

# Arts & Culture Abound!



*City of Portsmouth, NH*  
**FY2025 Proposed Annual Budget**



## Arts & Culture Abound!

*(about the cover of the FY25 Budget)*

Portsmouth's arts and culture are the beating heart of this vibrant community. The arts bring together diverse perspectives, foster a sense of belonging, and ignite our imaginations. They wield significant economic influence, attracting tourism, stimulating local businesses, and generating employment opportunities, fueling sustainable growth.

*Photo Credits Top Center: Poet Laureate Diannely Antigua at The Music Hall Lounge. Photo by Emily McNair, courtesy of The Music Hall. Bottom Right: The Thriller Dancers performing in the 28th Portsmouth Halloween Parade. Photo by Sydney Bilodeau, courtesy of The Portsmouth Halloween Parade.*



# City of Portsmouth, New Hampshire Proposed Annual Budget 2024-2025

## Directory of Officials

### City Council

Deaglan McEachern, Mayor  
JoAnna Kelley, Assistant Mayor

John Tabor  
Kate Cook  
Josh Denton

Rich Blalock  
Andrew Bagley  
Beth Moreau  
Vincent Lombardi

### Board of Education

Nancy Novelline Clayburgh, Chair  
Brian French, Vice Chair  
Patricia “Tish” Campbell  
Christiana “Pip” Clews

Byron Matto

David “Leigh” Hudson

Kerry Nolte

Elizabeth “Liz” Barrett

Lisa Rapaport

### Fire Commission

Richard Gamester, Chair

Jennifer Mosher-Matthes, Vice-Chair

Michael Hughes, Clerk

### Police Commission

Kate Coyle, Chair

Buzz Scherr

Francesca Marconi Fernald

### Principal Executive Officers

Karen Conard, City Manager

Suzanne Woodland, Deputy City Manager/Regulatory Counsel

Nathan Lunney, Deputy City Manager – Finance and Administration

Sean Clancy, Assistant City Manager for Economic and Community Development

Zach McLaughlin, Superintendent

Mark Newport, Police Chief

William McQuillen, Fire Chief

Patricia Ainsworth, Chief Information Officer

Kelli Barnaby, City Clerk

Peter Britz, Planning & Sustainability Director

Ellen Tully/Jodi Carnes, Welfare Director

Brian Goetz, Director of Water Resources/Deputy Public Works Director

Christine Friese, Library Director

Kelly Harper, Human Resources Director

Todd Henley, Recreation Director

Rosann Maurice-Lentz, Assessing Director

Kimberly McNamara, Health Officer

Susan Morrell, City Attorney

Andrew Purgiel, Deputy Finance Director

Peter Rice, Director of Public Works and Facilities

Vacant, Revenue Administrator

Shanti Wolph, Inspections Director

# City of Portsmouth, New Hampshire Citywide Organizational Chart



- City Boards and Commissions**
- [Arts & Cultural Commission](#)
  - [Audit Committee](#)
  - [Building Code Board of Appeals](#)
  - [Cable and Broadband Internet Commission](#)
  - [Cemetery Committee](#)
  - [Citizens Advisory Committee](#)
  - [Citywide Neighborhood Committee](#)
  - [Conservation Commission](#)
  - [Demolition Committee](#)
  - [Economic Development Commission](#)
  - [Energy Advisory Blue Ribbon Committee](#)
  - [Fee Schedule Study Committee](#)
  - [Governance Committee](#)
  - [Historic District Commission](#)
  - [Historical Archives, Blue Ribbon Task Force](#)
  - [Housing Authority](#)
  - [Legislative Subcommittee](#)
  - [Library Trustees, Board of](#)
  - [Parking and Traffic Safety Committee](#)
  - [Pease Development Authority \(PDA\)](#)
  - [Planning Board](#)
  - [Portsmouth Housing Endowment Fund Board](#)
  - [Prescott Park Master Plan Implementation Committee](#)
  - [Public Art Review Committee](#)
  - [Recreation Board](#)
  - [Rockingham Planning Commission](#)
  - [Safe Water Advisory Group](#)
  - [Rockingham Metropolitan Planning Organization \(MPO\)-Technical Advisory](#)
  - [Sister and Friendship Cities Blue Ribbon Committee](#)
  - [Site Review Technical Advisory Committee](#)
  - [Sustainable Practices Blue Ribbon Committee](#)
  - [Trees & Public Greenery Committee](#)
  - [Trustees of Trust Fund, Board of](#)
  - [Veterans Organization](#)
  - [Zoning Board of Adjustment](#)





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Portsmouth  
New Hampshire**

For the Fiscal Year Beginning

**July 01, 2023**

*Christopher P. Morill*  
Executive Director

City of **Portsmouth,**  
New Hampshire



Portsmouth as an Eco-Municipality

Fiscal Year 2024  
**Proposed Annual Budget**  
July 1, 2023 – June 30, 2024



Fiscal Year 2024  
**Proposed Annual Budget**  
July 1, 2023 – June 30, 2024

Portsmouth as an Eco-Municipality

*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, 2023. 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.*

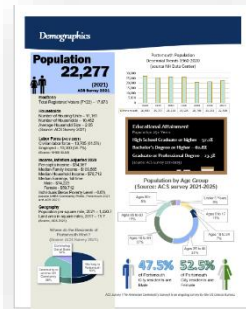
*This award is valid for a period of one year only. We believe our current budget continues to conform to its eligibility for another award.*



# How to Read the Budget

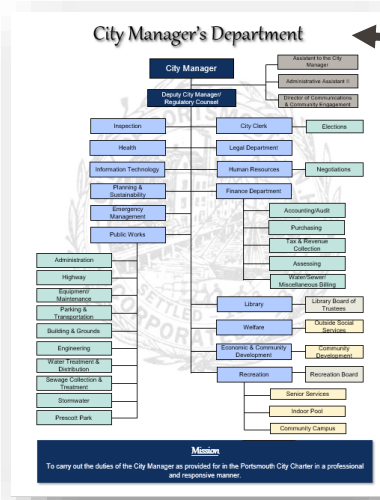
(Where To Find The Information You Need)

- **Budget Message & Budget Highlights** – The first significant section of the proposed Budget document is the City Manager’s Budget Message followed by the Budget Highlights Section. This is an important introduction to help in understanding the budget challenges, operational changes, and the City’s financial plan Citywide.
- **Strategic Planning/ Goals & Initiatives** – This section shares the City’s mission, vision, and strategic goals. Each goal is identified with an icon that is presented throughout the Budget document, linking Department goals and objectives back to the strategic planning documents.
- **Citywide Recognitions & Accomplishments** – This section provides information on City awards received and major City project accomplishments from the prior fiscal year.
- **Community Profile & Economic Indicators** – This section provides the reader with an understanding of the City’s statistics, including demographic data, economic indicators, tax and assessing information along with the City’s overall unique economic profile.
- **Budget Document & Budget Process** – This section provides a breakdown of the Budget document, including major fund information, Budget process, and the Budget calendar.
- **Fund Summaries** – This section features the Tax Rate calculation for the FY23 Budget, FY24 Budget and the Proposed FY25 Budget, along with expenditures by Funds and Departments **for the General Fund, Enterprise Fund and Special Revenue Funds.**
- **Financial Policies & Guidelines** – This section includes the City’s Financial Policies and Long-Term Financial Guidelines, with which the preparation of the annual budget and financial statements acts in accordance.
- **Revenues** – This section provides the reader with a better understanding of all City and applicable State revenues and illustrates major revenue trends.
- **Debt Service** – This section provides a detailed long-term debt service forecast model and computation of legal debt margin for current and projected bonds and State Revolving Fund (SRF) loans Citywide.
- **Personnel Summary** - This section features a summary of Citywide positions and full-time equivalents (FTEs) by Department and details position changes in the FY25 Proposed Budget. Also provided is a list of all positions that are allocated over multiple Departments and Funds.





- **City Departments** – Each Department includes an organizational chart, services provided, budget summary of expenditures, personnel information, line-item detail, goals & objectives, and performance measurements.  
(Look at What You Can Find in Each Department's Budget Section)



Department Organizational Chart

Department Mission Statement

A list of services offered by the Department.

- A personnel headcount for that department for:
- Last fiscal year (FY23);
  - Current fiscal year (FY24); and
  - Next (proposed) fiscal year (FY25).

Overview of the Department's budget

A summary of the Department's Budgeted Expenditures  
(Where the money will be spent).

**Services Overview**

- ✓ Serve as the Chief Executive and Administrator of the City of Portsmouth
- ✓ Manage City-owned real-estate
- ✓ Provide an annual budget to the City Council
- ✓ Provide public information and reports
- ✓ Represent and represent the City Council
- ✓ Support interdepartmental initiatives
- ✓ Support the City's Arts & Culture

**Personnel Summary Schedule**

Position Title	FY23	FY24	FY25
City Manager	1.0	1.0	1.0
Deputy City Manager	0.0	0.0	0.0
Assistant City Manager	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0
Communication Director	0.0	1.0	1.0
Grant Fund Team	0.0	4.0	4.0

**Department Budget Comments**

The City Manager's proposed budget for FY24 is \$227,501. This represents an increase of \$45,004 or 7.4% from the FY23 budget. The net change in the City Manager's budget is due to the creation of the position of Director of Communications and Community Engagement, which will require and require the City's public communication efforts and provide community engagement across the City. Of note, effective FY24, the Deputy City Manager will recognize her primary responsibility to the City Manager's Department and relinquish her Deputy City Attorney title. She will however still act as Regulatory Counsel for the City and as such will consult with the Legal Department on an as-needed basis.

**Budget Summary of Expenditures**

CITY MANAGER	FY23		FY24		FY25	CITY MANAGER RECOMMENDATION
	BUDGET	ACTUAL	BUDGET	RECOMMENDATION		
SALARIES	424,961	412,774	469,400	466,400	466,400	466,400
CONTRACTS	1,000	1,000	1,000	1,000	1,000	1,000
RETIREMENT	81,079	82,879	82,879	82,879	82,879	82,879
EMPLOYEE BENEFITS	28,845	28,800	28,800	28,800	28,800	28,800
UNEMPLOYMENT COMPENSATION	21,221	20,200	20,200	20,200	20,200	20,200
TRAVEL AND CONFERENCES	4,000	2,700	4,000	4,000	4,000	4,000
PROFESSIONAL ORGANIZATION DUES	3,000	1,400	3,000	3,000	3,000	3,000
OTHER OPERATIONS	4,000	7,700	4,000	4,000	4,000	4,000
TOTAL	547,006	538,553	612,479	612,479	612,479	612,479

**Programs and Services**

Functions of the City Manager - The City Manager is appointed by a majority vote 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. Responsibilities include:

- Carrying out policy decisions of the City Council, and overseeing all property owned by the City.
- Informing the Council of the City's needs and ongoing conditions and making such reports as may be required by law, requested by Council, or judged necessary by the Manager.
- Participating in discussions that come before the City Council.
- Supervising all Department Heads and appointing, disciplining and removing all municipal employees in the administrative service of the City, and
- Presenting to the City Council an operating budget, a budget statement, and a long-range capital plan, which outlines the immediate and long-range financial plans and projects.

**Goals and Objectives**

Goal #1: Maintain effective responsiveness to City Councilors

Objective: Respond timely responses to all City Council directives and requests for service

Performance Measure: Percent of City Council Requests Requested Completed Within 24 Hours

FY23	FY24	FY25	FY25
2023	2024	(Est)	(Forecast)
95%	95%	95%	95%

Citywide Goal Addressed

- ✓ Continuously Enhance City Council Best Practices to Deliver a Trustful, Transparent and Responsive Process

A detailed listing of the Department's current programs and services

Department goals & objectives for FY25

Citywide Goal(s) Addressed by this Department Goal

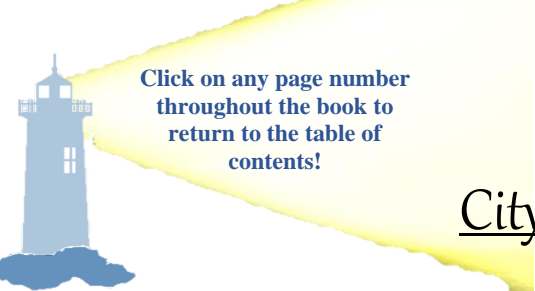
Corresponding Performance Measure (to each Department Goal)

- **Appendices** – This section contains 5 Appendices: I) Rolling Stock Replacement Program; II) Capital Improvement Plan Summary of long-term planning for major capital needs; III) Fee Schedule which is adopted annually; IV) Format of Accounts; and V) Glossary and Acronyms



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# City of Portsmouth, New Hampshire

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# Where to Find Important City Tools or Documents on CityofPortsmouth.com

## City of Portsmouth

- Municipal Meetings Calendar  
[portsnh.co/municipal](http://portsnh.co/municipal)
- Community Events Calendar  
[portsnh.co/events](http://portsnh.co/events)
- Municipal Government Video Channel  
[portsnh.co/youtube](http://portsnh.co/youtube)
- Stay Informed  
[portsnh.co/connect](http://portsnh.co/connect)

## Finance Department

- Current and Past Budget Documents  
[portsnh.co/budgets](http://portsnh.co/budgets)
- FY23 Annual Comprehensive Financial Report  
[portsnh.co/acfr23](http://portsnh.co/acfr23)
- FY23 Popular Annual Financial Report (PAFR)  
[portsnh.co/pafr23](http://portsnh.co/pafr23)
- Online Bill Payments  
[portsnh.co/paybill](http://portsnh.co/paybill)

## Public Works Department

- Citywide Projects Page  
[portsnh.co/projects](http://portsnh.co/projects)
- See Click 'n' Fix  
[portsnh.co/clickfix](http://portsnh.co/clickfix)
- Seasonal Construction Impacts  
[portsnh.co/seasonalconstruction](http://portsnh.co/seasonalconstruction)

## Department of Public Works - Parking Division

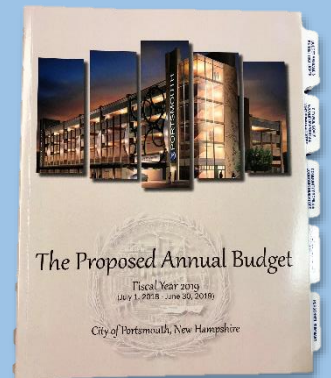
- Parking  
[portsnh.co/parking](http://portsnh.co/parking)
- Snowstorm Parking  
[portsnh.co/snowimpacts](http://portsnh.co/snowimpacts)

## Planning Department

- Capital Improvement Plan 2025-2030  
[portsnh.co/cip](http://portsnh.co/cip)
- Quality of Life Documents  
[portsnh.co/qualitylife](http://portsnh.co/qualitylife)

Visit [cityofportsmouth.com](http://cityofportsmouth.com) for these services:

- ✓ Pay your parking ticket, water, sewer, or property tax bill. You can renew your motor vehicle registration, or a dog license, and make a donation at:  
[portsnh.co/paybill](http://portsnh.co/paybill)
- ✓ Report an issue to the Department of Public Works at  
[portsnh.co/clickfix](http://portsnh.co/clickfix)
- ✓ Get a permit online at  
[portsnh.co/permit](http://portsnh.co/permit)
- ✓ Research property values at  
[portsnh.co/visiongis](http://portsnh.co/visiongis)
- ✓ View 3D maps of the City through  
[portsnh.co/mapgeo](http://portsnh.co/mapgeo)
- ✓ Sign up for the City Newsletter, follow us on social media, and much more at [portsnh.co/connect](http://portsnh.co/connect)



If you are looking for physical copies of:

- The proposed budget;
- Capital Improvement Plan (CIP);
- Annual Comprehensive Financial Report (ACFR); and
- Popular Annual Financial Report (PAFR)

You can find them at the City Clerk's Office or in the Reference Section of the Public Library



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

Karen S. Conard  
City Manager

**To:** Honorable Mayor Deaglan McEachern and City Council Members  
**From:** Karen S. Conard, City Manager  
**Date:** April 29, 2024  
**Re:** Fiscal Year 2025 Budget Message

Pursuant to Article VII of the City Charter, I am pleased to present the Fiscal Year 2025 (FY25) Proposed Budget for all appropriated City Funds which include General, Water, Sewer, Stormwater, Parking & Transportation, Prescott Park, Community Campus, Indoor Pool, and Community Development. This document also includes the City's FY25 Rolling Stock Replacement Program, a summary of the Capital Improvement Plan, the FY25 Fee Schedule, Citywide goals and accomplishments and an outline of priorities for the coming year.

Through our dedicated and talented staff members, the City continues its proud tradition of providing high-quality services to our citizenry through public safety, emergency assistance, education, solid waste and recycling pickup, road maintenance and other essential day-to-day operations. As confirmed in our Mission Statement, **our primary focus remains to preserve and enhance the quality of life for the citizens of Portsmouth by providing the highest quality services with a focus on safety, sustainability, preservation, culture, wellness, and diversity.** Thanks to the salary adjustments adopted by this City Council, we continue to reap the benefits of both retention of quality staff and ability to hire.

The continued implementation of long-term financial policies and planning, put into place decades ago, continues to play an integral part in our ability to navigate challenges in the economy and in the financial market, and to set us up for financial success in the years to come. The City continues to maintain a strong financial position, demonstrated by our fiscal stability and maintenance of our AAA bond rating by Standard & Poor's (S&P) rating agency. In their summary from June 2023, awarding the City's 11<sup>th</sup> consecutive AAA rating, S&P cited the City's "very strong management with strong financial policies and practices" and further noted, *"...this report reflects S&P Global Ratings' opinion of the city's very strong management and economic profile, which we believe will continue to support its positive financial operations, resulting in continued maintenance of the city's high reserve levels."*

## Strategic Planning

As we began the FY25 budget process, the City Council met for a work session in January 2024. I shared the anticipated high-level budget impacts in relation to the Citywide goals and key initiatives. Out of that session came the Council's guidelines for constructing the overall budget. Shortly thereafter, the Council held a retreat to assess progress toward the stated goals in FY24 and to set new goals for FY25. The City Council identified their five priorities as follows:

- ❖ Enhance the supply of housing choices, especially the supply of below-market rate housing options.
- ❖ Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.
- ❖ Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.
- ❖ Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.
- ❖ Explore opportunities to support all modes of transportation options.

Progress toward these goals will likely include:

- ❖ Tangible, meaningful deliverables from the Housing Blue Ribbon Committee to create below-market rate housing units;
- ❖ Continued creative community engagement, including a revisioning of public dialogue to hear from those traditionally unreached;
- ❖ Encouragement, support for and promotion of implementation items within the Climate Action Plan – from the municipal side and the community at large;
- ❖ Messaging to upgrade to “greener” participation in Portsmouth Community Power;
- ❖ Support for the newly formed Arts & Cultural Commission, and implementation of items addressed in the 2024 Cultural Plan;
- ❖ Completion of the Market Square Master Plan and Bicycle & Pedestrian Plan Update;
- ❖ Preparation for the 2035 Master Plan; and
- ❖ Obligation of remaining ARPA funds.

Please see details in the **Strategic Planning, Citywide Goals, and Initiatives** section of this document.

## The Budget Environment: FY24 Recap and Impacts for FY25

The adopted FY24 budget included the conservative and deliberate restoration of planned investments in our infrastructure, rolling stock, and information technology upgrades and replacements while sustaining essential municipal services. To adequately staff the Finance, Information Technology, Legal, Planning & Sustainability, Police, Recreation, and School Departments we added 8.16 full-time equivalent employees (FTEs). FY24 also included two



supplemental appropriations totaling \$1,340,000. We overcame the shortfall caused by close to \$4 million in unforeseen one-time revenues from education and retirement received in FY23 with prudent budgeting and use of fund balance. The FY24 budget as adopted totaled \$138,623,375, an increase of 4.68% from FY23.

As we prepare for FY25, we continue to face inflationary pressures, affecting materials, construction, wages, and utility costs. In addition, we must absorb increases in health insurance, workers' compensation, and other contractual obligations.

## General Fund FY25 Proposed Budget

Following the January 2024 budget work session, the City Council provided the budget guidance that total expenditures should not increase more than 3.5% - 4.5%, and no additional headcount unless the positions are self-funded. Working closely with each department to prioritize their needs to continue essential services while facing economic pressures, we have honored the goal to submit a budget that meets the City Council's guidance, responsibly utilizes resources, maintains current services, and protects the City's strong financial position. As a result, the FY25 proposed budget, both operating and non-operating, is presented at \$144,861,347, a net increase of \$6,237,972 or 4.50%.

<i><b>FY25 PROPOSED</b></i>	<b>FY24</b>	<b>FY25</b>	<b>\$</b>	<b>%</b>
<i><b>TOTAL BUDGET</b></i>	<b>BUDGET</b>	<b>CITY MANAGER PROPOSED BUDGET</b>	<b>CHANGE FROM FY24</b>	<b>CHANGE FROM FY24</b>
<i>Operating</i>	\$112,565,612	\$118,554,293	\$5,988,681	5.32%
<i>Non-Operating</i>	\$26,057,763	\$26,307,054	\$249,291	0.96%
<b>Total Proposed Budget</b>	<b>\$138,623,375</b>	<b>\$144,861,347</b>	<b>\$6,237,972</b>	<b>4.50%</b>

### Operating Budget Highlights

The total operating budget, which represents 82% of the total budget, is \$118,554,293. This is an increase of \$5,988,681 or 5.32% over FY24. The Operating Budget finances the services provided by the General Government, Police, Fire, and School Departments as well as General Fund obligations to the Indoor Pool, Prescott Park, and Community Campus.

<i><b>FY25 PROPOSED</b></i>	<b>FY24</b>	<b>FY25</b>	<b>\$</b>	<b>%</b>
<i><b>OPERATING BUDGET</b></i>	<b>BUDGET</b>	<b>CITY MANAGER RECOMMENDED BUDGET</b>	<b>CHANGE FROM FY24</b>	<b>CHANGE FROM FY24</b>
General Government	\$25,761,255	\$26,485,432	\$724,177	2.81%
Police Department	13,959,993	14,586,704	626,711	4.49%
Fire Department	11,243,307	12,492,159	1,248,852	11.11%
School Department	60,680,961	64,061,713	3,380,752	5.57%
Collective Bargaining Contingency	-	-	-	N/A
<b>Total of Departments</b>	<b>\$111,645,516</b>	<b>\$117,626,008</b>	<b>\$5,980,492</b>	<b>5.36%</b>
Transfer to Indoor Pool	200,000	200,000	-	0.0%
Transfer to Prescott Park	243,653	262,930	19,277	7.9%
Transfer to Community Campus	476,443	465,355	(11,088)	-2.3%
<b>Total Other</b>	<b>\$920,096</b>	<b>\$928,285</b>	<b>8,189.00</b>	<b>0.9%</b>
<b>TOTAL OPERATING</b>	<b>\$112,565,612</b>	<b>\$118,554,293</b>	<b>\$5,988,681</b>	<b>5.32%</b>

**Salaries and Benefits** – The proposed salaries and benefits portion of the budget for General Government, Police, Fire, and School Department is \$99,037,321, which represents an increase of \$5,405,632 or 5.77% over FY24. Cost drivers are outlined below.

- Health and Dental (6.9% overall), Workers’ Compensation (12.4%), and Retirement (4.9%)
- Additional Personnel of net 0.32 FTE’s (see detail in **Personnel Summary** section of this document) as follows:
  - Finance – reduce a full-time accounting position to part-time;
  - Inspection and SCADA – add a shared electrical inspector (.4 General Fund, .3 Water Enterprise Fund, and .3 Sewer Enterprise Fund);
  - Planning & Sustainability – eliminate two (2) part-time administrative assistants and add one (1) full-time administrative assistant; and
  - School – repurpose existing staff to support the addition of a new special education preschool teacher, move the ESSER funded social worker to the General Fund, and add a psychologist
- Delayed hires from new FTEs approved in FY24 carried forward into FY25 as fully funded positions in Finance, Information Technology, Legal, Police, and Recreation

The City’s 16 collective bargaining units all have ratified contracts for FY25. As a result, there is no collective bargaining contingency included in this proposed budget. Cost of Living Adjustments (COLAs) vary by bargaining unit; the 10-year rolling average of the Consumer Price Index is 2.69% and is the number associated with a majority of the contracts.

The New Hampshire Retirement System (NHRS) employer contribution rates for FY25 remain the same as in FY24.

<b>RETIREMENT-EMPLOYER CONTRIBUTION RATES</b>				
	<b>FY24</b>	<b>FY25</b>	<b>Rate</b>	<b>%</b>
	<b>Rates</b>	<b>Rates</b>	<b>Change</b>	<b>Change</b>
<b>GROUP I</b>				
Employees	13.53%	13.53%	0.00%	0.0%
Teachers	19.64%	19.64%	0.00%	0.0%
<b>GROUP II</b>				
Police	31.28%	31.28%	0.00%	0.0%
Fire	30.35%	30.35%	0.00%	0.0%

**Fire Department** – Compensation adjustments within the collective bargaining agreements for the Fire Department unions have resulted in an unusually high increase in the Department’s proposed FY25 budget of over 11%. As previously discussed, the need to recruit and retain the caliber of personnel we seek is paramount; the improvements have yielded positive results.

**Changes to Reporting of Expenses**

The FY25 Budget features changes to the reporting of two expenditure line items. First, in the General Government section, the City changed the way in which it reports expenses for Subscription Based Information Technology Agreements (SBITA) from the Information Technology Department to the non-operating budget. This recording assists in accounting for

SBITA due to a pronouncement made by the Governmental Accounting Standards Board (GASB) in reporting for SBITA and to recognize the change in how software has migrated from server-based to the cloud. Ten years ago, Portsmouth’s General Government had seventeen servers; today it has four. This reflects the change in the way the City manages its information and applications. Please see the Information Technology Department’s budget comments for more details.

In addition, the City will now report abatements not as an expense but as a contra revenue account, meaning an adjustment to revenue to report property tax revenue more accurately in accordance with both New Hampshire Department of Revenue Administration (DRA) reports and Generally Accepted Accounting Principles (GAAP).

**Investment Interest Rate Assumptions**

The City’s prudent investment strategy, coupled with conservative assumptions in interest rates, have directly resulted in a favorable increase in anticipated revenue, rising to \$2.3 million from \$1.4 million in FY24.

**Non-Operating Budget Highlights**

For FY25, the proposed non-operating budget is \$26,307,054. This is an increase of \$249,291 or 0.96% from FY24. Approximately 64.3% includes the continued investment in the City’s program and infrastructure needs, as identified in the CIP through Debt Service, Capital Outlay, and IT Equipment Replacement. The remaining 35.7% includes Rockingham County tax, property & liability, and the interest portion of overlay.

**Use of American Rescue Plan Act (ARPA) Funds**

In 2021, the City was awarded a one-time allocation of \$12.88 Million in ARPA funds, which allows the City to invest in eligible capital projects and equipment. To date, 80.3% of these funds have been allocated for eligible projects by current and previous City Council actions. The City has until December 2024 to obligate the remaining monies, and until December 2026 to spend the funds.

In March 2024, the City Council adopted the [2025 – 2030 Capital Improvement Plan \(CIP\)](#) and identified \$250,000 in an eligible project to be paid for from ARPA funds.

Capital Outlay projects identified in the CIP-Voted by City Council	<b>FY25 Budget</b>
Sheltering and Public Health Resources	250,000
<b><i>Total City Council</i></b>	<b>\$250,000</b>

As mentioned in my comments shared at the February 20<sup>th</sup> City Council Meeting, I recommend utilizing the remaining \$2,183,054 in the unrestricted revenue loss category for government services which will directly offset the property tax burden.

### Estimated Revenues

Estimated revenues, excluding Property Tax levy, American Rescue Plan Act (ARPA) funding, and use of fund balance, are estimated to result in a net increase of \$1,871,766 or 6.7% over FY24 for a total of \$29,752,505. Major estimated changes in revenue include:

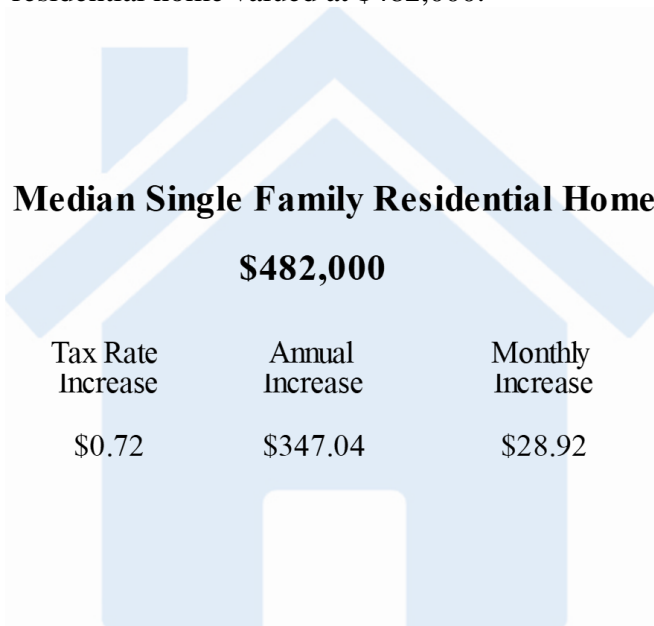
- \$295,000 decrease from the Pease Development Authority Airport District;
- \$180,000 increase in Rooms and Meals Tax;
- \$363,000 increase in total local fees, licenses and permits;
- \$300,000 increase in motor vehicle permits;
- \$130,000 increase in ambulance fees; and
- \$900,000 increase in interest on investments.

### Use of Fund Balance

Each year, the City utilizes fund balance to help mitigate the effect on property taxes. This year, recognizing the use in FY24 of \$4.43 million in fund balance in addition to two supplemental appropriations for collective bargaining and litigation totaling \$1.34 million (for a combined total of \$5.77 million), I propose to use \$2.7 million from Fund Balance. Historically, the City has used an average of approximately \$3.74 million over the last eight years. See further details in the Highlights Section of this document.

### Estimated Tax Rate

We recognize that taxpayers expect and deserve a high level of City services. With the budget as presented, this will result in an *estimated* tax rate of \$16.85, which represents an increase of \$0.72 or 4.45% over FY24. This compares to an increase of \$0.93 or 6.12% in FY24 over FY23. The estimated tax rate would result in an annual increase of \$ 347.04, or \$28.92 per month, for the median single family residential home valued at \$482,000.





The chart below shows a comparison of the Social Security Cost of Living Adjustment (COLA) over the last three years as compared to the City of Portsmouth Property Tax Rate Increase.

	Calendar 2022	Calendar 2023	Calendar 2024	3 Year Total Increase	3 Year Average Increase
Social Security COLA Increase	5.90%	8.70%	3.20%	17.80%	5.93%
	FY23	FY24	FY25		
Portsmouth Tax Rate Increase	1.10%	6.12%	4.45%	11.67%	3.89%

**Please note** that the tax rate is set by the New Hampshire Department of Revenue Administration (DRA) in the Fall, once all state revenues, property valuation, and county tax obligation are finalized. The City typically announces the final tax rate for the Fiscal Year in November and issues tax bills for the first half of the Fiscal Year due in December.

## Water and Sewer Enterprise Funds

The Water and Sewer Divisions are strongly impacted by the capital costs associated with federal and State regulatory issues and the ongoing need to upgrade and maintain infrastructure. The City’s comprehensive rate model, first implemented in Fiscal Year 2014, created a financial plan to address the current and future major capital requirements while mitigating unexpected spikes in the user rates. *For more detail on the rate study and description of services budgeted, see the Water and Sewer Enterprise Fund sections of this document.*

### Water and Sewer User Rates for Fiscal Year 2025

**Water Division – The FY25 user rates for water consumption reflect a 6% increase over FY24 rates.** For comparative purposes, the FY24 rate increase was 4.5%. Inflation continues to force major increases in chemical, material, and project costs, as well as pending costs associated with EPA’s Lead and Copper Rules and new PFAS regulations. The City continues its proactive, conservative approach in planning for water source protection and interconnection.

**Sewer Division – The FY25 user rates for Sewer, based on water consumption, reflect a 5% increase over FY24 rates.** This compares to a 4.5% increase in FY24. As with the Water Division, inflation has driven up chemical, material, and project costs. This rate increase also forecasts future costs associated with the Pease Wastewater Treatment Facility and Mechanic Street Pump Station upgrades.

Simply put, clean water costs more. With the ever-increasing State and federal regulatory compliance requirements, and with our advancements in water and sewer treatment technology, our higher standard of treatment both for public drinking water and for the discharge of wastewater results in expenditures greater than older technologies. More materials, chemicals, and technicians are required and there are higher utility elements and associated costs. This is a cost we must be willing to pay.

## Conclusion

The FY25 Proposed Budget combines years of intentional, long-term financial planning with our continued consideration for appropriate, measured management responses to opportunities and challenges. It remains my privilege to lead a City that has achieved solid ratings in the financial realm and the enduring support of our residents and businesses, as we strive to implement creative, effective, and efficient solutions designed to keep the City vibrant and fiscally strong.

We have much to be proud of in the City of Portsmouth. The recognition, awards and accolades received in the last year are a testament to our continued desire for excellence. Please review the Citywide Recognitions & Accomplishments section of this Budget document to learn more about the exemplary work achieved by my teammates - your loyal and dedicated City staff.

I would like to offer sincere thanks to the Finance team, with several members stepping in to fill the huge void left by the retirement of our longtime Director of Finance & Administration, Judie Belanger. I also wish to recognize all the Department Heads who contributed to the preparation of this budget. We continue our proud service to this great community in a professional and respectful manner and look forward to working with the City Council and the public throughout the Fiscal Year 2025 Budget process.

# City Manager's Fiscal Year 2025 Proposed Budget Highlights

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

## GENERAL FUND

The following is a summary of major expenditures categories for the FY23 budget and actual, FY24 budget, and FY25 City Manager's recommended budget, as well as the dollar and percentage change over FY24.

TOTAL GENERAL FUND	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED	CM \$ CHANGE FROM FY24	CM % CHANGE FROM FY24
SALARIES	51,561,884	49,016,846	54,791,835	57,317,340	2,525,505	4.61%
PART TIME SALARIES	2,107,941	2,351,643	2,280,739	2,412,970	132,231	5.80%
CITY COUNCIL/COMMISSIONS	41,850	37,025	41,850	44,850	3,000	7.17%
OVERTIME	1,935,709	2,371,043	2,190,521	2,786,420	595,899	27.20%
HOLIDAY	384,936	336,122	437,739	473,087	35,348	8.08%
LONGEVITY (EXCLUDING SCHOOL)	133,799	133,580	167,439	172,568	5,129	3.06%
CERTIFICATION STIPENDS	382,939	332,457	368,467	402,799	34,332	9.32%
SPECIAL DETAIL/EDUCATION STIPEND	169,378	137,913	225,822	268,578	42,756	18.93%
RETIREMENT	11,738,481	11,087,441	11,792,579	12,366,639	574,060	4.87%
HEALTH INSURANCE	13,413,468	13,413,468	13,790,265	14,776,940	986,675	7.15%
DENTAL INSURANCE	916,104	868,519	973,190	1,011,128	37,938	3.90%
INSURANCE REIMBURSEMENT	138,174	145,818	157,080	246,779	89,699	57.10%
LEAVE AT TERMINATION	1,000,287	1,000,787	950,287	950,287	0	0.00%
LIFE AND DISABILITY	299,840	278,455	337,084	351,088	14,004	4.15%
WORKERS' COMPENSATION	823,388	817,300	911,936	1,025,419	113,483	12.44%
PROFESSIONAL DEVELOPMENT (SCHOOL ONLY)	258,534	224,037	275,135	298,516	23,381	8.50%
OTHER BENEFITS	3,808,363	3,566,456	4,024,721	4,216,913	192,192	4.78%
POLICE SERVICES - FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%
FIRE SERVICES - FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)	0	0.00%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>89,030,075</b>	<b>86,033,911</b>	<b>93,631,689</b>	<b>99,037,321</b>	<b>5,405,632</b>	<b>5.77%</b>
TRAINING/EDUCATION/CONFERENCES	225,338	268,392	313,818	325,416	11,598	3.70%
ELECTRICITY	1,392,501	1,259,327	1,608,456	1,675,934	67,478	4.20%
NATURAL GAS	461,797	388,916	542,031	544,753	2,722	0.50%
GASOLINE	372,810	387,335	367,810	358,810	(9,000)	-2.45%
DIRECT ASSISTANCE	255,350	138,095	259,600	259,600	0	0.00%
OUTSIDE SOCIAL SERVICES	213,950	213,950	233,250	250,500	17,250	7.40%
CONTRACTED SERVICES	1,581,961	1,743,411	1,961,433	1,990,800	29,367	1.50%
SOFTWARE/COMPUTER MAINTENANCE	873,116	806,038	1,006,262	695,946	(310,316)	-30.84%
ROAD MAINTENANCE & STRIPING PROGRAM	216,000	210,402	216,000	168,100	(47,900)	-22.18%
RECYCLING	250,000	212,534	264,000	275,000	11,000	4.17%
SOLID & YARD WASTE	525,000	465,515	548,000	571,650	23,650	4.32%
PUPIL TRANSPORTATION	1,456,948	1,538,358	1,644,623	1,965,949	321,326	19.54%
TRANSFER FROM PARKING & TRANS (SCHOOL)	(50,000)	(50,000)	(50,000)	(50,000)	0	0.00%
SPECIAL ED TUITION & SERVICES	2,908,602	3,516,904	3,369,246	3,609,059	239,813	7.12%
PROFESSIONAL ORGANIZATION DUES	154,729	158,061	162,564	169,101	6,537	4.02%
STUDENT BOOKS/PERIODICALS	179,616	177,263	174,432	177,960	3,528	2.02%
PROPERTY & LIABILITY (SCHOOL ONLY)	135,771	125,278	147,811	160,933	13,122	8.88%
TRANSFER TO STORMWATER	321,788	321,789	334,044	351,628	17,584	5.26%
OTHER OPERATING	4,846,788	6,157,084	4,910,447	5,087,548	177,101	3.61%
<b>TOTAL OTHER OPERATING</b>	<b>16,322,065</b>	<b>18,038,652</b>	<b>18,013,827</b>	<b>18,588,687</b>	<b>574,860</b>	<b>3.19%</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>105,352,140</b>	<b>104,072,562</b>	<b>111,645,516</b>	<b>117,626,008</b>	<b>5,980,492</b>	<b>5.36%</b>
TRANSFER TO INDOOR POOL	150,000	150,000	200,000	200,000	0	0.00%
TRANSFER TO PRESCOTT PARK	272,255	272,255	243,653	262,930	19,277	7.91%
TRANSFER TO COMMUNITY CAMPUS	360,788	360,788	476,443	465,355	(11,088)	-2.33%
<b>TOTAL OPERATING BUDGET</b>	<b>106,135,183</b>	<b>104,855,605</b>	<b>112,565,612</b>	<b>118,554,293</b>	<b>5,988,681</b>	<b>5.32%</b>
DEBT RELATED EXPENSES	120,000	83,085	120,000	120,000	0	0.00%
DEBT SERVICE	13,629,821	13,629,821	13,060,206	14,164,300	1,104,094	8.45%
CONTINGENCY	300,000	300,000	300,000	300,000	0	0.00%
OVERLAY	1,000,000	47,963	1,000,000	60,000	(940,000)	-94.00%
ROCKINGHAM COUNTY TAX	5,730,000	5,546,962	5,730,000	5,730,000	0	0.00%
PROPERTY & LIABILITY (EXCLUDING SCHOOL)	437,645	437,643	393,307	424,292	30,985	7.88%
ROLLING STOCK	601,000	601,000	877,000	783,650	(93,350)	-10.64%
IT EQUIPMENT REPLACEMENT	1,109,158	1,109,158	1,172,336	992,180	(180,156)	-15.37%
LANDFILL CLOSURE- COAKLEY/JONES	115,000	115,000	115,000	292,750	177,750	154.57%
PORTSMOUTH NH 400TH CELEBRATION	150,000	149,992	31,000	-	(31,000)	-100.00%
OTHER NON-OPERATING	462,104	459,755	488,914	1,301,882	812,968	166.28%
PROF SERVICE- OUTSIDE COUNSEL	-	-	450,000	500,000	50,000	11.11%
FUND BALANCE : MCINTYRE ENG/DESIGN	150,000	150,000	-	-	0	N/A
FUND BALANCE : MCINTYRE SETTLEMENT	1,000,000	1,000,000	500,000	-	(500,000)	-100.00%
FUND BALANCE : DSA	500,000	500,000	-	-	0	N/A
CAPITAL OUTLAY	985,000	985,000	1,820,000	1,638,000	(182,000)	-10.00%
<b>TOTAL NON-OPERATING</b>	<b>26,289,728</b>	<b>25,115,379</b>	<b>26,057,763</b>	<b>26,307,054</b>	<b>249,291</b>	<b>0.96%</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$132,424,911</b>	<b>\$129,970,984</b>	<b>\$138,623,375</b>	<b>\$144,861,347</b>	<b>\$6,237,972</b>	<b>4.50%</b>

## 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 that are associated with the day-to-day operations while the Non-Operating Budget funds obligations of the City not associated with individual departments. The components include:

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

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

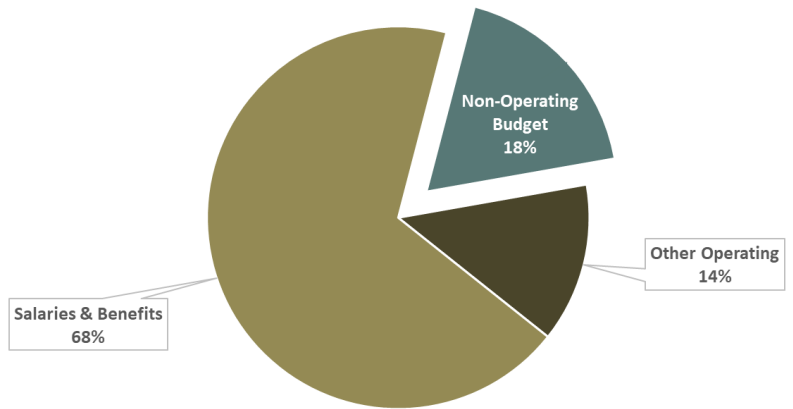
**Non-Operating Budget**  
*Expenditures Associated with:*

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

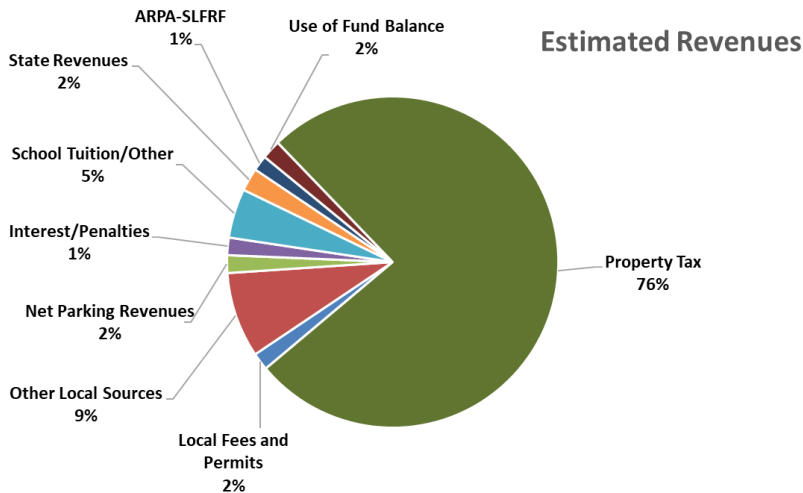
### Balanced Budget

The FY25 annual budget of \$144,861,347 is a balanced budget in which total anticipated revenues equal budgeted appropriations.

**Expenditures:** The total proposed budget is comprised of the Operating Budget of \$118,554,293 and the Non-Operating portion of \$26,307,054; 82% and 18% of total budget respectively. **Salaries and Benefits represent 68% 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.



EXPENDITURES:	
OPERATING	118,554,293
NON-OPERATING	26,307,054
<b>PROPOSED BUDGET</b>	<b>\$144,861,347</b>
REVENUES:	
1) LOCAL FEES AND PERMITS	2,474,600
2) OTHER LOCAL SOURCES	12,081,332
3) NET PARKING REVENUES	2,500,000
4) INTEREST / PENALTIES	2,470,000
5) SCHOOL TUITION / OTHER	6,964,600
6) STATE REVENUES	3,261,973
6) ARPA- SLFRF	2,183,054
7) USE OF FUND BALANCE	2,700,000
<b>REVENUES</b>	<b>\$34,635,559</b>
<b>PROPERTY TAX LEVY</b>	<b>\$110,225,788</b>
<b>TOTAL REVENUES</b>	<b>\$144,861,347</b>



# Proposed Operating Budget

The Police, Fire, and School Departments submitted their respective proposed FY25 budget as approved by their respective elected governing bodies. The School Department budget request was adjusted downward.

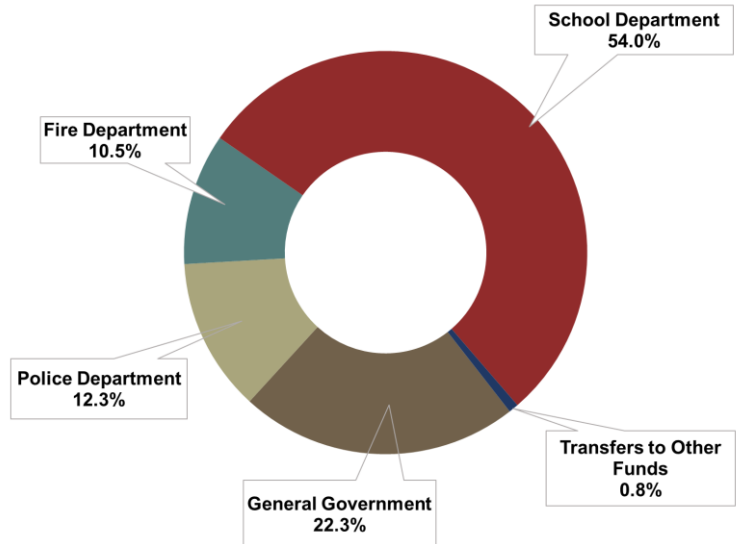
The Operating Budget for the departments of General Government, Police, Fire, and School of \$118,554,293 (*including transfers*) represents an increase of \$5,988,681 or 5.32% over FY24.

<b>FY24 PROPOSED OPERATING BUDGET</b>	<b>FY24 BUDGET</b>	<b>FY25 CITY MANAGER RECOMMENDED BUDGET</b>	<b>\$ CHANGE FROM FY24</b>	<b>% CHANGE FROM FY24</b>
General Government	\$25,761,255	\$26,485,432	\$724,177	2.81%
Police Department	13,959,993	14,586,704	626,711	4.49%
Fire Department	11,243,307	12,492,159	1,248,852	11.11%
School Department	60,680,961	64,061,713	3,380,752	5.57%
Collective Bargaining Contingency	-	-	-	N/A
<b>Total of Departments</b>	<b>\$111,645,516</b>	<b>\$117,626,008</b>	<b>\$5,980,492</b>	<b>5.36%</b>
Transfer to Indoor Pool	200,000	200,000	-	0.0%
Transfer to Prescott Park	243,653	262,930	19,277	7.9%
Transfer to Community Campus	476,443	465,355	(11,088)	-2.3%
<b>Total Other</b>	<b>\$920,096</b>	<b>\$928,285</b>	<b>8,189.00</b>	<b>0.9%</b>
<b>TOTAL OPERATING</b>	<b>\$112,565,612</b>	<b>\$118,554,293</b>	<b>\$5,988,681</b>	<b>5.32%</b>

**Operating Budget by Department**

The Total Operating Budget of \$118,554,293 includes:

- ✓ Funding of \$200,000 for the operations related to the Indoor Pool;
- ✓ Funding of \$262,930 for the operations of Prescott Park; and
- ✓ Funding of \$465,355 for the operations of Community Campus.



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 FY23 Budget and Actual, FY24 Budget, and the FY25 City Manager’s Recommended Budget as well as the dollar and percent change over FY24. *[Detailed information regarding each of these major departments is located in their respective sections 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 and 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
- Sand and Salt

## *General Government*

The General Government includes services provided by the following departments:

City Council	Legal	Inspection	Public Welfare
City Manager	Information Technology	Health	Outside Social Services
Human Resources	Economic & Community Development	Public Works	Other General Administration
City Clerk/Elections	Finance	Public Library	Senior Services
Emergency Management	Planning & Sustainability	Recreation	

The total proposed City Manager recommended FY25 budget for the General Government is \$26,485,432. This is an increase of \$724,177 or 2.81% from FY24 which includes transferring Subscription Based Information Technology Agreements (SBITA) from the Information Technology Department to non-operating. Most of these agreements used to be funded in non-operating IT Upgrades/Replacements but were removed when software evolved to be subscription based rather than purchased.

GENERAL GOVERNMENT	FY23	FY23	FY24	FY25	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY24	CHANGE FROM FY24
SALARIES	10,514,371	10,005,310	11,477,988	12,222,073	744,085	6.48%
PART-TIME SALARIES	1,076,281	1,096,127	1,214,487	1,204,345	(10,142)	-0.84%
CITY COUNCIL/TRUSTEES	20,650	18,300	20,650	20,650	0	0.00%
OVERTIME	390,800	442,068	394,300	393,000	(1,300)	-0.33%
LONGEVITY	61,988	74,756	81,812	84,020	2,208	2.70%
RETIREMENT	1,531,460	1,467,399	1,618,409	1,706,491	88,082	5.44%
HEALTH INSURANCE	2,094,791	2,094,791	2,138,782	2,209,576	70,794	3.31%
DENTAL INSURANCE	141,393	139,794	182,159	182,805	646	0.35%
INSURANCE REIMBURSEMENT	25,000	16,880	20,000	38,000	18,000	90.00%
LEAVE AT TERMINATION	350,000	350,000	350,000	350,000	0	0.00%
LIFE AND DISABILITY	48,737	42,685	55,500	57,995	2,495	4.49%
WORKERS' COMPENSATION	172,755	167,254	188,463	175,127	(13,336)	-7.08%
OTHER BENEFITS	947,102	878,683	1,030,635	1,084,751	54,116	5.25%
TOTAL CONTRACTUAL OBLIGATIONS	17,375,328	16,794,049	18,773,185	19,728,833	955,648	5.09%
TRAINING/EDUCATION/CONFERENCES	75,930	56,710	126,945	124,155	(2,790)	-2.20%
ELECTRICITY	648,375	552,795	705,400	774,400	69,000	9.78%
NATURAL GAS	127,925	110,581	130,500	135,118	4,618	3.54%
GASOLINE	195,000	220,288	190,000	190,000	0	0.00%
WELFARE DIRECT ASSISTANCE	255,350	138,095	259,600	259,600	0	0.00%
OUTSIDE SOCIAL SERVICES	213,950	213,950	233,250	250,500	17,250	7.40%
CONTRACTED SERVICES	908,899	974,012	1,272,070	1,259,711	(12,359)	-0.97%
ROAD MAINTENANCE	216,000	210,402	216,000	168,100	(47,900)	-22.18%
RECYCLING	250,000	212,534	264,000	275,000	11,000	4.17%
SOLID & YARD WASTE	525,000	465,515	548,000	571,650	23,650	4.32%
PROFESSIONAL ORGANIZATION DUES	73,643	69,273	77,548	77,938	390	0.50%
STUDENT BOOKS/PERIODICALS	416,077	425,439	530,533	200,430	(330,103)	-62.22%
STORMWATER	321,788	321,789	334,044	351,628	17,584	5.26%
OTHER OPERATING	2,092,246	2,505,903	2,100,180	2,118,369	18,189	0.87%
TOTAL OTHER OPERATING	6,320,183	6,477,286	6,988,070	6,756,599	(231,471)	-3.31%
TOTAL GENERAL GOVERNMENT	\$23,695,511	\$23,271,335	\$25,761,255	\$26,485,432	\$724,177	2.81%

## Police Department

The City Manager's recommended FY25 budget for the Police Department is \$14,586,704. This is an increase of \$626,711 or 4.49% from FY24.

POLICE DEPARTMENT	FY23	FY23	FY24	FY25	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY24	CHANGE FROM FY24
SALARIES - UNIFORM	5,000,734	4,380,047	5,222,373	5,473,377	251,004	4.81%
SALARIES - CIVILIAN	1,413,574	1,172,027	1,637,921	1,792,026	154,105	9.41%
SHIFT DIFFERENTIAL	41,739	24,810	41,540	42,713	1,173	2.82%
PART-TIME SALARIES	160,098	127,604	180,968	186,847	5,879	3.25%
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	0	0.00%
OVERTIME	669,448	960,445	700,123	718,984	18,861	2.69%
HOLIDAY	216,413	180,028	242,341	249,625	7,284	3.01%
LONGEVITY	40,519	31,319	55,925	56,125	200	0.36%
SPECIAL DETAIL / EDUCATION STIPEND	169,378	137,913	225,822	268,578	42,756	18.93%
RETIREMENT	2,279,621	2,061,035	2,249,335	2,326,054	76,719	3.41%
HEALTH INSURANCE	1,642,046	1,642,046	1,656,529	1,711,360	54,831	3.31%
DENTAL INSURANCE	130,252	101,363	129,150	132,439	3,289	2.55%
INSURANCE REIMBURSEMENT	12,250	12,645	18,250	16,250	(2,000)	-10.96%
LEAVE AT TERMINATION	180,203	180,703	180,203	180,203	0	0.00%
LIFE AND DISABILITY	15,251	11,671	36,635	38,266	1,631	4.45%
WORKERS' COMPENSATION	133,655	133,655	151,317	133,003	(18,314)	-12.10%
OTHER BENEFITS	296,570	255,257	319,605	339,854	20,249	6.34%
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%
<b>Contractual Obligations</b>	<b>12,345,351</b>	<b>11,356,167</b>	<b>12,991,637</b>	<b>13,609,304</b>	<b>617,667</b>	<b>4.75%</b>
TRAINING/EDUCATION/CONFERENCES	115,008	168,637	119,959	123,761	3,802	3.17%
GASOLINE	91,910	95,453	91,910	91,910	0	0.00%
CONTRACTED SERVICES	56,516	106,318	52,773	53,566	793	1.50%
PROFESSIONAL ORGANIZATION DUES	17,346	12,574	17,396	16,448	(948)	-5.45%
SOFTWARE/COMPUTER MAINTENANCE	293,943	255,915	275,156	279,734	4,578	1.66%
OTHER OPERATING	401,063	651,571	411,162	411,981	819	0.20%
<b>Other Operating</b>	<b>975,786</b>	<b>1,290,469</b>	<b>968,356</b>	<b>977,400</b>	<b>9,044</b>	<b>0.93%</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>\$13,321,137</b>	<b>\$12,646,636</b>	<b>\$13,959,993</b>	<b>\$14,586,704</b>	<b>\$626,711</b>	<b>4.49%</b>

## Fire Department

The City Manager's recommended FY25 budget for the Fire Department is \$12,492,159. This is an increase of \$1,248,852 or 11.11% from FY24 with \$576,331 or 46% of the increase due to higher overtime rates from the collective bargaining contracts signed in FY24. These higher rates were not funded with the supplemental appropriation approved in FY24.

FIRE DEPARTMENT	FY23	FY23	FY24	FY25	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY24	CHANGE FROM FY24
SALARIES	4,472,043	4,194,817	5,043,511	5,186,397	142,886	2.83%
PART-TIME SALARIES	21,227	19,305	20,000	27,479	7,479	37.40%
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	0	0.00%
OVERTIME	805,980	861,746	1,026,617	1,602,948	576,331	56.14%
HOLIDAY	168,523	156,094	195,398	223,462	28,064	14.36%
LONGEVITY	31,292	27,505	29,702	32,423	2,721	9.16%
CERTIFICATION STIPENDS	382,939	332,457	368,467	402,799	34,332	9.32%
RETIREMENT	1,921,043	1,821,611	2,070,873	2,253,553	182,680	8.82%
HEALTH INSURANCE	1,061,916	1,061,916	864,216	892,822	28,606	3.31%
DENTAL INSURANCE	73,169	64,961	75,876	78,684	2,808	3.70%
INSURANCE REIMBURSEMENT	100,924	116,293	118,830	192,529	73,699	62.02%
LEAVE AT TERMINATION	170,084	170,084	120,084	120,084	0	0.00%
WORKERS' COMPENSATION	383,534	383,534	415,848	553,165	137,317	33.02%
LIFE AND DISABILITY	23,401	18,580	24,216	30,393	6,177	25.51%
TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)	0	0.00%
OTHER BENEFITS	136,439	122,185	149,533	161,266	11,733	7.85%
<b>Contractual Obligations</b>	<b>9,731,114</b>	<b>9,329,688</b>	<b>10,501,771</b>	<b>11,736,604</b>	<b>1,234,833</b>	<b>11.76%</b>
TRAINING/EDUCATION/CONFERENCES	34,400	43,046	66,914	77,500	10,586	15.82%
ELECTRICITY	48,000	43,922	55,000	55,000	0	0.00%
NATURAL GAS	39,415	24,544	40,597	35,000	(5,597)	-13.79%
GASOLINE	75,400	60,744	75,400	65,400	(10,000)	-13.26%
CONTRACTED SERVICES	55,555	75,151	56,384	57,254	870	1.54%
PROFESSIONAL ORGANIZATION DUES	13,901	12,945	13,901	13,901	0	0.00%
SOFTWARE/COMPUTER MAINTENANCE	-	-	35,000	35,000	0	0.00%
OTHER OPERATING	357,700	636,053	398,340	416,500	18,160	4.56%
<b>Other Operating</b>	<b>624,371</b>	<b>896,405</b>	<b>741,536</b>	<b>755,555</b>	<b>14,019</b>	<b>1.89%</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>\$10,355,485</b>	<b>\$10,226,092</b>	<b>\$11,243,307</b>	<b>\$12,492,159</b>	<b>\$1,248,852</b>	<b>11.11%</b>

## School Department

The City Manager's recommended FY25 budget for the School Department is \$64,061,713. This is an increase of \$3,380,752 or 5.57% from FY24.

SCHOOL DEPARTMENT	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED	\$ CHANGE FROM FY24	% CHANGE FROM FY24
TEACHERS/ADMINISTRATORS	25,054,653	24,643,128	26,191,153	27,328,975	1,137,822	4.34%
SALARIES	5,064,770	4,596,707	5,177,349	5,271,779	94,430	1.82%
PART-TIME SALARIES	850,335	1,108,569	865,284	994,299	129,015	14.91%
SCHOOL BOARD STIPEND	14,000	11,525	14,000	17,000	3,000	21.43%
OVERTIME	69,481	106,784	69,481	71,488	2,007	2.89%
RETIREMENT	6,006,357	5,737,396	5,853,962	6,080,541	226,579	3.87%
HEALTH INSURANCE	8,614,715	8,614,715	9,130,738	9,963,182	832,444	9.12%
DENTAL INSURANCE	571,290	562,401	586,005	617,200	31,195	5.32%
LEAVE AT TERMINATION	300,000	300,000	300,000	300,000	0	0.00%
WORKERS' COMPENSATION	133,444	132,857	156,308	164,124	7,816	5.00%
LIFE AND DISABILITY	212,451	205,519	220,733	224,434	3,701	1.68%
PROFESSIONAL DEVELOPMENT	258,534	224,037	275,135	298,516	23,381	8.50%
OTHER BENEFITS	2,428,252	2,310,332	2,524,948	2,631,042	106,094	4.20%
<b>Contractual Obligations</b>	<b>49,578,282</b>	<b>48,553,969</b>	<b>51,365,096</b>	<b>53,962,580</b>	<b>2,597,484</b>	<b>5.06%</b>
SPECIAL ED TUITION & SERVICES	2,908,602	3,516,904	3,369,246	3,609,059	239,813	7.12%
TRANSPORTATION	1,456,948	1,538,358	1,644,623	1,965,949	321,326	19.54%
TRANSFER FROM PARKING & TRANS	(50,000)	(50,000)	(50,000)	(50,000)	0	0.00%
CONTRACTED SERVICES	560,991	587,930	580,206	620,269	40,063	6.90%
ELECTRICITY	696,126	662,609	848,056	846,534	(1,522)	-0.18%
NATURAL GAS	294,457	253,791	370,934	374,635	3,701	1.00%
GASOLINE	10,500	10,850	10,500	11,500	1,000	9.52%
STUDENT BOOKS / PERIODICALS	179,616	177,263	174,432	177,960	3,528	2.02%
SOFTWARE/COMPUTER MAINTENANCE	163,096	124,683	165,573	180,782	15,209	9.19%
PROFESSIONAL ORGANIZATION DUES	49,839	63,268	53,719	60,814	7,095	13.21%
PROPERTY & LIABILITY	135,771	125,278	147,811	160,933	13,122	8.88%
OTHER OPERATING	1,995,779	2,363,557	2,000,765	2,140,698	139,933	6.99%
<b>Other Operating</b>	<b>8,401,725</b>	<b>9,374,492</b>	<b>9,315,865</b>	<b>10,099,133</b>	<b>783,268</b>	<b>8.41%</b>
<b>TOTAL</b>	<b>\$57,980,007</b>	<b>\$57,928,461</b>	<b>\$60,680,961</b>	<b>\$64,061,713</b>	<b>3,380,752</b>	<b>5.57%</b>

## Citywide Operating Budget Drivers

### Employee Relations

The City of Portsmouth has a total of sixteen (16) collective bargaining units all of which have been ratified for FY25. (See table below).

General Government	Expires	Police	Expires	Fire	Expires	School	Expires
Professional Management Association (PMA)	6/30/2025	Ranking Officers Association	6/30/2027	Fire Officers Association	6/30/2026	Administrators	6/30/2025
Supervisory Management Alliance (SMA)	6/30/2025	Portsmouth Patrolman Association	6/30/2027	FireFighter Association	6/30/2026	Association of Portsmouth's Teachers	6/30/2025
AFSCME Local 1386B Library & Clericals	6/30/2025	Civilians	6/30/2027			Clerical Employees	6/30/2025
AFSCME Local 1386A Public Works	6/30/2026					Custodial	6/30/2025
						Cafeteria	6/30/2025
						Paraeducators	6/30/2026
						Custodial Supervisors	6/30/2026



## Salaries

Cost of Living Adjustments (COLA) in nine of the ratified collective bargaining agreements was determined by the 10-year rolling average of the November-November Boston-Cambridge-Newton MA-NH Consumer Price Index (CPI) with a floor of 2% and a ceiling of 5% for FY25.

This year the CPI was reported at **2.39%**, making the 10-year rolling average 2.69%.

The other seven contracts had varying COLA adjustments as depicted in the chart below.

CONSUMER PRICE INDEX CPI-U (NOV. TO NOV. BOSTON-CAMBRIDGE-NEWTON, MA-NH)	
FY 16	1.60%
FY 17	0.84%
FY 18	1.26%
FY 19	2.86%
FY 20	3.15%
FY 21	2.12%
FY 22	0.40%
FY 23	5.31%
FY 24	7.00%
<b>FY 25</b>	<b>2.39%</b>
<b>10 Year Average</b>	<b>2.69%</b>

General Government	COLA
Professional Management Association (PMA)	2.69%
Supervisory Management Alliance (SMA)	2.69%
AFSCME Local 1386B Library & Clericals	2.69%
AFSCME Local 1386A Public Works	2.69%

Police	COLA
Ranking Officers Association	2.69%
Portsmouth Patrolman Association	2.69%
Civilians	2.69%

Fire	COLA
Fire Officers Association	2.00%
FireFighter Association	2.00%

School	COLA
Administrators	2.69%
Association of Portsmouth's Teachers	3.00%
Clerical Employ	3.00%
Custodial	3.69%
Cafeteria	No COLA-set rates for FY25
Paraeducators	3.00%
Custodial Super	2.69%

## 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 NH State Statute. NHRS sets the employer contribution rate every two years based upon an actuarial valuation to ensure adequate funding for future pension liabilities. FY25 marks the second of the two-year certification period. Rates for FY25 will remain the same as FY24 per the table below.

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

RETIREMENT-EMPLOYER CONTRIBUTION RATES				
	FY24 Rates	FY25 Rates	Rate Change	% Change
<b>GROUP I</b>				
Employees	13.53%	13.53%	0.00%	0.0%
Teachers	19.64%	19.64%	0.00%	0.0%
<b>GROUP II</b>				
Police	31.28%	31.28%	0.00%	0.0%
Fire	30.35%	30.35%	0.00%	0.0%

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

The FY25 Proposed Budget of \$12,366,639 for retirement represents an increase of \$574,060 or 4.87% from FY24 as shown in the following table.

<b>RETIREMENT APPROPRIATION</b>				
	FY24 Budget	FY25 Proposed Budget	\$ Change	% Change
General Government	1,618,409	1,706,491	88,082	5.44%
Police Department	2,249,335	2,326,054	76,719	3.41%
Fire Department	2,070,873	2,253,553	182,680	8.82%
School Department	5,853,962	6,080,541	226,579	3.87%
<b>Total</b>	<b>\$11,792,579</b>	<b>\$12,366,639</b>	<b>\$574,060</b>	<b>4.87%</b>

### ***Retirement – Elimination of State Contributions from 2010***

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.

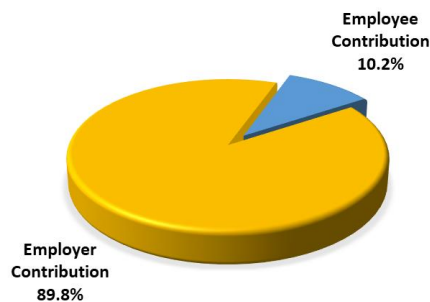
*The result of the elimination of State contributions will cost the City of Portsmouth’s taxpayers an estimate of \$3.4 Million for FY25 alone and a total of \$33 Million over 16 years.*

### ***Health Insurance***

Per the Collective Bargaining Agreements, the City offers HealthTrust Products supported by Blue Cross to employees in the General Government, Police and Fire Department and SchoolCare Products supported by Cigna to employees in the School Department.

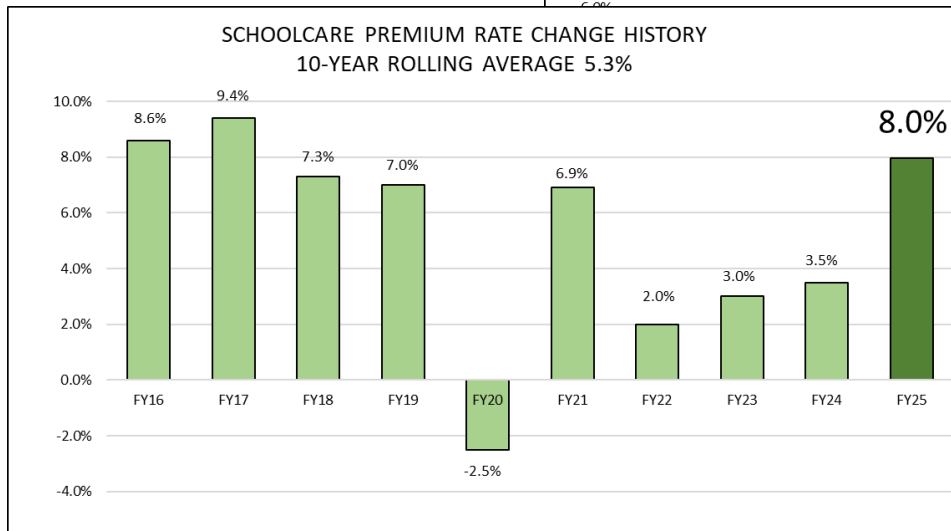
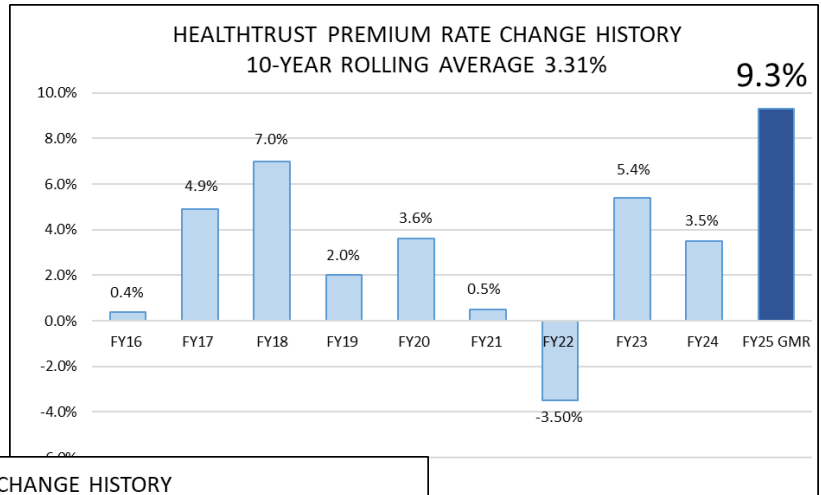
The **HealthTrust** set the premiums for FY25 with an increase of 9.3% over FY24 and **SchoolCare** set the premiums for FY25 with an increase of 8.0% over FY24.

- ✓ For FY25, the estimated total health insurance premium for General Government, Police, Fire and School Departments is projected at just under **\$18.7 million**.
- ✓ The City employees’ share represents approximately **\$1.9 million** or 10.2% of the total cost. Per each employee’s collective bargaining union contracts, employee contributions range from 6%-20%.
- ✓ The City’s contribution represents approximately **\$16.8 million** or 89.8% of the total cost.



**Health Insurance Stabilization Reserve Policy** - The Health Insurance Stabilization Reserve Policy was created in 2002 from operating surplus from previous years. The intent of the policy is to avoid large spikes within each department’s annual budget by determining the appropriation amount by increasing the prior year’s budget by the average change of the premiums over a ten-year period. At the close of each year, any shortfall would be subsidized from the reserves; any surplus would increase the reserves. *[Detailed information on the Health Insurance Stabilization Fund Policy can be found in the Financial Polices and Guidelines section of the budget document.]*

**HealthTrust-** The premium increase of 9.3% over FY24 results in the 10-year rolling average increase of 3.31%.



**SchoolCare-** The premium increase of 8.0% over FY24 results in the 10-year rolling average increase of 5.3%. The School will budget 9.1% to lessen the use of Health Insurance Stabilization Reserve.

The proposed health insurance appropriations for FY25 for General Government, Police, and Fire Departments increased over FY24 by the 10-year average of 3.1% while the School Department increased by 9.1% to lessen the impact to reserves. The total proposed FY25 appropriation for health insurance is \$14,776,939, an increase of \$986,674 or 7.2% over FY24. With this appropriation, it is anticipated that the City would utilize approximately \$2,044,843 from the Health Stabilization Reserve to fund the total cost of the premiums as depicted in the following table.

<b>HEALTH INSURANCE</b>		FY25 Budget % Change	FY25 Budget \$ Change	FY25 Proposed Budget	Use of Health Ins Stabilization Reserve	FY25 Estimated City Cost	FY25 Employees Contribution	FY25 Total Health Premium
	FY24 Budget							
General Government	2,138,782	3.31%	70,794	2,209,576	586,058	2,795,634	482,111	3,277,745
Police Department	1,656,529	3.31%	54,831	1,711,360	143,840	1,855,200	350,750	2,205,950
Fire Department	864,216	3.31%	28,606	892,822	318,079	1,210,901	235,650	1,446,551
School	9,130,738	9.12%	832,444	9,963,182	996,865	10,960,047	848,529	11,808,576
<b>Total General Fund</b>	<b>\$13,790,265</b>		<b>\$986,674</b>	<b>\$14,776,939</b>	<b>\$2,044,843</b>	<b>\$16,821,782</b>	<b>1,917,040</b>	<b>18,738,822</b>

## Leave at Termination

Leave at Termination is the amount owed to employees for accumulated sick and annual pay when they leave municipal employment.

**Leave at Termination Stabilization Reserve Policy** – The Leave at Termination Reserve Policy was created in 1999 from operating surplus from previous years. The intent of the policy is to avoid large spikes within each department’s annual budget by budgeting a fixed amount for each fiscal year determined by an analysis and periodic review. The appropriation is then transferred into a Leave at Termination Fund where this liability is paid. At the close of each year, any shortfall would be subsidized from the reserves; any surplus would increase the reserves. *[Detailed information on the Leave at Termination Stabilization Fund Policy can be found in the Financial Policies and Guidelines section of the budget document.]*

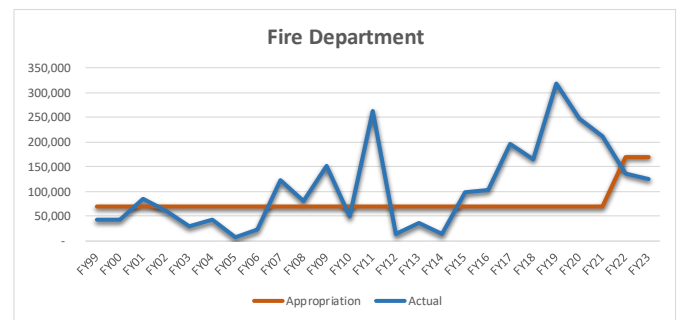
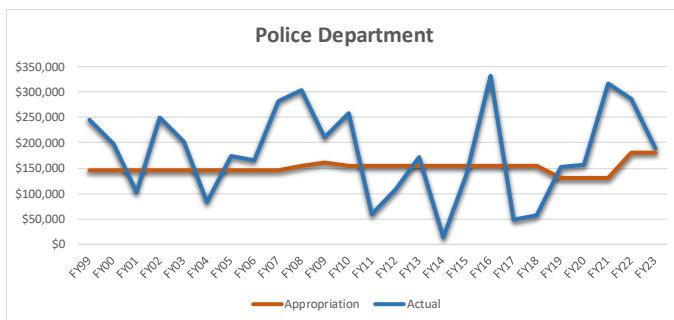
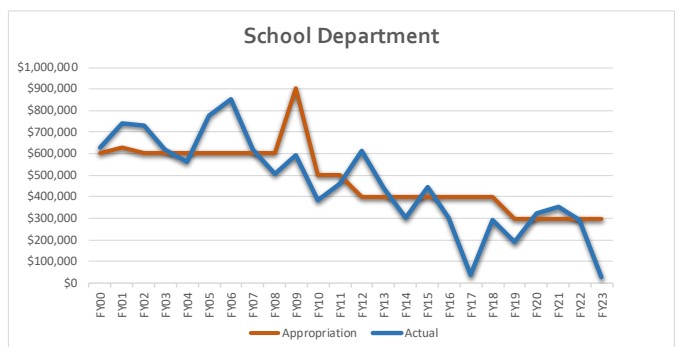
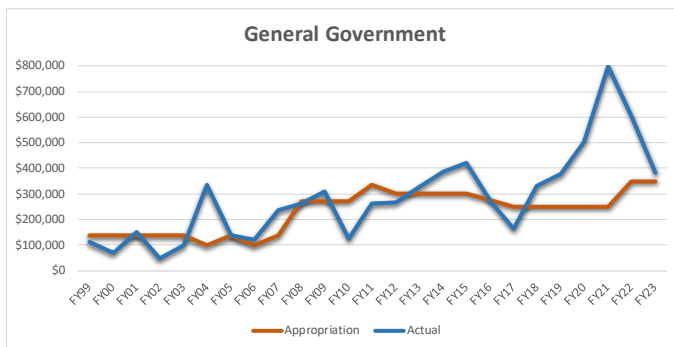
The appropriation for FY25, as shown in the table, represents no increase from FY24.

FY25 BUDGET	
<b>GENERAL GOVERNMENT</b>	<b>350,000</b>
<b>POLICE</b>	<b>180,203</b>
<b>FIRE</b>	<b>120,084</b>
<b>SCHOOL</b>	<b>300,000</b>
<b>TOTAL</b>	<b>\$950,287</b>

*As of June 30, 2023,*

**5.13% of General Fund employees remain eligible for the sick leave payout upon termination.**

The following charts display the history of actual Leave Payout versus the Annual Appropriation and how this policy mitigated budgetary spikes and valleys for the General Government, School, Police and Fire Departments.



## Workers' Compensation

Workers' Compensation premium for FY25 increased from the prior year by 12.4% for the General Fund.

<i>WORKERS' COMPENSATION</i>	FY24 BUDGET	FY25 PROPOSED BUDGET	\$ CHANGE	% CHANGE
GENERAL GOVERNMENT	188,463	175,127	(13,336)	-7.1%
POLICE	151,317	133,003	(18,314)	-12.1%
FIRE	415,848	553,165	137,317	33.0%
SCHOOL	156,308	164,124	7,816	5.0%
<b>TOTAL GENERAL FUND</b>	<b>\$911,936</b>	<b>\$1,025,419</b>	<b>\$113,483</b>	<b>12.4%</b>



The Fire Department pays the highest share of the premium as a result of the following legislation:

- 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; and
- 2) SB 541 requires workers' compensation to cover costs to firefighters who have cancer.

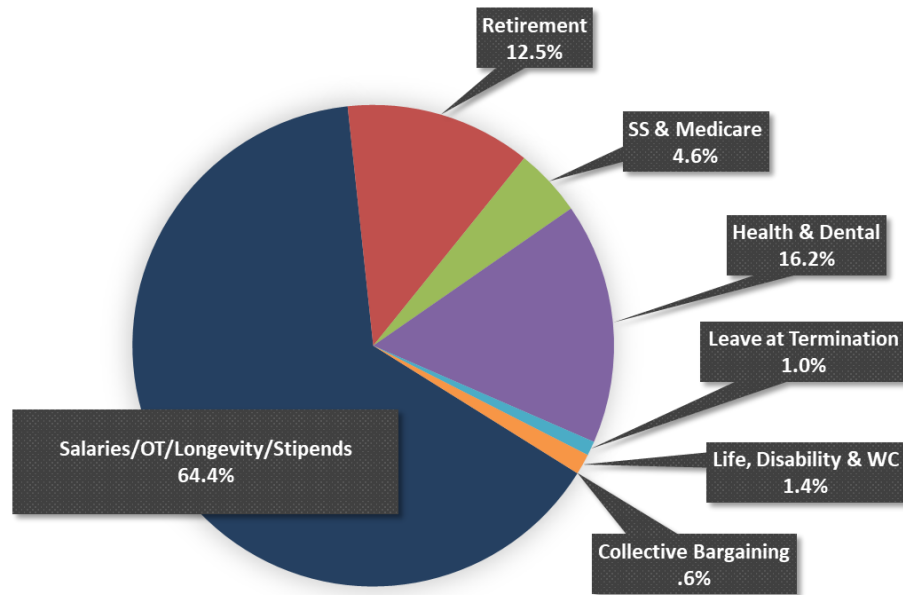
## Total Salaries and Benefits

The total proposed FY25 budget for salaries and benefits is \$99,037,321. This represents an increase of \$5,405,632 or 5.77% over FY24, which include increases in cost-of-living adjustments (COLA), health insurance premiums, leave at termination, retirement, federal taxes, and other benefits associated with collective bargaining agreements.

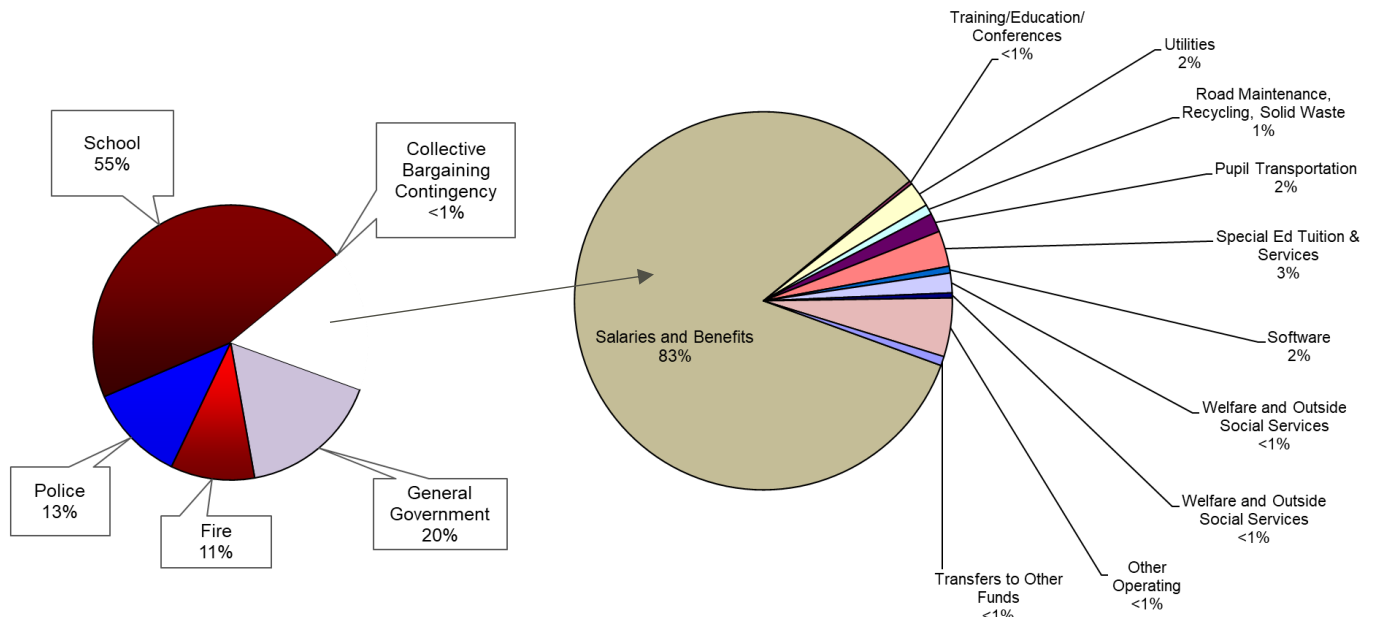
<i>FY 25 PROPOSED</i>	FY24	FY25	\$	%
<i>SALARIES &amp; BENEFITS</i>	BUDGET	BUDGET	Difference	Difference
<i>General Government, Police, Fire and School Departments</i>			from FY24	from FY24
Salaries/Stipends/Holiday/OT	\$60,504,412	\$63,878,612	\$3,374,200	5.58%
Health & Dental Insurance	14,920,535	16,034,847	1,114,312	7.47%
Leave at Termination	950,287	950,287	0	0.00%
Retirement	11,792,579	12,366,639	574,060	4.87%
Workers Compensation	911,936	1,025,419	113,483	12.44%
Other Benefits	4,551,940	4,781,516	229,576	5.04%
Collective Bargaining Contingency	-	-	0	
<i>Total Salaries and Benefits</i>	<i>\$93,631,689</i>	<i>\$99,037,321</i>	<i>\$5,405,632</i>	<i>5.77%</i>



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



While Salaries and Benefits of \$99,037,321 represents 83% of the total *Operating Budget* of \$118,554,293, the remaining \$19,516,972 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, and transfers to other funds.




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Salaries and benefits make up 68% of the **total** proposed budget of \$144,861,347.

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## *Non-Operating Budget*

The Non-Operating Budget of \$26,307,054 represents a net increase of \$249,291 or 0.96% from FY24 primarily due to:

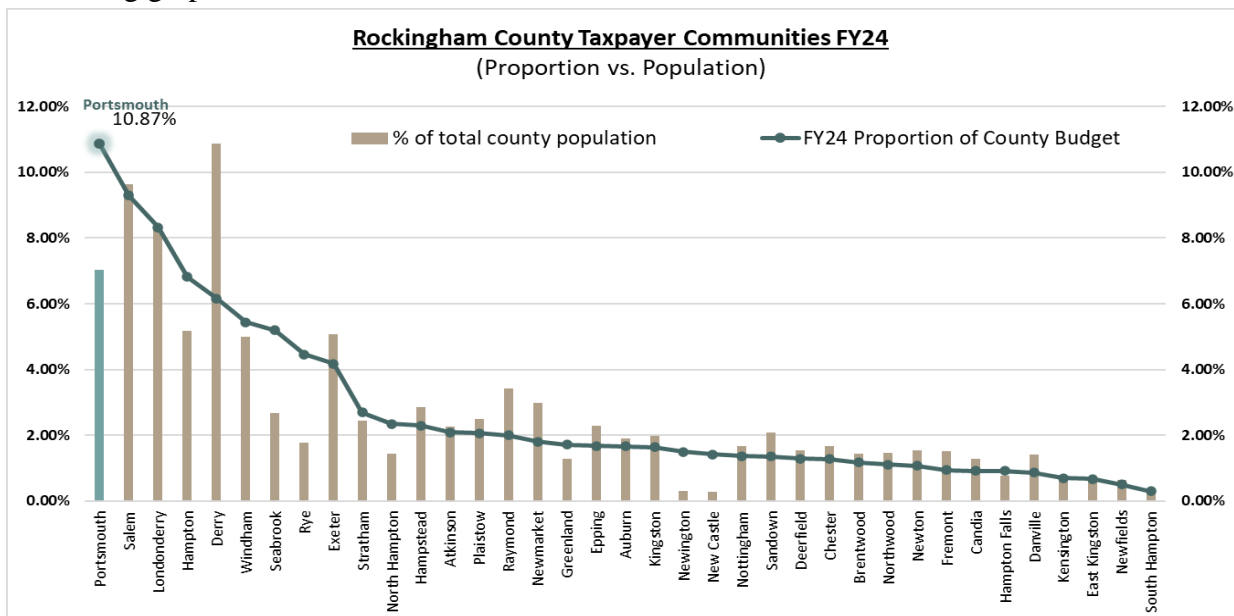
- Moving the abatement portion of overlay to a reduction in Property Tax Revenue which is in accordance with Generally Accepted Accounting Principles (GAAP); and
- Funding the McIntyre Settlement final payment in FY24.

The Non-Operating Budget consists of expenditures for the following:

<i>NON-OPERATING BUDGET</i>	FY24 BUDGET	FY25 PROPOSED BUDGET	\$ CHANGE FROM FY24	% CHANGE FROM FY24
Debt Service and Related Expenditures	13,180,206	14,284,300	1,104,094	8.38%
Overlay	1,000,000	60,000	(940,000)	-94.00%
Property & Liability (excluding School)	393,307	424,292	30,985	7.88%
Rockingham County Tax	5,730,000	5,730,000	-	0.00%
Contingency	300,000	300,000	-	0.00%
Rolling Stock	877,000	783,650	(93,350)	-10.64%
IT Equipment Replacement	1,172,336	992,180	(180,156)	-15.37%
Capital Outlay	1,820,000	1,638,000	(182,000)	-10.00%
Landfill Closure-Coakley/Jones	115,000	292,750	177,750	154.57%
Portsmouth 400th Celebration	31,000	-	(31,000)	-100.00%
Other Non-Operating	488,914	1,301,882	812,968	166.28%
Prof Service - Outside Counsel	450,000	500,000	50,000	11.11%
McIntyre Settlement	500,000	-	(500,000)	-100.00%
<b>TOTAL NON-OPERATING</b>	<b>26,057,763</b>	<b>26,307,054</b>	<b>249,291</b>	<b>0.96%</b>

### *County Tax*

The City of Portsmouth is annually assessed for 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 (FY24 10.869%) as depicted in the following graph below.

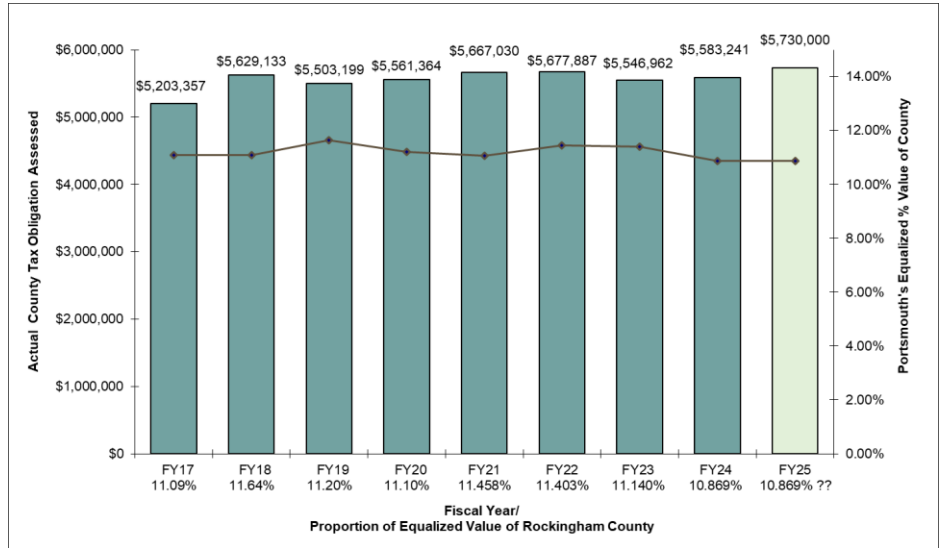


It is estimated that Portsmouth will pay approximately \$5.7 million to Rockingham County in FY25. However, the proportion of the City’s share, which determines the actual amount due to the County, is established by the New Hampshire Department of Revenue Administration just prior to setting the tax rate in the fall.

The following table depicts the actual property tax obligation and the equalized assessed value proportion history of the City of Portsmouth to Rockingham County for the last eight (8) years as well as the estimated tax for FY25.

**Tax Obligation is calculated by:**

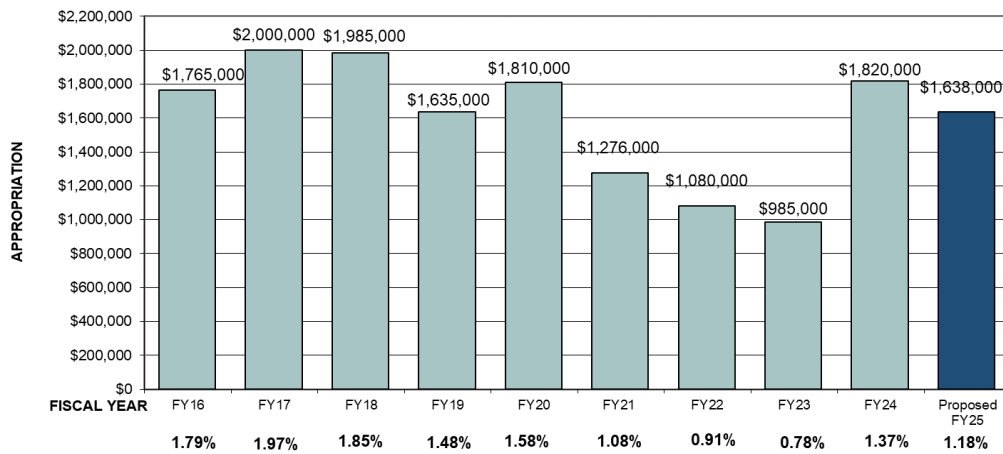
- 1. The County’s Adopted Budget; and**
- 2. Proportion of all 37 communities in Rockingham County based on equalized values.**



**Capital Improvement Plan (CIP)**

The City Council adopted the six-year [Capital Improvement Plan \(CIP\)](#) which includes Capital Outlay and Information Technology Upgrades and Replacements.

The City Manager’s recommended proposed Capital Outlay appropriation is \$1,638,000. This represents 1.18% of the current fiscal year appropriation, which is below the policy goal of *annually budgeting up to 2% of the prior year’s General Fund Budget to capital projects.*



The following table lists the Capital Outlay projects adopted by the City Council of \$1,638,000. Details on each of these projects can be found in Appendix II of this document.

*The average expenditure for Capital Outlay over a 10-year period including the proposed FY25 budget is \$1,599,400 per year.*

**FY25 Capital Outlay**

City Council Adopted  
3/4/2024

Budget Page

II	31	Personal Protective Clothing Replacement	\$70,000
II	34	In-Cruiser and Handheld Radars	\$53,000
II	37	Fire Station Security Upgrade	\$150,000
II	43	Permanent/Historic Document Restoration, Preservation and Scanning	\$100,000
II	44	Disposition of Municipal Records	\$25,000
II	45	Historic Records Artifact Conservation and Storage Assessment	\$150,000
II	46	Public Art Trust Fund	\$25,000
II	49	Historic District Guidelines Part 2	\$50,000
II	50	Groundwater Study to Identify Impacts	\$50,000
II	52	Indoor Pool Facility Needs	\$32,500
II	54	Existing Outdoor Recreation Field and Facility Improvements	\$50,000
II	56	Leary Field Resoration	\$50,000
II	58	Community Campus Facility Needs	\$50,000
II	59	Citywide Park and Monument Improvements	\$50,000
II	60	Citywide Trees and Public Greenery Program	\$20,000
II	61	Prescott Park Facilities Capital Improvements	\$100,000
II	63	Historic Cemetery Improvements	\$40,000
II	84	Citywide Traffic Signal Upgrade Program	\$100,000
II	85	Citywide Intersection Improvements	\$100,000
II	87	Railroad Crossings	\$172,500
II	88	Citywide Bridge Improvements	\$100,000
II		Capital Contingency	\$100,000

**Total FY25 Capital Outlay** **\$1,638,000**

The following table lists the Information Technology Upgrades and Replacements adopted by the City Council of \$992,180 as part of the CIP process.

**FY25 Information Systems**

City Council Adopted

Budget Page

3/4/2024

II	70	Citywide Information Technology Upgrades & Equipment Replacements	\$567,180
II	76	Cybersecurity Enhancements	\$125,000
II	77	Financial Software Upgrades	\$300,000

**Total FY25 Information Systems** **\$992,180**

*The total Capital Improvement Plan FY 2025-2030 for all Citywide projects can be viewed and downloaded at the following link: <https://portsnh.co/cip>*

***Rolling Stock***

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to conduct daily City activities. The complete 10-year schedule is in Appendix I of this budget document.

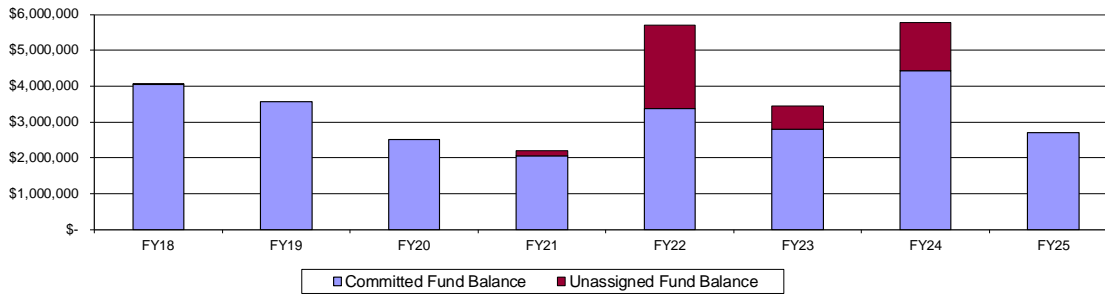
The following table lists the vehicles and equipment identified for FY25 per the Rolling Stock Program for the General Fund. This table identifies vehicles that will be funded in the General Fund.

	<b>FY24 General Fund</b>	<b>FY25 Department Request</b>	<b>\$ Change from FY24</b>	<b>% Change from FY24</b>
<b><u>Public Works</u></b>				
F550 Flatbed Dump (yellow) w/plow (6/7 Diesel)		90,000		
Sidewalk Tractor (Year 1 of 2)		75,000		
7400 Packer (Year 3 of 4)		113,000		
SUV		35,000		
F550 w/landscape trailer, plow, & salter (Year 1 of 2)		62,000		
SUV		30,000		
<b>Total Public Works</b>	<b>405,000</b>	<b>405,000</b>	<b>0</b>	<b>0%</b>
<b><u>Police</u></b>				
SUV-Explorer (3)		144,900		
SUV-Escape		42,000		
Motorcycle		15,750		
<b>Total Police</b>	<b>223,000</b>	<b>202,650</b>	<b>(20,350)</b>	<b>-9%</b>
<b><u>Fire</u></b>				
SUV		70,000		
<b>Total Fire</b>	<b>155,000</b>	<b>70,000</b>	<b>(85,000)</b>	<b>-55%</b>
<b><u>School</u></b>				
WHAM 1600 Turbo Series II 12'(Year 1 of 2)		39,000		
30-35' Scissor Lift (Ext)		22,000		
Ford E250 7 Passenger Van (RJLA)		45,000		
<b>Total School</b>	<b>94,000</b>	<b>106,000</b>	<b>12,000</b>	<b>13%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$877,000</b>	<b>\$783,650</b>	<b>-\$93,350</b>	<b>-11%</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 minimize the impact to the tax rate. Another resource 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 FY25, the use of \$2,700,000 is scheduled to be utilized from Fund Balance. The annual use of Fund Balance is depicted in the table below:



Use of:	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	Total FY18-FY25
Committed Fund Balance	4,050,149	3,559,114	2,500,000	2,050,000	3,380,000	2,800,000	4,428,379	2,700,000	25,467,642
Unassigned Fund Balance	27,167	-	-	150,000	2,316,000	650,000	1,340,000	-	4,483,167
<b>Total Use of Fund Balance</b>	<b>\$4,077,316</b>	<b>\$3,559,114</b>	<b>\$2,500,000</b>	<b>\$2,200,000</b>	<b>\$5,696,000</b>	<b>\$3,450,000</b>	<b>\$5,768,379</b>	<b>\$2,700,000</b>	<b>\$29,950,809</b>

**Average Use Per Year \$3,743,851**

*The City has historically used Fund Balance to offset taxes - both through the budget process and/or supplemental appropriations. The average use over the last eight years is \$3,743,851 per year.*

### Budgeted use of Fund Balance and Supplemental Appropriations

	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25 Proposed	Total use of Fund Balance FY 18-FY25
<b>Committed</b>									
Reserve Tax Appraisal - Budgeted	150,000	150,000	150,000	150,000	100,000	100,000	100,000	100,000	1,000,000
Reserve-Bond Premium - Supplemental	1,269,149	1,286,114							2,555,263
Reserve for future Debt Service - Budgeted	2,400,000	2,123,000	1,950,000	1,900,000	1,900,000	1,700,000	1,700,000	1,600,000	15,273,000
Supplemental-McIntyre Settlement					500,000				500,000
Reserve-Bond Premium							128,379		128,379
Design/Engineering-McIntyre					400,000				400,000
Budgetary Use							2,500,000	1,000,000	3,500,000
Capital Outlay - Budgeted	231,000		400,000						631,000
McIntyre Operations - Budgeted					480,000				480,000
McIntyre Settlement						1,000,000			1,000,000
<b>Use of Committed Fund Balance</b>	<b>4,050,149</b>	<b>3,559,114</b>	<b>2,500,000</b>	<b>2,050,000</b>	<b>3,380,000</b>	<b>2,800,000</b>	<b>4,428,379</b>	<b>2,700,000</b>	<b>25,467,642</b>
<b>Assigned</b>									
<b>Use of Assigned Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unassigned</b>									
Supplemental-Deer Street Associates						500,000			500,000
Community Campus Operation-Supplemental					116,000				116,000
Skateboard Park-Supplemental					2,200,000				2,200,000
McIntyre Design (Supplemental in FY 23)				150,000		150,000			300,000
Collective Bargaining - Supplemental	27,167						890,000		917,167
Litigation Legal Fees							450,000		450,000
Middle School Upgrades - Supplemental									-
Purchase Land-850 Banfield Road - Supplemental									-
<b>Use of Unassigned Fund Balance</b>	<b>27,167</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>2,316,000</b>	<b>650,000</b>	<b>1,340,000</b>	<b>-</b>	<b>4,483,167</b>
<b>Total Use of Fund Balance</b>	<b>\$4,077,316</b>	<b>\$3,559,114</b>	<b>\$2,500,000</b>	<b>\$2,200,000</b>	<b>\$5,696,000</b>	<b>\$3,450,000</b>	<b>\$5,768,379</b>	<b>\$2,700,000</b>	<b>\$29,950,809</b>

Average Use FY18-FY25 (8 Years)

**\$3,743,851**

# 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 is presented in the departmental section of this document where more detail and rate information are described.

## WATER ENTERPRISE FUND

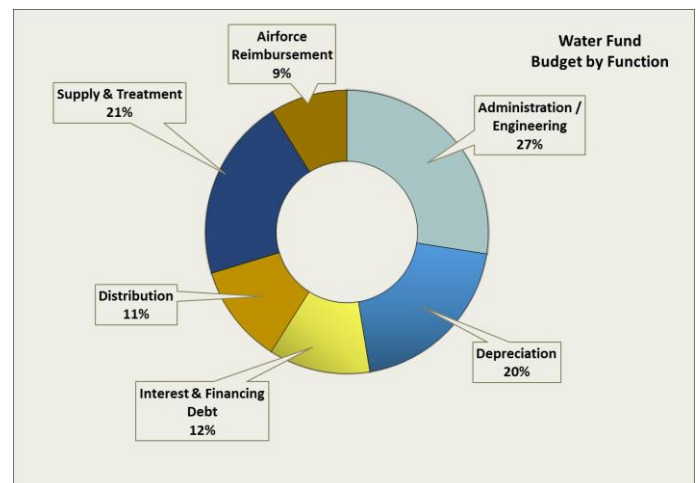
### Total Appropriation

Appropriations on a full accrual basis of accounting for the Water Enterprise Fund total \$13,022,597. This is an increase of \$1,077,900 or 9.02% from the FY24 budget. The following table is a summary of major expense categories for the FY23 budget and actual, FY24 budget and the proposed FY25.

Water Fund	FY23 Budget	FY23 Actual	FY24 Budget	FY25 City Manager Recommended	% Change	\$ Change
<b>EXPENSES</b>						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	3,536,080	2,767,375	3,865,197	4,303,257	11.33%	438,060
Chemicals	504,000	369,431	588,000	581,360	-1.13%	(6,640)
Electricity	387,000	307,352	412,900	444,700	7.70%	31,800
Natural Gas	6,000	6,526	6,200	6,200	0.00%	0
Propane & Fuel Oil	42,000	59,179	47,075	65,150	38.40%	18,075
Gasoline & Diesel	50,550	55,158	56,500	58,797	4.07%	2,297
Repairs & Maintenance	185,700	217,123	241,000	293,920	21.96%	52,920
Prof Services: Contract, Lab Testing	728,080	896,215	818,673	998,030	21.91%	179,357
Stock Materials	340,000	314,935	360,000	360,000	0.00%	0
Assistance Program	7,500	453	1,500	1,500	0.00%	0
Other Operating	1,369,638	1,201,953	1,489,493	1,634,943	9.77%	145,450
<i>Operations and Maintenance Subtotal</i>	<i>7,156,548</i>	<i>6,195,700</i>	<i>7,886,538</i>	<i>8,747,857</i>	<i>10.92%</i>	<i>861,319</i>
<u>Non-Operating Expenses</u>						
Interest on Debt	1,265,537	1,273,562	1,145,559	1,474,140	28.68%	328,581
Property Taxes	138,500	105,803	138,500	126,500	-8.66%	(12,000)
Depreciation	2,810,000	2,573,747	2,700,000	2,595,000	-3.89%	(105,000)
Equipment	52,000	103,170	74,100	79,100	6.75%	5,000
<i>Non-Operating Expenses Subtotal</i>	<i>4,266,037</i>	<i>4,056,282</i>	<i>4,058,159</i>	<i>4,274,740</i>	<i>5.34%</i>	<i>216,581</i>
<b>TOTAL</b>	<b>\$11,422,585</b>	<b>\$10,251,982</b>	<b>\$11,944,697</b>	<b>\$13,022,597</b>	<b>9.02%</b>	<b>\$1,077,900</b>

The Water Fund budget consists of six (6) major functions:

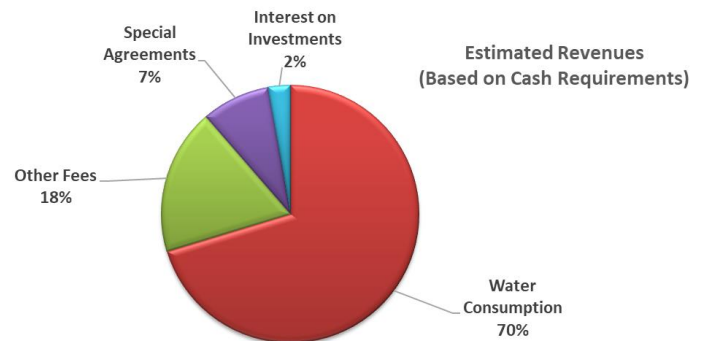
1. Administration/Engineering: Costs related to employee benefits, administrative overhead, Geographic Information Systems (GIS) services, and engineering;
2. Depreciation;
3. Interest and Financing Debt;
4. Distribution: Services, hydrants, mains, meters, meter reading and cross connections;
5. Supply and Treatment: Madbury Treatment Facility, Pease Water Treatment Facility, laboratory, a booster station, ten wells, and five storage tanks; and
6. Air Force Reimbursement



**Revenues**

Adjustments from the Full Accrual to Cash Requirements are itemized on the rate model calculation sheet in the Water Division section of this document. Cash requirements of \$13,934,649 would be funded from the following sources to meet these cash requirements:

- \$9,798,123 Water Consumption
- 2,555,480 Other Fees
- 1,194,820 Special Agreements
- 385,000 Interest on Investments
- 1,226 Use of Net Position
- \$13,934,649 Total**



**Capital Outlay**

The Water Division, through the [Capital Improvement Plan \(CIP\)](#), requests funds from revenues to support the pay-as-you-go policy of the City in regard to capital improvements. Once the CIP is approved, the funds for the capital projects are requested through the budget process. There were no projects funded with Capital Outlay for FY25. *[Detail on each capital project can be found in Appendix II of this document.]*

Appendix II  
Page:

CIP #

**Water Fund  
Capital Outlay Projects  
Fiscal Year 2025**

**Water Revenues**

There are no Budgeted Water Capital Outlay Projects for FY25

**Total Water Fund Capital Outlay \$0**

**Rolling Stock**

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to conduct daily City activities. The complete 10-year schedule is located in Appendix I of this budget document. The following table lists the vehicles and equipment identified for FY25 per the Rolling Stock Program for the Water Fund.

**FY25 WATER DIVISION REQUEST**

F-550 w/plow (Year 1 of 2)	55,000
F-550 4x4 utility body pick-up w/plow (Year 2 of 2)	45,000
Track loader (Year 1 of 2)	40,000
Mini track excavator U-55-4 (Year 1 of 2)	45,000
F150 4X4	45,000
Misc. Equipment	<u>100,000</u>
<b>TOTAL</b>	<b>\$330,000</b>

# SEWER ENTERPRISE FUND

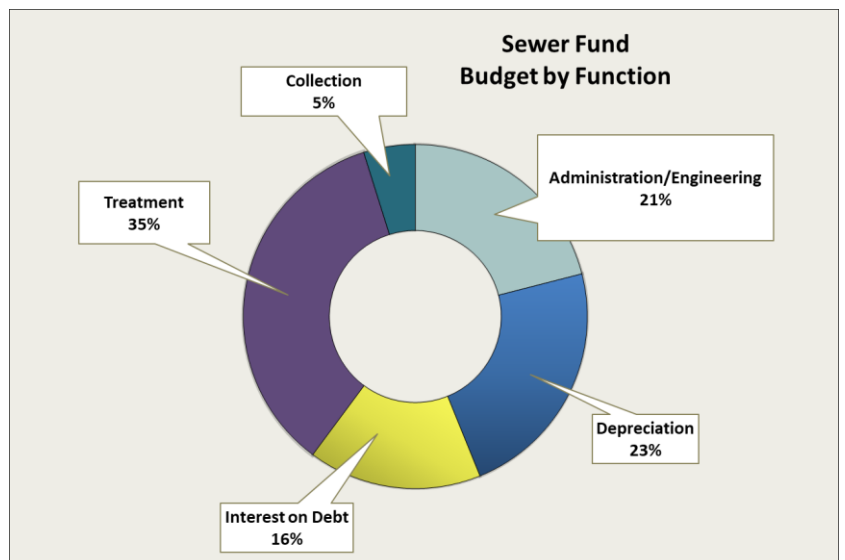
## Total Appropriation

Appropriations on a Full Accrual basis of accounting for the Sewer Enterprise Fund total \$22,522,370. This is an increase of \$838,154 or 3.87% from FY24. The following table is a summary of major expense categories for the FY23 budget and actual, FY24 budget and the proposed FY25 budget.

Sewer Fund	FY23 Budget	FY23 Actual	FY24 Budget	FY25 City Manager Recommended	% change	\$ Change
<b>EXPENSES</b>						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	4,413,553	3,963,314	4,669,085	4,999,715	7.1%	330,630
Chemicals	1,625,000	2,026,907	1,985,000	2,292,341	15.5%	307,341
Electricity	873,500	664,679	928,500	965,265	4.0%	36,765
Natural Gas	10,500	8,999	3,500	18,480	428.0%	14,980
Propane & Fuel Oil	128,750	139,661	153,750	151,500	-1.5%	(2,250)
Gasoline & Diesel	46,850	51,967	47,050	55,425	17.8%	8,375
Repairs & Maintenance	676,585	1,139,389	668,050	785,905	17.6%	117,855
Prof Services: Contract, Lab Testing	557,200	477,418	563,665	516,010	-8.5%	(47,655)
Stock Materials	132,000	114,250	152,000	152,000	0.0%	0
Other Operating	2,190,317	2,207,412	2,375,194	2,680,341	12.8%	305,147
-General Operations	10,654,255	10,793,995	11,545,794	12,616,982	9.3%	1,071,188
Permit Expenses/Legal Fees	375,000	325,922	375,000	350,000	-6.7%	(25,000)
Transfer to Stormwater	451,789	451,789	469,044	486,628	3.7%	17,584
<i>Total Operations and Maintenance Subtotal</i>	11,481,044	11,571,706	12,389,838	13,453,610	8.6%	1,063,772
<u>Non-Operating Expenses</u>						
Interest on Debt/Financing Fees	3,557,073	3,435,783	3,698,628	3,670,760	-0.8%	(27,868)
Depreciation	5,300,000	5,035,803	5,275,000	5,148,000	-2.4%	(127,000)
Equipment	282,750	455,649	320,750	250,000	-22.1%	(70,750)
<i>Non-Operating Expenses Subtotal</i>	9,139,823	8,927,235	9,294,378	9,068,760	-2.4%	(225,618)
<b>TOTAL</b>	<b>\$20,620,867</b>	<b>\$20,498,941</b>	<b>\$21,684,216</b>	<b>\$22,522,370</b>	<b>3.87%</b>	<b>\$838,154</b>

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

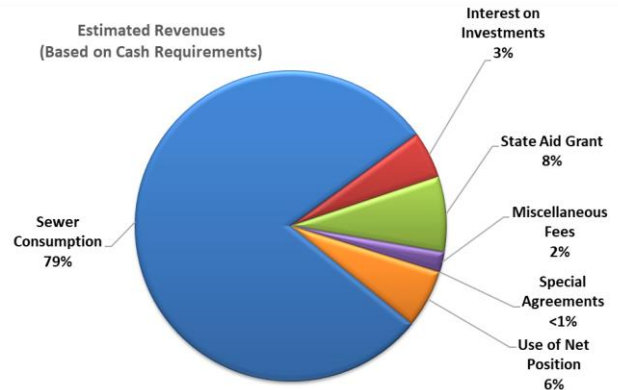
1. Administration/Engineering: Costs related to employee benefits, administrative overhead, engineering, and GIS services;
2. Depreciation;
3. Interest on Debt;
4. Collection: Force mains, laterals, and meter reading; and
5. Treatment: Peirce Island Treatment Facility, Pease Treatment Facility, two laboratories,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



**Revenues**

Adjustments from the Full Accrual to Cash Requirements are itemized on the rate model calculation sheet in the Sewer Division section of this document. Cash requirements of \$25,655,365 would be funded from the following sources to meet these cash requirements:

➤	\$20,314,957	Sewer Consumption
➤	1,250,000	Interest on Investments
➤	2,001,776	State Aid Grant
➤	540,000	Miscellaneous Fees
➤	8,506	Special Agreements
➤	<u>1,540,126</u>	Use of Net Position
	<b>\$25,655,365</b>	<b>Total</b>



**Capital Outlay**

The Sewer Division, through the [Capital Improvement Plan \(CIP\)](#), requests funds from revenues to support the pay-as-you-go policy of the City in regard to capital improvements. Once the CIP is approved, the funds for the capital projects are requested through the budget process. There were no pay-as-you-go capital requests for FY25. [Detail on each capital project can be found in Appendix II of this document.]

**Appendix II**

Page: CIP #

**Sewer Fund  
Capital Outlay Projects  
Fiscal Year 2025**

**Sewer Revenues**

There are no Budgeted Water Capital Outlay Projects for FY25

-

**Total Sewer Fund Capital Outlay**

**\$0**

**Rolling Stock**

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to conduct daily City activities. The complete 10-year schedule is located in Appendix I of this budget document. The following table lists the vehicles and equipment identified for FY25 per the Rolling Stock Program for the Sewer Fund.

**FY25 SEWER DIVISION REQUEST**

Ford Focus	35,000
114SD 10 Wheel Dump w/Plow (Year 2 of 3)	70,000
Vactor (Year 3 of 5)	130,000
Ford Edge	35,000
Misc. Equipment	200,000
Sewer 50% of Stormwater	<u>135,000</u>
<b>TOTAL</b>	<b>\$605,000</b>



# PARKING AND TRANSPORTATION SPECIAL REVENUE FUND

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

## Total Appropriation

The total proposed appropriations for the Parking and Transportation Fund are \$9,448,774. This is an increase of \$555,628 or 6.2% from the FY24 budget. *[Detail of budget changes can be found in the Parking & Transportation section of this budget document.]* The following table is a summary of major expenditure categories for the FY23 budget and actual, FY24 budget and the proposed FY25 budget.

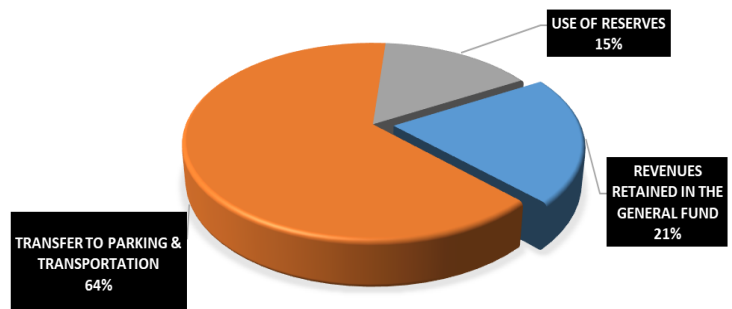
	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED	% CHANGE	\$ CHANGE
<b>OPERATING</b>						
PERSONNEL COSTS	3,347,208	3,007,188	3,607,739	3,964,410	9.89%	356,671
UTILITIES	109,216	112,332	129,269	157,249	21.64%	27,980
METER COLLECTION (Police)	60,000	60,000	60,000	60,000	0.00%	-
CONTRACTED SERVICES	228,915	275,391	315,935	262,437	-16.93%	(53,498)
OTHER OPERATING	968,224	942,692	1,010,911	1,167,133	15.45%	156,222
<b>TOTAL OPERATING</b>	<b>4,713,563</b>	<b>4,397,604</b>	<b>5,123,854</b>	<b>5,611,229</b>	<b>9.51%</b>	<b>487,375</b>
<b>NON OPERATING</b>						
DEBT SERVICE	1,861,063	1,879,768	2,438,063	2,332,263	-4.34%	(105,800)
CAPITAL PROJECTS	250,000	250,000	200,000	200,000	0.00%	-
ROLLING STOCK	387,000	387,000	387,000	390,000	0.78%	3,000
TRANSPORTATION	553,097	543,067	647,229	817,782	26.35%	170,553
CONTINGENCY	97,000	98,500	97,000	97,500	0.52%	500
<b>TOTAL NON-OPERATING</b>	<b>3,148,160</b>	<b>3,158,336</b>	<b>3,769,292</b>	<b>3,837,545</b>	<b>1.81%</b>	<b>68,253</b>
<b>TOTAL PARKING/TRANSP</b>	<b>\$7,861,723</b>	<b>\$7,555,940</b>	<b>\$8,893,146</b>	<b>\$9,448,774</b>	<b>6.25%</b>	<b>\$555,628</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 FY25 Revenues

- \$4,560,000 Parking Meter Fees
- 2,780,000 Parking Facilities-Transient
- 1,692,300 Parking Facilities-Passes
- 1,000,000 Parking Violations
- 77,000 Other Revenues
- 1,839,474 Use of Parking Fund Reserves
- \$11,948,774 Total Estimated Revenues
- (\$2,500,000) Retained in the General Fund
- \$9,448,774 Total Parking & Transportation

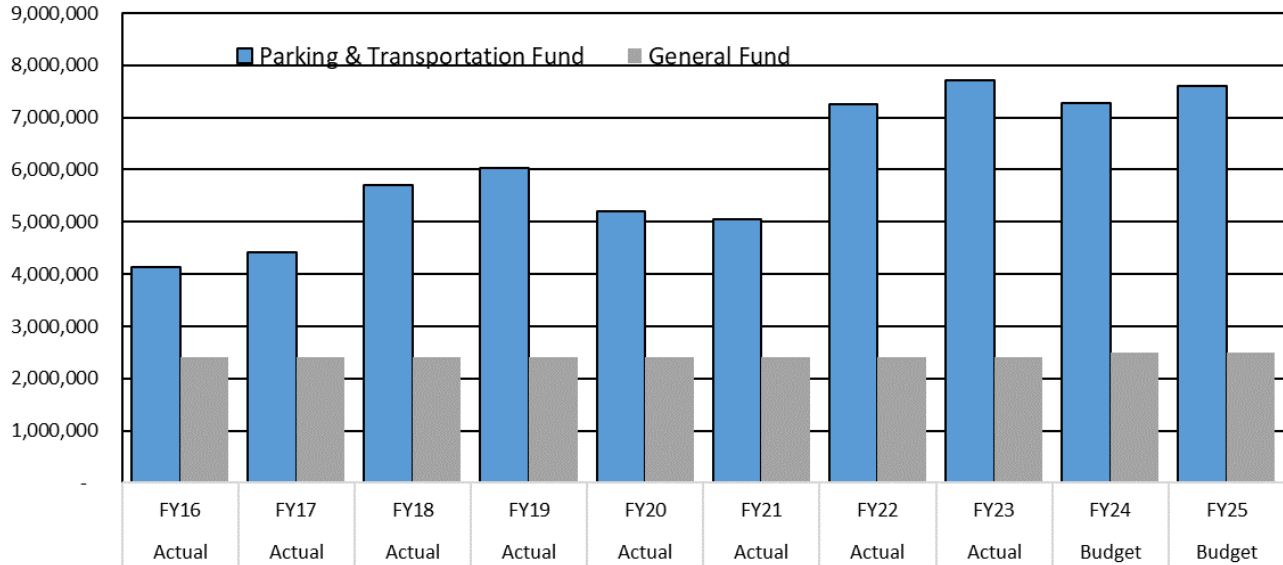


### Revenue Distribution:

Retained in the General Fund	\$2,500,000	21%
Parking & Transportation	\$7,609,300	64%
Use of Parking Fund Reserves	\$1,839,474	15%

## Ten Year History of Parking Revenue Distribution

### Parking Revenue General Fund - Parking Fund Allocation FY2016 - FY2025



<u>Parking Revenue</u>	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual
<b>Total Parking Revenue</b>	<b>6,546,572</b>	<b>6,833,791</b>	<b>8,115,741</b>	<b>8,444,481</b>	<b>7,622,242</b>
Total for Parking & Transportation Fund	4,134,267	4,421,486	5,703,436	6,032,176	5,209,937
Total for General Fund	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305

	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budgeted	FY25 Estimated	10 Year Total	%
<b>Total Parking Revenue</b>	<b>7,465,181</b>	<b>9,675,127</b>	<b>10,127,349</b>	<b>9,767,500</b>	<b>10,109,300</b>	<b>84,707,284</b>	<b>100%</b>
Total for Parking & Transportation Fund	5,052,876	7,262,822	7,715,044	7,267,500	7,609,300	60,408,844	71%
Total for General Fund	2,412,305	2,412,305	2,412,305	2,500,000	2,500,000	24,298,440	29%

## Services provided by the Parking & Transportation Fund offset Property Taxes

The FY25 Budget reflects a continued distribution of \$2,500,000 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 lists these services, including the revenue retained in the General Fund.

***For FY25, services provided by parking revenues will offset Property Taxes by 95¢.***

***For the median single-family home valued at \$482,000, this equates to a tax offset of \$456.***

Services Provided by the Parking Fund which would be typically funded in the General Fund

	FY23	FY24	FY25
Revenues Retained in the General Fund	2,412,305	2,500,000	2,500,000
1 Transportation Programs	553,097	647,229	817,782
Salaries & Benefits	631,424	1,263,003	1,533,623
Paving Parking Lots	150,000	-	-
Snow Removal	300,000	300,000	300,000
Downtown Maintenance			349,307
Wayfinding			
2 Transportation Services	100,000	-	
Percent for Art			
School Bus Support	50,000	50,000	50,000
Police Services Support	60,000	60,000	60,000
Fire Services Support	25,000	25,000	25,000
Transfer - Prescott Park			60,000
Transfer - Recycling			100,000
Plan Studies		100,000	
Bike/Ped Plan Implementation	50,000	50,000	50,000
Traffic Calming			50,000
EV Charging Stations			50,000
Parking Lot Leases	22,000	22,000	22,500
Rolling Stock			340,000
Total	\$4,353,826	\$5,017,232	\$6,308,212

1. COAST Dues, Senior Transportation, Trolley Match, Shuttle Services, and Downtown Loop
2. Funding for innovative transportation programs

**Tax Rate Offset | 67¢ | 70¢ | 95¢**

### Capital Outlay

The Parking & Transportation Fund, through the [Capital Improvement Plan \(CIP\)](#), requests funds from parking revenues to support the pay-as-you-go policy of the City in regard to capital improvements. Once the CIP 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 FY25 for a total of \$200,000. The City Manager, after consulting with staff, has recommended reducing two projects as displayed below. *[Detail on each of these projects can be found in Appendix II of this document.]*

#### Parking & Transportation Capital Outlay Projects Fiscal Year 2025

Appendix II Page:	CIP #		City Council Adopted 3/4/2024	City Manager Adjusted	City Manger Recommended FY25 Budget
II	67	Level 2 and Level 3 EV Charging Stations	50,000		50,000
II	68	Hanover Garage Structural Improvements	600,000	(600,000)	-
II	79	Parking Lot Paving	150,000	(150,000)	-
II	80	Parking Meters	50,000		50,000
II	81	Bicycle/Pedestrian Plan Implementation	50,000		50,000
II	89	Traffic Calming	50,000		50,000
<b>Total Parking &amp; Transportation Fund Capital Outlay</b>			<b>\$950,000</b>	<b>(750,000)</b>	<b>\$200,000</b>

## ***Rolling Stock***

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to conduct daily City activities. The complete 10-year schedule is located in Appendix I of this budget document. The following table lists the vehicles and equipment identified for FY25 per the Rolling Stock Program for the Parking & Transportation Fund.

### ***FY25 PARKING & TRANSPORTATION REQUEST***

Focus 4 door Sedan	30,000
Small Packer (Year 1 of 2)	75,000
624K-II Loader (Year 2 of 4)	50,000
Equinox (Zoning)	30,000
F250 4x4 Utility Body	80,000
Snowloader WK-800 (Year 2 of 4)	80,000
F150 Pick Up	<u>45,000</u>
TOTAL	\$390,000



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# Strategic Planning, Citywide Goals, & Initiatives

## The Strategic Planning Process



Visioning, strategic planning, and goal setting is a multifaceted and synergistic process in a municipality. The strategic planning documents, which are the result of robust community engagement, inform the mission, vision, and goals and vice versa. As an organization, the City reflects the values of the community while contributing its professional expertise and setting the



conditions for productive engagement and prioritization of goals. The City's Goals consist of the priority goals of the currently elected City Council and the organization's long-term goals, with an emphasis on stability, compliance, and professionalism. City Departments use these Goals to develop the initiatives that the City prioritizes for the year.

For the first time, the entire nine-member City Council was re-elected to serve in 2024-2025. The Council held a retreat in January 2024 to review their previously

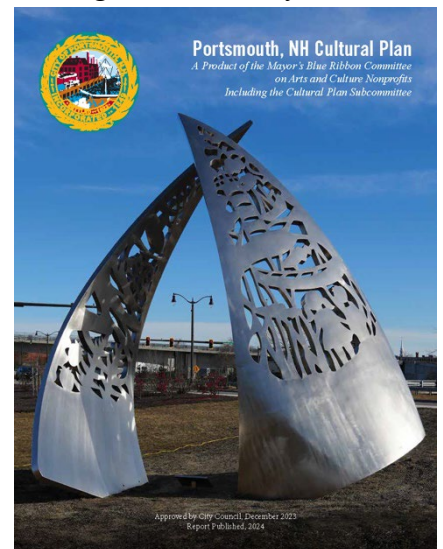
established goals, assess progress made, and identify prioritized areas of continued effort. From this discussion, the Council established the following five goals for their upcoming term:

- Enhance the supply of housing choices, especially the supply of below-market rate housing options.
- Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.
- Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.
- Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.
- Explore opportunities to support all modes of transportation options.

The focus of the strategic planning process and goal setting takes into account citizen engagement, collaboration, affordability, communication, delivery of services, good governance, and sustainability. These considerations are integrated throughout the FY25 Budget Document and illustrated in each department's goals and objectives.

## Strategic Planning Documents

- **The Capital Improvement Plan (CIP)** is a six-year capital planning tool – organized by project type – which provides project descriptions, justifications, anticipated timelines, associated studies and planning documents, and funding source details. The CIP process uses Strategic Plan goals to help prioritize projects, and resident engagement in advance of CIP Planning Board action. For more information, visit: [portsnh.co/cip](https://portsnh.co/cip).
- **A Recreational Needs Study** was recently completed and lays out a vision for Portsmouth’s Recreation program to be community-building and supportive; accessible, equitable, and connected; multi-generational; diverse, and focused on the health and wellbeing of all Portsmouth residents. For more information, visit: [portsnh.co/recneeds2023](https://portsnh.co/recneeds2023).
- **The Climate Action Plan** was also recently completed and provides a set of actions that can be taken by the community and the municipality to tackle greenhouse gas reduction and address sustainability and resiliency issues. This plan establishes targets for the City to meet and will serve as a foundational pillar for the Community to move towards a more climate adaptive and resilient future. For more information visit: [portsnh.co/climatefuture](https://portsnh.co/climatefuture).
- **The Cultural Plan** was adopted in March 2024 and developed through a process of inclusive community consultation and decision-making. This plan, last done in 2002, is designed to help Portsmouth’s leaders identify cultural resources, think strategically about how these resources can help the community to achieve its civic goals, and create a rich cultural environment for all. This plan is a foundational pillar for the upcoming update to the Citywide Master Plan. For more information, visit: [portsnh.co/2023CulturalPlan](https://portsnh.co/2023CulturalPlan).
- **The Market Square Master Plan** process began in March 2024 and will continue through the end of the calendar year. The goal is to capture the community’s vision for upgrades to this vibrant square at the heart of downtown. The changes proposed will set the stage for design and implementation plans for the needed infrastructure upgrades. This plan will become a foundational pillar to the upcoming Citywide Master Plan. For more information, visit: [portsnh.co/marketsquaremasterplan](https://portsnh.co/marketsquaremasterplan).
- **The Citywide Master Plan** is a planning document to guide land use and development within Portsmouth. Under New Hampshire State law, the Planning Board is required to prepare and periodically amend and update the Master Plan. The Planning Board adopted Portsmouth's current Master Plan 2025 in February 2017, and will kick off the next Master Plan effort starting in late 2024. For more information, visit: [portsnh.co/masterplan](https://portsnh.co/masterplan).



## Quality of Life Documents

- **The Bike/Pedestrian Plan** completed in 2014 will receive an update in 2024. This plan will comprehensively inventory all of the City’s bike and pedestrian accommodations, evaluate current and future needs, and prioritize systemwide improvements. Outcomes of this report will address strategies identified in the Climate Action Plan and will be input into the upcoming Citywide Master Plan. For more information, visit: [portsnh.co/bikepedplan](https://portsnh.co/bikepedplan).
- **The Open Space Plan** was adopted in 2020 and supports the Citywide Master Plan goal to manage existing open spaces and acquire additional spaces for passive recreation and environmental preservation. In addition to prioritizing land for protection and stewardship guidance, this plan identifies opportunities to expand connections between open spaces, neighborhoods, and trails, integrating climate resiliency objectives as appropriate. For more information, visit: [portsnh.co/openspace2020](https://portsnh.co/openspace2020).
- **A Complete Streets Policy** was adopted in 2013 to formalize the City’s commitment to “approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users” and to use the best and latest design standards available. These efforts include traffic-calming initiatives, annual sidewalk and paving projects, and gateway corridor improvement projects. For more information, visit: [portsnh.co/completestreets](https://portsnh.co/completestreets).

## Budget/Financial Documents

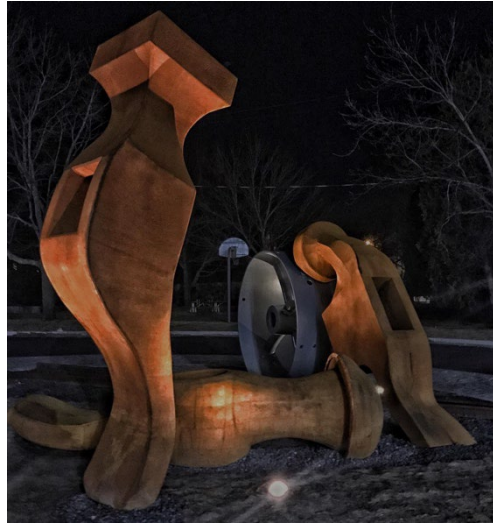
- **The City’s Annual Budget Document** serves as a value statement, a valuable communication tool, and a planning document for the upcoming year’s proposed budget expenditures for all City departments. Each department has selected and prioritized its goals and objectives to align with the Strategic Plan Goals in each Department’s Budget section. These Department-specific goals and objectives are measured by performance metrics to illustrate progress towards these department goals. For more information, visit: [portsnh.co/budgets](https://portsnh.co/budgets).

## New Committees, Boards, and Commissions Supporting our Strategic Planning Efforts

- **The Housing Blue Ribbon Committee** was established by the City Council in February 2024 to support its goal of enhancing the supply of housing in the City. This committee will continue the work of the former Land Use Committee and will explore a variety of policy options within the City’s purview. For more information, see the **Initiatives Section** of this document or visit: [portsnh.co/housingcte](https://portsnh.co/housingcte).
- **The Arts & Cultural Commission** was established to encourage support for arts and culture within the wider Portsmouth community. It will also foster the implementation of

the Cultural Plan, support the establishment of arts and cultural institutions in Portsmouth, promote the welfare of existing arts and cultural institutions, and support coordination and communication among local artists, arts, and cultural institutions. For more information, visit: [portsnh.co/artsculture](https://portsnh.co/artsculture).

- **The Public Art Review Committee** was established to champion high-quality public art for the City and to advise on public art-related topics. They are tasked with commissioning public art projects, providing guidance, developing, and installing works of public art. This will ensure that public art decisions, including those subject to land use approvals, follow established criteria, identifying locations for public art installations, and promoting engagement with public art sites throughout the City. For more information, visit: [portsnh.co/PARC](https://portsnh.co/PARC).
- **The Sustainability Committee**, formerly a Blue Ribbon Committee, was established as a standing committee to focus on three main areas: increasing awareness of the importance and value of sustainable practices, advising the City Council and City Manager on improving the sustainability of City operations and advising the City Council on a sustainable approach to the future growth and redevelopment of Portsmouth. For more information, visit: [portsnh.co/sustaincte](https://portsnh.co/sustaincte).



## FY25 Goals

These Goals are reviewed and evaluated every year by the City Council and senior staff to ensure they remain relevant to the City and support City priorities. A Strategic Plan is only valuable as a living document that reflects targeted goals and the ongoing adjustments needed to accomplish them. See the **Initiatives** of this document for Departmental priorities and goals.

# Citywide Goals & Initiatives

## Vision

The City of Portsmouth strives towards innovative, reflective leadership, to preserve its historical authenticity while embracing its sense of community.

## Mission

To preserve and enhance the quality of life for the citizens of Portsmouth by providing the highest quality services with a focus on safety, sustainability, preservation, culture, wellness, and diversity.



## Values

### **Integrity and Honesty**

Our actions are guided by a commitment to ethical conduct and transparency. We believe in upholding the highest standards of integrity, ensuring that every decision and interaction reflects our dedication to truthfulness and trustworthiness.

### **Community**

Our community is why we exist; the City staff are here to serve the citizens of Portsmouth. We embrace the richness of diversity and foster an inclusive environment where every voice is heard and valued. Through collaboration and mutual support, we cultivate a resilient community that stands strong in the face of challenges and celebrates collective achievements.

### **Vibrancy**

Sustainability and resilience are essential to our vitality. We envision a community that honors the past, thrives in the present and will do so for generations to come. When we embrace sustainable practices and innovative solutions, we ensure our community remains vibrant and resilient.

### **Leadership**

We believe in leading by example. We foster a culture of mentorship and collaboration with our team and the community that we serve. We strive to be leaders in our respective fields and trusted resources for our colleagues in the region, the state, and nationwide.

### **Historic Preservation and History**

Historic preservation is not merely about preserving buildings and artifacts, it includes the stories and legacies that shape our identity. History lights our path toward the future.



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## City Council Goals



*Enhance the supply of housing choices, especially the supply of below-market rate housing options*

- Leverage the resources available via the City's successful participation in the InvestNH Housing Navigator program (one of six cities in NH chosen).
- Capitalize on the creation of the Housing Blue Ribbon Committee to establish tangible goals and early wins for affordable and workforce housing.
- Continue to investigate and implement zoning changes to facilitate the development of housing – particularly below-market housing.



*Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community*

- Encourage, support, and promote completion of Climate Action Plan implementation items. Actions to include both the municipal side and the community at large.
- Identify potential changes to municipal zoning and permitting to support sustainability and resiliency.
- Train and support community leaders.



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government*

- Bring City Hall (Council, City staff) to neighborhoods, including Portsmouth Housing Authority properties and condo/apartment associations.
- Encourage new voices, conduct survey on engagement opportunities, re-envision public dialogue with City Councilors.
- Meet residents where they are!





*Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources*

- Encourage, support, and promote implementation items from the Cultural Plan, Public Art Review Committee and initiatives spearheaded by the Arts & Cultural Commission.
- Support recommendations from the Economic Development Commission relative to economic resilience and small business development and retention.



*Explore opportunities to support all modes of transportation options*

- Investigate feasibility of a long-discussed downtown loop shuttle, and ways to encourage optimal movement throughout the city to the benefit of all users and neighborhoods.
- Continue collaboration with regional transportation partners.
- Consider metrics of transportation equity.
- Plan for the future of smart, autonomous, connected vehicles and mobility as a service type, to include potential providers and options.

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## Organizational Goals



*Welcome and Support Diversity in the Workplace and Community*

The City endeavors to create a welcoming, safe, and diverse community for residents, businesses, and visitors. To achieve this goal, the City has implemented plans, policies, and initiatives, including the following:

- In June 2020, the Portsmouth City Council passed Resolution #13-2020, declaring Portsmouth to be a Racial Justice Municipality. Included in the resolution are several commitments that the City has begun to implement. For more information, visit: [portsnh.co/racialjustice](https://portsnh.co/racialjustice).
- The City of Portsmouth has a diversity, equity, and inclusion statement that was developed by an internal working group representing a wide variety of departments. For more information, visit: [portsnh.co/dei](https://portsnh.co/dei).

- The Portsmouth Public Library acts as a gateway to reading, information, culture, community activities and self-directed learning, serving all within the community. Like the City as a whole, the Library is dedicated to diversity, equity, and inclusion. Leadership in this area includes the establishment of the Taskforce for Inclusion, Diversity and Equity (TIDE), which meets weekly to discuss and combat racism in the building, collections, and profession.
- The Senior Activity Center ([portsnh.co/seniorcenter](https://portsnh.co/seniorcenter)), opened in 2020, in a greatly expanded space, with increased activity rooms, and a large Assembly Hall. The Center incorporates many design features recommended by the National Council on Aging and has become a vital, active center for seniors in the City.
- Community Campus ([portsnh.co/communitycampus](https://portsnh.co/communitycampus)), purchased in 2022, allowed the Recreation Department to expand their offerings and provide high-quality programming and facilities. In Fall 2024, it will also become the home of Robert J. Lister Academy, Portsmouth’s Alternative High School.



## Maintain Financial Stability

The City follows specific financial policies and long-term financial guidelines to manage its financial and budgetary affairs. By doing so, the City ensures that its financial resources are responsibly stewarded to meet the current 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	Rolling Stock Programs
Bond Rating	Capital Improvement Plan
Leave at Termination	Capital Outlay Policy
Health Insurance Stabilization Reserve	Debt Service Planning
Investment Policy	Municipal Fee Review Process
Property Valuation	Enterprise Fund User Rate Policy
Performance Measures	GFOA Award programs



## *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*

The City adheres to local, State, and federal laws and regulations while also identifying opportunities to help shape the laws that impact Portsmouth. The City, through its Legislative Subcommittee, plays an active role with our federal and state legislative delegations on matters that impact residents.

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## *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*

City staff strive to deliver services efficiently and diligently. The City models fiscal responsibility with long-standing, stable and predictable financial policies and practices. Professionalism, hard work, and dedication are hallmarks of City staff. Those in essential service roles continue to deliver the high-quality level of service that residents and businesses have come to expect and enjoy.

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## *Maintain and improve infrastructure to meet the needs of the community*

Municipalities depend on their infrastructure in the same way a living organism depends on its skeleton, nervous system, circulatory system, and brain. Without safe, efficient, functioning water, stormwater and sewer networks, bridges, streets and sidewalks, parking lots, garages, utility conduit and the interconnected “operating system” of knowledge, experience and resources, the City would not thrive. Infrastructure is the framework by which a city delivers the services its residents, business, and visitors depend on. One glance at the City’s [Capital Improvement Plan \(CIP\)](#) reveals just how complex the infrastructure has become to build, operate, and maintain.

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## School Board and Charter Commission Goals



*Provide an Educational Environment that Maintains School Board Goals and supports its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth*

The Portsmouth School Department, part of SAU 52, works in collaboration with the City on many initiatives. These include projects in energy efficiency, sustainability, and connectivity. Students are encouraged to be active participants in projects aligned with City goals. Our school community strives to create the following as a portrait of a graduate:

### **Passion for Knowledge**

Learners who are intrinsically motivated and well prepared to chart their own paths using curiosity, creativity, and critical thinking

### **Global Awareness & Community Contribution**

Learners who are service-oriented leaders in their own communities, who can see beyond their own shores - they have a deep appreciation for other cultures as well as a desire to establish themselves as advocates and contributors in the global landscape

### **Collaboration & Communication**

Learners who exhibit strong communication and collaboration skills that enable them to amplify diverse perspectives and skillfully navigate complex challenges

### **Transferable Skills**

Learners who possess practical life skills and strong work habits enabling them to adapt and to thrive as independent adults

### **Personal Well Being**

Learners who are healthy individuals, who find joy through a strong sense of self, belonging and an ability to actualize their own goals utilizing, resilience, flexibility, and a growth mindset

### **Empathy & Kindness**

Learners who embody kindness, empathy and compassion inclusive of all individuals

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## Protect the Community Through Fire Protection and Crime Prevention for its Residents and Businesses

- Police and Fire personnel serve and protect our community through various crime and fire cessation and prevention for residents and businesses alike. These critical Public Safety departments strive to maintain an active role within the community through community programs and life safety skills classes offered to the public.
- The Portsmouth Police Department ([portsnh.co/police](https://portsnh.co/police)) utilizes full-time and auxiliary (part-time) Police Officers, and non-sworn civilians (dispatchers and administration staff) to maintain safety and security in the City. The Department is made up of uniformed officers, police K-9, motorcycle patrol, animal control, members of the Seacoast Emergency Response Team (SERT), and Police Explorer Post. An Investigative Division is responsible for major crime investigations, juvenile investigations, Crime Stoppers, crime analysis, and the undercover narcotics unit.
- The Department follows the model of Community Policing for proactive problem-solving. At a time of social questioning, Community Policing continues to demonstrate that developing and maintaining partnerships is essential to sustaining dialogues that prevent the conditions that can produce 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 ([portsnh.co/fire](https://portsnh.co/fire)) 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 Department also provides residential and commercial safety inspections, fire extinguisher and safety classes, and fire station tours to keep the City safe and to better educate the public on potential fire and safety hazards.
- The Department also functioned as vaccinators for the City of Portsmouth through the COVID-19 Pandemic, maintaining and strengthening the reliable delivery of essential and critical emergency and non-emergency services and promoting the safety of the community and employees through comprehensive education and training.
- The Department seeks to minimize the risk of life and property loss through proactive planning, education, and enforcement of applicable codes and standards.

## Citywide Initiatives

### Planning & Sustainability

- **Climate Action Plan, “Portsmouth’s Climate Future”**  
The Climate Action Plan is intended to integrate climate adaptation planning into the City’s local planning and regulatory framework, to advance the City’s objectives as an Eco-Municipality and empower and encourage residents, businesses, visitors, and City staff to take action to reduce and adapt to the impacts of climate change.
- **Groundwater Monitoring Project**  
In FY25 and in support of the Coastal Resilience Initiative, the City takes a closer look at impacts to municipal infrastructure as the occurrence of sea level rise and coastal flooding increase. This study, which includes monitoring equipment to better understand the flow of groundwater over time will help identify where issues with infrastructure are likely to occur.
- **Portsmouth Energy Advisory Committee (PEAC)**  
PEAC is responsible for the coordination efforts associated with the City’s participation in the Community Power Coalition of NH program. PEAC continues to provide education, outreach, and support for residents to take advantage of the program. PEAC will also provide expertise and analysis as the City considers other renewable energy projects and opportunities.

#### Citywide/Council Goals Addressed:



*Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.*



*Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment.*



*Maintain and improve infrastructure to meet the needs of the community.*

- **Community Housing and the Housing Navigator**  
The City Council and City leadership have prioritized the goal to “to enhance the supply of housing choices, especially the supply of below-market rate housing options.”
  - The Housing Navigator, funded through a state grant from InvestNH, is responsible for the following initiatives:
    - Advance goals and objectives set by the former Land Use Committee Supported/Market Work Group
    - Follow up and build on the Portsmouth Listens Study Circle Dialogue, “Places to Live” ([portsnh.co/placestolive](https://portsnh.co/placestolive)) with the Housing Blue Ribbon Committee
    - Support ongoing collaboration and best practices in partnership with the Portsmouth Housing Authority (PHA)



- The Department will look at zoning options and other opportunities to increase the supply of housing in the City

**Citywide/Council Goals Addressed:**



*Enhance the supply of housing choices, especially the supply of below-market rate housing options.*



*Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.*



*Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment.*

- **Joint Land Use Study (JLUS)**

In FY25 the City will continue the collaboration with the JLUS coordinator, Southern Maine Planning & Development Commission and other New Hampshire partners including Rockingham Planning Commission and Strafford Regional Planning Commission to complete an application for federal funds for initiatives to ameliorate the impact of the Portsmouth Naval Shipyard workforce on housing and transportation, similar to those currently being piloted in Kittery.

**Citywide Goals Addressed:**



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.*



*Explore opportunities to support all modes of transportation options.*



*Maintain and improve infrastructure to meet needs of the community.*

- **Open Space Plan**

The City's Open Space Plan provides a blueprint to preserve and improve open space land for public access, use, and stewardship, and enhanced connectivity among open space assets Citywide. The Open Space Plan complements Complete Street and sustainable site development initiatives incorporated throughout the City.

- **Bicycle Pedestrian Master Plan 2025**

This update to the 2014 Bicycle and Pedestrian Plan is intended to comprehensively inventory all the City's bike and pedestrian accommodations, evaluate current and future needs, and prioritize systemwide improvements. The revised report will address strategies identified in the Climate Action Plan and will inform the upcoming Citywide Master Plan.

- **Market Square Master Plan**

This initiative is designed to explore and document proposed changes for Market Square with vigorous community input, design consultants, and an advisory group for a plan that will also serve to inform the upcoming Citywide Master Plan. The planning concepts derived from this effort will form a foundation for the design of infrastructure upgrades and enhancements.

- **Citywide Master Plan 2035**

The Planning & Sustainability Department works with the City’s Planning Board, Zoning Board of Adjustment, Historic District Commission, Conservation Commission, Technical Advisory Committee, various other City departments, property owners, and developers to manage growth in the City in accordance with the Citywide Master Plan. Work on the updated plan will begin in FY25 once the foundational documents, including the Cultural Plan, Climate Action Plan, Bike/Pedestrian Plan, Market Square Master Plan, and Parking Utilization Study, are completed. The consultant selected for the task will engage in rigorous community outreach starting in early 2025. An update to the Historic District Commission guidelines is included in this initiative.

**Citywide Goals Addressed:**



*Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.*



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*



*Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment.*



*Maintain and improve infrastructure to meet needs of the community.*

## **Human Resources (HR)**

- **Employee Training and Development**

In FY25 HR will utilize PowerDMS, launched in FY24, to reach all City employees with policy updates, training opportunities and relevant documents, increasing communication and engagement. The system allows for automated compliance and collaborative work on policies through workflows.

- **Contracts and Job Descriptions**

In FY25 HR is tasked with negotiations for eight (8) collective bargaining units and to complete updated job descriptions for each municipal position.

- **Diversity, Equity, and Inclusion Working Group**

In support of a key City goal, HR will engage employees in a new internal collaborative working group offering programs, communications, and activities. This group will also encourage efforts throughout the City which:

- Identify and promote examples of Portsmouth as a Racial Justice Municipality
- Assist the School Board and Charter Commissions in efforts to realize their goals for “closing opportunity gaps”
- Model diversity in hiring, retention, and advancement principles at all levels
- Provide ongoing training in Diversity, Equity, and Inclusion (DEI) for staff, elected, and appointed officials

- **Applicant Tracking Software**

In FY25 HR will implement the new applicant tracking software, Criterion, and create an internal-facing SharePoint HR site for employees.

**Citywide Goals Addressed:**



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.*



*Welcome and support diversity in the workplace and community.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*

## **Communications & Community Engagement**

- **Public Information & Outreach**

The Director of Communications and Community Engagement coordinates with the Public Information Officer (PIO) to implement best practices and continually adapt communications strategies to effectively reach and hear from the entire community.

- **Public Outreach for City Initiatives**

The Communications Team continues to work across departments to produce effective surveys and listening sessions, outreach campaigns, and materials to model an approach for future efforts to meet community needs and expectations.

- **Website Updates**  
The Communications Team continues to work with the Information Technology Department to deploy website improvements and collaborate with staff in the management of department webpages to increase accessibility, usability, and transparency.
- **Youth Group Engagement**  
The City continues to engage with Portsmouth High School and its youth groups (such as the Eco-Club), in collaboration with the Library’s Youth Services Division.
- **Citywide Neighborhood Committee Dialogue**  
The Citywide Neighborhood Committee (CNC) hosts forums in rotation in each of the five City Wards, and signature annual events to facilitate open dialogue among residents, City Council members, and City staff. These Ward Forums encourage candid discussion of the needs of neighborhoods, including, traffic calming, roads and sidewalks, communications, emergency response and other City services.
- **Branding and Style Guides**  
The Communications Team plans to develop and disseminate branding and style guides for consistency across City departments.

**Citywide Goals Addressed:**



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*Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*



*Maintain and improve infrastructure to meet the needs of the community.*

**Recreation**

- **Expand Summer Programs**  
In order to meet demand for summer recreation programs, in FY25 the Department has increased the number of camp spots, now accommodating up to 80 children per week at Camp Funstuff, up from 55. The Department also doubled the number of participants in Sports Camp and Art Camp from 15 to 30 per week.
- **Launch Concert Series**  
The Department plans to develop and launch a new concert series at the Senior Center and Community Campus.

- **New Turf Athletic Field**  
This initiative covers the design and construction of an additional field and related amenities adjacent to the existing athletic field at the property behind the Public Works facility.
- **South Mill Pond Playground**  
This FY25 project will complete the design to replace the existing South Mill playground with a new, universal design ADA compliant, age-friendly, inclusive playground and adds permanent restroom facilities to replace portable toilets at this location.
- **Skate Park**  
The City completed Phase One of the park in 2023 and held a ribbon-cutting in May 2024. Further work, dependent on funding, includes additional parking and access to the adjacent rail trail.

**Citywide Goals Addressed:**



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*Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*



*Maintain and improve infrastructure to meet the needs of the community.*

## Economic & Community Development

- **Customer Relationship Management Database**  
In FY25 the Department is creating and leveraging a relationship management database for business and industry to capture data digitally and establish a foundation for efficient and effective two-way communication with local business and industry constituents.

**Citywide Goals Addressed:**



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*Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*

- **Cultural Plan, Arts & Cultural Commission, Public Art Review Committee (PARC)**  
The Cultural Plan completed in FY24 provides guidance for the newly established Arts & Cultural Commission. PARC advises the City Council on private donations, proposed projects in the public realm, and commissions. This serves to fulfill the Percent-for-Art ordinance. In FY25 PARC will recommend a signature work of art on Peirce Island in connection with the Peirce Island WWTF upgrade project.

**Citywide Goals Addressed:**



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*Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*

**Finance**

- **Financial Reports - Public Outreach and Education**

The Department will continue to publish the *Annual Comprehensive Financial Report (ACFR)*, *Popular Annual Financial Report (PAFR)*, and *Budget Document* in accordance with the best practices and criteria established by the Government Finance Officers Association of the United States and Canada (GFOA) award programs.

**Citywide Goals Addressed:**



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Maintain financial stability.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*

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

The Department continues to oversee the City’s archival space for permanent records that are not held in the City Clerk’s Vault. These records range in age from 20 to 200+ years old. By law, the City must keep certain types of documents permanently (e.g., tax warrants, assessing documents, City Council records, etc.). The preservation of these documents is vital to the preservation of Portsmouth’s history. Requirements for the proper storage of permanent records include establishing a secure facility that is climate controlled and equipped with appropriate fire protection. This initiative both protects and preserves documents that are deteriorating and makes many of them available to the public in digital format. To date, the Department has successfully secured NH State Library “Moose Plate” grant funding seven times which has helped accelerate the timetable for this important, ongoing project.



**Citywide Goals Addressed:**



*Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*

## Legal

- **Legislative Subcommittee**

The City Council Legislative Subcommittee follows adopted Legislative Principles that identify and support legislative issues of interest to the City by offering testimony before NH House and Senate Committees. The Legislative Subcommittee provides perspective on legislative issues to the federal and local legislative delegations along with the public and identifies and discusses current and proposed legislation of interest to the City.

**Citywide Goal Addressed:**



*Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment.*

## Health

- **Community Health Needs Study**

The recently completed Community Health Needs Study recommends that the City should henceforth incorporate a “Health in All Policies” approach to future planning and ensure the City’s vulnerable populations are considered in all planning.” Implementation efforts will begin in FY25. For more information, visit: [portsnh.co/health](https://portsnh.co/health).

**Citywide Goals Addressed:**



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*Deliver services and programs with courtesy, professionalism, and efficiency.*

## Library

- **Bookmobile**

The Library will launch a bookmobile in FY25 with American Rescue Plan Act (ARPA) grant funding to provide library services to traditionally underserved neighborhoods and populations throughout the City.

**Citywide Goals Addressed:**



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*Deliver services and programs with courtesy, professionalism, and efficiency.*

## Information Technology

- **Information Technology (IT) Infrastructure**

The Information Technology Upgrades & Replacements project incorporates the General Government (City Hall, Public Works, Recreation, and Library), Police, Fire and School Departments' technology needs. The replacement and upgrade of computers, servers, and other technologies for FY25 then proceeds by department.

- **Cybersecurity**

In order to improve cybersecurity, the City has assessed its technology environment and developed a remediation plan to address recommendations from Homeland Security CISA (Cybersecurity and Infrastructure Security Agency).

- **Financial Software**

The various programs used to perform the necessary financial functions of the City are being upgraded and/or expanded for Citywide efficiencies. Due to the size and cost of this project, funding is spread out over several years with a phased in implementation beginning in FY25.

**Citywide Goals Addressed:**



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*Support the needs of residents, businesses, nonprofits, arts and cultural institutions by leveraging City and local resources.*



*Maintain and improve infrastructure to meet the needs of the community.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*

## Public Works

- **Water Division - Conservation Land Acquisition**

The Bellamy Reservoir Source Protection Plan has identified fifteen (15) key parcels in the Bellamy watershed for preservation through acquisition and/or easements. Each parcel was ranked by the City based on size, percent wetlands, development potential, slope, length of shoreline, proximity to water supply intake, and aesthetics. The Water Division continues to collaborate with the Town of Madbury, the Seacoast Land Trust (SELT), and private property owners to protect the land surrounding the reservoir, which serves as Portsmouth’s primary water supply.

- **East Coast Greenway**

The Department continues to work on initiatives such as a walking and biking trail to connect the public to the East Coast Greenway trail, which is scheduled to be completed by the NH Department of Transportation (NHDOT) in Fall 2024.

- **Stormwater Division Outreach – “Think Blue”**

The division continues to create and implement informative and engaging public information campaigns including:

- Postcard and video campaigns focusing on lawn care, yard waste, and pet waste, with consistent “Think Blue” branding and web page links for more information
- Participation in Citywide events including Earth Day with Sustainable Seacoast
- Household hazardous waste collection days offered in April and October
- Quarterly Safe Water Advisory Group (City Council Advisory Committee) meetings in collaboration with the Water Division to raise public awareness of the Great Bay Watershed

- **Tree City USA**

Every year the Department’s Parks & Greenery Division, along with the City’s Trees & Public Greenery Committee, continues the City’s Arbor Day Foundation goals. Portsmouth has achieved Tree City USA recognition for over twenty years by meeting the program’s four (4) requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least two dollars per capita, and an Arbor Day observance and proclamation.

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*Maintain and improve infrastructure to meet the needs of the community.*

- **City Facilities**

Public Works is responsible for all maintenance of and improvements to City facilities. In FY25 these will include continued repairs and renovations at City Hall, Library, Recreation (indoor and outdoor pools), Community Campus, DPW Recycling Center, and the City's fuel depot.

- **Hanover Garage Renovation**

In FY25, the City moves into the final year of this three-year project. This significant upgrade to the Hanover Parking Garage is intended to extend its useful life and provide parking for the foreseeable future.

- **DPW Complex Addition**

This project will provide upgrades to improve water and sewer division operations and efficiencies, including the construction of high bay storage for critical equipment that needs to be stored indoors. Funding for design, permitting and construction comes from the Water and Sewer Enterprise Funds.

- **High School Paving and Lighting Project**

The School Department is responsible for seven buildings and their respective campuses. Appropriations are used for improvement projects including paving, roofing, energy efficiency upgrades, infrastructure replacement, and security enhancements.

- **Community Campus**

Campus projects in FY25 include refit and maintenance work on the roof, fire alarm system, and HVAC controls. Additionally, there will be ongoing maintenance of plumbing infrastructure, playgrounds, retaining walls, and kitchen equipment. The City recently received a grant of \$1 million from the NH Community Development Finance Authority to support Community Campus upgrades. Along with \$1.5 million in ARPA funding approved by the City Council, these funds allow for building improvement which include tenant space updates and relocations in the building, IT improvements, security upgrades, and more programming and office space for the City's Recreation Department.

- **Indoor Pool**

With the dissolution of the non-profit organization Save the Indoor Portsmouth Pool (SIPP), the City has established a capital maintenance plan. In FY25 these monies address projects required for compliance with State standards.

- **Outdoor Pool**

The renovations to this facility are planned in phases. FY25 work includes upgrading the pool filter, liner, and pump house.

- **Prescott Park Master Plan Phase 1A**

In FY25 the plan calls for raising the Shaw warehouse and adjacent Water Street to mitigate flooding and improve drainage.

### Citywide Goals Addressed:



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*Maintain and improve infrastructure to meet the needs of the community.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*

- **Construction Projects**

Much of the planned roadwork for FY25 is part of the City's Wastewater Master Plan and Long-Term Control Plan. These projects separate wastewater from stormwater as an ongoing responsibility under the Consent Decree agreement between the City of Portsmouth, the Environmental Protection Agency (EPA) and the New Hampshire Department of Environmental Services (DES). The projects are designed to help reduce combined sewer overflows (CSOs) when single pipe configurations flood with stormwater during heavy rain events. Work is prioritized based on need and coordinated with other street and utility improvements.

- **Islington Street Corridor Storm Drainage Improvement**

- Includes the replacement of underground utilities (water, sewer, drain), roadway reconstruction, curbing and sidewalk installations, and landscaping improvements (ornamental lighting, street trees, benches, etc.). In FY25 Phase 2B will be undertaken, from Goodwin Park to the Maplewood/Congress/Middle intersection. For more information, visit: [portsnh.co/islingtonreconstruction](https://portsnh.co/islingtonreconstruction).

- **Sagamore Avenue Sewer Extension Project**

- The City completed its road-based extension of public sewer services to the southern portions of Sagamore Avenue and the surrounding area by installing a low-pressure sewer system. Private residence connections continue. Road and sidewalk improvements began at the end of FY24 and continue into FY25. For more information, visit: [portsnh.co/sagamoresewer](https://portsnh.co/sagamoresewer).

- **Fleet Street Area Reconstruction Project**

- This project is being completed in phases. FY25 covers the Vaughan Mall and upper Congress Street area as well as upgrades to the stormwater outfall to North Mill Pond which must be completed to accommodate the increased flows that will be generated by the separation of stormwater from wastewater. For more information, visit: [portsnh.co/fleetreconstruction](https://portsnh.co/fleetreconstruction).

- **Union Street & Willard Avenue**

- The process of a sewer separation project in the Union Street area began in the spring of 2022. The Union Street Sewer Separation work resumed in the spring of 2024 and

concludes in the construction season of FY25, with the reconstruction of the Willard Street area from Middle Street to Marston Street and includes Orchard Street and Ash Street. The project includes the replacement of sidewalks, pavement, and underground utilities including new storm drains, sewers, and water mains. For more information, visit: [portsnh.co/unionstreetproject](https://portsnh.co/unionstreetproject).

- **Wastewater Treatment**

The City owns and operates the Peirce Island Wastewater Treatment Facility (WWTF) and the Pease WWTF. For more information about the City's treatment of wastewater, visit: [portsnh.co/wastewater](https://portsnh.co/wastewater).

- **Pease WWTF**

Bonded through the City Sewer Enterprise Fund and State Revolving Fund, this FY25 initiative covers critical refurbishment of existing equipment. Initial engineering design for the necessary upgrades is underway. For more information about the facility, visit: [portsnh.co/peasewwtf](https://portsnh.co/peasewwtf).

- **Peirce Island WWTF**

Some portions of the facility that have operated since 2015 need upgrades to address equipment replacement, permit modifications and operational needs. The FY25 funds for sludge dewatering will provide redundancy and improve reliable operations. For more information, visit: [portsnh.co/wwtfupgrade](https://portsnh.co/wwtfupgrade).

- **Mechanic Street Pumping Station**

The Mechanic Street Wastewater Pumping Station is the largest in the City. Recent failures at the site indicate the need for a comprehensive replacement and upgrade. FY25 funds are intended for design. Federal and State grant monies, with the support of a City match, are anticipated in FY27. For more information, visit: [portsnh.co/mechanicupgrade](https://portsnh.co/mechanicupgrade).

- **Municipal Alliance for Adaptive Management (MAAM)**

The City is an active participant in the MAAM, comprised of communities around the Great Bay Estuary watershed, and working to implement a framework to provide greater long-term flexibility for meeting regulatory compliance and regional collaboration for protecting and promoting water quality. In FY25, work will continue to build a dedicated MAAM website where all the signatories can report – and the public can see – progress toward these goals. For more information, visit: [portsnh.co/maam](https://portsnh.co/maam).

- **PFAS Treatment Piloting at Pease**

The City continues to be at the forefront of exploring and testing options for the treatment of perfluoroalkyl and polyfluorinated substances (PFAS) in drinking water. A pilot program continues at that facility to explore the use of alternative filter media. Periodic PFAS testing provides comparative performance data as the City monitors the progress of proposed EPA changes in the PFAS standards. For more information, visit: [portsnh.co/PFASTesting](https://portsnh.co/PFASTesting).



- **Water Source PFAS Treatment**

All of the Pease/Portsmouth water sources meet the current New Hampshire standards. On April 10, 2024 the EPA announced new standards lowering the Maximum Contaminant Levels for PFOA and PFOS to 4 parts per trillion. Anticipating this, the City is designing a system to treat the Greenland well and conducting a preliminary design of treatment for the Portsmouth and Collins wells. The City anticipates that the US Air Force will continue to reimburse the expense. For more information, visit: [portsnh.co/PFASTesting](https://portsnh.co/PFASTesting).

- **Water Quality & Supply**

- **Water Main Across Little Bay**

The City continues to work with the Towns of Durham and Newington to construct a third 24-inch water transmission main beneath Little Bay to supplement the two existing mains. Due to cost, in FY25 the partnership funds for Phase 1 are being used to replace the old valves on the existing lines so that repairs could be made should a leak develop. Phase 2, to add the third water line, will advance in FY25 after redesign following a constructability, and regulatory review. For more information, visit: [portsnh.co/waterprojects](https://portsnh.co/waterprojects).

- **Private Waterline Testing**

The City continues to inventory residential and commercial water service lines to meet the October 16, 2024 deadline set by the EPA Lead and Copper Rule Improvement. Municipal water supply sources do not contain measurable quantities of lead as monitored by regularly scheduled lead testing in accordance with federal and State requirements. However, this metal may exist in components of household plumbing systems and water service lines. For more information, visit: [portsnh.co/servicelineinventory](https://portsnh.co/servicelineinventory).



- **Seacoast Interconnection Study**

Work continues in FY25 with the Seacoast Drinking Water Commission's Advisory Committee (chaired by DPW Deputy Director Brian Goetz) to perform an interconnection assessment of all Seacoast drinking water systems including an analysis of each water system's customer demographics, supply capabilities, water quality and water demands as well as projections of future need and the infrastructure improvements that would be required. For more information, visit: [portsnh.co/waterinterconnection](https://portsnh.co/waterinterconnection).

- **Lafayette Road Water Storage Tank Assessment**

FY25 Water Enterprise Funds are being used to evaluate options for improving this tank's performance and minimizing water quality issues associated with inadequate mixing. Funds for tank improvement design are also included.

- **Madbury Water Treatment Plant Improvements**  
FY25 Water Enterprise Funds include the replacement of the water treatment filter media, replacement of water pump drives, the purchase of a backup finished water pump, replacement of building siding, and the construction of a storage shed for equipment and spare parts.
- **Sound Barriers**  
The Pannaway Manor and Rockingham Avenue neighborhoods met the New Hampshire Department of Transportation (NH DOT) criteria for the construction of a sound barrier between homes there and nearby Interstate 95. NH DOT started construction on the I-95 Pannaway Manor sound barrier in FY24 and continues. As the New Franklin School site did not meet the federal criteria for sound barriers, the City has designated \$50,000 to investigate and implement sound barriers. For more information, visit: [portsnh.co/soundbarriers](https://portsnh.co/soundbarriers).
- **Creek Neighborhood Project**  
This project to address water, sewer, drainage, and streetscape improvements in the Creek Neighborhood is being implemented in phases similar to the McDonough Street area project completed in 2019. Phase 1 began with the Bartlett Street project in Spring 2024.
- **Sidewalk Reconstruction Program**  
The assessment of City maintained sidewalks contains detailed information on 77 miles of sidewalk, not including those within parks, fields and other City maintained facilities. The annual sidewalks project consists of sidewalks identified as being in poor to fair condition. Reconstruction work is prioritized based on need and coordinated with other street and utility work and in FY25 includes Sagamore Avenue, Mason, and Decatur.
- **Greenleaf Avenue**  
This sidewalk project is at the request of residents from the Hillside Drive Neighborhood because a new fence on private property has impeded safe access to South Street. The project starts with design in FY25.
- **Traffic Signal Upgrade & Intersections Programs**  
The City continues to replace antiquated signal systems to 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.
  - **Middle Street, Miller Avenue and Summer Street**  
This intersection was identified as needing improvements and is being reconfigured in FY25.
- **Bridge Improvements**  
This project provides for the maintenance of City bridges, which typically includes sealing concrete surfaces, replacing pavement surfaces and bridge membranes, and maintaining or upgrading railing systems and fences. Funds are based on the Bridge Master Plan recommendations for the highest priority repairs.
  - **Maplewood Avenue Bridge over North Mill Pond Structural Repairs**  
This project, including repairs to the culvert, sidewalks and guardrails and lighting, commenced at the end of FY24 and continues in FY25.

- **Bartlett Street Bridge**

In FY24, the City received a Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant of \$460,000 to perform preliminary engineering and development of specifications and cost estimates to replace the Bartlett Street bridge near the intersection of Bartlett and Cate Street. That work continues in FY25.

- **Peirce Island Road Resiliency Project**

In FY24, the project to raise Pierce Island Road received \$965,333 in Congressionally Directed Spending (CDS) from the Federal Pre-Disaster Mitigation (PDM) Grant Program through the NH Department of Homeland Security and Emergency Management. In FY25, the Department is moving forward on this project to provide critical and consistent access to the Pierce Island WWTF.

- **Street Paving, Management and Rehabilitation**

In FY25 the City plans to reconstruct and repave Saratoga Way, Crescent Way/Preble Way, Ranger Way (access road under I-95) and from Kearsarge Way to Falkland Place, Brigham Lane neighborhood including Cutts Avenue, Chase Lane and Michael Succi Drive, Boyd Road, and Dearborn Street.

Since 1993, the City has followed a Pavement Condition Management Program. Road conditions and budget requirements are analyzed, and road-paving programs are developed. The report provides recommended funding to maintain street conditions at the current level. These are capital costs, implemented over a two-year period with an expected life of 20 years. The Public Works operations budget includes maintenance work costs with an expected life of 10 years. For more information, visit: [portsnh.co/paving](https://portsnh.co/paving).

- **Neighborhood Traffic-Calming Efforts**

The City prioritizes convenient, safe, and accessible streets and roadways for all transportation users. As traffic safety issues arise, the Neighborhood Traffic-Calming Program provides a mechanism for neighborhood groups to work with the City, so all neighborhood stakeholders have the opportunity to be involved in plans. The City holds public information meetings, joins Citywide Neighborhood Committee Forums, and conducts neighborhood surveys. For FY25 projects, visit: [portsnh.co/traffic-calm](https://portsnh.co/traffic-calm).

- **Community Policing Facility**

The working group established at the start of this project provided several site options to the City Council. Due to higher than projected construction costs associated with these sites, the working group is revisiting options to consider a hybrid structure that utilizes some existing police facilities within the Municipal Complex and includes the construction of an addition. For more information, visit: [portsnh.co/policingfacility](https://portsnh.co/policingfacility).

**Citywide Goals Addressed:**



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*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Maintain financial stability.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*



*Protect the community through fire and crime cessation and prevention for its residents and businesses.*

- **Portsmouth Emergency Management Team (EMT)**

The Fire, Police, and Health Departments collaborate with the City Manager to keep the community protected and informed with coordinated plans, drills, and regular communication. The EMT continues to update and implement procedures and best practices in Emergency Planning, updating both the City’s Local Emergency Operation Plan and the Hazard Mitigation Plan to ensure the City’s readiness and plans for a variety of human-caused and natural disasters. In FY25 the Health Department will implement practices to address the Health Needs Study findings ([portsnh.co/health](https://portsnh.co/health)). The City continues to evaluate facilities including the Community Campus as emergency shelters.

**Citywide Goals Addressed:**



*Protect the community through fire and crime cessation and prevention for its residents and businesses.*



*Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment.*

## **Police Department**

In FY25, the Police Department will move forward with the following initiatives:

- **Computer Aided Dispatch/Records Management System (CAD/RMS)**

In FY24, the Department kicked off implementation of a new system with data migration anticipated to be completed in the second quarter of FY25. Once completed and tested, staff will be trained. An advocacy group of over 100 City residents recently proposed a set of policy changes to the Police Commission to enhance Commission and Department transparency, accountability, performance, good will, and community confidence. The recommendation of data gathering/analysis from this effort informs the new CAD/RMS system. The first set of “quarterly” data is anticipated to be available at the end of FY25.

- Rapid Response Access Point/Mobile Crisis Response Team**  
 The Department will continue its partnerships on calls for service with a mental health component. The team has become a valuable resource in dealing with these types of calls. In FY25, the Department’s Social Worker will further enhance these responses by deploying for mental health calls, as directed, and by adding a follow-up component.
- The 30 x 30 Advancing Women in Policing Initiative**  
 This ongoing initiative seeks to increase the representation and experiences of women in all ranks of policing. The stated goal, to reach a proportion of 30% women among sworn staff by 2030, is having positive results. The Department is currently at 9%, up from 7% in FY23.
- Public Safety Training**  
 Training events in FY25 include CRASE, ALICE, Fraud Awareness, Personal Safety, and Bank Safety.
- Community Events**  
 In FY25, the Department’s efforts in Community Policing continues such popular initiatives as Coffee with a Cop, Shop with a Cop, National Walk to School Day, Senior Summer Picnic, National Night Out, Veterans Breakfast and Senior Thanksgiving Luncheon.
- Reinstate the Downtown Business Association (DBA)**  
 In the past, the DBA group consisted of downtown business owners and representatives from the Department. The group’s goals were to identify areas and issues that benefit from a proactive police approach to address crimes business owners were experiencing or observing, identify where police could help by being more visible, and to strengthen community relations between the police and business owners. The group gave business owners a voice, and an opportunity to become more involved in solving downtown issues. Reconstituting this group in FY25 creates an opportunity to add City staff to the conversation as needed.

**Citywide Goals Addressed:**



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*



*Protect the community through fire and crime cessation and prevention for its residents and businesses.*

## Fire Department

- **Fire Station Security Upgrades**

This FY25 project provides safety and security to the staff of the Fire Department in addition to securing the inventory and assets of the Department. The consultant will complete an inventory of immediate and future needs and the appropriate technology to identify and install a security system for the storerooms, offices, and public entrances of all Fire Department buildings. This new security system will include electronic key access and enhanced security camera capabilities, with appropriate IT hardware and software support.

**Citywide Goals Addressed:**



*Deliver services and programs with courtesy, professionalism, and efficiency.*



*Protect the community through fire and crime cessation and prevention for its residents and businesses.*



# Citywide Recognitions, Awards, Grants, and Accomplishments for Fiscal Year 2024

## Recognitions & Awards

### Tree City USA Award & Tree City USA Growth Awards

[The Arbor Day Foundation](#) awarded the City of Portsmouth’s Department of Public Works with its 26th [Tree City USA](#) designation and its sixth [Tree Growth Award](#). Portsmouth continues to achieve the Tree City USA recognition by meeting the program’s four requirements: maintain a tree board or department, establish a tree-care ordinance, fund an annual community forestry budget of at least two dollars per capita, and hold an Arbor Day observance and proclamation. The Department of Public Works’ Parks and Greenery group was awarded the Tree Growth Award due to its high levels of education, partnership, planning, management, tree planting, and maintenance.



### Age Friendly City



The City continues to be recognized as an Age Friendly Community through the American Association of Retired Persons’ (AARP) Livable Community initiative. Age Friendly efforts strive to support people of all ages and improve the quality of life for everyone.

A community benefits from the adoption of policies and programs that increase health and wellness programming, feature transportation options, enable access to key services, and provide opportunities to participate in social activities. Well-designed, age friendly communities make for happier, healthier residents regardless of age.

Approximately 37% of Portsmouth residents are aged 50 and older. The City supports a Senior Activity Center to coordinate activities, partnerships, and programs that support an aging population. The Recreation Department and Portsmouth Public Library host hundreds of activities for all ages year round.



## Department of Public Works Water, Wastewater, Storm Water Divisions

- **Plant of the Year**

The NH Department of Environmental Services (DES) and New Hampshire Water Pollution Control Association presented the 2023 Wastewater Plant of the Year Award to the City of Portsmouth for the Peirce Island Wastewater Treatment Facility. This award recognizes outstanding excellence in wastewater treatment facility operations, compliance with both the US Environmental Protection Agency (EPA) and DES treatment regulations, safety, employee education, public outreach, and professional participation.

- **New Hampshire Source Water Protection Award**

The protection of the Bellamy Reservoir is a high priority because it is the primary water supply for the City. To protect water quality from the pressures of development, the City seeks to own lots or easements around the entire reservoir, and to conserve land within the watershed, the surrounding wetlands, rivers, and streams. This effort helps the municipal water system provide quality drinking water. DES recognized the City for these efforts with an award in 2023.

## School Department

- **Career & Technical Education (CTE)**

CTE students earned medals at the Educators Rising NH State Leadership Conference and at the Educators Rising National Conference, including gold medals for Children's Literature K-3, Ethical Dilemma, and a perfect score for Exploring Support Services Careers, along with a bronze medal for Job Interview.

- **Culinary Arts** students won the State's gold medal for Baking and Pastry Arts at the SkillsUSA NH Spring Conference and won the silver medal at SkillsUSA National Conference.

- **Two Automotive Technology** students won gold medals at the SkillsUSA NH Spring Conference and went on to compete nationally in Automotive Service Technology and Diesel Equipment Technology.

- **Three Portsmouth High School (PHS) Business** students were recognized by the Portsmouth Chamber Collaborative and Women's Business League, at their first CelebrateHER event. Rising Stars recognizes students in a nontraditional career path who exhibit leadership skills and aspire to career pathways related to business.

- **PHS-CTE Business Pathways Accounting** students visited UNH's Paul College of Business and Economics to explore accounting careers and participate in a skills competition. The event culminated in a student-led trivia game and Fraud Exploration Challenge where they competed against peers from across NH.

- **The Rotary Club of Portsmouth** recognized CTE Director, Courtney Ritchings with the 2023 Vocational Excellence in Education Award.

## **Portsmouth High School**

- **Special Olympics 2024 Unified Champion School National Banner Award**

This award goes to a school that has shown inclusivity, collaboration, engagement, and respect for all members of the student body and staff. A school must meet 10 national standards of excellence as follows:

- The school must incorporate fully inclusive sports or fitness programs made up of roughly equal numbers of students with and without intellectual disabilities.
- Students with and without intellectual disabilities must work to lead advocacy, awareness, inclusion, and other Special Olympics activities throughout the school year.
- The school must engage in awareness and education activities that promote inclusion and reach a majority of the school population

- **Little Harbour Elementary School**

- A nomination for the New Hampshire Department of Education's Teacher of the Year for Erin Delaney
- Best Buddies program, that began with [Clipper Foundation Grant](#) funds, won an Outstanding Chapter award

- **Dondero Elementary School**

- U.S. Department of Education National Blue-Ribbon Award-winning school
- Special recognition from the Italian Consulate of Boston to a 5th grader for showcasing his Italian-language skills in a project titled "Italian: Lessons in Sustainability"

- **Administration**

- New Hampshire Association of School Business Officials – NH School Business Administrator of the Year for Nathan Lunney

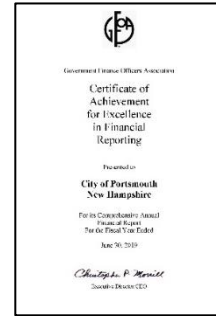
- **Teams**

- Portsmouth High School Debating Team
  - First place in the Boston Latin School competition. The PHS team of 16 was the sole NH team competing among 430 students.
  - The Portsmouth team won four of six rounds to advance to the elimination round of the Harvard competition. The event featured more than 5,400 students from more than 650 schools across the country and internationally.
- Portsmouth High School Boys Alpine Ski Team, Division 1 State Champions
- Portsmouth High School Cheerleaders placed third in the Astroblast competition at Pinkerton Academy and first at the Winter Spirit Invitational at Nashua North High School.
- The Portsmouth High School Wrestling Team won the NHIAA Division II Wrestling State Championship in the 190 pound Division and the Meet of Champions for the 190 pound Division.

## Finance Department

- Government Finance Officers Association (GFOA) Awards Annual Comprehensive Financial Report Award (ACFR)**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the City of Portsmouth its 30th Certificate of Achievement for Excellence in Financial Reporting for the fiscal year-ended June 30, 2022 ACFR. The Certificate of Achievement recognizes the publication of “a readable and efficiently organized Annual Comprehensive Financial Report, whose contents conform to program standards.” Such reports must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements.



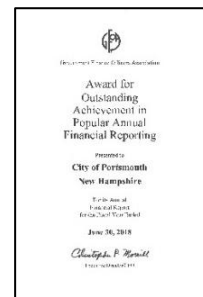
- Budget Presentation Award**

The City received the GFOA’s Distinguished Budget Presentation Award for the 17th consecutive year for the Proposed Budget Document for fiscal year beginning July 1, 2022 (FY22). The award recognizes the City’s budget documents as “proficient as a policy document, a financial plan, an operations guide and a communication device.”



- Popular Annual Financial Report (PAFR) Award**

The City received the GFOA’s Popular Annual Financial Report (PAFR) Award for the 6<sup>th</sup> consecutive year for the fiscal year-ended June 30, 2022 report. This award recognizes the publication of “a document that extracts information from their Annual Comprehensive Financial Report 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.”



- Triple Crown Medallion**

The City of Portsmouth received its 5<sup>th</sup> consecutive GFOA Triple Crown Medallion for achieving all three (3) awards for exceptional financial reporting: the City’s FY24 Budget Document, the FY22 Annual Comprehensive Financial Report, and the FY22 Popular Annual Financial Report.



- Bond Rating**

Standard & Poor’s (S&P), the national rating agency, completed another municipal bond credit rating review in June 2023 and affirmed the City’s AAA rating, the highest rating possible with S&P 11 consecutive times. The City has maintained this rating since 2013. In their summary, S&P noted that their report “[R]eflects S&P Global Ratings' opinion of the city's very strong management and economic profile, which we believe will continue to support its positive financial operations, resulting in continued maintenance of the city's high reserve levels.”



## Notable Media Accolades

The following is a highlight of the media coverage received in FY24:

- WCVB-TV, Seaside City of Portsmouth is perfect destination (March 2024), [wcvb.com](http://wcvb.com);
- Yankee/NewEngland.com, “Best River Towns, Best Places to Live in New England” (March 2024), [newengland.com](http://newengland.com);
- Travel + Leisure, 10 Best Places to Live on the East Coast (January 2024), [travandleisure.com](http://travandleisure.com);
- Harvard Magazine, No Sleepy Coastal Town (December 2023), [harvardmagazine.com](http://harvardmagazine.com);
- House Beautiful, 4th Most Festive Christmas Town in the US (September 2023), [wokq.com](http://wokq.com);
- Smithsonian Magazine, Best Historic Small Towns (July 2023), [smithsonianmag.com](http://smithsonianmag.com);
- World Atlas 8 Top-Rated Small Towns in NH (December 2023), [worldatlas.com](http://worldatlas.com); and
- TheTravel.com 10 Cozy Towns in NH to Retire To (November 2023), [thetravel.com](http://thetravel.com).

For more reviews and accolades, go to: [portsnh.co/accolades](http://portsnh.co/accolades).

## Grant Awards

The City diligently seeks out grants through federal and State agencies to fund capital projects and services. For FY24, the City has received the following grants:

### **General Government**

2023 NH State Conservation Commission Moose License Plate Grant for the preservation, microfilming, and digitalization of three Portsmouth Taxation Documents dated 1909 to 1911 – \$9,695.80

### **Planning & Sustainability**

2023 NH State Conservation Commission Moose License Plate Grant to update Citywide wetland delineation (last completed in 2003) – \$20,000

### **Fire Department**

- Grant from the State of New Hampshire Department of Safety, Division of Fire Standards & Training and Emergency Medical Services – \$16,575
- Grant from State of New Hampshire Department of Safety Pre-Disaster Mitigation Grant Program – \$965,333.33 (with a City match of 25%)
- Donation of a 1920 American LaFrance Fire Truck – estimated value \$40,000.00 - \$60,000.00 (subject to final appraisal)
- Donation from Paul Gormley & Kimi Iguchi to be used at the Department’s discretion – \$2,500.00
- Grant for Hazard Mitigation Plan – \$15,000.30. The total cost of this project will be \$16,667, with the City responsible for a 10% match of \$1,666.70

## **Police Department**

- Patrick Lahey Bulletproof Vest Partnership Grant – \$11,437
- Internet Crimes Against Children (ICAC) Grant, Supplement 2 – \$381,221
- Forensic Shield Grant from the NH ICAC Task Force – \$1,300,000
- Office of Justice Programs (OJP) to help purchase a ‘FARO 3D Imaging System’ to help improve investigative efficiencies relative to mapping out crime scenes – \$12,499
- 2023 Homeland Security Grant award from the Department of Safety for Seacoast Emergency Response Team SWAT equipment – \$14,403
- AT&T Service Donation for the purchase of Comfort Dog Mason from Hero Pups, Inc., and to help with his training costs – \$7,000
- Portsmouth residents’ donation – \$2,500
- Violence Against Women Act (VAWA) Grant for expenses incurred and services rendered for direct victim services, including expenses for personnel. The Grant is used to fund 45% of the Legal Department’s Victim Witness Advocate position and requires a cash match contribution – \$25,025
- Portsmouth Ford donation of a 2023 Ford F-150 Lightning electric vehicle and corresponding charging station – value \$57,974
- Victims of Crime Act Grant to fund the City Legal Department’s Victim Witness Advocate – \$24,739

## **Department of Public Works**

- American Rescue Plan Act Funds for the Fleet Street Roadway Reconstruction for modification of the anticipated project – \$519,500
- New Hampshire Department of Environmental Services Grant in Support of Household Hazardous Waste Collection Events – \$4,265
- Mark Falzone, Scenic America donation for the Planting of a Memorial Tree in Recognition of Dr. Geoffrey Clark – \$1,500

## **Recreation**

- NH Community Development Finance Authority grant for Community Campus renovation project – \$1,000,000
- Donation from BRGR Bar for the Skate Park – \$1,049
- Elks Club Gratitude Grant for lifeguard training – \$3,000
- Portsmouth Senior Activity Center grants:
  - Foundation for Seacoast Health for Fall 2023 focus on Older Adults: Enrichment for the Arts & Health – \$10,000
  - Portsmouth Housing Authority – \$10,000
  - Service Credit Union grant for veterans’ activities – \$1,500



## School Department

The School Department provides application, implementation, and reporting each year for a series of federal grants that are allocated annually to school districts by formula, and the School Department also pursues additional funding opportunities from public and private sources.

- **Federal Grants**
  - Title I, Part A (Improving the Academic Achievement of the Disadvantaged) – \$520,476
  - Title II, Part A (Supporting Effective Instruction) – \$90,014
  - Title IV, Part A (Student Support and Academic Enrichment) – \$53,013
  - IDEA (Supporting Instruction for Students with Disabilities) – \$605,775
  - IDEA Preschool (Supporting Instruction for Preschool Students with Disabilities) – \$13,765
  - Perkins V (Strengthening Career and Technical Education) – \$68,881
  - Promising Futures for NH Project (NHED and NHDHHS) – \$17,500
  - NHSAFE Grants (Security Action for Education) – \$62,120 to Little Harbour, \$49,094 to Dondero, and \$43,643 to New Franklin Elementary Schools
- **Portsmouth High School**
  - Clipper Foundation Grant for Students Take Root and Sail – \$5,000
- **CTE**
  - Feed NH Grant for the Culinary Arts program - \$15,000
- **Portsmouth Middle School**
  - Clipper Foundation Grant for the outdoor classroom – \$4,995
  - Donation from McNabb Group Properties for the outdoor classroom – \$2,000
- **All Elementary Schools**
  - Clipper Foundation Grant for Growing Nature Roots – \$5,500
- **Dondero Elementary School**
  - Clipper Foundation Grant for the Sensory Motor Path – \$2,500
  - Clipper Foundation Grant for the Regulated Classroom – \$3,000
  - Clipper Foundation Grant for New Voices Project – \$4,200
- **Little Harbour Elementary School**
  - Clipper Foundation Grant for the startup costs for a Best Buddies chapter – \$2,900
  - Clipper Foundation Grant for art display panels – \$7,750
- **New Franklin Elementary School**
  - Clipper Foundation Grant for Vacation Week STEAM projects – \$900

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## Accomplishments

The following are Citywide Accomplishments in support of City Council and Citywide Organizational Goals

### General

- **Portsmouth NH 400th Anniversary, 1623-2023**

Portsmouth NH 400th, Inc., an independent nonprofit organization, managed the City's commemorative events, programs, and projects with support from the City. The success of PNH400 can be measured by the commissioning and installation of the Legacy Sculpture "Endeavor," hosting a national sea level rise symposium, conducting several signature events, exhibits, programs, and projects. In addition, the group published of four commemorative books, contributed 18,000 volunteer hours, raised \$1 million in sponsorship, facilitated 1000 time capsule contributions, and orchestrated one incredible year of celebration. For details, visit: [portsmouthnh400.org](http://portsmouthnh400.org).



**Citywide Goals Addressed:**



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*



*Deliver services and programs with courtesy, professionalism, and efficiency.*

### Library

- **Business Collaboration**

Hosted Chamber Collaborative Morning Mixer; implemented Gale Business Resources, and online Wall Street Journal.

- **Strategic Plan**

Engaged residents in a survey sent to all households and held forums in support of a Strategic Plan for the Library.

**Citywide Goals Addressed:**



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*

## Economic Development

- **Business Collaborations**

The Economic and Community Development Department collaborates with the Seacoast Economic Development Stakeholders to share best practices when engaging employers specifically around the issues of employee attraction and retention. The Department deployed NH Business and Economic Affairs funds and partnered with SOHO Creative (a Portsmouth business) to create an employer toolkit video series now available to employers across the Seacoast. For details, visit: [sohocreativestudio.com/employer-toolkit](https://sohocreativestudio.com/employer-toolkit).

**Citywide Goals Addressed:**



*Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*

## Arts, Culture and History

- **Cultural Plan/Arts & Cultural Commission**

In FY24, the Blue Ribbon Committee on Arts and Nonprofits focused on updating the 2002 Cultural Plan and presented the 2023 Cultural Plan as guidance for the newly established Arts & Cultural Commission. For details, visit: [portsnh.co/artsculture](https://portsnh.co/artsculture).

- **Americans for the Arts Study**

This Committee also managed the City’s participation in the Americans For the Arts “Arts & Economic Prosperity 6” survey that found that in Greater Portsmouth the arts contributed \$70.2 million in spending – excluding admissions fees – to the local economy, a number that is significantly higher than other communities our size.

- **Public Art Review Committee (PARC)**

PARC advises the City Council on private donations, proposed projects in the public realm, and commissions to fulfill the Percent-for-Art ordinance. In January 2024, PARC launched an initiative to commission a signature work of art on Peirce Island in connection with the Peirce Island Wastewater Treatment Facility upgrade project as part of that ordinance. For details, visit: [portsnh.co/PARC](https://portsnh.co/PARC).

- **Historical Archives Blue Ribbon Committee**

The City, several organizations, and individuals own and store important historical records, some of which must be maintained by law. The City and those organizations do not have adequate facilities to properly store and preserve them. Chaired by City Councilor Vincent Lombardi, the Committee includes representatives from the Portsmouth Public Library, Strawberry Banke Museum, Portsmouth Athenaeum, Portsmouth Historical Society and other archives professionals and collectors. Their 2023 end-of-year report requested Capital Improvement Plan (CIP) funding to assess the collective archives. For details, visit: [portsnh.co/historicalarchives](https://portsnh.co/historicalarchives).

- **Sister & Friendship Cities**

The City welcomed visitors from its Friendship and Sister Cities Santarcangelo, Italy,

Carrickfergus, Northern Ireland, and Portsmouth, England. The City has revived the Blue Ribbon Committee on Sister Cities to sustain these relationships and evaluate new requests. Additionally, the City participated in the Sister Cities International US-Japan Hajimari (“Origins”) project presenting a recap of Portsmouth’s Sister City partnership with Nichinan, Japan.

- **Historic Cemetery Committee**

The Committee completed the cleaning of 400 headstones “for the 400<sup>th</sup>,” made Hall Cemetery on South Street more accessible, and organized a reinterment ceremony for historical remains in North Cemetery. For details, visit: [portsnh.co/cemeterycte](https://portsnh.co/cemeterycte).

- **Informational Signage Projects**

Signage projects completed in FY24 included: a kiosk in Bohenko Gateway Park detailing the history of USS Albacore and the historic waterfront and the waterfront environment; South Mill Pond signage on the clean-up efforts and Combined Sewer Overflow discharge improvements; and trail signs at Peirce Island and on the Portsmouth portion of the Rail Trail.

**Citywide Goals Addressed:**



*Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



*Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*

## Planning & Sustainability

- **Climate Action Plan, “Portsmouth’s Climate Future”**

Prior to the end of FY24, the City Council is anticipating to adopt a climate action plan. The draft plan spells out a set of actions that can be taken by the community and the municipality to tackle greenhouse gas reduction. The plan establishes a set of targets for residents and City government to meet. This plan, when adopted and final, will serve as a foundational pillar for the community to move towards a more climate friendly and resilient future and to inform the Citywide Master Plan. For details, visit: [portsnh.co/climatefuture](https://portsnh.co/climatefuture).

- **Market Square Master Plan**

In FY24, the City selected consultants BETA Group and created a working group comprised of residents, business owners, and City Staff. The goal is to capture the community’s vision for Market Square and begin the plan to upgrade the vibrant center of Portsmouth. For details, visit: [portsnh.co/marketsquaremasterplan](https://portsnh.co/marketsquaremasterplan).

- **Capital Improvement Plan (CIP) FY25 - 30**

Through a public outreach process, the City received 95 individual citizen requests. After consolidating duplicates, 47 unique project requests emerged. Of those, 24 were already included in the CIP, and 17 were better served by an alternate process. This left six projects eligible for consideration. The City Council included two of these items in the CIP for FY2025 - 2030. For details, visit: [portsnh.co/cip](https://portsnh.co/cip).

- **Portsmouth Energy Advisory Committee**

Portsmouth Community Power (PCP) was launched in June 2023. PCP allows all Portsmouth Eversource customers to take advantage of the Community Power Coalition of New Hampshire’s preferred rates and the ability to opt-up to more renewable sources of electricity. Ultimately, PCP will allow Portsmouth to initiate and/or launch collaborative alternative power projects. For details, visit: [portsnh.co/peac](https://portsnh.co/peac).

- **InvestNH Grant**

The City of Portsmouth was awarded funding by the New Hampshire Housing Finance Authority under the InvestNH Municipal Planning and Zoning Grant program to support a staff Housing Navigator, a two-year grant funded position within the Planning & Sustainability Department, whose role is to initiate and advance the City’s efforts to increase its supply of housing (specifically focusing on workforce housing). Additionally, InvestNH awarded funds to the City to support regulatory development which will include zoning code updates as well as an Accessory Dwelling Unit handbook.

- **Community Housing**

Department initiatives included a collaborative review of available sites for housing with the Land Use Committee, Portsmouth Housing Authority, and other stakeholders, the addition of a Housing Navigator in the Planning & Sustainability Department, a community-wide Portsmouth Listens dialogue to gain greater understanding of needs and opportunities, and the formation of a Housing Blue Ribbon Committee. For details, visit: [portsnh.co/housingcte](https://portsnh.co/housingcte).

- **Joint Land Use Study (JLUS)**

The City collaborated with the JLUS coordinator from Southern Maine Planning and other NH-side partners, including Rockingham County Planning and Strafford County Planning to draft an application for federal funds for initiatives to ameliorate the impact of the Portsmouth Naval Shipyard workforce on housing and transportation. This program is similar to the one currently being piloted in Kittery, Maine.

- **Managed Growth**

In FY24, the Planning and Sustainability Department worked with the City’s Planning Board, Zoning Board of Adjustment, Historic District Commission, Technical Advisory Committee, Conservation Commission, other City departments, property owners, and developers to manage growth in the City according to the City’s Master Plan. Major projects included:

- 1169 Sagamore Avenue
- 3400 Lafayette Road
- 3454 Lafayette Road
- 83 Peverly Hill Road
- 93 Pleasant Street
- 70 Maplewood Avenue
- 1400 Lafayette Road
- 38 Deer Street
- 105 Bartlett Avenue
- 53 Green Street
- 1 Raynes Avenue
- 815 Lafayette Road
- 2 Russell Street
- 80 Constitution
- 111 State Street
- 581 Lafayette Road
- 686 Maplewood Avenue
- 165 Deer Street
- 64 Vaughn Street

- **Ordinance and Policy Updates**

- In FY24, the Legal Department helped deliver changes to ordinances and policies, some of which were initiated by the Governance Committee and other elected officials, and some arising from departmental needs.

These changes included: the Outdoor Dining policy made into an ordinance; Board Governance, and the Recreation Board membership; Municipal Officials disclosure; Conflict of Interest/Mandatory Financial disclosure; Planning Board/HDC Green Building and Infrastructure Policy; Ethics and Transparency Policy; Sidewalk Policy; and the conversion of the Blue Ribbon Sustainability Committee to a Standing Committee.

For more information, visit: [portsnh.co/ordinances](https://portsnh.co/ordinances).

**Citywide Goals Addressed:**



Enhance the supply of housing choices, especially the supply of below- market rate housing options.



Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.



Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.



Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



Explore opportunities to support all modes of transportation options.



Maintain and improve infrastructure to meet the needs of the community.

## Health

- **Home Lead Paint Testing**

The Health and Water Departments provided free test kits for homeowners to test their drinking water and paint for the presence of lead. The City water system has no lead pipes and tests regularly, as required, to confirm there are no detectable levels of lead in drinking water. Older homes may have lead pipes or pipe connections that used lead solder and are therefore at risk of contamination by lead paint which was not banned until 1978. The Inspection Department is taking steps to reinforce its program to inspect rental properties for the presence of lead paint.



- **Community Health Needs Assessment**

This study offers a statistical profile of Portsmouth residents and, wherever possible, compares each measure to Rockingham County, the State of New Hampshire and the US. This profile is a snapshot in time of the social determinants of health – the conditions in which people are born, grow, work, live, and age – and the wider set of forces and systems shaping the conditions of daily life. The statistics in this report also point out areas of concern where health needs suggest remedial action. For more information, visit: [portsnh.co/health](https://portsnh.co/health).

- **Emergency Shelter**

The City Council has allocated American Rescue Plan Act (ARPA) funds for furnishings to outfit emergency shelter accommodations.

- **Permitting Process**

In collaboration with Public Works and Inspection, the Department created online permitting processes for several programs, including the Fats, Oils & Grease and Temporary Event Permits.

#### Citywide Goals Addressed



Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.



Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.



Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



Meet or exceed State and federal legal/regulatory requirements including those for a safe and healthy community and environment.

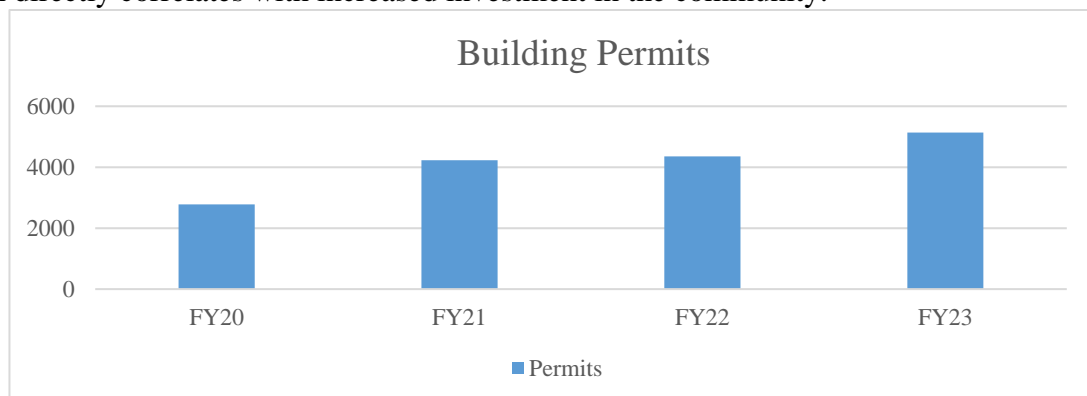


Maintain and improve infrastructure to meet the needs of the community.

## Inspection

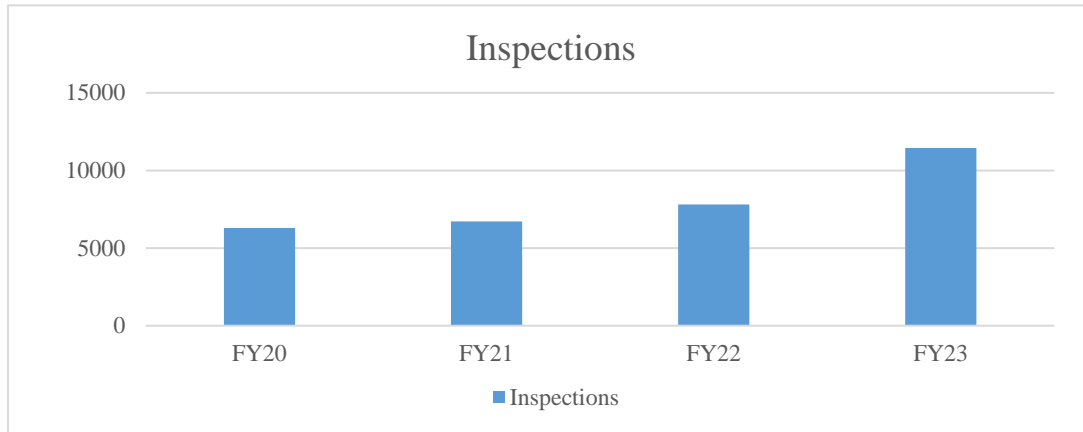
### Building Permits

The Department processed a record number of building permits compared to previous years which directly correlates with increased investment in the community.



## Inspections

The Department conducted more inspections across various project types (new constructions, renovations, and additions) than in years past. New construction projects, renovations, and expansions contribute to job creation, boost local businesses, and enhance property values.



### Citywide Goals Addressed



Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



Meet or exceed State and federal legal/regulatory requirements including those for a safe and healthy community and environment.



Deliver services and programs with courtesy, professionalism, and efficiency.

## Communications & Community Engagement

- **City Newsletter**

The City Newsletter is published every Monday and includes upcoming meetings, events, and initiatives Citywide.

- **Smart911 Snow Policy**

The City declares snow alerts via text, voicemail, or email. Through an ongoing awareness campaign, the City encourages all residents to sign up for the Smart911 messaging system to assist them in staying informed of snow-related emergencies. Snow parking information is also available via the Snow Phone. For details, visit: [portsnh.co/snowimpacts](https://portsnh.co/snowimpacts).

- **FlashVote**

The City of Portsmouth works with FlashVote to engage the community and gather valuable input from residents to inform our decisions with statistically relevant surveys and to increase resident engagement in the public process. Surveys have included: Community Priorities, Downtown Parking, Climate Action, and Communications Preferences. For details, visit: [portsnh.co/flashvote](https://portsnh.co/flashvote).

- **Communications Working Group**

Staff formed an inter-departmental working group that meets regularly to discuss communications challenges and best practices, share ideas, and initiatives to promote communication internally and externally to foster engagement.

**Citywide Goals Addressed**



Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.



Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



Deliver services and programs with courtesy, professionalism, and efficiency.

## Human Resources

- **PowerDMS**

The Department implemented this secure, streamlined, internal-facing platform where employees can access valuable, up-to-date information on the latest policies and training needed to serve the organization and the community at the highest level. This enables the City to communicate changes more effectively in real time. The PowerDMS platform promotes accountability and transparency by tracking signatures, storing document history, sharing policies, and more. Additional benefits include the ability to update policies four times faster than traditional paper-based methods and will save thousands of dollars on paper and printing.

- **Recruitment Video**

Working collaboratively with SoHo Creative (a local production company), the Department used on-camera interviews, voice over, and video from around the City to create a recruitment video highlighting the best reasons to work for the City. This was supported by a comprehensive campaign to promote open positions.

- **Statistical Highlights**

- Hired 226 employees in FY23, 120 by Q3 of FY24
- Increased communication on overall health resources with a focus on mental health, called Wellness Wednesdays
- 34,273 career portal views in FY23, 25,691 by Q3 of FY24
- Attended five job fairs
- 1096 applicants applied in FY23, 728 applied by Q3 of FY24
- 176 orientations in FY23, 79 orientations by Q3 of FY24
- 47% of the employees in the City have been here for five years or more
- 53% of the employees in the School have been here for five years or more.

**Citywide Goals Addressed**



Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



Welcome and support diversity in the workplace and community.



Maintain financial stability.



Meet or exceed State and federal legal/regulatory requirements including those for a safe and healthy community and environment.



Deliver services and programs with courtesy, professionalism, and efficiency.

## Finance

- **Assessor’s Office – Revaluation**

New Hampshire State Statute requires that all real property (land, buildings, and other improvements) be revalued at least once every five years. The City contracted with Vision Government Solutions (VGS) to conduct the Statistical Revaluation at the end of FY24. The purpose of a revaluation is to provide an accurate assessment of properties throughout the City and to ensure a fair and equitable distribution between a property’s value and its property taxes. A revaluation does not create new or additional revenues. For more information on the revaluation process, the role of the Assessor’s Office, helpful videos, and recorded meetings, visit: [portsnh.co/2024reval](https://portsnh.co/2024reval).

### Citywide Goals Addressed



Maintain financial stability.



Meet or exceed State and federal legal/regulatory requirements including those for a safe and healthy community and environment.

## Legal

### Modernization of Legal Department Operations

- **High Q**

In FY24 the Department launched an electronic case management system, *High Q*, a cloud-based program that permits the building of various internal and external sites for aspects of legal work. The Public Records, and the Contracts and Litigation sites have been implemented. The program enables the Legal Department to customize an internal workflow for each site to enhance efficiency. City departments now have the ability to submit work requests. A public facing portal will aid in streamlining Right to Know requests and certain aspects of contract work. High Q also provides the ability to use AI for document review and template generation.

- **Closed File Management**

Closed matters will now be held electronically in a secured SharePoint site, and no longer in

paper files. All closed files held in filing cabinets in the Department have moved to a secure storage facility for as long as is required by Public Records Retention laws.

- **Westlaw Implementation**

The Department has implemented the use of Westlaw, an electronic legal research database.

- **Prosecutor Software Implementation**

Implemented in FY24, Prosecutor by Karpel is an electronic case management system that will enhance the efficiency of the Department's Prosecution Unit. The program can auto-generate the quarterly and annual reports for our Victim Witness Advocate required for the Violence Against Women Act (VAWA) and Victims of Crime Act (VOCA) Grants. The supervision of the Victim Witness Advocate transferred from the Police Department to the Legal Department. With that change, the obligations to report on and apply for the VAWA and VOCA grants now reside in this Department.

- **Cable & Broadband Internet Commission**

After a renaming to better reflect its responsibilities, the Cable and Broadband Internet Commission conducted a customer satisfaction survey in April 2023 focused on the City's current cable TV service provider. In response to the questions raised, the Commission developed a frequently asked questions page to explain the scope of their authority. The Commission conducted a review and made recommendations covering the City's franchise agreement with Comcast.

#### Citywide Goals Addressed



Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



Maintain financial stability.



Meet or exceed State and federal legal/regulatory requirements including those for a safe and healthy community and environment.



Deliver services and programs with courtesy, professionalism, and efficiency.

#### Department of Public Works

- **Asset Management Project**

This ongoing cross-functional initiative will complete an inventory of all City infrastructure assets (pipes, facilities, data collection and monitoring, streets, and sidewalks, etc.). This crucial work prioritizes the need and builds lifecycle cost analysis into the maintenance and replacement schedules.

- **Water/Wastewater/Stormwater**

- **Water**

The Water Department produces quarterly and



annual reports on the supply and quality of drinking water (as measured by constant data collection) in the Pease and Portsmouth Water Systems, implements evolving Water, Wastewater, and Stormwater Master Plans, and co-chairs the Safe Water Advisory Group (SWAG). In quarterly meetings since 2020, SWAG has reviewed and communicated the latest science on the health and environmental effects of PFAS, monitors federal and State level legislative changes, and informs the public on any anticipated policy changes that could impact the City. For the detailed 2023 Drinking Water Status Report, visit: <https://portsnh.co/watersupply>.

- **Little Bay Water Main Project**

Phase 1 of the project replaced the valves on both sides of the Bay and tapped the existing water main to allow for future connection of the third water line.

- **Municipal Separate Storm Sewer Systems (MS4) Compliance**

Water/Wastewater/Stormwater separation projects completed include:

- Islington Street Phase 2
- Union-Middle Street
- Sagamore Avenue
- Market Street

- **Per- and Polyfluoroalkyl Substances (PFAS).**

In March of 2023, the EPA issued a proposed rule that would further limit acceptable levels of two Perfluoroalkyl Substances (PFAS) in drinking water nationally and will require public water systems to monitor for these chemicals, notify the public and reduce PFAS contamination if levels exceed the proposed regulatory standards.

The City has followed DES guidance for the past nine years and continues to comply with all standards regulating levels of PFAS in both the Portsmouth Regional and Pease International Tradeport Drinking Water Systems. Until the new April 10, 2024 EPA rule is finalized, and its requirements go into effect, Portsmouth, along with all community water suppliers in New Hampshire, must continue to comply with the PFAS maximum contaminant levels (MCLs) established by the DES in 2019 for four PFAS compounds. The City of Portsmouth maintains a multi-prong approach that includes sampling its drinking water for PFAS, reducing exposure to PFAS, ensuring information is shared with the public and studying the latest science. The Pease water system also has advanced filtering that removes the PFAS compounds.

- **Think Blue Public Outreach and Engagement**

- Produced YouTube videos and postcards detailing proper yard and pet waste disposal, reducing salt de-icing, and fertilizer applications
- Hosted Household Hazardous Waste Day in spring and fall, attracting over 300 residents of Portsmouth, Newington and Greenland to bring their qualifying items for proper disposal
- Hosted Sustainability Fair demonstrations of low-flow toilets and rebate program
- Continued collaboration with Strawberry Banke Museum’s “Water Has a Memory” exhibit that includes water, wastewater, and stormwater infrastructure information along with Think Blue outreach tips. For details, visit: [strawberrybanke.org/water-has-a-memory](http://strawberrybanke.org/water-has-a-memory).



- **Collins Well #2**  
Collins Well #2 was drilled and constructed and the City’s consultant and DES are now evaluating the pumping as part of the permitting process. Final design of the infrastructure will occur with the Portsmouth and Collins wells to ensure PFAS compliance.
- **Greenland Well Treatment Pilot**  
Ahead of modifications in the EPA limits for PFAS, the City began evaluating treatment options for the Greenland well.
- **Bellamy Reservoir protection**  
In FY24, the City acquired conservation easements totaling 179 acres, through the combined efforts of the City, Southeast Land Trust ([seltnh.org](http://seltnh.org)) and the Town of Madbury. The City received approximately \$487,000 in grant funds for these easements from the New Hampshire Groundwater and Drinking Water Trust Fund and approximately \$14,500 from the Great Bay Resource Protection Partnership. The City also pursued a plan to acquire a 45-acre parcel near the surface water intake with additional funding from State and federal grants.
- **Water Management**  
The combined Portsmouth/Pease water system pumped an average of 3.7 million gallons per day. This amount is below historical demands thanks to water efficiency efforts, including rebates and diligent management of the City’s water distribution system and the correction of leaks in the service pipelines. Groundwater levels in most of the City’s water sources ended 2023 as high as they have been in the last twenty years. This is due to the precipitation received and to Operations’ optimization of the use of surface water versus groundwater. Cutting back on groundwater withdrawals allowed well levels to be maintained in a sustainable manner and provided more water availability for the system to meet peak demand.
- **Fats, Oils, and Grease (FOG) Program**  
FOG have negative impacts on wastewater collection and treatment systems. The City continues its effort to mitigate those impacts and has established an Industrial Pretreatment Coordinator (IPP) role to oversee pretreatment and manage the City’s FOG program. Following outreach, site visits, and inspections, the City has received applications from all facilities that require permits.
- **DPW Water Service Lines Inventory**  
In November 2023, the EPA issued a Lead and Copper Rule Improvement requirement that all water suppliers complete an inventory of all water service lines – the pipes that deliver drinking water from the public water mains into abutting properties – by October 16, 2024. The Water Division is completing its inspection of all 8,400 water customer service lines where they enter residential and commercial buildings to determine the material type. The City water supply sources do not contain measurable quantities of lead as determined by regularly scheduled lead testing in accordance with federal and State requirements. However, this metal may exist in components of household plumbing systems and water service lines.

## Citywide Goals Addressed



Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.



Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



Maintain financial stability.



Meet or exceed State and federal legal/regulatory requirements including those for a safe and healthy community and environment.



Deliver services and programs with courtesy, professionalism, and efficiency.



Maintain and improve infrastructure to meet the needs of the community.

## • Additional Capital Projects

### ○ Road Paving

The City initiated a Pavement Condition Management Program in 1993, surveying 25% of Portsmouth's total 104.2-mile, City road network conditions are evaluated, and budget requirements are analyzed, resulting in the development of road-paving programs. The report generated provides recommended funding to maintain street conditions at current levels. The Department completed the following road projects in FY24: Nixon, Little Harbor., Court, Banfield, Mirona, Pannaway and portions of Coolidge, Taft and Grant. For detailed information on road paving and sidewalk projects, visit: <https://portsnh.co/engineeringprojects>.

### ○ Pierce Island Road Resiliency Project

In FY24, the project to raise Pierce Island Road received \$965,333 in Congressionally Directed Spending (CDS) from the Federal Pre-Disaster Mitigation (PDM) Grant Program through the NH Department of Homeland Security and Emergency Management. The City initiated this project in April 2024 and is moving forward to provide consistent access to the Pierce Island Wastewater Treatment Facility (WWTF), a critical municipal service.

## Facilities

### ○ City Hall

Ongoing improvements include the refreshing of the lobby, Portsmouth Room, hallways, roof, and HVAC system

### ○ Outdoor pool

Replaced the chemical building

### ○ Indoor pool

Completed new deck drains, and painting

### ○ Hanover Garage

Completed the second year of the City's \$6.3 million upgrade to the Hanover Parking

Garage to extend its useful life. The work in FY24 focused on Levels 2 and 3 as well as the Hanover Street Main Entry/Exit. The new entry/exit will include new control equipment, a revised sign package, and a redesign of traffic patterns to reduce exit times and increase pedestrian safety

- **DPW Facility**  
Replaced the fuel tanks that service all municipal vehicles
- **British Telephone Box**  
Refurbished this 1984 gift to Portsmouth from our Sister City, Portsmouth, England in-house and repositioned it at the Portsmouth Historical Society

## **Bridges**

- **Bartlett Street Railroad Bridge**  
In FY24, the City received a Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant of \$460,000 to perform preliminary engineering and development of specifications and cost estimates to replace the Bartlett Street bridge near the intersection of Bartlett Street and Cate Street. That work continues in FY25.

## **Parking & Transportation Division**

- **ParkMobile**  
The ParkMobile smartphone app is the City's primary source of parking transactions, through an ongoing campaign of promotion and incentives. The app is less expensive to operate and maintain than physical meter systems and provides convenience and flexibility to the end user. It supports the Portsmouth Resident Parking Discount Program which gives residents discounted rates for on street and parking lot inventory operated by the City. For details, visit: <https://portsnh.co/parking>.
- **Signs and Lines**  
The Transportation Engineering Business Unit now includes "Signs & Lines," formerly in the DPW Highway Department. The Parking Enterprise Fund revenues now pay for this service, reducing resident property tax burden.
- **Parking & Traffic Safety Committee (PTSC)**  
PTSC seeks to improve pedestrian and vehicular safety and traffic flow, consistent with the City's Bicycle and Pedestrian Plan. The Parking Division also collects and provides data on parking and traffic to PTSC to recommend adjustments to benefit users and optimize revenues from City parking resources.
- **Parking Utilization Study**  
The 10-year Parking Utilization Study began in FY24, seeking to update and modernize the governing principles adopted in 2012. This study is taking a holistic approach to supporting the Planning & Sustainability Department in its mid- and long-term planning for transportation needs. The revised parking principles were accepted by the City Council in February 2024. <https://portsnh.co/2023parkingneeds>.

### Citywide Goals Addressed



Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



Maintain financial stability.



Meet or exceed State and federal legal/regulatory requirements including those for a safe and healthy community and environment.



Deliver services and programs with courtesy, professionalism, and efficiency.



Maintain and improve infrastructure to meet the needs of the community.

### Fire Department

- **Emergency Management Department**

Worked with State and local partners to train staff for EOC activations and current procedures, and participated in the regular series of drills to test readiness and procedures in Emergency Management

- **Portsmouth Emergency Operations Plan**

Implemented new procedures and best practices in Emergency Planning, updating both the City's Local Emergency Operation Plan and the Hazard Mitigation Plan in conjunction with NH Homeland Security to ensure the City's readiness and plans for a variety of human caused and natural disasters

- **Dispatch Center**

Worked with the IT Department to install new video boards connected to the City's Dispatch Center in key locations throughout the fire stations to improve situational awareness and crew response times, while providing real time data

## Police Department

- **Cold Case Solved**  
Solved the 1981 Laura Kempton murder, a Portsmouth cold case
- **CALEA Re-Accreditation**  
Awarded Re-Accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA), following a four-year process of compliance and review
- **K-9 Programs**
  - Officers and their K9 partners achieved Boston Patrol Certification, Boston Narcotic Detection Certification, and Explosive Detection Certification
  - Implemented a Comfort Dog Program to assist victims of crime, Police, and City staff, promote relations between police and the students and staff at City schools, and to promote positive community interactions with the Department

### Citywide Goals Addressed



Meet or exceed State and federal legal/regulatory requirements including those for a safe and healthy community and environment.

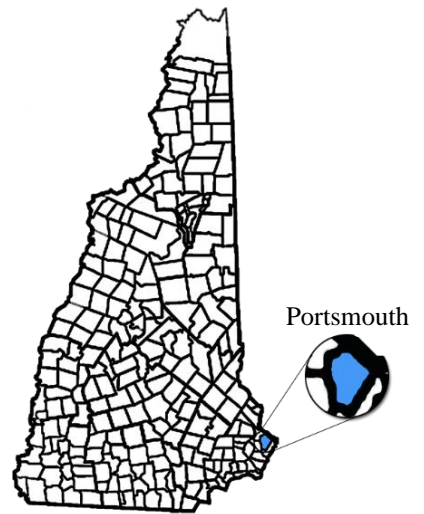


Protect the Community Through Fire Protection and Crime Prevention for its Residents and Businesses



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# Portsmouth at a Glance...



## 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 – CSX
- 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: 35
  - Canines: 2
- *Fire Department*
  - Fire stations: 3
  - Fire engines: 4
  - Tower truck: 1
  - Ladder truck: 1
  - Heavy rescue: 1
  - Forestry pickup: 1
  - Zodiac boat: 1
  - Rigid hull inflatable: 1
  - Ambulance: 3

## City School System

- Elementary school buildings: 3
- Middle school buildings: 1
- High school buildings: 1
- Number of private schools: 1
- NH licensed childcare facilities: 14

## Culture and Recreation

- Libraries: 1
- Community centers: 2
- Senior centers: 1
- Number of boat dock facilities: 2
- Swimming pools: 3
- Tennis courts: 10
- Pickleball Courts: 8

## Eco Municipality Assets

- Recycling centers: 1
- LED streetlights: 1,600
- Electric charging stations: 5 (7 plus)
- Solar panel arrays: 2
- City biodiesel vehicles: 82
- City open space: 94 undeveloped parcels (932 acres)

## Public Works Department

- Miles of streets (including Pease): 105
- Miles of sidewalk: 77
- Number of bridges: 15
- Number of Municipal buildings: 9 (approximately 362,145 square feet)
- Playgrounds, parks, or ballfields: 24
- Historic cemeteries/burial grounds: 8
- Adopt-a-Spot gardens: 25
- Greenspace maintained: 114+ acres

## Parking and Transportation

- Parking garages: 2 (1,491 spaces)
  - Foundry Place: 600
  - Hanover: 891
- Metered street parking spots: 671
- City-owned parking lots: 12
- City-owned free lots: 7 lots/464 spaces
- Private parking lots with City agreements: 2 lots/78 spaces
- Bike racks: 39
- Public transit options: 3

## Water Infrastructure

- Miles of water mains: 191
- Number of water treatment plants: 1
- Number of service connections: 8,661
- Storage capacity in gallons, water (millions of gallons): 11
- Maximum daily capacity of treatment (millions of gallons): 4.0
- Number of fire hydrants: 1,035

## Sewer Infrastructure

- Miles of sewer mains: 107
- Number of service connections: 6,792
- Number of wastewater treatment plants: 2
- Maximum daily capacity of treatment (millions of gallons): 25.3
- Daily average treatment of sewage (millions of gallons): 4.5

# Demographics

## Population 23,102



(2022)  
ACS Survey 2022

### Elections

Total Registered Voters (FY24) – 15,908

### Households

Number of Housing Units – 11,184  
 Number of Households – 10,435  
 Average Household Size – 2.07  
 (Source: ACS Survey 2022)

### Labor Force

Civilian labor force – 13,930 (60.3%)  
 Employed – 13,651 (59.1%)  
 (Source: NHES Community Profile, Portsmouth 2022, and ACS 2022)

### Income, Inflation

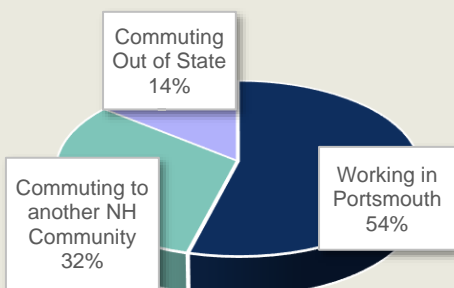
Per Capita income - \$67,924  
 Median Family Income - \$124,789  
 Median Household Income - \$100,169  
 Median Earnings, full time  
 Male - \$78,981  
 Female - \$63,695

Individuals Below Poverty Level – 6.0%  
 (Source: NHES Community Profile, Portsmouth 2022, and ACS 2022)

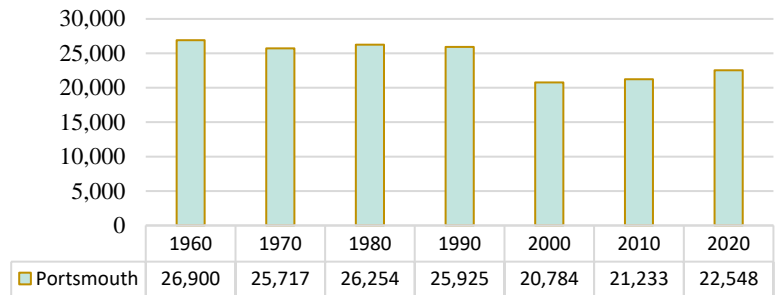
### Geography

Population per square mile, 2022 – 1,448.5  
 Land area in square miles, 2022 – 15.7  
 (Source, ACS 2022)

Where do the Residents of  
 Portsmouth Work?  
 (Source ACS Survey 2022)



Portsmouth Population  
 Decennial Trends 1960-2020  
 (source NH Data Center)



### Educational Attainment

Population 25+ Years

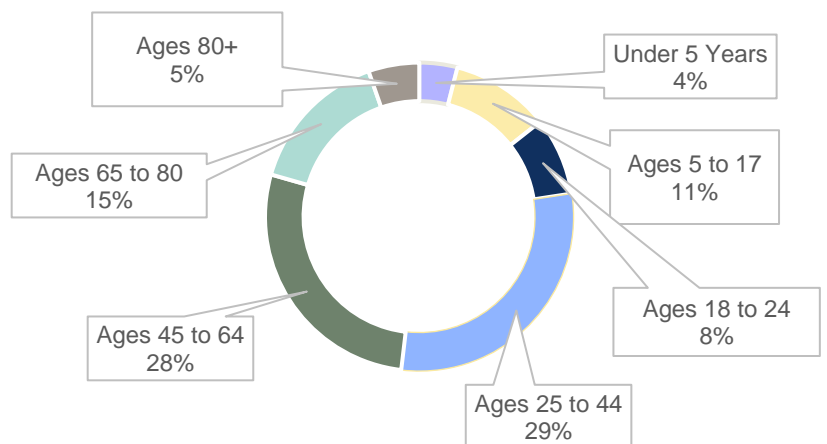
High School Graduate or higher – 97.3%

Bachelor's Degree or Higher – 63.0%

Graduate or Professional Degree – 23.1%

(source: ACS survey 2022)

### Population by Age Group (Source: ACS survey 2022)



48.9%

of Portsmouth  
 City residents are  
 Male

51.1%

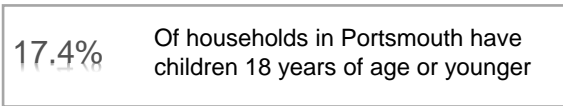
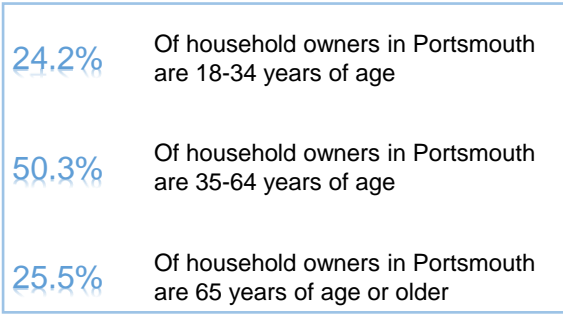
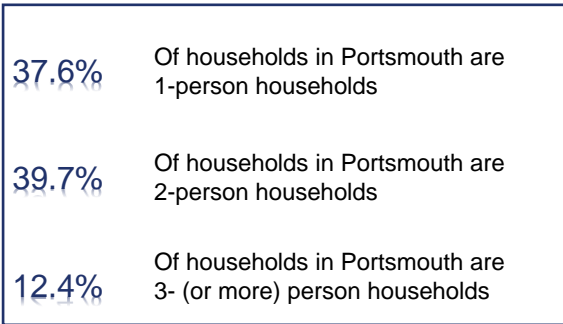
of Portsmouth  
 City residents are  
 Female



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

# Housing Demographics

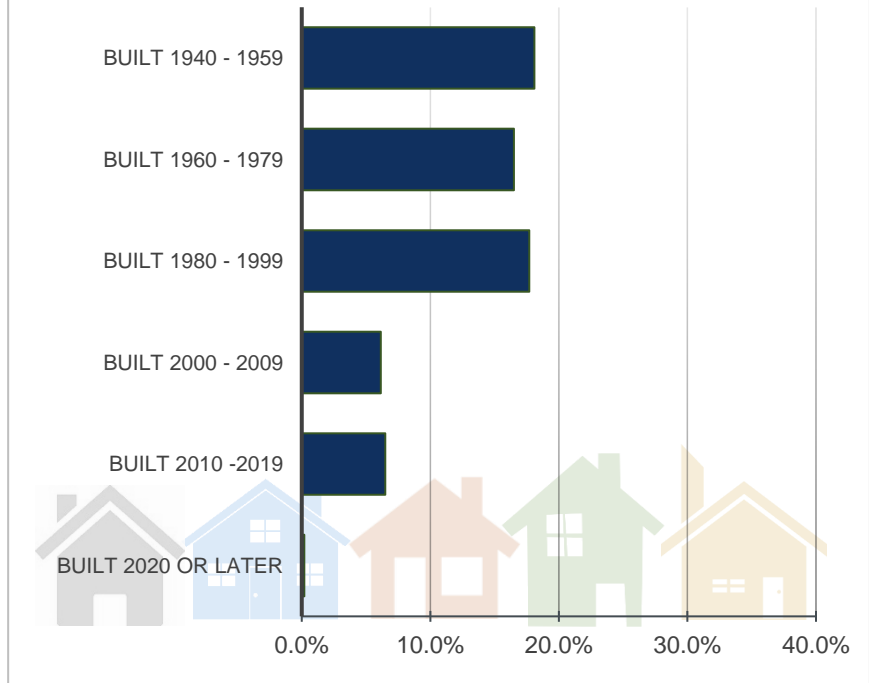
- Number of Housing Units – 11,161
- Number of Occupied Housing Units – 10,478
- Number of Households – 10,435
- Average Household Size – 2.07 persons
- Number of Families – 5,266
- Average Family Size - 2.76 persons
- Median Gross Rent - \$1,660  
(Source: ACS Survey 2022)



(Source: American Community Survey Data 2022)

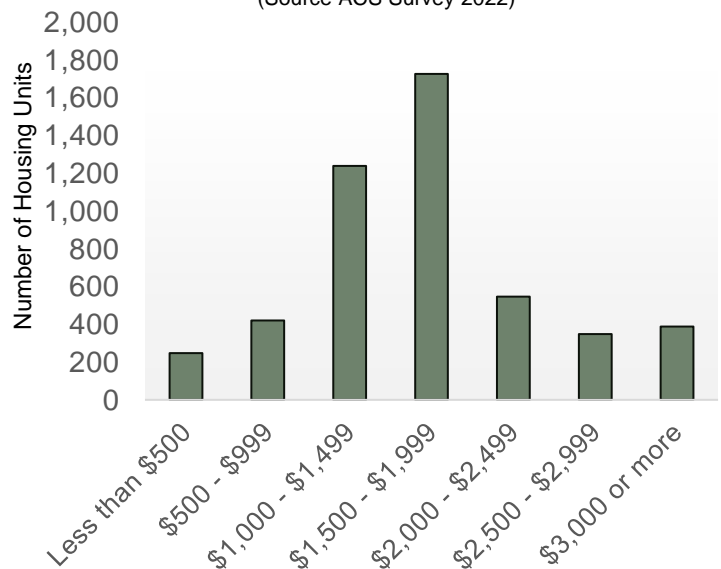
## Year Housing Unit was Built

(Source: ACS Survey 2022)



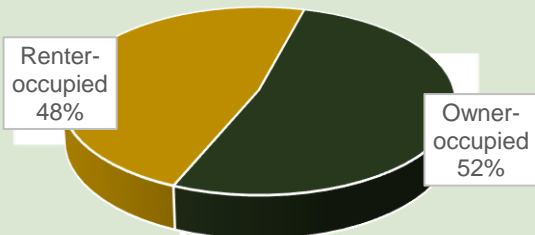
## Portsmouth Rent Prices

(Source ACS Survey 2022)



## Portsmouth Housing Unit by Occupancy

(Source: American Community Survey Data 2022)



# Economic Indicators

## Portsmouth Median Property Values

Median Single Residential Home Property Value:  
**\$482,000**

### Type

- **Commercial Stratified \***
  - Commercial Improved - \$582,600
  - Commercial Apartments - \$708,750
  - Industrial Improved - \$1,607,600
- **Residential Stratified**
  - Single Family - \$480,100
  - Mobile Homes - \$83,350
  - Condos - \$357,600
  - Multi-Family (<8) - \$606,800

As of April 1, 2023

\* Does not include Pease Airport

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

## Mean (Average) Property Values

(Fiscal Year 2024/Tax Year 2023)

### Type

- **Commercial Stratified \***
  - Commercial Improved - \$1,856,725
- **Residential Stratified**
  - Single Family - \$563,561
  - Mobile Homes - \$121,257
  - Condos - \$446,450
  - Multi-Family (<8) - \$629,556

As of April 1, 2023

\* Does not include Pease Airport

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

## Portsmouth Parcel Count

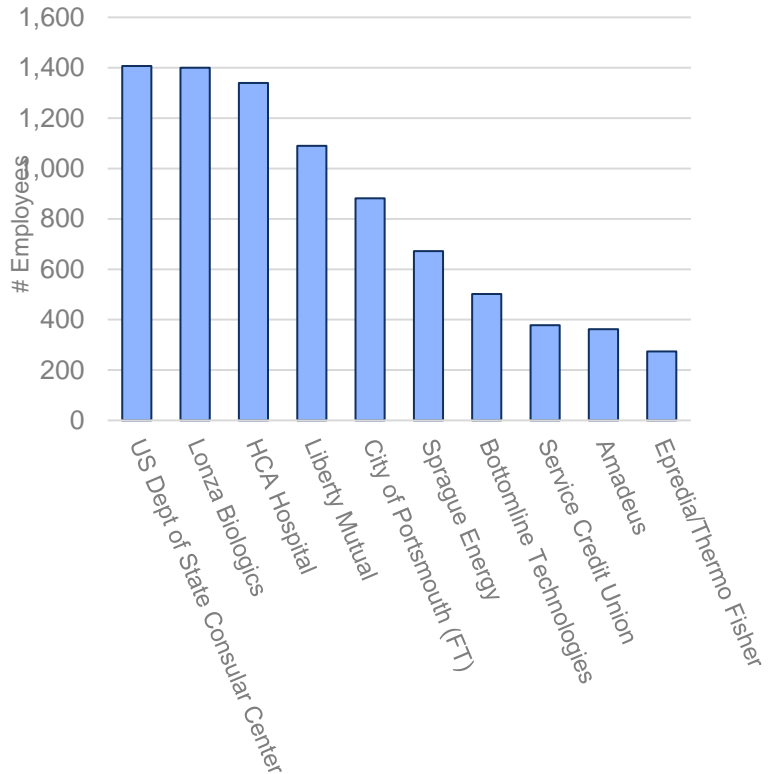
(% of Total Taxable Parcel Count)

- **Residential \*\***
  - Single Family – 47.18%
  - Mobile Homes – 2.91%
  - Condos – 28.46%
  - Multi-Family (< 8) – 3.91%
- **Commercial \***
  - Commercial Improved – 11.94%
  - Industrial Improved – 0.94%
  - Utilities – 0.24%

\* Does not include Pease Airport

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

## 10 Largest Employers in Portsmouth 2023



## Top 10 Taxpayers TY2023 (FY 2024)

Company	Business Type	Percentage of Total Taxable Assessed Value
Public Service of New Hampshire	Utility	1.82%
HCA Health Services	Medical Building	1.43%
Arbor View & The Pines LLC	Apartment Complex	0.94%
Cate Street Development LLC	Mixed Use	0.83%
Northern Utilities Inc.	Utility	0.71%
Hanover Apartments LLC	Apartment Complex	0.66%
Service Credit Union	Office Building	0.55%
Liberty Mutual Insurance	Office Building	0.55%
Vaughan Street Hotel LLC	Hotel	0.52%
Port Owner Harbor LLC	Hotel	0.51%

# Property Tax

<b>Tax Rate 2023 Tax Year (FY2024)</b> <b>\$16.13 (per \$1,000)</b>
Municipal - \$7.17
County - \$0.85
Local Education - \$6.33
State Education \$1.78

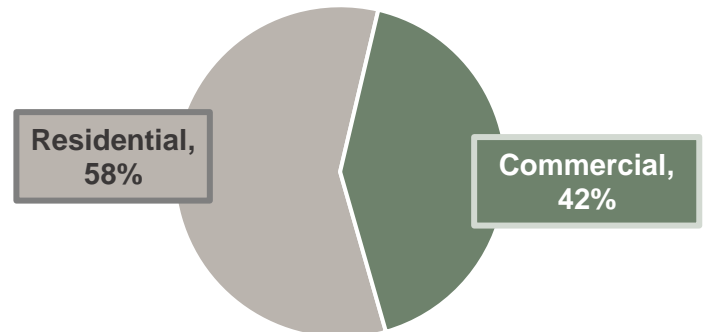
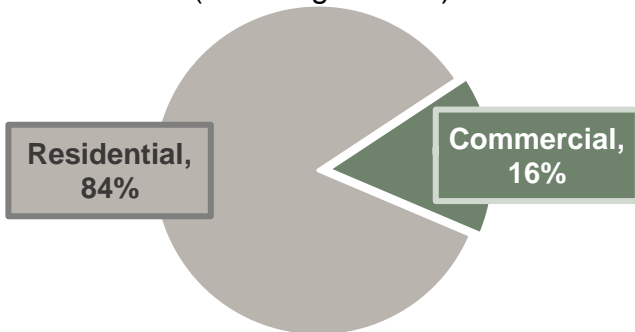
The total taxable parcel count for Tax Year 2023 (Fiscal Year 2024) is 9,055. Commercial properties make up 16% of the total City parcel count while comprising 42% of the total assessed value of the City. Respectively the Residential properties make up 84% of the total parcel count while comprising 58% of the total assessed value for Portsmouth.

<b>Total Valuation Before Exemptions TY2023 (FY24)</b>		
	<b>Total</b>	<b>Count</b>
Commercial *	\$ 2,772,708,960	1,418
Residential **	\$ 3,838,714,972	7,637
<b>Totals</b>	<b>\$ 6,611,423,932</b>	<b>9,055</b>

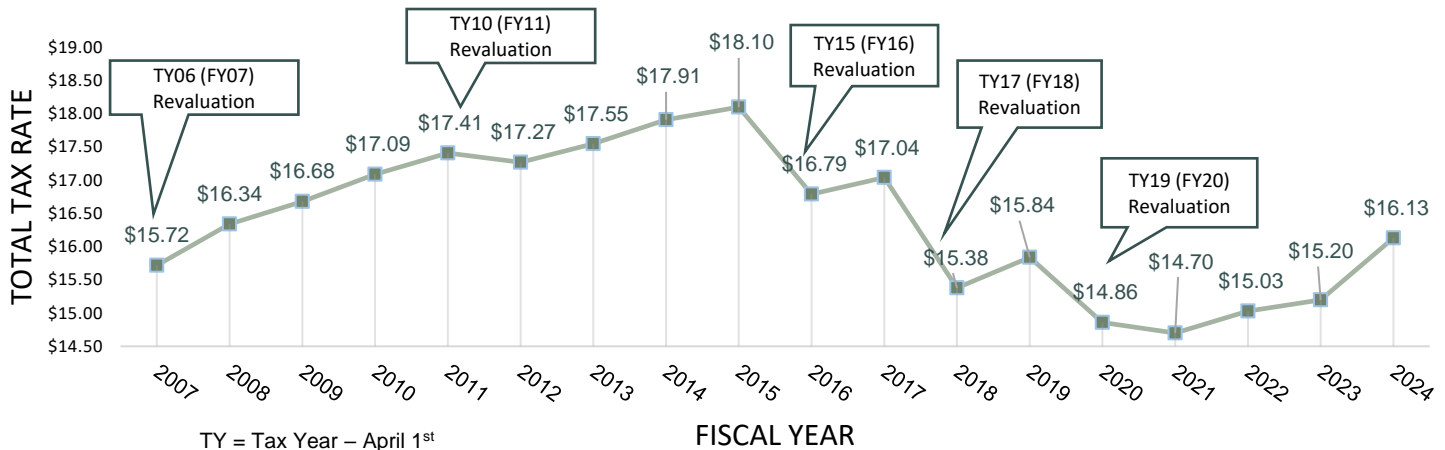
\* Includes Pease Non-Airport & Utilities, does not include Pease Airport  
 \*\* Includes single family, condos, multifamily units, mobile homes, and vacant land

Residential vs. Commercial Properties by Percent of Taxable Parcel Count (including Utilities)

Residential vs. Commercial Properties by Percent of Total Assessed Value (including Utilities)



Portsmouth, NH Total Tax Rate  
Tax Years 2006-2023 (Fiscal Years 2007-2024)

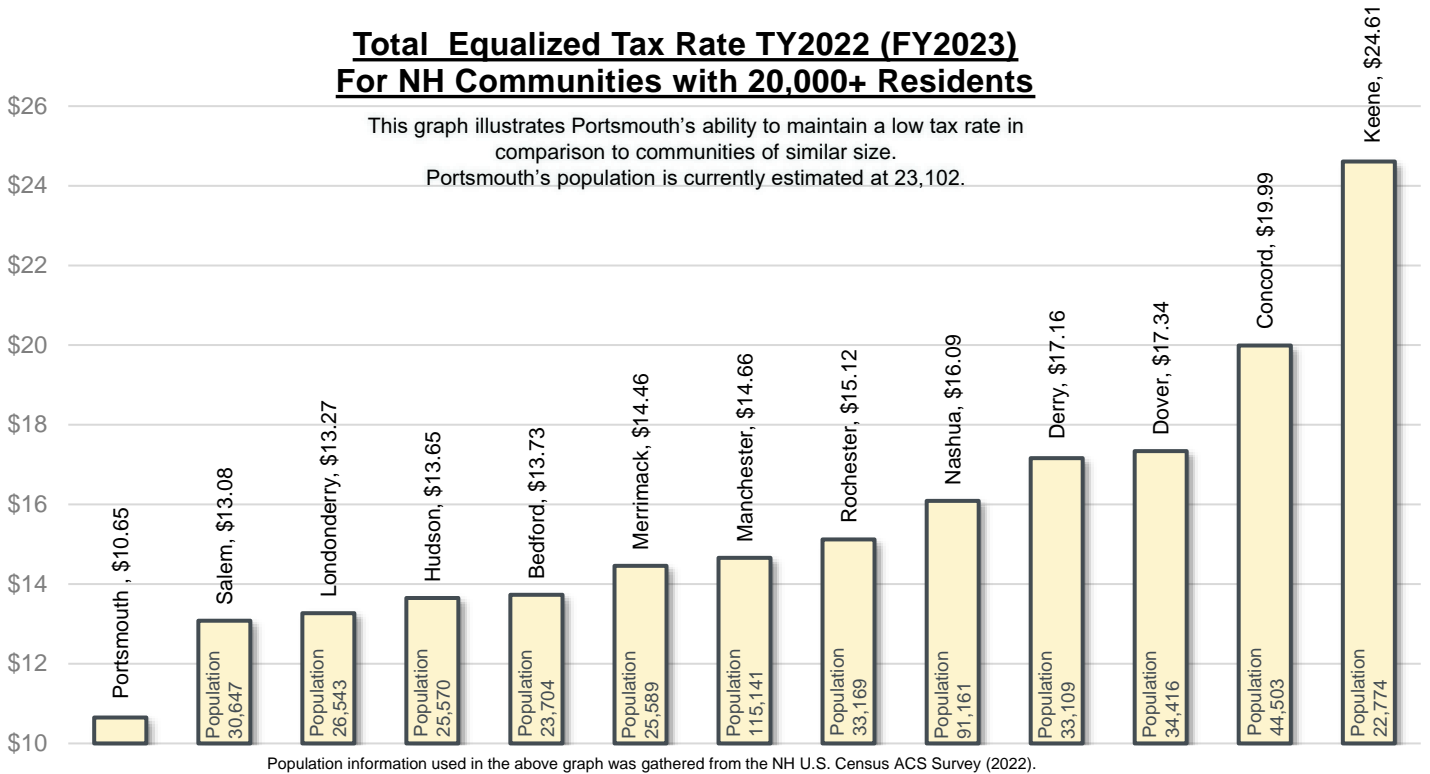


TY = Tax Year – April 1<sup>st</sup>  
 FY = Fiscal Year – July 1<sup>st</sup> – June 30th

# Equalized Tax Rate Information

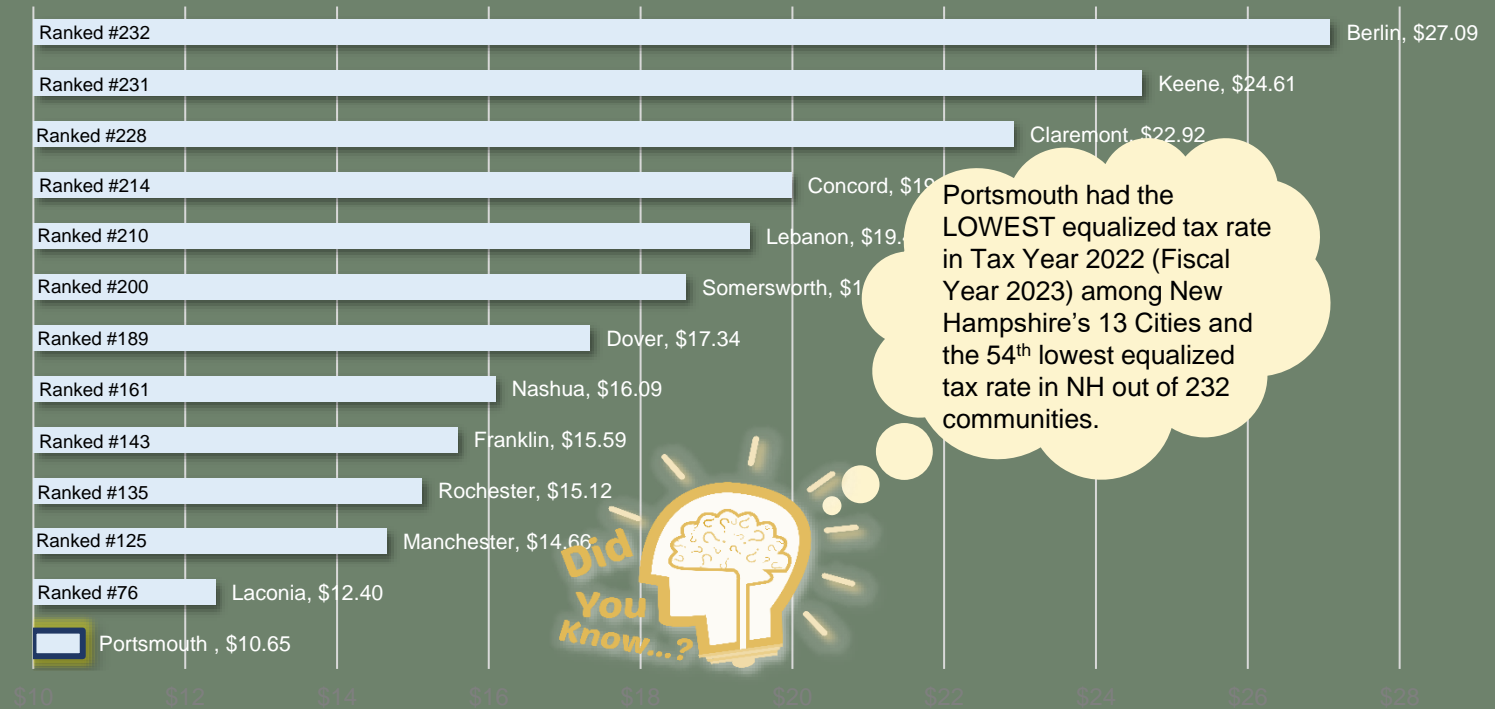
The two graphs below compare the equalized tax rates of New Hampshire Communities with over 20,000 residents (top graph) as well as New Hampshire's 13 cities (lower graph). The equalized tax rate is a value calculated annually by the NH Department of Revenue Administration (DRA) through a study of the 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 TY2022 (FY2023) For NH Communities with 20,000+ Residents



## Total Equalized Tax Rate 2022 (FY 2023) for NH's 13 Cities

This graph illustrates Portsmouth's ability to maintain a low tax rate in comparison to communities of similar municipal type/structure.





# Tax Relief Programs

Filing Deadline for all Exemptions and Credits is April 15<sup>th</sup>

## Veterans' Tax Credits

### Optional Veteran's Tax Credit RSA 72:28 - \$750

- 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 - \$750

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

### Permanent & Total Service-Connected Disability RSA 72:35 - \$4,000

Must be permanent and 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

### Combat Service RSA 72:28-c - \$500

Veteran killed or died while on active duty

For information on qualifications and how to apply please visit the City's Website at <https://www.cityofportsmouth.com/assessors/tax-credits-veterans>.

## Elderly and Disabled Exemptions

### 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 - \$54,000
- Married - \$70,793

### **Elderly Asset Limit**

- Single or Married - \$500,000

### 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 - \$54,000
- Married - \$70,793

### **Disabled Asset Limit**

- Single or Married - \$500,000

### 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**

Find more info about qualifications and how to apply visit the City's website at [cityofportsmouth.com/assessors/elderly-disabled](https://www.cityofportsmouth.com/assessors/elderly-disabled).

## Alternative Energy Exemptions

### 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 visit

<https://www.cityofportsmouth.com/assessors/solar-energy-systems-exemption> for more information.

### 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. Visit

<https://files.cityofportsmouth.com/files/assessors/Wind-PoweredEnergySystemsExemption.pdf> for more information.



# Tax Abatements

## What is an abatement?

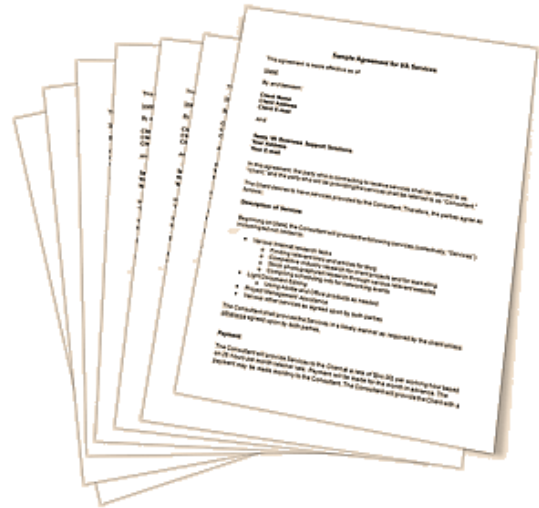
**An official reduction or elimination of one's assessed valuation after completion of the original assessed value.**

## Abatement Process

**An appeal process occurs when a property owner believes there to be an error in the physical data of the property or can prove the assessment is not proportional to other properties.**

Any taxpayer who wishes to apply for an abatement from Municipal Property Taxes must file an abatement application with the municipality by March 1<sup>st</sup> following the notice of tax.

**Filing a tax abatement does not delay the collection of any contested taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be paid.**



## How do I file an Abatement? – What is the next step?

- **Step One:** Taxpayer must file the abatement application with the municipality by March 1<sup>st</sup> following the notice of tax.

Abatement applications can be found in the Assessor's Office within City all or on the City's website at <https://portsnh.co/abatement>.

- **Step Two:** Municipality has until July 1 following the notice of tax to grant or deny the abatement application.
- **Step Three:** Taxpayer may file an appeal either at the Board of Tax & Land Appeals (BTLA) (RSA 76:16-a) or in the superior court (RSA 76:17) but not both. An appeal must be filed:
  - No earlier than
    - A) After receiving the municipality's decision on the abatement application or
    - B) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
  - No later than
    - September 1 following the notice of tax

## What makes an abatement successful?

Abatements can be granted "for good cause shown" (RSA76:16).

- Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment.
- Good cause can also be established by showing poverty and inability to pay the tax.
- If the Abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate.

# Economic Profile

The City of Portsmouth 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, which lies 56 miles north of Boston, Massachusetts, and 53 miles south of Portland, Maine.

## *Quality of Life and Economic Assets*

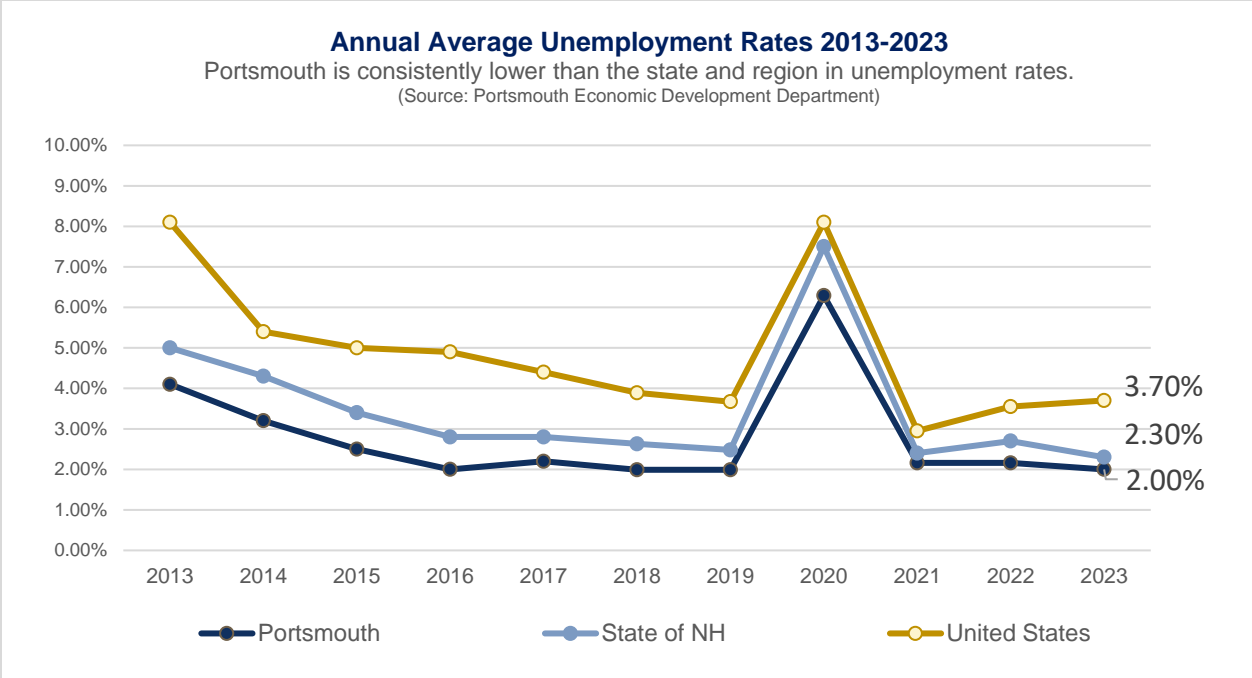
Settled in 1623, Portsmouth is the nation's third-oldest city with a rich heritage as a working seaport and the home of the State of New Hampshire's only deep-water port. Portsmouth has an authentic New England appeal that is unique. Contributing to that allure are the following attributes:

- 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 63.0% of Portsmouth residents at the age of 25 or over have a college bachelor's degree or higher (Source: US Census)



## *Workforce*

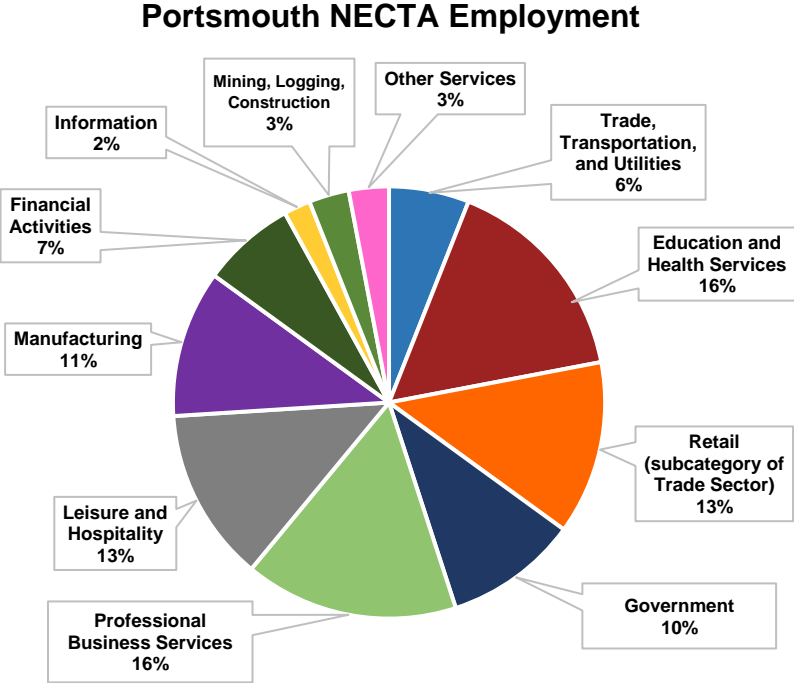
According to the New Hampshire Department of Employment Security, Portsmouth's total public and private average quarterly employment at the end of the second quarter of 2023 was 33,793, and the average weekly wage was \$1,597. This is compared to the second quarter of 2022 where employment stood at 33,361 and average wages were at \$1,693. There were 30,964 residents of the NH portion of the Portsmouth NH-ME Metro New England City and Town Area (MetroNECTA), age 16 and over, who both live and work in the area. On average, 68,468 commuters, age 16 and over, travel to work in the MetroNECTA. 45.2% live in the area; 38.2% live in another NH Labor Market Area; and 16.5% live out-of-state. For more information, visit: [nhes.nh.gov/elmi/statistics](https://nhes.nh.gov/elmi/statistics).



In 2023, the City of Portsmouth’s unemployment rate dropped to 2.00% from the very low 2.16%. While the NH unemployment rate dropped to 2.30% from 2.70% and the National rate increased to 3.70% from 3.55%.

**Portsmouth Business Sectors by Employment**

The local economy consists primarily of private, service-producing industries as opposed to manufacturing industries. The City’s quality of life and 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 region. Portsmouth historically fares well through economic changes due, in part, to its diversity and lack of reliance on one industry or workforce as illustrated in the following chart (Source: New Hampshire Economic & Labor Market Information Bureau).



**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 nonprofit businesses, ranging from theatres and museums to galleries and design/architectural firms. The most recent economic impact study of this sector in 2023 by Americans for the Arts (AFTA) indicated that the City’s nonprofit cultural institutions and organizations alone contribute over \$70 million to the local economy, up from \$58 million in 2016.



The contributions of these institutions and organizations are 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 2,481 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: New Hampshire Employment Security (NHES) Community Profile, Portsmouth 2023)				
	Elementary	Middle/ Junior High	High School	Private/ Parochial
# of Schools	4	1	1	2
Grade Levels	P, K, 1-5	6-8	9-12	P, K, 1-8
Total Enrollment	951	499	1,031	260
Career Technology Centers	Portsmouth Career Tech Center #19			
Nearest Community College	Great Bay Community College			
Nearest College or University	University of New Hampshire			
2022 NH Licensed Child Care Facilities (DHHS Bureau of Licensing)	Total Facilities – 13 Total Capacity – 1,203			

**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 serving our area through robust online services. These institutions include Granite State College and Southern New Hampshire University.



### ***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.

Portsmouth became a new member of the Community Power Coalition of New Hampshire in 2023. Portsmouth residents have enjoyed lower rates and more green energy choices.

*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 including FEDEX and UPS. In addition, CSX Railroad provides freight service. Greyhound and Trailways bus services also provide daily interstate service. By vehicle, it is a one-hour commute south to Logan International Airport, as well as the financial and medical centers of Boston. C&J Transportation operates convenient bus service to Boston (including Logan Airport) and to New York City as well as private charter services.

Pease International Airport is located in the City of Portsmouth. Manchester-Boston Regional 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 offered between Portland, ME, and Boston, MA with stops in Dover, Exeter, and Durham, New Hampshire. 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 state pier accommodates 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 is a former Air Force Base that was redeveloped as an international business park within the City of Portsmouth in the late 1990s. It is conveniently located off Interstate 95, just 50 miles from the major cities of Boston, Portland, and Manchester. In FY23, approximately \$8 million dollars was paid to the City in exchange for municipal services provided to the Tradeport as per the Municipal Services Agreement. Along

with serving as a Foreign Trade Zone, Pease is home to Portsmouth International Airport, a customs-ready facility with commercial and passenger flights, cargo services, and business charter flights.

### Pease Tradeport Statistics:

- 4.9 million square feet of commercial/industrial space developed since 1992;
- 270+ companies now employ over 10,750 direct hires with another 5,125 indirect hires employed by from vendors/contractors to Pease-based companies;
- Annual wages are estimated at \$735 million; and
- Meals and Rooms taxes are estimated at \$16 million.

In FY24, Tradeport businesses continued to be impacted both positively and negatively. The sectors most negatively impacted include academia, transportation, childcare, fitness, and hospitality. On the positive side, there has been an increase in corporate hangar demand and an uptick in interest in the aerospace industry. Private airlines are seeing an increase in demand as passengers seek alternatives to commercial passenger carriers. One of the last remaining parcels of buildable land is under development by co-developers Tidemark and The Kane Company. The 102,000 SF logistics facility is located at 100 New Hampshire Avenue within the Pease International Airport. The facility is expected to be occupied by Fidelitone and fully operational by the end of 2024.

The success of Lonza in the biopharmaceutical sector and its work with Moderna on a COVID-19 vaccine has fueled expansion as well as generated interest in the Tradeport from other bio/pharma companies. Lonza most recently announced an expansion to include three new

buildings consisting of one million square feet and will provide a portion of this space for a client company (Vertex).



The Tradeport is also home to the Pease International Airport, which is an asset to the entire region. Its proximity to Boston Logan International Airport, Portland International Airport, and the Manchester-Boston Regional Airport creates a unique opportunity to capture both passenger and airplane service companies. The Tradeport features a diversity of services including the New Hampshire Air National Guard (NHANG) 15<sup>th</sup> Refueling Division of the National Guard, 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.

A construction project that will add capacity for 12,000 additional passengers and include an additional gate and jet bridge, a two-lane security checkpoint, and better baggage screening, commenced in FY24.

The Air National Guard is a critical component of the facility which services a fleet of twelve new (2022) KC-46A refuelers. The City of Portsmouth continues to enjoy the additional traffic 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 600-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: there are 1,095 acres at the Tradeport, 10 acres at the Port, and 50 acres at the Portsmouth Industrial Park. A Foreign Trade Zone (FTZ) 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 in Kittery, Maine, just across the Piscataqua River from the City. It is a major submarine maintenance and repair 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 the calendar year 2022 shows an economic impact of \$1.45 billion, an increase of 10% from \$1.35 billion in 2021.

The Shipyard's civilian payroll was \$663.5 million in 2022, a slight decrease from \$670.7 million in 2021. The Shipyard's contract services, including building maintenance, military construction projects, and utilities, reached approximately \$560 million, an increase of 2.5% from 2021.

The premier ongoing construction project at the Shipyard is the expansion of Dry Dock I, where the Navy's attack submarines are repaired, maintained, and modernized – key responsibilities of the shipyard's mission. Scheduled for completion in 2028, the \$1.7 billion project will double the size of Dry Dock I and allow for a total of three Los Angeles-class and Virginia-class attack submarines to be worked on simultaneously.

The Shipyard's military payroll decreased to \$38.54 million in 2022, a substantial year-over-year decrease of \$10 million compared to 2021. Navy members comprise the bulk of the 2022 total with nearly \$32 million in payroll, while Coast Guard members were paid about \$5 million due to reassignment of Coast Guard assets away from PNSY. The Shipyard spent more than \$196 million on goods and services in 2022, according to the report.



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# 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 Councilors, and an appointed City Manager. The City's financial operations are budgeted and accounted for in several 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 upcoming fiscal year.
3. It is an *operations guide*, which establishes the activities, services, and functions to be conducted 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 are primarily from property taxes.

**ENTERPRISE FUNDS** - Enterprise Funds are supported by user fees and are used to account for ongoing organizations and activities which are like 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 six 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), Community Campus, Indoor Pool, Stormwater, and Prescott Park.

**DEBT SERVICE** - This document includes an analysis of debt service for the General Fund, Parking & Transportation Fund, Debt Service Fund, Water Fund, and Sewer Fund. The analysis includes the 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 outlay, 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://portsnh.co/cip>.

**ROLLING STOCK PROGRAM** - The Rolling Stock Program is intended to provide an overall schedule for the expenditure of City funds on the replacement of vehicles and equipment necessary to conduct 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, Stormwater 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 details are 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***

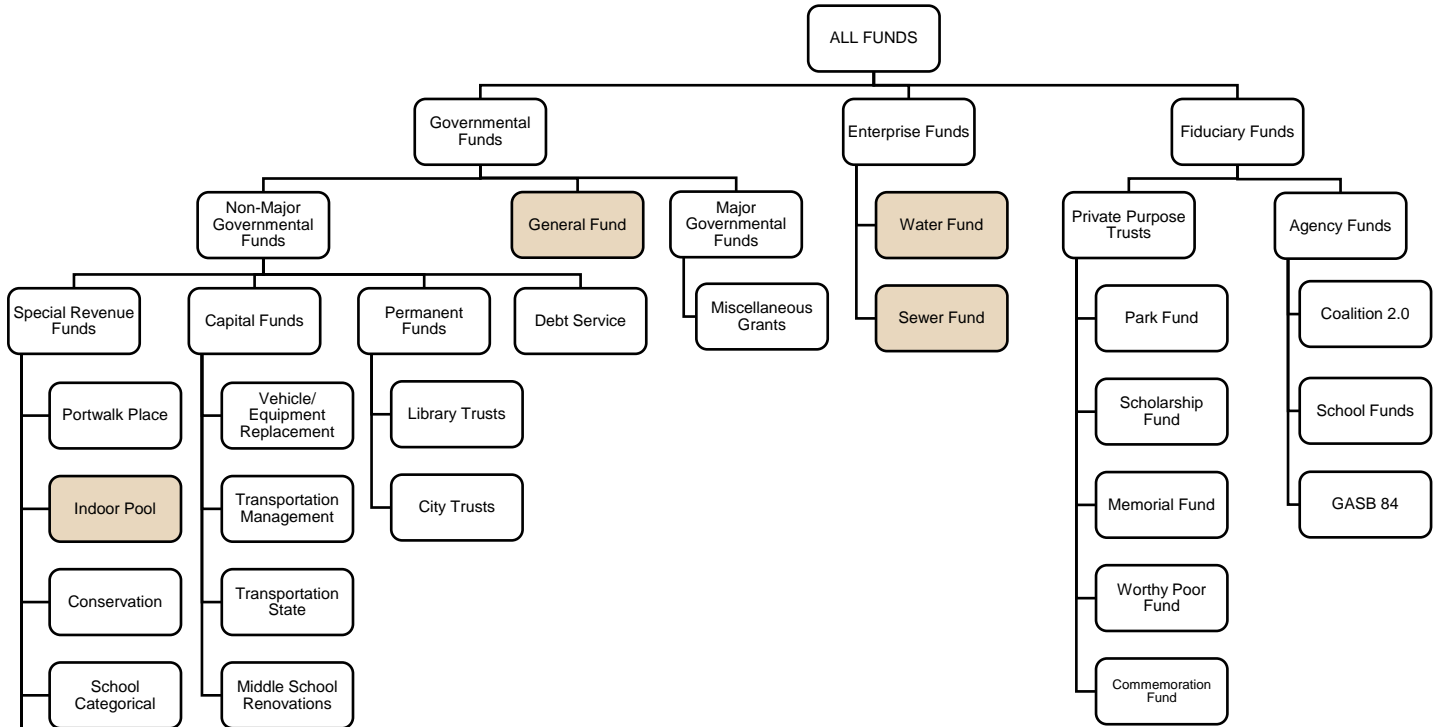
The City's budgetary fund structure (appropriated funds) which are included in this document are: the General Fund; the Community Development, Parking & Transportation, Community Campus, Indoor Pool, Stormwater, and Prescott Park Funds (Special Revenue Funds); and the Water and Sewer Funds (Enterprise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

The fund structure in the audited financial statements include all Governmental Funds (General, Special Revenue, Capital Projects, Debt Service and Permanent Funds), Enterprise Funds (Water and Sewer Funds) 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

(Tan 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	✓	✓				
IT	✓	✓	✓			
Finance	✓	✓				
Planning & Sustainability	✓	✓				
Inspection	✓					
Public Health	✓	✓				
Police Department	✓	✓	✓			
Fire Department	✓	✓	✓			
Emergency Management	✓	✓	✓			
Public Works*	✓	✓	✓		✓	
Public Library	✓	✓		✓		
Recreation	✓	✓	✓	✓		✓
Senior Services	✓	✓				
Public Welfare	✓	✓				
Outside Social Services	✓					
School Department	✓	✓	✓			✓
Community Development		✓		✓		✓
Economic Development	✓					
Indoor Pool		✓				
Community Campus		✓	✓			

\* Public Works Department includes: Highway, Water, Sewer, Stormwater, Parking/Transportation, and Prescott Park Divisions



## **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:**

### **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.

### **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 Funds.

### **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.

### **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.

## **COMMUNITY CAMPUS**

Community Campus was purchased in March 2022 from The Foundation for Seacoast Health. The campus consists of a 72,000 square foot building on 34 acres. The building houses many nonprofits that benefit the community and the Seacoast region. Plans call for the transfer of some School Department functions and Recreation Department activities. This fund will facilitate the operations of the building being funded by rental income and transfers from the General Fund.

## **INDOOR POOL**

Prior to FY 2011, the Indoor Pool was supported in full with appropriations from the General Fund along with associated revenues also being recorded in the General Fund. From FY11 through FY22, a nonprofit organization named Save the Indoor Portsmouth Pool (SIPP), by way of an agreement with the City, funded the operations and capital needs of the Indoor Pool with a General Fund transfer to a Special Revenue Fund as well as user fees and donations. Portsmouth never relinquished ownership of the pool. In FY23, the city re-established the operations of the pool with operating revenues and expenditures recorded in a Special Revenue Fund.

## **COMMUNITY DEVELOPMENT BLOCK GRANT**

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 designed for City of Portsmouth economic development activities, housing rehabilitation, social service agencies, and public facilities. The Community Development Division is a division of the Economic & Community Development Department.

## ***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 sources and uses of current financial resources. Governmental Funds 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,

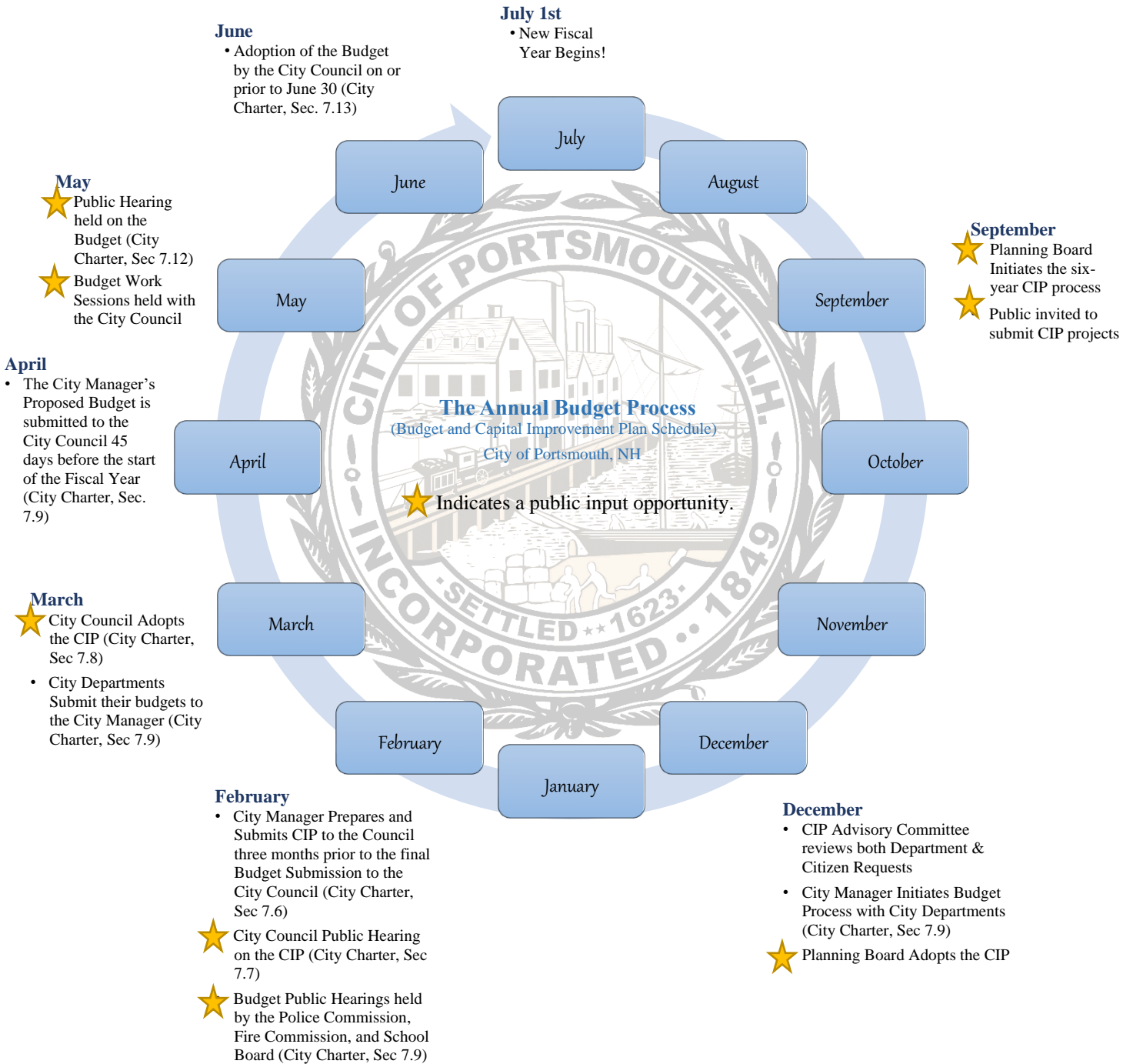
not merely cash inflows or outflows. It recognizes non-cash transactions at the time they occur, considering not only accruals, but also deferrals, allocations, and amortizations.

The Annual Comprehensive Financial Report displays the status of the City's finances based on "Generally Accepted Accounting Principles" (GAAP). The City in most cases conforms to GAAP in reference to the fund-based financial statements, when preparing its budget. Exceptions are as follows:

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. Rockingham County Property Tax is recorded as a Property Tax Revenue and County Tax Expenses in the budget and as an Addition and Deduction in the Statement of Changes in Fiduciary Net Position - Custodial Funds, according to GAAP.
3. Compensated absences are accrued as earned by employees using GAAP and recorded as expenditures as used in the budget.
4. Use of unassigned fund balance, committed fund balance, and unrestricted net position are recorded as revenue in the budget apart from the Combined Statement of Revenues and Expenditures and Changes in Unassigned Fund Balance and Unrestricted Net Position.
5. 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 CIP process begins in early Fall. City departments evaluate their six-year capital needs, including projects submitted by the public, 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 represent the only impact to the proposed budget and may be revised by the City Council during the budget approval process.

## ***BUDGET PROCESS – LEGAL LEVEL OF BUDGET CONTROL***

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.

All monies appropriated in the annual budget for the support of the public schools shall be subject to the control of the School Board, which shall have line-item control over its own budget per the City Charter.

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 pose 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 2025 BUDGET SCHEDULE

### August 2023

17 Thursday	7:00 PM	** Planning Board Meeting - Presentation on CIP Process and Schedule
21 Monday	7:00 PM	** City Council Meeting - Presentation on CIP Process and Schedule

### September 2023

15 Friday		Citizen Submission Deadline for CIP Projects
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### October 2023

6 Friday		Departments Submission Deadline for CIP Projects
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### November 2023

9 Thursday	6:30PM	** City Council Citizens Requests Subcommittee ~ Review the Citizens Request Projects
16 Thursday	7:00PM	Planning Board Public Information Meeting on CIP

### December 2023

12 Tuesday	10:00AM	CIP Advisory Committee meets with Departments - <i>Prioritize Capital Requests</i>
21 Thursday	6:00PM	Planning Board Meeting - Adoption of the CIP - <i>CIP Presentation</i>

### January 2024

16 Tuesday	6:00PM	City Council Audit Work Session (6-7pm)
17 Wednesday	6:00PM	City Council Work Session on CIP - <i>CIP Presentation</i>
23 Tuesday	7:00 PM	School Board Public Hearing #1 on the proposed budget
24 Wednesday	6:00PM	City Council Budget Work Session

### February 2024

5 Monday	7:00 PM	City Council Meeting- Public Hearing on the CIP - <i>No presentation</i> - <i>See presentation recorded from the January 17th City Council Work Session</i>
13 Tuesday	6:00 PM	* Fire Commission Public Hearing on the proposed budget
13 Tuesday	7:00 PM	School Board Public Hearing #2 on the proposed budget
14 Wednesday	5:30 PM	** Police Commission Public Hearing on the proposed budget

### March 2024

4 Monday	7:00 PM	City Council - Adoption of the CIP
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### April 2024

Week of April 29th		Proposed Budget document to be submitted to the City Council
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### May 2024

13 Monday	9:00AM - 3:00PM	*** City Council Work Session - Public Safety (Police and Fire), School Department, General Government, Parking & Transportation (Special Revenue Fund), Water & Sewer (Enterprise Funds) & Stormwater (Special Revenue Fund)
13 Monday	6:00 PM	City Council Meeting - Public Hearing on Budget
20 Monday	6:00PM	City Council Work Session - Budget Review

### June 2024

3 Monday	7:00 PM	City Council Meeting - Continuation of Public Hearing on the Proposed Budget and Adoption of the Budget
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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) - George Pierce Training Room

\*\* Conference Room A, City Hall

\*\*\* Levenson Room, Portsmouth Public Library





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# Fund Summaries

Tax Rate Calculation, Expenditures by Funds and Departments, and the Combined Statement of Revenues and Expenditures and Changes in Fund Balance & Net Position

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

The State of New Hampshire does not assess a sales or income tax. As a result, property tax is the primary method of financing local government.

The preparation of the Annual General Fund Proposed 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 following page provides the property tax levy, (*the difference between the gross appropriations and estimated revenues*), and the calculation of the estimated tax rate based on:

- The City Manager’s Proposed FY25 Budget,
- Estimated county tax obligation,
- Estimated local and State revenues, and
- Estimated taxable property valuation

***The final tax rate will be set by the New Hampshire Department of Revenue Administration in late fall. Property valuation, State Revenues, and county tax obligation are estimated for budget purposes. The final tax rate may vary from the proposed tax rate stated in this budget document.***



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

List of expenditures by funds and departments for the FY23 budget and actual, FY24 budget, and the FY25 City Manager’s recommended budget, as well as the dollar and percent change over FY24.

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

Provides a projection of the unassigned fund balance and unrestricted net position for the General, Special Revenue, Water, and Sewer Funds presented in this budget document.

**GENERAL FUND BUDGET SUMMARY - FY 2025  
TAX CALCULATION**

	FY23	FY24	FY25	\$\$	%
	BUDGET	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY24	CHANGE FROM FY24
<b>OPERATING BUDGET</b>					
General Government	23,695,511	25,761,255	26,485,432	724,177	2.81%
Police	13,321,137	13,959,993	14,586,704	626,711	4.49%
Fire	10,355,485	11,243,307	12,492,159	1,248,852	11.11%
School	57,980,007	60,680,961	64,061,713	3,380,752	5.57%
Collective Bargaining	0	0	0	0	N/A
<i>Department Operating Budget</i>	<b>105,352,140</b>	<b>111,645,516</b>	<b>117,626,008</b>	<b>5,980,492</b>	<b>5.36%</b>
Transfer to Indoor Pool	150,000	200,000	200,000	0	0.00%
Transfer to Prescott Park	272,255	243,653	262,930	19,277	7.91%
Transfer to Community Campus	360,788	476,443	465,355	(11,088)	-2.33%
<b>Total Transfers/Other</b>	<b>783,043</b>	<b>920,096</b>	<b>928,285</b>	<b>8,189</b>	<b>0.89%</b>
<b>Total Operating Budget</b>	<b>106,135,183</b>	<b>112,565,612</b>	<b>118,554,293</b>	<b>5,988,681</b>	<b>5.32%</b>
<b>NON-OPERATING EXPENSE</b>					
Debt Related Costs/TANS	120,000	120,000	120,000	0	0.00%
Debt Service Payments	13,629,821	13,060,206	14,164,300	1,104,094	8.45%
Overlay	1,000,000	1,000,000	60,000	(940,000)	-94.00%
Property & Liability Ins	437,645	393,307	424,292	30,985	7.88%
Rockingham County Tax	5,730,000	5,730,000	5,730,000	0	0.00%
Contingency	300,000	300,000	300,000	0	0.00%
Rolling Stock	601,000	877,000	783,650	(93,350)	-10.64%
IT Equipment Replacement	1,109,158	1,172,336	992,180	(180,156)	-15.37%
Capital Outlay	985,000	1,820,000	1,638,000	(182,000)	-10.00%
Outside Counsel	0	450,000	500,000	50,000	11.11%
McIntyre Eng/Design	150,000	0	0	0	N/A
McIntyre Settlement	1,000,000	500,000	0	(500,000)	N/A
DSA Settlement	500,000	0	0	0	N/A
Other General Non-Operating	727,104	634,914	1,594,632	959,718	151.16%
<b>Total Non-Operating Budget</b>	<b>26,289,728</b>	<b>26,057,763</b>	<b>26,307,054</b>	<b>249,291</b>	<b>0.96%</b>
<b>Total Gross Budget</b>	<b>132,424,911</b>	<b>138,623,375</b>	<b>144,861,347</b>	<b>6,237,972</b>	<b>4.50%</b>
<b>REVENUES</b>					
Municipal	16,409,810	17,935,366	19,525,932	1,590,566	8.87%
School	6,745,978	6,863,400	6,964,600	101,200	1.47%
State Revenues	5,741,000	2,341,000	2,521,000	180,000	7.69%
State Revenues-School Building Aid	1,757,195	740,973	740,973	0	0.00%
American Rescue Plan Act (ARPA)	0	0	2,183,054	2,183,054	N/A
<i>Use of Fund Balance</i>					
Budget Process	1,000,000	2,500,000	1,000,000	(1,500,000)	-60.00%
Property Appraisal	100,000	100,000	100,000	0	0.00%
Debt Service Reserve	1,700,000	1,700,000	1,600,000	(100,000)	-5.88%
Use of Bond Premium		128,379	0	(128,379)	-100.00%
Supplemental Appropriation	650,000	1,340,000	0	(1,340,000)	-100.00%
<b>Total</b>	<b>34,103,983</b>	<b>33,649,118</b>	<b>34,635,559</b>	<b>986,441</b>	<b>2.93%</b>
<b>BUDGETED PROPERTY TAX LEVY</b>	<b>98,320,928</b>	<b>104,974,257</b>	<b>110,225,788</b>	<b>5,251,531</b>	<b>5.00%</b>
Adequate Education Formula	(8,597,476)	(11,410,459)	(11,062,049)	348,410	-3.05%
State Education Tax	8,597,476	11,410,459	11,062,049	(348,410)	-3.05%
War Service Credits	537,499	708,610	708,610	0	0.00%
Overlay	0	0	1,000,000	1,000,000	N/A
<b>Total Property Taxes Assessed</b>	<b>98,858,427</b>	<b>105,682,867</b>	<b>111,934,398</b>	<b>6,251,531</b>	<b>5.92%</b>
<b>ASSESSED VALUATION WITH UTILITIES</b>	<b>6,493,196,779</b>	<b>6,577,145,132</b>	<b>6,662,145,132</b>	<b>85,000,000</b>	<b>1.29%</b>
<b>ASSESSED VALUATION NO UTILITIES</b>	<b>6,303,308,294</b>	<b>6,394,367,400</b>	<b>6,479,367,400</b>	<b>85,000,000</b>	<b>1.33%</b>
<b>MUNICIPAL &amp; SCHOOL TAX RATE</b>	<b>12.99</b>	<b>13.50</b>	<b>14.28</b>	<b>0.78</b>	<b>5.76%</b>
<b>COUNTY TAX RATE</b>	<b>0.85</b>	<b>0.85</b>	<b>0.86</b>	<b>0.01</b>	<b>1.54%</b>
<b>STATE EDUCATION TAX RATE</b>	<b>1.36</b>	<b>1.78</b>	<b>1.71</b>	<b>(0.07)</b>	<b>-4.09%</b>
<b>COMBINED TAX RATE</b>	<b>15.20</b>	<b>16.13</b>	<b>16.85</b>	<b>0.72</b>	<b>4.45%</b>

# EXPENDITURES BY FUNDS AND DEPARTMENTS

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 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	28,755	23,909	28,755	28,755	0	0.00%
City Manager	611,427	589,550	664,632	686,895	22,263	3.35%
General Government Benefits	2,507,588	2,484,342	2,609,434	2,687,910	78,476	3.01%
Human Resources	505,107	501,025	535,596	560,634	25,038	4.67%
City Clerk	320,577	317,009	338,364	353,056	14,692	4.34%
Elections	98,950	85,045	114,457	122,537	8,080	7.06%
Legal	986,421	986,349	1,047,669	1,095,199	47,530	4.54%
Information Technology - Administration	1,232,899	1,216,507	1,628,776	1,691,874	63,098	3.87%
Information Technology - SBITA	0	0	294,600	0	(294,600)	-100.00%
Economic Development	187,975	166,151	179,226	176,723	(2,503)	-1.40%
<b>FINANCE</b>						
Accounting, Assessing, Tax Collection	2,471,737	2,426,822	2,815,617	2,957,584	141,967	5.04%
<b>OTHER GENERAL GOVERNMENT</b>						
General Administration	941,333	875,525	1,053,043	1,143,113	90,070	8.55%
<b>REGULATORY SERVICES</b>						
Planning and Sustainability	831,370	823,505	899,035	930,508	31,473	3.50%
Inspections	807,376	780,173	857,731	899,108	41,377	4.82%
Health	433,545	412,974	495,412	517,677	22,265	4.49%
<b>PUBLIC WORKS</b>	7,501,796	7,485,867	7,781,410	7,990,517	209,107	2.69%
<b>COMMUNITY SERVICES</b>						
Public Library	2,284,101	2,278,650	2,377,672	2,488,538	110,866	4.66%
Recreation	1,045,684	1,040,618	1,129,843	1,228,784	98,941	8.76%
Senior Services	251,890	251,302	246,401	240,231	(6,170)	-2.50%
Public Welfare	403,450	290,533	412,252	417,209	4,957	1.20%
Outside Social Services	213,950	213,950	233,250	250,500	17,250	7.40%
<b>EMERGENCY MANAGEMENT</b>	29,580	21,527	18,080	18,080	0	0.00%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>23,695,511</b>	<b>23,271,335</b>	<b>25,761,255</b>	<b>26,485,432</b>	<b>724,177</b>	<b>2.81%</b>
Police Department	13,321,137	12,646,674	13,959,993	14,586,704	626,711	4.49%
Fire Department	10,355,485	10,226,092	11,243,307	12,492,159	1,248,852	11.11%
School Department	57,980,007	57,928,461	60,680,961	64,061,713	3,380,752	5.57%
<b>TOTAL POLICE, FIRE, SCHOOL</b>	<b>81,656,629</b>	<b>80,801,228</b>	<b>85,884,261</b>	<b>91,140,576</b>	<b>5,256,315</b>	<b>6.12%</b>
<b>COLLECTIVE BARGAINING CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>TOTAL OPERATING DEPARTMENTS</b>	<b>105,352,140</b>	<b>104,072,562</b>	<b>111,645,516</b>	<b>117,626,008</b>	<b>5,980,492</b>	<b>5.36%</b>
TRANSFER TO INDOOR POOL	150,000	150,000	200,000	200,000	0	0.00%
TRANSFER TO PRESCOTT PARK	272,255	272,255	243,653	262,930	19,277	7.91%
TRANSFER TO MCINTYRE	0	0	0	0	0	N/A
TRANSFER TO COMMUNITY CAMPUS	360,788	360,788	476,443	465,355	(11,088)	-2.33%
<b>TOTAL TRANSFERS</b>	<b>783,043</b>	<b>783,043</b>	<b>920,096</b>	<b>928,285</b>	<b>8,189</b>	<b>0.89%</b>
<b>TOTAL OPERATING</b>	<b>106,135,183</b>	<b>104,855,605</b>	<b>112,565,612</b>	<b>118,554,293</b>	<b>5,988,681</b>	<b>5.32%</b>
<b>GENERAL FUND NON-OPERATING BUDGET</b>						
Debt Related Expenses	120,000	83,085	120,000	120,000	0	0.00%
Debt Service	13,629,821	13,629,821	13,060,206	14,164,300	1,104,094	8.45%
Overlay	1,000,000	47,963	1,000,000	60,000	(940,000)	-94.00%
Property & Liability	437,645	437,643	393,307	424,292	30,985	7.88%
County Tax	5,730,000	5,546,962	5,730,000	5,730,000	0	0.00%
Contingency	300,000	300,000	300,000	300,000	0	0.00%
Rolling Stock	601,000	601,000	877,000	783,650	(93,350)	-10.64%
IT Equipment Replacement	1,109,158	1,109,158	1,172,336	992,180	(180,156)	-15.37%
Capital Outlay	985,000	985,000	1,820,000	1,638,000	(182,000)	-10.00%
Prof services - outside counsel	0	0	450,000	500,000	50,000	11.11%
McIntyre Eng/Design	150,000	150,000	0	0	0	N/A
McIntyre Settlement	1,000,000	1,000,000	500,000	0	(500,000)	-100.00%
DSA Settlement	500,000	500,000	0	0	0	N/A
Other General Non-Operating	727,104	724,747	634,914	1,594,632	959,718	151.16%
<b>TOTAL NON-OPERATING</b>	<b>26,289,728</b>	<b>25,115,379</b>	<b>26,057,763</b>	<b>26,307,054</b>	<b>249,291</b>	<b>0.96%</b>
<b>TOTAL GENERAL FUND</b>	<b>132,424,911</b>	<b>129,970,984</b>	<b>138,623,375</b>	<b>144,861,347</b>	<b>6,237,972</b>	<b>4.50%</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
<b>ENTERPRISE FUNDS - FULL ACCRUAL</b>						
<b>WATER DIVISION</b>						
<b>Administration</b>						
Administration	2,501,414	2,020,889	2,758,294	2,991,705	233,411	8.46%
Engineering	538,727	530,085	549,421	621,119	71,698	13.05%
Collective Bargaining Contingency	0	0	0	0	0	N/A
Depreciation	2,810,000	2,573,747	2,700,000	2,595,000	(105,000)	-3.89%
Interest on Debt	1,265,537	1,273,562	1,145,559	1,474,140	328,581	28.68%
Air Force Reimbursement	780,729	809,853	896,882	1,152,820	255,938	28.54%
sub-total	7,896,407	7,208,135	8,050,156	8,834,784	784,628	9.75%
<b>Water Supply and Treatment</b>						
Treatment Plant	1,958,821	1,677,856	2,184,410	2,308,633	124,223	5.69%
Laboratory	60,000	88,017	60,000	77,700	17,700	29.50%
Wells	81,200	90,449	127,500	132,100	4,600	3.61%
Storage Tanks	12,000	10,722	13,500	16,800	3,300	24.44%
Booster Stations	99,300	97,540	145,400	178,150	32,750	22.52%
sub-total	2,211,321	1,964,584	2,530,810	2,713,383	182,573	7.21%
<b>Water Distribution</b>						
Administration	766,996	610,707	808,518	913,466	104,948	12.98%
Mains	251,500	263,008	270,000	270,000	0	0.00%
Services	0	3,347	0	0	0	N/A
Hydrants	0	0	0	0	0	N/A
Meters	296,361	202,201	285,213	290,964	5,751	2.02%
sub-total	1,314,857	1,079,262	1,363,731	1,474,430	110,699	8.12%
<b>Total Water Division</b>	<b>11,422,585</b>	<b>10,251,982</b>	<b>11,944,697</b>	<b>13,022,597</b>	<b>1,077,900</b>	<b>9.02%</b>
<b>SEWER DIVISION</b>						
<b>Administration</b>						
Administration	3,207,336	3,016,448	3,411,344	3,838,244	426,900	12.51%
Engineering	828,432	695,418	858,368	893,342	34,974	4.07%
Collective Bargaining Contingency	0	0	0	0	0	N/A
Depreciation	5,300,000	5,035,803	5,275,000	5,148,000	(127,000)	-2.41%
Interest on Debt	3,557,073	3,435,783	3,698,628	3,670,760	(27,868)	-0.75%
sub-total	12,892,841	12,183,452	13,243,340	13,550,346	307,006	2.32%
<b>Wastewater Treatment</b>						
Treatment Plant	5,633,997	6,298,732	6,271,726	6,574,866	303,140	4.83%
Laboratory	150,825	224,652	186,250	199,400	13,150	7.06%
Lift Stations	937,579	877,995	962,374	1,105,355	142,981	14.86%
sub-total	6,722,401	7,401,379	7,420,350	7,879,621	459,271	6.19%
<b>Wastewater Collection</b>						
Administration	919,375	832,267	937,776	1,006,478	68,702	7.33%
Mains	86,250	81,844	82,750	85,925	3,175	3.84%
sub-total	1,005,625	914,111	1,020,526	1,092,403	71,877	7.04%
<b>Total Sewer Division</b>	<b>20,620,867</b>	<b>20,498,941</b>	<b>21,684,216</b>	<b>22,522,370</b>	<b>838,154</b>	<b>3.87%</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>32,043,452</b>	<b>30,750,923</b>	<b>33,628,913</b>	<b>35,544,967</b>	<b>1,916,054</b>	<b>5.70%</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
<b>SPECIAL REVENUE FUNDS</b>						
<b>PARKING AND TRANSPORTATION</b>						
Parking Administration	1,593,478	1,628,803	1,883,514	2,116,631	233,117	12.38%
Foundry Place Parking Facility	486,553	360,344	533,926	518,785	(15,141)	-2.84%
Hanover Street Parking Facility	679,744	708,631	733,743	574,440	(159,303)	-21.71%
Parking Enforcement	543,632	313,409	574,588	593,114	18,526	3.22%
Parking Meter Operations	487,478	477,742	467,392	390,887	(76,505)	-16.37%
Parking Collection	227,637	230,283	228,654	247,147	18,493	8.09%
Engineering	295,041	330,088	402,037	520,918	118,881	29.57%
Neighborhood Parking Program	100,000	48,303	0	0	0	N/A
Public Transportation	553,097	543,067	647,229	817,782	170,553	26.35%
Downtown Operations & Contingency	300,000	300,000	300,000	649,307	349,307	116.44%
Debt Service	1,861,063	1,879,768	2,438,063	2,332,263	(105,800)	-4.34%
Contingency	97,000	98,500	97,000	97,500	500	0.52%
Capital Outlay	637,000	637,000	587,000	590,000	(213,088)	-36.30%
<b>Total Parking &amp; Transportation</b>	<b>7,861,723</b>	<b>7,555,940</b>	<b>8,893,146</b>	<b>9,448,774</b>	<b>339,540</b>	<b>3.82%</b>
<b>STORMWATER</b>	<b>643,577</b>	<b>407,961</b>	<b>803,088</b>	<b>1,095,256</b>	<b>292,168</b>	<b>36.38%</b>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT</b>	<b>136,433</b>	<b>134,271</b>	<b>150,608</b>	<b>190,963</b>	<b>40,355</b>	<b>26.79%</b>
<b>COMMUNITY CAMPUS</b>	<b>804,217</b>	<b>778,144</b>	<b>925,311</b>	<b>937,087</b>	<b>11,776</b>	<b>1.27%</b>
<b>INDOOR POOL</b>	<b>596,251</b>	<b>445,329</b>	<b>633,652</b>	<b>612,511</b>	<b>(21,141)</b>	<b>-3.34%</b>
<b>PRESCOTT PARK</b>	<b>526,310</b>	<b>523,927</b>	<b>568,886</b>	<b>594,530</b>	<b>25,644</b>	<b>4.51%</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>10,568,511</b>	<b>9,845,571</b>	<b>11,974,691</b>	<b>12,879,121</b>	<b>688,342</b>	<b>5.75%</b>
<b>TOTAL APPROPRIATED FUNDS</b>	<b>175,036,874</b>	<b>170,567,479</b>	<b>184,226,979</b>	<b>193,285,435</b>	<b>8,842,368</b>	<b>4.80%</b>

**GENERAL FUND REVENUE & EXPENDITURE FORECAST**

	FY24 Amended Budget	FY25 Proposed Budget	FY24-FY25 % Change	FY26 Forecast	FY26 % Change Forecast	FY27 Forecast	FY27 % Change Forecast	Assumptions
<b>Revenues</b>								
Property taxes	104,974,257	110,225,788	5.0%	119,704,141	8.6%	127,048,843	6.1%	
Licenses and permits	2,111,600	2,474,600	17.2%	2,573,584	4.0%	2,676,527	4.0%	Trend of 4% each year
Other local sources	11,753,766	12,081,332	2.8%	12,564,585	4.0%	13,067,169	4.0%	Trend of 4% each year
Parking revenues	2,500,000	2,500,000	0.0%	2,500,000	0.0%	2,500,000	0.0%	Level funding for General Fund
Interest & penalties	1,570,000	2,470,000	57.3%	1,970,000	-20.2%	1,970,000	0.0%	Expecting interest rate cuts
School revenues	6,863,400	6,964,600	1.5%	7,103,892	2.0%	7,245,970	2.0%	Average increase of 2%
State revenues	3,081,973	3,261,973	5.8%	3,261,973	0.0%	3,261,973	0.0%	Based on Legislation
ARPA-SLFRF	-	2,183,054	N/A	-	-100.0%	-	N/A	FY25 use of one time revenue
Use of fund balance: To reduce taxes	5,768,379	2,700,000	-53.2%	3,500,000	29.6%	1,450,000	-58.6%	Supplementals and Budget process
<b>Total Revenues and Other Sources</b>	<b>\$138,623,375</b>	<b>\$144,861,347</b>	<b>4.5%</b>	<b>\$153,178,175</b>	<b>5.7%</b>	<b>\$159,220,482</b>	<b>3.9%</b>	
<b>Expenditures</b>								
<i>Operating Budget</i>								
General Government	25,761,255	26,485,432	2.8%	27,730,247	4.7%	29,033,569	4.7%	Average increase from FY 19-23
Police Department	13,959,993	14,586,704	4.5%	15,177,466	4.1%	15,792,153	4.1%	Average increase from FY 19-23
Fire Department	11,243,307	12,492,159	11.1%	12,939,378	3.6%	13,402,608	3.6%	Average increase from FY 19-23
School Department	60,680,961	64,061,713	5.6%	66,931,678	4.5%	69,930,217	4.5%	Average increase from FY 19-23
Collective Bargaining	-	-	N/A	-	N/A	-	N/A	
Transfer to other funds	920,096	928,285	0.9%	971,914	4.7%	1,017,594	4.7%	Average increase from FY 19-23 (Gen Gov)
<b>Total Operating</b>	<b>112,565,612</b>	<b>118,554,293</b>	<b>5.3%</b>	<b>123,750,683</b>	<b>4.4%</b>	<b>129,176,141</b>	<b>4.4%</b>	
<i>Non-Operating Budget</i>								
Debt service and related costs	13,180,206	14,284,300	8.4%	17,629,482	23.4%	17,960,662	1.9%	Debt Service Schedule
Overlay	1,000,000	60,000	-94.0%	60,000	0.0%	60,000	0.0%	Level Funded
Rockingham County tax	5,730,000	5,730,000	0.0%	5,784,435	1.0%	5,839,387	1.0%	Average increase from FY 19-23
Contingency, Rolling Stock & IT equipment replacement	2,349,336	2,075,830	-11.6%	2,179,622	5.0%	2,288,603	5.0%	Trend Analysis
Capital Outlay	1,820,000	1,638,000	-10.0%	1,719,900	5.0%	1,805,895	5.0%	Trend Analysis
Use of fund balance non-operating	950,000	500,000	-47.4%	-	-100.0%	-	-	Supplementals and Budget process
Other general non-operating	1,028,221	2,018,924	96.4%	2,054,053	1.7%	2,089,794	1.7%	Average increase from FY 19-23
<b>Total Non-Operating</b>	<b>26,057,763</b>	<b>26,307,054</b>	<b>1.0%</b>	<b>29,427,492</b>	<b>11.9%</b>	<b>30,044,341</b>	<b>2.1%</b>	
<b>Total Operating and Non-Operating</b>	<b>\$138,623,375</b>	<b>\$144,861,347</b>	<b>4.5%</b>	<b>\$153,178,175</b>	<b>5.7%</b>	<b>\$159,220,482</b>	<b>3.9%</b>	

**ENTERPRISE FUNDS REVENUES & EXPENDITURE FORECAST**

**WATER FUND**

	FY24 Amended Budget	FY25 Proposed Budget	FY24-FY25 % Change	FY26 Forecast	FY26 % Change Forecast	FY27 Forecast	FY27 % Change Forecast	
<b>Estimated Revenues</b>								
Consumption	8,972,644	9,798,123	9.2%	10,288,029	5.0%	10,802,431	5.0%	Consumption trend
Other fees	2,485,010	2,555,480	2.8%	2,632,145	3.0%	2,711,109	3.0%	Estimate of assessed fees
Special agreements	938,882	1,194,820	27.3%	1,230,665	3.0%	1,267,585	3.0%	Current agreements
Interest on investments	270,000	385,000	42.6%	308,000	-20.0%	308,000	0.0%	Expecting interest rate cuts
<b>Total Revenues and Other Sources</b>	<b>\$12,666,536</b>	<b>\$13,933,423</b>	<b>10.0%</b>	<b>\$14,458,838</b>	<b>3.8%</b>	<b>\$15,089,124</b>	<b>4.4%</b>	
<b>Expenses</b>								
Personnel costs	3,795,697	4,230,257	11.4%	4,420,619	4.5%	4,619,546	4.5%	Contractual agreements
Other operating	4,233,941	4,650,200	9.8%	4,859,459	4.5%	5,078,135	4.5%	Trend analysis
Debt service	4,047,814	4,724,192	16.7%	5,815,695	23.1%	6,151,677	5.8%	Debt service schedule
Capital Outlay/Rolling Stock	315,000	330,000	4.8%	346,500	5.0%	363,825	5.0%	Trend analysis
<b>Total Water Expenses</b>	<b>\$12,392,452</b>	<b>\$13,934,649</b>	<b>12.4%</b>	<b>\$15,442,272</b>	<b>10.8%</b>	<b>\$16,213,183</b>	<b>5.0%</b>	
Change in Net Position	\$274,084	(\$1,226)		(\$983,434)		(\$1,124,059)		

**SEWER FUND**

	FY24 Amended Budget	FY25 Proposed Budget	FY24-FY25 % Change	FY26 Forecast	FY26 % Change Forecast	FY27 Forecast	FY27 % Change Forecast	
<b>Estimated Revenues</b>								
Consumption	19,398,260	20,314,957	4.7%	21,330,705	5.0%	22,397,240	5.0%	Consumption trends
Other fees	500,000	540,000	8.0%	556,200	3.0%	572,886	3.0%	Estimate of assessed fees
State aid grants	2,036,149	2,001,776	-1.7%	2,001,776	0.0%	1,833,105	-8.4%	Actual amortization
Special agreements	8,506	8,506	0.0%	8,506	0.0%	-	-100.0%	Current agreements
Interest on investments	800,000	1,250,000	56.3%	1,000,000	-20.0%	1,000,000	0.0%	Expecting interest rate cuts
<b>Total Revenues and Other Sources</b>	<b>\$22,742,915</b>	<b>\$24,115,239</b>	<b>6.0%</b>	<b>\$24,897,187</b>	<b>3.2%</b>	<b>\$25,803,231</b>	<b>3.6%</b>	
<b>Expenses</b>								
Personnel costs	4,576,585	4,902,215	7.1%	5,122,815	4.5%	5,353,341	4.5%	Contractual agreements
Other operating	8,041,503	8,703,895	8.2%	9,095,570	4.5%	9,504,871	4.5%	Trend analysis
Debt service	11,476,952	11,579,255	0.9%	12,482,823	7.8%	13,140,417	5.3%	Debt service schedule
Capital Outlay/Rolling Stock	605,000	470,000	-22.3%	493,500	5.0%	518,175	5.0%	Trend analysis
<b>Total Water Expenses</b>	<b>\$24,700,040</b>	<b>\$25,655,365</b>	<b>3.9%</b>	<b>\$27,194,708</b>	<b>6.0%</b>	<b>\$28,516,804</b>	<b>4.9%</b>	
Change in Net Position	(\$1,957,125)	(\$1,540,126)		(\$2,297,521)		(\$2,713,573)		



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 2025 (Note: Beginning Unassigned Fund Balances/Net Position are estimated)  
 (For Budgetary Purposes Only)

	Governmental Funds		Enterprise Funds		Total
	General Fund	Total Special Revenue Funds*	Water Fund**	Sewer Fund**	
<b>Revenues</b>					
Local Fees, Licenses, Permits	2,474,600	887,743	-	-	3,362,343
Other Local Sources	12,081,332	-	-	-	12,081,332
Parking Revenues	2,500,000	7,609,300	-	-	10,109,300
Interest & Penalties	2,470,000	-	-	-	2,470,000
School Revenues	6,964,600	-	-	-	6,964,600
State/Federal Revenues	5,445,027	190,963	-	-	5,635,990
Fund Transfers	-	1,959,641	-	-	1,959,641
Use of Reserves	2,700,000	2,231,474	1,226	1,540,126	6,472,826
Property Tax	110,225,788	-	-	-	110,225,788
Enterprise Fund Revenues	-	-	13,933,423	24,115,239	38,048,662
<b>Total Revenues</b>	<b>144,861,347</b>	<b>12,879,121</b>	<b>13,934,649</b>	<b>25,655,365</b>	<b>197,330,482</b>
<b>Expenditures</b>					
City Council	28,755	-	-	-	28,755
City Manager	686,895	-	-	-	686,895
Human Resources	3,248,544	-	-	-	3,248,544
City Clerk	353,056	-	-	-	353,056
Elections	122,537	-	-	-	122,537
Legal	1,095,199	-	-	-	1,095,199
Information Technology	1,691,874	-	-	-	1,691,874
Economic Development	176,723	-	-	-	176,723
Finance	2,957,584	-	-	-	2,957,584
General Administrative	1,143,113	-	-	-	1,143,113
Planning and Sustainability	930,508	-	-	-	930,508
Inspection	899,108	-	-	-	899,108
Public Health	517,677	-	-	-	517,677
Public Works	7,990,517	11,879,272	13,934,649	25,655,365	59,459,803
Public Library	2,488,538	-	-	-	2,488,538
Recreation	1,228,784	808,886	-	-	2,037,670
Senior Services	240,231	-	-	-	240,231
Community Development	-	190,963	-	-	190,963
Public Welfare	417,209	-	-	-	417,209
Outside Social Services	250,500	-	-	-	250,500
Emergency Management	18,080	-	-	-	18,080
Police Department	14,586,704	-	-	-	14,586,704
Fire Department	12,492,159	-	-	-	12,492,159
School Department	64,061,713	-	-	-	64,061,713
Indoor Pool	200,000	-	-	-	200,000
Prescott Park	262,930	-	-	-	262,930
Community Campus	465,355	-	-	-	465,355
Collective Bargaining	-	-	-	-	-
Non-Operating	26,307,054	-	-	-	26,307,054
<b>Total Expenditures</b>	<b>144,861,347</b>	<b>12,879,121</b>	<b>13,934,649</b>	<b>25,655,365</b>	<b>197,330,482</b>
FY25 Net Increase (Decrease) in Unassigned Fund Balance/ Unrestricted Net Position	-	-	-	-	-
Estimated: Unassigned/Unrestricted Net Position Fund Balance - Beginning FY25	18,168,567	8,093,741	5,585,730	24,236,725	56,084,763
Estimated Use of Fund Balance: Unassigned/Unrestricted Net Position	2,700,000	2,231,474	1,226	1,540,126	6,472,826
Fund Balance - Ending FY25	15,468,567	5,862,267	5,584,504	22,696,599	49,611,937

\*Note: Special Revenue Fund Balances are Restricted/Committed not Unassigned

Special Revenue Funds include: Indoor Pool, Community Campus, Parking/Transportation, Prescott Park and Stormwater.

\*\*Note: Enterprise Funds are displayed using the cash basis of accounting.



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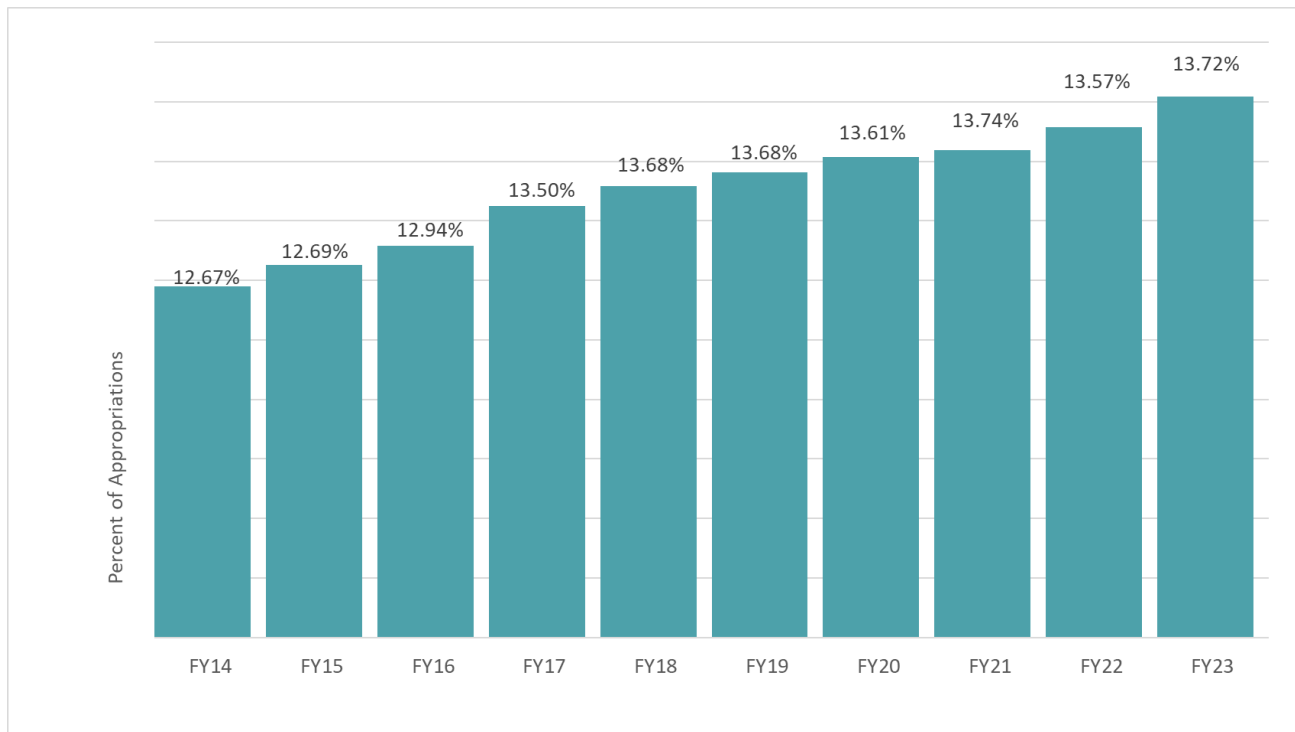
# Financial Policies and Long-Term Financial Guidelines

The following section outlines 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 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***

In Fiscal Year 1998, the City Council adopted 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, 2023, the Unassigned Fund Balance of \$18,168,567 represents 13.72% 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 of AAA by Standard and Poor's Rating Group was affirmed for the 11<sup>th</sup> time as part of the June 2023 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 a 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.

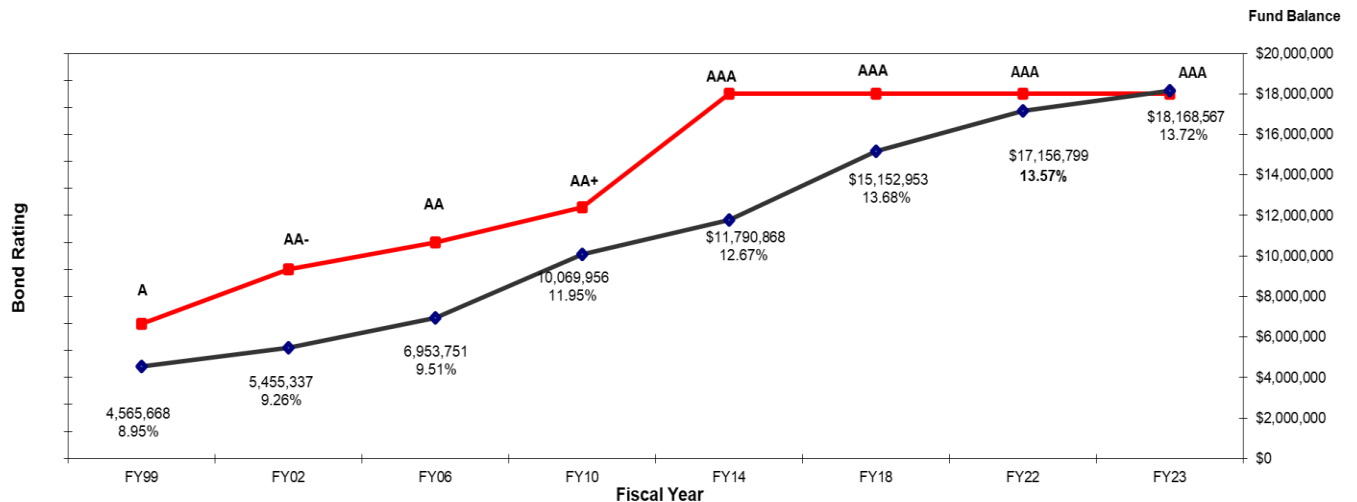
Table 1

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
2013-2023	11	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.*



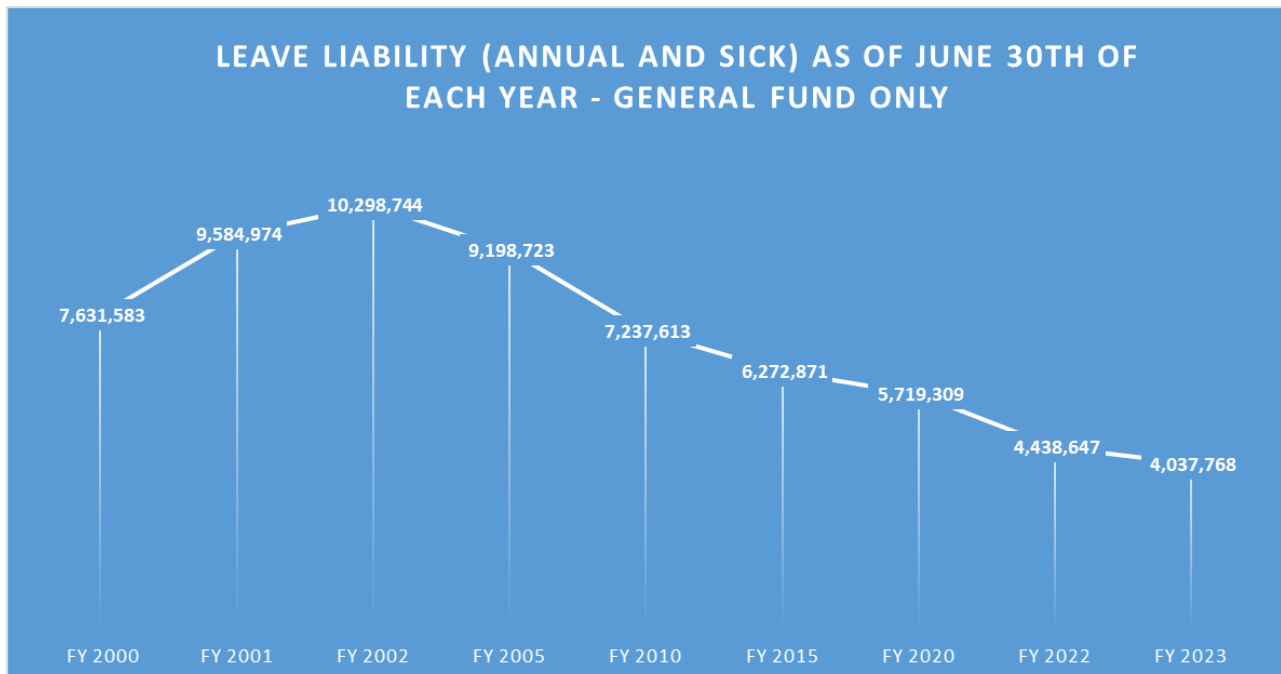
## ***LEAVE AT TERMINATION***

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 with two methods the significant future liability.

1. *Reduce Future Liability*: The City eliminated future growth in this liability by negotiating in all labor agreements that new employees can no longer accumulate and cash-out unlimited sick leave. Thus, the liability can be capped, and it is now possible to estimate reductions of this liability through attrition.
2. *Stabilizing the General Fund Annual Operating Budget*: The Leave at Termination Reserve for the General Fund, which was 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 a Leave at Termination 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. In the event there is a short fall at fiscal year-end, this short fall is subsidized by Committed Fund Balance-Reserve for Leave at Termination. In the event there is a surplus at year-end, the surplus replenishes the Committed Fund Balance-Reserve for Leave at Termination.

As of June 30, 2023, total liability for earned sick payout for eligible employees and annual leave for all employees is:

- General Fund - \$4.04 Million.
- Enterprise Funds - \$0.523 Million.



The previous chart illustrates the leave liability for the General Fund decreasing over time. This is in direct correlation with the phasing out of employees' ability to cash-out unlimited accumulated sick leave upon termination. *[Detailed information and annual budget allocation are addressed in the Budget Highlights section of this budget document].*

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

The City currently offers two health insurance plans: HealthTrust products supported by Blue Cross Blue Shield for employees in the General Government, Police, and Fire Departments and 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.

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 and SchoolCare over 10 years with periodic review. 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 more than 25% of its balance.

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*The annual budget and allocation of costs are addressed in the Budget Highlights section of this budget document.*

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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 to match 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 overall yield.

In accordance with New Hampshire State Statutes, the City Council adopts annually an Investment Policy pursuant to RSA 48:16, which authorizes the City Treasurer as custodian of City funds to invest funds not immediately needed for the purpose of expenditure. The statute specifically identifies eligible investments instruments as defined as follows:

1. The Public Investment Pool established pursuant to RSA 383:22; and
2. Deposits including money market accounts, certificates of deposits, or repurchase agreements, and all other types of interest-bearing accounts, of federally insured banks chartered under the laws of New Hampshire, or in obligations outside of the state fully guaranteed as to principal and interest by the United States government.

## ***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.” For Fiscal Year 2025 / Tax Year 2024, the City of Portsmouth is conducting a Statistical Revaluation pursuant to RSA 75:8-a.

## ***PERFORMANCE MEASURES***

The FY25 Budget document includes a Performance Measures section in each departmental narrative. The departments use their respective performance measures to better communicate departmental progress and/or efficiencies achieved within the department.

Performance measures include 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 program has enabled all City departments to replace vehicles and equipment based on life cycle costing, which has reduced costs in 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 and reliable. Detailed information on the Rolling Stock Program can be found in Appendix I of this document.

## ***CAPITAL IMPROVEMENT PLAN***

The [Capital Improvement Plan \(CIP\)](#), recommended by the Planning Board and adopted by the City Council, identifies equipment, vehicles, buildings, 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 the City Council. The following is a funding summary for the FY25 Capital Improvement Plan. Detailed information for each project can be found in Appendix II of this document.



**Capital Improvement Plan FY 2025-2030 (FY 2025 Funding)**

	General Fund	Enterprise Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY25 Total
GOVERNMENTAL FUNDS	\$1,638,000	\$0	\$54,145,500	\$400,000	\$1,264,680	\$0	\$57,448,180
WATER FUND	\$0	\$0	\$4,050,000	\$0	\$0	\$0	\$4,050,000
SEWER FUND	\$0	\$0	\$29,465,000	\$5,000,000	\$0	\$0	\$34,465,000
<b>TOTAL</b>	<b>\$1,638,000</b>	<b>\$0</b>	<b>\$87,660,500</b>	<b>\$5,400,000</b>	<b>\$1,264,680</b>	<b>\$0</b>	<b>\$95,963,180</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 while simultaneously ensuring that 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 FY25 proposed budget includes a projected net debt of 8.16% 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, 2023, the last completed independent audit, was 1.2%.

***MUNICIPAL FEE REVIEW PROCESS***

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 departments’ 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***

In FY14, the City implemented a 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.

### ***ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) 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 thirty awards for the fiscal years ended June 30, 1988, 1989, and 1995 – 2022.

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

The City will seek annual renewal of the Government Finance Officers Association's Distinguished Budget Presentation Award. 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. The City of Portsmouth received the GFOA's Distinguished Budget Presentation Award for seventeen consecutive years beginning July 1, 2006.

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

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 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. The City of Portsmouth received the GFOA's PAFR award for six consecutive years beginning with the fiscal year ended June 30, 2017.

## **COMPLIANCE TO POLICY AND GUIDELINES**

<b>Policy/Guideline</b>	<b>Budget Complies to Policy/Guideline</b>	<b>Policy/Guideline</b>	<b>Budget Complies to Policy/Guideline</b>
Unassigned Fund Balance	✓	General Fund Capital Outlay	✓
Bond Rating	✓	Debt Service Planning	✓
Leave at Termination Stabilization Fund Policy	✓	Municipal Fee Review	✓
Health Insurance Stabilization Fund Policy	✓	Enterprise Funds Rate Setting Policies	✓
Investment Policy	✓	Annual Comprehensive Financial Report Certificate of Achievement	✓
Property Valuation	✓	Distinguished Budget Presentation Award	✓
Performance Measures	✓	Award for Outstanding Achievement in the Popular Annual Financial Reporting	✓
Rolling Stock Program	✓		
Capital Improvement Plan	✓		

**CITY OF PORTSMOUTH  
GENERAL FUND  
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2023-2025**

	BUDGETED REVENUES FY23	ACTUAL REVENUES FY23	BUDGETED REVENUES FY24	BUDGETED REVENUES FY25	% CHANGE	\$ CHANGE
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**Local Fees, Licenses, Permits**

Other Fees	12,000	14,045	13,000	13,000	0.0%	-
Other Licenses	12,000	15,840	12,000	20,000	66.7%	8,000
Planning Department	170,000	204,727	175,000	180,000	2.9%	5,000
Inspection Department	1,195,000	1,428,857	1,295,000	1,500,000	15.8%	205,000
Police Alarms	30,000	40,375	30,000	30,000	0.0%	-
Fire Inspections	105,000	94,831	105,000	105,000	0.0%	-
Fire-Misc	1,500	-	-	-	N/A	-
Excavation Permit	70,000	179,915	75,000	75,000	0.0%	-
Flagging Permit	9,200	14,875	10,000	20,000	100.0%	10,000
Solid Waste	75,000	76,322	76,000	76,000	0.0%	-
Blasting Permits	100	300	100	100	0.0%	-
New Driveway Permit	1,500	500	500	500	0.0%	-
Outdoor Pool	15,000	41,779	15,000	40,000	0.0%	25,000
Recreation Department	100,000	309,748	175,000	275,000	57.1%	100,000
Boat Ramp Fees	12,000	26,267	20,000	20,000	0.0%	-
Rentals-Recreation	-	10,770	10,000	10,000	N/A	-
Food Permits	80,000	120,615	100,000	110,000	10.0%	10,000

<b>Total Local Fees, Licenses and Permits</b>	<b>1,888,300</b>	<b>2,579,767</b>	<b>2,111,600</b>	<b>2,474,600</b>	<b>17.2%</b>	<b>363,000</b>
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**Other Local Sources**

Timber Tax	100	609	100	100	0.0%	-
Payments in Lieu of Taxes	190,000	195,737	190,000	250,000	31.6%	60,000
Municipal Agent Fees	73,000	77,853	74,000	74,000	0.0%	-
Motor Vehicle Permits	4,950,000	5,345,495	5,000,000	5,300,000	6.0%	300,000
Title Applications	9,000	9,606	9,000	9,000	0.0%	-
Boat Registrations	11,000	16,250	15,000	15,000	0.0%	-
PDA Airport District	2,750,000	3,052,158	2,945,000	2,650,000	-10.0%	(295,000)
Water/Sewer Overhead	1,604,422	1,604,422	1,749,330	1,852,932	5.9%	103,602
Sale of Municipal Property	5,000	46,078	6,000	6,000	0.0%	-
Misc Revenue	70,000	249,383	70,000	70,000	0.0%	-
Bond Premium	-	4,763	-	-	N/A	-
Transfers from Other Funds	-	140,154	-	-	0.0%	-
Dog Licenses	17,000	16,129	17,000	17,000	0.0%	-
Marriage Licenses	2,200	1,974	22,000	22,000	0.0%	-
Certificates-Birth and Death-Marriage	30,000	32,256	30,000	30,000	0.0%	-
GASB 87 Lease Interest	-	9,099	9,099	-	N/A	(9,099)
Rental of City Property	50,000	132,998	50,000	100,000	100.0%	50,000
Rental City Hall Complex	20,692	20,101	21,937	-	N/A	(21,937)
Cable Franchise Fee	360,000	360,000	360,000	360,000	0.0%	-
Hand Gun Permits	300	300	300	300	0.0%	-
Police Outside Detail	170,000	317,721	250,000	260,000	4.0%	10,000
Ambulance Fees-Portsmouth	910,000	1,198,254	920,000	1,050,000	14.1%	130,000
Welfare Dept Reimbursements	15,000	1,591	15,000	15,000	0.0%	-

<b>Total Other Local Sources</b>	<b>11,237,714</b>	<b>12,832,930</b>	<b>11,753,766</b>	<b>12,081,332</b>	<b>2.8%</b>	<b>327,566</b>
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**Interest & Penalties**

Interest on Taxes	171,000	147,262	170,000	170,000	0.0%	-
Interest on Investments	700,491	1,812,447	1,400,000	2,300,000	64.3%	900,000

<b>Total Interest &amp; Penalties</b>	<b>871,491</b>	<b>1,959,709</b>	<b>1,570,000</b>	<b>2,470,000</b>	<b>57.3%</b>	<b>900,000</b>
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**CITY OF PORTSMOUTH  
GENERAL FUND  
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2023-2025**

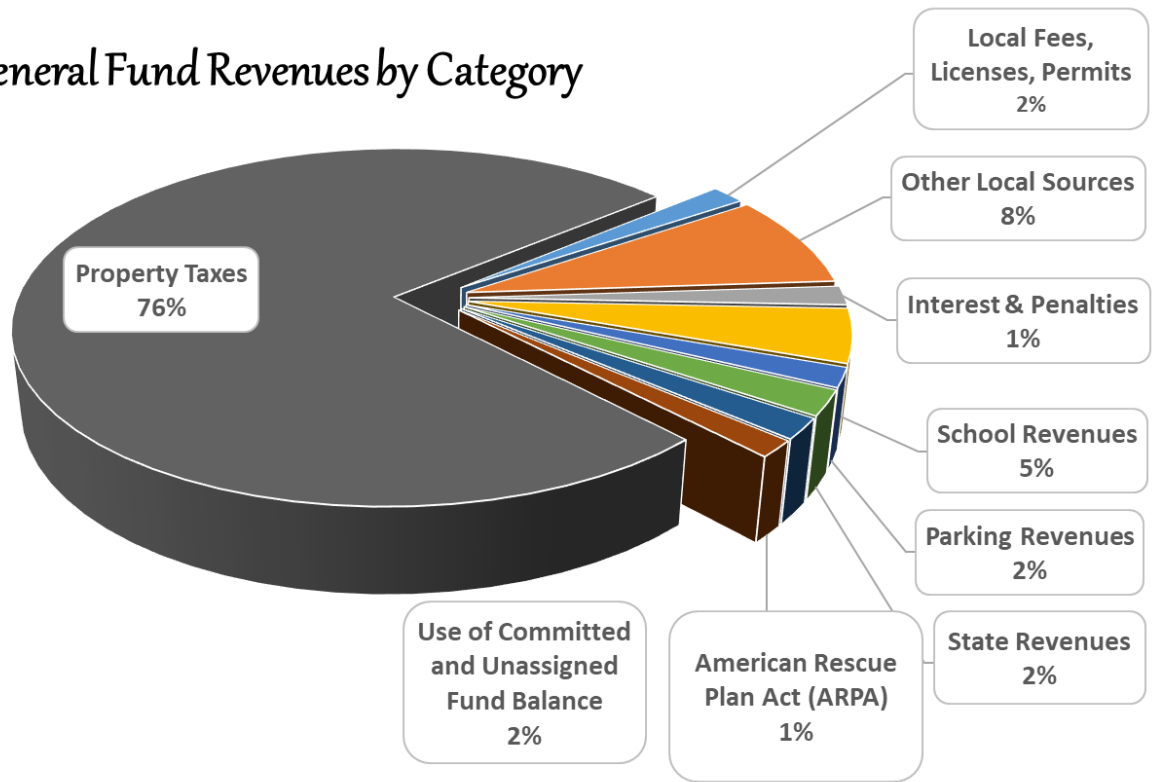
	BUDGETED REVENUES FY23	ACTUAL REVENUES FY23	BUDGETED REVENUES FY24	BUDGETED REVENUES FY25	% CHANGE	\$\$ CHANGE
<b>School Revenues</b>						
Tuition	6,711,920	6,810,047	6,783,400	6,954,600	2.5%	171,200
Other Sources	34,058	35,486	80,000	10,000	-87.5%	(70,000)
<b>Total School Revenues</b>	<b>6,745,978</b>	<b>6,845,533</b>	<b>6,863,400</b>	<b>6,964,600</b>	<b>1.5%</b>	<b>101,200</b>
<b>Parking Revenues</b>						
Parking Meter Fees	3,250,000	4,189,513	4,310,000	4,400,000	2.1%	90,000
Parking Metered Space Rental	150,000	226,450	150,000	160,000	6.7%	10,000
EV Charging Stations	10,000	16,959	15,000	17,500	16.7%	2,500
Parking-Area Service Agreements	50,000	32,209	35,000	52,000	0.0%	17,000
High Hanover Parking Facility Revenue	1,909,000	2,357,141	2,350,000	2,350,000	0.0%	-
High Hanover Parking Facility Passes	1,265,100	1,239,062	1,150,000	1,168,800	1.6%	18,800
Foundry Place Parking Facility Revenue	502,000	422,563	400,000	430,000	7.5%	30,000
Foundry Place Parking Facility Passes	451,500	482,150	450,000	523,500	16.3%	73,500
High Hanover Pass Reinstatement	750	660	750	750	0.0%	-
Foundry Place Pass Reinstatement	750	1,150	750	750	0.0%	-
Parking Violations	700,000	1,153,790	900,000	1,000,000	11.1%	100,000
Immobilization Administration Fee	5,000	5,700	6,000	6,000	0.0%	-
<b>Total Parking Revenues</b>	<b>8,294,100</b>	<b>10,127,349</b>	<b>9,767,500</b>	<b>10,109,300</b>	<b>3.5%</b>	<b>341,800</b>
<b>Transfer to Parking and Transportation</b>	<b>(5,881,795)</b>	<b>(7,715,044)</b>	<b>(7,267,500)</b>	<b>(7,609,300)</b>	<b>4.7%</b>	<b>(341,800)</b>
<b>General Fund Parking Revenues</b>	<b>2,412,305</b>	<b>2,412,305</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>0.00%</b>	<b>-</b>
<b>State Revenues</b>						
Rooms and Meals Tax	1,550,000	1,938,850	1,900,000	2,080,000	9.5%	180,000
Highway Block Grant	420,000	441,672	441,000	441,000	0.0%	-
State Aid-Retirement	650,000	624,196	-	-	0.0%	-
Adequate Education	3,121,000	3,285,215	-	-	0.0%	-
Bonded Debt-High School	1,016,222	1,016,222	-	-	0.0%	-
Bonded Debt-Middle School	740,973	740,974	740,973	740,973	0.0%	-
<b>Total State Revenues</b>	<b>7,498,195</b>	<b>8,047,129</b>	<b>3,081,973</b>	<b>3,261,973</b>	<b>5.8%</b>	<b>180,000</b>
<b>American Rescue Plan Act (ARPA)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,183,054</b>	<b>0.0%</b>	<b>2,183,054</b>
<b>Budgetary Use of Unassigned Fund Balance</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>2,500,000</b>	<b>1,000,000</b>	<b>-60.0%</b>	<b>(1,500,000)</b>
<b>Supplemental Use of Unassigned Fund Balance</b>	<b>650,000</b>	<b>650,000</b>	<b>1,340,000</b>	<b>-</b>	<b>-100.0%</b>	<b>(1,340,000)</b>
<b>Use of Committed Fund Balance-Bond Premium</b>	<b>-</b>	<b>-</b>	<b>128,379</b>	<b>-</b>	<b>-100.0%</b>	<b>(128,379)</b>
<b>Use of Reserve for Property Appraisal</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.0%</b>	<b>-</b>
<b>Use of Reserve for Debt</b>	<b>1,700,000</b>	<b>1,700,000</b>	<b>1,700,000</b>	<b>1,600,000</b>	<b>-5.9%</b>	<b>(100,000)</b>
<b>Budgeted Property Tax Levy</b>	<b>98,320,928</b>	<b>99,102,053</b>	<b>104,974,257</b>	<b>110,225,788</b>	<b>5.0%</b>	<b>5,251,531</b>
<b>Total General Fund Revenues</b>	<b>132,424,911</b>	<b>137,229,425</b>	<b>138,623,375</b>	<b>144,861,347</b>	<b>4.5%</b>	<b>6,237,972</b>
<b>GENERAL FUND REVENUE SUMMARY</b>						
Municipal Revenues	16,409,810	19,784,710	17,935,366	19,525,932	8.9%	1,590,566
School Revenues	6,745,978	6,845,533	6,863,400	6,964,600	1.5%	101,200
State Revenues	7,498,195	8,047,129	3,081,973	3,261,973	5.8%	180,000
American Rescue Plan Act (ARPA)	-	-	-	2,183,054	0.0%	2,183,054
Use of Fund Balance	3,450,000	3,450,000	5,768,379	2,700,000	-53.2%	(3,068,379)
Budgeted Property Tax Levy	98,320,928	99,102,053	104,974,257	110,225,788	5.0%	5,251,531
<b>Total General Fund Revenues</b>	<b>132,424,911</b>	<b>137,229,425</b>	<b>138,623,375</b>	<b>144,861,347</b>	<b>4.5%</b>	<b>6,237,972</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 FY21 – FY25.

	Budget FY21	Budget FY22	Budget FY23	Budget FY24	Budget FY25	FY25 % of Total
<b>Local Fees, Licenses, Permits</b>	1,536,600	1,807,600	1,888,300	2,111,600	2,474,600	2%
<b>Other Local Sources</b>	10,825,772	10,927,060	11,237,714	11,753,766	12,081,332	8%
<b>Interest &amp; Penalties</b>	720,549	320,549	871,491	1,570,000	2,470,000	2%
<b>School Revenues</b>	6,717,200	6,523,880	6,745,978	6,863,400	6,964,600	5%
<b>Parking Revenues</b>	2,412,305	2,412,305	2,412,305	2,500,000	2,500,000	2%
<b>State Revenues</b>	3,489,429	3,298,195	7,498,195	3,081,973	3,261,973	2%
<b>Use of Committed and Unassigned Fund Balance</b>	2,200,000	5,696,000	3,450,000	5,768,379	2,700,000	2%
<b>American Rescue Plan Act (ARPA)</b>	-	-	-	-	2,183,054	2%
<b>Property Taxes</b>	91,213,483	95,439,444	98,320,928	104,974,257	110,225,788	76%
<b>Total Revenue</b>	119,115,338	126,425,033	132,424,911	138,623,375	144,861,347	

*FY25 General Fund Revenues by Category*



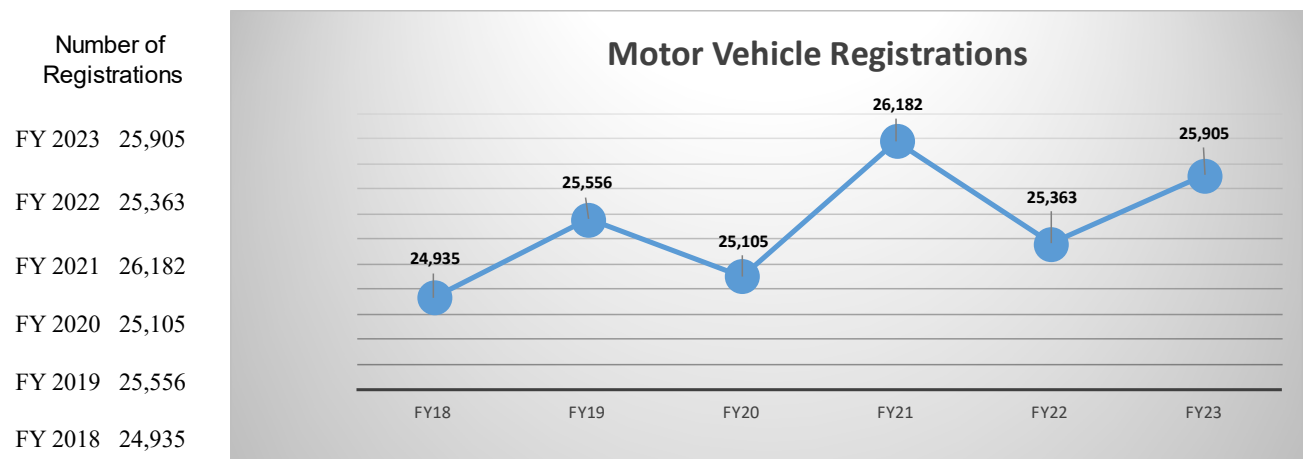
**Major Revenue Sources** for the City are property taxes, school tuition, parking related revenues, Pease Development Authority airport district services fees, motor vehicle permits and building inspection permits. The following includes descriptions of all General Fund revenues as well as budget to 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 the financial impact created by the entity.
- **Motor Vehicle Permit Preparation Fees** – RSA 261:152 \$2.00 Clerk fee charged for each motor vehicle registration. RSA 261:74-d \$3.00 Agent fee charged for each motor vehicle registration when 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 vehicle
- 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

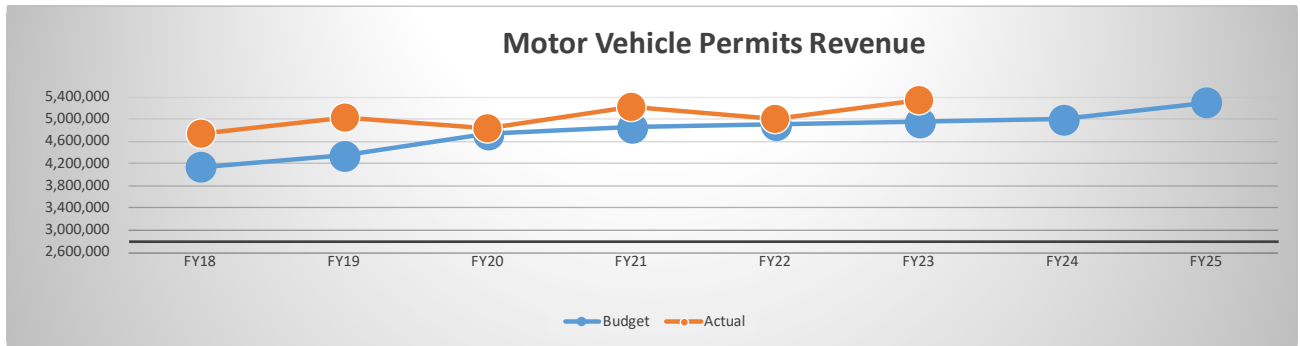
### **What is a Mill Rate?**

A mill rate is the amount of every dollar of a property or item's assessed value that is taxed.

A mill =  
\$1.00 of tax for each  
\$1,000 of assessment



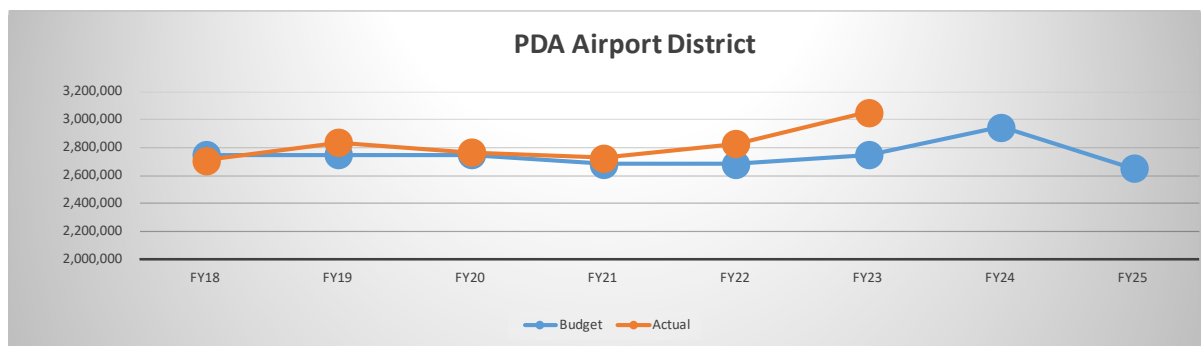
Revenue produced is a direct product of how many vehicles are registered, the vehicle's value and age. Revenue is determined using quantitative forecasting trend analysis.



	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	4,140,000	4,350,000	4,730,000	4,850,000	4,900,000	4,950,000	5,000,000	5,300,000
Actual	4,733,632	5,018,306	4,835,658	5,226,849	5,000,874	5,345,495		

- **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 excluding any school tax component in respect to such property. The City Council voted on 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.



	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	2,750,000	2,750,000	2,750,000	2,680,000	2,680,000	2,750,000	2,945,000	2,650,000
Actual	2,707,602	2,836,535	2,765,894	2,726,229	2,825,878	3,052,158		

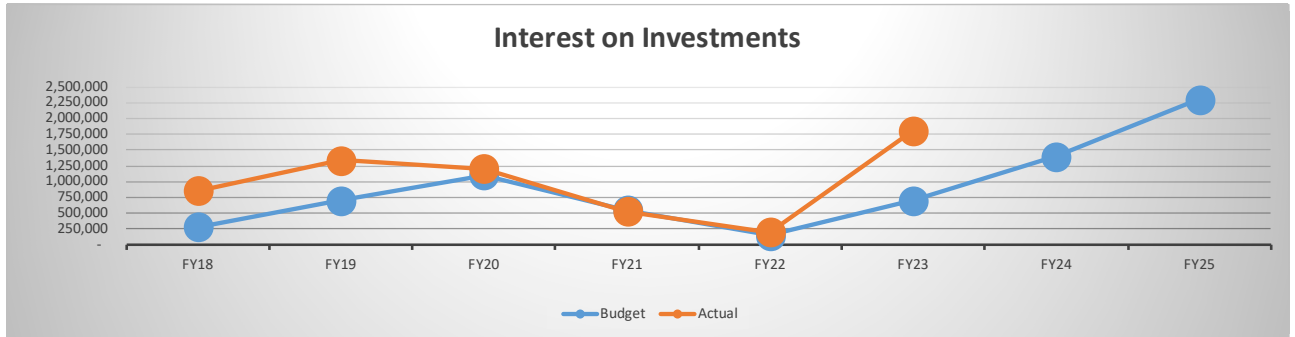
- **Water/Sewer Overhead** – A calculation of Water/Sewer Departments usage of General Government employees and office space which is reimbursed to the General Fund from the Enterprise Funds.
- **Dog Licenses** – RSA 466 – An annual License Fee. Of each license fee: \$2.00 goes to the State of New Hampshire Animal Population Fund, \$0.50 goes to the State of New Hampshire General Fund, while \$5.00 remains with the local municipality.
- **Marriage Licenses** – RSA 457:29 - \$50 is collected for issuing a Marriage License with \$43 remitted 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.
- **Cable Franchise Fee** – A Portsmouth Cable Franchise Agreement between the City and local cable television provider Portsmouth Public Media (PPMtv) stipulates that a 5% franchise fee will be charged to local cable television subscribers. The City Council voted on 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 FY23 was \$118,015.
- **Handgun Permits** – RSA 159:6: Revenues received when the Chief of Police issues a Handgun 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
- **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. An 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.*

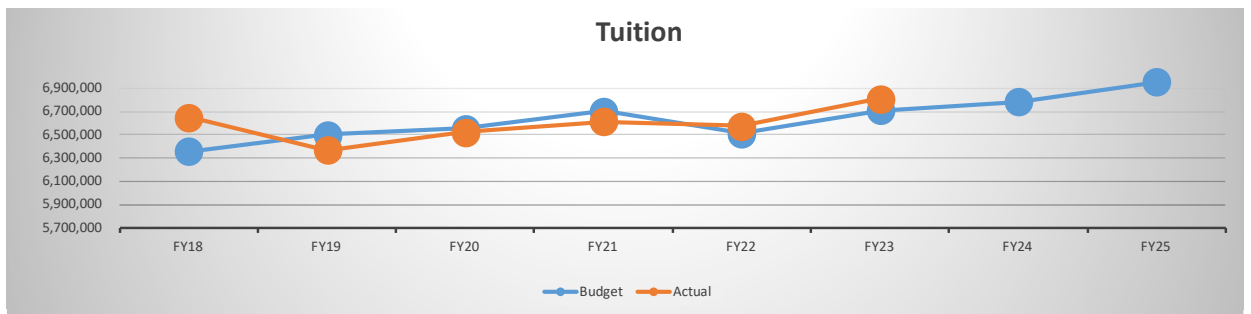


	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	285,000	700,000	1,100,000	550,000	150,000	700,491	1,400,000	2,300,000
Actual	852,726	1,336,087	1,205,712	526,494	201,845	1,812,447		

### **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, with 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 the number of students to 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.*



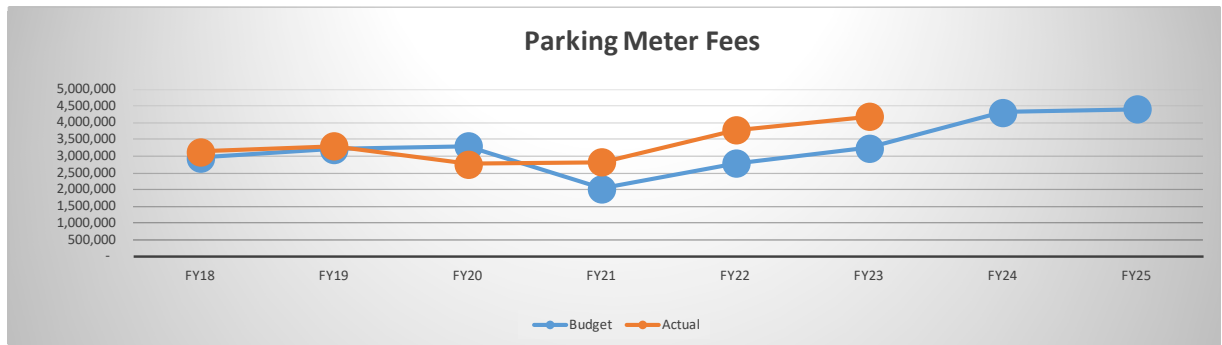
	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	6,356,282	6,503,250	6,556,500	6,704,200	6,510,880	6,711,920	6,783,400	6,954,600
Actual	6,649,622	6,370,822	6,525,420	6,613,787	6,577,471	6,810,047		

- **Other Sources** – The majority of revenue produced in Other Sources is received from rent charged to organizations for utilizing school buildings for special functions. The increase in FY24 was due to a Dental Premium Holiday issued by the insurance carrier. A premium holiday is a refund from a previous fiscal year premium payment due to cost avoidance.

**Parking Revenue:**

- **Parking Meter Fees** – City Ordinance Chapter 7: There are 955 metered parking spaces throughout the City. Under the Stay and Pay pricing ordinance (effective March 18, 2024), the City charges \$2.00 per hour for each of the first three hours and \$5.00 per hour thereafter. Payment for resident and visitor use of the City Parking inventory is enforced as follows: Monday through Saturday 9am to 8pm and Sunday from noon-8pm.
- **ParkMobile Smartphone App** - Residents and visitors may take advantage of ParkMobile, a smartphone-based parking payment application. ParkMobile can be downloaded for free and is used to initiate and/or extend active parking sessions through the user’s personal device. Qualified residents, are eligible to receive discounted parking rates using the ParkMobile app.

*Parking meter fees revenue is determined using quantitative forecasting trend analysis.*

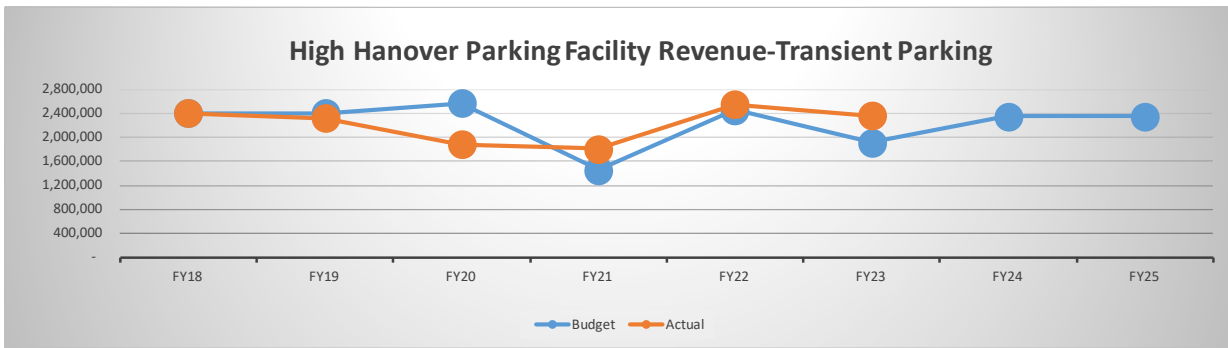


	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	2,955,000	3,200,000	3,306,000	2,029,175	2,783,750	3,250,000	4,310,000	4,400,000
Actual	3,143,365	3,300,786	2,774,217	2,824,415	3,769,231	4,189,513		

- **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).

- **High Hanover Parking Facility Revenue – Transient Parking:** City Ordinance Chapter 7 - Transient Parking refers to revenue from non-monthly pass (transient) customers in the High-Hanover Parking Facility. Estimated revenue has been calculated using an hourly rate of \$2.00, as presented in the fee schedule in Appendix III. Qualified residents can park for \$5.00 all day on Sundays. A rehabilitation project during FY23-24-25 will close 33% of spaces each year.

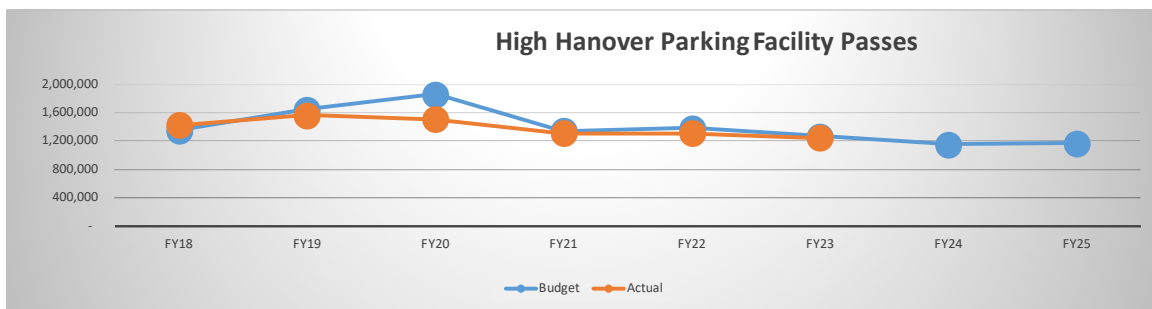
*As with Parking Meters, Parking Garage revenue is determined using quantitative forecasting trend analysis.*



	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	2,400,000	2,400,000	2,561,875	1,458,701	2,456,500	1,909,000	2,350,000	2,350,000
Actual	2,398,497	2,321,821	1,885,976	1,805,836	2,549,787	2,357,141		

- **High Hanover Parking Facility Revenue – Monthly Passes:** City Ordinance Chapter 7 - The FY25 fee schedule (see Appendix III) represents no change, keeping the resident monthly rate at \$200, and the non-resident monthly rate at \$275 per month. As of February 2024, there were 389 monthly pass holders, 275 non-residents and 114 residents. A rehabilitation project during FY23-24-25 will close 33% of spaces each year.

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

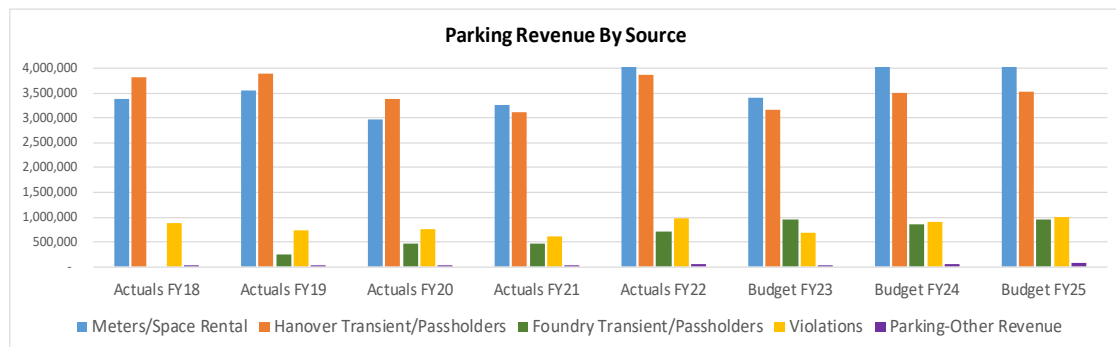


	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	1,350,000	1,645,500	1,852,500	1,337,700	1,377,900	1,265,100	1,150,000	1,168,800
Actual	1,422,440	1,564,885	1,506,888	1,308,849	1,304,841	1,239,062		

- **Foundry Place Parking Facility Revenue – Transient Parking:** City Ordinance Chapter 7 - Transient Parking refers to revenue from non-pass (transient) customers in the Foundry Place Parking Facility. FY25 rates are set at \$1.00 per hour, which saw no change from FY24 (see Appendix III). Qualified residents can park for free on Sundays.

- **Foundry Place Parking Facility Revenue-Monthly Passes:** City Ordinance Chapter 7 - The FY25 fee schedule (see Appendix III) has proposed no change in the pass rates for a monthly resident pass \$100 per month, and non-resident at \$125 per month. As of February 2024, there were 369 monthly pass holders, 242 non-residents and 127 residents.
- **Pass Reinstatement Fee -** City Ordinance Chapter 7: An administration fee to re-issue passes to leaseholders that have misplaced their original card 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 immobilize (boot) a vehicle
- **Transfer to Parking and Transportation Fund –** Annually, any revenue more than \$2,500,000 is recorded in the Parking & Transportation Fund for operations and capital needs.

*The table below depicts the total history of parking and transportation revenue by category.*



	Actuals FY18	Actuals FY19	Actuals FY20	Actuals FY21	Actuals FY22	Budget FY23	Budget FY24	Budget FY25
Meters/Space Rental	3,389,217	3,552,522	2,978,042	3,249,526	4,049,846	3,405,000	4,460,000	4,560,000
Hanover Transient/Passholders	3,820,937	3,886,706	3,392,864	3,114,686	3,854,628	3,174,100	3,500,000	3,518,800
Foundry Transient/Passholders	-	256,930	472,718	475,844	721,657	953,500	850,000	953,500
Violations	875,592	734,233	768,952	611,556	980,874	700,000	900,000	1,000,000
Parking-Other Revenue	29,995	14,090	9,666	13,569	68,155	16,500	57,500	77,000
<b>Total Parking Revenue</b>	<b>8,115,741</b>	<b>8,444,481</b>	<b>7,622,242</b>	<b>7,465,181</b>	<b>9,675,160</b>	<b>8,249,100</b>	<b>9,767,500</b>	<b>10,109,300</b>

## 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 the local community's population as a percentage of the State's population.
- **School Building Aid** – RSA 198-15: The City receives aid in the amount of 55% for the High School (**the City received its last High School Building Aid in FY23 of \$1,016,222**), 40% for the Middle School and 30% on Elementary school portions of principal payments made during the fiscal year on debt attributed to those schools.
- **State Aid-Retirement** – The State made a **one-time payment in FY23** totaling \$624,196 which represented 7.5% of the City's FY22 retirement costs for Police, Fire and Teachers. As of the printing of this budget, this revenue will not be available in FY24.
- **Adequate Education Grant** – The State Budget included a one-year reduction (FY23) in the Statewide Education Property Tax (SWEPT) of \$100 million. The SWEPT is a State tax that supports the Education Trust Fund. The State requires local governments to collect this property tax in their jurisdiction, based on calculations conducted by the Department of Revenue Administration, to raise money to support local public education and offset a certain portion of the State's statutory obligation to fund local public education under the education funding formula. The State does not collect any revenue from SWEPT; all money is raised and retained locally. The State calculates the amount to be collected by each jurisdiction based on an estimate of taxable property value statewide and the target amount to be collected statewide. While the reduction of \$100 million in the targeted amount to be raised by SWEPT is primarily a revenue source change for the Education Trust Fund, it functionally provides more resources from other Education Trust Fund revenue sources to local governments, potentially relieving upward pressure on local property taxes.

The State Budget included a provision that provides an estimated \$15.3 million to communities that have traditionally had excess SWEPT, which included Portsmouth, for FY23 only. These communities generate more revenue than is needed to support the State's Adequate Education Aid obligations when the SWEPT statewide rate is applied to their communities. Under current law, these communities can keep those excess SWEPT dollars locally, rather than paying them to the State under this tax, if the dollars are used to support education. The estimated \$15.3 million appropriated in the State Budget will provide aid to these communities to offset the loss of excess SWEPT revenue, which is beyond the amount obligated to these communities by the State under the Adequate Education Aid formula.

This revenue of \$3,121,000 for Portsmouth was for **one fiscal year only, FY23**.

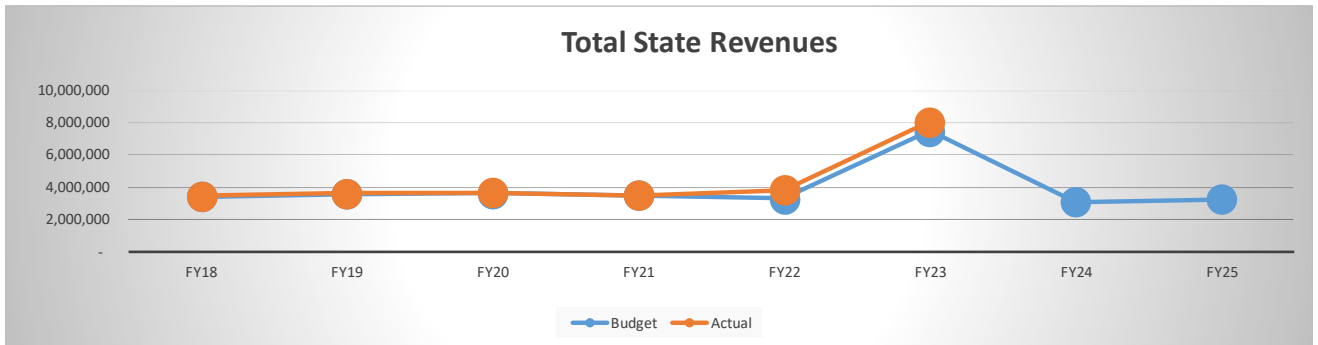
- **Rooms and Meals Tax** – RSA 78 –A:26: Disposition of revenue from the State is based on local community's population as a percentage of the state population. The RSA states disposition levels of 30% of the tax collected to communities, leaving 70% for the State. This law changed for the December 2021 disposition. The previous law was for a goal of 40% disposition to communities which was never obtained.



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

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Rooms & Meals Tax Revenue after Administration and deduction to the Education Trust (Increase from previous FY)	\$343,811,441 5.00%	\$360,802,560 4.94%	\$325,290,451 -9.84%	\$333,812,506 2.62%	\$403,416,449 20.85%	\$435,702,556 8.00%
Previous FY Rooms & Meals Tax Revenue	\$327,428,361	\$343,811,441	\$360,802,560	\$325,290,451	\$333,812,506	\$403,416,449
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Total Amount to be Distributed	68,805,057	68,805,057	68,805,057	100,143,752	121,024,935	130,710,767
Adjustment to previous FY distribution (Increase from previous FY)	0.00%	0.00%	0.00%	45.55%	20.85%	8.17%
<b><u>Distributed by Population</u></b>						
Total Population	1,342,612	1,356,265	1,359,518	1,377,529	1,388,779	1,395,231
Portsmouth	21,898	22,166	22,206	22,548	22,252	22,176
Portsmouth %	1.63%	1.63%	1.63%	1.64%	1.60%	1.59%
Portsmouth \$ Share	1,122,057	1,124,349	1,123,683	1,639,197	1,938,850	2,080,659
(Per RSA 78-A:26) State of NH	79.99%	80.93%	78.85%	70.00%	70.00%	70.00%
<b>NH Communities</b>	<b>20.01%</b>	<b>19.07%</b>	<b>21.15%</b>	<b>30.00%</b>	<b>30.00%</b>	<b>30.00%</b>
<b>Portsmouth Share of Total Meals and Rooms collected</b>	<b>0.33%</b>	<b>0.31%</b>	<b>0.35%</b>	<b>0.49%</b>	<b>0.48%</b>	<b>0.48%</b>

FY 2022 distribution to Communities set at 30% after deductions for both Administration and the Education Trust



	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	3,412,382	3,572,372	3,607,246	3,489,429	3,298,195	7,498,195	3,081,973	3,261,973
Actual	3,446,806	3,634,810	3,683,731	3,504,393	3,822,686	8,047,129	-	-

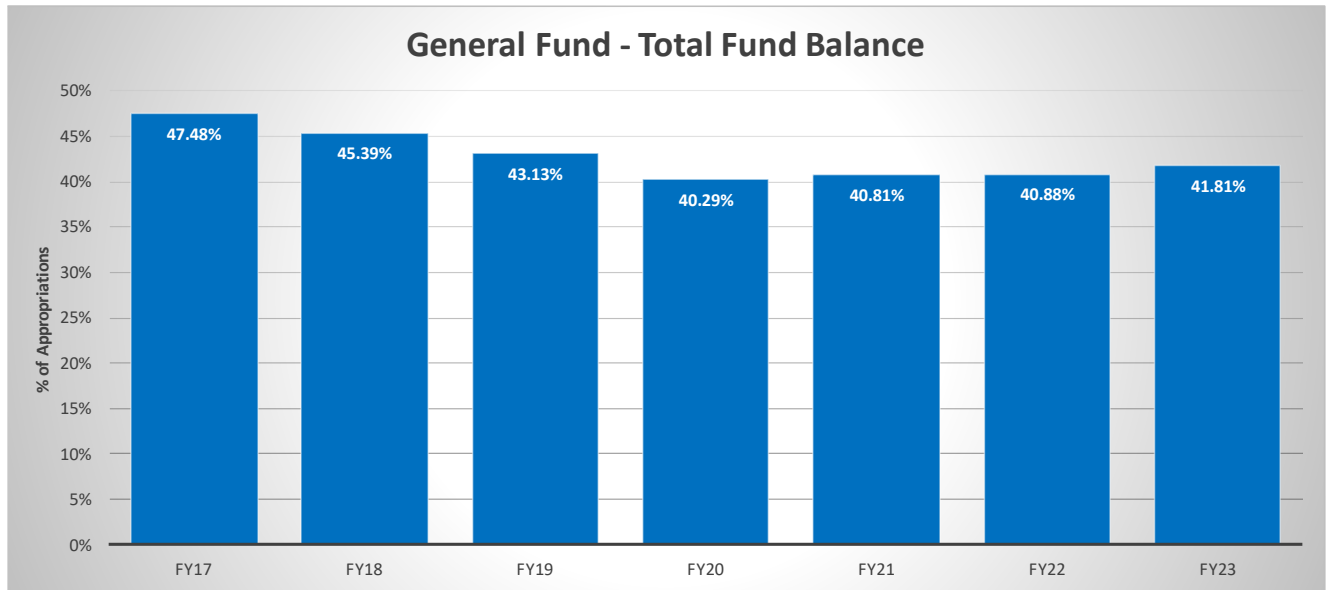
**American Rescue Plan Act – State and Local Fiscal Recovery Funds (ARPA-SLFRF)**

In 2021, the City was awarded a one-time allocation of \$12.88 million in ARPA funds. To date, 80.3% of these funds have been allocated for eligible projects by current and previous City Council actions. The City has until December 2024 to obligate the remaining monies, and until December 2026 to spend the funds. In FY25 the City plans to use \$2,183,054 of American Rescue Plan Act-State and Local Fiscal Recovery Funds (ARPA-SLFRF) under the Revenue Loss category. With this allocation 96% of the City’s \$12.88 million will be allocated.

## Fund Balance:

Annually, the City utilizes Fund Balance to offset property taxes. The use of Fund Balance from Committed, Assigned and Unassigned Fund Balance is appropriated during the budget process. Once the budget is adopted, a supplemental appropriation from Fund Balance may be made for a specific project after a public hearing and a two-thirds (2/3) majority vote by the City Council. This supplemental appropriation amends the adopted budget.

The following table depicts the percentage of Total Fund Balance to General Fund appropriations. The City has been able to maintain a strong Total Fund Balance for several years.



## Budgetary and Supplemental Use of Committed, Assigned and Unassigned Fund Balance

	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25 Proposed	Total use of Fund Balance FY 18-FY25
<b>Committed</b>									
Reserve Tax Appraisal - Budgeted	150,000	150,000	150,000	150,000	100,000	100,000	100,000	100,000	1,000,000
Reserve-Bond Premium - Supplemental	1,269,149	1,286,114							2,555,263
Reserve for future Debt Service - Budgeted	2,400,000	2,123,000	1,950,000	1,900,000	1,900,000	1,700,000	1,700,000	1,600,000	15,273,000
Supplemental-McIntyre Settlement					500,000				500,000
Reserve-Bond Premium							128,379		128,379
Design/Engineering-McIntyre					400,000				400,000
Budgetary Use							2,500,000	1,000,000	3,500,000
Capital Outlay - Budgeted	231,000		400,000						631,000
McIntyre Operations - Budgeted					480,000				480,000
McIntyre Settlement						1,000,000			1,000,000
<b>Use of Committed Fund Balance</b>	<b>4,050,149</b>	<b>3,559,114</b>	<b>2,500,000</b>	<b>2,050,000</b>	<b>3,380,000</b>	<b>2,800,000</b>	<b>4,428,379</b>	<b>2,700,000</b>	<b>25,467,642</b>
<b>Assigned</b>									
<b>Use of Assigned Fund Balance</b>	-	-	-	-	-	-	-	-	-
<b>Unassigned</b>									
Supplemental-Deer Street Associates						500,000			500,000
Community Campus Operation-Supplemental					116,000				116,000
Skateboard Park-Supplemental					2,200,000				2,200,000
McIntyre Design (Supplemental in FY 23)				150,000		150,000			300,000
Collective Bargaining - Supplemental	27,167						890,000		917,167
Litigation Legal Fees							450,000		450,000
Middle School Upgrades - Supplemental									-
Purchase Land-850 Banfield Road - Supplemental									-
<b>Use of Unassigned Fund Balance</b>	<b>27,167</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>2,316,000</b>	<b>650,000</b>	<b>1,340,000</b>	<b>-</b>	<b>4,483,167</b>
<b>Total Use of Fund Balance</b>	<b>\$4,077,316</b>	<b>\$3,559,114</b>	<b>\$2,500,000</b>	<b>\$2,200,000</b>	<b>\$5,696,000</b>	<b>\$3,450,000</b>	<b>\$5,768,379</b>	<b>\$2,700,000</b>	<b>\$29,950,809</b>

Average Use FY18-FY25 (8 Years)

\$3,743,851

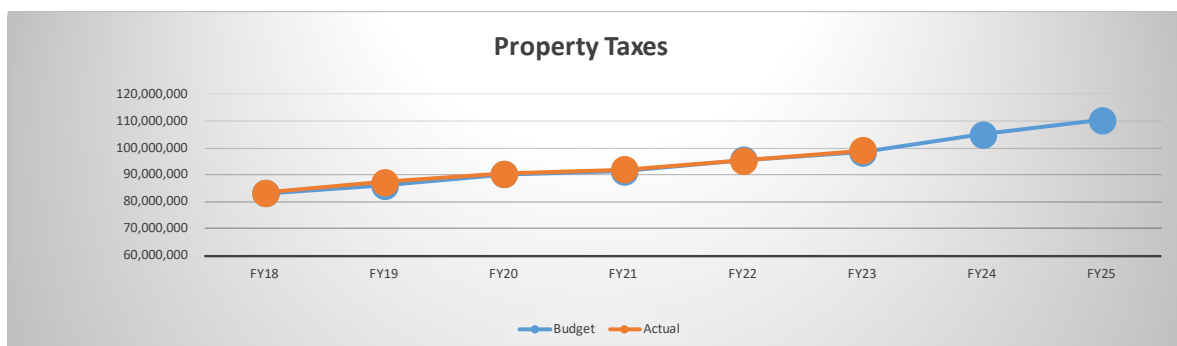
## Property Taxes:

- **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 9,055 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 \$110,225,788 in the FY25 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	FY19	FY20	FY21	FY22	FY23	FY24
With Utilities	5,567,674,277	6,151,840,476	6,301,589,965	6,398,641,017	6,493,196,779	6,493,196,779
% change from previous FY	1.8%	10.5%	2.4%	1.5%	1.5%	0.0%
Without Utilities	5,379,653,767	5,981,852,063	6,119,299,314	6,206,197,538	6,303,308,294	6,303,308,294
% change from previous FY	2.6%	11.2%	2.3%	1.4%	1.6%	0.0%
State Equalized for Debt Limits	6,073,124,791	6,714,405,427	7,119,904,456	8,082,803,530	9,241,627,093	
% change from previous FY	6.0%	10.6%	6.0%	13.5%	14.3%	
% of County Value	11.20%	11.06%	11.46%	11.40%	11.14%	
<b>Tax Rate</b>						
Town Rate	7.68	7.22	6.83	7.02	7.59	7.17
Local School	4.96	4.83	5.07	5.18	5.40	6.33
State School	2.21	1.91	1.90	1.94	1.36	1.78
County	0.99	0.90	0.90	0.89	0.85	0.85
<b>Total Rate</b>	15.84	14.86	14.70	15.03	15.20	16.13
% change from previous FY	3.0%	-6.2%	-1.1%	2.2%	1.1%	6.1%

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



### PROPERTY TAXES

	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	83,005,909	86,017,363	90,144,978	91,213,483	95,439,444	98,320,928	104,974,257	110,225,788
Actual	83,314,595	87,267,079	90,409,634	91,963,715	95,252,785	99,102,053		

CITY OF PORTSMOUTH  
WATER FUND  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2023-2025

	BUDGETED REVENUES FY23	ACTUAL REVENUES FY23	BUDGETED REVENUES FY24	BUDGETED REVENUES FY25	% CHANGE	\$ CHANGE
<b>WATER CONSUMPTION</b>						
MUNICIPAL	225,521	139,138	235,670	247,453	5.0%	11,783
COMMERCIAL TYPE 1	3,464,525	3,381,033	3,747,551	4,041,028	7.8%	293,477
INDUSTRIAL TYPE 1	1,417,964	1,627,443	1,531,447	1,733,019	13.2%	201,572
RESIDENTIAL TYPE 1	3,309,068	3,026,746	3,457,976	3,776,623	9.2%	318,647
<b>TOTAL WATER CONSUMPTION</b>	<b>8,417,078</b>	<b>8,174,360</b>	<b>8,972,644</b>	<b>9,798,123</b>	<b>9.2%</b>	<b>825,479</b>
<b>OTHER FEES</b>						
HYDRANT RENTAL INCOME	364,000	363,300	400,500	426,400	6.5%	25,900
METER FEES	727,942	718,403	729,402	726,413	-0.4%	(2,989)
UTILITY REVENUE	255,100	154,021	265,303	278,568	5.0%	13,265
FIRE SERVICES	528,449	592,964	586,804	667,099	13.7%	80,295
JOB WORKED SERVICES	195,000	90,963	150,000	100,000	-33.3%	(50,000)
BACKFLOW TESTING	128,760	110,770	121,000	125,000	3.3%	4,000
SERVICE CHARGES-SPECIAL	30,000	30,173	32,000	32,000	0.0%	-
CAPACITY USE SURCHARGE	121,000	149,237	140,000	140,000	0.0%	-
MISCELLANEOUS BILLING	55,000	60,813	60,000	60,000	0.0%	-
<b>TOTAL OTHER FEES</b>	<b>2,405,250</b>	<b>2,270,645</b>	<b>2,485,010</b>	<b>2,555,480</b>	<b>2.8%</b>	<b>70,470</b>
<b>SPECIAL AGREEMENTS</b>						
DRINKING/GROUNDWATER TR	-	90,917	-	-	0.0%	-
PEASE WELL CONSTRUCTION	-	135,008	-	-	0.0%	-
AF - OPERATIONS	780,729	809,853	896,882	1,152,820	28.5%	255,938
<b>TOTAL SPECIAL AGREEMENTS</b>	<b>780,729</b>	<b>1,035,778</b>	<b>896,882</b>	<b>1,152,820</b>	<b>28.5%</b>	<b>-</b>
<b>OTHER FINANCING SOURCES</b>						
INTEREST ON INVESTMENTS	33,000	365,670	270,000	385,000	42.6%	115,000
BOND PREMIUM AMORTIZATION	218,174	245,204	245,204	245,204	0.0%	-
LGC PREMIUM HOLIDAY	-	-	-	-	0.0%	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>251,174</b>	<b>610,874</b>	<b>515,204</b>	<b>630,204</b>	<b>22.3%</b>	<b>115,000</b>
<b>TOTAL: FULL ACCRUAL REVENUES</b>	<b>11,854,231</b>	<b>12,091,656</b>	<b>12,869,740</b>	<b>14,136,627</b>	<b>9.8%</b>	<b>1,010,949</b>
<b>CASH REQUIREMENT ADJUSTMENTS</b>						
BOND PREMIUM AMORTIZATION	(218,174)	(245,204)	(245,204)	(245,204)	0.0%	-
USE OF UNRESTRICTED NET POSITION	563,116	-	-	1,226	#DIV/0!	1,226
SPECIAL AGREEMENT - CON EDISON	42,000	0	42,000	42,000	0.0%	-
SPECIAL AGREEMENT - STRAWBERRY BANKE	0	-	0	0	-	-
<b>TOTAL CASH REQUIREMENT ADJUSTMENTS</b>	<b>386,942</b>	<b>(245,204)</b>	<b>(203,204)</b>	<b>(201,978)</b>	<b>-0.6%</b>	<b>1,226</b>
<b>TOTAL WATER FUND</b>	<b>12,241,173</b>	<b>11,846,452</b>	<b>12,666,536</b>	<b>13,934,649</b>	<b>10.0%</b>	<b>1,012,175</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:

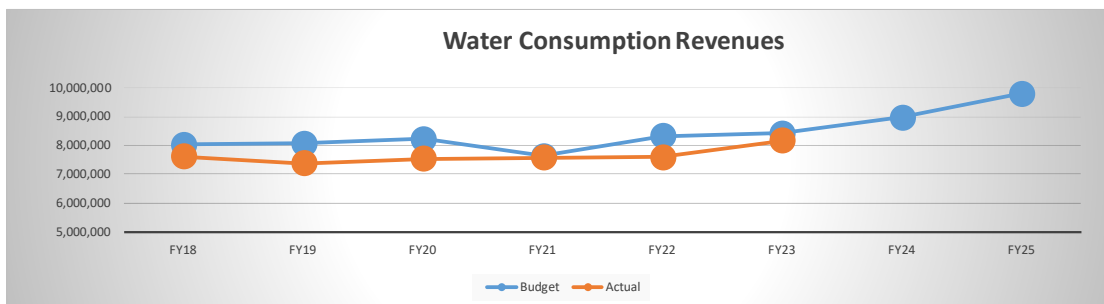
- 1) Water Consumption Revenues
- 2) Other Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

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, 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.*



	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	8,022,640	8,069,988	8,222,671	7,638,428	8,332,074	8,417,078	8,972,644	9,798,123
Actual	7,606,458	7,373,695	7,542,824	7,569,161	7,595,058	8,174,360		

## Other Fees:

- **Public Hydrant Fees** - Revenues generated for providing water for public fire service to all municipalities served by the Water Division. The \$375 per public hydrant is collected from the following towns: Greenland, Madbury, New Castle, Newington, Rye, and the City of Portsmouth General Fund. There is a recommended increase in fee for FY25 to \$400.

Projections of this revenue are predictable; the only events that affect a change are 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 \$60,000-\$200,000 over the past five years.
- **Backflow Testing Fees** – City Ordinance Chapter 16: It shall be the duty of the customer-user at any premises 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 joining the City’s water and sewer system 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 FY25 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 FY25 from this program.

### **Other Financing Sources:**

- **Interest on Investments** – The amount of interest earned from deposits
- **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 be utilizing \$1,226 of unrestricted net position in FY25.



CITY OF PORTSMOUTH  
SEWER FUND  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2023-2025

	BUDGETED REVENUES FY23	ACTUAL REVENUES FY23	BUDGETED REVENUES FY24	BUDGETED REVENUES FY25	%% CHANGE	\$\$ CHANGE
<b>SEWER CONSUMPTION</b>						
MUNICIPAL	207,635	194,418	220,093	231,097	5.0%	11,004
OTHER UTILITIES WATER	491,451	507,455	520,938	546,985	5.0%	26,047
COMMERCIAL TYPE 1	7,456,238	7,065,911	7,903,613	8,298,793	5.0%	395,181
INDUSTRIAL TYPE 1	3,126,144	3,403,852	3,422,973	3,594,122	5.0%	171,149
RESIDENTIAL TYPE 1	6,915,701	6,888,883	7,330,643	7,643,959	4.3%	313,316
<b>TOTAL SEWER CONSUMPTION</b>	<b>18,197,169</b>	<b>18,060,519</b>	<b>19,398,260</b>	<b>20,314,957</b>	<b>4.7%</b>	<b>916,697</b>
<b>MISCELLANEOUS FEES</b>						
JOB WORKED SERVICES	8,000	1,767	5,000	5,000	0.0%	-
SEPTAGE	150,000	161,990	150,000	225,000	50.0%	75,000
PERMITS	20,000	(23,790)	20,000	35,000	75.0%	15,000
CAPACITY USE SURCHARGE	243,500	255,837	275,000	275,000	0.0%	-
MISCELLANEOUS	60,000	40	50,000	-	-100.0%	(50,000)
<b>TOTAL MISCELLANEOUS FEES</b>	<b>481,500</b>	<b>395,844</b>	<b>500,000</b>	<b>540,000</b>	<b>8.0%</b>	<b>40,000</b>
<b>STATE REVENUES</b>						
STATE AID GRANT PROGRAM	570,780	2,742,264	2,036,149	2,001,776	-1.7%	(34,373)
<b>TOTAL STATE REVENUES</b>	<b>570,780</b>	<b>2,742,264</b>	<b>2,036,149</b>	<b>2,001,776</b>	<b>-1.7%</b>	<b>(34,373)</b>
<b>SPECIAL AGREEMENTS</b>						
REV FROM SPECIAL AGREEMENTS	2,175	2,175	1,116	761	-31.8%	(355)
SAGAMORE AGREEMENTS	-	9,000	-	-	0.0%	-
<b>TOTAL SPECIAL AGREEMENTS</b>	<b>2,175</b>	<b>11,175</b>	<b>1,116</b>	<b>761</b>	<b>-31.8%</b>	<b>(355)</b>
<b>OTHER FINANCING SOURCES</b>						
INTEREST ON INVESTMENTS	115,000	939,710	800,000	1,250,000	56.3%	450,000
PEASE WWTP ARPA	-	450,000	-	-	0.0%	-
FLEET ST ARPA	-	309,731	-	-	0.0%	-
BOND PREMIUM AMORTIZATION	297,171	332,469	332,469	342,712	3.1%	10,243
ASSETS MGMT ARPA	-	52,219	-	-	0.0%	-
LGC PREMIUM HOLIDAY	-	-	-	-	0.0%	-
CAPITAL CONTRIBUTION	-	120,000	-	-	0.0%	-
SRF DEBT FORGIVENESS	-	10,113	-	-	0.0%	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>412,171</b>	<b>2,214,242</b>	<b>1,132,469</b>	<b>1,592,712</b>	<b>40.6%</b>	<b>460,243</b>
<b>TOTAL: FULL ACCRUAL REVENUES</b>	<b>19,663,795</b>	<b>23,424,044</b>	<b>23,067,994</b>	<b>24,450,206</b>	<b>6.0%</b>	<b>1,382,212</b>
<b>CASH REQUIREMENT ADJUSTMENTS</b>						
BOND PREMIUM AMORTIZATION	(297,171)	(332,469)	(332,469)	(342,712)	3.1%	(10,243)
USE OF UNRESTRICTED NET POSITION	4,073,212	0	1,957,125	1,540,126	-21.3%	(416,999)
USE OF BOND PREMIUM FOR DEBT PAYMENT	-	0	-	-	0.0%	-
SPECIAL AGREEMENT- L/T ACCTS REC	22,062	-	7,390	7,745	4.8%	355
<b>TOTAL CASH REQUIREMENT ADJUSTMENTS</b>	<b>3,798,103</b>	<b>(332,469)</b>	<b>1,632,046</b>	<b>1,205,159</b>	<b>-26.2%</b>	<b>(426,887)</b>
<b>TOTAL SEWER FUND</b>	<b>23,461,898</b>	<b>23,091,575</b>	<b>24,700,040</b>	<b>25,655,365</b>	<b>3.9%</b>	<b>955,325</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:

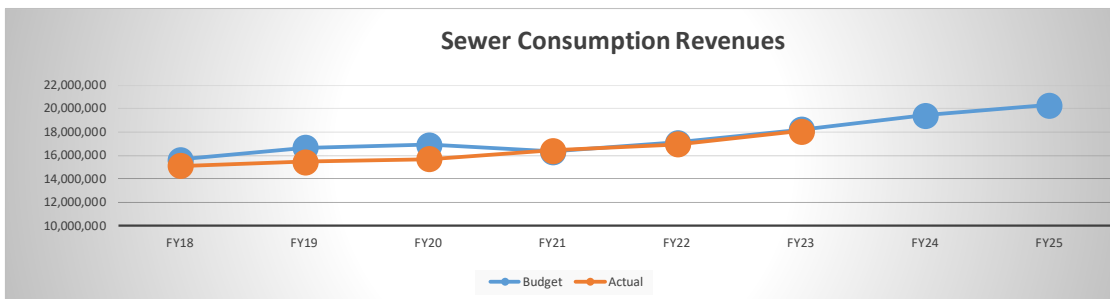
- 1) Sewer Consumption Revenues
- 2) Miscellaneous Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

The 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, which represents the primary revenue for the division. Fluctuations in this revenue source are like 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.*



	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Budget	15,630,407	16,633,110	16,880,687	16,335,509	17,114,440	18,197,169	19,398,260	20,314,957
Actual	15,112,173	15,439,020	15,669,870	16,432,360	16,928,563	18,060,519		

## **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, and 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 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 term of each agreement is based on system improvements and the 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
- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year. The Sewer District will be utilizing \$1,540,126 of unrestricted net position in FY25.

**CITY OF PORTSMOUTH  
SPECIAL REVENUE FUNDS  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2023-2025**

	<b>BUDGETED REVENUES FY23</b>	<b>ACTUAL REVENUES FY23</b>	<b>BUDGETED REVENUES FY24</b>	<b>BUDGETED REVENUES FY25</b>	<b>% CHANGE</b>	<b>\$\$ CHANGE</b>
<b>Stormwater</b>						
Transfer from General Fund	321,789	321,789	334,044	351,628	5.3%	17,584
Transfer from Sewer Fund	321,789	321,789	334,044	351,628	5.3%	17,584
Use of Reserves	-	-	135,000	392,000	100.0%	257,000
<b>Total Stormwater</b>	<b>643,578</b>	<b>643,578</b>	<b>803,088</b>	<b>1,095,256</b>	<b>36.4%</b>	<b>292,168</b>
<b>Parking and Transportation</b>						
Portion of Total Parking Revenue	5,881,795	7,715,044	7,267,500	7,609,300	4.7%	341,800
Misc Revenue	-	167	-	-	0.0%	-
BAN Premium	-	-	-	-	0.0%	-
Use of Reserve-BAN Premium	-	-	30,480	-	-100.0%	(30,480)
Use of Reserve	1,979,928	-	1,595,166	1,839,474	15.3%	244,308
<b>Total Parking and Transportation</b>	<b>7,861,723</b>	<b>7,715,211</b>	<b>8,893,146</b>	<b>9,448,774</b>	<b>6.2%</b>	<b>555,628</b>
<b>Prescott Park</b>						
Donations	4,000	-	4,000	4,000	0.0%	-
Weddings	4,000	3,450	4,000	4,000	0.0%	-
Misc Revenue	-	2,500	-	2,500		2,500
License Agreements	20,155	20,155	32,349	28,000	-13.4%	(4,349)
Prescott Trust	203,900	203,900	204,000	208,100	2.0%	4,100
Marine Maintenance Trust	22,000	22,000	23,000	25,000	8.7%	2,000
Transfer from Parking/Transportation Fund	-	-	60,000	60,000	0.0%	-
Transfer from General Fund	272,255	272,255	241,537	266,430	10.3%	24,893
<b>Total Prescott Park</b>	<b>526,310</b>	<b>524,260</b>	<b>568,886</b>	<b>598,030</b>	<b>5.1%</b>	<b>29,144</b>
<b>Community Development</b>						
CDBG Entitlement	136,433	136,433	150,608	200,880	33.4%	50,272
<b>Total Community Development</b>	<b>136,433</b>	<b>136,433</b>	<b>150,608</b>	<b>200,880</b>	<b>33.4%</b>	<b>50,272</b>
<b>Indoor Pool</b>						
Indoor Pool Memberships	291,992	102,850	189,652	150,000	-20.9%	(39,652)
Swim Lessons	71,085	205,522	160,000	200,000	25.0%	40,000
Pool Rentals	71,230	43,600	70,000	43,000	-38.6%	(27,000)
Daily Pass	10,400	8,530	12,000	12,000	0.0%	-
Merchandise /Other Revenue	1,544	2,393	2,000	2,000	0.0%	-
Transfer from General Fund	150,000	150,000	200,000	205,511	2.8%	5,511
<b>Total Indoor Pool</b>	<b>596,251</b>	<b>512,895</b>	<b>633,652</b>	<b>612,511</b>	<b>-3.3%</b>	<b>(21,141)</b>
<b>Community Campus</b>						
Rental Income/Other Revenue	408,429	350,788	413,868	436,538	5.5%	22,670
Transfer - School Department Utilities	35,000	35,000	35,000	35,000	0.0%	-
Transfer from General Fund	360,788	360,788	476,443	465,549	-2.3%	(10,894)
<b>Total Community Campus</b>	<b>804,217</b>	<b>746,575</b>	<b>925,311</b>	<b>937,087</b>	<b>1.3%</b>	<b>11,776</b>
<b>Total Special Revenue Funds</b>	<b>10,568,512</b>	<b>10,278,953</b>	<b>11,974,691</b>	<b>12,892,538</b>	<b>7.7%</b>	<b>917,847</b>

## Special Revenue Fund Revenue Descriptions and Trends

### 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 FY19, 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. Use of Reserves will be used to purchase Rolling Stock.

### 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.
- **Use of Reserve** - BAN Premium: BAN premium received in June 2022.
- **Use of Reserves** - The Hanover Parking Facility is undergoing a rehabilitation project from FY23 through FY25. During this project approximately 1/3 or 300 parking spaces will be unavailable for use. An expected reduction in revenue has been anticipated and the use of reserves will be needed.

### 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 Josie F. Prescott Trust document states that the trust shall be used for the maintenance of the property.
- **Marine Maintenance Trust** – The Trust document states that 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 in FY18, these historic contributions from the General Fund will take the form of a General Fund transfer.

## **Community Development:**

- **CDBG Entitlement** - The City's Economic and 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 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 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.

## **Indoor Pool:**

- **Indoor Pool Memberships** – Resident and Non-Resident annual fees to be a member of the Indoor Pool
- **Swim Lessons** – Fee paid by members and non-members for an eight-lesson session
- **Pool Rentals** – Per hour rental of the Indoor Pool facility
- **Daily Pass** – Per day pass to use the Indoor Pool facility
- **Merchandise** – Cost of goods sold at the Indoor Pool facility
- **Transfer from the General Fund** – Annual contribution for the operations of the Indoor Pool facility

## **Community Campus:**

- **Rental Income** – Rental fee paid by non-profits to use the Community Campus facility.
- **Transfer School Department Utilities** – the School Department will be transitioning its RJ Lister Academy operations to the Community Campus; this transfer will cover utilities.
- **Transfer from the General Fund** – Annual contribution for the operations of the Community Campus



# Debt Service

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

## **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 of debt service as a function of the general fund budget. These projections go outward six years, and a graph displays the result.

## **LONG TERM DEBT OUTSTANDING BALANCES**

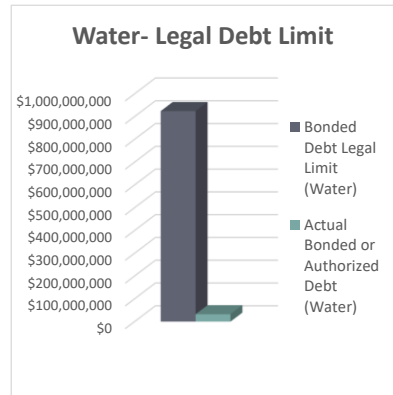
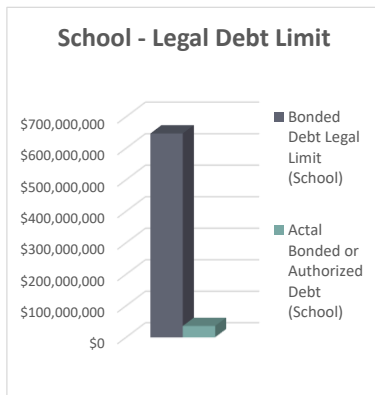
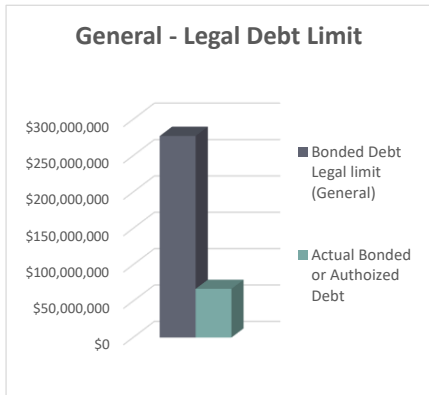
These pages display the outstanding debt balance of the General, Parking/Transportation, Debt Service, Water and Sewer Funds for the remaining years of outstanding payments. They also show the scheduled payments against these balances for those years.



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
Computation of Legal Debt Margin  
As of June 30, 2023

Modified local assessed valuation	\$	6,524,594,579
Department of Revenue Administration inventory adjustment	\$	2,717,032,514
<hr/>		
Equalized assessed valuation	\$	9,241,627,093
Adjustment: RSA 31-A	\$	-
<hr/>		
<b>Base valuation for debt limit (1)</b>	<b>\$</b>	<b>9,241,627,093</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>	<b>\$277,248,813</b>	<b>\$646,913,897</b>	<b>\$924,162,709</b>
<hr/>			
Gross bonded debt June 30	\$66,931,500	\$36,012,500	\$32,341,500
Less:			
Landfill (5)			
<hr/>			
Sub-total	\$66,931,500	\$36,012,500	\$32,341,500
<hr/>			
Authorized but unissued			
20-2017 2018 Streets and sidewalks	950,000		
17-2018 2019 Streets and sidewalks	4,775,000		
14-2019 FY20 Steet/sidewalks/facilites	800,000		
5-2020 FY20 Fire apparatus	58,635		
18-2020 FY21 Outdoor Pool/Islington Street	2,000,000		
17-2021 Prescott park and streets/sidewalks	2,750,000		
6-2022 Police Facility	1,200,000		
7-2022 Community Campus	8,283,833		
19-2022 Skatepark, Citywide facilities	5,300,000		
23-2022 Fire apparatus	800,000		
7-2023 Skate Park	1,083,500		
19-2020 Water infrastructure original 3.6M			850,000
20-2021 Original 13.9M			7,300,000
16-2022 Various water projects			2,150,000
<hr/>			
Total Authorized unissued	\$28,000,968	\$0	\$10,300,000
<hr/>			
<b>Total debt applicable to limitation</b>	<b>\$94,932,468</b>	<b>\$36,012,500</b>	<b>\$42,641,500</b>
<hr/>			
<b>% Debt used of limitation</b>	<b>34%</b>	<b>6%</b>	<b>5%</b>
<hr/>			
Legal Debt Margin	<b>\$182,316,345</b>	<b>\$610,901,397</b>	<b>\$881,521,209</b>
<hr/>			
Legal Debt Margin %	66%	94%	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

Bond Rating			FY24	FY25	FY26	FY27	FY28	FY29	FY30
<b>ISSUED DEBT</b>									
<b>GENERAL FUND-Issued Debt</b>									
<b>General Government</b>									
AAA	06/25/14	FY14 Improvements	5,750,000						
		Principal-Last Pmt FY24	10 YR	575,000					
		Interest		28,750					
AAA	06/20/19	FY18 Fire Boat	\$180,000(\$164,000)						
		Principal-Last Pmt FY24	5 YR	25,000					
		Interest		1,250					
AAA	06/20/19	FY19 Fire Apparatus	\$600,000(\$544,000)						
		Principal-Last Pmt FY24	5 YR	105,000					
		Interest		5,250					
AAA	06/23/15	FY15 Improvements	3,475,000						
		Principal-Last Pmt FY25	10 YR	345,000	345,000				
		Interest		27,600	13,800				
AAA	06/23/15	Library-Refunded	3,685,000						
		Principal-Last Pmt FY26	10 YR	320,000	320,000	315,000			
		Interest		30,200	19,000	6,300			
AAA	06/15/16	FY16 Improvements	6,100,000						
		Principal-Last Pmt FY26	10 YR	610,000	610,000	610,000			
		Interest		73,200	48,800	24,400			
AAA	06/23/17	FY17 Fire Station 3 Improvements	610,000						
		Principal-Last Pmt FY27	10 YR	60,000	60,000	60,000	60,000		
		Interest		9,600	7,200	4,800	2,400		
AAA	06/23/17	FY17 Improvements	6,850,000						
		Principal-Last Pmt FY27	10 YR	685,000	685,000	685,000	685,000		
		Interest		109,600	82,200	54,800	27,400		
AAA	06/20/18	FY18 Improvements (Part I)	6,200,000						
		Principal-Last Pmt FY28	10 YR	620,000	620,000	620,000	620,000	620,000	
		Interest		155,000	124,000	93,000	62,000	31,000	
		City Field Lighting	600,000						
		Bi-Annual Sidewalk Improvements	800,000						
		Lafayette/Andrew Jarvis Intersection	800,000						
		Hoover/Taft Drainage	250,000						
		Pleasant Street	750,000						
		Bi-Annual Citywide Street Paving	3,000,000						
AAA	06/15/16	Fire Station 2 Replacement-Refunded	1,713,000						
		Principal-Last Pmt FY28	10 YR	170,000	170,000	170,000	165,000	165,000	
		Interest		27,000	20,200	13,400	6,600	3,300	
AAA	06/15/16	Fire Station 2 Land-Refunded	619,000						
		Principal-Last Pmt FY28	10 YR	60,000	60,000	60,000	60,000	55,000	
		Interest		9,500	7,100	4,700	2,300	1,100	
AAA	06/15/16	Fire Station 2 Replacement-Refunded	708,500						
		Principal-Last Pmt FY29	10 YR	70,000	70,000	70,000	70,000	70,000	68,500
		Interest		16,740	13,940	11,140	8,340	5,540	2,740
AAA	06/20/19	FY18 Improvements (Part II)	\$3,300,000(\$2,802,000)						
		Principal-Last Pmt FY29	10 YR	285,000	280,000	275,000	275,000	275,000	270,000
		Interest		83,000	68,750	54,750	41,000	27,250	13,500
		McDonough Street	800,000						
		Islington Street	2,500,000						
AAA	06/20/19	FY19 Improvements (Part I)	\$2,375,000(\$2,018,000)						
		Principal-Last Pmt FY29	10 YR	205,000	205,000	200,000	200,000	195,000	185,000
		Interest		59,500	49,250	39,000	29,000	19,000	9,250
		Fire Station 1 Renovation	325,000						
		Citywide Bridge Upgrades	350,000						
		Market St Gateway	1,700,000						
AAA	04/06/21	FY18 Improvements (Part III)	\$500,000(\$425,600)						
		Principal-Last Pmt FY31	10 YR	45,000	45,000	45,000	40,000	40,000	40,000
		Interest		14,200	12,400	10,600	8,800	7,000	5,200
		North Mill Pond Multi Use Path	500,000						
AAA	06/23/22	FY21 Fire Apparatus	\$1,341,365(\$1,188,500)						
		Principal-Last Pmt FY32	10 YR	120,000	120,000	120,000	120,000	120,000	120,000
		Interest		52,350	46,350	40,350	34,350	28,350	22,350
		Ladder #2	1,342,080						

GENERAL FUND

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

Bond Rating			FY24	FY25	FY26	FY27	FY28	FY29	FY30
AAA	<b>04/06/21 FY19 Improvements (Part II)</b>	<b>\$5,900,814(\$5,406,700)</b>							
	Principal-Last Pmt FY41	20 YR	275,000	275,000	275,000	275,000	275,000	275,000	275,000
	Interest		142,488	131,487	120,488	109,488	97,113	84,738	72,363
	Multi-Purpose Fields	2,840,000							
	City Hall Electrical Upgrades	600,000							
	Longmeadow Road Extension	400,000							
	Senior Center	2,060,815							
AAA	<b>04/06/21 FY20 Improvements (Part I)</b>	<b>\$6,600,000(\$6,044,400)</b>							
	Principal-Last Pmt FY41	20 YR	315,000	315,000	310,000	310,000	310,000	305,000	305,000
	Interest		159,688	147,088	134,488	122,088	108,138	94,188	80,463
	Citywide Facility Improvements	1,000,000							
	Bi-Annual Sidewalk Improvements	400,000							
	Citywide Bridge Improvements	1,200,000							
	Maplewood Ave Bridge Improvements	500,000							
	Cate Street Connector	1,500,000							
	Bi-Annual Citywide Street Paving	2,000,000							
AAA	<b>04/06/21 FY 21 Improvements (Part I)</b>	<b>\$400,000(\$364,000)</b>							
	Principal-Last Pmt FY41	20 YR	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Interest		9,838	9,038	8,238	7,438	6,538	5,638	4,738
	Police Deficiencies and Repair Project	400,000							
AAA	<b>06/23/22 FY19 Improvements (Part III)</b>	<b>\$750,000(\$694,000)</b>							
	Principal-Last Pmt FY42	20 YR	35,000	35,000	35,000	35,000	35,000	35,000	35,000
	Interest		28,563	26,813	25,063	23,313	21,563	19,813	18,063
	Prescott Park Master Plan Implementation	750,000							
AAA	<b>06/23/22 FY20 Improvements (Part II)</b>	<b>\$750,000(\$694,000)</b>							
	Principal-Last Pmt FY42	20 YR	35,000	35,000	35,000	35,000	35,000	35,000	35,000
	Interest		28,563	26,813	25,063	23,313	21,563	19,813	18,063
	Pease Tradeport Street Rehab	750,000							
AAA	<b>06/23/22 FY21 Improvements (Part II)</b>	<b>\$1,640,000(\$1,518,500)</b>							
	Principal-Last Pmt FY42	20 YR	80,000	80,000	80,000	75,000	75,000	75,000	75,000
	Interest		62,343.76	58,343.76	54,343.76	50,343.76	46,593.76	42,843.76	39,093.76
	Islington Street Phase 1B	1,640,000							
AAA	<b>06/23/22 FY22 Improvements (Part I)</b>	<b>\$3,100,000(\$2,865,100)</b>							
	Principal-Last Pmt FY42	20 YR	155,000	155,000	150,000	150,000	145,000	145,000	145,000
	Interest		118,106	110,356	102,606	95,106	87,606	80,356	73,106
	Police Deficiencies and Repair Project	400,000							
	Banfield Road Pedestrian Accommodations	500,000							
	Willard Avenue Reconstruction	1,200,000							
	Union Street Reconstruction	1,000,000							
AAA	<b>06/22/23 FY22 Improvements (Part II)</b>	<b>\$5,550,000(\$5,048,250)</b>							
	Principal-Last Pmt FY43	20 YR	258,250	260,000	260,000	260,000	260,000	260,000	255,000
	Interest		235,444	227,200	214,200	201,200	188,200	175,200	162,200
	Citywide Sidewalks	800,000							
	Citywide Streets	4,000,000							
	Pease Tradeport Street Rehab	750,000							
AAA	<b>06/22/23 FY23 New Police Station Feasibility (Part I)</b>	<b>\$200,000(\$180,250)</b>							
	Principal-Last Pmt FY43	20 YR	10,250	10,000	10,000	10,000	10,000	10,000	10,000
	Interest		8,543	8,200	7,700	7,200	6,700	6,200	5,700
AAA	<b>06/22/23 FY23 Improvements (Part I)</b>	<b>\$4,205,000(\$3,826,000)</b>							
	Principal-Last Pmt FY43	20 YR	211,000	205,000	195,000	195,000	195,000	195,000	195,000
	Interest		178,510	171,500	161,250	151,500	141,750	132,000	122,250
	Police Deficiencies and Repair Project	400,000							
	Skateboard Park	1,805,000							
	City Fuel Station	1,000,000							
	Citywide Facility Improvements	1,000,000							
	<b>Total General Fund-Gen Gov Issued Debt Principal Due</b>		5,694,500	4,980,000	4,600,000	3,660,000	2,900,000	2,038,500	1,510,000
	<b>Total General Fund-Gen Gov Issued Debt Interest Due</b>		1,674,824	1,429,827	1,210,678	1,013,178	848,303	713,828	615,788
	<b>Total General Fund-Gen Gov Issued Debt</b>		7,369,324	6,409,827	5,810,678	4,673,178	3,748,303	2,752,328	2,125,788
	<b>Schools</b>								
AAA	<b>06/23/15 FY15 School Field Lighting</b>	<b>750,000</b>							
	Principal-Last Pmt FY25	10 Yr	75,000	75,000					
	Interest		6,000	3,000					
AAA	<b>06/15/16 FY16 School Building Improvements</b>	<b>500,000</b>							
	Principal-Last Pmt FY26	10 Yr	50,000	50,000	50,000				
	Interest		6,000	4,000	2,000				
AAA	<b>06/20/18 FY18 Athletic Field Lighting</b>	<b>550,000</b>							
	Principal-Last Pmt FY28	10 Yr	55,000	55,000	55,000	55,000	55,000		
	Interest		13,750	11,000	8,250	5,500	2,750		

GENERAL FUND

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

Bond Rating			FY24	FY25	FY26	FY27	FY28	FY29	FY30
AAA	<b>06/20/19 FY19 School Building Improvements</b>	<b>\$500,000(\$426,000)</b>							
	Principal-Last Pmt FY29	10 Yr	45,000	45,000	40,000	40,000	40,000	35,000	
	Interest		12,250	10,000	7,750	5,750	3,750	1,750	
AAA	<b>04/06/21 FY10 Middle School Renovation-Refunding</b>	<b>5,773,500</b>							
	Principal-Last Pmt FY 30	10 YR	645,000	640,000	640,000	640,000	640,000	640,000	640,000
	Interest		192,200	166,400	140,800	115,200	86,400	57,600	28,800.00
AAA	<b>12/14/21 FY11 Middle School Renovation-Refunding</b>	<b>9,430,000</b>							
	Principal-Last Pmt FY32	10 YR	915,000	925,000	935,000	940,000	950,000	955,000	965,000
	Interest		403,625	357,625	311,125	264,250	217,000	169,375	121,375
AAA	<b>06/25/14 FY14 Middle School Renovation</b>	<b>3,300,000</b>							
	Principal-Last Pmt FY34	20 YR	165,000	165,000	165,000	165,000	165,000	165,000	165,000.00
	Interest		75,900	67,650	59,400	51,150	46,200	39,600	33,000
AAA	<b>06/15/16 FY16 Elementary Schools Renovations</b>	<b>5,000,000</b>							
	Principal-Last Pmt FY36	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		95,000	85,000	75,000	65,000	60,000	55,000	50,000
AAA	<b>06/23/17 FY17 Elementary Schools Renovations</b>	<b>5,000,000</b>							
	Principal-Last Pmt FY37	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		110,313	100,313	90,313	80,313	70,313	65,313	60,000
AAA	<b>06/20/18 FY18 Elementary Schools Renovations</b>	<b>5,000,000</b>							
	Principal-Last Pmt FY38	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		142,188	129,688	117,188	104,688	92,188	79,688	72,188
AAA	<b>06/20/19 FY19 Elementary Schools Renovations</b>	<b>\$5,000,000(\$4,508,500)</b>							
	Principal-Last Pmt FY39	20 YR	225,000	225,000	225,000	225,000	225,000	225,000	225,000
	Interest		139,344	128,094	116,844	105,594	94,344	83,094	71,844
AAA	<b>04/06/21 FY20 Elementary Schools Renovations</b>	<b>\$2,000,000(\$1,833,000)</b>							
	Principal-Last Pmt FY41	20 YR	95,000	95,000	95,000	95,000	95,000	90,000	90,000
	Interest		48,300	44,500	40,700	36,900	32,625	28,350	24,300
AAA	<b>04/06/21 FY21 School Facilities Improvements (Part I)</b>	<b>\$500,000(\$454,800)</b>							
	Principal-Last Pmt FY41	20 YR	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	Interest		12,300	11,300	10,300	9,300	8,175	7,050	5,925
AAA	<b>06/23/22 FY21 School Facilities Improvements (Part II)</b>	<b>\$500,000(\$459,800)</b>							
	Principal-Last Pmt FY42	20 YR	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	Interest		19,125	17,875	16,625	15,375	14,125	12,875	11,625
AAA	<b>06/23/22 FY22 Elementary Schools Renovations</b>	<b>\$1,100,000(\$1,018,500)</b>							
	Principal-Last Pmt FY42	20 YR	55,000	55,000	55,000	50,000	50,000	50,000	50,000
	Interest		41,813	39,063	36,313	33,563	31,063	28,563	26,063
AAA	<b>06/22/23 FY23 School Improvements</b>	<b>\$3,100,000(\$2,817,500)</b>							
	Principal-Last Pmt FY43	20 YR	142,500	145,000	145,000	145,000	145,000	145,000	145,000
	Interest		131,517	127,000	119,750	112,500	105,250	98,000	90,750
	FY23 School Facility Improvements	1,600,000							
	FY23 Elementary School Improvements	1,500,000							
<b>Total General Fund-School Issued Debt Principal Due</b>			<b>3,267,500</b>	<b>3,275,000</b>	<b>3,205,000</b>	<b>3,155,000</b>	<b>3,165,000</b>	<b>3,105,000</b>	<b>3,080,000</b>
<b>Total General Fund-School Issued Debt Interest Due</b>			<b>1,449,623</b>	<b>1,302,506</b>	<b>1,152,356</b>	<b>1,005,081</b>	<b>864,181</b>	<b>726,256</b>	<b>595,869</b>
<b>Total General Fund-School Issued Debt</b>			<b>4,717,123</b>	<b>4,577,506</b>	<b>4,357,356</b>	<b>4,160,081</b>	<b>4,029,181</b>	<b>3,831,256</b>	<b>3,675,869</b>
<b>Total General Fund- Issued Debt Principal Due</b>			<b>8,962,000</b>	<b>8,255,000</b>	<b>7,805,000</b>	<b>6,815,000</b>	<b>6,065,000</b>	<b>5,143,500</b>	<b>4,590,000</b>
<b>Total General Fund-Issued Debt Interest Due</b>			<b>3,124,448</b>	<b>2,732,334</b>	<b>2,363,034</b>	<b>2,018,259</b>	<b>1,712,484</b>	<b>1,440,084</b>	<b>1,211,656</b>
<b>Total General Fund-Issued Debt</b>			<b>12,086,448</b>	<b>10,987,334</b>	<b>10,168,034</b>	<b>8,833,259</b>	<b>7,777,484</b>	<b>6,583,584</b>	<b>5,801,656</b>
<b>Issued Debt Related Revenues</b>									
GF	Use of Unused Bond Proceeds								
GF	Use of Debt Reserve		(1,700,000)	(1,600,000)	(1,500,000)	(1,450,000)	(1,450,000)	(1,232,387)	(1,000,000)
GF	School Building Aid (High School 55%)								
GF	School Building Aid on \$40.8m (Middle School 40%)		(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)
<b>Total Issued Debt Related Revenues-General Fund</b>			<b>(2,440,974)</b>	<b>(2,340,974)</b>	<b>(2,240,974)</b>	<b>(2,190,974)</b>	<b>(2,190,974)</b>	<b>(1,973,361)</b>	<b>(1,740,974)</b>
<b>Total Net Issued Debt-General Fund</b>			<b>9,645,474</b>	<b>8,646,360</b>	<b>7,927,060</b>	<b>6,642,285</b>	<b>5,586,510</b>	<b>4,610,223</b>	<b>4,060,682</b>

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

Bond Rating			<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
<b>GENERAL FUND-Projected Future Debt</b>									
	Issued Difference Budgeted vs actual		223.3	92,500					
10 yr 4.00%	FY18-Maplewood Avenue Complete Street	450,000		63,000	61,200	59,400	57,600	55,800	54,000
10 yr 4.00%	FY18-New Franklin/Woodbury Corridor Improvement	500,000			70,000	68,000	66,000	64,000	62,000
<b>FY18</b>	<b>Authorized 07/10/17</b>								
		<b>950,000</b>							
20 yr 4.25%	FY19-Outdoor Pool	1,000,000		92,500	90,375	88,250	86,125	84,000	81,875
20 yr 4.25%	FY19-Prescott Park Master Plan Implementation	1,575,000			145,688	142,341	138,994	135,647	132,300
	issue \$750,000 FY 22, \$1,575,000 FY 22								
20 yr 4.25%	FY19-Peverly Hill Road Improvements	2,200,000			203,500	198,825	194,150	189,475	184,800
<b>FY19</b>	<b>Authorized 08/06/18</b>								
		<b>4,775,000</b>							
20 yr 4.25%	FY20-Citywide Bridge Improvements	800,000		74,000	72,300	70,600	68,900	67,200	65,500
	issue \$1,200,000 FY 21, \$800,000 FY 23								
<b>FY20</b>	<b>Authorized 07/15/19</b>								
		<b>800,000</b>							
20 yr 4.25%	FY21-Outdoor Pool Upgrades	2,000,000		185,000	180,750	176,500	172,250	168,000	163,750
	<b>Authorized 12/07/20</b>								
	<b>Total FY 21 New Bonding</b>	<b>2,000,000</b>							
20 yr 4.25%	FY22-Prescott Park Master Plan Implementation	1,750,000			161,875	158,156	154,438	150,719	147,000
20 yr 4.25%	FY22-Maplewood Avenue Bridge Replacement	1,000,000		92,500	90,375	88,250	86,125	84,000	81,875
	<b>Authorized 08/02/21</b>								
	<b>Total FY22 New Bonding</b>	<b>2,750,000</b>							
	FY22 Community Campus								
	BAN Interest								
	Bond	8,423,820.70							
	BAN Principal Paid FY23	(139,988.00)							
	BAN Principal Paid FY24	(602,832.70)							
20 yr 4.25%	Balance	7,681,000.00		710,493	694,170	677,848	661,526	645,204	628,882
	<b>Authorized 04/18/22</b>								
20 yr 4.25%	FY22-New Police Department Facility	1,400,000							
	Issued \$200,000 FY23	(200,000)							
	Issued \$300,000 FY24	(300,000)							
	Balance to Issue	900,000			83,250	81,338	79,425	77,513	75,600
	Issue in FY24	300,000		27,750	27,113	26,475	25,838	25,200	24,563
	<b>Authorized 04/04/22</b>								
	<b>Total FY22 New Bonding</b>	<b>1,400,000</b>							
20 yr 4.25%	FY23-Outdoor Pool	2,000,000		185,000	180,750	176,500	172,250	168,000	163,750
20 yr 4.25%	FY23-Downtown Aerial Utilities Undergrounding	2,500,000			231,250	225,938	220,625	215,313	210,000
20 yr 4.25%	FY23-Bartlett Street Utilities Upgrades and Streetsca	800,000		74,000	72,300	70,600	68,900	67,200	65,500
	<b>Authorized 07/11/22</b>	<b>5,300,000</b>							
20 yr 4.25%	FY23-Greenland Road Recreation Facility	1,083,500		100,224	97,921	95,619	93,316	91,014	88,712
	(Additional Funding)								

GENERAL FUND

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

Bond Rating			<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
<b>Authorized 04/17/23</b>									
20 yr 4.25%	FY23-New Police Department Facility	2,800,000			259,000	253,050	247,100	241,150	235,200
<b>as of 10/16/23 not authorized</b>									
<b>Total FY23 New Bonding</b>		<b>9,183,500</b>							
20 yr 4.25%	FY24-Police Deficiencies and Repair Project	400,000			37,000	36,150	35,300	34,450	33,600
20 yr 4.25%	FY24-School Facilities Capital Improvements	550,000		50,875	49,706	48,538	47,369	46,200	45,031
20 yr 4.25%	FY24-Fit-Up of Community Campus Space for RJLA	1,800,000		166,500	162,675	158,850	155,025	151,200	147,375
20 yr 4.25%	FY24-Land Acquisition	500,000			46,250	45,188	44,125	43,063	42,000
20 yr 4.25%	FY24-Outdoor Pool	1,500,000		138,750	135,563	132,375	129,188	126,000	122,813
20 yr 4.25%	FY24-Citywide Facilities Capital Improvements	500,000		46,250	45,188	44,125	43,063	42,000	40,938
20 yr 4.25%	FY24-Elwyn Park Sidewalks Traffic Calming	1,500,000			138,750	135,563	132,375	129,188	126,000
20 yr 4.25%	FY24-Borthwick Avenue Bike Path	400,000		37,000	36,150	35,300	34,450	33,600	32,750
20 yr 4.25%	FY24-Sagamore Avenue Sidewalk	300,000			27,750	27,113	26,475	25,838	25,200
20 yr 4.25%	FY24-Citywide Sidewalk Reconstruction Program	800,000		74,000	72,300	70,600	68,900	67,200	65,500
20 yr 4.25%	FY24-Street Paving, Management and Rehabilitation	4,000,000		370,000	361,500	353,000	344,500	336,000	327,500
20 yr 4.25%	FY24-Pease International Tradeport Roadway Rehab	3,200,000		296,000	289,200	282,400	275,600	268,800	262,000
20 yr 4.25%	FY24-Edmond Avenue	1,050,000							
	Issue June 2024	(50,000)							
	Balance to Issue	1,000,000			92,500	90,375	88,250	86,125	84,000
	Issue in FY24	50,000		4,625	4,519	4,413	4,306	4,200	4,094
20 yr 4.25%	FY24-Islington Street	2,500,000		231,250	225,938	220,625	215,313	210,000	204,688
20 yr 4.25%	FY24-Union Street	700,000		64,750	63,263	61,775	60,288	58,800	57,313
<b>Authorized 07/10/23</b>									
		<b>20,700,000</b>							
5 yr 3.75%	FY25-Vehicle Replacement - Fire Engine #4	800,000			190,000	184,000	178,000	172,000	166,000
<b>Authorized 11/14/22</b>									
5 yr 3.75%	FY25-Ambulance	310,000			73,625	71,300	68,975	66,650	64,325
5 yr 3.75%	FY25 Police Body Cameras	1,237,000			293,788	284,510	275,233	265,955	256,678
5 yr 3.75%	FY25 Police Taser Replacement Cycle	533,500			126,706	122,705	118,704	114,703	110,701
					<b>Ban Interest</b>	<b>Ban Interest</b>			
20 yr 4.25%	FY25-New Police Department Facility	38,000,000			800,000	1,200,000	3,515,000	3,434,250	3,353,500
20 yr 4.25%	FY25-Police Deficiencies and Repair Project	400,000			37,000	36,150	35,300	34,450	33,600
20 yr 4.25%	FY25-School Facilities Capital Improvements	650,000			60,125	58,744	57,363	55,981	54,600
20 yr 4.25%	FY25-Land Acquisition	500,000			46,250	45,188	44,125	43,063	42,000
20 yr 4.25%	FY25-South Mill Pond Playground	600,000			55,500	54,225	52,950	51,675	50,400
20 yr 4.25%	FY25-Additional Outdoor Recreation Fields	3,000,000			277,500	271,125	264,750	258,375	252,000
20 yr 4.25%	FY25-Prescott Park Master Plan Implementation	4,500,000			416,250	406,688	397,125	387,563	378,000
20 yr 4.25%	FY25-Citywide Facilities Capital Improvements	850,000			78,625	76,819	75,013	73,206	71,400
20 yr 4.25%	FY25-Mechanic Street Wharf/Pier	1,300,000			120,250	117,488	114,725	111,963	109,200
20 yr 4.25%	FY25-Greenleaf Avenue Sidewalk	400,000			37,000	36,150	35,300	34,450	33,600
20 yr 4.25%	FY25-Russell/Market Intersection Upgrade	365,000			33,763	32,987	32,211	31,436	30,660
20 yr 4.25%	FY25-Fleet Street Utilities Upgrade and Streetscape	1,000,000			92,500	90,375	88,250	86,125	84,000
20 yr 4.25%	FY25-Citywide Storm Drainage Improvements	500,000			46,250	45,188	44,125	43,063	42,000
20 yr 4.25%	FY25-The Creek Neighborhood Reconstruction	500,000			46,250	45,188	44,125	43,063	42,000
<b>Total FY25 New Bonding</b>		<b>55,445,500</b>							
20 yr 4.25%	FY26-School Facilities Capital Improvements	650,000				60,125	58,744	57,363	55,981
20 yr 4.25%	FY26-Elementary Schools Upgrade	3,000,000				277,500	271,125	264,750	258,375
20 yr 4.25%	FY26-Sheltering and Public Health Resources	750,000				69,375	67,781	66,188	64,594
20 yr 4.25%	FY26-Leary Field - Bleachers/Grandstands	1,000,000				92,500	90,375	88,250	86,125
20 yr 4.25%	FY26-City Hall HVAC Improvements	500,000				46,250	45,188	44,125	43,063
20 yr 4.25%	FY26-Citywide Facilities Capital Improvements	1,100,000				101,750	99,413	97,075	94,738
20 yr 4.25%	FY26-Citywide Sidewalk Reconstruction Program	400,000				37,000	36,150	35,300	34,450
20 yr 4.25%	FY26-Coakley-Borthwick Connector Roadway	1,000,000				92,500	90,375	88,250	86,125
20 yr 4.25%	FY26-Street Paving, Management, and Rehabilitation	4,000,000				370,000	361,500	353,000	344,500
20 yr 4.25%	FY26-State Street Two-Way Redesign	500,000				46,250	45,188	44,125	43,063
20 yr 4.25%	FY26-Fleet Street Utilities Upgrade and Streetscape	2,000,000				185,000	180,750	176,500	172,250
20 yr 4.25%	FY26-Citywide Storm Drainage Improvements	500,000				46,250	45,188	44,125	43,063
<b>Total FY26 New Bonding</b>		<b>15,400,000</b>							

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

Bond Rating			<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
5 yr 3.75%	FY27-Fire Vehicle Replacement - Marine Boat #1	250,000					59,375	57,500	55,625
20 yr 4.25%	FY27-School Facilities Capital Improvements	1,000,000					92,500	90,375	88,250
20 yr 4.25%	FY27-Citywide Facilities Capital Improvements	550,000					50,875	49,706	48,538
20 yr 4.25%	FY27-Market Street Sidepath	400,000					37,000	36,150	35,300
20 yr 4.25%	FY27-US Route 1 New Sidepath Construction	1,000,000					92,500	90,375	88,250
20 yr 4.25%	FY27-State Street Two-Way Redesign	1,500,000					138,750	135,563	132,375
20 yr 4.25%	FY27-Citywide Storm Drainage Improvements	500,000					46,250	45,188	44,125
20 yr 4.25%	FY27-The Creek Neighborhood Reconstruction	800,000					74,000	72,300	70,600
	<b>Total FY27 New Bonding</b>	<b>6,000,000</b>							
5 yr 3.75%	FY28-Ambulance	435,000						103,313	100,050
10 yr 4.00%	FY28- Fire Vehicle Replacement - Tower #5	1,500,000						213,750	207,375
20 yr 4.25%	FY28-Prescott Park Master Plan Implementation	1,750,000						161,875	158,156
20 yr 4.25%	FY28-Citywide Facilities Capital Improvements	550,000						50,875	49,706
20 yr 4.25%	FY28-Constitution Avenue Multi-Use Path	1,200,000						111,000	108,450
10 yr 4.00%	FY28-Citywide Sidewalk Reconstruction Program	400,000						56,000	54,400
20 yr 4.25%	FY28-Cate Street Bridge Replacement	415,000						38,388	37,506
10 yr 4.00%	FY28-Street Paving, Management, and Rehabilitation	4,000,000						560,000	544,000
10 yr 4.00%	FY28-Pease International Tradeport Roadway Rehat	1,000,000						140,000	136,000
20 yr 4.25%	FY28-Citywide Storm Drainage Improvements	500,000						46,250	45,188
	<b>Total FY28 New Bonding</b>	<b>11,750,000</b>							
5 yr 3.75%	FY29- Vehicle Replacement - Fire Engine #6	800,000							190,000
20 yr 4.25%	FY29-Elementary Schools Upgrade	2,500,000							231,250
20 yr 4.25%	FY29-Land Acquisition	500,000							46,250
20 yr 4.25%	FY29-Indoor Pool Facility Needs	325,000							30,063
20 yr 4.25%	FY29- South Mill Pond Playground	900,000							83,250
20 yr 4.25%	FY29-Outdoor Pool Aquatics Upgrade and Pool Hou	3,250,000							300,625
20 yr 4.25%	FY29-Prescott Park Master Plan Implementation	1,750,000							161,875
20 yr 4.25%	FY29-City Hall HVAC Improvements	1,000,000							92,500
20 yr 4.25%	FY29-Recycling and Solid Waste Transfer Station	7,500,000							693,750
20 yr 4.25%	FY29-Citywide Facilities Capital Improvements	1,100,000							101,750
20 yr 4.25%	FY29-Downtown Aerial Utilities Undergrounding	2,500,000							231,250
20 yr 4.25%	FY29-Hampton Branch Rail Trail (NH Seacoast Gree	880,000							81,400
10 yr 4.00%	FY29-Greenland Road/Middle Road Corridor Bicycle/	1,000,000							140,000
10 yr 4.00%	FY29-Pease International Tradeport Roadway Rehat	500,000							70,000
10 yr 4.00%	FY29-Junkins Avenue Improvements	1,100,000							154,000
10 yr 4.00%	FY29-Madison Street Roadway Improvements	350,000							49,000
20 yr 4.25%	FY29-Citywide Storm Drainage Improvements	500,000							46,250
10 yr 4.00%	FY29-The Creek Neighborhood Reconstruction	1,000,000							140,000
10 yr 4.00%	FY29-Lafayette Park and Monroe Street Drainage Im	1,000,000							140,000
	<b>Total FY29 New Bonding</b>	<b>28,455,000</b>							
5 yr 3.75%	FY30- Vehicle Replacement - Fire Engine #3	800,000							
5 yr 3.75%	FY30 Police Body Camera Replacement	2,073,000							
5 yr 3.75%	FY30 Police Taser Replacement Cycle	860,000							
20 yr 4.25%	FY30-School Facilities Capital Improvements	1,000,000							
20 yr 4.25%	FY30-Renovation of Portsmouth Career and Technic	3,000,000							
20 yr 4.25%	FY30-Additional Outdoor Recreation Fields	3,000,000							
20 yr 4.25%	FY30-Greenland Road Recreation Facility	6,100,000							
20 yr 4.25%	FY30-Citywide Facilities Capital Improvements	550,000							
20 yr 4.25%	FY30-Mechanic Street Wharf/Pier	1,300,000							
10 yr 4.00%	FY30-Citywide Sidewalk Reconstruction Program	400,000							
10 yr 4.00%	FY30-Street Paving, Management, and Rehabilitation	4,000,000							
10 yr 4.00%	FY30-Pinehurst Road Improvements	300,000							
20 yr 4.25%	FY30-Citywide Storm Drainage Improvements	500,000							
	<b>Total FY30 New Bonding</b>	<b>23,883,000</b>							
	<b>Total Projected CIP FY 25-30</b>	<b>140,933,500</b>							
	<b>Total Projected not Authorized FY 23</b>	<b>2,800,000</b>							
	<b>Total Authorized Unissued FY 18-24</b>	<b>48,042,333</b>							
	<b>Total Projected Debt Service</b>	<b>191,775,833</b>							
	<b>Total General Fund-Projected Future Debt</b>	<b>973,758</b>	<b>3,176,966</b>	<b>7,341,448</b>	<b>9,007,403</b>	<b>11,722,384</b>	<b>12,917,721</b>	<b>15,574,200</b>	

**GENERAL FUND**



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

Bond Rating	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
<u>Future Debt Related Revenues</u>							
<b>Total Future Debt Related Revenues-General Fund</b>	-	-	-	-	-	-	-
<b>Total Net Projected Future Debt-General Fund</b>	973,758	3,176,966	7,341,448	9,007,403	11,722,384	12,917,721	15,574,200
<b>Total Gross Issued and Projected Debt-General Fund</b>	13,060,206	14,164,300	17,509,482	17,840,662	19,499,868	19,501,304	21,375,857
<b>Total Debt Related Revenues Actual and Projected</b>	(2,440,974)	(2,340,974)	(2,240,974)	(2,190,974)	(2,190,974)	(1,973,361)	(1,740,974)
<b>Total Net Issued and Projected Debt-General Fund</b>	10,619,232	11,823,326	15,268,508	15,649,688	17,308,894	17,527,944	19,634,883

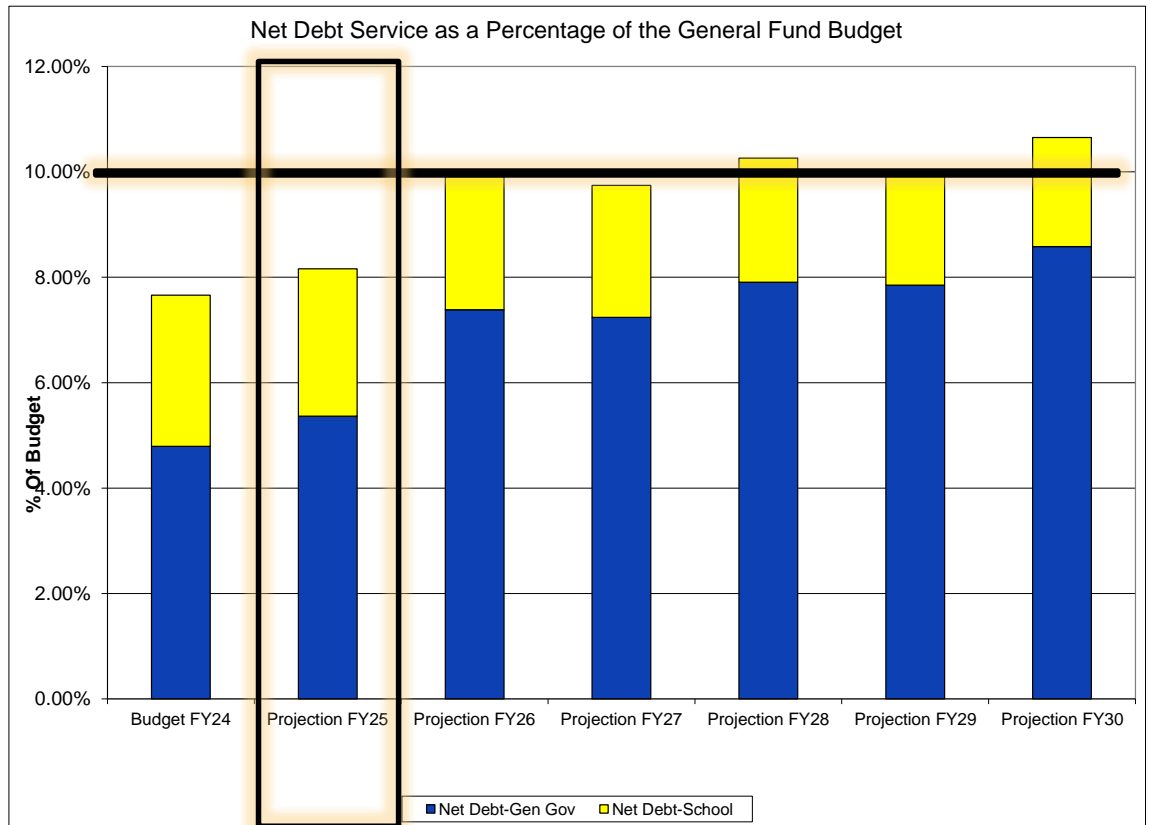
**GENERAL FUND**

**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>Budget FY24</u>	<u>Projection FY25</u>	<u>Projection FY26</u>	<u>Projection FY27</u>	<u>Projection FY28</u>	<u>Projection FY29</u>	<u>Projection FY30</u>
Total Gen Fund Without Debt Service	125,563,169	130,697,047	136,591,484	142,751,760	149,189,864	155,918,327	162,950,244
Increase FY 25 and beyond:							
4.51%							
Existing Debt Service-School	4,717,123	4,577,506	4,357,356	4,160,081	4,029,181	3,831,256	3,675,869
Existing Debt Service-Gen Gov	7,369,324	6,409,827	5,810,678	4,673,178	3,748,303	2,752,328	2,125,788
Projected Debt Service-School	-	217,375	272,506	603,756	682,125	665,869	880,863
Projected Debt Service-Gen Gov	973,758	2,959,591	7,068,942	8,403,647	11,040,259	12,251,852	14,693,338
<b>Total Gross Debt Service</b>	<b>13,060,206</b>	<b>14,164,300</b>	<b>17,509,482</b>	<b>17,840,662</b>	<b>19,499,868</b>	<b>19,501,304</b>	<b>21,375,857</b>
Debt Service Related Revenues-Schools	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)
Debt Service Related Revenues-Gen Gov	(1,700,000)	(1,600,000)	(1,500,000)	(1,450,000)	(1,450,000)	(1,232,387)	(1,000,000)
Net Debt-School	3,976,149	4,053,907	3,888,889	4,022,864	3,970,332	3,756,151	3,815,757
Net Debt-Gen Gov	6,643,082	7,769,418	11,379,619	11,626,825	13,338,561	13,771,793	15,819,125
<b>Total Net Debt</b>	<b>10,619,232</b>	<b>11,823,326</b>	<b>15,268,508</b>	<b>15,649,688</b>	<b>17,308,894</b>	<b>17,527,944</b>	<b>19,634,883</b>
Total Projected General Fund Budget	138,623,375	144,861,347	154,100,966	160,592,422	168,689,732	175,419,631	184,326,100
Percentage Net Debt-School of Budget	<b>2.87%</b>	<b>2.80%</b>	<b>2.52%</b>	<b>2.51%</b>	<b>2.35%</b>	<b>2.14%</b>	<b>2.07%</b>
Percentage Net Debt-Gen Gov of Budget	<b>4.79%</b>	<b>5.36%</b>	<b>7.38%</b>	<b>7.24%</b>	<b>7.91%</b>	<b>7.85%</b>	<b>8.58%</b>
	Budget FY24	Projection FY25	Projection FY26	Projection FY27	Projection FY28	Projection FY29	Projection FY30
<b>Total Percentage Net Debt Service of Budget:</b>	<b>7.66%</b>	<b>8.16%</b>	<b>9.91%</b>	<b>9.74%</b>	<b>10.26%</b>	<b>9.99%</b>	<b>10.65%</b>



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

Bond Rating		FY24	FY25	FY26	FY27	FY28	FY29	FY30
<b>ISSUED DEBT</b>								
	<b>PARKING &amp; TRANSPORTATION FUND-Issued Debt</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>
AAA	<u>06/20/19 19 Foundry Parking Garage</u> <b>\$26,200,000(\$23,149,000)</b>							
	Principal-Last Pmt FY39 20 Yr	1,025,000	1,080,000	1,130,000	1,195,000	1,250,000	1,315,000	1,375,000
	Interest	751,063	699,813	645,813	589,313	529,563	467,063	401,313
AAA	<u>06/22/23 22 Hanover Parking Facility Upgrades</u> <b>\$6,300,000(\$5,723,500)</b>							
	Principal-Last Pmt FY43 20 Yr	303,500	295,000	290,000	290,000	290,000	290,000	290,000
	Interest	267,324	257,450	242,700	228,200	213,700	199,200	184,700
	<b>Total Parking/Trans Fund Issued Debt Principal Due</b>	<b>1,328,500</b>	<b>1,375,000</b>	<b>1,420,000</b>	<b>1,485,000</b>	<b>1,540,000</b>	<b>1,605,000</b>	<b>1,665,000</b>
	<b>Total Parking/Trans Fund Issued Debt Interest Due</b>	<b>1,018,386</b>	<b>957,263</b>	<b>888,513</b>	<b>817,513</b>	<b>743,263</b>	<b>666,263</b>	<b>586,013</b>
	<b>Total Parking/TransFund-Issued Debt</b>	<b>2,346,886</b>	<b>2,332,263</b>	<b>2,308,513</b>	<b>2,302,513</b>	<b>2,283,263</b>	<b>2,271,263</b>	<b>2,251,013</b>
<b>PROJECTED FUTURE DEBT:</b>								
	Actual to Budgeted adjustment	59,176						
	<b>PARKING/TRANSPORTATION FUND- Projected Future Debt</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>
	20 yr 4.50% FY24-Foundry Place Parking Offices 1,250,000 <u>Authorized 07/10/23</u>			115,625	112,969	110,313	107,656	105,000
	20 yr 4.50% FY26-Market Square Upgrades 1,000,000				92,500	90,375	88,250	86,125
	20 yr 4.50% FY28-Market Square Upgrades 1,000,000						92,500	90,375
	20 yr 4.50% FY30-Market Square Upgrades 1,000,000							
	<b>Total Parking/Transportation Fund-Projected Future Debt</b>	<b>59,176</b>	<b>-</b>	<b>115,625</b>	<b>205,469</b>	<b>200,688</b>	<b>288,406</b>	<b>281,500</b>
	<b>Future Debt Related Revenues</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>
	<b>Total Future Debt Related Revenues-Parking/Transportation Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Net Projected Future Debt-Parking/Transportation Fund</b>	<b>59,176</b>	<b>-</b>	<b>115,625</b>	<b>205,469</b>	<b>200,688</b>	<b>288,406</b>	<b>281,500</b>
	<b>Total Net Issued and Projected Debt-Parking/Transportation Fund</b>	<b>2,406,062</b>	<b>2,332,263</b>	<b>2,424,138</b>	<b>2,507,981</b>	<b>2,483,950</b>	<b>2,559,669</b>	<b>2,532,513</b>

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

Bond		<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
Rating								
<b>ISSUED DEBT</b>								
	<u>DEBT SERVICE FUND-Issued Debt</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
AAA	<u>06/15/16 Commerce Way-Betterment 1.39% 1,524,710</u>							
	Principal-Last Pmt FY26	165,000	170,000	180,000				
	Interest	20,600	14,000	7,200				
	<b>Total Debt Service Fund Issued Debt Principal Due</b>	<b>165,000</b>	<b>170,000</b>	<b>180,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Debt Service Fund Issued Debt Interest Due</b>	<b>20,600</b>	<b>14,000</b>	<b>7,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Debt Service Fund-Issued Debt</b>	<b>185,600</b>	<b>184,000</b>	<b>187,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<u>Issued Debt Related Revenues</u>							
	Properties Subject to Commerce Way Betterment Assessment	(185,600)	(184,000)	(187,200)				
	<b>Total Net Issued Debt Service Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DEBT SERVICE FUND**

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

		FY24	FY25	FY26	FY27	FY28	FY29	FY30
<b>WATER FUND-Issued Debt</b>								
11/01/02 03 SRF-Constitution Avenue	4,800,000							
Principal-Last Pmt FY23	20 Year							
Interest								
12/01/02 03 SRF-Spinney Tank	1,162,560							
Principal-Last Pmt FY23	20 Year							
Interest								
06/01/08 08 SRF-Madbury Treatment Plant-Design	2,000,000							
Principal-Last Pmt FY28	20 Year	100,000	100,000	100,000	100,000	100,000		
Interest		17,440	13,952	10,464	6,976	3,488		
06/20/18 18 Pleasant St Water Line	600,000							
Principal-Last Pmt FY28	10 Year	60,000	60,000	60,000	60,000	60,000		
Interest		15,000	12,000	9,000	6,000	3,000		
01/15/09 09 Madbury Treatment Plant-Refunded	7,921,500							
Principal-Last Pmt FY29	20 Year	795,000	790,000	790,000	790,000	790,000	786,500	
Interest		189,660	157,860	126,260	94,660	63,060	31,460	
06/20/19 19 Annual Waterline Replacement	\$500,000(\$426,000)							
Principal-Last Pmt FY29	10 Year	45,000	45,000	40,000	40,000	40,000	35,000	
Interest		12,250	10,000	7,750	5,750	3,750	1,750	
02/01/12 12 SRF-Madbury Treatment Plant	5,000,000							
Principal-Last Pmt FY32	20 Year	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest		61,200	54,400	47,600	40,800	34,000	27,200	20,400
06/25/14 14 Hobbs Hill Water Tank	3,500,000							
Principal-Last Pmt FY34	20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Interest		80,500	71,750	63,000	54,250	49,000	42,000	35,000
06/23/15 15 Water Improvements	4,800,000							
Principal-Last Pmt FY35	20 Year	240,000	240,000	240,000	240,000	240,000	240,000	240,000
Interest		96,000	86,400	76,800	69,600	62,400	55,200	48,000
06/15/16 16 Water Improvements	4,100,000							
Principal-Last Pmt FY36	20 Year	205,000	205,000	205,000	205,000	205,000	205,000	205,000
Interest		77,900	69,700	61,500	53,300	49,200	45,100	41,000
06/23/17 17 Water Improvements	2,250,000							
Principal-Last Pmt FY37	20 Year	115,000	115,000	115,000	115,000	110,000	110,000	110,000
Interest		49,338	44,738	40,138	35,538	30,938	28,738	26,400
06/20/18 18 Water Improvements	2,500,000							
Principal-Last Pmt FY38	20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest		71,094	64,844	58,594	52,344	46,094	39,844	36,094
06/20/19 19 Annual Waterline Replacement	\$2,200,000(\$1,981,400)							
Principal-Last Pmt FY39	20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Interest		61,394	56,394	51,394	46,394	41,394	36,394	31,394
04/06/21 20 Water System Upgrades (Part I)	\$4,023,000(\$3,633,000)							
Principal-Last Pmt FY41	20 Year	190,000	190,000	185,000	185,000	180,000	180,000	180,000
Interest		95,425	87,825	80,225	72,825	64,500	56,400	48,300
Annual Waterline Replacement	1,000,000							
Madbury Well #5	750,000							
Water Transmission Main Replacement	250,000							
Maplewood Ave Waterline	1,200,000							
Pleasant St Water Mains	823,000							
04/06/21 21 Water System Upgrades	\$2,750,000(\$2,516,000)							
Principal-Last Pmt FY41	20 Year	135,000	130,000	130,000	130,000	130,000	130,000	130,000
Interest		66,500	61,100	55,900	50,700	44,850	39,000	33,150
New Groundwater Source	500,000							
Water Transmission Main Replacement	600,000							
Islington St Phase 1B	1,650,000							
06/23/22 20 Water System Upgrades (Part II)	\$600,000(\$552,800)							
Principal-Last Pmt FY42	20 Year	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Interest		22,981.26	21,481.26	19,981.26	18,481.26	16,981.26	15,481.26	13,981.26
Reservoir Management								
06/23/22 22 Water System Upgrades (Part I)	\$6,600,000(\$6,106,600)							
Principal-Last Pmt FY42	20 Year	315,000	315,000	315,000	315,000	310,000	305,000	305,000
Interest		251,131	235,381	219,631	203,881	188,131	172,631	157,381
Annual Waterline Replacement	1,000,000							
Islington Street Phase 2	2,300,000							
Willard Avenue Reconstruction	1,800,000							
Union Street Reconstruction	1,500,000							
<b>Total Water Fund Issued Debt Principal Due</b>		2,880,000	2,870,000	2,860,000	2,860,000	2,845,000	2,671,500	1,850,000
<b>Total Water Fund Issued Debt Interest Due</b>		1,167,813	1,047,825	928,237	811,499	700,786	591,198	491,100

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

		<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
	<b>Total Water Fund-Issued Debt</b>	4,047,813	3,917,825	3,788,237	3,671,499	3,545,786	3,262,698	2,341,100
<b>PROJECTED FUTURE DEBT:</b>								
<b>WATER FUND-Projected Future Debt</b>								
	Issued/Refunded Difference Budgeted vs actual		41,667					
20 yr 4.25%	FY21-Water Storage Tanks Painting	850,000		78,625	76,819	75,013	73,206	71,400
<b>FY 21</b>	<b>Authorized 12/07/20</b>							
	<b>Total FY 21 New Bonding</b>	<b>850,000</b>						
20 yr 4.25%	FY22-Water Transmission Main Replacement	7,300,000						
20 yr 4.25%	Bonded FY24	3,000,000	277,500	271,125	264,750	258,375	252,000	245,625
20 yr 4.25%	Balance	4,300,000		397,750	388,613	379,475	370,338	361,200
<b>FY 22</b>	<b>Authorized 08/23/21</b>							
	<b>Total FY 22 New Bonding</b>	<b>14,600,000</b>						
30 yr 5.0%	FY23-Well Station Improvements	1,000,000		83,333	81,667	80,000	78,333	76,667
30 yr 5.0%	FY23-Water Storage Tanks Painting	350,000		29,167	28,583	28,000	27,417	26,833
30 yr 5.0%	FY23-Bartlett Street Utilities Upgrades and Streets	800,000	66,667	65,333	64,000	62,667	61,333	60,000
<b>FY 23</b>	<b>Authorized 07/11/22</b>							
	<b>Total FY 23 New Bonding</b>	<b>2,150,000</b>						
30 yr 5.0%	FY24-Annual Waterline Replacement	1,000,000	83,333	81,667	80,000	78,333	76,667	75,000
30 yr 5.0%	FY24-New Groundwater Source	2,000,000		166,667	163,333	160,000	156,667	153,333
30 yr 5.0%	FY24-Greenland Well PFAS Treatment	2,500,000	208,333	204,167	200,000	195,833	191,667	187,500
30 yr 5.0%	FY24-Dover Water Emergency Interconnection	1,726,500		143,875	140,998	138,120	135,243	132,365
30 yr 5.0%	FY24-Edmond Ave	500,000		41,667	40,833	40,000	39,167	38,333
30 yr 5.0%	FY24-Islington 2c	850,000	70,833	69,417	68,000	66,583	65,167	63,750
30 yr 5.0%	FY24-Union St	700,000	58,333	57,167	56,000	54,833	53,667	52,500
<b>FY 24</b>	<b>Authorized 07/10/23</b>							
	<b>Total FY 24 New Bonding</b>	<b>9,276,500</b>						
30 yr 5.0%	FY25-Water Storage Tanks Improvements	400,000		33,333	32,667	32,000	31,333	30,667
30 yr 5.0%	FY25-Madbury Water Treatment Plant Facility Imp	650,000		54,167	53,083	52,000	50,917	49,833
30 yr 5.0%	FY25-Fleet Street Utilities Upgrades/Streetscape	1,000,000		83,333	81,667	80,000	78,333	76,667
30 yr 5.0%	FY25-DPW Complex Improvements	1,500,000		125,000	122,500	120,000	117,500	115,000
30 yr 5.0%	FY25-The Creek Neighborhood Reconstruction	500,000		41,667	40,833	40,000	39,167	38,333
	<b>Total FY 25 New Bonding</b>	<b>4,050,000</b>						
30 yr 5.0%	FY26-Annual Waterline Replacement	1,500,000			125,000	122,500	120,000	117,500
30 yr 5.0%	FY26-Well Station Improvements	700,000			58,333	57,167	56,000	54,833
30 yr 5.0%	FY26-Reservoir Management	1,000,000			83,333	81,667	80,000	78,333
30 yr 5.0%	FY26-Fleet Street Utilities Upgrades/Streetscape	2,000,000			166,667	163,333	160,000	156,667
30 yr 5.0%	FY26-Chapel Street	750,000			62,500	61,250	60,000	58,750
	<b>Total FY 26 New Bonding</b>	<b>5,950,000</b>						
30 yr 5.0%	FY27-Water Storage Tanks Improvements	4,000,000				333,333	326,667	320,000
30 yr 5.0%	FY27-The Creek Neighborhood Reconstruction	800,000				66,667	65,333	64,000
	<b>Total FY 27 New Bonding</b>	<b>4,800,000</b>						
30 yr 5.0%	FY28-Annual Waterline Replacement	1,500,000					125,000	122,500
	<b>Total FY 28 New Bonding</b>	<b>1,500,000</b>						
30 yr 5.0%	FY29-The Creek Neighborhood Reconstruction	1,000,000						83,333
	<b>Total FY 29 New Bonding</b>	<b>1,000,000</b>						
30 yr 5.0%	FY30-Annual Waterline Replacement	1,500,000						
	<b>Total FY 30 New Bonding</b>	<b>1,500,000</b>						
	<b>Total Projected FY 25-30</b>	<b>18,800,000</b>						
	<b>Total Authorized Unissued</b>	<b>26,876,500</b>						
	<b>Total Water Fund-Projected Future Debt</b>	<b>-</b>	<b>806,667</b>	<b>2,027,458</b>	<b>2,480,179</b>	<b>2,827,149</b>	<b>2,891,120</b>	<b>2,910,923</b>
	<b>Total Issued and Projected Debt Water Fund</b>	<b>4,047,813</b>	<b>4,724,492</b>	<b>5,815,695</b>	<b>6,151,677</b>	<b>6,372,935</b>	<b>6,153,817</b>	<b>5,252,023</b>

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

Bond

Rating

			<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
SRF	<u>05/04/05 05 SRF-Sewer Projects Phase 2</u>	<u>8,898,110</u>							
	Principal-Last Pmt FY25	20 Year	444,905	444,905					
	Interest-State recalculated interest starting in FY 15 total saving \$504,176		16,639	8,320					
AAA	<u>06/15/16 16 Sewer System Improvements</u>	<u>1,000,000</u>							
	Principal-Last Pmt FY26	10 Year	100,000	100,000	100,000				
	Interest		12,000	8,000	4,000				
AAA	<u>06/15/17 17 Goose Bay and Pumping Stations</u>	<u>900,000</u>							
	Principal-Last Pmt FY27	10 Year	90,000	90,000	90,000	90,000			
	Interest		14,400	10,800	7,200	3,600			
SRF	<u>12/01/08 09 SRF-Sewer Projects Phase 3</u>	<u>5,508,137</u>							
	Principal-Last Pmt FY28	20 Year	275,407	275,407	275,407	275,407	275,407		
	Interest-State recalculated interest starting in FY 15 total saving \$306,168		32,773	26,219	19,664	13,109	6,555		
SRF	<u>12/01/08 09 SRF-Lower Court Street Loan</u>	<u>688,562</u>							
	Principal-Last Pmt FY28	20 Year	34,428	34,428	34,428	34,428	34,428		
	Interest-State recalculated interest starting in FY 15 total saving \$36,048		4,097	3,278	2,458	1,639	819		
AAA	<u>06/20/18 18 Sewer Line and Pump Station Improvements</u>	<u>1,800,000</u>							
	Principal-Last Pmt FY28	10 Year	180,000	180,000	180,000	180,000	180,000		
	Interest		45,000	36,000	27,000	18,000	9,000		
AAA	<u>06/20/19 19 Consent Decree-Union St-Annual Sewerline</u>	<u>\$1,600,000(\$1,361,100)</u>							
	Principal-Last Pmt FY29	10 Year	140,000	140,000	135,000	135,000	125,000	120,000	
	Interest		39,750	32,750	25,750	19,000	12,250	6,000	
SRF	<u>01/01/11 11 SRF-Rye Line Pump Station Upgrades</u>	<u>1,069,714</u>							
	Principal-Last Pmt FY30	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		9,674	8,292	6,910	5,528	4,146	2,764	1,382
SRF	<u>01/01/11 11 SRF-201 Facilities Plan Updates</u>	<u>1,000,000</u>							
	Principal-Last Pmt FY30	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		9,044	7,752	6,460	5,168	3,876	2,584	1,292
SRF	<u>12/16/11 12 SRF-LTCP Bartlett St. Area Sewer Ext</u>	<u>5,290,233</u>							
	Principal-Last Pmt FY31	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		55,399	48,474	41,549	34,625	27,700	20,775	13,850
AAA	<u>12/14/21 21 P.I.W.W.T.P. Prel. Eng and LTCP Imp-Refunding</u>	<u>1,260,000</u>							
	Principal-Last Pmt FY32	10 YR	120,000	125,000	125,000	125,000	125,000	130,000	130,000
	Interest		54,000	47,875	41,625	35,375	29,125	22,750	16,250
AAA+	<u>03/19/12 12 LTCP Contract #3B and Cass St Area</u>	<u>8,000,000</u>							
	Principal-Last Pmt FY32	20 Year	400,000	400,000	400,000	400,000	400,000	400,000	400,000
	Interest		94,500	86,000	76,750	66,000	54,000	42,000	30,000
AAA	<u>06/27/13 13 LTCP Contract #3C Lincoln Area</u>	<u>3,929,000</u>							
	Principal-Last Pmt FY33	20 Year	195,000	195,000	195,000	195,000	195,000	195,000	195,000
	Interest		60,060	54,210	48,360	42,510	36,660	30,810	24,960
SRF	<u>06/01/14 14 SRF-LTCP Contract #3C</u>	<u>5,595,874</u>							
	Principal-Last Pmt FY33	20 Year	279,794	279,794	279,794	279,794	279,794	279,794	279,794
	Interest		93,787	84,408	75,029	65,651	56,272	46,893	37,515
AAA	<u>06/25/14 14 Peirce Island WWTP</u>	<u>10,000,000</u>							
	Principal-Last Pmt FY34	20 Year	500,000	500,000	500,000	500,000	500,000	500,000	500,000
	Interest		230,000	205,000	180,000	155,000	140,000	120,000	100,000
AAA	<u>06/25/14 14 Pease WWTP</u>	<u>3,500,000</u>							
	Principal-Last Pmt FY34	20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
	Interest		80,500	71,750	63,000	54,250	49,000	42,000	35,000
AAA	<u>06/23/15 15 Pease WWTP</u>	<u>1,000,000</u>							
	Principal-Last Pmt FY35	20 Year	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Interest		20,000	18,000	16,000	14,500	13,000	11,500	10,000
AAA	<u>06/15/16 16 Lafayette Rd Pumping Station</u>	<u>3,000,000</u>							
	Principal-Last Pmt FY36	20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	Interest		57,000	51,000	45,000	39,000	36,000	33,000	30,000
AAA	<u>06/15/17 17 Annual Sewerline</u>	<u>2,500,000</u>							
	Principal-Last Pmt FY37	20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
	Interest		55,156	50,156	45,156	40,156	35,156	32,656	30,000
AAA	<u>06/20/18 18 Annual Sewerline and Pumping Stations</u>	<u>3,000,000</u>							
	Principal-Last Pmt FY38	20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	Interest		85,313	77,813	70,313	62,813	55,313	47,813	43,313
AAA	<u>06/20/19 19 Pease Wastewater Treatment Plant</u>	<u>\$7,200,000(\$6,490,000)</u>							
	Principal-Last Pmt FY39	20 Year	325,000	325,000	325,000	325,000	325,000	325,000	325,000
	Interest		201,194	184,944	168,694	152,444	136,194	119,944	103,694
AAA	<u>04/06/21 20 Sewer System Upgrades</u>	<u>\$2,745,000(\$2,432,300)</u>							
	Principal-Last Pmt FY41	20 Year	130,000	130,000	120,000	120,000	120,000	120,000	120,000
	Interest		63,700	58,500	53,300	48,500	43,100	37,700	32,300
	Annual Sewerline Replacement								
	Pleasant St Sewerline								
	Maplewood Ave Sewerline								



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

Bond

Rating

			<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
AAA	<u>04/06/21 21 Sewer System Upgrades</u>	<u>\$5,250,000(\$4,816,700)</u>							
	Principal-Last Pmt FY41	20 Year	245,000	240,000	240,000	240,000	240,000	240,000	240,000
	Interest		126,200	116,400	106,800	97,200	86,400	75,600	64,800
	Mechanic St Pump Station Force Main	3,600,000							
	Islington St Phase 1B	1,650,000							
AAA	<u>06/23/22 22 Sewer System Upgrades (Part I)</u>	<u>\$8,900,000(\$8,232,200)</u>							
	Principal-Last Pmt FY42	20 Year	425,000	425,000	425,000	420,000	420,000	415,000	415,000
	Interest		338,613	317,363	296,113	274,863	253,863	232,863	212,113
	Annual Sewerline Replacement	500,000							
	Mechanic Street Pumping Station	2,000,000							
	Islington Street Phase 2	2,300,000							
	Willard Avenue Reconstruction	3,000,000							
	Union Street Reconstruction	1,100,000							
AAA	<u>06/22/23 16 PI WWTP Upgrades</u>	<u>\$1,016,957(\$926,050)</u>							
	Principal-Last Pmt FY43	20 Year	51,050	50,000	50,000	50,000	50,000	45,000	45,000
	Interest		43,196	41,500	39,000	36,500	34,000	31,500	29,250
AAA	<u>06/22/23 22 Sewer System Upgrades (Part II)</u>	<u>\$300,000(\$271,250)</u>							
	Principal-Last Pmt FY43	20 Year	16,250	15,000	15,000	15,000	15,000	15,000	15,000
	Interest		12,809	12,250	11,500	10,750	10,000	9,250	8,500
	Sewer Service for Sagamore Ave Sewer Extension	300,000							
SRF	<u>04/01/22 22 SRF-PI WWTP Upgrades</u>	<u>\$80,883,042\$(76,838,889.88)</u>							
	Principal-Last Pmt FY51	30 Year	2,557,694	2,557,694	2,557,694	2,557,694	2,557,694	2,557,694	2,557,694
	Interest		1,432,309	1,381,155	1,330,001	1,278,847	1,227,693	1,176,539	1,125,385
AAA	<u>06/22/23 23 Sewer System Upgrades (Part I)</u>	<u>\$2,100,000(\$1,972,200)</u>							
	Principal-Last Pmt FY53	30 Year	77,200	75,000	75,000	75,000	75,000	70,000	70,000
	Interest		87,868	85,750	82,000	78,250	74,500	70,750	67,250
	Annual Sewerline Replacement	500,000							
	Sewer Main for Sagamore Ave Sewer Extension	400,000							
	Sewer Service for Sagamore Ave Sewer Extension	1,200,000							
Total Interest savings from State recalculation FY 15 - FY 31 \$1,539,384									
<b>Total Sewer Fund Issued Debt Principal Due</b>			<b>7,604,726</b>	<b>7,600,225.65</b>	<b>7,140,320.17</b>	<b>7,035,320.17</b>	<b>6,935,320.25</b>	<b>6,430,485.19</b>	<b>6,310,485.50</b>
<b>Total Sewer Fund Issued Debt Interest Due</b>			<b>3,374,980</b>	<b>3,133,958</b>	<b>2,889,633</b>	<b>2,653,277</b>	<b>2,434,621</b>	<b>2,215,691</b>	<b>2,016,853</b>
<b>Total Sewer Fund-Issued Debt</b>			<b>10,979,706</b>	<b>10,734,184</b>	<b>10,029,953</b>	<b>9,688,597</b>	<b>9,369,942</b>	<b>8,646,176</b>	<b>8,327,338</b>
<b>Issued Debt Related Revenues</b>			<b><u>FY 24</u></b>	<b><u>FY 25</u></b>	<b><u>FY 26</u></b>	<b><u>FY 27</u></b>	<b><u>FY 28</u></b>	<b><u>FY 29</u></b>	<b><u>FY 30</u></b>
	Phase 2-State Aid C-706		(138,463)	(135,967)					
	Rye Line Pump Station C-876		(21,851)	(21,436)	(21,021)	(20,607)	(20,192)	(19,778)	(19,363)
	Lincoln Area Contract 3B C-877		(79,463)	(77,235)	(75,006)	(72,777)	(70,549)	(68,878)	(67,694)
	Lincoln Area Contract 3C C-878		(77,760)	(76,126)	(74,492)	(72,860)	(71,226)	(69,592)	(67,958)
	Cass St Area C-879		(49,956)	(48,555)	(47,154)	(45,753)	(44,352)	(43,301)	(42,556)
	Bartlett Area C-860		(69,522)	(68,137)	(66,752)	(65,367)	(63,982)	(62,597)	
	Lincoln Area 3A C-861		(78,468)	(76,592)	(74,716)	(72,841)	(70,965)	(69,089)	(67,213)
	Peirce Island WWTP C-900		(42,595)	(42,088)	(40,820)	(39,552)	(38,285)	(37,017)	(35,749)
	Peirce Island WWTP C-959		(1,478,071)	(1,455,640)	(1,433,144)	(1,410,647)	(1,392,581)	(1,370,084)	(1,347,588)
<b>Total Issued Debt Related Revenues-Sewer Fund</b>			<b>(2,036,149)</b>	<b>(2,001,776)</b>	<b>(1,833,105)</b>	<b>(1,800,404)</b>	<b>(1,772,132)</b>	<b>(1,740,336)</b>	<b>(1,648,121)</b>
<b>Total Net Issued Debt-Sewer Fund</b>			<b>8,943,557</b>	<b>8,732,408</b>	<b>8,196,848</b>	<b>7,888,193</b>	<b>7,597,810</b>	<b>6,905,840</b>	<b>6,679,217</b>

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

Bond

Rating

		FY24	FY25	FY26	FY27	FY28	FY29	FY30
<b>SEWER FUND-Projected Future Debt</b>								
Issued Difference Budgeted vs actual								
		202,460	16,667					
30 yr 2.536%	FY20-Consent Mitigation (SRF)	4,400,000						
	<b>Authorized 07/15/19</b>							
	less Principal Forgiveness (15%)	(660,000)						
<b>FY 20</b>	<b>Total SRF</b>	<b>3,740,000</b>						
		219,513	216,352	213,190	210,028	206,867	203,705	200,544
30 yr 2.536%	FY22-Pease Wastewater Treatment Facility-possible SRF	1,500,000						
	<b>Authorized 08/02/21</b>							
	First \$75,000 Forgiveness	(75,000)						
	Sub Total	1,425,000						
	10% Forgiveness thereafter	(142,500)						
	<b>Total SRF</b>	<b>1,282,500</b>						
		75,274	74,190	73,106	72,022	70,938	69,854	68,769
30 yr 5.0%	FY23-Sewer Main for Sagamore Avenue Area Sewer Extension	2,500,000						
	<b>Authorized 07/11/22</b>							
	Bonded June 2023	400,000						
	<b>SRF</b>	<b>2,100,000</b>						
	less Principal Forgiveness (15%)	(315,000)						
	<b>Total Remaining SRF</b>	<b>1,785,000</b>						
			148,750	145,775	142,800	139,825	136,850	133,875
Total Fleet Street authorization: \$2,200,000 split between SRF and Bonding:								
30 yr 2.536%	FY23-Fleet Street Utilities Upgrades/Streetscape-SRF	1,680,500						
	<b>Authorized 07/11/22</b>							
	less Principal Forgiveness (10%)	(168,050)						
	<b>Total SRF</b>	<b>1,512,450</b>						
			88,771	87,492	86,214	84,935	83,657	82,378
30 yr 5.0%	FY23-Fleet Street Utilities Upgrades/Streetscape-Non SRF	519,500						
			43,292	42,426	41,560	40,694	39,828	38,963
20 yr 4.25%	FY22-Pumping Station Upgrades	750,000						
			69,375	67,781	66,188	64,594	63,000	61,406
20 yr 4.25%	FY22-Marjorie St Pumping Station	1,000,000						
			92,500	90,375	88,250	86,125	84,000	81,875
<b>FY 22</b>	<b>Authorized 08/02/21</b>							
	<b>Total FY 22 New Bonding</b>	<b>1,750,000</b>						
30 yr 5.0%	FY23-Pease Wastewater Treatment Facility	550,000						
			45,833	44,917	44,000	43,083	42,167	41,250
30 yr 5.0%	FY23-Pumping Station Upgrades	800,000						
			66,667	65,333	64,000	62,667	61,333	60,000
30 yr 5.0%	FY23-Bartlett Street Utilities Upgrades and Streetscape	800,000						
			66,667	65,333	64,000	62,667	61,333	60,000
<b>FY 23</b>	<b>Authorized 07/11/22</b>							
	<b>Total FY 23 New Bonding</b>	<b>2,669,500</b>						
30 yr 5.0%	FY24-Annual Sewer Line Replacement	1,000,000						
			83,333	81,667	80,000	78,333	76,667	75,000
30 yr 5.0%	FY24-Long Term Control Related Projects	300,000						
			25,000	24,500	24,000	23,500	23,000	22,500
30 yr 5.0%	FY24-Woodbury Avenue Sewer Separation	250,000						
			20,833	20,417	20,000	19,583	19,167	18,750
30 yr 5.0%	FY24-Sewer Service for Sagamore Ave Sewer Extension	365,000						
			30,417	29,808	29,200	28,592	27,983	27,375
30 yr 5.0%	FY24-Fleet Street Utilities Upgrades/Streetscape	2,000,000						
			166,667	163,333	160,000	156,667	153,333	
30 yr 5.0%	FY24-Edmond Ave	200,000						
			16,667	16,333	16,000	15,667	15,333	
30 yr 5.0%	FY24-Islington	2,100,000						
			175,000	171,500	168,000	164,500	161,000	157,500
30 yr 5.0%	FY24-Union St	700,000						
			58,333	57,167	56,000	54,833	53,667	52,500
<b>FY 24</b>	<b>Authorized 07/10/23</b>							
	<b>Total FY 24 New Bonding</b>	<b>6,915,000</b>						
30 yr 5.0%	FY25-Pease Wastewater Treatment Facility-SRF	20,000,000						
	SRF-No Principal forgiveness at this time-1% admin fee FY26-FY28 first full payment in FY29			200,000	400,000	600,000	1,666,667	1,633,333
30 yr 5.0%	FY25-Pumping Station Upgrades	700,000						
				58,333	57,167	56,000	54,833	53,667
30 yr 5.0%	FY25-Sewer Service for Sagamore Ave Sewer Extension	365,000						
				30,417	29,808	29,200	28,592	27,983
30 yr 5.0%	FY25-Mechanic Street Pumping Station Upgrads	3,000,000						
				250,000	245,000	240,000	235,000	230,000
30 yr 5.0%	FY25-Peirce Island Wastewater Treatment Facility	1,900,000						
				158,333	155,167	152,000	148,833	145,667
30 yr 5.0%	FY25-Fleet Street Utilities Upgrades/Streetscape	1,000,000						
				83,333	81,667	80,000	78,333	76,667
30 yr 5.0%	FY25-Stormdrainage	500,000						
				41,667	40,833	40,000	39,167	38,333
30 yr 5.0%	FY25-DPW Complex Improvements	1,500,000						
				125,000	122,500	120,000	117,500	115,000
30 yr 5.0%	FY25-The Creek Neighborhood Reconstruction	500,000						
				41,667	40,833	40,000	39,167	38,333
	<b>Total FY 25 New Bonding</b>	<b>29,465,000</b>						
30 yr 5.0%	FY26-Annual Sewer Line Replacement	1,500,000						
					125,000	122,500	120,000	117,500
30 yr 5.0%	FY26-Long Term Control Related Projects	1,000,000						
					83,333	81,667	80,000	78,333
30 yr 5.0%	FY26-Sewer Service for Sagamore Ave Sewer Extension	365,000						
					30,417	29,808	29,200	28,592
30 yr 5.0%	FY25-Peirce Island Wastewater Treatment Facility	1,500,000						
					125,000	122,500	120,000	117,500
30 yr 5.0%	FY26-Fleet Street Utilities Upgrades/Streetscape	3,000,000						
					250,000	245,000	240,000	235,000
30 yr 5.0%	FY26-Stormdrainage	500,000						
					41,667	40,833	40,000	39,167
30 yr 5.0%	FY26-Chapel Street	750,000						
					62,500	61,250	60,000	58,750
30 yr 5.0%	FY26-Lafayette Park	1,500,000						
					125,000	122,500	120,000	117,500
	<b>Total FY 26 New Bonding</b>	<b>10,115,000</b>						

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

Bond CASH BASIS

Rating			<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>
30 yr 5.0%	FY27-Wastewater Reuse at Pease WWTF	2,000,000					166,667	163,333	160,000
30 yr 5.0%	FY27-Long Term Control Related Projects	1,000,000					83,333	81,667	80,000
30 yr 5.0%	FY27-Pumping Station Upgrades	500,000					41,667	40,833	40,000
30 yr 5.0%	FY27-Sewer Service for Sagamore Ave Sewer Extension	365,000					30,417	29,808	29,200
30 yr 5.0%	FY27-Mechanic Street Pumping Station Upgrads	10,000,000					833,333	816,667	800,000
30 yr 5.0%	FY27-Peirce Island Wastewater Treatment Facility	1,500,000					125,000	122,500	120,000
30 yr 5.0%	FY27-Stormdrainage	500,000					41,667	40,833	40,000
30 yr 5.0%	FY27-The Creek Neighborhood Reconstruction	800,000					66,667	65,333	64,000
	<b>Total FY 27 New Bonding</b>	<b>16,665,000</b>							
30 yr 5.0%	FY28-Annual Sewer Line Replacement	1,500,000						125,000	122,500
30 yr 5.0%	FY28-Long Term Control Related Projects	1,000,000						83,333	81,667
30 yr 5.0%	FY28-Sewer Service for Sagamore Ave Sewer Extension	365,000						30,417	29,808
30 yr 5.0%	FY28-Stormdrainage	500,000						41,667	40,833
	<b>Total FY 28 New Bonding</b>	<b>3,365,000</b>							
30 yr 5.0%	FY29-Wastewater Reuse at Pease WWTF	6,300,000							525,000
30 yr 5.0%	FY29-Pumping Station Upgrades	500,000							41,667
30 yr 5.0%	FY29-Stormdrainage	500,000							41,667
30 yr 5.0%	FY 29-The Creek Neighborhood Reconstruction	1,000,000							83,333
	<b>Total FY 29 New Bonding</b>	<b>2,000,000</b>							
30 yr 5.0%	FY30-Annual Sewer Line Replacement	1,500,000							
30 yr 5.0%	FY30-Stormdrainage	500,000							
	<b>Total FY 30 New Bonding</b>	<b>2,000,000</b>							
	<b>Total Projected FY 25-30</b>	<b>63,610,000</b>							
	<b>Total Authorized Unissued (includes SRF)</b>	<b>12,739,450</b>							
	<b>Total Sewer Fund-Projected Future Debt</b>		<b>497,247</b>	<b>1,321,979</b>	<b>2,452,870</b>	<b>3,451,820</b>	<b>4,979,744</b>	<b>6,238,227</b>	<b>6,802,352</b>
	<b>Total Net Projected Future Debt-Sewer Fund</b>		<b>497,247</b>	<b>1,321,979</b>	<b>2,452,870</b>	<b>3,451,820</b>	<b>4,979,744</b>	<b>6,238,227</b>	<b>6,802,352</b>
	<b>Total Gross Issued and Projected Debt-Sewer</b>	<b>11,476,953</b>	<b>12,056,163</b>	<b>12,482,823</b>	<b>13,140,417</b>	<b>14,349,686</b>	<b>14,884,403</b>	<b>15,129,690</b>	
	<b>Total Net Issued and Projected Debt-Sewer Fund</b>	<b>9,440,804</b>	<b>10,054,387</b>	<b>10,649,718</b>	<b>11,340,013</b>	<b>12,577,554</b>	<b>13,144,067</b>	<b>13,481,569</b>	

**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 25</u>	1	4,980,000	1,429,827	14%	14%	3,275,000	1,302,506	10%	10%	8,255,000	2,732,334	12%	12%
<u>FY 26</u>	2	4,600,000	1,210,678	13%	27%	3,205,000	1,152,356	10%	20%	7,805,000	2,363,034	11%	24%
<u>FY 27</u>	3	3,660,000	1,013,178	10%	37%	3,155,000	1,005,081	10%	29%	6,815,000	2,018,259	10%	34%
<u>FY 28</u>	4	2,900,000	848,303	8%	45%	3,165,000	864,181	10%	39%	6,065,000	1,712,484	9%	42%
<u>FY 29</u>	5	2,038,500	713,828	6%	51%	3,105,000	726,256	9%	49%	5,143,500	1,440,084	8%	50%
<u>FY 30</u>	6	1,510,000	615,788	4%	55%	3,080,000	595,869	9%	58%	4,590,000	1,211,656	7%	57%
<u>FY 31</u>	7	1,500,000	543,488	4%	60%	2,445,000	468,169	7%	65%	3,945,000	1,011,656	6%	62%
<u>FY 32</u>	8	1,450,000	474,838	4%	64%	2,450,000	365,844	7%	73%	3,900,000	840,681	6%	68%
<u>FY 33</u>	9	1,330,000	424,238	4%	68%	1,470,000	294,444	4%	77%	2,800,000	718,681	4%	72%
<u>FY 34</u>	10	1,330,000	377,650	4%	71%	1,470,000	243,244	4%	82%	2,800,000	620,894	4%	76%
<u>FY 35</u>	11	1,310,000	331,063	4%	75%	1,295,000	194,544	4%	86%	2,605,000	525,606	4%	80%
<u>FY 36</u>	12	1,305,000	288,881	4%	79%	1,295,000	153,350	4%	90%	2,600,000	442,231	4%	84%
<u>FY 37</u>	13	1,300,000	246,950	4%	82%	1,040,000	111,563	3%	93%	2,340,000	358,513	3%	87%
<u>FY 38</u>	14	1,295,000	204,838	4%	86%	790,000	77,125	2%	95%	2,085,000	281,963	3%	90%
<u>FY 39</u>	15	1,295,000	161,388	4%	90%	535,000	50,538	2%	97%	1,830,000	211,925	3%	93%
<u>FY 40</u>	16	1,285,000	122,388	4%	93%	315,000	33,613	1%	98%	1,600,000	156,000	2%	95%
<u>FY 41</u>	17	1,280,000	83,438	4%	97%	315,000	23,475	1%	99%	1,595,000	106,913	2%	98%
<u>FY 42</u>	18	705,000	44,588	2%	99%	205,000	13,338	1%	100%	910,000	57,925	1%	99%
<u>FY 43</u>	19	435,000	17,400	1%	100%	135,000	5,400	0%	100%	570,000	22,800	1%	100%
<b>Totals</b>		<b>35,508,500</b>	<b>9,152,744</b>			<b>32,745,000</b>	<b>7,680,894</b>			<b>68,253,500</b>	<b>16,833,638</b>		
Revenue		(8,232,387)				(5,486,762)				(13,719,149)			
<b>Net Debt</b>		<b>27,276,113</b>				<b>27,258,238</b>				<b>54,534,351</b>			

Fiscal Year	Parking/Transportation Fund				Debt Service Fund				Total Governmental Funds				
	Principal	Interest			Principal	Interest			Principal	Interest			
<u>FY 25</u>	1	1,375,000	957,263	6%	6%	170,000	14,000	49%	49%	9,800,000	3,703,596	11%	11%
<u>FY 26</u>	2	1,420,000	888,513	6%	12%	180,000	7,200	51%	100%	9,405,000	3,258,746	10%	21%
<u>FY 27</u>	3	1,485,000	817,513	6%	18%					8,300,000	2,835,771	9%	30%
<u>FY 28</u>	4	1,540,000	743,263	6%	24%					7,605,000	2,455,746	8%	38%
<u>FY 29</u>	5	1,605,000	666,263	7%	31%					6,748,500	2,106,346	7%	45%
<u>FY 30</u>	6	1,665,000	586,013	7%	38%					6,255,000	1,797,669	7%	52%
<u>FY 31</u>	7	1,725,000	516,513	7%	45%					5,670,000	1,528,169	6%	58%
<u>FY 32</u>	8	1,785,000	444,613	7%	53%					5,685,000	1,285,294	6%	64%
<u>FY 33</u>	9	1,815,000	396,475	8%	60%					4,615,000	1,115,156	5%	69%
<u>FY 34</u>	10	1,880,000	320,975	8%	68%					4,680,000	941,869	5%	74%
<u>FY 35</u>	11	1,915,000	262,750	8%	76%					4,520,000	788,356	5%	79%
<u>FY 36</u>	12	1,965,000	201,531	8%	84%					4,565,000	643,763	5%	84%
<u>FY 37</u>	13	1,540,000	136,781	6%	91%					3,880,000	495,294	4%	88%
<u>FY 38</u>	14	550,000	84,781	2%	93%					2,635,000	366,744	3%	91%
<u>FY 39</u>	15	555,000	62,481	2%	96%					2,385,000	274,406	3%	94%
<u>FY 40</u>	16	290,000	42,600	1%	97%					1,890,000	198,600	2%	96%
<u>FY 41</u>	17	290,000	31,000	1%	98%					1,885,000	137,913	2%	98%
<u>FY 42</u>	18	290,000	19,400	1%	99%					1,200,000	77,325	1%	99%
<u>FY 43</u>	19	195,000	7,800	1%	100%					765,000	30,600	1%	100%
<b>Totals</b>		<b>23,885,000</b>	<b>7,186,525</b>			<b>350,000</b>	<b>21,200</b>			<b>92,488,500</b>	<b>24,041,363</b>		
Revenue						(350,000)	(21,200)			(14,069,149)	(21,200)		
<b>Net Debt</b>		<b>23,885,000</b>				<b>0</b>	<b>0</b>			<b>78,419,351</b>	<b>24,020,163</b>		

Fiscal Year	Water Fund				Sewer Fund				Total City of Portsmouth				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 25</u>	1	2,870,000	1,047,825	10%	10%	7,600,226	3,133,958	6%	6%	<b>20,270,226</b>	<b>7,885,378</b>	8%	8%
<u>FY 26</u>	2	2,860,000	928,237	10%	19%	7,140,320	2,889,633	6%	13%	<b>19,405,320</b>	<b>7,076,615</b>	8%	17%
<u>FY 27</u>	3	2,860,000	811,499	10%	29%	7,035,320	2,653,277	6%	18%	<b>18,195,320</b>	<b>6,300,547</b>	8%	24%
<u>FY 28</u>	4	2,845,000	700,786	10%	39%	6,935,320	2,434,621	6%	24%	<b>17,385,320</b>	<b>5,591,153</b>	7%	31%
<u>FY 29</u>	5	2,671,500	591,198	9%	48%	6,430,485	2,215,691	5%	30%	<b>15,850,485</b>	<b>4,913,235</b>	7%	38%
<u>FY 30</u>	6	1,850,000	491,100	6%	54%	6,310,486	2,016,853	5%	35%	<b>14,415,486</b>	<b>4,305,622</b>	6%	44%
<u>FY 31</u>	7	1,845,000	424,500	6%	60%	6,207,000	1,826,344	5%	40%	<b>13,722,000</b>	<b>3,779,013</b>	6%	50%
<u>FY 32</u>	8	1,845,000	356,750	6%	67%	5,942,488	1,638,121	5%	46%	<b>13,472,488</b>	<b>3,280,165</b>	6%	55%
<u>FY 33</u>	9	1,590,000	300,044	5%	72%	5,407,488	1,482,924	5%	50%	<b>11,612,488</b>	<b>2,898,124</b>	5%	60%
<u>FY 34</u>	10	1,585,000	245,963	5%	77%	4,932,694	1,328,676	4%	54%	<b>11,197,694</b>	<b>2,516,507</b>	5%	65%
<u>FY 35</u>	11	1,410,000	192,925	5%	82%	4,252,694	1,193,860	4%	58%	<b>10,182,694</b>	<b>2,175,141</b>	4%	69%
<u>FY 36</u>	12	1,160,000	151,613	4%	86%	4,202,694	1,091,862	4%	61%	<b>9,927,694</b>	<b>1,887,237</b>	4%	73%
<u>FY 37</u>	13	955,000	118,738	3%	89%	4,052,694	991,021	3%	65%	<b>8,887,694</b>	<b>1,605,052</b>	4%	77%
<u>FY 38</u>	14	845,000	91,469	3%	92%	3,907,694	894,017	3%	68%	<b>7,387,694</b>	<b>1,352,229</b>	3%	80%
<u>FY 39</u>	15	715,000	67,025	2%	95%	3,752,694	801,001	3%	71%	<b>6,852,694</b>	<b>1,142,432</b>	3%	83%
<u>FY 40</u>	16	620,000	46,781	2%	97%	3,432,694	714,047	3%	74%	<b>5,942,694</b>	<b>959,428</b>	2%	85%
<u>FY 41</u>	17	615,000	29,100	2%	99%	3,427,694	636,593	3%	77%	<b>5,927,694</b>	<b>803,605</b>	2%	88%
<u>FY 42</u>	18	320,000	11,600	1%	100%	3,072,694	559,239	3%	80%	<b>4,592,694</b>	<b>648,164</b>	2%	90%
<u>FY 43</u>	19					2,672,694	488,985	2%	82%	<b>3,437,694</b>	<b>519,585</b>	1%	91%
<u>FY 44</u>	20					2,617,694	433,231	2%	84%	<b>2,617,694</b>	<b>433,231</b>	1%	92%
<u>FY 45</u>	21					2,617,694	379,677	2%	87%	<b>2,617,694</b>	<b>379,677</b>	1%	93%
<u>FY 46</u>	22					2,617,694	326,123	2%	89%	<b>2,617,694</b>	<b>326,123</b>	1%	95%
<u>FY 47</u>	23					2,617,694	272,569	2%	91%	<b>2,617,694</b>	<b>272,569</b>	1%	96%
<u>FY 48</u>	24					2,617,694	219,016	2%	93%	<b>2,617,694</b>	<b>219,016</b>	1%	97%
<u>FY 49</u>	25					2,617,694	165,462	2%	95%	<b>2,617,694</b>	<b>165,462</b>	1%	98%
<u>FY 50</u>	26					2,617,694	111,908	2%	98%	<b>2,617,694</b>	<b>111,908</b>	1%	99%
<u>FY 51</u>	27					2,617,694	58,354	2%	100%	<b>2,617,694</b>	<b>58,354</b>	1%	100%
<u>FY 52</u>	28					60,000	4,800	0%	100%	<b>60,000</b>	<b>4,800</b>	0%	100%
<u>FY 53</u>	29					60,000	2,400	0%	100%				
<b>Totals</b>		<b>29,461,500</b>	<b>6,607,150</b>			<b>117,777,628</b>	<b>30,964,260</b>			<b>239,667,628</b>	<b>61,610,373</b>		
Revenue						(35,604,445)				(49,673,594)	(21,200)		
<b>Net Debt</b>		<b>29,461,500</b>				<b>82,173,183</b>				<b>189,994,034</b>	<b>61,589,173</b>		



# Personnel Summary

## EMPLOYEE PAY PLAN

The City embraces a compensation philosophy that strives for internal consistency among departments and fair and reasonable compensation based on economic conditions and the labor market. The intent is to attract, retain, and motivate qualified personnel to meet organizational requirements and further the goals and objectives of the City Council. A stable and content work force is creative, productive, and efficient.

## COLLECTIVE BARGAINING UNITS

The City of Portsmouth has a total of sixteen (16) collective bargaining units. All collective bargaining agreements are settled for Fiscal Year 2025.

## PERSONNEL SUMMARY

*The Fiscal Year 2025 proposed budget for all funds incorporates a net increase of 0.32 full-time positions.*

### Full Time Equivalent

<b>General Fund</b>	<b>0.48</b>
<b>Special Revenue Funds</b>	<b>0.34</b>
<b>Enterprise Funds</b>	<b>(0.50)</b>
<b>Total</b>	<b>0.32</b>

General Government	Expires
Professional Management Association (PMA)	6/30/2025
Supervisory Management Alliance (SMA)	6/30/2025
AFSCME Local 1386B Library & Clericals	6/30/2025
AFSCME Local 1386 Public Works	6/30/2026

Police	Expires
Ranking Officers Association	6/30/2027
Portsmouth Patrolman Association	6/30/2027
Civilians	6/30/2027

Fire	Expires
Fire Officers Association	6/30/2026
FireFighter Association	6/30/2026

School	Expires
Principals/Directors Association of Portsmouth's Teachers	6/30/2025
Clerical Employees	6/30/2025
Custodial	6/30/2025
Cafeteria	6/30/2025
Paraeducators	6/30/2026
Custodial Supervisors	6/30/2026

Following tables represent:

1. Position Change by Department and Fund for FY25.
2. Summary of Personnel Counts by Department and Funds: FY23 Actual; FY24 Actual; FY25 City Manager's Proposed Budget.

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

Includes Only New Positions and Inter Department Transfers or Inter Fund Transfers

Department/Position	<u>Governmental Funds</u>				<u>Enterprise Funds</u>		Total
	General Fund	Indoor Pool	Parking & Trans	Grants/ Other	Water	Sewer	
<b>Finance</b>							
* Finance Assistant	(0.48)						(0.48)
<b>Total Finance</b>	(0.48)	-	-	-	-	-	(0.48)
<b>Planning &amp; Sustainability</b>							
** Administrative Assistant I	1.00						1.00
<b>Total Planning</b>	1.00	-	-	-	-	-	1.00
<b>Public Works-All Divisions</b>							
Technician - Signs and Lines			1.00				1.00
Utility Mechanic	(1.00)						(1.00)
Finance Assistant					(0.25)	(0.25)	(0.50)
<b>Total Public Works</b>	(1.00)	-	1.00	-	(0.25)	(0.25)	(0.50)
<b>School Department</b>							
Teachers:							
Classroom & Regular Program Instructor	0.20						0.20
Special Programs	1.00						1.00
Pupil Support Programs	3.00						3.00
Other School Staff:				(0.66)			(0.66)
Clerical	0.03						0.03
Tutors	(3.27)						(3.27)
<b>Total School Department</b>	0.96	-	-	(0.66)	-	-	0.30
<b>Total All Funds</b>	0.48	-	1.00	(0.66)	(0.25)	(0.25)	0.32

\* .02 of Finance Assistant paid from Capital Funds, Finance Assistant position reduced to Part-Time

\*\* 2 Part-Time Planning Department Administrative Clerks converted into 1 Full-Time Administrative Assistant

Blue Highlighted = New Position
Red Highlighted = Position Eliminated or Changed to Part Time



## FULL-TIME PERSONNEL

<b>SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS</b>					
DEPARTMENT	FY22 ACTUAL	FY23 ACTUAL	FY24 ACTUAL	CITY MANAGER FY25 PROPOSED BUDGET	Change From FY24

### GENERAL FUND

<b>FULL-TIME PERSONNEL</b>					
CITY MANAGER	3.80	4.80	4.60	4.60	0.00
HUMAN RESOURCES	4.00	4.00	4.00	4.00	0.00
CITY CLERK	3.00	3.00	3.00	3.00	0.00
LEGAL DEPARTMENT	6.64	6.64	8.14	8.14	0.00
INFORMATION TECHNOLOGY	1.00	6.00	8.00	8.00	0.00
ECONOMIC DEVELOPMENT*	N/A	1.00	1.00	1.00	0.00
FINANCE DEPARTMENT	23.33	22.33	23.33	22.85	(0.48)
PLANNING & SUSTAINABILITY DEPARTMENT	6.80	7.30	7.80	8.80	1.00
INSPECTION DEPARTMENT	7.00	8.00	8.40	8.40	0.00
HEALTH DEPARTMENT	3.00	4.00	4.00	4.00	0.00
PUBLIC WORKS	53.85	54.85	54.65	53.65	(1.00)
LIBRARY	17.00	16.00	16.00	16.00	0.00
RECREATION DEPARTMENT	5.00	5.00	6.00	6.00	0.00
SENIOR SERVICES	1.00	1.00	1.00	1.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	91.00	94.00	95.00	95.00	0.00
FIRE DEPARTMENT	66.00	66.00	66.00	66.00	0.00
SCHOOL DEPARTMENT	374.10	381.54	383.20	384.16	0.96
<b>GENERAL FUND - TOTAL FULL-TIME</b>	<b>667.52</b>	<b>686.46</b>	<b>695.12</b>	<b>695.60</b>	<b>0.48</b>
<b>% Change</b>					<b>0.07%</b>

\* Economic Development moved from a Special Revenue Fund to a General Fund Department in FY23

### SPECIAL REVENUE FUNDS

<b>FULL-TIME PERSONNEL</b>					
SCHOOL DEPARTMENT	85.85	90.45	88.85	88.19	(0.66)
STORMWATER	5.00	5.00	5.00	5.00	0.00
PARKING & TRANSPORTATION	26.31	27.31	30.21	31.21	1.00
PRESCOTT PARK	2.15	3.15	3.15	3.15	0.00
COMMUNITY CAMPUS **	1.00	1.00	1.00	1.00	0.00
INDOOR POOL ***	1.00	1.00	2.00	2.00	0.00
COMMUNITY DEVELOPMENT (CDBG)	1.00	1.00	2.00	2.00	0.00
ECONOMIC DEVELOPMENT (UDAG) *	1.00	0.00	0.00	0.00	0.00
<b>SPECIAL FUNDS - TOTAL FULL-TIME</b>	<b>123.31</b>	<b>128.91</b>	<b>132.21</b>	<b>132.55</b>	<b>0.34</b>
<b>% Change</b>					<b>0.26%</b>

\* Economic Development moved from a Special Revenue Fund to a General Fund Department in FY23

\*\* Community Campus was added as a Special Revenue Fund for FY23

\*\*\* Indoor Pool was added as a Special Revenue Fund for FY23

### ENTERPRISE FUNDS

<b>FULL-TIME PERSONNEL</b>					
WATER FUND	29.45	29.70	32.75	32.50	(0.25)
SEWER FUND	35.45	37.20	37.75	37.50	(0.25)
<b>ENTERPRISE FUNDS - TOTAL FULL-TIME</b>	<b>64.90</b>	<b>66.90</b>	<b>70.50</b>	<b>70.00</b>	<b>(0.50)</b>
<b>% Change</b>					<b>-0.71%</b>

### TOTAL FULL-TIME-CITY OF PORTSMOUTH

<b>*TOTAL FULL-TIME PERSONNEL</b>	<b>855.73</b>	<b>882.27</b>	<b>897.83</b>	<b>898.15</b>	<b>0.32</b>
<b>TOTAL FULL-TIME PERSONNEL % Change</b>					<b>0.04%</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	FY22 ACTUAL	FY23 ACTUAL	FY24 ACTUAL	CITY MANAGER FY25 PROPOSED BUDGET	Change From FY24

### GENERAL FUND

<i><b>PART-TIME PERSONNEL *</b></i>					
HUMAN RESOURCES	2.00	0.00	0.00	0.00	<b>0.00</b>
LEGAL DEPARTMENT	3.00	4.00	4.00	3.00	<b>(1.00)</b>
FINANCE DEPARTMENT	1.00	1.00	1.48	1.48	<b>0.00</b>
PLANNING DEPARTMENT	1.00	2.00	2.00	0.00	<b>(2.00)</b>
PUBLIC WORKS	0.25	0.25	0.25	0.00	<b>(0.25)</b>
LIBRARY	13.00	14.00	14.00	14.00	<b>0.00</b>
SENIOR SERVICES	4.00	4.00	6.00	6.00	<b>0.00</b>
WELFARE DEPARTMENT	1.00	1.00	1.00	1.00	<b>0.00</b>
POLICE DEPARTMENT	30.00	30.00	30.00	30.00	<b>0.00</b>
FIRE DEPARTMENT	2.00	1.00	1.00	1.00	<b>0.00</b>
SCHOOL DEPARTMENT	6.00	6.00	6.00	6.00	<b>0.00</b>
<b>GENERAL FUND TOTAL - TOTAL PART-TIME</b>	<b>63.25</b>	<b>63.25</b>	<b>65.73</b>	<b>62.48</b>	<b>(3.25)</b>
<b>% Change</b>					<b>-4.9%</b>

### SPECIAL REVENUE FUNDS

<i><b>PART-TIME PERSONNEL *</b></i>					
PARKING & TRANSPORTATION	49.25	49.25	48.25	37.00	<b>(11.25)</b>
INDOOR POOL *** (number of positions vary seasonally)	0.00	0.00	0.00	0.00	<b>0.00</b>
COMMUNITY DEVELOPMENT	1.00	1.00	0.00	0.00	<b>0.00</b>
<b>SPECIAL FUNDS - TOTAL PART-TIME</b>	<b>50.25</b>	<b>50.25</b>	<b>48.25</b>	<b>37.00</b>	<b>(11.25)</b>
<b>% Change</b>					<b>-23.3%</b>

### ENTERPRISE FUNDS

<i><b>PART-TIME PERSONNEL *</b></i>					
WATER FUND	0.25	0.25	0.25	0.25	<b>0.00</b>
SEWER FUND	0.25	0.25	0.25	0.25	<b>0.00</b>
<b>ENTERPRISE FUNDS - TOTAL PART TIME</b>	<b>0.50</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>114.0</b>	<b>114.0</b>	<b>114.5</b>	<b>100.0</b>	<b>-14.50</b>
<b>TOTAL PART-TIME PERSONNEL % Change</b>					<b>-12.7%</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.

\*\*\* Indoor Pool was added as a Special Revenue Fund for FY23

## Fiscal Year 2025 Personnel with Apportioned Salaries

The following list illustrates the positions and salaries of individuals who 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.

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| <p><b>Deputy City Manager/ Regulatory Counsel - \$173,220</b><br/>                 ① 60% City Manager's Department, 20% Water Division, 20% Sewer Division</p> <p><b>Director of Public Works and Facilities - \$157,372</b><br/>                 ⑭ 70% Public Works Highway Division, 10% Water Division, 10% Sewer Division, 10% Parking Division</p> <p><b>Director of Water Resources/ Deputy Public Works Director - \$147,274</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Engineer Supervisor - \$133,506</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Senior Assistant City Attorney - \$119,195</b><br/>                 ② 64% Legal Department, 36% Parking Division</p> <p><b>Facilities Manager - \$118,016</b><br/>                 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Controller/Enterprise Accountant - \$115,539</b><br/>                 ③ 85% Finance Department, 15% Prescott Park Division</p> <p><b>Operations Director - \$112,428</b><br/>                 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>GIS &amp; Stormwater Manager- \$106,982</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>SCADA Manager - \$104,884</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Assistant City Engineer/Planner - \$102,060</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Community Development Director - \$97,882</b><br/>                 ⑮ 95% Community Development Block Grant (CDBG), 5% Housing Trust</p> <p><b>Planning Manager - \$97,882</b><br/>                 ⑤ 50% Planning &amp; Sustainability Department, 50% Parking Division</p> <p><b>Fleet General Foreman - \$97,507</b><br/>                 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Project Manager - \$97,116</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>General Foreman - \$95,047</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Principal Planner - \$92,648</b><br/>                 ⑮ 80% Planning &amp; Sustainability Department, 20% Coakley Landfill Trust</p> <p><b>Project Manger - \$90,626</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Administrative Manager - Public Works - \$89,156</b><br/>                 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Legal Enforcement Officer - \$89,156</b><br/>                 ⑬ 50% Legal Department, 50% Parking Division</p> <p><b>Project Manager - Public Works - \$88,604</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Utility Inspection and Maintenance Foreman - \$88,510</b><br/>                 ⑫ 50% Sewer Division, 50% Stormwater Division</p> <p><b>SCADA Tech II - \$88,274</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Electrical Inspector/Technician - \$77,684</b><br/>                 ⑯ 40% Inspection, 30% Water Division, 30% Sewer Division</p> | <p><b>Equipment Mechanic Technician - \$77,377</b><br/>                 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Equipment Mechanic Technician - \$73,291</b><br/>                 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>SCADA Tech - \$70,142</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>GIS Specialist - \$69,255</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Operational Support Coordinator - \$67,362</b><br/>                 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Equipment Mechanic Technician - \$66,477</b><br/>                 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Equipment Mechanic Technician - \$66,477</b><br/>                 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Administrative Assistant I - Public Works - \$66,070</b><br/>                 ⑰ 30% Parking Division, 30% Water Division, 30% Sewer Division, 10% Public Works Department</p> <p><b>Administrative Assistant I - Public Works - \$66,068</b><br/>                 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Associate Planner - \$66,068</b><br/>                 ⑥ 50% Planning &amp; Sustainability Department, 25% Water Division, 25% Sewer Division</p> <p><b>Camera Operator-L2 - \$63,848</b><br/>                 ⑫ 50% Sewer Division, 50% Stormwater Division</p> <p><b>Administrative Assistant - Utility Billing - \$62,298</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>GIS Stormwater Tech - \$61,924</b><br/>                 ⑩ 50% Water Division, 50% Stormwater Division</p> <p><b>Special Project Coordinator - \$61,886</b><br/>                 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Administrative Assistant I - \$61,799</b><br/>                 ⑮ 95% Community Development Block Grant (CDBG), 5% Housing Trust</p> <p><b>Equipment Operator-L2 - \$61,294</b><br/>                 ⑫ 50% Sewer Division, 50% Stormwater Division</p> <p><b>Inventory Management Specialist - \$59,927</b><br/>                 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Utility Mechanic - L2 - \$59,730</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Utility Mechanic - L2 - \$59,730</b><br/>                 ⑩ 75% Water Division, 25% Sewer Division</p> <p><b>Administrative Clerk - \$58,544</b><br/>                 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Part Time Accountant I - \$57,076</b><br/>                 ④ 48% Finance Department, 25% Sewer Division, 25% Water Division, 2% School</p> <p><b>Utility Mechanic-L2 - \$54,819</b><br/>                 ⑩ 75% Water Division, 25% Sewer Division</p> <p><b>Utility Mechanic - \$54,523</b><br/>                 ⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Equipment Mechanic Assistant - \$47,597</b><br/>                 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> |
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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

- Deaglan McEachern, Mayor
- Joanna Kelley, Assistant Mayor
- John Tabor
- Kate Cook
- Josh Denton
- Rich Blalock
- Andrew Bagley
- Beth Moreau
- Vincent Lombardi



## Department Budget Comments

The FY25 proposed budget for the City Council is \$28,755. This represents no change from the FY24 budget.

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>CITY COUNCIL</b>				
CITY COUNCIL STIPEND	17,050	14,700	17,050	17,050
OTHER BENEFITS	1,305	1,125	1,305	1,305
<i>Contractual Obligations</i>	<i>18,355</i>	<i>15,825</i>	<i>18,355</i>	<i>18,355</i>
<b>OTHER OPERATING</b>	<b>10,400</b>	<b>8,084</b>	<b>10,400</b>	<b>10,400</b>
<i>Other Operating</i>	<i>10,400</i>	<i>8,084</i>	<i>10,400</i>	<i>10,400</i>
<b>TOTAL</b>	<b>28,755</b>	<b>23,909</b>	<b>28,755</b>	<b>28,755</b>

## Board/Committee Appointments of the Council

Mayor Deaglan McEachern	*The Mayor appoints the City Councilors as members to the Committees listed below.
Assistant Mayor Joanna Kelley	African Burying Ground Stewardship Blue Ribbon Committee Economic Development Commission Governance Committee Housing Blue Ribbon Committee Legislative Subcommittee Prescott Park Master Plan Implementation Committee Sister City Blue Ribbon Committee Trees and Public Greenery Committee
Councilor John Tabor	Audit Committee Energy Advisory Blue Ribbon Committee Fee Committee Governance Committee Housing Blue Ribbon Committee Legislative Subcommittee
Councilor Kate Cook	Blue Ribbon Committee on Arts & Non-Profit Audit Committee Energy Advisory Blue-Ribbon Committee Governance Committee Legislative Subcommittee Sustainable Practices Blue Ribbon Committee
Councilor Josh Denton	Ethics Board Fee Schedule Study Committee Sustainable Practices Blue Ribbon Committee Veterans Organization
Councilor Rich Blalock	Citywide Neighborhood Steering Blue Ribbon Committee Historic District Commission Recreation Board Safe Water Advisory Group Committee Skateboard Park Blue Ribbon Committee
Councilor Andrew Bagley	Chamber of Commerce Parking and Traffic Safety Committee
Councilor Beth Moreau	Fee Committee Planning Board Rockingham Planning Commission
Councilor Vincent Lombardi	Economic Development Commission Governance Committee Pease Development Authority Public Access Financial Advisory Committee Safe Water Advisory Group Committee Task Force on Portsmouth Historical Archives

## Goals and Objectives

*City Council Goals and Objectives are highlighted as part of the Citywide Goals – detailed within the Strategic Planning/Goals & Initiatives Section.*

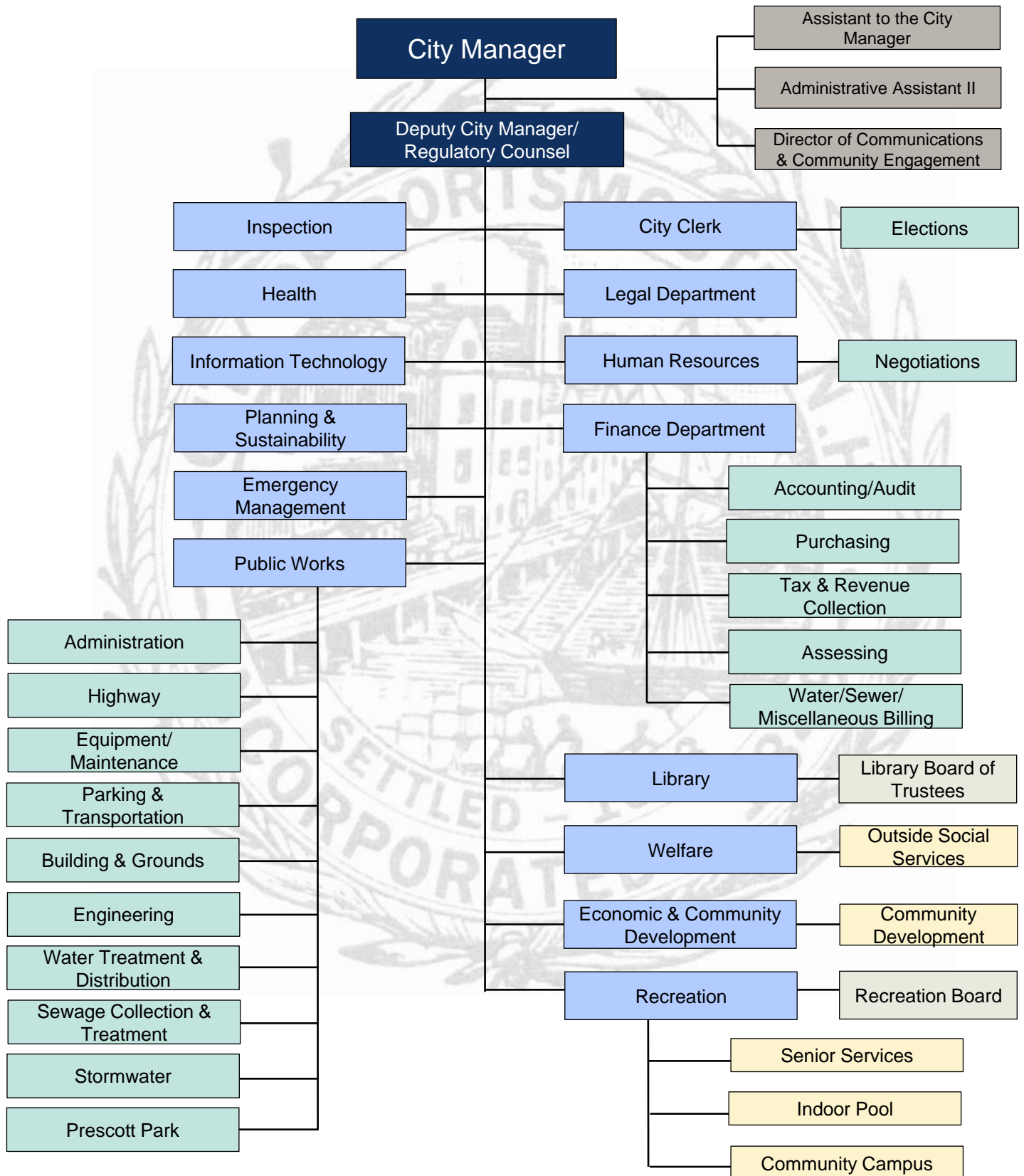
		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>CITY COUNCIL</b>					
<b>01-710-101-51-110-400</b>					
011001	REGULAR SALARIES	17,050	14,700	17,050	17,050
022001	SOCIAL SECURITY	1,057	911	1,057	1,057
022501	MEDICARE	248	213	248	248
055050	PRINTING	-	-	-	-
061002	MISCELLANEOUS SUPPLIES	1,000	1,136	1,000	1,000
062001	OFFICE SUPPLIES	1,150	911	1,150	1,150
069002	MAYOR'S EXPENSE	6,000	5,061	6,000	6,000
069005	VISITING DIGNITARIES	1,250	975	1,250	1,250
069009	SISTER CITIES	1,000	-	1,000	1,000
CC	Total	<b>28,755</b>	<b>23,909</b>	<b>28,755</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
- ✓ Responsible for the implementation of all policy decisions of the City Council
- ✓ Respond to City Council directives and requests
- ✓ Provide annual capital and operating budgets to the City Council
- ✓ Responsible for the leadership of all General Government departments
- ✓ Manage all City-owned real estate
- ✓ Promote public communications and community engagement on behalf of the City

## Position Summary Schedule

Positions Full Time	FY23	FY24	FY25
City Manager	1.00	1.00	1.00
Deputy City Manager	0.80	0.60	0.60
Assistant to the City Manager	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00
Communications Director	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>4.80</b>	<b>4.60</b>	<b>4.60</b>

Note: 60% of the The Deputy City Manager position is allocated from the City Manager's Budget, 20% from Water and 20% from Sewer



## Department Budget Comments

The FY25 proposed budget for the City Manager's Department is \$686,895. This represents an increase of \$22,263 or 3.35% from the FY24 budget.

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>CITY MANAGER</b>				
SALARIES	496,962	480,687	532,525	553,817
LONGEVITY	1,837	1,837	2,232	2,651
RETIREMENT	64,354	62,372	77,652	76,348
OTHER BENEFITS	35,424	33,833	39,373	41,229
<i>Contractual Obligations</i>	<i>598,577</i>	<i>578,729</i>	<i>651,782</i>	<i>674,045</i>
TRAINING/EDUCATION/CONFERENCES	4,000	3,815	4,000	4,000
PROFESSIONAL ORGANIZATION DUES	2,500	1,399	3,000	3,000
OTHER OPERATING	6,350	5,607	5,850	5,850
<i>Other Operating</i>	<i>12,850</i>	<i>10,821</i>	<i>12,850</i>	<i>12,850</i>
<b>TOTAL</b>	<b>611,427</b>	<b>589,550</b>	<b>664,632</b>	<b>686,895</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.

Responsibilities include:

- Carrying out policy decisions of the City Council, and overseeing all property owned by the City;
- Informing the Council of the City's needs and ongoing conditions and making such reports as may be required by law, requested by Council, or judged necessary by the Manager;
- Participating in discussions that come before the City Council;
- Supervising all department heads and appointing, disciplining and removing all municipal employees in the administrative service of the City; and
- Providing 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



**Goal #1: Maintain effective responsiveness to City Councilors**

### Objectives

- ✓ Ensure timely responses to all City Council directives and requests for service on behalf of constituents

*Performance Measure: Percent of City Council Requests/Inquiries Addressed Within 24-48 Hours*

FY22	FY23	FY24 (Est)	FY25 (Forecast)
95%	95%	98%	98%

### Citywide Goal Addressed

- Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government
- Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources



**Goal #2: Maintain effective responsiveness to the community**

### Objectives

- ✓ Ensure timely responses to all resident questions and calls for service
- ✓ Continue to identify effective and innovative means for soliciting public input and engaging the public in the work of the City, reaching out to all members of the community, and determining how best to ensure as many voices are included and heard as possible



*Performance Measure: Percent of Community Concerns Addressed Within 24-48 Hours*

FY22	FY23	FY24 (Est)	FY25 (Forecast)
95%	95%	98%	98%

*Citywide Goals Addressed*

- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government*
- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources*



*Goal #3: Improve and expand opportunities for increasing public engagement and communication to keep the City Council and members of the public informed*

*Objectives*

- ✓ Continue the publication of the weekly City Newsletter and annual reports including the Popular Annual Financial Report (PAFR)
- ✓ Continue to host the newly established Student Government Day (with the City Clerk and School Department)
- ✓ Continue the efforts to update and inform the public about activities, programs, and services through tools such as Government Channel 22, YouTube Channel, the City’s website, and social media outlets
- ✓ Maintain and enhance the ability to both disseminate and collect information from the community as a means to gauge success or ways to improve the delivery of City services (FlashVote and other methods)



*Performance Measure: Total digital engagement (including City social media, newsletters, and YouTube)*

FY22	FY23	FY24 (Est)	FY25 (Forecast)
No data	100K	200K	250K

*Citywide Goals Addressed*

- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government*
- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources*



*Goal #4: Implement and Support Citywide sustainability and climate change mitigation initiatives*

*Objectives*

- ✓ Collaborate with local officials, residents, businesses, and City staff to further incorporate sustainable practices in governmental policies and operations
- ✓ Continue to work with the Sustainability Committee, Conservation Commission, the Planning Board, the City Council, local and regional land trusts, and residents to implement environmental protection and open space initiatives
- ✓ Work with department heads to identify specific climate change mitigation opportunities throughout the City

- ✓ Support the implementation of the Climate Action Plan Citywide

*Performance Measure: Frame and Deliver on Ideas that Support Sustainable Initiatives through Development and Implementation*

FY22	FY23	FY24 (Est)	FY25 (Forecast)
N/A	N/A	1	2

*Citywide Goals Addressed*

- *Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community*

**Goal #5: Support Fiscal Stability and Compliance**

**Objectives**

- ✓ Work with the Finance Department to maintain strong fiscal policies to support the City's favorable bond rating

**Performance Measure: Status of the City's Bond Rating**

FY22	FY23	FY24 (Est)	FY25 (Forecast)
AAA	AAA	AAA	AAA

*Citywide Goals Addressed*

- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources*

***Additional Performance Measures***

**Maintain Membership and Actively Participate in the International City Management Association (ICMA)**

FY22	FY23	FY24 (Est)	FY25 (Forecast)
Status maintained	Status Maintained	Status Maintained	Status Maintained



**FY25 BUDGETED POSITION AND SALARY DETAIL**

		<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>CITY MANAGER</b>				
			CITY MANAGER	184,394
			STIPEND	5,400
NON GRADE 28	1G/11H	①	DEPUTY CITY MGR/REGULATORY COUNSEL	103,932
NON GRADE 20	8C/4D		COMMUNICATIONS DIRECTOR	103,675
NON GRADE 13	E		ASSISTANT TO THE CITY MANAGER	80,141
NON GRADE 11	H		ADMINISTRATIVE ASSISTANT II	76,275
<b>TOTAL DEPARTMENT</b>				<b>553,817</b>

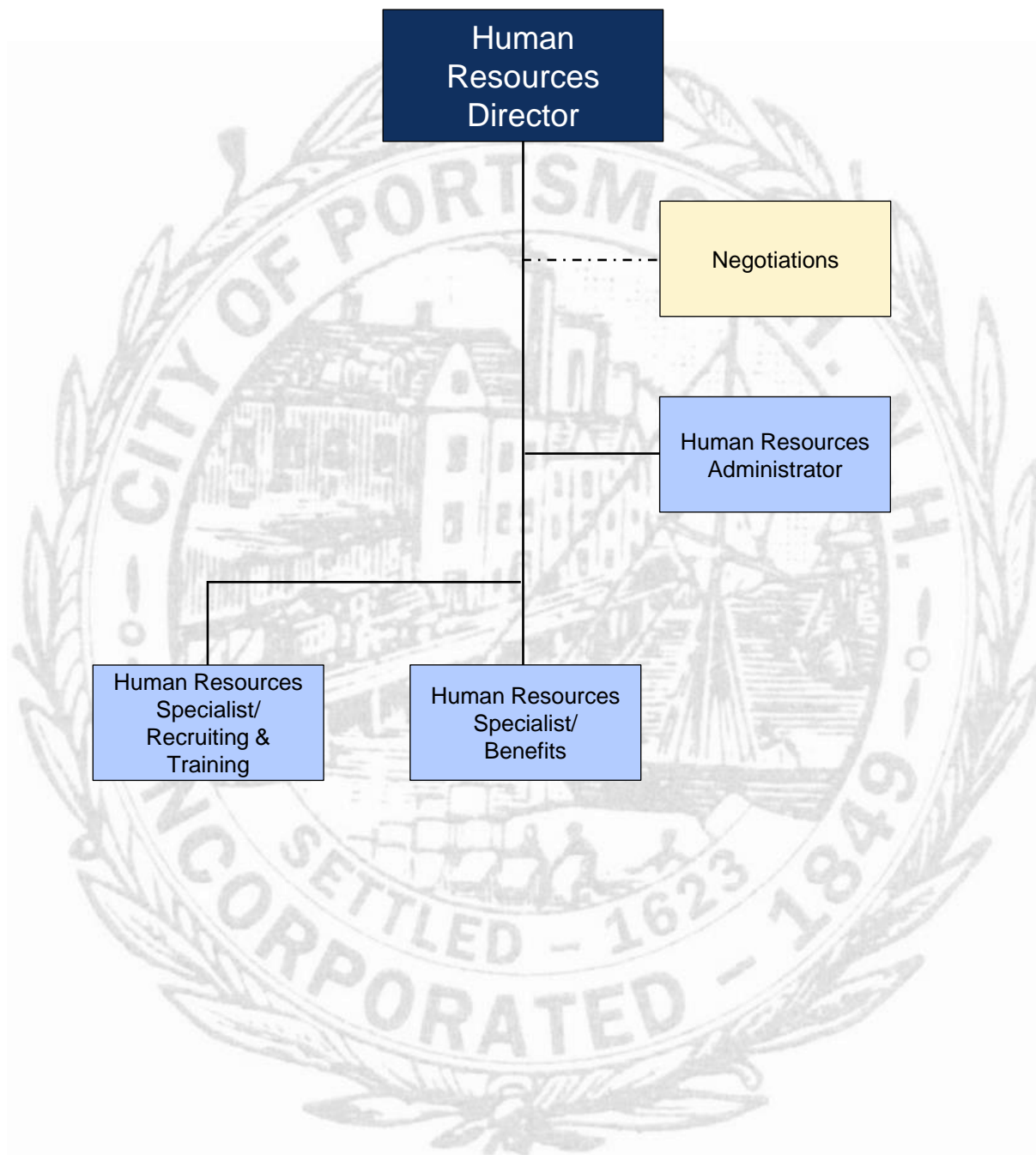
① FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

① 60% CITY MANAGER, 20% WATER, AND 20% SEWER

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>CITY MANAGER</b>					
<b>01-711-102-51-110-400</b>					
011001	REGULAR SALARIES	496,962	480,687	532,525	553,817
015001	LONGEVITY	1,837	1,837	2,232	2,651
022001	SOCIAL SECURITY	28,190	27,087	31,619	33,165
022501	MEDICARE	7,234	6,745	7,754	8,064
023001	RETIREMENT	64,354	62,372	77,652	76,348
056001	DUES PROFESSIONAL ORGANIZ	2,500	1,399	3,000	3,000
057101	TRAVEL AND CONFERENCE	4,000	3,815	4,000	4,000
061003	MEETING SUPPLIES	350	87	350	350
062001	OFFICE SUPPLIES	1,500	1,403	1,500	1,500
067001	BOOKS & PERIODICALS	500	458	500	500
069003	EXECUTIVE EXPENSE	4,000	3,659	3,500	3,500
CM	Total	<b>611,427</b>	<b>589,550</b>	<b>664,632</b>	<b>686,895</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 Retention

## Position Summary Schedule

<u>Positions Full Time</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Human Resources Director	1.00	1.00	1.00
Human Resources Specialist / Benefit Administor	1.00	1.00	1.00
HumanResources Specialist / Recruiting & Training	1.00	1.00	1.00
Human Resources Administrator	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

## Department Budget Comments

The FY25 proposed budget for the Human Resources Department Administration is \$560,634, an increase of \$25,038 or 4.7% from FY24. The FY25 budget increase is due to the continued cost associated with salaries and benefits.



## Budget Summary of Expenditures

	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>CITY MANAGER RECOMMENDED</b>
<b>HUMAN RESOURCES</b>				
SALARIES	328,191	329,162	354,844	379,049
PART-TIME SALARIES	-	-	-	-
LONGEVITY	340	340	698	1,074
RETIREMENT	46,191	46,328	48,105	51,431
OTHER BENEFITS	25,135	23,924	27,199	29,080
<i>Contractual Obligations</i>	<i>399,857</i>	<i>399,754</i>	<i>430,846</i>	<i>460,634</i>
TRAINING/EDUCATION/CONFERENCES	3,500	3,415	5,500	3,650
CONTRACTED SERVICES	78,000	78,738	78,000	78,000
PROFESSIONAL ORGANIZATION DUES	500	259	500	300
OTHER OPERATING	23,250	18,859	20,750	18,050
<i>Other Operating</i>	<i>105,250</i>	<i>101,271</i>	<i>104,750</i>	<i>100,000</i>
<b>TOTAL</b>	<b>505,107</b>	<b>501,025</b>	<b>535,596</b>	<b>560,634</b>

The FY25 proposed budget for General Government Benefits is \$2,687,910, an increase of \$78,476 or 3% over FY24. The increase is primarily the result of the health and dental insurance rate increases.

## Budget Summary of Expenditures

	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>GENERAL GOVERNMENT BENEFITS</b>				
HEALTH INSURANCE	2,094,791	2,094,791	2,138,782	2,209,576
DENTAL INSURANCE	141,393	139,794	182,159	182,805
INSURANCE REIMBURSEMENT	25,000	16,880	20,000	38,000
LIFE AND DISABILITY	48,737	42,685	55,500	57,995
WORKERS' COMPENSATION	172,755	167,254	188,463	175,127
OTHER BENEFITS	24,912	22,937	24,530	24,407
<b>TOTAL</b>	<b>2,507,588</b>	<b>2,484,342</b>	<b>2,609,434</b>	<b>2,687,910</b>

## 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 for both the City and School.

- Administer and negotiate sixteen (16) collective bargaining agreements
- Administer and negotiate seven (7) individual employee contracts
- Represent the City on all grievances and arbitrations



**Risk Management** – Identify and minimize workplace risks and manage claims for the City and School.

- Administer workers' compensation for the City and School
- Conduct annual safety inspections
- Serve on the Joint Loss Management Committee and organize meetings
- Represent the City in unemployment hearings
- Manage property and liability claims

**Training and Development** – Determine training needs within the organization; design, conduct, coordinate, and implement training and education programs for employee development. New hires complete the following trainings within ninety (90) days of hire.

- Preventing Workplace Harassment for Employees
- Handling Conflict – Employee Guide
- Ethics & Code of Conduct
- Acceptable Use Policy
- Slip, Trip, and Fall Prevention
- Back Injury Prevention

Managers or supervisors complete a more robust mandatory training within ninety (90) days of hire.

- Preventing Employment Discrimination for Managers and Supervisors
- Creating a Bully Free Workplace – Manager Edition
- Avoiding Wrongful Termination
- Accident Investigation: Preventing Injuries and Improving Safety in the



#### Workplace

- Employee Privacy: Balancing a Manager's Right to Know
- Preventing Workplace Violence – Managers Edition

**Legal Compliance** – Ensure compliance with applicable state and federal laws; prepares policies and procedures and/or updates to reflect changes in the law, as needed.

- Serves as the ADA Compliance Officer
- Serves as the Sexual Harassment Officer

**Communication** – Inform and communicate regularly to employees and stakeholders. Effective communication increases productivity, which benefits employees and the municipality. Proper communication techniques can boost employee morale to create a positive work atmosphere.

- Quarterly Newsletters
- Monthly Wellness Tips
- 60 Day Engagement Interviews
- Exit Interviews
- Display information through the HR Webpage
- Coordinate new hire, 25 and 35-year anniversaries, and retirement receptions



**Recruitment and Selection** – Conduct pre-employment or promotional activities that lead to filling all classified positions (excluding Police).

- Advertise positions
- Pre-screen candidates and conduct interviews
- Conduct background and reference checks
- Attend job fairs, promoting the City and School
- Partner with organizations to advertise positions and increase inclusivity

**Classification and Compensation** – Develop, monitor and update salary and wage information to maintain an equitable and competitive pay system. Recommend 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 and update salary schedules
- Conduct position evaluations
- Participate in salary surveys
- Develop job descriptions
- Establish classifications for new positions
- Coordinate salary and position information across departments for budgeting and negotiations

**Benefits Administration** – Implement and administer employee benefit programs from development and enrollment to communication and problem-solving.

- Administer insurance programs including health, dental, life, and long-term disability
- Track and report employee leave
- Administer flexible spending accounts
- Educate on wellness programs
- Manage Affordable Care Act compliance
- File life and disability claims
- Hold presentations for those nearing retirement, to educate them on the process
- Work with NHRS on retiree paperwork



On May 26th, Mike Casad, Parking Foreman, celebrated 25 years with the City. Congrats and thank you for all you do, Mike!

## Goals and Objectives



**Goal #1: Complete Negotiations for eight (8) expiring collective bargaining agreements.**

### Objectives

- ✓ Ensure consistency in the collective bargaining contracts.
- ✓ Review wages across the board to be in line with other comparable cities and schools.
- ✓ Update to reflect inclusive language.
- ✓ Ensure the Harrassment and Discrimination policy is included in all.

### Citywide Goal Addressed:

- Maintain Financial Stability



**Goal #2:**

*Amend all current job descriptions to reflect current job duties and updated gender identity, ADA, and DEI language*

### Objectives

- ✓ Review current job descriptions for gender inclusive, ADA and DEI Language
- ✓ Continue to promote the importance of understanding each employee's job specific duties
- ✓ Advertise open positions on diverse platforms

### Performance Measurements

Job Descriptions Developed, Reviewed and Updated

	FY22	FY23	FY24 (Est)
# Of Job Descriptions	62	106	75

### Citywide Goal Addressed

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Welcome and Support Diversity in the Workplace and Community



**Goal #3: Continue developing supervisors and employees by providing additional training**

### Objectives

- ✓ Automate trainings through PowerDMS for compliance
- ✓ Increase succession planning
- ✓ Continue to build on annual review and goal setting process



*Performance Measurement*

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Est)</b>
# Of Employees trained	190	169	125

*Citywide Goal Addressed*

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Welcome and Support Diversity in the Workplace and Community*



*Goal #4: Continuous evaluation of all City Human Resources (HR) Policies.*

*Objectives*

- ✓ Review City HR policies to ensure compliance with the law, updating and developing policies as necessary
- ✓ Policy automation through PowerDMS to ensure compliance with all our employees

*Performance Measurement*

**Policies Reviewed and Updated**

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Est)</b>
# Of Policies Reviewed and Updated	5	6	10

*Citywide Goal Addressed*

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*

*Additional Performance Measures*

**Recruitment**

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Est)</b>
# Of Applications Reviewed/ Processed-City Only	1,333	1,057	900
# Of Employees Hired Full and Part-Time, includes School	276	274	185
# Of Substitute Applications Processed	241	69	59
# Of Criminal Backgrounds Conducted, includes School	275	375	248
# Of New Hire Orientations Conducted, includes School	190	169	125
Turnover Rate City-Includes Retirements, Involuntary and Voluntary Terminations	21%	12.5%	11%
Turnover Rate School- Includes Retirements, Involuntary and Voluntary Terminations	8%	14.4%	12%

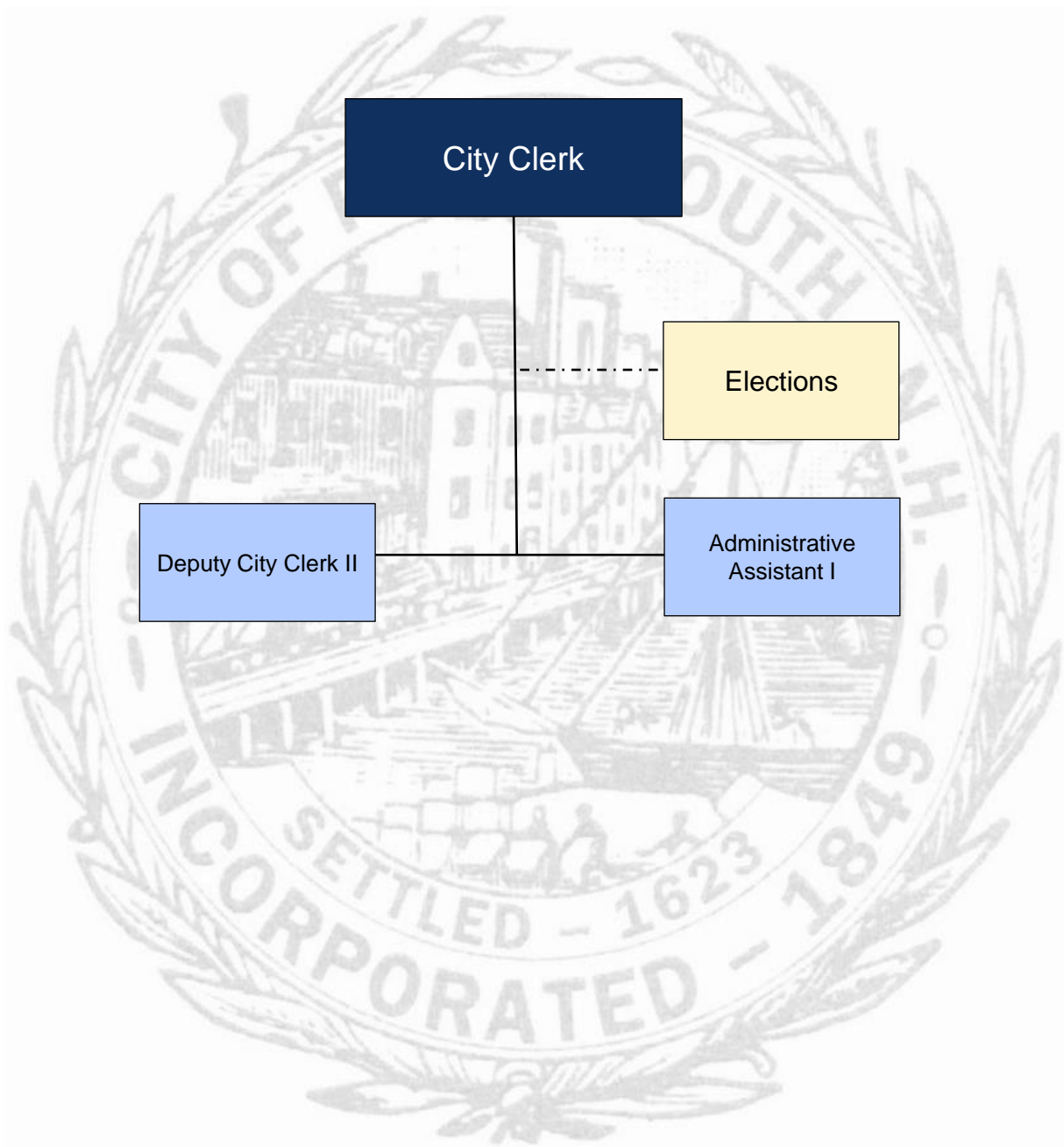
**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>HUMAN RESOURCES</b>			
NON GRADE 23	4E/8F	HUMAN RESOURCES DIRECTOR	130,978
NON GRADE 15	D	HUMAN RESOURCES SPECIALIST / BENEFITS	84,070
NON GRADE 15	6C/6D	HUMAN RESOURCES SPECIALIST / RECRUITING AND TRAINING	82,068
NON GRADE 13	E	HUMAN RESOURCES ADMINISTRATOR	80,141
		EDUCATION STIPEND(S)	1,792
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>379,049</u></b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>BENEFIT ADMINISTRATION</b>					
<b>01-707-104-51-110-405</b>					
011061	INSURANCE REIMBURSEMENT	25,000	16,880	20,000	38,000
021001	INSURANCE-HEALTH	2,094,791	2,094,791	2,138,782	2,209,576
021101	INSURANCE-DENTAL	141,393	139,794	182,159	182,805
021501	INSURANCE-LIFE	17,224	15,081	19,600	21,356
021601	INSURANCE-DISABILITY	31,513	27,605	35,900	36,639
022001	SOCIAL SECURITY	1,550	1,044	1,240	2,356
022501	MEDICARE	362	244	290	551
026002	INSURANCE-WORKERS COMP	172,755	167,254	188,463	175,127
039007	PROFESSION SERVICES-FSA	5,000	5,471	5,000	6,500
054051	EDUCATION	18,000	16,179	18,000	15,000
<b>HRBENEFITS</b>	<b>Total</b>	<b>2,507,588</b>	<b>2,484,342</b>	<b>2,609,434</b>	<b>2,687,910</b>
<b>HR ADMINISTRATION</b>					
<b>01-709-610-51-110-405</b>					
011001	REGULAR SALARIES	328,191	329,162	354,844	379,049
015001	LONGEVITY	340	340	698	1,074
022001	SOCIAL SECURITY	20,370	19,389	22,044	23,568
022501	MEDICARE	4,765	4,535	5,155	5,512
023001	RETIREMENT	46,191	46,328	48,105	51,431
035002	PROF SERV- SUBSTANCE TEST	3,000	3,000	3,000	3,000
039001	PROFESSIONAL SERVICES	78,000	78,738	78,000	78,000
039004	PROF/SERV-TEST NEW HIRES	7,500	6,329	7,500	7,500
053001	ADVERTISING	1,000	344	1,000	1,500
054050	TRAINING	3,000	2,786	5,000	3,000
055050	PRINTING	500	-	500	-
056001	DUES PROFESSIONAL ORGANIZ	500	259	500	300
057101	TRAVEL AND CONFERENCE	500	629	500	650
061002	MISCELLANEOUS SUPPLIES	2,000	727	1,500	1,000
061003	MEETING SUPPLIES	500	172	500	300
062001	OFFICE SUPPLIES	1,750	1,763	1,750	1,750
062012	RETIREMENT GIFTS	2,000	1,819	2,000	2,000
075001	FURNITURE AND FIXTURES	5,000	4,706	3,000	1,000
<b>HR</b>	<b>Total</b>	<b>505,107</b>	<b>501,025</b>	<b>535,596</b>	<b>560,634</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

<u>Positions Full Time</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
City Clerk	1.00	1.00	1.00
Deputy City Clerk II	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>



## Department Budget Comments

The FY25 proposed budget for the City Clerk is \$353,056, a net increase of \$14,692 or 4.3% over FY24 due primarily to contractual obligations.

## Budget Summary of Expenditures

	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>CITY MANAGER RECOMMENDED</b>
<b>CITY CLERK</b>				
SALARIES	241,940	243,258	256,719	267,989
OVERTIME	3,500	2,715	3,500	3,500
LONGEVITY	2,722	2,721	3,140	3,582
RETIREMENT	34,881	34,953	35,632	37,217
OTHER BENEFITS	18,984	18,295	20,148	21,043
<i>Contractual Obligations</i>	<i>302,027</i>	<i>301,942</i>	<i>319,139</i>	<i>333,331</i>
TRAINING/EDUCATION/CONFERENCES	1,950	2,065	3,000	4,000
PROFESSIONAL ORGANIZATION DUES	400	300	400	400
OTHER OPERATING	16,200	12,702	15,825	15,325
<i>Other Operating</i>	<i>18,550</i>	<i>15,067</i>	<i>19,225</i>	<i>19,725</i>
<b>TOTAL</b>	<b>320,577</b>	<b>317,009</b>	<b>338,364</b>	<b>353,056</b>

The FY25 proposed budget for Elections is \$122,537, a net increase of \$8,080 or 7.06% from FY24. There will be two elections in FY25, the State Primary Election and the Presidential General Election. The budget increase is due principally to a programming and service agreement for the Accu-Vote Machines, new Poll Pads, and an increase in food costs. Additional staffing will continue to be used for enhanced efficiencies at the polls and the handling of increased voter participation, processing absentee ballots and the completion of reporting forms for these elections.

<u>Budget Summary of Expenditures</u>				
	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>ELECTIONS</b>				
PART-TIME SALARIES	25,000	19,815	25,000	30,000
OVERTIME	8,000	4,137	8,000	7,000
RETIREMENT	1,125	624	1,082	5,006
OTHER BENEFITS	2,525	1,832	2,525	2,831
<i>Contractual Obligations</i>	<b>36,650</b>	<b>26,408</b>	<b>36,607</b>	<b>44,837</b>
TRAINING - ELECTIONS	6,000	5,950	6,250	6,250
CONTRACTED SERVICES	-	-	-	-
ADVERTISING	-	-	-	-
OTHER OPERATING	56,300	52,687	71,600	71,450
<i>Other Operating</i>	<b>62,300</b>	<b>58,637</b>	<b>77,850</b>	<b>77,700</b>
<b>TOTAL</b>	<b>98,950</b>	<b>85,045</b>	<b>114,457</b>	<b>122,537</b>

## Programs and Services

**Vital Records and City Documents** – Ensure the accurate and efficient production, issuance, certification, preservation and retention of vital records and various documents. File and preserve as required all contracts, bonds, agreements, resolutions, ordinance book and other City documents.

**Licensing** – Issue a wide variety of permits and licenses as required by state and local regulations.

**City Council** – Provide support services for the City Council.

- Publish and post legal notices
- Prepare agendas, action sheets, and digital council packets
- Attend and record all actions and minutes

**Boards and Commissions** – Administer the “Oath of Office” for appointees, update and maintain boards and commissions list and post and circulate materials.

**Elections** – Administer and conduct elections in accordance with state, federal and local laws.



- Register voters, assist voters in updating voter registration forms with party affiliation changes, and address changes
- Record voter history for all voters that cast ballots in each election
- Preserve voter checklists as required under state statute and permanently safeguard election results for their historical significance

## Goals, Objectives, and Performance Measurements



*Department Goal #1: Continual expansion and implementation of voter campaign initiatives*

### *Objectives*

- ✓ *Enhance voter awareness and engagement*
- ✓ *Maintain, expand and development of our comprehensive training program for election officials*
- ✓ *Evaluate essential, unique, and critical staffing demands for each distinctive election*

### *Performance Measurement*

- ✓ *Continued participation in Secretary of State election courses*
- ✓ *Administer training sessions for election officials with a focus on statute changes and election techniques*
- ✓ *Continue to augment Voter Registration Drives out in the community*
- ✓ *Enhancement of gathering election statistical data and trends*

### *Citywide Goal Addressed*

- *Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment*



*Goal #2: Continue Serving as Chair of the Vital Records Improvement Fund Advisory Committee*

### *Objectives*

- ✓ *Work with officials to integrate and implement findings of the Committee*
- ✓ *Communicate initiatives and carry out objectives of the Committee*
- ✓ *Enhance reporting of indicators to the Town & City Clerk's Association and Secretary of State*

### *Performance Measurement*

- ✓ *Continued participation in Division of Vital Records Growth and Development*
- ✓ *Determine the need for improvements and automation of the processing of vital records*
- ✓ *Ensure that funds are allocated for software applications, development and preservation efforts*

### *Citywide Goal Addressed*

- *Maintain and Improve Infrastructure to Meet Needs of the Community*



**Goal #3: Continuously Enhance Governmental Materials**

**Objectives**

- ✓ *Developmental Collection of Adopted Resolutions and Ordinance by the City Council*
- ✓ *Promotional Features of Historical Records*
- ✓ *Creation of Community Engagement Resource Page*

**Performance Measurement**

**Website Traffic**

	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25 (Est)</b>
City Clerk Homepage Unique Page Views	26,959	30,446	624	6,158	6,466
Voting Information Unique Page Views	30,943	18,433	181	9,313	9,780
Total Page Views	121,336	82,573	3,477	48,113	50,519

**Citywide Goal Addressed**

- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*



**Goal #4: Maintain and deliver a high level of customer and professional services**

**Objectives**

- ✓ *Utilization of available technologies to meet a wide variety of customer requests*
- ✓ *Communicate effectively and professionally to all customers*
- ✓ *Maintain specialized skills to support community members and individuals seeking our services and assistance*
- ✓ *Provide comprehensive and accurate information to meet customer's needs*

**Performance Measurement**

**Number of Requests Filled**

	<b>FY23</b>	<b>FY24</b>	<b>FY25 (Est)</b>
Vital Records	6,072	6,115	6,134
Marriage Licenses	316	320	325
Permits & Licenses	2,965	2,995	3,010

**Citywide Goal Addressed**

- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*

## Additional Performance Measures

Maintain Professional Participation with International Institute of Municipal Clerks (Member since 1995), New England Association of City and Town Clerks (Member since 1995), and New Hampshire City and Town Clerks Association (Member since 1991)

<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
City Clerk Maintained status	City Clerk Maintained status	City Clerk Maintained status

### Voter Statistics

<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
<u>November 2, 2021</u> Municipal Election Total Registered Voters – 16,300 Percentage Voted – 37.4%	<u>September 13, 2022</u> State Primary Election Total Registered Voters – 16,362 Percentage Voted – 24%	<u>November 7, 2023</u> Municipal Election Total Registered Voters – 15,697 Percentage Voted – 36.6%
	<u>November 8, 2022</u> State General Election Total Registered Voters – 17,673 Percentage Voted – 67%	<u>January 23, 2024</u> Presidential Primary Total Registered Voters – 6,105 Percentage Voted – 46.9%
		<u>March 12, 2024</u> Special State Representative District 21 – Ward One Total Registered Voters – 3,193 Percentage Voted – 11%

### Absentee Ballots Processed

<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
406	1,896	1,065

**FY25 BUDGETED POSITION AND SALARY DETAIL**

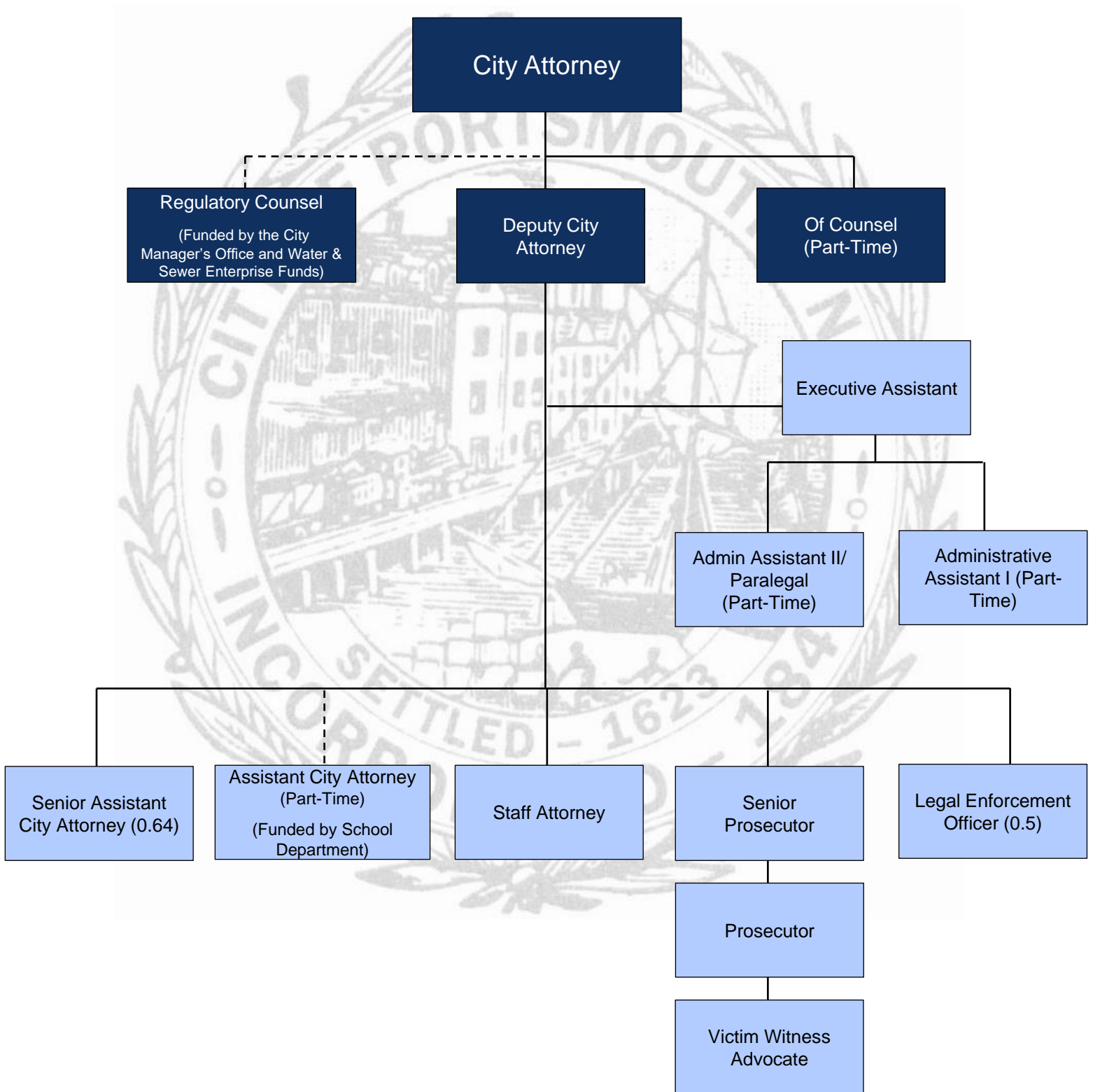
	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>CITY CLERK</b>			
NON GRADE 21	H	CITY CLERK	123,706
NON GRADE 13	G	DEPUTY CITY CLERK II	82,359
NON GRADE 9	4C/8D	ADMINISTRATIVE ASSISTANT I	61,924
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>267,989</u></b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>CITY CLERK</b>					
<b>01-712-105-51-110-401</b>					
011001	REGULAR SALARIES	241,940	243,258	256,719	267,989
014041	OVERTIME	3,500	2,715	3,500	3,500
015001	LONGEVITY	2,722	2,721	3,140	3,582
022001	SOCIAL SECURITY	15,386	14,828	16,328	17,054
022501	MEDICARE	3,598	3,468	3,820	3,989
023001	RETIREMENT	34,881	34,953	35,632	37,217
043027	REPAIRS-OFFICE EQUIPMENT	500	103	500	500
053001	ADVERTISING	10,000	6,389	10,000	10,000
054050	TRAINING	450	565	1,000	1,000
055002	BOOKBINDING	1,500	1,500	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	400	300	400	400
057101	TRAVEL AND CONFERENCE	1,500	1,500	2,000	3,000
057102	TRAVEL REIMBURSEMENT	600	600	-	-
062001	OFFICE SUPPLIES	2,000	2,015	2,000	1,500
067001	BOOKS & PERIODICALS	400	389	425	425
068007	MATERIALS-LICENSES	1,200	1,706	1,400	1,400
Clerk	Total	<b>320,577</b>	<b>317,009</b>	<b>338,364</b>	<b>353,056</b>

<b>ELECTIONS</b>					
<b>01-713-106-51-110-401</b>					
012001	PART TIME SALARIES	25,000	19,815	25,000	30,000
014041	OVERTIME	8,000	4,137	8,000	7,000
022001	SOCIAL SECURITY	2,046	1,485	2,046	2,294
022501	MEDICARE	479	347	479	537
023001	RETIREMENT	1,125	624	1,082	5,006
039002	PROF/SERVICES- WARD	35,500	31,434	35,500	35,500
043013	REPAIRS-VOTING	10,000	12,559	15,000	22,000
053001	ADVERTISING	500	66	500	450
054050	TRAINING	6,000	5,950	6,250	6,250
055050	PRINTING	500	-	5,500	-
061003	MEETING SUPPLIES	6,800	6,919	12,100	10,000
062001	OFFICE SUPPLIES	3,000	1,709	3,000	3,500
Election	Total	<b>98,950</b>	<b>85,045</b>	<b>114,457</b>	<b>122,537</b>

NOTE: THERE WILL BE TWO ELECTIONS IN FY25, STATE PRIMARY ELECTION ON SEPTEMBER 10, 2024 AND A PRESIDENTIAL STATE GENERAL ELECTION ON NOVEMBER 5, 2024.

# 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
- ✓ Support meetings of public bodies, including City Council, subcommittees and commissions, and land use Boards
- ✓ Prepare ordinances
- ✓ Collect debts due to the City
- ✓ Conduct Circuit Court prosecutions
- ✓ Prepare deeds and easements
- ✓ Provide zoning enforcement services

## Department Budget Comments

The FY25 proposed budget for the Legal Department totals \$1,095,199, an increase of \$47,530 or 4.5% over FY24.

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
City Attorney	1.00	1.00	1.00
Deputy City Attorney	-	1.00	1.00
Senior Assistant City Attorney	-	0.64	0.64
Senior Prosecutor	-	-	1.00
Assistant City Attorney	1.64	-	-
Prosecutor Supervisor	1.00	1.00	-
Staff Attorney	-	1.00	1.00
Prosecutor	1.00	1.00	1.00
Legal Enforcement Officer	-	-	0.50
Zoning Enforcement Officer	1.00	0.50	-
Executive Assistant	-	-	1.00
Administrative Assistant II	1.00	1.00	-
Victim Witness Advocate	-	1.00	1.00
<b>Totals Full Time</b>	<b>6.64</b>	<b>8.14</b>	<b>8.14</b>
<b>Positions Part-Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Of Counsel	1.00	1.00	1.00
Admin Assistant II / Paralegal	1.00	1.00	1.00
Administrative Assistant I	-	1.00	1.00
Secretary III	1.00	-	-
Assistant City Attorney (Position is funded by the School Department)	1.00	1.00	-
<b>Totals Part Time</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>

## Budget Summary of Expenditures

	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>CITY MANAGER RECOMMENDED</b>
<b>LEGAL</b>				
SALARIES	615,138	607,518	669,766	744,162
PART-TIME SALARIES	167,055	132,518	153,253	123,061
OVERTIME	-	-	-	2,500
LONGEVITY	2,690	2,689	2,075	2,070
RETIREMENT	86,838	85,765	97,740	101,303
OTHER BENEFITS	60,045	55,195	67,004	66,692
<i>Contractual Obligations</i>	<i>931,766</i>	<i>883,685</i>	<i>989,838</i>	<i>1,039,788</i>
TRAINING/EDUCATION/CONFERENCES	6,500	4,337	8,100	7,500
CONTRACTED SERVICES	32,000	74,495	32,000	31,000
PROFESSIONAL ORGANIZATION DUES	5,055	6,160	6,355	6,535
OTHER OPERATING	11,100	17,673	11,376	10,376
<i>Other Operating</i>	<i>54,655</i>	<i>102,664</i>	<i>57,831</i>	<i>55,411</i>
<b>TOTAL</b>	<b>986,421</b>	<b>986,349</b>	<b>1,047,669</b>	<b>1,095,199</b>

A substantial portion of this budget increase is the result of the reclassification of several positions to higher grades, and the promotion of two members of our administrative staff. Such adjustments to the classifications for the Department's positions have not been addressed in decades. The adjustments are necessary to maintain our talented and experienced personnel and to attract applicants in the future as part of succession planning. In recent years there have been increasing demands for legal services from the City departments that reflect the growth and development of the City. The legal services required to meet those demands have become more complex and sophisticated. Thus, the changes to these positions are long overdue and appropriate for the job responsibilities

The Zoning Enforcement Officer has been reclassified to the position of Legal Compliance Officer to reflect the assortment of compliance responsibilities that go far beyond zoning. The new position recognizes that the job includes all these responsibilities. Finally, our Administrative Assistant II has been promoted to Executive Assistant recognizing not only the supervisory responsibilities of the current position but the lead role she has undertaken to implement the Department's new case management system and to manage the VAWA and VOCA grants that fund the Victim Witness Advocate position.

Increases have been partially offset with savings in other areas such as a reduction in the hours of the Of-Counsel position, from 15 hours to 8 hours per week and delaying the filling of the prosecutor position

Finally, the Department is in the process of implementing a digital legal case management system as noted above. This system will increase the Department's ability to meet the increasing demands for services more efficiently and may forestall the necessity to increase staff in the future.

## *Programs and Services*

**Legal Advice and Representation.** The City legal staff is comprised of the City Attorney, Deputy City Attorney, Senior Assistant City Attorney, and the Staff Attorney, along with part-time assistance from our Regulatory Counsel and Of-Counsel. These attorneys provide legal advice and representation to the City Council and all of its committees, the City Manager, all City departments (including Charter departments), officers, employees, and members of City 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, agreements, bid documents, leases, bonds, easements, covenants, and other legal documents to which the City is a party
- Advise on the legality of proposed ordinances and assist with the drafting of new ordinances.
- Collect or assist in the collection of debts due to the City
- Provide zoning enforcement services
- Provide legal compliance services
- Coordinate and respond to public record requests
- Support all City departments as requested or required in implementation of their legal obligations
- Implement an open-door policy with respect to City Officials and citizens alike
- Attend meetings of elected and appointed public bodies. In any fiscal year, legal staff attend more than 200 public body meetings
  - City Council meetings / special meetings / work sessions
  - Land use board meetings, as needed
  - Legislative Subcommittee meetings
  - Various commissions and committees



City Legal Staff. From left to right, Staff Attorney, Jennifer Smith; Deputy City Attorney, Trevor McCourt; City Attorney, Susan Morrell; Regulatory Counsel, Suzanne Woodland; Of-Counsel, Robert Sullivan, and Senior Assistant City Attorney, Jane Ferrini.



City legal administrative staff. From left to right, Paralegal, Donna Splain; Office Manager/Paralegal, Synthia Ravell, and Administrative Assistant, Barbara Zulkiewicz.



**Criminal Prosecution.** The Prosecution Unit's attorneys represent the Portsmouth Police Department in Circuit Court, prosecuting misdemeanor, violation, and city ordinance cases. Effective January 1, 2024, the Unit's attorneys also handle their felony arrests at the arraignment and probable cause hearings. The Victim Witness Advocate supports the victims of these crimes and ensures the Unit's compliance with the Victim's Bill of Rights, RSA 21-M:8-K.

- Represent the Police Department in Circuit Court throughout the process which includes arraignments, bail hearings, trial management conferences, violation of probation hearings, motions to impose, motor vehicle pre-trial hearings, various suppression and other motion hearings, trials, and sentencing hearings
- Interpret laws, statutes, case law, regulations and ordinances and provide legal advice to the Department
- Review police reports and criminal complaints, ensuring cases are charged properly and that there is sufficient evidence to support charges
- Prepare and respond to legal pleadings, drafts plea offers, and other correspondence
- Communicate with defense attorneys and *pro se* defendants to negotiate resolutions on cases after obtaining input from officers and victims as appropriate
- Draft and disseminate subpoenas, prepare discovery, and fulfill Constitutional discovery obligations
- Represent the Department at Administrative License Suspension (ALS) Hearings held at the DMV in Driving While Intoxicated cases
- Complete sentencing and other court forms and attend plea or dispositional hearings

The Prosecution Unit employs a full time Victim Witness Advocate who supports victims and ensures the Unit complies with the Victim Bill of Rights including updating victims of case status, through phone calls, mail and email; explains the legal process and reviews the terms of proposed plea offers with victims, obtaining their input; provides resources and other community services that victims and witnesses may require; provides referrals to other agencies including the State's Victim Compensation Program; assists in preparing victims for trial and attends court with victims.



From left to right: Senior Prosecutor, Steven Gahan; Contract Attorney, Jean Reed; Victim Witness Advocate, Ryan Grogan; Office Manager, Kayla Pafford; Student Attorney Intern, Natalie Belville.

## Goals and Objectives



**Goal #1: 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), with Courtesy, Professionalism, and Efficiency**



### Objectives

- ✓ Continue to provide each department with any legal services which are needed, in the most efficient, timely, and cost-effective manner possible
- ✓ Increase Legal Department expertise in specialized areas of Law i.e., Superfund, Clean Water Act, Human Resources, Special Education, etc.
- ✓ Avoid the filing of new litigation against the City by providing competent legal advice before issues become lawsuits
- ✓ Conduct code enforcement activities

### Performance Measures

Average Score on annual survey of City department heads  
(on a scale from 1 to 5, with 5 being the highest level of satisfaction)

	FY22	FY23	FY24 (Est)	FY25 (Projection)
Knowledge of Legal Staff	5.0	5.0	4.7	5.0
Availability of Legal Staff	4.7	4.2	4.2	5.0
Response time commensurate with priority of issue	4.5	4.5	4.25	5.0
Adherence to ethical standards	5.0	5.0	5.0	5.0
Overall Satisfaction	4.8	4.7	4.85	5.0

### Citywide Goal Addressed

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



**Goal #2: Ensure compliance with the obligations of RSA 91-A, the Right-To-Know law**

**Objectives**

- ✓ Provide public access to governmental records
- ✓ Continuously work on improving communication and responsiveness to the public
- ✓ Provide advice to all departments regarding their obligations under the Right to Know law

**Performance Measures**

Provide an initial response within five days for 100% of Right-To-Know requests and seek to follow-up within 30-90 days, depending on the nature of the request.

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Estimated)</b>	<b>FY25 (Projected)</b>
RTK Requests responded to	101	108	130	150

**Citywide Goal Addressed**

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment



**Goal #3: Provide the highest quality of legal services to all departments, officials, and employees of the City, including the charter departments (Police, School and Fire), with Courtesy, Professionalism, and Efficiency.**

**Objectives**

- ✓ Maintain an open door policy to enhance collaboration, consistency, effective communication, responsiveness and trust.
- ✓ Adherence to ethical standards.
- ✓ Efficiently utilize legal expertise to provide high quality work and legal advice.

**Performance Measures**

- The Legal Department attends all Council meetings; promptly returns all phone calls and communications and attends board and committee meetings as needed.
- The Legal Department meets with City Staff from the City Manager’s Office as well as all other Departments, as needed.

**Citywide Goal Addressed**

- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



**Goal #4: Work with Portsmouth’s Legislative Delegation to monitor legislative activity in the New Hampshire General Court**



**Objectives**

- ✓ *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*
- ✓ *Work with the Coalition Communities and continue to update the City Council on developments related to education funding in the State*

**Citywide Goal Addressed**

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



**Goal #5: Provide the highest level of public safety and victim services.**



**Objectives**

- ✓ *Represent the Portsmouth Police Department in criminal prosecutions in Circuit Court*
- ✓ *Provide support for victims of crime*
- ✓ *Ensure compliance with the victim’s Bill of Rights*
- ✓ *Seek alternative sentencing dispositions that compliment the department’s Community Policing Policies.*
- ✓ *Provide in-house and regional trainings to law enforcement*



**Performance Measures**

	<b>FY24* 7-1-2023 to 3-9- 2024</b>
Arrests	466
VAWA Victims	130
VOCA Victims	105
Dispositions	436
Open cases	189

*\*This data was not previously recorded or reported – additional statistics will be available in future years.*

**Citywide Goal Addressed**

- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



Goal #6: Provide quality legal review of all documents legally binding the City of Portsmouth.



Objectives



✓ Ensure effective legal protection for the City through review of contracts, easements, and other legal documents



✓ Save the City money using in-house attorneys

✓ Respond to City Council and other requests in as timely a manner as possible

**Performance Measures**

	FY22	FY23	FY24 (EST)*
Contracts reviewed or drafted	74	97	87
Bids/RFPs/RFQs reviewed or drafted	46	49	32

\*July 1, 2023 to March 20, 2024

*Citywide Goal Addressed*

- *Maintain Financial Stability*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



Mayor Deaglan McEachern and Senior Assistant City Attorney Jane Ferrini at the Statehouse.



**FY25 BUDGETED POSITION AND SALARY DETAIL**

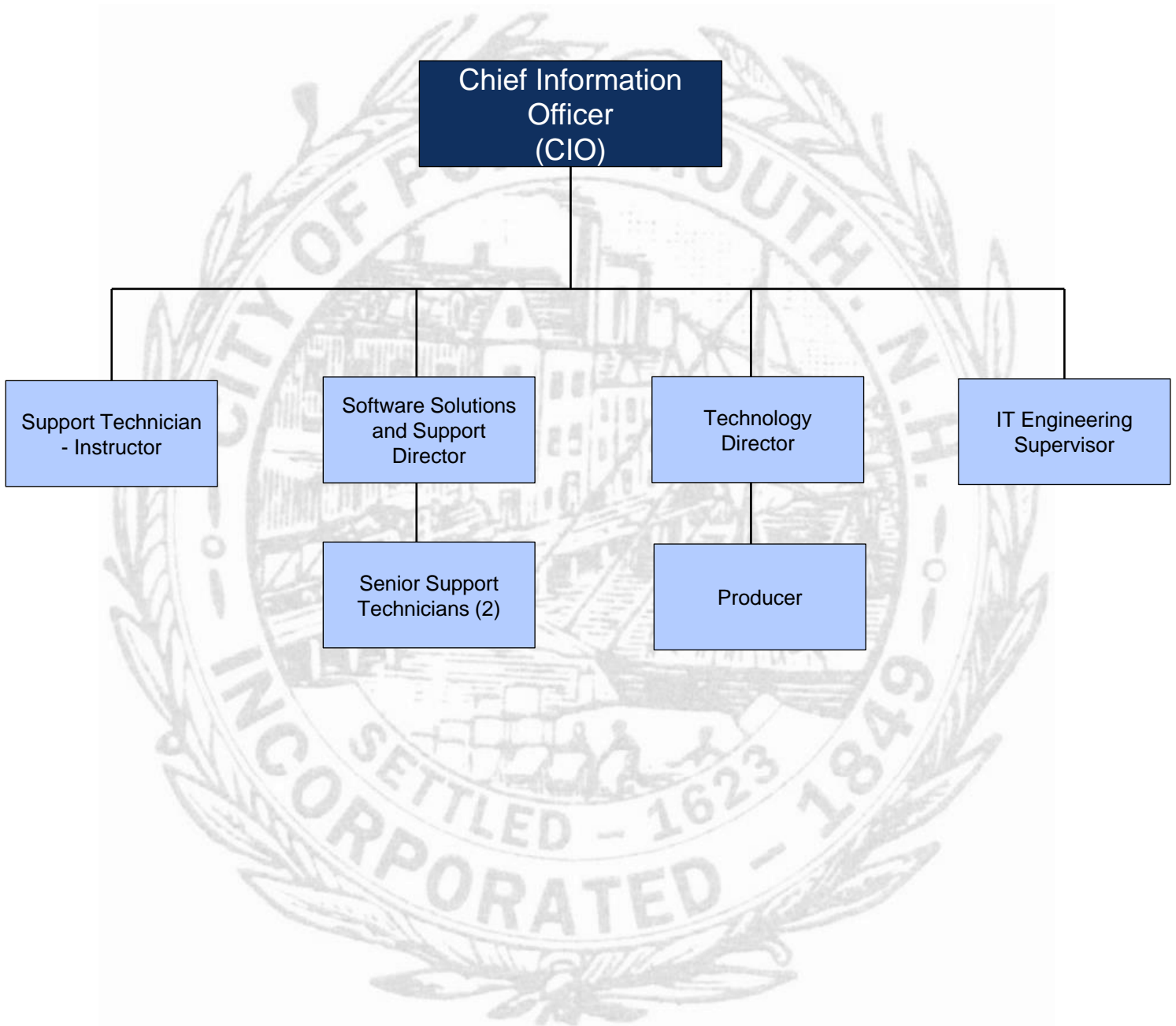
	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>LEGAL DEPARTMENT</b>			
NON GRADE 27	D	CITY ATTORNEY	150,133
NON GRADE 23	C	DEPUTY CITY ATTORNEY	118,014
NON GRADE 21	F	② SENIOR ASSISTANT CITY ATTORNEY	76,285
NON GRADE 19	E	SENIOR PROSECUTOR	107,121
NON GRADE 17	6D/6E	STAFF ATTORNEY	94,918
NON GRADE 17	B	PROSECUTOR (BUDGETED FOR 75% OF THE FISCAL YEAR)	62,995
PMA GRADE 15	F	⑬ LEGAL ENFORCEMENT OFFICER	44,578
NON GRADE 13	E	EXECUTIVE ASSISTANT	80,141
NON GRADE 7	9.5D/2.5E	* VICTIM WITNESS ADVOCATE	57,949
		EDUCATION STIPEND	1,792
		FY25 PROJECTED GRANT/EXTERNAL FUNDING	(49,764)
		<b>TOTAL FULL TIME</b>	<b>744,162</b>
NON GRADE 23	H	OF COUNSEL (8HRS/WK)	29,096
NON GRADE 11	D	ADMINISTRATIVE ASSISTANT II / PARALEGAL (30HRS/WK)	55,441
NON GRADE 9	9B/3C	ADMINISTRATIVE ASSISTANT I (25HRS/WK)	38,524
		<b>TOTAL PART TIME</b>	<b>123,061</b>
		<b>TOTAL DEPARTMENT</b>	<b>867,223</b>
NON GRADE 24	6A/6B	PT ASSISTANT CITY ATTORNEY (20HRS/WK) SCHOOL FUNDED POSITION	
		<b>TOTAL ADDITIONAL PERSONNEL</b>	<b>0</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ② 64% LEGAL, 36% PARKING
- ⑬ 50% LEGAL, 50% PARKING
- \* PARTIALLY GRANT FUNDED WHICH INCLUDES BENEFITS

		FY23 BUDGET	FY23 ACTUAL	FY24 Budget	FY25 CITY MANAGER RECOMMENDED
<b>LEGAL DEPARTMENT</b>					
<b>01-715-107-51-110-404</b>					
011001	REGULAR SALARIES	615,138	607,518	669,766	744,162
012001	PART TIME SALARIES	167,055	132,518	153,253	123,061
014041	OVERTIME	-	-	-	2,500
015001	LONGEVITY	2,690	2,689	2,075	2,070
022001	SOCIAL SECURITY	48,663	44,734	54,304	54,051
022501	MEDICARE	11,382	10,462	12,700	12,641
023001	RETIREMENT	86,838	85,765	97,740	101,303
032001	PROF SERVICES-O/S COUNSEL	30,000	73,302	30,000	30,000
032004	PROF SERVICES-COURT FEES	2,000	578	2,000	1,000
033001	PROF SERVICES-TEMP	-	615	-	-
034103	TELEPHONE	1,000	941	1,000	-
054050	TRAINING	5,000	3,890	6,000	6,000
055050	PRINTING	400	191	400	400
056001	DUES PROFESSIONAL ORGANIZ	5,055	6,160	6,355	6,535
057101	TRAVEL AND CONFERENCE	1,500	447	2,100	1,500
062001	OFFICE SUPPLIES	3,500	5,401	3,500	3,500
067001	BOOKS & PERIODICALS	5,200	5,586	5,476	5,476
075001	FURNITURE AND FIXTURES	1,000	5,553	1,000	1,000
Legal	Total	<b>986,421</b>	<b>986,349</b>	<b>1,047,669</b>	<b>1,095,199</b>

# Information Technology Department



## Mission

The Information Technology Department (IT) is focused on advancing technology across all departments to improve service to citizens, and maximize the productivity and effectiveness of City departments. IT continuously improves the security posture of all systems. IT supports City operations by providing access to a reliable, safe and secure network/communications environment and systems. IT provides users with support and training in the use of information technology to maximize the benefits of IT investments.



# Information Technology

## Services Overview

- ✓ Information Technology
- ✓ Government Access Television Channel

## Department Budget Comments

The FY25 proposed budget for the Information Technology Department (IT) is \$1,691,874. This represents a decrease of \$231,502 or 12.0% less than FY24.

Part of this decrease is due to a change in budget reporting of subscription-based information technology agreements (SBITA) to a format that is more consistent with GASB 96 accounting. These costs can now be found in Other General Non-Operating. SBITA are agreements that allow the City to continue to use the software applications already installed and in use by departments and the public.

One of IT's strategic goals is to migrate from in-house applications to cloud-based applications for data security and improved access. In the past applications were purchased outright, installed in the data center on servers and other hardware. The move to the cloud has the following financial effects (1) reduction in IT hardware (CIP) and (2) increase in software expenses (formerly IT Operating now Other General Non-Operating).



## Position Summary Schedule

Positions Full Time	FY23	FY24	FY25
Chief Information Officer	1.00	1.00	1.00
IT Engineering Supervisor	-	1.00	1.00
Support Technician - Instructor	-	1.00	1.00
Technology Director	1.00	1.00	1.00
Software Solutions and Support Director	-	-	1.00
Software Solutions Director	1.00	1.00	-
Senior Support Technician	-	-	2.00
Support Technician	2.00	2.00	-
Producer	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>6.00</b>	<b>8.00</b>	<b>8.00</b>

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>INFORMATION TECHNOLOGY</b>				
SALARIES	531,401	421,896	719,283	826,855
LONGEVITY	1,361	1,361	1,395	1,791
RETIREMENT	74,907	59,510	97,508	112,116
OTHER BENEFITS	40,757	31,241	55,132	63,391
<i>Contractual Obligations</i>	<i>648,426</i>	<i>514,007</i>	<i>873,318</i>	<i>1,004,153</i>
TRAINING/EDUCATION/CONFERENCES	6,500	1,975	30,000	31,500
CONTRACTED SERVICES	210,979	318,517	540,440	511,681
SOFTWARE/COMPUTER MAINTENANCE	343,894	357,950	450,178	116,600
OTHER OPERATING	23,100	24,059	29,440	27,940
<i>Other Operating</i>	<i>584,473</i>	<i>702,501</i>	<i>1,050,058</i>	<i>687,721</i>
<b>TOTAL</b>	<b>1,232,899</b>	<b>1,216,507</b>	<b>1,923,376</b>	<b>1,691,874</b>

The IT team has transitioned from an outsourced managed service provider to an in-house IT team. IT is fully staffed for the foreseeable future. The new team members include a technology Instructor to ensure staff fully utilize technology investments and an Engineer (Tier 2).

The FY25 request for Outside IT Support is \$511,681, a reduction of \$28,760 or 5.3%. Outside IT Support allows for the engagement of Tier 3 technical contractors to resolve the most challenging technical issues, guide the department through complex projects, advance the skillsets of the in-house team and partner with in-house staff to optimize, reconfigure and at times replace core assets to resolve performance issues and improve productivity.

The FY25 Outside IT Support budget request also includes funding for a part-time vCISO (virtual Chief Information Security Officer) responsible for staying current on evolving threat vectors, briefing leadership and Council members, training staff to recognize threats, and leading cyber incident response should an incident occur. The risk of cyber-attack is growing exponentially, and the impact of a cyber incident cannot be underestimated.

New monitoring tools have given IT staff the ability to see issues emerging in the network and critical systems before they fail, avoiding downtime which impacts productivity in all departments. The City has moved to a posture where many issues are resolved before users even see them thanks to the monitoring and alerting tools used by in-house staff.

A new working group, the IT Consortium, led by the CIO, has been created for collaborative work on Citywide IT initiatives such as formal risk assessment and strategic plan development. The Consortium members include central IT and decentralized IT team leaders. It will foster better communication as well as be a forum to look for efficiencies.

Of particular importance among strategic IT initiatives is the implementation of a new financial system. This new system will automate manual tasks improving accuracy and productivity. It will deliver reporting to support data driven executive level decision-making. This transformative project will take several years from start to finish. The RFP for a new software solution will be released this year with implementation starting in FY25.

Over the long-term, the City will evolve its IT infrastructure to a model that accommodates the changing needs and increased demands of City departments and ensures resilience and regulatory compliance in our complex environment. A core imperative is to improve the everyday experience of residents who interface with municipal services across a variety of platforms.

## Programs and Services

**Information Technology** – Serve all City departments offering consulting, technical support and maintenance services, and application training.

- Monitor, maintain and improve the network infrastructure to reduce institutional risk
- Secure the City's network infrastructure from attack
- Support all software applications
- Ensure data backups are cloud-based, complete and optimized for speedy data restoration
- Support a fully functional offsite disaster recovery location for mission critical applications
- Work with departments to identify new applications to improve business processes
- Administer and support the City's telephone system
- Deploy and support mobile and cellular devices

**Public Communication and on-line services** – Facilitate and administer e-government services to the residents of Portsmouth via local cable broadcasts. IT plays a critical role in advancing channels of communication between the Council, city staff and the citizens of Portsmouth.

- Partner with the director of communications and community engagement on a continuous basis to advance the use of technology
- Develop and maintain the City's website, social media accounts and web services

- Support on-line payment processes for property tax bills, utility bills, parking violations, dog licenses and motor vehicle registration renewals
- Support, maintain and publish webcasts of City meetings and functions
- Support, maintain and publish Channel 22 Local Government Access Television Channel

## Goals and Objectives



### Goal #1: Improve network performance and reliability

#### Objectives

- ✓ Improve network monitoring to resolve technical issues prior to user impact
- ✓ Provide easy access to reporting on network health to IT team
- ✓ Ensure internet access keeps pace with demand as more critical applications are moved to a cloud environment
- ✓ Ensure all network components are current technology

#### Performance Measures

Network Unplanned Downtime	FY24	FY25
	Establish baseline	Document improvement in network performance and reliability

Demonstrate continuous improvement each year with a long-term goal of achieving 99.9% uptime.

#### Citywide Goal Addressed

- Maintain and improve infrastructure to meet the needs of the community
- Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment.



### Goal #2: Increase use of technology by City Council, boards, commissions, and committees

#### Objectives:

- ✓ Improve efficiencies in distribution of meeting material
- ✓ Advance sustainable practices through paper reduction
- ✓ Increase transparency and public participation through technology

#### Performance Measures

- ✓ Feedback from City Council, boards, commissions, and committees
- ✓ Feedback from the Portsmouth community

#### Citywide Goal Addressed

- Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community



**Goal #3: Establish and require continuous training of all IT staff**

**Objectives**

- ✓ IT staff will be knowledgeable and skilled in new technologies as they emerge
- ✓ Strengthen in house technical skills to control reliance on outside consultants
- ✓ Succession planning
- ✓ Staff retention

**Performance Measures**

*Technical knowledge advancement and 100% participation in technical training*

FY24	FY25	FY26	FY27
100% of IT staff attended at least 1 technical training session.	Strive for 100% compliance w/in budget limitations	Strive for 100% compliance w/in budget limitations	Strive for 100% compliance w/in budget limitations

**Citywide Goal Addressed:**

- Maintain and improve infrastructure to meet the needs of the community
- Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment



**Goal #4: Improve response time of support requests**

**Objectives:**

- ✓ Ensure tickets are resolved in a timely manner
- ✓ Improve communications between support technicians and users
- ✓ Deploy tools necessary to support the speedy resolution of issues
- ✓ Build robust knowledge base of end user self-service documentation
- ✓ Collect data including volume, type and time to resolution of tickets
- ✓ Formulate baseline metrics for performance measurement

**Citywide Goal Addressed:**

- Maintain and improve infrastructure to meet the needs of the community
- Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment



**Goal #5: Leverage technology to improve citizen's experience working with all city departments and enabling open lines of communication between the City and citizens**

**Objectives**

- ✓ Work with all departments to advance citizen facing applications
- ✓ Partner with director of communications to enhance technology enabled communication between the city and citizens

**Performance Measures**

*City Staff and Citizen Annual Satisfaction Survey*

FY24	FY25
Develop surveys	Issue survey, analyze results and initiate discussion to meet demand



*Citywide Goal Addressed:*

- *Maintain and Improve Infrastructure to meet needs of the Community*



*Goal #6: Manage projects effectively and efficiently*



*Objectives:*

- ✓ *Initiate IT Governance process for collaborative identification of initiatives in project portfolio. Process includes submission of a formal business case, budgetary estimates with contingency, timelines and milestones clearly defined*
- ✓ *Reach out to departments to identify needs, possible technology solutions and guide department heads in decision making*
- ✓ *Develop project portfolio executive summaries so directors and above have a full view of all projects underway*
- ✓ *Manage projects in a professional way that is inclusive and transparent*
- ✓ *Develop and maintain excellent technical documentation including user job aids*

*Citywide Goal Addressed*

- *Maintain and Improve Infrastructure to meet needs of the Community*
- *Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment*

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>INFORMATION TECHNOLOGY</b>			
NON GRADE 27	E	CHIEF INFORMATION OFFICER	157,639
NON GRADE 24	F	IT ENGINEERING SUPERVISOR	137,849
PMA GRADE 17	H	TECHNOLOGY DIRECTOR	101,923
PMA GRADE 17	E	SOFTWARE SOLUTIONS AND SUPPORT DIRECTOR	97,234
PMA GRADE 16	E	SENIOR SUPPORT TECHNICIAN	92,648
PMA GRADE 16	6D/6E	SENIOR SUPPORT TECHNICIAN	90,442
PMA GRADE 15	1A/11B	SUPPORT TECHNICIAN - INSTRUCTOR	75,951
PMA GRADE 11	C	PRODUCER	66,001
		EDUCATION STIPEND	7,168
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>826,855</u></b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
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**INFORMATION TECHNOLOGY**

**01-717-204-51-110-411**

**Administration**

011001	REGULAR SALARIES	531,401	421,896	719,283	826,855
015001	LONGEVITY	1,361	1,361	1,395	1,791
022001	SOCIAL SECURITY	33,032	25,319	44,682	51,376
022501	MEDICARE	7,725	5,921	10,450	12,015
023001	RETIREMENT	74,907	59,510	97,508	112,116
034104	CELLULAR PHONES	19,600	19,756	25,440	25,440
034204	OUTSIDE IT SUPPORT	210,979	318,517	540,440	511,681
034206	SOFTWARE-ANNUAL MAINT	343,894	357,950	155,578	116,600
054050	TRAINING	-	-	-	30,000
057101	TRAVEL AND CONFERENCE	6,500	1,975	30,000	1,500
057102	TRAVEL REIMBURSEMENT	-	-	1,500	-
062001	OFFICE SUPPLIES	1,000	2,028	1,000	1,000
067001	BOOKS & PERIODICALS	500	-	500	500
075001	FURNITURE AND FIXTURES	2,000	2,275	1,000	1,000
<b>IT ADMIN</b>		<b>1,232,899</b>	<b>1,216,507</b>	<b>1,628,776</b>	<b>1,691,874</b>

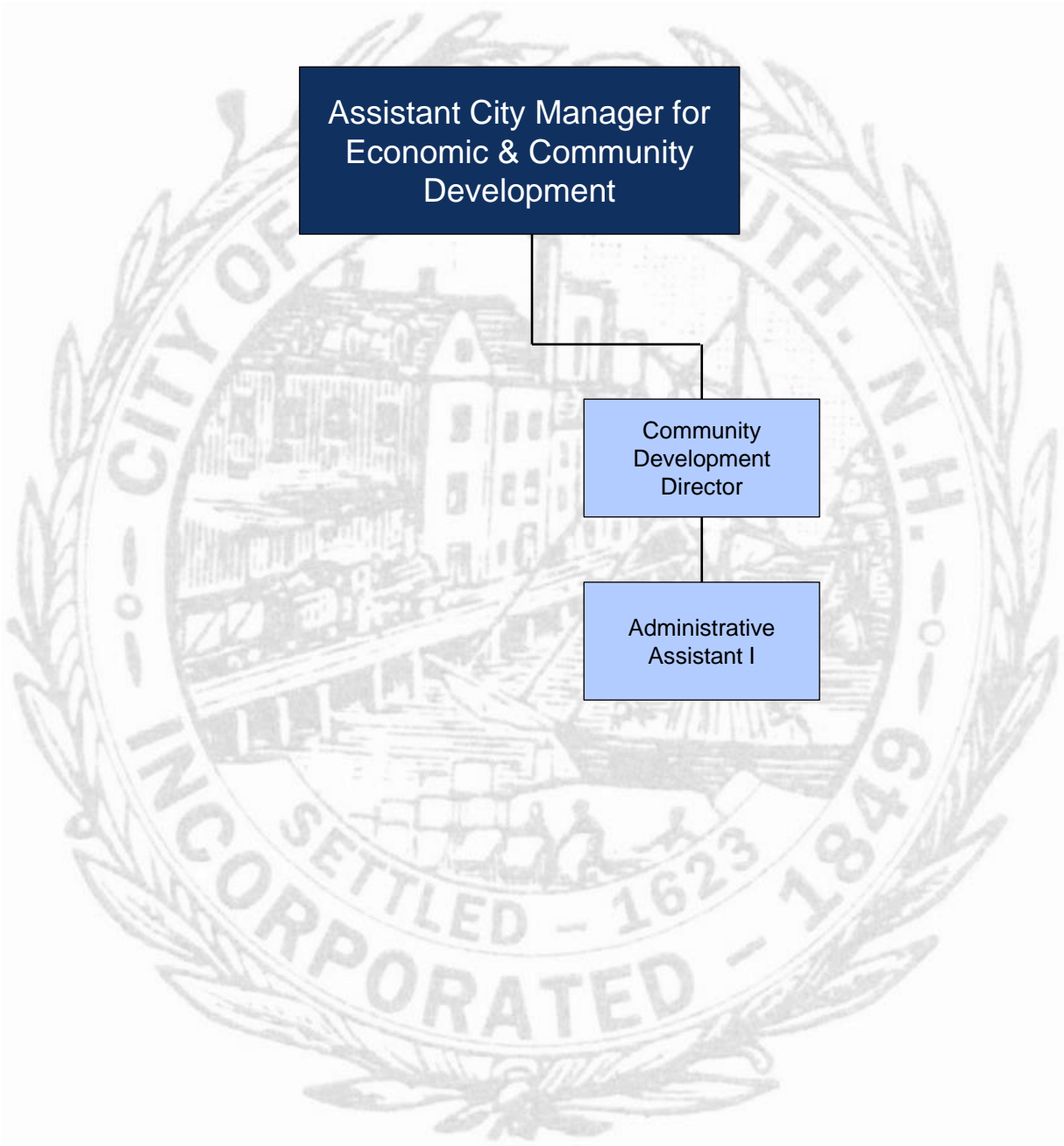
**01-717-305-51-110-411**

**SBITA**

034206	SOFTWARE-ANNUAL MAINT	-	-	294,600	-
<b>SBITA</b>		<b>-</b>	<b>-</b>	<b>294,600</b>	<b>-</b>

Info Technology	Total	<b>1,232,899</b>	<b>1,216,507</b>	<b>1,923,376</b>	<b>1,691,874</b>
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# Economic & Community Development



## Mission

The City of Portsmouth’s economic and community development initiatives are intended to ensure continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. With the support of this Department, the City’s Economic Development Commission, Arts & Cultural Commission and Public Art Review Committee all serve in an advisory capacity to make recommendations to the City Council on a wide variety of issues including business and workforce development, retention and recruitment along with support for the healthy and vibrant cultural, creative and diverse offerings of the City and the region.



# Economic & Community Development

## Services Overview

- ✓ Support Economic Development Commission, Arts & Cultural Commission and Public Art Review Committee
- ✓ Oversee the Community Development Special Revenue Fund
- ✓ Support business retention, attraction, assistance, and referrals through community outreach and promotion with local and regional partners
- ✓ Identify public/private partnerships for economic, community, and cultural development

## Department Budget Comments

## Position Summary Schedule

Positions Full Time	FY23	FY24	FY25
Assistant City Manager for Economic & Community Development	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

\* In FY23 this Department was moved from a Special Revenue Fund to the General Fund.



The FY25 proposed budget for Economic Development is \$176,723 which is a decrease of \$2,503 or 1.4% from FY24. This reduction was achieved through the elimination of one-time or short-term program funding.

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>				
SALARIES	98,194	98,445	101,132	103,852
RETIREMENT	13,806	13,841	13,683	14,051
OTHER BENEFITS	7,512	7,351	7,736	7,945
<i>Contractual Obligations</i>	<i>119,512</i>	<i>119,638</i>	<i>122,551</i>	<i>125,848</i>
TRAINING/EDUCATION/CONFERENCES	2,800	195	2,800	2,800
PROFESSIONAL ORGANIZATION DUES	800	995	800	1,800
OTHER OPERATING	64,863	45,324	53,075	46,275
<i>Other Operating</i>	<i>68,463</i>	<i>46,514</i>	<i>56,675</i>	<i>50,875</i>
<b>TOTAL</b>	<b>187,975</b>	<b>166,151</b>	<b>179,226</b>	<b>176,723</b>

## Program Funding Description

Starting in FY23, the City's Economic Development Department was and will continue to be funded through the City's General Fund. Additionally, in FY23, Economic Development incorporated the Community Development Block Grant (CDBG) division which was previously managed within the Planning & Sustainability Department. The budget for CDBG is in the special revenue fund section of this budget document.

Economic & Community Development program objectives include:

- Stimulating diverse economic development through business attraction and retention and public/private partnerships
- Facilitating workforce training and the creation of high-quality jobs
- Maintaining a vibrant, equitable community with a superior quality of life
- Supporting a cultural hub for the creative economy
- Increasing commercial property tax revenues through sustainable development

## 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 advocacy of local arts and culture organizations and creative economy businesses

**Community Outreach, Liaison and Promotion** - Services include staff representation of City at business events and on local economic development boards, such as the Chamber Collaborative of Greater Portsmouth Board, Regional Economic Development Center, Seacoast Economic Development Stakeholders Group and at 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 liaison to the NH Council on the Arts, the City's Arts & Cultural Commission, Public Art Review Committee, local and regional cultural organizations and creative economy businesses including but not limited to museums, theatres, historic homes, marketing professionals, filmmakers, and participation in the Americans for the Arts Economic Prosperity Study

**Special Projects** - Support Citywide efforts impacting the business community, including but not limited to increasing the housing supply, promoting increased visitor and tourism attraction during shoulder seasons, executing a regional workforce attraction and retention education efforts on behalf of local employers, and encouraging civic infrastructure projects through communication of value to existing and potential business community members

## Goals and Objectives



**Goal #1:** Promote and maintain high-quality, sustainable development and a balanced local economy.



### *Objectives*

- ✓ 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.
- ✓ Participate in efforts to increase options for more workforce housing in the city.

### *Performance Measurements*

- *Attended 23 bi-weekly Seacoast Economic Development Stakeholders meetings on topics related to continued economic recovery from the pandemic for seacoast businesses including business outreach, collaboration on communication of state and federal relief resources and creation of a workforce development initiative for seacoast businesses*
- *Attended 1 Workforce House Coalition and 1 NH Housing Finance Authority seminars*
- *Coordinated the 2023 Resiliency Survey and Report of Portsmouth's businesses in collaboration with SBDC and UNH Survey Center*

### *Citywide Goals Addressed*

- *Enhance the supply of housing choices, especially the supply of below-market rate housing options.*
- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*



**Goal #2:** Provide assistance and services related to business expansion, retention and relocation.



### *Objectives*

- ✓ Assist businesses through referrals to business assistance organizations such as the Small Business Development Center (SBDC), SCORE, NH Works, the Manufacturing Extension Partnership (MEP) and federal procurement assistance and the Center for Women's Enterprise NH.
- ✓ Create programming in response to feedback from local businesses and continue EDC business visitations/off-site meetings for outreach, appreciation, and knowledge of local business and workforce needs.
- ✓ Maintain partnership with UNH Small Business Development Center, UNH Cooperative Extension, and Great Bay Community College to support small businesses and new start-ups.
- ✓ Collaborate with NH Office of Business and Economic Affairs on outreach and business attraction and retention.

### *Performance Measurements*

- *Responded to 18 business relocation/ start-up/ retention and data inquiries*
- *Attended 3 quarterly meetings for preparation of the Rockingham Comprehensive Economic Development Strategy (CEDS)*
- *Attended 3 webinars and 4 events on creative measures to increase workforce housing*



*Citywide Goals Addressed*

- *Enhance the supply of housing choices, especially the supply of below- market rate housing options.*
- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*



**Goal #3:** Promote and manage public/private partnerships aimed at fostering economic development that complement Portsmouth's quality of life and revitalizes existing business areas.



*Objectives*

- ✓ Continue to financially support the partnership between the City and the Chamber Collaborative of Greater Portsmouth for tourism and business development
- ✓ Maintain liaison efforts with the Pease Development Authority and Tenants Association, West End Business Association, University of New Hampshire, Great Bay Community College, Small Business Development Center, NH Technical Alliance, Regional Economic Development Center, along with local, county, and State business and real estate organizations.
- ✓ Collaborate in the Seacoast Manufacturing Roundtable Business Education Committee at Portsmouth High School.
- ✓ Develop an outreach and assistance program targeted to property owners and businesses in local Economic Revitalization Zones (ERZ).

*Performance Measures*

- *Renewed annual partnership between the City and the Chamber Collaborative of Greater Portsmouth (CCGP) for support and promotion of the City's tourism sector*
- *Attended 3 quarterly Business Education Committee meetings at Portsmouth High School and toured Portsmouth High School Career Technical Center with Economic Development Commission*

*Citywide Goals Addressed*

- *Enhance the supply of housing choices, especially the supply of below- market rate housing options.*
- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*



**Goal #4:** Support the local creative economy and cultural community including those related to cultural tourism.

*Objectives*

- ✓ Promote and sustain the contribution of the arts and culture sector to the local economy by continually optimizing the City's marketing efforts.
- ✓ Support and assist in the Americans for the Arts Economic Prosperity Study.
- ✓ Advocate for the continuation of events and initiatives that make downtown vibrant and economically diverse.

*Performance Measures*

- *Coordinated a marketing campaign with the Chamber Collaborative of Greater Portsmouth to promote Portsmouth's arts and culture venues and opportunities*
- *Contracted with Americans for the Arts to undertake the 2022/23 Arts and Economic Prosperity 6@ Survey and with consultant to administer survey process*
- *Attended 12 Blue Ribbon Committee on Arts and Non-Profits and 10 Cultural Plan Subcommittee meetings as City Manager's liaison*
- *Provided guidance, assistance, and oversight of Cultural Plan procurement process and supported the Cultural Plan Subcommittee in drafting a Cultural Plan*
- *Managed 10 requests for performances and filming in the public realm*

*Citywide Goals Addressed*

- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*



**Goal #5: Collect, develop, maintain, and disseminate information on the local economy.**

*Objectives*

- ✓ Participate in the update of the regional Comprehensive Economic Strategy (CEDS) update by the Regional Economic Development Center.
- ✓ Prepare reports on economic indicators as required for City finance reports and for use by businesses and the public and for presentations.

*Performance Measurements*

- *Prepared 3 Economic Conditions Reports for the Citywide Budget and ACFR documents, municipal bond rating meetings and the NH Demographic Profile*
- *Collected and reported on Colliers Quaterly Real Estate Market Reports for Office and Industrial properties and the annual Economic Impact Reports of the Portsmouth Naval Shipyard Association*

*Citywide Goals Addressed*

- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*
- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



**Goal #6: Promote Portsmouth as an ideal location to live and locate a business.**

*Objectives*

- ✓ Maintain the economic development database and website for promotion of the City as an excellent business location.
- ✓ Collaborate in local and regional marketing opportunities with area partners.
- ✓ 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 an ideal business location site.



- ✓ Continue engagement in regional economic development alliances to promote seacoast NH for advanced manufacturing and knowledge-based industries.

*City Promotional Performance Measures*

- *Made three presentations to local business groups on the importance of economic and cultural opportunities to the City, region and State*

*Citywide Goals Addressed*

- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*
- *Enhance the supply of housing choices, especially the supply of below-market rate housing options.*
- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*
- *Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.*
- *Explore opportunities to support all modes of transportation options.*

## Other Economic Development Activity

	FY22	FY23	FY24 (Est)
Response to business relocation/ start-up/ retention and data inquiries	15	18	24
Number of City Council referrals to EDC	2	1	3
Administration and Coordination of EDC Monthly Meetings	12	12	13
Coordinate EDC Business Site Visits	2	3	4
Public/Private Partnerships Projects coordinated	0	0	1
Special Activities/Projects/Contracts	2	1	3
LCHIP Projects Managed	2	2	1

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>			
PMA GRADE 18	E	ASSISTANT CITY MANAGER FOR ECONOMIC AND COMMUNITY DEVELOPMENT	102,060
		EDUCATION STIPEND	1,792
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>103,852</u></b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>					
<b>01-718-413-51-100-446</b>					
011001	REGULAR SALARIES	98,194	98,445	101,132	103,852
022001	SOCIAL SECURITY	6,088	5,958	6,270	6,439
022501	MEDICARE	1,424	1,393	1,466	1,506
023001	RETIREMENT	13,806	13,841	13,683	14,051
053001	ADVERTISING	5,000	1,429	5,000	5,000
055050	PRINTING	75	254	75	275
056001	DUES PROFESSIONAL ORGANIZ	800	995	800	1,800
057101	TRAVEL AND CONFERENCE	2,800	195	2,800	2,800
061003	MEETING SUPPLIES	500	247	500	500
062001	OFFICE SUPPLIES	500	-	500	500
081028	TOURISM/HI TECH PARTNERSH	40,000	40,000	40,000	40,000
081069	BR&E PROJECT	5,000	3,394	5,000	-
081171	MEDICAL DEVICE CLSTR DEV	8,000	-	-	-
081180	AMERICANS FOR THE ARTS	5,788	-	2,000	-
<b>ECON DEV</b>	<b>Total</b>	<b>187,975</b>	<b>166,151</b>	<b>179,226</b>	<b>176,723</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 seven (7) areas:

## City Hall

These expenditures are incurred by departments that are located in City Hall: City Council, City Manager, Legal, Planning & Sustainability, Inspection, Health, Economic & Community Development, Finance, Welfare, and City Clerk.

The line items associated with City Hall included:

- 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 include:

- Commissioner Stipend-Trustees of Trust Funds
- Office Supplies (*Government required forms such as W2s, and 1099s*)
- Part-time Minute Takers
- Interns
- Police Overtime for July 4<sup>th</sup> Fireworks
- Social Security & Medicare for Commissioner Stipend
- Government Access Channel 22
- Professional Services for Public Outreach
- Electricity-City Street Lights
- Dues for the NH Municipal Association
- City Street Light Supplies
- Christmas Parade
- Shipyard Association
- 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 include:

- Leave at Termination
- Printing (*Printing of the Annual Budget, the Annual Comprehensive Financial Report (ACFR), and the Popular Annual Financial Report (PAFR)*)

## Collective Bargaining Contingency

The City of Portsmouth has a total of sixteen (16) collective bargaining units. All contracts have been ratified and remain unchanged for FY25.

## TRANSFERS TO OTHER FUNDS

### Indoor Pool

On July 1, 2022, the maintenance and operations of the City's Indoor Pool returned to the City after a long-time agreement with Save the Indoor Portsmouth Pool (SIPP). This line item represents a transfer (contribution) from the General Fund to the Indoor Pool Special Revenue Fund. *[See Indoor Pool Special Revenue Fund in this budget document for more detail.]*

### 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 in FY18 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. *[See Prescott Park Special Revenue Fund in this budget document for more detail.]*

### Community Campus

The City purchased the Community Campus on March 14, 2022. The General Fund transfers funds each year to a Special Revenue Fund for the operations of the facility. *[See Community Campus Special Revenue Fund in this budget document for more detail.]*

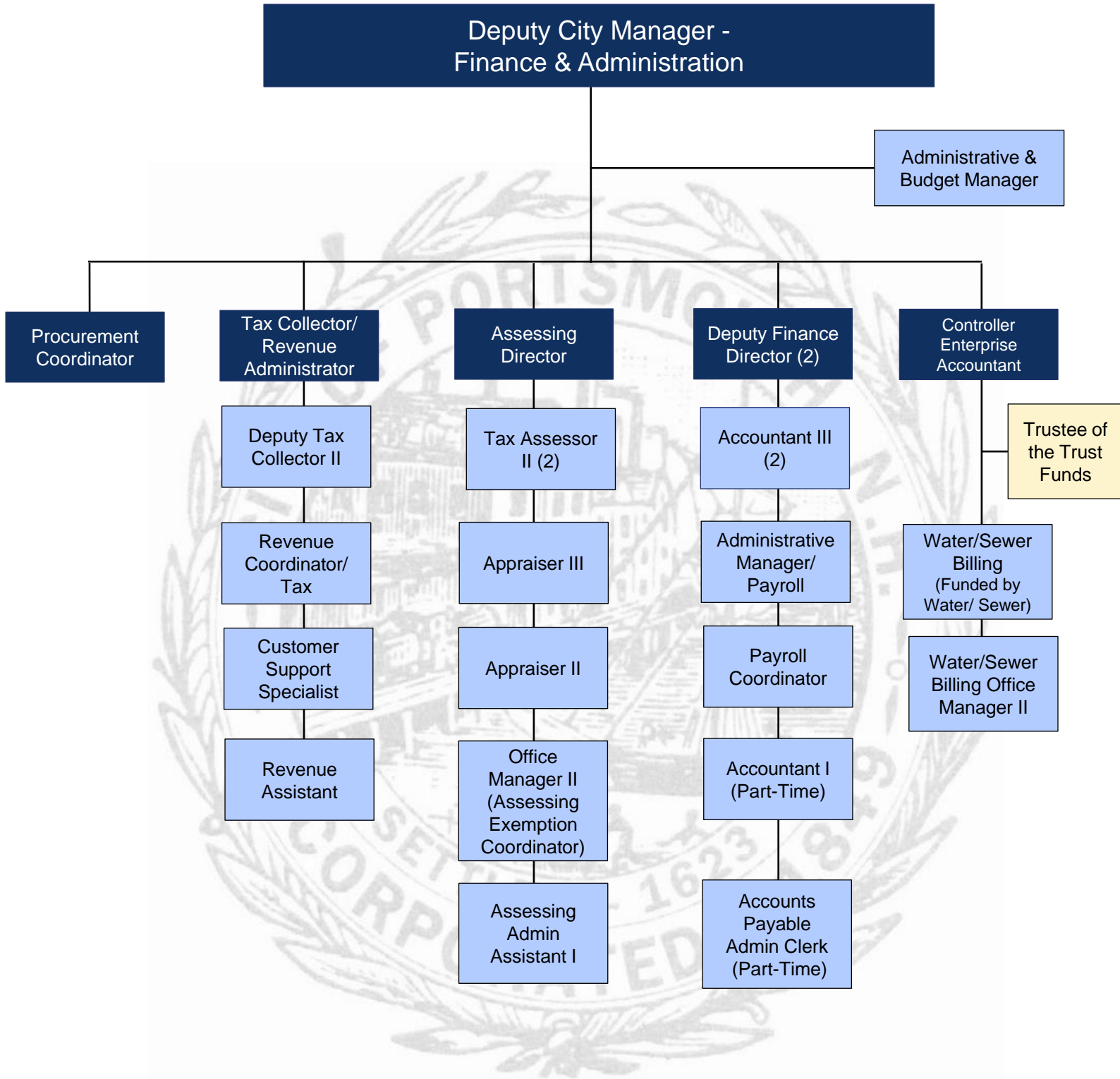
		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>GENERAL ADMINISTRATION</b>					
034103	TELEPHONE	75,000	70,617	75,000	75,000
055050	PRINTING	12,000	17,868	14,000	14,000
062010	COPYING SUPPLIES	8,425	8,287	8,500	8,700
062501	POSTAGE	71,000	66,744	71,000	71,000
012003	MINUTE TAKERS/MEETING ADM	3,000	-	30,000	30,000
012004	PT-INTERN	-	-	32,000	32,000
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	7,500	7,500	7,500	7,500
016001	LEAVE AT TERMINATION	350,000	350,000	350,000	350,000
019002	UNANTICIPATED EXPENSES	33,113	33,113	83,169	125,000
022001	SOCIAL SECURITY	4,092	223	4,067	7,750
022501	MEDICARE	957	52	957	1,813
034301	GOVERNMENT ACCESS CHANNEL	30,000	28,145	30,000	30,000
039001	PROFESSIONAL SERVICES	20,000	19,550	20,000	20,000
041001	ELECTRICITY-STREET LIGHTS	210,000	146,393	195,000	210,000
056002	DUES MUNICIPAL ASSOC	30,146	29,854	30,750	31,750
061003	MEETING SUPPLIES	-	-	-	2,500
062018	ST LIGHT SUPPLIES	18,000	18,823	18,000	18,000
081011	PARADES	10,000	10,175	11,000	11,000
081012	SHIPYARD ASSOCIATION	2,500	2,500	2,500	2,500
062001	OFFICE SUPPLIES	2,000	1,402	2,000	2,000
041002	ELECTRICITY	50,000	60,679	64,000	89,000
<b>GEN ADMIN</b>	<b>Total</b>	<b>941,333</b>	<b>875,525</b>	<b>1,053,043</b>	<b>1,143,113</b>
091004	TRANSFER-INDOOR POOL	150,000	150,000	200,000	200,000
<b>INDOOR POOL</b>	<b>Total</b>	<b>150,000</b>	<b>150,000</b>	<b>200,000</b>	<b>200,000</b>
091007	TRANSFER-PRESCOTT PARK	272,255	272,255	243,653	262,930
<b>PRESCOTT</b>	<b>Total</b>	<b>272,255</b>	<b>272,255</b>	<b>243,653</b>	<b>262,930</b>
072101	MCINTYRE BUILDING	-	-	-	-
<b>MCINTYRE BUILDING</b>	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
091012	TRANSFER-COMMUNITY CAMPUS	360,788	360,788	476,443	465,355
<b>COMMUNITY CAMPUS</b>	<b>Total</b>	<b>360,788</b>	<b>360,788</b>	<b>476,443</b>	<b>465,355</b>





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# Finance Department



## Mission

To serve the residents, officials and departments with 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.



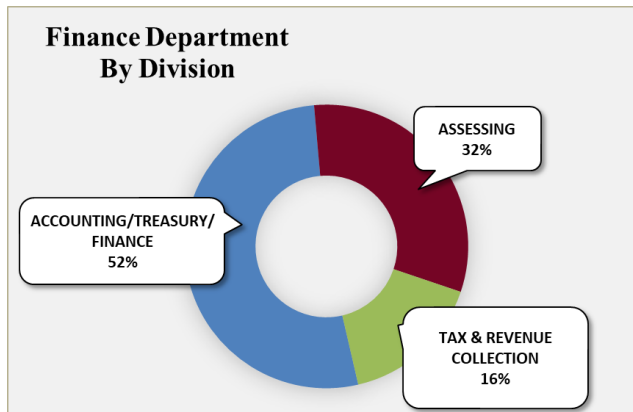
# Finance Department

## Services Overview

- ✓ Finance / Treasury / Accounting
  - Procurement
  - Water/Sewer billing
- ✓ Assessing
- ✓ Tax & Revenue Collection

## Department Budget Comments

The FY25 proposed budget for the Finance Department is \$2,957,584, representing an overall net



increase of \$141,967 or 5.0% increase from FY24. The Department is comprised of three divisions: Finance (which includes Treasury and Accounting); Assessing; and Tax and Revenue Collection.

The net increase of \$141,967 is principally associated with salaries and benefits with very minor increases for certain contractual obligations and professional services. Regular and part-time salaries were both impacted by a partial reorganization of the Department that included the retirement of the City's long-serving Director of Finance and Administration and the hiring of a Deputy City Manager for Finance and Administration. The FY25 budget also reflects a full year of funding for the second Deputy Finance Director position added as part of the FY24 budget to prepare for succession within the Department. The procurement coordinator position was reclassified to a higher grade to better reflect the scope and responsibilities of the duties. The Department was able to shift the responsibilities of a retiring full-time employee in such a manner as to require only a part-time employee, thus achieving some savings.

Position Summary Schedule			
Positions Full Time	FY23	FY24	FY25
<b>Accounting</b>			
Deputy City Manager - Finance and Administration	-	-	1.00
Director of Finance & Administration	1.00	1.00	-
Deputy Finance Director	1.00	2.00	2.00
Controller/ Enterprise Accountant	0.85	0.85	0.85
Accountant III	2.00	2.00	2.00
Administrative Manager/Payroll	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Purcurement Coordinator	1.00	1.00	1.00
Finance Assistant	0.48	0.48	-
Administrative & Budget Manager	1.00	1.00	1.00
Office Manager II	1.00	1.00	1.00
<b>Assessing</b>			
Assessing Director	1.00	1.00	1.00
Deputy Assessor	-	1.00	-
Tax Assessor II	1.00	-	2.00
Tax Assessor I	1.00	1.00	-
Appraiser III	1.00	1.00	1.00
Appraiser II	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00
Administrative Assistant I - Assessing	1.00	1.00	1.00
<b>Tax Collection</b>			
Tax Collector/ Revenue Administrator	1.00	1.00	1.00
Deputy Tax Collector II	1.00	1.00	1.00
Deputy Tax Collector I	1.00	-	-
Revenue Coordinator	1.00	1.00	1.00
Office Manager	-	1.00	1.00
Revenue Assistant	-	1.00	1.00
Collections Clerk	1.00	-	-
<b>Totals Full Time</b>	<b>22.33</b>	<b>23.33</b>	<b>22.85</b>
<b>Positions Part-Time</b>			
Accountant I	-	0.48	0.48
Account Clerk/ Accounts Payable	1.00	1.00	1.00
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.48</b>	<b>1.48</b>

## Budget Summary of Expenditures

	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>FINANCE DEPARTMENT</b>				
SALARIES	1,817,284	1,762,866	2,048,616	2,139,516
PART-TIME SALARIES	36,989	44,139	46,913	79,586
OVERTIME	500	955	500	500
LONGEVITY	14,572	15,085	16,763	14,221
RETIREMENT	257,458	250,193	279,513	291,468
OTHER BENEFITS	143,010	134,461	161,629	170,888
<i>Contractual Obligations</i>	<i>2,269,813</i>	<i>2,207,700</i>	<i>2,553,934</i>	<i>2,696,179</i>
TRAINING/EDUCATION/CONFERENCES	17,300	12,254	23,290	22,725
CONTRACTED SERVICES	133,500	152,175	164,300	162,400
PROFESSIONAL ORGANIZATION DUES	6,060	4,818	6,365	6,360
OTHER OPERATING	45,064	49,875	67,728	69,920
<i>Other Operating</i>	<i>201,924</i>	<i>219,122</i>	<i>261,683</i>	<i>261,405</i>
<b>TOTAL</b>	<b>2,471,737</b>	<b>2,426,822</b>	<b>2,815,617</b>	<b>2,957,584</b>

## Programs and Services

**Finance (Treasury and Accounting)**- Maintain financial accountability and compliance with State and federal law and employ Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) as part of the delivery of services to all City departments.

- Maintain fiduciary responsibility for City's financial resources including collecting, reporting, and investing revenues for all funds
- Perform financial planning and budgeting including project tracking and long-term financial planning and analysis
- 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 City's Planning and Sustainability Department
- Prepare the Annual Comprehensive Financial Report (ACFR) in conjunction with the annual audit
- Prepare the City's Popular Annual Financial Report (PAFR) in conjunction with the Annual Comprehensive Financial Report (ACFR)
- 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 of revenues and expenditures in accordance with the City Charter
- Prepare documentation and coordinate the sale of bonds to fund capital projects
- Administer procurement
- Prepare 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 the Trustee of the Trust Funds
- Support and implements all financial applications for general ledger, payroll, utility billing, tax billing, credit card processing, and lock box processing
- Retain, preserve, and restore historic City financial documents
- Administer billing and collection services for water and sewer bills, police outside detail, health permits, and other miscellaneous bills

**Assessing-** Ensure the valuation of residential and commercial property in the City of Portsmouth is in accordance with City policies and State law.

- Oversee citywide revaluation efforts
- Inspect properties to update records based on improvement as noted in building permits
- Prepare and certify City valuation to set 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 NH 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 Geographic Information System (GIS) mapping changes
- Review and value changes submitted by the City's Planning and Sustainability Department for subdivision, boundary line adjustments, etc.
- Review and value new condominium conversions submitted to the City
- Perform field reviews as needed



**Tax Collection-** Ensure accurate collection and timely deposits of City and State monies in a professional and courteous manner.

- 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
- 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
- Aid the public with use of the 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



- Determine residency for motor vehicle title application and registration purposes
- Process motor vehicle titles 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
- Prepare month-and year-end property tax and motor vehicle reports

## Goals and Objectives

### Accounting Division

#### Goal #1: Provide professional and accurate financial reporting

##### Objectives

- ✓ Maintain compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- ✓ Prepare and present required financial documents to appropriate boards and the City Council per City Charter requirements
- ✓ Submit the FY24 City of Portsmouth Proposed Budget Document to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Award
- ✓ Prepare the Annual Comprehensive Financial Report (ACFR) and submit to GFOA for consideration of the Certificate of Achievement for Excellence in Financial Reporting. [FY22 ACFR was submitted]
- ✓ Prepare the City's Popular Annual Financial Report (PAFR) and submit it to GFOA for consideration of the award for Popular Annual financial Reporting. [FY22 PAFR was submitted]

##### Performance Measurements:

- *Number of GFOA Budget Presentation Awards*

FY20	FY21	FY22	FY23	FY24 (Est)
14	15	16	17	18

- *Number of GFOA Annual Comprehensive Financial Report Awards*

FY20	FY21	FY22	FY23	FY24 (Est)
27	28	29	30	31

- *Number of GFOA Popular Annual Financial Reports (PAFR) Awards*

FY20	FY21	FY22	FY23	FY24 (Est)
3	4	5	6	7

##### Citywide Goal Addressed

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency







Goal #2: Preserve and protect permanent and historic financial documents for future generations.



Objectives:

- ✓ Build and maintain archival space that will enable the preservation of permanent financial documents
- ✓ Create a safe environment for all damaged documents and fund the eventual restoration of the documents
- ✓ Build a more thorough document retention and disposition schedule to account for documents not listed in NH RSA 33a to better enable staff to properly store and dispose of documents
- ✓ Digitalize permanent and non-permanent documents where appropriate
- ✓ Make digitalized historic documents available as appropriate to the public through a partnership with the Portsmouth Public Library
- ✓ Assist other City Staff with archival needs and record retention documentation



Performance Measurements:

Number of Documents Restored – Funded through the Capital Improvement Plan Process (Capital Overlay)

FY20	FY21	FY22	FY23	FY24 (Est)	FY25 (Forecast)
30	0	16	19	11	10

\*FY21 Funding was removed during the budget process due to the COVID-19 pandemic

Number of Documents Restored – Funded through the New Hampshire State Moose Plate Grant

FY20	FY21	FY22	FY23	FY24 (Est)	FY25 (Forecast)
2	9	2	6	3	3

Citywide Goal Addressed

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency



Goal #3: Plan and pursue administrative improvements to expand services to City Departments. (ongoing)



Objectives

- ✓ Continue Trustees of Trust Fund Treasury and Bookkeeping functions within the Finance Department
- ✓ Improve and expand bulk purchasing protocols
- ✓ Consolidate all billing and collection services in one division within Finance Department



Citywide Goal Addressed

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency



**Goal #4: Review and update as needed City financial policies**

**Objectives**

- ✓ Upload and distribute financial policies through the City's new policy tracking and training software
- ✓ Review and update policies on a scheduled basis

**Performance Measurement**

The new policy tracking software will allow for easier tracking and a performance measurement will be developed as the software is fully deployed and utilized

**Citywide Goal Addressed:**

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment

**Assessing Division**



**Goal #5: Continuous process of in-house review and data maintenance**



**Objectives**

- ✓ Complete all building permit review throughout the City for permits completed as of April 1st.
- ✓ Complete all subdivision and boundary line adjustments as of April 1st.
- ✓ Complete new condominium complex review as of April 1st.
- ✓ Complete sales review process for mandated TY24/FY25 Statistical Revaluation
- ✓ Begin commercial income and expense verification for mandated TY24/FY25 Statistical Revaluation
- ✓ Begin data collection process in-house
- ✓ Complete neighborhood review for mandated TY24/FY25 Statistical Revaluation



**Performance Measurement #1- Number of Sales (TY= Tax Year)**

TY20	TY21	TY22	TY23	TY24 (Est)
542	597	549	540	425

**Performance Measurement #2- Number of Deeds Recorded (TY= Tax Year)**

TY20	TY21	TY22	TY23	TY24 (Est)
980	832	951	880	737

**Performance Measurement #3- Number of Parcels Inspected (TY= Tax Year)**

TY20	TY21	TY22	TY23	TY24 (Est)
2,712	2,529	2,537	2,316	2,500

**Citywide Goal Addressed:**

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Deliver Services and Programs with Courtesy Professionalism and Efficiency



*Tax Division*

*Goal #6: Consolidate Citywide revenue streams into the central collection process*

*Objectives*

- ✓ Be an integral part of the procurement and implementation process for new financial software (Enterprise Resource Planning) to achieve better efficiencies in managing revenue streams

*Citywide Goal Addressed*

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment

*Goal #7: Maintain a high collection rate while providing accurate, efficient, customer centered service to our taxpayers and residents*

*Objectives*

- ✓ Update staff roles to increase focus on communication and support for electronic payment options (in progress)
- ✓ Participate in NHTCA, DMV, NHMA and PRIMEX training pertaining to tax collection, Motor Vehicle Registration and public interaction (ongoing).

*Performance Measurement #1- Percentage of current taxes collected (operational measure)*

<i>FY22</i>	<i>FY23</i>	<i>FY24 (Est)</i>
99.4%	99.4%	99%

*Performance Measurement #2 – Property Tax Accounts Billed (operational measure)*

<i>FY22</i>	<i>FY23</i>	<i>FY24 (Est)</i>
8,878	8,951	9,055

*Performance Measurement #3 – Property Tax accounts Liened (operational measure)*

<i>FY22</i>	<i>FY23</i>	<i>FY24 (Est)</i>
125	118	125

*Performance Measurement #4 – Number of properties deeded (operational measure)*

<i>FY22</i>	<i>FY23</i>	<i>FY24 (Est)</i>
0	0	3

*Citywide Goal Addressed:*

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency



**Goal #8: Increase accessibility to Tax Department services and promote understanding of the Tax Collection process.**

**Objectives**

- ✓ Continue to improve website verbiage and written resources for the Tax Office (ongoing)
- ✓ Offer educational opportunities for taxpayers and residents

**Citywide Goal Addressed**

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency

Additional Performance Measures

**Accounting**

Bond Rating  
Standard & Poor's

FY20 – AAA  
 FY21 – AAA  
 FY22 – AAA  
 FY23 – AAA

**Assessing – Measured by Tax Year (TY) April 1<sup>st</sup> of Each Year**

<u>Number of Taxable Properties (Includes Airport District)</u>	<u>Equalization Ratio (**)</u>	<u>Coefficient of Dispersion, Guidelines by the State of NH (***)</u>
TY19 – 8,815	TY19 – 93.07%	TY19 – 5.8
TY20 – 8,935	TY20 – 92.0%	TY20 – 6.4
TY21 – 8,939	TY21 – 83.8%	TY21 – 10.8
TY22 – 9,027	TY22 – 72.6%	TY22 - 11.3
TY23 – 9,063 (+/-)	TY23 – 67.7%	TY23 – 11.3

**Tax Collection**

<u>Motor Vehicle Registrations</u>	<u>Boat Registrations</u>	<u>ATV/ Snowmobile Registrations</u>
FY21 – 26,182	FY21 – 545	FY21 – 51
FY22 – 25,363	FY22 – 585	FY22 – 44
FY23 – 25,905	FY23 – 547	FY23 – 31
FY24 (Est) – 26,000	FY24 (Est) – 570	FY24 (Est) – 42

**\*\* 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. TY 2020 has been estimated.**

**\*\*\* 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. TY 2020 has been estimated.**

**\*\*\*\* Includes field inspections for Tax Year 2020 by Assessing Staff.**

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>FINANCE</b>			
<b>ACCOUNTING</b>			
NON GRADE 28	6A/6B	DEPUTY CITY MANAGER - FINANCE AND ADMINISTRATION	139,578
PMA GRADE 24	F	DEPUTY FINANCE DIRECTOR	137,849
PMA GRADE 24	E	DEPUTY FINANCE DIRECTOR	136,485
PMA GRADE 20	G	③ CONTROLLER/ENTERPRISE ACCOUNTANT	98,208
PMA GRADE 15	8G/4H	ACCOUNTANT III	91,321
PMA GRADE 15	.5D/11.5E	ACCOUNTANT III	88,098
NON GRADE 15	F	ADMINISTRATIVE MANAGER/PAYROLL	89,156
NON GRADE 15	D	ADMINISTRATIVE & BUDGET MANAGER	84,070
NON GRADE 13	E	PAYROLL COORDINATOR	80,141
PMA GRADE 11	1E/11F	OFFICE MANAGER II	73,433
PMA GRADE 12	D	PROCUREMENT COORDINATOR	73,039
		EDUCATION STIPEND	8,691
		<b>TOTAL FULL TIME ACCOUNTING</b>	<b>1,100,069</b>
NON GRADE 12	1.5A/10.5B	④ ACCOUNTANT I (32.5 HRS/WK)	27,396
NON GRADE 7	E	ACCOUNT CLERK/ACCOUNTS PAYABLE (32.5 HRS/WK)	52,190
		<b>TOTAL PART TIME ACCOUNTING</b>	<b>79,586</b>
<b>ASSESSING</b>			
PMA GRADE 24	H	ASSESSING DIRECTOR	143,067
PMA GRADE 19	.5D/11.5E	TAX ASSESSOR II	106,909
PMA GRADE 19	11D/1E	TAX ASSESSOR II	102,445
PMA GRADE 15	F	APPRAISER III	89,156
PMA GRADE 13	11D/1E	APPRAISER II	76,643
PMA GRADE 11	1.5E/10.5F	OFFICE MANAGER II	73,402
PMA GRADE 9	E	ASSESSING ADMINISTRATIVE ASSISTANT I	66,068
		EDUCATION STIPEND	1,792
		<b>TOTAL FULL TIME ASSESSING</b>	<b>659,482</b>
<b>TAX COLLECTION</b>			
PMA GRADE 20	D	REVENUE ADMINISTRATOR	107,074
PMA GRADE 13	F	DEPUTY TAX COLLECTOR II	80,943
PMA GRADE 11	3D/9E	REVENUE COORDINATOR/TAX	71,899
PMA GRADE 9	F	OFFICE MANAGER	66,729
PMA GRADE 7	6B/6C	REVENUE ASSISTANT	53,320
		<b>TOTAL FULL TIME TAX COLLECTION</b>	<b>379,965</b>
		<b>TOTAL DEPARTMENT</b>	<b>2,219,102</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

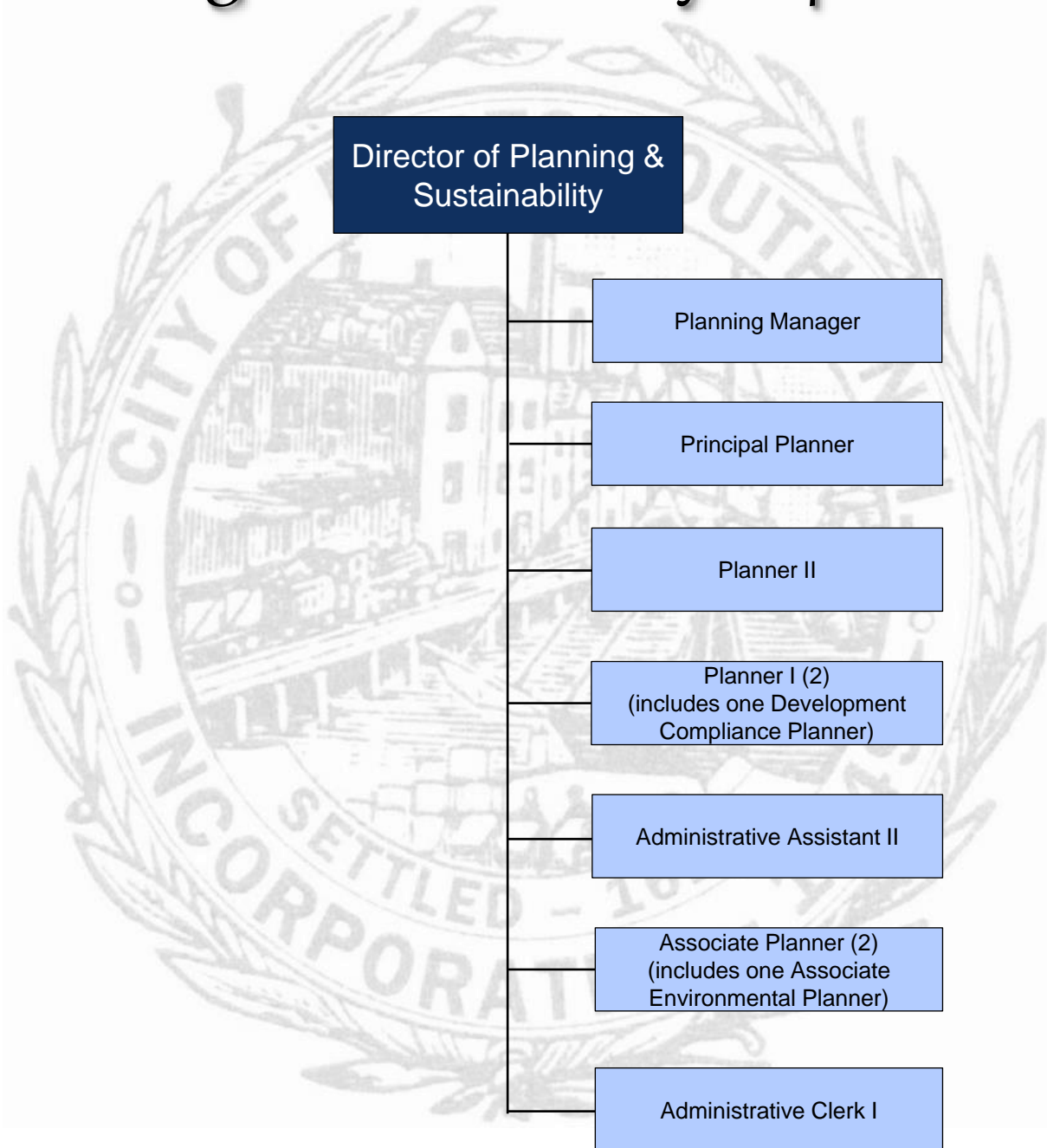
- ③ 85% FINANCE, 15% PRESCOTT PARK
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>ACCOUNTING</b>					
<b>01-700-201-51-110-402</b>					
011001	REGULAR SALARIES	903,600	887,431	1,059,326	1,100,069
012001	PART TIME SALARIES	36,989	44,139	46,913	79,586
014041	OVERTIME	500	-	500	500
015001	LONGEVITY	8,916	8,963	10,486	7,056
022001	SOCIAL SECURITY	58,900	56,144	69,268	73,607
022501	MEDICARE	13,776	13,198	16,200	17,215
023001	RETIREMENT	128,229	126,111	144,813	149,862
030101	* PROF SERVICES-AUDIT	60,000	60,000	85,000	82,500
033001	PROF SERVICES-TEMP	-	4,318	-	-
039001	PROFESSIONAL SERVICES	10,200	15,810	15,700	12,400
054050	TRAINING	750	490	750	500
056001	DUES PROFESSIONAL ORGANIZ	2,425	2,683	2,700	2,700
057101	TRAVEL AND CONFERENCE	2,000	2,900	2,500	2,500
062001	OFFICE SUPPLIES	15,000	11,189	15,000	15,000
067001	BOOKS & PERIODICALS	620	687	1,035	525
075001	FURNITURE AND FIXTURES	600	6,191	600	600
<b>Accounting</b>	<b>Total</b>	<b>1,242,505</b>	<b>1,240,252</b>	<b>1,470,791</b>	<b>1,544,620</b>
<i>*Note: Total cost for Professional Services-Audit is shared with other funds.</i>					
<b>ASSESSING DEPARTMENT</b>					
<b>01-700-202-51-110-402</b>					
011001	REGULAR SALARIES	579,870	571,894	624,725	659,482
015001	LONGEVITY	3,402	3,401	3,487	3,941
022001	SOCIAL SECURITY	36,164	34,308	38,949	41,132
022501	MEDICARE	8,459	8,024	9,109	9,620
023001	RETIREMENT	81,977	80,887	84,997	89,761
039001	PROFESSIONAL SERVICES	60,000	60,000	60,000	63,500
053001	ADVERTISING	-	97	-	-
054050	TRAINING	8,750	7,469	11,200	10,600
055050	PRINTING	1,250	1,238	1,000	920
056001	DUES PROFESSIONAL ORGANIZ	3,510	1,815	3,500	3,395
057101	TRAVEL AND CONFERENCE	3,700	617	5,200	5,200
057102	TRAVEL REIMBURSEMENT	1,500	468	1,500	1,500
062001	OFFICE SUPPLIES	3,500	3,203	3,500	4,000
067001	BOOKS & PERIODICALS	16,469	13,216	38,588	39,885
075001	FURNITURE AND FIXTURES	-	-	-	900
<b>Assessing</b>	<b>Total</b>	<b>808,551</b>	<b>786,637</b>	<b>885,755</b>	<b>933,836</b>
<b>TAX COLLECTION</b>					
<b>01-700-203-51-110-402</b>					
011001	REGULAR SALARIES	333,814	303,541	364,565	379,965
015001	LONGEVITY	2,254	2,721	2,790	3,224
014041	OVERTIME	-	955	-	-
022001	SOCIAL SECURITY	20,837	18,469	22,776	23,758
022501	MEDICARE	4,874	4,319	5,327	5,556
023001	RETIREMENT	47,252	43,195	49,703	51,845
033001	PROF SERVICES-TEMP	-	4,989	-	-
039001	PROFESSIONAL SERVICES	3,300	7,058	3,600	4,000
054050	TRAINING	2,100	778	3,640	3,925
055050	PRINTING	150	760	450	450
056001	DUES PROFESSIONAL ORGANIZ	125	320	165	265
062001	OFFICE SUPPLIES	5,500	8,127	5,500	5,500
067001	BOOKS & PERIODICALS	475	490	555	640
075001	FURNITURE AND FIXTURES	-	4,210	-	-
<b>Tax</b>	<b>Total</b>	<b>420,681</b>	<b>399,932</b>	<b>459,071</b>	<b>479,128</b>
<b>TOTAL FINANCE DEPARTMENT</b>		<b>2,471,737</b>	<b>2,426,822</b>	<b>2,815,617</b>	<b>2,957,584</b>



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# Planning & Sustainability Department



## Mission

The mission of the Planning & Sustainability 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.



# Planning & Sustainability Department

## Services Overview

- ✓ Community Planning
- ✓ Environmental Planning and Sustainability
- ✓ Land Use Management/Development Review
- ✓ Transportation Planning and Coordination
- ✓ Communication and Climate Action Planning



## Position Summary Schedule

<u>Positions Full Time</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Director of Planning and Sustainability	0.80	1.00	1.00
Planning Manager	0.50	0.50	0.50
Principal Planner	1.00	1.00	0.80
Planner II	2.00	1.80	1.00
Planner I	-	1.00	2.00
Development Compliance Planner	1.00	-	-
Administrative Assistant II	1.00	1.00	1.00
Associate Planner	1.00	1.50	1.50
Administrative Assistant I	-	-	1.00
<b>Totals Full Time</b>	<b>7.30</b>	<b>7.80</b>	<b>8.80</b>
<u>Positions Part-Time</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Administrative Clerk	2.00	2.00	-
<b>Totals Part Time</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

## Department Budget Comments

The FY25 proposed budget for the Planning and Sustainability Department is \$930,508, representing a net increase of \$31,473 or 3.5%

from FY24. The increase is primarily due to the addition of a full-time administrative assistant, replacing two part-time administrative assistant positions. Other FY25 Budget increase are due to staff promotions and contractual obligations.

## Budget Summary of Expenditures

	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>CITY MANAGER RECOMMENDED</b>
<b>PLANNING &amp; SUSTAINABILITY</b>				
SALARIES	598,175	597,471	651,634	721,036
PART-TIME SALARIES	36,555	42,314	42,097	-
OVERTIME	1,500	1,700	1,500	1,500
LONGEVITY	1,939	2,211	3,314	2,686
RETIREMENT	84,588	84,554	88,817	98,123
OTHER BENEFITS	48,821	47,807	53,440	55,480
<i>Contractual Obligations</i>	<i>771,578</i>	<i>776,057</i>	<i>840,802</i>	<i>878,825</i>
TRAINING/EDUCATION/CONFERENCES	7,000	1,137	6,500	6,500
CONTRACTED SERVICES	6,200	550	5,800	200
PROFESSIONAL ORGANIZATION DUES	19,142	17,738	18,683	18,033
OTHER OPERATING	27,450	28,023	27,250	26,950
<i>Other Operating</i>	<i>59,792</i>	<i>47,448</i>	<i>58,233</i>	<i>51,683</i>
<b>TOTAL</b>	<b>831,370</b>	<b>823,505</b>	<b>899,035</b>	<b>930,508</b>



## Programs and Services

**Community Planning** – Implement a wide range of comprehensive and strategic planning functions.

- Coordinate and implement comprehensive community planning efforts responsive to community needs and values and the community vision articulated in the City of Portsmouth Master Plan
- Prepare and manage 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 and assist in special studies, such as for street corridors and facility improvements
- Participate in regional planning with entities including the Rockingham Planning Commission
- Assist the Finance Department and Planning Board with annual [Capital Improvement Plan \(CIP\)](#)



**Land Use Management/ Development Review** – Administer, as a primary responsibility, the Zoning Ordinance, Subdivision Rules and Regulations, and Site Plan Review Regulations.

- Provide administrative and 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** – Coordinate 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
- Advance local and regional transportation objectives by supporting regional transportation entities including the Rockingham Planning Commission Metropolitan Planning Organization (MPO), the Cooperative Alliance for Seacoast Transportation (COAST) and CommuteSMART Seacoast (a Transportation Management Agency)



**Environmental Planning and Sustainability** – Maintain responsibility for plans and projects relating to natural resource protection, open space planning and natural hazard mitigation and climate action planning:

- Prepare studies and plans relating to natural resources and environmental quality
- Complete work on the City's first Climate Action Plan with extensive community engagement
- 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
- Work to integrate sustainability, resilience, and climate change mitigation actions throughout City government and community
- Assist City departments in preparing and complying with state and federal permit applications
- Represent the City in regional environmental organizations including the New England Municipal Sustainability Network (NEMS network) and the Coastal Adaptation Workgroup (CAW)
- Provide staff support to the Blue-Ribbon Committee on Sustainable Practices
- Provide staff support to the Portsmouth Energy Advisory Committee whose focus is on the Portsmouth Community Power initiative
- Provide staff coordinator role for Coakley Superfund Remediation effort on behalf of the Coakley Land Group



**Communication and Public Information** – Provide information services to the public, members of various boards, City departments, State and Federal agencies, and non-profits.

- Assist City land use agencies by preparing guidelines and manuals
- Maintain and expand educational opportunities for citizen board members and staff through regional and State forums
- Involve a diversity of stakeholders, hard to reach populations, and those most affected by City decisions in the decision-making process
- Inventory housing needs and develop strategies to address shortfalls in workforce and lower income housing needs citywide
- Continue to identify and implement tools and strategies for improved community involvement

## Goals and Objectives



**Goal #1:** Coordinate and implement comprehensive community planning efforts to be responsive to community needs and consistent with federal and state laws and regulations.



### Objectives

- ✓ Prepare and implement the Portsmouth Climate Action Plan
- ✓ Coordinate the Market Square Master Plan update process
- ✓ Coordinate update to the Bicycle Pedestrian Master Plan
- ✓ Carry out studies and prepare specific plans relating to land use, transportation, urban design, natural resource protection, environmental resilience and sustainability and related aspects of the City's physical development
- ✓ Through the addition of a housing navigator develop market analysis to understand housing market, provide educational material and develop regulatory enhancements to increase supply of workforce housing
- ✓ Use a diversity of tools to engage hard to reach populations and those most impacted by the policies, programs, and initiatives in the development of comprehensive planning documents

### Performance Measurements

#### Housing Supply and Diversity

	FY22	FY23	FY24 (Est)
Single Family	4,183	4193	4198
Mobile Homes	260	260	261
Condos	2,431	2442	2453
Multi Family <8 Units	590	706	845
Accessory Dwelling Units	13	16	20
Work Force Housing Approved	117	139	144

#### Applications Processed by the Planning Department (and percent change from previous year)

	FY22	FY23	FY24 (Est)
Building Permit Applications	964 (-4.9%)	1670 (73.23%)	2995 (79.34%)
Land Use Permit Applications	174 (-17.1%)	163 (-6.32%)	187 (14.72%)
Sign Permit Applications	91 (-15.7%)	102 (12.08%)	120 (17.64%)

Planning Board			
	FY22	FY23	FY24 (Est)
Site Plan Review	20 (-4.8%)	12 (-40.00%)	26 (117%)
Design Review	2 (+100%)	2 (0.00%)	3 (50%)
Preliminary Conceptual Consultation	7 (-30%)	2 (-71.40%)	3 (50%)
Subdivision / Lot Line Change	17 (+23.5%)	8 (-52.94%)	17 (112.50%)
Conditional Use Permits – Wetlands	20 (-28.6%)	21 (5.00%)	18 (-14.28)
Conditional Use Permits – Other	18 (+61.1%)	7 (-61.11%)	12 (71.42%)

Historic District Commission			
	FY22	FY23	FY24 (Est)
Certificates of Approval (Public Hearings)	51 (-1.9%)	46 (-9.80%)	45 (-2.22%)
Certificates of Approval (Administrative Approvals)	100 (-32.9%)	112 (12.00%)	120 (7.14%)

Board of Adjustment			
	FY22	FY23	FY24 (Est)
Applications/Petitions	100 (-21.3%)	95 (-5.00%)	86 (-9.47)

Conservation Commission			
	FY22	FY23	FY24 (Est)
Conditional Use Permits – Wetlands	20 (-28.6%)	21 (5.00%)	18 (-14.28%)
State Wetland Permits	12 (-53.8%)	11 (-8.33%)	15 (36.36%)
<b>Total</b>	<b>1,596</b> (-16.8%)	<b>2286</b> (43.23%)	<b>3679</b> (61.72%)

*Citywide Goal Addressed*

- *Welcome and support diversity in the workplace and community*
- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*
- *Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.*
- *Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment.*



Goal #2: Carry out Master Plan strategies and monitor progress toward implementation.

*Objectives:*

- ✓ Work with City departments and land use boards, other public agencies, and private/nonprofit partners to implement the Master Plan
- ✓ Review and revise the Zoning Ordinance and other land use regulations to promote the goals of the Master Plan
- ✓ Develop new standards and guidelines as recommended by the Master Plan, including building design review regulations and street design standards
- ✓ Develop and implement a schedule for regulatory amendments that implement the community vision and City Council goals
- ✓ Assist and administer land use reviews in conjunction with the Pease Development Authority
- ✓ Housing Committee Support- staff will actively engage and support:
  - Development and adoption of regulations that support affordable housing development; and
  - Coordination with regional housing partners to facilitate the development and preservation of affordable housing.
- ✓ Infill Design Guidelines for Historic District
  - Staff will seek opportunities to leverage City funding with grant funding to contract for professional services to begin developing historic district design guidelines
- ✓ Support City Council Housing Goal
  - Work with the Housing Committee to develop opportunities for additional housing with focus on below market housing
  - Work with Planning Board, stakeholders, and the community to recommend amendments for adoption

*Performance Measurements*

- ✓ *Percent of implementation (Master Plan Strategies)*
- ✓ *Percent of Climate Action Plan measures implemented*
- ✓ *Percent of Professional Services leveraged with Grant Funding*

*Citywide Goal Addressed:*

- *Enhance the supply of housing choices, especially the supply of below- market rate housing options.*
- *Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.*
- *Meet or exceed state and federal legal/regulatory requirements including those for a safe and healthy community and environment*
- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*

**FY25 BUDGETED POSITION AND SALARY DETAIL**

<u>STEP</u>		<u>POSITION</u>	<u>SALARY</u>
<b>PLANNING &amp; SUSTAINABILITY</b>			
PMA GRADE 23	6E/6F	DIRECTOR OF PLANNING AND SUSTAINABILITY	130,761
PMA GRADE 17	4E/8F	⑤ PLANNING MANAGER	48,941
PMA GRADE 16	E	⑮ PRINCIPAL PLANNER	74,118
PMA GRADE 15	5D/7E	PLANNER II	86,522
PMA GRADE 14	.5E/11.5F	PLANNER I	84,955
PMA GRADE 14	9.5B/2.5C	PLANNER I	73,448
PMA GRADE 11	3.5D/8.5E	ADMINISTRATIVE ASSISTANT II	71,755
PMA GRADE 9	E	⑥ ASSOCIATE PLANNER	33,034
PMA GRADE 9	9.5B/2.5C	ASSOCIATE PLANNER	57,667
PMA GRADE 9	6A/6B	ADMINISTRATIVE ASSISTANT I	55,714
		EDUCATION STIPEND(S)	4,121
<b>TOTAL FULL TIME</b>			<b>721,036</b>
<b>ADDITIONAL PERSONNEL</b>			
NON GRADE 18	1B/11C	HOUSING NAVIGATOR (GRANT FUNDED)	92,204
<b>TOTAL ADDITIONAL PERSONNEL</b>			<b>92,204</b>

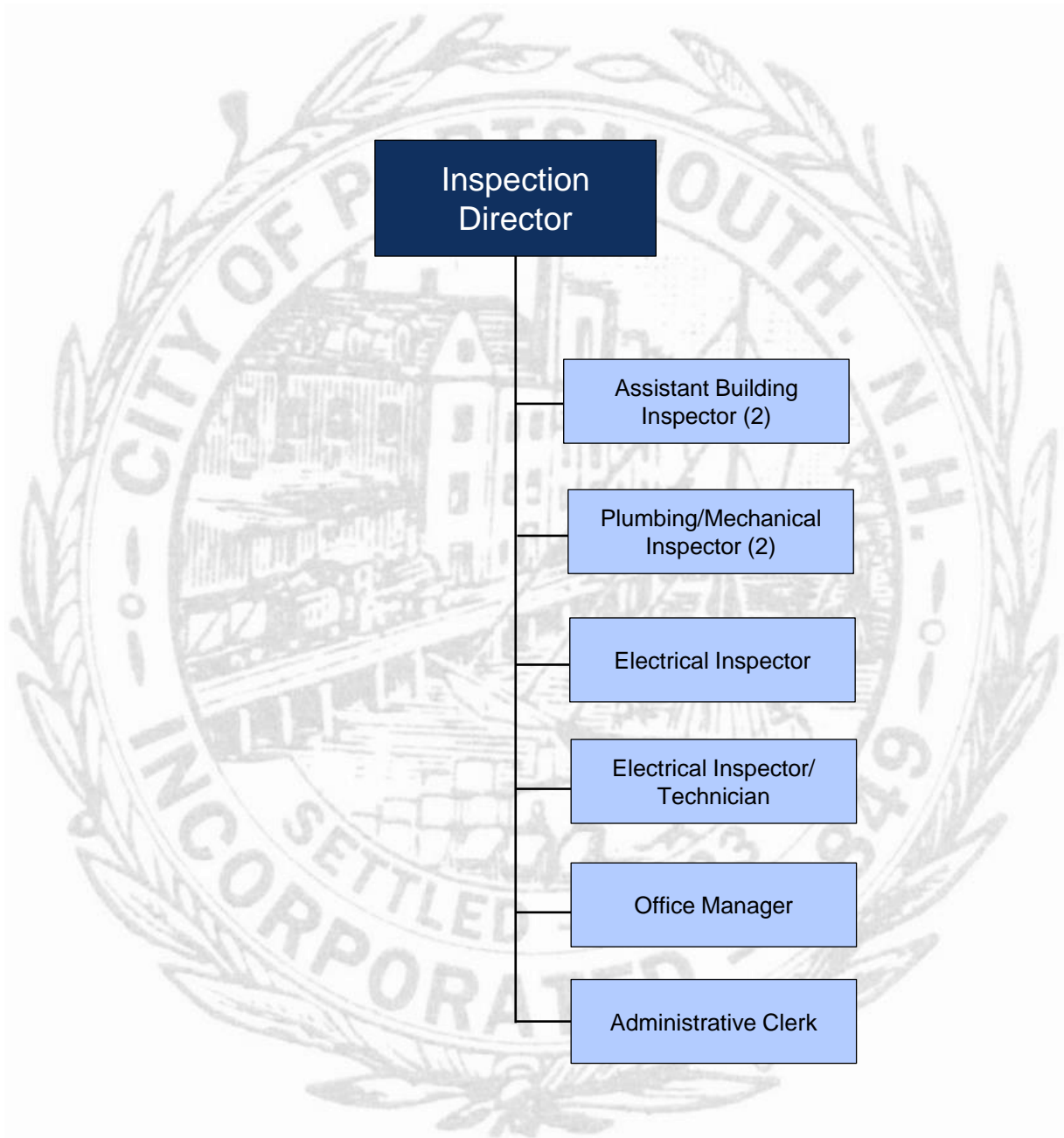
**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ⑤ 50% PLANNING, 50% PARKING AND TRANSPORTATION
- ⑥ 50% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER
- ⑮ 80% PLANNING, 20% THE COAKLEY LANDFILL TRUST

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>PLANNING AND SUSTAINABILITY DEPARTMENT</b>					
<b>01-714-410-51-110-406</b>					
011001	REGULAR SALARIES	598,175	597,471	651,634	721,036
012001	PART TIME SALARIES	36,555	42,314	42,097	-
014041	OVERTIME	1,500	1,700	1,500	1,500
015001	LONGEVITY	1,939	2,211	3,314	2,686
022001	SOCIAL SECURITY	39,568	38,746	43,310	44,964
022501	MEDICARE	9,253	9,062	10,130	10,516
023001	RETIREMENT	84,588	84,554	88,817	98,123
032004	PROF SERVICES-COURT FEES	200	-	200	200
039001	PROFESSIONAL SERVICES	6,000	550	5,600	-
053001	ADVERTISING	18,000	22,873	18,000	18,000
054050	TRAINING	1,000	90	1,000	1,000
055050	PRINTING	2,200	1,096	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	3,000	1,649	2,470	2,470
056004	DUES ROCKINGHAM PLAN COMM	15,542	15,489	15,563	15,563
056008	ICLEI DUES	600	600	650	-
057101	TRAVEL AND CONFERENCE	6,000	1,047	5,500	5,500
057102	TRAVEL REIMBURSEMENT	350	317	350	350
061003	MEETING SUPPLIES	-	187	-	-
062001	OFFICE SUPPLIES	3,800	1,540	3,800	3,500
067001	BOOKS & PERIODICALS	1,000	236	1,000	1,000
074002	IT EQUIPMENT	-	-	-	-
075001	FURNITURE AND FIXTURES	500	174	500	500
081166	GOFERR REIMBURSEMENT	-	-	-	-
081010	CONSERVATION COMMISSION	1,600	1,600	1,600	1,600
Planning	Total	<b>831,370</b>	<b>823,505</b>	<b>899,035</b>	<b>930,508</b>



# Inspection Department



## 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.





# Inspection Department

## Services Overview

- ✓ Plan Review and Code Consulting
- ✓ Permit Issuance
- ✓ Construction Inspections
- ✓ Life Safety Inspections
- ✓ Code Enforcement

## Position Summary Schedule

Positions Full Time	FY23	FY24	FY25
Inspections Director	1.00	1.00	1.00
Assistant Building Inspector	2.00	2.00	2.00
Plumbing/Mechanical Inspector	2.00	2.00	2.00
Electrical Inspector	1.00	1.00	1.00
Electrical Inspector/Technician	-	0.40	0.40
Office Manager I	1.00	1.00	1.00
Administrative Clerk	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>8.00</b>	<b>8.40</b>	<b>8.40</b>



## Department Budget Comments

The FY25 proposed budget for the Inspection Department is \$899,108, reflecting a net increase of \$41,377 or 4.8% compared to the FY24 budget. This increase is primarily attributed to the State's adoption of the 2021 Building Codes requiring new code books, the addition of a part-time electrical inspector, and collective bargaining obligations.

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>INSPECTION</b>				
SALARIES	648,019	630,107	696,827	726,923
PART-TIME SALARIES	-	-	-	-
OVERTIME	1,500	-	-	-
LONGEVITY	1,020	1,020	1,047	2,506
RETIREMENT	91,466	88,737	94,423	98,692
OTHER BENEFITS	49,769	46,464	53,387	55,802
<i>Contractual Obligations</i>	<i>791,774</i>	<i>766,329</i>	<i>845,684</i>	<i>883,923</i>
TRAINING/EDUCATION/CONFERENCES	2,880	2,515	2,880	2,880
CONTRACTED SERVICES	-	-	-	-
PROFESSIONAL ORGANIZATION DUES	590	475	590	800
OTHER OPERATING	12,132	10,855	8,577	11,505
<i>Other Operating</i>	<i>15,602</i>	<i>13,845</i>	<i>12,047</i>	<i>15,185</i>
<b>TOTAL</b>	<b>807,376</b>	<b>780,173</b>	<b>857,731</b>	<b>899,108</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.

**Life Safety Inspections** - Perform joint inspections with the Fire Prevention Unit to better protect the property/business owners, tenants, and the City as a whole.

**Code Enforcement** - Investigate claims of code violations including building, electrical, plumbing, mechanical and zoning matters.



## Goals and Objectives



**Goal #1: Ongoing preparation for the State's triennial adoption of the most recent Building and Fire Codes**

### Objectives

- ✓ Attend code amendment trainings
- ✓ Sponsor trainings for the public
- ✓ Conduct internal code review and present to City Council new construction codes and proposed amendments for adoption. This process will run concurrently with the State adoption of these same model codes as it pertains to the most recent edition

### Performance Measures

Building Codes are updated and adopted approximately every three (3) years by the State and then implemented at the local level. Successful integration of the codes will be achieved through the aforementioned objectives, as well as by updating the City Ordinances, updating the Inspection Department website, and messaging through the City's newsletter.

### Citywide Goal Addressed

- Meet or exceed State and Federal legal/regulatory requirements including those for a safe and healthy community and environment



**Goal #2: Increased effectiveness of office and field staff through education and cross training**

### Objectives

- ✓ Continue mandatory training for staff covering communication strategies and community relations
- ✓ Improve messaging and community outreach through our website, newsletter
- ✓ Continue weekly cross-departmental informational meetings
- ✓ Continue to make trainings available to the public as well as contractors and developers

*Performance Measures*

*Number of trainings and cross departmental meetings:*

<i>FY22</i>	<i>FY23</i>	<i>FY24 (Est)</i>	<i>FY25 (Forecast)</i>
26	38	44	50

*Additionally, success will be measured by public response i.e. survey, email, telecommunications, and word of mouth*

*Citywide Goal Addressed*

- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



*Goal #3: Convey to the public a welcoming, accessible, high-functioning Inspection Department*

*Objectives*

- ✓ *Perform plan review, permit approval, and inspections in a timely and efficient manner*
- ✓ *Enhance interdepartmental collaboration which is critical for an efficient approval process*
- ✓ *Promote by way of social media, website, and newsletter that the Inspection Department is fully staffed, open for business and eager to help in any way possible*

*Performance Measures*

*Number of permits approved:*

<i>FY22</i>	<i>FY23</i>	<i>FY24 (Est)</i>	<i>FY25 (Forecast)</i>
4,353	5,137	5,524	5,330

*Citywide Goal Addressed*

- *Maintain Financial Stability*

## Additional Operational Performance Measures

### **Total Inspections Completed**

FY20 – 6,292  
FY21 – 6,719  
FY22 – 7,807  
FY23 – 11,450  
FY24 (Est) – 12,848

### **Total Building Permit Applications Processed**

(Including Building Electrical, Plumbing/ Mechanical & Fire Protection Systems)

FY20 – 2,779  
FY21 – 4,228  
FY22 – 4,353  
FY23 – 5,137  
FY24 (Est) – 5,524

### **Total Construction Value Declared**

(Building Permits)

FY20 – \$151,047,073  
FY21 – \$212,826,565  
FY22 – \$144,822,449  
FY23 – \$171,553,531  
FY24 (Est) – \$278,329,000

### **Total Construction Permit Fees Collected**

(All Permits)

FY20 – \$1,114,996  
FY21 – \$1,773,397  
FY22 – \$1,270,678  
FY23 – \$1,445,542  
FY24 (Est) – \$1,610,428

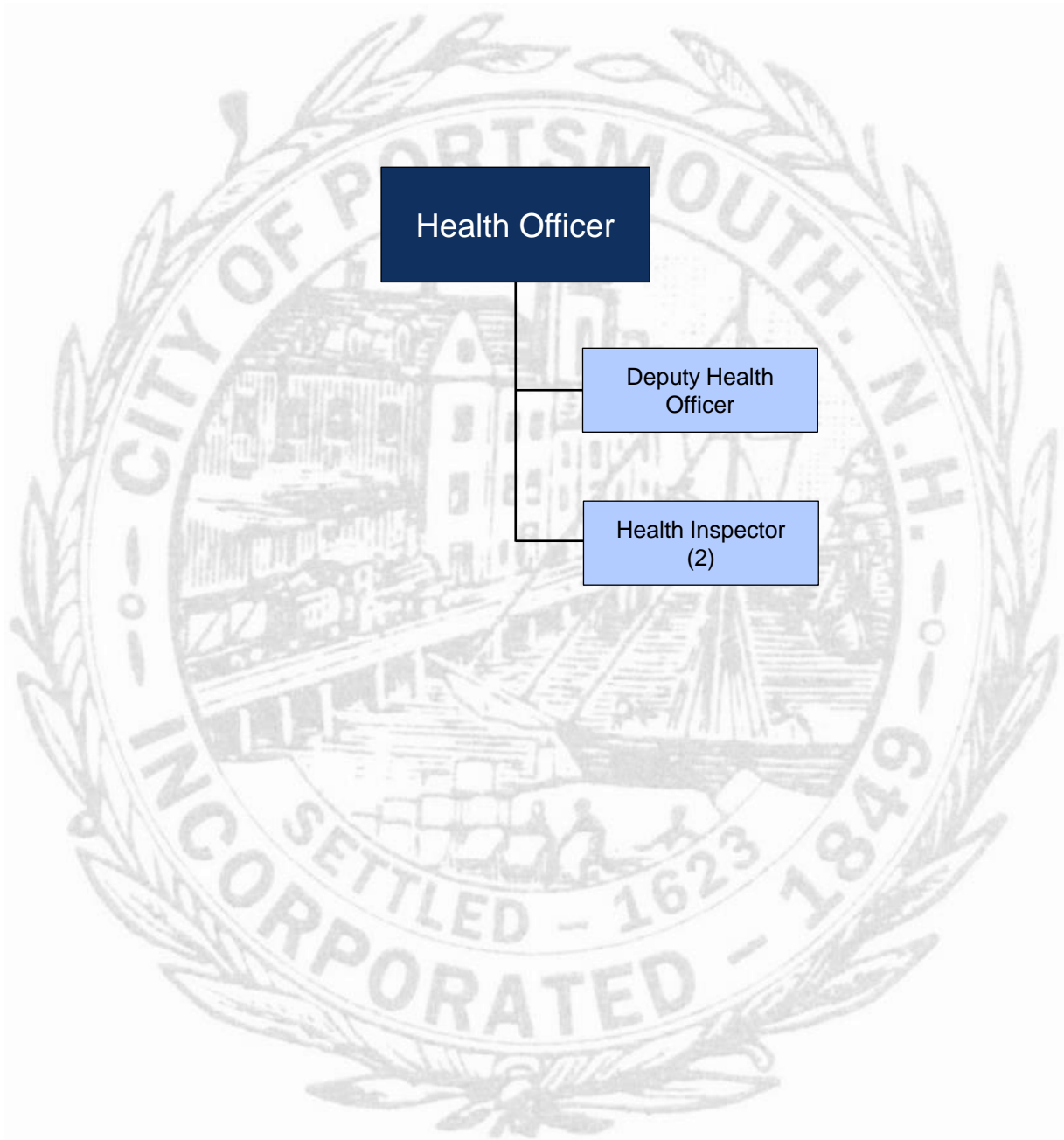
**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>INSPECTION DEPARTMENT</b>			
PMA GRADE 22	E	INSPECTIONS DIRECTOR	123,916
PMA GRADE 16	G	ASSISTANT BUILDING INSPECTOR	95,212
PMA GRADE 16	E	ASSISTANT BUILDING INSPECTOR	92,648
PMA GRADE 15	G	ELECTRICAL INSPECTOR	90,716
PMA GRADE 15	E	PLUMBING INSPECTOR	88,273
PMA GRADE 15	2D/10E	PLUMBING INSPECTOR	87,573
PMA GRADE 15	7.5B/4.5C	⑩ ELECTRICAL INSPECTOR/TECHNICIAN	31,073
PMA GRADE 9	7.5F/4.5G	OFFICE MANAGER	67,167
1386B GRADE 5	E	ADMINISTRATIVE CLERK	50,345
<b>TOTAL DEPARTMENT</b>			<b>726,923</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**  
 ⑩ 40% INSPECTION, 30% WATER, 30% SEWER

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>INSPECTION DEPARTMENT</b>					
<b>01-716-420-51-110-415</b>					
011001	REGULAR SALARIES	648,019	630,107	696,827	726,923
014041	OVERTIME	1,500	-	-	-
015001	LONGEVITY	1,020	1,020	1,047	2,506
022001	SOCIAL SECURITY	40,335	37,657	43,268	45,225
022501	MEDICARE	9,434	8,807	10,119	10,577
023001	RETIREMENT	91,466	88,737	94,423	98,692
039003	PROF/SERVICES-LICENSING	750	230	750	750
053001	ADVERTISING	500	-	-	-
054050	TRAINING	2,880	2,515	2,880	2,880
055050	PRINTING	-	76	-	-
056001	DUES PROFESSIONAL ORGANIZ	590	475	590	800
061002	MISCELLANEOUS SUPPLIES	200	91	200	200
062001	OFFICE SUPPLIES	1,000	1,254	1,300	1,300
067001	BOOKS & PERIODICALS	7,882	8,406	4,327	8,066
074001	EQUIPMENT	1,400	178	1,400	889
075001	FURNITURE AND FIXTURES	400	620	600	300
Inspection	Total	<b>807,376</b>	<b>780,173</b>	<b>857,731</b>	<b>899,108</b>

# Health Department



## 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.





# Health Department

## Services Overview

- ✓ Provide planning and direction on community public health and environmental issues
- ✓ Provide Public Health Information and Education
- ✓ Emergency Response Planning and Operations
- ✓ Communicable disease and emergency response
- ✓ 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

## Position Summary Schedule

Positions Full Time	FY23	FY24	FY25
Health Officer	1.00	1.00	1.00
Deputy Health Officer	1.00	1.00	1.00
Health Inspector	2.00	2.00	2.00
<b>Totals Full Time</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



## Department Budget Comments

The FY25 proposed budget for the Health Department is \$517,677, representing an increase of \$22,265 or 4.5% from FY24. The net increase is due to costs associated with contractual obligations. The Health Department budget funds a Health Officer, who serves as Department Head, a Deputy Health Officer, and two Health Inspectors.

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>HEALTH DEPARTMENT</b>				
SALARIES	350,027	332,908	399,817	419,358
PART-TIME SALARIES	-	-	-	-
LONGEVITY	2,381	2,381	2,441	2,508
RETIREMENT	49,575	47,142	54,426	57,078
OTHER BENEFITS	26,962	25,076	30,773	32,273
CONTRACTED SERVICES	-	371	-	-
<i>Contractual Obligations</i>	<b>428,945</b>	<b>407,877</b>	<b>487,457</b>	<b>511,217</b>
TRAINING/EDUCATION/CONFERENCES	3,000	1,459	4,000	3,700
PROFESSIONAL ORGANIZATION DUES	300	950	1,005	760
OTHER OPERATING	1,300	2,688	2,950	2,000
<i>Other Operating</i>	<b>4,600</b>	<b>5,097</b>	<b>7,955</b>	<b>6,460</b>
<b>TOTAL</b>	<b>433,545</b>	<b>412,974</b>	<b>495,412</b>	<b>517,677</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 State Health Assessment (SHA) and State Health Improvement Plan (SHIP) Advisory Council to assess and improve the health of NH residents. The Health Officer also serves on the United States Air Force's Restoration Advisory Board (RAB) regarding aquifer restoration at the former Pease Air Force Base and the City's Safe Water Advisory Group (SWAG).

Although the Health Department is known mostly for food service regulation, food service is only a portion of the Department's responsibilities. The Department also

responds to issues concerning the living conditions of residents, particularly those of vulnerable persons. There has been a marked rise in insanitary living conditions of these populations as a workforce shortage has left many with a lack of housekeeping and personal care services. The Department also responds to environmental contamination, human exposure to environmental hazards and serves as a resource for reliable and timely dissemination of vital information to a wider regional audience.

The Department is responsible for licensing and inspecting food service establishments ranging from mobile carts, seasonal vendors, manufactured foods facilities and convenience stores to full scale restaurants seating over 500. This includes floor plan review, pre-purchase walk-through inspections, final construction inspections, food sampling for the NH Food Protection Food Sampling Initiative, food safety education (both in-establishment and classes), product recalls, and foodborne illness outbreak investigations. Currently there are 36,126 food service seats under Department license. This does not include temporary events. This includes 27,338 seats under liquor license, and 12,245 outdoor seats. These numbers have all increased, reflecting a recovery from pandemic lows. These numbers are self-reported and fluid, and are expected to fluctuate as outdoor dining season arrives. However given that these seats may turn over multiple times a day, the food safety aspects of these regulatory programs have a significant effect on local public health and economy. The 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 Department is taking several steps to increase efficiency, sustainability, provide public health information, and promote a "health in all policies" approach to community planning, outreach and development.



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 the understanding of public health and population protection. The education and training of Department staff, and relationships built with other emergency response and human service agencies have proven invaluable.

### ***Environmental Health-***

- Participate in response to public health crises and issues of local environmental health concerns
- Public and Environmental Health Planning
- Emergency and pandemic planning and response
- 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, daycares and foster homes, and adult entertainment venues
- Ensure compliance with State and federal food recalls, including proper removal of recall items by stores
- Advocate for the 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
- 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



## Goals and Objectives



*Goal #1: Protect and promote food safety through food service inspection of establishments and enforcement of local, State and federal food safety regulations and through education.*

**Objectives**

- ✓ *Conduct regular inspections of all permanent and temporary food establishments utilizing an electronic documentation system to maximize efficiency and ease of reporting.*
- ✓ *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.*
- ✓ *Offer food safety education to local food service workers.*

**Performance Measurement:**

**Annual Food Service Permits (Excludes summer and temporary events)**

<i>FY23</i>	<i>FY24 (Est)</i>	<i>FY25 (Est)</i>
301	304	305

**Citywide Goal Addressed:**

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*



*Goal #2: Ensure public and environmental health improvement by monitoring and addressing community health issues and needs and participating in planning/development of potential solutions.*

**Objectives**

- ✓ *Respond to and investigate public complaints related to potential public health hazards, including environmental and water quality hazards and communicable diseases.*
- ✓ *Respond to notifications by governmental agencies and regulators that a public health issue exists.*
- ✓ *Represent local public health concerns and emerging environmental health risks on local, State, and federal public health assessment, planning and response groups*
- ✓ *Identify and Advocate for all vulnerable populations*
- ✓ *Oversee the completion of a Community Health Profile and Needs Assessment*

**Performance Measurement**

- ✓ *A Community Health Improvement Plan will be completed by July 1 that includes vulnerable populations identified, and proposals for their health & wellbeing through actions that can be taken or supported on a municipal level.*

**Citywide Goals Addressed**

- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*
- *Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.*
- *Enhance the supply of housing choices, especially the supply of below-market rate housing options.*
- *Welcome and Support Diversity in the Workplace and Community*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>HEALTH DEPARTMENT</b>			
PMA GRADE 22	H	HEALTH OFFICER	129,893
PMA GRADE 20	2E/10F	DEPUTY HEALTH OFFICER	113,365
PMA GRADE 15	F	HEALTH INSPECTOR	89,156
PMA GRADE 15	7.5C/4.5D	HEALTH INSPECTOR	81,568
		EDUCATION STIPEND(S)	5,376
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>419,358</u></b>

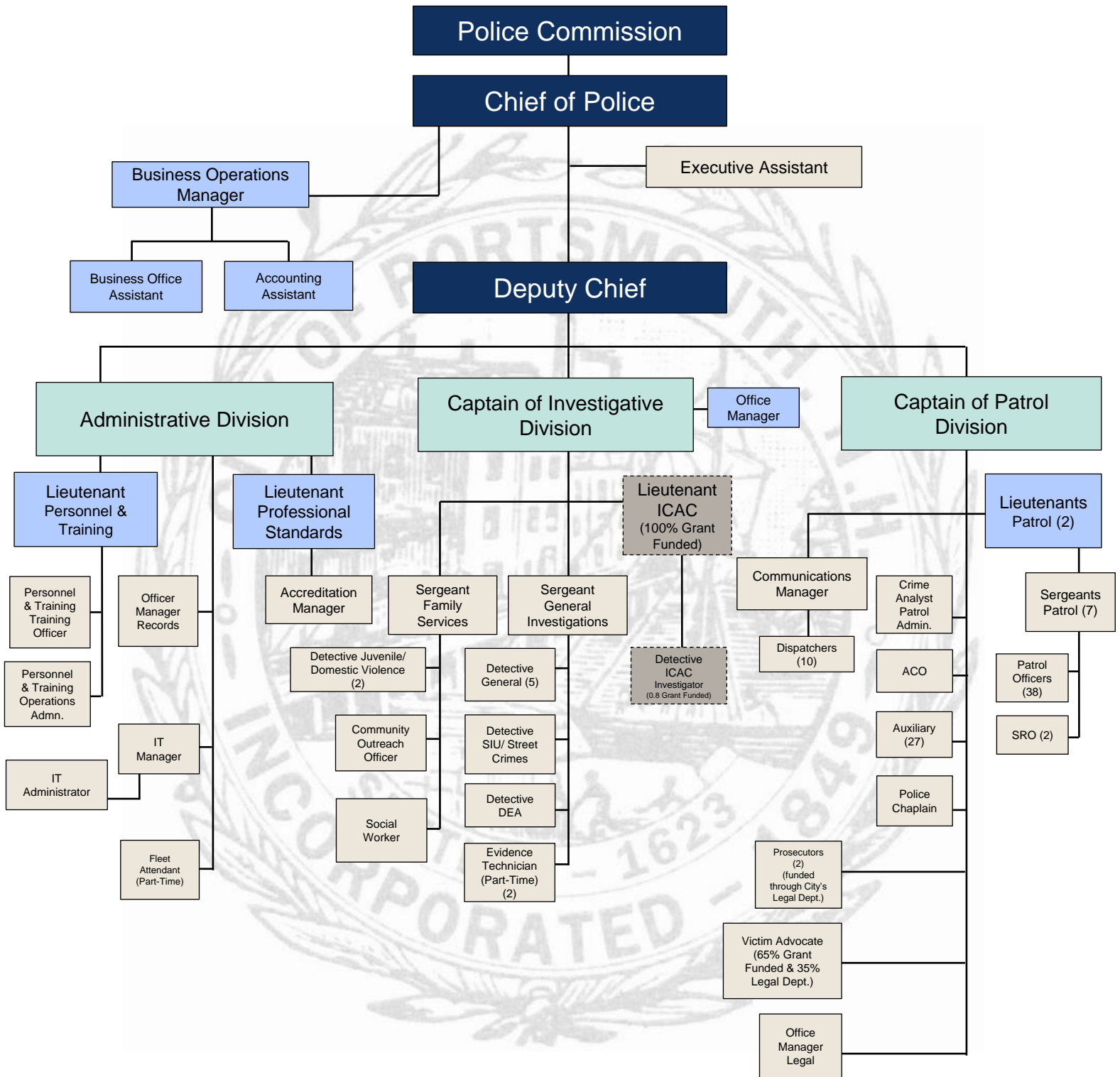
		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>HEALTH DEPARTMENT</b>					
<b>01-790-430-51-110-435</b>					
011001	REGULAR SALARIES	350,027	332,908	399,817	419,358
015001	LONGEVITY	2,381	2,381	2,441	2,508
022001	SOCIAL SECURITY	21,851	20,323	24,940	26,156
022501	MEDICARE	5,111	4,753	5,833	6,117
023001	RETIREMENT	49,575	47,142	54,426	57,078
039001	PROFESSIONAL SERVICES	-	371	-	-
043018	REPAIRS-EQUIPMENT	100	-	100	200
055050	PRINTING	-	289	100	100
056001	DUES PROFESSIONAL ORGANIZ	300	950	1,005	760
057101	TRAVEL AND CONFERENCE	3,000	1,459	4,000	3,700
057102	TRAVEL REIMBURSEMENT	750	59	1,500	1,200
062001	OFFICE SUPPLIES	150	568	150	100
067001	BOOKS & PERIODICALS	-	-	300	-
074001	EQUIPMENT	300	763	300	400
075001	FURNITURE AND FIXTURES	-	1,009	500	-
HEALTH	<b>TOTAL</b>	<b>433,545</b>	<b>412,974</b>	<b>495,412</b>	<b>517,677</b>





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# 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 FY25 proposed budget for the Police Department is \$14,586,704, representing an increase of \$626,711 or 4.5% over FY24.

The budget reflects no new positions and no new programs. Key drivers of the FY25 budget increase include full-year costs for the delayed hires in FY24, the impact of new collective bargaining agreements, a 2.69% rolling COLA, insurance costs, and a small increase in other operating.

- **Delay Hires \$71,220 or 0.51%:** One (1) Social Worker was approved to start in October 2023. One (1) dispatcher was approved to start in April 2024. In **FY25**, the added impact of \$71,220 is included in the budget to make these positions whole (12-month).
- **Steps/Stipends & Related Benefits \$205,798 or 1.47%:** The new contracts settled in FY24 reflected an entirely new pay scale format for non-ranking police officers that focused on improving recruitment efforts and making Portsmouth's pay and benefits more competitive. Dispatch has also experienced the same difficulty with recruiting and

<u>Position Summary Schedule</u>			
<u>Positions Full Time</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Chief	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Leiu tenants	5.00	5.00	5.00
Sergeants *	9.00	9.00	9.00
Officers **	52.00	52.00	52.00
Communications Manager	1.00	1.00	1.00
IT Manager	1.00	1.00	1.00
IT Administrator	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Business Operations Manager	1.00	1.00	1.00
Administrative Manager	-	-	-
Business Assistant	1.00	1.00	1.00
Accreditation Manager	1.00	1.00	1.00
Social Worker	-	1.00	1.00
Dispatchers	9.00	10.00	10.00
Office Manager - Records/Legal/Investigative	3.00	3.00	3.00
Crime Analyst/ Patrol Support	1.00	1.00	1.00
P&T Operations Admn	1.00	1.00	1.00
Sr. Secretary	-	-	-
Legal Secretary/ Paralegal	-	-	-
Information System Support Assist.	-	-	-
Witness Advocate***	1.00	-	-
Accounting Assistant	-	1.00	1.00
Accounting Clerk	1.00	-	-
Animal Control Officer	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>94.00</b>	<b>95.00</b>	<b>95.00</b>
<u>Positions Part-Time</u>	<u>FY23</u>	<u>FY24</u>	<u>FY24</u>
Witness Advocate ***	-	-	-
Animal Control Officer	-	-	-
Auto Maintenance	1.00	1.00	1.00
Evidence Technician	2.00	2.00	2.00
Auxiliary Police (# of Positions)	27.00	27.00	27.00
Dispatcher	On Call	On Call	On Call
<b>Totals Part Time</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>
* 1 Lieutenant – 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 – Moved to Legal Department FY24			

attracting candidates. The civilian contract primarily gives dispatch a more competitive edge regarding pay and benefits, as well as other civilian positions. Finally, the ranking contract kept the same step structure, with adjustments to remain competitive.

The Department has a young police force and ranking staff. Out of 52 non-ranking positions, only five have reached the top step of the pay scale. Of 16 ranking positions (not including the Chief and Deputy), no one has reached the top step. The trend is similar for civilians. As a result, the steps/stipends/related benefits impact on the budget is larger than in past years and will continue to impact future budgets.

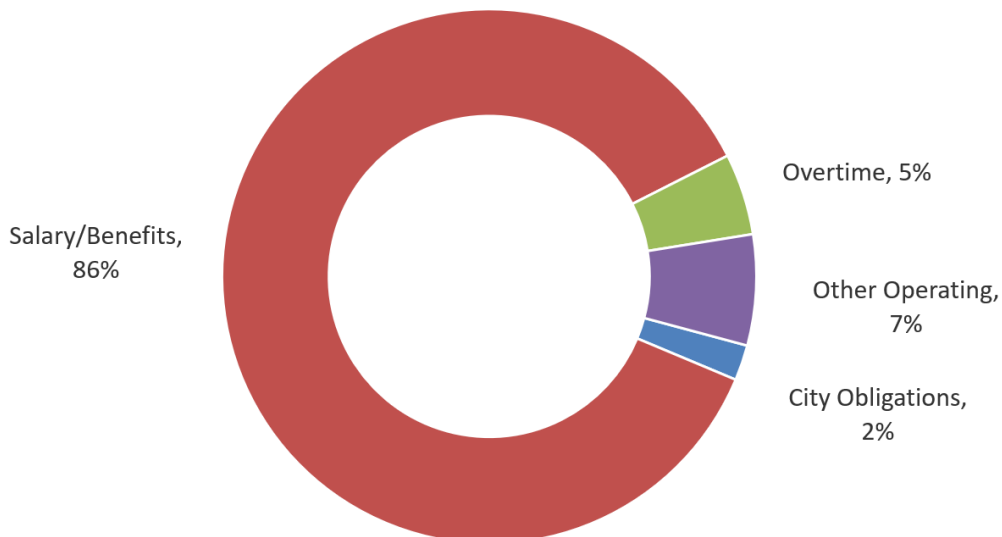


- 10-yr Rolling COLA & Related Benefits \$299,218 or 2.14%:** The 10-year rolling COLA for FY25 is 2.69%. The related benefits include Medicare, Social Security, and NH Retirement.
- Insurance Costs \$41,436 or 0.30%:** Insurance costs reflect increases to health, dental, life, disability, and workers' compensation. These cost increases are based on the rates received from HealthTrust annually, but also employee enrollment and premiums based on employee base pay, like life insurance and LTD.
- Other Operating \$9,033 or 0.07%:** This increase includes a 1.5% "COLA" on most "other operating" line items, except computer software maintenance agreements, where a 2% increase was added. Note: In FY25 the 10-year rolling CPI average is 2.39%. The year-to-year CPI increase over the last five years totaled approximately 18% for goods and services. The police department has increased the "other operating lines by only 7% over the same five-year period (excluding the addition of new items under this section). Increases in the computer software maintenance agreements have historically far exceeded the CPI annually.

This budget presented is net of federal and State Grants. The School Department funds \$49,225 for a portion of a School Resource Officer (SRO) and the Parking & Transportation Special Revenue Fund supports \$60,000 for downtown and parking related policing.

The Police Department budget breaks down as follows:

### POLICE FY25 BUDGET



## Budget Summary of Expenditures

	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>POLICE DEPARTMENT</b>				
SALARIES - UNIFORM	5,000,734	4,380,047	5,222,373	5,473,377
SALARIES - CIVILIAN	1,413,574	1,172,027	1,637,921	1,792,026
SHIFT DIFFERENTIAL	41,739	24,810	41,540	42,713
PART-TIME SALARIES	160,098	127,642	180,968	186,847
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	669,448	960,445	700,123	718,984
HOLIDAY	216,413	180,028	242,341	249,625
LONGEVITY	40,519	31,319	55,925	56,125
SPECIAL DETAIL / EDUCATION STIPEND	169,378	137,913	225,822	268,578
RETIREMENT	2,279,621	2,061,035	2,249,335	2,326,054
HEALTH INSURANCE	1,642,046	1,642,046	1,656,529	1,711,360
DENTAL INSURANCE	130,252	101,363	129,150	132,439
INSURANCE REIMBURSEMENT	12,250	12,645	18,250	16,250
LEAVE AT TERMINATION	180,203	180,703	180,203	180,203
LIFE AND DISABILITY	15,251	11,671	36,635	38,266
WORKERS' COMPENSATION	133,655	133,655	151,317	133,003
OTHER BENEFITS	296,570	255,257	319,605	339,854
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)
<i>Contractual Obligations</i>	<i>12,345,351</i>	<i>11,356,206</i>	<i>12,991,637</i>	<i>13,609,304</i>
TRAINING/EDUCATION/CONFERENCES	115,008	168,637	119,959	123,761
GASOLINE	91,910	95,453	91,910	91,910
CONTRACTED SERVICES	56,516	106,318	52,773	53,566
PROFESSIONAL ORGANIZATION DUES	17,346	12,574	17,396	16,448
SOFTWARE/COMPUTER MAINTENANCE	293,943	255,915	275,156	279,734
OTHER OPERATING	401,063	651,571	411,162	411,981
<i>Other Operating</i>	<i>975,786</i>	<i>1,290,469</i>	<i>968,356</i>	<i>977,400</i>
<b>TOTAL</b>	<b>13,321,137</b>	<b>12,646,674</b>	<b>13,959,993</b>	<b>14,586,704</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 Seacoast'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 that 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 – Event designed to heighten crime and drug prevention awareness
- Explorers Program – Award-winning program giving the youth 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

## 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	T Ongoing
	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 FY25
Goal #4: Improve and increase traffic and safety initiatives.	Objective: Secure grant funding for targeted traffic issues	AET	T Ongoing
	Objective: Maintain focus on speeding issues	A	T Ongoing



	throughout the city to mitigate them		
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 Maintenance
	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
Goal #6 Drone Program	Objective: Maintain and update changes to standard operating procedures as per changing laws and regulations	A	T Ongoing
	Objective: Schedule Training and Implement for established members of the team and new members	A	T Ongoing
<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	T Ongoing
Goal #2: Combat drug influx/drug overdoses	Objective: Expand SIU (Special Investigative Unit) drug enforcement capabilities 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	T Ongoing Re-evaluation annually due to staffing issues
Goal #4: Resolve unsolved homicides	Objective: Engage other agencies, experts, and temporary staff to resolve the investigations of seven homicide victims  Note: in FY24 the Laura Kempton cold case was solved. The department is still working on other cold cases	A	T Ongoing
Goal #5: Advanced evidence storage and property processing	Objective: Research and propose updates to the disposal of bio-hazardous waste and forensic chemicals generated through investigations.	A	T Completed
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	T Ongoing
Goal #7: Staffing succession plan for computer crimes investigations	Objective: Execute the 2-yr training process.  With the retirement of the ICAC detective in FY24 the primary focus is to backfill this position	A	T FY25
<b>ADMINISTRATION</b>			
<b>Professional Standards</b>			
Goal #1: Maintain CALEA Certification (Council on Accreditation of Law Enforcement Agencies)	Objective: Complete assessments	A	T Jan 2027
	Note: Achieved CALEA Re-Accreditation at the end of FY23		
	Objective: Complete yearly reviews of compliance in preparation for next re-accreditation on-site	A	T FY24, FY25, FY26,

			FY27
	Objective: Attain positive commission review & certification decision	A	T May 2027
	Objective: Maintain compliance and re-accreditation	A	T Next 4-yr accreditation cycle will begin Feb 2023 and end 2027
<b>Personnel &amp; Training</b>			
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: Utilize strategies to recruit quality officers nationally due to the dwindling numbers of those seeking a law enforcement career locally and nationally	A	T Ongoing
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 session at the department in exchange for "free seats" for staff	A	T Ongoing
	Hosting training has stretched the department training budgets to help defray the cost of the Governor's officer training hours mandate		
Goal #4: Update policies and procedures	Objective: Review and update as needed to comply with CALEA	A	T Ongoing
Goal #5: Enhance intern program	Objective: Recruit interns to assist in areas of law enforcement and administrative programs	A	T Ongoing
<b>Information Technology &amp; Communications</b>			
Goal #1: Improved communication center interactive systems and equipment	Objective: FY24 chose a dispatch (CAD)/records management system (RMS) that better met the department's needs/growth  FY24 began implementation that takes approximately 18-24 months.	A	T FY25 Anticipated will be completed by Fall/Quarter 3 of FY25
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 FY25
	Objective: Assist divisions with documentation evaluation, indexing, and training	A	T On-going
Goal #3: Improve dispatch operations	Objective: Increase training opportunities for staff to include CRASE training, APCO classes, and attainment of certifications	A	T Ongoing
Goal #4: Improve IT redundancies for mission critical components.	Objective: Complete PPD specific manuals/tutorials/training guides for IT cross-training	A	T On-going
	Objective: Complete upgrade of redundant dispatch center at Fire Station 2	A	T Completed

FY24			
<b>Prosecution</b>			
Goal #1: Improved efficiencies between the court office, other legal entities, and officers	Objective: Evaluate court calendar systems to improve officer notification of court commitments	A	T FY23-25. Specifications included in CAD/RMS system identified under the IT section of goals
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 FY23-25 with new CAD/RMS System
	Objective: Create electronic fillable forms for website	A	T FY25
<b>BUSINESS/FACILITIES</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	T Ongoing updated annually
	Objective: Implement strategic plan (5yr-2024-28)	A	T FY24
Goal #2: Improve Police facilities	Objective: Evaluate renovation vs new construction options	E	T FY25 with CIP Plan
	Objective: Conduct a site evaluation and produce concept drawings	P	T FY25
	Objective: Prepare a presentation for council/public	A	T FY23-25
Goal #3: Improve data driven policing strategies	Objective: Restore Crime Analyst position to complete in-depth analysis to assist investigations, strategic planning, and patrolling.	P	Completed FY24
Goal #4: Improve Public Reporting	Objective: Re-establish monthly report that will update the public statistically  Note: the department continues to add to the information provided on the police webpage to include items like statistics, publications, studies, public surveys	P	T On-going
Goal #5: Effective Business Office operations.	Objective: Migrate false alarm billing/receivables into the City financial system  Note: the City Finance Department is in the process of choosing a new financial software system. It is anticipated this goal will be addressed at that time	P	T FY25-FY26
Police Department Goals Address Citywide Goal <ul style="list-style-type: none"> <li>Protect the Community Through Fire and Crime Cessation and prevention for its Residents and Businesses</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)	FY23 Budget	FY24 Budget	FY25 Budget
Internet Crimes Against Children ^^	239,010	245,895	254,087
Victim Witness Advocate^	49,784	0	0
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>398,019</b>	<b>355,120</b>	<b>363,312</b>

Staffing	FY23 Budget	FY24 Budget	FY25 Budget
<b>Administration</b>			
Victim Witness Advocate^	.65	0.00	0.00
<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	.70	.68
<b>Prosecutor</b>	0	0	0
<b>TOTAL</b>	<b>3.70</b>	<b>3.00</b>	<b>2.98</b>

^ VAWA and VOCA -Grant position transferred to Legal Department (requires a match)

^^ ICAC-Grant Funds

\* Budgeted partially in Police & School

\*\* Budgeted in Parking & Transportation



## Performance Measures

### Arrests – Group A

	2022	2023
Homicide, Non-Negligent Manslaughter, Negligent Manslaughter	0	1
Kidnapping	1	0
Forcible/ Non-Forcible Sex Offenses, Incest, Rape	30	28
Robbery	2	2
Aggravated Assaults	28	20
Simple Assaults/ Intimidation	325	286
Arson	2	1
Extortion / Blackmail	8	6
Burglary	14	14
Larceny	260	217
MV Theft	18	15
Counterfeiting/ Forgery	12	11
Fraud	139	127
Embezzlement	4	0
Stolen Property	13	11
Damage/ Vandalism	166	162
Drug/ Narcotics	52	53
Pornography	15	6
Gambling	0	0
Prostitution	0	0
Bribery	0	0
Weapons Violations	3	3
<b>Totals</b>	<b>1,092</b>	<b>963</b>

### Arrests – Group B

	2022	2023
Bad Checks	10	6
Curfew/ Loitering/ Vagrancy	2	2
Disorderly Conduct	75	68
Driving Under the Influence	97	92
Drunkenness	113	95
Family Offenses, Nonviolent	19	9
Liquor Law Violations	27	20
Runaway	14	30
Trespass of Real Property	45	54
All Other Offenses (Except Traffic)	297	274
<b>Totals</b>	<b>699</b>	<b>650</b>

### **Total Arrests Made in Both Groups A & B**

Calendar 2022	Calendar 2023
1,780	1613

### **Calls for Service**

Calendar 2022	Calendar 2023
45,092	44,805

### **Total Motor Vehicle Stops**

Calendar 2022	Calendar 2023
8,723	8,144

**2024-2025 BUDGETED POSITION AND SALARY DETAIL**

		<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>POLICE DEPARTMENT</b>				
1	CONTRACT		CHIEF	180,000
2	CONTRACT		DEPUTY CHIEF	150,384
3	PPROA	2	CAPTAIN-DETECTIVE	117,477
4	PPROA	2	CAPTAIN-PATROL	117,477
5	PPROA	6	LIEUTENANT - DETECTIVE- ICAC*	112,905
6	PPROA	4	LIEUTENANT	110,680
7	PPROA	3	LIEUTENANT	109,585
8	PPROA	3	LIEUTENANT	109,585
9	PPROA	2	LIEUTENANT	108,499
10	PPROA	4	SERGEANT	102,222
11	PPROA	4	SERGEANT-DETECTIVE	102,222
12	PPROA	4	SERGEANT	102,222
13	PPROA	3	SERGEANT-DETECTIVE	101,209
14	PPROA	3	SERGEANT	101,209
15	PPROA	3	SERGEANT	101,209
16	PPROA	2	SERGEANT	100,207
17	PPROA	2	PATROL	100,207
18	PPROA	2	SERGEANT	100,207
19	UNFUNDED		CAPTAIN	0
20	UNFUNDED		SERGEANT	0
<b>TOTAL RANKING</b>				<b>2,027,506</b>

\* Lt. for ICAC 100% ICAC grant funded

1	PPPU L-#11	18	OFFICER-TRAINING	86,274
2	PPPU L-#11	18	DETECTIVE	86,274
3	PPPU L-#11	18	DETECTIVE	86,274
4	PPPU L-#11	18	DETECTIVE	86,274
5	PPPU L-#11	18	DETECTIVE	86,274
6	PPPU L-#11	17	DETECTIVE	84,583
7	PPPU L-#11	14	DETECTIVE	79,704
8	PPPU L-#11	12	PATROL	76,609
9	PPPU L-#11	12	PATROL	76,609
10	PPPU L-#11	10	DETECTIVE	73,635
11	PPPU L-#11	10	PATROL	73,635
12	PPPU L-#11	8	PATROL	70,775
13	PPPU L-#11	8	PATROL	70,775
14	PPPU L-#11	9	DETECTIVE	72,191
15	PPPU L-#11	7	DETECTIVE	69,388
16	PPPU L-#11	7	PATROL	69,388
17	PPPU L-#11	10	PATROL	73,635
18	PPPU L-#11	7	PATROL	69,388
19	PPPU L-#11	7	PATROL	69,388
20	PPPU L-#11	6	PATROL	68,027
21	PPPU L-#11	6	PATROL	68,027
22	PPPU L-#11	6	PATROL	68,027
23	PPPU L-#11	9	PATROL	72,191
24	PPPU L-#11	11	PATROL	75,107
25	PPPU L-#11	8	PATROL	70,775
26	PPPU L-#11	8	PATROL	68,027
27	PPPU L-#11	8	PATROL	70,775
28	PPPU L-#11	5	PATROL	66,693
29	PPPU L-#11	5	PATROL	66,693

**2024-2025 BUDGETED POSITION AND SALARY DETAIL**

		<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>POLICE DEPARTMENT</b>				
30	PPPU L-#11	6	PATROL	68,027
31	PPPU L-#11	6	PATROL	68,027
32	PPPU L-#11	6	PATROL	65,385
33	PPPU L-#11	3	PATROL	64,103
34	PPPU L-#11	3	PATROL	64,103
35	PPPU L-#11	3	PATROL	64,103
36	PPPU L-#11	3	PATROL	64,103
37	PPPU L-#11	2	PATROL	62,846
38	PPPU L-#11	2	PATROL	62,846
39	PPPU L-#11	2	PATROL	62,846
40	PPPU L-#11	5	PATROL	66,693
41	PPPU L-#11	5	PATROL	66,693
42	PPPU L-#11	2	PATROL	62,846
43	PPPU L-#11	2	PATROL	62,846
44	PPPU L-#11	2	PATROL	62,846
45	PPPU L-#11	8	PATROL	70,775
46	PPPU L-#11	5	PATROL	66,693
47	PPPU L-#11	5	PATROL	66,693
48	PPPU L-#11	5	PATROL	66,693
49	PPPU L-#11	5	PATROL	66,693
50	PPPU L-#11	5	PATROL	66,693
51	PPPU L-#11	5	DETECTIVE	66,693
52	PPPU L-#11	5	DETECTIVE-ICAC**	66,693
<b>TOTAL NON-RANKING PERSONNEL</b>				<b>3,661,354</b>
<b>FY25 PROJECTED GRANT/EXTERNAL FUNDING</b>				<b>(215,484)</b>
<b>TOTAL SWORN PERSONNEL</b>				<b>5,473,377</b>

\* Detective split between Police and School Department

\*\* Detective 80% ICAC grant funded

1	PMA	17G	IT MANAGER	99,924
2	PPCEA	8	OFFICE MANAGER - DETECTIVES	70,994
3	NON-CONTRC	18G	OPERATIONS MANAGER	104,885
4	NON-CONTRC	13F	EXECUTIVE ASSISTANT	80,943
5	PPCEA	6	ACCOUNTING ASSISTANT	61,556
6	PPCEA	8	ANIMAL CONTROL OFFICER	57,423
7	PPCEA	6	CRIME ANALYST/PATROL SUPPORT	67,563
8	NON-CONTRC	13E	ACCREDITATION MANAGER	80,141
9	PPCEA	6	IT ADMINISTRATOR	82,326
10	NON-CONTRC	11C to 11D	OPERATIONS ADMINISTRATOR	67,638
11	NON-CONTRC	11E	BUSINESS OFFICE ASSISTANT	72,766
12	PPCEA	5	DISPATCHER	64,079
13	PPCEA	5	OFFICE MANAGER-RECORDS	64,967
14	PPCEA	3	DISPATCHER-LEAD	79,030
15	PPCEA	6	DISPATCHER	66,215
16	PPCEA	3	DISPATCHER	59,807
17	PPCEA	5	OFFICE MANAGER - LEGAL	64,967
18	PPCEA	2	DISPATCHER	57,671
19	PPCEA	2	DISPATCHER-LEAD	76,894
20	PPCEA	2	DISPATCHER-LEAD	76,894
21	PPCEA	2	DISPATCHER	57,671

**2024-2025 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>	
<b>POLICE DEPARTMENT</b>				
22	PPCEA	2	DISPATCHER	57,671
23	PPCEA	2	DISPATCHER	57,671
24	PMA	17B to 17C	COMMUNICATIONS MANAGER	86,078
25	PPCEA	2	SOCIAL WORKER	76,253
26	UNFUNDED		DISPATCHER #11	0
27	UNFUNDED		DISPATCHER #12	0
			<b>FY25 PROJECTED GRANTS/EXTERNAL FUNDING</b>	<b>0</b>
			<b>TOTAL FULL-TIME CIVILIANS</b>	<b>1,792,026</b>
PPCEA	2		PT AUTO ATTENDENT	29,054
PPCEA	6		EVIDENCE TECH 2	41,344
PPCEA	5		EVIDENCE TECH 1	51,382
N/A	n/a		AUXILIARY POLICE	47,988
PPCEA	n/a		PT DISPATCHER - On call	17,079
	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>FY25 PT PROJECTED GRANT/EXTERNAL FUNDING</b>	<b>0</b>
			<b>TOTAL PART-TIME CIVILIAN</b>	<b>186,848</b>
			<b>TOTAL CIVILIAN PERSONNEL</b>	<b>1,978,874</b>
			<b>TOTAL ALL PERSONNEL</b>	<b>7,452,250</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>POLICE DEPARTMENT</b>					
<b>BENEFITS</b>					
<b>01-740-104-00-110-412</b>					
011061	INSURANCE REIMBURSEMENT	12,250	12,645	18,250	16,250
016001	LEAVE AT TERMINATION	180,203	180,703	180,203	180,203
021001	INSURANCE-HEALTH	1,642,046	1,642,046	1,656,529	1,711,360
021101	INSURANCE-DENTAL	130,252	101,363	129,150	132,439
021501	INSURANCE-LIFE	12,707	8,991	12,881	14,372
021601	INSURANCE-DISABILITY	2,381	2,542	23,629	23,721
021602	INSURANCE-AD&D	163	138	125	173
022001	SOCIAL SECURITY	-	236	-	-
022501	MEDICARE	-	190	-	-
026002	INSURANCE-WORKERS COMP	133,655	133,655	151,317	133,003
<b>Police Department Benefits</b>		<b>2,113,657</b>	<b>2,082,509</b>	<b>2,172,084</b>	<b>2,211,521</b>
<b>DETECTIVE DIVISION</b>					
<b>01-740-510-13-110-412</b>					
011001	REGULAR SALARIES	64,535	66,064	127,459	147,248
011041	SALARIES UNIFORM PERSONNE	1,083,898	863,609	1,038,174	1,076,311
011063	SHIFT DIFFERENTIAL	-	121	-	-
012001	PART TIME SALARIES	76,804	64,373	91,114	92,726
014041	OVERTIME	110,411	92,344	110,411	113,381
015001	LONGEVITY	14,862	9,713	16,614	21,014
017001	HOLIDAY PREMIUM PAY	50,108	38,209	52,918	54,112
018030	STIPEND	-	-	2,036	1,500
018034	EDUCATION STIPEND	17,930	14,399	20,922	28,347
018042	SPECIAL DETAIL	36,674	27,323	38,683	49,893
022001	SOCIAL SECURITY	8,957	7,977	13,823	15,131
022501	MEDICARE	21,872	16,452	22,508	23,747
023001	RETIREMENT	15,613	13,173	24,948	27,352
023002	RET-POLICE OFFICER	462,116	353,255	415,031	435,731
034104	CELLULAR PHONES	-	499	-	-
034203	COMPUTER/SOFTWARE MAINT	-	1,990	-	-
039001	PROFESSIONAL SERVICES	1,476	6,814	2,000	2,030
054050	TRAINING	6,125	12,856	6,125	6,217
055050	PRINTING	153	842	500	508
056001	DUES PROFESSIONAL ORGANIZ	624	205	624	634
057101	TRAVEL AND CONFERENCE	5,100	4,836	5,100	5,177
061002	MISCELLANEOUS SUPPLIES	4,346	7,808	4,346	4,411
061003	MEETING SUPPLIES	-	-	-	-
062001	OFFICE SUPPLIES	2,156	2,782	1,600	1,624
062004	PHOTO SUPPLIES	-	-	-	-
062007	COMPUTER/PRINTER SUPPLIES	3,181	2,998	3,181	3,229
067001	BOOKS & PERIODICALS	684	285	684	694
068001	CLOTHING ALLOWANCE	13,343	12,343	12,921	13,140
068002	CLOTHING	341	(1,399)	340	345
072006	CONSTRUCTION	-	-	-	-
074001	EQUIPMENT	9,920	2,096	7,920	8,038
074003	SOFTWARE	-	3,762	2,000	2,030
075001	FURNITURE AND FIXTURES	1,190	3,202	1,190	1,208
091006	TRANSFER FR SCHOOL	-	(49,225)	-	-
<b>BIS</b>		<b>2,012,419</b>	<b>1,579,704</b>	<b>2,023,172</b>	<b>2,135,778</b>

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
<b>GENERAL PATROL</b>					
<b>01-740-520-15-110-412</b>					
011041	SALARIES UNIFORM PERSONNE	3,362,308	3,016,480	3,589,710	3,760,142
011063	SHIFT DIFFERENTIAL	13,848	13,391	14,209	14,647
012001	PART TIME SALARIES	-	38.46	-	-
014041	OVERTIME	193,228	306,522	193,228	198,426
014042	O/T-EDUCATION	-	91	-	-
015001	LONGEVITY	14,486	9,509	23,243	14,890
017001	HOLIDAY PREMIUM PAY	148,528	135,546	175,306	180,776
018030	STIPEND	-	-	4,930	5,000
018034	EDUCATION STIPEND	58,877	55,062	65,456	83,242
018042	SPECIAL DETAIL	2,592	7,106	22,973	11,296
022001	SOCIAL SECURITY	-	7	-	-
022501	MEDICARE	55,098	49,397	59,557	62,037
023001	RETIREMENT	-	18	-	-
023002	RET-POLICE OFFICER	1,287,395	1,199,648	1,284,800	1,299,725
039001	PROFESSIONAL SERVICES	3,020	-	-	-
054050	TRAINING	17,242	14,954	17,242	17,500
055050	PRINTING	3,103	2,772	2,103	2,135
056001	DUES PROFESSIONAL ORGANIZ	1,020	340	1,020	1,036
057101	TRAVEL AND CONFERENCE	10,201	14,488	10,201	10,354
061002	MISCELLANEOUS SUPPLIES	8,161	4,439	7,161	7,269
062001	OFFICE SUPPLIES	1,165	2,121	2,165	2,197
062007	COMPUTER/PRINTER SUPPLIES	3,570	4,907	3,570	3,641
067001	BOOKS & PERIODICALS	510	608	510	518
068001	CLOTHING ALLOWANCE	45,950	40,157	48,288	49,615
068002	CLOTHING	7,497	17,018	9,497	9,639
074001	EQUIPMENT	27,294	30,999	27,294	27,704
075001	FURNITURE AND FIXTURES	2,601	20,731	2,601	2,640
091005	TRANSFER FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)
Patrol		<b>5,207,694</b>	<b>4,886,349</b>	<b>5,505,064</b>	<b>5,704,429</b>
<b>ANIMAL CONTROL</b>					
<b>01-740-520-16-110-412</b>					
011001	REGULAR SALARIES	49,202	50,365	54,019	57,423
014041	OVERTIME	361	74	361	371
015001	LONGEVITY	438	438	638	1,200
018034	EDUCATION STIPEND	-	-	596	-
022001	SOCIAL SECURITY	3,145	3,057	3,465	3,705
022501	MEDICARE	725	715	808	855
023001	RETIREMENT	6,979	7,131	7,453	7,932
039001	PROFESSIONAL SERVICES	1,020	1,880	520	528
054050	TRAINING	1,033	730	533	541
055050	PRINTING	-	12	-	-
056001	DUES PROFESSIONAL ORGANIZ	-	40	50	51
057101	TRAVEL AND CONFERENCE	-	48	50	51
061002	MISCELLANEOUS SUPPLIES	123	198	124	126
068001	CLOTHING ALLOWANCE	743	727	745	766
068002	CLOTHING	114	-	114	115
074001	EQUIPMENT	2,617	-	1,617	1,641
Animal Control		<b>66,500</b>	<b>65,414</b>	<b>71,093</b>	<b>75,305</b>
<b>AUXILIARY</b>					
<b>01-740-520-17-110-412</b>					
012001	PART TIME SALARIES	41,522	23,827	41,522	47,988
014041	OVERTIME	1,046	1,774	1,046	1,103
018042	SPECIAL DETAIL	3,750	1,750	3,750	5,391
022001	SOCIAL SECURITY	2,869	709	2,872	3,376
022501	MEDICARE	671	396	672	790
023001	RETIREMENT	-	180	-	-
023002	RET-POLICE OFFICER	-	(10)	-	-
054050	TRAINING	1,704	498	1,704	1,730
057101	TRAVEL AND CONFERENCE	102	-	102	104
068002	CLOTHING	3,406	900	2,000	2,030
074001	EQUIPMENT	1,266	-	1,266	1,285
075001	FURNITURE AND FIXTURES	-	2,335	-	-
Auxiliary		<b>56,336</b>	<b>32,359</b>	<b>54,934</b>	<b>63,797</b>



		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>PATROL CANINE</b>					
<b>01-740-520-18-110-412</b>					
014041	OVERTIME	4,222	15,665	4,222	4,335
014042	O/T-EDUCATION	-	165	-	-
018042	SPECIAL DETAIL	26,585	14,673	25,046	27,823
022501	MEDICARE	447	425	424	466
023002	RET-POLICE OFFICER	10,437	10,326	9,155	10,059
039001	PROFESSIONAL SERVICES	4,467	1,483	5,000	5,075
054050	TRAINING	1,734	2,110	1,734	1,760
056001	DUES PROFESSIONAL ORGANIZ	377	-	377	383
057101	TRAVEL AND CONFERENCE	-	1,105	-	-
061002	MISCELLANEOUS SUPPLIES	2,851	1,216	3,851	3,909
068002	CLOTHING	258	1,909	500	508
074001	EQUIPMENT	6,267	16,678	6,267	6,361
075001	FURNITURE AND FIXTURES	-	3,728	-	-
<b>Canine</b>		<b>57,645</b>	<b>69,484</b>	<b>56,576</b>	<b>60,679</b>
<b>EMERGENCY RESPONSE TEAM</b>					
<b>01-740-520-19-110-412</b>					
014041	OVERTIME	29,108	25,719	29,108	29,891
022001	SOCIAL SECURITY	-	30	-	-
022501	MEDICARE	422	358	422	433
023001	RETIREMENT	-	37	-	-
023002	RET-POLICE OFFICER	9,862	8,541	9,105	9,350
056001	DUES PROFESSIONAL ORGANIZ	6,120	5,000	6,120	5,000
057101	TRAVEL AND CONFERENCE	102	725	-	-
061002	MISCELLANEOUS SUPPLIES	102	749	-	-
074001	EQUIPMENT	10,976	19,354	10,976	11,141
<b>ERT</b>		<b>56,692</b>	<b>60,513</b>	<b>55,731</b>	<b>55,815</b>
<b>FIELD TRAINING OFFICER</b>					
<b>01-740-520-26-110-412</b>					
014041	OVERTIME	10,881	14,050	10,881	11,173
022501	MEDICARE	158	197	158	162
023002	RET-POLICE OFFICER	3,686	4,758	3,403	3,495
054050	TRAINING	-	2,025	2,000	2,030
057101	TRAVEL AND CONFERENCE	1,072	1,123	1,575	1,598
061002	MISCELLANEOUS SUPPLIES	200	-	200	203
067001	BOOKS & PERIODICALS	397	-	397	403
<b>FTO</b>		<b>16,394</b>	<b>22,153</b>	<b>18,614</b>	<b>19,064</b>
<b>EXPLORERS</b>					
<b>01-740-520-27-110-412</b>					
014041	OVERTIME	2,197	649	2,197	2,257
022501	MEDICARE	32	9	32	33
023002	RET-POLICE OFFICER	745	217	687	706
054050	TRAINING	-	874	1,000	1,015
061002	MISCELLANEOUS SUPPLIES	-	265	-	-
068002	CLOTHING	1,530	572	1,530	1,553
<b>EXP</b>		<b>4,504</b>	<b>2,586</b>	<b>5,446</b>	<b>5,564</b>

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
<b>DISPATCH</b>					
<b>01-740-530-00-110-412</b>					
011001	REGULAR SALARIES	600,413	370,905	667,648	739,679
011063	SHIFT DIFFERENTIAL	27,891	11,419	27,331	28,066
012001	PART TIME SALARIES	14,833	17,847	16,287	17,079
014041	OVERTIME	87,853	319,802	87,853	90,216
015001	LONGEVITY	1,750	1,750	1,948	2,600
018032	TRAINING STIPEND	2,612	7,065	8,748	18,299
018034	EDUCATION STIPEND	1,701	833	8,834	9,097
022001	SOCIAL SECURITY	46,026	38,502	50,730	56,051
022501	MEDICARE	10,687	10,261	11,891	13,123
023001	RETIREMENT	101,544	91,393	108,352	120,141
023002	RET-POLICE OFFICER	-	20,588	-	-
023003	RET-FIREFIGHTER	-	4,606	-	-
034101	PAGERS	564	810	1,000	1,015
034103	TELEPHONE	30,773	44,519	40,773	41,384
034104	CELLULAR PHONES	30,396	25,502	31,356	31,827
034203	COMPUTER/SOFTWARE MAINT	74,447	65,167	74,447	75,936
039001	PROFESSIONAL SERVICES	2,652	1,760	2,652	2,692
043012	REPAIRS-COMMUNICATION	1,995	4,788	1,995	2,025
043018	REPAIRS-EQUIPMENT	3,127	3,808	3,127	3,174
054050	TRAINING	5,036	1,195	5,036	7,112
055050	PRINTING	-	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	1,240	363	1,240	1,259
057101	TRAVEL AND CONFERENCE	5,000	671	5,000	5,075
061002	MISCELLANEOUS SUPPLIES	816	3,100	1,000	1,015
061003	MEETING SUPPLIES	204	-	204	207
062001	OFFICE SUPPLIES	556	382	556	565
062006	MOTOROLA POTABLE BATTERIE	9,037	4,123	9,037	9,173
062007	COMPUTER/PRINTER SUPPLIES	1,574	1,537	1,574	1,597
067001	BOOKS & PERIODICALS	102	-	102	103
068001	CLOTHING ALLOWANCE	6,996	3,723	7,281	8,110
068002	CLOTHING	1,224	392	1,224	1,243
074001	EQUIPMENT	6,442	78,599	6,442	6,538
075001	FURNITURE AND FIXTURES	2,409	280	2,409	2,446
<b>TOTAL</b>		<b>1,079,900</b>	<b>1,135,691</b>	<b>1,186,077</b>	<b>1,296,847</b>

**ADMINISTRATION**  
**01-740-610-00-110-412**

011001	REGULAR SALARIES	430,640	406,683	492,225	532,821
011041	SALARIES UNIFORM PERSONNE	391,246	340,119	407,744	441,065
012001	PART TIME SALARIES	26,939	21,557	32,045	29,054
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	62,998	59,267	62,998	64,692
015001	LONGEVITY	6,521	6,833	9,005	10,536
017001	HOLIDAY PREMIUM PAY	10,468	787	5,125	5,321
018030	STIPEND	5,000	-	5,521	5,500
018034	EDUCATION STIPEND	7,616	4,771	10,811	13,278
022001	SOCIAL SECURITY	32,864	29,609	34,024	36,398
022501	MEDICARE	14,457	12,753	14,965	16,068
023001	RETIREMENT	70,137	65,028	70,438	74,991
023002	RET-POLICE OFFICER	158,219	142,928	150,285	162,565
034203	COMPUTER/SOFTWARE MAINT	12,659	19,213	12,659	12,912
039001	PROFESSIONAL SERVICES	15,097	37,148	18,117	18,389
043018	REPAIRS-EQUIPMENT	689	1,579	689	700
044002	RENTAL OTHER EQUIPMENT	1,873	373	1,873	1,901
044006	PRINTING LEASE/MAINT	9,748	13,338	9,748	9,895
053001	ADVERTISING	1,020	200	520	528
054050	TRAINING	21,098	19,079	21,098	21,415
055050	PRINTING	2,464	2,569	2,464	2,501
056001	DUES PROFESSIONAL ORGANIZ	7,120	6,626	7,120	7,227
057101	TRAVEL AND CONFERENCE	12,092	25,648	12,092	12,274
061002	MISCELLANEOUS SUPPLIES	5,407	6,006	5,407	5,488

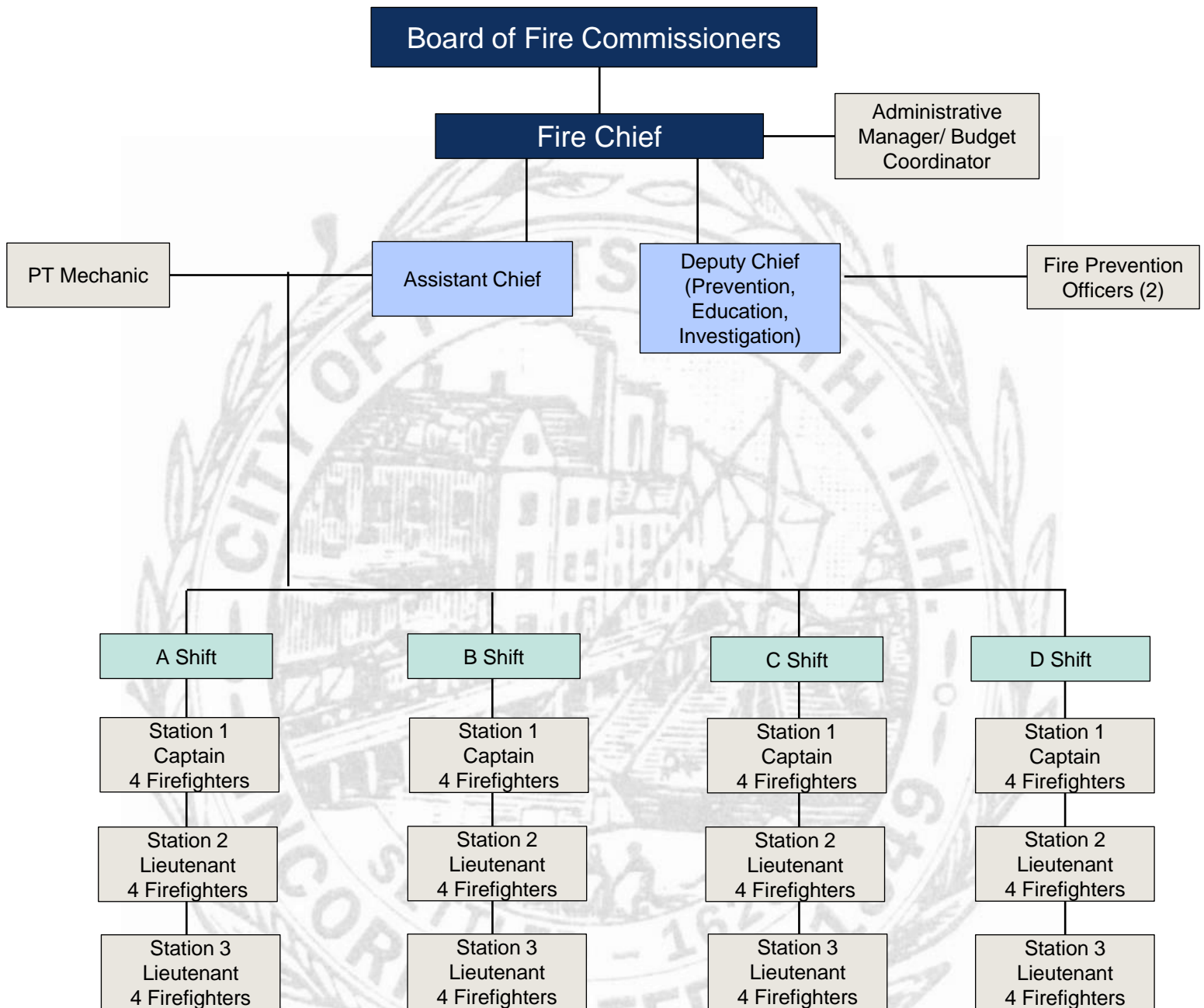
		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
061003	MEETING SUPPLIES	816	777	816	828
062001	OFFICE SUPPLIES	4,751	4,991	4,751	4,822
062007	COMPUTER/PRINTER SUPPLIES	3,724	4,509	3,724	3,780
062010	COPYING SUPPLIES	2,583	5,171	3,583	3,637
062501	POSTAGE	6,121	5,061	6,121	6,212
063501	GASOLINE	-	65	-	-
067001	BOOKS & PERIODICALS	5,101	4,627	5,101	4,177
068001	CLOTHING ALLOWANCE	3,079	2,052	3,152	3,249
068002	CLOTHING	-	1,049	500	508
069004	CHIEF'S EXPENSE	2,040	5,088	2,040	2,071
074001	EQUIPMENT	3,370	40,538	2,370	2,405
074003	SOFTWARE	-	13,010	-	-
075001	FURNITURE AND FIXTURES	2,916	4,488	2,916	2,960
<b>Administration</b>		<b>1,344,473</b>	<b>1,317,142</b>	<b>1,425,647</b>	<b>1,523,768</b>
<b>FLEET MAINTENANCE</b>					
<b>01-740-610-06-110-412</b>					
043010	REPAIRS-VEHICLE BY OUTSID	51,355	29,743	51,355	47,729
063001	TIRES AND BATTERIES	9,928	10,622	9,928	10,077
063501	GASOLINE	91,910	95,388	91,910	91,910
066001	VEHICLE REPAIRS	4,080	6,434	4,080	4,142
066002	VEHICLE OUTFIT	15,313	44,304	15,313	15,542
<b>Fleet Maintenance</b>		<b>172,586</b>	<b>186,491</b>	<b>172,586</b>	<b>169,400</b>
<b>PERSONNEL AND TRAINING</b>					
<b>01-740-610-08-110-412</b>					
011001	REGULAR SALARIES	56,598	58,213	62,730	67,638
011041	SALARIES UNIFORM PERSONNE	163,282	159,718	186,745	195,859
014041	OVERTIME	12,311	7,134	12,311	12,642
014042	O/T-EDUCATION	129,709	100,797	160,384	164,699
014067	O/T BACKGROUND INVESTIGAT	11,662	14,296	11,662	11,975
015001	LONGEVITY	1,101	1,716	2,579	3,594
017001	HOLIDAY PREMIUM PAY	7,309	5,487	8,992	9,416
018030	STIPEND	-	-	514	500
018034	EDUCATION STIPEND	3,449	2,699	3,195	4,034
018042	SPECIAL DETAIL	2,592	2,231	3,179	3,081
022001	SOCIAL SECURITY	3,769	3,351	3,889	4,194
022501	MEDICARE	5,626	4,850	6,559	6,865
023001	RETIREMENT	7,958	8,298	8,487	9,151
023002	RET-POLICE OFFICER	110,856	99,239	121,864	126,934
034203	COMPUTER/SOFTWARE MAINT	3,060	2,945	3,060	3,121
039001	PROFESSIONAL SERVICES	11,020	(663)	6,720	6,821
039009	PROF/SERV-HIRING	14,281	25,608	14,281	14,496
044002	RENTAL OTHER EQUIPMENT	-	30	-	-
053001	ADVERTISING	1,020	6,786	2,020	2,050
054050	TRAINING	15,259	51,764	15,259	15,488
055050	PRINTING	-	541	-	-
056001	DUES PROFESSIONAL ORGANIZ	641	-	641	651
057101	TRAVEL AND CONFERENCE	2,040	8,562	4,040	4,101
061002	MISCELLANEOUS SUPPLIES	5,104	33,799	4,100	4,162
061003	MEETING SUPPLIES	268	59	268	272
062001	OFFICE SUPPLIES	510	240	510	518
062007	COMPUTER/PRINTER SUPPLIES	816	472	816	828
067001	BOOKS & PERIODICALS	204	114	204	207
068001	CLOTHING ALLOWANCE	1,943	1,026	2,008	2,054
068002	CLOTHING	2,093	15,944	3,093	3,139
074001	EQUIPMENT	48,062	73,634	48,062	48,783
074003	SOFTWARE	510	-	510	518
075001	FURNITURE AND FIXTURES	1,632	5,850	1,632	1,657
<b>Personnel and Training</b>		<b>624,685</b>	<b>694,740</b>	<b>700,314</b>	<b>729,448</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>AUTOMATED INFORMATION SYSTEMS</b>					
<b>01-740-610-10-110-412</b>					
011001	REGULAR SALARIES	159,513	165,933	173,351	182,250
014041	OVERTIME	1,891	-	1,891	1,942
015001	LONGEVITY	1,361	1,361	1,744	1,791
018034	EDUCATION STIPEND	-	-	-	1,647
022001	SOCIAL SECURITY	10,091	9,574	10,973	11,531
022501	MEDICARE	2,360	2,239	2,567	2,721
023001	RETIREMENT	22,885	23,448	23,565	25,386
034203	COMPUTER/SOFTWARE MAINT	200,969	145,255	180,182	182,885
039001	PROFESSIONAL SERVICES	255	1,805	255	259
043018	REPAIRS-EQUIPMENT	816	-	816	828
054050	TRAINING	7,513	1,698	7,513	7,625
055050	PRINTING	-	24	-	-
056001	DUES PROFESSIONAL ORGANIZ	204	-	204	207
057101	TRAVEL AND CONFERENCE	2,040	3,649	2,040	2,071
061002	MISCELLANEOUS SUPPLIES	129	1,145	129	131
062001	OFFICE SUPPLIES	-	218	-	-
062007	COMPUTER/PRINTER SUPPLIES	5,101	4,823	5,101	5,203
067001	BOOKS & PERIODICALS	102	-	102	104
074001	EQUIPMENT	2,040	13,488	2,040	2,071
074003	SOFTWARE	1,671	4,572	1,671	1,696
075001	FURNITURE AND FIXTURES	510	15,503	510	518
<b>AIS</b>		<b>419,451</b>	<b>394,735</b>	<b>414,654</b>	<b>430,866</b>
<b>COMMUNITY RELATIONS</b>					
<b>01-740-610-11-110-412</b>					
014041	OVERTIME	10,881	1,976	10,881	11,173
022501	MEDICARE	158	28	158	162
023002	RET-POLICE OFFICER	3,686	669	3,403	3,495
061002	MISCELLANEOUS SUPPLIES	929	16,145	928	942
<b>CR</b>		<b>15,654</b>	<b>18,817</b>	<b>15,370</b>	<b>15,772</b>
<b>RECORDS DIVISION</b>					
<b>01-740-610-12-110-412</b>					
011001	REGULAR SALARIES	52,673	53,864	60,489	64,967
014041	OVERTIME	689	121	689	708
015001	LONGEVITY	-	-	154	500
018034	EDUCATION STIPEND	-	-	628	650
022001	SOCIAL SECURITY	3,308	3,165	3,812	4,103
022501	MEDICARE	774	740	901	969
023001	RETIREMENT	7,503	7,565	8,359	9,041
034203	COMPUTER/SOFTWARE MAINT	627	-	627	636
039001	PROFESSIONAL SERVICES	3,228	30,482	3,228	3,276
043018	REPAIRS-EQUIPMENT	515	-	515	523
054050	TRAINING	515	-	515	523
055050	PRINTING	-	12	-	-
061002	MISCELLANEOUS SUPPLIES	780	-	779	791
062001	OFFICE SUPPLIES	515	531	515	523
062007	COMPUTER/PRINTER SUPPLIES	1,291	1,506	1,291	1,310
067001	BOOKS & PERIODICALS	129	-	129	131
<b>Records</b>		<b>72,547</b>	<b>97,987</b>	<b>82,631</b>	<b>88,651</b>
<b>POLICE</b>		<b>Total</b>	<b>13,321,137</b>	<b>12,646,674</b>	<b>13,959,993</b>
				<b>14,586,704</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 & Suppression
- ✓ Emergency Medical Services
- ✓ Hazardous Materials and Disaster Response
- ✓ Marine and Waterfront Fire and Medical Response
- ✓ Community Services
- ✓ Community Risk Reduction
- ✓ Emergency Management



<i>Position Summary Schedule</i>			
<b>Positions Full Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Fire Chief	1.00	1.00	1.00
Assistant Chief	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00
Fire Prevention Officer	2.00	2.00	2.00
Administrative Manager/ Budget Coordinator	1.00	1.00	1.00
Shift Captain	4.00	4.00	4.00
Shift Lieutenant	8.00	8.00	8.00
Firefighter/ Paramedic	24.00	25.00	24.00
Firefighter/ Advanced EMT	22.00	22.00	23.00
Firefighter/ EMT	2.00	1.00	1.00
<b>Totals Full Time</b>	<b>66.00</b>	<b>66.00</b>	<b>66.00</b>
<b>Positions Part-Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
P/T Mechanic	1.00	1.00	1.00
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Department Budget Comments

The FY25 proposed budget for the Fire Department is \$12,492,159, representing an increase of \$1,248,852 or 11.1% over FY24. This budget proposal assumes three ambulances are in service for the year.

Fixed costs contributing to the increase include:

- Increase in shift coverage accounts to staff three ambulances full time of \$576,331;
- Cost of Living Adjustment (COLA) and increases in salary, steps and stipends per the collective bargaining agreements of 2023 totaling \$177,218;
- Firefighter retirement, set by the State, increase of \$182,679;
- Workers' compensation 33% increase of \$137,317; and
- Health Insurance 3.31% increase, including reimbursement stipend in lieu of benefits, leading to an increase of \$102,305.



## Budget Summary of Expenditures

	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>FIRE DEPARTMENT</b>				
SALARIES	4,472,043	4,194,817	5,043,511	5,186,397
PART-TIME SALARIES	21,227	19,305	20,000	27,479
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	805,980	861,746	1,026,617	1,602,948
HOLIDAY	168,523	156,094	195,398	223,462
LONGEVITY	31,292	27,505	29,702	32,423
CERTIFICATION STIPENDS	382,939	332,457	368,467	402,799
RETIREMENT	1,921,043	1,821,611	2,070,873	2,253,553
HEALTH INSURANCE	1,061,916	1,061,916	864,216	892,822
DENTAL INSURANCE	73,169	64,961	75,876	78,684
INSURANCE REIMBURSEMENT	100,924	116,293	118,830	192,529
LEAVE AT TERMINATION	170,084	170,084	120,084	120,084
WORKERS' COMPENSATION	383,534	383,534	415,848	553,165
LIFE AND DISABILITY	23,401	18,580	24,216	30,393
OTHER BENEFITS	136,439	122,185	149,533	161,266
TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)
<i>Contractual Obligations</i>	<i>9,731,114</i>	<i>9,329,688</i>	<i>10,501,771</i>	<i>11,736,604</i>
TRAINING/EDUCATION/CONFERENCES	34,400	43,046	66,914	77,500
ELECTRICITY	48,000	43,922	55,000	55,000
NATURAL GAS	39,415	24,544	40,597	35,000
GASOLINE	75,400	60,744	75,400	65,400
CONTRACTED SERVICES	55,555	75,151	56,384	57,254
PROFESSIONAL ORGANIZATION DUES	13,901	12,945	13,901	13,901
SOFTWARE/COMPUTER MAINTENANCE	-	-	35,000	35,000
OTHER OPERATING	357,700	636,053	398,340	416,500
<i>Other Operating</i>	<i>624,371</i>	<i>896,405</i>	<i>741,536</i>	<i>755,555</i>
<b>TOTAL</b>	<b>10,355,485</b>	<b>10,226,092</b>	<b>11,243,307</b>	<b>12,492,159</b>

This recommended budget:

- Strengthens and ensures the reliable delivery of essential emergency and non-emergency services;
- Enhances the safety of the City's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement; and
- Maintains current level of services and facilities of one ambulance and one fire apparatus in each geographical fire district to keep response time lower.

## Programs and Services

**Fire Protection** - Fire response and mitigation services – two (2) staffed engines, one (1) staffed ladder truck, three (3) staffed ambulances.

**Emergency Medical Services**- Ambulance response and transport consists of three (3) staffed units. Advanced EMT and Paramedic level response and care.

**Hazardous Materials and Disaster Response**- Initial hazardous materials response, identification, and containment services – Certified HazMat operations, decontamination, and technician level personnel. Support to and from Regional HazMat 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. Collaboration with US Coast Guard and other agencies on the river

**Community Services** - Investigation and safety services through on-duty and staff personnel. This includes 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.



## Goals and Objectives

**Goal #1: The Department will strengthen reliable delivery of essential emergency and non-emergency services.**

### Objectives

- ✓ Ensure that the deployment and distribution of personnel, apparatus and fire stations supports equal coverage to all areas of the city.
- ✓ Continue to utilize and train on innovative concepts and equipment to increase efficiency and reduce injuries.
- ✓ Strive to recruit and retain high quality, experienced personnel by offering competitive compensation packages and a positive work environment.

### Performance Measurements:

#### Emergency Medical Response Times (minutes)

Performance	Calendar Year 2021	Calendar Year 2022	Calendar Year 2023
<b>Goal of 8 minutes or less for All Ambulance Incidents</b>			
90% benchmark 9 minutes or less	91.5%	94.3%	94.6%
50% (average) 5 minutes or less	33%	36.5%	34.3%

*Portsmouth Fire Department exceeds the regional median response time of 10 minutes by half, with an average response time of 5 minutes. Emergency Medical care is rendered, and patients transported in nearly half the time of regional averages according to NH EMS data collection (seven minutes in Portsmouth compared to twelve in region average)*

### Organization Goals Addressed

- *Meet or Exceed State and Federal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*
- *Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses*

**Goal #2: The Department will enhance the safety of the city's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement**

### Objectives

- ✓ Complete plans review and permitting of 100% of construction or renovation projects involving fire protection or fire alarm features within 14 days
- ✓ Continue to Complete inspections and acceptance testing for construction and renovation projects in a timely manner
- ✓ Deliver annual fire and injury prevention programs through public education with a focus on at-risk populations.
- ✓ Ensure compliance with applicable fire and life safety laws, codes, and standards through regular inspections of 100% of the City's place of assembly, educational, daycare, and healthcare occupancies

*Performance Measurements*

The Department is changing the way it measures its fire prevention and community risk reduction objectives for this current fiscal year, and will be able to provide more accurate performance measures in future fiscal years.

*Citywide Goals Addressed*

- *Meet or Exceed State and Federal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*
- *Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses*



**Goal #3:** The Department will provide effective, efficient, and customer-centered services.

*Objectives*



- ✓ Promote opportunities to receive honest input and feedback from citizens, business owners and elected officials on operations of the Department.
- ✓ Maintain interaction and relationships with at-risk members of our community.
- ✓ Identify process improvements and implement cost-saving changes.

Training and recertification hours of personnel:

2023 Performance 3449 hours of training and education, 9.4 hours daily

The Fire Department has new software for tracking these activities and is committed to monitor and improve these metrics moving forward to improve safety of personnel, and better service delivery. This number reflects a 19% increase over training hours in previous year and is impacted by the number of new hires recently.

*Organizational Goal Addressed*

- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*
- *Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses*

*Performance Measure*

**Overview of Activity – Fiscal Year 2024**

Fire/Rescue Related Services – 1642

Emergency Medical Services – 3741

Responses requiring Fire and EMS units- 6522

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>FIRE DPEARTMENT</b>			
<u>ADMINSTRATION</u>			
CONTRACT - GRADE 27	G-H	CHIEF	164,702
CONTRACT - PMA GRADE 23	F-G	ASSISTANT FIRE CHIEF	133,328
CONTRACT - PMA GRADE 22	H	DEPUTY FIRE CHIEF	130,992
NON UNION GRADE 15	H	ADMINISTRATIVE MANAGER	92,531
		<b>TOTAL ADMINISTRATION</b>	<b>521,552</b>
<u>FIRE OFFICERS</u>			
FIRE OFFICER	10 YR	FIRE OFFICER/PARAMEDIC - CPT	105,896
FIRE OFFICER	36M/48M	FIRE OFFICER/PARAMEDIC - CPT	102,263
FIRE OFFICER	12M/24M	FIRE OFFICER/PARAMEDIC - CPT	97,735
FIRE OFFICER	48M	FIRE OFFICER/PARAMEDIC - CPT	103,313
FIRE OFFICER	48M	FIRE OFFICER/PARAMEDIC - CPT INSPECTOR	103,313
FIRE OFFICER	48M	FIRE OFFICER/AEMT - CPT INSPECTOR	103,313
FIRE OFFICER	24M/36M	FIRE OFFICER/PARAMEDIC - LT	87,456
FIRE OFFICER	48M	FIRE OFFICER/PARAMEDIC - LT	91,313
FIRE OFFICER	48M	FIRE OFFICER/AEMT - LT	91,313
FIRE OFFICER	10 YR	FIRE OFFICER/PARAMEDIC - LT	93,596
FIRE OFFICER	PR/12M	FIRE OFFICER/PARAMEDIC - LT	83,932
FIRE OFFICER	10 YR	FIRE OFFICER/PARAMEDIC - LT	93,596
FIRE OFFICER	36M/48M	FIRE OFFICER/PARAMEDIC - LT	90,385
FIRE OFFICER	12M/24M	FIRE OFFICER/PARAMEDIC - LT	86,383
		<b>TOTAL FIRE OFFICERS</b>	<b>1,333,808</b>
<u>FIRE FIGHTERS</u>			
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	81,497
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	75,356
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	58,580
FIREFIGHTER	F	FIRE FIGHTER/AEMT	52,572
FIREFIGHTER	A/B	FIRE FIGHTER/PARAMEDIC	71,148
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,698
FIREFIGHTER	D/E	FIRE FIGHTER/PARAMEDIC	81,497
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	85,232
FIREFIGHTER	F	FIRE FIGHTER/AEMT	62,768
FIREFIGHTER	D/E	FIRE FIGHTER/AEMT	55,768
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	65,815
FIREFIGHTER	C/D	FIRE FIGHTER/AEMT	79,234
FIREFIGHTER	F	FIRE FIGHTER/AEMT	56,181
FIREFIGHTER	C/D	FIRE FIGHTER/AEMT	75,461
FIREFIGHTER	F	FIRE FIGHTER/AEMT	79,234
FIREFIGHTER	F	FIRE FIGHTER/AEMT	56,181
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	81,497
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	58,580
FIREFIGHTER	D/E	FIRE FIGHTER/PARAMEDIC	66,952
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	75,356
FIREFIGHTER	B/C	FIRE FIGHTER/PARAMEDIC	64,844
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	81,497
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	81,497
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	56,181
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	75,356
FIREFIGHTER	F	FIRE FIGHTER/AEMT	59,018
FIREFIGHTER	F	FIRE FIGHTER/BASIC	75,461
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	75,461
FIREFIGHTER	F	FIRE FIGHTER/AEMT	59,018
FIREFIGHTER	F	FIRE FIGHTER/AEMT	79,234
FIREFIGHTER	F	FIRE FIGHTER/AEMT	55,906
FIREFIGHTER	A/B	FIRE FIGHTER/PARAMEDIC	75,356
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	56,181
FIREFIGHTER	E/F	FIRE FIGHTER/PARAMEDIC	63,109
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	71,030
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	79,234
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	55,768
FIREFIGHTER	A/B	FIRE FIGHTER/PARAMEDIC	62,803
FIREFIGHTER	D/E	FIRE FIGHTER/PARAMEDIC	62,956
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	66,952
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	85,572

FIREFIGHTER	D/E	FIRE FIGHTER/AEMT	55,906
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	85,572
FIREFIGHTER	B/C	FIRE FIGHTER/PARAMEDIC	66,952
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	75,356
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,740
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	79,234
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	79,234
		<b>TOTAL FIRE FIGHTERS</b>	<b>3,331,037</b>
		<b>TOTAL FULL TIME</b>	<b>5,186,397</b>
		P/T MECHANIC	27,479
		P/T FIRE ALARM	0
		P/T ADMINISTRATIVE ASSISTANT	0
		<b>TOTAL PART TIME</b>	<b>27,479</b>
		<b>TOTAL DEPARTMENT</b>	<b>5,213,877</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 Budget	FY25 CITY MANAGER RECOMMENDED
<b>FIRE DEPARTMENT</b>					
<b>FIRE FIGHTERS</b>					
<b>01-741-570-00-125-414</b>					
011041	SALARIES UNIFORM PERSONNE	3,988,325	3,732,987	4,541,067	4,664,845
012033	PT SALARIES-VEHICLE MAINT	20,000	19,305	20,000	27,479
014031	O/T EMERGENCY RECALL	158,980	156,029	217,617	543,498
014032	O/T EARNED TIME LV COVERA	505,000	485,931	667,000	805,350
014033	O/T DISABILITY LEAVE COVE	32,000	120,226	32,000	86,100
014034	O/T WORKERS COMP COVERAGE	30,000	15,472	30,000	84,000
014042	O/T-EDUCATION	80,000	84,088	80,000	84,000
015001	LONGEVITY	24,918	21,383	23,396	25,259
017001	HOLIDAY PREMIUM PAY	168,523	156,094	195,398	223,462
018031	CERTIFICATION STIPEND	382,939	332,457	368,467	402,799
021001	INSURANCE-HEALTH	955,724	955,724	755,794	780,811
021101	INSURANCE-DENTAL	66,736	59,602	69,205	71,766
021501	INSURANCE-LIFE	8,615	5,976	9,060	10,076
021601	INSURANCE-DISABILITY	12,364	10,551	12,512	17,260
022501	MEDICARE	78,777	71,700	91,169	101,337
023003	RET-FIREFIGHTER	1,775,710	1,683,643	1,931,710	2,108,892
036001	PROF SERVICE-CLEANING	16,555	20,503	17,384	18,254
039071	FIRE PREVENTION	3,000	4,003	5,000	5,000
054050	TRAINING	9,000	25,431	16,514	26,500
068001	CLOTHING ALLOWANCE	42,000	35,367	42,000	42,000
068003	PROTECTIVE CLOTHING	25,000	59,265	25,000	25,000
074001	EQUIPMENT	9,000	41,229	9,000	9,000
<b>TOTAL</b>		<b>8,393,166</b>	<b>8,096,966</b>	<b>9,159,293</b>	<b>10,162,688</b>
<b>AMBULANCE</b>					
<b>01-741-580-00-125-414</b>					
039003	PROF/SERVICES-LICENSING	2,500	3,055	3,250	3,250
043015	REPAIRS-FIRE EQUIPMENT	12,580	19,659	12,580	12,580
054050	TRAINING	16,400	16,865	41,400	42,000
061002	MISCELLANEOUS SUPPLIES	22,000	36,744	46,000	46,000
074001	EQUIPMENT	2,000	13,151	2,000	2,000
<b>Ambulance</b>		<b>55,480</b>	<b>89,474</b>	<b>105,230</b>	<b>105,830</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 Budget	FY25 CITY MANAGER RECOMMENDED
<b>FIRE ADMINISTRATION</b>					
<b>01-741-610-00-125-414</b>					
011001	REGULAR SALARIES	483,718	461,830	502,444	521,552
011061	INSURANCE REIMBURSEMENT	100,924	116,293	118,830	192,529
012001	PART TIME SALARIES	1,227	-	-	-
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
015001	LONGEVITY	6,374	6,123	6,306	7,164
016001	LEAVE AT TERMINATION	170,084	170,084	120,084	120,084
021001	INSURANCE-HEALTH	106,192	106,192	108,422	112,011
021101	INSURANCE-DENTAL	6,433	5,359	6,671	6,918
021501	INSURANCE-LIFE	994	724	1,085	1,127
021601	INSURANCE-DISABILITY	1,428	1,329	1,559	1,930
022001	SOCIAL SECURITY	5,653	5,505	5,842	6,049
022501	MEDICARE	8,659	8,262	9,172	10,530
023001	RETIREMENT	12,143	12,188	12,262	12,713
023003	RET-FIREFIGHTER	133,190	125,780	126,901	131,948
026002	INSURANCE-WORKERS COMP	383,534	383,534	415,848	553,165
031001	PROF SERVICES-ENERGY CONT	38,000	49,099	38,000	38,000
034103	TELEPHONE	30,000	31,493	31,200	32,500
034104	CELLULAR PHONES	14,000	14,654	14,640	15,000
034206	SOFTWARE-ANNUAL MAINT	-	-	35,000	35,000
035001	PROF SERVICE-MEDICAL EXAM	3,000	11,257	7,000	10,000
039070	PROFESSIONAL SERVICES	1,000	5,550	1,000	1,000
041002	ELECTRICITY	48,000	43,922	55,000	55,000
041101	NATURAL GAS	39,415	24,544	40,597	35,000
041205	WATER /SEWER FEES	18,720	17,252	18,720	18,720
043001	REPAIRS-STRUCTURAL	27,000	42,201	27,000	27,000
043012	REPAIRS-COMMUNICATION	11,000	17,120	11,000	11,000
043018	REPAIRS-EQUIPMENT	25,000	16,842	23,500	23,500
043019	REPAIRS-SCBA	7,000	10,503	7,000	7,000
043021	REPAIRS-FIRE ALARM SYS	5,000	1,440	5,000	5,000
043024	REPAIRS-VEHICLE	100,000	146,508	106,200	110,000
044006	PRINTING LEASE/MAINT	4,000	2,668	4,000	4,000
053001	ADVERTISING	500	625	500	500
054051	EDUCATION	4,000	-	4,000	4,000
055050	PRINTING	250	1,200	250	250
056001	DUES PROFESSIONAL ORGANIZ	3,000	2,044	3,000	3,000
056005	DUES REGIONAL HAZMAT TEAM	10,901	10,901	10,901	10,901
057101	TRAVEL AND CONFERENCE	5,000	750	5,000	5,000
061002	MISCELLANEOUS SUPPLIES	15,000	23,160	15,000	15,000
061003	MEETING SUPPLIES	300	468	300	300
062001	OFFICE SUPPLIES	5,000	4,806	5,000	5,000
062501	POSTAGE	1,000	1,339	1,000	1,000
063601	DIESEL FUEL	75,400	60,744	75,400	65,400
064001	JANITORIAL SUPPLIES	6,000	9,375	6,000	7,000
067001	BOOKS & PERIODICALS	200	-	200	200
068001	CLOTHING ALLOWANCE	1,350	1,350	1,350	1,350
068002	CLOTHING	2,650	18,605	6,000	14,700
074050	BOILER	-	72,848	-	-
075001	FURNITURE AND FIXTURES	6,000	14,582	6,000	6,000
091005	TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)
099006	COPIER LEASE	-	-	-	-
<b>Fire Administration</b>		<b>1,906,839</b>	<b>2,039,653</b>	<b>1,978,784</b>	<b>2,223,641</b>
<b>FIRE</b>	<b>Total</b>	<b>10,355,485</b>	<b>10,226,092</b>	<b>11,243,307</b>	<b>12,492,159</b>





# Emergency Management

## Mission

The City'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 FY25 proposed budget for Emergency Management is \$18,080, this represents a flat budget.

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 office was successful in obtaining grants to upgrade the Emergency Operations Plans and Hazard Mitigation Plans to better prepare the City for emergencies in the future.

The EMO utilizes budget funds to augment State funding for emergency plans along with our primary and secondary Emergency Operations Centers.



## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>EMERGENCY MANAGEMENT</b>				
OVERTIME	6,000	6,754	6,000	6,000
RETIREMENT	1,980	2,228	1,980	1,980
OTHER BENEFITS	100	94	100	100
OTHER OPERATING	21,500	12,450	10,000	10,000
<b>TOTAL</b>	<b>29,580</b>	<b>21,527</b>	<b>18,080</b>	<b>18,080</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



**Goal #1:** Maintain and revise local emergency response plans to meet federal requirements for grant funding and emergency preparedness.

### *Objectives*

- ✓ Assist in maintaining school emergency plans
- ✓ Maintain the City's Emergency Operations, Hazard Mitigation, and Continuity of Operation Plans
- ✓ Develop long-range recovery plans to address natural, technological and terrorism hazards

### *Performance Measurement*

- *City passed graded exercise for Federal Emergency Management Agency in FY24 for simulated radiological emergency response in all areas.*

### *Organizational Goal Addressed*

- *Meet or Exceed State and Federal Legal / Regulatory Requirements Including Those for a Safe and Healthy Community and Environment.*



**Goal #2:** Ensure 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.

### *Objectives*

- ✓ Participate in monthly Emergency Services/Management meetings
- ✓ Provide training for all members of the Emergency Operations Staff
- ✓ Participate in drills and graded exercises for Seabrook Station Emergency Planning Zone

### *Performance Measurements*

Participated in biennial Radiological Emergency Preparedness exercises designed to respond to emergencies originating at Seabrook Nuclear Power Plant. The group will participate again in FY26.

### *Citywide Goal Addressed*

- *Meet or Exceed State and Federal Legal / Regulatory Requirements Including Those for a Safe and Healthy Community and Environment.*

## Portsmouth Emergency Management Team

Emergency Management Director – Karen Conard, Portsmouth City Manager  
Emergency Management Coordinator- William McQuillen, Fire Chief

### City Representatives

City Manager's Office – Suzanne Woodland  
Fire – Jason Gionet  
Police – Mark Newport  
Public Works - Peter Rice  
Schools – Zach McLaughlin  
Human Resources – Kelly Harper  
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

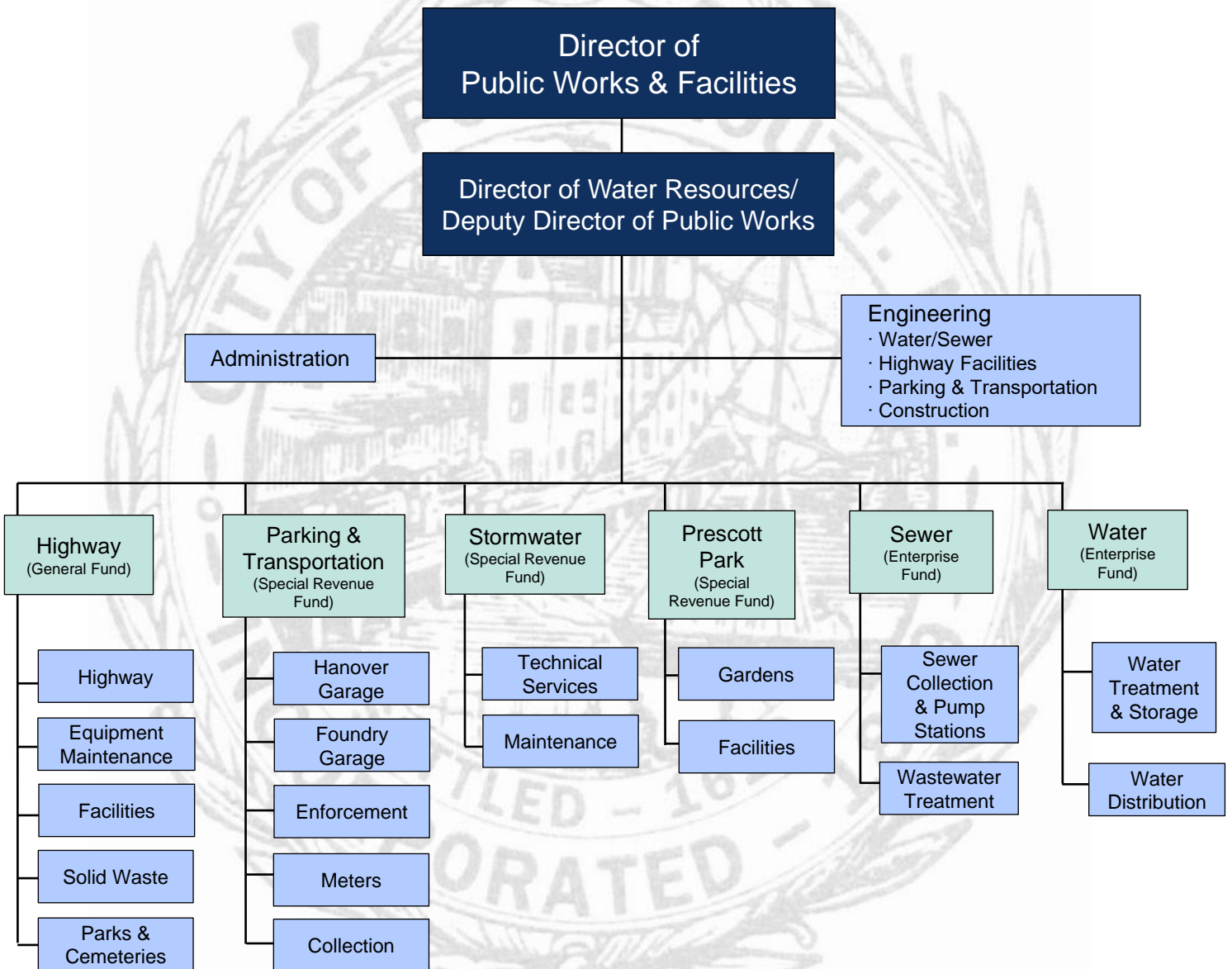


		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>EMERGENCY MANAGEMENT</b>					
<b>01-744-590-00-100-416</b>					
014041	OVERTIME	6,000	6,754	6,000	6,000
022501	MEDICARE	100	94	100	100
023003	RET-FIREFIGHTER	1,980	2,228	1,980	1,980
034103	TELEPHONE	1,000	1,627	1,000	1,000
043032	GENERATOR MAINTENANCE	-	6,212	5,000	5,000
061002	MISCELLANEOUS SUPPLIES	3,000	945	3,000	3,000
068038	PPE	17,500	3,666	1,000	1,000
<b>EM</b>	<b>Total</b>	<b>29,580</b>	<b>21,527</b>	<b>18,080</b>	<b>18,080</b>

# Public Works Department

## Highway Division

(General Fund)



### Mission

Our mission is to provide municipal Public Works functions for the benefit of our citizens, businesses and visitors in an efficient, sustainable, and cost-effective manner within budgetary appropriations.





# Department of Public Works – Highway Division

## 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 FY25 proposed budget for the Highway Division is \$7,990,517 which reflects an increase of \$209,105 or 2.7% from the FY24 approved budget. The primary drivers of this budget are contractual obligations (4%), utility expenses (8.7%), recycling and solid waste disposal contracts (5%), and contracted services (4%).

The Department of Public Works is committed to enhancing the quality of life for residents and visitors by providing essential services and maintaining the City's infrastructure. The FY25 budget reflects efficient resource management, maintenance of the current level of service and addressing the evolving needs of the community. Reductions in funding would lead to increased deferred maintenance, a decline in the level of service provided, increased emergency repairs, and additional costs to the taxpayers over time. This Highway Division budget responds to changing policy objectives and resident expectations.

<u>Position Summary Schedule</u>			
<b>Positions Full Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Director of Public Works & Facilities	1.00	0.70	0.70
Operations Manager	0.25	0.25	0.25
General Foreman	1.00	1.00	1.00
Administrative Manager	-	0.25	0.25
Business Administrator	0.25	-	-
Administrative Assistant I	0.25	0.35	0.35
Administrative Clerk	0.25	0.25	0.25
Operational Support Coordinator	0.25	0.25	0.25
Dispatcher II	0.25	-	-
Special Project Coordinator	-	0.25	0.25
Construction Technician Supervisor	1.00	1.00	1.00
Facilities Manager	0.25	0.25	0.25
Facility Foreman	1.00	1.00	1.00
Custodial Foreman	-	1.00	1.00
Utility Mechanic - Pool Technician	1.00	1.00	1.00
Electrician	1.00	-	-
Master Carpenter	1.00	1.00	1.00
Laborer	11.00	10.00	10.00
Custodian	8.00	8.00	8.00
Custodian Leadman	1.00	1.00	1.00
Truck Driver II	2.00	4.00	4.00
Recycling Truck Driver	1.00	1.00	1.00
Truck Driver I	6.00	4.00	4.00
Sanitation Laborer	6.00	6.00	6.00
Highway Foreman	1.00	1.00	1.00
Assistant Foreman: Highway	-	1.00	1.00
Equipment Operator II	-	1.00	1.00
Equipment Operator I	1.00	-	-
Utility Mechanic	3.00	3.00	2.00
Fleet General Foreman	0.30	0.30	0.30
Equipment Maintenance Foreman	-	-	-
Equipment Mechanic	1.50	1.20	1.20
Inventory Management Specialist	-	0.30	0.30
Equipment Mechanic Assistant	-	0.30	0.30
Utility Mechanic - Inventory Control Technician	0.30	-	-
Arborist Foreman	1.00	1.00	1.00
Tree Supervisor/ Arborist			
Arborist Technician	1.00	1.00	1.00
Assistant Foreman - Parks & Greenery	1.00	1.00	1.00
Parks and Greenery Foreman	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>54.85</b>	<b>54.65</b>	<b>53.65</b>
<b>Positions Part-Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Office Manager	0.25	0.25	-
Number of Seasonal part-time positions varies.			
<b>Totals Part Time</b>	<b>0.25</b>	<b>0.25</b>	<b>-</b>

## Budget Summary of Expenditures

	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>DEPARTMENT OF PUBLIC WORKS - HIGHWAY DIVISION</b>				
SALARIES	3,090,321	2,886,914	3,227,034	3,352,378
PART-TIME SALARIES	78,596	171,555	45,723	65,000
OVERTIME	354,000	411,389	359,000	359,000
LONGEVITY	21,255	30,598	33,189	34,617
RETIREMENT	487,366	466,529	489,681	506,835
OTHER BENEFITS	273,075	258,235	282,366	293,942
<i>Contractual Obligations</i>	<i>4,304,613</i>	<i>4,225,220</i>	<i>4,436,993</i>	<i>4,611,772</i>
TRAINING/EDUCATION/CONFERENCES	7,800	6,094	21,800	21,800
ELECTRICITY	175,000	155,664	208,000	226,000
NATURAL GAS	70,000	60,242	80,000	85,518
GASOLINE	195,000	220,288	190,000	190,000
CONTRACTED SERVICES	423,020	298,003	423,750	440,650
ROAD MAINTENANCE & STRIPING PROGRAM	216,000	210,402	216,000	168,100
RECYCLING	250,000	212,534	264,000	275,000
SOLID AND YARD WASTE	525,000	465,515	548,000	571,650
PROFESSIONAL ORGANIZATION DUES	4,500	2,564	5,000	5,000
SOFTWARE/COMPUTER MAINTENANCE	22,000	23,812	25,408	28,883
OTHER OPERATING	987,075	1,283,741	1,028,415	1,014,516
TRANSFER TO STORMWATER	321,788	321,789	334,044	351,628
<i>Other Operating</i>	<i>3,197,183</i>	<i>3,260,647</i>	<i>3,344,417</i>	<i>3,378,745</i>
<b>TOTAL</b>	<b>7,501,796</b>	<b>7,485,867</b>	<b>7,781,410</b>	<b>7,990,517</b>

**Utility Prices** - The escalation in utility costs within the Public Works budget reflects the prevailing market trends and operations associated with maintaining essential services. Utility expenses encompass electricity and natural gas required to power and heat facilities and sustain municipal operations at the City Hall complex including the Police Department, School Department Central Office, and the Public Works building. Electricity increased across facilities in the amount of \$18,000 or 8.7%. Natural Gas expenses also saw an overall increase across facilities by \$5,518 or 6.9%.

**Contracted Services** - The Department continues to transition contracted services in-house, whenever possible, to improve operational efficiency. Contracted service agreements are made with external vendors for specialized services such as heating, ventilation, plumbing, and mosquito control. By outsourcing certain functions to expert contractors, we can leverage their expertise and resources to optimize service delivery while allowing the City's internal workforce to focus on core responsibilities.

### Reduction in Sign and Lines

**Accounts** - The reduction in the sign and lines accounts within the Street Maintenance budget is attributable to a staff reallocation of resources to the Parking Division budget. This transfer of accounts and reallocation enables the Department to optimize and better align resources, improve budget management, enhance services and facilitate cross-functional collaboration to better serve the needs of the community.



### Recycling and Solid Waste

- The collection of recycling and solid waste is a core function of the Department of Public Works. The Department continues to engage stakeholders, solicit community feedback, and implement best practices

to optimize solid waste operations and minimize the financial burden on taxpayers. Staffing the collections operation is a continual challenge which often requires moving staff from other areas to maintain collection when staff are sick or on vacation.



The recycling commodity markets have leveled off through FY24 and continue to average \$125/ton. The recycling budget was increased by \$11,000 or 4.2%. The solid waste tipping fee has increased from \$79.87/ton to \$83.86/ton. This contractual increase results in an anticipated increase to solid waste disposal cost of \$23,650 or 5%.

**Highway Road Maintenance** - Highway Road Maintenance is budgeted based on the Annual Pavement Condition Report which grades the condition of the City's roadways. The City's Pavement Condition Index's estimated average is 81 out of 100. This has remained consistent through the prior 3 years and has been maintained by an organized course of pavement preservation. The bulk of road maintenance funding is through the City's [Capital Improvement Plan](#). The FY25 budget has been reduced by \$5,000 to \$111,000 based on past expenditures, current usage, and multi-year averages of expenditures.

**Outreach** - The Department and its Highway Division continues to use web-based applications to improve service and communication with residents. The Department created on-line permits for blasting, flagging, excavation, Memorial Bridge lighting requests, encumbrances, 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 current staffing and resources levels. This data has been used to adjust the Highway Division's tree program and solid waste program to reduce response time and improve service. The data collected by 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.

Top Click and Fix service calls for FY23 were Solid Waste 19%, Tree Issue 11%, Sidewalk Issue 8%, Park Issue 8%, Traffic & Safety 7%, Street Issue 7%, Winter Issue 6%, and Pothole 5%. Out of the total 1,152 requests for service, 94% were addressed in the same period as they were reported.

**Summary:** The FY25 budget for the Department of Public Works Highway Division does not introduce any new initiatives. Rather, it aims to sustain the current standard of services offered to residents. Aligned with our mission to deliver municipal services for the community's welfare, the Highway Division's FY25 budget emphasizes environmental sustainability and cost-effectiveness. With a 2.69% budget increase, we ensure the maintenance of essential functions at satisfactory levels, while addressing the growing complexities and challenges confronting the City.



## 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 Fuel
- Administer Traffic Control Permits

**Engineering-** Supply engineering services (design, contract documents, and construction inspection) for all City Public Works projects, which includes water, sewer, stormwater, highway, public facilities, and transportation divisions. Provide engineering assistance to other City Departments.

**Building Administration** - Responsible for cleaning, providing utilities, and maintaining municipal buildings and facilities including the Community Campus, Municipal Complex, Public Works facility, Library, Spinnaker Point, Portsmouth Senior Activity Center, Hanover Parking Garage, Foundry Garage, and the Indoor and Outdoor pools. The Highway Division also assists with capital projects at City-owned facilities that include the Players Ring, Portsmouth Historical Society Building, Prescott Park, and the South Meeting House. Overall, the Department maintains over 400,000 sq. ft. of buildings as well as aids Fire, Police, and School.

- Custodial Services
- Carpentry
- Plumbing
- Electrical
- HVAC

**Rubbish Removal and Disposal-** Collect, transport, process and dispose 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 10,000 tons of materials are collected annually. Approximately 6,000 tons of the City's waste is landfilled, 2,000 tons are composted, and over 2,000 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 and cooking oil recycling
- Books, clothing, and footwear
- Bicycles
- Food waste
- Mobility devices (i.e., crutches)



**Highway and Street Maintenance-** Provide maintenance of approximately 105 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 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 –** Contract for mosquito control services which includes biological monitoring of pest and disease vector mosquito species, hydrological parameters of wetland mosquito breeding habitats, and effectiveness of larvicide applications.

- Organic larviciding program
- Organic adulticiding program as needed

**Parks and Cemeteries-** Provide maintenance for twenty-four (24) playgrounds, parks/ball fields and eight (8) historic cemeteries.

- Grass cutting
- Leaf and debris removal
- Ballpark turf spraying
- Turf growth retardant
- Field setups for seasonal sporting events
- Cemeteries restoration
- Playground equipment repair and maintenance



## Goals and Objectives



**Goal #1: 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



### Performance Measurement

#### Pavement Management Index

	FY22	FY23	FY24 (Est)
<b>Goal</b>	76	76	76
<b>Actual</b>	81	81	81

#### Citywide Goals Addressed

- *Maintain and improve infrastructure to meet the needs of the community.*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



**Goal #2: Provide an elevated 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 enhance the recycling program
- ✓ Continue to replace traffic signalization equipment to improve intersection traffic flow and safety for both vehicles and pedestrians

**Performance Measurement**

*CO2 Reduced Through Recycling*

	FY22	FY23	FY24 (Estimate)
<b>Recycling</b>			
Total Tonnage Collected	2,974	2,450	2,500
Metric Tons CO2 Emissions Prevented Through Recycling	9,368	7,717	7,875

*Citywide Goals Addressed*

- *Maintain Financial Stability*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*



**Goal #3: Increase public outreach and solicitation of public input**

**Objectives**

- ✓ Continue to improve public awareness on how to access Highway Division services
- ✓ Maintain the Division's web site presence with up-to-date and accurate information
- ✓ Take opportunities to solicit public input to better inform decision-making
- ✓ Review timeliness of response to public inquiries

**Performance Measurement:**

*Click and Fix Requests Completed*

FY22	FY23	FY24 (Estimate)
1,115	1,152	1,100

*Participation in Citywide Neighborhood Committee meetings*

FY22	FY23	FY24 (Estimate)
3	3	4

*Citywide Goals Addressed:*

- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government*



**Goal #4: Continue to explore and implement sustainable practices when feasible**

**Objectives:**

- ✓ Work with other Departments to support the implementation of sustainable practices
- ✓ Continue to explore and implement when practicable sustainable public works operations

**Performance Measurement:**

**Number of Trees Planted**

	FY22	FY23	FY24 (Estimate)
Trees Planted	100	400	100
Cost	\$9,659	\$25,000	\$10,000

In FY19 staff assumed responsibility for planting operations. The City realized ~\$15,000 in savings, while tree plantings increased from ~30/year to ~100/year. Costs do not reflect staff time.

**Application of Compost Tea**

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Estimate)</b>
Acres Treated	10 + 300 Street Trees	100 Trees*	10 + 300 Trees
Avoided Cost Estimate	Previous bid for Organic Management ~\$269,000		
Additional Benefits	No environmental impact, benefits the soil biology, mammals, & fish in the Piscataqua river		
*FY23	Organic fertilizers are now being used in garden beds to supplement compost tea which takes manpower that has not been available in this fiscal year		

**Yard Waste/Composting**

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Estimate)</b>
Total Tonnage Collected	1,768	1,362	1,500

*Citywide Goals Addressed:*

- *Maintain Financial Stability*
- *Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*

Additional Performance Measures

**Solid Waste Disposal**

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Estimate)</b>
<b><u>Solid Waste Disposal</u></b>			
Total Tonnage Collected	10,753	10,012	10,000
Percentage Diverted from Landfill	42%	42%	40%
<b><u>Curbside Collection of MSW</u></b>			
Total Tonnage Collected	4,385	4,259	4,300

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>PUBLIC WORKS</b>			
<u>ADMINISTRATION</u>			
NON GRADE 26	H	⑭ DIRECTOR OF PUBLIC WORKS AND FACILITIES	110,161
NON GRADE 20	E	⑦ OPERATIONS DIRECTOR	28,107
SMA GRADE 16	H	GENERAL FOREMAN	97,507
NON GRADE 15	F	⑦ ADMINISTRATIVE MANAGER - PUBLIC WORKS	22,289
PMA GRADE 9	5.5F/6.5G	⑦ OPERATIONAL SUPPORT COORDINATOR	16,840
PMA GRADE 9	E	⑦ ADMINISTRATIVE ASSISTANT I	16,517
PMA GRADE 9	E	⑰ ADMINISTRATIVE ASSISTANT I	6,607
PMA GRADE 7	G	⑦ SPECIAL PROJECT COORDINATOR	15,471
1386B GRADE 7	I	⑦ ADMINISTRATIVE CLERK	14,636
		EDUCATION STIPENDS	1,254
		ON CALL	2,340
		<b>TOTAL ADMINISTRATION</b>	<b>331,729</b>
<u>ENGINEERING</u>			
SMA GRADE 16	H	CONSTRUCTION TECHNICIAN SUPERVISOR	97,507
		<b>TOTAL ENGINEERING</b>	<b>97,507</b>
<u>FACILITIES ADMINISTRATION</u>			
PMA GRADE 21	E	⑦ FACILITIES MANAGER	29,504
SMA GRADE 14	E	FACILITY FOREMAN	84,437
SMA GRADE 14	7.5B/4.5C	CUSTODIAL FOREMAN	74,307
1386A GRADE 9	2.5D/9.5E	MASTER CARPENTER	59,756
1386A GRADE 7	E	UTILITY MECHANIC - POOL TECHNICIAN	54,819
1386A GRADE 5	F	CUSTODIAN	51,136
1386A GRADE 5	E	CUSTODIAN	49,768
1386A GRADE 5	E	CUSTODIAN	49,768
1386A GRADE 5	E	CUSTODIAN	49,768
1386A GRADE 5	5.5D/6.5E	CUSTODIAN	48,681
1386A GRADE 5	5.5D/6.5E	LABORER	48,681
		ON CALL	17,550
		<b>TOTAL FACILITIES ADMIN</b>	<b>618,175</b>
<u>CITY HALL</u>			
1386A GRADE 8	G	CUSTODIAN LEADMAN	60,789
1386A GRADE 5	E	CUSTODIAN	49,768
1386A GRADE 5	E	CUSTODIAN	49,768
1386A GRADE 5	E	CUSTODIAN	49,768
		ON CALL	5,850
		<b>TOTAL CITY HALL</b>	<b>215,943</b>
<u>SOLID WASTE</u>			
1386A GRADE 7	G	TRUCK DRIVER II	57,876
1386A GRADE 7	G	RECYCLING TRUCK DRIVER	57,876
1386A GRADE 7	G	TRUCK DRIVER II	57,876
1386A GRADE 7	F	TRUCK DRIVER II	56,327
1386A GRADE 7	F	TRUCK DRIVER II	56,327
1386A GRADE 6	E	SANITATION LABORER	52,233
1386A GRADE 6	E	SANITATION LABORER	52,233
1386A GRADE 6	E	SANITATION LABORER	52,233
1386A GRADE 6	E	SANITATION LABORER	52,233
1386A GRADE 6	4C/8D	SANITATION LABORER	48,956
1386A GRADE 6	6C/6D	SANITATION LABORER	48,562
1386A GRADE 5	G	LABORER	52,543
		<b>TOTAL SOLID WASTE</b>	<b>645,275</b>

**FY25 BUDGETED POSITION AND SALARY DETAIL**

<u>STEP</u>		<u>POSITION</u>	<u>SALARY</u>
<b>PUBLIC WORKS</b>			
<u>STREET MAINTENANCE/ SNOW REMOVAL</u>			
SMA GRADE 14	E	HIGHWAY FOREMAN	84,437
1386A GRADE 13	C	ASSISTANT FOREMAN	66,477
1386A GRADE 7	G	UTILITY MECHANIC	57,876
1386A GRADE 6	E	TRUCK DRIVER I	52,233
1386A GRADE 5	G	LABORER	52,543
1386A GRADE 5	E	LABORER	49,768
1386A GRADE 5	E	LABORER	49,768
1386A GRADE 5	E	LABORER	49,768
1386A GRADE 5	7.5D/4.5E	LABORER	48,286
1386A GRADE 5	10D/2E	LABORER	47,793
		ON CALL	36,540
<b>TOTAL STREET MAINTENANCE</b>			<b>595,489</b>
<u>EQUIPMENT MAINTENANCE</u>			
SMA GRADE 16	H	⑧ FLEET GENERAL FOREMAN	29,252
1386A GRADE 13	G	⑧ EQUIPMENT MECHANIC TECHNICIAN	23,213
1386A GRADE 13	E	⑧ EQUIPMENT MECHANIC TECHNICIAN	21,987
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	19,943
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	19,943
PMA GRADE 9	C	⑧ INVENTORY MANAGEMENT SPECIALIST	17,978
1386A GRADE 5	11D/1E	⑧ EQUIPMENT MECHANIC ASSISTANT	14,279
		ON CALL	3,510
<b>TOTAL EQUIPMENT MAINTENANCE</b>			<b>150,105</b>
<u>TREE PROGRAM</u>			
SMA GRADE 15	3B/9C	ARBORIST FOREMAN	79,428
1386A GRADE 13	2E/10F	ARBORIST TECHNICIAN	74,971
1386A GRADE 9	E	EQUIPMENT OPERATOR II - TREES	60,355
1386A GRADE 6	6.5D/5.5E	TRUCK DRIVER I - TREES	50,886
		ON CALL	2,340
<b>TOTAL TREE PROGRAM</b>			<b>267,980</b>
<u>PARKS AND CEMETERIES</u>			
SMA GRADE 15	G	PARKS AND GREENERY FOREMAN	91,077
1386A GRADE 13	G	ASSISTANT FOREMAN - PARKS AND GREENERY	77,377
1386A GRADE 7	E	UTILITY MECHANIC-GREENSPACES	54,819
1386A GRADE 6	G	TRUCK DRIVER I	55,146
1386A GRADE 6	E	TRUCK DRIVER I	52,233
1386A GRADE 5	G	LABORER	52,543
1386A GRADE 5	6.5C/5.5D	LABORER	46,175
		ON CALL	4,680
<b>TOTAL PARKS AND CEMETERIES</b>			<b>434,050</b>
<b>TOTAL FULL TIME</b>			<b>3,356,253</b>
CONSTRUCTION OPERATIONS DIRECTOR			30,000
SEASONAL LABORERS			35,000
<b>TOTAL PART TIME</b>			<b>65,000</b>
<b>TOTAL DEPARTMENT</b>			<b>3,421,253</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ⑦ 25% PUBLIC WORKS, 25% WATER, 25% SEWER, 25% PARKING
- ⑧ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑭ 70% PUBLIC WORKS, 10% WATER, 10% SEWER, 10% PARKING
- ⑰ 30% PARKING, 30% WATER, 30% SEWER, 10% PUBLIC WORKS



		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
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**DEPARTMENT OF PUBLIC WORKS - HIGHWAY DIVISION**

**ADMINISTRATION  
01-751-610-51-111-419**

011001	REGULAR SALARIES	346,292	344,322	314,091	331,729
012001	PART TIME SALARIES	8,596	3,987	10,723	-
014041	OVERTIME	10,000	17,992	14,000	14,000
015001	LONGEVITY	21,255	30,598	33,189	34,617
022001	SOCIAL SECURITY	23,941	23,530	23,064	23,581
022501	MEDICARE	5,599	5,522	5,394	5,515
023001	RETIREMENT	53,083	55,236	48,881	51,461
034103	TELEPHONE	18,000	20,239	19,000	19,000
034104	CELLULAR PHONES	7,500	9,617	11,120	11,760
034206	SOFTWARE-ANNUAL MAINT	22,000	23,812	25,408	28,883
035002	PROF SERV- SUBSTANCE TEST	3,600	2,470	3,750	3,750
035004	OCCUPATIONAL HEALTH	2,500	2,438	-	-
039001	PROFESSIONAL SERVICES	10,000	7,050	5,000	5,000
043027	REPAIRS-OFFICE EQUIPMENT	1,000	235	1,000	1,000
044006	PRINTING LEASE/MAINT	4,500	2,220	3,660	3,660
053001	ADVERTISING	2,000	2,724	2,500	2,500
054050	TRAINING	4,000	4,098	15,000	15,000
055050	PRINTING	300	281	300	300
056001	DUES PROFESSIONAL ORGANIZ	4,500	2,564	5,000	5,000
057101	TRAVEL AND CONFERENCE	1,500	1,437	2,500	2,500
057102	TRAVEL REIMBURSEMENT	1,500	980	1,000	1,000
061001	FIRST AID	2,000	1,460	2,000	2,000
061003	MEETING SUPPLIES	500	653	660	660
062001	OFFICE SUPPLIES	4,800	5,276	4,500	4,500
062005	PRINTING SUPPLIES	100	112	100	100
062501	POSTAGE	1,000	1,167	1,000	1,000
067001	BOOKS & PERIODICALS	500	-	500	500
068003	PROTECTIVE CLOTHING	2,500	1,867	2,500	2,500
068022	MATERIALS-SAFETY	500	215	500	500
		<b>563,566</b>	<b>572,100</b>	<b>556,340</b>	<b>572,016</b>

**ENGINEERING  
01-751-620-51-111-419**

011001	REGULAR SALARIES	86,094	89,357	94,953	97,507
012001	PART TIME SALARIES	35,000	134,178	-	-
014041	OVERTIME	25,000	23,677	25,000	25,000
022001	SOCIAL SECURITY	9,058	15,126	7,437	7,595
022501	MEDICARE	2,119	3,538	1,739	1,776
023001	RETIREMENT	15,620	14,425	16,230	16,575
031002	PROF SERVICES-ENGINEERING	35,000	15,214	20,000	20,000
054050	TRAINING	200	-	200	200
057101	TRAVEL AND CONFERENCE	100	-	100	100
062001	OFFICE SUPPLIES	100	-	100	100
062002	ENGINEERING SUPPLIES	500	848	500	500
062003	MAPPING SUPPLIES	500	384	500	500
068003	PROTECTIVE CLOTHING	250	20	250	250
		<b>209,541</b>	<b>296,767</b>	<b>167,009</b>	<b>170,103</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>FACILITIES ADMINISTRATION</b>					
<b>01-751-630-51-100-407</b>					
011001	REGULAR SALARIES	540,030	492,115	578,134	618,175
012001	PART TIME SALARIES	-	-	-	30,000
014041	OVERTIME	26,000	60,132	30,000	30,000
022001	SOCIAL SECURITY	35,094	32,717	37,704	42,047
022501	MEDICARE	8,208	7,652	8,818	9,834
023001	RETIREMENT	79,584	77,646	82,281	87,698
031001	PROF SERVICES-ENERGY CONT	-	220	-	-
039001	PROFESSIONAL SERVICES	25,000	36,135	15,000	15,000
039058	PROF/SERV ENVIRO TEST	30,000	25,220	12,000	12,000
043001	REPAIRS-STRUCTURAL	-	249	-	-
043002	REPAIRS-ELECTRICAL	-	4,110	-	-
043004	REPAIRS-PLUMBING	-	225	-	-
043016	REPAIRS-CLOCK MAINTENANCE	1,000	720	1,000	1,000
068003	PROTECTIVE CLOTHING	4,600	4,911	6,000	6,000
068004	MATERIALS-MAINTENANCE	2,200	862	2,200	2,200
068030	TOOLS	5,000	4,566	5,000	5,000
		<b>756,716</b>	<b>747,480</b>	<b>778,137</b>	<b>858,954</b>
<b>FACILITIES CITY HALL</b>					
<b>01-751-630-51-110-407</b>					
011001	REGULAR SALARIES	198,631	200,826	210,439	215,943
014041	OVERTIME	20,000	35,899	25,000	25,000
022001	SOCIAL SECURITY	13,556	14,044	14,597	14,938
022501	MEDICARE	3,171	3,284	3,414	3,494
023001	RETIREMENT	30,740	33,284	31,855	32,600
031007	PROF SERV-BUILDING ASSESS	-	4,385	-	-
041002	ELECTRICITY	135,000	118,915	158,000	169,000
041101	NATURAL GAS	45,000	41,692	55,000	60,273
041205	WATER /SEWER FEES	25,000	21,546	25,000	28,400
043001	REPAIRS-STRUCTURAL	15,000	90,851	15,000	15,000
043002	REPAIRS-ELECTRICAL	20,000	37,580	20,000	15,000
043004	REPAIRS-PLUMBING	20,000	67,473	20,000	20,000
043005	REPAIRS-HEATING SYSTEM	12,000	83,526	12,000	12,000
043006	REPAIRS-BOILER	5,000	6,014	5,000	5,000
043007	REPAIRS-ELEVATOR	15,000	9,890	15,000	15,000
043008	REPAIRS-AIR CONDITION SYS	6,000	94,111	6,000	6,000
043011	REPAIRS-SPRINKLER SYS	-	-	-	5,000
043032	GENERATOR MAINTENANCE	5,000	2,111	5,000	5,000
061001	FIRST AID	-	398	-	-
064001	JANITORIAL SUPPLIES	20,000	21,874	20,000	20,000
		<b>589,098</b>	<b>887,703</b>	<b>641,305</b>	<b>667,648</b>
<b>FACILITIES PUBLIC WORKS</b>					
<b>01-751-630-51-111-407</b>					
041002	ELECTRICITY	40,000	36,749	50,000	57,000
041101	NATURAL GAS	25,000	18,550	25,000	25,245
041205	WATER /SEWER FEES	15,000	7,216	13,000	13,000
043001	REPAIRS-STRUCTURAL	45,000	43,096	45,000	45,000
043002	REPAIRS-ELECTRICAL	3,500	8,235	3,500	2,000
043004	REPAIRS-PLUMBING	2,000	15,571	2,000	1,500
043005	REPAIRS-HEATING SYSTEM	-	-	-	500
043007	REPAIRS-ELEVATOR	2,000	2,711	2,000	2,000
043011	REPAIRS-SPRINKLER SYS	-	-	-	1,500
043032	GENERATOR MAINTENANCE	500	2,160	500	500
064001	JANITORIAL SUPPLIES	8,500	9,500	8,500	8,500
068016	MATERIALS	5,000	1,529	5,000	5,000
072014	PW FACILITY	-	311	-	-
075001	FURNITURE AND FIXTURES	-	2,848	-	-
		<b>146,500</b>	<b>148,475</b>	<b>154,500</b>	<b>161,745</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>FACILITIES LIBRARY</b>					
<b>01-751-630-51-112-407</b>					
043001	REPAIRS-STRUCTURAL	15,000	20,286	15,000	15,000
043002	REPAIRS-ELECTRICAL	4,500	22,599	4,500	3,500
043004	REPAIRS-PLUMBING	3,000	19,546	3,000	3,000
043005	REPAIRS-HEATING SYSTEM	-	-	-	1,000
043006	REPAIRS-BOILER	2,500	14,729	2,500	1,500
043007	REPAIRS-ELEVATOR	3,500	2,810	3,500	3,500
043011	REPAIRS-SPRINKLER SYS	-	-	-	1,000
043028	MAINTENANCE	7,500	5,298	7,500	7,500
064001	JANITORIAL SUPPLIES	5,500	7,119	5,500	5,500
		<b>41,500</b>	<b>92,388</b>	<b>41,500</b>	<b>41,500</b>
<b>FACILITIES DOBLE CENTER</b>					
<b>01-751-630-51-121-407</b>					
039001	PROFESSIONAL SERVICES	5,000	4,767	5,000	5,000
043001	REPAIRS-STRUCTURAL	5,000	2,563	5,000	4,000
043002	REPAIRS-ELECTRICAL	500	2,445	500	500
043004	REPAIRS-PLUMBING	500	5,906	500	500
043005	REPAIRS-HEATING SYSTEM	-	-	-	500
043011	REPAIRS-SPRINKLER SYS	-	-	-	500
064001	JANITORIAL SUPPLIES	2,500	3,424	2,500	2,500
		<b>13,500</b>	<b>19,105</b>	<b>13,500</b>	<b>13,500</b>
<b>FACILITIES SPINNAKER POINT</b>					
<b>01-751-630-51-123-407</b>					
039001	PROFESSIONAL SERVICES	15,000	8,014	15,000	15,000
043001	REPAIRS-STRUCTURAL	5,500	9,149	5,500	5,500
043002	REPAIRS-ELECTRICAL	2,700	4,927	2,700	2,200
043004	REPAIRS-PLUMBING	2,000	8,934	2,000	1,500
043005	REPAIRS-HEATING SYSTEM	-	-	-	500
043007	REPAIRS-ELEVATOR	2,000	2,201	2,000	2,000
043011	REPAIRS-SPRINKLER SYS	-	-	-	500
064001	JANITORIAL SUPPLIES	8,500	11,792	8,500	8,500
		<b>35,700</b>	<b>45,017</b>	<b>35,700</b>	<b>35,700</b>
<b>FACILITIES INDOOR POOL</b>					
<b>01-751-630-51-192-407</b>					
039001	PROFESSIONAL SERVICES	-	-	26,400	26,400
043001	REPAIRS-STRUCTURAL	-	-	5,000	5,000
043002	REPAIRS-ELECTRICAL	-	-	2,000	1,500
043004	REPAIRS-PLUMBING	-	-	1,500	1,000
043005	REPAIRS-HEATING SYSTEM	-	-	-	500
043011	REPAIRS-SPRINKLER SYS	-	-	-	500
043018	REPAIRS-EQUIPMENT	-	-	2,500	2,500
064001	JANITORIAL SUPPLIES	-	-	4,000	4,000
068016	MATERIALS	-	-	5,000	5,000
		-	-	<b>46,400</b>	<b>46,400</b>
<b>FACILITIES OUTDOOR POOL</b>					
<b>01-751-630-51-992-407</b>					
039001	PROFESSIONAL SERVICES	-	-	-	2,000
043001	REPAIRS-STRUCTURAL	4,000	9,327	4,000	4,000
043002	REPAIRS-ELECTRICAL	4,000	3,159	4,000	4,000
043004	REPAIRS-PLUMBING	1,000	529	1,000	1,000
043014	REPAIRS-OTHER	1,000	782	1,000	1,000
064001	JANITORIAL SUPPLIES	2,800	696	2,800	800
068016	MATERIALS	1,000	546	1,000	1,000
		<b>13,800</b>	<b>15,038</b>	<b>13,800</b>	<b>13,800</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>SOLID WASTE</b>					
<b>01-751-640-32-100-426</b>					
011001	REGULAR SALARIES	594,459	530,353	609,637	645,275
014041	OVERTIME	95,000	84,939	95,000	95,000
022001	SOCIAL SECURITY	42,747	36,361	43,687	45,897
022501	MEDICARE	9,998	8,504	10,217	10,734
023001	RETIREMENT	96,939	86,510	95,337	100,159
039400	RECYCLING BY CONTRACT	250,000	212,534	264,000	275,000
041302	MSW DISPOSAL	450,000	426,568	473,000	496,650
041303	YARD WASTE	75,000	38,947	75,000	75,000
041305	HOUSEHOLD HAZARDOUS WASTE	500	238	500	500
041306	VEHICLE TIRE DISPOSAL	1,500	1,660	2,000	2,000
041307	UNIVERSAL WASTE	40,000	5,741	40,000	40,000
043018	REPAIRS-EQUIPMENT	120,000	104,603	120,000	120,000
068003	PROTECTIVE CLOTHING	2,500	13,545	6,000	6,000
068036	SOLID WASTE MATERIALS	-	325	-	-
068024	RECYCLING SUPPLIES/MATERL	9,000	3,354	9,000	8,000
091011	TRANSFER PARKING-RECYCLIN	(100,000)	(100,000)	(100,000)	(100,000)
		<b>1,687,643</b>	<b>1,454,181</b>	<b>1,743,378</b>	<b>1,820,215</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>HIGHWAY STREET MAINTENANCE</b>					
<b>01-751-640-41-100-420</b>					
011001	REGULAR SALARIES	677,319	602,498	739,744	556,614
014041	OVERTIME	50,000	52,378	40,000	40,000
022001	SOCIAL SECURITY	45,094	38,198	48,344	36,990
022501	MEDICARE	10,546	8,933	11,306	8,651
023001	RETIREMENT	102,262	92,075	105,499	80,722
031002	PROF SERVICES-ENGINEERING	30,000	-	30,000	30,000
039075	TRAFFIC LINE MARKING	100,000	104,921	100,000	57,100
039081	ROAD MAINTENANCE	116,000	105,481	116,000	111,000
043003	REPAIRS-TRAFFIC SIGNS	12,000	9,256	12,000	8,040
043033	REPAIRS-BRIDGE	-	209	-	-
044002	RENTAL OTHER EQUIPMENT	250	-	250	250
055050	PRINTING	725	-	725	725
068003	PROTECTIVE CLOTHING	16,000	17,586	17,800	16,821
068018	MATERIALS-MARKET SQUARE	10,000	14,802	10,000	10,000
068020	MATERIALS-ROAD	40,000	40,805	40,000	40,000
068021	MATERIALS-TRAFFIC SIGNS	30,000	26,158	30,000	20,000
068026	MATERIALS-SIDEWALK	10,000	8,992	10,000	10,000
068027	MATERIALS-BRIDGE	2,000	1,896	2,000	2,000
		<b>1,252,196</b>	<b>1,124,189</b>	<b>1,313,668</b>	<b>1,028,913</b>
<b>SNOW REMOVAL</b>					
<b>01-751-640-42-100-420</b>					
011001	REGULAR SALARIES	35,000	37,136	35,000	35,000
014041	OVERTIME	100,000	79,026	100,000	100,000
022001	SOCIAL SECURITY	8,370	6,935	8,370	8,370
022501	MEDICARE	1,958	1,622	1,958	1,958
023001	RETIREMENT	18,981	16,299	18,266	18,266
039200	SNOW REMOVAL	105,000	44,962	105,000	105,000
043017	REPAIRS-PLOW DAMAGE	4,000	5,457	4,000	4,000
043024	REPAIRS-VEHICLE	115,200	87,008	93,034	93,034
068005	MATERIALS-SAND AND SALT	210,000	221,359	210,000	210,000
074001	EQUIPMENT	-	-	22,166	22,166
091002	TRANSFER-PARKING	(300,000)	(300,000)	(300,000)	(300,000)
		<b>298,509</b>	<b>199,804</b>	<b>297,794</b>	<b>297,794</b>
<b>EQUIPMENT MAINTENANCE</b>					
<b>01-751-640-45-100-420</b>					
011001	REGULAR SALARIES	142,331	187,899	142,277	150,105
011050	ANNUAL TOOL ALLOWANCE	1,800	2,616	2,000	2,400
014041	OVERTIME	8,000	11,096	8,000	8,000
022001	SOCIAL SECURITY	9,433	11,848	9,317	9,803
022501	MEDICARE	2,206	2,771	2,179	2,293
023001	RETIREMENT	21,390	27,979	20,332	21,392
043010	REPAIRS-VEHICLE BY OUTSID	53,000	9,523	49,000	49,000
043018	REPAIRS-EQUIPMENT	24,500	17,989	30,500	30,500
043024	REPAIRS-VEHICLE	118,100	114,662	116,000	116,000
054050	TRAINING	2,000	559	4,000	4,000
063001	TIRES AND BATTERIES	20,000	14,207	20,000	20,000
063401	EV CHARGING STATION	150	-	150	150
063501	GASOLINE	195,000	220,288	190,000	190,000
063701	LUBRICANTS	17,500	17,221	20,500	20,500
067001	BOOKS & PERIODICALS	100	-	100	100
068003	PROTECTIVE CLOTHING	4,200	6,535	6,300	6,300
068004	MATERIALS-MAINTENANCE	-	300	-	-
068030	TOOLS	-	-	2,600	2,600
074002	IT EQUIPMENT	2,000	156	250	250
075001	FURNITURE AND FIXTURES	-	35	-	-
		<b>621,710</b>	<b>645,684</b>	<b>623,505</b>	<b>633,393</b>

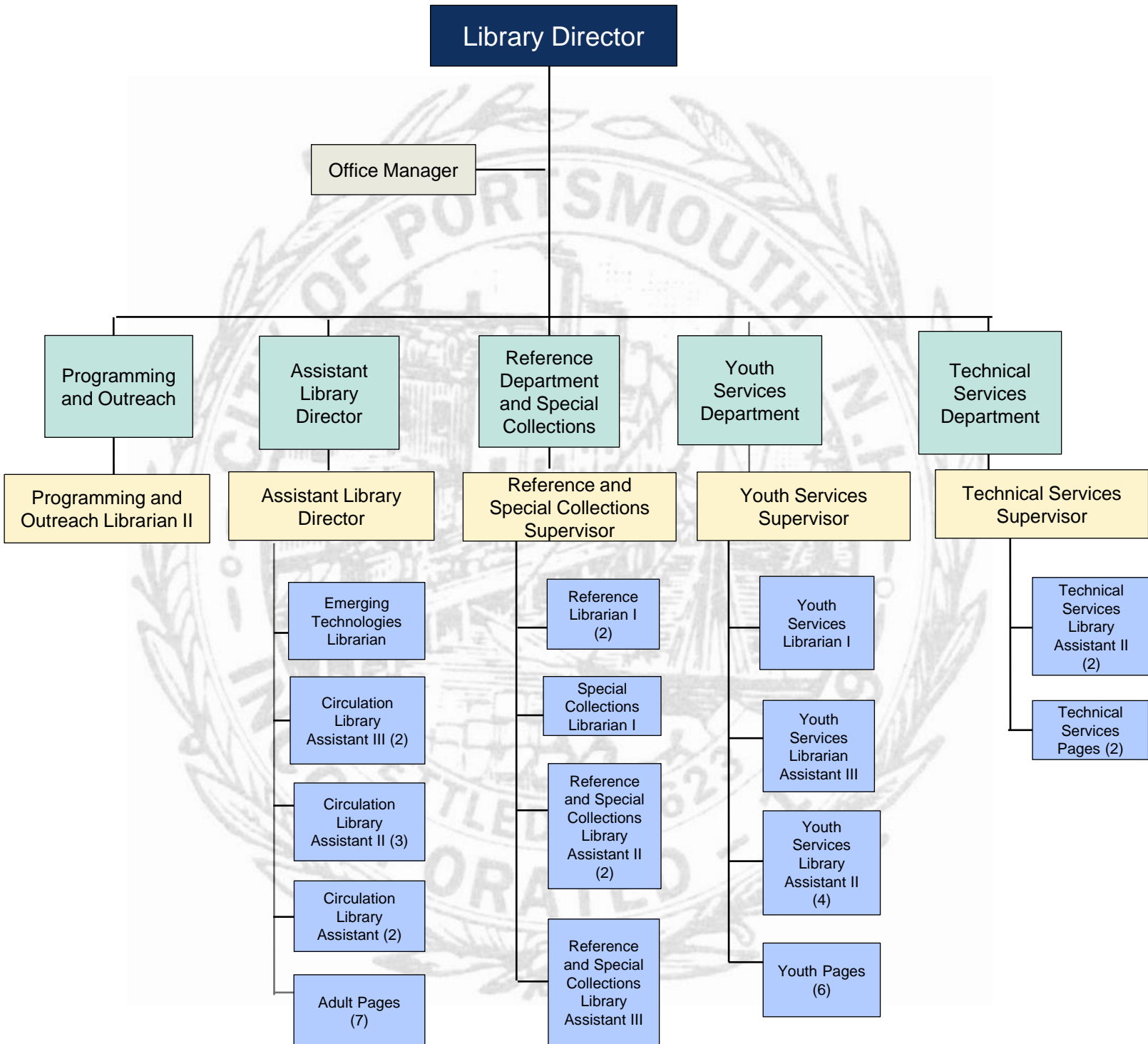
		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>TREE PROGRAM</b>					
<b>01-751-640-46-100-420</b>					
011001	REGULAR SALARIES	181,892	145,112	197,532	267,980
014041	OVERTIME	10,000	11,445	10,000	10,000
022001	SOCIAL SECURITY	11,898	9,308	12,867	17,235
022501	MEDICARE	2,783	2,177	3,009	4,031
023001	RETIREMENT	26,981	22,012	28,079	37,611
031002	PROF SERVICES-ENGINEERING	-	-	-	13,000
065001	TREE MAINTENANCE	7,500	6,838	15,500	15,500
068006	MATERIALS-TREE MAINTENANC	15,000	14,914	7,000	7,000
074001	EQUIPMENT	500	13,386	1,150	1,150
		<b>256,554</b>	<b>225,192</b>	<b>275,137</b>	<b>373,507</b>
<b>MOSQUITO CONTROL</b>					
<b>01-751-640-47-100-420</b>					
065003	LARVICIDING CONTRACT	26,920	18,900	31,600	31,600
		<b>26,920</b>	<b>18,900</b>	<b>31,600</b>	<b>31,600</b>
<b>PARKS AND CEMETERIES</b>					
<b>01-751-640-48-132-420</b>					
011001	REGULAR SALARIES	288,273	257,295	305,227	434,050
012001	PART TIME SALARIES	35,000	33,390	35,000	35,000
014041	OVERTIME	10,000	34,806	12,000	12,000
022001	SOCIAL SECURITY	20,663	19,087	21,838	29,825
022501	MEDICARE	4,833	4,464	5,107	6,975
023001	RETIREMENT	41,786	41,063	42,921	60,351
039001	PROFESSIONAL SERVICES	75,000	97,937	95,000	96,900
039021	PARKS & CEMETERY PROGRAMS	60,000	30,290	60,000	60,000
041205	WATER /SEWER FEES	50,000	45,163	50,000	50,000
043001	REPAIRS-STRUCTURAL	1,000	507	1,000	1,000
043002	REPAIRS-ELECTRICAL	2,000	1,010	3,000	3,000
043004	REPAIRS-PLUMBING	500	-	2,000	2,000
043018	REPAIRS-EQUIPMENT	5,000	-	2,500	2,500
043025	REPAIRS-BLDINGS & GROUNDS	2,500	941	4,000	4,000
065005	BALLPARK TURF SPRAYING	2,500	-	2,500	2,500
068004	MATERIALS-MAINTENANCE	55,000	48,145	55,000	55,000
068017	MATERIALS-BASEBALL FIELDS	11,500	55,058	16,000	16,000
074001	EQUIPMENT	1,000	2,898	1,000	1,000
		<b>666,555</b>	<b>672,054</b>	<b>714,093</b>	<b>872,101</b>
<b>STORMWATER</b>					
<b>01-751-640-49-100-420</b>					
091008	TRANSFER-STORMWATER	321,788	321,789	334,044	351,628
		<b>321,788</b>	<b>321,789</b>	<b>334,044</b>	<b>351,628</b>
PW	<b>TOTAL</b>	<b>7,501,796</b>	<b>7,485,867</b>	<b>7,781,410</b>	<b>7,990,517</b>



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# Public Library



## Mission

To engage, educate, empower, and enrich our community through creative and dedicated service to all.



# Public Library

## Services Overview

- ✓ Administration
- ✓ Technical Services: Acquisitions & Cataloging
- ✓ Circulation
- ✓ Public Programs and Community Building
- ✓ Reference Services
- ✓ Local History and Preservation Activities
- ✓ Computer Services and Training
- ✓ Services to Schools

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Library Director	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00
Librarian 2	4.00	4.00	4.00
Librarian 1	4.00	4.00	4.00
Library Assistant 3	2.00	2.00	2.00
Library Assistant 2	4.00	4.00	4.00
<b>Totals Full Time</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Positions Part-Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Office Manager	1.00	1.00	1.00
Librarian 1	1.00	1.00	1.00
Library Assistant 3	2.00	2.00	2.00
Library Assistant 2	8.00	8.00	8.00
Library Assistant 1	2.00	2.00	2.00
Number of Part Time Library Pages varies throughout the year.			
Number of Part Time Library Temporary Workers 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 FY25 proposed budget for the Library Department is \$2,488,538. This represents a net increase of \$110,866 or 4.7% from FY24. *Details of net changes are described on the following page.*

## Budget Summary of Expenditures

	<b>FY23</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>CITY MANAGER RECOMMENDED</b>
<b>LIBRARY</b>				
SALARIES	1,118,295	1,050,952	1,112,188	1,159,437
PART-TIME SALARIES	388,052	389,326	496,275	509,956
OVERTIME	1,500	-	1,500	500
LONGEVITY	7,309	9,864	10,465	12,578
RETIREMENT	158,393	149,956	152,098	158,539
OTHER BENEFITS	115,922	106,876	124,030	128,709
<i>Contractual Obligations</i>	<i>1,789,471</i>	<i>1,706,974</i>	<i>1,896,556</i>	<i>1,969,719</i>
TRAINING/EDUCATION/CONFERENCES	4,800	4,979	6,825	4,825
ELECTRICITY	71,925	65,160	85,000	97,000
NATURAL GAS	8,925	7,455	9,500	9,600
CONTRACTED SERVICES	200	28,075	5,780	15,780
PROFESSIONAL ORGANIZATION DUES	2,400	1,991	2,400	1,600
SOFTWARE/COMPUTER MAINTENANCE	50,183	43,677	54,947	54,947
OTHER OPERATING	356,197	420,339	316,664	335,067
<i>Other Operating</i>	<i>494,630</i>	<i>571,676</i>	<i>481,116</i>	<i>518,819</i>
<b>TOTAL</b>	<b>2,284,101</b>	<b>2,278,650</b>	<b>2,377,672</b>	<b>2,488,538</b>

- Materials Cost—Visits continue to increase monthly, bringing a higher demand for new and diverse items. Periodicals, newspapers, and operating supplies, among other items, continue to increase in cost by 5-25%. We are seeing a continued increase in demand for downloadable items as well, particularly for audiobooks. We consistently assess our physical collections, and our 2023 community survey showed a desire for more physical items in the collection.
- Energy—The highly efficient heating, cooling, and lighting systems continue to keep energy expenditures low. FY25 utilities budgeting does, however, reflect anticipated rates of inflation in some utilities.
- Borrowing Trends—Borrowing has increased steadily since fully re-opening in FY22. Usage of downloadable materials including ebooks, audiobooks, magazines, newspapers, and online courses continues to be strong. The Portsmouth Public Library participates in the NH Downloadables Consortium, which now includes magazines in its collection and subscribes to additional downloadable services including Hoopla (books, music, movies, and comic books) and Kanopy (films). The library actively participates in the Interlibrary Loan system coordinated by the state library which leverages the collections held by New Hampshire libraries.
- Exhibits—Exhibits are a point of pride for the library as we host local artists including SPLASH!, the spring show of artists in Portsmouth schools K-12, and the annual Ikebana show. Our exhibits frequently highlight local artists and groups.
- Outreach—In FY25 our goals include continuing outreach to all sectors of the community including seniors, children, schools, and other identified groups and individuals utilizing homebound delivery and a new bookmobile.
- 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. Reflected in our Strategic Plan survey last year, the community would like to see more programs, more outdoor programs, and more diversity of programs.

Local history and genealogy topics continue to hold pride of place in our lineups. FY2023-FY2024 saw a large variety of library programs celebrating Portsmouth's history, and library staff participated in and supported many of the P400th celebrations. Many ongoing library programs have been meeting for over 6 years including Weekly Meditation, Language discussion groups, now six languages strong, and the weekly World Affairs group. Strong continuing partnerships bring vital programs to our space such as the NH Black Heritage Trail Elinor Williams Hooker Tea Talks in February and the PMAC Guitar Sundays throughout most of the year, as well as speakers from the NH World Affairs Council.

Partnering with city government is vital to program success and we enjoy working with the Recreation Department in particular, whether in their spaces or ours.

- 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 currently that often means staying on top of the technology used in everyday life. Library staff continue to help individuals with their technologies for reading, listening, and gathering information at our very busy Device Help sessions as well as one-on-one assistance.



## Programs and Services

### **Administration**

- Building administration
- Budget preparation and analysis
- Services design and evaluation
- Professional staff development
- Staff assignment and evaluation
- Internal and external communications
- Statistics analysis

### **Technical Services**

- Loanable materials purchasing
- Media and downloadable purchasing
- Materials processing and cataloging
- Library systems management (Koha +)
- Online catalog (in house and remote access) design and operation
- Materials repair and removal
- Periodical subscriptions management
- Electronic database subscriptions
- Records management





### **Adult Services/Circulation**

- Reader's advisory and recommendations
- Koha Library System operation
- Holds, reserves, patron notices processing
- Shelving and shelf maintenance
- Displays, bookmarks, booklists
- Curbside pickup services



### **Youth Services**

- Children's story times: infants through preschool
- Children's craft, music, and holiday programs
- Teen programs
- School visits: all grades both in library and in classroom
- Summer Reading Program
- Youth book discussions

### **Reference Services**

- Direct patron assistance: in person, by phone, electronic
- Assistance and referral to outside agencies
- Interlibrary loan (materials held by other libraries)
- Library web page
- Device training
- Public computers with internet access, word processing, spreadsheet programs, office applications, scanning, faxing, and printing
- Research assistance



### **Special Collections Activities**

- Art objects: documentation, restoration, cleaning, and 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
- Personal histories collections
- Archival collections

### **Public Programs and Community Building**

- Adult informative programs (history, literature, poetry, humor, music, sports)
- Self-development programs (retirement, personal finance, safety, fitness, health)
- Community forums and panel discussions
- World affairs discussion group and speaker series
- Library and computer instruction
- Adult and youth book discussions
- Language discussion groups in six languages
- Art exhibits and lectures
- Local history lectures
- Genealogy workshops
- Meeting rooms/study rooms/collaborative workspace



### **Computer Services and Training**

- Public computers
- 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 and wireless printing
- Production station: two flatbed scanners, color and black and white laser printers
- Mobile services



### **All Staff and departments**

- Conversations with visitors of all ages
- Linking, connecting people with their community
- Providing a warm and welcoming environment to all who visit

### **Services to schools**

- Provide access to the library's Koha integrated library system for school collections
- Intra-system loans
- Book talks, children's programs
- Cooperative planning and training
- Teacher lending program

## Goals and Objectives

### *Goal #1: A New Strategic Plan for the Library*

#### *Objectives*

- ✓ Identify and pursue a variety of communication strategies to inform the new plan
- ✓ Identify methods for reaching the greatest cross section of citizens
- ✓ Increase newsletter subscriptions and social media followers

#### *Performance Measures*

- ✓ 2267 people responded to the all-city survey
- ✓ Two discussion forums held at the library and the senior center garnered more specific details
- ✓ Number of new newsletter subscribers: FY23 actual 2,262; FY24 Est 2,333
- ✓ A new 5-year Strategic Plan FY2025-FY2030

#### *Citywide Goals Addressed*

- ✓ *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*





*Goal #2: Continue to pursue diversity, equity, and inclusion initiatives around staffing, spaces, collections, programs, and services.*

*Objectives*

- ✓ Continue to explore new programming topics to reach a broad and diverse segment of our population
- ✓ Continue the library's TIDE (Taskforce on Inclusion, Diversity and Equity) to inform library programs and services
- ✓ Maintain and improve best practices on the library website for accessibility and effective communications
- ✓ Analyze diversity audits and further develop selection strategies for diverse collection development

*Performance Measures*

- ✓ Diversity audits of collections, programs, and displays: Collection HQ implemented
- ✓ Ongoing TIDE programs with guest speakers from the community

*Citywide Goals Addressed*

- ✓ *Welcome and support diversity in the workplace and community.*



*Goal #3: Maintain and continue to develop a wide variety of partnerships with local organizations in programming, outreach, and services*

*Objectives*

- ✓ Continue to explore and provide programs and outreach for youth, birth to 18 years
- ✓ Align new programs with Strategic Plan and with city goals
- ✓ Identify, pursue, and maintain a broad array of city and community partnerships to inform and enrich our programs and services
- ✓ Establish homebound delivery services

*Performance Measures*

- ✓ *Hosted P400 events including 101 Objects Book Release and speaker series throughout 2023*
- ✓ *Hosted P400 planning meetings throughout 2023*
- ✓ *Increased overall number of programs for all ages*
- ✓ *New for FY25: homebound delivery service subscribers*

*Number Programs*

FY21	FY22	FY23	FY24 (Estimate)
1157	1072	1209	1211

\* The library closed in March 2020 and started online events within weeks (3/4 of the way through FY20).

\*\* The library has continued online and hybrid programs since FY2021

*Citywide Goals Addressed*

- ✓ *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*
- ✓ *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth*



*Goal #4: Continue exploring ways to support new and existing businesses*

*Objectives*

- ✓ Continue to partner with strong, connected local and regional organizations supporting businesses
- ✓ Explore additional programs, services and resources for entrepreneurs and business owners
- ✓ Maintain a space that easily allows collaboration and business activity

*Performance Measures*

- ✓ Implementation of Wall Street Journal online
- ✓ Implementation of business-focused databases: Gale Business Databases

*Citywide Goals Addressed*

- ✓ *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*



*Goal #5: Maintain high customer service levels throughout the library*

*Objectives*

- ✓ Continue to provide programs and services year-round for all ages in a variety of formats
- ✓ Continue to update professional skills related to library services for all staff as appropriate
- ✓ Update catalog education and training

*Performance Measures*

- ✓ Overwhelmingly positive community feedback in the Strategic Plan survey and forums
- ✓ Ongoing online and in-person professional development through the New Hampshire Library Association, OCLC, and more library-focused technical and soft skills

*Citywide Goals Addressed*

- ✓ *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*

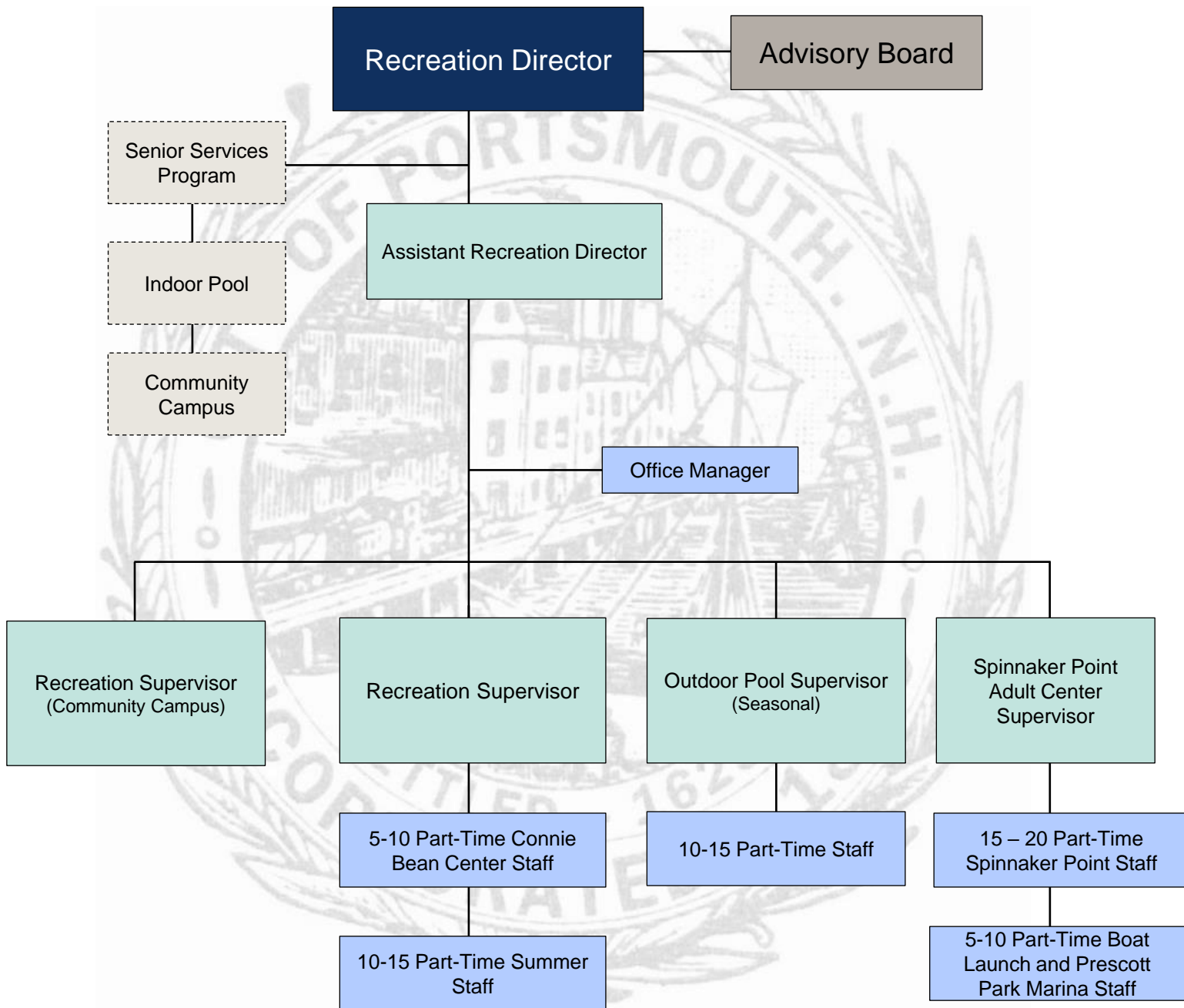


**FY25 BUDGETED POSITION AND SALARY DETAIL**

<b>LIBRARY</b>	<b><u>STEP</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
PMA GRADE 22	8F/4G	LIBRARY DIRECTOR	125,886
PMA GRADE 18	9F/3G	ASSISTANT LIBRARY DIRECTOR	103,532
PMA GRADE 13	H	LIBRARIAN II	84,007
PMA GRADE 13	G	LIBRARIAN II	82,360
PMA GRADE 13	E	LIBRARIAN II	80,142
PMA GRADE 13	E	LIBRARIAN II	80,142
1386B GRADE 10	F	LIBRARIAN I	64,948
1386B GRADE 10	E	LIBRARIAN I	64,083
1386B GRADE 10	2.5D/9.5E	LIBRARIAN I	63,447
1386B GRADE 10	3C/9D	LIBRARIAN I	60,305
1386B GRADE 8	I	LIBRARY ASSISTANT III	61,424
1386B GRADE 8	1.5F/10.5G	LIBRARY ASSISTANT III	59,666
1386B GRADE 6	I	LIBRARY ASSISTANT II	55,793
1386B GRADE 6	I	LIBRARY ASSISTANT II	55,793
1386B GRADE 6	G	LIBRARY ASSISTANT II	54,290
1386B GRADE 6	E	LIBRARY ASSISTANT II	52,867
		EDUCATION STIPEND(S)	10,752
<b>TOTAL FULL TIME</b>			<b>1,159,437</b>
PMA GRADE 9	2B/10C	PT OFFICE MANAGER (30HRS/WK)	47,560
1386B GRADE 10	H	PT LIBRARIAN I (30HRS/WK)	53,397
1386B GRADE 8	G	PT LIBRARY ASSISTANT III (25HRS/WK)	39,846
1386B GRADE 8	H	PT LIBRARY ASSISTANT III (20HRS/WK)	32,307
1386B GRADE 6	F	PT LIBRARY ASSISTANT II (25HRS/WK)	35,693
1386B GRADE 6	6A/6B	PT LIBRARY ASSISTANT II (26HRS/WK)	30,886
1386B GRADE 6	E	PT LIBRARY ASSISTANT II (20HRS/WK)	28,174
1386B GRADE 6	C	PT LIBRARY ASSISTANT II (20HRS/WK)	25,555
1386B GRADE 6	2A/10B	PT LIBRARY ASSISTANT II (20HRS/WK)	24,145
1386B GRADE 6	4C/8D	PT LIBRARY ASSISTANT II (26HRS/WK)	34,329
1386B GRADE 6	6A/6B	PT LIBRARY ASSISTANT II (25HRS/WK)	29,698
1386B GRADE 6	2A/10B	PT LIBRARY ASSISTANT II (10HRS/WK)	12,072
1386B GRADE 4	E	PT LIBRARY ASSISTANT I (5HRS/WK)	6,397
1386B GRADE 4	1.5C/10.5D	PT LIBRARY ASSISTANT I (5HRS/WK)	6,057
		PT LIBRARY PAGES	81,900
		PT TEMP WORKERS	21,940
<b>TOTAL PART TIME</b>			<b>509,956</b>
<b>TOTAL DEPARTMENT</b>			<b>1,669,393</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>LIBRARY</b>					
<b>01-780-710-51-112-440</b>					
011001	REGULAR SALARIES	1,118,295	1,050,952	1,112,188	1,159,437
012001	PART TIME SALARIES	388,052	389,326	496,275	509,956
014041	OVERTIME	1,500	-	1,500	500
015001	LONGEVITY	7,309	9,864	10,465	12,578
022001	SOCIAL SECURITY	93,953	86,618	100,521	104,313
022501	MEDICARE	21,969	20,257	23,509	24,396
023001	RETIREMENT	158,393	149,956	152,098	158,539
034103	TELEPHONE	19,500	19,560	19,745	19,745
034203	COMPUTER/SOFTWARE MAINT	50,183	43,677	54,947	54,947
039001	PROFESSIONAL SERVICES	200	28,075	5,780	15,780
039017	PROF/SERV-BIBLIOGRAPHIC	13,650	15,416	16,790	16,790
041002	ELECTRICITY	71,925	65,160	85,000	97,000
041101	NATURAL GAS	8,925	7,455	9,500	9,600
041205	WATER /SEWER FEES	9,187	8,860	9,187	9,600
043027	REPAIRS-OFFICE EQUIPMENT	500	-	500	-
044006	PRINTING LEASE/MAINT	5,200	6,524	5,200	6,600
053001	ADVERTISING	1,575	331	1,250	250
054050	TRAINING	2,250	4,186	2,000	2,000
055002	BOOKBINDING	800	2,072	1,500	1,700
055050	PRINTING	1,575	600	545	545
056001	DUES PROFESSIONAL ORGANIZ	2,400	1,991	2,400	1,600
057101	TRAVEL AND CONFERENCE	2,550	793	4,825	2,825
057102	TRAVEL REIMBURSEMENT	750	449	500	500
061001	FIRST AID	300	167	250	250
061003	MEETING SUPPLIES	100	-	-	-
062001	OFFICE SUPPLIES	-	(239)	-	-
062007	COMPUTER/PRINTER SUPPLIES	7,875	12,870	7,875	10,212
062010	COPYING SUPPLIES	1,050	2,212	700	-
062011	OPERATING SUPPLIES	7,090	8,156	7,425	7,500
062013	MATERIAL PROCESSING SUPPL	5,775	6,793	5,775	5,775
062014	MICROFORM SUPPLIES	5,800	5,750	5,800	5,800
062015	CHILDREN SERVICES SUPPLIE	3,940	1,648	3,940	3,800
062016	ARCHIVAL SUPPLIES	1,050	1,038	1,102	1,000
062501	POSTAGE	12,865	2,515	1,400	1,000
067002	BOOKS & MEDIA	130,000	156,987	110,000	110,000
067003	PERIODICALS	17,715	23,137	20,460	22,000
067004	MICROMEDIA COLLECTION	65,900	105,603	71,270	80,000
074001	EQUIPMENT	15,000	1,796	2,950	2,500
074002	IT EQUIPMENT	5,000	2,956	2,000	2,000
075001	FURNITURE AND FIXTURES	4,500	11,906	2,500	2,500
081042	LIBRARY PROGRAMS	19,500	23,234	18,000	25,000
LIBRARY	<b>TOTAL</b>	<b>2,284,101</b>	<b>2,278,650</b>	<b>2,377,672</b>	<b>2,488,538</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: Youth Programs & Sports
- ✓ Spinnaker Point Recreation Center: Adult Programs & Sports
- ✓ Outdoor Pool
- ✓ Special Events & Programs
- ✓ Senior (50+) Programs (Senior Activity Center)
- ✓ Boat Launch/Marina Management
- ✓ Field & Court Management
- ✓ Indoor Pool (Not funded through General Fund)
- ✓ Community Campus (Not funded through General Fund)

## Position Summary Schedule

Positions Full Time	FY23	FY24	FY25
Recreation Director	1.00	1.00	1.00
Assistant Recreation Director	1.00	1.00	1.00
Spinnaker Point Supervisor	1.00	1.00	1.00
Recreation Supervisor	1.00	2.00	2.00
Office Manager	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>
Positions Part-Time	FY23	FY24	FY25
Number of part-time positions vary throughout the year.			
<b>Totals Part Time</b>	-	-	-

## Department Budget Comments

The FY25 proposed budget for the Recreation Department is \$1,228,784, a net increase of \$98,941 or 8.8 % over FY24. The increase reflects a full year of funding of the new Recreation Supervisor, new lighting at the Skatepark, an increased request for temporary restroom facilities across the City, competitive part-time wages, and the continued expansion of equitable recreation programming and events. The Recreation Department also oversees Senior Services, as well as the Indoor Pool (a Special Revenue Fund) and Community Campus (a Special Revenue Fund).



## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>RECREATION</b>				
SALARIES	380,378	377,753	455,416	523,252
PART-TIME SALARIES	247,025	214,322	251,015	250,765
OVERTIME	6,000	6,918	6,000	4,500
LONGEVITY	2,381	2,381	3,503	3,581
STIPENDS	-	-	-	-
RETIREMENT	54,661	52,973	62,904	71,957
OTHER BENEFITS	47,604	46,182	54,770	59,869
<i>Contractual Obligations</i>	<i>738,049</i>	<i>700,529</i>	<i>833,608</i>	<i>913,924</i>
TRAINING/EDUCATION/CONFERENCES	1,400	5,866	1,400	1,400
ELECTRICITY	106,450	99,857	121,400	122,400
NATURAL GAS	36,000	33,404	30,000	30,000
CONTRACTED SERVICES	5,000	3,537	2,000	-
PROFESSIONAL ORGANIZATION DUES	750	1,771	1,200	1,000
OTHER OPERATING	158,035	195,654	140,235	160,060
<i>Other Operating</i>	<i>307,635</i>	<i>340,089</i>	<i>296,235</i>	<i>314,860</i>
<b>TOTAL</b>	<b>1,045,684</b>	<b>1,040,618</b>	<b>1,129,843</b>	<b>1,228,784</b>

## Programs and Services

### **Connie Bean Community Center**

- Daily recreation, enrichment, and open gym programs
- Organized youth sports leagues, grades K-12
- Camps and vacation programs

### **Spinnaker Point Recreation Center**

- Fitness center for adults 18+ (fitness equipment, weights, indoor track, basketball court, volleyball, fitness classes, swimming pool, hot tub, steam room, sauna)
- Organized adult sports leagues (basketball, volleyball, etc.)

### **Indoor Pool (for more information see the Indoor Pool pages)**

- Swim programs, aquatic fitness classes, lap swimming
- Swim lessons for over 1,000 City residents
- Swim team use for all ages

### **Outdoor Pool**

- Swim lessons to over 700 Portsmouth children per year
- Adult and family open swims

### **Special Events & Programs**

- Valentine's Day Events
- Easter Egg Hunt
- Independence Day Fireworks
- Fall Family Fun Fest and Halloween events
- Summer Day Camps (8 weeks)
- Senior and family day trips
- Sports camps (basketball, soccer, baseball, field hockey, softball, etc)
- Prescott Park Marina management (April-November)

### **Senior (50+) Programs (for more information see the Senior Services Department pages)**

- Daily drop-in programs and lounge
- Monthly newsletter
- Meals and transportation for seniors
- Trips, resources, enrichment, education and socialization

### **Boat Launch**

- Staffed water access for 6 months
- Motorized and non-motorized access
- Peirce Island Ambassador program

### **Facility, Field & Court Management**

- Rental and programming for multiple fields including turf field complex
- Rental and programming for outdoor basketball, tennis, volleyball, and pickleball courts
- Rental and programming for all Recreation facilities – meetings, blood drives

### **Community Campus**

- Daily recreation and enrichment programs for all age
- Afterschool programming with transportation from elementary schools
- Youth & adult sports leagues



## Goals and Objectives



**Goal #1:** Provide affordable, diverse, 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 accommodate 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
- ✓ Create a balanced program between young and old, male and female, constant users and new participants, athletic activities and non-athletic activities
- ✓ Increase the number of participants by 6% in FY24

### Performance Measures

*Number of Program Participants \*Does not include special events\**

FY21	FY22	FY23	FY24 (Estimate)
877	2,268	3,909	4,223

### Citywide Goal Addressed

- *Deliver services and programs with courtesy, professionalism, and efficiency.*



**Goal #2:** Fully utilize all existing facilities, to expand the use of those facilities and areas set-aside for recreation as deemed necessary, including incorporating new elements into our parks/playgrounds.

### Objectives

- ✓ Continue to improve neighborhood parks and playgrounds.
- ✓ Improve and/or upgrade youth and recreation facilities in the City through a Citywide needs assessment.
- ✓ Increase the number of new programs by 5%

### Performance Measurements

*Number of Programs Offered*

FY21	FY22	FY23	FY24 (Estimate)
22	89	138	154

### Citywide Goal Addressed

- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*
- *Maintain and improve infrastructure to meet the needs of the community.*



**Goal #3:** Satisfy the different tastes and interests of individuals and age groups including active, passive, educational, cultural, social, and athletic forms of leisure time interests.



**Objectives**

- ✓ Provide a safe and comfortable atmosphere for all patrons at all facilities
- ✓ 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
- ✓ Increase newsletter and social media followers by 4%

**Performance Measurements**

**Number of Subscribers/Followers**

	FY21	FY22	FY23	FY24 (Estimate)
Newsletter	N/A	8,018	9007	9455
Social Media	1,112	1,997	2,863	3,228

**Citywide Goal Addressed**

- Deliver services and programs with courtesy, professionalism, and efficiency.
- Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



**Goal #4:** Promote and support all forms of neighborhood recreation carried on by this agency and/or any other responsible community service agency to accommodate the vast population residing outside of the downtown area.

**Objectives:**

- ✓ Cooperate with all responsible community service agencies aimed at meeting the needs of residents of Portsmouth
- ✓ 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
- ✓ Establish a co-sponsored program series with local agencies or city department

**Citywide Goal Addressed:**

- Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.



**Goal # 5:** 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.

**Objectives:**

- ✓ Improve staff literacy and competence in all areas of computer programming and technology
- ✓ Improve inter-facility communications
- ✓ Incorporate new software programming to facilitate credit card payments and online registration.
- ✓ Have all staff attend at least one job-related training or conference in the Fiscal Year



*Number of Trainings Attended by Staff*

<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY24 (Estimate)</i>
<i>N/A</i>	<i>10</i>	<i>16</i>	<i>21</i>

*Citywide Goal Addressed:*

- *Deliver services and programs with courtesy, professionalism, and efficiency*

*Additional Performance Measures*

Percent increase/ (decrease) in memberships and program participation at Spinnaker Point Recreation Center:  
 FY21 – (100%) \*  
 FY22 – 75%\*  
 FY23 – 10%  
 FY24 (Estimated) – 5%  
 FY25 (Forecasted) – 5%

\*Spinnaker Point reopened at the start of FY22 after being shut down since March 2020. Membership numbers continue to climb, and the goal is to reach pre-COVID numbers in the next few years.

Percent increase/(decrease) in long running Recreation Programs:  
 FY21– (95%) (COVID-19)\*  
 FY22 – 80%\*  
 FY23 – 25%  
 FY24 (Estimated) – 25%  
 FY25 (Forecasted) – 15%

\*Programs were cancelled and/or cut back due to COVID-19 through early FY22. Looking to expand and get back to normal pre-COVID numbers and continue to expand.

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>RECREATION</b>			
PMA GRADE 21	D	RECREATION DIRECTOR	112,395
PMA GRADE 17	1F/11G	ASSISTANT RECREATION DIRECTOR	99,781
PMA GRADE 15	4.5B/7.5C	RECREATION SUPERVISOR I	78,637
PMA GRADE 15	2A/10B	RECREATION SUPERVISOR I	75,649
PMA GRADE 9	6C/6D	OFFICE MANAGER	61,424
		EDUCATION STIPEND(S)	1,792
		<b>TOTAL FULL TIME COMMUNITY CENTER</b>	<b>429,678</b>
PMA GRADE 16	F	RECREATION SUPERVISOR II	93,574
		<b>TOTAL FULL TIME SPINNAKER POINT</b>	<b>93,574</b>
		<b>TOTAL FULL TIME</b>	<b>523,252</b>
		VARIOUS PART-TIME POSITIONS BOTH YEAR ROUND AND SEASONAL	250,765
		<b>TOTAL PART TIME</b>	<b>250,765</b>
		<b>TOTAL DEPARTMENT</b>	<b>774,017</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 Budget	FY25 CITY MANAGER RECOMMENDED
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**RECREATION DEPARTMENT  
SPINNAKER POINT  
01-785-720-07-122-439**

011001	REGULAR SALARIES	83,422	87,284	90,221	93,574
012001	PART TIME SALARIES	68,765	67,910	68,765	73,765
014041	OVERTIME	2,500	3,203	2,500	2,500
015001	LONGEVITY	2,041	-	2,452	2,507
022001	SOCIAL SECURITY	9,484	9,593	10,164	10,716
022501	MEDICARE	2,218	2,244	2,377	2,506
023001	RETIREMENT	12,368	12,722	12,877	13,406
034103	TELEPHONE	3,500	4,215	3,500	3,500
039001	PROFESSIONAL SERVICES	500	-	-	-
041002	ELECTRICITY	45,000	40,312	54,000	45,000
041101	NATURAL GAS	36,000	33,404	30,000	30,000
041205	WATER /SEWER FEES	23,000	25,106	23,000	25,000
043018	REPAIRS-EQUIPMENT	8,000	2,070	4,000	4,000
044006	PRINTING LEASE/MAINT	1,260	1,549	1,260	1,260
061001	FIRST AID	400	39	100	50
061002	MISCELLANEOUS SUPPLIES	6,000	6,725	2,000	2,000
062001	OFFICE SUPPLIES	1,000	560	1,000	750
063800	MATERIALS-CHEMICALS	5,500	7,650	5,500	7,500
068002	CLOTHING	800	70	-	-
		<b>311,758</b>	<b>304,654</b>	<b>313,716</b>	<b>318,034</b>

**CONNIE BEAN  
01-785-720-21-124-439**

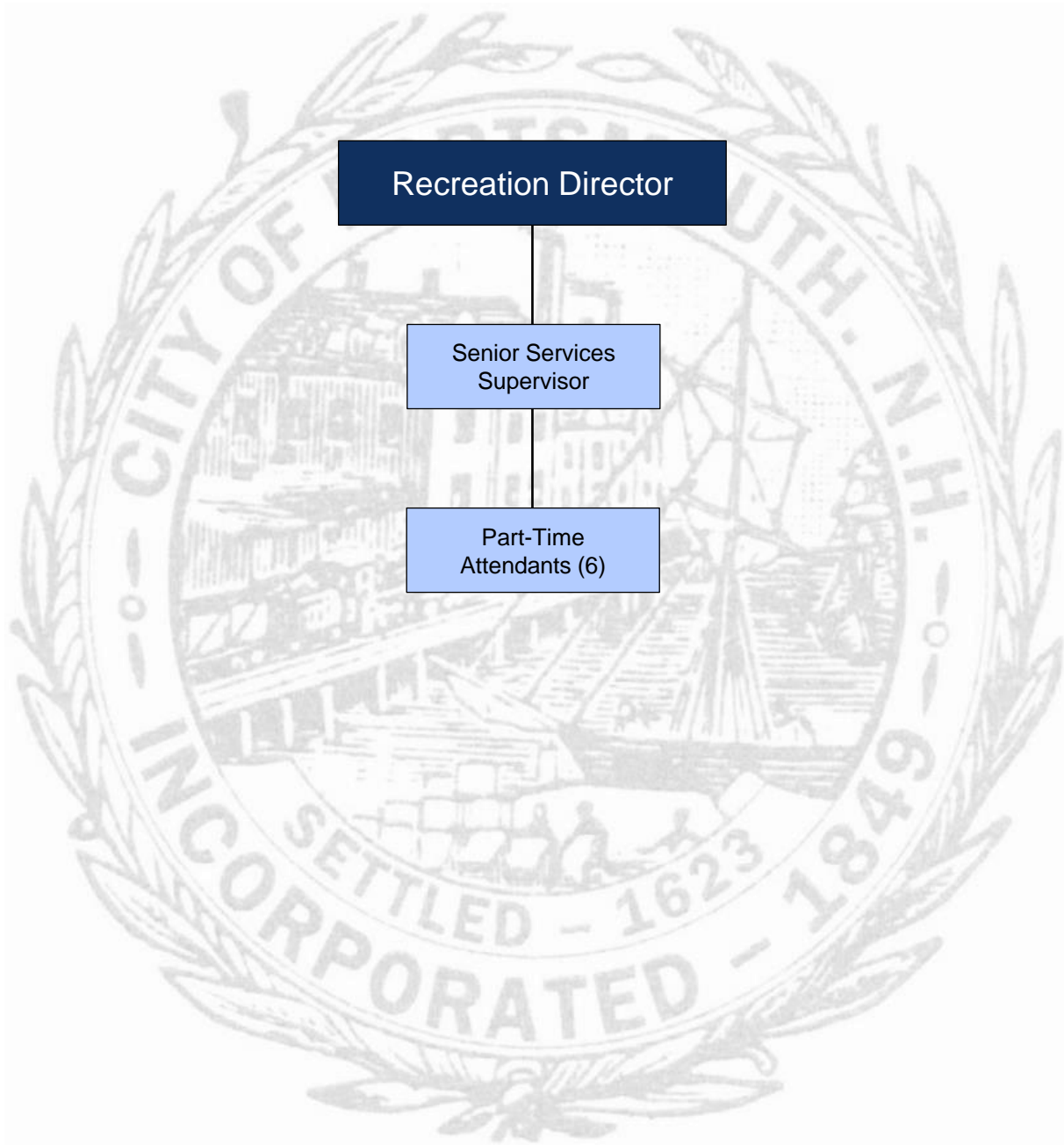
011001	REGULAR SALARIES	296,956	290,470	365,195	429,678
012001	PART TIME SALARIES	34,912	27,554	35,000	28,000
014041	OVERTIME	3,500	3,715	3,500	2,000
015001	LONGEVITY	340	2,381	1,051	1,074
022001	SOCIAL SECURITY	20,696	20,196	25,094	28,567
022501	MEDICARE	4,840	5,057	5,869	6,681
023001	RETIREMENT	42,293	40,251	50,027	58,551
034103	TELEPHONE	3,200	3,469	3,200	3,200
039077	BASKETBALL OFFICIALS	4,500	3,537	2,000	-
043018	REPAIRS-EQUIPMENT	200	-	-	-
044006	PRINTING LEASE/MAINT	2,000	2,083	2,000	2,000
054050	TRAINING	500	375	500	500
055050	PRINTING	4,500	-	1,000	500
056001	DUES PROFESSIONAL ORGANIZ	750	1,771	1,200	1,000
057101	TRAVEL AND CONFERENCE	900	5,491	900	900
057102	TRAVEL REIMBURSEMENT	2,000	2,048	2,000	2,000
061001	FIRST AID	400	77	1,000	100
061002	MISCELLANEOUS SUPPLIES	4,500	28,311	4,500	2,000
062001	OFFICE SUPPLIES	1,700	2,141	1,000	1,000
068002	CLOTHING	950	974	-	-
		<b>429,637</b>	<b>439,901</b>	<b>505,036</b>	<b>567,751</b>

**OUTDOOR POOL  
01-785-730-24-992-439**

012001	PART TIME SALARIES	86,749	62,657	87,000	80,000
022001	SOCIAL SECURITY	5,084	3,885	5,394	4,960
022501	MEDICARE	1,189	909	1,262	1,160
034103	TELEPHONE	800	637	800	1,200
041002	ELECTRICITY	15,200	14,829	18,000	18,000
041205	WATER /SEWER FEES	40,000	42,776	40,000	43,000
061001	FIRST AID	500	4,070	400	200
061002	MISCELLANEOUS SUPPLIES	6,000	6,061	4,000	3,000
063800	MATERIALS-CHEMICALS	22,000	23,205	22,000	23,500
068002	CLOTHING	800	-	-	-
		<b>178,322</b>	<b>159,030</b>	<b>178,856</b>	<b>175,020</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 Budget	FY25 CITY MANAGER RECOMMENDED
<b>SUMMER CAMPS</b>					
<b>01-785-740-00-131-439</b>					
012001	PART TIME SALARIES	48,664	46,355	52,000	59,000
022001	SOCIAL SECURITY	2,852	2,874	3,224	3,658
022501	MEDICARE	667	672	754	856
041002	ELECTRICITY	46,000	44,454	49,000	59,000
044002	RENTAL OTHER EQUIPMENT	12,500	19,603	13,000	30,000
061001	FIRST AID	400	1,927	-	-
061002	MISCELLANEOUS SUPPLIES	2,825	5,369	825	-
		<b>113,908</b>	<b>121,254</b>	<b>118,803</b>	<b>152,514</b>
<b>BOAT LAUNCH</b>					
<b>01-785-750-00-900-439</b>					
012001	PART TIME SALARIES	7,935	9,846	8,250	10,000
022001	SOCIAL SECURITY	465	610	512	620
022501	MEDICARE	109	143	120	145
041002	ELECTRICITY	250	261	400	400
044002	RENTAL OTHER EQUIPMENT	2,500	3,564	3,500	4,000
055050	PRINTING	300	523	50	-
061001	FIRST AID	100	-	100	50
061002	MISCELLANEOUS SUPPLIES	300	520	500	250
068002	CLOTHING	100	312	-	-
		<b>12,059</b>	<b>15,780</b>	<b>13,432</b>	<b>15,465</b>
<b>RECREATION</b>	<b>TOTAL</b>	<b>1,045,684</b>	<b>1,040,618</b>	<b>1,129,843</b>	<b>1,228,784</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
- ✓ Health & Wellness Programs
- ✓ Education & Enrichment
- ✓ Senior Transportation
- ✓ Age-Friendly Portsmouth

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Senior Services Supervisor	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Positions Part-Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Senior Services Attendants	4.00	6.00	6.00
<b>Totals Part Time</b>	<b>4.00</b>	<b>6.00</b>	<b>6.00</b>



## Department Budget Comments

The FY25 proposed budget for Senior Services is \$240,231. This represents a decrease of \$6,170 or 2.5%. Having operated the Senior Activity Center building and run a full menu of programs over the past few years, cost projections have been better estimated for FY25 and thus adjusted appropriately.

The City implemented senior services programs in FY13 and has continued to increase services to the City's seniors. The Senior Activity Center moved to its

permanent 13,000 sq. ft. location at 125 Cottage Street (amid the pandemic) in May 2021. Due to the increased citizen demand for programs as well as increased available space for programming in the new facility, the senior services division has increased the hours of operation and the part-time staff at the facility.

## Budget Summary of Expenditures

	<b>FY23 BUDGET</b>	<b>FY23 ACTUAL</b>	<b>FY24 BUDGET</b>	<b>FY25 CITY MANAGER RECOMMENDED</b>
<b>SENIOR SERVICES</b>				
SALARIES	79,450	64,553	78,911	85,085
PART-TIME SALARIES	58,373	42,055	55,000	46,000
OVERTIME	800	-	800	500
LONGEVITY	681	680	-	-
RETIREMENT	11,379	9,172	10,785	11,580
OTHER BENEFITS	10,657	7,671	10,305	10,066
CONTRACTED SERVICES	-	-	-	-
<i>Contractual Obligations</i>	<i>161,340</i>	<i>124,131</i>	<i>155,801</i>	<i>153,231</i>
TRAINING/EDUCATION/CONFERENCES	300	380	300	300
ELECTRICITY	35,000	25,043	32,000	30,000
NATURAL GAS	13,000	9,480	11,000	10,000
PROFESSIONAL ORGANIZATION DUES	300	-	300	300
OTHER OPERATING	41,950	92,268	47,000	46,400
<i>Other Operating</i>	<i>90,550</i>	<i>127,171</i>	<i>90,600</i>	<i>87,000</i>
<b>TOTAL</b>	<b>251,890</b>	<b>251,302</b>	<b>246,401</b>	<b>240,231</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

- Drop-in lounge with complimentary coffee, snacks, newspaper, music and Wi-Fi
- Lunch programs, grab & go, senior social lunch, annual cookout, Thanksgiving luncheon, Veterans Breakfast, off-site lunch trips and pop-up breakfast out trips
- Afternoon Sock Hop, holiday party, and an increase in intergenerational programming
- Senior newsletter on website, emailed and mailed
- Fitness, health & wellness, field trips, social, enriching activities offered throughout each month



### Health & Wellness Programs

- Variety of fitness classes available each week
- Wellness clinics (blood pressure, balance testing, hearing, etc.)
- Guest speakers on healthy topics like Brain Health, Falls Prevention.
- Partnership with UNH Occupational Health students for 9-week health education program
- Partnership with Portsmouth Regional Hospital contact for clinical workshops that include health screenings (new in FY '24)
- Nutritional meals served weekly; Gather Mobile Market site 2x month



### Enriching & Educational Programs

- Magic Classes for Seniors (new in FY '24)
- Games, movies, knitting, social groups (ie: Dull Men's Club)
- Guest speakers on interesting topics like photography, fraud protection, local historians, humanities lectures
- Wet felting, watercolor classes, and Zentangle
- Seasonal art shows, Veterans Afternoon Coffee
- Day trips, overnights, and multi-day international travel



### Senior Transportation

- Senior Transportation serviced by COAST/Triplink offered to Portsmouth residents five days per week. Free medical rides, low-cost shopping trips, senior activity center stop
- Promote ridership, resource information, connect service to residents
- Funding for Senior Transportation comes from the Parking and Transportation Fund

### Additional Senior Services

- Resource information
- Free book program
- PPE distribution, vaccination site, blood drives, warming/cooling stations
- Portsmouth Meals on Wheels site
- Tax-Aide on site with AARP
- Meeting space available
- Drop-In Hours with Portsmouth Housing to help navigate process (new in FY '24)



## Goals and Objectives



**Goal #1:** Enrich the community by promoting healthy aging.

### Objectives

- ✓ Create and distribute print and online newsletter highlighting activities and services for seniors
- ✓ Continue to collaborate with community organizations to enhance senior programming and education
- ✓ Build Age Friendly Portsmouth initiative

### Performance Measurements:

	FY22	FY23	FY24 (Est)	FY25 (Forecast)
Newsletter email list	1,389	1,767	1,900	2,200

### Citywide Goal Addressed:

- *Deliver services and programs with courtesy, professionalism and efficiency*
- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*



**Goal #2:** Continue to offer a senior gathering space

### Objectives

- ✓ Dedicated hub for seniors to gather including activity space, weekly meals on site, and drop in lounge
- ✓ Promote and provide social, educational and physical opportunities for healthy aging
- ✓ Build and reinforce community partnerships to support programs and services offered by center
- ✓ Provide a warm, welcoming environment with a feeling of safety and inclusivity
- ✓ Warming/Cooling Center, vaccination station and blood drive site

### Performance Measurements

	FY22	FY23	FY24 (Estimate)	FY25 (Forecast)
Number of Programs	52	68	75	80
% increase	73.3%	23.6%	13%	6.25%

	FY22	FY23	FY24 (Estimate)	FY25 (Forecast)
Number of Members	1,000 *	1,767	1,850	1,980
	Building re-opened to public May '21			

### Citywide Goal Addressed

- *Deliver services and programs with courtesy, professionalism, and efficiency.*
- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*



**Goal #3: Continue synergy with Recreation Department's goals.**

**Objectives**

- ✓ Continue to work with the Recreation Board to support senior services
- ✓ Continue to work cooperatively with Recreation Department to provide year-round activities for older adults as well as intergenerational activities
- ✓ Increase intergenerational programs

**Performance Measurements:**

	FY22	FY23	FY24 (Estimate)	FY25 (Forecast)
Number of Joint Rec Programs	2	4	6	7

**Citywide Goal Addressed**

- Deliver services and programs with courtesy, professionalism and efficiency.



**Goal #4: Provide a comprehensive transportation element**

**Objectives**

- ✓ Support transportation partner to provide Senior Transportation for Portsmouth residents
- ✓ Grow participation through promotion and education
- ✓ Understand barriers to utilizing a transportation service

**Performance Measurements**

	FY22	FY23	FY24 (Estimate)	FY25 (Forecast)
Rides	6,187	6,290	6,400	6,800
% increase	24% *	27%	35%	40%

**Citywide Goal Addressed**

- Deliver services and programs with courtesy, professionalism and efficiency.
- Maintain and improve infrastructure to meet needs of community.

**Additional Performance Measures**

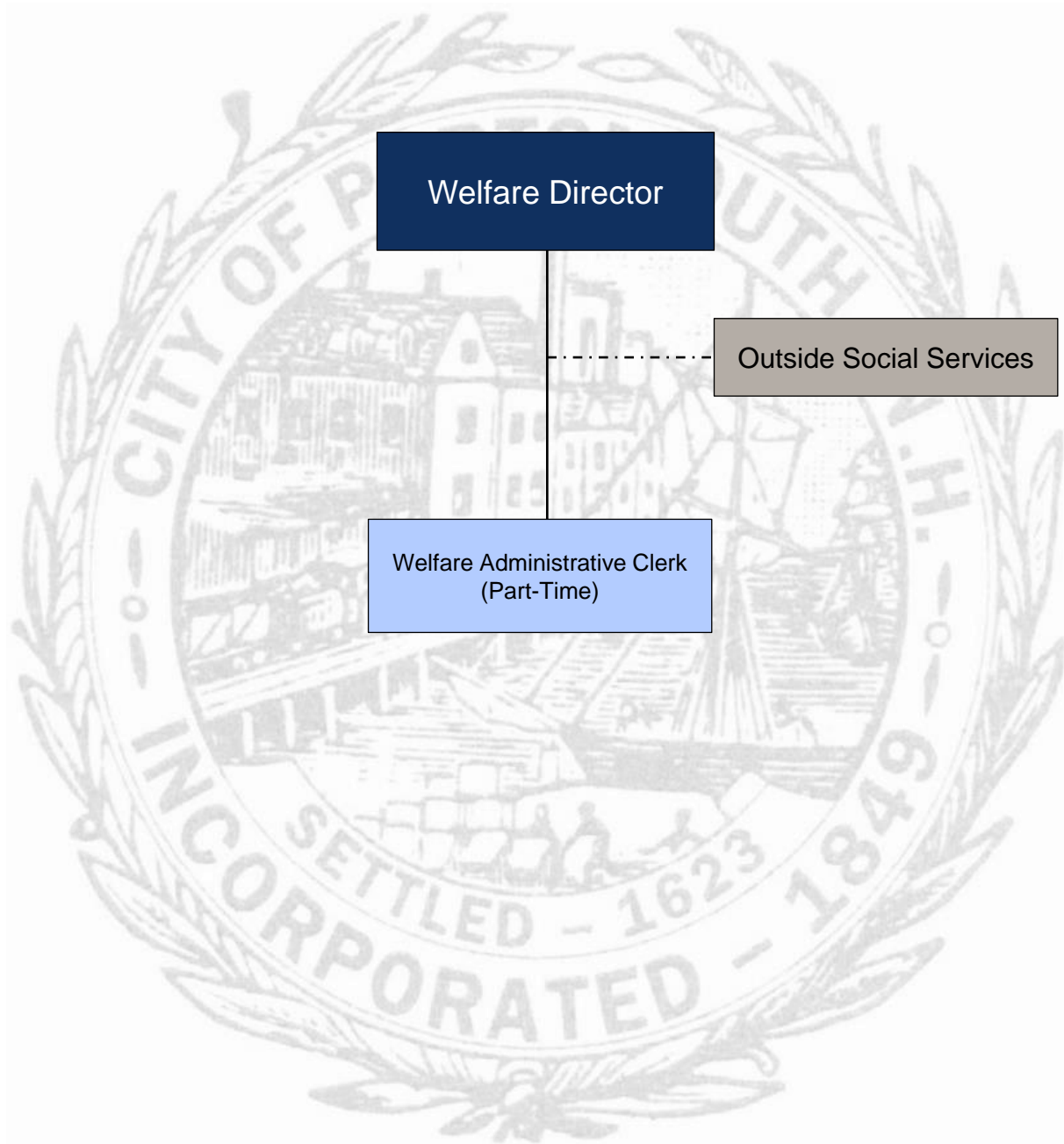
Number of Senior Service Activities:  
 FY 21 – 30 (given the pandemic, we were still able to offer several virtual programs & remote services)  
 FY22 – 52 programs  
 FY23 – 68 programs  
 FY24 (Est) – 75  
 FY24 (Forecast) – 80

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>SENIOR SERVICES</b>			
PMA GRADE 16	9C/3D	SENIOR SERVICES SUPERVISOR	85,085
		<b><u>TOTAL FULL TIME</u></b>	<b><u>85,085</u></b>
		ADDITIONAL PART-TIME HOURS AS NEEDED	46,000
		<b><u>TOTAL PART TIME</u></b>	<b><u>46,000</u></b>
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>131,085</u></b>

		FY23 BUDGET	FY23 ACTUAL	FY24 Budget	FY25 CITY MANAGER RECOMMENDED
<b>SENIOR SERVICES</b>					
<b>01-786-339-00-100-442</b>					
011001	REGULAR SALARIES	79,450	64,553	78,911	85,085
012001	PART TIME SALARIES	58,373	42,055	55,000	46,000
014041	OVERTIME	800	-	800	500
015001	LONGEVITY	681	680	-	-
022001	SOCIAL SECURITY	8,637	6,217	8,352	8,158
022501	MEDICARE	2,020	1,454	1,953	1,908
023001	RETIREMENT	11,379	9,172	10,785	11,580
034103	TELEPHONE	3,000	2,642	3,000	3,000
041002	ELECTRICITY	35,000	25,043	32,000	30,000
041101	NATURAL GAS	13,000	9,480	11,000	10,000
041205	WATER /SEWER FEES	3,000	-	3,000	3,000
044006	PRINTING LEASE/MAINT	5,000	3,164	5,000	3,500
055050	PRINTING	5,000	503	2,000	500
056001	DUES PROFESSIONAL ORGANIZ	300	-	300	300
057101	TRAVEL AND CONFERENCE	300	380	300	300
057102	TRAVEL REIMBURSEMENT	400	418	800	800
061001	FIRST AID	200	372	200	100
061002	MISCELLANEOUS SUPPLIES	5,000	3,713	5,000	3,000
061006	SR LUNCHESES	15,000	30,561	21,000	26,000
062001	OFFICE SUPPLIES	1,500	2,789	3,000	2,500
062501	POSTAGE	3,000	3,394	3,000	3,000
068002	CLOTHING	350	110	-	-
074001	EQUIPMENT	-	44,602	1,000	1,000
099006	COPIER LEASE	500	-	-	-
SENIOR SERVICES	<b>TOTAL</b>	<b>251,890</b>	<b>251,302</b>	<b>246,401</b>	<b>240,231</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

Positions Full Time	FY23	FY24	FY25
Welfare Director	-	1.00	1.00
Welfare Administrator	1.00	-	-
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Positions Part-Time	FY23	FY24	FY25
Welfare Administrative Clerk	1.00	1.00	1.00
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Department Budget Comments

The FY25 proposed budget for the Welfare Department is \$417,209 which represents an increase of \$4,957 or 1.2% from FY24. By NH law, the City must assist any eligible applicant, so this expenditure is subject to market factors outside municipal control. The Direct Assistance portion of this budget remains level at \$259,600. The Welfare office has seen an increase in applicants since the end of COVID funding, however, the number of applicants is still about 50% less than pre-COVID. Nevertheless, due to the high cost of housing in this area and other inflationary factors, the cost per visit to the Welfare Department has increased by 12% during the last year.



## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>WELFARE DEPARTMENT</b>				
SALARIES	87,483	87,707	90,107	94,364
PART-TIME SALARIES	35,636	40,085	37,211	37,977
LONGEVITY	1,500	1,587	1,550	155
RETIREMENT	12,492	12,523	12,380	12,767
OTHER BENEFITS	9,534	9,809	9,859	10,136
<i>Contractual Obligations</i>	<i>146,645</i>	<i>151,710</i>	<i>151,107</i>	<i>155,399</i>
DIRECT ASSISTANCE	255,350	138,095	259,600	259,600
TRAINING/EDUCATION/CONFERENCES	200	275	300	325
PROFESSIONAL ORGANIZATION DUES	200	-	200	300
OTHER OPERATING	1,055	454	1,045	1,585
<i>Other Operating</i>	<i>256,805</i>	<i>138,823</i>	<i>261,145</i>	<i>261,810</i>
<b>TOTAL</b>	<b>403,450</b>	<b>290,533</b>	<b>412,252</b>	<b>417,209</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



**Goal #1:** 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 per NH RSA 165.

### Objectives

- ✓ Refine and improve applicant qualification process
- ✓ Take active role in social service networks
- ✓ Leverage existing resources and explore new avenues to maintain cost per-in office contact and other expenses

### Performance Measurement

Percent change over previous year for cost per in-office contact.

FY22	FY23	FY24 (Estimate)
-3%	+21%	+12%

### Citywide Goal Addressed

- Meet or exceed state and federal legal/regulatory requirements including those for a safe and healthy community and environment



**Goal #2:** Work closely with Federal, State, and local agencies and charities to assist Portsmouth citizens in acquiring and maintaining housing, particularly as it pertains to very low- and low-income households.

### Objectives

- ✓ Participate in local advocacy coalitions that support the goal of making quality accessible and affordable housing available to all
- ✓ Participate in the NH Local Welfare Administrators Association

### Citywide Goal Addressed:

- Deliver services and programs with courtesy, professionalism, and efficiency





*Goal #3: Review social service agencies' City budget requests and advise the City Manager regarding funding levels for agencies.*

*Objectives:*

- ✓ Review Outside Social Service fund requests

*Performance Measurement:*

**Social Services Funding**

FY22	FY23	FY24	FY25 (Proposed)
199,033	213,950	233,250	250,500

*Citywide Goal Addressed:*

- *Welcome and support diversity in the workplace and community*

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>WELFARE</b>			
PMA GRADE 18	C	WELFARE DIRECTOR	92,572
		EDUCATION STIPEND(S)	1,792
		<b>TOTAL FULL TIME</b>	<b>94,364</b>
1386B GRADE 7	G	PT ADMINISTRATIVE CLERK (25HRS/WK)	37,977
		<b>TOTAL PART TIME</b>	<b>37,977</b>
		<b>TOTAL WELFARE</b>	<b>132,341</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>WELFARE DEPARTMENT</b>					
<b>DIRECT ASSISTANCE</b>					
<b>01-792-770-25-110-436</b>					
081166	GOFERR REIMBURSEMENT	-	-	-	-
088001	FOOD	750	-	1,000	1,000
088002	PERSONAL GOODS	250	-	250	250
088003	SHELTER	115,000	25,909	175,000	175,000
088004	FUEL	1,000	558	2,000	2,000
088005	GAS LIGHT AND WATER	1,000	133	2,000	2,000
088006	MEDICAL	250	-	250	250
088007	TRANSPORTATION	1,000	506	1,000	1,000
088008	BURIALS	6,000	5,875	8,000	8,000
088009	OTHER EXPENSES	100	-	100	100
088010	EMERGENCY SHELTER	70,000	45,114	70,000	70,000
088012	COORDINATED RESPONSE INIT	60,000	60,000	-	-
DIRASST		<b>255,350</b>	<b>138,095</b>	<b>259,600</b>	<b>259,600</b>
<b>WELFARE ADMINISTRATION</b>					
<b>01-792-770-51-110-436</b>					
011001	REGULAR SALARIES	87,483	87,707	90,107	94,364
012001	PART TIME SALARIES	35,636	40,085	37,211	37,977
015001	LONGEVITY	1,500	1,587	1,550	155
022001	SOCIAL SECURITY	7,727	7,949	7,990	8,215
022501	MEDICARE	1,807	1,859	1,869	1,921
023001	RETIREMENT	12,492	12,523	12,380	12,767
044006	PRINTING LEASE/MAINT	-	-	-	-
055050	PRINTING	75	-	75	110
056001	DUES PROFESSIONAL ORGANIZ	200	-	200	300
057101	TRAVEL AND CONFERENCE	200	275	300	325
057102	TRAVEL REIMBURSEMENT	250	241	300	300
062001	OFFICE SUPPLIES	400	213	250	250
067001	BOOKS & PERIODICALS	330	-	420	425
075001	FURNITURE AND FIXTURES	-	-	-	500
WELADMIN		<b>148,100</b>	<b>152,438</b>	<b>152,652</b>	<b>157,609</b>
WELFARE	<b>TOTAL</b>	<b>403,450</b>	<b>290,533</b>	<b>412,252</b>	<b>417,209</b>



# Outside Social Services

## Services Overview

- ✓ [Cross Roads House](#)
- ✓ [Central Veterans Council](#)
- ✓ [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](#)
- ✓ [Krempels Center](#)
- ✓ [Safe Harbor Recovery Center](#)

## Department Budget Comments

The FY25 proposed budget for Outside Social Services is \$250,500. This represents an increase of 7.13% from the previous budget. The organizations have provided below an overview of their programs and services.

## Programs and Services

- **Cross Roads House (CRH)**: For over 40 years, Cross Roads House has been providing shelter and supportive services to individuals and families in the NH Seacoast area who are experiencing homelessness. We strive to meet the immediate needs of the region's homeless and to provide them with the tools and guidance they need to successfully return to permanent housing. Cross Roads House is open and staffed 24 hours a day, 365 days a year. In our Fiscal Year ending June 30, 2023, we provided shelter to 461 people for 26,047 bed nights, including 28 families with 50 children.

CRH connects people experiencing homelessness with partner agencies before shelter entry. CRH has 24/7 live phone access to emergency overnight shelter, to our waitlist for longer-term shelter, and to information and referral for community resources. CRH staff coordinate entry into shelter with referring outreach partners from SOS and Safe Harbor Recovery Centers, Waypoint (youth), Seacoast Mental Health Center, and Community Action Partnership of Strafford County.

CRH participates in three regional Community Care teams to identify those in need of shelter and the appropriate services for them. Several agencies deliver wrap around services either on-site, in their own offices, or via telehealth. CRH also provides on-site classes that help residents prepare for and maintain both housing and employment.

CRH provides material needs, safety, and stabilizing support directly and with partner agencies upon entry. Case management is available immediately. Within a week, access is available to onsite services such as Families First Health Center, Safe Harbor recovery support center, visiting nurses, and COAST transit services. School-age children are provided transportation to their most recent school so that they experience little disruption to their pre-shelter schedule.

Beyond the shelter and supportive services provided at the main shelter building, former CRH residents can work with Housing Stability Case Managers for post-shelter case support to maintain their housing. CRH also administers a HUD funded Housing First/Permanent Supportive Housing Program for chronically homeless individuals.

Additionally, in December of 2022, Cross Roads House became the designated Emergency Overnight Warming Center for Rockingham County, providing shelter during extreme weather to anyone in need of safe shelter. This "shelter within the shelter" service is offered based on a specific set of weather criteria and is posted to all human services agencies when open.

Cross Roads House provides a vital service to the great NH Seacoast area with access to critical emergency shelter, assistance in finding stable housing, partnerships with local agencies, and post shelter case management support, all with the purpose of getting unhoused individuals and families stabilized and into permanent housing where they can thrive as contributing members of our community.

- **Central Veterans Council:** City funds are requested for decoration of gravesites and upkeep of cemeteries.
- **Seacoast Mental Health Center:** The mission of Seacoast Mental Health Center, Inc. (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. Services are provided to children, adolescents, adults, older adults, caregivers, and families, regardless of their ability to pay. SMHC's goal is to empower a family unit and/or individual to build upon health, community, and resilience within a collaborative treatment model where services are designed to meet patients where they are both physically and psychologically.

SMHC is 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.

Examples of specific services include Individual, Family, and Group Therapy; Functional Support Services (FSS); Targeted Case Management (TCM); Housing Support and Homelessness Services; Supported Employment; Substance-use Disorder (SUD) Treatment; Psychiatry; and Emergency/Mobile Crisis Services.

In FY23, SMHC provided 136,590 unique services to 6,234 children, adolescents, adults, and families. 985 of these patients were residents of Portsmouth.

SMHC has two office locations (Portsmouth and Exeter) and one 24-hour staffed, 8-bed group home (Greenland) for adults living with severe and persistent mental illness. Both offices offer 24/7 coverage for behavioral health crises via Emergency Services clinicians, who also staff the Exeter Hospital Emergency Department for such services. As of January 1, 2022, emergency services operations were expanded to include community-based mobile crisis teams in conjunction with the State implemented Rapid Response Access Point.

SMHC offers in-person and telehealth regular office hours and co-locates staff in seven primary care offices, as well as provides co-located support at Cross Roads House and in 28 different educational settings, including Portsmouth Public Schools, throughout the twenty-four-town catchment region.

As a member of the New Hampshire Community Behavioral Health Association, (NHCBHA), SMHC is also tasked with raising awareness about the critical nature of mental healthcare and advocating for a strong, well-funded behavioral health system in NH.

- **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 our clients cannot do for themselves. In FY23 services were provided to 111 Portsmouth residents. More than 99% 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 financial need. Project HairCare provides free hair care services to those clients who have no other means of getting this service. This program has afforded 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 homemaker services to the many Portsmouth residents in need who wish to remain in their homes.
- **Meals on Wheels:** Rockingham Nutrition & Meals on Wheels (RNMOW) helps older and/or disabled adults maintain their health, well-being, and independence. This means support in two areas essential to helping our clients “age in place” at home— nutritious meals and transportation.

We provide hot, nutritious meals both in a community setting and via home delivery in all cities and towns of Rockingham County. In our most recent fiscal year, RNMOW served 50,248 meals to 326 Portsmouth residents. We provided wellness checks to at-risk citizens every week of the year, Monday through Friday, with provisions for weekend service for those who need it. We offer a variety of meal choices to our clients, hot meals, targeted diet plans for many medical conditions, and peace of mind to families and neighbors. All at a fraction of the cost of assisted living or nursing home care.

While our clients’ nutritional needs are important, we know that we are also delivering a crucial serving of human interaction that can counteract the feelings of isolation and loneliness that many of our clients feel. And the caring, personal connection that develops between our clients and our staff is hard to describe in words. It *matters*.

- **Big Brothers / Big Sisters of NH:** The mission of Big Brothers Big Sisters of New Hampshire is to create and support one-to-one mentoring relationships that ignite the power and promise of youth, ages 6-18. Many of the youth we serve are facing significant adversities in their lives. These adversities include a range of circumstances: parental incarceration, poverty/low-income household, exposure to substance and opioid misuse, experiences with trauma, abuse, mental health issues and more. BBBSNH takes a preventative approach to address these circumstances. Our vision being that all youth have the opportunity to reach their full potential through mentorship.
- **RSVP: Friends RSVP - Retired and Senior Volunteer Program:** The Friends Program is a social service organization that builds positive connections and solutions for at-risk youth, families and seniors and serves as the local sponsor for the Retired and Senior Volunteer Program (RSVP). Friends RSVP 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. In 2023, Friends RSVP coordinated volunteer placements of 301 seniors who contributed 48,434 hours of service throughout the total program area. Friends’ RSVP coordinators work with volunteers in the Portsmouth region to continually serve the needs of individuals and organizations. In 2023, Portsmouth organizations and agencies received over 3,350 hours of volunteer service by Friends RSVP. Volunteers directly served 2,785 Portsmouth residents by assisting in these important programs. These hours represent a value of over \$109,009 in direct services and time provided to Portsmouth residents and agencies in need.

- **Seacoast Community School:** Seacoast Community School (SCS), 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 240 children per day, activities include nationally accredited full day programs for infants, toddlers, and preschoolers; half-day inclusive preschool options in collaboration with Portsmouth Schools; 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 child care, 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 Child Care Scholarship reimbursement, and partners with the City of Portsmouth as well as other local agencies 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.

At the start of the year, SCS embarked on a process to develop a new three-year strategic plan. The planning context was informed a great deal by the COVID-19 pandemic and the spotlight that was put on child care. Now, more than ever, caregivers and employers see child care as an essential, must-have resource for families in order to maintain employment, stay healthy, and for children to thrive. The priorities of this new strategic plan push SCS to exceed expectations and continue to be a leader in the child care space. The board concluded this strategic planning process with two known goals: 1) to grow the fundraising program to provide competitive compensation to teachers and to maintain or increase the tuition assistance offered to families, and 2) to enhance current recruitment and retention efforts to ensure all SCS classrooms stay open permanently and the school is on a path for planned growth. SCS recognizes that within the Seacoast (and nationwide) the shortage of childcare availability causes incredible stress on families. While SCS will never be able to solve these issues for all families, the school aspires to do what it can to change the model, build the field, and work to make child care and its innumerable benefits available and accessible to all.

- **Rockingham Community Action:** SNHS' Resource Centers provide a number of direct services to low-income households, as well as serving as a point of entry for SNHS and other social services. Available through our agency clients can access:

1) Fuel/Electric Assistance Programs: SNHS staff screen and enroll households in federal LIHEAP (Low Income Heating & Energy Assistance Program, aka 'fuel assistance' and state Electric Assistance programs.

2) Crisis Services: SNHS staff provide emergency grants, often working in cooperation with municipal welfare, for households facing eviction, foreclosure and/or utility terminations.

3) Food Pantries: SNHS staff assist households who are critically low on food with donated and purchased perishable, non-perishable, meat, and dairy food items. We work cooperatively with other small community pantries to ensure the widest availability of these resources. We also receive, from organizations and individuals, many cash donations which are used to fill in gaps as they arise in our food stocks or to purchase food 'gift cards' for area grocery stores. We stock personal care and cleaning items. And we attempt to keep a supply of diapers and related supplies for children and adults at our sites, as well.

4) Financial Capability: SNHS employs dedicated staff who are responsible for holding free tax preparation geared at the Earned Income Tax Credit (EITC) eligible tax payer, providing one on one financial coaching, credit repair, financial crisis interventions, workshops, and access to partner financial services. Staff also work at filling the void in financial stability programming when a need presents itself i.e. working with town assistance offices to help fill out Property Tax Relief forms.



5) Workforce Development programming offers skill building and case management to unemployed/under-employed as well as making connections to businesses for possible permanent employment.

6) Homeless Outreach/Intervention Program: SNHS staff assist homeless individuals and families with identifying shelter needs, arranging emergency transportation to shelters, and arranging alternative shelter.

7) NH DP-8 Low & Income Homeowners Property Tax Relief applications: SNHS staff contact eligible County resident homeowners and assist in the completion of this application to receive a State property tax refund check.

- **Haven:** For 45 years, HAVEN, the organization created by the merger of A Safe Place and Sexual Assault Support Services (SASS), has provided services to Portsmouth residents impacted by domestic and sexual violence.

HAVEN's mission is to prevent sexual assault and domestic violence and to empower all women, men, non-binary and transgender adults, 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, a housing assistance program for survivors 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 (located at 20 International Drive at the Pease Tradeport) allows those in need of assistance to access in-person support during office hours.

In FY2023, HAVEN assisted 162 Portsmouth residents with support services through our 24-hour client services program that includes shelter and housing and reached 670 Portsmouth students and teachers and other community members with our Safe Kids Strong Teens prevention education program.

- **Waypoint:** Waypoint is 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 has several programs that serve Portsmouth including Individual Services/Integrated Home-Based Services, Partners in Health, Healthy Family America, Parent Aide, and services for Homeless Youth. Specific to the request for funding is the Family-Centered Early Supports & Services (more commonly known as early intervention for children from birth to three years of age). These services are designed to help young children reach their full developmental potential and to support their families through that process. Programs are based on current research, balanced with experience, and clinical skill. Staff 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.

City funds are requested for Family-Centered Early Supports and Services to help fill the significant gap between the cost of providing services and the available revenues collected from all other sources. The request is based on the number of children served. Last year Waypoint provided services to 88 Portsmouth children and their families continuing to represent the highest number of families served in our catchment area. City funds are requested to support staff in providing direct services to Portsmouth families.

- **American Red Cross of NH and VT:** The mission of the American Red Cross is to prevent and alleviate suffering in the face of disaster by mobilizing the power of volunteers and the generosity of donors. Locally, our most common disaster responses are for home fires. We provide emergency food, shelter, clothing, and financial assistance in the immediate aftermath to ensure that victims' immediate needs are met as they begin their long journey of recovery. We also deploy staff and volunteers all over the country to support mass care efforts in the wake of large-scale national disasters such as hurricanes and wildfires. In addition to our disaster response work, we also facilitate the collection and distribution of lifesaving blood and blood products for local hospitals; we offer supportive services to active and veteran members of our military and their families, such as emergency communications and resiliency trainings; and we ensure the safety of our communities by offering First Aid & CPR, babysitting, and aquatics training courses

throughout our network. With your support, the American Red Cross will continue to work hard to keep the residents of Portsmouth, safer, stronger, and healthier in a variety of ways.

- **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 misuse counseling; access to transportation to medical appointments; housing assistance including emergency housing and utility support, and a food pantry to help ensure food security.

- **Gather:** Key initiatives aimed at combating food insecurity, Gather operates a Pantry Market and Mobile Markets. The Pantry Market, located at 210 West Road, operates from Monday through Thursday, providing free, fresh groceries monthly to clients, and currently accommodates 10,790 visits from Portsmouth residents annually. The Mobile Markets offer a "farmers market style" experience at six Portsmouth locations, including Woodbury Manor and Gosling Meadows, which currently provides enough food for over 11,000 annual visits. These programs are vital in addressing the needs of low-to-moderate-income families, seniors, and school-aged children in Portsmouth.

The need for these services is critical, as Gather has seen a significant increase in pantry visits from 20 to 80 per day over the past four years. Gather is able to purchase fresh, nutritious food items, ensuring the continuation and effectiveness of these crucial food distribution programs.

- **Greater Seacoast Community Health:** Greater Seacoast Community Health (Greater Seacoast) is a network of community health centers, including Families First Health & Support Center and Goodwin Community Health. Strafford County Public Health Network is a Greater Seacoast program. 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 1,100 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; behavioral health counseling for children and adults; substance misuse treatment, including medication-assisted recovery; family support and education in group and one-on-one settings. And Greater Seacoast offers mobile health services in several communities, including weekly medical clinics at Cross Roads House and St. John's Episcopal Church in Portsmouth. Greater Seacoast's services help people stay healthier, improve their quality of life, and save money for the city. Many City of Portsmouth welfare recipients are served by Greater Seacoast, which is essential in returning welfare recipients to health, employability, and independence. Funding from the City of Portsmouth is requested for Greater Seacoast primary care staff's salaries to continue providing essential medical services to Portsmouth residents.
- **Seacoast Family Promise:** Established in 2003, Seacoast Family Promise (SFP), is a safe family shelter serving the seacoast region of New Hampshire and York County in Maine. SFP provides food, clothing, shelter, and referrals to community services for medical, dental, and mental health needs. Also, comprehensive programming such as case management, individual and family counseling, trauma informed care, financial literacy, budgeting, parenting, employment/educational search, housing search, good tenancy, and an aftercare program "Home Again" which provides ongoing services to ensure lasting self-sufficiency. SFP has a 90% non-recurrent homeless rate among program graduates.

- **New Generation:** Founded in 1987, New Generation is a safe, family-oriented shelter for pregnant women and mothers with children who are experiencing homelessness due to domestic violence, financial hardship, substance use disorder, and mental health challenges, among other issues. Since its inception, New Generation has helped more than 1,850 women and children find permanent housing and access case management to move from homelessness into independent living and self-sufficiency.

#### Specific Programs

- Emergency services: Housing, food, transportation, individual case management, parenting education sessions, financial counseling, among other services.
- Transitional housing: Housing, individual case management, parenting education sessions, financial counseling, among other services.
- Stabilization services for residents moving out to permanent housing: Individual case management, parenting education sessions, financial counseling, and referral to other core services.

In addition to programming and supportive services, we provided approximately 7,300 bed-nights and 10,000 meals in the last fiscal year. Since opening our doors more than 36 years ago, New Generation has served women and their children as they move out of homelessness toward self-sufficiency, providing special support to children in areas such as behavioral structure, literacy, and nutrition. These are children who, due to homelessness, might not otherwise have been able to receive these services.

- **Seacoast Pathways:** *The mission of Seacoast Pathways is to support adults living with mental illness and acquired brain injury on their paths to recovery while ending social and economic isolation.* Seacoast Pathways is a structured evidence-based recovery program for adults 18+ living with mental illness and/or acquired brain injury who strive to engage with others and reintegrate in the community. The program follows the international Clubhouse Model of Psychosocial Rehabilitation and provides opportunities 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 and members 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 gaining their independence and self-sufficiency, and are assisted in their employment, housing, and educational goals by increasing skills, pursuing resources, and finding fellowship with others. Membership is free and for life; prospective members need to provide a clinical referral for appropriateness to the program. Seacoast Pathways connects closely with Portsmouth Hospital's Behavioral Health Unit, the Seacoast Mental Health Center in their Portsmouth and Exeter locations, One Sky area agency, Krempels Brain Injury Center, and others.
- **CASA:** Court Appointed Special Advocates (CASA) of New Hampshire provides a voice for abused and neglected children and youth by empowering a statewide network of trained volunteers to advocate on their behalf so they can thrive in safe, permanent homes. It is our goal to have trained advocates available for 100% of cases.

A CASA volunteer is appointed to advocate for an abused or neglected child's best interest. 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.

The recent COVID-19 pandemic has had a significant impact on the lives of NH's children, especially those who are the victims of abuse and neglect. Without the eyes of teachers and other caring adults, these children have suffered in silence for over a year. They have spent less time with people who are normally in positions to support and report (educators, social workers, administrators, counselors) and their social circles have contracted to include only family members, often the very ones who are perpetuating the cycle. Since CASA of New Hampshire's inception in 1989, more than 10,000 New Hampshire children have had CASA volunteer advocates by their side.

- **Cornerstone VNA:** As a nonprofit organization, 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 award-winning care at home through five programs: Home Care, Hospice Care, Palliative Care, Life Care-*Private Duty*, and Community Care.

Your support of Cornerstone VNA is greatly appreciated and demonstrates your commitment to helping those in need in your community. In 2023, we celebrated our 110th anniversary, a significant milestone in our organization's history. During the year, we recognized our healthcare heroes through history and honored their contributions to bringing the best care to our patients and our local communities. Their passion, commitment, and determination created a strong foundation for our organization that has helped us continue to thrive and grow. In addition to our healthcare heroes, we would not be where we are today without the support of our donors and local municipalities. Thanks to your partnership, we are proud to share some notable accomplishments and updates from 2023:

- Our lymphedema specialty program, which was launched at the end of 2021, continues to experience tremendous success and positive outcomes for many of our patients. Lymphedema is an abnormal collection of high-protein fluid just beneath the skin and can significantly impact an individual's mobility and quality of life. We now have six lymphedema specialists, and the donations we receive help support the supplies and treatment needed, which is not fully reimbursable.
- New this year are three clinicians who are certified in Vestibular Rehabilitation. Vestibular Rehab Certification allows our team to effectively identify, diagnose, and treat patients with dizziness to reduce and potentially resolve their symptoms and significantly impact their quality of life. Improvement in function and fall reduction can often take place within a few treatments, allowing patients to experience positive changes very quickly.
- Each year we continue to grow and strengthen the support services we provide to our local family caregivers. In May, we were able to return to our in-person annual Caregivers Connect event, and we also organized several pop-up Caregiver Cafés in November, with plans to add a fourth monthly café in 2024.
- Our volunteer program continues to grow, and this year we added a certified Pet Therapy dog named Lucy. Lucy visits local assisted living facilities, attends grief groups, and spends time with patients and families who are in need of some love from our friendly Australian Shepard.
- Our Hospice Care program achieved Level 5 status with the We Honor Veterans (WHV) program. This is the highest recognition level of this important program, which reflects Cornerstone VNA's commitment to ensuring veterans have access to quality end-of-life care. According to WHV, Cornerstone VNA is the only partner agency that has achieved Level 5 status in NH, ME, and VT.
- Like many healthcare organizations, we continue to be challenged by the national nursing shortage. However, we have a positive work culture and a strong focus on the recruitment and retention of our amazing team. Our efforts to recognize their hard work, and invest in professional staff development opportunities, have helped us maintain and grow our award-winning team.
- 2023 Awards and Recognition
  - Jeffrey Mitchell, RN, Recipient of Cornerstone VNA's Nightingale Award
  - Best of the Seacoast: Winner of Best Home Health Care, and Finalist for Best Place to Work
  - Best of the Seacoast: Winner of Best Nurse Practitioner, Erin Cullen, and Finalist, Christine Dumont

- **One Sky Community Services:** Incorporated in 1983, One Sky is a comprehensive service area agency (one of ten in New Hampshire) serving over 1300 individuals and families yearly throughout most of Rockingham County including the City of Portsmouth where we serve roughly 85 individuals and families.

One Sky is required to operate under state-mandated rules and regulations and is the primary point of contact for any individual living within our service area, with a Developmental Disability or an Acquired Brain Disorder, requiring supports, and services. We determine eligibility for available funding, work with eligible individuals and their guardians to identify specific service needs, suggest a variety of possible service providers, help the individual and guardian decide which ones to select, and monitor the quality of care throughout their life and tenure with One Sky.

We continue to establish and strengthen long-term collaborations and partnerships within the communities we serve to help foster better inclusion and heightened awareness to the needs and goals of our clients.

One Sky is the sole resource of Medicaid for those with Developmental Disabilities and acquired brain disorders, our influence on their lives can be impactful not only on the quality of their life, but in terms of the comprehensive level of services and supports provided to them. This in turn alleviates the need for available town services and programs.

The services and supports One Sky delivers are unique and comprehensive for human services. Clients and their families are very supportive and pleased with what we provide. They look to us for solutions and to assist them with emergencies, as well as with crucial and essential needs. One Sky will do whatever it takes to meet their needs through advocacy for change at the state level, fundraising, meeting with community leaders, and much more.

- **Krempels Center:** David Krempels Brain Injury Center (KBIC) is a nonprofit organization dedicated to improving the quality of life of people living with acquired brain injury through evidence-based programming, shared experiences, and support in a welcoming community. Located at the Community Campus in Portsmouth, NH, KBIC's services are unduplicated and innovative; the Center is the only one of its kind in the northeast and one of only a handful in the country providing post-rehab, community-based programming for people living with the chronic effects of their injury. KBIC has served brain injury survivors in Portsmouth and surrounding communities since 2000 and expanded its programming to online services in 2020. KBIC's therapeutic programming significantly improves the quality-of-life outcomes for a population that is often homebound, socially marginalized, and economically disadvantaged. In CY 2023, Krempels Center supported 10 Portsmouth residents and their families, providing a sum of 737 program days of service.
- **Safe Harbor Recovery Center:** Safe Harbor Recovery Center, non-profit, peer-delivered recovery support program of Granite Pathways, was established in 2016 by the recovery community in an effort to respond to the addiction crisis. As a Recovery Community Organization (RCO) Safe Harbor was the second established recovery community center (RCC) in the state of New Hampshire and since then, Safe Harbor trained staff with lived experience of substance misuse and mental health issues helped over 7,000 individuals through individual or group trained peer counseling, peer mutual aid groups (NA, AA, SMART), parenting education, unhoused outreach and assistance, workforce readiness (Job Launch), SUD education, holistic modalities (reiki and auricular acupuncture) and as of 2023, youth programming. All staff peer-delivered services are regulated by the Board of Alcohol and Other Drug Use Professionals and bound by strict state ethical and federal confidentiality laws. Our purpose is to assist (in a trauma-informed, all-inclusive, and non-judgmental way) people navigate their own recovery wellness in an individualized, holistic, and creative way, embracing all pathways and utilizing all available resources.

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>OUTSIDE SOCIAL SERVICES</b>					
<b>01-793-780-51-100-437</b>					
087001	CROSSROADS HOUSE	65,000	65,000	75,000	80,000
087002	CENTRAL VETERAN'S COUNCIL	750	750	750	1,500
087005	SEACOAST MENTAL HLTH CTR	12,500	12,500	12,500	12,500
087006	AREA HOMEMAKER/HOME HLTH	11,000	11,000	11,000	11,000
087008	MEALS ON WHEELS	10,700	10,700	15,000	17,500
087010	SEACOAST BIG BROTH/SISTER	3,000	3,000	3,000	3,000
087012	RSVP	4,000	4,000	4,000	4,000
087013	SEACOAST COMMUNITY SCHOOL	24,000	24,000	24,000	30,000
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	12,000	12,000	12,000	12,000
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)	5,500	5,500	6,500	6,500
087024	GOODWIN (FAMILIES FIRST)	10,000	10,000	10,000	10,000
087025	FAMILY PROMISE	2,000	2,000	2,000	2,000
087026	NEW GENERATION	2,500	2,500	3,500	3,500
087028	SEACOAST PATHWAYS	2,000	2,000	3,000	3,000
087029	CASA	2,000	2,000	3,000	3,000
087032	ONE SKY COMMUNITY SERVICE	2,500	2,500	2,500	2,500
087033	CORNERSTONE VNA	5,000	5,000	5,000	5,000
087035	KREMPELS	-	-	1,000	1,000
087036	SAFE HARBOR	-	-	-	3,000
<b>OUTSIDE SOCIAL SERVICES</b>	<b>TOTAL</b>	<b>213,950</b>	<b>213,950</b>	<b>233,250</b>	<b>250,500</b>

NOTE: CHART ON NEXT PAGE COMBINES TOTAL CITY GRANTS PROVIDED TO SOCIAL SERVICES

**Total City Grants to Social Service Agencies FY 25**  
**Funded from General Fund and Community Development Block Grant (CDBG) Program**

Outside Social Services  Agency	FY 2024			FY 2025		
	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 Recommended CDBG Budget*	Welfare Department and CDBG
AIDS Response Seacoast	\$5,000	\$9,500	\$14,500	\$5,000	\$10,000	\$15,000
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	\$3,000		\$3,000	\$3,000		\$3,000
Central Veterans Council	\$750		\$750	\$1,500		\$1,500
Chase Home for Children (New Program - 90 Day Reunification Program)		\$0	\$0	\$0		\$0
Cornerstone VNA	\$5,000		\$5,000	\$5,000		\$5,000
Cross Roads House, Inc.	\$75,000	\$18,500	\$93,500	\$80,000	\$20,000	\$100,000
Fair Housing Activities (formerly New Hampshire Legal Assistance)		\$3,500	\$3,500	\$0	\$2,500	\$2,500
Friends Program/R S V P	\$4,000		\$4,000	\$4,000		\$4,000
Gather (formerly Seacoast Family Food Pantry)	\$6,500		\$6,500	\$6,500		\$6,500
Greater Seacoast Community Health (formerly Families First Dental Program) - Dental		\$10,000	\$10,000	\$0	\$10,000	\$10,000
Greater Seacoast Community Health-Goodwin Health	\$10,000		\$10,000	\$10,000		\$10,000
HAVEN-Violence Prevention and Support Services	\$12,000	\$5,000	\$17,000	\$12,000		\$12,000
Krempels	\$1,000		\$1,000	\$1,000		\$1,000
Meals on Wheels	\$15,000		\$15,000	\$17,500	\$15,000	\$32,500
New Generations	\$3,500		\$3,500	\$3,500		\$3,500
One Sky Community Service	\$2,500		\$2,500	\$2,500		\$2,500
Operation Blessing		\$15,000	\$15,000	\$0	\$15,000	\$15,000
Richie McFarland Children (merged with Waypoint)			\$0	\$0		\$0
Rockingham Community Action	\$21,500	\$10,000	\$31,500	\$21,500	\$15,000	\$36,500
Safe Harbor Recovery Center - Granite Pathways	N/A	N/A	N/A	\$3,000		\$3,000
Seacoast Big Brothers/Big Sisters	\$3,000	\$0	\$3,000	\$3,000		\$3,000
Seacoast Community School	\$24,000	\$10,000	\$34,000	\$30,000	\$11,000	\$41,000
Seacoast Family Promise	\$2,000		\$2,000	\$2,000		\$2,000
Seacoast Mental Health Center	\$12,500		\$12,500	\$12,500		\$12,500
Seacoast Pathways - Granite Pathways	\$3,000		\$3,000	\$3,000		\$3,000
Way Point	\$12,000		\$12,000	\$12,000		\$12,000
<b>TOTAL Grants</b>	<b>\$233,250</b>	<b>\$81,500</b>	<b>\$314,750</b>	<b>\$250,500</b>	<b>\$98,500</b>	<b>\$349,000</b>

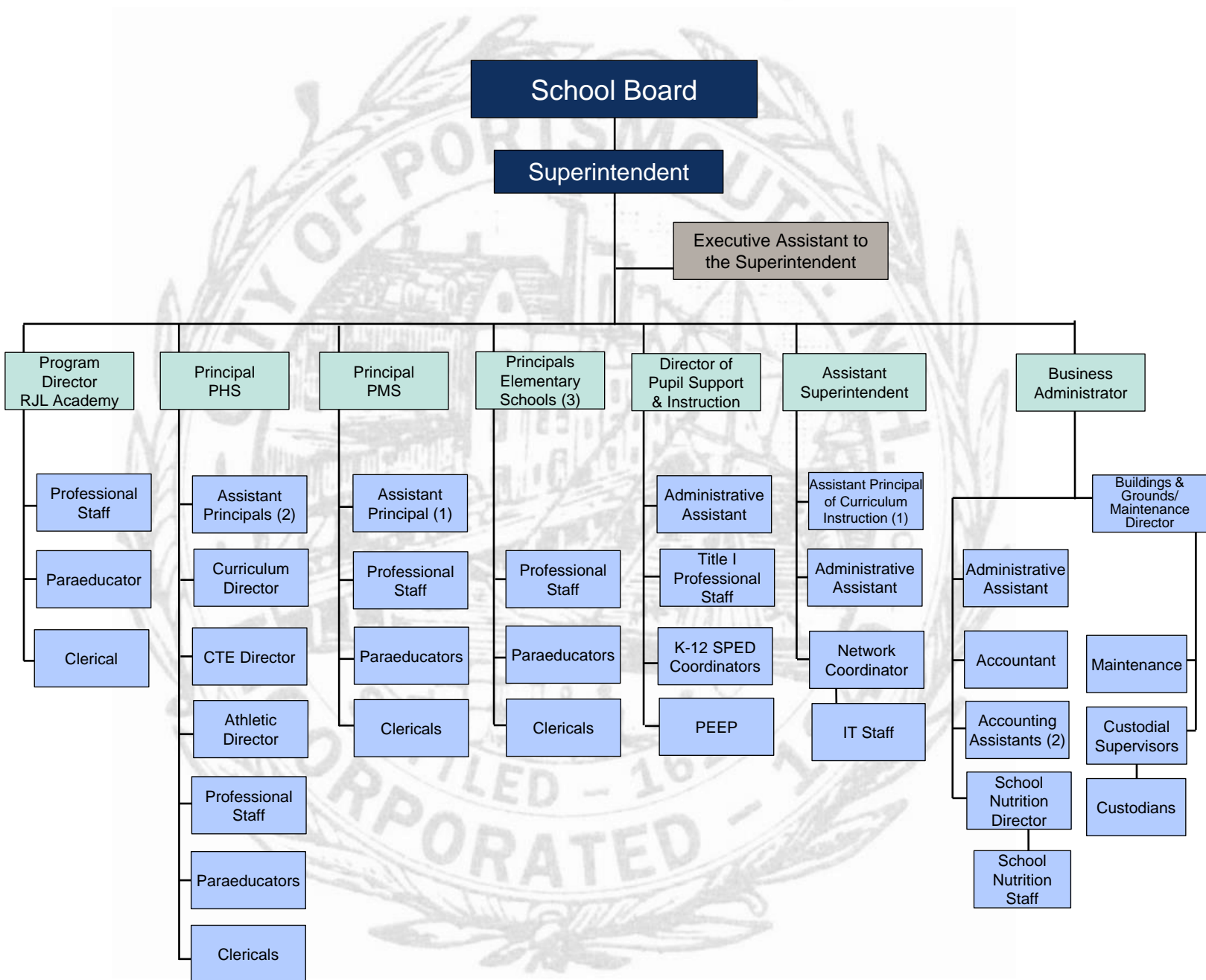
\*At the time of this budget book printing, the CDBG allocations for public services have not yet been approved by HUD; these amounts are subject to change upon HUD approval.



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# 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.”



# School Department

## Services Overview

- ✓ [Instructional Programs](#)
- ✓ [Support Services – Pupils](#)
- ✓ [Support Services – Instructional](#)
- ✓ [Support Services – General Administration](#)
- ✓ [Support Services – Business & Other](#)

## Department Budget Comments

The Portsmouth School Department continues to be recognized across the State and the nation for the quality of its educational services and consistently strong student outcomes. The School Department consists of an inclusive preschool program, three K-5 elementary schools, a middle school, a high school, and one alternative high school program. The School Department also accepts students in the middle school through tuition agreements with Newington and New Castle, and has an Authorized Regional Enrollment Area (AREA) tuition agreement for high school with Rye, Greenland, Newington and New Castle.

The FY25 proposed School Department budget is \$64,061,713, representing an increase of \$3,380,752 (or 5.57% increase) over FY24. This increase is largely driven by growth in salary and benefits via previously approved contract negotiations, money set aside for the addition of two modular classrooms at Dondero School, and the addition of a school psychologist.

The City Manager’s budget proposal of \$64,061,713 differs from the School Board’s recommendation by \$564,000. The School Board’s proposed budget recommended the shifting of the cost of portions of three positions from federal grant sources to the City budget. These roles included a high school special education teacher, an elementary math specialist, and a high school nurse. The board also recommended the hiring of a maintenance supervisor. These additions were not supported by the City Manager.

The FY25 proposed budget reflects the conclusion of federal funding available from the Elementary and Secondary School Emergency Relief Fund (ESSER). The loss of this funding means the elimination of a high school math interventionist, an elementary outdoor educator, and three elementary literacy tutors. Additional position sacrifices were made from last year’s City budget to offset the movement of the district Social Worker from ESSER funding into the City budget.

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Administrators	14.64	15.64	15.64
<b>Teachers</b>			
Classroom & Regular Program Instruction	182.35	182.01	182.21
Special Programs	23.80	25.80	26.80
Pupil Support Programs	47.82	51.26	54.26
<b>Totals Teachers Full Time</b>	<b>253.97</b>	<b>259.07</b>	<b>263.27</b>
<b>Other School Department Full Time Staff</b>			
Clerical	20.16	20.16	20.19
Paraprofessional	41.12	43.12	43.12
Tutors	5.20	6.20	2.93
School Custodians	26.01	26.01	26.01
Security	0.00	0.00	0.00
Technology Support	8.00	8.00	8.00
Maintenance	5.00	5.00	5.00
<b>Totals Other Full Time Staff</b>	<b>105.49</b>	<b>108.49</b>	<b>105.25</b>
<b>Totals General Fund Full Time Staff</b>	<b>374.10</b>	<b>383.20</b>	<b>384.16</b>
<b>Grant and Other Funded Full Time</b>			
Grant and Other Funded Full Time	85.85	88.85	88.19
<b>Totals Grant and Other Funded Full Time</b>	<b>85.85</b>	<b>88.85</b>	<b>88.19</b>
<b>Total School Full Time</b>	<b>459.95</b>	<b>472.05</b>	<b>472.35</b>
<b>Positions Part Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Lunch Monitors	6	6	6
<b>Total Part Time</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

Overall, the FY25 Budget allows a continuation of high-quality programming while the Department finalizes the process of building a new strategic plan. The School Board will consider a final draft plan in June. That plan will help create graduates with characteristics found in the district's newly approved Portrait of a Graduate while also expanding efficiencies and additional sources of revenue.

<u>Budget Summary of Expenditures</u>				
	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>SCHOOL DEPARTMENT</b>				
TEACHERS/ADMINISTRATORS	25,054,653	24,643,128	26,191,153	27,328,975
SALARIES	5,064,770	4,596,707	5,177,349	5,271,779
PART-TIME SALARIES	850,335	1,108,569	865,284	994,299
SCHOOL BOARD STIPENDS	14,000	11,525	14,000	17,000
OVERTIME	69,481	106,784	69,481	71,488
RETIREMENT	6,006,357	5,737,396	5,853,962	6,080,541
HEALTH INSURANCE	8,614,715	8,614,715	9,130,738	9,963,182
DENTAL INSURANCE	571,290	562,401	586,005	617,200
LEAVE AT TERMINATION	300,000	300,000	300,000	300,000
WORKERS' COMPENSATION	133,444	132,857	156,308	164,124
LIFE AND DISABILITY	212,451	205,519	220,733	224,434
PROFESSIONAL DEVELOPMENT	258,534	224,037	275,135	298,516
OTHER BENEFITS	2,428,252	2,310,332	2,524,948	2,631,042
<i>Contractual Obligations</i>	49,578,282	48,553,969	51,365,096	53,962,580
SPECIAL ED TUITION & SERVICES	2,908,602	3,516,904	3,369,246	3,609,059
TRANSPORTATION	1,456,948	1,538,358	1,644,623	1,965,949
TRANSFER FROM PARKING & TRANS	(50,000)	(50,000)	(50,000)	(50,000)
CONTRACTED SERVICES	560,991	587,930	580,206	620,269
ELECTRICITY	696,126	662,609	848,056	846,534
NATURAL GAS	294,457	253,791	370,934	374,635
GASOLINE	10,500	10,850	10,500	11,500
STUDENT BOOKS / PERIODICALS	179,616	177,263	174,432	177,960
SOFTWARE	163,096	124,683	165,573	180,782
PROFESSIONAL ORGANIZATION DUES	49,839	63,268	53,719	60,814
PROPERTY & LIABILITY	135,771	125,278	147,811	160,933
OTHER OPERATING	1,995,779	2,363,557	2,000,765	2,140,698
<i>Other Operating</i>	8,401,725	9,374,492	9,315,865	10,099,133
<b>TOTAL</b>	<b>57,980,007</b>	<b>57,928,461</b>	<b>60,680,961</b>	<b>64,061,713</b>

**Instructional Programs** - Includes all direct instructional programs and resources for regular classrooms, for a total student population of approximately 2,442 (General Fall Report of October 1, 2023):

- Regular Classroom Programs
- Full-Day Kindergarten
- Other Regular Instruction: Art, Music, Physical Education, Technology, and International Language
- Special Education Programs
- English as a Second Language
- Enrichment Programs
- Career Technical Education Program Instruction
- Athletics and Extra-Curricular Activities

**Support Services – Pupils** - Includes all direct pupil support activities:

- 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, strategic, and long-range planning.

- Staff Development
- Technology Plan-Instructional and 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 School Assistant Principals



**Support Services – Business & Other** - Includes all system support activity such as the 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 property owned by the City and managed by the School Department includes 114 acres. Activities include:

- Business/Fiscal Services
- Other Business Services: Property Insurance and 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, and Staff Services
- Information Support Services and Technology Plan
- Other Support Services and Benefits



# Goals and Objectives

## School Board Goals, Objectives, and Guiding Pillars

### Goals & Objectives

#### Goal #1: Strategic Planning

##### Objectives

The Portsmouth School Board has recently completed work on the PSD **Portrait of a Graduate**, which is being used as the inspiration for the development of the PSD Strategic Plan, occurring in Spring 2024. The Portrait describes the characteristics that the District wants graduates to have when they exit the school system. The characteristics are identified below.

- ✓ **Passion for Knowledge:** Learners who are intrinsically motivated and well prepared to chart their own paths using curiosity, creatively, academic prowess, and critical thinking
- ✓ **Global Awareness and Community Contribution:** Learners who are service-oriented leaders in their own communities who are able to see beyond their own shores - they have a deep appreciation for other cultures as well as a desire to establish themselves as advocates and contributors in the global landscape
- ✓ **Collaboration and Communication:** Learners who exhibit strong communication and collaboration skills that enable them to amplify diverse perspectives and skillfully navigate complex challenges
- ✓ **Transferable Skills:** Learners who possess practical life skills and strong work habits enabling them to adapt and thrive as independent adults
- ✓ **Personal Well Being:** Learners who are healthy individuals who find joy through a strong sense of self, belonging, and an ability to actualize their own goals utilizing resilience, flexibility, and a growth mindset
- ✓ **Empathy and Kindness:** Learners who embody kindness, empathy and compassion inclusive of all individuals

##### Citywide Goals Addressed:

- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*
- *School Board and Charter Commissions Goals Provide an Educational Environment that Maintains School Board Goals and Supports Its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth.*

#### Goal #2: Communication

##### Objectives

The Portsmouth School Board believes that district success relies on effective two-way communication with and between stakeholders. The Board recognizes that effective District communications will be shaped by four guiding principles: clarity, credibility, reliability, and connectivity. To create an effective partnership amongst all stakeholders, the School Board will approve a plan that focuses on communication.

- ✓ Help the school district advance its strategic vision.
- ✓ Build strong trust-based relationships with district stakeholders.
- ✓ Thoughtfully select the appropriate tool for each message and audience.
- ✓ Empower the district to accurately present itself to stakeholders.



*Citywide Goals Addressed*

- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*
- *School Board and Charter Commissions Goals Provide an Educational Environment that Maintains School Board Goals and Supports Its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth.*

**Guiding Pillars**

*Guiding Pillar #1: Equity*

For any given measure of enrichment, rigorous achievement or opportunity, 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. Work to reduce any identified gap in performance or participation as quickly as practical and address system change to eliminate all gaps.

*Citywide Goals Addressed:*

- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*
- *School Board and Charter Commissions Goals Provide an Educational Environment that Maintains School Board Goals and Supports Its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth.*

*Guiding Pillar #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.

*Citywide Goals Addressed:*

- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*
- *School Board and Charter Commissions Goals Provide an Educational Environment that Maintains School Board Goals and Supports Its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth.*

*Guiding Pillar #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.

*Citywide Goals Addressed:*

- *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*
- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*

- *School Board and Charter Commissions Goals Provide an Educational Environment that Maintains School Board Goals and Supports Its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth.*



**Guiding Pillar #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.

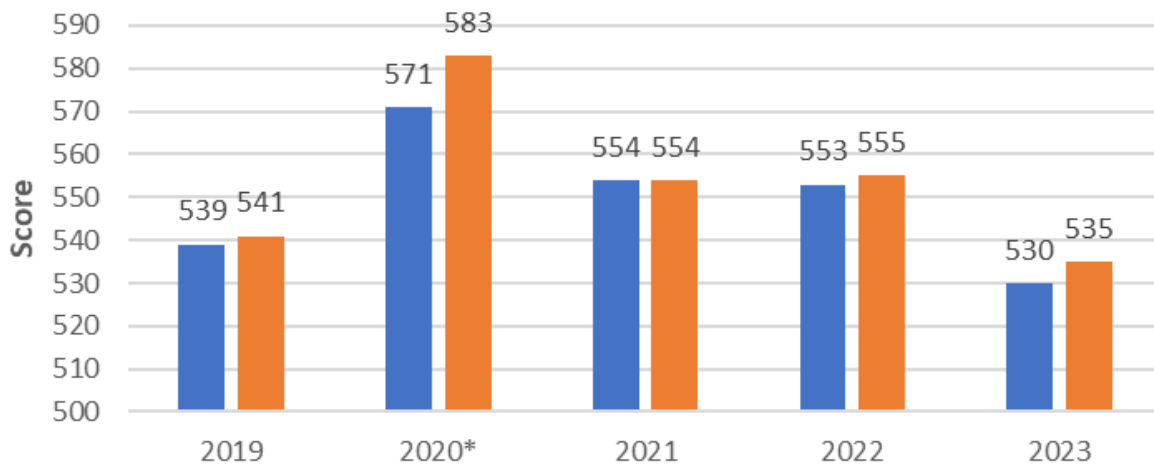
*Citywide Goals Addressed:*

- *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*
- *School Board and Charter Commissions Goals Provide an Educational Environment that Maintains School Board Goals and Supports Its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth.*

Performance Measures

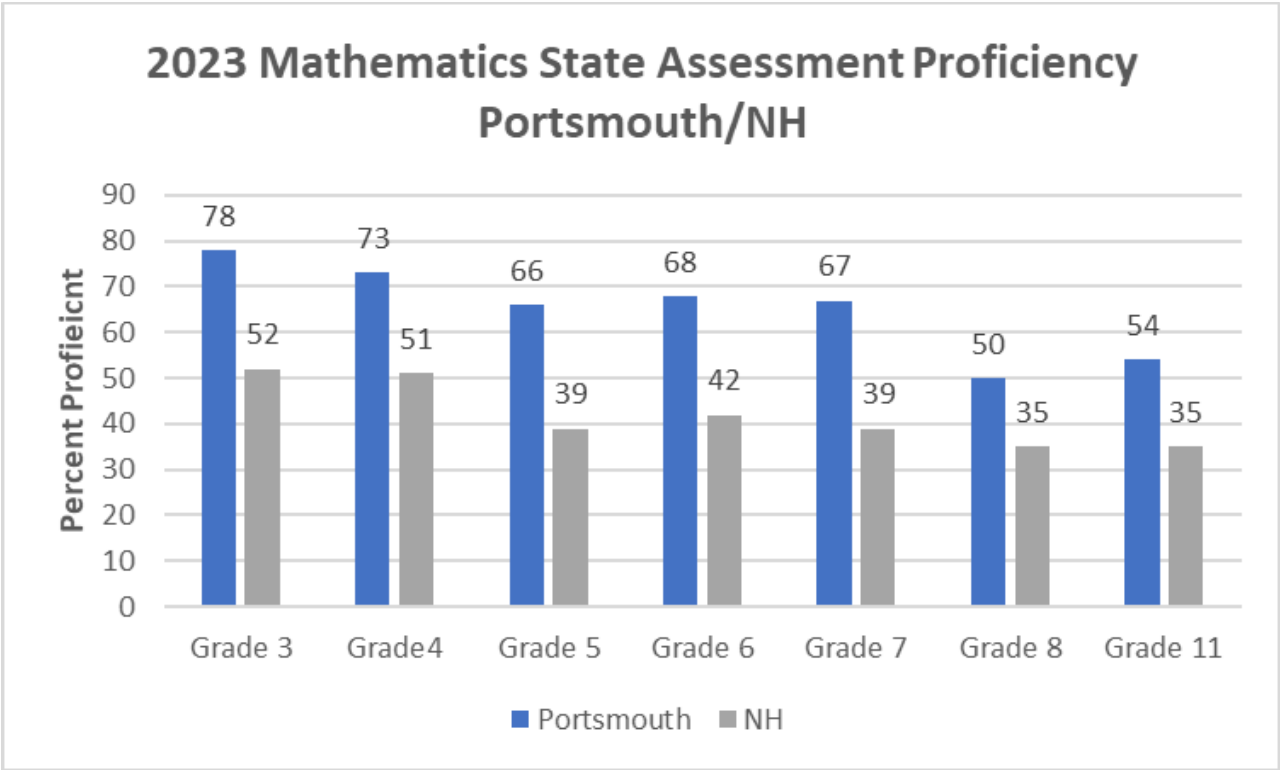
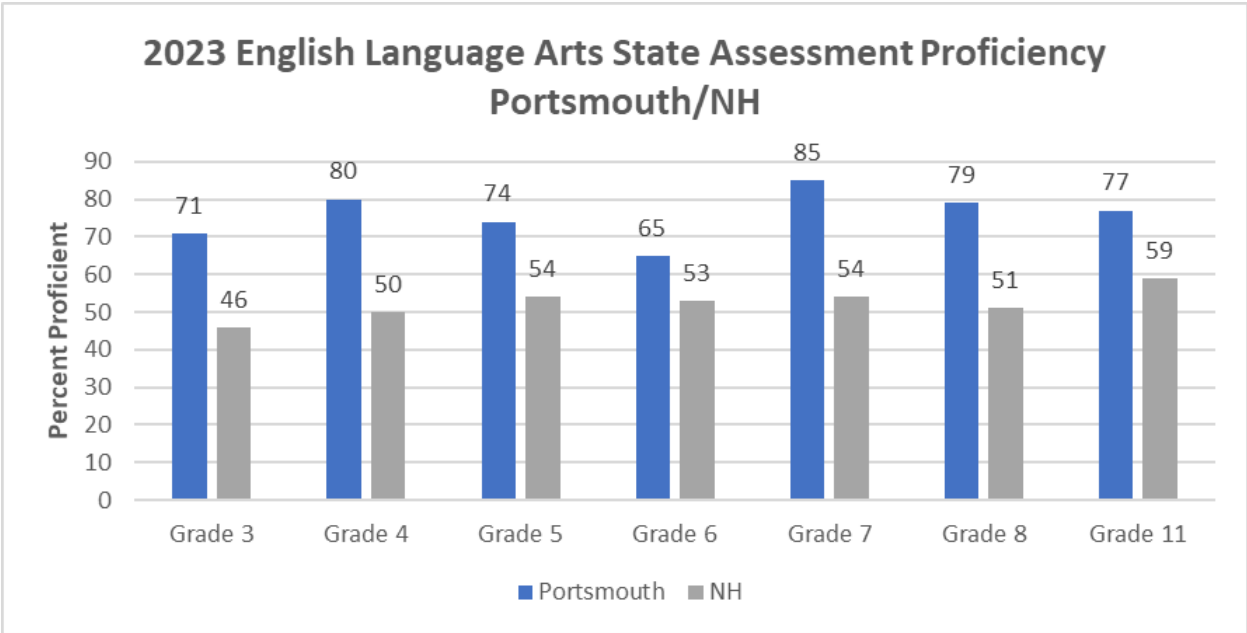
The Portsmouth School District uses a number of assessment measures to monitor individual student progress and assess program effectiveness. The following graphs represent various components of student academic progress and postgraduate preparation. In general, Portsmouth continues to perform well above State and national averages on many indicators of student progress.

**Grade 11 Mean SAT Scores 2019-2023**



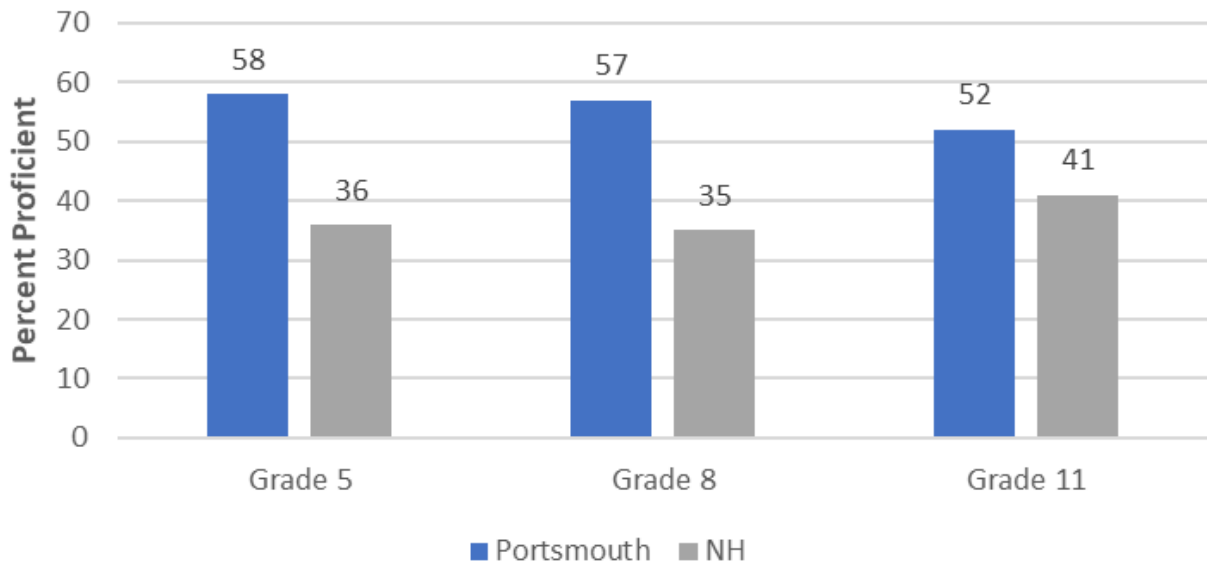
\* Test Administered in Fall of 2020 Due to Pandemic

■ Math   ■ Evidence-Based Reading and Writing

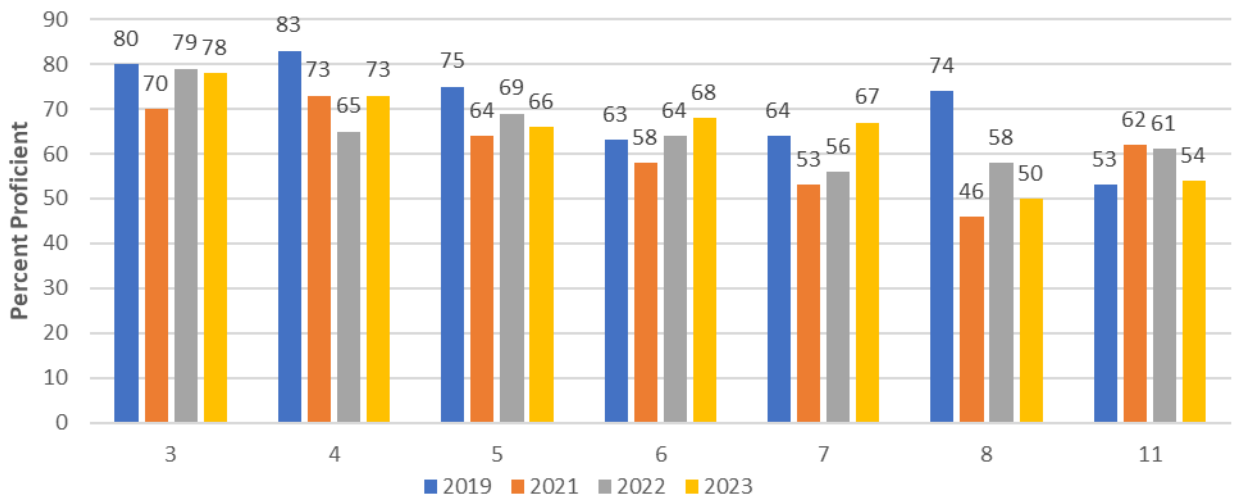




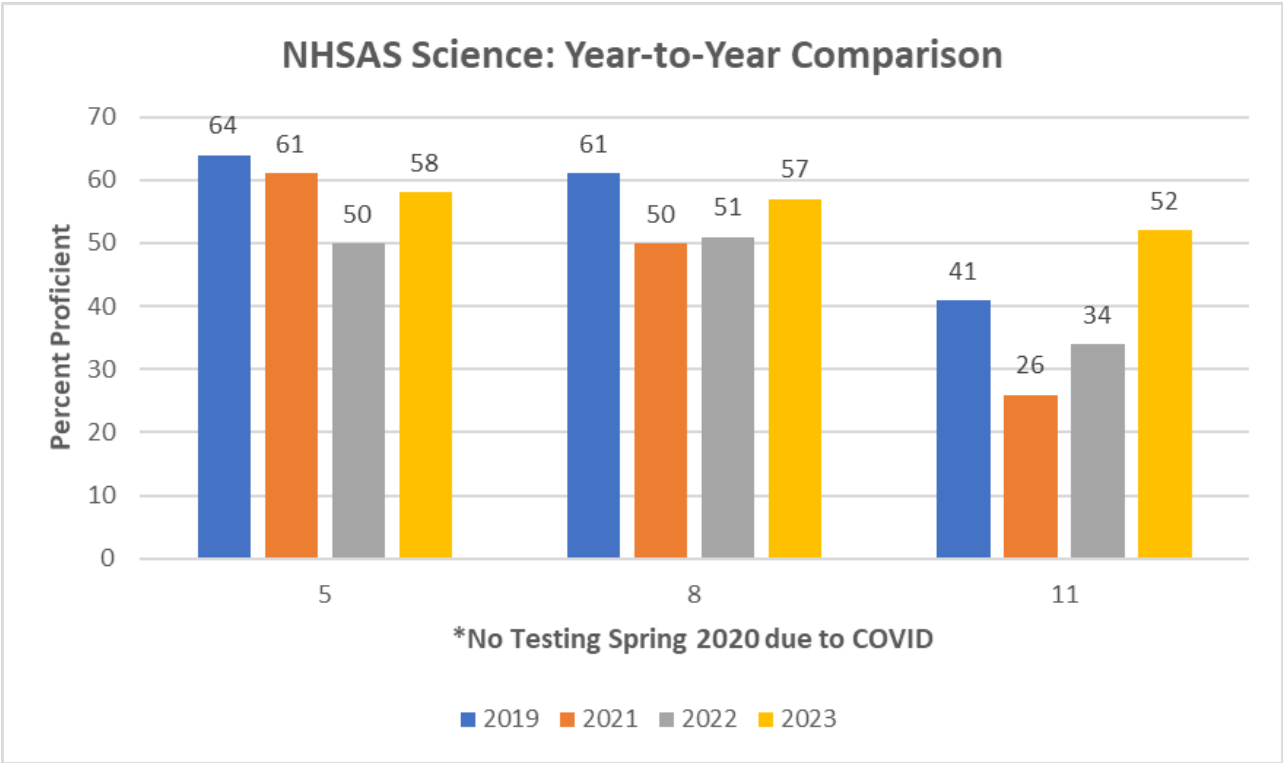
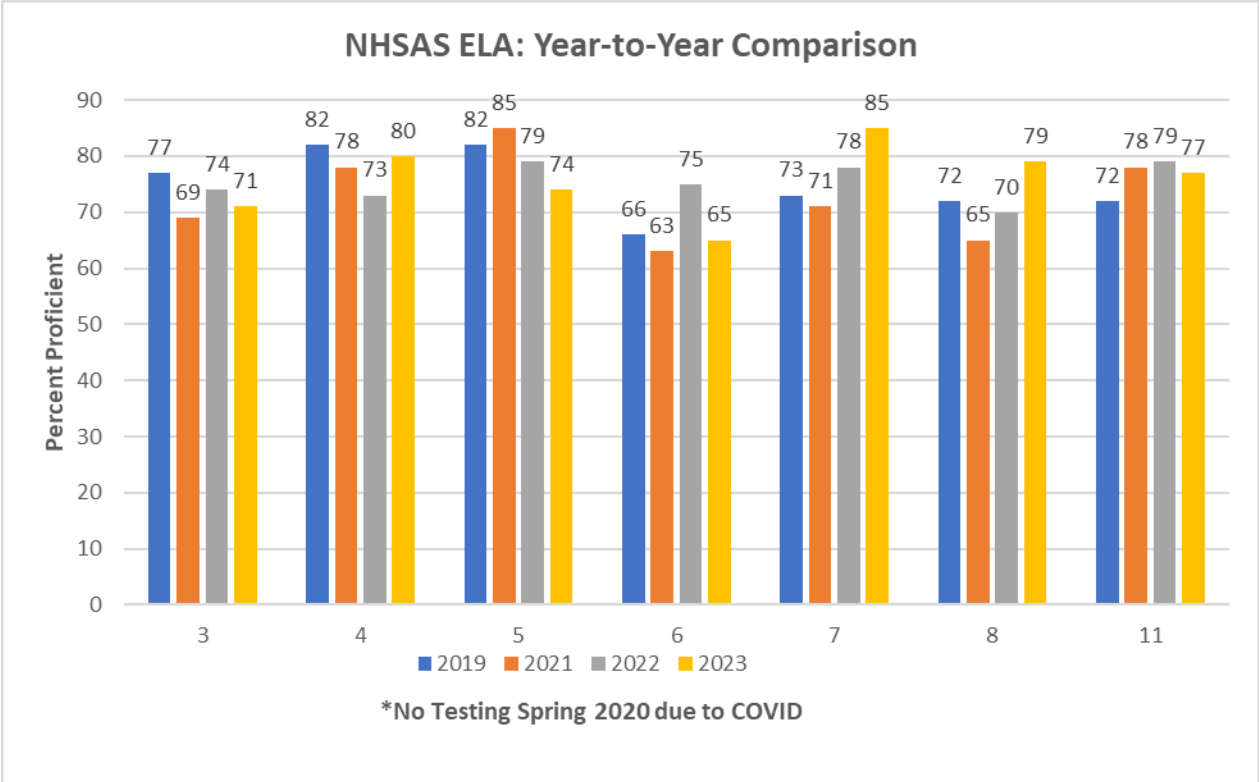
## 2023 Science State Assessment Proficiency Portsmouth/NH



## NHSAS Math: Year-to-Year Comparison



\*No Testing Spring 2020 due to COVID



**PORTSMOUTH SCHOOL DEPARTMENT  
SUMMARY OF COMBINED FINANCIAL OPERATIONS  
For Budget Year 2024-2025**

(Based on Pro Forma Revenue & Expenditure Estimates)

		GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	SPECIAL REVENUE-FOOD SERVICE	TOTAL FUNDS	%
<b>REVENUES:</b>							
<b>LOCAL</b>	TAX APPROPRIATION	57,097,113 a	0	4,053,907	0	61,151,020 b	81.9%
	TUITION	6,954,600	1,102,908			8,057,508	10.8%
	OTHER	10,000	97,200		690,100	797,300	1.1%
	TRANSFER IN		1,059,028		50,000	1,109,028	1.5%
	GRANTS		186,582			186,582	0.2%
	<b>Total Local Support</b>					<b>71,301,438</b>	<b>95.5%</b>
<b>STATE</b>	SPECIAL ED AID		490,000			490,000	0.7%
	SCHOOL BUILDING AID			740,974		740,974	1.0%
	REIMBURSEMENT				10,054	10,054	0.0%
	KINDERGARTEN AID					0	0.0%
	<b>Total State Support</b>					<b>1,241,028</b>	<b>1.7%</b>
<b>FEDERAL</b>	REIMBURSEMENT				364,000	364,000	0.5%
	GRANTS		1,368,700		34,226	1,402,926	1.9%
	MEDICAID		390,000			390,000	0.5%
	<b>Total Federal Support</b>					<b>2,156,926</b>	<b>2.9%</b>
<b>TOTAL REVENUES</b>		<b>64,061,713</b>	<b>4,694,418</b>	<b>4,794,881</b>	<b>1,148,380</b>	<b>74,699,392</b>	<b>100.0%</b>
<b>EXPENDITURES:</b>							
<b>FOR ALL FUNDS</b>	ELEMENTARY	24,668,053	1,355,296		469,700	26,493,049	35.5%
	MIDDLE SCHOOL	12,495,855	891,981		236,521	13,624,357	18.2%
	HIGH SCHOOL	25,788,777	2,447,141		442,159	28,678,077	38.4%
	TRANSFER OUT	1,109,028				1,109,028	1.5%
<b>BONDED CAPITAL PROJECTS (CIP FUNDED)</b>	INTEREST			1,302,506		1,302,506	1.7%
	DEBT REDUCTION			3,275,000		3,275,000	4.4%
	PROJECTED FUTURE DEBT			217,375		217,375	0.3%
<b>TOTAL EXPENDITURES</b>		<b>64,061,713</b>	<b>4,694,418</b>	<b>4,794,881 b</b>	<b>1,148,380</b>	<b>74,699,392</b>	<b>100.0%</b>

NOTES: a: Includes \$ 11,062,049 of Statewide Education Property Tax collected locally  
b: Debt service is part of the City Capital Fund and is included here for memo purposes only

**PORTSMOUTH SCHOOL DEPARTMENT  
SUMMARY OF SPECIAL REVENUE PROGRAMS  
For Budget Year 2024-2025**

(Based on Pro Forma Revenue & Expenditure 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"	FEEES SUMMER SCHOOL	FEEES DRAMA		
<b>REVENUES:</b>											
LOCAL	TAX APPROPRIATION									0	0.0%
	TUITION				656,595	446,313				1,102,908	18.9%
	OTHER			690,100	0		75,200	12,000	10,000	787,300	13.5%
	TRANSFER IN		20,000	50,000	389,028	650,000				1,109,028	19.0%
	GRANTS		186,582							186,582	3.2%
STATE	CATASTROPHIC AID					490,000				490,000	8.4%
	SCHOOL BUILDING AID									0	0.0%
	DRIVERS EDUCATION AID									0	0.0%
	REIMBURSEMENT			10,054						10,054	0.2%
	ADEQUATE EDUCATION GRANT									0	0.0%
FEDERAL	REIMBURSEMENT			364,000						364,000	6.2%
	GRANTS	1,368,700		34,226						1,402,926	24.0%
	MEDICAID					390,000				390,000	6.7%
<b>TOTAL REVENUES</b>		<b>1,368,700</b>	<b>206,582</b>	<b>1,148,380</b>	<b>1,045,623</b>	<b>1,976,313</b>	<b>75,200</b>	<b>12,000</b>	<b>10,000</b>	<b>5,842,798</b>	<b>100.0%</b>
<b>EXPENDITURES:</b>											
GENERAL FUND		0	0	0	0	0	0	0	0	0	
CATEGORICAL FUNDS											
	ELEMENTARY	782,354	46,840	469,700		526,102				1,824,996	31.2%
	MIDDLE SCHOOL	183,584	34,897	236,521		669,500		4,000		1,128,502	19.3%
	HIGH SCHOOL	402,762	124,845	442,159	1,045,623	780,711	75,200	8,000	10,000	2,889,300	49.5%
<b>TOTAL EXPENDITURES</b>		<b>1,368,700</b>	<b>206,582</b>	<b>1,148,380</b>	<b>1,045,623</b>	<b>1,976,313</b>	<b>75,200</b>	<b>12,000</b>	<b>10,000</b>	<b>5,842,798</b>	<b>100.0%</b>

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>BUDGET</u>
<b>CENTRAL OFFICE</b>				
ADMINISTRATION	1.00	CONTRACT	SUPERINTENDENT	182,455
	1.00	N/A	ASSISTANT SUPERINTENDENT	159,789
	1.00	N/A	BUSINESS ADMINISTRATOR	145,945
CLERICALS	1.00	N/A	EXEC ASST TO THE SUPERINTENDENT	81,389
	1.00	CLERICAL	EXEC ASST TO THE ASST SUPERINTENDENT	65,819
	0.75	CLERICAL	EXEC ASST TO THE BUSINESS ADMINISTRATOR	47,122
	2.00	CLERICAL	ACCOUNTING ASSISTANTS	132,036
SPECIALISTS	1.00	N/A	DISTRICT ACCOUNTANT	70,000
ADMINISTRATIVE	*		ADMINISTRATIVE DEGREE, EXTRA DAY	8,228
PROFESSIONALS	*		CENTRAL OFFICE, DEGREE, EXTRA DAY, MOVING EXP	149,421
CLERICALS	*		CLERICAL, EXTRA DAY	500
CUSTODIANS	*		CUSTODIAL, EXTRA DAY	500
<b>TOTAL CENTRAL OFFICE</b>				<b>1,043,204</b>

**DONDERO ELEMENTARY SCHOOL**

ADMINISTRATION	1.00	ADMIN	PRINCIPAL	145,662
PROFESSIONALS	4.00	PROF	GRADE 1 TEACHER	296,343
	3.00	PROF	GRADE 2 TEACHER	245,846
	3.00	PROF	GRADE 3 TEACHER	305,532
	3.00	PROF	GRADE 4 TEACHER	281,210
	3.00	PROF	GRADE 5 TEACHER	282,192
	4.00	PROF	KINDERGARTEN TEACHER	359,822
	1.00	PROF	GUIDANCE COUNSELOR	100,643
	1.00	PROF	ELEMENTARY LIBRARIAN	102,675
PARAEDUCATORS	0.93	PARA	LIBRARY PARA	31,992
MONITORS	*	N/A	LUNCHROOM MONITORS	12,150
CLERICALS	0.88	CLERICAL	ELEMENTARY PRINCIPAL'S SECRETARY	51,616
CUSTODIANS	1.00	CUST SUPER	CUSTODIAL SUPERVISOR	57,248
	2.00	CUST	CUSTODIAN	92,436
<b>TOTAL DONDERO SCHOOL</b>				<b>2,365,367</b>

**LITTLE HARBOUR ELEMENTARY SCHOOL**

ADMINISTRATION	1.00	ADMIN	PRINCIPAL	144,652
PROFESSIONALS	3.00	PROF	GRADE 1 TEACHER	290,809
	4.00	PROF	GRADE 2 TEACHER	426,725
	3.00	PROF	GRADE 3 TEACHER	312,001
	4.00	PROF	GRADE 4 TEACHER	400,536
	3.00	PROF	GRADE 5 TEACHER	290,082
	3.00	PROF	KINDERGARTEN TEACHER	295,904
	1.00	PROF	INTERVENTIONIST	88,865
	2.00	PROF	GUIDANCE COUNSELOR	177,427
	1.00	PROF	ELEMENTARY LIBRARIAN	85,456
MONITORS	*	N/A	LUNCHROOM MONITORS	12,150

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>BUDGET</u>
CLERICALS	0.88	CLERICAL	ELEMENTARY PRINCIPAL'S SECRETARY	51,653
CUSTODIANS	1.00	CUST SUPER	CUSTODIAL SUPERVISOR	57,160
	2.00	CUST	CUSTODIAN	97,773
	0.38	CUST	CUSTODIAN	19,010
<b>TOTAL LITTLE HARBOUR SCHOOL</b>				<b>2,750,203</b>

**NEW FRANKLIN ELEMENTARY SCHOOL**

ADMINISTRATION	1.00	ADMIN	PRINCIPAL	148,404
PROFESSIONALS	3.00	PROF	GRADE 1 TEACHER	252,448
	2.00	PROF	GRADE 2 TEACHER	191,454
	2.00	PROF	GRADE 3 TEACHER	179,786
	3.00	PROF	GRADE 4 TEACHER	302,943
	2.00	PROF	GRADE 5 TEACHER	204,335
	3.00	PROF	KINDERGARTEN TEACHER	274,637
	2.00	PROF	GUIDANCE COUNSELOR	197,379
	1.00	PROF	ELEMENTARY LIBRARIAN	69,376
PARAEDUCATORS	1.00	PARA	LIBRARY PARA	34,453
MONITORS	*	N/A	LUNCH ROOM MONITORS	12,150
CLERICALS	0.88	CLERICAL	ELEMENTARY PRINCIPAL'S SECRETARY	51,689
CUSTODIANS	1.00	CUST SUPER	CUSTODIAL SUPERVISOR	58,279
	1.63	CUST	CUSTODIAN	81,289
<b>TOTAL NEW FRANKLIN SCHOOL</b>				<b>2,058,622</b>

**PORTSMOUTH MIDDLE SCHOOL**

ADMINISTRATION	1.00	ADMIN	PRINCIPAL	148,243	
	0.95	ADMIN	ASSISTANT PRINCIPAL	126,697	
PROFESSIONALS	8.00	PROF	GRADE 6 TEACHER	790,727	
	8.00	PROF	GRADE 7 TEACHER	693,212	
	8.00	PROF	GRADE 8 TEACHER	678,626	
	1.00	PROF	MATH INTERVENTIONIST	104,710	
	1.00	PROF	FRENCH TEACHER	108,242	
	1.00	PROF	SPANISH TEACHER	104,365	
	0.50	PROF	ITALIAN TEACHER (ELEM)	33,371	
	1.00	PROF	COMPUTER TEACHER	80,161	
	3.00	PROF	GUIDANCE COUNSELOR	301,761	
	1.00	PROF	LIBRARIAN	96,623	
		*		SUMMER SCHOOL INSTRUCTORS	5,500
	PARAEDUCATORS	0.39	PARA	LIBRARY PARA	15,087
1.00		TUTOR	MATH TUTOR	38,643	
CLERICALS	1.76	CLERICAL	MIDDLE SCHOOL PRINCIPAL'S SECRETARY	101,127	
	0.88	CLERICAL	MIDDLE SCHOOL GUIDANCE SECRETARY	50,753	
CUSTODIANS	1.00	CUST SUPER	CUSTODIAL SUPERVISOR	57,904	
	4.00	CUST	CUSTODIAN	202,073	
	1.00	CUST	CUSTODIAN	40,040	
<b>TOTAL MIDDLE SCHOOL</b>				<b>3,777,865</b>	

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>BUDGET</u>
<b>PORTSMOUTH HIGH SCHOOL</b>				
ADMINISTRATION	1.00	ADMIN	PRINCIPAL	154,943
	0.95	ADMIN	ASSISTANT PRINCIPAL	137,927
	0.95	ADMIN	CURRICULUM DIRECTOR	130,612
	0.92	ADMIN	ASSISTANT PRINCIPAL	129,816
PROFESSIONALS	10.66	PROF	ENGLISH TEACHER	1,051,949
	7.25	PROF	FOREIGN LANGUAGE TEACHER	753,191
	14.00	PROF	MATH TEACHER	1,323,664
	13.00	PROF	SCIENCE TEACHER	1,191,004
	9.00	PROF	SOCIAL STUDIES TEACHER	939,381
	0.50	PROF	COMPUTER TEACHER	55,269
	5.31	PROF	GUIDANCE COUNSELOR	543,391
	*		SUMMER SCHOOL INSTRUCTORS	6,000
	1.00	PROF	COUNSELOR	61,931
	0.93	N/A	SATURDAY SCHOOL TUTOR IN SCHOOL SUSPENSION	5,902 31,992
LIBRARY	1.00	PROF	LIBRARIAN	83,690
	1.00	TUTOR	LIBRARY TUTOR	42,404
	0.39	PARA	LIBRARY PARA	15,087
CLERICALS	1.00	CLERICAL	ADM ASST TO THE HS PRINCIPAL	62,829
	0.94	CLERICAL	HS BUSINESS OFFICE ASSISTANT	62,302
	1.70	CLERICAL	HS ASSISTANT PRINCIPAL'S SECRETARY	97,669
	0.82	CLERICAL	HS COMMUNICATIONS/RECEPTIONIST	46,263
	0.88	CLERICAL	HS GUIDANCE DEPT SECRETARY	47,833
	1.00	CLERICAL	HS REGISTRAR	62,829
CUSTODIANS	2.00	CUST SUPER	CUSTODIAL SUPERVISOR	122,369
	3.00	CUST	DAY SHIFT CUSTODIAN	146,351
	6.00	CUST	NIGHT SHIFT CUSTODIAN	270,662
<b>TOTAL HIGH SCHOOL</b>				<b>7,577,260</b>
<b>ART</b>				
PROFESSIONALS	1.00	PROF	DO ART TEACHER	86,765
	1.00	PROF	LH ART TEACHER	85,727
	0.80	PROF	NF ART TEACHER	59,133
	2.00	PROF	PMS ART TEACHER	208,751
	3.00	PROF	PHS ART TEACHER	277,624
<b>TOTAL ART</b>				<b>718,000</b>
<b>PERFORMING ARTS</b>				
PROFESSIONALS	1.10	PROF	DO MUSIC TEACHER	88,339
	1.10	PROF	LH MUSIC TEACHER	109,895
	1.10	PROF	NF MUSIC TEACHER	102,622

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>BUDGET</u>
	2.40	PROF	PMS MUSIC TEACHER	225,690
	2.30	PROF	PHS MUSIC TEACHER	245,109
	1.00	PROF	PHS DRAMA TEACHER	55,025
<b>TOTAL PERFORMING ARTS</b>				<b>826,680</b>
<b>PHYSICAL ED / HEALTH ED</b>				
PROFESSIONALS	1.00	PROF	DO PHYS ED TEACHER	100,643
	1.00	PROF	LH PHYS ED TEACHER	90,897
	1.00	PROF	NF PHYS ED TEACHER	103,347
	2.00	PROF	PMS PHYS ED TEACHER	190,774
	1.00	PROF	PMS HEALTH ED TEACHER	95,674
	2.84	PROF	PHS PHYS ED TEACHER	289,858
	1.66	PROF	PHS HEALTH ED TEACHER	153,945
	1.00	PROF	ADAPTIVE PHYS ED TEACHER	98,542
<b>TOTAL PHYS ED / HEALTH ED</b>				<b>1,123,680</b>
<b>TECHNICAL CAREERS</b>				
PROFESSIONALS	4.00	PROF	PMS TECH CAREERS TEACHER	362,487
	10.00	PROF	PHS TECH CAREERS TEACHER	901,203
ADMINISTRATION	0.95	ADMIN	TECHNICAL CAREERS DIRECTOR	126,697
CLERICALS	0.88	CLERICAL	TECH CAREERS CLERICAL	55,338
<b>TOTAL TECH CAREERS</b>				<b>1,445,725</b>
<b>ATHLETICS</b>				
ADMINISTRATION	1.00	ADMIN	ATHLETIC DIRECTOR	126,848
CLERICALS	1.00	CLERICAL	ATHLETIC DEPT CLERICAL	66,469
<b>TOTAL ATHLETICS</b>				<b>193,317</b>
<b>ELEMENTARY MATHEMATICS</b>				
PROFESSIONALS	1.00	PROF	ELEM MATH SPECIALISTS	73,035
		PROF	ELEM MATH TEACHER - DO	
<b>TOTAL ELEM MATH</b>				<b>73,035</b>
<b>HEALTH SERVICES</b>				
PROFESSIONALS	1.00	PROF	DO NURSE	85,727
	1.00	PROF	LH NURSE	102,675
	1.00	PROF	NF NURSE	103,417
	1.00	PROF	PMS NURSE	85,456
	1.60	PROF	PHS NURSE	166,315
<b>TOTAL HEALTH SERVICES</b>				<b>543,590</b>
<b>WELLNESS</b>				
PROFESSIONALS	1.00	PROF	WELLNESS COORDINATOR	98,542
PROFESSIONALS	1.00	PROF	SOCIAL WORKER	98,542



Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>BUDGET</u>
<b>TOTAL WELLNESS</b>				<b>197,084</b>
<b>MEDIA SERVICES</b>				
TECHNICIANS	1.00	PROF	MEDIA TECHNICIAN III	78,621
<b>TOTAL MEDIA SERVICES</b>				<b>78,621</b>
<b>SYSTEM-WIDE PSYCHOLOGIST</b>				
PROFESSIONALS	2.50	PROF	SYSTEM PSYCHOLOGIST	239,769
	2.00	PROF	BCBA	172,085
<b>TOTAL PSYCHOLOGIST</b>				<b>411,854</b>
<b>CURRICULUM ADMINISTRATION</b>				
ADMINISTRATION	0.92	ADMIN	ELEM CURRICULUM DIRECTOR	132,865
<b>TOTAL CURRICULUM</b>				<b>132,865</b>
<b>READING INSTRUCTION</b>				
PROFESSIONALS	3.00	PROF	DO READING TEACHER	259,582
	3.00	PROF	LH READING TEACHER	300,057
	2.00	PROF	NF READING TEACHER	208,145
	1.00	PROF	PMS READING TEACHER	104,710
<b>TOTAL READING</b>				<b>872,494</b>
<b>PEEP - DEVELOPMENTAL PRESCHOOL</b>				
PROFESSIONALS	3.80	PROF	PEEP PRESCHOOL TEACHER	364,995
PARAEDUCATORS	3.43	PARA	PEEP PRESCHOOL PARA	110,555
<b>TOTAL PEEP PRESCHOOL</b>				<b>475,550</b>
<b>SPECIAL ED ELEMENTARY</b>				
ADMINISTRATION	0.33	ADMIN	ELEM SPEC ED DIRECTOR	45,681
PROFESSIONALS	4.00	PROF	DO SPEC ED TEACHER	338,227
	4.00	PROF	LH SPEC ED TEACHER	376,470
	4.00	PROF	NF SPEC ED TEACHER	349,409
PARAEDUCATORS	12.12	PARA	DO SPEC ED PARA	438,236
	9.98	PARA	LH SPEC ED PARA	348,641
	8.30	PARA	NF SPEC ED PARA	292,062
SUMMER SCHOOL	*		SUMMER SCHOOL INSTRUCTORS	50,000
<b>TOTAL ELEMENTARY SPECIAL EDUCATION</b>				<b>2,238,726</b>
<b>SPECIAL ED MIDDLE</b>				
ADMINISTRATION	0.33	ADMIN	PMS SPEC ED DIRECTOR	45,681
PROFESSIONALS	6.00	PROF	MS SPEC ED TEACHER	552,244
PARAEDUCATORS	4.65	PARA	MS SPEC ED PARA	146,727

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>BUDGET</u>
SUMMER SCHOOL	*		SUMMER SCHOOL INSTRUCTORS	18,000
<b>TOTAL MIDDLE SCHOOL SPECIAL EDUCATION</b>				<b>762,652</b>
<b>SPECIAL ED SECONDARY</b>				
ADMINISTRATION	0.34	ADMIN	PHS SPEC ED DIRECTOR	47,065
PROFESSIONALS	5.00	PROF	PHS SPEC ED TEACHER	489,567
PROFESSIONALS		PROF	PHS SPEC ED TEACHER	
		PROF	PHS SPEC ED TEACHER	
		PROF	PHS SPEC ED TEACHER	
		PROF	PHS SPEC ED TEACHER	
		PROF	PHS SPEC ED TEACHER	
PARAEDUCATORS	0.93	PARA	PHS SPEC ED PARA	34,697
CLERICALS	0.94	CLERICAL	PHS SPEC ED CLERICAL	62,373
SUMMER SCHOOL	*		SUMMER SCHOOL INSTRUCTORS	14,000
<b>TOTAL HIGH SCHOOL SPECIAL EDUCATION</b>				<b>647,702</b>
<b>SPED SPEECH</b>				
PROFESSIONALS	1.50	PROF	DO SPEECH TEACHER	126,627
	1.00	PROF	PEEP SPEECH TEACHER	68,494
	1.00	PROF	LH SPEECH TEACHER	99,625
	1.50	PROF	NF SPEECH TEACHER	158,035
	1.00	PROF	PMS SPEECH TEACHER	88,982
	1.00	PROF	PHS SPEECH TEACHER	109,254
<b>TOTAL SPEECH</b>				<b>651,017</b>
<b>OCCUPATIONAL THERAPY</b>				
PROFESSIONALS	2.00	PROF	ELEM OT TEACHER	175,581
	0.50	PROF	PMS OT TEACHER	45,635
	0.50	PROF	PHS OT TEACHER	37,034
<b>TOTAL OT</b>				<b>258,250</b>
<b>ENGLISH SECOND LANGUAGE</b>				
PROFESSIONALS	3.85	PROF	ESL TEACHER	339,864
PARAEDUCATORS	1.00	PARA	ESL PARA	32,770
<b>TOTAL ESL</b>				<b>372,634</b>
<b>ADAPTIVE SERVICES</b>				
TUTORS	*		TUTOR SERVICES	12,000
<b>TOTAL ADAPTIVE SERVICES</b>				<b>12,000</b>
<b>BUILDINGS AND GROUNDS</b>				
ADMINISTRATION	1.00	N/A	FACILITIES DIRECTOR	104,788

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>BUDGET</u>
MAINTENANCE	4.00	N/A	MAINTENANCE	257,598
<b>TOTAL MAINTENANCE</b>				<b>362,386</b>
<b>TECHNOLOGY PLAN</b>				
TECHNICIANS	5.00	N/A	TECHNICIAN III	425,616
	1.00	N/A	NETWORK ADMINISTRATOR	117,418
<b>TOTAL TECHNOLOGY</b>				<b>543,034</b>
<b>DATA MANAGEMENT</b>				
TECHNICIANS	1.00	N/A	DATABASE ADMINISTRATOR	87,337
<b>TOTAL DATA MANAGEMENT</b>				<b>87,337</b>
<b>GRAND TOTAL</b>				<b>32,600,754</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
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**SYSTEM WIDE BENEFITS  
COST CENTER 100**

0211	HEALTH INSURANCE	8,614,715	8,614,715	9,130,738	9,963,182
0212	DENTAL INSURANCE	571,290	562,401	586,005	617,200
0213	LIFE INSURANCE	101,727	85,615	99,693	93,492
0214	DISABILITY INSURANCE	110,724	119,904	121,040	130,942
0220	FICA	30,000	20,290	30,600	30,600
0231	RETIREMENT NON-TEACHER	10,216	1,101	10,824	10,824
0232	RETIREMENT TEACHER	61,056	54,517	62,848	62,848
0239	RETIREMENT SEVERENCE	300,000	300,000	300,000	300,000
0241	COURSE REIMB ADMIN	20,500	5,770	23,520	23,550
0242	COURSE REIMB TEACHERS	207,434	199,443	219,015	233,616
0243	COURSE REIMB CLERICALS	4,000	310	4,000	4,000
0244	COURSE REIMB PARAS	10,000	8,729	12,000	15,000
0245	COURSE REIMB TECHNICIANS	6,000	-	6,000	4,000
0250	UNEMPLOYMENT COMPENSATION	5,000	80	5,000	5,000
0260	WORKER'S COMP INSURANCE	133,444	132,857	156,308	164,124
0270	OTHER HEALTH BENEFITS/EAP	6,800	7,449	6,200	7,560
0280	CONFERENCE ALLOWANCE	10,600	9,786	10,600	18,350
0290	ASSOCIATION DUES	8,640	7,453	8,640	8,640
0840	CONTINGENCY	-	6,900	-	-
<b>Total</b>		<b>10,212,146</b>	<b>10,137,318</b>	<b>10,793,031</b>	<b>11,692,928</b>

**DONDERO SCHOOL  
COST CENTER 102**

0101	ADMINISTRATIVE	129,473	133,935	141,846	145,662
0102	TEACHER	1,741,092	1,737,467	1,811,883	1,974,263
0105	CLERICAL	48,146	48,246	49,276	51,616
0106	PARAPROFESSIONAL	28,835	22,768	29,369	31,992
0107	MONITOR	7,740	13,183	10,936	12,150
0110	CUSTODIAL	148,507	124,715	153,287	149,684
0114	EXTRA-CURRICULA	13,157	4,392	13,420	13,684
0121	SUBS PROF - SHORT TERM	19,637	36,213	19,637	23,625
0122	SUBS PROF - LONG TERM	21,524	20,078	21,524	33,284
0127	SUBS NONPROF - SHORT TERM	8,945	15,103	8,945	5,206
0131	OVERTIME - CLERICAL	322	-	322	332
0133	OVERTIME - CUSTODIAL	5,051	8,404	5,051	5,203
0220	FICA	166,194	160,982	173,313	187,177
0231	RETIREMENT NON-TEACHER	32,461	25,483	32,109	32,315
0232	RETIREMENT TEACHER	396,899	398,555	386,350	419,044
0320	CONTRACT SERVICE;PUPILS	3,325	4,825	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	-	250	250
0534	POSTAGE	600	551	600	600
0550	PRINTING	13,520	9,842	14,520	14,686
0610	GENERAL SUPPLIES	24,200	19,654	24,000	24,850
0641	BOOKS	19,800	17,860	20,250	20,250
0642	SOFTWARE	3,600	1,724	3,600	3,600
0644	PERIODICALS	660	-	660	660
0737	REPLACEMENT EQUIPMNT	5,000	4,631	5,000	5,000
0810	DUES AND FEES	100	-	100	100
<b>Total</b>		<b>2,839,038</b>	<b>2,808,610</b>	<b>2,929,573</b>	<b>3,158,558</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
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**LITTLE HARBOUR SCHOOL  
COST CENTER 104**

0101	ADMINISTRATIVE	261,327	261,327	269,167	144,652
0102	TEACHER	2,374,559	2,283,479	2,389,546	2,367,805
0105	CLERICAL	48,146	48,301	50,114	51,653
0107	MONITOR	7,740	5,759	10,936	12,150
0110	CUSTODIAL	158,337	139,642	167,087	173,943
0114	EXTRA-CURRICULA	13,157	20,163	13,420	13,684
0121	SUBS PROF - SHORT TERM	19,280	46,226	19,280	28,125
0122	SUBS PROF - LONG TERM	22,114	53,548	22,114	33,284
0127	SUBS NONPROF - SHORT TERM	11,322	4,381	11,322	4,856
0131	OVERTIME - CLERICAL	475	320	475	490
0133	OVERTIME - CUSTODIAL	5,051	7,031	5,051	5,203
0220	FICA	223,500	214,871	226,329	216,946
0231	RETIREMENT NON-TEACHER	29,810	27,689	30,136	31,294
0232	RETIREMENT TEACHER	556,831	538,240	524,809	496,136
0320	CONTRACT SERVICE:PUPILS	3,325	-	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	-	250	250
0534	POSTAGE	500	448	500	500
0550	PRINTING	21,000	13,994	21,000	16,000
0596	CONF/MTGS OUT OF DISTRICT	600	-	600	600
0610	GENERAL SUPPLIES	27,234	18,765	27,234	27,054
0641	BOOKS	14,240	12,840	14,240	14,240
0642	SOFTWARE	600	-	600	600
0644	PERIODICALS	1,152	-	1,152	1,152
0737	REPLACEMENT EQUIPMNT	9,500	14,735	9,500	9,500
0810	DUES & FEES	100	-	100	100
<b>Total</b>		<b>3,810,150</b>	<b>3,711,758</b>	<b>3,818,287</b>	<b>3,653,542</b>

**NEW FRANKLIN SCHOOL  
COST CENTER 105**

0101	ADMINISTRATIVE	140,307	140,307	144,517	148,404
0102	TEACHER	1,665,432	1,646,496	1,732,026	1,672,358
0105	CLERICAL	48,960	48,960	50,150	51,689
0106	PARAPROFESSIONAL	31,790	22,600	31,628	34,453
0107	MONITOR	7,740	10,956	10,936	12,150
0110	CUSTODIAL	126,196	120,803	129,789	139,568
0114	EXTRA-CURRICULA	13,157	10,558	13,420	13,684
0121	SUBS PROF - SHORT TERM	11,507	30,180	11,507	21,375
0122	SUBS PROF - LONG TERM	13,217	28,623	13,217	24,963
0127	SUBS NONPROF - SHORT TERM	971	8,900	971	1,001
0131	OVERTIME - CLERICAL	214	-	214	221
0133	OVERTIME - CUSTODIAL	3,369	7,916	3,369	3,471
0220	FICA	157,812	154,192	163,847	162,438
0231	RETIREMENT NON-TEACHER	29,601	25,316	29,112	31,040
0232	RETIREMENT TEACHER	382,335	376,708	371,192	360,288
0320	CONTRACT SERVICE:PUPILS	1,800	1,800	1,800	2,500
0430	REPAIRS & MAINTENANCE	250	-	-	-
0534	POSTAGE	285	287	285	300
0550	PRINTING	9,124	6,860	9,374	13,324
0610	GENERAL SUPPLIES	18,400	17,670	18,650	23,223
0641	BOOKS	12,400	12,801	11,950	12,600
0642	SOFTWARE	3,100	4,795	3,300	4,500
0644	PERIODICALS	2,750	2,367	2,650	2,900
0733	NEW EQUIPMENT	7,500	6,892	7,600	-
0737	REPLACEMENT EQUIPMNT	2,500	2,524	2,500	3,500
<b>Total</b>		<b>2,690,717</b>	<b>2,688,511</b>	<b>2,764,004</b>	<b>2,739,950</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>MIDDLE SCHOOL</b>				
<b>COST CENTER 108</b>				
0101 ADMINISTRATIVE	254,915	259,673	266,956	274,940
0102 TEACHER	2,754,069	2,737,873	2,953,929	2,997,298
0105 CLERICAL	141,224	157,739	147,399	151,880
0106 PARAPROFESSIONAL	13,687	13,942	52,428	53,730
0110 CUSTODIAL	287,958	239,141	288,165	300,017
0114 EXTRA-CURRICULA	37,270	34,850	38,016	38,767
0121 SUBS PROF - SHORT TERM	30,182	51,224	30,182	38,250
0122 SUBS PROF - LONG TERM	34,617	35,892	34,617	41,604
0127 SUBS NONPROF - SHORT TERM	2,085	1,389	2,085	2,149
0133 OVERTIME - CUSTODIAL	6,734	5,885	6,734	6,937
0220 FICA	272,554	262,167	292,273	298,780
0231 RETIREMENT NON-TEACHER	61,291	53,937	64,745	67,310
0232 RETIREMENT TEACHER	641,224	617,548	640,052	650,284
0430 REPAIRS & MAINTENANCE	300	-	300	300
0534 POSTAGE	2,000	289	2,000	800
0550 PRINTING	20,849	17,309	21,260	20,130
0610 GENERAL SUPPLIES	52,351	52,241	57,755	62,605
0641 BOOKS	23,000	20,932	18,880	27,400
0642 SOFTWARE	350	-	800	450
0644 PERIODICALS	5,337	2,802	5,337	3,917
0733 NEW EQUIPMENT	1,000	-	-	-
0810 DUES & FEES	2,875	828	2,075	2,075
<b>Total</b>	<b>4,645,872</b>	<b>4,565,661</b>	<b>4,925,988</b>	<b>5,039,623</b>

<b>HIGH SCHOOL</b>				
<b>COST CENTER 109</b>				
0101 ADMINISTRATIVE	508,981	523,645	538,805	553,298
0102 TEACHER	5,612,479	5,509,774	5,828,407	6,009,470
0105 CLERICAL	336,622	334,870	367,587	379,725
0106 PARAPROFESSIONAL	87,415	55,113	90,196	95,385
0110 CUSTODIAL	521,672	433,541	531,588	539,382
0114 EXTRA-CURRICULA	62,048	54,406	63,289	64,542
0121 SUBS PROF - SHORT TERM	30,960	219,652	30,960	58,000
0122 SUBS PROF - LONG TERM	52,721	54,939	52,721	49,925
0127 SUBS NONPROF - SHORT TERM	7,489	5,073	7,489	7,715
0131 OVERTIME - CLERICAL	2,103	667	2,103	2,167
0133 OVERTIME - CUSTODIAL	15,433	54,607	15,433	15,896
0135 OVERTIME - SECURITY	2,615	-	2,615	2,700
0220 FICA	553,908	536,855	576,144	595,042
0231 RETIREMENT NON-TEACHER	135,804	122,631	136,524	140,073
0232 RETIREMENT TEACHER	1,302,749	1,279,327	1,262,956	1,301,609
0310 CONTRACT SERVICE;ADMIN	-	2,500	-	-
0320 CONTRACT SERVICE;PUPILS	3,839	2,744	3,839	3,916
0430 REPAIRS & MAINTENANCE	-	-	500	500
0440 RENTALS	1,800	1,283	1,800	1,800
0534 POSTAGE	6,570	502	3,000	3,000
0550 PRINTING	62,829	40,578	62,829	61,009
0580 TRAVEL	500	500	500	1,700
0610 GENERAL SUPPLIES	57,150	40,117	62,225	58,217
0641 BOOKS	32,829	33,952	42,160	31,354
0642 SOFTWARE	15,630	12,649	21,857	38,217
0644 PERIODICALS	15,545	13,614	5,150	6,022
0733 NEW EQUIPMENT	9,700	7,361	6,540	12,030
0810 DUES & FEES	5,810	8,617	5,710	6,705
0890 MISCELLANEOUS	13,000	32,069	13,000	13,260
<b>Total</b>	<b>9,458,201</b>	<b>9,381,585</b>	<b>9,735,927</b>	<b>10,052,659</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>ART</b>				
<b>COST CENTER 110</b>				
0102 TEACHER	644,491	644,790	669,782	718,000
0220 FICA	49,305	47,576	51,241	54,930
0232 RETIREMENT TEACHER	135,475	135,535	131,548	141,017
0610 GENERAL SUPPLIES	57,228	55,336	58,246	57,779
0733 NEW EQUIPMENT	-	-	-	4,000
0320 CONTRACT SERVICE;PUPILS	2,000	-	2,000	2,000
0430 REPAIRS & MAINTENANCE	1,400	1,311	1,400	2,050
<b>Total</b>	<b>889,899</b>	<b>884,547</b>	<b>914,217</b>	<b>979,776</b>
<b>PERFORMING ARTS</b>				
<b>COST CENTER 111</b>				
0102 TEACHER	764,918	767,030	794,509	826,680
0114 EXTRA-CURRICULA	70,128	74,631	71,527	73,186
0220 FICA	63,889	62,852	66,259	68,844
0232 RETIREMENT TEACHER	175,531	174,470	170,097	176,737
0320 CONTRACT SERVICE;PUPILS	19,440	20,601	19,440	25,690
0430 REPAIRS & MAINTENANCE	17,000	21,451	16,000	16,000
0519 TRANSPORTATION	17,150	12,886	17,150	17,600
0534 POSTAGE	400	-	400	400
0550 PRINTING	800	201	800	800
0610 GENERAL SUPPLIES	18,939	32,405	19,939	21,140
0641 BOOKS	4,241	2,116	4,241	4,240
0680 UNIFORMS/BOOTS	3,000	2,600	3,000	5,000
0733 NEW EQUIPMENT	-	-	-	1,200
0737 REPLACEMENT EQUIPMNT	24,000	24,355	24,000	13,800
0810 DUES & FEES	3,059	1,860	3,059	3,059
<b>Total</b>	<b>1,182,495</b>	<b>1,197,459</b>	<b>1,210,421</b>	<b>1,254,376</b>
<b>PHYSICAL EDUCATION</b>				
<b>COST CENTER 112</b>				
0102 TEACHER	1,038,404	1,020,815	1,082,905	1,123,680
0220 FICA	79,441	74,211	82,845	85,967
0232 RETIREMENT TEACHER	218,276	214,529	212,687	220,696
0320 CONTRACT SERVICE;PUPILS	1,150	-	1,150	1,150
0430 REPAIRS & MAINTENANCE	6,100	7,416	6,700	8,300
0610 GENERAL SUPPLIES	11,175	10,395	11,800	12,354
0644 PERIODICALS	250	250	250	250
0733 NEW EQUIPMENT	-	188	-	-
<b>Total</b>	<b>1,354,796</b>	<b>1,327,804</b>	<b>1,398,337</b>	<b>1,452,397</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>TECHNICAL CAREERS</b>				
<b>COST CENTER 114</b>				
0101 ADMINISTRATIVE	115,520	119,785	123,379	126,697
0102 TEACHER	1,165,196	1,145,081	1,221,467	1,263,690
0105 CLERICAL	43,805	45,437	51,847	55,338
0114 EXTRA-CURRICULA	7,801	6,293	9,177	10,542
0220 FICA	101,925	98,839	107,551	111,407
0231 RETIREMENT NON-TEACHER	6,159	6,389	7,015	7,488
0232 RETIREMENT TEACHER	271,745	267,095	265,933	275,145
0320 CONTRACT SERVICE;PUPILS	10,750	5,669	10,750	10,750
0430 REPAIRS & MAINTENANCE	3,600	4,234	3,600	3,600
0440 RENTALS	500	540	750	1,000
0519 TRANSPORTATION	2,000	434	2,000	3,000
0534 POSTAGE	190	-	190	190
0550 PRINTING	250	-	250	250
0580 TRAVEL	100	-	100	100
0610 GENERAL SUPPLIES	27,500	30,028	30,500	38,500
0641 BOOKS	500	1,860	1,500	500
0642 SOFTWARE	10,732	4,779	6,332	7,450
0644 PERIODICALS	280	54	280	280
0733 NEW EQUIPMENT	2,500	954	2,500	3,500
<b>Total</b>	<b>1,771,053</b>	<b>1,737,470</b>	<b>1,845,121</b>	<b>1,919,427</b>
<b>ATHLETICS</b>				
<b>COST CENTER 115</b>				
0101 ADMINISTRATIVE	106,885	119,168	122,743	126,848
0105 CLERICAL	62,576	62,576	64,491	66,469
0113 COACHING	298,867	271,187	308,265	314,089
0119 UNCLASSIFIED/UNAFFILIATED	-	1,370	-	-
0131 OVERTIME - CLERICAL	290	591	290	299
0220 FICA	35,852	34,624	37,931	38,841
0231 RETIREMENT NON-TEACHER	8,839	26,377	8,765	9,034
0232 RETIREMENT TEACHER	87,873	18,533	84,653	86,603
0320 CONTRACT SERVICE;PUPILS	74,100	95,022	74,700	94,700
0430 REPAIRS & MAINTENANCE	14,000	10,285	14,000	14,000
0440 RENTALS	29,000	19,591	29,000	29,000
0519 TRANSPORTATION	104,000	125,522	104,000	110,000
0580 TRAVEL	-	1,003	-	-
0610 GENERAL SUPPLIES	101,000	101,297	101,000	101,000
0810 DUES & FEES	24,400	30,749	24,400	30,400
<b>Total</b>	<b>947,682</b>	<b>917,893</b>	<b>974,238</b>	<b>1,021,283</b>
<b>ENRICHMENT</b>				
<b>COST CENTER 130</b>				
0114 EXTRA-CURRICULA	9,000	-	9,000	9,000
0220 FICA	689	-	689	689
0232 RETIREMENT TEACHER	1,892	-	1,768	1,768
<b>Total</b>	<b>11,581</b>	<b>-</b>	<b>11,457</b>	<b>11,457</b>
<b>DISTRICT -WIDE ASSESSMENT</b>				
<b>COST CENTER 131</b>				
0320 CONTRACT SERVICE;PUPILS	19,435	25,036	40,452	40,452
<b>Total</b>	<b>19,435</b>	<b>25,036</b>	<b>40,452</b>	<b>40,452</b>



	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>ELEMENTARY MATHEMATICS</b>				
<b>COST CENTER 132</b>				
0102 TEACHER	-	-	-	73,035
0220 FICA	-	-	-	5,587
0232 RETIREMENT TEACHER	-	-	-	14,344
0320 CONTRACT SERVICE;PUPILS	13,000	-	-	-
0610 GENERAL SUPPLIES	12,929	4,054	12,929	14,683
0641 BOOKS	21,576	42,963	21,576	26,439
<b>Total</b>	<b>47,505</b>	<b>47,016</b>	<b>34,505</b>	<b>134,088</b>
<b>HEALTH SERVICES</b>				
<b>COST CENTER 134</b>				
0102 TEACHER	506,101	507,252	525,941	543,590
0220 FICA	38,719	37,029	40,237	41,588
0232 RETIREMENT TEACHER	106,385	94,285	103,296	106,764
0320 CONTRACT SERVICE;PUPILS	1,500	1,200	1,500	1,500
0430 REPAIRS & MAINTENANCE	500	-	600	600
0610 GENERAL SUPPLIES	6,750	6,199	7,000	7,280
0644 PERIODICALS	-	-	650	650
0733 NEW EQUIPMENT	3,000	4,245	3,000	3,000
<b>Total</b>	<b>662,955</b>	<b>650,211</b>	<b>682,224</b>	<b>704,972</b>
<b>MEDIA SERVICES</b>				
<b>COST CENTER 136</b>				
0108 TECHNICIAN	73,987	95,416	76,246	78,621
0220 FICA	5,661	7,258	5,833	6,015
0231 RETIREMENT NON-TEACHER	10,403	13,416	10,317	10,638
0320 CONTRACT SERVICE;PUPILS	285	-	285	285
0430 REPAIRS & MAINTENANCE	3,420	2,985	3,420	3,420
0610 GENERAL SUPPLIES	11,796	6,190	11,796	11,796
0733 NEW EQUIPMENT	6,330	5,451	6,330	6,330
0737 REPLACEMENT EQUIPMNT	-	-	-	-
<b>Total</b>	<b>111,882</b>	<b>130,716</b>	<b>114,227</b>	<b>117,105</b>
<b>SYSTEM-WIDE PSYCHOLOGIST</b>				
<b>COST CENTER 137</b>				
0102 TEACHER	286,885	272,129	298,149	411,854
0103 SPECIALIST	-	2,000	-	-
0220 FICA	21,947	20,618	22,809	31,507
0232 RETIREMENT TEACHER	60,304	57,202	58,557	80,889
0310 CONTRACT SERVICE;ADMIN	10,000	1,200	15,000	15,000
0320 CONTRACT SERVICE;PUPILS	14,000	7,070	19,000	19,000
0610 GENERAL SUPPLIES	2,500	6,103	2,500	2,500
0733 NEW EQUIPMENT	1,957	304	1,957	1,957
<b>Total</b>	<b>397,593</b>	<b>366,625</b>	<b>417,972</b>	<b>562,707</b>
<b>INTERDISCIPLINARY MATRL</b>				
<b>COST CENTER 138</b>				
0101 ADMINISTRATIVE	-	-	-	132,865
0220 FICA	-	-	-	10,165
0232 RETIREMENT TEACHER	-	-	-	26,095
0610 GENERAL SUPPLIES	11,271	6,893	11,271	11,271
0641 BOOKS	1,879	-	1,879	1,879
0733 NEW EQUIPMENT	4,759	-	4,759	4,759
<b>Total</b>	<b>17,909</b>	<b>6,893</b>	<b>17,909</b>	<b>187,034</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>READING INSTRUCTION</b>				
<b>COST CENTER 139</b>				
0102 TEACHER	768,356	664,721	798,360	872,494
0104 TUTOR	-	-	-	-
0106 PARAPROFESSIONAL	125,221	100,517	126,888	-
0119 UNCLASSIFIED/UNAFFILIATED	-	1,669	-	-
0220 FICA	68,361	57,817	70,783	66,749
0231 RETIREMENT NON-TEACHER	17,607	641	17,168	-
0232 RETIREMENT TEACHER	161,510	143,178	156,800	171,360
0610 GENERAL SUPPLIES	9,955	9,982	9,955	9,955
0641 BOOKS	14,381	10,829	14,381	14,381
0644 PERIODICALS	1,150	-	1,150	1,150
<b>Total</b>	<b>1,166,541</b>	<b>989,354</b>	<b>1,195,485</b>	<b>1,136,089</b>
<b>PUPIL ENTITLEMENT</b>				
<b>COST CENTER 145</b>				
0890 MISCELLANEOUS	3,150	2,853	3,000	3,000
<b>Total</b>	<b>3,150</b>	<b>2,853</b>	<b>3,000</b>	<b>3,000</b>
<b>PEEP</b>				
<b>COST CENTER 150</b>				
0102 TEACHER	281,432	281,064	292,030	364,995
0106 PARAPROFESSIONAL	99,718	52,288	96,446	110,555
0121 SUBS PROF - SHORT TERM	-	8,490	-	-
0127 SUBS NONPROF - SHORT TERM	-	4,819	-	-
0220 FICA	29,158	26,343	29,719	36,380
0231 RETIREMENT NON-TEACHER	-	128	-	-
0232 RETIREMENT TEACHER	59,158	59,268	57,355	71,686
0320 CONTRACT SERVICE;PUPILS	9,310	23,474	19,310	19,310
0534 POSTAGE	74	16	74	74
0610 GENERAL SUPPLIES	950	217	950	950
0641 BOOKS	285	-	285	285
0733 NEW EQUIPMENT	475	-	475	475
<b>Total</b>	<b>480,560</b>	<b>456,106</b>	<b>496,644</b>	<b>604,710</b>
<b>SPED ELEMENTARY</b>				
<b>COST CENTER 151</b>				
0101 ADMINISTRATIVE	41,751	43,233	44,484	45,681
0102 TEACHER	1,001,942	1,014,981	1,051,180	1,094,106
0106 PARAPROFESSIONAL	979,587	957,288	1,003,291	1,098,939
0119 UNCLASSIFIED/UNAFFILIATED	-	3,440	-	-
0127 SUBS NONPROF - SHORT TERM	2,206	-	2,206	30,745
0220 FICA	154,952	148,969	160,742	173,616
0231 RETIREMENT NON-TEACHER	20,393	27,089	19,885	21,735
0232 RETIREMENT TEACHER	219,693	220,976	215,465	223,855
0320 CONTRACT SERVICE;PUPILS	135,260	145,436	145,260	145,260
0519 TRANSPORTATION	200	161	600	600
0534 POSTAGE	500	19	-	-
0580 TRAVEL	-	731	-	-
0610 GENERAL SUPPLIES	2,500	1,534	2,500	2,500
0641 BOOKS	2,160	1,788	2,160	2,160
0733 NEW EQUIPMENT	975	587	975	975
0810 DUES & FEES	300	-	1,000	1,000
<b>Total</b>	<b>2,562,419</b>	<b>2,566,233</b>	<b>2,649,748</b>	<b>2,841,172</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
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**SPED MIDDLE  
COST CENTER 152**

0101	ADMINISTRATIVE	41,751	43,233	44,484	45,681
0102	TEACHER	524,002	546,087	549,642	564,244
0106	PARAPROFESSIONAL	137,924	131,439	163,318	152,727
0119	UNCLASSIFIED/UNAFFILIATED	-	1,828	-	-
0127	SUBS NONPROF - SHORT TERM	6,794	-	6,794	9,839
0220	FICA	54,352	54,254	58,466	59,096
0231	RETIREMENT NON-TEACHER	-	182	271	406
0232	RETIREMENT TEACHER	119,228	123,416	116,853	119,790
0320	CONTRACT SERVICE;PUPILS	24,381	26,865	24,381	24,381
0519	TRANSPORTATION	2,000	180	2,000	2,000
0580	TRAVEL	71	-	71	71
0610	GENERAL SUPPLIES	3,521	3,100	3,521	3,521
0641	BOOKS	570	-	570	570
0642	SOFTWARE	1,000	-	1,000	1,000
0733	NEW EQUIPMENT	665	5,986	665	665
0810	DUES & FEES	300	-	300	300
<b>Total</b>		<b>916,559</b>	<b>936,572</b>	<b>972,336</b>	<b>984,291</b>

**SPED SECONDARY  
COST CENTER 153**

0101	ADMINISTRATIVE	43,016	44,406	45,832	47,065
0102	TEACHER	446,081	467,027	462,810	497,567
0105	CLERICAL	59,069	59,644	60,517	62,373
0106	PARAPROFESSIONAL	34,369	35,137	39,136	40,697
0119	UNCLASSIFIED/UNAFFILIATED	-	1,160	-	-
0127	SUBS NONPROF - SHORT TERM	8,492	-	8,492	7,994
0220	FICA	45,215	44,644	47,185	50,162
0231	RETIREMENT NON-TEACHER	8,306	8,444	8,459	8,846
0232	RETIREMENT TEACHER	103,115	147,421	100,009	106,966
0320	CONTRACT SERVICE;PUPILS	12,780	19,201	12,780	12,780
0519	TRANSPORTATION	3,755	-	3,755	3,755
0610	GENERAL SUPPLIES	2,988	2,645	2,988	2,988
0641	BOOKS	570	50	570	570
0644	PERIODICALS	95	-	95	95
0733	NEW EQUIPMENT	380	-	380	380
0810	DUES & FEES	300	200	300	300
<b>Total</b>		<b>768,531</b>	<b>829,980</b>	<b>793,308</b>	<b>842,538</b>

**SPED SPEECH  
COST CENTER 156**

0102	TEACHER	594,224	557,037	619,038	651,017
0220	FICA	45,461	41,781	47,359	49,805
0232	RETIREMENT TEACHER	124,909	117,089	121,582	127,864
0320	CONTRACT SERVICE;PUPILS	-	19,535	-	-
0610	GENERAL SUPPLIES	2,705	385	2,705	2,705
0641	BOOKS	1,350	-	1,350	1,350
<b>Total</b>		<b>768,649</b>	<b>735,827</b>	<b>792,034</b>	<b>832,741</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>OCCUPATIONAL THERAPY COST CENTER 157</b>				
0102 TEACHER	236,520	205,795	246,647	258,250
0220 FICA	18,095	15,395	18,870	19,758
0232 RETIREMENT TEACHER	49,718	43,258	48,443	50,722
0320 CONTRACT SERVICE;PUPILS	-	3,940	3,000	6,000
0610 GENERAL SUPPLIES	1,050	978	1,050	1,500
0641 BOOKS	400	-	400	1,000
0733 NEW EQUIPMENT	1,640	-	1,640	2,000
<b>Total</b>	<b>307,423</b>	<b>269,366</b>	<b>320,050</b>	<b>339,230</b>
<b>ENGLISH SECOND LANGUAGE COST CENTER 159</b>				
0102 TEACHER	311,182	307,594	326,173	339,864
0106 PARAPROFESSIONAL	25,902	9,892	29,600	32,770
0220 FICA	25,788	24,132	27,218	28,507
0231 RETIREMENT NON-TEACHER	3,642	-	1,876	2,602
0232 RETIREMENT TEACHER	65,411	50,000	64,061	66,750
0610 GENERAL SUPPLIES	664	-	664	664
0641 BOOKS	1,216	185	1,216	1,216
<b>Total</b>	<b>433,805</b>	<b>391,803</b>	<b>450,808</b>	<b>472,373</b>
<b>ADAPTIVE SERVICES COST CENTER 160</b>				
0102 TEACHER	-	270	-	-
0104 TUTOR	9,000	7,273	12,000	12,000
0220 FICA	689	27	918	918
0231 RETIREMENT NON-TEACHER	1,266	-	1,624	1,624
0232 RETIREMENT TEACHER	-	76	-	-
0320 CONTRACT SERVICE;PUPILS	13,000	5,511	13,000	11,000
0430 REPAIRS & MAINTENANCE	500	-	500	500
0610 GENERAL SUPPLIES	500	197	500	500
<b>Total</b>	<b>24,955</b>	<b>13,353</b>	<b>28,542</b>	<b>26,542</b>
<b>OUT OF DISTRICT TUITION COST CENTER 165</b>				
0320 CONTRACT SERVICE;PUPILS	1,125,871	1,157,924	1,193,515	1,211,028
0519 TRANSPORTATION	207,560	258,281	277,000	505,810
0564 TUITION	1,419,000	1,988,138	1,779,000	2,000,300
0561 TUITION LEA IN-STATE	145,000	118,611	145,000	145,000
0580 TRAVEL	2,040	343	2,040	2,040
<b>Total</b>	<b>2,899,471</b>	<b>3,523,297</b>	<b>3,396,555</b>	<b>3,864,178</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED	
<b>CENTRAL OFFICE</b>					
<b>COST CENTER 170</b>					
0101	ADMINISTRATIVE	467,938	462,619	483,971	496,417
0102	TEACHER	133,401	25,665	144,874	149,421
0103	SPECIALIST	-	55,616	70,000	70,000
0105	CLERICAL	390,896	306,952	317,181	326,866
0110	CUSTODIAL	500	-	500	500
0119	UNCLASSIFIED/UNAFFILIATED	37,665	-	-	-
0121	SUBS PROF - SHORT TERM	9,605	7,360	9,605	9,605
0122	SUBS PROF - LONG TERM	11,184	-	11,184	11,184
0127	SUBS NONPROF - SHORT TERM	898	-	898	392
0131	OVERTIME - CLERICAL	2,324	1,004	2,324	2,394
0220	FICA	80,668	64,141	79,605	81,612
0231	RETIREMENT NON-TEACHER	91,521	115,696	93,106	95,509
0232	RETIREMENT TEACHER	75,897	5,321	65,034	66,798
0310	CONTRACT SERVICE;ADMIN	149,001	157,041	154,958	162,716
0430	REPAIRS & MAINTENANCE	200	-	200	100
0534	POSTAGE	4,600	3,000	3,400	3,300
0540	ADVERTISING	2,550	2,588	4,250	4,050
0550	PRINTING	11,285	8,300	12,260	11,460
0580	TRAVEL	1,865	3,722	1,865	1,865
0610	GENERAL SUPPLIES	7,460	8,560	6,870	6,860
0642	SOFTWARE	24,805	30,649	24,805	29,305
0644	PERIODICALS	1,000	-	450	450
0737	REPLACEMENT EQUIPMNT	1,950	4,402	1,800	1,800
0810	DUES & FEES	6,320	9,644	10,210	10,210
0840	CONTINGENCY	85,050	83,505	75,050	75,050
0841	NEGOTIATION CONTINGENCIES	-	-	-	-
<b>Total</b>		<b>1,598,583</b>	<b>1,355,785</b>	<b>1,574,400</b>	<b>1,617,864</b>
<b>SCHOOL BOARD</b>					
<b>COST CENTER 171</b>					
0109	SCHOOL BOARD	14,000	11,525	14,000	14,000
0119	UNCLASSIFIED/UNAFFILIATED	-	-	-	3,000
0131	OVERTIME - CLERICAL	3,000	1,910	3,000	3,000
0220	FICA	1,301	1,021	1,301	1,530
0231	RETIREMENT NON-TEACHER	422	269	406	406
0310	CONTRACT SERVICE;ADMIN	31,500	41,000	31,500	31,500
0610	GENERAL SUPPLIES	-	937	-	-
0810	DUES & FEES	6,275	6,414	6,465	6,565
0840	CONTINGENCY	1,800	1,441	1,800	1,800
<b>Total</b>		<b>58,298</b>	<b>64,516</b>	<b>58,472</b>	<b>61,801</b>
<b>TECHNOLOGY PLAN</b>					
<b>COST CENTER 177</b>					
0108	TECHNICIAN	508,312	508,280	526,582	543,034
0220	FICA	38,886	38,048	40,284	41,543
0231	RETIREMENT NON-TEACHER	56,125	71,464	56,039	57,586
0232	RETIREMENT TEACHER	22,940	-	22,077	23,061
0310	CONTRACT SERVICE;ADMIN	15,765	10,334	15,765	15,765
0430	REPAIRS & MAINTENANCE	22,450	13,314	21,400	21,400
0532	DATA LINES	35,000	10,247	30,085	30,085
0580	TRAVEL	620	397	840	840
0642	SOFTWARE	89,729	70,087	89,729	82,110
0720	BUILDINGS	6,816	14,843	21,816	24,755
0734	NEW INFO SYSTEMS EQUIPMNT	135,676	169,472	130,480	155,360
0890	MISCELLANEOUS	2,000	1,908	2,000	2,000
<b>Total</b>		<b>934,319</b>	<b>908,394</b>	<b>957,097</b>	<b>997,539</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>DATA PROCESSING</b>					
<b>COST CENTER 178</b>					
0108	TECHNICIAN	82,197	82,197	84,694	87,337
0220	FICA	6,289	6,271	6,480	6,682
0231	RETIREMENT NON-TEACHER	11,557	11,557	11,460	11,817
0310	CONTRACT SERVICE;ADMIN	67,320	56,852	67,698	67,698
0610	GENERAL SUPPLIES	378	280	-	-
<b>Total</b>		<b>167,741</b>	<b>157,156</b>	<b>170,332</b>	<b>173,534</b>
<b>TRAVEL - IN DISTRICT</b>					
<b>COST CENTER 180</b>					
0220	FICA	2,175	1,753	2,175	2,387
0580	TRAVEL	28,363	26,505	28,363	31,176
<b>Total</b>		<b>30,538</b>	<b>28,258</b>	<b>30,538</b>	<b>33,563</b>
<b>WELLNESS</b>					
<b>COST CENTER 182</b>					
0102	TEACHER	92,023	92,023	95,671	197,084
0220	FICA	7,040	6,755	7,319	15,078
0232	RETIREMENT TEACHER	19,344	19,343	18,790	38,708
0610	GENERAL SUPPLIES	1,000	853	1,000	1,000
<b>Total</b>		<b>119,407</b>	<b>118,974</b>	<b>122,780</b>	<b>251,870</b>
<b>PROPERTY INSURANCE</b>					
<b>COST CENTER 183</b>					
0520	INSURANCE	135,771	125,278	147,811	160,933
<b>Total</b>		<b>135,771</b>	<b>125,278</b>	<b>147,811</b>	<b>160,933</b>
<b>TELEPHONE</b>					
<b>COST CENTER 184</b>					
0531	TELEPHONE VOICE	28,480	30,037	28,480	32,102
0430	REPAIRS & MAINTENANCE	6,371	2,420	6,371	5,400
<b>Total</b>		<b>34,851</b>	<b>32,457</b>	<b>34,851</b>	<b>37,502</b>
<b>ATHLETIC FIELDS</b>					
<b>COST CENTER 187</b>					
0310	CONTRACT SERVICE;ADMIN	61,673	64,145	67,673	67,240
0410	WATER/SEWAGE	10,368	15,391	10,368	12,368
0430	REPAIRS & MAINTENANCE	10,957	10,370	10,957	15,957
0610	GENERAL SUPPLIES	3,800	5,282	3,800	3,800
0890	MISCELLANEOUS	-	7,261	-	-
<b>Total</b>		<b>86,798</b>	<b>102,450</b>	<b>92,798</b>	<b>99,365</b>

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>MAINTENANCE</b>				
<b>COST CENTER 188</b>				
0112 MAINTENANCE	343,327	292,357	353,741	362,386
0134 OVERTIME - MAINTENANCE	22,500	18,447	22,500	23,175
0220 FICA	27,986	23,237	28,783	29,496
0231 RETIREMENT NON-TEACHER	51,436	43,699	50,906	52,167
0310 CONTRACT SERVICE;ADMIN	64,319	75,898	64,319	69,319
0420 CLEANING/PLOWING	15,500	13,222	15,500	15,500
0430 REPAIRS & MAINTENANCE	617,944	799,616	617,944	622,096
0610 GENERAL SUPPLIES	75,756	116,166	75,756	85,756
0626 GASOLINE	10,500	10,850	10,500	11,500
0642 SOFTWARE	13,550	-	13,550	13,550
0733 NEW EQUIPMENT	3,200	7,257	3,200	3,200
0737 REPLACEMENT EQUIPMNT	4,200	19,491	4,200	4,200
<b>Total</b>	<b>1,250,218</b>	<b>1,420,239</b>	<b>1,260,899</b>	<b>1,292,345</b>
<b>ENERGY</b>				
<b>COST CENTER 189</b>				
0410 WATER/SEWAGE	82,181	74,044	81,748	83,088
0621 NATURAL GAS	293,457	253,791	369,934	373,635
0622 ELECTRICITY	696,126	662,609	848,056	846,534
0623 FUEL OIL	1,000	-	1,000	1,000
<b>Total</b>	<b>1,072,764</b>	<b>990,444</b>	<b>1,300,738</b>	<b>1,304,257</b>
<b>BUILDINGS</b>				
<b>COST CENTER 190</b>				
0430 REPAIRS & MAINTENANCE	-	210,000	-	72,320
<b>Total</b>	<b>-</b>	<b>210,000</b>	<b>-</b>	<b>72,320</b>
<b>PUPIL TRANSPORTATION</b>				
<b>COST CENTER 195</b>				
0310 CONTRACT SERVICE;ADMIN	17,464	23,759	15,727	16,438
0519 TRANSPORTATION	1,120,283	1,140,894	1,238,118	1,323,184
0890 MISCELLANEOUS	(50,000)	(50,000)	(50,000)	(50,000)
<b>Total</b>	<b>1,087,747</b>	<b>1,114,653</b>	<b>1,203,845</b>	<b>1,289,622</b>
<b>TOTAL SCHOOL DEPARTMENT</b>	<b>57,980,007</b>	<b>57,928,461</b>	<b>60,680,961</b>	<b>64,061,713</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 department.

### Debt Related Services & Debt Service

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 abatement interest and special appraisals needed associated with an abatement.

### 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.

### County Tax

The City of Portsmouth is located in Rockingham County in 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 prior to setting the tax rate in October-November.

### 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, and 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-so 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.

### Fund Balance

Use of Fund Balance for Non-Operating expenditures identified during the budget process or by way of a supplemental appropriation after budget adoption.

### Other General Non-Operating Expenditures

Other various line items related to the non-operating portion of the budget such as landfill closures monitoring costs, Subscription Based Information Technology Agreements (SBITA), hydrants, leases, and professional services related to revaluation.

		FY23 BUDGET	FY23 ACTUAL	FY24 Budget	FY25 CITY MANAGER RECOMMENDED
<b>NON-OPERATING</b>					
<b>DEBT RELATED SERVICES</b>					
034002	PROF SERVICE-BANK SERVICE	120,000	83,085	120,000	120,000
TAN	Total	<b>120,000</b>	<b>83,085</b>	<b>120,000</b>	<b>120,000</b>
<b>DEBT SERVICE</b>					
098001	PRINCIPAL-BONDED DEBT	10,243,400	10,243,400	8,962,000	8,255,000
098006	PRIN-BAN	139,988	139,988	-	-
098010	PROJECTED NEW BOND PAYMNT	-	-	973,758	3,176,966
098102	INTEREST-BONDED DEBT	3,246,433	3,246,433	3,124,448	2,732,334
DEBT SERVICE	Total	<b>13,629,821</b>	<b>13,629,821</b>	<b>13,060,206</b>	<b>14,164,300</b>
<b>OVERLAY</b>					
<b>01-735-320-51-100-650</b>					
032009	PROF SERV-CERTIFICATION	-	-	-	20,000
081002	OVERLAY	1,000,000	47,963	1,000,000	-
081155	ABATEMENT INTEREST	-	-	-	40,000
OVERLAY	Total	<b>1,000,000</b>	<b>47,963</b>	<b>1,000,000</b>	<b>60,000</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	431,645	431,643	387,307	418,292
PROPERTY	Total	<b>437,645</b>	<b>437,643</b>	<b>393,307</b>	<b>424,292</b>
<b>COUNTY TAX</b>					
<b>01-737-360-51-100-675</b>					
081003	COUNTY TAX	5,730,000	5,546,962	5,730,000	5,730,000
COUNTY TAX	Total	<b>5,730,000</b>	<b>5,546,962</b>	<b>5,730,000</b>	<b>5,730,000</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	471,000	471,000	877,000	783,650
091009	TRANSFER-ROLLING STOCK SW	130,000	130,000	-	-
ROLLING STOCK	Total	<b>601,000</b>	<b>601,000</b>	<b>877,000</b>	<b>783,650</b>
<b>IT EQUIPMENT REPLACEMENT</b>					
<b>01-738-350-51-100-409</b>					
074041	IT UPGRADES/REPLACEMENTS	1,109,158	1,109,158	1,172,336	992,180
IT EQUIPMENT	TOTAL	<b>1,109,158</b>	<b>1,109,158</b>	<b>1,172,336</b>	<b>992,180</b>
<b>CAPITAL OUTLAY</b>					
<b>01-795-370-00-100-452</b>					
070000	CAPITAL OUTLAY	985,000	985,000	1,820,000	1,638,000
CAPITAL OUTLAY	TOTAL	<b>985,000</b>	<b>985,000</b>	<b>1,820,000</b>	<b>1,638,000</b>
<b>USE OF FUND BALANCE</b>					
<b>01-738-350-51-100-409</b>					
081176	MCINTYRE-DESIGN	150,000	150,000	-	-
MCINTYRE DESIGN	TOTAL	<b>150,000</b>	<b>150,000</b>	-	-
<b>USE OF FUND BALANCE</b>					
<b>01-738-350-51-100-409</b>					
081175	MCINTYRE-SETTLEMENT	1,000,000	1,000,000	500,000	-
MCINTYRE SETTLEMENT	TOTAL	<b>1,000,000</b>	<b>1,000,000</b>	<b>500,000</b>	-
<b>USE OF FUND BALANCE</b>					
<b>01-738-350-51-100-409</b>					
081177	DSA SETTLEMENT	500,000	500,000	-	-
DEER STREET ASSOCIATES	TOTAL	<b>500,000</b>	<b>500,000</b>	-	-
<b>USE OF FUND BALANCE</b>					
<b>01-738-350-51-100-409</b>					
032001	PROF SERVICES-O/S COUNSEL	-	-	450,000	500,000
PROF SERVICES-O/S COUNSEL	TOTAL	-	-	<b>450,000</b>	<b>500,000</b>

		FY23 BUDGET	FY23 ACTUAL	FY24 Budget	FY25 CITY MANAGER RECOMMENDED
<b>OTHER GENERAL NON-OPERATING</b>					
<b>01-738-350-51-100-409</b>					
031005	LANDFILL CLOSURE MONITORI	100,000	100,000	100,000	277,750
031010	JONES AVE LANDFILL	15,000	15,000	15,000	15,000
032009	PROF SERV-CERTIFICATION	100,000	100,000	100,000	100,000
034206	SOFTWARE-ANNUAL MAINT	-	-	-	788,639
044006	PRINTING LEASE/MAINT	49,815	41,784	48,000	49,000
072101	MCINTYRE BUILDING	-	-	-	-
081067	400TH CELEBRATION	150,000	149,992	31,000	-
099007	LEASES	14,039	14,321	14,039	16,243
099011	GREENLEAF LEASE	10,000	10,000	10,000	10,000
099009	HYDRANTS	288,250	293,650	316,875	338,000
<b>OTHER NON-OPERATING</b>	<b>Total</b>	<b>727,104</b>	<b>724,747</b>	<b>634,914</b>	<b>1,594,632</b>
<b>TOTAL NON-OPERATING</b>		<b>26,289,728</b>	<b>25,115,379</b>	<b>26,057,763</b>	<b>26,307,054</b>

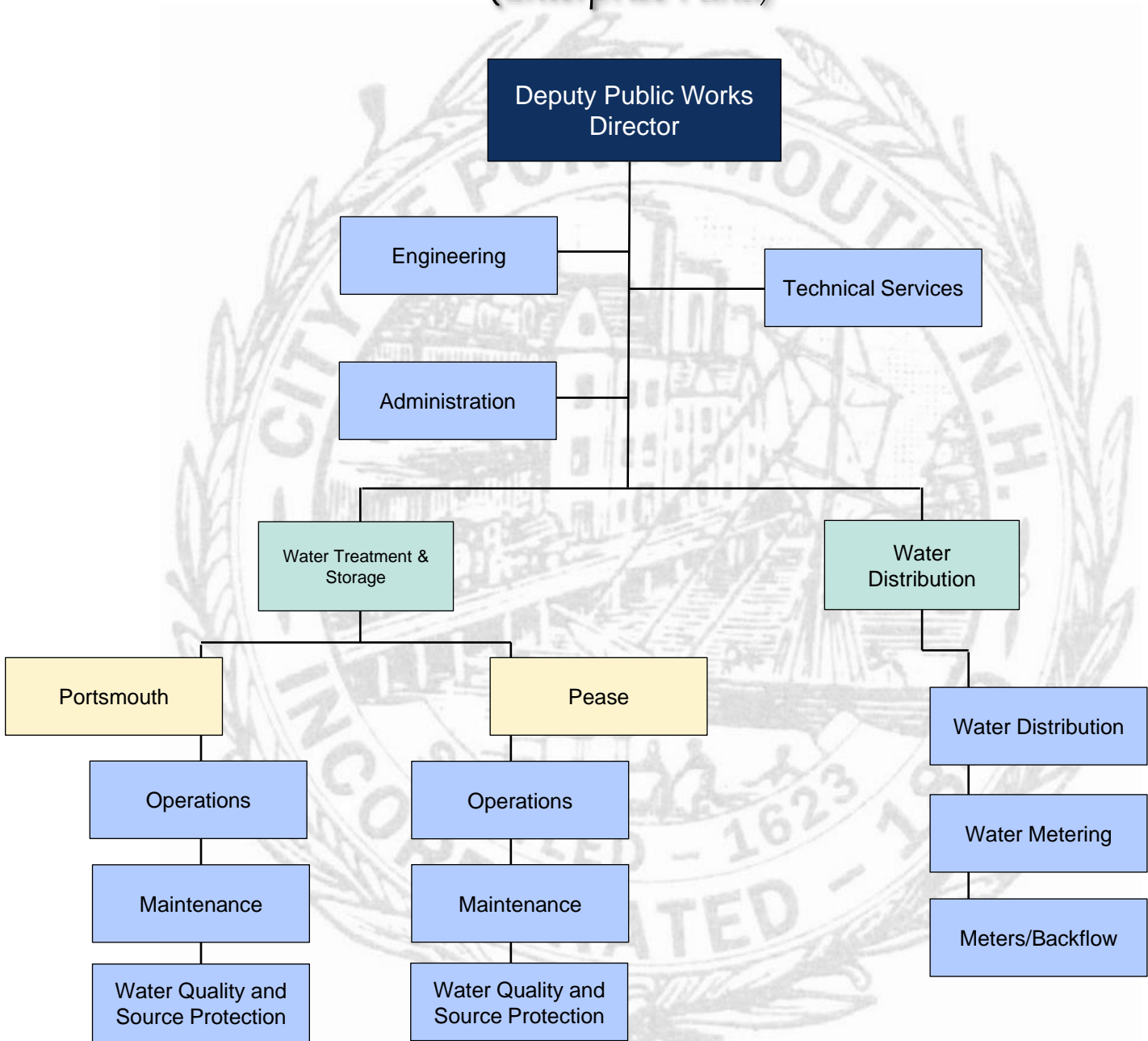


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# Public Works Department

## Water Division

(Enterprise Fund)



### 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>FY23</b>	<b>FY24</b>	<b>FY25</b>
Deputy City Manager	0.10	0.20	0.20
Director of Public Works	-	0.10	0.10
Deputy Public Works Director	0.50	0.50	0.50
City Engineer (Engineer Supervisor)	0.50	0.50	0.50
Facilities Manager	0.25	0.25	0.25
Operations Manager	0.25	0.25	0.25
Administrative Manager	-	0.25	0.25
Business Administrator	0.75	-	-
Assistant City Engineer/Planner	0.50	0.50	0.50
Project Manager	0.50	1.50	1.50
Associate Planner	-	0.25	0.25
Admin Assistant I	0.25	1.05	1.05
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	-
Special Projects Coordinator	0.25	0.25	0.25
Water/Sewer Billing Lead	0.50	-	-
Operational Support Coordinator	-	0.25	0.25
Dispatcher II	0.25	-	-
SCADA Manager	0.50	0.50	0.50
Process Instrumentation Tech	0.50	-	-
SCADA Tech	0.50	0.50	0.50
SCADA Tech II	-	0.50	0.50
Electrical Inspector/Technician	-	0.30	0.30
GIS/Stormwater Manager	0.50	0.50	0.50
GIS Stormwater Tech	0.50	0.50	0.50
GIS Specialist	0.50	0.50	0.50
Water Resource Manager	1.00	1.00	1.00
Chief Plant Operator (CPO)	1.00	2.00	2.00
Assistant Water Resource Manager	-	-	1.00
Water Quality Specialist II	1.00	1.00	-
Water Quality Specialist I	-	1.00	1.00
Treatment Operations Foreman	2.00	1.00	1.00
Plant Operator I	4.00	5.00	5.00
General Foreman	0.50	0.50	0.50
Water Foreman	1.00	1.00	1.00
Asset Management Coordinator	0.50	-	-
Assistant Foreman W/S	1.00	1.00	1.00
Equipment Operator II	1.00	1.00	1.00
Equipment Operator I	1.00	1.00	1.00
Utility Mechanic	4.50	4.50	4.50
Laborer	1.00	1.00	1.00
Fleet General Foreman	0.30	0.30	0.30
Equipment Mechanic	1.50	1.20	1.20
Utility Mechanic - Inventory Control Technician	0.30	-	-
Inventory Management Specialist	-	0.30	0.30
Equipment Mechanic Assistant	-	0.30	0.30
<b>Totals Full Time</b>	<b>29.70</b>	<b>32.75</b>	<b>32.50</b>
<b>Positions Part-Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Accountant I	-	0.25	0.25
Office Manager	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](#)
- ✓ [Technical Services](#)

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 FY25.

## Budget Summary of Expenditures

WATER DEPARTMENT	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
SALARIES	2,156,452	1,789,801	2,351,655	2,621,029
PART-TIME SALARIES	46,895	56,216	56,594	60,140
OVERTIME	112,000	144,356	134,500	133,500
LONGEVITY	12,855	13,098	15,105	16,316
HEALTH INSURANCE	456,385	424,594	555,750	669,900
DENTAL INSURANCE	29,923	28,710	41,230	45,920
INSURANCE REIMBURSEMENT	6,220	3,610	5,100	6,100
LEAVE AT TERMINATION	100,000	50,794	50,000	40,000
WORKERS' COMPENSATION	35,574	35,574	39,656	32,139
RETIREMENT	321,629	279,294	339,110	375,721
OTHER BENEFITS	188,647	159,216	206,997	229,492
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	-
<i>Contractual Obligations</i>	3,466,580	2,985,261	3,795,697	4,230,257
CHEMICALS	504,000	369,431	588,000	581,360
REPAIRS & MAINTENANCE	185,700	217,123	241,000	293,920
ELECTRICITY	387,000	307,352	412,900	444,700
NATURAL GAS	6,000	6,526	6,200	6,200
PROPANE & FUEL OIL	42,000	59,179	47,075	65,150
GASOLINE & DIESEL	50,550	55,158	56,500	58,797
ADMINISTRATIVE OVERHEAD	802,211	802,211	874,665	926,466
SLUDGE/GRIT REMOVAL	165,000	15,210	160,000	141,775
PROF CONTRACTED SERVICES	728,080	896,215	818,673	998,030
EQUIPMENT	52,000	103,170	74,100	79,100
STOCK MATERIALS	340,000	314,935	360,000	360,000
PRINCIPAL-BONDED DEBT	2,833,128	2,833,128	2,880,000	2,870,000
INTEREST ON DEBT	1,295,497	1,303,522	1,167,814	1,492,825
PROPERTY TAXES	138,500	105,803	138,500	126,500
PROJECTED PRINCIPAL DEBT	360,000	360,000	-	361,367
CAPITAL OUTLAY	160,000	160,000	-	-
ROLLING STOCK	315,000	315,000	315,000	330,000
ASSISTANCE PROGRAM	7,500	453	1,500	1,500
OTHER OPERATING	402,427	384,531	454,828	566,702
<i>Other Operating</i>	8,774,593	8,608,948	8,596,755	9,704,392
<b>CASH REQUIREMENTS</b>	<b>12,241,173</b>	<b>11,594,209</b>	<b>12,392,452</b>	<b>13,934,649</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 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 water efficiency.

## Water User Rates

### **The FY25 user rates reflect a 6% increase from the FY24 rates.**

The water rate is strongly impacted by the capital costs associated with Federal and State regulatory issues as well as replacement of aging infrastructure. Future capital upgrades associated with these issues are all considered in projecting ongoing and long-term financial needs.

Utilization of our rate model and net position has allowed for predictable and steady rate increases, however, recent increases in treatment chemicals, bonding rates and anticipated future project costs necessitate increasing the rate in FY25 to 6%. This projection also takes into account pending EPA PFAS regulations compliance costs which include a new water treatment system for the Greenland Well.

The proposed water rate for the first 10 units of water consumed per month will increase from \$4.74 to \$5.02, the rate for the consumption over 10 units per month will increase from \$5.70 to \$6.04.

The proposed water rates include \$3.03 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.

The meter charge for FY25 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>FY25 Water Rates</b>	
	Rate (per unit)
<b>First Tier Rate (10 units or less per month)</b>	
Capital Related Rate, per unit billed	\$3.03
1st Tier water service rate	\$1.99
<b>Total First Tier Rate</b>	<b>\$5.02</b>
<b>Second Tier Rate (over 10 units per month)</b>	
Capital Related Rate, per unit billed	\$3.03
2nd Tier water service rate	\$3.01
<b>Total Second Tier Rate</b>	<b>\$6.04</b>
<b>Irrigation Meter Rate</b>	
1st Tier water service rate [0 - 10 units]	\$6.04
2nd Tier water service rate [11- 20 units]	\$11.41
3rd Tier water service rate [over 20 units]	\$14.08

<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 comprehensive Water and Sewer rate study. The study analyzed water usage for all customers based on 2018 usage. This analysis provided a detailed picture of the water use demographics throughout the water system, a system that serves not only customers in Portsmouth but also Newington, Greenland, New Castle, and portions of Madbury, Durham and Rye. User categories were evaluated for commercial, industrial, and residential customers. That analysis showed that an average single-family customer on the Portsmouth water system uses 5 units per month. Therefore, the following table depicts the average monthly water charges for a residential customer.

### **FY25 Water Rate**

Average Residential Customer Bill

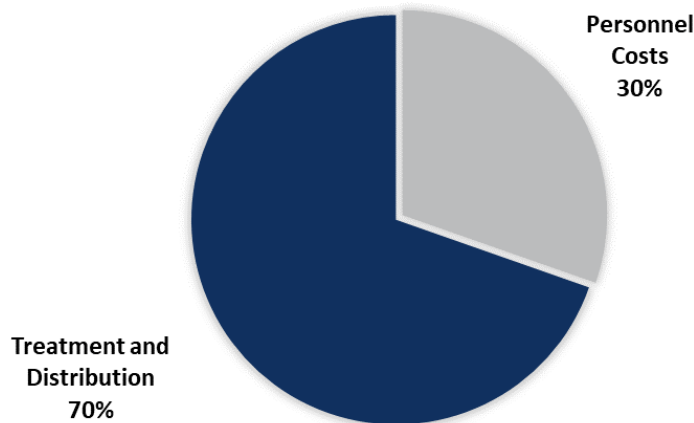
Monthly Consumption in units

(1unit = 100 cf = 748 gallons)

	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$3.03	5	\$15.15
1st Tier water service rates	\$1.99	5	\$9.95
Minimum Charge (5/8" meter)	\$4.95	n/a	\$4.95
<b>Total Monthly Charge</b>			<b>\$30.05</b>
<b>Total Annual Charge</b>			<b>\$360.60</b>

Average Daily Cost for Single Family Residential water customer = \$0.99

## 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. A new PFAS treatment system was constructed and completed at Pease in April 2021 (This shows up in the Professional Contracted Services line on the Budget Summary of Expenditures Table). The cost of this facility, its design and incremental operational costs are all reimbursed by the Air Force due to contamination caused by past use of firefighting foam at the former Pease Air Base. This reimbursement of \$ 1,152,820 is reflected on the Special Agreements line of the Water Rate Calculation table.

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>
There are no proposed Capital Outlay Projects for FY25	-
	-
<b>TOTALS</b>	<b>\$0</b>

### **Rolling Stock**

<u>Vehicle &amp; Equipment Replacement</u>	<u>Amount</u>
F-550 (yellow) w/plow (Year 1 of 2)	55,000
F-550 4x4 Utility Body pick-up w/plow (Year 2 of 2)	45,000
Track Loader-SVL90-2 (Year 1 of 2)	40,000
Mini Track Excavator U-55-4 (Year 1 of 2)	45,000
F150 4X4 (Yel)	45,000
Misc Equipment	100,000
<b>TOTALS</b>	<b>\$330,000</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 FY25 expenses.

<b>WATER RATE CALCULATION</b>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	8,674,857	8,674,857
Property Taxes	126,500	126,500
Equipment & Minor Capital needs	79,100	79,100
Depreciation	2,595,000	
Interest on Debt	1,474,140	1,474,140
Accrued Interest		18,685
Principal on Debt		2,870,000
Projected Principal Debt		361,367
OPEB Liability	73,000	
Capital Projects		0
Rolling Stock		330,000
<b>BUDGET RESOLUTION</b>	<b>13,022,597</b>	
<b>CASH REQUIREMENT</b>		<b>13,934,649</b>
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
<b>NON-User Fee- Revenues</b>		
Fees	1,550,499	1,550,499
Special Agreements	1,152,820	1,152,820
Meter Charges	726,412	726,412
Interest on Investments	385,000	385,000
Other Utility Revenue	278,569	278,569
<i>Sub Total</i>	<b>4,093,300</b>	<b>4,093,300</b>
<b>Other Financing Sources-Cash</b>		
Special Agreements		42,000
Bond Premium Amortization	245,204	
Use of Net Position		1,226
<i>Sub Total</i>	<b>245,204</b>	<b>43,226</b>
<b>FULL ACCRUAL REVENUES</b>	<b>4,338,504</b>	
<b>ESTIMATED CASH</b>		<b>4,136,526</b>
Required to be raised by User Rates		9,798,123
Rate Stabilization Reserve		0
<b>TO BE RAISED BY USER RATES</b>		<b>\$9,798,123</b>

## User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,669,057	
Capital related Expenses	\$3.03	5,054,192

### **WATER METER RATES**

TWO TIER INCLINING RATE STRUCTURE		(1 Unit equals 748 gallons of water)	
Billable Units at Tier 1	474,940		
Rate/Anticipated Revenue		\$1.99	945,643
Capital Related Expenses		\$3.03	1,438,200
<b>Total Tier 1 [0 - 10 units]</b>		<b>\$5.02</b>	<b>2,383,843</b>
Billable Units at Tier 2	1,151,567		
Rate/Anticipated Revenue		\$3.01	3,467,358
Capital Related Expenses		\$3.03	3,487,143
<b>Total Tier 2 [over 10 units]</b>		<b>\$6.04</b>	<b>6,954,501</b>
<b>Total Estimated User Revenues:</b>	<b>1,626,507</b>		<b>9,338,344</b>

### **IRRIGATION METER RATES**

THREE TIER INCLINING RATE STRUCTURE		(1 Unit equals 748 gallons of water)	
Billable Units at Tier 1	14,877		
Rate/Anticipated Revenue		\$3.01	44,795
Capital Related Expenses		\$3.03	45,050
<b>Total Tier 1 [0 - 10 units]</b>		<b>\$6.04</b>	<b>89,845</b>
Billable Units at Tier 2	7,360		
Rate/Anticipated Revenue		\$8.38	61,679
Capital Related Expenses		\$3.03	22,287
<b>Total Tier 2 [11-20 units]</b>		<b>\$11.41</b>	<b>83,966</b>
Billable Units at Tier 3	20,313		
Rate/Anticipated Revenue		\$11.05	224,456
Capital Related Expenses		\$3.03	61,511
<b>Total Tier 3 [over 20 units]</b>		<b>\$14.08</b>	<b>285,968</b>
<b>Total Estimated User Revenues:</b>	<b>42,550</b>		<b>459,778</b>
<b>Total Estimated User Consumption and User Revenues</b>	<b>1,669,057</b>		<b>\$9,798,123</b>

<b>Total Estimated Consumption</b>	<b>1,669,057</b>	<b>Total to be raised by user rates</b>	<b>\$9,798,123</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 homeowners 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 public drinking water systems, one supplying Portsmouth, Newington, Greenland, New Castle, and portions of Rye, Madbury, and Durham, the other supplying the Pease International Tradeport.

- Operate and maintain Bellamy Reservoir (surface water supply).
- Operate and maintain 7 wells in Portsmouth pressure zone and 3 wells on Pease International Tradeport pressure zone (groundwater supply).
- Operate and maintain Madbury and Pease Water Treatment Facilities and laboratory.
- Increase public awareness of best practices in watershed management near the Bellamy Reservoir. Coordinate this effort with local communities especially with respect to obtaining undeveloped land for source water protection.
- 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 3 storage tanks in Portsmouth and two in Pease.

**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 over 200 miles of system transmission and distribution piping ranging from 2" to 24".
- Maintain over 8,712 services from the main in the street to curb shutoff, install new services.
- Maintain 659 fire 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 program and the new irrigation meter ordinance
- ✓ Provide adequate training and operational direction to staff to achieve operator certifications at or above required standards
- ✓ Continue to develop and implement new standard operating procedures within the Water Division to optimize staff utilization, duties and operating efficiency
- ✓ Continue to work on water supply contingency planning for emergencies and droughts. This planning includes working with adjacent water supplies for interconnection agreements and developing additional sources of supply
- ✓ Continue to improve water meter accounting and tracking of unaccounted-for water through meter calibrations, water use audits and leak detection efforts

*Performance Measurement:*

- *Monitor daily water supply conditions and demands, together with tracking of precipitation and any pending drought conditions including participation as a member of the New Hampshire Drought Management Team. Assess these conditions and provide quarterly Water Supply Updates to our customers*
- *Offer water efficiency rebates to residential water customers so that we meet the goal of awarding 100 rebates/year*
- *Perform water meter change-outs by replacing at least ten percent of customer meters a year*
- *Meet New Hampshire DES's standard of meeting water balance goals of less than 15% unaccounted-for water*
- *Perform leak detection on 30% of the water mains in the system*

*Citywide Goal Addressed:*

- *Deliver Services and Programs with Courtesy, Professionalism, and efficiency*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including those for a Safe and Healthy Community and Environment*



**Goal #2:** Continue steps to improve water quality, water quantity and system security



*Objectives:*

- ✓ Optimize Water Treatment Plant and Distribution System operations utilizing the recommendations of the Stage II Disinfection By-Product Rule upgrade Study project guidance; pursue capital projects including continuation of annual water line replacement, water source augmentation
- ✓ Continue upgrades to SCADA system water supply control and security applications
- ✓ Protect reservoir watershed areas and wellhead zones of contribution through land acquisition, regulation, and other available means as appropriate

*Performance Measurement:*

- *Deliver drinking water that meets all current drinking water standards*
- *Implement state of the art computer security measures*
- *Work with neighboring communities to issue at least one direct public outreach message about source water protection*

*Citywide Goal Addressed:*

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment.*
- *Maintain and Improve Infrastructure to Meet Needs of the Community.*



**Goal #3: Develop sustainable funding strategies**



*Objectives:*

- ✓ Implement recommendations of rate study with focus on fair, equitable and sustainable funding utilizing the rate model as a guide
- ✓ Implement water asset management and operational maintenance program database information systems to improve system operations and long-term capital planning needs
- ✓ Implement the recommendations of the Water Supply Study for improved capital planning and operations - update study as needed
- ✓ Leverage state and federal funding opportunities to obtain low-interest loans and grants
- ✓ Continue to work with Air Force to secure agreements that continue to reimburse the City for the additional operational costs related to the Pease Water Treatment System treating PFAS contamination

*Performance Measurements:*

- *Apply for state SRF and Grant funds*
- *Keep Air Force agreements current through the fiscal year*
- *Update rate model annually*

*Citywide Goal Addressed:*

- *Maintain Financial Stability*
- *Maintain and Improve Infrastructure to Meet Needs of Community*

## Performance Measures

	FY22	FY23	FY24 (Est)
Water Balance (annual)	4%	3%	3%
Number of water main breaks	16	13	15
Leak detections performed (miles)	11	30	45
Leaks Detected and Repaired	1	4	3
DigSafe Tickets (locating)	2,855	3,077	3,250
DigSafe Labor Hours	1,656	1,219	1,350
Precipitation (inches – water year – Oct to Sept)	37.7	44.9	47.5
Hydrant Flushing (weeks – Spring and Fall)	15	10	14
Hydrant Flushing Labor Hours	1,241	777	850
Million Gallons Delivered (Surface and Groundwater)	1,362	1,392	1,400
Total Meter Work Orders	2,286	3,967	3,200
Meter Testing (in-house)	442	301	250
Meter Testing (large field)	61	74	74
New Service Applications	199	218	200
Customer Water Meter Replacements	804	983	750
Radio-reader replacements	900	128	135
Leak Code Tags	721	438	500
Backflow Prevention Device Tests	2,379	2,484	2,500
Water Efficiency Rebates – Low Flow Toilets (Total)	98 (1148)	70 (1218)	70 (1288)
Water Efficiency Rebates – Washing Machine (Total)	95 (348)	53 (401)	50 (451)
Single-Family Res. (Average Gals. per month) *	3,834	3,834	3,834
Single-Family Res. (Average Units billed per month) *	5	5	5

\* Note: Water Consumption analysis performed on 2012 and 2017 water use data, together with current consumption accounting.



**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>WATER DIVISION</b>			
<u>ADMINISTRATION</u>			
NON GRADE 28	1G/11H	① DEPUTY CITY MANAGER/REGULATORY COUNSEL	34,644
NON GRADE 26	H	⑭ DIRECTOR OF PUBLIC WORKS AND FACILITIES	15,737
NON GRADE 25	G	⑨ DIRECTOR OF WATER RESOURCES/DEPUTY PW DIRECTOR	73,637
PMA GRADE 21	E	⑦ FACILITIES MANAGER	29,504
NON GRADE 20	E	⑦ OPERATIONS DIRECTOR	28,107
PMA GRADE 16	11D/1E	⑨ PROJECT MANAGER	44,302
SMA GRADE 16	H	⑧ FLEET GENERAL FOREMAN	29,252
NON GRADE 15	F	⑦ ADMINISTRATIVE MANAGER-PUBLIC WORKS	22,289
PMA GRADE 15	7.5B/4.5C	⑯ ELECTRICAL INSPECTOR/TECHNICIAN	23,305
1386A GRADE 13	E	⑧ EQUIPMENT MECHANIC TECHNICIAN	21,987
1386A GRADE 13	G	⑧ EQUIPMENT MECHANIC TECHNICIAN	23,213
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	19,943
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	19,943
PMA GRADE 9	E	⑦ ADMINISTRATIVE ASSISTANT I	16,517
PMA GRADE 9	5.5F/6.5G	⑦ OPERATIONAL SUPPORT COORDINATOR	16,840
PMA GRADE 9	E	⑰ ADMINISTRATIVE ASSISTANT I	19,821
1386B GRADE 9	2.5C/9.5D	⑨ ADMINISTRATIVE ASSISTANT-UTILITY BILLING	31,149
PMA GRADE 9	C	⑧ INVENTORY MANAGEMENT SPECIALIST	17,978
1386B GRADE 7	I	⑦ ADMINISTRATIVE CLERK	14,636
PMA GRADE 7	G	⑦ SPECIAL PROJECT COORDINATOR	15,471
1386A GRADE 5	11D/1E	⑧ EQUIPMENT MECHANIC ASSISTANT	14,279
		ON CALL	3,510
		EDUCATION STIPEND(S)	2,325
		<b>TOTAL ADMINISTRATION</b>	<b>538,389</b>
<u>ENGINEERING</u>			
PMA GRADE 24	5.5D/6.5E	⑨ ENGINEER SUPERVISOR	66,753
PMA GRADE 18	E	⑨ ASSISTANT CITY ENGINEER/PLANNER	51,030
PMA GRADE 16	5.5D/6.5E	⑨ PROJECT MANAGER	45,313
PMA GRADE 18	H	⑨ GIS & STORMWATER MANAGER	53,491
PMA GRADE 18	G	⑨ SCADA MANAGER	52,442
PMA GRADE 12	10C/2D	⑨ SCADA TECH	35,071
PMA GRADE 9	E	⑥ ASSOCIATE PLANNER	16,517
PMA GRADE 9	H	⑨ GIS SPECIALIST	34,627
PMA GRADE 9	4C/8D	⑪ GIS STORMWATER TECH	30,962
		ON CALL	2,925
		EDUCATION STIPEND(S)	1,344
		<b>TOTAL ENGINEERING</b>	<b>390,475</b>
<u>WATER SUPPLY AND TREATMENT</u>			
SMA GRADE 19	H	CHIEF PLANT OPERATOR	112,332
SMA GRADE 15	D	TREATMENT OPERATIONS FOREMAN	84,404
PMA GRADE 21	8F/4G	WATER RESOURCES MANAGER	119,890
PMA GRADE 15	D	ASSISTANT WATER RESOURCE MANAGER	84,070
PMA GRADE 11	6.5B/5.5C	WATER QUALITY SPECIALIST	64,298
PMA GRADE 15	E	⑨ SCADA TECH II	44,137
1386A GRADE 13	F	PLANT OPERATOR-L2-MADBURY	75,306
1386A GRADE 13	E	PLANT OPERATOR-L2-MADBURY	73,291
1386A GRADE 13	E	PLANT OPERATOR-L2-MADBURY	73,291
1386A GRADE 13	2B/10C	PLANT OPERATOR-L2-MADBURY	65,949
		ON CALL MONITORING	15,386
		ON CALL	1,463
		EDUCATION STIPEND(S)	3,584
		<b>TOTAL WATER SUPPLY AND TREATMENT</b>	<b>817,401</b>

**FY25 BUDGETED POSITION AND SALARY DETAIL**

<u>DISTRIBUTION</u>	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
PMA GRADE 16	H	⑨ PROJECT MANAGER	48,558
SMA GRADE 16	4F/8G	⑨ GENERAL FOREMAN	47,523
SMA GRADE 14	H	WATER FOREMAN	88,509
1386A GRADE 13	G	ASSISTANT FOREMAN-L2	77,377
1386A GRADE 8	E	EQUIPMENT OPERATOR I-L1	58,314
1386A GRADE 7	6.5D/5.5E	UTILITY MECHANIC-L2	55,281
1386A GRADE 9	C	HEO II L2	56,612
1386A GRADE 7	E	UTILITY MECHANIC-L2	56,688
1386A GRADE 5	E	LABORER-L2	51,661
		ON CALL	9,506
		<b>TOTAL DISTRIBUTION</b>	<b>550,029</b>
<b>METERS</b>			
1386A GRADE 7	G	⑩ UTILITY MECHANIC-L2	44,797
1386A GRADE 7	G	⑨ UTILITY MECHANIC-L2	29,865
1386A GRADE 7	E	⑩ UTILITY MECHANIC-L2	41,114
1386A GRADE 7	10D/2E	⑨ UTILITY MECHANIC-L2	27,261
		ON CALL	1,463
		<b>TOTAL METERS</b>	<b>144,500</b>
		<b>TOTAL FULL TIME</b>	<b>2,440,794</b>
NON GRADE 12	1.5A/10.5B	④ ACCOUNTANT I (32.5 HRS/WK)	14,269
		SEASONAL LABORERS	5,871
		ENGINEERING INTERNS	40,000
		<b>TOTAL PART TIME</b>	<b>60,140</b>
		<b>TOTAL DEPARTMENT</b>	<b>2,500,934</b>
<b>ADDITIONAL PERSONNEL</b>			
SMA GRADE 19	E	CHIEF PLANT OPERATOR (FUNDED BY THE AIR FORCE)	107,164
1386A GRADE 13	C	PLANT OPERATOR-L2	66,477
		ON CALL MONITORING	6,594
		<b>TOTAL ADDITIONAL PERSONNEL</b>	<b>180,235</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY OF THE BUDGET**

- ① 60% CITY MANAGER, 20% WATER, 20% SEWER
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑥ 50% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER
- ⑦ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑧ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑨ 50% WATER, 50% SEWER
- ⑩ 75% WATER, 25% SEWER
- ⑪ 50% WATER, 50% STORMWATER
- ⑭ 70% PUBLIC WORKS, 10% WATER, 10% SEWER, 10% PARKING
- ⑯ 40% INSPECTION, 30% WATER, 30% SEWER
- ⑰ 30% PARKING, 30% WATER, 30% SEWER, 10% PUBLIC WORKS

FY23  
BUDGETFY23  
ACTUALFY24  
BUDGETCITY MANAGER  
RECOMMENDED**WATER DEPARTMENT****ADMINISTRATION PORTSMOUTH**

50-751-610-51-100-492

011001	REGULAR SALARIES	427,727	375,568	486,108	538,389
011061	INSURANCE REIMBURSEMENT	6,220	3,610	5,100	6,100
012001	PART TIME SALARIES	9,452	4,163	10,723	14,269
014041	OVERTIME	5,000	7,735	10,000	7,500
015001	LONGEVITY	12,855	13,098	15,105	16,316
016001	LEAVE AT TERMINATION	100,000	50,794	50,000	40,000
021001	INSURANCE-HEALTH	431,900	398,786	529,000	611,500
021101	INSURANCE-DENTAL	28,010	26,822	39,310	41,900
021501	INSURANCE-LIFE	3,436	2,369	3,700	4,115
021601	INSURANCE-DISABILITY	6,260	4,335	6,770	7,507
021802	OPEB-HEALTH INS EXP	8,000	(12,970)	8,000	8,000
021803	OPEB-MED SUBSIDY EXP	1,500	16,732	1,500	5,000
022001	SOCIAL SECURITY	28,601	27,959	32,677	36,120
022501	MEDICARE	6,690	6,545	7,642	8,447
023001	RETIREMENT	63,523	62,851	69,857	76,892
023004	OPEB-RETIREMENT LIAB ADJ	60,000	(221,648)	60,000	60,000
026002	INSURANCE-WORKERS COMP	35,574	35,574	39,656	32,139
030101	PROF SERVICES-AUDIT	5,000	5,000	7,293	7,700
031002	PROF SERVICES-ENGINEERING	10,000	13,145	12,000	25,000
032001	PROF SERVICES-O/S COUNSEL	10,000	1,394	10,000	10,000
033002	ADMINISTRATIVE OVERHEAD	802,211	802,211	874,665	926,466
034001	LOCK BOXES	15,000	6,131	7,500	5,500
034103	TELEPHONE	2,500	1,475	2,500	2,500
034206	SOFTWARE-ANNUAL MAINT	59,522	77,460	86,090	104,217
035002	PROF SERV- SUBSTANCE TEST	750	1,223	1,000	1,200
035004	OCCUPATIONAL HEALTH	2,500	2,586	-	-
039001	PROFESSIONAL SERVICES	20,000	19,900	21,000	20,000
043024	REPAIRS-VEHICLE	500	-	-	-
043028	MAINTENANCE	7,500	7,024	7,500	8,040
044006	PRINTING LEASE/MAINT	3,000	2,085	2,000	2,000
048001	PROPERTY INS-DEDUCTIBLES	3,000	1,432	3,000	3,000
048002	PROPERTY INSURANCE	53,217	53,217	80,298	64,731
053001	ADVERTISING	1,000	-	1,000	1,000
054050	TRAINING	2,250	1,622	2,250	2,000
055050	PRINTING	20,000	22,825	20,000	27,400
056001	DUES PROFESSIONAL ORGANIZ	1,500	402	1,500	3,120
057101	TRAVEL AND CONFERENCE	4,250	5,386	4,250	4,200
061001	FIRST AID	2,250	2,067	2,000	2,400
061003	MEETING SUPPLIES	-	-	-	500
062001	OFFICE SUPPLIES	9,000	4,406	12,000	12,000
062011	OPERATING SUPPLIES	466	-	-	-
062501	POSTAGE	35,000	27,364	35,000	32,700
063501	GASOLINE	45,000	46,730	50,000	48,337
075001	FURNITURE AND FIXTURES	250	323	300	500
081005	TAXES	138,500	105,803	138,500	126,500
086001	DEPRECIATION	2,810,000	2,573,747	2,700,000	2,595,000
088011	ASSISTANCE WATER/SEWER	7,500	453	1,500	1,500
092101	FINANCING FEES ON DEBT	5,000	6,902	-	35,000
098102	INTEREST-BONDED DEBT	1,265,537	1,273,562	1,145,559	1,474,140
		<b>6,576,951</b>	<b>5,868,198</b>	<b>6,603,853</b>	<b>7,060,845</b>

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

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

011001	REGULAR SALARIES	369,753	260,697	367,547	390,475
012001	PART TIME SALARIES	31,212	52,053	40,000	40,000
014041	OVERTIME	-	704	1,500	1,000
022001	SOCIAL SECURITY	24,860	18,749	25,361	26,751
022501	MEDICARE	5,815	4,385	5,931	6,256
023001	RETIREMENT	51,987	36,738	49,932	52,967
031002	PROF SERVICES-ENGINEERING	20,000	131,908	25,000	65,500
033004	GROUNDWATER PROTECT PRGM	15,000	17,225	15,000	15,000
034103	TELEPHONE	1,600	2,218	1,700	2,000
034104	CELLULAR PHONES	2,250	1,618	1,900	1,920
039054	PROF/SERVICES-CONTRACT	10,000	-	10,000	11,000
044006	PRINTING LEASE/MAINT	500	-	-	-
054050	TRAINING	2,000	564	2,000	3,600
056001	DUES PROFESSIONAL ORGANIZ	1,250	1,580	1,250	1,600
057101	TRAVEL AND CONFERENCE	750	35	750	600
062001	OFFICE SUPPLIES	-	509	200	300
062007	COMPUTER/PRINTER SUPPLIES	1,250	229	1,250	500
062011	OPERATING SUPPLIES	250	873	100	950
067001	BOOKS & PERIODICALS	250	-	-	200
		<b>538,727</b>	<b>530,085</b>	<b>549,421</b>	<b>621,119</b>

**TREATMENT PLANT PORTSMOUTH**  
**50-751-650-54-180-492**

011001	REGULAR SALARIES	643,502	557,863	735,739	802,015
011060	ON CALL MONITORING	18,620	21,064	21,980	15,386
012001	PART TIME SALARIES	-	59	-	-
014041	OVERTIME	35,000	47,678	45,000	40,000
022001	SOCIAL SECURITY	43,223	37,389	49,769	53,159
022501	MEDICARE	10,109	8,744	11,639	12,432
023001	RETIREMENT	98,017	86,659	108,608	116,006
031003	PROF SERVICES-SCADA	10,000	36,279	10,000	3,000
034103	TELEPHONE	9,000	10,439	11,000	13,000
034104	CELLULAR PHONES	14,000	17,182	18,000	14,400
039051	SECURITY/ALARMS	3,000	4,315	2,000	2,000
039085	SURFACE WATER SOURCE PROT	-	-	-	5,000
041002	ELECTRICITY	175,000	111,398	140,000	167,400
041103	PROPANE GAS	38,000	56,385	43,075	63,650
041301	RUBBISH REMOVAL	600	600	800	600
041308	GRIT DISPOSAL	165,000	15,210	160,000	141,775
043002	REPAIRS-ELECTRICAL	6,000	2,774	6,000	6,000
043005	REPAIRS-HEATING SYSTEM	6,000	13,418	10,000	19,000
043018	REPAIRS-EQUIPMENT	15,000	35,354	20,000	27,000
043024	REPAIRS-VEHICLE	8,000	11,867	8,000	8,000
043025	REPAIRS-BLDINGS & GROUNDS	12,000	17,046	20,000	20,000
043028	MAINTENANCE	15,000	38,476	35,000	37,100
043030	BELLAMY DAM	6,000	8,258	500	2,350
043031	SCADA EQUIPMENT	8,000	29,214	15,000	9,000
043032	GENERATOR MAINTENANCE	4,000	2,350	3,000	5,000
054003	STATE CERTIFICATION	500	-	500	300
054050	TRAINING	3,000	4,595	3,000	3,200
056007	OPERATIONAL PERMITS	1,500	-	1,500	1,900
057101	TRAVEL AND CONFERENCE	2,500	-	2,500	2,500

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
057102	TRAVEL REIMBURSEMENT	1,000	697	1,000	1,000
062001	OFFICE SUPPLIES	3,000	2,956	3,000	3,500
062011	OPERATING SUPPLIES	6,000	12,101	10,000	15,100
063600	DIESEL FUEL	3,750	5,193	4,500	4,500
063800	MATERIALS-CHEMICALS	500,000	364,831	575,000	575,460
067001	BOOKS & PERIODICALS	200	-	200	350
068003	PROTECTIVE CLOTHING	5,000	7,236	5,000	8,200
068030	TOOLS	2,000	3,012	3,000	3,000
074000	MACHINERY AND EQUIPMENT	20,000	44,320	30,000	30,000
		<b>1,891,521</b>	<b>1,614,962</b>	<b>2,114,310</b>	<b>2,232,283</b>
<b>TREATMENT PLANT PEASE</b>					
<b>50-751-650-54-580-492</b>					
031003	PROF SERVICES-SCADA	4,000	8,167	4,000	4,500
034103	TELEPHONE	2,000	-	2,000	-
039010	PROF/SERVICES-LAB TESTS	8,000	8,943	8,000	9,550
039051	SECURITY/ALARMS	1,000	480	1,000	500
041002	ELECTRICITY	25,000	19,897	25,800	25,000
041205	WATER /SEWER FEES	-	242	-	300
043018	REPAIRS-EQUIPMENT	1,000	41	-	4,000
043025	REPAIRS-BLDINGS & GROUNDS	6,000	5,117	1,000	2,000
043028	MAINTENANCE	1,000	621	1,000	1,000
043031	SCADA EQUIPMENT	-	-	-	1,000
043032	GENERATOR MAINTENANCE	500	620	700	3,400
062001	OFFICE SUPPLIES	800	969	600	700
062011	OPERATING SUPPLIES	10,000	8,750	10,000	14,500
063800	MATERIALS-CHEMICALS	4,000	4,599	13,000	5,900
068030	TOOLS	2,000	1,005	1,000	2,000
074000	MACHINERY AND EQUIPMENT	2,000	3,442	2,000	2,000
		<b>67,300</b>	<b>62,894</b>	<b>70,100</b>	<b>76,350</b>
<b>LABORATORY PORTSMOUTH</b>					
<b>50-751-650-55-180-492</b>					
039010	PROF/SERVICES-LAB TESTS	40,000	62,377	42,500	47,700
043018	REPAIRS-EQUIPMENT	-	-	-	6,000
043028	MAINTENANCE	5,000	-	2,500	-
062011	OPERATING SUPPLIES	10,000	22,026	10,000	24,000
074000	MACHINERY AND EQUIPMENT	5,000	3,613	5,000	-
		<b>60,000</b>	<b>88,017</b>	<b>60,000</b>	<b>77,700</b>
<b>TREATMENT-WELLS PORTSMOUTH</b>					
<b>50-751-650-56-171-492</b>					
041002	ELECTRICITY	40,000	30,260	47,000	45,000
041103	PROPANE GAS	4,000	2,794	4,000	1,500
043002	REPAIRS-ELECTRICAL	500	334	500	6,500
043018	REPAIRS-EQUIPMENT	500	7,934	1,000	5,000
043025	REPAIRS-BLDINGS & GROUNDS	5,000	474	3,000	5,500
043028	MAINTENANCE	10,000	11,821	20,000	11,000
043031	SCADA EQUIPMENT	-	-	-	1,000
043032	GENERATOR MAINTENANCE	-	530	-	3,600
062011	OPERATING SUPPLIES	1,200	1,490	2,000	7,000
074000	MACHINERY AND EQUIPMENT	5,000	17,144	5,000	5,000
		<b>66,200</b>	<b>72,780</b>	<b>82,500</b>	<b>91,100</b>

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
<b>STORAGE TANKS PORTSMOUTH</b>					
<b>50-751-650-57-177-492</b>					
041002	ELECTRICITY	4,000	4,965	6,000	9,000
043028	MAINTENANCE	3,000	2,189	3,000	5,000
		<b>7,000</b>	<b>7,153</b>	<b>9,000</b>	<b>15,000</b>
<b>TREATMENT WELLS PEASE</b>					
<b>50-751-650-56-571-492</b>					
041002	ELECTRICITY	15,000	17,669	20,000	20,000
043018	REPAIRS-EQUIPMENT	-	-	25,000	20,000
043031	SCADA EQUIPMENT	-	-	-	1,000
		<b>15,000</b>	<b>17,669</b>	<b>45,000</b>	<b>41,000</b>
<b>STORAGE TANKS PEASE</b>					
<b>50-751-650-57-577-492</b>					
041002	ELECTRICITY	3,000	3,304	3,600	-
043028	MAINTENANCE	2,000	265	900	800
043031	SCADA EQUIPMENT	-	-	-	1,000
		<b>5,000</b>	<b>3,569</b>	<b>4,500</b>	<b>1,800</b>
<b>BOOSTER STATION PORTSMOUTH</b>					
<b>50-751-650-58-182-492</b>					
031003	PROF SERVICES-SCADA	-	-	-	1,250
039051	SECURITY/ALARMS	300	-	300	300
041002	ELECTRICITY	90,000	91,979	133,000	140,800
043018	REPAIRS-EQUIPMENT	3,000	16	3,000	5,000
043025	REPAIRS-BLDINGS & GROUNDS	1,000	117	1,000	2,000
043028	MAINTENANCE	2,000	1,562	3,000	4,000
043031	SCADA EQUIPMENT	-	-	-	1,000
043032	GENERATOR MAINTENANCE	1,000	1,900	1,000	2,200
063600	DIESEL FUEL	-	-	-	2,000
074000	MACHINERY AND EQUIPMENT	2,000	1,966	4,100	19,600
		<b>99,300</b>	<b>97,540</b>	<b>145,400</b>	<b>178,150</b>
<b>DISTRIBUTION-ADMIN PORTSMOUTH</b>					
<b>50-751-660-51-100-492</b>					
011001	REGULAR SALARIES	478,882	380,584	506,016	550,029
012001	PART TIME SALARIES	5,871	-	5,871	5,871
014041	OVERTIME	60,000	69,574	60,000	70,000
022001	SOCIAL SECURITY	33,775	26,759	35,457	38,806
022501	MEDICARE	7,900	6,258	8,292	9,076
023001	RETIREMENT	75,768	63,292	76,582	83,890
034103	TELEPHONE	2,700	1,279	1,600	1,560
034104	CELLULAR PHONES	3,500	4,516	6,000	4,380
041210	RYE WHOLESALE WATER	-	8,339	-	16,000
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	21,891	15,000	20,000
043018	REPAIRS-EQUIPMENT	5,000	(1,462)	3,000	5,000
043024	REPAIRS-VEHICLE	35,000	32,926	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	-	1,500	15,000
043028	MAINTENANCE	500	600	-	-
044002	RENTAL OTHER EQUIPMENT	1,000	-	1,000	1,000
044004	RENTAL STORAGE UNIT	5,100	425	-	-
044006	PRINTING LEASE/MAINT	700	759	700	780
054003	STATE CERTIFICATION	1,250	200	1,250	550

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
054050	TRAINING	3,500	3,595	15,500	18,000
057101	TRAVEL AND CONFERENCE	100	15	500	800
062001	OFFICE SUPPLIES	1,000	808	750	550
062011	OPERATING SUPPLIES	1,750	4,217	3,500	1,450
065051	GROUNDSKEEPING-DIG SAFE	5,200	5,036	5,500	7,500
068003	PROTECTIVE CLOTHING	6,000	4,302	6,000	7,224
068012	STOCK INVENTORY	-	(35,721)	-	-
068016	MATERIALS	-	2,889	-	-
068030	TOOLS	9,000	7,782	9,500	9,500
074000	MACHINERY AND EQUIPMENT	7,000	1,844	9,000	10,500
075001	FURNITURE AND FIXTURES	-	-	1,000	1,000
		<b>766,996</b>	<b>610,707</b>	<b>808,518</b>	<b>913,466</b>
<b>DISTRIBUTION-MAINS PORTSMOUTH</b>					
<b>50-751-660-61-100-492</b>					
039054	PROF/SERVICES-CONTRACT	1,500	2,729	-	-
068016	MATERIALS	250,000	260,280	270,000	270,000
		<b>251,500</b>	<b>263,008</b>	<b>270,000</b>	<b>270,000</b>
<b>DISTRIBUTION-SERVICES PORTSMOUTH</b>					
<b>50-751-660-62-100-492</b>					
039055	PROF/SERV-CONTRACT-BILLAB	-	120	-	-
068016	MATERIALS	-	3,227	-	-
		-	<b>3,347</b>	-	-
<b>DISTRIBUTION-METERS PORTSMOUTH</b>					
<b>50-751-660-64-100-492</b>					
011001	REGULAR SALARIES	139,390	109,450	135,772	144,500
012001	PART TIME SALARIES	360	-	-	-
014041	OVERTIME	4,000	5,398	8,000	5,000
022001	SOCIAL SECURITY	8,911	6,654	8,914	9,269
022501	MEDICARE	2,084	1,556	2,085	2,168
023001	RETIREMENT	20,161	16,005	19,452	20,227
039054	PROF/SERVICES-CONTRACT	11,330	8,110	3,000	3,000
043018	REPAIRS-EQUIPMENT	8,500	382	3,000	1,500
062011	OPERATING SUPPLIES	6,625	2,857	6,625	6,000
068003	PROTECTIVE CLOTHING	-	706	1,365	3,300
068016	MATERIALS	90,000	48,541	90,000	90,000
074000	MACHINERY AND EQUIPMENT	5,000	2,543	7,000	6,000
		<b>296,361</b>	<b>202,201</b>	<b>285,213</b>	<b>290,964</b>

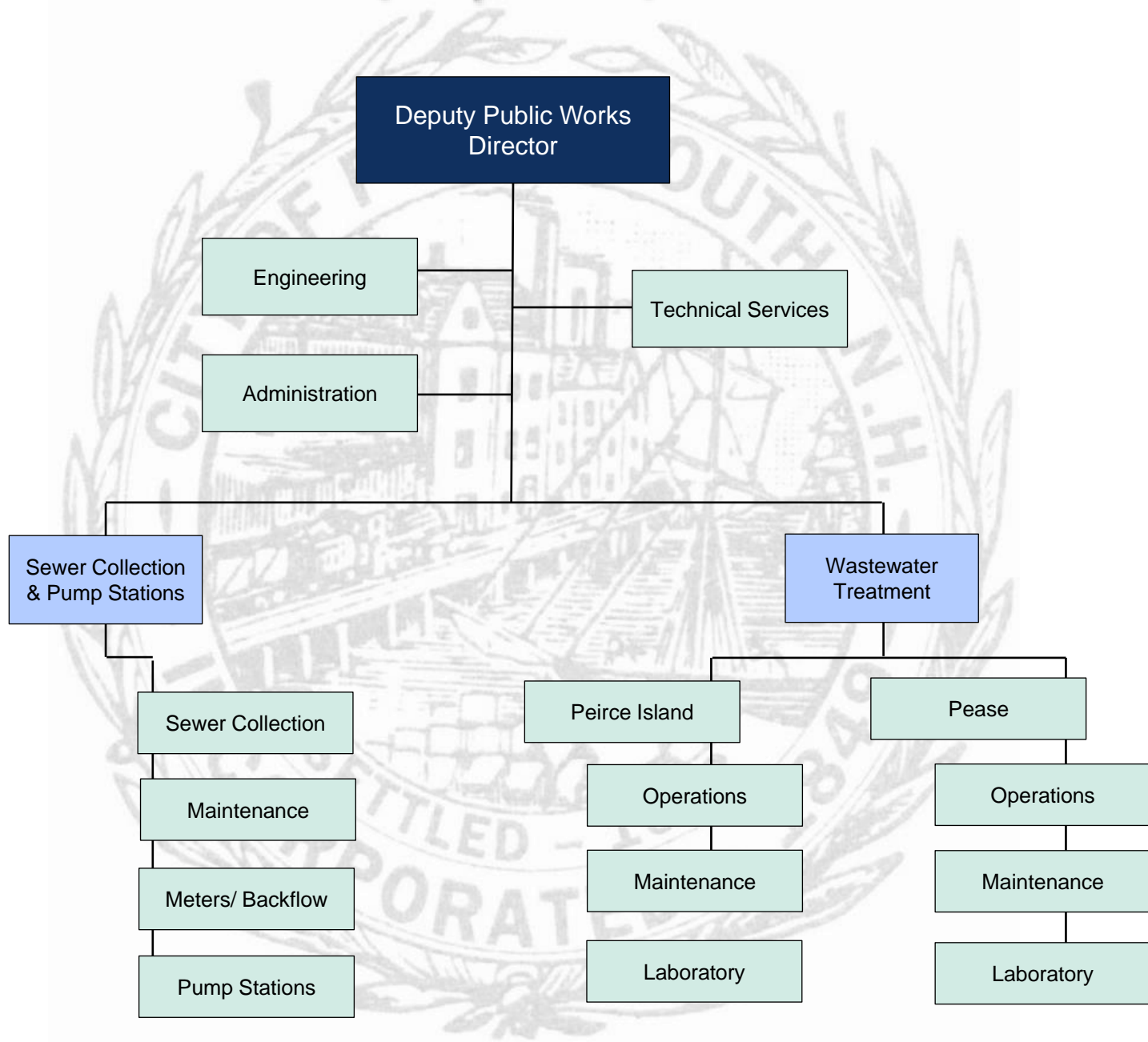
		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
<b>AIR FORCE REIMBURSEMENT</b>					
<b>50-998-650-54-580-492</b>					
011001	REGULAR SALARIES	75,218	82,276	95,133	173,641
011060	ON CALL MONITORING	3,360	2,240	3,360	6,594
014041	OVERTIME	8,000	13,267	10,000	10,000
021001	INSURANCE-HEALTH	24,485	25,807	26,750	58,400
021101	INSURANCE-DENTAL	1,913	1,887	1,920	4,020
021501	INSURANCE-LIFE	127	132	165	294
021601	INSURANCE-DISABILITY	233	241	295	539
022001	SOCIAL SECURITY	5,368	5,788	6,727	11,795
022501	MEDICARE	1,255	1,354	1,573	2,758
023001	RETIREMENT	12,173	13,748	14,679	25,739
031002	PROF SERVICES-ENGINEERING	5,000	150	65,000	65,000
031011	PROF SERVICE-FILTER MEDIA	525,000	522,774	525,000	650,000
039010	PROF/SERVICES-LAB TESTS	45,000	71,412	74,880	74,880
041002	ELECTRICITY	35,000	27,880	37,500	37,500
041101	NATURAL GAS	6,000	6,526	6,200	6,200
043018	REPAIRS-EQUIPMENT	5,000	7,390	5,000	5,000
043024	REPAIRS-VEHICLE	500	-	500	500
043028	MAINTENANCE	10,000	12,595	14,200	10,000
043031	SCADA EQUIPMENT	-	-	-	-
044002	RENTAL OTHER EQUIPMENT	9,297	9,297	-	-
062011	OPERATING SUPPLIES	1,000	926	1,000	1,000
063501	GASOLINE	1,800	3,235	2,000	3,960
074000	MACHINERY AND EQUIPMENT	5,000	928	5,000	5,000
		<b>780,729</b>	<b>809,853</b>	<b>896,882</b>	<b>1,152,820</b>
<b>TOTAL WATER DIVISION</b>		<b>11,422,585</b>	<b>10,251,982</b>	<b>11,944,697</b>	<b>13,022,597</b>
<b>CASH REQUIREMENTS ADJUSTMENTS</b>					
021802	OPEB-HEALTH INS EXP	(69,500)	-	-	-
021804	OPEB-CASH REVERSAL	-	-	(69,500)	(73,000)
070000	CAPITAL OUTLAY	160,000	160,000	-	-
086001	DEPRECIATION	(2,810,000)	(2,573,747)	(2,700,000)	(2,595,000)
098001	PRINCIPAL-BONDED DEBT	2,833,128	2,833,128	2,880,000	2,870,000
098102	INTEREST-BONDED DEBT	29,960	29,960	22,255	18,685
098010	PROJECTED NEW BOND PAYMNT	360,000	360,000	-	361,367
099002	ROLLING STOCK	315,000	315,000	315,000	330,000
<b>Total Cash Requirements Adjustment</b>		<b>818,588</b>	<b>1,124,341</b>	<b>447,755</b>	<b>912,052</b>
<b>TOTAL CASH REQUIREMENTS WATER</b>		<b>12,241,173</b>	<b>11,376,323</b>	<b>12,392,452</b>	<b>13,934,649</b>



# Public Works Department

## Sewer Division

(Enterprise Fund)



### 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.

<i>Sewer Division Position Summary Schedule</i>			
<b>Positions Full Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Deputy City Manager	0.10	0.20	0.20
Director of Public Works	-	0.10	0.10
Deputy Public Works Director	0.50	0.50	0.50
City Engineer (Engineer Supervisor)	0.50	0.50	0.50
City Engineer	-	-	-
Operations Manager	0.25	0.25	0.25
Administrative Manager	-	0.25	0.25
Business Administrator	0.75	-	-
Facilities Manager	0.25	0.25	0.25
Assistant City Engineer - Planner	0.50	0.50	0.50
Project Manager	0.50	1.50	1.50
Associate Planner	-	0.25	0.25
Administrative Assistant I	0.25	1.05	1.05
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	-
Special Project Coordinator	0.25	0.25	0.25
Water/Sewer Billing	0.50	-	-
Operational Support Coordinator	-	0.25	0.25
Dispatcher II	0.25	-	-
SCADA Manager	0.50	0.50	0.50
SCADA Tech	1.50	0.50	0.50
Technician II SCADA	-	1.50	1.50
Electrical Inspector/Technician	-	0.30	0.30
Process Instrumentation Tech	0.50	-	-
Wastewater Operations Manager	1.00	1.00	-
Pretreatment Coordinator	1.00	1.00	1.00
GIS/Stormwater Manager	0.50	0.50	0.50
GIS Specialist	0.50	0.50	0.50
Chief Plant Operator (CPO)	2.00	2.00	2.00
Assistant Chief Plant Operator (ACPO)	2.00	2.00	2.00
Pump Station Manager	1.00	1.00	1.00
Treatment Operations Foreman	1.00	1.00	2.00
Plant Operator I	8.00	8.00	8.00
General Foreman	0.50	0.50	0.50
Sewer Foreman	1.00	1.00	1.00
Asset Management Coordinator	0.50	-	-
Utility Inspection & Maintenance Foreman	0.50	0.50	0.50
Lift Station Operator I	2.00	2.00	2.00
Equipment Operator II	1.00	-	-
Equipment Operator I	-	1.00	1.50
Camera Operator	0.50	0.50	0.50
Utility Mechanic	3.50	3.00	2.50
Truck Driver I	1.00	1.00	1.00
Fleet General Foreman	0.30	0.30	0.30
Equipment Mechanic	1.50	1.20	1.20
Utility Mechanic - Inventory Control Tech	0.30	-	-
Inventory Management Specialist	-	0.30	0.30
Equipment Mechanic Assistant	-	0.30	0.30
<b>Totals Full Time</b>	<b>37.20</b>	<b>37.75</b>	<b>37.50</b>
<b>Positions Part-Time</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Accountant I	-	0.25	0.25
Office Manager	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 FY25.

## Budget Summary of Expenditures

SEWER DEPARTMENT	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
SALARIES	2,710,758	2,329,070	2,898,870	3,076,348
PART-TIME SALARIES	46,796	25,626	56,594	60,140
OVERTIME	168,000	227,498	209,250	210,500
LONGEVITY	14,123	14,288	14,930	17,209
HEALTH INSURANCE	600,000	493,411	571,000	666,200
DENTAL INSURANCE	39,250	37,882	42,000	49,500
INSURANCE REIMBURSEMENT	6,660	12,353	17,100	17,100
LEAVE AT TERMINATION	40,000	76,531	40,000	35,000
WORKERS' COMPENSATION	49,631	49,631	43,456	46,976
RETIREMENT	408,512	371,989	425,387	450,148
OTHER BENEFITS	237,323	210,759	257,998	273,094
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	-
<i>Contractual Obligations</i>	4,321,053	3,849,040	4,576,585	4,902,215
CHEMICALS	1,625,000	2,026,907	1,985,000	2,292,341
REPAIRS & MAINTENANCE	676,585	1,139,389	668,050	785,905
ELECTRICITY	873,500	664,679	928,500	965,265
NATURAL GAS	10,500	8,999	3,500	18,480
PROPANE & FUEL OIL	128,750	139,661	153,750	151,500
GASOLINE & DIESEL	46,850	51,967	47,050	55,425
ADMINISTRATIVE OVERHEAD	802,211	802,211	874,665	926,466
SLUDGE/GRIT REMOVAL	795,000	773,087	808,000	932,850
PROF CONTRACTED SERVICES	557,200	477,418	563,665	516,010
PERMITS EXPENSES/LEGAL FEES	375,000	325,922	375,000	350,000
EQUIPMENT	282,750	455,649	320,750	250,000
STOCK MATERIAL	132,000	114,250	152,000	152,000
PRINCIPAL-BONDED DEBT	4,477,531	4,477,531	7,460,226	7,600,225
INTEREST ON DEBT	3,539,573	3,418,283	3,671,779	3,638,713
PROJECTED PRINCIPAL DEBT	3,038,500	3,038,500	344,947	340,317
CAPITAL OUTLAY	330,000	330,000	200,000	-
ROLLING STOCK	405,000	405,000	405,000	470,000
ASSISTANCE PROGRAM	7,500	1,567	7,500	7,500
TRANSFER TO STORMWATER	451,789	451,789	469,044	486,628
GOFERR REIMBURSEMENT	-	-	-	-
OTHER OPERATING	585,606	630,547	685,029	813,525
<i>Other Operating</i>	19,140,845	19,733,355	20,123,455	20,753,150
<b>CASH REQUIREMENTS</b>	<b>23,461,898</b>	<b>23,582,395</b>	<b>24,700,040</b>	<b>25,655,365</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 and changes in operational 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 recently completed Peirce Island Wastewater Treatment Facility (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 wastewater operations.

## Sewer User Rates

### **The FY25 user rates reflect a 5% increase from the FY24 rates.**

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, upcoming individual National Pollutant Discharge Elimination Permits System (NPDES) permits from the EPA, the Great Bay Total Nitrogen General Permit and implementation of consent decree related items.

Utilization of the City's rate model and net position has allowed for predictable and steady rate increases, however, recent increases in treatment chemicals, bonding rates and anticipated future project costs recommend increasing the rate in FY25 to 5%. This increase is less than what was projected due to the award of a State Aid Grant for the Peirce Island Wastewater Treatment Upgrade project which will total \$35 million over the next thirty years. Payment of this grant will not be a lump sum, rather, interest and principal will be reduced each year for the 30 years of the term. The current sewer rate projection includes anticipated compliance costs related to the updated Pease WWTF NPDES permit and Pease facility upgrades anticipated to continue to meet that permit.

The proposed sewer rate for the first 10 units of water consumed per month will increase from \$16.49 to \$17.32, the rate for the consumption over 10 units per month will be increased from \$18.14 to \$19.05.

The proposed sewer rates include \$10.95 per unit which is directly related to the capital needs and debt repayment for the EPA mandated LTCP and treatment facility upgrade projects.

<b>FY25 Proposed Sewer Rates</b>	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$10.95
First 10 units billed per month	\$6.37
<b>Total First Tier Rate</b>	<b>\$17.32</b>
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$10.95
Over 10 units billed per month	\$8.10
<b>Total Second Tier Rate</b>	<b>\$19.05</b>

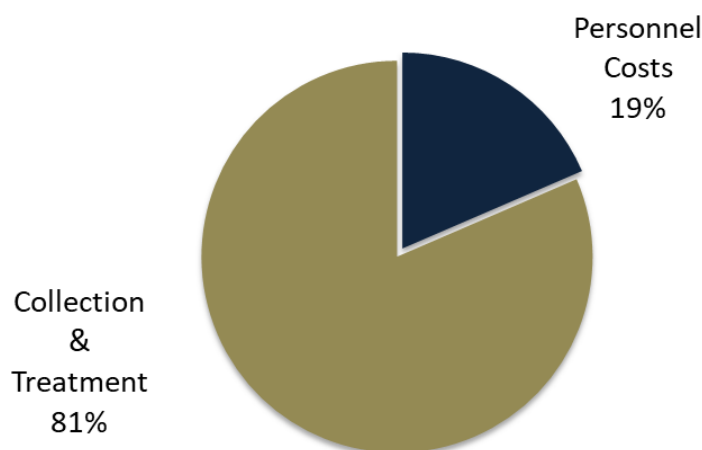
Detailed water usage analysis was performed as part of the comprehensive Water and Sewer rate study. The study analyzed water usage for all customers based on 2018 usage. This analysis provided a detailed picture of the usage demographics throughout the water and sewer systems.

<b>FY25 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	\$10.95	5	\$54.75
1st Tier sewer service rates	\$6.37	5	\$31.85
Minimum Charge (5/8" meter)	\$4.95	n/a	\$4.95
Total Monthly Charge			<b>\$91.55</b>
Total Annual Charge			<b>\$1,098.60</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 = \$3.01

### Operating Costs – Cash Basis



Personnel costs for the Sewer Division represent 19% of the total cash requirements, the remaining 81% represent costs related to the collection and treatment of the sewer system which includes capital outlay and repayment of debt.

In FY21, the City completed construction of the Peirce Island Wastewater Treatment Facility (WWTF) Upgrade, the largest public works project in the City's history. Work on the facility upgrade construction 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) and the facility was fully operational by FY22.

To support its wastewater NPDES permits, and as agreed in the Consent Decree Second Modification and the Great Bay Total Nitrogen General Permit, the Sewer Division continued 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. This work led to a novel watershed approach for the Great Bay Total Nitrogen General Permit which will involve the surrounding regulated communities.

The City completed a new Headworks Building (screening, grit removal, raw sewage pumping and odor control) in FY21 at the Pease WWTF. This was the most recent upgrade at the facility and many portions of the facility are also earmarked for replacement due to the age of the equipment and buildings, some which date back to 1954 when it was first constructed as part of the Pease Air Force base. The City is in the design phases the facility upgrades which will also have to consider treatment needs to meet the regulatory requirements of the recently issued NPDES permit from the EPA. It is anticipated that the details of the upgrade will be refined during FY25 and presented to City Council. The Division will continue to work with the Pease Development Authority to identify future needs of the Pease International Tradeport.

## 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>	
<u>Project Name</u>	<u>Amount</u>
None	-
<b>TOTALS</b>	<b>\$0</b>

<b>Rolling Stock</b>	
<u>Vehicle &amp; Equipment Replacement</u>	<u>Amount</u>
Vehicle - Ford Focus	35,000
114SD 10 Wheel Dump (Yel) w/Plow (Year 2 of 3)	70,000
Vactor (white) (Year 3 of 5)	130,000
New SCADA	35,000
Misc Equipment	200,000
<b>TOTALS</b>	<b>\$470,000</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 FY25 expenses.

<b>SEWER RATE CALCULATION</b>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	12,519,482	12,519,482
Permits/Legal Fees	350,000	350,000
Transfer to Stormwater	486,628	486,628
Equipment & Minor Capital needs	250,000	250,000
Depreciation	5,148,000	
Interest on Debt	3,670,760	3,670,760
Accrued Interest		(32,047)
Principal on Debt		7,600,225
Projected Principal Debt		340,317
OPEB Liability	97,500	
Capital Projects		0
Rolling Stock		470,000
<b>BUDGET RESOLUTION</b>	<b>22,522,370</b>	
<b>CASH REQUIREMENT</b>		<b>25,655,365</b>
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
<b>NON-User Fee- Revenues</b>		
Fees	540,000	540,000
State Aid Grant	2,001,776	2,001,776
Special Agreements Interest on Debt	761	761
Interest on Investment	1,250,000	1,250,000
<i>Sub Total</i>	<b>3,792,537</b>	<b>3,792,537</b>
<b>Other Financing Sources-Cash</b>		
Special Agreements Principal Debt		7,745
Bond Premium Amortization	342,712	
Use of Net Position	0	1,540,126
<i>Sub Total</i>	<b>342,712</b>	<b>1,547,871</b>
<b>FULL ACCRUAL REVENUES</b>	<b>4,135,249</b>	
<b>ESTIMATED CASH</b>		<b>5,340,408.00</b>
Required to be raised by User Rates		<b>20,314,957</b>
Rate Stabilization Reserve		<b>0</b>
<b>TO BE RAISED BY USER RATES</b>		<b>\$20,314,957</b>

## User Rates

CASH REQUIRED FOR NET CAPITAL COSTS			
<b>Total Estimated Billable Units</b>	1,100,387		
<b>Capital related Expenses</b>		\$10.95	12,049,255
TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)			
Billable Units at Tier 1	371,931		
Rate/Anticipated Revenue		\$6.37	2,367,471
Capital Related Expenses		\$10.95	4,072,648
<b>Total Tier 1 [0 - 10 units]</b>		<b>\$17.32</b>	6,440,120
Billable Units at Tier 2	728,456		
Rate/Anticipated Revenue		\$8.10	5,898,231
Capital Related Expenses		\$10.95	7,976,607
<b>Total Tier 2 [over 10 units]</b>		<b>\$19.05</b>	13,874,838
<b>Total Estimated User Revenues:</b>	<b>1,100,387</b>		<b>20,314,957</b>
<b>Total Estimated Consumption</b>	<b>1,100,387</b>	<b>Total to be raised by user rates</b>	<b>\$20,314,957</b>

## Programs and Services

**Sewer Assistance Programs:** Effective January 1, 2015, the City implemented two (2) Water and Sewer Assistance Programs for residential homeowners 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 and Pumping:** Support and maintain infrastructure for residential and commercial wastewater collection services in Portsmouth and the Pease International Tradeport.

- Clean, maintain and repair sewer infrastructure:
  - 120 miles of collection mains and sewer force mains
  - 1,650 manholes
  - 20 wastewater pumping stations
- 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 – New Castle, a few customers in Rye and a few in Greenland.

- Maintain two wastewater treatment facilities (WWTF) throughout Portsmouth and the Pease International Tradeport.



- Maintain advanced technical professional certifications for operation of facilities at or above required regulatory levels.
- Operate the most advanced WWTF in the state of New Hampshire at Peirce Island.
- Plan for an upgrade at the Pease WWTF to maintain the level of service.



**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 work.
- Perform engineering inspections for sewer construction projects.
- Optimize treatment facility performance.

## Goals and Objectives



**Goal #1:** Operate new Peirce Island Wastewater Treatment Facility to meet compliance with Great Bay Total Nitrogen General Permit and individual NPDES permit requirements.

### Objectives:

- ✓ Stabilize treatment performance and determine optimized treatment parameters.
- ✓ Balance treatment performance and nitrogen reduction to meet and/or exceed nitrogen load permit limits in the Great Bay Total Nitrogen General Permit.
- ✓ Implement recommendations for staffing changes to address the needs for operating more complex treatment systems and stringent discharge permit regulations.
- ✓ Continue work on Combined Sewer Overflow Long Term Control Plan (LTCP) and assess future needs sewer separation and rehabilitation to reduce extraneous flow to the WWTF.

### Performance Measurement:

- Meet NPDES permit requirements.

### Citywide Goal Addressed:

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment



**Goal #2:** Continue operations improvement program in both collection and treatment areas.

### Objectives:

- ✓ Continue implementation of asset management program for long term financial planning and level of service stability.
- ✓ Continue video line inspection program to refine sewer pipe asset needs.





- ✓ Continue to implement Fats, Oil and Grease (FOG) reduction measures and customer outreach.
- ✓ Confirm all necessary Industrial Pretreatment Permits are in place, monitored and billed. Prepare for official EPA Industrial Pretreatment Program requirements per the new Pease NPDES permit.
- ✓ Conduct equipment upgrades with focus on energy efficiency and decreased energy consumption.
- ✓ Continue preventative maintenance program, corrective maintenance tracking and process improvements.

*Performance Measurement:*

- *Update and formally document FOG related permits.*
- *Update database of all businesses that fall under the federal Industrial Pretreatment Program reviewing 100% of relevant businesses in the City.*

*Citywide Goal Addressed:*

- *Maintain Financial Stability*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



**Goal #3:** Minimize impacts to City and State waterways from combined sewer overflow and sewer system overflows



*Objectives:*

- ✓ Continue implementation of Combined Sewer Overflow Long Term Control Plan (LTCP) and Supplemental Compliance Plan projects (sewer separation).
- ✓ Continue evaluation of stormwater options, including the potential of creating a stand-alone stormwater utility.
- ✓ Continue implementation of water efficiency program to reduce base flows to sewer and wastewater treatment facilities.
- ✓ Continue implementing sewer rehabilitation throughout the City as recommended in the Inflow and Infiltration study.
- ✓ Address illicit sanitary discharges to the drainage system.
- ✓ Upgrade pump stations and rehabilitate sewers.

*Performance Measurement:*

- *Construction sewer separation activities along a minimum 1,000 linear feet of roadway with existing combined sewer.*

*Citywide Goal Addressed:*

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*

## Performance Measures

	FY22	FY23	FY24 (Estimated)
Linear Feet of wastewater pipe inspected	33,755	30,006	35,000
Linear Feet of wastewater pipe cleaned	21,025	16,400	15,000
Number of Sewer System Overflows	10	3	8
Number of Combined Sewer Overflow Activations	8	9	8
Volume of Combined Sewer Overflows (million gallons)	7.92	19.7	6.8
Tons of Biochemical Oxygen Demand Treated and Removed from Wastewater	1,325	1065	1429
Tons of Total Suspended Solids Treated and Removed from Wastewater	1,122	1136	1145
Tons of Nitrogen Treated and Removed from Wastewater	132	154	143
DigSafe Tickets (locating)	2,885	3,077	3,250
DigSafe Labor Hours	1,696	1,219	1,350

**FY25 BUDGETED POSITION AND SALARY DETAIL**

<b>SEWER DIVISION</b>	<b>STEP</b>	<b>POSITION</b>	<b>SALARY</b>
<b>ADMINISTRATION</b>			
NON GRADE 28	1G/11H	① DEPUTY CITY MGR/REGULATORY COUNSEL	34,644
NON GRADE 26	H	⑭ DIRECTOR OF PUBLIC WORKS AND FACILITIES	15,737
NON GRADE 25	G	⑨ DIRECTOR OF WATER RESOURCES/DEP PW DIRECTOR	73,637
PMA GRADE 21	E	⑦ FACILITIES MANAGER	29,504
NON GRADE 20	E	⑦ OPERATIONS DIRECTOR	28,107
PMA GRADE 16	11D/1E	⑨ PROJECT MANAGER	44,302
SMA GRADE 16	H	⑧ FLEET GENERAL FOREMAN	29,252
NON GRADE 15	F	⑦ ADMINISTRATIVE MANAGER-PW	22,289
PMA GRADE 15	7.5B/4.5C	⑯ ELECTRICAL INSPECTOR/TECHNICIAN	23,305
1386A GRADE 13	E	⑧ EQUIPMENT MECHANIC TECHNICIAN	21,987
1386A GRADE 13	G	⑧ EQUIPMENT MECHANIC TECHNICIAN	23,213
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	19,943
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	19,943
PMA GRADE 9	5.5F/6.5G	⑦ OPERATIONAL SUPPORT COORDINATOR	16,840
PMA GRADE 9	E	⑦ ADMINISTRATIVE ASSISTANT I	16,517
PMA GRADE 9	E	⑰ ADMINISTRATIVE ASSISTANT I	19,821
PMA GRADE 9	C	⑧ INVENTORY MANAGEMENT SPECIALIST	17,978
1386B GRADE 9	2.5C/9.5D	⑨ ADMINISTRATIVE ASSISTANT-UTILITY BILLING	31,149
1386B GRADE 7	I	⑦ ADMINISTRATIVE CLERK	14,636
PMA GRADE 7	G	⑦ SPECIAL PROJECT COORDINATOR	15,471
1386A GRADE 5	11D/1E	⑧ EQUIPMENT MECHANIC ASSISTANT	14,279
		ON CALL	3,510
		EDUCATION STIPEND(S)	2,325
<b>TOTAL ADMINISTRATION</b>			<b>538,389</b>
<b>ENGINEERING</b>			
PMA GRADE 24	5.5D/6.5E	⑨ ENGINEER SUPERVISOR	66,753
PMA GRADE 18	G	⑨ SCADA MANAGER	52,442
PMA GRADE 18	E	⑨ ASSISTANT CITY ENGINEER/PLANNER	51,030
PMA GRADE 16	5.5D/6.5E	⑨ PROJECT MANAGER	45,313
PMA GRADE 18	H	⑨ GIS & STORMWATER MANAGER	53,491
PMA GRADE 15	G	SCADA TECH II	90,716
PMA GRADE 12	10C/2D	⑨ SCADA TECH	35,071
PMA GRADE 9	H	⑨ GIS SPECIALIST	34,627
PMA GRADE 9	E	⑥ ASSOCIATE PLANNER	16,517
		ON CALL	5,850
		EDUCATION STIPEND(S)	1,344
<b>TOTAL ENGINEERING</b>			<b>453,154</b>
<b>SEWER TREATMENT FACILITIES</b>			
SMA GRADE 19	8E/4F	CHIEF PLANT OPERATOR-PEIRCE ISLAND	107,521
SMA GRADE 17	E	CHIEF PLANT OPERATOR-PEASE	97,672
SMA GRADE 16	E	ASSISTANT CHIEF PLANT OPERATOR-PEASE	93,021
SMA GRADE 16	E	ASSISTANT CHIEF PLANT OPERATOR-PIERCE ISLAND	93,021
PMA GRADE 16	E	PRETREATMENT COORDINATOR	92,648
PMA GRADE 15	E	⑨ SCADA TECH II	44,137
SMA GRADE 15	.5B/11.5C	TREATMENT OPERATION FOREMAN-PIERCE ISLAND	80,226
SMA GRADE 15	4.5C/7.5D	TREATMENT OPERATION FOREMAN-PEASE	82,897
1386A GRADE 13	F	PLANT OPERATOR-L2 - PEIRCE ISLAND	75,306
1386A GRADE 13	E	PLANT OPERATOR-L2 - PEIRCE ISLAND	73,291
1386A GRADE 13	C	PLANT OPERATOR-L2 - PEIRCE ISLAND	66,477

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<b>STEP</b>	<b>POSITION</b>	<b>SALARY</b>
1386A GRADE 13	3.5C/8.5D	PLANT OPERATOR-L2- LIFT STATIONS-HYBRID	68,831
1386A GRADE 13	7C/5D	PLANT OPERATOR-L2 - PEASE	61,315
1386A GRADE 13	C	PLANT OPERATOR-L2 - PEASE	66,477
1386A GRADE 13	7C/5D	PLANT OPERATOR-L2 - PEIRCE ISLAND	67,862
1386A GRADE 13	7C/5D	PLANT OPERATOR-L2 - PEIRCE ISLAND	67,862
		ON CALL	1,463
		ON CALL MONITORING	43,960
		EDUCATION STIPEND(S)	1,792
<b>TOTAL TREATMENT FACILITIES</b>			<b>1,285,779</b>

LIFT STATIONS

SMA GRADE 14	.5E/11.5F	PUMP STATIONS FOREMAN	85,246
1386A GRADE 13	C	PLANT OPERATOR-L2- LIFT STATIONS	66,477
1386A GRADE 13	E	PLANT OPERATOR-L2- LIFT STATIONS	73,291
		ON CALL MONITORING	21,980
<b>TOTAL LIFT STATIONS</b>			<b>246,994</b>

COLLECTION

PMA GRADE 16	H	⑨ PROJECT MANAGER	48,558
SMA GRADE 16	4F/8G	⑨ GENERAL FOREMAN	47,523
SMA GRADE 14	H	⑫ UTILITY INSPECTION AND MAINTENANCE FOREMAN	44,255
SMA GRADE 14	G	SEWER FOREMAN	86,774
1386A GRADE 9	F	⑫ CAMERA OPERATOR-L2	31,924
1386A GRADE 8	G	EQUIPMENT OPERATOR-L2	62,574
1386A GRADE 8	9.5F/2.5G	⑫ EQUIPMENT OPERATOR-L2	30,647
1386A GRADE 7	E	UTILITY MECHANIC-L2	56,688
1386A GRADE 6	C	TRUCK DRIVER I-L2	49,282
		ON CALL	7,313
<b>TOTAL COLLECTION</b>			<b>465,538</b>

METERS

1386A GRADE 7	G	⑩ UTILITY MECHANIC-L2	14,932
1386A GRADE 7	E	⑩ UTILITY MECHANIC-L2	13,705
1386A GRADE 7	G	⑨ UTILITY MECHANIC-L2	29,865
1386A GRADE 7	10D/2E	⑨ UTILITY MECHANIC-L2	27,261
		ON CALL	731
<b>TOTAL METERS</b>			<b>86,494</b>

**TOTAL FULL TIME 3,076,348**

NON GRADE 12	1.5A/10.5B	④ ACCOUNTANT I (32.5 HRS/WK)	14,269
		SEASONAL LABORERS	5,871
		ENGINEERING INTERNS	40,000
<b>TOTAL PART TIME</b>			<b>60,140</b>

**TOTAL DEPARTMENT 3,136,488**

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ① 60% CITY MANAGER, 20% WATER, 20% SEWER
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑥ 50% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER
- ⑦ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑧ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑨ 50% WATER, 50% SEWER
- ⑩ 75% WATER, 25% SEWER
- ⑫ 50% SEWER, 50% STORMWATER
- ⑭ 70% PUBLIC WORKS, 10% WATER, 10% SEWER, 10% PARKING
- ⑯ 40% INSPECTION, 30% WATER, 30% SEWER
- ⑰ 30% PARKING, 30% WATER, 30% SEWER, 10% PUBLIC WORKS

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
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## SEWER DEPARTMENT

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

Account Title	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
011001 REGULAR SALARIES	428,325	315,338	486,108	538,389
011061 INSURANCE REIMBURSEMENT	6,660	12,353	17,100	17,100
012001 PART TIME SALARIES	9,317	4,163	10,723	14,269
014041 OVERTIME	5,000	7,559	9,000	6,000
015001 LONGEVITY	14,123	14,288	14,930	17,209
016001 LEAVE AT TERMINATION	40,000	76,531	40,000	35,000
021001 INSURANCE-HEALTH	600,000	493,411	571,000	666,200
021101 INSURANCE-DENTAL	39,250	37,882	42,000	49,500
021501 INSURANCE-LIFE	4,207	3,486	4,800	5,103
021601 INSURANCE-DISABILITY	7,667	6,345	8,800	9,321
021802 OPEB-HEALTH INS EXP	8,000	(11,898)	8,000	8,000
021803 OPEB-MED SUBSIDY EXP	2,500	30,543	2,500	7,500
022001 SOCIAL SECURITY	28,733	27,563	33,223	36,764
022501 MEDICARE	6,719	6,453	7,770	8,598
023001 RETIREMENT	63,848	57,900	71,051	78,298
023004 OPEB-RETIREMENT LIAB ADJ	82,000	95,629	82,000	82,000
026002 INSURANCE-WORKERS COMP	49,631	49,631	43,456	46,976
030101 PROF SERVICES-AUDIT	10,450	10,450	13,165	14,300
031002 PROF SERVICES-ENGINEERING	70,000	349	70,000	225,000
032001 PROF SERVICES-O/S COUNSEL	125,000	141,006	125,000	125,000
033002 ADMINISTRATIVE OVERHEAD	802,211	802,211	874,665	926,466
034001 LOCK BOXES	6,500	4,451	4,200	5,500
034103 TELEPHONE	2,100	1,159	1,900	1,680
034206 SOFTWARE-ANNUAL MAINT	74,000	79,088	102,575	131,898
035002 PROF SERV- SUBSTANCE TEST	750	1,930	2,000	2,000
035004 OCCUPATIONAL HEALTH	2,500	2,825	-	-
039001 PROFESSIONAL SERVICES	20,000	87,672	20,000	20,000
039054 PROF/SERVICES-CONTRACT	15,000	13,685	15,000	-
043024 REPAIRS-VEHICLE	1,250	24	-	-
043028 MAINTENANCE	4,500	7,024	-	8,040
044006 PRINTING LEASE/MAINT	2,500	1,286	1,500	2,220
048001 PROPERTY INS-DEDUCTIBLES	3,000	2,000	3,000	3,000
048002 PROPERTY INSURANCE	70,956	70,956	87,334	82,660
053001 ADVERTISING	2,500	110	2,000	2,000
054050 TRAINING	1,350	1,271	2,000	2,000
055050 PRINTING	20,000	16,939	15,000	25,400
056001 DUES PROFESSIONAL ORGANIZ	500	-	300	1,650
057101 TRAVEL AND CONFERENCE	1,750	842	1,500	2,700
061001 FIRST AID	750	157	750	1,800
061003 MEETING SUPPLIES	-	-	-	500
062001 OFFICE SUPPLIES	4,000	4,068	3,200	5,000
062011 OPERATING SUPPLIES	-	2,338	-	-
062501 POSTAGE	34,500	27,435	25,000	32,700
063501 GASOLINE	41,250	42,256	40,000	48,375
067001 BOOKS & PERIODICALS	-	-	-	-
074000 MACHINERY AND EQUIPMENT	2,000	-	1,500	-
075001 FURNITURE AND FIXTURES	250	323	250	500
081004 ABATEMENTS	12,500	2,141	12,500	12,500
086001 DEPRECIATION	5,300,000	5,035,803	5,275,000	5,148,000
088011 ASSISTANCE WATER/SEWER	7,500	1,567	7,500	7,500
092101 FINANCING FEES ON DEBT	20,000	11,921	58,000	35,000
098102 INTEREST-BONDED DEBT	3,557,073	3,435,783	3,698,628	3,670,760
	<b>11,612,620</b>	<b>11,036,245</b>	<b>11,915,928</b>	<b>12,170,376</b>

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

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

011001	REGULAR SALARIES	416,325	389,854	424,703	453,154
012001	PART TIME SALARIES	31,248	20,094	40,000	40,000
014041	OVERTIME	-	4,275	250	2,500
022001	SOCIAL SECURITY	27,773	24,981	28,827	30,731
022501	MEDICARE	6,515	5,842	6,742	7,187
023001	RETIREMENT	58,536	55,404	57,496	61,650
031002	PROF SERVICES-ENGINEERING	12,500	3,988	25,000	50,000
031006	PROF SRVCS-GREAT BAY	250,000	184,917	250,000	225,000
034103	TELEPHONE	1,500	1,836	2,000	1,800
034104	CELLULAR PHONES	2,100	2,105	1,900	1,920
039054	PROF/SERVICES-CONTRACT	15,000	320	15,000	11,000
044006	PRINTING LEASE/MAINT	285	-	-	-
054003	STATE CERTIFICATION	300	-	500	600
054050	TRAINING	650	564	2,000	3,400
056001	DUES PROFESSIONAL ORGANIZ	1,250	-	1,250	1,600
057101	TRAVEL AND CONFERENCE	1,950	76	1,950	600
062001	OFFICE SUPPLIES	500	580	500	300
062005	PRINTING SUPPLIES	250	-	-	-
062007	COMPUTER/PRINTER SUPPLIES	1,250	229	-	500
062011	OPERATING SUPPLIES	-	353	-	950
067001	BOOKS & PERIODICALS	250	-	-	200
074000	MACHINERY AND EQUIPMENT	250	-	250	250
		<b>828,432</b>	<b>695,418</b>	<b>858,368</b>	<b>893,342</b>

**TRANSFER TO STORMWATER**  
51-751-640-49-100-491

091008	TRANSFER-STORMWATER	321,789	321,789	334,044	351,628
091009	TRANSFER-ROLLING STOCK SW	130,000	130,000	135,000	135,000
		<b>451,789</b>	<b>451,789</b>	<b>469,044</b>	<b>486,628</b>

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

011001	REGULAR SALARIES	695,372	513,979	696,894	736,001
011060	ON CALL MONITORING	21,980	26,523	21,980	21,980
012001	PART TIME SALARIES	-	1,369	-	-
014041	OVERTIME	58,000	65,904	60,000	60,000
022001	SOCIAL SECURITY	48,074	36,269	48,290	50,715
022501	MEDICARE	11,244	8,482	11,294	11,861
023001	RETIREMENT	109,016	85,164	105,382	110,673
031003	PROF SERVICES-SCADA	-	-	-	3,000
034103	TELEPHONE	5,500	4,539	5,000	4,800
034104	CELLULAR PHONES	7,300	8,219	7,500	10,020
039001	PROFESSIONAL SERVICES	190,000	163,444	200,000	21,960
039051	SECURITY/ALARMS	500	-	500	2,700
041002	ELECTRICITY	410,000	301,244	420,000	425,885
041103	PROPANE GAS	100,000	111,039	125,000	125,000
041205	WATER /SEWER FEES	65,000	125,401	80,000	131,043
041308	GRIT DISPOSAL	600,000	637,322	600,000	-
041309	GRIT AND GREASE REMOVAL	15,000	16,078	10,000	122,850
041311	BIOSOLIDS DISPOSAL	-	-	-	600,000
043004	REPAIRS-PLUMBING	1,000	898	1,000	2,000
043011	REPAIRS-SPRINKLER SYS	-	-	-	1,000
043018	REPAIRS-EQUIPMENT	46,000	268,744	47,500	50,000
043024	REPAIRS-VEHICLE	6,500	487	6,500	2,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	23,336	12,000	5,000
043027	REPAIRS-OFFICE EQUIPMENT	-	1,723	-	-
043028	MAINTENANCE	100,000	93,361	100,000	90,270
043031	SCADA EQUIPMENT	15,000	31,311	20,000	17,600
043032	GENERATOR MAINTENANCE	3,000	8,661	3,000	3,000

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
044006	PRINTING LEASE/MAINT	1,200	1,341	1,200	1,440
054003	STATE CERTIFICATION	250	50	200	350
054050	TRAINING	5,000	7,550	7,500	3,000
056001	DUES PROFESSIONAL ORGANIZ	1,500	620	1,250	1,670
057101	TRAVEL AND CONFERENCE	2,500	325	2,000	1,800
057102	TRAVEL REIMBURSEMENT	2,500	1,110	2,000	500
062001	OFFICE SUPPLIES	5,000	3,304	5,000	5,000
062011	OPERATING SUPPLIES	15,000	16,574	20,000	20,000
063800	MATERIALS-CHEMICALS	1,500,000	1,769,240	1,750,000	1,994,761
068003	PROTECTIVE CLOTHING	8,000	8,119	6,500	8,584
068030	TOOLS	5,000	7,226	7,500	8,500
074000	MACHINERY AND EQUIPMENT	50,000	158,046	100,000	50,000
		<b>4,114,436</b>	<b>4,507,001</b>	<b>4,484,990</b>	<b>4,705,463</b>

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

011001	REGULAR SALARIES	406,829	439,513	494,334	505,818
011060	ON CALL MONITORING	21,980	26,115	21,980	21,980
014041	OVERTIME	50,000	61,219	65,000	65,000
022001	SOCIAL SECURITY	29,687	31,578	36,041	36,753
022501	MEDICARE	6,944	7,385	8,429	8,596
023001	RETIREMENT	67,321	74,075	78,652	80,206
031002	PROF SERVICES-ENGINEERING	25,000	1,963	25,000	25,000
031003	PROF SERVICES-SCADA	-	-	-	1,250
034103	TELEPHONE	3,500	3,415	3,500	3,500
034104	CELLULAR PHONES	8,000	8,102	8,400	8,400
039001	PROFESSIONAL SERVICES	40,000	16,233	40,000	-
041002	ELECTRICITY	200,000	139,753	210,000	210,000
041103	PROPANE GAS	25,000	26,941	25,000	25,000
041205	WATER /SEWER FEES	13,500	7,114	13,500	21,500
041301	RUBBISH REMOVAL	5,000	-	5,000	-
041308	GRIT DISPOSAL	125,000	114,074	150,000	-
041309	GRIT AND GREASE REMOVAL	25,000	5,613	25,000	10,000
041311	BIOSOLIDS DISPOSAL	-	-	-	160,000
043002	REPAIRS-ELECTRICAL	25,000	13,927	25,000	25,000
043005	REPAIRS-HEATING SYSTEM	-	-	-	50,000
043018	REPAIRS-EQUIPMENT	100,000	287,296	100,000	100,000
043024	REPAIRS-VEHICLE	3,000	780	3,000	3,000
043025	REPAIRS-BLDINGS & GROUNDS	75,000	109,568	75,000	75,000
043028	MAINTENANCE	25,000	35,887	25,000	37,800
043031	SCADA EQUIPMENT	35,000	12,393	35,000	16,000
043032	GENERATOR MAINTENANCE	9,000	1,245	9,000	9,000
044006	PRINTING LEASE/MAINT	600	725	700	700
054003	STATE CERTIFICATION	350	-	350	350
054050	TRAINING	3,000	1,786	3,000	3,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	200	1,000	1,000
057101	TRAVEL AND CONFERENCE	4,000	837	4,000	4,000
057102	TRAVEL REIMBURSEMENT	1,500	382	1,500	1,500
062001	OFFICE SUPPLIES	5,000	3,410	5,000	5,000
062011	OPERATING SUPPLIES	-	769	-	-
063601	DIESEL FUEL	850	-	850	850
063800	MATERIALS-CHEMICALS	125,000	257,667	235,000	297,580
068002	CLOTHING	-	230	-	-
068003	PROTECTIVE CLOTHING	4,500	7,656	4,500	7,620
068030	TOOLS	4,000	3,200	4,000	4,000
074000	MACHINERY AND EQUIPMENT	45,000	90,682	45,000	45,000
		<b>1,519,561</b>	<b>1,791,732</b>	<b>1,786,736</b>	<b>1,869,403</b>



		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>LABORATORY PORTSMOUTH</b>					
<b>51-751-670-55-181-491</b>					
039010	PROF/SERVICES-LAB TESTS	35,000	31,250	30,000	32,000
043018	REPAIRS-EQUIPMENT	2,000	370	2,000	8,000
043028	MAINTENANCE	1,500	-	1,500	1,000
062001	OFFICE SUPPLIES	325	7,911	750	-
062011	OPERATING SUPPLIES	20,000	28,426	25,000	19,000
074000	MACHINERY AND EQUIPMENT	5,000	710	5,000	2,400
		<b>63,825</b>	<b>68,668</b>	<b>64,250</b>	<b>62,400</b>
<b>LABORATORY PEASE</b>					
<b>51-751-670-55-581-491</b>					
039010	PROF/SERVICES-LAB TESTS	45,000	55,890	60,000	65,000
043018	REPAIRS-EQUIPMENT	6,000	27,139	10,000	10,000
062011	OPERATING SUPPLIES	30,000	44,404	40,000	50,000
074000	MACHINERY AND EQUIPMENT	6,000	28,551	12,000	12,000
		<b>87,000</b>	<b>155,984</b>	<b>122,000</b>	<b>137,000</b>
<b>LIFT STATIONS PORTSMOUTH</b>					
<b>51-751-670-65-141-491</b>					
011001	REGULAR SALARIES	205,210	181,447	203,420	225,014
011060	ON CALL MONITORING	21,980	18,169	21,980	21,980
014041	OVERTIME	30,000	36,261	30,000	32,000
022001	SOCIAL SECURITY	15,947	14,128	15,835	17,298
022501	MEDICARE	3,730	3,304	3,703	4,045
023001	RETIREMENT	36,162	33,164	34,556	37,748
031003	PROF SERVICES-SCADA	10,000	14,909	10,000	1,250
034103	TELEPHONE	3,200	4,180	4,600	5,760
034104	CELLULAR PHONES	10,000	4,755	3,500	6,600
039001	PROFESSIONAL SERVICES	10,000	6,741	8,000	10,000
039051	SECURITY/ALARMS	800	-	500	650
041002	ELECTRICITY	80,000	74,570	95,000	119,380
041101	NATURAL GAS	7,000	6,432	-	10,406
041103	PROPANE GAS	3,750	1,682	3,750	1,500
041205	WATER /SEWER FEES	3,000	3,454	3,000	9,240
041309	GRIT AND GREASE REMOVAL	10,000	-	8,000	-
043018	REPAIRS-EQUIPMENT	35,000	57,080	38,000	50,000
043024	REPAIRS-VEHICLE	2,000	710	2,000	1,000
043025	REPAIRS-BLDINGS & GROUNDS	50,000	53,296	50,000	52,050
043028	MAINTENANCE	10,000	13,262	10,000	10,200
043031	SCADA EQUIPMENT	-	-	-	3,000
043032	GENERATOR MAINTENANCE	16,000	6,388	16,000	16,000
054003	STATE CERTIFICATION	200	110	200	400
054050	TRAINING	2,000	2,493	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	300	300	300	300
057101	TRAVEL AND CONFERENCE	500	92	500	500
057102	TRAVEL REIMBURSEMENT	200	118	100	100
062001	OFFICE SUPPLIES	2,000	1,168	180	500
062011	OPERATING SUPPLIES	5,000	7,645	6,500	3,260
063601	DIESEL FUEL	1,500	1,472	2,000	2,000
068003	PROTECTIVE CLOTHING	2,000	3,913	3,000	6,570
068030	TOOLS	3,000	1,848	3,000	3,000
074000	MACHINERY AND EQUIPMENT	43,000	77,290	46,000	50,000
098102	INTEREST-BONDED DEBT	-	-	-	-
		<b>623,479</b>	<b>630,381</b>	<b>625,624</b>	<b>703,751</b>

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

**LIFT STATION MECHANIC STREET**  
51-751-670-65-142-491

031003	PROF SERVICES-SCADA	-	-	-	1,250
039054	PROF/SERVICES-CONTRACT	5,000	450	5,000	10,000
041002	ELECTRICITY	115,000	91,253	130,000	136,000
041101	NATURAL GAS	2,000	1,493	2,000	3,834
041205	WATER /SEWER FEES	-	-	-	1,000
041309	GRIT AND GREASE REMOVAL	-	-	-	10,000
043018	REPAIRS-EQUIPMENT	30,000	13,417	30,000	49,500
043025	REPAIRS-BLDINGS & GROUNDS	17,500	14,762	15,000	17,000
043028	MAINTENANCE	6,000	3,394	6,000	5,000
043031	SCADA EQUIPMENT	10,000	17,687	10,000	10,000
043032	GENERATOR MAINTENANCE	6,000	3,584	6,000	15,000
062011	OPERATING SUPPLIES	1,000	467	1,000	2,380
063601	DIESEL FUEL	1,500	7,521	2,200	2,200
074000	MACHINERY AND EQUIPMENT	12,000	6,713	10,000	8,000
		<b>206,000</b>	<b>160,742</b>	<b>217,200</b>	<b>271,164</b>

**LIFT STATION DEER STREET**  
51-751-670-65-143-491

031003	PROF SERVICES-SCADA	-	-	-	1,250
041002	ELECTRICITY	65,000	54,868	70,000	70,000
041101	NATURAL GAS	-	-	-	2,120
041309	GRIT AND GREASE REMOVAL	-	-	-	5,000
043018	REPAIRS-EQUIPMENT	8,000	7,005	12,000	12,400
043025	REPAIRS-BLDINGS & GROUNDS	2,500	2,490	3,500	3,000
043028	MAINTENANCE	2,500	1,984	2,500	2,650
043031	SCADA EQUIPMENT	10,000	5,763	10,000	5,000
043032	GENERATOR MAINTENANCE	5,000	3,210	5,000	5,000
062011	OPERATING SUPPLIES	500	221	500	500
063601	DIESEL FUEL	1,750	719	2,000	2,000
		<b>95,250</b>	<b>76,260</b>	<b>105,500</b>	<b>108,920</b>

**LIFT STATIONS PEASE**  
51-751-670-65-541-491

041002	ELECTRICITY	3,500	2,990	3,500	4,000
041101	NATURAL GAS	1,500	1,074	1,500	2,120
041205	WATER /SEWER FEES	600	1,733	1,800	2,400
043018	REPAIRS-EQUIPMENT	2,500	2,500	2,500	2,500
043028	MAINTENANCE	500	-	500	500
043031	SCADA EQUIPMENT	-	-	-	2,250
043032	GENERATOR MAINTENANCE	1,000	-	1,000	750
062011	OPERATING SUPPLIES	250	-	250	500
074000	MACHINERY AND EQUIPMENT	2,500	2,315	2,500	6,000
074001	EQUIPMENT	500	-	500	500
		<b>12,850</b>	<b>10,613</b>	<b>14,050</b>	<b>21,520</b>

**COLLECTION ADMINISTRATION PORTSMOUTH**  
51-751-680-51-100-491

011001	REGULAR SALARIES	410,026	348,806	445,627	465,538
012001	PART TIME SALARIES	6,231	-	5,871	5,871
014041	OVERTIME	20,000	47,879	40,000	40,000
022001	SOCIAL SECURITY	27,026	23,953	30,473	31,707
022501	MEDICARE	6,344	5,602	7,127	7,415
023001	RETIREMENT	61,293	55,774	66,500	69,194
034103	TELEPHONE	2,800	2,647	3,500	3,000
034104	CELLULAR PHONES	3,150	4,994	4,200	4,400
039054	PROF/SERVICES-CONTRACT	35,000	12,050	20,000	20,000
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	21,891	15,000	20,000

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
041308	GRIT DISPOSAL	20,000	-	15,000	25,000
043018	REPAIRS-EQUIPMENT	5,000	461	2,500	2,000
043024	REPAIRS-VEHICLE	30,000	57,776	25,000	25,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	232	1,500	15,000
043028	MAINTENANCE	-	1,683	-	-
044004	RENTAL STORAGE UNIT	5,100	425	-	-
044006	PRINTING LEASE/MAINT	1,500	759	900	960
054050	TRAINING	2,000	5,025	2,500	18,000
056001	DUES PROFESSIONAL ORGANIZ	-	-	350	-
062001	OFFICE SUPPLIES	1,000	1,256	1,500	550
062011	OPERATING SUPPLIES	5,000	6,446	5,000	1,450
065051	GROUNDSKEEPING-DIG SAFE	6,500	5,036	6,500	7,500
067001	BOOKS & PERIODICALS	-	153	-	-
068002	CLOTHING	-	143	-	-
068003	PROTECTIVE CLOTHING	5,000	3,307	6,000	7,120
068012	STOCK INVENTORY	-	7,138	-	-
068030	TOOLS	7,500	4,451	7,500	9,000
074000	MACHINERY AND EQUIPMENT	4,500	535	9,000	9,000
		<b>681,470</b>	<b>618,421</b>	<b>721,548</b>	<b>787,705</b>

**COLLECTION METERS PORTSMOUTH  
51-751-680-64-100-491**

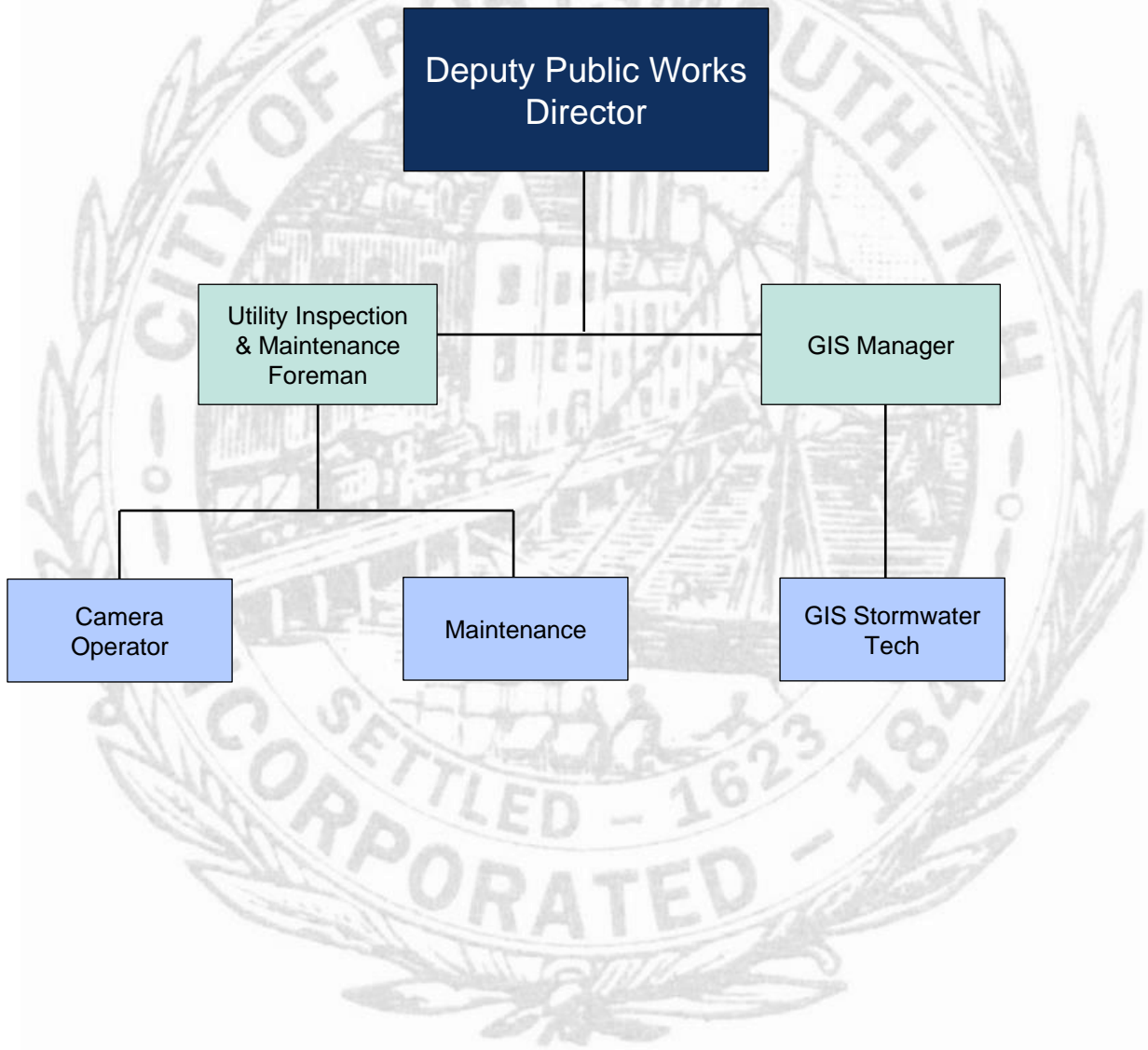
011001	REGULAR SALARIES	82,731	69,327	81,844	86,494
014041	OVERTIME	5,000	4,401	5,000	5,000
022001	SOCIAL SECURITY	5,440	4,367	5,384	5,672
022501	MEDICARE	1,273	1,021	1,260	1,328
023001	RETIREMENT	12,336	10,509	11,750	12,379
039054	PROF/SERVICES-CONTRACT	11,000	51,610	3,000	3,000
043018	REPAIRS-EQUIPMENT	8,500	482	3,000	1,500
062011	OPERATING SUPPLIES	6,625	2,611	6,625	6,000
068003	PROTECTIVE CLOTHING	-	706	1,365	1,400
068016	MATERIALS	70,000	47,778	90,000	90,000
074000	MACHINERY AND EQUIPMENT	35,000	21,035	7,000	6,000
		<b>237,905</b>	<b>213,846</b>	<b>216,228</b>	<b>218,773</b>

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>COLLECTION MAINS PORTSMOUTH</b>					
<b>51-751-680-67-100-491</b>					
039054	PROF/SERVICES-CONTRACT	5,000	1,660	2,500	3,000
043018	REPAIRS-EQUIPMENT	1,000	-	-	2,500
043028	MAINTENANCE	11,250	11,092	11,250	11,425
068016	MATERIALS	62,000	66,473	62,000	62,000
074000	MACHINERY AND EQUIPMENT	7,000	2,619	7,000	7,000
		<b>86,250</b>	<b>81,844</b>	<b>82,750</b>	<b>85,925</b>
<b>TOTAL SEWER DIVISION</b>		<b>20,620,867</b>	<b>20,498,941</b>	<b>21,684,216</b>	<b>22,522,370</b>
<b>CASH REQUIREMENTS ADJUSTMENTS</b>					
021804	OPEB-CASH REVERSAL	-	-	(92,500)	(97,500)
021802	OPEB-HEALTH INS EXP	(92,500)	-	-	-
070000	CAPITAL OUTLAY	330,000	330,000	200,000	-
086001	DEPRECIATION	(5,300,000)	(5,035,803)	(5,275,000)	(5,148,000)
098001	PRINCIPAL-BONDED DEBT	4,477,531	4,477,531	7,460,226	7,600,225
098102	INTEREST-BONDED DEBT	(17,500)	(17,500)	(26,849)	(32,047)
098010	PROJECTED NEW BOND PAYMNT	3,038,500	3,038,500	344,947	340,317
099002	ROLLING STOCK	405,000	405,000	405,000	470,000
<b>Total Cash Requirements Adjustment</b>		<b>2,841,031</b>	<b>3,197,728</b>	<b>3,015,824</b>	<b>3,132,995</b>
<b>TOTAL CASH REQUIREMENTS SEWER</b>		<b>23,461,898</b>	<b>23,696,669</b>	<b>24,700,040</b>	<b>25,655,365</b>

# Public Works Department

## Stormwater Division

(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	FY23	FY24	FY25
Utility Inspection and Maintenance Foreman	0.50	0.50	0.50
GIS Stormwater Tech	0.50	0.50	0.50
Camera Operator	0.50	0.50	0.50
Equipment Operator I	1.00	1.50	1.50
Utility Mechanic	0.50	1.00	1.00
Laborer	2.00	1.00	1.00
<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 in the Department of Public Works. The FY25 proposed budget is \$1,095,256. This is a net increase of \$292,168 or 36.4% from FY24. For FY25, \$703,256 of this proposed budget is funded equally by a transfer from the General Fund DPW Highway Division and the Sewer Division Enterprise Fund. The remaining portion of \$392,000 is funded by surplus (Fund Balance) from prior year to partially fund Rolling Stock purchases (\$155,000), a GPS tracking package (\$37,000), and the purchase of a leaf vacuum/sweeper (\$200,000). The remaining net increase for operating expenses of \$35,168 or 5.3% is primarily attributed to increased costs for vehicle repairs, grit disposal, and contractual agreements.

Prior to establishing this Division, Stormwater functions were accounted for in the General Fund Public Works Department Highway Division as well as the Sewer Enterprise Fund.

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>STORMWATER</b>				
SALARIES	269,618	164,317	276,438	307,103
OVERTIME	20,000	16,466	20,000	18,000
LONGEVITY	2,262	1,531	1,569	1,611
RETIREMENT	41,711	25,341	40,591	44,340
HEALTH/DENTAL	76,250	60,628	125,250	111,104
INSURANCE REIMBURSEMENT	4,780	2,695	2,000	1,000
WORKERS COMPENSATION	7,631	7,631	5,210	2,605
OTHER BENEFITS	23,917	14,190	24,280	26,523
CONTRACTED SERVICES	103,000	43,276	75,000	83,500
OTHER OPERATING	94,300	71,888	97,750	107,470
COLLECTIVE BARGAINING	108	-	-	-
TRANSFER-ROLLING STOCK SW	-	-	135,000	392,000
<b>TOTAL</b>	<b>643,577</b>	<b>407,961</b>	<b>803,088</b>	<b>1,095,256</b>

## FY25 Budget Summary of Revenues

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
TRANSFER-SEWER FUND	321,789	321,789	334,044	351,628
TRANSFER-GENERAL FUND	321,789	321,789	334,044	351,628
MISC REVENUE				
USE OF FUND BALANCE			135,000	392,000
<b>TOTAL</b>	<b>643,578</b>	<b>643,578</b>	<b>803,088</b>	<b>1,095,256</b>

The Stormwater Division is responsible for compliance with the United States Environmental Protection Agency's (EPA) 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 regulations requires the City prepare and implement Stormwater Pollution Prevention Plans (SWPPPs) for each of the three facilities.
2. The City's storm drain system discharges are subject to the NPDES Stormwater Phase II Municipal Separate Storm Sewer System (MS4) General Permit. This 5-year permit issued in 2018 by EPA requires the City prepare and implement a five-year plan to reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality and to meet water State water quality standards. The current permit has been administratively extended; a new permit is expected by the end of 2024.



Compliance with these two components of the Phase II regulations requires the City to conduct additional operation and maintenance activities and make additional capital expenditures. Many of the current regulatory requirements involve sampling, data collection, monitoring, and management. Responsibilities of existing staff have been adjusted to optimize the hiring of additional staff and share staff with the water and sewer divisions to optimize efficiencies. The Stormwater Division is currently comprised of up of five staff members with associated support and administration staff from the Highway Division.



The City has taken a pro-active approach to stormwater management. In 2007, the City completed a Stormwater Master Plan which outlined a series of actions to comply with the EPA's stormwater requirements. This plan was updated in 2022. Actions completed included creating a stormwater ordinance, mapping and inspecting all of the City's stormwater infrastructure, adopting best management practices which incorporate stormwater treatment, and increasing the funding for stormwater infrastructure. In addition, to fund these new efforts the City has been exploring the potential of developing stormwater utility. This would create a new stand-alone enterprise fund for stormwater management and capital projects. A Work Session with City Council was held during FY23. It is anticipated that additional work sessions and utility options will be explored in FY25, however, with the

recent Conservation Law Foundation’s (CLF) petition for residual designation in the Great Bay watershed, the utility option is on hold pending further evaluation.

## 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.

- Annual compliance report and public outreach

**Stormwater-** Labor, equipment, and materials to maintain the City’s stormwater infrastructure.

- Storm drain maintenance (pipelines, catch basins & manholes)
- Oversight of annual catch basin cleaning program
- Inspect stormwater outfalls in accordance with the Stormwater Permit
- Annual street sweeping of all City streets
- Daily sweeping of streets in the Central Business District
- Litter control and disposal in the Central Business District

## Goals and Objectives

### Goal #1: Public Outreach

#### Objectives

- ✓ Flyer distributed during Household Hazardous Waste Collection Days
- ✓ Mailer with Leaf Collection Information distributed in Fall
- ✓ “Pick up after your Pet” information distributed with all dog licenses and signs placed in parks
- ✓ Updated Information on Website
- ✓ Stormwater Outreach Videos Produced and Distributed via City’s YouTube and Instagram pages



#### Performance Measurements

- Number of Outreach Mailings

	FY22	FY23	FY24 (Estimate)
Outreach Mailings Sent	6	7	4

- Record and report to EPA number of contacts via website

	FY22	FY23	FY24 (Estimate)
Number of Total Stormwater Page Website Views	1,188	914	1,500
Unique views to the Stormwater Homepage	727	532	850

#### Citywide Goals Addressed

- Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government







**Goal #2: Public Participation**

**Objectives**

- ✓ Public Involvement in pre-construction process
- ✓ Coastal Resilience Initiative Public Forum
- ✓ Partnered with Strawberry Banke Museum to develop “Water Has a Memory” and “Think Blue” Exhibit, describing history of water, sewer and stormwater systems and promoting best management practices for stormwater management and water efficiency



**Performance Measurement**

- The Stormwater Team plans to continue to work with the Water Has a Memory Exhibit with upgrades planned for FY25

**Citywide Goal Addressed**

- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



**Goal #3: Illicit Discharge Detection and Elimination (IDDE)**

**Objectives**

- ✓ Inspection and sampling of City’s Outfalls
- ✓ GIS inventory of structures

**Performance Measurements**

- Track sampling
- Document number of identified illicit discharges

	FY22	FY23	FY24 (Estimate)
Number of Wet Weather Samples	45	52	30
Number of Dry Weather Samples	0	29	30
Number of IDDE	0	0	0
Number of SSO Identified	11	10	10
Number of SSO Removed	10	11	10

**Citywide Goal Addressed:**

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment



**Goal #4: Construction Site Run-off Control**

**Objectives**

- ✓ Best Management Practices
- ✓ Siltation Control

**Performance Measurement**

- Document Regulation Adherence and Legislative Development to Protect City Operations and Assets

**Citywide Goal Addressed**

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment



**Goal #5: Post Construction Run-off Control**

**Objectives**

- ✓ Annual Inspection of Stormwater Controls

**Performance Measurement**

- Document Regulation Adherence and Legislative Development to Protect City Operations and Assets

**Citywide Goal Addressed**

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment



**Goal #6: Pollution Prevention and Good Housekeeping for Municipal Operations**

**Objectives**

- ✓ Street sweeping
- ✓ Catch basin cleaning
- ✓ Household Hazardous Waste Collection Days
- ✓ Litter control and disposal



**Performance Measurement**

**Catch Basin Maintenance and Street Sweeping**

	2022	2023	2024 (Estimate)
Catch Basin Cleaning (tons)	120	163	175
Catch Basins Cleaned	164	160	150
Street Sweeping (tons)	185	79	200

**Citywide Goal Addressed:**

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment

**Additional Performance Measures**

**Stormwater (Tracked and Reported Annually per MS4 Compliance Data)**

	2022	2023	2024 (Estimate)
Drain Lines Inspected (feet)	17,957	3,649	3,000
Drain Lines Cleaned (feet)	8,470	1,600	1,500
Treatment Units Inspected / Cleaned	16	35	35

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>STORMWATER</b>			
SMA GRADE 14	H	⑫ UTILITY INSPECTION AND MAINTENANCE FOREMAN	44,255
1386A GRADE 9	F	⑫ CAMERA OPERATOR-L2	31,924
PMA GRADE 9	4C/8D	⑪ GIS STORMWATER TECH	30,962
1386A GRADE 8	9.5F/2.5G	⑫ EQUIPMENT OPERATOR-L2	30,647
1386A GRADE 8	E	EQUIPMENT OPERATOR-L2	59,382
1386A GRADE 7	1C/11D	UTILITY MECHANIC-L2	53,884
1386A GRADE 5	E	LABORER- L2	51,661
		ON CALL	4,388
<b>TOTAL DEPARTMENT</b>			<b>307,103</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY**

- ⑪ 50% WATER, 50% STORMWATER
- ⑫ 50% SEWER, 50% STORMWATER

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

**STORMWATER**

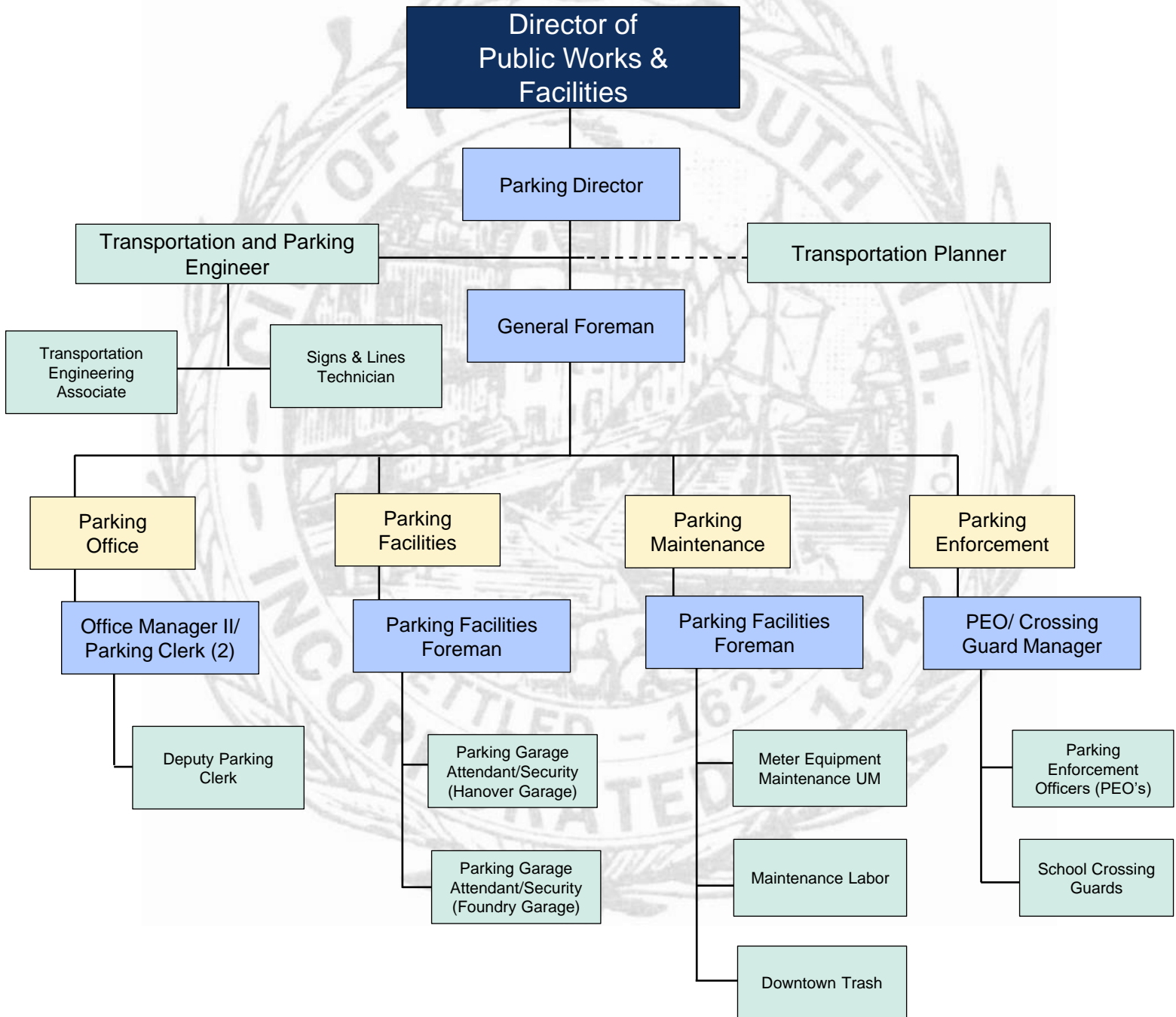
58-751-640-49-100-420

011001	REGULAR SALARIES	269,618	164,317	276,438	307,103
011061	INSURANCE REIMBURSEMENT	4,780	2,695	2,000	1,000
011064	COLL BARG CONTINGENCY	108	-	-	-
014041	OVERTIME	20,000	16,466	20,000	18,000
015001	LONGEVITY	2,262	1,531	1,569	1,611
021001	INSURANCE-HEALTH	72,200	57,434	117,000	103,804
021101	INSURANCE-DENTAL	4,050	3,194	8,250	7,300
021501	INSURANCE-LIFE	435	246	470	513
021601	INSURANCE-DISABILITY	788	431	860	940
022001	SOCIAL SECURITY	18,392	10,952	18,600	20,318
022501	MEDICARE	4,302	2,561	4,350	4,752
023001	RETIREMENT	41,711	25,341	40,591	44,340
026002	INSURANCE-WORKERS COMP	7,631	7,631	5,210	2,605
031002	PROF SERVICES-ENGINEERING	25,000	-	26,000	26,000
039001	PROFESSIONAL SERVICES	3,500	1,378	5,000	11,500
039010	PROF/SERVICES-LAB TESTS	39,500	9,343	19,000	10,000
041308	GRIT DISPOSAL	35,000	32,554	25,000	36,000
043018	REPAIRS-EQUIPMENT	20,000	2,113	20,000	18,000
043024	REPAIRS-VEHICLE	10,000	14,059	10,000	24,000
043051	MAINTENANCE-STORM DRAINS	40,000	26,740	27,300	30,000
054050	TRAINING	2,000	591	2,000	1,000
057101	TRAVEL AND CONFERENCE	500	-	500	1,270
063501	GASOLINE	1,300	10,719	13,050	11,000
065007	CATCH BASIN TREATMENT	15,000	14,500	15,000	15,000
068002	CLOTHING	-	-	-	-
068003	PROTECTIVE CLOTHING	3,000	1,421	5,200	4,800
074000	MACHINERY AND EQUIPMENT	2,500	1,744	4,700	2,400
091009	TRANSFER-ROLLING STOCK SW	-	-	135,000	392,000
<b>TOTAL STORMWATER</b>		<b>643,577</b>	<b>407,961</b>	<b>803,088</b>	<b>1,095,256</b>

# Public Works Department

## Parking and Transportation Division

(Special Revenue Fund)



### Mission

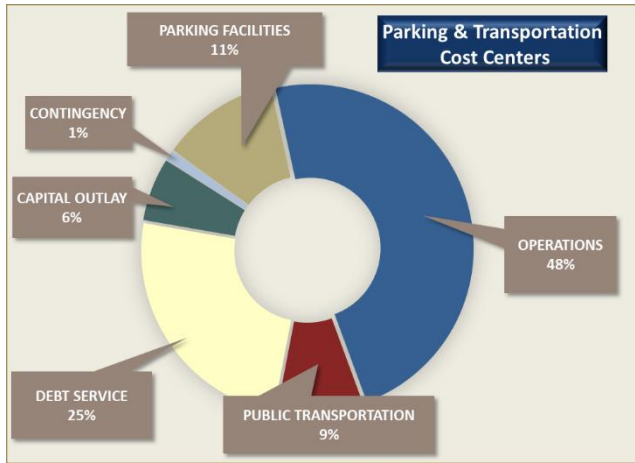
To coordinate the delivery of Parking and Transportation services in a professional and responsive manner by recognizing that a safe, reliable and efficient transportation system is essential to our economic well-being and quality of life.



# Department of Public Works-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 FY25 proposed budget for the Parking and Transportation Division is \$9,448,774 consisting of an Operating Budget of \$5,611,229 (59.4% of total budget) and a Non-operating Budget of \$3,837,545 (40.6%). This budget represents an increase over FY24 of 6.2%, or \$555,628.

As depicted in the chart above, Parking and Transportation is comprised of six cost centers: Daily Operations & Maintenance, Parking Facilities, Public Transportation, Debt Service, Capital Outlay, and Contingency. This budget maintains existing levels of service, with additional support for operational changes, new services, and debt service related to the Foundry Garage. Operational measures include the creation of a Downtown Maintenance Business Unit to enhance fiscal clarity, and continued support of re-purposing an estimated 8% of the City's downtown High-Occupancy Parking inventory for restaurant patronage, colloquially known as 'Outdoor Dining'. The Division maintains active daily management of the 300-space capacity reduction at the Hanover Garage Facility during the 2<sup>nd</sup> year of its 3-year renovation.

Position Summary Schedule			
Positions Full Time	FY23	FY24	FY25
Director of Public Works	-	0.10	0.10
Parking Director	1.00	1.00	1.00
City Engineer - Parking, Transportation & Planning	1.00	1.00	1.00
Principal Planner	0.50	-	-
Planning Manager	-	0.50	0.50
Assistant City Attorney	0.36	0.36	0.36
Operations Manager	0.25	0.25	0.25
Administrative Manager	-	0.25	0.25
Business Administrator	0.25	-	-
Legal Enforcement Officer	-	-	0.50
Zoning Enforcement Officer	-	0.50	-
Associate Engineer	1.00	-	-
Transportation Engineering Associate	-	1.00	1.00
Administrative Assistant I	0.25	1.55	1.55
Administrative Clerk	1.25	0.25	0.25
Dispatcher II	-	-	-
Operational Support Coordinator	0.25	0.25	0.25
Special Project Administrator	0.25	0.25	0.25
Facilities Manager	0.25	0.25	0.25
Facilities Project Manager	1.00	1.00	1.00
Parking General Foreman	1.00	1.00	1.00
Parking Garage Foreman I	1.00	1.00	1.00
Parking Foreman I	1.00	1.00	1.00
Parking Clerk	-	-	-
Deputy Parking Clerk	-	-	-
Violation Clerk - Collections	-	-	-
Office Manager II	2.00	2.00	2.00
Laborer	5.00	6.00	6.00
Truck Driver I	1.00	1.00	1.00
Parking Garage Attendant/ Security	5.00	5.00	5.00
Account Clerk - Garage	1.00	1.00	1.00
Parking Enforcement Supervisor	1.00	1.00	1.00
Fleet General Foreman	0.10	0.10	0.10
Technician: Equipment Mechanic	0.50	0.40	0.40
Utility Mechanic	1.00	1.00	1.00
Utility Mechanic - Inventory Control Tech	0.10	-	-
Inventory Management Specialist	-	0.10	0.10
Equipment Mechanic Assistant	-	0.10	0.10
Technician - Signs and Lines	-	-	1.00
Equipment Operator I	-	1.00	1.00
<b>Totals Full Time</b>	<b>27.31</b>	<b>30.21</b>	<b>31.21</b>
Positions Part-Time	FY23	FY24	FY25
Parking Enforcement	14.00	14.00	10.00
School Crossing Guards	11.00	11.00	11.00
Parking Garage Attendant	20.00	20.00	12.00
Parking Garage Attendant/Security	1.00	1.00	2.00
Account Clerk - Garage	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00
Office Manager	0.25	0.25	-
Notetaker	1.00	-	-
Number of part-time positions varies throughout the year			
<b>Totals Part Time</b>	<b>49.25</b>	<b>48.25</b>	<b>37.00</b>

## FY25 Budget Summary of Revenues

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
PARKING REVENUE	5,881,795	7,715,044	7,267,500	7,609,300
MISC REVENUE	-	167	-	-
BAN PREMIUM	-	-	-	-
USE OF RESERVE-BAN PREMIUM	-	-	30,480	-
USE OF RESERVE	1,979,928	-	1,595,165	1,839,474
<b>TOTAL</b>	<b>7,861,723</b>	<b>7,715,211</b>	<b>8,893,145</b>	<b>9,448,774</b>

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>PARKING &amp; TRANSPORTATION</b>				
<b>OPERATING</b>				
SALARIES	1,707,726	1,624,290	1,847,455	2,136,416
PART-TIME SALARIES	658,731	405,276	668,307	534,957
OVERTIME	81,000	111,763	96,250	96,250
LONGEVITY	11,891	12,195	13,493	13,635
RETIREMENT	254,723	246,022	265,378	304,493
HEALTH INSURANCE	355,694	364,274	430,600	573,200
DENTAL INSURANCE	22,678	22,938	27,750	36,400
WORKERS COMPENSATION	54,120	54,120	46,935	45,617
LIFE AND DISABILITY	9,896	6,536	10,400	10,354
OTHER BENEFITS	187,926	159,775	201,171	213,088
UTILITIES	109,216	112,332	129,269	157,249
POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
CONTRACTED SERVICES	228,915	275,391	315,935	262,437
OTHER OPERATING	968,224	942,692	1,010,911	1,167,133
COLLECTIVE BARGAINING CONTINGENCY	2,823	-	-	-
<b>OPERATING</b>	<b>4,713,563</b>	<b>4,397,604</b>	<b>5,123,854</b>	<b>5,611,229</b>
<b>NON OPERATING</b>				
DEBT SERVICE	1,861,063	1,879,768	2,438,063	2,332,263
CAPITAL PROJECTS	250,000	250,000	200,000	200,000
ROLLING STOCK	387,000	387,000	387,000	390,000
TRANSPORTATION	553,097	543,067	647,229	817,782
CONTINGENCY	97,000	98,500	97,000	97,500
<b>NON OPERATING</b>	<b>3,148,160</b>	<b>3,158,336</b>	<b>3,769,292</b>	<b>3,837,545</b>
<b>TOTAL</b>	<b>7,861,723</b>	<b>7,555,940</b>	<b>8,893,146</b>	<b>9,448,774</b>

In FY24, the City achieved pre-pandemic occupancy (and parking demand) figures. The re-purposing of 8% of the City's downtown High-Occupancy Parking Inventory will continue to impact supply, driving increased usage of the City's garage facilities as anticipated. The City is presently engaged in a parking study to assist in planning for the Division's future management of parking assets with a view to modernizing long-term City-wide planning goals. Operational recommendations are guided by the 2024 update to the 2012 Parking Principles, and the 2015 Walker Parking Consultants' Operational Study, as well as parking industry best practices. The City continues to retain the services of Smarking, Inc., a data analytics firm specializing in aggregating real-time parking information. The system compiles live data from meter systems, the City's garages, the ParkMobile pay-by-phone app and the citation management system to assist in making data-informed recommendations and management decisions. This data is highly useful when calculating the realized effects of policy decisions such as re-purposing parking inventory to alternative uses, and in tracking the success of the Stay & Pay pricing model.

The Stay & Pay pricing model continues to deliver multiple positive outcomes. Nine percent of residents and visitors choose to remain in a single space for an extended period as their individual needs dictate,

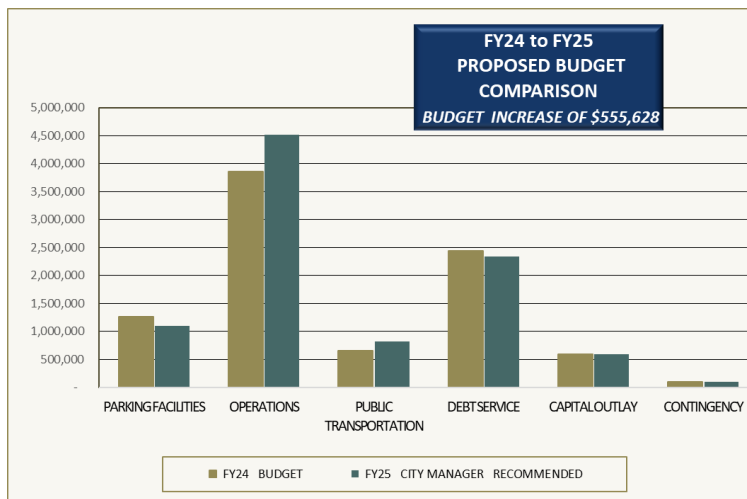


meaning the City continues to realize its goal of ‘turning’ spaces over at the 3<sup>rd</sup> hour for 91% of users, ensuring availability for the next prospective visitor. The ParkMobile smartphone app is now the City’s #1 meter collection point, which enhances both the Stay & Pay model and the Park Once Philosophy, as users can easily extend their session safely and remotely without moving their vehicle. ParkMobile’s notification feature reduces Citation issuance by communicating with users when their session is soon to expire. The Stay & Pay model has had the additional effect of increased length of stay (LOS) in garage patronage, further reinforcing the City’s Park Once Philosophy, which reduces our carbon footprint, encourages pedestrian travel and enhances bicycle safety.

Program goals from FY24 that have been met include:

- Continued management of changing available daily inventory and traffic pattern at Hanover, now in year two of its three-year renovation
- Expansion of the Parking Division’s Transportation Engineering unit to include Signs & Lines, formerly budgeted in the taxpayer-funded Highway Division
- Cross-training staff members to help reduce overtime, increase flexibility and continue to provide unparalleled service levels to the public
- Restructuring of the Parking Clerk’s Office (PCO) team, modernizing processes and cross-training staff wherever possible
- Continued management of the highly popular Downtown Workforce Parking Program, providing reduced-rate parking at the Foundry Place Garage for qualified employees of downtown Portsmouth businesses
- Continued service as the City’s representative on the COAST Board of Directors

The Proposed FY25 budget of \$9,448,774 represents an increase of \$555,628, or 6.2% over FY24. The following chart depicts the comparison from FY24 to the FY25 Proposed Budget.



FY25 Proposed Budget Change From FY24	
Parking Facilities	(174,444)
Operations & Maintenance	661,819
Public Transportation	170,553
Debt Service	(105,800)
Capital Outlay	3,000
Contingency	500
<b>TOTAL</b>	<b>\$555,628</b>

## Programs and Services

### Parking Facilities and Maintenance Services

- Operates and maintains public parking facilities, on-street parking and surrounding surface lots
- Responsible for the operation, maintenance, collection, and enforcement of electronic meter systems
- Administers citation appeals and the 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
- Facilitates downtown solid waste collection and removal
- Manages downtown sweeping and trash removal





**Traffic Engineering, Planning and Safety Improvements**

- In coordination with the Highway Division of the Public Works Department, upgrade City traffic signals, signs, and pavement markings in accordance with City and federal standards including MUTCD and the Americans with Disabilities Act
- Staff the Site Plan Review Technical Advisory Committee
- Represent Portsmouth at the Rockingham Planning Commission Transportation Advisory Committee
- Provide technical reviews of all traffic studies relating to public and private developments and events
- Implement traffic calming as well as vehicle, pedestrian, and bicycle safety improvement projects
- Staff the Parking & Traffic Safety Committee and make recommendations to City Council
- Collect and analyze data related to traffic volumes, speeds, and pedestrian behavior patterns
- Review Flagging, Excavation and Outdoor Dining Permits
- Manage public engagement with Click N' Fix
- Maintain inventory of the City's roadway signage



**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
- Maintains the City's Capital Improvement Program for Transportation projects
- Responsible for grant application of projects awarded through the Seacoast Metropolitan Planning Organization (SMPO), leveraging State and Federal funding
- Traffic Engineering Team assists the Planning Department with Transportation-related projects
  - Awarded CRISI Grant from the Federal Railroad Administration for the redesign of the Bartlett Street railroad bridge

**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 between the City and the surrounding 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:** Execute and Manage the Hanover Garage Restoration Project

**Objectives**

- ✓ The High Hanover Parking Garage, built in 1985, is in the second year of an extensive renovation and maintenance project which began early FY23. The facility's available inventory will continue to be reduced up to 33%, or 300 spaces, for each of the project's anticipated three years. The Parking Division has reduced monthly contracts at Hanover in anticipation of the impact of this necessary upgrade, and works to facilitate necessary daily changes in directional signage, traffic patterns and inventory availability, while incentivizing the use of the Foundry Garage as an alternative

**Performance Measures**

- Assisting the contractor to remain within targets with respect to available spaces, and percent of completion throughout the project

**Citywide Goal Addressed**

- *Maintain and Improve Infrastructure to Meet Needs of the Community*



**Goal #2:** Continue to provide outstanding customer service and related programs to support the Parking and Transportation policies of the City



**Objectives**

- ✓ As more public events are scheduled in Portsmouth, develop enhanced event shuttle systems and wayfinding where appropriate, while continuing to research additional options where applicable
- ✓ Enhance partnerships with local hotels and theaters regarding use of Foundry Place Garage
- ✓ Continue to expand participation in the Downtown Employee Parking Program at Foundry Place Garage
- ✓ Continue to update and repair signage and pavement markings throughout the City

**Performance Measures**

- Continue to track and report sales figures from the Downtown Employee Parking Program
- Continue to track and monitor length of stay and additional related metrics at the garage facilities and in the downtown on-street and lot inventory

**Citywide Goal Addressed**

- Leverage local resources and partnerships to improve and support needs of residents, nonprofits, Arts and Culture community
- Deliver services and programs with courtesy, professionalism, integrity and efficiency



**Goal #3:** Actively manage alternative transportation systems that serve public needs under changing fiscal constraints



**Objectives**

- ✓ Continue collaborating with COAST and other public transportation providers to improve efficiency and quality of public transportation services
- ✓ Continue as Portsmouth Representative on the COAST Board of Directors

**Performance Measure**

COAST ridership for routes that serve Portsmouth

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Estimated)</b>
Fixed Routes (13; 14; 40; 41; 42; 43; 44)	109,786	116,629	137,789
Regional ADA Services	11,229	14,328	18,949
Senior Transportation	6,463	6,570	7,761

**Citywide Goal Addressed**

- Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community
- Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community



**Goal #4:** Develop and maintain a safe, efficient, and integrated multi-modal transportation system that reflects economic, environmental, and social considerations

*Objectives:*

- ✓ Continue to compile database of crash statistics, traffic volumes, speeds, and vehicle classes utilizing traffic counters, police records, and consultants' studies
- ✓ Continue to assist in the implementation of the City's comprehensive Bicycle and Pedestrian Plan
- ✓ Coordinate municipally managed design and construction of the Peverly Hill, Pannaway and Maple Haven sidewalk projects
- ✓ Coordinate ongoing upgrades to downtown traffic light systems and pedestrian signals to provide appropriate crossing times with concurrent phasing with vehicular traffic where possible
- ✓ Continue working with various neighborhoods regarding design and construction of traffic calming improvements
- ✓ Continue with the implementation of the City's wayfinding program
- ✓ Coordinate municipally managed design and construction of the Islington Street corridor project
- ✓ Coordinate Phase II of the municipally managed design and construction of the Woodbury Avenue corridor safety improvement project from Rockingham Avenue to Dennett Street
- ✓ Upon completion of the Cate Street connector, coordinate study to evaluate traffic flow with a view to recommend upgrades to Woodbury Ave and Bartlett Street

*Additional Performance Measures:*

*Traffic Data*

	<b>FY22</b>	<b>FY23</b>	<b>FY24 (Estimated)</b>
Total Accident Reports	895	901	890

*Citywide Goal Addressed*

- Maintain and Improve Infrastructure to Meet Needs of the Community

**FY25 BUDGETED POSITION AND SALARY DETAIL**

<u>STEP</u>		<u>POSITION</u>	<u>SALARY</u>
<b>PARKING &amp; TRANSPORTATION</b>			
<u>ADMINISTRATION</u>			
NON GRADE 26	H	⑭ DIRECTOR OF PUBLIC WORKS AND FACILITIES	15,737
PMA GRADE 22	6E/6F	PARKING DIRECTOR	124,536
NON GRADE 21	F	② SENIOR ASSISTANT CITY ATTORNEY	42,910
PMA GRADE 21	E	⑦ FACILITIES MANAGER	29,504
NON GRADE 20	E	⑦ OPERATIONS DIRECTOR	28,107
PMA GRADE 20	E	FACILITIES PROJECT MANAGER	112,428
PMA GRADE 17	4E/8F	⑤ PLANNING MANAGER	48,941
SMA GRADE 16	H	⑧ FLEET GENERAL FOREMAN	9,751
SMA GRADE 16	H	PARKING GARAGE GENERAL FOREMAN	97,507
NON GRADE 15	F	⑦ ADMINISTRATIVE MANAGER - PUBLIC WORKS	22,289
PMA GRADE 15	F	⑬ LEGAL ENFORCEMENT OFFICER	44,578
1386A GRADE 13	E	⑧ EQUIPMENT MECHANIC TECHNICIAN	7,329
1386A GRADE 13	G	⑧ EQUIPMENT MECHANIC TECHNICIAN	7,738
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	6,648
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	6,648
PMA GRADE 9	E	⑰ ADMINISTRATIVE ASSISTANT I	19,821
PMA GRADE 9	E	⑦ ADMINISTRATIVE ASSISTANT I	16,517
PMA GRADE 9	5.5F/6.5G	⑦ OPERATIONAL SUPPORT COORDINATOR	16,840
PMA GRADE 9	C	⑧ INVENTORY MANAGEMENT SPECIALIST	5,993
PMA GRADE 7	G	⑦ SPECIAL PROJECT COORDINATOR	15,471
1386B GRADE 7	I	⑦ ADMINISTRATIVE CLERK	14,636
1386A GRADE 5	11D/1E	⑧ EQUIPMENT MECHANIC ASSISTANT ON CALL	4,760 7,020
<b>TOTAL ADMINISTRATION</b>			<b>705,709</b>
<u>ENGINEERING</u>			
PMA GRADE 21	5F/7G	PARKING AND TRANSPORTATION ENGINEER	120,412
1386A GRADE 13	F	TECHNICIAN - SIGNS AND LINES	75,306
PMA GRADE 13	6.5B/5.5C	TRANSPORTATION ENGINEERING ASSOCIATE	70,816
<b>TOTAL ENGINEERING</b>			<b>266,534</b>
<u>HANOVER GARAGE</u>			
1386A GRADE 5	E	LABORER	49,768
1386B GRADE 3	I	ACCOUNT CLERK	48,298
1386A GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	43,086
1386A GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	43,086
1386A GRADE 2	C	PARKING GARAGE ATTENDANT/SECURITY	39,080
<b>TOTAL HANOVER GARAGE</b>			<b>223,318</b>
<u>FOUNDRY GARAGE</u>			
SMA GRADE 13	6C/6D	PARKING FOREMAN FOUNDRY PLACE	74,802
1386A GRADE 5	E	LABORER	49,768
1386A GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	43,086
1386A GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	43,086
<b>TOTAL FOUNDRY PLACE GARAGE</b>			<b>210,742</b>
<u>ENFORCEMENT</u>			
SMA GRADE 13	2C/10D	PARKING ENFORCEMENT SUPERVISOR	76,018
1386A GRADE 5	E	LABORER/PARKING ENFORCEMENT OFFICER	49,768
1386A GRADE 5	E	LABORER/PARKING ENFORCEMENT OFFICER	49,768
1386A GRADE 5	2.5D/9.5E	LABORER/PARKING ENFORCEMENT OFFICER	49,274
<b>TOTAL PARKING ENFORCEMENT</b>			<b>224,828</b>

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<u>METER OPERATIONS</u>			
SMA GRADE 14	7F/5G	PARKING GARAGE FOREMAN I HANOVER	85,903
		ON CALL	5,850
		<b>TOTAL METER OPERATIONS</b>	<b>91,753</b>
<u>DOWNTOWN OPERATIONS</u>			
1386A GRADE 6	E	TRUCK DRIVER I	52,233
1386A GRADE 5	E	LABORER	49,768
1386A GRADE 8	E	EQUIPMENT OPERATOR I	57,527
1386A GRADE 7	E	UTILITY MECHANIC	54,819
		<b>TOTAL DOWNTOWN OPERATIONS</b>	<b>214,347</b>
<u>COLLECTION</u>			
PMA GRADE 11	7.5E/4.5F	OFFICE MANAGER II	73,039
PMA GRADE 11	2.5B/9.5C	OFFICE MANAGER II	65,346
PMA GRADE 9	8.5C/3.5D	ADMINISTRATIVE ASSISTANT I	60,800
		<b>TOTAL COLLECTION</b>	<b>199,185</b>
<b>TOTAL FULL TIME</b>			<b>2,136,416</b>
<u>P/T ADMINISTRATION</u>			
(11) PART TIME		SCHOOL CROSSING GUARDS	92,500
		<b>TOTAL PART TIME ADMINISTRATION</b>	<b>92,500</b>
<u>P/T ENGINEERING</u>			
		ENGINEERING INTERN	11,400
		<b>TOTAL PART TIME ENGINEERING</b>	<b>11,400</b>
<u>P/T FOUNDRY GARAGE</u>			
NON GRADE 3	H	ACCOUNT CLERK (18HRS/WK)	23,438
1386A GRADE 2	F	PARKING GARAGE ATTENDANT FOUNDRY/SECURITY (17.5HRS/WK)	19,369
1386A GRADE 1	E	PARKING GARAGE ATTENDANT FOUNDRY (24 HRS/WK)	26,324
1386A GRADE 1	E	PARKING GARAGE ATTENDANT FOUNDRY (10 HRS/WK)	10,283
1386A GRADE 1	D	PARKING GARAGE ATTENDANT FOUNDRY (20 HRS/WK)	19,586
1386A GRADE 1	3B/9C	PARKING GARAGE ATTENDANT FOUNDRY (8 HRS/WK)	7,373
		PARKING GARAGE ATTENDANT FOUNDRY VACANCIES	11,076
		<b>TOTAL PARKING GARAGE ATTENDANTS FOUNDRY</b>	<b>117,449</b>
<u>P/T HANOVER GARAGE</u>			
1386A GRADE 2	G	PARKING GARAGE ATTENDANT/ SECURITY (16 HRS/WK)	18,195
1386A GRADE 1	E	PARKING GARAGE ATTENDANT HANOVER (10 HRS/WK)	10,283
1386A GRADE 1	E	PARKING GARAGE ATTENDANT HANOVER (9 HRS/WK)	9,254
1386A GRADE 1	E	PARKING GARAGE ATTENDANT HANOVER (19 HRS/WK)	19,537
1386A GRADE 1	E	PARKING GARAGE ATTENDANT HANOVER (16 HRS/WK)	16,452
1386A GRADE 1	E	PARKING GARAGE ATTENDANT HANOVER (17 HRS/WK)	17,481
1386A GRADE 1	2B/10C	PARKING GARAGE ATTENDANT HANOVER (21 HRS/WK)	19,431
1386A GRADE 1	2.5C/9.5D	PARKING GARAGE ATTENDANT HANOVER (8 HRS/WK)	7,757
		<b>TOTAL PARKING GARAGE ATTENDANTS HANOVER</b>	<b>118,390</b>

**FY25 BUDGETED POSITION AND SALARY DETAIL**

<u>P/T ENFORCEMENT</u>	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
NON GRADE 2	H	PARKING ENFORCEMENT (20HRS/WK)	24,088
NON GRADE 2	8.5B/3.5C	PARKING ENFORCEMENT (27HRS/WK)	27,190
NON GRADE 2	H	PARKING ENFORCEMENT (17HRS/WK)	20,475
NON GRADE 2	E	PARKING ENFORCEMENT (16HRS/WK)	18,384
NON GRADE 2	1C/11D	PARKING ENFORCEMENT (17HRS/WK)	18,529
NON GRADE 2	3B/9C	PARKING ENFORCEMENT (20HRS/WK)	20,595
NON GRADE 2	E	PARKING ENFORCEMENT (15HRS/WK)	17,235
NON GRADE 2	C	PARKING ENFORCEMENT (20HRS/WK)	20,843
NON GRADE 2	C	PARKING ENFORCEMENT (18HRS/WK)	18,759
		PARKING ENFORCEMENT	9,120
		<b>TOTAL PARKING ENFORCEMENT</b>	<b>195,218</b>
		<b>TOTAL PART TIME</b>	<b>534,957</b>
		<b>TOTAL DEPARTMENT</b>	<b>2,671,373</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ② 64% LEGAL, 36% PARKING
- ⑤ 50% PLANNING, 50% PARKING AND TRANSPORTATION
- ⑦ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑧ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑬ 50% LEGAL, 50% PARKING
- ⑭ 70% PUBLIC WORKS, 10% WATER, 10% SEWER, 10% PARKING
- ⑰ 30% PARKING, 30% WATER, 30% SEWER, 10% PUBLIC WORKS

	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

**PARKING AND TRANSPORTATION****FOUNDRY PLACE PARKING FACILITY  
17-752-539-33-118-407**

011001	REGULAR SALARIES	187,777	84,409	206,818	210,742
012001	PART TIME SALARIES	134,948	93,163	142,554	117,449
014041	OVERTIME	12,000	17,498	15,000	15,000
022001	SOCIAL SECURITY	20,753	11,837	22,591	21,278
022501	MEDICARE	4,854	2,768	5,283	4,976
023001	RETIREMENT	28,136	16,415	30,012	30,543
034103	TELEPHONE	3,000	2,716	3,000	3,160
034206	SOFTWARE-ANNUAL MAINT	8,160	8,558	6,874	10,278
034210	METER-TRANSACTION FEE	-	-	-	5,832
036001	PROF SERVICE-CLEANING	-	-	-	2,500
039006	PROF/SERVICES-SECURITY	500	480	625	625
039039	PROF SERV-FOUNDRY ENVIRO	-	-	-	920
041002	ELECTRICITY	42,000	33,271	52,500	45,990
041205	WATER /SEWER FEES	1,575	1,095	1,969	2,067
043001	REPAIRS-STRUCTURAL	5,000	335	5,000	5,000
043002	REPAIRS-ELECTRICAL	1,000	717	1,000	2,000
043007	REPAIRS-ELEVATOR	12,000	8,854	12,000	12,000
043009	REPAIRS-PARKING CONTROL	4,500	-	4,500	4,500
043018	REPAIRS-EQUIPMENT	2,000	1,148	2,000	2,000
043024	REPAIRS-VEHICLE	2,500	1,024	2,500	2,500
043032	GENERATOR MAINTENANCE	1,500	1,140	1,500	2,000
062001	OFFICE SUPPLIES	300	265	200	200
064001	JANITORIAL SUPPLIES	3,200	2,817	3,500	3,000
068003	PROTECTIVE CLOTHING	850	244	2,500	2,625
068016	MATERIALS	10,000	2,820	10,000	10,000
074001	EQUIPMENT	-	68,770	2,000	1,600
<b>TOTAL</b>		<b>486,553</b>	<b>360,344</b>	<b>533,926</b>	<b>518,785</b>

**HIGH HANOVER PARKING FACILITY  
17-752-540-33-117-407**

011001	REGULAR SALARIES	335,036	353,690	358,314	223,318
012001	PART TIME SALARIES	142,126	92,447	150,373	118,390
014041	OVERTIME	25,000	43,291	31,250	31,250
022001	SOCIAL SECURITY	31,135	29,003	33,476	23,123
022501	MEDICARE	7,282	6,783	7,829	5,408
023001	RETIREMENT	51,055	53,913	52,708	34,443
034103	TELEPHONE	2,000	2,307	2,200	2,420
034206	SOFTWARE-ANNUAL MAINT	3,960	2,746	3,193	9,420
034210	METER-TRANSACTION FEE	-	-	-	20,832
036001	PROF SERVICE-CLEANING	-	-	-	2,500
039006	PROF/SERVICES-SECURITY	1,000	480	1,250	1,313
041002	ELECTRICITY	30,000	33,170	37,500	45,432
041101	NATURAL GAS	1,000	957	1,200	1,000
041205	WATER /SEWER FEES	6,300	5,970	6,500	6,825
043001	REPAIRS-STRUCTURAL	2,500	19,579	2,500	3,750
043002	REPAIRS-ELECTRICAL	1,500	25,262	1,500	1,575
043007	REPAIRS-ELEVATOR	4,500	4,321	4,500	6,750
043009	REPAIRS-PARKING CONTROL	7,000	7,768	7,000	5,000
043018	REPAIRS-EQUIPMENT	1,250	2,402	1,250	2,500
043024	REPAIRS-VEHICLE	2,500	3,911	2,500	2,500
043032	GENERATOR MAINTENANCE	2,000	407	2,000	2,666
062001	OFFICE SUPPLIES	100	12	200	200
064001	JANITORIAL SUPPLIES	4,000	6,201	5,000	2,750
068003	PROTECTIVE CLOTHING	6,000	770	7,000	6,850
068016	MATERIALS	12,500	13,242	12,500	12,625
074001	EQUIPMENT	-	-	2,000	1,600
<b>TOTAL</b>		<b>679,744</b>	<b>708,631</b>	<b>733,743</b>	<b>574,440</b>

				FY25
	FY23	FY23	FY24	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

**PARKING ENFORCEMENT**

**17-752-541-33-100-423**

011001	REGULAR SALARIES	149,848	123,130	154,999	224,828
012001	PART TIME SALARIES	250,210	79,371	262,157	195,218
014041	OVERTIME	4,000	2,371	4,000	4,000
022001	SOCIAL SECURITY	24,182	12,238	26,112	26,291
022501	MEDICARE	5,860	2,862	6,107	6,149
023001	RETIREMENT	21,632	17,645	21,513	30,960
034103	TELEPHONE	400	389	400	420
034206	SOFTWARE-ANNUAL MAINT	54,000	53,924	67,500	67,920
043018	REPAIRS-EQUIPMENT	2,500	-	2,500	2,625
043024	REPAIRS-VEHICLE	3,000	1,159	1,875	1,969
061002	MISCELLANEOUS SUPPLIES	1,000	135	1,250	-
062005	PRINTING SUPPLIES	3,500	3,943	3,500	5,250
062501	POSTAGE	14,000	12,685	15,000	18,750
068003	PROTECTIVE CLOTHING	8,000	2,269	6,175	6,484
074001	EQUIPMENT	1,500	1,288	1,500	2,250
<b>TOTAL</b>		<b>543,632</b>	<b>313,409</b>	<b>574,588</b>	<b>593,114</b>

**PARKING METER OPERATION**

**17-752-542-33-100-423**

011001	REGULAR SALARIES	98,744	139,884	104,248	91,753
014041	OVERTIME	25,000	15,481	25,000	5,000
022001	SOCIAL SECURITY	7,672	9,479	8,013	5,999
022501	MEDICARE	1,795	2,217	1,874	1,403
023001	RETIREMENT	17,399	22,204	17,487	13,091
034206	SOFTWARE-ANNUAL MAINT	64,253	64,603	56,235	58,612
034210	METER-TRANSACTION FEE	179,915	176,297	190,560	191,079
043018	REPAIRS-EQUIPMENT	32,000	19,116	32,000	500
043020	REPAIRS-PARKING METERS	15,000	5,782	15,000	15,750
043024	REPAIRS-VEHICLE	40,000	8	9,625	1,000
062020	METER-SUPPLIES	2,000	2,004	2,000	2,100
068003	PROTECTIVE CLOTHING	1,500	907	1,850	925
068023	MATERIALS-PRK MTR INSTALL	1,200	1,515	2,000	2,100
074001	EQUIPMENT	1,000	18,246	1,500	1,575
<b>TOTAL</b>		<b>487,478</b>	<b>477,742</b>	<b>467,392</b>	<b>390,887</b>

**PARKING COLLECTION**

**17-752-543-33-100-423**

011001	REGULAR SALARIES	182,511	184,713	184,151	199,185
014041	OVERTIME	-	1,156	-	-
022001	SOCIAL SECURITY	11,317	11,232	11,417	12,349
022501	MEDICARE	2,647	2,627	2,670	2,888
023001	RETIREMENT	25,662	25,905	24,916	26,950
034103	TELEPHONE	800	757	800	840
044006	PRINTING LEASE/MAINT	1,500	1,713	1,500	1,575
055050	PRINTING	500	263	500	525
062001	OFFICE SUPPLIES	1,300	1,608	1,300	1,365
062010	COPYING SUPPLIES	200	-	200	210
062501	POSTAGE	1,200	308	1,200	1,260
<b>TOTAL</b>		<b>227,637</b>	<b>230,283</b>	<b>228,654</b>	<b>247,147</b>



	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>PARKING ADMINISTRATION</b>				
<b>17-752-610-33-100-423</b>				
011001	REGULAR SALARIES	559,439	548,534	657,041
011061	INSURANCE REIMBURSEMENT	7,615	3,081	4,200
011064	COLL BARG CONTINGENCY	2,823	-	4,200
012001	PART TIME SALARIES	108,068	127,532	92,500
014041	OVERTIME	15,000	31,965	21,000
015001	LONGEVITY	11,891	12,195	13,493
021001	INSURANCE-HEALTH	339,000	352,115	426,400
021101	INSURANCE-DENTAL	22,200	22,461	27,750
021501	INSURANCE-LIFE	3,907	2,042	4,500
021701	INSURANCE-LTD	5,369	3,875	5,900
022001	SOCIAL SECURITY	43,626	43,407	49,535
022501	MEDICARE	10,180	10,152	11,585
023001	RETIREMENT	83,509	83,236	94,133
026002	INSURANCE-WORKERS COMP	54,120	54,120	46,935
030101	PROF SERVICES-AUDIT	-	-	-
034103	TELEPHONE	2,000	1,705	2,200
034104	CELLULAR PHONES	11,000	8,322	13,000
034204	OUTSIDE IT SUPPORT	2,000	-	2,000
034206	SOFTWARE-ANNUAL MAINT	46,721	47,839	48,615
035002	PROF SERV- SUBSTANCE TEST	1,000	209	1,000
035004	OCCUPATIONAL HEALTH	2,500	2,438	2,500
039001	PROFESSIONAL SERVICES	22,500	21,204	22,500
039026	POLICE SERVICES DOWNTOWN	60,000	60,000	60,000
041002	ELECTRICITY	5,501	5,317	6,600
043024	REPAIRS-VEHICLE	6,350	4,589	2,500
044006	PRINTING LEASE/MAINT	1,100	1,286	1,300
048001	PROPERTY INS-DEDUCTIBLES	3,000	3,140	3,000
048002	PROPERTY INSURANCE	29,565	29,565	57,354
053001	ADVERTISING	1,500	241	1,500
054050	TRAINING	600	1,718	1,200
056001	DUES PROFESSIONAL ORGANIZ	695	695	800
057101	TRAVEL AND CONFERENCE	499	1,432	500
057102	TRAVEL REIMBURSEMENT	2,000	2,552	2,000
061002	MISCELLANEOUS SUPPLIES	750	962	750
062001	OFFICE SUPPLIES	3,000	2,883	3,000
062501	POSTAGE	700	1,149	800
063501	GASOLINE	22,500	32,213	23,000
068003	PROTECTIVE CLOTHING	750	480	1,200
074001	EQUIPMENT	500	2,640	500
081150	REFUNDS	-	1,511	-
091007	TRANSFER-PRESCOTT PARK	-	-	60,000
091011	TRANSFER PARKING-RECYCLIN	100,000	100,000	100,000
	<b>TOTAL</b>	<b>1,593,478</b>	<b>1,628,803</b>	<b>1,883,514</b>
<b>ENGINEERING</b>				
<b>17-752-620-33-100-423</b>				
011001	REGULAR SALARIES	174,612	170,171	181,884
012001	PART TIME SALARIES	10,614	-	10,000
022001	SOCIAL SECURITY	11,447	10,280	11,897
022501	MEDICARE	2,687	2,404	2,782
023001	RETIREMENT	24,551	23,926	24,609
034204	OUTSIDE IT SUPPORT	1,000	-	1,000
034206	SOFTWARE-ANNUAL MAINT	1,500	1,549	1,800
034220	TRAFFIC SIGNAL OPS	6,750	4,798	3,500
039001	PROFESSIONAL SERVICES	25,000	76,575	100,000
039006	PROF/SERVICES-SECURITY	-	355	1,000
039075	TRAFFIC LINE MARKING	-	-	-
043003	REPAIRS-TRAFFIC SIGNS	-	-	-
043018	REPAIRS-EQUIPMENT	-	5,587	1,000
043024	REPAIRS-VEHICLE	4,000	3,002	3,000
054050	TRAINING	-	612	750
056001	DUES PROFESSIONAL ORGANIZ	500	455	800
057101	TRAVEL AND CONFERENCE	750	28	750
062001	OFFICE SUPPLIES	-	475	-
067001	BOOKS & PERIODICALS	1,255	1,020	890
068003	PROTECTIVE CLOTHING	375	-	375
068021	MATERIALS-TRAFFIC SIGNS	-	-	-
074001	EQUIPMENT	30,000	28,852	56,000
	<b>TOTAL</b>	<b>295,041</b>	<b>330,088</b>	<b>402,037</b>

				FY25	
		FY23	FY23	FY24	CITY MANAGER
		BUDGET	ACTUAL	BUDGET	RECOMMENDED

**PUBLIC TRANSPORTATION**  
**17-752-544-33-100-423**

073030	DOWNTOWN LOOP	-	467	29,412	33,824
079028	BUS SHELTER/KIOSK	-	-	2,500	5,000
081006	COAST DUES	378,054	367,558	419,269	534,111
087014	SENIOR TRANSPORT	175,043	175,043	196,048	244,847
<b>TOTAL</b>		<b>553,097</b>	<b>543,067</b>	<b>647,229</b>	<b>817,782</b>

**DOWNTOWN OPERATIONS**  
**17-752-640-42-100-420**

011001	REGULAR SALARIES	-	-	-	214,347
014041	OVERTIME	-	-	-	20,000
022001	SOCIAL SECURITY	-	-	-	14,530
022501	MEDICARE	-	-	-	3,398
023001	RETIREMENT	-	-	-	31,707
039201	SNOW REMOVAL-TRAN TO DPW	300,000	300,000	300,000	300,000
043018	REPAIRS-EQUIPMENT	-	-	-	37,500
043024	REPAIRS-VEHICLE	-	-	-	11,625
064001	JANITORIAL SUPPLIES	-	-	-	4,000
068003	PROTECTIVE CLOTHING	-	-	-	3,700
068016	MATERIALS	-	-	-	6,000
074001	EQUIPMENT	-	-	-	2,500
<b>TOTAL</b>		<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>649,307</b>

**DEBT SERVICE**  
**17-752-302-51-100-447**

092101	FINANCING FEES ON DEBT	12,000	34,706	32,000	-
098001	PRINCIPAL-BONDED DEBT	980,000	980,000	1,025,000	1,375,000
098010	PROJECTED NEW BOND PAYMNT	4,000	-	630,000	-
098102	INTEREST-BONDED DEBT	865,063	865,063	751,063	957,263
<b>TOTAL</b>		<b>1,861,063</b>	<b>1,879,768</b>	<b>2,438,063</b>	<b>2,332,263</b>

**CONTINGENCY**  
**17-752-310-51-100-423**

039033	FIRE SERVICES	25,000	25,000	25,000	25,000
051901	STUDENT TRANSPORTATION	50,000	50,000	50,000	50,000
099008	PARKING LOT LEASES	22,000	23,500	22,000	22,500
<b>TOTAL</b>		<b>97,000</b>	<b>98,500</b>	<b>97,000</b>	<b>97,500</b>

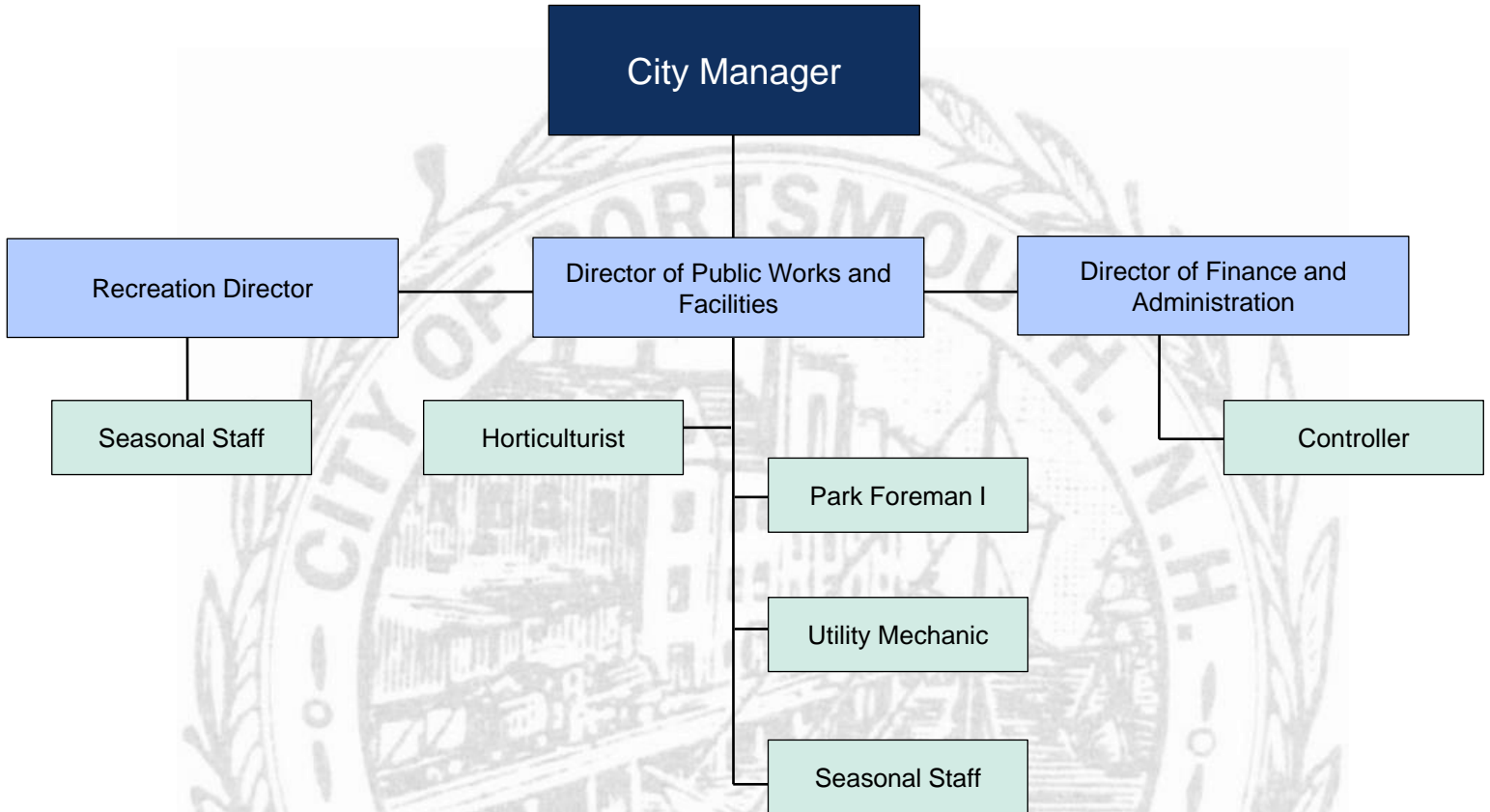
**CAPITAL PROJECTS**  
**17-752-795-00-100-452**

073021	MASTER PLAN	-	-	100,000	-
073070	BIKE/PED MASTER PLAN	-	-	50,000	50,000
073118	TRAFFIC CALMING	-	-	-	50,000
074100	EV CHARGING STATION	-	-	-	50,000
076001	VEHICLES-PW	387,000	387,000	387,000	390,000
079039	MULTI SPACE METER	50,000	50,000	50,000	50,000
079057	PAVING PARKING LOTS	150,000	150,000	-	-
079067	BIKE/PED PLAN IMPLEMENTAT	50,000	50,000	-	-
<b>TOTAL</b>		<b>637,000</b>	<b>637,000</b>	<b>587,000</b>	<b>590,000</b>

<b>Total Parking &amp; Transportation</b>		<b>7,861,723</b>	<b>7,555,940</b>	<b>8,893,146</b>	<b>9,448,774</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's 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

Positions Full Time	FY23	FY24	FY25
Controller	0.15	0.15	0.15
Horticulturist	1.00	1.00	1.00
Park Foreman I	1.00	1.00	1.00
Utility Mechanic	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>3.15</b>	<b>3.15</b>	<b>3.15</b>
Positions Part-Time	FY23	FY24	FY25
Seasonal part-time positions vary throughout the year.			
<b>Totals Part Time</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Department Budget Comments

The FY25 proposed budget for Prescott Park is \$594,530, an increase of \$25,644 or 4.5% over FY24. This increase is primarily due to contractual agreements, increases in IT equipment, dock cleaning and maintenance, and increased plant material costs. Costs associated with the Prescott Park Master Plan implementation are not included in this budget; information about that capital project can be found at: <https://www.cityofportsmouth.com/prescottpark/prescott-park-master-plan-implementation-committee>.

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
SALARIES	217,980	214,279	229,842	239,779
PART-TIME SALARIES	57,920	59,642	66,120	66,120
OVERTIME	8,000	6,701	8,000	8,000
LONGEVITY	1,008	1,752	2,303	2,256
RETIREMENT	31,369	31,316	32,491	33,830
HEALTH & DENTAL INSURANCE	30,075	44,461	43,210	47,100
WORKERS COMP	5,274	5,274	5,868	4,511
OTHER BENEFITS	21,501	21,072	23,430	24,185
<i>Contractual Obligations</i>	<i>373,127</i>	<i>384,497</i>	<i>411,264</i>	<i>425,781</i>
CONTRACTED SERVICES	16,100	26,143	11,650	16,000
TRAINING	1,000	-	625	625
GARDEN SUPPLIES	50,000	57,739	59,160	65,000
REPAIRS AND MAINTENANCE	31,000	1,727	31,500	31,500
UTILITIES	30,352	25,336	33,180	31,204
GASOLINE	1,000	1,084	1,232	1,232
PROPERTY INSURANCE	5,913	5,913	3,591	2,992
OTHER OPERATING	17,818	21,488	16,684	20,196
<i>Other Operating</i>	<i>153,183</i>	<i>139,430</i>	<i>157,622</i>	<i>168,749</i>
<b>TOTAL</b>	<b>526,310</b>	<b>523,927</b>	<b>568,886</b>	<b>594,530</b>

## FY25 Budget Summary of Revenues

	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
Donations	-	-	4,000	4,000
Weddings	-	-	4,000	4,000
License Agreements	-	-	28,000	28,000
Misc Revenues	-	-	2,500	2,500
Transfer - General Fund	-	-	262,930	262,930
Transfer - Parking & Transportation	-	-	60,000	60,000
Transfer - Josie Prescott Trust	208,100	-	-	208,100
Transfer - Marine Maintenance Trust	-	25,000	-	25,000
<b>TOTAL</b>	<b>208,100</b>	<b>25,000</b>	<b>361,430</b>	<b>594,530</b>

## FY25 Budget Expenditure Breakdown

	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
SALARIES	17,600	-	222,179	239,779
PART-TIME SALARIES	21,202	15,960	28,958	66,120
OVERTIME	-	-	8,000	8,000
LONGEVITY	107	-	2,149	2,256
RETIREMENT	2,396	-	31,434	33,830
HEALTH & DENTAL INSURANCE	-	-	47,100	47,100
WORKERS' COMPENSATION	4,511	-	-	4,511
OTHER BENEFITS	1,355	1,220	21,610	24,185
<i>Contractual Obligations</i>	<i>47,171</i>	<i>17,180</i>	<i>361,430</i>	<i>425,781</i>
CONTRACTED SERVICES	16,000	-	-	16,000
GARDEN SUPPLIES	65,000	-	-	65,000
REPAIRS AND MAINTENANCE	31,500	-	-	31,500
UTILITIES	29,660	1,544	-	31,204
GASOLINE	1,232	-	-	1,232
PROPERTY INSURANCE	2,992	-	-	2,992
OTHER OPERATING	14,545	6,276	-	20,821
<i>Other Operating</i>	<i>160,929</i>	<i>7,820</i>	<i>-</i>	<i>168,749</i>
<b>TOTAL</b>	<b>208,100</b>	<b>25,000</b>	<b>361,430</b>	<b>594,530</b>



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 as well as funds from the City's Parking Division. 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.



## *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 Horticulturalist, 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.



## Goals and Objectives

Goal #1: To ensure Prescott Park is available for park and recreational purposes

### Objectives

- ✓ Operate the Park in a manner which guarantees access by the public for parks and recreational purposes
- ✓ Ensure compliance with deed restrictions, City ordinances, and Park policies
- ✓ Administer agreements and monitor programming and services of Park licensees
- ✓ Communicate with residents, park users, park visitors and others about Park activities, operations, future planning and other issues

### Performance Measurement: Park Reservations

	2022	2023	2024 (Estimated)
Weddings	11	20	20
Four Tree Island (Large Grill Reservation)	99	134	153

### Citywide Goals Addressed

- *Maintain Financial Stability*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*



**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>PRESCOTT PARK</b>			
<u>ADMINISTRATION</u>			
PMA GRADE 20	G	③ CONTROLLER/ENTERPRISE ACCOUNTANT	17,331
		EDUCATION STIPENDS	269
		<b>TOTAL ADMINISTRATION</b>	<b>17,600</b>
<u>BUILDING/GROUNDS</u>			
SMA GRADE 14	E	PARK FOREMAN I	84,437
PMA GRADE 14	6.5C/5.5D	HORTICULTURIST	78,074
1386A GRADE 7	G	UTILITY MECHANIC	57,876
		EDUCATION STIPENDS	1,792
		<b>TOTAL BUILDING GROUNDS</b>	<b>222,179</b>
		<b>TOTAL FULL TIME</b>	<b>239,779</b>
		PT - SEASONAL - PRESCOTT PARK BUILDINGS/GROUNDS	50,160
		PT - SEASONAL - PRESCOTT PARK BOAT DOCKS	15,960
		<b>TOTAL PART TIME</b>	<b>66,120</b>
		<b>TOTAL DEPARTMENT</b>	<b>305,899</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

③ 85% FINANCE, 15% PRESCOTT PARK



	FY23	FY23	FY24	FY25
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

## PRESCOTT PARK

### ADMINISTRATION

84-751-610-51-133-439

011064	COLL BARG CONTINGENCY	3,886	-	-	-
011001	REGULAR SALARIES	15,599	15,601	17,103	17,600
015001	LONGEVITY	52	1,752	105	107
022001	SOCIAL SECURITY	971	1,044	1,067	1,098
022501	MEDICARE	227	244	250	257
023001	RETIREMENT	2,201	2,440	2,328	2,396
034103	TELEPHONE	600	1,247	1,200	1,320
062001	OFFICE SUPPLIES	250	310	250	250
<b>TOTAL</b>		<b>23,786</b>	<b>22,638</b>	<b>22,303</b>	<b>23,028</b>

### PARKS BUILDINGS & GROUNDS OPERATIONS

84-751-624-51-133-439

011001	REGULAR SALARIES	198,495	198,678	212,739	222,179
012001	PART TIME SALARIES	42,240	40,827	50,160	50,160
014041	OVERTIME	8,000	6,701	8,000	8,000
015001	LONGEVITY	956	-	2,198	2,149
021001	INSURANCE-HEALTH	28,675	41,232	39,610	43,300
021101	INSURANCE-DENTAL	1,400	3,229	3,600	3,800
022001	SOCIAL SECURITY	15,482	14,867	16,932	17,514
022501	MEDICARE	3,621	3,477	3,960	4,096
023001	RETIREMENT	29,168	28,876	30,163	31,434
026002	INSURANCE-WORKERS COMP	5,274	5,274	5,868	4,511
039001	PROFESSIONAL SERVICES	16,100	26,143	11,650	16,000
041002	ELECTRICITY	5,500	4,585	5,900	5,900
041101	NATURAL GAS	3,200	2,759	3,370	3,260
041205	WATER /SEWER FEES	20,000	16,717	22,000	20,500
043001	REPAIRS-STRUCTURAL	25,000	1,129	26,500	26,500
043002	REPAIRS-ELECTRICAL	3,000	590	3,000	3,000
043018	REPAIRS-EQUIPMENT	3,000	8	2,000	2,000
048002	PROPERTY INSURANCE	5,913	5,913	3,591	2,992
054050	TRAINING	1,000	-	625	625
061002	MISCELLANEOUS SUPPLIES	12,000	14,251	9,750	9,750
062019	GARDENING SUPPLIES	50,000	57,739	59,160	65,000
063501	GASOLINE	1,000	1,084	1,232	1,232
068003	PROTECTIVE CLOTHING	1,500	2,105	1,575	2,600
081001	CONTINGENCY	-	-	-	-
<b>TOTAL</b>		<b>480,524</b>	<b>476,184</b>	<b>523,583</b>	<b>546,502</b>

### BOAT DOCKS

84-785-755-00-133-439

012001	PART TIME SALARIES	15,680	18,815	15,960	15,960
022001	SOCIAL SECURITY	972	1,167	990	990
022501	MEDICARE	228	273	231	230
034103	TELEPHONE	840	789	899	900
041002	ELECTRICITY	1,052	992	1,250	1,144
041205	WATER /SEWER FEES	600	283	660	400
074002	IT EQUIPMENT	2,628	2,786	3,010	5,376
<b>TOTAL</b>		<b>22,000</b>	<b>25,105</b>	<b>23,000</b>	<b>25,000</b>

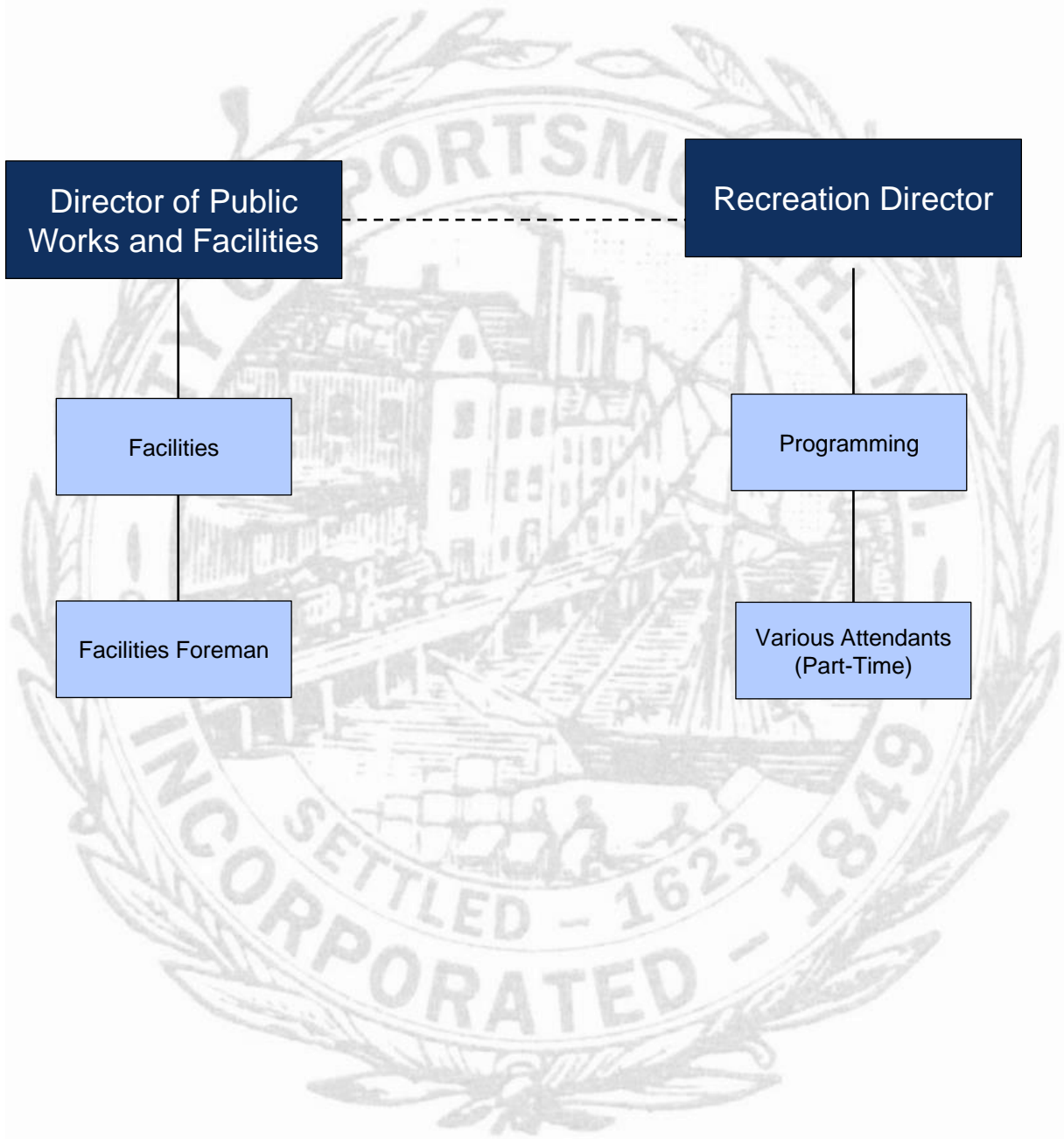
<b>TOTAL PRESCOTT PARK</b>	<b>526,310</b>	<b>523,927</b>	<b>568,886</b>	<b>594,530</b>
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# Community Campus

(Special Revenue Fund)



## Mission

To support current nonprofit tenants and provide recreation and wellness opportunities.



# Community Campus

## Services Overview

- ✓ Expanded Recreation Services
- ✓ Support local non-profit tenants and their participants
- ✓ Educational Services

<u>Position Summary Schedule</u>			
<u>Positions Full Time</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Facilities Foreman	1.00	1.00	1.00
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<u>Positions Part-Time</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Additional Part Time Hours as needed			
<b>Totals Part Time</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Department Budget Comments

The Community Campus proposed budget for FY25 is \$937,087 representing a net increase of \$11,776 or 1.27% over FY24. The net budget increase is primarily due to an increase in utility costs. This Special Revenue Fund has been created to operate the Community Campus building and grounds. This budget supports building maintenance needs, existing activities, food service, and expanded recreation programming in FY25.

The Community Campus Facility is ~72,000 square feet, with rental agreements in place with the Child Advocacy Center, Krempels Brain Injury Center, Seacoast Community School, and Seacoast Outright. The campus sits on ~32 acres, two-thirds of which are wetlands protected habitat. The property includes walking trails, a playground, greenhouse, pickleball courts, and is adjacent to multiple athletic fields.

City staff look forward to continued development of onsite recreation programs designed to fit a wide variety of interests and abilities.



## Budget Summary of Expenditures

	<b>FY23 BUDGET</b>	<b>FY23 ACTUAL</b>	<b>FY24 BUDGET</b>	<b>FY25 CITY MANAGER RECOMMENDED</b>
<b>Community Campus OPERATING</b>				
SALARIES	68,175	63,585	80,423	89,723
PART-TIME SALARIES	58,373	47,143	58,500	58,500
OVERTIME	20,000	14,258	15,000	15,000
RETIREMENT	12,397	10,945	12,911	14,169
HEALTH INSURANCE	9,600	11,245	10,000	10,820
DENTAL INSURANCE	600	567	580	604
WORKERS COMPENSATION	5,500	5,500	-	1,636
LIFE AND DISABILITY	286	220	350	374
PROPERTY & LIABILITY	-	-	-	7,611
OTHER BENEFITS	11,213	9,436	11,775	12,486
COLLECTIVE BARGAINING CONTINGENCY	342	-	-	-
UTILITIES	300,900	254,862	301,200	357,500
CONTRACTED SERVICES	225,556	224,709	247,952	178,831
OTHER OPERATING	91,275	135,674	186,620	189,833
<b>TOTAL</b>	<b>804,217</b>	<b>778,144</b>	<b>925,311</b>	<b>937,087</b>

## Budget Summary of Revenues

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
Transfer - General Fund	360,788	360,788	476,443	465,355
Transfer - School Department Utilities	35,000	35,000	35,000	35,000
Rental Income/Other Revenue	408,429	350,788	413,868	436,732
<b>TOTAL</b>	<b>804,217</b>	<b>746,576</b>	<b>925,311</b>	<b>937,087</b>

## Programs and Services

### Expanded Recreation Services

- Dedicated program space for current Recreation Department programs, events, and activities
- Organized youth and adult sports leagues
- Afterschool, vacation week, and summer programs and camps for grades K-8
- Preschool music and arts

### Support Local Non-Profit Tenants

- Shared programming
- Food services

### Educational Services

- 2024 opening for Robert J. Lister Academy



## 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 for 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
- ✓ Create a balanced program that addresses the needs of all users, athletic activities, and non-athletic activities

### Performance Measurement

Number of Programs Provided

	FY23	FY24 (Est)	FY25 (Forecasted)
Campus Programs	54	71	85



*Citywide Goals Addressed*

- ✓ *Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government*
- ✓ *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*
- ✓ *Welcome and Support Diversity in the Workplace and Community*



*Goal #2: Work with non-profit tenants to refine partnerships and offer new opportunities for those in need of services*

*Objectives*

- ✓ *Work with different organizations to learn what strengths each can bring to the Campus in relation to the City and Recreation Department*
- ✓ *Hold quarterly tenant meetings to better understand ways the City can support them and their clients while at the Campus*

*Performance Measurement*

Tenant Meetings Held

	<b>FY23</b>	<b>FY24 (Estimated)</b>	<b>FY25 (Forecasted)</b>
Tenant Meetings Held	3	4	6

*Citywide Goals Addressed*

- ✓ *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources*
- ✓ *Maintain and Improve Infrastructure to Meet Needs of the Community*



*Goal #3: Provide space to local agencies, non-profits, and residents*

*Objectives*

- ✓ *Host a variety of meetings and events in support of non-profits*
- ✓ *Communicate availability for use to residents, policy makers, and city staff*

*Performance Measurement*

Number of public meetings held

	<b>FY23</b>	<b>FY24 (Estimated)</b>	<b>FY25 (Forecasted)</b>
Meetings & Events	18	22	28

*Citywide Goals Addressed*

- ✓ *Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.*
- ✓ *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*

*Additional Performance Measures*

The Community Campus is a new asset and there is not enough data to demonstrate trends. In the future, we want to compare community usage of the Community Campus from year to year.

**FY25 BUDGETED POSITION AND SALARY DETAIL**

		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
<b>COMMUNITY CAMPUS</b>			
SMA GRADE 14	7.5C/4.5D	FACILITIES FOREMAN	78,023
		ON CALL	11,700
		<b><u>TOTAL FULL TIME</u></b>	<b><u>89,723</u></b>
		ADDITIONAL PART-TIME HOURS AS NEEDED	58,500
		<b><u>TOTAL PART TIME</u></b>	<b><u>58,500</u></b>
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>148,223</u></b>

				FY25	
		FY23	FY23	FY24	CITY MANAGER
		BUDGET	ACTUAL	BUDGET	RECOMMENDED

**Community Campus**

**12-751-610-51-134-419 - Administration**

011064	COLL BARG CONTINGENCY	342	-	-	-
021001	INSURANCE-HEALTH	9,600	11,245	10,000	10,820
021101	INSURANCE-DENTAL	600	567	580	604
021501	INSURANCE-LIFE	100	77	125	132
021601	INSURANCE-DISABILITY	186	142	225	242
026002	INSURANCE-WORKERS COMP	5,500	5,500	-	1,636
034103	TELEPHONE	6,000	7,183	6,000	1,700
039001	PROFESSIONAL SERVICES	19,852	10,959	19,852	-
044006	PRINTING LEASE/MAINT	500	-	500	-
062001	OFFICE SUPPLIES	1,000	92	1,000	250
<b>TOTAL</b>		<b>43,680</b>	<b>35,767</b>	<b>38,282</b>	<b>22,995</b>

**12-751-630-51-134-407 - Facilities**

011001	REGULAR SALARIES	68,175	63,585	80,423	89,723
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	20,000	14,258	15,000	15,000
022001	SOCIAL SECURITY	5,467	4,725	5,916	6,493
022501	MEDICARE	1,279	1,105	1,384	1,518
023001	RETIREMENT	12,397	10,945	12,911	14,169
031001	PROF SERVICES-ENERGY CONT	28,480	24,972	30,000	10,583
034104	CELLULAR PHONES	520	452	540	540
035002	PROF SERV- SUBSTANCE TEST	500	-	100	-
039001	PROFESSIONAL SERVICES	138,724	130,460	148,000	118,248
039200	SNOW REMOVAL	38,000	58,318	50,000	50,000
041002	ELECTRICITY	150,000	110,500	150,000	189,000
041101	NATURAL GAS	120,000	112,398	120,000	143,500
041205	WATER /SEWER FEES	21,000	19,368	18,000	25,000
041302	MSW DISPOSAL	9,900	12,596	13,200	-
043001	REPAIRS-STRUCTURAL	6,536	4,889	11,680	6,180
043002	REPAIRS-ELECTRICAL	4,520	12,166	4,650	14,200
043004	REPAIRS-PLUMBING	3,100	7,783	8,300	2,025
043007	REPAIRS-ELEVATOR	3,275	5,814	4,000	4,740
043011	REPAIRS-SPRINKLER SYS	-	-	-	10,170
043018	REPAIRS-EQUIPMENT	2,924	4,543	3,500	3,700
043032	GENERATOR MAINTENANCE	1,000	809	1,000	-
048001	PROPERTY INS-DEDUCTIBLES	-	-	-	2,000
061001	FIRST AID	500	-	500	-
061002	MISCELLANEOUS SUPPLIES	500	1,730	1,000	2,000
064001	JANITORIAL SUPPLIES	500	11,691	7,500	6,480
068003	PROTECTIVE CLOTHING	300	432	350	1,023
068005	MATERIALS-SAND AND SALT	500	-	500	700
068030	TOOLS	-	-	-	725
<b>TOTAL</b>		<b>638,097</b>	<b>613,539</b>	<b>688,454</b>	<b>717,717</b>

**12-785-760-51-134-439 - Programs**

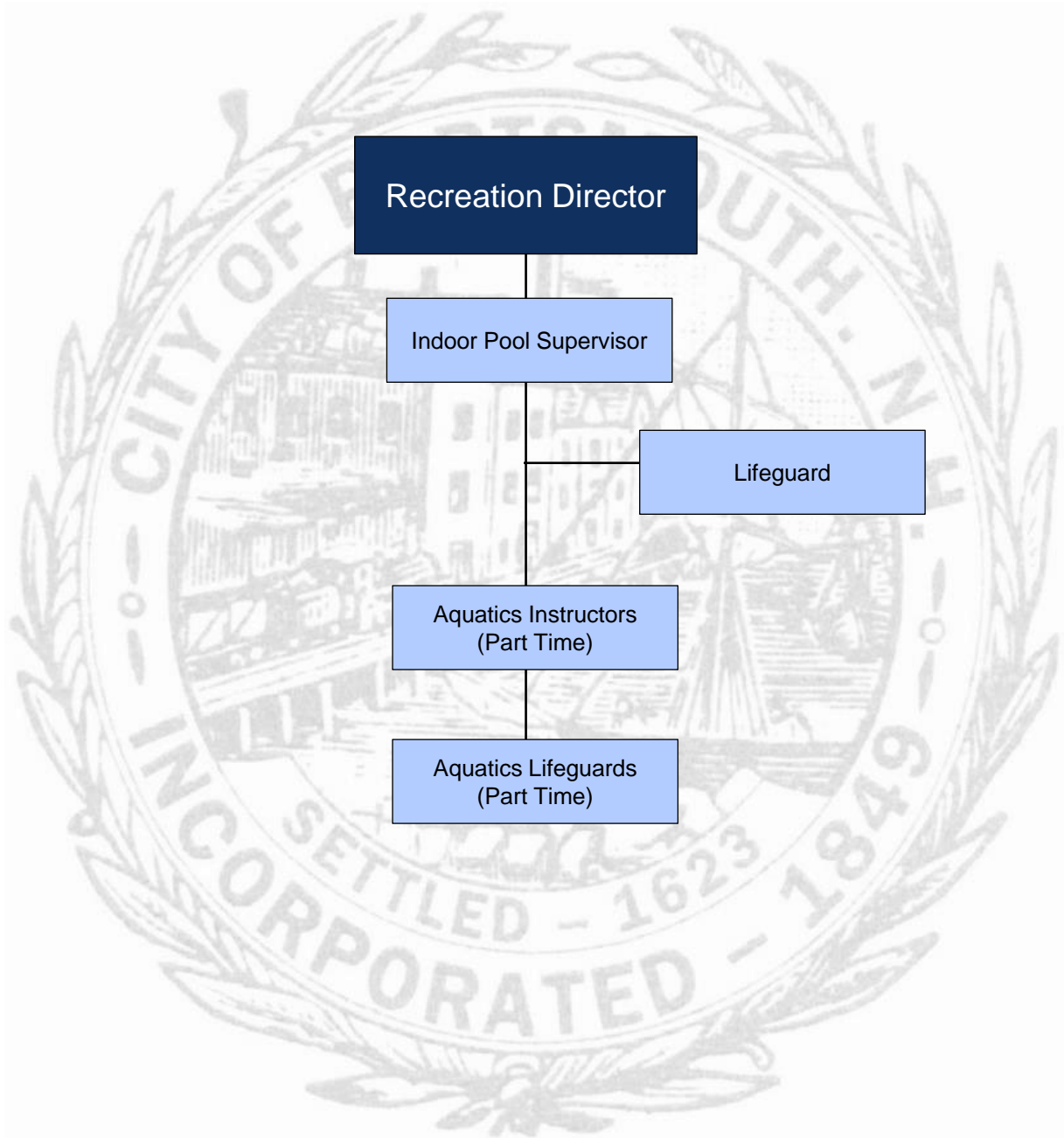
012001	PART TIME SALARIES	58,373	47,143	58,500	58,500
022001	SOCIAL SECURITY	3,620	2,923	3,627	3,627
022501	MEDICARE	847	684	848	848
039036	FOOD SERVICE	41,500	61,253	115,000	115,000
043018	REPAIRS-EQUIPMENT	8,000	8,804	9,000	9,000
044002	RENTAL OTHER EQUIPMENT	2,500	470	2,500	2,500
044006	PRINTING LEASE/MAINT	-	2,060	2,000	2,000
054050	TRAINING	500	-	-	-
055050	PRINTING	1,700	-	1,700	200
061001	FIRST AID	400	38	400	200
061002	MISCELLANEOUS SUPPLIES	5,000	5,465	5,000	4,500
<b>TOTAL</b>		<b>122,440.00</b>	<b>128,838.72</b>	<b>198,575.00</b>	<b>196,375.00</b>

<b>Community Campus</b>	<b>804,217</b>	<b>778,144</b>	<b>925,311</b>	<b>937,087</b>
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# Indoor Pool

(Special Revenue Fund)



## Mission

To provide aquatic programming for all ages and abilities with a focus on water safety.



# Indoor Pool

## Services Overview

- ✓ Swim Lessons
- ✓ Lap & Open Swim
- ✓ Aquatic Fitness & Training Classes
- ✓ Swim Team Rentals



## Position Summary Schedule

Positions Full Time	FY23	FY24	FY25
Pool Supervisor	1.00	1.00	1.00
Lifeguard	-	1.00	1.00
<b>Totals Full Time</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>
Positions Part-Time	FY23	FY24	FY25
Number of Part Time Lifeguards and Instructors vary throughout the year.			
<b>Totals Part Time</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Department Budget Comments

The Indoor Pool's FY25 proposed budget is \$612,511, which represents a *decrease* of \$21,141 or 3.3%. This decrease reflects adjustments to hours at the pool, as well as other minor adjustments to operational costs. This Special Revenue Fund has been created to operate the Indoor Pool after years of successful partnership with non-profit S.I.P.P. to help manage the facility.

## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>INDOOR POOL</b>				
SALARIES	78,731	82,765	128,326	140,813
PART-TIME SALARIES	244,104	139,174	230,000	205,000
RETIREMENT	11,070	13,407	18,729	19,236
HEALTH INSURANCE	9,600	11,245	36,635	40,007
DENTAL INSURANCE	2,000	1,090	3,100	3,165
WORKERS COMPENSATION	4,056	4,056	-	7,953
LIFE AND DISABILITY	314	319	565	565
PROPERTY & LIABILITY	-	-	4,613	4,855
OTHER BENEFITS	24,697	15,529	28,184	26,559
UTILITIES	120,000	84,460	121,500	94,000
CONTRACTED SERVICES	26,400	21,305	-	-
OTHER OPERATING	64,600	69,678	51,000	59,000
COLLECTIVE BARGAINING	679	-	-	-
<b>OPERATING</b>	<b>586,251</b>	<b>445,329</b>	<b>623,652</b>	<b>602,511</b>
<b>NON OPERATING</b>				
CAPITAL	10,000	-	10,000	10,000
<b>NON OPERATING</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL</b>	<b>596,251</b>	<b>445,329</b>	<b>633,652</b>	<b>612,511</b>

## FY25 Budget Summary of Revenues

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
Transfer - General Fund	150,000	150,000	200,000	200,000
Use of Indoor Pool Fund Balance	-	-	-	45,511
Indoor Pool Memberships	291,992	102,850	189,652	110,000
Swim Lessons	71,085	205,522	160,000	200,000
Pool Rentals	71,230	43,600	70,000	43,000
Daily Pass	10,400	8,530	12,000	12,000
Merchandise/Other Revenue	1,544	2,393	2,000	2,000
<b>TOTAL</b>	<b>596,251</b>	<b>512,895</b>	<b>633,652</b>	<b>612,511</b>

## Programs and Services

### Swim Lessons

- Organized swim lessons for ages infant through senior
- Group, semi-private, and private lessons
- Over 2000+ participants per year
- Adult swim lesson program

### Lap Swim

- Open swim times for all ages
- Over 400 annual members

### Aquatic Fitness & Training Classes

- Multiple aquatic fitness classes and events
- Lifeguarding, babysitting, and CPR classes

### Swim Team Rentals

- Rent facility to multiple Seacoast youth swim teams
- Practice and meet facility for PHS team and Great Bay Masters



## Goals and Objectives

**Goal #1:** Provide affordable, diversified, year-round aquatic activities for residents and others

### Objectives

- ✓ Provide year-round aquatics 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 to accommodate all families
- ✓ Provide activities of a progressive nature so participants, from beginner to advanced, can be accommodated, and satisfied
- ✓ Create a balanced program between young and old, male and female, constant users and new participants



*Performance Measurement*

*Number of Swim Lesson Participants*

<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY24 (Estimate)</i>
<i>0*</i>	<i>2,268</i>	<i>2,316</i>	<i>2,350</i>

*\*Indoor Pool was closed for all FY21 due to Covid.*

*Citywide Goal Addressed*

- Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.*
- Deliver services and programs with courtesy, professionalism, and efficiency*



*Goal #2: Satisfy the different tastes and interests of individuals and age groups, by engaging the community to give feedback and requests on programming*

*Objectives*

- ✓ Provide a safe and comfortable atmosphere for all patrons at the pool*
- ✓ Carry on an active public relations campaign and encourage individuals and groups to actively participate in the planning and control of the Pool programs*

*Citywide Goal Addressed:*

- Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government*



*Goal #3: 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*

*Objectives*

- ✓ Improve staff literacy and competence in all areas*
- ✓ Improve inter-facility communications*
- ✓ Incorporate new software programming to facilitate credit card payments and online registration*

*Performance Measures*

*Number of Staff Trainings*

<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY24 (Estimate)</i>
<i>N/A</i>	<i>6</i>	<i>11</i>	<i>14</i>

*Citywide Goal Addressed*

- Deliver services and programs with courtesy, professionalism, and efficiency*

## Performance Measures

Percent increase/(decrease) in memberships and program participation at Indoor Pool:  
FY21 – (100%) (Covid)  
FY22 – 25%\*  
FY23 – 50%  
FY24 (Estimate) – 2%

\*The Indoor Pool was closed through October of 2021.

Percent increase/(decrease) in Swim Lessons:  
FY21– (100%) (Covid)  
FY22 – 75%\*  
FY23 – 20%  
FY24 (Estimate) – 5%

\*The Indoor Pool was closed through October of 2021.

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>INDOOR POOL</b>			
SMA GRADE 13	10F/2G	POOL SUPERVISOR	81,499
1386A GRADE 6	C	LIFEGUARD	47,614
		ON CALL	11,700
		<b>TOTAL FULL TIME</b>	<b>140,813</b>
		PART TIME LIFEGUARDS	145,000
		PART TIME INSTRUCTORS	60,000
		<b>TOTAL PART TIME</b>	<b>205,000</b>
		<b>TOTAL DEPARTMENT</b>	<b>345,813</b>

		FY23	FY23	FY24	FY25
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

**Indoor Pool**

09-785-730-23-192-439

011001	REGULAR SALARIES	78,731	82,765	128,326	140,813
011064	COLL BARG CONTINGENCY	679	-	-	-
012001	PART TIME SALARIES	174,104	103,306	160,000	145,000
012002	PT INSTRUCTOR	70,000	35,868	70,000	60,000
014041	OVERTIME	-	2,301	1,000	1,000
015001	LONGEVITY	-	-	-	358
021001	INSURANCE-HEALTH	9,600	11,245	36,635	40,007
021101	INSURANCE-DENTAL	2,000	1,090	3,100	3,165
021501	INSURANCE-LIFE	111	113	200	200
021601	INSURANCE-DISABILITY	203	206	365	365
022001	SOCIAL SECURITY	20,016	12,856	22,842	21,525
022501	MEDICARE	4,681	2,673	5,342	5,034
023001	RETIREMENT	11,070	13,407	18,729	19,236
026002	INSURANCE-WORKERS COMP	4,056	4,056	-	7,953
034003	CREDIT CARD CHARGE	10,000	11,680	10,000	13,000
034103	TELEPHONE	6,200	4,698	5,500	4,000
039001	PROFESSIONAL SERVICES	26,400	21,305	-	-
041002	ELECTRICITY	30,000	28,468	34,500	28,000
041101	NATURAL GAS	35,000	24,434	32,000	26,000
041205	WATER /SEWER FEES	55,000	31,558	55,000	40,000
043001	REPAIRS-STRUCTURAL	5,000	4,869	-	-
043002	REPAIRS-ELECTRICAL	2,000	2,281	-	-
043004	REPAIRS-PLUMBING	1,500	16,618	-	-
043014	REPAIRS-OTHER	-	7	-	9,100
043018	REPAIRS-EQUIPMENT	2,500	2,918	9,100	6,000
044006	PRINTING LEASE/MAINT	500	-	500	500
048002	PROPERTY INSURANCE	-	-	4,613	4,855
061001	FIRST AID	400	-	400	100
061002	MISCELLANEOUS SUPPLIES	10,000	6,203	8,000	7,000
061004	MERCHANDISE	-	2,382	-	-
062001	OFFICE SUPPLIES	2,000	42	2,000	1,500
063800	MATERIALS-CHEMICALS	15,000	13,989	15,000	17,000
064001	JANITORIAL SUPPLIES	4,000	2,739	-	-
068002	CLOTHING	500	1,167	500	800
068016	MATERIALS	5,000	84	-	-
074001	EQUIPMENT	10,000	-	10,000	10,000
<b>TOTAL</b>		<b>596,251</b>	<b>445,329</b>	<b>633,652</b>	<b>612,511</b>

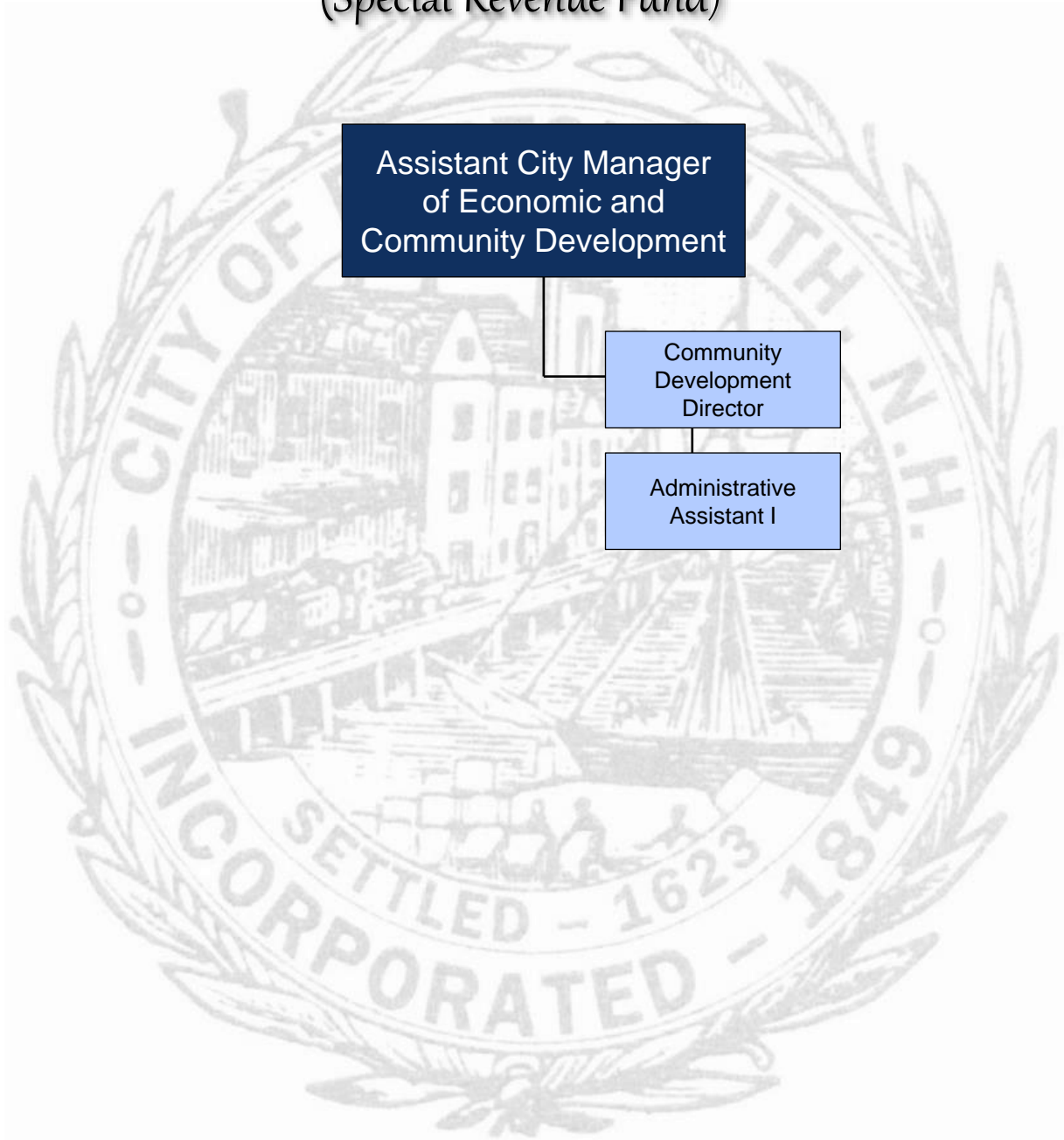


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# Community Development Block Grant (CDBG)

(Special Revenue Fund)



## Mission

To develop a viable urban community by providing decent housing, a suitable living environment, and expanded economic opportunity - principally for persons of low and moderate incomes living in Portsmouth.



# Community Development (100% Grant Funded)

## Services Overview

- ✓ Administration of Portsmouth's U.S. Housing and Urban Development-funded Community Development Block Grant (CDBG) Annual Entitlement Program
- ✓ Public & Non-Profit Facilities Improvement Projects
- ✓ ADA Accessibility Improvement Projects
- ✓ Public Service Agency Grant Program
- ✓ Administration of CDBG Disaster Relief Funds, if any
- ✓ Administration of the Home Town Program for First-Time Homebuyers

## Position Summary Schedule

Positions Full Time	FY23	FY24	FY25
Community Development Director	1.00	1.00	1.00
Administrative Assistant I	-	1.00	1.00
<b>Totals Full Time</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>
Positions Part Time	FY23	FY24	FY25
PT Administrative Assistant I	1.00	-	-
<b>Totals Part Time</b>	<b>1.00</b>	<b>-</b>	<b>-</b>

## Department Budget Comments

The FY25 proposed administrative budget for Community Development is \$190,963.\* This represents an increase of \$40,355 or 26.8% from the FY24 budget. The budget includes salaries and benefits and other general administration costs of the Community Development Block Grant (CDBG) Program. This increase is due to the increase of a

part-time staff member to full-time during FY24, after the budget passed, to meet expanded programming needs and a significant rise in anticipated CDBG program income. Additionally, CDBG program administration costs have increased with larger and more complex CDBG-eligible infrastructure and construction pursuits, including projects funded with federal CARES Act CDBG monies.



## Budget Summary of Expenditures

	FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY25 CITY MANAGER RECOMMENDED
<b>CDBG</b>				
SALARIES	85,646	87,848	94,928	155,101
PART-TIME SALARIES	26,722	23,608	29,912	-
LONGEVITY	340	340	349	340
RETIREMENT	12,084	12,408	12,893	21,031
COLLECTIVE BARGAINING CONTINGENCY	103	-	-	-
OTHER FRINGE BENEFITS	8,623	8,195	9,576	11,891
OTHER OPERATING	2,915	1,872	2,950	2,600
<b>TOTAL</b>	<b>136,433</b>	<b>134,271</b>	<b>150,608</b>	<b>190,963</b>

\*At the time of this budget preparation, the FY25 CDBG federal allocation has not been received. Budget will be adjusted as necessary upon final allocations.

## 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 annually in CDBG entitlement funds. Additional CDBG funds may be made available to the City for disaster relief and urgent needs.



**Housing, Public Facility and Accessibility Projects** – A variety of housing rehabilitation and public facility projects may 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 in public areas throughout the City for persons who are physically disabled. Housing projects are limited to rehabilitation or sitework as CDBG funds may not be utilized for new housing construction.



**Public Service Agency Grant Program** – Capped 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, program costs, or to subsidize client service fees.

**Home Town, 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 downpayment assistance, closing cost assistance, and/or low interest secondary loan financing.

## Goals and Objectives



**Goal #1:** Preserve, expand and improve public services for residents who earn low or moderate incomes, and who require health, housing, childcare and related services.

### Objectives

- ✓ 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 and reporting requirements
- ✓ Through grants, fund services such as homeless shelter, emergency warming shelter, childcare, short-term rental assistance, elderly nutrition, health and dental care, supportive services for persons living with HIV/AIDS, and programming for at-risk youth – primarily benefitting low to moderate income persons

### Performance Measurement

Number of persons benefitting from Public Service Agency Grant Program		
FY22	FY23	FY24 (Estimate)
22,000*	497	562

### Citywide Goal Addressed

- ✓ Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment

\*Includes benefits resulting from citywide CDBG projects funded through the CARES Act; these figures are not typical in years operating in a non-pandemic environment with special, dedicated funding to prepare, prevent and respond to COVID-19.



**Goal #2:** Support improvements to government and non-profit public facilities that primarily serve individuals and families earning low to moderate incomes

*Objectives*

- ✓ Provide funding for public facility improvements to nonprofit agencies and/or toward eligible city-owned facilities through the CDBG public facilities grant program
- ✓ Fund CDBG-eligible public facility improvement projects in income-eligible areas of the City and/or to primarily benefit low to moderate income persons

*Performance Measurement*

Number of persons benefitting from Public Facility Improvements		
FY22	FY23	FY24 (Estimate)
22,000*	602	697

*Citywide Goal Addressed*

- ✓ *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*

*\*Includes benefits resulting from citywide CDBG projects funded through the CARES Act; these figures are not typical in years operating in a non-pandemic environment with special, dedicated funding to prepare, prevent and respond to COVID-19.*



**Goal #3:** Support housing opportunities for families earning a range of low to moderate/middle income levels.

*Objectives*

- ✓ Facilitate housing rehabilitation projects that benefit low to moderate income households
- ✓ Work cooperatively with the Portsmouth Housing Authority and other appropriate agencies to retain, rehabilitate, and, where appropriate, expand the stock of affordable housing
- ✓ Administer Home Town, the City of Portsmouth First Time Homebuyer Program in coordination with program partners including the Portsmouth Housing Endowment Fund
- ✓ Pursue housing initiatives consistent with the final report of the City's Housing Working Group

*Performance Measurement*

Number of households assisted through Home Town, the City's First-Time Homebuyer Program		
FY22	FY23	FY24 (Estimate)
1	0	2
Number of households assisted through Housing Rehabilitation		
FY22	FY23	FY24 (Estimate)
219	15	0

*Citywide Goal Addressed*

- ✓ *Enhance the supply of housing choices, especially the supply of below- market rate housing options.*

**Goal #4:** Ensure that individuals with disabilities have equal access to public facilities and services

*Objectives*

- ✓ Continue to carry out projects that remove architectural barriers and improve access to public facilities for people with disabilities

*Performance Measurement*

Number of persons benefiting from improved ADA accessibility		
FY22	FY23	FY24 (Estimate)
132	0	819

*Citywide Goal Addressed*

- ✓ *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*



**Goal #5:** Support activities that prepare, prevents and respond to disasters and urgent needs.

*Objectives*

- ✓ Administer CDBG funds made available through the CARES Act and/or other disaster relief grants by funding activities including economic development, social services and public facility improvements that prepare, prevent and respond to COVID-19 or other eligible disasters and urgent needs as defined by HUD.

*Performance Measurement*

Administrative Performance Measurements: CDBG Program expenditures meet U.S. Housing and Urban Development spending caps for public services and general administration, and the program expends federal funds in a timely manner in accordance with HUD regulations.

FY22 – Yes

FY23 – Yes

FY24 (Estimate) – Yes

*Citywide Goal Addressed*

- ✓ *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*

**FY25 BUDGETED POSITION AND SALARY DETAIL**

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<b>COMMUNITY DEVELOPMENT</b>			
PMA GRADE 17	4E/8F	⑱ COMMUNITY DEVELOPMENT DIRECTOR	92,988
NON GRADE 9	4.5C/7.5D	⑱ ADMINISTRATIVE ASSISTANT I	58,709
		EDUCATION STIPEND	3,404
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>155,101</u></b>
		⑱ 95% COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), 5% HOUSING TRUST	

				FY25	
		FY23	FY23	FY24	CITY MANAGER
		BUDGET	ACTUAL	BUDGET	RECOMMENDED

## COMMUNITY DEVELOPMENT

### ADMINISTRATION 20-789-411-51-100-002

011001	REGULAR SALARIES	85,646	87,848	94,928	155,101
011064	COLL BARG CONTINGENCY	103	-	-	-
012001	PART TIME SALARIES	26,722	23,608	29,912	-
015001	LONGEVITY	340	340	349	340
022001	SOCIAL SECURITY	6,988	6,642	7,761	9,637
022501	MEDICARE	1,635	1,553	1,815	2,254
023001	RETIREMENT	12,084	12,408	12,893	21,031
053001	ADVERTISING	900	1,070	950	950
056001	DUES PROFESSIONAL ORGANIZ	775	350	750	550
057101	TRAVEL AND CONFERENCE	900	175	900	750
062001	OFFICE SUPPLIES	200	189	200	200
062501	POSTAGE	140	88	150	150
<b>TOTAL ADMINISTRATION</b>		<b>136,433</b>	<b>134,271</b>	<b>150,608</b>	<b>190,963</b>



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# CITY OF PORTSMOUTH ROLLING STOCK PROGRAM

FISCAL YEARS 2025-2034



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  
Vehicles

Public Works/Highway

(Scheduled for replacement in FY25)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Legal	CH001	Focus 4 door Sedan (Legal) (white)	Ford	2012	1FAHP3E21CL156406	2012	\$ 13,335.00	10
Highway	H004	Fusion (black)	Ford	2009	3FAHP07Z49R114671	2020	\$ 1.00	5
Highway	H005	Tahoe (white)	Chevrolet	2014	1GNSKAE07ER199835	2023	\$ 1.00	5
Highway	H006	Focus 4 door Sedan (Insp) (white)	Ford	2015	1FADP3F26FL295688	2015	\$ 15,468.00	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	H010	Explorer (black)	Ford	2018	1FM5K8AR0JGA45987	2023	\$ 1.00	3
Highway	H011	F-550 4x4 (yellow) w/plow (6/7 Diesel)	Ford	2015	1FDUF5HT4FEA65484	2014	\$ 40,743.00	10
Highway	H015	5'x8' Utility Trailer	Black Rhino	2023	7N0BU081XPA002440	2023	\$ 3,100.00	15
Highway	H017	Ranger Supercrew Pick-up (white)	Ford	2022	1FTER4FH5NLD09047	2022	\$ 32,988.95	10
Highway	H018	F550 Dump (white) w/plow	Ford	2020	1FDUF5HN1LDA00823	2020	\$ 73,181.85	10
Highway	H019	F150 Pick-up (white)	Ford	2021	1FTEX1EBXMKE94685	2022	\$ 30,283.00	10
Highway	H020	Silverado 4x4 Utility Body (yellow) w/plow	Chevrolet	2009	1GBJK74K69F181199	2010	\$ 44,015.00	10
Highway	H021	Transit (white)	Ford	2021	1FTBR2C84MKA95152	2022	\$ 40,407.00	10
Highway	H022	F-150 Dump Body	Ford	2021	1FDUF5HN1MDA08468	2023	\$ 102,062.75	10
Highway	H023	F250 4x4 Utility Body (yellow) w/plow	Ford	2011	1FTBF2B65BEC71050	2011	\$ 24,432.00	10
Highway	H033	GR64F Rolloff (white)	Mack	2021	1M2GR3GC1MM019687	2020	\$ 298,435.00	12
Highway	H034	Granite 42B Dump (white)	Mack	2020	1M2GR1AC1LM001413	2020	\$ 232,984.00	12
Highway	H036	F600 Dump Body	Ford	2022	1DFFF6LN2NDA16120	2023	\$ 104,671.00	12
Highway	H037	108SD Dump (yellow) w/plow, wing, & spreader	Freightliner	2015	1FVAG5CY6FHGR4449	2015	\$ 90,994.00	12
Highway	H038	F550 Flatbed Dump (yellow) w/plow (6/7 Diesel)	Ford	2012	1FDUF5HT4CEC99314	2013	\$ 38,867.00	12
Highway	H039	7400 Dump w/plow and salter	International	2010	1HTWDAAR6AJ266106	2010	\$ 123,927.00	12
Highway	H040	M2112 10 Wheel Dump (yellow) w/plow	Freightliner	2008	1FVHC7CV98HZ85796	2008	\$ 140,817.00	12
Highway	H043	F450 Dur-A-Lift Aerial (white)	Ford	2008	1FDXF46YX8EE59063	2010	\$ 71,500.00	15
Highway	H044	Granite GR64B Packer (white)	Mack	2020	1M2GR3GC5LM018184	2020	\$ 267,150.00	8
Highway	H045	Granite GR64B Packer (white)	Mack	2022	1M2GR3GC4NM025730	2021	\$ 266,123.00	8
Highway	H050	F600 Dump	Ford	2022	1DFFF6LN4NDA16121	2023	\$ 109,161.70	8

City of Portsmouth

Public Works/Highway

Inventory

Vehicles

(Scheduled for replacement in FY25)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H051	Bucket Truck (white)	Freightliner	2020	1FVACXFE3LHLE3818	2020	\$ 180,891.00	12
Highway	H055	130G Grader	Caterpillar	1985	7GB00959	1996	\$ 20,000.00	15
Highway	H056	Roller-C747B	Hypac	2001	101170515602	2001	\$ 1.00	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	H074	Sidewalk Tractor	Trackless	2019	MT5718287	2020	\$ 123,950.00	10
Highway	H076	Compressor	Atlas	2014	4500A1014ER047276	2015	\$ 15,583.00	20
Highway	H077	2650 Stump Grinder	Bandit	2014	261017	2017	\$ 45,500.00	13
Highway	H082	Sidewalk Tractor (Year 1 of 2)	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 (On Order)	International	2012	1HTWGAZT1CJ453022	2014	\$ 153,819.00	8
Highway	H086	7400 Packer (Year 3 of 4)	International	2012	1HTWGAZT3CJ453023	2014	\$ 153,819.00	8
Highway	H087	Forklift	Toyota	2018	62519	2019	\$ 30,651.00	20
Highway	H089	Zero Turn Mower	Exmark	2021	409215828	2021	\$ 12,757.00	3500 Hrs
Highway	H090	Zero Turn Mower	Exmark	2021	409215829	2021	\$ 12,757.00	3500 Hrs
Highway	H095	Tractor	Kubota	2014	52471	2015	\$ 17,380.00	10
Highway	H105	F550 (yellow) w/ plow & salter	Ford	2020	1FDUF5HN0LDA13157	2020	\$ 79,049.60	10
Highway	H106	Utility Tractor	Trackless	2003	MT5T-2132	2003	\$ 69,000.00	10
Highway	H107	Utility Tractor	Carry-On	2004	4YMUL18294V008205	2004	\$ 1,500.00	20
Highway	H110	Chipper	Morbark	2016	4S8SZ1615GW025594	2016	\$ 57,750.00	12
Highway	H111	Transit Van T-250 (white)	Ford	2020	1FTBR1D88LKB74606	2021	\$ 32,492.30	10
Highway	H112	Utility Trailer-Greenspace	Big Tex	2016	16VAX1012G3007043	2017	\$ 1,500.00	20
Highway	H114	GR42B Flatbed (white) w/plow, wing, & spreader	Mack	2020	1M2GR1ACXLM001412	2021	\$ 181,330.00	15
Highway	H115	F-250 (yellow) w/plow	Ford	2015	1FTBF2B64FEA65482	2015	\$ 24,965.00	10
Highway	H116	Utility Trailer-Greenspace	Cargo	2001	4U01C18241A001805	2020	\$ 1.00	10
Highway	H117	Trailer	Loadrite	2014	5A4HRAT20E2010005	2015	\$ 5,450.00	8
Highway	H119	Landscape Trailer	Mass	1999	1M9FL1413XD441003	1999	\$ 1,646.00	20

City of Portsmouth

Public Works/Highway

Inventory

Vehicles

(Scheduled for replacement in FY25)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H120	Cargo Trailer (white)	Homesteader	2021	5HABE1820MN097445	2021	\$ 8,300.00	10
Health	CH120	Focus 4 dr. (Health) (white)	Ford	2016	1FADP3F21GL320529	2017	\$ 15,646.00	10
Highway	H121	F-550 (yellow) w/plow	Ford	2015	1FDUF5HT2FEA65483	2015	\$ 40,751.00	8
Highway	H122	Enclosed Trailer	Homesteader	2022	5HABE1213NN111422	2022	\$ 5,995.00	10
Highway	H123	Enclosed Trailer	Innovative	2022	7PPZ1EC24N1002720	2022	\$ 9,855.00	10
Health	CH124	Focus Hatchback (Health) (black)	Ford	2014	1FADP3D21EL421749	2015	\$ 15,412.00	10
Recreation	R125	Transit 350 Cutaway Bus (Rec) (white)	Ford	2020	1FDES6PG3LKB13032	2021	\$ 68,511.50	8
Highway	H126	Cracksealer	Stepp	2022	4S9JK1253NS127033	2022	\$ 83,400.00	10
Recreation	R129	Transit Van (Rec) (white)	Ford	2019	NM0GS9F20K1388458	2019	\$ 25,286.00	8
Recreation	R130	4WD Cab Tractor (orange) Model L6060	Kubota	2021	KBUL5FHCPL8M50580	2021	\$ 48,717.66	10
Highway	H131	Landscape Trailer	Load Trail	2023	4ZESA1014R1301832	2024	\$ 4,995.00	10
Highway	H132	Landscape Trailer	Load Trail	2023	4ZESA1018R1298899	2024	\$ 4,995.00	10
Highway	H133	F750 Dump with Grapple (white)	Ford	2020	3ALACXFC6LDME9202	2020	\$ 163,280.00	10
Highway	H136	F550 4x4 1-ton Dump (yellow) w/plow (6/7 Diesel)	Ford	2011	1FDUF5HT5BEC54882	2012	\$ 34,296.00	8
Prescott Park	PP139	AgriSUV	Kawasaki	1996	JK1AFGC12RD501699	2003	\$ 3,587.00	10
Highway	H140	Ballfield Rake	Smithco	2003		2004	\$ 7,995.00	20
Highway	H141	Message Board	Solar	2015	4GM1M0913F1454406	2015	\$ 15,450.00	10
Highway	H146	Message Board	American Signal	2009	1A9AS432992228572	2011	\$ -	10
Highway	H148	F350 pickup w/plow (yellow)	Ford	2019	1FT8X3B63KEC00099	2019	\$ 42,699.00	8
Highway	H149	Utility Trailer-Signs/Lines	Carry-On	2005	4YMUL10145V058319	2006	\$ 2,000.00	20
Highway	H151	F550 4X4 1 Ton Dump (white) w/plow	Ford	2020	1FDUF5HN9LDA13156	2021	\$ 80,549.60	10
Highway	H154	Light Tower	RAJLY	2015	5UAA1LK17FV003653	2015	\$ 2,017.00	15
Highway	H155	Light Tower	RAJLY	2015	5UAA1LK15FV003652	2015	\$ 2,017.00	15
Assessing	CH156	Bolt (Assessing) (white)	Chevrolet	2019	1G1FY6S09K4103103	2019	\$ 30,520.00	10
Assessing	CH157	Focus 4-Door Sedan (Fin) (gray)	Ford	2011	1FAHP3EN4BW136691	2011	\$ 13,584.00	10
Assessing	CH158	Focus 4-Door Sedan (Fin) (gray)	Ford	2011	1FAHP3EN6BW136692	2011	\$ 13,584.00	10
Highway	H160	Transit Van (white)	Ford	2020	1FTBW9C8XLKB74423	2020	\$ 36,175.22	10

City of Portsmouth  
 Inventory  
 Vehicles

Public Works/Highway

(Scheduled for replacement in FY25)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Inspections	CH162	Focus (Insp) (white)	Ford	2016	1FADP3F25GL320534	2017	\$ 15,646.00	10
Inspections	CH163	Explorer (Insp) (black)	Ford	2016	1FM5K8AR0GGB44611	2021	\$ 1.00	5
Inspections	CH164	Focus (Insp) (white)	Ford	2016	1FADP3F28GL320530	2017	\$ 15,646.00	10
Inspections	CH165	Focus (Insp) (white)	Ford	2016	1FADP3F21FL320532	2017	\$ 15,646.00	10
Prescott Park	PP1	Ranger	Ford	2011	1FTKR1AD6BPA51776	2011	\$ 10,984.00	12
Prescott Park	PP202	F-350 (Stake Truck-Arson) - placeholder						
Highway	NEW 25-1	F550 w/landscape trailer, plow, & salter (Year 1 of 2)						
IT	NEW 25-2	Escape						

City of Portsmouth  
Replacement Schedule

Vehicles

Scheduled for replacement in FY25

City ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
CH001									\$ 40,000	
H004		\$ 30,000								
H005				\$ 40,000						
H006		\$ 35,000								
H008		\$ 48,000								\$ 55,000
H009								\$ 40,000		
H010			\$ 40,000							
H011										
H015										
H017								\$ 45,000		
H018			\$ 40,000	\$ 40,000						
H019								\$ 45,000		
H020		\$ 90,000								
H021								\$ 50,000		
H022									\$ 80,000	\$ 80,000
H023									\$ 80,000	
H033					\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500		
H034					\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000		
H036									\$ 75,000	\$ 75,000
H037			\$ 150,000	\$ 150,000						
H038	\$ 90,000								\$ 100,000	
H039		\$ 50,000	\$ 50,000	\$ 50,000						
H040		\$ 50,000	\$ 50,000	\$ 50,000						
H043		\$ 62,500	\$ 62,500							
H044		\$ 95,000	\$ 95,000	\$ 95,000						\$ 100,000
H045			\$ 95,000	\$ 95,000	\$ 95,000					

City of Portsmouth  
Replacement Schedule

Vehicles

Scheduled for replacement in FY25

City ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
H050						\$ 75,000	\$ 75,000			
H051						\$ 75,000	\$ 75,000	\$ 75,000		
H055		\$ 50,000	\$ 50,000							\$ 55,000
H056				\$ 35,000	\$ 35,000					
H068							\$ 95,000	\$ 95,000		
H072							\$ 80,000	\$ 80,000		
H074					\$ 75,000	\$ 75,000				
H076										
H077					\$ 50,000	\$ 50,000				
H082	\$ 75,000	\$ 75,000							\$ 85,000	\$ 85,000
H084			\$ 75,000	\$ 75,000						
H085					\$ 75,000	\$ 75,000	\$ 75,000	\$ 100,000		
H086	\$ 113,000	\$ 120,000					\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
H087										
H089							\$ 15,000			
H090							\$ 15,000			
H095		\$ 25,000								\$ 30,000
H105					\$ 45,000	\$ 45,000				
H106		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000					\$ 50,000
H107										
H110				\$ 45,000	\$ 45,000					
H111							\$ 40,000			
H112										
H114							\$ 50,000	\$ 50,000	\$ 100,000	
H115			\$ 45,000					\$ 45,000		
H116							\$ 10,000			



City of Portsmouth  
Replacement Schedule

Vehicles

Scheduled for replacement in FY25

City ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
H117										
H119										
H120							\$ 10,000			
CH120				\$ 35,000						
H121		\$ 45,000	\$ 45,000						\$ 65,000	\$ 65,000
H122								\$ 10,000		
CH124		\$ 35,000								\$ 40,000
R125				\$ 45,000	\$ 45,000					
H126										\$ 100,000
R129			\$ 32,000							
R130						\$ 37,500	\$ 37,500			
H131										\$ 7,500
H132										\$ 7,500
H133				\$ 76,000	\$ 76,000	\$ 76,000				
H136						\$ 50,000	\$ 50,000			
PP139	\$ 35,000								\$ 50,000	
H140				\$ 15,000						
H141										
H146										
H148			\$ 45,000							
H149										
H151					\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		
H154						\$ 5,000				
H155						\$ 5,000				
CH156					\$ 35,000					
CH157										\$ 25,000

City of Portsmouth  
Replacement Schedule

Vehicles

Scheduled for replacement in FY25

City ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
CH158										\$ 25,000
H160						\$ 40,000				
CH162				\$ 35,000						
CH163				\$ 35,000						
CH164					\$ 35,000					
CH165					\$ 35,000					
PP1										
PP202									\$ 45,000	
NEW 25-1	\$ 62,000	\$ 58,000							\$ 70,000	\$ 70,000
NEW IT 25-2	\$ 30,000								\$ 40,000	
<b>TOTALS</b>	<b>\$ 405,000</b>	<b>\$ 918,500</b>	<b>\$ 924,500</b>	<b>\$ 966,000</b>	<b>\$ 908,500</b>	<b>\$ 821,000</b>	<b>\$ 915,000</b>	<b>\$ 922,500</b>	<b>\$ 905,000</b>	<b>\$ 945,000</b>

City of Portsmouth  
Inventory  
Vehicles

**Police Department**

(Scheduled for replacement in FY 2025)

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	Awaiting receipt of FY24 replacement vehicle	5
Police	29	Explorer	B&W - 2	Ford	2020	1FM5K8AB0LGC94361	2021	\$34,422.00	5
Police	2	Crwn Vic	B&W - 3	Ford	2011	2FABP7BV6BX159332	2011	\$23,377.00	10
Police	14	Explorer	B&W - 4	Ford	2020	1FM5K8AB2LGC94362	2021	\$34,422.00	5
Police	15	Explorer	B&W - 5	Ford	2020	1FM5K8AB5LGB12847	2020	\$35,884.00	5
Police	16	Explorer	B&W - 6	Ford	2020	1FM5K8AB9LGC94360	2020	\$34,422.00	5
Police	17	Explorer	B&W - 7	Ford	2018	1FM5K8AR9JGA45986	2018	Awaiting receipt of FY24 replacement vehicle	5
Police	18	Crwn Vic	B&W - 8	Ford	2011	2FABP7BV8BX159333	2011	\$23,377.00	10
Police	21	Tahoe	B&W - 9	Chevy	2023	1GNSKLED7PR434462	2023	\$44,656.00	5
Police	3	Explorer	B&W - 10	Ford	2020	1FM5K8AB3LGB12846	2020	\$35,884.00	5
Police	22	Explorer	B&W - 11	Ford	2021	1FM5K8AB5MGA43501	2021	\$34,502.00	5
Police	6	Explorer	B&W - 12	Ford	2021	1FM5K8AB3MGA43500	2021	\$34,502.00	5
Police	9	Explorer	B&W - 13	Ford	2022	1FM5K8AB7NGC472180	2023	\$33,850.00	5
Police	31	Explorer	B&W - 14	Ford	2020	1FM5K8AB7LGB12848	2020	\$35,884.00	5
Police	38	Explorer	B&W - 15	Ford	2022	1FM5K8AB8NGC42690	2022	\$33,850.00	5+
Police	39	Explorer	B&W - 16	Ford	2022	1FM5K8AB9NGC42875	2022	\$33,850.00	5+
Police	4	Explorer	B&W - 17	Ford	2021	1FM5K8AB0MGA48499	2021	\$34,502.00	5
Police	5	Tahoe	BLK LP - 18	Chevy	2023	1GNSKLED2PR233939	2023	\$44,656.00	5+
Police	10	Explorer	BLK LP- 19	Ford	2020	1FM5K8AB9LGB12849	2020	\$35,884.00	5
Police	7	Escape	UM - 1	Ford	2017	1FMCU9G98HUC81944	2017	\$25,277.00	5+
Police	12	Escape	UM - 2	Ford	2017	1FMCU9G9XHUC81945	2017	\$25,277.00	5+
Police	19	Grand Cherokee	UM - 3	Jeep	2022	1C4RJFAG6NC141079	2023	\$38,546.00	5+
Police	25	Escape	UM - 4	Ford	2017	1FMCU9G91HUC81946	2017	\$25,277.00	5+
Police	24	Escape	UM - 5	Ford	2018	1FMCU9J90JUB48335	2018	\$30,711.00	5+
Police	8	Explorer	UM - 6	Ford	2017	1FMCU9G92HUA74045	2020	\$16,999.00	5
Police	40	Traverse	UM - 7	Chevy	2023	1GNEVFKW7PJ297016	2023	\$36,416.00	10+

City of Portsmouth  
Inventory  
Vehicles

**Police Department**

(Scheduled for replacement in FY 2025)

Department	City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
Police	28	Fusion	UM - 8	Ford	2010	3FAHP0HA8AR411925	2012	\$15,927.00	5+
Police	11	Acadia	UMA - 1	GMC	2019	1GKKNULS5KZ110382	2020-used	\$26,999.00	5+
Police	1	Escape	UMA - 2	Ford	2018	1FMCU9J99JUB48334	2018	\$30,711.00	5+
Police	30	Acadia	UMA - 3	Ford	2021	1GKKNXLS8MZ133076	2023-used	\$44,840.00	5+
Police	27	E-350 XLT Van	UMV - 2	Ford	2007	1FBSS31L37DA36866	2007	Awaiting receipt of FY24 replacement vehicle	5+
Police	20	Ranger	ADM - 1	Ford	2009	1FTYR10E89PA54533	2009	\$14,598.00	5+
Police	26	Explorer	ACO-1	Ford	2016	1FM5K8AR4GGB44613	2016	\$27,605.00	10
Police	23	Evidence Van	EV - 1	Ford	2010	1FDWE3FLXADA64244	2010	xx	5+
Police	32	Transit Drone Van	DRN - 1	Ford	2019	1FTYR2CM1KKA73713	2020	\$29,980.00	10+
Police	33	Transit ICAC Van	ICACV-1	Ford	2020	1FTYE2C87LKB21683	2020	\$40,916.00	10+
Police	34	Traverse-ICAC	ICACC-2	Chevy	2020	1GNEVFKW9LJ212736	2020	\$29,655.00	10+
Police	36	Tahoe-ICAC	ICACC-3	Chevy	2023	1GNSKNKD4PR244103	2023	\$66,898.00	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	Awaiting receipt of FY24 replacement vehicle	2

BW-Black & White LP-Low Profile BW UM-Unmarked UMA- Unmarked Adm EV-Evidence AC-Animal Control DRN-Drone Van ADM-Utility Use ICACV-ICAC Van ICACC-ICAC Car-UM

City of Portsmouth  
 Replacement Schedule  
 Vehicles

City ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
13					\$ 58,600.00					
29		\$ 50,700.00					\$ 64,600.00			
2	\$ 48,300.00					\$ 61,500.00				
14		\$ 50,700.00						\$ 67,800.00		
15			\$ 53,200.00				\$ 64,600.00			
16			\$ 53,200.00				\$ 64,600.00			
17					\$ 58,600.00					\$ 74,760.00
18	\$ 48,300.00					\$ 61,500.00				
21									\$ 71,200.00	
3				\$ 55,800.00					\$ 71,200.00	
22		\$ 50,700.00					\$ 64,600.00			
6		\$ 50,700.00					\$ 64,600.00			
9				\$ 55,800.00					\$ 71,200.00	
31			\$ 53,200.00					\$ 67,800.00		
38					\$ 58,600.00					\$ 74,760.00
39					\$ 58,600.00					\$ 74,760.00
4		\$ 50,700.00						\$ 67,800.00		
5				\$ 55,800.00					\$ 71,200.00	
10	\$ 48,300.00					\$ 61,500.00				
7				\$ 55,800.00						
12						\$ 61,500.00				
19									\$ 71,200.00	
25						\$ 61,500.00				
24										\$ 74,760.00
8				\$ 55,800.00						

City of Portsmouth  
 Replacement Schedule  
 Vehicles

City ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
40								\$ 67,800.00		
28	\$ 42,000.00									
11			\$ 53,200.00					\$ 67,800.00		
1		\$ 42,000.00								
30					\$ 58,600.00					
27										
20										
26			\$ 53,200.00							
23										
32										
33										
34										\$ 74,760.00
36										
Motorcycle 1		\$ 16,500.00		\$ 18,100.00		\$ 20,000.00		\$ 22,000.00		
Motorcycle 2	\$ 15,750.00		\$ 17,300.00		\$ 19,000.00		\$ 21,000.00		\$ 23,100.00	\$ 23,100.00
TOTALS	\$ 202,650.00	\$ 312,000.00	\$ 283,300.00	\$ 297,100.00	\$ 312,000.00	\$ 327,500.00	\$ 344,000.00	\$ 361,000.00	\$ 379,100.00	\$ 396,900.00

City of Portsmouth  
Inventory

Fire Department

Vehicles

(Scheduled for replacement in FY 2025)

Department	City ID	Description	Dept ID	Make	Year of Mfg.	Mfg. ID Number	Fiscal Year Purchased	Cost	Useful Life
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-6	E-One	2011	4ENRAAA89B1006665	2011	433,854	17
Fire	169	SUV	C-3	Chevrolet	2012	1GNWKMEG2CR281033	2012	50,000	8
Fire	173	Pick Up	U-1	Chevrolet	2014	1GC1KVCG5EF167561	2014	38,000	10
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	4ZECH202XG1107351	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-2	Chevrolet	2018	1GNSKFEC9JR304621	2018	38,608	8
Fire	186	Rescue Boat	M-1	Rib-Craft	2019	Hull#URK781531819	2019	175,000	10
Fire	*	Boat Trailer	*	Load Right	2019	5A4AH4W28J2010880	2019	*	10
Fire	187	Ambulance	A-2	Ford	2019	1FDUF5HT8KDA22766	2020	226,364	8
Fire	188	Pumper	E-1	E-One	2020	4EN6AHA88L2002999	2020	549,825	15
Fire	189	SUV	C-5	Chevrolet	2020	2GNAXSEVXL6205554	2020	25,000	10

**City of Portsmouth  
Replacement Schedule**

(Scheduled for funding in FY 2025)

City ID #	Dept ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
<b>Pay-As-You-Go</b>											
135	Trailer										
148	Haz Mat										
156	TR-1		\$20,000						\$30,000		
157	F-1			\$75,000							
164	U-4		\$35,000							\$70,000	
167	Pod Trl		\$20,000								
169	C-3	\$70,000									
173	U-1		\$50,000								
174	C-1										
175	U-2										
179	B-1							\$150,000			
180	K SFE										
181	C-4			\$45,000							
185	C-2			\$55,000							
189	C-5						\$50,000				
191	C-1							\$60,000			
<b>Total Pay-As You-Go Funding</b>		<b>\$70,000</b>	<b>\$125,000</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$150,000</b>	<b>\$30,000</b>	<b>\$70,000</b>	<b>\$0</b>



Bonding		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY2030	FY 2031	FY2032	FY 2033	FY2034
155	L-2										
158	E-4	\$800,000									
163	T-5				\$1,500,000						
168	E-6					\$800,000					
178	E-3						\$800,000				
188	E-1							\$800,000			
184	R-7								\$800,000		
183	A-1	\$310,000									\$435,000
187	A-2				\$435,000						
176	A-3							\$435,000			
186	Marine 1			\$250,000							
*	Boat Trailer										
188	E1									\$800,000	
190	T2										\$1,600,000
<b>Total Bonding</b>		<b>\$1,110,000</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$1,935,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$1,235,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$2,035,000</b>
<b>Grand Total</b>		<b>\$1,180,000</b>	<b>\$125,000</b>	<b>\$425,000</b>	<b>\$1,935,000</b>	<b>\$800,000</b>	<b>\$850,000</b>	<b>\$1,385,000</b>	<b>\$830,000</b>	<b>\$870,000</b>	<b>\$2,035,000</b>

City of Portsmouth

Inventory

School Department

Vehicles

(Scheduled replacements in FY 2025)

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	Exmark Navigator Mower	Exmark	2019	NVS730AKC48000	2019	12,799	8 YRS
School	8	72" Exmark Zero Turn Mower	Exmark	2021	LZS801CKA72RA1	2020	11,279	8 YRS
School	9	72" Exmark Zero Turn Mower	Exmark	2023	LZS801CKA72RA1-S414466181	2023	13,679	8 YRS
School	10	WHAM 1600 Turbo Series II 12'	John Deere	2009	TC11600T070261	2009	37,995	8 YRS
School	11	Utility Trailer	Sur Track	2015	5JW1U1426G1137095	2016	2,700	10 YRS
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 YRS
School	14	Ford Focus 4DSE SDN	Ford Focus	2017	1FADP3F23H272047	2017	14,717	8 YRS
School	15	F350 Ext. Cab 1 ton 4x4 with plow	Ford	2017	1FT8X3864HEE98929	2017	36,606	8YRS
School	16	Utility Tractor 4630 with attachments	John Deere	2019	1LV4066RPPK406174	2019	70,100	8 YRS
School	17	F550 Dump Body Truck w/ Plow	Ford	2022	1FDUF5HN3NEE91487	2022	62,843	8 YRS
School	18	30-35' Scissor Lift (Ext)	JLG	2006	200153059	2014	15,500	10 YRS
School	19	30-35' Scissor Lift (Int)	Skyjack	2006	715130	2014	9,500	8 YRS
School	20	2 Ton Dump Body Trailer - TBD	TBD	TBD	TBD	TBD	3,000	10 YRS
School	21	Ford Transit 7 Pass. Van (RJLA)	Ford	2019	1FMZK1ZM3KKB09195	2019	27,889	10 YRS
School	22	Ford E250 7 Pass. Van (RJLA)	Ford	2011	1FTNE2EW2BDA98928	2011	18,890	10 YRS
School	23	Ford Transit 12-15 Pass. Van	Ford	TBD	TBD	TBD	TBD	10 YRS

City of Portsmouth  
Replacement Schedule

Vehicles (Scheduled replacements in FY 2025)

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
2		\$ 58,000.00								
3								\$ 65,000.00		
4									\$ 65,000.00	
5										\$ 65,000.00
6		\$ 38,000.00								
7		\$ 15,000.00						\$ 16,000.00		
8			\$ 16,000.00						\$ 16,000.00	
9						\$ 16,000.00				
10	\$ 39,000.00	\$ 39,000.00							\$ 45,000.00	\$ 45,000.00
11				\$ 8,500.00						
12		\$ 9,500.00							\$ 10,000.00	
13				\$ 9,500.00						
14			\$ 40,000.00							
15		\$ 60,000.00								
16			\$ 45,000.00	\$ 45,000.00						
17						\$ 45,000.00	\$ 45,000.00			
18	\$ 22,000.00									
19								\$ 35,000.00		
20										
21					\$ 48,000.00					
22	\$ 45,000.00									
23				\$ 37,000.00	\$ 38,000.00					
<b>TOTALS</b>	<b>\$ 106,000.00</b>	<b>\$ 219,500.00</b>	<b>\$ 101,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 86,000.00</b>	<b>\$ 61,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 116,000.00</b>	<b>\$ 136,000.00</b>	<b>\$ 110,000.00</b>

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY25)

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	\$ -	8
Parking	P003	Focus 4 door Sedan (white)	Ford	2015	1FADP3F21FL342836	2015	\$ 15,468.00	8
Parking	P016	Small Packer (white) (Year 1 of 2)	Chevrolet	2020	JALEEW167L7300738	2020	\$ 117,940.00	6
Parking	P024	F550 Rack Body (white)	Ford	2022	1FDUF5HNXNEE91485	2023	\$ 84,449.10	10
Parking	P046	7400 Packer (white)	International	2007	3HTWGAST27N472665	2008	\$ 132,194.00	8
Parking	P057	ReGen Sweeper	Chevrolet	2019	1G9GA3HP2KS462006	2020	\$ 239,800.00	5
Parking	P060	Sidewalk Tractor	Trackless	2019	MT5T22937	2019	\$ 123,950.00	10
Parking	P064	289D3 Skid Steer Loader	Caterpillar	2023	CAT0289DEJX912189	2023	\$ 92,500.00	10
Parking	P069	Focus 4 door Sedan (white)	Ford	2015	1FADP3F24FL295687	2015	\$ 15,468.00	8
Parking	P070	Sidewalk Tractor	Trackless	2003	MT5T-2124	2003	\$ 74,500.00	10
Parking	P071	Sidewalk Tractor	Trackless	1995	MT5T-804	1999	\$ 29,500.00	10
Parking	P073	Sidewalk Tractor	Trackless	2020	MT5T-2150-7	2020	\$ 124,500.00	10
Parking	P101	Wheeled Loader	Caterpillar	2022	CAT0930MCF5K01950	2022	\$ 235,400.00	10
Parking	P102	624K-II Loader (Year 2 of 4)	John Deere	2016	1DW624KZEGF677758	2017	\$ 188,750.00	10
Parking	P113	Utility Trailer	Innovative	2020	1Z9Z1U816L1445250	2023	\$ 2,995.00	10
Zoning	P128	Equinox (Zoning)	Chevrolet	2008	2CNDL13F586306544	2009	\$ 16,720.00	10
Parking	P130	F550 (white)	Ford	2020	1FDUF5HN7LKA00793	2020	\$ 83,481.00	8
Parking	P131	F250 4x4 Utility Body (yellow)	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 4)	Snogo	2007	3939	2007	\$ 54,000.00	10
Parking	P138	Snowloader WK-800	Snogo	2016	3783727	2016	\$ 121,500.00	10
Parking	P139	F150 Pick Up (yellow)	Ford	2018	1FTMF1CB7JKE72415	2018	\$ 22,280.00	8
Parking	P140	Mobile Message Board	Solar Tech	2019	4GM2M1316K1462349	2019	\$ 19,450.00	10
Parking	P142	Mobile Message Board	PCMS	2003	139UP081X3A003197	2003	\$ 14,000.00	10
Parking	P143	Mobile Message Board						10
Parking	P144	Mobile Message Board						10
Parking	P145	F150 Pick Up (yellow)	Ford	2013	1FTEX1CM9DKE78157	2013	\$ 17,903.00	8

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY25)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P161	F150 Pick Up (yellow)	Ford	2013	1FTMF1CM9DKE78156	2013	\$ 15,835.00	10
Parking	New 25	F150 Pick Up						10

City of Portsmouth  
Replacement Schedule

Vehicles Scheduled for replacement in FY25

City ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
P001							\$ 40,000			
P003	\$ 30,000									
P016	\$ 75,000	\$ 90,000				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
P024							\$ 35,000	\$ 35,000	\$ 35,000	
P046					\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000		
P057		\$ 100,000	\$ 100,000			\$ 60,000	\$ 70,000	\$ 80,000		
P060					\$ 110,000	\$ 110,000				
P064									\$ 60,000	\$ 65,000
P069		\$ 30,000							\$ 40,000	
P070			\$ 100,000	\$ 100,000						
P071			\$ 75,000	\$ 125,000						
P073					\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
P101						\$ 80,000	\$ 80,000	\$ 80,000		
P102	\$ 50,000	\$ 50,000	\$ 50,000							
P113										
P128	\$ 30,000									
P130				\$ 70,000	\$ 70,000					
P131	\$ 80,000						\$ 25,000	\$ 55,000		
P132				\$ 90,000						
P137	\$ 80,000	\$ 80,000	\$ 60,000						\$ 200,000	\$ 200,000
P138		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000					
P139		\$ 40,000								\$ 50,000
P140					\$ 25,000					
P142					\$ 25,000					

**City of Portsmouth  
Replacement Schedule**

**Vehicles**    Scheduled for replacement in FY25

City ID #	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
P143										\$ 30,000
P144										\$ 30,000
P145										\$ 100,000
P161					\$ 40,000					
New 25	\$ 45,000									
<b>TOTALS</b>	<b>\$ 390,000</b>	<b>\$ 465,000</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>	<b>\$ 475,000</b>	<b>\$ 480,000</b>	<b>\$ 480,000</b>	<b>\$ 480,000</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>

**City of Portsmouth**

**Inventory**

**Stormwater Division**

**Vehicles**

(Scheduled for replacement in FY25)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Stormwater	SW042	6 Wh Dump 108SD w/plow,wing, spreader <b>(Year 3 of 3)</b>	Freightliner	2015	1FVAG5CY2FHGR4450	2015	\$ 90,994	10
Stormwater	SW066	Vactor 2112-JD (white) <b>(Year 3 of 3)</b>	International	2007	1HTWGAZTX7J564805	2008	\$ 244,795	10
Stormwater	SW067	M3 Street Sweeper	Chev/Global	2022	1G9AM6N10NS462105	2022	\$ 254,050	6
Stormwater	SW166	F150 (white)	Ford	2021	1FTFX1E81MKD02921	2021	\$ 36,788	6
Stormwater	NEW 24	F250 Utility Body Pickup					\$ 70,000	8
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 Scheduled for replacement in FY25

City ID # *	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
SW042	\$ 130,000									\$ 110,000
SW066	\$ 160,000						\$ 100,000	\$ 100,000	\$ 110,000	
SW067		\$ 100,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000				\$ 100,000
SW166		\$ 25,000	\$ 25,000						\$ 30,000	\$ 30,000
NEW 24							\$ 40,000	\$ 40,000		
MISC	\$ 200,000									
<b>TOTALS</b>	<b>\$ 490,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 240,000</b>

City of Portsmouth

Inventory

Vehicles

Water Division

Scheduled for replacement in FY25

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Water	W001	Edge (black)	Ford	2019	2FMPK4G97KBB04468	2019	\$ 28,929.00	8
Water	W002	Edge (black)	Ford	2019	2FMPK4G95KBB04467	2019	\$ 28,929.00	8
Water	H002	Explorer (black)	Ford	2018	1FM5K8D84JGB58201	2018	\$ 24,917.00	8
Water	W003	Edge (black)	Ford	2019	2FMPK4G95KBC03144	2019	\$ 28,929.00	8
Water	W004	Transit Van (white)	Ford	2021	NM0LS7E25M1488272	2021	\$ 29,133.55	10
Water	W005	Transit Van (white)	Ford	2022	NM0LS7S21N1512881	2022	\$ 30,047.00	10
Water	W006	Explorer (black)	Ford	2016	1FM5K8AR2GGB44612	2022	\$ 1.00	8
Water	W007	Transit Van (white)	Ford	2018	1FDBF4XM2JKA76151	2018	\$ 35,945.00	8
Water	W010	F-550 (yellow) w/plow	Ford	2016	1FDX05HT7GEA74838	2016	\$ 73,323.00	8
Water	W025	F-250 4x4 (white) w/plow	Ford	2020	1FDBF2B62LEC63257	2020	\$ 64,790.00	8
Water	W026	F-150 pick-up (yellow)	Ford	2018	1FTFX1EG6JKE72887	2018	\$ 29,378.00	8
Water	W027	F-550 (yellow) w/plow (Year 1 of 2)	Ford	2015	1FDUF5HT9FEA42315	2015	\$ 40,443.00	8
Water	W028	F-250 4x4 Supercab (w/ plow)	Ford	2020	1FT7X2BN1LEC48697	2020	\$ 45,007.00	8
Water	W029	F-250 Utility Body	Ford	2019	1FDBF2B6XKEC63215	2019	\$ 27,235.00	8
Water	W030	F-550 4x4 Utility Body pick-up w/plow	Ford	2016	1FD0X5HT5GEC57753	2017	\$ 73,476.00	8
Water	W031	F-550 4x4 Utility Body pick-up w/plow (Year 2 of 2)	Ford	2016	1FD0X5HT7GEC57754	2017	\$ 73,476.00	8
Water	W032	Transit (yellow)	Ford	2018	NM0LS7E76J1358959	2018	\$ 27,159.00	8
Water	W035	GR42B Dump (white)	Mack	2023	1M2GR1AC4PM001878	2023	\$ 196,170.00	8
Water	W053	F-150 (Yel)	Ford	2019	1FTFX1E43KKE25081	2020	\$ 28,401.00	8
Water	W060	Loader	Caterpillar	2021	CAT00420TH9X01243	2022	\$ 149,000.00	8
Water	W061	Excavator 318	Caterpillar	2021	CAT0M318HKE700531	2022	\$ 247,900.00	10
Water	W063	Track Loader-SVL90-2 (Year 1 of 2)	Kubota	2015	14195	2015	\$ 57,700.00	10

City of Portsmouth

Inventory

Vehicles

Water Division

Scheduled for replacement in FY25

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Water	W079	Utility Trailer (construction)	Eagle	2018	112H8V350JL082749	2018	\$ 20,395.00	20
Water	W080	Compressor	Atlas	2014	4500A1018ER047278	2018	\$ 15,583.00	10
Water	W100	Mini Track Excavator U-55-4 (Year 1 of 2)	Kubota	2015	25656	2016	\$ 82,364.00	10
Water	W100T	T16DT Trailer (W100)	Towmaster	2016	4KNTT1627GL161190	2016	\$ 10,700.00	7
Water	W101	Mini Wheeled Loader (W/S)	Volvo	2019	VCEEW60EP00312208	2020	\$ 77,661.00	12
Water	W103	F150 4X4 (Yel)	Ford	2017	1FTMF1E81HKD49737	2017	\$ 24,057.00	8
Water	W104	F550 Dump w/plow	Ford	2016	1FD0X5HT3GEC57752	2017	\$ 74,993.00	6
Water	W108	Mack Granite GR64F Dump w/plow	Mack	2021	1M2GR3GC9MM023583	2021	\$ 238,929.00	8
Water	W109	F-150 pickup 1/2 ton (yellow)	Ford	2013	1FTEX1CM1DKE57951	2013	\$ 18,127.00	8
Water	W126	Escape (SUV) (black)	Ford	2008	1FMCU931X8KC24057	2008	\$ 18,985.00	9
Water	W127	Escape (SUV) (white)	Ford	2021	1FMCU9G66MUA39606	2022	\$ 26,866.00	8
Water	W143	Mobile Message Board	SolarTech	2019	4GM2M1312K1462350	2019	\$ 19,450.00	10
Water	W150	Utility Trailer (Well Supplies)	Homemade	2016	5HABE1010GN042792	2016	\$ 2,995.00	20
Water	WT156	Utility Trailer	PJ	2008	3CVU8131882125365	2008	\$ 2,000.00	20
Water	W159	Edge (white)	Ford	2021	2FMPK4J99MBA54765	2022	\$ 37,140.15	10
Water	WT163	Trailer (Track Loader)	PJ	2013	4P5CC222XD3003769	2013	\$ 5,000.00	20
Water	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	Scheduled for replacement in FY25									
City ID # *	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
W001			\$ 35,000							
W002			\$ 35,000							
H002		\$ 40,000								\$ 45,000
W003			\$ 35,000							
W004							\$ 42,000			
W005								\$ 45,000		
W006			\$ 35,000							
W007		\$ 55,000								\$ 60,000
W010						\$ 40,000	\$ 40,000	\$ 40,000		
W025				\$ 60,000						
W026		\$ 45,000								\$ 55,000
W027	\$ 55,000	\$ 55,000							\$ 100,000	\$ 30,000
W028			\$ 55,000							
W029			\$ 55,000							
W030								\$ 60,000	\$ 60,000	
W031	\$ 45,000								\$ 55,000	\$ 55,000
W032			\$ 37,500						\$ 40,000	
W035				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
W053				\$ 40,000						
W060					\$ 90,000	\$ 90,000				
W061						\$ 110,000	\$ 70,000	\$ 90,000		
W063	\$ 40,000	\$ 40,000								
W079				\$ 25,000						
W080			\$ 20,000							
W100	\$ 45,000	\$ 45,000								
W100T										
W101							\$ 50,000	\$ 50,000		
W103	\$ 45,000								\$ 50,000	

City of Portsmouth										
Replacement Schedule										
Vehicles	Scheduled for replacement in FY25									
City ID # *	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
W104							\$ 50,000	\$ 50,000		
W108				\$ 137,500	\$ 137,500					
W109		\$ 55,000								
W126			\$ 35,000							
W127						\$ 37,500				
W143					\$ 25,000					
W150										
WT156										
W159							\$ 40,000			
WT163										
MISC EQ.	\$ 100,000	\$ 100,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000
TOTALS	\$ 330,000	\$ 435,000	\$ 442,500	\$ 437,500	\$ 427,500	\$ 452,500	\$ 467,000	\$ 460,000	\$ 455,000	\$ 395,000

City of Portsmouth

Inventory

Vehicles

Sewer Division

(Scheduled for replacement in FY25)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Sewer	S002	Explorer (Blk)	Ford	2018	1FM5K8D84JGB58201	2018	\$ 24,917	8
Sewer	S004	Edge (White)	Ford	2021	2FMMPK4G96MBA41253	2021	\$ 32,981	8
Sewer	S005	Escape (white)	Ford	2022	1FMCU9G6XNUA17030	2022	\$ 27,763	8
Sewer	S011	F-150 4X4 (white)	Ford	2020	1FTFX1E4XLFC24014	2021	\$ 36,732	10
Sewer	S012	F-150 4X4 (white)	Ford	2022	1FTMF1EB7NKE18230	2023	\$ 31,126	10
Sewer	S013	Escape (SUV) (White)	Ford	2021	1FMCU9BZ8MUA61799	2021	\$ 28,451	8
Sewer	S014	F550 Dump w/plow	Ford	2019	1FDUF5HY4KEC25823	2019	\$ 37,100	8
Sewer	S015	Fusion (White)	Ford	2020	3FA6P0T95LR263370	2020	\$ 23,380	10
Sewer	S017	Focus (White)	Ford	2014	1FADP3F29EL421718	2015	\$ 14,545	10
Sewer	S041	F550 Pickup	Ford	2019	1FDUF5HY4KEC00100	2020	\$ 36,999	8
Sewer	S048	114SD 10 Wheel Dump (Yel) w/Plow (Year 2 of 3)	Freightliner	2016	1FVHG3DV7GHHM1870	2016	\$ 179,199	10
Sewer	S049	F550 Pickup (Tommy lift) (Year 1 of 2)	Ford	2019	1FD0X5HY1KEC00101	2019	\$ 40,053	6
Sewer	S059	4WD Wheeled Loader	Caterpillar	2022	CAT00920TSL400799	2022	\$ 177,500	10
Sewer	S062	Skidsteer 289D3	Caterpillar	2020	CAT0289DLJX902243	2020	\$ 83,900	10
Sewer	S065	Vactor (white) (Year 3 of 5)	Mack	2020	1M2GR3GC5LM0181136	2020	\$ 481,962	8
Sewer	S075	F150 (Yel)	Ford	2017	1FTMF1E8XHGD49736	2018	\$ 23,547	10
Sewer	SC075	Compressor	Atlas	2016	4500A101XGR053151	2018	\$ 18,475	10
Sewer	S076	Hot Jet & Trailer	Misc	2018	58LMU1222JA001555	2019	\$ 29,595	10
Sewer	S078	GR64F Rolloff	Mack	2022	1M2GR3GC6NM025731	2022	\$ 264,367	10
Sewer	S099	908M Wheeled Loader	Caterpillar	2020	CAT0908MJH8804424	2020	\$ 124,341	10
Sewer	S116	Utility Trailer	Carry On	2014	4YMCL1429EV024360	2014	\$ 4,400	10
Sewer	S123	F-150 4x4 w/Plow	Ford	2010	1FTVX1EV2AKE09201	2010	\$ 26,252	10

City of Portsmouth

Inventory

Vehicles

Sewer Division

(Scheduled for replacement in FY25)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Sewer	S124	Enclosed Trailer	Innovative	2023	7PPZ1EC26P1003273	2022	\$ 9,885	10
Sewer	S127	Escape (SUV) (white)	Ford	2021	1FMCU9G66MUA39606	2022	\$ 24,886	10
Sewer	S130	Tank Truck (Yel/Blk) 114 SD	Freightliner	2018	1FVHG3DV6JHJS5730	2018	\$ 208,916	10
Sewer	S134	F-150 4X4 (white)	Ford	2012	1FTEX1EM6CFC28430	2013	\$ 26,894	8
Sewer	S135	Transit Camera Vehicle	Ford	2023	1FTBW1X80PKA56396	2023	\$ 226,450	10
Sewer	S144	Message Board	Solar Tech	2022	4GM2M1311N1463011	2022	\$ 19,140	10
Sewer	S147	Message Board	Solar Tech	2022	4GM2M131XN1463010	2022	\$ 19,140	10
Sewer	S167	F250 Extended Cab w/Plow	Ford	2017	1FT7X2B60HED45177	2017	\$ 33,225	10
Sewer	NEW	SCADA Vehicle (Edge)						10
Sewer	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

Scheduled for replacement in FY25

City ID # *	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
S002		\$ 40,000								\$ 45,000
S004					\$ 40,000					
S005						\$ 40,000				
S011							\$ 60,000			
S012									\$ 50,000	
S013					\$ 40,000					
S014			\$ 50,000	\$ 50,000						
S015						\$ 40,000				
S017	\$ 35,000									
S041			\$ 55,000	\$ 55,000						
S048	\$ 70,000	\$ 70,000								\$ 75,000
S049			\$ 50,000	\$ 50,000					\$ 50,000	\$ 50,000
S059				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
S062					\$ 60,000	\$ 60,000				
S065	\$ 130,000	\$ 130,000	\$ 130,000				\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
S075				\$ 50,000						
SC075					\$ 20,000					
S076					\$ 40,000					
S078			\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
S099				\$ 55,000	\$ 55,000	\$ 55,000				
S116										
S123										
S124									\$ 12,000	
S127								\$ 40,000		
S130					\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	
S134								\$ 80,000		
S135						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
S144									\$ 25,000	
S147									\$ 25,000	



City of Portsmouth  
Replacement Schedule

Vehicles Scheduled for replacement in FY25

City ID # *	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
S167		\$ 65,000								
New SCADA	\$ 35,000									
<b>VEHICLE TOTAL</b>	\$ 270,000	\$ 305,000	\$ 385,000	\$ 360,000	\$ 420,000	\$ 410,000	\$ 395,000	\$ 355,000	\$ 397,000	\$ 340,000
<b>MISC EQ</b>	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 225,000	\$ 200,000	\$ 225,000
<b>TOTALS</b>	\$ 470,000	\$ 505,000	\$ 585,000	\$ 560,000	\$ 620,000	\$ 610,000	\$ 595,000	\$ 580,000	\$ 597,000	\$ 565,000



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# CITY OF PORTSMOUTH, NH CAPITAL IMPROVEMENT PLAN



**FY 2025 – FY2030**

Planning Board Adopted: December 21, 2023  
City Council Public Hearing: February 5, 2024  
City Council Adopted: March 4, 2024

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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

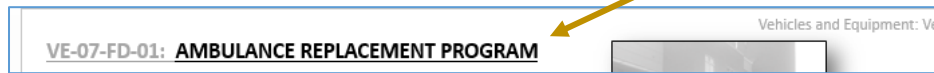
**As used in the CIP, a capital improvement project is defined as a major fiscal expenditure that falls into one or more of the following categories:**

- ✓ Land acquisition;
- ✓ Construction or expansion of a public facility, street, utility or public infrastructure;
- ✓ Rehabilitation of a public facility or public infrastructure provided the cost is \$50,000 or more;
- ✓ Design work or planning study related to a capital project or implementation of the Master Plan;
- ✓ 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
- ✓ 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 project submissions as appropriate.

Each project request includes the following information:

**1. Project name**



**2. Project number.** These numbers are broken down into 4 parts:

• Project Category

- VE – Vehicles & Equipment
- BI – Buildings & Infrastructure
- IS – Information Systems Management
- TSM – Transportation System Management
- EF – Enterprise Funds
- COM- Combined Funding



• Year of Project Submission

- i.e. -12 → FY2012 Submission



• Submitting Department

- ED – Economic and Community Development Department
- FD – Fire Department
- FI – Finance Department
- HL – Health Department
- IT – Information Technology Department
- LI – Public Library
- PD – Police Department
- PL – Planning and Sustainability Department
- PL/NH – Planning and Sustainability Department and the State of New Hampshire



- PW – Public Works Department
- PW/NH – Public Works & State of New Hampshire
- RC – Recreation Department
- SC – School Department
- SD – Sewer Division
- WD – Water Division


- Location within the CIP plan
  - Projects are given a throughout the document.

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM

sequential number

### 3. Project location


VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM	
Department	Fire Department
Project Location	<a href="#">Station 2 (2010 Lafayette Rd)</a>
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Description: This program is a regular replacement schedule for the City's

### 4. Impact on operating budget

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM	
Department	Fire Department
Project Location	<a href="#">Station 2 (2010 Lafayette Rd)</a>
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)




Description: This program is a regular replacement schedule for the City's

5. **Project type**

- Land acquisition;
- Construction or expansion of a new public facility or public infrastructure;
- Non-recurring rehabilitation of a public facility or public infrastructure provided the cost is \$50,000 or more;
- Design work or planning study related to a capital project or implementation of the Master Plan;

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)




Description: This program is a regular replacement schedule for the City's

- 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
- Replacement and purchase of vehicles which have a life expectancy of more than 5 years or cost more than \$50,000

6. **Project priority/Proposed time frame:**

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)



Description: This program is a regular replacement schedule for the City's

- (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



7. **Citywide Goal Addressed by this Capital Project** (Projects funded in FY25 only)

**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)



Vehicles and Equipment: Vehicles



○ City Council Goals



- Enhance the supply of housing choices, especially the supply of below- market rate housing options.



- Integrate sustainability, resilience, and climate change mitigation actions throughout City government and community.



- Invite and engage the entire community, especially those traditionally unreached, to increase participation and transparency in government.



- Support the needs of residents, businesses, nonprofits, arts, and cultural institutions by leveraging City and local resources.



- Explore opportunities to support all modes of transportation options.

○ Organization's Goals



- Welcome and Support Diversity in the Workplace and Community



- Maintain Financial Stability



- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment



- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



- Maintain and Improve Infrastructure to Meet Needs of the Community

- School Board and Charter Commissions



- Provide an Educational Environment that maintains School Board Goals and supports its pillars of Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth



- Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses

8. **Project justification** (does the project meet one or more of the following criteria):

- 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
- Responds to federal or state requirement
- Eligible for matching funds with limited availability

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 \$: Ongoing  
 Priority: O (ongoing or programmatic)  
 Impact on Op Budget: Reduce (will reduce Operating Costs)

**Evaluation Criteria**

Identified in Planning Document or study: <a href="#">Self-Assessment of FD Operations: April 2015</a>	Satisfy
Improves Quality of or 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	
Timing or Location Coordinate with Synergistic Project	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This program is a regular replacement schedule for the City's ambulances. The 2014 ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

**Useful Website Links:**

- [Self-Assessment of FD Operations: April 2015](#)
- [FY21-FY26 CF uses](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

	FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PP's Funding	Totals
GP	0%						\$0	\$0	\$0
Fed/State	0%						\$0	\$0	\$0
Bond/Lease	0%						\$0	\$0	\$0
Other (Rolling Stock)	100%	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$970,000	\$1,060,000
Revenues	0%						\$0	\$0	\$0
PPP	0%						\$0	\$0	\$0
<b>Totals</b>		\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$970,000	\$1,060,000

CAPITAL IMPROVEMENT PLAN FY 23-28 48

## 9. Cost estimate and proposed funding sources

- GF (General Fund) – Funded by Capital Outlay Funds
- Fed/State – Federal/State Funding
- Bond/Lease – Bond/Lease Borrowing
- Other (Rolling Stock) – Non-Operating Budget Funding
- Revenues – From Special Revenue/Enterprise Funds (Parking/Water/Sewer)
- PPP (Public Private Partnership) – Partnership funding through a private entity

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**

Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Self-Assessment of FD Operations: April 2015</a>	Y
Improves Quality of or 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	
Timing or Location Coordinate with Synergistic Project	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This program is a regular replacement schedule for the City's ambulances. The 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

**Useful Website Links:**

- [Self-Assessment of FD Operations: April 2015](#)
- [FY21-FY26 CIP page](#)

**Notes of Changes in Funding Plan from FY22-27 CIP:**

	FY23	FY24	FY25	FY26	FY27	FY28	Total 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0
Fed/State	0%							\$0	\$0
Bond/Lease	0%							\$0	\$0
Other (Rolling Stock)	100%	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$570,000	\$1,060,000
Revenues	0%						\$0	\$0	\$0
PPP	0%						\$0	\$0	\$0
<b>Totals</b>		\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$570,000	\$1,060,000

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## 10. Useful Website Links

- Links to project web pages, prior year funding pages and more.

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**

Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Self-Assessment of FD Operations: April 2015</a>	Y
Improves Quality of or 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	
Timing or Location Coordinate with Synergistic Project	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This program is a regular replacement schedule for the City's ambulances. The 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

**Useful Website Links:**

- [Self-Assessment of FD Operations: April 2015](#)
- [FY21-FY26 CIP page](#)

**Notes of Changes in Funding Plan from FY22-27 CIP:**

## 11. Notes of Changes in Funding Plan from prior year CIP

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**

Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Self-Assessment of FD Operations: April 2015</a>	Y
Improves Quality of or 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	
Timing or Location Coordinate with Synergistic Project	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This program is a regular replacement schedule for the City's ambulances. The 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

**Useful Website Links:**

- [Self-Assessment of FD Operations: April 2015](#)
- [FY21-FY26 CIP page](#)

**Notes of Changes in Funding Plan from FY22-27 CIP:**

After City department heads submit their capital project requests, an Advisory Committee of the Planning Board meets with department representatives to review these requests. The Advisory Committee then evaluates and prioritizes each request and makes recommendations to the Planning Board.

The following factors are considered when prioritizing projects:

- **Project requirements** – Is the project required to meet legal, compliance, or regulatory requirements?
- **Timing** – How soon does the project need to be implemented to address the needs identified?
- **Strategic alignment** – To what extent is the project aligned with other city projects, policies, processes?
- **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?
- **Finance planning** – Is the project fundable in the time frame identified, are there available funding sources for this project?



The Finance Department incorporates the Advisory Committee'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.

# CIP Helpful Website Links

## CityofPortsmouth.com

The City's Capital Improvement Plan, in-process, current and prior year versions, is found in the Planning Department's Page (PlanPortsmouth) under "Plans & Reports."

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



### Citywide

- Municipal Government Video Channel [portsnh.co/youtube](https://www.youtube.com/channel/UCportsnh)

### Finance Department

- Current and Past Budget Documents [portsnh.co/budgets](https://www.portsnh.co/budgets)
- FY23 Annual Comprehensive Financial Report [portsnh.co/acfr23](https://www.portsnh.co/acfr23)
- FY23 Popular Annual Financial Report (PAFR) [portsnh.co/pafr23](https://www.portsnh.co/pafr23)

### Planning Department

- Capital Improvement Plan [portsnh.co/cip](https://www.portsnh.co/cip)

### Public Works Department – Highway Division

- Citywide Projects Page [portsnh.co/projects](https://www.portsnh.co/projects)
- Portsmouth Click N'Fix (Request DPW Maintenance Service) [portsnh.co/clickfix](https://www.portsnh.co/clickfix)

### Public Works Department – Water/Sewer/Stormwater Divisions

- Water Homepage [portsnh.co/water](https://www.portsnh.co/water)
- Wastewater/Sewer Homepage [portsnh.co/sewer](https://www.portsnh.co/sewer)
- Stormwater Homepage [portsnh.co/stormwater](https://www.portsnh.co/stormwater)

### Public Works Department – Parking Division

- Park Portsmouth [portsnh.co/parking](https://www.portsnh.co/parking)

## 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 several 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 and/or Reduce Operating Costs**

The project will either generate some revenue to offset expenses.

**2. Negligible – Will Increase Operating Costs by Less Than \$5,000 per Year**

The project will generate less than \$5,001 per year in increased operating expenditures.

**3. Minimal – Will Increase Operating Costs by \$5,001 to \$50,000 per Year**

The project will generate between \$5,001 and \$50,000 per year in increased operating expenditures.

**4. Moderate - Will Increase Operating Costs by \$50,001 to \$100,000 per Year**

The project will generate between \$50,001 and \$100,000 per year in increased operating expenditures.

**5. High - Will Increase Operating Costs by \$100,001 or More per Year**

The project will generate \$100,001 or more annually in increased operating expenditures.



Operating Budget Impact  
FY 25-30 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:					FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
II 32	VE-	24-	PD-	08	Police Body Cameras	0	75,000	78,750	82,688	86,822	91,163
					Personnel	0	75,000	78,750	82,688	86,822	91,163
					Operating	0	90,000	90,000	90,000	90,000	90,000
					Total	0	165,000	168,750	172,688	176,822	181,163

An FTE will be needed to administer the program and cost of annual maintenance and data storage will be needed.

Page						FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
II 38	BI-	15-	PD-	14	New Police Department Facility	0	0	48,000	50,400	52,920	55,566
					Personnel	0	0	48,000	50,400	52,920	55,566
					Operating	0	0	100,000	100,000	100,000	100,000
					Total	0	0	148,000	150,400	152,920	155,566

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

Page						FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
II 55	BI-	12-	RC-	32	Additional Outdoor Recreation Field	0	0	0	0	0	0
					Personnel	0	0	0	0	0	0
					Operating	0	10,000	10,000	10,000	10,000	10,000
					Total	0	10,000	10,000	10,000	10,000	10,000

An increase to operating budgets for maintenance can be expected.

Page						FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
II 61	BI-	19-	PW-	41	Prescott Park Master Plan	0	0	50,000	52,500	55,125	57,881
					Personnel	0	0	50,000	52,500	55,125	57,881
					Operating	0	0	30,000	30,000	30,001	30,002
					Total	0	0	80,000	82,500	85,126	87,883

An increase to operating budgets for maintenance can be expected.

II	66	BI-	20-	PW-	50	Level 2 and Level 3 EV Charging Stations	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
						Personnel	0	0	0	0	0	0
						Operating	0	0	0	0	0	0
						Total	0	0	0	0	0	0

Any operating costs will be covered by revenue received

II	95	EF-	12-	SD-	88	PEASE WASTEWATER TREATMENT FACILITY	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
						Personnel	0	0	0	0	0	0
						Operating	0	0	0	10,000	10,000	10,000
						Total	0	0	0	10,000	10,000	10,000

An increase in chemicals, electricity and sludge disposal will occur.

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Total CIP FY 25-30												
						Personnel	0	75,000	176,750	185,588	194,867	204,610
						Operating	0	100,000	230,000	240,000	240,001	240,002
						Total	0	175,000	406,750	425,588	434,868	444,612

**Capital Improvement Plan Summary FY25-FY30**

**CIP Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page** Type \*Year Dept. #

		FY25 Distribution						FY26 to FY30 Schedule						
		GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY25	FY26	FY27	FY28	FY29	FY30	Total Cost
<b>I. VEHICLES AND EQUIPMENT SCHEDULE</b>														
<b>VEHICLES</b>														
II	29	VE-	07-	FD-	01	Ambulance Replacement Program (Funded through Rolling Stock Line Item)			\$310,000					\$745,000
II	30	VE-	14-	FD-	02	Vehicle Replacement - Fire Engine #4			\$800,000					\$800,000
		VE-	25-	FD-	03	Vehicle Replacement - Marine #1			\$0		\$250,000			\$250,000
		VE-	24-	FD-	04	Vehicle Replacement - Tower #5			\$0		\$1,500,000			\$1,500,000
		VE-	24-	FD-	05	Vehicle Replacement - Fire Engine #6			\$0			\$800,000		\$800,000
		VE-	25-	FD-	06	Vehicle Replacement - Fire Engine #3			\$0				\$800,000	\$800,000
<b>EQUIPMENT</b>														
II	31	VE-	18-	FD-	07	Personal Protective Clothing Replacement	\$70,000						\$80,000	\$310,000
II	32	VE-	24-	PD-	08	Police Body Cameras			\$1,237,000	\$50,000			\$80,000	\$3,360,000
II	33	VE-	25-	PD-	09	Taser Replacement Cycle			\$533,500				\$860,000	\$1,393,500
II	34	VE-	25-	PD-	10	In-Cruiser and Handheld Radars	\$53,000							\$53,000
II	35	VE-	23-	PW-	11	Brine Equipment				\$55,000				\$55,000
<b>I. TOTAL VEHICLES AND EQUIPMENT SCHEDULE</b>							\$123,000	\$0	\$2,880,500	\$50,000	\$55,000	\$0	\$3,108,500	\$10,066,500

<b>II. BUILDINGS AND INFRASTRUCTURE</b>														
II	37	BL-	24-	FD-	12	Fire Station Security Upgrade	\$150,000							\$150,000
		BL-	25-	FD-	13	Fire Station 1 - Roof Replacement					\$170,000			\$170,000
II	38	BL-	15-	PD-	14	New Police Department Facility			\$38,000,000					\$38,000,000
II	39	BL-	21-	PD-	15	Police Deficiencies and Repair Project			\$400,000					\$400,000
II	40	BL-	07-	SC-	16	School Facilities Capital Improvements			\$650,000				\$1,000,000	\$3,300,000
		BL-	08-	SC-	17	Elementary Schools Upgrade			\$0	\$3,000,000			\$2,500,000	\$5,500,000
		BL-	25-	SC-	18	Renovation of Portsmouth Career and Technical Education Center			\$0				\$10,000,000	\$10,000,000
II	42	BL-	17-	FI-	19	Permanent Records Storage Facilities			\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
II	43	BL-	18-	FI-	20	Permanent/Historic Document Restoration, Preservation, and Scanning	\$100,000			\$100,000	\$150,000	\$150,000	\$150,000	\$850,000
II	44	BL-	24-	FI-	21	Disposition of Municipal Records	\$25,000			\$25,000	\$25,000			\$75,000
II	45	BL-	25-	LI-	22	Historic Record Artifact Conservation and Storage Assessment	\$150,000			\$150,000	\$75,000			\$225,000
II	46	BL-	25-	ED-	23	Public Art Trust Fund	\$25,000			\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
II	47	BL-	25-	HL-	24	Sheltering and Public Health Resources			\$250,000	\$750,000				\$1,000,000
II	48	BL-	95-	PL-	25	Land Acquisition			\$500,000				\$500,000	\$1,000,000
II	49	BL-	22-	PL-	26	Historic District Guidelines Part 2	\$50,000			\$50,000				\$50,000
II	50	BL-	23-	PL-	27	Groundwater Study to Identify Impacts	\$50,000			\$50,000				\$50,000
II	51	BL-	24-	PL-	28	City of Portsmouth Master Plan Update			\$0	\$150,000				\$150,000
II	52	BL-	24-	RC-	29	Indoor Pool Facility Needs	\$32,500			\$50,000	\$50,000	\$50,000	\$550,000	\$800,000
II	53	BL-	24-	RC-	30	South Mill Pond Playground			\$600,000				\$900,000	\$1,500,000
II	54	BL-	12-	RC-	31	Existing Outdoor Recreation Field and Facility Improvements	\$50,000			\$50,000	\$150,000	\$150,000	\$150,000	\$825,000
II	55	BL-	12-	RC-	32	Additional Outdoor Recreation Fields			\$3,000,000				\$100,000	\$3,100,000

**Capital Improvement Plan Summary FY25-FY30**

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**FY25 Distribution**

**FY26 to FY30 Schedule**

GF Enterprise Bond/Lease Federal/State Other/Revenues PPP FY25 FY26 FY27 FY28 FY29 FY30

BL- 20- RC- 33	Greenland Road Recreational Facility							\$0					\$100,000	\$6,100,000	\$6,200,000
BL- 02- RC- 34	Citywide Playground Improvements							\$0	\$85,000	\$200,000			\$10,000	\$200,000	\$495,000
II 56 BL- 15- RC- 35	Leary Field - Restoration	\$50,000						\$50,000	\$1,000,000						\$1,050,000
II 57 BL- 25- PW- 36	Peirce Island Recreation Improvements							\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
BL- 15- PW- 37	Outdoor Pool Aquatics Upgrade and Pool House							\$0			\$100,000		\$3,250,000		\$3,350,000
II 58 BL- 23- PW- 38	Community Campus Facility Needs	\$50,000						\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
II 59 BL- 02- PW- 39	Citywide Park and Monument Improvements	\$50,000						\$50,000		\$100,000			\$100,000		\$250,000
II 60 BL- 04- PW- 40	Citywide Tree and Public Greenery Program	\$20,000						\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
II 61 BL- 19- PW- 41	Prescott Park Master Plan Implementation			\$4,500,000				\$4,500,000	\$125,000	\$125,000	\$1,875,000	\$1,875,000	\$125,000	\$125,000	\$8,625,000
II 62 BL- 11- PW- 42	Prescott Park Facilities Capital Improvements	\$100,000						\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
BL- 21- PW- 43	City Hall HVAC Improvements							\$0	\$500,000				\$1,000,000		\$1,500,000
BL- 18- PW- 44	Recycling and Solid Waste Transfer Station							\$0					\$7,500,000		\$7,500,000
II 63 BL- 05- PW- 45	Historic Cemetery Improvements	\$40,000						\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000
BL- 15- PW- 46	Citywide Retaining Walls Repairs and Improvements							\$0	\$50,000	\$50,000			\$50,000		\$150,000
BL- 07- PW/NH- 47	Sound Barriers in Residential Area Along I-95							\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
II 65 BL- 01- PW- 48	Citywide Facilities Capital Improvements			\$850,000				\$850,000	\$1,100,000	\$550,000	\$550,000	\$1,100,000	\$550,000	\$550,000	\$4,700,000
BL- 21- PW- 49	Downtown Aerial Utilities Undergrounding							\$0					\$5,000,000		\$5,000,000
II 66 BL- 20- PW- 50	Level 2 (120/208 Volt Single Phase) and Level 3 (480 Volt Three Phase) EV Charging Stations				\$100,000	\$50,000		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000
BL- 24- PW- 51	Mechanic Street Wharf/Pier							\$0					\$1,300,000		\$1,300,000
II 67 BL- 25- PW- 52	Hanover Garage Structural Improvements							\$0	\$600,000						\$600,000

**II. TOTAL BUILDINGS AND INFRASTRUCTURE**

\$942,500 \$0 \$48,500,000 \$350,000 \$67,500 \$0 \$49,860,000 \$9,295,000 \$3,235,000 \$3,905,000 \$25,670,000 \$23,460,000 \$115,425,000

**III. INFORMATION SYSTEMS**

Total Cost

II 70 IS- 06- IT- 53	Information Technology Upgrades and Replacements (Funded through General Fund-Other General Non-Operating)					\$567,180		\$567,180	\$759,608	\$749,108	\$900,158	\$1,044,108	\$830,058		\$4,850,220
II 76 IS- 24- IT- 54	Cybersecurity Enhancements (Funded through General Fund-Other General Non-Operating)					\$125,000		\$125,000	\$125,000						\$250,000
II 77 IS- 21- FI- 55	Financial Software Upgrade (Funded through General Fund-Other General Non-Operating)					\$300,000		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000

**III. TOTAL INFORMATION SYSTEMS**

\$0 \$0 \$0 \$0 \$992,180 \$0 \$992,180 \$1,184,608 \$1,049,108 \$1,200,158 \$1,344,108 \$1,130,058 \$6,900,220

**Capital Improvement Plan Summary FY25-FY30**

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**FY25 Distribution**

**FY26 to FY30 Schedule**

GF Enterprise Bond/Lease Federal/State Other/Revenues PPP FY25 FY26 FY27 FY28 FY29 FY30

**IV. TRANSPORTATION SYSTEM MANAGEMENT**

Total Cost

PARKING

II 79	TSM- 12-	PW-	56	Parking Lot Paving								\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
II 80	TSM- 08-	PW-	57	Parking Meters					\$50,000				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000

BICYCLE/PEDESTRIAN

	TSM- 15-	PL/NH-	58	Hampton Branch Rail Trail (NH Seacoast Greenway)									\$0	\$203,000	\$200,000		\$880,000		\$1,283,000
II 81	TSM- 15-	PL-	59	Bicycle/Pedestrian Plan Implementation					\$50,000				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	
	TSM- 21-	PL-	60	Market Street Sidepath									\$0	\$160,000	\$2,000,000				\$2,160,000
	TSM- 08-	PL/NH-	61	US Route 1 New Sidepath Construction									\$0	\$295,000	\$1,000,000				\$1,295,000
	TSM- 16-	PL/NH-	62	US Route 1 Crosswalks and Signals									\$0	\$135,000	\$135,000				\$270,000
II 82	TSM- 25-	PW-	63	Greenleaf Avenue Sidewalk			\$400,000						\$400,000						\$400,000
	TSM- 25-	PW-	64	Constitution Avenue Multi-Use Path									\$0			\$1,200,000			\$1,200,000
II 83	TSM- 08-	PW-	65	Wayfinding System									\$0	\$350,000					\$350,000
	TSM- 21-	PW-	66	Greenland Road/Middle Road Corridor Bicycle/Pedestrian Improvements									\$0	\$300,000			\$1,000,000		\$1,300,000
	TSM- 15-	PW-	67	Market Square Upgrade									\$0	\$1,000,000		\$1,000,000		\$1,000,000	\$3,000,000
	TSM- 95-	PW-	68	Citywide Sidewalk Reconstruction Program									\$0	\$400,000		\$400,000		\$400,000	\$1,200,000

INTERSECTION/SIGNALS

II 84	TSM- 10-	PW-	69	Citywide Traffic Signal Upgrade Program	\$100,000								\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
II 85	TSM- 11-	PW-	70	Citywide Intersection Improvements	\$100,000								\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
II 86	TSM- 16-	PL-	71	Russell/Market Intersection Upgrade			\$365,000						\$365,000	\$240,193		\$64,573	\$1,145,070		\$1,814,836
II 87	TSM- 16-	PW-	72	Railroad Crossings	\$172,500								\$172,500						\$172,500

BRIDGES

II 88	TSM- 18-	PW-	73	Citywide Bridge Improvements	\$100,000								\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
	TSM- 08-	PW-	74	Cate Street Bridge Replacement									\$0			\$1,750,000			\$1,750,000

ROADWAY

	TSM- 20-	PW-	75	Coakley-Borthwick Connector Roadway									\$0	\$1,000,000					\$1,000,000
II 89	TSM- 21-	PW-	76	Traffic Calming					\$50,000				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
	TSM- 94-	PW-	77	Street Paving, Management, and Rehabilitation									\$0	\$4,000,000		\$4,000,000		\$4,000,000	\$12,000,000
	TSM- 11-	PW-	78	Pease International Tradeport Roadway Rehabilitation									\$0		\$1,000,000	\$500,000			\$1,500,000
	TSM- 15-	PW-	79	Junkins Avenue Improvements									\$0		\$150,000	\$1,100,000			\$1,250,000
	TSM- 20-	PW-	80	Pinehurst Road Improvements									\$0				\$300,000		\$300,000
	TSM- 20-	PW-	81	Madison Street Roadway Improvements									\$0			\$350,000			\$350,000
II 90	TSM- 25-	PW-	81A	State Street Two-Way Redesign									\$0	\$500,000	\$1,500,000				\$2,000,000

**IV. TOTAL TRANSPORTATION SYSTEM MANAGEMENT**

\$472,500 \$0 \$765,000 \$0 \$150,000 \$0 \$1,387,500 \$9,133,193 \$5,385,000 \$10,114,573 \$5,525,070 \$6,250,000 \$37,795,336

**Capital Improvement Plan Summary FY25-FY30**

**CIP Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page** Type \*Year Dept. #

		FY25 Distribution						FY26 to FY30 Schedule							
		GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY25	FY26	FY27	FY28	FY29	FY30	Total Cost	
<b>V. ENTERPRISE FUNDS</b>															
<b>Water</b>															
	EF- 02- WD- 82							\$0	\$1,500,000		\$1,500,000		\$1,500,000	\$4,500,000	
	EF- 08- WD- 83							\$0	\$700,000					\$700,000	
	EF- 15- WD- 84							\$0	\$1,000,000					\$1,000,000	
II	92 EF- 22- WD- 85			\$400,000				\$400,000		\$4,000,000				\$4,400,000	
II	93 EF- 22- WD- 86			\$650,000				\$650,000	\$125,000	\$125,000				\$900,000	
	<b>Water Subtotals:</b>		\$0	\$0	\$1,050,000	\$0	\$0	\$0	\$1,050,000	\$3,325,000	\$4,125,000	\$1,500,000	\$0	\$1,500,000	\$11,500,000
<b>Sewer</b>															
	EF- 12- SD- 87							\$0	\$1,500,000		\$1,500,000		\$1,500,000	\$4,500,000	
II	95 EF- 12- SD- 88			\$20,000,000	\$5,000,000			\$25,000,000						\$25,000,000	
	EF- 23- SD- 89							\$0		\$2,000,000		\$6,300,000		\$8,300,000	
	EF- 16- SD- 90							\$0	\$1,000,000	\$1,000,000	\$1,000,000			\$3,000,000	
II	96 EF- 17- SD- 91			\$700,000				\$700,000		\$500,000		\$500,000		\$1,700,000	
II	97 EF- 22- SD- 92			\$365,000				\$365,000	\$365,000	\$365,000	\$365,000			\$1,460,000	
II	98 EF- 13- SD- 93			\$3,000,000				\$3,000,000		\$20,000,000				\$23,000,000	
II	99 EF- 24- SD- 94			\$1,900,000				\$1,900,000	\$1,500,000	\$1,500,000				\$4,900,000	
	<b>Sewer Subtotals:</b>		\$0	\$0	\$25,965,000	\$5,000,000	\$0	\$0	\$30,965,000	\$4,365,000	\$25,365,000	\$2,865,000	\$6,800,000	\$1,500,000	\$71,860,000
<b>V. TOTAL ENTERPRISE FUNDS</b>			\$0	\$0	\$27,015,000	\$5,000,000	\$0	\$0	\$32,015,000	\$7,690,000	\$29,490,000	\$4,365,000	\$6,800,000	\$3,000,000	\$83,360,000

**Capital Improvement Plan Summary FY25-FY30**

**CIP Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page** Type \*Year Dept. #

**FY25 Distribution**

**FY26 to FY30 Schedule**

GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY25	FY26	FY27	FY28	FY29	FY30
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**VI. COMBINED FUNDING PROJECTS (General Fund-Water Fund-Sewer Fund)**

II	Project #	COM-#	Type	PW-#	Description	GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY25	FY26	FY27	FY28	FY29	FY30	
<b>VI. COMBINED FUNDING PROJECTS (General Fund-Water Fund-Sewer Fund)</b>																		
II	101	COM- 20-	PW-	95	Fleet Street Utilities Upgrade and Streetscape			\$1,000,000				\$1,000,000	\$2,000,000					\$3,000,000
					General Government			\$1,000,000				\$1,000,000	\$2,000,000					\$3,000,000
					Water Fund			\$1,000,000				\$1,000,000	\$2,000,000					\$3,000,000
					Sewer Fund			\$1,000,000				\$1,000,000	\$3,000,000					\$4,000,000
					<b>Total Project</b>			<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$7,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000,000</b>
II	103	COM- 15-	PW-	96	Citywide Storm Drainage Improvements			\$500,000				\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
					General Government			\$500,000				\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
					Water Fund							\$0						\$0
					Sewer Fund			\$500,000				\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
					<b>Total Project</b>			<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$6,000,000</b>
		COM- 23-	PW-	97	Chapel Street							\$0						\$0
					General Government							\$0						\$0
					Water Fund							\$0	\$750,000					\$750,000
					Sewer Fund							\$0	\$750,000					\$750,000
					<b>Total Project</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>
II	105	COM- 20-	PW-	98	DPW Complex Improvements			\$1,500,000				\$1,500,000						\$1,500,000
					General Government							\$0						\$0
					Water Fund			\$1,500,000				\$1,500,000						\$1,500,000
					Sewer Fund			\$1,500,000				\$1,500,000						\$1,500,000
					<b>Total Project</b>			<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>
II	107	COM- 22-	PW-	99	The Creek Neighborhood Reconstruction			\$500,000				\$500,000		\$800,000		\$1,000,000		\$2,300,000
					General Government			\$500,000				\$500,000		\$800,000		\$1,000,000		\$2,300,000
					Water Fund			\$500,000				\$500,000		\$800,000		\$1,000,000		\$2,300,000
					Sewer Fund			\$500,000				\$500,000		\$800,000		\$1,000,000		\$2,300,000
					<b>Total Project</b>			<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$2,400,000</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$6,900,000</b>
		COM- 25-	PW-	100	Lafayette Park and Monroe Street Drainage Improvements							\$0			\$75,000	\$1,000,000		\$1,075,000
					General Government							\$0			\$75,000	\$1,000,000		\$1,075,000
					Water Fund							\$0						\$0
					Sewer Fund							\$0	\$1,750,000					\$1,750,000
					<b>Total Project</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,750,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$2,825,000</b>
<b>TOTAL COMBINED FUNDING PROJECTS (General Fund-Water Fund-Sewer Fund)</b>																		
					General Government	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$2,500,000	\$1,300,000	\$575,000	\$2,500,000	\$500,000	\$9,375,000
					Water Fund	\$0	\$0	\$3,000,000	\$0	\$0	\$0	\$3,000,000	\$2,750,000	\$800,000	\$0	\$1,000,000	\$0	\$7,550,000
					Sewer Fund	\$0	\$0	\$3,500,000	\$0	\$0	\$0	\$3,500,000	\$6,000,000	\$1,300,000	\$500,000	\$1,500,000	\$500,000	\$13,300,000
					<b>Total Project</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,500,000</b>	<b>\$11,250,000</b>	<b>\$3,400,000</b>	<b>\$1,075,000</b>	<b>\$5,000,000</b>	<b>\$1,000,000</b>	<b>\$30,225,000</b>

SUMMARY

TOTALS BY SECTION

**Capital Improvement Plan Summary FY25-FY30**

**CIP Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page** Type \*Year Dept. #

- I. VEHICLES AND EQUIPMENT
- II. BUILDINGS AND INFRASTRUCTURE
- III. INFORMATION SYSTEMS
- IV. TRANSPORTATION SYSTEM MANAGEMENT
- V. ENTERPRISE FUNDS
- VI. COMBINED FUNDING PROJECTS
- CAPITAL CONTINGENCY
- TOTALS**

FY25 Distribution							FY26 to FY30 Schedule					
GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY25	FY26	FY27	FY28	FY29	FY30	
\$123,000	\$0	\$2,880,500	\$50,000	\$55,000	\$0	<b>\$3,108,500</b>	\$0	\$250,000	\$2,015,000	\$880,000	\$3,813,000	<b>\$10,066,500</b>
\$942,500	\$0	\$48,500,000	\$350,000	\$67,500	\$0	<b>\$49,860,000</b>	\$9,295,000	\$3,235,000	\$3,905,000	\$25,670,000	\$23,460,000	<b>\$115,425,000</b>
\$0	\$0	\$0	\$0	\$992,180	\$0	<b>\$992,180</b>	\$1,184,608	\$1,049,108	\$1,200,158	\$1,344,108	\$1,130,058	<b>\$6,900,220</b>
\$472,500	\$0	\$765,000	\$0	\$150,000	\$0	<b>\$1,387,500</b>	\$9,133,193	\$5,385,000	\$10,114,573	\$5,525,070	\$6,250,000	<b>\$37,795,336</b>
\$0	\$0	\$27,015,000	\$5,000,000	\$0	\$0	<b>\$32,015,000</b>	\$7,690,000	\$29,490,000	\$4,365,000	\$6,800,000	\$3,000,000	<b>\$83,360,000</b>
\$0	\$0	\$8,500,000	\$0	\$0	\$0	<b>\$8,500,000</b>	\$11,250,000	\$3,400,000	\$1,075,000	\$5,000,000	\$1,000,000	<b>\$30,225,000</b>
\$100,000	\$0	\$0	\$0	\$0	\$0	<b>\$100,000</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	<b>\$600,000</b>
<b>\$1,638,000</b>	<b>\$0</b>	<b>\$87,660,500</b>	<b>\$5,400,000</b>	<b>\$1,264,680</b>	<b>\$0</b>	<b>\$95,963,180</b>	<b>\$38,652,801</b>	<b>\$42,909,108</b>	<b>\$22,774,731</b>	<b>\$45,319,178</b>	<b>\$38,753,058</b>	<b>\$284,372,056</b>

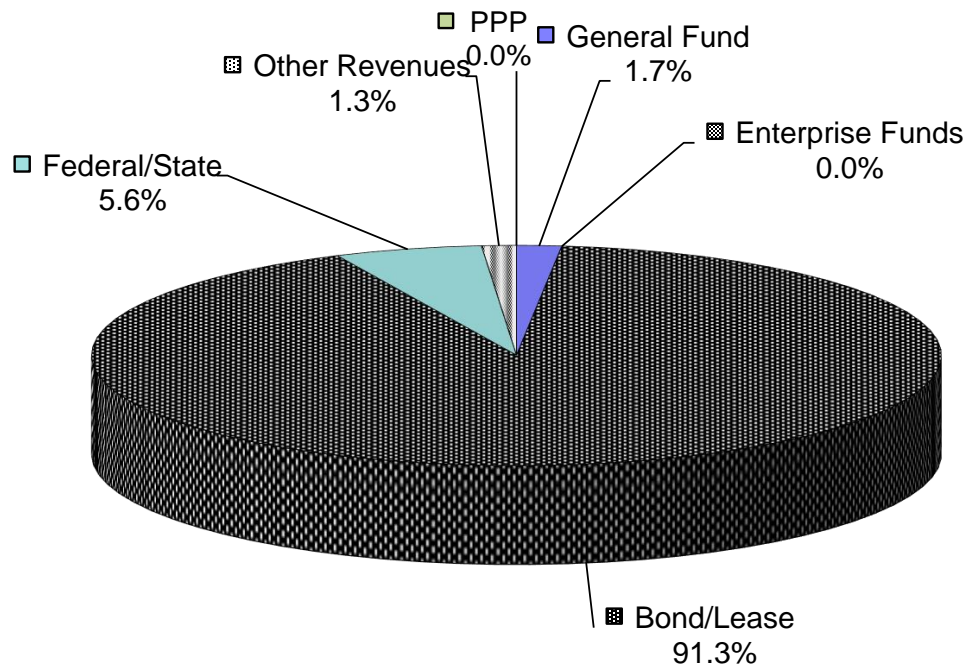
**TOTALS BY FUNDING TYPE:**

GOVERNMENTAL FUNDS	\$1,638,000	\$0	\$54,145,500	\$400,000	\$1,264,680	\$0	<b>\$57,448,180</b>	\$22,212,801	\$11,319,108	\$17,909,731	\$36,019,178	\$35,253,058	<b>\$180,162,056</b>
WATER FUND	\$0	\$0	\$4,050,000	\$0	\$0	\$0	<b>\$4,050,000</b>	\$6,075,000	\$4,925,000	\$1,500,000	\$1,000,000	\$1,500,000	<b>\$19,050,000</b>
SEWER FUND	\$0	\$0	\$29,465,000	\$5,000,000	\$0	\$0	<b>\$34,465,000</b>	\$10,365,000	\$26,665,000	\$3,365,000	\$8,300,000	\$2,000,000	<b>\$85,160,000</b>
<b>TOTAL BY FUNDING TYPE</b>	<b>\$1,638,000</b>	<b>\$0</b>	<b>\$87,660,500</b>	<b>\$5,400,000</b>	<b>\$1,264,680</b>	<b>\$0</b>	<b>\$95,963,180</b>	<b>\$38,652,801</b>	<b>\$42,909,108</b>	<b>\$22,774,731</b>	<b>\$45,319,178</b>	<b>\$38,753,058</b>	<b>\$284,372,056</b>

Other/Revenue	
Indoor Pool	\$17,500
IT Upgrades/Replacements	\$992,180
Parking Capital Outlay	\$200,000
Stormwater	\$55,000
<b>Total Other/Revenue</b>	<b>\$1,264,680</b>



## FY 2025 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	\$1,638,000	\$0	\$87,660,500	\$5,400,000	\$1,264,680	\$0	\$95,963,180
% of Total	1.7%	0.0%	91.3%	5.6%	1.3%	0.0%	

**General Fund - Capital Outlay  
Six Year Funding History and Proposed FY2025 Funding  
Capital Improvement Plan FY2025-FY2030**

FY25  
City Council  
Adopted  
3/4/2024

BUDGET PAGE		FY19	FY20	FY21	FY22	FY23	FY24	Total FY19-FY24 (6 Prior years)	
<b>I. VEHICLES AND EQUIPMENT SCHEDULE (VE)</b>									
II	<b>31</b>	Personal Protective Clothing Replacement	\$60,000	\$60,000	\$0	\$0	\$0	\$120,000	\$70,000
II	<b>34</b>	In-Cruiser and Handheld Radars						\$0	\$53,000
		Self Contained Breathing Apparatus (SCBA) Replacement Program				\$0	\$185,000	\$185,000	
		Brine Equipment					\$55,000	\$55,000	
		Hydraulic Rescue Tool Replacement		\$0	\$30,000	\$30,000	\$0	\$60,000	
		Emergency Generator Replacement - Station 1		\$100,000	\$0	\$0	\$0	\$100,000	
		Vehicle Replacement - Fire Engine Repair	\$60,000	\$0	\$0	\$0	\$0	\$60,000	
		Thermal Imaging Camera	\$24,000	\$0	\$0	\$0	\$0	\$24,000	
		Police Gym Equipment	\$20,000	\$0	\$0	\$0	\$0	\$20,000	
		<b>Total Vehicles and Equipment</b>	<b>\$164,000</b>	<b>\$160,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$240,000</b>	<b>\$624,000</b>
<b>II. BUILDINGS AND INFRASTRUCTURE (BI)</b>									
II	<b>37</b>	Fire Station Security Upgrade	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$150,000
II	<b>42</b>	Permanent Records Storage Facilities	\$50,000	\$50,000	\$0	\$50,000	\$0	\$150,000	\$0
II	<b>43</b>	Permanent/Historic Document Restoration, Preservation and Scanning	\$88,000	\$100,000	\$0	\$50,000	\$100,000	\$50,000	\$388,000
II	<b>44</b>	Disposition of Municipal Records	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000
II	<b>45</b>	Historic Records Artifact Conservation and Storage Assessment							\$150,000
II	<b>46</b>	Public Art Trust Fund							\$25,000
II	<b>47</b>	Sheltering and Public Health Resources						\$0	\$0
II	<b>49</b>	Historic District Guidelines Part 2						\$0	\$50,000
II	<b>50</b>	Groundwater Study to Identify Impacts						\$0	\$50,000
II	<b>51</b>	City of Portsmouth Master Plan Update					\$150,000	\$150,000	\$0
II	<b>52</b>	Indoor Pool Facility Needs						\$0	\$32,500
II	<b>54</b>	Existing Outdoor Recreation Field and Facility Improvements	\$75,000	\$150,000	\$0	\$0	\$75,000	\$300,000	\$50,000
II	<b>56</b>	Leary Field - Bleachers/Grandstands						\$0	\$50,000
II	<b>57</b>	Pierce Island Recreation Improvements						\$0	\$0
II	<b>58</b>	Community Campus Facility Needs				\$100,000	\$200,000	\$300,000	\$50,000
II	<b>59</b>	Citywide Park and Monument Improvements		\$100,000	\$0	\$0	\$200,000	\$50,000	\$350,000
II	<b>60</b>	Citywide Trees and Public Greenery Program	\$20,000	\$20,000	\$10,000	\$20,000	\$0	\$20,000	\$90,000
II	<b>62</b>	Prescott Park Facilities Capital Improvements	\$50,000	\$125,000	\$0	\$50,000	\$0	\$50,000	\$275,000

**General Fund - Capital Outlay  
Six Year Funding History and Proposed FY2025 Funding  
Capital Improvement Plan FY2025-FY2030**

FY25  
City Council  
Adopted  
3/4/2024

BUDGET PAGE		FY19	FY20	FY21	FY22	FY23	FY24	Total FY19-FY24	
	City Hall HVAC Improvements							\$0	\$0
II 63	Historic Cemetery Improvements		\$25,000	\$0	\$0	\$40,000	\$40,000	\$105,000	\$40,000
	Sound Barriers in Residential Area Along I-95		\$0	\$100,000	\$0	\$0		\$100,000	\$0
	Additional Outdoor Recreation Fields						\$100,000	\$100,000	
	Bow Street Overlook					\$50,000		\$50,000	
	City Hall Complex Electrical Upgrades	\$50,000	\$0	\$0	\$0	\$0		\$50,000	
	Citywide Playground Improvements		\$100,000	\$0	\$0	\$50,000	\$75,000	\$225,000	
	Climate Resilience Planning	\$25,000	\$0	\$0	\$0	\$0		\$25,000	
	Diversity, Equity, and Inclusion Strategic Plan				\$25,000	\$0		\$25,000	
	Elementary Schools Upgrade			\$200,000	\$0	\$0		\$200,000	
	Emergency Response Shelter	\$50,000	\$50,000	\$0	\$0	\$0		\$100,000	
	Implementation of the Peirce Island Master Plan		\$25,000	\$0	\$0	\$0		\$25,000	
	Land Acquisition		\$25,000	\$0	\$0	\$0		\$25,000	
	Land Use Regulation Revisions	\$25,000	\$0	\$0	\$0	\$0		\$25,000	
	Library Furniture - Seating			\$25,000	\$0	\$0		\$25,000	
	McIntyre Federal Office Building Redevelopment	\$50,000	\$25,000	\$25,000	\$25,000	\$0		\$125,000	
	Pannaway Manor Gateway Park	\$50,000	\$0	\$0	\$0	\$0		\$50,000	
	PHA Court Street Project Driveway				\$82,000	\$0		\$82,000	
	PHA Court Street Project Electrical Infrastructure			\$120,000	\$0	\$0		\$120,000	
	Prescott Park Master Plan Implementation				\$125,000	\$0		\$125,000	
	Recycling and Solid Waste Totes	\$50,000	\$0	\$0	\$0	\$0		\$50,000	
	Recycling and Solid Waste Transfer Station	\$100,000	\$250,000	\$0	\$0	\$0		\$350,000	
	Station 1 Overhead Door			\$0	\$100,000	\$0		\$100,000	
	Trail Development Projects					\$25,000	\$25,000	\$50,000	
	Vaughan-Worth Bridge Strategic Vision Development	\$25,000	\$25,000	\$25,000	\$0	\$0		\$75,000	
	<b>Total Buildings and Infrastructure</b>	<b>\$708,000</b>	<b>\$1,070,000</b>	<b>\$505,000</b>	<b>\$527,000</b>	<b>\$565,000</b>	<b>\$880,000</b>	<b>\$4,085,000</b>	<b>\$942,500</b>

**General Fund - Capital Outlay  
Six Year Funding History and Proposed FY2025 Funding  
Capital Improvement Plan FY2025-FY2030**

FY25

City Council  
Adopted  
3/4/2024

BUDGET PAGE

		FY19	FY20	FY21	FY22	FY23	FY24	Total FY19-FY24		
<b>IV. TRANSPORTATION SYSTEM MANAGEMENT (TSM)</b>										
II	<b>84</b>	Citywide Traffic Signal Upgrade Program	\$100,000	\$100,000	\$100,000		\$160,000	\$100,000	\$560,000	\$100,000
II	<b>85</b>	Citywide Intersection Improvements		\$100,000	\$0		\$0	\$100,000	\$200,000	\$100,000
II	<b>87</b>	Railroad Crossings							\$0	\$172,500
II	<b>88</b>	Citywide Bridge Improvements		\$150,000	\$0	\$50,000	\$0		\$200,000	\$100,000
		Bicycle/Pedestrian Plan Implementation	\$30,000	\$0	\$0		\$0		\$30,000	
		Cate Street Connector			\$366,000		\$0		\$366,000	
		Elwyn Road Sidepath		\$0	\$170,000		\$0		\$170,000	
		Elwyn Road Sidewalk Extension		\$30,000	\$0		\$0		\$30,000	
		Greenland Road/Middle Road Corridor Traffic Calming and Bike/Ped Improvements				\$50,000	\$0		\$50,000	
		Market Square Upgrade					\$100,000		\$100,000	
		PHA Court St. Pedestrian and Park Improvements				\$173,000	\$0		\$173,000	
		Russell-Market Intersection Upgrades	\$200,000	\$0	\$0	\$0	\$0		\$200,000	
		Spinney Road New Sidewalk Construction	\$175,000	\$0	\$0	\$0	\$0		\$175,000	
		Traffic Calming (formerly) South St. at Middle Rd. Pedestrian Accommodations & Traffic Calming				\$20,000	\$100,000	\$300,000	\$420,000	
		Trail Development Projects		\$0	\$5,000	\$0	\$0		\$5,000	
		US Route 1 New Side Path Construction				\$130,000	\$0		\$130,000	
<b>Total Transportation Management</b>			<b>\$505,000</b>	<b>\$380,000</b>	<b>\$641,000</b>	<b>\$423,000</b>	<b>\$260,000</b>	<b>\$600,000</b>	<b>\$2,809,000</b>	<b>\$472,500</b>
<b>VI. COMBINED FUNDING PROJECTS (General Fund, Water Fund, and Sewer Fund)</b>										
II	<b>103</b>	Citywide Storm Drainage Improvements	\$200,000	\$100,000.00	\$100,000	\$100,000	\$0	\$0	\$500,000	
		Edmond Avenue					\$60,000		\$60,000	
<b>Total Combined Fund Projects</b>			<b>\$200,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$560,000</b>	<b>\$0</b>

**General Fund - Capital Outlay  
Six Year Funding History and Proposed FY2025 Funding  
Capital Improvement Plan FY2025-FY2030**

FY25  
City Council  
Adopted  
3/4/2024

BUDGET PAGE

FY19      FY20      FY21      FY22      FY23      FY24      Total  
FY19-FY24

**SUMMARY**

**TOTALS BY SECTION**

I.	EQUIPMENT AND VEHICLE SCHEDULE	\$164,000	\$160,000	\$30,000	\$30,000	\$0	\$240,000	<b>\$624,000</b>	<b>\$123,000</b>
II.	BUILDING AND INFRASTRUCTURE	\$708,000	\$1,070,000	\$505,000	\$527,000	\$565,000	\$880,000	<b>\$4,085,000</b>	<b>\$942,500</b>
IV.	TRANSPORTATION SYSTEM MANAGEMENT	\$505,000	\$380,000	\$641,000	\$423,000	\$260,000	\$600,000	<b>\$2,809,000</b>	<b>\$472,500</b>
VI.	COMBINED FUNDING PROJECTS	\$200,000	\$100,000	\$100,000	\$100,000	\$60,000	\$0	<b>\$560,000</b>	<b>\$0</b>
V.	CAPITAL CONTINGENCY	\$58,000	\$100,000	\$0	\$0	\$100,000	\$100,000	<b>\$358,000</b>	<b>\$100,000</b>
	<b>TOTAL</b>	<b>\$1,635,000</b>	<b>\$1,810,000</b>	<b>\$1,276,000</b>	<b>\$1,080,000</b>	<b>\$985,000</b>	<b>\$1,820,000</b>	<b>\$8,436,000</b>	<b>\$1,638,000</b>
		FY19	FY20	FY21	FY22	FY23	FY24		

Fiscal Year	FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Budget</b>	<b>\$110,744,920</b>	<b>\$114,295,207</b>	<b>\$118,638,630</b>	<b>\$119,115,338</b>	<b>\$126,425,033</b>	<b>\$132,424,911</b>	Average \$138,623,375
<b>Percentage of previous FY Budget</b>	1.48%	1.58%	1.08%	0.91%	0.78%	1.37%	1.20% 1.18%
					6 yr total ave	\$8,606,000 \$1,434,333	

# I. VEHICLES AND EQUIPMENT





# VE-07-FD-01: Ambulance Replacement Program

Department	Fire Department
Project Location	<a href="#">Station 2 (2010 Lafayette Road)</a>
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce operating costs)



**Description:** This project continues the CIP Rolling Stock Replacement Program for the City’s ambulances. The City’s 2017 Ambulance is scheduled for replacement in FY26. Funds for this vehicle include the purchase of the vehicle with a complete set-up including radio, lettering, striping, and equipment. One-third of the total cost of the vehicle is requested each year with a purchase after the third year.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:
- [Self-Assessment of FD Operations: April 2015](#)
    - [Fire Department Webpage](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:  
 Funding request increased in all fiscal years, reflecting changes in production costs.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	10%							\$0	\$140,000	\$140,000
Bond/ Lease	100%	\$310,000			\$435,000			\$745,000	\$0	\$745,000
Other (Rolling Stock)	35%							\$0	\$475,000	\$475,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$310,000	\$0	\$0	\$435,000	\$0	\$0	\$745,000	\$615,000	\$1,360,000

# VE-14-FD-02: Vehicle Replacement – Fire Engine #4



Department	Fire Department
Project Location	<a href="#">Station 1 (170 Court Street)</a>
Project Type	Replacement or Purchase of a Vehicle
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Reduce (will reduce operating costs)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This project continues the CIP Rolling Stock Replacement Program for large apparatus. This allocation will purchase a new, custom rescue pumper with a 4-person cab with medical compartments, five-hundred (500) gallon water tank, 1,500 GPM pump, and related equipment to replace the 2006 Emergency One pumper. Funding would provide a complete vehicle set-up including radio, lettering and striping as well as equipment.

- Studies Identified & Useful Website Links:
- [Self-Assessment of FD Operations: April 2015](#)
    - [Fire Department Webpage](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$800,000						\$800,000	\$0	\$800,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$0	\$800,000





# VE-18-FD-07: Personal Protective Clothing Replacement

Department	Fire Department
Project Location	<a href="#">Fire Station 1</a> , <a href="#">Station 2</a> and <a href="#">Station 3</a>
Project Type	Equipment (non-vehicular)
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Reduce (will reduce operating costs)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This project will continue the practice of replacing personal protective clothing every five (5) years so that all personnel have a primary and secondary set of structural firefighting gear that is no more than ten (10) years old as required by NFPA 1851. Best practices of firefighter cancer prevention allows each firefighter to have a secondary set of gear so that an acutely soiled set can be cleaned while the firefighter remains on duty and in service.

The funds are dispersed over a 3-year period to match the recommended replacement of existing gear. One-third of the members will replace gear for three (3) consecutive years.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Fire Department Webpage</a></li> <li>• <a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	78%	\$70,000			\$80,000	\$80,000	\$80,000	\$310,000	\$180,000	\$490,000
Fed/ State (ARPA)	22%							\$0	\$140,000	\$140,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$70,000	\$0	\$0	\$80,000	\$80,000	\$80,000	\$310,000	\$320,000	\$630,000

# VE-24-PD-08: Police Body Cameras



Department	Police Department
Project Location	<a href="#">Police Department (Junkins Avenue)</a>
Project Type	Rehabilitation of a Facility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,001 or more)



**Description:** In 2018, a 7-member resident sub-committee assessed "the pros and cons of requiring PPD officers to use body-worn cameras" and concluded not to purchase BWC at that time. Since then, however, developments throughout the state, in the form of the Governor's Commission on Law Enforcement Accountability (LEACT), and the legislature enacting a fund to assist with the initial purchase costs of BWC, influenced a recent decision to revisit this project. In October 2021, the Police Commission adopted a [set of recommendations](#) to "improve police practices." These recommendations were the result of a year-long collaboration between the police staff, the Police Commission, and a newly formed Portsmouth Resident Advocacy Group. The recommendation under 5(d) of the [document](#) is to re-assess the feasibility of Body Worn Cameras (BWC). This project is anticipated to include staff, equipment, and vendor services. The department will evaluate vendors, products, services, and price to meet the expectations of the PPD and the public. We will seek grants to offset the cost of this project.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

- Studies Identified & Useful Website Links:
- ["Improving Police Department Practices" October 13, 2021](#)
    - [Portsmouth Police Department Homepage](#)
    - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

The Department recently received a quote the same vendor that provides the City PPD's tasers. Pricing featured in the prior year's project was for equipment only. Pricing was adjusted to reflect the addition of storage, user licenses, and features (such as video tagging and redaction software).

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	1%	\$50,000						\$50,000	\$0	\$50,000
Bond/ Lease	99%	\$1,237,000					\$2,073,000	\$3,310,000	\$0	\$3,310,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,287,000	\$0	\$0	\$0	\$0	\$2,073,000	\$3,360,000	\$0	\$3,360,000



## VE-25-PD-09: Taser Replacement Cycle

Department	Police Department
Project Location	<a href="#">Police Department (Junkins Avenue)</a>
Project Type	Equipment (non-vehicular)
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** Tasers are a "less than lethal" tool officers carry and, at times, use to de-escalate situations. Originally, tasers cost about \$700-\$800 a piece and had a solid life-cycle (10-12 years). With the evolution of taser technology, the unit has become very sophisticated, is more accurate, having what is akin to a minicomputer. The unit can also detail each deployment and can also be connected to a Police Officer's body camera.

The improvement in the taser's technology comes at a cost and a shorter life cycle (5 years). The average cost for a taser bundle is now approximately \$7,100 each.

Tasers are deployed to all sworn and auxiliary officers. These devices also required a lot of training and residual training for split second use.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li><a href="#">Portsmouth Police Department Homepage</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:
New project for FY25 CIP.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$533,500					\$860,000	\$1,393,500	\$0	\$1,393,500
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$533,500	\$0	\$0	\$0	\$0	\$860,000	\$1,393,500	\$0	\$1,393,500



## VE-25-PD-10: In-Cruiser and Handheld Radars

Department	Police Department
Project Location	<a href="#">Police Department (Junkins Ave)</a>
Project Type	Equipment (non-vehicular)
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** The biggest complaint by Portsmouth residents relates to cars speeding on the city roadways. The Police Department dedicates resources to tackle this problem to keep the streets safe. In-cruiser and Handheld Speed Radars are the best tool for enforcement activities. The current units have become antiquated and are at the end of their 8 to 10-year life cycle. The department is requesting to replace twelve (12) in-cruiser radars and two (2) hand-held devices.

- Studies Identified & Useful Website Links:
- [Portsmouth Police Department Homepage](#)

Notes of Changes in Funding Plan from FY24-29 CIP:  
New project for FY25 CIP.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$53,000						\$53,000	\$0	\$53,000
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	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000	\$0	\$53,000



# VE-23-PW-11: Brine Equipment

Department	Public Works Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** This piece of equipment will provide a proven and safe method to pre-treat roads for winter. Brine is commonly used in anti-icing operations. It is made by mixing salt in water to approximately a 23% solution by weight (23% salt / 77% water). This type of treatment contributes less salt to local water bodies. The equipment will assist in the City's compliance with the Municipal Separate Storm Sewer System (MS4) permit.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li><a href="#">Department of Public Works – Highway Division</a></li> <li><a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:
Funding moved to Stormwater for FY25.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	50%							\$0	\$55,000	\$55,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Stormwater)	50%	\$55,000						\$55,000	\$0	\$55,000
PPP	0%							\$0	\$0	\$0
	Totals	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000	\$55,000	\$110,000

# II. BUILDINGS AND INFRASTRUCTURE





# BI-24-FD-12: Fire Station Security Upgrade

Department	Fire Department
Project Location	<a href="#">Fire Station 1</a> , <a href="#">Station 2</a> and <a href="#">Station 3</a>
Project Type	Equipment, non-vehicular
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This project provides safety and security to the staff of the Fire Department in addition to securing the inventory and assets of the Department. The goal is to hire a consultant to help identify needs, the appropriate technology, and potential future needs of the Fire Department and then utilize this data to identify and install a security system for the storerooms, offices and public entrances of the buildings. This new security system would require the use of a key card or fob to grant authorized access. The system would also add cameras in addition to tying in existing cameras to the security system. Additionally, computer software and hardware to support the system and its anticipated growth will be identified.

- Studies Identified & Useful Website Links:
- [Fire Department Webpage](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$150,000						\$150,000	\$20,000	\$170,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$20,000	\$170,000



## BI-15-PD-14: New Police Department Facility

Department	Police Department
Project Location	To Be Determined
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	To Be Determined
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,001 or more)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** The results of the space needs study conducted in FY14 determined the current Police facility no longer meets the needs of the Department. This project would fund the design and construction of a new facility after a site selection study and conceptual design are complete.

In FY22, \$1,400,000 was approved in the CIP to fund the preliminary designs once prospective sites were chosen. In FY23, an additional \$2,800,000 was allocated to complete the pre-construction process and provide the necessary documents and information needed to make a final decision regarding construction (this funding was approved as part of the budget process but has yet to be authorized).

Note: The cost estimates provided are based on those provided in a prior study and the pricing is escalated to the FY24 estimated rates.

### Studies Identified & Useful Website Links:

- [Portsmouth Community Policing Facility](#)
  - [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$38,000,000						\$38,000,000	\$4,200,000	\$42,200,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$38,000,000	\$0	\$0	\$0	\$0	\$0	\$38,000,000	\$4,200,000	\$42,200,000





## BI-21-PD-15: Police Deficiencies and Repair Project

Department	Police Department
Project Location	<a href="#">Police Department (Junkins Ave)</a>
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 the space allocated to the police department, as well as, operational deficiencies in function. In addition, a 2018 public presentation from a public safety architect 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 2015, other citywide projects have had to take precedence. A new police facility is still the goal, and preliminary steps have been taken with monies appropriated for this effort.

In the interim, the current facility has needed significant repair and upgrades to make it safe and functional. Although initial projects were identified in FY21, the funding has been used to cover mold and asbestos abatement, and restoration of the areas after the contaminated materials were removed. Luckily, some of the restoration work overlapped with projects originally identified. With the abatement project coming to a close in FY23, the department will resume working on the projects that have been on hold. It should be noted: if the police department moves into a new facility, all the necessary repairs done to the current facility will benefit any city department moving into the space.

The remaining projects include: upgrade HVAC filtration in the range, security, ADA compliance, server room upgrade, RDC (redundant/disaster recovery center) upgrade at Fire Station II, dispatch upgrade, updating old lighting throughout the PPD, evidence processing and submittal areas upgrade, renovation of former generator rooms for equipment storage, archive space, and gym area, K9 office conversion, and upgrade back parking lot surface and security fencing.

### Studies Identified & Useful Website Links:

- [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Monies added for FY25 due to additional work needed for this project as well as higher costs than anticipated for existing projects.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$400,000						\$400,000	\$1,600,000	\$2,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000	\$1,600,000	\$2,000,000



## BI-07-SC-16: School Facilities Capital Improvements

Department	School Department
Project Location	District Wide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**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 including paving, roofing, energy efficiency upgrades, infrastructure replacement, and security enhancements. FY30 funding will support air handling upgrades in high school spaces impacted by State supported renovation of the CTE Center.

### Studies Identified & Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

FY30 Funding of \$1 million to complete air handling upgrades in high school spaces intertwined with CTE spaces under renovation with state funding.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$650,000	\$650,000	\$1,000,000			\$1,000,000	\$3,300,000	\$3,650,000	\$6,950,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$650,000	\$650,000	\$1,000,000	\$0	\$0	\$1,000,000	\$3,300,000	\$3,650,000	\$6,950,000

## **BI-07-SC-16: SCHOOL FACILITIES CAPITAL IMPROVEMENTS**

<u>Facility/School</u>	<u>Improvement Project</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>	<u>Totals</u>
District Wide	Paving / Exterior Lighting Improvements	\$400,000	\$400,000	\$200,000				\$1,000,000
District Wide	Roof Replacement	\$250,000	\$250,000	\$250,000				\$750,000
High School	Athletic Complex Upgrades (Irrigation, Infrastructure)			\$225,000				\$225,000
High School	Security Upgrades - Doors & Hardware, Surveillance			\$100,000				\$100,000
High School	Interior Upgrades - Painting / Wall Tile			\$125,000				\$125,000
High School	Energy Efficiency Upgrades Lighting/Mechanical			\$100,000				\$100,000
High School	Life Safety, Security and Mechanical Infrastructure						\$1,000,000	\$1,000,000
District Wide	Mechanical Infrastructure Upgrades							\$0
District Wide	Flooring Improvements							\$0
<b>Total District Wide City Capital Improvement</b>		<b>\$650,000</b>	<b>\$650,000</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,750,000</b>
<b>Total High School Capital Improvement</b>		<b>\$0</b>	<b>\$0</b>	<b>\$550,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$1,550,000</b>
<b>Total R.J. Lister Academy Capital Improvement</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL IMPROVEMENTS</b>		<b>\$650,000</b>	<b>\$650,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$3,300,000</b>

# BI-17-FI-19: Permanent Records Storage Facilities

Department	Finance Department/ City Clerk
Project Location	<a href="#">City Hall (1 Junkins Ave)</a>
Project Type	Construction or Expansion of a New Public Facility or Public Infrastructure
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** In FY18, the CIP funded the rehabilitation of the first permanent document storage area (City archive) within City Hall. This Permanent Records Room features a new waterless [Inergen® Gas Fire Suppression System](#) (nitrogen 52%/argon 40%/carbon dioxide 8%), local temperature control and monitoring, humidity monitoring and archival quality shelving for many of the City's oldest and most important and legally required records not located in the City Clerk's vault. The facility also features a separate document quarantine area for documents contaminated with mold, red rot or maladies that may potentially spread to healthy documents. The Archive houses records from many departments including the City Clerk, Finance, Planning, Public Works, Human Resources, Trustees, and the Fire Department. The documents in this room range from the 1700's to current permanent records. All funding requests help with the expansion and continued maintenance of the current facility in addition to the relocation or building of a future archival space.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

- Studies Identified & Useful Website Links:
- Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH
    - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:  
 FY25 funding was removed during the CIP Adoption Process 3-4-24.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$150,000	\$650,000
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	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$150,000	\$650,000



# BI-18-FI-20: Permanent/Historic Document Restoration, Preservation, and Scanning

Department	Finance Department/ City Clerk
Project Location	<a href="#">City Hall (1 Junkins Ave)</a>
Project Type	Other
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 in perpetuity (i.e. tax warrants, assessing information, city council records, etc.). These historic/permanent documents, ranging in age from 20 – 300+ years, are not in current city use day-to-day by City Staff, and are being stored in the City Hall archive. Many of these permanent records are showing signs of maladies including red rot and mold that increase the rate of deterioration. The requested funds will be utilized to restore/preserve these permanent documents as well as scan them for preservation purposes to digital format (pdf/a) and/or microfilm. The monies requested fund both City Clerk and Finance Department Archival Records preservation. The total amount of funds needed to preserve the contaminated documents, overtime, will continue to grow as preservation costs increase and is likely to last decades with the current funding plan. In October FY24 the Finance Department was awarded its 7<sup>th</sup> consecutive MoosePlate Grant from the NH State Library to preserve additional documents (\$9,695.80), bringing the total of grant funding to \$65,474. A list of documents with current preservation needs can be found in Appendix IV.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

### Studies Identified & Useful Website Links:

- Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Reduced funding in FY25 due to funding constraints.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	96%	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$850,000	\$398,000	\$1,248,000
Fed/ State	4%							\$0	\$55,508	\$55,508
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$850,000	\$453,508	\$1,303,508



# BI-24-FI-21: Disposition of Municipal Records

Department	Finance Department/ City Clerk
Project Location	<a href="#">City Hall (1 Junkins Ave)</a>
Project Type	Other
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** Per RSA 33a, the City is required to keep many records in perpetuity. A number of these records are still actively utilized by staff on a day-to-day basis and are not held in the City’s Archive. Many of these records are original paper copies of records that have no digital backup of any kind. This project would provide funds to scan these documents to a PDF/A format (as required by NH State law for permanent record storage) as a digital backup in the case of damage, destruction or theft of the original paper documents. The purpose of this project is to not only ensure compliance with the NH RSA but to also ensure continuity of services in the case of an emergency or disaster that links access to the paper originals.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Studies Identified & Useful Website Links:**

- Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

**Notes of Changes in Funding Plan from FY24-29 CIP:**

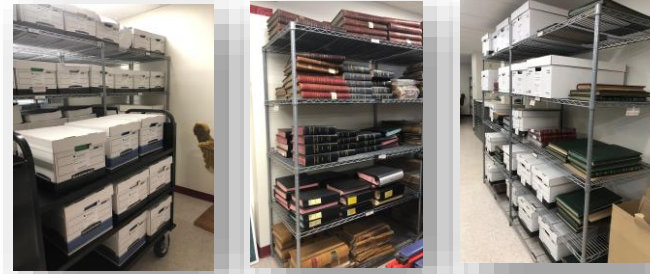
		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000				\$75,000	\$25,000	\$100,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$25,000	\$25,000	\$25,000	\$0	\$0	\$0	\$75,000	\$25,000	\$100,000



## BI-25-LI-22: Historic Record Artifact Conservation and Storage Assessment



Department	Public Library
Project Location	Citywide
Project Type	Other
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** A conservation assessment is a necessary first step in creating a public/private archival facility. It will determine the scale and scope of the collections held by multiple city departments including Finance, City Clerk, Library, Legal, School Department, Police and Fire, along with collections held by the Portsmouth Athenaeum, Strawberry Banke and the Portsmouth Historical Society. The storage assessment (funded in FY26) will help in dictating needs for a potential public/private shared archival facility for the City and aforementioned organizations. This public/private facility would reduce redundancies and make a more cost-effective long-term solution to the broad shared interests in protecting Portsmouth history for future generations.

### Studies Identified & Useful Website Links:

[Mayor's Blue Ribbon Task Force on Historical Archives](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

New Project for FY25 – Citizens Request from the Mayor's Blue Ribbon Task Force on Historical Archives. Recommended as a project by the City Council Citizens Requests CIP Subcommittee.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	Y
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	Y

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$150,000	\$75,000					\$225,000	\$25,000	\$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	\$150,000	\$75,000	\$0	\$0	\$0	\$0	\$225,000	\$25,000	\$250,000



## BI-25-ED-23: Public Art Trust Fund

Department	Economic and Community Development Department
Project Location	Citywide
Project Type	Other
Commence FY	2025
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	Y
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** The Public Art Review Committee was established for the purpose of reviewing and making recommendations to the City Council on all issues related to Public Art on City property. This committee plans to apply for state and federal grants in the future. Many state and federal grants require matching funds from the applicant, and this is the primary purpose for this request.

### Studies Identified & Useful Website Links:

- [Public Art Review Committee](#)
- [Economic Development Department](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

New Project for FY25 – Citizens Request from the city's Public Art Review Committee (PARC). Recommended as a project by the City Council Citizens Requests CIP Subcommittee.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$0	\$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	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$0	\$150,000





## BI-25-HL-24: Sheltering and Public Health Resources

Department	Health Department
Project Location	TBD
Project Type	Construction or Expansion of a New Public Facility or Public Infrastructure
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** This Health Department CIP request is to address local sheltering capacity needs in a critical event. Specifically, the first \$250,000 is to cover an additional 204 durable medical-grade cots to outfit a shelter, and an additional two (2) Shelter Supply trailers to transport them, increasing our local sheltering capacity from 46 to 250 beds. This will also allow us to participate in a regional shelter if a critical event is too large to handle locally.

The next amount of funds requested will either be used to reinforce existing facility structures to increase the ability to safely shelter residents without taking critical infrastructure offline. This is vital for continuity of municipal operations and community recovery. The focus of assessment and reinforcement of existing structures for sheltering/evacuation purposes is to ensure any facility receiving residents is safe to withstand the emergency at hand, such as hurricane-force winds, ice/snow loads, severe rain events and seismic aftershocks; or to build a stand-alone facility for the storage, maintenance, inventory rotation, deployment and security of sheltering equipment and supplies. Potentially both will be needed.

### Studies Identified & Useful Website Links:

- [Health Department Webpage](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

New project for FY25. Funding moved from General Fund to ARPA during CIP adoption on 3-4-24.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	3%							\$0	\$25,000	\$25,000
Fed/ State	0%	\$250,000						\$250,000	\$0	\$0
Bond/ Lease	97%		\$750,000					\$750,000	\$0	\$750,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$250,000	\$750,000	\$0	\$0	\$0	\$0	\$1,000,000	\$25,000	\$775,000



## BI-95-PL-25: Land Acquisition

Department	Planning and Sustainability Department
Project Location	Citywide
Project Type	Land Acquisition
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** This project funds the purchase of land that has been determined should be protected for conservation and recreation. Ownership is usually sought to secure environmentally sensitive areas to purchase the development rights to a particular parcel, or for some municipal use. Protection may also be provided through the purchase of development rights by way of conservation easements and/or restrictions. Funds can be used as match for leverage on existing grant programs and to support and supplement the City's existing Conservation Fund. Acquisition of land is consistent with the goals and visions stated in the City Master Plan and Open Space Plan.

### Studies Identified & Useful Website Links:

- [Open Space Plan](#)
- [Master Plan 2025](#)
- [Conservation Commission](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

This project was funded last year, and this year's request will provide needed funds to allow the acquisition of conservation lands.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	Y
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	2%							\$0	\$25,000	\$25,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	98%	\$500,000				\$500,000		\$1,000,000	\$500,000	\$1,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$500,000	\$0	\$0	\$0	\$500,000	\$0	\$1,000,000	\$525,000	\$1,525,000



## BI-22-PL-26: Historic District Guidelines Part 2

Department	Planning and Sustainability Department
Project Location	Citywide
Project Type	Design Work or Planning Study
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This project funds the update and expands the design guidelines for new construction within the Historic District. These design guidelines are used by applicants and [Historic District Commission](#) members in review of building projects requiring a Certificate of Approval in the Historic District. This project should be informed by the Master Plan update consistent with the updated community vision.

### Studies Identified & Useful Website Links:

- [Historic District Commission](#)
- [Historic District Commission Design Review Guidelines \(current\)](#)
- [Master Plan 2025](#)
- [Planning & Sustainability Department](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$50,000						\$50,000	\$0	\$50,000
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		\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000



# BI-23-PL-27: Groundwater Study to Identify Impacts

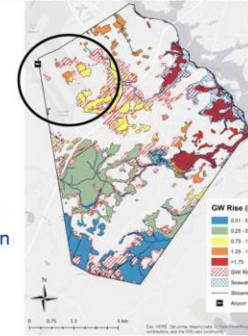
Department	Planning and Sustainability Department
Project Location	Focus on lower elevation portions of the municipality
Project Type	Design Work or Planning Study
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

## Where might rising groundwater impact marine and freshwater wetlands?

City of Portsmouth:

Approximately 9 km<sup>2</sup> (21%) is occupied by freshwater wetlands.

The depth of water in wetlands may increase – wetland type transition



Freshwater wetland area will increase:

- 3% by 2030;
- 10% by mid-century;
- 19 to 25% by the end of century.

**Description:** As identified in the Coastal Resilience Initiative, impacts to Municipal infrastructure will increase as the impacts of sea level rise and coastal flooding increase. A study which includes monitoring equipment to better understand the flow of groundwater over time will help identify where issues with infrastructure are going to occur. Additionally, monitoring equipment can serve as an early warning to detect where impacts are likely to occur in the short term.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Coastal Resilience Initiative</a></li> <li>• <a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:
Study was moved from FY24 to FY25

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%	\$50,000						\$50,000	\$0	\$50,000
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		\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000

# BI-24-PL-28: City of Portsmouth Master Plan Update

Department	Planning and Sustainability Department
Project Location	Citywide
Project Type	Design Work or Planning Study
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)

**Description:** A master plan is a planning document that serves to guide the overall character, physical form and development of a community (RSA 674:2). It describes how, why, where and when to build or rebuild a city. It provides guidance to local officials making decisions on budgets, ordinances, capital improvements, zoning and subdivision matters, and other development-related issues. The Master Plan shall include, at a minimum, the following required sections:

- a) A vision section that serves to direct the other sections of the plan. This section shall contain a set of statements which articulate the desires of the citizens affected by the master plan, not only for their locality but for the region and the whole state. It shall contain a set of guiding principles and priorities to implement that vision.
- b) A land use section upon which all the following sections shall be based. This section shall translate the vision statements into physical terms. Based on a study of population, economic activity, and natural, historic, and cultural resources, it shall show existing conditions and the proposed location, extent, and intensity of future land use.

Portsmouth last updated their master plan in 2016. At that time, the community articulated a vision for the future of Portsmouth. This included key themes that included goals and strategies for advancing those the community values articulated in those themes. The plan also included focus growth areas where opportunities and challenges were explored, and actions were identified that would guide the development and transformation of those areas. Under RSA 674:3 Master Plan Preparation – revisions to the plan are recommended every five to ten years. Portsmouth is nearing the end of the planning horizon for the current Master Plan, Portsmouth 2025. The development of a master plan involves significant community involvement to ensure development of the community vision is inclusive and broadly representative. Staff anticipates in a 18-to-24-month process for completing the plan update. Funding would support professional services support for this community-wide process with consultant recruitment beginning in 2024.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Studies Identified & Useful Website Links:**

- 674:3 Master Plan Preparation. – <http://www.gencourt.state.nh.us/rsa/html/LXIV/674/674-3.htm>
- 674:2 Master Plan; Purpose and Description. – <http://www.gencourt.state.nh.us/rsa/html/LXIV/674/674-2.htm>
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

**Notes of Changes in Funding Plan from FY24-29 CIP:**

Funding was moved to FY26 during CIP Adoption 3-4-24.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%		\$150,000					\$150,000	\$150,000	\$300,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	0%							\$0	\$0	\$0
Revenues (parking)	0%							\$0	\$100,000	\$100,000
PPP	0%							\$0	\$0	\$0
	<b>Totals</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$400,000</b>

**BI-24-RC-29: Indoor Pool Facility Needs**

Department	Recreation
Project Location	<a href="#">Indoor Pool (48 Andrew Jarvis Dr)</a>
Project Type	Rehabilitation of a Facility
Commence FY	2024
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** With the City re-acquiring the Indoor Pool from Save The Indoor Portsmouth Pool (SIPP), there is a need to set up an on-going capital maintenance plan. These monies would address projects such as locker room, carpeting, painting, and aquatics upgrades. There is also a need for the construction of expanded dedicated pool parking. Many of these projects are necessary to be in compliance with state standards.

#### Studies Identified & Useful Website Links:

- [Indoor Pool](#)
- [Recreation Department](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

#### Notes of Changes in Funding Plan from FY24-29 CIP:

Increased funding in FY29 for parking construction. Funding split in FY25 and beyond between General Fund and SIPP Trust.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	24%	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$195,000	\$0	\$195,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	41%					\$325,000		\$325,000	\$0	\$325,000
Other (SIPP Trust Transfer)	35%	\$17,500	\$17,500	\$17,500	\$17,500	\$192,500	\$17,500	\$280,000	\$0	\$280,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$50,000	\$50,000	\$50,000	\$50,000	\$550,000	\$50,000	\$800,000	\$0	\$800,000





## BI-24-RC-30: South Mill Pond Playground

Department	Recreation
Project Location	<a href="#">South Mill Pond Playground</a>
Project Type	Rehabilitation of a Facility
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,000 to \$100,000)



**Description:** This project would be to replace the existing South Mill playground with a new, universal design ADA compliant, age-friendly inclusive playground. Along with the playground overhaul, would be the addition of restroom facilities. The ADA compliant, family-friendly facilities would replace the port-a-potties. This area is heavily utilized throughout the year with pickleball, basketball, and tennis courts nearby, as well as Leary Field and the dog park. This area is also host to multiple city events such as the fireworks, farmer's market, and Easter Egg Hunt.

### Studies Identified & Useful Website Links:

- [Recreation Department](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

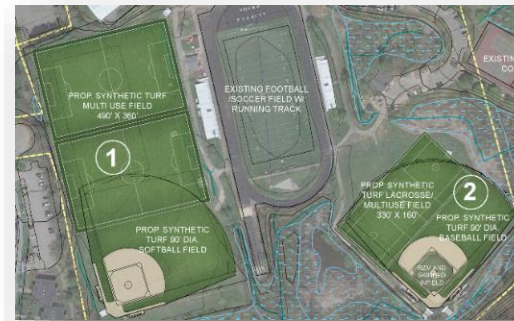
Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$600,000				\$900,000		\$1,500,000	\$0	\$1,500,000
Other (Rolling Stock)	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP (Rotary)	0%							\$0	\$15,000	\$15,000
Totals		\$600,000	\$0	\$0	\$0	\$900,000	\$0	\$1,500,000	\$15,000	\$1,515,000



## BI-12-RC-31: Existing Outdoor Recreation Field and Facility Improvements

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	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This project includes funding for site improvements to existing fields and recreation facilities. The goal of these improvements is to increase playability and improve services. Site improvements will include addressing drainage issues, improving turf systems, converting practice fields to competition fields, and upgrading infrastructure. The 2015 Recreation Field Report highlights opportunities to improve the City's athletic fields.

### Studies Identified & Useful Website Links:

- [2015 Recreation Field Report](#)
- [Comprehensive Recreation Needs Study 2010:](#)
  - [2022 Updated Recreation Needs Study](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

FY25 Funding reduced to \$50,000 during CIP Adoption 3-4-24.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$50,000	\$150,000	\$150,000	\$175,000	\$150,000	\$150,000	\$825,000	\$300,000	\$1,125,000
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		\$50,000	\$150,000	\$150,000	\$175,000	\$150,000	\$150,000	\$825,000	\$300,000	\$1,125,000



# BI-12-RC-32: Additional Outdoor Recreation Fields



Department	Recreation Department
Project Location	<a href="#">100 Campus Drive/680 Peverly Hill Road</a>
Project Type	Construction or Expansion of a New Public Facility or Public Infrastructure.
Commence FY	2026
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



**Description:** This project will fund the design and construction of an additional field and related amenities at the property behind the City's Public Works facility. Previous funding was utilized to acquire the land and complete construction of the first field. The project is being constructed in phases due to projected costs. Funding will be required for a third phase to realize the site's full potential for adding to the city's field inventory.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:
- [Athletic Field – Project Page](#)
  - [Comprehensive Recreation Needs Study 2010](#)
  - [2022 Updated Recreation Needs Study](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

Moved funding to FY25 for construction per direction from the City Council. Added monies in FY29 funding for design and FY30 funding for completion of Phase III.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	3%					\$100,000		\$100,000	\$100,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	97%	\$3,000,000					\$3,000,000	\$6,000,000	\$0	\$6,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$3,000,000	\$0	\$0	\$0	\$100,000	\$3,000,000	\$6,100,000	\$100,000	\$6,200,000



## BI-15-RC-35: Leary Field Restoration

Department	Recreation Department
Project Location	<a href="#">Leary Field (Parrot Avenue)</a>
Project Type	Rehabilitation of Existing Facility
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



**Description:** Funding for FY25 will be to support design and limited bathroom and concessions restoration. Priority will be given to bathroom renovations. Outyear funding will be the design and implementation of refurbishment to the historic grandstands to bring them into compliance with National Fire Protection Association standards.

### Studies Identified & Useful Website Links:

- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Funding for FY25 was reduced due to funding constraints.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	5%	\$50,000						\$50,000	\$0	\$50,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	95%		\$1,000,000					\$1,000,000	\$0	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,050,000	\$0	\$1,050,000

## BI-25-PW-36: Peirce Island Recreation Improvements

Department	Public Works & Recreation Department
Project Location	<a href="#">Peirce Island</a>
Project Type	Construction or Expansion of a New Public Facility or Public Infrastructure
Commence FY	2025
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** The [Peirce Island Master Plan](#) was completed in 1999. The plan detailed many capital improvement projects that support recreational activities on the island. With the completion of the Wastewater Treatment Plant, trail construction, picnic table installation and signage upgrades, there have been requests for more services on the island. These monies would fund improvements to the dog park, playground replacement, boat launch upgrades, sand volleyball court installation, and ongoing trail maintenance.

### Studies Identified & Useful Website Links:

- [Peirce Island Master Plan](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

New Project for FY2. FY25 requested funding removed during CIP Adoption 3-4-24.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$0	\$750,000
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	\$0	\$750,000



## BI-23-PW-38: Community Campus Facility Needs

Department	Public Works & Recreation Department
Project Location	<a href="#">Community Campus (Campus Drive)</a>
Project Type	Other
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	



**Description:** This 20+ year old building is in need of ongoing maintenance. The roof at [Community Campus](#) is of large concern as there are several ongoing leaks that need to be mitigated. Also of concern, the aging fire alarm system and HVAC controls. These monies would be used to address those improvements as well as ongoing maintenance of plumbing infrastructure, playgrounds, retaining walls, and kitchen equipment.

### Studies Identified & Useful Website Links:

- [Community Campus](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Funding reduced for FY25 due to funding constraints.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000	\$300,000	\$1,350,000
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	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000	\$300,000	\$1,350,000

## BI-02-PW-39: Citywide Park and Monument 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	Negligible (< \$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This project provides funding for continued investment in city parks. Community discussions about existing park facilities ([Goodwin Park](#), [Haven Park](#), [Aldrich Park](#), [South School Street Playground](#), [Plains Ballfield](#), [Leary Field](#), [Langdon Park](#), [Pine Street Park](#) and [Vaughan Mall](#)) and investments in new parks, have emphasized the need for continued investment in park improvements. Funding will improve furnishings and signage, walkways, landscaping, lighting, and drainage.

### Studies Identified & Useful Website Links:

- [Parks and Playgrounds Homepage](#)
  - [Map of Citywide Parks](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Funding reduced for FY25 due to funding constraints.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$50,000		\$100,000		\$100,000		\$250,000	\$350,000	\$600,000
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	\$50,000	\$0	\$100,000	\$0	\$100,000	\$0	\$250,000	\$350,000	\$600,000



**BI-04-PW-40: Citywide Tree and Public Greenery Program**

Department	Public Works Department
Project Location	Citywide
Project Type	Other (explained below)
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** The City of Portsmouth has received recognition as a Tree City USA for over twenty years. The City has a long tradition of caring for urban forests. The City Arborist and the [Trees and Public Greenery Committee](#) administers this program which focuses on proactive plantings, managing street tree planting projects, inspecting, pruning or removing hazardous trees in the right-of-way. In addition, they provide information and resources to residents, homeowners and builders.

## Studies Identified &amp; Useful Website Links:

- [Public Works – Parks & Greenery Division](#)
- [Trees & Public Greenery Committee](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

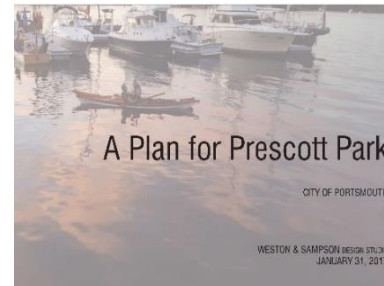
## Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$110,000	\$230,000
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		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$110,000	\$230,000

# BI-19-PW-41: Prescott Park Master Plan Implementation



Department	Public Works Department
Project Location	<a href="#">Prescott Park</a>
Project Type	Rehabilitation of an Existing Facilities
Commence FY	Ongoing
Priority	A (Needed in the next 0 to 3 years)
Impact on Operating Budget	High (\$100,001 or more)



**Description:** The City Council adopted [the Prescott Park Master Plan](#) in 2017. The plan calls for extensive park-wide reconfiguration, restructuring services and developing new park policies. Renovation to the park presents opportunities to plan for climate adaptation, preserve antique historic structures, accommodate performances and event spaces, and ensure iconic Portsmouth places continue to serve the public.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

### Studies Identified & Useful Website Links:

- [Prescott Park Master Plan Implementation Committee/Project Page](#)
  - [Prescott Park Master Plan 2017](#)
  - [Prescott Park Implementation Committee](#)
  - [Prescott Park Advisory Committee](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

PPP funding was removed due to a lack of committed Partnerships. FY26 bonding was moved due to funding constraints. FY25 funding is for facility upgrades and climate change improvements along the water.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	6%		\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000	\$125,000	\$750,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	94%	\$4,500,000			\$1,750,000	\$1,750,000		\$8,000,000	\$4,075,000	\$12,075,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$4,500,000	\$125,000	\$125,000	\$1,875,000	\$1,875,000	\$125,000	\$8,625,000	\$4,200,000	\$12,825,000



## BI-11-PW-42: Prescott Park Facilities Capital Improvements

Department	Public Works Department
Project Location	<a href="#">Prescott Park</a>
Project Type	Rehabilitation of an Existing Facilities
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The City of Portsmouth is responsible for the care and maintenance of [Prescott Park](#) and [Four Tree Island](#). Among the abundant gardens and green space, there are several historic buildings, access ways, foot paths, period lights, plazas, fountains, park furnishings, and marine infrastructure that need significant rehabilitation or upgrades. In 2017, a [master plan](#) was completed identifying changes to the park, however, there are several projects that require funding. Identified projects include various improvements to the Shaw and Sheafe warehouses, Four Tree Island bathrooms, the upgrade and replacement of paved surfaces, replacement of perimeter fencing along the waterfront, dock repairs, electrical and lighting rehabilitation, and irrigation and fountain improvements.

### Studies Identified & Useful Website Links:

- [Prescott Park Master Plan 2017](#)
- [Prescott Park Homepage](#)
- [Prescott Park Advisory Committee](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Added \$50,000 to FY25 for fit out of Sheafe building improvements.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	\$355,000	\$705,000
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	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	\$355,000	\$705,000



**BI-05-PW-45: Historic Cemetery Improvements**

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (Ongoing and Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The City maintains six (6) historic cemeteries: [Point of Graves Burial Ground](#), [North Cemetery](#), [Union Cemetery](#), [Pleasant Street Burial Ground](#), the [African Burying Ground](#), and [Cotton Cemetery](#). The City is responsible for maintaining the grounds and headstones; hill, ledgers, and chest tombs; cemetery walls and related structures. The City has assessed these historic resources and the City's [Cemetery Committee](#) has reviewed this assessment and created a prioritized list of restoration and repair projects. The projects will be carried out over a multi-year period.

## Studies Identified &amp; Useful Website Links:

- [Cemetery Committee](#)
- [Cemetery Existing Conditions Assessment and Restoration Plan \(2013\)](#)
  - [Portsmouth Historic Cemeteries](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

## Notes of Changes in Funding Plan from FY24-29 CIP:

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$145,000	\$385,000
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		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$145,000	\$385,000

## **BI-05-PW-45 : Historic Cemetery Improvements**

- North Cemetery Phase II
- Point of Graves Stone Wall Rebuild
- Professional Repair and Straighten Headstone – All Cemeteries
- Replace and Restore Wrought Iron Fixtures – All Cemeteries
- Hall Cemetery Clean Up and Tree Removal
- Pleasant Street Cemetery Wall Repair
- Cotton Cemetery South Street Façade Repair Four Doors
- Cotton Cemetery Rebuild and Replace Missing Sections Side Wall
- Improve/Repair Entrance at Point of Graves
- Cotton Cemetery Front Stone Wall Tear down and Rebuild
- Union Cemetery Rebuild of Original Receiving Tomb Framing/Masonry

## BI-01-PW-48: Citywide Facilities Capital Improvements

Department	Public Works Department
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	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** The Public Works Department is responsible for maintaining all General Fund municipal facilities. These City facilities serve multiple uses. Many facilities need to be updated due to age and usage. A backlog of projects is shown on the next page.

### Studies Identified & Useful Website Links:

- [Facility Condition Assessment 2015](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Annual funding requests have been increased to adjust for the upsurge in current construction bid pricing. Funding was added to FY25 for a roof repair at Fire Station 2.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$850,000	\$1,100,000	\$550,000	\$550,000	\$1,100,000	\$550,000	\$4,700,000	\$2,500,000	\$7,200,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$850,000	\$1,100,000	\$550,000	\$550,000	\$1,100,000	\$550,000	\$4,700,000	\$2,500,000	\$7,200,000

## **BI-01-PW-48 : Citywide Facilities Capital Improvements**

- Fire Station 2 Roof Replacement
- 95 Mechanic Street
- City Hall Archive
- City Hall Dept. Renovations
- IT Infrastructure associated with city facilities
- City Hall (Rear) Masonry Repointing And Sealing
- City Hall New Carpet Throughout
- City Hall New Paint Throughout
- DPW Complex
- Connor's Cottage Basement / Drainage Project
- Connor's Cottage Basement and Tunnel Renovations
- South Meeting House
- Facilities Safety Inspection Action Items
- Discovery Center Handicap Accessibility

# BI-20-PW-50: Level 2 (120/208 Volt Single Phase) & Level 3 (480 Volt Three Phase) Electric Vehicle (EV) Charging Stations



Department	Public Works – Parking and Transportation Division
Project Location	Citywide
Project Type	Construction of a New Facility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** The City continues to work on expanding its [Electric Vehicle \(EV\) charging station network](#). In addition to its stations at [Hanover Garage](#), the City has a station in the City Hall Lower Lot, located at the corner of Junkins Avenue and South Street and the [Foundry Garage](#) is equipped with three (3) EV Stations. Currently, the City plans to add additional stations to the [Bridge Street lot](#) as part of a parking lot renovation project.

#### Studies Identified & Useful Website Links:

- [EV Charging Stations](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

#### Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	67%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$100,000	\$700,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	33%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$50,000	\$350,000
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000	\$150,000	\$1,050,000

## BI-25-PW-52: Hanover Garage Structural Improvements

Department	Public Works – Parking and Transportation Division
Project Location	<a href="#">Hanover Parking Garage</a>
Project Type	Rehabilitation of a Facility
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



**Description:** These monies would be used to supplement the ongoing Hanover Garage upgrade project with specific funding for overall structural and operational improvements.

### Studies Identified & Useful Website Links:

- [Hanover Garage Project Webpage](#)
  - [Hanover Garage Page](#)
  - [Parking Department Page](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

New project for FY25.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	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%		\$600,000					\$600,000	\$0	\$600,000
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000	\$0	\$600,000

# III. INFORMATION SYSTEMS







# IS-06-IT-53: 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	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** The Information Technology Upgrades & Replacements project 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 FY25.

Studies Identified & Useful Website Links:

- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

The significant funding increase reflect both the increase in costs for IT products as well as the increased need for IT services within city departments.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	2%							\$0	\$204,000	\$204,000
Bond/ Lease	0%							\$0	\$0	\$0
GF (Non-Operating)	98%	\$567,180	\$759,608	\$749,108	\$900,158	\$1,044,108	\$830,058	\$4,850,220	\$5,066,026	\$9,916,246
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$567,180	\$759,608	\$749,108	\$900,158	\$1,044,108	\$830,058	\$4,850,220	\$5,270,026	\$10,120,246



# IS-06-IT-53: Information Technology Upgrades & Replacements

## Computers/Notebooks/Tablets

(Costs include installation)

Location	Inventory	FY 25	FY 26	FY 27	FY 28	FY29	FY 30
City Hall	170		46	45	39	40	
Public Works	67	30					37
Library	119	68			51	68	51
Recreation	15	11			4	11	4
Police	125	25	25	25	25	25	25
Fire	47	10	19	10	10	19	10
<b>Total Computers</b>	<b>543</b>	<b>144</b>	<b>90</b>	<b>80</b>	<b>129</b>	<b>163</b>	<b>127</b>
<b>Cost of Replacement</b>		<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>FY29</b>	<b>FY 30</b>
City Hall		\$0	\$46,000	\$45,000	\$39,000	\$40,000	\$0
Public Works		\$30,000	\$0	\$0	\$0	\$0	\$37,000
Library		\$68,000	\$0	\$0	\$51,000	\$68,000	\$51,000
Recreation		\$11,000	\$0	\$0	\$4,000	\$11,000	\$4,000
Police		\$57,000	\$57,000	\$57,000	\$57,000	\$57,000	\$57,000
Fire		\$10,000	\$19,000	\$10,000	\$10,000	\$19,000	\$10,000
<b>Computers/Notebooks Cost per Year</b>		<b>\$176,000</b>	<b>\$122,000</b>	<b>\$112,000</b>	<b>\$161,000</b>	<b>\$195,000</b>	<b>\$159,000</b>

# IS-06-IT-53: Information Technology Upgrades & Replacements

## Servers

(Costs include installation and software)

Location	Inventory	FY 25	FY 26	FY 27	FY 28	FY29	FY 30
City Hall Server Room	3	-				3	
Public Works							
Library	1					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>2</b>	<b>6</b>	<b>3</b>
<u>Cost of Replacement</u>		FY 25	FY 26	FY 27	FY 28	FY29	FY 30
Citywide		\$0	\$0	\$0	\$0	\$150,000	\$0
Public Works		\$0	\$0	\$0	\$0	\$0	\$0
Library		\$0	\$0	\$0	\$0	\$5,000	\$5,000
Police		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Fire		\$0	\$0	\$0	\$0	\$0	\$0
<b>Servers Cost per Year</b>		<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$205,000</b>	<b>\$55,000</b>

# IS-06-IT-53: Information Technology Upgrades & Replacements

## Other Technology Replacements and Upgrades

Location	FY 25	FY 26	FY 27	FY 28	FY29	FY 30
<b>Citywide</b>						
Plotter (City Hall)	\$0	\$0	\$10,000	\$0	\$0	\$0
Channel 22 technology equipment	\$25,000	\$25,000	\$0	\$0	\$0	\$0
WiFi Access Points (City Hall)	\$700	\$700	\$700	\$5,250	\$700	\$5,250
WiFi Contoller (Citywide)	\$0	\$0	\$0	\$0	\$20,000	\$20,000
Interactive Display Panels (City Hall)	\$20,000	\$0	\$0	\$20,000	\$20,000	\$20,000
Network Management System (Citywide)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
WAN Switches/Cables/Firewalls (City Hall - 4)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CMS and Data Conversion (Citywide)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
<b>Total City Hall</b>	<b>\$90,700</b>	<b>\$70,700</b>	<b>\$55,700</b>	<b>\$70,250</b>	<b>\$85,700</b>	<b>\$90,250</b>
<b>Public Works</b>						
WiFi Access Points	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
Interactive Display Panels	\$0	\$0	\$20,000	\$20,000	\$0	\$0
WAN Switches	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Public Works</b>	<b>\$12,100</b>	<b>\$12,100</b>	<b>\$32,100</b>	<b>\$32,100</b>	<b>\$12,100</b>	<b>\$12,100</b>
<b>Library</b>						
Interactive Display Panels	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000
WiFi Access Points	\$0	\$0	\$10,500	\$0	\$0	\$0
WiFi Controller	\$0	\$0	\$15,000	\$0	\$0	\$0
WAN Switches (1)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total Library</b>	<b>\$5,000</b>	<b>\$25,000</b>	<b>\$30,500</b>	<b>\$25,000</b>	<b>\$5,000</b>	<b>\$25,000</b>
<b>Recreation</b>						
Interactive Display Panels	\$0	\$0	\$0	\$0	\$20,000	\$20,000
WiFi Access Points	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$10,500
WiFi Controller	\$0	\$0	\$0	\$0	\$0	\$15,000
WAN Switches	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
<b>Total Library</b>	<b>\$7,100</b>	<b>\$7,100</b>	<b>\$7,100</b>	<b>\$7,100</b>	<b>\$27,100</b>	<b>\$65,500</b>

# IS-06-IT-53: Information Technology Upgrades & Replacements

Other Technology Replacements and Upgrades						
Location	FY 25	FY 26	FY 27	FY 28	FY29	FY 30
<b>Police</b>						
Radios-portable (154)	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000
Radios-mobile (42)	\$19,200	\$19,200	\$19,200	\$19,200	\$19,200	\$19,200
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
Firewalls (4)	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
Tape back ups (2)	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000
NAS (Network Attached Storage) (6)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Scanners (14)	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
MS WS19 Data Center (2)	\$0	\$0	\$0	\$10,000	\$0	\$0
MSA Storage & Drives	\$0	\$0	\$0	\$0	\$0	\$23,500
WiFi Access Points (7)	\$3,500				\$3,500	\$0
Cisco network Switches (10g) (2)	\$0	\$0	\$0	\$12,000	\$0	\$0
Cisco network Switches (1g) (6)	\$0	\$6,000	\$0	\$6,000	\$0	\$6,000
Exacom (Telephone audio recording)	\$0	\$0	\$0	\$60,000	\$0	\$0
Phone System Replace/Upgrade	\$50,000	\$0	\$0	\$0	\$0	\$0
Security Door Access Units System						
Cameras/Exacq	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Comm Center-Radio System Replacement		\$261,858	\$261,858	\$261,858	\$261,858	\$261,858
<b>Total Police</b>	<b>\$150,500</b>	<b>\$369,858</b>	<b>\$358,858</b>	<b>\$451,858</b>	<b>\$362,358</b>	<b>\$393,358</b>
<b>Fire</b>						
Radios- portable (55)	\$18,000	\$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
WiFi Access Points	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
Interactive Display Panels	\$20,000	\$0	\$0	\$20,000	\$20,000	\$20,000
MutualLink EOC	\$0	\$0	\$0	\$0	\$24,000	\$24,000
WAN Switches (3)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total Fire</b>	<b>\$52,850</b>	<b>\$32,850</b>	<b>\$32,850</b>	<b>\$52,850</b>	<b>\$76,850</b>	<b>\$76,850</b>
<b>School Department</b>						
Wifi Access Points	\$22,000	\$25,000	\$40,000	\$25,000	\$15,000	\$0
Classroom Interactive Panels or Projectors	\$8,000	\$0	\$0	\$10,000	\$0	\$0
Virtual Desktop Interface (VDI) Expansion	\$0	\$30,000	\$30,000	\$0	\$30,000	\$30,000
Firewall	\$0	\$0	\$0	\$0	\$0	\$0
LAN Network Switches	\$0	\$0	\$0	\$15,000	\$30,000	\$0
WAN Switches (6)	\$0	\$15,000	\$0	\$0	\$0	\$30,000
<b>Total School</b>	<b>\$30,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$50,000</b>	<b>\$75,000</b>	<b>\$60,000</b>
<b>Other Technology Replacement/Upgrades Cost per Year</b>	<b>\$341,150</b>	<b>\$580,508</b>	<b>\$580,008</b>	<b>\$682,058</b>	<b>\$617,008</b>	<b>\$657,558</b>

## IS-06-IT-53: Information Technology Upgrades & Replacements

### Totals by Location

	FY 25	FY 26	FY 27	FY 28	FY29	FY 30
Citywide	\$90,700	\$116,700	\$100,700	\$109,250	\$275,700	\$90,250
Public Works	\$42,100	\$12,100	\$32,100	\$32,100	\$12,100	\$49,100
Library	\$73,000	\$25,000	\$30,500	\$76,000	\$78,000	\$81,000
Recreation	\$11,030	\$7,100	\$7,100	\$11,100	\$38,100	\$69,500
Police	\$257,500	\$476,858	\$465,858	\$558,858	\$469,358	\$393,358
Fire	\$62,850	\$51,850	\$42,850	\$62,850	\$95,850	\$86,850
School	\$30,000	\$70,000	\$70,000	\$50,000	\$75,000	\$60,000
<b>Total Information Technology Replacement and Upgrades</b>	<b>\$567,180</b>	<b>\$759,608</b>	<b>\$749,108</b>	<b>\$900,158</b>	<b>\$1,044,108</b>	<b>\$830,058</b>



# IS-24-IT-54: Cybersecurity Enhancements

Department	IT Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	FY2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** In order to improve cybersecurity, the city has assessed its technology environment and developed a remediation plan to address recommendations from Homeland Security CISA (Cybersecurity and Infrastructure Security Agency). This funding request is to address the CISA physical security recommendations. These recommendations apply to all 15 server and switch rooms/closets. These spaces need to be secured with (1) door card access (2) cameras (3) secure cable racks (4) color coded cabling (5) replacement of doors to eliminate windows giving visibility to the spaces, and (6) adequate reliable cooling.

**Studies Identified & Useful Website Links:**

- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

**Notes of Changes in Funding Plan from FY24-29 CIP:**

Funding added to FY25 to enable IT to begin to mitigate risks that were identified in a Homeland Security/CISA assessment

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	17%							\$0	\$50,000	\$50,000
Bond/ Lease	0%							\$0	\$0	\$0
GF (Non-Operating)	83%	\$125,000	\$125,000					\$250,000	\$0	\$250,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$250,000	\$50,000	\$300,000

# IS-21-FI-55: 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	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** There are several different software utilized to perform the necessary financial functions of the city which need to be upgraded and/or expanded for Citywide efficiencies. Due to the size and cost of this project, it is recommended that this funding be spread out over several years with a phased in implementation commencing in FY25 for the City's major financial software, while other specialized software are introduced and upgraded concurrently. These upgrades will enable more efficiencies and the streamlining of the current payroll, accounts payable, cash receipting and other processes for all City Departments.

- Studies Identified & Useful Website Links:
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	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%	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000	\$575,000	\$2,375,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000	\$575,000	\$2,375,000



# IV. TRANSPORTATION SYSTEMS MANAGEMENT





# TSM-12-PW-56: Parking Lot Paving

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	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** Parking lots require maintenance and periodic repaving. The City owns metered and unmetered parking lots. There are five (5) metered lots: [Bridge Street Lot](#), [Hanover Lot](#), Ladd Lot, Memorial Lot, and [Worth Lot](#). There are six unmetered lots: Parrott, Prescott, Water, Peirce Island, South Mill Pond, and City Hall.

Studies Identified & Useful Website Links:

- [Department of Public Works - Parking Division \(Park Portsmouth\)](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	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	\$750,000	\$550,000	\$1,300,000
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$550,000	\$1,300,000



## TSM-08-PW-57: 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	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** These funds allow for ready replacement of aging equipment and greater user experience. Funding covers meters and upgrades to ensure up-to-date technology required by all cell providers.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li><a href="#">Department of Public Works - Parking Division (Park Portsmouth)</a></li> <li><a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

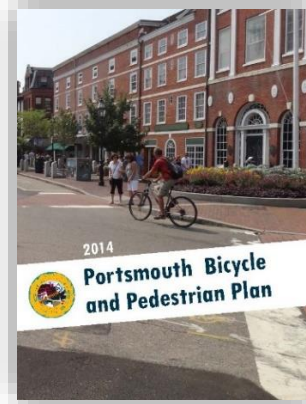
Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	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%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$255,000	\$555,000
PPP	0%							\$0	\$0	\$0
Totals		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$255,000	\$555,000

# TSM-15-PL-59: Bicycle/Pedestrian Plan Implementation



Department	Planning and Sustainability Department
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	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** This funding is requested 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. A Request for Proposal (RFP) is going out in the fall of 2023 to update the 2014 Plan.

- Studies Identified & Useful Website Links:
- [Bicycle & Pedestrian Planning](#)
  - [Bicycle and Pedestrian Plan 2014](#)
  - [Planning and Sustainability Department](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	15%							\$0	\$80,000	\$80,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (parking)	85%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$150,000	\$450,000
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$230,000	\$530,000

# TSM-25-PW-63: Greenleaf Avenue Sidewalk



Department	Public Works Department
Project Location	Greenleaf Avenue at Hillside Drive
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** This sidewalk project is at the request of residents from the Hillside Drive Neighborhood. Recent installation of a fence has limited residents’ access to South Street. This sidewalk will run from the lower entrance of Hillside Drive along the northern side of Greenleaf Avenue and Western side of Lafayette Road to the South Street traffic signal.

Studies Identified & Useful Website Links:

- [Public Works Homepage](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

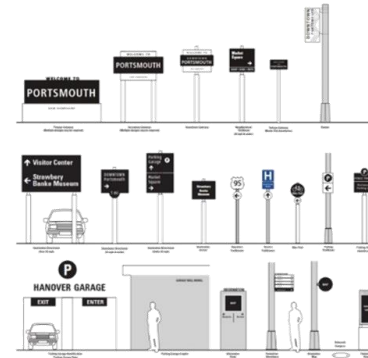
New project for FY25. Voted as a submission by the Planning Board. Staff developed the opinion of cost.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$400,000						\$400,000	\$0	\$400,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP (Walmart)	0%							\$0	\$0	\$0
	Totals	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$400,000

# TSM-08-PW-65: Wayfinding System



Department	Public Works Department
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	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** The City’s Wayfinding System is designed to help visitors navigate efficiently to major destinations within the Downtown and throughout the City, using a variety of tools, both physical and virtual. The system is designed to assist pedestrians, bicyclists and transit users, as well as motorists. The program includes a phased implementation of the project over several years and is designed for easy maintenance.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Master Plan 2005</a></li> <li>• <a href="#">Wayfinding Analysis 2014</a></li> <li>• <a href="#">Wayfinding Program</a></li> <li>• <a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

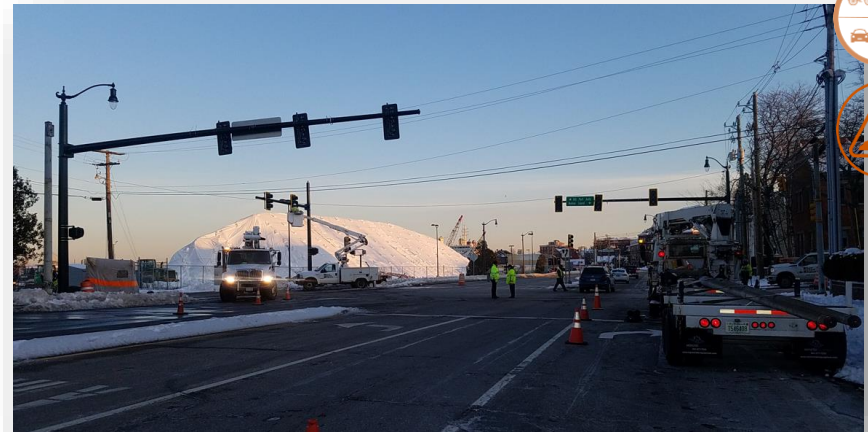
Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	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%		\$350,000					\$350,000	\$275,000	\$625,000
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000	\$275,000	\$625,000



# TSM-10-PW-69: Citywide Traffic Signal Upgrade Program

Department	Public Works Department
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	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** The City continues to replace its antiquated signal systems. These replacements improve traffic flow, emergency response, safety, and efficiency at intersections. The upgrades include new traffic signals, controllers, improved compliance with pedestrian ADA requirements, and minor roadwork. FY25 monies will fund the intersection and signal upgrade work at Middle Street and Miller Avenue/Summer Street to align with that project's construction.

- Studies Identified & Useful Website Links:**
- [Middle Street, Summer Street, Miller Avenue – Traffic Signal Design](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

**Notes of Changes in Funding Plan from FY24-29 CIP:**

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	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-11-PW-70: Citywide Intersection Improvements

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** [The Parking and Traffic Safety \(PTS\) Committee](#) receives numerous requests to address traffic volumes, vehicle speeds, and pedestrian safety. Many of these requests deal with street intersections which could be enhanced with minor modifications to the geometry of the streets at the intersections. This project would fund improvements to various intersections involving realignment, curbing, signage, and other traffic calming methods. These slight modifications would improve safety for both pedestrian and motor vehicle traffic. The Greenleaf Avenue and Lafayette Road intersection has been identified as a difficult intersection, which needs improvement.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$300,000	\$900,000
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	\$300,000	\$900,000

# TSM-16-PL-71: Russell/Market Intersection Upgrade



Department	Planning and Sustainability Department/Public Works Department
Project Location	<a href="#">Russell and Market Streets</a>
Project Type	Rehabilitation of a Facility
Commence FY	2026
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	Y
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** The volume of traffic at the intersection of Russell Street and Market Street has increased over time. Traffic is expected to continue to increase due to nearby private development projects. Improvements are needed to address traffic flow and safety. This work would complement the recently completed Market Street Gateway Project. In addition, this project will progress in conjunction with the upcoming Market Street railroad crossing reconstruction project by NHDOT and coordinate with adjacent development.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li><a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:
Funding was changed to match the updated NHDOT 10-year plan funding and schedule.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	9%							\$0	\$200,000	\$200,000
Fed/ State (NHDOT)	68%		\$240,193		\$64,573	\$1,145,070		\$1,449,836	\$0	\$1,449,836
Bond/ Lease	17%	\$365,000						\$365,000	\$0	\$365,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP (developers)	6%							\$0	\$117,500	\$117,500
	Totals	\$365,000	\$240,193	\$0	\$64,573	\$1,145,070	\$0	\$1,814,836	\$317,500	\$2,132,336



# TSM-16-PW-72: Railroad Crossings



Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	2026
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	Y
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** NHDOT has identified the need to upgrade the railroad crossing on Maplewood Avenue as well as the crossing on Market Street near its intersection with Russell Street. These hazard elimination projects, which are included in the NHDOT 10-year plan, include upgrade of the rail, the roadway approaches, drainage improvements and the need for protective devices at the crossing. A portion of a local match has been appropriated in previous programs.

Studies Identified & Useful Website Links:

- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

Monies are needed to address these issues in conjunction with the NHDOT's 10-Year-Plan.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	76%	\$172,500						\$172,500	\$200,000	\$372,500
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP (developers)	24%							\$0	\$117,500	\$117,500
	Totals	\$172,500	\$0	\$0	\$0	\$0	\$0	\$172,500	\$317,500	\$490,000



# TSM-18-PW-73: Citywide Bridge Improvements

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** This project affords regular maintenance on city bridges. Typical bridge maintenance includes sealing the concrete surfaces, replacing the pavement surfaces and membranes, and maintaining or upgrading railing systems and fences. Monies identified in FY25 will be to fund work on bridges on Bartlett Street, Coakley Road Bridge, and the pedestrian bridge on Borthwick Avenue.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Studies Identified & Useful Website Links:**

- [Citywide Bridge Evaluation 2018](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

**Notes of Changes in Funding Plan from FY24-29 CIP:**

FY24 and FY25 funding were combined in FY25 due to project coordination.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	22%	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	\$300,000	\$650,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	78%							\$0	\$2,350,000	\$2,350,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	\$2,650,000	\$3,000,000

# TSM-21-PW-76: Traffic Calming



Department	Public Works Department
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** Residents have been calling for traffic calming throughout the City. This project addresses funding for calming measures in several areas. FY25 funding will be for projects on South Street and Middle Road. These measures may include reconfiguring the intersections. These changes would improve safety and access for pedestrians destined for Portsmouth High School and area playgrounds. Other locations with requests for traffic calming measures include Hoover Drive, State Street from Cass to Middle, Rockingham Avenue, Edwards Avenue, Elwyn Road, Little Harbor Road, Greenland Road, Dennett Street, New Castle Avenue and Miller Avenue.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Neighborhood Traffic Calming Program</a></li> <li>• <a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:
Funding sourced changed from General Fund to Parking Revenues

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	52%							\$0	\$320,000	\$320,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	48%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$0	\$300,000
PPP	0%							\$0	\$0	\$0
Totals		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$320,000	\$620,000

## TSM-25-PW-81A: State Street Two-Way Redesign

Department	Public Works-Highway Division
Project Location	State Street, from Middle to Memorial Bridge
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	FY25, Construction FY26
Priority	(A) Implement within 3 years
Impact on Operating Budget	Moderate – \$50,001 to \$100,000

**Description:** Consultants assessed converting State Street from one way to two-way traffic flow between Middle Street and Scott Avenue. The initial cost estimate for this work is \$1.5M. This only includes reconstruction of traffic signals, minor intersection changes, and contingency and does not address all the necessary roadway and streetscape modifications which will be determined as part of a design effort.

It is important to note, the consultant’s assessment “does not evaluate impacts on non-vehicular modes (bicyclists and pedestrians), emergency vehicles, and loading zones. Currently, truck loading has been observed to fully or partially block the travel lane due to trucks exceeding the width of loading areas, not fully pulling into loading areas, or using the travel lane instead of loading areas. Additional loading zones and possibly wider loading zones may be required, which would have impacts on the number of parking spaces or the sidewalk widths. Shifting the curb to accommodate wider loading zones would have significant cost implications”.

The actual cost of this project will not be known until a design is completed. FYI - it is anticipated to be significantly higher than \$1.5M.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li>Wall Consultant Group - State Street Two-Way Study of 8/23/23</li> </ul>

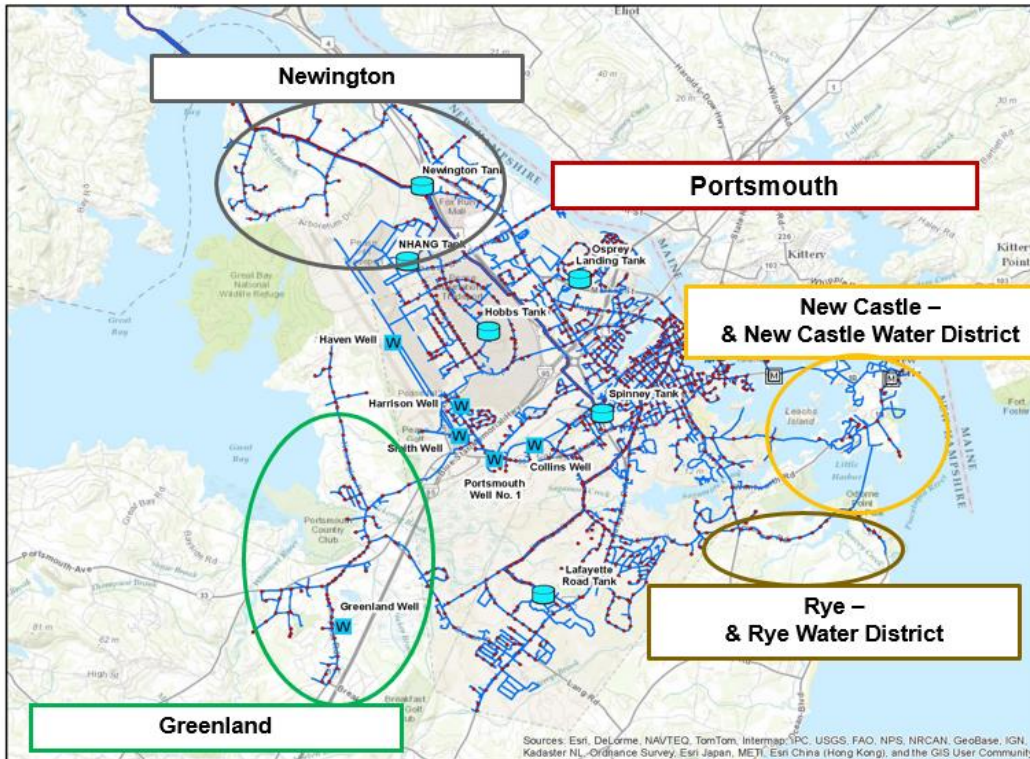
Notes of Changes in Funding Plan from FY24-29 CIP:
New project for FY25 (Added through the City Council Process at 3-4-24 Meeting)

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%		\$500,000	\$1,500,000				\$2,000,000	\$0	\$2,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$500,000	\$1,500,000	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000



# V. ENTERPRISE FUNDS

## WATER





## EF-22-WD-85: Water Storage Tanks Improvements

Department	Public Works – Water Division
Project Location	<a href="#">Lafayette Road</a>
Project Type	Rehabilitation of a Facility
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** This CIP item accounts for the on-going need to repair and improve the conditions of our water storage tanks beyond routine painting. Currently the Lafayette Road Water Storage Tank needs painting, however, due to its very large capacity (7.5 MG) the water in this storage tank does not turnover and mix sufficiently. This causes declines in residual chlorine disinfectant. An engineering assessment needs to be performed to evaluate options for improving this tank's performance and minimizing water quality issues associated with inadequate mixing. Funds for tank improvement design are also included for planning purposes. After the engineering assessment, construction costs will be adjusted accordingly.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

### Studies Identified & Useful Website Links:

- [Water Department](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	98%	\$400,000		\$4,000,000				\$4,400,000	\$0	\$4,400,000
Other	0%							\$0	\$0	\$0
Revenues	2%							\$0	\$100,000	\$100,000
PPP	0%							\$0	\$0	\$0
	Totals	\$400,000	\$0	\$4,000,000	\$0	\$0	\$0	\$4,400,000	\$100,000	\$4,500,000



## EF-22-WD-86: Madbury Water Treatment Plant - Facility Repair and Improvements

Department	Public Works – Water Division
Project Location	Madbury Water Treatment Plant
Project Type	Rehabilitation of a Facility
Commence FY	2026
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

**Description:** The City's surface water treatment facility located in Madbury began operation in 2011. Since that time, facility maintenance items have been covered by operational line-item budgets. After more than ten years of continuous operation, the facility is beginning to see wear that needs to be addressed with more than annual maintenance. These items include the replacement of the water treatment filter media, replacement of water pump drives, the purchase of a backup finished water pump, replacement of building siding, and the construction of a storage shed for equipment and spare parts.

### Studies Identified & Useful Website Links:

- [Water Department](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

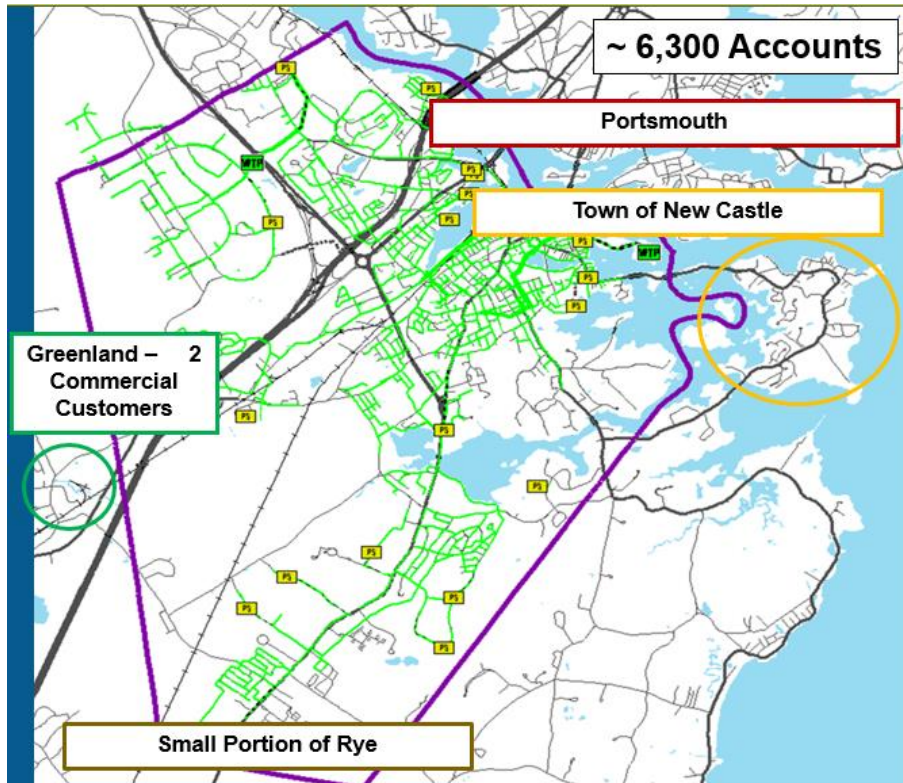
### Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	72%	\$650,000						\$650,000	\$0	\$650,000
Other	0%							\$0	\$0	\$0
Revenues	28%		\$125,000	\$125,000				\$250,000	\$0	\$250,000
PPP	0%							\$0	\$0	\$0
	Totals	\$650,000	\$125,000	\$125,000	\$0	\$0	\$0	\$900,000	\$0	\$900,000



# V. ENTERPRISE FUNDS

## SEWER







## EF-12-SD-88: Pease Wastewater Treatment Facility

Department	Public Works – Sewer Division
Project Location	Pease WWTF at Corporate Dr
Project Type	Upgrade of Existing Facilities
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,000 or more)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

**Description:** The Pease Treatment Facility was original constructed in the 1950s and was upgraded in the 1990s. Selected upgrades have been completed since the 1990s with the Headworks and primary clarifier project completed in 2021. Much of the facility has exceeded its useful lifespan and needs replacement. The City received an updated NPDES permit allowing for an increase in design flow rate from 1.2 million gallons per day to 1.77 million gallons per day. This increase in flow was to accommodate a request from Lonza Biologics for potential expansion of their manufacturing capacity. In February 2023, the City was notified that the request for an increase in flow was no longer required due to water conservation upgrades and manufacturing process changes completed by Lonza Biologics. Since no additional flow is required to accommodate Lonza's expansion needs, the City is changing its project scope to only include critical refurbishment of existing equipment. Initial engineering design for the necessary upgrades is underway. Funding under the bond category represents the costs to design and construct replacement of aged equipment at the existing facility. Costs are preliminary and will be refined as the design moves forward. The City is working to fund this project using revolving loan funds (SRF) to take advantage of principal forgiveness, lower interest rates and favorable construction financing.

### Studies Identified & Useful Website Links:

- [Pease Wastewater Facility NPDES Permit Renewal 2019](#)
  - [Pease Wastewater Treatment Facility](#)
  - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

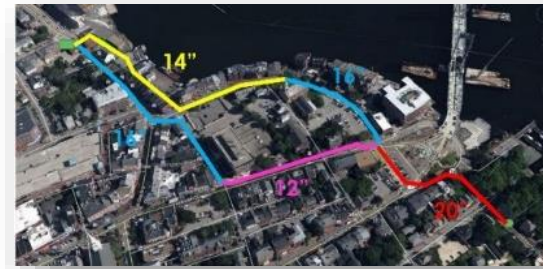
Increase to FY25 based on increased costs of construction quotes

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	15%	\$5,000,000						\$5,000,000	\$450,000	\$5,450,000
Bond/ Lease	82%	\$20,000,000						\$20,000,000	\$9,250,000	\$29,250,000
Other	0%							\$0	\$0	\$0
Revenues	2%							\$0	\$800,000	\$800,000
PPP	0%							\$0	\$0	\$0
	Totals	\$25,000,000	\$0	\$0	\$0	\$0	\$0	\$25,000,000	\$10,500,000	\$35,500,000



## EF-17-SD-91: Wastewater Pumping Station Improvements

Department	Public Works – Sewer Division
Project Location	Citywide
Project Type	Rehabilitation of Existing Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The City owns and operates twenty wastewater pumping stations. The projected life span of a pumping station is twenty years. This project plans for the replacement or major rehabilitation of pumping stations and/or force mains that have not been included as separate projects in the CIP. The work will generally follow the recommendations detailed in the Wastewater Pumping Station Master Plan dated 2019. FY25 funding increase will be used to fund isolation and repair activities to improve reliability.

### Studies Identified & Useful Website Links:

- [Wastewater Pump Station Master Plan 2019](#)
- [Projects Page – Department of Public Works](#)
  - [Wastewater Pumping Stations Page](#)
  - [Water and Wastewater Division Page](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

FY25 funding increased due to repair project costs.

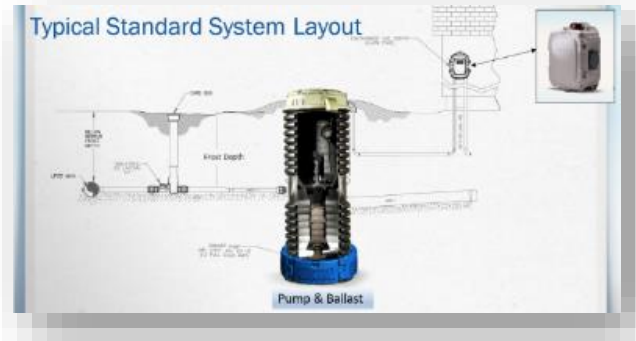
Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	94%	\$700,000		\$500,000		\$500,000		\$1,700,000	\$1,900,000	\$3,600,000
Other	0%							\$0	\$0	\$0
Revenues	6%							\$0	\$250,000	\$250,000
PPP	0%							\$0	\$0	\$0
	Totals	\$700,000	\$0	\$500,000	\$0	\$500,000	\$0	\$1,700,000	\$2,150,000	\$3,850,000

# EF-22-SD-92: Sewer Service Funding For Sagamore Avenue Area Sewer Extension



Department	Public Works – Sewer Division
Project Location	Portions of <a href="#">Sagamore Ave</a> & Wentworth House Road; <a href="#">Cliff Road</a> , <a href="#">Walker Bungalow Road</a> & <a href="#">Sagamore Grove</a>
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The City has advanced this project to gain pricing for the private side work for converting existing septic systems to a pumped sewer connection. Bids were received in August 2021 and pricing was found to be higher than anticipated. The project will be re-bid and updated price acquired. City staff will present updated rate information to the City Council to conclude an approach to the cost sharing proposal. This item sets aside funds in anticipation of City Council action.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

### Studies Identified & Useful Website Links:

- Consent Decree Second Modification.
- [Sagamore Ave Sewer Extension Project Page](#)
- [Water and Wastewater Division Page](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$365,000	\$365,000	\$365,000	\$365,000			\$1,460,000	\$1,865,000	\$3,325,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$365,000	\$365,000	\$365,000	\$365,000	\$0	\$0	\$1,460,000	\$1,865,000	\$3,325,000



## EF-13-SD-93: Mechanic Street Pumping Station Upgrade

Department	Public Works – Sewer Division
Project Location	<a href="#">113 Mechanic Street</a>
Project Type	Upgrade of Existing Facilities
Commence FY	2030
Priority	C (needed after 6 years)
Impact on Operating Budget	Reduce (will reduce operating costs)



**Description:** The Mechanic Street Wastewater Pumping Station is the largest in the City. Recent failures at the site indicate a comprehensive replacement and upgrade are required. Applications for State and Federal grant monies have been made. FY25 monies will be for design with grant monies and City match following in FY27.

### Studies Identified & Useful Website Links:

- [Wastewater Pump Station Master Plan 2019](#)
  - Lifespan Evaluation (ongoing)
- [Water and Wastewater Division Page](#)
- [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Schedule of project has changed; funding reflects new schedule.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	39%			\$10,000,000				\$10,000,000	\$0	\$10,000,000
Bond/ Lease	61%	\$3,000,000		\$10,000,000				\$13,000,000	\$2,500,000	\$15,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$50,000	\$50,000
PPP	0%							\$0	\$0	\$0
Totals		\$3,000,000	\$0	\$20,000,000	\$0	\$0	\$0	\$23,000,000	\$2,550,000	\$25,550,000



## EF-24-SD-94: Peirce Island Wastewater Treatment Facility

Department	Public Works – Sewer Division
Project Location	<a href="#">Peirce Island Wastewater Treatment Facility (200 Peirce Island Road)</a>
Project Type	Equipment, Non-vehicular
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,000 to \$100,000)



**Description:** The Peirce Island Wastewater Treatment Facility was officially put online in the spring of 2020. Portions of the facility have been operational since an upgrade in 2015. The City is planning for the long-term improvements needed at this facility to address capital equipment replacement, permit modifications and operational needs over time. The FY25 funds are for a 3rd inclined screw press for sludge de-watering. This 3rd press will allow for redundancy to improve reliable sludge de-watering operations.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

### Studies Identified & Useful Website Links:

- [Peirce Island Wastewater Facility Upgrade Project Page](#)
  - [Water and Wastewater Division Page](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

### Notes of Changes in Funding Plan from FY24-29 CIP:

Multiple Projects Cited in Cost Estimate – current project to be \$4.9 million

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,900,000	\$1,500,000	\$1,500,000				\$4,900,000	\$0	\$4,900,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,900,000	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$4,900,000	\$0	\$4,900,000

# VI. COMBINED FUNDING PROJECTS

(GENERAL FUND, WATER FUND, AND SEWER FUND)







## COM-20-PW-95: Fleet Street Utilities Upgrade and Streetscape

Department	Public Works Department
Project Location	<a href="#">Fleet Street</a>
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	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

**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.

Given the scope of this project, it will need to be completed in phases. Phase 1, a new drain line from the [North Mill Pond](#), was addressed with FY24 Funding. Phase 2 will be the [Vaughan Mall](#) and upper [Congress Street](#) area. Phase 3 will be [Fleet Street](#) from [Hanover Street](#) to [Court Street](#) as well as a potential expansion of the project limits as determined during the design.

Downtown Aerial Utilities Underground (BI-21-PW-43) project is being funded to bury the Fleet Street overhead utilities. Market Square Upgrade project (TSM-15-PW-61) will be coordinated with this project.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Fleet Street Reconstruction Project Page</a></li> <li>• <a href="#">Long Term Control Plan Update 2010</a>;</li> <li>• <a href="#">CSO Supplemental Compliance Plan 2017</a> <ul style="list-style-type: none"> <li>• <a href="#">Public Works Department</a></li> </ul> </li> <li>• <a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:
Added funding to FY25 to prioritize and expedite Vaughan Mall corridor.

## COM-20-PW-95: Fleet Street Utilities Upgrade and Streetscape

			FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	21%	\$1,000,000	\$2,000,000					\$3,000,000	\$0	\$3,000,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	21%	\$1,000,000	\$2,000,000					\$3,000,000	\$0	\$3,000,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	58%	\$1,000,000	\$3,000,000					\$4,000,000	\$4,200,000	\$8,200,000
	PPP	0%							\$0	\$0	\$0
Total General Fund		21%	\$1,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000
Total Water Fund		21%	\$1,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000
Total Sewer Fund		58%	\$1,000,000	\$3,000,000	\$0	\$0	\$0	\$0	\$4,000,000	\$4,200,000	\$8,200,000
<b>Totals</b>			<b>\$3,000,000</b>	<b>\$7,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000,000</b>	<b>\$4,200,000</b>	<b>\$14,200,000</b>

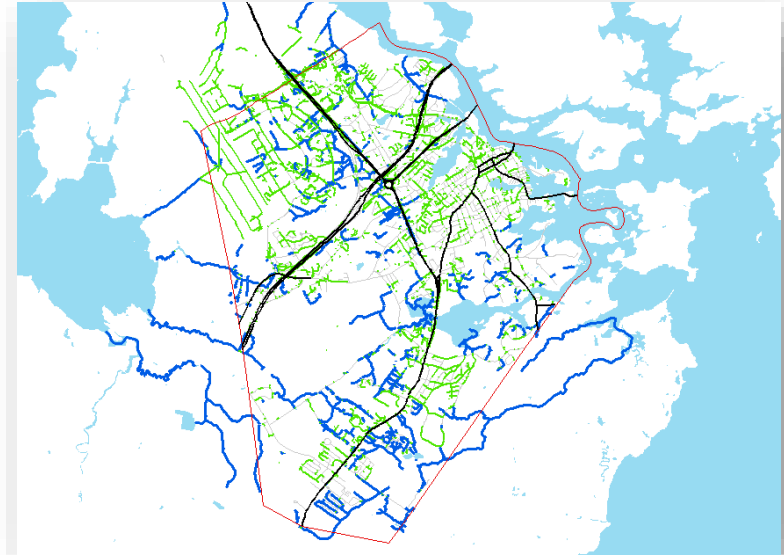




## COM-15-PW-96: Citywide Storm Drainage Improvements

Department	Public Works Department
Project Location	Citywide
Project Type	Construction or expansion of a new public facility, street or utility
Commence FY	Ongoing
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



**Description:** The City owns and maintains storm drains, catch basins and outfalls. Many of these structures are failing and need upgrades. Drainage improvements are upgraded 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 maintained.

Funding for this work will come from the Sewer Enterprise Fund and the General Fund.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Stormwater Master Plan 2007</a></li> <li>• <a href="#">Department of Public Works</a></li> <li>• <a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:
Increase in funding due to upsurge in current construction bid costs

## COM-15-PW-96: Citywide Storm Drainage Improvements

			FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
General Fund	Fed/State (ARPA)	8%							\$0	\$600,000	\$600,000
	GF-Capital Outlay	10%							\$0	\$800,000	\$800,000
	GF-Bond/ Lease	38%	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000	\$0	\$3,000,000
	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	7%							\$0	\$550,000	\$550,000
	Bond/Lease	38%	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000	\$0	\$3,000,000
	PPP	0%							\$0	\$0	\$0

Total General Fund	55%	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000	\$1,400,000	\$4,400,000
Total Water Fund	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sewer Fund	45%	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000	\$550,000	\$3,550,000

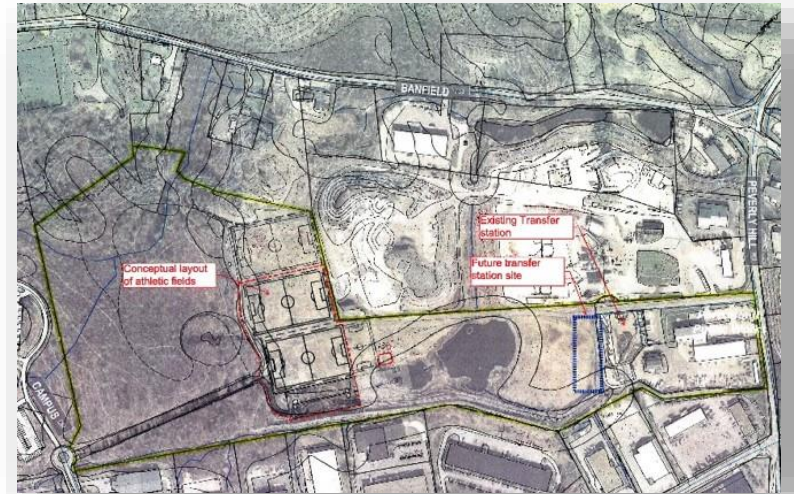
<b>Totals</b>		<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$6,000,000</b>	<b>\$1,950,000</b>	<b>\$7,950,000</b>
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## COM-20-PW-98: DPW Complex Improvements

Department	Public Works Department
Project Location	<a href="#">Department of Public Works (680 Peverly Hill Road)</a>
Project Type	Rehabilitation of a Facility
Commence FY	2027
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y



**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.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> <li><a href="#">Stormwater Master Plan 2007</a></li> <li><a href="#">Public Works Department</a></li> <li><a href="#">FY24-FY29 CIP (Prior Year) Project Sheet</a></li> </ul>

Notes of Changes in Funding Plan from FY24-29 CIP:

## COM-20-PW-98: DPW Complex Improvements

			FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	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%	\$1,500,000						\$1,500,000	\$1,000,000	\$2,500,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	50%	\$1,500,000						\$1,500,000	\$1,000,000	\$2,500,000
	PPP	0%							\$0	\$0	\$0

Total General Fund	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Water Fund	50%	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,000,000	\$2,500,000
Total Sewer Fund	50%	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,000,000	\$2,500,000

<b>Totals</b>		<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$2,000,000</b>	<b>\$5,000,000</b>
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# COM-22-PW-99: The Creek Neighborhood Reconstruction

Department	Public Works
Project Location	<a href="#">Dennett Street</a> to <a href="#">North Mill Pond</a> to <a href="#">Bartlett Street</a>
Project Type	Construction or expansion of a public facility, street, or utility
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** This project will address water, sewer, drainage and streetscape improvements in the Creek Neighborhood. It will be implemented in phases similar to the McDonough Street area project completed in 2019. Phase one will include design and the development of the phased implementation plan.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

- Useful Website Links:
- [Stormwater Master Plan 2007](#)
  - [Department of Public Works](#)
  - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

## COM-22-PW-99: The Creek Neighborhood Reconstruction

			FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
General Fund	Fed/ State	0.0%							\$0	\$0	\$0
	GF-Capital Outlay	0.0%							\$0	\$0	\$0
	GF-Bond/ Lease	33.3%	\$500,000		\$800,000		\$1,000,000		\$2,300,000	\$0	\$2,300,000
	Other	0.0%							\$0	\$0	\$0
	PPP	0.0%							\$0	\$0	\$0
Water	Revenues	0.0%							\$0	\$0	\$0
	Bond/Lease	33.3%	\$500,000		\$800,000		\$1,000,000		\$2,300,000	\$0	\$2,300,000
	PPP	0.0%							\$0	\$0	\$0
Sewer	Revenues	0.0%							\$0	\$0	\$0
	Bond/Lease	33.3%	\$500,000		\$800,000		\$1,000,000		\$2,300,000	\$0	\$2,300,000
	PPP	0.0%							\$0	\$0	\$0

Total General Fund	33.3%	\$500,000	\$0	\$800,000	\$0	\$1,000,000	\$0	\$2,300,000	\$0	\$2,300,000
Total Water Fund	33.3%	\$500,000	\$0	\$800,000	\$0	\$1,000,000	\$0	\$2,300,000	\$0	\$2,300,000
Total Sewer Fund	33.3%	\$500,000	\$0	\$800,000	\$0	\$1,000,000	\$0	\$2,300,000	\$0	\$2,300,000

<b>Totals</b>		<b>\$1,500,000</b>	<b>\$0</b>	<b>\$2,400,000</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$6,900,000</b>	<b>\$0</b>	<b>\$6,900,000</b>
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CITY OF PORTSMOUTH  
PROPOSED SCHEDULE OF FEES  
FISCAL YEAR 2025



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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 2% of total General Fund Revenue.

Following are the FY25 Departments with recommended fee changes:

Department	Page
City Clerk	11,12
Planning	14,15,16
Public Works	35,36,37,38,39
Recreation	43
Health	45,46
Parking/Transportation	48
Water/Sewer	53,55,56

Statistics On Local Fees Governed  
by the Fee Committee and Local Ordinance:  
Chapter 1, Article XVI.

**GENERAL FUND**

FY 2024 Budget	\$138,623,375
Fees as a percentage of total General Fund Revenues:	<b>2%</b>

**Local Fees, Licenses, Permits portion of Budgeted Revenues:**

	FY 24 General Fund
Department	Budgeted Revenues From Fees
City Clerk	\$25,000
Planning	\$175,000
Inspection	\$1,295,000
Police	\$30,000
Fire	\$105,000
Public Works	\$161,600
Recreation	\$220,000
Health	\$100,000
<div style="display: flex; justify-content: space-between;"> <span>Total Local Fees, Licenses and Permits</span> <span></span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><b>Portion of GF</b></span> <span><b>\$2,111,600</b></span> </div>	

**City of Portsmouth  
Fee Schedule  
Finance Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 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
(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.				
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 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Assessor created export file	FY 17	\$150.00	\$150.00	\$150.00
Tax Delinquency file	Pre FY 02	\$300.00	\$300.00	\$300.00
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 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article I Section 109C</u>				
Licenses-Gen. Provisions- Duties of licensee				
Change Location of Licensed Business	Pre FY 02	\$1.00	\$1.00	Per Occurrence
				<u>\$1.00</u>
<u>Chapter 6: Article I Section 110B</u>				
Licenses-Gen. Provisions-Transfer of license				
Transfer of License	Pre FY 02	\$10.00	\$10.00	Per Occurrence
				<u>\$10.00</u>
<u>Chapter 6: Article II Section 201</u>				
Billiards and Bowling				
License	FY 14	\$25.00	\$25.00	Per Year, Per Table or Lane
				<u>\$25.00</u>
<u>Chapter 6: Article III Section 302</u>				
Model Slot Car Racing				
License	Pre FY 02	\$25.00	\$25.00	Per Year
				<u>\$25.00</u>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article IV Section 403C</u>				
Coin Operated Amusement Devices				
License	FY 03	\$75.00	\$75.00	For each of the first 30 machines, per year
	FY 03	\$10.00	\$10.00	For each machine over 30, per year
<u>Chapter 6: Article V Section 502</u>				
Boxing and Wrestling				
License	Pre FY 02	\$10.00	\$10.00	Each Day
<u>Chapter 6: Article VI Section 602</u>				
Dancing				
License	Pre FY 02	\$10.00	\$10.00	Per Dance
<u>Chapter 6: Article IX Section 901C12</u>				
Circus License				
Amusement Devices	Pre FY 02	\$30.00	\$30.00	Per Day
Carnivals (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
				* (Indicates change from current fee)
<b>Circus (For Operation)</b>	<b>Pre FY 02</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Per Day</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00</b>	
<b>Fairs (For Operation)</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per Day</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Per Day</b>
<b>Temporary Structures</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per Day</b>
 <b>Chapter 6: Article IX Section 902</b>				
<b>Circus License</b>				
<b>Total fee for Circus license shall not be less than</b>	<b>Pre FY 02</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>Per Day</b>
 <b>Chapter 6: Article X Section 1003</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>
 <b>Chapter 6: Article XIII Section 1315</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>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article XIV Section 1402</u>				
Pawn Brokers				
License	FY 14	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 6: Article XV Section 1502</u>				
Roller Skating Rinks				
License	Pre FY 02	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 6: Article XVI Section 1608</u>				
Magazine Subscription Solicitors				
License	FY 06	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Obstruction (including Restaurant Table)	FY 18	\$75.00	\$75.00 Each Obstruction (including Restaurant Table)	\$75.00
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Restaurant Chairs	FY 18	\$10.00	\$10.00 Each Restaurant Chair	\$10.00



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>* (Indicates change from current fee)</b>					
<b><u>Non-ordinance-City Council Policy No. 2012-02</u></b>					
Suspended for 2022 per Council vote 02/22/22					
<b>Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services</b>					
	FY 12	N/A	N/A	per square foot-6 month season-no proration	* Delete
	FY 12	N/A	N/A	minimum fee	* Delete
<b><u>Non-ordinance-City Council Policy No. 2012-02</u></b>					
Amended for 2023 per Council vote 02/21/23 "readopt the 2022 outdoor dining"					
<b>Area Service Agreements-use of City Property (including roadway) for Sidewalk Café's providing Alcohol Services</b>					
	FY 22	\$5.00	\$5.00	per square foot-6 month season-no proration	* Delete
	FY 22	\$1,000.00	\$1,000.00	minimum fee	* Delete
<b>Use of Parking Space</b>	FY 22	\$1,500.00	\$1,500.00	per space	* Delete
<b>Waiver for food service establishment on City property that abide by the Composting requirements of the Distribution of Single-Use Disposables On City Property Ordinance Chapter 3 Article IX (City Council adopted 03/07/22)</b>					
	FY 22	(\$200.00)	(\$200.00)	Waiver Amount	* Delete
<b><u>Chapter 6: Article XVII Section 6.1703</u></b>					
<b>(Ordinance up for adoption at the February 20, 2024 City Council Meeting)</b>					
<b>Outdoor Dining Encumbrance Permit</b>					
	FY 24	N/A	\$5.00	per square foot-6 month season-no proration	* \$5.00
	FY 24	N/A	\$750.00	minimum fee	* \$750.00
<b>Ward checklist</b>	FY 18	\$75.00	\$75.00	per set	\$75.00
<b>Ward checklist for individual wards</b>	FY 18	\$25.00	\$25.00		\$25.00
<b>Event permit (fairs, parades etc. not governed by ordinance)</b>	FY 18	\$50.00	\$50.00		\$50.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
Ordinance Books	Pre FY 02	\$100.00	\$100.00	* Delete
Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00	* Delete
Voter certification	FY 05	\$5.00	\$5.00	\$5.00
Voter History Disk	FY 18	\$125.00	\$125.00 per election	* Delete
Articles of agreement filing	Pre FY 02	\$5.00	\$5.00	\$5.00
Restricted Property Listing	FY 12	\$15.00	\$15.00 per form	\$15.00

**City Clerk  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Other Fees</b>	<b>\$16,566</b>	<b>\$15,968</b>	<b>\$16,760</b>	<b>\$14,045</b>	<b>\$13,000</b>
<b>Other Licenses</b>	<b>\$7,535</b>	<b>\$5,305</b>	<b>\$13,755</b>	<b>\$15,840</b>	<b>\$12,000</b>
<b>Total City Clerk Revenue from Fees</b>	<b>\$24,101</b>	<b>\$21,273</b>	<b>\$30,515</b>	<b>\$29,885</b>	<b>\$25,000</b>

License	FY 21 Issued	FY 22 Issued	FY 23 Issued	FY 21 Revenue	FY 22 Revenue	FY 23 Revenue
Change Location of Licensed Business	0	0	0	\$0	\$0	\$0
Licenses-Gen. Provisions-Transfer	0	0	0	\$0	\$0	\$0
Billiards and Bowling	4	5	18	\$825	\$1,175	\$1,450
Model Slot Car Racing	0	0	0	\$0	\$0	\$0
Coin Operated Amusement Devices	7	7	45	\$525	\$3,650	\$5,740
Boxing and Wrestling	0	0	0	\$0	\$0	\$0
Dancing	0	0	0	\$0	\$0	\$0
Circus						
Amusement Devices	0	0	0	\$0	\$0	\$0
Carnivals (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Fairs (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Temporary Structures	0	0	0	\$0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	0	\$0	\$0	\$0
Hawkers and Peddlers	5	4	2	\$1,250	\$1,000	\$500,150
Pawn Brokers	5	2	3	\$250	\$100	\$0
Roller Skating Rinks	0	0	0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0
Sidewalk Obstructions						\$7,985
Obstruction (including Restaurant Table)	Waved	26	40	Waved	\$1,950	\$0
<b>Other</b>						
Notarization	283	244	223	\$1,415	\$1,220	\$1,115
Tag day, permits	6	4	6	\$120	\$80	\$120
Ward checklist	2	0	0	\$2,310	\$0	\$1,819
Ward checklist for individual wards	0	0	0	\$0	\$0	\$0
Event permit	2	29	23	\$100	\$1,450	\$1,150
Voter certification	3	7	7	\$15	\$35	\$35
Articles of agreement filing	4	1	2	\$20	\$5	\$10
Restricted Property Listing	0	0	0	\$0	\$0	\$0

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>PLANNING BOARD</b>				
<b><u>Recording</u></b>				
Mylar Recording	FY 24	N/A	\$150.00	\$150.00
Deed Recording	FY 24	N/A	\$100.00	\$100.00
<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) Plus Per Lot	FY 24 FY 15	\$500.00 \$200.00	\$600.00 \$200.00	\$250.00 *
Subdivision application (non-residential) Plus Per Lot	FY 24 FY 15	\$700.00 \$300.00	\$800.00 \$300.00	\$350.00 *
<b>Subdivision Amendment</b>				
Administrative Approval	FY 21	\$200.00	\$200.00	\$200.00
TAC or Planning Board Approval	FY 21	\$500.00	\$500.00	\$500.00
Lot Line Revision/Verification	FY 14	\$250.00	\$250.00	\$250.00
<b>Lot Line Revision Amendment</b>				
Administrative Approval	FY 24	\$100.00	\$200.00	\$200.00
TAC or Planning Board Approval	FY 24	\$150.00	\$250.00	\$250.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>MISCELLANEOUS</b>				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Restoration of Involuntarily Merged Lots	FY24	\$250.00	\$300.00	* Delete
<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	* \$150.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 23	\$1,300.00	\$1,300.00	\$1,300.00
Non-Wetland Conditional Use Permit (e.g. Accessory Dwelling Units, Flexible Development, Drive-Through Facilities)	FY 24	\$200.00	\$500.00	\$500.00
<b>PLANNING-BOARD OF ADJUSTMENT</b>				
Residential application 1-2 dwelling units	FY 24	\$150.00	\$200.00	\$200.00
3-4 dwelling units	FY 24	\$250.00	\$300.00	\$300.00
5-and over	FY 24	\$250.00	\$350.00	\$350.00
For each unit over 4	FY 15	\$50.00	\$50.00	* \$150.00
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	* \$100.00
Non-residential applications	FY 24	\$300.00	\$400.00	\$400.00
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	* \$4,000.00
Signs	FY 13	\$200.00	\$200.00	* \$300.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00	* \$100.00
Re-Hearing	FY25	N/A	N/A	* \$200.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>PLANNING-SITE PLAN REVIEW</b>				
All developments	FY 24	\$500.00	\$600.00	\$600.00
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 24	\$15,000.00	\$20,000.00	\$20,000.00
Site plan amendment				
Administrative approval	FY 24	\$200.00	\$400.00	\$400.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	* \$600.00
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 * \$250.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00	* \$150.00
2 dwelling units	FY 15	\$100.00	\$100.00	* \$150.00
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	* \$150.00
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	* \$5,500.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	* \$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 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 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

**PLANNING DEPARTMENT**  
**Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Planning Board</b>	\$145,187	\$162,856	\$159,288	\$153,176	\$95,000
<b>Board of Adjustments</b>	\$34,081	\$24,705	\$47,412	\$35,500	\$45,000
<b>Site Review</b>	\$22,633	\$9,290	\$5,741	\$16,052	\$35,000
<b>Total Planning Department</b>	<b>\$201,901</b>	<b>\$196,851</b>	<b>\$212,441</b>	<b>\$204,727</b>	<b>\$175,000</b>

The Planning Department reported the following application numbers:

	FY 20	FY 21	FY 22	FY 23
Site Plan Review	21	18	13	14
Subdivision/Lot Line revisions	16	12	13	10
Wetland Conditional Use	19	28	17	18
Non-Wetland Conditional Use	13	18	13	16
HDC	198	227	159	172
Preliminary Conceptual Consultation	11	11	9	2
Design Review	6	2	4	0
Board of Adjustment	80	123	88	95



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 8: Article I Section 106 A</u>				
Street Obstructions (thirty working days or less)				
Please see Public Works for more than 30 working days fee				
<u>Initial</u>	<u>FY 11</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>

**BUILDING PERMIT FEES:**

Chapter 12: Part I Section 108.2  
International Building Code-  
and  
Chapter 12: Part II Section R108.2  
International Residential Code-

Note: All Construction Permit Fees rounded up to the nearest \$5.00

<u>Minimum Fee-Residential</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<u>Special Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Emergency Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Minimum Fee-Commercial</u>	<u>FY 24</u>	<u>\$100.00</u>	<u>\$150.00</u>	<u>\$150.00</u>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Demolition Permits</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u> For structures up to 2,000 SF floor area	<u>\$75.00</u>
	<u>FY 04</u>	<u>\$10.00</u>	<u>\$10.00</u> per \$1,000 of demolition cost for structures over 2,000sf	<u>\$10.00</u>
<u>General Renovations</u>				
<u>Residential Rates,</u>	<u>FY 24</u>	<u>\$7.00</u>	<u>\$8.00</u> per \$1,000 of renovation cost	<u>\$8.00</u>
<u>New Construction, Renovation/Remodel and Additions</u>				
<u>Commercial Rates</u>	<u>FY 24</u>	<u>\$10.00</u>	<u>\$11.00</u> per \$1,000 of renovation cost	<u>\$11.00</u>
<u>Sign Permits-Minimum Fee</u>	<u>FY 04</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>
<u>Special Event Sign</u>	<u>FY 07</u>	<u>\$35.00</u>	<u>\$35.00</u> per single event	<u>\$35.00</u>
<u>Fee per sq ft of sign area (Permanent or Temporary)</u>	<u>FY 04</u>	<u>\$1.00</u>	<u>\$1.00</u>	<u>\$1.00</u>
 <u>Chapter 12: Part I Section 109.7</u>				
<u>International Building Code-</u>				
<u>and</u>				
<u>Chapter 12: Part II Section R109.5</u>				
<u>International Residential Code-</u>				
<u>Reinspection Fee</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u> Per Reinspection	<u>\$100.00</u>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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Chapter 12: Part I Section 108.4

International Building Code-  
and

Chapter 12: Part II Section R108.7

International Residential Code-

**Fee for Nonpermitted Work**

Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure with out 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) **200%** of 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

Chapter 12: Part I Section 110.6

International Building Code-

and

Chapter 12: Part II Section R110.6

International Residential Code-

<b>Fee for Certificate of Use and Occupancy</b>	FY 07	\$100.00	\$100.00	\$100.00
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Chapter 12: Part I Section 106.3.6

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%
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City of Portsmouth  
 Fee Schedule  
 Inspection Department

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>ELECTRICAL FEES:</b>				
<u>Chapter 12: Part I Section 108.2</u>				
International Building Code-				
				and
<u>Chapter 12: Part II Section R108.2</u>				
International Residential Code-				
<u>Plan Review Fee</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<u>Special Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Emergency Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Reinspection fees</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00 Each additional inspection after the second for the same item(s)</u>	<u>\$100.00</u>
<u>Minimum Electric Permit Fee</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<b>Residential-Service Equipment</b>				
<u>Single Phase</u>	<u>FY 18</u>	<u>\$50.00</u>	<u>\$50.00 up to &amp; including 100 Amps.</u>	<u>\$50.00</u>
<u>Single Phase</u>	<u>FY 18</u>	<u>\$75.00</u>	<u>\$75.00 101 to 200 Amps.</u>	<u>\$75.00</u>
<u>Single Phase</u>	<u>FY 18</u>	<u>\$150.00</u>	<u>\$150.00 201 to 400 Amps.</u>	<u>\$150.00</u>
<b>Lighting Fixtures, Power Utilization Equipment &amp; Outlets</b>				
<u>Lighting Fixtures, Power Utilization Equipment &amp; Outlets</u>	<u>FY 04</u>	<u>\$1.00</u>	<u>\$1.00 Each Device</u>	<u>\$1.00</u>
<b>Pad Mounted Generators:</b>				
<u>12 KW or less</u>	<u>FY 12</u>	<u>\$75.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<u>13 KW to 20 KW</u>	<u>FY 12</u>	<u>\$125.00</u>	<u>\$125.00</u>	<u>\$125.00</u>
<u>21 KW and above</u>	<u>FY 12</u>	<u>\$175.00</u>	<u>\$175.00</u>	<u>\$175.00</u>
<u>Manual Gen. set transfer</u>	<u>FY 12</u>	<u>\$10.00</u>	<u>\$10.00</u>	<u>\$10.00</u>
<u>Automatic Gen. set transfer</u>	<u>FY 12</u>	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$25.00</u>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

*\* (Indicates change from current fee)*

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<i>All fees shall be rounded up to the nearest</i>				
<b>\$5.00 with a minimum fee of \$50.00-\$100 (Commercial)</b>	<b>FY 24</b>	<b>\$50.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Commercial-Contract Cost Fee Method</b>				
<b>First \$5000.00 of electrical construction cost from</b>				
<b>\$0.01 to \$5,000.00</b>	<b>FY 04</b>	<b>\$25.00</b>	<b>\$25.00</b> Rate per Thousand Dollars of Contract Cost	<b>\$25.00</b>
<b>Next \$5000.00 of electrical construction cost from</b>				
<b>\$5,000.01 to \$10,000.00</b>	<b>FY 04</b>	<b>\$20.00</b>	<b>\$20.00</b> Rate per Thousand Dollars of Contract Cost	<b>\$20.00</b>
<b>Next \$5000.00 of electrical construction cost from</b>				
<b>\$10,000.01 to \$15,000.00</b>	<b>FY 04</b>	<b>\$15.00</b>	<b>\$15.00</b> Rate per Thousand Dollars of Contract Cost	<b>\$15.00</b>
<b>Each \$1000.00 of electrical construction cost from</b>				
<b>\$15,000.01 &amp; over</b>	<b>FY 07</b>	<b>\$10.00</b>	<b>\$10.00</b> Rate per Thousand Dollars of Contract Cost	<b>\$10.00</b>

**Chapter 12: Part I Section 109.7**

International Building Code-

and

**Chapter 12: Part II Section R109.5**

International Residential Code-

**Reinspection fees**

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 **\$100.00** 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.

	<b>FY 07</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
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**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 14: Section 102A E</u>				
Housing Code				
<u>Certificate of Occupancy</u>	<u>FY24</u>	<u>\$1.00</u>	<u>\$35.00 Per Dwelling Unit (Good for 3 years)</u>	<u>\$35.00</u>
	<u>FY 24</u>	<u>N/A</u>	<u>\$100.00 Minimum Fee</u>	<u>\$100.00</u>

**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:

<u>Fee per fixture (plumbing or gas)</u>	<u>Pre FY 02</u>	<u>\$5.00</u>	<u>\$5.00 Each</u>	<u>\$5.00</u>
<u>Water distribution piping (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Waste and vent piping (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Septic System (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Gas distribution piping (per gas meter)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Heating &amp; Cooling Equipment: (Boiler, Furnace, Airhandlers, Unit Heaters, Condenser, Gas Logs, Fireplace Inserts, Solid Fuel Stoves, etc...)</u>	<u>FY 10</u>	<u>\$20.00</u>	<u>\$20.00 per Mechanical Equipment</u>	<u>\$20.00</u>
<u>Gas Appliance: (Cloths Dryers, Range/Oven Water Heater, etc....)</u>	<u>FY 10</u>	<u>\$5.00</u>	<u>\$5.00 per Gas Appliance</u>	<u>\$5.00</u>
<u>Air Distribution System:</u>	<u>FY 10</u>	<u>\$5.00</u>	<u>\$5.00 per Register</u>	<u>\$5.00</u>
<u>Minimum Permit Fee</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Commercial rate:</b>				
Required Plan Review Fee	FY 04	\$50.00	\$50.00	Plumbing \$50.00
(Per contractor and for each revision of plans)	FY 04	\$50.00	\$50.00	Mechanical \$50.00
Minimum Permit Fee:	FY 24	\$50.00	\$100.00	\$100.00
<b>Commercial-Contract Cost Fee Method</b>				
First \$5000.00 of plumbing/Mechanical construction cost from				
\$0.01 to \$5,000.00	FY 07	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost \$25.00
Next \$5000.00 of plumbing/electrical construction cost from				
\$5,000.01 to \$10,000.00	FY 07	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost \$20.00
Next \$5000.00 of plumbing/electrical construction cost from				
\$10,000.01 to \$15,000.00	FY 07	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost \$15.00
Each \$1000.00 of plumbing/electrical construction cost from				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost \$10.00
<b>Commercial Range &amp; Duct Extinguishing System:</b>				
Base Permit Fee (Per System):	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
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
<b>Chapter 15, Part I of II: Section 107.1.2.4</b>				
<b>International Plumbing Code</b>				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00
<b>Chapter 15, Part II of II: Section 107.6</b>				
<b>International Mechanics Code</b>				

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Total Inspection Department</b>	<b>\$1,114,996</b>	<b>\$1,773,397</b>	<b>\$1,270,718</b>	<b>\$1,428,857</b>	<b>\$1,295,000</b>
	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	
<b>Permits</b>					
<b>Residential</b>	1679	2027	2041	2045	
<b>Commercial</b>	955	1028	1055	1056	
<b>Value</b>	<b>\$134,866,113</b>	<b>\$212,826,565</b>	<b>\$144,822,449</b>	<b>\$171,553,531</b>	
<b>Inspections</b>	6292	6719	7087	11051	

**City of Portsmouth  
Fee Schedule  
Police Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b><u>Chapter 5: Article VIII Section 802</u></b>					
<b>Alarm Systems Service Charge</b>					
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 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Police Alarms</b>	<b>\$19,050</b>	<b>\$33,555</b>	<b>\$37,025</b>	<b>\$40,375</b>	<b>\$30,000</b>

**Alarm Systems Service Charge**  
**Police-Unfounded Emergency calls**

	FY 20	FY 21	FY 22	FY 23
0-3 Occurrences per calendar year	660	553	601	542
4th Occurrence per calendar year	75	61	79	61
5th Occurrence per calendar year	51	42	58	45
6th Occurrence per calendar year	40	30	39	33
7th Occurrence per calendar year	28	29	21	19
8th Occurrence per calendar year	19	18	15	18
9th Occurrence per calendar year	17	13	10	16
10th-15th Occurrences per calendar year	22	46	35	45
16th-20th Occurrences per calendar year	8	5	14	10
21th-25th Occurrences per calendar year	0	0	5	1
Each Occurrences 26 or over per calendar year	0	0	3	0
<b>Total Calls</b>	<b>920</b>	<b>797</b>	<b>880</b>	<b>790</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b><u>Chapter 5: Article IX Section F403.2</u></b>				
Copy of incident report	Pre FY 02	\$10.00	\$10.00	\$10.00
Environmental Reports and Research	FY 06	\$25.00	\$25.00	\$25.00

**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.

Occupancy Less than 50	FY 20	\$50.00	\$50.00	Annually	\$50.00
Occupancy 51 to 100	FY 20	\$100.00	\$100.00	Annually	\$100.00
Occupancy 101 to 300	FY 20	\$200.00	\$200.00	Annually	\$200.00
Occupancy 301 to 1000	FY 20	\$300.00	\$300.00	Annually	\$300.00
Occupancy 1001 and above	FY 20	\$500.00	\$500.00	Annually	\$500.00

**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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**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:**

<b>(12 plus or 5 plus under 2 years old)</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Every 3 years in conjunction with State licensing	<b>\$100.00</b>
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**APARTMENTS**

A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

<b>APARTMENT BUILDING</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Every three years	<b>\$100.00</b>
<b>per dwelling unit</b>	<b>FY 20</b>	<b>\$10.00</b>	<b>\$10.00</b>	Every three years	<b>\$10.00</b>

**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.

<b>HOTEL</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Annually	<b>\$100.00</b>
<b>per room</b>	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	Annually	<b>\$2.50</b>

**ROOMING HOUSE**

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;

<b>ROOMING HOUSE</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Annually	<b>\$100.00</b>
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**EDUCATIONAL**

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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>\$100.00</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>\$30.00</b>	<b>\$30.00</b> Every three years in conjunction with State Licensing	<b>\$30.00</b>
<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>\$100.00</b>	<b>\$100.00</b> Inspections related to State licensing	<b>\$100.00</b>
	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	<b>\$2.50</b>
<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>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>
<b>Second Occurrence</b>	<b>FY 20</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Third and Additional Occurrences</b>	<b>FY 20</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Fire Sprinkler Systems</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b> per application	<b>\$50.00</b>
	<b>FY 20</b>	<b>\$0.05</b>	<b>\$0.05</b> per sq. ft. of protected area	<b>\$0.05</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>Fire Alarm Systems:</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b>	per application	<b>\$50.00</b>
	<b>FY 20</b>	<b>\$0.05</b>	<b>\$0.05</b>	per sq. ft. of protected area	<b>\$0.05</b>
<b>Hot Work Permit-1 day</b>	<b>FY 22</b>	<b>\$50.00</b>	<b>\$50.00</b>		<b>\$50.00</b>
<b>Hot Work Permit-per week</b>	<b>FY 23</b>	<b>Delete</b>	<b>Delete</b>		<b>Delete</b>
<b>Hot Work Permit-per month</b>	<b>FY 23</b>	<b>\$100.00</b>	<b>\$100.00</b>		<b>\$100.00</b>
<b>Hot Work Permit-per year</b>	<b>FY 23</b>	<b>\$500.00</b>	<b>\$500.00</b>		<b>\$500.00</b>
<b><u>Chapter 5: Article VIII Section 802</u></b>					
<b>Alarm Systems Service Charge</b>					
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	Malicious	<b>\$300.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>No Charge</b>	<b>No Charge</b>	0-3 Occurrences per calendar year	<b>No Charge</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	4th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	5th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	6th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	Each Occurrences 7 or over per calendar year	<b>\$300.00</b>

**FIRE DEPARTMENT  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Fire Inspections</b>	\$121,503	\$126,316	\$103,848	\$94,831	\$105,000
<b>Total Fire Department</b>	\$121,503	\$126,316	\$103,848	\$94,831	\$105,000



**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 23	\$75.00	\$75.00	Application/Permit Fee <b>\$75.00</b>
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 <b>\$0.05</b>
(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 <b>\$400.00</b>
	FY 19	\$200.00	\$200.00	each additional 30 day period <b>\$200.00</b>
<b>Blasting Permit</b>	FY 18	\$100.00	\$100.00	* <b>\$370.00</b>
<b>New Driveway Permit</b>	FY 18	\$50.00	\$50.00	* <b>\$75.00</b>

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Excavation Permit</b>	FY21	\$250.00	\$250.00	1st 100 sf. *
	FY21	\$500.00	\$500.00	Expedited Permit (within 3 business days) *
	FY23	\$500.00	\$500.00	Refundable Deposit \$500.00
	FY21	\$150.00	\$150.00	each additional 100 sf. \$150.00
<b>Flagging Permit</b>	FY 23	\$50.00	\$50.00	\$50.00
	FY 23	\$75.00	\$75.00	Expedited Permit (within 3 business days) \$75.00
<b>Cracksealing Fee</b>	FY 23	\$300.00	\$300.00	* \$390.00
<b>Roadway &amp; Utility Excavation Contractor Permit</b>				
Electric/Lighting/Signal				
Gas/Telephone/Cable				
Road/Sidewalk				
	FY22	\$50.00	\$50.00	Initial Certification \$50.00
	FY22	\$25.00	\$25.00	Annual Fee: Certification Renewal \$25.00
	FY22	\$25.00	\$25.00	Annual Fee; Additional Certifications \$25.00
	FY22	\$500.00	\$500.00	Recertification following Suspension \$500.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>Maps</b>					
Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50	\$0.50	Each Print	* Delete
11 x 17 (B & W)	PRE FY 02	\$0.50	\$0.50	Each Print	* Delete
22 x 34 (B & W)	FY 09	\$10.00	\$10.00	Each Print	* Delete
24 x 36 (B & W)	FY 09	\$10.00	\$10.00	Each Print	* Delete
44 x 34 (B & W)	FY 09	\$20.00	\$20.00	Each Print	* Delete
Plot existing maps: 8 1/2 x 11	FY 06	\$5.00	\$5.00	Each Print	* Delete
11 x 17	FY 06	\$5.00	\$5.00	Each Print	* Delete
22 x 34	PRE FY 02	\$10.00	\$10.00	Each Print	* Delete
24 x 36	PRE FY 02	\$10.00	\$10.00	Each Print	* Delete
44 x 34	PRE FY 02	\$20.00	\$20.00	Each Print	* Delete
Utility/Geodetic Control Map- for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00		* Delete
by Email	FY 09	\$0.00	\$0.00		* Delete
on Cd	FY 09	\$10.00	\$10.00		* Delete
Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00		* Delete
Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00		* Delete
Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00		* Delete

Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits.

Wood Barricade	FY 15	\$2.00	\$2.00	ea/ per event	* \$5.00
Metal Barricade	FY 15	\$4.00	\$100.00	ea/ per event	* \$10.00
Event Delivery/Pickup	FY 25	N/A	N/A	per event	* \$50.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Recycle Bin	FY 23	\$10.00	\$10.00	\$10.00
Disposal of Tires	FY 04	\$5.00	\$5.00 per tire	\$5.00
Disposal of Electronics	FY 15	\$10.00	\$10.00 per unit	\$10.00
CFC Removal	FY 17	\$20.00	\$20.00 per unit	\$20.00
Propane Tanks (20# & larger)	FY 18	\$5.00	\$5.00 per tank	\$5.00
Yard Waste Disposal (contractors)	FY21	\$50.00	\$50.00 per 4 cubic yards	\$50.00
Yard Waste Disposal (contractors)	FY25	N/A	N/A per 2 cubic yards	* \$25.00
Clean Wood	FY 25	N/A	N/A per 4 cubic yards	* \$25.00
Clean Wood	FY 25	N/A	N/A per 2 cubic yards	* \$15.00
Bulky Waste Pick-Up	FY 21	\$5.00	\$5.00 each event	* \$10.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Disposal of following whether pick-up or drop-off:					
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00	\$5.00	each	
Wood Furniture	FY 25	N/A	N/A	each	*
Clothes Washer	FY 21	\$5.00	\$5.00	each	\$5.00
Clothes Dryer	FY 21	\$5.00	\$5.00	each	\$5.00
Mattresses	FY 21	\$5.00	\$5.00	each	\$5.00
Box Springs	FY 21	\$5.00	\$5.00	each	\$5.00
Dishwasher	FY 21	\$5.00	\$5.00	each	\$5.00
Cooking Range	FY 21	\$10.00	\$10.00	each	\$10.00
Gas Grill	FY 25	N/A	N/A	each	*
Refrigerators	FY 21	\$20.00	\$20.00	each	\$20.00

<b>PUBLIC WORKS DEPARTMENT</b>	Actual	Actual	Actual	Actual	Budget
<b>Revenues from fees</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>
<b>Excavation Permit</b>	<b>\$48,347</b>	<b>\$57,200</b>	<b>\$97,500</b>	<b>\$179,915</b>	<b>\$75,000</b>
<b>Flagging Permit</b>	<b>\$6,300</b>	<b>\$11,800</b>	<b>\$10,600</b>	<b>\$14,875</b>	<b>\$10,000</b>
<b>Solid Waste</b>	<b>\$56,517</b>	<b>\$85,162</b>	<b>\$89,188</b>	<b>\$76,322</b>	<b>\$76,000</b>
<b>Blasting Permit</b>	<b>\$100</b>	<b>\$400</b>	<b>\$100</b>	<b>\$300</b>	<b>\$100</b>
<b>New Driveway Permit</b>	<b>\$650</b>	<b>\$800</b>	<b>\$450</b>	<b>\$500</b>	<b>\$500</b>
<b>Total Public Works Department</b>	<b>\$111,164</b>	<b>\$154,162</b>	<b>\$197,838</b>	<b>\$271,911</b>	<b>\$161,600</b>

	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>
<b>Blasting Permits</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>4</b>
<b>New Driveway Permits</b>	<b>14</b>	<b>13</b>	<b>9</b>	<b>12</b>
<b>Excavation Permits</b>	<b>92</b>	<b>117</b>	<b>158</b>	<b>113</b>
<b>Excavation Permits (expedited)</b>	<b>39</b>	<b>48</b>	<b>24</b>	<b>47</b>
<b>Flagging Permits</b>	<b>113</b>	<b>177</b>	<b>208</b>	<b>142</b>
<b>Flagging Permits (expedited)</b>	<b>88</b>	<b>77</b>	<b>20</b>	<b>18</b>

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>RECREATION-SPINNAKER PT.</b>				
Adult Resident	FY 23	\$220.00	\$220.00 per year	\$220.00
Senior Citizen Resident	FY 23	\$110.00	\$110.00 per year	\$110.00
Adult Non-Resident	FY 23	\$440.00	\$440.00 per year	\$440.00
Senior Citizen Non-Resident	FY 23	\$220.00	\$220.00 per year	\$220.00
Daily Guest Fee Resident	PRE FY 02	\$5.00	\$5.00 per day	\$5.00
Daily Guest Fee Non-Resident	FY 12	\$10.00	\$10.00 per day	\$10.00
<b>RECREATION-INDOOR POOL</b>				
5 & Under, Resident	FY 11	\$3.00	\$3.00 per session	\$3.00
5 & Under, Non-Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
5 & Under, Resident/Membership	FY 23	\$190.00	\$190.00 per year	\$190.00
5 & Under, Non-Resident/Membership	FY 23	\$254.00	\$254.00 per year	\$254.00
6-17, Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
6-17, Non-Resident	PRE FY 02	\$10.00	\$10.00 per session	\$10.00
6-17, Resident/Membership	FY 23	\$190.00	\$190.00 per year	\$190.00
6-17, Non-Resident/Membership	FY 23	\$254.00	\$254.00 per year	\$254.00
18-59, Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
18-59, Non-Resident	FY 11	\$10.00	\$10.00 per session	\$10.00
18-59, Resident/Membership	FY 23	\$318.00	\$318.00 per year	\$318.00
18-59, Non-Resident/Membership	FY 23	\$572.00	\$572.00 per year	\$572.00
Senior Citizen, Resident	FY 11	\$3.00	\$3.00 per session	\$3.00
Senior Citizen, Non-Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
Senior Citizen, Resident/Membership	FY 23	\$254.00	\$254.00 per year	\$254.00
Senior Citizen, Non-Resident/Membership	FY 23	\$318.00	\$318.00 per year	\$318.00

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
First Adult, Resident/Family Rate	FY 23	\$318.00	\$318.00	per year	\$318.00
First Adult, Non-Resident/Family Rate	FY 23	\$572.00	\$572.00	per year	\$572.00
Second Adult, Resident/Family Rate	FY 23	\$190.00	\$190.00	per year	\$190.00
Second Adult, Non-Resident/Family Rate	FY 23	\$318.00	\$318.00	per year	\$318.00
Maximum Per Family, Resident/Family Rate	FY 23	\$763.00	\$763.00	per year	\$763.00
Maximum Per Family, Non-Resident/Family Rate	FY 23	\$763.00	\$763.00	per year	\$763.00
Pool Rental	FY 23	\$192.00	\$192.00	per hour	\$192.00
per staff	FY 09	\$40.00	\$40.00		\$40.00
New Member Processing Fee	FY 19	\$25.00	\$25.00		\$25.00
<b>RECREATION-OUTDOOR POOL</b>					
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00	per day	\$0.00
18 & Under, Non-Resident	FY 23	\$3.00	\$3.00	per day	\$3.00
19 & Over, Resident	FY 23	\$3.00	\$3.00	per day	\$3.00
19 & Over, Non-Resident	FY 23	\$5.00	\$5.00	per day	\$5.00
<b>Military Discount: (City Council adopted 05/02/22)</b>					
18 & Under	FY 22	\$0.00	\$0.00	per day	\$0.00
19 & over	FY 22	\$2.00	\$2.00	per day	\$2.00
<b>RECREATION-MISCELLANEOUS</b>					
*Grass Field - (Game or Practice)	FY 22	\$20.00	\$20.00	per hour	\$20.00
*Gym - (Game or Practice)	FY 22	\$50.00	\$50.00	per hour	\$50.00
*Does not include local non-profits & youth sports leagues					
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					



**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
(non-swim team) programs (placed in maintenance fund)	FY 06	\$20.00	\$20.00	per lane	\$20.00
Turf Field - (Game or Practice)	FY 22	\$75.00	\$75.00	per hour	\$75.00
*Does not include local non-profits & youth sports leagues					
Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00	per use	* \$65.00
<b>Room Rentals:</b>					
Senior Activity Center Room #1	FY 22	\$50.00	\$50.00	per hour	\$50.00
Senior Activity Center General (Rooms #4, #5, kitchen)	FY 22	\$25.00	\$25.00	per hour	\$25.00
Senior Activity Center Assembly Hall	FY 22	\$50.00	\$50.00	per hour	\$50.00
<b>Peirce Island Boat Launch:</b>					
Boat Launch (Non-Resident)	FY 23	\$175.00	\$175.00	per season	\$175.00
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 23	\$100.00	\$100.00	per season	\$100.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00	per launch	\$50.00
Commercial (Non-Resident)	FY 22	\$300.00	\$300.00	per season	\$300.00
<b>Military Discount: (City Council adopted 05/02/22)</b>					
Motorized craft	FY 22	\$10.00	\$10.00	per launch	\$10.00
Motorized craft	FY 22	\$75.00	\$75.00	per season	\$75.00
Non-Motorized craft	FY 22	\$5.00	\$5.00	per launch	\$5.00
Commercial boats	FY 22	\$15.00	\$15.00	per launch	\$15.00

**RECREATION DEPARTMENT**  
**General Fund Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Outdoor Pool</b>	\$22,881	\$1,276	\$14,300	\$41,779	\$15,000
<b>Spinnaker Point</b>	\$198,000	\$2,868	\$179,307	\$309,748	\$175,000
<b>Boat Ramp Fees</b>	\$10,860	\$17,338	\$19,397	\$26,267	\$20,000
<b>Rentals</b>	N/A	N/A	\$5,345	\$10,770	\$10,000
<b>Total General Fund Recreation Fee Revenue</b>	<b>\$231,741</b>	<b>\$21,482</b>	<b>\$218,349</b>	<b>\$388,564</b>	<b>\$220,000</b>
<b>Special Revenue Fund Fee Revenue</b>					
	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Indoor Pool</b>	\$337,720	(\$6,046)	\$251,031	\$362,895	\$433,652
<b>Total Recreation Revenue from Fees</b>	<b>\$569,461</b>	<b>\$15,436</b>	<b>\$469,380</b>	<b>\$751,459</b>	<b>\$653,652</b>

**City of Portsmouth  
Fee Schedule  
Health Department**

*\* (Indicates change from current fee)*

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>HEALTH</b>				
(*All initial annual Food permits will be prorated on the date of issuance from Oct 1st)				
<b>Class</b>				
A4 Restaurants (400 + seating capacity)	FY21	\$650.00	\$650.00	Annually* \$650.00
A3 Restaurants (300-399 seating capacity)	FY21	\$600.00	\$600.00	Annually* \$600.00
A2 Restaurants (200-299 seating capacity)	FY21	\$550.00	\$550.00	Annually* \$550.00
A1 Restaurants (100-199 seating capacity)	FY21	\$450.00	\$450.00	Annually* \$450.00
B Restaurants (76-99 seating capacity)	FY21	\$350.00	\$350.00	Annually* \$350.00
C Restaurants (51-75 seating capacity)	FY21	\$300.00	\$300.00	Annually* \$300.00
D Restaurants (26-50 seating capacity)	FY21	\$275.00	\$275.00	Annually* \$275.00
E Restaurants (0-25 seating capacity)	FY21	\$200.00	\$200.00	Annually* \$200.00
E Bakeries	FY21	\$200.00	\$200.00	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	FY21	\$200.00	\$200.00	Annually* \$200.00
E Catering only	FY21	\$150.00	\$150.00	Annually* \$200.00*
F Supermarkets	FY21	\$650.00	\$650.00	Annually* \$650.00
G Bed and Breakfast Operations	FY21	\$125.00	\$125.00	Annually* \$125.00
N Nursing Home (Food Service)	FY21	\$100.00	\$100.00	Annually* \$100.00
H Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$100.00	\$100.00	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 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
T	Temporary Food Permit - on site prep (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	Temporary Food Permit - sell/sample only (Portsmouth business with food service permit exempt)	FY 10	\$15.00	\$15.00	(up to four (4) weeks before the day of the event) * \$50.00
		FY 10	\$40.00	\$40.00	(additional thereafter) \$40.00
V	Limited Events (permit covers up to 4 events per year)	FY 14	\$150.00	\$150.00	limit 1 permit per year * \$200.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00	Annually
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 24	\$70.00	Delete	Annually Delete
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00	per event \$100.00

**HEALTH DEPARTMENT  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Health Permits</b>	<b>\$70,765</b>	<b>\$58,030</b>	<b>\$94,960</b>	<b>\$120,615</b>	<b>\$100,000</b>

FY 23 Health Permits were as follows:

# of Permits	Fees Collected	
2	\$1,300.00	Restaurants (400 + seating capacity)
6	\$3,600.00	Restaurants (300-399 seating capacity)
15	\$8,250.00	Restaurants (200-299 seating capacity)
37	\$16,650.00	Restaurants (100-199 seating capacity)
19	\$6,650.00	Restaurants (76-99 seating capacity)
30	\$9,000.00	Restaurants (51-75 seating capacity)
32	\$8,800.00	Restaurants (26-50 seating capacity)
98	\$19,600.00	Restaurants (0-25 seating capacity)
1	\$150.00	Catering
7	\$4,550.00	Supermarkets
0	\$0.00	Bed and Breakfast Operations
4	\$400.00	Nursing Homes
11	\$1,100.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
14	\$2,800.00	Mobile Food Operations
48	\$6,000.00	Temporary Food Permit
0	\$0.00	Limited Events (1 to 4 events per year)
20	\$2,800.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
	\$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 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 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.

Sign Permit-Private Parking Lot	FY 21	\$50.00	\$50.00 per initial issue	\$50.00
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**Chapter 6: Article XIII Section 1307**

Vendor from Motor Vehicle

Vendor From Motor Vehicle Permit April 15- November 15	FY 24	\$5,000.00	\$1,500.00 Minimum Bid	\$1,500.00
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Valet Parking

Valet Station - from non High Occupancy Metered Parking Spaces	FY 20	\$20.00	\$20.00	Delete per Council Vote 03/18/24
Valet Station- from High Occupancy Metered Parking Spaces	FY 20	\$30.00	\$30.00 space per day	* \$50.00

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.

Valet - from Commercial Loading Zone	FY 23	\$1,500.00	\$1,500.00 annually	\$1,500.00
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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.

Valet - from Commercial Loading Zone B	FY 23	\$500.00	\$500.00	Delete per Council Vote 03/18/24
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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

Temporary Metered Parking Space Permit	FY 18	\$35.00	\$35.00	Delete per Council Vote 03/18/24
Temporary Metered Parking Space Permit	FY 18	\$50.00	\$50.00 High Occupancy Space Per Day	\$50.00

**Chapter 7: Article III Section 321G**

Snow Emergency-Parking Ban

Resident Snow Ban Rate for Parking in High Hanover	FY 19	\$5.00	\$5.00 Per Snow Ban Event	* \$10.00
Parking Facility				
Resident Snow Ban Rate for Parking in Foundry Place	FY 24	\$3.00	\$5.00 Per Snow Ban Event	\$5.00

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Parking Facility				
<u>Chapter 7: Article IV Section 402 C</u>				
High Hanover Parking Garage				
Rates	FY21	\$2.00	\$2.00	\$2.00
			Hourly Rate	
	FY21	\$5.00	\$5.00	\$5.00
			Resident-Sunday-Maximum	
	FY 20	\$200.00	\$200.00	\$200.00
			Monthly 24 hr-Resident Pass	
	FY21	\$275.00	\$275.00	\$275.00
			Monthly-24 hr-All other Passes	
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate	20 Hrs@ Hr rate
			Lost Ticket Fee/Max Daily rate	
	FY 16	\$100.00	\$100.00	\$100.00
			Garage Pass Deposit	
	FY 08	\$15.00	\$15.00	\$15.00
			Pass late Fee	

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 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>FY 19</b>	<b>Free</b>	<b>Free</b>	<b>Resident-Sunday</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Monthly 24 hr-Resident Pass</b>
	<b>FY 19</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Monthly-24 hr-All other Passes</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>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Garage Pass Deposit</b>
	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Pass Late Fee</b>
	<b>FY 19</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Special Event Parking</b>
	<b>FY 24</b>	<b>\$3.00</b>	<b>Delete</b>	<b>Special Event Parking</b>
<b>Downtown Employee HOURLY Parking Program:</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>FY 21</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>per use: Maximum allowable days: 20 10 Hour pass</b>
<b>Electric Vehicle Charging</b>				
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>\$1.25</b>	<b>\$1.25</b>	<b>hourly first 4 hours</b>
	<b>FY 20</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>hourly thereafter</b>
<b>Chapter 7: Article IV Section 408</b>				
<b>Boat launch</b>				
<b>Peirce Island Overnight Boat Launch Parking</b>	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Nightly</b>



**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 7: Article VI Section 604</u>				
Truck Loading/Unloading Zones				
Commercial Loading Zone Permit	FY 22	\$250.00	\$250.00 Annually	\$250.00
<u>Chapter 7: Article IX Section 903</u>				
Summons Administration Fee				
Summons Administration Fee	FY 16	\$150.00	\$150.00	\$150.00
<u>Chapter 7: Article X Section 1004B</u>				
Towing				
Immobilization Administration Fee	FY 15	\$150.00	\$150.00	\$150.00
Residential Neighborhood Parking	N/A	TBD	TBD	TBD

**PARKING / TRANSPORTATION DIVISION**  
**Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Parking-Area Service Agreements</b>	\$127,850	\$371,002	\$48,900	\$32,209	\$35,000
<b>Foundry Place Parking Garage Hourly</b>	\$173,811	\$170,210	\$327,813	\$422,563	\$400,000
<b>Foundry Place Parking Garage Passes</b>	\$298,907	\$305,634	\$393,844	\$482,150	\$450,000
<b>Hanover Parking Garage Hourly</b>	\$1,885,976	\$1,805,836	\$2,549,787	\$2,357,141	\$2,350,000
<b>Hanover Parking Garage Passes</b>	\$1,506,888	\$1,308,949	\$1,304,841	\$1,239,062	\$1,150,000
<b>Hanover Parking Garage Passes Reinstatement</b>	\$2,345	\$990	\$1,241	\$660	\$750
<b>Foundry Place Parking Garage Passes Reinstatement</b>	\$1,500	\$1,395	\$1,775	\$1,150	\$750
<b>Immobilization Admin Fee</b>	\$150	\$5,250	\$5,614	\$5,700	\$6,000
<b>Total Parking/Transportation Fee Revenue</b>	<b>\$3,993,432</b>	<b>\$3,961,632</b>	<b>\$4,633,816</b>	<b>\$4,540,636</b>	<b>\$4,392,500</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 20	Actual FY 21	Actual FY 22	Actual FY 23
<b>Vendor From Motor Vehicle</b>				
Permits	1	0	0	0
Revenue	\$2,500	\$0	\$0	\$0
<b>Hanover Parking Garage Monthly Passes Issued</b>				
Resident	201	161	118	114
Non-Resident	459	286	282	275
Total	660	447	400	389
<b>Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)</b>				
Resident	78	96	122	127
Non-Resident	157	176	221	242
Total	235	272	343	369
<b>Peirce Island Overnight Parking</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>
Permits	0	0	1	1
Revenue	\$0	\$0	\$15	\$15
<b>Commercial Loading Zone permit</b>				
Permits	30	20	5	13
Revenue	\$3,000	\$2,000	\$1,250	\$3,250

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Chapter 11: Article II Section 204</b>				
<b>Private Sewage Disposal</b>				
Inspection Fee	PRE FY 02	N/A	N/A	N/A

**Chapter 11: Article II Section 205**

**Building Sewers and Connections**

**Storm Water Connection Permit Fee (Dependent upon revision of ordinance)**

Stormwater Connection Fee	FY 25	N/A	N/A New Customer	*	\$400.00
Stormwater Connection Permit	FY 21	\$150.00	\$150.00 New Customer	*	Delete
Stormwater Connection Fee	FY 21	\$250.00	\$250.00 New Customer	*	Delete

**Industrial Discharge Permit Fee, Including Permit Renewals**

Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee		Consultant Based Fee
Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee		Consultant Based Fee
Class 3, Permit	FY 08	\$500.00	\$500.00 per permit		\$500.00
Class 4, Permit	FY 08	\$500.00	\$500.00 per permit		\$500.00
Class 5, Permit	FY 08	\$500.00	\$500.00 per permit		\$500.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 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
Final Billings (if customer reads)	FY 05	N/A	N/A	per occurrence	N/A
Hydrant Meter Rental Deposit	FY 20	\$1,500.00	\$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
Drain Pipe Layers Permit	FY 19	\$25.00	\$25.00	Annually	\$25.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Meter Reading System Repairs	FY 17	\$60.00	\$60.00 per occurrence	\$60.00
Plus cost of parts				
Meter Rental (any size)	FY 20	\$10.00	\$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 24	\$22.85	\$23.93 monthly	* \$25.06
5"	FY 24	\$41.54	\$43.73 monthly	* \$46.04
6"	FY 24	\$67.32	\$70.99 monthly	* \$74.86
8"	FY 24	\$144.33	\$152.65 monthly	* \$161.45
10"	FY 24	\$260.12	\$275.42 monthly	* \$291.62
12"	FY 24	\$420.72	\$445.77 monthly	* \$472.31
Hydrant Service Fee to Municipalities	FY 24	\$350.00	\$375.00 Annually (per Hydrant)	* \$400.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>Roadway &amp; Utility Excavation Contractor Permit</b>					
<b>Electric/Lighting/Signal</b>					
<b>Gas/Telephone/Cable</b>					
<b>Road/Sidewalk</b>					
	<b>FY22</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Initial Certification</b>	<b>\$50.00</b>
	<b>FY22</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Annual Fee: Certification Renewal</b>	<b>\$25.00</b>
	<b>FY22</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Annual Fee; Additional Certifications</b>	<b>\$25.00</b>
	<b>FY22</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>Recertification following Suspension</b>	<b>\$500.00</b>
<b>Backflow Test</b>	<b>FY 23</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>per device each occurrence</b>	<b>\$60.00</b>
<b>Backflow Test (Repeat-within 15 days)</b>	<b>FY 20</b>	<b>n/c</b>	<b>n/c</b>		<b>n/c</b>
<b>Backflow Test (Repeat-beyond 15 days)</b>	<b>FY 20</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per occurrence</b>	<b>\$75.00</b>
<b>Backflow Permits and Inspection</b>	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>per occurrence</b>	<b>\$100.00</b>
<b>Bacteria Test and Sampling</b>	<b>FY 17</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per occurrence</b>	<b>\$75.00</b>
<b>Sewer Surcharges-BOD</b> <b>Portsmouth</b>	<b>FY 15</b>	<b>\$0.20</b>	<b>\$0.20</b>	<b>per LB</b>	<b>\$0.20</b>
<b>Pease</b>	<b>FY 15</b>	<b>\$0.20</b>	<b>\$0.20</b>	<b>per LB</b>	<b>\$0.20</b>
<b>TSS</b> <b>Portsmouth</b>	<b>FY 15</b>	<b>\$0.17</b>	<b>\$0.17</b>	<b>per LB</b>	<b>\$0.17</b>
<b>Pease</b>	<b>FY 15</b>	<b>\$0.17</b>	<b>\$0.17</b>	<b>per LB</b>	<b>\$0.17</b>
<b>Dumping Fees per 1,000 gals</b>	<b>FY 19</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per 1,000 gallons</b>	<b>\$100.00</b> *
<b>Recreation Vehicles *Non-Resident*</b>	<b>FY 17</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>per visit</b>	<b>\$30.00</b>
<b>Sewer Connection Permits, as req'd ENV-WQ 703.07</b>	<b>FY 15</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>new customer</b>	<b>\$150.00</b>
<b>Sewer Connection Fees</b>	<b>FY 15</b>	<b>\$350.00</b>	<b>\$350.00</b>	<b>new customer</b>	<b>\$350.00</b>
<b>Sewer Re-inspection Fee</b>	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>per visit</b>	<b>\$100.00</b>
<b>Equipment Rate (Water &amp; Sewer) - Pick Up</b>	<b>FY 12</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>per hour</b>	<b>\$15.00</b>
<b>Pump Truck</b>	<b>FY 20</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>per hour</b>	<b>\$150.00</b>
<b>Backhoe</b>	<b>FY 23</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>per hour</b>	<b>\$60.00</b>
<b>Excavator</b>	<b>FY 16</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per hour</b>	<b>\$75.00</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 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Dump	FY 23	\$65.00	\$65.00 per hour	\$65.00
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
Loader	FY 16	\$60.00	\$60.00 per hour	\$60.00
Steamer	FY 14	\$15.00	\$15.00 per hour	\$15.00
Vactor	FY 23	\$175.00	\$175.00 per hour	\$175.00
Paver	FY 24	\$65.00 Delete	per hour	Delete
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 23	\$1,434.00	\$1,434.00 per EDU New Service	\$1,434.00
1 1/2"	FY 23	\$2,868.00	\$2,868.00 per EDU New Service	\$2,868.00
2"	FY 23	\$4,588.80	\$4,588.80 per EDU New Service	\$4,588.80
3"	FY 23	\$9,177.60	\$9,177.60 per EDU New Service	\$9,177.60
4"	FY 23	\$14,340.00	\$14,340.00 per EDU New Service	\$14,340.00
6"	FY 23	\$28,680.00	\$28,680.00 per EDU New Service	\$28,680.00
8"	FY 23	\$45,888.00	\$45,888.00 per EDU New Service	\$45,888.00
10"	FY 23	\$68,832.00	\$68,832.00 per EDU New Service	\$68,832.00
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>				
EDU = equivalent dwelling unit				
1"	FY 23	\$3,985.00	\$3,985.00 per EDU New Service	\$3,985.00
1 1/2"	FY 23	\$7,970.00	\$7,970.00 per EDU New Service	\$7,970.00
2"	FY 23	\$12,752.00	\$12,752.00 per EDU New Service	\$12,752.00
3"	FY 23	\$25,504.00	\$25,504.00 per EDU New Service	\$25,504.00
4"	FY 23	\$39,850.00	\$39,850.00 per EDU New Service	\$39,850.00

**City of Portsmouth  
 Fee Schedule  
 Water / Sewer Divisions**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
6"	FY 23	\$79,700.00	\$79,700.00	per EDU New Service	\$79,700.00
8"	FY 23	\$127,520.00	\$127,520.00	per EDU New Service	\$127,520.00
10"	FY 23	\$191,280.00	\$191,280.00	per EDU New Service	\$191,280.00



**WATER AND SEWER DIVISION**  
**Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24	
<b>Hydrant Rentals to Municipalities</b>						
Permits	1040	1040	1040	1038	1068	
Revenue	\$286,000	\$312,000	\$338,000	\$363,300	\$400,500	Water Only
<b>Backflow Test</b>						
Permits	1111	2057	1778	1846	2017	
Revenue	\$64,775	\$102,850	\$97,790	\$110,770	\$121,000	Water Only
<b>Dumping Fees per 1,000 gals</b>						
M gallons	1.74	1.075	1636	2160	2000	
Revenue	\$290,815	\$80,634	\$102,805	\$161,990	\$150,000	Sewer Only
<b>Water - Capacity Improvement Multiplier (CIM)</b>	\$56,940	\$65,950	\$153,870	\$149,237	\$140,000	
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>	\$71,640	\$136,080	\$181,020	\$255,837	\$275,000	

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 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>LIBRARY</b>				
Interlibrary loan fee for out of state materials	FY 24	N/A	\$15.00	\$15.00
Non-Resident Library Card	FY 20	\$100.00	\$100.00	\$100.00
Non-Resident Library Card-3 months	FY 24	N/A	\$35.00	\$35.00
Non-Resident Library Card-6 months	FY 20	\$55.00	\$55.00	\$55.00
Non-Resident Library Card-Senior Rate	FY 20	\$90.00	\$90.00	\$90.00
Non-Resident Library Card-Senior Rate-3 months	FY 24	N/A	\$30.00	\$30.00
Non-Resident Library Card-Senior Rate-6 months	FY 20	\$50.00	\$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 20	Actual FY 21	Actual FY 22	Actual FY 23
<b>Library Cards</b>	<b>\$32,169</b>	<b>\$25,170</b>	<b>\$31,950</b>	<b>\$34,755</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 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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Chapter 8: Article II Section 202 E 7 b

Park Property-

Park Property-Per Hour Docking Fees

**\*Note: A cancellation request within 24 hrs of reservation will not be refunded**

HOURLY RATE WOODEN DOCKS

HOURLY RATE - WOODEN DOCKS

RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 24	\$4.00	\$5.00	Per Hour	\$5.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$6.00	\$7.00	Per Hour	\$7.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$9.00	\$10.00	Per Hour	\$10.00
For craft over fifty (50) ft overall	FY 24	\$10.00	\$11.00	Per Hour	\$11.00

NON-RESIDENT (May 1-Sep 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$11.00	\$12.00	Per Hour	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$15.00	\$16.00	Per Hour	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$19.00	\$20.00	Per Hour	\$20.00
For craft over fifty (50) ft overall	FY 24	\$23.00	\$24.00	Per Hour	\$24.00

RESIDENT (Oct 1-Apr 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 24	\$3.00	\$4.00	Per Hour	\$4.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$3.00	\$5.00	Per Hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft over fifty (50) ft overall	FY 24	\$8.00	\$10.00	Per Hour	\$10.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 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 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$9.00	\$10.00	Per Hour	\$10.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$10.00	\$11.00	Per Hour	\$11.00
For craft over fifty (50) ft overall	FY 24	\$13.00	\$14.00	Per Hour	\$14.00
<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>					
<b>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 24	\$12.00	\$13.00	per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$16.00	\$17.00	per 4 hours-over 4 hrs pay daily rate	\$17.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$20.00	\$21.00	per 4 hours-over 4 hrs pay daily rate	\$21.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$36.00	\$37.00	per 4 hours-over 4 hrs pay daily rate	\$37.00
<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 24	\$24.00	\$25.00	per 4 hours-over 4 hrs pay daily rate	\$25.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$40.00	\$41.00	per 4 hours-over 4 hrs pay daily rate	\$41.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$64.00	\$65.00	per 4 hours-over 4 hrs pay daily rate	\$65.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$73.00	per 4 hours-over 4 hrs pay daily rate	\$73.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 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 24	\$8.00	\$9.00 per 4 hours-over 4 hrs pay daily rate	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$12.00	\$13.00 per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$16.00	\$17.00 per 4 hours-over 4 hrs pay daily rate	\$17.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$28.00	\$29.00 per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over fifty (50) ft overall	FY 24	\$32.00	\$33.00 per 4 hours-over 4 hrs pay daily rate	\$33.00
<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 24	\$12.00	\$13.00 per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$24.00	\$25.00 per 4 hours-over 4 hrs pay daily rate	\$25.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$28.00	\$29.00 per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$32.00	\$33.00 per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$44.00	\$45.00 per 4 hours-over 4 hrs pay daily rate	\$45.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 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 24	\$36.00	\$38.00	Per Day	\$38.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$42.00	\$44.00	Per Day	\$44.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$60.00	\$62.00	Per Day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$96.00	\$98.00	Per Day	\$98.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$120.00	\$122.00	Per Day	\$122.00
For craft over fifty (50) ft overall	FY 24	\$144.00	\$146.00	Per Day	\$146.00
<b>RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$18.00	\$20.00	Per Day	\$20.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$22.00	\$24.00	Per Day	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$24.00	\$26.00	Per Day	\$26.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$30.00	\$32.00	Per Day	\$32.00
For craft over fifty (50) ft overall	FY 24	\$36.00	\$38.00	Per Day	\$38.00
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Craft up to twenty (20) ft in length overall	FY 24	\$24.00	\$26.00	Per Day	\$26.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$36.00	\$38.00	Per Day	\$38.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$60.00	\$62.00	Per Day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
<b>Park Property-Seasonal Rental Docking Fees</b>					
RESIDENT (April 2 - November 1)	FY 24	\$122.00	\$140.00	Per Season per boat foot	\$140.00
	FY 24	\$1,675.00	\$2,100.00	Per Season Minimum	\$2,100.00
NON-RESIDENT (April 2 - November 1)	FY 24	\$150.00	\$173.00	Per Season per boat foot	\$173.00
	FY 24	\$2,050.00	\$2,595.00	Per Season Minimum	\$2,595.00
<b>Park Property-Docking Utility Access Fees</b>					
<b>Dock Utility Access:</b>					
Resident	FY 24	\$10.00	\$15.00	per Day	\$15.00
	FY 24	\$275.00	\$300.00	Per Season	\$300.00
Non Resident	FY 24	\$10.00	\$15.00	per Day	\$15.00
	FY 24	\$275.00	\$300.00	Per Season	\$300.00



**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Park Property-Wedding Reservation Fee</b>				
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 21</b>	<b>\$175.00</b>	<b>\$175.00</b>	<b>\$175.00</b>
<b>Weddings which include 11-74 participants in total</b>	<b>FY 21</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Weddings which include more than 74 participants in total</b>	<b>FY 21</b>	<b>\$775.00</b>	<b>\$775.00</b>	<b>\$775.00</b>

**Prescott Park  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23
<b>Dock Fees (Marine Maintenance Trust)</b>	\$57,944	\$58,812	\$71,975	\$73,451
<b>Weddings</b>	\$2,250	\$3,225	\$3,525	\$3,450

Note: Revenue recorded in a Special Revenue Fund.

# CITY OF PORTSMOUTH FORMAT OF ACCOUNTS



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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
- 09 INDOOR POOL
- 12 COMMUNITY CAMPUS
- 17 PARKING FUND
- 20 CDBG
- 50 WATER FUND
- 51 SEWER FUND
- 58 STORMWATER
- 84 PRESCOTT PARK

**DEPARTMENT**

XX-	<b>-XXX-</b>	-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 & SUSTAINABILITY
- 715 LEGAL
- 716 INSPECTION
- 717 INFORMATION TECHNOLOGY
- 718 ECONOMIC DEVELOPMENT
- 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)	<b>-XXX- Div(3)</b>	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXXX 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)	<b>-XXX- State(3)</b>	-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

**030000 PROFESSIONAL SERVICE**

030100 PROF SERVICES-AUDIT  
031000 PROF SERVICES-ENGINEERING  
032000 PROF SERVICE-LEGAL

City of Portsmouth  
Expenditure Account Structure

	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
	067000	BOOKS & PERIODICALS
	068000	MATERIALS

City of Portsmouth  
Expenditure Account Structure

	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

## - A -

**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.

**Amortization** – The paying off of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

**Annual Comprehensive Financial Report (ACFR)** – A comprehensive set of financial reports produced by the local government to comply with the reporting rules set by the Government Accounting Standards Board (GASB). The ACFR features three sections: introductory, financial, and statistical.

**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.

## - B -

**Balanced Budget** – A budget in which estimated revenues equals planned expenditures.

**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** – A written promise to pay a designated sum of money (the principal) on a specific date at a specified interest rate. Bonds are generally utilized to raise monies for long-term financing for major capital projects. Payments for bonds are shown as debt service.

**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.

**- C -**

**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 Expenditure** – Costs associated with acquiring, upgrading, and maintaining physical assets such as property, land, plants, buildings, technology, or equipment.

**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).

**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.

**- D -**

**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.

**- E -**

**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.

## - F -

**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.

## - G -

**General Obligation Bond** – A bond for which the full faith and credit of the City is pledged for payment.

**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards used by state and local governments for financial accounting, recording and reporting. They govern the form and content of the basic financial statements of an entity; established by the Governmental Accounting Standards Board (GASB).

**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 Accounting Standards Board (GASB)** – The body that sets accounting standards, specifically for governmental entities at the state and local levels.

**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.

- I -

**Infrastructure** – The basic facilities, equipment, services, and installations needed for the growth and functioning of a country, community, or organization.

**Internal Control** – Comprises organizational and operational methods adopted within a government to safeguard its assets, check the accuracy and reliability of its accounting data, promote efficiencies and encourage adherence to policies.

- L -

**Leave At Termination** – Accumulated earned leave owed to employees when they leave municipal service.

**Legal Level Of Control** – The lowest level of budgetary detail at which the government's management or finance officer may reassign resources without approval of the governing body. It is, at a minimum, expenditures for each department for each fund for which the budget is required.

**Line-Item** – Separate listing of each expenditure category along with the dollar amount budgeted for each.

- M -

**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.

- N -

**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.

- O -

**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.

- P -

**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.

- R -

**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 Earnings** - 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.

- S -

**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 in the long term.

- T -

**Tax Levy** - Taxes that are imposed and collected.

**Tax Rate** – The amount of tax levied for each \$1,000 of assessed value.

- U -

**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

## - A -

**AARP** – American Association of Retired Persons  
**ACEC** – American Council of Engineering Companies  
**ACO** – Animal Control Officer  
**ACFR** – Annual Comprehensive Financial Report  
**ACS** – American Community Survey  
**ADA** – Americans with Disability Act  
**AEP6** – Arts and Economic Prosperity 6 (study)  
**AFI** – Alpha Flying Inc.  
**AFSCME** – American Federation of State, County and Municipal Employees  
**AIDS** – Acquired Immunodeficiency Syndrome  
**AMR** – Automated Meter Reading  
**APC** – Atlas Pilatus Center Inc.  
**ARC** – American Red Cross  
**AREA** – Authorized Regional Enrollment Area (plan)  
**ARPA** – American Rescue Plan Act  
**ARRA** – American Recovery and Reinvestment Act  
**ARS** – AIDS Response Seacoast  
**ATM** – Automated Teller Machine  
**ATSDR** – Agency for Toxic Substances and Disease Registry  
**ATV** – All Terrain Vehicle

## - B -

**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  
**BMP** – Best Management Practices  
**BTLA** – Board of Tax & Land Appeal

## - C -

**CAD** – Computer Aid Design – or – Computer Aided Dispatch (Police Department)  
**CALEA** – The Commission on Accreditation for Law Enforcement Association  
**CAMA** – Computer Aided Mass Appraisal  
**CARES** – Coronavirus Aid, Relief, and Economic Security (Act)  
**CAW** – Coastal Adaptation Workgroup  
**CBC** – Central Business District  
**CBERN** – Chemical, Biological, Explosive, Radiological, Nuclear  
**CCC** – Connect Community Church  
**CCGP** – Chamber Collaborative of Greater Portsmouth  
**CCT** – Community Care Team  
**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  
**CMAQ** – Congestion Mitigation and Air Quality  
**CO2** – Carbon Dioxide  
**COAST** – Cooperative Alliance for Seacoast Transportation  
**COD** – Coefficient of Dispersion  
**COLA** – Cost of Living Adjustment  
**COLL BARG** – Collective Bargaining  
**COVID-19** – Corona Virus Disease – 2019  
**CPCNH** – Community Power Coalition of New Hampshire  
**CPI** – Consumers Price Index  
**CPI-U** – Consumer Price Index-Urban  
**CREAT** – Climate Resilience Evaluation and Awareness Tool  
**CRH** – Cross Roads House  
**CSA** – Community Supported Agriculture  
**CSO** – Combined Sewer Overflow  
**CST** – Crime Scene Team  
**CTE** – Career Technical Education

**- D -**

**DAF** – Dissolved Air Flootation  
**DEI** – Diversity, Equity and Inclusion  
**DES** – Department of Environmental Services  
**DO** – Dondero School  
**DOT** – Department of Transportation  
**DPLA** – Digital Public Library of America  
**DSA** – Deer Street Associates

**- E -**

**ECC** – Emergency Communications Center  
**EDC** – Economic Development Commission  
**EITC** – Earned Income Tax Credit  
**ELO** – Extended Learning Opportunity  
**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  
**ESSER** – Elementary and Secondary School Emergency Relief (Funds)  
**EST** – Estimated  
**EV** – Electric Vehicle

**- F -**

**FDA** – Food and Drug Administration  
**FEMA** – Federal Emergency Management Agency  
**FICA** – Federal Insurance Contribution Act  
**FMLA** – Family and Medical Leave Act  
**FOG** – Fats, Oil, and Grease  
**FPN** – Food Providers Network  
**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

**- G -**

**GAAP** – Generally Accepted Accounting Principles  
**GASB** – Government Accounting Standards Board  
**GFOA** – Governmental Finance Officers Association  
**GIS** – Geographic Information Systems  
**GMR** – Guaranteed Maximum Rate  
**GOFERR** – Governor’s Office for Emergency Relief and Recovery  
**GPTMA** – Greater Portsmouth Transportation Management Association  
**GSA** – General Services Administration

**- H -**

**HAZ-MAT** – Hazardous Materials  
**HDC** – Historic District Commission  
**HIDTA** – High Intensity Drug Trafficking Areas  
**HIV** – Human Immunodeficiency Virus  
**HM** – Hazardous Materials  
**HR** – Human Resources  
**HRS** – Hours  
**HUD** – United States Department of Housing and Urban Development  
**HVAC** – Heating, Ventilating and Air Conditioning

**- I -**

**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  
**IEP** – Individualized Education Program  
**IRS** – Internal Revenue Service  
**ISO** – Insurance Service Officer  
**ISSA** – Information Systems Security Association  
**IT** – Information Technology  
**IVR** – Interactive Voice Response

**- J -**

**JBC** – Joint Budget Committee

**- L -**

**LCHIP** – (New Hampshire) Land and Community Heritage Investment Program  
**LCR** – Leadership in Community Resilience  
**LED** – Light Emitting Diode  
**LEED** – Leadership in Energy and Environmental Design  
**LEOP** – Local Emergency Operations Plan  
**LGBTQ+** – Lesbian, Gay, Bisexual, Queer and Transgender Plus  
**LGC** – Local Government Center  
**LH** – Little Harbor School  
**LPG** – Liquefied Petroleum Gas  
**LTCP** – Long Term Control Plan

**- M -**

**MAAP** – Municipal Agent Automation Project

**MAN** – Metropolitan Area Network  
**MEP** – Manufacturing Extension Partnership  
**MOD** – Modification factor  
**MOU** – Memorandum of Understanding  
**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

**- N -**

**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  
**NH SBDC** – New Hampshire Small Business Development Center  
**NHCAW** – New Hampshire Coastal Adaptation Workshop  
**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  
**NLC** – National League of Cities  
**NOAA** – National Oceanic and Atmospheric Administration  
**NON** – Non-Union  
**NPS** – National Park Service  
**NPDES** – National Pollutant Discharge Elimination System

**- O -**

**OCLC** – Online Computer Library Center  
**OHRV** – Off-Highway Recreational  
**OPEB** – Other Post-Employment Benefits  
**OT** – Overtime  
**OU-2** – Operable Unit 2  
**OW** – Outside Work

**- P -**

**PACA** – Portsmouth Arts and Cultural Alliance  
**PAEPT** – Portsmouth Area Emergency Planning Team  
**PAFR** – Popular Annual Financial Report  
**PC** – Palliative Care  
**PDA** – Pease Development Authority  
**PEAC** – Portsmouth Energy Advisory Committee  
**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  
**PIO** – Public Information Officer  
**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  
**PPMtv** – Portsmouth Public Media Television  
**PREP** – Piscataqua Region Estuary Partnership  
**PT** – Part Time  
**PTA** – Parent Teacher Association  
**PTAP** – Pollutant Tracking & Accountability Project  
**PTSC** – Parking, Traffic, and Safety Committee  
**PULA** – Public Undeveloped Lands Assessment

**- R -**

**RAB** – Restoration Advisory Board  
**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 -**

**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  
**SEL** – Social Emotional Learning  
**SELF** – Service Above Self Scholarship  
**SELT** – Southeast Land Trust  
**SFFP** – Seacoast Family Food Pantry  
**SFP** – Seacoast Family Promise  
**SHA** – State Health Assessment  
**SHIP** – State Health Improvement Plan  
**SIPP** – Save the Indoor Portsmouth Pool  
**SIU** – Special Investigative Unit  
**SMA** – Supervisory Management Alliance  
**SMHC** – Seacoast Mental Health Center  
**SMPO** – Seacoast Metropolitan Planning Organization

**SOS** – Strength Over Stigma  
**SPED** – Special Education  
**SRF** – State Revolving Fund  
**SRO** – School Resource Officer  
**STEAM** – Science, Technology, Engineering, Art, and Mathematics  
**SUV** – Sport Utility Vehicle  
**SWAG** – Safe Water Advisory Group  
**SWEPT** – Statewide Education Property Taxes  
**SWPPP** – Storm Water Pollution Prevention Plans

**- T -**

**TCP/IP** – Transmission Control Protocol/Internet Protocol  
**TDD** – Telecommunications Device for the Deaf  
**TIDE** – Taskforce on Inclusion, Diversity and Equity  
**TQP** – Teacher Quality Panel  
**TY**- Tax Year

**- U -**

**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

**- V -**

**VDI** – Virtual Desktop Interface  
**VLAN** – Virtual Local Area Network  
**VNA** – Visiting Nurses Association  
**VOIP** – Voice Over Internet Protocol

**- W -**

**WFC** – Walking Friendly Community  
**WK** – Week  
**WMP** – Wastewater Master Plan  
**WWTF** – Wastewater Treatment Facility

**- Y -**

**YMCA** – Youth Men's Cristian Association