDAY	186,288	184,301	195,417	199,486	4,069	2.08%
LONGEVITY	41,285	40,320	43,810	45,140	1,330	3.04%
SPECIAL DETAIL / EDUCATION STIPEND	124,020	114,921	142,593	152,043	9,450	6.63%
RETIREMENT	1,673,438	1,663,736	1,711,448	1,757,353	45,905	2.68%
HEALTH INSURANCE	1,658,908	1,658,908	1,735,715	1,805,664	69,949	4.03%
DENTAL INSURANCE	91,689	88,048	96,437	129,602	33,165	34.39%
INSURANCE REIMBURSEMENT	12,000	15,333	14,000	14,000	0	0.00%
LEAVE AT TERMINATION	130,203	130,203	130,203	130,203	0	0.00%
LIFE AND DISABILITY	5,949	5,833	6,104	14,030	7,926	129.85%
WORKERS' COMPENSATION	204,441	204,441	171,274	132,600	(38,674)	-22.58%
OTHER BENEFITS	258,503	239,433	273,812	286,279	12,467	4.55%
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%
POLICE SERVICES-SCHOOL DEPT	-	(49,225)	-	-	-	-
<b>Contractual Obligations</b>	<b>10,621,682</b>	<b>10,444,671</b>	<b>11,069,581</b>	<b>11,438,913</b>	<b>369,332</b>	<b>3.34%</b>
					0	
TRAINING/EDUCATION/CONFERENCES	78,669	97,147	98,528	100,713	2,185	2.22%
GASOLINE	55,759	75,590	62,432	70,200	7,768	12.44%
CONTRACTED SERVICES	37,701	34,731	39,333	43,640	4,307	10.95%
PROFESSIONAL ORGANIZATION DUES	16,526	14,153	17,020	17,006	(14)	-0.08%
OTHER OPERATING	469,892	488,898	543,905	540,890	(3,015)	-0.55%
<b>Other Operating</b>	<b>658,547</b>	<b>710,519</b>	<b>761,218</b>	<b>772,449</b>	<b>11,231</b>	<b>1.48%</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>11,280,229</b>	<b>11,155,190</b>	<b>11,830,799</b>	<b>12,211,362</b>	<b>380,563</b>	<b>3.22%</b>

## Fire Department

The City Manager's recommended FY21 budget for the Fire Department is \$9,624,468. This is an increase of \$276,818 or 2.96% from F20.

FIRE DEPARTMENT	FY19	FY19	FY20	FY21 CITY MANAGER RECOMMENDED	CM \$ CHANGE FROM FY20	CM % CHANGE FROM FY20
	BUDGET	ACTUAL	BUDGET			
SALARIES	3,710,106	3,580,733	3,898,675	4,032,282	133,607	3.43%
PART-TIME SALARIES	66,045	53,107	47,729	48,873	1,144	2.40%
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	0	0.00%
OVERTIME	689,500	762,278	689,500	689,500	0	0.00%
HOLIDAY	147,688	146,302	157,416	159,153	1,737	1.10%
LONGEVITY	38,085	32,533	30,939	30,865	(74)	-0.24%
CERTIFICATION STIPENDS	268,692	261,982	315,258	311,387	(3,871)	-1.23%
RETIREMENT	1,564,945	1,519,035	1,548,288	1,578,681	30,393	1.96%
HEALTH INSURANCE	1,346,054	1,346,054	1,408,377	1,465,134	56,757	4.03%
DENTAL INSURANCE	68,547	59,352	70,124	72,718	2,594	3.70%
INSURANCE REIMBURSEMENT	97,146	90,241	101,599	81,996	(19,603)	-19.29%
LEAVE AT TERMINATION	70,084	70,084	70,084	70,084	0	0.00%
WORKERS' COMPENSATION	184,460	186,460	306,213	358,871	52,658	17.20%
LIFE AND DISABILITY	27,200	19,090	28,109	19,414	(8,695)	-30.93%
TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)	0	0.00%
OTHER BENEFITS	116,857	111,394	118,226	128,442	10,216	8.64%
<b>Contractual Obligations</b>	<b>8,374,009</b>	<b>8,217,245</b>	<b>8,769,137</b>	<b>9,026,000</b>	<b>256,863</b>	<b>2.93%</b>
TRAINING/EDUCATION/CONFERENCES	23,000	48,803	31,000	31,000	0	0.00%
ELECTRICITY	55,000	44,839	48,000	48,000	0	0.00%
NATURAL GAS	36,070	32,634	37,152	38,267	1,115	3.00%
GASOLINE	58,000	40,909	58,000	58,000	0	0.00%
CONTRACTED SERVICES	52,325	47,035	55,000	53,000	(2,000)	-3.64%
PROFESSIONAL ORGANIZATION DUES	13,901	12,709	13,901	13,901	0	0.00%
OTHER OPERATING	354,000	449,849	335,460	356,300	20,840	6.21%
<b>Other Operating</b>	<b>592,296</b>	<b>676,777</b>	<b>578,513</b>	<b>598,468</b>	<b>19,955</b>	<b>3.45%</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>8,966,305</b>	<b>8,894,022</b>	<b>9,347,650</b>	<b>9,624,468</b>	<b>276,818</b>	<b>2.96%</b>



## School Department

The City Manager's recommended FY21 budget for the School Department is \$52,188,548. This is an increase of \$1,945,690 or 3.87% from FY20.

SCHOOL DEPARTMENT	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED	\$ CHANGE FROM FY20	% CHANGE FROM FY20
TEACHERS/ADMINISTRATORS	20,891,965	20,793,687	21,902,242	22,423,434	521,192	2.38%
SALARIES	4,408,060	4,474,795	4,613,285	4,691,063	77,778	1.69%
PART-TIME SALARIES	761,959	875,666	752,489	802,929	50,440	6.70%
SCHOOL BOARD STIPEND	14,000	13,250	14,000	14,000	0	0.00%
OVERTIME	68,935	145,050	68,935	68,981	46	0.07%
RETIREMENT	4,160,815	4,016,164	4,435,080	4,557,395	122,315	2.76%
HEALTH INSURANCE	7,157,959	7,157,959	7,489,373	7,916,267	426,894	5.70%
DENTAL INSURANCE	400,016	521,185	503,164	558,242	55,078	10.95%
LEAVE AT TERMINATION	300,000	299,283	300,000	300,000	0	0.00%
WORKERS' COMPENSATION	168,110	168,110	110,189	114,867	4,678	4.25%
LIFE AND DISABILITY	197,639	191,699	206,439	206,059	(380)	-0.18%
PROFESSIONAL DEVELOPMENT	258,534	221,428	258,534	258,534	0	0.00%
OTHER BENEFITS	2,052,863	1,980,952	2,139,748	2,194,757	55,009	2.57%
<b>Contractual Obligations</b>	<b>40,840,855</b>	<b>40,859,228</b>	<b>42,793,478</b>	<b>44,106,528</b>	<b>1,313,050</b>	<b>3.07%</b>
SPECIAL ED TUITION & SERVICES	1,836,186	2,002,865	1,889,221	2,425,597	536,376	28.39%
TRANSPORTATION	1,300,147	1,352,468	1,417,464	1,497,419	79,955	5.64%
TRANSFER FROM PARKING & TRANS	(100,000)	(100,000)	(50,000)	(50,000)	0	0.00%
CONTRACTED SERVICES	535,662	532,395	574,664	552,376	(22,288)	-3.88%
ELECTRICITY	765,943	664,139	712,901	708,822	(4,079)	-0.57%
NATURAL GAS	341,139	315,970	323,393	331,372	7,979	2.47%
GASOLINE	12,500	10,322	12,500	12,500	0	0.00%
STUDENT BOOKS / PERIODICALS	190,814	122,611	207,071	195,476	(11,595)	-5.60%
PROFESSIONAL ORGANIZATION DUES	38,494	46,713	43,103	47,268	4,165	9.66%
PROPERTY & LIABILITY	125,913	123,913	110,815	113,493	2,678	2.42%
OTHER OPERATING	2,198,483	2,154,601	2,208,248	2,247,697	39,449	1.79%
<b>Other Operating</b>	<b>7,245,281</b>	<b>7,225,997</b>	<b>7,449,380</b>	<b>8,082,020</b>	<b>632,640</b>	<b>8.49%</b>
<b>TOTAL</b>	<b>48,086,136</b>	<b>48,085,225</b>	<b>50,242,858</b>	<b>52,188,548</b>	<b>1,945,690</b>	<b>3.87%</b>

## Operating Budget

### Employee Relations

The City of Portsmouth has a total of sixteen (16) collective bargaining units of which twelve (12) contracts have been ratified for FY21. The remaining four (4) will expire at the end of the current fiscal year and will be entering negotiations. (See table below).

General Government	Expires	Police	Expires	Fire	Expires	School	Expires
Professional Management Association (PMA)	6/30/2022	Ranking Officers Association	6/30/2023	Fire Officers Association	6/30/2023	Principals/Directors	6/30/2022
Supervisory Management Alliance (SMA)	6/30/2022	Portsmouth Patrolman Association	6/30/2023	FireFighter Association	6/30/2023	Association of Portsmouth's Teachers	6/30/2022
AFSCME Local 1386B Library & Clericals	6/30/2020	Civilians	6/30/2023			Clerical Employees	6/30/2022
AFSCME Local 1386 Public Works	6/30/2022					Custodial	6/30/2020
						Cafeteria	6/30/2020
						Paraprofessionals	6/30/2020
						Custodial Supervisors	6/30/2022



## Salaries

Per all collective bargaining agreements, Cost of Living Adjustments (COLA) shall be determined by the ten (10) year rolling average of the November-November Boston-Cambridge-Newton MA-NH CPI with a floor of 2% and a ceiling of 5%. This year the CPI was reported at 2.12%, making the 10 year rolling average of 1.83%.

Per the contract provision, only salaries associated with settled contracts were increased by COLA.

In addition, departments included step increases for eligible employees who have not reached top step.

CONSUMER PRICE INDEX	
CPI-U (NOV. TO NOV. BOSTON-CAMBRIDGE-NEWTON, MA-NH)	
FY 12	0.64%
FY 13	2.90%
FY 14	2.00%
FY 15	0.92%
FY 16	1.60%
FY 17	0.84%
FY 18	1.26%
FY 19	2.86%
FY 20	3.15%
<b>FY 21</b>	<b>2.12%</b>
<b>10 Year Average</b>	<b>1.83%</b>

## Retirement

Funding for the New Hampshire Retirement System (NHRS) comes from investment earnings, employee contributions, and employer contributions. The employee contribution rates are set by statute and NHRS sets the employer contribution rate every two years based upon an actuarial valuation to ensure adequate funding for future pension liabilities. FY21 marks the second year for this certification period. Therefore, the rates did not change from prior year.

The following tables depict both the employer's and employee's contribution rates.

RETIREMENT RATES-EMPLOYER	
FY20 & FY21	
Rates	
<b>GROUP I</b>	
Employees	11.17%
Teachers	17.80%
<b>GROUP II</b>	
Police	28.43%
Fire	30.09%

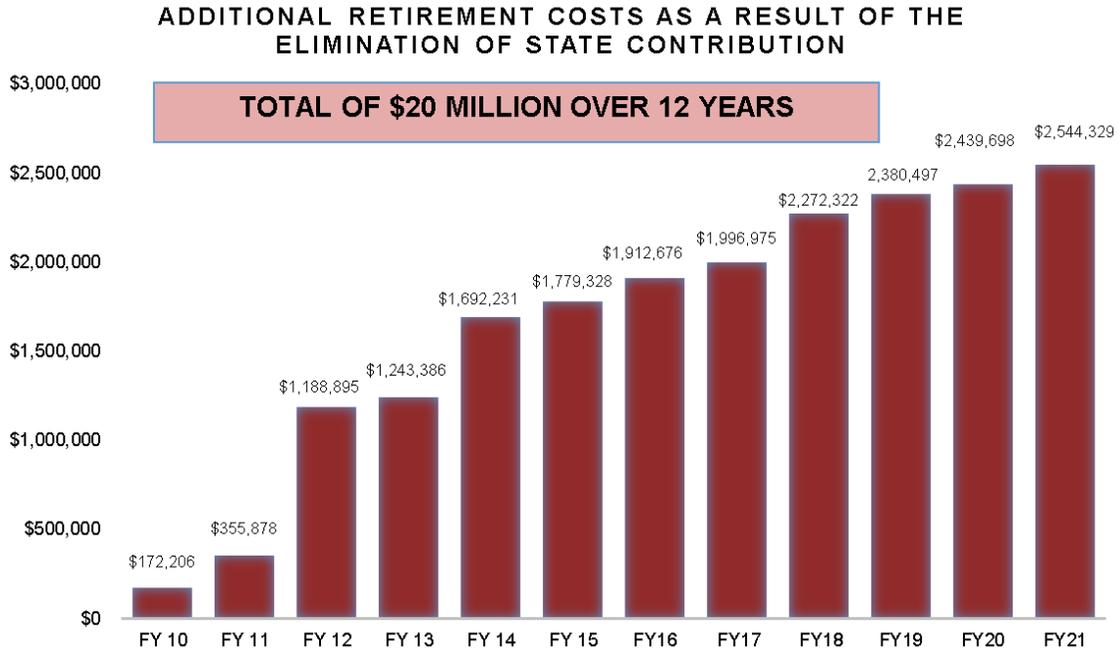
EMPLOYEE CONTRIBUTION RATE	
Rates	
<b>GROUP I</b>	
Employees	7.00%
Teachers	7.00%
<b>GROUP II</b>	
Police	11.55%
Fire	11.80%

The following table displays the net change in retirement for FY20 by department due to salary adjustments including step increases. The total appropriation of 8,924,449 represents a net increase of \$225,781 or 2.6% over FY20.

RETIREMENT APPROPRIATION				
	FY20	FY21	\$	%
	Budget	Proposed	Change	Change
		Budget	From FY20	From FY20
General Government	\$1,003,852	\$1,031,020	\$27,168	2.71%
Police Department	1,711,448	1,757,353	45,905	2.68%
Fire Department	1,548,288	1,578,681	30,393	1.96%
School Department	4,435,080	4,557,395	122,315	2.76%
	<b>\$8,698,668</b>	<b>\$8,924,449</b>	<b>\$225,781</b>	<b>2.60%</b>



The City of Portsmouth has been forced to pay the portion of the retirement contribution that was historically paid by the State of New Hampshire. Prior to FY10 the State contributed 35% of employer contributions for Teachers, Police and Fire personnel and reduced this contribution to 30% in FY10, 25% in FY11 and 0% in FY12 and for all subsequent years. The result of the elimination of State contributions will cost the City of Portsmouth's tax payer \$2.5 million for FY21 alone and a total of nearly \$20 million over 12 years.

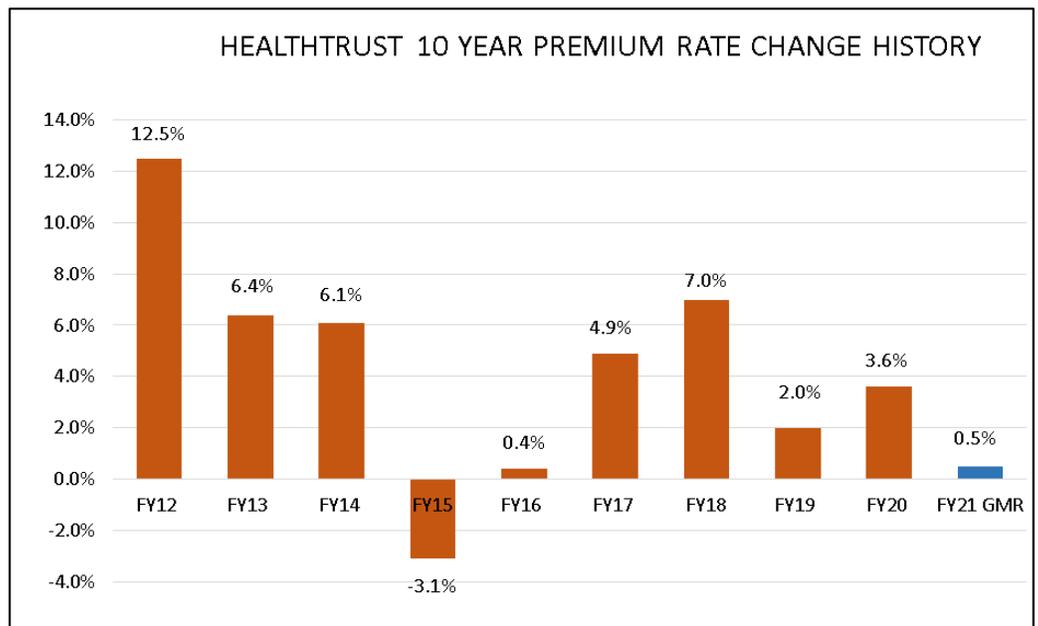


**Health Insurance**

Due to collective bargaining agreements, the City offers HealthTrust Products supported by Blue Cross to employees in the General Government, Police and Fire Department and SchoolCare Product supported by Cigna to employees in the School Department.

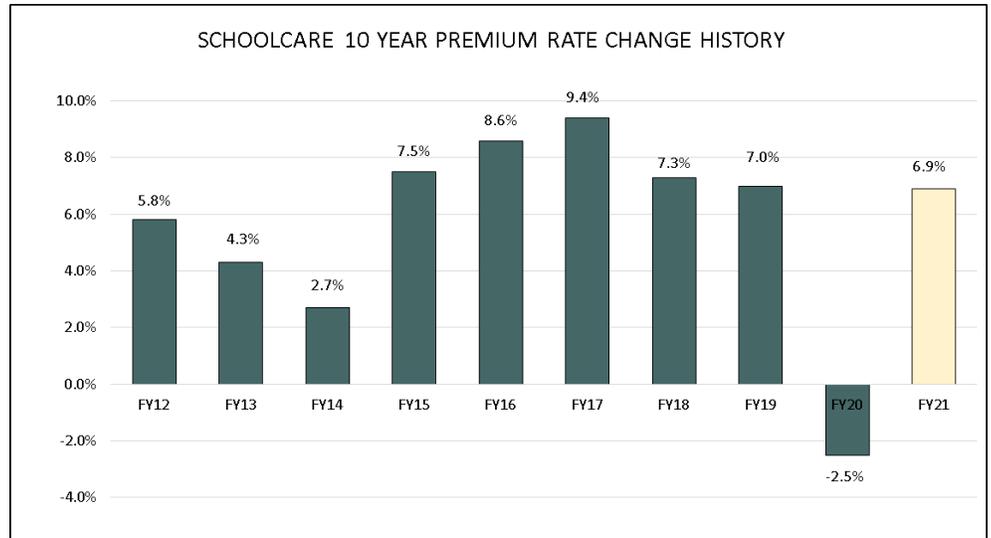
HealthTrust announced its Guaranteed Maximum rate (GMR) increase for premiums of .5% for FY21.

The 10-year rolling average is 4.03%



SchoolCare announced its premiums for FY21 with an increase of 6.9% over FY20.

The 10-year average increase for SchoolCare is 5.7%.

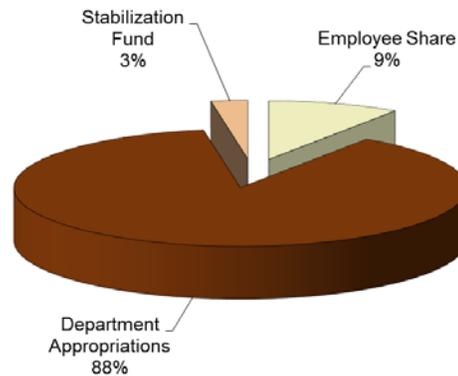


**The Health Insurance Stabilization Fund Policy was created in 2002 in order to avoid large spikes within each department’s annual budget, [Detailed information on the Health Insurance Stabilization Fund Policy can be found in the Financial Polices and Guidelines section of the budget document.]**

Per the Health Stabilization Policy, the annual appropriation amount for each department is determined by the average increase of health insurance rates over 10 years.

The total FY21 estimated health insurance premium for General Government, Police, Fire and School Department is project at just over \$15 million.

The City employees’ share will be approximately \$1.4 million or 9% of the total cost.



City contribution projected at \$13.8 million or 91% will be funded by:

- Appropriations from each department in the amount of \$13.4 million, and
- Stabilization Fund by approximately \$400,000.

Using the 10 year rolling average of 4.03% for General Government, Police and Fire Departments and 5.7% premium increase for the School Department, total appropriations for FY20 health insurance premiums will be nearly \$13.4 million, an increase of \$638,449.

<b>HEALTH INSURANCE</b>		FY20 Budget	FY21 Budget Increase	FY21 Proposed Budget	FY21 Estimated City Cost	Health Ins Stabilization Fund
General Government	4.03%	2,105,396	84,847	2,190,243	2,398,990	(208,747)
Police Department	4.03%	1,735,715	69,949	1,805,664	1,801,489	4,175
Fire Department	4.03%	1,408,377	56,758	1,465,135	1,201,101	264,034
School	5.70%	7,489,373	426,894	7,916,267	8,372,808	(456,541)
<b>Total General Fund</b>		<b>12,738,861</b>	<b>638,449</b>	<b>13,377,309</b>	<b>13,774,388</b>	<b>(397,078)</b>



## Workers' Compensation

Although the overall increase to Workers' Compensation premiums increased by \$34,924 or 4.6% for the General Fund, the allocation of the premium to the Fire Department has been significantly impacted as a result of recent legislation. A brief summary of the bills follow:

- 1) HB 407 requires workers' compensation to cover all medical expenses related to preventive medical treatment started after an identified critical exposure or unprotected exposure in order to prevent infection and the development of disease.
- 2) SB 541 requires workers' compensation to cover costs to firefighters who have cancer.

The table below displays the budgetary percent change for each department.

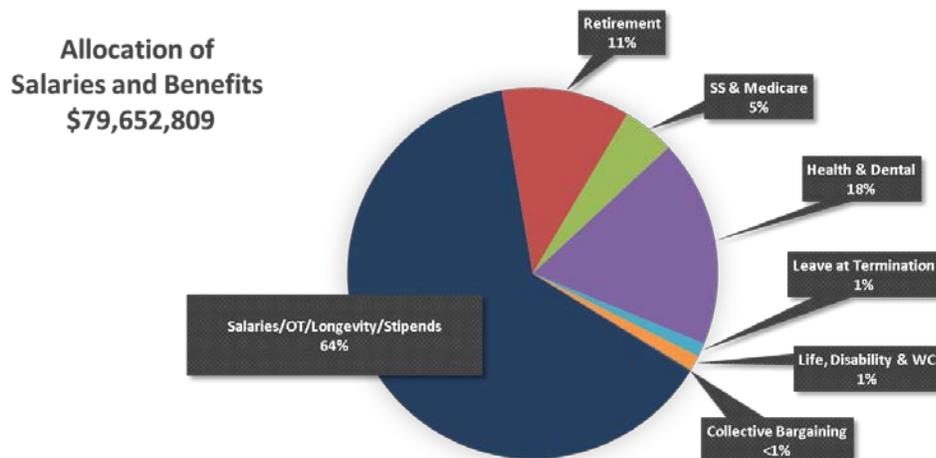
	FY20 BUDGET	FY21 PROPOSED BUDGET	\$ CHANGE	% CHANGE
GENERAL GOVERNMENT	176,811	193,073	16,262	9.2%
POLICE	171,274	132,600	(38,674)	-22.6%
FIRE	306,213	358,871	52,658	17.2%
SCHOOL	110,189	114,867	4,678	4.2%
<b>TOTAL</b>	<b>\$764,487</b>	<b>\$799,411</b>	<b>\$34,924</b>	<b>4.6%</b>

## Total Salaries and Benefits

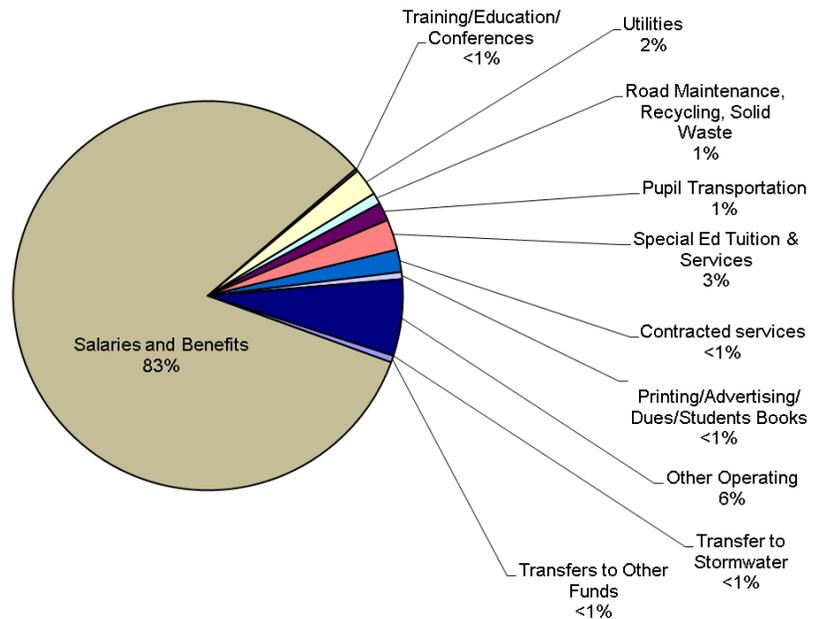
The total proposed FY21 budget for salaries and benefits is \$79,652,809. This represents an increase of \$2,733,310 or 3.55% over FY20 which includes increase in cost-of-living adjustments (COLA), health insurance premiums, leave at termination, retirement, federal taxes, and other benefits associated with collective bargaining agreements. In addition, the increase includes:

- \$50,000 for the part-time Prosecutor that was previously funded with court district fees which have diminished;
- \$197,000 for a full year funding of two (2) additional Police Officers and a part-time to full-time Animal Control Officer that were partially funded in FY20; and
- \$109,860 for a full year funding of three (3) Fire Fighters that were partially funded in FY20.

The allocation of total salaries and benefits is represented in the pie graph below.



While salaries and benefits of \$79,652,809 represents 83% of the total Operating Budget of \$95,804,019, the remaining \$16,151,210 or 17% is comprised of non-salary and benefit costs such as utilities, contracted services, building and equipment repairs and maintenance, supplies, welfare assistance, outside social services, special needs tuition, pupil transportation, transfers to other funds, and other charges.



The 17% or \$16 million of the Operating Budget was directly impacted by industry inflationary increases or service demands. These impacts are:

- \$83,000 for continued road maintenance and striping program;
- \$159,000 for industry increases in tipping fees for recycling, solid waste, and yard waste;
- \$180,000 for the increase of costs for services provided by the Welfare Direct Assistance programs which have experienced significant increases over the last two years;
- \$501,000 estimated increase in Special Education Tuition and Services; and
- \$80,000 increases in fees for student transportation.

**As no new services have been added to the FY21, the Operating Budget would have experienced no increase if not for these industry and service demands increases.**

<i>17% of the Operating Budget</i>	FY20 BUDGET	FY21 BUDGET	\$ Difference from FY20	% Difference from FY20
<i>Other General Operating</i>				
Direct Assistance	179,100	354,600	175,500	97.99%
Road Maintenance & Striping Program	213,000	296,000	83,000	38.97%
Recycling Tipping Fees	210,000	314,000	104,000	49.52%
Solid & Yard Waste Tipping Fees	355,000	410,000	55,000	15.49%
Pupil Transportation	1,417,464	1,497,419	79,955	5.64%
Special Ed Tuition & Services	1,889,221	2,425,597	536,376	28.39%
Other Operating	10,773,095	10,604,250	(168,845)	-1.57%
<i>Total Other Operating</i>	<i>15,036,880</i>	<i>15,901,866</i>	<i>864,986</i>	<i>5.75%</i>
Transfer to Other Funds	239,000	249,344	10,344	4.33%
<b>Total Other Operating and Transfers</b>	<b>15,275,880</b>	<b>16,151,210</b>	<b>875,330</b>	<b>5.73%</b>



## Non-Operating Budget

The Non-Operating Budget of \$24,849,925 represents a *decrease* of \$1,593,326 or 6.03% less than FY20. The recommendation as presented by the Capital Improvement Plan and Rolling Stock requested by departments of \$29,164,863 was drastically reduced by \$4,314,938 by the City Manager’s recommendation of a financial strategy plan for FY21.

*Please refer to the City Manager’s budget message for the detailed financial strategy used in preparing the FY21 proposed budget amid the COVID-19 pandemic.*

Non-Operating budget consists of expenditures for the following

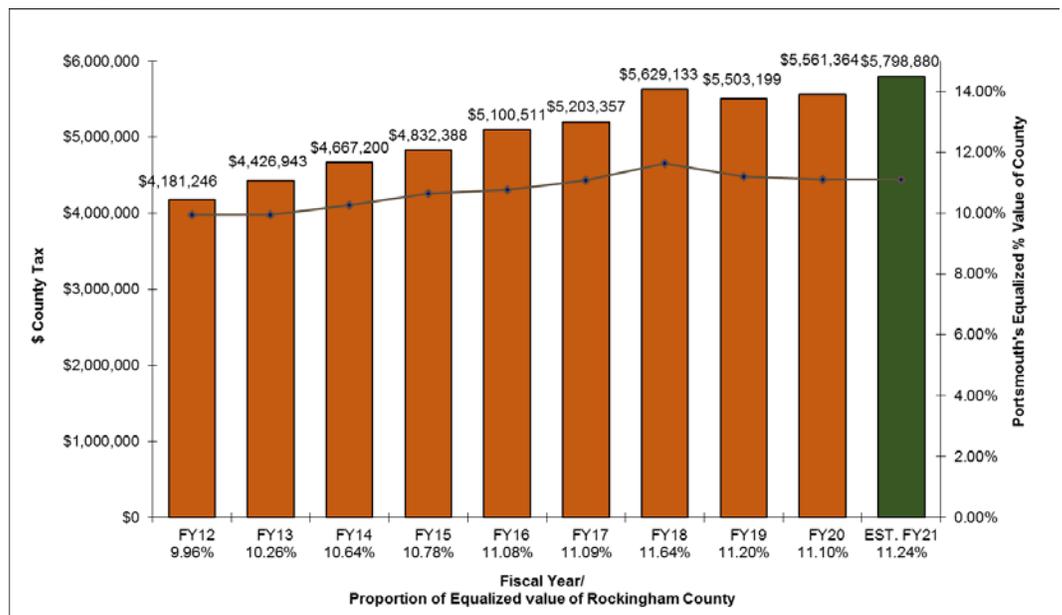
<i>PROPOSED FY21 BUDGET</i>	FY20 Budget	FY21 Department	% Increase	City Manager Reduction	FY21 City Manager Budget	FY21 City Manager \$ Change	FY21 City Manager % Increase
Debt Service and Ralated Exp	14,471,496	16,117,753	11.38%	(2,847,313)	13,270,440	(1,201,056)	-8.30%
Contingency	300,000	300,000	0.00%	-	300,000	-	0.00%
Overlay	1,000,000	1,000,000	0.00%	-	1,000,000	-	0.00%
Rockingham County Tax	5,741,466	5,798,880	1.00%	-	5,798,880	57,414	1.00%
Property & Liability (excluding Sch	375,245	391,514	4.34%	-	391,514	16,269	4.34%
Litigation	-	500,000	-	-	500,000	500,000	-
Rolling Stock	883,260	1,017,825	15.24%	(449,825)	568,000	(315,260)	-35.69%
IT Equipment Replacement	1,013,428	1,152,408	13.71%	(377,800)	774,608	(238,820)	-23.57%
Use of Bond Premium	-	-	-	-	-	-	-
Landfill Closure-Coakley/Jones	370,000	385,000	4.05%	-	385,000	15,000	4.05%
Hydrants	235,125	265,500	12.92%	-	265,500	30,375	12.92%
Other Non-Operating	243,231	219,983	-9.56%	-	219,983	(23,248)	-9.56%
Capital Outlay	1,810,000	2,016,000	11.38%	(640,000)	1,376,000	(434,000)	-23.98%
<i>Total Department</i>	\$26,443,251	\$29,164,863	10.29%	(4,314,938)	<b>\$24,849,925</b>	<b>\$ (1,593,326)</b>	<b>-6.03%</b>

### County Tax

In FY21, it is estimated that Portsmouth will pay approximately \$5.8 million to Rockingham County. The following table depicts the property tax obligation and the equalized assessed value proportion history of the City of Portsmouth to Rockingham County for the last nine (9) years as well as the estimated tax for FY21.

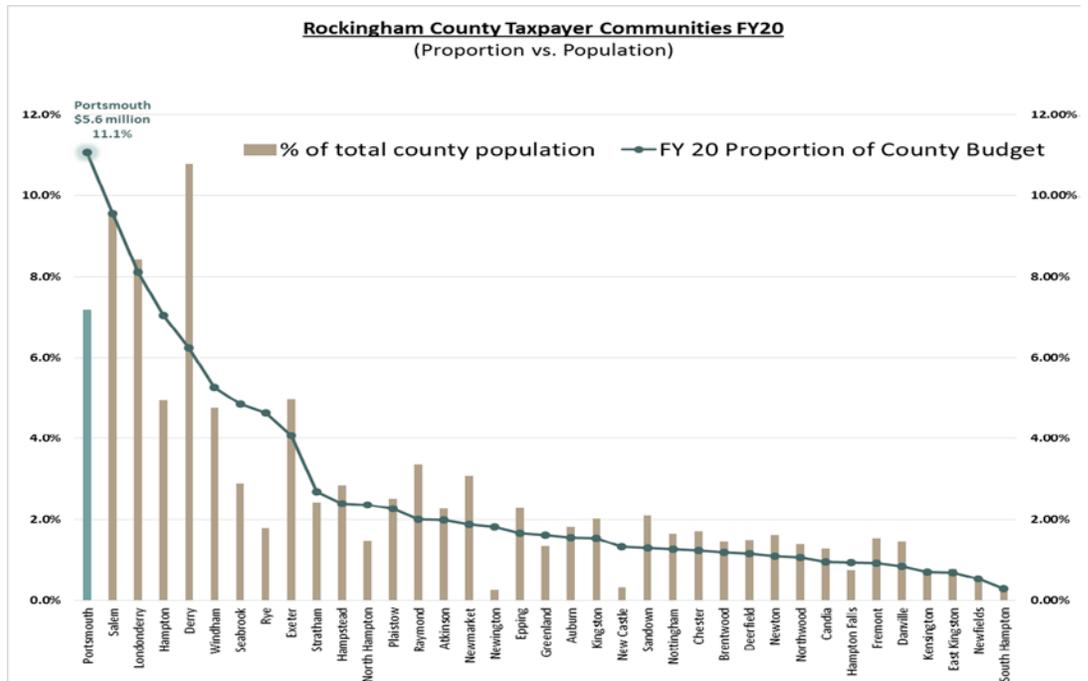
Tax Obligation is calculated by:

1. The County’s Adopted Budget, and
2. Proportion of all 37 communities in Rockingham County based on equalized value.



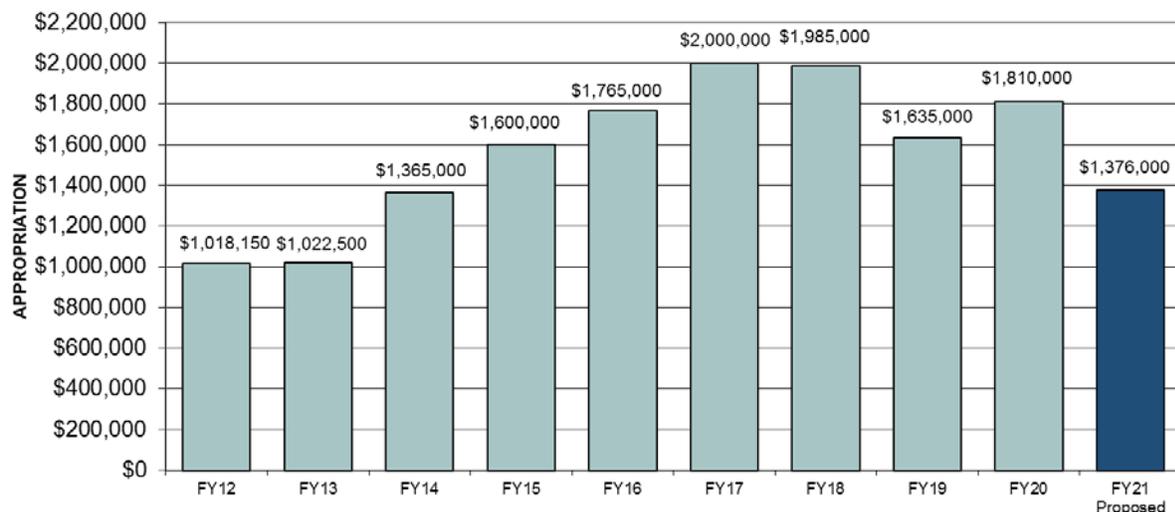
The proportion of the City's share, which determines the actual amount due to the County, is established by the Department of Revenue just prior to setting the tax rate.

The City of Portsmouth is annually assessed its portion of the Rockingham County budget based on the City's share of the equalization of property values for the entire county. While the City of Portsmouth has the 4<sup>th</sup> largest population (7.2% of county population) of the 37 communities in Rockingham County, it contributes the largest amount of County Tax (FY20 11.1%) as depicted in the following graph.



### Capital Outlay

The City Council adopted the six year Capital Improvement Plan which includes Capital Outlay appropriations of \$2,016,000. As addressed in the City Manager's financial strategy plan for FY21, Capital Outlay was reduced to \$1,376,000 which results in a decrease of \$434,000 or 23.98% from FY20. The proposed budget of \$1,376,000 is 1.16% of the current fiscal year appropriation which is below the policy of *annually budgeting 2% of the current year's appropriation for Capital Outlay*.



The Average expenditure for Capital Outlay over a 10-year period including the proposed FY21 budget is \$1,557,665 per year.



The following lists the recommended projects identified in the CIP to be funded with Capital Outlay appropriations and the reductions recommended by the City Manager. Detail on each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2021-2026 can be viewed and downloaded at the following link  
<https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>

**Capital Improvements  
 Fiscal Year 2021  
 Taken from Capital Improvement Plan 2021-2026**

Budget Book PAGE	Department Request FY 21 City Council Adopted 3/2/2020	City Manager Reduction For FY 21 Budget	City Manager Recommended For FY 21 Budget	
II- 26	FIRE-HYDRAULIC RESCUE TOOL REPLACEMENT	\$60,000	(\$30,000)	\$30,000
II- 34	ELEMENTARY SCHOOLS UPGRADE	\$250,000	(\$50,000)	\$200,000
II- 35	HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING	\$100,000	(\$100,000)	\$0
II- 36	LIBRARY FURNITURE-SEATING	\$50,000	(\$25,000)	\$25,000
II- 37	LAND ACQUISITION	\$25,000	(\$25,000)	\$0
II- 38	VAUGHAN-WORTH BRIDGE STRETEGIC VISION DEVELOPMENT	\$25,000		\$25,000
II- 39	MCINTYRE FEDERAL OFFICE BUILDING-PLANNING AND IMPLEMENTATION	\$25,000		\$25,000
II- 40	EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS	\$150,000	(\$150,000)	\$0
II- 43	IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN PROJECT	\$25,000	(\$25,000)	\$0
II- 45	CITYWIDE PLAYGROUND IMPROVEMENTS	\$100,000	(\$100,000)	\$0
II- 46	CITYWIDE PARK IMPROVEMENTS	\$100,000	(\$100,000)	\$0
II- 47	CITYWIDE TREE REPLACEMENT PROGRAM	\$20,000	(\$10,000)	\$10,000
II- 49	HISTORIC CEMETERY IMPROVEMENTS	\$25,000	(\$25,000)	\$0
II- 50	SOUND BARRIERS IN RESIDENTIAL AREA ALONG I-95	\$100,000		\$100,000
II- 51	PHA COURT STREET PROJECT ELECTRICAL INFRASTRUCTURE	\$120,000		\$120,000
II- 68	TRAIL DEVELOPMENT PROJECTS	\$5,000		\$5,000
II- 72	ELWYN ROAD SIDEPATH	\$170,000		\$170,000
II- 73	CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM	\$100,000		\$100,000
II- 74	CATE ST CONNECTOR	\$366,000		\$366,000
II- 90	CITYWIDE STORMDRAINAGE IMPROVEMENTS	\$100,000		\$100,000
	CAPITAL CONTINGENCY	\$100,000		\$100,000
	<b>TOTAL</b>	<b>\$2,016,000</b>	<b>(\$640,000)</b>	<b>\$1,376,000</b>



## Rolling Stock

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to carry out daily City activities. The complete 10-year schedule is located in [Appendix I](#) of this budget document.

This table lists the vehicles and equipment identified for FY21 per the Rolling Stock Program for all City Funds: General, Water, Sewer, Stormwater, and Parking & Transportation Funds.

This table includes the department requested vehicles and equipment and the City Manager's recommended reductions per the financial strategy Plan for the FY21 proposed budget.

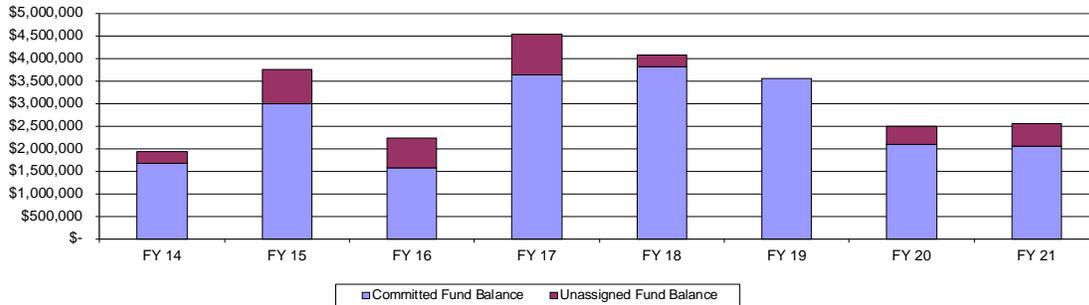
<u>Rolling Stock Requests:</u> <u>FY 21</u>	<u>FY 21</u> <u>Department</u> <u>Request</u>	<u>FY 21</u> <u>City Manager</u> <u>Reduction</u>	<u>FY 21</u> <u>City Manager</u> <u>Proposed</u>
<b>Public Works</b>			
C20 4x4 Pick-up w/plow	35,000		35,000
C2500 4x4 Pick-up w/plow	35,000		35,000
7400 Packer (Year 3 of 3 funding)	120,000		120,000
Utility Tractor (Year 3 of 3 funding)	40,000	(40,000)	-
Starcraft Multifunction Bus (Year 2 of 2 funding)	50,000		50,000
F550 4x4 1 Ton Dump w/Plow&Spreader	80,000	(80,000)	-
7400 Packer (year 1 of 4 funding)	50,000		50,000
7400 Packer (year 1 of 4 funding)	50,000		50,000
Zero Turn Mower	9,000	(9,000)	-
Zero Turn Mower	8,000	(8,000)	-
Zero Turn Mower	8,000		8,000
Equinox	30,000	(30,000)	-
<b>Total Public Works</b>	<b>515,000</b>	<b>(167,000)</b>	<b>348,000</b>
<b>Police</b>			
Explorer	40,500		40,500
Explorer	40,500		40,500
Explorer	40,500		40,500
Pathfinder	40,500	(40,500)	-
Fusion	40,500	(40,500)	-
Motorcycle	11,825	(11,825)	-
<b>Total Police</b>	<b>214,325</b>	<b>(92,825)</b>	<b>121,500</b>
<b>Fire</b>			
Ambulance (Year 1 of 3 funding)	85,000		
Aerial Tower (Bonding \$1,400,000)			
<b>Total Fire</b>	<b>85,000</b>	<b>0</b>	<b>85,000</b>
<b>School</b>			
60" Mower w/bagging system	13,500		
Dumpbody 3500 Pickup w/Plow	60,000	(60,000)	
<b>Total School</b>	<b>73,500</b>	<b>(60,000)</b>	<b>13,500</b>
General Fund 50% share of Stormwater below	130,000	(130,000)	0
<b>TOTAL GENERAL FUND</b>	<b>1,017,825</b>	<b>(449,825)</b>	<b>568,000</b>
<b>Parking/Transportation</b>			
4x4 Flatbed w/plow (Year 2 of 2 funding)	50,000		50,000
7400 Packer (Year 1 of 3 Funding)	85,000		85,000
Skid Steer (Year 1 of 2 funding)	50,000		50,000
Wheel Loader (Year 2 of 3 funding)	100,000		100,000
Snowloader (Year 2 of 3 funding)	50,000		50,000
<b>TOTAL PARKING/TRANSPORTATION</b>	<b>335,000</b>	<b>0</b>	<b>335,000</b>
<b>Water</b>			
7400 SBA 6 Wheel w/plow & wing (Year 2 of 2 funding)	100,000		100,000
Loader/Backhoe (Year 2 of 3 funding)	50,000		50,000
Excavator (Year 1 of 3 funding)	75,000		75,000
MiniVan-Meter	35,000		35,000
Misc Equip	100,000		100,000
<b>TOTAL WATER</b>	<b>360,000</b>	<b>0</b>	<b>360,000</b>
<b>Sewer</b>			
SUV	30,000		30,000
4WD Backhoe/Loader (Year 2 of 3 funding)	50,000		50,000
10 Wheel Roll-off (Year 2 of 2 funding)	140,000		140,000
Sedan (new to fleet)	35,000		35,000
Utility Vehicle (new to fleet)	18,000		18,000
Misc Equipment	150,000		150,000
Transfer to Stormwater (See Above in Stormwater)	130,000	(130,000)	-
<b>TOTAL SEWER</b>	<b>553,000</b>	<b>(130,000)</b>	<b>423,000</b>
<b>TOTAL CITY OF PORTSMOUTH</b>	<b>2,265,825</b>	<b>(579,825)</b>	<b>1,686,000</b>



## Use of Fund Balance

While property taxes remain the City of Portsmouth's major source of funding for the services provided by the General Government, Police, Fire and School Departments, the City has diligently utilized other sources of revenue to keep the tax rate stable and predictable. One source is the use of Fund Balance. Each year, it is utilized to help mitigate the effects of property taxes through either the budget process or with supplemental appropriations. In FY21 the use of \$2,550,000 is scheduled to be utilized from Committed and Unassigned Fund Balance to help offset the use of property taxes. The annual use of Fund Balance is depicted in the table below:

[See "Financial Policies & Guidelines" section for information on City's Fund Balance Ordinance]



Use of:	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total FY14-FY21
Committed Fund Balance	1,673,500	2,991,397	1,573,500	3,623,500	3,819,149	3,559,114	2,100,000	2,050,000	21,390,160
Unassigned Fund Balance	247,000	755,500	650,000	915,800	258,167	-	400,000	500,000	3,726,467
<b>Total Use of Fund Balance</b>	<b>1,920,500</b>	<b>3,746,897</b>	<b>2,223,500</b>	<b>4,539,300</b>	<b>4,077,316</b>	<b>3,559,114</b>	<b>2,500,000</b>	<b>2,550,000</b>	<b>25,116,627</b>
<b>Average Use Per Year</b>									<b>3,139,578</b>

*The City has historically used Fund Balance to offset taxes - both through the budget process and/or supplemental appropriations.*

	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total use of Fund Balance FY 14-FY21
<b>Committed</b>									
Reserve Tax Appraisal - Budgeted	73,500	73,500	73,500	73,500	150,000	150,000	150,000	150,000	894,000
Reserve-Bond Premium - Supplemental		1,417,897		1,850,000	1,269,149	1,286,114			5,823,160
Reserve Unused Bond Proceeds - Budgeted	100,000								100,000
Reserve for future Debt Service - Budgeted	1,500,000	1,500,000	1,500,000	1,700,000	2,400,000	2,123,000	1,950,000	1,900,000	14,573,000
<b>Use of Committed Fund Balance</b>	<b>1,673,500</b>	<b>2,991,397</b>	<b>1,573,500</b>	<b>3,623,500</b>	<b>3,819,149</b>	<b>3,559,114</b>	<b>2,100,000</b>	<b>2,050,000</b>	<b>21,390,160</b>
<b>Unassigned</b>									
Litigation - Budgeted								500,000	500,000
Capital Outlay - Budgeted		200,000		250,000	231,000		400,000		1,081,000
Fire Department - Supplemental	97,000								97,000
Planning Tools - Supplemental	150,000								150,000
Collective Bargaining - Supplemental		555,500		265,800	27,167				848,467
Middle School Upgrades - Supplemental			650,000						650,000
Purchase Land-850 Banfield Road - Supplemental				400,000					400,000
<b>Use of Unassigned Fund Balance</b>	<b>247,000</b>	<b>755,500</b>	<b>650,000</b>	<b>915,800</b>	<b>258,167</b>	<b>-</b>	<b>400,000</b>	<b>500,000</b>	<b>3,726,467</b>
<b>Total Use of Fund Balance</b>	<b>1,920,500</b>	<b>3,746,897</b>	<b>2,223,500</b>	<b>4,539,300</b>	<b>4,077,316</b>	<b>3,559,114</b>	<b>2,500,000</b>	<b>2,550,000</b>	<b>25,116,627</b>

Average Use FY14-FY21 (8 Years) **3,139,578**



## ENTERPRISE FUNDS

Enterprise Funds account for operations that are financed and operated in a manner similar to private business. Enterprise Funds must have fees and/or charges sufficient enough to cover the cost of providing goods and services, including capital costs (i.e depreciation and debt service). The City of Portsmouth has two Enterprise Funds: Water and Sewer.

The following are highlights of the City's Water and Sewer Enterprise Funds presented on a full accrual basis of accounting required for financial reporting purposes. User rates for both water and sewer are calculated based on the cash requirements less estimated revenues for the fiscal year. The calculation of user rates are presented in the Departmental section of this document where more detail and rate information is described.

## WATER ENTERPRISE FUND

### Total Appropriation

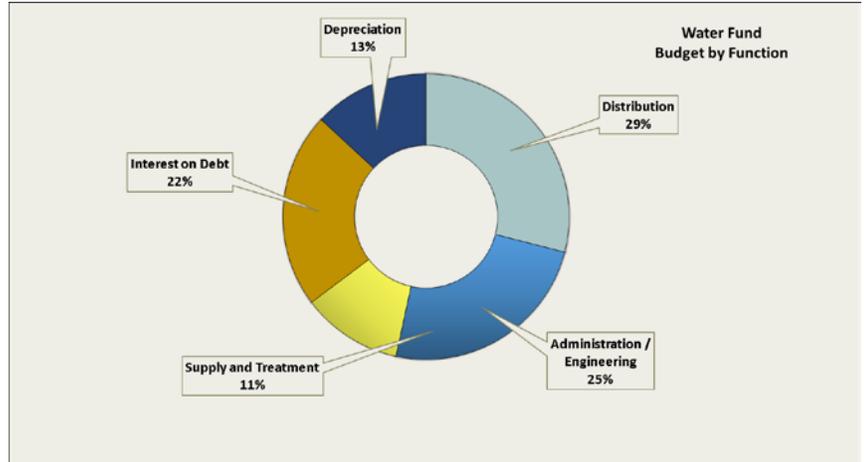
Appropriations on a full accrual basis of accounting for the Water Enterprise Fund total \$9,022,096. This is a **decrease** of \$58,705 or .65% from the FY20 budget. The following table is a summary of major expense categories for the FY19 budget and actual, FY20 budget and the proposed FY21 budget.

Water Fund	FY19 Budget	FY19 Actual	FY20 Budget	FY21 City Manager Recommended	% Change	\$ Change
<b>EXPENSES</b>						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	2,740,611	2,541,005	3,009,344	2,950,889	-1.94%	(58,455)
Chemicals	325,000	306,377	340,000	350,000	2.94%	10,000
Electricity	303,600	297,161	324,700	343,200	5.70%	18,500
Natural Gas	0	0	500	5,160		4,660
Propane & Fuel Oil	29,212	34,461	29,212	36,000	23.24%	6,788
Gasoline & Diesel	41,000	34,048	42,000	42,500	1.19%	500
Repairs & Maintenance	230,250	273,001	235,900	189,500	-19.67%	(46,400)
Prof Services: Contract, Lab Testing	252,950	226,495	246,080	197,580	-19.71%	(48,500)
Stock Materials	263,700	229,422	263,700	305,000	15.66%	41,300
Assistance Program	5,000	1,800	5,000	7,500	50.00%	2,500
Other Operating	1,080,221	989,035	1,129,435	1,141,050	1.03%	11,615
<i>Operations and Maintenance Subtotal</i>	5,271,544	4,932,805	5,625,871	5,568,379	-1.02%	(57,492)
<u>Non-Operating Expenses</u>						
Interest on Debt	1,078,930	1,077,124	1,119,680	1,026,717	-8.30%	(92,963)
Property Taxes	125,500	131,671	125,500	135,000	7.57%	9,500
Depreciation	1,850,000	1,901,401	2,095,000	2,200,000	5.01%	105,000
Equipment	99,750	105,544	114,750	92,000	-19.83%	(22,750)
<i>Non-Operating Expenses Subtotal</i>	3,154,180	3,215,740	3,454,930	3,453,717	-0.04%	(1,213)
<b>TOTAL</b>	<b>8,425,724</b>	<b>8,148,546</b>	<b>9,080,801</b>	<b>9,022,096</b>	<b>-0.65%</b>	<b>(58,705)</b>



**The Water Fund budget consists of five (5) major functions:**

1. Administration/Engineering: Costs related to employee benefits, administrative overhead, GIS services, and engineering.
2. Depreciation
3. Interest on Debt
4. Distribution: Services, hydrants, mains, meters, meter reading, and cross connections.
5. Supply and Treatment: Madbury Treatment Plant, laboratory, a booster station, 8 wells, and 5 storage tanks.



**Capital Outlay**

The Water Division, through the Capital Improvement Plan, requests funds from revenues to support the pay-as-you-go policy of the City in regards to capital improvements. Once the Capital Improvement Plan is approved, the funds for the capital projects are requested through the budget process. The following is a list of projects that were approved during the FY21 CIP process for a total of \$250,000.

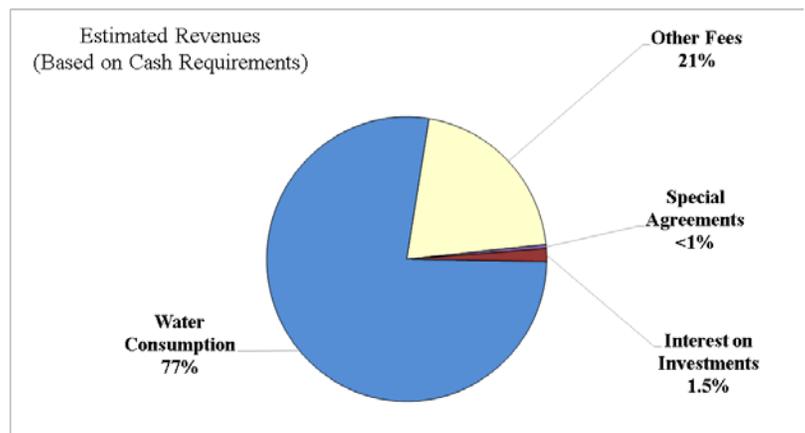
Water Fund Capital Outlay Projects Fiscal Year 2021			
Appendix II Page:	CIP #		Water Revenues
II-88	COM-10-PW-102	MAPLEWOOD AVENUE BRIDGE REPLACEMENT	100,000
II-92	COM-19-PW-104	WILLARD AVENUE	150,000
<b>Total Water Fund Capital Outlay</b>			<b>\$250,000</b>

Details for each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2021-2026 can be viewed and downloaded at the following link: <https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>

**Revenues**

Adjustments from the Full Accrual to Cash Requirements is itemized on the rate model calculation sheet in the Water Division section of this document. Cash requirements of \$9,884,655 would be funded from the following sources to meet these cash requirements:

- \$7,638,428 Water Consumption
- 2,055,443 Other Fees
- 45,783 Special Agreements
- 145,000 Interest on Investments
- \$9,884,655 Total**



# SEWER ENTERPRISE FUND

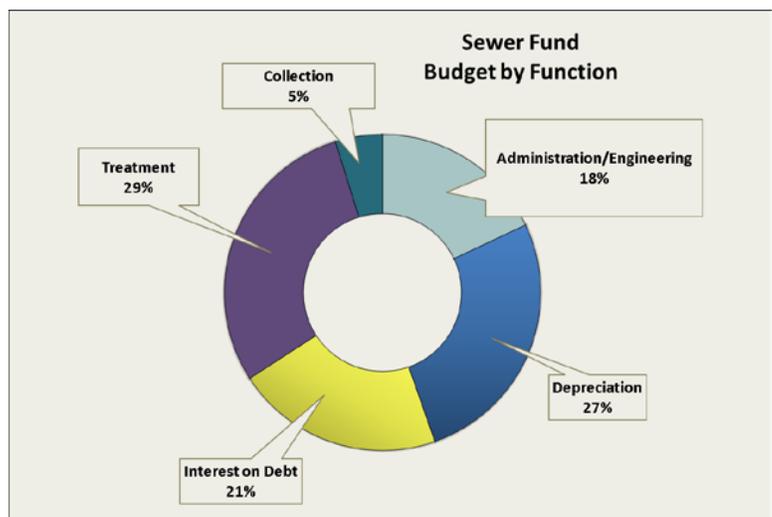
## Total Appropriation

Appropriations on a full accrual basis of accounting for the Sewer Enterprise Fund total \$19,321,444. This is an increase of \$5,119,421 or 36.05% from FY20. The following table is a summary of major expense categories for the FY19 budget and actual, FY20 budget and the proposed FY21 budget.

Sewer Fund	FY19 Budget	FY19 Actual	FY20 Budget	FY21 City Manager Recommended	% change	\$ Change
<b>EXPENSES</b>						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	3,370,768	2,960,979	3,672,264	3,769,295	2.64%	97,031
Chemicals	676,000	806,028	960,000	1,205,000	25.52%	245,000
Electricity	457,500	526,815	761,000	796,500	4.66%	35,500
Natural Gas	12,000	10,522	12,000	12,000	0.00%	0
Propane & Fuel Oil	33,500	48,641	74,500	97,500	30.87%	23,000
Gasoline & Diesel	50,350	30,085	50,350	31,350	-37.74%	(19,000)
Repairs & Maintenance	411,275	492,411	485,775	696,250	43.33%	210,475
Prof Services: Contract, Lab Testing	273,260	314,359	313,560	312,250	-0.42%	(1,310)
Stock Materials	137,500	133,773	137,500	137,500	0.00%	0
Other Operating	1,538,735	1,494,599	1,934,871	2,135,811	10.39%	200,940
<i>-General Operations</i>	<u>6,960,888</u>	<u>6,818,211</u>	<u>8,401,820</u>	<u>9,193,456</u>	<u>9.42%</u>	<u>791,636</u>
Permit Expenses/Legal Fees	425,000	526,098	275,000	425,000	54.55%	150,000
Transfer to Stormwater	260,067	260,067	397,806	277,707	-30.19%	(120,099)
<i>Total Operations and Maintenance Subtotal</i>	<u>7,645,955</u>	<u>7,604,377</u>	<u>9,074,626</u>	<u>9,896,163</u>	<u>9.05%</u>	<u>821,537</u>
<u>Non-Operating Expenses</u>						
Interest on Debt/Financing Fees	2,223,709	2,199,222	2,579,897	4,100,031	58.92%	1,520,134
Depreciation	2,400,000	2,288,766	2,400,000	5,150,000	114.58%	2,750,000
Equipment	137,000	181,288	147,500	175,250	18.81%	27,750
<i>Non-Operating Expenses Subtotal</i>	<u>4,760,709</u>	<u>4,669,276</u>	<u>5,127,397</u>	<u>9,425,281</u>	<u>83.82%</u>	<u>4,297,884</u>
<b>TOTAL</b>	<b>12,406,664</b>	<b>12,273,653</b>	<b>14,202,023</b>	<b>19,321,444</b>	<b>36.05%</b>	<b>5,119,421</b>

### The Sewer Fund budget consists of five (5) functions:

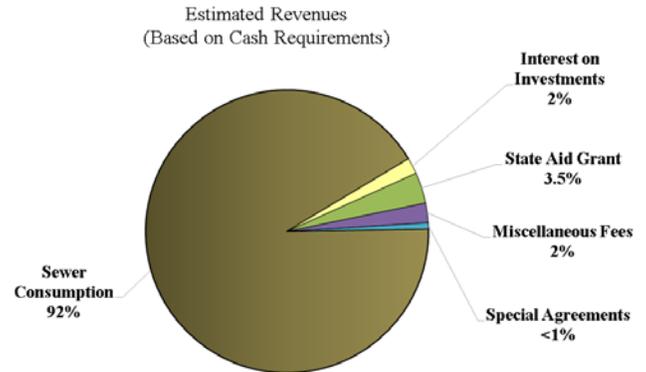
1. Administration/Engineering: Costs related to employee benefits, administrative overhead, engineering and GIS services.
2. Depreciation
3. Interest on Debt
4. Collection: Force mains, laterals, and meter reading.
5. Treatment: Peirce Island Treatment Plant, Pease Treatment Plant, 2 laboratories, and 20 pump stations.



## Revenues

Adjustments from the Full Accrual to Cash Requirements is itemized on the rate model calculation sheet in the Sewer Division section of this document. Cash requirements of \$17,813,125 would be funded from the following sources to meet these cash requirements:

➤	\$16,335,509	Sewer Consumption
➤	325,000	Interest on Investments
➤	628,252	State Aid Grant
➤	398,000	Miscellaneous Fees
➤	126,364	Special Agreements
	<u>\$17,813,125</u>	<b>Total</b>



## Capital Outlay

The Sewer Division, through the Capital Improvement Plan, requests funds from revenues to support the pay-as-you-go policy of the City in regard to capital improvements. Once the Capital Improvement Plan is approved, the funds for the capital projects are requested through the budget process. The following is a list of projects that were approved during the FY21 CIP process for a total of \$350,000.

### Sewer Fund Capital Outlay Projects Fiscal Year 2021

#### Appendix II

Page:	CIP #		Sewer Revenues
II-88	COM-10-PW-102	MAPLEWOOD AVENUE BRIDGE REPLACEMENT	100,000
II-90	COM-15-PW-103	CITYWIDE STORMDRAINAGE IMPROVEMENTS	100,000
II-92	COM-19-PW-104	WILLARD AVENUE	150,000
<b>Total Sewer Fund Capital Outlay</b>			<b>\$350,000</b>

Details for each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2021-2026 can be viewed and downloaded at the following link: <https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>



## SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds from revenues that are legally restricted to expenditures for a specific purpose.

### PARKING AND TRANSPORTATION FUND

#### Total Appropriation

The total proposed appropriations for the Parking and Transportation Fund is \$7,285,689. This is a decrease of \$251,221 or 3.33% from the FY20 budget. The following table is a summary of major expenditure categories for the FY19 budget and actual, FY20 budget and the proposed FY21 budget.

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED	% CHANGE	\$ CHANGE
<b>OPERATING</b>						
PERSONNEL COSTS	2,655,434	2,338,681	2,842,984	2,933,210	3.17%	90,226
UTILITIES	73,225	88,561	108,425	101,500	-6.39%	(6,925)
METER COLLECTION (Police)	60,000	60,000	60,000	60,000	0.00%	-
CONTRACTED SERVICES	121,450	130,537	158,700	178,500	12.48%	19,800
OTHER OPERATING	667,844	551,018	710,706	772,766	8.73%	62,060
<b>TOTAL OPERATING</b>	<b>3,577,953</b>	<b>3,168,797</b>	<b>3,880,815</b>	<b>4,045,976</b>	<b>4.26%</b>	<b>165,161</b>
<b>NON OPERATING</b>						
DEBT SERVICE	1,196,875	1,146,659	2,292,500	1,781,313	-22.30%	(511,187)
CAPITAL PROJECTS	800,000	800,000	275,000	405,000	47.27%	130,000
ROLLING STOCK	335,000	335,000	335,000	335,000	0.00%	-
TRANSPORTATION	558,910	548,192	578,595	593,400	2.56%	14,805
CONTINGENCY	225,000	126,102	175,000	125,000	-28.57%	(50,000)
<b>TOTAL NON-OPERATING</b>	<b>3,115,785</b>	<b>2,955,952</b>	<b>3,656,095</b>	<b>3,239,713</b>	<b>-11.39%</b>	<b>(416,382)</b>
<b>TOTAL PARKING/TRANSP</b>	<b>6,693,738</b>	<b>6,124,749</b>	<b>7,536,910</b>	<b>7,285,689</b>	<b>-3.33%</b>	<b>(251,221)</b>

#### Revenues

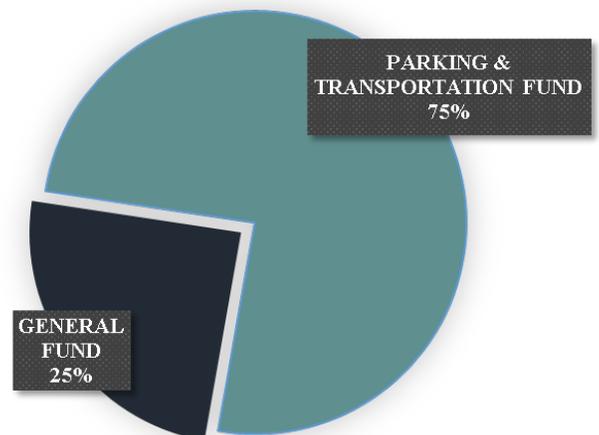
Expenditures for the Parking and Transportation fund are funded 100% from parking related revenues. Parking revenues in excess of Parking and Transportation operations are reported in the General Fund. The table and pie graph below display the distribution of revenues between the General and Parking and Transportation Funds.

#### Estimated FY21 Revenues

- \$3,625,000 Parking Meter Fees
- 2,975,000 Parking Facilities
- 2,195,000 Parking Space Passes
- 715,000 Parking Violations
- 187,994 Other Revenues
- \$9,697,994 TOTAL**

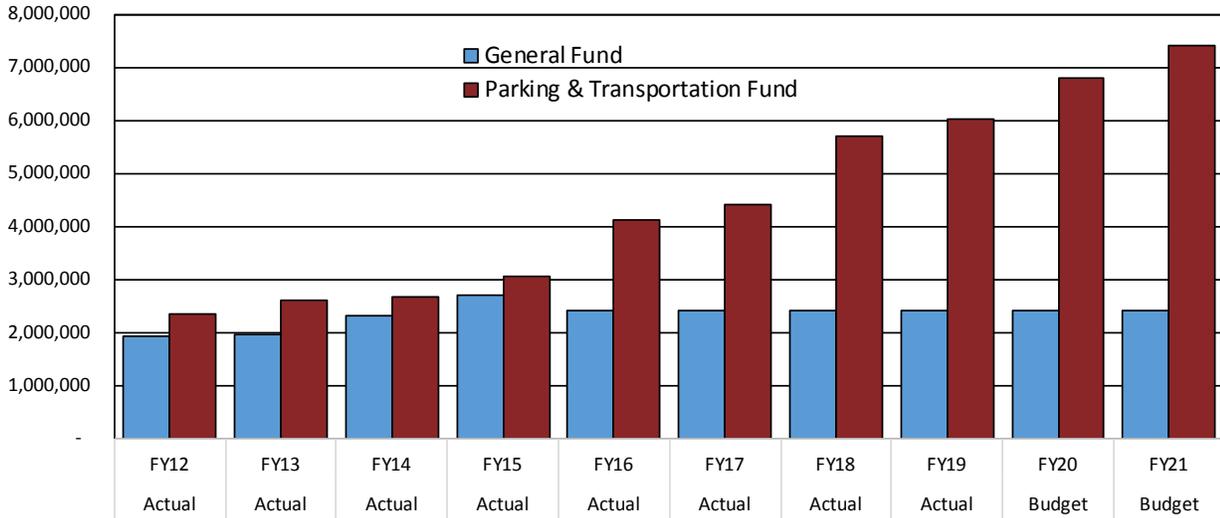
#### Revenue Distribution:

Retained in the General Fund	\$2,412,305	25%
Parking & Transportation	\$7,285,689	75%



## Ten Year History of Parking Revenue Distribution

### Parking Revenue General Fund - Parking Fund Allocation FY2012 - FY2021



<u>Parking Revenue</u>	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual
<b>Total Parking Revenue</b>	<b>4,292,388</b>	<b>4,554,963</b>	<b>4,987,095</b>	<b>5,740,301</b>	<b>6,546,572</b>
Total for Parking & Transportation	2,356,683	2,601,462	2,659,858	3,047,195	4,134,267
Total for General Fund	1,935,705	1,935,705	2,327,237	2,693,106	2,412,305

	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Budgeted	FY 21 Estimated	10 Year Total	%%
<b>Total Parking Revenue</b>	<b>6,833,791</b>	<b>8,115,741</b>	<b>8,444,481</b>	<b>9,211,375</b>	<b>9,697,994</b>	<b>68,424,701</b>	<b>100%</b>
Total for Parking & Transportation	4,421,486	5,703,436	6,032,176	6,799,070	7,285,689	45,041,322	66%
Total for General Fund	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	23,365,583	34%



*Services provided by the Parking & Transportation Fund which Offset Property Taxes.*

The FY21 Budget reflects a continued distribution of \$2,412,305 from parking related revenues to the General Fund. In addition, the Parking and Transportation Division provides services which are typically funded in the General Fund. The following table list these services including the revenue retained in the General Fund.

	FY19	FY20	FY21
Revenues Retained in the General Fund	2,412,305	2,412,305	2,412,306
* Transportation Programs	490,910	530,695	590,000
Salaries & Benefits	639,110	627,350	634,134
Paving Parking Lots	300,000	100,000	150,000
Snow Removal	300,000	300,000	300,000
Wayfinding	275,000	-	
** Transportation Services	-	100,000	
Percent for Art	-		
School Bus Support	100,000	50,000	50,000
Police Services Support	60,000	60,000	60,000
Fire Services Support	25,000	25,000	25,000
Zagster Bikeshare Program	68,000	48,000	
Plan Studies	53,000	20,000	
Bike/Ped Plan Implementation		50,000	50,000
<b>Total</b>	<b>\$4,723,325</b>	<b>\$4,323,350</b>	<b>\$4,271,440</b>
<b>Tax Rate Offset</b>	<b>85¢</b>	<b>70¢</b>	<b>68¢</b>

***For FY21, Services provided by parking revenues will offset Property Taxes by 68¢.***

***For the median single family home valued at \$470,850 this equates to tax offset of \$327.00***

\*COAST Dues, Senior Transportation, Trolley Match, Shuttle Services, and Downtown Loop.

\*\*Funding for innovative transportation programs.

***Capital Outlay***

The Parking & Transportation Fund, through the Capital Improvement Plan, requests funds from parking revenues to support the pay-as-you-go policy of the City in regards to capital improvements. Once the Capital Improvement Plan is approved, the funds for the capital projects are requested through the budget process. The following is a list of projects the department is requesting in FY21 for a total of \$405,000.

**Parking & Transportation  
Capital Outlay Projects  
Fiscal Year 2021**

Appendix II Page:	CIP #		Parking Revenues
II-52	BI-95-PW-43	HANOVER PARKING FACILITY-CAPITAL IMPROVEMENTS	100,000
II-65	TSM-05-PW-52	SHARED LOT AGREEMENTS	60,000
II-66	TSM-12-PW-53	PARKING LOT PAVING	150,000
II-67	TSM-08-PW-54	REPLACEMENT OF PARKING METERS	45,000
II-69	TSM-15-PL-57	BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION	50,000
<b>Total Parking &amp; Transportation Fund Capital Outlay</b>			<b>\$405,000</b>

Detail on each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2021-2026 can be viewed and downloaded at the following link: <https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>





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# Citywide Goals and Initiatives

## Citywide Goals

The City of Portsmouth remains committed to establishing a diverse, fiscally sound, and harmonious community which offers a full range of housing, business, cultural, and recreational opportunities for its residents, businesses and visitors in a safe and attractive environment while preserving its ecological and historical treasures.

The following goals are developed in partnership with its citizens and businesses and are formalized through resolutions, committees, internal policies, and/or master plan documentation.



### Promote and Support Sustainable Practices

The Portsmouth community expressed a strong desire to become more sustainable and ecologically friendly in order to safeguard its future. It is a goal of the City to identify new opportunities which it can institute to become a more sustainable community. The City's commitments and goals are led by:

- ❖ A resolution signed by the City Council in 2007 declaring Portsmouth an Eco-Municipality;
- ❖ Becoming a member of ICLEI (International Council of Local Environmental Initiatives), an association of “cities and counties committed to climate action, clean energy and sustainability;”
- ❖ In June 2017, the City Council voted unanimously to authorize the Mayor to sign a letter promoting the Paris Climate Agreement’s goals calling for increasing efforts to cut greenhouse gas emissions, create a clean energy economy, and stand for environmental justice;
- ❖ In July 2017, a Mayor’s Blue Ribbon Renewable Energy Committee was appointed and charged to report back to the City Council with a phased renewable energy policy;
- ❖ Council Policy 2018-01, “Renewable Energy Policy”, adopted March 5, 2018, was created to move Portsmouth towards becoming a “Net Zero Energy” Community;
- ❖ In FY19 the City Council adopted a new Wind-Power Energy Systems Exemption in addition to the Solar Energy Systems Exemption, already in place; and
- ❖ In FY19 the School Department officially adopted the “Farm to School Program Coordinator” position to run the Clippers Farm to School Program.





## Create a Bikeable and Walkable Community

The City of Portsmouth's goal is to become a city that is easily and safely traversed by both pedestrians and bicyclists. Implementation of objectives within the City's 2014 Bicycle and Pedestrian plan are already taking place and are identified within the City's Capital Improvement Plan as future projects. Initiatives include:

- ❖ Bicycle and Pedestrian Plan was adopted by the City Council in 2014;
- ❖ Safe Routes to School program;
- ❖ Complete Street Demonstration Project Policy, City Council Policy No. 01-2017;
- ❖ Portsmouth Complete Street Design Guidelines, July 2017;
- ❖ In FY17 the City instituted a new public bike share program operated and managed by Zagster; and
- ❖ Bicycle and Pedestrian Policies:
  - Complete Streets Policy, City Council Policy No. 2013-01
  - Bicycle Friendly Community Policy, City Council Policy No. 2013-02
  - Walk Friendly Community Policy, City Council Policy No. 2013-03



## Address Transportation and Parking Needs

The City of Portsmouth strives to create a positive experience for both residents and guests who utilize its streets and parking facilities. This objective can only be met with a multi-departmental collaboration within the City between its Parking, Planning, Public Works and Public Safety Departments. The City's Parking Division is working to improve live parking data and citation management in order to better manage the City's available parking locations. Portsmouth has also adopted policies and completed capital projects that create safer roadways, by utilization of the complete street design and other citywide parking and transportation policies.

- ❖ Public Transit Options are provided by Cooperative Alliance for Seacoast Transportation (COAST) and Wild Cat Transit.
- ❖ Utilization of the Complete Streets Policy, City Council Policy No. 2013-01 Portsmouth Complete Street Design Guidelines, July 2017.
- ❖ CodeRed Snowban Notifications were put into place in FY18 to provide real-time email and text notification to snow parking bans.
- ❖ In FY18 the city held numerous public input sessions to establish the first pilot of a Neighborhood Parking Program.
- ❖ In FY19 the City's new Foundry Place Garage was opened.





## Improve Public Outreach

The City's public outreach objective is to provide information about City initiatives, projects and public meetings to residents while providing platforms for residents to provide input and feedback on important City projects and activities. The Public Information Office strives continuously to improve these lines of communication to the public to provide up to date information on items that may affect a citizen's day-to-day activities. Communications avenues include:

- ❖ A Portsmouth Municipal Meetings Calendar and a Community Events Calendar are both provided on the City's Website.
- ❖ The City's website [www.cityofportsmouth.com](http://www.cityofportsmouth.com) provides a "What's New" section on the homepage, featuring the latest press releases from City Departments.
- ❖ The City publishes a weekly e-newsletter (sign up on the city's website at <https://www.cityofportsmouth.com/city/welcome-portsmouths-community-newsletter>).
- ❖ Click N' Fix mobile application allows residents to communicate and report infrastructure concerns to the City's Public Works Department in a reliable and convenient manner.
- ❖ Residents subscribe to the Code RED Community Alert System [<https://www.cityofportsmouth.com/police/community-alert-system> ] messaging capability that provides telephone, email and text alerts about snow parking bans and similar urgent advisories.
- ❖ The City maintains an Interactive Project Map on the City website that provides updates and detailed information regarding infrastructure projects occurring throughout the City.
- ❖ The City of Portsmouth public access channel (Channel 22) provides live streaming of key municipal meetings which are then archived on the City YouTube Channel in one convenient location.
- ❖ Portsmouth's Planning, Inspection, Health and Public Works Departments began to utilize ViewPoint Cloud Software in FY17 an online permitting center that allows customers to apply, monitor the status of their application online, and receive notifications when the applications are reviewed and processed.
- ❖ Several departments, including DPW, Fire, Police and Schools maintain social media accounts to post timely messages and information.
- ❖ The Public Information Officer provides detailed information on City projects and initiatives to the media.





## Provide a Diverse Educational Environment in which our Youth can Grow and Learn

The Portsmouth School Department works in collaboration with the City on many citywide initiatives. These include projects in energy efficiency, sustainability, and connectivity. Further, students are encouraged to be active participants in projects aligned with city goals. The School Board has adopted strategic goals as well, many of which are also aligned with citywide goals and initiatives. The Portsmouth School Board is committed to establishing targeted and universal strategies to increase the educational opportunities and outcomes for all students, and closing any “opportunity gaps” between student populations, particularly when it comes to socioeconomic status. The following goals are the primary focus for the 2019-2020 school year:

### ❖ Goal #1 – Equity

- For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.) the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2019-2020 goal is to reduce any existing gap in performance or participation as measured by the Equity and Opportunity Index, with a long-range goal of eliminating all gaps by 2023 (Portsmouth 400).

### ❖ Goal #2 – Opportunity

- Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2019-2020 goal is for expanded participation specifically in the areas of preschool, extended learning opportunities (ELOs), and dual enrollment college-level classes.

### ❖ Goal #3 – Community

- Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2019-2020 goal is to get feedback from a majority of households, and for 90% of parents surveyed to respond positively that they feel knowledgeable about district goals and priorities with avenues for engagement.

### ❖ Goal #4 – Student Wellness

- Establish baseline indicators for social and emotional learning (SEL) at each level and expand strategies for supporting all learners for success in schools. These strategies will include trauma-informed, schoolwide systems of support to improve the mental health, substance prevention, and overall wellbeing of all Portsmouth students.





## Promote a Welcoming, Safe, and Diverse Community

The City of Portsmouth's goal is to create a welcoming, safe and diverse community for all who wish to reside within its borders. In order to achieve this goal, the City has implemented numerous plans, policies and initiatives. Ongoing initiatives include:

- ❖ In April of 2017, the Portsmouth City Council passed Resolution #9-2017, "Resolution Affirming Portsmouth as a Welcoming Community" that promoted policies and programs to foster inclusion for all.
  - ❖ Police and Fire personnel maintain an active role within the community to teach life safety skills as well as serve and protect our community through fire and crime cessation and prevention for its residents and businesses.
    - Portsmouth Police Department (PPD) utilizes full-time as well as Auxiliary (part-time) Police Officers as well as non-sworn civilians including dispatchers and administration staff to maintain safety and security in the city through uniformed officers, police K-9, motorcycle patrol, animal control, members of the Seacoast Emergency Response Team (SERT), and Police Explorer Post. The Police Department also features an Investigative Division responsible for major crime investigations, juvenile investigations, Crime Stoppers, crime analysis and undercover narcotics unit.
    - The PPD brings the community of Portsmouth together through community policing. This model of publicity is community focused, problem-oriented and proactive rather than reactive. Community Policing is about developing and maintaining partnerships to prevent the conditions that bring about crime and disorder. The police work within the community to build trust with residents and lower anxieties amongst the more vulnerable populations.
    - The Portsmouth Fire Department provides a full time, all-hazards fire protection, hazardous materials response, fire prevention, special rescue and advanced life support services organization through three fire stations staffed 24 hours per day.
    - The Fire Department also provides residential and commercial safety inspections, fire extinguisher and safety classes as well as fire station tours in an effort to keep the City safe and better educate the public on potential fire and safety hazards.
  - ❖ The Portsmouth Public Library acts as a gateway to reading, information, culture, community activities and self-directed learning, serving all who want to read, learn or connect with the community.
  - ❖ The Parking and Traffic Safety Committee addresses traffic safety issues within the City including signs, plan reviews and pedestrian accommodations.
- 





## Build and Maintain a Robust and Authentic Infrastructure

The City of Portsmouth strives to build and maintain a robust and authentic infrastructure within its City limits. The City's Planning Department spearheads the City's Master Plan document, a planning document that guides land use and development within the City of Portsmouth. The department also provides plans and reports for City projects and future development, guides multiple land use and zoning boards and provide numerous resources to City residents. Portsmouth's Public Works department works to build and maintain the City's infrastructure. Ongoing initiatives include:

- ❖ Portsmouth Master Plan 2025 is the result of an extensive process, one that has explored existing conditions in Portsmouth and has developed a vision for the future of the city based on its stakeholders' priorities and the expected challenges of the next decade. The 2025 Master Plan established a number of goals and proposed actions based on the five Master Plan 2025 Themes:
    - **Vibrant** – A City that provides a high quality of life with an abundance of opportunities for living, working and playing.
    - **Authentic** – A City that treasures its unique character, natural resources and historic assets.
    - **Diverse** – A City that welcomes residents of all ages, backgrounds and economic levels and supports a wide variety of businesses.
    - **Connected** – A City that provides strong links throughout the community, supports all forms of mobility and encourages walking, bicycling and transit.
    - **Resilient** – A City that considers and values the long term health of its natural and built environment.
  - ❖ The City of Portsmouth builds an annual Capital Improvement Plan, a 6-year plan of the City's future capital needs and estimated costs of these capital items.
  - ❖ The City's Community Development Department serves to create a viable urban environment through the support of public facility and accessibility improvements, access to quality public services, homeownership assistance and improved housing conditions.
  - ❖ Portsmouth's Public Works Department maintains a Pavement Management Index as well as a Sidewalk Conditions Index to annually evaluate the status of each mile of Portsmouth road and sidewalk. This report is utilized during the Capital Improvement Planning process to qualify specific requests for funding.
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## Support a Vibrant Economic Environment for Businesses to Grow and Thrive

It is a goal of the City of Portsmouth to create a vibrant and sustainable economy that encourages innovation, community connections, business diversity and a variety of employment and living opportunities. Portsmouth has many unique assets including its role as New Hampshire's only deep-water port with several foreign trade zones, a world-class cultural and culinary destination, home to the Pease International Tradeport and Airport and excellent education institutions. Through the cooperation and support of the Economic Development Commission (EDC), comprised of the City Manager, the Mayor, the Economic Development Manager and local business representatives, the EDC creates policies, goals and objectives for the Portsmouth community at large.



## Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets

The City maintains a goal of continuing adherence to local, state and federal laws and regulations while looking for opportunities to help shape laws that effect Portsmouth's residents. The government of the City of Portsmouth must not only comply with federal laws, such as the Clean Water Act, but also with State of New Hampshire laws relative to taxation, building codes and public health, as well as the Portsmouth City Charter and City Ordinances adopted by our own City Council. The City plays an active role in the State Legislature through the ongoing efforts of the Legislative Subcommittee.



## Maintain Financial Stability

The City created financial policies and long-term financial guidelines which it follows in managing its financial and budgetary affairs. The goal of these policies and guidelines is to ensure that financial resources are well managed and available to meet the present and future needs of the citizens of the City of Portsmouth. The City has created several approaches to maintain and improve fiscal stability. ***(These policies are described in the Financial Policies section of this document).***

- ❖ Unassigned Fund Balance Ordinance
- ❖ Bond Rating
- ❖ Leave at Termination
- ❖ Health Insurance Stabilization Reserve
- ❖ Investment Policy
- ❖ Property Valuation
- ❖ Performance Measures
- ❖ Rolling Stock Program
- ❖ Capital Improvement Plan
- ❖ Capital Outlay Policy
- ❖ Debt Service Planning
- ❖ Municipal Fee Review Process
- ❖ Enterprise Fund User Rate Policy
- ❖ UDAG Budget Policy
- ❖ GFOA Award programs





## Preserve and Restore Historic Structures and Artifacts

The City of Portsmouth has prioritized the maintenance and preservation of its historic character and assets through numerous means.

- ❖ The City's Historic District Commission has set up guidelines for property owners within the City's Historic District to prevent compromise of the City's oldest structures.
- ❖ Portsmouth has completed a *Historic Properties Climate Change Vulnerability Study* to assess the susceptibility of the City's historic assets to flood waters.
- ❖ The City maintains seven (7) historic cemeteries and burying grounds that serve as a vital commemoration of the City's 400 year history.
- ❖ The City has also placed an initiative on the restoration and preservation of City historic documents through efforts made within the Capital Improvement Plan to provide funding for both preservation and digitalization of the City's historic documents.
- ❖ In FY18, FY19, and FY20 the City was awarded a New Hampshire State Library Conservation Plate Grant Award (MoosePlate Grant) to preserve and restore a total of 12 historic Portsmouth documents, saving the taxpayers nearly \$28,000.



## Portsmouth FY21 Citywide Initiatives

<p>Promote and Support Sustainable Practices</p>	 <ul style="list-style-type: none"> <li>• Open Space Plan</li> <li>• Public Library Sustainability Practices</li> <li>• School Department Sustainability Efforts</li> </ul>
<p>Create a Bikeable and Walkable Community</p>	 <ul style="list-style-type: none"> <li>• North Mills Pond Trail and Greenway</li> <li>• Market Street Gateway Improvement Project</li> </ul>
<p>Address Transportation and Parking Needs</p>	 <ul style="list-style-type: none"> <li>• Cloud-based Payment system for Foundry and Hanover Parking</li> <li>• Neighborhood Parking Program Pilot</li> <li>• Preparing Hanover Garage Renovation</li> </ul>
<p>Improve Public Outreach</p>	 <ul style="list-style-type: none"> <li>• Think Blue Stormwater Outreach</li> <li>• Community Policing</li> <li>• GIS Interns</li> </ul>
<p>Provide a Diverse Educational Environment in which our Youth can Grow and Learn</p>	 <ul style="list-style-type: none"> <li>• School Department Education Initiatives</li> </ul>
<p>Promote a Welcoming, Safe, and Diverse Community</p>	 <ul style="list-style-type: none"> <li>• New Senior Activity Center</li> <li>• Portsmouth Police Department CALEA Certification</li> <li>• Implementation of the Fire Department Strategic Plan</li> </ul>
<p>Build and Maintain a Robust and Authentic Infrastructure</p>	 <ul style="list-style-type: none"> <li>• Work on the Municipal Complex</li> <li>• Bridge Updates (Kearsarge and Market Street)</li> <li>• Recreation Fields</li> <li>• Fleet Street Consent Decree</li> </ul>
<p>Support a Vibrant Economic Environment for Business to Grow &amp; Thrive</p>	 <ul style="list-style-type: none"> <li>• Implementation of the Business Retention Plan</li> </ul>
<p>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</p>	 <ul style="list-style-type: none"> <li>• Legislative Subcommittee</li> </ul>
<p>Maintain Financial Stability</p>	 <ul style="list-style-type: none"> <li>• See – “Financial Policies and Guidelines” section of this document.</li> </ul>
<p>Preserve and Restore Historic Structures and Artifacts</p>	 <ul style="list-style-type: none"> <li>• Special Collections and Historic Preservation at PPL</li> <li>• Historic Municipal Document Restoration, Preservation, Scanning</li> <li>• Portsmouth 400<sup>th</sup> Planning and Events</li> </ul>



## Citywide Initiatives

The following Citywide Initiatives were submitted by city department heads as actions toward goals put forth by the City Council for the 2021 fiscal year.

### ❖ Open Space Plan



During the winter of 2020, the City completed its first Open Space Plan. The Plan establishes a citywide strategy for land protection and preservation, establishing new or formalizing existing access to passive recreational areas and balancing public access and types of uses with sustainable management practices, and formalizes links to and between these assets to ensure access from residential and work place areas citywide. The Plan will guide and prioritize capital investments and identify funding opportunities including public/private partnerships, and will be a tool for coordinating citywide projects, policies, and programs related to open space and recreation.

#### *Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*
- *Create a Bikeable and Walkable Community*

#### *Major City Departments Involved:*

- *Portsmouth School Department*

### ❖ Public Library Sustainability Practices



The Portsmouth Public Library (PPL) employs every available opportunity to adopt new sustainability practices including:

- The library maintains its own gardens which were first started in 2009 growing vegetables, flowers and grains in six raised beds. The library staff demonstrate and educate on small-scale gardening techniques that can be adopted by many Portsmouth residents. The library also offers youth programming to encourage new generations to be the stewards of gardens and the environment.
- In FY19 a pollinator garden flourished, not only helping the gardens at the library, but also demonstrated to residents that sustainable and organic gardening practices can be both beautiful and functional.
- Recently, the library planted a native wildflower garden to replace a fallen tree.
- The use of 100% recycled paper in all staff printers and photocopiers.
- A staff composting program was doubled in capacity since FY18.



*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*
- *Provide a Diverse Educational Environment in which Youth can Grow & Learn*

*Major City Departments Involved:*

- *Portsmouth Public Library*

❖ **School Department Sustainability Efforts**



The Portsmouth School District adopted a Sustainability Policy in 2015. Since this policy adoption the school has taken many steps to address sustainability within the City's school system:

- The CLIPPERS Farm to School Program, originally funded by two United States Department of Agriculture (USDA) Farm to School Grants, was officially adopted by the School District for the 2018-2019 School Year through the budget process. The program's mission is to "cultivate a strong farm to school program in the Portsmouth School District by focusing on personal, community, an environmental wellness through education, as well as growing and procuring healthy, fresh and local foods for our classrooms, cafes and consciousness."
- Since May 2016 all schools have gardens for hands-on outdoor educational opportunities. They also provide harvests for "Try-Its" and lunch line offerings. All school gardens and school grounds are pesticides-free.
- Elementary School "Try-Its" is a collaborative effort lead by the PTA's at the schools with support from the Nutrition Department and CLIPPERS Farm to School Program, that provides students with tastings of new foods to expand their palettes and knowledge of agriculture across the globe.
- The Middle School has a new outdoor classroom where students can congregate in the garden for environmental instruction.
- All schools in the district compost and recycle in their cafeterias and have water stations sized for filling reusable bottles.
- Robert J. Lister Academy has a kitchen, school garden, aquaponics set up, community pollinator walk, and maple sugar shack, all of which are frequently used as educational settings.
- Portsmouth High School is rated energy smart by the EPA. The high school boasts a pollinator garden and vegetable gardens that provide students the opportunity through classes and after-school gatherings to grow harvests for cafeteria meals and the CTE culinary program. The ECO-Club is an active and effective partner with the city and others encouraging single-use plastics and Styrofoam reduction in our schools and community.



*Citywide Goal(s) Addressed:*



- *Promote and Support Sustainable Practices*
- *Provide a Diverse Educational Environment in which our Youth can Grow and Learn*

*Major City Departments Involved:*

- *Portsmouth School Department*

### ❖ **North Mill Pond Trail and Greenway**



This project seeks to create a linear greenway and community park along the North Mill Pond in Portsmouth. The greenway will include a multi-use path for use by bicycles and pedestrians extending from Bartlett Street to Market Street with a brief on-road portion along Maplewood Avenue. Along the path, between Bartlett Street and Maplewood Avenue, the greenway will include scenic lookouts and seating areas. The greenway will include a one-acre community park accessible from Vaughan Street via a public access easement across private property between Maplewood Avenue and Market Street. All of the land in the proposed linear greenway is currently owned by private entities and will require land easements or acquisition by the City with the exception of the one-acre community park. For this reason, the construction of this greenway and park is anticipated to be done as a public/private partnership.

*Citywide Goal(s) Addressed:*

- *Create a Bikeable and Walkable Community*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Planning Department*
- *Public Works Department*

### ❖ **Market Street Gateway Improvement Project**



In 2019 work resumed on improvements to the Market Street gateway project from Michael Souci Drive to Russell Street. Improvements in this area include new lighting, sidewalks, bike lanes and environmentally friendly medians. The gateway now includes two public parks that allow pedestrians and bicyclists a rest along the route. Work is anticipated to be completed in fall 2021.



*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Address Transportation and Parking Needs*
- *Create a Bikeable and Walkable City*
- *Provide a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *Public Works Department*
- *Economic Development Department*





### ❖ **Cloud-based Payment System for Foundry and Hanover Parking**

The Parking Division is researching cloud-based software that will enable monthly parkers at the Hanover and Foundry garages to manage their parking accounts, make payments and communicate with Parking Staff through an online portal.

This software will greatly enhance the user experience, as writing a check for payment each month will no longer be necessary. The Parking Division and the vendor are currently working with the City of Portsmouth Legal Department to work out the appropriate contract details.



#### *Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*

#### *Major City Departments Involved:*

- *Public Works Department – Parking Division*



### ❖ **Neighborhood Parking Program Pilot**

The Parking Division continues to listen to local neighborhoods' concerns about on-street Parking. Pursuant to that ongoing goal, the Division is working with the Mayor, the City Manager and select neighborhoods in pursuit of a Pilot program

#### *Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*

#### *Major City Departments Involved:*

- *Public Works Department – Parking Division*



### ❖ **Preparing Hanover Garage Renovation**

The Parking Division continues to prepare for scheduled major repairs/renovations to the High Hanover Parking Garage. The project is anticipated to take three years, and will reduce the facility's operating capacity by 30% each year. Preparations include plans for displacement of regular users of the facility, as well as mitigating the financial ramifications and expenses associated with these necessary repairs.

#### *Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*

#### *Major City Departments Involved:*

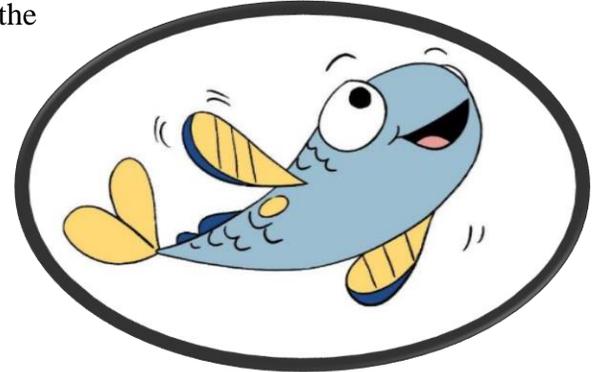
- *Public Works Department – Parking Division*



## ❖ “Think Blue” Stormwater Outreach



During a November 2019 public meeting, the City of Portsmouth’s Stormwater Division unveiled "Blue", the City's mascot for clean water who acts as an advocate for stormwater contamination reduction efforts that the City, residents and private property owners can make to keep the Portsmouth watershed healthy. “Think Blue, What can YOU do?” is the Stormwater Division’s motto going forward that will encourage private property owners, which comprise over 70 percent of the property in Portsmouth, to do their part to adopt best management practices to reduce polluted runoff and improve water quality. Future efforts will include tips, guidance and ways that property owners can participate to do their part. This outreach is one of the major components of the City’s efforts to comply with the Environmental Protection Agency’s 2018 Stormwater program requirements.



### *Citywide Goal(s) Addressed:*

- *Improve Public Outreach*
- *Promote and Support Sustainable Practices*
- *Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets*

### *Major City Departments Involved:*

- *Public Works Department – Sewer Division*

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## ❖ Community Policing



The Portsmouth Police Department embraces the community policing concept and its collaboration with the community which has far-reaching positive results. This concept leads to a relationship where community problems are identified and solved together. The expanded outlook on crime control and prevention, the emphasis on making community members active participants in the process of problem solving, and the officers’ pivotal role in community policing require profound involvement within the police organization. The Portsmouth Police Department has numerous outreach programs and an officer dedicated to oversee them.



Some programs include:

- Cops and Kids events
- Elderly outreach
- Neighborhood meetings
- Community active shooter and de-escalation training



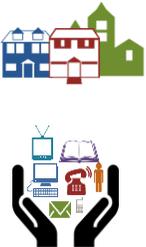
- Meeting with businesses
- Officer trading cards
- Youth Basketball League in partnership with the Recreation Department

*Citywide Goal(s) Addressed:*

- *Improve Public Outreach*
- *Promote a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *Portsmouth Police Department*



**GIS Interns**

The Department of Public Works’ Water and Sewer Divisions continued to employ the services of University of New Hampshire student interns to survey and assess stormwater infrastructure as well as other water and sewer system infrastructure. The information gathered from the assessment of storm drains, pipes and outfalls is utilized by the City staff to identify operational and capital projects related to compliance with the EPA’s new stormwater regulatory requirements. The interns also surveyed and sampled the water system’s reservoir and source water protection areas to assess parameters and potential threats to water quality. An intern also assisted with traffic planning and engineering on projects which included studies of pedestrian activity, downtown parking, and turning movement scouts at various intersections. This data was then used to assist in decision-making to ensure safety and efficiency for pedestrians and operators of different modes of transportation.



*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Improve Public Outreach*

*Major City Departments Involved:*

- *Portsmouth Public Works – Water & Sewer Divisions*



## ❖ School Department Educational Initiatives



This School-Year the School Board set four main goals for the Portsmouth School System for this coming year. From these goals, the school board and the school administration set initiatives. The following initiatives were set to move forward with these goals:



- Goal #1 – Equity - For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.) the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2019-2020 goal is to reduce any existing gap in performance or participation as measured by the Equity and Opportunity Index, with a long-range goal of eliminating all gaps by 2023 (Portsmouth 400).
- Goal #2 – Opportunity - Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2019-2020 goal is for expanded participation specifically in the areas of preschool, extended learning opportunities (ELOs), and dual enrollment college-level classes.
- Goal #3 – Community - Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2019-2020 goal is to get feedback from a majority of households and for 90% of parents surveyed to respond positively that they feel knowledgeable about district goals and priorities with avenues for engagement.
- Goal #4 – Student Wellness - Establish baseline indicators for social and emotional learning (SEL) at each level and expand strategies for supporting all learners for success in schools. These strategies will include trauma-informed, school-wide systems of support to improve the mental health, substance prevention, and overall wellbeing of all Portsmouth students.



### *Citywide Goal(s) Addressed:*

- *Provide a Diverse Educational Environment in which our Youth can Learn and Grow*
- *Provide a Welcoming, Safe and Diverse Community*

### *Major City Departments Involved:*

- *Portsmouth Public Schools*



## ❖ New Senior Activity Center



In early 2019, the City of Portsmouth acquired the Paul A. Doble property at 125 Cottage Street and work began in August 2019 to refurbish the Doble property into the future Senior Activity Center. Expected completion date for this project is early summer 2020. A City webpage has been created to inform citizens on the status, design plans and renderings of the property: <https://www.cityofportsmouth.com/community/new-senior-activity-center>. Additionally a Facebook page @PortsmouthSeniorActivityCenter exists with updates and photos of the project.



Currently the City's Recreation Department manages a temporary two-room senior center at Community Campus hosting approximately 1,500 members and 70 different activities and programs per year.

### *Citywide Goal(s) Addressed:*

- *Provide a Welcoming, Safe and Diverse Community*
- *Improve Public Outreach*
- *Build and Maintain a Robust and Authentic Infrastructure*

### *Major City Departments Involved:*

- *Portsmouth Recreation Department – Senior Services Division*

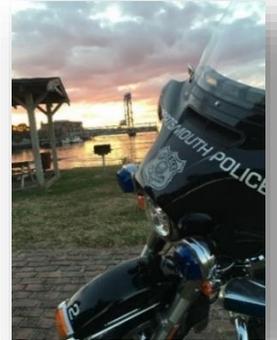
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## ❖ Portsmouth Police Department CALEA Certification



In May 2019, the Portsmouth Police Department achieved Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation. The department successfully complied with over 400 nationally recognized standards that demonstrate professional excellence in law enforcement.

The department is committed to the continuation of the CALEA accreditation program during the next four year cycle leading up to re-accreditation. The department is currently updating all standards to the new 6<sup>th</sup> edition of CALEA. Law enforcement is constantly changing and standard operating procedures are updated, new procedures are written, and new compliance requirements must be met to remain accredited.



CALEA accreditation and the re-accreditation cycle and process helps to ensure officer safety, as well as promote safety within our community through proper training, policy and service delivery.

### *Citywide Goal(s) Addressed:*

- *Promote a Welcoming, Safe and Diverse Community*
- *Improve Public Outreach*

### *Major City Departments Involved:*

- *Portsmouth Police Department*



## ❖ Implementation of the Fire Department Strategic Plan



In April 2015, the Fire Department completed a self-assessment study which evaluated and recommended opportunities to guide and inform budget decisions, operations, and strategic planning. A significant recommendation of the study was that the Fire Department should strive to deploy the proper amount of personnel to improve efficient and safe operations based on incident risk, volume, and complexity. The Fire Chief has since introduced a five-year staffing initiative that he and the Fire Commission believes will maintain and strengthen the reliable delivery of essential emergency and non-emergency services in light of the increase demand for services, the concurrent request for services, and the expansive growth and development in the city. In FY 20, the Fire Department increased the available on-duty staffing by one additional firefighter per shift and added an additional fire prevention officer to the Fire Prevention Division. The goal by FY25 is to have a minimum of 15 firefighters and officers on duty at all times (currently there is a minimum of 13 firefighters and officers on duty at all times). This will ensure there is an appropriately staffed fire engine and ambulance at all three of the city's fire stations.



### *Citywide Goal(s) Addressed:*

- *Provide a Welcoming, Safe and Diverse Community*
- *Build and Maintain a Robust and Authentic Infrastructure*

### *Major City Departments Involved:*

- *Portsmouth Fire Department*

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## ❖ Work on the Municipal Hall Complex



In FY21 the Department of Public Works plans to continue upgrades to the City's Municipal Complex including upgrades to the electrical service and emergency generator. This project addresses the critical infrastructure to ensure the complex can continue to operate without interruption to electrical service. Additional upgrades include continued renovations to the Police Department to address sub-standard working conditions, continued abatement of mold and mildew, and the renovation of office spaces.

### *Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Address Transportation and Parking Needs*
- *Create a Bikeable and Walkable City*
- *Provide a Welcoming, Safe and Diverse Community*

### *Major City Departments Involved:*

- *Public Works Department*



### ❖ **Bridge Updates (Kearsarge and Market Street)**



In 2019, the City completed engineering inspections of the following bridges identified by the ongoing citywide bridge evaluation program as priority candidates for rehabilitation:

- Kearsarge Way over Pan Am Railways
- Market Street Northbound and Southbound over North Mill Pond
- Market Street Pedestrian Bridge at Portsmouth Boulevard

The City finalized construction plans, specifications, and bid documents for these projects over the winter so that construction can begin in Spring 2020.

#### *Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Address Transportation and Parking Needs*
- *Create a Bikeable and Walkable City*
- *Provide a Welcoming, Safe and Diverse Community*

#### *Major City Departments Involved:*

- *Public Works Department*
  - *Economic Development Department*
- 

### ❖ **Recreation Fields**



The City's multi-purpose athletic fields, which will be located to the rear of the City's Public Works Department at 680 Peverly Hill Road, have been designed and have received all of the requisite permits for construction. The project is scheduled to be advertised for bid in Spring 2020 with the intent of beginning construction in early summer. Phase 1 of the project includes two 280 ft. X 360 ft. synthetic turf playing fields, as well as a state of the art storm water treatment system to treat the storm water run-off from the Lafayette Road/West Road drainage basin. The master plan for the site includes a third field as well as improvements to the Public Works solid waste transfer station which will be bid and constructed in the future.

#### *Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Provide a Welcoming, Safe and Diverse Community*

#### *Major City Departments Involved:*

- *Public Works Department*
  - *Recreation Department*
- 

### ❖ **Fleet Street Consent Decree**



This project includes water, sewer, drainage, and streetscape modifications on Fleet Street from Court Street to Hanover Street. This project will include a larger study for combined sewer separation and utility corridor design for the area of Market Square to





Maplewood Avenue. In addition to roadway and sidewalk reconstruction, this project will include sewer separation in this area in accordance with the goals of the City's ongoing Combined Sewer Overflow Long Term Control Plan. Construction of this project is required to be completed as part of the City's Environmental Protection Agency's Supplemental Compliance Plan for combined sewer overflow by October 2023.

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Create a Bikeable and Walkable City*
- *Provide a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *Public Works Department*
- *Economic Development Department*



❖ **Implementation of the Business Retention Plan**

In FY 2019 and FY2020, the City continued work on the implementation of the Business Retention and Expansion (BR&E) Program through collaborative efforts with the Chamber Collaborative of Greater Portsmouth and Great Bay Community College. Initiatives included:

- Regular Manufacturing Roundtable meetings to connect businesses with resources and to learn from local companies on topics such as non-traditional workforce attraction and retention strategies.
- Continued opportunities for businesses to learn more about the Career Pathways Program at Portsmouth High School by hosting meetings at the high school and allowing students to interface with local professionals.



*Citywide Goal(s) Addressed:*

- *Support a Vibrant Economic Environment for Businesses to Grow and Thrive*

*Major City Departments Involved:*

- *Economic Development Department*



❖ **Legislative Subcommittee**

The City Council's four-member Legislative Subcommittee (comprised of the Mayor and three (3) City Councilors) continues to closely review New Hampshire Statehouse activities which have the potential to impact Portsmouth. The City Council has adopted Principles for Legislative Positions that guide the Subcommittee on issues of importance to the City. The Subcommittee meets regularly with the City's legislative delegates to discuss proposed legislation that could affect municipal operations, city residents, and/or the City's budgeting process. The City continues to closely monitor legislation with the potential to substantially impact the budget. This includes legislation that may make



changes to the NH Retirement System, tax exemptions and valuation of utility poles and conduits. In addition, the Subcommittee continues to monitor and support legislation that would more fairly redistribute the Meals and Rooms Tax revenue to those communities, like Portsmouth, that contribute significantly to the tax and enabling legislation that would allow cities and towns to mitigate the cost of tourism through a room occupancy fee. The City also closely monitors legislation that would change the education funding formula. Portsmouth has not been forced to raise and distribute excess Statewide Education Property Taxes (“SWEPT”) as a “Donor” community since FY06. The City, along with other former “Donor” communities, monitor changes to the education funding formula and fight legislation that would reestablish “Donor” communities. The Subcommittee also follows legislation that could impact the City outside the budgeting process by tracking legislation that address issues such as the regulation of short-term rentals, any amendments to the current Right-to-Know Law and legislation that would remove local control.

*Citywide Goal(s) Addressed:*

- *Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets.*

*Major City Departments Involved:*

- *Legal Department*
- *City Manager’s Office*
- *City Council*

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❖ **Special Collections and Historic Preservation at PPL**



The Portsmouth Public Library (PPL) continues to support the collection, preservation and accessibility of Portsmouth’s history. The Special Collection does this on a daily basis by adding to the local history and genealogy vertical files, assisting community members and researchers access the library collections as well as provide referrals to other local institutions, providing exhibits of historical materials in our building, and digitizing collections to share far and wide on Portsmouthexhibits.org.



This year, the library and the Portsmouth Athenaeum have collaborated on a project to digitize historic school records on deposit at the Athenaeum. A generous grant from the Rosamond Thaxter Foundation, awarded jointly to the two institutions, has been used to fund the necessary archival supplies to folder and box the 122 volumes that range in date from 1846 to 1935. The materials will be sent to the New England Historic Genealogical Society (NEHGS) in Boston who will digitize the records and make them available through their online database, American Ancestors, and will train local volunteers to index the material. The school records will be housed at the library upon their return to Portsmouth. With information ranging from students' names to their addresses and birth dates, the digitized versions will undoubtedly prove to



be an invaluable resource to researchers of Portsmouth history. The library will continue to provide free access to American Ancestors to its patrons and researchers.

The PPL also maintains its own database of digital collections to which the Special Collections staff have recently added the entire Henry Clay Barnabee Photograph Collection which consists of 304 unique items. This collection is viewable at [portsmouthexhibits.org/collections/show/13](http://portsmouthexhibits.org/collections/show/13). Special Collections staff are involved in the newly formed New Hampshire Digital Library (NHDL) which will provide metadata aggregation for digital collections that will be added to the national Digital Public Library of America (DPLA) database. The DPLA website will give our collections a broader audience and help students, teachers, researchers, and genealogists more easily find Portsmouth's treasure trove of materials.

More locally, the library has been working with Portsmouth-based groups to hold events, expand collections, and create exhibits, as in the case of the Haven School Project, and to create and maintain archives, as in the cases of the Seacoast LGBT History Project and the non-profit New Heights. The Special Collections staff at the library will continue to collaborate with statewide and local groups as we pursue our mission to preserve and make accessible the City's history.

*Citywide Goal(s) Addressed:*

- *Preserve and Restore Historic Structures and Artifacts*
- *Improve Public Outreach*
- *Promote a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *Portsmouth Public Library*

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❖ **Historic Municipal Document Restoration, Preservation and Scanning Initiative**

The Finance Department currently oversees the City's archival space for permanent records that are not held in the City Clerk's Vault. These records cover many departments, including Finance, and range in age from 20 – 200+ years old. By law, the City is required to keep certain types of documents on a permanent basis (i.e. tax warrants, assessing documents, city council records, etc.). Many of documents are aging and showing signs of deterioration. The current initiative is a joint venture between the Office of the City Clerk as well as the Finance Department to restore, preserve and digitalize historic documents currently inflicted with mold or red rot, maladies that hasten their deterioration. The preservation of these documents is not only required by the laws of the state of New Hampshire, but are vital to the historic nature of Portsmouth's inimitable character. The preservation of these documents also calls for the renovation of additional space within City Hall for the proper storage of permanent records in a secure facility that is climate controlled as well as protected with a waterproof fire protection system. The eventual hope of this initiative is to not only salvage documents currently in deteriorating condition, but make many of them available to the public through digital scans taken



during the preservation process. The total amount of funds needed to preserve the contaminated documents, overtime, will exceed \$1.5 million dollars and with current funding will take numerous years to complete.

*Citywide Goal(s) Addressed:*

- *Preserve and Restore Historic Structures and Artifacts*
- *Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets.*

*Major City Departments Involved:*

- *City Clerk's Office*
- *Finance Department*



❖ **Portsmouth 400<sup>th</sup> Celebration**



The Portsmouth 400<sup>th</sup> Committee continued planning for the 2023 anniversary by revising its priorities and accomplishing the following:

- Logo development/marketing materials/and web updates
- Build out of the steering committee
- Promotional events including a sold out Fashion through the Ages event at 3S Artspace and a David Blight talk on Frederick Douglass at Music Hall
- The Portsmouth Public Library initiates “Lead up” Programming including a series on Native Americans and exploration of a history book club.

*Citywide Goal(s) Addressed:*

- *Preserve and Restore Historic Structures and Artifacts*

*Major City Departments Involved:*

- *Economic Development Department*

**PORTSMOUTH400**





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# Citywide Recognitions and Accomplishments

The following items are recognitions and awards received by the City of Portsmouth as well as a list of major accomplishments completed by City staff in the previous year. The listed Citywide Accomplishments are a response to Citywide Goals, and these applicable goals are listed at the end of each project summary.



## Recognitions

- **Tree City USA FY20 Award & Tree City USA Growth Awards**

The Arbor Day Foundation awarded the City of Portsmouth's Department of Public Works with its 20<sup>th</sup> Tree City USA designation as well as its 1<sup>st</sup> Tree Growth Award.

Portsmouth has achieved the Tree City USA recognition for twenty years by meeting the program's four requirements: maintaining a tree board or department, establishing a tree-care ordinance, funding an annual community forestry budget of at least two dollars per capita, and holding an Arbor Day observance and proclamation.



In addition to being named a Tree City USA, the City's Department of Public Works' Parks and Greenery group was awarded the City's first Tree Growth Award, due to its high-achieving levels of education, partnerships, planning and management, as well as tree planting and maintenance. Portsmouth and Nashua were the only two communities in New Hampshire to receive a Tree Growth Award for this past year.

Each year, on Arbor Day, City staff host an event alongside community members and other arborists to lead a public demonstration and discussion on techniques to prune trees and improve tree health; a proclamation is also given at this event by the City's mayor.

- **Fluoride Optimization Award**

The City of Portsmouth's water operations staff was recently awarded a NH Safe Lives certificate for fluoride optimization in the Portsmouth water system. This award recognized the City's water treatment operators for achieving optimal fluoride levels (0.7 parts per million) in the City's drinking water system.



NH Healthy Lives – Optimal Fluoridation Award Ceremony – January 17, 2020  
Arthur Bartlett – Water Treatment Operator, Karen Conard – City Manager, Regina Blaney – NH Healthy Lives, Mike Linger – NH DES, Karen Craver – NH Healthy Lives, Al Pratt – Water Supply Operations Manager, Brian Shea – Water Treatment Operator, Brian Foster – Water Treatment Operator, Mark Young – Chief Plant Operator, Mason Caceres – Water Quality Specialist, David Lippmeier – Water Treatment Operator



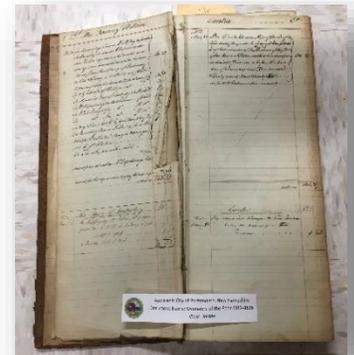
- **Bicycle Friendly Award**

In Fall 2019, Portsmouth was awarded a Bronze Level Bicycle Friendly Community designation for the second time. The Bicycle Friendly Community program run by the League of American Cyclists, recognizes communities that have demonstrated that they welcome bicyclists into their community by providing safe accommodations for bicycling and in addition are taking steps to encourage people to bike for transportation as well as recreation.



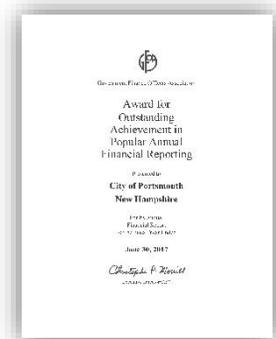
- **N.H. State Library Conservation License Plate Grant Award**

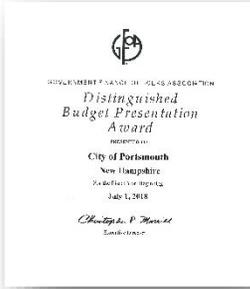
For the third year in a row, the City of Portsmouth's Finance Department applied for, and was awarded, a grant from the New Hampshire State Library Conservation License Plate Grant Award (Mooseplate Grant). The FY19/20 grant of \$7,605 funded the preservation, restoration and digitalization of three (3) City historic documents. This is the third consecutive grant received by the City, saving taxpayers almost \$28,000 in funds that had been requested in future years in the Capital Improvement Plan. The New Hampshire State Library's Conservation License Plate Grant Program, is a state funded program made possible by the New Hampshire Moose License Plates. Grants are available to municipalities and other public institutions that keep safe publicly owned documents that are deemed significant to New Hampshire's state history.



- **GFOA Awards**

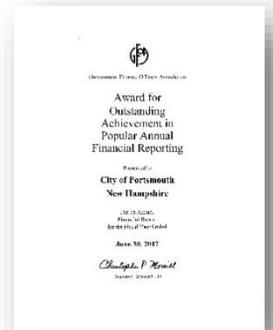
**CAFR Award** -The Government Finance Officers Association of the United States and Canada (GFOA) awarded the City of Portsmouth with its 26<sup>th</sup> Certificate of Achievement for Excellence in Financial Reporting Award for its Comprehensive Annual Financial Report (CAFR) for the Fiscal Years ending June 30, 1988, 1989 and for twenty-four (24) consecutive years from 1995 to 2018. In order to be awarded a Certificate of Achievement, a government unit must publish a readable and efficiently organized Comprehensive Annual Financial Report, whose contents conform to program standards. Such reports must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements.





*Budget Presentation Award* -The City received the GFOA’s Distinguished Budget Presentation Award for the fourteenth (14<sup>th</sup>) consecutive year for the Budget Document for Fiscal Year 2020. The City has received awards for its budget document for the fiscal years beginning July 1, 2006 to 2019. In order to receive this award, a governmental unit must publish a budget document judged proficient as a policy document, a financial plan, an operations guide, and a communication device.

*PAFR Award* - For the second consecutive year, the City of Portsmouth received the GFOA’s Popular Annual Financial Report Award (PAFR) for the fiscal year ending June 30, 2018. In order to receive this award, the governmental unit must publish a document that extracts information from their CAFR to produce a high quality Popular Annual Financial Report specifically designed to be readily accessible and easily understandable to the general public and other interested parties without requiring a background in public finance.



- **Bond Ratings**



In June 2019, the City of Portsmouth’s AAA bond rating was affirmed by Standard & Poor’s Rating Group (S&P), rating the City’s very strong budgetary flexibility, strong budgetary performance, very strong liquidity and strong debt as well as its contingent liabilities position. S&P stated that it rated Portsmouth AAA Bond Rating (higher than that of the nation) because it believes Portsmouth can “maintain better credit characteristics than the nation in a stress scenario based on its predominantly locally-derived revenue base, and our view that pledged revenue supporting debt service on the bonds is at limited risk of negative sovereign intervention.” It is this AAA rating that allows the City to continue to borrow funds at low interest rates when financing its capital projects.

- **Notable Media Accolades**

In the past year, Portsmouth received the following media accolades:

- 2019 #1 Best Place to Live in New Hampshire” – Niche.com <https://www.niche.com/places-to-live/portsmouth-rockingham-nh/>
- “2019 Best City for Entrepreneurs” – Fitsmallbusiness.com <https://fitsmallbusiness.com/best-cities-for-entrepreneurs/>
- 2019 Best Places to Retire in New Hampshire – Niche.com <https://www.niche.com/places-to-live/search/best-places-to-live/s/new-hampshire/>



- Portsmouth included in Livability.com’s list of 5 towns on the campaign trail worth living in March 2019 <https://livability.com/topics/where-to-live-now/5-presidential-campaign-stops-that-are-also-awesome-places-to-live>.
- Portsmouth listed second in best place to live in NH by HomeSnack in Jan.2019 <https://patch.com/new-hampshire/portsmouth-nh/portsmouth-ranked-second-best-place-live-nh>.

## Accomplishments

### ❖ Renovation of the Rock Street Park

The Rock Street Park renovation incorporated requests from citizens for better lighting, more seating areas, and a new basketball hoop and play equipment for our youngest residents. In addition, artwork by local blacksmith and area resident, Peter Happny, was relocated with permission, and installed as a threshold piece at the Rock Street Park entrance in a newly fabricated frame built in collaboration with local artist Jane Fithian.



The park renovations included:

- Reconstruction of the pathway through the park with increased lighting;
- Replacement of damaged trees with low plants and size-appropriate trees;
- Replacement of the swing set, adding an infant swing, and refreshing the playground equipment;
- Adding a rock “climbing/stepping” element and new granite seating walls in the central gathering spot of the park;
- Adding/replacing fencing where needed and sprucing up border edges and entrances;
- Repainting the basketball court and replacing the basketball hoop and backboard; and
- Installing a water drinking fountain.



#### *Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote a Welcoming, Safe and Diverse Community*

#### *Major City Departments Involved:*

- *Planning Department*
- *Community Development Department*
- *Public Works Department*



❖ **Greenhouse Gas Inventory**



In 2007, the City Council voted unanimously to declare Portsmouth an eco-municipality and signed a resolution which fully acknowledges Portsmouth's commitment and desire to become a more sustainable municipality by reducing dependence on fossil fuels and activities that harm life-sustaining eco-systems. One of the important steps that the City has taken to support these goals is the tracking of greenhouse gas emissions produced by both the operation of the City government and by the community as a whole. A greenhouse gas emissions study was first completed in 2006, updated in 2012, and again in 2019. With these studies, the City is able to identify ways to help reduce emissions.

*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*
- *Promote a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *Planning Department*
- *Public Works Department*

❖ **Hampton Branch Rail Trail**



In the fall of 2019, the State of New Hampshire, under the jurisdiction of the NH Department of Transportation, completed the acquisition of the entire former "Hampton Branch" abandoned rail corridor from the Massachusetts state line to the City of Portsmouth, NH. In Portsmouth, the New Hampshire Seacoast Greenway (NHSG) route

follows the 3.6 miles of the former abandoned rail corridor between Barberry Lane and the Greenland town line. The portion of the NHSG that is located on this former rail corridor will be designed, constructed, and managed as a partnership between the local communities, including Portsmouth, and the New Hampshire Department of Transportation (NHDOT). Design and permitting of the future rail trail is currently underway for the entire corridor and construction is expected to start as early as 2021.

*Citywide Goal(s) Addressed:*

- *Create a Bikeable and Walkable Community*
- *Build and Maintain a Robust and Authentic Infrastructure*

*Major City Departments Involved:*

- *Planning Department*



❖ **Vital Maintenance to the African Burying Ground**

Under the supervision of the Department of Public Works, important maintenance was undertaken on the African Burying Ground by Piscataqua Landscaping as well as by park designer and artist Jerome Meadows. Park maintenance included:

1. The Sankofa figure tiles were removed, rebuilt at the studio of Jerome Meadows and re-installed in the Park.
2. The engraved letters on the Court St. granite wall were cleaned and repainted.
3. Sika-Flex sealant, a product effective in the harsh New England climate, was applied to all granite work joints.
4. The park signs mounted on houses abutting the Park were completely restored and remounted by the Department of Public Works.
5. Sandblasting, restoration of the patina and protective coating of the two bronze sculptures was completed including training of DPW staff for future in-house maintenance.



*Citywide Goal(s) Addressed:*

- *Preserve and Restore Historic Structures and Artifacts*
- *Build and Maintain a Robust and Authentic Infrastructure*

*Major City Departments Involved:*

- *Public Works Department*

❖ **Streets and Sidewalks Improvements**

The City continues its Citywide Sidewalk Reconstruction Program and Pavement Management and Rehabilitation Long-Range Plan by investing in the vital infrastructure of its streets and sidewalks.

Streets and Sidewalk improvement projects included:

- In FY20 the Department of Public Works completed:
  - Islington St Complete St from Barlett to Route 1 Bypass
  - Maplewood Ave from Woodbury Ave to Cuts Ave reconstruction
  - McDonough St Phase 4 (Hanover St) reconstruction
  - Market St Gateway Phase 2
  - Vaughn St Sewer replacement and paving
  - Wentworth St reconstruction
  - Whidden St reconstruction
- In FY20 the DPW is also in the process of work on:
  - Corporate and International Dr paving at Pease
  - Gosling Rd paving
  - Bow St sidewalk and paving
  - Parrott Ave lot paving
  - Bridge St sewer and water main replacement
  - Deer St water main replacement



- State and Middle St traffic signal replacement
- Pleasant St area:
  - Melcher St reconstruction
  - Livermore St reconstruction
  - Richmond St reconstruction
  - Franklin St reconstruction

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Address Transportation and Parking Needs*
- *Create a Bikeable and Walkable City*
- *Provide a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *Public Works Department*

❖ **Greenland Well Source Water Protection**



The City, in cooperation with the Town of Greenland, installed fencing and signs to keep vehicles from parking within the 400-foot sanitary protective radius of the Greenland Public Water Supply Well. Portsmouth City staff also applied for, and received, a New Hampshire Drinking Water and Groundwater Trust Grant to pay up to fifty percent of the cost of acquiring 3.2 acres of undeveloped property adjacent to the Greenland well. Once completed, this acquisition would avoid the potential for the property being developed, further protecting this vital source of drinking water.

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department – Water Division*

❖ **Newington Booster Station Upgrade**



The City of Portsmouth recently completed a comprehensive upgrade to the Newington Booster Station which receives water pumped from the Madbury Water Treatment Facility in addition to wells in Newington. The upgrade included the installation of three new high efficiency pumps, new electrical equipment and motor controls, water quality monitoring analyzers, and bulk water treatment chemical storage. The chemical storage enables Water System Operations a more efficient delivery of chemicals needed for the operation of the two (2) Portsmouth and one (1) Greenland well. Previous to this upgrade, these chemicals were transported all the way from the Madbury Water Treatment facility.



Upgrades to the 1.5 million gallon ground storage tank were also completed. These upgrades

addressed water in the tank by installing new piping that allows better mixing of the water in the tank. Finally, a new aeration system was installed to decrease disinfection byproducts in the tank to further enable compliance with drinking water regulations related to total trihalomethanes.

*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department – Water Division*
- 

❖ **Peirce Island Wastewater Treatment Facility Upgrade**



The City of Portsmouth met the December 31, 2019 milestone to achieve substantial completion of the Biological Aerated Filter (BAF), the central component of the new Peirce Island wastewater treatment process upgrade. The treatment facility upgrades which are currently under construction include the BAF treatment system which is capable of meeting secondary level treatment requirements and providing nitrogen removal. The City took extensive measures to select a treatment technology that both had a small

footprint to minimize the impact on Peirce Island, and that provides flexibility. This system will treat carbonaceous organics and will convert ammonia to nitrogen gas. There are a number of additional treatment processes being added to and upgraded as part of the project. The final treatment system will include raw wastewater screening (new), aerated grit removal, primary clarification (CEPT [Chemically Enhanced Primary Treatment] during wet weather events), BAF influent pumping, BAF Stage 1 (carbon removal and nitrification), BAF Stage 2 (denitrification), disinfection with liquid chlorine and dechlorination. Sludge generated in the upgraded treatment facility will be thickened in two gravity thickeners, stored in aerated storage tanks, dewatered on rotary screw presses, and then disposed of at a landfill.

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department – Sewer Division*
- 



❖ **Pease Wastewater Treatment Facility Upgrades**

A new Headworks Building was constructed at the Pease Wastewater Treatment Facility. This building houses new equipment that provides preliminary treatment to raw wastewater entering the treatment facility. This includes removal of rags and other debris through a wastewater screen, removal of sand and other debris in a grit removal device and raw wastewater pumping to lift the wastewater to the next phase of treatment. The project also included a new odor control system for the entire wastewater treatment facility utilizing carbon vessels, fans and ductwork; one system treats odors from the septage receiving, headworks and primary clarifiers and a second system treats odors in the sludge storage and processing areas.



*Citywide Goal(s) Addressed:*

- *Build And Maintain A Robust And Authentic Infrastructure.*
- *Promote and Support Sustainable Practices*
- *Promote Regulation Adherence And Legislative Development To Protect City Operations And Assets.*

*Major City Departments Involved:*

- *Public Works Department – Sewer Division*
- 

❖ **Pay Per Plate Parking Software**

In FY20 the Department of Public Works’ Parking Division installed “Pay by Plate” technology in the on-street parking kiosks. The parking kiosks prompt the parker to enter a license plate number as a unique ID. No state or any other identifying information is required and the system has no ability to cross-reference any other databases. The parking patron selects a length of stay and the information is transmitted to the Parking Enforcement Team to show the vehicle is legally parked.



The new system has several advantages over the old “pay-and-display” system:

- There is no need to keep returning to a parked vehicle to replace the paper receipt;
- Parking Enforcement Team members would no longer have to climb over snowbanks to check if a vehicle is legally parked; and
- The expected reduction in paper slips normally utilized for the old “pay-and-display” system could potentially save thousands of dollars annually in expense, due to the cost of the specialized thermal printing paper utilized for that “pay-and-display” system.

*Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*
- *Build and Maintain a Robust and Authentic Infrastructure*
- *Maintain Financial Stability*

*Major City Departments Involved:*

- *Public Works Department – Parking Division*
- 





❖ **Prescott Park Roof (Shaw Building)**

In FY20 the Department of Public Works completed repairs to the Shaw Building on Water Street in Prescott Park. The new cedar shake roof upgraded the failing roof on the garage and shed portion of the historic building.



*Citywide Goal(s) Addressed:*

- *Preserve and Restore Historic Structures and Artifacts*
- *Build and Maintain a Robust and Authentic Infrastructure*

*Major City Departments Involved:*

- *Public Works Department – Prescott Park Division*



❖ **Friendship City Agreement with Santarcangelo, Italy**

In 2019 a group of Portsmouth residents with family ties to Santarcangelo, Italy approached Mayor Jack Blalock to request the establishment of a Friendship City relationship between the two cities. The citizens and Mayor Blalock hoped to increase cultural, economic, and educational opportunities for both cities and to increase awareness of both as having shared residents’ heritage, as well as both being historic cities that are cultural destinations. Communication between the communities resulted in a formal Friendship City agreement under the International Sister City program.



*Citywide Goal(s) Addressed:*

- *Promote a Welcoming, Safe and Diverse Community*
- *Support a Vibrant Economic Environment for Businesses to Grow & Thrive*

*Major City Departments Involved:*

- *Economic Development Department*



**Expansion of the Center Business District Economic Revitalization Zone**

At the request of the City’s Economic Development Commission, the State of NH Division of Business and Economic Affairs approved the City’s request to expand the Central Business District Economic Revitalization Zone (ERZ). The ERZ opportunity is one of the economic development tools that the state offers to attract/retain business and to promote investment and job creation in the state. Eligible employers within the Zone may take advantage of New Hampshire’s Economic Revitalization Zone Tax Credits against the Business Profit Tax and Business Enterprise Tax (EZ Tax Credit) in a qualifying Economic Revitalization Zone Tax Credits (EZ Tax Credit) Program project.

*Citywide Goal(s) Addressed:*

- *Support a Vibrant Economic Environment for Businesses to Grow & Thrive*
- *Maintain Fiscal Stability*

*Major City Departments Involved:*

- *Economic Development Department*





❖ *Downtown Pedestrian Experiment (Share the Square)*

City staff facilitated a “Share the Square” event to give residents the opportunity to take advantage of downtown shops and restaurants, while testing the concept of a traffic-free, pedestrian –only access to the Market Square core.

Share the Square opened the following streets to pedestrian-only travel. The Recreation Department and Portsmouth Public Library provided free games and activities, the Public Works Department offered a “Touch a Truck” experience for kid and businesses within the event boundaries were encouraged to extend into on-street parking spaces in front of their locations.



*Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*

*Major City Departments Involved:*

- *Public Works Department – Parking and Transportation Division*
- 





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# Portsmouth at a glance. . .



Photo by Getty Images

## City Government

- Settled: 1623
- Incorporated: 1849
- Form of Government: Council-Manager
- Bond Rating, Standard & Poor's: AAA

## Location

- Latitude: 43° 4' 32" North
- Longitude: 70° 45' 38" West
- County: Rockingham
- State: New Hampshire
- Tourism Region: Seacoast
- Planning Commission: Rockingham

## Land

- Land Area: 10,763 acres (16.8 sq. miles)
  - 10,034 (15.7 sq. miles) of land
  - 729 acres (1.1 sq. miles) of inland water
- Public Parks & Playgrounds - 200+ acres
- Public Streets – 105 miles
- Wetlands – 3,538 acres

## Transportation & Road Access

- US Routes – 1, 4
- State Routes – 1A, 1B, 16, 33, 1 Bypass
- Nearest Interstate Exit – I-95, Exits 3-7
- Railroad – Guilford Rail Service
- Public Transport – COAST; Wildcat Transit
- Nearest Public Use Airport – Pease International Airport
- Nearest Airport with Scheduled Service: Manchester-Boston Regional

## Driving Distance to Selected Cities

- Manchester, NH – 45 miles
- Portland, ME – 53 miles
- Boston, MA – 56 miles
- Concord, NH – 59 miles
- New York City, NY – 265 miles
- Washington, D.C. – 489 miles
- Montreal, Quebec – 299 miles



# City Infrastructure

## Emergency Services

- *Police Department*
  - Police Stations: 1
  - Police Vehicles: 30
  - Canines: 2
- *Fire Department*
  - Fire Stations: 3
  - Fire Engines: 4
  - Tower Truck: 1
  - Ladder Truck: 1
  - Heavy Rescue: 1
  - Forestry Pick Up: 1
  - Zodiac Boat: 1
  - Rigid Hull Inflatable: 1
  - Ambulance: 3
  - Nearest Hospital: Portsmouth Regional, Portsmouth (209 beds)

## City School System

- Elementary School Buildings: 3
- Middle/Junior High Buildings: 1
- High School Buildings: 1
- Number of Private Schools: 1
- NH Licensed Child Care Facilities: 20

## Culture and Recreation

- Libraries: 1
- Community Centers: 3
- Senior Centers: 1
- Number of boat dock facilities: 2
- Swimming pools: 3
- Tennis Courts: 10

## Eco Municipality Assets

- Recycling Program: Mandatory
- Recycling Centers: 1
- LED Streetlights: 1,600
- Electric Charging Stations: 5/7 plugs
- Solar Panel Arrays: 2
- City Bioiesel Vehicles: 80
- City Open Space: 94 undeveloped parcels (932 acres)

## Public Works Department

- Miles of Streets: 105 miles/136 miles maintained
- Miles of Sidewalk: 74
- Number of Bridges: 15
- Number of Municipal Buildings: 8 (approximately 286,268 square feet)
- Playgrounds / parks/ ballfields: 23
- Historic Cemeteries/Burial Grounds: 7
- Adopt a Spot Gardens: 55
- Greenspace Maintained: 80+acres

## Parking and Transportation

- Parking Garages: 2/ 1,503 spaces
  - Foundry Place: 600
  - Hanover: 903
- Metered Parking Spots: 886
- City Owned Parking Lots: 10
- City Owned Free Lots: 5 lots/715 spaces
- Private Parking Lots with City Agreements: 5 lots/224 spaces
- Bike Racks: 39
- Zagster Stations: 10 (50 bikes)
- Public Transit Options: 5

## Water Infrastructure

- Miles of water mains: 189
- Number of water treatment plants: 1
- Number of service connections: 8,261
- Storage capacity in gallons, water (millions of gallons): 11
- Maximum daily capacity of treatment (millions of gallons): 4.5
- Number of fire hydrants: 1, 028

## Sewer Infrastructure

- Miles of sewer mains: 112
- Number of service connections: 6,459
- Number of wastewater treatment plants: 2
- Maximum daily capacity of treatment (millions of gallons) : 25.3



# Demographics

**Population**  
CITY **22,576**

ACS Survey (2018)

## Elections

Total Registered Voters (FY20) – 19,950

## Households

Number of Housing Units – 10,703  
Number of Households – 10,327  
Average Household Size – 2.09  
(Source: ACS 2018)

## Labor Force (Annual Average 2017)

Civilian labor force – 13,784 (63.3%)  
Employed – 13,495 (61.9%)  
(Source: NHES-ELMI)

## Income, Inflation Adjusted 2017

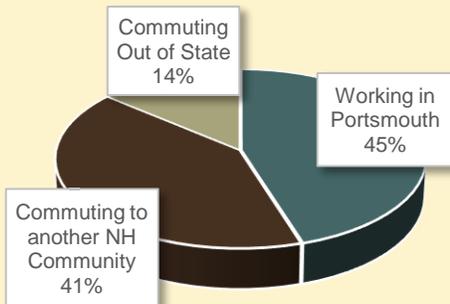
Per capita income - \$47,836  
Median Family Income - \$100,370  
Median Household Income - \$72,384  
Median Earnings, full time  
Male - \$65,240  
Female - \$48,601

Individuals Below Poverty Level – 6.9%  
(source NHES Community Profile, Portsmouth 2018 and ACS 2018)

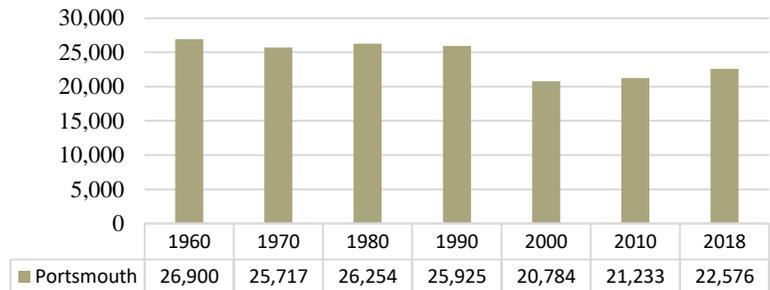
## Geography

Population per square mile, 2017 – 1,390  
Land area in square miles, 2017 – 15.7  
(Source, U.S. Census 2018)

Where do the Residents of Portsmouth Work?  
(Source ACS Survey 2018)



Portsmouth Population  
Decennial Trends 1960-2018  
(source ACS Survey)



## Educational Attainment

Population 25+ Years

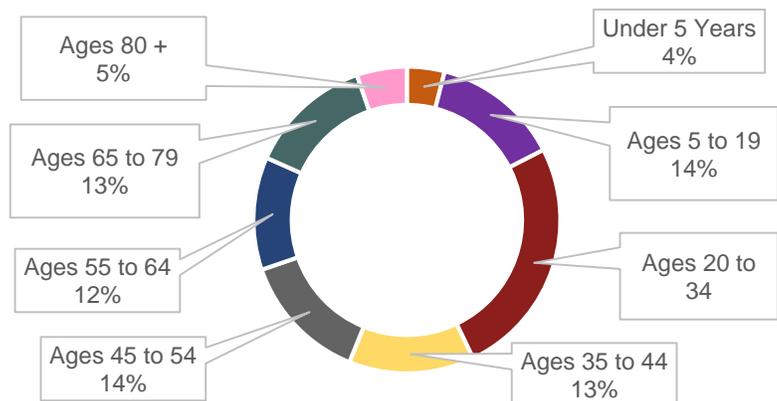
High School Graduate or higher – 95.3%

Bachelor's Degree or Higher – 56.0%

Graduate or Professional Degree – 23.0%

(source: ACS survey 2018)

## Population by Age Group (Source: ACS survey 2018)



**49.5%**

of Portsmouth City residents are Male

**50.5%**

of Portsmouth City residents are Female



ACS Survey (The American Community Survey) is an ongoing survey by the US Census Bureau.

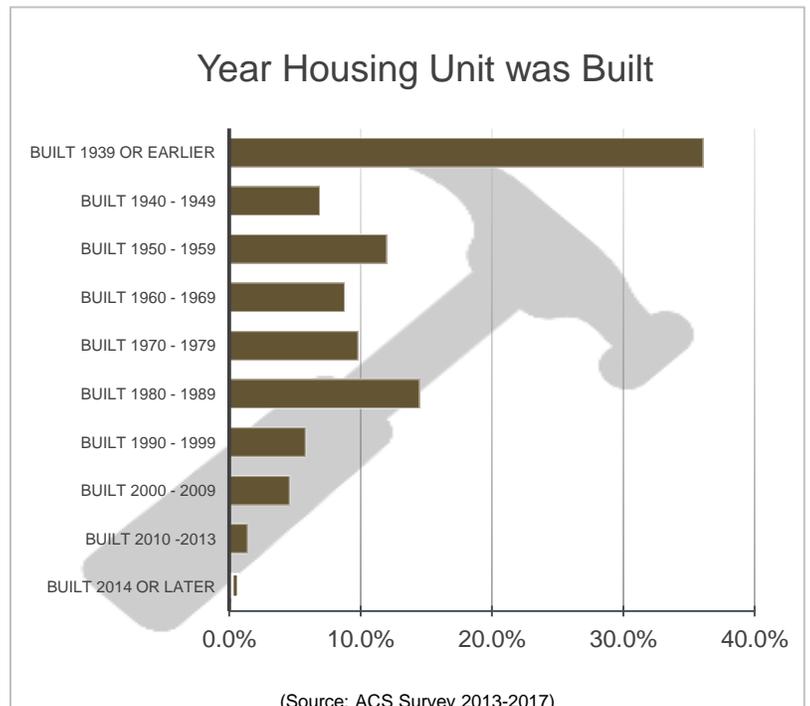
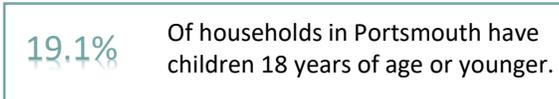
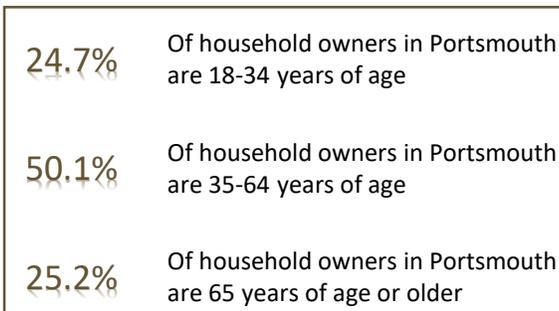
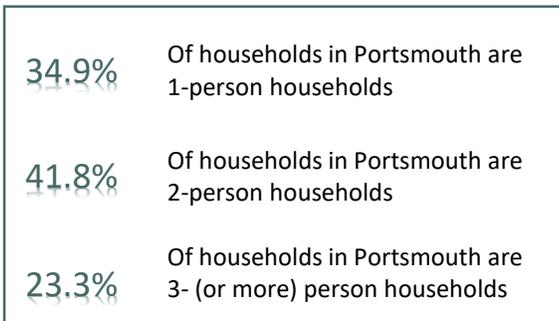


# Housing Demographics



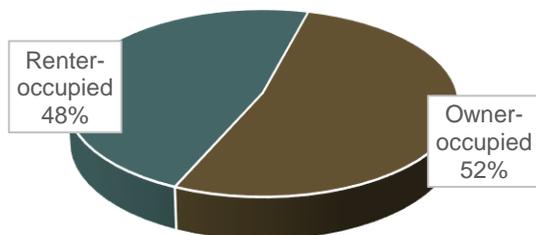
(Source: American Community Survey Data 2013-2017)

- Number of Housing Units – 10,703
  - Number of Occupied Housing Units – 10,327
  - Number of Households – 10,327
  - Average Household Size – 2.09 persons
  - Number of Families – 5,261
  - Average Family Size - 2.75 persons
  - Median Gross Rent - \$1,464
- (Source: ACS Survey 2018)



## Portsmouth Housing Unit by Occupancy

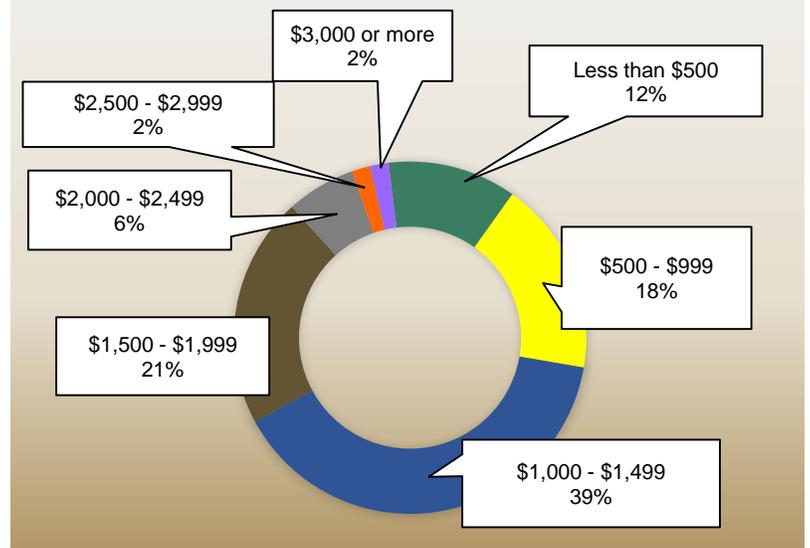
(Source: American Community Survey Data 2018)



Total Units Occupied: 10,327

## Portsmouth Rent Prices

(Source ACS Survey 2018)



# Economic Indicators

## Portsmouth Median Property Values

**Median Single Residential Home Property Value: \$470,850**

### Type

- Commercial \* - \$647,000
- Residential \*\* - \$423,750

### Residential Stratified

- Single Family - \$470,850
- Mobile Homes - \$69,000
- Condos - \$336,900
- Multi-Family (<8) - \$580,250

As of April 1, 2019

\* Does not include Pease Airport

\*\* Includes single family, condos, multifamily units, mobile homes, and vacant land

## Mean (Average) Property Values

### Type

- Commercial \* - \$1,738,135
- Residential \*\* - \$487,245

### Residential Stratified

- Single Family - \$547,146
- Mobile Homes - \$221,425
- Condos - \$643,703
- Multi-Family (<8) - \$640,324

As of April 1, 2019

\* Does not include Pease Airport

\*\* Includes single family, condos, multifamily units, mobile homes, and vacant land

## Portsmouth Parcel Count (% of Total Taxable Parcel Count)

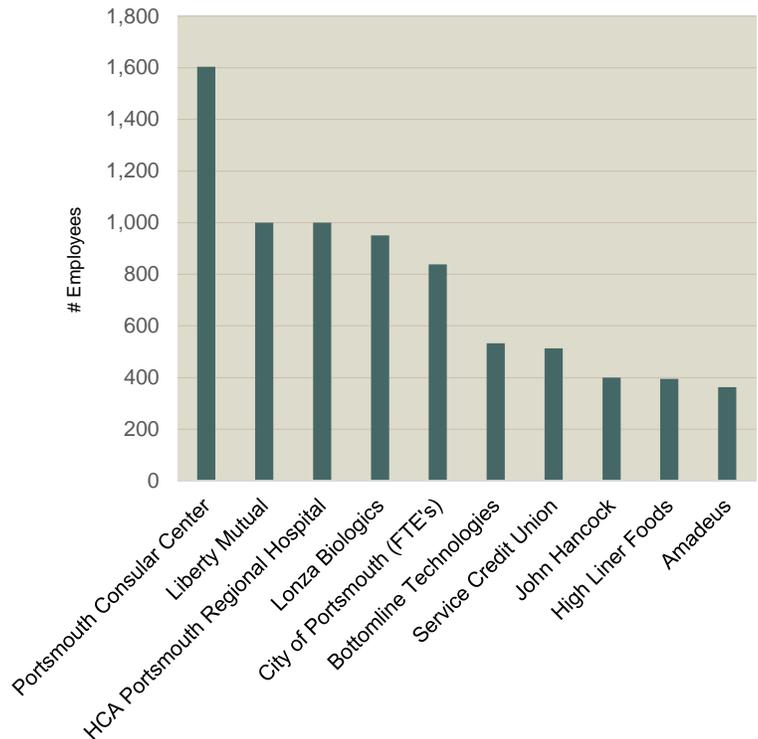
- **Residential – 83.5% \*\***
  - Single Family – 56.9%
  - Mobile Homes – 3.5%
  - Condos – 31.2%
  - Multi-Family (< 8) – 6.1%
- **Commercial – 16.5% \***
  - Utilities – 0.3%

\* Does not include Pease Airport

\*\* Includes single family, mobile homes, condos, multi-family and vacant lands.

(source: Portsmouth Assessors Office, TY2019 (FY2020).

## 10 Largest Employers in Portsmouth 2018



## Top 10 Taxpayers 2019 (FY 2020)

Company	Business Type	Percentage of Total Taxable Assessed Value
Public Service of New Hampshire	Utility	1.72%
HCA Health Services	Medical Building	1.41%
Arbor View & The Pines LLC	Apartment Complex	0.88%
Hanover Apartments LLC	Apartment Complex	0.70%
Northern Utilities Inc.	Utility	0.69%
Vaughan Street Hotel LLC	Hotel	0.69%
Port Owner Harbor LLC (formerly Harborside Association)	Hotel	0.58%
Liberty Mutual Insurance	Office Building	0.55%
Inishmaan Assn Ltd Partnership	Apartment Complex	0.52%
Service Credit Union	Office Building	0.51%



# Property Tax

Tax Rate 2019 Tax Year (FY2020)	
<b>\$14.86 (per \$1,000)</b>	
Municipal	- \$7.22
County	- \$0.90
Local Education	- \$4.83
State Education	\$1.91

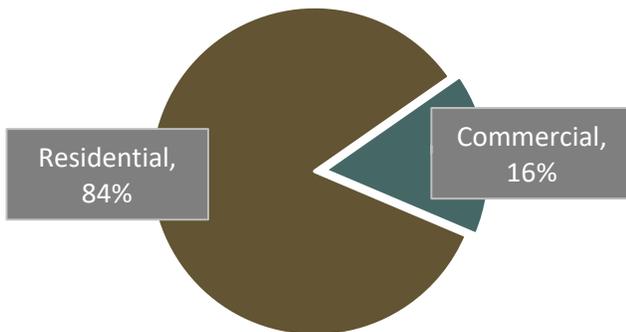
The total taxable parcel count for Tax Year 2019 (Fiscal Year 2020) is 8,738. Commercial properties make up 16% of the total City parcel count while comprising 42% of the total assessed value of the City. Respectively the Residential properties make up 84% of the total parcel count while comprising 58% of the total assessed value for Portsmouth.

Total Valuation Before Exemptions 2019 (FY20)		
	Total	Count
Commercial *	\$ 2,607,769,723	1,424
Residential **	\$ 3,563,936,014	7,314
<b>Totals</b>	<b>\$ 6,171,705,737</b>	<b>8,738</b>

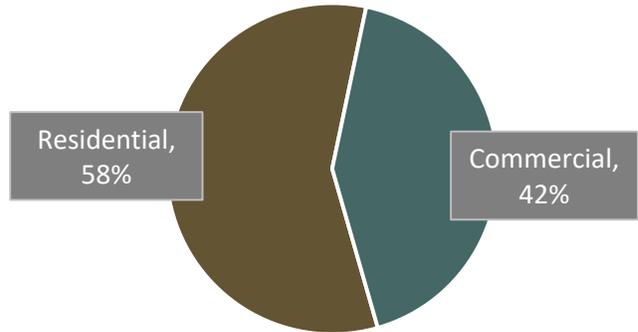
\* Includes Pease Non Airport & Utilities, does not include Pease Airport

\*\* Includes single family, condos, multifamily units, mobile homes, and vacant land

Residential vs. Commercial Properties by Percent of Taxable Parcel Count



Residential vs. Commercial Properties by Percent of Total Assessed Value



Portsmouth, NH Total Tax Rate  
Tax Years 2006-2018 (Fiscal Years 2007-2019)



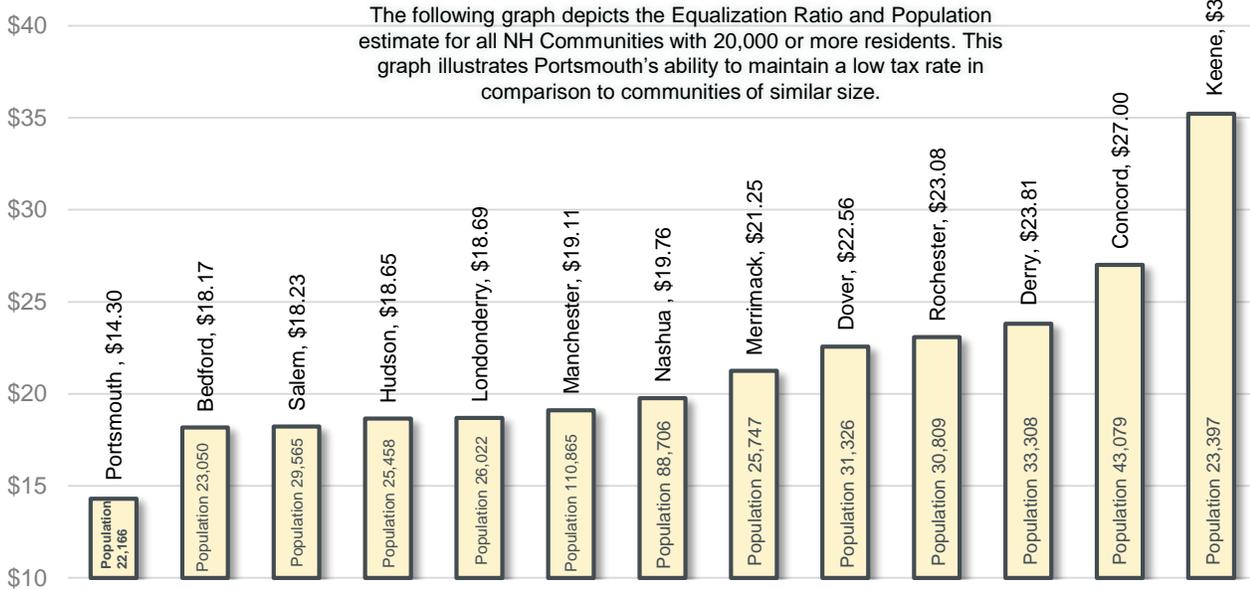
TY = Tax Year – April 1<sup>st</sup>  
FY = Fiscal Year – July 1<sup>st</sup> – June 30th



# Equalized Tax Rate Information

The two graphs below illustrate the equalized tax rates for New Hampshire Communities with over 20,000 residents (top graph) as well as the equalized tax rates for New Hampshire's 13 Cities (lower graph). The equalized tax rate is a value calculated annually by the NH Department of Revenue Administration (DRA) through a study of the qualified sales that occurred within the municipality during the previous year and makes adjustments to calculate the estimated 100% market value of the municipality.

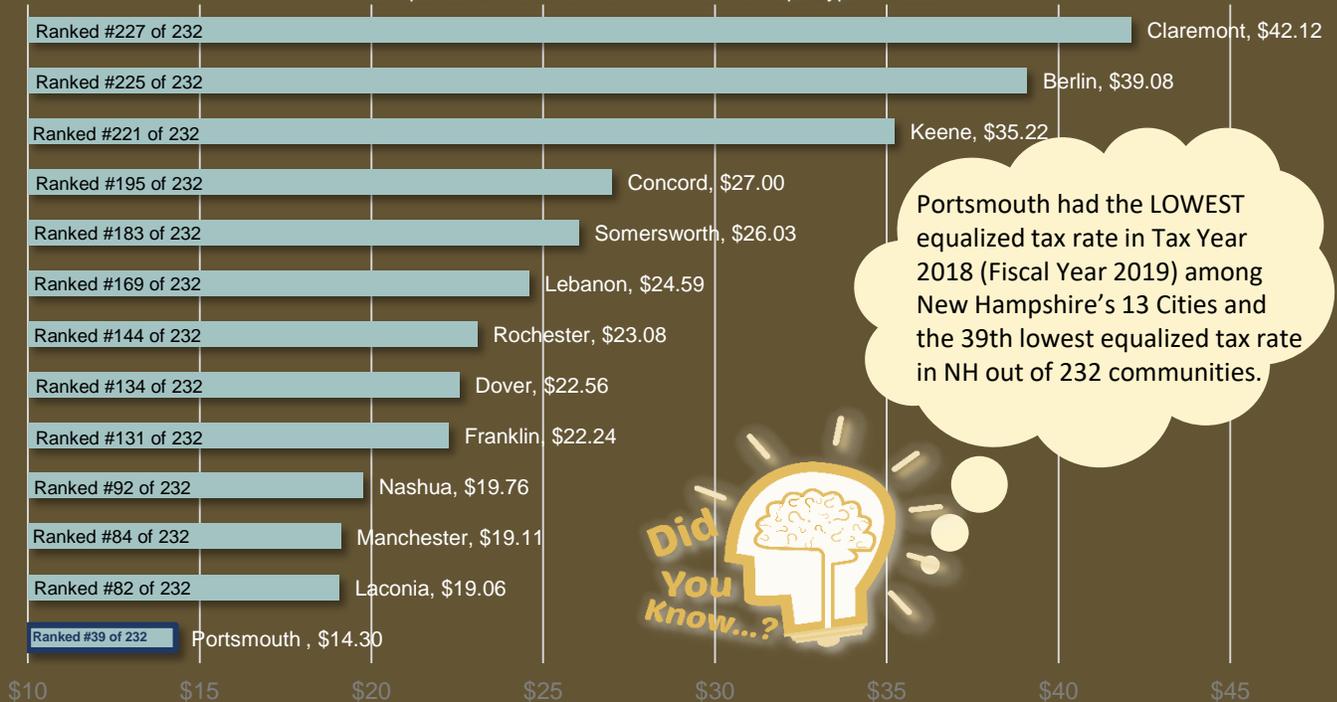
## Total Equalized Tax Rate 2018 (FY 2019) For NH Communities with 20,000+ Residents



Population information used in the above graph was gathered from the NH Department of Energy Annual Population Estimates.

## Total Equalized Tax Rate 2018 (FY 2019) for NH's 13 Cities

The following graph depicts the Equalization Ratio and 2017 Equalization Rankings for New Hampshire's Thirteen Cities. This graph illustrates Portsmouth's ability to maintain a low tax rate in comparison to communities of similar municipal type/ structure.



Portsmouth had the **LOWEST** equalized tax rate in Tax Year 2018 (Fiscal Year 2019) among New Hampshire's 13 Cities and the 39th lowest equalized tax rate in NH out of 232 communities.



# Tax Relief Programs

## Veterans' Tax Credit

### Standard & Optional Veteran's Tax Credit RSA 72:28 - \$500

- 90 days on active service in the armed forces of the United States in any qualifying war or armed conflict listed below:
  - "World War I" between April 6, 1917 and November 11, 1918, extended to April 1, 1920 for service in Russia; provided that military or naval service on or after November 12, 1918 and before July 2, 1921, where there was prior service between April 6, 1917 and November 11, 1918 shall be considered as World War I service;
  - "World War II" between December 7, 1941 and December 31, 1946;
  - "Korean Conflict" between June 25, 1950 and January 31, 1955;
  - "Vietnam Conflict" between December 22, 1961 and May 7, 1975;
  - "Vietnam Conflict" between July 1, 1958 and December 22, 1961, if the resident earned the Vietnam service medal or the armed forces expeditionary medal;
  - "Persian Gulf War" between August 2, 1990 and the date thereafter prescribed by Presidential proclamation or by law; and
  - Any other war or armed conflict that has occurred since May 8, 1975, and in which the resident earned an armed forces expeditionary medal or theater of operations service medal.
- Honorably discharged
- Terminated from the armed forces due to a service-related disability or the surviving spouse of such a resident
- The surviving spouse of any New Hampshire resident who suffered a service connected death

### All Veterans RSA 72:28b - \$500

90 Days of active duty, honorable discharge, cannot combine with 72:28 or 72:35.

### Permanent & Total Service-Connected Disability RSA 72:35 - \$3,200

Must be permanent & total, may be less than 100%

### Surviving Spouse RSA 72:29-a - \$2,000

Veteran killed or died while on active duty.

### Certain Disabled Veterans RSA 72:36-a – Total Exemption

Permanent and Total Service-Connected Disability and double amputee or blindness and owns specially adapted homestead acquired with assistance of the VA.

Elderly & Disabled citizens can qualify for tax deferrals and exemptions. Find more info about qualifications and how to apply, see below or visit the city's website at [cityofportsmouth.com/assessors/elderly-disabled](http://cityofportsmouth.com/assessors/elderly-disabled).

Filing Deadline for All Exemptions – April 15<sup>th</sup> preceding the setting of the tax rate.

### Elderly Exemption (RSA 72:39-a)

Age 65 or over as of April 1<sup>st</sup> of the year applying and a resident of New Hampshire for three consecutive years (as of April 1<sup>st</sup>). The property on which the exemption is claimed must be the applicant's principal place of abode.

#### **Elderly Exemption Amount off Assessed Valuation**

- Ages 65-74 - \$235,000
- Ages 75-79 - \$285,000
- Ages 80+ - \$335,000

#### **Elderly Income Limit**

- (Single) - \$43,151
- (Married) - \$59,332

#### **Elderly Asset Limit**

- (Single) - \$175,000
- (Married) - \$175,000

### Disabled Exemption (RSA 72:37-b)

Eligible under Social Security Title II or XVI and a resident of New Hampshire for five years as of April 1<sup>st</sup>. The property on which the exemption is claimed must be the applicant's principal place of abode.

#### **Exemption Amount off Assessed Valuation - \$235,000**

#### **Disabled Income Limit**

- (Single) - \$43,151
- (Married) - \$59,332

#### **Disabled Asset Limit**

- (Single) - \$175,000
- (Married) - \$175,000

### Elderly or Disabled Tax Deferral (RSA 72:38-a)

If eligible taxpayers are experiencing hardship paying their tax bill, the City of Portsmouth offers the option of tax deferral.

#### *Who Qualifies for this deferral?*

Taxpayers that are 65 years or older or eligible under Title II or Title XVI of the federal Social Security Act for benefits for the disabled may qualify for a tax deferral program in accordance with RSA 72:38-a.

#### *What is a tax deferral?*

A tax deferral is a postponement for all or part of the taxes due, plus annual interest at five percent (5%) if the tax liability is proven to cause the taxpayer an undue hardship or possible property loss.

### Blind Exemption (RSA 72:37)

A resident who is legally blind as determined by the Services for Blind and Visually Impaired, Department of Education shall be exempt each year. A certification letter from the State of New Hampshire Bureau of Services for Blind and Visually Impaired must be submitted with a Permanent Application State form PA-29 to the Assessing Department.

#### **Blind Exemption Amount - \$25,000**

### Solar Exemption (RSA 72:62)

For persons owning real property equipped with a solar energy system as defined in RSA 72:61. The City shall exempt from taxes an amount equal to the assessed value of the solar energy system.

### Wind-Powered Energy Systems Exemption (RSA 72:66)

For persons owning real property equipped with a wind-powered energy system as defined in RSA 72:65. The City shall exempt from taxes an amount equal to the assessed value of the wind-powered energy system.





# Economic Profile

The City of Portsmouth (population: 22,576) is a seaport community on the Piscataqua River which divides New Hampshire and Maine. It is a regional economic and cultural hub for seacoast New Hampshire and lies 57 miles north of Boston, Massachusetts, and 51 miles south of Portland, Maine.

## *Quality of Life and Economic Assets*

Settled in 1623, Portsmouth is the nation's 3rd-oldest city with a rich heritage as a working seaport and the home of the State's only deep-water port. Portsmouth has an authentic New England appeal that is unique. Contributing to that allure are the following attributes:

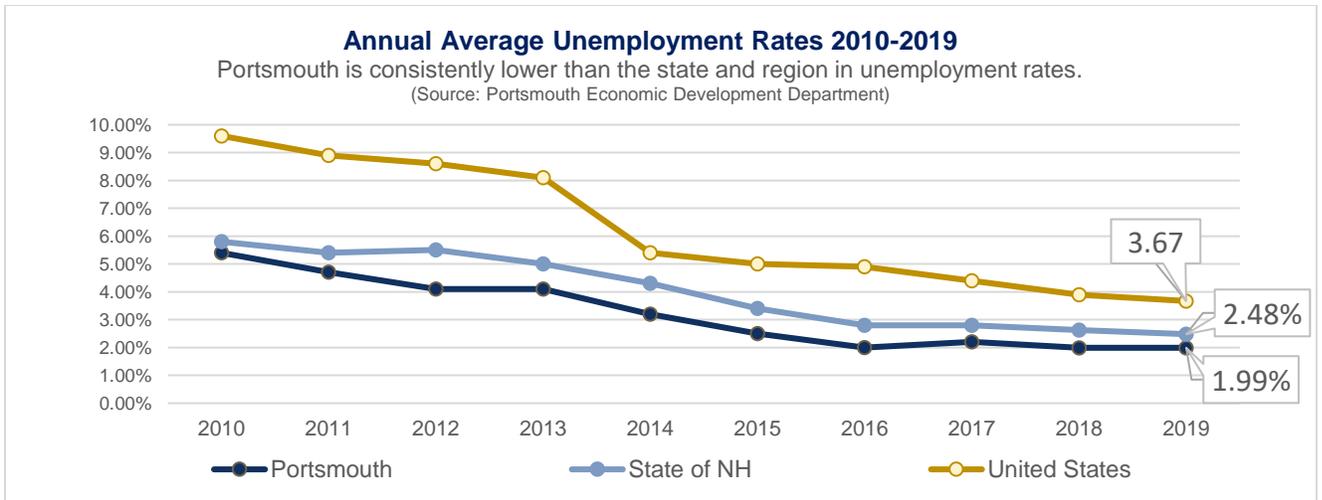


- Vibrant, walkable downtown
- Historic architecture
- Independent retail offerings and strong culinary destinations
- Low crime rate
- Excellent K-12 school system
- Strong creative arts and cultural economy
- Easy access to the interstate highway to the Boston, MA and Portland, ME metro areas
- Home to Pease International Tradeport and Airport
- High resident educational attainment (56.0% of Portsmouth residents over the age of 25 have a college bachelor's degree or higher, (Source: US Census))

## *Workforce*

According to the NH Employment Security Office, Portsmouth's total public and private average quarterly employment at the end of the 2019 second quarter was 33,795 (compared to 33,090 at the end of the 2018 second quarter indicating an increase of 705 jobs). The average weekly wage for those periods were \$1,338 and \$1,230 respectively. In June 2019, Portsmouth had a resident workforce of 14,670 some of which work locally and some who commute out of the city. Portsmouth companies employ over double the number of resident workers.

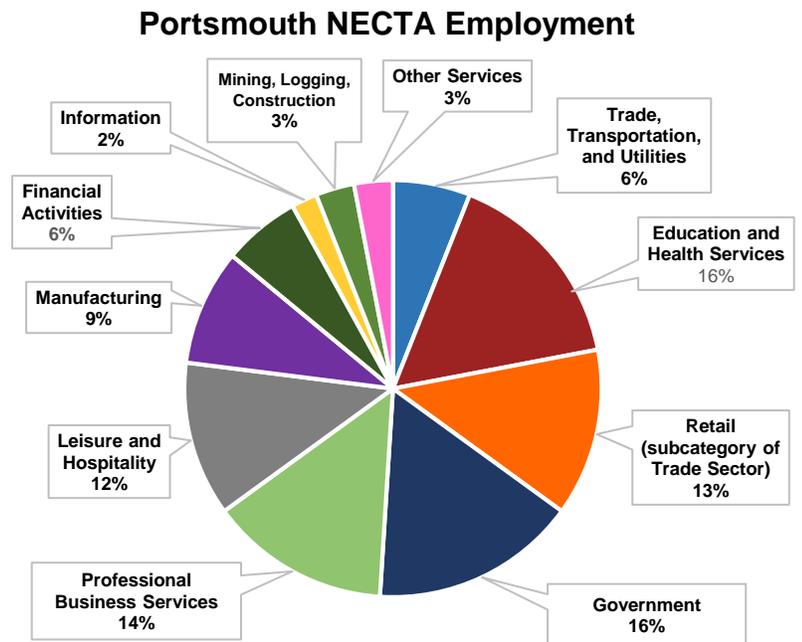




The City of Portsmouth continues to lead the region in low unemployment rates. The graph above compares the annual average unemployment rates of Portsmouth to the State and Nation from 2010-2019.

### *Portsmouth Business Sectors by Employment*

The local economy consists primarily of private, service-producing industries versus manufacturing industries. The City's quality of life and aforementioned economic attributes have attracted a wide variety of industries employing young, entrepreneurial and highly-skilled workers in the technology, finance, biotech and health sectors. This contributes to the strong business diversity in the Seacoast, NH region. Portsmouth fared well during the recent recession due, in part, to its diversity and lack of reliance on one industry or workforce as illustrated in the following chart (Source: NH ELMI).



### *Arts and Culture*

Portsmouth also serves as the cultural and culinary destination for the region. This has resulted in a significant creative economy of for-profit and non-profit businesses ranging from theatres



and museums to galleries and design/architectural firms. The most recent Economic Impact study of this sector in 2016 by Americans for the Arts indicated that the city’s non-profit cultural institutions and organizations alone contribute over \$58 million to the local economy up from \$41 million in 2011.



This figure is significantly higher than the arts and cultural contribution of similarly sized cities. These organizations, along with many year-round cultural offerings, make Portsmouth a preferred tourist destination.

**School Enrollments**

The Portsmouth Public School System serves approximately 2,634 students in grades K-12. The School Department includes a preschool program, three elementary schools (K-5), one middle school (6-8), one high school (9-12), and one alternative high school program (9-12). The high school also includes a Career Technical Education program available to students in grades 9-12.



Education and Child Care				
(source: NHES Community Profile, Portsmouth 2017 and ACS Survey 2012-2016)				
	Elementary	Middle/ Junior High	High School	Private/ Parochial
# of Schools	3	1	1	1
Grade Levels	P, K-5	6-8	9-12	P, K, 1-8
Total Enrollment	991	512	1,129	169
Career Technology Centers	Portsmouth Career Tech Center #19			
Nearest Community College	Great Bay Community College			
Nearest College or University	University of New Hampshire			
2015 NH Licensed Child Care Facilities (DHHS Bureau of Licensing)	Total Facilities – 20 Total Capacity – 1,291			

*\*Enrollment numbers as of 10/2/2019*

**Post-Secondary**

In addition to the University of New Hampshire located 12 miles away in Durham and Great Bay Community College in Portsmouth, many institutions of higher education are available in or near the City. These institutions include: Granite State College, Southern New Hampshire University, and Franklin Pierce College.



### ***Utilities***

*Electric and Gas* – Eversource, interconnected with the New England Power Company Exchange, supplies all electrical power within the city. Gas service is provided by Unitil, Allied Gas Division and Sea 3. Both natural gas and liquefied petroleum gas (LPG) are available.

*Water and Sewer* – Municipal water and sewer services are provided by the City of Portsmouth which are sustained through Enterprise Funds with user charges set to ensure adequate coverage of operating expenses and payments on outstanding debt for capital expenditures.

### ***Transportation Services***

Overnight truck delivery is available from Portsmouth throughout the northeast market serving 36% of the nation’s population plus eastern Canada. Portsmouth is served by twenty-one (21) regular route carriers and UPS. The Boston & Maine Railroad provides daily freight service. Greyhound and Trailways bus services also provide daily interstate service. By vehicle, it is an hour commute south to Logan International Airport, as well as the financial and medical centers of Boston.

Pease International Airport is located within the City of Portsmouth. Manchester Airport is located approximately one hour west and Portland International Airport in Portland, Maine is located one hour north of Portsmouth. Amtrak passenger rail link service is now available between Portland, ME and Boston, MA with stops in Dover, Exeter and Durham, NH. Regional bus service is provided by COAST (Cooperative Alliance for Seacoast Transportation).



Using Portsmouth as one terminus, COAST serves the region with frequent service.

The New Hampshire State Port Authority’s Portsmouth facility currently provides a concrete pier that is 600 feet by 50 feet, with a 35-foot deep berth alongside, a 10 acre storage area and 50,000 square feet of warehouse space. The newest state pier has doubled its capacity and accommodates additional bulk cargo products as well as container and barge services. The harbor is ice-free year round and is the closest ice-free port to Europe.



# Unique Economic Drivers

Along with its skilled workforce and superior quality of life, the City benefits from major economic assets that attract diverse businesses and workers. The City's economic assets include the Pease International Tradeport, the New Hampshire State Port, the Foreign Trade Zone, and the Portsmouth Naval Shipyard, each of which is highlighted below.

## *Pease International Tradeport*



Pease International Tradeport continues to be an important regional economic driver with over 300 companies who employ over 10,500 workers, many in well-paying technology and advanced manufacturing jobs with an estimated annual wage base of \$700 million. Indirect economic benefits of the Tradeport include 5,125 hires resulting from companies located elsewhere in the Seacoast but doing business with Pease

tenants. Business activity at the Tradeport returns an estimated \$16 million to the State in Business Profit Tax as well as Rooms and Meals taxes. Driven by activity at Pease, the pace of job growth in Portsmouth (71%) has been more than twice that of New Hampshire since the Pease Airforce Base closure in 1990. To date, there has been a total of 5 million square feet of commercial/industrial development at Pease.

The Pease Development Authority (PDA) administers development of the Tradeport. Because the Tradeport is located primarily within the municipal boundaries of Portsmouth, the PDA and the City entered into a Municipal Services Agreement in 1998 for both the Airport and Non-Airport Districts. In accordance with the Agreement, the City received a total of \$7.1 million in FY20 in municipal service fees and property taxes for City services provided.

The Tradeport is also home to the Pease International Airport, which is an asset to the entire region. Its proximity to Boston, MA's Logan International Airport, the Portland, Maine International Airport and the Manchester, NH Regional Airport creates a unique opportunity to capture both passenger and airplane service companies. Diversity of services include the New Hampshire Air National Guard (NHANG) 15<sup>th</sup> Refueling Division of the National Guard, the commercial air services, corporate aviation technical services and the unique cargo capacity provided at the facility. Currently, passenger flights are available on Allegiant Airlines and on several charter and private jets that operate out of the airport.

The airport is undergoing a \$19 million terminal expansion project that will add capacity for 12,000 additional passengers and will include an additional gate and jet bridge, two lane security checkpoint and better baggage screening. The \$24 million runway reconstruction project will have a 20 year lifespan and be cost shared with the Airforce, FAA and NHDOT. Parking revenues at the terminal is a new revenue source and will add an important funding source for terminal maintenance and upgrades. Fuel flowage revenues will also add to this fund.



The Air National Guard is a critical component of the facility and the twelve new KC-46A refuelers to be added to the fleet will be a great addition to the base and to the local economy with the new hires and the visiting pilots scheduled to train on the new plane simulators.

***The Port of New Hampshire***

The Port of New Hampshire, located on the Piscataqua River in downtown Portsmouth, is the State’s only deep-water port. The Port is overseen by the Pease Development Authority. Its strategic location on a deep natural harbor makes it viable for international cargo shipping as well as for visiting cruise ships. The Harbormaster offices and docks are located onsite. Port infrastructure includes a 66-foot-long wharf, a 310-foot barge pier, two (2) large warehouse structures, and open areas for bulk storage and container facilities. The Port also leases space to local charter fishing and harbor cruise operators and serves as host to the popular tall ships that periodically visit the City.



***Foreign Trade Zone (FTZ)***

New Hampshire has one Foreign Trade Zone (FTZ) consisting of five (5) distinct sites, three (3) of which are located in Portsmouth: 1,095 acres at the Tradeport, 10 acres at the Port, and 50 acres at the Portsmouth Industrial Park. A Foreign Trade Zone is a site within the United States where items may be imported, stored and processed with deferral or elimination of customs duties and excise taxes, allowing firms to operate more competitively in the international market. The FTZ, in conjunction with the State’s International Trade Resource Center, provides both opportunity and technical assistance for businesses interested in foreign commerce.



### *Portsmouth Naval Shipyard (PNSY)*



The Portsmouth Naval Shipyard (PNSY) is located in Kittery, Maine, just across the Piscataqua River from the City. It is a major submarine overhaul and refueling facility as well as the U.S. government's oldest continuously operating naval shipyard. It is also the largest regional employer with a highly skilled, technical workforce. The Seacoast Shipyard Association's most current regional economic impact report of the PNSY for calendar year 2018 shows an economic impact of \$882,613,734. The Shipyard employs a total

of 6,972 employees with a payroll of \$548 million up from 6,450 employees with a payroll of \$525 million in calendar year 2017. The shipyard purchased \$120 million of goods and services in 2018; an increase of \$15 million over calendar year 2017. Total contracted facility services purchased was \$169 million in 2018 up from \$79 million in 2017 making it a significant source of direct and indirect expenditures in the region.





# Budget Document

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## A GUIDE TO THE BUDGET DOCUMENT

The City of Portsmouth is a municipal corporation governed by a City Council, including a mayor and eight members, and an appointed City Manager. The City's financial operations are budgeted and accounted for in a number of funds. Each fund is a separate accounting entity with self-balancing accounts.

The budget process is key to the development of the City of Portsmouth's strategic fiscal plan. The budget is the single most important document the City has for establishing policies, guidelines, and control over the direction of change and for determining the future.

This budget serves six vital functions:

1. It is a *policy document*, which establishes the City's priorities for expending funds for services to be provided for the coming fiscal year.
2. It is a *financial plan* for the City for the coming fiscal year.
3. It is an *operations guide*, which establishes the activities, services and functions to be carried out by the City's departments.
4. It is an important means of *communication*, which conveys to Portsmouth residents, local businesses, as well as other parties (such as bond rating agencies and the news media) how the City is being managed.
5. It is a *historical document*, which reflects the past level of services provided by the City.
6. It is a *legal document*, which establishes the legal guidelines for spending each year.

### ***BUDGET DOCUMENT CONTENTS***

The budget document contains the following funds and activities to assist in the understanding of the City's operations.

**GENERAL FUND-** This fund accounts for all general operating expenditures and revenues. This is the City's largest fund. Revenues in the general fund primarily are from property taxes.

**ENTERPRISE FUNDS-** Enterprise funds are supported by user fees and are used to account for ongoing organizations and activities which are similar to those often found in the private sector. The City of Portsmouth maintains two enterprise funds: Water and Sewer.

**SPECIAL REVENUE FUNDS-** These funds account for the proceeds of specific revenue sources, such as Federal, State, and Local grants, private donations, and transfer from other funds that are restricted to expenditure for specified purposes. There are five special revenue funds detailed in this document, which require a budget and are a part of the budget adoption



process: Parking and Transportation, Community Development Block Grant (CDBG), Urban Development Action Grant Fund (UDAG), Stormwater, and Prescott Park.

**DEBT SERVICE-** This document includes an analysis of debt service for the General, Parking & Transportation, Debt Service Fund, Water, and Sewer Funds. The analysis includes: computation of legal debt margin, long-term debt forecast model, projected long-term debt service as a percentage of the general fund budget, and long-term debt outstanding balance.

**CAPITAL IMPROVEMENT PLAN (CIP)-** The long-term planning for major capital projects is set forth in the six-year Capital Improvement Plan and adopted by the City Council. The capital projects are funded through capital outlays, state and federal aid, revenues, public-private partnerships and bond issues. This document provides a summary of the Capital Improvement Plan in Appendix II; however, the City also publishes a more detailed long-term CIP under a separate cover as well as online.

<https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>

**ROLLING STOCK PROGRAM-** The Rolling Stock Program is intended to provide an overall schedule for the expenditure of City funds on replacement of vehicles and equipment necessary to carry out daily City activities. City departments with rolling stock requirements that participate in the program include the Public Works, Police, Fire, School, Parking/Transportation, Water, Sewer Departments and Prescott Park. Such a program serves to inform the City Council and the community that certain expenditures for upgrading the existing equipment are to be expected in the years ahead. The Rolling Stock Program detail is located in Appendix I of this document.

**FEE SCHEDULE-** A City ordinance was enacted stating that all municipal fees shall be adopted and may be amended by resolution during the annual budget adoption process. Appendix III provides a detailed list of all City fees which are reviewed every year.

### ***BUDGETARY FUND STRUCTURE***

The City's budgetary fund structure (appropriated funds) which are included in this document are: the General Fund; the Community Development, Parking & Transportation; Stormwater, Prescott Park, and Economic Development Funds (Special Revenue Funds); and the Water and Sewer Funds (Enterprise Funds).

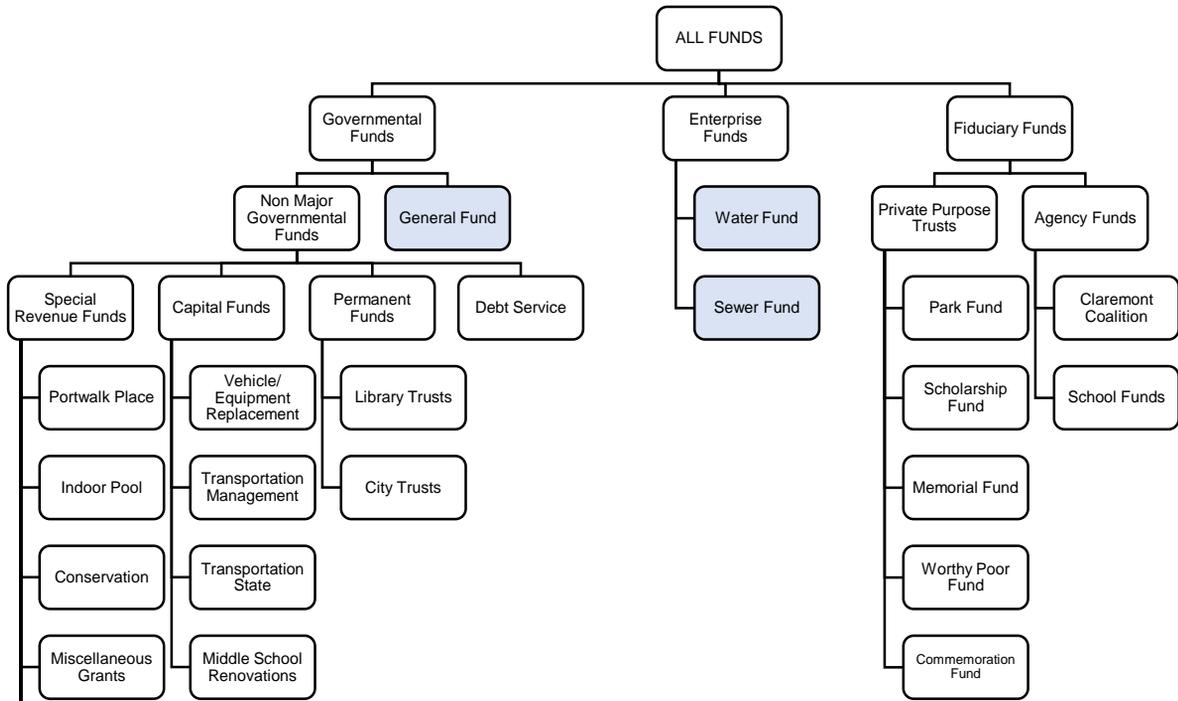
The fund structure in the audited financial statements include all Governmental Funds (General, Special Revenue, Capital Projects, Debt Service Fund and Permanent funds), Enterprise Funds (Water and Sewer) and Fiduciary Funds (Private Purpose Trusts and Agency Funds).

The following chart shows the City's audited fund structure and highlights the appropriated funds in this document and Department/Fund relationships.



# Flow of Audited Funds

(Highlighted Funds Represented in Budget Document)



Department / Fund Relationship						
Department Expenditures Within Funds						
	Governmental Funds					
Department	General Fund	Special Revenue Funds	Capital Funds	Permanent Funds	Enterprise Funds	Fiduciary Funds
City Council	✓					✓
City Manager	✓					✓
Human Resources	✓	✓				
City Clerk	✓					
Elections	✓					
Legal	✓	✓				
Finance	✓	✓	✓			
Planning	✓	✓				
Inspection	✓					
Public Health	✓					
Public Works	✓	✓	✓		✓	
Public Library	✓	✓		✓		
Recreation	✓	✓		✓		✓
Senior Services	✓	✓				
Community Development		✓		✓		✓
Economic Development		✓				✓
Public Welfare	✓	✓				
Outside Social Services	✓					
Emergency Management	✓	✓	✓			
Police Department	✓	✓	✓			
Fire Department	✓	✓	✓			
School Department	✓	✓	✓			✓



## **MAJOR FUND DESCRIPTIONS:**

Major funds for budgetary purposes are those funds whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

### **GENERAL FUND**

The General Fund is a Governmental Fund. It is established to account for all resources obtained and used for those services commonly provided by cities which are not accounted for in any other fund. These services include among other items: General Government, Public Safety, Education, Public Works, Health and Human Services, and Culture and Recreation. The primary sources of revenue of the General Fund are: property taxes, unrestricted state revenue sharing grants, certain restricted grants and fees for services rendered.

## **NON-MAJOR FUND DESCRIPTIONS:**

### **COMMUNITY DEVELOPMENT**

The Community Development Fund is a Special Revenue Fund. It accounts for the use of Community Development Block Grant (CDBG) Funds as received from the Federal Government through the New Hampshire Office of State Planning. Current grants are mainly designed for City of Portsmouth economic development, housing rehabilitation, public service, and public facilities.

### **URBAN DEVELOPMENT ACTION GRANT (UDAG)**

The UDAG Fund is a Special Revenue Fund. The City's economic development efforts are funded through funds previously repaid to the City from a federal UDAG loan.

### **PARKING AND TRANSPORTATION**

The Parking and Transportation Fund is a Special Revenue Fund, which is funded by parking system user fees including parking passes, on street and garage parking and parking fines. It accounts for operations of the City's parking facilities, parking enforcement, parking meter operations and parking administration funded by funds generated from these parking activities.

### **STORMWATER**

Stormwater is a Special Revenue Fund which accounts for operations for compliance with the United States Environmental Protection Agency's National Pollution Discharge Elimination System Stormwater Phase II regulations. Stormwater is funded by a transfer from both the General and Sewer Fund.

### **PRESCOTT PARK**

Prescott Park is a Special Revenue Fund which accounts for expenditures associated with the maintenance of the Park. It is funded by the Josie F. Prescott Trust, Marine Maintenance Trust, a transfer from the General Fund, and revenues generated from weddings and license agreements.



## **WATER FUND**

The Water Fund is an Enterprise Fund. It accounts for the operation of a water treatment plant, City wells and water system. The activity of the fund is self-supporting based on user charges.

## **SEWER FUND**

The Sewer Fund is an Enterprise Fund. It accounts for the operation of two sewer treatment plants, pumping stations and sewer lines. The activity of the fund is self-supporting based on user charges.

## ***BASIS OF ACCOUNTING – BUDGETARY BASIS OF ACCOUNTING***

When considering any report of financial activity, the question of which basis of accounting to use must be addressed. Basis of accounting refers to when revenues, expenditures, expenses, transfers and related assets and liabilities are recognized in the accounts and reported in the financial statement.

GASB (Government Accounting Standards Board) states that methods of local government budgetary practices are outside the scope of financial reporting standards and therefore, do not prescribe a basis of accounting for use in budgetary reporting. The City of Portsmouth, in most cases, uses the same basis of accounting when preparing both the financial statements and annual budgets.

For Governmental Funds, the City of Portsmouth prepares its budgets using a modified accrual basis, which means the accrual basis with modifications; it emphasizes on sources and uses of current financial resources. Governmental Funds generally account only for current expendable available resources, so only those transactions classified as “current” (that is, affecting the current flow of revenues and expenditures) are recorded.

For Enterprise Funds, the City of Portsmouth prepares its budgets using the accrual basis, which results in an accounting measure that records the substances of transactions or events, not merely cash inflows or outflows. It recognizes non-cash transactions at the time they occur, taking into account not only accruals, but also deferrals, allocations and amortizations.

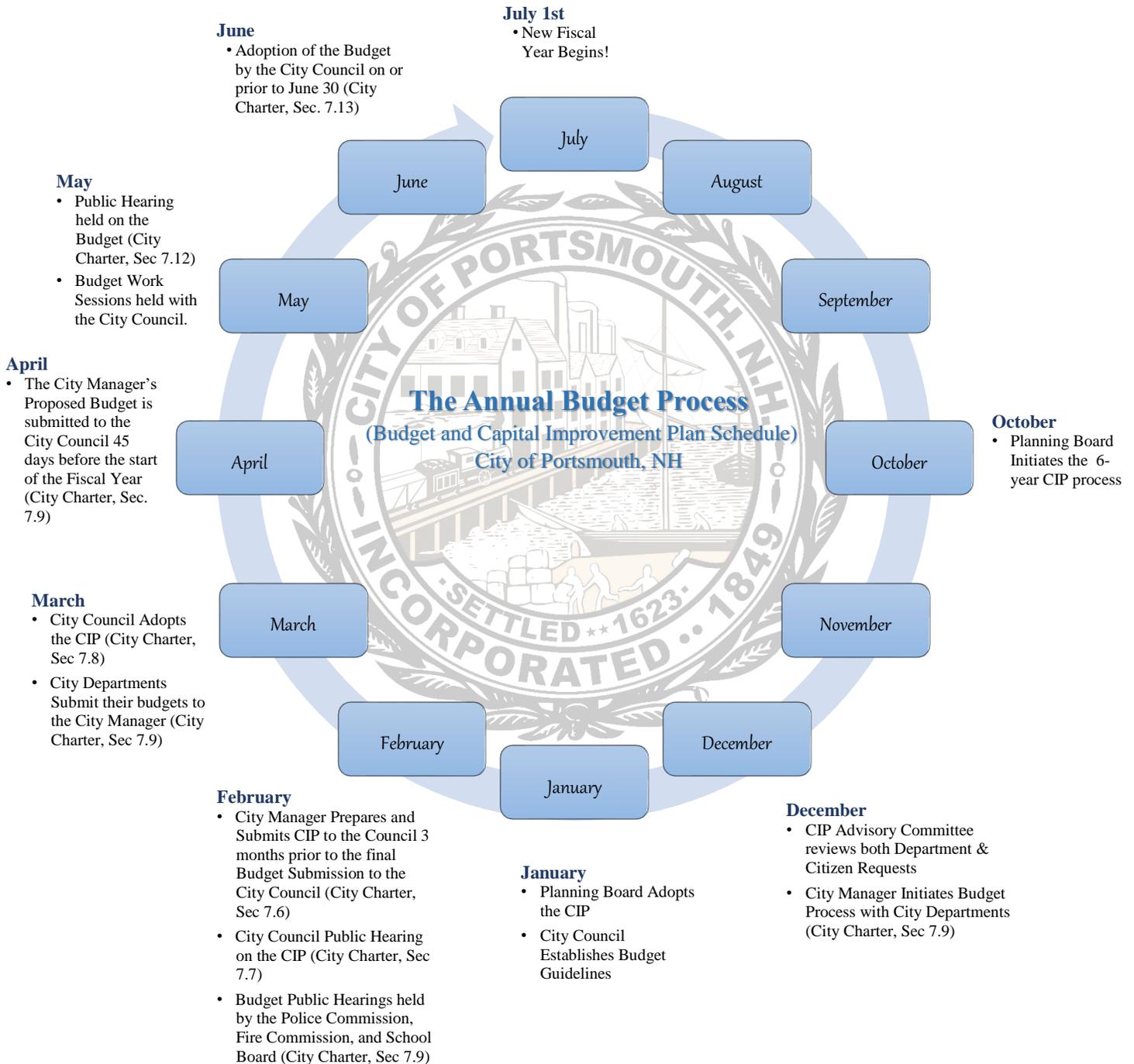
The Comprehensive Annual Financial Report (CAFR) displays the status of the City’s finances on the basis of “Generally Accepted Accounting Principles” (GAAP). The City in most cases, conforms to GAAP in references to the fund based financial statements, when preparing its budget. Exceptions are as follow:

1. In the General Fund, a full accrual of the amount anticipated to be billed is recorded rather than adjusted for the 60-day rule, receipt of prior fiscal year tax payments and adjustments for abatements.
2. Compensated absences are accrued as earned by employees using GAAP and recorded as expenditures as used in the budget.
3. Use of unassigned fund balance, committed fund balance and unrestricted net position are recorded as revenue in the budget with the exception of the Combined Statement of Revenues and Expenditures and Changes in Unassigned Fund Balance and Unrestricted Net Position.
4. Transfers in and out are recorded as revenue and expenditures in the budget.



# THE BUDGET PROCESS

The City annually initiates a lengthy and extensive budget-setting process for the Capital Improvement Program and the Operating/Non-Operating budget process, in accordance with the City Charter, as depicted below.



## ***CAPITAL IMPROVEMENT PROGRAM PROCESS***

The Capital Improvement Plan (CIP) is prepared by the Planning Board according to State statute. The intent of the CIP is to classify capital projects according to their priority and need, and schedule those improvements over a six-year time period. The Capital Improvement Plan process begins in early fall. As a new initiative in FY18, the Planning Department accepts and reviews capital project requests from the public. City departments evaluate its six-year capital needs, including public requests, and submit recommended projects to the Planning Board. These requests are reviewed and adopted by the Planning Board prior to submission to the City Manager. The City Manager prepares and submits the six-year CIP to the City Council three months prior to the final budget submission. The City Council holds a public hearing on the CIP and adopts the plan. The capital costs shown in year one of the CIP is the only impact to the proposed budget and may be revised by the City Council during the budget approval process.

## ***OPERATING/NON-OPERATING BUDGET PROCESS***

The City Manager initiates the budget process with City departments and provides guidelines for budget preparation in conjunction with work sessions held with the City Council. Each department submits its estimates of revenues and expenditures to the City Manager for review by mid-February. Prior to this date, the Police Commission, Fire Commission and School Board each hold public hearings.

The City Manager meets with every department and reviews the budget requests in detail and makes final decisions regarding the proposed budget. The City Manager, per the City Charter, recommends a proposed budget to the City Council. This must occur at least 45 days before the start of the fiscal year.

The City Council, per the City Charter, holds a public hearing prior to the adoption of the budget for public input.

The City Council then holds a series of work sessions with each department which includes a “Listening Session” to allow the public to comment and impose questions to the City Council.

The City Council must adopt a final budget by June 30<sup>th</sup>. If the City Council takes no action on or prior to June 30<sup>th</sup>, the budget submitted by the City Manager is deemed to have been adopted by the City Council per the City Charter.

**The City will adopt a balanced budget, by fund, for all funds maintained by the City, in which total anticipated revenues will equal budgeted expenditures for each fund.**

Once the budget is adopted, no appropriations shall be made for any purpose not included in the annual budget as adopted unless voted by a two-thirds majority of the City Council after a public hearing is held to discuss said appropriation.



## FY 2021 BUDGET SCHEDULE

### September 2019

19 Thursday 7:00 PM Planning Board Meeting - Presentation on CIP Process and Schedule

### October 2019

15 Tuesday 4:30PM Citizen Submission Deadline for CIP Projects  
28 Monday Departments Submission Deadline for CIP Projects

### November 2019

21 Thursday 6:30 PM Planning Board Public Information Meeting on CIP

### December 2019

4 Wednesday 11:00 AM CIP Advisory Committee meets with Departments - *Prioritize Capital Requests*  
19 Thursday 6:30 PM Planning Board Meeting - Adoption of the CIP - *CIP Presentation*

### January 2020

13 Monday **City Council Work Session on CIP - CIP Presentation**  
14 Tuesday 7:00 PM School Board Public Hearing #1 on the proposed budget  
15 Wednesday **6:30 PM City Council Work Session on Budget FY21**

### February 2020

11 Tuesday 6:00 PM \* Fire Commission Public Hearing on the proposed budget  
11 Tuesday 7:00 PM School Board Public Hearing #2 on the proposed budget  
18 Tuesday **6:30 PM City Council Meeting- Public Hearing on the CIP - No presentation**  
*- See presentation recorded from the January 13th City Council Work Session*  
26 Wednesday 4:00 PM \*\* Police Commission Public Hearing on the proposed budget

### March 2020

2 Monday 7:00 PM **City Council - Adoption of the CIP**

### April 2020

24 Friday **Proposed Budget document to be submitted to the City Council**

### May 2020

6 Wednesday 6:30 PM **City Council Meeting - Public Hearing on Budget**  
11 Monday 6:30 PM **City Council Work Session - Public Safety (Police and Fire) Budget Review/Listening Session**  
13 Wednesday 6:30 PM **City Council Work Session - School Department Budget Review/Listening Session**  
14 Thursday 6:30 PM **City Council Work Session - General Government & Parking Departments/Listening Session**  
19 Tuesday 6:30 PM **City Council Work Session - Water, Sewer, and Stormwater Departments/Listening Session**  
21 Thursday 6:30 PM **City Council Work Session - Budget Review**  
28 Thursday 6:30 PM **City Council Work Session - Budget Review Follow Up (if necessary)**

### June 2020

1 Monday 7:00 PM **City Council Meeting - Adoption of Budget**

All Meetings, Work Sessions, and Public Hearings will be held in the Eileen Dondero Foley Council Chambers with the exception of the following:

\* Fire Station 2 (3010 Lafayette Road)

\*\* Conference Room A, City Hall

All Meetings, Work Sessions, and Public Hearings will be recorded and televised on Channel 22, as well as available through the City's YouTube Channel and the City Website.

*Revised 2/14/20*





# Fund Summaries

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## ***CALCULATION OF PROPERTY TAX RATE***

Preparation of the annual General Fund budget includes a calculation of the estimated property tax rate or *Ad Valorem*, which is a tax levied in proportion to the value of property.

The *property tax levy* is the difference between the gross appropriations and estimated revenues.

The tax rate proposed is calculated using:

- Estimated Property Valuations
- Estimated State Revenues, and
- Estimated County Tax Obligations.

***Prior to the Department of Revenue setting the final tax rate, Property Valuation, State Revenues, and County Tax Obligation will be known and therefore adjusted. The final tax rate may vary from the proposed tax rate.***

## ***EXPENDITURES BY FUNDS AND DEPARTMENTS***

List of expenditures by Funds and Departments for the FY19 budget and actual, FY20 budget, and the FY21 City Manger's recommended budget, as well as the dollar and percent change over FY20.

## ***COMBINED STATEMENT OF REVENUES AND EXPENDITURES AND CHANGES IN UNASSIGNED FUND BALANCE AND UNRESTRICTED NET POSITION***

Provides a projection of Unassigned Fund Balance and Unrestricted Net Position for the General, Special Revenue, Water, and Sewer Funds presented in this budget document.



**TAX CALCULATION**  
**CITY MANAGER RECOMMENDED - NO TAX RATE INCREASE**

	FY19 BUDGET	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED	% CHANGE FROM FY20	\$\$ CHANGE FROM FY20
<b>OPERATING BUDGET</b>					
General Government	19,445,179	20,535,072	21,425,297	4.34%	890,225
Police	11,280,229	11,830,799	12,211,362	3.22%	380,563
Fire	8,966,305	9,347,650	9,624,468	2.96%	276,818
School	48,086,136	50,242,858	52,188,548	3.87%	1,945,690
Transfer to Indoor Pool	150,000	150,000	150,000	0.00%	0
Transfer to Prescott Park	60,000	89,000	99,344	11.62%	10,344
Collective Bargaining	0	0	105,000		105,000
<b>Total Operating Budget</b>	<b>87,987,849</b>	<b>92,195,379</b>	<b>95,804,019</b>	<b>3.91%</b>	<b>3,608,640</b>
<b>NON-OPERATING EXPENSE</b>					
Debt Related Costs/TANS	272,000	272,000	120,000	-55.88%	(152,000)
Debt Service Payments	13,603,712	14,199,496	13,150,440	-7.39%	(1,049,056)
Overlay	1,000,000	1,000,000	1,000,000	0.00%	0
Property & Liability Ins	363,376	381,245	397,514	4.27%	16,269
Litigation	0	0	500,000		500,000
County	5,741,466	5,741,466	5,798,880	1.00%	57,414
Contingency	300,000	300,000	300,000	0.00%	0
Rolling Stock	777,720	883,260	568,000	-35.69%	(315,260)
IT Equipment Replacement	740,908	1,013,428	774,608	-23.57%	(238,820)
Capital Outlay	1,635,000	1,810,000	1,376,000	-23.98%	(434,000)
Municipal Complex	1,286,114	0	0		0
Other General Non-Operating	587,062	842,356	864,483	2.63%	22,127
<b>Total Non-Operating Budget</b>	<b>26,307,358</b>	<b>26,443,251</b>	<b>24,849,925</b>	<b>-6.03%</b>	<b>(1,593,326)</b>
<b>Total Gross Budget</b>	<b>114,295,207</b>	<b>118,638,630</b>	<b>120,653,944</b>	<b>1.70%</b>	<b>2,015,314</b>
<b>REVENUES</b>					
Municipal	14,630,108	15,816,906	15,623,226	-1.22%	(193,680)
School	6,516,250	6,569,500	6,717,200	2.25%	147,700
State Revenues	1,736,067	1,744,000	1,782,234	2.19%	38,234
State Revenues-School Building Aid	1,836,305	1,863,246	1,757,195	-5.69%	(106,051)
<i>Use of Fund Balance: Unassigned</i>			0		0
Use of Unassigned Fund Balance	0	0	0		0
Budget Process	0	400,000	500,000		100,000
<i>Use of Fund Balance: Committed</i>			0		0
Property Appraisal	150,000	150,000	150,000	0.00%	0
Debt Service Reserve	2,123,000	1,950,000	1,900,000	-2.56%	(50,000)
Supplemental Appropriation	1,286,114	0	0		0
			0		0
<b>Total</b>	<b>28,277,844</b>	<b>28,493,652</b>	<b>28,429,855</b>	<b>-0.22%</b>	<b>(63,797)</b>
<b>BUDGETED PROPERTY TAX LEVY</b>	<b>86,017,363</b>	<b>90,144,978</b>	<b>92,224,089</b>	<b>2.31%</b>	<b>2,079,111</b>
<b>War Service Credits</b>	<b>505,833</b>	<b>540,883</b>	<b>563,833</b>	<b>4.24%</b>	<b>22,950</b>
<b>Adequate Education Formula</b>	<b>(11,904,407)</b>	<b>(11,438,069)</b>	<b>(11,597,138)</b>	<b>1.39%</b>	<b>(159,069)</b>
<b>State Education Tax</b>	<b>11,904,407</b>	<b>11,438,069</b>	<b>11,597,138</b>	<b>1.39%</b>	<b>159,069</b>
<b>Total Property Taxes Assessed</b>	<b>505,833</b>	<b>540,883</b>	<b>563,833</b>	<b>4.24%</b>	<b>22,950</b>
<b>ASSESSED VALUATION WITH UTILITIES</b>	<b>5,567,674,277</b>	<b>6,151,840,476</b>	<b>6,265,840,476</b>	<b>1.85%</b>	<b>114,000,000</b>
<b>ASSESSED VALUATION NO UTILITIES</b>	<b>5,379,653,767</b>	<b>5,981,852,063</b>	<b>6,095,852,063</b>	<b>1.91%</b>	<b>114,000,000</b>
<b>MUNICIPAL &amp; SCHOOL TAX RATE</b>	<b>12.64</b>	<b>12.05</b>	<b>12.03</b>	<b>-0.17%</b>	<b>(0.02)</b>
<b>COUNTY TAX RATE</b>	<b>0.99</b>	<b>0.90</b>	<b>0.93</b>	<b>3.15%</b>	<b>0.03</b>
<b>STATE EDUCATION TAX RATE</b>	<b>2.21</b>	<b>1.91</b>	<b>1.90</b>	<b>-0.39%</b>	<b>(0.01)</b>
<b>COMBINED TAX RATE</b>	<b>15.84</b>	<b>14.86</b>	<b>14.86</b>	<b>0.00%</b>	<b>0.00</b>



**TAX CALCULATION**  
**INCORPORATING THE CIP FY 21-26 PROJECTS AS ADOPTED - 4.64% INCREASE**

	FY19 BUDGET	FY20 BUDGET	FY21 BUDGET REQUEST	% CHANGE FROM FY20	\$\$ CHANGE FROM FY20
<b>OPERATING BUDGET</b>					
General Government	19,445,179	20,535,072	21,425,297	4.34%	890,225
Police	11,280,229	11,830,799	12,211,362	3.22%	380,563
Fire	8,966,305	9,347,650	9,624,468	2.96%	276,818
School	48,086,136	50,242,858	52,188,548	3.87%	1,945,690
Transfer to Indoor Pool	150,000	150,000	150,000	0.00%	0
Transfer to Prescott Park	60,000	89,000	99,344	11.62%	10,344
Collective Bargaining	0	0	105,000		105,000
<b>Total Operating Budget</b>	<b>87,987,849</b>	<b>92,195,379</b>	<b>95,804,019</b>	<b>3.91%</b>	<b>3,608,640</b>
<b>NON-OPERATING EXPENSE</b>					
Debt Related Costs/TANS	272,000	272,000	120,000	-55.88%	(152,000)
Debt Service Payments	13,603,712	14,199,496	15,997,753	12.66%	1,798,257
Overlay	1,000,000	1,000,000	1,000,000	0.00%	0
Property & Liability Ins	363,376	381,245	397,514		16,269
Litigation	0	0	500,000		500,000
County	5,741,466	5,741,466	5,798,880	1.00%	57,414
Contingency	300,000	300,000	300,000	0.00%	0
Rolling Stock	777,720	883,260	1,017,825	15.24%	134,565
IT Equipment Replacement	740,908	1,013,428	1,152,408	13.71%	138,980
Capital Outlay	1,635,000	1,810,000	2,016,000	11.38%	206,000
Municipal Complex	1,286,114	0	0		0
Other General Non-Operating	587,062	842,356	864,483	2.63%	22,127
<b>Total Non-Operating Budget</b>	<b>26,307,358</b>	<b>26,443,251</b>	<b>29,164,863</b>	<b>10.29%</b>	<b>2,721,612</b>
<b>Total Gross Budget</b>	<b>114,295,207</b>	<b>118,638,630</b>	<b>124,968,882</b>	<b>5.34%</b>	<b>6,330,252</b>
<b>REVENUES</b>					
Municipal	14,630,108	15,816,906	15,623,226	-1.22%	(193,680)
School	6,516,250	6,569,500	6,717,200	2.25%	147,700
State Revenues	1,736,067	1,744,000	1,782,234	2.19%	38,234
State Revenues-School Building Aid	1,836,305	1,863,246	1,757,195	-5.69%	(106,051)
<i>Use of Fund Balance: Unassigned</i>					
Use of Unassigned Fund Balance	0	0	0		0
<i>Use of Fund Balance: Committed</i>					
Budget Process	0	400,000	500,000	25.00%	100,000
Property Appraisal	150,000	150,000	150,000	0.00%	0
Debt Service Reserve	2,123,000	1,950,000	1,900,000	-2.56%	(50,000)
Supplemental Appropriation	1,286,114	0	0		0
<b>Total</b>	<b>28,277,844</b>	<b>28,493,652</b>	<b>28,429,855</b>	<b>-0.22%</b>	<b>(63,797)</b>
<b>BUDGETED PROPERTY TAX LEVY</b>	<b>86,017,363</b>	<b>90,144,978</b>	<b>96,539,027</b>	<b>7.09%</b>	<b>6,394,049</b>
<b>War Service Credits</b>	<b>505,833</b>	<b>540,883</b>	<b>563,833</b>	<b>4.24%</b>	<b>22,950</b>
<b>Adequate Education Formula</b>	<b>(11,904,407)</b>	<b>(11,438,069)</b>	<b>(11,597,138)</b>	<b>1.39%</b>	<b>(159,069)</b>
<b>State Education Tax</b>	<b>11,904,407</b>	<b>11,438,069</b>	<b>11,597,138</b>	<b>1.39%</b>	<b>159,069</b>
<b>Total Property Taxes Assessed</b>	<b>505,833</b>	<b>540,883</b>	<b>563,833</b>	<b>4.24%</b>	<b>22,950</b>
<b>ASSESSED VALUATION WITH UTILITIES</b>	<b>5,567,674,277</b>	<b>6,151,840,476</b>	<b>6,265,840,476</b>	<b>1.85%</b>	<b>114,000,000</b>
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<b>MUNICIPAL &amp; SCHOOL TAX RATE</b>	<b>12.64</b>	<b>12.05</b>	<b>12.72</b>	<b>5.57%</b>	<b>0.67</b>
<b>COUNTY TAX RATE</b>	<b>0.99</b>	<b>0.90</b>	<b>0.93</b>	<b>2.83%</b>	<b>0.03</b>
<b>STATE EDUCATION TAX RATE</b>	<b>2.21</b>	<b>1.91</b>	<b>1.90</b>	<b>-0.39%</b>	<b>(0.01)</b>
<b>COMBINED TAX RATE</b>	<b>15.84</b>	<b>14.86</b>	<b>15.55</b>	<b>4.64%</b>	<b>0.69</b>



# EXPENDITURES BY FUNDS AND DEPARTMENTS

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
<b>GENERAL FUND</b>						
<b>GENERAL FUND OPERATING BUDGET</b>						
<b>GENERAL GOVERNMENT</b>						
<b>GENERAL ADMINISTRATION</b>						
City Council	33,536	20,352	33,536	28,755	(4,781)	-14.26%
City Manager	429,236	422,319	425,515	425,701	186	0.04%
General Government Benefits	168,110	168,110	2,538,887	2,614,134	75,247	2.96%
Human Resources	318,421	318,376	474,334	492,189	17,855	3.76%
City Clerk	258,332	256,577	271,995	278,833	6,838	2.51%
Elections	76,045	69,555	108,450	121,564	13,114	12.09%
Legal	672,092	666,067	736,430	837,119	100,689	13.67%
Information Technology	481,786	470,792	698,045	702,129	4,084	0.59%
<b>FINANCE AND BENEFIT ADMINISTRATION</b>						
General Government Benefit Admin	2,264,850	2,217,042	0	0	0	
Accounting, Assessing, Tax Collection	1,998,703	1,989,924	2,086,089	2,146,402	60,313	2.89%
<b>OTHER GENERAL GOVERNMENT</b>						
General Administration	865,472	778,597	811,690	1,037,157	225,467	27.78%
<b>REGULATORY SERVICES</b>						
Planning	849,088	835,524	842,966	821,336	(21,630)	-2.57%
Inspections	499,571	492,954	539,621	565,986	26,365	4.89%
Health	211,403	183,948	252,317	267,089	14,772	5.85%
<b>PUBLIC WORKS</b>	6,844,223	6,795,407	7,095,875	7,246,528	150,653	2.12%
<b>COMMUNITY SERVICES</b>						
Public Library	1,921,013	1,841,120	1,970,708	1,983,833	13,125	0.67%
Recreation	895,628	889,347	911,720	934,597	22,877	2.51%
Senior Services	163,909	162,971	222,490	226,963	4,473	2.01%
Public Welfare	295,373	375,399	303,762	483,935	180,173	59.31%
Outside Social Services	186,374	186,374	195,128	199,033	3,905	2.00%
<b>EMERGENCY MANAGEMENT</b>	12,014	392	15,514	12,014	(3,500)	-22.56%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>19,445,179</b>	<b>19,141,145</b>	<b>20,535,072</b>	<b>21,425,297</b>	<b>890,225</b>	<b>4.34%</b>
Police Department	11,280,229	11,155,190	11,830,799	12,211,362	380,563	3.22%
Fire Department	8,966,305	8,894,022	9,347,650	9,624,468	276,818	2.96%
School Department	48,086,136	48,085,225	50,242,858	52,188,548	1,945,690	3.87%
<b>TOTAL POLICE, FIRE, SCHOOL</b>	<b>68,332,670</b>	<b>68,134,438</b>	<b>71,421,307</b>	<b>74,024,378</b>	<b>2,603,071</b>	<b>3.64%</b>
<b>TOTAL OPERATING DEPARTMENTS</b>	<b>87,777,849</b>	<b>87,275,582</b>	<b>91,956,379</b>	<b>95,449,675</b>	<b>3,493,296</b>	<b>3.80%</b>
<b>COLLECTIVE BARGAINING CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105,000</b>	<b>105,000</b>	
<b>TRANSFER TO INDOOR POOL</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFER TO PRESCOTT PARK</b>	<b>60,000</b>	<b>60,000</b>	<b>89,000</b>	<b>99,344</b>	<b>10,344</b>	<b>11.62%</b>
<b>TOTAL OPERATING</b>	<b>87,987,849</b>	<b>87,485,582</b>	<b>92,195,379</b>	<b>95,804,019</b>	<b>3,608,640</b>	<b>3.91%</b>
<b>GENERAL FUND NON-OPERATING BUDGET</b>						
Debt Related Expenses	272,000	52,172	272,000	120,000	(152,000)	-55.88%
Debt Service	13,603,712	13,416,494	14,199,496	13,150,440	(1,049,056)	-7.39%
Overlay	1,000,000	1,000,000	1,000,000	1,000,000	0	0.00%
Litigation	0	0	0	500,000	500,000	
Property & Liability	363,376	365,445	381,245	397,514	16,269	4.27%
County Tax	5,741,466	5,503,199	5,741,466	5,798,880	57,414	1.00%
Contingency	300,000	300,000	300,000	300,000	0	0.00%
Rolling Stock	777,720	777,720	883,260	568,000	(315,260)	-35.69%
IT Equipment Replacement	740,908	740,908	1,013,428	774,608	(238,820)	-23.57%
Capital Outlay	1,635,000	1,635,000	1,810,000	1,376,000	(434,000)	-23.98%
Use of Bond Premium - City Hall	1,286,114	1,286,404	0	0	0	
Other General Non-Operating	587,062	566,753	842,356	864,483	22,127	2.63%
<b>TOTAL NON-OPERATING</b>	<b>26,307,358</b>	<b>25,644,095</b>	<b>26,443,251</b>	<b>24,849,925</b>	<b>(1,593,326)</b>	<b>-6.03%</b>
<b>TOTAL GENERAL FUND</b>	<b>114,295,207</b>	<b>113,129,677</b>	<b>118,638,630</b>	<b>120,653,944</b>	<b>2,015,314</b>	<b>1.70%</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
<b>ENTERPRISE FUNDS</b>						
<b>WATER DIVISION</b>						
<b>Administration</b>						
Administration	2,119,917	1,844,456	2,252,884	2,175,472	(77,412)	-3.44%
Engineering	375,104	352,805	428,419	439,998	11,579	2.70%
Collective Bargaining Contingency	0	0	8,260	810	(7,450)	
Depreciation	1,850,000	1,901,401	2,095,000	2,200,000	105,000	5.01%
Interest on Debt	1,078,930	1,077,124	1,119,680	1,026,717	(92,963)	-8.30%
sub-total	5,423,951	5,175,786	5,904,243	5,842,997	(61,246)	-1.04%
<b>Water Supply and Treatment</b>						
Treatment Plant	1,543,520	1,682,677	1,687,955	1,707,950	19,995	1.18%
Laboratory	78,950	70,986	63,450	58,500	(4,950)	-7.80%
Wells	108,212	149,972	133,012	127,700	(5,312)	-3.99%
Storage Tanks	31,750	11,992	33,100	17,600	(15,500)	-46.83%
Booster Stations	78,000	47,348	71,500	85,100	13,600	19.02%
sub-total	1,840,432	1,962,975	1,989,017	1,996,850	7,833	0.39%
<b>Water Distribution</b>						
Administration	659,390	636,910	678,441	683,361	4,920	0.73%
Cross Connection	1,800	224	0	0	0	
Mains	148,750	106,059	191,500	220,000	28,500	14.88%
Services	36,250	30,728	1,250	0	(1,250)	-100.00%
Hydrants	40,200	9,209	40,200	0	(40,200)	-100.00%
Meters	274,951	226,653	276,150	278,888	2,738	0.99%
sub-total	1,161,341	1,009,784	1,187,541	1,182,249	(5,292)	-0.45%
<b>Total Water Division</b>	<b>8,425,724</b>	<b>8,148,546</b>	<b>9,080,801</b>	<b>9,022,096</b>	<b>(58,705)</b>	<b>-0.65%</b>
<b>SEWER DIVISION</b>						
<b>Administration</b>						
Administration	2,567,514	2,273,104	2,942,047	2,703,482	(238,565)	-8.11%
Engineering	561,336	564,783	595,679	768,256	172,577	28.97%
Collective Bargaining Contingency	0	0	0	810	810	
Depreciation	2,400,000	2,288,766	2,400,000	5,150,000	2,750,000	114.58%
Interest on Debt	2,223,709	2,199,222	2,579,897	4,100,031	1,520,134	58.92%
sub-total	7,752,559	7,325,875	8,517,623	12,722,579	4,204,956	49.37%
<b>Wastewater Treatment</b>						
Treatment Plant	2,611,960	2,999,829	3,813,225	4,717,447	904,222	23.71%
Laboratory	93,000	145,703	128,000	143,325	15,325	11.97%
Lift Stations	775,681	736,941	792,584	806,486	13,902	1.75%
sub-total	3,480,641	3,882,473	4,733,809	5,667,258	933,449	19.72%
<b>Wastewater Collection</b>						
Administration	591,614	396,119	618,115	620,877	2,762	0.45%
Force Main	105,250	141,038	104,500	82,000	(22,500)	-21.53%
Interceptor	0	69	0	0	0	0.00%
Laterals	216,533	267,223	227,976	228,730	754	0.33%
sub-total	913,397	804,449	950,591	931,607	(18,984)	-2.00%
<b>Total Sewer Division</b>	<b>12,146,597</b>	<b>12,012,798</b>	<b>14,202,023</b>	<b>19,321,444</b>	<b>5,119,421</b>	<b>36.05%</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>20,572,321</b>	<b>20,161,344</b>	<b>23,282,824</b>	<b>28,343,540</b>	<b>5,060,716</b>	<b>21.74%</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
<b>SPECIAL REVENUE FUNDS</b>						
<b>PARKING AND TRANSPORTATION</b>						
Parking Administration	1,352,467	1,209,419	1,479,661	1,330,606	(149,055)	-10.07%
Foundry Place Parking Facility	343,835	142,365	519,073	534,994	15,921	3.07%
Hanover Street Parking Facility	655,287	657,421	608,392	634,181	25,789	4.24%
Parking Enforcement	445,618	371,651	448,508	455,366	6,858	1.53%
Parking Meter Operations	246,445	284,433	283,392	324,906	41,514	14.65%
Parking Collection	234,301	203,506	241,789	270,950	29,161	12.06%
Engineering	0	0	0	198,373		
Public Transportation	558,910	548,192	578,595	590,000	11,405	1.97%
Snow Removal & Contingency	525,000	426,102	475,000	425,000	(50,000)	-10.53%
Debt Service	1,196,875	1,146,659	2,292,500	1,781,313	(511,187)	-22.30%
Capital Outlay	1,135,000	1,135,000	610,000	740,000	130,000	21.31%
<b>Total Parking &amp; Transportation</b>	<b>6,693,738</b>	<b>6,124,749</b>	<b>7,536,910</b>	<b>7,285,689</b>	<b>(449,594)</b>	<b>-5.97%</b>
<b>STORMWATER</b>	<b>520,134</b>	<b>394,280</b>	<b>495,613</b>	<b>555,415</b>	<b>59,802</b>	<b>12.07%</b>
<b>Total CDBG</b>	<b>103,213</b>	<b>100,284</b>	<b>109,950</b>	<b>116,767</b>	<b>6,817</b>	<b>6.20%</b>
<b>ECONOMIC DEVELOPMENT-UDAG</b>	<b>248,025</b>	<b>222,668</b>	<b>265,119</b>	<b>245,387</b>	<b>(19,732)</b>	<b>-7.44%</b>
<b>PRESCOTT PARK</b>	<b>305,539</b>	<b>306,850</b>	<b>324,250</b>	<b>341,044</b>	<b>16,794</b>	<b>5.18%</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>7,870,649</b>	<b>7,148,830</b>	<b>8,731,842</b>	<b>8,544,302</b>	<b>(385,913)</b>	<b>-4.42%</b>
<b>TOTAL APPROPRIATED FUNDS</b>	<b>142,738,177</b>	<b>140,439,851</b>	<b>150,653,296</b>	<b>157,541,786</b>	<b>6,690,117</b>	<b>4.57%</b>



City of Portsmouth  
 Combined Statement of Revenues and Expenditures and Changes in  
 Unassigned Fund Balance and Unrestricted Net Position  
 Governmental Funds and Enterprise Funds as Presented in the Budget Document  
 Fiscal Year 2021 (Note: Beginning Unassigned Fund Balances/Net Position are estimated)  
 (For Budgetary Purposes Only)

Revenues	Governmental Funds		Enterprise Funds		Total	% of Appropriated Funds
	General Fund	Special Revenue Funds*	Water Fund**	Sewer Fund**		
Local Fees, Licenses, Permits	1,661,600	6,906	-	-	1,668,506	1.06%
Other Local Sources	10,828,772	234,794	-	-	11,063,566	7.04%
Parking Revenues	2,412,305	7,285,689	-	-	9,697,994	6.17%
Interest & Penalties	720,549	9,000	-	-	729,549	0.46%
School Revenues	6,717,200	-	-	-	6,717,200	4.27%
State/Federal Revenues	3,539,429	116,767	-	-	3,656,196	2.33%
Fund Transfers	-	654,758	-	-	654,758	0.42%
Use of Reserves	2,550,000	236,387	-	-	2,786,387	1.77%
Property Tax	92,224,089	-	-	-	92,224,089	58.67%
Enterprise Fund Revenues	-	-	10,030,358	17,956,679	27,987,037	17.81%
<b>Total Revenues</b>	<b>120,653,944</b>	<b>8,544,301</b>	<b>10,030,358</b>	<b>17,956,679</b>	<b>157,185,282</b>	
<b>Expenditures</b>						
City Council	28,755	-	-	-	28,755	0.02%
City Manager	425,701	-	-	-	425,701	0.27%
Human Resources	3,306,323	-	-	-	3,306,323	2.10%
City Clerk	278,833	-	-	-	278,833	0.18%
Elections	121,564	-	-	-	121,564	0.08%
Legal	837,119	-	-	-	837,119	0.53%
Information Technology	702,129	-	-	-	702,129	0.45%
Finance	2,146,402	-	-	-	2,146,402	1.36%
General Administrative	837,157	-	-	-	837,157	0.53%
Planning	821,336	-	-	-	821,336	0.52%
Inspection	565,986	-	-	-	565,986	0.36%
Public Health	267,089	-	-	-	267,089	0.17%
Public Works	7,246,528	8,182,147	9,022,096	19,321,444	43,772,215	27.78%
Public Library	1,983,833	-	-	-	1,983,833	1.26%
Recreation	934,597	-	-	-	934,597	0.59%
Senior Services	226,963	-	-	-	226,963	0.14%
Community Development	-	116,767	-	-	116,767	0.07%
Economic Development	-	245,387	-	-	245,387	0.16%
Public Welfare	483,935	-	-	-	483,935	0.31%
Outside Social Services	199,033	-	-	-	199,033	0.13%
Emergency Management	12,014	-	-	-	12,014	0.01%
Police Department	12,211,362	-	-	-	12,211,362	7.75%
Fire Department	9,624,468	-	-	-	9,624,468	6.11%
School Department	52,188,548	-	-	-	52,188,548	33.13%
Indoor Pool	150,000	-	-	-	150,000	0.10%
Prescott Park	99,344	-	-	-	99,344	0.06%
Collective Bargaining	105,000	-	-	-	105,000	0.07%
Non-Operating	24,849,925	-	-	-	24,849,925	15.77%
<b>Total Expenditures</b>	<b>120,653,944</b>	<b>8,544,301</b>	<b>9,022,096</b>	<b>19,321,444</b>	<b>157,541,785</b>	
FY 21 Net Increase (Decrease) in Unassigned Fund Balance/ Unrestricted Net Position	-	-	1,008,262	(1,364,765)	(356,503)	
Estimated:						
Unassigned/Unrestricted Net Position						
Fund Balance - Beginning FY 21	15,630,897	-	12,070,700	28,067,756	55,769,353	
Fund Balance - Ending FY 21	15,630,897	-	13,078,962	26,702,991	55,412,850	
*Note: Special Revenue Fund Balances are Restricted not Unassigned Special Revenue Funds include: CDBG, UDAG, Parking/Transportation, Prescott Park and Stormwater						
**For this presentation Water and Sewer are displayed on a cash basis for Revenues and Expenditures						





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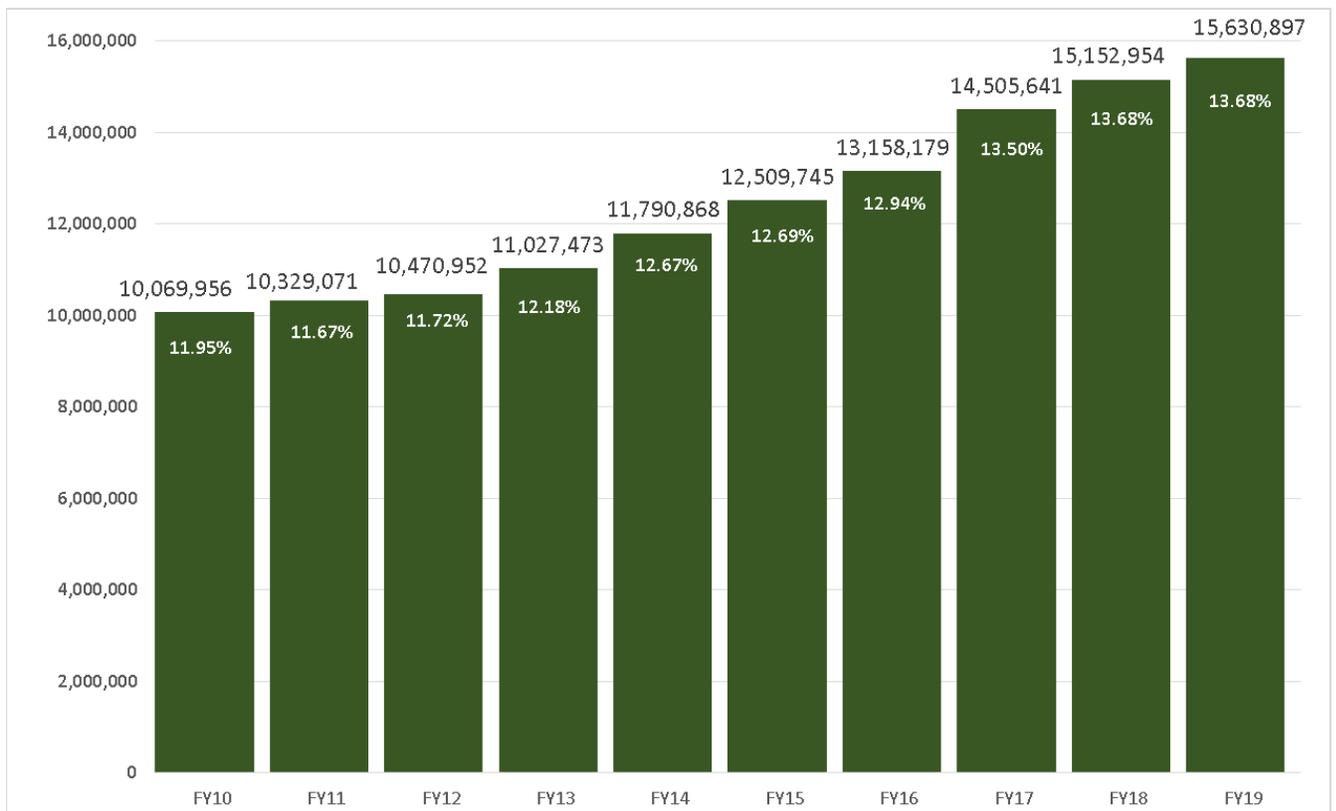
# Financial Policies and Long-Term Financial Guidelines

The following are financial policies and long-term financial guidelines which the City follows in managing its financial and budgetary affairs. The goal of these policies and guidelines is to ensure that financial resources are well managed and available to meet the present and future needs of the citizens of the City of Portsmouth. The City has created several approaches to maintain and improve fiscal stability.



## **UNASSIGNED FUND BALANCE ORDINANCE**

City Council adopted in Fiscal Year 1998 a Fund Balance Ordinance which was amended in 2012 to comply with the fund balance model established by Governmental Accounting Standards Board (GASB) Statement No. 54. The operational objective of the Ordinance was further amended in 2013 to recognize that the financial management goal of the City of Portsmouth is to annually maintain an Unassigned Fund Balance of between 10% and 17% of total general fund appropriations. As of June 30, 2019, the Unassigned Fund Balance is 13.68% of appropriations. The chart below shows the history of unassigned fund balance for the last 10 years.



## BOND RATING

The City's current bond rating is AAA by [Standard and Poor's Rating Group](#) which they affirmed for a June 2019 bond issue. Rating agencies weigh a host of financial, economic, debt and managerial information and assign a rating to the issue. Higher bond ratings indicate lower perceived risk of default. The City has taken many steps and will continue to seek improvements to maintain fiscal stability. Table 1 highlights where the City's rating is today with respect to the model and Table 2 provides the history of the City's rating.

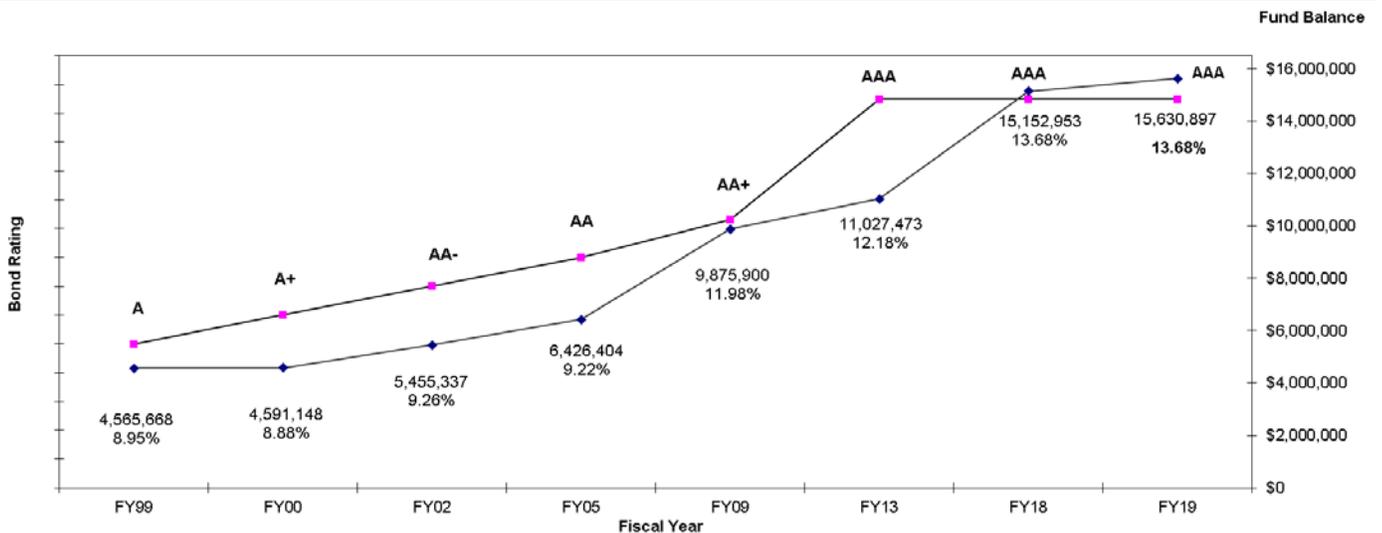
Table 1

INVESTMENT GRADE RATINGS	
Standard & Poor's	
AAA	
AA+	
AA	
AA-	
A+	
A	
A-	
BBB+	
BBB	
BBB-	
BB	

Table 2

Standard & Poor's		
Number of Years		
Year	at Rating	City of Portsmouth
2013-2019	7	AAA
2009-2012	4	AA+
2005-2008	4	AA
2002-2004	3	AA-
2000-2001	2	A+
1994-1999	6	A

The following graph charts the path and relationship between the City's Unassigned Fund Balance and its bond rating since the inception of the Unassigned Fund Balance Ordinance.



## ***LEAVE AT TERMINATION***

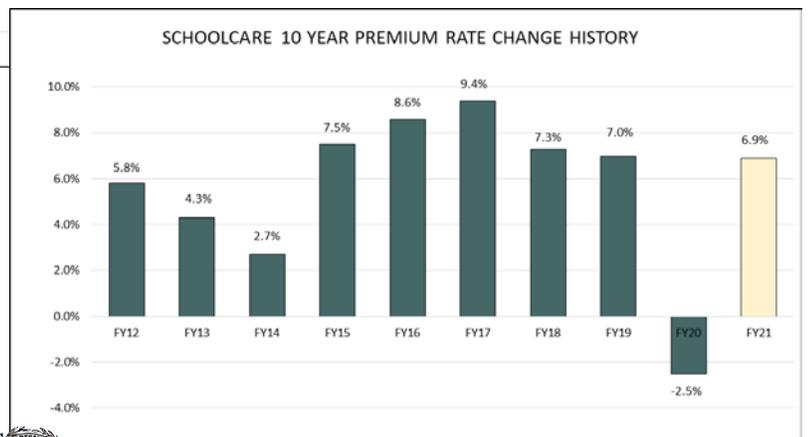
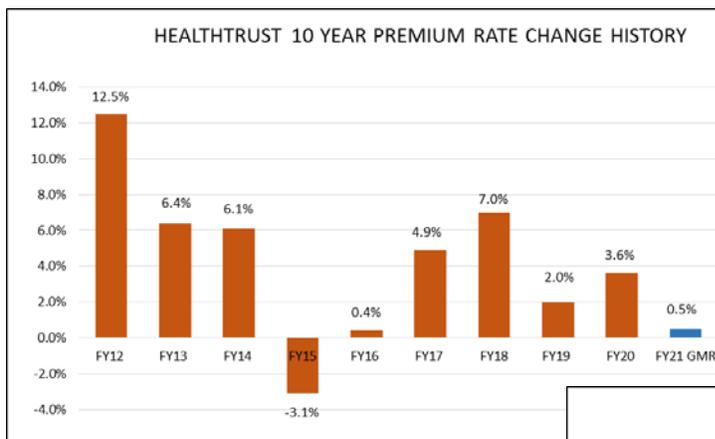
Leave at Termination is the amount owed to employees for accumulated sick and annual pay when they leave municipal services. In the mid 1990's, the trend of this liability predicted substantial future growth. The City has addressed in two methods the significant future liability.

1. The City eliminated future growth in this liability by negotiating in all labor agreements that new employees can no longer accumulate unlimited sick leave. Thus, the liability can be capped and it is now possible to estimate reductions of this liability through attrition.
2. The Leave at Termination Fund created in fiscal year 1999 eliminated annual budget spikes which negatively impacted the operating budget associated with sick leave pay owed to employees upon termination. General Government, Police, Fire and School Departments annually budget a fixed amount for each fiscal year determined by an actuarial study and periodic review, which is transferred into the fund where this liability is paid. These departments build a fund balance, which is carried over from year to year to fund future liabilities, thus stabilizing the annual operating budget.

## ***HEALTH INSURANCE STABILIZATION RESERVE***

The City currently offers two health insurance plans; a HealthTrust product supported by Blue Cross Blue Shield for employees in the General Government, Police, and Fire Departments and a SchoolCare products supported by Cigna for School Department employees. These health care plans are negotiated with each collective bargaining unit.

The increase in premium rates has spiked both up and down over the last several years causing unpredictability as shown in the graph below.



The City has addressed this issue with the following approaches.

1. The City negotiated with all labor agreements to share in the cost of health insurance premiums. Every employee contributes a percentage of their medical plan cost. This reduces the City's liability.
2. The City created the Health Insurance Stabilization Reserve to stabilize annual budgetary spikes that often negatively impact the operating budget. Generally, the appropriation amount is determined in accordance with the average increase of Health Insurance rates provided by HealthTrust over 10 years. This rate is then added to the prior fiscal year budgetary appropriation. The Health Insurance Stabilization Reserve has been established in the General Fund from operating surplus from previous years. In the event premiums spike higher than the appropriation, the reserve subsidizes this shortfall. A policy has been established that the utilization of this reserve in any given year shall not be in excess of 25% of its balance.

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*The annual budget and allocation of costs are addressed in the Budget Highlight section of this budget document beginning on [page 13](#).*

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### ***INVESTMENT POLICY***

The City of Portsmouth recognizes an investment program as one aspect of sound public financial management. The investment program aims at matching the structure of the money market and operations of the City to achieve the best possible results for the City, considering such matters as safety, liquidity, and over-all yield. New Hampshire State Statute (RSA 48:16) authorizes the City Treasurer as custodian of City funds to invest funds not immediately needed for the purpose of expenditure and specifically identifies eligible investments instruments as defined as follows:

1. Direct obligations of the US Treasury or any agency or instrumentality of the US Government.
2. The Public Investment Pool established pursuant to RSA 383.22.
3. Savings accounts of banks incorporated under the laws of the State of New Hampshire.
4. Certificates of deposit with banks incorporated under the laws of the State of New Hampshire or in national banks located within the State of New Hampshire or the Commonwealth of Massachusetts which are insured through the FDIC/FSLIC.
5. Repurchase agreements collateralized by the above mentioned items.
6. Money Market Funds which invest only in above mentioned items and meeting collateral requirements of FDIC/FSLIC limitation.

### ***PROPERTY VALUATION***

New Hampshire State Statute RSA 75:8-a states “the assessors and/or selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year beginning with the first year the Commissioner of the Department of Revenue Administration reviews the municipalities assessments pursuant to RSA 21-J:3 XXVI, the assessors and or selectman shall value all real estate within the municipality so that the assessments are valued in accordance with RSA 75:1” which states “ shall appraise all taxable property at its market value”. The 2019 revaluation data update was effective April 1, 2019. In accordance with state law, in the years that there is not a full revaluation, the City reviews and adjusts property valuations (if necessary) annually to maintain proportionality.



## ***PERFORMANCE MEASURES***

The FY21 Budget document includes a performance measures section in each departmental narrative. The departments use their performance measures to better communicate departmental progress and/or efficiencies achieved within the department.

Performance Measures are statistical and analytical information about departmental performance and services. In general, performance measures can describe relationships between resources (inputs) and what is provided through a Department’s programs and services (outputs). In some cases, these measures will describe a Department’s workload (i.e. number of Police calls for service) or provide some measure of units of service (i.e. number of businesses assisted). Such measures are useful when compared across fiscal years, relaying information about trends and changes in service levels and needs, which can provide some context to budgetary requests.

Performance measures can be both quantitative and qualitative in nature. Often they can be expressed in ratios, percentages, averages, or simple quantifiable outputs, which provide information about a program or service. Many of the performance measures identified in the departmental summaries are tied to Citywide goals.

## ***ROLLING STOCK PROGRAM***

The City has established a long-term rolling stock program to avoid large expenditures in any one year and to forecast certain expenditures for replacing and upgrading existing equipment in the years ahead. The Rolling Stock Program has enabled all City departments to replace vehicles and equipment on the basis of life cycle costing, which has reduced costs in the area of repairs and maintenance. The purchase of vehicles and equipment is funded through the non-operating budget. This program provides departments with vehicles and equipment that are more efficient. Detailed information on the rolling stock program can found in Appendix I of this document.

## ***CAPITAL IMPROVEMENT PLAN***

[The Capital Improvement Plan \(CIP\)](#), prepared by the Planning Board, and adopted by the City Council, identifies equipment, vehicles, building, information systems, transportation and Enterprise Fund infrastructure needs over a six-year period. The City Council reviews these projects and annually appropriates from Governmental and Enterprise Funds, capital outlay to be combined with grants, matching funds and other programs. All projects funded by long-term debt need separate authorization from City Council. The following is a funding summary for the FY21 Capital Improvement Plan. Detailed information for each project can found in Appendix II of this document.

**Capital Improvement Plan FY 2021-2026 (FY 2021 Funding)**

	GF	Enterprise Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY21 Total
GOVERNMENTAL FUNDS	\$1,376,000	\$0	\$8,440,000	\$1,194,000	\$1,289,608	\$650,000	\$12,949,608
WATER FUND	\$0	\$250,000	\$4,600,000	\$0	\$0	\$0	\$4,850,000
SEWER FUND	\$0	\$350,000	\$2,650,000	\$0	\$0	\$0	\$3,000,000
<b>TOTAL</b>	<b>\$1,376,000</b>	<b>\$600,000</b>	<b>\$15,690,000</b>	<b>\$1,194,000</b>	<b>\$1,289,608</b>	<b>\$650,000</b>	<b>\$20,799,608</b>



## ***GENERAL FUND ANNUAL CAPITAL OUTLAY***

To avoid utilizing a dollar target for the General Fund Capital Outlay which loses value over the years, the City uses a policy to tie-in capital expenditures from the General Fund to a percentage of the City's overall budget. Specifically, the City's goal is to allocate up to 2% of the prior year's General Fund Budget to Capital Projects.

## ***DEBT SERVICE PLANNING***

The City's Debt Service planning goals are to keep the debt burden and operational debt costs at manageable levels and that, simultaneously, capital needs will be met on an ongoing basis. With these goals in mind, the City has three main Debt Service Planning policies:

### **1) Pay-As-You-Go Financing**

The City will pay for all capital projects on a pay-as-you-go basis using current revenues whenever possible.

### **2) Net Debt Service as Percent of General Fund Appropriations**

One measurement to ensure debt costs are manageable is identifying a maximum net debt service as a percentage of total General Fund appropriation. The City policy is to use no more than 10% of annual appropriations toward net debt service payments. The FY21 proposed budget includes a projected net debt 7.81% of the proposed General Fund appropriation (A six-year Projected Net Long Term Debt Service as a Percentage of the General Fund chart and graph are located in the Debt Service section of this budget document.)

### **3) Debt Burden**

It is the policy of the City to maintain a Governmental debt burden of less than 3% of the City's full valuation. The debt burden measures how leveraged the City is by calculating the amount of debt outstanding as compared to the City's full valuation. The City's governmental activities' debt burden as of June 30, 2019, the last completed independent audit, was 2%.

## ***MUNICIPAL FEE REVIEW PROCESS***

In order to create a more efficient system for the City to adopt and adjust municipal fees, a process was adopted to review municipal fees annually. A City ordinance was enacted stating that all municipal fees shall be adopted and may be amended by resolution during the annual budget adoption process. Annually, all City departments review their respective fees and propose changes where they consider it necessary to keep abreast of rising administration costs. (Fees are listed in Appendix III.) A Fee Committee consisting of two City Councilors, the City Manager and a Finance Department representative then reviews the department's requests. The Fee Committee recommendation is presented to the City Council for approval through a resolution. The approved municipal fee list becomes law on the first day of the upcoming fiscal year.

## ***ENTERPRISE FUND POLICIES FOR RATE SETTING***

The City implemented in FY14 a new rate model to review annually the water and sewer rates for current as well as future years. The rate model serves as a tool to allow for long-term planning. Prudent financial planning will result in predictable and stable rate increases which will generate revenues adequate to cover operating expenses, meet the legal requirements of bond covenants and State Revolving Fund (SRF) loans, and allow adequate capital replacement as well as reserve funding of future capital needs and Federal mandates. 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.

### ***UDAG BUDGET POLICY***

The City of Portsmouth Economic Development Commission (EDC) established a budget policy for the Urban Development Action Grant (UDAG) that allows expenditures based on available funding and economic development program needs.

### ***COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) CERTIFICATE OF ACHIEVEMENT***

The City will seek annual renewal of the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. The City has received 26 awards for the fiscal years ended June 30, 1988, 1989, and 1995-2018.

### ***DISTINGUISHED BUDGET PRESENTATION AWARD***

The City will seek annual renewal of the Government Finance Officers Association's Distinguished Budget Presentation Award. The City of Portsmouth received the GFOA's Distinguished Budget Presentation Award for 14 consecutive years; beginning July 1, 2006-2019. The Distinguished Budget Presentation Award is designed to encourage governments to prepare budget documents of the highest quality to meet the needs of decision makers and citizens. The City of Portsmouth was the first and is one of only two communities in New Hampshire to receive the award.

### ***AWARD FOR OUTSTANDING ACHIEVEMENT IN THE POPULAR ANNUAL FINANCIAL REPORTING***

The City will seek annual renewal of the Government Finance Officers Association's award for outstanding achievement in the Popular Annual Financial Report (PAFR). The June 30, 2018 marks the second year the City has received this prestigious award. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of the state and local government popular reports.





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**CITY OF PORTSMOUTH  
GENERAL FUND  
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2019-2021**

	BUDGETED REVENUES FY 19	ACTUAL REVENUES FY 19	BUDGETED REVENUES FY 20	BUDGETED REVENUES FY 21	%% CHANGE	\$\$ CHANGE
<b>Local Fees, Licenses, Permits</b>						
Other Fees	11,000	16,897	12,000	12,000	0.0%	-
Other Licenses	26,000	22,500	26,000	26,000	0.0%	-
Planning Board/HDC	65,000	79,937	65,000	80,000	23.1%	15,000
Board of Adjustments	42,000	37,909	42,000	45,000	7.1%	3,000
Site Review	40,000	39,619	40,000	35,000	-12.5%	(5,000)
Building Permits-Portsmouth	400,000	858,506	500,000	540,000	8.0%	40,000
Building Permits-Pease	45,000	224,916	55,000	55,000	0.0%	-
Electrical Permits-Portsmouth	80,000	125,310	85,000	105,000	23.5%	20,000
Electrical Permits-Pease	15,000	58,935	15,000	15,000	0.0%	-
Plumbing Permits-Portsmouth	110,000	243,580	140,000	154,000	10.0%	14,000
Plumbing Permits-Pease	20,000	88,660	20,000	20,000	0.0%	-
Sign Permits	6,000	7,345	6,000	6,000	0.0%	-
Police Alarms	25,000	37,125	26,000	30,000	15.4%	4,000
Fire Inspections	-	-	90,000	95,000	5.6%	5,000
Burning Permits	1,000	1,485	1,500	1,500	0.0%	-
Excavation Permit	35,000	55,960	40,000	50,000	25.0%	10,000
Flagging Permit	11,000	5,625	11,000	9,000	-18.2%	(2,000)
Solid Waste	30,000	60,555	40,000	50,000	25.0%	10,000
Blasting Permits	-	200	100	100	0.0%	-
New Driveway Permit	-	3,335	100	3,000	2900.0%	2,900
Outdoor Pool	25,000	24,322	25,000	25,000	0.0%	-
Recreation Department	200,000	241,704	220,000	220,000	0.0%	-
Boat Ramp Fees	10,000	7,935	10,000	10,000	0.0%	-
Food Permits	70,000	80,380	70,000	75,000	7.1%	5,000
<b>Total Local Fees, Licenses and Permits</b>	<b>1,267,000</b>	<b>2,322,738</b>	<b>1,539,700</b>	<b>1,661,600</b>	<b>7.9%</b>	<b>121,900</b>
<b>Other Local Sources</b>						
Timber Tax	500	75	500	500	0.0%	-
Payments in Lieu of Taxes	120,000	177,725	130,000	175,600	35.1%	45,600
Municipal Agent Fees	65,000	76,872	70,000	72,000	2.9%	2,000
Motor Vehicle Permits	4,350,000	5,018,306	4,730,000	4,850,000	2.5%	120,000
Title Applications	9,000	10,372	9,000	9,000	0.0%	-
Boat Registrations	10,000	13,717	10,000	10,000	0.0%	-
PDA Airport District	2,750,000	2,836,535	2,750,000	2,680,000	-2.5%	(70,000)
Water/Sewer Overhead	1,186,312	1,186,312	1,301,352	1,384,172	6.4%	82,820
Sale of Municipal Property	5,000	6,921	5,000	5,000	0.0%	-
Misc Revenue	70,000	134,987	70,000	70,000	0.0%	-
Bond Premium	-	4,314	-	-	0.0%	-
Transfers from Other Funds	-	5,396	-	-	0.0%	-
Dog Licenses	15,000	18,250	17,000	17,000	0.0%	-
Marriage Licenses	2,200	1,988	2,200	2,200	0.0%	-
Certificates-Birth and Death-Marriage	25,000	34,160	26,000	27,000	3.8%	1,000
Rental of City Property	56,000	172,176	56,000	70,000	25.0%	14,000
Rental City Hall Complex	21,791	21,798	22,000	21,000	-4.5%	(1,000)
Cable Franchise Fee	360,000	360,000	360,000	360,000	0.0%	-
Hand Gun Permits	-	380	300	300	0.0%	-
Police Outside Detail	140,000	196,093	150,000	160,000	6.7%	10,000
Fire Alarms	-	25	-	-	0.0%	-
Ambulance Fees-Portsmouth	850,000	950,046	870,000	900,000	3.4%	30,000
Welfare Dept Reimbursements	15,000	38,804	15,000	15,000	0.0%	-
<b>Total Other Local Sources</b>	<b>10,050,803</b>	<b>11,265,252</b>	<b>10,594,352</b>	<b>10,828,772</b>	<b>2.2%</b>	<b>234,420</b>
<b>Interest &amp; Penalties</b>						
Interest on Taxes	200,000	104,157	170,549	170,549	0.0%	-
Interest on Investments	700,000	1,336,087	1,100,000	550,000	-50.0%	(550,000)
<b>Total Interest &amp; Penalties</b>	<b>900,000</b>	<b>1,440,245</b>	<b>1,270,549</b>	<b>720,549</b>	<b>-43.3%</b>	<b>(550,000)</b>
<b>School Revenues</b>						
Tuition	6,503,250	6,370,822	6,556,500	6,704,200	2.3%	147,700
Other Sources	13,000	16,414	13,000	13,000	0.0%	-
<b>Total School Revenues</b>	<b>6,516,250</b>	<b>6,387,236</b>	<b>6,569,500</b>	<b>6,717,200</b>	<b>2.2%</b>	<b>147,700</b>



CITY OF PORTSMOUTH  
GENERAL FUND  
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2019-2021

	BUDGETED REVENUES FY 19	ACTUAL REVENUES FY 19	BUDGETED REVENUES FY 20	BUDGETED REVENUES FY 21	% CHANGE	\$ CHANGE
<b>Parking Revenues</b>						
Parking Meter Fees	3,200,000	3,300,786	3,306,000	3,625,000	9.6%	319,000
Parking Metered Space Rental	90,000	123,090	90,000	90,000	0.0%	-
Parking Meter-In Dash	110,000	128,646	110,000	80,000	-27.3%	(30,000)
EV Charging Stations	-	-	-	4,000	-	-
High Hanover Parking Facility Revenue	2,400,000	2,321,821	2,561,875	2,750,000	7.3%	188,125
High Hanover Parking Facility Passes	1,645,500	1,564,885	1,852,500	1,790,000	-3.4%	(62,500)
Foundry Place Parking Facility Revenue	337,500	71,690	214,000	225,000	5.1%	11,000
Foundry Place Parking Facility Passes	126,700	185,240	340,500	405,000	18.9%	64,500
High Hanover Pass Reinstatement	2,500	4,445	2,500	1,500	-40.0%	(1,000)
Foundry Place Pass Reinstatement	-	2,070	1,000	1,000	0.0%	-
Parking Violations	727,742	734,233	715,000	715,000	0.0%	-
Immobilization Administration Fee	15,000	7,350	15,000	10,994	-26.7%	(4,006)
Summons Admin Fee	3,000	225	3,000	500	-83.3%	(2,500)
<b>Total Parking Revenues</b>	<b>8,657,942</b>	<b>8,444,481</b>	<b>9,211,375</b>	<b>9,697,994</b>	<b>5.3%</b>	<b>486,619</b>
<b>Transfer to Parking and Transportation</b>	<b>(6,245,637)</b>	<b>(6,032,176)</b>	<b>(6,799,070)</b>	<b>(7,285,689)</b>	<b>7.2%</b>	<b>(486,619)</b>
<b>General Fund Parking Revenues</b>	<b>2,412,305</b>	<b>2,412,305</b>	<b>2,412,305</b>	<b>2,412,305</b>	<b>0.00%</b>	<b>-</b>
<b>State Revenues</b>						
Rooms and Meals Tax	1,107,000	1,122,057	1,122,000	1,125,000	0.3%	3,000
Highway Block Grant	427,000	444,779	435,000	452,000	3.9%	17,000
State Aid-Land Fill	37,067	37,067	-	-	0.0%	-
State-Municipal Aid	-	-	-	205,234	-	205,234
Kindergarten Aid	165,000	167,660	187,000	-	-100.0%	(187,000)
Bonded Debt-High School	1,016,222	1,016,222	1,016,222	1,016,222	0.0%	-
Bonded Debt-Middle School	820,083	847,024	847,024	740,973	-12.5%	(106,051)
<b>Total State Revenues</b>	<b>3,572,372</b>	<b>3,634,811</b>	<b>3,607,246</b>	<b>3,539,429</b>	<b>-1.9%</b>	<b>(67,817)</b>
<b>Use of Unassigned Fund Balance</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>500,000</b>	<b>25.0%</b>	<b>100,000</b>
<b>Use of Bond Premium - Municipal Complex</b>	<b>1,286,114</b>	<b>1,286,114</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>Use of Reserve for Property Appraisal</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>	<b>-</b>
<b>Use of Reserve for Debt</b>	<b>2,123,000</b>	<b>2,123,000</b>	<b>1,950,000</b>	<b>1,900,000</b>	<b>-2.6%</b>	<b>(50,000)</b>
<b>Budgeted Property Tax Levy</b>	<b>86,017,363</b>	<b>87,267,079</b>	<b>90,144,978</b>	<b>92,224,089</b>	<b>2.3%</b>	<b>2,079,111</b>
<b>Total General Fund Revenues</b>	<b>114,295,207</b>	<b>118,288,781</b>	<b>118,638,630</b>	<b>120,653,944</b>	<b>1.7%</b>	<b>2,015,314</b>

**GENERAL FUND REVENUE SUMMARY**

Municipal	14,630,108	17,440,540	15,816,906	15,623,226	-1.2%	(193,680)
School Revenues	6,516,250	6,387,236	6,569,500	6,717,200	2.2%	147,700
State Revenues	3,572,372	3,634,811	3,607,246	3,539,429	-1.9%	(67,817)
Use of Unassigned Fund Balance-Budgetary Process	-	-	400,000	500,000	25.0%	100,000
Use of Unassigned Fund Balance - Contractual Obligation Supplemer	-	-	-	-	0.0%	-
Use of Bond Premium - Municipal Complex	1,286,114	1,286,114	-	-	0.0%	-
Use of Reserve for Property Appraisal	150,000	150,000	150,000	150,000	0.0%	-
Use of Reserve for Debt	2,123,000	2,123,000	1,950,000	1,900,000	-2.6%	(50,000)
Budgeted Property Tax Levy	86,017,363	87,267,079	90,144,978	92,224,089	2.3%	2,079,111
<b>Total General Fund Revenues</b>	<b>114,295,207</b>	<b>118,288,781</b>	<b>118,638,630</b>	<b>120,653,944</b>	<b>1.7%</b>	<b>2,015,314</b>



## General Fund Revenue Descriptions and Trends

The City of Portsmouth divides general fund revenue sources into eight categories. The following table represents the budgeted general fund revenues by category for FY17 – FY21.

	Budget FY 17	Budget FY 18	Budget FY 19	Budget FY 20	Budget FY 21	FY 21 % of Total
<b>Local Fees, Licenses, Permits</b>	1,127,000	1,167,000	1,267,000	1,539,700	1,661,600	1%
<b>Other Local Sources</b>	9,271,270	9,815,677	10,050,803	10,564,901	10,828,772	9%
<b>Interest &amp; Penalties</b>	315,000	485,000	900,000	1,300,000	720,549	1%
<b>School Revenues</b>	5,986,250	6,369,332	6,516,250	6,569,500	6,717,200	6%
<b>Parking Revenues</b>	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	2%
<b>State Revenues</b>	3,325,723	3,412,382	3,572,372	3,607,246	3,539,429	3%
<b>Use of Committed and Unassigned Fund Balance</b>	4,539,300	4,077,315	3,559,114	2,500,000	2,550,000	2%
<b>Property Taxes</b>	80,485,995	83,005,909	86,017,363	90,144,978	92,224,089	76%
<b>Total Revenue</b>	107,462,843	110,744,920	114,295,207	118,638,630	120,653,944	

Major revenues sources for the City are property taxes, school tuition, parking related revenues, Pease Development airport district, and interest on investments. The following includes descriptions of all general fund revenues as well as budget to actual trends (graphed) for major revenue sources along with the methodology used to forecast the estimated revenues.

### Local Fees, Licenses, Permits:

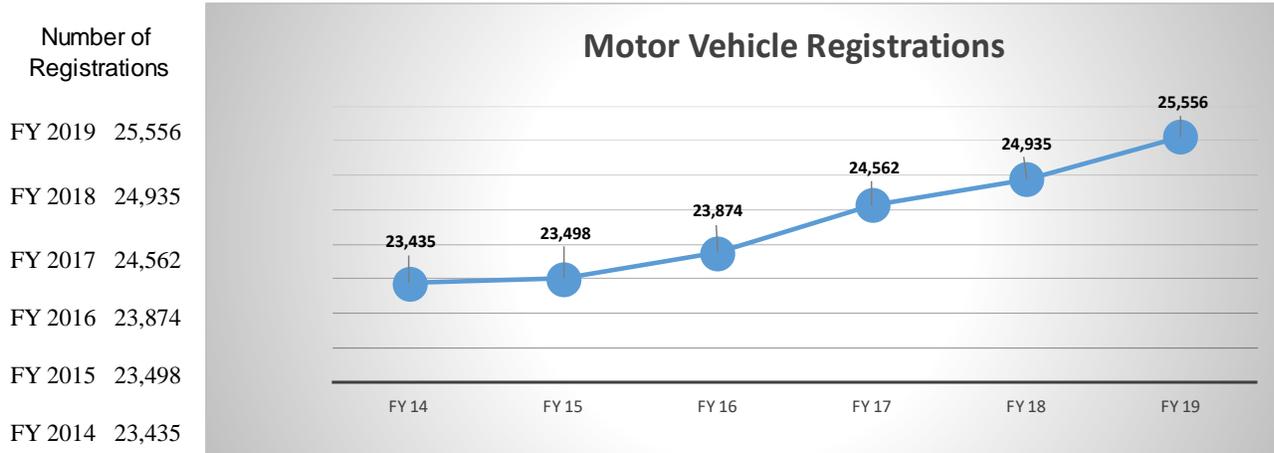
Revenue raised from locally administered fees, licenses and permits are collected by a variety of departments. Fees charged as well as statistics for each fee are listed in Appendix III of this budget document. Local fees are administered to recoup administrative costs associated with producing a specific service.

### Other Local Sources:

- **Payment In Lieu of Taxes (PILOT)** - Payments made to the city by otherwise nontaxable entities; these payments help alleviate financial impact created by the entity.
- **Motor Vehicle Permit Preparation Fees** – RSA 261:152 \$2.00 fee charged for each motor vehicle registration. RSA 261:74-d \$3.00 fee charged for each motor vehicle registration where the state portion is completed.



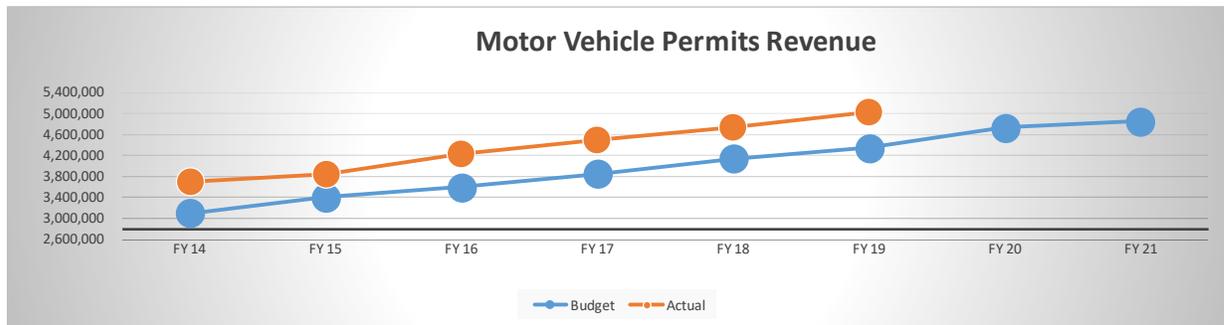
- **Motor Vehicle Permits** – RSA 261:153 Registration permits for motor vehicles are based on the year and list price of the vehicle. Following are registered vehicle numbers for previous fiscal years:



The state statute sets the Motor Vehicle fee as follows:

- 18 mills on each dollar of the maker’s list price for current model year vehicles.
- 15 mills on each dollar of the maker’s list price for the first preceding model year vehicle.
- 12 mills on each dollar of the maker’s list price for the second preceding model year vehicle.
- 9 mills on each dollar of the maker’s list price for the third preceding model year vehicle
- 6 mills on each dollar of the maker’s list price for the fourth preceding model year vehicle
- 3 mills on each dollar of the maker’s list price for the fifth preceding model year vehicle and any model year prior thereto.

*Revenue produced is a direct product of how many vehicles are registered, the vehicles value and age. Revenue is determined using quantitative forecasting trend analysis.*



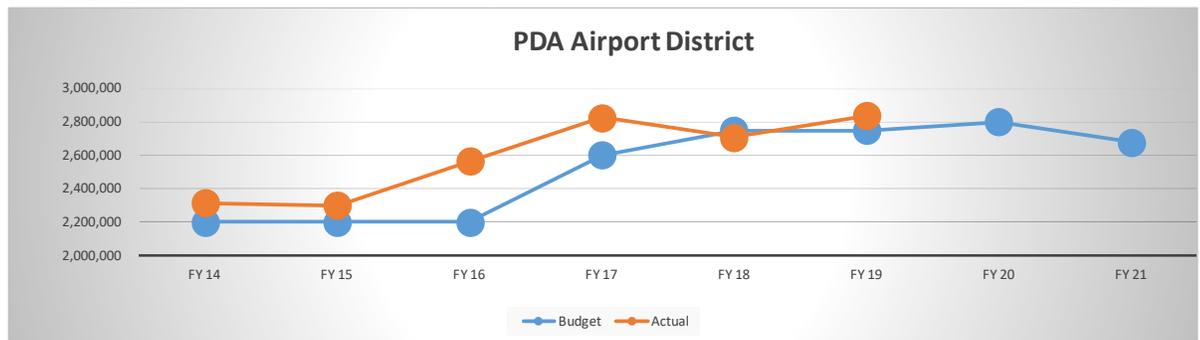
	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Budget	3,100,000	3,400,000	3,600,000	3,850,000	4,140,000	4,350,000	4,730,000	4,850,000
Actual	3,695,866	3,854,985	4,228,012	4,502,812	4,733,632	5,018,306		

- **Title Applications** – RSA 261:4 For preparation, examination, record keeping and filing of application for certificate of title the city collects \$2 for each application
- **Boat Agent and Collection Fees** – RSA 270-E \$5.00 fee charged for each boat registration processed. RSA 72-A:4 \$1.00 fee charged for the collection of each boat fee as set forth by RSA 72-A:3.



- **PDA Airport District** - RSA 12-G - A Municipal Service Agreement (MSA) effective July 1, 1998 allows for a service cost to be collected by the City on property within the Airport District of the Pease Development Authority (PDA). The Service Cost is an amount equal to the amount that would have been paid annually as Property Tax but excluding any school tax component in respect to such property. The City Council voted November 16, 2015 to accept a partial waiver of the Municipal Service Fee on the property occupied by the General Services Administration (GSA). The GSA will pay \$0.75 per square foot versus payment based on value.

*The Finance Department projects the estimated revenue in accordance with the MSA by factoring the assessed valuation of all properties located in the airport district by the estimated tax rate less the school tax component.*



	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Budget	2,200,000	2,200,000	2,200,000	2,600,000	2,750,000	2,750,000	2,800,000	2,680,000
Actual	2,314,841	2,299,072	2,562,731	2,825,472	2,707,602	2,836,535		

- **Water/Sewer Overhead** – A calculation of Water/Sewer Departments usage of General Government employees and office space to which is reimbursed to the General Fund from the Enterprise Funds.
- **Dog Licenses** – RSA 466 – An annual License Fee. Portions of the amount collected go to the State.
- **Marriage Licenses** – RSA 457:29 - \$50 is collected for issuing a Marriage License with \$43 going to the State and \$7 remaining with the City.
- **Certificates-Birth, Death and Marriage** – RSA 5-C:10 – The City collects a fee in advance from individuals requesting any copy or verification of vital records.
- **Rental of City Hall Complex** – Rent received from nonprofit organizations who lease office space in the Seybolt portion of City Hall. Rent is based on square footage used and actual cost to maintain the Seybolt portion of City Hall.
- **Cable Franchise Fee** – A Portsmouth Cable Franchise Agreement between the City and local cable television provider stipulates that a 5% franchise fee will be charged to local cable television subscribers. The City Council voted August 3, 2009 to allow any franchise fee collected over \$360,000 to be directed to the Cable Television Public Access Charitable Trust. The amount directed to the trust in FY 19 was \$126,627.

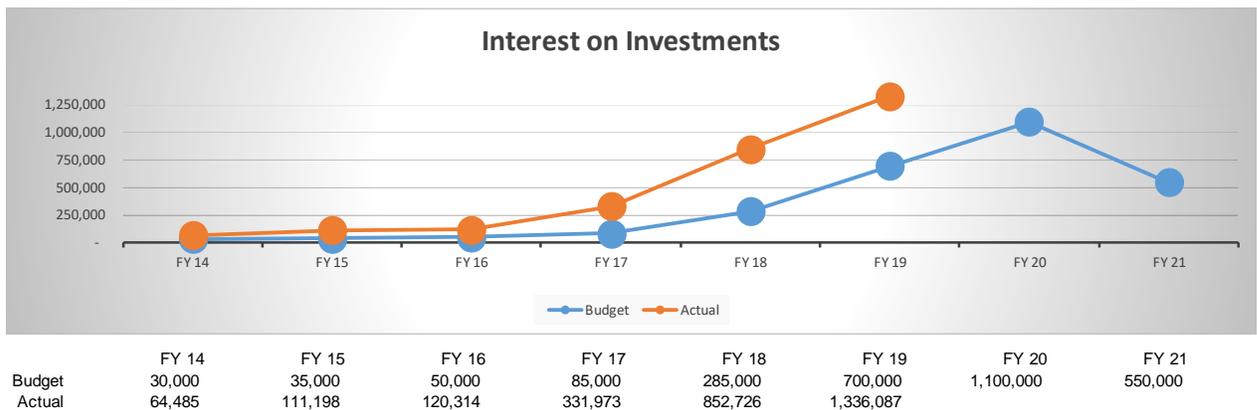


- **Hand Gun Permits** – RSA 159:6 Revenues received when the Chief of Police issues a Hand Gun Permit, if the applicant is a suitable person to be licensed.
- **Police Outside Detail** – The overhead portion received from the rate charged to vendors when a police detail is used.
- **Fire Alarms** – The City no longer maintains a Fire Alarm system. Business now must use a third party vendor.
- **Ambulance Fees** – City Ordinance Chapter 5: Article VI Section 601 – Establishes the rate for which emergency medical services shall be charged by the Fire Department.
- **Welfare Dept. Reimbursements** – RSA 165 – Reimbursements come from federal or state agencies if a welfare recipient becomes eligible for retroactive Social Security or Medicaid; from liens on legal settlements and on real property; from other New Hampshire towns which may be financially responsible for the recipient; or directly from recipients if they become able to reimburse.

**Interest and Penalties:**

- **Interest on Taxes** – RSA 76:13 & RSA 80:69 – Property taxes are received semiannually. A 8% per annum interest rate is charged upon all property taxes not received by the due date. The interest rate increases to 14% per annum, upon the execution of a real estate tax lien, to the time of payment in full.
- **Interest on Investments** – The amount of interest earned from deposits.

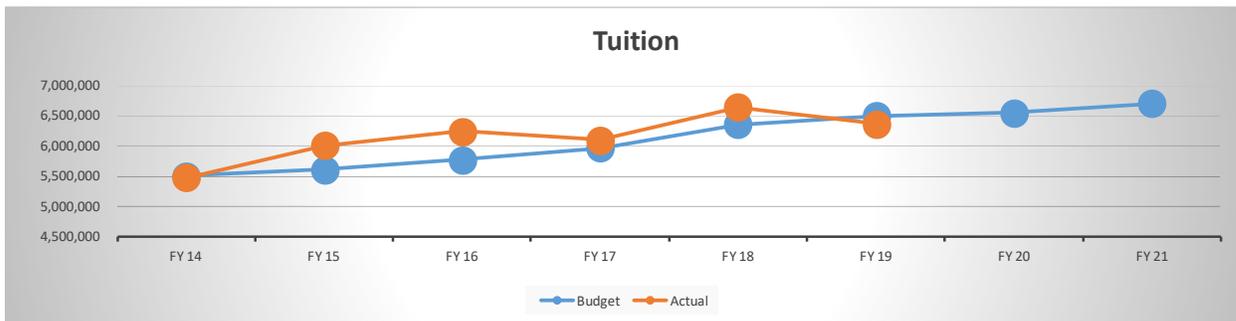
*Research of predicted future investment interest rates along with forecasting cash balances are used to estimate interest revenue for the coming fiscal year.*



## School Revenues:

- **Tuition** - Tuition received from SAU 50 communities: Greenland, New Castle, Newington and Rye. This is the City’s second largest General Fund Revenue source, Property Taxes being the largest. Tuition is estimated for the number of students scheduled to attend from neighboring communities. Both the amount per student to be charged to neighboring communities and how many students will actually be sent to the Portsmouth schools are estimated for budgetary purposes.

*Estimated revenues are determined in accordance with the Area Agreement with SAU 50. The forecasting model incorporates future tuition student population as well as estimated current fiscal year expenditures to determine the estimated tuition revenue.*



	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Budget	5,512,650	5,612,650	5,779,500	5,975,000	6,356,282	6,503,250	6,556,500	6,704,200
Actual	5,483,301	6,009,441	6,244,949	6,098,763	6,649,622	6,370,822		

- **Other Sources** – Majority of revenue produced in Other Sources is received from rent charged to organizations for utilizing school buildings for special functions.

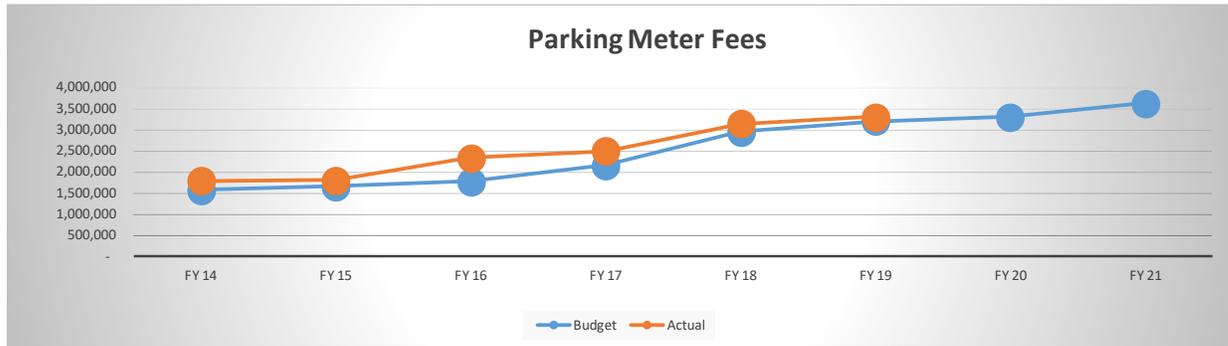
## Parking Revenue:

- **Parking Metered Space Rental** - City Ordinance Chapter 7. The Department of Public Works may issue to a contractor or person actively engaged in construction and repair work, a temporary permit for exclusive use of a metered parking space for the parking of a vehicle or other equipment being used in construction or repair work (\$50 per day for High Occupancy space and \$35 per day for all others).
- **Parking Meter-In Dash** - City Ordinance Chapter 7. The In-Dash meter affords the parker the convenience of paying for parking while sitting in their vehicle. The parker needs to first purchase the meter and then contact the City’s third party vendor via either the internet or telephone and purchase time in advance. Residents receive \$0.50 hourly discount.
- **Parking Meter Fees** – City Ordinance Chapter 7 – There are approximately 886 metered parking spaces throughout the City charging either \$1.50 per hour or \$2.00 per hour in high occupancy spaces. Times and days of enforcement for the meters are as follows: Sunday noon-8pm and Monday through Saturday 9am to 8pm. New in 2019, Residents and visitors



may also take advantage of ParkMobile, a smartphone-based parking payment application. ParkMobile can be used to initiate or extend (where permitted) parking sessions from the user’s personal device. Certified Residents are eligible to receive discounted parking rates through the use of the ParkMobile app.

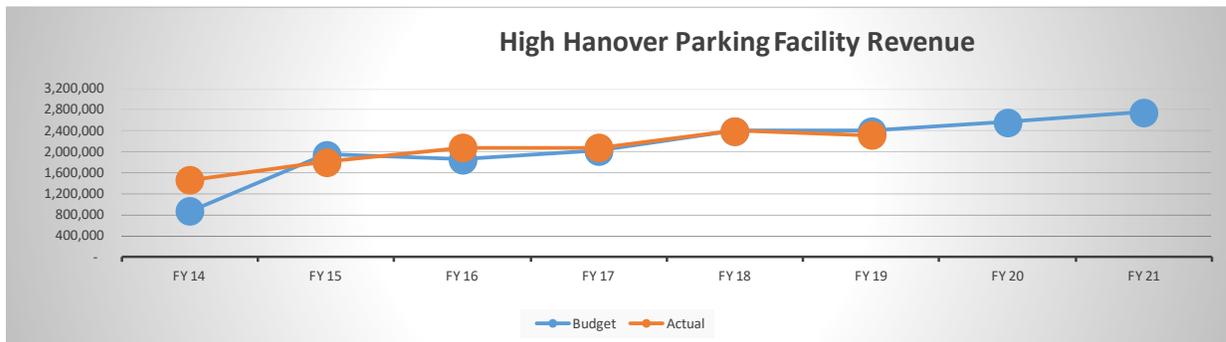
*Parking Meter Fees revenue is determined using quantitative forecasting trend analysis.*



	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Budget	1,561,800	1,650,000	1,765,500	2,155,000	2,955,000	3,200,000	3,306,000	3,625,000
Actual	1,790,038	1,808,020	2,332,846	2,489,012	3,143,365	3,300,786		

- **High Hanover Parking Facility Revenue** – City Ordinance Chapter 7 - Revenue from non-pass customers in the High-Hanover Parking Facility. Estimated revenue has been calculated using an hourly rate of \$2.00 up from \$1.75 as presented in the fee schedule in Appendix III. Residents can park for free on Sundays.

*As with Parking Meters, Parking Garage revenue is determined using quantitative forecasting trend analysis.*



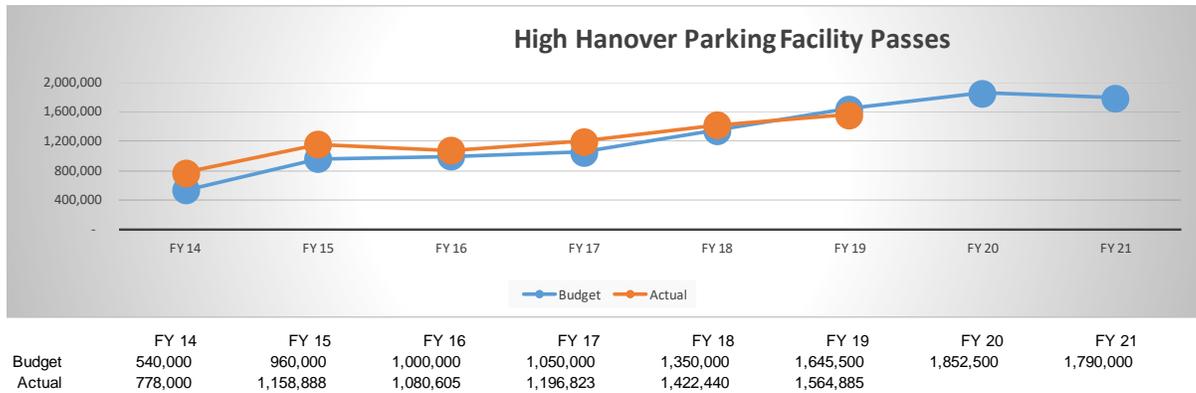
	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Budget	876,250	1,950,000	1,850,000	2,025,000	2,400,000	2,400,000	2,561,875	2,750,000
Actual	1,464,658	1,803,655	2,084,032	2,074,328	2,398,497	2,321,821		

- **Foundry Place Parking Facility Revenue** – City Ordinance Chapter 7 – The City’s newest Parking Facility opened October 31, 2018. Hourly rates from non-pass customers in the Foundry Place Parking Facility have been set at \$1.00 per hour which is no change from FY 20 (see Appendix III). Residents are able to park for free on Sundays.
- **High Hanover Parking Facility Passes** – City Ordinance Chapter 7 - The FY 21 fee schedule (see Appendix III) has proposed keeping residence monthly rate \$200 and



increasing all other pass holders to \$275 up from \$225 per month. As of February 2020 there were 655 monthly pass holders, 453 non-residents and 202 residents.

*High Hanover Parking Facility Pass revenue is determined using quantitative forecasting trend analysis.*



- **Foundry Place Parking Facility Passes** – City Ordinance Chapter 7 - The City’s newest Parking Facility opened October 31, 2018. The FY 21 fee schedule (see Appendix III) has proposed no change in the pass rates of monthly residents pass of \$100 and all other pass holders \$125 per month. As of February 2020 there were 328 monthly pass holders, 226 non-residents and 102 residents.
- **Pass Reinstatement** - City Ordinance Chapter 7 – An administration fee to reissue passes to leaseholders that have misplaced their original or when payment is not received by the due date.
- **Parking Violations** - City Ordinance Chapter 7 – Payments received from violations of parking ordinances.
- **Immobilization Administration Fee** - City Ordinance Chapter 7 – Reimbursement received from City expenses incurred to boot a vehicle.
- **Summons Administration Fee** - City Ordinance Chapter 7 – Any person or entity for which the City serves a summons for any traffic or parking offense is also liable to the City for a summons administration fee.
- **Transfer to Parking and Transportation Fund** – Amount transferred to parking and transportation fund for operations and capital needs of parking and transportation.

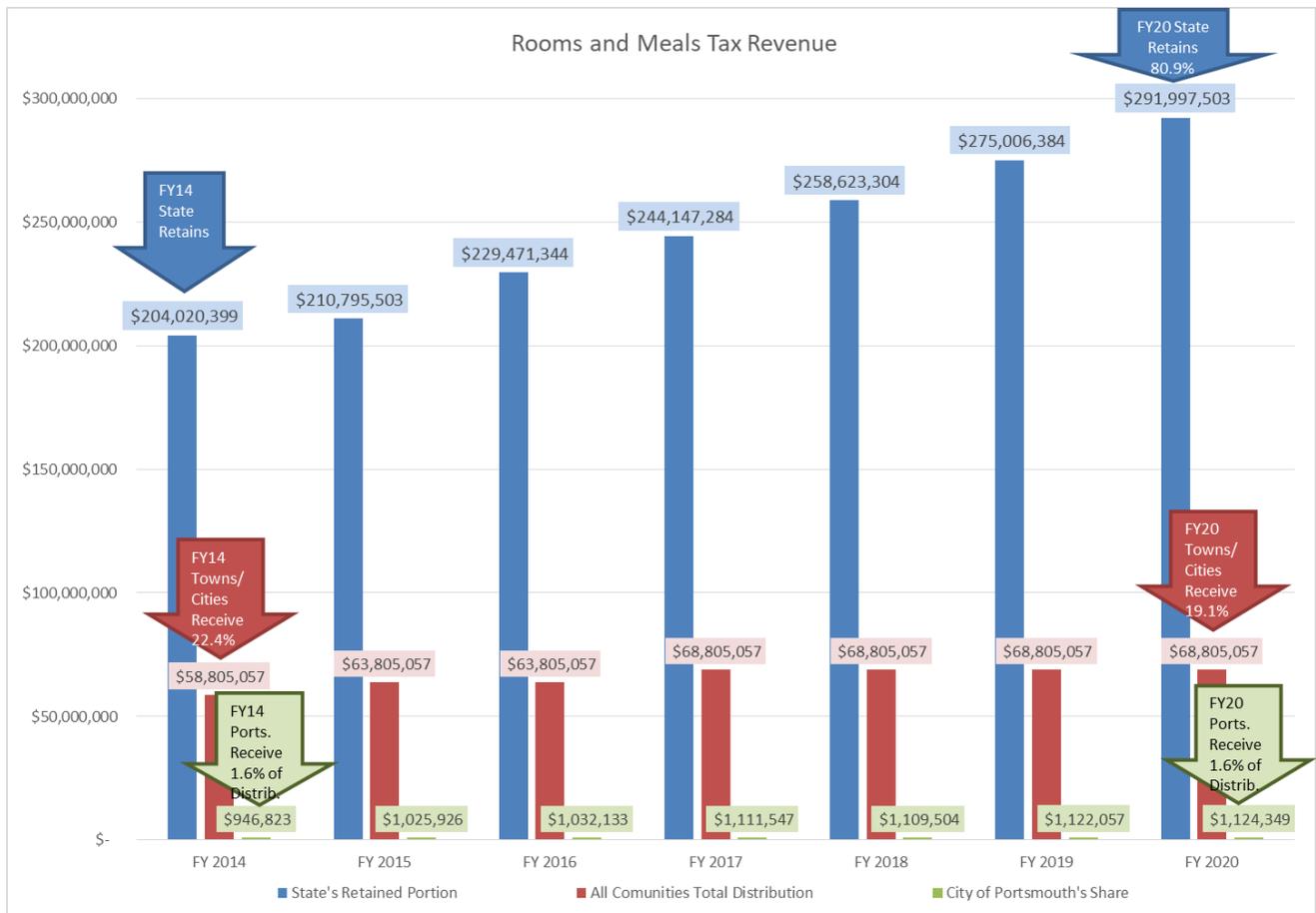
**State Revenues:**

- **Highway Block Grant** – RSA 235:23 – Each fiscal year, the State Department of Transportation Commissioner allocates an amount not less than 12% of the total toll revenue and motor vehicle fees collected in the preceding fiscal year to a local highway aid fund. The fund is distributed to each community where ½ of the amount is based on the proportion which the mileage of regularly maintained class IV and V highways in each municipality



bears to the total of such mileage in the state, and ½ of the amount is based on local community’s population as a percentage of the state’s population.

- **State Aid Landfill** – RSA 149-M-43 -The State of NH pays annually 20% of the annual amortization charges, meaning the principal and interest, on costs resulting from the closure of the Coakley Landfill. FY 2019 was the 20<sup>th</sup> and last Fiscal Year of receiving State Aid.
- **School Building Aid** – RSA 198-15 – The City receives aid in the amount of 55% on High School, 40% on Middle School and 30% on Elementary school portions of principal payments made during the fiscal year on debt attributed to those schools.
- **Kindergarten Aid** – RSA 198:48-c A grant of \$1,100 per Kindergarten pupil attending full-day kindergarten program, program was not funded in FY 20 or FY 21.
- **Municipal Aid** – Fiscal Year 2020-2021 biennial state budget, unrestricted aid to cities and town.
- **Rooms and Meals Tax** – RSA 78 –A – Disposition of revenue from the State is based on local community’s population as a percentage of the state population. The goal of the RSA is for the State to distribute 40% of the tax collected to communities while keeping 60%. Currently the State keeps approximately 81% while distributing 19%.



**State of NH  
Rooms and Meals Tax Distribution History**

Titles (X)	FY 2015(2)	FY 2016(3)	FY 2017(2)	FY 2018(4)	FY 2019(4)	FY 2020(4)
Rooms & Meals Tax Revenue (Increase from previous FY)	\$274,600,560 4.48%	\$293,276,401 6.80%	\$312,952,341 6.71%	\$327,428,361 4.63%	\$343,811,441 5.00%	\$360,802,560 4.94%
Previous FY Rooms & Meals Tax Revenue	\$262,825,456	\$274,600,560	\$293,276,401	\$312,952,341	\$327,428,361	\$343,811,441
Increase/Decrease	3.48%	4.48%	6.80%	6.71%	4.63%	5.00%

75 % of Increase In Revenues	0		0			
Lesser of above or \$5,000,000	<b>5,000,000</b>		<b>5,000,000</b>			

Previous Year Distribution	58,805,057	63,805,057	63,805,057	68,805,057	68,805,057	68,805,057
	<b>FY 2015(2)</b>	<b>FY 2016(3)</b>	<b>FY 2017(2)</b>	<b>FY 2018(4)</b>	<b>FY 2019(4)</b>	<b>FY 2020(4)</b>
Total Amount to be Distributed (Increase from previous FY)	63,805,057 8.50%	63,805,057 0.00%	68,805,057 7.84%	68,805,057 0.00%	68,805,057 0.00%	68,805,057 0.00%

**Distributed by Population**

Total Population	1,323,459	1,326,813	1,330,608	1,334,591	1,342,612	1,356,265
Portsmouth	21,280	21,463	21,496	21,524	21,898	22,166
Portsmouth %	1.61%	1.62%	1.62%	1.61%	1.63%	1.63%
Portsmouth \$ Share	1,025,926	1,032,133	1,111,547	1,109,504	1,122,057	1,124,349

**Distribution % (Goal 60% State 40% Local)**

(Per RSA 78-A:26)

State of NH	76.76%	78.24%	78.01%	78.99%	79.99%	80.93%
<b>NH Communities</b>	<b>23.24%</b>	<b>21.76%</b>	<b>21.99%</b>	<b>21.01%</b>	<b>20.01%</b>	<b>19.07%</b>

- (1) Per the New Hampshire Operating Budget adopted for FY 2010 and 2011(HB 2) The State Treasurer shall fund the distribution of Meals and Rooms Tax at no more than the Fiscal Year 2009 levels. 2012 was not to be more than 2011
- (2) FY 2015 return to distribution method of FY 2009
- (3) Per the New Hampshire Operating Budget adopted for FY 2016(HB 2) The State Treasurer shall fund the distribution of Meals and Rooms Tax at no more than the Fiscal Year 2015 levels.
- (4) Distribution held at no more than FY 2017 per HB517

**Use of Committed and Unassigned Fund Balance:**

- **Use of Committed Fund Balance for Property Appraisal** – The use of Reserve for Property Appraisal is used to offset revaluation expenditures incurred in the budget year.

Property Appraisal

FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total 8 Years
73,500	73,500	73,500	73,500	150,000	150,000	150,000	150,000	894,000

- **Use of Committed Fund Balance for Debt** – The use of city Reserves for Debt to offset the fiscal year debt service payments.

Debt Service

FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total 8 Years
1,500,000	1,500,000	1,500,000	1,700,000	2,400,000	2,123,000	1,950,000	1,900,000	14,573,000



- **Use of Committed Fund Balance Bond Premiums** – The City, when bonding for Capital Projects, has received bond premiums. Over the years the Bond Premium has been 1) utilized on various capital projects that otherwise would have had to be bonded, 2) used to reduce issued debt or 3) utilized during budget process as a revenue to pay future debt payments.

General Fund Only:  
Bond Premium History

Fiscal Year	Bond Amount	Premium Received	Capital Project Utilization	Council Approved
FY 02	\$ 46,640,000	\$ 1,021,857	Use as Revenue to pay debt	Budget Process
FY 08	\$ 8,700,000	\$ 42,083	Use as Revenue to pay debt	Budget Process
FY 09	\$ 5,000,000	\$ 208,230	State Street project	12/7/2009
FY 10	\$ 16,800,000	\$ 512,701	Youth Recreation Center	4/18/2011
FY 11	\$ 28,900,000	\$ 1,977,974	6 Different Capital Projects-to reduce FY 13 Budget	5/21/2012
FY 12	\$ 17,325,000	\$ 2,391,926	Refunding of High School Debt-reduce debt	Reduce Issuance
FY 13	\$ 2,767,000	\$ 184,652	Municipal Complex Improvements	3/16/2015
FY 14	\$ 9,050,000	\$ 1,233,245	Municipal Complex Improvements	3/16/2015
FY 15	\$ 3,335,000	\$ 227,737	Refunding of Library Debt-reduce debt	Reduced Issuance
FY 15	\$ 4,225,000	\$ 358,492	Purchase Foundation Seacoast Land	8/15/2016
FY 16	\$ 13,648,000	\$ 1,540,767	Purchase Foundation Seacoast Land	8/15/2016
FY 17	\$ 12,860,000	\$ 1,219,889	Municipal Complex Improvements	12/18/2017
FY 18	\$ 11,750,000	\$ 1,286,114	Municipal Complex Improvements	12/16/2018
FY 19	\$ 11,955,000	\$ 1,492,500	Reduced Issuance by premium amount	Reduce Issuance
Total Premium		\$ 13,698,167		

- **Use of Unassigned Fund Balance** – The use of Unassigned Fund Balance was as follows:

Unassigned

FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total 8 Years
247,000	755,500	650,000	915,800	231,000	-	400,000	500,000	3,699,300



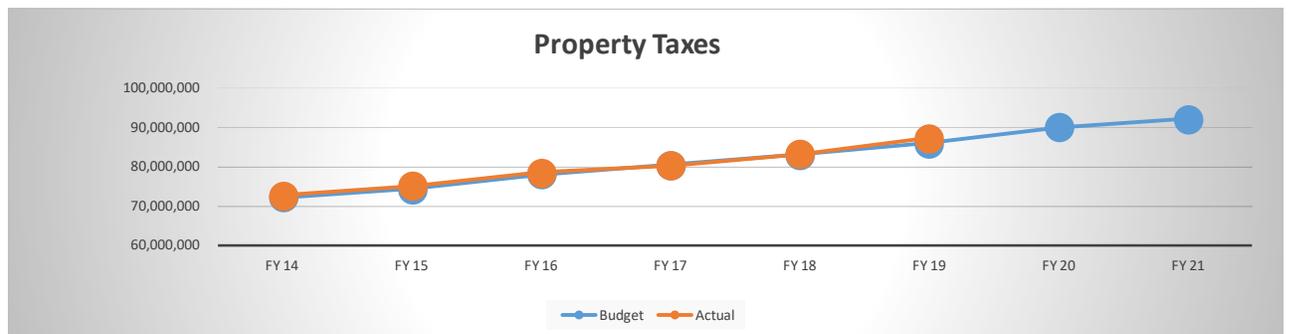
## Property Taxes:

- **Property Taxes** – Property Taxes are Portsmouth’s largest revenue source. The City levies and collects taxes according to state law. Property Taxes are an ad valorem tax (Latin for according to value). There are approximately 8,738 residential and commercial properties assessed taxes within the city. The amount of property tax levied is directly related to the amount of appropriation less all other revenues estimated. Budgeted property tax revenue is estimated to be \$92,224,089 in the FY21 proposed budget.
- The Tax Assessor is mandated to assess all property at its market value as of April 1 of each year making a tax year April 1 to March 31 while the Fiscal Year is July 1 to June 30. The City issues tax bills twice a year which are due December 1<sup>st</sup> and June 1<sup>st</sup>.



Assessed Value	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
With Utilities	4,182,368,805	4,727,842,643	4,771,704,551	5,468,344,022	5,567,674,277	5,567,674,277
% change from previous FY	2.1%	13.0%	0.9%	14.6%	1.8%	0.0%
Without Utilities	4,010,764,710	4,535,259,027	4,586,279,780	5,245,306,209	5,379,653,767	5,379,653,767
% change from previous FY	2.4%	13.1%	1.1%	14.4%	2.6%	0.0%
State Equalized for Debt Limits	4,871,579,273	5,118,914,757	5,651,979,770	5,731,071,264	6,073,124,791	
% change from previous FY	8.7%	5.1%	10.4%	1.4%	6.0%	
% of County Value	10.78%	11.08%	11.09%	11.64%	11.20%	11.06%
<b>Tax rate</b>						
Town Rate	8.80	8.07	8.13	7.27	7.68	7.22
Local School	5.61	5.33	5.41	4.95	4.96	4.83
State School	2.53	2.31	2.41	2.13	2.21	1.91
County	1.16	1.08	1.09	1.03	0.99	0.9
<b>Total Rate</b>	<b>18.10</b>	<b>16.79</b>	<b>17.04</b>	<b>15.38</b>	<b>15.84</b>	<b>14.86</b>
% change from previous FY	1.1%	-7.2%	1.5%	-9.7%	3.0%	-6.2%

*Budgeted Property Tax is calculated by taking total expenditures less total other revenues.*



### PROPERTY TAXES

	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Budget	72,234,239	74,266,738	78,131,980	80,485,995	83,005,909	86,017,363	90,144,978	92,224,089
Actual	72,771,653	75,120,750	78,494,012	80,353,795	83,314,595	87,267,079		



CITY OF PORTSMOUTH  
WATER FUND  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2019-2021

	BUDGETED REVENUES FY 19	ACTUAL REVENUES FY 19	BUDGETED REVENUES FY 20	BUDGETED REVENUES FY 21	% CHANGE	\$\$ CHANGE
<b>WATER CONSUMPTION</b>						
<i>(includes meter charges)</i>						
MUNICIPAL	216,654	206,069	220,570	214,837	-2.6%	(5,733)
COMMERCIAL TYPE 1	3,314,546	3,210,369	3,381,549	3,347,468	-1.0%	(34,081)
INDUSTRIAL TYPE 1	1,766,633	1,411,126	1,794,856	1,522,835	-15.2%	(272,021)
RESIDENTIAL TYPE 1	2,772,155	2,546,131	2,825,696	2,553,288	-9.6%	(272,408)
<b>TOTAL WATER CONSUMPTION</b>	<b>8,069,988</b>	<b>7,373,695</b>	<b>8,222,671</b>	<b>7,638,428</b>	<b>-7.1%</b>	<b>(584,243)</b>
<b>OTHER FEES</b>						
HYDRANT RENTAL INCOME	260,000	260,000	286,000	312,000	9.1%	26,000
METER FEES	700,735	727,852	704,348	718,784	2.0%	14,436
UTILITY REVENUE	219,073	179,014	212,635	194,059	-8.7%	(18,576)
FIRE SERVICES	320,046	340,105	321,356	406,101	26.4%	84,745
JOB WORKED SERVICES	150,000	150,239	175,000	175,000	0.0%	-
BACKFLOW TESTING	88,000	112,480	88,000	88,500	0.6%	500
SERVICE CHARGES-SPECIAL	33,000	44,867	30,000	30,000	0.0%	-
PENALTY INCOME	-	-	-	-	0.0%	-
CAPACITY USE SURCHARGE	115,000	61,400	100,000	100,000	0.0%	-
MISCELLANEOUS BILLING	20,000	(7,429)	20,000	31,000	55.0%	11,000
<b>TOTAL OTHER FEES</b>	<b>1,905,854</b>	<b>1,868,528</b>	<b>1,937,339</b>	<b>2,055,443</b>	<b>6.1%</b>	<b>118,104</b>
<b>STATE REVENUES</b>						
HOUSEHOLD HAZARDOUS WASTE	-	-	-	-	0.0%	-
HOMELAND SECURITY	-	-	-	-	-	-
<b>TOTAL STATE REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>SPECIAL AGREEMENTS</b>						
STATE FORCE - 13455D WOOFBURY	-	60,822	-	-	0.0%	-
STRAWBERRY BANKE AGMT INTEREST	182	1,575	225	93	-58.7%	(132)
DGWT - BREAKFAST HILL	-	117,974	-	-	0.0%	-
DRINKING/GROUNDWATER TRU	-	200,000	-	-	0.0%	-
ISLINGTON ST CONNECTIONS	-	-	1,306	1,393	6.7%	87
PEASE WELL CONSTRUCTION	-	1,361,175	-	-	0.0%	-
AF - PEASE WELL TREATMENT	-	-	-	-	0.0%	-
AF - CARBON FILTRATION SYS	-	-	-	-	0.0%	-
AF - PEASE WELL DESIGN	-	409,910	-	-	0.0%	-
<b>TOTAL SPECIAL AGREEMENTS</b>	<b>182</b>	<b>2,151,456</b>	<b>1,531</b>	<b>1,486</b>	<b>-2.9%</b>	<b>(45)</b>
<b>OTHER FINANCING SOURCES</b>						
INTEREST ON INVESTMENTS	155,000	337,728	300,000	145,000	-51.7%	(155,000)
BOND PREMIUM AMORTIZATION	179,745	203,073	171,673	190,000	10.7%	18,327
USE OF RESERVE-BOND PREM	-	382,689	-	-	0.0%	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>334,745</b>	<b>923,490</b>	<b>471,673</b>	<b>335,000</b>	<b>-29.0%</b>	<b>(136,673)</b>
<b>TOTAL: FULL ACCRUAL REVENUES</b>	<b>10,310,769</b>	<b>12,317,169</b>	<b>10,633,214</b>	<b>10,030,358</b>	<b>-5.7%</b>	<b>(602,856)</b>
<b>CASH REQUIREMENT ADJUSTMENTS</b>						
BOND PREMIUM AMORTIZATION	(179,745)	(203,073)	(171,673)	(190,000)	10.7%	(18,327)
SPECIAL AGREEMENT - CON EDISON	42,000	42,000	42,000	42,000	0.0%	-
SPECIAL AGREEMENT - STRAWBERRY BANKE	2,208	2,122	2,252	2,297	2.0%	45
<b>TOTAL CASH REQUIREMENT ADJUSTMENTS</b>	<b>(135,537)</b>	<b>(158,951)</b>	<b>(127,421)</b>	<b>(145,703)</b>	<b>14.3%</b>	<b>(18,282)</b>
<b>TOTAL WATER FUND</b>	<b>10,175,232</b>	<b>12,158,218</b>	<b>10,505,793</b>	<b>9,884,655</b>	<b>-5.9%</b>	<b>(621,138)</b>



## Water Fund Revenue Descriptions and Trends

The City of Portsmouth Water Fund operates as a financially self-supporting enterprise fund. It is expected that revenues generated from rates, fees and retained earnings will sustain the cost of all operations and any debt service; no General Fund (tax) support is expected. Revenue sources for the City of Portsmouth Water Fund are classified into five categories:

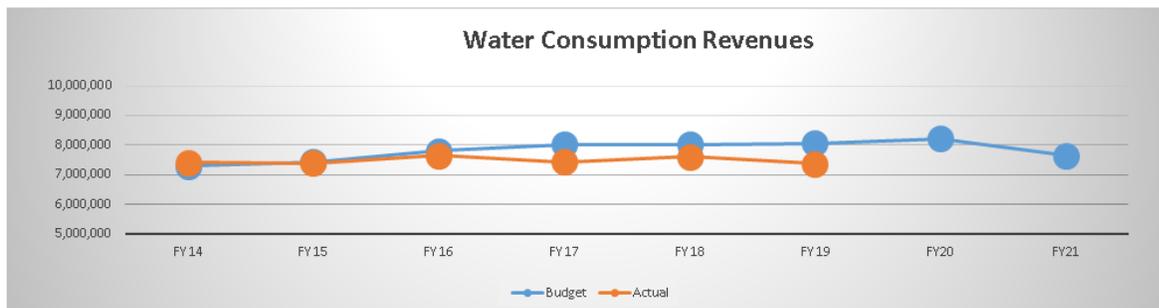
- 1) Water Consumption Revenues
- 2) Other Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

Following are descriptions of all water fund revenues with budget to actual trends (graphed) for major revenue sources.

### Water Consumption Revenues:

- **Water Consumption Revenues-** City Ordinance Chapter 16- Revenue generated from water consumption by customers. Revenue generated from this source is the primary cash flow for the division. Fluctuations in this revenue source while expected are unpredictable and difficult to budget. The Water Fund will recognize a surplus in revenues when demand is higher and a deficit when demand drops.
- Water consumption revenues are subcategorized into four customer classes: municipal, residential, commercial, and industrial. The City Council approves through a budget resolution changes in the water rate. The following table is a history of water consumption revenues not including minimum charges.

*Water consumption revenue is determined using quantitative forecasting trend analysis utilizing user rates and consumption history.*



	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Budget	7,295,531	7,433,983	7,805,987	8,021,380	8,022,640	8,069,988	8,222,671	7,638,428
Actual	7,414,269	7,391,196	7,642,110	7,422,989	7,606,458	7,373,695		



## **Other Fees:**

- **Public Hydrant Fees** - Revenues generated for providing water for public fire service to all municipalities served by the Water Division. The \$275 per public hydrant is collected from the following towns: Greenland, Newington, Madbury, New Castle, Rye and the City of Portsmouth General Fund. Recommended increase in fee for FY21 to \$300.

Projections of this revenue is predictable, the only events that effect a change is the removal or installation of fire hydrants.

- **Meter Fees** – Revenues generated by monthly charges for the ongoing maintenance and service of meters. Fees are applied based on the size of the meter located on the property as stated below.

### **Monthly Meter Charge Fee**

5/8" Meter	\$ 4.95
3/4" Meter	\$ 4.95
1" Meter	\$ 8.27
1 1/2" Meter	\$ 14.25
2" Meter	\$ 22.91
3" Meter	\$ 36.26
4" Meter	\$ 68.74
6" Meter	\$ 120.27
8" Meter	\$ 168.01
10" Meter	\$ 252.02

- **Utility Revenue** – Revenue generated through wholesale utility agreements with the Rye and New Castle Water Districts.
- **Private Fire Service** – City Ordinance Chapter 16 - Many commercial and residential properties have a water service connection for their fire sprinkler system. The fee is based on the size of the fire service pipe entering the property. The Water Fund has increased the anticipated revenue generated from this source based on a reassessment by the Water Rate Study which recommended that the fees for the larger services be incrementally increased over multiple years.
- **Job Worked Services** – City Ordinance Chapter 16- Services rendered by the Water division maintenance department for the repair or construction of services in which an identified customer will be responsible for the costs. Services billed to individual customers include: repair of vehicular damage to City property, repair of water service on private property, upgrade to existing service at property. Services are rendered on demand, thus making the revenue unpredictable from year to year. The fund has had revenues of \$70,000-\$180,000 over the past five years.
- **Backflow Testing Fees** – City Ordinance Chapter 16- It shall be the duty of the customer-user at any premise where backflow prevention devices are installed to have certified inspections and operational tests made at least twice per year. The Water Division will assess a fee for the inspection and testing of these devices.



- **Service Charges Fees** – City Ordinance – Revenues from charges assessed to customers for special requests. Charges include: final bill request, turn-on/off water service to a property, meter testing, frozen meter charges and returned check fee.
- **Penalty Income** – Water bills are due and payable upon presentation. Implementation of monthly billing effective FY11; combined with other collection processes has eliminated the assessment of penalty charges. The City is forecasting no income from this source.
- **Capacity Use Surcharges** – Revenues imposed on new customers who are joining the City’s water and sewer system in order to recover capital investments made by the City.
- **Miscellaneous Income** – Revenue from unexpected events, considered to be unique and unlikely to occur again in the future. Events include: photocopying, sale of maps, water testing for a customer, new connection fees.

**State Revenues:**

- **State Grant Program** – RSA 486-A:3. Revenue received from the State of New Hampshire for funding water works projects to meet the surface water treatment rules of the EPA. The Water Fund continues to monitor opportunities to apply for grants as they become available. The City expects no revenue in FY21 from this program.
- **Household State Aid Grant Program** – The State of New Hampshire administers a Household Hazardous Waste grant program. HHW Collection Grants are awarded to eligible sponsors at a designated per capita rate for the communities served, up to half of the collection costs. The City expects no revenue in FY21 from this program.

**Other Financing Sources:**

- **Interest on Investments** – The amount of interest earned from deposits.
- **Bond Premium Amortization** – The City received bond premiums from the issuance of debt service, the premium is recognized and recorded as revenue over the life of the bond. Following the bond issue dates and premium received.

Date of Issue	Reason For Bond	Premium Received
06/15/2009	Madbury Treatment Plant	\$659,394.51
06/25/2014	Hobbs Hill Water Tank	\$412,161.92
06/23/2015	Well, Pressure, Maplewood	\$162,073.90
06/14/2016	Stage 2, Water System Improvement	\$325,888.30
06/13/2017	Water Lines and Storage Imp	\$127,593.65
06/20/2018	Water Lines and Pleasant St Imp	\$255,095.78
06/20/2019	Water lines	\$292,600.00



- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year. The Water District will not be utilizing use of unrestricted net position in FY21.



CITY OF PORTSMOUTH  
SEWER FUND  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2019-2021

	BUDGETED REVENUES FY 19	ACTUAL REVENUES FY 19	BUDGETED REVENUES FY 20	BUDGETED REVENUES FY 21	% CHANGE	\$\$ CHANGE
<b>SEWER CONSUMPTION</b>						
MUNICIPAL	177,000	181,119	185,154	185,647	0.3%	493
OTHER UTILITIES WATER	417,500	451,096	428,104	457,243	6.8%	29,139
COMMERCIAL TYPE 1	5,954,484	6,441,532	6,863,253	6,844,893	-0.3%	(18,360)
INDUSTRIAL TYPE 1	4,070,109	2,678,494	3,361,973	2,905,543	-13.6%	(456,430)
RESIDENTIAL TYPE 1	6,014,017	5,686,778	6,042,203	5,942,183	-1.7%	(100,020)
<b>TOTAL SEWER CONSUMPTION</b>	<b>16,633,110</b>	<b>15,439,020</b>	<b>16,880,687</b>	<b>16,335,509</b>	<b>-3.2%</b>	<b>(545,178)</b>
<b>MISCELLANEOUS FEES</b>						
JOB WORKED SERVICES	5,000	8,011	5,000	8,000	60.0%	3,000
SEPTAGE	185,000	214,310	200,000	210,000	5.0%	10,000
PENALTY INCOME	-	-	-	-	0.0%	-
PERMITS	2,500	7,250	2,500	20,000	700.0%	17,500
CAPACITY USE SURCHARGE	90,000	58,770	110,000	110,000	0.0%	-
MISCELLANEOUS	50,000	53,936	40,000	50,000	25.0%	10,000
<b>TOTAL MISCELLANEOUS FEES</b>	<b>332,500</b>	<b>342,277</b>	<b>357,500</b>	<b>398,000</b>	<b>11.3%</b>	<b>40,500</b>
<b>STATE REVENUES</b>						
HOUSEHOLD HAZARDOUS WASTE	-	-	-	-	0.0%	-
STATE AID GRANT PROGRAM	752,905	705,663	738,214	628,252	-14.9%	(109,962)
<b>TOTAL STATE REVENUES</b>	<b>752,905</b>	<b>705,663</b>	<b>738,214</b>	<b>628,252</b>	<b>-14.9%</b>	<b>(109,962)</b>
<b>SPECIAL AGREEMENTS</b>						
REV FROM SPECIAL AGREEMENTS	39,915	16,010	10,783	5,365	-50.2%	(5,418)
PEASE REIMBURSE SEWER LOAN	10,383	10,382	5,191	-	-100.0%	(5,191)
<b>TOTAL SPECIAL AGREEMENTS</b>	<b>50,298</b>	<b>26,393</b>	<b>15,974</b>	<b>5,365</b>	<b>-66.4%</b>	<b>(10,609)</b>
<b>OTHER FINANCING SOURCES</b>						
INTEREST ON INVESTMENTS	300,000	769,890	600,000	325,000	-45.8%	(275,000)
ASSISTANCE PROGRAM-USE OF NET POSITION	-	-	-	-	0.0%	-
LONZA -CAPITAL CONTRIBUTI	-	146,614	-	-	0.0%	-
BOND PREMIUM AMORTIZATION	151,810	205,163	205,163	264,553	28.9%	59,390
SALE - MUNICIPAL PROPERT	-	6,600	-	-	0.0%	-
USE OF RESERVE-BOND PREM	-	705,277	-	-	0.0%	-
USE OF UNRESTRICTED NET POSITION	-	-	-	-	0.0%	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>451,810</b>	<b>1,833,544</b>	<b>805,163</b>	<b>589,553</b>	<b>-26.8%</b>	<b>(215,610)</b>
<b>TOTAL: FULL ACCRUAL REVENUES</b>	<b>18,220,623</b>	<b>18,346,896</b>	<b>18,797,538</b>	<b>17,956,679</b>	<b>-4.5%</b>	<b>(840,859)</b>
<b>CASH REQUIREMENT ADJUSTMENTS</b>						
BOND PREMIUM AMORTIZATION	(151,810)	(205,163)	(205,163)	(264,553)	28.9%	(59,390)
USE OF BOND PREMIUM FOR DEBT PAYMENT	0	0	0	0	0.0%	-
PEASE AID GRANT, PEASE PRINCIPAL	46,258	46,258	46,258	0	-100.0%	(46,258)
PEASE PAYBACK TOWARDS DEBT	116,290	116,290	116,290	0	-100.0%	(116,290)
SPECIAL AGREEMENT- LT ACCTS REC	109,123	109,123	114,351	120,999	5.8%	6,648
<b>TOTAL CASH REQUIREMENT ADJUSTMENTS</b>	<b>119,861</b>	<b>66,508</b>	<b>71,736</b>	<b>(143,554)</b>	<b>-300.1%</b>	<b>(215,290)</b>
<b>TOTAL SEWER FUND</b>	<b>18,340,484</b>	<b>18,413,404</b>	<b>18,869,274</b>	<b>17,813,125</b>	<b>-5.6%</b>	<b>(1,056,149)</b>



## Sewer Fund Revenue Descriptions and Trends

The City of Portsmouth Sewer Fund operates as a financially self-supporting enterprise fund. It is expected that revenues generated from rates, fees and retained earnings will sustain the cost of all operations and any debt service; no General Fund (tax) support is expected. Revenue sources for the City of Portsmouth Sewer Fund are classified into five categories:

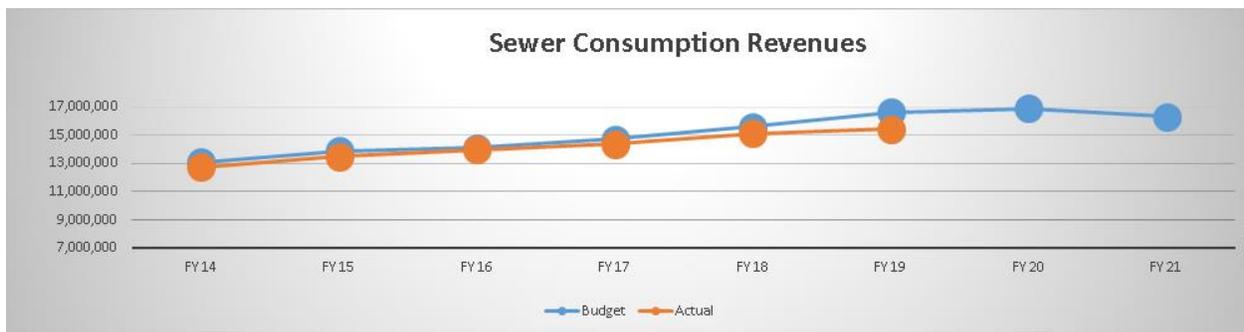
- 1) Sewer Consumption Revenues
- 2) Miscellaneous Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

Following are descriptions of all Sewer fund revenues with budget to actual trends (graphed) for major revenue sources.

### Sewer Consumption Revenues:

- **Sewer Consumption Revenues- Ordinance** - Revenue generated from sewer consumption by customers. The revenue generated from this source is the primary revenue for the division. Fluctuations in this revenue source are similar to Water in that while expected they are unpredictable and difficult to budget. The Sewer Fund will recognize a surplus in revenues when demand is higher and a deficit when demand drops.
- Sewer consumption revenues are subcategorized into four customer classes: municipal, residential, commercial, and industrial. The City Council approves through a budget resolution changes in the sewer rate.

*Sewer consumption revenue is determined using quantitative forecasting trend analysis utilizing user rates and consumption history.*



	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Budget	13,100,514	13,899,608	14,126,590	14,710,029	15,630,407	16,633,110	16,880,687	16,335,509
Actual	12,762,016	13,505,770	13,979,561	14,358,111	15,112,173	15,439,020		



## **Miscellaneous Fees:**

- **Job Worked Services** – Sewer Ordinance - Services rendered by the Sewer division maintenance department for the repair or construction of services in which an identified customer will be responsible for the costs. Services billed to individual customers include: repair of vehicular damage to City property, repair of Sewer service on private property, upgrade to existing service at property. Services are rendered on demand, thus making the revenue unpredictable from year to year.
- **Septage Charges** – Sewer Ordinance – Revenues generated from accepting sewage from non-sewer customers, such as septage haulers, and recreational vehicles. The sewage requires additional handling and treatment processing costs.
- **Penalty Income** – Sewer bills are due and payable upon presentation. Implementation of monthly billing effective FY11; combined with other collection processes has eliminated the assessment of penalty charges. The City is forecasting no income from this source.
- **Permits** – Sewer Ordinance – Revenues from charges assessed to customers for the on-going monitoring by City staff of private sewage disposal facilities and compliance to discharge limits approved by the City.
- **Capacity Use Surcharges** – Revenues imposed on new customers who are joining the City's water and sewer system in order to recover capital investments made by the City.
- **Miscellaneous Income** – Revenue from unexpected events, considered to be unique and unlikely to occur again in the future. Events include: photocopying, sale of maps, sewer testing for a customer, and new connection fees.

## **State Revenues:**

- **State Aid Grant Program** – RSA 486:3. Revenue received from the State of New Hampshire as a contribution for eligible sewage construction projects. The annual contribution is based on the project's amortization schedule and the impact on user fees.

## **Special Agreements:**

- **Special Agreements** – The Sewer Fund has entered into agreements with customers whose Sewer requirement necessitates Sewer system improvements. The terms of each agreement is based on system improvements and financing needs of the customer. The annual revenue budget amount equals the annual payment due from all customers for the fiscal year.

## **Other Financing Sources:**

- **Interest on Investments** – The amount of interest earned from deposits.



- **Bond Premium Amortization** – The City received bond premiums from the issuance of debt service, the premium is recognized and recorded as revenue over the life of the bond. Following the bond issue dates and premium received.

Date of Issue	Reason For Bond	Premium Received
12/14/2011	Peirce Island Treatment Plant	\$201,834.04
05/17/2012	Waste Water Treatment Plant	\$570,917.93
06/27/2013	Sewer LTCP	\$136,311.39
06/25/2014	PI and Pease WWTP	\$1,589,767.42
06/23/2015	Pease WWTP	\$33,765.40
06/14/2016	Fleet St, Lafayette Pump Station	\$371,025.00
06/13/2017	Sewer Lines and Pumping Stations	\$248,172.10
06/20/2018	Sewer Lines and Pumping Stations	\$457,105.30
06/20/2019	Sewer Lines, Consent Decree and Pease WWTF	\$948,900.00

- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year. In FY21, the City will not be utilizing unrestricted net position.



**CITY OF PORTSMOUTH  
SPECIAL REVENUE FUNDS  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2019-2021**

	<b>BUDGETED REVENUES FY 19</b>	<b>ACTUAL REVENUES FY 19</b>	<b>BUDGETED REVENUES FY 20</b>	<b>BUDGETED REVENUES FY 21</b>	<b>%% CHANGE</b>	<b>\$\$ CHANGE</b>
<b>Community Development</b>						
CDBG Entitlement	101,613	101,613	109,950	116,767	6.2%	6,817
PEDLP	1,600	1,600	-	-		-
<b>Total Community Development</b>	<b>103,213</b>	<b>103,213</b>	<b>109,950</b>	<b>116,767</b>	<b>6.2%</b>	<b>6,817</b>
<b>Urban Development Action Grant</b>						
UDAG Interest	14,000	22,392	10,000	9,000	-10.0%	(1,000)
Use of Fund Balance-UDAG	234,025	200,276	255,119	236,387	-7.3%	(18,732)
<b>Total Economic Development-UDAG</b>	<b>248,025</b>	<b>222,668</b>	<b>265,119</b>	<b>245,387</b>	<b>-7.4%</b>	<b>(19,732)</b>
<b>Parking and Transportation</b>						
Portion of Total Parking Revenue	6,245,637	6,032,176	6,799,070	7,285,689	7.2%	486,619
Use of Bond Premium	448,101	448,101	304,480	-	-100.0%	(304,480)
Use of Reserve for Debt	-	-	433,360	-	-100.0%	(433,360)
<b>Total Parking and Transportation</b>	<b>6,693,738</b>	<b>6,480,277</b>	<b>7,536,910</b>	<b>7,285,689</b>	<b>-3.3%</b>	<b>(251,221)</b>
<b>Prescott Park</b>						
Donations	1,000	1,125	1,000	906	-9.4%	906
Weddings	7,050	5,625	7,050	6,000	-14.9%	6,000
License Agreements	22,000	30,500	28,000	28,594	2.1%	28,594
Prescott Trust	183,000	183,000	178,200	185,200	3.9%	185,200
Marine Maintenance Trust	21,000	21,000	21,000	21,000	0.0%	21,000
Bishop Trust	-	-	-	-	0.0%	-
Transfer from General Fund	60,000	60,000	89,000	99,344	11.6%	99,344
<b>Total Prescott Park</b>	<b>294,050</b>	<b>301,250</b>	<b>324,250</b>	<b>341,044</b>	<b>5.2%</b>	<b>16,794</b>
Transfer from General Fund	260,067	260,067	247,806	277,707	12.1%	277,707
Transfer from Sewer Fund	260,067	260,067	247,806	277,707	12.1%	277,707
<b>Total Stormwater</b>	<b>520,134</b>	<b>520,134</b>	<b>495,612</b>	<b>555,414</b>	<b>12.1%</b>	<b>555,414</b>
<b>Total Special Revenue Funds</b>	<b>7,859,160</b>	<b>7,627,542</b>	<b>8,731,841</b>	<b>8,544,301</b>	<b>-2.1%</b>	<b>(187,540)</b>



# Special Revenue Fund Revenue Descriptions and Trends

## Community Development:

- **CDBG Entitlement** - The City's Community Development Department administers the Community Development Block Grant (CDBG) program. These funds are provided to the City annually by the U.S. Department of Housing and Urban Development (HUD) to fund projects benefiting individuals and families who earn low or moderate incomes. The amount of federal funding is determined by a national formula based on income, age of housing and population trends. The Community Development Department's General Administration line item covers the administrative costs associated with CDBG-funded programs and projects; this includes salaries and benefits for some of the City's Community Development Department staff, as well as other operational costs such as legal notices, office supplies, postage and staff training. HUD does not allow general administration costs to exceed 20% of the City's annual CDBG grant.
- **UDAG Interest** – This revenue source consists of interest earned from investment of lump sum prepayment of Urban Development Action Grant loans. The City of Portsmouth Economic Development Commission submits an annual budget for fund expenditures based on available funding, economic development program needs and a broad range of economic development-related activities.

## Parking and Transportation:

- **Parking Revenues** - A portion of total parking related revenues are budgeted to cover expenditure for the Parking and Transportation Division of Public Works.

## Prescott Park:

- **Donations** – Estimated donations given for the park.
- **Weddings** – Revenue collected for reserving the Park for weddings. Fees vary dependent upon wedding size.
- **License Agreements** – Amounts raised from official agreements for use of Park grounds and facilities.
- **Josie F. Prescott Trust** – The largest contributor to the Park's maintenance is the Josie F. Prescott Trust. The trust document states that the trust shall be used for the maintenance of the property.
- **Marine Maintenance Trust** – The trust document states expenditures may be made from the Trust corpus and income as may be required to maintain the City's piers, docks and floats in a safe condition and in proper repair.



- **City of Portsmouth General Fund Transfer** – Historically, income from the Josie F. Prescott Trust has been insufficient to meet all funding requirements for the Park on an annual basis. As a result, some costs associated with the Park operations have been funded through the City’s General Fund. With the creation of the Special Revenue Fund for FY 2018, these historic contributions to the General Fund will take the form of a “General Fund” transfer.

**Stormwater:**

- **City of Portsmouth General Fund Transfer and Sewer Fund Transfer** – Historically Stormwater expenditures have been distributed between both the General Fund and the Sewer Fund. In FY 2019 the creation of a Special Revenue Fund for Stormwater related expenditures was created. Funding for the expenditures will be divided evenly by transfers from both the General Fund and Sewer Fund.





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# Debt Service

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The following pages analyze Debt Service for the General, Parking/Transportation, Debt Service, Water, and Sewer Funds.

## **COMPUTATION OF LEGAL DEBT MARGIN (GENERAL, SCHOOL, AND WATER)**

Legal debt margins are established by the State of New Hampshire and are based on an equalized assessed valuation calculated by the State. There are three bonded debt limit margins established by the state: the General Fund, School related debt, and Water Fund debt limit margins. The General Fund debt limit is limited to 3% of equalized assessed valuation with landfills being exempt from the calculation. School related debt is limited to 7% of equalized assessed valuation. While the Water Fund is limited to 10% of equalized assessed valuation, it should be noted that the Sewer Fund has no legal debt margin.

## **LONG-TERM DEBT SERVICE FORECAST MODEL**

The long-term debt service forecast model displays issued long-term debt and projected future long-term debt for the General, Parking/Transportation, Debt Service, Water and Sewer Funds. Also listed are debt-related revenues. These revenues would not exist if certain debt issuance did not exist.

## **PROJECTED LONG-TERM DEBT SERVICE AS A PERCENTAGE OF THE GENERAL FUND BUDGET**

This page estimates future General Fund Budget totals and uses the projected net debt service from the Long Term Debt Service Forecast Model previously displayed, to calculate the percentage that debt service will be of the general fund budget. These projections go outward 6 years and a graph displays the result.

## **LONG TERM DEBT OUTSTANDING BALANCES**

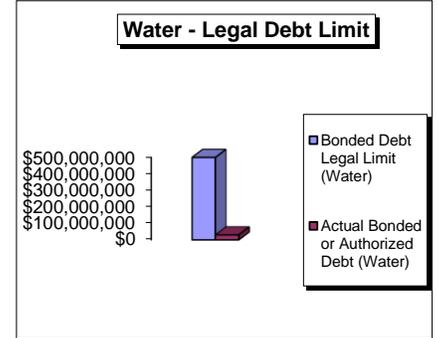
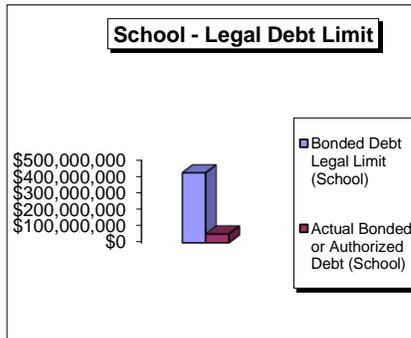
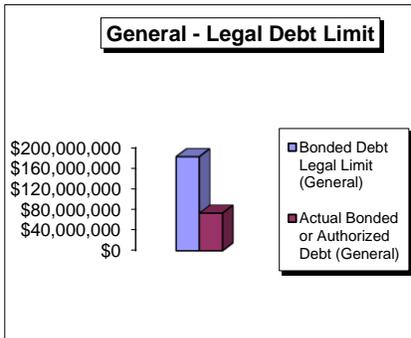
These pages display the outstanding debt balance of the General, Parking/Transportation, Debt Service, Water and Sewer Funds for the remaining years of outstanding payments. They also show the scheduled payments against these balances for those years.



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
Computation of Legal Debt Margin  
As of June 30, 2019

Modified local assessed valuation	\$	5,586,547,477
Department of Revenue Administration inventory adjustment	\$	<u>486,577,314</u>
Equalized assessed valuation	\$	6,073,124,791
Adjustment: RSA 31-A	\$	<u>-</u>
<b>Base valuation for debt limit (1)</b>	<b>\$</b>	<b><u>6,073,124,791</u></b>

	<u>3.0% of base (General Debt)</u>	<u>7.0% of base (School Debt) (2)</u>	<u>10% of base (Water Fund) (3) (4)</u>
<b>Bonded debt limit -</b>	<u>\$182,193,744</u>	<u>\$425,118,735</u>	<u>\$607,312,479</u>
Gross bonded debt June 30	\$59,113,117	\$52,014,500	\$30,644,612
Less:			
Landfill (5)	\$32,617		
Sub-total	<u>\$59,080,500</u>	<u>\$52,014,500</u>	<u>\$30,644,612</u>
Authorized but unissued			
2018 Streets & Sidewalks	\$1,450,000		
2019 Multi Purpose fields	\$3,400,000		
2019 Streets & Sidewalks	\$6,525,000		
2019 Sr Senior Center	\$2,500,000		
2020 Elementary School Upgrade		\$2,000,000	
Total Authorized unissued	<u>\$13,875,000</u>	<u>\$2,000,000</u>	<u>\$0</u>
<b>Total debt applicable to limitation</b>	<b><u>\$72,955,500</u></b>	<b><u>\$54,014,500</u></b>	<b><u>\$30,644,612</u></b>
<b>% Debt used of limitation</b>	<b>40%</b>	<b>13%</b>	<b>5%</b>
Legal Debt Margin	<u><b>\$109,238,244</b></u>	<u><b>\$371,104,235</b></u>	<u><b>\$576,667,867</b></u>
Legal Debt Margin %	60%	87%	95%



- (1) The equalization of all taxable property in the State of New Hampshire is conducted annually by the New Hampshire Department of Revenue Administration under the provisions of RSA 21-J: 3(XIII).
- (2) Subject to a separate debt limit of 7% of the City's base valuation per RSA 33:4-a
- (3) Enterprise funds.
- (4) Subject to a separate debt limit of 10% of the City's base valuation per RSA 33:5-a.
- (5) Exempt per RSA 33:5-b.



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL

		FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
<b>ISSUED DEBT</b>								
<b>GENERAL FUND-Issued Debt</b>								
<b>General Government</b>								
05/15/10 10 Improvements	1,800,000							
Principal-Last Pmt FY 20	10 Yr	180,000						
Interest		8,100						
07/01/00 Coakley OU-2 20 yr	652,330							
Principal-Last Pmt FY 20	20 YR	32,617						
Interest-State recalculated interest starting in FY 15 saving \$14,961		333						
06/15/16 Fire Apparatus	523,290							
Principal-Last Pmt FY 21	5 YR	105,000	100,000					
Interest		8,200	4,000					
12/14/11 11 Improvements	6,400,000							
Principal-Last Pmt FY 22	10 YR	640,000	640,000	640,000				
Interest		76,800	48,000	16,000				
06/23/17 FY 17 Fire Apparatus	400,000							
Principal-Last Pmt FY 22	5 YR	80,000	80,000	80,000				
Interest		9,600	6,400	3,200				
06/27/13 13 Improvements	2,267,000							
Principal-Last Pmt FY 23	10 YR	225,000	225,000	225,000	225,000			
Interest		27,000	20,250	13,500	6,750			
06/25/14 14 Improvements	5,750,000							
Principal-Last Pmt FY 24	10 YR	575,000	575,000	575,000	575,000	575,000		
Interest		143,750	115,000	86,250	57,500	28,750		
06/20/19 18 Fire Boat	\$164,000(\$180,000)							
Principal-Last Pmt FY 24	5 YR	39,000	35,000	35,000	30,000	25,000		
Interest		8,086	6,250	4,500	2,750	1,250		
06/20/19 19 Fire Apparatus	\$544,000(\$600,000)							
Principal-Last Pmt FY 24	5 YR	114,000	110,000	110,000	105,000	105,000		
Interest		26,822	21,500	16,000	10,500	5,250		
06/23/15 15 Improvements	3,475,000							
Principal-Last Pmt FY 25	10 YR	350,000	345,000	345,000	345,000	345,000	345,000	
Interest		76,100	62,100	55,200	41,400	27,600	13,800	
06/23/15 Library-Refunded	3,685,000							
Principal-Last Pmt FY 26	10 YR	340,000	340,000	330,000	325,000	320,000	320,000	315,000
Interest		68,250	58,050	49,700	39,875	30,200	19,000	6,300
06/15/16 16 Improvements	6,100,000							
Principal-Last Pmt FY 26	10 YR	610,000	610,000	610,000	610,000	610,000	610,000	610,000
Interest		170,800	146,400	122,000	97,600	73,200	48,800	24,400
06/23/17 17 Fire Station 3 Improvements	610,000							
Principal-Last Pmt FY 27	10 YR	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Interest		19,200	16,800	14,400	12,000	9,600	7,200	4,800
06/23/17 17 Improvements	6,850,000							
Principal-Last Pmt FY 27	10 YR	685,000	685,000	685,000	685,000	685,000	685,000	685,000
Interest		219,200	191,800	164,400	137,000	109,600	82,200	54,800
06/20/18 18 Improvements (Part I)	6,200,000							
Principal-Last Pmt FY 28	10 YR	620,000	620,000	620,000	620,000	620,000	620,000	620,000
Interest		279,000	248,000	217,000	186,000	155,000	124,000	93,000
06/15/16 Fire Station 2 Replacement-Refunded	1,713,000							
Principal-Last Pmt FY 28	10 YR	175,000	175,000	171,500	170,000	170,000	170,000	170,000
Interest		54,660	47,660	40,660	33,800	27,000	20,200	13,400
06/15/16 Fire Station 2 Land-Refunded	619,000							
Principal-Last Pmt FY 28	10 YR	65,000	65,000	63,500	60,000	60,000	60,000	60,000
Interest		19,640	17,040	14,440	11,900	9,500	7,100	4,700
06/15/16 Fire Station 2 Replacement-Refunded	708,500							
Principal-Last Pmt FY 29	10 YR	75,000	75,000	70,000	70,000	70,000	70,000	70,000
Interest		26,090	23,840	22,340	19,540	16,740	13,940	11,140
06/20/19 FY 18 Improvements (Part II)	\$2,802,000(\$3,300,000)							
Principal-Last Pmt FY 29		287,000	285,000	285,000	285,000	285,000	280,000	275,000
Interest		138,154	125,750	111,500	97,250	83,000	68,750	54,750
06/20/19 FY 19 Improvements (Part I)	\$2,018,000(\$2,375,000)							
Principal-Last Pmt FY 29		213,000	205,000	205,000	205,000	205,000	205,000	200,000
Interest		99,499	90,250	80,000	69,750	59,500	49,250	39,000
Total General Fund-Gen Gov Issued Debt Principal Due		5,470,617	5,230,000	5,110,000	4,370,000	4,135,000	3,425,000	3,065,000
Total General Fund-Gen Gov Issued Debt Interest Due		1,479,284	1,249,090	1,031,090	823,615	636,190	454,240	306,290
Total General Fund-Gen Gov Issued Debt		6,949,900	6,479,090	6,141,090	5,193,615	4,771,190	3,879,240	3,371,290

GENERAL FUND



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL

		<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
<b>Schools</b>								
<b>05/15/10 10 School Building Improvements</b>	<b>500,000</b>							
Principal-Last Pmt FY 20	10 Yr	50,000						
Interest		2,250						
<b>06/27/13 13 School Building Improvements</b>	<b>500,000</b>							
Principal-Last Pmt FY 23	10 Yr	50,000	50,000	50,000	50,000			
Interest		6,000	4,500	3,000	1,500			
<b>05/17/12 High School Renovations-Refunding</b>	<b>17,325,000</b>							
Principal-Last Pmt FY 23	10 YR	1,690,000	1,680,000	1,665,000	1,650,000			
Interest		233,600	166,200	99,300	33,000			
<b>06/23/15 15 School Field Lighting</b>	<b>750,000</b>							
Principal-Last Pmt FY 25	10 Yr	75,000	75,000	75,000	75,000	75,000	75,000	
Interest		16,500	13,500	12,000	9,000	6,000	3,000	
<b>06/15/16 16 School Building Improvements</b>	<b>500,000</b>							
Principal-Last Pmt FY 26	10 Yr	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest		14,000	12,000	10,000	8,000	6,000	4,000	2,000
<b>06/20/18 18 Athletic Field Lighting</b>	<b>550,000</b>							
Principal-Last Pmt FY 28	10 Yr	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Interest		24,750	22,000	19,250	16,500	13,750	11,000	8,250
<b>06/20/19 19 School Building Improvements</b>	<b>\$426,000(\$500,000)</b>							
Principal-Last Pmt FY 29	10 Yr	46,000	45,000	45,000	45,000	45,000	45,000	40,000
Interest		21,004	19,000	16,750	14,500	12,250	10,000	7,750
<b>05/15/10 10 Middle School Renovation</b>	<b>15,000,000</b>							
Principal-Last Pmt FY 30	20 YR	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Interest		300,000	266,250	243,750	219,375	195,000	168,750	142,500
<b>12/14/11 11 Middle School Renovation</b>	<b>22,500,000</b>							
Principal-Last Pmt FY 32	20 YR	1,125,000	1,125,000	1,125,000	1,125,000	1,125,000	1,125,000	1,125,000
Interest		524,531	473,906	417,656	372,656	338,906	305,156	265,781
<b>06/25/14 14 Middle School Renovation</b>	<b>3,300,000</b>							
Principal-Last Pmt FY 34	20 YR	165,000	165,000	165,000	165,000	165,000	165,000	165,000
Interest		108,900	100,650	92,400	84,150	75,900	67,650	59,400
<b>06/15/16 16 Elementary Schools Renovations</b>	<b>5,000,000</b>							
Principal-Last Pmt FY 36	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest		135,000	125,000	115,000	105,000	95,000	85,000	75,000
<b>06/23/17 17 Elementary Schools Renovations</b>	<b>5,000,000</b>							
Principal-Last Pmt FY 37	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest		150,313	140,313	130,313	120,313	110,313	100,313	90,313
<b>06/20/18 18 Elementary Schools Renovations</b>	<b>5,000,000</b>							
Principal-Last Pmt FY 38	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest		192,188	179,688	167,188	154,688	142,188	129,688	117,188
<b>06/20/19 19 Elementary Schools Renovations</b>	<b>\$4,508,500(\$5,000,000)</b>							
Principal-Last Pmt FY 39	20 YR	233,500	230,000	225,000	225,000	225,000	225,000	225,000
Interest		182,449	173,344	161,844	150,594	139,344	128,094	116,844
<b>Total General Fund-School Issued Debt Principal Due</b>		<b>5,039,500</b>	<b>4,975,000</b>	<b>4,955,000</b>	<b>4,940,000</b>	<b>3,240,000</b>	<b>3,240,000</b>	<b>3,160,000</b>
<b>Total General Fund-School Issued Debt Interest Due</b>		<b>1,911,484</b>	<b>1,696,350</b>	<b>1,488,450</b>	<b>1,289,275</b>	<b>1,134,650</b>	<b>1,012,650</b>	<b>885,025</b>
<b>Total General Fund-School Issued Debt</b>		<b>6,950,984</b>	<b>6,671,350</b>	<b>6,443,450</b>	<b>6,229,275</b>	<b>4,374,650</b>	<b>4,252,650</b>	<b>4,045,025</b>
<b>Total General Fund- Issued Debt Principal Due</b>		<b>10,510,117</b>	<b>10,205,000</b>	<b>10,065,000</b>	<b>9,310,000</b>	<b>7,375,000</b>	<b>6,665,000</b>	<b>6,225,000</b>
<b>Total General Fund-Issued Debt Interest Due</b>		<b>3,390,768</b>	<b>2,945,440</b>	<b>2,519,540</b>	<b>2,112,890</b>	<b>1,770,840</b>	<b>1,466,890</b>	<b>1,191,315</b>
<b>Total General Fund-Issued Debt</b>		<b>13,900,885</b>	<b>13,150,440</b>	<b>12,584,540</b>	<b>11,422,890</b>	<b>9,145,840</b>	<b>8,131,890</b>	<b>7,416,315</b>
<b>Issued Debt Related Revenues</b>								
GF	Use of Unused Bond Proceeds							
GF	Use of Debt Reserve	(1,950,000)	(1,900,000)	(1,800,000)	(1,700,000)	(1,600,000)	(1,500,000)	(982,387)
GF	School Building Aid (High School 55%)	(1,016,222)	(1,016,222)	(1,016,222)	(1,016,222)			
GF	School Building Aid on \$40.8m (Middle School 40%)	(820,083)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)
	<b>Total Issued Debt Related Revenues-General Fund</b>	<b>(3,786,305)</b>	<b>(3,657,196)</b>	<b>(3,557,196)</b>	<b>(3,457,196)</b>	<b>(2,340,974)</b>	<b>(2,240,974)</b>	<b>(1,723,361)</b>
	<b>Total Net Issued Debt-General Fund</b>	<b>10,114,580</b>	<b>9,493,244</b>	<b>9,027,344</b>	<b>7,965,694</b>	<b>6,804,866</b>	<b>5,890,916</b>	<b>5,692,954</b>

GENERAL FUND



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL**

	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
<b><u>GENERAL FUND-Projected Future Debt</u></b>							
Issued Difference Budgeted vs actual	63,299						
10 yr 3.75% FY 18-MAPLEWOOD AVE COMPLETE STREET	450,000						61,875
10 yr 3.75% FY 18-NORTH POND MULTI USE PATH	500,000		68,750	66,875	65,000	63,125	61,250
10 yr 3.75% FY 18-NEW FRANKLIN/WOODBURY CORRIDOR II	500,000				68,750	66,875	65,000
<b>FY 18 Authorized 07/10/17</b>	<b>1,450,000</b>						
20 yr 3.75% FY 19-Multi-Purpose Recreation Fields	3,400,000		297,500	291,125	284,750	278,375	272,000
<b>FY 19 Authorized 07/09/18</b>	<b>3,400,000</b>						
20 yr 3.75% FY 19-Prescott Park Facilities Capital Improvements	2,325,000		203,438	199,078	194,719	190,359	186,000
20 yr 3.75% FY 19-Outdoor Pool	1,000,000		87,500	85,625	83,750	81,875	80,000
20 yr 3.75% FY 19-City Hall Electrical Upgrades	600,000		52,500	51,375	50,250	49,125	48,000
20 yr 3.75% FY 19-Longmeadow Road Extension	400,000		35,000	34,250	33,500	32,750	32,000
20 yr 3.75% FY 19-Peverly Hill Road Improvements	2,200,000		192,500	188,375	184,250	180,125	176,000
<b>FY 19 Authorized 08/06/18</b>	<b>6,525,000</b>						
20 yr 3.75% FY 19-Senior Center	2,500,000		218,750	214,063	209,375	204,688	200,000
<b>FY 19 Authorized 05/20/19</b>	<b>2,500,000</b>						
20 yr 3.75% FY 20-Elementary Schools Upgrade	2,000,000	37,500	175,000	171,250	167,500	163,750	160,000
<b>FY 20 Authorized 05/20/19</b>	<b>2,000,000</b>						
20 yr 3.75% FY 20-Citywide Facilities Capital Improvements	1,000,000	18,750	87,500	85,625	83,750	81,875	80,000
20 yr 3.75% FY 20-Citywide Sidewalk Reconstruction Program	800,000	15,000	70,000	68,500	67,000	65,500	64,000
20 yr 3.75% FY 20-Citywide Bridge Improvements	2,000,000	37,500	175,000	171,250	167,500	163,750	160,000
20 yr 3.75% FY 20-Maplewood Ave Bridge Replacement	500,000	9,375	43,750	42,813	41,875	40,938	40,000
20 yr 3.75% FY 20-Cate St Connector	1,500,000	28,125	131,250	128,438	125,625	122,813	120,000
20 yr 3.75% FY 20-Street Paving, Management and Rehabilitation	4,000,000	75,000	350,000	342,500	335,000	327,500	320,000
20 yr 3.75% FY 20-Pease Tradeport Street Rehabilitation	750,000	14,063	65,625	64,219	62,813	61,406	60,000
<b>FY 20 Authorized 07/15/19</b>	<b>10,550,000</b>						
10 yr 3.75% FY 21-Ladder #2	1,400,000		189,875	184,625	179,375	174,125	168,875
10 yr 3.75% FY 21-Police Station Upgrades	400,000		54,250	52,750	51,250	49,750	48,250
20 yr 3.75% FY 21-School Facilities Capital Improvements	1,000,000		86,563	84,688	82,813	80,938	79,063
20 yr 3.75% FY 21-Outdoor Pool Upgrades	1,600,000		138,500	135,500	132,500	129,500	126,500
20 yr 3.75% FY 21-Recycling & Solid Waste Transfer Station	2,400,000		207,750	203,250	198,750	194,250	189,750
20 yr 3.75% FY 21-Islington Street Improvements Phase 1B & 2	1,640,000		143,500	140,425	137,350	134,275	131,200
<b>Total FY 21 New Bonding</b>	<b>8,440,000</b>						

**GENERAL FUND**



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL**

		<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
				BAN Interest	BAN Interest			
20 yr 3.75%	FY 22-New Police Station	11,000,000		175,000	275,000	962,500	941,875	921,250
10 yr 3.75%	FY 22-Police Station Upgrades	400,000		7,500	54,250	52,750	51,250	49,750
10 yr 3.75%	FY 22-Elementary Schools Upgrade	500,000		9,375	67,813	65,938	64,063	62,188
20 yr 3.75%	FY 22-Prescott Park Facilities Capital Improvements	1,750,000		32,813	151,484	148,203	144,922	141,641
10 yr 3.75%	FY 22-Citywide Sidewalk Reconstruction Program	800,000		15,000	108,500	105,500	102,500	99,500
10 yr 3.75%	FY 22-Street Paving, Management and Rehabilitation	4,000,000		75,000	542,500	527,500	512,500	497,500
10 yr 3.75%	FY 22-Pease Tradeport Street Rehabilitation	750,000		14,063	101,719	98,906	96,094	93,281
10 yr 3.75%	FY 22-Fleet street Utilities and Streetscape	1,200,000		22,500	162,750	158,250	153,750	149,250
	<b>Total FY 22 New Bonding</b>	<b>20,400,000</b>						
10 yr 3.75%	FY 23-Police Station Upgrades	400,000			7,500	54,250	52,750	51,250
20 yr 3.75%	FY 23-School Facilities Capital Improvements	2,500,000			46,875	216,406	211,719	207,031
20 yr 3.75%	FY 23-Elementary Schools Upgrade	1,500,000			28,125	129,844	127,031	124,219
20 yr 3.75%	FY 23-Outdoor Pool Upgrades	2,500,000			46,875	216,406	211,719	207,031
20 yr 3.75%	FY 23-New Outdoor Fields	3,000,000			56,250	406,875	395,625	384,375
10 yr 3.75%	FY 23-City Hall HVAC Improvements	1,500,000			28,125	203,438	197,813	192,188
10 yr 3.75%	FY 23-Citywide Facilities Capital Improvements	1,000,000			18,750	135,625	131,875	128,125
10 yr 3.75%	FY 23-Hampton Branch Rail Trail (NH Seacoast Greenway)	600,000			11,250	81,375	79,125	76,875
10 yr 3.75%	FY 23-Fleet street Utilities and Streetscape	800,000			15,000	108,500	105,500	102,500
10 yr 3.75%	FY 23-Maplewood Avenue Bridge Replacement	1,600,000			30,000	217,000	211,000	205,000
	<b>Total FY 23 New Bonding</b>	<b>15,400,000</b>						
10 yr 3.75%	FY 24-Police Station Upgrades	400,000				7,500	54,250	52,750
20 yr 3.75%	FY 24-School Facilities Capital Improvements	1,000,000				18,750	86,563	84,688
10 yr 3.75%	FY 24-Greenland Rd Practice Field	500,000				9,375	67,813	65,938
20 yr 3.75%	FY 24-Prescott Park Facilities Capital Improvements	1,750,000				32,813	151,484	148,203
10 yr 3.75%	FY 24-Islington Street Improvements Phase 1B & 2	2,200,000				41,250	298,375	290,125
10 yr 3.75%	FY 24-Market Square Upgrade	1,000,000				18,750	135,625	131,875
10 yr 3.75%	FY 24-US Route 1 New Side Path Construction	1,000,000				18,750	135,625	131,875
10 yr 3.75%	FY 24-Elwyn Park Sidewalks Phase I	1,000,000				18,750	135,625	131,875
10 yr 3.75%	FY 24-Banfield Rd Pedestrian Accommodations	500,000				9,375	67,813	65,938
10 yr 3.75%	FY 24-Citywide Sidewalk Reconstruction Program	800,000				15,000	108,500	105,500
10 yr 3.75%	FY 24-Cate St Bridge Replacement	1,500,000				28,125	203,438	197,813
10 yr 3.75%	FY 24-Street Paving, Management and Rehabilitation	4,000,000				75,000	542,500	527,500
10 yr 3.75%	FY 24-Pease Tradeport Street Rehabilitation	750,000				14,063	101,719	98,906
10 yr 3.75%	FY 24-Junkins Avenue	1,100,000				20,625	149,188	145,063
	<b>Total FY 24 New Bonding</b>	<b>17,500,000</b>						
10 yr 3.75%	FY 25-Fire Engine #4	765,000					14,344	103,753
10 yr 3.75%	FY 25-Police Station Upgrades	400,000					7,500	54,250
20 yr 3.75%	FY 25-School Facilities Capital Improvements	800,000					15,000	69,250
10 yr 3.75%	FY 25-New Outdoor Recreation Fields	2,000,000					37,500	271,250
20 yr 3.75%	FY 25-Recycling & Solid Waste Transfer Station	3,000,000					56,250	259,688
10 yr 3.75%	FY 25-Bleachers/Grandstands	1,000,000					18,750	135,625
10 yr 3.75%	FY 25-Pinehurst Road Improvements	300,000					5,625	40,688
10 yr 3.75%	FY 25-Madison St Roadway Improvements	350,000					6,563	47,469
	<b>Total FY 25 New Bonding</b>	<b>8,615,000</b>						
10 yr 3.75%	FY 26-Police Station Upgrades	400,000						7,500
20 yr 3.75%	FY 26-Elementary Schools Upgrade	5,000,000						93,750
20 yr 3.75%	FY 26-Prescott Park Facilities Capital Improvements	1,750,000						32,813
20 yr 3.75%	FY 26-Downtown Aerial Utilities Undergrounding	2,500,000						46,875
10 yr 3.75%	FY 26-Citywide Facilities Capital Improvements	1,000,000						18,750
10 yr 3.75%	FY 26-Greenland Rd/Middle Rd Bike Lanes and Traffic	585,000						10,969
10 yr 3.75%	FY 26-Market St Side Path	1,853,000						34,744
10 yr 3.75%	FY 26-Maplewood Ave Downtown Complete Street	2,370,000						44,438
10 yr 3.75%	FY 26-Citywide Sidewalk Reconstruction Program	800,000						15,000
10 yr 3.75%	FY 26-Coakley-Borthwick Connector Roadway	1,000,000						18,750

**GENERAL FUND**



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL**

	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
10 yr 3.75% FY 26-Street Paving, Management and Rehabilitation	4,000,000						75,000
10 yr 3.75% FY 26-Pease Tradeport Street Rehabilitation	1,000,000						18,750
<b>Total FY 26 New Bonding</b>	<b>22,258,000</b>						
	<b>26,425,000</b>						
	<b>92,613,000</b>						
<b>Total General Fund-Projected Future Debt</b>	<b>298,611</b>	<b>-</b>	<b>3,425,750</b>	<b>4,759,363</b>	<b>7,224,834</b>	<b>9,128,822</b>	<b>10,200,072</b>
<b>Future Debt Related Revenues</b>							
<b>Total Future Debt Related Revenues-General Fund</b>	<b>-</b>						
<b>Total Net Projected Future Debt-General Fund</b>	<b>298,611</b>	<b>-</b>	<b>3,425,750</b>	<b>4,759,363</b>	<b>7,224,834</b>	<b>9,128,822</b>	<b>10,200,072</b>
<b>Total Gross Issued and Projected Debt-General Fund</b>	<b>14,199,496</b>	<b>13,150,440</b>	<b>16,010,290</b>	<b>16,182,253</b>	<b>16,370,674</b>	<b>17,260,712</b>	<b>17,616,387</b>
<b>Total Debt Related Revenues Actual and Projected</b>	<b>(3,786,305)</b>	<b>(3,657,196)</b>	<b>(3,557,196)</b>	<b>(3,457,196)</b>	<b>(2,340,974)</b>	<b>(2,240,974)</b>	<b>(1,723,361)</b>
<b>Total Net Issued and Projected Debt-General Fund</b>	<b>10,413,191</b>	<b>9,493,244</b>	<b>12,453,094</b>	<b>12,725,057</b>	<b>14,029,700</b>	<b>15,019,738</b>	<b>15,893,026</b>



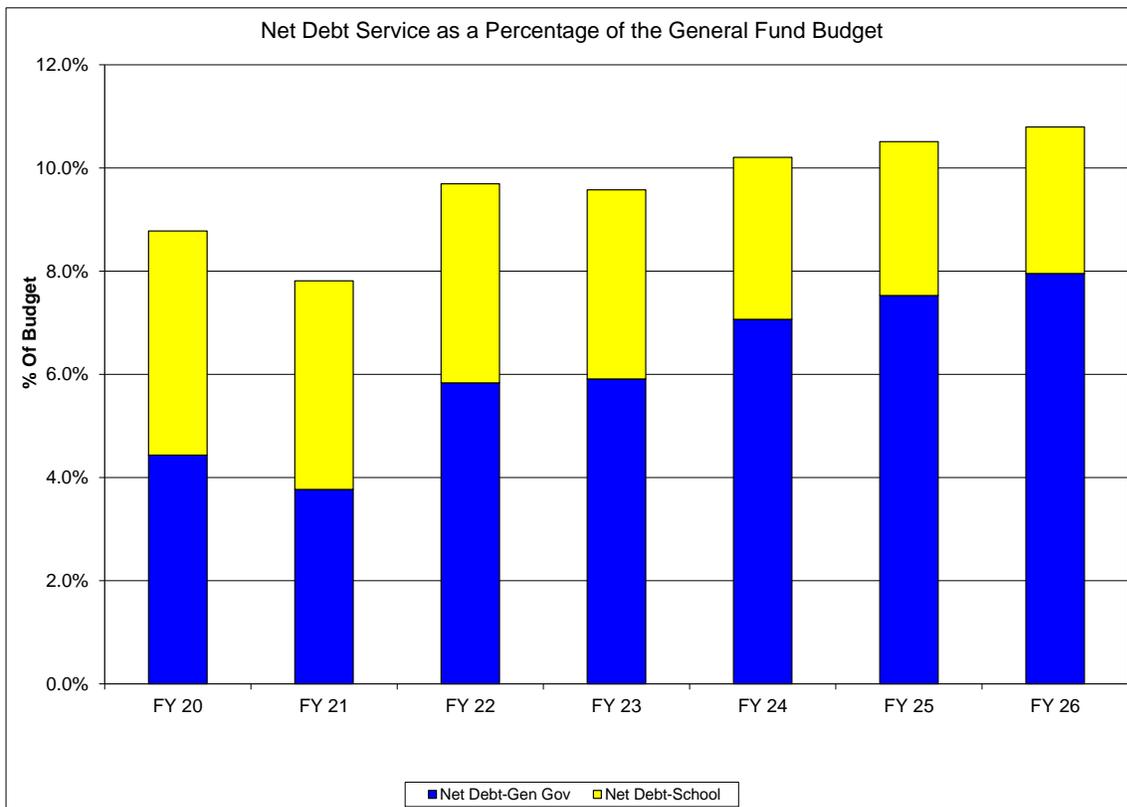
**GENERAL FUND**

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG TERM DEBT SERVICE FORECAST MODEL**

**City of Portsmouth**

**Net Debt Service as a Percentage of the General Fund Budget**

	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
Total Gen Fund Without Debt Service	104,439,135	108,376,490	112,462,284	116,702,112	121,101,782	125,667,319	129,625,840
<small>(increase 3.77% in FY 21 and beyond)</small>							
Existing Debt Service-School	6,950,984	6,671,350	6,443,450	6,229,275	4,374,650	4,252,650	4,045,025
Existing Debt Service-Gen Gov	6,949,900	6,479,090	6,141,090	5,193,615	4,771,190	3,879,240	3,371,290
Projected Debt Service-School	37,500	-	270,938	398,750	681,250	749,063	880,188
Projected Debt Service-Gen Gov	261,111	-	3,154,813	4,360,613	6,543,584	8,379,759	9,319,884
<b>Total Gross Debt Service</b>	<b>14,199,496</b>	<b>13,150,440</b>	<b>16,010,290</b>	<b>16,182,253</b>	<b>16,370,674</b>	<b>17,260,712</b>	<b>17,616,387</b>
Debt Service Related Revenues-Schools	(1,836,305)	(1,757,196)	(1,757,196)	(1,757,196)	(740,974)	(740,974)	(740,974)
Debt Service Related Revenues-Gen Gov	(1,950,000)	(1,900,000)	(1,800,000)	(1,700,000)	(1,600,000)	(1,500,000)	(982,387)
Net Debt-School	5,152,179	4,914,154	4,957,192	4,870,829	4,314,926	4,260,739	4,184,239
Net Debt-Gen Gov	5,261,012	4,579,090	7,495,903	7,854,228	9,714,774	10,758,999	11,708,787
<b>Total Net Debt</b>	<b>10,413,191</b>	<b>9,493,244</b>	<b>12,453,094</b>	<b>12,725,057</b>	<b>14,029,700</b>	<b>15,019,738</b>	<b>15,893,026</b>
<b>Total Projected General Fund Budget</b>	<b>118,638,631</b>	<b>121,526,930</b>	<b>128,472,574</b>	<b>132,884,365</b>	<b>137,472,456</b>	<b>142,928,031</b>	<b>147,242,226</b>
Percentage Net Debt-School of Budget	4.34%	4.04%	3.86%	3.67%	3.14%	2.98%	2.84%
Percentage Net Debt-Gen Gov of Budget	4.43%	3.77%	5.83%	5.91%	7.07%	7.53%	7.95%
	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
<b>Total Percentage Net Debt Service of Budget:</b>	<b>8.78%</b>	<b>7.81%</b>	<b>9.69%</b>	<b>9.58%</b>	<b>10.21%</b>	<b>10.51%</b>	<b>10.79%</b>



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL

	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
<b>ISSUED DEBT</b>							
<b><u>PARKING &amp; TRANSPORTATION FUND-Issued Debt</u></b>							
<u>06/20/19 19 Foundry Parking Garage</u>	2.33%	\$23,149,000(\$26,200,000)					
Principal-Last Pmt FY 39	20 Yr	854,000	890,000	935,000	980,000	1,025,000	1,080,000
Interest		921,040	891,313	846,813	800,063	751,063	699,813
<b>Total Parking/Trans Fund Issued Debt Principal Due</b>	854,000	890,000	935,000	980,000	1,025,000	1,080,000	1,130,000
<b>Total Parking/Trans Fund Issued Debt Interest Due</b>	921,040	891,313	846,813	800,063	751,063	699,813	645,813
<b>Total Parking/TransFund-Issued Debt</b>	1,775,040	1,781,313	1,781,813	1,780,063	1,776,063	1,779,813	1,775,813
<b>PROJECTED FUTURE DEBT:</b>							
Actual to Budgeted adjustment	517,460						
<b><u>PARKING/TRANSPORTATION FUND- Projected Future Debt</u></b>							
20 yr 3.75% High Hanover Upgrades	6,000,000		112,500	519,375	508,125	496,875	485,625
20 yr 3.75% Foundry Garage Flex Space	800,000					15,000	69,250
<b>Total Parking/Transportation Fund-Projected Future Debt</b>	-	-	112,500	519,375	508,125	511,875	554,875
<b>Future Debt Related Revenues</b>							
<b>Total Future Debt Related Revenues-Parking/Transportation Fund</b>	-	-	-	-	-	-	-
<b>Total Net Projected Future Debt-Parking/Transportation Fund</b>	-	-	112,500	519,375	508,125	511,875	554,875
<b>Total Net Issued and Projected Debt-Parking/Transportation Fund</b>	2,292,500	1,781,313	1,894,313	2,299,438	2,284,188	2,291,688	2,330,688



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
 LONG-TERM DEBT SERVICE FORECAST MODEL

	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
<b><u>ISSUED DEBT</u></b>							
<b><u>DEBT SERVICE FUND-Issued Debt</u></b>							
	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
<u>06/15/16 Commerce Way-Betterment</u> <u>1.39%</u> <u>1,524,710</u>							
Principal-Last Pmt FY 26	140,000	150,000	155,000	160,000	165,000	170,000	180,000
Interest	44,800	39,200	33,200	27,000	20,600	14,000	7,200
<b>Total Debt Service Fund Issued Debt Principal Due</b>	<b>140,000</b>	<b>150,000</b>	<b>155,000</b>	<b>160,000</b>	<b>165,000</b>	<b>170,000</b>	<b>180,000</b>
<b>Total Debt Service Fund Issued Debt Interest Due</b>	<b>44,800</b>	<b>39,200</b>	<b>33,200</b>	<b>27,000</b>	<b>20,600</b>	<b>14,000</b>	<b>7,200</b>
<b>Total Debt Service Fund-Issued Debt</b>	<b>184,800</b>	<b>189,200</b>	<b>188,200</b>	<b>187,000</b>	<b>185,600</b>	<b>184,000</b>	<b>187,200</b>
<b><u>Issued Debt Related Revenues</u></b>							
Properties Subject to Commerce Way Betterment Assessment	(184,800)	(189,200)	(188,200)	(187,000)	(185,600)	(184,000)	(187,200)
<b>Total Net Issued Debt Service Fund</b>	<b>-</b>						

DEBT SERVICE FUND



**WATER FUND**

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL  
CASH BASIS**

			<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
<b>ISSUED DEBT</b>									
<b><u>WATER FUND-Issued Debt</u></b>									
<b>05/15/02 02 SRF-Upgrade Motor Control Cente</b>	<b>3.98%</b>	<b>300,000</b>							
Principal-Last Pmt FY 22		20 Year	15,000	15,000	15,000				
Interest			1,790	1,193	597				
<b>05/15/02 02 SRF-Corrosion Control Program</b>	<b>3.80%</b>	<b>288,000</b>							
Principal-Last Pmt FY 22		20 Year	14,400	14,400	14,400				
Interest			1,642	1,095	548				
<b>11/01/02 03 SRF-Constitution Avenue</b>	<b>3.70%</b>	<b>4,800,000</b>							
Principal-Last Pmt FY 23		20 Year	240,000	240,000	240,000	240,000			
Interest			35,559	26,669	17,780	8,890			
<b>12/01/02 03 SRF-Spinney Tank</b>	<b>3.73%</b>	<b>1,162,560</b>							
Principal-Last Pmt FY 23		20 Year	58,128	58,128	58,128	58,128			
Interest			8,669	6,502	4,335	2,168			
<b>06/01/08 08 SRF-Madbury Treatment Plant-De</b>	<b>2.49%</b>	<b>2,000,000</b>							
Principal-Last Pmt FY 28		20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Interest			31,392	27,904	24,416	20,928	17,440	13,952	10,464
<b>06/20/18 18 Pleasant St Water Line</b>	<b>2.23%</b>	<b>600,000</b>							
Principal-Last Pmt FY 28		10 Year	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Interest			27,000	24,000	21,000	18,000	15,000	12,000	9,000
<b>01/15/09 09 Madbury Treatment Plant-Refunde</b>	<b>1.56%</b>	<b>7,921,500</b>							
Principal-Last Pmt FY 29		20 Year	795,000	795,000	795,000	795,000	795,000	790,000	790,000
Interest			293,010	269,160	253,260	221,460	189,660	157,860	126,260
<b>06/20/19 19 Annual Waterline Replacement</b>	<b>2.33%</b>	<b>\$426,000(\$500,000)</b>							
Principal-Last Pmt FY 29		10 Year	46,000	45,000	45,000	45,000	45,000	45,000	40,000
Interest			21,004	19,000	16,750	14,500	12,250	10,000	7,750
<b>02/01/12 12 SRF-Madbury Treatment Plant</b>	<b>2.72%</b>	<b>5,000,000</b>							
Principal-Last Pmt FY 32		20 Year	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest			88,400	81,600	74,800	68,000	61,200	54,400	47,600
<b>06/25/14 14 Hobbs Hill Water Tank</b>	<b>2.87%</b>	<b>3,500,000</b>							
Principal-Last Pmt FY 34		20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Interest			115,500	106,750	98,000	89,250	80,500	71,750	63,000
<b>06/23/15 15 Water Improvements</b>	<b>2.99%</b>	<b>4,800,000</b>							
Principal-Last Pmt FY 35		20 Year	240,000	240,000	240,000	240,000	240,000	240,000	240,000
Interest			129,600	120,000	115,200	105,600	96,000	86,400	76,800
<b>06/15/16 16 Water Improvements</b>	<b>2.14%</b>	<b>4,100,000</b>							
Principal-Last Pmt FY 36		20 Year	205,000	205,000	205,000	205,000	205,000	205,000	205,000
Interest			110,700	102,500	94,300	86,100	77,900	69,700	61,500
<b>06/23/17 17 Water Improvements</b>	<b>2.56%</b>	<b>2,250,000</b>							
Principal-Last Pmt FY 37		20 Year	115,000	115,000	115,000	115,000	115,000	115,000	115,000
Interest			67,738	63,138	58,538	53,938	49,338	44,738	40,138
<b>06/20/18 18 Water Improvements</b>	<b>2.92%</b>	<b>2,500,000</b>							
Principal-Last Pmt FY 38		20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest			96,094	89,844	83,594	77,344	71,094	64,844	58,594
<b>06/20/19 19 Annual Waterline Replacement</b>	<b>2.33%</b>	<b>\$1,981,400(\$2,200,000)</b>							
Principal-Last Pmt FY 39		20 Year	101,400	100,000	100,000	100,000	100,000	100,000	100,000
Interest			80,332	76,394	71,394	66,394	61,394	56,394	51,394
<b>Total Water Fund Issued Debt Principal Due</b>			<b>2,539,928</b>	<b>2,537,528</b>	<b>2,537,528</b>	<b>2,508,128</b>	<b>2,210,000</b>	<b>2,205,000</b>	<b>2,200,000</b>
<b>Total Water Fund Issued Debt Interest Due</b>			<b>1,108,430</b>	<b>1,015,748</b>	<b>934,511</b>	<b>832,571</b>	<b>731,775</b>	<b>642,037</b>	<b>552,499</b>
<b>Total Water Fund-Issued Debt</b>			<b>3,648,358</b>	<b>3,553,276</b>	<b>3,472,039</b>	<b>3,340,699</b>	<b>2,941,775</b>	<b>2,847,037</b>	<b>2,752,499</b>



**WATER FUND**

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL  
CASH BASIS**

	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
<b>PROJECTED FUTURE DEBT:</b>							
<b><u>WATER FUND-Projected Future Debt</u></b>							
Issued/Refunded Difference Budgeted vs actual	12,514						
20 yr 3.75% FY16-New Castle Water Lines Improvements	3,000,000						
20 yr 3.75% FY20-Annual Waterline Replacement	1,000,000		87,500	85,625	83,750	81,875	80,000
10 yr 3.75% FY20-Reservoir Management	600,000		82,500	80,250	78,000	75,750	73,500
10 yr 3.75% FY20-Madbury Well 5	750,000		103,125	100,313	97,500	94,688	91,875
10 yr 3.75% FY20-Water Transmission Main Replacement	250,000		34,375	33,438	32,500	31,563	30,625
20 yr 3.75% FY20-Maplewood Ave Area Construction	1,200,000		105,000	102,750	100,500	98,250	96,000
10 yr 3.75% FY20-Pleasant St Water Mains	823,000		113,163	110,076	106,990	103,904	100,818
<b>FY 20 Authorized 07/15/19</b>							
<b>Total</b>	<b>4,623,000</b>						
10 yr 3.75% FY21-New Groundwater Source	500,000		68,750	66,875	65,000	63,125	61,250
10 yr 3.75% FY21-Water Transmission Main Replacement	600,000		82,500	80,250	78,000	75,750	73,500
10 yr 3.75% FY21-Water Storage Tanks Painting	850,000		116,875	113,688	110,500	107,313	104,125
20 yr 3.75% FY21-Islington Street Phase 1B & 2	1,650,000		144,375	141,281	138,188	135,094	132,000
20 yr 3.75% FY21-DPW Complex Improvements	1,000,000		87,500	85,625	83,750	81,875	80,000
<b>Total FY 21 New Bonding</b>	<b>4,600,000</b>						
20 yr 3.75% FY22-Annual Waterline Replacement	1,000,000			87,500	85,625	83,750	81,875
20 yr 3.75% FY22-Water Transmission Main Replacement	5,400,000			472,500	462,375	452,250	442,125
20 yr 3.75% FY22-Fleet St Utilities Upgrade and Streetscape	1,200,000			105,000	102,750	100,500	98,250
20 yr 3.75% FY22-Willard Avenue Water Mains	1,000,000			87,500	85,625	83,750	81,875
<b>Total FY 22 New Bonding</b>	<b>8,600,000</b>						
20 yr 3.75% FY23-Well Station Improvements	1,000,000				87,500	85,625	83,750
20 yr 3.75% FY23-New Groundwater Source	2,000,000				175,000	171,250	167,500
10 yr 3.75% FY23-Water Storage Tanks Painting	350,000				48,125	46,813	45,500
10 yr 3.75% FY23-Fleet St Utilities Upgrade and Streetscape	800,000				110,000	107,000	104,000
20 yr 3.75% FY23-Maplewood Ave Bridge Replacement	1,100,000				96,250	94,188	92,125
<b>Total FY 23 New Bonding</b>	<b>5,250,000</b>						
20 yr 3.75% FY24-Annual Waterline Replacement	1,000,000					87,500	85,625
20 yr 3.75% FY24-Islington Street Phase 1B & 2	2,200,000					192,500	188,375
<b>Total FY 24 New Bonding</b>	<b>3,200,000</b>						
<b>Total FY 25 New Bonding</b>	<b>0</b>						
20 yr 3.75% FY26-Annual Waterline Replacement	1,000,000						
20 yr 3.75% FY26-Reservoir Management	1,000,000						
<b>Total FY 26 New Bonding</b>	<b>2,000,000</b>						
<b>Total Projected</b>	<b>23,650,000</b>						
Total Projected Future Debt (FY21-FY26) Does not include pre FY 21							
<b>Total Water Fund-Projected Future Debt</b>	<b>12,514</b>	<b>-</b>	<b>1,025,663</b>	<b>1,752,670</b>	<b>2,227,928</b>	<b>2,454,310</b>	<b>2,394,693</b>
<b>Total Issued and Projected Debt Water Fund</b>	<b>3,660,871</b>	<b>3,553,276</b>	<b>4,497,702</b>	<b>5,093,369</b>	<b>5,169,703</b>	<b>5,301,347</b>	<b>5,147,192</b>



SEWER FUND

CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL  
CASH BASIS

			FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
<b>SEWER FUND-Issued Debt</b>									
12/21/00 01 SRF-Pease WWTP	1.02%	6,586,836							
Principal-Last Pmt FY 20		20 Year	321,450						
Interest-State recalculated interest starting in FY 15 total saving \$226,950			3,279						
06/11/02 02 SRF-Sewer Projects Phase 1	1.36%	4,931,361							
Principal-Last Pmt FY 22		20 Year	246,568	246,568	246,568				
Interest-State recalculated interest starting in FY 15 total saving \$197,808			10,060	6,707	3,353				
09/12/02 03 SRF-SSES - State Street	1.36%	1,500,433							
Principal-Last Pmt FY 23		20 Year	150,043	150,043	150,043				
Interest-State recalculated interest starting in FY 15 total saving \$27,268			6,122	4,081	2,041				
05/04/05 05 SRF-Sewer Projects Phase 2	1.87%	8,898,110							
Principal-Last Pmt FY 25		20 Year	444,905	444,905	444,905	444,905	444,905	444,905	
Interest-State recalculated interest starting in FY 15 total saving \$504,176			49,918	41,599	33,279	24,959	16,639	8,320	
06/15/16 16 Sewer System Improvements	2.01%	1,000,000							
Principal-Last Pmt FY 26		10 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Interest			28,000	24,000	20,000	16,000	12,000	8,000	4,000
06/15/17 17 Goose Bay and Pumping Stations	1.62%	900,000							
Principal-Last Pmt FY 27		10 Year	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Interest			28,800	25,200	21,600	18,000	14,400	10,800	7,200
12/01/08 09 SRF-Sewer Projects Phase 3	2.38%	5,508,137							
Principal-Last Pmt FY 28		20 Year	275,407	275,407	275,407	275,407	275,407	275,407	275,407
Interest-State recalculated interest starting in FY 15 total saving \$306,168			58,992	52,437	45,883	39,328	32,773	26,219	19,664
12/01/08 09 SRF-Lower Court Street Loan		688,562							
Principal-Last Pmt FY 28		20 Year	34,428	34,428	34,428	34,428	34,428	34,428	34,428
Interest-State recalculated interest starting in FY 15 total saving \$36,048			7,375	6,555	5,736	4,916	4,097	3,278	2,458
06/20/18 18 Sewer Line and Pump Station Improvements	2.23%	1,800,000							
Principal-Last Pmt FY 28		10 Year	180,000	180,000	180,000	180,000	180,000	180,000	180,000
Interest			81,000	72,000	63,000	54,000	45,000	36,000	27,000
06/20/19 19 Consent Decree-Union St-Annual Sewerline	2.33%	\$1,361,100(\$1,600,000)							
Principal-Last Pmt FY 29		10 Year	146,100	140,000	140,000	140,000	140,000	140,000	135,000
Interest			67,110	60,750	53,750	46,750	39,750	32,750	25,750
01/01/11 11 SRF-Rye Line Pump Station Upgrades	2.58%	1,069,714							
Principal-Last Pmt FY 30		20 Year	53,486	53,486	53,486	53,486	53,486	53,486	53,486
Interest-State recalculated interest starting in FY 15 total saving \$25,456			15,203	13,821	12,439	11,057	9,674	8,292	6,910
01/01/11 11 SRF-201 Facilities Plan Updates	2.58%	1,000,000							
Principal-Last Pmt FY 30		20 Year	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest-State recalculated interest starting in FY 15 total saving \$24,288			14,212	12,920	11,628	10,336	9,044	7,752	6,460
12/16/11 12 SRF-LTCP Bartlett St. Area Sewer Ext	2.62%	5,290,233							
Principal-Last Pmt FY 31		20 Year	264,512	264,512	264,512	264,512	264,512	264,512	264,512
Interest-State recalculated interest starting in FY 15 total saving \$191,222			83,099	76,174	69,249	62,324	55,399	48,474	41,549
12/14/11 12 P.I.W.W.T.P. Prel. Eng and LTCP Imp	3.00%	3,000,000							
Principal-Last Pmt FY 32		20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Interest			69,938	63,188	56,688	49,688	45,188	40,688	35,438
03/19/12 12 LTCP Contract #3B and Cass St Area	2.31%	8,000,000							
Principal-Last Pmt FY 32		20 Year	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Interest			154,500	138,500	122,500	106,500	94,500	86,000	76,750
06/27/13 13 LTCP Contract #3C Lincoln Area	2.66%	3,929,000							
Principal-Last Pmt FY 33		20 Year	195,000	195,000	195,000	195,000	195,000	195,000	195,000
Interest			83,460	77,610	71,760	65,910	60,060	54,210	48,360
06/01/14 14 SRF-LTCP Contract #3C	3.35%	5,595,874							
Principal-Last Pmt FY 33		20 Year	279,794	279,794	279,794	279,794	279,794	279,794	279,794
Interest			131,302	121,923	112,544	103,166	93,787	84,408	75,029
06/25/14 14 Peirce Island WWTP	2.87%	10,000,000							
Principal-Last Pmt FY 34		20 Year	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Interest			330,000	305,000	280,000	255,000	230,000	205,000	180,000
06/25/14 14 Pease WWTP	2.87%	3,500,000							
Principal-Last Pmt FY 34		20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Interest			115,500	106,750	98,000	89,250	80,500	71,750	63,000
06/23/15 15 Pease WWTP	2.99%	1,000,000							
Principal-Last Pmt FY 35		20 Year	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest			27,000	25,000	24,000	22,000	20,000	18,000	16,000
06/15/16 16 Lafayette Rd Pumping Station	2.01%	3,000,000							
Principal-Last Pmt FY 36		20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Interest			81,000	75,000	69,000	63,000	57,000	51,000	45,000
06/15/17 17 Annual Sewerline	2.56%	2,500,000							
Principal-Last Pmt FY 37		20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest			75,156	70,156	65,156	60,156	55,156	50,156	45,156
06/15/18 18 Annual Sewerline and Pumping Stations	2.92%	3,000,000							
Principal-Last Pmt FY 38		20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Interest			115,313	107,813	100,313	92,813	85,313	77,813	70,313
06/20/19 19 Pease Wastewater Treatment Plant	2.33%	\$6,490,000(\$7,200,000)							
Principal-Last Pmt FY 39		20 Year	325,000	325,000	325,000	325,000	325,000	325,000	325,000
Interest			262,497	249,944	233,694	217,444	201,194	184,944	168,694
Total Interest savings from State recalculation FY 15 - FY 31		\$1,539,384							
<b>Total Sewer Fund Issued Debt Principal Due</b>			4,856,693	4,529,142	4,529,142	4,132,531	4,132,531	4,132,531	3,682,626
<b>Total Sewer Fund Issued Debt Interest Due</b>			1,898,834	1,737,127	1,574,611	1,412,596	1,261,475	1,113,853	964,732
<b>Total Sewer Fund-Issued Debt</b>			6,755,526	6,266,269	6,103,754	5,545,127	5,394,006	5,246,384	4,647,358

**Issued Debt Related Revenues**

	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
Use of Net Position		(4,030,892)	(3,464,647)	(3,237,611)			(2,099,898)
Pease Development Authority	(121,481)						
Pease WWTP-State Aid C-595	(97,420)						
Phase I-State Aid	(76,989)	(75,983)	(74,977)				
Phase 2-State Aid C-706	(148,448)	(145,952)	(143,455)	(140,959)	(138,463)	(135,967)	
Rye Line Pump Station C-876	(24,571)	(24,097)	(23,073)	(22,264)	(21,851)	(21,436)	(21,021)
Lincoln Area Contract 3B C-877	(88,377)	(86,149)	(83,921)	(81,692)	(79,463)	(77,235)	(75,006)
Lincoln Area Contract 3C C-878	(85,816)	(84,140)	(82,466)	(79,394)	(77,760)	(76,126)	(74,492)
Cass St Area C-879	(55,560)	(54,159)	(52,758)	(51,357)	(49,956)	(48,555)	(47,154)

SEWER FUND



SEWER FUND

CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL  
CASH BASIS

			FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
Barlett Area C-860			(75,062)	(73,677)	(72,292)	(70,907)	(69,522)	(68,137)	(66,752)
Lincoln Area 3A C-861			(85,971)	(84,095)	(82,219)	(85,034)	(78,468)	(76,592)	(74,716)
<b>Total Issued Debt Related Revenues-Sewer Fund</b>			<b>(859,695)</b>	<b>(628,252)</b>	<b>(615,161)</b>	<b>(531,607)</b>	<b>(515,483)</b>	<b>(504,048)</b>	<b>(359,141)</b>
<b>Total Net Issued Debt-Sewer Fund</b>			<b>5,895,831</b>	<b>5,638,017</b>	<b>5,488,593</b>	<b>5,013,520</b>	<b>4,878,523</b>	<b>4,742,336</b>	<b>4,288,217</b>
<b>SEWER FUND-Projected Future Debt</b>									
			FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
Issued Difference Budgeted vs actual			39,543						
20 yr FY17-P.I.W.W.T.P. Upgrades		SRF	75,000,000						
		Authorized 03/14/16							
20 yr FY18-Peirce Island Wastewater treatment Plant		SRF	6,900,000						
		Authorized 07/10/17							
		less Principal Forgiveness (5%)	(4,095,000)						
<b>Total SRF</b>			<b>77,805,000</b>						
20 yr 2.00% FY20-Consent Mitigation (SRF)	2.00%		4,400,000	15,542	31,959	1,850	275,862	271,419	266,976
		Authorized 07/15/19							
20 yr 3.75% FY20-Annual Sewer Line Replacement	3.75%	1,000,000	50,000		87,500	85,625	83,750	81,875	80,000
10 yr 3.75% FY20-Pleasant Street Sewers	3.75%	770,000	77,000		105,875	102,988	100,100	97,213	94,325
10 yr 3.75% FY20-Maplewood Ave Area Reconstruction	3.75%	975,000	97,500		134,063	130,406	126,750	123,094	119,438
		Authorized 07/15/19							
<b>Total FY 20</b>		<b>2,745,000</b>							
10 yr 3.75% FY21-Pease Wastewater Treatment Facility	3.75%	500,000			68,750	66,875	65,000	63,125	61,250
20 yr 3.75% FY21-Islington Street Phase 1B & 2	3.75%	1,650,000			144,375	141,281	138,188	135,094	132,000
20 yr 3.75% FY21-DPW Complex Improvements	3.75%	1,000,000			87,500	85,625	83,750	81,875	80,000
<b>Total FY 21 New Bonding</b>		<b>3,150,000</b>							
20 yr 3.75% FY22-Annual Sewer Line Replacement	3.75%	1,000,000				87,500	85,625	83,750	81,875
10 yr 3.75% FY22-Pumping Station Upgrades	3.75%	500,000				68,750	66,875	65,000	63,125
20 yr 3.75% FY22-Fleet Street Utilities Upgrade and Streetscape	3.75%	1,600,000				140,000	137,000	134,000	131,000
20 yr 3.75% FY23-Maplewood Avenue Bridge Replacement	3.75%	1,100,000				96,250	94,188	92,125	90,063
20 yr 3.75% FY22-Willard Avenue Sewer Separation	3.75%	2,000,000				175,000	171,250	167,500	163,750
<b>Total FY 22 New Bonding</b>		<b>6,200,000</b>							
20 yr 3.75% FY23-Fleet Street Utilities Upgrades ans Streetscape	3.75%	1,000,000					87,500	85,625	83,750
<b>Total FY 23 New Bonding</b>		<b>1,000,000</b>							
20 yr 3.75% FY24-Annual Sewer Line Replacement	3.75%	1,000,000						87,500	85,625
10 yr 3.75% FY24-Long Term Control Related Projects	3.75%	300,000						41,250	40,125
10 yr 3.75% FY24-Pumping Station Upgrades	3.75%	500,000						68,750	66,875
20 yr 3.75% FY24-Mechanic St. Pumping Station Upgrade	3.75%	9,000,000						787,500	770,625
10 yr 3.75% FY24-Woodbury Avenue Sewer Separation	3.75%	250,000						34,375	33,438
20 yr 3.75% FY24-Islington Street Phase 1B & 2	3.75%	2,200,000						192,500	188,375
<b>Total FY 24 New Bonding</b>		<b>13,250,000</b>							
<b>Total FY 25 New Bonding</b>		<b>0</b>							
20 yr 3.75% FY26-Annual Sewer Line Replacement	3.75%	1,000,000							
10 yr 3.75% FY26-Pumping Station Upgrades	3.75%	500,000							
<b>Total FY 26 New Bonding</b>		<b>1,500,000</b>							
<b>Total Projected</b>		<b>25,100,000</b>							
Total Projected Future Debt (FY21-FY26) Does not include pre FY 21									
<b>Total Sewer Fund-Projected Future Debt</b>			<b>939,043</b>	<b>766,542</b>	<b>6,286,879</b>	<b>6,722,177</b>	<b>6,969,034</b>	<b>8,059,936</b>	<b>7,912,150</b>
<b>Future Debt Related Revenues</b>			FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
No Anticipated Revenues for New Debt			-	-	-	-	-	-	-
<b>Total Future Debt Related Revenues-Sewer Fund</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Net Projected Future Debt-Sewer Fund</b>			<b>939,043</b>	<b>766,542</b>	<b>6,286,879</b>	<b>6,722,177</b>	<b>6,969,034</b>	<b>8,059,936</b>	<b>7,912,150</b>
<b>Total Gross Issued and Projected Debt-Sewer</b>			<b>7,694,570</b>	<b>7,032,811</b>	<b>12,390,633</b>	<b>12,267,305</b>	<b>12,363,040</b>	<b>13,306,320</b>	<b>12,559,507</b>
<b>Total Net Issued and Projected Debt-Sewer Fund</b>			<b>6,834,875</b>	<b>6,404,559</b>	<b>11,775,472</b>	<b>11,735,698</b>	<b>11,847,557</b>	<b>12,802,272</b>	<b>12,200,366</b>

SEWER FUND



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
LONG-TERM DEBT SERVICE FORECAST MODEL**

City of Portsmouth

**Outstanding Debt Service by Fiscal Year**

Fiscal Year	General Fund-Gen Gov				General Fund-School				Total General Fund			
		Principal	Interest		Principal	Interest			Principal	Interest		
<u>FY 21</u>	1	5,230,000	1,249,090	18% 18%	4,975,000	1,696,350	11% 11%		10,205,000	2,945,440	13% 13%	
<u>FY 22</u>	2	5,110,000	1,031,090	17% 35%	4,955,000	1,488,450	11% 21%		10,065,000	2,519,540	13% 27%	
<u>FY 23</u>	3	4,370,000	823,615	15% 50%	4,940,000	1,289,275	11% 32%		9,310,000	2,112,890	12% 39%	
<u>FY 24</u>	4	4,135,000	636,190	14% 64%	3,240,000	1,134,650	7% 39%		7,375,000	1,770,840	10% 48%	
<u>FY 25</u>	5	3,425,000	454,240	12% 76%	3,240,000	1,012,650	7% 45%		6,665,000	1,466,890	9% 57%	
<u>FY 26</u>	6	3,065,000	306,290	10% 86%	3,160,000	885,025	7% 52%		6,225,000	1,191,315	8% 65%	
<u>FY 27</u>	7	2,135,000	179,040	7% 94%	3,110,000	759,244	7% 59%		5,245,000	938,284	7% 72%	
<u>FY 28</u>	8	1,380,000	87,190	5% 98%	3,110,000	645,403	7% 65%		4,490,000	732,593	6% 78%	
<u>FY 29</u>	9	523,500	25,490	2% 100%	3,050,000	533,506	6% 72%		3,573,500	558,996	5% 83%	
<u>FY 30</u>	10				3,015,000	426,719	6% 78%		3,015,000	426,719	4% 87%	
<u>FY 31</u>	11				2,265,000	320,181	5% 83%		2,265,000	320,181	3% 90%	
<u>FY 32</u>	12				2,265,000	237,081	5% 88%		2,265,000	237,081	3% 93%	
<u>FY 33</u>	13				1,140,000	180,106	2% 90%		1,140,000	180,106	1% 94%	
<u>FY 34</u>	14				1,140,000	141,694	2% 93%		1,140,000	141,694	1% 96%	
<u>FY 35</u>	15				975,000	105,781	2% 95%		975,000	105,781	1% 97%	
<u>FY 36</u>	16				975,000	75,875	2% 97%		975,000	75,875	1% 98%	
<u>FY 37</u>	17				725,000	45,375	2% 99%		725,000	45,375	1% 99%	
<u>FY 38</u>	18				475,000	22,063	1% 100%		475,000	22,063	1% 100%	
<u>FY 39</u>	19				220,000	6,875	0% 100%		220,000	6,875	0% 100%	
<b>Totals</b>		<b>29,373,500</b>	<b>4,792,235</b>		<b>46,975,000</b>	<b>11,006,303</b>			<b>76,348,500</b>	<b>15,798,538</b>		
Revenue		(9,482,387)			(11,445,128)				(20,927,515)			
<b>Net Debt</b>		<b>19,891,113</b>			<b>35,529,872</b>				<b>55,420,985</b>			

Fiscal Year	Parking/Transportation Fund				Debt Service Fund				Total Governmental Funds			
		Principal	Interest		Principal	Interest			Principal	Interest		
<u>FY 21</u>	1	890,000	891,313	3% 3%	150,000	39,200	15% 15%		11,245,000	3,875,953	11% 11%	
<u>FY 22</u>	2	935,000	846,813	3% 6%	155,000	33,200	16% 31%		11,155,000	3,399,553	11% 22%	
<u>FY 23</u>	3	980,000	800,063	3% 10%	160,000	27,000	16% 47%		10,450,000	2,939,953	10% 33%	
<u>FY 24</u>	4	1,025,000	751,063	3% 13%	165,000	20,600	17% 64%		8,565,000	2,542,503	9% 42%	
<u>FY 25</u>	5	1,080,000	699,813	4% 17%	170,000	14,000	17% 82%		7,915,000	2,180,703	8% 50%	
<u>FY 26</u>	6	1,130,000	645,813	4% 21%	180,000	7,200	18% 100%		7,535,000	1,844,328	8% 57%	
<u>FY 27</u>	7	1,195,000	589,313	4% 25%					6,440,000	1,527,596	6% 64%	
<u>FY 28</u>	8	1,250,000	529,563	4% 29%					5,740,000	1,262,156	6% 69%	
<u>FY 29</u>	9	1,315,000	467,063	4% 33%					4,888,500	1,026,059	5% 74%	
<u>FY 30</u>	10	1,375,000	401,313	5% 38%					4,390,000	828,031	4% 79%	
<u>FY 31</u>	11	1,435,000	346,313	5% 43%					3,700,000	666,494	4% 82%	
<u>FY 32</u>	12	1,495,000	288,913	5% 48%					3,760,000	525,994	5% 87%	
<u>FY 33</u>	13	1,525,000	255,275	5% 53%					2,665,000	435,381	3% 91%	
<u>FY 34</u>	14	1,590,000	194,275	5% 59%					2,730,000	335,969	4% 94%	
<u>FY 35</u>	15	1,625,000	150,550	6% 64%					2,600,000	256,331	3% 98%	
<u>FY 36</u>	16	1,675,000	103,831	6% 70%					2,650,000	179,706	3% 101%	
<u>FY 37</u>	17	1,250,000	53,581	4% 74%					1,975,000	98,956	3% 104%	
<u>FY 38</u>	18	260,000	16,081	1% 75%					735,000	38,144	1% 105%	
<u>FY 39</u>	19	265,000	8,281	1% 76%					485,000	15,156	1% 105%	
<b>Totals</b>		<b>22,295,000</b>	<b>8,039,225</b>		<b>980,000</b>	<b>141,200</b>			<b>99,623,500</b>	<b>23,978,964</b>		
Revenue					(980,000)	(141,200)			(21,907,515)			
<b>Net Debt</b>		<b>22,295,000</b>			<b>0</b>	<b>0</b>			<b>77,715,985</b>			



Fiscal Year	Water Fund				Sewer Fund				Total City of Portsmouth				
		Principal	Interest		Principal	Interest			Principal	Interest			
<b>FY 21</b>	1	2,537,528	1,015,748	9%	9%	4,529,142	1,737,127	9%	9%	<b>18,311,670</b>	<b>6,628,827</b>	10%	10%
<b>FY 22</b>	2	2,537,528	934,511	9%	18%	4,529,142	1,574,611	9%	18%	<b>18,221,670</b>	<b>5,908,675</b>	10%	21%
<b>FY 23</b>	3	2,508,128	832,571	9%	27%	4,132,531	1,412,596	8%	27%	<b>17,090,659</b>	<b>5,185,120</b>	10%	30%
<b>FY 24</b>	4	2,210,000	731,775	8%	35%	4,132,531	1,261,475	8%	35%	<b>14,907,531</b>	<b>4,535,752</b>	8%	39%
<b>FY 25</b>	5	2,205,000	642,037	8%	43%	4,132,531	1,113,853	8%	43%	<b>14,252,531</b>	<b>3,936,593</b>	8%	47%
<b>FY 26</b>	6	2,200,000	552,499	8%	51%	3,682,626	964,732	7%	51%	<b>13,417,626</b>	<b>3,361,558</b>	8%	54%
<b>FY 27</b>	7	2,200,000	465,611	8%	58%	3,582,626	822,992	7%	58%	<b>12,222,626</b>	<b>2,816,200</b>	7%	61%
<b>FY 28</b>	8	2,195,000	386,323	8%	66%	3,482,626	700,972	7%	65%	<b>11,417,626</b>	<b>2,349,451</b>	6%	68%
<b>FY 29</b>	9	2,026,500	307,685	7%	73%	2,987,791	578,614	6%	71%	<b>9,902,791</b>	<b>1,912,358</b>	6%	73%
<b>FY 30</b>	10	1,205,000	238,288	4%	78%	2,867,791	475,630	6%	77%	<b>8,462,791</b>	<b>1,541,949</b>	5%	78%
<b>FY 31</b>	11	1,205,000	202,388	4%	82%	2,764,305	380,600	6%	82%	<b>7,669,305</b>	<b>1,249,481</b>	4%	82%
<b>FY 32</b>	12	1,205,000	163,588	4%	86%	2,499,794	285,681	5%	87%	<b>7,464,794</b>	<b>975,262</b>	4%	86%
<b>FY 33</b>	13	955,000	126,381	3%	90%	1,949,794	212,187	4%	91%	<b>5,569,794</b>	<b>773,950</b>	3%	90%
<b>FY 34</b>	14	955,000	93,925	3%	93%	1,475,000	141,943	3%	94%	<b>5,160,000</b>	<b>571,837</b>	3%	92%
<b>FY 35</b>	15	780,000	62,263	3%	96%	800,000	91,131	2%	96%	<b>4,180,000</b>	<b>409,725</b>	2%	95%
<b>FY 36</b>	16	535,000	37,338	2%	98%	750,000	66,756	2%	97%	<b>3,935,000</b>	<b>283,800</b>	2%	97%
<b>FY 37</b>	17	330,000	20,681	1%	99%	600,000	43,538	1%	98%	<b>2,905,000</b>	<b>163,175</b>	2%	99%
<b>FY 38</b>	18	220,000	10,038	1%	100%	470,000	24,663	1%	99%	<b>1,425,000</b>	<b>72,844</b>	1%	99%
<b>FY 39</b>	19	95,000	2,969	0%	100%	320,000	10,000	1%	100%	<b>900,000</b>	<b>28,125</b>	1%	100%
<b>Totals</b>		<b>28,104,684</b>	<b>6,826,617</b>			<b>49,688,232</b>	<b>11,899,100</b>			<b>177,416,416</b>	<b>42,704,680</b>		
Revenue						(6,490,510)				(28,398,025)	(141,200)		
<b>Net Debt</b>		<b>28,104,684</b>				<b>43,197,722</b>				<b>149,018,391</b>	<b>42,563,480</b>		





# Personnel Summary

## **EMPLOYEE PAY PLAN**

The City embraces a compensation philosophy that provides internal consistency, which includes paying fair and reasonable salaries based on economic conditions and the labor market. This will attract, retain, and motivate qualified personnel to meet organizational requirements, maintain a competitive pay structure for all jobs, increase productivity and efficiency, and further organizational goals and objectives. The City also believes in balancing this with an equitably based system within the organizational pay structure. This philosophy needs to be maintained, while simultaneously being fair to the taxpayers of the community.

The City of Portsmouth has a total of sixteen (16) collective bargaining units. As of April 2020, four (4) bargaining unit contracts will expire on June 30, 2020. Employees who are in the expired contracts and are eligible for a step increase will continue to receive step increases, however other wage adjustments will not be provided until new contracts are ratified.

General Government	Expires	Police	Expires	Fire	Expires	School	Expires
Professional Management Association (PMA)	6/30/2022	Ranking Officers Association	6/30/2023	Fire Officers Association	6/30/2023	Principals/Directors	6/30/2022
Supervisory Management Alliance (SMA)	6/30/2022	Portsmouth Patrolman Association	6/30/2023	FireFighter Association	6/30/2023	Association of Portsmouth's Teachers	6/30/2022
AFSCME Local 1386B Library & Clericals	6/30/2020	Civilians	6/30/2023			Clerical Employees	6/30/2022
AFSCME Local 1386 Public Works	6/30/2022					Custodial	6/30/2020
						Cafeteria	6/30/2020
						Paraprofessionals	6/30/2020
						Custodial Supervisors	6/30/2022

## **PERSONNEL SUMMARY**

***The Fiscal Year 2021 proposed budget for all funds incorporates a net increase of 0.49 full-time positions.***

Following tables represent:

1. Position Change by Department and Fund for FY21.
2. Summary of Personnel Counts by Department and Funds: FY19 Actual; FY20 Actual; FY21 City Manager's Proposed Budget.



**Position Summary: Department Changes by Position and Fund - FULL TIME POSITIONS ONLY**

Department/Position	<u>Governmental Funds</u>					<u>Enterprise Funds</u>		Total
	General Fund	Stormwater	Parking & Trans	Prescott Park	Grants/ Other	Water	Sewer	
<b>Planning</b>								
Administrative Clerk	(1.00)							(1.00)
<b>Total Planning</b>	<b>(1.00)</b>	-	-	-	-	-	-	<b>(1.00)</b>
<b>Inspection</b>								
Plumbing/Assistant Building Code Inspector	1.00							1.00
Plumbing Inspector	(1.00)							(1.00)
<b>Total Health</b>	-	-	-	-	-	-	-	-
<b>Police</b>								
Captain	1.00							1.00
Sergeants	(1.00)							(1.00)
<b>Total Police</b>	-	-	-	-	-	-	-	-
<b>Fire</b>								
Assistant Chief	1.00							1.00
Deputy Fire Chief	(1.00)							(1.00)
Firefighter/Paramedic	4.00							4.00
Firefighter/Advanced EMT	(2.00)							(2.00)
Firefighter/EMT	(2.00)							(2.00)
<b>Total Fire</b>	-	-	-	-	-	-	-	-
<b>Public Works- All Funds</b>								-
Custodian I	1.00							1.00
<b>Total Public Works</b>	<b>1.00</b>	-	-	-	-	-	-	<b>1.00</b>
<b>School Department</b>								
Administrators	(0.77)							(0.77)
Teachers:								
Classroom & Regular Program Instructor	0.56							0.56
Other School Staff:								
Paraprofessional	0.77				(0.07)			0.70
<b>Total School Department</b>	<b>0.56</b>	-	-	-	<b>(0.07)</b>	-	-	<b>0.49</b>
<b>Total All Funds</b>	<b>0.56</b>	-	-	-	<b>(0.07)</b>	-	-	<b>0.49</b>

\* Indicates this position represents a part-time position being transitioned to a full time position and would also show as a reduction of one part time staff in the appropriate department position summary count.



## FULL-TIME PERSONNEL

<b>SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS</b>				
DEPARTMENT	FY19 ACTUAL	FY20 ACTUAL	CITY MANAGER FY21 PROPOSED BUDGET	Change From FY20

### GENERAL FUND

<i><b>FULL-TIME PERSONNEL</b></i>				
CITY MANAGER	3.00	3.00	3.00	0.00
HUMAN RESOURCES	2.00	4.00	4.00	0.00
CITY CLERK	3.00	3.00	3.00	0.00
LEGAL DEPARTMENT	5.64	6.64	6.64	0.00
INFORMATION TECHNOLOGY	1.00	1.00	1.00	0.00
FINANCE DEPARTMENT	24.23	24.33	24.33	0.00
PLANNING DEPARTMENT	8.55	8.45	7.45	(1.00)
INSPECTION DEPARTMENT	5.05	5.05	5.05	0.00
HEALTH DEPARTMENT	1.50	2.50	2.50	0.00
PUBLIC WORKS	54.00	52.85	53.85	1.00
LIBRARY	16.00	16.00	16.00	0.00
RECREATION DEPARTMENT	4.00	4.00	4.00	0.00
SENIOR SERVICES	1.00	1.00	1.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	89.00	93.00	93.00	0.00
FIRE DEPARTMENT	62.00	66.00	66.00	0.00
SCHOOL DEPARTMENT	378.88	380.34	380.90	0.56
<b>GENERAL FUND - TOTAL FULL-TIME</b>	<b>659.85</b>	<b>672.16</b>	<b>672.72</b>	<b>0.56</b>
<b>% Change</b>				<b>0.08%</b>

### SPECIAL REVENUE FUNDS

<i><b>FULL-TIME PERSONNEL</b></i>				
SCHOOL DEPARTMENT	83.65	85.92	85.85	(0.07)
STORMWATER	5.00	5.00	5.00	0.00
PARKING & TRANSPORTATION	25.46	25.31	25.31	0.00
PRESCOTT PARK	2.23	2.15	2.15	0.00
COMMUNITY DEVELOPMENT	1.13	1.00	1.00	0.00
UDAG	1.00	1.00	1.00	0.00
<b>SPECIAL FUNDS - TOTAL FULL-TIME</b>	<b>118.47</b>	<b>120.38</b>	<b>120.31</b>	<b>(0.07)</b>
<b>% Change</b>				<b>-0.06%</b>

### ENTERPRISE FUNDS

<i><b>FULL-TIME PERSONNEL</b></i>				
WATER FUND	27.70	28.65	28.65	0.00
SEWER FUND	32.30	34.55	34.55	0.00
<b>ENTERPRISE FUNDS - TOTAL FULL-TIME</b>	<b>60.00</b>	<b>63.20</b>	<b>63.20</b>	<b>0.00</b>
<b>% Change</b>				<b>0.00%</b>

### TOTAL FULL-TIME-CITY OF PORTSMOUTH

<b>*TOTAL FULL-TIME PERSONNEL</b>	<b>838.32</b>	<b>855.74</b>	<b>856.23</b>	<b>0.49</b>
<b>TOTAL FULL-TIME PERSONNEL % Change</b>				<b>0.06%</b>

\*Prior Proposed Budget Documents did not include Full-Time School Personnel funded by Grants and Other sources.

Prior year totals have been adjusted accordingly.



## PART-TIME PERSONNEL

<b>SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS</b>				
DEPARTMENT	FY19 ACTUAL	FY20 ACTUAL	CITY MANAGER FY21 PROPOSED BUDGET	Change From FY20

### GENERAL FUND

<i><b>PART-TIME PERSONNEL *</b></i>				
HUMAN RESOURCES	2.00	2.00	2.00	0.00
LEGAL DEPARTMENT	4.00	3.00	3.00	0.00
FINANCE DEPARTMENT	1.00	0.00	0.00	0.00
PLANNING DEPARTMENT	0.00	0.00	1.00	1.00
INSPECTION DEPARTMENT	1.00	1.00	2.00	1.00
HEALTH DEPARTMENT	1.00	0.00	0.00	0.00
PUBLIC WORKS	1.25	1.25	1.25	0.00
LIBRARY	14.00	14.00	14.00	0.00
RECREATION (number of positions vary seasonally)	1.00	1.00	1.00	0.00
SENIOR SERVICES	2.00	2.00	2.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	31.00	30.00	30.00	0.00
FIRE DEPARTMENT	3.00	2.00	2.00	0.00
**SCHOOL DEPARTMENT	6.00	6.00	6.00	0.00
<b>GENERAL FUND TOTAL - TOTAL PART-TIME</b>	<b>68.25</b>	<b>63.25</b>	<b>65.25</b>	<b>2.00</b>
<b>% Change</b>				<b>3.2%</b>

### SPECIAL REVENUE FUNDS

<i><b>PART-TIME PERSONNEL *</b></i>				
PRESCOTT PARK	0.00	0.00	0.00	0.00
COMMUNITY DEVELOPMENT	0.00	1.00	1.00	0.00
PARKING & TRANSPORTATION	48.25	49.25	47.25	(2.00)
<b>SPECIAL FUNDS - TOTAL PART-TIME</b>	<b>48.25</b>	<b>50.25</b>	<b>48.25</b>	<b>(2.00)</b>
<b>% Change</b>				<b>-4.0%</b>

### ENTERPRISE FUNDS

<i><b>PART-TIME PERSONNEL *</b></i>				
WATER FUND	0.25	0.25	0.25	0.00
SEWER FUND	0.25	0.25	0.25	0.00
<b>ENTERPRISE FUNDS - TOTAL PART TIME</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>
<b>% Change</b>				<b>0.0%</b>

### TOTAL PART-TIME-CITY OF PORTSMOUTH

<b>TOTAL PART-TIME PERSONNEL</b>	<b>117.00</b>	<b>114.00</b>	<b>114.00</b>	<b>0.00</b>
<b>TOTAL PART-TIME PERSONNEL % Change</b>				<b>0.0%</b>

**NOTE:**

\*Part-time personnel numbers may fluctuate due to the seasonality of positions.

\*Part-time positions are totaled in this chart by the number of personnel and not FTE.

\*\*Prior Proposed Budget Documents School Board Members, Coaches and Extra Curricular were shown as Part-time Personnel, they no longer will be shown as Part-Time Personnel. Prior year totals have been adjusted accordingly.



## Fiscal Year 2021 Personnel with Apportioned Salaries

The following list illustrates the positions and salaries of individuals whom are accounted for and allocated within more than one department. Each department salary sheet will list only the salary allotted by that department on their salary sheet with a reference at the bottom of the salary sheet as to the breakdown of that individual's salary breakdown.

<b>Deputy City Manager - \$144,557</b> 65% Planning, 10% Health Department, 5% Inspection, 10% Water, 10% Sewer	<b>Process Instrumentation Tech - \$58,100</b> 50% Water, 50% Stormwater
<b>Deputy Public Works Director - \$126,410</b> 50% Water, 50% Sewer	<b>Stormwater Camera Operator - \$55,954</b> 50% Sewer, 50% Stormwater
<b>Engineer Supervisor (City Engineer)- \$114,768</b> 50% Water, 50% Sewer	<b>Equipment Mechanic - \$55,583</b> 30% Public Works, 30% Water, 30% Sewer, 10% Parking
<b>Facilities Manager - \$103,068</b> 25% Public Works, 25% Water, 25% Sewer, 25% Parking	<b>Dispatcher II (Public Works) - \$53,012</b> 25% Public Works, 25% Water, 25% Sewer, 25% Parking
<b>Controller/Enterprise Accountant - \$93,554</b> 85% Finance 15% Prescott Park	<b>GIS Specialist II - \$52,722</b> 50% Water, 50% Sewer
<b>Assistant City Attorney - \$90,026</b> 64% Legal, 36% Parking	<b>Equipment Mechanic - \$52,648</b> 30% Public Works, 30% Water, 30% Sewer, 10% Parking
<b>Assistant Engineer/Planner - \$89,134</b> 50% Water, 50% Sewer	<b>Special Project Coordinator - \$52,592</b> 25% Public Works, 25% Water, 25% Sewer, 25% Parking
<b>Operations Manager - \$84,890</b> 25% Public Works, 25% Water, 25% Sewer, 25% Parking	<b>Utility Mech L2 - \$52,352</b> 75% Water, 25% Sewer
<b>Environmental Planner/Sustainability Coordinator - \$84,816</b> 25% Water, 25% Sewer, 30% Planning, 20% Coakley Landfill	<b>Utility Mech L2 - \$52,352</b> 75% Water, 25% Sewer
<b>GIS Manager - - \$83,154</b> 50% Water, 50% Sewer	<b>GIS Stormwater Tech - \$52,336</b> 50% Water, 50% Stormwater
<b>Deputy Health Officer - \$81,723</b> 40% Health, 60% Sewer	<b>Utility Mech L2 - \$52,240</b> 50% Water, 50% Sewer
<b>Scada Manager - \$80,914</b> 50% Water, 50% Sewer	<b>Stormwater Utility Mechanic L2 - \$51,008</b> 50% Sewer, 50% Stormwater
<b>Principal Planner - \$80,914</b> 50% Planning, 50% Parking And Transportation	<b>Admin Clerk - \$49,988</b> 25% Public Works, 25% Water, 25% Sewer, 25% Parking
<b>Asset Management Coordinator - \$77,748</b> 50% Water, 50% Sewer	<b>Utility Mech L2 - \$49,698</b> 50% Water, 50% Sewer
<b>General Foreman - \$77,298</b> 50% Water, 50% Sewer	<b>Equipment Mechanic - \$48,898</b> 30% Public Works, 30% Water, 30% Sewer, 10% Parking
<b>Equipment Maintenance Foreman - \$75,077</b> 30% Public Works, 30% Water, 30% Sewer, 10% Parking	<b>Equipment Mechanic - \$47,810</b> 30% Public Works, 30% Water, 30% Sewer, 10% Parking
<b>Assistant Engineer - \$72,955</b> 50% Water, 50% Sewer	<b>Equipment Mechanic - \$47,810</b> 30% Public Works, 30% Water, 30% Sewer, 10% Parking
<b>Business Administrator - \$68,444</b> 25% Public Works, 25% Water, 25% Sewer, 25% Parking	<b>Utility Mechanic - Inventory Technician - \$44,230</b> 30% Public Works, 30% Water, 30% Sewer, 10% Parking
<b>Finance Assistant - \$66,615</b> 48% Finance, 25% Sewer, 25% Water, 2% School	<b>Collections/Billing Clerk - \$43,282</b> 50% Water, 50% Sewer
<b>Utility Inspection And Maintenance Foreman - \$66,178</b> 50% Sewer, 50% Stormwater	<b>Secretary (25 Hours/Week) - \$26,124</b> 25% Public Works, 25% Water, 25% Sewer, 25% Parking
<b>Administrative Assistant II - \$60,524</b> 25% Public Works, 25% Water, 25% Sewer, 25% Parking	





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# City Council

The City Council is the governing body of the City of Portsmouth and as such is the policy-making entity of the City, except where otherwise expressed in the City Charter. The City Council consists of nine (9) councilors elected at large for terms of two (2) years.



## City Council Members

- Rick Becksted, Mayor
- Jim Splaine, Assistant Mayor
- Deaglan McEachern
- Peter Whelan
- Cliff Lazenby
- Esther Kennedy
- Petra Huda
- John K. Tabor Jr.
- Paige Trace

## Department Budget Comments

The proposed City Council budget for FY21 is \$28,755. This represents a -4,781 decrease (14.86% decrease) from the FY20 budget. The net decrease in the City Council budget is due to an increase in City Council stipends and benefits with a decrease in other operating expenditures.

## Budget Summary of Expenditures

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>CITY COUNCIL</b>				
CITY COUNCIL STIPEND	16,800	14,000	16,800	17,050
OTHER BENEFITS	1,286	1,071	1,286	1,305
OTHER OPERATING	15,450	5,281	15,450	10,400
<b>TOTAL</b>	<b>33,536</b>	<b>20,352</b>	<b>33,536</b>	<b>28,755</b>

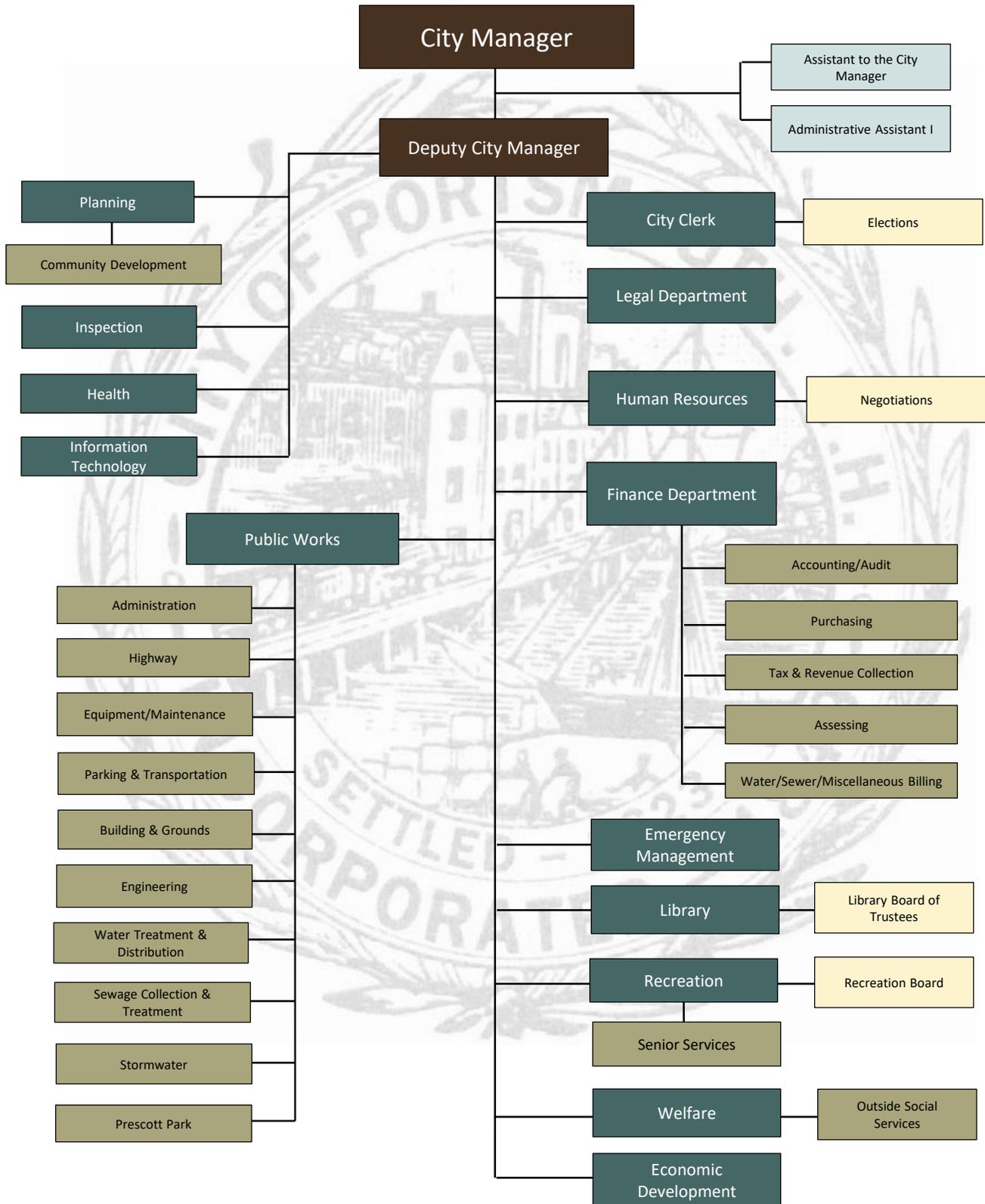




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# City Manager's Department



## Mission

To carry out the duties of the City Manager as provided for in the Portsmouth City Charter in a professional and responsive manner.





# City Manager Department

## Services Overview

- ✓ Serve as the Chief Executive and Administrative Officer for the City of Portsmouth
- ✓ Manage City-owned real-estate
- ✓ Provide an annual budget to the City Council
- ✓ Promote public communication in City operations
- ✓ Respond to City Council directives and requests
- ✓ Maintain and improve the City's economic development
- ✓ Support environmental initiatives and sustainability
- ✓ Support the City's Arts and Culture



## Position Summary Schedule

Positions Full Time	FY19	FY20	FY21
City Manager	1	1	1
Assistant to the City Manager	1	1	1
Administrative Assistant I	0	1	1
Secretary III	1	0	0
<b>Totals Full Time</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Department Budget Comments

The City Manager's proposed budget for FY21 is \$425,701. This represents an increase of \$186 (or 0.04%) from the FY20 budget. The net change in the City Manager's budget is due to increases in benefits with decreases seen in other operating expenses.

## Budget Summary of Expenditures

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>CITY MANAGER</b>				
SALARIES	333,485	329,511	329,664	313,632
LONGEVITY	1,572	1,570	961	980
RETIREMENT	55,305	55,779	55,699	65,904
OTHER BENEFITS	20,534	19,759	20,351	31,135
<i>Contractual Obligations</i>	<b>410,896</b>	<b>406,619</b>	<b>406,675</b>	<b>411,651</b>
TRAINING/EDUCATION/CONFERENCES	3,000	1,846	3,500	4,000
PROFESSIONAL ORGANIZATION DUES	2,300	1,695	2,300	3,000
OTHER OPERATING	13,040	12,159	13,040	7,050
<i>Other Operating</i>	<b>18,340</b>	<b>15,701</b>	<b>18,840</b>	<b>14,050</b>
<b>TOTAL</b>	<b>429,236</b>	<b>422,319</b>	<b>425,515</b>	<b>425,701</b>



## Programs and Services

**Functions of the City Manager** - The City Manager is appointed by a two-thirds majority of the City Council to function as the Chief Executive and Administrative Officer of the City and is responsible for the proper administration of all the departments of City government in accordance with the City Charter.



- Carry out policy decisions of the City Council, and oversee all property owned by the City.
- Inform the Council of the City's needs and ongoing conditions and make reports that may be required by law, requested by the Council, or judged necessary by the Manager.
- Participate in discussions that come before the City Council.
- Supervise all Department Heads and appoint, suspend, remove, or discipline all municipal employees in the administrative service of the City.
- Provide to the City Council an operating budget, a budget statement, and a long-range capital plan, which outline the immediate and long-range financial plans and projects.

## Goals and Objectives

<p><b>Goal #1:</b></p> <p><i>Maintain high standards of responsiveness to City Councilors and residents and promote public involvement in City projects.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Ensure timely responses to all City Council directives and requests for service.</li> <li>✓ Ensure timely responses to all resident questions and calls for service.</li> <li>✓ Work with City staff to ensure high quality presentations as well as effective and innovative means for soliciting public input and engaging the public in the work of the City.</li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p><i>Continue pursuit of special economic development projects and public/private partnerships, which maintain and improve the vibrancy and economic health of the City.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work with the City Council, Planning Board and City staff to implement the City's Master Plan.</li> <li>✓ Implement economic development goals and objectives as described in the Economic Development Commission Annual Action Plan and City Master Plan.</li> <li>✓ Continue to carry out Council intentions regarding special events, which attract visitors and contribute to Portsmouth's vibrant and diverse economic base.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Maintain Financial Stability</i> </li> </ul>	



<p><b>Goal #3:</b></p> <p><i>Improve and expand opportunities for increasing public communication.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue the publication of the electronic newsletter as well as annual reports, including the annual Popular Annual Financial Report (PAFR).</li> <li>✓ Continue efforts to update and inform the public about activities, programs, and services through tools such as Government Channel 22 and YouTube Channel, the City's website and social media outlets.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> </ul>	
<p><b>Goal #4:</b></p> <p><i>Work with Portsmouth's Legislative Delegation to monitor legislative activity in the New Hampshire General Court.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work with the City Council and the Legislative Subcommittee to monitor developments of key legislative initiatives in the state legislature and to communicate the impacts of the legislation on Portsmouth.</li> <li>✓ Work with the Coalition Communities and continue to update the City Council on developments related to education funding in the state.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	
<p><b>Goal #5:</b></p> <p><i>Support the City's art and culture businesses and the important contributions they make to the City's economic vitality.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue implementation of the City's Percent for Art Ordinance</li> <li>✓ Work with staff in preparation for the 2021 American's for the Arts Economic Prosperity Study</li> <li>✓ Engage the arts and cultural community in planning efforts for the Portsmouth 400<sup>th</sup> Anniversary as appropriate</li> <li>✓ Seek input on the best City mechanism for ongoing arts advocacy and cultural planning.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe, and Diverse Community</i> </li> <li>• <i>Maintain Financial Stability</i> </li> </ul>	
<p><b>Goal #6:</b></p> <p><i>Continue to support open space and environmental initiatives as well as sustainability goals outlined in the City's Master Plan.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work with local officials, residents, businesses, and City staff to further incorporate sustainable practices in governmental policies and operations.</li> <li>✓ Continue to work with the Conservation Commission, the Planning Board, the City Council, local and regional land trusts and residents to implement environmental protection and open space initiatives.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote and Support Sustainable Practices</i> </li> <li>• <i>Promote a Welcoming, Safe, and Diverse Community</i> </li> </ul>	



## Performance Measures

### Percent of City Council Requests/ Inquiries completed:

#### Percent Completed in between Council Meetings:

FY18	FY19	FY20 (Est)
75%	85%	75%

#### Percent Requiring Further Research:

FY18	FY19	FY20 (Est)
25%	25%	40%

### Percent of Resident Concerns Responded to:

#### Resident Phone Calls Returned within 24 hours

FY18	FY19	FY20 (Est)
95%	95%	95%

#### Requests for Service Completed within 48 hours

FY18	FY19	FY20 (Est)
95%	95%	90%

### Maintain ICMA Credentialed Manager Status (participate in professional development)

FY18	FY19	FY20 (Est)
Status Maintained	Status Maintained	CM is ICMA Member

### Special Events Processed

FY18	FY19	FY20 (Est)
46	58	50



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
<b>CITY MANAGER</b>			
		CITY MANAGER	168,300
		STIPEND	5,400
		*Deferred Compensation	19,107
NON GRADE 13	.5A/11.5B	ASSISTANT TO THE CITY MANAGER	60,341
NON GRADE 9	H	ADMINISTRATIVE ASSISTANT I	60,484
<hr/>			
<b>TOTAL DEPARTMENT</b>			<b>313,632</b>
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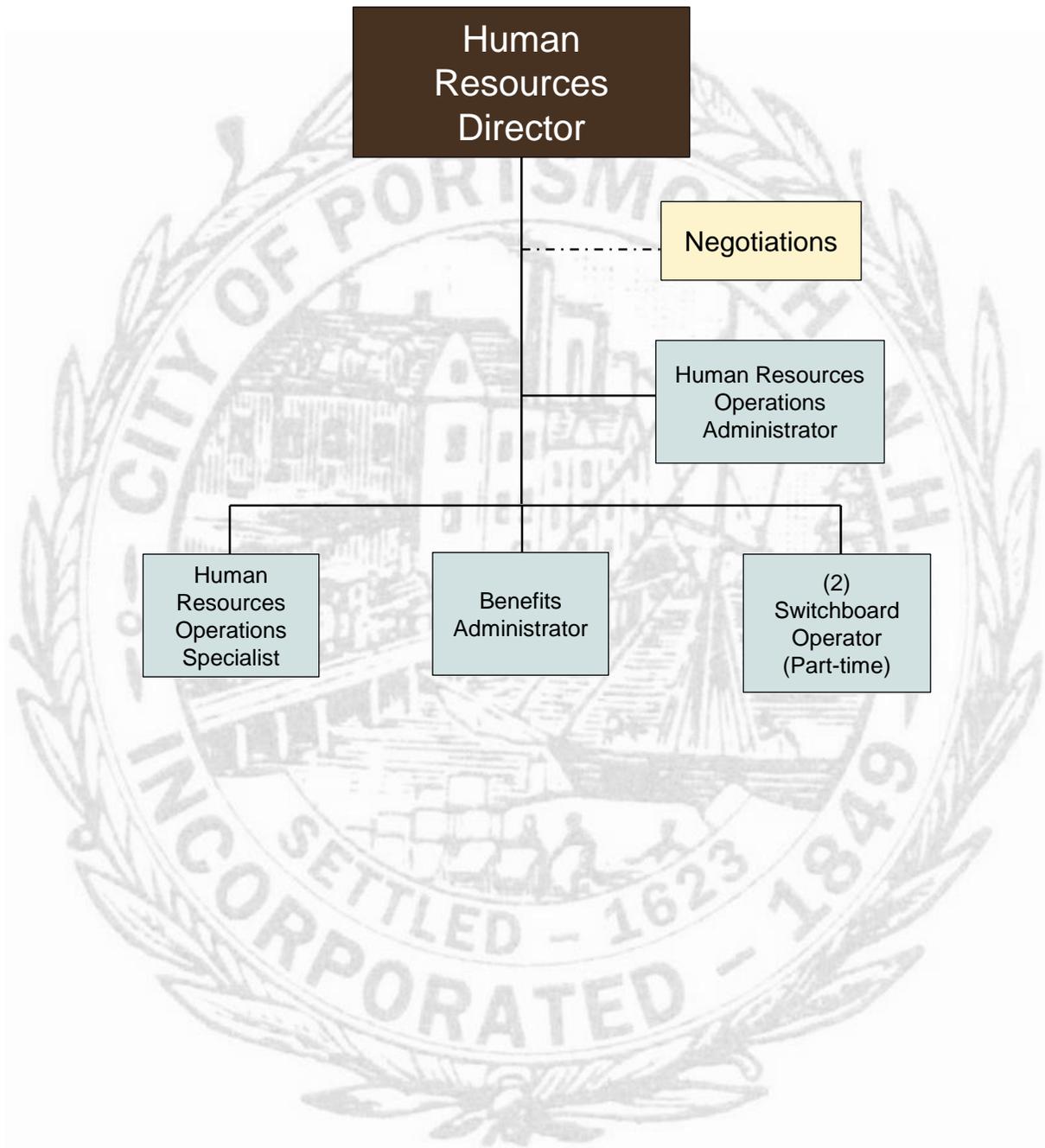
\*PER IRS REGULATIONS, SALARY INCLUDES DEFERRED COMPENSATION



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>CITY MANAGER</b>					
<b>01-711-102-51-110-400</b>					
011001	REGULAR SALARIES	333,485	329,511	329,664	313,632
015001	LONGEVITY	1,572	1,570	961	980
022001	SOCIAL SECURITY	15,733	15,007	15,557	24,754
022501	MEDICARE	4,801	4,752	4,794	6,381
023001	RETIREMENT	55,305	55,779	55,699	65,904
043027	REPAIRS-OFFICE EQUIPMENT	1,000	1,191	-	-
044006	PRINTING LEASE/MAINT	-	-	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	2,300	1,695	2,300	3,000
057101	TRAVEL AND CONFERENCE	3,000	1,846	3,500	4,000
061003	MEETING SUPPLIES	500	108	500	350
062001	OFFICE SUPPLIES	1,740	1,657	1,740	1,500
067001	BOOKS & PERIODICALS	1,000	601	1,000	700
069003	EXECUTIVE EXPENSE	8,800	8,603	8,800	3,500
CM	Total	<b>429,236</b>	<b>422,319</b>	<b>425,515</b>	<b>425,701</b>



# Human Resources Department



## Mission

The mission of the Human Resources Department is to attract, select, develop and retain an effective City workforce and to administer the policies, contracts, rules and legal requirements related to City employment in a manner that will achieve a fair and equitable employment system.





# Human Resources Department

## Services Overview

- ✓ Labor Relations
- ✓ Risk Management
- ✓ Training and Development
- ✓ Benefits Administration
- ✓ Legal Compliance
- ✓ Recruitment and Selection

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Human Resources Director	1	1	1
Benefits Administrator*	0	1	1
Human Resources Operations Sepcialist	0	1	1
Human Resources Operations Administrator	0	1	1
Administrative Clerk	1	0	0
<b>Totals Full Time</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Sw itchboard Operator	2	2	2
<b>Totals Part Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

\*Reallocated from the Finance Department

## Department Budget Comments

The FY21 proposed budget for the Human Resources Department Administration is \$492,189, an increase of \$17,855 or 3.76% over FY20. The increase is primarily associated with collective bargaining agreements.

## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>HUMAN RESOURCES</b>				
SALARIES	147,802	122,131	278,855	284,296
PART-TIME SALARIES	31,815	30,774	32,701	35,067
LONGEVITY	1,255	1,256	321	327
RETIREMENT	16,963	14,040	30,665	31,792
OTHER BENEFITS	13,836	11,105	23,792	24,457
<i>Contractual Obligations</i>	<i>211,671</i>	<i>179,306</i>	<i>366,334</i>	<i>375,939</i>
TRAINING/EDUCATION/CONFERENCES	12,500	11,374	12,500	17,500
CONTRACTED SERVICES	76,000	102,649	76,000	76,000
PROFESSIONAL ORGANIZATION DUES	1,250	209	1,250	500
OTHER OPERATING	17,000	24,837	18,250	22,250
<i>Other Operating</i>	<i>106,750</i>	<i>139,070</i>	<i>108,000</i>	<i>116,250</i>
<b>TOTAL</b>	<b>318,421</b>	<b>318,376</b>	<b>474,334</b>	<b>492,189</b>

The FY21 proposed budget for General Government Benefits is \$2,614,135, an increase of \$75,247 or 3% over FY20. The increase in the budget is primarily the result of health insurance and workers' compensation premiums.



## Budget Summary of Expenditures

	FY19	FY19	FY20	FY21
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>GENERAL GOVERNMENT BENEFITS</b>				
HEALTH INSURANCE	-	-	2,105,396	2,190,243
DENTAL INSURANCE	-	-	144,000	147,159
INSURANCE REIMBURSEMENT	-	-	55,000	25,000
LIFE AND DISABILITY	-	-	51,000	51,747
WORKERS' COMPENSATION	168,110	168,110	176,811	193,073
OTHER BENEFITS	-	-	6,680	6,912
<b>TOTAL</b>	<b>168,110</b>	<b>168,110</b>	<b>2,538,887</b>	<b>2,614,134</b>

*General Government Benefits were allocated from Finance to Human Resources in FY20.*

## Programs and Services

**Labor Relations** – Provide advice, counsel and policy direction to managers on labor and employment issues such as meeting and conferring with labor unions, grievance resolution, disciplinary action, employee settlements, and performance management issues.

- Administer and negotiate sixteen (16) collective bargaining agreements
- Administer and negotiate seven (7) employee contracts
- Represent the City on all grievances and arbitrations
- Coordinate new hire, 25-year anniversary, and retirement receptions

**Risk Management** – Administration of workers compensation and unemployment claims for the City.

- Administer workers compensation for the City
- Conduct annual safety inspections
- Coordinate monthly safety programs
- Chair the Joint Loss Management Committee
- Represent the City in unemployment hearings

**Training and Development** – Determine training needs within the organization; designs, conducts, coordinates and implements training and education programs for employee development.

**Legal Compliance** – Ensure compliance with all applicable state and federal laws; prepares policies and procedures and/or updates to reflect any changes in the law, as needed.

- Serves as the ADA Compliance Officer
- Serves as the Sexual Harassment Officer

**Recruitment and Selection** – Responsible for the pre-employment or promotional activities that lead to filling all classified positions (excluding Fire and Police).

- Advertise positions
- Conduct interviews
- Conduct background checks

**Classification and Compensation** – Responsible for developing, and monitoring salary administration in an effort to maintain an equitable and competitive pay system. Recommends changes in classification and/or pay and departmental reorganization through job studies, and analysis of job content questionnaires, comparative wage and salary surveys.

- Administer step system
- Develop salary schedules
- Conduct position evaluations
- Participate in salary surveys
- Develop job descriptions



- Establish classifications for new positions

**Benefits Administration** – Responsible for the administration, development, implementation, enrollment, and communication of all benefits offered through the City of Portsmouth.

- Administer insurance programs including: health, dental, life, long-term disability insurance programs
- Leave tracking and reporting
- Administer flexible spending accounts
- Administer wellness programs
- File life and disability claims
- Hold presentations for those nearing retirement, to educate them on the process

## Accomplishments

- ✓ Conducted a Classification and Compensation Study for all Supervisory Management Alliance employees.
- ✓ Revitalized the Joint Loss Safety Committee and safety trainings.
- ✓ Implemented an applicant tracking software to automate, streamline and improve our hiring process.
- ✓ Provided mandatory training for all hiring managers on discrimination.
- ✓ Implemented online background checks to avoid delay in hiring.
- ✓ Updated Human Resources Webpage to attract candidates.

## Goals and Objectives

<p><b>Goal #1:</b></p> <p><i>Conduct a classification study on Equipment Mechanic positions.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Review the Equipment Mechanic position to gather relevant data to ensure appropriate compensation.</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Maintain Financial Stability</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p><i>Combine Human Resources functions with the School Department as an ongoing citywide efficiency effort.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to work with the School Department in assuming the function of legal compliance, employment and labor relations.</li> <li>✓ Provide coordinated benefits administration.</li> <li>✓ Provide coordinated background checks.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Maintain Financial Stability</i> </li> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	



<b>Goal #3:</b>  <i>Continue developing supervisors by providing additional training.</i>	<b>Objectives:</b>  ✓ To expand upon the Supervisory Training Program by continuing to develop and provide trainings that are designed specific to the Supervisors.
<b>Citywide Goal Addressed:</b> • Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 	
<b>Goal #4:</b>  <i>Review and update all City Polices.</i>	<b>Objectives:</b>  ✓ Review all city policies to ensure compliance with existing and changing laws. Update the policies as required and develop new policies if necessary.  ✓ Policy automation to ensure compliance with all of our employees.
<b>Citywide Goal Addressed:</b> • Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 	

## Performance Measures

Classification and Compensation			
	FY18	FY19	FY20 (Est)
# of step increases	496	528	302
# of reclasses /promotions	46	42	73

Recruitment			
	FY18	FY19	FY20 (Est)
# of Applications Reviewed/ Processed	2,994	4,482	4,080
# of Employees Hired Full and Part-Time	99	154	130
# of Substitute Applications Processed	41	35	40
# of Criminal Backgrounds Conducted, includes School	229	239	225
# of FT New Hire Orientations Conducted, includes School	60	75	100



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>HUMAN RESOURCES</b>			
NON GRADE 23	6A/6B	HUMAN RESOURCES DIRECTOR	95,822
NON GRADE 13	E	BENEFITS ADMINISTRATOR	69,992
NON GRADE 13	9.5B/2.5C	HUMAN RESOURCES OPERATIONS SPECIALIST	62,785
NON GRADE 11	8.5B/3.5C	HUMAN RESOURCES OPERATIONS ADMINISTRATOR	55,697
<b>TOTAL FULL TIME</b>			<b>284,296</b>
NON GRADE 1	1D/11E	PT SWITCHBOARD (20HRS/WK)	20,854
NON GRADE 1	A	PT SWITCHBOARD (16.5 HR/WK)	14,213
<b>TOTAL PART TIME</b>			<b>35,067</b>
<b>TOTAL DEPARTMENT</b>			<b>319,363</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>BENEFIT ADMINISTRATION</b>					
<b>01-707-104-51-110-405</b>					
011061	INSURANCE REIMBURSEMENT	-	-	55,000	25,000
021001	INSURANCE-HEALTH	-	-	2,105,396	2,190,243
021101	INSURANCE-DENTAL	-	-	144,000	147,159
021501	INSURANCE-LIFE	-	-	21,000	23,747
021601	INSURANCE-DISABILITY	-	-	30,000	28,000
022001	SOCIAL SECURITY	-	-	2,170	1,550
022501	MEDICARE	-	-	510	362
026001	WORKERS COMP TAIL CLAIMS	-	-	-	-
026002	INSURANCE-WORKERS COMP	168,110	168,110	176,811	193,073
039007	PROFESSION SERVICES-FSA	-	-	4,000	5,000

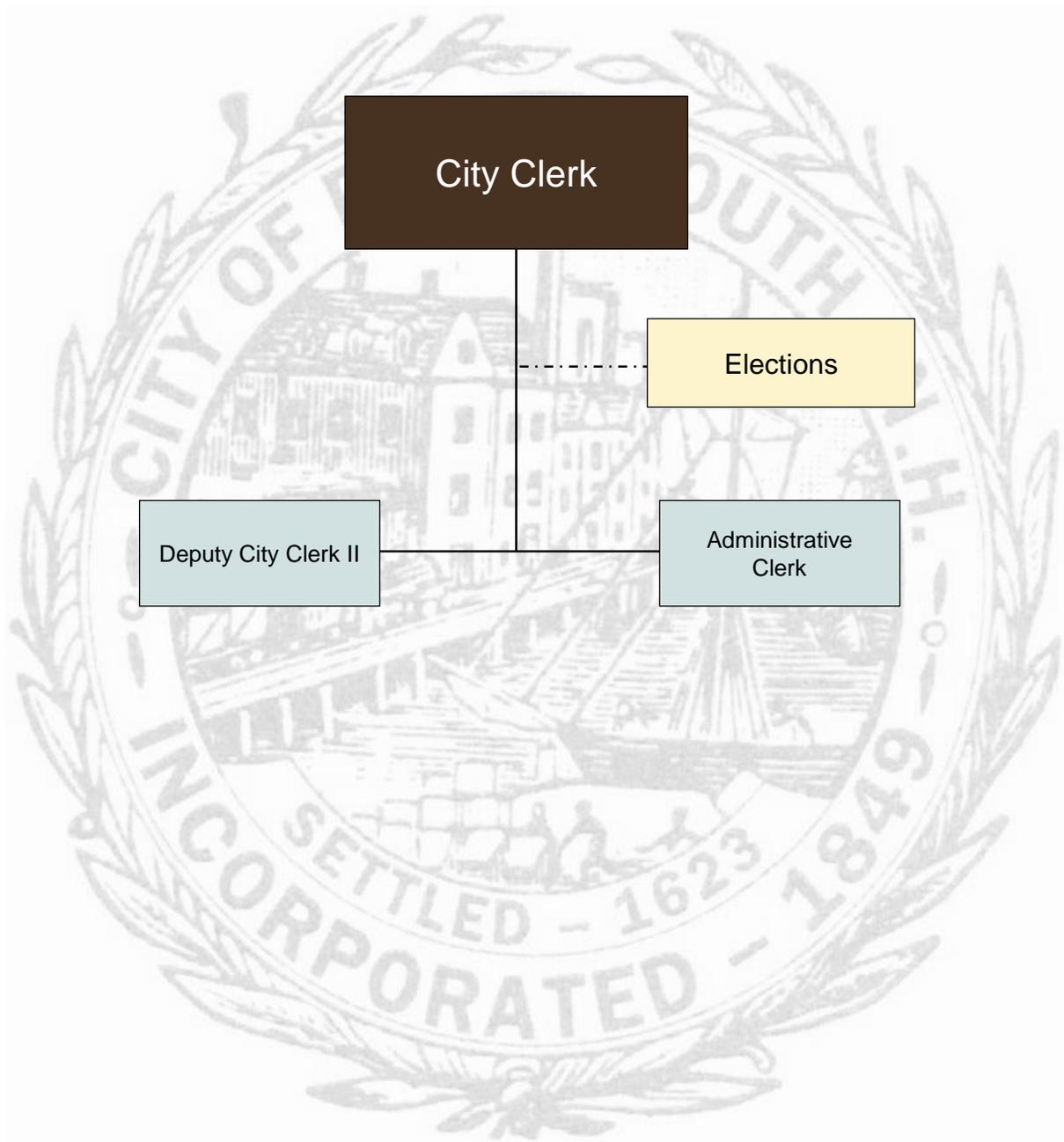
<b>HRBENEFITS</b>	<b>Total</b>	<b>168,110</b>	<b>168,110</b>	<b>2,538,887</b>	<b>2,614,134</b>
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**HR Admin**  
**01-709-610-51-110-405**

011001	REGULAR SALARIES	147,802	122,131	278,855	284,296
012001	PART TIME SALARIES	31,815	30,774	32,701	35,067
015001	LONGEVITY	1,255	1,256	321	327
022001	SOCIAL SECURITY	11,214	9,000	19,337	19,821
022501	MEDICARE	2,622	2,105	4,455	4,636
023001	RETIREMENT	16,963	14,040	30,665	31,792
033001	PROF SERVICES-TEMP	-	7,000	-	-
035002	PROF SERV- SUBSTANCE TEST	2,000	417	2,000	2,000
035004	OCCUPATIONAL HEALTH	-	70	-	-
039001	PROFESSIONAL SERVICES	76,000	95,579	76,000	76,000
039004	PROF/SERV-TEST NEW HIRES	2,000	3,441	3,500	6,500
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
044006	PRINTING LEASE/MAINT	-	-	1,500	1,500
054051	EDUCATION	12,000	11,339	12,000	17,000
055050	PRINTING	1,500	615	1,500	750
056001	DUES PROFESSIONAL ORGANIZ	1,250	209	1,250	500
057101	TRAVEL AND CONFERENCE	500	35	500	500
061002	MISCELLANEOUS SUPPLIES	2,000	1,748	2,000	2,000
061003	MEETING SUPPLIES	500	1,357	500	500
062001	OFFICE SUPPLIES	3,500	2,590	2,000	2,000
062012	RETIREMENT GIFTS	2,250	3,034	2,000	2,000
067001	BOOKS & PERIODICALS	1,250	237	1,250	-
069001	RETIREMENT BENEFIT	2,000	-	2,000	-
075001	FURNITURE AND FIXTURES	-	11,398	-	5,000
<b>HR</b>	<b>Total</b>	<b>318,421</b>	<b>318,376</b>	<b>474,334</b>	<b>492,189</b>



# City Clerk's Office



## Mission

To support the City's legislative bodies by recording and maintaining the official records and legislative history of the City; to consistently and efficiently serve our customers by recording and preserving the Vital Records of this community for the historical continuity that may be passed on for the future; to provide the highest quality service and responsiveness to the public, the City Council and City staff; and to ethically and impartially preserve and maintain the legislative record, provide public information, and administer and preserve the integrity of municipal, state and national elections.

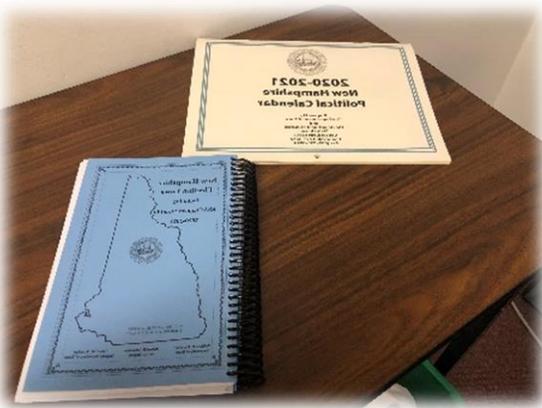




# City Clerk/ Elections

## Services Overview

- ✓ Oversight and creation of vital records
- ✓ Issue wide variety of permits and licenses
- ✓ Provide support services to the City Council
- ✓ Update the local Boards and Commissions list
- ✓ File and preserve all City Documents
- ✓ Administer and conduct elections



## Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
City Clerk	1	1	1
Deputy City Clerk II	1	1	1
Administrative Clerk	1	1	1
<b>Totals Full Time</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Department Budget Comments

The proposed City Clerk FY21 Budget is \$278,833, a net increase of \$6,838 or 2.51% from FY20 due primarily to an increase in contractual obligations.

The proposed Election budget for FY21 is \$121,564 a net increase of \$13,114 or 12.09% from FY20. In FY21, there will be two elections, the State Primary Election and Presidential General Election. This budget increase is the result of increases in salaries for all Ward Officials. Additional staffing will continue to be used at the elections for enhanced efficiencies at the polls and the handling of increased voter participation, processing of absentee ballots and reporting forms for the State.

## Budget Summary of Expenditures

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>CITY CLERK</b>				
SALARIES	199,200	199,097	211,254	214,835
OVERTIME	4,500	1,949	3,500	3,500
LONGEVITY	2,199	2,199	2,593	2,615
RETIREMENT	23,431	23,104	23,789	24,680
OTHER BENEFITS	15,752	14,966	16,559	16,903
<i>Contractual Obligations</i>	<i>245,082</i>	<i>241,315</i>	<i>257,695</i>	<i>262,533</i>
TRAINING/EDUCATION/CONFERENCES	2,150	2,307	1,950	1,950
PROFESSIONAL ORGANIZATION DUES	400	325	400	400
OTHER OPERATING	10,700	12,630	11,950	13,950
<i>Other Operating</i>	<i>13,250</i>	<i>15,262</i>	<i>14,300</i>	<i>16,300</i>
<b>TOTAL</b>	<b>258,332</b>	<b>256,577</b>	<b>271,995</b>	<b>278,833</b>



## Budget Summary of Expenditures

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>ELECTION</b>				
PART-TIME SALARIES	30,000	18,222	44,702	57,000
OVERTIME	-	3,346	4,000	4,000
RETIREMENT	-	381	447	447
OTHER BENEFITS	2,295	1,651	3,726	4,667
<i>Contractual Obligations</i>	<i>32,295</i>	<i>23,600</i>	<i>52,875</i>	<i>66,114</i>
TRAINING - ELECTIONS	-	-	3,125	3,750
ADVERTISING	-	-	-	-
OTHER OPERATING	43,750	45,955	52,450	51,700
<i>Other Operating</i>	<i>43,750</i>	<i>45,955</i>	<i>55,575</i>	<i>55,450</i>
<b>TOTAL</b>	<b>76,045</b>	<b>69,555</b>	<b>108,450</b>	<b>121,564</b>

## Programs and Services

### Office of the City Clerk –

- Ensure the accurate and efficient production, issuance, certification, preservation and retention of vital records and various documents.
- Issue a wide variety of permits and licenses as required by state and local regulations.
- Provide support services for the City Council, publish and post all legal notices, prepare agendas, attend and record all actions and minutes taken by the City Council.
- Update the local Boards and Commissions list on a continuing basis and administer the “Oath of Office” for appointees.
- File and preserve as required all contracts, bonds, agreements, resolutions, ordinance book and other City documents.
- Administer and conduct elections in accordance with state, federal and local laws.



## Goals and Objectives

<p><b>Goal #1:</b></p> <p><i>Conduct the 10-year Verification of Voter Checklist</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Assist the Board of Registrars with notification to voters</i></li> <li>✓ <i>Hold public sessions for voters to re-register to vote in compliance with RSA 654:39</i></li> <li>✓ <i>Update voter checklist based on the guidelines for the verification of the checklist</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p><i>Serving on the Vital Records Improvement Fund Advisory Committee</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Work with officials to incorporate and implement findings of the Committee</i></li> <li>✓ <i>Communicate initiatives and carry out intentions of the Committee</i></li> <li>✓ <i>Enhance reporting of objectives to the Town &amp; City Clerk's</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	
<p><b>Goal #3:</b></p> <p><i>Continued participation with the Division of Vital Records on the new NHVRIN Plus phased software [ongoing]</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Identify implementation time with the Division of Vital Records</i></li> <li>✓ <i>Enhance the program and address longstanding deficiencies with existing system</i></li> <li>✓ <i>Improved reporting modules for gathering statistical data</i></li> <li>✓ <i>Develop and execute the training of staff</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> <li>• <i>Preserve And Restore Historic Structures And Artifacts</i> </li> </ul>	
<p><b>Goal #4:</b></p> <p><i>Maintain a high level of customer and professional service</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Respond timely and accurately to customer requests</i></li> <li>✓ <i>Communicate effectively and professionally to all customers</i></li> <li>✓ <i>Provide comprehensive and accurate information to meet customer's needs</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> </ul>	



<p><b>Goal #5:</b></p> <p><i>Conduct and oversee the State Primary and Presidential General Elections</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Administer and preserve the integrity of all elections</i></li> <li>✓ <i>Maintain and execute comprehensive training program for election officials on all aspects of election responsibilities</i></li> <li>✓ <i>Enact new election laws to ensure all election officials are educated</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i></li> </ul>	



<u>Performance Measures</u>			
<b>Number of Requests Filled</b>			
	<b>FY18</b>	<b>FY19</b>	<b>FY20 (Est)</b>
Vital Records	5,023	4,908	5,002
Marriage Licenses	305	284	300
Permits & Licenses	3,154	3,150	3,152
<b>Voter Statistics</b>			
<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	
<u>November 7, 2017</u> Municipal Election Total Registered Voters – 18,127 Percentage Voted – 27.9%	<u>September 11, 2018</u> State Primary Election Total Registered Voters – 18,216 Percentage Voted – 28%	<u>November 5, 2019</u> Municipal Election Total Registered Voters – 18,895 Percentage Voted – 30.8%	
	<u>November 6, 2018</u> State General Election Total Registered Voters – 19,416 Percentage Voted – 58%	<u>February 11, 2020</u> Presidential Primary Election Total Registered Voters – 19,950 Percentage Voted – 60%	
<b>Absentee Ballots Processed</b>			
	<b>FY18</b>	<b>FY19</b>	<b>FY20 (Est)</b>
	307	1,464	1,305



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>CITY CLERK</b>			
NON GRADE 20	H	CITY CLERK	102,924
NON GRADE 11	G	DEPUTY CITY CLERK II	65,309
1386B GRADE 7	4D/8E	ADMIN CLERK	46,602
		<b>TOTAL DEPARTMENT</b>	<b>214,835</b>



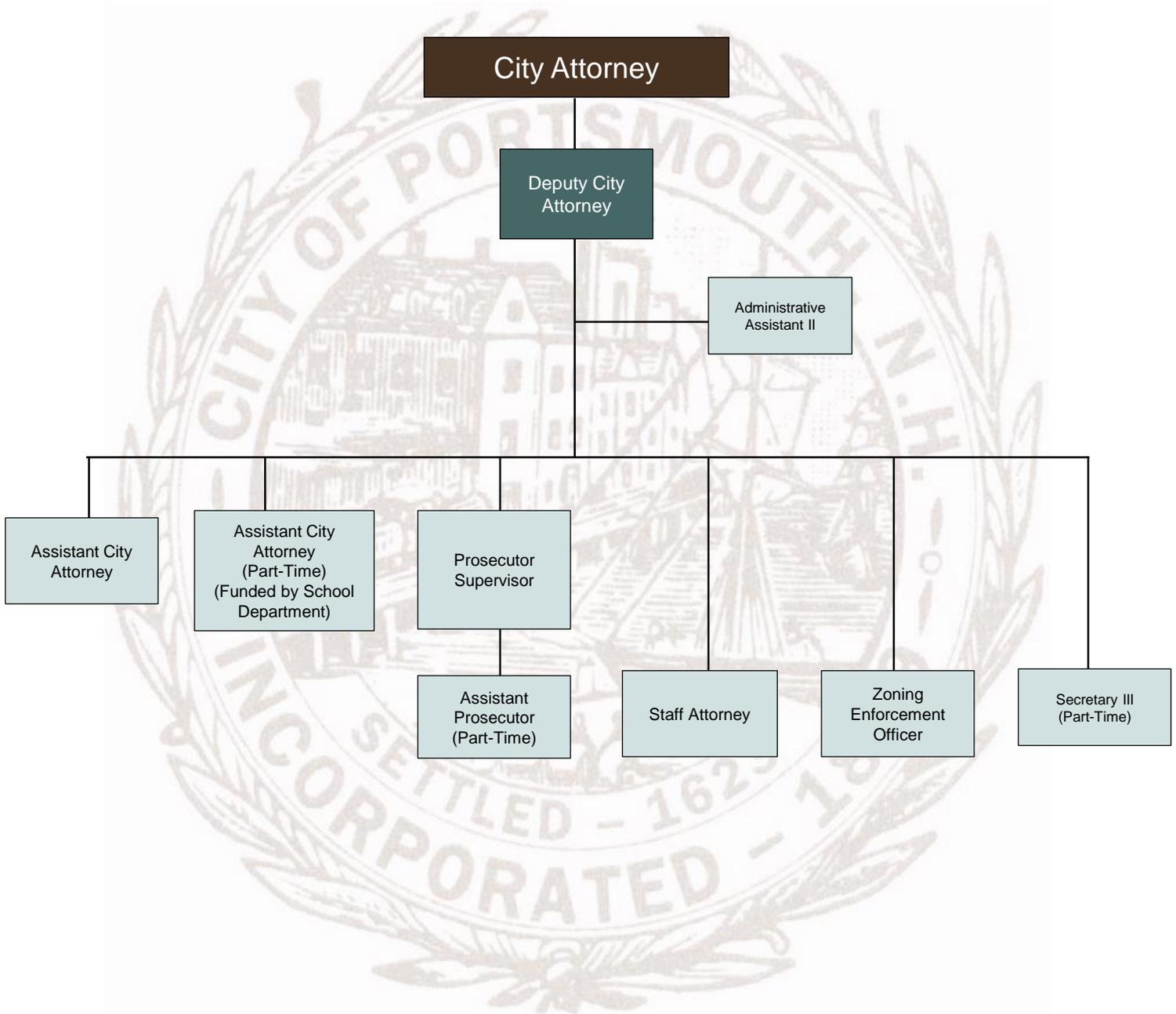
		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>CITY CLERK</b>					
<b>01-712-105-51-110-401</b>					
011001	REGULAR SALARIES	199,200	199,097	211,254	214,835
014041	OVERTIME	4,500	1,949	3,500	3,500
015001	LONGEVITY	2,199	2,199	2,593	2,615
022001	SOCIAL SECURITY	12,766	12,129	13,471	13,699
022501	MEDICARE	2,986	2,836	3,088	3,204
023001	RETIREMENT	23,431	23,104	23,789	24,680
043027	REPAIRS-OFFICE EQUIPMENT	1,000	79	-	-
044006	PRINTING LEASE/MAINT	-	-	1,000	1,000
053001	ADVERTISING	4,300	7,705	5,500	7,500
054050	TRAINING	650	650	450	450
055002	BOOKBINDING	1,500	1,500	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	400	325	400	400
057101	TRAVEL AND CONFERENCE	1,500	1,657	1,500	1,500
057102	TRAVEL REIMBURSEMENT	600	658	600	600
062001	OFFICE SUPPLIES	2,000	1,520	2,000	2,000
067001	BOOKS & PERIODICALS	300	270	350	350
068007	MATERIALS-LICENSES	1,000	898	1,000	1,000
Clerk	Total	<b>258,332</b>	<b>256,577</b>	<b>271,995</b>	<b>278,833</b>

<b>ELECTIONS</b>					
<b>01-713-106-51-110-401</b>					
012001	PART TIME SALARIES	30,000	18,222	44,702	57,000
014041	OVERTIME	-	3,346	4,000	4,000
022001	SOCIAL SECURITY	1,860	1,337	3,020	3,782
022501	MEDICARE	435	314	706	885
023001	RETIREMENT	-	381	447	447
039002	PROF/SERVICES- WARD	20,000	21,776	30,000	32,250
043013	REPAIRS-VOTING	15,000	14,997	10,000	10,000
053001	ADVERTISING	500	254	500	500
054050	TRAINING	-	-	3,125	3,750
055050	PRINTING	1,500	1,500	4,000	450
061003	MEETING SUPPLIES	4,000	4,662	5,200	5,500
062001	OFFICE SUPPLIES	2,750	2,766	2,750	3,000
Election	Total	<b>76,045</b>	<b>69,555</b>	<b>108,450</b>	<b>121,564</b>

NOTE: TWO ELECTIONS IN FY21, SEPTEMBER 8, 2020 (STATE PRIMARY) AND NOVEMBER 3, 2020 (PRESIDENTIAL GENERAL ELECTION). IN ADDITION THE BEGINNING PROCESS OF THE 10-YEAR VERIFICATION OF THE VOTER CHECKLIST.



# Legal Department



## Mission

It is our mission to constantly improve on the quality, efficiency and cost effectiveness of the legal services provided to the municipality. We recognize that the municipality operates in an increasingly complex legal milieu and that it is the primary objective of the City's Legal Department to assist municipal employees and officials in responding to the responsibilities and obligations created by that environment.





# Legal Department

## Services Overview

- ✓ Advise and represent all City departments and officials in all matters of a legal nature
- ✓ Interpret laws, statutes, regulations and ordinances
- ✓ Prepare, review and approve legal documents in which the City is a party
- ✓ Prepare ordinances
- ✓ Collect debts due to the City
- ✓ Conduct Circuit Court prosecutions
- ✓ Provide zoning enforcement services

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
City Attorney	1	1	1
Deputy City Attorney	1	1	1
Assistant City Attorney	0.64	0.64	0.64
Prosecutor Supervisor	1	1	1
Staff Attorney	0	1	1
Zoning Enforcement Officer	1	1	1
Administrative Assistant II	1	1	1
<b>Totals Full Time</b>	<b>5.64</b>	<b>6.64</b>	<b>6.64</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Assistant Prosecutor	1	1	1
Secretary	2	1	0
Secretary III	0	0	1
Assistant City Attorney (Position is funded by the School Department)	1	1	1
<b>Totals Part Time</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>

## Department Budget Comments

The Legal Department's FY21 proposed budget is \$837,119. The net increase of \$100,689 or 13.67% over FY20 is due to the addition of a Staff Attorney (which was partially funded in FY20) and an Assistant Prosecutor (due to the loss of funding from District Court Fees) as well as a reclassification of the part-time Secretary position. Savings were realized by eliminating a part-time secretary position and staffing changes that resulted in diminishing contractual obligations related to salary and benefits.

## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>LEGAL</b>				
SALARIES	487,714	468,364	540,843	578,861
PART-TIME SALARIES	23,682	28,907	25,116	77,646
LONGEVITY	5,484	5,444	6,587	5,437
RETIREMENT	56,122	53,903	61,493	65,266
OTHER BENEFITS	39,540	37,448	42,841	50,639
<i>Contractual Obligations</i>	<i>612,542</i>	<i>594,065</i>	<i>676,880</i>	<i>777,849</i>
TRAINING/EDUCATION/CONFERENCES	7,500	2,364	7,500	7,500
CONTRACTED SERVICES	31,850	53,039	31,850	31,850
PROFESSIONAL ORGANIZATION DUES	6,000	6,154	6,000	7,000
OTHER OPERATING	14,200	10,446	14,200	12,920
<i>Other Operating</i>	<i>59,550</i>	<i>72,002</i>	<i>59,550</i>	<i>59,270</i>
<b>TOTAL</b>	<b>672,092</b>	<b>666,067</b>	<b>736,430</b>	<b>837,119</b>



## Programs and Services

**Legal Advice and Representation** - Gives legal advice and representation to City Council, the City Manager, City departments (including Charter departments), officers, employees, boards and commissions concerning issues related to their official powers and duties.

- Represent the City in litigation as necessary
- Interpret laws, statutes, regulations and ordinances
- Prepare, review, and approve contracts, bid documents, leases, bonds and other legal documents to which the City is a party
- Prepare or assist with the preparation of ordinances
- Collect or assist in the collection of debts due to the City
- Conduct or oversee District Court prosecutions
- Provide zoning enforcement services
- Coordinate and respond to public record requests
- Support all City departments as requested or required in implementation of their obligations
- Implement an open door policy with respect to City Officials and citizens alike

## Goals and Objectives

<p><b>Goal #1:</b></p> <p><i>To provide the greatest possible scope of legal services of both an advisory and a representative nature to all departments, officials and employees of the City, including the charter departments (Police, School and Fire).</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Continue to provide each department with any legal services which are needed, in the most efficient, timely, and cost effective manner possible.</i></li> <li>✓ <i>Increase Legal Department expertise in specialized areas of Law i.e. Superfund, Clean Water Act, FMLA, Special Education, etc.</i></li> <li>✓ <i>Reduce number of pending cases in litigation and avoid the filing of new items of litigation against the City by providing competent legal advice before issues become lawsuits.</i></li> <li>✓ <i>Conduct code enforcement activities.</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i></li> </ul> 	
<p><b>Goal #2</b></p> <p><i>Ensure compliance with the obligations of RSA 91-A, the Right-To-Know law.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Provide public access to governmental records</i></li> <li>✓ <i>Continuously work on improving lines of communication to the public</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i></li> </ul> 	



Performance Measures

Average Score on annual survey of City department heads  
(on a scale from 1 to 5, with 5 being the highest)

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Knowledge	5	4.5	4.9
Availability	4.5	4.5	4.7
Overall Satisfaction	5	5	4.7



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>LEGAL DEPARTMENT</b>			
NON GRADE 25	H	CITY ATTORNEY	131,195
NON GRADE 21	H	DEPUTY CITY ATTORNEY	108,039
NON GRADE 18	F	① ASSISTANT CITY ATTORNEY	57,616
NON GRADE 17	G	PROSECUTOR SUPERVISOR	87,269
NON GRADE 13	9.5B/2.5C	STAFF ATTORNEY	61,091
PMA GRADE 13	H	ZONING ENFORCEMENT OFFICER	73,367
NON GRADE 11	1C/11D	ADMINISTRATIVE ASSISTANT II	60,284
<b>TOTAL FULL TIME</b>			<b>578,861</b>
NON GRADE 15	A	PT ASSISTANT PROSECUTOR (28HRS/WK)	47,360
NON GRADE 8	A	SECRETARY III (25HRS/WK)	30,286
<b>TOTAL PART TIME</b>			<b>77,646</b>
<b>TOTAL DEPARTMENT</b>			<b>656,507</b>
<b>ADDITIONAL PERSONNEL</b>			
NON GRADE 24	A	PT ASSISTANT CITY ATTORNEY	52,350
		SCHOOL FUNDED POSITION	
<b>TOTAL ADDITIONAL PERSONNEL</b>			<b>52,350</b>

① FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

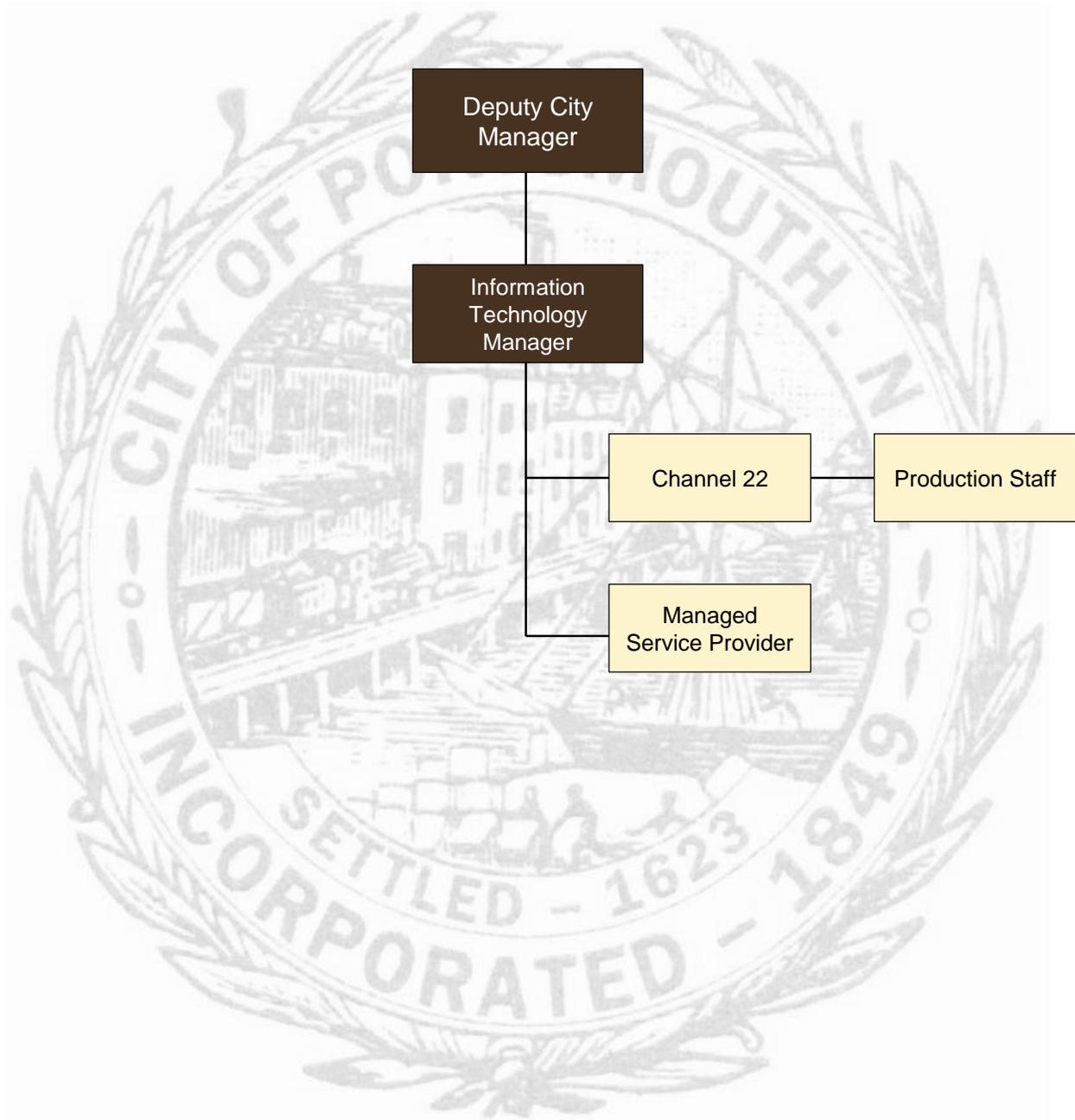
① 64% LEGAL, 36% PARKING



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>LEGAL DEPARTMENT</b>					
<b>01-715-107-51-110-404</b>					
011001	REGULAR SALARIES	487,714	468,364	540,843	578,861
012001	PART TIME SALARIES	23,682	28,907	25,116	77,646
015001	LONGEVITY	5,484	5,444	6,587	5,437
022001	SOCIAL SECURITY	32,045	30,310	34,721	41,041
022501	MEDICARE	7,495	7,138	8,120	9,598
023001	RETIREMENT	56,122	53,903	61,493	65,266
032001	PROF SERVICES-O/S COUNSEL	30,000	30,434	30,000	30,000
032004	PROF SERVICES-COURT FEES	1,850	291	1,850	1,850
033001	PROF SERVICES-TEMP	-	22,313	-	-
034103	TELEPHONE	1,200	941	1,200	1,000
043027	REPAIRS-OFFICE EQUIPMENT	1,000	934	-	-
044006	PRINTING LEASE/MAINT	-	-	1,000	1,920
053001	ADVERTISING	-	548	-	-
054050	TRAINING	4,000	1,561	4,000	4,000
055050	PRINTING	1,000	9	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	6,000	6,154	6,000	7,000
057101	TRAVEL AND CONFERENCE	3,500	803	3,500	3,500
062001	OFFICE SUPPLIES	4,000	3,886	4,000	3,500
067001	BOOKS & PERIODICALS	6,000	3,368	6,000	5,000
075001	FURNITURE AND FIXTURES	1,000	760	1,000	500
Legal	Total	<b>672,092</b>	<b>666,067</b>	<b>736,430</b>	<b>837,119</b>



# Information Technology Department



## Mission

The Information Technology Department supports and empowers City operations by providing access to a reliable, safe and secure network/communications environment and assisting end users in the daily use of information technology. IT plans for, evaluates, develops, implements, and maintains the infrastructure required to support City services.





# Information Technology

## Services Overview

- ✓ Information Technology
- ✓ Government Access Television Channel

## Position Summary Schedule

Positions Full Time	FY19	FY20	FY21
Information Technology Manager	1	1	1
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Department Budget Comments

The Information Technology Department's FY21 proposed budget is \$702,129. This represents a net increase of \$4,084 or 0.59% over the FY20.

The primary increases to the IT budget are related increases from outside software vendors, either by their new cost structure, added applications or increase use of the vendor's software. The FY21 Software-Annual Maintenance totals \$227,526.00 (up 8.12% from FY20).



## Budget Summary of Expenditures

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>INFORMATION TECHNOLOGY</b>				
SALARIES	77,478	78,444	83,068	85,768
LONGEVITY	943	942	962	980
RETIREMENT	8,924	8,924	9,387	9,690
OTHER BENEFITS	5,999	5,741	6,430	6,636
<i>Contractual Obligations</i>	<i>93,344</i>	<i>94,051</i>	<i>99,847</i>	<i>103,074</i>
TRAINING/EDUCATION/CONFERENCES	750	102	750	750
CONTRACTED SERVICES	224,000	173,424	360,000	343,779
OTHER OPERATING	163,692	203,215	237,448	254,526
<i>Other Operating</i>	<i>388,442</i>	<i>376,741</i>	<i>598,198</i>	<i>599,055</i>
<b>TOTAL</b>	<b>481,786</b>	<b>470,792</b>	<b>698,045</b>	<b>702,129</b>

The City implements a hybrid in-house/outsourced approach to IT support. To ensure that the outsourced IT support is current, the department has created an RFP process to ensure that IT services are kept within industry standards and pricing. Hardware purchases are awarded on a lowest bid and/or state pricing. There is one full-time IT Manager who is responsible for managing the direction of all outsourced IT providers, the City's website, the City Government Access Television Station, and all telephones (Cisco VOIP and various mobile providers). The IT Manager is also responsible for ensuring that all IT projects are successfully implemented and available to address any concerns that might arise on a project or address any concerns with the current outsourced IT Support.

The department has successfully implemented a state-of-the-art Hybrid Hypervisor converting 28 solid state servers into one, saving on hardware costs, maintenance and electricity (Photo Above), upgraded



the Metropolitan Area Network to a 20 GB connection, implemented new network monitoring software systems, and continued with cyber security awareness via monthly training with all employees. The IT Department continues to evaluate the most cost effective approach to providing comprehensive IT services, including cost-effective options for Software As A Service (SAAS) vs. on premises hosting.

## Programs and Services

**Information Technology** - IT Division serves all City departments offering consulting, technical support, maintenance services, programming and application training. These functions include, but are not limited to the following:

- Support and maintain all City servers, workstations and printers network infrastructure.
- Support the City's telephone system.
- Support the City's mobile and cellular devices – phones and tablets.
- Support all software applications.
- Support and maintain City e-mail system.
- Provide one-on-one, classroom and seminar-style application training.
- Provide on-site, on-line, remote and telephone support for all City entities.

**Public Communication and on-line services**- The IT Division facilitates and administers e-government transactions and services to the residents as well as information services via local cable broadcasts. These include:

- Development and maintenance of the City's website, social media accounts and web services.
- On-line payment of Property Tax Bills, Utility Bills, Parking Violations, Dog Licenses and Motor Vehicle Registration Renewals, and miscellaneous payments.
- Support, maintenance and publication of webcasts of City meetings and functions.
- Support, maintenance and publication of Channel 22 Local Government Access Television Channel.
- Support, maintenance of the City's mailing lists to the public.

**Telephone Administration** – Responsible for the management of the telephone system including: training employees on use of system, resolving problems/complaints, maintenance, and monitoring calls for business purposes.

<u>Goals and Objectives</u>	
<p><b>Goal #1:</b> <i>Upgrade computer systems</i></p>	<p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>✓ <i>Upgrade workstations:</i> <ul style="list-style-type: none"> <li>• <i>Library 40 systems and City Hall 10</i></li> <li>• <i>Improve performance to optimize user productivity</i></li> <li>• <i>Ensure ability to run current applications</i></li> <li>• <i>Maintain reliability of systems</i></li> </ul> </li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> <li>• <i>Maintain Financial Stability</i> </li> </ul>	



<p>Goal #2: Create a redundant backup center</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ Implement a secure backup center to enable the City Operations run if City Hall is damaged</li> <li>✓ Improve redundancy</li> <li>✓ Improve network connections</li> </ul>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Maintain Financial Stability </li> </ul>	
<p>Goal 3: Update existing network switches and cabling</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ Increase the network speed currently between locations</li> <li>✓ Improve the Network monitoring of each location</li> <li>✓ Provide easy access to reporting on network stability</li> <li>✓ Remove and replace existing data cables</li> </ul>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> </ul>	
<p>Goal 4:  Maintain, upgrade and support various communications services via the Information Technology Division</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ The following items are to be completed in FY21: <ul style="list-style-type: none"> <li>• Maintain the current Network to ensure of 24/7 continued access</li> <li>• Upgrade Work stations at the Library (40) and City Hall (10)</li> <li>• Review and upgrade communications to remote locations</li> <li>• Implement a new redundant backup center</li> </ul> </li> </ul>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> </ul>	
<p>Goal 5: Reengineer the current MAN (Metropolitan Area Network) to create a secondary fail over site to support all the existing sites are currently being supported by the existing site</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ Enhance the availability access for remote locations</li> <li>✓ Decrease downtime in case of an disaster</li> <li>✓ Continued data flow and improve stability in case of a disaster</li> <li>✓ Create a robust system with 24/7 uptime</li> </ul>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> <li>• Maintain Financial Stability </li> </ul>	



FY21 BUDGETED POSITION AND SALARY DETAIL

**INFORMATION TECHNOLOGY**

PMA GRADE 17	F	IT MANAGER	85,768
		<u>TOTAL DEPARTMENT</u>	<u>85,768</u>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>INFORMATION TECHNOLOGY</b>					
<b>01-717-204-51-110-411</b>					
011001	REGULAR SALARIES	77,478	78,444	83,068	85,768
015001	LONGEVITY	943	942	962	980
022001	SOCIAL SECURITY	4,862	4,653	5,211	5,378
022501	MEDICARE	1,137	1,088	1,219	1,258
023001	RETIREMENT	8,924	8,924	9,387	9,690
034104	CELLULAR PHONES	18,000	19,462	24,000	24,000
034204	OUTSIDE IT SUPPORT	224,000	173,424	360,000	343,779
034206	SOFTWARE-ANNUAL MAINT	142,692	182,736	210,448	227,526
057101	TRAVEL AND CONFERENCE	750	102	750	750
062001	OFFICE SUPPLIES	2,500	1,018	2,500	2,500
067001	BOOKS & PERIODICALS	500	-	500	500
Info Technology	Total	<b>481,786</b>	<b>470,792</b>	<b>698,045</b>	<b>702,129</b>





# General Administration

General Administration incorporates operating expenditures that are not directly attributed to the operation of any one department. The General Administration section is divided into 7 areas:

## City Hall

These expenditures are incurred by departments that are located in City Hall: City Manager, City Council, Legal, Planning, Inspection, Health, Community Development, Finance, Welfare, and City Clerk. The line items associated with City Hall are:

- Telephone
- Printing
- Copying Supplies (paper)
- Postage

## Citywide

These expenditures are incurred by the City but are not attributed to a particular department. The line items associated with Citywide are:

- Commissioner Stipend-Trustees of Trust Funds
- Overtime for July 4<sup>th</sup> Fireworks
- Social Security & Medicare for Commissioner Stipend
- Government Access Channel 22
- Electricity-Street Lights
- Dues Municipal Association
- Street Light Supplies
- Christmas Parade
- Shipyard Association
- Electricity (Prescott Park)
- Electricity (School athletic Fields lighting)

## General Government

General Government expenditures are those associated with all department excluding Police, Fire and School. The line items associated with General Government are:

- Leave at Termination
- Unanticipated Expenses
- Office Supplies (*Government required forms such as W2s, and 1099s*)
- Printing (*Printing of the Annual Budget, the Comprehensive Financial Report (CAFR), and the Popular Annual Financial Report (PAFR).*)

## Collective Bargaining Contingency

The City of Portsmouth has a total of sixteen (16) collective bargaining units. As of April 2020, four (4) bargaining unit contracts will expire on June 30, 2020 or before. This line item is a contingency for the contracts in negotiations.

## Organic Weed & Turf Management

An appropriation for an additional cost to meet the City Council initiative to use organic based products for weed control and turf management treatments.

## Indoor Pool

On October 17, 2011 the City Council approved a 5 year agreement with the Save the Indoor Portsmouth Pool (SIPP) which stipulates the City will transfer \$150,000 annually for the operations of the Indoor Pool. This agreement was renewed on May 6, 2016 and expires June 30, 2021.

## Prescott Park

On February 6, 2017 the City Council adopted the Prescott Park Master Plan recommended by the Blue Ribbon Committee on Prescott Park. As a result, the creation of a special revenue fund was established Fiscal Year 2018 to account for all the revenues and expenses for the operations of the park. This line item represents a transfer (contribution) from the General Fund to the Prescott Park Special Revenue Fund.



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>GENERAL ADMINISTRATION</b>					
034103	TELEPHONE	50,000	55,371	50,000	60,000
055050	PRINTING	10,000	10,390	10,000	10,000
062010	COPYING SUPPLIES	7,000	4,135	7,000	7,000
062501	POSTAGE	90,000	76,086	70,000	70,000
012041	COMMISSIONER STIPEND	3,600	3,900	3,600	3,600
014041	OVERTIME	7,500	7,500	7,500	7,500
016001	LEAVE AT TERMINATION	250,000	250,000	250,000	450,000
019002	UNANTICIPATED EXPENSES	34,173	34,173	9,822	75,000
022001	SOCIAL SECURITY	236	242	236	236
022501	MEDICARE	53	57	53	53
034301	GOVERNMENT ACCESS CHANNEL	50,000	50,000	50,000	50,000
041001	ELECTRICITY-STREET LIGHTS	245,000	169,504	245,000	195,000
056002	DUES MUNICIPAL ASSOC	28,410	28,135	28,979	29,268
062018	ST LIGHT SUPPLIES	30,000	17,961	20,000	20,000
081011	PARADES	10,000	9,369	10,000	10,000
081012	SHIPYARD ASSOCIATION	2,500	2,500	2,500	2,500
062001	OFFICE SUPPLIES	2,000	1,855	2,000	2,000
041002	ELECTRICITY	45,000	57,419	45,000	45,000
<b>GEN ADMIN</b>	<b>Total</b>	<b>865,472</b>	<b>778,597</b>	<b>811,690</b>	<b>1,037,157</b>
011064	COLL BARG CONTINGENCY	-	-	-	105,000
<b>COLL BARG</b>	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>105,000</b>
091004	TRANSFER-INDOOR POOL	150,000	150,000	150,000	150,000
<b>INDOOR POOL</b>	<b>Total</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
091007	TRANSFER-PRESCOTT PARK	60,000	60,000	89,000	99,344
<b>PRESCOTT</b>	<b>Total</b>	<b>60,000</b>	<b>60,000</b>	<b>89,000</b>	<b>99,344</b>

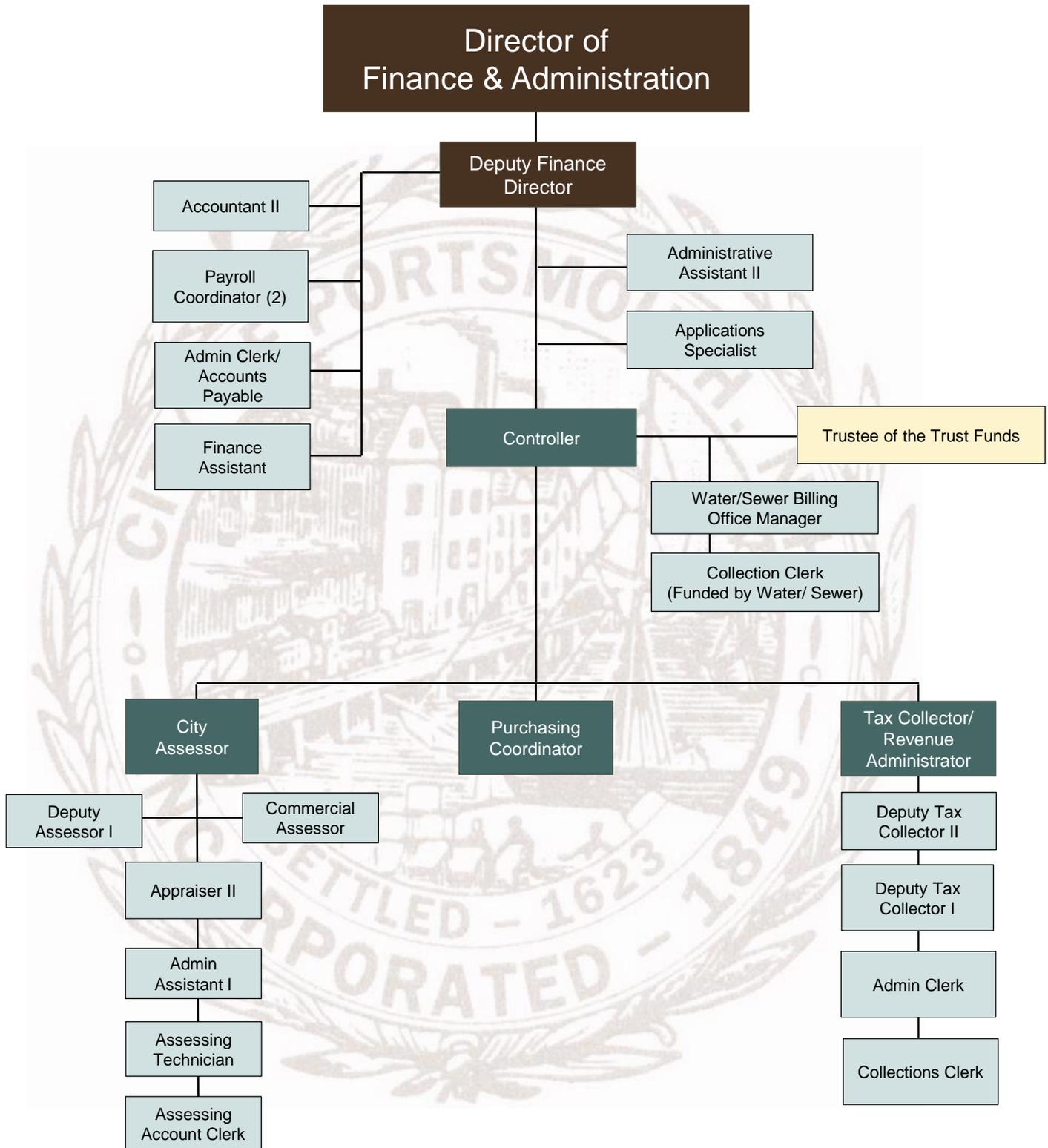




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# Finance Department



## Mission

To serve the residents, officials and departments with a financial accountability, timely reporting of financial results, prudent cash management, effective public communication and information technology, by applying high standards of accountability and professionalism in all of the various department functions.

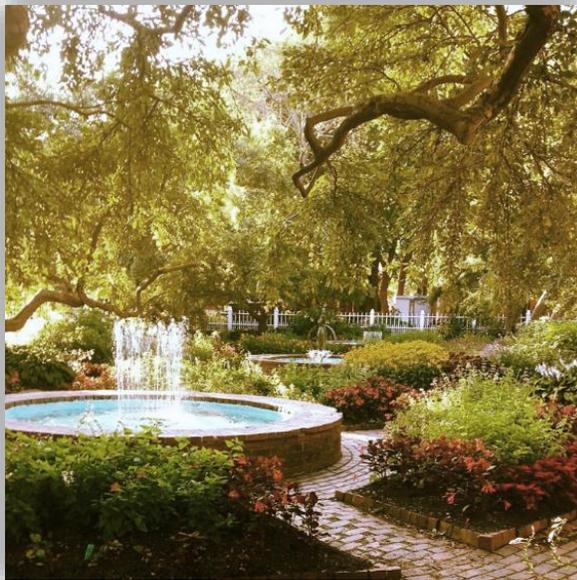




# Finance Department

## Services Overview

- ✓ Accounting
- ✓ Assessing
- ✓ Tax & Revenue Collection
- ✓ Purchasing



## Department Budget Comments

The Proposed budget for FY21 is \$2,146,402. This represents an overall net increase of \$60,313 or 2.89% from FY20.

The Finance Department comprises of three major divisions: Accounting, Assessing, and Tax & Revenue Collection.

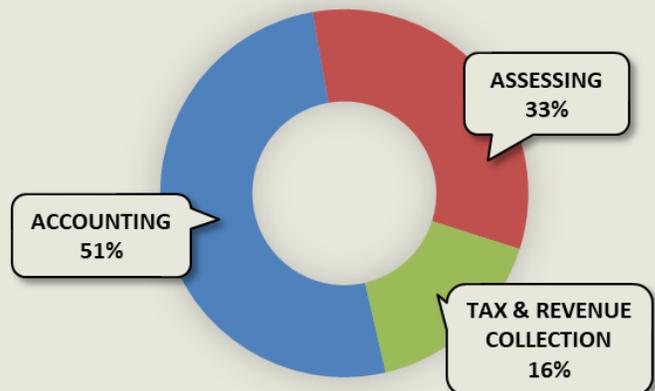
The increase is primarily due to contractual obligations associated with collective bargaining agreements.

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Director of Finance & Administration	1	1	1
Deputy Finance Director	1	1	1
Accountant II	1	1	1
Purchasing Coordinator	1	1	1
Finance Assistant	0.48	0.48	0.48
Benefit Administrator*	1	0	0
Application Specialist	1	1	1
Payroll Coordinator	2	2	2
Administrative Assistant II	0	1	1
Administrative Assistant I	0.95	0	0
Account Clerk/ Accounts Payable	0	1	1
City Assessor	1	1	1
Deputy Assessor I	1	1	1
Commercial Appraiser	1	1	1
Assistant Assessor	1	0	0
Assessing Technician	1	1	1
Appraiser II	1	1	1
Administrative Assistant I	0	1	1
Assessing Account Clerk	1	1	1
Tax Collector/ Revenue Administrator	1	1	1
Deputy Tax Collector II	1	1	1
Deputy Tax Collector I	1	1	1
Administrative Clerk	1	1	1
Collections Clerk	1	1	1
Controller/ Enterprise Accountant	0.80	0.85	0.85
Office Manager	1	1	1
Collections Clerk (Funded by Water/Sewer Enterprise Funds)	1	1	1
<b>Totals Full Time</b>	<b>24.23</b>	<b>24.33</b>	<b>24.33</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Account Clerk/ Accounts Payable	1	0	0
<b>Totals Part Time</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>

\*Reallocated to Human Resources Department

## Finance Department Proportionment



## Budget Summary of Expenditures

	FY19	FY19	FY20	FY21
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>FINANCE DEPARTMENT</b>				
HEALTH INSURANCE	2,012,230	2,012,230	-	-
DENTAL INSURANCE	140,000	123,974	-	-
INSURANCE REIMBURSEMENT	55,000	28,823	-	-
LIFE AND DISABILITY	49,410	45,444	-	-
OTHER BENEFITS	8,210	6,570	-	-
<i>* General Government Benefits</i>	2,264,850	2,217,042	-	-
SALARIES	1,431,293	1,401,781	1,588,542	1,633,334
PART-TIME SALARIES	35,157	29,878	6,804	-
OVERTIME	1,000	187	1,000	500
LONGEVITY	11,004	10,890	12,810	11,424
RETIREMENT	164,209	160,633	178,490	185,874
OTHER BENEFITS	113,169	106,666	122,847	125,865
<i>Contractual Obligations</i>	1,755,832	1,710,035	1,910,493	1,956,997
TRAINING/EDUCATION/CONFERENCES	10,425	9,073	14,185	13,640
CONTRACTED SERVICES	187,001	223,404	115,100	118,100
PROFESSIONAL ORGANIZATION DUES	4,965	3,810	4,545	4,850
OTHER OPERATING	40,480	43,602	41,766	52,815
<i>Other Operating</i>	242,871	279,889	175,596	189,405
<b>TOTAL</b>	<b>4,263,553</b>	<b>4,206,966</b>	<b>2,086,089</b>	<b>2,146,402</b>

*\*General Government Benefits were allocated to Human Resources Department in FY20*

The following table is a summary of expenditures for the three Finance Department Divisions.

Proposed Budget by Divisions	FY20	FY21	\$ CHANGE	% CHANGE
	BUDGET	CITY MANAGER RECOMMENDED	FROM FY19	FROM FY19
ACCOUNTING	1,047,742	1,091,376	43,634	4.16%
ASSESSING	673,060	701,093	28,033	4.17%
TAX & REVENUE COLLECTION	365,287	353,933	(11,354)	-3.11%
<i>Total Finance Department</i>	2,086,089	2,146,402	60,313	2.89%

## Programs and Services

**Accounting** - Provides services to all City departments as well as ensures financial accountability and compliance with state and federal law, Generally Accepted Accounting Principles (GAAP), and Governmental accounting standards Board (GASB).

- Fiduciary responsibility for all City funds
- Prepare the City's annual budget document working with the City Manager and Department Heads to ensure timely submission to the City Council
- Prepare the City's 6-Year Capital Improvement Plan (CIP) in conjunction with the City's Planning Department



- Prepare the annual Comprehensive Annual Financial Report (CAFR) in conjunction with the annual audit
- Prepare the City's Popular Annual Financial Report (PAFR) in conjunction with the Comprehensive Annual Financial Report
- Monitor and analyze the activities of the current fiscal year to project trends in both revenues and expenditures
- Prepare the documents required by the Department of Revenue Administration to set the City's tax rate
- Produce monthly summary reports and the audited annual financial statements that are submitted to the City Manager and City Council
- Prudently manage all City assets, including short- and long-term investments
- Prepare documentation and coordinate the sale of bonds to fund capital projects
- Administer the City's purchasing procedures in accordance with the City of Portsmouth Purchasing Manual, which ensures the efficient means for procurement of materials, supplies and equipment
- Administer billing and collection services for Water and Sewer bills, Police Outside Detail, Health Permits, and other miscellaneous bills
- Prepares bi-weekly payroll for General Government, Police, Fire and School departments internally and ensures compliance with state and federal tax laws
- Perform accounting functions for both Prescott Park and the Trustee of the Trust Funds
- Retain, preserve and restore historic City Financial Documents as well as oversee the City's Historic Document Permanent Record Facility
- Supports and implements all financial applications for general ledger, payroll, utility billing, tax billing, credit card processing, and lock box processing.

**Assessing-** Ensure the valuation of residential and commercial property in the City of Portsmouth is in accordance with City policies and State law. Office duties and procedures include the following:

- Oversee citywide revaluation efforts
- Inspect properties to update real estate records based on improvement as noted in building permits
- Prepare and certify city valuation to set the annual tax rate
- Revise property values as appropriate
- Prepare and certify the tax roll
- Respond to inquiries from the public
- Perform sales verifications
- Research deed transfers
- Process abatement requests
- Defend property values before the NH Superior Court and the Board of Tax and Land Appeals
- Complete equalization survey for the State of New Hampshire Department of Revenue Administration
- Review applications for exemptions, credits, charitable, religious and educational exempt status
- Review current use, timber tax and gravel tax applications
- Prepare updates for GIS mapping changes
- Review and value changes submitted by the City's planning department for subdivision, boundary line adjustments, etc.
- Review and value new condo conversions submitted to the City
- Perform field reviews as needed



**Tax Collection-** Tax Collection office serves residents, nonresidents and all City departments, and ensures accurate collection and timely deposits of City and State monies in a professional and courteous manner. Services include, but are not limited to the following:

- Collect, post and deposit property tax, water and sewer, accounts receivable, motor vehicle, boat and ATV/snowmobile payments
- Collect, post and deposit revenues from all City departments
- Administer implementation of Payment Center (central collections software) to City Departments.
- Research unidentified payments
- Administer City's electronic payment program for water/sewer, property tax, motor vehicle, and other City billing, as required
- Process and post daily electronic transactions for water/sewer, property tax, and motor vehicle
- Provide assistance to the public with use of City's online and IVR payment process
- Perform monthly financial reconciliations of property tax, abatements, motor vehicle, and electronic payments received by City Departments
- Provide property tax information to residents, realtors, title companies, law firms, and banks
- Execute, record, release and research property tax liens
- Execute tax deed process
- Apply and/or refund property tax abatements with computed interest, where applicable
- Research and refund property tax overpayments
- Receive, record and reconcile property tax prepayments made up to 2 years in advance of billing
- Act as Municipal Agent and Boat Agent for the State of NH Department of Safety, Division of Motor Vehicles
- Act as OHRV and Snowmobile Agent for State of NH Fish and Game Department
- Electronically transfer title application and registration fees to the State
- Determine residency for motor vehicle title application and registration purposes
- Process motor vehicle title and registrations, boat registrations, ATV/snowmobile registrations, and issue decals and plates
- Manage and be accountable for motor vehicle and boat decal and plate inventory
- Understand and adhere to City policies and applicable State laws.
- Prepare month- and year-end property tax and motor vehicle reports
- Respond to in-person, phone and email inquiries



## Goals and Objectives

Accounting	<p><b>Goal #1:</b> <i>Provide professional and accurate financial reporting.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Maintain compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)</li> <li>✓ Prepare and present required financial documents to appropriate boards and the City Council per City Charter requirements</li> <li>✓ Submit the FY 2021 City of Portsmouth Budget to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Award.</li> <li>✓ Prepare annually the Comprehensive Annual Financial Report (CAFR) and submit to GFOA for consideration of the Certificate of Achievement for Excellence in Financial Reporting. [FY19 CAFR was submitted]</li> <li>✓ Prepared the City's Popular Annual Financial Report (PAFR) and submitted it GFOA for consideration of the award for Popular Annual financial Reporting.</li> </ul>
	<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Maintain Financial Stability</i> </li> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	
Accounting	<p><b>Goal #2:</b> <i>Plan and pursue administrative improvements to expand services to City Departments. (ongoing)</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Continue Trustees of Trust Fund Treasury and Bookkeeping functions within the Finance Department.</i></li> <li>✓ <i>Improve and expand bulk purchasing protocols.</i></li> <li>✓ <i>Consolidate all billing and collection services in one division within Finance Department.</i></li> </ul>
	<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Maintain Financial Stability</i> </li> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	
Assessing	<p><b>Goal #3:</b> <i>The Assessor's office will begin the process of annual updates.</i></p>	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>✓ <i>Complete all building permit review throughout the City for permits completed as of April 1st.</i></li> <li>✓ <i>Complete all subdivision and boundary line adjustments as of April 1st.</i></li> <li>✓ <i>Complete new condominium complex review As of April 1st.</i></li> <li>✓ <i>Complete sales review process for upcoming update.</i></li> <li>✓ <i>Begin commercial income and expense verification for update.</i></li> </ul>
	<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	



Assessing	<p><b>Goal #4:</b></p> <p>Import building permit information from View Permit to Assessing Software.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Streamline data entry by importing information from Building Inspection versus manual data entry from paper copies.</li> </ul>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> </ul>	
Assessing	<p><b>Goal #5:</b></p> <p>Integrate all assessment information into the CAMA system.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Incorporate, assessing, planning, building inspection and GIS data into one electronic file for easier public access.</li> </ul>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> </ul>	
Tax	<p><b>Goal #6:</b></p> <p>The City of Portsmouth Tax Collection Office is committed to collecting and depositing property tax, water and sewer, motor vehicle and other City department revenues, and to the processing of motor vehicle transactions including title applications and boat and vehicle registrations, in an accurate, efficient, and professional manner.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Increase the value of the City of Portsmouth Tax Collection web pages by offering additional clear information. [ongoing]</li> <li>✓ Provide the ability for residents, mortgage companies, law firms, real estate professionals, and general public to view property tax bills and account information online. (completed by end of FY 16)</li> <li>✓ Review laws and procedures to help ensure consistent, accurate and efficient customer interactions. [ongoing]</li> <li>✓ Provide residents with the ability to register snowmobiles and OHRVs at City Hall. (completed FY 16)</li> <li>✓ Assist other City Departments in implementing central collection/payment systems and credit card processes at their counters. (ongoing)</li> </ul>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Maintain Financial Stability </li> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
Tax	<p><b>Goal #7:</b></p> <p>Improve services to citizens and other patrons by providing more convenient methods of bill paying for water and sewer bills, property tax bills, parking related services or fines, recreation services and fees for other city services.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Offering residents the ability to view their bills, schedule automatic payments, flex payments and use additional forms of payment.</li> <li>✓ The city currently offers automatic payment from checking or savings account or by credit card for water and sewer bills, property tax bills, motor vehicle renewals, dog licenses and miscellaneous payments.</li> <li>✓ Provide the ability for residents and patrons to pay bills and transactions by debit or credit card at the counter in City Hall by upgrading and consolidating various cash receipting software modules.</li> </ul> <p><b>Accomplishments:</b></p> <ul style="list-style-type: none"> <li>• Implemented the use of credit cards for recreation services.</li> <li>• Installed an ATM machine in City Hall on December 10, 2013.</li> <li>• Implement use of credit cards in City Hall February 22, 2016</li> <li>• Offer residents the ability to opt for paperless billing. Software upgrades and City Council approval required.</li> </ul>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> <li>• Promote and Support Sustainable Practices </li> </ul>	



## Performance Measures

Accounting		
<u>Number of GFOA Budget Awards</u> FY19 –13 FY20 - 14 FY21 (Est) - 15	<u>Number of GFOA CAFR Awards</u> FY18 - 26 FY19 - 27 FY20 (Est) - 28	<u>Bond Rating Standard &amp; Poor's</u> FY19 – AAA FY20 – AAA FY21 (Est) - AAA
Assessing – Measured by Tax Year (TY) April 1 <sup>st</sup> of Each Year		
<u>Number of Taxable Properties (Includes Airport District)</u> TY17 – 8,697 TY18 – 8,713 TY19 – 8,815	<u>Number of Sales</u> TY17 – 493 TY18 – 508 TY19 – 476	<u>Number of Deeds Recorded</u> TY17 – 809 TY18 – 878 TY19 – 891
<u>Number of Parcels Inspected</u> TY17 – 1,074 TY18 – 1,928 TY19 – 2,422	<u>Equalization Ratio (**)</u> TY17 – 97.0% TY18 – 91.3% TY19 – 93.06%	<u>Coefficient of Dispersion, Guidelines by the State of NH (***)</u> TY17 – 6.9 TY18 – 6.3 TY19 – 6.03
Tax Collection		
<u>Percent of Current Taxes Collected</u> FY18 – 98.2 FY19 – 97.9 FY20 (Est) – 98.0	<u>Property Tax Accounts Billed</u> FY18 – 8,624 FY19 – 8,655 FY20 (Est) - 8,738	<u>Property Tax Accounts Liened for Current Year Taxes</u> FY18 – 110 FY19 – 101 FY 20 (Est) - 100
<u>Motor Vehicle Registrations</u> FY18 – 24,935 FY19 – 25,556 FY20 (Est) – 25,350	<u>Boat Registrations</u> FY18– 434 FY19 – 439 FY20 (Est) - 440	<u>ATV/ Snowmobile Registrations</u> FY18 – 33 FY19 – 37 FY19 (Est) - 40
<p>** The Coefficient of Dispersion (C.O.D.) is a statistic, which measures equity, or proportionality, among taxpayers. The Assessing Division's C.O.D. compares very favorably by exceeding the national standards recommended by the N.H. Department of Revenue for each type of property.</p> <p>*** The equalization ratio indicates the relationship between assessed value and market value. This ratio is determined for each municipality every year by the NH Department of Revenue Administration, through a study of the qualified sales that occurred within the municipality during the previous year.</p> <p>**** Includes field inspections for Tax Year 2019 by Assessing Staff.</p>		



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>FINANCE</b>			
<b>ACCOUNTING</b>			
NON GRADE 26	H	DIRECTOR OF FINANCE AND ADMINISTRATION	137,442
PMA GRADE 20	H	DEPUTY FINANCE DIRECTOR	102,924
PMA GRADE 19	E	② CONTROLLER/ENTERPRISE ACCOUNTANT	79,521
PMA GRADE 15	1C/11D	APPLICATIONS SPECIALIST	73,131
PMA GRADE 13	G	ACCOUNTANT II	71,929
NON GRADE 13	D	PAYROLL COORDINATOR	66,658
NON GRADE 13	B	PAYROLL COORDINATOR	60,461
PMA GRADE 11	6A/6B	PURCHASING COORDINATOR	53,590
PMA GRADE 11	H	③ FINANCE ASSISTANT	31,975
NON GRADE 11	C	ADMINISTRATIVE ASSISTANT II	57,642
PMA GRADE 9	7D/5E	OFFICE MANAGER	56,098
NON GRADE 7	9B/3C	ADMIN CLERK	45,999
		EDUCATION STIPEND	6,291
<b>TOTAL FULL TIME ACCOUNTING</b>			<b>843,661</b>
<b>ASSESSING</b>			
PMA GRADE 24	H	CERTIFIED ASSESSOR	124,948
PMA GRADE 15	4.5B/7.5C	DEPUTY ASSESSOR I	68,677
PMA GRADE 19	E	COMMERCIAL APPRAISER	93,554
PMA GRADE 13	G	APPRAISER II	71,929
PMA GRADE 11	8.5A/3.5B	APPRAISER I	53,045
PMA GRADE 9	9.5B/2.5C	ADMIN ASSISTANT I	50,363
1386B GRADE 3	G	ASSESSING ACCOUNT CLERK	40,119
		EDUCATION STIPEND	1,634
<b>TOTAL FULL TIME ASSESSING</b>			<b>504,269</b>
<b>TAX COLLECTION</b>			
PMA GRADE 19	C	REVENUE ADMINISTRATOR	84,856
PMA GRADE 11	H	DEPUTY TAX COLLECTOR II	66,615
1386B GRADE 9	F	DEPUTY TAX COLLECTOR I	52,852
1386B GRADE 7	2.5B/9.5C	ADMIN CLERK	42,570
1386B GRADE 5	3.5B/8.5C	COLLECTIONS CLERK	38,511
<b>TOTAL FULL TIME TAX COLLECTION</b>			<b>285,404</b>
<b>TOTAL DEPARTMENT</b>			<b>1,633,334</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ② 85% FINANCE, 15% PRESCOTT PARK
- ③ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**BENEFIT ADMINISTRATION**  
**01-700-104-51-110-405**

011061	INSURANCE REIMBURSEMENT	55,000	28,823	-	-
021001	INSURANCE-HEALTH	2,012,230	2,012,230	-	-
021101	INSURANCE-DENTAL	140,000	123,974	-	-
021501	INSURANCE-LIFE	20,000	18,908	-	-
021601	INSURANCE-DISABILITY	29,410	26,536	-	-
022001	SOCIAL SECURITY	3,410	1,334	-	-
022501	MEDICARE	800	312	-	-
039007	PROFESSION SERVICES-FSA	4,000	4,924	-	-
<b>Benefits</b>	<b>Total</b>	<b>2,264,850</b>	<b>2,217,042</b>	<b>-</b>	<b>-</b>

**ACCOUNTING**  
**01-700-201-51-110-402**

011001	REGULAR SALARIES	737,320	732,380	799,411	843,661
012001	PART TIME SALARIES	35,157	29,878	6,804	-
014041	OVERTIME	1,000	187	1,000	500
015001	LONGEVITY	7,150	7,188	8,848	7,755
022001	SOCIAL SECURITY	48,465	45,678	50,620	52,819
022501	MEDICARE	11,320	10,799	11,828	12,353
023001	RETIREMENT	84,835	84,062	90,631	96,008
030101	PROF SERVICES-AUDIT	48,725	48,725	48,000	50,000
033001	PROF SERVICES-TEMP	-	13,142	-	-
039001	PROFESSIONAL SERVICES	85,176	86,598	10,000	5,000
043027	REPAIRS-OFFICE EQUIPMENT	500	-	-	-
044006	PRINTING LEASE/MAINT	-	-	500	1,000
053001	ADVERTISING	300	-	300	-
054050	TRAINING	1,000	150	200	200
056001	DUES PROFESSIONAL ORGANIZ	2,740	1,280	2,000	2,000
057101	TRAVEL AND CONFERENCE	2,000	1,730	2,000	2,000
062001	OFFICE SUPPLIES	15,000	17,129	14,800	17,525
067001	BOOKS & PERIODICALS	700	550	800	555
074003	SOFTWARE	-	-	-	-
075001	FURNITURE AND FIXTURES	3,000	3,000	-	-
<b>Accounting</b>	<b>Total</b>	<b>1,084,388</b>	<b>1,082,475</b>	<b>1,047,742</b>	<b>1,091,376</b>

**ASSESSING DEPARTMENT**  
**01-700-202-51-110-402**

011001	REGULAR SALARIES	417,599	394,061	495,049	504,269
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	-	-	-	-
015001	LONGEVITY	2,241	2,089	1,996	1,998
022001	SOCIAL SECURITY	26,030	23,994	30,594	31,389
022501	MEDICARE	6,088	5,612	7,155	7,341
023001	RETIREMENT	47,739	45,065	54,790	57,386
039001	PROFESSIONAL SERVICES	50,000	72,899	54,000	60,000
039003	PROF/SERVICES-LICENSING	-	-	-	-
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
044006	PRINTING LEASE/MAINT	-	-	2,880	2,292
053001	ADVERTISING	-	638	-	-
054050	TRAINING	5,000	4,605	5,400	5,400
055001	MICROFILMING	-	5	-	-



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
055050	PRINTING	240	480	300	-
056001	DUES PROFESSIONAL ORGANIZ	2,000	2,245	2,170	2,580
057101	TRAVEL AND CONFERENCE	-	-	3,950	3,950
057102	TRAVEL REIMBURSEMENT	2,800	2,511	500	1,500
062001	OFFICE SUPPLIES	3,000	2,343	3,500	3,500
067001	BOOKS & PERIODICALS	8,000	9,773	10,776	16,488
075001	FURNITURE AND FIXTURES	-	630	-	3,000
<b>Assessing</b>	<b>Total</b>	<b>570,737</b>	<b>566,947</b>	<b>673,060</b>	<b>701,093</b>
<b>TAX COLLECTION</b>					
<b>01-700-203-51-110-402</b>					
011001	REGULAR SALARIES	276,374	275,340	294,082	285,404
012001	PART TIME SALARIES	-	-	-	-
015001	LONGEVITY	1,613	1,613	1,966	1,671
022001	SOCIAL SECURITY	17,235	16,683	18,356	17,800
022501	MEDICARE	4,031	3,902	4,294	4,163
023001	RETIREMENT	31,635	31,506	33,069	32,480
039001	PROFESSIONAL SERVICES	3,100	2,041	3,100	3,100
043027	REPAIRS-OFFICE EQUIPMENT	455	-	-	-
044006	PRINTING LEASE/MAINT	-	-	455	-
053001	ADVERTISING	200	-	200	200
054050	TRAINING	2,425	2,588	2,635	2,090
055050	PRINTING	230	633	700	700
056001	DUES PROFESSIONAL ORGANIZ	225	285	375	270
057101	TRAVEL AND CONFERENCE	-	-	-	-
062001	OFFICE SUPPLIES	5,500	5,498	5,500	5,500
067001	BOOKS & PERIODICALS	555	413	555	555
<b>Tax</b>	<b>Total</b>	<b>343,578</b>	<b>340,502</b>	<b>365,287</b>	<b>353,933</b>
TOTAL GENERAL GOVERNMENT BENEFITS		2,264,850	2,217,042	-	-
TOTAL FINANCE OPERATING BUDGET		1,998,703	1,989,924	2,086,089	2,146,402
<b>TOTAL FINANCE DEPARTMENT</b>		<b>4,263,553</b>	<b>4,206,966</b>	<b>2,086,089</b>	<b>2,146,402</b>



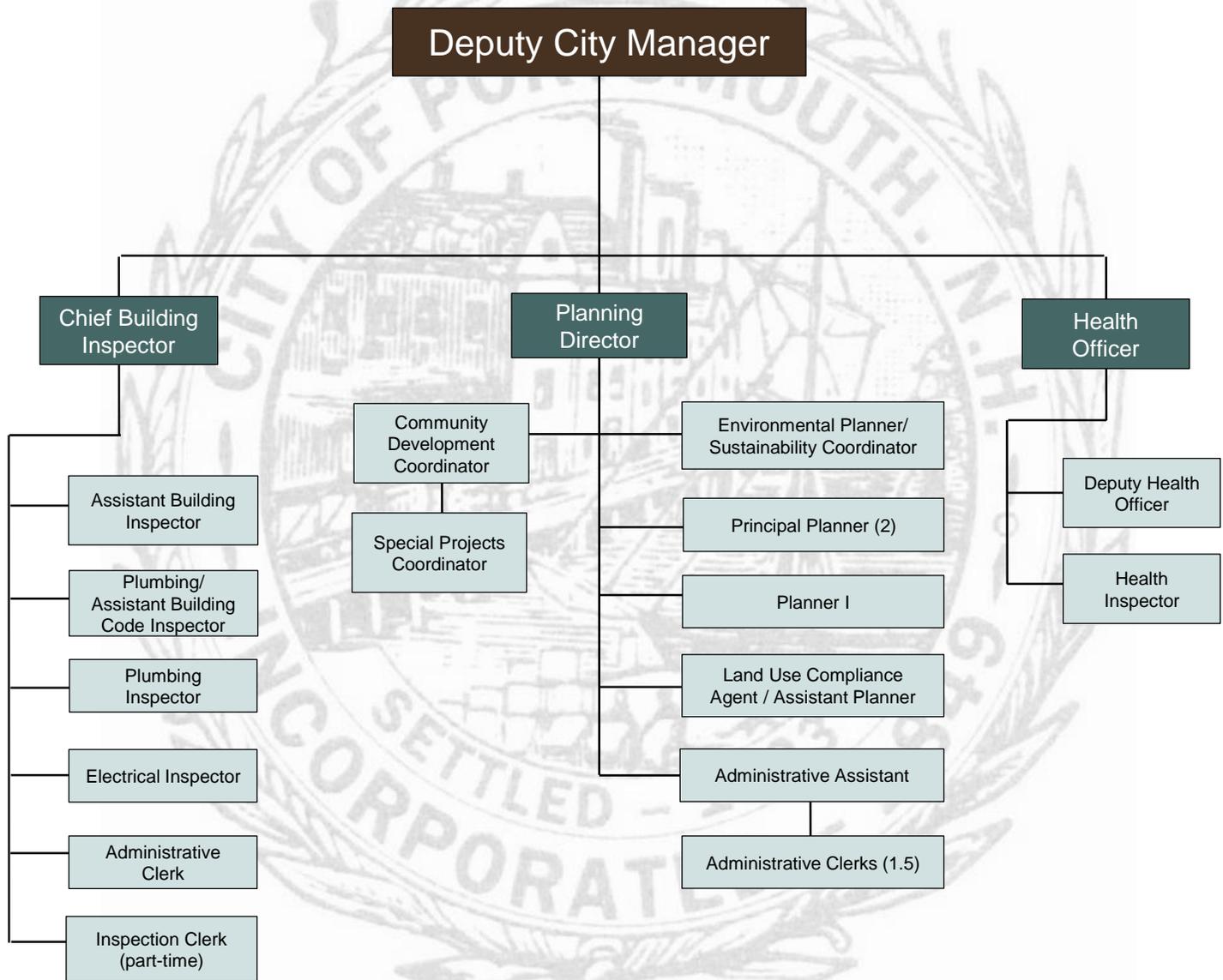


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# Regulatory Services

Planning, Inspection and Health Departments



## Inspection Dept. Mission

The Inspection Department seeks to ensure the integrity of the City's existing and future built environment through the implementation and enforcement of the City's construction codes relating to structural integrity, safe wiring, sound plumbing, safe mechanical systems and properly installed fire protection systems.

## Planning Dept Mission

The mission of the Planning Department is to manage the City's development, protect its environment and preserve and enhance the quality of life of its residents through effective planning, land use regulation and land use management. In carrying out this mission the Department prepares studies and plans; reviews applications for permits; and provides professional assistance to the City Council, Planning Board, other City boards and departments, land use applicants and members of the public.

## Health Dept Mission

To protect, promote, and enhance the health and well-being of Portsmouth residents, visitors and environment by providing public and environmental health planning and services, including emergency response planning.





# Planning Department

## Services Overview

- ✓ Community Planning
- ✓ Land Use Management
- ✓ Transportation Planning and Coordination
- ✓ Environmental Planning and Sustainability
- ✓ Communication and Public Information



## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Deputy City Manager	0.65	0.65	0.65
Assistant City Manager	0.10	0	0
Planning Director	1	1	1
Principal Planner	1.50	1.50	1.5
Environmental Planner/ Sustainability Coordinator	0.30	0.30	0.30
Planner I	1	1	1
Land Use Compliance Agent/ Assistant Planner	1	1	1
Administrative Assistant II	1	1	1
Administrative Clerk	2	2	1
<b>Totals Full Time</b>	<b>8.550</b>	<b>8.45</b>	<b>7.45</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Administrative Clerk	0	0	1
<b>Totals Part Time</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

## Department Budget Comments

The Planning Department's proposed budget for FY21 is \$821,336, representing a net decrease of \$21,630 or 2.57% from the FY20 budget. The net

budget decrease is primarily due to the reduction in one of the administrative clerk positions from a full-time to a part-time position due in part to a retirement and in part to the fact that many of our administrative functions have been reduced by the transition to online permitting and electronic applications.

## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>PLANNING</b>				
SALARIES	629,552	601,637	628,128	605,257
PART-TIME SALARIES	15,000	17,663	15,000	34,520
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	2,661	2,739	1,485	1,373
RETIREMENT	72,117	68,753	70,496	67,928
OTHER BENEFITS	49,627	46,285	49,428	49,162
<i>Contractual Obligations</i>	<i>770,457</i>	<i>737,078</i>	<i>766,037</i>	<i>759,740</i>
TRAINING/EDUCATION/CONFERENCES	8,000	6,943	8,000	4,500
CONTRACTED SERVICES	19,600	6,722	19,600	10,000
PROFESSIONAL ORGANIZATION DUES	18,481	18,596	18,575	18,642
OTHER OPERATING	32,550	66,186	30,754	28,454
<i>Other Operating</i>	<i>78,631</i>	<i>98,446</i>	<i>76,929</i>	<i>61,596</i>
<b>TOTAL</b>	<b>849,088</b>	<b>835,524</b>	<b>842,966</b>	<b>821,336</b>



Two line items that have been increased in the FY21 Budget are advertising (net increase of \$1,000) and the Rockingham Planning Commission Dues (\$67). The advertising line item covers the legal notices and abutter letters that are required for all applications to land use boards and commissions. However, most of these costs are billed to the applicants and therefore reimbursed into the City's General Fund. Because these are upfront costs, the Planning Department needs to carry this in the Department's budget as an expense. All other line items were either reduced or maintained at FY20 levels. Total non-salary expenses were decreased by \$15,333 (19.93%).

## Programs and Services

### **Community Planning –**

Planning Department staff carry out a wide range of comprehensive and strategic planning functions:

- Prepare, coordinate and assist in assessments and studies relating to land use, urban design, housing, economic development, natural resource protection, open space and recreation, historic preservation, and municipal facilities and services.
- Prepare, coordinate and assist in special studies, such as for street corridors and facility improvements.
- Participate in regional planning entities including the Rockingham Planning Commission.
- Assist the Finance Department and Planning Board in preparing the annual Capital Improvement Plan (CIP).



### **Land Use Management –**

The Planning Department is the primary City agency charged with administering the Zoning Ordinance, Subdivision Rules and Regulations, and Site Plan Review Regulations:

- Provide professional staff assistance to the City Council, Planning Board, Zoning Board of Adjustment, Conservation Commission, Historic District Commission and other municipal committees.
- Prepare and review proposed amendments to land use ordinances and regulations.
- Review site plans, determine compliance with land use regulations, and coordinate the building permit review process with City departments.
- Review proposed and potential projects with property owners, applicants and designers; explore options and alternatives; and provide application assistance.



### ***Transportation Planning and Coordination –***

The Department coordinates planning for all transportation modes:

- Prepare and implement policies and plans relating to transportation, street design, wayfinding, transit and parking.
- Plan and implement bicycle and pedestrian projects and programs, including the Bicycle and Pedestrian Plan and the Safe Routes to School program.
- Assist municipal committees charged with transportation and parking responsibilities.
- Represent the City on regional transportation entities including the Rockingham Planning Commission Metropolitan Planning Organization (MPO), the Cooperative Alliance for Seacoast Transportation (COAST) and CommuteSMARTseacoast (a Transportation Management Agency).



### ***Environmental Planning and Sustainability –***

The Department is responsible for plans and projects relating to natural resource protection, open space planning and natural hazard mitigation:

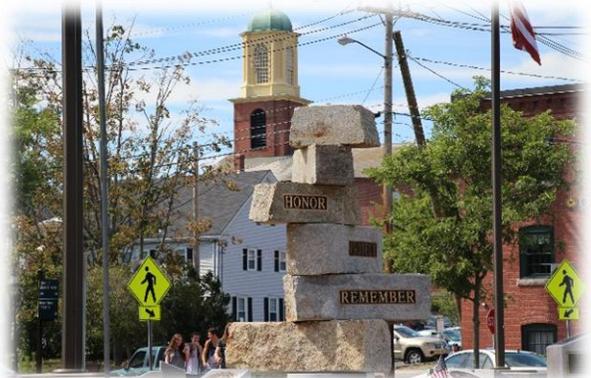
- Prepare studies and plans relating to natural resources and environmental quality.
- Maintain current environmental inventories and open space information.
- Track and report on sustainability efforts undertaken by City departments.
- Provide training in sustainability for City staff and assist with community sustainability outreach.
- Assist City departments in preparing and complying with state and federal permit applications.
- Represent the City in regional environmental organizations including the USEPA's New England Municipal Sustainability Network (NEMSN) and the Coastal Adaptation Workgroup (CAW).
- Provide staff support to the Blue Ribbon Committee on Sustainable Practices and Renewable Energy Committee.
- Provide staff coordinator role for Coakley Superfund Remediation effort on behalf of the Coakley Land Group.



### ***Communication and Public Information –***

The Department provides information services to the public, members of various boards, City departments, State and Federal agencies, and non-profits:

- Assist City land use agencies to improve community service by preparing guidelines and manuals.
- Maintain and expand educational opportunities for citizen board members and staff through regional and State forums.



## Goals and Objectives

<p><b>Goal #1:</b></p> <p>Coordinate and implement comprehensive community planning efforts to be responsive to community needs and consistent with federal and state laws and regulations.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Prepare and update the Master Plan.</li> <li>✓ Carry out studies and prepare specific plans relating to land use, transportation, urban design, natural resources and related aspects of the City's physical development.</li> <li>✓ Identify appropriate uses and development standards for residential neighborhoods and commercial and industrial districts.</li> <li>✓ Participate in regional land use, transportation and environmental planning programs and initiatives.</li> </ul>
<p><b>Goal #2:</b></p> <p>Carry out Master Plan strategies and monitor progress toward implementation.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work with City departments and land use boards, other public agencies, and private/nonprofit partners to implement the Master Plan.</li> <li>✓ Review and revise the Zoning Ordinance and other land use regulations to promote the goals of the Master Plan.</li> <li>✓ Develop new standards and guidelines as recommended by the Master Plan, including building design review regulations and street design standards.</li> <li>✓ Assist and administer land use reviews in conjunction with the Pease Development Authority.</li> </ul>
<p><b>Goal #3:</b></p> <p>Provide professional service to the public, other departments, and governmental agencies.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Maintain a professional, responsive and service-oriented staff to meet the public's needs in a complex regulatory environment.</li> <li>✓ Provide educational and training opportunities for staff, land use boards and commissions.</li> <li>✓ Participate in the development of information systems, including mapping systems and data management.</li> <li>✓ Ensure public access to relevant planning documents, data and information.</li> </ul>

**Citywide Goal Addressed:**

- *Promote a Welcoming, Safe and Diverse Community*
- *Promote regulation adherence and legislative development to protect city operations and assets*



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**Citywide Goal Addressed:**

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## Performance Measures

### Zoning Revisions and City Council Referrals Completed

	FY18	FY19	FY20 (Est)
Zoning Ordinance Amendments	2 (0%)	8 (+300%)	4 (-50%)
Zoning Map Revisions	1 (0%)	4 (+300%)	1 (-75%)
City Council Referrals	10 (+233.3%)	30 (+200%)	34 (+13.3%)
Projecting Sign Licenses	16	25 (+56.3%)	20 (-20%)
<b>Total</b>	<b>29</b>	<b>67 (+1.3%)</b>	<b>59 (-11.9%)</b>

### Applications processed by Planning Department (and percent change from previous year)

	FY18	FY19	FY20 (Est)
Building Permit Applications	1,230 (-2.9%)	1,222 (-0.7%)	1,078 (+4.5%)
Land Use Permit Applications	-	471	633 (+34.4%)
Sign Permit Applications	171 (+128%)	140 (-18.1%)	130 (-7.1%)
Historic District Commission			
Certificates of Approval (Public Hearings)	57 (+3.6%)	44 (-22.8%)	69 (+56.8%)
Certificates of Approval (Administrative Approvals)	124 (+9.7%)	116 (-6.5%)	105 (-9.4%)
Board of Adjustment			
Applications/ Petitions	105 (0%)	95 (-9.5%)	130 (+36.8%)
Planning Board			
Site Plan Review	26 (-59.4%)	17 (-34.6%)	40 (+135%)
Design Review	0 (-100%)	1 (+100%)	4 (+300%)
Preliminary Conceptual Consultation	4 (+33.3%)	7 (+75%)	14 (+100%)
Subdivision / Lot Line Change	15 (-6.3%)	14 (-6.7%)	8 (-42.9%)
Conditional Use Permits – Wetlands	20 (-25.9%)	30 (+50%)	28 (-6.7%)
Conditional Use Permits – Other	14 (-39.1%)	19 (+35.7%)	12 (-36.8%)
Conservation Commission			
Conditional Use Permits – Wetlands	26 (-3.7%)	30 (+15.4%)	28 (-6.7%)
State Wetland Permits	16 (-27.3%)	11 (-31.3%)	10 (-9.1%)
<b>Total</b>	<b>1,808 (+56.6%)</b>	<b>2,217 (+22.6%)</b>	<b>2,289 (+3,2%)</b>



Major Planning Department Projects

	FY18	FY19	FY20 (Est)
Wayfinding Program Implementation - Phase 2	Completed		
Wayfinding Program Implementation - Phase 3		Start	Completed
Middle Street / Lafayette Road Bicycle Route Design and Construction	Active	Completed	
NH Seacoast Greenway (Hampton Branch) Rail Trail	Active	Active	Active
Maplewood Ave Downtown Complete Street	Active	Completed	
Historic Properties Climate Change Vulnerability	Active	Completed	
Open Space and Recreation Plan		Start	Completed
Bicycle and Pedestrian Plan Update	Started	Completed	
Walk Friendly Community Application		Started / Complete	
Bicycle Friendly Community Application Renewal		Start / Complete	
3-D Modeling Expansion		Start / Complete	
North Mill Pond Multi-Use Path and Greenway		Start	Active
Elwyn Park Traffic Calming Feasibility and Design		Start	Active
Elwyn Road Sidepath Design		Start	Active
US Route 1 Sidepath Design			Start
Pease Residential Housing Study Committee		Start	Completed



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>PLANNING</b>			
NON GRADE 28	E	④ DEPUTY CITY MANAGER	93,962
PMA GRADE 23	E	PLANNING DIRECTOR	113,632
PMA GRADE 16	F	PRINCIPAL PLANNER	81,723
PMA GRADE 16	H	⑥ ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	25,445
PMA GRADE 16	E	⑤ PRINCIPAL PLANNER	40,457
PMA GRADE 14	E	PLANNER I	73,491
PMA GRADE 11	1B/11C	ADMINISTRATIVE ASSISTANT II	57,413
PMA GRADE 13	3D/9E	LAND USE COMPLIANCE/ASSISTANT PLANNER	69,158
1386B GRADE 7	9C/3D	ADMINISTRATIVE CLERK	43,522
		EDUCATION STIPENDS	6,454
<b>TOTAL FULL TIME</b>			<b>605,257</b>
1386B GRADE 7	A	PT ADMINISTRATIVE CLERK (18.75HRS/WK)	19,520
		MINUTE TAKERS	15,000
<b>TOTAL PART TIME</b>			<b>34,520</b>
<b>TOTAL DEPARTMENT</b>			<b>639,777</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ④ 65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER
- ⑤ 50% PLANNING, 50% PARKING AND TRANSPORTATION
- ⑥ 30% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER, 20% THE COAKLEY LANDFILL TRUST



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>PLANNING DEPARTMENT</b>					
<b>01-714-410-51-110-406</b>					
011001	REGULAR SALARIES	629,552	601,637	628,128	605,257
012001	PART TIME SALARIES	15,000	17,663	15,000	34,520
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	2,661	2,739	1,485	1,373
022001	SOCIAL SECURITY	40,220	37,476	40,059	39,844
022501	MEDICARE	9,407	8,809	9,369	9,318
023001	RETIREMENT	72,117	68,753	70,496	67,928
032004	PROF SERVICES-COURT FEES	200	249	200	200
033001	PROF SERVICES-TEMP	6,000	-	6,000	-
039001	PROFESSIONAL SERVICES	13,600	6,722	13,600	10,000
043027	REPAIRS-OFFICE EQUIPMENT	5,000	3,535	-	-
044006	PRINTING LEASE/MAINT	-	-	3,204	3,204
053001	ADVERTISING	15,000	17,395	15,000	16,000
054050	TRAINING	1,000	-	1,000	1,000
055050	PRINTING	1,800	-	1,800	1,800
056001	DUES PROFESSIONAL ORGANIZ	2,500	2,615	2,500	2,500
056004	DUES ROCKINGHAM PLAN COMM	15,381	15,381	15,475	15,542
056008	ICLEI DUES	600	600	600	600
057101	TRAVEL AND CONFERENCE	7,000	6,943	7,000	3,500
057102	TRAVEL REIMBURSEMENT	1,600	564	1,600	350
061003	MEETING SUPPLIES	200	152	200	-
062001	OFFICE SUPPLIES	4,800	199	4,800	3,800
067001	BOOKS & PERIODICALS	1,600	655	1,600	1,000
074002	IT EQUIPMENT	-	24,339	-	-
075001	FURNITURE AND FIXTURES	750	17,500	750	500
081010	CONSERVATION COMMISSION	1,600	1,600	1,600	1,600
Planning	Total	<b>849,088</b>	<b>835,524</b>	<b>842,966</b>	<b>821,336</b>





# Inspection Department

## Services Overview

- ✓ Plan Review and Code Consulting
- ✓ Permit Issuance
- ✓ Construction Inspections
- ✓ Construction Completion
- ✓ Code Enforcement



## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Deputy City Manager	0.05	0.05	0.05
Chief Building Inspector	1	1	1
Assistant Building Inspector	1	1	1
Plumbing/ Assistant Building Code Inspector	0	0	1
Plumbing Inspector	1	1	0
Electrical Inspector	1	1	1
Office Manager	0	1	1
Administrative Clerk	1	0	0
<b>Totals Full Time</b>	<b>5.05</b>	<b>5.05</b>	<b>5.05</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
PT Inspection Clerk	1	1	1
PT Plumbing Inspector	0	0	1
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>

## Department Budget Comments

The Inspection Department is proposing a budget of \$565,986 for FY21. This represents a net increase of \$26,365 or 4.89% from the FY20 budget. The net increase in the inspection budget is primarily due to contractual obligations and the addition of a part-time inspection staff positions (part time plumbing inspector). The need for additional inspection staff is in response to the continuing demand for permitted work (new construction and remodeling) as indicated in the significant increase in the number of required inspections conducted by staff (approximately a 15% increase since FY18).

## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>INSPECTION</b>				
SALARIES	375,104	375,022	382,608	387,707
PART-TIME SALARIES	30,782	36,010	59,082	88,701
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	628	628	1,840	1,744
RETIREMENT	42,929	42,734	43,108	43,621
OTHER BENEFITS	31,213	30,400	34,068	36,693
<i>Contractual Obligations</i>	<i>482,156</i>	<i>484,794</i>	<i>522,206</i>	<i>559,966</i>
TRAINING/EDUCATION/CONFERENCES	2,300	825	2,300	870
CONTRACTED SERVICES	5,000	2,000	5,000	2,000
PROFESSIONAL ORGANIZATION DUES	1,000	490	1,000	500
OTHER OPERATING	9,115	4,845	9,115	2,650
<i>Other Operating</i>	<i>17,415</i>	<i>8,160</i>	<i>17,415</i>	<i>6,020</i>
<b>TOTAL</b>	<b>499,571</b>	<b>492,954</b>	<b>539,621</b>	<b>565,986</b>



## Programs and Services

**Plan Review and Code Consulting** - Review all documentation associated with each construction project. Discuss technical aspects of projects with clients and inform them of code design deficiencies.

**Permit Issuance** - Coordinate and process final documentation for building permit issuance. Issue permits to electricians, plumbers, mechanical and fire protection system installers. Review applications and issue sign permits.

**Construction Inspections** - Implement the series of construction inspections in all disciplines to insure code conformance of the various constructed elements. Record inspection findings and notify responsible parties of results.

**Construction Completion** - Perform final building and safety system inspections for all disciplines (building, electrical, plumbing, mechanical, and fire). Issue Certificates of Occupancy and Certificate of Completion upon successful final inspections.

**Code Enforcement** - Investigate claims of code violations including building, electrical, plumbing, mechanical and zoning matters.

## Goals and Objectives

### Goal #1:

Continue implementation of the recently adopted 2015 edition of the International Family of Construction Codes and start preparation for the state's prospective adoption of the 2018 edition.

### Objectives:

- ✓ Author code amendments, conduct public input sessions and present to City Council new construction codes for adoption. This process will run concurrently with the State adoption of these same model codes as it pertains to the 2018 code edition.

Citywide Goal Addressed:  
Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets



### Goal #2:

Maintain the accuracy and improve efficiency of Inspection Department services.

### Objectives:

- ✓ Increase efficiency of permit application process through utilization of enhanced IT system allowing permits to be applied for, paid for and issued online. Continue to update the website and department handouts to keep the public informed of our procedures and to assist in navigating them through the permit process.
- ✓ Continue to provide education and guidance to applicants and builders on recent changes to the all applicable model ICC codes including the International Energy Conservation Code.

Citywide Goal Addressed:  

- Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets



<p><b>Goal #3:</b></p> <p><i>Work with Planning Department and Fire Prevention staff to evaluate and implement joint operating procedures.</i></p>	<p><b>Objectives:</b></p> <p>✓ <i>Continue to implement more efficient permit process procedures and forms including the implementation of online permit application process utilizing new permitting software.</i></p>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i></li> </ul> 	

<u>Performance Measures</u>	
<p><b><u>Total Inspections Completed</u></b></p> <p>FY18 – 6,025  FY19 – 6,672  FY20 (Est) – 6,922</p>	
<p><b><u>Total Building Permit Applications Processed</u></b>  (Including Building Electrical, Plumbing/ Mechanical &amp; Fire Protection Systems)</p> <p>FY18 – 3,291  FY19 – 2,873  FY20 (Est) – 1,880 (w/o fire permits)</p>	
<p><b><u>Total Construction Value Declared</u></b>  (Building Permits)</p> <p>FY18 - \$214,023,272  FY19 - \$157,936.79  FY20 (Est) - *\$122,162,056  * based on data from the first half of FY20</p>	
<p><b><u>Total Construction Permit Fees Collected</u></b>  (All Permits)</p> <p>FY18 – \$1,055,704  FY19 – \$1,607.252  FY20 (Est.) - \$1,050,000</p>	
<p><b><u>ISO Code Effectiveness Grading Classification</u></b>  (Based on a 10 Point Scale with “1” Being the Highest)</p> <p>FY18 – 4  FY19 – 4  FY20 (Est) - 4</p>	



**FY21 BUDGETED POSITION AND SALARY DETAIL**

**SALARY**

**INSPECTION DEPARTMENT**

NON GRADE 28	E	④	DEPUTY CITY MANAGER	7,228
PMA GRADE 20	E		CHIEF BUILDING INSPECTOR	98,189
PMA GRADE 16	E		ASSISTANT BUILDING INSPECTOR	80,914
PMA GRADE 15	D		PLUMBING/ASST. BUILDING CODE INSPECTOR	73,422
PMA GRADE 15	E		ELECTRICAL INSPECTOR	77,093
PMA GRADE 9	7.5B/4.5C		OFFICE MANAGER	50,779
			EDUCATION STIPEND	82
<b>TOTAL FULL TIME</b>				<b>387,707</b>
<hr/>				
PMA GRADE 15	G		PT PLUMBING INSPECTOR(25HRS/WK)	52,815
1386B GRADE 5	A		PT INSPECTION CLERK (25HRS/WK)	23,647
VARIOUS PART TIME INSPECTORS AS NEEDED				12,239
<b>TOTAL PART TIME</b>				<b>88,701</b>
<hr/>				
<b>TOTAL DEPARTMENT</b>				<b>476,408</b>

④ FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET  
5% INSPECTION, 65% PLANNING, 10% HEALTH DEPARTMENT, 10% WATER, 10% SEWER



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>INSPECTION DEPARTMENT</b>					
<b>01-716-420-51-110-415</b>					
011001	REGULAR SALARIES	375,104	375,022	382,608	387,707
012001	PART TIME SALARIES	30,782	36,010	59,082	88,701
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	628	628	1,840	1,744
022001	SOCIAL SECURITY	25,297	24,635	27,612	29,738
022501	MEDICARE	5,916	5,765	6,456	6,955
023001	RETIREMENT	42,929	42,734	43,108	43,621
039001	PROFESSIONAL SERVICES	5,000	2,000	5,000	2,000
039003	PROF/SERVICES-LICENSING	515	750	515	750
043027	REPAIRS-OFFICE EQUIPMENT	400	476	-	-
044006	PRINTING LEASE/MAINT	-	-	400	400
053001	ADVERTISING	1,000	1,416	1,000	500
054050	TRAINING	500	370	500	370
055050	PRINTING	2,000	-	2,000	-
056001	DUES PROFESSIONAL ORGANIZ	1,000	490	1,000	500
057101	TRAVEL AND CONFERENCE	1,800	455	1,800	500
057102	TRAVEL REIMBURSEMENT	500	-	500	-
061002	MISCELLANEOUS SUPPLIES	200	59	200	-
062001	OFFICE SUPPLIES	2,000	2,144	2,000	1,000
062002	ENGINEERING SUPPLIES	300	-	300	-
067001	BOOKS & PERIODICALS	1,700	-	1,700	-
075001	FURNITURE AND FIXTURES	500	-	500	-
Inspection	Total	<b>499,571</b>	<b>492,954</b>	<b>539,621</b>	<b>565,986</b>





# Health Department

## Services Overview

- ✓ Provide input and direction on community public health and environmental issues
- ✓ Provide Public Health Education
- ✓ Food Service Inspection and Permitting
- ✓ Inspect childcare centers, public & private schools
- ✓ Ensure compliance with food recalls & investigate food borne illness
- ✓ Investigate environmental complaints regarding quality of water, air, soil
- ✓ Communicable disease and emergency response
- ✓ Emergency response planning
- ✓ Investigate insanitary condition complaints

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Deputy City Manager	0.1	0.1	0.1
Health Officer	1	1	1
Deputy Health Officer	0.4	0.4	0.4
Health Inspector	0	1	1
<b>Totals Full Time</b>	<b>1.50</b>	<b>2.50</b>	<b>2.50</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Health Inspector	1	0	0
<b>Totals Part Time</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>



## Department Budget Comments

The Health Department's proposed budget for FY21 is \$267,089 representing an increase of \$14,772 or 5.85% from FY20. The net increase is due to costs associated with contractual obligations. The Health Department budget funds 10% of the Deputy City Manager position, a Health Officer, who serves as Department Head, 40% of a Deputy Health Officer position, and a Health Inspector position.

## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>HEALTH DEPARTMENT</b>				
SALARIES	134,470	134,465	206,622	219,345
PART-TIME SALARIES	41,427	15,918	-	-
LONGEVITY	879	879	940	1,568
RETIREMENT	15,403	15,397	23,180	24,676
OTHER BENEFITS	13,524	11,193	15,875	16,900
<i>Contractual Obligations</i>	<i>205,703</i>	<i>177,853</i>	<i>246,617</i>	<i>262,489</i>
TRAINING/EDUCATION/CONFERENCES	3,000	2,905	3,000	3,000
PROFESSIONAL ORGANIZATION DUES	100	200	100	100
OTHER OPERATING	2,600	2,990	2,600	1,500
<i>Other Operating</i>	<i>5,700</i>	<i>6,095</i>	<i>5,700</i>	<i>4,600</i>
<b>TOTAL</b>	<b>211,403</b>	<b>183,948</b>	<b>252,317</b>	<b>267,089</b>



The City's Health Department plays a significant role in environmental and community issues affecting local public health. The Health Officer serves on the Center for Disease Control (CDC)'s Agency for Toxic Substances and Disease Registry (ATSDR)'s Community Assistance Panel, serving in a communication and health study planning role between the Pease community and numerous state, federal and independent resources regarding the former PFC contamination in the Pease water supply. Additionally, the Health Officer also serves on the United States Air Force's Restoration Advisory Board regarding aquifer restoration at the former Pease Air Force Base and is also a member of the Commission on the Seacoast Cancer Cluster Investigation which is charged with ensuring local coordination to address emerging health and environmental concerns in the Seacoast.

The Department also works on many issues facing our community including service gaps to our vulnerable populations on the state and local level. The Department also responds to issues concerning the living conditions of the disabled, children, seniors and adults; environmental contamination; and human exposure to environmental hazards.

The Department is responsible for licensing and inspecting over 300 food service establishments ranging from mobile carts, seasonal vendors, manufactured foods facilities and convenience stores to full scale restaurants seating over 500. The Health Department also licenses and inspects approximately 30 Farmers' Market vendors and numerous year-round festivals and events that draw thousands of visitors. Furthermore, the explosion of applied sustainability principles and locally produced foods has created a rapidly growing and complex novel foods industry that requires the application of numerous federal and state regulations, and food safety practices and processes far beyond the traditional role of food-service inspections.

The Health Department has primary responsibility for oversight of two Emergency Support Functions (ESFs) in the Local Emergency Operations Plan (LEOP): local disaster sheltering under ESF #6 which includes pet sheltering, and ESF #11 – Agriculture and Natural Resources.

Education and training in multiple scientific disciplines are vital for department staff to meet the growing complexity and demands of food protection, public health, environmental health and emergency response planning on a local level, particularly with diminishing state and federal resources. Department staff must remain competent and prepared to respond to increasingly sophisticated routine duties as well as City and regional outbreaks, exposures and disasters. Environmental challenges such as climate change, emerging pathogens and emerging contaminants, as well as changing demographics play an ever increasing role in our understanding of public health and population protection.

## Programs and Services

### **Environmental Health-**

- Participate in response to public health crises and issues of local environmental health concerns
- Inspect food service operations and conduct consultations for prospective new establishments.
- Review and approve food service floor plans and issue food service permits.
- Evaluate, permit and ensure compliance with Special Processes operations.
- Investigate complaints related to failed septic systems, sewer back-ups and improperly disposed trash.
- Respond to fires and injuries in restaurants and in other food service establishments.
- Inspect in-home daycares and daycare centers, residential care facilities, nursery schools, and foster homes.
- Inspect public and private schools, and adult entertainment venues.
- Ensure compliance with state and federal food recalls, including proper removal of recall items by stores.
- Advocate for our underserved and vulnerable populations and participate in long term planning.



- Investigate food borne illness complaints, including providing food samples to the state public health laboratory for analysis.
- Collect food samples from various food services on a scheduled basis as required by the state laboratory.
- Investigate complaints regarding water, soil and air quality, lead paint, asbestos and other environmental hazards and contaminants.
- Monitor vector borne diseases and respond if appropriate.
- Participate in emergency and pandemic planning and response.
- Respond to communicable disease outbreaks in conjunction with the State of NH DHHS.
- Respond to complaints regarding pests of public health significance, insanitary living conditions and public health nuisances.
- Participate in Community Recovery planning and response.
- Participate in regional sheltering and plan for local sheltering, and agricultural and natural resources.
- Provide technical assistance.
- Communicate public health risks.
- Refer vulnerable residents and others to appropriate services.
- Participate in community health issues response.

<u>Goals and Objectives</u>	
<p><b>Goal #1:</b></p> <p><i>Protect and promote food safety through food service inspection of establishments and enforcement of local, state and federal food safety regulations and through education.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Conduct regular inspections of all permanent and temporary food establishments utilizing an electronic documentation system to maximize efficiency and ease of reporting.</i></li> <li>✓ <i>Respond to food borne illnesses and outbreaks as reported by the NH DHHS, Communicable Disease and Control Bureau and public complaints related to local food service establishments.</i></li> <li>✓ <i>Offer food safety education to local food service workers.</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i></li> </ul> 	
<p><b>Goal #2:</b></p> <p><i>Ensure public health and safety by monitoring and addressing potential public health hazards.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Respond to and investigate public complaints related to potential public health hazards, including environmental and water quality hazards and communicable diseases.</i></li> <li>✓ <i>Respond to notifications by governmental agencies and regulators that a public health issue exists.</i></li> <li>✓ <i>Represent local public health concerns regarding emerging environmental health risks.</i></li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i></li> </ul> 	

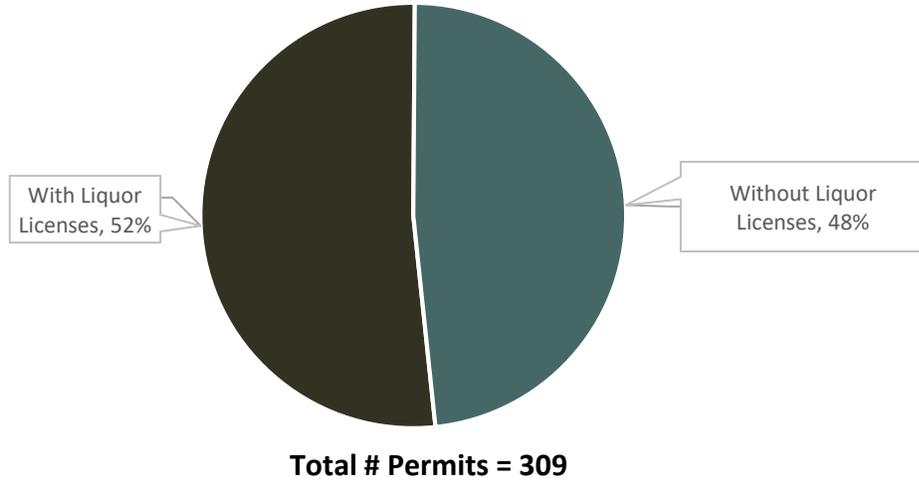


Performance Measures

Annual Food Service Permits (Excludes summer and temporary events)

FY18	FY19	FY20 (to date)
320	324	309

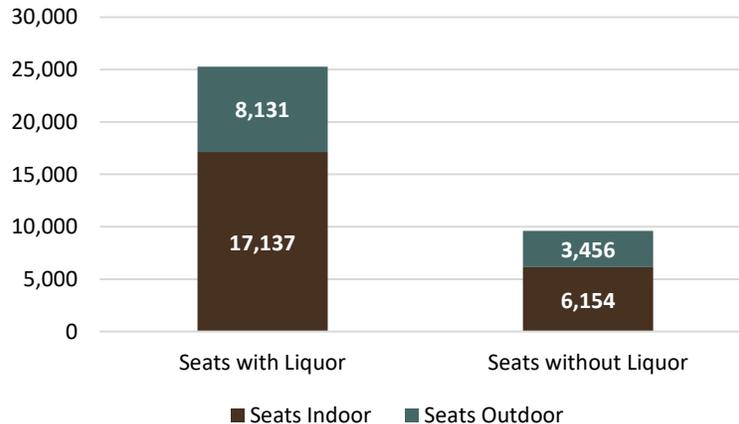
**Food Permits & Liquor Licenses  
2020  
(permit year runs October - September)**



Temporary Events per Calendar Year  
2018 – 37 events with 327 Food Vendors  
2019 – 34 events with 330 Food Vendors

\*These numbers fluctuate yearly due to several factors including weather and multiple events occurring simultaneously.

**Restaurant Seats With and Without Liquor  
Total Seats = 34,878**



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
<b>HEALTH DEPARTMENT</b>			
NON GRADE 28	E	④ DEPUTY CITY MANAGER	14,456
PMA GRADE 20	E	HEALTH OFFICER	98,189
PMA GRADE 16	F	⑦ DEPUTY HEALTH OFFICER	32,689
PMA GRADE 15	C	HEALTH INSPECTOR	69,926
		EDUCATION STIPENDS	4,085
<b>TOTAL FULL TIME</b>			<b>219,345</b>
<hr/>			
<b>TOTAL DEPARTMENT</b>			<b>219,345</b>
<hr/>			

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

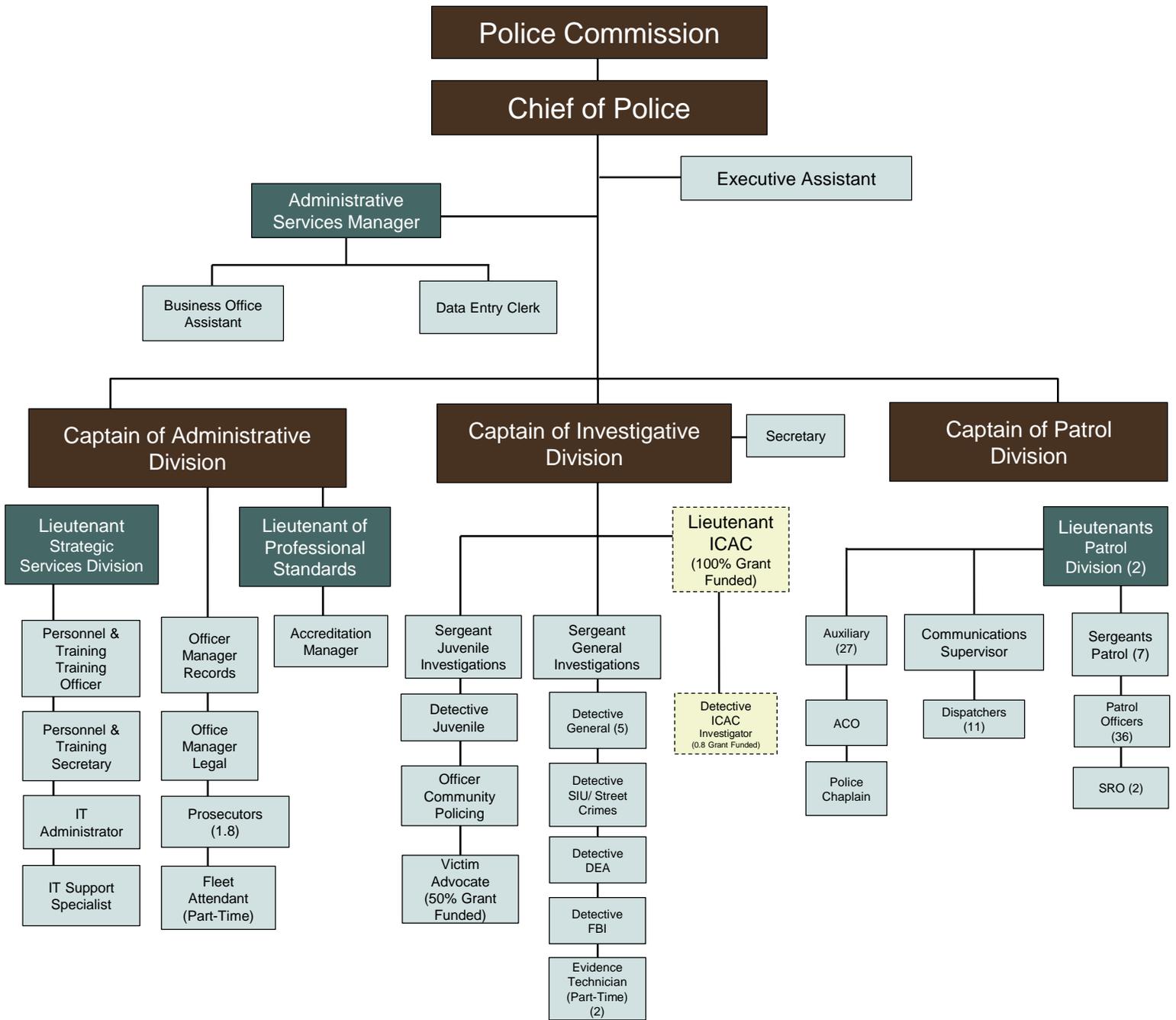
- ④ 65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER
- ⑦ 60% SEWER, 40% HEALTH



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>HEALTH DEPARTMENT</b>					
<b>01-790-430-51-110-435</b>					
011001	REGULAR SALARIES	134,470	134,465	206,622	219,345
012001	PART TIME SALARIES	41,427	15,918	-	-
015001	LONGEVITY	879	879	940	1,568
022001	SOCIAL SECURITY	10,960	9,066	12,866	13,697
022501	MEDICARE	2,564	2,127	3,009	3,203
023001	RETIREMENT	15,403	15,397	23,180	24,676
043018	REPAIRS-EQUIPMENT	250	-	250	150
055050	PRINTING	200	-	200	100
056001	DUES PROFESSIONAL ORGANIZ	100	200	100	100
057101	TRAVEL AND CONFERENCE	3,000	2,905	3,000	3,000
057102	TRAVEL REIMBURSEMENT	1,400	16	1,400	800
062001	OFFICE SUPPLIES	200	112	200	150
067001	BOOKS & PERIODICALS	-	54	-	-
074001	EQUIPMENT	550	2,808	550	300
HEALTH	<b>TOTAL</b>	<b>211,403</b>	<b>183,948</b>	<b>252,317</b>	<b>267,089</b>



# Police Department



## Mission

The Portsmouth Police Department actively works in partnership with the community to protect, prevent crime and respectfully, justly and compassionately help all people.

**Community – Commitment - Compassion**





# Police Department

## Services Overview

- ✓ Crime Prevention
- ✓ Community Safety
- ✓ Emergency Communications Center
- ✓ Records



## Department Budget Comments

The Police Department's FY21 proposed budget is \$12,211,362; an increase of \$380,563 or 3.22% over FY20.

The Department's requested budget comprises of increases associated with contractual salary and benefit obligations, to include a major increase created from FY20 delay hires. In FY20, the council approved two delayed officer hires (Dec/Apr) and a delay in making the Animal Control Officer full-time from part-time effective in April 2020. The balance of un-budgeted costs coming in from FY20 for these positions, as well as, the collective bargaining plan changes for dental/life benefits account for approximately \$137,144 or 1.16% of the 3.22% increase.

The increase in contractual obligations impacting the FY21 budget include salary step changes, COLA and insurance. However, there were savings offsets to these increases due to a reduction in a lower Workers Compensation rate by a credit of \$38,674.

In addition, there is a small \$12,081 or 0.10% net increase in the other operating to include increases in items such as gasoline, supplies, training, hiring and software maintenance agreements and reductions in vehicle and equipment repairs, books and periodicals, and software.

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Chief	1	1	1
Deputy Chief	0	0	0
Captain	2	2	3
Leutenants	5	5	5
Sergeants *	10	10	9
Officers **	48	50	50
Communications Supervisor	1	1	1
IT Administrator	1	1	1
Executive Assistant	1	1	1
Administrative Manager	1	1	1
Business Assistant	1	1	1
Accreditation Manager	1	1	1
Dispatchers	11	11	11
Office Manager - Records	1	1	1
Sr. Secretary	1	1	1
Legal Secretary/ Paralegal	2	2	2
Information System Support Assist.	1	1	1
Witness Advocate***	0	1	1
Accounting Clerk	1	1	1
Animal Control Officer	0	1	1
<b>Totals Full Time</b>	<b>89.00</b>	<b>93.00</b>	<b>93.00</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Witness Advocate ***	1	0	0
Animal Control Officer	1	0	0
Auto Maintenance	1	1	1
Evidence Technician	1	2	2
Auxiliary Police (# of Positions)	27	27	27
Dispatcher	On Call	On Call	On Call
<b>Totals Part Time</b>	<b>31.00</b>	<b>30.00</b>	<b>30.00</b>

- \* 1 Sergeant – 100% Grant Funded
- \*\* 1 Detective – 80% Grant Funded
- \*\* 1 Detective SRO budgeted partially in Police & School
- \*\* 1 Officer budgeted partially in Police & Parking & Transportation  
Special Revenue Fund
- \*\*\* 1 Victim Advocate – 73% Grant Funded



Prior FY20 Delay Hires	\$137,144	1.16%
Contractual Obligations:	\$231,337	1.96%
Other Operating:	\$ 12,081	0.10%
<b>Total</b>	<b>\$380,563</b>	<b>3.22%</b>

This budget is presented net of Federal and State Grants. In addition, \$49,225 is funded by the Portsmouth School Department for a portion of a School Resource Officer (SRO) and \$60,000 is funded in the Parking & Transportation Special Revenue Fund for parking related policing.

**Not included in the request outlined above is the restoration of the 69<sup>th</sup> sworn officer in the amount of \$76,874 or an additional 0.65% increase. The restoration of this officer position in FY21 will bring the sworn staffing back to 2008 levels, prior to the economic downturn twelve years ago.**

<i>Budget Summary of Expenditures</i>				
	FY19	FY19	FY20	FY21
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>POLICE DEPARTMENT</b>				
SALARIES - UNIFORM	4,269,943	4,305,694	4,466,488	4,618,824
SALARIES - CIVILIAN	1,319,499	1,212,220	1,388,227	1,435,055
SHIFT DIFFERENTIAL	39,637	29,141	39,304	39,391
PART-TIME SALARIES	119,647	98,172	139,229	150,667
COMMISSIONER STIPEND	3,600	3,500	3,600	3,600
OVERTIME	542,632	559,691	571,920	584,976
HOLIDAY	186,288	184,301	195,417	199,486
LONGEVITY	41,285	40,320	43,810	45,140
SPECIAL DETAIL / EDUCATION STIPEND	124,020	114,921	142,593	152,043
RETIREMENT	1,673,438	1,663,736	1,711,448	1,757,353
HEALTH INSURANCE	1,658,908	1,658,908	1,735,715	1,805,664
DENTAL INSURANCE	91,689	88,048	96,437	129,602
INSURANCE REIMBURSEMENT	12,000	15,333	14,000	14,000
LEAVE AT TERMINATION	130,203	130,203	130,203	130,203
LIFE AND DISABILITY	5,949	5,833	6,104	14,030
WORKERS' COMPENSATION	204,441	204,441	171,274	132,600
OTHER BENEFITS	258,503	239,433	273,812	286,279
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)
POLICE SERVICES-SCHOOL DEPT	-	(49,225)	-	-
<i>Contractual Obligations</i>	<i>10,621,682</i>	<i>10,444,671</i>	<i>11,069,581</i>	<i>11,438,913</i>
TRAINING/EDUCATION/CONFERENCES	78,669	97,147	98,528	100,713
GASOLINE	55,759	75,590	62,432	70,200
CONTRACTED SERVICES	37,701	34,731	39,333	43,640
PROFESSIONAL ORGANIZATION DUES	16,526	14,153	17,020	17,006
OTHER OPERATING	469,892	488,898	543,905	540,890
<i>Other Operating</i>	<i>658,547</i>	<i>710,519</i>	<i>761,218</i>	<i>772,449</i>
<b>TOTAL</b>	<b>11,280,229</b>	<b>11,155,190</b>	<b>11,830,799</b>	<b>12,211,362</b>



## Programs and Services

### Crime Prevention

- Maintain active visible patrol by uniformed officers
- Enforce state laws and city ordinances
- Educate the public in ways to improve and enhance the security of their lives and property.
- Aggressively investigate all crime both reported and discovered.
- Conduct narcotic investigations to include undercover operations, work with informants, debrief individuals arrested by uniformed officers, coordinate activities with the NH Attorney General's Drug Task Force and the Drug Enforcement Agency.



### Community Safety

- Crime Stoppers Tip Line – Anonymous telephone line that encourages the reporting of crime/criminal activity
- Internet Crimes Against Children (ICAC) Task Force – Investigations focus on offenders who utilize online communication systems such as real time chat, chat rooms, and e-mail as a medium to solicit children for in-person meetings and subsequent sexual activity.
- National Night Out – Designed to heighten crime and drug prevention awareness.
- Explorers Program – This award winning program has been in place for many years and gives the youth of our community a chance to look at the career of policing first hand.



### Emergency Communications Center

- Handles approximately 73,000 phone calls and between 45,000 and 55,000 computer-aided dispatch calls annually.
- Dispatches police, fire and EMS and the Department of the Public Works for the City.

### Records

- Maintains the storage and retrieval of confidential case information
- Prepares the release of information to the media and the public.

## Goals and Objectives

The department goals and objectives include a status code as follows:  
**P** – Planning Stage, **A** – Action Stage, **E** – Evaluation Stage, **T** – Target Date for Completion

### PATROL

Goal #1: Enhanced policing services	Objective: Increase directed patrol activities to tackle quality of life issues such as noise, disorderly conducts, etc. with an emphasis on the downtown area	A	T Ongoing
Goal #2: Increase and improve Community Policing Efforts	Objective: Expand public presentations to ensure residents are prepared for potential situations that may impact their safety (CRASE, ALICE, Self Defense)	A	T Ongoing
	Objective: Establish protocols/standard operating procedures that meet CALEA standards	A	Completed May 2019



	Objective: Develop additional "Walk With a Cop" and Cops with Kids, type activities to engage with the public and provide opportunities to communicate one-on-one.	A	T Ongoing
Goal #3: Increase presence in downtown area	Objective: Evaluate establishing a sub-station in the downtown area	P	T FY21
Goal #4: Improve and increase traffic and safety initiatives.	Objective: Secure grant funding for targeted traffic issues	AE	T Ongoing
	Objective: Maintain focus on speeding issues throughout the city to mitigate them	AE	T Ongoing
Goal #5: Expanded staff abilities, knowledge and professional career growth	Objective: Connect with individual employees to identify and cultivate personal goals through applicable training, community & department related activities, and work product to provide a path for career potential within the department mission.	A	T Ongoing
	Objective: Expand the abilities and cost savings to the department by investing in "Train the Trainer" initiatives to increase the ability of in-house trainers training staff vs. outside vendors	A	Ongoing Maintenance
<b>INVESTIGATIVE</b>			
Goal #1: Expanded collaborations to combat crime	Objective: Pursue grant opportunities to help fund new enforcement initiatives	A	T Ongoing
	Objective: Schedule active shooter response between the police department, school staff, and regional response annually.	A	Completed a large scale school training FY20. Ongoing
Goal #2: Combat drug influx/drug overdoses	Objective: Expand SIU (Special Investigative Unit) drug enforcement capabilities with the State and Federal agencies	A	T Ongoing
Goal #3 : Improve crime investigation and case resolution	Objective: Implement recommendations from the evaluation of caseload-to-detective ratio to mitigate backlog.	A	Completed FY20
Goal #4: Resolve unsolved homicides	Objective: Engage other agencies, experts, and temporary staff to resolve the investigations of seven homicide victims	A	T Ongoing
Goal #5: Advanced evidence storage and property processing	Objective: Implement recommendations provided after the FY18 – FY19 audit of the evidence storage area and review of CALEA requirements	E	Completed FY20 to include major audit per CALEA requirements
	Objective: Research and propose updates to the disposal of bio-hazardous waste and forensic chemicals generated through investigations.	A	T FY21
Goal #6: Increased skills and knowledge of Crime Scene Team (CST)	Objective: Expand knowledge of team members to further assist in crime scene investigations	A	Completed FY20
Goal #7: Staffing succession plan for computer crimes investigations	Objective: Execute the 2-yr training process.	A	T Ongoing to include more than one detective



OPERATIONS SUPPORT (P&T, IT, Communications, Prosecution, Records)			
Personnel & Training			
Goal #1: To have no vacant positions	Objective: Backfill current vacancies from resignations, retirements, promotions (Dispatchers, Officers, Aux Officers)	A	T Ongoing
Goal #2 Recruitment of Quality Candidates	Objective: Prepare strategy to recruit quality officers nationally due to the dwindling numbers of those seeking a law enforcement career locally and nationally.	A	Protocol completed FY20
Goal #3 : Methodical and cost effective training	Objective: Training officer will conduct on-going monthly roll call training	A	T Ongoing
	Objective: Train sworn staff individually in 2-day active shooter response annually	A	T Ongoing
	Objective: Increase hosted training for 'free seats" for staff while complying with CJIS mandates	A	With the improvements to the Training Room in FY20, the department has attracted more training. Ongoing
Goal #4: Update policies and procedures	Objective: Review and update as needed to comply with CALEA	A/E	Achieved CALEA Accreditation at the end of FY19. FY20 starts the next 4-yr re-accreditation cycle. Ongoing
Goal #5: Enhance intern program	Objective: Recruit interns for assist in areas of law enforcement and administrative programs	A	T Ongoing
Information Technology & Communications			
Goal #1: Improved communication center interactive systems and equipment	Objective: Evaluate dispatch (CAD)/records management system (RMS) for a product that better meets the department's needs/growth	A	T FY20 On target to pick a system by end of FY20
Goal #2: Electronic management of department's files	Objective: Assemble records retention committee to evaluate and devise standard operating procedures to include federal and state guidelines.	A	T FY21
	Objective: Assist divisions with documentation evaluation, indexing, and training	A	T FY21
Goal #3: Improve dispatch operations	Objective: Increase training opportunities for staff to include CRASE training, APCO classes, and attainment of certifications	A	Completed CRASE in FY19, Ongoing
Goal #4: Improve IT redundancies for mission critical components.	Objective: Complete PPD specific manuals/tutorials/training guides for IT cross-training.	A	T FY21
Prosecution			
Goal #1:	Objective: Evaluate court calendar systems to improve officer notification of court commitments	A	T FY21. On target to resolve with



Improved efficiencies between the court office, other legal entities, and officers			new Records Mgmt System
Goal #2: Improve scheduling issues at the Court despite state cutbacks/ consolidations in courts/judges	Objective: Solicit stakeholders to become involved to resolve issues of court overtime/ wasted officer time	A	T Ongoing
<b>Records</b>			
Goal #1: Electronic management of files and forms	Objective: Scan closed defendant files into the electronic document imaging system and index	A	T Ongoing
	Objective: Create an electronic reporting system for low solvability incidents	A	T FY21
	Objective: Create electronic fillable forms for website	A	T FY21
<b>ADMINISTRATION</b>			
Goal #1: Make a strategic plan to meet the needs of the community and the department	Objective: Define detailed scope / direction and establish measures for a 5-year plan	A	Completed and now update annually
	Objective: Implement strategic plan (5yr-2021-25)	A	T FYFY21
Goal #2: Attain CALEA Certification (Council on Accreditation of Law Enforcement Agencies)	Objective: Complete self-assessment	E	Completed
	Objective: Complete on-site assessment	E	Completed
	Objective: Attain positive commission review & certification decision	E	Completed
	Objective: Maintain compliance and re-accreditation	A	T ongoing
Goal #3: Improve Police facilities	Objective: Evaluate renovation vs new construction options	E	T FY21 with CIP Plan
	Objective: Conduct a site evaluation and produce concept drawings	P	T FY21
	Objective: Prepare a presentation for council/public	A	T FY21
Goal #4: Improve data driven policing strategies	Objective: Restore Crime Analyst position to complete in-depth analysis to assist investigations, strategic planning, and patrolling.	P	On-Hold Currently utilizing a National Guard Crime Analyst at no cost
Goal #5: Improve Public Reporting	Objective: Re-establish monthly report that will update the public statistically	P	T FY21
Goal #6: Effective Business Office operations.	Objective: Migrate False alarm billing/receivables into Pentamation	P	T FY21
Goal #7 Implement Drone Program (grant)	Objective: Establish standard operating procedures	E	Completed FY20
	Objective: Research and Purchase Drone	E	Completed FY20
	Objective: Schedule Training and Implement	E	Completed FY20
Police Department Goals Address Citywide Goal			
<ul style="list-style-type: none"> <li>Promote a Welcoming, Safe and Diverse Community </li> </ul>			



## Grants and External Funding

The Police Department pursues grants and external funding to pay for salaries, benefits, overtime, equipment, training, and supplies. These funds come from a variety of sources including state and federal agencies and local sources. Below is a summary of the projected **salary and benefits portions only** that these funds support:



### Grants/External Funding

Program (Salary/Benefits Only)	FY19 Budget	FY20 Budget	FY21 Budget
Internet Crimes Against Children ^^	196,804	196,793	213,896
Victim Witness Advocate^	63,928	56,301	50,334
School Resource Officer*	49,225	49,225	49,225
Patrol Officer**	60,000	60,000	60,000
Police Prosecutor	0	0	0
<b>TOTAL</b>	<b>369,957</b>	<b>362,319</b>	<b>373,455</b>

Staffing	FY19 Budget	FY20 Budget	FY21 Budget
<b>Administration</b>			
Victim Witness Advocate^	1.0	1.0	.73
<b>Bureau of Investigative Services</b>			
Sergeant-ICAC^^	1.0	1.0	1.0
Detective-ICAC^^	.80	.80	.80
Detective-SRO* (approx. FTE)	.50	.50	.50
<b>Patrol Division</b>			
Officer** (approx. FTE)	.75	.75	.75
<b>Prosecutor</b>	0	0	0
<b>TOTAL</b>	<b>3.84</b>	<b>4.05</b>	<b>3.78</b>

^ VAWA and VOCA -Grant Funds (requires a match)

^^ ICAC-Grant Funds

\* Budgeted partially in Police & School

\*\* Budgeted in Parking & Transportation



Performance Measures

Arrests – Group A			Arrests – Group B		
	2018	2019		2018	2019
Homicide	0	0	Bad Checks	12	14
Kidnapping	3	8	Curfew/ Loitering/ Vagrancy	0	1
Forcible/ Non-Forcible Sex Offenses	22	24	Disorderly Conduct	48	58
Robbery	5	2	Driving Under the Influence	76	59
Aggravated Assaults	23	17	Drunkenness	117	119
Simple Assaults/ Intimidation	292	320	Family Offenses, Nonviolent	16	14
Arson	3	1	Liquor Law Violations	27	26
Extortion / Blackmail	2	2	Runaway	9	8
Burglary	24	28	Trespass of Real Property	51	46
Larceny	314	321	All Other Offenses (Except Traffic)	294	281
MV Theft	22	22			
Counterfeiting/ Forgery	33	31	Totals	650	626
Fraud	168	161			
Embezzlement	3	6	<b>Total Arrests Made in Both Groups A &amp; B</b>		
Stolen Property	13	14	Calendar 2018	Calendar 2019	
Damage/ Vandalism	153	131	1,912	1,857	
Drug/ Narcotics	161	120			
Pornography	9	12			
Gambling	0	0			
Prostitution	7	6			
Bribery	0	0			
Weapons Violations	5	5			
Totals	1,262	1,231			

**Calls for Service**

Calendar 2018	Calendar 2019
51,446	49,404

**Total Motor Vehicle Stops**

Calendar 2018	Calendar 2019
10,003	9,235



**2020-2021 BUDGETED POSITION AND SALARY DETAIL**

<b>POLICE DEPARTMENT</b>	<b>Grade</b>	<b>Job Description</b>	<b>Department Request FY21</b>	
	1	28H*	CHIEF	156,718
	2	2 TO 3	CAPTAIN	100,044
	3	1 TO 2	CAPTAIN	98,963
	4	1 TO 2	CAPTAIN	98,925
	5	6 TO 7	LIEUTENANT	95,292
	6	2 TO 3	LIEUTENANT	91,661
	7	2 TO 3	LIEUTENANT	91,661
	8	1 TO 2	LIEUTENANT - DETECTIVE- ICAC*	90,667
	9	1 TO 2	LIEUTENANT	90,667
	10	7	SERGEANT	87,434
	11	7	SERGEANT	87,434
	12	7	SERGEANT	87,434
	13	7	SERGEANT	87,434
	14	7	SERGEANT	87,434
	15	5 TO 6	SERGEANT	85,958
	16	2 TO 3	SERGEANT	83,910
	17	1 TO 2	SERGEANT	83,143
	18	1 TO 2	SERGEANT	83,041
	19	UNFUNDED	DEPUTY CHIEF	0
	20	UNFUNDED	CAPTAIN	0
<b>TOTAL RANKING</b>			<b>1,687,821</b>	

\* Lt. for ICAC 100% ICAC grant funded

1	MASTER IV	DETECTIVE	70,635
2	MASTER IV	DETECTIVE	70,635
3	MASTER IV	DETECTIVE	70,635
4	MASTER IV	DETECTIVE	70,635
5	MASTER IV	DETECTIVE*	70,635
6	MASTER IV	PATROL	70,635
7	MASTER IV	PATROL	70,635
8	MASTER IV	DETECTIVE	70,635
9	MASTER IV	PATROL	70,635
10	MASTER IV	PATROL	70,635
11	MASTER IV	PATROL	70,635
12	MASTER IV	PATROL	70,635
13	MASTER IV	DETECTIVE	70,635
14	MASTER III TO MASTER IV	PATROL	70,051
15	MASTER III TO MASTER IV	DETECTIVE-ICAC**	68,318
16	MASTER III TO MASTER IV	PATROL	68,300
17	MASTER II to MIII	DETECTIVE	66,861
18	MASTER II	DETECTIVE	66,310
19	MASTER I to MASTER II	PATROL	65,491
20	MASTER I to MASTER II	PATROL	64,911
21	MASTER I to MASTER II	PATROL	64,706
22	MASTER I	DETECTIVE	64,536
23	MASTER I	PATROL	64,536
24	MAX I TO MAX II	PATROL	62,051
25	MAX I TO MAX II	PATROL	61,825
26	MAX I TO MAX II	PATROL	61,825
27	MAX I	PATROL	60,033
28	5 TO MAX I	PATROL	59,357
29	5 TO MAX I	PATROL	59,357
30	5 TO MAX I	PATROL	58,924
31	5 TO MAX I	PATROL	58,850
32	5	PATROL	58,569
33	5	PATROL	58,569
34	5	PATROL	58,569
35	5	PATROL	58,569
36	5	PATROL	58,569
37	5	PATROL	58,569
38	5	PATROL	58,569
39	5	PATROL	58,569
40	4 TO 5	PATROL	56,899
41	4 TO 5	PATROL	57,663
42	3 TO 4	PATROL	54,476
43	4 TO 5	PATROL	57,643
44	4 TO 5	PATROL	58,056
45	2 TO 3	PATROL	51,670
46	2 TO 3	PATROL	51,670
47	1 TO 2	PATROL	51,048
48	1 TO 2	PATROL	51,048



**2020-2021 BUDGETED POSITION AND SALARY DETAIL**

<b>POLICE DEPARTMENT</b>	<b>Grade</b>	<b>Job Description</b>	<b>Department Request FY21</b>
49	1 TO 2	PATROL	51,048
50	2	PATROL	51,274
51	Unfunded - Requested FY21	PATROL	0
<b>TOTAL NON-RANKING PERSONNEL</b>			<b>3,125,549</b>
<b>FY21 PROJECTED GRANT/EXTERNAL FUNDING</b>			<b>(194,546)</b>
<b>TOTAL SWORN PERSONNEL</b>			<b>4,618,824</b>

\* Detective split between Police and School Department

\*\* Detective 80% ICAC grant funded

1	8	OFFICE MANAGER - RECORDS	61,690
2	8	IT ADMINISTRATOR	75,163
3	LEAD	DISPATCHER	64,885
4	LEAD	DISPATCHER	64,885
5	13H	EXECUTIVE ASSISTANT	73,367
6	8	SR. SECRETARY-PERSONNEL	51,043
7	15H	COMMUNICATION SUPERVISOR	80,811
8	8	LEGAL SECRETARY/DETECTIVES	56,438
9	11G	BUSINESS ASSISTANT	65,309
10	7	OFFICE MANAGER - LEGAL	60,185
11	15H	ADMINISTRATIVE MANAGER	80,811
12	6	DISPATCHER	56,144
13	5	ADMINISTRATIVE CLERK	44,517
14	5	DISPATCHER	53,984
15	5	DISPATCHER	53,984
16	13E	ACCREDITATION MANAGER	69,992
17	5	DISPATCHER	53,984
18	5	DISPATCHER	53,984
19	2 TO 3	INFORMATION SYSTEMS SUPPORT	60,952
20	7C TO 7D	VICTIME WITNESS ADVOCATE	48,868
21	5	ANIMAL CONTROL OFFICER	45,224
22	2 TO 3	DISPATCHER	48,474
23	LEAD	DISPATCHER	64,885
24	2	DISPATCHER	47,171
25	2	DISPATCHER	47,171
26	UNFUNDED	CRIME ANALYST	0
27	UNFUNDED	IT MANAGER	0
28	UNFUNDED GRANT	LEGAL SECRETARY - ICAC ADM	0
<b>FY21 PROJECTED GRANTS/EXTERNAL FUNDING</b>			<b>(48,868)</b>
<b>TOTAL FULL-TIME CIVILIANS</b>			<b>1,435,054</b>

\* Victim Advocate 100% grant funded

n/a	PT AUTO MAINTENANCE	25,754
7H	EVIDENCE TECH 1	44,095
7A	EVIDENCE TECH 2	28,284
n/a	AUXILIARY POLICE	38,356
n/a	PT DISPATCHER - On call	14,178
UNFUNDED	PT DATA ENTRY CLERK (PT to FT FY17)	0
UNFUNDED	PT ANIMAL CONTROL OFFICER	0
UNFUNDED	FAMILY SERVICES SECRETARY	0
UNFUNDED	YOUTH ADVOCATE	0
<b>FY21 PT PROJECTED GRANT/EXTERNAL FUNDING</b>		<b>0</b>
<b>TOTAL PART-TIME CIVILIAN</b>		<b>150,666</b>
<b>TOTAL CIVILIAN PERSONNEL</b>		<b>1,585,721</b>
<b>TOTAL ALL PERSONNEL</b>		<b>6,204,544</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>POLICE DEPARTMENT</b>					
<b>BENEFITS</b>					
<b>01-740-104-00-110-412</b>					
011061	INSURANCE REIMBURSEMENT	12,000	15,333	14,000	14,000
016001	LEAVE AT TERMINATION	130,203	130,203	130,203	130,203
021001	INSURANCE-HEALTH	1,658,908	1,658,908	1,735,715	1,805,664
021101	INSURANCE-DENTAL	91,689	88,048	96,437	129,602
021501	INSURANCE-LIFE	4,143	3,828	4,267	12,082
021601	INSURANCE-DISABILITY	1,652	1,866	1,693	1,804
021602	INSURANCE-AD&D	154	140	144	144
022001	SOCIAL SECURITY	-	455	-	-
022501	MEDICARE	-	222	-	-
026002	INSURANCE-WORKERS COMP	204,441	204,441	171,274	132,600
Police Department Benefits		<b>2,103,190</b>	<b>2,103,443</b>	<b>2,153,733</b>	<b>2,226,099</b>

<b>DETECTIVE DIVISION</b>					
<b>01-740-510-13-110-412</b>					
011001	REGULAR SALARIES	53,977	53,977	55,332	56,438
011041	SALARIES UNIFORM PERSONNE	878,069	940,786	912,585	1,001,059
012001	PART TIME SALARIES	33,272	35,493	63,222	72,379
014041	OVERTIME	101,474	82,705	101,475	103,503
015001	LONGEVITY	11,376	11,404	12,260	14,281
017001	HOLIDAY PREMIUM PAY	41,009	40,799	42,541	46,444
018034	EDUCATION STIPEND	12,347	11,265	13,311	16,446
018042	SPECIAL DETAIL	31,220	30,671	31,933	34,875
022001	SOCIAL SECURITY	5,647	5,425	7,608	8,304
022501	MEDICARE	17,616	16,951	18,649	20,284
023001	RETIREMENT	6,217	5,449	6,288	6,420
023002	RET-POLICE OFFICER	330,738	327,620	330,764	359,630
034104	CELLULAR PHONES	1,378	-	1,420	-
034203	COMPUTER/SOFTWARE MAINT	637	-	655	-
039001	PROFESSIONAL SERVICES	1,377	1,378	1,419	1,447
043018	REPAIRS-EQUIPMENT	621	-	639	-
054050	TRAINING	4,744	4,096	5,887	6,004
055050	PRINTING	621	148	639	150
056001	DUES PROFESSIONAL ORGANIZ	583	530	600	612
057101	TRAVEL AND CONFERENCE	2,649	4,365	3,728	5,000
061002	MISCELLANEOUS SUPPLIES	3,103	5,041	3,196	4,260
061003	MEETING SUPPLIES	-	379	-	-
062001	OFFICE SUPPLIES	2,012	2,470	2,072	2,114
062007	COMPUTER/PRINTER SUPPLIES	2,016	3,125	2,077	3,118
067001	BOOKS & PERIODICALS	733	330	755	670
068001	CLOTHING ALLOWANCE	11,033	11,033	11,285	12,326
068002	CLOTHING	318	239	327	334
074001	EQUIPMENT	2,649	37,932	4,728	4,823
074003	SOFTWARE	53	-	55	-
075001	FURNITURE AND FIXTURES	1,110	(453)	1,144	1,167
091006	TRANSFER FR SCHOOL	-	(49,225)	-	-
BIS		<b>1,558,599</b>	<b>1,583,930</b>	<b>1,636,594</b>	<b>1,782,088</b>

<b>GENERAL PATROL</b>					
<b>01-740-520-15-110-412</b>					
011041	SALARIES UNIFORM PERSONNE	2,909,002	2,894,846	3,054,718	3,122,775
011063	SHIFT DIFFERENTIAL	12,295	11,059	11,287	11,513
014041	OVERTIME	177,307	181,322	177,588	181,139
014042	O/T-EDUCATION	-	130	-	-
015001	LONGEVITY	16,481	15,510	17,400	16,798
017001	HOLIDAY PREMIUM PAY	130,236	128,835	137,356	138,081
018034	EDUCATION STIPEND	44,283	43,783	52,936	56,612
018042	SPECIAL DETAIL	2,301	-	2,582	-



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
022001	SOCIAL SECURITY	-	321	-	-
022501	MEDICARE	47,761	45,852	50,900	51,198
023001	RETIREMENT	-	20	-	-
023002	RET-POLICE OFFICER	969,397	964,047	997,973	1,003,840
039001	PROFESSIONAL SERVICES	-	1,235	-	1,000
043018	REPAIRS-EQUIPMENT	1,059	-	1,091	-
054050	TRAINING	7,678	16,803	7,908	12,000
055050	PRINTING	2,896	2,402	2,982	3,042
056001	DUES PROFESSIONAL ORGANIZ	424	1,000	436	1,000
057101	TRAVEL AND CONFERENCE	5,721	19,847	5,892	10,000
061002	MISCELLANEOUS SUPPLIES	4,529	4,258	4,665	8,000
062001	OFFICE SUPPLIES	1,087	1,387	1,120	1,142
062007	COMPUTER/PRINTER SUPPLIES	1,205	3,513	1,241	3,500
067001	BOOKS & PERIODICALS	1,059	241	1,091	500
068001	CLOTHING ALLOWANCE	38,405	36,471	40,801	41,650
068002	CLOTHING	8,196	6,451	8,035	7,349
074001	EQUIPMENT	16,137	17,724	16,621	16,953
075001	FURNITURE AND FIXTURES	1,000	-	1,030	2,550
091005	TRANSFER FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)
Patrol		4,338,459	4,337,055	4,535,653	4,630,642

**ANIMAL CONTROL**  
**01-740-520-16-110-412**

011001	REGULAR SALARIES	-	-	26,130	45,224
012001	PART TIME SALARIES	17,493	20,205	-	-
014041	OVERTIME	341	1	341	347
015001	LONGEVITY	100	100	186	314
022001	SOCIAL SECURITY	1,153	1,259	1,710	2,903
022501	MEDICARE	260	294	390	669
023001	RETIREMENT	-	-	1,970	5,114
039001	PROFESSIONAL SERVICES	1,760	-	1,813	1,000
054050	TRAINING	964	395	993	1,013
056001	DUES PROFESSIONAL ORGANIZ	-	40	-	-
057101	TRAVEL AND CONFERENCE	-	186	-	-
061002	MISCELLANEOUS SUPPLIES	115	10	119	121
068001	CLOTHING ALLOWANCE	698	665	736	750
068002	CLOTHING	106	-	109	111
074001	EQUIPMENT	500	-	2,515	2,565
Animal Control		23,490	23,155	37,012	60,131

**AUXILIARY**  
**01-740-520-17-110-412**

012001	PART TIME SALARIES	30,722	20,222	36,866	38,356
014041	OVERTIME	-	1,639	-	-
018042	SPECIAL DETAIL	3,750	1,750	3,750	3,750
022001	SOCIAL SECURITY	2,137	1,183	2,518	2,611
022501	MEDICARE	500	336	589	611
023001	RETIREMENT	-	(22)	-	-
023002	RET-POLICE OFFICER	-	208	-	-
054050	TRAINING	1,686	-	1,736	1,671
057101	TRAVEL AND CONFERENCE	-	77	-	100
068002	CLOTHING	3,178	2,308	3,274	3,339
074001	EQUIPMENT	1,181	85	1,217	1,241
Auxiliary		43,154	27,785	49,950	51,679



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>PATROL CANINE</b>					
<b>01-740-520-18-110-412</b>					
014041	OVERTIME	3,880	2,710	3,880	3,958
018042	SPECIAL DETAIL	19,164	18,819	19,488	20,276
022501	MEDICARE	334	301	339	351
023002	RET-POLICE OFFICER	6,782	6,341	6,644	6,890
039001	PROFESSIONAL SERVICES	4,168	6,420	4,293	4,379
054050	TRAINING	1,059	1,660	1,091	1,700
056001	DUES PROFESSIONAL ORGANIZ	1,293	373	1,331	370
061002	MISCELLANEOUS SUPPLIES	2,660	1,625	2,740	2,795
067001	BOOKS & PERIODICALS	247	-	254	-
068002	CLOTHING	241	-	248	253
074001	EQUIPMENT	148	15,000	153	500
074003	SOFTWARE	118	-	121	-
<b>Canine</b>		<b>40,094</b>	<b>53,250</b>	<b>40,582</b>	<b>41,472</b>
<b>EMERGENCY RESPONSE TEAM</b>					
<b>01-740-520-19-110-412</b>					
014041	OVERTIME	21,326	30,239	21,326	26,753
014042	O/T-EDUCATION	-	46	-	-
022001	SOCIAL SECURITY	-	102	-	-
022501	MEDICARE	309	425	309	388
023001	RETIREMENT	-	94	-	-
023002	RET-POLICE OFFICER	6,276	8,671	6,063	7,606
054050	TRAINING	-	35	-	-
056001	DUES PROFESSIONAL ORGANIZ	5,827	5,000	6,002	6,000
057101	TRAVEL AND CONFERENCE	280	17	288	100
061002	MISCELLANEOUS SUPPLIES	-	1,000	-	100
068002	CLOTHING	106	-	109	-
074001	EQUIPMENT	8,300	5,408	10,549	10,760
<b>ERT</b>		<b>42,424</b>	<b>51,037</b>	<b>44,646</b>	<b>51,707</b>
<b>FIELD TRAINING OFFICER</b>					
<b>01-740-520-26-110-412</b>					
014041	OVERTIME	14,088	5,200	14,088	10,000
022501	MEDICARE	204	73	204	145
023002	RET-POLICE OFFICER	4,146	1,530	4,005	2,843
054050	TRAINING	310	-	320	-
057101	TRAVEL AND CONFERENCE	1,000	-	1,030	1,051
061002	MISCELLANEOUS SUPPLIES	186	-	192	196
062001	OFFICE SUPPLIES	124	-	128	-
067001	BOOKS & PERIODICALS	371	357	382	390
<b>FTO</b>		<b>20,429</b>	<b>7,160</b>	<b>20,349</b>	<b>14,625</b>
<b>EXPLORERS</b>					
<b>01-740-520-27-110-412</b>					
014041	OVERTIME	1,000	1,643	1,000	2,020
022501	MEDICARE	15	226	15	29
023002	RET-POLICE OFFICER	294	546	284	574
068002	CLOTHING	-	-	3,000	1,500
<b>EXP</b>		<b>1,309</b>	<b>2,416</b>	<b>4,299</b>	<b>4,123</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>DISPATCH</b>					
<b>01-740-530-00-110-412</b>					
011001	REGULAR SALARIES	676,148	566,606	692,028	690,364
011063	SHIFT DIFFERENTIAL	27,342	18,082	28,017	27,878
012001	PART TIME SALARIES	13,561	3,282	13,900	14,178
014041	OVERTIME	72,746	109,932	82,747	84,401
015001	LONGEVITY	4,742	4,042	4,376	3,281
018032	TRAINING STIPEND	2,295	513	2,500	2,611
022001	SOCIAL SECURITY	50,009	41,384	51,849	51,805
022501	MEDICARE	11,583	9,806	12,011	11,998
023001	RETIREMENT	89,364	78,529	90,971	90,844
023002	RET-POLICE OFFICER	-	2,670	-	-
034101	PAGERS	527	1,861	542	553
034103	TELEPHONE	27,335	30,015	28,155	30,166
034104	CELLULAR PHONES	22,688	22,934	25,369	25,876
034203	COMPUTER/SOFTWARE MAINT	61,395	35,955	63,237	71,000
039001	PROFESSIONAL SERVICES	-	1,262	500	2,600
043012	REPAIRS-COMMUNICATION	1,862	428	1,917	1,956
043018	REPAIRS-EQUIPMENT	5,297	1,312	5,456	3,065
054050	TRAINING	3,243	3,205	4,840	4,937
056001	DUES PROFESSIONAL ORGANIZ	1,157	222	1,192	1,216
057101	TRAVEL AND CONFERENCE	3,209	2,445	4,805	4,901
061002	MISCELLANEOUS SUPPLIES	1,240	692	1,277	800
061003	MEETING SUPPLIES	362	178	373	200
062001	OFFICE SUPPLIES	519	499	535	545
062006	MOTOROLA POTABLE BATTERIE	8,908	-	9,176	8,859
062007	COMPUTER/PRINTER SUPPLIES	1,468	1,853	1,512	1,543
067001	BOOKS & PERIODICALS	578	32	596	100
068001	CLOTHING ALLOWANCE	7,764	5,985	7,948	8,098
068002	CLOTHING	602	-	620	1,200
074001	EQUIPMENT	3,290	18,686	3,788	3,864
075001	FURNITURE AND FIXTURES	2,248	-	2,316	2,362
<b>TOTAL</b>		<b>1,101,482</b>	<b>962,412</b>	<b>1,142,553</b>	<b>1,151,201</b>

**ADMINISTRATION**  
**01-740-610-00-110-412**

011001	REGULAR SALARIES	364,996	365,221	374,927	394,181
011041	SALARIES UNIFORM PERSONNE	330,147	317,328	341,677	348,423
012001	PART TIME SALARIES	24,599	18,970	25,241	25,754
012041	COMMISSIONER STIPEND	3,600	3,500	3,600	3,600
014041	OVERTIME	58,225	59,283	58,226	59,388
015001	LONGEVITY	4,569	5,247	5,232	6,290
017001	HOLIDAY PREMIUM PAY	8,290	7,919	8,551	8,476
018030	STIPEND	-	-	5,000	5,000
018034	EDUCATION STIPEND	3,735	3,194	5,433	6,885
022001	SOCIAL SECURITY	25,497	24,268	26,175	30,452
022501	MEDICARE	11,631	11,677	12,001	13,117
023001	RETIREMENT	43,534	44,173	43,944	50,025
023002	RET-POLICE OFFICER	115,047	124,676	115,026	117,544
034203	COMPUTER/SOFTWARE MAINT	1,646	5,053	1,695	11,320
039001	PROFESSIONAL SERVICES	14,087	15,553	14,510	14,800
043018	REPAIRS-EQUIPMENT	643	170	662	676
044002	RENTAL OTHER EQUIPMENT	10,844	9,597	1,800	1,836
044006	PRINTING LEASE/MAINT	-	-	9,369	9,556
053001	ADVERTISING	1,205	783	1,241	1,000
054050	TRAINING	14,652	3,677	23,092	13,554
055050	PRINTING	2,299	3,760	2,368	2,415
056001	DUES PROFESSIONAL ORGANIZ	6,644	6,246	6,843	6,980
057101	TRAVEL AND CONFERENCE	9,341	12,361	11,621	11,854
057103	COURT MILEAGE	-	(39)	-	-
061002	MISCELLANEOUS SUPPLIES	4,574	6,295	4,711	5,300



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
061003	MEETING SUPPLIES	643	1,786	662	800
062001	OFFICE SUPPLIES	4,433	5,118	4,566	4,657
062004	PHOTO SUPPLIES	-	13	-	-
062007	COMPUTER/PRINTER SUPPLIES	3,475	2,572	3,579	3,651
062010	COPYING SUPPLIES	2,410	1,673	2,483	2,532
062501	POSTAGE	6,337	4,147	6,527	6,000
063501	GASOLINE	-	220	-	200
067001	BOOKS & PERIODICALS	5,275	3,580	5,433	5,000
068001	CLOTHING ALLOWANCE	2,272	2,422	2,308	2,346
069004	CHIEF'S EXPENSE	2,410	1,392	2,483	2,000
072006	CONSTRUCTION	-	15,534	-	-
074001	EQUIPMENT	1,202	-	3,239	3,303
074003	SOFTWARE	-	4,635	-	-
075001	FURNITURE AND FIXTURES	2,721	27,199	2,802	2,858
<b>Administration</b>		<b>1,090,983</b>	<b>1,119,203</b>	<b>1,137,027</b>	<b>1,181,773</b>
<b>FLEET MAINTENANCE</b>					
<b>01-740-610-06-110-412</b>					
043010	REPAIRS-VEHICLE BY OUTSID	46,379	28,282	47,770	38,725
063001	TIRES AND BATTERIES	9,264	7,935	9,542	9,733
063501	GASOLINE	55,759	75,371	62,432	70,000
066001	VEHICLE REPAIRS	4,336	2,825	4,466	4,000
066002	VEHICLE OUTFIT	14,288	2,754	14,716	15,011
<b>Fleet Maintenance</b>		<b>130,026</b>	<b>117,166</b>	<b>138,926</b>	<b>137,469</b>
<b>PERSONNEL AND TRAINING</b>					
<b>01-740-610-08-110-412</b>					
011001	REGULAR SALARIES	48,817	48,817	50,042	51,043
011041	SALARIES UNIFORM PERSONNE	152,725	152,735	157,508	146,567
014041	OVERTIME	9,315	6,542	11,317	11,541
014042	O/T-EDUCATION	69,005	61,757	75,005	76,505
014067	O/T BACKGROUND INVESTIGAT	8,718	8,037	10,718	10,932
015001	LONGEVITY	2,117	2,117	2,306	1,980
017001	HOLIDAY PREMIUM PAY	6,753	6,748	6,969	6,485
018034	EDUCATION STIPEND	2,624	2,624	3,313	3,859
018042	SPECIAL DETAIL	2,301	2,301	2,347	1,729
022001	SOCIAL SECURITY	3,778	3,025	3,874	3,954
022501	MEDICARE	4,384	4,043	4,637	4,508
023001	RETIREMENT	5,646	5,727	5,715	5,835
023002	RET-POLICE OFFICER	74,387	70,954	76,366	73,536
034203	COMPUTER/SOFTWARE MAINT	3,632	375	8,241	3,000
039001	PROFESSIONAL SERVICES	4,251	798	4,378	1,000
039009	PROF/SERV-HIRING	8,468	4,803	8,722	14,000
053001	ADVERTISING	2,245	885	2,312	1,000
054050	TRAINING	11,811	16,913	14,665	14,958
056001	DUES PROFESSIONAL ORGANIZ	598	528	616	628
057101	TRAVEL AND CONFERENCE	1,772	5,640	1,826	2,000
061002	MISCELLANEOUS SUPPLIES	2,649	5,707	2,728	5,000
061003	MEETING SUPPLIES	250	223	258	263
062001	OFFICE SUPPLIES	361	586	372	500
062007	COMPUTER/PRINTER SUPPLIES	773	277	797	800
067001	BOOKS & PERIODICALS	1,303	54	1,342	200
068001	CLOTHING ALLOWANCE	1,725	1,725	1,759	1,795
068002	CLOTHING	1,953	393	2,011	2,051
074001	EQUIPMENT	44,846	29,644	46,191	47,115
074003	SOFTWARE	5,000	-	5,150	500
075001	FURNITURE AND FIXTURES	562	4,270	578	1,600
<b>Personnel and Training</b>		<b>482,769</b>	<b>448,248</b>	<b>512,063</b>	<b>494,884</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**AUTOMATED INFORMATION SYSTEMS**

**01-740-610-10-110-412**

011001	REGULAR SALARIES	116,562	118,600	129,288	136,115
014041	OVERTIME	1,557	2,245	3,557	3,627
015001	LONGEVITY	900	900	974	1,046
022001	SOCIAL SECURITY	7,379	7,172	8,328	8,760
022501	MEDICARE	1,726	1,677	1,947	2,049
023001	RETIREMENT	13,825	13,855	15,617	16,408
034203	COMPUTER/SOFTWARE MAINT	62,485	70,902	105,880	98,000
039001	PROFESSIONAL SERVICES	578	-	596	250
043018	REPAIRS-EQUIPMENT	413	865	426	800
054050	TRAINING	7,010	2,100	7,220	7,365
056001	DUES PROFESSIONAL ORGANIZ	-	213	-	200
057101	TRAVEL AND CONFERENCE	1,059	3,327	1,091	2,000
061002	MISCELLANEOUS SUPPLIES	121	180	124	127
061003	MEETING SUPPLIES	91	-	94	-
062001	OFFICE SUPPLIES	-	670	-	-
062007	COMPUTER/PRINTER SUPPLIES	3,606	4,314	3,715	5,000
067001	BOOKS & PERIODICALS	236	11	243	100
074001	EQUIPMENT	1,500	2,157	1,545	2,000
074003	SOFTWARE	1,559	5,797	1,606	1,638
075001	FURNITURE AND FIXTURES	-	-	-	500
<b>AIS</b>		<b>220,607</b>	<b>234,986</b>	<b>282,251</b>	<b>285,985</b>

**COMMUNITY RELATIONS**

**01-740-610-11-110-412**

014041	OVERTIME	3,000	6,259	10,000	10,200
022001	SOCIAL SECURITY	-	5	-	-
022501	MEDICARE	44	87	145	148
023001	RETIREMENT	-	10	-	-
023002	RET-POLICE OFFICER	883	1,811	2,843	2,900
061002	MISCELLANEOUS SUPPLIES	-	170	910	910
<b>CR</b>		<b>3,927</b>	<b>8,343</b>	<b>13,898</b>	<b>14,158</b>

**RECORDS DIVISION**

**01-740-610-12-110-412**

011001	REGULAR SALARIES	58,999	58,999	60,480	61,690
014041	OVERTIME	650	-	652	662
015001	LONGEVITY	1,000	1,000	1,076	1,150
022001	SOCIAL SECURITY	3,760	3,698	3,872	4,077
022501	MEDICARE	879	865	905	953
023001	RETIREMENT	6,902	6,828	6,975	7,344
034203	COMPUTER/SOFTWARE MAINT	585	-	602	614
039001	PROFESSIONAL SERVICES	3,012	3,283	3,102	3,164
043018	REPAIRS-EQUIPMENT	481	-	495	505
054050	TRAINING	481	-	495	505
056001	DUES PROFESSIONAL ORGANIZ	-	87	-	-
061002	MISCELLANEOUS SUPPLIES	227	-	234	764
062001	OFFICE SUPPLIES	985	666	1,010	505
062007	COMPUTER/PRINTER SUPPLIES	1,205	67	1,241	1,266
067001	BOOKS & PERIODICALS	121	11	124	127
075001	FURNITURE AND FIXTURES	-	100	-	-

<b>Records</b>		<b>79,287</b>	<b>75,603</b>	<b>81,263</b>	<b>83,326</b>
<b>POLICE</b>	<b>Total</b>	<b>11,280,229</b>	<b>11,155,190</b>	<b>11,830,799</b>	<b>12,211,362</b>

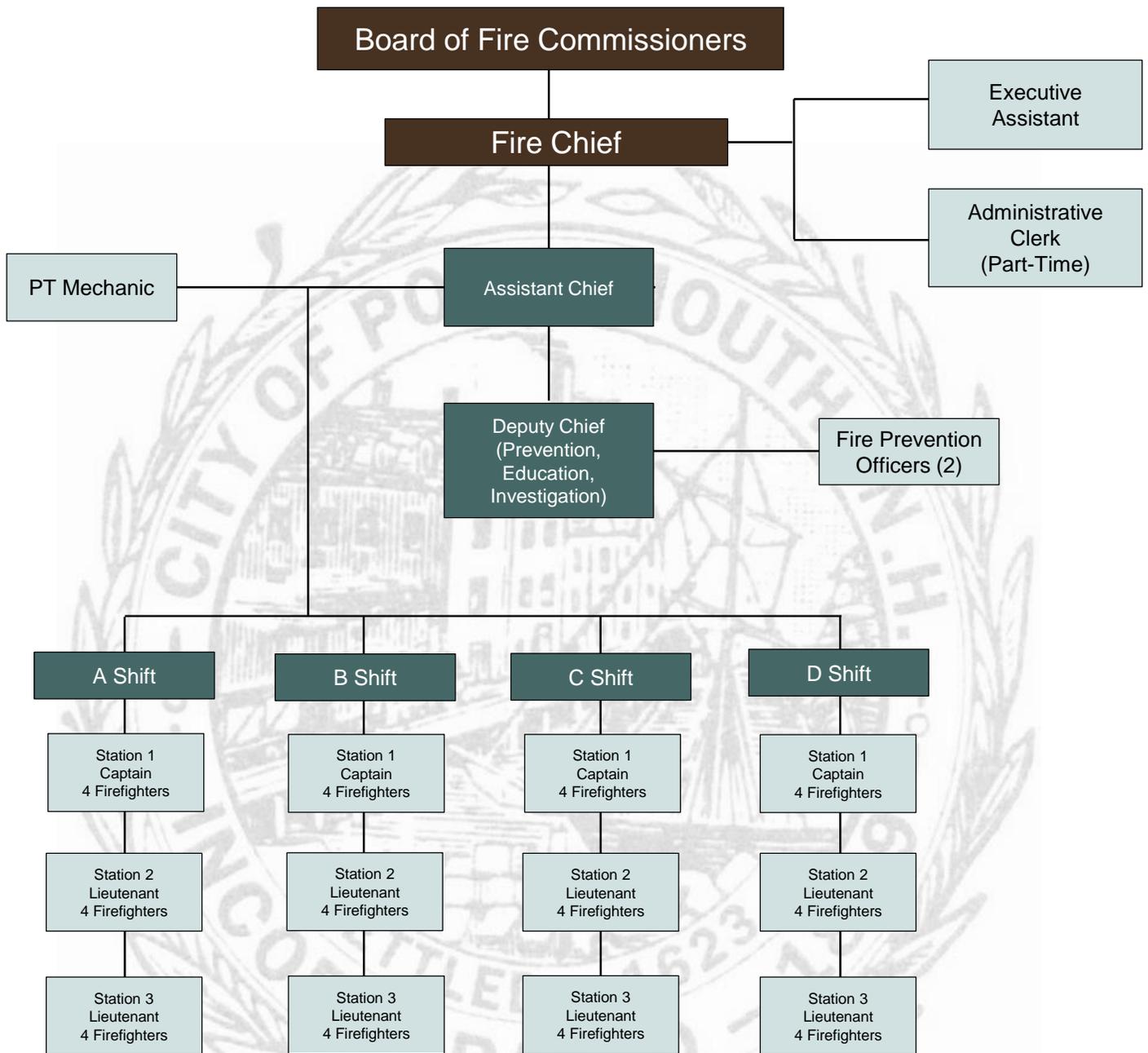




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# Fire Department



## Mission

Provide quality emergency, life safety and prevention services for our citizens, businesses and visitors, with the highest level of valor, integrity, commitment, teamwork and community involvement.

## Vision

The vision of the Portsmouth Fire Department is to be a recognized leader in the fire service, respected by our citizens for anticipating and responding to their ever changing needs. The department will embrace new technologies and techniques, focusing on training and education to provide the highest level of customer services and satisfaction in a professional and caring manner.





# Fire Department

## Services Overview

- ✓ Fire Protection
- ✓ Emergency Medical Services
- ✓ Hazardous Materials and Disaster Response
- ✓ Marine and Waterfront Fire and Medical Response
- ✓ Community Services
- ✓ Community Risk Reduction
- ✓ Emergency Management



## Position Summary Schedule

Positions Full Time	FY19	FY20	FY21
Fire Chief	1	1	1
Assistant Chief	0	0	1
Deputy Fire Chief	2	2	1
Fire Prevention Officer	1	2	2
Executive Assistant	1	1	1
Shift Captain	4	4	4
Shift Lieutenant	8	8	8
Firefighter/ Paramedic	16	16	20
Firefighter/ Advanced EMT	22	25	23
Firefighter/ EMT	7	7	5
<b>Totals Full Time</b>	<b>62.00</b>	<b>66.00</b>	<b>66.00</b>
Positions Part-Time	FY19	FY20	FY21
P/T Admin Clerk	1	1	1
P/T Fire Alarm Inspector	1	0	0
P/T Mechanic	1	1	1
<b>Totals Part Time</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>

## Department Budget Comments

The FY21 Fire Department requested budget is \$9,624,468, an increase of \$276,818 or a 2.96% over FY20.

The most significant impacts to the budget are related to the addition of three (3) firefighters and one (1) fire prevention officer position that were phased in incrementally over FY20, significant increase in worker's compensation costs, and cost of living (COLA) adjustments per adopted collective bargaining agreements.

This recommended budget:

- 1) Strengthens and ensures the reliable delivery of essential emergency and non-emergency services and
- 2) Enhances the safety of the city's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement.

The department has implemented inspection fees and increased permitting fees to offset the cost of the additional fire prevention officer.



## Budget Summary of Expenditures

	FY19	FY19	FY20	FY21
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>FIRE DEPARTMENT</b>				
SALARIES	3,710,106	3,580,733	3,898,675	4,032,282
PART-TIME SALARIES	66,045	53,107	47,729	48,873
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	689,500	762,278	689,500	689,500
HOLIDAY	147,688	146,302	157,416	159,153
LONGEVITY	38,085	32,533	30,939	30,865
CERTIFICATION STIPENDS	268,692	261,982	315,258	311,387
RETIREMENT	1,564,945	1,519,035	1,548,288	1,578,681
HEALTH INSURANCE	1,346,054	1,346,054	1,408,377	1,465,134
DENTAL INSURANCE	68,547	59,352	70,124	72,718
INSURANCE REIMBURSEMENT	97,146	90,241	101,599	81,996
LEAVE AT TERMINATION	70,084	70,084	70,084	70,084
WORKERS' COMPENSATION	184,460	186,460	306,213	358,871
LIFE AND DISABILITY	27,200	19,090	28,109	19,414
OTHER BENEFITS	116,857	111,394	118,226	128,442
TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)
<i>Contractual Obligations</i>	<i>8,374,009</i>	<i>8,217,245</i>	<i>8,769,137</i>	<i>9,026,000</i>
TRAINING/EDUCATION/CONFERENCES	23,000	48,803	31,000	31,000
ELECTRICITY	55,000	44,839	48,000	48,000
NATURAL GAS	36,070	32,634	37,152	38,267
GASOLINE	58,000	40,909	58,000	58,000
CONTRACTED SERVICES	52,325	47,035	55,000	53,000
PROFESSIONAL ORGANIZATION DUES	13,901	12,709	13,901	13,901
OTHER OPERATING	354,000	449,849	335,460	356,300
<i>Other Operating</i>	<i>592,296</i>	<i>676,777</i>	<i>578,513</i>	<i>598,468</i>
<b>TOTAL</b>	<b>8,966,305</b>	<b>8,894,022</b>	<b>9,347,650</b>	<b>9,624,468</b>

## Programs and Services

### Fire Protection -

- Fire response and mitigation services – two (2) staffed engines, one (1) staffed ladder truck, two (2) staffed ambulances.

### Emergency Medical Services-

- Ambulance response and transport – two (2) staffed units.
- Advanced EMT and Paramedic level response and care.

### Hazardous Materials and Disaster Response-

- Initial hazardous materials response, identification and containment services – Certified HM operations, decontamination and technician level personnel. Support to and from Regional HAZ-MAT team.
- Special rescue: building collapse, confined space, heights rescue and mass casualty response – NH FST Certified Technical and Confined Space Rescue personnel.



**Marine and Waterfront Fire and Medical Response-**

- Fire, medical and environmental response and mitigation services – one (1) 26’ rigid hull inflatable stationed at the NH Port Authority and one (1) 14’ Zodiac rescue boat, available year round, both staffed through on-duty personnel.

**Community Services-**

- Investigation and safety services – through on-duty and staff personnel.
- Includes, but not limited to, wires down, odor investigations, burn permits, burst pipes, flooded basements, lift assists and evaluation of minor medical issues.

**Community Risk Reduction -**

- Life safety, fire education, occupancy inspection, fire code enforcement, fire investigation services – one (1) Deputy Fire Chief, two (2) Fire Prevention Officers.

**Emergency Management-**

- Local and regional emergency preparedness, response, recovery and mitigation for man-made and natural disasters.
- Radiological emergency response program (Seabrook Station) and regional health planning.
- Fire Chief serves as the Emergency Management Coordinator, support from department and City staff.

<u>Goals and Objectives</u>	
<p><b>Goal #1:</b></p> <p>The Department will strengthen reliable delivery of essential emergency and non-emergency services.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Increase on-duty available staffing by one firefighter per shift.</li> <li>✓ Ensure that the deployment and distribution of personnel, apparatus and fire stations supports equal coverage to all areas of the city.</li> <li>✓ Continue to utilize and train on innovative concepts and equipment to increase efficiency and reduce injuries.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p>The Department will enhance the safety of the city’s citizens, property owners, workforce, and visitors through comprehensive education and code enforcement</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Conduct plans review on 100% of construction or renovation projects involving fire protection or fire alarm features.</li> <li>✓ Implement fire and injury prevention initiatives through public education that focus on the City’s high risk populations.</li> <li>✓ Ensure compliance with applicable fire and life safety laws, codes and standards through annual inspections of 100% of the City’s place of assembly occupancies.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	



<p><b>Goal #3:</b></p> <p>The Department will provide effective, efficient and customer-centered services.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Promote opportunities to receive honest input and feedback from citizens, business owners and elected officials on operations of the Department.</li> <li>✓ Maintain 90% customer satisfaction level.</li> <li>✓ Identify process improvements and implement cost-saving changes.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	

Performance Measure

**Response Times (minutes)**

<i>Performance</i>	2017	2018	2019
<b>Goal of 8 minutes or less for All Ambulance Incidents</b>			
90% benchmark	10 min	9 min	9 min
50% (average)	5 min	5 min	5 min

**Billable Services Collection Rates**  
*76% Mean Collection Rate for Last 3 Years*

	2017	2018	2019
Net Payments	\$899,076	\$996,818	\$1,004,003
Net Commitments	\$1,444,348	\$1,378,099	\$1,409,582
Collection Rate	61.6%	72.3%	71.2%

**Overview of Activity – Fiscal Year 2019**  
 Fire/Rescue Related Services – 2,755  
 Emergency Medical Services – 3,383



**FY2020 BUDGETED POSITION AND SALARY DETAIL**

<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>FIRE DEPARTMENT</b>		
27/E	CHIEF	137,674
23/D	ASSISTANT FIRE CHIEF	104,793
22/D-E	DEPUTY FIRE CHIEF	108,221
13/H	EXECUTIVE ASSISTANT	73,367
<b>TOTAL ADMINISTRATION</b>		<b>424,055</b>
E/F	FIRE OFFICER/PARAMEDIC - CPT	78,419
F	FIRE OFFICER/PARAMEDIC - CPT	80,499
E/F	FIRE OFFICER/PARAMEDIC - CPT	77,528
D	FIRE OFFICER/PARAMEDIC - CPT	74,428
E/F	FIRE OFFICER/PARAMEDIC - CPT INSPECTOR	78,443
E	FIRE OFFICER/AEMT - CPT INSPECTOR	77,372
A/B	FIRE OFFICER/PARAMEDIC - LT	64,047
C	FIRE OFFICER/PARAMEDIC - LT	70,406
C	FIRE OFFICER/PARAMEDIC - LT	70,406
B/C	FIRE OFFICER/PARAMEDIC - LT	69,093
B/C	FIRE OFFICER/PARAMEDIC - LT	67,735
C	FIRE OFFICER/PARAMEDIC - LT	70,406
B/C	FIRE OFFICER/PARAMEDIC - LT	66,592
A/B	FIRE OFFICER/AEMT - LT	65,021
<b>TOTAL FIRE OFFICERS</b>		<b>1,010,394</b>
F	FIRE FIGHTER/PARAMEDIC	58,802
C/D	FIRE FIGHTER/PARAMEDIC	52,024
B/C	FIRE FIGHTER/AEMT	47,656
E/F	FIRE FIGHTER/PARAMEDIC	58,802
F	FIRE FIGHTER/AEMT	58,802
A/B	FIRE FIGHTER/AEMT	47,181
F	FIRE FIGHTER/PARAMEDIC	58,802
F	FIRE FIGHTER/PARAMEDIC	58,802
F	FIRE FIGHTER/PARAMEDIC	58,802
F	FIRE FIGHTER/AEMT	58,802
F	FIRE FIGHTER/AEMT	58,802
F	FIRE FIGHTER/AEMT	58,802
F	FIRE FIGHTER/BASIC	57,088
F	FIRE FIGHTER/AEMT	58,802
F	FIRE FIGHTER/AEMT	58,802
A/B	FIRE FIGHTER/PARAMEDIC	47,276
C/D	FIRE FIGHTER/PARAMEDIC	51,907
F	FIRE FIGHTER/PARAMEDIC	58,802
F	FIRE FIGHTER/PARAMEDIC	58,802
B/C	FIRE FIGHTER/PARAMEDIC	48,921
C/D	FIRE FIGHTER/PARAMEDIC	50,477
F	FIRE FIGHTER/BASIC	57,088
F	FIRE FIGHTER/AEMT	58,802
B/C	FIRE FIGHTER/AEMT	49,603
F	FIRE FIGHTER/AEMT	58,802
D/E	FIRE FIGHTER/AEMT	52,862
F	FIRE FIGHTER/PARAMEDIC	58,802
F	FIRE FIGHTER/BASIC	57,088
B/C	FIRE FIGHTER/PARAMEDIC	48,459
D/E	FIRE FIGHTER/PARAMEDIC	57,148
F	FIRE FIGHTER/AEMT	58,802
F	FIRE FIGHTER/BASIC	57,088
A/B	FIRE FIGHTER/PARAMEDIC	46,935
A/B	FIRE FIGHTER/AEMT	45,901
A	FIRE FIGHTER/PARAMEDIC	45,000
F	FIRE FIGHTER/BASIC	57,088
A/B	FIRE FIGHTER/AEMT	46,091
F	FIRE FIGHTER/PARAMEDIC	58,802
A/B	FIRE FIGHTER/AEMT	46,186



**FY2020 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>FIRE DEPARTMENT</b>			
	C/D	FIRE FIGHTER/PARAMEDIC	51,960
	F	FIRE FIGHTER/AEMT	58,802
	F	FIRE FIGHTER/AEMT	58,802
	F	FIRE FIGHTER/AEMT	58,802
	A/B	FIRE FIGHTER/AEMT	45,996
	A/B	FIRE FIGHTER/AEMT	45,816
	A/B	FIRE FIGHTER/AEMT	45,721
	A/B	FIRE FIGHTER/AEMT	45,626
		<b>TOTAL FIRE FIGHTERS</b>	<b>2,597,833</b>
		P/T MECHANIC	20,000
		P/T FIRE ALARM	0
	7A	P/T ADMIN. CLERK	28,873
		<b>TOTAL PART- TIME</b>	<b>48,873</b>
		<b>TOTAL ADMINISTRATION</b>	<b>424,055</b>
		<b>TOTAL FIREFIGHTERS &amp; OFFICERS</b>	<b>3,608,227</b>
		<b>TOTAL PART-TIME</b>	<b>48,873</b>
		<b>TOTAL PERSONNEL</b>	<b>4,081,156</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>FIRE DEPARTMENT</b>					
<b>FIRE FIGHTERS</b>					
<b>01-741-570-00-125-414</b>					
011041	SALARIES UNIFORM PERSONNE	3,284,125	3,164,644	3,481,532	3,608,227
012033	PT SALARIES-VEHICLE MAINT	20,000	20,569	20,000	20,000
012054	PT SALARIES-ALARM MAINT	20,000	14,498	-	-
014031	O/T EMERGENCY RECALL	120,000	142,275	120,000	120,000
014032	O/T EARNED TIME LV COVERA	455,000	478,761	455,000	455,000
014033	O/T DISABILITY LEAVE COVE	27,000	55,317	27,000	27,000
014034	O/T WORKERS COMP COVERAGE	25,000	1,148	25,000	25,000
014042	O/T-EDUCATION	60,000	80,092	60,000	60,000
015001	LONGEVITY	34,082	28,450	26,133	24,983
017001	HOLIDAY PREMIUM PAY	147,688	146,302	157,416	159,153
018031	CERTIFICATION STIPEND	268,692	261,982	315,258	311,387
021001	INSURANCE-HEALTH	1,229,907	1,229,907	1,286,852	1,338,712
021101	INSURANCE-DENTAL	62,908	54,994	64,355	66,736
021501	INSURANCE-LIFE	7,488	5,963	7,852	6,062
021601	INSURANCE-DISABILITY	16,421	10,972	17,220	11,186
022001	SOCIAL SECURITY	1,240	362	-	-
022501	MEDICARE	65,197	61,821	69,122	70,365
023003	RET-FIREFIGHTER	1,433,897	1,399,145	1,434,404	1,460,193
036001	PROF SERVICE-CLEANING	14,000	13,810	14,000	14,000
039071	FIRE PREVENTION	3,000	3,007	3,000	3,000
054050	TRAINING	6,000	18,866	9,000	9,000
068001	CLOTHING ALLOWANCE	34,800	34,200	34,800	42,000
068003	PROTECTIVE CLOTHING	25,000	37,141	25,000	25,000
074001	EQUIPMENT	9,000	27,740	9,000	9,000
<b>TOTAL</b>		<b>7,370,445</b>	<b>7,291,967</b>	<b>7,661,944</b>	<b>7,866,004</b>
<b>AMBULANCE</b>					
<b>01-741-580-00-125-414</b>					
039003	PROF/SERVICES-LICENSING	2,500	5,500	2,500	2,500
043015	REPAIRS-FIRE EQUIPMENT	10,000	11,975	10,000	12,580
054050	TRAINING	8,000	28,428	13,000	13,000
061002	MISCELLANEOUS SUPPLIES	22,000	21,692	22,000	22,000
074001	EQUIPMENT	2,000	2,003	2,000	2,000
Ambulance		<b>44,500</b>	<b>69,597</b>	<b>49,500</b>	<b>52,080</b>
<b>FIRE ADMINISTRATION</b>					
<b>01-741-610-00-125-414</b>					
011001	REGULAR SALARIES	425,981	416,088	417,143	424,055
011061	INSURANCE REIMBURSEMENT	97,146	90,241	101,599	81,996
012001	PART TIME SALARIES	26,045	18,040	27,729	28,873
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	2,500	4,684	2,500	2,500
015001	LONGEVITY	4,003	4,083	4,806	5,882
016001	LEAVE AT TERMINATION	70,084	70,084	70,084	70,084
021001	INSURANCE-HEALTH	116,147	116,147	121,525	126,422
021101	INSURANCE-DENTAL	5,639	4,358	5,769	5,982
021501	INSURANCE-LIFE	1,031	752	951	761
021601	INSURANCE-DISABILITY	2,260	1,403	2,086	1,405
022001	SOCIAL SECURITY	6,192	5,991	6,362	6,778
022501	MEDICARE	8,078	7,670	6,592	7,949
023001	RETIREMENT	8,108	8,645	7,963	11,085
023003	RET-FIREFIGHTER	122,940	111,245	105,921	107,403
026002	INSURANCE-WORKERS COMP	184,460	186,460	306,213	358,871
031001	PROF SERVICES-ENERGY CONT	37,325	31,325	40,000	38,000



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
034103	TELEPHONE	30,000	31,404	30,000	30,000
034104	CELLULAR PHONES	14,000	11,571	14,000	14,000
035001	PROF SERVICE-MEDICAL EXAM	3,000	7,506	3,000	3,000
039070	PROFESSIONAL SERVICES	1,000	1,900	1,000	1,000
041002	ELECTRICITY	55,000	44,839	48,000	48,000
041101	NATURAL GAS	36,070	32,634	37,152	38,267
041205	WATER /SEWER FEES	18,000	11,483	18,720	18,720
043001	REPAIRS-STRUCTURAL	25,000	24,765	27,000	27,000
043012	REPAIRS-COMMUNICATION	9,000	10,114	11,000	11,000
043018	REPAIRS-EQUIPMENT	40,000	21,820	25,000	25,000
043019	REPAIRS-SCBA	7,000	17,419	7,000	7,000
043021	REPAIRS-FIRE ALARM SYS	10,000	3,407	10,000	5,000
043024	REPAIRS-VEHICLE	75,000	105,490	76,740	100,000
044006	PRINTING LEASE/MAINT	-	-	4,000	4,000
053001	ADVERTISING	500	975	500	500
054051	EDUCATION	4,000	-	4,000	4,000
055050	PRINTING	250	384	250	250
056001	DUES PROFESSIONAL ORGANIZ	3,000	1,808	3,000	3,000
056005	DUES REGIONAL HAZMAT TEAM	10,901	10,901	10,901	10,901
057101	TRAVEL AND CONFERENCE	5,000	1,510	5,000	5,000
061002	MISCELLANEOUS SUPPLIES	15,000	30,429	15,000	15,000
061003	MEETING SUPPLIES	300	307	300	300
062001	OFFICE SUPPLIES	5,000	6,318	5,000	5,000
062501	POSTAGE	1,000	1,113	1,000	1,000
063601	DIESEL FUEL	58,000	40,909	58,000	58,000
064001	JANITORIAL SUPPLIES	6,000	6,076	6,000	6,000
067001	BOOKS & PERIODICALS	200	-	200	200
068001	CLOTHING ALLOWANCE	1,350	1,350	1,350	1,350
068002	CLOTHING	1,250	5,366	1,250	1,250
074001	EQUIPMENT	-	3,000	-	-
075001	FURNITURE AND FIXTURES	16,000	16,962	6,000	6,000
076003	VEHICLES-FIRE	-	21,917	-	-
091005	TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)
099006	COPIER LEASE	4,000	2,965	-	-
<b>Fire Administration</b>		<b>1,551,360</b>	<b>1,532,458</b>	<b>1,636,206</b>	<b>1,706,384</b>
<b>FIRE</b>	<b>Total</b>	<b>8,966,305</b>	<b>8,894,022</b>	<b>9,347,650</b>	<b>9,624,468</b>





# Emergency Management

## Mission

The City of Portsmouth's Emergency Management Office (EMO) establishes policy, plans and procedures to insure the safety of the citizens of Portsmouth in the event of a large-scale emergency. This includes adequate inventories of emergency management supplies, and training City staff in their roles in the City's Emergency Management Team.

## Department Budget Comments

The FY21 proposed budget for Emergency Management is \$12,014, this represents a decrease of \$3,500 (or 22.56%) over FY20.

Budget expenses would increase dramatically in the event of an actual emergency. Currently, the EMO and the Health Department are taking advantage of grants and State funding sources to offset operational and planning expenses.

The EMO utilizes budget funds to augment State funding for our emergency plans along with our primary and secondary Emergency Operations Centers.



## Budget Summary of Expenditures

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>EMERGENCY MANAGEMENT</b>				
OVERTIME	6,000	294	6,000	6,000
RETIREMENT	1,914	94	1,914	1,914
OTHER BENEFITS	100	4	100	100
OTHER OPERATING	4,000	-	7,500	4,000
<b>TOTAL</b>	<b>12,014</b>	<b>392</b>	<b>15,514</b>	<b>12,014</b>

## Programs and Services

### **Organization and Preparedness-**

- Serve as coordinating agency for Citywide emergency preparedness for natural and man-made disasters
- Organize, administer and attend training sessions designed to fulfill the mission
- Publish and disseminate materials and emergency response plans to appropriate agencies and first responders



## Goals and Objectives

<p><b>Goal #1:</b></p> <p>Maintain and revise local emergency response plans to meet federal requirements for grant funding and emergency preparedness.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Assist in maintaining school emergency plans</li> <li>✓ Maintain the City's Emergency Operations, Hazard Mitigation, and Continuity of Operation Plans</li> <li>✓ Develop long-range recovery plans to address natural, technological and terrorism hazards</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect  City Operations and Assets</li> </ul>	
<p><b>Goal #2:</b></p> <p>Insure readiness of the City's Emergency Management team to respond to, coordinate and mitigate emergencies of a magnitude that would require activation of the Emergency Operations Center.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Participate in monthly Emergency Services/Management meetings</li> <li>✓ Provide training for all members of the Emergency Operations Staff</li> <li>✓ Participate in drills and graded exercises for Seabrook Station Emergency Planning Zone</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcome, Safe and Diverse Community </li> </ul>	

## Portsmouth Emergency Management Team

Emergency Management Director – Karen Conard, Portsmouth City Manager  
 Emergency Management Coordinator- Todd Germain, Fire Chief

### City Representatives

City Manager's Office - Nancy Colbert Puff  
 Fire – Patrick Howe  
 Police – Robert Merner  
 Public Works - Peter Rice  
 Schools - Steve Zadravec  
 Human Resources - Vacant  
 Health - Kim McNamara

### Additional Resource Agencies

NH Homeland Security & Emergency Management  
 Portsmouth Regional Hospital  
 Portsmouth Housing Authority  
 American Red Cross  
 Community Development Services  
 Community Resource Network  
 Families First  
 Foundation for Seacoast Health  
 Pease –NH Air National Guard  
 United Way of Greater Seacoast  
 Ham Radio Operators  
 Police & Fire Departments from Greenland, New Castle, Newington, North Hampton and Rye

## Performance Measures

Participated in 100% of scheduled emergency workshops and graded exercises for Seabrook Station.

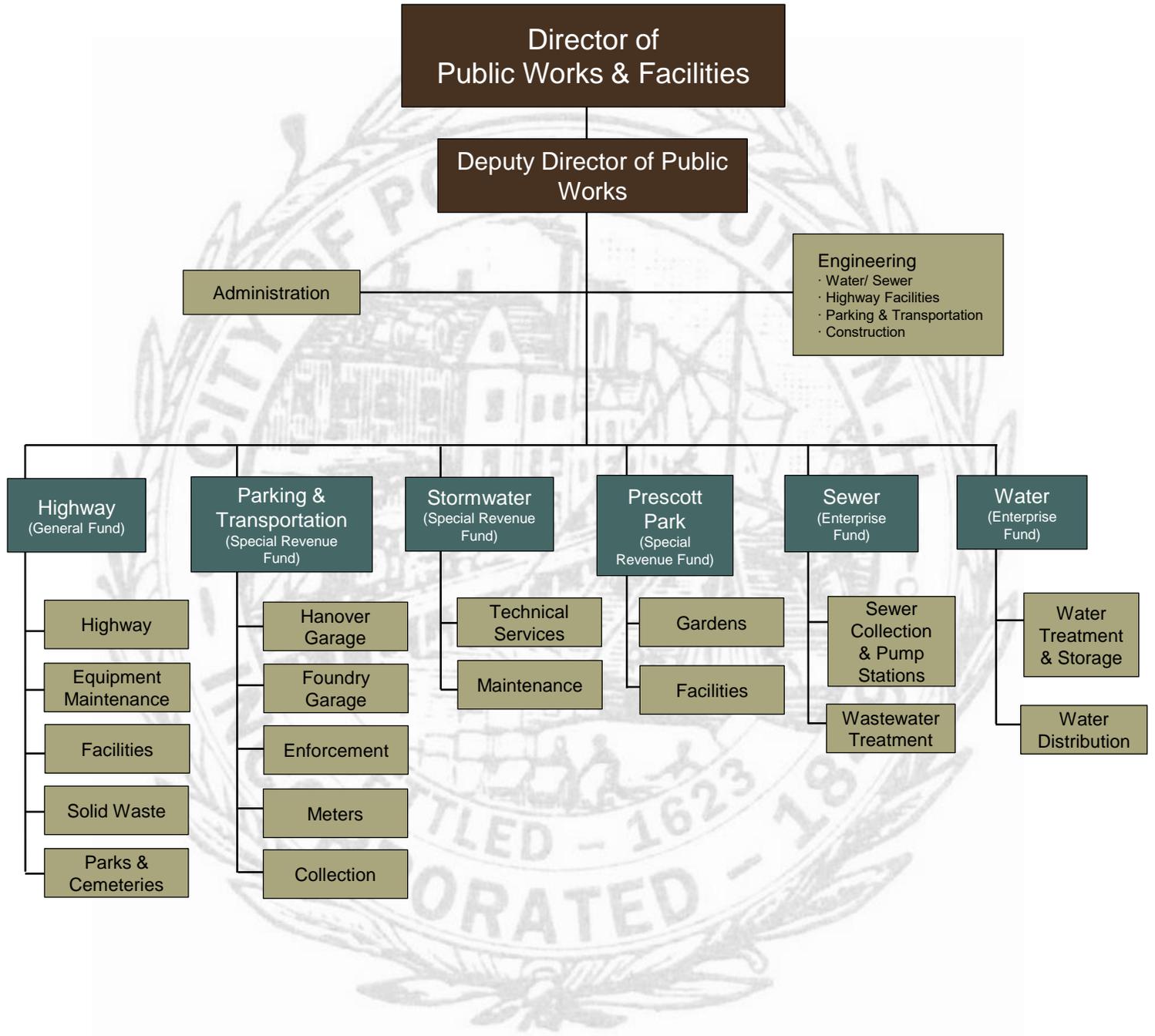
Completed Continuity of Operations Plan with assistance of all city departments.



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>EMERGENCY MANAGEMENT</b>					
<b>01-744-590-00-100-416</b>					
014041	OVERTIME	6,000	294	6,000	6,000
022501	MEDICARE	100	4	100	100
023003	RET-FIREFIGHTER	1,914	94	1,914	1,914
034103	TELEPHONE	1,000	-	1,000	1,000
043032	GENERATOR MAINTENANCE	-	-	3,500	-
061002	MISCELLANEOUS SUPPLIES	3,000	-	3,000	3,000
<b>EM</b>	<b>Total</b>	<b>12,014</b>	<b>392</b>	<b>15,514</b>	<b>12,014</b>



# Public Works Department



## Mission

Our mission is to provide municipal Public Works functions for the benefit of our citizens, businesses and visitors in an efficient and cost-effective manner within budgetary appropriations.





# Public Works Department

## Services Overview

- ✓ Administration
- ✓ Engineering
- ✓ Building Administration
- ✓ Rubbish Removal and Disposal
- ✓ Highway and Street Maintenance
- ✓ Snow Removal
- ✓ Sidewalks
- ✓ Bridge Repairs
- ✓ Equipment Maintenance Facility
- ✓ Tree Program
- ✓ Mosquito Control
- ✓ Parks and Cemeteries

## Department Budget Comments

The Public Works Department's proposed budget is \$7,246,528 for FY21. This is an increase of \$150,653 or 2.12% from the FY20 budget.

The net increase is mainly attributed to:

- Recycling \$104,000
- Solid Waste \$25,000
- Yard Waste \$30,000
- Traffic Line Marking \$50,000
- Highway Maintenance \$33,000

These increases were offset by reductions in budget line items and reprogramming professional services associated with capital projects from operational funds to capital funds. In addition, staffing changes completed during the FY20 budget year allowed for a reduction of full time equivalent (FTE) staff from the approved FY20 budget of 55.05 FTE to 52.85 FTE. These changes include not filling two positions and reassigning one position between the Public

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Director of Public Works & Facilities	1	1	1
Assistant City Manager	0.2	0	0
Operations Manager	0.25	0.25	0.25
Public Information Officer	0.2	0.0	0.0
General Foreman	1	1	1
Business Administrator	0	0.25	0.25
Solid Waste & Sustainability Coord.	1	0	0
Administrative Assistant II	0	0.25	0.25
Administrative Assistant I	0.25	0.00	0.00
Administrative Clerk	0.25	0.25	0.25
Dispatcher	0.25	0.00	0.00
Dispatcher II	0.00	0.25	0.25
Special Projects Coordinator	0.25	0.25	0.25
Construction Technician Supervisor	1	1	1
Construction Project Coordinator	1	1	1
Facilities Manager	0.25	0.25	0.25
Facility Foreman	1	1	1
Highway Foreman	1	1	1
Parks and Greenery Foreman	1	1	1
Tree Supervisor	1	1	1
Electrician	1	1	1
Master Carpenter	0	1	1
Utility Mechanic	5.3	5.0	5.0
U/M - Pool Technician	1	1	1
Custodian Leadman	2	1	1
Custodian 1	6	7	8
Truck Driver 1	6	6	6
Truck Driver 2	2	2	2
Recycling Truck Driver	1	1	1
Sanitation Laborer	5	5	5
Laborer	12	11	11
Equipment Maintenance Foreman	0.3	0.3	0.3
Lead Mechanic	0.3	0.0	0.0
Equipment Mechanic	0.9	1.5	1.5
Utility Mechanic - Inventory Technician	0.3	0.3	0.3
<b>Totals Full Time</b>	<b>54.00</b>	<b>52.85</b>	<b>53.85</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Secretary	0.25	0.25	0.25
Note Taker	1	1	1
Number of Seasonal part-time positions varies throughout the year			
Number of part time engineering project manager positions varies throughout the year			
<b>Totals Part Time</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>



Works Department's other Divisions. This adjustment in staffing allowed for the addition of a new custodial position for the new Senior Activity Center which is shown as an increase from 52.85 FTE to 53.85 FTE in FY21.

<i>Budget Summary of Expenditures</i>				
	FY19	FY19	FY20	FY21
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>PUBLIC WORKS</b>				
SALARIES	2,698,606	2,468,721	2,741,683	2,769,272
PART-TIME SALARIES	42,280	37,915	112,579	112,831
OVERTIME	322,000	333,371	332,000	342,000
LONGEVITY	17,423	15,220	19,017	18,195
RETIREMENT	346,865	316,062	350,501	349,563
OTHER BENEFITS	237,043	209,624	250,463	249,835
<i>Contractual Obligations</i>	<i>3,664,217</i>	<i>3,380,913</i>	<i>3,806,243</i>	<i>3,841,696</i>
TRAINING/EDUCATION/CONFERENCES	18,000	8,023	18,000	18,000
ELECTRICITY	205,000	168,529	190,000	180,000
NATURAL GAS	105,000	79,152	95,000	90,000
GASOLINE	180,000	155,897	160,000	160,000
CONTRACTED SERVICES	484,076	461,072	492,236	427,726
ROAD MAINTENANCE & STRIPING PROGRAM	180,000	82,017	213,000	296,000
RECYCLING	140,000	180,297	210,000	314,000
SOLID AND YARD WASTE	355,000	449,304	355,000	410,000
PROFESSIONAL ORGANIZATION DUES	4,000	3,926	4,000	5,000
OTHER OPERATING	1,248,863	1,566,208	1,304,590	1,226,399
TRANSFER TO STORMWATER	260,067	260,067	247,806	277,707
<i>Other Operating</i>	<i>3,180,006</i>	<i>3,414,493</i>	<i>3,289,632</i>	<i>3,404,832</i>
TOTAL	6,844,223	6,795,407	7,095,875	7,246,528

**Recycling:** Similar to FY20, the cost of curbside recycling continues to increase due to changes in the global market for recyclable materials. Prior to the FY19 our average annual tipping fee for recycled material disposal was \$30/ton. The current tipping fee for recycling is approximately \$120/ ton which is an increase of the FY20 budgeted amount by approximately \$40/ton. Assuming our annual tonnage of recyclable materials is approximately 2,600 tons an additional \$104,000 has been budgeted.

**Solid Waste and Yard Waste:** The solid waste tipping fee has increased from \$64/ton to \$69/ton resulting in an anticipated increase in disposal cost of \$25,000 The FY21 budget reflects this increase. The cost of yard waste disposal has increased by \$30,000.

**Highway Maintenance:** Highway maintenance is budgeted based on our Annual Pavement Condition Report. Due to increasing materials costs our consultants recommended to maintain a level of service increasing our Highway Maintenance budget by \$100,000 in FY20. To minimize the impact to the Department's budget this increase was spread out over three years at \$33,000 per year. The FY21 budget continues this recommended increase.

**Traffic Markings:** The City has historically contracted the painting of City street markings including double yellow lines, and fog lines. Increased crosswalks, directional arrows, stop bars and other street markings has led to a backlog of work the Department is not able to complete annually. This year's Traffic marking contract was expanded to include crosswalks directional arrows stop bars and other street markings exclusive of the Downtown Business District which will be done with City Staff. An additional \$50,000 was included in the FY21 budget.



The Department of Public Works FY21 budget contains no new initiatives. The budget maintains the level of services while at the same time adding the maintenance of the Portsmouth Senior Activity Center, and additional parks along the Market Street Gateway. The FY 21 budget continues the transition from synthetic based products to organic products for weed, turf and mosquito control. In FY 20 staff worked in conjunction with Osborne Organics, Inc., Beyond Pesticides and Stonyfield Organic to develop operating procedures for the Alumni field off of Market Street. The success of this program has led to the reduction in a number of turf management related costs which is reflected in this year's budget. The FY21 budget includes money for use of organic Mosquito control product Merus – 3 produced by Clark. This product uses natural pyrethrins from plant extract to control adult mosquitos. Using Merus for our night time spraying along roadways and organic mosquito larvicide brings the City of Portsmouth's mosquito control program up to 95% organic.

In FY20 the Department continued to use web-based applications to improve service and communication with residents. The Department created on-line permits for blasting, flagging, excavation, and driveways. The Department continues to use Click N' Fix to manage, track, and respond to service requests in a timely manner. This application can be accessed via the City's Web site or by a smart phone application <http://cityofportsmouth.com/publicworks/clicknfix.html>.



In addition to improved communication with our residents, the Portsmouth Click N' Fix platform gives the Department a metric to measure effectiveness of service provided by our current staffing and resources levels. This data has been used to adjust the Department's tree program and solid waste program to reduce response time and improve service. The data collected via this application will continue to improve operations by giving management a data informed decision making tool to adjust staff and resources as needed to better address changing expectations.

The Department of Public Works is taking a holistic collaborative approach to solving problems. The Department is using data to balance the delivery of projects, programs, and services that ensures the long-term health and well-being of the City of Portsmouth. As a result, the department has successfully brought a number of contracted services in-house including tree planting, and turf management. The Department continually reviews contracted services to determine if they continue to be necessary and if they can be done more efficiently and cost effectively in-house.

In FY19, the Department began preliminary design of new athletic fields off of Campus Drive. The new athletic fields are anticipated to be constructed in FY21. In FY19 the Department continued the design of a new recycling facility on the property adjacent to the Department. This upgrade will improve safety at the transfer station and will allow transfer and consolidation of recycled materials and solid waste. This optimization would allow for greater operational flexibility to adjust to changing recycled materials commodity markets. The project will also include space for a swap shop to allow residents that opportunity to increase recycling further.



The Public Works Department's FY21 budget reflects our Department's mission to provide municipal services for the benefit of our citizens, businesses and visitors in an environmentally sustainable and cost-effective manner. This budget allows the Department to maintain additional facilities and parks while addressing increasingly complex issues and challenges facing the City. This budget continues to address increased facilities maintenance, increased parks greenery and cemetery maintenance, roadway maintenance and improved bicycle and pedestrian facilities.



## Programs and Services

**Administration-** Provide overall guidance and direction of work tasks and division resources, supervision of outside consultant/contractor work, and development of special projects.

- Supervise all Public Works functions
- Issue Excavation, Flagging, Blasting, and Driveway Permits
- Oversee Accounts Payable/Receivable
- Negotiate and Bid Utilities, Electric, Natural Gas, and Fuels
- Administer Traffic Control Permits

**Engineering-** Supply engineering services for the design, contract documents, and construction inspection of all City Public Works projects, which includes water, sewer, stormwater, highway, public facilities, and transportation. In addition, provide engineering assistance to other City Departments.

**Building Administration-** Responsible for cleaning, providing utilities, and maintaining municipal buildings and facilities including the Municipal Complex, Public Works facility, Library, Spinnaker Point, Portsmouth Senior Activity Center, Hanover Parking Garage, Foundry Garage and the Indoor and Outdoor pools. In addition, the Department provides assistance with capital projects at City owned facilities that include the Players Ring, Discover Portsmouth Building, Prescott Park, and the South Meeting House. Overall the Department maintains over 286,268 sq. ft. of buildings as well as provides assistance to Fire, Police, and School on an as needed basis, including:

- Custodial Services
- Carpentry
- Plumbing
- Electrical
- HVAC



**Rubbish Removal and Disposal-** Collection, transportation, disposal, and processing of residential waste, recyclables and compostables. Curbside collection provided to over 5,000 households as well as drop off collection at the residential Recycling Center on Peverly Hill Road. Approximately 11,000 tons of material is collected annually. Approximately 5,000 tons of the City's waste is landfilled, 2,000 tons are composted, and almost 4,000 tons are recycled.

- Bulky Waste Collection/Disposal
- Yard Waste Collection/Disposal
- Household Hazardous Waste Collection Days
- Curbside Rubbish Collection/Disposal
- Curbside Recycling Collection/Disposal
- Appliances and CFC (freon) Removal
- Electronics Recycling
- Tire/Battery Recycling



- Motor Oil/Cooking Oil Recycling
- Books, Clothing, and Footwear
- Bicycles
- Food Waste
- Mobility Devices (ie. Crutches)

**Highway and Street Maintenance-** Provide maintenance of approximately 136 miles of City roadways (includes Pease Tradeport roads).

- Traffic Line Markings
- Traffic Sign Maintenance
- Traffic Signal Maintenance
- Weed Control
- Pavement Patching



**Snow Removal-** Clear and remove snow and ice from City roadways, sidewalks, and parking facilities.

**Sidewalks-** Repair and maintain over seventy-seven (77) miles of City sidewalks (brick, concrete, asphalt, and stone).

**Bridge Repairs-** Maintain fifteen (15) city owned bridges and implement the recommendations of the Bridge Evaluation Program.

**Equipment Maintenance Facility -** Maintain and repair the City's equipment fleet which includes lawnmowers, automobiles, pick-up trucks, small and large dump trucks, heavy equipment, and specialized equipment.

**Tree Program -** Provide maintenance, trimming, or removal/replacement services for public trees in coordination with the Trees and Greenery Committee.

**Mosquito Control -** The City contracts mosquito control which includes biological monitoring of pest and disease vector mosquito species, hydrological parameters of wetland mosquito breeding habitats, and monitoring the effectiveness of larviciding applications.

- Organic Larviciding program
- Organic Adulticiding program
- Catch Basin program



**Parks and Cemeteries-** Provide maintenance for twenty-three (23) playgrounds, parks/ball fields and seven (7) historic cemeteries.

- Grass Cutting
- Leaf and Debris Removal
- Ball Park Turf Spraying
- Turf Growth Retardant
- Field Setups for Seasonal Sporting Events
- Cemeteries Restoration
- Playground Equipment Repair and Maintenance



## Goals and Objectives

### *Goal #1:*

To maintain and improve the City's infrastructure, and meet Local, State, and Federal regulations.

### *Objectives:*

- ✓ Incorporate the City Council adopted Complete Streets policy into future roadway and sidewalk upgrades.
- ✓ Continue to incorporate pavement management, storm drainage, and sidewalk data into a Geographic Information System.
- ✓ Continue to implement the recommendations of the pavement management system for streets and sidewalks in conjunction with the Water and Sewer master plans.
- ✓ Enhance the general appearance and conditions of the central business district through the installation of trees, lights, benches, trash receptacles, and pedestrian ways.
- ✓ Create Master Plans for stormwater management and municipal facilities for compliance with Federal rules and regulations.

### *Citywide Goals Addressed:*

- *Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets* 
- *Create a Bikeable and Walkable Community* 

### *Goal #2:*

To provide a high level of service in a cost effective and efficient manner for municipal operations.

### *Objectives:*

- ✓ Improve efficiency of facility maintenance services to extend the useful life of facilities and improve building esthetics.
- ✓ Provide training and instruction for the most efficient use of equipment and tools to improve overall departmental efficiency and optimize operational costs.
- ✓ Continue to refine the operations of the solid waste program to minimize collection and disposal costs.
- ✓ Continue to implement additional energy saving methods and equipment.
- ✓ Continue to provide funding and enhance the recycling program.
- ✓ Continue to replace traffic signalization equipment each year to improve intersection traffic flow and safety for both vehicles and pedestrians.

### *Citywide Goals Addressed:*

- *Promote a Welcoming, Safe and Diverse Community* 
- *Create a Bikeable and Walkable City* 
- *Maintain Financial Stability* 



Performance Measures

**Solid Waste Disposal**

	2019	2020	2021 (Estimate)		2019	2020	2021 (Estimate)
<b><u>Solid Waste Disposal</u></b>				<b><u>Recycling</u></b>			
Total Tonnage Collected	11,236	11,330	11,409	Total Tonnage Collected	3,366	3,911	3,718
Percentage Diverted From Landfill	52%	56%	54%	Metric Tons CO2 Emissions Prevented Through Recycling	10,601	12,320	11,713
<b><u>Curbside Collection of MSW</u></b>				<b><u>Yard Waste/Composting</u></b>			
Total Tonnage Collected	5,421	5,035	5,255	Total Tonnage Collected	2,450	2,383	2,436



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>PUBLIC WORKS</b>			
<u>ADMINISTRATION</u>			
NON GRADE 26	H	DIRECTOR OF PUBLIC WORKS AND FACILITIES	137,442
NON GRADE 18	D	⑧ OPERATIONS MANAGER	21,222
SMA GRADE 15	G	GENERAL FOREMAN	81,607
PMA GRADE 13	E	⑧ BUSINESS ADMINISTRATOR	17,111
PMA GRADE 11	D	⑧ ADMIN ASSIST II	15,131
1386B GRADE 7	H	⑧ ADMIN CLERK	12,497
1386 GRADE 9	9E/3F	⑧ DISPATCHER II	13,253
NON GRADE 7	E	⑧ SPECIAL PROJECT COORDINATOR	13,148
		EDUCATION STIPENDS	1,634
		ON CALL	1,820
		<b>TOTAL ADMINISTRATION</b>	<b>314,865</b>
<u>ENGINEERING</u>			
SMA GRADE 15	F	CONSTRUCTION TECHNICIAN SUPERVISOR	79,423
SMA GRADE 13	E	CONSTRUCTION PROJECT COORDINATOR	70,148
		<b>TOTAL ENGINEERING</b>	<b>149,571</b>
<u>FACILITIES ADMIN</u>			
PMA GRADE 21	E	⑧ FACILITIES MANAGER	25,767
SMA GRADE 13	7.5A/4.5B	FACILITY FOREMAN	58,881
1386 GRADE 7	C	UTILITY MECHANIC - POOL TECHNICIAN	43,425
1386 GRADE 9	C	ELECTRICIAN	47,810
1386 GRADE 9	E	MASTER CARPENTER	52,648
1386 GRADE 5	C	CUSTODIAN I	39,424
1386 GRADE 5	C	CUSTODIAN I	39,424
1386 GRADE 5	F	CUSTODIAN I	44,619
1386 GRADE 5	F	CUSTODIAN I	44,619
1386 GRADE 5	5D/7E	CUSTODIAN I	42,230
		ON CALL	1,820
		<b>TOTAL FACILITIES ADMIN</b>	<b>440,667</b>
<u>CITY HALL</u>			
1386 GRADE 8	G	CUSTODIAN LEADMAN	52,974
1386 GRADE 5	3D/9E	CUSTODIAN I	42,913
1386 GRADE 5	E	CUSTODIAN I	43,425
1386 GRADE 5	3D/9E	CUSTODIAN I	42,913
		<b>TOTAL CITY HALL</b>	<b>182,225</b>
<u>SOLID WASTE</u>			
1386 GRADE 7	G	TRUCK DRIVER II	50,476
1386 GRADE 7	E	TRUCK DRIVER II	47,810
1386 GRADE 7	G	RECYCLING TRUCK DRIVER	50,476
1386 GRADE 6	E	TRUCK DRIVER I	45,570
1386 GRADE 6	6C/6D	SANITATION LABORER	42,401
1386 GRADE 6	E	SANITATION LABORER	45,570
1386 GRADE 6	G	TRUCK DRIVER I	48,110
1386 GRADE 6	1C/11D	SANITATION LABORER	43,255
1386 GRADE 6	E	SANITATION LABORER	45,570
1386 GRADE 6	4.5C/7.5D	SANITATION LABORER	42,657
1386 GRADE 5	F	LABORER	44,619
		<b>TOTAL SOLID WASTE</b>	<b>506,514</b>
<u>STREET MAINTENANCE</u>			
SMA GRADE 13	B	HIGHWAY FOREMAN	60,668
1386 GRADE 7	F	UTILITY MECHANIC	49,126
1386 GRADE 7	F	UTILITY MECHANIC	49,126
1386 GRADE 7	F	UTILITY MECHANIC	49,126
1386 GRADE 6	F	TRUCK DRIVER I	46,823
1386 GRADE 6	G	TRUCK DRIVER I	48,110
1386 GRADE 5	G	LABORER	45,846
1386 GRADE 5	4D/8E	LABORER	42,742
1386 GRADE 5	E	LABORER	43,425
1386 GRADE 5	F	LABORER	44,619



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>PUBLIC WORKS</b>			
1386 GRADE 5	5D/7E	LABORER	42,572
1386 GRADE 5	1C/11D	LABORER	41,214
1386 GRADE 5	4.5D/7.5E	LABORER	42,657
1386 GRADE 5	1C/11D	LABORER	41,214
		ON CALL	1,820
<b>TOTAL STREET MAINTENANCE</b>			<b>649,088</b>
<u>EQUIPMENT MAINTENANCE</u>			
SMA GRADE 14	3.5E/8.5F	⑨ EQUIPMENT MAINTENANCE FOREMAN	22,523
1386 GRADE 9	E	⑨ EQUIPMENT MECHANIC	15,794
1386 GRADE 9	6.5C/5.5D	⑨ EQUIPMENT MECHANIC	14,669
1386 GRADE 9	G	⑨ EQUIPMENT MECHANIC	16,675
1386 GRADE 9	C	⑨ EQUIPMENT MECHANIC	14,343
1386 GRADE 9	C	⑨ EQUIPMENT MECHANIC	14,343
1386 GRADE 7	7.5C/4.5D	⑨ UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	13,269
		ON CALL	4,550
<b>TOTAL EQUIPMENT MAINTENANCE</b>			<b>116,166</b>
<u>TREE PROGRAM</u>			
SMA GRADE 13	C	TREE SUPERVISOR	63,677
1386 GRADE 7	2.5C/9.5D	UTILITY MECHANIC	45,123
1386 GRADE 6	E	TRUCK DRIVER I	45,570
		ON CALL	1,820
<b>TOTAL TREE PROGRAM</b>			<b>156,190</b>
<u>PARKS AND CEMETERIES</u>			
SMA GRADE 14	7D/5E	PARK AND GREENERY FOREMAN	71,574
1386 GRADE 7	G	UTILITY MECHANIC	50,476
1386 GRADE 6	E	TRUCK DRIVER I	45,570
1386 GRADE 5	9D/3E	LABORER	41,889
1386 GRADE 5	4.5D/7.5E	LABORER	42,657
		ON CALL	1,820
<b>TOTAL PARKS AND CEMETERIES</b>			<b>253,986</b>
<b>TOTAL FULL TIME</b>			<b>2,769,272</b>
NON GRADE 5	A	⑧ SECRETARY (25HRS/WK)	6,531
		SEASONAL LABORERS	35,000
		ENGINEERING PROJECT MANAGERS	70,000
		PART TIME NOTE TAKER	1,300
<b>TOTAL PART TIME</b>			<b>112,831</b>
<b>TOTAL DEPARTMENT</b>			<b>2,882,103</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ⑧ 25% PUBLIC WORKS, 25% WATER, 25% SEWER, 25% PARKING
- ⑨ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**PUBLIC WORKS DEPARTMENT**

**ADMINISTRATION**

**01-751-610-51-111-419**

011001	REGULAR SALARIES	311,622	295,652	309,571	314,865
012001	PART TIME SALARIES	7,280	6,400	7,579	7,831
014041	OVERTIME	25,000	12,360	-	20,000
015001	LONGEVITY	17,423	15,220	19,017	18,195
022001	SOCIAL SECURITY	22,402	18,491	21,164	22,375
022501	MEDICARE	5,239	4,399	4,950	5,233
023001	RETIREMENT	40,290	35,227	37,282	39,437
034103	TELEPHONE	19,000	24,663	23,000	23,000
034104	CELLULAR PHONES	10,000	5,417	8,000	8,000
034206	SOFTWARE-ANNUAL MAINT	10,723	20,485	18,600	24,270
035004	OCCUPATIONAL HEALTH	2,500	2,438	2,500	2,500
039001	PROFESSIONAL SERVICES	-	-	5,200	7,800
043027	REPAIRS-OFFICE EQUIPMENT	1,000	611	311	1,000
044006	PRINTING LEASE/MAINT	-	-	4,039	4,039
053001	ADVERTISING	3,000	6,161	3,000	7,000
054050	TRAINING	6,000	4,690	6,000	6,000
055050	PRINTING	2,000	408	2,000	500
056001	DUES PROFESSIONAL ORGANIZ	4,000	3,926	4,000	5,000
057101	TRAVEL AND CONFERENCE	4,000	1,897	4,000	4,000
057102	TRAVEL REIMBURSEMENT	1,000	2,578	1,000	1,000
061001	FIRST AID	2,500	2,071	2,500	2,000
061003	MEETING SUPPLIES	500	642	750	750
062001	OFFICE SUPPLIES	6,000	5,199	5,500	6,000
062005	PRINTING SUPPLIES	300	206	400	400
062501	POSTAGE	2,000	1,012	2,000	2,000
067001	BOOKS & PERIODICALS	800	122	800	800
068003	PROTECTIVE CLOTHING	3,300	1,573	3,300	3,300
068022	MATERIALS-SAFETY	1,000	-	1,000	1,000
099006	COPIER LEASE	2,850	1,783	-	-
		<b>511,729</b>	<b>473,632</b>	<b>497,463</b>	<b>538,295</b>

**ENGINEERING**

**01-751-620-51-111-419**

011001	REGULAR SALARIES	140,978	142,099	146,638	149,571
012001	PART TIME SALARIES	-	-	70,000	70,000
014041	OVERTIME	35,000	19,112	30,000	20,000
022001	SOCIAL SECURITY	10,911	9,918	15,291	14,853
022501	MEDICARE	2,552	2,319	3,576	3,474
023001	RETIREMENT	20,026	18,545	19,730	18,941
031002	PROF SERVICES-ENGINEERING	123,000	29,673	40,000	20,000
054050	TRAINING	1,500	-	1,500	1,500
057101	TRAVEL AND CONFERENCE	500	-	500	500
062001	OFFICE SUPPLIES	100	-	100	100
062002	ENGINEERING SUPPLIES	1,000	449	1,000	1,000
062003	MAPPING SUPPLIES	6,000	2,934	6,000	3,000
068003	PROTECTIVE CLOTHING	250	365	250	250
067001	BOOKS & PERIODICALS	300	-	300	300
		<b>342,117</b>	<b>225,415</b>	<b>334,885</b>	<b>303,489</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>FACILITIES ADMINISTRATION</b>					
<b>01-751-630-51-100-407</b>					
011001	REGULAR SALARIES	407,811	437,910	404,962	440,667
014041	OVERTIME	40,000	30,354	40,000	40,000
022001	SOCIAL SECURITY	27,764	27,905	27,587	29,801
022501	MEDICARE	6,493	6,528	6,452	6,970
023001	RETIREMENT	50,961	47,928	49,702	53,691
031001	PROF SERVICES-ENERGY CONT	150,000	151,880	151,880	152,000
039001	PROFESSIONAL SERVICES	5,000	9,638	25,000	15,000
043001	REPAIRS-STRUCTURAL	500	499	500	-
043002	REPAIRS-ELECTRICAL	3,600	-	3,600	-
043004	REPAIRS-PLUMBING	500	-	500	-
043005	REPAIRS-HEATING SYSTEM	1,000	-	1,000	-
043012	REPAIRS-COMMUNICATION	1,000	-	1,000	-
043016	REPAIRS-CLOCK MAINTENANCE	900	200	900	900
068003	PROTECTIVE CLOTHING	4,500	4,612	5,000	5,000
068004	MATERIALS-MAINTENANCE	500	-	500	500
		<b>700,529</b>	<b>717,455</b>	<b>718,583</b>	<b>744,529</b>
<b>FACILITIES CITY HALL</b>					
<b>01-751-630-51-110-407</b>					
011001	REGULAR SALARIES	172,692	92,913	181,426	182,225
014041	OVERTIME	20,000	16,663	20,000	20,000
022001	SOCIAL SECURITY	11,947	7,029	12,489	12,539
022501	MEDICARE	2,794	1,644	2,921	2,932
023001	RETIREMENT	21,928	13,356	22,500	22,589
041002	ELECTRICITY	165,000	129,107	150,000	140,000
041101	NATURAL GAS	80,000	51,160	70,000	65,000
041205	WATER /SEWER FEES	35,000	23,517	35,000	35,000
043001	REPAIRS-STRUCTURAL	15,000	106,336	15,000	15,000
043002	REPAIRS-ELECTRICAL	10,000	8,510	10,000	10,000
043004	REPAIRS-PLUMBING	10,000	6,076	10,000	10,000
043005	REPAIRS-HEATING SYSTEM	4,000	583	4,000	4,000
043006	REPAIRS-BOILER	6,000	1,083	6,000	6,000
043007	REPAIRS-ELEVATOR	15,000	7,210	15,000	15,000
043008	REPAIRS-AIR CONDITION SYS	3,000	5,493	3,000	3,000
043032	GENERATOR MAINTENANCE	1,000	3,095	1,000	3,000
064001	JANITORIAL SUPPLIES	20,000	17,380	20,000	18,000
		<b>593,361</b>	<b>491,156</b>	<b>578,336</b>	<b>564,285</b>
<b>FACILITIES PUBLIC WORKS</b>					
<b>01-751-630-51-111-407</b>					
041002	ELECTRICITY	40,000	39,422	40,000	40,000
041101	NATURAL GAS	25,000	27,992	25,000	25,000
041205	WATER /SEWER FEES	15,000	13,038	20,000	20,000
043001	REPAIRS-STRUCTURAL	10,000	176,764	10,000	10,000
043002	REPAIRS-ELECTRICAL	3,500	3,378	3,500	3,500
043004	REPAIRS-PLUMBING	1,000	658	1,000	1,000
043007	REPAIRS-ELEVATOR	2,000	1,436	2,000	2,000
043032	GENERATOR MAINTENANCE	500	355	500	500
064001	JANITORIAL SUPPLIES	7,500	7,213	7,500	7,500
068016	MATERIALS	10,000	6,905	10,000	8,000
		<b>114,500</b>	<b>277,163</b>	<b>119,500</b>	<b>117,500</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>FACILITIES LIBRARY</b>					
<b>01-751-630-51-112-407</b>					
043001	REPAIRS-STRUCTURAL	10,000	9,873	10,000	10,000
043002	REPAIRS-ELECTRICAL	5,000	4,009	5,000	5,000
043004	REPAIRS-PLUMBING	3,000	2,257	3,000	3,000
043006	REPAIRS-BOILER	6,000	1,925	6,000	6,000
043007	REPAIRS-ELEVATOR	2,500	1,386	2,500	2,500
043028	MAINTENANCE	10,000	6,489	10,000	10,000
064001	JANITORIAL SUPPLIES	7,000	7,975	7,000	7,000
		<b>43,500</b>	<b>33,915</b>	<b>43,500</b>	<b>43,500</b>

<b>FACILITIES DOBLE CENTER</b>					
<b>01-751-630-51-121-407</b>					
039001	PROFESSIONAL SERVICES	-	-	1,000	1,000
043001	REPAIRS-STRUCTURAL	-	-	1,000	1,000
043002	REPAIRS-ELECTRICAL	-	-	500	500
043004	REPAIRS-PLUMBING	-	-	500	500
064001	JANITORIAL SUPPLIES	-	-	5,000	7,000
		-	-	<b>8,000</b>	<b>10,000</b>

<b>FACILITIES SPINNAKER POINT</b>					
<b>01-751-630-51-123-407</b>					
039001	PROFESSIONAL SERVICES	25,200	4,195	25,200	25,000
043001	REPAIRS-STRUCTURAL	17,000	4,301	17,000	17,000
043002	REPAIRS-ELECTRICAL	4,000	75,894	4,000	4,000
043004	REPAIRS-PLUMBING	5,000	3,388	5,000	5,000
043007	REPAIRS-ELEVATOR	4,000	1,386	4,000	4,000
064001	JANITORIAL SUPPLIES	10,000	13,364	10,000	10,000
		<b>65,200</b>	<b>102,527</b>	<b>65,200</b>	<b>65,000</b>

<b>FACILITIES OUTDOOR POOL</b>					
<b>01-751-630-51-992-407</b>					
043001	REPAIRS-STRUCTURAL	4,000	84,550	4,000	4,000
043002	REPAIRS-ELECTRICAL	4,000	9,153	4,000	4,000
043004	REPAIRS-PLUMBING	1,000	372	1,000	1,000
043014	REPAIRS-OTHER	1,000	-	1,000	1,000
064001	JANITORIAL SUPPLIES	1,500	1,071	1,500	1,500
068016	MATERIALS	2,500	3,385	2,500	2,500
		<b>14,000</b>	<b>98,532</b>	<b>14,000</b>	<b>14,000</b>

<b>SOLID WASTE</b>					
<b>01-751-640-32-100-426</b>					
011001	REGULAR SALARIES	548,878	520,813	566,267	506,514
014041	OVERTIME	70,000	69,016	70,000	70,000
022001	SOCIAL SECURITY	38,370	35,651	39,449	35,744
022501	MEDICARE	8,974	8,339	9,228	8,359
023001	RETIREMENT	70,428	68,024	71,071	64,397
039400	RECYCLING BY CONTRACT	140,000	180,297	210,000	314,000
041302	MSW DISPOSAL	325,000	381,137	325,000	350,000
041303	YARD WASTE	30,000	68,167	30,000	60,000
041304	BULKY WASTE	27,000	845	27,000	27,000
041305	HOUSEHOLD HAZARDOUS WASTE	1,000	245	1,000	1,000



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
041306	VEHICLE TIRE DISPOSAL	2,400	1,295	2,400	2,400
041307	UNIVERSAL WASTE	40,000	9,625	40,000	40,000
043018	REPAIRS-EQUIPMENT	120,000	102,921	120,000	120,000
068003	PROTECTIVE CLOTHING	3,000	3,161	3,000	3,000
068024	RECYCLING SUPPLIES/MATERL	15,000	1,560	15,000	5,000
068036	SOLID WASTE MATERIALS	20,000	1,133	20,000	10,000
		<b>1,460,050</b>	<b>1,452,228</b>	<b>1,549,415</b>	<b>1,617,414</b>

**HIGHWAY STREET MAINTENANCE**  
**01-751-640-41-100-420**

011001	REGULAR SALARIES	554,653	536,119	558,437	584,088
012001	PART TIME SALARIES	10,000	7,830	10,000	10,000
014041	OVERTIME	35,000	46,636	65,000	65,000
022001	SOCIAL SECURITY	37,178	34,180	41,753	40,863
022501	MEDICARE	8,695	7,994	9,765	9,557
023001	RETIREMENT	67,103	66,507	74,107	72,503
031002	PROF SERVICES-ENGINEERING	25,000	81,319	70,000	30,000
039075	TRAFFIC LINE MARKING	80,000	32,397	80,000	130,000
039081	ROAD MAINTENANCE	100,000	49,620	133,000	166,000
043003	REPAIRS-TRAFFIC SIGNS	15,000	10,322	15,000	15,000
043033	REPAIRS-BRIDGE	10,000	2,235	10,000	-
044002	RENTAL OTHER EQUIPMENT	1,000	-	1,000	1,000
055050	PRINTING	500	911	500	500
065002	WEED CONTROL	76,160	89,988	76,160	76,160
068003	PROTECTIVE CLOTHING	18,000	15,613	18,000	18,000
068018	MATERIALS-MARKET SQUARE	10,000	5,730	10,000	10,000
068020	MATERIALS-ROAD	40,000	156,367	40,000	40,000
068021	MATERIALS-TRAFFIC SIGNS	25,000	25,553	25,000	25,000
068026	MATERIALS-SIDEWALK	25,000	20,004	25,000	15,000
068027	MATERIALS-BRIDGE	1,000	23	1,000	1,000
074067	LED STREET LIGHTS	5,000	-	5,000	-
		<b>1,144,289</b>	<b>1,189,347</b>	<b>1,268,722</b>	<b>1,309,671</b>

**SNOW REMOVAL**  
**01-751-640-42-100-420**

011001	REGULAR SALARIES	65,000	30,135	65,000	65,000
014041	OVERTIME	75,000	118,784	85,000	85,000
018052	WATER/SEWER LABOR	10,000	-	-	-
022001	SOCIAL SECURITY	9,300	8,935	9,300	9,300
022501	MEDICARE	2,175	2,090	2,175	2,175
023001	RETIREMENT	17,070	16,896	16,755	16,755
039200	SNOW REMOVAL	36,376	103,331	36,376	36,376
043017	REPAIRS-PLOW DAMAGE	1,455	1,043	1,455	1,455
043024	REPAIRS-VEHICLE	21,826	145,880	21,826	21,826
068005	MATERIALS-SAND AND SALT	86,949	196,946	86,949	86,949
091002	TRANSFER-PARKING	-	(300,000)	-	-
		<b>325,151</b>	<b>324,040</b>	<b>324,836</b>	<b>324,836</b>

**EQUIPMENT MAINTENANCE**  
**01-751-640-45-100-420**

011001	REGULAR SALARIES	115,017	95,547	120,859	116,166
011050	ANNUAL TOOL ALLOWANCE	1,400	350	1,800	1,800
014041	OVERTIME	10,000	7,488	10,000	10,000
022001	SOCIAL SECURITY	7,751	6,181	8,113	7,822
022501	MEDICARE	1,813	1,446	1,897	1,829
023001	RETIREMENT	14,227	12,016	14,617	14,093
043010	REPAIRS-VEHICLE BY OUTSID	25,000	32,168	40,000	40,000
043018	REPAIRS-EQUIPMENT	15,000	26,911	25,000	25,000



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
043024	REPAIRS-VEHICLE	120,000	117,988	120,000	120,000
054050	TRAINING	6,000	1,436	6,000	6,000
063001	TIRES AND BATTERIES	20,000	16,613	20,000	20,000
063501	GASOLINE	180,000	155,897	160,000	160,000
063701	LUBRICANTS	12,000	16,435	20,000	20,000
067001	BOOKS & PERIODICALS	500	68	500	500
068003	PROTECTIVE CLOTHING	5,000	4,856	5,000	5,000
074002	IT EQUIPMENT	2,000	-	2,000	2,000
		<b>535,708</b>	<b>495,400</b>	<b>555,786</b>	<b>550,210</b>

**TREE PROGRAM**  
**01-751-640-46-100-420**

011001	REGULAR SALARIES	143,147	117,924	147,429	156,190
014041	OVERTIME	10,000	6,163	10,000	10,000
022001	SOCIAL SECURITY	9,495	7,383	9,760	10,304
022501	MEDICARE	2,221	1,728	2,283	2,410
023001	RETIREMENT	17,428	14,112	17,584	18,563
065001	TREE MAINTENANCE	5,000	2,299	5,000	5,000
068006	MATERIALS-TREE MAINTENANC	25,000	21,198	25,000	15,000
074001	EQUIPMENT	-	125	-	1,000
		<b>212,291</b>	<b>170,933</b>	<b>217,056</b>	<b>218,467</b>

**MOSQUITO CONTROL**  
**01-751-640-47-100-420**

065003	LARVICIDING CONTRACT	35,000	35,000	36,400	38,770
065004	ADULTICIDING	42,000	33,660	43,680	44,280
		<b>77,000</b>	<b>68,660</b>	<b>80,080</b>	<b>83,050</b>

**PARKS AND CEMETERIES**  
**01-751-640-48-132-420**

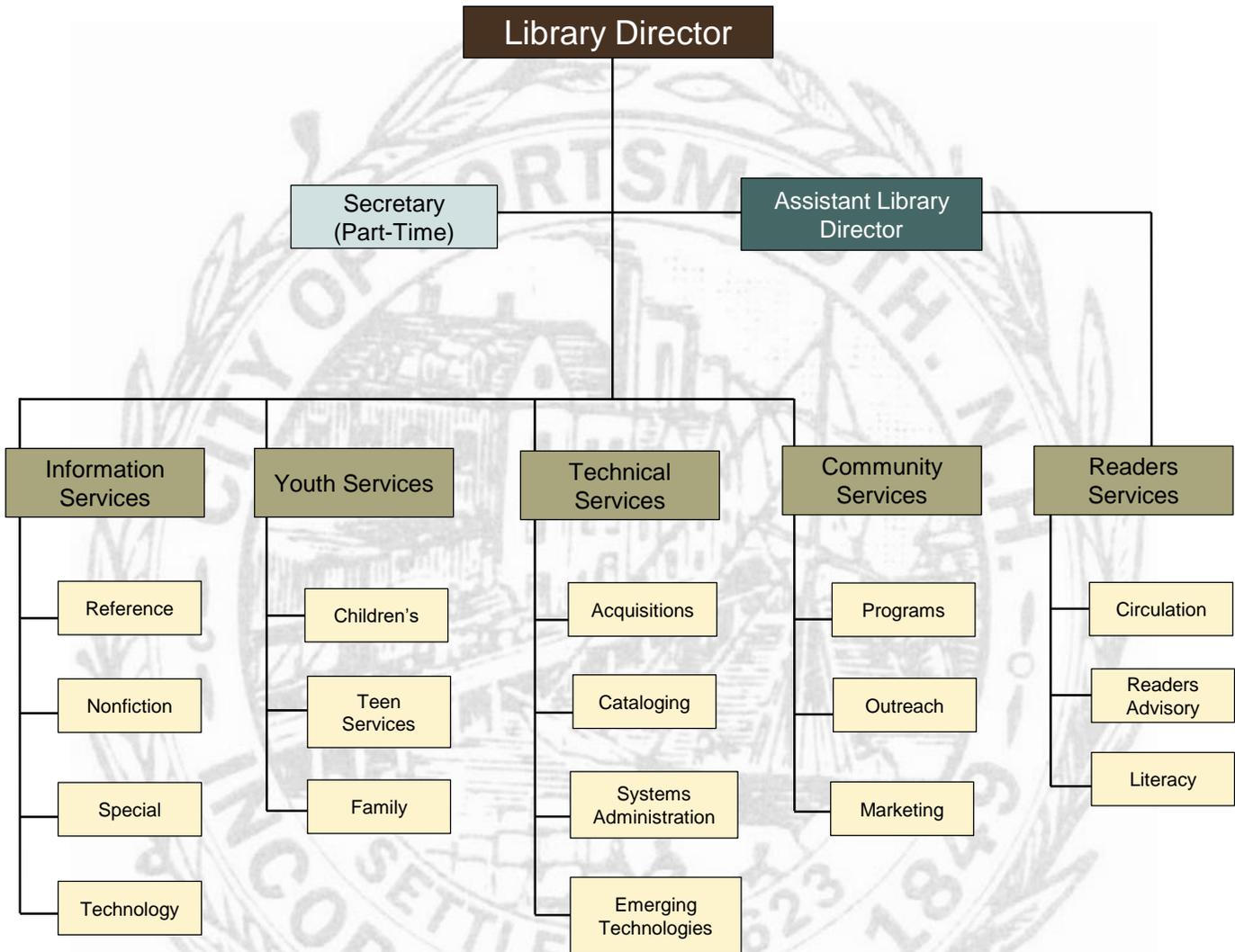
011001	REGULAR SALARIES	238,808	199,609	241,094	253,986
012001	PART TIME SALARIES	15,000	23,685	25,000	25,000
014041	OVERTIME	2,000	6,794	2,000	2,000
022001	SOCIAL SECURITY	15,860	13,871	16,622	17,421
022501	MEDICARE	3,709	3,244	3,888	4,074
023001	RETIREMENT	27,404	23,450	27,153	28,594
039021	PARKS-CEMETERY PROGRAMS	40,000	9,939	55,000	55,000
041205	WATER /SEWER FEES	30,000	12,641	30,000	30,000
043001	REPAIRS-STRUCTURAL	1,500	-	1,500	1,500
043002	REPAIRS-ELECTRICAL	500	7,524	500	500
043004	REPAIRS-PLUMBING	500	862	500	500
043018	REPAIRS-EQUIPMENT	5,000	2,694	5,000	5,000
043025	REPAIRS-BLDINGS & GROUNDS	4,000	1,479	4,000	4,000
055050	PRINTING	250	-	250	-
065005	BALLPARK TURF SPRAYING	23,700	19,795	23,700	5,000
065010	TURF GROWTH RETARDANT	5,500	-	5,500	-
068004	MATERIALS-MAINTENANCE	25,000	77,536	25,000	25,000
068017	MATERIALS-BASEBALL FIELDS	6,000	11,529	6,000	6,000
074001	EQUIPMENT	-	-	-	1,000
		<b>444,731</b>	<b>414,652</b>	<b>472,707</b>	<b>464,575</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>STORMWATER</b>					
<b>01-751-640-49-100-420</b>					
068003	PROTECTIVE CLOTHING	-	287	-	-
074000	MACHINERY AND EQUIPMENT	-	-	-	-
091008	TRANSFER-STORMWATER	260,067	260,067	247,806	277,707
		<b>260,067</b>	<b>260,354</b>	<b>247,806</b>	<b>277,707</b>
PW	<b>TOTAL</b>	<b>6,844,223</b>	<b>6,795,407</b>	<b>7,095,875</b>	<b>7,246,528</b>



# Public Library



## Mission

The Portsmouth Public Library was established by City ordinance in 1881 as a free public library “for the use of all our citizens.” For over 130 years the Library has served the City as a gateway to reading, information, culture, community activities and self-directed learning. It serves those who want to read, to learn, or to connect with our community and our cultural heritage. The Library now provides the citizens with traditional services such as books, magazines, newspapers and audio and video recordings. Computers, wireless access points, electronic databases and electronic books offer up-to-date resources, and digital images of historic neighborhoods help to preserve local history and engage the community in conversation. Of growing importance is work done on literacy – traditional literacy and digital literacy, as staff members provide assistance to groups and individuals in navigating the changing electronic world. The Library is a true shared community resource, a place to learn together, to relax together, to enjoy the company of others, to discuss topics important locally and globally, a place to be *in community* and a place to *build community*. In current times of significant change in consumer technology, citizens turn to the Library to fill the gap in both research and recreational endeavors.





# Public Library

## Services Overview

- ✓ Administration
- ✓ Acquisitions
- ✓ Materials Control and Access
- ✓ Circulation
- ✓ Public Programs and Community Building
- ✓ References Service
- ✓ Local History and Preservation Activities
- ✓ Computer Services and Training
- ✓ Services to Schools

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Library Director	1	1	1
Assistant Library Director	1	1	1
Librarian 2	4	4	4
Librarian 1	4	5	5
Library Assistant 3	2	2	2
Library Assistant 2	3	2	2
Library Assistant 1	1	1	1
<b>Totals Full Time</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Library Assistant 3	2	2	2
Library Assistant 2	8	8	8
Library Assistant 1	3	3	3
Secretary	1	1	1
Number of Library Pages varies throughout the year.			
<b>Totals Part Time</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

## Department Budget Comments

The Library Department's proposed budget for FY21 is \$1,983,833. This represents a net increase of \$13,125 or 0.67% from FY20. *Details of net changes are described on the following page.*

## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>LIBRARY</b>				
SALARIES	896,573	867,936	912,797	940,211
PART-TIME SALARIES	337,630	314,489	346,453	344,052
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	7,762	6,711	7,308	7,464
RETIREMENT	102,988	99,443	102,819	105,924
OTHER BENEFITS	95,125	88,411	96,996	98,932
<i>Contractual Obligations</i>	<i>1,441,578</i>	<i>1,376,989</i>	<i>1,467,873</i>	<i>1,498,083</i>
TRAINING/EDUCATION/CONFERENCES	7,800	5,293	7,960	6,250
ELECTRICITY	78,000	66,737	79,560	68,500
NATURAL GAS	11,000	8,907	10,000	8,500
CONTRACTED SERVICES	200	-	200	200
PROFESSIONAL ORGANIZATION DUES	3,200	1,271	3,275	2,400
OTHER OPERATING	379,235	381,923	401,840	399,900
<i>Other Operating</i>	<i>479,435</i>	<i>464,131</i>	<i>502,835</i>	<i>485,750</i>
<b>TOTAL</b>	<b>1,921,013</b>	<b>1,841,120</b>	<b>1,970,708</b>	<b>1,983,833</b>



- Materials Cost—The FY21 budget for library materials has been increased by \$5,000 from the FY20 budget. This will enable the library to continue to provide cardholders with an outstanding collection and allow library selectors to tailor format of materials to match evolving patron preferences.
- State-of-the-Art Catalog Interface - The library migrated to a new automated library system in FY18 which will continue to provide cost savings in FY21. This system runs the database and circulation systems and provides the state-of-the-art catalog interface for the public library and all of the Portsmouth public school libraries.



- Energy—The highly efficient heating, cooling and lighting systems installed in the Library make it possible to keep energy expenditures low. In order to bring budget values in line with actual expenditures, the FY21 budget for these systems has been decreased by **\$16,810 (or -16.4%)** from last year's budget.
- Borrowing Trends— Circulation of print and other traditional materials from the library remain high while usage of downloadable materials including ebooks, audiobooks, magazines, newspapers and online courses continues to grow. The Portsmouth Public Library continues to work with the NH Downloadables Consortium as well as make individual purchases in order to provide popular content for library patrons.

- Digital Literacy and Education—Continuing advances in technology in many areas, including the proliferation of mobile devices, bring ongoing challenges to our citizens. The Library has always been a trusted place for people to stay current, and in present times that often means staying on top of the technology used in everyday life. Library staff work daily with individuals and small groups on using technology for reading, listening, information gathering and daily activities.



- Programs—A central element in the place that the Library plays in the community is the presentation of informational and recreational programs for people of all ages. Increasingly, the library also hosts programs that provide the community with opportunities to discuss meaningful issues in a neutral, respectful environment. In addition to programs developed and presented directly by Library staff members, we partner with community groups to bring even broader and richer exhibits and programs to the public.
- Outreach—Also emphasized in the FY21 goals is reaching out into the community—to seniors, to children, to the schools, and to both groups and individuals.



Efficiencies in operations instituted over the past several years make it possible to maintain seven (7) days of service in house and 24/7 delivery of many services online. Further efficiency is accomplished with

1. Advances in the technology of the automation systems which provide better interfaces and allow for more self-service in circulation, account maintenance and in-house computer use, and
2. Cross training of staff members to respond to service needs efficiently without having to call in extra personnel.

The Library will continue to meet the challenges of the changing face of publishing with efficiency by



- 1) Shifting purchasing among media types,
- 2) Retrieving selected information on demand from online sources, and
- 3) Entering into purchasing and licensing agreements with other libraries in New Hampshire and New England for expansion into new formats of high customer demand at reduced costs.

## Programs and Services

### **Administration-**

- Building administration
- Budget preparation and analysis
- Program design and evaluation
- Staff training in changing customer needs
- Staff assignment and evaluation

### **Acquisitions-**

- Book selection and purchasing
- Media selection and purchasing
- Downloadable content selection and purchasing
- Weeding of worn or outdated materials
- Periodical subscriptions
- Electronic database subscriptions

### **Materials Control and Access-**

- OCLC cataloging
- Materials processing
- Preparation and ongoing maintenance of bibliographic database
- Online catalog (in house and remote access) design and operation
- Library web page
- Records management

### **Circulation-**

- Readers advisory to include communication with patrons in person, online, published reading recommendations
- Operation of Millennium Library System
- Processing of holds, reserves, patron notices
- Activity reports (prepare and analyze)
- Shelving and shelf maintenance
- Displays, bookmarks, and other patron notification

### **Public Programs and Community Building-**

- Children's story times—infants through preschool
- Children's craft and music programs / holiday programs
- New baby book initiative
- Teen programs
- School visits—all grades both in library and in classroom
- Summer reading program
- Adult informative programs (history, literature, poetry, humor, music, sports)
- Self-development programs (retirement, personal finance, safety, fitness, health)



- Community forums and panel discussions
- Foreign affairs discussion group and speaker series
- New literacy programs/Digital literacy initiatives
- Library and computer instruction
- Book discussions
- Writers' group
- Language discussion groups
- Art exhibits/lectures
- Local History lectures
- Genealogy workshops
- Meeting rooms/study rooms/collaborative work space

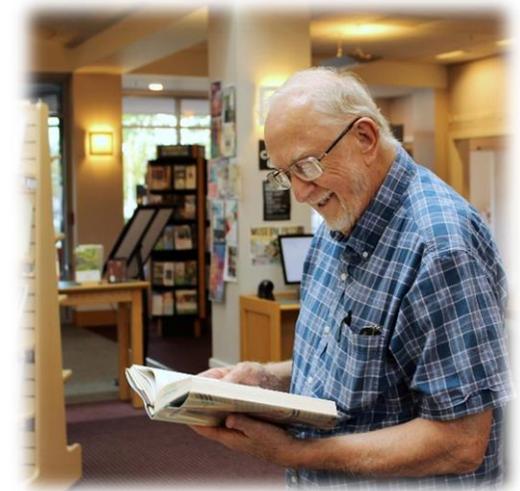


**Reference Service -**

- Direct patron assistance—in person, by phone, electronic (email or web-assisted)
- Published assistance—on paper and electronic
- Interlibrary loan
- Document delivery
- Purchase on request

**Preservation Activities -**

- Art objects - documentation, restoration, cleaning, display
- Paper collection - books and loose papers - preservation and patron assistance
- Local history clipping and indexing
- Microform
- Genealogy databases
- Digital collections ([www.portsmouthexhibits.org](http://www.portsmouthexhibits.org)) and publications
- Collecting of personal histories
- Archival collections



**Computer Services and Training-**

- Library supplied public computers
- Research
- Internet access, word processing, spreadsheet programs, office applications
- Instruction in general computer use and in use of electronic library services; one-on-one and group instruction
- Informative and entertaining in-house computer programs for children and adults
- Wireless network
- Production station— 2 flatbed scanners, color and black and white laser printers
- Library web page, enhanced catalog
- Interactive web; communication; social media
- Mobile services



**Services to schools-**

- Operation and continued enhancement of Millennium library system and Encore interface
- Intra-system loans
- Book talks, children’s programs
- Cooperative planning and training
- Teacher lending program

<u>Goals and Objectives</u>	
The Library is a Community Space	
<p><b>Goal #1:</b></p> <p>To ensure that the Library provides a place for the community to gather for a broad range of activities</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Create a welcoming, warm, enticing atmosphere</li> <li>✓ Develop and maintain physical spaces with access, and ease of use</li> <li>✓ Provide a Staff trained in customer service, public relations</li> <li>✓ Design programs for all ages, many wants and needs</li> <li>✓ Provide forums for community conversations about issues of concern</li> <li>✓ Provide balance for serving all library users</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> <li>• <i>Provide a Diverse Educational Environment in which our Youth can Grow and Learn</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p>To operate the Library as a community partner</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Contribute assistance and support to the City, its business, its services, its sustainability</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> <li>• <i>Promote and Support Sustainable Practices</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #3:</b></p> <p>Ensure that the Library is a place for recreation, relaxation, enjoyment</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Provide materials for pleasure reading, listening and viewing—tangible and virtual</li> <li>✓ Design and deliver programs and opportunities for informal gathering</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	



## The Library is a Learning Center

<p><b>Goal #1:</b></p> <p>To continue to operate the Library as an information gathering resource</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Provide staff members who are knowledgeable, well trained and ready to help</li> <li>✓ Encourage and support professional activity by staff—collaborative within the Library, expanded to regional, state and beyond</li> <li>✓ Purchase and make available traditional nonfiction and reference materials, both in-house and virtual</li> <li>✓ License and purchase access to information created by others in nontraditional formats, both in-house and virtual</li> <li>✓ Perform original research—as digital collections or local history Provide classes, programs and discussions geared toward a learning community</li> <li>✓ Play an active role in preserving Portsmouth history</li> <li>✓ Ensure that the Library is a leader in technology</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p>To provide a door to learning for young people and their parents, grandparents and caregivers</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Provide materials and programs for babies, young children and elementary school age children</li> <li>✓ Provide materials and programs of special interest to teens</li> <li>✓ Operate the Library as a family place</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	

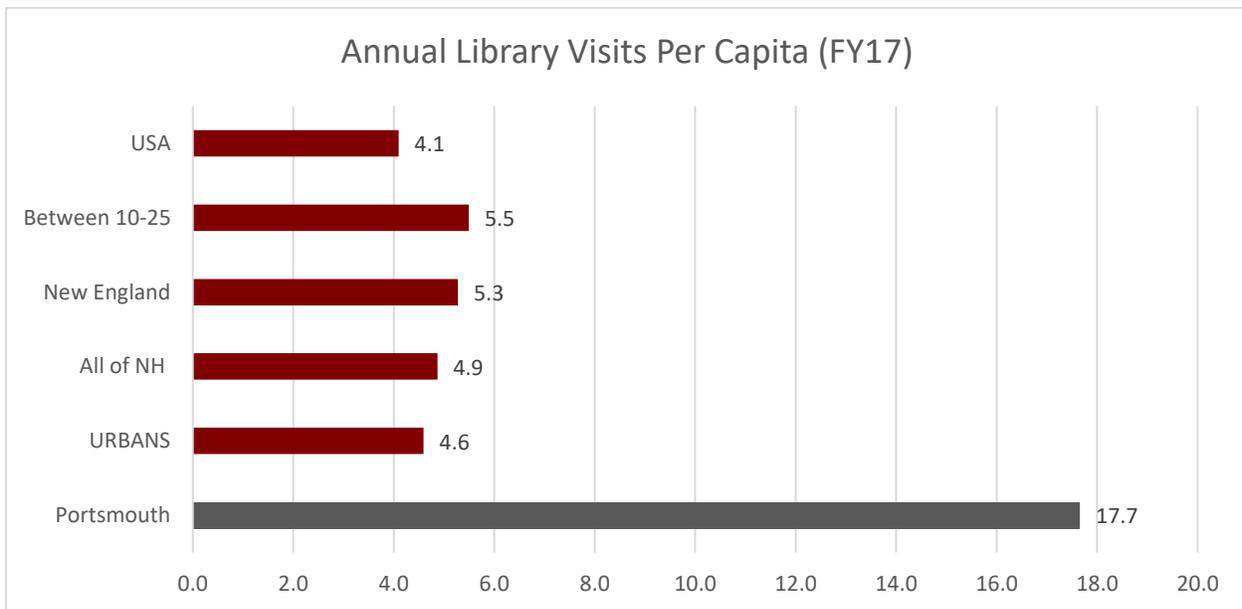


## Performance Measures

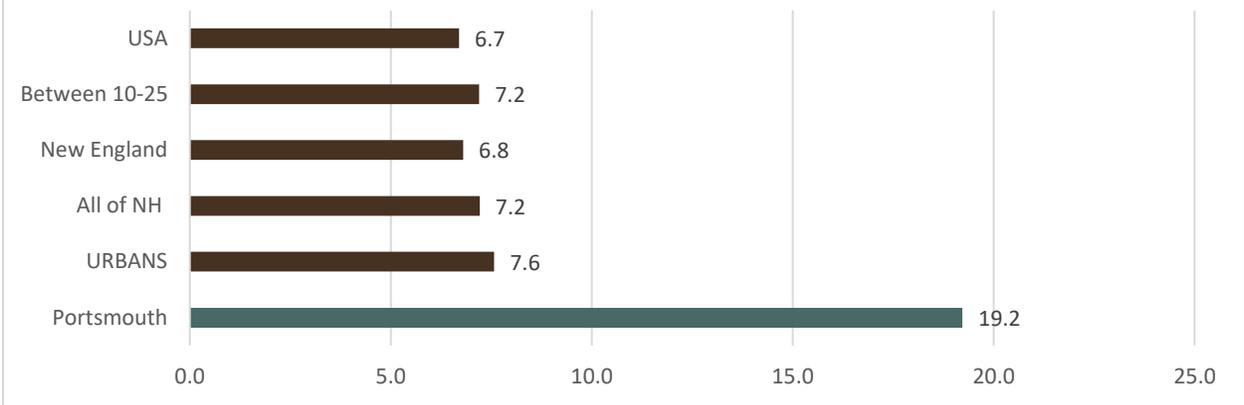
	<b>FY18</b>	<b>FY19</b>	<b>FY20 Estimated</b>
Hours of Public Service per week	68.5	68.5	68.5
Visits to the Library	346,121	340,580	342,175
Circulation of Materials	413,120	435,022	436,174
Number of Downloads	46,805	58,926	61,031
Program Attendance	40,524	37,282	38,864
New Patrons Registered	1,701	2,389	2,018
Device Help Sessions	423	398	399
Meeting Room Use	2,217	2,259	2,263
Study Room Use	2,980	3,009	3,017
Museum Passes Borrowed	1,350	1,351	1,352

\* For assessing the areas of success and areas for improvement, we compare the Portsmouth Public Library performance to state, regional and national activity. However, we weight most heavily the Library's performance as compared to other public libraries in the New Hampshire Urban Libraries Consortium (libraries serving populations of greater than 20,000)."

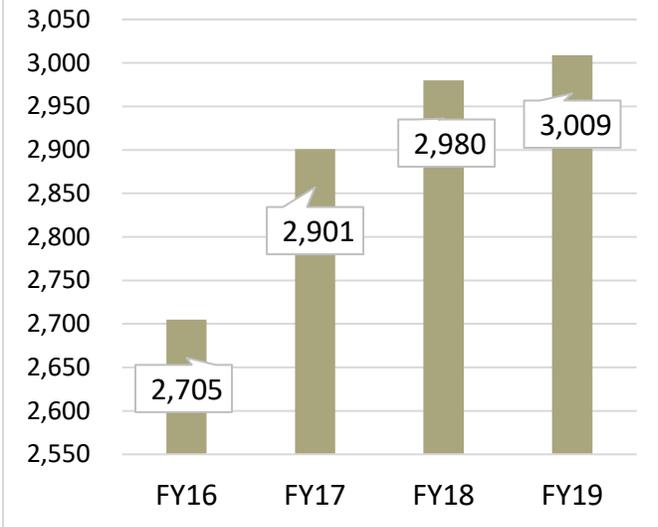
## FY 2020 Library Statistics



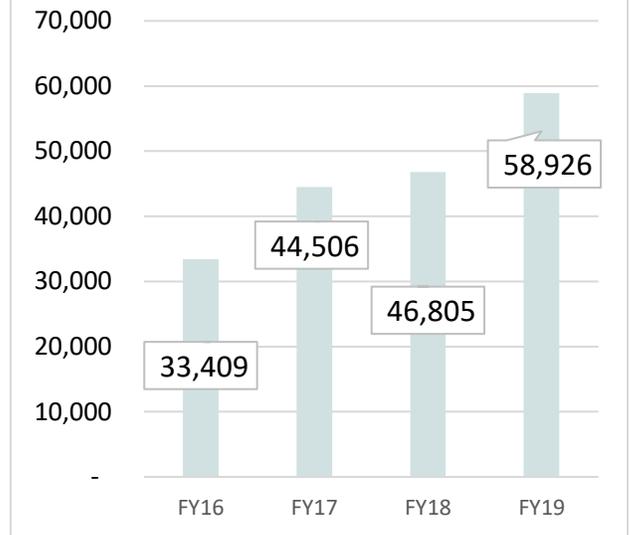
### Annual Library Circulation Per Capita (FY17)



### Study Rooms Used



### Downloadable Items Checked Out



**FY21 BUDGETED POSITION AND SALARY DETAIL**

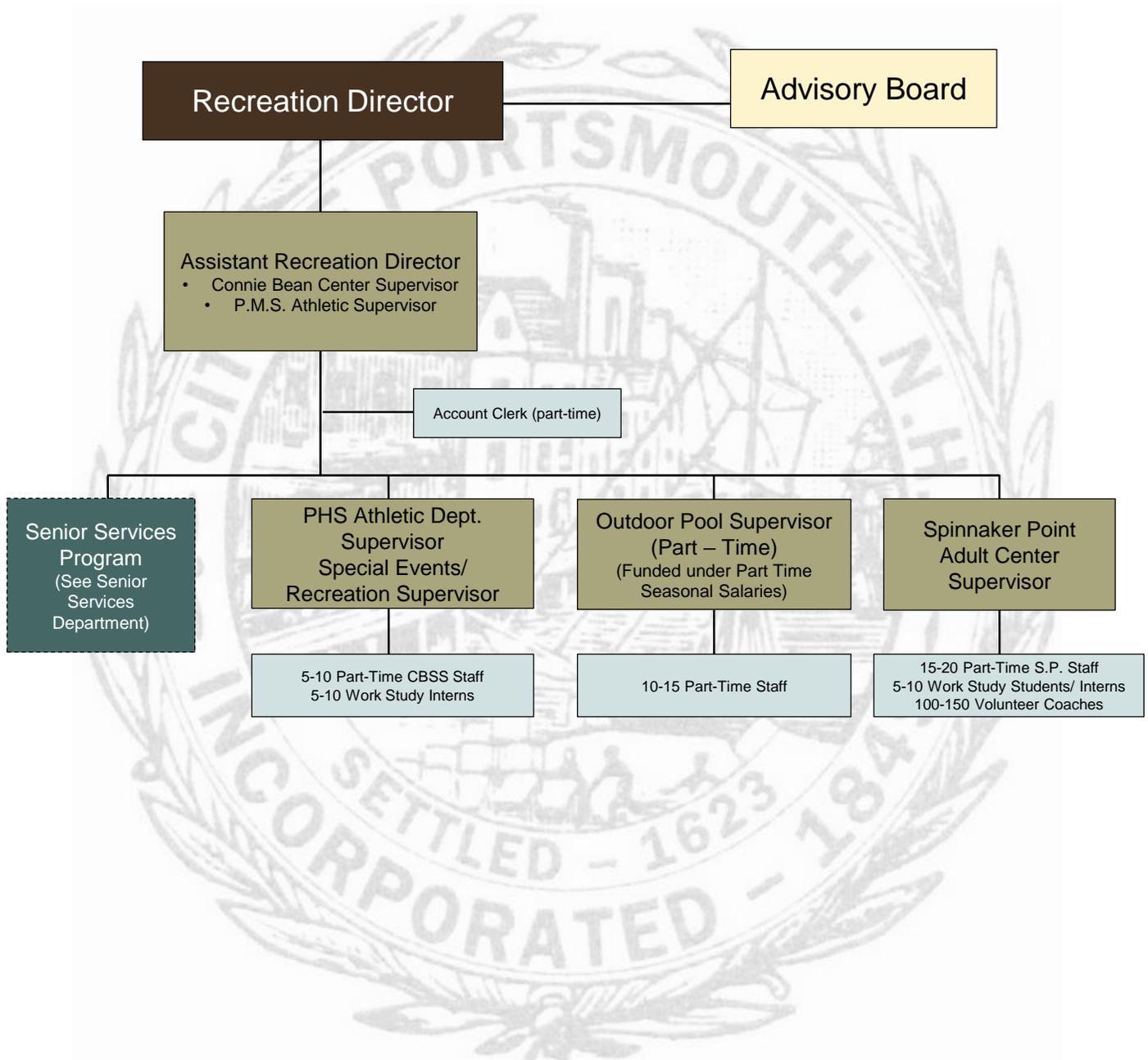
<b>LIBRARY</b>		<b>POSITION</b>	<b>SALARY</b>
PMA GRADE 22	G	LIBRARY DIRECTOR	111,217
PMA GRADE 18	E	ASSISTANT LIBRARY DIRECTOR	89,134
PMA GRADE 13	3.5B/8.5C	LIBRARIAN II	62,603
PMA GRADE 13	E	LIBRARIAN II	69,992
PMA GRADE 13	E	LIBRARIAN II	69,992
PMA GRADE 13	E	LIBRARIAN II	69,992
1386B GRADE 9	G	LIBRARIAN I	53,581
1386B GRADE 9	2.5B/9.5C	LIBRARIAN I	46,882
1386B GRADE 9	11.5C/.5D	LIBRARIAN I	47,445
1386B GRADE 9	5B/7C	LIBRARIAN I	46,416
1386B GRADE 9	B	LIBRARIAN I	45,112
1386B GRADE 6	H	LIBRARY ASSISTANT III	47,628
1386B GRADE 6	G	LIBRARY ASSISTANT III	46,352
1386B GRADE 4	H	LIBRARY ASSISTANT II	43,253
1386B GRADE 4	F	LIBRARY ASSISTANT II	41,521
1386B GRADE 2	H	LIBRARY ASSISTANT I	39,287
		EDUCATION STIPENDS	9,804
<b>TOTAL FULL TIME</b>			<b>940,211</b>
1386B GRADE 6	G	PT LIBRARY ASSISTANT III (25HRS/WK)	30,901
1386B GRADE 6	B	PT LIBRARY ASSISTANT III (20HRS/WK)	20,821
1386B GRADE 4	H	PT SECRETARY (30HRS/WK)	34,601
1386B GRADE 4	C	PT LIBRARY ASSISTANT II (21HRS/WK)	20,835
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,023
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,023
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (25HRS/WK)	22,529
1386B GRADE 4	3C/9D	PT LIBRARY ASSISTANT II (25HRS/WK)	25,725
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (22.5HRS/WK)	20,276
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (15HRS/WK)	13,517
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,023
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (26HRS/WK)	21,294
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (5HRS/WK)	4,095
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (5HRS/WK)	4,095
		PT LIBRARY PAGES	49,354
		PT TEMP WORKERS	21,940
<b>TOTAL PART TIME</b>			<b>344,052</b>
<b>TOTAL DEPARTMENT</b>			<b>1,284,263</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>LIBRARY</b>					
<b>01-780-710-51-112-440</b>					
011001	REGULAR SALARIES	896,573	867,936	912,797	940,211
012001	PART TIME SALARIES	337,630	314,489	346,453	344,052
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	7,762	6,711	7,308	7,464
022001	SOCIAL SECURITY	77,095	71,653	78,611	80,180
022501	MEDICARE	18,030	16,758	18,385	18,752
023001	RETIREMENT	102,988	99,443	102,819	105,924
034103	TELEPHONE	27,000	18,168	25,000	19,500
034203	COMPUTER/SOFTWARE MAINT	52,745	44,306	47,745	47,750
039001	PROFESSIONAL SERVICES	200	-	200	200
039017	PROF/SERV-BIBLIOGRAPHIC	11,500	11,460	12,225	13,000
041002	ELECTRICITY	78,000	66,737	79,560	68,500
041101	NATURAL GAS	11,000	8,907	10,000	8,500
041205	WATER /SEWER FEES	16,000	7,642	13,000	8,750
043026	REPAIRS-COMPUTER EQUIP	250	86	250	100
043027	REPAIRS-OFFICE EQUIPMENT	1,000	703	-	700
044002	RENTAL OTHER EQUIPMENT	3,200	5,787	696	-
044006	PRINTING LEASE/MAINT	-	-	5,304	5,200
053001	ADVERTISING	2,000	1,424	3,250	1,500
054050	TRAINING	3,000	1,402	3,060	2,250
055002	BOOKBINDING	750	1,419	765	765
055050	PRINTING	3,500	688	3,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	3,200	1,271	3,275	2,400
057101	TRAVEL AND CONFERENCE	4,800	3,891	4,900	4,000
057102	TRAVEL REIMBURSEMENT	2,000	1,978	2,040	2,000
061001	FIRST AID	500	344	500	500
061003	MEETING SUPPLIES	500	48	500	100
062001	OFFICE SUPPLIES	2,000	1,736	2,040	1,750
062004	PHOTO SUPPLIES	500	-	500	-
062007	COMPUTER/PRINTER SUPPLIES	6,000	3,850	9,000	7,500
062010	COPYING SUPPLIES	725	1,002	750	1,000
062011	OPERATING SUPPLIES	4,300	5,005	4,400	5,000
062013	MATERIAL PROCESSING SUPPL	8,500	4,363	8,500	5,500
062014	MICROFORM SUPPLIES	250	-	255	3,000
062015	CHILDREN SERVICES SUPPLIE	1,500	3,742	1,530	3,750
062016	ARCHIVAL SUPPLIES	500	521	1,000	1,000
062501	POSTAGE	1,250	1,371	1,275	1,370
067002	BOOKS & MEDIA	130,500	144,493	140,500	140,500
067003	PERIODICALS	26,000	23,421	27,000	27,000
067004	MICROMEDIA COLLECTION	52,765	68,648	62,765	67,765
074001	EQUIPMENT	2,500	2,803	2,550	2,800
074002	IT EQUIPMENT	5,000	8,601	6,000	8,600
075001	FURNITURE AND FIXTURES	5,000	3,987	6,000	6,000
081042	LIBRARY PROGRAMS	11,000	14,326	13,000	16,000
LIBRARY	<b>TOTAL</b>	<b>1,921,013</b>	<b>1,841,120</b>	<b>1,970,708</b>	<b>1,983,833</b>



# Recreation Department



## Mission

Because we believe that recreation plays a vital role in the health development and life of both the individual and the community, we aim to utilize, maintain and expand the recreation and leisure resources available to our community. We will attempt to involve all segments of the community and the Recreation Department in planning activities, be they individuals, community agencies, or citizen boards. We will provide leisure time opportunities and recreation experiences for all residents in safe and healthful conditions, which are enjoyable and productive for each and every individual involved.





# Recreation Department

## Services Overview

- ✓ Connie Bean Community Center
- ✓ Spinnaker Point Recreation Center
- ✓ Indoor Pool
- ✓ Outdoor Pool
- ✓ Special Programs
- ✓ Senior Citizen Programs

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Recreation Director	1	1	1
Assistant Recreation Director	1	1	1
Spinnaker Point Supervisor	1	1	1
Recreation Supervisor	1	1	1
<b>Totals Full Time</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Account Clerk	1	1	1
Number of part-time positions vary throughout the year.			
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Department Budget Comments

The total Recreation Department's FY21 proposed budget is \$934,597. This represents an increase of \$22,877 or 2.51% from FY20, primarily due to full time staff COLA and step increases.



## Budget Summary of Expenditures

	<b>FY19</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>CITY MANAGER RECOMMENDED</b>
<b>RECREATION</b>				
SALARIES	299,238	309,972	308,234	318,100
PART-TIME SALARIES	223,000	202,381	247,000	247,000
OVERTIME	4,000	2,561	4,000	4,000
LONGEVITY	7,853	7,852	8,008	8,169
STIPENDS	-	-	-	-
RETIREMENT	35,402	36,448	35,793	36,891
OTHER BENEFITS	40,860	39,143	43,410	44,162
<i>Contractual Obligations</i>	<i>610,353</i>	<i>598,357</i>	<i>646,445</i>	<i>658,322</i>
TRAINING/EDUCATION/CONFERENCES	1,700	-	1,700	1,700
ELECTRICITY	96,400	98,128	91,400	93,400
NATURAL GAS	36,000	35,347	39,000	39,000
CONTRACTED SERVICES	4,500	4,023	4,500	4,500
PROFESSIONAL ORGANIZATION DUES	500	-	-	-
OTHER OPERATING	146,175	153,492	128,675	137,675
<i>Other Operating</i>	<i>285,275</i>	<i>290,990</i>	<i>265,275</i>	<i>276,275</i>
<b>TOTAL</b>	<b>895,628</b>	<b>889,347</b>	<b>911,720</b>	<b>934,597</b>



## Programs and Services

### **Connie Bean Community Center.**

- Daily drop-in recreation programs.
- Organized sports leagues, grades K-12.
- Other active and passive programs for infants through seniors.

### **Spinnaker Point Recreation Center**

- Fitness center for adults 18+ (fitness equipment, weights, indoor track, basketball court, tennis, volleyball, dance, yoga, tai-chi, pilates, karate, exercise classes, spin classes, swimming pool, hot tub, steam, sauna).
- Organized adult sports leagues (basketball, volleyball, ping-pong, etc.).



### **Indoor Pool**

- Over 100 hours per week of swim programs, family swims, lap swimming, etc.
- Swim lessons for over 1,000 city residents.
- Swim teams for all ages.

### **Outdoor Pool**

- Swim lessons to over 700 Portsmouth children per year.
- Adult and family open swims.



### **Special Programs**

- Mother/Son dance, Father/Daughter dance.
- City Easter Egg Hunt.
- Summer vacation camps (9 weeks).
- School year vacation camps.
- Fall soccer programs/Winter basketball programs/Spring baseball programs.
- 16 Senior Citizen day trips.
- Sports camps (basketball, soccer, baseball, field hockey, softball, cross-country running, golf, volleyball).
- Peirce Island Boat Launch.

### **Senior Citizen Programs (for more information see the Senior Services Department pages)**

- Monthly/Quarterly newsletter.
- Additional meals and transportation for seniors.
- Additional senior programming through library, recreation departments and other senior citizen stakeholders throughout the community.
- Establish new facility at the former Dobles Center.

## Goals and Objectives

### **Goal #1:**

Provide affordable, diversified, year-round activities for residents and others.

### **Objectives:**

- ✓ Provide year-round recreational programs serving the varying needs of Portsmouth's residents, regardless of age, sex, race, or income level.
- ✓ Provide activities for different periods of free time due to the increase in labor force and those not working in the traditional 9-5 setting.
- ✓ Provide activities of a progressive nature so participants, from beginner to advanced, can be accommodated and satisfied.



	<ul style="list-style-type: none"> <li>✓ Create a balanced program between young and old, male and female, constant users and new participants, athletic activities and non-athletic activities.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #2:</b> Fully utilize all existing facilities, to expand the use of those facilities and areas set-aside for recreation as deemed necessary, including the expansion of activities at the Community Campus as the temporary headquarters for 50+ activities until a permanent home is realized.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to improve neighborhood parks and playgrounds.</li> <li>✓ Improve and/or upgrade youth and recreation facilities in the city through a citywide needs assessment.</li> <li>✓ Expand and improve the activities at the Community Campus while continuing the transfer of the Dobles Center for 50+ activities.</li> </ul>
<p><i>Citywide Goal Addressed: :</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #3:</b> Satisfy the different tastes and interests of individuals and age groups including active, passive, educational, cultural, social and athletic forms of leisure time interests.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Provide a safe and comfortable atmosphere for all patrons at all facilities.</li> <li>✓ Carry on an active public relations campaign and encourage individuals and groups to actively participate in the planning and control of their programs and Recreation Department.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #4:</b> Promote and support all forms of neighborhood recreation carried on by this agency and/or any other responsible community service agency in order to accommodate the vast population residing outside of the downtown area.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work cooperatively with all responsible community service agencies aimed at meeting the needs of residents of Portsmouth.</li> <li>✓ Foster a lively interest and a healthy attitude toward beneficial and productive leisure time interests that will have carryover value into the home, school and community.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal # 5:</b> Maintain professional integrity and quality leadership by seeking out competent employees and by involving the staff in training sessions, workshops and other job related training experiences.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Improve staff literacy and competence in all areas of computer programming and technology.</li> <li>✓ Improve inter-facility communications.</li> <li>✓ Incorporate new software programming to facilitate credit card payments and on line registration.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> </ul>	



Performance Measures

Percent increase/ (decrease) in memberships and program participation at Spinnaker Point Recreation Center:  
FY19 – 4%  
FY20 – 4%  
FY21 (Est.) – 4%

Percent increase/ (decrease) in long running Recreation Programs:  
FY19 – 5%  
FY20 – 5%  
FY21 (Est.) – 5%



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
<b>RECREATION</b>			
PMA GRADE 19	H	RECREATION DIRECTOR	98,066
SMA GRADE 14	F	ASSIST RECREATION DIRECTOR	75,667
SMA GRADE 12	F	RECREATION SUPERVISOR	68,674
		EDUCATION STIPEND	1,634
<b>TOTAL FULL TIME COMM CENTER</b>			<b>244,041</b>
SMA GRADE 13	G	SPINNAKER POINT SUPERVISOR	74,059
<b>TOTAL FULL TIME SPINNAKER POINT</b>			<b>74,059</b>
<b>TOTAL FULL TIME</b>			<b>318,100</b>
1386B GRADE 5	A	PT ACCOUNT CLERK (28HRS/WK)	26,485
		VARIOUS PART-TIME POSITIONS BOTH YEAR ROUND AND SEASONAL	220,515
<b>TOTAL PART TIME</b>			<b>247,000</b>
<b>TOTAL DEPARTMENT</b>			<b>565,100</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**RECREATION DEPARTMENT  
SPINNAKER POINT  
01-785-720-07-122-439**

011001	REGULAR SALARIES	67,822	73,155	71,878	74,059
012001	PART TIME SALARIES	50,000	58,448	55,000	56,000
014041	OVERTIME	2,000	2,561	2,000	2,000
015001	LONGEVITY	1,885	1,885	1,922	1,961
022001	SOCIAL SECURITY	7,546	8,263	8,109	8,309
022501	MEDICARE	1,765	1,933	1,896	1,943
023001	RETIREMENT	8,160	8,828	8,466	8,715
034103	TELEPHONE	1,500	1,655	1,500	1,500
039001	PROFESSIONAL SERVICES	500	-	500	500
041002	ELECTRICITY	53,000	45,477	48,000	48,000
041101	NATURAL GAS	36,000	35,347	39,000	39,000
041205	WATER /SEWER FEES	15,000	22,503	17,000	23,000
043018	REPAIRS-EQUIPMENT	10,000	6,217	10,000	10,000
044006	PRINTING LEASE/MAINT	-	-	85	85
055050	PRINTING	-	276	-	-
061001	FIRST AID	400	144	400	400
061002	MISCELLANEOUS SUPPLIES	8,000	5,675	6,000	6,000
062001	OFFICE SUPPLIES	2,000	803	915	915
063800	MATERIALS-CHEMICALS	7,000	2,985	6,000	6,000
068002	CLOTHING	800	-	800	800
075001	FURNITURE AND FIXTURES	-	30,000	-	-
<b>Total Spinnaker</b>		<b>273,378</b>	<b>306,156</b>	<b>279,471</b>	<b>289,187</b>

**CONNIE BEAN  
01-785-720-21-124-439**

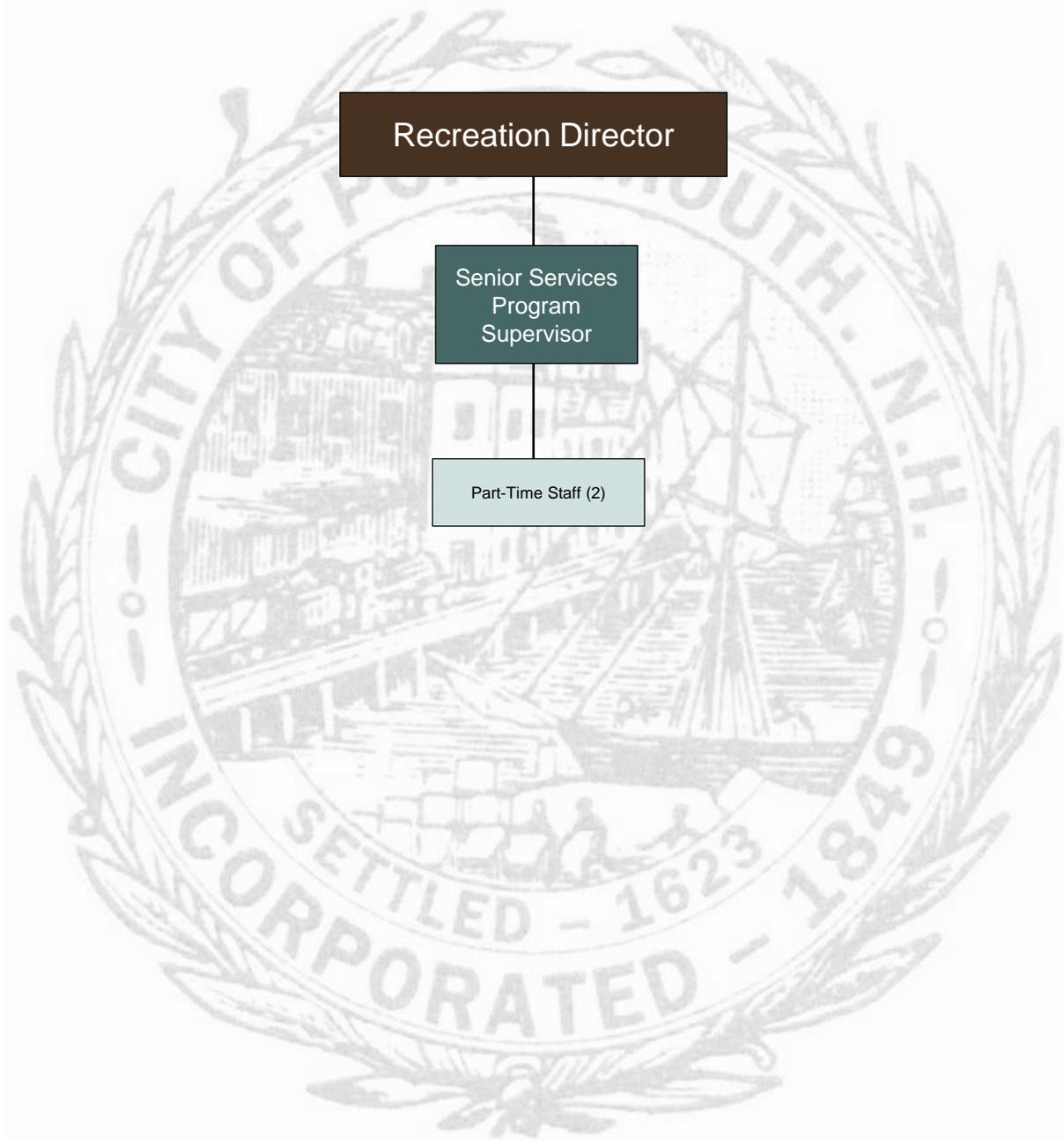
011001	REGULAR SALARIES	231,416	236,817	236,356	244,041
012001	PART TIME SALARIES	51,000	45,742	56,000	56,000
014041	OVERTIME	2,000	-	2,000	2,000
015001	LONGEVITY	5,968	5,968	6,086	6,208
022001	SOCIAL SECURITY	18,004	17,360	18,641	19,111
022501	MEDICARE	4,211	4,075	4,359	4,470
023001	RETIREMENT	27,242	27,619	27,327	28,176
034103	TELEPHONE	1,500	530	1,500	1,500
039077	BASKETBALL OFFICIALS	4,000	4,023	4,000	4,000
043018	REPAIRS-EQUIPMENT	700	-	700	700
044006	PRINTING LEASE/MAINT	-	-	300	300
054050	TRAINING	500	-	500	500
055050	PRINTING	3,500	3,732	4,000	4,000
056001	DUES PROFESSIONAL ORGANIZ	500	-	-	-
057101	TRAVEL AND CONFERENCE	1,200	-	1,200	1,200
057102	TRAVEL REIMBURSEMENT	2,500	1,971	2,000	2,000
061001	FIRST AID	400	122	400	400
061002	MISCELLANEOUS SUPPLIES	6,000	1,769	4,000	4,000
062001	OFFICE SUPPLIES	1,500	1,783	1,700	1,700
068002	CLOTHING	550	324	550	550
091006	TRANSFER FR SCHOOL	-	(10,000)	(10,000)	(10,000)
		<b>362,691</b>	<b>341,835</b>	<b>361,619</b>	<b>370,856</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>OUTDOOR POOL</b>					
<b>01-785-730-24-992-439</b>					
012001	PART TIME SALARIES	75,000	50,171	85,000	85,000
022001	SOCIAL SECURITY	4,650	3,111	5,270	5,270
022501	MEDICARE	1,088	728	1,233	1,233
034103	TELEPHONE	1,500	524	1,500	1,500
041002	ELECTRICITY	19,200	17,852	15,200	15,200
041205	WATER /SEWER FEES	45,000	38,824	40,000	40,000
061001	FIRST AID	500	267	500	500
061002	MISCELLANEOUS SUPPLIES	8,000	9,440	8,000	8,000
063800	MATERIALS-CHEMICALS	17,000	27,852	19,000	22,000
068002	CLOTHING	800	998	800	800
		<b>172,738</b>	<b>149,766</b>	<b>176,503</b>	<b>179,503</b>
<b>SUMMER CAMPS</b>					
<b>01-785-740-00-131-439</b>					
012001	PART TIME SALARIES	38,000	44,578	42,000	45,000
022001	SOCIAL SECURITY	2,356	2,764	2,604	2,790
022501	MEDICARE	551	646	609	653
041002	ELECTRICITY	24,000	34,569	28,000	30,000
044002	RENTAL OTHER EQUIPMENT	4,000	3,605	5,000	5,000
061001	FIRST AID	400	-	400	400
061002	MISCELLANEOUS SUPPLIES	2,825	168	2,825	2,825
		<b>72,132</b>	<b>86,330</b>	<b>81,438</b>	<b>86,668</b>
<b>BOAT LAUNCH</b>					
<b>01-785-750-00-900-439</b>					
012001	PART TIME SALARIES	9,000	3,443	9,000	5,000
022001	SOCIAL SECURITY	558	213	558	310
022501	MEDICARE	131	50	131	73
041002	ELECTRICITY	200	230	200	200
044002	RENTAL OTHER EQUIPMENT	2,000	905	2,000	2,000
055050	PRINTING	300	-	300	300
061001	FIRST AID	100	-	100	100
061002	MISCELLANEOUS SUPPLIES	300	420	300	300
068002	CLOTHING	100	-	100	100
		<b>12,689</b>	<b>5,260</b>	<b>12,689</b>	<b>8,383</b>
<b>SPECIAL PROGRAMS</b>					
<b>01-785-760-00-100-439</b>					
044002	RENTAL OTHER EQUIPMENT	2,000	-	-	-
		<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
RECREATION	TOTAL	<b>895,628</b>	<b>889,347</b>	<b>911,720</b>	<b>934,597</b>



# Senior Services Department



## Mission

To positively impact our community by creating opportunities for healthy aging through social engagement, physical well-being, community involvement, creativity and life-long learning.





# Senior Services

## Services Overview

- ✓ Senior Activity Center
- ✓ Wellness Programs
- ✓ Education Programs
- ✓ Senior Transportation
- ✓ Additional Senior Services



## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Senior Services Supervisor	1	1	1
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Senior Services Admin	2	2	2
<b>Totals Part Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## Department Budget Comments

The Senior Services proposed budget for FY21 is \$226,963. This represents an increase of \$4,473 or 2.01% over FY20.

The City implemented senior services programs in FY13 and has continued to increase services to the City's seniors. Since FY14 the City has been renting space at Community Campus for a temporary senior center and plans to move the Senior Activity Center to 125 Cottage Street in late FY20 / early FY21.

Due to this move, the senior services division has reallocated funds for rent at the Foundation Campus

and will use those funds for additional part time staff, to fund the increase in the hours of the new facility increase from 30 hours per week at the Community Campus to 80+ hours per week at the new center. Other budgetary increases are due to contractual obligations of staff.

## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>SENIOR SERVICES</b>				
SALARIES	61,205	63,704	65,525	70,148
PART-TIME SALARIES	22,000	15,884	22,000	50,000
LONGEVITY	314	314	320	327
RETIREMENT	7,001	7,283	7,355	7,872
OTHER BENEFITS	6,389	5,816	6,718	9,216
CONTRACTED SERVICES	-	-	-	-
<i>Contractual Obligations</i>	<b>96,909</b>	<b>93,000</b>	<b>101,918</b>	<b>137,563</b>
TRAINING/EDUCATION/CONFERENCES	300	50	300	300
ELECTRICITY	-	-	15,000	35,000
NATURAL GAS	-	-	30,000	13,000
PROFESSIONAL ORGANIZATION DUES	200	185	200	200
OTHER OPERATING	66,500	69,736	75,072	40,900
<i>Other Operating</i>	<b>67,000</b>	<b>69,971</b>	<b>120,572</b>	<b>89,400</b>
<b>TOTAL</b>	<b>163,909</b>	<b>162,971</b>	<b>222,490</b>	<b>226,963</b>



## Programs and Services

As part of the Recreation Department, the Senior Activity Center/Senior Services offers a variety of programs, activities and services to promote healthy aging. In 2018 the City of Portsmouth became an “Age-Friendly Community” and strives to make Portsmouth livable for all ages.

### **Senior Activity Center located at Community Campus**

- Drop-in Lounge open Mon-Fri 9:00am-3:00pm. Complimentary coffee/tea, newspaper and wifi.
- Monthly social meal options available including the senior luncheon program, annual cookout, Thanksgiving luncheon and holiday party. Off-site breakfast and lunches are also offered.
- 2,000 copies of senior newsletter are distributed plus an email distribution.
- Passive and active recreation opportunities offered throughout the week.



### **Wellness Programs**

- Variety of fitness classes available each week.
- Wellness clinics (blood pressure, balance testing, Wellness Expo)
- Falls prevention workshops and trainings partnership with UNH, Seacoast Public Health Network and NH Falls Prevention Taskforce.



### **Educational Programs**

- Lectures, Ukulele classes, Art Classes, computer classes

### **Senior Transportation**

- Senior Transportation managed by COAST. As of 2019 increased from 4 to 5 days/week and from 8 to 12 hours per day. Work to increase awareness of program and ridership.
- Funding for Senior Transportation comes from the Parking and Transportation Fund.



### **Additional Senior Services**

- Staff provides resource information.
- Meeting room space available
- Creation of “Friends of Portsmouth Senior Activity Center”.

## Goals and Objectives

### *Goal #1:*

Enrich the community by promoting healthy aging.

### *Objectives:*

- ✓ Promote and provide social, educational and physical opportunities for healthy aging.
- ✓ Create and distribute newsletter highlighting activities and services for seniors.
- ✓ Continue to collaborate with community organizations to enhance senior programming.

### *Citywide Goal Addressed:*

- Promote A Welcoming, Safe and Diverse Community



<p><b>Goal #2:</b></p> <p>Continue a short term senior gathering space</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Host a drop-in center with programming for ages 50+.</li> <li>✓ Have a dedicated hub for seniors to find informal and formal activities, services and programs.</li> <li>✓ Provide a warm, welcoming environment with a feeling of safety and inclusivity.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	
<p><b>Goal #3:</b></p> <p>Creation of a permanent Portsmouth senior center</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Renovate the Doble property (125 Cottage Street) as the future home of a Portsmouth senior/community center. Anticipated opening July 2020.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	
<p><b>Goal #4:</b></p> <p>Continue synergy with Recreation Department's goals.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to work with the Senior Sub Committee of the Recreation Board to support senior services.</li> <li>✓ Continue to work cooperatively with Recreation Department to provide year round activities for older adults.</li> <li>✓ FY21 start using same membership database software as Rec Dept.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	
<p><b>Goal #5:</b></p> <p>Provide a comprehensive transportation element</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Support transportation partner to provide Senior Transportation for Portsmouth residents.</li> <li>✓ Grow participation by continuing to foster and investigate appropriate partnerships.</li> <li>✓ Grow volunteer driver program to support Senior Transportation program.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	

## Performance Measures

Members  
 FY19 – 1,200  
 FY20 –1,400 (16% increase)  
 FY21 (Est) – 1,700 (21% increase)

Number of Senior Service Activities  
 FY19 – 70  
 FY 20 – 78 (11% increase)  
 FY 21 (Est) – 102 (30% increase)



**FY21 BUDGETED POSITION AND SALARY DETAIL**

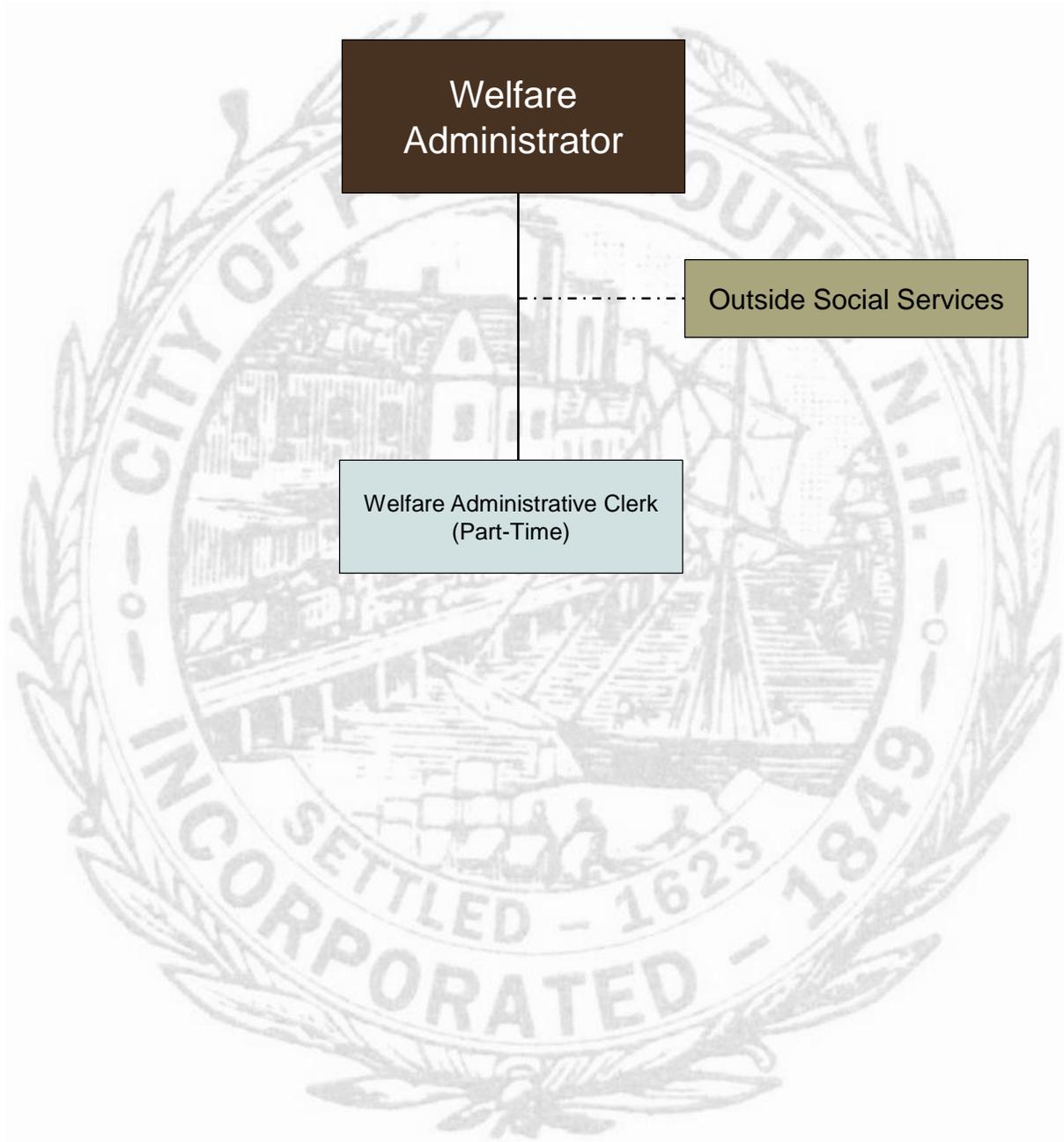
		<u>POSITION</u>	<u>SALARY</u>
<b>SENIOR SERVICES</b>			
SMA GRADE 13	E	SENIOR SERVICES SUPERVISOR	70,148
<b>TOTAL FULL TIME</b>			<b>70,148</b>
PT SENIOR SERVICES ADMIN (25HRS/WK)			16,575
PT SENIOR SERVICES ADMIN (2HRS/WK)			1,066
ADDITIONAL PART-TIME HOURS AS NEEDED			32,359
<b>TOTAL PART TIME</b>			<b>50,000</b>
<b>TOTAL DEPARTMENT</b>			<b>120,148</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>SENIOR SERVICES</b>					
<b>01-786-339-00-100-442</b>					
011001	REGULAR SALARIES	61,205	63,704	65,525	70,148
012001	PART TIME SALARIES	22,000	15,884	22,000	50,000
015001	LONGEVITY	314	314	320	327
022001	SOCIAL SECURITY	5,178	4,713	5,445	7,469
022501	MEDICARE	1,211	1,102	1,273	1,747
023001	RETIREMENT	7,001	7,283	7,355	7,872
034103	TELEPHONE	3,000	2,927	3,000	3,000
041002	ELECTRICITY	-	-	15,000	35,000
041101	NATURAL GAS	-	-	30,000	13,000
041205	WATER /SEWER FEES	-	-	3,000	3,000
044005	RENT	35,000	38,528	35,172	-
055050	PRINTING	6,000	8,983	10,000	10,000
056001	DUES PROFESSIONAL ORGANIZ	200	185	200	200
057101	TRAVEL AND CONFERENCE	300	50	300	300
057102	TRAVEL REIMBURSEMENT	400	348	400	400
061001	FIRST AID	500	-	200	200
061002	MISCELLANEOUS SUPPLIES	5,000	1,678	5,000	5,000
061006	SR LUNCHES	14,000	12,124	14,000	15,000
062001	OFFICE SUPPLIES	800	860	2,500	2,500
062501	POSTAGE	1,600	2,488	1,600	1,600
068002	CLOTHING	200	-	200	200
074003	SOFTWARE	-	1,800	-	-
SENIOR SERVICES	<b>TOTAL</b>	<b>163,909</b>	<b>162,971</b>	<b>222,490</b>	<b>226,963</b>



# Welfare Department



## Mission

It is the mission of the Welfare Department to provide appropriate and timely assistance to qualified individuals. This office seeks to promote independence through guidance and referrals while recognizing the need to balance the City's financial interests with the needs of welfare applicants. Maintaining an active role in the community of organizations, businesses and agencies that provide services to Portsmouth residents assures that all forms of support are utilized to the fullest for our community.





# Welfare

## Services Overview

- ✓ Client Services
- ✓ Community Relations
- ✓ Information and Referral

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Welfare Administrator	1	1	1
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Welfare Administrative Clerk	1	1	1
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Department Budget Comments

The total proposed Welfare Department budget for FY21 is \$483,935 which represents an increase of \$180,173 (59.3%) from FY 20. By NH law, the City must assist any eligible applicant, so this expenditure is subject to market factors outside our ability to control. The Direct Assistance portion of this budget of \$354,600 reflects a 98% increase from FY 20. Line items are kept as low as possible through careful case management and referrals to other sources of assistance. Many local residents who are employed in the service and retail industries struggle to find housing within the city confines and find themselves spending an ever increasing percentage of their income for accommodations here in Portsmouth. The Portsmouth area, as in the rest of the State of NH, continues to experience increasing rates of family homelessness and historically low vacancy rates.



## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>WELFARE DEPARTMENT</b>				
SALARIES	70,324	70,345	75,405	77,864
PART-TIME SALARIES	27,383	29,097	29,315	30,758
LONGEVITY	1,070	942	1,412	1,440
RETIREMENT	8,110	8,110	8,716	8,978
OTHER BENEFITS	7,556	7,578	8,119	8,420
<i>Contractual Obligations</i>	<i>114,443</i>	<i>116,073</i>	<i>122,967</i>	<i>127,460</i>
DIRECT ASSISTANCE	179,100	257,694	179,100	354,600
TRAINING/EDUCATION/CONFERENCES	200	131	200	200
PROFESSIONAL ORGANIZATION DUES	200	50	200	200
OTHER OPERATING	1,430	1,452	1,295	1,475
<i>Other Operating</i>	<i>180,930</i>	<i>259,327</i>	<i>180,795</i>	<i>356,475</i>
<b>TOTAL</b>	<b>295,373</b>	<b>375,399</b>	<b>303,762</b>	<b>483,935</b>



## Programs and Services

### Client Services-

- Determine qualified applicants, process requests for service, and make referrals.
- Administer emergency assistance funding based on State law and City ordinance.
- Conduct periodic follow-up of clients.
- Monitor changing federal/state laws and regulations.
- Facilitate responsiveness of agencies to Department referrals.

### Community Relations-

- Actively participate in local social service networks.
- Advise City Manager on appropriate funding levels for social service agencies.
- Advocate for the interests of Department recipients and the City.

## Goals and Objectives

<p><b>Goal #1:</b></p> <p>To assist individuals in Portsmouth, in accordance with New Hampshire Law and the Welfare Guidelines adopted by the City Council, who are temporarily unable to provide for their own documented shelter, food, medication, utility, or other emergency needs.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Refine and improve applicant qualification process.</li> <li>✓ Take active role in social service networks.</li> <li>✓ Leverage existing resources and explore new avenues to maintain cost per-in office contact and other expenses</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
<p><b>Goal #2:</b></p> <p>To work closely with Federal, State, and local agencies and charities to maximize services and benefits available to Portsmouth residents.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Monitor changing Federal/ State laws and regulations.</li> <li>✓ Participate in the NH Local Welfare Administrators Association.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
<p><b>Goal #3:</b></p> <p>To review social service agencies' City budget requests and to advise the City Manager regarding funding levels for agencies.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Review Outside Social Service fund requests.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Maintain Financial Stability </li> </ul>	

## Performance Measures

Percent change over previous year for cost per in-office contact.

FY18 : -18%

FY19 : +12%

FY20 (Est.) : +23%



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>WELFARE</b>			
PMA GRADE 15	F	WELFARE ADMINISTRATOR	77,864
<b>TOTAL FULL TIME</b>			<b>77,864</b>
1386B GRADE 7	6.5D/5.5E	PT ADMINISTRATIVE CLERK (25HRS/WK)	30,758
<b>TOTAL PART TIME</b>			<b>30,758</b>
<b>TOTAL WELFARE</b>			<b>108,622</b>



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>WELFARE DEPARTMENT</b>					
<b>DIRECT ASSISTANCE</b>					
<b>01-792-770-25-110-436</b>					
088001	FOOD	2,000	1,874	2,000	1,500
088002	PERSONAL GOODS	1,000	452	1,000	1,000
088003	SHELTER	150,000	172,314	150,000	270,000
088004	FUEL	2,000	2,011	2,000	2,000
088005	GAS LIGHT AND WATER	4,000	2,523	4,000	1,000
088006	MEDICAL	2,000	4,413	2,000	1,000
088007	TRANSPORTATION	2,000	1,638	2,000	2,000
088008	BURIALS	6,000	4,530	6,000	6,000
088009	OTHER EXPENSES	100	-	100	100
088010	EMERGENCY SHELTER	10,000	67,939	10,000	70,000
DIRASST		<b>179,100</b>	<b>257,694</b>	<b>179,100</b>	<b>354,600</b>
<b>WELFARE ADMINISTRATION</b>					
<b>01-792-770-51-110-436</b>					
011001	REGULAR SALARIES	70,324	70,345	75,405	77,864
012001	PART TIME SALARIES	27,383	29,097	29,315	30,758
015001	LONGEVITY	1,070	942	1,412	1,440
022001	SOCIAL SECURITY	6,124	6,142	6,580	6,824
022501	MEDICARE	1,432	1,436	1,539	1,596
023001	RETIREMENT	8,110	8,110	8,581	8,843
044006	PRINTING LEASE/MAINT	-	-	135	135
055050	PRINTING	75	-	75	75
056001	DUES PROFESSIONAL ORGANIZ	200	50	200	200
057101	TRAVEL AND CONFERENCE	200	131	200	200
057102	TRAVEL REIMBURSEMENT	700	602	455	500
062001	OFFICE SUPPLIES	400	579	465	600
067001	BOOKS & PERIODICALS	255	270	300	300
WELADMIN		<b>116,273</b>	<b>117,706</b>	<b>124,662</b>	<b>129,335</b>
WELFARE	<b>TOTAL</b>	<b>295,373</b>	<b>375,399</b>	<b>303,762</b>	<b>483,935</b>





# Outside Social Services

## Services Overview

- ✓ Cross Roads House
- ✓ Central Veterans Council
- ✓ Richie McFarland Children’s Center
- ✓ Seacoast Mental Health Center
- ✓ Area HomeCare & Family Services
- ✓ Rockingham Nutrition and Meals on Wheels
- ✓ Big Brothers/ Big Sisters of the Greater Seacoast
- ✓ RSVP
- ✓ Seacoast Community School
- ✓ Rockingham Community Action
- ✓ Haven
- ✓ Waypoint
- ✓ American Red Cross of NH and VT
- ✓ AIDS Response Seacoast
- ✓ Gather
- ✓ Greater Seacoast Community Health
- ✓ Seacoast Family Promise
- ✓ New Generation
- ✓ Seacoast Pathways
- ✓ CASA
- ✓ Cornerstone VNA
- ✓ One Sky Community Services

## Department Budget Comments

The Outside Social Services budget request for FY21 is \$199,033. This represents an increase of \$3,905 or 2% from the FY20 Budget.

## Programs and Services

- **Cross Roads House (CRH):** Cross Roads House’s mission is “to protect men, women, and children who are experiencing homelessness from exposure and hunger.” As the largest shelter in the region, CRH provides both emergency and transitional shelter programs that offer case management help for individuals and families seeking to break the cycle of homelessness and return to permanent shelter. CRH collaborates with a multitude of other local agencies to connect residents to needed supportive services. Many agencies deliver services on-site at the shelter. CRH also provides on-site classes that help residents prepare for, and maintain both housing and employment.

Beyond the shelter and supportive services provided at the main shelter building, former CRH residents can work with Housing Stability Case Managers, who provide much needed post-shelter case management that helps them maintain their housing and supports in their new homes. CRH also administers a HUD funded Housing First/Permanent Supportive Housing Program for chronically homeless individuals. In July, CRH opened a new facility, located on Greenleaf Ave. in Portsmouth. The building provides permanent, affordable housing space for 12



formerly homeless adults in single occupancy rooms, with shared common areas along with a unit for a caretaker.

Demand for shelter remains extremely high. Last year CRH provided shelter and services to 446 people, including 30 families with 62 children. Among those were 103 Portsmouth residents (includes transients from out of state). Overall, the emergency shelter program for individual adults operated beyond the shelter's normal capacity 63% of nights last fiscal year, and 94% of nights November 1, 2018-June 30, 2019. Many of these nights

CRH programs save money from Portsmouth's Welfare budget by decreasing the need for more costly housing alternatives (i.e. hotel rooms). CRH policy limits the number of nights of shelter offered to people from outside of New Hampshire, which increases available space for those referred by the City of Portsmouth Welfare Department.

- **Central Veterans Council:** City funds are requested for decoration of gravesites and upkeep of cemeteries.
- **Richie McFarland Children's Center:** The mission of the Richie McFarland Children's Center is "to help young children reach their full developmental potential and to support their families through that process." RMCC clinicians and educators provide an array of developmental and therapeutic services for children with special needs, education and support to their families and guidance in accessing and coordinating community and health resources. Among the programs offered are Family-Centered Early Supports & Services (more commonly known as early intervention for children from birth to three years of age), Pediatric Therapies, Early Learning Groups, and Parent-Child Groups. City funding is requested to assist with general operating expenses to help fill the significant gap between the cost of providing services and the available revenues collected from all other sources. Financial support from each of the 24 towns in their catchment area results in approximately 5% of RMCC's annual budget. The organization bases its request on the number of children served, with an amount of \$300 per child. Last year RMCC provided services to 48 Portsmouth children and families continuing to represent the highest number of families served in the agency's catchment area. City funds are requested to support RMCC staff in providing direct services to Portsmouth families.
- **Seacoast Mental Health Center:**  
The Seacoast Mental Health Center (SMHC) is one of ten NH state-designated community mental health centers. The mission of SMHC is *to provide a broad, comprehensive array of high quality, effective and accessible mental health services to residents of the eastern half of Rockingham County*. Communities included in our catchment area are: Brentwood, Deerfield, East Kingston, Epping, Exeter, Fremont, Greenland, Hampton, Hampton Falls, Kensington, Kingston, New Castle, Newfields, Newington, Newmarket, North Hampton, Northwood, Nottingham, Portsmouth, Raymond, Rye, Seabrook, South Hampton, and Stratham.

Last fiscal year we provided services to nearly 5900 children, adolescents, adults, and families.

We are mandated to provide evaluations and treatment for severe and persistent mental illnesses, such as bipolar disorder and schizophrenia, as well as depression, anxiety and other mental health illnesses to children, adolescents, and their families; adults; as well as to the distinct elderly demographic. We exist to help our clients reach their sustainable recovery goals regardless of their ability to pay. In order to better meet the community's needs and our own client's needs, in 2017 we expanded our Substance Use Disorder Treatment Services to include Medication Assisted Treatment (Suboxone).

Services include but, are not limited to: individual and group therapy; couples and family therapy; psychiatric services; specialized services for children, adolescents, adults, elders; psychological and neuropsychological assessments and testing; support services, including targeted case management, supported employment, and community/home-based services; and consultation/educational services for community organizations and businesses to name a few. In addition, we manage a 24/7 supervised group home for 8 adults who have a serious and persistent mental illness who are unable to live independently.



Emergency Crisis Intervention and Stabilization services are available 24 hours a day, seven days a week, 365 days a year. These services are provided on an outpatient basis by our emergency clinicians and our staff psychiatrists. We also see Emergency Services patients in the Emergency Room at Exeter Hospital.

Our goal is to offer services that empower a family unit and/or an individual to build upon health, community, and resilience within a collaborative treatment model. From identifying emerging needs and creating services to meet those needs, to collaborating with local organizations to improve the delivery of our mental health services, we create an extensive support system for individuals that we serve.

- **Area HomeCare & Family Services:** The Agency mission is “to provide non-medical in-home care services to low-income elderly and adults with disabilities or chronic illnesses, so they may remain in their homes for as long as possible.” Services are free for income-eligible clients and include grocery shopping, laundry, light housekeeping, companionship and many more activities of daily living that clients cannot do for themselves. In FY19 services were provided to 166 Portsmouth residents. More than 98% of these clients are “very-low income” by HUD standards and some of the cost of providing this service is not recoverable from the state contract or Medicaid and must be raised by the Agency. In addition to providing direct in-home care services to the elderly and adults with disabilities or chronic illnesses, the Agency also developed and sponsors Project CoolAir, which raises money to buy air conditioners for Portsmouth citizens with medical conditions who are in need. More recently, we added Project HairCare which provides free hair care services to those clients who have no other means of getting this service. This program has brought a sense of self-respect to several Portsmouth residents. The City Welfare Department is one of many local referral sources. City funds are requested to enable the In-Home Care Program to continue to offer free services to the many Portsmouth residents in need who wish to remain in their homes.
- **Meals on Wheels:** As more and more Americans live longer and healthier lives, we need our systems and structures to match that reality. The new normal means 20% or more of the population are 60 years of age and older. Demographics have changed, but our ingenuity applied will mean a better society. Aging in our homes and communities is what we wish to do.

Rockingham Nutrition and Meals on Wheels helps older adults and people temporarily or permanently disabled live life better. Our clients enjoy fresh cooked meals at our luncheon centers, or delivered right to their homes by friendly folks. Our services: multiple meal choices, special diet meals, wellness checks and support help our clients improve their wellbeing, and maintain their independence. Times have changed, and so have we.

We can provide a person with ready to eat nutritious meals, and wellness support for a year for what it costs for one day in a hospital, or ten days in a nursing home. We are part of the “at home” movement, enabling folks to live in their homes as they age rather than move to nursing facilities. Not only is it more cost effective, it is just a plain better way for people, and all of us are aging, to age in place.

Family and friends gain peace of mind. *“I just want to send a huge Thank you, to have these lovely folks deliver meals to my parents during most of this last year. It has provided me comfort in knowing that they are receiving nutritious meals every day and also having someone check on them on a daily basis. I call every day, but live an hour away.”*

And it works. 98% of clients reported that Meals on Wheels benefits their health. 99% reported feeling safer knowing RNMOW is looking out for their safety and wellbeing. And for 86% of our clients, it is their main meal of the day.

Last year 260 Portsmouth residents received 33,931 ready to eat balanced meals, a 25% increase over the year before; 24,396 safety checks, and 4,580 services. City funds requested will help support 3.5% of the cost of this program.



- **Big Brothers / Big Sisters of NH:** Big Brothers Big Sisters of New Hampshire: Every child has potential, and the presence of a caring adult role model can help youth reach their fullest potential. Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. As an evidence-based program, the youth we serve achieve positive outcomes, including more confidence in school, better social relationships, and avoidance of risk behaviors. Big Brothers Big Sisters of NH (BBBSNH) supports children between the ages of 6 and 18, and has been serving the Seacoast area since 1977. Last year, we served 43 Portsmouth children, and 55 Portsmouth residents volunteered as mentors. Eight Portsmouth youth are on our waiting list for a mentor.
- **RSVP: Friends RSVP - Retired and Senior Volunteer Program:** helps solve unmet community needs through volunteers and increases the health and independence of older adults through active, meaningful volunteerism. RSVP capitalizes on people's interests and skills to provide a wide range of services to Portsmouth's underserved and disadvantaged residents.
- **Seacoast Community School:** Seacoast Community School, previously known as Community Child Care Center, was founded in 1967. Our mission to provide nurturing care and exceptional education to all children of the seacoast has held steadfast through the decades, as has our commitment to low income families and their needs. The school strives to be a leader in innovative and accessible education for children eight weeks to twelve years old, and to promote understanding of the value and positive impact of high quality early education. Serving an average full time equivalent of over 300 children per day, activities include nationally accredited full day programs for infants, toddlers and preschoolers; half-day inclusive preschool options in collaboration with Portsmouth and Greenland Schools; and before and after school programming for grades K-5 in Portsmouth and Greenland.

SCS works diligently to make all programs accessible to families and their children, regardless of socio-economic status. That said, the school gives priority of service to children from families in financial need as these are the community members who benefit from our high quality early education and care the most. With the ability to access quality childcare, families are better able to gain and retain employment, receive job skill training, and maintain housing, food and other basic living necessities. SCS accepts New Hampshire State Childcare Scholarship reimbursement, and partners with the City of Portsmouth as well as other local agency and private funders to establish additional scholarship options for families. With opportunities such as the Social Services Agency Grant, we work together to meet the needs of Portsmouth's most vulnerable citizens.

As an institution long committed to our mission, we recognize the value of support from the City of Portsmouth over the years of our relationship. Recently, while celebrating our 50th year in operation, we publicly recognized the literally thousands of children that have enjoyed being part of our school community, hundreds of dedicated educators who have helped us to be so successful, and the many institutional sponsors who have made this all possible.

- **Rockingham Community Action:** RCA is a component of Southern New Hampshire Services, Inc. (SNHS). The mission of RCA/SNHS is to provide activities designed to assist low-income participants, including the elderly poor, to secure and retain meaningful employment, attain an adequate education, and make better use of available income; to ameliorate the causes of poverty within the community; to meet urgent and immediate individual and family needs, including health, nutrition, housing and employment-related assistance; and to address the problems and barriers which block the achievement of self-sufficiency. RCA staff assist with self-sufficiency/ education; housing/energy services; crisis intervention; and health and food & nutrition. RCA provides direct assistance and serves as a conduit for Fuel Assistance and other federally-funded financial assistance and programs for low-income individuals and families. Over the years RCA has assumed lead responsibility for programs enabling and supporting low-income residents in making the transition from welfare dependence to self-sufficiency. Last year 1,213 Portsmouth households received assistance valued at \$876,000 through RCA. This is not an unduplicated count; many households are represented in this count more than once depending on their variety of needs and the level of services required. Of these 1,213 households, 44 received \$110,000 of weatherization grants, 104 received \$55,600 in WIC benefits. Fifty-nine received \$29,000 in homeless prevention services. 293 received \$226,500 in Fuel Assistance



grants. 383 households received \$159,400 in Electric Assistance discounts, 77 received \$121,000 in Adult Education services, 19 received \$196,000 in Head Start services, 43 received \$9,000 in emergency energy services, and 70 received \$45,600 in Asset Development & Financial services. Our Summer Food Program served 965 meals to Portsmouth children. In recent years we have been approved for City of Portsmouth Community Development Block Grants. With this year's grant of \$7,500 we assisted the Portsmouth Welfare Department by providing additional financial assistance to Portsmouth households at risk of homelessness. RCA staff works closely with the City of residents at risk of losing housing and utility services, and with all major agencies serving Portsmouth (Cross Roads House, Portsmouth Housing Authority, Families First, Gather Food Pantry, Seacoast Mental Health Center, Haven, etc.). RCA operates a fully staffed and cross-trained Outreach Center in Portsmouth so that applications for critical "safety net" assistance to individuals and families can be expedited. Much of the service provided by RCA reduces clients' reliance on City Welfare funds. City funds are requested to underwrite the operations of the RCA Outreach Office.

- **Haven:** For 40 years, HAVEN, the organization created by the merger of A Safe Place and Sexual Assault Support Services (SASS), has provided services to individuals impacted by domestic and sexual violence.

HAVEN's mission is to prevent sexual assault and domestic violence and to empower women, men, youth and families to heal from abuse and rebuild their lives. Services include providing 24-hour confidential emergency shelter and support services via a confidential 24-hour hotline and in-person accompaniments at hospitals, police, child advocacy centers and courts and a K-12 Safe Kids Strong Teens prevention education program aimed to prevent sexual abuse, bullying and teen dating violence. Most recently added to our services is our Housing First initiative, where we provide assistance to victims and survivors in need of safe, affordable housing. In addition, HAVEN's main office in Portsmouth is located at 20 International Drive at the Pease Tradeport allows those in need of assistance to access in-person support during office hours.

In FY19, HAVEN assisted 229 Portsmouth residents through our 24 hour client services program, provided Portsmouth residents with 273 bed nights in our confidential shelter and reached 844 Portsmouth students and 171 teachers and other community members with our Safe Kids Strong Teens preventions education program.

In FY2018, HAVEN assisted 170 Portsmouth residents through our 24 hour client services program, provided Portsmouth residents with 383 bed nights in our confidential shelter and reached 761 Portsmouth students and 103 teachers and other community members with our Safe Kids Strong Teens prevention education program.

- **Waypoint (formerly known as Child & Family Services of NH):**  
**Mission:** We are dedicated to advancing the well-being of children and families by providing an array of social services to strengthen family life and promoting community commitment to the needs of children.

Waypoint is statewide with 14 regional offices, with two offices in the Seacoast area. Our programs are based on current research, balanced with experience, creativity, and clinical skill. We go wherever the clients need us to be, with a majority of services being delivered in the home or in community settings. We travel 1.3 million miles annually, tackling the most complex problems facing families today. Our services are designed to improve functioning, communication and relationship skills, reduce anxiety and low self-esteem, and resolve personal issues or family dilemma.

Waypoint provides high quality programs and services to help children, youth, families and seniors meet the challenges they face at every age and stage of life. City funds are requested to subsidize the services provided to clients unable to pay because they are uninsured or underinsured and without CFS they would have no other alternatives.

Last year Waypoint served Portsmouth 1,830 hours of care and served 72 Portsmouth residents through eight Family Support and Services Programs: Early Supports and Services, Family Counseling, Individual Services, Healthy Family America (HFA), Integrated Home Based Services (IHB), Transitional Living/Runaway and Homeless Youth, Adoption, and Camp Spaulding.



Support from the city of Portsmouth will ensure that Portsmouth residents have the programs and services they need regardless of their income, and these services will improve the community as a whole.

- **American Red Cross of NH and VT:** The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. Through its volunteers, donors and partners, the American Red Cross is always there in times of need, turning compassion into action so that all people affected by disaster receive care, shelter, and hope; our communities are prepared for disasters; everyone has access to safe, lifesaving blood and blood products; all armed services members and their families find support and comfort when needed; and there are always trained individuals nearby, ready to use their Red
- **AIDS Response Seacoast:** AIDS Response Seacoast (ARS) is a non-profit community-based HIV/AIDS Service Organization which has served the Seacoast area since 1987. Our mission is three-fold: to prevent the spread of HIV infection by promoting the avoidance of unsafe practices through education and prevention programs for individuals, groups and communities; to provide direct services for those living with HIV/AIDS through case management and other practical and emotional support services; and to advocate on HIV/AIDS issues on the local, state, and national level. ARS provides services throughout Rockingham and Strafford Counties in New Hampshire. All programs and services offered by ARS are provided free of charge.

The ARS Client Services Department provides advocacy and referrals to people living with HIV/AIDS and otherwise assists them in accessing complex medical and social service systems; obtaining housing, financial assistance, and home-based services as well as promoting healthy behaviors and emotional well-being. In addition, the Client Services Department also provides access to mental health and substance abuse counseling; access to transportation to medical appointments; and a food pantry to help ensure food security.

- **Gather:** Gather is one of the oldest social service agencies in New Hampshire. We began in 1816 by a small group of women whose goal was to feed the families of fishermen in Portsmouth, NH. Gather's mission is to make the Greater Seacoast a hunger-free community. To do this we: distribute nourishing food to people who do not have enough to eat; take a leadership role in building an equitable and sustainable regional food system; and galvanize public support for ending hunger.

Gather is also the Seacoast's only preventative health-focused food pantry. What makes our organization unique is our unwavering commitment to meeting the hunger needs of this community through the provision of fresh, healthy and nutritious food (e.g., fruits, vegetables, whole grains, protein). Our focus is not only to provide food and basic necessities but to inspire, encourage and teach our individuals and families how to make nutritionally sound food choices and prepare healthy meals.

Gather serves the Seacoast of New Hampshire and the majority of participants are residents of Portsmouth, NH. In addition to our Pantry Market (open shopping model 5 days each week), Gather provides innovative mobile programs (Meals 4 Seniors, Meals 4 Kids, Mobile Markets), a Community Supported Agriculture (CSA) program, support to smaller food pantries, gleaning, referrals/community outreach and a new food re-purposing project (Pantry 2 Table). There are 1,100+ active Seacoast families using the Pantry Market and we provided over 1 million pounds of food to this community last year. We have more than 20 partnerships with local community organizations and 150+ volunteers support Gather on a regular basis.

Over the past several years, Gather has experienced great successes, tremendous growth and enhanced internal capabilities. Since FY13, Gather has grown from a \$447,000 organization to a \$2.23M organization this most recently closed fiscal year – a nearly five-fold increase. The support from the community has been overwhelming. The value of in-kind community donations of food



(including rescued food) has improved from \$231,000 in FY13 to \$1.5M in FY19. This has allowed us to exponentially increase the amount of food provided to this community.

Gather successfully meets the needs of this community. Highlights of our recent accomplishments include:

- More than 1 million pounds of food per year provided to our community
- Over 100,000 pounds of surplus food per year shared with the 20 local pantries we help support
- 700+ children supported through our Meals 4 Kids (M4K) program at 10 sites throughout the Seacoast
- 900%+ increase in the number of children enrolled in M4K since 2014
- 50 homebound seniors receiving delivered groceries and fresh made meals through our Meals 4 Seniors (M4S) program
- 400+ meals created each week from fresh rescue food that would have gone to waste
- Grew reserve fund of \$300,000 over past 3-4 years

It is important to note that Gather has seen a substantial increase in the number of children enrolled in our programs. In 2013, we were serving 75 children each week through our Meals 4 Kids program. This past summer we provided meals for more than 700 children during peak summer weeks. Funding from the City will enable us to support the Portsmouth community through our main emergency food distribution program as well as our specialty mobile programs.

- **Greater Seacoast Community Health, (formerly known as Families First Health & Support Center):**

Greater Seacoast Community Health (hereafter Greater Seacoast) is a network of community health centers, including Families First Health & Support Center, Goodwin Community Health, and Lilac City Pediatrics. Strafford County Public Health Network and SOS Recovery Community Organization also are affiliated with Greater Seacoast. Greater Seacoast's mission is to deliver innovative, compassionate, integrated health services and support that are accessible to all in our community, regardless of ability to pay. Last year Greater Seacoast provided more than 1,300 low-income Portsmouth children and adults with affordable, accessible, comprehensive, and prevention-focused health care and parenting and family programs. Greater Seacoast provides general medical care for children and adults of all ages; prenatal care; dental care and education at our Health Centers and in Portsmouth schools; behavioral health counseling for children and adults; substance abuse treatment, including medication-assisted recovery and intensive outpatient therapy for opioid addiction; family support and education in group and one-on-one settings; and mobile health and dental services. Greater Seacoast also holds two medical clinics each week at Cross Roads House and weekly medical clinics at two Portsmouth churches and Margeson Apartments. Greater Seacoast's services not only help people stay healthier and improve their quality of life, but also save money for the City. Many City of Portsmouth welfare recipients are served by Greater Seacoast, which plays an essential role in returning welfare recipients to health, employability, and ultimately to independence. Portsmouth City funding is requested for the salaries of Greater Seacoast nurse practitioners to continue to provide essential medical services to Portsmouth residents.

- **Seacoast Family Promise** : Established as a New Hampshire 501(c)(3) nonprofit in 2001, Seacoast Family Promise (SFP) has become a leader in the Seacoast Region serving families with children experiencing homelessness, an affiliate of the national Family Promise program, SFP is one of over 225 affiliates nationwide.

Seacoast Family Promise has serviced 264 families comprised of 835 adults and children. Of the 835 individuals 344 have been adults 491 have been children under the age of 18 and 255 have been children under the age of five years.

Ninety percent (90%) of the family graduates of Seacoast Family Promise remain financially stable and in housing.

Through a "neighbor helping neighbor" network of over 1,700 trained and background checked community volunteers from businesses, organizations, community groups, faith communities, schools and the community at large, and 24 underutilized faith community buildings; as an



overnight, safe, family shelter, Seacoast Family Promise provides mentoring, homework assistance, eventing meals and an evening place for families to rest and re-group for their next day.

During the day, families arrive at the Day Center where professional staff provide intensive case management, goal setting, provide resources for medical, dental and mental health issues, resume writing, interview skills, and employment and training resources. Families study financial planning, budgeting, savings management and priority financial spending. Seacoast Family Promise also provides parenting classes, literacy training for infants through age 5 years, nutrition education and, acts as a liaison with local schools to ensure that the youth experiencing homelessness can maintain their education.

Volunteer adults, although not caregivers to the SFP children, are fully screened, trained and undergo national registry background checks.

Adults in the program also undergo comprehensive background checks and drug and alcohol screenings.

As a non-federally funded non-profit, Seacoast Family Promise is funded by individuals, municipalities, grants, judicatories, businesses, special events, organizations and school groups who we work with annually as supporters of the program and have the desire to build healthy communities.

- **New Generation:** New Generation is homeless shelter in Greenland, NH, for women who are pregnant and/or parenting young children. Our mission is to provide a safe and family-oriented place where women and their children who have found themselves without a home can re-gain their independence and become self-sufficient. They find themselves in crisis due to a variety of factors that can include but aren't limited to: illness or disability; job loss; domestic violence; substance misuse disorder; generational poverty. Since our inception in 1987 we have helped more than 850 women, ages 18 to 42 years, and more than 525 children. Annually, up to 45 women and their children participate in the program. Entry into the program is offered to women who are homeless and pregnant, or new mothers, and is only possible through commitment to a rigorous continuum of care. New Generation is more than just a shelter – we offer full programming to help prepare women for long-term, independent living. In addition to education and job assistance, we help women with:

- Parenting skills via our Nurturing Parenting Learning Program
- Case Management
- Financial literacy skills
- Nutrition and meal preparation
- Recovery support when needed
- Securing permanent housing
- Transportation to medical and counseling appointments

- **Seacoast Pathways:** Seacoast Pathways is a structured evidence-based recovery program for adults 18 and over living with mental illness who strive to re-engage with others and the community. The program follows the Clubhouse International Model of Psychosocial Rehabilitation and provides opportunity to utilize strengths, interests and skill development to get back on track for employment, education, improved housing and wellness – all hallmarks of mental health recovery.

Participants, called members, work side-by-side with staff to operate the clubhouse and volunteer for clerical work, reception, lunch preparation, and planning and organizing activities. Art, music, writing, yoga, and nutrition are incorporated for wellness and learning. Members are actively supported in their employment, housing, and educational goals by increasing skills, pursuing resources, and finding fellowship with others.

Membership is free and for life. Seacoast Pathways connects closely with Portsmouth Hospital's Behavioral Health Unit, and the Seacoast Mental Health Center in their Portsmouth and Exeter locations, and others including Seacoast NAMI support programs.



- **CASA:** Court Appointed Special Advocates (CASA) of New Hampshire strives to protect the rights of our state's most vulnerable children to live, learn and grow in the embrace of a loving family. Our trained volunteer advocates speak for the best interests of abused and neglected children who have come to the attention of New Hampshire's family courts.

A CASA volunteer is appointed to advocate for an abused or neglected child's best interests. The advocates become the "eyes and ears" of the court, making independent, objective recommendations to the judge based on the information they have gathered through meeting with the child and his or her parents, foster parents, social workers, school teachers, therapists and more.

- **Cornerstone VNA:** We deeply appreciate the City of Portsmouth's ongoing support of Cornerstone VNA, your local independent nonprofit visiting nurse association serving Strafford, Belknap, Carroll and Rockingham Counties in NH and York County in ME. Being mission driven, we are committed to bringing services *to people of all ages regardless of their ability to pay*, so that families can stay together at home, even when facing the challenges of aging, surgical recovery, chronic or life-threatening illnesses or end of life care. We provide advanced care at home through five programs: **Home Care, Hospice Care, Palliative Care, Life Care-Private Duty, and Community Care.**

With an increasing number of people receiving care at home, no matter the degree of their illness, the level of skill needed to care for patients is very important. As a result, Cornerstone VNA continues to invest in certifying our clinicians and providing advanced technology, such as Telehealth, to meet the needs of our patients. Although our industry is faced with ongoing challenges due to changing payment models, the aging population and the shortage of health professionals, funding from local towns helps Cornerstone VNA continue serving residents while working to meet those challenges. We are pleased to highlight several accomplishments and achievements over the past year:

- Most notable has been the growth of **Palliative Care**, a program that provides specialized medical care for people with a serious illness, with a focus on providing symptom management and patient education. Although Palliative Care is underfunded, Cornerstone VNA believes in this program because it provides improved quality of life and decreases the need for emergency room visits or re-hospitalizations. A third Nurse Practitioner was added in 2019 to meet the growing demand for this important program.
- Our Hospice and Palliative Care Director, Kelly Doherty, RN-C, MSN, ARNP-BC, ACHPN, successfully achieved **Certification in Hospice and Palliative Care for the Advanced Practice Registered Nurse**. Ms. Doherty is one of only twenty certified palliative care nurse practitioners in the State of New Hampshire.
- To further support family caregivers, we added a third monthly **Caregiver Café** in Alton, which is in addition to our Caregiver Café groups that meet at the local libraries in Farmington and Newington.
- In 2019, over 60 **volunteers** gave 6,000+ hours of their time as balance coach, companion, pet companion, senior companion, caregiver café facilitator, outreach, event, board, office, pet peace of mind, and hospice volunteers.
- 2019 Awards and Recognition o Business NH Magazine 2019 Health Care Business of the Year
  - Greater Barrington Chamber of Commerce 2019 Business Leader of the Year
  - Best of the Seacoast Award Winner, 2019 Best Home Health Care
  - 2019 Telehealth Honors awarded to Anne Carle, RN by Health Recovery Solutions
  - 2019 HomeCare Elite Top Agency

It is our privilege provide trusted, compassionate and expert health care to members of your community and we are pleased to share the number of visits by program in **2019**.

Service	City of Portsmouth	Total Agency
Home Care/Perinatal	1,278	57,517
Hospice Care	376	17,983
Life Care/Support Services	21	7806
Palliative Care	27	639



The impact of your support is significant. Your continued investment in our organization enables us to provide care to your residents, regardless of their ability to pay for services and to purchase special equipment for patients in need. Along with access to care, your support funds free community clinics, patient education and allows us to launch innovative program and services. We encourage the residents of Portsmouth to call Cornerstone VNA at 800-691-1133 if they have any questions. We are here to help you or your loved ones receive expert care at home.

- ***One Sky Community Services:*** Since 1983, One Sky Community Services has been dedicated to *assisting people with developmental disabilities or acquired brain disorders to live as valued and participating members in their communities.* Today, One Sky serves around 1200 individuals and families throughout most of Rockingham County. One Sky Community Services is the initial contact point for all individuals and families requiring support and/or assistance within our service area. A large majority are underserved and disadvantaged, requiring financial support from Medicaid and Social Security. We determine eligibility for available funding, working with eligible individuals, families, and guardians, to identify specific service needs and supports, suggesting a variety of possible service providers within their community and helping to decide which ones to select, while monitoring the quality of care during the life of the client in our service.

From birth to age 3, we provide early supports and services to infants and children with developmental delays or established conditions such as Down syndrome. From ages 3 through 21 we help the families of children with developmental delays and disabilities obtain services and supports to ease the burden of caretaking and enable their children to participate as members of the community. Once an individual turns 21, we help them and their family/guardian to develop a plan for long-term support that will allow the person to live as independently as possible in their own community. Day services may enable the individual to remain in their own home with a family member who goes out to work, or in some cases, independently. Another option is placement with a state-certified “foster” home care provider, supplemented by in-home or community-based day services. We may also place an individual in a small group home with round-the-clock supervision. The people we serve currently receive all of these different kinds of services, either through the One Sky *Futures* service provider or the other 18+ major service provider partners throughout Rockingham County with whom we work.



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**OUTSIDE SOCIAL SERVICES**  
**01-793-780-51-100-437**

087001	CROSSROADS HOUSE	50,000	50,000	55,000	60,000
087002	CENTRAL VETERAN'S COUNCIL	1,000	1,000	1,000	750
087003	RICHIE MCFARLAND CHILDREN	6,000	6,000	8,000	8,000
087005	SEACOAST MENTAL HLTH CTR	10,000	10,000	10,000	10,000
087006	AREA HOMEMAKER/HOME HLTH	11,000	11,000	11,000	11,000
087008	MEALS ON WHEELS	10,000	10,000	10,000	10,700
087009	YMCA ACCESS PROGRAM	1,000	1,000	-	-
087010	SEACOAST BIG BROTH/SISTER	4,000	4,000	3,000	3,000
087012	RSVP	5,000	5,000	4,000	4,000
087013	SEACOAST COMMUNITY SCHOOL	19,545	19,545	19,545	21,500
087015	ROCKINGHAM COMM ACTION	21,500	21,500	21,500	21,500
087017	HAVEN	12,000	12,000	12,000	12,000
087018	WAY POINT	2,083	2,083	2,083	2,083
087019	AMERICAN RED CROSS	1,000	1,000	1,000	1,000
087020	AIDS RESPONSE SEACOAST	5,000	5,000	5,000	5,000
087021	GATHER (FOOD PANTRY)	5,000	5,000	5,000	5,000
087023	COMMUNITY SERVICES	5,000	5,000	5,000	-
087024	GOODWIN (FAMILIES FIRST)	10,000	10,000	10,000	10,000
087025	FAMILY PROMISE	2,246	2,246	2,000	2,000
087026	NEW GENERATION	2,000	2,000	2,000	2,000
087028	SEACOAST PATHWAYS	2,000	2,000	2,000	2,000
087029	CASA	1,000	1,000	1,000	1,500
087032	ONE SKY COMMUNITY SERVICE	-	-	2,500	2,500
087033	CORNERSTONE VNA	-	-	2,500	3,500

<b>OUTSIDE SOCIAL SERVICES</b>	<b>TOTAL</b>	<b>186,374</b>	<b>186,374</b>	<b>195,128</b>	<b>199,033</b>
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NOTE: CHART ON NEXT PAGE COMBINES TOTAL CITY GRANTS PROVIDED TO SOCIAL SERVICES--FY21 TOTAL \$280,883



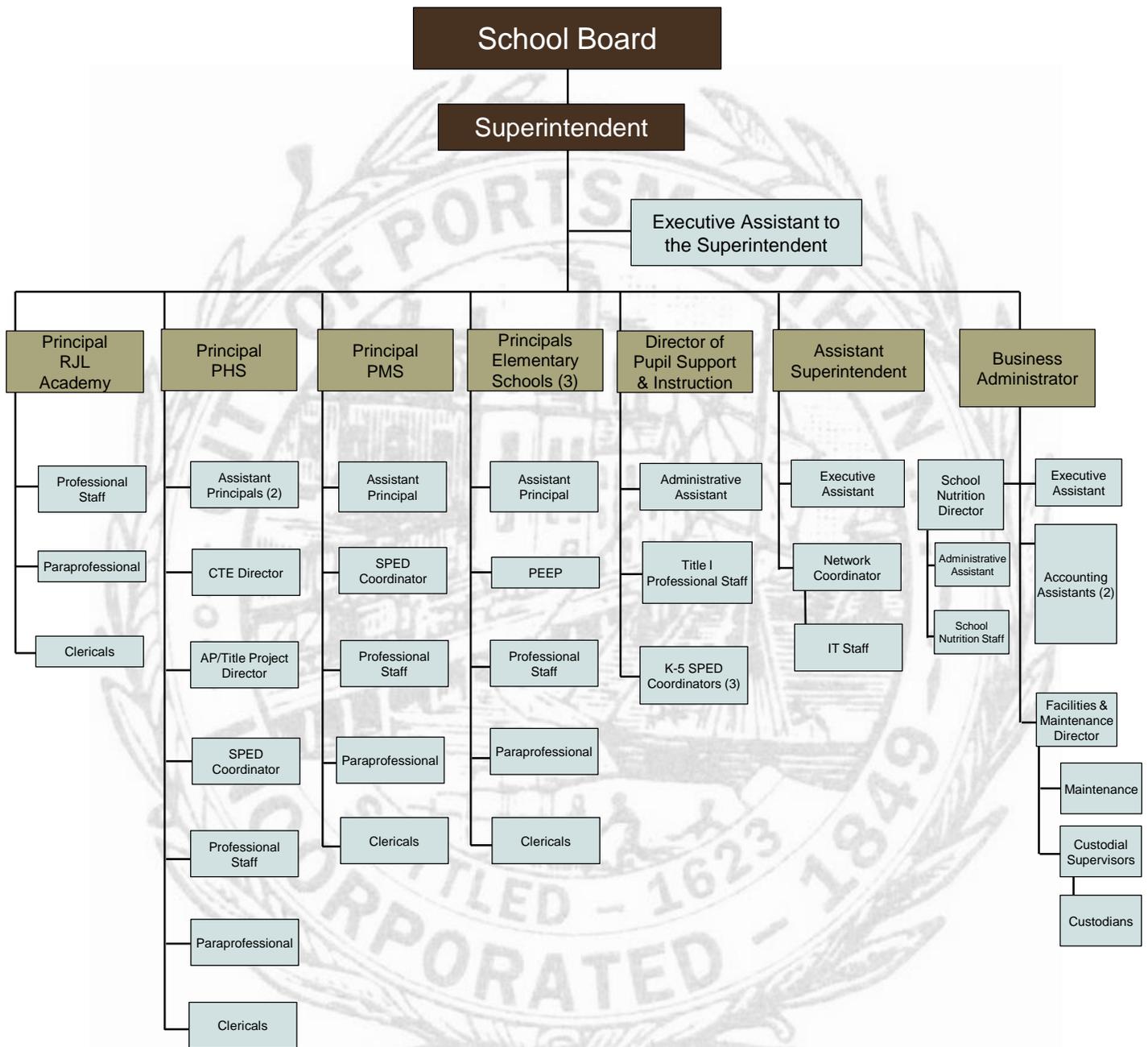
**Total City Grants to Social Service Agencies FY 21**  
**Funded from General Fund and Community Development Block Grant (CDBG) Program\***

Outside Social Services  Agency	FY 2020			FY 2021		
	Welfare	CDBG	Total	Welfare	CDBG	Total
	Welfare Department Budget- City Manager Recommended	CDBG Budget Recommended	Welfare Department and CDBG	Welfare Department Budget- City Manager Recommended	Citizens Advisory Committee CDBG Budget Recommended to City Manager	Welfare Department and CDBG
AIDS Response Seacoast	\$5,000	\$9,750	\$14,750	\$5,000	\$9,925	\$14,925
American Red Cross	\$1,000		\$1,000	\$1,000		\$1,000
Area HomeMaker/Home HLTH CTR (Formerly - Area Homecare & Family Services)	\$11,000		\$11,000	\$11,000		\$11,000
CASA, Child Support/GAL Services	\$1,000		\$1,000	\$1,500		\$1,500
Central Veterans Council	\$1,000		\$1,000	\$750		\$750
Chase Home for Children, Diversion Program		\$4,625	\$4,625		n/a	n/a
Chase Home for Children (New Proram - 90 Day Reunification Program)		n/a	n/a		\$4,800	\$4,800
Community Services	\$5,000		\$5,000	\$0		\$0
Cornerstone VNA	\$2,500		\$2,500	\$3,500		\$3,500
Cross Roads House, Inc.	\$55,000	\$17,000	\$72,000	\$60,000	\$17,000	\$77,000
Friends Program/R S V P	\$4,000		\$4,000	\$4,000		\$4,000
Gather (formerly Seacoast Family Food Pantry)	\$5,000		\$5,000	\$5,000		\$5,000
Greater Seacoast Community Health (formerly Families First Dental Program) - Dental		\$8,400	\$8,400		\$8,400	\$8,400
Greater Seacoast Community Health (formerly Families First) - Behavioral Health		n/a	\$0		\$5,000	\$5,000
Goodwin Health	\$10,000		\$10,000	\$10,000		\$10,000
HAVEN-Violence Prevention and Support Services	\$12,000	\$13,000	\$25,000	\$12,000	\$13,000	\$25,000
Meals on Wheels	\$10,000		\$10,000	\$10,700		\$10,700
New Generations	\$2,000		\$2,000	\$2,000		\$2,000
New Hampshire Legal Assistance		\$2,300	\$2,300		\$2,000	\$2,000
New Heights		\$5,550	\$5,550		n/a	\$0
One Sky Community Service	\$2,500		\$2,500	\$2,500		\$2,500
Portsmouth Housing Authority LTD, MC3 Program		\$5,550	\$5,550		\$5,725	\$5,725
Richie McFarland Children	\$8,000		\$8,000	\$8,000		\$8,000
Rockingham Community Action	\$21,500	\$7,500	\$29,000	\$21,500	\$7,500	\$29,000
Seacoast Big Brothers/Big Sisters	\$3,000		\$3,000	\$3,000		\$3,000
Seacoast Community School	\$19,545	\$8,325	\$27,870	\$21,500	\$8,500	\$30,000
Seacoast Family Promise	\$2,000		\$2,000	\$2,000		\$2,000
Seacoast Mental Health Center	\$10,000		\$10,000	\$10,000		\$10,000
Seacoast Pathways	\$2,000		\$2,000	\$2,000		\$2,000
Way Point	\$2,083		\$2,083	\$2,083		\$2,083
<b>TOTAL Grants</b>	<b>\$195,128</b>	<b>\$82,000</b>	<b>\$277,128</b>	<b>\$199,033</b>	<b>\$81,850</b>	<b>\$280,883</b>

\*May be adjusted due to CARES Act-CDBG allocation, receipt of which is anticipated after the printing of the FY 21 Budget Book.



# Portsmouth School Department



## Mission

“The purpose of the Portsmouth schools is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.”





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# PORTSMOUTH SCHOOL DEPARTMENT

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

STEPHEN ZADRAVEC  
SUPERINTENDENT OF SCHOOLS

GEORGE SHEA  
ASSISTANT SUPERINTENDENT

STEPHEN T. BARTLETT  
BUSINESS ADMINISTRATOR

Portsmouth City Councilors  
Portsmouth Municipal Complex  
One Junkins Avenue  
Portsmouth, NH 03801

Dear Portsmouth City Councilors:

The School Board's focus continues to be guided by four strategic goals which are broadly titled: equity, opportunity, community, and student wellness. In the fall, we added the wellness goal after significant input from administrators, teachers, and other community members. All stakeholders shared the importance and urgency around social and emotional learning and in expanding strategies for all students in these areas. The FY21 budget proposal is grounded in these goals and values.

This year we are excited to see the Middle School World Language program grow. Over the last two years, the number of students participating in language classes has nearly doubled. It is a great example of how programming reflects the larger district goals of equity and opportunity. To that end, we will be looking to hire another full-time language teacher in the district who will work with middle school students and begin to build a program in the elementary schools.

Another exciting initiative has been gaining momentum over the course of the fall. Students, teachers, administrators, and board members are partnering with the University of New Hampshire's social justice program, NH Listens. We piloted several professional development workshops for staff. NH Listens facilitators also worked with high school students building their leadership capacity and focusing on how to make the district a truly inclusive place. This work has dovetailed nicely with the City's community dialogue on equity and inclusion. Portsmouth Listens and student groups recently ran student-led discussions at the high school. We look forward to continuing to scale these programs and partnerships over time.

By way of facilities, there is increased urgency in developing a plan for the Sherburne School which is in dire need of renovation. The facilities committee will be diving into these discussions more deeply to bring forth initial recommendations. We look forward to having this conversation with the Council in the coming year.

Finally, we are very excited to embark on a strategic planning process in the near term. Given the multi-year nature of our goals and the vast number of stakeholders invested in our schools, it has become clear that the district is ready for this thorough process to codify mission, vision, goals, and strategies. Led by the superintendent, a committee will be coming together this spring to kick off this work.

We have so much to be proud of in our Portsmouth Schools- outstanding academic opportunities, extensive service-learning, state championship sports teams, award-winning career and technology programs, and top-notch arts and drama; the list could go on! There are incredible resources for our students and we look forward to ensuring all students have the opportunity to access these programs effectively. The deep support of the community allows the School Board and the administration to focus on student outcomes and improving our schools each year. We look forward to the opportunity to present our proposed budget to you in the near future.

Sincerely,

Kristin Jeffrey  
School Board Chair

"THE PURPOSE OF THE PORTSMOUTH SCHOOLS IS TO EDUCATE ALL STUDENTS BY CHALLENGING THEM TO BECOME THINKING, RESPONSIBLE, CONTRIBUTING CITIZENS WHO CONTINUE TO LEARN THROUGHOUT THEIR LIVES."

AN EQUAL OPPORTUNITY EMPLOYER • EQUAL EDUCATIONAL OPPORTUNITIES

1 JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE 03801-5297 • (603)431-5080 • FAX (603)431-6753





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# School Department

## Services Overview

- ✓ Instructional Programs
- ✓ Support Services – Pupils
- ✓ Support Services – Instructional
- ✓ Support Services – General Administration
- ✓ Support Services – Business & Other

## Department Budget Comments

The FY21 proposed School Department budget is \$52,188,548, which represents a 3.87% increase over FY20. The Portsmouth School Department is recognized for its high-quality educational services and impressive student achievements. This budget maintains existing programs and also supports an expansion of our World Language program in 6th grade as well a beginning to an elementary program in 5th grade. This position is part of a three-year plan to expand World Language instruction into all elementary grade levels.

The School Department continues to leverage areas of efficiency, particularly in the area of energy. With the city's support, multiple building upgrade projects have included energy-saving measures such as LED lighting, expansion of solar energy, and more efficient heating systems. As a result, our energy usage has seen a steady decline.

The FY 21 budget reflects contractual increases in salary, driven primarily by a 2.5% increase in salary for teachers and administrators. The budget also includes a 5.7% increase in health insurance benefits. As a reduction, the budget includes more than \$200,000 in savings from salary differentials through a retirement incentive offered to teachers by the School Board.

A significant increase in operating expenses is attributable almost entirely to an increase in out of district tuition support. These funds support students requiring specialized educational programming in an out of district placement. The Portsmouth School Department has multiple programs to meet a wide variety of student needs, such as the Robert J. Lister Academy. These programs help contain the need

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Administrators	14.67	15.41	14.64
<b>Teachers</b>			
Classroom & Regular Program Instruction	186.22	184.45	185.01
Special Programs	23.30	23.8	23.8
Pupil Support Programs	44.90	49.27	49.27
<b>Totals Teachers Full Time</b>	<b>254.42</b>	<b>257.52</b>	<b>258.08</b>
<b>Other School Department Full Time Staff</b>			
Clerical	20.91	21.05	21.05
Paraprofessional	44.63	41.05	41.82
Tutors	5.37	5.3	5.3
School Custodians	26	26.01	26.01
Security	1	1	1
Technology Support	8	8	8
Maintenance	4	5	5
<b>Totals Other Full Time Staff</b>	<b>109.79</b>	<b>107.41</b>	<b>108.18</b>
<b>Totals General Fund Full Time Staff</b>	<b>378.88</b>	<b>380.34</b>	<b>380.90</b>
<b>Grant and Other Funded Full Time</b>			
<b>Grant and Other Funded Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Grant and Other Funded Full Time	83.65	85.92	85.85
<b>Totals Grant and Other Funded Full Time</b>	<b>83.65</b>	<b>85.92</b>	<b>85.85</b>
<b>Total School Full Time</b>	<b>462.53</b>	<b>466.26</b>	<b>466.75</b>
<b>Positions Part Time</b>			
<b>Lunch Monitors</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Lunch Monitors	6	6	6
<b>Total Part Time</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>





for out of district placements, but some placements are court ordered or required given the particular needs of the student. Overall, the FY 21 Budget allows a continuation of high-quality programming while moving forward with District goals and priorities. The School Board continues a strategic focus on aligning budget requests with specific goals and targeted improvements in our schools, while also expanding efficiencies and additional sources of revenue.

<i>Budget Summary of Expenditures</i>				
	FY19	FY19	FY20	FY21
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>SCHOOL DEPARTMENT</b>				
TEACHERS/ADMINISTRATORS	20,891,965	20,793,687	21,902,242	22,423,434
SALARIES	4,408,060	4,474,795	4,613,285	4,691,063
PART-TIME SALARIES	761,959	875,666	752,489	802,929
SCHOOL BOARD STIPENDS	14,000	13,250	14,000	14,000
OVERTIME	68,935	145,050	68,935	68,981
RETIREMENT	4,160,815	4,016,164	4,435,080	4,557,395
HEALTH INSURANCE	7,157,959	7,157,959	7,489,373	7,916,267
DENTAL INSURANCE	400,016	521,185	503,164	558,242
LEAVE AT TERMINATION	300,000	299,283	300,000	300,000
WORKERS' COMPENSATION	168,110	168,110	110,189	114,867
LIFE AND DISABILITY	197,639	191,699	206,439	206,059
PROFESSIONAL DEVELOPMENT	258,534	221,428	258,534	258,534
OTHER BENEFITS	2,052,863	1,980,952	2,139,748	2,194,757
<i>Contractual Obligations</i>	40,840,855	40,859,228	42,793,478	44,106,528
SPECIAL ED TUITION & SERVICES	1,836,186	2,002,865	1,889,221	2,425,597
TRANSPORTATION	1,300,147	1,352,468	1,417,464	1,497,419
TRANSFER FROM PARKING & TRANS	(100,000)	(100,000)	(50,000)	(50,000)
CONTRACTED SERVICES	535,662	532,395	574,664	552,376
ELECTRICITY	765,943	664,139	712,901	708,822
NATURAL GAS	341,139	315,970	323,393	331,372
GASOLINE	12,500	10,322	12,500	12,500
STUDENT BOOKS / PERIODICALS	190,814	122,611	207,071	195,476
PROFESSIONAL ORGANIZATION DUES	38,494	46,713	43,103	47,268
PROPERTY & LIABILITY	125,913	123,913	110,815	113,493
OTHER OPERATING	2,198,483	2,154,601	2,208,248	2,247,697
<i>Other Operating</i>	7,245,281	7,225,997	7,449,380	8,082,020
<b>TOTAL</b>	<b>48,086,136</b>	<b>48,085,225</b>	<b>50,242,858</b>	<b>52,188,548</b>

## *Programs and Services*

**Instructional Programs** - Includes all direct instructional programs and resources for regular classrooms, Art, Music, Physical Education, Computers and Technology, International Language, Special Education, English as a Second Language, Enrichment, Technical Careers, Business, Media, Athletics, Extra-Curricular and Adult Education. The total student population garnered from the General Fall Report of October 1, 2018, was 2,672.

- Regular Classroom Programs
- Full-Day Kindergarten



- Other Regular Instruction: Art, Music, Physical Education, Technology, International Language
- Special Education Programs
- English as a Second Language
- Enrichment Programs
- Career Technical Education Program Instruction
- Athletics and Extra-Curricular Activity



**Support Services – Pupils** - Includes all direct pupil support activities such as attendance, Guidance, School Psychologist, Health and Nursing, Reading and Math Specialists, Occupational and Physical Therapy, Speech and Audiology, Athletic Trainer, Lunchroom Monitors, Behavioral Specialists, and other related Pupil Support Staff.

- Attendance and Social Work
- Guidance, Health, and School Nurses
- Psychological Services
- Speech and Audiology
- Physical and Occupational Training Services
- Math and Reading Services
- Other Pupil Services, Security, and Behavioral Specialists

**Support Services – Instructional** - Includes all direct instructional support activities such as school libraries, system-wide Media support, City-School Library Project, Technology Plan for an instructional computer purchase, curriculum coordination and development, quality schools and strategic and long-range planning.

- Staff Development
- Technology Plan-Instructional, Technology Purchases
- Media/Library Services



**Support Services – General Administration** - Includes all administrative support activities such as the School Board, Superintendent and Assistant Superintendent's office, Program Directors, and School Administration.

- School Board
- Office of the Superintendent and Assistant Superintendent
- Special Area Administration: Program Directors for Student Services, Reading, Technology, Athletics, and Technical Careers
- School Administration, School Principals and Assistant Principals

**Support Services – Business & Other**- Includes all system support activity such as the school business office, building operations, system-wide maintenance, pupil transportation, technical, network and computer services, property and liability insurance, telephones, employee wellness programs, wage and contract settlement contingencies, and other system-wide costs. The total square footage for all seven (7) school buildings is 640,000 square feet. The total school property includes 114 acres.

- Business/Fiscal Services
- Other Business Services: Property Insurance, Telecommunications
- District-Wide Maintenance Services
- Building and Custodial Operations, Energy and Capital Improvements
- Equipment Repair and Maintenance
- Student Transportation: Daily Buses, After-School Programs, and Out-of-District Charters
- Planning, Research and Development, Staff Services
- Information Support Services and Technology Plan
- Other Support Services, Benefits



## *School Board Goals and Objectives*

### **Goal #1 – Equity**

For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.) the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2019-2020 goal is to reduce any existing gap in performance or participation as measured by the Equity and Opportunity Index, with a long-range goal of eliminating all gaps by 2023 (Portsmouth 400).

### **Goal #2 – Opportunity**

Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2019-2020 goal is for expanded participation specifically in the areas of preschool, extended learning opportunities (ELOs), and dual enrollment college-level classes.

### **Goal #3 – Community**

Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2019-2020 goal is to get feedback from a majority of households, and for 90% of parents surveyed to respond positively that they feel knowledgeable about district goals and priorities with avenues for engagement.

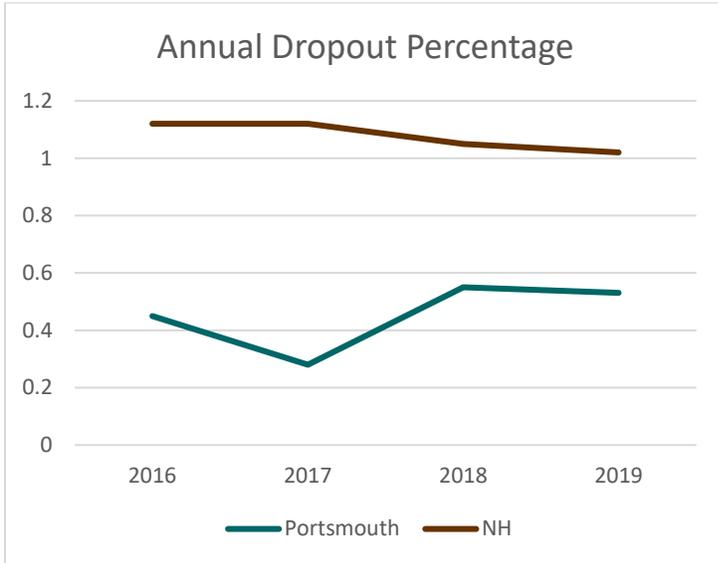
### **Goal #4 – Student Wellness**

Establish baseline indicators for social and emotional learning (SEL) at each level and expand strategies for supporting all learners for success in schools. These strategies will include trauma-informed, schoolwide systems of support to improve the mental health, substance prevention, and overall wellbeing of all Portsmouth students.



## Performance Measures

The Portsmouth School District uses a number of assessment measures to monitor individual student progress and assess program effectiveness. The following graphs represent various components of student academic progress and postgraduate preparation. In general, Portsmouth continues to perform well above State and National averages on many indicators of student progress. New Hampshire utilizes the Statewide Assessment System (SAS) for the State accountability assessment for grades 3 through 8 in Mathematics and English/Language Arts. Students in 11th grade take the SAT.

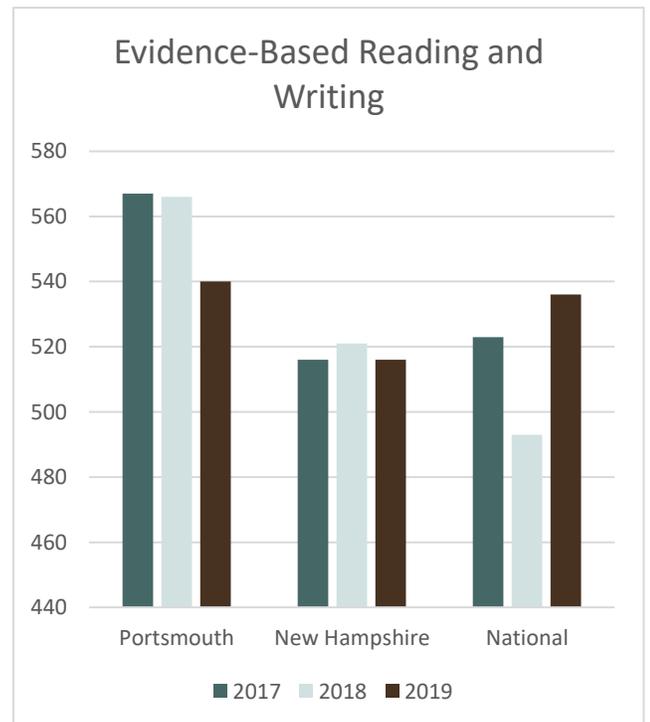
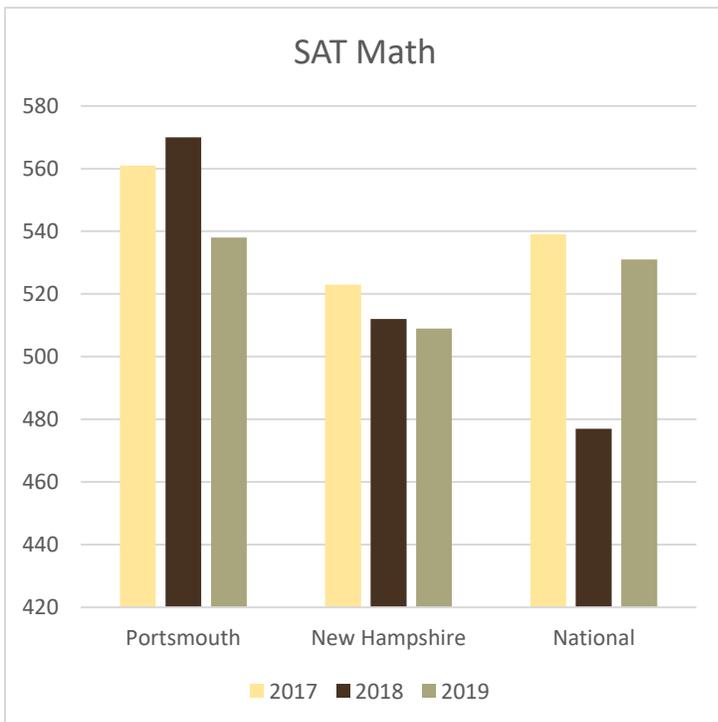


### PHS Class of 2019 Postsecondary Education

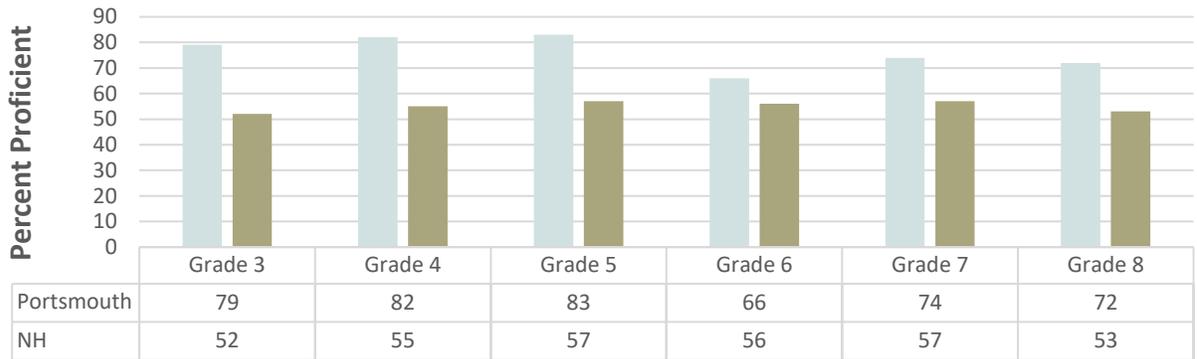
4 Year College	67%
2 Year College	19%
Employment	11%
Specialized Educational Programs	1%
Military	1%
Post Graduate Year	1%

### PHS Class of 2019 National Merit & Achievement Programs

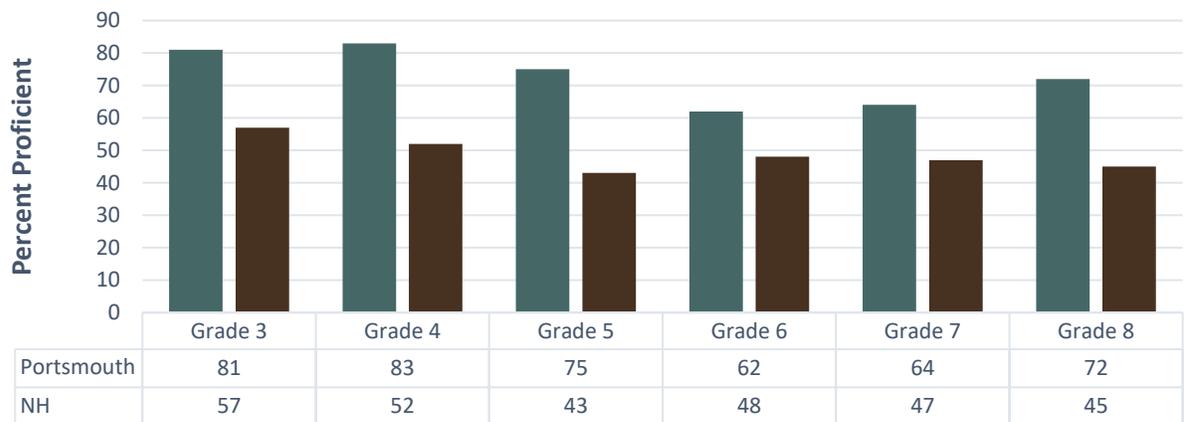
Finalists - 3  
Commended Students - 4



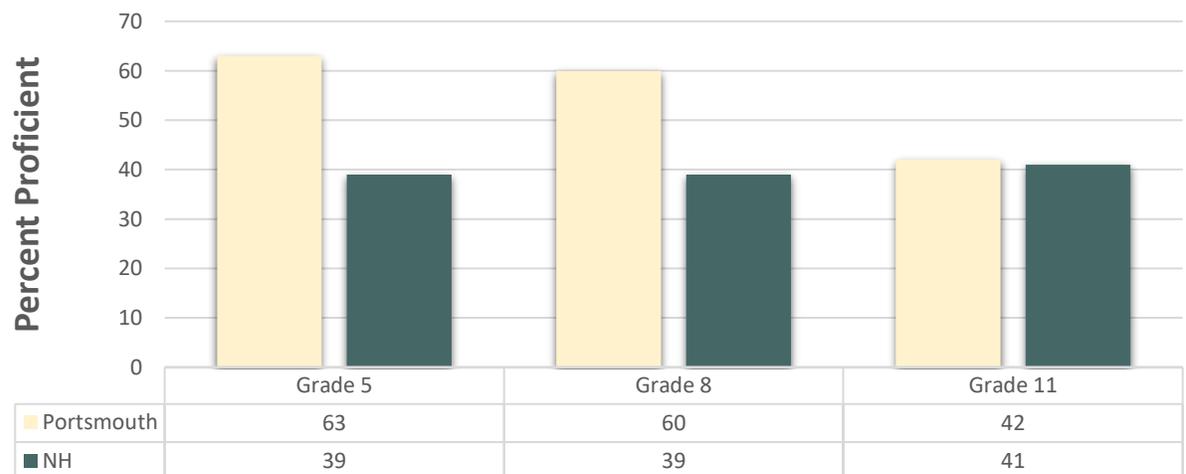
## 2019 English Language Arts State Assessment Proficiency Portsmouth/NH



## 2019 Mathematics State Assessment Proficiency Portsmouth/NH



## 2019 Science State Assessment Proficiency Portsmouth/NH



**PORTSMOUTH SCHOOL DEPARTMENT**  
**SUMMARY OF COMBINED FINANCIAL OPERATIONS**  
**For Budget Year 2020-2021**  
(Based on Proforma Revenue & Expenditures Estimates)

		GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	SPECIAL REVENUE-FOOD SERVICE	TOTAL FUNDS	%
<b>REVENUE:</b>							
<b>LOCAL</b>	TAX APPROPRIATION	45,471,348 a	0	5,107,904	0	50,579,252 b	79.0%
	TUITION	6,704,200	801,079			7,505,279	11.7%
	OTHER	13,000	87,800		616,320	717,120	1.1%
	TRANSFER IN		1,026,589		60,000	1,086,589	1.7%
	GRANTS		114,083			114,083	0.2%
	<b>Total Local Support</b>					<b>60,002,323</b>	<b>93.7%</b>
<b>STATE</b>	SPED AID		340,000			340,000	0.5%
	SCHOOL BUILDING AID			1,757,196		1,757,196	2.7%
	REIMBURSEMENT				8,562	8,562	0.0%
	KINDERGARTEN AID					0	0.0%
	<b>Total State Support</b>					<b>2,105,758</b>	<b>3.3%</b>
<b>FEDERAL</b>	REIMBURSEMENT				300,000	300,000	0.5%
	GRANTS		1,142,098		40,108	1,182,206	1.8%
	MEDICAID		450,000			450,000	0.7%
	<b>Total Federal Support</b>					<b>1,932,206</b>	<b>3.0%</b>
<b>TOTAL REVENUES</b>		<b>52,188,548</b>	<b>3,961,649</b>	<b>6,865,100</b>	<b>1,024,990</b>	<b>64,040,287</b>	<b>100.0%</b>
<b>EXPENDITURES:</b>							
<b>FOR ALL FUNDS</b>	ELEMENTARY	20,163,221	919,008		375,909	21,458,138	33.5%
	MIDDLE SCHOOL	10,637,135	623,903		239,360	11,500,398	18.0%
	HIGH SCHOOL	20,301,603	2,418,738		409,721	23,130,062	36.1%
	TRANSFER OUT	1,086,589				1,086,589	1.7%
<b>BONDED CAPITAL PROJECTS (CIP FUNDED)</b>	INTEREST			1,790,100		1,790,100	2.8%
	DEBT REDUCTION			5,075,000		5,075,000	7.9%
<b>TOTAL EXPENDITURES</b>		<b>52,188,548 c</b>	<b>3,961,649</b>	<b>6,865,100 b</b>	<b>1,024,990</b>	<b>64,040,287</b>	<b>100.0%</b>

- NOTES:
- a: Includes \$ 11,597,138 of Statewide Enhanced Education Tax collected locally
  - b: Debt service is part of the City Capital Fund and is included here for memo purposes only.
  - c: Budget Recommended by Portsmouth School Board



**PORTSMOUTH SCHOOL DEPARTMENT  
SUMMARY OF SPECIAL REVENUE PROGRAMS  
For Budget Year 2020-2021**

(Based on Proforma Revenue & Expenditures Estimates)

		Fund 2	Fund 3	Fund 4	Fund 7	Fund 7	Fund 7	Fund 7	Fund 7	TOTAL	%
		FEDERAL "PASS THRU" GRANTS	LOCAL GRANTS	FOOD SERVICE	TUITION "RJLA"	TUITION SPED	TUITION "LITTLE- CLIPPER"	FEES SUMMER SCHOOL	FEES DRAMA		
<b>REVENUES:</b>											
LOCAL	TAX APPROPRIATION									0	0.0%
	TUITION				494,425	306,654				801,079	16.1%
	OTHER			616,320			68,800	10,000	9,000	704,120	14.1%
	TRANSFER IN			60,000	356,589	650,000				1,086,589	21.8%
	GRANTS		20,000 114,083							114,083	2.3%
STATE	CATASTROPHIC AID					340,000				340,000	6.8%
	SCHOOL BUILDING AID									0	0.0%
	DRIVERS EDUCATION AID									0	0.0%
	REIMBURSEMENT			8,562						8,562	0.2%
	ADEQUATE EDUCATION GRANT									0	0.0%
FEDERAL	REIMBURSEMENT			300,000						300,000	6.0%
	GRANTS	1,142,098		40,108						1,182,206	23.7%
	MEDICAID					450,000				450,000	9.0%
<b>TOTAL REVENUES</b>		<b>1,142,098</b>	<b>134,083</b>	<b>1,024,990</b>	<b>851,014</b>	<b>1,746,654</b>	<b>68,800</b>	<b>10,000</b>	<b>9,000</b>	<b>4,986,639</b>	<b>100.0%</b>
<b>EXPENDITURES:</b>											
GENERAL FUND;		0	0	0	0	0	0	0	0	0	
CATEGORICAL FUNDS ;											
	ELEMENTARY	459,365	32,450	375,909		427,193				1,294,917	26.0%
	MIDDLE SCHOOL	58,019	26,550	239,360		535,334		4,000		863,263	17.3%
	HIGH SCHOOL	624,714	75,083	409,721	851,014	784,127	68,800	6,000	9,000	2,828,459	56.7%
<b>TOTAL EXPENDITURES</b>		<b>1,142,098</b>	<b>134,083</b>	<b>1,024,990</b>	<b>851,014</b>	<b>1,746,654</b>	<b>68,800</b>	<b>10,000</b>	<b>9,000</b>	<b>4,986,639</b>	<b>100.0%</b>



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

**CENTRAL OFFICE**

ADMINISTRATION	SUPERINTENDENT	157,338
	ASSISTANT SUPERINTENDENT	138,829
	<b>TOTAL</b>	<b>296,167</b>
BUSINESS ADMINISTRATOR	BUSINESS ADMINISTRATOR	122,948
	<b>TOTAL</b>	<b>122,948</b>
	CLERICALS	EXEC ASST TO THE SUPERINTENDENT
	EXEC ASST TO THE ASST SUPERINTENDENT	55,697
	CLERICAL ASSISTANT	11,633
	<b>TOTAL</b>	<b>131,159</b>
EXEC ASST TO THE BUSINESS ADMINISTRATOR	EXEC ASST TO THE BUSINESS ADMINISTRATOR	53,157
	ACCOUNTING ASSISTANT	55,179
	ACCOUNTING ASSISTANT	55,212
	CLERICAL ASSISTANT	29,816
	<b>TOTAL</b>	<b>193,364</b>
SPECIALIST	FAMILY OUTREACH	72,402
	<b>TOTAL</b>	<b>72,402</b>
ADMINISTRATIVE	ADMINISTRATIVE DEGREE, EXTRA DAY	7,784
	<b>TOTAL</b>	<b>7,784</b>
PROFESSIONALS	CENTRAL OFFICE, DEGREE, EXTRA DAY, MOVING EXP	149,551
	<b>TOTAL</b>	<b>149,551</b>
CLERICALS	CLERICAL EXTRA DAY	500
	<b>TOTAL</b>	<b>500</b>
CUSTODIANS	CUSTODIAL, EXTRA DAY	500
	<b>TOTAL</b>	<b>500</b>
	<b>TOTAL CENTRAL OFFICE</b>	<b>974,375</b>

**DONDERO SCHOOL**

ADMINISTRATION	PRINCIPAL	119,017
	<b>TOTAL</b>	<b>119,017</b>
PROFESSIONALS	GRADE 1 TEACHER	55,529
	GRADE 1 TEACHER	63,015
	GRADE 1 TEACHER	69,714
	GRADE 2 TEACHER	68,951
	GRADE 2 TEACHER	71,245
	GRADE 2 TEACHER	82,792
	GRADE 3 TEACHER	76,619
	GRADE 3 TEACHER	69,469
	GRADE 3 TEACHER	85,690
	GRADE 4 TEACHER	87,453
	GRADE 4 TEACHER	83,931
	GRADE 4 TEACHER	56,796
	GRADE 5 TEACHER	65,452
	GRADE 5 TEACHER	83,869
	GRADE 5 TEACHER	79,849
	KINDERGARTEN TEACHER	82,792
	KINDERGARTEN TEACHER	66,583
	KINDERGARTEN TEACHER	82,792
	KINDERGARTEN TEACHER	59,813
	WORLD LANGUAGE TEACHER	14,953
	<b>TOTAL</b>	<b>1,407,307</b>



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	GUIDANCE TEACHER	82,792
	<u>TOTAL</u>	<u>82,792</u>
	ELEMENTARY LIBRARIAN	85,261
	<u>TOTAL</u>	<u>85,261</u>
PARAPROFESSIONALS	LIBRARY PARA	27,181
	<u>TOTAL</u>	<u>27,181</u>
MONITORS	LUNCHROOM MONITOR	3,672
	LUNCHROOM MONITOR	3,672
	<u>TOTAL</u>	<u>7,344</u>
CLERICALS	ELEMENTARY PRINCIPAL'S SECRETARY	41,633
	<u>TOTAL</u>	<u>41,633</u>
CUSTODIANS	CUSTODIAL SUPERVISOR	49,701
	NIGHT SHIFT CUSTODIAN	44,306
	NIGHT SHIFT CUSTODIAN	43,243
	<u>TOTAL</u>	<u>137,250</u>
	<b><u>TOTAL DONDERO SCHOOL</u></b>	<b><u>1,907,785</u></b>
<b>LITTLE HARBOUR SCHOOL</b>		
ADMINISTRATION	PRINCIPAL	117,143
	ASST PRINCIPAL	108,054
	<u>TOTAL</u>	<u>225,197</u>
PROFESSIONALS	GRADE 1 TEACHER	87,453
	GRADE 1 TEACHER	91,175
	GRADE 1 TEACHER	80,673
	GRADE 1 TEACHER	69,277
	GRADE 2 TEACHER	92,315
	GRADE 2 TEACHER	82,792
	GRADE 2 TEACHER	87,453
	GRADE 2 TEACHER	67,938
	GRADE 3 TEACHER	92,315
	GRADE 3 TEACHER	85,261
	GRADE 3 TEACHER	82,792
	GRADE 3 TEACHER	73,073
	GRADE 4 TEACHER	82,792
	GRADE 4 TEACHER	85,690
	GRADE 4 TEACHER	83,931
	GRADE 4 TEACHER	93,274
	GRADE 5 TEACHER	66,409
	GRADE 5 TEACHER	85,690
	GRADE 5 TEACHER	85,261
	GRADE 5 TEACHER	85,690
	KINDERGARTEN TEACHER	67,175
	KINDERGARTEN TEACHER	80,673
	KINDERGARTEN TEACHER	91,175
	KINDERGARTEN TEACHER	59,813
	WORLD LANGUAGE TEACHER	14,953
	<u>TOTAL</u>	<u>1,975,043</u>
	ELEMENTARY COMPUTER TEACHER	66,583
	<u>TOTAL</u>	<u>66,583</u>
	GUIDANCE COUNSELOR	77,792
	GUIDANCE COUNSELOR	61,390
	<u>TOTAL</u>	<u>139,182</u>



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	ELEMENTARY LIBRARIAN	66,215
	<u>TOTAL</u>	<u>66,215</u>
MONITORS	LUNCHROOM MONITORS	3,672
	LUNCHROOM MONITORS	3,672
	<u>TOTAL</u>	<u>7,344</u>
CLERICALS	ELEMENTARY PRINCIPAL'S SECRETARY	41,633
	CLERICAL	25,025
	<u>TOTAL</u>	<u>66,658</u>
CUSTODIANS	CUSTODIAL SUPERVISOR	49,597
	NIGHT SHIFT CUSTODIAN	43,244
	NIGHT SHIFT CUSTODIAN	36,692
	CUSTODIAN	16,125
	<u>TOTAL</u>	<u>145,658</u>
	<b><u>TOTAL LITTLE HARBOUR SCHOOL</u></b>	<b><u>2,691,880</u></b>
<b>NEW FRANKLIN SCHOOL</b>		
ADMINISTRATION	PRINCIPAL	128,194
	<u>TOTAL</u>	<u>128,194</u>
PROFESSIONALS	GRADE 1 TEACHER	81,812
	GRADE 1 TEACHER	80,673
	GRADE 1 TEACHER	81,968
	GRADE 2 TEACHER	77,356
	GRADE 2 TEACHER	84,807
	GRADE 3 TEACHER	59,813
	GRADE 3 TEACHER	64,686
	GRADE 3 TEACHER	59,813
	GRADE 4 TEACHER	84,807
	GRADE 4 TEACHER	82,792
	GRADE 4 TEACHER	83,931
	GRADE 5 TEACHER	34,093
	GRADE 5 TEACHER	86,908
	GRADE 5 TEACHER	42,404
	KINDERGARTEN TEACHER	89,216
	KINDERGARTEN TEACHER	59,049
	KINDERGARTEN TEACHER	82,085
	WORLD LANGUAGE TEACHER	14,953
	<u>TOTAL</u>	<u>1,251,166</u>
	GUIDANCE COUNSELOR	82,792
	GUIDANCE COUNSELOR	93,760
	<u>TOTAL</u>	<u>176,552</u>
	ELEMENTARY LIBRARIAN	88,601
	<u>TOTAL</u>	<u>88,601</u>
PARAPROFESSIONALS	LIBRARY PARA	29,382
	<u>TOTAL</u>	<u>29,382</u>
MONITORS	LUNCH ROOM MONITORS	3,672
	LUNCH ROOM MONITORS	3,672
	<u>TOTAL</u>	<u>7,344</u>
CLERICALS	ELEMENTARY PRINCIPAL'S SECRETARY	40,843



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	<b>TOTAL</b>	<b>40,843</b>
CUSTODIANS	CUSTODIAL SUPERVISOR	50,663
	NIGHT SHIFT CUSTODIAN	22,933
	NIGHT SHIFT CUSTODIAN	42,539
	<b>TOTAL</b>	<b>116,135</b>
	<b>TOTAL NEW FRANKLIN SCHOOL</b>	<b>1,838,217</b>
<b>MIDDLE SCHOOL</b>		
ADMINISTRATION	PRINCIPAL	120,888
	ASSISTANT PRINCIPAL	106,191
	<b>TOTAL</b>	<b>227,079</b>
PROFESSIONALS	SOCIAL STUDIES TEACHER	92,315
	ENGLISH TEACHER	76,486
	ENGLISH TEACHER	88,789
	MATH TEACHER	87,431
	GRADE 6 TEACHER	92,289
	SOCIAL STUDIES TEACHER	59,813
	SOCIAL STUDIES TEACHER	72,969
	ENGLISH TEACHER	93,664
	GRADE 6 TEACHER	84,807
	SOCIAL STUDIES TEACHER	91,783
	MATH TEACHER	89,412
	GRADE 6 TEACHER	82,792
	MATH INTERVENTIONIST	91,783
	ENGLISH TEACHER	84,173
	SCIENCE TEACHER	58,283
	SPANISH TEACHER	89,412
	GRADE 6 TEACHER	87,431
	ENGLISH TEACHER	83,931
	GRADE 6 TEACHER	89,682
	SCIENCE TEACHER	67,401
	SCIENCE TEACHER	86,968
	GRADE 6 TEACHER	61,390
	FRENCH TEACHER	86,968
	SCIENCE TEACHER	51,030
	GRADE 6 TEACHER	62,156
	MATH INTERVENTIONIST	85,261
	MATH TEACHER	64,686
WORLD LANGUAGE TEACHER	14,954	
	<b>TOTAL</b>	<b>2,178,059</b>
	COMPUTER TEACHER	64,686
	<b>TOTAL</b>	<b>64,686</b>
	GUIDANCE COUNSELOR	90,870
	GUIDANCE COUNSELOR	85,037
	<b>TOTAL</b>	<b>175,907</b>
	SUMMER SCHOOL INSTRUCTORS	2,000
	<b>TOTAL</b>	<b>2,000</b>
	SATURDAY SCHOOL	3,501
	<b>TOTAL</b>	<b>3,501</b>
	LIBRARIAN	35,948
	LIBRARIAN	40,984
	<b>TOTAL</b>	<b>76,932</b>
PARAPROFESSIONALS	LIBRARY PARA	11,252
	<b>TOTAL</b>	<b>11,252</b>



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

CLERICALS	SUBSTITUTE CALLING	1,727	
	MIDDLE SCHOOL PRINCIPAL'S SECRETARY	49,737	
	MIDDLE SCHOOL PRINCIPAL'S SECRETARY	43,231	
	<b>TOTAL</b>	<b>94,695</b>	
	MIDDLE SCHOOL GUIDANCE SECRETARY	43,263	
	<b>TOTAL</b>	<b>43,263</b>	
CUSTODIANS	CUSTODIAL SUPERVISOR	49,905	
	NIGHT SHIFT CUSTODIAN	43,244	
	NIGHT SHIFT CUSTODIAN	44,093	
	NIGHT SHIFT CUSTODIAN	44,093	
	NIGHT SHIFT CUSTODIAN	43,987	
	CUSTODIAN	42,539	
	<b>TOTAL</b>	<b>267,861</b>	
	<b>TOTAL MIDDLE SCHOOL</b>	<b>3,145,235</b>	
<b>SENIOR HIGH SCHOOL</b>			
ADMINISTRATION	PRINCIPAL	131,506	
	ASSISTANT PRINCIPAL	119,489	
	ASSISTANT PRINCIPAL	110,789	
	TITLE PROJECTS DIRECTOR	105,246	
	<b>TOTAL</b>	<b>467,030</b>	
PROFESSIONALS	ENGLISH TEACHER	92,938	
	ENGLISH TEACHER	91,175	
	ENGLISH TEACHER	85,690	
	ENGLISH TEACHER	66,592	
	ENGLISH TEACHER	83,869	
	ENGLISH TEACHER	84,807	
	ENGLISH TEACHER	85,690	
	ENGLISH TEACHER	92,729	
	ENGLISH TEACHER	66,032	
	ENGLISH TEACHER	68,951	
	ENGLISH TEACHER	19,166	
	ENGLISH TEACHER	89,351	
	<b>TOTAL</b>	<b>926,990</b>	
		FOREIGN LANGUAGE TEACHER	92,938
		FOREIGN LANGUAGE TEACHER	75,795
		FOREIGN LANGUAGE TEACHER	88,789
		FOREIGN LANGUAGE TEACHER	81,968
		FOREIGN LANGUAGE TEACHER	19,122
		FOREIGN LANGUAGE TEACHER	89,216
		FOREIGN LANGUAGE TEACHER	82,792
		FOREIGN LANGUAGE TEACHER	94,391
	<b>TOTAL</b>	<b>625,011</b>	
		MATH TEACHER	61,390
		MATH TEACHER	92,938
		MATH TEACHER	84,807
		MATH TEACHER	83,869
		MATH TEACHER	62,156
	MATH TEACHER	83,869	
	MATH TEACHER	85,690	
	MATH TEACHER	85,690	
	MATH TEACHER	82,085	
	MATH TEACHER	96,996	
	MATH TEACHER	76,254	
	MATH TEACHER	88,789	
	MATH TEACHER	57,433	
	MATH TEACHER	51,030	
<b>TOTAL</b>	<b>1,092,996</b>		



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	SCIENCE TEACHER	97,715
	SCIENCE TEACHER	87,453
	SCIENCE TEACHER	63,901
	SCIENCE TEACHER	91,997
	SCIENCE TEACHER	86,908
	SCIENCE TEACHER	77,356
	SCIENCE TEACHER	88,529
	SCIENCE TEACHER	59,813
	SCIENCE TEACHER	86,908
	SCIENCE TEACHER	75,795
	SCIENCE TEACHER	59,813
	SCIENCE TEACHER	63,015
	SCIENCE TEACHER	93,760
	<hr/>	
	TOTAL	<hr/> 1,032,963 <hr/>
	SOCIAL STUDIES TEACHER	96,275
	SOCIAL STUDIES TEACHER	88,789
	SOCIAL STUDIES TEACHER	92,938
	SOCIAL STUDIES TEACHER	80,267
	SOCIAL STUDIES TEACHER	71,000
	SOCIAL STUDIES TEACHER	93,760
	SOCIAL STUDIES TEACHER	90,552
	SOCIAL STUDIES TEACHER	92,315
	SOCIAL STUDIES TEACHER	86,908
	<hr/>	
	TOTAL	<hr/> 792,804 <hr/>
	COMPUTER TEACHER	42,404
	<hr/>	
	TOTAL	<hr/> 42,404 <hr/>
	GUIDANCE COUNSELOR	95,962
	GUIDANCE COUNSELOR	98,774
	GUIDANCE COUNSELOR	62,207
	GUIDANCE COUNSELOR	88,354
	GUIDANCE COUNSELOR	26,291
	GUIDANCE COUNSELOR	93,538
	<hr/>	
	TOTAL	<hr/> 465,126 <hr/>
	SUMMER SCHOOL INSTRUCTORS	6,000
	<hr/>	
	TOTAL	<hr/> 6,000 <hr/>
PROFESSIONALS	COUNSELOR	88,789
	<hr/>	
	TOTAL	<hr/> 88,789 <hr/>
	SATURDAY SCHOOL TUTOR	5,295
	IN SCHOOL SUSPENSION TUTOR	24,000
	<hr/>	
	TOTAL	<hr/> 29,295 <hr/>
SECURITY	SAFETY PROGRAM	50,463
	<hr/>	
	TOTAL	<hr/> 50,463 <hr/>
LIBRARY	LIBRARIAN	66,215
	LIBRARY TUTOR	35,837
	LIBRARY PARA	11,252
	<hr/>	
	TOTAL	<hr/> 113,304 <hr/>
CLERICALS	HS ASSISTANT PRINCIPAL'S SECRETARY	41,780
	ADM ASST TO THE HS PRINCIPAL	55,762
	HS SCHEDULING/GRADING COORD/FINANCE ASSISTANT	55,762
	HS ASSISTANT PRINCIPAL'S SECRETARY	41,926
	HS COMMUNICATIONS/RECEPTIONIST	41,027
	SUBSTITUTE CALLING	3,630



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	TOTAL	239,887
	HS GUIDANCE DEPT SECRETARY	49,380
	HS REGISTRAR	55,762
	TOTAL	105,142
CUSTODIANS	CUSTODIAL SUPERVISOR	56,200
	CUSTODIAN	43,987
	CUSTODIAN	42,647
	CUSTODIAN	42,647
	NIGHT SHIFT CUSTODIAN	44,561
	NIGHT SHIFT CUSTODIAN	43,244
	NIGHT SHIFT CUSTODIAN	44,199
	NIGHT SHIFT CUSTODIAN	42,539
	NIGHT SHIFT CUSTODIAN	49,701
	NIGHT SHIFT CUSTODIAN	40,560
	NIGHT SHIFT CUSTODIAN	43,987
	TOTAL	494,272
	<b>TOTAL SENIOR HIGH</b>	<b>6,572,476</b>
<b>ART</b>		
PROFESSIONALS	DO ART TEACHER	53,128
	TOTAL	53,128
	LH ART TEACHER	68,580
	TOTAL	68,580
	NF ART TEACHER	47,850
	TOTAL	47,850
	PMS ART TEACHER	95,577
	PMS ART TEACHER	83,869
	TOTAL	179,446
	PHS ART TEACHER	61,390
	PHS ART TEACHER	85,690
	PHS ART TEACHER	81,968
	TOTAL	229,048
	<b>TOTAL ART</b>	<b>578,052</b>
<b>PERFORMING ARTS</b>		
PROFESSIONALS	DO MUSIC TEACHER	63,015
	ELEM INSTRUM TEACHER	15,530
	ELEM INSTRUM TEACHER	13,677
	ELEM INSTRUM TEACHER	13,583
	ELEM INSTRUM TEACHER	12,296
	TOTAL	118,101
	LH MUSIC TEACHER	78,986
	TOTAL	78,986
	NF MUSIC TEACHER	70,779
	TOTAL	70,779
	PMS MUSIC TEACHER	53,835
	PMS MUSIC TEACHER	76,970



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

PMS MUSIC TEACHER	41,829
PMS MUSIC TEACHER	69,673
<b>TOTAL</b>	<b>242,307</b>
PHS MUSIC TEACHER	34,165
PHS MUSIC TEACHER	77,499
PHS MUSIC TEACHER	27,886
<b>TOTAL</b>	<b>139,550</b>
PHS DRAMA TEACHER	55,762
<b>TOTAL</b>	<b>55,762</b>
<b>TOTAL PERFORMING ARTS</b>	<b>705,485</b>

**PHYSICAL ED/ HEALTH ED**

**PROFESSIONALS**

DO PHYS ED TEACHER	84,807
<b>TOTAL</b>	<b>84,807</b>
LH PHYS ED TEACHER	69,469
<b>TOTAL</b>	<b>69,469</b>
NF PHYS ED TEACHER	88,529
<b>TOTAL</b>	<b>88,529</b>
PMS PHYS ED TEACHER	52,605
PMS PHYS ED TEACHER	58,336
PMS PHYS ED TEACHER	65,079
<b>TOTAL</b>	<b>176,020</b>
PMS HEALTH ED TEACHER	26,382
PMS HEALTH ED TEACHER	29,256
PMS HEALTH ED TEACHER	32,637
<b>TOTAL</b>	<b>88,275</b>
PHS PHYS ED TEACHER	89,216
PHS PHYS ED TEACHER	86,908
PHS PHYS ED TEACHER	29,820
PHS PHYS ED TEACHER	30,558
<b>TOTAL</b>	<b>236,502</b>
PHS HEALTH ED TEACHER	60,928
PHS HEALTH ED TEACHER	42,404
PHS HEALTH ED TEACHER	41,180
PHS HEALTH ED TEACHER	42,199
<b>TOTAL</b>	<b>186,711</b>
ADAPTIVE PHYS ED TEACHER	90,234
<b>TOTAL</b>	<b>90,234</b>
<b>TOTAL PHYS ED</b>	<b>1,020,547</b>

**TECHNICAL CAREERS**

**PROFESSIONALS**

PMS TECH CAREERS TEACHER	72,756
PMS TECH CAREERS TEACHER	92,289
PMS TECH CAREERS TEACHER	82,085
PMS TECH CAREERS TEACHER	77,356
<b>TOTAL</b>	<b>324,486</b>
PHS TECH CAREERS TEACHER	80,673



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	PHS TECH CAREERS TEACHER	86,908
	PHS TECH CAREERS TEACHER	89,216
	PHS TECH CAREERS TEACHER	91,997
	PHS TECH CAREERS TEACHER	68,580
	PHS TECH CAREERS TEACHER	57,433
	PHS TECH CAREERS TEACHER	57,106
	PHS TECH CAREERS TEACHER	83,869
	PHS TECH CAREERS TEACHER	59,813
	<b>TOTAL</b>	<b>675,595</b>
ADMINISTRATIVE	TECHNICAL CAREER DIRECTOR	106,191
	<b>TOTAL</b>	<b>106,191</b>
CLERICALS	TECH CAREERS CLERICAL	47,081
	<b>TOTAL</b>	<b>47,081</b>
	<b>TOTAL TECH CAREERS</b>	<b>1,153,353</b>
<b>ATHLETICS</b>		
CLERICALS	ATHLETIC DEPT CLERICAL	55,600
	<b>TOTAL</b>	<b>55,600</b>
	<b>TOTAL ATHLETICS</b>	<b>55,600</b>
<b>HEALTH SERVICES</b>		
PROFESSIONALS	DO NURSE	72,756
	<b>TOTAL</b>	<b>72,756</b>
	LH NURSE	87,453
	<b>TOTAL</b>	<b>87,453</b>
	NF NURSE	81,968
	<b>TOTAL</b>	<b>81,968</b>
	PMS NURSE	66,409
	<b>TOTAL</b>	<b>66,409</b>
	PHS NURSE	89,216
	PHS NURSE	49,886
	<b>TOTAL</b>	<b>139,102</b>
	<b>TOTAL HEALTH SERVICES</b>	<b>447,688</b>
<b>WELLNESS</b>		
COORDINATORS	WELLNESS COORDINATOR	86,918
	<b>TOTAL</b>	<b>86,918</b>
	FARM TO SCHOOL COORDINATOR	44,049
	<b>TOTAL</b>	<b>44,049</b>
	<b>TOTAL WELLNESS</b>	<b>130,967</b>



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

**MEDIA SERVICES**

TECHNICIANS	MEDIA TECHNICIAN III	65,811
	<b>TOTAL</b>	<b>65,811</b>
	<b>TOTAL MEDIA SERVICES</b>	<b>65,811</b>

**SYSTEM-WIDE PSYCHOLOGIST**

PROFESSIONALS	SYSTEM PSYCHOLOGIST	46,158
	SYSTEM PSYCHOLOGIST	69,277
	BCBA	75,795
	<b>TOTAL</b>	<b>191,230</b>
	<b>TOTAL PSYCHOLOGIST</b>	<b>191,230</b>

**READING INSTRUCTION**

PROFESSIONALS	DO READING TEACHER	77,758
	DO READING TEACHER	68,185
	DO READING TEACHER	50,710
	<b>TOTAL</b>	<b>196,653</b>
	LH READING TEACHER	72,661
	LH READING TEACHER	86,908
	LH READING TEACHER	64,675
	LH READING TEACHER	11,981
	<b>TOTAL</b>	<b>236,225</b>
	NF READING TEACHER	95,037
	<b>TOTAL</b>	<b>95,037</b>
	PMS READING TEACHER	84,789
	<b>TOTAL</b>	<b>84,789</b>

**TUTORS**

	READING TUTOR	29,161
	READING TUTOR	26,842
	READING TUTOR	31,935
	READING TUTOR	29,561
	<b>TOTAL</b>	<b>117,499</b>
	<b>TOTAL READING</b>	<b>730,203</b>

**PEEP**

PROFESSIONALS	PEEP TEACHER	91,997
	PEEP TEACHER	66,234
	PEEP TEACHER	103,408
	<b>TOTAL</b>	<b>261,639</b>

**PARAPROFESSIONALS**

	PEEP PARA	16,366
	PEEP PARA	10,124
	PEEP PARA	13,016
	PEEP PARA	11,050
	PEEP PARA	16,366
	PEEP PARA	9,820
	PEEP PARA	9,820
	<b>TOTAL</b>	<b>86,562</b>



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	<b>TOTAL PEEP</b>	<b>348,201</b>
<b>SPED ELEMENTARY</b>		
ADMINISTRATION	ELEM SPED DIRECTOR	38,379
	<b>TOTAL</b>	<b>38,379</b>
PROFESSIONALS	DO SPED TEACHER	77,356
	DO SPED TEACHER	56,796
	<b>TOTAL</b>	<b>134,152</b>
	LH SPED TEACHER	85,690
	LH SPED TEACHER	85,417
	LH SPED TEACHER	83,931
	<b>TOTAL</b>	<b>255,038</b>
	NF SPED TEACHER	60,579
	NF SPED TEACHER	64,686
	NF SPED TEACHER	75,795
	CASE MANAGER	89,243
	<b>TOTAL</b>	<b>290,303</b>
PARAPROFESSIONALS	DO SPED PARA	27,647
	DO SPED PARA	27,647
	DO SPED PARA	21,504
	DO SPED PARA	26,505
	DO SPED PARA	19,984
	DO SPED PARA	18,775
	DO SPED PARA	27,647
	DO SPED PARA	27,181
	DO SPED PARA	27,647
	DO SPED PARA	29,893
	DO SPED PARA	29,693
	DO SPED PARA	29,693
	<b>TOTAL</b>	<b>313,816</b>
	LH SPED PARA	27,847
	LH SPED PARA	24,549
	LH SPED PARA	19,811
	LH SPED PARA	27,847
	LH SPED PARA	25,572
	LH SPED PARA	19,517
	LH SPED PARA	20,917
	LH SPED PARA	26,594
	LH SPED PARA	27,181
	LH SPED PARA	22,660
	LH SPED PARA	24,549
	LH SPED PARA	29,538
	LH SPED PARA	29,849
	<b>TOTAL</b>	<b>326,431</b>
	NF SPED PARA	26,594
	NF SPED PARA	25,602
	NF SPED PARA	26,594
	NF SPED PARA	22,660
	NF SPED PARA	26,594
	<b>TOTAL</b>	<b>207,826</b>



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

<b>TOTAL ELEMENTARY SPECIAL EDUCATION</b>		<b>1,565,945</b>
<b>SPED MIDDLE</b>		
ADMINISTRATION	PMS SPED DIRECTOR	38,379
<b>TOTAL</b>		<b>38,379</b>
PROFESSIONALS	MS SPED TEACHER	101,005
	MS SPED TEACHER	91,997
	MS SPED TEACHER	90,552
	MS SPED TEACHER	80,673
	MS SPED TEACHER	61,390
	MS SPED TEACHER	90,552
	MS SPED TEACHER	55,353
<b>TOTAL</b>		<b>571,522</b>
PARAPROFESSIONALS	MS SPED PARA	21,238
	MS SPED PARA	26,594
	MS SPED PARA	20,334
	MS SPED PARA	26,594
	MS SPED PARA	22,660
<b>TOTAL</b>		<b>117,420</b>
<b>TOTAL MIDDLE SCHOOL SPECIAL EDUCATION</b>		<b>727,321</b>
<b>SPED SECONDARY</b>		
ADMINISTRATION	PHS SPED DIRECTOR	39,542
<b>TOTAL</b>		<b>39,542</b>
PROFESSIONALS	PHS SPED TEACHER	67,175
	PHS SPED TEACHER	55,529
	PHS SPED TEACHER	59,812
	PHS SPED TEACHER	98,909
	PHS SPED TEACHER	74,604
<b>TOTAL</b>		<b>356,029</b>
PARAPROFESSIONALS	PHS SPED PARA	27,336
<b>TOTAL</b>		<b>27,336</b>
CLERICALS	PHS SPED CLERICAL	52,149
<b>TOTAL</b>		<b>52,149</b>
<b>TOTAL HIGH SCHOOL SPECIAL EDUCATION</b>		<b>475,056</b>
<b>SPED SPEECH</b>		
PROFESSIONALS	DO SPEECH TEACHER	64,686
<b>TOTAL</b>		<b>64,686</b>
	PEEP SPEECH TEACHER	37,504
		67,846
<b>TOTAL</b>		<b>105,350</b>
	LH SPEECH TEACHER	83,869
	LH SPEECH TEACHER	16,962
<b>TOTAL</b>		<b>100,831</b>
	NF SPEECH TEACHER	95,037



**2020-2021 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

TOTAL	95,037
PMS SPEECH TEACHER	92,315
TOTAL	92,315
PHS SPEECH TEACHER	56,256
TOTAL	56,256
<b>TOTAL SPEECH</b>	<b>514,475</b>

**OCCUPATIONAL THERAPY**

PROFESSIONALS	ELEM OT TEACHER	29,907
	ELEM OT TEACHER	22,115
	ELEM OT TEACHER	72,756
	TOTAL	124,778
	PMS OT TEACHER	22,115
	TOTAL	22,115
	PHS OT TEACHER	22,181
	TOTAL	22,181
	<b>TOTAL OT</b>	<b>169,074</b>

**ENGLISH SECOND LANGUAGE**

PROFESSIONALS	ESL TEACHER	41,731
	ESL TEACHER	57,365
	ESL TEACHER	70,013
	ESL TEACHER	81,968
	ESL TEACHER	36,378
	TOTAL	287,455
	<b>TOTAL ESL</b>	<b>287,455</b>

**ADAPTIVE SERVICES**

TUTOR	TUTOR SERVICES	9,000
	TOTAL	9,000
	<b>TOTAL ADAPTIVE SERVICES</b>	<b>9,000</b>

**MAINTENANCE**

MAINTENANCE SUPERVISOR	71,900
MAINTENANCE	56,665
MAINTENANCE	57,926
MAINTENANCE	56,565
MAINTENANCE	55,763
TOTAL	298,819
<b>TOTAL MAINTENANCE</b>	<b>298,819</b>

**TECHNOLOGY PLAN**

TECHNICIANS	TECHNICIAN III	65,617
	TECHNICIAN III	65,359
	TECHNICIAN III	76,078
	TECHNICIAN III	76,580
	TECHNICIAN III	57,218
	TOTAL	340,852



2020-2021 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

NETWORK ADMINISTRATOR	97,003
<b>TOTAL</b>	<b>97,003</b>

**DATA MANAGEMENT**

DATABASE ADMINISTRATOR	72,392
<b>TOTAL</b>	<b>72,392</b>
<b>TOTAL TECHNOLOGY SERVICES</b>	<b>510,247</b>

<b>TOTAL</b>	<b>27,114,497</b>
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27,114,497



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**SYSTEM WIDE BENEFITS  
COST CENTER 100**

0211	HEALTH INSURANCE	7,157,959	7,157,959	7,489,373	7,916,267
0212	DENTAL INSURANCE	400,016	521,185	503,164	558,242
0213	LIFE INSURANCE	101,016	90,257	105,416	101,727
0214	DISABILITY INSURANCE	96,623	101,441	101,023	104,332
0220	FICA	30,000	16,829	30,000	30,000
0231	RETIRE NON-TEACHER	10,224	(1,854)	10,216	10,216
0232	RETIREMENT TEACHER	61,056	36,368	61,056	61,056
0239	RETIREMENT SEVERENCE	300,000	299,283	300,000	300,000
0241	COURSE REIMB ADMINISTRATO	20,500	8,302	20,500	20,500
0242	COURSE REIMB TEACHERS	207,434	193,163	207,434	207,434
0243	COURSE REIMB CLERICALS	4,000	689	4,000	4,000
0244	COURSE REIMB PARAS	10,000	5,585	10,000	10,000
0245	COURSE REIMB TECHNICIANS	6,000	2,358	6,000	6,000
0250	UNEMPLOYMENT COMPENSATIC	5,000	363	5,000	5,000
0260	WORKER'S COMP INSURANCE	168,110	168,110	110,189	114,867
0270	OTHER HEALTH BENEFITS/EAP	6,800	6,076	6,800	6,800
0280	CONFERENCE ALLOWANCE	10,600	11,332	10,600	10,600
0290	ASSOCIATION DUES	8,640	4,056	8,640	8,640
0840	CONTINGENCY	-	7,000	-	-
<b>Total</b>	<b>8,603,978</b>	<b>8,628,501</b>	<b>8,989,411</b>	<b>9,475,681</b>	

**DONDERO SCHOOL  
COST CENTER 102**

0101	ADMINISTRATIVE	113,837	113,838	116,058	119,017
0102	TEACHER	1,403,691	1,420,438	1,486,250	1,575,360
0105	CLERICAL	43,350	36,840	42,390	41,633
0106	PARAPROFESSIONAL	28,091	29,116	29,693	27,181
0107	MONITOR	6,994	7,056	6,994	7,344
0110	CUSTODIAL	130,102	117,541	136,213	137,250
0114	EXTRA-CURRICULA	10,956	6,563	10,956	12,903
0121	SUBSTITUTES PROF SHORT TE	19,637	29,864	19,637	19,637
0122	SUBSTITUTES PROF LONG TER	21,524	419	21,524	21,524
0127	SUBSTITUTES NON PROF SHOR	8,945	15,122	8,945	8,945
0131	OVERTIME - CLERICAL	322	-	322	322
0132	OVERTIME - PARA	-	-	-	-
0133	OVERTIME - CUSTODIAL	5,051	25,245	5,051	5,051
0220	FICA	137,127	133,998	144,129	151,179
0231	RETIRE NON-TEACHER	23,548	23,766	23,867	23,620
0232	RETIREMENT TEACHER	265,345	267,042	287,160	303,898
0320	CONTRACT SERVICE;PUPILS	3,325	3,325	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	59	250	250
0534	POSTAGE	1,200	752	600	400
0550	PRINTING	9,724	11,287	12,424	12,564
0610	GENERAL SUPPLIES	19,550	18,115	26,850	28,200
0641	BOOKS	16,504	15,767	19,450	22,000
0642	SOFTWARE	2,500	2,888	3,600	3,600
0644	PERIODICALS	660	-	660	660
0733	NEW EQUIPMENT	-	-	-	-
0737	REPLACEMENT EQUIPMNT	5,000	3,715	5,000	5,000
0810	DUES AND FEES	-	-	100	100
<b>Total</b>	<b>2,277,233</b>	<b>2,282,754</b>	<b>2,411,448</b>	<b>2,530,963</b>	

**LITTLE HARBOR SCHOOL  
COST CENTER 104**

0101	ADMINISTRATIVE	202,582	201,545	226,758	225,197
0102	TEACHER	2,109,297	1,979,035	2,188,523	2,247,023
0105	CLERICAL	58,456	77,338	59,652	66,658
0106	PARAPROFESSIONAL	12,653	-	9,714	-
0107	MONITOR	6,994	7,567	6,994	7,344
0110	CUSTODIAL	142,882	130,674	148,988	145,658
0114	EXTRA-CURRICULA	10,956	12,539	10,956	12,903
0121	SUBSTITUTES PROF SHORT TE	19,280	62,208	19,280	19,280
0122	SUBSTITUTES PROF LONG TER	22,114	23,300	22,114	22,114
0127	SUBSTITUTES NON PROF SHOR	11,322	15,582	11,322	11,322
0131	OVERTIME - CLERICAL	475	1,574	475	475
0132	OVERTIME - PARA	-	-	-	-



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
0133 OVERTIME - CUSTODIAL	5,051	15,681	5,051	5,051
0220 FICA	199,134	187,814	207,303	211,375
0231 RETIRE NON-TEACHER	23,542	21,763	23,922	24,334
0232 RETIREMENT TEACHER	403,418	375,888	431,869	442,355
0320 CONTRACT SERVICE;PUPILS	3,325	3,500	3,325	3,325
0430 REPAIRS & MAINTENANCE	250	636	250	250
0534 POSTAGE	855	665	855	855
0550 PRINTING	10,264	9,504	10,264	19,577
0596 CONF & MTGS OUT OF DISTRI	818	-	818	818
0610 GENERAL SUPPLIES	37,134	24,326	40,534	40,534
0641 BOOKS	30,250	9,440	30,450	17,740
0642 SOFTWARE	-	479	600	600
0644 PERIODICALS	1,352	452	1,352	1,352
0733 NEW EQUIPMENT	-	169	-	-
0737 REPLACEMENT EQUIPMNT	4,224	3,252	4,224	7,000
0810 DUES & FEES	-	-	100	100
<b>Total</b>	<b>3,316,628</b>	<b>3,164,929</b>	<b>3,465,693</b>	<b>3,533,240</b>

**NEW FRANKLIN SCHOOL  
COST CENTER 105**

0101 ADMINISTRATIVE	122,697	122,697	125,090	128,194
0102 TEACHER	1,473,792	1,453,809	1,472,892	1,516,319
0105 CLERICAL	43,048	43,112	44,364	40,843
0106 PARAPROFESSIONAL	28,667	28,659	29,382	29,382
0107 MONITOR	5,260	5,673	5,260	7,344
0110 CUSTODIAL	111,660	111,613	114,115	116,135
0114 EXTRA-CURRICULA	10,956	7,559	10,956	12,903
0121 SUBSTITUTES PROF SHORT TE	11,507	34,946	11,507	11,507
0122 SUBSTITUTES PROF LONG TER	13,217	11,585	13,217	13,217
0127 SUBSTITUTES NON PROF SHOR	971	23,207	971	971
0131 OVERTIME - CLERICAL	214	367	214	214
0132 OVERTIME - PARA	-	754	-	-
0133 OVERTIME - CUSTODIAL	3,369	3,939	3,369	3,369
0220 FICA	139,638	139,014	140,102	143,853
0231 RETIRE NON-TEACHER	21,274	21,448	21,781	21,218
0232 RETIREMENT TEACHER	279,053	264,383	279,454	295,022
0320 CONTRACT SERVICE;PUPILS	1,800	1,800	1,800	1,800
0430 REPAIRS & MAINTENANCE	250	5	250	250
0534 POSTAGE	715	224	715	500
0550 PRINTING	7,926	7,859	7,926	7,944
0550 PRINTING				
0610 GENERAL SUPPLIES	16,390	16,896	19,790	20,340
0641 BOOKS	14,420	11,505	14,620	14,065
0642 SOFTWARE	1,800	1,377	2,400	2,400
0644 PERIODICALS	1,872	826	1,872	2,092
0733 NEW EQUIPMENT	1,000	1,149	1,000	-
0737 REPLACEMENT EQUIPMNT	2,500	2,500	2,500	3,500
0810 DUES & FEES	-	-	100	100
<b>Total</b>	<b>2,313,996</b>	<b>2,316,906</b>	<b>2,325,647</b>	<b>2,393,482</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED	
<b>MIDDLE SCHOOL</b>					
<b>COST CENTER 108</b>					
0101	ADMINISTRATIVE	217,196	217,198	221,431	227,079
0102	TEACHER	2,166,253	2,210,211	2,404,504	2,497,584
0105	CLERICAL	127,596	129,522	134,490	137,958
0106	PARAPROFESSIONAL	3,501	9,319	13,088	14,753
0110	CUSTODIAL	255,387	255,796	266,799	267,861
0114	EXTRA-CURRICULA	24,176	29,120	24,176	30,906
0121	SUBSTITUTES PROF SHORT TE	30,182	49,143	30,182	30,182
0122	SUBSTITUTES PROF LONG TER	34,617	27,632	34,617	34,617
0127	SUBSTITUTES NON PROF SHOR	2,085	6,056	2,085	2,085
0133	OVERTIME - CUSTODIAL	6,734	3,379	6,734	6,734
0220	FICA	219,382	218,768	240,066	248,611
0231	RETIRE NON-TEACHER	44,350	44,568	45,577	46,084
0232	RETIREMENT TEACHER	418,571	412,913	472,344	491,119
0430	REPAIRS & MAINTENANCE	300	226	300	300
0534	POSTAGE	2,000	2,097	2,000	2,000
0550	PRINTING	18,444	18,217	18,344	20,849
0610	GENERAL SUPPLIES	49,035	40,786	63,685	62,511
0641	BOOKS	32,280	22,734	30,900	28,400
0642	SOFTWARE	-	-	600	600
0644	PERIODICALS	4,064	1,841	4,169	6,724
0733	NEW EQUIPMENT	2,000	5,131	1,000	3,000
0810	DUES & FEES	1,305	795	1,320	1,204
0890	MISCELLANEOUS	-	947	-	-
<b>Total</b>		<b>3,659,458</b>	<b>3,706,399</b>	<b>4,018,411</b>	<b>4,161,161</b>

<b>SENIOR HIGH SCHOOL</b>					
<b>COST CENTER 109</b>					
0101	ADMINISTRATIVE	346,140	450,567	448,645	467,030
0102	TEACHER	4,907,228	4,849,279	5,156,055	5,139,298
0105	CLERICAL	322,120	322,506	339,420	345,029
0106	PARAPROFESSIONAL	52,409	48,109	74,719	76,384
0110	CUSTODIAL	469,248	454,262	485,365	494,272
0111	SECURITY	46,623	47,254	49,048	50,463
0114	EXTRA-CURRICULA	40,721	40,767	44,528	47,328
0121	SUBSTITUTES PROF SHORT TE	45,960	146,273	30,960	30,960
0122	SUBSTITUTES PROF LONG TER	52,721	-	52,721	52,721
0127	SUBSTITUTES NON PROF SHOR	7,489	8,680	7,489	7,489
0131	OVERTIME - CLERICAL	2,103	1,515	2,103	2,103
0133	OVERTIME - CUSTODIAL	15,433	41,124	15,433	15,433
0135	OVERTIME - SECURITY	2,615	3,242	2,615	2,615
0220	FICA	482,776	479,041	513,246	514,937
0231	RETIRE NON-TEACHER	102,183	103,887	107,132	110,173
0232	RETIREMENT TEACHER	919,054	944,780	1,005,564	1,006,357
0320	CONTRACT SERVICE;PUPILS	1,839	878	1,839	1,839
0430	REPAIRS & MAINTENANCE	500	267	-	-
0440	RENTALS	1,692	1,692	1,691	1,692
0534	POSTAGE	7,070	7,070	7,070	7,070
0550	PRINTING	60,050	63,648	61,250	64,629
0580	TRAVEL	500	430	500	500
0610	GENERAL SUPPLIES	46,900	50,105	57,400	62,630
0641	BOOKS	26,566	20,224	39,889	36,279
0642	SOFTWARE	11,380	11,548	12,180	12,180
0644	PERIODICALS	7,748	6,607	8,015	10,445
0733	NEW EQUIPMENT	21,760	16,055	20,590	6,150
0810	DUES & FEES	5,205	5,551	5,470	5,610
0890	MISCELLANEOUS	14,000	11,670	14,000	14,000
<b>Total</b>		<b>8,020,033</b>	<b>8,137,031</b>	<b>8,564,937</b>	<b>8,585,616</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**ART  
COST CENTER 110**

0102	TEACHER	535,800	537,809	554,889	578,052
0220	FICA	40,988	39,477	42,449	44,224
0232	RETIREMENT TEACHER	93,015	93,364	98,770	102,896
0610	GENERAL SUPPLIES	53,231	51,289	53,231	53,231
0733	NEW EQUIPMENT	5,900	6,232	3,000	3,900
0320	CONTRACT SERVICE;PUPILS	1,538	1,350	2,000	2,000
0430	REPAIRS & MAINTENANCE	1,000	225	1,000	2,600
<b>Total</b>		<b>731,472</b>	<b>729,745</b>	<b>755,339</b>	<b>786,903</b>

**MUSIC  
COST CENTER 111**

0102	TEACHER	545,665	487,322	693,416	705,485
0114	EXTRA-CURRICULA	5,007	5,007	67,432	69,603
0220	FICA	42,125	37,359	58,207	59,300
0232	RETIREMENT TEACHER	95,595	84,908	135,377	137,970
0320	CONTRACT SERVICE;PUPILS	1,500	2,392	19,440	19,440
0430	REPAIRS & MAINTENANCE	1,500	1,708	12,000	20,000
0519	TRANSPORTATION	5,450	6,487	15,150	17,150
0534	POSTAGE	400	-	400	400
0550	PRINTING	-	-	800	800
0610	GENERAL SUPPLIES	10,042	8,022	18,940	18,939
0641	BOOKS	2,350	918	4,241	4,241
0680	UNIFORMS/BOOTS	-	-	3,000	3,000
0733	NEW EQUIPMENT	-	7,507	-	-
0737	REPLACEMENT EQUIPMNT	7,000	993	21,000	21,000
0810	DUES & FEES	625	1,375	3,059	3,059
<b>Total</b>		<b>717,259</b>	<b>643,997</b>	<b>1,052,462</b>	<b>1,080,387</b>

**PHYSICAL EDUCATION  
COST CENTER 112**

0102	TEACHER	706,022	706,026	972,007	1,020,547
0220	FICA	54,010	52,208	74,358	78,076
0232	RETIREMENT TEACHER	122,565	122,566	173,015	181,661
0320	CONTRACT SERVICE;PUPILS	-	-	1,750	1,850
0430	REPAIRS & MAINTENANCE	5,120	4,342	5,120	5,220
0610	GENERAL SUPPLIES	8,642	8,175	11,342	11,410
0644	PERIODICALS	-	-	200	225
<b>Total</b>		<b>896,359</b>	<b>893,317</b>	<b>1,237,792</b>	<b>1,298,989</b>

**INSTRUMENTAL MUSIC  
COST CENTER 113**

0102	TEACHER	57,623	121,810	-	-
0114	EXTRA-CURRICULA	47,303	47,652	-	-
0220	FICA	8,026	12,627	-	-
0232	RETIREMENT TEACHER	18,215	26,936	-	-
0320	CONTRACT SERVICE;PUPILS	6,440	1,262	-	-
0430	REPAIRS & MAINTENANCE	6,700	7,224	-	-
0519	TRANSPORTATION	9,700	3,799	-	-
0610	GENERAL SUPPLIES	3,900	3,080	-	-
0641	BOOKS	1,000	-	-	-
0680	UNIFORMS/BOOTS	2,000	797	-	-
0737	REPLACEMENT EQUIPMNT	15,000	25,965	-	-
0810	DUES & FEES	2,434	450	-	-
<b>Total</b>		<b>178,341</b>	<b>251,603</b>	<b>-</b>	<b>-</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**TECHNICAL CAREERS**

**COST CENTER 114**

0101 ADMINISTRATIVE	111,152	111,152	105,347	106,191
0102 TEACHER	953,797	953,540	990,100	1,000,081
0105 CLERICAL	44,240	44,277	45,617	47,081
0114 EXTRA-CURRICULA	6,892	6,892	8,615	8,787
0131 OVERTIME - CLERICAL	-	1,130	-	-
0220 FICA	85,379	83,896	87,949	88,907
0231 RETIRE NON-TEACHER	5,035	5,167	5,095	5,259
0232 RETIREMENT TEACHER	186,071	186,432	196,522	198,482
0320 CONTRACT SERVICE;PUPILS	11,300	7,900	11,300	11,050
0430 REPAIRS & MAINTENANCE	2,800	5,574	2,800	3,825
0440 RENTALS	500	371	500	500
0519 TRANSPORTATION	2,000	1,627	2,000	2,000
0534 POSTAGE	190	190	190	190
0550 PRINTING	200	-	200	250
0561 TUITION LEA IN-STATE	-	989	-	-
0580 TRAVEL	200	238	200	200
0610 GENERAL SUPPLIES	23,650	21,500	22,150	22,150
0641 BOOKS	3,350	1,158	5,000	5,000
0642 SOFTWARE	5,700	4,351	4,500	3,525
0644 PERIODICALS	285	37	335	335
0720 BUILDINGS	-	-	-	-
0733 NEW EQUIPMENT	5,000	2,726	3,900	4,050
<b>Total</b>	<b>1,447,741</b>	<b>1,439,147</b>	<b>1,492,320</b>	<b>1,507,863</b>

**ATHLETICS**

**COST CENTER 115**

0105 CLERICAL	51,286	51,310	53,884	55,600
0113 COACHING	240,120	244,123	240,120	272,846
0119 UNCLASSIFIED/UNAFFILIATED	-	1,140	-	-
0131 OVERTIME - CLERICAL	290	355	290	290
0220 FICA	22,316	22,563	22,514	25,151
0231 RETIRE NON-TEACHER	5,869	6,101	6,051	6,243
0232 RETIREMENT TEACHER	41,685	10,556	42,742	48,570
0320 CONTRACT SERVICE;PUPILS	138,000	136,494	143,500	120,500
0430 REPAIRS & MAINTENANCE	14,000	13,013	14,000	14,000
0440 RENTALS	31,000	20,607	32,000	29,000
0519 TRANSPORTATION	95,600	99,629	97,000	104,000
0610 GENERAL SUPPLIES	95,000	102,064	96,000	101,000
0810 DUES & FEES	17,400	22,919	20,400	24,400
<b>Total</b>	<b>752,566</b>	<b>730,874</b>	<b>768,501</b>	<b>801,600</b>

**DRAMA**

**COST CENTER 116**

0102 TEACHER	49,287	50,273	-	-
0114 EXTRA-CURRICULA	15,122	15,122	-	-
0119 UNCLASSIFIED/UNAFFILIATED	-	1,100	-	-
0220 FICA	4,927	4,895	-	-
0232 RETIREMENT TEACHER	11,182	11,185	-	-
0320 CONTRACT SERVICE;PUPILS	11,500	9,382	-	-
0430 REPAIRS & MAINTENANCE	3,800	3,044	-	-
0550 PRINTING	800	-	-	-
0610 GENERAL SUPPLIES	5,000	7,508	-	-
0641 BOOKS	890	-	-	-
<b>Total</b>	<b>102,508</b>	<b>102,508</b>	<b>-</b>	<b>-</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>K-12 COMPUTER COST CENTER 117</b>				
0102 TEACHER	199,864	199,864	-	-
0220 FICA	15,289	15,037	-	-
0232 RETIREMENT TEACHER	34,696	34,696	-	-
0610 GENERAL SUPPLIES	17,000	20,272	-	-
0641 BOOKS	1,000	-	-	-
0642 SOFTWARE	3,000	120	-	-
0810 DUES & FEES	500	-	-	-
<b>Total</b>	<b>271,349</b>	<b>269,989</b>	<b>-</b>	<b>-</b>
<b>HEALTH INSTRUCTION COST CENTER 119</b>				
0102 TEACHER	219,355	246,600	-	-
0220 FICA	16,781	18,412	-	-
0232 RETIREMENT TEACHER	38,080	32,534	-	-
0320 CONTRACT SERVICE;PUPILS	1,750	1,250	-	-
0610 GENERAL SUPPLIES	2,100	2,589	-	-
0644 PERIODICALS	200	66	-	-
<b>Total</b>	<b>278,267</b>	<b>301,451</b>	<b>-</b>	<b>-</b>
<b>ENRICHMENT COST CENTER 130</b>				
0114 EXTRA-CURRICULA	9,000	2,778	9,000	9,000
0119 UNCLASSIFIED/UNAFFILIATED	-	-	-	-
0220 FICA	689	198	689	689
0232 RETIREMENT TEACHER	1,562	76	1,602	1,602
0519 TRANSPORTATION	-	-	-	-
0580 TRAVEL	-	-	-	-
<b>Total</b>	<b>11,251</b>	<b>3,052</b>	<b>11,291</b>	<b>11,291</b>
<b>DISTRICT -WIDE ASSESSMENT COST CENTER 131</b>				
0320 CONTRACT SERVICE;PUPILS	19,435	8,879	19,435	19,435
<b>Total</b>	<b>19,435</b>	<b>8,879</b>	<b>19,435</b>	<b>19,435</b>
<b>ELEMENTARY MATHEMATICS COST CENTER 132</b>				
0320 CONTRACT SERVICE;PUPILS	25,000	24,840	15,000	15,000
0610 GENERAL SUPPLIES	12,874	6,467	12,874	12,874
0641 BOOKS	21,631	20,005	21,631	21,631
<b>Total</b>	<b>59,505</b>	<b>51,312</b>	<b>49,505</b>	<b>49,505</b>
<b>HEALTH INSTRUCTION COST CENTER 134</b>				
0102 TEACHER	409,929	444,404	454,792	447,688
0220 FICA	31,359	32,600	34,792	34,251
0232 RETIREMENT TEACHER	71,164	69,243	80,952	79,691
0320 CONTRACT SERVICE;PUPILS	800	800	800	800
0430 REPAIRS & MAINTENANCE	500	600	500	500
0550 PRINTING	100	-	100	100
0610 GENERAL SUPPLIES	6,000	4,219	6,000	7,350



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
0644 PERIODICALS	105	-	-	-
0733 NEW EQUIPMENT	3,200	2,602	4,350	3,000
<b>Total</b>	<b>523,157</b>	<b>554,469</b>	<b>582,286</b>	<b>573,380</b>
<b>ELEMENTARY LIBRARY</b>				
<b>COST CENTER 135</b>				
0102 TEACHER	-	-	-	-
0106 PARAPROFESSIONAL	-	-	-	-
0220 FICA	-	0	-	-
0231 RETIRE NON-TEACHER	-	-	-	-
0232 RETIREMENT TEACHER	-	-	-	-
0532 DATA LINES	-	-	-	-
0610 GENERAL SUPPLIES	-	-	-	-
0641 BOOKS	-	-	-	-
0644 PERIODICALS	-	-	-	-
<b>Total</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>
<b>MEDIA SERVICES</b>				
<b>COST CENTER 136</b>				
0108 TECHNICIAN	61,928	77,131	65,063	65,811
0220 FICA	4,737	5,989	4,977	5,035
0231 RETIRE NON-TEACHER	7,047	8,957	7,268	7,352
0320 CONTRACT SERVICE;PUPILS	285	250	285	285
0430 REPAIRS & MAINTENANCE	3,420	457	3,420	3,420
0610 GENERAL SUPPLIES	12,796	14,057	12,796	12,796
0733 NEW EQUIPMENT	4,375	1,594	4,375	5,330
0737 REPLACEMENT EQUIPMNT	955	-	955	-
<b>Total</b>	<b>95,543</b>	<b>108,434</b>	<b>99,139</b>	<b>100,029</b>
<b>SYSTEM-WIDE PSYCHOLOGIS</b>				
<b>COST CENTER 137</b>				
0102 TEACHER	179,829	161,565	168,025	191,230
0220 FICA	13,757	12,212	12,854	14,630
0232 RETIREMENT TEACHER	31,218	28,048	29,908	34,039
0310 CONTRACT SERVICE;ADMIN	3,000	-	3,000	10,000
0320 CONTRACT SERVICE;PUPILS	8,783	-	8,783	10,000
0610 GENERAL SUPPLIES	2,500	2,879	2,500	2,500
0733 NEW EQUIPMENT	1,957	-	1,957	1,957
<b>Total</b>	<b>241,044</b>	<b>204,705</b>	<b>227,027</b>	<b>264,356</b>
<b>INTERDISCIPLINARY MATRL</b>				
<b>COST CENTER 138</b>				
0610 GENERAL SUPPLIES	11,271	13,344	11,271	11,271
0641 BOOKS	1,879	1,305	1,879	1,879
0733 NEW EQUIPMENT	4,759	-	4,759	4,759
<b>Total</b>	<b>17,909</b>	<b>14,649</b>	<b>17,909</b>	<b>17,909</b>
<b>READING INSTRUCTION</b>				
<b>COST CENTER 139</b>				
0102 TEACHER	560,045	536,072	587,762	612,704
0104 TUTOR	-	84,885	-	-
0106 PARAPROFESSIONAL	107,518	-	117,581	117,499
0220 FICA	51,068	44,734	53,959	55,863
0231 RETIRE NON-TEACHER	12,236	-	13,134	13,125



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
0232 RETIREMENT TEACHER	97,225	89,547	104,621	109,064
0320 CONTRACT SERVICE;PUPILS	-	6,450	-	-
0580 TRAVEL	869	-	869	869
0610 GENERAL SUPPLIES	9,855	6,776	9,855	9,855
0641 BOOKS	13,812	9,230	13,812	13,812
0644 PERIODICALS	950	-	950	950
<b>Total</b>	<b>853,578</b>	<b>777,694</b>	<b>902,543</b>	<b>933,741</b>
<b>PUPIL ENTITLEMENT</b>				
<b>COST CENTER 145</b>				
0890 MISCELLANEOUS	3,525	3,039	3,525	3,255
<b>Total</b>	<b>3,525</b>	<b>3,039</b>	<b>3,525</b>	<b>3,255</b>
<b>PEEP</b>				
<b>COST CENTER 150</b>				
0102 TEACHER	246,017	246,017	252,775	261,639
0105 CLERICAL	2,250	450	2,316	-
0106 PARAPROFESSIONAL	63,015	61,494	65,172	86,562
0121 SUBSTITUTES PROF SHORT TE	-	1,168	-	-
0127 SUBSTITUTES NON PROF SHOR	-	1,092	-	-
0132 OVERTIME - PARA	-	-	-	-
0220 FICA	23,813	23,528	24,499	26,638
0231 RETIRE NON-TEACHER	-	51	7	-
0232 RETIREMENT TEACHER	42,709	42,709	44,994	46,572
0320 CONTRACT SERVICE;PUPILS	7,310	2,111	7,310	47,310
0430 REPAIRS & MAINTENANCE	-	-	-	-
0440 RENTALS	50,000	1,989	-	-
0534 POSTAGE	74	57	74	74
0550 PRINTING	-	868	-	-
0610 GENERAL SUPPLIES	950	868	950	950
0641 BOOKS	285	-	285	285
0720 BUILDINGS	-	44,046	-	-
0733 NEW EQUIPMENT	475	498	475	475
<b>Total</b>	<b>436,898</b>	<b>426,946</b>	<b>398,857</b>	<b>470,505</b>
<b>SPED ELEMENTARY</b>				
<b>COST CENTER 151</b>				
0101 ADMINISTRATIVE	36,709	33,709	37,802	38,379
0102 TEACHER	545,737	537,861	610,231	679,493
0104 TUTOR	38,546	36,727	39,304	-
0106 PARAPROFESSIONAL	921,295	962,932	818,182	848,073
0119 UNCLASSIFIED/UNAFFILIATED	-	11,267	-	-
0127 SUBSTITUTES NON PROF SHOR	2,206	-	2,206	2,206
0220 FICA	118,154	109,976	115,341	119,965
0231 RETIRE NON-TEACHER	20,866	18,450	13,271	9,951
0232 RETIREMENT TEACHER	101,113	99,839	115,390	127,783
0320 CONTRACT SERVICE;PUPILS	19,720	124,219	75,480	107,775
0519 TRANSPORTATION	200	164	200	200
0534 POSTAGE	500	-	500	500
0610 GENERAL SUPPLIES	2,500	1,362	2,500	2,500
0641 BOOKS	2,160	-	2,160	2,160
0733 NEW EQUIPMENT	975	1,717	975	975
<b>Total</b>	<b>1,810,681</b>	<b>1,938,223</b>	<b>1,833,542</b>	<b>1,939,960</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**SPED MIDDLE  
COST CENTER 152**

0101	ADMINISTRATIVE	36,709	36,709	37,802	38,379
0102	TEACHER	573,564	570,064	557,226	571,522
0106	PARAPROFESSIONAL	116,864	103,119	114,458	117,420
0114	EXTRA-CURRICULA	-	-	-	-
0119	UNCLASSIFIED/UNAFFILIATED	-	1,353	-	-
0127	SUBSTITUTES NON PROF SHOR	6,794	-	6,794	6,794
0220	FICA	56,145	53,427	54,796	56,160
0231	RETIRE NON-TEACHER	3,314	118	-	-
0232	RETIREMENT TEACHER	105,944	105,385	105,947	108,563
0320	CONTRACT SERVICE;PUPILS	5,981	8,535	16,981	16,981
0519	TRANSPORTATION	-	-	-	2,000
0580	TRAVEL	71	48	71	71
0610	GENERAL SUPPLIES	3,521	250	3,521	3,521
0641	BOOKS	570	(18)	570	570
0642	SOFTWARE	1,000	-	1,000	1,000
0733	NEW EQUIPMENT	665	-	665	665
<b>Total</b>		<b>911,142</b>	<b>878,988</b>	<b>899,831</b>	<b>923,646</b>

**SPED SECONDARY  
COST CENTER 153**

0101	ADMINISTRATIVE	37,821	37,821	37,803	39,542
0102	TEACHER	325,497	328,614	341,720	356,029
0105	CLERICAL	49,031	49,209	50,530	52,149
0106	PARAPROFESSIONAL	26,661	26,653	27,336	27,336
0114	EXTRA-CURRICULA	-	-	-	-
0119	UNCLASSIFIED/UNAFFILIATED	-	8,588	-	-
0122	SUBSTITUTES PROF LONG TER	-	-	-	-
0127	SUBSTITUTES NON PROF SHOR	8,492	-	8,492	8,492
0220	FICA	34,235	33,250	35,639	36,993
0231	RETIRE NON-TEACHER	5,579	5,617	6,762	5,935
0232	RETIREMENT TEACHER	63,072	63,811	66,572	70,413
0320	CONTRACT SERVICE;PUPILS	7,292	4,000	7,292	7,292
0519	TRANSPORTATION	304	-	304	3,755
0610	GENERAL SUPPLIES	2,988	135	2,988	2,988
0641	BOOKS	570	352	570	570
0644	PERIODICALS	95	-	95	95
0733	NEW EQUIPMENT	380	-	380	380
0810	DUES & FEES	-	48	-	-
<b>Total</b>		<b>562,017</b>	<b>558,098</b>	<b>586,483</b>	<b>611,969</b>

**SPED SPEECH  
COST CENTER 156**

0102	TEACHER	482,442	492,734	516,515	514,475
0220	FICA	36,906	36,493	39,513	39,361
0232	RETIREMENT TEACHER	83,752	80,932	91,939	91,580
0320	CONTRACT SERVICE;PUPILS	-	-	-	-
0320	CONTRACT SERVICE;PUPILS	1,500	675	1,500	-
0610	GENERAL SUPPLIES	2,705	177	2,705	2,705
0641	BOOKS	1,350	10	1,350	1,350
<b>Total</b>		<b>608,655</b>	<b>611,021</b>	<b>653,522</b>	<b>649,471</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>OCCUPATIONAL THERAPY COST CENTER 157</b>				
0102 TEACHER	196,168	200,538	200,275	169,074
0220 FICA	15,007	15,080	15,321	12,935
0232 RETIREMENT TEACHER	34,055	27,461	35,649	30,097
0610 GENERAL SUPPLIES	1,050	(177)	1,050	1,050
0641 BOOKS	400	154	400	400
0733 NEW EQUIPMENT	1,640	165	1,640	1,640
<b>Total</b>	<b>248,320</b>	<b>243,220</b>	<b>254,335</b>	<b>215,196</b>
<b>ENGLISH SECOND LANGUAGE COST CENTER 159</b>				
0102 TEACHER	236,971	235,998	262,073	287,455
0220 FICA	18,128	17,692	20,048	21,991
0232 RETIREMENT TEACHER	41,138	34,878	46,649	51,167
0610 GENERAL SUPPLIES	664	-	664	664
0641 BOOKS	1,216	-	1,216	1,216
<b>Total</b>	<b>298,117</b>	<b>288,568</b>	<b>330,650</b>	<b>362,493</b>
<b>ADAPTIVE SERVICES COST CENTER 160</b>				
0104 TUTOR	6,500	1,800	8,000	9,000
0220 FICA	497	-	612	689
0231 RETIRE NON-TEACHER	740	-	894	1,006
0232 RETIREMENT TEACHER	-	-	-	-
0320 CONTRACT SERVICE;PUPILS	2,000	1,630	3,000	5,000
0430 REPAIRS & MAINTENANCE	500	-	500	500
0561 TUITION LEA IN-STATE	-	-	-	-
0610 GENERAL SUPPLIES	500	-	500	500
<b>Total</b>	<b>10,737</b>	<b>3,430</b>	<b>13,506</b>	<b>16,695</b>
<b>OUT OF DISTRICT TUITION COST CENTER 165</b>				
0320 CONTRACT SERVICE;PUPILS	840,331	929,077	924,266	1,120,089
0519 TRANSPORTATION	77,732	132,100	154,732	154,732
0563 TUITION PRIVATE	-	29,000	-	-
0564 TUITION	840,269	789,976	741,609	956,150
0561 TUITION LEA IN-STATE	100,000	113,923	100,000	145,000
0580 TRAVEL	2,040	806	2,040	2,040
<b>Total</b>	<b>1,860,372</b>	<b>1,994,882</b>	<b>1,922,647</b>	<b>2,378,011</b>
<b>CENTRAL OFFICE COST CENTER 170</b>				
0101 ADMINISTRATIVE	415,725	409,649	423,756	426,899
0102 TEACHER	113,200	21,247	182,632	149,551
0105 CLERICAL	299,291	300,123	312,052	325,023
0110 CUSTODIAL	500	-	500	500
0119 UNCLASSIFIED/UNAFFILIATED	-	43,742	69,432	72,402
0121 SUBSTITUTES PROF SHORT TE	10,236	167	10,236	9,605
0122 SUBSTITUTES PROF LONG TER	10,742	-	10,742	11,184
0127 SUBSTITUTES NON PROF SHOR	709	-	709	898
0131 OVERTIME - CLERICAL	2,278	982	2,278	2,324
0133 OVERTIME - CUSTODIAL	-	101	-	-
0220 FICA	65,255	56,622	72,157	76,381
0231 RETIRE NON-TEACHER	65,675	65,578	64,152	65,907
0232 RETIREMENT TEACHER	48,690	33,787	61,812	64,102
0310 CONTRACT SERVICE;ADMIN	155,624	159,515	149,164	153,168



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
0430 REPAIRS & MAINTENANCE	250	(5)	250	250
0440 RENTALS	1,600	1,425	1,600	800
0534 POSTAGE	5,800	575	5,800	5,800
0540 ADVERTISING	2,775	2,552	2,775	2,875
0550 PRINTING	8,000	9,620	10,500	11,285
0580 TRAVEL	1,965	-	1,965	1,965
0610 GENERAL SUPPLIES	7,635	3,221	7,635	7,796
0642 SOFTWARE	9,805	10,437	24,805	24,805
0644 PERIODICALS	1,000	-	1,000	1,000
0737 REPLACEMENT EQUIPMNT	2,150	-	2,150	2,150
0810 DUES & FEES	4,650	9,909	6,179	6,320
0840 CONTINGENCY	85,050	159,130	85,050	85,050
0841 NEGOTIATION CONTINGENCIES	-	3,643	-	-
<b>Total</b>	<b>1,318,605</b>	<b>1,292,019</b>	<b>1,509,331</b>	<b>1,508,040</b>

**SCHOOL BOARD  
COST CENTER 171**

0109 SCHOOL BOARD	14,000	13,250	14,000	14,000
0131 OVERTIME - CLERICAL	3,000	629	3,000	3,000
0220 FICA	1,301	1,059	1,301	1,301
0231 RETIRE NON-TEACHER	341	72	335	336
0310 CONTRACT SERVICE;ADMIN	3,000	-	3,000	3,000
0610 GENERAL SUPPLIES	-	10	-	-
0810 DUES & FEES	6,375	5,714	6,375	6,375
0840 CONTINGENCY	2,350	3,351	2,350	2,350
<b>Total</b>	<b>30,367</b>	<b>24,086</b>	<b>30,361</b>	<b>30,362</b>

**TECHNOLOGY PLAN  
COST CENTER 177**

0108 TECHNICIAN	412,049	412,826	425,024	437,855
0220 FICA	31,522	30,915	32,514	33,496
0231 RETIRE NON-TEACHER	36,270	36,369	37,061	38,074
0232 RETIREMENT TEACHER	16,189	16,186	16,596	17,267
0310 CONTRACT SERVICE;ADMIN	7,265	7,442	27,265	15,765
0430 REPAIRS & MAINTENANCE	22,450	10,106	22,450	22,450
0532 DATA LINES	42,000	15,080	42,000	42,000
0580 TRAVEL	620	679	620	620
0610 GENERAL SUPPLIES	26,173	30,675	26,173	-
0642 SOFTWARE	69,999	44,127	69,999	77,699
0720 BUILDINGS	22,895	23,943	22,895	26,816
0734 NEW INFO SYSTEMS EQUIPMNT	207,073	173,572	194,084	215,736
0890 MISCELLANEOUS	2,000	2,000	2,000	2,000
<b>Total</b>	<b>896,505</b>	<b>803,921</b>	<b>918,681</b>	<b>929,778</b>

**DATA PROCESSING  
COST CENTER 178**

0108 TECHNICIAN	69,579	69,580	71,636	72,392
0220 FICA	5,324	5,300	5,480	5,538
0231 RETIRE NON-TEACHER	7,763	7,918	8,001	8,087
0310 CONTRACT SERVICE;ADMIN	47,340	42,991	62,340	57,340
0610 GENERAL SUPPLIES	378	-	378	378
<b>Total</b>	<b>130,384</b>	<b>125,790</b>	<b>147,835</b>	<b>143,735</b>

**LARGE EQUIPMENT  
COST CENTER 179**

0440 RENTALS	-	-	-	-
0733 NEW EQUIPMENT	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>TRAVEL - IN DISTRICT</b>				
<b>COST CENTER 180</b>				
0220 FICA	2,240	1,822	2,241	2,225
0580 TRAVEL	29,292	28,660	29,292	29,017
<b>Total</b>	<b>31,532</b>	<b>30,482</b>	<b>31,533</b>	<b>31,242</b>
<b>WELLNESS</b>				
<b>COST CENTER 182</b>				
0102 TEACHER	54,324	67,674	69,088	86,918
0119 UNCLASSIFIED/UNAFFILIATED	-	37,705	37,705	44,049
0220 FICA	4,156	7,130	8,169	10,020
0232 RETIREMENT TEACHER	9,431	18,294	19,008	23,313
0310 CONTRACT SERVICE;ADMIN	-	-	-	-
0580 TRAVEL	-	116	-	-
0596 CONF & MTGS OUT OF DISTRI	-	-	-	-
0610 GENERAL SUPPLIES	-	-	1,000	1,000
<b>Total</b>	<b>67,910</b>	<b>130,917</b>	<b>134,970</b>	<b>165,300</b>
<b>PROPERTY INSURANCE</b>				
<b>COST CENTER 183</b>				
0520 INSURANCE	125,913	123,913	110,815	113,493
<b>Total</b>	<b>125,913</b>	<b>123,913</b>	<b>110,815</b>	<b>113,493</b>
<b>TELEPHONE</b>				
<b>COST CENTER 184</b>				
0531 TELEPHONE VOICE	43,876	26,193	32,876	28,480
0430 REPAIRS & MAINTENANCE	11,775	4,704	11,775	6,371
<b>Total</b>	<b>55,651</b>	<b>30,897</b>	<b>44,651</b>	<b>34,851</b>
<b>ATHLETIC FIELDS</b>				
<b>COST CENTER 187</b>				
0111 SECURITY	-	200	-	-
0220 FICA	-	15	-	-
0231 RETIRE NON-TEACHER	-	23	-	-
0310 CONTRACT SERVICE;ADMIN	34,635	66,193	44,635	44,635
0410 WATER/SEWAGE	7,368	8,365	8,368	8,368
0430 REPAIRS & MAINTENANCE	11,457	5,825	12,957	12,957
0610 GENERAL SUPPLIES	5,000	-	5,800	5,800
0890 MISCELLANEOUS	15,000	-	11,700	15,038
<b>Total</b>	<b>73,460</b>	<b>80,621</b>	<b>83,460</b>	<b>86,798</b>
<b>MAINTENANCE</b>				
<b>COST CENTER 188</b>				
0112 MAINTENANCE	242,466	226,325	292,805	298,819
0134 OVERTIME - MAINTENANCE	22,000	45,032	22,000	22,000
0220 FICA	20,232	20,479	24,083	24,543
0231 RETIRE NON-TEACHER	30,096	31,409	35,042	35,836
0310 CONTRACT SERVICE;ADMIN	57,461	45,503	61,461	74,819
0420 CLEANING/PLOWING	13,080	14,483	13,080	13,500
0430 REPAIRS & MAINTENANCE	508,678	616,219	551,882	569,322
0610 GENERAL SUPPLIES	80,597	80,304	80,620	80,620
0626 GASOLINE	12,500	10,322	12,500	12,500
0733 NEW EQUIPMENT	1,550	2,079	1,550	1,550
0737 REPLACEMENT EQUIPMNT	1,525	1,156	1,525	1,525
0840 CONTINGENCY	9,050	11,092	10,550	11,550
<b>Total</b>	<b>999,235</b>	<b>1,104,404</b>	<b>1,107,098</b>	<b>1,146,584</b>



	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
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**ENERGY**

**COST CENTER 189**

0410	WATER/SEWAGE	98,757	80,643	98,757	94,857
0621	NATURAL GAS	340,353	315,970	322,607	331,372
0622	ELECTRICITY	765,943	664,139	712,901	708,036
0623	FUEL OIL	786	-	786	786
<b>Total</b>		<b>1,205,839</b>	<b>1,060,751</b>	<b>1,135,051</b>	<b>1,135,051</b>

**PUPIL TRANSPORTATION**

**COST CENTER 195**

0310	CONTRACT SERVICE;ADMIN	2,500	-	3,000	3,000
0519	TRANSPORTATION	1,109,161	1,108,662	1,148,078	1,213,582
0890	MISCELLANEOUS	(100,000)	(100,000)	(50,000)	(50,000)
<b>Total</b>		<b>1,011,661</b>	<b>1,008,662</b>	<b>1,101,078</b>	<b>1,166,582</b>

<b>TOTAL SCHOOL DEPARTMENT</b>		<b>48,086,136</b>	<b>48,085,225</b>	<b>50,242,858</b>	<b>52,188,548</b>
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# Non-Operating Expenditures

Non-Operating expenditures consist of funding required for expenditures that are not directly attributed to the day to day operations of any one particular department.

## Debt Related Services

Appropriations associated with principal and interest payments of issued long-term debt for the upcoming fiscal year, projected new bond payments, and bond issuance related expenditures.

## Overlay

Appropriation for tax abatements.

## Property & Liability Insurance

Property and liability coverage for all departments within the General Government, Police and Fire Department. The School Department appropriates Property & Liability premium separately.

## Litigation

Appropriation for legal fees associated with litigation.

County Tax-The City of Portsmouth is located in Rockingham County of the State of New Hampshire. The State of New Hampshire requires communities under RSA 29:11 to assess and collect property taxes for the operations of the county. The amount to be collected for the county is contingent on the proportion the City's assessed valued as it relates to the whole county. This is an estimated appropriation. The actual county obligation is calculated by the State of NH prior to setting the tax rate in October.

## Contingency

A non-operating line item of the budget used by the City Manager and City Council, for unanticipated expenditures not regularly budgeted for in the annual budget.

## Rolling Stock

Funding for replacement of vehicles and equipment for Public Works, Police, Fire, School Departments as well as Prescott Park as identified in the Rolling Stock replacement plan located in Appendix I of this document.

## Information Technology (IT) Upgrade and Equipment Replacement

Funding for Information Technology upgrades and replacements incorporates the General Government, Police, Fire and School Departments technology needs. A complete inventory and schedule of replacements are located Appendix II, Capital Improvement Plan and on the City's website.

## Capital Outlay

Capital Outlay is the appropriation for pay-as-you-go capital projects identified in the Capital Improvement Plan adopted each fiscal year before the annual budget is submitted to the City Council from the City Manager.

## Other General Non-Operating Expenditures

Other various line items related to the non-operating portion of the budget such as landfill closures, hydrants and leases.



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>NON-OPERATING</b>					
<b>DEBT RELATED SERVICES</b>					
034002	PROF SERVICE-BANK SERVICE	122,000	29,779	122,000	100,000
098101	INTEREST-TANS	150,000	22,392	150,000	20,000
TAN	Total	<b>272,000</b>	<b>52,172</b>	<b>272,000</b>	<b>120,000</b>
<b>DEBT SERVICE</b>					
098001	PRINCIPAL-BONDED DEBT	10,127,905	10,127,905	10,510,117	10,205,000
098010	PROJECTED NEW BOND PAYMNT	187,218	-	298,611	-
098102	INTEREST-BONDED DEBT	3,288,589	3,288,589	3,390,768	2,945,440
DEBT SERVICE	Total	<b>13,603,712</b>	<b>13,416,494</b>	<b>14,199,496</b>	<b>13,150,440</b>
<b>OVERLAY</b>					
<b>01-735-320-51-100-650</b>					
032009	PROF SRV-ASSMNT REVIEW	-	621,066	-	-
081002	OVERLAY	1,000,000	378,934	1,000,000	1,000,000
081155	ABATEMENT INTEREST	-	-	-	-
OVERLAY	Total	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>PROPERTY &amp; LIABILITY INS</b>					
<b>01-738-350-51-100-409</b>					
048001	PROPERTY INS-DEDUCTIBLES	6,000	6,000	6,000	6,000
048002	PROPERTY INSURANCE	357,376	359,445	375,245	391,514
PROPERTY	Total	<b>363,376</b>	<b>365,445</b>	<b>381,245</b>	<b>397,514</b>
<b>LITIGATION</b>					
<b>01-737-360-51-100-675</b>					
032008	LITIGATION	-	-	-	500,000
LITIGATION	Total	-	-	-	<b>500,000</b>
<b>COUNTY TAX</b>					
<b>01-737-360-51-100-675</b>					
081003	COUNTY TAX	5,741,466	5,503,199	5,741,466	5,798,880
COUNTY TAX	Total	<b>5,741,466</b>	<b>5,503,199</b>	<b>5,741,466</b>	<b>5,798,880</b>
<b>CONTINGENCY</b>					
<b>01-734-310-51-100-411</b>					
081001	CONTINGENCY	300,000	300,000	300,000	300,000
CONTINGENCY	Total	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>ROLLING STOCK</b>					
<b>01-738-350-51-100-409</b>					
099002	ROLLING STOCK	777,720	777,720	733,260	568,000
091009	TRANSFER-ROLLING STOCK SW	-	-	150,000	-
ROLLING STOCK	Total	<b>777,720</b>	<b>777,720</b>	<b>883,260</b>	<b>568,000</b>
<b>IT EQUIPMENT REPLACEMENT</b>					
<b>01-738-350-51-100-409</b>					
074041	IT UPGRADES/REPLACEMENTS	740,908	740,908	1,013,428	774,608
IT EQUIPMENT	TOTAL	<b>740,908</b>	<b>740,908</b>	<b>1,013,428</b>	<b>774,608</b>
<b>CAPITAL OUTLAY</b>					
<b>01-795-370-00-100-452</b>					
070000	CAPITAL OUTLAY	1,635,000	1,635,000	1,810,000	1,376,000
CAPITAL OUTLAY	TOTAL	<b>1,635,000</b>	<b>1,635,000</b>	<b>1,810,000</b>	<b>1,376,000</b>
<b>USE OF BOND PREMIUM</b>					
<b>01-738-350-51-100-409</b>					
072032	MUNICIPAL COMPLEX	1,286,114	1,286,404	-	-
071009	PURCHASE OF LAND	-	-	-	-
<b>FUND BALANCE</b>	<b>TOTAL</b>	<b>1,286,114</b>	<b>1,286,404</b>	-	-



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>OTHER GENERAL NON-OPERATING</b>					
<b>01-738-350-51-100-409</b>					
031005	LANDFILL CLOSURE MONITORI	150,000	150,000	370,000	370,000
031010	JONES AVE LANDFILL	-	-	-	15,000
032009	PROF SRV-ASSMNT REVIEW	150,000	150,000	163,500	150,000
044006	PRINTING LEASE/MAINT	-	-	50,000	40,000
099006	COPIER LEASE	50,000	29,691	-	-
099007	LEASES	13,312	13,312	13,731	13,983
099011	GREENLEAF LEASE	10,000	10,000	10,000	10,000
099009	HYDRANTS	213,750	213,750	235,125	265,500
<b>OTHER NON-OPERATING Total</b>		<b>587,062</b>	<b>566,753</b>	<b>842,356</b>	<b>864,483</b>
<b>TOTAL NON-OPERATING</b>		<b>26,307,358</b>	<b>25,644,095</b>	<b>26,443,251</b>	<b>24,849,925</b>



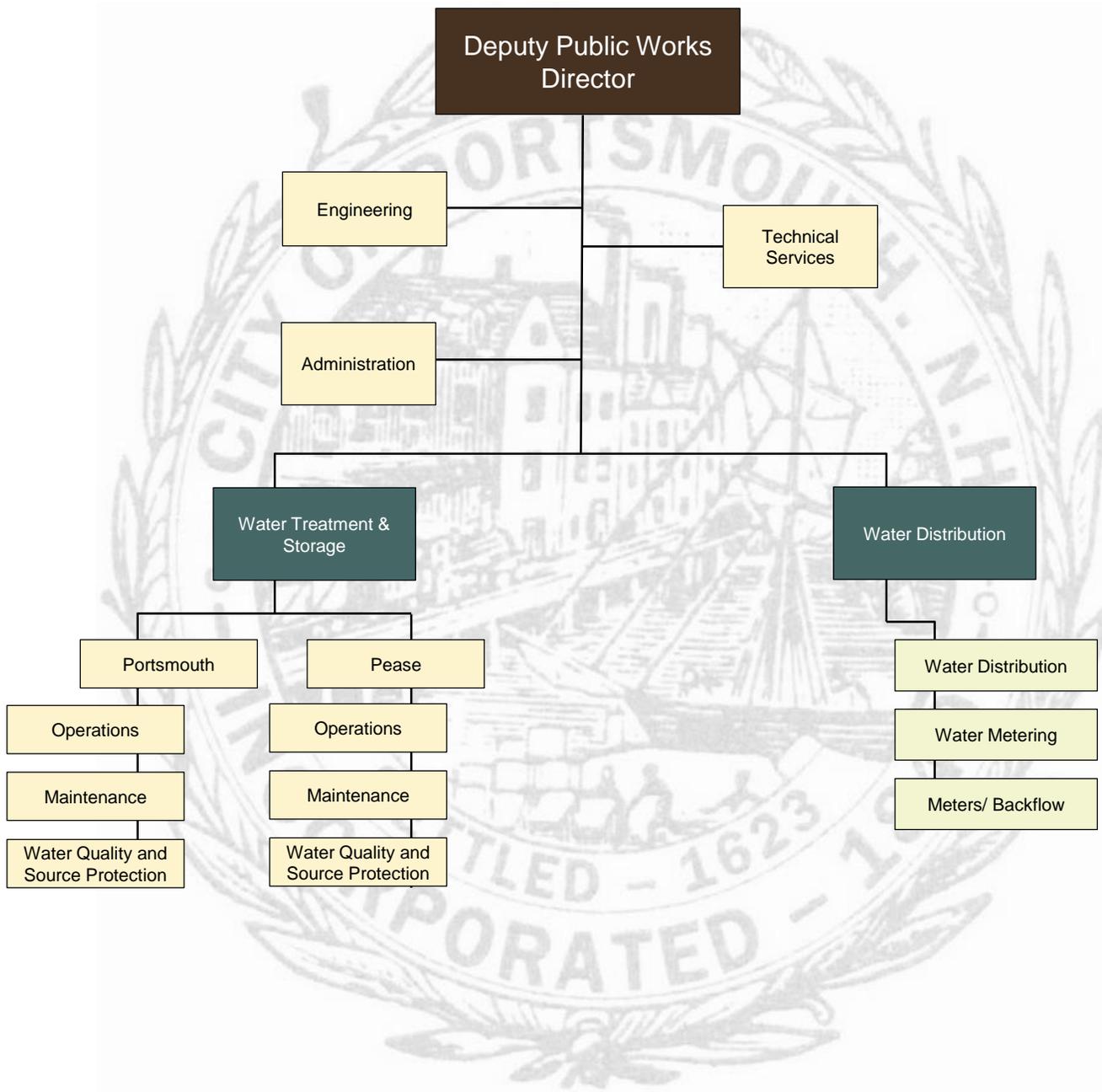


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# Water Division

## 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.



## Water Division Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Deputy City Manager	0.1	0.1	0.1
Assistant City Manager	0.2	0	0
Deputy Public Works Director	0.5	0.5	0.5
City Engineer	0.5	0.5	0.5
Operations Manager	0.25	0.25	0.25
Business Administrator	0.00	0.25	0.25
Facilities Manager	0.25	0.25	0.25
Public Information Officer	0.3	0.0	0.0
Assistant City Engineer/Planning	0.5	0.5	0.5
Assistant City Engineer	0.5	0.5	0.5
Environmental Planner/Sustainability Coordinator	0.25	0.25	0.25
Administrative Assistant II	0	0.25	0.25
Administrative Assistant I	0.25	0.00	0.00
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	0.25
Special Projects Coordinator	0.25	0.25	0.25
Collections Billing Clerk (Water/Sewer)	0.5	0.5	0.5
Dispatcher I	0.25	0.00	0.00
Dispatcher II	0.00	0.25	0.25
SCADA Manager	0.5	0.5	0.5
Process Instrumentation Tech	0	0.5	0.5
GIS Manager	0.5	0.5	0.5
GIS Stormwater Tech	0.5	0.5	0.5
GIS Specialist II	0	0.5	0.5
CAD Technician	0.5	0.0	0.0
Water Resource Manager	1	1	1
Chief Plant Operator	1	1	1
Water Quality Specialist	1	1	1
Treatment Operations Foreman	0	1	1
Plant Operator 1	5	5	5
General Foreman	0.5	0.5	0.5
Water Foreman	1	1	1
Asset Management Coordinator	0.5	0.5	0.5
Assistant Foreman W/S	1	1	1
Equipment Operator 2	1	1	1
Equipment Operator 1	1	1	1
Utility Mechanic	3.3	3.5	3.5
Laborer	2	2	2
Meter Reader	0.5	0	0
Truck Driver 1	0	0	0
Equipment Maintenance Foreman	0.3	0.3	0.3
Lead Mechanic	0.3	0.0	0.0
Equipment Mechanic	0.9	1.2	1.2
Utility Mechanic - Inventory Control Technician	0.3	0.3	0.3
<b>Totals Full Time</b>	<b>27.70</b>	<b>28.65</b>	<b>28.65</b>

<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Secretary	0.25	0.25	0.25
Number of part-time laborers vary throughout the year.			
Number of part-time engineering interns vary throughout the year.			
<b>Totals Part Time</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>





# Water Division – Enterprise Fund

## Services Overview

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

The Water Division is one of the City's Enterprise Funds. An Enterprise Fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and/or services.

The following table represents the cash requirements necessary to meet expenses for the operations of the Water Division for FY21.

## Budget Summary of Expenditures

WATER DEPARTMENT	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
SALARIES	1,603,258	1,565,379	1,749,706	1,789,659
PART-TIME SALARIES	41,260	23,832	41,559	41,811
OVERTIME	79,800	126,840	79,800	80,800
LONGEVITY	11,471	10,096	13,064	14,749
HEALTH INSURANCE	483,000	419,172	556,390	480,000
DENTAL INSURANCE	27,670	24,353	34,000	32,000
INSURANCE REIMBURSEMENT	12,809	4,853	8,568	10,500
LEAVE AT TERMINATION	30,000	(29,517)	50,000	40,000
WORKERS' COMPENSATION	24,035	24,035	19,340	20,186
RETIREMENT	194,294	194,191	207,643	210,579
OTHER BENEFITS	233,014	177,771	241,014	229,795
COLLECTIVE BARGAINING CONTINGENCY	-	-	8,260	810
<i>Contractual Obligations</i>	2,740,611	2,541,005	3,009,344	2,950,889
CHEMICALS	325,000	306,377	340,000	350,000
REPAIRS & MAINTENANCE	230,250	273,001	235,900	189,500
ELECTRICITY	303,600	297,161	324,700	343,200
NATURAL GAS	-	-	500	5,160
PROPANE & FUEL OIL	29,212	34,461	29,212	36,000
GASOLINE & DIESEL	41,000	34,048	42,000	42,500
ADMINISTRATIVE OVERHEAD	593,156	593,156	650,676	592,086
SLUDGE/GRIT REMOVAL	130,000	60,870	145,000	150,000
PROF CONTRACTED SERVICES	252,950	226,495	246,080	197,580
INTEREST ON DEBT	1,078,930	1,077,124	1,119,680	1,026,717
PROPERTY TAXES	125,500	131,671	125,500	135,000
DEPRECIATION	1,850,000	1,901,401	2,095,000	2,200,000
EQUIPMENT	99,750	105,544	114,750	92,000
STOCK MATERIALS	263,700	229,422	263,700	305,000
ASSISTANCE PROGRAM	5,000	1,800	5,000	7,500
OTHER OPERATING	357,065	335,009	333,759	398,964
<i>Other Operating</i>	5,685,113	5,607,540	6,071,457	6,071,207
<b>TOTAL FULL ACCRUAL BASIS</b>	<b>8,425,724</b>	<b>8,148,546</b>	<b>9,080,801</b>	<b>9,022,096</b>
<b>CASH REQUIREMENTS ADJUSTMENTS</b>				
OPEB EXPENSES	(90,500)	(90,500)	(86,400)	(74,000)
CAPITAL OUTLAY	500,000	500,000	200,000	250,000
DEPRECIATION	(1,850,000)	(1,850,000)	(2,095,000)	(2,200,000)
PRINCIPAL-BONDED DEBT	2,252,528	2,252,528	2,392,528	2,537,528
ACCRUED INTEREST ADJ	19,457	19,457	(11,335)	(10,969)
PROJECTED PRINCIPAL DEBT	185,000	185,000	160,000	-
ROLLING STOCK	472,000	472,000	470,000	360,000
CASH ADJUSTMENT	1,488,485	1,488,485	1,029,793	862,559
<b>TOTAL CASH REQUIREMENTS</b>	<b>9,914,209</b>	<b>9,637,031</b>	<b>10,110,594</b>	<b>9,884,655</b>



## Rate Stabilization Model and Rate Structure

The Water Division utilizes a rate model which was implemented in fiscal year 2014 and is annually reviewed and updated. The rate model serves as a tool to allow for long-term planning. This comprehensive rate model includes a rate stabilization reserve policy which 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.

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.

A City ordinance allows both residential and commercial customers to install irrigation meters. This ordinance language requires new irrigation customers to install water efficient irrigation systems. Irrigation usage for both residential and commercial customers have a third tier for any consumption beyond 20 units per month to further promote efficiencies.

## Water User Rates

**The proposed budget has been prepared in accordance with the City Manager's financial strategy plan to achieve no water user rate increase for FY21.**

**The FY21 user rates reflect a 0% increase from the FY20 rates.**

The proposed water rate for the first 10 units of water consumed per month will remain \$4.32, the rate for the consumption over 10 units per month will remain \$5.20. The proposed water rates include \$2.72 per unit which is directly related to the capital needs and debt repayments for long-term borrowing. The rates for water usage and irrigation consumption are depicted in the adjacent tables.

<b>FY21 Proposed Water Rates</b>	
	Proposed Rate (per unit)
<b>First Tier Rate (10 units or less per month)</b>	
Capital Related Rate, per unit billed	\$2.72
1st Tier water service rate	\$1.60
<b>Total First Tier Rate</b>	<b>\$4.32</b>
<b>Second Tier Rate (over 10 units per month)</b>	
Capital Related Rate, per unit billed	\$2.72
2nd Tier water service rate	\$2.48
<b>Total Second Tier Rate</b>	<b>\$5.20</b>
<b>Irrigation Meter Rate</b>	
1st Tier water service rate [0 - 10 units]	\$5.20
2nd Tier water service rate [11- 20 units]	\$9.81
3rd Tier water service rate [over 20 units]	\$12.11

The meter charge for FY21 will remain the same as the current charge and is based on the service size as listed in the following Minimum Water Charge table.

<b>Water Meter Charge</b>	
<u>Meter Size</u>	<u>Monthly Rate</u>
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 in 2012 and was recently updated utilizing 2018 water consumption data. 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. The 2012 analysis showed that an average single-family customer on the Portsmouth water system uses 5 units per month. Analysis of the 2018 data showed that these customers are still using 5 units per month. Therefore, the following table depicts the average monthly water charges for a residential customer.

### FY21 Water Rate

Average Residential Customer Bill

Monthly Consumption in units

(1unit = 100 cf = 748 gallons)

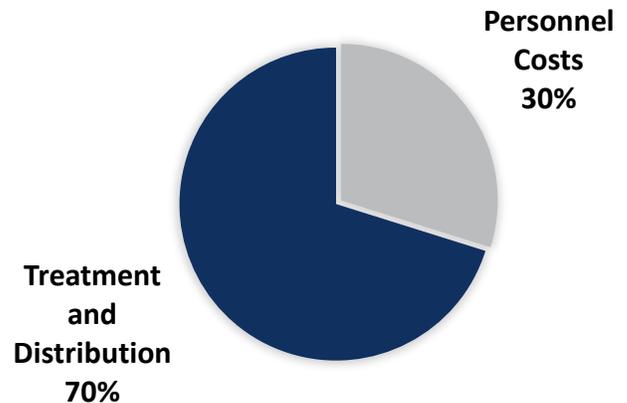
	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$2.72	5	\$13.60
1st Tier water service rates	\$1.60	5	\$8.00
Minimum Charge (5/8" meter)	\$4.95	n/a	\$4.95
<b>Total Monthly Charge</b>			<b>\$26.55</b>
<b>Total Annual Charge</b>			<b>\$318.60</b>

Average Daily Cost for Single Family Residential water customer = \$0.88

### Operating Costs – Cash Basis

Personnel costs represent 30% of the total cash requirements, while the remaining 70% 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 (<https://www.cityofportsmouth.com/publicworks/water/supply-status>)



## Capital Projects

The table below represents 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

<u>Project Name</u>	<u>Amount</u>
Maplewood Ave Bridge Replacement	100,000
Willard Ave	150,000
<b>TOTALS</b>	<b>\$250,000</b>

### Rolling Stock

<u>Vehicle &amp; Equipment Replacement</u>	<u>Amount</u>
7400 SBA 6 Wheel w/plow & wing [year 1 of 2]	100,000
Loader/Backhoe (Year 2 of 3 funding)	50,000
Excavator (Year 1 of 3 funding)	75,000
Mini Van Meter	35,000
Misc Equipment	100,000
<b>TOTALS</b>	<b>\$360,000</b>



## Budget and Rate Summary – Water Division

As an Enterprise Fund, the Water Division prepares its budget using an accrual basis of accounting similar to the private sector. As the user rate is calculated based on the cash basis of accounting year, adjustments, from the accrual basis to the cash basis, are necessary to establish the amount of cash required to fund FY21 expenses.

<b>WATER RATE CALCULATION</b>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	5,494,379	5,494,379
Property Taxes	135,000	135,000
Equipment & Minor Capital needs	92,000	92,000
Depreciation	2,200,000	
Interest on Debt	1,026,717	1,026,717
Accrued Interest		(10,969)
Principal on Debt		2,537,528
Projected Principal Debt		0
OPEB Liability	74,000	
Capital Projects		250,000
Rolling Stock		360,000
<b>BUDGET RESOLUTION</b>	<b>9,022,096</b>	
<b>CASH REQUIREMENT</b>		<b>9,884,655</b>
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
<b>NON-User Fee- Revenues</b>		
Fees	1,142,601	1,142,601
Special Agreements	1,486	1,486
Household Hazardous Waste	0	0
Meter Charges	718,784	718,784
Interest on Investments	145,000	145,000
Other Utility Revenue	194,059	194,059
<i>Sub Total</i>	<i>2,201,930</i>	<i>2,201,930</i>
<b>Other Financing Sources-Cash</b>		
Special Agreements		42,000
Strawbery Banke Agreement Principal		2,297
Bond Premium Amortization	190,000	
<i>Sub Total</i>	<i>190,000</i>	<i>44,297</i>
<b>FULL ACCRUAL REVENUES</b>	<b>2,391,930</b>	
<b>ESTIMATED CASH</b>		<b>2,246,227</b>
Required to be raised by User Rates		7,638,428
Rate Stabilization Reserve		
<b>TO BE RAISED BY USER RATES</b>		<b>\$7,638,428</b>



## *User Rates*

<b>CASH REQUIRED FOR NET CAPITAL COSTS</b>		
<b>Total Estimated Billable Units</b>	1,530,214	
<b>Capital related Expenses</b>	\$2.72	4,163,276

### **WATER METER RATES**

<b>TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)</b>		
Billable Units at Tier 1	437,616	
Rate/Anticipated Revenue	\$1.60	699,011
Capital Related Expenses	\$2.72	1,190,628
<b>Total Tier 1 [0 - 10 units]</b>	<b>\$4.32</b>	<b>1,889,639</b>
Billable Units at Tier 2	1,070,884	
Rate/Anticipated Revenue	\$2.48	2,657,558
Capital Related Expenses	\$2.72	2,913,570
<b>Total Tier 2 [over 10 units]</b>	<b>\$5.20</b>	<b>5,571,129</b>
<b>Total Estimated User Revenues:</b>	<b>1,508,500</b>	<b>7,460,767</b>

### **IRRIGATION METER RATES**

<b>THREE TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)</b>		
Billable Units at Tier 1	10,668	
Rate/Anticipated Revenue	\$2.48	26,473
Capital Related Expenses	\$2.72	29,025
<b>Total Tier 1 [0 - 10 units]</b>	<b>\$5.20</b>	<b>55,498</b>
Billable Units at Tier 2	5,027	
Rate/Anticipated Revenue	\$7.09	35,618
Capital Related Expenses	\$2.72	13,676
<b>Total Tier 2 [11-20 units]</b>	<b>\$9.81</b>	<b>49,294</b>
Billable Units at Tier 3	6,019	
Rate/Anticipated Revenue	\$9.39	56,492
Capital Related Expenses	\$2.72	16,376
<b>Total Tier 3 [over 20 units]</b>	<b>\$12.11</b>	<b>72,869</b>
<b>Total Estimated User Revenues:</b>	<b>21,714</b>	<b>177,661</b>
<b>Total Estimated User Consumption and User Revenues</b>	<b>1,530,214</b>	<b>\$7,638,428</b>

<b>Total Estimated Consumption</b>	<b>1,530,214</b>	<b>Total to be raised by user rates</b>	<b>\$7,638,428</b>
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## *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 Facility and laboratory.
- Increase public awareness of best practices in watershed management near the Bellamy Reservoir. Coordinate this effort with local communities.
- Continue to develop inter-municipal and interconnection agreements with adjacent water systems to provide response to water system emergencies. Current interconnections exist with the Rye Water District. Portsmouth is currently 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 8,528 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 Water Efficiency Rebate Program which started in December 2014, the EPA’s WaterSense



	<p>program and the new irrigation meter ordinance.</p> <ul style="list-style-type: none"> <li>✓ Provide adequate training and operational direction to staff to achieve operator certifications at or above required standards.</li> <li>✓ Continue to develop and implement new standard operating procedures within the Water Division to optimize staff utilization, duties and operating efficiency.</li> <li>✓ 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.</li> <li>✓ Continue to improve water meter accounting and tracking of unaccounted-for water through meter calibrations, water use audits and leak detection efforts.</li> </ul>
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*Citywide Goal Addressed: Sustainability* 

<p><b>Goal #2:</b></p> <p>Continue steps to improve water quality, water quantity and system security.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Continue upgrade of SCADA system water supply control and security applications.</li> <li>✓ Protect reservoir watershed areas and wellhead zones of contribution through land acquisition, regulation, and other available means as appropriate.</li> <li>✓ Continue with the comprehensive leak detection program, identify and fix leaks in a timely manner.</li> </ul>
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*Citywide Goal Addressed: Sustainability* 

<p><b>Goal #3:</b></p> <p>Develop sustainable funding strategies</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Implement recommendations of rate study with focus on fair, equitable and sustainable funding utilizing the rate model as a guide.</li> <li>✓ Implement water asset management and operational maintenance program database information systems to improve system operations and long-term capital planning needs.</li> <li>✓ Implement the recommendations of the Water Supply Study for improved capital planning and operations.</li> </ul>
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*Citywide Goal Addressed: Sustainability* 



## Performance Measures

	FY18	FY19	FY20 (Est.)	FY21 (Projected)
Percent of unaccounted for water (Water Balance)	14.0%	12.2%	11.0%	10.0%
Number of water main breaks	20	23	20	20
Leak detections performed (miles)	65	50	60	60
Leaks Detected and Repaired	5	3	3	3
DigSafe Tickets (locating)	New metric	1,125	1,200	1,200
DigSafe Labor Hours	New metric	1,271	1,355	1,355
Precipitation (inches – water year – Oct to Sept)	43.4	40.5	42.0	45.4
Hydrant Flushing (weeks – Spring and Fall)	16	16	16	16
Hydrant Flushing Hours (3 crews/4 hrs per night flushing)	448	448	448	448
Million Gallons Delivered (Surface and Groundwater)	1,604	1,460	1,500	1,500
Millions Gallons of Groundwater Treated	643	638	650	650
Millions Gallons of Surface Water Treated	961	822	850	850
Customer Water Meter Replacements	624	898	900	900
Backflow Prevention Device Tests	2,423	2,323	2,350	2,375
Water Efficiency Rebates – Low Flow Toilets	161	93	100	100
Water Efficiency Rebates – Washing Machines	26	66	45	45
Single-Family Res. (Average Gals. per month) *	3,834	3,834	3,834	3,834
Single-Family Res. (Average Units billed per month) *	5	5	5	5

\* Note: Water Consumption analysis performed on 2012 and 2017 water use data. Next update will utilize 2021 consumption data.



**FY21 BUDGETED POSITION AND SALARY DETAIL**

			<u>POSITION</u>	<u>SALARY</u>	
<b>WATER DIVISION</b>					
<u>ADMINISTRATION</u>					
NON GRADE 28	E	④	DEPUTY CITY MANAGER	14,456	
PMA GRADE 25	F	⑩	DEPUTY PW DIRECTOR	63,205	
PMA GRADE 21	E	⑧	FACILITIES MANAGER	25,767	
NON GRADE 18	D	⑧	OPERATIONS MANAGER	21,222	
PMA GRADE 13	E	⑧	BUSINESS ADMINSTRATOR	17,111	
PMA GRADE 11	H	③	FINANCE ASSISTANT	16,654	
PMA GRADE 11	D	⑧	ADMIN ASSIST II	15,131	
1386B GRADE 7	H	⑧	ADMIN CLERK	12,497	
1386 GRADE 9	9E/3F	⑧	DISPATCHER II	13,253	
1386B GRADE 5	6E/6F	⑩	COLLECTIONS / BILLING CLERK	21,641	
NON GRADE 7	E	⑧	SPECIAL PROJECT COORDINATOR	13,148	
SMA GRADE 14	3.5E/8.5F	⑨	EQUIPMENT MAINTENANCE FOREMAN	22,523	
1386 GRADE 9	E	⑨	EQUIPMENT MECHANIC	15,794	
1386 GRADE 9	6.5C/5.5D	⑨	EQUIPMENT MECHANIC	14,669	
1386 GRADE 9	G	⑨	EQUIPMENT MECHANIC	16,675	
1386 GRADE 9	C	⑨	EQUIPMENT MECHANIC	14,343	
1386 GRADE 9	C	⑨	EQUIPMENT MECHANIC	14,343	
1386 GRADE 7	7.5C/4.5D	⑨	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	13,269	
				EDUCATION STIPENDS	2,198
<b>TOTAL ADMINISTRATION</b>				<b>347,899</b>	
<u>ENGINEERING</u>					
PMA GRADE 23	F	⑩	ENGINEER SUPERVISOR	57,384	
PMA GRADE 18	E	⑩	ASST. ENGINEER/PLANNER	44,567	
PMA GRADE 16	1.5B/10.5C	⑩	ASSISTANT CITY ENGINEER	36,477	
PMA GRADE 16	E	⑩	SCADA MANAGER	40,457	
PMA GRADE 16	G	⑩	GIS MANAGER	41,577	
PMA GRADE 16	H	⑥	ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	21,204	
PMA GRADE 9	C	⑫	GIS STORMWATER TECH	26,168	
PMA GRADE 9	E	⑩	GIS SPECIALIST II	28,861	
				EDUCATION STIPENDS	1,226
<b>TOTAL ENGINEERING</b>				<b>297,921</b>	
<u>WATER SUPPLY AND TREATMENT</u>					
PMA GRADE 21	E		WATER RESOURCES MANAGER	103,068	
SMA GRADE 16	.5D/11.5E		CPO	80,998	
PMA GRADE 12	11B/1C	⑩	PROCESS INSTRUMENTATION TECH	29,050	
PMA GRADE 11	6B/6C		WATER QUALITY SPECIALIST	56,269	
1386 GRADE 10	G		PLANT OPERATOR	58,056	
1386 GRADE 10	G		PLANT OPERATOR	58,056	
1386 GRADE 10	F		PLANT OPERATOR	56,502	
1386 GRADE 10	F		PLANT OPERATOR	56,502	
1386 GRADE 10	G		PLANT OPERATOR	58,056	
				EDUCATION STIPENDS	1,634
				ON CALL MONITORING	20,410
<b>TOTAL WATER SUPPLY AND TREATMENT</b>				<b>578,601</b>	
<u>DISTRIBUTION</u>					
SMA GRADE 15	E	⑩	GEN FOREMAN	38,649	
PMA GRADE 14	G	⑩	ASSET MANAGEMENT COORDINATOR	38,874	
SMA GRADE 13	F		WATER FOREMAN	72,077	
1386 GRADE 10	3D/9E		ASSISTANT FOREMAN L2	56,464	
1386 GRADE 9	F		EQUIP OPER II L2	55,953	
1386 GRADE 8	C		EQUIP OPER I	45,570	
1386 GRADE 7	5.5C/6.5D		UTILITY MECHANIC L1	45,430	
1386 GRADE 5	C		LABORER	39,424	
1386 GRADE 5	8D/4E		LABORER	42,060	
				ON CALL DIFFERENTIAL	1,240
<b>TOTAL DISTRIBUTION</b>				<b>435,741</b>	
<u>METERS</u>					
1386 GRADE 7	G	⑪	UTILITY MECHANIC L2	39,264	
1386 GRADE 7	1F/11G	⑩	UTILITY MECHANIC L2	26,120	
1386 GRADE 7	G	⑪	UTILITY MECHANIC L2	39,264	
1386 GRADE 7	E	⑩	UTILITY MECHANIC L2	24,849	
				<b>TOTAL METERS</b>	<b>129,497</b>
<b>TOTAL FULL TIME</b>				<b>1,789,659</b>	
NON GRADE 5	A	⑧	SECRETARY (25HRS/WK)	6,531	
				SEASONAL LABORERS	5,871
				ENGINEERING INTERNS	29,409
<b>TOTAL PART TIME</b>				<b>41,811</b>	
<b>TOTAL DEPARTMENT</b>				<b>1,831,470</b>	



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>ADDITIONAL PERSONNEL</b>			
SMA GRADE 14	7.5C/4.5D	TREATMENT OPERATION FOREMAN FUNDED BY THE AIR FORCE	68,078
<b>TOTAL ADDITIONAL PERSONNEL</b>			<b>68,078</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY OF THE BUDGET**

- ③ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ④ 65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER
- ⑥ 25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST
- ⑧ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑨ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑩ 50% WATER, 50% SEWER
- ⑪ 75% WATER, 25% SEWER
- ⑫ 50% WATER, 50% STORMWATER



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

**WATER DEPARTMENT**

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

011001	REGULAR SALARIES	344,543	311,475	346,777	347,899
011061	INSURANCE REIMBURSEMENT	12,809	4,853	8,568	10,500
011064	COLL BARG CONTINGENCY	-	-	8,260	810
012001	PART TIME SALARIES	5,980	9,057	6,279	6,531
014041	OVERTIME	4,000	6,832	4,000	4,000
015001	LONGEVITY	11,471	10,096	13,064	14,749
016001	LEAVE AT TERMINATION	30,000	(29,517)	50,000	40,000
021001	INSURANCE-HEALTH	483,000	419,172	556,390	480,000
021101	INSURANCE-DENTAL	27,670	24,353	34,000	32,000
021501	INSURANCE-LIFE	3,074	2,479	3,220	2,974
021601	INSURANCE-DISABILITY	5,675	4,642	6,000	5,405
021802	OPEB-HEALTH INS EXP	20,500	14,724	15,000	15,000
021803	OPEB-MED SUBSIDY EXP	-	8,403	1,400	9,000
022001	SOCIAL SECURITY	23,485	21,978	23,960	23,137
022501	MEDICARE	5,492	5,147	5,603	5,411
023001	RETIREMENT	42,427	40,167	42,463	40,955
023004	OPEB-RETIREMENT LIAB ADJ	70,000	18,034	70,000	50,000
026002	INSURANCE-WORKERS COMP	24,035	24,035	19,340	20,186
030101	PROF SERVICES-AUDIT	8,700	8,700	8,700	10,000
031002	PROF SERVICES-ENGINEERING	10,000	21,193	10,000	10,000
032001	PROF SERVICES-O/S COUNSEL	20,000	11,784	20,000	20,000
033002	ADMINISTRATIVE OVERHEAD	593,156	593,156	650,676	592,086
034001	LOCK BOXES	15,000	2,862	15,000	15,000
034103	TELEPHONE	500	916	500	1,000
034206	SOFTWARE-ANNUAL MAINT	56,418	16,786	21,475	56,620
035002	PROF SERV- SUBSTANCE TEST	750	674	750	750
035004	OCCUPATIONAL HEALTH	2,500	3,104	2,500	2,500
039001	PROFESSIONAL SERVICES	-	-	7,800	7,800
043028	MAINTENANCE	11,000	11,606	11,000	10,000
044006	PRINTING LEASE/MAINT	-	-	3,500	3,500
048002	PROPERTY INSURANCE	47,732	47,732	50,119	48,269
053001	ADVERTISING	3,300	3,108	3,300	2,500
054003	STATE CERTIFICATION	-	-	-	-
054050	TRAINING	3,000	816	3,000	2,250
055050	PRINTING	12,500	10,830	12,500	20,000
056001	DUES PROFESSIONAL ORGANIZ	1,500	1,989	1,600	1,750
057101	TRAVEL AND CONFERENCE	2,500	5,118	2,700	4,250
061001	FIRST AID	1,900	1,505	1,900	450
062001	OFFICE SUPPLIES	4,000	11,473	500	6,000
062501	POSTAGE	28,800	25,571	28,800	42,000
063501	GASOLINE	40,000	29,971	40,000	40,000
081005	TAXES	125,500	131,671	125,500	135,000
086001	DEPRECIATION	1,850,000	1,901,401	2,095,000	2,200,000
088011	ASSISTANCE WATER/SEWER	5,000	1,800	5,000	7,500
092101	FINANCING FEES ON DEBT	12,000	6,161	20,000	28,500
098102	INTEREST-BONDED DEBT	1,078,930	1,077,124	1,119,680	1,026,717
		<b>5,048,847</b>	<b>4,822,981</b>	<b>5,475,824</b>	<b>5,402,999</b>

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

011001	REGULAR SALARIES	241,163	243,373	286,452	297,921
012001	PART TIME SALARIES	29,409	13,647	29,409	29,409
014041	OVERTIME	-	47	-	-
022001	SOCIAL SECURITY	16,775	15,218	19,586	20,294
022501	MEDICARE	3,923	3,559	4,581	4,746
023001	RETIREMENT	27,444	27,676	32,001	33,278
031002	PROF SERVICES-ENGINEERING	20,000	35,159	20,000	20,000
033004	GROUNDWATER PROTECT PRGM	15,000	-	15,000	15,000
034103	TELEPHONE	1,840	1,125	1,840	850
034104	CELLULAR PHONES	1,800	2,031	1,800	2,250
039054	PROF/SERVICES-CONTRACT	10,000	5,948	10,000	10,000
044006	PRINTING LEASE/MAINT	-	-	500	500
054050	TRAINING	2,500	225	2,500	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,500	213	1,500	1,250
057101	TRAVEL AND CONFERENCE	2,250	706	2,250	750
062001	OFFICE SUPPLIES	-	390	-	-
062007	COMPUTER/PRINTER SUPPLIES	500	3,085	-	1,250



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
062011	OPERATING SUPPLIES	500	203	500	250
067001	BOOKS & PERIODICALS	500	204	500	250
		<b>375,104</b>	<b>352,805</b>	<b>428,419</b>	<b>439,998</b>
<b>TREATMENT PLANT PORTSMOUTH</b>					
<b>50-751-650-54-180-492</b>					
011001	REGULAR SALARIES	463,318	490,320	545,960	558,191
011060	ON CALL MONITORING	31,600	15,500	22,120	20,410
014041	OVERTIME	29,000	41,049	29,000	30,000
022001	SOCIAL SECURITY	32,483	32,870	37,020	37,733
022501	MEDICARE	7,597	7,687	8,659	8,825
023001	RETIREMENT	59,622	59,846	66,696	67,981
031003	PROF SERVICES-SCADA	15,000	27,919	5,000	9,000
034103	TELEPHONE	13,200	7,527	10,000	7,000
034104	CELLULAR PHONES	5,000	6,675	5,000	7,000
039051	SECURITY/ALARMS	3,000	14,711	5,000	5,000
041002	ELECTRICITY	170,000	160,700	170,000	175,000
041103	PROPANE GAS	24,000	27,592	24,000	28,000
041301	RUBBISH REMOVAL	600	26,326	600	600
041308	GRIT DISPOSAL	130,000	60,870	145,000	150,000
043002	REPAIRS-ELECTRICAL	7,500	2,660	7,500	4,000
043005	REPAIRS-HEATING SYSTEM	6,000	11,270	6,000	6,000
043018	REPAIRS-EQUIPMENT	15,000	16,110	15,000	15,000
043024	REPAIRS-VEHICLE	9,500	13,492	9,500	11,000
043025	REPAIRS-BLDINGS & GROUNDS	12,000	16,587	15,000	15,000
043026	REPAIRS-COMPUTER EQUIP	500	-	500	500
043028	MAINTENANCE	15,000	8,021	15,000	15,000
043030	BELLAMY DAM	10,000	34,393	10,000	10,000
043031	SCADA EQUIPMENT	7,000	13,978	10,000	10,000
044006	PRINTING LEASE/MAINT	-	-	500	450
054003	STATE CERTIFICATION	600	100	600	2,700
054050	TRAINING	2,500	4,610	2,500	500
056007	OPERATIONAL PERMITS	500	35	500	1,500
057101	TRAVEL AND CONFERENCE	1,500	1,195	1,500	2,500
057102	TRAVEL REIMBURSEMENT	900	2,536	1,200	1,000
061001	FIRST AID	-	-	-	-
062001	OFFICE SUPPLIES	2,100	3,584	2,100	3,000
062007	COMPUTER/PRINTER SUPPLIES	500	324	-	-
062011	OPERATING SUPPLIES	5,500	5,588	5,500	6,000
063600	DIESEL FUEL	1,000	4,078	2,000	2,500
063800	MATERIALS-CHEMICALS	325,000	306,377	340,000	350,000
068002	CLOTHING	3,750	3,690	3,750	4,000
068003	PROTECTIVE CLOTHING	750	662	750	800
068030	TOOLS	4,000	8,942	4,000	4,000
072000	BUILDINGS	5,000	1,562	5,000	-
074000	MACHINERY AND EQUIPMENT	25,000	75,010	35,000	35,000
		<b>1,445,520</b>	<b>1,514,393</b>	<b>1,567,455</b>	<b>1,605,590</b>
<b>TREATMENT PLANT PEASE</b>					
<b>50-751-650-54-580-492</b>					
031003	PROF SERVICES-SCADA	3,000	3,000	5,000	-
039010	PROF/SERVICES-LAB TESTS	55,000	48,283	65,000	46,200
039051	SECURITY/ALARMS	500	-	500	-
041002	ELECTRICITY	28,000	35,535	34,000	48,000
041101	NATURAL GAS	-	-	500	5,160
043018	REPAIRS-EQUIPMENT	3,000	3,498	5,000	2,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	272	1,500	-
043028	MAINTENANCE	2,000	77,655	3,000	1,000
074000	MACHINERY AND EQUIPMENT	5,000	40	6,000	-
		<b>98,000</b>	<b>168,283</b>	<b>120,500</b>	<b>102,360</b>
<b>LABORATORY PORTSMOUTH</b>					
<b>50-751-650-55-180-492</b>					
039010	PROF/SERVICES-LAB TESTS	57,000	37,964	40,000	40,000
043018	REPAIRS-EQUIPMENT	2,500	2,628	500	500
043028	MAINTENANCE	1,000	836	2,000	2,000



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
062001	OFFICE SUPPLIES	1,000	1,894	1,000	-
062011	OPERATING SUPPLIES	13,500	22,429	13,500	16,000
067001	BOOKS & PERIODICALS	200	-	200	-
068003	PROTECTIVE CLOTHING	250	140	250	-
074000	MACHINERY AND EQUIPMENT	3,500	5,095	6,000	-
		<b>78,950</b>	<b>70,986</b>	<b>63,450</b>	<b>58,500</b>
<b>TREATMENT-WELLS PORTSMOUTH</b>					
<b>50-751-650-56-171-492</b>					
041002	ELECTRICITY	40,000	52,503	62,000	35,000
041103	PROPANE GAS	3,212	6,816	3,212	5,000
043002	REPAIRS-ELECTRICAL	8,500	3,275	3,000	3,500
043018	REPAIRS-EQUIPMENT	10,000	4,865	18,000	5,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	298	3,000	3,000
043028	MAINTENANCE	28,000	55,145	28,000	26,000
043032	GENERATOR MAINTENANCE	2,000	6,725	7,000	7,000
062011	OPERATING SUPPLIES	1,500	1,132	800	1,200
074000	MACHINERY AND EQUIPMENT	7,500	19,214	8,000	12,000
		<b>108,212</b>	<b>149,972</b>	<b>133,012</b>	<b>127,700</b>
<b>STORAGE TANKS PORTSMOUTH</b>					
<b>50-751-650-57-177-492</b>					
041002	ELECTRICITY	4,000	7,817	6,000	6,000
043018	REPAIRS-EQUIPMENT	4,000	-	4,000	-
043025	REPAIRS-BLDINGS & GROUNDS	750	-	500	-
043028	MAINTENANCE	18,000	105	18,000	6,000
		<b>26,750</b>	<b>7,922</b>	<b>28,500</b>	<b>12,000</b>
<b>STORAGE TANKS PEASE</b>					
<b>50-751-650-57-577-492</b>					
041002	ELECTRICITY	1,600	3,718	2,700	3,600
043018	REPAIRS-EQUIPMENT	2,000	-	500	-
043025	REPAIRS-BLDINGS & GROUNDS	400	-	400	-
043028	MAINTENANCE	1,000	352	1,000	2,000
		<b>5,000</b>	<b>4,070</b>	<b>4,600</b>	<b>5,600</b>
<b>BOOSTER STATION PORTSMOUTH</b>					
<b>50-751-650-58-182-492</b>					
041002	ELECTRICITY	60,000	36,888	50,000	75,600
041103	PROPANE GAS	2,000	54	2,000	3,000
043018	REPAIRS-EQUIPMENT	2,000	7,022	4,000	1,500
043025	REPAIRS-BLDINGS & GROUNDS	1,000	321	500	-
043028	MAINTENANCE	5,000	1,242	5,000	1,000
043032	GENERATOR MAINTENANCE	2,000	-	2,000	2,000
062011	OPERATING SUPPLIES	-	-	-	-
074000	MACHINERY AND EQUIPMENT	6,000	1,822	8,000	2,000
		<b>78,000</b>	<b>47,348</b>	<b>71,500</b>	<b>85,100</b>
<b>DISTRIBUTION-ADMIN PORTSMOUTH</b>					
<b>50-751-660-51-100-492</b>					
011001	REGULAR SALARIES	404,927	409,506	429,620	435,741
012001	PART TIME SALARIES	5,871	1,129	5,871	5,871
014041	OVERTIME	43,800	76,632	43,800	43,800
022001	SOCIAL SECURITY	28,185	29,130	29,717	30,096
022501	MEDICARE	6,592	6,813	6,952	7,038
023001	RETIREMENT	51,065	55,416	52,881	53,565
034103	TELEPHONE	3,750	2,966	3,750	2,700
034104	CELLULAR PHONES	3,200	2,943	3,200	3,500
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	12,119	15,000	15,000
043018	REPAIRS-EQUIPMENT	10,000	2,943	10,000	10,000
043024	REPAIRS-VEHICLE	35,000	32,680	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	500	118	500	1,500
043028	MAINTENANCE	1,600	-	500	500
044002	RENTAL OTHER EQUIPMENT	1,000	1,400	1,000	1,000
044004	RENTAL STORAGE UNIT	-	-	-	2,000



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
044006	PRINTING LEASE/MAINT	-	-	700	700
054003	STATE CERTIFICATION	1,250	1,532	1,250	1,250
054050	TRAINING	3,000	6,251	3,500	3,500
057101	TRAVEL AND CONFERENCE	750	-	750	500
061001	FIRST AID	-	-	-	-
062001	OFFICE SUPPLIES	1,400	1,712	300	300
062011	OPERATING SUPPLIES	4,500	3,491	4,500	1,500
065051	GROUNDKEEPING-DIG SAFE	4,500	4,098	4,500	5,300
067001	BOOKS & PERIODICALS	150	-	150	-
068002	CLOTHING	6,500	5,002	6,500	4,500
068003	PROTECTIVE CLOTHING	1,850	522	1,500	1,500
068012	STOCK INVENTORY	-	(24,340)	-	-
068016	MATERIALS	8,500	(2,065)	-	-
068030	TOOLS	8,500	6,791	9,000	9,000
074000	MACHINERY AND EQUIPMENT	8,000	122	8,000	8,000
		<b>659,390</b>	<b>636,910</b>	<b>678,441</b>	<b>683,361</b>
<b>DISTRIBUTION CROSSCONNECT</b>					
<b>50-751-660-53-100-492</b>					
062001	OFFICE SUPPLIES	300	224	-	-
062011	OPERATING SUPPLIES	500	-	-	-
074000	MACHINERY AND EQUIPMENT	1,000	-	-	-
		<b>1,800</b>	<b>224</b>	<b>-</b>	<b>-</b>
<b>DISTRIBUTION-MAINS PORTSMOUTH</b>					
<b>50-751-660-61-100-492</b>					
039054	PROF/SERVICES-CONTRACT	10,000	2,562	10,000	10,000
044002	RENTAL OTHER EQUIPMENT	5,000	-	5,000	-
068003	PROTECTIVE CLOTHING	750	-	-	-
068016	MATERIALS	133,000	103,497	176,500	210,000
		<b>148,750</b>	<b>106,059</b>	<b>191,500</b>	<b>220,000</b>
<b>DISTRIBUTION-SERVICES PORTSMOUTH</b>					
<b>50-751-660-62-100-492</b>					
068016	MATERIALS	35,000	30,603	-	-
074000	MACHINERY AND EQUIPMENT	1,250	-	1,250	-
		<b>36,250</b>	<b>30,728</b>	<b>1,250</b>	<b>-</b>
<b>DISTRIBUTION-HYDRANTS PORTSMOUTH</b>					
<b>50-751-660-63-100-492</b>					
039054	PROF/SERVICES-CONTRACT	25,000	-	25,000	-
068016	MATERIALS	12,200	9,209	12,200	-
068030	TOOLS	500	-	500	-
074000	MACHINERY AND EQUIPMENT	2,500	-	2,500	-
		<b>40,200</b>	<b>9,209</b>	<b>40,200</b>	<b>-</b>
<b>DISTRIBUTION-METERS PORTSMOUTH</b>					
<b>50-751-660-64-100-492</b>					
011001	REGULAR SALARIES	117,707	95,206	118,777	129,497
014041	OVERTIME	3,000	2,280	3,000	3,000
022001	SOCIAL SECURITY	7,483	5,743	7,550	8,215
022501	MEDICARE	1,750	1,343	1,766	1,921
023001	RETIREMENT	13,736	11,086	13,602	14,800
039054	PROF/SERVICES-CONTRACT	11,000	20,082	11,330	11,330
043018	REPAIRS-EQUIPMENT	8,500	-	8,500	8,500
062011	OPERATING SUPPLIES	1,625	56	1,625	1,625
068003	PROTECTIVE CLOTHING	150	-	-	-
068016	MATERIALS	75,000	88,177	75,000	95,000
074000	MACHINERY AND EQUIPMENT	35,000	2,680	35,000	5,000
		<b>274,951</b>	<b>226,653</b>	<b>276,150</b>	<b>278,888</b>

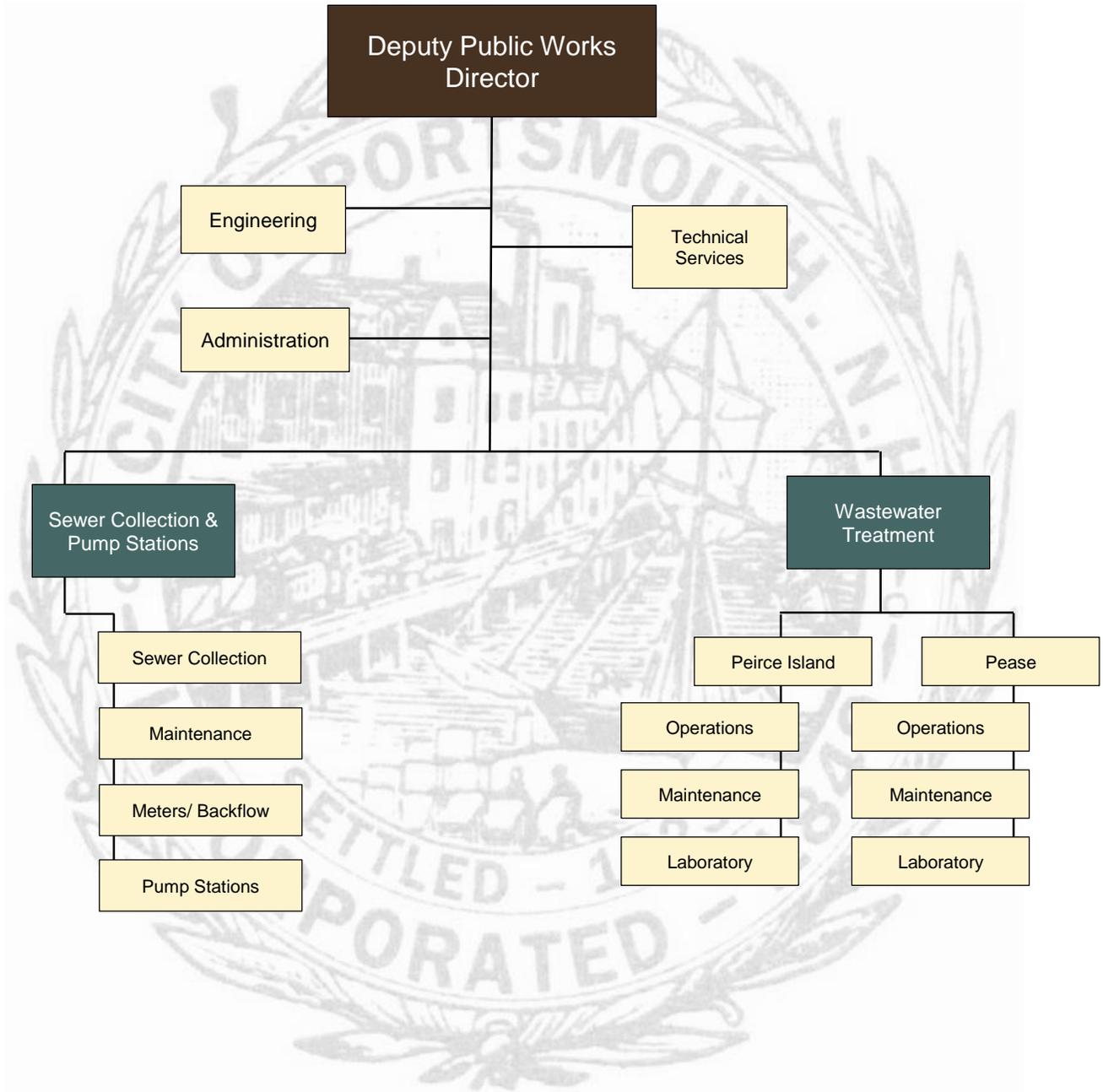


	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>TOTAL WATER DIVISION</b>	<b>8,425,724</b>	<b>8,148,546</b>	<b>9,080,801</b>	<b>9,022,096</b>
<b>CASH REQUIREMENTS ADJUSTMENTS</b>				
021802 OPEB-HEALTH INS EXP	(90,500)	(90,500)	(86,400)	(74,000)
070000 CAPITAL OUTLAY	500,000	500,000	200,000	250,000
086001 DEPRECIATION	(1,850,000)	(1,850,000)	(2,095,000)	(2,200,000)
098001 PRINCIPAL-BONDED DEBT	2,252,528	2,252,528	2,392,528	2,537,528
098102 INTEREST-BONDED DEBT	19,457	19,457	(11,335)	(10,969)
098010 PROJECTED NEW BOND PAYMNT	185,000	185,000	160,000	-
099002 ROLLING STOCK	472,000	472,000	470,000	360,000
<b>Total Cash Requirements Adjustment</b>	<b>1,488,485</b>	<b>1,488,485</b>	<b>1,029,793</b>	<b>862,559</b>
<b>TOTAL CASH REQUIREMENTS WATER</b>	<b>9,914,209</b>	<b>9,637,031</b>	<b>10,110,594</b>	<b>9,884,655</b>



# Sewer Division

## Enterprise Funds



### 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.



## Sewer Division Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Deputy City Manager	0.1	0.1	0.1
Assistant City Manager	0.2	0	0
Deputy Public Works Director	0.5	0.5	0.5
City Engineer	0.5	0.5	0.5
Operations Manager	0.25	0.25	0.25
Business Administrator	0.00	0.25	0.25
Facilities Manager	0.25	0.25	0.25
Public Information Officer	0.3	0.0	0.0
Assistant City Engineer - Planning	0.5	0.5	0.5
Assistant City Engineer	0.5	0.5	0.5
Coordinator	0.25	0.25	0.25
Administrative Assistant II	0	0.25	0.25
Administrative Assistant I	0.25	0.00	0.00
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	0.25
Special Projects Coordinator	0.25	0.25	0.25
Collections Billing Clerk (Water/Sewer)	0.5	0.5	0.5
Dispatcher I	0.25	0.00	0.00
Dispatcher II	0.00	0.25	0.25
Deputy Health Officer	0.6	0.6	0.6
SCADA Manager	0.5	0.5	0.5
SCADA Tech	1	1	1
Process Instrumentation Tech	0	0.5	0.5
Wastewater Operations Manager	1	1	1
GIS Manager	0.5	0.5	0.5
GIS Specialist II	0	0.5	0.5
CAD Technician	0.5	0.0	0.0
Chief Plant Operator	2	2	2
Asst. Chief Plant Operator	2	1	1
Treatment Operations Foreman	0	2	2
Plan Operator 1	7	8	8
General Foreman	0.5	0.5	0.5
Sewer Foreman	1	1	1
Asset Management Coordinator	0.5	0.5	0.5
Utility Insp. & Maint. Foreman	0.5	0.5	0.5
Lift Station Operator 1	2	2	2
Equipment Operator 2	1	1	1
Camera Operator	0.5	0.5	0.5
Utility Mechanic	2.8	3.0	3.0
Meter Reader	0.5	0	0
Truck Driver 1	1	1	1
Equipment Maintenance Foreman	0.3	0.3	0.3
Lead Mechanic	0.3	0.0	0.0
Equipment Mechanic	0.9	1.5	1.5
Utility Mechanic - Inventory Control Tech	0.3	0.3	0.3
<b>Totals Full Time</b>	<b>32.30</b>	<b>34.55</b>	<b>34.55</b>

<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Secretary	0.25	0.25	0.25
Number of part-time laborers vary throughout the year.			
Number of part-time engineering interns vary throughout the year.			
<b>Totals Part Time</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>





# Sewer Division ~ Enterprise Fund

## Services Overview

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

The Sewer Division is one of the City's Enterprise Funds. An Enterprise Fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and/or services.

The following table represents the cash requirements necessary to meet expenses for the operations of the Sewer Division for FY21.

<u>Budget Summary of Expenditures</u>				
SEWER DEPARTMENT	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
SALARIES	1,952,418	1,782,896	2,131,795	2,260,964
PART-TIME SALARIES	41,260	18,862	41,559	41,811
OVERTIME	123,100	130,165	136,300	154,000
LONGEVITY	13,043	13,374	12,501	15,056
HEALTH INSURANCE	625,000	548,656	705,390	650,000
DENTAL INSURANCE	39,000	34,121	42,000	42,000
INSURANCE REIMBURSEMENT	16,810	8,810	4,500	9,500
LEAVE AT TERMINATION	30,000	(1,652)	50,000	32,000
WORKERS' COMPENSATION	18,911	18,911	25,155	30,146
RETIREMENT	239,592	222,057	256,841	269,751
OTHER BENEFITS	271,634	184,778	266,223	263,257
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	810
<i>Contractual Obligations</i>	3,370,768	2,960,979	3,672,264	3,769,295
CHEMICALS	676,000	806,028	960,000	1,205,000
REPAIRS & MAINTENANCE	411,275	492,411	485,775	696,250
ELECTRICITY	457,500	526,815	761,000	796,500
NATURAL GAS	12,000	10,522	12,000	12,000
PROPANE & FUEL OIL	33,500	48,641	74,500	97,500
GASOLINE & DIESEL	50,350	30,085	50,350	31,350
ADMINISTRATIVE OVERHEAD	593,156	593,156	650,676	592,086
SLUDGE/GRIT REMOVAL	365,500	349,457	672,000	960,500
PROF CONTRACTED SERVICES	273,260	314,359	313,560	312,250
PERMITS EXPENSES/LEGAL FEES	425,000	526,098	275,000	425,000
INTEREST ON DEBT	2,223,709	2,199,222	2,579,897	4,100,031
DEPRECIATION	2,400,000	2,288,766	2,400,000	5,150,000
EQUIPMENT	137,000	181,288	147,500	175,250
STOCK MATERIAL	137,500	133,773	137,500	137,500
ASSISTANCE PROGRAM	20,000	4,265	20,000	7,500
TRANSFER TO STORMWATER	260,067	260,067	397,806	277,707
OTHER OPERATING	560,079	547,721	592,195	575,725
<i>Other Operating</i>	9,035,896	9,312,674	10,529,759	15,552,149
<b>TOTAL FULL ACCRUAL BASIS</b>	<b>12,406,664</b>	<b>12,273,653</b>	<b>14,202,023</b>	<b>19,321,444</b>
<b>CASH REQUIREMENTS ADJUSTMENTS</b>				
OPEB EXPENSES	(96,900)	(96,900)	(76,200)	(64,000)
CAPITAL OUTLAY	450,000	450,000	200,000	350,000
DEPRECIATION	(2,400,000)	(2,400,000)	(2,400,000)	(5,150,000)
PRINCIPAL-BONDED DEBT	4,055,593	4,055,593	4,385,593	4,529,142
ACCRUED INTEREST ADJ	(21)	(21)	(5,668)	(1,596,461)
PROJECTED PRINCIPAL DEBT	330,000	330,000	520,000	-
ROLLING STOCK	512,500	512,500	652,000	423,000
<b>CASH ADJUSTMENT</b>	<b>2,851,172</b>	<b>2,851,172</b>	<b>3,275,725</b>	<b>(1,508,319)</b>
<b>TOTAL CASH REQUIREMENTS</b>	<b>15,257,836</b>	<b>15,124,825</b>	<b>17,477,748</b>	<b>17,813,125</b>



## Rate Stabilization Model and Rate Structure

The Sewer Division utilizes a 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 in any one year. 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.

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.

## Sewer User Rates

**The proposed budget has been prepared in accordance with the City Manager's Financial Strategy Plan to achieve no sewer user rate increase for FY21.**

**The FY21 user rates reflect a 0% increase from the FY20 rates.**

The proposed sewer rate for the first 10 units of water consumed per month will remain \$13.77, the rate for the consumption over 10 units per month will be \$15.14. The proposed sewer rates include \$6.46 per unit which is directly related to the capital needs and debt repayment for the EPA mandated LTCP and treatment facility upgrade projects.

<b>FY21 Proposed Sewer Rates</b>	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$6.46
First 10 units billed per month	\$7.31
<b>Total First Tier Rate</b>	<b>\$13.77</b>
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$6.46
Over 10 units billed per month	\$8.68
<b>Total Second Tier Rate</b>	<b>\$15.14</b>

The sewer rate is 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 and implementation of consent decree related items.

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 and updated again based on 2018 usage. This analysis provided a detailed picture of the usage demographics throughout the water and sewer systems.



<b>FY21 Sewer Rate</b>			
Average Residential Customer Bill			
Monthly Consumption in units (1unit = 100 cf = 748 gallons)			
	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$6.46	5	\$32.30
1st Tier sewer service rates	\$7.31	5	\$36.55
<b>Total Monthly Charge</b>			<b>\$68.85</b>
<b>Total Annual Charge</b>			<b>\$826.20</b>

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.

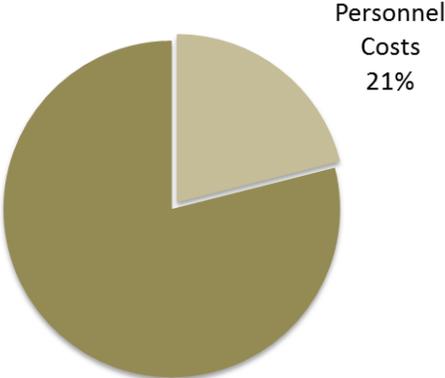
Average Daily Cost for Single Family Residential sewer customer = \$2.29

**Operating Costs – Cash Basis**

Personnel costs for the Sewer Division represents 21% of the total cash requirements, the remaining 79% represent costs related to the collection and treatment of the sewer system which includes capital outlay and repayment of debt.

In FY20, 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 initially approved up to \$75 million of use of funds from this program to pay for the construction upgrades and an additional \$6.9 million in FY18. Cost savings will be realized through principal forgiveness of 5% of the loan (approx. \$4.095 million total), 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.

Collection & Treatment  
79%



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 were completed as required by the City’s Consent Decree with the Environmental Protection Agency (EPA). T

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 began the first phase of construction in FY19, including a new headworks building (screening, grit removal, raw sewage pumping and odor control). Portions of the Pease facility have not been upgraded since its original construction in the 1950s. It is anticipated that the City will continue to complete the work in phases utilizing the recommendations of previous engineering evaluations. The Division continues to work with the Pease Development Authority to identify future needs for additional treatment capacity.



## Capital Projects

The table below represents 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.

<b>Capital Outlay</b>	
<b><u>Project Name</u></b>	<b><u>Amount</u></b>
Maplewood Avenue Bridge Replacement	100,000
Citywide Storm Drainage Improvements	100,000
Willard Avenue	150,000
<b>TOTALS</b>	<b>\$350,000</b>

<b>Rolling Stock</b>	
<b><u>Vehicle &amp; Equipment Replacement</u></b>	<b><u>Amount</u></b>
SUV	30,000
4WD Backhoe/Loader (Year 2 of 3)	50,000
10 Wheel Roll-off (Year 2 of 2 funding)	140,000
Sedan (new to fleet)	35,000
Utility Vehicle (new to fleet)	18,000
Misc Equipment (Pumps, Motors, Etc)	150,000
<b>TOTALS</b>	<b>\$423,000</b>



## Budget and Rate Summary – Sewer Division

As an Enterprise Fund, the Division prepares its budget using an accrual basis of accounting similar to the private sector. As the user rate is calculated based on the cash basis of accounting year, adjustments from the accrual basis to the cash basis, are necessary to establish the amount of cash required to fund FY21 expenses.

<b>SEWER RATE CALCULATION</b>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	9,129,456	9,129,456
Permits/Legal Fees	425,000	425,000
Transfer to Stormwater	277,707	277,707
Equipment & Minor Capital needs	175,250	175,250
Depreciation	5,150,000	
Interest on Debt	4,100,031	4,100,031
Accrued Interest		(1,596,461)
Principal on Debt		4,529,142
Projected Principal Debt		0
OPEB Liability	64,000	
Capital Projects		350,000
Rolling Stock		423,000
<b>BUDGET RESOLUTION</b>	<b>19,321,444</b>	
<b>CASH REQUIREMENT</b>		<b>17,813,125</b>
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
<b>NON-User Fee- Revenues</b>		
Fees	398,000	398,000
State Aid Grant	628,252	628,252
Pease Reimbursement Interest on Debt	0	0
Special Agreements Interest on Debt	5,365	5,365
Interest on Investment	325,000	325,000
Use of Net Position	0	0
<i>Sub Total</i>	<u>1,356,617</u>	<u>1,356,617</u>
<b>Other Financing Sources-Cash</b>		
Pease Payback Towards Debt		0
Pease Aid Grant, Pease Principal		0
Special Agreements Principal Debt		120,999
Bond Premium Amortization	264,553	
<i>Sub Total</i>	<u>264,553</u>	<u>120,999</u>
<b>FULL ACCRUAL REVENUES</b>	<b>1,621,170</b>	
<b>ESTIMATED CASH</b>		<b>1,477,616</b>
Required to be raised by User Rates		<b>16,335,509</b>
Rate Stabilization Reserve		
<b>TO BE RAISED BY USER RATES</b>		<b>\$16,335,509</b>



## User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
<b>Total Estimated Billable Units</b>	1,111,400	
<b>Capital related Expenses</b>	\$6.46	7,177,460

TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	358,760	
Rate/Anticipated Revenue	\$7.31	2,621,772
Capital Related Expenses	\$6.46	2,316,884
<b>Total Tier 1 [0 - 10 units]</b>	<b>\$13.77</b>	4,938,656
Billable Units at Tier 2	752,640	
Rate/Anticipated Revenue	\$8.68	6,536,277
Capital Related Expenses	\$6.46	4,860,576
<b>Total Tier 2 [over 10 units]</b>	<b>\$15.14</b>	11,396,852
<b>Total Estimated User Revenues:</b>	<b>1,111,400</b>	<b>16,335,509</b>

<b>Total Estimated Consumption</b>	<b>1,111,400</b>	<b>Total to be raised by user rates</b>	<b>\$16,335,509</b>
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## 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 or 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 or 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 illicit 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.
- Optimize treatment facility performance.



<u>Goals and Objectives</u>	
<p><b>Goal #1:</b></p> <p>Bring Peirce Island Wastewater Treatment Facility into compliance with anticipated new NPDES permit requirements.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue construction of the Peirce Island Wastewater facility upgrades.</li> <li>✓ Begin operation of BAF treatment system in December 2019.</li> <li>✓ Implement recommendations for staffing changes to address the needs for operating more complex treatment systems and stringent discharge permit regulations.</li> <li>✓ Continue work on Combined Sewer Overflow Long Term Control Plan (LTCP) and assess future needs via the ongoing Inflow and Infiltration Study.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p>Continue operations improvement program in both collection and treatment areas.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue implementation of asset management program for programmed maintenance.</li> <li>✓ Continue video line inspection program to refine sewer pipe assets.</li> <li>✓ Continue to implement Fats, Oil and Grease (FOG) reduction measures and customer outreach.</li> <li>✓ Confirm all necessary Industrial Discharge Permits are in place and are monitored and billed.</li> <li>✓ Conduct equipment upgrades with focus on energy efficiency and decreased energy consumption.</li> <li>✓ Continue preventative maintenance program.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> <li>• <i>Promote and Support Sustainable Practices</i> </li> </ul>	



<p><b>Goal #3:</b></p> <p>Minimize impacts to the City's waterways from combined sewer overflow.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Complete the ongoing Inflow and Infiltration study throughout the City.</li> <li>✓ Address illicit sanitary discharges to the drainage system.</li> <li>✓ Implement a series of projects to reduce inflow and infiltration.</li> <li>✓ Upgrade pump stations and rehabilitate sewers.</li> <li>✓ Continue implementation of Combined Sewer Overflow Long Term Control Plan (LTCP).</li> <li>✓ Continue evaluation of stormwater options for operations facilities.</li> <li>✓ Continue implementation of water efficiency program to reduce base flows to sewer and treatment systems.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote and Support Sustainable Practices</i></li> </ul>	



<i>Performance Measures</i>			
	FY19	FY20	FY21 (Estimated)
Linear Feet of wastewater pipe cleaned and inspected	26,135	23,042	25,000
DigSafe Tickets (locating)	928	993	993
DigSafe Labor Hours	1,221	1,306	1,306



**FY21 BUDGETED POSITION AND SALARY DETAIL**

			<b>POSITION</b>	<b>SALARY</b>
<b>SEWER DIVISION</b>				
<u>ADMINISTRATION</u>				
NON GRADE 28	E	④	DEPUTY CITY MANAGER	14,456
PMA GRADE 25	F	⑩	DEPUTY PW DIRECTOR	63,205
PMA GRADE 21	E	⑧	FACILITIES MANAGER	25,767
PMA GRADE 16	F	⑦	DEPUTY HEALTH OFFICER	49,034
NON GRADE 18	D	⑧	OPERATIONS MANAGER	21,222
PMA GRADE 13	E	⑧	BUSINESS ADMINISTRATOR	17,111
PMA GRADE 11	H	③	FINANCE ASSISTANT	16,654
PMA GRADE 11	D	⑧	ADMIN ASSIST II	15,131
1386B GRADE 7	H	⑧	ADMIN CLERK	12,497
1386 GRADE 9	9E/3F	⑧	DISPATCHER II	13,253
1386B GRADE 5	6E/6F	⑩	COLLECTIONS / BILLING CLERK	21,641
NON GRADE 7	E	⑧	SPECIAL PROJECT COORDINATOR	13,148
SMA GRADE 14	3.5E/8.5F	⑨	EQUIPMENT MAINTENANCE FOREMAN	22,523
1386 GRADE 9	E	⑨	EQUIPMENT MECHANIC	15,794
1386 GRADE 9	6.5C/5.5D	⑨	EQUIPMENT MECHANIC	14,669
1386 GRADE 9	G	⑨	EQUIPMENT MECHANIC	16,675
1386 GRADE 9	C	⑨	EQUIPMENT MECHANIC	14,343
1386 GRADE 9	C	⑨	EQUIPMENT MECHANIC	14,343
1386 GRADE 7	7.5C/4.5D	⑨	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	13,269
			EDUCATION STIPENDS	3,179
			<b>TOTAL ADMINISTRATION</b>	<b>397,914</b>
<u>ENGINEERING</u>				
PMA GRADE 23	F	⑩	ENGINEER SUPERVISOR	57,384
PMA GRADE 16	E	⑩	SCADA MANAGER	40,457
PMA GRADE 18	E	⑩	ASST. ENGINEER/PLANNER	44,567
PMA GRADE 16	1.5B/10.5C	⑩	ASSISTANT CITY ENGINEER	36,477
PMA GRADE 16	G	⑩	GIS MANAGER	41,577
PMA GRADE 16	H	⑥	ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	21,204
PMA GRADE 12	9D/3E		SCADA TECH	64,586
PMA GRADE 9	E	⑩	GIS SPECIALIST II	28,861
			EDUCATION STIPENDS	1,226
			<b>TOTAL ENGINEERING</b>	<b>336,339</b>
<u>SEWER TREATMENT FACILITIES</u>				
PMA GRADE 21	E		WW OPERATIONS MANAGER	103,068
SMA GRADE 16	11.5D/.5E		CPO OF OPERATIONS PEASE	70,783
SMA GRADE 16	8B/4C		CPO OF OPERATIONS PEIRCE ISLAND	71,313
SMA GRADE 14	6A/6B		TREATMENT OPERATION FOREMAN-PEASE	62,173
SMA GRADE 14	6A/6B		TREATMENT OPERATION FOREMAN-PIERCE ISLAND	62,173
PMA GRADE 12	11B/1C	⑩	PROCESS INSTRUMENTATION TECH	29,050
1386 GRADE 10	E		PLANT OPERATOR L2	57,111
1386 GRADE 10	E		PLANT OPERATOR	54,989
1386 GRADE 10	F		PLANT OPERATOR	56,502
1386 GRADE 10	F		PLANT OPERATOR	56,502
1386 GRADE 10	9D/3E		PLANT OPERATOR	53,050
1386 GRADE 10	8.5B/3.5C		PLANT OPERATOR	48,266
1386 GRADE 10	6A/6B		PLANT OPERATOR	46,456
1386 GRADE 10	6A/6B		PLANT OPERATOR	46,456
			EDUCATION STIPENDS	1,634
			ON CALL MONITORING	40,820
			<b>TOTAL TREATMENT FACILITIES</b>	<b>860,346</b>
<u>LIFT STATIONS</u>				
SMA GRADE 13	F		ACPO LIFT STATIONS	72,071
1386 GRADE 10	9.5C/2.5D		LIFT STATION OPERATOR	50,447
1386 GRADE 10	4.5E/7.5F		LIFT STATION OPERATOR	55,935
			ON CALL MONITORING	20,410
			<b>TOTAL LIFT STATIONS</b>	<b>198,863</b>
<u>COLLECTION</u>				
SMA GRADE 15	E	⑩	GEN FOREMAN	38,649
SMA GRADE 13	G		SEWER FOREMAN	74,065
PMA GRADE 14	G	⑩	ASSET MANAGEMENT COORDINATOR	38,874
SMA GRADE 13	2.5C/9.5D	⑬	UTILITY INSPECTION AND MAINTENANCE FOREMAN	33,089
1386 GRADE 9	F	⑬	CAMERA OPERATOR	27,977
1386 GRADE 7	F	⑬	UTILITY MECHANIC	25,504
1386 GRADE 9	E		EQUIP OPER II L2	54,513
1386 GRADE 7	G		UTILITY MECHANIC L1	51,291
1386 GRADE 6	3C/9D		TRUCK DRIVER I L1	43,765
			ON CALL DIFFERENTIAL	2,630
			<b>TOTAL COLLECTION</b>	<b>390,357</b>
<u>METERS</u>				
1386 GRADE 7	G	⑫	UTILITY MECHANIC L2	13,088
1386 GRADE 7	1F/11G	⑩	UTILITY MECHANIC L2	26,120
1386 GRADE 7	G	⑫	UTILITY MECHANIC L2	13,088
1386 GRADE 7	E	⑩	UTILITY MECHANIC L2	24,849
			<b>TOTAL METERS</b>	<b>77,145</b>
			<b>TOTAL FULL TIME</b>	<b>2,260,964</b>
NON GRADE 5	A	⑧	SECRETARY (25HRS/WK)	6,531
			SEASONAL LABORERS	5,871
			ENGINEERING INTERNS	29,409
			<b>TOTAL PART TIME</b>	<b>41,811</b>
			<b>TOTAL DEPARTMENT</b>	<b>2,302,775</b>

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET



**FY21 BUDGETED POSITION AND SALARY DETAIL**

**SALARY**

	<b><u>POSITION</u></b>
③	48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
④	65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER
⑥	25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST
⑦	60% SEWER, 40% HEALTH
⑧	25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
⑨	30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
⑩	50% WATER, 50% SEWER
⑫	75% WATER, 25% SEWER
⑬	50% SEWER, 50% STORMWATER



	FY19	FY19	FY20	FY21
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

**SEWER DEPARTMENT**

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

Account Title					
011001	REGULAR SALARIES	391,060	363,628	395,878	397,914
011061	INSURANCE REIMBURSEMENT	16,810	8,810	4,500	9,500
011064	COLL BARG CONTINGENCY	-	-	-	810
012001	PART TIME SALARIES	5,980	8,847	6,279	6,531
014041	OVERTIME	5,000	6,789	5,000	5,000
015001	LONGEVITY	13,043	13,374	12,501	15,056
016001	LEAVE AT TERMINATION	30,000	(1,652)	50,000	32,000
021001	INSURANCE-HEALTH	625,000	548,656	705,390	650,000
021101	INSURANCE-DENTAL	39,000	34,121	42,000	42,000
021501	INSURANCE-LIFE	3,692	3,229	3,900	3,756
021601	INSURANCE-DISABILITY	6,824	6,018	7,160	6,831
021802	OPEB-HEALTH INS EXP	26,900	13,507	15,000	15,000
021803	OPEB-MED SUBSIDY EXP	-	8,472	1,200	9,000
022001	SOCIAL SECURITY	26,777	25,676	26,547	25,975
022501	MEDICARE	6,263	6,012	6,209	6,075
023001	RETIREMENT	48,469	45,463	47,126	45,005
023004	OPEB-RETIREMENT LIAB ADJ	70,000	7,352	60,000	40,000
026002	INSURANCE-WORKERS COMP	18,911	18,911	25,155	30,146
030101	PROF SERVICES-AUDIT	12,760	12,760	12,760	9,000
031002	PROF SERVICES-ENGINEERING	47,500	-	47,500	47,500
032001	PROF SERVICES-O/S COUNSEL	275,000	328,058	125,000	125,000
033002	ADMINISTRATIVE OVERHEAD	593,156	593,156	650,676	592,086
034001	LOCK BOXES	7,500	1,617	7,500	6,500
034103	TELEPHONE	1,200	1,386	1,200	1,200
034206	SOFTWARE-ANNUAL MAINT	37,913	16,786	18,806	67,341
035002	PROF SERV- SUBSTANCE TEST	1,500	696	1,500	750
035004	OCCUPATIONAL HEALTH	2,500	2,925	2,500	2,500
039001	PROFESSIONAL SERVICES	-	7,889	7,800	7,500
039054	PROF/SERVICES-CONTRACT	25,000	21,482	25,000	15,000
043024	REPAIRS-VEHICLE	2,775	16	2,775	1,250
043028	MAINTENANCE	12,500	11,423	12,500	12,000
044006	PRINTING LEASE/MAINT	-	-	3,000	3,000
048002	PROPERTY INSURANCE	56,931	56,931	59,329	64,359
053001	ADVERTISING	3,000	1,885	3,000	2,500
054003	STATE CERTIFICATION	100	-	100	150
054050	TRAINING	1,250	1,805	1,250	1,350
055050	PRINTING	5,500	4,510	5,500	13,000
056001	DUES PROFESSIONAL ORGANIZ	500	721	500	500
057101	TRAVEL AND CONFERENCE	1,500	2,465	1,500	1,750
061001	FIRST AID	1,100	86	1,100	250
062001	OFFICE SUPPLIES	4,000	6,747	1,000	4,500
062011	OPERATING SUPPLIES	-	85	-	-
062501	POSTAGE	23,600	23,569	23,600	37,000
063501	GASOLINE	45,000	30,085	45,000	27,500
067001	BOOKS & PERIODICALS	-	-	-	-
074000	MACHINERY AND EQUIPMENT	7,500	4,461	7,500	2,500
074003	SOFTWARE	-	-	-	-
075001	FURNITURE AND FIXTURES	-	-	-	-
081004	ABATEMENTS	12,500	-	12,500	12,500
086001	DEPRECIATION	2,400,000	2,288,766	2,400,000	5,150,000
088011	ASSISTANCE WATER/SEWER	20,000	4,265	20,000	7,500
092101	FINANCING FEES ON DEBT	32,000	20,080	30,000	20,000
098102	INTEREST-BONDED DEBT	2,223,709	2,199,222	2,579,897	4,100,031
		<b>7,191,223</b>	<b>6,761,092</b>	<b>7,524,138</b>	<b>11,676,616</b>

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

011001	REGULAR SALARIES	271,059	282,183	311,986	336,339
012001	PART TIME SALARIES	29,409	8,950	29,409	29,409
014041	OVERTIME	-	38	-	-
015001	LONGEVITY	-	-	-	-
022001	SOCIAL SECURITY	18,629	17,409	21,408	22,676
022501	MEDICARE	4,357	4,071	5,007	5,303
023001	RETIREMENT	30,847	32,088	35,284	37,569



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
031002	PROF SERVICES-ENGINEERING	27,500	382	12,500	12,500
031006	PROF SRVCS-GREAT BAY	40,000	69,235	40,000	200,000
031009	CD MITIGATION	100,000	128,805	100,000	100,000
033001	PROF SERVICES-TEMP	10,000	-	10,000	-
034103	TELEPHONE	950	846	950	950
034104	CELLULAR PHONES	1,200	1,999	1,200	1,575
039054	PROF/SERVICES-CONTRACT	15,000	12,280	15,000	15,000
041308	GRIT DISPOSAL	-	-	-	-
043028	MAINTENANCE	-	-	-	-
044006	PRINTING LEASE/MAINT	-	-	285	285
054003	STATE CERTIFICATION	260	-	260	300
054050	TRAINING	750	-	750	650
055003	UPDAING PLATS & MAPS	1,000	-	1,000	-
056001	DUES PROFESSIONAL ORGANIZ	2,000	598	2,000	1,250
057101	TRAVEL AND CONFERENCE	1,050	1,782	1,600	1,950
062001	OFFICE SUPPLIES	1,700	382	1,415	500
062005	PRINTING SUPPLIES	1,500	206	1,500	250
062007	COMPUTER/PRINTER SUPPLIES	3,250	2,659	3,250	1,250
062011	OPERATING SUPPLIES	250	64	250	-
067001	BOOKS & PERIODICALS	125	204	125	250
074000	MACHINERY AND EQUIPMENT	500	604	500	250
		<b>561,336</b>	<b>564,783</b>	<b>595,679</b>	<b>768,256</b>
<b>TRANSFER TO STORMWATER</b>					
<b>51-751-640-49-100-491</b>					
091008	TRANSFER-STORMWATER	260,067	260,067	247,806	277,707
091009	TRANSFER-ROLLING STOCK SW	-	-	150,000	-
		<b>260,067</b>	<b>260,067</b>	<b>397,806</b>	<b>277,707</b>
<b>TREATMENT PLANT PORTSMOUTH</b>					
<b>51-751-670-54-181-491</b>					
011001	REGULAR SALARIES	362,870	326,446	445,398	451,092
011060	ON CALL MONITORING	15,800	19,446	18,960	20,410
014041	OVERTIME	60,000	43,987	60,000	52,000
022001	SOCIAL SECURITY	27,198	23,081	32,511	32,457
022501	MEDICARE	6,361	5,398	7,604	7,591
023001	RETIREMENT	49,921	44,339	58,571	58,475
034103	TELEPHONE	6,000	4,467	6,000	6,000
034104	CELLULAR PHONES	2,750	6,337	3,250	5,000
039001	PROFESSIONAL SERVICES	12,500	10,895	50,000	50,000
039051	SECURITY/ALARMS	500	553	1,500	1,500
041002	ELECTRICITY	96,500	111,629	400,000	400,000
041102	HEATING OIL	6,500	-	10,000	-
041103	PROPANE GAS	12,500	33,131	50,000	80,000
041205	WATER /SEWER FEES	82,500	136,028	82,500	82,500
041308	GRIT DISPOSAL	225,000	249,856	525,000	800,000
041309	GRIT AND GREASE REMOVAL	5,000	6,068	5,000	15,000
043001	REPAIRS-STRUCTURAL	5,000	1,156	5,000	-
043004	REPAIRS-PLUMBING	5,000	2,947	5,000	-
043018	REPAIRS-EQUIPMENT	25,000	17,800	25,000	50,000
043024	REPAIRS-VEHICLE	6,500	12,096	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	3,763	10,000	5,500
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
043028	MAINTENANCE	12,500	15,134	25,000	150,000
043031	SCADA EQUIPMENT	3,500	8,312	15,000	5,000
043032	GENERATOR MAINTENANCE	2,500	280	2,500	2,500
044002	RENTAL OTHER EQUIPMENT	59,700	-	59,700	-
044006	PRINTING LEASE/MAINT	-	-	-	500
054003	STATE CERTIFICATION	350	50	350	350
054050	TRAINING	3,000	6,546	5,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	500	1,185	1,000	1,500
057101	TRAVEL AND CONFERENCE	600	1,594	2,500	4,500
057102	TRAVEL REIMBURSEMENT	1,100	2,095	2,500	2,500
061001	FIRST AID	-	43	-	-
062001	OFFICE SUPPLIES	2,000	2,550	2,500	2,500
062011	OPERATING SUPPLIES	9,750	10,643	10,000	10,000
063800	MATERIALS-CHEMICALS	575,000	667,442	850,000	1,090,000
068002	CLOTHING	5,500	2,355	5,500	3,500
068003	PROTECTIVE CLOTHING	4,875	2,940	5,000	4,500
068030	TOOLS	3,000	4,908	4,000	5,000
074000	MACHINERY AND EQUIPMENT	22,500	61,772	22,500	50,000
		<b>1,729,775</b>	<b>1,847,274</b>	<b>2,820,844</b>	<b>3,462,375</b>



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

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

011001	REGULAR SALARIES	271,876	255,498	295,563	368,434
011060	ON CALL MONITORING	15,800	12,824	18,960	20,410
014041	OVERTIME	14,000	25,002	20,000	40,000
022001	SOCIAL SECURITY	18,704	17,685	20,740	26,588
022501	MEDICARE	4,374	4,136	4,851	6,218
023001	RETIREMENT	34,331	33,339	37,367	47,902
031002	PROF SERVICES-ENGINEERING	12,500	49,925	12,500	25,000
034103	TELEPHONE	3,200	2,056	3,200	3,200
034104	CELLULAR PHONES	2,750	4,263	2,750	5,000
039001	PROFESSIONAL SERVICES	12,500	8,378	12,500	-
041002	ELECTRICITY	112,000	134,951	112,000	150,000
041103	PROPANE GAS	10,000	13,607	10,000	15,000
041205	WATER /SEWER FEES	13,750	10,078	13,750	13,500
041301	RUBBISH REMOVAL	2,400	2,707	5,000	5,000
041308	GRIT DISPOSAL	100,000	82,965	100,000	100,000
041309	GRIT AND GREASE REMOVAL	2,500	-	5,000	10,000
043002	REPAIRS-ELECTRICAL	7,500	31,094	10,000	25,000
043018	REPAIRS-EQUIPMENT	50,000	84,328	50,000	100,000
043024	REPAIRS-VEHICLE	6,500	3,007	6,500	3,000
043025	REPAIRS-BLDINGS & GROUNDS	25,000	112,883	50,000	75,000
043028	MAINTENANCE	15,000	22,173	20,000	20,000
043031	SCADA EQUIPMENT	5,000	19,546	20,000	20,000
043032	GENERATOR MAINTENANCE	2,000	4,614	5,000	5,000
044006	PRINTING LEASE/MAINT	-	-	470	470
054003	STATE CERTIFICATION	350	50	350	350
054050	TRAINING	3,000	450	3,000	3,000
056001	DUES PROFESSIONAL ORGANIZ	500	284	500	1,000
057101	TRAVEL AND CONFERENCE	600	2,478	1,250	4,000
057102	TRAVEL REIMBURSEMENT	1,100	1,906	1,150	1,500
061001	FIRST AID	-	34	-	-
062001	OFFICE SUPPLIES	1,200	1,721	1,200	1,400
062011	OPERATING SUPPLIES	3,500	16,347	4,530	-
063601	DIESEL FUEL	600	-	600	600
063800	MATERIALS-CHEMICALS	101,000	138,586	110,000	115,000
068002	CLOTHING	4,400	2,318	4,400	3,000
068003	PROTECTIVE CLOTHING	1,250	1,904	1,250	1,500
068030	TOOLS	3,000	6,368	3,000	4,000
074000	MACHINERY AND EQUIPMENT	20,000	45,048	25,000	35,000
		<b>882,185</b>	<b>1,152,555</b>	<b>992,381</b>	<b>1,255,072</b>

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

014041	OVERTIME	-	10,898	-	-
022001	SOCIAL SECURITY	-	650	-	-
022501	MEDICARE	-	152	-	-
023001	RETIREMENT	-	1,240	-	-
039010	PROF/SERVICES-LAB TESTS	25,000	33,980	40,000	40,000
043018	REPAIRS-EQUIPMENT	2,000	-	2,000	2,000
043028	MAINTENANCE	1,500	867	1,500	1,500
062001	OFFICE SUPPLIES	500	375	500	325
062011	OPERATING SUPPLIES	10,000	13,191	15,000	15,000
074000	MACHINERY AND EQUIPMENT	5,000	3,337	5,000	5,000
		<b>44,000</b>	<b>64,690</b>	<b>64,000</b>	<b>63,825</b>

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

011001	REGULAR SALARIES	-	4,630	-	-
022001	SOCIAL SECURITY	-	280	-	-
022501	MEDICARE	-	66	-	-
023001	RETIREMENT	-	527	-	-
039010	PROF/SERVICES-LAB TESTS	20,000	40,322	25,000	45,000
043018	REPAIRS-EQUIPMENT	4,500	5,028	4,500	4,500
043028	MAINTENANCE	4,500	1,493	4,500	-
062011	OPERATING SUPPLIES	15,000	26,803	25,000	25,000
074000	MACHINERY AND EQUIPMENT	5,000	1,864	5,000	5,000
		<b>49,000</b>	<b>81,014</b>	<b>64,000</b>	<b>79,500</b>



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>LIFT STATIONS PORTSMOUTH</b>					
<b>51-751-670-65-141-491</b>					
011001	REGULAR SALARIES	166,596	157,076	174,477	178,453
011060	ON CALL MONITORING	31,600	15,210	22,120	20,410
014041	OVERTIME	15,600	21,420	18,000	30,000
022001	SOCIAL SECURITY	13,255	11,638	13,305	14,190
022501	MEDICARE	3,100	2,722	3,112	3,319
023001	RETIREMENT	24,330	22,026	23,970	25,564
031003	PROF SERVICES-SCADA	16,500	13,123	6,500	10,000
034103	TELEPHONE	600	702	600	600
034104	CELLULAR PHONES	2,750	3,614	2,750	2,800
039001	PROFESSIONAL SERVICES	10,000	453	10,000	10,000
039051	SECURITY/ALARMS	500	657	500	650
041002	ELECTRICITY	70,000	87,986	70,000	80,000
041101	NATURAL GAS	8,000	7,556	8,000	8,000
041103	PROPANE GAS	4,500	1,903	4,500	2,500
041205	WATER /SEWER FEES	6,000	4,149	3,000	3,000
041309	GRIT AND GREASE REMOVAL	8,000	10,568	12,000	10,500
043018	REPAIRS-EQUIPMENT	25,000	14,442	25,000	25,000
043024	REPAIRS-VEHICLE	6,500	611	6,500	5,500
043025	REPAIRS-BLDINGS & GROUNDS	30,000	24,488	30,000	30,000
043028	MAINTENANCE	4,500	5,213	10,000	10,000
043032	GENERATOR MAINTENANCE	10,000	10,685	13,000	13,000
054003	STATE CERTIFICATION	350	70	350	200
054050	TRAINING	1,800	1,315	1,800	2,000
056001	DUES PROFESSIONAL ORGANIZ	500	-	500	200
057101	TRAVEL AND CONFERENCE	600	308	600	600
057102	TRAVEL REIMBURSEMENT	1,100	196	500	500
062001	OFFICE SUPPLIES	1,200	1,116	1,200	1,500
062011	OPERATING SUPPLIES	5,000	6,373	5,000	5,000
063601	DIESEL FUEL	1,000	-	1,000	1,000
068002	CLOTHING	3,300	565	3,300	500
068003	PROTECTIVE CLOTHING	1,000	892	1,000	1,000
068030	TOOLS	3,000	6,120	3,000	3,000
074000	MACHINERY AND EQUIPMENT	19,000	9,350	19,000	20,000
		<b>495,181</b>	<b>442,548</b>	<b>494,584</b>	<b>518,986</b>
<b>LIFT STATION MECHANIC STREET</b>					
<b>51-751-670-65-142-492</b>					
011001	REGULAR SALARIES	-	-	-	-
022001	SOCIAL SECURITY	-	-	-	-
022501	MEDICARE	-	-	-	-
023001	RETIREMENT	-	-	-	-
039054	PROF/SERVICES-CONTRACT	5,000	2,890	5,000	5,000
041002	ELECTRICITY	105,000	125,505	105,000	115,000
041101	NATURAL GAS	2,500	1,526	2,500	2,500
043018	REPAIRS-EQUIPMENT	20,000	27,624	20,000	30,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	9,326	7,500	7,500
043028	MAINTENANCE	5,000	7,101	5,000	6,000
043031	SCADA EQUIPMENT	3,500	6,938	8,000	8,000
043032	GENERATOR MAINTENANCE	2,000	5,103	6,000	6,000
062011	OPERATING SUPPLIES	1,500	196	500	1,000
063601	DIESEL FUEL	2,500	-	2,500	1,000
063800	MATERIALS-CHEMICALS	-	-	-	-
073000	OTHER IMPROVEMENTS	-	-	-	-
074000	MACHINERY AND EQUIPMENT	7,500	12,378	18,000	12,000
		<b>162,000</b>	<b>198,588</b>	<b>180,000</b>	<b>194,000</b>
<b>LIFT STATION DEER STREET</b>					
<b>51-751-670-65-143-491</b>					
041002	ELECTRICITY	70,000	63,862	70,000	48,000
043018	REPAIRS-EQUIPMENT	10,000	1,104	10,000	10,000
043025	REPAIRS-BLDINGS & GROUNDS	2,500	582	2,500	2,500
043028	MAINTENANCE	5,000	3,521	5,000	5,000
043031	SCADA EQUIPMENT	1,000	160	1,000	1,000
043032	GENERATOR MAINTENANCE	2,000	5,217	8,000	6,000
062011	OPERATING SUPPLIES	2,000	-	500	500
063601	DIESEL FUEL	1,250	-	1,250	1,250
		<b>93,750</b>	<b>74,445</b>	<b>98,250</b>	<b>74,250</b>



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
<b>LIFT STATIONS PEASE</b>					
<b>51-751-670-65-541-491</b>					
041002	ELECTRICITY	4,000	2,883	4,000	3,500
041101	NATURAL GAS	1,500	1,440	1,500	1,500
041205	WATER /SEWER FEES	1,500	2,925	1,500	1,500
043018	REPAIRS-EQUIPMENT	3,500	654	3,500	3,500
043028	MAINTENANCE	750	-	750	750
043032	GENERATOR MAINTENANCE	2,000	3,459	2,000	2,000
062011	OPERATING SUPPLIES	500	-	500	500
074000	MACHINERY AND EQUIPMENT	10,000	10,000	5,000	5,000
074001	EQUIPMENT	1,000	-	1,000	1,000
		<b>24,750</b>	<b>21,361</b>	<b>19,750</b>	<b>19,250</b>

**COLLECTION ADMINISTRATION PORTSMOUTH**  
**51-751-680-51-100-491**

011001	REGULAR SALARIES	356,330	236,471	373,944	390,357
012001	PART TIME SALARIES	5,871	1,065	5,871	5,871
014041	OVERTIME	26,300	16,926	26,300	22,000
022001	SOCIAL SECURITY	24,087	15,345	25,543	25,930
022501	MEDICARE	5,633	3,589	5,889	6,064
023001	RETIREMENT	43,543	29,222	45,418	46,060
034103	TELEPHONE	2,000	2,708	2,000	2,500
034104	CELLULAR PHONES	3,500	3,222	3,500	3,100
039054	PROF/SERVICES-CONTRACT	1,500	-	1,500	1,500
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	12,119	15,000	15,000
041308	GRIT DISPOSAL	25,000	-	25,000	25,000
043018	REPAIRS-EQUIPMENT	10,000	4,167	13,500	5,000
043024	REPAIRS-VEHICLE	35,000	26,554	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	118	1,500	1,500
043028	MAINTENANCE	1,250	3,181	1,250	1,250
044004	RENTAL STORAGE UNIT	-	-	-	2,000
044006	PRINTING LEASE/MAINT	-	-	745	745
054003	STATE CERTIFICATION	500	218	500	-
054050	TRAINING	200	4,443	2,000	2,000
061001	FIRST AID	-	353	-	-
062001	OFFICE SUPPLIES	1,000	877	1,000	1,000
062011	OPERATING SUPPLIES	6,250	7,576	5,505	7,500
065051	GROUNDSKEEPING-DIG SAFE	6,500	4,476	6,500	6,500
067001	BOOKS & PERIODICALS	150	-	150	-
068002	CLOTHING	5,000	2,730	5,000	3,000
068003	PROTECTIVE CLOTHING	1,000	147	1,000	1,000
068012	STOCK INVENTORY	-	9,552	-	-
068030	TOOLS	6,500	7,316	6,500	7,500
074000	MACHINERY AND EQUIPMENT	8,000	3,474	8,000	3,500
		<b>591,614</b>	<b>396,119</b>	<b>618,115</b>	<b>620,877</b>

**COLLECTION METERS PORTSMOUTH**  
**51-751-680-64-100-491**

011001	REGULAR SALARIES	69,427	94,950	74,509	77,145
014041	OVERTIME	2,200	4,675	7,000	5,000
022001	SOCIAL SECURITY	4,441	5,835	5,054	5,093
022501	MEDICARE	1,039	1,365	1,183	1,191
023001	RETIREMENT	8,151	11,330	9,105	9,176
039054	PROF/SERVICES-CONTRACT	11,000	59,478	11,000	11,000
043018	REPAIRS-EQUIPMENT	8,500	-	8,500	8,500
062011	OPERATING SUPPLIES	1,625	56	1,625	1,625
068003	PROTECTIVE CLOTHING	150	-	-	-
068016	MATERIALS	75,000	56,144	75,000	75,000
074000	MACHINERY AND EQUIPMENT	35,000	33,391	35,000	35,000
		<b>216,533</b>	<b>267,223</b>	<b>227,976</b>	<b>228,730</b>

**COLLECTION MAINS PORTSMOUTH**  
**51-751-680-67-100-491**

011001	REGULAR SALARIES	-	14,533	-	-
014041	OVERTIME	-	430	-	-
022001	SOCIAL SECURITY	-	881	-	-
022501	MEDICARE	-	206	-	-
023001	RETIREMENT	-	1,699	-	-

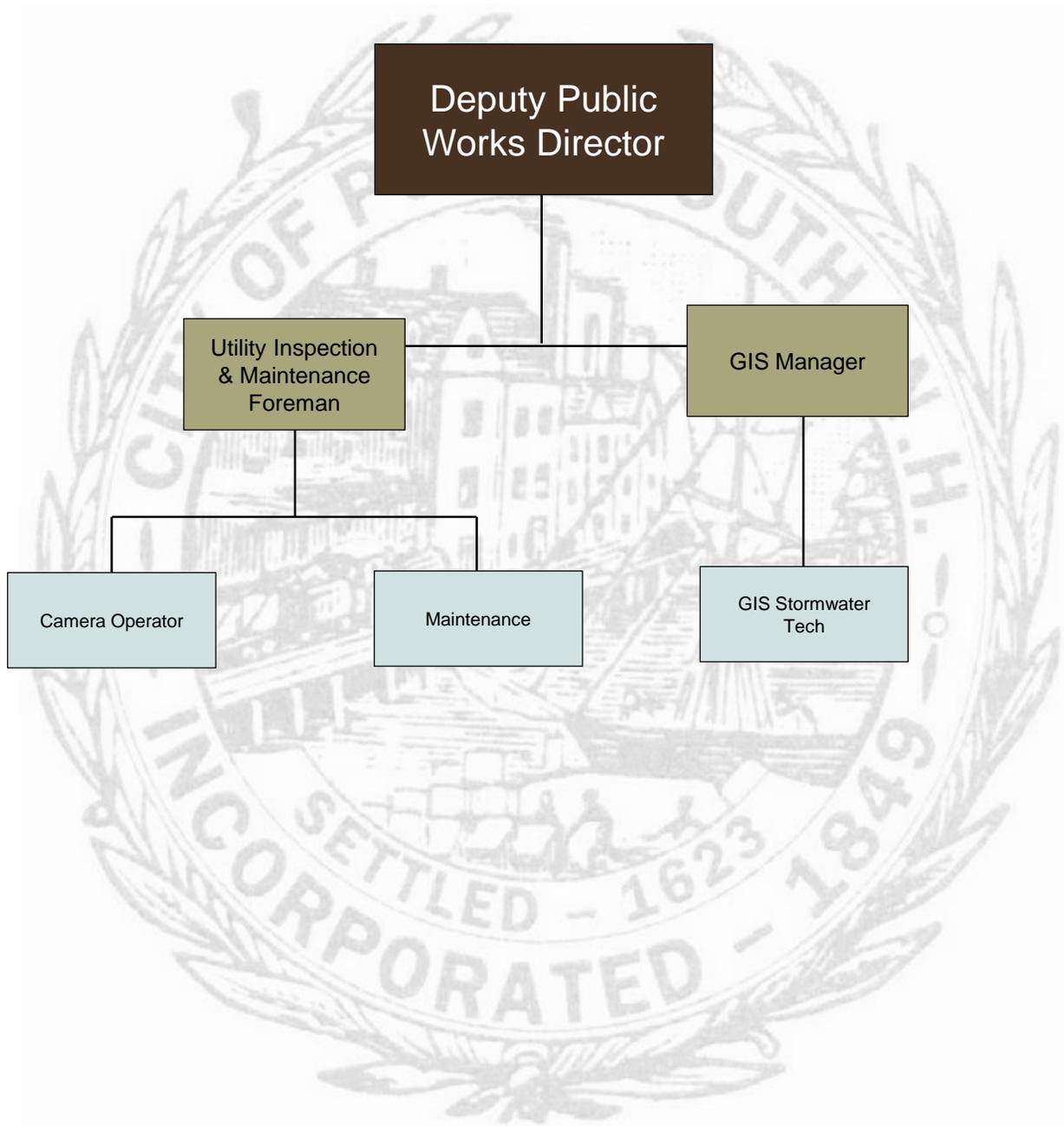


		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
039054	PROF/SERVICES-CONTRACT	15,000	36,503	15,000	5,000
068003	PROTECTIVE CLOTHING	750	-	-	-
043018	REPAIRS-EQUIPMENT	3,500	932	3,500	1,000
043028	MAINTENANCE	15,000	8,225	15,000	10,000
044002	RENTAL OTHER EQUIPMENT	5,000	-	5,000	-
068016	MATERIALS	62,500	77,629	62,500	62,500
074000	MACHINERY AND EQUIPMENT	3,500	-	3,500	3,500
		<b>105,250</b>	<b>141,038</b>	<b>104,500</b>	<b>82,000</b>
<b>COLLECTION-LATERALS PORTSMOUTH</b>					
<b>51-751-680-69-100-491</b>					
011001	REGULAR SALARIES	-	-	-	-
014041	OVERTIME	-	-	-	-
022001	SOCIAL SECURITY	-	2	-	-
022501	MEDICARE	-	0	-	-
023001	RETIREMENT	-	4	-	-
068013	MATERIAL-BILLABLE	-	713	-	-
074000	MACHINERY AND EQUIPMENT	-	69	-	-
<b>TOTAL SEWER DIVISION</b>		<b>12,406,664</b>	<b>12,273,583</b>	<b>14,202,023</b>	<b>19,321,444</b>
<b>CASH REQUIREMENTS ADJUSTMENTS</b>					
021802	OPEB-HEALTH INS EXP	(96,900)	(96,900)	(76,200)	(64,000)
070000	CAPITAL OUTLAY	450,000	450,000	200,000	350,000
086001	DEPRECIATION	(2,400,000)	(2,400,000)	(2,400,000)	(5,150,000)
098001	PRINICIPAL-BONDED DEBT	4,055,593	4,055,593	4,385,593	4,529,142
098102	INTEREST-BONDED DEBT	(21)	(21)	(5,668)	(1,596,461)
098010	PROJECTED NEW BOND PAYMNT	330,000	330,000	520,000	-
099002	ROLLING STOCK	512,500	512,500	652,000	423,000
<b>Total Cash Requirements Adjustment</b>		<b>2,851,172</b>	<b>2,851,172</b>	<b>3,275,725</b>	<b>(1,508,319)</b>
<b>TOTAL CASH REQUIREMENTS SEWER</b>		<b>15,257,836</b>	<b>15,124,755</b>	<b>17,477,748</b>	<b>17,813,125</b>



# Stormwater

## Special Revenue Fund



### Mission

The City of Portsmouth's Stormwater Program is dedicated to improving water quality in our drainage areas together with reducing flooding hazards through comprehensive planning, public education, and management of our stormwater and combined sewer/stormwater systems. The program focuses on continued Best Management Practices to ensure compliance with Stormwater Permits issued by the Environmental Protection Agency. Our efforts include working with regional partners, communities and other stakeholders on stormwater pollution prevention related issues and permitting requirements that focus on controlling runoff, minimizing discharge of pollutants to receiving waters, improving public health and safety, and promoting efficient water resource use.





# Stormwater

## Services Overview

- ✓ Administration
- ✓ Stormwater Collection
- ✓ Stormwater Treatment
- ✓ Technical Services

## Position Summary Schedule

Positions Full Time	FY19	FY20	FY21
Utility Inspection and Maintenance Foreman	0.50	0.50	0.50
Camera Operator	0.50	0.50	0.50
GIS Stormwater Tech	0.50	0.50	0.50
Utility Mechanics	1.50	1.50	1.50
Equipment Operator	1	1	1
Laborer	1	1	1
<b>Totals Full Time</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

## Department Budget Comments

In July 2018 the United States Environmental Protection Agency's new Municipal Separate Storm Sewer System (MS4) Permit went into effect. To ensure compliance with this new permit, the City created a Stormwater Division of the Department of Public Works. The proposed FY21 budget of \$555,415 is funded equally by a transfer from the General Fund DPW department and the Sewer Division Enterprise Fund. The FY 21 budget is an increase of \$59,802 from FY20 (or 12.07%). The budget increase is primarily attributed to an increase in storm drain maintenance by \$35,000.

Prior to establishing this Division, Stormwater functions were accounted for in the General Fund Public Works Department as well as the Sewer Enterprise Fund.

## Budget Summary of Expenditures

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 DEPARTMENT REQUEST	FY21 CITY MANAGER RECOMMENDED
<b>STORMWATER</b>					
SALARIES	235,290	138,462	236,000	251,092	251,092
OVERTIME	15,000	8,680	15,000	20,000	20,000
LONGEVITY	1,464	1,132	1,464	1,857	1,857
RETIREMENT	28,650	16,852	28,564	30,488	30,488
HEALTH/DENTAL	139,160	69,507	113,000	92,900	92,900
INSURANCE REIMBURSEMENT	-	417	1,000	995	995
OTHER BENEFITS	20,570	11,501	20,585	22,083	22,083
CONTRACTED SERVICES	75,000	128,722	75,000	78,000	78,000
OTHER OPERATING	5,000	19,006	5,000	58,000	58,000
<b>TOTAL</b>	<b>520,134</b>	<b>394,280</b>	<b>495,613</b>	<b>555,415</b>	<b>555,415</b>

The Stormwater Division is responsible for compliance with the United States Environmental Protection Agency's (USEPA) National Pollution Discharge Elimination System (NPDES) Stormwater Phase II regulations. The City is regulated under two distinct components of the Stormwater Phase II regulations:

1. The City operates three facilities that are subject to the NPDES Stormwater Multi-Sector General Permit (MSGP) for Industrial Facilities (Peirce Island Wastewater Treatment Plant, Pease Tradeport Wastewater Treatment Plant, and the Portsmouth Public Works Facility). This set of





## Goals and Objectives

<p>Goal #1: Public Education</p> 	<p>Objectives: Public Outreach</p> <ul style="list-style-type: none"> <li>✓ Flyer distributed during Household Hazardous Waste Collection Days</li> <li>✓ Mailer with Leaf Collection Information distributed in Fall 2019</li> <li>✓ "Pick up after your Pet" information distributed with all dog licenses</li> <li>✓ Updated Information on Website</li> <li>✓ Public Informational Meeting held in November 2019</li> </ul>
<p>Citywide Goals Addressed:</p> <ul style="list-style-type: none"> <li>• Promote and Support Sustainable Practices </li> <li>• Improve Public Outreach </li> </ul>	
<p>Goal #2: Public Participation</p> 	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ Public Involvement in pre-construction process</li> <li>✓ Coastal Resilience Initiative Public Forum</li> <li>✓ Every Drop "Pick up after your Pet" messaging through dog licensing and website</li> </ul>
<p>Citywide Goals Addressed:</p> <ul style="list-style-type: none"> <li>• Promote and Support Sustainable Practices </li> <li>• Improve Public Outreach </li> </ul>	
<p>Goal #3: Illicit Discharge Detection and Elimination</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ Inspection of City's Outfall</li> <li>✓ GIS inventory of structures</li> </ul>
<p>Citywide Goals Addressed:</p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
<p>Goal #4: Construction Site Run-off Control</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ Best Management Practices</li> <li>✓ Siltation Control</li> </ul>
<p>Citywide Goals Addressed:</p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
<p>Goal #5: Post Construction Run-off Control</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ Annual Inspection of Stormwater Controls</li> </ul>
<p>Citywide Goals Addressed:</p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
<p>Goal #6: Pollution Prevention and Good Housekeeping for Municipal Operations</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>✓ Street Sweeping</li> <li>✓ Catch Basin Cleaning</li> <li>✓ Household Hazardous Waste Collection Days</li> </ul>





✓ Litter Control and Disposal

Citywide Goals Addressed:

- Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets



## Performance Measures

### Stormwater (Tracked and Reported Annually per MS4 Compliance Data)

	2019	2020	2021 (Estimate)		2019	2020	2021 (Estimate)
<b><u>Tons of Material Cleaned from Catch Basins</u></b>				Street Sweeping (tons)	363	350	325
Catch Basin Cleaning (tons)	400	257	300	Drain Lines Inspected (feet)	9,190	10,000	10,000
Catch Basins Cleaned	1,250	1,224	1200	Drain Lines Cleaned (feet)	9,190	10,000	10,000
				Treatment Units Inspected / Cleaned	10/4	15/5	15/5



FY21 BUDGETED POSITION AND SALARY DETAIL

STORMWATER		<u>POSITION</u>	<u>SALARY</u>
SMA GRADE 13	2.5C/9.5D	⑬ UTILITY INSPECTION AND MAINTENANCE FOREMAN	33,089
PMA GRADE 9	C	⑫ GIS STORMWATER TECH	26,168
1386 GRADE 9	F	⑬ CAMERA OPERATOR	27,977
1386 GRADE 8	G	EQUIP OPER I	52,981
1386 GRADE 7	F	⑬ UTILITY MECHANIC	25,504
1386 GRADE 7	1.5C/10.5D	UTILITY MECHANIC L1	46,142
1386 GRADE 5	C	LABORER	39,231
<b>TOTAL DEPARTMENT</b>			<b>251,092</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY**

- ⑫ 50% WATER, 50% STORMWATER
- ⑬ 50% SEWER, 50% STORMWATER



				FY21
	FY19	FY19	FY20	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

**STORMWATER**

58-751-640-49-100-420

011001	REGULAR SALARIES	235,290	138,462	236,000	251,092
011061	INSURANCE REIMBURSEMENT	-	417	1,000	995
014041	OVERTIME	15,000	8,680	15,000	20,000
015001	LONGEVITY	1,464	1,132	1,464	1,857
021001	INSURANCE-HEALTH	133,000	64,900	106,000	87,000
021101	INSURANCE-DENTAL	6,160	4,607	7,000	5,900
021501	INSURANCE-LIFE	460	250	457	427
021601	INSURANCE-DISABILITY	850	464	850	775
022001	SOCIAL SECURITY	15,610	8,742	15,624	16,923
022501	MEDICARE	3,650	2,044	3,654	3,958
023001	RETIREMENT	28,650	16,852	28,564	30,488
031002	PROF SERVICES-ENGINEERING	40,000	95,134	40,000	40,000
039001	PROFESSIONAL SERVICES	-	32,258	-	2,000
039010	PROF/SERVICES-LAB TESTS	-	-	-	1,000
041308	GRIT DISPOSAL	35,000	1,330	35,000	35,000
043018	REPAIRS-EQUIPMENT	1,000	3,843	1,000	7,500
043024	REPAIRS-VEHICLE	1,000	658	1,000	7,500
043051	MAINTENANCE-STORM DRAINS	2,500	5,369	2,500	37,500
054050	TRAINING	-	-	-	2,000
057101	TRAVEL AND CONFERENCE	-	-	-	500
068002	CLOTHING	-	-	-	100
068003	PROTECTIVE CLOTHING	500	311	500	400
074000	MACHINERY AND EQUIPMENT	-	8,825	-	2,500
<b>TOTAL STORMWATER</b>		<b>520,134</b>	<b>394,280</b>	<b>495,613</b>	<b>555,415</b>



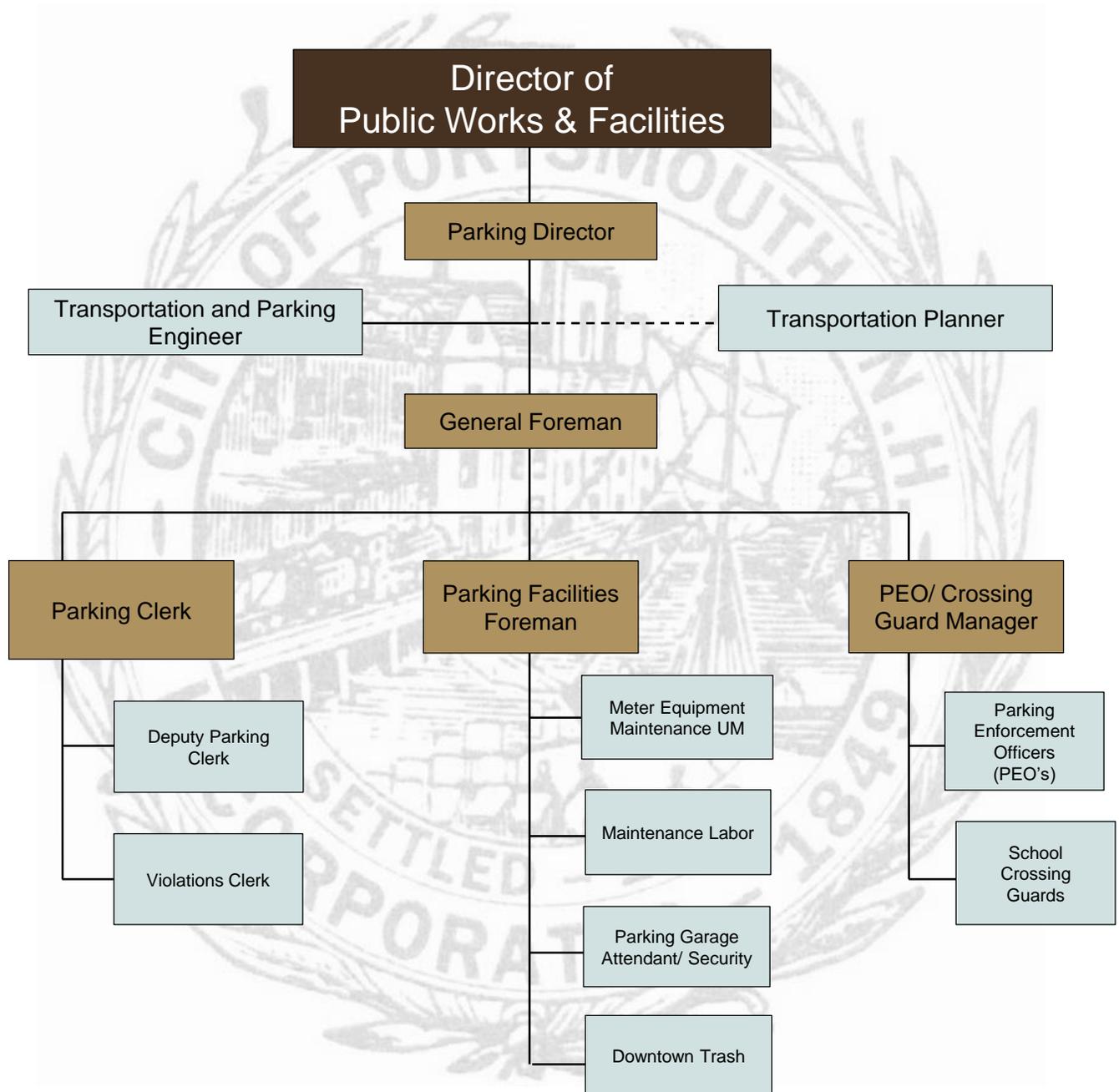


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# Parking & Transportation

## Special Revenue Fund



### Mission

To coordinate the delivery of parking and transportation services in a professional and responsive manner by recognizing that a safe, reliable and efficient transportation system is essential to our economic well-being and quality of life.

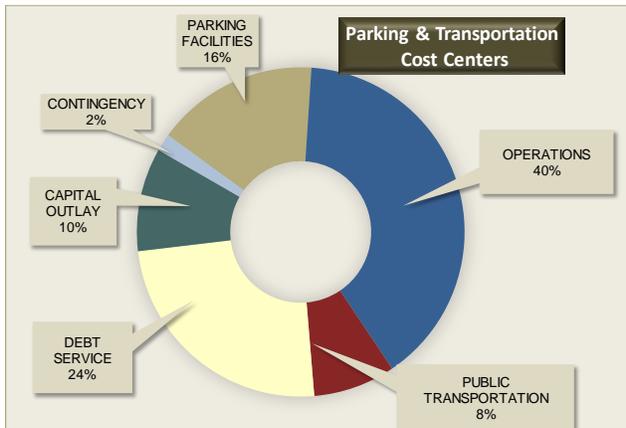




# Parking & Transportation Division

## Services Overview

- ✓ Parking Facilities and Services
- ✓ Traffic Operations, Planning & Safety Improvements
- ✓ Roadway and Bridge Design Projects
- ✓ Transit Facilities and Services



## Department Budget Comments

The Parking and Transportation Division's total proposed budget for FY21 is \$7,285,689. This represents an Operating Budget of \$4,045,976 (55.5% of total budget) and Non-operating Budget of \$3,239,713 (44.5%).

As depicted in the donut chart above, Parking and Transportation is comprised of Seven (7) cost centers: Daily Operations & Maintenance, Parking Facilities, Public Transportation, Debt Service, Capital Outlay, and Contingency.

This budget supports the existing level of service plus additional support for operational changes, new services, and reduced debt service related to the Foundry Garage. Operational changes include new citation software, facilitating the Pay-by-Plate format in the parking kiosks, ParkMobile software facilitating payment with a personal device (allowing for discounted resident rates), new hardware for the Parking Enforcement Team, and a new Electric Vehicle (EV) charging station at the City Hall Lower Lot.

## Position Summary Schedule

Positions Full Time	FY19	FY20	FY21
Director of Parking	1	1	1
Parking & Transportation Engineer	1	1	1
Principal Planner	0.5	0.5	0.5
Assistant City Manager	0.20	0.00	0.00
Assistant City Attorney	0.36	0.36	0.36
Operations Manager	0.25	0.25	0.25
Business Administrator	0.00	0.25	0.25
Public Information Officer	0.20	0.00	0.00
Administrative Assistant II	0.00	0.25	0.25
Administrative Assistant I	0.25	0.00	0.00
Administrative Clerk	0.25	0.25	0.25
Dispatch	0.25	0.25	0.25
Special Projects Administrator	0.25	0.25	0.25
Facilities Manager	0.25	0.25	0.25
Parking General Foreman	1	1	1
Parking Foreman	2	2	2
Parking Clerk	1	1	1
Deputy Parking Clerk	1	1	1
Violation Clerk - Collections	1	2	2
Parking Garage Supervisor	0	0	0
Laborer	5	5	5
Truck Driver 1	1	1	1
Parking Garage Attendant/ Security	6.0	5	5
Account Clerk - Garage	1.0	1	1
Parking Enforcement Supervisor	1.0	1	1
Equipment Maintenance Foreman	0.1	0.1	0.1
Lead Mechanic	0.1	0.0	0.0
Equipment Mechanic	0.3	0.5	0.5
Utility Mechanic	0.1	0.0	0.0
Utility Mechanic - Inventory Control Tech	0.1	0.1	0.1
<b>Totals Full Time</b>	<b>25.46</b>	<b>25.31</b>	<b>25.31</b>
Positions Part-Time	FY19	FY20	FY21
Parking Enforcement	16	16	14
School Crossing Guards	6	11	11
Parking Garage Attendant	24	20	20
Account Clerk - Garage	1	1	1
Engineering Technician	1	1	1
Secretary	0.25	0.25	0.25
Number of Seasonal part-time positions varies throughout the year			
<b>Totals Part Time</b>	<b>48.25</b>	<b>49.25</b>	<b>47.25</b>



Due to changing needs and expectations, the FY21 Budget sets aside \$125,000 in contingency for Fire (\$25,000), Student Transport (\$50,000) and Crosswalk Warning Lights (\$50,000).

<i>Budget Summary of Expenditures</i>				
	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>PARKING &amp; TRANSPORTATION</b>				
<b>OPERATING</b>				
SALARIES	1,224,863	1,172,604	1,357,629	1,379,964
PART-TIME SALARIES	565,263	457,229	545,660	635,363
OVERTIME	84,500	86,227	104,500	116,000
LONGEVITY	9,827	9,474	10,164	11,222
RETIREMENT	150,123	141,535	165,305	169,191
HEALTH INSURANCE	430,200	304,716	443,500	393,000
DENTAL INSURANCE	24,700	20,194	26,000	25,000
WORKERS COMPENSATION	8,885	8,885	16,969	21,583
LIFE AND DISABILITY	7,581	5,966	8,000	7,210
OTHER BENEFITS	149,492	131,851	157,399	171,977
UTILITIES	73,225	88,561	108,425	101,500
POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
CONTRACTED SERVICES	121,450	130,537	158,700	178,500
OTHER OPERATING	667,844	551,018	710,706	772,766
COLLECTIVE BARGAINING CONTINGENCY	-	-	7,858	2,700
<i>OPERATING</i>	<b>3,577,953</b>	<b>3,168,797</b>	<b>3,880,815</b>	<b>4,045,976</b>
<b>NON OPERATING</b>				
DEBT SERVICE	1,196,875	1,146,659	2,292,500	1,781,313
CAPITAL PROJECTS	800,000	800,000	275,000	405,000
ROLLING STOCK	335,000	335,000	335,000	335,000
TRANSPORTATION	558,910	548,192	578,595	593,400
CONTINGENCY	225,000	126,102	175,000	125,000
<i>NON OPERATING</i>	<b>3,115,785</b>	<b>2,955,952</b>	<b>3,656,095</b>	<b>3,239,713</b>
<b>TOTAL</b>	<b>6,693,738</b>	<b>6,124,749</b>	<b>7,536,910</b>	<b>7,285,689</b>

In FY20 the Parking and Transportation Division continued with the implementation of a series of operational changes to improve parking utilization data collection, customer service, and citation management. Changes continue to be based on the 2015 Walker Parking Consultants' Operational Study recommendations, as well as Parking Industry Best Practices. In order to utilize real-time parking data to drive decision making, the City has opted to continue its agreement with Smarking, Inc., a data analytics firm specializing in aggregating parking information from the City's various meters and garages. The City utilizes real-time data from single space meters, multi-space meters, the Hanover and Foundry garages, the new ParkMobile pay by phone application, and the new citation management system to help the Division make data-driven recommendations. This enables the Division to more rapidly gauge behavioral responses to rate changes and other parking initiatives. The City will continue to use this information in its efforts to improve the level of service and parking experience for our customers.

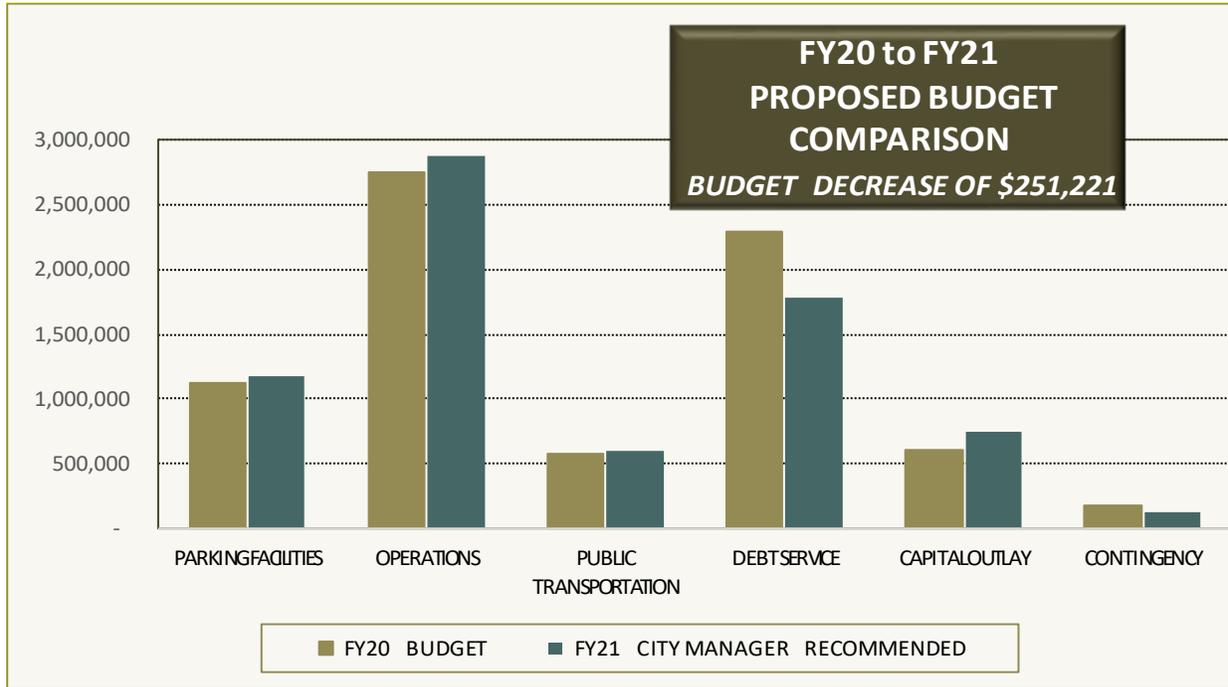
Program goals from FY20 that have been met include:

- Expanded Smarking data aggregation to include ParkMobile user data
- Installation and integration of a Pay-by-Plate payment format in the parking kiosks, replacing the previous Pay-and-display methodology
- The addition of a Level 2 Electric Vehicle (EV) charger at the City Hall Lower Lot
- Monetization and enhanced metrics governing of the City's growing EV Station portfolio
- Ongoing management of the Zagster Bike Share Program
- Restructure of the Parking Division to create a Transportation Engineering budget unit to enhance clarity and transparency of the budgeting process
- Data-driven decision to monetize the Raynes and Vaughan area to support new businesses in that area



- Continued work with Portsmouth Police and Fire Departments in development of a Traffic Demand Management blueprint for City-wide events, incorporating the Foundry Garage and including upgraded traffic direction and signage, web presence and enhanced ingress and egress routing
- Expanded partnership with the Music Hall for event-specific discounted flat rate parking at the Foundry Garage
- Developed reduced-rate parking for certified employees of downtown Portsmouth businesses

The Proposed FY21 budget of \$7,285,689 represents a decrease of \$251,221. The following chart depicts the comparison from FY20 to the FY21 City Manager’s Proposed Budget.



<b>FY21 Proposed Budget Change From FY20</b>	
Parking Facilities	41,710
Operations & Maintenance	126,851
Public Transportation	11,405
Debt Service	(511,187)
Capital Outlay	130,000
Contingency	(50,000)
<b>TOTAL</b>	<b>-\$251,221</b>

Within the FY21 Parking budget is a phase out of \$100,000 for the Neighborhood Parking Programs.



## Programs and Services

### **Parking Facilities and Services:**

- Operates and maintains downtown public parking facilities and surrounding surface lots
- Responsible for the operation, maintenance, collection, and enforcement of electronic parking meters
- Administers the parking appeals and adjudication process
- Conducts short-term and long-term parking planning studies
- Develops and implements parking projects and programs
- Assists with Snow Plowing and Removal operations
- Downtown Solid Waste Collection and Removal
- Downtown Sweeping and Trash Removal



### **Traffic Operations, Planning and Safety Improvements:**

- In coordination with the Highway Division of the Public Works Department, upgrades City traffic signals, signs, and pavement markings in accordance with City standards and the Manual on Uniform Traffic Control Devices (MUTCD)
- Staffs the Technical Advisory Committee
- Provides technical reviews of all traffic studies relating to public and private developments and events
- Responsible for traffic calming as well as vehicle, pedestrian, and bicycle safety improvement projects
- Staffs the Parking & Traffic Safety Committee



### **Roadway and Bridge Design Projects:**

- Manages federally funded roadway and bridge projects under the New Hampshire Department of Transportation's (NHDOT) Municipally Managed Highway Program
- Maintain the City's Capital Improvement Program for all transportation projects
- Responsible for grant application of projects awarded through the Seacoast Metropolitan Planning Organization (SMPO), leveraging State and Federal funds.

### **Transit Facilities and Services:**

- Coordinates the City's public transit services and facilities
- Administers the contract with the Cooperative Alliance for Seacoast Transportation (COAST) for transportation within the city and region
- Responsible for submitting grant applications for transit facilities, services, and amenities to the Federal Transit Administration (FTA) and COAST through the SMPO



## Goals and Objectives

### **Goal #1:**

Enhance the end-user parking experience through the utilization of available technologies and innovate programs.

### **Objectives:**

- ✓ Continue working toward development of the ability of Monthly users of the Foundry and Hanover garages to pay with secure Credit Card or ACH (Debit Card) transactions. This will allow for automated invoicing, payment and account updates, dramatically reducing Administration costs, while furthering the goal of streamlining the consumer interaction with the Parking Division



	<ul style="list-style-type: none"> <li>✓ Using real-time data, develop and present advanced pricing strategies designed to achieve desired on-street turnover rates while reducing citations and allowing for an on-street stay-and-pay option</li> <li>✓ Revisit, develop and administer a revised Neighborhood Parking Program, if so approved</li> <li>✓ Continued participation in the ongoing RFQ/RFP process for a Micro-transit system</li> </ul>
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*Citywide Goal Addressed:*  

- *Address Transportation and Parking Needs* 

<p><b>Goal #2:</b></p> <p>Provide outstanding customer service and related programs to support the parking and transportation policies of the City.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Provide enhanced event shuttle systems and wayfinding while continuing to research further options and programs</li> <li>✓ Expand partnerships with local hotels and theatres regarding use of the Foundry Garage</li> <li>✓ Expand knowledge and use of the Downtown Employee Parking Program at Foundry Garage</li> <li>✓ Enhance wayfinding signage throughout the City</li> </ul>
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*Citywide Goal Addressed:*  

- *Address Transportation and Parking Needs* 

<p><b>Goal #3:</b></p> <p>Provide public transportation services that serve public needs and meet fiscal constraints.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue collaborating with COAST and other public transportation providers to improve efficiency and quality of public transportation services.</li> <li>✓ Increase ridership by modifying and consolidating existing public transit routes and upgrading transit infrastructure at the Hanover Garage Bus Stop location</li> </ul>
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*Citywide Goal Addressed:*  

- *Address Transportation and Parking Needs* 

<p><b>Goal #4:</b></p> <p>Develop and maintain a safe, efficient, and integrated multi-modal transportation system that reflects economic, environmental, and social considerations.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to compile database of crash statistics, traffic volumes, speeds, and vehicle classes utilizing traffic counters, police records, and consultants' studies.</li> <li>✓ Continue to assist in the implementation of the City's comprehensive Bicycle and Pedestrian Plan.</li> <li>✓ Coordinate municipally-managed design and construction of the Woodbury Avenue traffic signal improvement project from Gosling Road to Market Street.</li> <li>✓ Coordinate municipally-managed design and construction of the Peverly Hill Road sidewalk project.</li> <li>✓ Upgrade pedestrian signals to provide sufficient crossing times and concurrent phasing with through traffic where possible.</li> <li>✓ Design and construct traffic calming improvements in the Elwyn Park Neighborhood and the Christian Shore neighborhood.</li> <li>✓ Continue with the implementation of the City's wayfinding program.</li> <li>✓ Coordinate municipally-managed design and construction of the Islington Street corridor project.</li> </ul>
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	<ul style="list-style-type: none"> <li>✓ Coordinate municipally-managed design and construction of the Market Street gateway project.</li> <li>✓ Coordinate municipally-managed design and construction of the Woodbury Avenue corridor safety improvement project from Rockingham Avenue to Dennett Street.</li> <li>✓ Coordinate municipally-managed design and construction of the Andrew Jarvis Drive/Route 1 intersection improvement project.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Address Transportation and Parking Needs</i> </li> </ul>	

*Transit Performance Measures*

COAST ridership for routes that serve Portsmouth			
	FY 18	FY 19	Estimated FY 20
Portsmouth Trolleys (Routes 40 & 41)	96,286	80,587	82,161
Route 2 Regional Route	185,385	181,862	177,421
Regional ADA Services	17,034	17,033	15,490



**FY21 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>PARKING &amp; TRANSPORTATION</b>			
<u>ADMINISTRATION</u>			
PMA GRADE 22	E	PARKING DIRECTOR	108,222
PMA GRADE 21	E	⑧ FACILITIES MANAGER	25,767
PMA GRADE 16	E	⑤ PRINCIPAL PLANNER	40,457
NON GRADE 18	F	① ASSISTANT CITY ATTORNEY	32,409
NON GRADE 18	D	⑧ OPERATIONS MANAGER	21,222
PMA GRADE 13	E	⑧ BUSINESS ADMINISTRATOR	17,111
SMA GRADE 15	7D/5E	PARKING GARAGE GENERAL FOREMAN	75,165
PMA GRADE 11	D	⑧ ADMIN ASSIST II	15,131
1386B GRADE 7	H	⑧ ADMIN CLERK	12,497
1386 GRADE 9	9E/3F	⑧ DISPATCHER II	13,253
NON GRADE 7	E	⑧ SPECIAL PROJECT COORDINATOR	13,148
SMA GRADE 14	3.5E/8.5F	⑨ EQUIPMENT MAINTENANCE FOREMAN	7,508
1386 GRADE 9	E	⑨ EQUIPMENT MECHANIC	5,265
1386 GRADE 9	6.5C/5.5D	⑨ EQUIPMENT MECHANIC	4,890
1386 GRADE 9	G	⑨ EQUIPMENT MECHANIC	5,558
1386 GRADE 9	C	⑨ EQUIPMENT MECHANIC	4,781
1386 GRADE 9	C	⑨ EQUIPMENT MECHANIC	4,781
1386 GRADE 7	7.5C/4.5D	⑨ UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	4,423
<b>TOTAL ADMINISTRATION</b>			<b>411,588</b>
<u>ENGINEERING</u>			
PMA GRADE 18	E	PARKING & TRANSPORTATION ENGINEER	89,134
<b>TOTAL ENGINEERING</b>			<b>89,134</b>
<u>HANOVER GARAGE</u>			
SMA GRADE 12	7.5B/4.5C	PARKING FOREMAN I	58,881
1386 GRADE 5	2D/10E	LABORER	42,913
1386 GRADE 5	E	LABORER	43,425
1386B GRADE 3	H	ACCOUNT CLERK	41,223
1386 GRADE 2	6C/6D	PARKING GARAGE ATTENDANT/SECURITY	34,972
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	38,611
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	38,611
<b>ON CALL</b>			<b>3,100</b>
<b>TOTAL HANOVER GARAGE</b>			<b>301,736</b>
<u>FOUNDRY GARAGE</u>			
SMA GRADE 12	9B/3C	PARKING FOREMAN I	58,524
1386 GRADE 5	C	LABORER	39,424
1386 GRADE 5	6C/6D	LABORER	40,400
1386 GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	37,578
1386 GRADE 2	7C/5D	PARKING GARAGE ATTENDANT/SECURITY	34,131
<b>ON CALL</b>			<b>3,100</b>
<b>TOTAL FOUNDRY PLACE GARAGE</b>			<b>213,157</b>
<u>ENFORCEMENT</u>			
SMA GRADE 12	E	PARKING ENFORCEMENT SUPERVISOR	66,836
<b>ON CALL</b>			<b>3,100</b>
<b>TOTAL PARKING ENFORCEMENT</b>			<b>69,936</b>
<u>METERS</u>			
1386 GRADE 6	E	TRUCK DRIVER I	45,570
1386 GRADE 5	7.5C/4.5D	LABORER	40,156
<b>TOTAL METER OPERATIONS</b>			<b>85,726</b>
<u>COLLECTION</u>			
PMA GRADE 13	F	PARKING CLERK	70,692
PMA GRADE 9	E	DEPUTY PARKING CLERK	57,701
1386B GRADE 5	7.5A/4.5B	VIOLATIONS CLERK	36,120
1386B GRADE 5	G	VIOLATIONS CLERK	44,174



**FY21 BUDGETED POSITION AND SALARY DETAIL**

<b>POSITION</b>			<b>SALARY</b>
<b>TOTAL COLLECTION</b>			<b>208,687</b>
<b>TOTAL FULL TIME</b>			<b>1,379,964</b>
<b>P/T ADMINISTRATION</b>			
NON GRADE 5	A	⑧ SECRETARY (25HRS/WK)	6,531
(6) PART TIME		SCHOOL CROSSING GUARDS	92,500
<b>TOTAL PART TIME ADMINISTRATION</b>			<b>99,031</b>
<b>P/T ENGINEERING</b>			
		ENGINEERING INTERN	10,000
<b>TOTAL PART TIME ENGINEERING</b>			<b>10,000</b>
<b>P/T FOUNDRY GARAGE</b>			
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT (20HRS/WK)	14,777
1386 GRADE 1	1.5B/10.5C	FOUNDRY PLACE ATTENDANT (24HRS/WK)	19,404
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT (24HRS/WK)	17,732
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT (15HRS/WK)	11,083
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT (16HRS/WK)	11,822
NON GRADE 3	F	ACCOUNT CLERK (25HRS/WK)	27,395
NON GRADE 2	C	FOUNDRY PLACE ATTENDANT/SECURITY (16HRS/WK)	14,571
<b>FOUNDRY PLACE ATTENDANT VACANIES</b>			<b>37,454</b>
<b>TOTAL FOUNDRY PLACE GARAGE ATTENDANTS</b>			<b>154,238</b>
<b>P/T HANOVER GARAGE</b>			
1386 GRADE 1	D	HANOVER GARAGE ATTENDANT (20HRS/WK)	17,068
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (9HRS/WK)	6,650
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (16HRS/WK)	11,822
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (10HRS/WK)	7,388
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (14HRS/WK)	10,344
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (12.5HRS/WK)	9,236
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (10HRS/WK)	7,388
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (15HRS/WK)	11,083
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (15HRS/WK)	11,083
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (15HRS/WK)	11,083
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (16HRS/WK)	11,822
<b>TOTAL HANOVER GARAGE ATTENDANTS</b>			<b>114,967</b>
<b>P/T ENFORCEMENT</b>			
NON GRADE 2	G	PARKING ENFORCEMENT (26HRS/WK)	26,822
NON GRADE 2	F	PARKING ENFORCEMENT (15HRS/WK)	15,474
NON GRADE 2	F	PARKING ENFORCEMENT (14HRS/WK)	14,443
NON GRADE 2	4.5B/7.5C	PARKING ENFORCEMENT (25HRS/WK)	22,355
NON GRADE 2	A	PARKING ENFORCEMENT (23HRS/WK)	18,994
NON GRADE 2	A	PARKING ENFORCEMENT (20HRS/WK)	16,517
NON GRADE 2	A	PARKING ENFORCEMENT (15HRS/WK)	12,387
NON GRADE 2	A	PARKING ENFORCEMENT (29HRS/WK)	23,949
NON GRADE 2	A	PARKING ENFORCEMENT (15HRS/WK)	12,387
NON GRADE 2	A	PARKING ENFORCEMENT (20HRS/WK)	16,517
NON GRADE 2	A	PARKING ENFORCEMENT (27HRS/WK)	22,297
NON GRADE 2	A	PARKING ENFORCEMENT (15HRS/WK)	12,387
NON GRADE 2	A	PARKING ENFORCEMENT (18.5HRS/WK)	15,278
NON GRADE 2	A	PARKING ENFORCEMENT (24HRS/WK)	19,820
<b>PARKING ENFORCEMENT</b>			<b>7,500</b>
<b>TOTAL PARKING ENFORCEMENT</b>			<b>257,127</b>
<b>TOTAL PART TIME</b>			<b>635,363</b>
<b>TOTAL DEPARTMENT</b>			<b>2,015,327</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ① 64% LEGAL, 36% PARKING
- ⑤ 50% PARKING AND TRANSPORTATION, 50% PLANNING
- ⑧ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑨ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING



**PARKING AND TRANSPORTATION**  
**FOUNDRY PLACE PARKING FACILITY**  
**17-752-539-33-118-407**

011001	REGULAR SALARIES	154,257	44,951	242,660	213,157
012001	PART TIME SALARIES	85,988	37,101	86,948	154,238
014041	OVERTIME	22,500	3,616	22,500	22,500
022001	SOCIAL SECURITY	16,290	5,195	21,831	24,173
022501	MEDICARE	3,810	1,215	5,106	5,653
023001	RETIREMENT	20,115	5,517	29,618	26,323
034103	TELEPHONE	750	2,457	3,000	3,000
036001	PROF SERVICE-CLEANING	750	-	5,000	5,000
039006	PROF/SERVICES-SECURITY	-	218	15,000	5,000
041002	ELECTRICITY	15,000	30,166	48,000	40,000
041205	WATER /SEWER FEES	5,625	1,022	5,625	2,000
043001	REPAIRS-STRUCTURAL	-	-	500	1,000
043002	REPAIRS-ELECTRICAL	-	196	500	1,000
043007	REPAIRS-ELEVATOR	-	-	8,000	8,000
043009	REPAIRS-PARKING CONTROL	-	-	3,335	4,000
043018	REPAIRS-EQUIPMENT	1,500	-	1,500	1,500
043024	REPAIRS-VEHICLE	750	-	2,000	2,000
043032	GENERATOR MAINTENANCE	375	-	1,000	1,000
053001	ADVERTISING	375	-	-	-
062001	OFFICE SUPPLIES	750	304	750	750
064001	JANITORIAL SUPPLIES	3,750	1,589	3,200	3,200
068003	PROTECTIVE CLOTHING	3,750	1,717	3,000	1,500
068016	MATERIALS	7,500	7,101	10,000	10,000
<b>TOTAL</b>		<b>343,835</b>	<b>142,365</b>	<b>519,073</b>	<b>534,994</b>

**HIGH HANOVER PARKING FACILITY**  
**17-752-540-33-117-407**

011001	REGULAR SALARIES	297,112	342,210	296,076	301,736
012001	PART TIME SALARIES	116,656	100,363	95,586	114,967
014041	OVERTIME	30,000	37,482	30,000	30,000
022001	SOCIAL SECURITY	27,514	28,820	26,143	27,696
022501	MEDICARE	6,435	6,740	6,114	6,477
023001	RETIREMENT	37,225	43,183	36,423	37,055
032009	PROF SRV-ASSMNT REVIEW	4,200	-	-	-
034103	TELEPHONE	1,350	1,070	1,350	1,000
036001	PROF SERVICE-CLEANING	1,000	-	1,000	1,000
039006	PROF/SERVICES-SECURITY	30,000	14,039	15,000	15,000
041002	ELECTRICITY	35,000	36,220	35,000	35,000
041101	NATURAL GAS	800	878	800	1,000
041205	WATER /SEWER FEES	10,000	4,566	7,000	6,000
043001	REPAIRS-STRUCTURAL	5,000	363	5,000	5,000
043002	REPAIRS-ELECTRICAL	2,000	849	2,000	2,000
043007	REPAIRS-ELEVATOR	4,000	4,116	4,000	4,000
043009	REPAIRS-PARKING CONTROL	5,000	8,767	7,500	10,000
043018	REPAIRS-EQUIPMENT	2,100	1,199	1,100	1,500
043024	REPAIRS-VEHICLE	5,000	4,720	6,000	2,500
043032	GENERATOR MAINTENANCE	1,000	273	1,000	1,000
053001	ADVERTISING	1,000	-	-	-
062001	OFFICE SUPPLIES	500	-	500	250
064001	JANITORIAL SUPPLIES	4,800	2,903	4,800	4,000
068003	PROTECTIVE CLOTHING	6,050	4,207	5,000	6,000
068016	MATERIALS	20,000	14,454	20,000	20,000
074001	EQUIPMENT	1,545	-	1,000	1,000
<b>TOTAL</b>		<b>655,287</b>	<b>657,421</b>	<b>608,392</b>	<b>634,181</b>

**PARKING ENFORCEMENT**  
**17-752-541-33-100-423**

011001	REGULAR SALARIES	69,265	87,370	70,489	69,936
012001	PART TIME SALARIES	263,389	214,781	238,078	257,127
014041	OVERTIME	4,000	1,454	4,000	2,500
022001	SOCIAL SECURITY	20,873	18,392	19,379	20,433
022501	MEDICARE	4,883	4,180	4,531	4,779
023001	RETIREMENT	8,338	7,370	8,321	8,091
034103	TELEPHONE	500	386	500	500
034206	SOFTWARE-ANNUAL MAINT	-	-	43,200	45,000
043018	REPAIRS-EQUIPMENT	3,300	405	3,300	1,000
043024	REPAIRS-VEHICLE	1,000	220	1,000	2,000
044000	RENTAL AND LEASES	27,720	12,600	12,600	-
061002	MISCELLANEOUS SUPPLIES	1,000	2,892	3,500	2,000



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
062005	PRINTING SUPPLIES	12,500	12,815	12,500	13,000
062006	MOTOROLA POTABLE BATTERIE	4,500	-	-	-
062501	POSTAGE	-	-	11,760	14,000
068003	PROTECTIVE CLOTHING	7,350	6,483	7,350	10,000
068004	MATERIALS-MAINTENANCE	5,000	824	3,500	2,000
074001	EQUIPMENT	10,000	795	2,500	3,000
075001	FURNITURE AND FIXTURES	2,000	686	2,000	-
<b>TOTAL</b>		<b>445,618</b>	<b>371,651</b>	<b>448,508</b>	<b>455,366</b>

**PARKING METER OPERATION**  
17-752-542-33-100-423

011001	REGULAR SALARIES	133,604	121,044	84,391	85,726
014041	OVERTIME	24,000	30,452	24,000	30,000
022001	SOCIAL SECURITY	9,771	9,337	6,721	7,175
022501	MEDICARE	2,285	2,184	1,572	1,678
023001	RETIREMENT	17,935	17,442	12,108	12,927
034206	SOFTWARE-ANNUAL MAINT	-	-	41,000	41,000
034210	METER-TRANSACTION FEE	40,000	82,095	80,000	80,000
043018	REPAIRS-EQUIPMENT	5,000	11,261	8,000	32,000
043020	REPAIRS-PARKING METERS	5,150	2,759	5,150	12,000
043024	REPAIRS-VEHICLE	2,500	677	2,000	2,000
062020	METER-SUPPLIES	4,000	5,094	6,000	6,000
068003	PROTECTIVE CLOTHING	500	-	750	1,200
068023	MATERIALS-PRK MTR INSTALL	1,200	1,862	1,200	1,200
074001	EQUIPMENT	500	226	500	2,000
074013	PARKING METERS	-	-	10,000	10,000
<b>TOTAL</b>		<b>246,445</b>	<b>284,433</b>	<b>283,392</b>	<b>324,906</b>

**PARKING COLLECTION**  
17-752-543-33-100-423

011001	REGULAR SALARIES	159,137	159,241	167,295	208,687
012001	PART TIME SALARIES	-	-	25,519	-
014041	OVERTIME	2,000	1,129	2,000	1,000
022001	SOCIAL SECURITY	9,990	9,823	12,081	13,001
022501	MEDICARE	2,337	2,297	2,825	3,040
023001	RETIREMENT	18,337	18,342	18,915	23,422
033001	PROF SERVICES-TEMP	10,000	-	2,000	-
034103	TELEPHONE	1,500	658	1,000	1,000
034206	SOFTWARE-ANNUAL MAINT	-	-	-	12,000
043027	REPAIRS-OFFICE EQUIPMENT	500	-	-	-
044006	PRINTING LEASE/MAINT	-	-	1,500	1,500
055050	PRINTING	2,000	1,950	2,000	1,000
062001	OFFICE SUPPLIES	3,400	659	2,000	1,500
062010	COPYING SUPPLIES	3,000	839	-	1,000
062501	POSTAGE	20,000	6,537	2,500	1,500
067001	BOOKS & PERIODICALS	300	298	300	300
099006	COPIER LEASE	1,800	1,732	1,854	2,000
<b>TOTAL</b>		<b>234,301</b>	<b>203,506</b>	<b>241,789</b>	<b>270,950</b>

**PARKING ADMINISTRATION**  
17-752-610-33-100-423

011001	REGULAR SALARIES	411,488	417,787	496,718	411,588
011061	INSURANCE REIMBURSEMENT	4,950	3,249	2,444	7,500
011064	COLL BARG CONTINGENCY	-	-	7,858	2,700
014041	OVERTIME	2,000	12,094	22,000	30,000
012001	PART TIME SALARIES	99,230	104,984	99,529	99,031
015001	LONGEVITY	9,827	9,474	10,164	11,222
021001	INSURANCE-HEALTH	430,200	304,716	443,500	393,000
021101	INSURANCE-DENTAL	24,700	20,194	26,000	25,000
021501	INSURANCE-LIFE	2,665	2,088	2,800	2,559
021701	INSURANCE-LTD	4,916	3,877	5,200	4,651
022001	SOCIAL SECURITY	32,705	32,758	39,431	34,679
022501	MEDICARE	7,649	7,661	9,221	8,110
023001	RETIREMENT	48,173	49,681	59,920	51,417
026002	INSURANCE-WORKERS COMP	8,885	8,885	16,969	21,583
034103	TELEPHONE	500	189	-	800
034104	CELLULAR PHONES	10,000	8,785	10,000	10,000
034204	OUTSIDE IT SUPPORT	-	-	5,000	2,000
034220	TRAFFIC SIGNAL OPS	-	949	1,200	-
041002	ELECTRICITY	800	2,554	2,000	2,500
043024	REPAIRS-VEHICLE	5,000	9,115	5,000	5,000



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
044006	PRINTING LEASE/MAINT	-	-	1,070	1,070
048002	PROPERTY INSURANCE	25,639	25,639	28,203	26,816
034206	SOFTWARE-ANNUAL MAINT	59,740	40,027	35,479	41,280
035004	OCCUPATIONAL HEALTH	2,500	2,595	2,500	2,500
039001	PROFESSIONAL SERVICES	33,000	31,591	38,200	30,000
039026	POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
053001	ADVERTISING	2,000	3,696	3,300	1,000
054050	TRAINING	2,000	2,206	2,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	1,875	1,159	500	500
057101	TRAVEL AND CONFERENCE	4,000	257	2,000	2,500
057102	TRAVEL REIMBURSEMENT	2,500	532	2,000	500
061002	MISCELLANEOUS SUPPLIES	2,500	2,970	3,500	2,000
062001	OFFICE SUPPLIES	6,000	5,338	4,930	6,000
062501	POSTAGE	2,000	1,064	2,000	1,000
063501	GASOLINE	6,000	13,156	10,000	15,000
067001	BOOKS & PERIODICALS	1,000	-	500	100
068003	PROTECTIVE CLOTHING	2,000	85	2,000	500
068014	MATERIALS-CAPITAL OUTLAY	5,000	4,095	5,000	5,000
074001	EQUIPMENT	30,000	14,883	10,000	10,000
081150	REFUNDS	-	-	500	500
099006	COPIER LEASE	1,025	1,087	1,025	-
<b>TOTAL</b>		<b>1,352,467</b>	<b>1,209,419</b>	<b>1,479,661</b>	<b>1,330,606</b>

**ENGINEERING**  
**17-752-620-33-100-423**

011001	REGULAR SALARIES	-	-	-	89,134
012001	PART TIME SALARIES	-	-	-	10,000
022001	SOCIAL SECURITY	-	-	-	6,146
022501	MEDICARE	-	-	-	1,437
023001	RETIREMENT	-	-	-	9,956
034204	OUTSIDE IT SUPPORT	-	-	-	1,000
034220	TRAFFIC SIGNAL OPS	-	-	-	3,400
039001	PROFESSIONAL SERVICES	-	-	-	40,000
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	300
057101	TRAVEL AND CONFERENCE	-	-	-	1,500
067001	BOOKS & PERIODICALS	-	-	-	750
068003	PROTECTIVE CLOTHING	-	-	-	750
068014	MATERIALS-CAPITAL OUTLAY	-	-	-	6,500
074001	EQUIPMENT	-	-	-	27,500
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>198,373</b>

**PUBLIC TRANSPORTATION**  
**17-752-544-33-100-423**

039027	SHUTTLE SERVICES	40,000	58,081	45,000	50,000
073030	DOWNTOWN LOOP	5,000	4,358	5,000	5,000
074008	TROLLEY MATCH	153,319	133,786	188,000	200,000
079028	BUS SHELTER/KIOSK	8,595	-	8,595	10,000
081006	COAST DUES	120,996	120,966	121,000	150,000
087014	SENIOR TRANSPORT	163,000	163,000	163,000	175,000
087030	ZAGSTER	68,000	68,000	48,000	-
<b>TOTAL</b>		<b>558,910</b>	<b>548,192</b>	<b>578,595</b>	<b>590,000</b>

**DOWNTOWN SNOW REMOVAL**  
**17-752-640-42-100-420**

039200	SNOW REMOVAL	300,000	300,000	300,000	300,000
<b>TOTAL</b>		<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
<b>DEBT SERVICE</b>					
<b>17-752-302-51-100-447</b>					
092101	FINANCING FEES ON DEBT	110,000	59,784	-	-
098001	PRINCIPAL-BONDED DEBT	428,708	428,708	1,310,000	890,000
098010	PROJECTED NEW BOND PAYMNT	-	-	-	-
098102	INTEREST-BONDED DEBT	658,167	658,167	982,500	891,313
<b>TOTAL</b>		<b>1,196,875</b>	<b>1,146,659</b>	<b>2,292,500</b>	<b>1,781,313</b>
<b>CONTINGENCY</b>					
<b>17-752-310-51-102-423</b>					
081001	CONTINGENCY	225,000	126,102	175,000	125,000
<b>TOTAL</b>		<b>225,000</b>	<b>126,102</b>	<b>175,000</b>	<b>125,000</b>
<b>CAPITAL PROJECTS</b>					
<b>17-752-795-00-100-452</b>					
072060	FOUNDRY PLACE PARK FACILI	-	-	-	-
076001	VEHICLES-PW	335,000	335,000	335,000	335,000
079038	GARAGE STRUCTURAL IMPROV	100,000	100,000	-	100,000
079039	MULTI SPACE METER	45,000	45,000	45,000	45,000
079046	PLAN STUDIES	20,000	20,000	20,000	-
079055	WAYFINDING PROGRAM	275,000	275,000	-	-
079057	PAVING PARKING LOTS	300,000	300,000	100,000	150,000
079067	BIKE/PED PLAN IMPLEMENTAT	-	-	50,000	50,000
099008	PARKING LOT LEASES	60,000	60,000	60,000	60,000
<b>TOTAL</b>		<b>1,135,000</b>	<b>1,135,000</b>	<b>610,000</b>	<b>740,000</b>
<b>Total Parking &amp; Transportation</b>		<b>6,693,738</b>	<b>6,124,749</b>	<b>7,536,910</b>	<b>7,285,689</b>



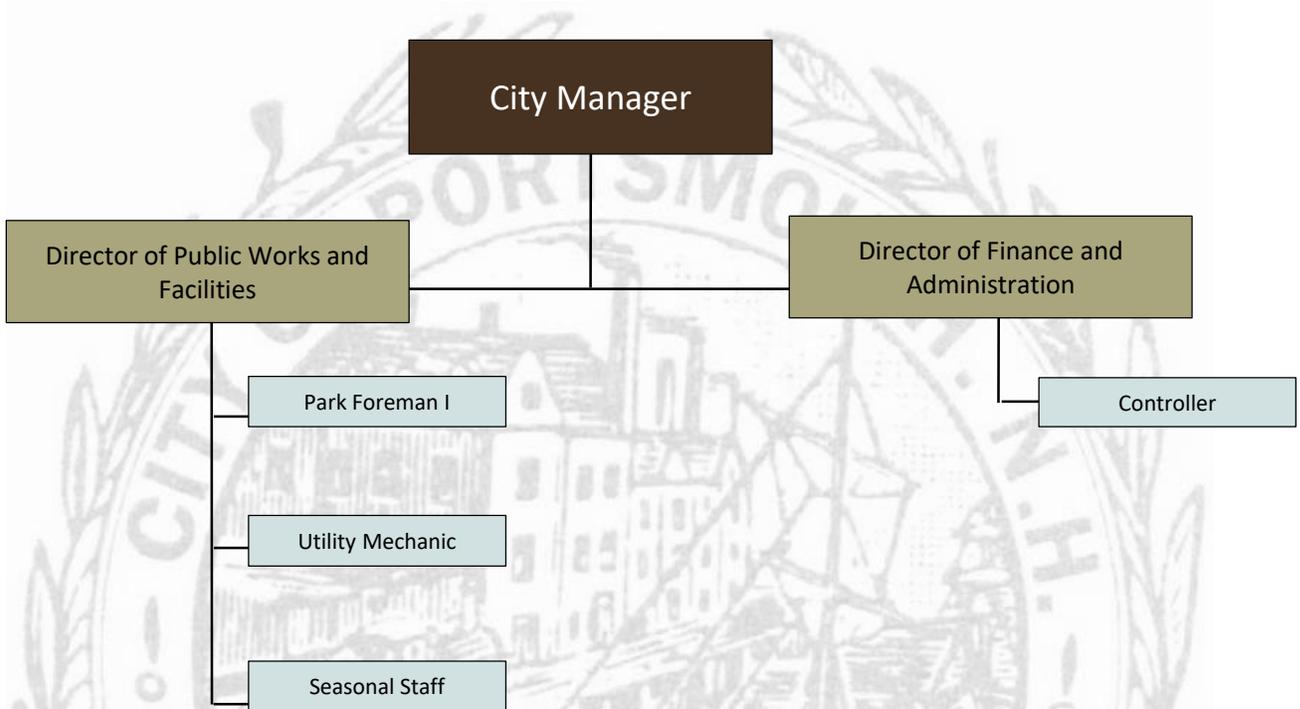


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# Prescott Park

## Special Revenue Fund



### Prescott Park Oversight and Care

Prescott Park is overseen by the City Manager with funding provided by the Trustees of the Trust Funds as well as the City of Portsmouth. Care and maintenance of the park is overseen by the Director of Public Works and Facilities while the financial well being of the park is under the auspices of the Director of Finance and Administration. The park's docks are staffed by the Recreation Department seasonal staffing.

### Mission

The mission of the Prescott Park Special Revenue Fund is to underwrite the operations required for the upkeep and administration of Prescott Park, which is within the management control of the City Manager. This work is carried out in accordance with the terms of the Josie F. Prescott Trust and related revenue sources, the deeds for the Park land, and directives of the Portsmouth City Council.





# Prescott Park

## Services Overview

- ✓ Maintenances of Park Grounds
- ✓ Maintenance of Park Facilities
- ✓ Docking Services
- ✓ Stewardship of Historic Resources
- ✓ Permitting and Scheduling of Special Events
- ✓ Administration of Park License Agreements
- ✓ Capital Planning and Project Management

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Assistant City Manager	0.075	0.0	0.0
Park Foreman 1	1	1	1
Utility Mechanic	1	1	1
Controller	0.15	0.15	0.15
<b>Totals Full Time</b>	<b>2.225</b>	<b>2.15</b>	<b>2.15</b>
<b>Positions Part-Time</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Number of Seasonal part-time positions varies throughout the year			
<b>Totals Part Time</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Department Budget Comments

The Prescott Park proposed budget for FY21 is \$341,044, an increase of \$16,794 or 5.2% over FY20. These increases are primarily due to contractual obligations. Prescott Park is funded from various sources, including the Josie F. Prescott Trust, the Marine Maintenance Trust (for costs associated with the Dock services and facilities), and a transfer from the General Fund. Other revenues which defray the impact on the General Fund include, fees associated with weddings, license agreements with large park users, and donations from the use of Four Tree Island and other purposes.



<u>Budget Summary of Revenues</u>				
	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
Donations	-	-	1,500	1,500
Weddings	-	-	6,000	6,000
License Agreements	-	-	28,000	28,000
Transfer - General Fund	-	-	99,344	99,344
Transfer - Josie Prescott Trust	185,200	-	-	185,200
Transfer - Marine Maintenance Trust	-	21,000	-	21,000
Transfer - Bishop Flower Fund	-	-	-	-
<b>TOTAL</b>	<b>185,200</b>	<b>21,000</b>	<b>134,844</b>	<b>341,044</b>

<u>Budget Summary of Expenditures</u>				
	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
SALARIES	57,471	-	71,750	129,221
PART-TIME SALARIES	60,000	14,840	-	74,840
OVERTIME	-	-	10,000	10,000
LONGEVITY	-	-	814	814
RETIREMENT	-	-	15,556	15,556
DENTAL INSURANCE	-	-	1,353	1,353
WORKERS' COMPENSATION	-	-	5,190	5,190
OTHER BENEFITS	-	1,135	15,244	16,379
<i>Contractual Obligations</i>	<i>117,471</i>	<i>15,975</i>	<i>119,907</i>	<i>253,353</i>
CONTRACTED SERVICES	3,016	-	1,984	5,000
GARDEN SUPPLIES	25,000	-	-	25,000
REPAIRS AND MAINTENANCE	10,500	-	-	10,500
UTILITIES	22,500	2,100	-	24,600
PROPERTY INSURANCE	5,363	-	-	5,363
OTHER OPERATING	1,350	2,925	12,953	17,228
<i>Other Operating</i>	<i>67,729</i>	<i>5,025</i>	<i>14,937</i>	<i>87,691</i>
<b>TOTAL</b>	<b>185,200</b>	<b>21,000</b>	<b>134,844</b>	<b>341,044</b>

## Programs and Services

### **Maintenance of Park Buildings and Grounds-**

- Prescott Park includes over 10 acres of invaluable park space and public access to the Piscataqua River. The Park is made up of a number of unique and beloved spaces and historic buildings as well as the Prescott Formal Garden, Four Tree Island, docks, multiple wooden piers extending into the river, flower gardens and open lawn areas. An extensive array of infrastructure underground and along the water's edge in the form of seawalls and fencing also make up the Park. A full-time Park Foreman, utility mechanic and



seasonal part-time staff, ensure the upkeep of the Park and all its components.

**Coordination of special and permitted events-**

- In addition to the non-profit organizations who operate in the Park, a number of special events and other permitted activities take place in the park. Examples of these activities include Yoga in the Park, the Fairy House Tour, and other activities such as formal events in the Public Forum area. Permissions for these types of events are processed through the City Manager's office.



**Docking Services-**

- The Park has two docking structures (North and South Docks) which are available for public use. Slips are designated for seasonal boaters, hourly rental and overnight docking for transient boaters. The dock slips are also used for docking for special visiting vessels offering public programs or services.

**Administration, Capital Planning and Project Management-**

- In addition to the regular maintenance of the park grounds and facilities, the administration of park license agreements, policies, and services as well as planning for large scale capital improvements are also part of the Park responsibilities. Major investments in the Park are planned as a result of the Prescott Park Master Plan adopted by the City Council in 2017.



<u>Goals and Objectives</u>	
<p><b>Goal #1:</b> To ensure Prescott Park is available for park and recreational purposes</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Operate the Park in a manner which guarantees access by the public for parks and recreational purposes</li> <li>✓ Ensure compliance with deed restrictions, City ordinances, and Park policies</li> <li>✓ Administer agreements and monitor programming and services of Park licensees</li> <li>✓ Communicate with the residents, park users, park visitors and others about Park activities, operations, future planning and other issues.</li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> <li>• Promote A Welcoming, Safe and Diverse Community </li> <li>• Improve Public Outreach </li> </ul>	
<p><b>Goal #2:</b> To maintain Prescott Park's buildings, grounds, and various other facilities in a historically-sensitive manner</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Ensure high quality and safe access by the public to all Park areas and features</li> <li>✓ Maintain a high level of care for gardens, trees and other plant material</li> <li>✓ Maintain Park buildings in a historically-sensitive manner</li> <li>✓ Pursue implementation of the Prescott Park Master Plan</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Preserve and Restore Historic Structures and Artifacts </li> <li>• Promote A Welcoming, Safe and Diverse Community </li> </ul>	



<p><b>Goal #3:</b> Provide high quality and safe docking services to the boating public</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Maintain the dock facilities and plan for future capital needs to maintain services</li> <li>✓ Operate the docking facilities to maximize access for the public</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote A Welcoming, Safe and Diverse Community </li> </ul>	

<i>Performance Measures</i>			
<b>Events</b>			
	2018	2019	2020 (Estimate)
Weddings	31	18	25
Four Tree Island (Large Grill Reservation)	67	73	60



**FY21 BUDGETED POSITION AND SALARY DETAIL**

			<u>POSITION</u>	<u>SALARY</u>
<b>PRESCOTT PARK</b>				
<u>ADMINISTRATION</u>				
PMA GRADE 19	E	②	CONTROLLER/ENTERPRISE ACCOUNTANT	14,033
			EDUCATION STIPENDS	245
<b>TOTAL ADMINISTRATION</b>				<b>14,278</b>
<u>BUILDING/GROUNDS</u>				
SMA GRADE 13	9C/3D		PARK FOREMAN I	64,467
1386 GRADE 7	G		UTILITY MECHANIC	50,476
<b>TOTAL BUILDING GROUNDS</b>				<b>114,943</b>
<b>TOTAL FULL TIME</b>				<b>129,221</b>
PT - SEASONAL - PRESCOTT PARK BUILDINGS/GROUNDS				60,000
PT - SEASONAL - PRESCOTT PARK BOAT DOCKS				14,840
<b>TOTAL PART TIME</b>				<b>74,840</b>
<b>TOTAL DEPARTMENT</b>				<b>204,061</b>

② FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET  
85% FINANCE, 15% PRESCOTT PARK



	FY19	FY19	FY20	FY21 CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

**PRESCOTT PARK**

**ADMINISTRATION**

**84-751-610-51-133-439**

011001	REGULAR SALARIES	30,734	17,999	12,452	14,278
015001	LONGEVITY	115	118	47	49
022001	SOCIAL SECURITY	1,200	1,094	775	888
022501	MEDICARE	281	256	181	208
023001	RETIREMENT	2,203	2,058	1,396	1,600
034103	TELEPHONE	2,300	1,041	750	600
039001	PROFESSIONAL SERVICES	1,000	-	1,000	-
062001	OFFICE SUPPLIES	1,700	123	396	250
<b>TOTAL</b>		<b>39,533</b>	<b>22,688</b>	<b>16,997</b>	<b>17,873</b>

**PARKS BUILDINGS & GROUNDS OPERATIONS**

**84-751-624-51-133-439**

011001	REGULAR SALARIES	104,043	105,522	106,024	114,943
012001	PART TIME SALARIES	30,000	46,551	45,440	60,000
014041	OVERTIME	10,000	7,824	10,000	10,000
015001	LONGEVITY	-	-	650	765
021001	INSURANCE-HEALTH	-	65	-	-
021101	INSURANCE-DENTAL	2,725	1,193	1,353	1,353
022001	SOCIAL SECURITY	8,931	9,709	9,431	11,466
022501	MEDICARE	2,089	2,271	2,206	2,682
023001	RETIREMENT	16,392	12,826	11,915	13,956
026002	INSURANCE-WORKERS COMP	2,989	2,989	3,515	5,190
039001	PROFESSIONAL SERVICES	3,225	11,443	10,000	5,000
041002	ELECTRICITY	15,479	6,096	9,000	6,000
041101	NATURAL GAS	2,200	3,826	2,200	1,500
041205	WATER /SEWER FEES	17,500	14,261	16,100	15,000
043001	REPAIRS-STRUCTURAL	6,600	(880)	5,000	4,000
043002	REPAIRS-ELECTRICAL	-	4,985	3,000	2,000
043018	REPAIRS-EQUIPMENT	4,845	2,588	4,500	4,500
048002	PROPERTY INSURANCE	2,538	2,538	3,045	5,363
054050	TRAINING	500	-	500	500
056001	DUES PROFESSIONAL ORGANIZ	500	-	-	-
061002	MISCELLANEOUS SUPPLIES	10,000	14,188	15,200	10,000
062019	GARDENING SUPPLIES	24,450	25,890	24,550	25,000
068003	PROTECTIVE CLOTHING	1,000	946	2,000	2,500
081001	CONTINGENCY	-	-	-	-
<b>TOTAL</b>		<b>266,006</b>	<b>274,831</b>	<b>285,629</b>	<b>301,718</b>

**BOAT DOCKS**

**84-785-755-00-133-439**

012001	PART TIME SALARIES	-	8,667	14,560	14,840
022001	SOCIAL SECURITY	-	537	903	920
022501	MEDICARE	-	126	211	215
034103	TELEPHONE	-	-	750	750
041002	ELECTRICITY	-	-	1,000	1,000
041205	WATER /SEWER FEES	-	-	1,400	1,100
074002	IT EQUIPMENT	-	-	2,800	2,628
<b>TOTAL</b>		<b>-</b>	<b>9,330</b>	<b>21,624</b>	<b>21,453</b>

<b>TOTAL PRESCOTT PARK</b>		<b>305,539</b>	<b>306,850</b>	<b>324,250</b>	<b>341,044</b>
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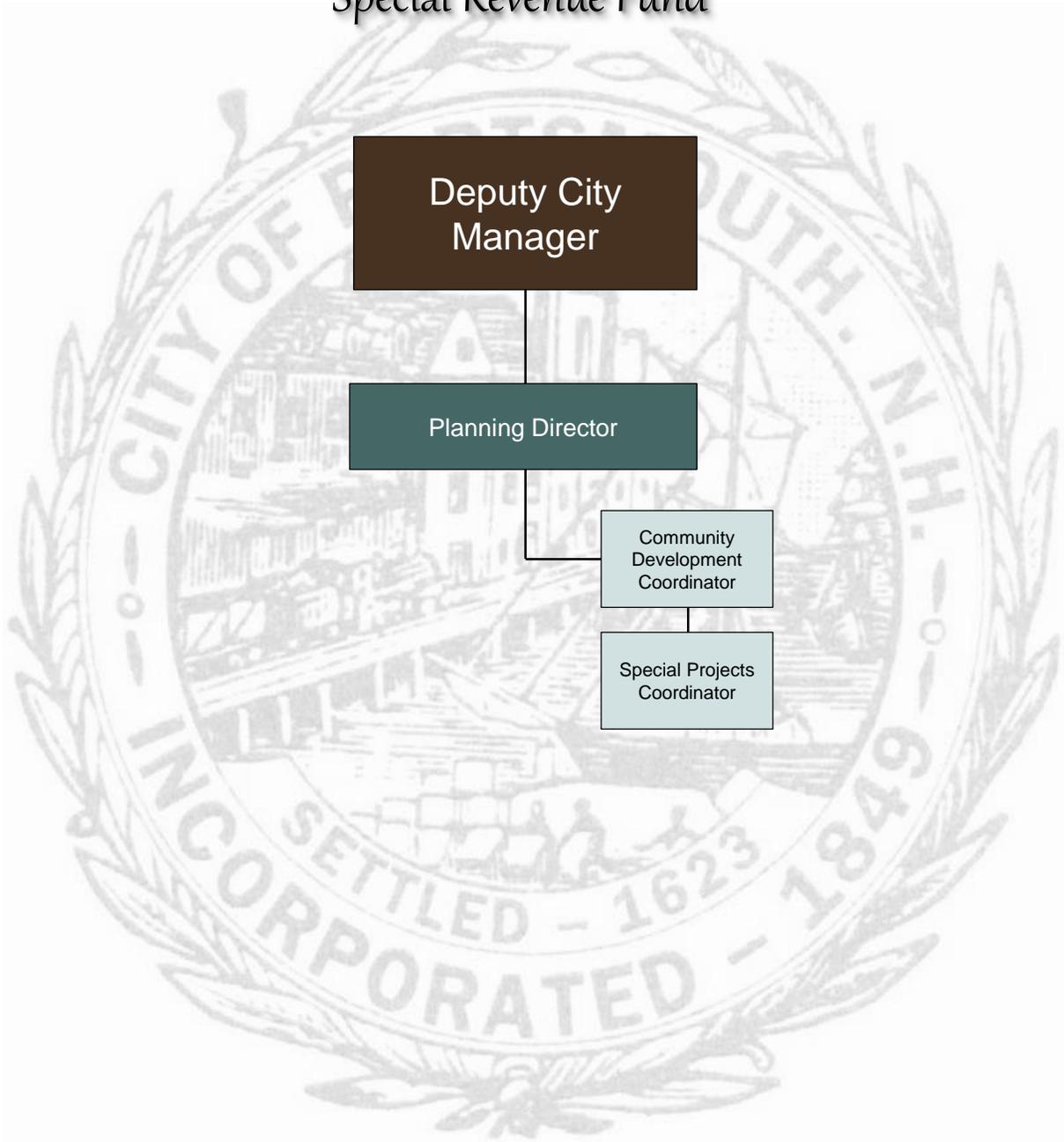


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# Community Development Block Grant (CDBG)

Special Revenue Fund



## Mission

To create a viable urban environment through the support of public facility and accessibility improvements, access to quality public services, homeownership assistance and improved housing conditions.





# Community Development

## Services Overview

- ✓ Administration of Portsmouth's U.S. Housing and Urban Development-funded Community Development Block Grant (CDBG) Program
- ✓ Public & Non-Profit Facilities Improvement Projects
- ✓ ADA Accessibility Improvement Projects
- ✓ Public Service Agency Grant Program
- ✓ Administration of the HomeTown Program for first-time homebuyers

## Position Summary Schedule

<u>Positions Full Time</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Assistant City Manager	0.025	0	0
Community Development Coordinator	1	1	1
Controller	0.05	0	0
Administrative Assistant II	0	0	0
Administrative Assistant I	0.05	0	0
<b>Totals Full Time</b>	<b>1.13</b>	<b>1.00</b>	<b>1.00</b>
<u>Positions Part Time</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
PT Special Projects Coordinator	0	1	1
<b>Totals Part Time</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>

## Department Budget Comments

The FY21 proposed administrative budget for Community Development is \$116,767. This represents an increase of \$6,817 or 6.2% from the FY20 budget. The budget includes salary and benefit and other general administration costs of the Community Development Block Grant (CDBG) Program. This increase is due to a program expansion to include Housing Rehabilitation, position changes in administrative staff to efficiently implement the program within the HUD administrative cap and modest rise in anticipated CDBG program income. Additionally, CDBG program administration costs have increased with larger and more complex CDBG-eligible infrastructure and construction costs.



## Budget Summary of Expenditures

	<b>FY19 BUDGET</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 CITY MANAGER RECOMMENDED</b>
<b>CDBG</b>				
SALARIES	78,624	78,030	83,930	78,727
PART-TIME SALARIES	1,977	2,368	-	18,170
LONGEVITY	62	63	17	327
RETIREMENT	9,179	9,119	9,378	8,830
OTHER FRINGE BENEFITS	6,171	5,796	6,420	7,513
OTHER OPERATING	7,200	4,908	10,205	3,200
<b>TOTAL</b>	<b>103,213</b>	<b>100,284</b>	<b>109,950</b>	<b>116,767</b>



## Programs and Services

**U.S. Housing and Urban Development-funded Community Development Block Grant (CDBG)** – The primary purpose of the CDBG program is to develop viable communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for residents who earn low or moderate incomes. The City of Portsmouth receives and administers approximately \$525,000 in CDBG funds annually.

**Public Facility and Accessibility Projects** - A variety of public facility projects are eligible to be funded through the Community Development Block Grant (CDBG) Program in neighborhoods or at facilities where a majority of residents earn low or moderate incomes as determined by the U.S. Census. Public facility projects include reconstruction of sidewalks and curbs, planting of street trees, installation of public lighting, and playground and park improvements. In addition, CDBG funding is used to make accessibility improvements throughout the City for persons who are physically disabled.



**Public Service Agency Grant Program** - Community Development Block Grant funds are provided on a competitive basis to local public service agencies that provide housing, health, and other services to residents of Portsmouth who earn low or moderate incomes. Program funds are used to support operating costs such as salaries and utilities, or to subsidize client service fees.

**HomeTown, First Time Homebuyers Program** - This program is funded through the Portsmouth Housing Endowment Fund. It is a collaborative effort between the City of Portsmouth and Citizens Bank, N.A. (Portsmouth, NH) to provide homeownership opportunities to eligible Portsmouth households. Through this program, eligible Portsmouth households may receive down payment assistance, closing cost assistance, and/or low interest secondary loan financing.



## Goals and Objectives

<p><b>Goal #1:</b></p> <p>Preserve, expand and improve public services for residents who earn low or moderate incomes, and who require health, housing, childcare and related services.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Administer the Community Development Block Grant (CDBG) funded Public Service Agency Grant Program for social service agencies in accordance with U.S. Housing and Urban Development guidelines.</li> <li>✓ Support public facilities upgrades and improvements for social service agencies serving Portsmouth residents.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	
<p><b>Goal #2:</b></p> <p>Support improvements to government and non-profit public facilities that primarily serve individuals and families earning low to moderate incomes.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Provide funding for public facility improvements to nonprofit agencies through the CDBG public facilities grant program.</li> <li>✓ Fund CDBG-eligible public facility improvement projects in income-eligible areas of the City and/or to primarily benefit low to moderate income persons.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	
<p><b>Goal #3:</b></p> <p>Support housing opportunities for families earning a range of income levels.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Administer HomeTown, the City of Portsmouth First Time Homebuyer Program in coordination with program partners including the Portsmouth Housing Endowment Fund.</li> <li>✓ Work cooperatively with the Portsmouth Housing Authority and other appropriate agencies to retain and, where appropriate, expand the stock of affordable housing.</li> <li>✓ Pursue housing initiatives consistent with the final report of the City's Housing Working Group.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <p>Promote a Welcoming, Safe and Diverse Community </p>	
<p><b>Goal #4:</b></p> <p>Ensure that individuals with disabilities have equal access to public facilities and services.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to carry out projects that remove architectural barriers and improve access to public facilities for people with disabilities.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <p>Promote a Welcoming, Safe and Diverse Community </p>	



Performance Measures

Community Development Block Grant Program expenditures meet U.S. Housing and Urban Development spending caps for public services and general administration.

FY18 – Yes  
 FY19 – Yes  
 FY20 (Est) – Yes

Number of households benefiting from Housing Rehabilitation		
FY18	FY19	FY 20(est.)
138	195	125

Number of households assisted through HomeTown, the City's First-Time Homebuyer Program		
FY18	FY19	FY 20(est.)
5	4	5

Number of persons benefitting from Public Facility Improvements		
FY18	FY19	FY 20(est.)
4,817	5,347	5,000

Number of persons benefitting from Public Service Agency Grant Program		
FY18	FY19	FY 20(est.)
2,675	2,541	2,500



**FY21 BUDGETED POSITION AND SALARY DETAIL**

<b>COMMUNITY DEVELOPMENT</b>		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
PMA GRADE 15	E	COMMUNITY DEVELOPMENT COORDINATOR	77,093
		EDUCATION STIPENDS	1,634
		<b><u>TOTAL FULL TIME</u></b>	<b><u>78,727</u></b>
PMA GRADE 7	A	SPECIAL PROJECTS COORDINATOR(15.75HRS/WK)	18,170
		<b><u>TOTAL PART TIME</u></b>	<b><u>18,170</u></b>
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>96,897</u></b>



		FY19	FY19	FY20	FY21
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

**COMMUNITY DEVELOPMENT**

**HOUSING REHAB**  
**20-789-411-38-100-002**

011001	REGULAR SALARIES	-	-	-	5,511
022001	SOCIAL SECURITY	-	-	-	342
022501	MEDICARE	-	-	-	80
023001	RETIREMENT	-	-	-	616
<b>TOTAL HOUSING REHAB</b>		-	-	-	<b>6,549</b>

**ADMINISTRATION**  
**20-789-411-51-100-002**

011001	REGULAR SALARIES	78,624	78,030	83,930	73,216
011065	COLL BARG CONTINGENCY	-	-	-	-
012001	PART TIME SALARIES	1,977	2,368	-	18,170
015001	LONGEVITY	62	63	17	327
022001	SOCIAL SECURITY	5,001	4,698	5,202	5,686
022501	MEDICARE	1,170	1,099	1,218	1,405
023001	RETIREMENT	9,179	9,119	9,378	8,214
030101	PROF SERVICES-AUDIT	1,600	1,237	1,500	-
053001	ADVERTISING	1,000	1,354	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	1,100	1,267	750	750
057101	TRAVEL AND CONFERENCE	1,000	557	1,000	1,000
062001	OFFICE SUPPLIES	500	202	300	200
062010	COPYING SUPPLIES	300	35	250	-
062501	POSTAGE	700	257	250	250
081001	CONTINGENCY	1,000	-	5,155	-
<b>TOTAL ADMINISTRATION</b>		<b>103,213</b>	<b>100,284</b>	<b>109,950</b>	<b>110,218</b>
<b>TOTAL</b>		<b>103,213</b>	<b>100,284</b>	<b>109,950</b>	<b>116,767</b>





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# Economic Development/ UDAG

## Special Revenue Fund

### Program Funding

The City's economic development efforts are funded through monies previously repaid to the City from a Federal UDAG loan. UDAG is an acronym for Urban Development Action Grant, an economic development initiative established by the US Department of Housing and Urban Development (HUD) in the 1980s. The Economic Development goals of the repaid funds were to establish public/private partnerships, stimulate economic development in the downtown districts, create jobs, increase tax revenues and ensure a steady income stream from the UDAG loan repayments. The City of Portsmouth Economic Development Commission established a budget policy for the Program which allows expenditures based on available funding and economic development program needs.

### Mission

The City of Portsmouth's economic development initiatives are intended to ensure continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The City's Economic Development Commission (EDC) undertakes and makes recommendations to the City Council on a wide variety of issues including business development, public-private partnerships, workforce development, the enhancement and development of the commercial, industrial and central business districts, and business retention/attraction.





# Economic Development/ UDAG

## Services Overview

- ✓ Support to Economic Development Commission
- ✓ Business Assistance and Referral
- ✓ Public/ Private Partnerships for Economic Development
- ✓ Community Outreach, Liaison and Promotion
- ✓ Business and Economic Development Information
- ✓ Creative and Cultural Economy
- ✓ Business Attraction/Retention
- ✓ Special Projects

## Position Summary Schedule

Positions Full Time	FY19	FY20	FY21
Economic Development Program Manager	1	1	1
<b>Totals Full Time</b>	<b>1</b>	<b>1</b>	<b>1</b>



## Department Budget Comments

The proposed FY21 budget for UDAG is \$245,387. This represents a net decrease of \$19,732 or 7.44% from FY 20 budget. The net decrease is due to a decrease in administration expenses for the Portsmouth 400<sup>th</sup> celebration project and a change in the City/Cultural Commission partnership.

The UDAG budget also includes a “Contingency” line item for special economic development activities and projects that enhance economic vitality and further the City’s economic development goals.

## Budget Summary of Expenditures

	FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY21 CITY MANAGER RECOMMENDED
<b>UDAG</b>				
SALARIES	82,745	82,706	86,369	89,014
LONGEVITY	1,885	1,885	1,923	1,961
RETIREMENT	9,631	9,623	9,863	10,162
HEALTH/DENTAL	-	-	-	-
OTHER FRINGE BENEFITS	10,364	6,710	8,564	10,850
CONTINGENCY	30,000	11,059	30,000	45,000
JULY 4TH FIREWORKS	25,000	25,000	25,000	25,000
PARTNERSHIPS	78,000	80,000	93,000	53,000
OTHER OPERATING	10,400	5,686	10,400	10,400
<b>TOTAL</b>	<b>248,025</b>	<b>222,668</b>	<b>265,119</b>	<b>245,387</b>

## Program Funding Description

The City’s economic development efforts are funded through monies previously repaid to the City from a federal UDAG loan. UDAG is an acronym for Urban Development Action Grant, an economic development initiative established by the US Department of Housing and Urban Development (HUD) in



the 1980s. The Economic Development program goals are: to stimulate economic development in the city through public/private partnerships, to create jobs and maintain a vibrant community and diverse economy, to increase commercial property tax revenues, and to ensure a steady income stream from the UDAG loan repayments. The City of Portsmouth Economic Development Commission established a budget policy for the Program which allows expenditures based on available funding and economic development program needs.

## Programs and Services

**Support to Economic Development Commission-** Services include staff support to City Economic Development Commission (EDC) and oversight of economic development activities in accordance with the EDC mission.

**Business Assistance and Referral-** Services include working with individuals and businesses wishing to expand or relocate within the community, as well as working with businesses needing access to business finance, workforce development assistance and business start-up and other resources.

**Public/Private Partnerships for Economic Development-** Services include facilitation and oversight of partnerships with the business community, such as the partnership with Chamber Collaborative of Greater Portsmouth for tourism and business development, with UNH for the Business Retention and Attraction Project and with the arts and culture community for advocacy of local arts and culture organizations and creative economy businesses.

**Community Outreach, Liaison and Promotion-** Services include staff representation of City on local economic development boards, such as the Chamber Collaborative of Greater Portsmouth *Destination Portsmouth* Committee, Tenant Association at Pease, Regional Economic Development Center, Granite State Development Corporation and local business association meetings.

**Business and Economic Development Information-** Services include collection of real estate and economic data, preparation of annual economic development summary reports and dissemination and presentations on this information.

**Creative and Cultural Economy-** Services include liaisons to the City's Cultural organizations and to local creative economy industries. Services also include interfacing with local cultural institutions, such as museums, theatres, historic homes, marketing professionals and filmmakers wishing to film in the City.

**Special Projects-** Project management of special development projects and activities such as Blue Ribbon Committee on Sister City and Citizen Diplomacy, Market Street Gateway Improvements, re-use of City-owned buildings, Vaughan Mall Improvement Project, African Burying Ground Stewardship Committee, implementation of the UNH Business Retention and Expansion Program findings, the Seacoast Manufacturing Roundtable and Career Pathways initiatives.

## Goals and Objectives

<p><b>Goal #1:</b></p> <p>To promote and maintain high-quality, sustainable development and a balanced local economy.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Promote redevelopment of existing retail and commercial areas into vibrant mixed-use centers supporting retail, research, office and commercial development through zoning and infrastructure planning.</li> <li>✓ Advocate for zoning modifications that promote a balance between commercial and residential development in the Central Business District.</li> <li>✓ Participate in efforts to increase options for more workforce housing in the City.</li> </ul>
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<p><i>Citywide Goals Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p>To provide assistance services related to business expansion, retention and relocation.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Assist businesses through referrals to business assistance organizations such the Small Business Development Center (SBDC), SCORE, NH Works, the Manufacturing Extension Partnership (MEP) and federal procurement assistance and the Micro-Credit programs.</li> <li>✓ Create programming in response to the UNH Business Retention and Expansion Program input and continue EDC business visitations/off-site meetings for outreach, appreciation, and knowledge of local business and workforce needs.</li> <li>✓ Maintain partnership with UNH Small Business Development Center to continue presence in City Hall for assistance to the City's microenterprise and start-ups.</li> <li>✓ Collaborate with NH Office of Business and Economic Affairs on outreach to business attraction and retention.</li> </ul>
<p><i>Citywide Goals Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #3:</b></p> <p>To promote and manage public/private partnerships aimed at fostering economic development that complements Portsmouth's quality of life and revitalizes existing business areas.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to financially support the partnership between the City and the Greater Portsmouth Chamber Collaborative of Greater Portsmouth for tourism and business development.</li> <li>✓ Maintain liaisons with the Pease Development Authority and Tenants Association, West End Business Association, CIBOR, the University of New Hampshire, Great Bay Community College, SBDC, NH Tech Alliance, Regional Economic Development Center, and local, county and state business and real estate organizations.</li> <li>✓ Collaboration in the Seacoast manufacturing roundtable and Career Pathway initiatives</li> <li>✓ Develop an outreach and assistance program targeted to property owners and businesses in local Economic Revitalization Zones.</li> </ul>
<p><i>Citywide Goals Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #4:</b></p> <p>To support the local creative economy and cultural community including those related to cultural tourism.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Promote and sustain the contribution the Arts and Culture sector makes to the local economy. Incorporate this into city marketing efforts.</li> <li>✓ Support and assist in the Americans for the Arts Economic Prosperity Study</li> <li>✓ Support and promote planning for the Portsmouth 400<sup>th</sup> anniversary effort.</li> <li>✓ Advocate for the continuation of events and initiatives that make downtown vibrant and economically diverse.</li> </ul>
<p><i>Citywide Goals Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	



<p><b>Goal #5:</b></p> <p>To collect, develop, maintain and disseminate information on the local economy.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Participate in the update of the regional Comprehensive Economic Strategy (CEDS) update by Regional Economic Development Center.</li> <li>✓ Prepare reports on economic indicators as required for city finance reports and for use by businesses and the public and for presentations.</li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive </li> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	
<p><b>Goal #6:</b></p> <p>To promote Portsmouth as an ideal location to live and locate a business.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Maintain the economic development database and website for promotion of the City as an excellent business location.</li> <li>✓ Collaborate in local and regional marketing opportunities.</li> <li>✓ Work with the Pease Development Authority, the Chamber Collaborative of Greater Portsmouth, the Discover Portsmouth Center, the NH Division of Business and Economic Affairs, media representatives and site selection professionals to promote Portsmouth as the optimum business location site.</li> <li>✓ Continue regional economic development alliances to promote seacoast NH for advance manufacturing and knowledge-based industries.</li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive </li> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	

## Performance Measures

### Performance Measures:

	FY18	FY19	FY 20 (Est.)
Response to business relocation/ start-up/ retention and data inquiries.	20	20	15
Participation in local economic development outreach events	48	43	44
Number of City Council referrals to EDC	2	2	2
Administration and Coordination of EDC Monthly Meetings	16	14	13
Coordinate EDC Business Site Visits	4	2	2
Business Retention Project Coordination/ Visitation Events	8	2	2
Public/Private Partnerships Projects coordinated	5	5	5
Special Activities/Projects/Contracts Managed	6	8	9
Cultural Activity Requests (performance, photo shoots, etc.)	18	20	25



**FY21 BUDGETED POSITION AND SALARY DETAIL**

<b>UDAG</b>		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
PMA GRADE 17	H	ECONOMIC DEVELOPMENT MANAGER	89,014
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>89,014</u></b>



	FY19	FY19	FY20	FY21
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

**URBAN DEVELOPMENT ACTION GRANT (UDAG)**

**25-789-413-51-100-002**

011001	REGULAR SALARIES	82,745	82,706	86,369	89,014
015001	LONGEVITY	1,885	1,885	1,923	1,961
019002	UNANTICIPATED EXPENSES	3,093	-	1,011	3,093
021001	INSURANCE-HEALTH	-	-	-	-
021101	INSURANCE-DENTAL	-	-	-	-
021501	INSURANCE-LIFE	473	159	473	473
021601	INSURANCE-DISABILITY	324	297	324	324
022001	SOCIAL SECURITY	5,247	5,069	5,475	5,641
022501	MEDICARE	1,227	1,185	1,281	1,319
023001	RETIREMENT	9,631	9,623	9,863	10,162
039078	FIREWORKS	25,000	25,000	25,000	25,000
041205	WATER /SEWER FEES	1,800	-	1,800	1,800
053001	ADVERTISING	5,000	3,561	5,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	800	785	800	800
057101	TRAVEL AND CONFERENCE	2,800	1,340	2,800	2,800
081001	CONTINGENCY	30,000	11,059	30,000	45,000
081028	TOURISM/HI TECH PARTNERSH	40,000	40,000	40,000	40,000
081030	ART AGENCY	15,000	15,000	15,000	-
081065	ENTREPRENEUR START UP	20,000	-	10,000	10,000
081067	400TH CELEBRATION	-	25,000	25,000	-
081069	BR&E PROJECT	3,000	-	3,000	3,000
<b>TOTAL UDAG</b>		<b>248,025</b>	<b>222,668</b>	<b>265,119</b>	<b>245,387</b>





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# CITY OF PORTSMOUTH ROLLING STOCK PROGRAM

FISCAL YEARS 2021-2030



PUBLIC WORKS

POLICE

FIRE

SCHOOL

PARKING, STORMWATER, WATER, and SEWER



The Rolling Stock Program is intended to provide an overall schedule for the expenditure of City Funds on replacement of vehicles and equipment necessary to carry out daily city activities. All City departments with rolling stock requirements participate in the program to include Public Works, Police, Fire and School. Such a program serves to inform the City Council and the Community that certain expenditures for upgrading the existing equipment are to be expected in the years ahead. Even with this program's schedule, adjustments may be necessary in order to accommodate unforeseen circumstances.



City of Portsmouth

Inventory

HIGHWAY

		(Scheduled for replacement in FY21)						
Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H005	Tahoe (White)	Chevrolet	2007	1GNFK13057R313242	2017	\$ 1.00	10
Highway	H008	F150 Pick-up (yellow)	Ford	2014	1FTFX1EF1EKE66511	2014	\$ 22,608.00	8
Highway	H009	F250 4X4 Pick-up (yellow) w/plow	Ford	2011	1FTBF2B67BEC71051	2011	\$ 24,432.00	10
Highway	H011	F-550 4x4 (yellow) w/plow	Ford	2015	1FDUF5HT4FEA65484	2014	\$ 40,743.00	12
Highway	H015	4'X8' Flatbed Trailer	Carry-On	2006	4YMUL08146V011548	2008	\$ 700.00	20
Highway	H018	F550 4x4 1-ton Flat Bed Dump(yel) w/plow (Y 2 of 2)	Ford	2011	1FDUF5HT1BEC54880	2011	\$ 34,296.00	8
Highway	H019	C20 4x4 Pick-up w/plow (yellow)	Chevrolet	2010	1GC5KVBG1AZ239500	2010	\$ 27,317.00	10
Highway	H020	Silverado 4x4 Utility Body (yellow) w/plow	Chevrolet	2009	1GBJK74K69F181199	2010	\$ 44,015.00	10
Highway	H021	C2500 4x4 Pick-up (yellow) w/plow	Chevrolet	2010	1GC5KVBG0AZ239780	2010	\$ 27,317.00	10
Highway	H022	C3500 4x4 1-ton Dump (yellow) w/plow	Chevrolet	2009	1GBJK74K49F181203	2010	\$ 44,371.00	10
Highway	H023	F250 4x4 Utility Body (yellow) w/plow	Ford	2011	1FTBF2B65BEC71050	2011	\$ 24,432.00	10
Highway	H033	7600 10 wheel Roll-off (yellow) w/plow & spreader	International	2003	1HTWYAXT73J071660	2003	\$ 122,910.00	12
Highway	H034	C8500 6 wheel Dump truck (yel) w/plow, wing, & spreader	Chevrolet	2007	1GBS8C1357F404287	2007	\$ 109,189.00	12
Highway	H036	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HT7BEC54883	2011	\$ 34,200.00	12
Highway	H037	Dump 108SD w/plow, wing, & spreader	Freightliner	2015	1FVAG5CY6FHGR4449	2015	\$ 90,994.00	12
Highway	H038	F550 Flatbed Dump (yellow) w/plow	Ford	2012	1FDUF5HT4CEC99314	2013	\$ 38,867.00	12
Highway	H039	7400 Dump truck (yellow) w/plow, wing, & spreader	International	2010	1HTWDAAR6AJ266106	2010	\$ 120,427.00	12
Highway	H043	F450 Dur-A-Lift Aerial (white)	Ford	2008	1FDXF46YX8EE59063	2010	\$ 71,500.00	15
Highway	H044	LET 2-52 Packer (yellow)	Crane Carrier	2003	1CYCCE4833T045923	2003	\$ 174,992.00	8
Highway	H045	7400 Packer (white) (year 3 of 3)	International	2007	3HTWGAZT47N406263	2008	\$ 132,194.00	8
Highway	H050	F550 4x4 1Ton Dump (yellow) w/plow & spreader	Ford	2011	1FDUF5HT3BEC54881	2011	\$ 34,296.00	8
Highway	H051	M2 106 Bucket Truck	Freightliner	2020	1FVACXFE3LHLE33818	2019	\$ 179,189.00	12
Highway	H054	Forklift	International	1983	3336022456	2000	\$ 14,100.00	15



City of Portsmouth

Inventory

HIGHWAY

		(Scheduled for replacement in FY21)						
Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H055	130G Grader	Caterpillar	1985	7GB00959	1996	\$ 20,000.00	15
Highway	H056	Roller-C747B	Hypac	2001	101170515602	2001		20
Highway	H068	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HTXBEA87743	2011	\$ 50,500.00	8
Highway	H072	Sidewalk Tractor	Trackless	2015	MT6-1881	2015	\$ 134,696.00	10
Highway	H076	Compressor	Atlas	2014	4500A10014ER047276	2015	\$ 15,583.00	10
Highway	H077	Stump Grinder	Bandit	2014	261017	2017	\$ 45,500.00	20
Highway	H082	Sidewalk Tractor	Trackless	2013	MT6-1700	2013	\$ 151,291.00	10
Highway	H084	Sidewalk Tractor	Trackless	2013	MT6-1721	2013	\$ 151,291.00	10
Highway	H085	7400 Packer	International	2012	1HTWGAZT1CJ453022	2014	\$ 153,819.00	8
Highway	H086	7400 Packer	International	2012	1HTWGAZT3CJ453023	2014	\$ 153,819.00	8
Highway	H087	Forklift (green)	Toyota	2019	62519	2018	\$ 30,351.00	20
Highway	H088	Zero Turn Mower	Exmark	2006	561484	2006	\$ 6,000.00	10
Highway	H089	Zero Turn Mower	Exmark	2011	893200	2011	\$ 9,000.00	10
Highway	H090	Zero Turn Mower	Exmark	2011	882840	2011	\$ 9,000.00	10
Highway	H092	3400Y Sidewalk Tractor/Mower	Kubota	2016		2017	\$ 28,294.00	10
Highway	H093	3400Y Sidewalk Tractor/Mower	Kubota	2016		2017	\$ 28,294.00	10
Highway	H094	Mower (placeholder)						
Highway	H095	Tractor Mower	Kubota	2014	52471	2015	\$ 17,380.00	10
Highway	H096	Zero Turn Mower (Placeholder)						
Highway	H097	Zero Turn Mower	Exmark	2011	893199	2011	\$ 9,000.00	10
Highway	H098	Zero Turn Mower (Placeholder)						
Highway	H099	Zero Turn Mower	Exmark			1981		10
Highway	H105	3100 4x4 1-ton Dump (yellow) w/plow	Chevrolet	2009	1GBJK74K89F181205	2010	\$ 46,512.00	8



City of Portsmouth

Inventory

HIGHWAY

		(Scheduled for replacement in FY21)						
Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H106	Utility Tractor (year 3 of 3)	Trackless	2003	MT5T-2132	2003	\$ 69,000.00	10
Highway	H107	Utility Trailer (Parks/Greenery)	Carry-On	2004	4YMUL18294V008205	2005	\$ 1,500.00	15
Highway	H110	Chipper	Morbark	2016	PE4045R096545	2016	\$ 65,250.00	10
Highway	H111	Express Cargo Van (yellow)	Chevrolet	2008	1GCGG25C981228724	2009	\$ 16,373.00	8
Highway	H112	Utility Trailer (Mowing)	Big Tex	2016	16VAX1012G3007043	2017	\$ 1,500.00	10
Highway	H113	Utility Trailer	Carry-On	2011	4YMUL0811BV009007	2011	\$ 597.00	10
Highway	H114	C8500 Flatbed Dump (yel) w/plow, wing, & spreader	Chevrolet	2007	1GBS8C1367F403892	2007	\$ 109,189.00	12
Highway	H115	F-250 (yel) w/plow	Ford	2015	1FTBF2B64FEA65482	2015	\$ 24,965.00	8
Highway	H116	Cargo Express Enclosed Trailer (yel)	Cargo	2001	4U01C18241A001805	2019	\$ 1.00	8
Highway	H117	Galvanized Flatbed Trailer	Load Rite	2014	5A4HRAT20E2010005	2015	\$ 5,450.00	10
Highway	H118	Skid Mounted Hot Top Box	STEPP	2018	4S9PHT4Y0JS127075	2019	\$ 100,729.00	20
Highway	H119	Flatbed trailer (blk)	Masson Trailor	1999	1M9FL1413XD441003	1999	\$ 1,646.00	10
Highway	H121	F-550 (yellow) w/plow	Ford	2015	1FDUF5HT2FEA65483	2015	\$ 40,751.00	8
Highway	H133	F750 Dump with Grapple (whi/blk) (year 2 of 2)	Ford	2000	3FDXF75N2YMA03691	2003	\$ 71,000.00	10
Highway	H136	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HT5BEC54882	2012	\$ 34,296.00	8
Highway	H140	Sand Pro 2040Z (08706) Ballfield Rake	Toro	2018	316000237	2018	\$ 11,538.74	10
Highway	H141	Mobile Message Board	Solartech	2015	4GM1M0913F1454406	2015	\$ 15,450.00	10
Highway	H144	Trailer (Recycling)	Genev	2003	4BEUS14183VNMC213	2003	\$ 6,290.00	10
Highway	H146	Variable Message Board	American Signal C	2009	1A9AS432992228572	2011		10
Highway	H148	F350 pickup w/plow (yellow)	Ford	2019	1FT8X3B63KEC00099	2019	\$ 42,699.00	8
Highway	H149	Utility trailer (blk) (signs/lines)	Carry-On	2005	4YMUL10145V058319	2006	\$ 2,000.00	
Highway	H151	4X4 1 Ton Dump (yellow) w/plow & spreader	Chevrolet	2009	1GBJK74K79E116027	2010	\$ 36,835.00	10
Highway	H154	Portable Light Set	MMD EQ.	2015	5UAA1LK17FV003653	2017	\$ 9,426.00	15



City of Portsmouth

Inventory

HIGHWAY

(Scheduled for replacement in FY21)								
Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H155	Portable Light Set	MMD EQ.	2015	5UAA1LK15FV003652	2017	\$ 9,426.00	15
Highway	H160	All Purpose Body (Yel)	Ford	1999	1FDXE40F9XHA70647	2013	\$ 1.00	10
Legal	CH001	Focus 4 door Sedan (Legal)(white)	Ford	2012	1FAHP3E21CL156406	2012	\$ 13,335.00	10
Inspections	CH006	Focus 4 door Sedan (Inspections)(white)	Ford	2015	1FADP3F26FL295688	2015	\$ 15,468.00	10
Health	CH120	Focus 4 dr. (Health)(white)	Ford	2016	1FADP3F21GL320529	2017	\$ 15,646.00	10
Health	CH124	Focus Hatchback (Health)(black)	Ford	2014	1FADP3D21EL421749	2015	\$ 15,412.00	10
Recreation	R125	Starcraft Multifunction Bus (Rec)(white)(Year 2 of 2)	Ford	2010	1FDDEE3FL3ADA35082	2011	\$ 43,712.00	8
Enforcement	CH128	Equinox (Enforcement)(white)	Chevrolet	2008	2CNDL13F586306544	2009	\$ 16,720.00	10
Recreation	R129	Transit Van (Recreation)(white)	Ford	2019	NM0GS9F20K1388458	2019	\$ 25,286.00	8
Assessing	CH156	Bolt (Assessing)(white)	Chevrolet	2019	1G1FY6S09K4103103	2019	\$ 30,520.00	10
Assessing	CH157	Focus 4-Door Sedan (Assessing)(gray)	Ford	2011	1FAHP3EN4BW136691	2011	\$ 13,584.00	10
Assessing	CH158	Focus 4-Door Sedan (Assessing)(gray)	Ford	2011	1FAHP3EN6BW136692	2011	\$ 13,584.00	10
Inspections	CH162	Focus (Inspections)(white)	Ford	2016	1FADP3F25GL320534	2017	\$ 15,646.00	10
Inspections	CH164	Focus (Inspections)(white)	Ford	2016	1FADP3F28GL320530	2017	\$ 15,646.00	10
Inspections	CH165	Focus (Inspections)(white)	Ford	2016	1FADP3F21FL320532	2017	\$ 15,646.00	10
Prescott Park	PP2	Zero Turn Mower	Exmark	2008	737298	2008	\$ 4,700.00	10
Prescott Park	PP3	Zero Turn Mower	Exmark	2013	312622819	2013	\$ 7,100.00	10
Prescott Park	PP101	Ranger	Ford	2011	1FTKR1AD6BPA51776	2011	\$ 10,984.00	15
Prescott Park	P139	4-Wheel Utility KAF620C	Kawasaki	1996	JK1AFGC12RB501699	2003	\$ 3,587.00	8
Prescott Park	PP202	F-350	Ford	2008	1FDWF36588ED56574	2008	\$ 24,661.00	15

CH=City Hall, R=Recreation, PP=Prescott Park



City of Portsmouth  
Replacement Schedule

Vehicles

City ID #	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
H005		\$ 35,000.00								
H008		\$ 35,000.00								
H009		\$ 45,000.00								
H011						\$ 70,000.00				
H015								\$ 1,000.00		
H018							\$ 50,000.00	\$ 50,000.00		
H019	\$ 35,000.00									
H020		\$ 50,000.00								
H021	\$ 35,000.00									
H022		\$ 50,000.00								
H023			\$ 40,000.00							
H033							\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
H034									\$ 75,000.00	\$ 75,000.00
H036			\$ 40,000.00							
H037					\$ 50,000.00	\$ 50,000.00				
H038					\$ 50,000.00					
H039		\$ 65,000.00	\$ 65,000.00							
H043				\$ 62,500.00	\$ 62,500.00					
H044					\$ 60,000.00	\$ 120,000.00	\$ 90,000.00			
H045	\$ 120,000.00						\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	
H050		\$ 80,000.00							\$ 80,000.00	
H051							\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
H054										\$ 25,000.00
H055				\$ 40,000.00						
H056					\$ 40,000.00					
H068				\$ 80,000.00						
H072					\$ 75,000.00	\$ 75,000.00				



City of Portsmouth  
 Replacement Schedule

Vehicles

City ID #	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
H076					\$ 20,000.00					
H077										
H082			\$ 75,000.00	\$ 80,000.00						
H084				\$ 75,000.00	\$ 75,000.00					
H085	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00	\$ 80,000.00						\$ 100,000.00
H086	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00	\$ 80,000.00						\$ 100,000.00
H087										
H088										
H089	\$ 8,000.00									
H090		\$ 9,000.00								
H092						\$ 35,000.00				
H093						\$ 35,000.00				
H094							\$ 10,000.00			
H095					\$ 20,000.00					
H096								\$ 10,000.00		
H097								\$ 10,000.00		
H098									\$ 10,000.00	
H099										
H105									\$ 80,000.00	
H106		\$ 40,000.00							\$ 50,000.00	
H107										\$ 2,000.00
H110						\$ 70,000.00				
H111								\$ 45,000.00		
H112								\$ 1,500.00		
H113		\$ 1,000.00								
H114		\$ 70,000.00	\$ 70,000.00							



City of Portsmouth  
Replacement Schedule

Vehicles

City ID #	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
H115				\$ 45,000.00						
H116							\$ 5,000.00			
H117					\$ 7,500.00					
H118										
H119		\$ 2,000.00								
H121			\$ 45,000.00							
H133							\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
H136		\$ 45,000.00								\$ 50,000.00
H140								\$ 15,000.00		
H141					\$ 25,000.00					
H144										
H146		\$ 25,000.00								
H148							\$ 55,000.00			
H149		\$ 2,000.00								
H151										\$ 80,000.00
H154										
H155										
H160										\$ 20,000.00
<b>PUBLIC WORKS TOTAL</b>	<b>\$ 298,000.00</b>	<b>\$ 704,000.00</b>	<b>\$ 485,000.00</b>	<b>\$ 542,500.00</b>	<b>\$ 485,000.00</b>	<b>\$ 455,000.00</b>	<b>\$ 480,000.00</b>	<b>\$ 402,500.00</b>	<b>\$ 565,000.00</b>	<b>\$ 502,000.00</b>



City of Portsmouth  
Replacement Schedule

Vehicles

City ID #	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
<b>GENERAL ADMINISTRATION</b>										
CH001		\$ 20,000.00								
CH006					\$ 35,000.00					
CH120							\$ 35,000.00			
CH124					\$ 35,000.00					
R125	\$ 50,000.00								\$ 50,000.00	\$ 50,000.00
CH128		\$ 30,000.00								
R129								\$ 30,000.00		
CH156									\$ 30,000.00	
CH157			\$ 20,000.00							
CH158			\$ 20,000.00							
CH162							\$ 35,000.00			
CH164							\$ 35,000.00			
CH165							\$ 35,000.00			
PP2				\$ 90,000.00						
PP3						\$ 9,000.00				
PP101			\$ 20,000.00							
PP139					\$ 20,000.00					
PP202		\$ 40,000.00								
<b>GENERAL ADMIN TOTAL</b>	<b>\$ 50,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 60,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 9,000.00</b>	<b>\$ 140,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ 50,000.00</b>
<b>GENERAL GOV'T TOTAL</b>	<b>\$ 348,000.00</b>	<b>\$ 794,000.00</b>	<b>\$ 545,000.00</b>	<b>\$ 632,500.00</b>	<b>\$ 575,000.00</b>	<b>\$ 464,000.00</b>	<b>\$ 620,000.00</b>	<b>\$ 432,500.00</b>	<b>\$ 645,000.00</b>	<b>\$ 552,000.00</b>

CH=City Hall, R=Recreation, PP=Prescott Park



City of Portsmouth  
Inventory  
Vehicles

**Police Department**

(Scheduled for replacement in FY 2021)

Department	City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
Police	13	Explorer	B&W - 1	Ford	2017	1FM5K8AR6HGB92714	2017	\$28,354.00	5
Police	5	Explorer	BLK - 2	Ford	2018	1FM5K8AR0JGA45987	2018	\$30,684.00	5+
Police	4	Explorer	B&W - 3	Ford	2016	1FM5K8AR0GGB44611	2016	\$27,605.00	5
Police	29	Explorer	B&W - 4	Ford	2015	1FM5K8AR0FGB61150	2015	\$27,260.00	5
Police	2	Crwn Vic	B&W - 5	Ford	2011	2FABP7BV6BX159332	2011	\$23,377.00	10
Police	14	Explorer	B&W - 6	Ford	2014	1FM5K8AR4EGB19742	2014	Auction FY20 (FY20 \$)	5
Police	15	Explorer	B&W - 7	Ford	2017	1FM5K8AR8HGB92715	2017	\$28,354.00	5
Police	16	Explorer	B&W - 8	Ford	2015	1FM5K8AR4FGB61152	2015	Auction FY20 (FY20 \$)	5
Police	17	Explorer	B&W - 9	Ford	2018	1FM5K8AR9JGA45986	2018	\$31,284.00	5
Police	18	Crwn Vic	B&W - 10	Ford	2011	2FABP7BV8BX159333	2011	\$23,377.00	10
Police	21	Explorer	B&W - 11	Ford	2014	1FM5K8AR4EGB19739	2014	*Auction FY20 (FY19 \$)	5
Police	26	Explorer	B&W - 12 (Spvr)	Ford	2016	1FM5K8AR4GGB44613	2016	\$27,605.00	10
Police	3	Explorer	B&W - 13	Ford	2014	1FM5K8AR2EGB19738	2014	*Auction FY20 (FY19 \$)	5
Police	22	Explorer	B&W - 14	Ford	2016	1FM5K8AR2GGB44612	2016	Auction FY20 (FY20 \$)	5
Police	9	Explorer	B&W - 15	Ford	2014	1FM5K8AR0EGB19740	2014	\$27,867.00	5
Police	10	Explorer	BLK LP - 16	Ford	2015	1FM5K8AR2FGB61151	2015	*Auction FY20 (FY19 \$)	5
Police	1	Escape	UM - 1	Ford	2018	1FMCU9J99JUB48334	2018	\$30,711.00	5+
Police	7	Escape	UM - 2	Ford	2017	1FMCU9G98HUC81944	2017	\$25,277.00	5+
Police	12	Escape	UM - 3	Ford	2017	1FMCU9G9XHUC81945	2017	\$25,277.00	5+
Police	19	Pathfinder	UM - 4	Nissan	2011	5N1AR1NBXBC633922	2014	\$19,999.00	5+
Police	25	Escape	UM - 5	Ford	2017	1FMCU9G91HUC81946	2017	\$25,277.00	5+
Police	24	Escape	UM - 6	Ford	2018	1FMCU9J90JUB48335	2018	\$30,711.00	5+
Police	8	Fusion	UM - 7	Ford	2009	3FAHP07Z49R114671	2010	Auction FY20 (FY20 \$)	5
Police	11	Van	UMV - 1	Chrysler	2010	2A4RR5D10AR252703	2012	\$23,377.00	5+
Police	27	E-350 XLT Van	UMV - 2	Ford	2007	1FBSS31L37DA36866	2007	\$24,108.00	5+



City of Portsmouth  
 Inventory  
 Vehicles

**Police Department**

(Scheduled for replacement in FY 2021)

Department	City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
Police	6	Traverse	UMA - 1	Chevy	2015	1GNKVFKD5FJ364681	2016	\$24,200.00	5+
Police	30	Edge	UMA - 2	Ford	2013	2FMDK3GC2DBA25236	2015	\$21,417.00	5+
Police	28	Fusion	UMA -3	Ford	2010	3FAHP0HA8AR411925	2012	\$15,927.00	5+
Police	20	Ranger	AC - 1	Ford	2009	1FTYR10E89PA54533	2009	\$14,598.00	5+
Police	23	Evidence Van	EV - 1	Ford	2010	1FDWE3FLXADA64244	2010	xx	5+
Police	32	Drone Van	DRV - 1	Ford	2019	1FTYR2CM1KKA73713	2020	\$29,980.00	10+
Police	MC-1	Motorcycle	MC - 1	Harley D.	2019	1HD1FMP1XKB672503	2019	\$17,500.00	2
Police	MC-2	Motorcycle	MC - 2	Harley D.	2018	1HD1FMC13JB672508	2018	\$17,500.00	2

BW-Black & White LP-Low Profile BW UM-Unmarked UMA- Unmarked Adm UMV-Unmarked Van EV-Evidence AC-Animal Control DRV-Drone Van

\* Delay in production of new model resulted in no delivery in FY19 of ordered cars (expected 12/2019)



City of Portsmouth  
 Replacement Schedule  
 Vehicles

(Scheduled for replacement in FY 2021)

City ID #	FY 2021	FY 2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
13		\$ 42,525.00					\$ 54,300.00			
5			\$ 44,650.00					\$ 57,000.00		
4	\$ 40,500.00					\$ 51,700.00				
29	\$ 40,500.00					\$ 51,700.00				
2								\$ 57,000.00		
14					\$ 49,200.00					\$ 62,900.00
15	\$ 42,525.00						\$ 54,300.00			
16					\$ 49,200.00					\$ 62,900.00
17			\$ 44,650.00					\$ 57,000.00		
18							\$ 54,300.00			
21				\$ 46,900.00					\$ 59,900.00	
26	\$ 42,525.00							\$ 57,000.00		
3				\$ 46,900.00					\$ 59,900.00	
22					\$ 49,200.00					\$ 62,900.00
9	\$ 40,500.00					\$ 51,700.00				
10				\$ 46,900.00					\$ 59,900.00	
1			\$ 44,650.00					\$ 57,000.00		
7	\$ 42,525.00						\$ 54,300.00			
12							\$ 54,300.00			
19	\$ 40,500.00					\$ 51,700.00				
25			\$ 44,650.00							
24									\$ 59,900.00	
8					\$ 49,200.00					
11					\$ 49,200.00					\$ 62,900.00



City of Portsmouth  
 Replacement Schedule  
 Vehicles

(Scheduled for replacement in FY 2021)

City ID #	FY 2021	FY 2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
27			\$ 44,650.00							
6		\$ 42,525.00				\$ 51,700.00				
30				\$ 46,900.00						
28		\$ 40,500.00								
20				\$ 46,900.00						
23									\$ 59,900.00	
32										\$ 62,900.00
Motorcycle 1		\$ 12,415.00		\$ 13,670.00		\$ 15,100.00		\$ 16,650.00		\$ 18,375.00
Motorcycle 2			\$ 13,040.00		\$ 14,370.00		\$ 15,850.00		\$ 17,500.00	
TOTALS	\$ 121,500.00	\$ 306,040.00	\$ 236,290.00	\$ 248,170.00	\$ 260,370.00	\$ 273,600.00	\$ 287,350.00	\$ 301,650.00	\$ 317,000.00	\$ 332,875.00



City of Portsmouth  
Inventory

Fire Department

Vehicles

(Scheduled for replacemet in FY 2021)

Department	City ID	Description	Dept ID	Make	Year of Mfg.	Mfg. ID Number	Fiscal Year Purchased	Cost	Useful Life
Fire	135	Wire Reel Trailer	*	Home Made	1998	NHTR116051	*	*	*
Fire	147	Pumper	E-6	E-One	1999	To Be Replaced in FY20			
Fire	148	Cargo Trailer	Haz Mat	Cargo	2000	4U01C2421YA004439	n/a	Mutual Aid	15
Fire	153	Utility Bucket Truck	U-3	Ford	2002	1FDAF56F92EC71653	2003	68,800	10
Fire	155	Aerial Ladder	L-2	E-One	2005	4EN3AAA8551009086	2005	577,000	17
Fire	156	Trailer	TR-1	Cargo	2005	4U01C20285A024611	2005	6,000	15
Fire	157	Pick up	F-1	Ford	2003	3FTSF31SO3MB41399	2006	40,000	15
Fire	158	Pumper	E-4	E-One	2006	4ENRAAA8X61001383	2007	375,000	17
Fire	163	Aerial Tower	T-5	Ferrara	2007	1F95081367H140470	2008	800,000	17
Fire	164	Pick Up	U-4	Ford	2008	1FTYR10DX8PB13295	2009	11,663	10
Fire	167	Trailer	Pod Trl	Cargo	2008	4U01C20298AP36027	n/a	Grant	15
Fire	168	Pumper	E-1	E-One	2011	4ENRAAA89B1006665	2011	433,854	17
Fire	169	SUV	C-2	Chevrolet	2012	1GNWKMEG2CR281033	2012	50,000	8
Fire	171	Ambulance	A-2	Ford	2013	To Be Replaced in FY20			
Fire	173	Pick Up	U-1	Chevrolet	2014	1GC1KVCG5EF167561	2014	38,000	10
Fire	174	SUV	C-1	Chevrolet	2014	1GNSKAE07ER199835	2014	38,000	8
Fire	175	Pick Up	U-2	Chevrolet	2015	3GCUKREC5FG147101	2015	31,000	10
Fire	176	Ambulance	A-3	International	2014	1HTJSSKK4EH796451	2015	200,000	8
Fire	178	Pumper	E-3	E-One	2015	4EN6AHA82F2009600	2015	455,314	15
Fire	179	Rescue Boat	B-1	Zodiac	2016	XMPC635UD616	2016	20,618	15
Fire	180	Trailer	K SFE	Load Trail	2016		2016	5,985	15
Fire	181	Pick Up	Car 4	Chevrolet	2017	1GCHTCE32G1375214	2016	40,000	10
Fire	183	Ambulance	A-1	Ford	2017	1FDUF5HTXHEC82136	2017	206,868	8
Fire	*	Rescue Boat Trailer	*	EZ Load	2016	1ZEAAKHBXHA002618	2016	*	15
Fire	184	Rescue	R-7	E-One	2018	4EN6AAA89J1001662	2018	456,957	20
Fire	185	SUV	C-3	Chevrolet	2018	1GNSKFEC9JR304621	2018	38,608	8
Flre	186	Rescue Boat	M-1	Rib-Craft	2019	Hull#URK781531819	2019	175,000	10
Flre	*	Boat Trailer	*	Load Right	2019	5A4AH4W28J2010880	2019	*	10
Fire	187	SUV	C-5	Chevrolet	2020		2020	25,000	10



**City of Portsmouth  
Replacement Schedule**

(Scheduled for funding in FY 2021)

City ID #	Dept ID #	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
<b>Pay-As-You-Go</b>											
135	*										
148	Haz Mat										
153	U-3										
156	TR-1			\$20,000							
157	F-1							\$75,000			
164	U-4				\$35,000					\$40,000	
167	Pod Trl			\$20,000							
169	C-2			\$55,000							
171	A-2						\$100,000	\$100,000	\$100,000		
173	U-1				\$50,000						
174	C-1		\$55,000								
175	U-2						\$45,000				
176	A-3	\$85,000	\$90,000	\$95,000						\$10,000	
179	B-1										
180	K SFE										
181	C-4							\$45,000			
183	A-1				\$95,000	\$100,000	\$100,000				
185	C-3							\$55,000			
187	C-5										\$28,000
<b>Total Pay-As You-Go Funding</b>		<b>\$85,000</b>	<b>\$145,000</b>	<b>\$190,000</b>	<b>\$180,000</b>	<b>\$100,000</b>	<b>\$245,000</b>	<b>\$275,000</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>\$28,000</b>



Bonding		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY2030
147	E-6										
155	L-2										
158	E-4					\$765,000					
163	T-5	\$1,400,000									
168	E-1								\$650,000		
178	E-3										
184	R-7										
186	Marine 1										\$200,000
<b>Total Bonding</b>		<b>\$1,400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$765,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$650,000</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Grand Total</b>		<b>\$1,485,000</b>	<b>\$145,000</b>	<b>\$190,000</b>	<b>\$180,000</b>	<b>\$865,000</b>	<b>\$245,000</b>	<b>\$275,000</b>	<b>\$750,000</b>	<b>\$50,000</b>	<b>\$228,000</b>



City of Portsmouth

Inventory

School Department

Vehicles

(Scheduled replacements in FY 2021)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
School	2	F350 1 ton 4x4 with plow	Ford	2017	1FTRF3B69HEE99355	2017	32,692	10 YRS
School	3	F350 1 ton 4x4 with plow	Ford	2012	1FTRF3B66CEC99297	2013	26,101	10 YRS
School	4	F350 1 ton 4x4 with plow	Ford	2012	1FTRS3B68CEC99298	2013	26,101	10 YRS
School	5	F350 1 ton 4x4 with plow	Ford	2013	11FTBF3B62DEA93137	2013	26,101	10 YRS
School	6	Cargo Van (Food Service)	Ford	2011	1FTNE2W2BDA98928	2011	17,068	10 YRS
School	7	Xmark Navigator Mower	EXMARK	2019	NV5730AKC48000	2019	12,799	6 YRS
School	8	60" MOWER WTH BAGGING SYSTEM	EXMARK	2011	LZZ29KA606 - 882843	2011	10,820	6 YRS
School	9	60" MOWER WTH BAGGING SYSTEM	EXMARK	2011	LZZ29KA606 - 882647	2011	10,820	6 YRS
School	10	WHAM 1600 Turbo Series II 12"	John Deere	2009	TC11600T070261	2009	37,995	6 YRS
School	11	Utility Trailer	Sur Track	2015	5JW1U1426G1137095	2016	2,700	10YRS
School	12	Grounds Utility Vehicle AMT 626	John Deere	2016	S1MOHPXGSKGM41671	2016	8,180	10 YRS
School	13	Utility Trailer	PS-12	2012	1P9US1214MG120049	2013	4,500	10 years
School	14	Ford Focus 4DSE SDN	Ford Focus	2017	1FADP3F23H272047	2017	14,717	10 years
School	15	F350 Ext. Cab 1 ton 4x4 with plow	Ford	2017	1FT8X3864HEE98929	2010	36,606	6 YRS
School	16	Utility Tractor 3520 with attachments	John Deere	2019	1LV4066RPPK406174	2019	70,100	10 YRS
School	17	Dumpbody 3500 Pickup Truck with plow	Chevrolet	2009	1GBJK74K69E112826	2010	37,596	10 YRS
School	18	30-35" Ariel Lift	JLG	2006	200153059	2014	15,500	10 YRS
School	19	30-35" Ariel Lift	SKYJACK	2006	715130	2014	9,500	10 YRS
School	20	2 Ton Dump Body Trailer- TBD	TBD	TBD	TBD	2019 projected	3,000	10 YRS



City of Portsmouth  
Replacement Schedule

Vehicles

(Scheduled for funding in FY 2021)

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
2					\$ 48,000.00					
3		\$ 48,000.00								
4			\$ 48,000.00							
5				\$ 48,000.00						
6					\$ 28,000.00					
7				\$ 14,000.00						\$ 14,000.00
8	\$ 13,500.00						\$ 13,000.00			
9		\$ 13,500.00					\$ 13,000.00			
10		\$ 55,000.00				\$ 52,000.00				
11				\$ 8,500.00						
12				\$ 9,500.00						
13								\$ 6,500.00		
14							\$ 24,000.00			
15							\$ 48,000.00			
16									\$ 85,000.00	
17		\$ 60,000.00								
18					\$ 22,000.00					
19				\$ 18,000.00						
20						\$ 4,500.00				
21								\$ 32,000.00		
22			\$ 30,000.00							
<b>TOTALS</b>	<b>\$ 13,500.00</b>	<b>\$ 176,500.00</b>	<b>\$ 78,000.00</b>	<b>\$ 98,000.00</b>	<b>\$ 98,000.00</b>	<b>\$ 56,500.00</b>	<b>\$ 98,000.00</b>	<b>\$ 38,500.00</b>	<b>\$ 85,000.00</b>	<b>\$ 14,000.00</b>



City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY21)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P001	Tahoe (black)	Chevrolet	2007	1GNFK13057J377473	2019	\$ -	5
Parking	P003	Focus 4 door Sedan (white)	Ford	2015	1FADP3F21FL342836	2015	\$ 15,468.00	8
Parking	P016	Tomcat Small Packer (white)	Sterling	2007	JLSCCD1S97K020959	2009	\$ 72,500.00	6
Parking	P024	verado 4x4 Flatbed (yellow) w/plow (Year 2 of	Chevrolet	2009	1GBJK74K69F181204	2010	\$ 44,000.00	10
Parking	P040	C8500 Hook Lift Body (yellow) w/P, W, & S	Chevrolet	2007	1GBP8C1327F405256	2008	\$ 63,000.00	12
Parking	P046	7400 Packer (white) (Year 1 of 3)	International	2007	3HTWGAZT27N472665	2008	\$ 132,194.00	8
Parking	P057	600BAH Street Sweeper	TYMCO	2007	1GBM7F13X7F404539	2008	\$ 175,770.00	5
Parking	P060	Sidewalk Tractor	Trackless	2019	MT5T22937	2019	\$ 123,950.00	10
Parking	P064	242B2 Skid Steer Loader (Year 1 of 2)	Caterpillar	2008	CAT0242BTBXM04407	2008	\$ 36,700.00	10
Parking	P069	Focus 4 door Sedan (white)	Ford	2015	1FADP3F24FL295687	2015	\$ 15,468.00	8
Parking	P070	Utility/Sidewalk tractor	Trackless	2003	MT5T-2124	2003	\$ 74,500.00	10
Parking	P071	Sidewalk Tractor	Trackless	1996	MT5T-804	1999	\$ 29,500.00	10
Parking	P073	Utility Tractor	Trackless	2003	MT5T-2125	2003	\$ 72,000.00	10
Parking	P092	3400Y Sidewalk Tractor/Mower	Ventrac	2016	AK01942	2017	\$ 28,294.00	10
Parking	P093	3400Y Sidewalk Tractor/Mower	Ventrac	2016	AK01941	2017	\$ 28,294.00	10
Parking	P101	Wheel Loader (Year 2 of 3)	Volvo	2007	P3707V61453	2007	\$ 117,556.00	10
Parking	P102	624K-II Loader	John Deere	2016	1DW624KZEGF677758	2017	\$ 188,750.00	10
Parking	P130	F550	Ford	2019	ORDERED	2020	\$ 83,481.00	8
Parking	P131	4x4 Utility Body (yel)	Ford	2016	1FDBF2B65GEA53810	2016	\$ 30,525.00	8
Parking	P132	F350 Pickup w/plow (yellow)	Ford	2019	1FTRF3B62KEC00098	2019	\$ 42,699.00	8
Parking	P137	Snowloader WK-800 (Year 2 of 3)	Snogo	2007	3939	2007	\$ 42,000.00	10
Parking	P138	Snowloader WK-800	Snogo	2016	3783727	2016	\$ 121,500.00	10
Parking	P139	F150 Pick Up (yel)	Ford	2018	1FTMF1CB7JKE72415	2018	\$ 22,280.00	8
Parking	P142	Mobile Message Board	PCMS	2003	139UP081X3A003197	2003	\$ 14,000.00	10
Parking	P145	F 150 (yel)	Ford	2013	1FTEX1CM9DKE78157	2013	\$ 17,903.00	8
Parking	P147	Trailer-Advance TR5500-Pwr. Washer	Life	2011	105500000311004	2011	\$ 75,000.00	10



City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY21)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P161	F150 Pick Up (yel)	Ford	2013	1FTMF1CM9DKE78156	2013	\$ 15,835.00	10
Parking	TBD	Vehicle TBD						
Parking	TBD	Vehicle TBD						
Parking	TBD	Vehicle TBD						
Parking	MISC	Equipment valued over \$10,000 each - to include but not limited to: Power Washers, Snow Throwers, Message Boards, Snow Melters, Compressors, & Generators						



City of Portsmouth

Replacement Schedule Parking/Transportation

Vehicles (Scheduled for funding in FY21)

City ID #	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
P001			\$ 40,000.00							
P003			\$ 35,000.00							
P016			\$ 30,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00				
P024	\$ 50,000.00								\$ 70,000.00	
P040										
P046	\$ 85,000.00	\$ 100,000.00	\$ 100,000.00							
P057				\$ 50,000.00	\$ 50,000.00				\$ 65,000.00	
P060								\$ 75,000.00	\$ 75,000.00	
P064	\$ 50,000.00	\$ 50,000.00								\$ 100,000.00
P069			\$ 35,000.00							
P070				\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00			
P071				\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00			
P073						\$ 65,000.00	\$ 10,000.00	\$ 90,000.00		
P092							\$ 35,000.00			
P093							\$ 35,000.00			
P101	\$ 100,000.00	\$ 100,000.00							\$ 75,000.00	\$ 75,000.00
P102						\$ 80,000.00	\$ 65,000.00	\$ 65,000.00		
P130						\$ 30,000.00	\$ 35,000.00	\$ 35,000.00		
P131			\$ 35,000.00							
P132							\$ 45,000.00			
P137	\$ 50,000.00	\$ 50,000.00								
P138				\$ 85,000.00	\$ 85,000.00					
P139								\$ 35,000.00		
P142								\$ 25,000.00		



City of Portsmouth

Replacement Schedule      Parking/Transportation

Vehicles      (Scheduled for funding in FY21)

City ID #	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
P145			\$ 30,000.00							
P147										
P161		\$ 25,000.00								
NEW BOOT										\$ 30,000.00
NEW PEO										\$ 30,000.00
NEW PEO										\$ 30,000.00
MISC		\$ 10,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00	\$ 50,000.00
<b>TOTALS</b>	<b>\$ 335,000.00</b>	<b>\$ 335,000.00</b>	<b>\$ 355,000.00</b>	<b>\$ 335,000.00</b>	<b>\$ 315,000.00</b>					



City of Portsmouth  
Inventory

Stormwater Division

Vehicles

(Scheduled for replacement in FY21)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year	Purchase Cost	Useful Life
Stormwater	SW007	F150	Ford					8
Stormwater	SW042	Dump 108SD w/plow, wing, & spreader	Freightliner	2015	1FVAG5CY2FHGR4450	2015	90,994	12
Stormwater	SW066	Vactor 2112-JD (white)	International	2007	1HTWGAZTX7J564805	2008	244,795	10
Stormwater	SW067	3-Wheel Mechanical Street Sweeper	Global	2013	1G9GM3HJ2DS462030	2013	172,000	5
Stormwater	MISC	Equipment valued over \$10,000 to include but not limited to: Electrical Controls, Motors, Trailers, Compressors, & Message Boards.						



City of Portsmouth  
Replacement Schedule

Vehicles

City ID # *	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
SW042				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
SW066		\$ 65,000	\$ 65,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 70,000
SW067		\$ 100,000	\$ 100,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 50,000	\$ 50,000	\$ 90,000
SW166		\$ 250,000							\$ 50,000	
NEW20								\$ 50,000		
MISC		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ 425,000</b>	<b>\$ 175,000</b>							



City of Portsmouth

Inventory

Water Division

Vehicles

Scheduled for replacement in FY21

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
ADMIN	W001	Edge (black)	Ford	2019	2FMPK4G97KBB04468	2019	28,929	8
ADMIN	W002	Edge (black)	Ford	2019	2FMPK4G95KBB04467	2019	28,929	8
ENGINEERING	W003	Edge (black)	Ford	2019	2FMPK4G95KBC03144	2109	28,929	8
METERS	W004	Transit Van ( yellow)	Ford	2010	NM0LS7CN4AT036150	2011	19,599	10
TREATMENT	W007	Transit Van (white)	Ford	2018	1FDBF4XM2JKA76151	2018	35,945	8
DISTRIBUTION	W010	F-550 (yellow) w/plow	Ford	2016	1FDX0X5HT7GEA74838	2016	73,323	8
TREATMENT	W025	F-250 4x4 (w/plow) (white) w/plow	Ford	2010	1FTBF2B69BEB05825	2011	24,551	8
DISTRIBUTION	W026	F-150 pick-up (yellow)	Ford	2018	1FTFX1EG6JKE72887	2018	29,378	8
TREATMENT	W027	F-550 (yellow) w/plow	Ford	2015	1FDUF5HT9FEA42315	2015	40,443	8
TREATMENT	W028	F-250 4x4 Supercab (w/ plow)	Ford	2010	1FT7X2B67BEB05826	2011	26,990	8
DISTRIBUTION	W029	F-250	Ford	2109	1FDBF2B6XKEC63215	2019	27,235	8
DISTRIBUTION	W030	F-550 4x4 Utility Body pick-up w/plow	Ford	2016	1FD0X5HT5GEC57753	2017	73,476	8
DISTRIBUTION	W031	F-550 4x4 Utility Body pick-up w/plow	Ford	2016	1FD0X5HT7GEC57754	2017	73,476	8
TREATMENT	W032	Transit (yellow)	Ford	2018	NM0LS7E76J1358959	2018	27,159	8
DISTRIBUTION	W035	7400 SBA 6 WH.w/plow & wing (Year 2 of 2)	International	2009	1HTWCAZR39J142295	2011	107,000	8
STORMWATER	W053	F-150 (Yel)	Ford	2019	1FTFX1E43KKE25081	2020	28,401	8
DISTRIBUTION	W060	Loader/Backhoe Year (2 of 3)	Caterpillar	2010	CAT0430EEMXB00174	2011	94,250	8
DISTRIBUTION	W061	Excavator 318 (Year 1 of 3)	Caterpillar	2012	CATM318DJD8W00385	2013	208,709	10
TREATMENT	W063	Track Loader-SVL90-2	Kubota	2015	14195	2015	57,700	8
DISTRIBUTION	W100	Mini Track Excavator U-55-4	Kubota	2015	25656	2016	82,364	12
DISTRIBUTION	W103	F150 4X4 (Yel)	Ford	2017	1FTMF1E81HKD49737	2017	24,057	8
DISTRIBUTION	W104	F550 Dump w/plow	Ford	2016	1FD0X5HT3GEC57752	2017	74,993	8



City of Portsmouth

Inventory

Water Division

Vehicles

Scheduled for replacement in FY21

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
DISTRIBUTION	W108	M-2112 Dump truck (10 wheel) w/plow	Freightliner	2008	1FVHC7CV98HZ85796	2008	140,817	8
ADMIN	W109	F-150 pickup 1/2 ton (yellow)	Ford	2013	1FTEX1CM1DKE57951	2013	18,127	8
ADMIN	W126	Escape (SUV) (black)	Ford	2008	1FMCU931X8KC24057	2008	18,985	9
ENGINEERING	W127	Escape (SUV) (black)	Ford	2010	1FMCU9C79AKC41802	2010	17,022	8
DISTRIBUTION	W143	Mobile Message Board	SolarTech	2019	97305	2019	19,450	10
TREATMENT	W159	Equinox sedan (silver)	Chevrolet	2011	2CNFLCEC6B6444544	2012	21,900	10
DISTRIBUTION		Mini Wheeled Excavator						10
METERS	NEW	Transit	Ford					8
	MISC	Equipment valued over \$10,000 to include but not limited to: Elec. Controls, Pumps, Motors, Monitoring Equip., Valves, Trailers, Compressors, & Message Boards.						



City of Portsmouth  
Replacement Schedule

Vehicles

City ID # *	FY 2021	FY 2022	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
W001							\$ 30,000			
W002							\$ 30,000			
W003							\$ 30,000			
W004								\$ 40,000		
W007								\$ 55,000		
W010				\$ 45,000	\$ 45,000					
W025								\$ 35,000		
W026						\$ 45,000				
W027				\$ 45,000	\$ 45,000					
W028							\$ 40,000			
W029							\$ 40,000			
W030			\$ 45,000	\$ 45,000						
W031				\$ 45,000	\$ 45,000					
W032						\$ 35,000				
W035	\$ 100,000						\$ 75,000	\$ 75,000	\$ 75,000	
W053								\$ 40,000		
W060	\$ 50,000	\$ 50,000							\$ 55,000	\$ 55,000
W061	\$ 75,000	\$ 75,000	\$ 75,000							
W063		\$ 65,000								
W100					\$ 50,000	\$ 50,000				
W103					\$ 45,000					
W104			\$ 45,000	\$ 45,000						
W108							\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
W109		\$ 35,000								
W126						\$ 35,000				
W127			\$ 35,000							



City of Portsmouth  
 Replacement Schedule

Vehicles

City ID # *	FY 2021	FY 2022	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
W143										\$ 25,000
W159		\$ 30,000								
New Mini (FY20)									\$ 75,000	\$ 75,000
New Meter	\$ 35,000								\$ 45,000	
MISC	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
<b>TOTALS</b>	<b>\$ 360,000</b>	<b>\$ 405,000</b>	<b>\$ 350,000</b>	<b>\$ 375,000</b>	<b>\$ 380,000</b>	<b>\$ 315,000</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>	<b>\$ 465,000</b>	<b>\$ 370,000</b>



City of Portsmouth

Inventory

Sewer Division

Vehicles

(Scheduled for replacement in FY21)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year	Purchase Cost	Useful Life
ADMIN	S002	Explorer (Blk)	Ford	2018	1FM5K8D84JGB58201	2018	24,917	10
Collections	S012	F150 4x4 1/2 ton Pick-up (Yel) w/Plow	Ford	2013	1FTEX1EM3DKE46589	2013	21,387	10
Treatment PI	S013	Escape (Wht)	Ford	2010	1FMCU9C7OAKC41801	2010	17,022	10
Treatment Pease	S014	F550 (Yel)	Ford	2019	1FDUF5HY4KEC25823	2019	64,562	8
Admin: GIS	S017	Focus (Wht)	Ford	2014	1FADP3F29EL421718	2015	14,545	10
Stations	S041	F550 (Yel)	Ford	2019	1FDUF5HY4KEC00100	2019	70,845	8
Collections	S048	114 SD 10 Wheel Dump (Yel) w/Plow	Freightliner	2016	1FVHG3DV7GHM1870	2016	179,199	10
Treatment: PI	S049	F550 (Yel)	Ford	2019	1FDOX5HY1KEC00101	2019	50,853	8
Collections	S059	4WD Backhoe/Loader (Year 2 of 3)	Caterpillar	2010	CAT0430ECMB00216	2011	94,250	10
Treatment: Pease	S062	Skidsteer	Caterpillar	2005	ZSA01647	2005	49,179	8
Collections	S065	Vactor (Wht)	International	1997	1HTGMAAR2VH473609	1997	158,669	10
SCADA	S075	F150 (Yel)	Ford	2017	1FTMF1E8XHGD49736	2018	23,547	10
Treatment	S078	LT-9500 10 wheel Roll-off (Year 2 of 2)	Sterling	2007	2FZHAZCV77AZ53401	2009	121,862	10
Stations	S123	F150 4x4 w/Plow (Yel)	Ford	2010	1FTVX1EV2AKE09201	2010	26,252	10
Engineering	S127	Escape (Blk)	Ford	2010	1FMCU9C79AKC41801	2010	17,022	10
Stations	S130	Tank Truck (Yel/Blk) 114 SD	Freightliner	2018	1FVHG3DV6JHJS5730	2018	208,916	10
Collections	S134	F150 4X4 (Wht)	Ford	2012	1FTEX1EM6CFC28430	2013	26,894	8
Collections	S135	F550 Camera Truck (Wht)	Ford	2012	1FDUF5GT9CEC70358	2013	101,800	10
Treatment: PI	S167	F250 Extended Cab w/Plow (Wht)	Ford	2017	1FT7X2B60HED45177	2017	33,225	10
Treatment: PI	NEW 20	Small Sedan						
Treatment	NEW 20	CAT 908 LOADER	ORDERED					



City of Portsmouth

Inventory

Sewer Division

Vehicles

(Scheduled for replacement in FY21)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year	Purchase Cost	Useful Life
Collections	NEW 20	Wheeled Mini Excavator						
Treatment: PI	NEW 21-V	Electric Sedan						
Treatment: PI	NEW 21-U	Utility Vehicle						
	MISC	Equipment valued over \$10,000 to include but not limited to: Elec. Controls, Pumps, Motors, Monitoring Equip., Valves, Trailers, Compressors, & Message						



City of Portsmouth  
Replacement Schedule

Sewer Division

Vehicles (Scheduled for funding in FY21)

City ID # *	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
S002									\$ 35,000	
S012			\$ 40,000							
S013	\$ 30,000									\$ 35,000
S014								\$ 60,000		
S017					\$ 35,000					-
S041							\$ 45,000	\$ 45,000		
S048				\$ 70,000	\$ 70,000	\$ 70,000				
S049							\$ 90,000			
S059	\$ 50,000	\$ 50,000								\$ 100,000
S062									\$ 60,000	
S065			\$ 200,000	\$ 150,000	\$ 100,000	\$ 100,000				
S075								\$ 35,000		
S078	\$ 140,000								\$ 70,000	\$ 70,000
S123										\$ 40,000
S127		\$ 30,000								-
S130						\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	
S134									\$ 45,000	
S135		\$ 200,000								\$ 85,000
S167							\$ 50,000			
New Sedan 20								\$ 35,000		
New Sedan 21	\$ 35,000								\$ 35,000	
NEW UTILITY	\$ 18,000					\$ 20,000				
NEW LOADER										
NEW EXCV.										
MISC	\$ 150,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
<b>TOTALS</b>	<b>\$ 423,000</b>	<b>\$ 505,000</b>	<b>\$ 465,000</b>	<b>\$ 445,000</b>	<b>\$ 430,000</b>	<b>\$ 475,000</b>	<b>\$ 470,000</b>	<b>\$ 460,000</b>	<b>\$ 495,000</b>	<b>\$ 555,000</b>

SEWER - REPLACEMENT SCHEDULE



**City of Portsmouth  
Replacement Schedule**

Sewer Division

**Vehicles** (Scheduled for funding in FY21)

City ID # *	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
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Stormwater Rolling Stock to be funded 50% by General Fund, 50% Sewer Fund

Sewer Fund portion of Stormwater:

	\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500
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<b>Total Sewer</b>	<b>\$ 423,000</b>	<b>\$ 592,500</b>	<b>\$ 552,500</b>	<b>\$ 532,500</b>	<b>\$ 517,500</b>	<b>\$ 562,500</b>	<b>\$ 557,500</b>	<b>\$ 547,500</b>	<b>\$ 582,500</b>	<b>\$ 642,500</b>
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# CITY OF PORTSMOUTH, NH CAPITAL IMPROVEMENT PLAN



## FY 2021 – FY2026

Planning Board Adopted: December 19, 2019

Conveyed to City Council: December 20, 2019

City Council Public Hearing: February 18, 2020

City Council Adopted: March 2, 2020



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## SECTION I: INTRODUCTION

The Capital Improvement Plan (CIP) sets forth a multi-year schedule and financing strategies for accomplishing necessary public improvements. Careful development of and adherence to the CIP ensures that needed facilities are provided within the City's financial capability. In combination with the annual City budget, the CIP has a major impact on the allocation of fiscal resources, and is thus one of the most important documents considered by the City Council.

The purposes of the CIP are to:

1. Implement needed improvements on a scheduled basis
  - Provides a complete picture of the City's major development needs
  - Coordinates activities of various City departments and agencies
  - Assists in implementing recommendations of the City's Master Plan
2. Guide the allocation of fiscal resources
  - Establishes fiscal priorities for projects
  - Balances the use of funding sources
3. Help plan for future City expenditures
  - Discourages piecemeal improvements and duplication of expenditures
4. Ensure that needed facilities are provided within the City's financial capability:
  - Informs the taxpayers of anticipated future improvements
  - Helps to schedule major projects to reduce fluctuations in the tax rate

As used in the CIP, a capital improvement project is defined as a major fiscal expenditure that is made infrequently or is non-recurring, and that falls into one or more of the following categories:

1. Land acquisition;
2. Construction or expansion of a new public facility or public infrastructure;
3. Non-recurring rehabilitation of a public facility or public infrastructure provided the cost is \$50,000 or more;
4. Design work or planning study related to a capital project or implementation of the Master Plan;
5. Any item or piece of equipment, non-vehicular in nature, that costs more than \$50,000 and has a life expectancy of 5 or more years; or
6. Replacement and purchase of vehicles which have a life expectancy of more than 5 years or cost more than \$50,000.



The capital planning process is coordinated by the Finance and Planning Departments under the direction of the City Manager. Capital project requests are initially formulated by City department heads and submitted to the Finance Department. Members of the public may also submit project requests, which are reviewed by City departments and incorporated into the departmental requests as appropriate.

Each project request includes the following information:

1. Project type (one of the 6 categories listed above)
2. Project location and ward(s)
3. Proposed time frame:
  - (A) Implement within 3 years
  - (B) Implement within 4 to 6 years
  - (C) Implement after 6 years
  - (O) Ongoing allocations of funding are required for this project
4. Project justification (does the project meet one or more of the following criteria):
  - Identified in planning document or study
  - Addresses public health or safety need
  - Alleviates substandard conditions or deficiencies
  - Responds to federal or state requirement
  - Improves quality of existing services
  - Provides added capacity to existing services
  - Reduces long-term operating costs
  - Provides incentive to economic development
  - Eligible for matching funds with limited availability
5. Cost estimate and proposed funding sources
6. Impact on operating budget

After City department heads submit their capital project requests, a Subcommittee of the Planning Board meets with department representatives to review these requests. The Subcommittee then evaluates and prioritizes each request and makes recommendations to the Planning Board.



The following factors are considered when prioritizing projects:

1. Project requirements – Is the project required to meet legal, compliance, or regulatory requirements?
2. Timing – How soon does the project need to be implemented to address the needs identified?
3. Strategic alignment – To what extent is the project aligned with other city projects, policies, processes?
4. Public value – How much value does the outcome of this project provide to the general public? How much public support is there for implementing this project?
5. Finance planning – Is the project fundable in the time frame identified, are there available funding sources for this project?

The Finance Department incorporates the Subcommittee’s recommendations into a recommended Capital Improvement Plan which is reviewed and adopted by vote of the Planning Board in accordance with State statute. Finally, the Planning Board’s adopted CIP is conveyed to the City Council for public hearing and adoption in accordance with City Charter requirements.

## SECTION II: METHOD OF FINANCING

Capital improvement projects are funded from a variety of sources. These include: General Fund (GF); Federal/State Grants; Bond or Lease; Revenues (Parking, Water and Sewer); State Revolving Loan Fund (SRF) and Public Private Partnerships (PPP).

**General Fund** – The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund (approximately 2% of previous FY General Fund total Budget) to address City priorities. If the City has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

**Grants** – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the NH Department of Health and Human Services, U.S. Housing and Urban Development, NH Department of Environmental Services, and the NH Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. The City also pursues non-governmental private grants when applicable.

**General Obligation Bonds** – Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project’s cost at a time. However, they do commit the City’s resources over a long



period of time and decrease the flexibility of how yearly revenues can be utilized. The City's bonding capacity is a limited resource. All projects that are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

**Revenues** – The City has established two Enterprise Funds for Water and Sewer. The needs for these two divisions are met through the revenues raised from providing that particular service. Therefore, there is no impact on the City's tax rate. Additionally, the City has established a Parking and Transportation Fund (Special Revenue Fund). Revenues derived from the City's parking functions are transferred to this fund in order to operate the City's parking and traffic related activities.

**State Revolving Loan Fund** – This is a program offered through the NH Department of Environmental Services for the purpose of providing low interest rate funding for approved water pollution control projects. State approval of applications does not bind the City to any of the individual projects but does lock into a low interest rate loan. Upon completion of projects, the loan becomes a serial bond payable by the City of Portsmouth Sewer or Water Fund to the State of NH. Payback is over a five to ten year period and Enterprise Revenues are utilized for that purpose. In addition, the City applies for State Aid Grant funding to assist in repaying SRF loans up to 30% of the total project cost.

**Public Private Partnership** – This method of financing involves joint funding of a particular project between the City and one or more private sector or non-governmental partners. This method is used for projects that will benefit the partners and help to minimize costs to local taxpayers.

Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the City and a project's relative priority in terms of implementation. The Capital Improvement Plan seeks to maximize the potential benefits from all revenue sources.



## Impact on Operating Budget

Description of box labeled “Impact on Operating Budget” is as follows:

**1. Reduce – will generate revenue**

The project will either generate some revenue to offset expenses.

**2. Reduce – will reduce Operating Cost**

The project will reduce operating costs

**3. Negligible < \$5,001**

The project will generate less than \$5,001 per year in increased operating expenditures.

**4. Minimal \$5,001 to \$50,000**

The project will generate between \$5,001 and \$50,000 per year in increased operating expenditures.

**5. Moderate \$50,001 to \$100,000**

The project will generate between \$50,001 and \$100,000 per year in increased operating expenditures.

**6. High \$100,001 or more**

The project will generate \$100,001 or more annually in increased operating expenditures.



Operating Budget Impact  
FY 21-26 Capital Improvement Plan

The following projects will have an impact on operating budgets. All other Capital Projects will have negligible impact on operating budgets.

By Project:

Page            Project:

II- 29	BI- 16- PD- 08	POLICE NEW FACILITY	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
		Personnel	0	0	0	47,000	48,000	49,000
		Operating	0	0	0	100,000	100,000	100,000
		Total	0	0	0	147,000	148,000	149,000

By building a new Police Facility this project will increase utility costs due to the increased size along with a possible increase to custodian/maintenance costs

II- 34	BI- 08- SC- 12	ELEMENTARY SCHOOLS UPGRADE	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
		Personnel	0	0	0	0	0	0
		Operating	0	20,000	20,000	20,000	20,000	20,000
		Total	0	20,000	20,000	20,000	20,000	20,000

Upgrading all three Elementary School buildings may increase utility costs.

II- 38	BI- 19- PL- 17	VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMENT	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
		Personnel	0	0	0	0	0	0
		Operating	0	0	5,000	5,000	5,000	5,000
		Total	0	0	5,000	5,000	5,000	5,000

An increase to operating budgets for maintenance can be expected.

II- 40	BI- 12- PW- 19	EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
		Personnel	0	0	0	0	0	0
		Operating	10,000	10,000	10,000	10,000	10,000	10,000
		Total	10,000	10,000	10,000	10,000	10,000	10,000

Operating budget impacts will include added maintenance and utility costs

II- 45	BI- 02- PW- 25	CITYWIDE PLAYGROUND IMPROVEMENTS	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
		Personnel	0	0	0	0	0	0
		Operating	10,000	10,000	10,000	10,000	10,000	10,000
		Total	10,000	10,000	10,000	10,000	10,000	10,000

Operating budget impacts will include added maintenance and utility costs



II- 46	BI-	02-	PW-	26	CITYWIDE PARK IMPROVEMENTS	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
					Personnel	0	0	0	0	0	0
					Operating	10,000	10,000	10,000	10,000	10,000	10,000
					Total	10,000	10,000	10,000	10,000	10,000	10,000

Operating budget impacts will include added maintenance and utility costs

II- 48	BI-	18-	PW-	33	RECYCLING & SOLID WASTE TRANSFER STATION	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
					Personnel	0	0	60,000	60,000	60,000	60,000
					Operating	0	0	40,000	40,000	40,000	40,000
					Total	0	0	100,000	100,000	100,000	100,000

Operating budget impacts will include added staff, maintenance and utility costs

II- 63	IS-	17-	PD-	51	PUBLIC SAFETY RECORDS MGT/COMPUTER AIDED DISPATCH	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
					Personnel	0	0	0	0	0	0
					Operating	0	30,000	30,000	30,000	30,000	30,000
					Total	0	30,000	30,000	30,000	30,000	30,000

Operating budget impacts would include annual maintenance and licensing agreements.

II- 68	TSM-	21	PL-	56	TRAIL DEVELOPMENT PROJECTS	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
					Personnel	0	0	0	0	0	0
					Operating	0	0	5,000	5,000	5,000	5,000
					Total	0	0	5,000	5,000	5,000	5,000

An increase to operating budgets for maintenance can be expected.

II- 70	TSM-	17-	PL-	62	NORTH MILL POND MULTI-USE PATH	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
					Personnel	0	0	0	0	0	0
					Operating	0	0	5,000	5,000	5,000	5,000
					Total	0	0	5,000	5,000	5,000	5,000

An increase to operating budgets for maintenance can be expected.

II- 72	TSM-	18-	PL-	68	ELWYN ROAD SIDEWALK EXTENSION/ SIDEPATH	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
					Personnel	0	0	0	0	0	0
					Operating	0	0	5,000	5,000	5,000	5,000
					Total	0	0	5,000	5,000	5,000	5,000

An increase to operating budgets for maintenance can be expected.

II- 74	TSM-	19-	PL-	79	CATE STREET CONNECTOR	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
					Personnel	0	0	0	0	0	0
					Operating	0	0	0	0	0	50,000
					Total	0	0	0	0	0	50,000

Annual increased maintenance can be expected with possible repair costs in future years.



II- 82	EF-	12 SD- 94	PEASE WASTEWATER TREATMENT FACILITY	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
			Personnel	0	0	0	0	0	0
			Operating	0	0	0	200,000	200,000	200,000
			Total	0	0	0	200,000	200,000	200,000

An increase in chemicals, electricity and sludge disposal will occur.

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Total CIP FY 21-26									
			Personnel	0	0	60,000	107,000	108,000	109,000
			Operating	30,000	80,000	140,000	440,000	440,000	490,000
			Total	30,000	80,000	200,000	547,000	548,000	599,000



**Capital Improvement Plan Summary '21-'26**

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**Page** Type \*Year Dept. #

**FY 21 Distribution**

**FY '22 to FY '26 Schedule**

		Enterprise						FY '21	FY '22	FY '23	FY '24	FY '25	FY '26	Total Cost			
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total									
<b>I. VEHICLE and EQUIPMENT SCHEDULE</b>																	
<u>VEHICLES</u>																	
II- 24	VE-	07-	FD-	01	AMBULANCE REPLACEMENT (Funded through Rolling Stock Line Item)				\$85,000	\$85,000	\$90,000	\$95,000	\$95,000	\$100,000	\$100,000	\$565,000	
II- 25	VE-	20-	FD-	02	VEHICLE REPLACEMENT - LADDER #2			\$1,400,000		\$1,400,000						\$1,400,000	
	VE-	14-	FD-	03	VEHICLE REPLACEMENT - FIRE ENGINE #4					\$0				\$765,000		\$765,000	
<u>EQUIPMENT</u>																	
II- 26	VE-	20-	FD-	04	FIRE-HYDRAULIC RESCUE TOOL REPLACEMENT			\$30,000		\$30,000	\$30,000					\$60,000	
	VE-	18-	FD-	05	FIRE PERSONAL PROTECTIVE EQUIPMENT REPLACEMENT					\$0		\$70,000	\$70,000	\$70,000		\$210,000	
	VE-	20-	FD-	06	FIRE-SELF CONTAINED BREATHING APPARATUS					\$0			\$110,000	\$110,000	\$110,000	\$330,000	
<b>I. TOTAL EQUIPMENT AND VEHICLE SCHEDULE</b>					\$30,000	\$0	\$1,400,000	\$0	\$85,000	\$0	\$1,515,000	\$120,000	\$165,000	\$275,000	\$1,045,000	\$210,000	\$3,330,000

<b>II. BUILDINGS AND INFRASTRUCTURE</b>																
	BI-	20-	FD-	07	FIRE AND RESCUE TRAINING FACILITY					\$0		\$50,000	\$50,000			\$100,000
II- 29	BI-	16-	PD-	08	POLICE NEW FACILITY-LAND ACQUISITION					\$0						\$0
II- 30	BI-	15-	PD-	09	POLICE NEW FACILITY					\$0	\$11,000,000					\$11,000,000
II- 31	BI-	21	PD-	10	POLICE FACILITY DEFICIENCIES & REPAIR PROJECT			\$400,000		\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,400,000
II- 32	BI-	07-	SC-	11	SCHOOL FACILITIES CAPITAL IMPROVEMENTS			\$1,000,000		\$1,000,000		\$2,500,000	\$1,000,000	\$800,000		\$5,300,000
II- 34	BI-	08-	SC-	12	ELEMENTARY SCHOOLS UPGRADE			\$200,000		\$200,000	\$800,000	\$1,500,000			\$5,000,000	\$7,500,000
	BI-	17-	FI-	13	PERMANENT RECORDS STORAGE FACILITIES					\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
II- 35	BI-	18-	FI-	14	HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING					\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
II- 36	BI-	21	LI	15	LIBRARY FURNITURE-SEATING			\$25,000		\$25,000						\$50,000
II- 37	BI-	95-	PL-	16	LAND ACQUISITION					\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
II- 38	BI-	19-	PL-	17	VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEV			\$25,000		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
II- 39	BI-	05-	PL-	18	MCINTYRE FEDERAL OFFICE BUILDING SITE REDEV			\$25,000		\$25,000						\$25,000
II- 40	BI-	12-	PW-	19	EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS					\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
	BI-	12-	PW-	20	CONSOLIDATED INDOOR RECREATION FACILITY					\$0	\$50,000					\$50,000



**Capital Improvement Plan Summary '21-'26**

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**FY 21 Distribution**

**FY '22 to FY '26 Schedule**

										Enterprise						FY '22 to FY '26 Schedule							
										GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '21 Total	FY '22	FY '23	FY '24	FY '25	FY '26		
II- 41	BI-	12-	PW-	21	NEW OUTDOOR RECREATION FIELDS										\$0		\$3,000,000			\$2,000,000		\$5,000,000	
II- 42	BI-	20-	PW-	22	GREENLAND ROAD PRACTICE FIELD										\$0				\$500,000				\$500,000
II- 43	BI-	00-	PW-	23	IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN										\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	
II- 44	BI-	15-	PW-	24	OUTDOOR POOL UPGRADES						\$1,600,000				\$1,600,000		\$2,500,000					\$4,100,000	
II- 45	BI-	02-	PW-	25	CITYWIDE PLAYGROUND IMPROVEMENTS										\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
II- 46	BI-	02-	PW-	26	CITYWIDE PARK IMPROVEMENTS										\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
	BI-	21-	PW	27	MILL POND PARK										\$0					\$20,000	\$200,000	\$220,000	
II- 47	BI-	04-	PW-	28	CITYWIDE TREE REPLACEMENT PROGRAM	\$10,000									\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$110,000	
	BI-	11-	PW-	29	PRESCOTT PARK: FACILITIES CAPITAL IMPROVEMENTS										\$0	\$2,925,000	\$875,000	\$2,775,000	\$975,000	\$1,875,000		\$9,425,000	
	BI-	18-	PW-	30	EMERGENCY RESPONSE CENTER										\$0	\$50,000	\$50,000					\$100,000	
	BI-	21-	PW-	31	SPINNAKER POINT FITNESS CENTER										\$0								\$0
	BI-	21-	PW-	32	CITY HALL HVAC IMPROVEMENTS										\$0	\$150,000	\$1,500,000					\$1,650,000	
II- 48	BI-	18-	PW-	33	RECYCLING & SOLID WASTE TRANSFER STATION				\$2,400,000						\$2,400,000					\$3,000,000		\$5,400,000	
	BI-	15-	PW-	34	BLEACHERS/GRANDSTANDS										\$0					\$1,000,000		\$1,000,000	
II- 49	BI-	05-	PW-	35	HISTORIC CEMETERY IMPROVEMENTS										\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	
	BI-	15-	PW-	36	CITYWIDE RETAINING WALLS REPAIRS AND IMPROVEMENTS										\$0	\$50,000	\$50,000			\$50,000		\$150,000	
II- 50	BI-	07-	PW/NH-	37	SOUND BARRIERS IN RESIDENTIAL AREA ALONG I-95	\$100,000				\$480,000					\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$3,480,000	
	BI-	01-	PW-	38	CITYWIDE FACILITIES CAPITAL IMPROVEMENTS										\$0		\$1,000,000			\$1,000,000		\$2,000,000	
	BI-	21-	PW-	39	DOWNTOWN ARIAL UTILITIES UNDERGROUNDING										\$0					\$5,000,000		\$5,000,000	
	BI-	21-	PW-	40	PHA COURT STREET PROJECT DRIVEWAY										\$0	\$82,000						\$82,000	
	BI-	21-	PW-	41	PHA COURT STREET PROJECT PED AND PARK IMPROVEMENTS										\$0	\$173,000						\$173,000	
II- 51	BI-	21-	PW-	42	PHA COURT STREET PROJECT ELECTRICAL INFRASTRUCTURE	\$120,000									\$120,000							\$120,000	
II- 52	BI-	95-	PW-	43	HANOVER PARKING FACILITY-CAPITAL IMPROVEMENTS								\$100,000		\$100,000	\$6,000,000					\$50,000	\$6,150,000	
	BI-	21-	PW	44	FOUNDRY GARAGE FLEX SPACE										\$0					\$800,000		\$800,000	
	BI-	20-	PW-	45	LEVEL 3 (480 VOLT) ELECTRONIC STATION										\$0	\$30,000						\$30,000	

**II. TOTAL BUILDINGS AND INFRASTRUCTURE**

\$505,000	\$0	\$5,400,000	\$480,000	\$125,000	\$0	\$6,510,000	\$22,910,000	\$14,625,000	\$5,925,000	\$10,245,000	\$14,725,000	\$74,940,000
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**III. INFORMATION SYSTEMS MANAGEMENT**

Total Cost

II- 55	IS-	06-	IT-	46	INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS					\$574,608				\$574,608	\$823,608	\$659,408	\$707,408	\$890,408	\$753,608		\$4,409,048
					(Funded through General Fund-Other General Non-Operating)																



**Capital Improvement Plan Summary '21-'26**

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**FY 21 Distribution**

**FY '22 to FY '26 Schedule**

										Enterprise					FY '22 to FY '26 Schedule							
										GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '21 Total	FY '22	FY '23	FY '24	FY '25	FY '26	
II- 61	IS-	20-	IT-	47	CONTINUITY OF OPERATIONS (COOP)-REDUNDANT SITE BUILDOUT					\$150,000					\$150,000	\$150,000						\$300,000
(Funded through General Fund-Other General Non-Operating)																						
II- 62	IS-	21	FI	48	FINANCIAL SOFTWARE UPGRADE										\$0	\$175,000	\$175,000	\$175,000	\$175,000			\$700,000
(Funded through General Fund-Other General Non-Operating)																						
	IS-	21	FI	49	RECORDS RETENTION SOFTWARE										\$0	\$75,000	\$75,000	\$75,000				\$225,000
(Funded through General Fund-Other General Non-Operating)																						
	IS-	21	EM	50	EMERGENCY MANAGEMENT OPERATIONS CENTER A/V UPGRADE										\$0	\$30,000						\$30,000
(Funded through General Fund-Other General Non-Operating)																						
II- 63	IS-	17-	PD-	51	PUBLIC SAFETY RECORDS MGT/COMPUTER AIDED DISPATCH					\$50,000					\$50,000	\$250,000	\$250,000	\$250,000				\$800,000
(Funded through General Fund-Other General Non-Operating)																						
<b>III. TOTAL INFORMATION SYSTEMS MANAGEMENT</b>										\$0	\$0	\$0	\$0	\$774,608	\$0	\$774,608	\$1,503,608	\$1,159,408	\$1,207,408	\$1,065,408	\$753,608	\$6,464,048

<b>IV. TRANSPORTATION MANAGEMENT</b>															Total Cost							
<b><u>PARKING</u></b>																						
II- 65	TSM-	05-	PW-	52	FREE PUBLIC PARKING/SHARED LOT AGREEMENTS					\$60,000					\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
II- 66	TSM-	12-	PW-	53	PARKING LOT PAVING					\$150,000					\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000
II- 67	TSM-	08-	PW-	54	PARKING METERS					\$45,000					\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$270,000
<b><u>BICYCLE/PEDESTRIAN</u></b>																						
	TSM-	15-	PL/NH-	55	HAMPTON BRANCH RAIL TRAIL (NH SEACOAST GREENWAY)										\$0	\$600,000						\$600,000
II- 68	TSM-	21	PL-	56	TRAIL DEVELOPMENT PROJECTS	\$5,000									\$5,000	\$10,000	\$30,000					\$45,000
II- 69	TSM-	15-	PL-	57	BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION					\$50,000					\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
	TSM-	21	PL-	58	MIDDLE ST BIKE LANES CONNECTION TO DOWNTOWN										\$0	\$10,000		\$26,000			\$191,000	\$227,000
	TSM-	08-	PL-	59	WAYFINDING SYSTEM										\$0	\$350,000						\$350,000
	TSM-	21	PL-	60	GREENLAND RD/MIDDLE RD BIKE LANES AND TRAFFIC CALMING										\$0	\$15,000			\$50,000	\$585,000		\$650,000
	TSM-	21	PL-	61	MARKET ST SIDE PATH										\$0				\$160,000	\$1,853,000		\$2,013,000
II- 70	TSM-	17-	PL-	62	NORTH MILL POND MULTI-USE PATH					\$650,000					\$650,000							\$650,000
	TSM-	19-	PL	63	HODGSON BROOK										\$0				\$25,000			\$25,000



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FY 21 Distribution

FY '22 to FY '26 Schedule

		Enterprise						FY '21	FY '22	FY '23	FY '24	FY '25	FY '26		
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total							
TSM- 08-	PL/NH- 64	US ROUTE 1 NEW SIDE						\$0	\$130,000	\$295,000	\$1,000,000		\$1,425,000		
TSM- 16-	PL/NH- 65	US RT1 CROSSWALKS AND SIGNALS						\$0	\$50,000	\$110,000	\$110,000		\$270,000		
II- 71	TSM- 16- PL- 66	MAPLEWOOD AVE DOWNTOWN COMPLETE STREET			\$34,000			\$34,000	\$33,000		\$35,000	\$3,022,000	\$3,124,000		
	TSM- 17- PL- 67	ELWYN PARK TRAFFIC CALMING AND PEDESTRIAN IMPROVEMENTS						\$0	\$300,000		\$1,000,000		\$1,300,000		
II- 72	TSM- 18- PL- 68	ELWYN ROAD SIDE	\$170,000		\$680,000			\$850,000					\$850,000		
	TSM- 15- PW- 69	MARKET SQUARE UPGRADE						\$0			\$1,000,000		\$1,000,000		
	TSM- 19- PW- 70	SAGAMORE AVENUE SIDEWALK						\$0	\$250,000				\$250,000		
	TSM- 18- PW- 71	BANFIELD ROAD PEDESTRIAN ACCOMODATIONS						\$0			\$500,000		\$500,000		
	TSM- 95- PW- 72	CITYWIDE SIDEWALK RECONSTRUCTION PROGRAM						\$0	\$800,000		\$800,000	\$800,000	\$2,400,000		
<u>INTERSECTION/SIGNALS</u>															
II- 73	TSM- 10- PW- 73	CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM	\$100,000					\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	
	TSM- 11- PW- 74	CITYWIDE INTERSECTION IMPROVEMENTS						\$0	\$100,000		\$100,000	\$100,000	\$300,000		
	TSM- 16- PW- 75	RUSSELL/MARKET INTERSECTION UPGRADES						\$0				\$236,042	\$236,042		
<u>BRIDGES</u>															
	TSM- 17- PW/NH- 76	PEIRCE ISLAND BRIDGE REPLACEMENT						\$0					\$0		
	TSM- 18- PW- 77	CITYWIDE BRIDGE IMPROVEMENTS						\$0		\$50,000	\$50,000	\$50,000	\$200,000		
	TSM- 08- PW/NH- 78	CATE STREET BRIDGE REPLACEMENT						\$0		\$100,000	\$1,500,000		\$1,600,000		
<u>ROADWAY</u>															
II- 74	TSM- 19- PL- 79	CATE STREET CONNECTOR	\$366,000					\$366,000					\$366,000		
	TSM- 20- PL- 80	COAKLEY-BORTHWICK CONNECTOR ROADWAY						\$0				\$1,000,000	\$1,000,000		
	TSM- 21	PW- 81 SOUTH ST AT MIDDLE RD TRAFFIC CALMING AND PED ACCOMODATIONS						\$0				\$20,000	\$230,000	\$250,000	
	TSM- 94- PW- 82	STREET PAVING, MANAGEMENT AND REHABILITATION						\$0	\$4,000,000		\$4,000,000	\$4,000,000	\$12,000,000		
	TSM- 11- PW- 83	PEASE INTERNATIONAL TRADEPORT ROADWAY REHABILITATIONS						\$0	\$750,000		\$750,000	\$1,000,000	\$2,500,000		
	TSM- 15- PW- 84	JUNKINS AVENUE						\$0		\$150,000	\$1,100,000		\$1,250,000		
	TSM- 20- PW- 85	PINEHURST ROAD IMPROVEMENTS						\$0				\$300,000	\$300,000		
	TSM- 20- PW- 86	MADISON STREET ROADWAY IMPROVEMENTS						\$0				\$350,000	\$350,000		
<b>IV. TOTAL TRANSPORTATION MANAGEMENT</b>			\$641,000	\$0	\$0	\$714,000	\$305,000	\$650,000	\$2,310,000	\$7,203,000	\$1,740,000	\$12,376,000	\$1,360,000	\$13,472,042	\$38,461,042



**Capital Improvement Plan Summary '21-'26**

**Budget Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page** Type \*Year Dept. #

**FY 21 Distribution**

**FY '22 to FY '26 Schedule**

Enterprise						FY '21	FY '22	FY '23	FY '24	FY '25	FY '26
GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total					

**V. ENTERPRISE FUNDS**

Total Cost

**Water**

EF-	02-	WD-	87	ANNUAL WATER LINE REPLACEMENT							\$0	\$1,000,000		\$1,000,000	\$1,000,000	\$3,000,000	
EF-	08-	WD-	88	WELL STATIONS IMPROVEMENTS							\$0		\$1,000,000			\$1,000,000	
EF-	15-	WD-	89	RESERVOIR MANAGEMENT							\$0				\$1,000,000	\$1,000,000	
II-	77	EF-	18-	WD-	90	NEW GROUNDWATER SOURCE		\$500,000			\$500,000		\$2,000,000			\$2,500,000	
II-	78	EF-	18-	WD-	91	WATER TRANSMISSION MAIN REPLACEMENT		\$600,000			\$600,000	\$5,400,000					\$6,000,000
II-	79	EF-	20-	WD-	92	WATER STORAGE TANK PAINTING		\$850,000			\$850,000		\$350,000				\$1,200,000

<b>Water Subtotals:</b>		\$0	\$0	\$1,950,000	\$0	\$0	\$0	\$1,950,000	\$6,400,000	\$3,350,000	\$1,000,000	\$0	\$2,000,000	\$14,700,000
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**Sewer**

EF-	12-	SD-	93	ANNUAL SEWER LINE REPLACEMENT							\$0	\$1,000,000		\$1,000,000	\$1,000,000	\$3,000,000
II-	82	EF-	12	SD-	94	PEASE WASTEWATER TREATMENT FACILITY					\$0	\$13,500,000				\$13,500,000
EF-	16-	SD-	95	LONG TERM CONTROL PLAN RELATED PROJECTS							\$0	\$100,000	\$300,000		\$100,000	\$500,000
EF-	17-	SD-	96	WASTEWATER PUMPING STATION IMPROVEMENTS							\$0	\$500,000		\$500,000	\$500,000	\$1,500,000
EF-	13-	SD-	97	MECHANIC STREET PUMPING STATION UPGRADE							\$0		\$1,000,000	\$9,000,000		\$10,000,000
EF-	18-	SD-	98	REGIONAL DIGESTER FACILITY AT PEASE WWTF							\$0					\$0
EF-	20-	SD-	99	WOODBURY AVENUE SEWER SEPARATION							\$0		\$60,000	\$250,000		\$310,000

<b>Sewer Subtotals:</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,100,000	\$1,060,000	\$11,050,000	\$0	\$1,600,000	\$28,810,000
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<b>V. TOTAL ENTERPRISE FUNDS</b>		\$0	\$0	\$1,950,000	\$0	\$0	\$0	\$1,950,000	\$21,500,000	\$4,410,000	\$12,050,000	\$0	\$3,600,000	\$43,510,000
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**Capital Improvement Plan Summary '21-'26**

**Budget Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page** Type \*Year Dept. #

**FY 21 Distribution**

**FY '22 to FY '26 Schedule**

Enterprise		FY '21	FY '22	FY '23	FY '24	FY '25	FY '26
GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total	

**VI. COMBINED FUNDS PROJECTS (General Fund-Water Fund-Sewer Fund)**

\$1,500,000

II-	COM-	PW																
<b>II- 84 COM- 03 PW 100 ISLINGTON STREET IMPROVEMENTS PHASE 1B &amp; 2</b>																		
			General Government			\$1,640,000				\$1,640,000			\$2,300,000	\$3,940,000				
			Water Fund			\$1,650,000				\$1,650,000			\$2,300,000	\$3,950,000				
			Sewer Fund			\$1,650,000				\$1,650,000			\$2,300,000	\$3,950,000				
			<b>Total Project</b>			<b>\$0</b>	<b>\$0</b>	<b>\$4,940,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,940,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,900,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,840,000</b>
<b>II- 86 COM- 20 PW 101 FLEET STREET UTILITIES UPGRADE AND LANDSCAPE</b>																		
			General Government							\$0	\$1,200,000	\$800,000		\$2,000,000				
			Water Fund							\$0	\$1,200,000	\$800,000		\$2,000,000				
			Sewer Fund							\$0	\$1,600,000	\$1,000,000		\$2,600,000				
			<b>Total Project</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000,000</b>	<b>\$2,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,600,000</b>
<b>II- 88 COM- 10 PW 102 MAPLEWOOD AVENUE BRIDGE REPLACEMENT</b>																		
			General Government							\$0		\$8,000,000		\$8,000,000				
			Water Fund		\$100,000					\$100,000		\$1,100,000		\$1,200,000				
			Sewer Fund		\$100,000					\$100,000	\$1,100,000			\$1,200,000				
			<b>Total Project</b>		<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$1,100,000</b>	<b>\$9,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,400,000</b>
<b>II- 90 COM- 15 PW 103 CITYWIDE STORM DRAINAGE IMPROVEMENTS</b>																		
			General Government	\$100,000						\$100,000	\$250,000	\$150,000	\$200,000	\$250,000	\$300,000	\$1,250,000		
			Water Fund							\$0						\$0		
			Sewer Fund		\$100,000					\$100,000	\$250,000	\$150,000	\$200,000	\$250,000	\$300,000	\$1,250,000		
			<b>Total Project</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$300,000</b>	<b>\$400,000</b>	<b>\$500,000</b>	<b>\$600,000</b>	<b>\$2,500,000</b>		
<b>II- 92 COM- 19 PW 104 WILLARD AVENUE</b>																		
			General Government							\$0				\$0				
			Water Fund		\$150,000					\$150,000	\$1,000,000			\$1,150,000				
			Sewer Fund		\$150,000					\$150,000	\$1,000,000			\$1,150,000				
			<b>Total Project</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,300,000</b>	
<b>II- 94 COM- 20 PW 105 DPW COMPLEX IMPROVEMENTS</b>																		
			General Government							\$0				\$0				
			Water Fund			\$1,000,000				\$1,000,000				\$1,000,000				
			Sewer Fund			\$1,000,000				\$1,000,000				\$1,000,000				



**Capital Improvement Plan Summary '21-'26**

**Budget Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page** Type \*Year Dept. #

**FY 21 Distribution**

**FY '22 to FY '26 Schedule**

	Enterprise						FY '21 Total	FY '22	FY '23	FY '24	FY '25	FY '26	
	GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP							
<b>Total Project</b>	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$2,000,000
<b>TOTAL COMBINED PROJECTS (General Fund-Water Fund-Sewer Fund)</b>													
<b>General Government</b>	\$100,000	\$0	\$1,640,000	\$0	\$0	\$0	\$1,740,000	\$1,450,000	\$8,950,000	\$2,500,000	\$250,000	\$300,000	\$15,190,000
<b>Water Fund</b>	\$0	\$250,000	\$2,650,000	\$0	\$0	\$0	\$2,900,000	\$2,200,000	\$1,900,000	\$2,300,000	\$0	\$0	\$9,300,000
<b>Sewer Fund</b>	\$0	\$350,000	\$2,650,000	\$0	\$0	\$0	\$3,000,000	\$3,950,000	\$1,150,000	\$2,500,000	\$250,000	\$300,000	\$11,150,000
<b>Total Project</b>	\$100,000	\$600,000	\$6,940,000	\$0	\$0	\$0	\$7,640,000	\$7,600,000	\$12,000,000	\$7,300,000	\$500,000	\$600,000	\$35,640,000

**SUMMARY**

**TOTALS PER SECTION**

I.	EQUIPMENT AND VEHICLE SCHEDULE	\$30,000	\$0	\$1,400,000	\$0	\$85,000	\$0	\$1,515,000	\$120,000	\$165,000	\$275,000	\$1,045,000	\$210,000	\$3,330,000
II.	BUILDING & INFRASTRUCTURE	\$505,000	\$0	\$5,400,000	\$480,000	\$125,000	\$0	\$6,510,000	\$22,910,000	\$14,625,000	\$5,925,000	\$10,245,000	\$14,725,000	\$74,940,000
III.	INFORMATION MANAGEMENT SYSTEMS	\$0	\$0	\$0	\$0	\$774,608	\$0	\$774,608	\$1,503,608	\$1,159,408	\$1,207,408	\$1,065,408	\$753,608	\$6,464,048
IV.	TRANSPORTATION MANAGEMENT PLAN	\$641,000	\$0	\$0	\$714,000	\$305,000	\$650,000	\$2,310,000	\$7,203,000	\$1,740,000	\$12,376,000	\$1,360,000	\$13,472,042	\$38,461,042
V.	ENTERPRISE FUNDS	\$0	\$0	\$1,950,000	\$0	\$0	\$0	\$1,950,000	\$21,500,000	\$4,410,000	\$12,050,000	\$0	\$3,600,000	\$43,510,000
VI.	COMBINED FUND PROJECTS	\$100,000	\$600,000	\$6,940,000	\$0	\$0	\$0	\$7,640,000	\$7,600,000	\$12,000,000	\$7,300,000	\$500,000	\$600,000	\$35,640,000
	CAPITAL CONTINGENCY	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
	<b>SUBTOTALS</b>	<b>\$1,376,000</b>	<b>\$600,000</b>	<b>\$15,690,000</b>	<b>\$1,194,000</b>	<b>\$1,289,608</b>	<b>\$650,000</b>	<b>\$20,799,608</b>	<b>\$60,936,608</b>	<b>\$34,199,408</b>	<b>\$39,233,408</b>	<b>\$14,315,408</b>	<b>\$33,460,650</b>	<b>\$202,945,090</b>

**TOTALS BY FUNDING TYPE:**

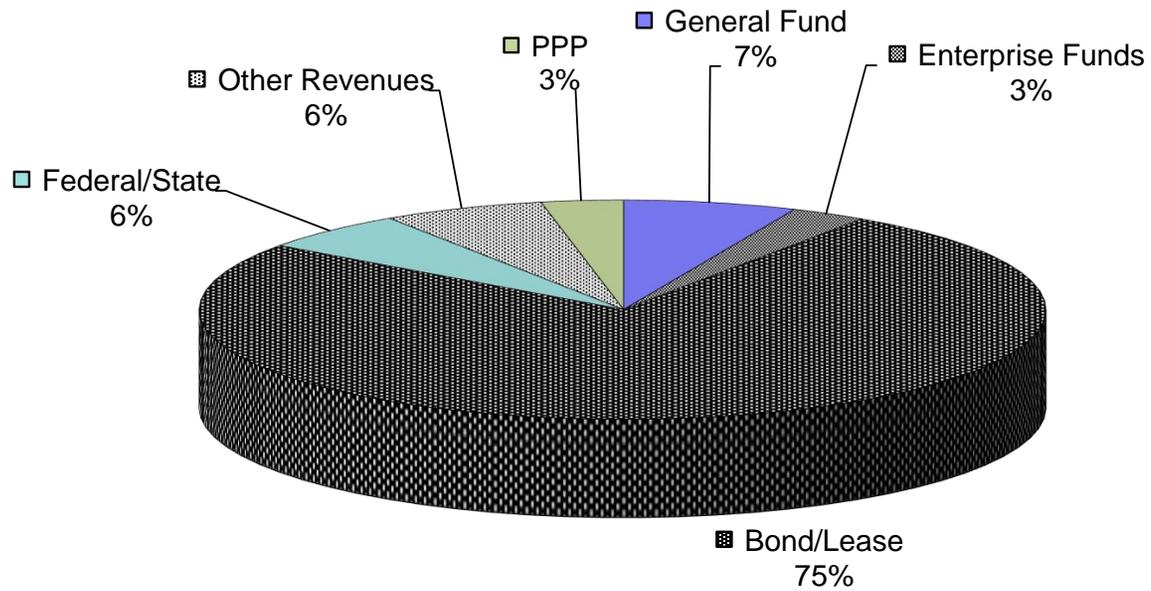
GOVERNMENTAL FUNDS	\$1,376,000	\$0	\$8,440,000	\$1,194,000	\$1,289,608	\$650,000	\$12,949,608	\$33,286,608	\$26,739,408	\$22,383,408	\$14,065,408	\$29,560,650	\$138,985,090
WATER FUND	\$0	\$250,000	\$4,600,000	\$0	\$0	\$0	\$4,850,000	\$8,600,000	\$5,250,000	\$3,300,000	\$0	\$2,000,000	\$24,000,000
SEWER FUND	\$0	\$350,000	\$2,650,000	\$0	\$0	\$0	\$3,000,000	\$19,050,000	\$2,210,000	\$13,550,000	\$250,000	\$1,900,000	\$39,960,000
<b>TOTAL BY FUNDING TYPE</b>	<b>\$1,376,000</b>	<b>\$600,000</b>	<b>\$15,690,000</b>	<b>\$1,194,000</b>	<b>\$1,289,608</b>	<b>\$650,000</b>	<b>\$20,799,608</b>	<b>\$60,936,608</b>	<b>\$34,199,408</b>	<b>\$39,233,408</b>	<b>\$14,315,408</b>	<b>\$33,460,650</b>	<b>\$202,945,090</b>

**Other/Revenue**

Rolling Stock	\$85,000
Library Special Revenues	\$25,000
IT Upgrades/Replacements	\$774,608
Parking Capital Outlay	\$405,000
<b>Total Other/Revenue</b>	<b>\$1,289,608</b>



## FY 2021 CIP Distribution



General Fund
  Enterprise Funds
  Bond/Lease
  Federal/State
  Other Revenues
  PPP

	General Fund	Enterprise Funds	Bond/Lease	Federal/State	Other Revenues	PPP	Totals
Amount	\$1,376,000	\$600,000	\$15,690,000	\$1,194,000	\$1,289,608	\$650,000	\$20,799,608
% of Total	7%	3%	75%	6%	6%	3%	







**Capital Improvements  
Fiscal Year 2021  
Taken from Capital Improvement Plan 2021-2026  
General Fund, Capital Outlay Projects Only FYs 15-21**

Budget Book PAGE	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total FY's 15-20	Department Request	FY 21 City Council Adopted	City Manager Reduction	City Manager Recommended
								3/2/2020	For FY 21 Budget		
<b>IV. TRANSPORTATION MANAGEMENT (TSM)</b>											
<b>II- 68 TRAIL DEVELOPMENT PROJECTS</b>							\$0	\$0	\$5,000		\$5,000
<b>II- 72 ELWYN ROAD SIDEPATH</b>							\$0	\$0	\$170,000		\$170,000
<b>II- 73 CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$100,000	\$100,000		\$100,000
<b>II- 74 CATE ST CONNECTOR</b>							\$0	\$366,000			\$366,000
ELWYN ROAD SIDEWALK EXTENSION						\$30,000	\$30,000				\$0
CITYWIDE INTERSECTION IMPROVEMENTS		\$100,000		\$100,000		\$100,000	\$300,000				\$0
CITYWIDE BRIDGE IMPROVEMENTS				\$100,000		\$150,000	\$250,000				\$0
BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION	\$50,000			\$50,000	\$30,000	\$0	\$130,000				\$0
SPINNEY ROAD NEW SIDEWALK CONSTRUCTION		\$125,000			\$175,000	\$0	\$300,000				\$0
RUSSELL-MARKET INTERSECTION UPGRADES					\$200,000	\$0	\$200,000				\$0
LONGMEADOW ROAD EXTENSION	\$25,000	\$75,000	\$50,000			\$0	\$150,000				\$0
HAMPTON BRANCH RAIL TRAIL	\$150,000	\$56,000	\$113,000	\$225,000		\$0	\$544,000				\$0
MARKET SQUARE UPGRADE	\$50,000	\$50,000				\$0	\$100,000				\$0
ELWYN PARK SIDEWALKS PHASE I				\$20,000		\$0	\$20,000				\$0
WOODBURY AVE/MARKET ST PEDESTRIAN INTERSECTION IMPROVEMENT				\$219,000		\$0	\$219,000				\$0
LED STREETLIGHT CONVERSION				\$181,000		\$0	\$181,000				\$0
SIGN INVENTORY				\$45,000		\$0	\$45,000				\$0
CHESTNUT STREET PEDESTRIAN CONNECTOR			\$50,000	\$50,000		\$0	\$100,000				\$0
BANFIELD ROAD IMPROVEMENTS	\$50,000					\$0	\$50,000				\$0
BRIDGE MASTER PLAN IMPLEMENTATION			\$75,000			\$0	\$75,000				\$0
NORTH MILL POND MULTI-USE PATH			\$100,000			\$0	\$100,000				\$0
INTERSECTION UPGRADE: AT-GRADE CROSSING	\$76,800	\$77,000	\$30,000			\$0	\$183,800				\$0
NEW FRANKLIN/WOODBURY CORRIDOR IMPROVEMENTS			\$80,000			\$0	\$80,000				\$0
MARKET ST GATEWAY IMPROVEMENTS	\$120,000		\$117,000			\$0	\$237,000				\$0
ISLINGTON STREET-STREETScape IMPROVEMENTS	\$100,000		\$200,000			\$0	\$300,000				\$0
PEVERLY HILL ROAD IMPROVEMENTS			\$300,000			\$0	\$300,000				\$0



**Capital Improvements  
Fiscal Year 2021  
Taken from Capital Improvement Plan 2021-2026  
General Fund, Capital Outlay Projects Only FYs 15-21**

Budget Book PAGE	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total FY's 15-20	Department Request		
								FY 21 City Council Adopted 3/2/2020	City Manager Reduction For FY 21 Budget	City Manager Recommended
								DOWNTOWN MAPLEWOOD AVE COMPLETE STREET		\$167,000
MIDDLE ST BICYCLE LANES	\$25,000					\$0	\$25,000			\$0
DOWNTOWN SIGNAGE AND PEDESTRIAN WAYFINDING SYSTEM						\$0	\$0			\$0
ATLANTIC HEIGHTS NEIGHBORHOOD EMERGENCY ACCESS RO	\$50,000					\$0	\$50,000			\$0
<b>Total Transportation Management</b>	<b>\$796,800</b>	<b>\$750,000</b>	<b>\$1,215,000</b>	<b>\$1,090,000</b>	<b>\$505,000</b>	<b>\$380,000</b>	<b>\$4,736,800</b>	<b>\$641,000</b>	<b>0</b>	<b>\$641,000</b>

**VI. COMBINED FUNDS PROJECTS (General Fund-Water Fund-Sewer Fund)**

<b>II- 90</b> CITYWIDE STORMDRAINAGE IMPROVEMENTS	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$100,000	\$950,000	\$100,000		\$100,000
<b>Total Combined Fund Projects</b>	<b>\$50,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$100,000</b>	<b>\$950,000</b>	<b>\$100,000</b>	<b>0</b>	<b>\$100,000</b>

**SUMMARY**

**TOTALS PER SECTION**

I. EQUIPMENT AND VEHICLE SCHEDULE	\$60,000	\$30,000	\$157,400	\$102,000	\$164,000	\$160,000	\$673,400	\$60,000	(30,000)	\$30,000
II. BUILDING & INFRASTRUCTURE	\$657,500	\$715,000	\$315,000	\$540,000	\$708,000	\$1,070,000	\$4,005,500	\$1,115,000	(610,000)	\$505,000
IV. TRANSPORTATION MANAGEMENT PLAN	\$796,800	\$750,000	\$1,215,000	\$1,090,000	\$505,000	\$380,000	\$4,736,800	\$641,000	0	\$641,000
VI. COMBINED FUND PROJECTS	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$100,000	\$950,000	\$100,000	0	\$100,000
v. CAPITAL CONTINGENCY	\$35,700	\$70,000	\$112,600	\$53,000	\$58,000	\$100,000	\$429,300	\$100,000	0	\$100,000
<b>TOTAL</b>	<b>\$1,600,000</b>	<b>\$1,765,000</b>	<b>\$2,000,000</b>	<b>\$1,985,000</b>	<b>\$1,635,000</b>	<b>\$1,810,000</b>	<b>\$10,795,000</b>	<b>\$2,016,000</b>	<b>(640,000)</b>	<b>\$1,376,000</b>

Fiscal Year	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Average	FY 20
Budget	\$93,085,137	\$98,615,159	\$101,696,202	\$107,462,843	\$110,744,920	\$114,295,207		\$118,638,630
Percentage of previous FY Budget		1.72%	1.79%	1.97%	1.85%	1.48%	1.58%	1.73%
					6 yr total ave	\$10,795,000 \$1,799,167		
							2% of FY 20 Budget (Under Goal)Above Goal	\$2,372,773 (\$996,773)



# I. VEHICLES AND EQUIPMENT



**VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM**

Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Self-Assessment of FD Operations: April 2015</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



**Description:** This program is a regular replacement schedule for the City’s ambulances. The 2013 Ambulance is scheduled for replacement in FY20. Funds include complete set-up including radio, lettering, striping, and equipment. This is the second half of total funds required for this project.

- Useful Website Links:
- [Portsmouth Fire Department Homepage](#)
  - [FY20-FY25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Rolling Stock	100%	\$85,000	\$90,000	\$95,000	\$95,000	\$100,000	\$100,000	\$565,000	\$595,000	\$1,160,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$85,000	\$90,000	\$95,000	\$95,000	\$100,000	\$100,000	\$565,000	\$595,000	\$1,160,000



**VE-20-FD-02: VEHICLE REPLACEMENT – LADDER 2**

Department	Fire Department
Project Location	Station 2 (3010 Lafayette Rd)
Project Type	Replacement or Purchase of a Vehicle
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Reduce (will reduce Operating Costs)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – <a href="#">Self-Assessment of FD Operations: April 2015</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



**Description:** This project continues the CIP Rolling Stock Replacement Program for large apparatus. This allocation will purchase a new 95' aerial / platform truck with a 4-person cab with medical compartments, a minimum of a 2,000 GPM pump, and related equipment to replace this 2005 E-1 Ladder Truck. Funds include complete set-up including radio, lettering and striping as well as equipment.

- Useful Website Links:
- [Portsmouth Fire Department Homepage](#)
  - [FY20-25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,400,000						\$1,400,000	\$0	\$1,400,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,400,000	\$0	\$0	\$0	\$0	\$0	\$1,400,000	\$0	\$1,400,000



### VE-20-FD-04: HYDRAULIC RESCUE TOOL REPLACEMENT

Department	Fire Department
Project Location	All Stations
Project Type	Equipment (non-vehicular)
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** This project would provide for the replacement of the department's compliment of gas-powered hydraulic rescue tools, most commonly referred to as "jaws of life", with new generation battery-powered rescue tools. The replacement is recommended based on the age of current equipment along with the advantage of more compact, versatile, powerful and cordless technology for emergency extrications from vehicles and other entrapments.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Portsmouth Fire Department Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%	\$30,000	\$30,000					\$60,000	\$0	\$60,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000



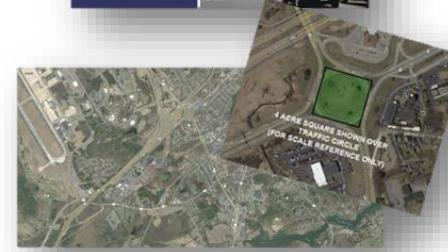
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# II. BUILDINGS AND INFRASTRUCTURE



## BI-16-PD-08: POLICE NEW FACILITY - LAND ACQUISITION

Department	Police Department
Project Location	To Be Determined
Project Type	Acquisition of Land
Commence FY	To Be Determined
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Police Dept. Facility Study</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

**Description:** The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the purchase of land for a new facility, if a current City-owned site is not available for this purpose.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Portsmouth Police Department Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



## **BI-15-PD-09: NEW POLICE DEPARTMENT FACILITY**

Department	Police Department
Project Location	To Be Determined
Project Type	New Construction
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,001 or more)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Police Dept. Facility Study</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

**Description:** The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the design and construction of a new facility after a site and conceptual design are complete.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Portsmouth Police Department Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%		\$11,000,000					\$11,000,000	\$0	\$11,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$11,000,000	\$0	\$0	\$0	\$0	\$11,000,000	\$0	\$11,000,000



## **BI-21-PD-10: POLICE FACILITY DEFICIENCIES & REPAIR PROJECT**

Department	Police Department
Project Location	Police Department
Project Type	Rehabilitation of a Facility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

**Description:** A 2014 space needs study of the police facility identified deficiencies in space allocated to the police department as well as deficiencies in function. In addition, a 2018 public presentation provided insight into some of the unique needs and requirements of a police facility. Although a funding request for a new facility has been included in the CIP plan since the space needs study was completed, citywide costs have to be prioritized. A new police facility is still on the list. Over the years, the current facility has fallen into disrepair, and the space needed for staff and police functions, is overcrowded, insufficient, and inefficient. Major overhauls of multiple areas are needed, including, but not limited to: security, ADA compliance, IT infrastructure and control room, evidence processing and submittal areas, restructure and renovation of Detectives, restructure and renovation of all locker rooms, temperature and humidity control in specified areas, parking, equipment storage, archive space upgrades, additional garage/vehicle evidence bays, upgrades to walls, lighting and flooring-to include asbestos abatement and paint, electrical, plumbing, and HVAC upgrades. Although facility, space and operational efficiencies will still be a major issue after this project, as defined in the space needs study, this project addresses immediate facility deficiencies until a new police facility is approved.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

### Useful Website Links:

- [Portsmouth Police Department Homepage](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,400,000	\$0	\$2,400,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,400,000	\$0	\$2,400,000



## BI-07-SC-11: SCHOOL FACILITIES CAPITAL IMPROVEMENTS

Department	School Department
Project Location	District Wide
Project Type	Rehabilitation of Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The Portsmouth School Department has maintenance responsibilities for seven (7) buildings and the grounds that accompany them. These appropriations are used for buildings and grounds improvement projects such as paving, roofing, energy efficiency improvements, infrastructure replacement and security improvements.

Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY20-25 CIP page](#)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,000,000		\$2,500,000	\$1,000,000	\$800,000		\$5,300,000	\$1,000,000	\$6,300,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,000,000	\$0	\$2,500,000	\$1,000,000	\$800,000	\$0	\$5,300,000	\$1,000,000	\$6,300,000



## BI-07-SC-11: SCHOOL FACILITIES CAPITAL IMPROVEMENTS

<u>Facility/School</u>	<u>Improvement Project</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>Totals</u>
High School	Security Upgrade Match	\$100,000						\$100,000
District Wide	Paving and Playground Work	\$250,000						\$250,000
High School	Roof Replacement	\$200,000						\$200,000
High School	Interior Bleachers Replacement	\$300,000						\$300,000
High School	Recommissioning and Assessment of Mechanical Infrastructure	\$100,000						\$100,000
High School	Mechanical Infrastructure Upgrades				\$500,000			\$500,000
High School	Flooring Replacement	\$50,000						\$50,000
District Wide	Energy Efficiency Upgrades Lighting/Mechanical				\$500,000			\$500,000
R.J. Lister Academy	Life Safety, Security and Mechanical Infrastructure			\$2,500,000				\$2,500,000
High School	Artificial Turf Field Surface Replacement					\$800,000		\$800,000
<b>Total District Wide City Capital Improvement</b>		<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$1,550,000</b>
<b>Total High School Capital Improvement</b>		<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,250,000</b>
<b>Total R.J. Lister Academy Capital Improvement</b>		<b>\$0</b>	<b>\$0</b>	<b>\$2,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500,000</b>
<b>TOTAL IMPROVEMENTS</b>		<b>\$1,000,000</b>	<b>\$0</b>	<b>\$2,500,000</b>	<b>\$1,000,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$5,300,000</b>



### BI-08-SC-12: ELEMENTARY SCHOOLS UPGRADE

Department	School Department
Project Location	Elementary Schools
Project Type	Rehabilitation of an Existing Facilities
Commence FY	2016
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

**Description:** This appropriation will be used to continue work to improve our Elementary Schools, providing asbestos removal, air handling infrastructure upgrades and security upgrades to New Franklin Elementary School. Included in the 2023 and 2026 place holders will be replacement of the exterior windows at Dondero and Little Harbour Elementary Schools.

Useful Website Links:
<ul style="list-style-type: none"> <li><a href="#">Portsmouth School Department Homepage</a></li> <li><a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	2%	\$200,000	\$300,000					\$500,000	\$0	\$500,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	98%		\$500,000	\$1,500,000			\$5,000,000	\$7,000,000	\$22,000,000	\$29,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$200,000	\$800,000	\$1,500,000	\$0	\$0	\$5,000,000	\$7,500,000	\$22,000,000	\$29,500,000



## BI-18-FI-14: HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING

Department	Finance Department/ City Clerk
Project Location	City Hall
Project Type	New Construction/ Refurbishment
Commence FY	2018
Priority	A (Needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** By law, the City is required to keep certain types of documents on a permanent basis (i.e. tax warrants, assessing documents, city council records, etc.). These documents are aging and many are showing signs of deterioration. The requested funds will be utilized to preserve these documents as well as scan them for preservation purposes to digital format (pdf/a) and/or microfilm. The monies requested fund both City Clerk (\$50,000) and Finance Department (\$50,000) Archival Records preservation.

The Finance Department currently oversees the City’s archival space for permanent records that are not held in the City Clerk’s Vault. These records cover many departments, including Finance, and range in age from 20-300+ years old. This project funds the preservation of documents held in the quarantine part of this archival space, documents currently inflicted with mold or red rot, inflections that hasten their deterioration. A list of documents with current preservation needs can be found in the FY21-26 CIP in Appendix III. The total amount of funds needed to preserve the contaminated documents, overtime, will exceed \$3 million dollars and with the current funding (\$100,000 per year) take over 20 years to complete.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Useful Website Links:

- [FY20-25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$248,000	\$748,000
Fed/ State	0%							\$0	\$27,186	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$275,186	\$748,000



## **BI-21-LI-15: LIBRARY FURNITURE - SEATING**

Department	Library
Project Location	Portsmouth Public Library
Project Type	Other (explained below)
Commence FY	2021
Priority	A (Needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,001 - \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The Library's 41 upholstered chairs and 6 upholstered love seats were purchased in 2006. Averaging 350,000 visitors to the library per year, this furniture has been used extensively and is due for replacement. In alignment with our building's LEED certification, we propose the purchase of replacement chairs and love seats that are built in the United States using sustainable practices and materials.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">City of Portsmouth - Public Library Page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	50%	\$25,000						\$25,000	\$0	\$25,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	50%	\$25,000						\$25,000	\$0	\$25,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000



## BI-95-PL-16: LAND ACQUISITION

Department	Planning Department
Project Location	Citywide
Project Type	Acquisition of Land
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Master Plan 2005</a>	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	Y

**Description:** This project funds the purchase of land that has been determined should be municipally owned. For the most part, ownership is usually sought to secure environmentally sensitive areas to purchase the development rights to a particular parcel, or for some municipal use. Funds can be used as match for other grants and may be used in conjunction with the Conservation Fund.

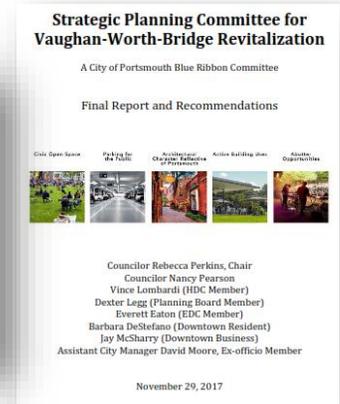
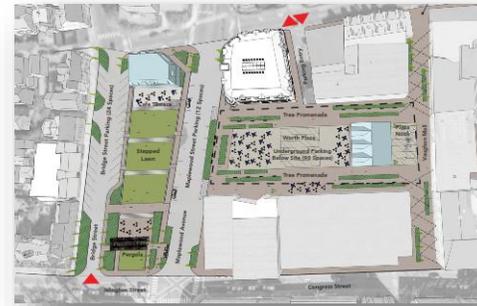
Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Planning Department Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$50,000	\$175,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$50,000	\$175,000



## BI-19-PL-17: VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMENT

Department	Planning Department
Project Location	Publicly-owned land & Rights of Way between Foundry Place Garage, Islington Street & Vaughan Mall
Project Type	Design work or planning study
Commence FY	FY19
Priority	C (Can be placed on hold for after 6 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">2017 Strategic Vision for Vaughan, Worth and Bridge</a>	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** In 2017, the City Council adopted a strategic vision for the area encompassing the Vaughan Mall, Worth Lot and Bridge Street Lot. The Vision is to transform the surface parking and Vaughan Mall into new and renewed public spaces. This project identifies funding to take steps to develop this vision, which may include concept development; design development and site analysis; and funding for interim demonstration projects to illustrate the Vision as well as progressing the vision to master plan level design.

Useful Website Links:

- [Vaughan-Worth Bridge Revitalization](#)
- [FY20-25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$50,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$50,000	\$200,000



**BI-05-PL-18: MCINTYRE FEDERAL OFFICE BUILDING SITE REDEVELOPMENT – PLANNING & IMPLEMENTATION**

Department	Planning Department
Project Location	80 Daniel Street
Project Type	Other (explained below)
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** Throughout 2018, the City’s work to control the redevelopment of this prominent downtown parcel intensified with an extensive public participation process and selection of development partner. Following the submittal of an application to the National Park Service and its acceptance, additional work will be associated with implementing the application and overseeing the redevelopment partnership agreements. This project provides additional funding for these purposes.

Useful Website Links:

- [McIntyre Project Page](#)
- [FY20-25 CIP page](#)

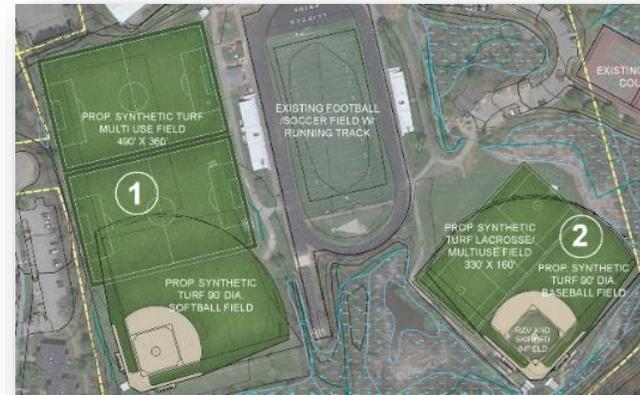
Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%	\$25,000						\$25,000	\$125,000	\$150,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	\$125,000	\$150,000



## BI-12-PW-19: EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS

Department	Public Works Department/ Recreation Department
Project Location	Various Locations
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Comprehensive Recreation Needs Study 2010</a> ; 2015 Recreation Field Report	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** In addition to adding to the inventory of recreation fields, the 2010 Recreation Needs Study and the 2015 Recreation Field Report, highlighted opportunities for resurfacing or reconstructing existing fields in order to increase playability and improve service. Needed investments to add or improve playability include addressing drainage issues, improving turf systems, and/or converting “practice” fields to competition fields. The 2015 report highlights opportunities at the High School Athletic Complex, Clough Field as well as the elementary schools and Lafayette ball field.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$225,000	\$975,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$225,000	\$975,000





## BI-20-PW-22: GREENLAND ROAD PRACTICE FIELD

Department	Public Works Department/ Recreation Department
Project Location	Route 33
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2024
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



**Description:** This project will provide a grass practice field for various activities. In addition, the property will provide parking and access to the NH Seacoast Greenway Route.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: : <a href="#">Comprehensive Recreation Needs Study 2010</a> , 2015 Recreation Field Report	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%				\$500,000			\$500,000	\$0	\$500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000	\$0	\$500,000



## BI-00-PW-23: IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN

Department	Public Works Department
Project Location	Peirce Island
Project Type	Rehabilitation of Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Peirce Island Master Plan 1999</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The Peirce Island Master Plan was finalized in 1999. The plan detailed many capital improvement projects that support recreational activities on the island. This project identifies funding to continue investments to promote the 1999 plan, which will continue after the completion of the Wastewater Treatment Plant. Projects completed under the plan so far include upgrades to the outdoor pool area, trail construction, installation of picnic tables and interpretive signs, reconstruction of the boat ramp, signage upgrades and shorefront landscaping.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$150,000	\$275,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$150,000	\$275,000



**BI-15-PW-24: OUTDOOR POOL UPGRADE**

Department	Public Works Department
Project Location	Pierce Island
Project Type	Rehabilitation of a Facility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study:	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** An evaluation of the pool and pool filter building was completed as part of the Peirce Island pool house design project. The results of this evaluation identified additional investments were needed to allow the pool to stay open.

## Useful Website Links:

- [Public Works Homepage](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,600,000		\$2,500,000				\$4,100,000	\$1,500,000	\$5,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,600,000	\$0	\$2,500,000	\$0	\$0	\$0	\$4,100,000	\$1,500,000	\$5,600,000



## BI-02-PW-25: CITYWIDE PLAYGROUND IMPROVEMENTS

Department	Public Works Department
Project Location	Various
Project Type	Rehabilitation of an Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** This project provides funding for continued investment in the City’s playgrounds. It will maintain the level of service resulting from many extensive investments over the past few years. Funding will be used for replacing equipment, upgrading furnishings, and other amenities as needed. In the future, specific upgrades are envisioned for the Atlantic Heights Playground.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$262,500	\$762,500
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$262,500	\$762,500



## **BI-02-PW-26: CITYWIDE PARK IMPROVEMENTS**

Department	Public Works Department
Project Location	Various
Project Type	Rehabilitation of an Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



**Description:** This project provides funding for the City’s parks. In recent years, investment in new parks and community discussions about existing park facilities (e.g. Sagamore Creek, Goodwin Park, Aldrich Park near Court Street, and Vaughan Mall) have highlighted the need to continue investing in park improvements. Funding will be used for improvements in furnishing and signage upgrades, drainage, walkway, landscaping and lighting.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$262,500	\$762,500
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$262,500	\$762,500



**BI-04-PW-28: CITYWIDE TREE REPLACEMENT PROGRAM**

Department	Public Works
Project Location	Citywide
Project Type	Upgrade Existing Facilities
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The City of Portsmouth has been recognized as a Tree City USA for over twenty years. The City has a long tradition of caring for the urban forest. The City Arborist and the [Trees and Public Greenery Committee](#) administers this program. The program focuses on proactive plantings, managing street tree planting projects, inspecting, pruning or removing hazardous trees in the right-of-way, and provides information and resources to residents, homeowners and builders.

## Useful Website Links:

- [Trees & Public Greenery Committee](#)
- [Public Works Homepage](#)
- [FY20-25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$110,000	\$140,000	\$250,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$110,000	\$140,000	\$250,000



## BI-18-PW-33: RECYCLING & SOLID WASTE TRANSFER STATION



Department	Public Works
Project Location	Public Works Department Peverly Hill Road
Project Type	Construction or Expansion of A Public Facility, Street or Utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The purpose of this project is to design and build a new recycling center at the Public Works Department. The new recycling center will improve safety and the experience of residents dropping material off, while adding infrastructure to consolidate recycling and solid waste for more efficient transport, additional disposal options and cost savings. The project is in the preliminary design phase and an updated cost estimate will be developed.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">Solid Waste and Recycling Info</a> <ul style="list-style-type: none"> <li>• <a href="#">FY20-25 CIP page</a></li> </ul> </li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	6%							\$0	\$350,000	\$350,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	94%	\$2,400,000				\$3,000,000		\$5,400,000	\$0	\$5,400,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$2,400,000	\$0	\$0	\$0	\$3,000,000	\$0	\$5,400,000	\$350,000	\$5,750,000



## BI-05-PW-35: HISTORIC CEMETERY IMPROVEMENTS

Department	Public Works
Project Location	Citywide
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (Ongoing and Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – <a href="#">Cemetery Existing Conditions Assessment and Restoration Plan (2013)</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The City is responsible for maintaining the six historic cemeteries including Point of Graves Burial Ground, North Cemetery, Union Cemetery, Pleasant Street Burial Ground, the African Burying Ground, and Cotton Cemetery. In these cemeteries, the City is not only responsible for the upkeep of the grounds (regular mowing and landscaping), but also the headstones; hill, ledger, and chest tombs; cemetery walls and related structures. The City carried out an assessment of these valuable historic resources and created a prioritized list of restoration and repair projects which will be carried out over a multi-year period.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">Portsmouth Historic Cemeteries</a> <ul style="list-style-type: none"> <li>• <a href="#">FY20-25 CIP page</a></li> </ul> </li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$195,000	\$320,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
Donation	0%							\$0	\$0	\$0
	Totals	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$195,000	\$320,000



**BI-07-PW/NH-37: SOUND BARRIERS IN RESIDENTIAL AREA ALONG I-95**

Department	Public Works
Project Location	I-95 Corridor
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The purpose of this project is to mitigate sound pollution in neighborhoods along Interstate 95, including the Pannaway Manor Neighborhood. Federal funding requiring a local match will be pursued in cooperation with the State of New Hampshire. Effective January 1, 2019, the City Council adopted local regulations to reduce highway noise as required in order to be eligible for Federal funding matches.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

## Useful Website Links:

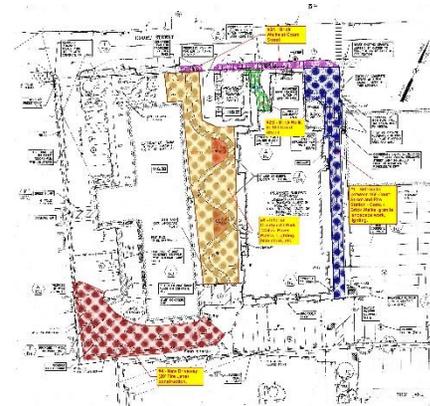
- [Public Works Homepage](#)
- [FY20-25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	20%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$100,000	\$700,000
Fed/ State	80%	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$2,880,000	\$0	\$2,880,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$3,480,000	\$100,000	\$3,580,000



## **BI-21-PW-42: PORTSMOUTH HOUSING AUTHORITY COURT STREET PROJECT ELECTRICAL INFRASTRUCTURE**

Department	Planning Department/Public Works
Project Location	Court Street
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Planning Board Site Plan Approval	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** Request from the Portsmouth Housing Authority for improvements related to implementation of residential apartments at 160 Court Street as approved by the Planning Board. Provide electrical infrastructure to provide redundancy in the electrical service to 140 Court St, 160 Court Street, Courthouse and other abutters. This work only includes surface demo for trenching, trenching, conduits, concrete ductbank, backfill and partial patching at existing pavement to remain. This cost does not include any specific work that Eversource is to complete.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Planning Department Homepage</a></li> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">Portsmouth Housing Authority</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%	\$120,000						\$120,000	\$0	\$120,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000	\$0	\$120,000



**BI-95-PW-43: HANOVER PARKING FACILITY – CAPITAL IMPROVEMENTS**

Department	Public Works – Parking and Transportation Division
Project Location	Hanover Street
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Structural Evaluation 2015</a> ; <a href="#">Hanover Street Parking Facility Condition Appraisal Update 2018</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** This project provides funding for maintenance at the Hanover Parking Garage. Funding is allocated on a scheduled basis to fund major renovation needs for the original structure. In FY18, a structural evaluation update was completed by Walker Consultants, identifying the upgrades necessary to be able to continue to use the Facility. Construction will begin after the City's new parking garage is completed.

## Useful Website Links:

- [Public Works Homepage](#)
  - [Park Portsmouth](#)
- [Hanover Parking Garage](#)
  - [FY20-25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease (Parking)	89%		\$6,000,000					\$6,000,000	\$0	\$6,000,000
Other	0%							\$0	\$0	\$0
Revenues (Parking)	11%	\$100,000					\$50,000	\$150,000	\$600,000	\$750,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$6,000,000	\$0	\$0	\$0	\$50,000	\$6,150,000	\$600,000	\$6,750,000



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# III. INFORMATION SYSTEMS



## IS-06-IT-46: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Department	IT Department
Project Location	citywide
Project Type	Equipment (non-vehicular)
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The Information Technology Upgrades Replacements incorporates the General Government (City Hall, Public Works, Recreation, and Library), Police, Fire and School Departments technology needs. The replacement/ upgrade of computers, servers and other technology upgrades follow by location for FY20.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">FY20-25 CIP page</a></li> <li>• <a href="#">IT Department</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
GF (Non-Operating)	100%	\$574,608	\$823,608	\$659,408	\$707,408	\$890,408	\$753,608	\$4,409,048	\$3,328,144	\$7,737,192
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$574,608	\$823,608	\$659,408	\$707,408	\$890,408	\$753,608	\$4,409,048	\$3,328,144	\$7,737,192



## IS-06-IT-46: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

### Computers/Notebooks

(Costs include installation)

Location	Inventory	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
City Hall	102	10	50	50			50
Public Works	67				37	30	
Library	95	40	50	-	40	50	
Recreation	11					11	
Police	121	25	25	25	25	25	25
Fire	19	2	19	2	2	2	19
Total Computers	415	77	144	77	104	118	94

<u>Cost of Replacement</u>	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
City Hall	\$10,000	\$50,000	\$50,000			\$50,000
Public Works				\$37,000	\$30,000	
Library	\$40,000	\$50,000		\$40,000	\$50,000	
Recreation					\$11,000	
Police	\$42,500	\$42,500	\$42,500	\$42,500	\$42,500	\$42,500
Fire	\$2,800	\$19,000	\$2,800	\$2,800	\$2,800	\$19,000
<b>Computers/Notebooks Cost per Year</b>	<b>\$95,300</b>	<b>\$161,500</b>	<b>\$95,300</b>	<b>\$122,300</b>	<b>\$136,300</b>	<b>\$111,500</b>

# IS-06-IT-46: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

## Servers

(Costs include installation and software)

Location	Inventory	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
City Hall Server Room	3	-	-	-	-	3	-
Public Works							
Library	1				1		
Police	10	2	2	2	2	2	2
Fire							
<b>Total Servers</b>	<b>14</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>2</b>

<u>Cost of Replacement</u>	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
Citywide	\$0	\$0	\$0	\$0	\$150,000	\$0
Public Works						
Library				\$5,000		
Police	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
Fire						
<b>Servers Cost per Year</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$21,000</b>	<b>\$166,000</b>	<b>\$16,000</b>



## IS-06-IT-46: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

### Other Technology Replacements and Upgrades

Location	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
<b>Citywide</b>						
Plotter City Hall (1)				\$10,000		
Microsoft Office/Exchange (320 Citywide)		\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Spam Filter (300 Hardware/Software)	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Channel 22 technology equipment					\$25,000	\$25,000
AV Units (2)	\$0		\$2,000			
Network Management System (City Wide)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
WAN Switches/Cables/Firewalls (4)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CMS and Data Conversion		\$80,000			\$15,000	\$15,000
<b>Total City Hall</b>	<b>\$40,000</b>	<b>\$190,000</b>	<b>\$112,000</b>	<b>\$120,000</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>Public Works</b>						
Radios (80)	\$20,000					\$20,000
WAN Switches (2)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Public Works</b>	<b>\$30,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$30,000</b>
<b>Library</b>						
A/V Unit (1)		\$15,000				
WAN Switches (1)	\$5,000					
<b>Total Library</b>	<b>\$5,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## IS-06-IT-46: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

### Other Technology Replacements and Upgrades

Location	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
<b>Police</b>						
Radios-portable (154)	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
Radios-mobile (42)	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500
Printers (68)	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
CJIS Compliance	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Projectors (9)		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Firewalls (4)		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Tape back ups (2)		\$3,000	\$0	\$3,000		\$3,000
Scanners (14)		\$800	\$800	\$800	\$800	\$800
Microsoft "Office Std" Licenses (100)		\$0	\$0	\$0	\$0	\$0
Microsoft "WinSvrSTD Core (76) & CAL (100) Licenses		\$0	\$0	\$0	\$0	\$0
Comm Center-Radio System Replacement	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858
<b>Total Police</b>	<b>\$335,558</b>	<b>\$343,358</b>	<b>\$340,358</b>	<b>\$343,358</b>	<b>\$340,358</b>	<b>\$343,358</b>
<b>Fire</b>						
Radios- portable (55)		\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
Radios- mobile (44)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Printers (13)	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750
WAN Swtiches (3)	\$15,000					\$15,000
Projectors (5)		\$2,000			\$2,000	\$2,000
<b>Total Fire</b>	<b>\$22,750</b>	<b>\$27,750</b>	<b>\$25,750</b>	<b>\$25,750</b>	<b>\$27,750</b>	<b>\$42,750</b>
<b>School Department</b>						
Wifi Access Points	\$30,000	\$0	\$15,000	\$15,000		\$5,000
Classroom LCD Projectors		\$50,000	\$30,000		\$15,000	\$10,000
Virtual Desktop Interface (VDI) Expansion				\$15,000	\$15,000	\$15,000
Printers			\$0			
Firewall					\$30,000	
LAN Network Switches		\$10,000	\$45,000			
WAN Switches (6)		\$0		\$30,000		\$30,000
<b>Total School</b>	<b>\$30,000</b>	<b>\$60,000</b>	<b>\$90,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>
<b>Other Technology Replacement/Upgrades Cost per Year</b>	<b>\$463,308</b>	<b>\$646,108</b>	<b>\$578,108</b>	<b>\$559,108</b>	<b>\$588,108</b>	<b>\$626,108</b>



## IS-06-IT-46: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

**Totals by Location**

	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
Citywide	\$50,000	\$240,000	\$162,000	\$120,000	\$300,000	\$200,000
Public Works	\$30,000	\$10,000	\$10,000	\$47,000	\$40,000	\$30,000
Library	\$45,000	\$65,000	\$0	\$45,000	\$50,000	\$0
Recreation	\$0	\$0	\$0	\$5,000	\$11,000	\$0
Police	\$394,058	\$401,858	\$398,858	\$401,858	\$398,858	\$401,858
Fire	\$25,550	\$46,750	\$28,550	\$28,550	\$30,550	\$61,750
School	\$30,000	\$60,000	\$90,000	\$60,000	\$60,000	\$60,000
<b>Total Information Technology Replacement and Upgrades</b>	<b>\$574,608</b>	<b>\$823,608</b>	<b>\$689,408</b>	<b>\$707,408</b>	<b>\$890,408</b>	<b>\$753,608</b>

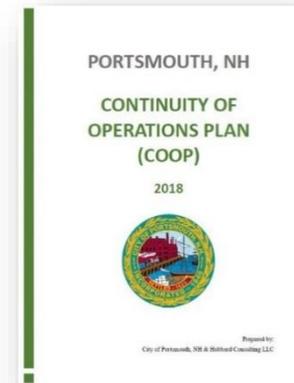


## IS-20-IT-47: CONTINUITY OF OPERATIONS (COOP) – REDUNDANT SITE BUILDOUT

Department	IT Department
Project Location	To Be Determined
Project Type	Equipment (non-vehicular)
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Continuity of Operations Plan (COOP)	Y
Improves Quality of Existing Services	
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	100%	\$150,000	\$150,000					\$300,000	\$0	\$300,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000



**Description:** This project is a critical need to provide redundancy in City IT operations, and will enable the City to operate essential functions in the event that City Hall is damaged or out of service for a period of time.

The project includes: Reengineering the current network (MAN) to create a secondary access location for an emergency failover, add a virtualized server and build the capacity to operate at an alternate location.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">COOP: What is Continuity of Operations?</a> <ul style="list-style-type: none"> <li>• <a href="#">FY20-25 CIP page</a></li> <li>• <a href="#">IT Department</a></li> </ul> </li> </ul>



### IS-21-FI-48: FINANCIAL SOFTWARE UPGRADE

Department	Finance Department
Project Location	City Hall
Project Type	Equipment (non-vehicular)
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** This project is a planned upgrade to the existing financial software. Due to the size and cost of this project, it is recommended that this be spread out over 3-4 years, with an implementation date in FY 24. This upgrade will enable the City financial department and other departments to streamline their current process and offer more services to the residents.

The project includes: upgraded software and hardware, review all the 3<sup>rd</sup> party software and with the goal of streamlining as much as possible with one main application.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">City of Portsmouth - Finance Department</a></li> <li>• <a href="#">IT Department</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	100%		\$175,000	\$175,000	\$175,000	\$175,000		\$700,000	\$0	\$700,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$175,000	\$175,000	\$175,000	\$175,000	\$0	\$700,000	\$0	\$700,000



## IS-17-PD-51: PUBLIC SAFETY RECORDS MGMT./COMPUTER AIDED DISPATCH SYSTEM

Department	Police Department
Project Location	To Be Determined
Project Type	Other (explained below)
Commence FY	2022
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



**Description:** The current RMS/CAD systems are handled with IMC/Tritech software. Although this system has served the needs of the departments for 15+ years, it no longer meets the evolving public safety technology. It is a single-jurisdiction antiquated software platform with: limited enhancement & development, redundancy of effort, limited transparency/visibility to community, limited mobile and web-based functionality that decreases officer productivity, and requires specialized IT capabilities and long lead times for reports and crime analysis challenges.

A new software is sought for improved mobile computing and analysis tools, management dashboards, multi-disciplinary, and multi-jurisdictional expandable capabilities for future potential collaborations with surrounding communities/mutual aide.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Useful Website Links:
<ul style="list-style-type: none"> <li><a href="#">Portsmouth Police Department Homepage</a></li> <li><a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	100%	\$50,000	\$250,000	\$250,000	\$250,000			\$800,000	\$100,000	\$900,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$250,000	\$250,000	\$250,000	\$0	\$0	\$800,000	\$100,000	\$900,000



# IV. TRANSPORTATION MANAGEMENT



## TSM-05-PW-52: FREE PUBLIC PARKING/SHARED LOT AGREEMENTS

Department	Public Works – Parking and Transportation Division
Project Location	Citywide
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The City makes available free long-term parking to citizens and visitors in close proximity to Downtown Portsmouth. The City maintains shared lot agreements with a number of private company owners.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">Park Portsmouth</a></li> <li>• <a href="#">Parking Locations</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Unmet Parking Credits	14%							\$0	\$104,500	\$104,500
Revenues (Parking)	86%	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000	\$257,000	\$617,000
PPP	0%							\$0	\$0	\$0
	Totals	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000	\$361,500	\$721,500



## **TSM-12-PW-53: PARKING LOT PAVING**

Department	Public Works: Parking and Transportation Division
Project Location	Citywide
Project Type	Paving and Lot Upgrades
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** Similar to streets, parking lots require maintenance and periodic repaving. The City owns metered parking lots (Bridge Street, Worth Lot, Court Street and Memorial Bridge Lot) and six unmetered parking lots (Prescott Park, Parrott Avenue, South Mill Pond, Leary Field, Municipal Complex and Rockland Street).

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">Park Portsmouth</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	100%	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000	\$1,250,000	\$2,150,000
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000	\$1,250,000	\$2,150,000



## TSM-08-PW-54: PARKING METERS

Department	Public Works – Parking and Transportation Division
Project Location	Downtown Business District
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



**Description:** The City has replaced its aging multi-space parking meters with updated technology, allowing for a greatly enhanced user experience. These funds cover the continued replacement of meters as needed.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">Park Portsmouth</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	100%	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$270,000	\$270,000	\$540,000
PPP	0%							\$0	\$0	\$0
	Totals	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$270,000	\$270,000	\$540,000



## TSM-21-PL-56: TRAIL DEVELOPMENT PROJECTS

Department	Planning Department
Project Location	Great Bog and Area North of Lang Road
Project Type	Construction or Expansion of a public facility, street or utility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Open Space Plan	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	Y

**Description:** Construction of two trails.

1. Great Bog - connections to: rail trail, Buckminster neighborhood, and Route 33/Greenland Road. Project would include construction of pedestrian trail including boardwalks and potential for accessibility.
2. Lang Road at Stetson property: to include trail development, parking area and accessibility. Enhances connections throughout Berry's Brook headwaters.

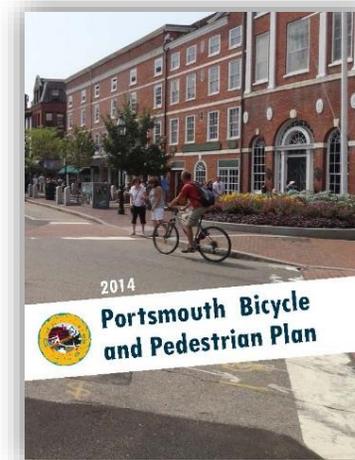
Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Planning Department Homepage</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%	\$5,000	\$10,000	\$30,000				\$45,000	\$0	\$45,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$5,000	\$10,000	\$30,000	\$0	\$0	\$0	\$45,000	\$0	\$45,000



## TSM-15-PL-57: BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION

Department	Planning Department and Public Works
Project Location	Citywide
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	Ongoing
Priority	O (Ongoing)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Bicycle and Pedestrian Plan 2014</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** This project is to implement the projects identified in the Bicycle and Pedestrian Plan. Demand for bicycle and pedestrian facilities continues to grow and these funds will be used as opportunities become available to expand and improve the citywide bicycle and pedestrian networks.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Planning Department Homepage</a></li> <li>• <a href="#">Bicycle &amp; Pedestrian Planning</a> <ul style="list-style-type: none"> <li>• <a href="#">FY20-25 CIP page</a></li> </ul> </li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	9%							\$0	\$130,000	\$130,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	68%							\$0	\$1,000,000	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues (parking)	24%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$50,000	\$350,000
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$1,180,000	\$1,480,000



## TSM-17-PL-62: NORTH MILL POND MULTI-USE PATH

Department	Planning Department
Project Location	North Mill Pond Shoreline Market St to Bartlett St.
Project Type	Construction or expansion of public facility
Commence FY	2017
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



**Description:** The North Mill Pond Multi-Use Path will be a paved path for use by bicycles and pedestrians extending from Market Street to Bartlett Street, with a brief on-road connection on Maplewood Ave. As proposed, the path will be a minimum of ten-feet (10') wide and two-feet (2') of clear space on either side. This project is anticipated to be done in collaboration with private investment.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – <a href="#">Bicycle and Pedestrian Plan 2014</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Planning Department Homepage</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	7%							\$0	\$100,000	\$100,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	37%							\$0	\$500,000	\$500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	56%	\$650,000						\$650,000	\$100,000	\$750,000
	Totals	\$650,000	\$0	\$0	\$0	\$0	\$0	\$650,000	\$700,000	\$1,350,000



# TSM-16-PL-66: MAPLEWOOD AVE DOWNTOWN COMPLETE STREET

Department	Planning Department and Public Works
Project Location	Maplewood Ave from Congress St to Raynes Ave
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<5,001)



**Description:** This project will be the implementation of design plans for this corridor that were completed in 2019, which include sidewalk widening, bike lanes, crosswalk improvements, travel lane reductions, and roadway reconstruction. The goals are to enhance the comfort, appeal, and safety of this approximately 1/4 mile corridor. Aspects of this project will be done in partnership with local developers. Remaining City project funding is for final engineering and construction. State funding has been allocated for this project in the [NHDOT 2019-2028 Ten Year Plan](#).

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Bicycle and Pedestrian Plan 2014</a> , <a href="#">Maplewood Ave Feasibility Study</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	Y

Useful Website Links:

- [Public Works Homepage](#)
- [Planning Department Homepage](#)
- [2019-2028 NHDOT Ten Year Plan](#)
  - [FY20-25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	4%							\$0	\$167,000	\$167,000
Fed/ State	19%	\$34,000	\$33,000		\$35,000		\$652,000	\$754,000	\$0	\$754,000
Bond/ Lease	71%						\$2,370,000	\$2,370,000	\$450,000	\$2,820,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	6%							\$0	\$250,000	\$250,000
	Totals	\$34,000	\$33,000	\$0	\$35,000	\$0	\$3,022,000	\$3,124,000	\$867,000	\$3,991,000



## TSM-18-PL-68: ELWYN ROAD SIDEPATH

Department	Planning Department & Public Works
Project Location	Elwyn Park (from Route 1 to Tucker’s Cove)
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study - <a href="#">Bicycle and Pedestrian Plan 2014</a>	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



**Description:** This project will add a multi-use side path for bicycles and pedestrians along Elwyn Road, extending from Route 1 to Harding Road, and continue with an on-road bicycle route to the Rye line. The first phase from Route 1 to Harding Road has been awarded federal Congestion Mitigation and Air Quality Funds (CMAQ). The City will provide the required local match of 20%.

Useful Website Links:
<ul style="list-style-type: none"> <li><a href="#">Public Works Homepage</a></li> <li><a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	20%	\$170,000						\$170,000	\$30,000	\$200,000
Fed/ State	80%	\$680,000						\$680,000	\$120,000	\$800,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$850,000	\$0	\$0	\$0	\$0	\$0	\$850,000	\$150,000	\$1,000,000



## TSM-10-PW-73: CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM

Department	Public Works
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The City continues to replace antiquated signal systems throughout the City. These replacements improve traffic flow, emergency response, efficiency and safety at these intersections. The upgrades include new traffic signals, controllers, pedestrian indicators and minor roadwork at each intersection. The signal system at Middle Street and Miller Avenue / Summer Street has been identified as needing improvements.

Useful Website Links:

- [Public Works Homepage](#)
- [FY20-25 CIP page](#)

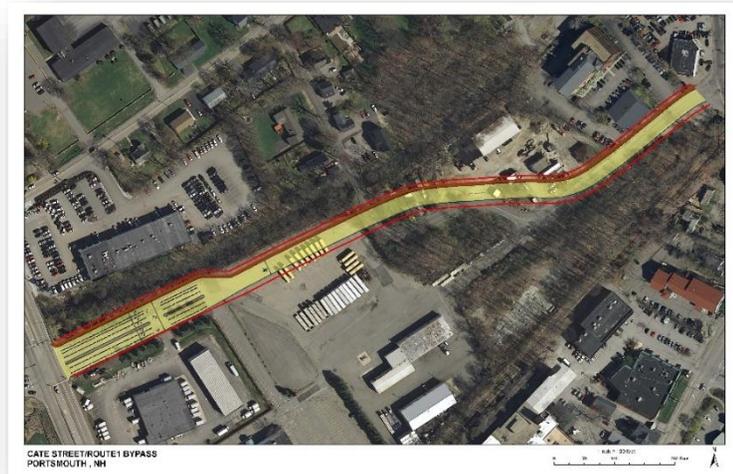
		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$1,200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$1,200,000



## TSM-19-PL-79: CATE STREET CONNECTOR

Department	Planning Department & Public Works
Project Location	Cate Street
Project Type	Other (Explained Below)
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



**Description:** This project will provide direct access from Bartlett Street at the Railroad Bridge to Route 1 Bypass at Borthwick Avenue traffic signal. Costs for design and construction are being shared 50/50 with a private developer of the West End Yards development. Project has been funded through prior Capital Improvement Plans, but additional funding is required for upgrades and improvements to the Bartlett Street / Cate Street intersection.

Useful Website Links:

- [Public Works Homepage](#)
- [FY20-25 CIP page](#)

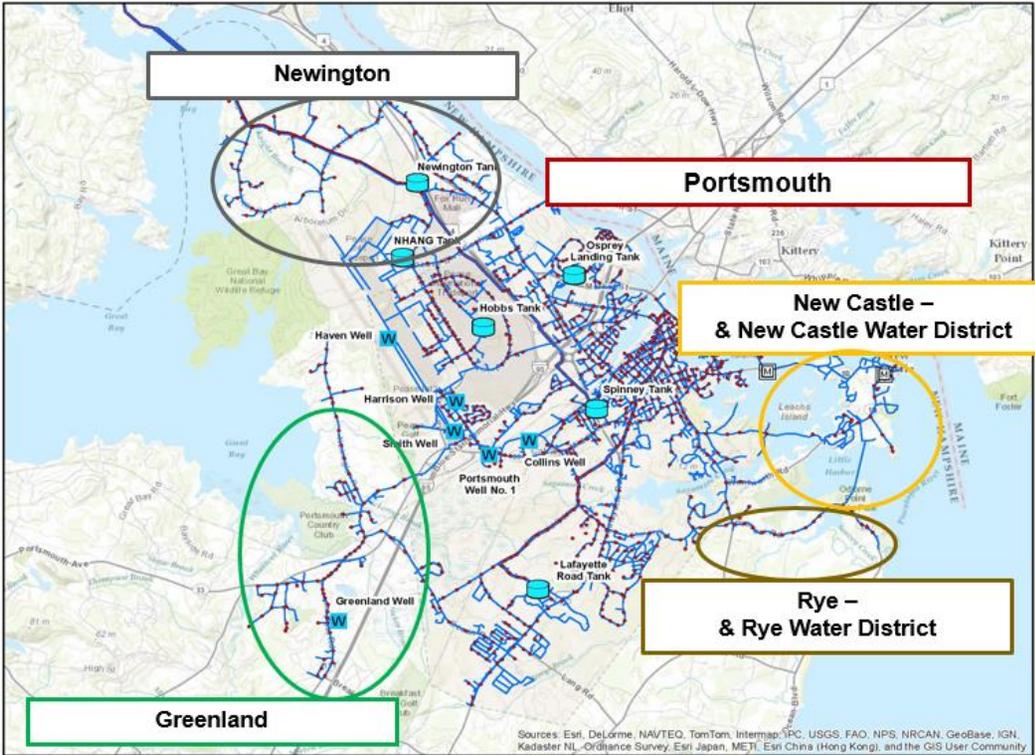
		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	18%	\$366,000						\$366,000	\$0	\$366,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	74%							\$0	\$1,500,000	\$1,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	7%							\$0	\$150,000	\$150,000
	Totals	\$366,000	\$0	\$0	\$0	\$0	\$0	\$366,000	\$1,650,000	\$2,016,000



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# VI. ENTERPRISE FUNDS

## WATER



## EF-18-WD-90: NEW GROUNDWATER SOURCE

Department	Public Works
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – <a href="#">Water System Master Plan 2013</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



**Description:** This project consists of constructing, permitting and connecting a new groundwater supply well into the Portsmouth water system. This project is important to ensure long-term sustainability of the water supply.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">Water Department</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	88%	\$500,000		\$2,000,000				\$2,500,000	\$0	\$2,500,000
Other	0%							\$0	\$0	\$0
Revenues	12%							\$0	\$350,000	\$350,000
PPP	0%							\$0	\$0	\$0
	Totals	\$500,000	\$0	\$2,000,000	\$0	\$0	\$0	\$2,500,000	\$350,000	\$2,850,000



## EF-18-WD-91: WATER TRANSMISSION MAIN REPLACEMENT



Department	Public Works
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – <a href="#">Newington Transmission Main Alternative Draft Report 2017</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

**Description:** This project consists of design and construction of water transmission mains beneath Little Bay to replace existing mains, which are over 60 years old. Preliminary investigations of the existing water mains and valves have identified degraded conditions. Due to the importance of this water main, this project is necessary to ensure water is continuously supplied from Madbury to Portsmouth and service is not disrupted. FY21 funds will be used for permitting and design, and FY22 funds will be used for construction.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">Water Department</a></li> <li>• <a href="#">FY20-25 CIP page</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	96%	\$600,000	\$5,400,000					\$6,000,000	\$250,000	\$6,250,000
Other	0%							\$0	\$0	\$0
Revenues	4%							\$0	\$250,000	\$250,000
PPP	0%							\$0	\$0	\$0
	Totals	\$600,000	\$5,400,000	\$0	\$0	\$0	\$0	\$6,000,000	\$500,000	\$6,500,000



## EF-20-WD-92: WATER STORAGE TANKS PAINTING

Department	Public Works
Project Location	Arboretum Drive
Project Type	Rehabilitation of a Facility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The City owns and operates 4 water storage tanks. These facilities are inspected routinely for the condition of the interior and exterior finishes. These funds cover the costs to repaint these tanks when needed. FY21 funds will cover the exterior painting of the Newington Booster tank. This work will be significant because the existing paint and primer contain lead. FY23 funds will be used to repaint the exterior of the Spinney Road tank.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY20-25 CIP page](#)

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$850,000		\$350,000				\$1,200,000	\$0	\$1,200,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$850,000	\$0	\$350,000	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000

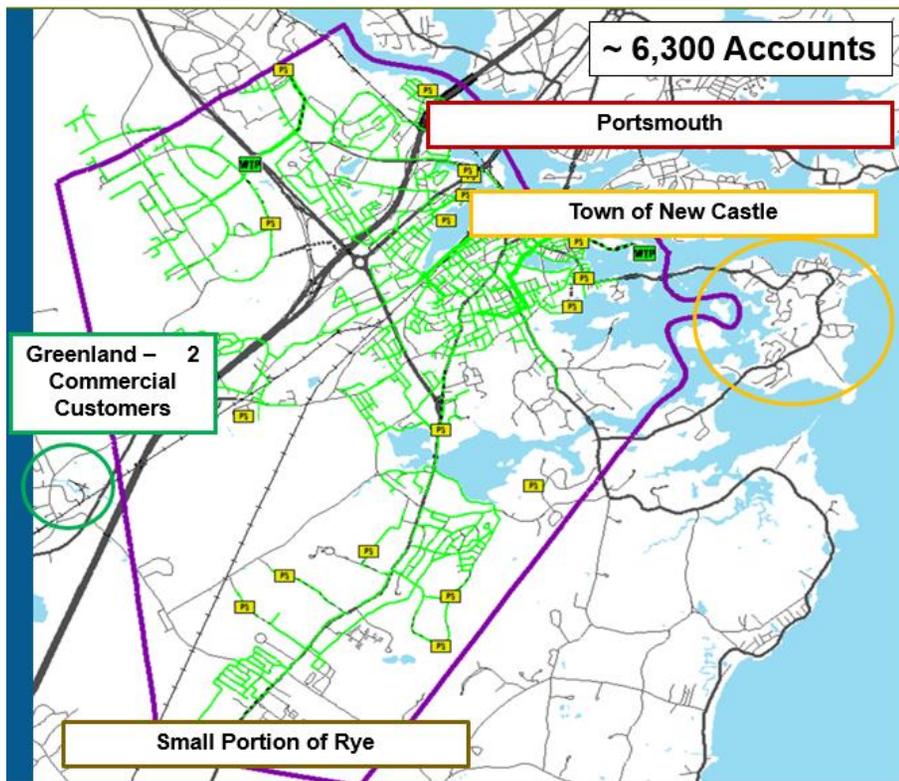


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# V. ENTERPRISE FUNDS

## SEWER



## EF-12-SD-94: PEASE WASTEWATER TREATMENT FACILITY

Department	Public Works
Project Location	Pease WWTF at Corporate Dr
Project Type	Upgrade of Existing Facilities
Commence FY	2017
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,000 or more)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Pease Wastewater Facility NPDES Permit Renewal 2019</a>	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** In 2019 the City submitted a wastewater permit renewal application to the Environmental Protection Agency (EPA) requesting an increase in design flow rate from 1.2 million gallons per day to 1.7 million gallons per day. This increase in flow rate at the treatment facility will support the build out of the Pease International Tradeport and provide capacity at the treatment facility for Lonza Biologics intended expansion. Planning for this upgrade has begun but full design and construction will not take place until the full details of an updated permit are provided by the EPA. The timing of this work is dependent upon the issuance of that permit. Replacement of aged equipment is underway with previous years' funding.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Department</a></li> <li>• <a href="#">Sewer Department</a></li> </ul>

		FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	46%							\$0	\$12,250,000	\$12,250,000
Other	0%							\$0	\$0	\$0
Revenues	3%							\$0	\$900,000	\$900,000
PPP	51%		\$13,500,000					\$13,500,000	\$0	\$13,500,000
	Totals	\$0	\$13,500,000	\$0	\$0	\$0	\$0	\$13,500,000	\$13,150,000	\$26,650,000



# VI. COMBINED FUNDING



**COM-03-PW-100**

**ISLINGTON STREET IMPROVEMENTS PHASE 1B & 2**  
**Combined: General Fund-Water Fund-Sewer Fund**

Department	Public Works
Project Location	Islington Street from Albany Street to Congress Street
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Long Term Control Plan Update 2010</a> ; <a href="#">CSO Supplemental Compliance Plan 2017</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Department</a></li> <li>• <a href="#">Sewer Department</a></li> </ul>



**Description:** This project funds work related to reconstruction on Islington Street. It will be completed in phases. Phase 1A is from the Route 1 Bypass to Albany Street and was previously funded. Phase 1B is from Albany Street to Dover Street and will be funded in FY21. Phase 2 is from Dover Street to Congress Street and is estimated to cost an additional \$6.9 million in FY24. The total project estimated cost is \$23,740,000.

The project includes water, sewer, drainage and streetscape modifications. Funding for this work will come from the water and sewer enterprise funds and the general fund (property taxes).

Phases 1A and 1B are required by the City’s Supplemental Compliance Plan for sewer separation.



**COM-03-PW-100**

**ISLINGTON STREET IMPROVEMENTS PHASE 1B & 2**  
**Combined: General Fund-Water Fund-Sewer Fund**

			FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals	
General Fund	Fed/ State	0%							\$0	\$0	\$0	
	GF-Capital Outlay	2%				\$100,000			\$100,000	\$400,000	\$500,000	
	GF-Bond/ Lease	31%	\$1,640,000			\$2,200,000			\$3,840,000	\$3,500,000	\$7,340,000	
	Other	0%							\$0	\$0	\$0	
	PPP	0%							\$0	\$0	\$0	
Water	Revenues	3%				\$100,000			\$100,000	\$500,000	\$600,000	
	Bond/Lease	31%	\$1,650,000			\$2,200,000			\$3,850,000	\$3,500,000	\$7,350,000	
	PPP	0%							\$0	\$0	\$0	
Sewer	Revenues	3%				\$100,000			\$100,000	\$500,000	\$600,000	
	Bond/Lease	31%	\$1,650,000			\$2,200,000			\$3,850,000	\$3,500,000	\$7,350,000	
	PPP	0%							\$0	\$0	\$0	
<b>Total General Fund</b>			33%	\$1,640,000	\$0	\$0	\$2,300,000	\$0	\$0	\$3,940,000	\$3,900,000	\$7,840,000
<b>Total Water Fund</b>			33%	\$1,650,000	\$0	\$0	\$2,300,000	\$0	\$0	\$3,950,000	\$4,000,000	\$7,950,000
<b>Total Sewer Fund</b>			33%	\$1,650,000	\$0	\$0	\$2,300,000	\$0	\$0	\$3,950,000	\$4,000,000	\$7,950,000
<b>Totals</b>				<b>\$4,940,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,900,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,840,000</b>	<b>\$11,900,000</b>	<b>\$23,740,000</b>



**COM-20-PW-101**

**FLEET STREET UTILITIES UPGRADE AND STREETScape**

Combined: General Fund-Water Fund-Sewer Fund

Department	Public Works
Project Location	Fleet Street
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Long Term Control Plan Update 2010</a> ; <a href="#">CSO Supplemental Compliance Plan 2017</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Department</a></li> <li>• <a href="#">Sewer Department</a></li> </ul>

**Description:** The City is moving forward with a sewer separation project on Fleet Street. It is required through the City's Long Term Control Plan and Supplemental Compliance Plan.

The project includes water, sewer, drainage upgrades along with full streetscape rework and other pedestrian enhancements. Funding for this work will come from the water and sewer enterprise funds and the general fund (property taxes).

FY22 funding is for construction of the improvements on Fleet Street from Hanover Street to Court Street. FY23 funding is for a potential expansion of the project limits as determined during the design. The expansion could include portions of Congress Street, State Street and Vaughn Mall.

The Market Square upgrade project will be coordinated with this project.



**COM-20-PW-101**

**FLEET STREET UTILITIES UPGRADE AND STREETScape**

Combined: General Fund-Water Fund-Sewer Fund

			FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	28%		\$1,200,000	\$800,000				\$2,000,000	\$0	\$2,000,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	28%		\$1,200,000	\$800,000				\$2,000,000	\$0	\$2,000,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	1%							\$0	\$80,000	\$80,000
	Bond/Lease	43%		\$1,600,000	\$1,000,000				\$2,600,000	\$500,000	\$3,100,000
	PPP	0%							\$0	\$0	\$0
Total General Fund		28%	\$0	\$1,200,000	\$800,000	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Total Water Fund		28%	\$0	\$1,200,000	\$800,000	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Total Sewer Fund		44%	\$0	\$1,600,000	\$1,000,000	\$0	\$0	\$0	\$2,600,000	\$580,000	\$3,180,000
<b>Totals</b>			<b>\$0</b>	<b>\$4,000,000</b>	<b>\$2,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,600,000</b>	<b>\$580,000</b>	<b>\$7,180,000</b>



**COM-10-PW-102**

**MAPLEWOOD AVENUE BRIDGE REPLACEMENT**

Combined: General Fund-Water Fund-Sewer Fund

Department	Public Works
Project Location	Maplewood Avenue
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Citywide Bridge Evaluation 2018</a>	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** This project is the replacement of the Maplewood Avenue Bridge at the North Mill Pond. Previous planning for this project as an out-year has been expedited due to the critical need for replacement identified in the Bridge Master Plan.

The City is working to obtain the 80% NHDOT State Bridge Aid Program funds. If the funds are not available, general obligation bonding will be needed to complete this project.

Improvements will include new sea walls, replacement of the existing water main and gravity sewer.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Department</a></li> <li>• <a href="#">Sewer Department</a></li> </ul>



**COM-10-PW-102**

**MAPLEWOOD AVENUE BRIDGE REPLACEMENT**

Combined: General Fund-Water Fund-Sewer Fund

			FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
General Fund	Fed/ State	59%			\$6,400,000				\$6,400,000	\$0	\$6,400,000
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	19%			\$1,600,000				\$1,600,000	\$500,000	\$2,100,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	1%	\$100,000						\$100,000	\$0	\$100,000
	Bond/Lease	10%			\$1,100,000				\$1,100,000	\$0	\$1,100,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	1%	\$100,000						\$100,000	\$0	\$100,000
	Bond/Lease	10%		\$1,100,000					\$1,100,000	\$0	\$1,100,000
	PPP	0%							\$0	\$0	\$0
<b>Total General Fund</b>		<b>78%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000,000</b>	<b>\$500,000</b>	<b>\$8,500,000</b>
<b>Total Water Fund</b>		<b>11%</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$1,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$1,200,000</b>
<b>Total Sewer Fund</b>		<b>11%</b>	<b>\$100,000</b>	<b>\$1,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$1,200,000</b>
<b>Totals</b>			<b>\$200,000</b>	<b>\$1,100,000</b>	<b>\$9,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,400,000</b>	<b>\$500,000</b>	<b>\$10,900,000</b>

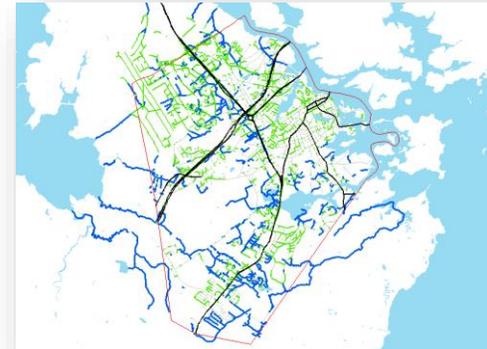


**COM-15-PW-103**

**CITYWIDE STORM DRAINAGE IMPROVEMENTS**

Combined: General Fund-Water Fund-Sewer Fund

Department	Public Works
Project Location	Citywide
Project Type	Construction or expansion of a new public facility, street or utility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Stormwater Master Plan 2007</a>	Y
Improves Quality of Existing Services	y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

**Description:** The City owns and maintains approximately 61 miles of storm drains, 4,700 catch basins and 450 drain outfalls. Many of these structures are failing and need upgrades. Drainage improvements are replaced programmatically as part of specific capital projects, roadway reconstruction and prior to annual paving. In addition to pipe work, the existing stormwater ponds and swales need to be dredged of deposited materials to regain capacity to handle future storm events.

FY22 funding has identified funds for a new Stormwater Master Plan. The previous Stormwater Master Plan was done in 2007.

Funding for this work will come from the sewer enterprise fund and the general fund (property taxes).

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Department</a></li> <li>• <a href="#">Sewer Department</a></li> </ul>



**COM-15-PW-103**

**CITYWIDE STORM DRAINAGE IMPROVEMENTS**

Combined: General Fund-Water Fund-Sewer Fund

			FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
General Fund	Fed/State	0%							\$0	\$0	\$0
	GF-Capital Outlay	62%	\$100,000	\$250,000	\$150,000	\$200,000	\$250,000	\$300,000	\$1,250,000	\$950,000	\$2,200,000
	GF-Bond/ Lease	0%							\$0	\$0	\$0
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	38%	\$100,000	\$250,000	\$150,000	\$200,000	\$250,000	\$300,000	\$1,250,000	\$100,000	\$1,350,000
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
<b>Total General Fund</b>			<b>\$100,000</b>	<b>\$250,000</b>	<b>\$150,000</b>	<b>\$200,000</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$1,250,000</b>	<b>\$950,000</b>	<b>\$2,200,000</b>
<b>Total Water Fund</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>						
<b>Total Sewer Fund</b>			<b>\$100,000</b>	<b>\$250,000</b>	<b>\$150,000</b>	<b>\$200,000</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$1,250,000</b>	<b>\$100,000</b>	<b>\$1,350,000</b>
<b>Totals</b>			<b>\$200,000</b>	<b>\$500,000</b>	<b>\$300,000</b>	<b>\$400,000</b>	<b>\$500,000</b>	<b>\$600,000</b>	<b>\$2,500,000</b>	<b>\$1,050,000</b>	<b>\$3,550,000</b>



## COM-19-PW-104

Department	Public Works
Project Location	Willard Avenue, Orchard Street, Ash Street (Willard to Orchard)
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Long Term Control Plan Update 2010</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Useful Website Links:

- [Public Works Department](#)
- [Sewer Department](#)

## WILLARD AVE

Combined: General Fund-Water Fund-Sewer Fund



**Description:** This project funds work related to the City's ongoing combined sewer separation. The project includes water, sewer and drainage upgrades along with streetscape modifications on Willard Avenue, Orchard Street, and a portion of Ash Street. A portion of Willard Avenue has already been reconstructed following sewer separation in 2015. It was previously identified for sewer separation and this project will complete this area of the Lincoln Avenue area drainage basin to Middle Street.

FY21 funds will be used for permitting and design, and FY22 funds will be used for construction.

Funding for this work will come from the water and sewer enterprise funds. Road restoration and sidewalks will be completed using available general funds allocated for annual paving and sidewalks.



**COM-19-PW-104**

**WILLARD AVE**

Combined: General Fund-Water Fund-Sewer Fund

			FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	0%							\$0	\$0	\$0
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	5%	\$150,000						\$150,000	\$0	\$150,000
	Bond/Lease	36%		\$1,000,000					\$1,000,000	\$0	\$1,000,000
	PPP	9%							\$0	\$250,000	\$250,000
Sewer	Revenues	5%	\$150,000						\$150,000	\$0	\$150,000
	Bond/Lease	36%		\$1,000,000					\$1,000,000	\$0	\$1,000,000
	PPP	9%							\$0	\$250,000	\$250,000
<b>Total General Fund</b>			0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Water Fund</b>			50%	\$150,000	\$1,000,000	\$0	\$0	\$0	\$1,150,000	\$250,000	\$1,400,000
<b>Total Sewer Fund</b>			50%	\$150,000	\$1,000,000	\$0	\$0	\$0	\$1,150,000	\$250,000	\$1,400,000
<b>Totals</b>				<b>\$300,000</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,300,000</b>	<b>\$500,000</b>	<b>\$2,800,000</b>



## COM-20-PW-105

Department	Public Works
Project Location	680 Peverly Hill Road
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

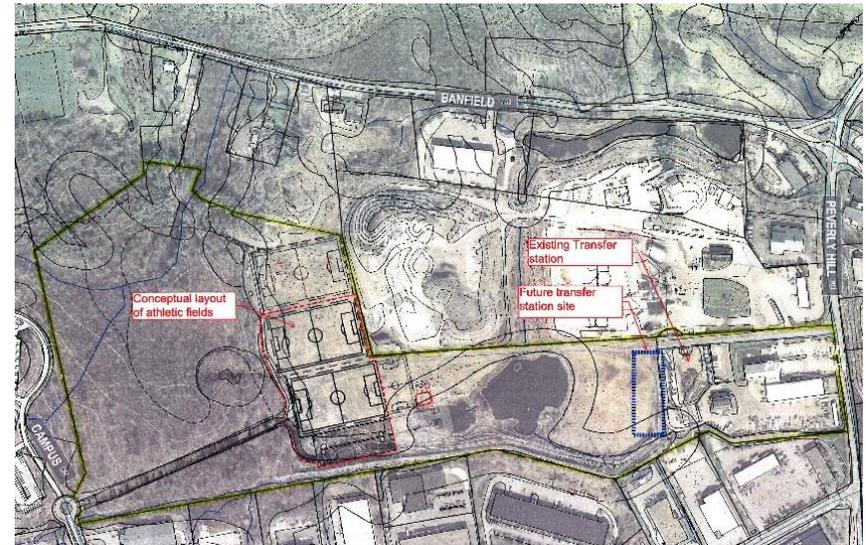
Evaluation Criteria	Satisfy
Identified in Planning Document or Study: DPW Master Plan (in development)	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Useful Website Links:

- [Public Works Department](#)
- [Sewer Department](#)

## DPW COMPLEX IMPROVEMENTS

Combined: General Fund-Water Fund-Sewer Fund



**Description:** The Department of Public Works Municipal Complex needs improvements to optimize efficiency. This project will provide upgrades to improve water and sewer divisions operations including high bay storage for critical equipment which requires indoor storage. Funding will be used to complete design, permitting and construction. Funding for this project will come from the water and sewer enterprise funds.



**COM-20-PW-105**

**DPW COMPLEX IMPROVEMENTS**

Combined: General Fund-Water Fund-Sewer Fund

			FY21	FY22	FY23	FY24	FY25	FY26	Totals 21-26	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	0%							\$0	\$0	\$0
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	50%	\$1,000,000						\$1,000,000	\$0	\$1,000,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	50%	\$1,000,000						\$1,000,000	\$0	\$1,000,000
	PPP	0%							\$0	\$0	\$0
<b>Total General Fund</b>			0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Water Fund</b>			50%	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
<b>Total Sewer Fund</b>			50%	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
<b>Totals</b>				<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$2,000,000</b>



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CITY OF PORTSMOUTH  
PROPOSED SCHEDULE OF FEES  
FISCAL YEAR 2021



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The City of Portsmouth Fee Schedule is governed by City Ordinance Chapter 1 Article XVI: Adoption of Fees by Budget Resolution

This ordinance was adopted for the purpose of creating a more efficient system for the City to adopt and adjust municipal fees.

To the extent permitted by law and notwithstanding any ordinance previously adopted to the contrary, all municipal fees, whether established by ordinance or otherwise shall be adopted and may be amended by resolution during the annual budget adoption process.

Any municipal fee which is not in the final resolution adopted during the annual budget process, or any municipal fee which is determined to require a process other than adoption by annual budget resolution, shall remain at the level at which it was last validly adopted by the City.

Fee revenue in the General Fund raises approximately 1% of total General Fund Revenue.

Following are the FY 21 Departments with recommended fee changes:

<b>Department</b>	<b>Page</b>
<b>Planning</b>	14, 15, 17
<b>Public Works</b>	36, 38
<b>Health</b>	45, 46
<b>Parking/Transportation</b>	48, 49, 50
<b>Water/Sewer</b>	53, 55, 56
<b>Prescott Park</b>	65, 66



Statistics On Local Fees Governed  
by the Fee Committee and Local Ordinance:  
Chapter 1, Article XVI.

**GENERAL FUND**

FY 2020 Budget	\$118,638,630
Fees as a percentage of total General Fund Revenues:	1%

Local Fees, Licenses, Permits portion of Budgeted Revenues:

Department	FY 20 General Fund	# of Fees charged	Changed	%	Changed	%
	Revenues From Fees		Since 2016	Changed	Since 2002	Changed
Finance	\$0	10	2	20.0%	3	30.0%
City Clerk	\$38,000	38	7	18.4%	19	50.0%
Planning	\$147,000	57	23	40.4%	54	94.7%
Inspection	\$821,000	71	4	5.6%	69	97.2%
Police	\$26,000	13	0	0.0%	11	84.6%
Fire	\$91,500	31	29	93.5%	30	96.8%
Public Works	\$91,200	46	19	41.3%	42	91.3%
Recreation	\$255,000	20	0	0.0%	17	85.0%
Health	\$70,000	28	5	17.9%	26	92.9%

Total Local Fees, Licenses and Permits

<b>Portion of GF</b>	<b>\$1,539,700</b>	<b>314</b>	<b>89</b>	<b>28.3%</b>	<b>271</b>	<b>86.3%</b>
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**PARKING**

	# of Fees charged	Changed Since 2016	% Changed	Changed Since 2002	% Changed
*Parking / Transportation					
<b>Total Parking /Trans</b>	<b>34</b>	<b>30</b>	<b>88.2%</b>	<b>34</b>	<b>100.0%</b>

\*Note:  
Parking Violations and Parking Meters are governed under different Ordinance than local ordinance: Chapter 1, Article XVI.

**ENTERPRISE FUNDS**

Total Cash Requirements	\$28,515,716
Revenue from Fees	\$1,553,348
	% of FY 2020 Total

Department	Water / Sewer Budgeted Revenue	# of Fees charged	Changed Since 2016	% Changed	Changed Since 2002	% Changed
<b>Water / Sewer</b>	<b>5.45%</b>	<b>92</b>	<b>54</b>	<b>58.7%</b>	<b>81</b>	<b>88.0%</b>

**SPECIAL REVENUE FUNDS**

Department	# of Fees charged	Changed Since 2016	% Changed	Changed Since 2002	% Changed
<b>Library</b>	<b>4</b>	<b>4</b>	<b>100.0%</b>	<b>4</b>	<b>100.0%</b>
<b>Prescott Park</b>	<b>71</b>	<b>69</b>	<b>97.2%</b>	<b>71</b>	<b>100.0%</b>
<b>Recreation</b>	<b>30</b>	<b>0</b>	<b>0.0%</b>	<b>29</b>	<b>96.7%</b>
<b>Total City Fees</b>	<b>545</b>	<b>246</b>	<b>45.1%</b>	<b>490</b>	<b>89.9%</b>



**City of Portsmouth  
Fee Schedule  
Finance Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
Non Sufficient Funds check processing fee	Pre FY 02	\$30.00	\$30.00 per check	\$30.00
(1) Any copy made for non-City use	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
(1) all subsequent pages	Pre FY 02	\$0.50	\$0.50 all subsequent pages	\$0.50
(1) USB Drive for transfer of electronic files	FY 18	\$8.00	\$8.00	\$8.00
<b>(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.</b>				
All copies made on 11 x 17 pages.	Pre FY 02	\$0.50	\$0.50 per copy	\$0.50
Tax bills prepared for parties other than owners.	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
Tax Card/Tax Map from laser printer (Free to property owner)	FY 04	\$1.00	\$1.00 Each Print	\$1.00
Standard Assessing mailing list file	Pre FY 02	\$75.00	\$75.00	\$75.00



**City of Portsmouth  
Fee Schedule  
Finance Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
Assessor created export file	FY 17	\$150.00	\$150.00	\$150.00
DVD copies of City related events	Pre FY 02	\$10.00	\$10.00	\$10.00



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>* (Indicates change from current fee)</b>				
<b><u>Chapter 6: Article I Section 109C</u></b>				
<b>Licenses-Gen. Provisions-</b>				
<b>Duties of licensee</b>				
<b>Change Location of Licensed Business</b>	<b>Pre FY 02</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>Per Occurrence</b>
<input type="text" value="Change of license location fee not charged"/>				
<b><u>Chapter 6: Article I Section 110B</u></b>				
<b>Licenses-Gen. Provisions-Transfer</b>				
<b>of license</b>				
<b>Transfer of License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per Occurrence</b>
<input type="text" value="No Initial license fee charged"/>				
<b><u>Chapter 6: Article II Section 201</u></b>				
<b>Billiards and Bowling</b>				
<b>License</b>	<b>FY 14</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Per Year, Per Table or Lane</b>
<input type="text" value="FY 19 there were 5 license issued for \$1,125"/>				
<b><u>Chapter 6: Article III Section 302</u></b>				
<b>Model Slot Car Racing</b>				
<b>License</b>	<b>Pre FY 02</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Per Year</b>
<input type="text" value="No licenses issued"/>				



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
<b>* (Indicates change from current fee)</b>					
<b><u>Chapter 6: Article IV Section 403C</u></b>					
<b>Coin Operated Amusement Devices</b>					
<b>License</b>	<b>FY 03</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>For each of the first 30 machines, per year</b>	<b>\$75.00</b>
	<b>FY 03</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>For each machine over 30, per year</b>	<b>\$10.00</b>
FY 19 there were 8 licenses issued for \$4,400.					
<b><u>Chapter 6: Article V Section 502</u></b>					
<b>Boxing and Wrestling</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Each Day</b>	<b>\$10.00</b>
No licenses issued					
<b><u>Chapter 6: Article VI Section 602</u></b>					
<b>Dancing</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per Dance</b>	<b>\$10.00</b>
No licenses issued					



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>* (Indicates change from current fee)</b>				
<b><u>Chapter 6: Article IX Section 901C12</u></b>				
<b>Circus License</b>				
<b>Amusement Devices</b>	Pre FY 02	\$30.00	\$30.00 Per Day	\$30.00
No licenses issued				
<b>Carnivals (For Operation)</b>	Pre FY 02	\$125.00	\$125.00 Per Day	\$125.00
<b>Including Each Amusement Device</b>	Pre FY 02	\$30.00	\$30.00	\$30.00
No licenses issued				
<b>Circus (For Operation)</b>	Pre FY 02	\$125.00	\$125.00 Per Day	\$125.00
<b>Including Each Amusement Device</b>	Pre FY 02	\$30.00	\$30.00	\$30.00
No licenses issued				
<b>Fairs (For Operation)</b>	Pre FY 02	\$10.00	\$10.00 Per Day	\$10.00
<b>Including Each Amusement Device</b>	Pre FY 02	\$5.00	\$5.00 Per Day	\$5.00
No licenses issued				
<b>Temporary Structures</b>	Pre FY 02	\$10.00	\$10.00 Per Day	\$10.00
No licenses issued				
<b><u>Chapter 6: Article IX Section 902</u></b>				
<b>Circus License</b>				
<b>Total fee for Circus license shall not be less than</b>	Pre FY 02	\$75.00	\$75.00 Per Day	\$75.00
No license issued				



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>* (Indicates change from current fee)</b>				
<b><u>Chapter 6: Article X Section 1003</u></b>				
<b>Theatricals, Parades, Open Air Meetings</b>				
<b>License</b>	<b>Pre FY 02</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>Not to exceed per day</b>
<b>License to exhibit in any hall</b>	<b>Pre FY 02</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Not to exceed per day</b>
No license issued				
<b><u>Chapter 6: Article XIII Section 1315</u></b>				
<b>Hawkers and Peddlers</b>				
<b>License</b>	<b>Pre FY 02</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>Per Year</b>
FY 19 there were 10 license issued for \$2,500				
<b><u>Chapter 6: Article XIV Section 1402</u></b>				
<b>Pawn Brokers</b>				
<b>License</b>	<b>FY 14</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per Year</b>
FY 19 there were 2 license issued for \$100				
<b><u>Chapter 6: Article XV Section 1502</u></b>				
<b>Roller Skating Rinks</b>				
<b>License</b>	<b>Pre FY 02</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per Year</b>
No license issued				
<b><u>Chapter 6: Article XVI Section 1608</u></b>				
<b>Magazine Subscription Solicitors</b>				
<b>License</b>	<b>FY 06</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per Year</b>
No license issued				



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>* (Indicates change from current fee)</b>				
<b><u>Chapter 9: Article V Section 504 C</u></b>				
<b>Sidewalk Obstructions</b>				
<b>Obstruction (including Restaurant Table)</b>	<b>FY 18</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>Each Obstruction (including Restaurant Table)</b>
				<b>\$75.00</b>
FY 19 there were 75 licenses issued for \$10,980				
<b><u>Chapter 9: Article V Section 504 C</u></b>				
<b>Sidewalk Obstructions</b>				
<b>Restaurant Chairs</b>	<b>FY 18</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Each Restaurant Chair</b>
				<b>\$10.00</b>
<b><u>Non-ordinance-City Council Policy No. 2012-02</u></b>				
<b>Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services</b>				
				<b>\$10.00</b>
	<b>FY 12</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>per square foot-6 month season-no proration</b>
	<b>FY 12</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>minimum fee</b>
				<b>\$2,000.00</b>





**City Clerk  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20
<b>Other Fees</b>	\$12,834	\$15,221	\$16,897	\$12,000
<b>Other Licenses</b>	\$25,072	\$22,651	\$22,500	\$26,000
<b>Total City Clerk Revenue from Fees</b>	\$37,906	\$37,872	\$39,397	\$38,000



**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>PLANNING BOARD</b>				
<b>Preapplication review (site plan or subdivision)</b>				
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00	\$200.00
Design Review	FY 18	\$500.00	\$500.00	\$500.00
<b><u>SUBDIVISIONS</u></b>				
Subdivision application (residential)	FY 15	\$500.00	\$500.00	\$500.00
Plus Per Lot	FY 15	\$200.00	\$200.00	\$200.00
Subdivision application (non-residential)	FY 15	\$700.00	\$700.00	\$700.00
Plus Per Lot	FY 15	\$300.00	\$300.00	\$300.00
<b>Subdivision Amendment</b>				
Administrative Approval	FY 21	N/A	N/A	* \$200.00
TAC or Planning Board Approval	FY 21	N/A	N/A	* \$500.00
Lot Line Revision/Verification	FY 14	\$250.00	\$250.00	\$250.00
<b>Lot Line Revision Amendment</b>				
Administrative Approval	FY 21	N/A	N/A	* \$100.00
TAC or Planning Board Approval	FY 21	N/A	N/A	* \$150.00



**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>MISCELLANEOUS</b>				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Restoration of Involuntarily Merged Lots	FY18	\$250.00	\$250.00	\$250.00
<b>Wetland Conditional Use Permit</b>				
Area of disturbance in wetland or wetland buffer:				
-up to 250 sq ft	FY 17	\$100.00	\$100.00	\$100.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 15	\$1,000.00	\$1,000.00	\$1,000.00
Non-Wetland Conditional Use Permit (e.g. Accessory Dwelling Units, Garden Cottages, Flexible Development, Drive-Through Facilities)	FY 18	\$200.00	\$200.00	\$200.00
<b>Conditional Use Permit Amendment</b>	FY 17	\$200.00	\$200.00	* Delete
<b>PLANNING-BOARD OF ADJUSTMENT</b>				
Residential application 1-2 dwelling units	FY 15	\$150.00	\$150.00	\$150.00
3-4 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
5-and over	FY 15	\$250.00	\$250.00	\$250.00
For each unit over 4	FY 15	\$50.00	\$50.00	\$50.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Residential application-accessory structure only	FY 11	\$50.00	\$50.00	\$50.00
Non-residential applications	FY 12	\$300.00	\$300.00	\$300.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Signs	FY 13	\$200.00	\$200.00	\$200.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00	\$50.00



**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>PLANNING-SITE PLAN REVIEW</b>				
All developments	FY 14	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of site costs and per 1,000 square feet of site development area	Pre FY 02	\$5.00	\$5.00	\$5.00
	FY 15	\$10.00	\$10.00	\$10.00
Total application fee shall not exceed (cap)	FY 08	\$15,000.00	\$15,000.00	\$15,000.00
Site plan amendment				
Administrative approval	FY 17	\$200.00	\$200.00	\$200.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00	\$800.00
<b>PLANNING-HISTORIC DISTRICT</b>				
Work Session (prior to application for approval)	FY 17	\$200.00	\$200.00 per work session	\$200.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00	\$100.00
2 dwelling units	FY 15	\$100.00	\$100.00	\$100.00
3 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00
Non-residential applications	FY 15	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$5,000.00	\$5,000.00	\$5,000.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00



**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>Amendment to Certificate of Approval</b>				
Administrative approval	FY 17	\$100.00	\$100.00	\$100.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
Commission approval	FY 17	\$800.00	\$800.00	\$800.00
<b>Signs</b>	FY 15	\$100.00	\$100.00	\$100.00
<b>PLANNING DEPARTMENT - ZONING PERMITS</b>				
Certificate of conformity	FY 17	\$50.00	\$50.00	\$50.00
Letter of interpretation	FY 17	\$100.00	\$100.00	\$100.00
Single- or two-family dwelling: new construction or addition, or accessory structure over 400 sq. ft.	FY 17	\$100.00	\$100.00	* Delete
Multifamily dwelling, nonresidential or mixed residential/nonresidential: new construction, addition, change of use, tenant fit-up	FY 17	\$200.00	\$200.00	* Delete
Accessory structure less than 400 sq. ft. (detached garage, ground-mounted HVAC, generator, etc.)	FY 17	\$50.00	\$50.00	* Delete
Signs (per application)	FY 17	\$50.00	\$50.00	* Delete



**PLANNING DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20
<b>Planning Board</b>	\$89,330	\$110,648	\$79,937	\$65,000
<b>Board of Adjustments</b>	\$53,930	\$40,175	\$37,909	\$42,000
<b>Site Review</b>	\$75,344	\$69,307	\$39,619	\$40,000
<b>Total Planning Department</b>	\$218,604	\$220,130	\$157,465	\$147,000

The Planning Department reported the following application numbers:

	FY 17	FY 18	FY 19
Site Plan Review	64	26	17
Subdivision/Lot Line revisions	16	15	14
Wetland Conditional Use	27	20	30
Non-Wetland Conditional Use	23	14	19
HDC	168	222	184
Preliminary Conceptual Consultation	6	4	7
Design Review	6	2	1
Board of Adjustment		105	95



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>Chapter 8: Article I Section 106 A</b>				
Street Obstructions (thirty working days or less)				
Please see Public Works for more than 30 working days fee				
<b>Initial</b>	<b>FY 11</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$50.00</b>
FY 18 there were 63 permits issued for \$3,150				
<b>BUILDING PERMIT FEES:</b>				
<b>Chapter 12: Part I Section 108.2</b>				
International Building Code-				
and				
<b>Chapter 12: Part II Section R108.2</b>				
International Residential Code-				
<b>Note: All Construction Permit Fees rounded up to the nearest \$5.00</b>				
<b>Minimum Fee-Residential</b>	<b>FY 07</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>Special Inspection Fee</b>	<b>FY 07</b>	<b>\$60.00</b>	<b>\$60.00 Per Hour</b>	<b>\$60.00</b>
<b>Emergency Inspection Fee</b>	<b>FY 07</b>	<b>\$60.00</b>	<b>\$60.00 Per Hour</b>	<b>\$60.00</b>
<b>Minimum Fee-Commercial</b>	<b>FY 16</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Flat Rate Permits</b>	<b>FY 06</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>
<b>Flat Rate Permits: Includes: siding, replacement windows, pools, sheds, buried tanks, pad mounted generators, temporary structures, change-in-occupancy with no construction.</b>				
<b>Demolition Permits</b>	<b>FY 06</b>	<b>\$50.00</b>	<b>\$50.00 For structures up to 2,000 SF floor area</b>	<b>\$50.00</b>
	<b>FY 04</b>	<b>\$10.00</b>	<b>\$10.00 per \$1,000 of demolition cost for structures over 2,000sf</b>	<b>\$10.00</b>



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>General Renovations</b>				
Residential Rates,	FY 04	\$7.00	\$7.00 per \$1,000 of renovation cost	\$7.00
<b>New Construction, Renovation/Remodel and Additions</b>				
Commercial Rates	FY 04	\$10.00	\$10.00 per \$1,000 of renovation cost	\$10.00
<b>Sign Permits-Minimum Fee</b>	FY 04	\$50.00	\$50.00	\$50.00
Special Event Sign	FY 07	\$35.00	\$35.00 per single event	\$35.00
Fee per sq ft of sign area (Permanent or Temporary)	FY 04	\$1.00	\$1.00	\$1.00
 <b>Chapter 12: Part I Section 109.7</b>				
International Building Code-				
	and			
<b>Chapter 12: Part II Section R109.5</b>				
International Residential Code-				
Reinspection Fee	FY 07	\$100.00	\$100.00 Per Reinspection	\$100.00



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<u>Chapter 12: Part I Section 108.4</u> International Building Code-				
and				
<u>Chapter 12: Part II Section R108.7</u> International Residential Code-				
<b>Fee for Nonpermitted Work</b>				
Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical, or change in use permit shall, upon issuance of said permit(s), be assessed a charge of (1) <b>200%</b> of regular permit fee or(2) <b>\$300.00</b> whichever is greater. If the regular permit fee is over(3) <b>\$300.00</b> , the permit fee shall be the regular fee plus(4) <b>\$300.00</b> .				
	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300
<u>Chapter 12: Part I Section 110.6</u> International Building Code-				
and				
<u>Chapter 12: Part II Section R110.6</u> International Residential Code-				
<b>Fee for Certificate of Use and Occupancy</b>	FY 07	\$100.00	\$100.00	\$100.00



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<u>Chapter 12: Part I Section 106.3.6</u>				
International Building Code-				
Outside Plan Review Services (adjustment to permit) (for all applicable building permits meaning building,electric, plumbing, mechanical or fire protection permits)	FY 14	-20%	-20%	-20%

**ELECTRICAL FEES:**

Chapter 12: Part I Section 108.2

International Building Code-

and

Chapter 12: Part II Section R108.2

International Residential Code-

Plan Review Fee	FY 04	\$50.00	\$50.00	\$50.00
Special Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Reinspection fees	FY 07	\$100.00	\$100.00 Each additional inspection after the sec for the same item(s)	\$100.00
Minimum Electric Permit Fee	FY 07	\$50.00	\$50.00	\$50.00
<b>Residential-Service Equipment</b>				
Single Phase	FY 18	\$50.00	\$50.00 up to & including 100 Amps.	\$50.00
Single Phase	FY 18	\$75.00	\$75.00 101 to 200 Amps.	\$75.00
Single Phase	FY 18	\$150.00	\$150.00 201 to 400 Amps.	\$150.00
Single Phase	FY 07		Meters (each)	
<b>Lighting Fixtures, Power Utilization</b>				
Equipment & Outlets	FY 04	\$1.00	\$1.00 Each Device	\$1.00



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>Pad Mounted Generators:</b>				
12 KW or less	FY 12	\$75.00	\$75.00	\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00	\$125.00
21 KW and above	FY 12	\$175.00	\$175.00	\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00	\$10.00
Automatic Gen. set transfer	FY 12	\$25.00	\$25.00	\$25.00
<b>All fees shall be rounded up to the nearest</b>				
\$5.00 with a minimum fee of \$50.00. (Commercial)	FY 04	\$50.00	\$50.00	\$50.00
<b>Commercial-Contract Cost Fee Method</b>				
<b>First \$5000.00 of electrical construction cost from</b>				
\$0.01 to \$5,000.00	FY 04	\$25.00	\$25.00	Rate per Thousand Dollars of Contract ( \$25.00
<b>Next \$5000.00 of electrical construction cost from</b>				
\$5,000.01 to \$10,000.00	FY 04	\$20.00	\$20.00	Rate per Thousand Dollars of Contract ( \$20.00
<b>Next \$5000.00 of electrical construction cost from</b>				
\$10,000.01 to \$15,000.00	FY 04	\$15.00	\$15.00	Rate per Thousand Dollars of Contract ( \$15.00
<b>Each \$1000.00 of electrical construction cost from</b>				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract ( \$10.00
 <b>Chapter 12: Part I Section 109.7</b>				
<b>International Building Code-</b>				
and				
<b>Chapter 12: Part II Section R109.5</b>				
<b>International Residential Code-</b>				
 <b>Reinspection fees</b>				
If, upon being called for any inspection, the work is not in compliance with this Code, verbal notice will be given as to the deficiencies and such deficiencies shall be noted on the code official's report. The permit holder shall be responsible for correcting the item(s) and for notifying the code official to reinspect said deficiencies. If when called to reinspect these deficiencies, all is correct, no further action will be taken. However, if during the first reinspection, the work in question has not been corrected, there will be a <b>\$100.00</b> reinspection fee assessed, which must be paid at the Inspection Office before a third inspection will be made. For each subsequent reinspection of the same deficiency or deficiencies, a like procedure and fee shall be assessed.				
	FY 07	\$100.00	\$100.00	\$100.00



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>Chapter 14: Section 102A E</b>				
Housing Code				
<b>Certificate of Occupancy</b>	Pre FY 02	\$1.00	\$1.00 Per Building (Good for 3 years)	\$1.00
<div style="border: 1px solid black; padding: 2px; width: fit-content;">                     City does not currently collect fee or issue certificate                 </div>				

**PLUMBING/MECHANICAL PERMIT FEES:**

**Chapter 15, Part I of II: Section 106.6.2**  
International Plumbing Code &  
**Chapter 15, Part II of II: Section 106.5.2**  
International Mechanics Code

Residential rate:				
<b>Fee per fixture (plumbing or gas)</b>	Pre FY 02	\$5.00	\$5.00 Each	\$5.00
<b>Water distribution piping (per dwelling)</b>	FY 07	\$30.00	\$30.00 Each	\$30.00
<b>Waste and vent piping (per dwelling)</b>	FY 07	\$30.00	\$30.00 Each	\$30.00
<b>Septic System (per dwelling)</b>	FY 07	\$30.00	\$30.00 Each	\$30.00
<b>Gas distribution piping (per gas meter)</b>	FY 07	\$30.00	\$30.00 Each	\$30.00
<b>Heating &amp; Cooling Equipment: (Boiler, Furnace, Airhandlers, Unit Heaters, Condenser, Gas Logs, Fireplace Inserts, Solid Fuel Stoves, etc...)</b>	FY 10	\$20.00	\$20.00 per Mechanical Equipment	\$20.00
<b>Gas Appliance: (Cloths Dryers, Range/Oven Water Heater, etc....)</b>	FY 10	\$5.00	\$5.00 per Gas Appliance	\$5.00
<b>Air Distribution System:</b>	FY 10	\$5.00	\$5.00 per Register	\$5.00
<b>Minimum Permit Fee</b>	FY 07	\$50.00	\$50.00	\$50.00



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
<b>Commercial rate:</b>					
<b>Required Plan Review Fee</b>	FY 04	\$50.00	\$50.00	Plumbing	\$50.00
<b>(Per contractor and for each revision of plans)</b>	FY 04	\$50.00	\$50.00	Mechanical	\$50.00
<b>Minimum Permit Fee:</b>	FY 04	\$50.00	\$50.00		\$50.00
<b>Commercial-Contract Cost Fee Method</b>					
<b>First \$5000.00 of electrical construction cost from</b>					
\$0.01 to \$5,000.00	FY 07	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Value	\$25.00
<b>Next \$5000.00 of electrical construction cost from</b>					
\$5,000.01 to \$10,000.00	FY 07	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Value	\$20.00
<b>Next \$5000.00 of electrical construction cost from</b>					
\$10,000.01 to \$15,000.00	FY 07	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Value	\$15.00
<b>Each \$1000.00 of electrical construction cost from</b>					
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Value	\$10.00
<b>Commercial Range &amp; Duct Extinguishing System:</b>					
<b>Base Permit Fee (Per System):</b>	FY 06	\$150.00	\$150.00		\$150.00
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.					
	FY 13	\$300.00	\$300.00		\$300.00
<b>Special Inspection Fee</b>	FY 07	\$60.00	\$60.00	Per hour	\$60.00
<b>Emergency Inspection Fee</b>	FY 07	\$60.00	\$60.00	Per Hour	\$60.00



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b><u>Chapter 15, Part I of II: Section 107.1.2.4</u></b>				
<b>International Plumbing Code</b>				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

<b><u>Chapter 15, Part II of II: Section 107.6</u></b>				
<b>International Mechanics Code</b>				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

**Chapter 15, Part I of II: Section 108.8**  
**International Plumbing Code**

**Work Commencing Before Permit Issuance**

Any person who is found to have done plumbing work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

**Commencing work before permit issuance**

Any person who is found to have done mechanical work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**.

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300



**INSPECTION DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20
<b>Total Inspection Department</b>	<b>\$1,027,194</b>	<b>\$1,055,703</b>	<b>\$1,607,252</b>	<b>\$821,000</b>

	FY 17	FY 18	FY 19
<b>Permits</b>			
Residential	1,876	1525	1896
Commercial	1,247	344	977
<b>Value</b>	<b>\$211,585,486</b>	<b>\$104,938,106</b>	<b>\$157,936,179</b>
<b>Inspections</b>	<b>2,480</b>	<b>2683</b>	<b>6672</b>



**City of Portsmouth  
Fee Schedule  
Police Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
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**Chapter 5: Article VIII Section 802**

**Alarm Systems Service Charge**

Police-Unfounded Emergency calls	Pre FY 02	No Charge	No Charge	0-3 Occurrences per calendar year	No Charge
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	4th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	5th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	6th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$100.00	\$100.00	7th Occurrence per calendar year	\$100.00
Police-Unfounded Emergency calls	FY 10	\$150.00	\$150.00	8th Occurrence per calendar year	\$150.00
Police-Unfounded Emergency calls	FY 10	\$200.00	\$200.00	9th Occurrence per calendar year	\$200.00
Police-Unfounded Emergency calls	FY 08	\$300.00	\$300.00	10th-15th Occurrences per calendar year	\$300.00
Police-Unfounded Emergency calls	FY 09	\$400.00	\$400.00	16th-20th Occurrences per calendar year	\$400.00
Police-Unfounded Emergency calls	FY 10	\$500.00	\$500.00	21th-25th Occurrences per calendar year	\$500.00
Police-Unfounded Emergency calls	FY 10	\$1,000.00	\$1,000.00	Each Occurrences 26 or over per calendar year	\$1,000.00

**Chapter 7: Article V Section 504**

**Bicycles**

License	Pre FY 02	No Charge	No Charge	No Charge
U-Visa research	FY 13	\$150.00	\$150.00	\$150.00



**POLICE DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20
<b>Police Alarms</b>	<b>\$30,100</b>	<b>\$31,925</b>	<b>\$37,125</b>	<b>\$26,000</b>

**Alarm Systems Service Charge  
Police-Unfounded Emergency calls**

	FY 17	FY 18	FY 19
0-3 Occurrences per calendar year	765	688	708
4th Occurrence per calendar year	91	92	76
5th Occurrence per calendar year	60	62	53
6th Occurrence per calendar year	39	40	35
7th Occurrence per calendar year	29	28	23
8th Occurrence per calendar year	21	19	17
9th Occurrence per calendar year	18	10	9
10th-15th Occurrences per calendar year	29	30	23
16th-20th Occurrences per calendar year	0	2	7
21th-25th Occurrences per calendar year	0	0	0
Each Occurrences 26 or over per calendar year	0	0	0
<b>Total Calls</b>	<b>1052</b>	<b>971</b>	<b>951</b>



**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
<b><u>Chapter 5: Article IX Section F403.2</u></b>					
<b>Open Burning</b>	<b>FY 13</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Inspection Fee</b>	<b>\$10.00</b>
FY 17 there were 134 permits issued for \$1,340					
<b>Copy of incident report</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>		<b>\$10.00</b>
<b>Environmental Reports and Research</b>	<b>FY 06</b>	<b>\$25.00</b>	<b>\$25.00</b>		<b>\$25.00</b>
FY 17 there were 16 reports researched for \$400					

**INSPECTION FEES**

**PLACE OF ASSEMBLY**

An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used as a special amusement building, regardless of occupant load.

Establishments with an occupancy of less than 50 persons with an on-premise liquor license are required by the State Liquor Commission to have a valid Permit to Operate a Place of Assembly.

Full Place of Assembly inspections are performed annually in conjunction with the issuance of the Permit to Operate a Place of Assembly.

<b>Occupancy Less than 50</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$50.00</b>	<b>Annually</b>	<b>\$50.00</b>
<b>Occupancy 51 to 100</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$100.00</b>	<b>Annually</b>	<b>\$100.00</b>
<b>Occupancy 101 to 300</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$200.00</b>	<b>Annually</b>	<b>\$200.00</b>
<b>Occupancy 301 to 1000</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$300.00</b>	<b>Annually</b>	<b>\$300.00</b>



**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>	
Occupancy 1001 and above	FY 20	N/A	\$500.00	Annually	\$500.00

**DAYCARE**

An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Excludes Family Daycares.

**Daycare Center:**

(12 plus or 5 plus under 2 years old)	FY 20	N/A	\$100.00	Every 3 years in conjunction with State licensing	\$100.00
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**APARTMENTS**

A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

APARTMENT BUILDING	FY 20	N/A	\$100.00	Every three years	\$100.00
per dwelling unit	FY 20	N/A	\$5.00	Every three years	\$5.00

**HOTEL**

A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.

HOTEL	FY 20	N/A	\$100.00	Annually	\$100.00
per room	FY 20	N/A	\$2.50	Annually	\$2.50



**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>ROOMING HOUSE</b>				
Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants; excluding one- and two- family homes				
<b>ROOMING HOUSE</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$100.00</b> Annually	<b>\$100.00</b>
<b>EDUCATIONAL</b>				
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.				
<b>Educational</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$100.00</b> Annually	<b>\$100.00</b>
<b>STATE REQUIRED DWELLING UNIT</b>				
Residential Placements, Foster Care, Adoptions, Family Daycares,				
<b>STATE REQUIRED DWELLING UNIT INSPECTIONS</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$30.00</b> Every three years	<b>\$30.00</b>
	<b>FY 20</b>		in conjunction with State Licensing	
<b>HEALTH FACILITIES</b>				
Inspections required for the licensing of healthcare facilities by NH DHHS				
<b>HEALTH FACILITIES per bed</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$100.00</b> Inspections related to State licensing	<b>\$100.00</b>
	<b>FY 20</b>	<b>N/A</b>	<b>\$2.50</b>	<b>\$2.50</b>



**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>RE-INSPECTION</b>				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
<b>First Occurrence</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$300.00</b>	<b>\$300.00</b>
<b>Second Occurrence</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Third and Additional Occurrences</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Fire Sprinkler Systems</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$50.00</b> per application	<b>\$50.00</b>
	<b>FY 20</b>	<b>N/A</b>	<b>\$0.05</b> per sq. ft. of protected area	<b>\$0.05</b>
<b>Fire Alarm Systems:</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$50.00</b> per application	<b>\$50.00</b>
	<b>FY 20</b>	<b>N/A</b>	<b>\$0.05</b> per sq. ft. of protected area	<b>\$0.05</b>

**Chapter 5: Article VIII Section 802**

**Alarm Systems Service Charge**

<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$300.00</b>	<b>Malicious</b>	<b>\$300.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>N/A</b>	<b>No Charge</b>	<b>0-3 Occurrences per calendar year</b>	<b>No Charge</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$200.00</b>	<b>4th Occurrence per calendar year</b>	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$200.00</b>	<b>5th Occurrence per calendar year</b>	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$200.00</b>	<b>6th Occurrence per calendar year</b>	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>N/A</b>	<b>\$300.00</b>	<b>Each Occurrences 7 or over per calendar year</b>	<b>\$300.00</b>



**FIRE DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20
<b>Burn Permits</b>	<b>\$1,290</b>	<b>\$1,640</b>	<b>\$1,485</b>	<b>\$1,500</b>
<b>Fire Inspections</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$90,000</b>
<b>Total Fire Department</b>	<b>\$1,290</b>	<b>\$1,640</b>	<b>\$1,485</b>	<b>\$91,500</b>

Fire Stats	FY 17	FY 18	FY 19
# of Burn Permits	134	164	124
Environmental reports	16	25	14



**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 20	N/A	\$50.00 Application/Permit Fee	\$50.00
City Council Policy 2018-02 Encumbrance of City Property (31 working days or more) Any City land that includes unmetered parking spaces, travel ways, loading zones and sidewalks	FY 19	\$0.05	\$0.05 per square foot per day	\$0.05
(Above Fee will be doubled if the encumbrance period extends beyond its term) (Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)				
Any other City land/right of way not included above	FY 19	\$400.00	\$400.00 per each 400 square feet for 1st 30 days	\$400.00
	FY 19	\$200.00	\$200.00 each additional 30 day period	\$200.00
Blasting Permit	FY 18	\$100.00	\$100.00	\$100.00
	2 permits in FY 19			
New Driveway Permit	FY 18	\$50.00	\$50.00	\$50.00
	15 permits in FY 19			



**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested</u>
<b>Excavation Permit</b>	<b>FY 15</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>1st 100 sf.</b>	<b>* \$250.00</b>
	93 permits in FY 19				
	<b>FY 17</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>Expedited Permit (within 3 business days)</b>	<b>* \$500.00</b>
	30 permits in FY 19				
	<b>FY 15</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>each additional 100 sf.</b>	<b>* \$150.00</b>
<b>Flagging Permit</b>	<b>FY 14</b>	<b>\$25.00</b>	<b>\$25.00</b>		<b>\$25.00</b>
	192 permits in FY 19				
	<b>FY 17</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Expedited Permit (within 3 business days)</b>	<b>\$50.00</b>
	79 permits in FY 19				
<b>Rental Fees-Note: The following rental fees will be waved for Portsmouth based Non-Profits</b>					
<b>Cone</b>	<b>FY 15</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>ea/ per event</b>	<b>\$1.50</b>
<b>Trash/Recycling Receptacle</b>	<b>FY 15</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>ea/ per event</b>	<b>\$2.00</b>
<b>Wood Barricade</b>	<b>FY 15</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>ea/ per event</b>	<b>\$2.00</b>
<b>Metal Barricade</b>	<b>FY 15</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>ea/ per event</b>	<b>\$4.00</b>
<b>Sign</b>	<b>FY 15</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>ea/ per event</b>	<b>\$5.00</b>



**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>Maps</b>				
Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50	\$0.50 Each Print	\$0.50
11 x 17 (B & W)	PRE FY 02	\$0.50	\$0.50 Each Print	\$0.50
22 x 34 (B & W)	FY 09	\$10.00	\$10.00 Each Print	\$10.00
24 x 36 (B & W)	FY 09	\$10.00	\$10.00 Each Print	\$10.00
44 x 34 (B & W)	FY 09	\$20.00	\$20.00 Each Print	\$20.00
Plot existing maps: 8 1/2 x 11	FY 06	\$5.00	\$5.00 Each Print	\$5.00
11 x 17	FY 06	\$5.00	\$5.00 Each Print	\$5.00
22 x 34	PRE FY 02	\$10.00	\$10.00 Each Print	\$10.00
24 x 36	PRE FY 02	\$10.00	\$10.00 Each Print	\$10.00
44 x 34	PRE FY 02	\$20.00	\$20.00 Each Print	\$20.00
Utility/Geodetic Control Map- for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00	\$0.00
by Email	FY 09	\$0.00	\$0.00	\$0.00
on Cd	FY 09	\$10.00	\$10.00	\$10.00
Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00	\$10.00
Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00	\$50.00
Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00	\$100.00



**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
Disposal of Tires	FY 04	\$5.00	\$5.00	per tire	\$5.00
	464 occurrences in FY 19				
Disposal of Electronics	FY 15	\$10.00	\$10.00	per unit	\$10.00
	1,030 occurrences in FY 19				
CFC Removal	FY 17	\$20.00	\$20.00	per unit	\$20.00
	845 occurrences in FY 19				
Propane Tanks (20# & larger)	FY 18	\$5.00	\$5.00	per tank	\$5.00
	154 occurrences in FY 19				
Yard Waste Disposal (contractors)	FY 15	\$25.00	\$25.00		* \$50.00
	307 occurrences in FY 19				
Bulky Waste Pick-Up	FY 21	N/A	N/A	each event	* \$5.00
Disposal of following whether pick-up or drop-off:					
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	N/A	N/A	each	* \$5.00
Clothes Washer	FY 21	N/A	N/A	each	* \$5.00
Clothes Dryer	FY 21	N/A	N/A	each	* \$5.00
Mattresses	FY 21	N/A	N/A	each	* \$5.00
Box Springs	FY 21	N/A	N/A	each	* \$5.00
Dishwasher	FY 21	N/A	N/A	each	* \$5.00
Cooking Range	FY 21	N/A	N/A	each	* \$10.00
Refrigerators	FY 21	N/A	N/A	each	* \$20.00



<b>PUBLIC WORKS DEPARTMENT</b>	Actual	Actual	Actual	Budget
<b>Revenues from fees</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
<b>Excavation Permit</b>	<b>\$36,625</b>	<b>\$46,440</b>	<b>\$55,960</b>	<b>\$40,000</b>
<b>Flagging Permit</b>	<b>\$11,991</b>	<b>\$9,170</b>	<b>\$5,625</b>	<b>\$11,000</b>
<b>Solid Waste</b>	<b>\$51,775</b>	<b>\$61,566</b>	<b>\$60,554</b>	<b>\$40,000</b>
<b>Blasting Permit</b>	<b>N/A</b>	<b>N/A</b>	<b>\$200</b>	<b>\$100</b>
<b>New Driveway Permit</b>	<b>N/A</b>	<b>N/A</b>	<b>\$950</b>	<b>\$100</b>
<b>Total Public Works Department</b>	<b>\$100,391</b>	<b>\$117,176</b>	<b>\$123,289</b>	<b>\$91,200</b>



**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>RECREATION-SPINNAKER PT.</b>				
<b>Adult Resident</b>	<b>FY 14</b>	<b>\$216.00</b>	<b>\$216.00 per year</b>	<b>\$216.00</b>
<b>Senior Citizen Resident</b>	<b>FY 14</b>	<b>\$108.00</b>	<b>\$108.00 per year</b>	<b>\$108.00</b>
<b>Adult Non-Resident</b>	<b>FY 14</b>	<b>\$432.00</b>	<b>\$432.00 per year</b>	<b>\$432.00</b>
<b>Senior Citizen Non-Resident</b>	<b>FY 14</b>	<b>\$216.00</b>	<b>\$216.00 per year</b>	<b>\$216.00</b>
<b>Daily Guest Fee Resident</b>	<b>PRE FY 02</b>	<b>\$5.00</b>	<b>\$5.00 per day</b>	<b>\$5.00</b>
<b>Daily Guest Fee Non-Resident</b>	<b>FY 12</b>	<b>\$10.00</b>	<b>\$10.00 per day</b>	<b>\$10.00</b>

Calendar Year Information:			
	2017 Members	2018 Members	2019 Members
Adult	638	623	577
Sr. Citizen	632	665	758
Other	184	161	215



**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>RECREATION-INDOOR POOL</b>				
Per the "Consolidation Lease and Operations Agreement to Maintain the Portsmouth Public Pool"				
Article III Section 3.2				
SIPP shall set prices for all services offered on the Premises including:				
classes, lessons, memberships, rental fees, and special event operations subject to the following:				
All prices affecting City residents shall be subject to review and approval by the City Manager or his designee.				
<b>5 &amp; Under, Resident</b>	<b>FY 11</b>	<b>\$3.00</b>	<b>\$3.00 per session</b>	<b>\$3.00</b>
<b>5 &amp; Under, Non-Resident</b>	<b>FY 11</b>	<b>\$5.00</b>	<b>\$5.00 per session</b>	<b>\$5.00</b>
<b>5 &amp; Under, Resident/Membership</b>	<b>FY 11</b>	<b>\$180.00</b>	<b>\$180.00 per year</b>	<b>\$180.00</b>
<b>5 &amp; Under, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$240.00</b>	<b>\$240.00 per year</b>	<b>\$240.00</b>
<b>6-17, Resident</b>	<b>FY 11</b>	<b>\$5.00</b>	<b>\$5.00 per session</b>	<b>\$5.00</b>
<b>6-17, Non-Resident</b>	<b>PRE FY 02</b>	<b>\$10.00</b>	<b>\$10.00 per session</b>	<b>\$10.00</b>
<b>6-17, Resident/Membership</b>	<b>FY 11</b>	<b>\$180.00</b>	<b>\$180.00 per year</b>	<b>\$180.00</b>
<b>6-17, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$240.00</b>	<b>\$240.00 per year</b>	<b>\$240.00</b>
<b>18-59, Resident</b>	<b>FY 11</b>	<b>\$5.00</b>	<b>\$5.00 per session</b>	<b>\$5.00</b>
<b>18-59, Non-Resident</b>	<b>FY 11</b>	<b>\$10.00</b>	<b>\$10.00 per session</b>	<b>\$10.00</b>
<b>18-59, Resident/Membership</b>	<b>FY 11</b>	<b>\$300.00</b>	<b>\$300.00 per year</b>	<b>\$300.00</b>
<b>18-59, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$540.00</b>	<b>\$540.00 per year</b>	<b>\$540.00</b>
<b>Senior Citizen, Resident</b>	<b>FY 11</b>	<b>\$3.00</b>	<b>\$3.00 per session</b>	<b>\$3.00</b>
<b>Senior Citizen, Non-Resident</b>	<b>FY 11</b>	<b>\$5.00</b>	<b>\$5.00 per session</b>	<b>\$5.00</b>
<b>Senior Citizen, Resident/Membership</b>	<b>FY 11</b>	<b>\$240.00</b>	<b>\$240.00 per year</b>	<b>\$240.00</b>
<b>Senior Citizen, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$300.00</b>	<b>\$300.00 per year</b>	<b>\$300.00</b>
<b>First Adult, Resident/Family Rate</b>	<b>FY 11</b>	<b>\$300.00</b>	<b>\$300.00 per year</b>	<b>\$300.00</b>
<b>First Adult, Non-Resident/Family Rate</b>	<b>FY 11</b>	<b>\$540.00</b>	<b>\$540.00 per year</b>	<b>\$540.00</b>
<b>Second Adult, Resident/Family Rate</b>	<b>FY 11</b>	<b>\$180.00</b>	<b>\$180.00 per year</b>	<b>\$180.00</b>
<b>Second Adult, Non-Resident/Family Rate</b>	<b>FY 11</b>	<b>\$300.00</b>	<b>\$300.00 per year</b>	<b>\$300.00</b>



**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
Maximum Per Family, Resident/Family Rate	FY 11	\$720.00	\$720.00 per year	\$720.00
Maximum Per Family, Non-Resident/Family Rate	FY 11	\$720.00	\$720.00 per year	\$720.00
<b>Swimming Lessons (rates based on a 8 lesson Session)</b>				
Resident Member	FY 11	\$30.00	\$30.00	\$30.00
Resident Non-Member	FY 11	\$45.00	\$45.00	\$45.00
Non-Resident Member	FY 11	\$65.00	\$65.00	\$65.00
Non-Resident Non-Member	FY 11	\$100.00	\$100.00	\$100.00
Pool Rental	FY 11	\$150.00	\$150.00 per hour	\$150.00
per staff	FY 09	\$40.00	\$40.00	\$40.00
New Member Processing Fee	FY 11	\$25.00	\$25.00	\$25.00



**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>RECREATION-OUTDOOR POOL</b>				
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00 per day	\$0.00
18 & under, Non-Resident	FY 12	\$2.00	\$2.00 per day	\$2.00
19 & Over, Resident	FY 12	\$2.00	\$2.00 per day	\$2.00
19 & over, Non-Resident	FY 12	\$4.00	\$4.00 per day	\$4.00
<b>RECREATION-MISCELLANEOUS</b>				
Field/Gym-Organized Teams(all inclusive)	FY 14	\$30.00	\$30.00 per team	\$30.00
Practice-Field/Gym use (does not apply to youth athletics including Little League)	FY 12	\$20.00	\$20.00	\$20.00
Co-sponsored (non-swim team) programs maintenance fee (placed in maintenance fund)	FY 06	\$200.00	\$200.00 per team	\$200.00
Non-Resident participants in co-sponsored (non-swim team) programs (placed in maintenance fund)	FY 06	\$20.00	\$20.00 per person	\$20.00
Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00	\$60.00
Room Rental	PRE FY 02	\$10.00	\$10.00	\$10.00
<b>Peirce Island Boat Launch:</b>				
Boat Launch (Non-Resident)	FY 14	\$150.00	\$150.00 per season	\$150.00
Boat Launch (Non-Resident)	FY 14	\$20.00	\$20.00 per launch	\$20.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$10.00	\$10.00 per launch	\$10.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$75.00	\$75.00 per season	\$75.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00 per launch	\$50.00



**RECREATION DEPARTMENT**  
**General Fund Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20
<b>Outdoor Pool</b>	\$33,067	\$23,941	\$24,322	\$25,000
<b>Spinnaker Point</b>	\$240,141	\$227,948	\$241,703	\$220,000
<b>Boat Ramp Fees</b>	\$9,170	\$8,995	\$7,935	\$10,000
<b>Total General Fund Recreation Fee Revenue</b>	\$282,378	\$260,884	\$273,960	\$255,000
<b>Special Revenue Fund Fee Revenue</b>				
<b>Indoor Pool</b>	\$451,001	\$443,543	\$428,315	
<b>Total Recreation Revenue from Fees</b>	\$733,379	\$704,427	\$702,275	



City of Portsmouth  
 Fee Schedule  
 Health Department

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
<b>HEALTH</b>					
<b>Class</b>					
A4 Restaurants (400 + seating capacity)	FY 14	\$500.00	\$500.00	Annually	* \$650.00
A3 Restaurants (300-399 seating capacity)	FY 14	\$450.00	\$450.00	Annually	* \$600.00
A2 Restaurants (200-299 seating capacity)	FY 14	\$400.00	\$400.00	Annually	* \$550.00
A1 Restaurants (100-199 seating capacity)	FY 07	\$350.00	\$350.00	Annually	* \$450.00
B Restaurants (76-99 seating capacity)	FY 07	\$300.00	\$300.00	Annually	* \$350.00
C Restaurants (51-75 seating capacity)	FY 07	\$240.00	\$240.00	Annually	* \$300.00
D Restaurants (26-50 seating capacity)	FY 07	\$180.00	\$180.00	Annually	* \$275.00
E Restaurants (0-25 seating capacity)	FY 07	\$125.00	\$125.00	Annually	* \$200.00
E Bakeries	FY 07	\$125.00	\$125.00	Annually	* \$200.00
E Markets or stores with less than 2 food preparation areas selling prepared foods and inc. fish markets, seafood stores and fish processing facilities	FY 07	\$125.00	\$125.00	Annually	* \$200.00
E Catering	FY 07	\$125.00	\$125.00	Annually	* \$150.00
F Supermarkets	FY 14	\$500.00	\$500.00	Annually	* \$650.00
G Bed and Breakfast Operations	FY 07	\$80.00	\$80.00	Annually	* \$125.00
G Nursing Home (Food Service)	FY 07	\$80.00	\$80.00	Annually	* \$100.00
H Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	PRE FY 02	\$50.00	\$50.00	Annually	* \$100.00
M Mobile Food Operations	FY 12	\$200.00	\$200.00	Annually	\$200.00



**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
T	Temporary Food Permit (Portsmouth business with food service permit exempt)	FY 14	\$125.00	\$125.00 (up to two (2) weeks before the day of the event)	\$125.00
		PRE FY 02	\$100.00	\$100.00 (additional thereafter)	\$100.00
TT	Sampling for non potentially hazardous foods (14 days or less) (Portsmouth business with food service permit exempt)	FY 10	\$15.00	\$15.00 (up to four (4) weeks before the day of the event)	\$15.00
		FY 10	\$40.00	\$40.00 (additional thereafter)	\$40.00
V	Limited Events (1 to 4 events per year)	FY 14	\$150.00	\$150.00	\$150.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00 Annually	\$140.00
X	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 10	No Fee	No Fee	No Fee
	These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.				
Y	Fundraiser Permit	FY 14	\$200.00	\$200.00 per event	\$200.00
	Inspection Fees: Family Day Care & Foster Care	FY 16	\$10.00	\$10.00 Every 3 years	\$10.00
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00 Every 3 years	\$100.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	\$75.00
AA	Dog Variance-Outdoor Dining Areas	FY 21		N/A Annually	* \$70.00
AB	Temporary Event Coordinator Application	FY 21		N/A per event	* \$100.00



**HEALTH DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20
<b>Health Permits</b>	<b>\$56,145</b>	<b>\$36,845</b>	<b>\$80,380</b>	<b>\$70,000</b>

FY 19 Health Permits were as follows:

# of Permits	Fees Collected	
3	\$1,500.00	Restaurants (400 + seating capacity)
8	\$3,600.00	Restaurants (300-399 seating capacity)
19	\$7,600.00	Restaurants (200-299 seating capacity)
44	\$15,400.00	Restaurants (100-199 seating capacity)
19	\$5,700.00	Restaurants (76-99 seating capacity)
34	\$8,160.00	Restaurants (51-75 seating capacity)
31	\$5,580.00	Restaurants (26-50 seating capacity)
108	\$13,500.00	Restaurants (0-25 seating capacity)
2	\$250.00	Catering
8	\$4,000.00	Supermarkets
4	\$320.00	Bed and Breakfast Operations
16	\$800.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
12	\$2,400.00	Mobile Food Operations
41	\$5,125.00	Temporary Food Permit
2	\$300.00	Limited Events (1 to 4 events per year)
24	\$3,360.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
11	\$0.00	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.



**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
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Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.

<b>Sign Permit-Private Parking Lot</b>	<b>FY 21</b>	<b>N/A</b>	<b>N/A per intitial issue</b>	<b>*</b>	<b>\$50.00</b>
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**Chapter 6: Article XIII Section 1307**  
**Vendor from Motor Vehicle**

<b>Vendor From Motor Vehicle</b>	<b>FY 10</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>Minimum Bid</b>	<b>\$5,000.00</b>
<b>Permit April 15- November 15</b>					

**Motorcycle Parking Market Square on Pleasant St**  
**Summer season (April 1-November30) in designated Motorcycle spaces**

<b>Residents</b>	<b>FY 21</b>	<b>N/A</b>	<b>N/A reduction per Hour of post Hi-Occ rates</b>	<b>*</b>	<b>\$1.00</b>
<b>Non-Residents</b>	<b>FY 21</b>	<b>N/A</b>	<b>N/A reduction per Hour of post Hi-Occ rates</b>	<b>*</b>	<b>\$0.50</b>

**Valet Parking**

<b>Valet Station - from non High Occupancy Metered Parking Spaces</b>	<b>FY 20</b>	<b>\$12.00</b>	<b>\$20.00</b>	<b>space per day</b>	<b>\$20.00</b>
<b>Valet Station- from High Occupancy Metered Parking Spaces</b>	<b>FY 20</b>	<b>\$20.00</b>	<b>\$30.00</b>	<b>space per day</b>	<b>\$30.00</b>
<b>Valet - from Commercial Loading Zone</b>	<b>FY 19</b>	<b>\$675.00</b>	<b>\$675.00</b>	<b>annually</b>	<b>\$675.00</b>

Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

**Chapter 7: Article I Section 114A**

**Construction Permit**

<b>Temporary Metered Parking Space Permit</b>	<b>FY 18</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>Per Day</b>	<b>\$35.00</b>
<b>Temporary Metered Parking Space Permit</b>	<b>FY 18</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>High Occupancy Space Per Day</b>	<b>\$50.00</b>



**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
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**Chapter 7: Article III Section 321G**

**Snow Emergency-Parking Ban**

Resident Snow Ban Rate for Parking in High Hanover Parking Facility	FY 19	\$5.00	\$5.00 Per Snow Ban Event	\$5.00
Resident Snow Ban Rate for Parking in Foundry Place Parking Facility	FY 19	\$3.00	\$3.00 Per Snow Ban Event	\$3.00

**Parking Facility**

**Chapter 7: Article IV Section 402 C**

**High Hanover Parking Garage**

Rates	FY 20	\$1.50	\$1.75 Hourly Rate	*	\$2.00
	FY 13	Free	Free Resident-Sunday	*	Delete
			Resident-Sunday-Maximum	*	\$5.00
	FY 20	\$175.00	\$200.00 Monthly 24 hr-Resident Pass		\$200.00
	FY 20	\$200.00	\$225.00 Monthly-24 hr-All other Passes	*	\$275.00
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate Lost Ticket Fee/Max Daily rate		20 Hrs@ Hr rate
	FY 16	\$100.00	\$100.00 Garage Pass Deposit		\$100.00
	FY 08	\$15.00	\$15.00 Pass Reinstatement Fee-Passholders		\$15.00



**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>Chapter 7: Article IV Section 402 L</b>				
<b>Foundry Place Parking Garage</b>				
<b>Rates</b>	<b>FY 19</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>Hourly Rate</b>
				<b>\$1.00</b>
	<b>FY 19</b>	<b>Free</b>	<b>Free</b>	<b>Resident-Sunday</b>
				<b>Free</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Monthly 24 hr-Resident Pass</b>
				<b>\$100.00</b>
	<b>FY 19</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Monthly-24 hr-All other Passes</b>
				<b>\$125.00</b>
	<b>FY 19</b>	<b>20 Hrs@ Hr rate</b>	<b>20 Hrs@ Hr rate</b>	<b>Lost Ticket Fee/Max Daily rate</b>
				<b>20 Hrs@ Hr rate</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Garage Pass Deposit</b>
				<b>\$100.00</b>
	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Pass Reinstatement Fee-Passholders</b>
				<b>\$15.00</b>
	<b>FY 19</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Special Event Parking</b>
				<b>\$5.00</b>
	<b>FY 19</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Special Event Parking</b>
				<b>\$3.00</b>
<b>Downtown Employee HOURLY Parking Program:</b>				
<b>This program serves active individual employees of Downtown Portsmouth Business. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed.</b>				
	<b>FY 21</b>	<b>N/A</b>	<b>N/A</b>	<b>per use: Maximum allowable days: 20</b>
				<b>10 Hour pass</b>
				<b>\$3.00</b>

**Electric Vehicle Charging**

Current Locations-City Hall, High Hanover Parking Garage and Foundry Place Parking Garage

Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.

	<b>FY 20</b>	<b>N/A</b>	<b>\$1.25</b>	<b>hourly first 4 hours</b>	<b>\$1.25</b>
	<b>FY 20</b>	<b>N/A</b>	<b>\$3.00</b>	<b>hourly thereafter</b>	<b>\$3.00</b>



**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b><u>Chapter 7: Article IV Section 408</u></b>				
<b>Boat launch</b>				
<b>Peirce Island Overnight Boat Launch Parking</b>	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00 Nightly</b>	<b>\$15.00</b>
<b><u>Chapter 7: Article VI Section 604</u></b>				
<b>Truck Loading/Unloading Zones</b>				
<b>Commercial Loading Zone Permit</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$100.00 Annually</b>	<b>\$100.00</b>
<b><u>Chapter 7: Article IX Section 903</u></b>				
<b>Summons Administration Fee</b>				
<b>Summons Administration Fee</b>	<b>FY 16</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$150.00</b>
<b><u>Chapter 7: Article X Section 1004B</u></b>				
<b>Towing</b>				
<b>Immobilization Administration Fee</b>	<b>FY 15</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$150.00</b>
<b>Residential Neighborhood Parking</b>	<b>N/A</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>



**PARKING / TRANSPORTATION DIVISION**  
**Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20	
<b>Construction Permit</b>	\$143,966	\$116,845	\$123,090	\$90,000	
<b>Foundry Place Parking Garage Hourly</b>	N/A	N/A	\$71,690	\$214,000	(Opened 10-31-18)
<b>Foundry Place Parking Garage Passes</b>	N/A	N/A	\$185,240	\$340,500	(Opened 10-31-18)
<b>Hanover Parking Garage Hourly</b>	\$2,489,012	\$2,398,497	\$2,321,821	\$2,561,875	
<b>Hanover Parking Garage Passes</b>	\$1,196,823	\$1,422,440	\$1,564,885	\$1,852,500	
<b>Hanover Parking Garage Passes Reinstatement</b>	\$3,870	\$4,980	\$4,445	\$2,500	
<b>Foundry Place Parking Garage Passes Reinstatement</b>	N/A	N/A	\$2,070	\$1,000	(Opened 10-31-18)
<b>Immobilization Admin Fee</b>	\$18,920	\$17,240	\$7,350	\$15,000	
<b>Summons Admin Fee</b>	\$350	\$275	\$225	\$3,000	
<b>Total Parking/Transportation Fee Revenue</b>	<b>\$3,829,801</b>	<b>\$3,937,782</b>	<b>\$4,280,816</b>	<b>\$5,080,375</b>	

Note: 1) Parking revenues are recorded in both the General Fund and the Special Revenue Parking/Trans Fund.  
 2) Parking Meters and Parking Violations are administered through ordinance not the fee schedule.

	Actual FY 17	Actual FY 18	Actual FY 19
<b>Vendor From Motor Vehicle</b>			
Permits	1	0	0
Revenue	\$5,500	\$0	\$0
<b>Hanover Parking Garage Monthly Passes Issued</b>			
Resident	221	220	202
Non-Resident	529	486	453
<b>Total</b>	<b>750</b>	<b>706</b>	<b>655</b>
<b>Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)</b>			
Resident	N/A	N/A	102
Non-Resident	N/A	N/A	226
<b>Total</b>	<b>0</b>	<b>0</b>	<b>328</b>
<b>Peirce Island Overnight Parking</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>
Permits	1	0	0
Revenue	\$0	\$0	\$0
<b>Commercial Loading Zone permit</b>			
Permits	67	71	39
Revenue	\$3,350	\$3,550	\$3,900



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
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**Chapter 11: Article II Section 204**

**Private Sewage Disposal**

<b>Inspection Fee</b>	<b>PRE FY 02</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
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**Chapter 11: Article II Section 205**

**Storm Water Connection Permit Fee (Dependent upon revision of ordinance)**

<b>Stormwater Connection Permit</b>	<b>FY 15</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>New Customer</b>	<b>*</b>	<b>\$150.00</b>
<b>Stormwater Connection Fee</b>	<b>FY 21</b>	<b>N/A</b>	<b>N/A</b>	<b>New Customer</b>	<b>*</b>	<b>\$250.00</b>

**Industrial Discharge Permit Fee, Including Permit Renewals**

<u>Class</u>	<u>Fiscal Year</u>	<u>Consultant Based Fee</u>	<u>Consultant Based Fee</u>	<u>per permit</u>	<u>Consultant Based Fee</u>
<b>Class 1, Permit</b>	<b>FY 08</b>	<b>Consultant Based Fee</b>	<b>Consultant Based Fee</b>		<b>Consultant Based Fee</b>
<b>Class 2, Permit</b>	<b>FY 08</b>	<b>Consultant Based Fee</b>	<b>Consultant Based Fee</b>		<b>Consultant Based Fee</b>
<b>Class 3, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>per permit</b>	<b>\$500.00</b>
<b>Class 4, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>per permit</b>	<b>\$500.00</b>
<b>Class 5, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>per permit</b>	<b>\$500.00</b>



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
Oil and Grease Trap Permit Fee	FY 15	\$150.00	\$150.00	New Customer (inspection included)	\$150.00
Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00	\$75.00	Annual	\$75.00
Re-Inspection Fee	FY19	\$100.00	\$100.00	Per visit	\$100.00

**WATER and SEWER FEES**

Finance Charge, Unpaid balances after due date	PRE FY 02	18% annual	18% annual		18% annual
Turn On	FY 16	\$40.00	\$40.00	per occurrence	\$40.00
Delinquent Tag	FY 19	\$25.00	\$25.00	After threshold of \$150	\$25.00
Turn Off	FY 16	\$40.00	\$40.00	per occurrence	\$40.00
Final Billing Request	FY 14	\$40.00	\$40.00	per occurrence	\$40.00
Hydrant Meter Rental Deposit	FY 20	\$1,000.00	\$1,500.00	per occurrence	\$1,500.00
Yearly Account History	PRE FY 02	\$10.00	\$10.00	per occurrence	\$10.00
Frozen Meter Repairs =< 1 1/2"	FY 15	\$50.00	\$50.00	per occurrence	\$50.00
Frozen Meter Repairs >1 1/2"	FY 15	\$100.00	\$100.00	per occurrence	\$100.00
If parts exceed the minimum charge, customer is charged for parts.					
Emergency Callout	FY 19	\$300.00	\$300.00	per occurrence	\$300.00
Based on current wages + benefits					
Minimum callout=4 hours overtime per union contracts					
Meter Testing <1 1/2"	FY 14	\$50.00	\$50.00	per occurrence	\$50.00
Meter Testing >=1 1/2"	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
When requested by customer, (if meter test fails no charge to customer)					
Water Services Application Fee	FY 15	\$150.00	\$150.00	per occurrence	\$150.00



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>	
Drain Pipe Layers Permit	FY 19	\$25.00	\$25.00	Annually	\$25.00
Meter Reading System Repairs Plus cost of parts	FY 17	\$60.00	\$60.00	per occurrence	\$60.00
Meter Rental (any size)	FY 20	N/A	\$10.00	daily	\$10.00
Water Services Application Fee					
5/8" & 3/4"	PRE FY 02	\$4.95	\$4.95	monthly	\$4.95
1"	PRE FY 02	\$8.27	\$8.27	monthly	\$8.27
1 1/2"	PRE FY 02	\$14.25	\$14.25	monthly	\$14.25
2"	PRE FY 02	\$22.91	\$22.91	monthly	\$22.91
3"	PRE FY 02	\$36.26	\$36.26	monthly	\$36.26
4"	PRE FY 02	\$68.74	\$68.74	monthly	\$68.74
6"	PRE FY 02	\$120.27	\$120.27	monthly	\$120.27
8"	PRE FY 02	\$168.01	\$168.01	monthly	\$168.01
10"	PRE FY 02	\$252.02	\$252.02	monthly	\$252.02
Fire Flow Testing	FY 13	\$200.00	\$200.00	per Test	\$200.00
	FY 17	\$100.00	\$100.00	per Visit	\$100.00
Fire Services, Fee per Month					
1"	FY 08	\$2.55	\$2.55	monthly	\$2.55
1 1/2"	FY 08	\$3.82	\$3.82	monthly	\$3.82
2"	FY 08	\$5.09	\$5.09	monthly	\$5.09
2 1/2"	FY 08	\$7.64	\$7.64	monthly	\$7.64
3"	FY 08	\$12.22	\$12.22	monthly	\$12.22
4"	FY 20	\$19.65	\$19.90	monthly	* \$20.84
5"	FY 20	\$35.33	\$35.60	monthly	* \$37.48
6"	FY 20	\$57.07	\$57.41	monthly	* \$60.54
8"	FY 20	\$121.62	\$121.99	monthly	* \$129.02



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
10"	FY 20	\$218.71	\$219.13	monthly	* \$232.02
12"	FY 20	\$353.27	\$353.71	monthly	* \$374.77
Hydrant Rentals to Municipalities per hydrant	FY 20	\$250.00	\$275.00	Annually	* \$300.00
Backflow Test	FY 15	\$55.00	\$55.00	per device each occurrence	\$55.00
Backflow Test (Repeat-within 15 days)	FY 20	N/A	n/c		n/c
Backflow Test (Repeat-beyond 15 days)	FY 20	N/A	\$75.00	per occurrence	\$75.00
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00	per occurrence	\$100.00
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20	\$0.20	per LB	\$0.20
Pease	FY 15	\$0.20	\$0.20	per LB	\$0.20
TSS Portsmouth	FY 15	\$0.17	\$0.17	per LB	\$0.17
Pease	FY 15	\$0.17	\$0.17	per LB	\$0.17
Dumping Fees per 1,000 gals	FY 19	\$75.00	\$75.00	per 1,000 gallons	\$75.00
Recreation Vehicles *Non-Resident*	FY 17	\$30.00	\$30.00	per visit	\$30.00
Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00	\$150.00	new customer	\$150.00
Sewer Connection Fees	FY 15	\$350.00	\$350.00	new customer	\$350.00
Sewer Re-inspection Fee	FY 19	\$100.00	\$100.00	per visit	\$100.00
Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00	\$15.00	per hour	\$15.00
Pump Truck	FY 20	N/A	\$150.00	per hour	\$150.00
Backhoe	FY 16	\$50.00	\$50.00	per hour	\$50.00
Excavator	FY 16	\$75.00	\$75.00	per hour	\$75.00
Dump	FY 16	\$50.00	\$50.00	per hour	\$50.00
Compressor	FY 17	\$20.00	\$20.00	per hour	\$20.00
Tapping	FY17	\$25.00	\$25.00	per hour	\$25.00
Pump	FY 14	\$15.00	\$15.00	per hour	\$15.00
Roller	FY 16	\$30.00	\$30.00	per hour	\$30.00



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
Loader	FY 16	\$60.00	\$60.00	per hour	\$60.00
Steamer	FY 14	\$15.00	\$15.00	per hour	\$15.00
Vactor	FY 17	\$150.00	\$150.00	per hour	\$150.00
Paver	FY 17	\$65.00	\$65.00	per hour	\$65.00
TV Camera Vehicle	FY 17	\$150.00	\$150.00	per hour	\$150.00
<b>Water - Capacity Improvement Multiplier (CIM)</b>					
EDU = equivalent dwelling unit					
1"	FY 19	\$1,300.00	\$1,300.00	per EDU New Service	\$1,300.00
1 1/2"	FY 19	\$2,600.00	\$2,600.00	per EDU New Service	\$2,600.00
2"	FY 19	\$4,160.00	\$4,160.00	per EDU New Service	\$4,160.00
3"	FY 19	\$8,320.00	\$8,320.00	per EDU New Service	\$8,320.00
4"	FY 19	\$13,000.00	\$13,000.00	per EDU New Service	\$13,000.00
6"	FY 19	\$26,000.00	\$26,000.00	per EDU New Service	\$26,000.00
8"	FY 19	\$41,600.00	\$41,600.00	per EDU New Service	\$41,600.00
10"	FY 19	\$62,400.00	\$62,400.00	per EDU New Service	\$62,400.00
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>					
EDU = equivalent dwelling unit					
1"	FY 19	\$1,800.00	\$1,800.00	per EDU New Service	\$1,800.00
1 1/2"	FY 19	\$3,600.00	\$3,600.00	per EDU New Service	\$3,600.00
2"	FY 19	\$5,760.00	\$5,760.00	per EDU New Service	\$5,760.00
3"	FY 19	\$11,520.00	\$11,520.00	per EDU New Service	\$11,520.00
4"	FY 19	\$18,000.00	\$18,000.00	per EDU New Service	\$18,000.00
6"	FY 19	\$36,000.00	\$36,000.00	per EDU New Service	\$36,000.00
8"	FY 19	\$57,600.00	\$57,600.00	per EDU New Service	\$57,600.00
10"	FY 19	\$86,400.00	\$86,400.00	per EDU New Service	\$86,400.00



**WATER AND SEWER DIVISION  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Budget FY 20	
<b>Hydrant Rentals to Municipalities</b>					
Permits	1040	1040	1040		
Revenue	\$208,000	\$234,000	\$260,000	\$286,000	Water Only
<b>Backflow Test</b>					
Permits	1683	1182	2102		
Revenue	\$92,565	\$65,010	\$115,610	\$88,000	Water Only
<b>Dumping Fees per 1,000 gals</b>					
M gallons	1696	1885	2193		
Revenue	\$163,060	\$179,410	\$214,310	\$200,000	Sewer Only
<b>Water - Capacity Improvement Multiplier (CIM)</b>	\$47,580	\$100,620	\$61,400	\$100,000	
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>	\$56,880	\$126,775	\$58,770	\$110,000	

Note: Revenue recorded in Enterprise Funds.



**City of Portsmouth  
Fee Schedule  
Library**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>LIBRARY</b>				
Non-Resident Library Card	FY 20	\$90.00	\$100.00	\$100.00
Non-Resident Library Card-1/2 year	FY 20	\$50.00	\$55.00	\$55.00
Non-Resident Library Card-Senior Rate	FY 20	\$80.00	\$90.00	\$90.00
Non-Resident Library Card-Senior Rate 1/2 year	FY 20	\$45.00	\$50.00	\$50.00

Businesses located within the city are eligible for a free Portsmouth Public Library Business card, whether the business owns or rents space.

Non-profit organizations and state agencies are included in these provisions.”



**Library  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19
<b>Library Cards</b>	<b>\$31,570</b>	<b>\$32,990</b>	<b>\$35,408</b>

Note: Revenue recorded in a Special Revenue Fund.



**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
<b>Chapter 8: Article II Section 202 E 7 b</b>					
<b>Park Property-</b>					
<b>Park Property-Per Hour Docking Fees</b>					
<b><u>HOURLY RATE WOODEN DOCKS</u></b>			<b><u>HOURLY RATE WOODEN DOCKS</u></b>		
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 19	\$4.00	\$4.00	Per Hour	\$4.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00	\$6.00	Per Hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00	\$9.00	Per Hour	\$9.00
For craft over fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	\$10.00
<b>NON-RESIDENT (May 1-Sep 30)</b>			<b><u>HOURLY RATE WOODEN DOCKS</u></b>		
Craft up to twenty (20) ft in length overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$11.00	\$11.00	Per Hour	\$11.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00	\$15.00	Per Hour	\$15.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00	\$19.00	Per Hour	\$19.00
For craft over fifty (50) ft overall	FY 19	\$23.00	\$23.00	Per Hour	\$23.00
<b>RESIDENT (Oct 1-Apr 30)</b>			<b><u>HOURLY RATE WOODEN DOCKS</u></b>		
Craft up to twenty (20) ft in length overall	FY 19	\$3.00	\$3.00	Per Hour	\$3.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$3.00	\$3.00	Per Hour	\$3.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
For craft over fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00



**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					<b><u>HOURLY RATE WOODEN DOCKS</u></b>
Craft up to twenty (20) ft in length overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00	\$9.00	Per Hour	\$9.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	\$10.00
For craft over fifty (50) ft overall	FY 19	\$13.00	\$13.00	Per Hour	\$13.00
<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	N/A	\$12.00	per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	N/A	\$16.00	per 4 hours-over 4 hrs pay daily rate	\$16.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	N/A	\$20.00	per 4 hours-over 4 hrs pay daily rate	\$20.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	N/A	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft over fifty (50) ft overall	FY 20	N/A	\$36.00	per 4 hours-over 4 hrs pay daily rate	\$36.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
Craft up to twenty (20) ft in length overall	FY 20	N/A	\$24.00	per 4 hours-over 4 hrs pay daily rate	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	N/A	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	N/A	\$40.00	per 4 hours-over 4 hrs pay daily rate	\$40.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	N/A	\$64.00	per 4 hours-over 4 hrs pay daily rate	\$64.00
For craft over fifty (50) ft overall	FY 20	N/A	\$72.00	per 4 hours-over 4 hrs pay daily rate	\$72.00



**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
<b>RESIDENT (Oct 1-Apr 30)</b>		<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>		
Craft up to twenty (20) ft in length overall	FY 20	N/A	\$8.00 per 4 hours-over 4 hrs pay daily rate	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	N/A	\$12.00 per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	N/A	\$16.00 per 4 hours-over 4 hrs pay daily rate	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	N/A	\$28.00 per 4 hours-over 4 hrs pay daily rate	\$28.00
For craft over fifty (50) ft overall	FY 20	N/A	\$32.00 per 4 hours-over 4 hrs pay daily rate	\$32.00
<b>NON-RESIDENT (Oct 1-Apr 30)</b>		<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>		
Craft up to twenty (20) ft in length overall	FY 20	N/A	\$12.00 per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	N/A	\$24.00 per 4 hours-over 4 hrs pay daily rate	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	N/A	\$28.00 per 4 hours-over 4 hrs pay daily rate	\$28.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	N/A	\$32.00 per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft over fifty (50) ft overall	FY 20	N/A	\$44.00 per 4 hours-over 4 hrs pay daily rate	\$44.00



**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
<b>Park Property-Per Day Docking Fees (to be paid in advance)</b>					
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	\$30.00	\$36.00	Per Day	\$36.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$35.00	\$42.00	Per Day	\$42.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$40.00	\$48.00	Per Day	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$50.00	\$60.00	Per Day	\$60.00
For craft over fifty (50) ft overall	FY 20	\$60.00	\$72.00	Per Day	\$72.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	\$40.00	\$48.00	Per Day	\$48.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$60.00	\$72.00	Per Day	\$72.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$80.00	\$96.00	Per Day	\$96.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$100.00	\$120.00	Per Day	\$120.00
For craft over fifty (50) ft overall	FY 20	\$120.00	\$144.00	Per Day	\$144.00
<b>RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	\$15.00	\$18.00	Per Day	\$18.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$18.00	\$22.00	Per Day	\$22.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$20.00	\$24.00	Per Day	\$24.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$25.00	\$30.00	Per Day	\$30.00
For craft over fifty (50) ft overall	FY 20	\$30.00	\$36.00	Per Day	\$36.00



**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>		<u>Suggested FY 2021 Schedule</u>
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	\$20.00	\$24.00	Per Day	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$30.00	\$36.00	Per Day	\$36.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$40.00	\$48.00	Per Day	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$50.00	\$60.00	Per Day	\$60.00
For craft over fifty (50) ft overall	FY 20	\$60.00	\$72.00	Per Day	\$72.00
<b>Park Property-Seasonal Rental Docking Fees</b>					
<b>RESIDENT (April 2 - November 1)</b>	FY 20	\$110.00	\$122.00	Per Season per boat foot	\$122.00
	FY 20	\$1,500.00	\$1,675.00	Per Season Minimum	\$1,675.00
<b>NON-RESIDENT (April 2 - November 1)</b>	FY 20	\$135.00	\$150.00	Per Season per boat foot	\$150.00
	FY 20	\$1,850.00	\$2,050.00	Per Season Minimum	\$2,050.00
<b>Park Property-Docking Utility Access Fees</b>					
<b>Dock Utility Access:</b>					
Resident	FY 15	\$10.00	\$10.00	per Day	\$10.00
	FY 17	\$250.00	\$250.00	Per Season	* \$275.00
Non Resident	FY 15	\$10.00	\$10.00	per Day	\$10.00
	FY 17	\$250.00	\$250.00	Per Season	* \$275.00



**City of Portsmouth  
 Fee Schedule  
 Prescott Park**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>FY 2020 Schedule</u>	<u>Suggested FY 2021 Schedule</u>
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**Park Property-Wedding Reservation Fee**

The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.

<b>Weddings which include 1-10 participants in total</b>	<b>FY 18</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>*</b>	<b>\$175.00</b>
<b>Weddings which include 11-74 participants in total</b>	<b>FY 18</b>	<b>\$375.00</b>	<b>\$375.00</b>	<b>*</b>	<b>\$400.00</b>
<b>Weddings which include more than 74 participants in total</b>	<b>FY 18</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>*</b>	<b>\$775.00</b>



**Prescott Park  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19
<b>Dock Fees (Marine Maintenance Trust)</b>	<b>\$63,931</b>	<b>\$67,997</b>	<b>\$68,259</b>
<b>Weddings</b>			<b>\$5,625</b>

Note: Revenue recorded in a Special Revenue Fund.



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# CITY OF PORTSMOUTH FORMAT OF ACCOUNTS



APPENDIX IV



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**City of Portsmouth  
Expenditure Account Structure**

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

**FUND**

<b>XX-</b>	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
<b>Fund(2)</b>	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

01	GENERAL FUND
17	PARKING FUND
20	CDBG
21	PEDLP
25	UDAG
50	WATER FUND
51	SEWER FUND
58	STORMWATER
84	PRESCOTT PARK

**DEPARTMENT**

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	<b>Dept(3)</b>	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

700	FINANCE
707	BENEFITS
709	HUMAN RESOURCES
710	CITY COUNCIL
711	CITY MANAGER
712	CITY CLERK
713	ELECTIONS
714	PLANNING
715	LEGAL
716	INSPECTION
717	INFORMATION TECHNOLOGY
733	DEBT SERVICE
734	CONTINGENCY
735	OVERLAY



**City of Portsmouth  
Expenditure Account Structure**

736 GENERAL ADMINISTRATION  
 737 COUNTY TAX  
 738 OTHER NON-OPERATING  
 740 POLICE  
 741 FIRE  
 744 CIVIL DEFENSE  
 751 PUBLIC WORKS  
 752 PARKING/TRANSPORTATION  
 753 STORMWATER  
 780 LIBRARY  
 785 RECREATION  
 786 SENIOR SERVICES  
 789 COMMUNITY DEVELOPMENT  
 790 HEALTH  
 792 WELFARE  
 793 OUTSIDE SOCIAL SERVICES  
 794 EDUCATION  
 795 CAPITAL OUTLAY

**DIVISION**

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
		101				CITY COUNCIL
		102				CITY MANAGER
		104				ALLOCABLE BENEFITS
		105				CITY CLERK
		106				ELECTION
		107				LEGAL
		201				ACCOUNTING
		202				ASSESSING
		203				TAX COLLECTION
		204				INFORMATION TECHNOLOGY
		301				TANS
		302				BONDED DEBT
		303				LEASES
		304				OTHER DEBT SERVICE
		310				CONTINGENCY



**City of Portsmouth  
Expenditure Account Structure**

320	OVERLAY
339	SENIOR SERVICES
350	GENERAL ADMINISTRATIVE
360	COUNTY TAX
370	CAPITAL OUTLAY
410	PLANNING
411	CDBG
412	REVOLVING LOANS
413	UDAG
414	HOUSING FUNDS
416	MICRO LOAN PROGRAM
420	INSPECTION
430	HEALTH
510	DETECTIVES
520	PATROL
530	DISPATCH
540	PARKING GARAGE
541	PARKING ENFORCEMENT
542	PARKING METERS
543	PARKING COLLECTIONS
544	PUBLIC TRANSPORTATION
550	CROSSING GUARDS
570	FIRE FIGHTERS
580	AMBULANCE
590	CIVIL DEFENSE
610	ADMINISTRATION
620	ENGINEERING
630	BUILDINGS
640	HIGHWAYS
642	COLLECTIONS (STORMWATER)
644	TREATMENT (STORMWATER)
650	WATER SUPPLY & TREATMENT
660	WATER DISTRIBUTION
670	WASTEWATER TREATMENT
680	WASTEWATER COLLECTION
710	LIBRARY
720	COMMUNITY CENTERS
730	SWIMMING POOL
740	PLAYGROUNDS



**City of Portsmouth  
Expenditure Account Structure**

750 BOAT LAUNCH  
 760 SPECIAL PROGRAMS  
 770 WELFARE  
 780 OUTSIDE SOCIAL SERVICES  
 810 SCHOOL

**SUB-DIVISION**

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	<b>-XX- Sub-Div(2)</b>	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
			00	UNALLOCATED		
			08	PERSONNEL & TRAINING		
			09	SPINNAKER POINT ADULT CNT		
			10	AIS		
			11	COMMUNITY RELATIONS		
			12	RECORDS		
			13	BIS		
			14	FAMILY SERVICES		
			15	GENERAL		
			16	ANIMAL CONTROL		
			17	AUXILIARY		
			18	CANINE		
			19	ERT		
			20	ACCIDENT TEAM		
			21	CONNIE BEAN CENTER		
			22	JFK CENTER		
			23	INDOOR POOL		
			24	OUTDOOR POOL		
			25	DIRECT ASSISTANCE		
			26	FIELD TRAINING OFFICE		
			27	EXPLORER		
			28	SRO		
			29	EIO		
			30	DARE		
			31	RUBBISH COLLECTION		
			32	RUBBISH DISPOSAL		
			33	PARKING		
			34	PUBLIC SERVICE		



**City of Portsmouth  
Expenditure Account Structure**

35	PUBLIC FACILITIES
36	ECON DEV LOAN PROGRAM
37	NON-PROFIT LOAN PROGRAM
38	HOUSING REHAB
39	SPECIAL NEEDS LOAN PROGRAM
40	HOUSING ENDOW LOAN PROGRAM
41	STREET MAINTENANCE
41	HIGHWAYS ST MTCE PEASE
42	SNOW REMOVAL
43	SIDEWALKS
44	BRIDGE REPAIRS
45	EQUIPMENT MAINTENANCE
46	TREE PROGRAM
47	MOSQUITO CONTROL
48	PARKS & CEMETERIES
49	STREET CLEANING
50	MICRO LOAN PROGRAM
51	ADMINISTRATION
52	ENGINEERING
53	CROSS CONNECTION
54	TREATMENT PLANT
55	LABORATORY PORTSMOUTH
56	WELLS
57	WATER STORAGE TANK
58	BOOSTER STATION PORTS
61	MAINS
62	SERVICES
63	HYDRANTS
64	METERS
65	LIFT STATION
66	FILTER BUILDING
67	FORCE MAINS
68	INTERCEPTOR
69	LATERALS
70	MISCELLANEOUS COSTS
71	PRELIMINARY DESIGN
72	ENGINEERING DESIGN
73	SURVEY
74	RECORD DRAWING



**City of Portsmouth  
Expenditure Account Structure**

75 CADASTRAL  
76 INSPECTION  
77 BORING  
78 ADMINISTRATION  
79 STARTUP

**LOCATION**

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	<b>-XXX- Location(3)</b>	-XXX- State(3)	-XXXXXX Object(6)
				100		PORTSMOUTH-UNALLOCATED
				110		CITY HALL/SEYBOLT
				111		PUBLIC WORKS FACILITY
				112		LIBRARY
				115		POLICE STATION
				120		SCHOOL-HIGH SCHOOL
				122		SPINNAKER POINT ADULT CNT
				123		JFK CENTER
				124		CONNIE BEAN CENTER
				125		CENTRAL FIRE STATION
				131		PLAYGROUNDS
				132		PARKS
				133		PRESCOTT PARK
				141		LIFT STATIONS PORTSMOUTH
				142		LIFT STATION MECHANIC ST
				143		LIFT STATION DEER ST
				171		WELLS-PORTSMOUTH
				177		TANKS-PORTSMOUTH
				180		LABORATORY PORTSMOUTH
				181		PIERCE ISLAND TRTMT PLANT
				182		BOOSTER STATION PORTS
				192		INDOOR POOL
				500		PEASE-UNALLOCATED
				541		LIFT STATIONS PEASE
				542		LIFT STATION RYE STREET
				571		WELLS-PEASE
				577		TANKS-PEASE
				580		LABORATORY PEASE



**City of Portsmouth  
Expenditure Account Structure**

581	PEASE SEWER TRTMT PLANT
582	BOOSTER STATION PEASE
900	PIERCE ISLAND UNALLOCATED
992	OUTDOOR POOL

**STATE**

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
					001	CAPITAL PROJECTS
					002	SPECIAL REVENUE
					400	EXECUTIVE
					401	CITY CLERK ADMIN
					402	FINANCIAL ADMINISTRATION
					403	REVALUATION OF PROPERTY
					404	LEGAL EXPENSE
					405	PERSONNEL ADMINISTRATION
					406	PLANNING & ZONING
					407	GENERAL GOVERNMENT BLDGS
					408	CEMETERIES
					409	INSURANCE
					410	ADVERTISING & REGIONAL AS
					411	OTHER GENERAL GOVERNMENTS
					412	POLICE
					413	AMBULANCE
					414	FIRE
					415	BUILDING INSPECTION
					416	EMERGENCY MANAGEMENT
					417	OTHER (INCLUDING GOV'T)
					419	ADMINISTRATION
					420	HIGHWAYS & STREETS
					421	BRIDGES
					422	STREET LIGHTING
					423	OTHER
					424	ADMINISTRATION
					425	SOLID WASTE COLLECTION
					426	SOLID WASTE DISPOSAL
					427	SOLID WASTE CLEAN-UP



**City of Portsmouth  
Expenditure Account Structure**

428 SEWAGE COLL & DISPOSAL  
429 WATER ADMINISTRATION  
430 WATER SERVICE  
431 WATER TREATMENT, CONSERV  
432 ELECTRICAL OPERATIONS  
433 HEALTH ADMINISTRATION  
434 PEST CONTROL  
435 HEALTH AGENCIES & OTHER  
436 WELFARE DIRECT ASSISTANCE  
437 OUTSIDE SOC SERVICE ADMIN  
438 WELFARE VENDOR PMTS & OTH  
439 PARKS AND RECREATION  
440 LIBRARY  
441 PATRIOTIC PURPOSES  
442 OTHER CULTURE & RECREATION  
443 CONSERVATION ADMIN & PURC  
444 OTHER CONSERVATION  
445 REDEVELOPMENT & HOUSING  
446 ECONOMIC DEVELOPMENT  
447 PRINCIPAL LONG TERM BONDS  
448 INTEREST LONG TERM BONDS  
449 INTEREST TANS  
450 OTHER DEBT SERVICE  
451 CAPITAL OUTLAY-LAND  
452 CAP OUTLAY-MACH,VEH,EQUIP  
453 CAP OUTLAY-BUILDINGS  
454 CAP OUTLAY-IMPROVEMENTS  
455 OP TRANSOUT-SPEC REV FUND  
456 OP TRANSOUT-CAP PROJ FUND  
457 OP TRANSOUT-ENTERP FUND  
458 OP TRANSOUT-ELECTRIC  
459 OP TRANSOUT-AIRPORT  
460 OP TRANSOUT-CAP RESV FUND  
461 OP TRANSOUT-EXP TR FUND  
462 OP TRANSOUT-HLTH MTCE  
463 OP TRANSOUT-NONEXPD TRUST  
464 OP TRANSOUT-AGENCY FUNDS  
465 STORMWATER  
491 SEWER



**City of Portsmouth  
Expenditure Account Structure**

492 WATER  
600 SCHOOL  
650 OVERLAY  
675 COUNTY TAX

**OBJECT**

XX- Fund(2)      -XXX- Dept(3)      -XXX- Div(3)      -XX- Sub-Div(2)      -XXX- Location(3)      -XXX- State(3)      -XXXXXX Object(6)

**010000 SALARIES**

---

011000 REGULAR SALARIES

---

012000 PART TIME SALARIES

---

014000 OVERTIME

---

015000 LONGEVITY

---

016000 LEAVE AT TERMINATION

---

017000 HOLIDAY PREMIUM PAY

---

018000 OTHER PAY

---

019000 ANTICIPATED EXPENSES

---

**020000 EMPLOYEE BENEFITS**

---

021000 INSURANCE-HEALTH

---

021100 INSURANCE-DENTAL

---

021500 INSURANCE-LIFE

---

021600 INSURANCE-DISABILITY

---

021700 INSURANCE-LTD

---

021800 INS CONTRACTUAL STIPEND

---

022000 SOCIAL SECURITY

---

022200 FICA

---

022500 MEDICARE

---

023000 RETIREMENT

---

025000 UNEMPLOYMENT COMPENSATION

---

026000 INSURANCE-WORKERS COMP

---

029000 FRINGE BENEFITS

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**030000 PROFESSIONAL SERVICE**

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030100 PROF SERVICES-AUDIT

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031000 PROF SERVICES-ENGINEERING

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City of Portsmouth  
Expenditure Account Structure

	032000	PROF SERVICE-LEGAL
	033000	MANAGEMENT SERVICE
	034000	BANK SERVICES
	034100	TELEPHONE
	034200	DATA PROCESSING
	034300	TELEVISION
	035000	MEDICAL SERVICE
	036000	CUSTODIAL SERVICE
	039000	OTHER PROFESSIONAL SERVICE
040000		PURCHASED PROPERTY SERVICE
	041000	ELECTRICITY
	041100	HEAT AND OIL
	041200	WATER AND SEWER
	041300	RUBBISH
	043000	REPAIRS AND MAINTENANCE
	044000	RENTAL AND LEASES
	048000	INSURANCE
050000		OTHER PURCHASED SERVICE
	053000	ADVERTISING
	054000	EDUCATION AND TRAINING
	055000	PRINTING
	056000	DUES AND SUBSCRIPTIONS
	057100	TRAVEL AND CONFERENCE
060000		SUPPLIES
	061000	GENERAL SUPPLIES
	062000	OFFICE SUPPLIES
	062500	POSTAGE
	063000	MAINTENANCE AND REPAIR
	063500	GASOLINE
	063600	DIESEL FUEL
	063700	LUBRICANTS
	063800	CHEMICALS
	064000	CUSTODIAL AND HOUSEKEEPING
	065000	GROUNDSKEEPING
	066000	VEHICLE REPAIRS



City of Portsmouth  
Expenditure Account Structure

	067000	BOOKS & PERIODICALS
	068000	MATERIALS
	069000	OTHER MISCELLANEOUS
070000		CAPITAL OUTLAY
	071000	LAND
	072000	BUILDINGS
	073000	OTHER IMPROVEMENTS
	074000	EQUIPMENT
	075000	FURNITURE AND FIXTURES
	076000	VEHICLES
	078000	SRF PROJECTS
	079000	TRANSPORTATION MANAGEMENT
080000		OTHER CHARGES AND EXPENSES
	081000	OTHER CHARGES AND EXPENSES
	086000	DEPRECIATION
	087000	OUTSIDE SERVICE
	088000	ASSISTANCE
	089000	SCHOOL EXPENDITURES
090000		OTHER FINANCIAL USES
	091000	TRANSFER TO SPECIAL REV FUND
	098000	DEBT SERVICE-PRINCIPAL
	098100	DEBT SERVICE-INTEREST
	099000	LEASES



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# Glossary of Terms

**ABATEMENT** – An official reduction or elimination of one’s assessed valuation after completion of the original assessed value.

**ACCRUAL ACCOUNTING** – A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

**AD VALOREM** – A tax levied in proportion to the value of the property being taxed.

**AGENCY FUNDS** – One of four types of fiduciary funds. Agency funds are used to report resources held by the reporting government in a purely custodial capacity (assets = liability). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

**APPROPRIATION** – An authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. Appropriations are usually limited in amount and to the time during which they may be expended.

**ASSESSED VALUE** – The fair market value placed upon real and personal property by the City as the basis for levying property taxes.

**BARGAINING UNITS** - A group of employees which, by reason of the similarity of their jobs, form a unit appropriate for bargaining with management on questions of wages, benefits and working conditions.

**BASIS OF ACCOUNTING** – The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes.

**BOND RATINGS** – A rating of quality given on any bond offering as determined by an independent agency in the business of rating such offerings.

**BUDGET** – A plan of financial operation containing an estimate of proposed expenditures for a single fiscal year (July 1 through June 30) and the proposed means of financing them.

**BUDGET CALENDAR** – The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT** – The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

**CAPACITY IMPROVEMENT MULTIPLIER (CIM)**-Calculation by taking the current net book value of assets of the total system (Water system or Sewer system) divided by the sustainable system capacity in equivalent dwelling unit (the amount of water used by a typical single residence).

**CAPITAL IMPROVEMENT PLAN (CIP)** – A six-year plan of proposed capital expenditures for long-term improvements to the City’s facilities including, water, sewer, parking facilities etc.; identifies each project and source of funding.

**COMMITTED FUND BALANCE** – Amounts constrained to specific purpose by a government itself, using its highest level of decision-making authority.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)** – An annual Federal grant received from the Department of Housing and Urban Development. It is primarily used for housing rehabilitation and other grant eligible activities.



**COMPENSATED ABSENCES** – An accrued employee’s right to receive compensation for future absences attributable to service already rendered (i.e.: vacation and sick leave).

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)** – An annual financial report presented in three sections: introductory, financial and statistical.

**CONSUMER PRICE INDEX (CPI)** – A measure, calculated by the United States Department of Labor, commonly used to indicate the rate of inflation.

**CONTINGENCY** – A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists. General Fund use of the contingency may only be approved by the City Council.

**CONTRACTUAL OBLIGATIONS** – The costs related to obligations performed for the City by individuals, businesses, or utilities.

**CYCLICAL REVALUATION** – means the revaluation of all taxable and non-taxable properties in a Municipality, combining a complete measure and listing of all taxable and nontaxable properties over time and updating an establishment of the new base year, to arrive at full and true value as of April 1.

**DEBT SERVICE** – The payment of interest and principal to holders of the City’s debt instruments.

**DESIGNATED FUND BALANCE** – Funds that have been selected and assigned for a specific purpose.

**DESIGNATED UNRESERVED FUND BALANCE** – Portion of unreserved fund balance that management would prefer to use available financial resources for a specific purpose.

**ECONOMIC DEVELOPMENT COMMISSION (EDC)** – A commission committed to ensuring the continued economic prosperity and preservation of the qualities that attract and retain businesses in the community.

**ENTERPRISE FUNDS** – Account for the financing of services to the general public whereby all or most of the operating expenses involved are recorded in the form of charges to users of such services. The Enterprise Funds consist of the Water Fund and the Sewer Fund.

**EQUALIZATION RATIO** – Indicates the relationship between assessed value and market value. This ratio is determined for each municipality every year by the NH Department of Revenue Administration through a study of the qualified sales that occurred within the municipality during the previous year.

**EQUALIZED VALUE** – Assessed value calculated by the state to ensure that property under its jurisdiction is appraised equitably at market value.

**EXPENDITURE** – Actual outlay of monies for goods or services.

**FIDUCIARY FUNDS** – A category of funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government’s own program.

**FISCAL YEAR** – A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and result of its operations. The fiscal year for the City of Portsmouth begins July 1 and ends on June 30.

**FULL REVALUATION** – means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the



establishment of the new base year, to arrive at full and true value as of April 1. The term includes “full reappraisal” and “full reassessment.” Rev 601.24

**FULL STATISTICAL REVALUATION** – means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes “statistical update” and “statistical reassessment.” Rev 601.25

**FUND** – An independent fiscal and accounting entity which a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities that are segregated for the purpose of carrying on specific activities.

**FUND BALANCE** – The excess of an entity’s assets over its liabilities also known as excess revenues over expenditures or net assets. A negative fund balance is sometimes called a deficit.

**FUND BALANCE POLICY** – Policy to maintain fund balance at a predetermined target level.

**GENERAL OBLIGATION BOND** – A bond for which the full faith and credit of the City is pledged for payment.

**GOALS** – Statements of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

**GOVERNMENT FINANCE OFFICER’S ASSOCIATION (GFOA)** - A private, nonprofit organization which has actively supported the advancement of governmental accounting, auditing and financial reporting since 1906.

**GOVERNMENTAL FUND TYPE** – Governmental accounting includes eight types of funds: general, special, debt service, capital, enterprise, internal service, trust, and agency. These types are indicative of accounting procedures to be used and the function of each type.

**INFRASTRUCTURE** – The basic facilities, equipment, services, and installations needed for the growth and functioning of a country, community, or organization.

**LEAVE AT TERMINATION** – Accumulated earned leave owed to employees when they leave municipal service.

**LINE-ITEM** – Separate listing of each expenditure category along with the dollar amount budgeted for each.

**MILLS** – One mill equals 1/1,000 of \$1, or \$1 of tax for every \$1,000 of value.

**MISSION STATEMENTS** – Broad, general statements which summarize the aims and values of an organization.

**MODIFICATION FACTOR (MOD FACTOR)** – The mod factor is used when determining workers compensation premiums. The mod factor is a value that compares the claim profile of the employer to the claim profile that would be expected of an employer of similar size payroll in the same in the same industry. A value of 1.00 is average, meaning the frequency and severity of actual losses equaled the expected losses. A mod factor greater than 1.00 means the employer experienced worse than expected losses during the rating period, and a mod factor of less than 1.00 indicates the employer’s losses were better than expected for the rating period.

**MODIFIED ACCRUAL ACCOUNTING** – A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred.



**MUNICIPAL SERVICE AGREEMENT** – An agreement between the City of Portsmouth, the Town of Newington and the Pease Development Authority to provide municipal services in the airport district of the Pease Development Authority.

**NET POSITION** – The residual of all other financial statement elements presented in a statement of financial position.

**NON-OPERATING BUDGET** – Expenditures that are not directly attributed to the day to day operations of any one particular department: TANS, Debt Services, Contingency, Overlay, County Tax, Capital Outlay.

**OBJECTIVES** - The goal intended to be attained (and which is believed to be attainable) by the City of Portsmouth.

**OPERATING BUDGET** – Expenditures that are directly attributed to the day to day operations of a particular department: Salaries, Benefits, Supplies, Utilities, etc.

**OVERLAY** – An appropriation to fund potential tax abatements.

**PARTIAL UPDATE** – the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the Municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report.

**PEASE DEVELOPMENT AUTHORITY (PDA)**– A body politic and corporate of the State of New Hampshire located in Rockingham County, New Hampshire.

**PERFORMANCE MEASURE** – An indicator of the attainment of an objective; it is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.

**PROPOSED BUDGET** – The operating and capital budgets submitted to the City Council by the City Manager.

**RESERVE FOR DEBT** – Account where retained earnings are set aside to satisfy outstanding debts.

**RESERVE FOR PROPERTY APPRAISAL** – Account where retained earnings are set aside to cover property appraisals.

**RESTRICTED NET POSITION**- One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability or deferred inflow of resources relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability/deferred inflow of resources or if the liability will be liquidated with the restricted assets reported.

**RETAINED EARNING**- The accumulated equity balance in an enterprise or internal service fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

**REVALUATION** – means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant report, and providing for statistical testing whether by either a Full Revaluation, Full Statistical Revaluation, Cyclical Revaluation, or Partial Update.

**REVENUE** – The income received by the City in support of a program of services to the community; includes such items as property taxes, fees, user charges, grants, fines,



interest income and miscellaneous revenue.

**REVISED STATUTES ANNOTATED (RSA)** – The State of New Hampshire’s statutes.

**ROLLING STOCK** - The equipment available for use as transportation, such as vehicles owned by the City of Portsmouth.

**SPECIAL REVENUE FUND** – A fund used to account for the proceeds of specific revenues that are legally restricted to expenditure for specific purposes.

**SUSTAINABILITY** – Development which meets the needs of the present without compromising the ability of future generations to meet their own needs; to the use of ecosystems and their resources in a manner that satisfies current needs while allowing them to persist I the long term.

**TAX LEVY** - Taxes that are imposed and collected.

**TAX RATE** – The amount of tax levied for each \$1,000 of assessed value.

**UNASSIGNED FUND BALANCE** – A fund balance that has not been selected or assigned to a specific purpose.

**UNRESTRICTED NET POSITION** – One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It is the difference between total net position and its two other components (net investment in capital assets and restricted net position).

**URBAN DEVELOPMENT ACTION GRANT (UDAG)** – An economic development initiative established by the US Department of Housing and Urban Development (HUD) in the early 1980’s whose goals were to establish public/private partnerships that would stimulate economic development in communities’ downtown districts.

**USER FEES** – The payment of a fee for direct receipt of a public service by the person benefiting from the service.



## *Abbreviations / Acronyms*

**ACO** – Animal Control Officer  
**ACS** – American Community Survey  
**ADA** – Americans with Disability Act  
**AFI** – Alpha Flying Inc.  
**AFSCME** – American Federation of State, County and Municipal Employees  
**AMR** – Automated Meter Reading  
**APC** – Atlas Pilatus Center Inc.  
**ARC** – American Red Cross  
**ARRA** – American Recovery and Reinvestment Act  
**ARS** – AIDS Response Seacoast  
**ATM** – Automated Teller Machine  
**ATV** – All Terrain Vehicle  
**ATSDR** – Agency for Toxic Substances and Disease Registry

**BAF** – Biologically Aerated Filters  
**BBBSNH** – Big Brothers, Big Sisters of New Hampshire  
**BBH** – Bureau of Behavioral Health  
**BFC** – Bicycle Friendly Community  
**BIS** – Bureau of Investigated Service  
**BTLA** – Board of Tax & Land Appeal

**CAD** – Computer Aid Design  
**CAFR** – Comprehensive Annual Financial Report  
**CALEA** – The Commission on Accreditation for Law Enforcement Association  
**CAMA** – Computer Aided Mass Appraisal  
**CAW** – Coastal Adaptation Workgroup  
**CBC** – Central Business District  
**CBERN** – Chemical, Biological, Explosive, Radiological, Nuclear  
**CCC** – Connect Community Church  
**CDBG** – Community Development Block Grant  
**CDC** – Center for Disease Control  
**CDP** – Community Diversion Program  
**CDRW** – Compact Disc Re-Writable  
**CEDS** – Comprehensive Economic Strategy  
**CEPT** – Chemically Enhanced Primary Treatment  
**CFAI** – Commission on Fire Accreditation International  
**CFC** – Chlorofluorocarbon  
**CFS** – Child and Family Services of New Hampshire  
**CIBOR** – Commercial Investment Board of Realtors (NH)  
**CIM** – Capacity Improvement Multiplier  
**CIP** – Capital Improvement Plan  
**CJIS** – Criminal Justice Information Services  
**CO<sub>2</sub>** – Carbon Dioxide  
**COAST** – Cooperative Alliance for Seacoast Transportation  
**COD** – Coefficient of Dispersion  
**COLA** – Cost of Living Adjustment  
**COLL BARG** – Collective Bargaining  
**CPI** – Consumers Price Index  
**CPI-U** – Consumer Price Index-Urban  
**CREAT** – Climate Resilience Evaluation and Awareness Tool  
**CRH** – Cross Roads House  
**CSO** – Combined Sewer Overflow  
**CST** – Crime Scene Team  
**CTE** – Career Technical Education



**DAF** – Dissolved Air Flootation  
**DES** – Department of Environmental Services  
**DO** – Dondero School  
**DOT** – Department of Transportation  
**DSA** – Deer Street Associates

**ECC** – Emergency Communications Center  
**EDC** – Economic Development Commission  
**EMO** – Emergency Management Office  
**EMS** – Emergency Medical Services  
**EMT** – Emergency Medical Technician  
**EPA** – Environmental Protection Agency  
**ERZ** – Economic Revitalization Zones  
**ESF** – Emergency Support Functions  
**ESOL** – English as a Second Language  
**EST** – Estimated

**FEMA** – Federal Emergency Management Agency  
**FICA** – Federal Insurance Contribution Act  
**FMLA** – Family and Medical Leave Act  
**FOG** – Fats, Oil, and Grease  
**FS** – Family Services  
**FT** – Full Time  
**FTA** – Federal Transit Administration  
**FTE** – Full Time Equivalent  
**FTO** – Field Training Officer  
**FTZ** – Foreign Trade Zone  
**FY** – Fiscal Year

**GAAP** – Generally Accepted Accounting Principles  
**GASB** – Government Accounting Standards Board  
**GFOA** – Governmental Finance Officers Association  
**GIS** – Geographic Information Systems  
**GMR** – Guaranteed Maximum Rate  
**GPTMA** – Greater Portsmouth Transportation Management Association  
**GSA** – General Services Administration

**HAZ-MAT** – Hazardous Materials  
**HDC** – Historic District Commission  
**HIDTA** – High Intensity Drug Trafficking Areas  
**HM** – Hazardous Materials  
**HR** – Human Resources  
**HRS** – Hours  
**HUD** – United States Department of Housing and Urban Development  
**HVAC** – Heating, Ventilating and Air Conditioning

**IBPO** – International Brotherhood of Police Officers  
**ICAC** – Internet Crimes Against Children  
**ICC** – International Code Council  
**ICLEI** – International Clearinghouse on Sustainable Development and Environmental Protection/ Local Government's for Sustainability  
**ICMA** – International City Managers Association  
**IRS** – Internal Revenue Service  
**ISO** – Insurance Service Officer  
**ISSA** – Information Systems Security Association  
**IT** – Information Technology  
**IVR** – Interactive Voice Response



**JBC** – Joint Budget Committee

**LED** – Light Emitting Diode

**LEED** – Leadership in Energy and Environmental Design

**LEOP** – Local Emergency Operations Plan

**LGC** – Local Government Center

**LH** – Little Harbor School

**LPG** – Liquefied Petroleum Gas

**LTCP** – Long Term Control Plan

**MAAP** – Municipal Agent Automation Project

**MAN** – Metropolitan Area Network

**MEP** – Manufacturing Extension Partnership

**MOD** – Modification factor

**MPO** – Metropolitan Planning Organization

**MS4** – Municipal Separate Storm Sewer Systems

**MSGP** – Multi-sector General Permit

**MSW** – Municipal Solid Waste

**MUTCD** – Manual on Uniform Traffic Control Devices

**NAMI** – National Alliance on Mental Illness

**NECAP** – New England Common Assessment Program

**NECHPS** – Northeast Collaborative for High Performance Schools

**NEMSN** – New England Municipal Sustainability Network

**NEPBA** – New England Police Benevolent Association

**NEWWA** – New England Water Works Association

**NF** – New Franklin School

**NFPA** – National Fire Protection Association

**NHDES** – New Hampshire Department of Environmental Services

**NHDHHS** – New Hampshire Department of Health and Human Services

**NHDOT** – New Hampshire Department of Transportation

**NHFSTFF** – New Hampshire Fire Standards & Training Fire Fighters

**NHRS** – New Hampshire Retirement System

**NHSG** – New Hampshire Seacoast Greenway

**NOAA** – National Oceanic and Atmospheric Administration

**NON** – Non-union

**NPS** – National Park Service

**NPDES** – National Pollutant Discharge Elimination System

**OCLC** – Online Computer Library Center

**OPEB** – Other Post Employment Benefits

**OT** – Overtime

**OU-2** – Operable Unit 2

**OW** – Outside Work

**PACA** – Portsmouth Arts and Cultural Alliance

**PAEPT** – Portsmouth Area Emergency Planning Team

**PAFR** – Popular Annual Financial Report

**PDA** – Pease Development Authority

**PEAK** – Program for Elementary Age Kids

**PEDLP** – Portsmouth Economic Development Loan Program

**PEEP** – Portsmouth Early Education Program

**PFC** – Perfluorochemicals

**PFAS** – Perfluorooctanesulfonic acid

**PFOA** – Perfluorooctanoic acid

**PFOS** – Perfluorooctanesulfonic acid



**PHS** – Portsmouth High School  
**PHS** – Portsmouth Historical Society  
**PIWWTF** – Peirce Island Wastewater Treatment Plant Facility  
**PLC** – Professional Learning Communities  
**PMA** – Professional Management Association  
**PMS** – Portsmouth Middle School  
**PNSY** - Portsmouth Naval Shipyard  
**PPAF** – Prescott Park Arts Festival  
**PPD** – Portsmouth Police Department  
**PPL** – Portsmouth Public Library  
**PPDTV** – Portsmouth Police Department Television  
**PREP** – Piscataqua Region Estuary Partnership  
**PT** – Part Time  
**PTS** – Parking, Traffic, and Safety Committee  
**PULA** - Public Undeveloped Lands Assessment

**RCA** – Rockingham Community Action  
**RDC** – Redundant Dispatch Center  
**REC** – Renewable Energy Credits  
**RFI** – Request For Information  
**RFP** – Request For Proposal  
**RFQ** – Request For Qualifications  
**RJL** – Robert J. Lister Academy  
**RMCC** – Richie McFarland Children’s Center  
**RMS** – Records Management System  
**RNMWP** – Rockingham Nutrition and Meals on Wheels Program  
**RSA** – Revised Statutes Annotated  
**RSVP** – Retired and Senior Volunteer Program

**S&P** – Standard & Poor’s  
**SAAS** – Software as a Service  
**SAC** – Senior Activities Center  
**SAG** – State Aid Grant  
**SASS** – Sexual Assault Support Services  
**SAT** – Suite of Assessments  
**SBAC** – Smarter Balanced Assessment Consortium  
**SBDC** – Small Business Development Center  
**SCADA** – System Control and Data Acquisition  
**SCS** – Seacoast Community School  
**SELF** – Service Above Self Scholarship  
**SELT** – Southeast Land Trust  
**SFFP** – Seacoast Family Food Pantry  
**SFP** – Seacoast Family Promise  
**SIPP** – Save the Indoor Portsmouth Pool  
**SIU** – Special Investigative Unit  
**SMA** – Supervisory Management Alliance  
**SMHC** – Seacoast Mental Health Center  
**SMPO** – Seacoast Metropolitan Planning Organization  
**SPED** – Special Education  
**SRF** – State Revolving Fund  
**SRO** – School Resource Officer  
**SUV** – Sport Utility Vehicle  
**SWEPT** – Statewide Education Property Taxes  
**SWPPP** – Storm Water Pollution Prevention Plans

**TCP/IP** – Transmission Control Protocol/Internet Protocol  
**TQP** – Teacher Quality Panel



**TY**- Tax Year

**UDAG** – Urban Development Action Grant

**UNH** – University of New Hampshire

**UPS** – United Parcel Service

**USDA** – United States Department of Agriculture

**USEPA** – United States Environmental Protection Agency

**VDI** – Virtual Desktop Interface

**VLAN** – Virtual Local Area Network

**VOIP** – Voice Over Internet Protocol

**WFC** – Walking Friendly Community

**WK** – Week

**WMP** – Wastewater Master Plan

**WWTF** – Wastewater Treatment Facility

**YMCA** – Youth Men's Cristian Association

