

CITY OF PORTSMOUTH NEW HAMPSHIRE



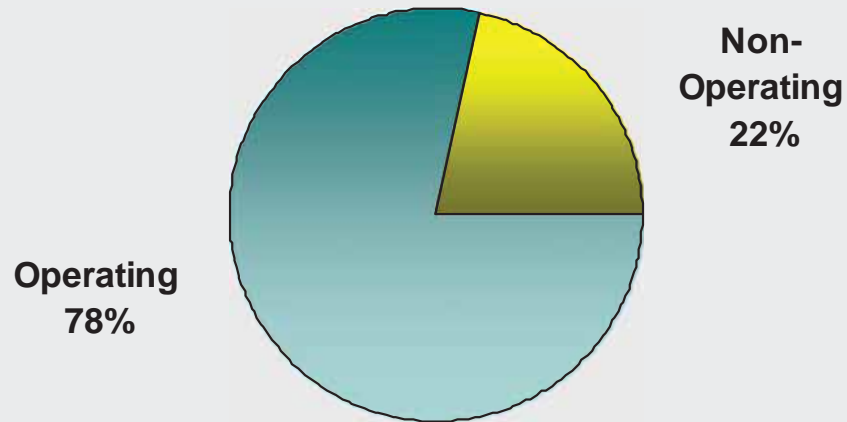
THE PROPOSED ANNUAL
BUDGET
2014-2015



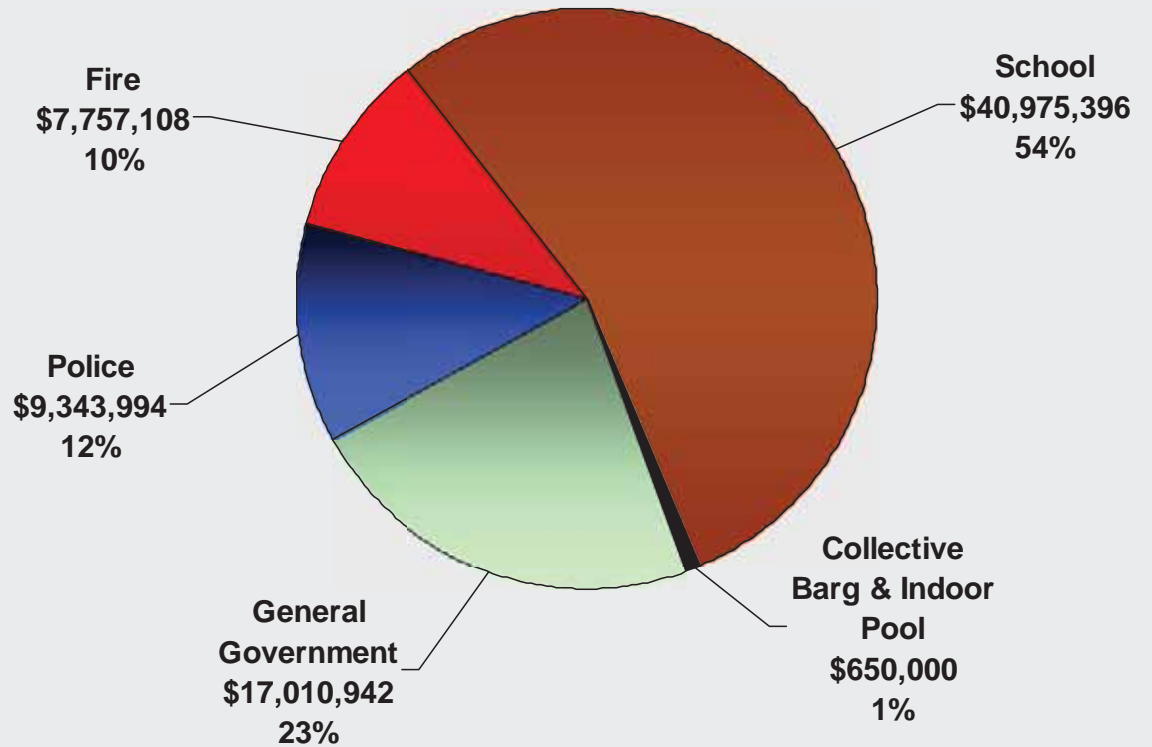
FY15 Operating & Non-Operating Proposed Budget \$96,741,762

- Operating \$75,737,440

- Non-Operating \$21,004,322

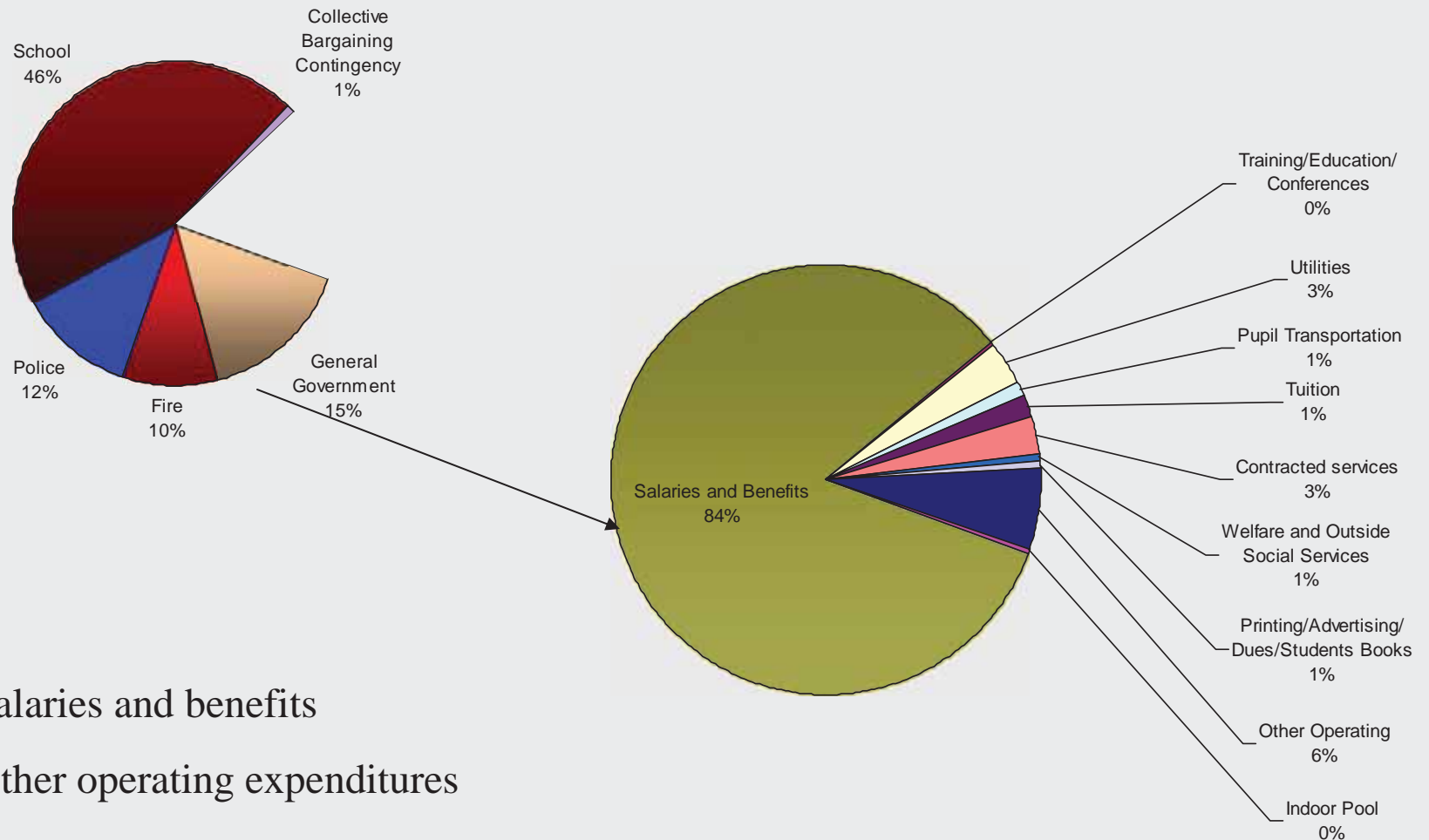


FY 15 Proposed Operating Budget \$75,737,440



	FY14 Budget	FY15 City Manager Recommended	\$ Change	Percent Change
General Government	16,686,628	17,010,942	324,314	1.94%
Police	9,174,659	9,343,994	169,335	1.85%
Fire	7,531,078	7,757,108	226,030	3.00%
School	39,820,958	40,975,396	1,154,438	2.90%
Indoor Pool	150,000	150,000	-	0.00%
Collective Bargaining	-	500,000	500,000	
Total Operating	\$73,363,323	\$75,737,440	\$2,374,117	3.24%

Salaries, Benefits, and Other Operating



84% Salaries and benefits

16% Other operating expenditures

Impacts on the FY15 Operating Budget

- New Service Authorized by City Council During FY14
 - Senior Services
 - Planning Department increase
 - Parking Shuttle Service
- Collective Bargaining Contingency
- Salaries
- Health Insurance
- Retirement

New Services authorized by City Council

- Senior Services
 - New investments in outreach and programming for our senior residents.
- Planning Department
 - Additional planning tools, personnel and consulting services as a result of an increase in investment and development following the 2008 credit crisis.
- Parking Shuttle Service
 - Weekend parking shuttle service running between Market Street Church Lot and the City's municipal parking garage at no cost to ridership.

Total of Fifteen (15) Collective Bargaining Agreements

- Thirteen (13) of these contracts expire June 30, 2014.
- Two contracts are current through FY15.
 - School Custodial Supervisors
 - School Clericals

Due to the uncertainty of negotiated salaries and benefits associated with the 13 unsettled agreements, the FY15 proposed budget includes \$500,000 appropriation to reserve funds to offset costs.

Salaries

■ Personnel -

- **Senior Services** – Reallocation of a part-time Senior Services Coordinator to full-time position.
- **Inspection Department** – Reallocation of a part-time Electrical Inspector to full-time.
- **Police Department** – Increase of 1 Patrol Officer.
- **Public Works Department** – Reallocation of resources which will result in a reduction of 1.2 FTE.
- **School Department** – Reallocation of resources which will result in an increase of 1.31 FTE

Salaries

■ Salaries –

- *Step Increases* -Although Contracts have expired, departments included step increases for employees who have not reached top step in accordance with current contracts.
- *COLA* –Two settled collective bargaining units- School Custodial Supervisors and School Clerical Unions.
- *School Department* – Teachers offered to forgo step and COLA increases for the first 6 months of FY13 and FY14. Although there has been significant savings, the delayed step and COLA increase is now reflected in a full year budget for FY15.

Retirement Rates and Budget

Retirement rates for FY15 remain unchanged as we are in the second year of the certified rate provided by the New Hampshire Retirement System.

RETIREMENT RATES-EMPLOYER	
	FY15 Rates
GROUP I	
Employees	10.77%
Teachers	14.16%
GROUP II	
Police	25.30%
Fire	27.74%

RETIREMENT APPROPRIATION FY15

	FY14 BUDGET	FY15 PROPOSED	\$ Change	Percent % Change
General Government	755,044	792,449	37,405	4.95%
Police Department	1,215,951	1,239,183	23,232	1.91%
Fire Department	1,180,919	1,226,682	45,763	3.88%
School Department	2,953,439	3,036,016	82,577	2.80%
Total	\$6,105,353	\$6,294,330	\$188,977	3.10%

Prior to FY10 the State of NH contributed 35% of employer contribution for Teachers, Police and Fire personnel. In FY10 and FY11, the State began to eliminate this contribution by reducing it's obligation to 30% and 25% respectively and was then reduced to zero for FY12 and all subsequent Fiscal Years.

Health Insurance

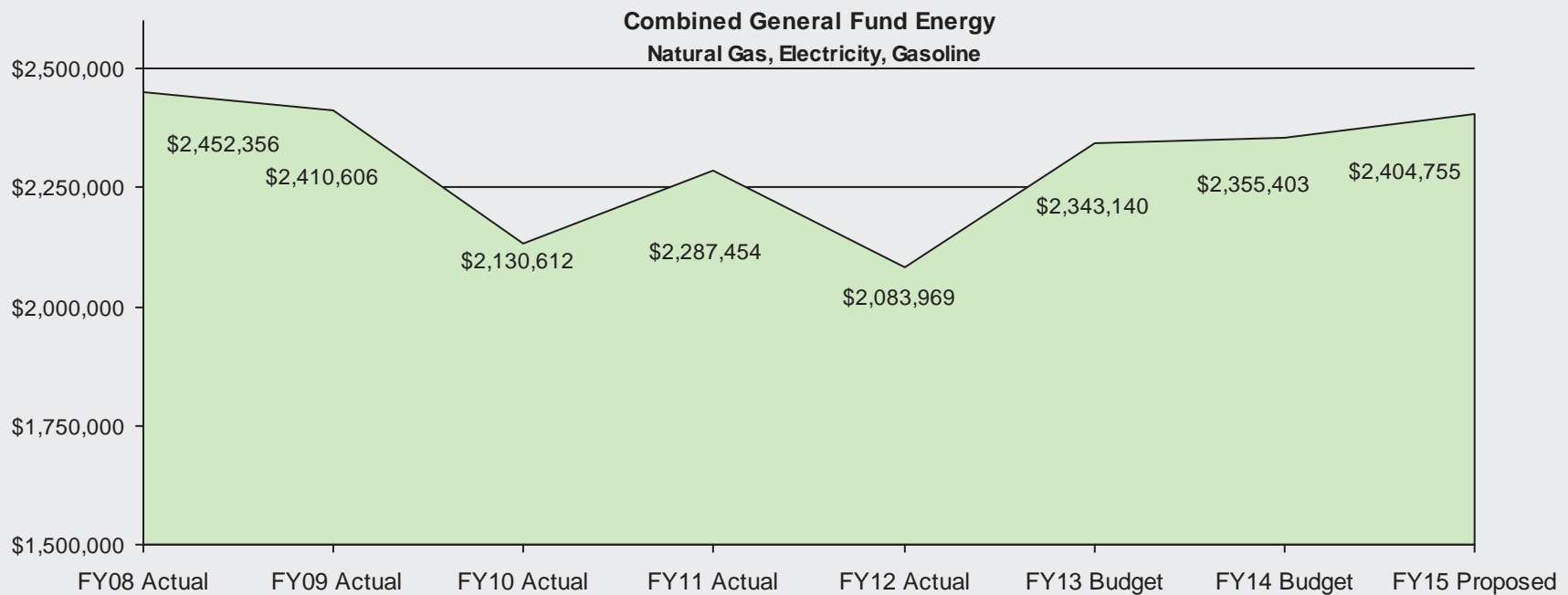
HEALTH INSURANCE BUDGET

	FY14 Budget	Increase @ 7.28%	FY15 Department Request	Increase @ 2.60%	FY15 City Manager Recommended
General Government	1,643,317	119,633	1,762,950	42,726	1,686,043
Police Department	1,379,099	100,398	1,479,497	35,857	1,414,956
Fire Department	1,070,561	77,937	1,148,498	27,835	1,098,396
School	5,693,234	414,467	6,107,701	148,024	5,841,258
Total General Fund Budget	9,786,211	712,435	10,498,646	254,442	10,040,653

ESTIMATED USE OF HEALTH INSURANCE RESERVE

	Total Premium	Employee Portion	FY15 City Portion	FY15 Proposed Budget	Estimated Use of Reserve
General Government	2,062,861	355,805	1,707,055	1,686,043	(21,012)
Police Department	1,887,072	302,273	1,584,799	1,414,956	(169,843)
Fire Department	1,376,453	224,543	1,151,910	1,098,396	(53,515)
School	8,780,677	1,584,554	7,196,123	5,841,258	(1,354,865)
Total General Fund Budget	14,107,063	2,467,175	11,639,886	10,040,653	(1,599,235)
Estimated Holiday Premium					512,724
Estimated Use of Health Insurance Reserve					(1,086,511)

Utilities

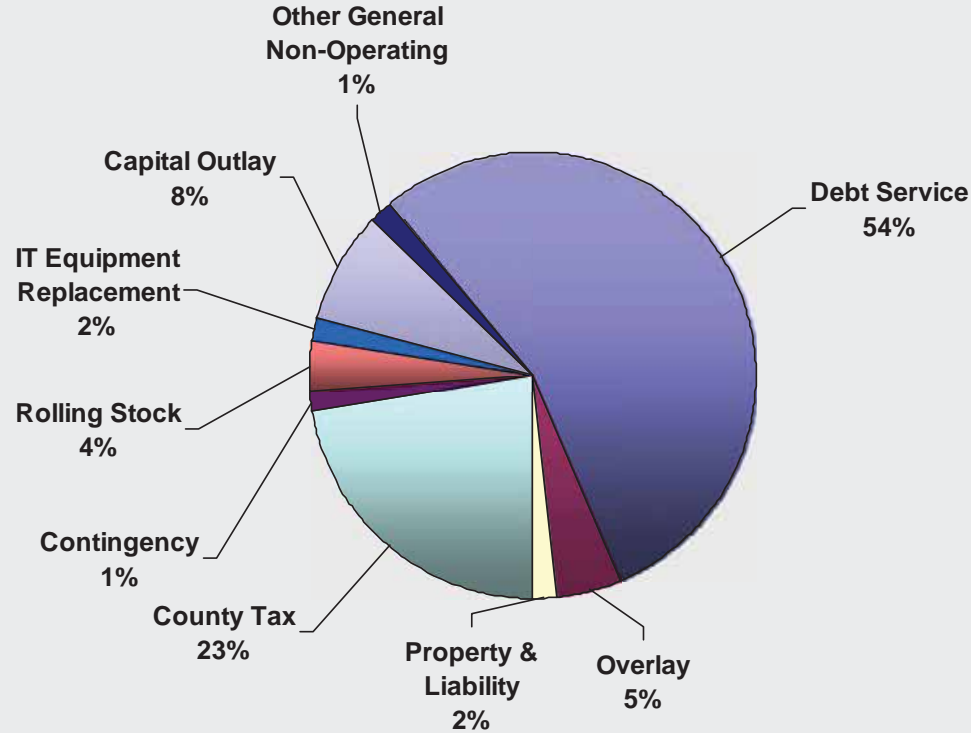


The City continues to negotiate competitive rates from third-party vendors for natural gas and electricity supply, saving thousands of dollars.

Utilities – Increase of \$49,352 or 2.1%

FY15 Proposed Non-Operating Budget

\$21,004,322



NON-OPERATING BUDGET

Debt Related Exp	275,000
Debt Service	11,231,523
Overlay	1,000,000
Property & Liability Insurance	318,000
County	4,764,174
Contingency	250,000
Rolling Stock	786,300
IT Equipment Replacement	329,450
Capital Outlay	1,700,000
Other General Non-Operating	349,875
Total Non-Operating	21,004,322

Major Impacts on the Non-Operating Budget

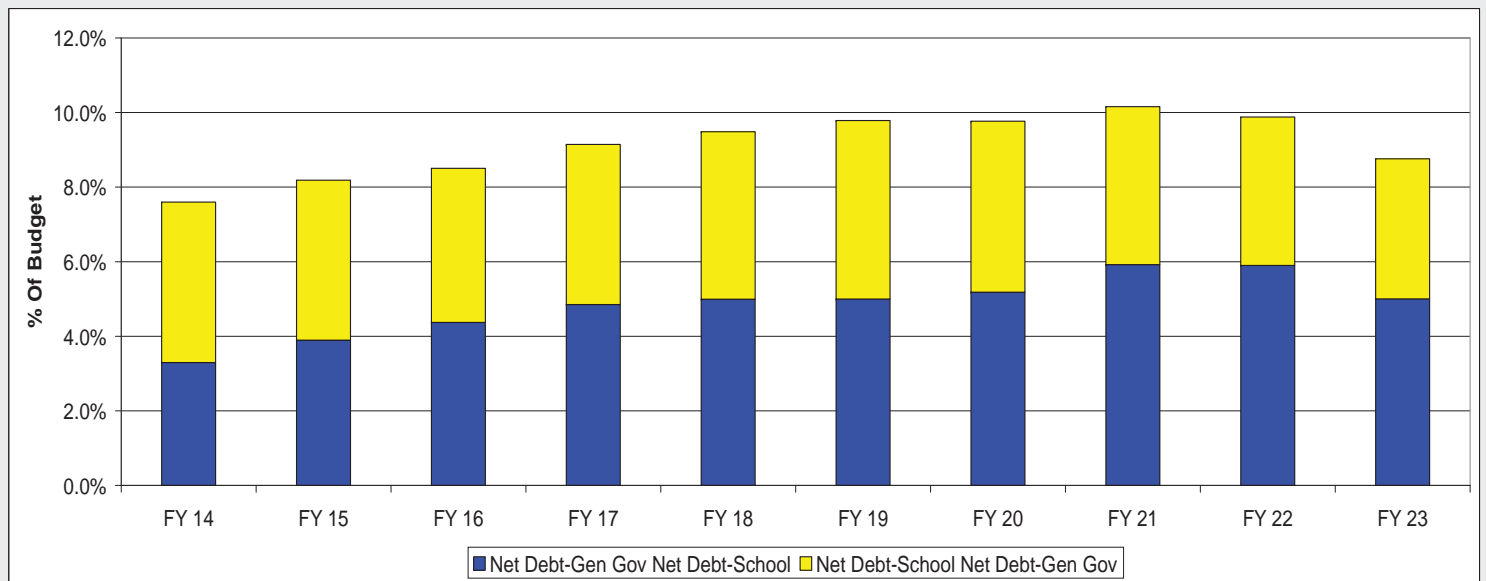
- **Debt Service**
- **Rockingham County Tax**
- **Capital Outlay**

Net Debt Service as a Percentage of General Fund Budget

	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>
Net Debt-Gen Gov	3,068,839	3,769,248	4,347,187	4,972,176	5,267,570	5,417,498	5,704,178	6,681,249	6,772,070	5,811,985
Net Debt-School	4,002,426	4,150,864	4,107,408	4,402,733	4,734,370	5,186,220	5,047,233	4,781,458	4,569,058	4,366,633
Total Net Debt	7,071,266	7,920,112	8,454,595	9,374,909	10,001,940	10,603,718	10,751,410	11,462,706	11,341,128	10,178,618
Total General Fund Budget	93,085,137	96,741,762	99,420,742	102,531,246	105,453,247	108,356,145	110,087,777	112,867,267	114,813,986	116,192,596

Percentage Debt Service of Budget:	7.60%	8.19%	8.50%	9.14%	9.48%	9.79%	9.77%	10.16%	9.88%	8.76%
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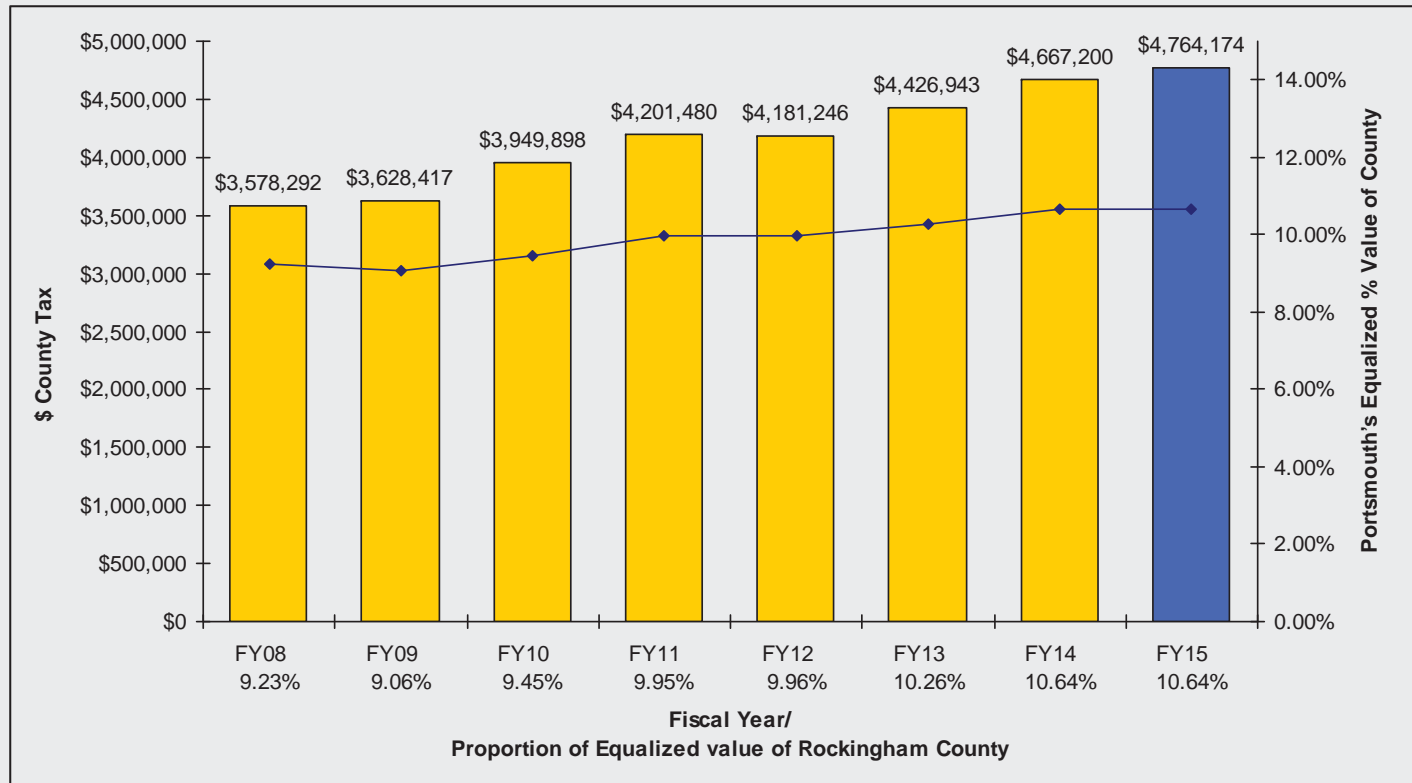
Building Aid
 \$1,770,305
 Other State Aid
 \$41,106
 Use of Debt
 Service Reserve
 \$1,500,000



Rockingham County Tax

Estimate for FY15 is \$4,764,174

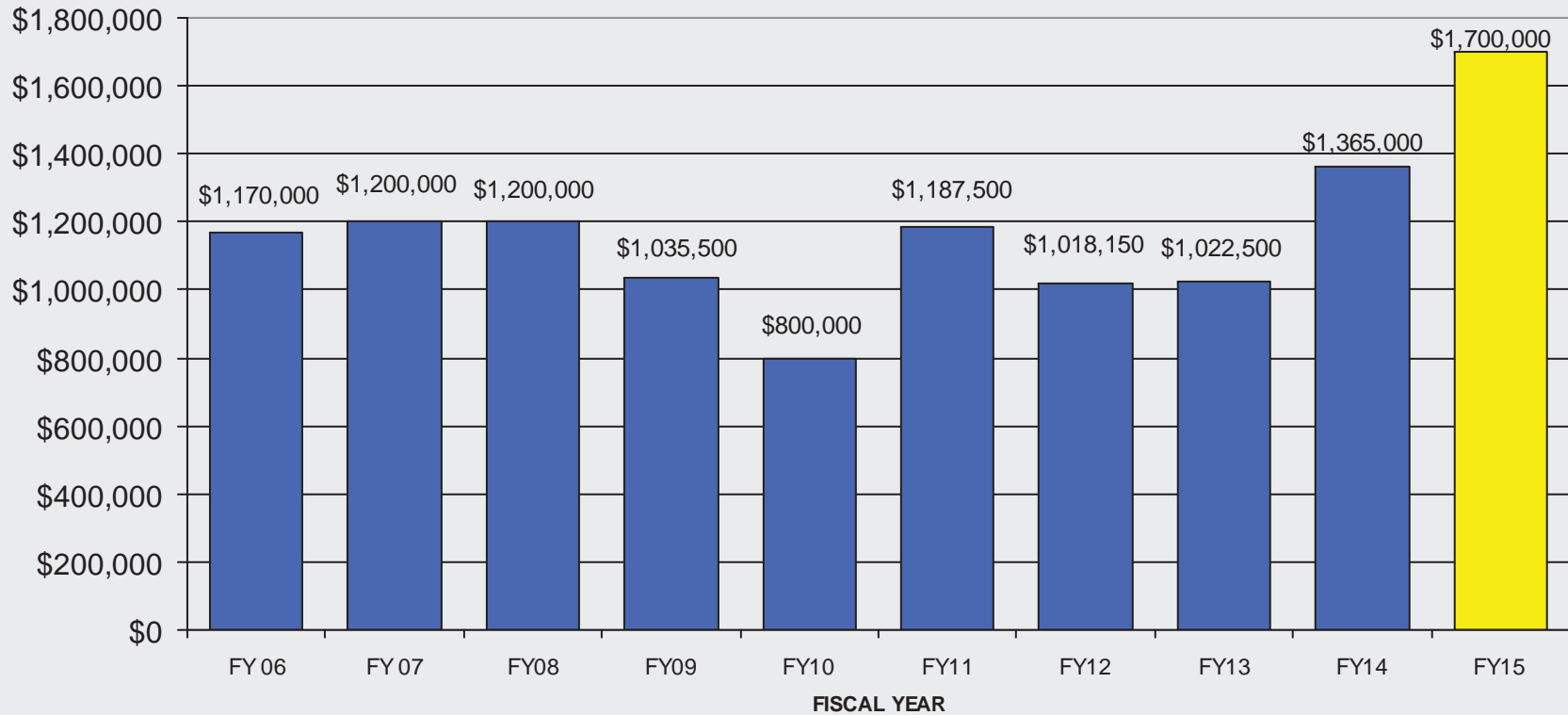
Portsmouth's current proportion is 10.64% while the population is 7.17% of the total County



	FY 14	FY 15	Budget Increase
Budget	4,540,274	4,764,174	\$223,900
Actual	<u>4,667,200</u>		
Budget Adjustment	(126,926)		

Capital Outlay - \$1,700,000

Average appropriation for Capital Outlay over a 10-year period is \$1,169,865 per year



The Planning Board – CIP Subcommittee recommended that the City adopt a policy of tying capital expenditures from the general fund to up to 2% of the prior year’s general fund budget. The proposed \$1.7 million is 1.8% of the FY14 budget.

**Capital Improvements
Fiscal Year 2015
Taken from Capital Improvement Plan 2015-2020**

Budget Book

City Council Adopted

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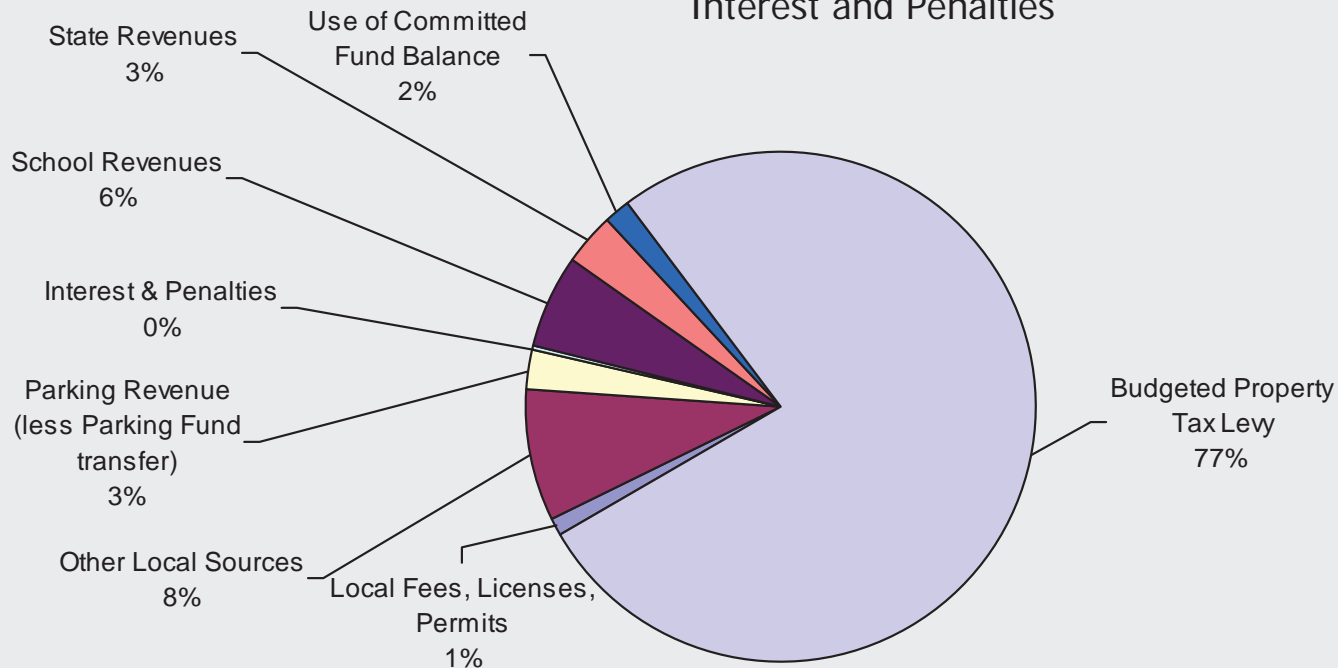
2/18/2014

II-21	TRAFFIC PRE-EMPTION SYSTEM UPGRADES	\$30,000
II-22	MUNICIPAL FIRE ALARM SYSTEM: REPAIRS AND IMPROVEMENTS	\$30,000
II-24	FIRE STATION 3 SPACE NEEDS STUDY	\$25,000
II-25	POLICE SITE NEEDS STUDY	\$50,000
II-28	PRESCOTT PARK: FACILITIES CAPITAL IMPROVEMENTS	\$87,500
II-30	IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN PROJECT	\$25,000
II-33	PARK AND PLAYGROUND IMPROVEMENTS	\$125,000
II-38	BLEACHER/GRANDSTANDS	\$50,000
II-39	HISTORIC CEMETERY IMPROVEMENTS	\$50,000
II-42	RETAINING WALLS REPAIR AND IMPROVEMENTS	\$75,000
II-43	BANFIELD ROAD DRAINAGE IMPROVEMENTS	\$50,000
II-44	CITYWIDE STORMDRAINAGE IMPROVEMENTS	\$50,000
II-45	CITY WIDE FACILITIES CAPITAL IMPROVEMENTS MASTER PLAN	\$50,000
II-48	MASTER PLAN PLANNING PROCESS	\$100,000
II-62	MARKET SQUARE UPGRADE	\$50,000
II-63	BICYCLE INFRASTRUCTURE	\$50,000
II-64	MIDDLE ST BICYCLE LANES	\$25,000
II-65	HAMPTON BRANCH RAIL TRAIL	\$150,000
II-67	CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM	\$100,000
II-68	INTERSECTION UPGRADE: MARKET STREET AT-GRADE CROSSING	\$76,800
II-69	LONGMEADOW ROAD EXTENSION	\$50,000
II-71	CITYWIDE TREE REPLACEMENT PROGRAM	\$20,000
II-73	GATEWAY IMPROVEMENTS-EXIT 7	\$120,000
II-74	ISLINGTON STREET-STREETScape IMPROVEMENTS	\$100,000
II-78	BANFIELD ROAD IMPROVMENTS	\$50,000
II-79	ATLANTIC HEIGHTS NEIGHBORHOOD EMERGENCY ACCESS ROUTE	\$50,000
II-13	CAPITAL CONTINGENCY	\$60,700
TOTAL		\$1,700,000

FY 15 Estimated Revenues

\$96,741,762

Property Taxes	74,566,738
Other Local Sources	8,183,931
School Tuition and other School Fees	5,623,900
Use of Committed Fund Balance	1,573,500
State Revenue and State School Building Aid	3,125,638
Parking Revenues, net of Transfer to Parking	2,412,305
Local Fees and Permits	990,750
Interest and Penalties	265,000
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	\$96,741,762

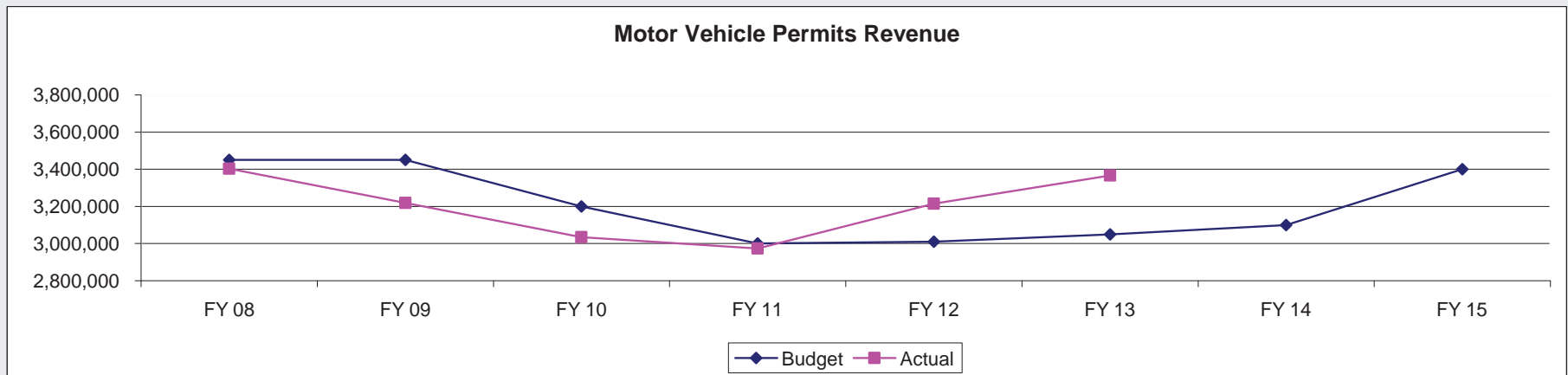
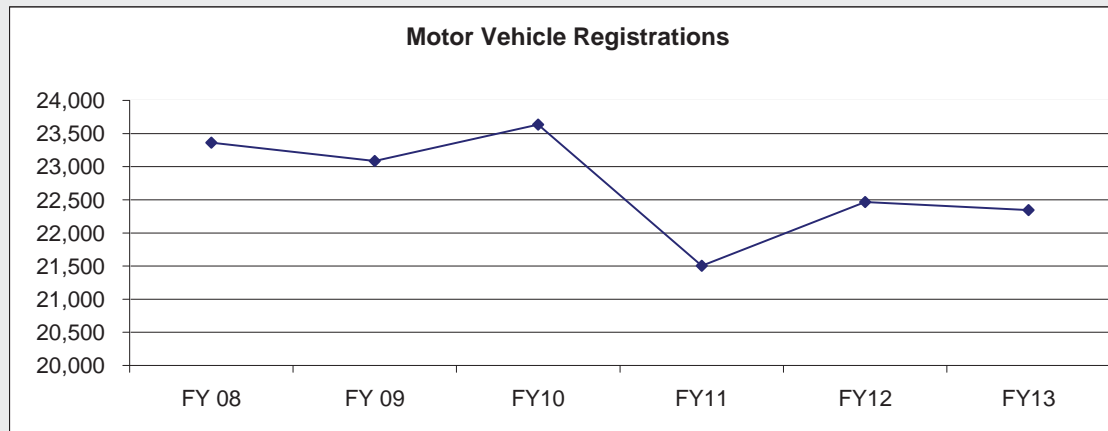


Motor Vehicle Permits Revenue

Estimated FY15 Motor Vehicle revenues return to pre-recession levels

Number of Registrations

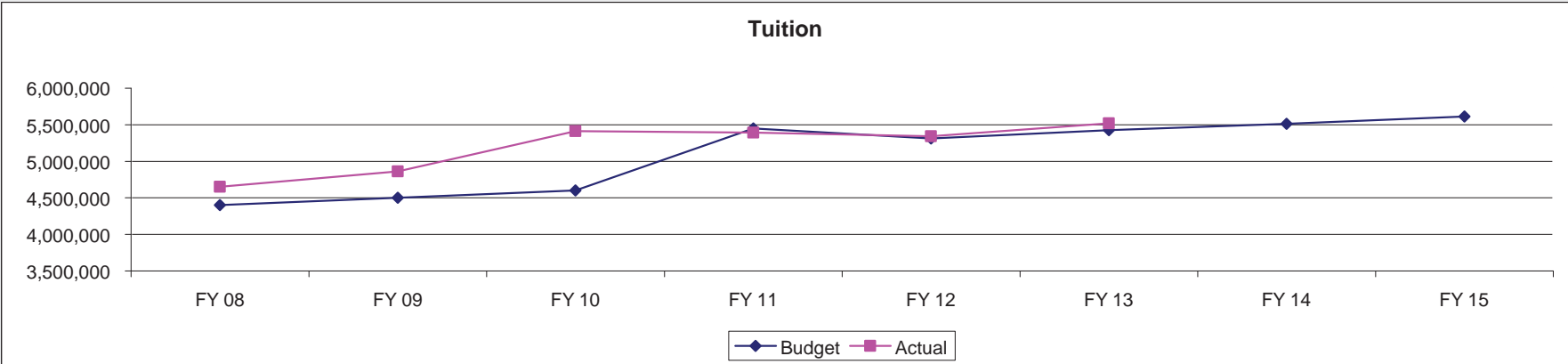
FY 2008	23,363
FY 2009	23,084
FY 2010	23,635
FY 2011	21,505
FY 2012	22,467
FY 2013	22,343



	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Budget	3,450,000	3,450,000	3,200,000	3,000,000	3,010,000	3,050,000	3,100,000	3,400,000
Actual	3,403,351	3,218,434	3,034,075	2,972,901	3,214,455	3,366,472	-	-

Estimated FY15 Increase of \$300,000

School Tuition

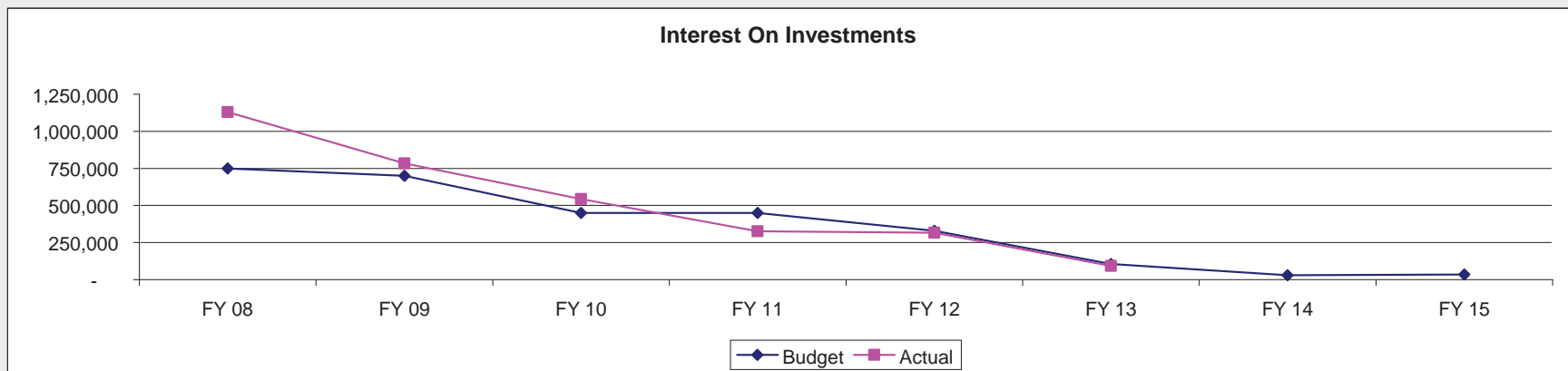


	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Budget	4,400,000	4,500,000	4,600,000	5,450,000	5,312,000	5,427,000	5,512,650	5,612,650
Actual	4,651,069	4,861,391	5,412,759	5,394,068	5,341,836	5,520,731		

Tuition from Greenland, New Castle, Newington and Rye

Estimated FY15 Increase of \$100,000

Interest on Investments



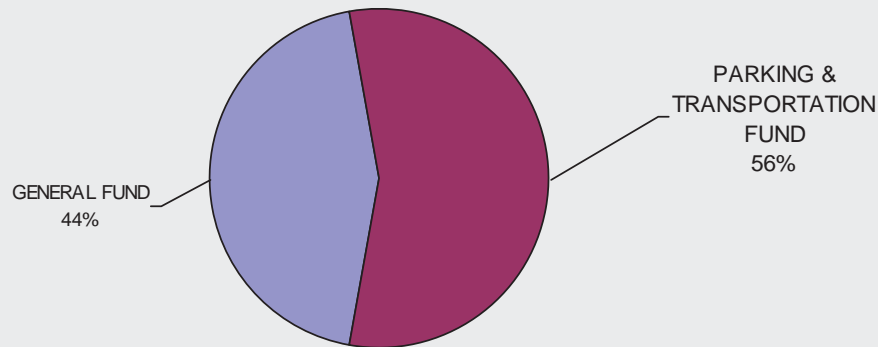
	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Budget	750,000	700,000	450,000	450,000	330,000	105,000	30,000	35,000
Actual	1,129,057	784,355	543,298	326,649	315,529	92,119		

Loss of \$1.1 million in revenue compared to FY08

Parking Revenue

Estimated Increase of \$1.5 million from FY 14

PARKING REVENUE DISTRIBUTION BY FUND

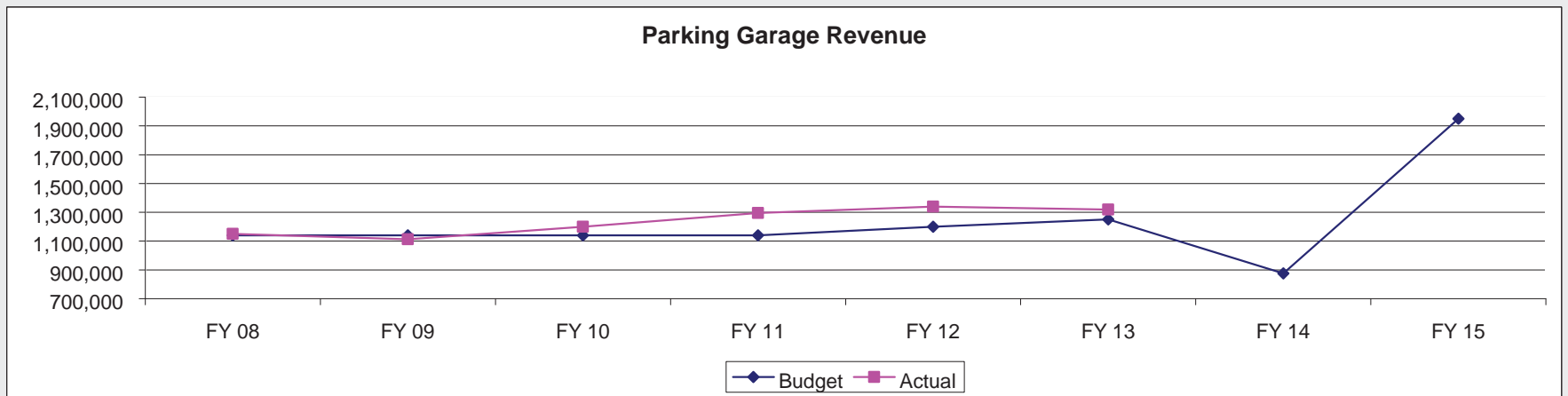


ESTIMATED REVENUES FY 14	ESTIMATED REVENUES FY 15	\$\$ CHANGE
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Parking Meter Fees	1,561,800	1,650,000	88,200
Parking Metered Space Rental	35,000	40,000	5,000
Parking Meter-In Dash	30,000	40,000	10,000
Parking Garage Revenue	876,250	1,950,000	1,073,750
Garage Space Passes	540,000	960,000	420,000
Deer/Hanover Parking Lot	-	-	-
Vaughan St Parking Lot	-	15,000	15,000
Parking Validation	5,000	6,000	1,000
Pass Reinstatement	1,500	1,500	-
Parking Violations	907,125	780,000	(127,125)
Boot Removal Fee	9,000	12,000	3,000
Summons Admin Fee	5,000	5,000	-

Total Parking Revenues	3,970,675	5,459,500	1,488,825
Transfer to Parking and Transportation	(2,659,858)	(3,047,195)	(387,337)
General Fund Parking Revenues	1,310,817	2,412,305	1,101,488

Parking Garage Revenue



	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Budget	1,140,000	1,140,000	1,140,000	1,140,000	1,200,000	1,250,000	876,250	1,950,000
Actual	1,150,535	1,112,516	1,199,995	1,295,818	1,338,959	1,318,963		

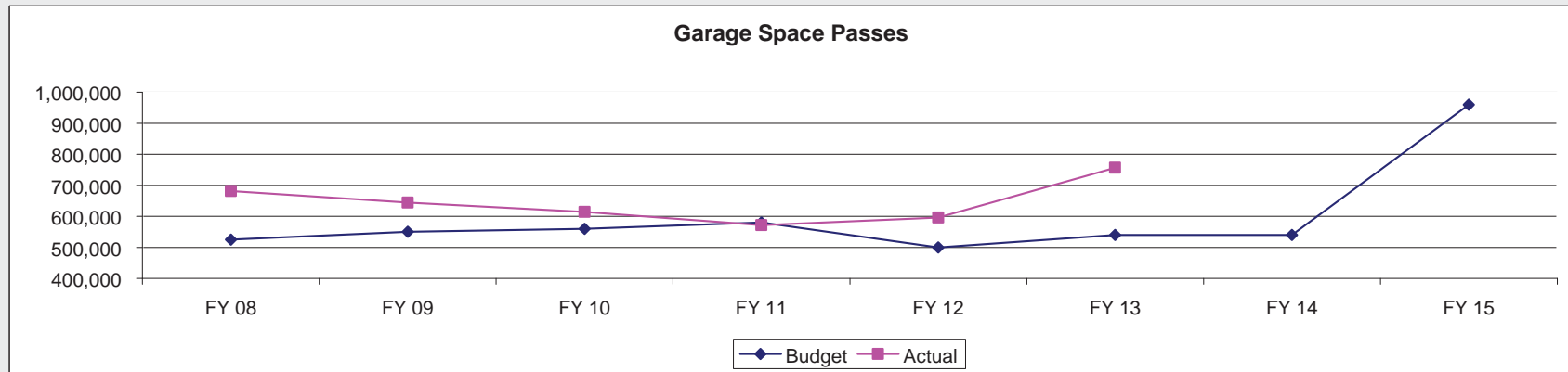
Revenue from non-pass customers in the High-Hanover Parking Facility:

Rates per hour are \$1.00, up from \$.75 per hour and elimination of first hour free per City Council vote February 3, 2014, in the 903 space facility.

Residents park free on Sundays.

Estimated FY15 Increase of \$1,073,750

Garage Space Passes



	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Budget	525,000	550,000	560,000	580,000	500,000	540,000	540,000	960,000
Actual	681,160	644,480	614,260	571,648	595,950	756,815		

(as of December 2013) 383 – 24 hour passes @ \$100 per pass

358 – 12 hour passes @ \$80 per pass

Fee committee recommends increasing pass rates to:

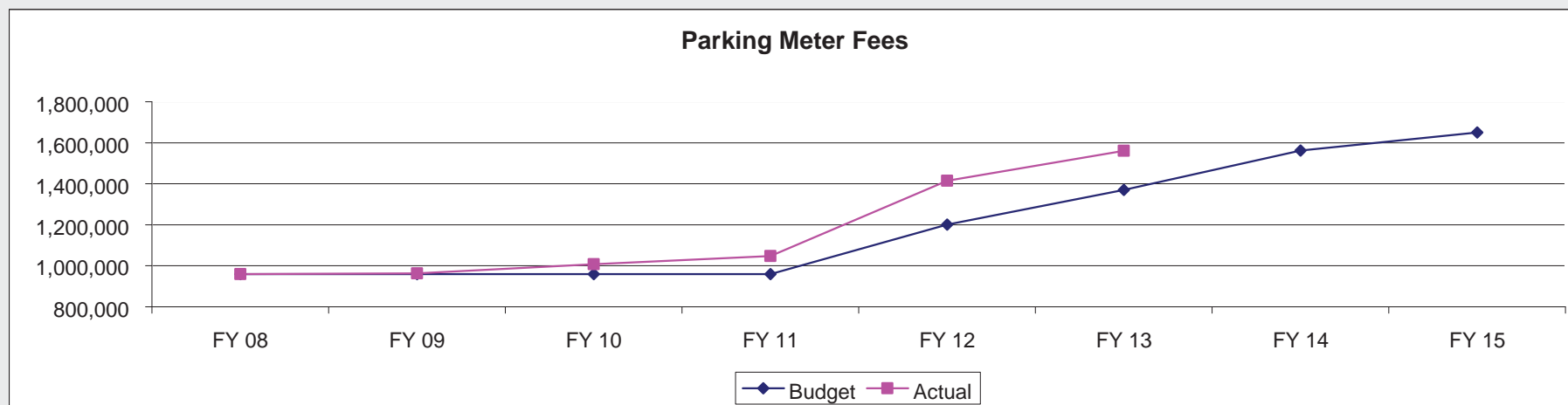
\$135 per 24 hour pass

\$110 per 12 hour pass

(Last increase 1997)

Estimated FY15 Revenue \$420,000

Parking Meter Fees



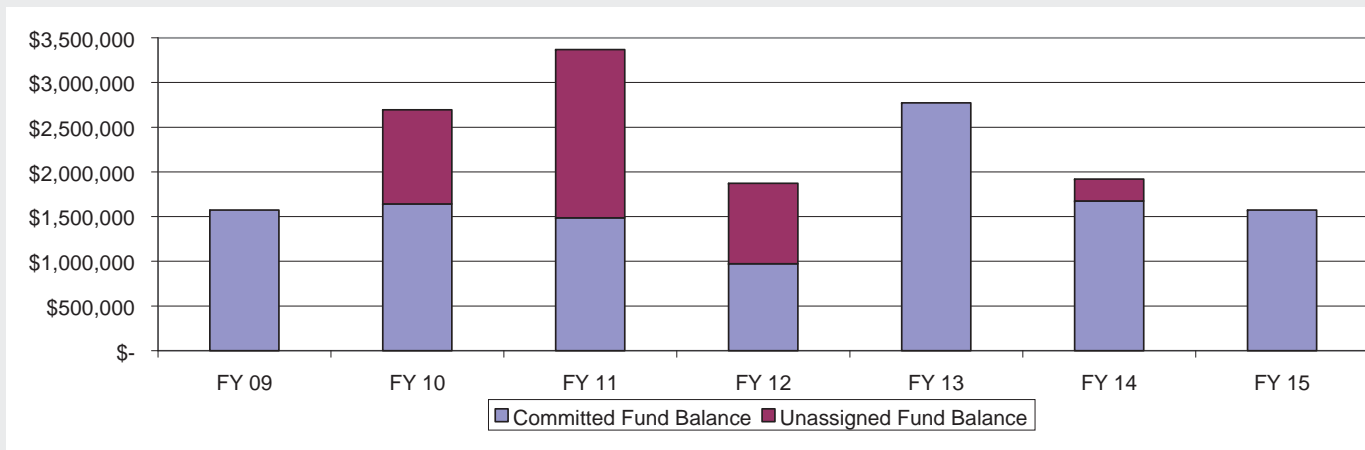
	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Budget	960,000	960,000	960,000	960,000	1,200,922	1,370,000	1,561,800	1,650,000
Actual	959,481	962,454	1,007,637	1,047,931	1,414,886	1,561,217		

Approximately 200 single space parking meters and 60 multi-space parking pay stations.

Rates per hour are \$1.00 or \$1.50 in high occupancy spaces.

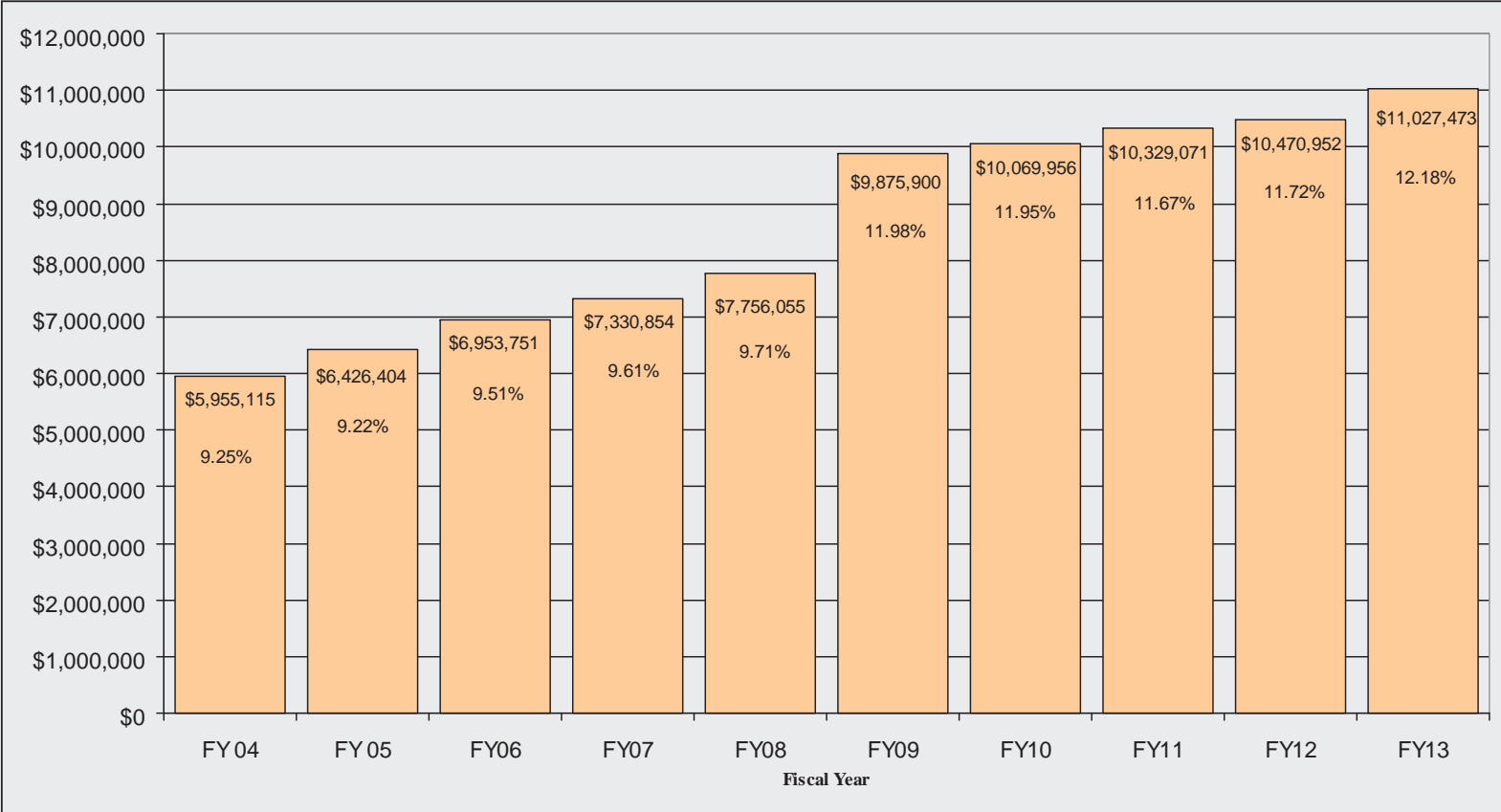
Estimated FY15 Increase of \$88,200

Use of Fund Balance



Use of:	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	Total FY09-FY15
Committed Fund Balance	1,573,500	1,642,344	1,486,201	973,500	2,772,742	1,673,500	1,573,500	11,695,287
Unassigned Fund Balance	-	1,053,006	1,882,000	900,000	-	247,000	-	4,082,006
Total Use of Fund Balance	1,573,500	2,695,350	3,368,201	1,873,500	2,772,742	1,920,500	1,573,500	15,777,293

Unassigned Fund Balance



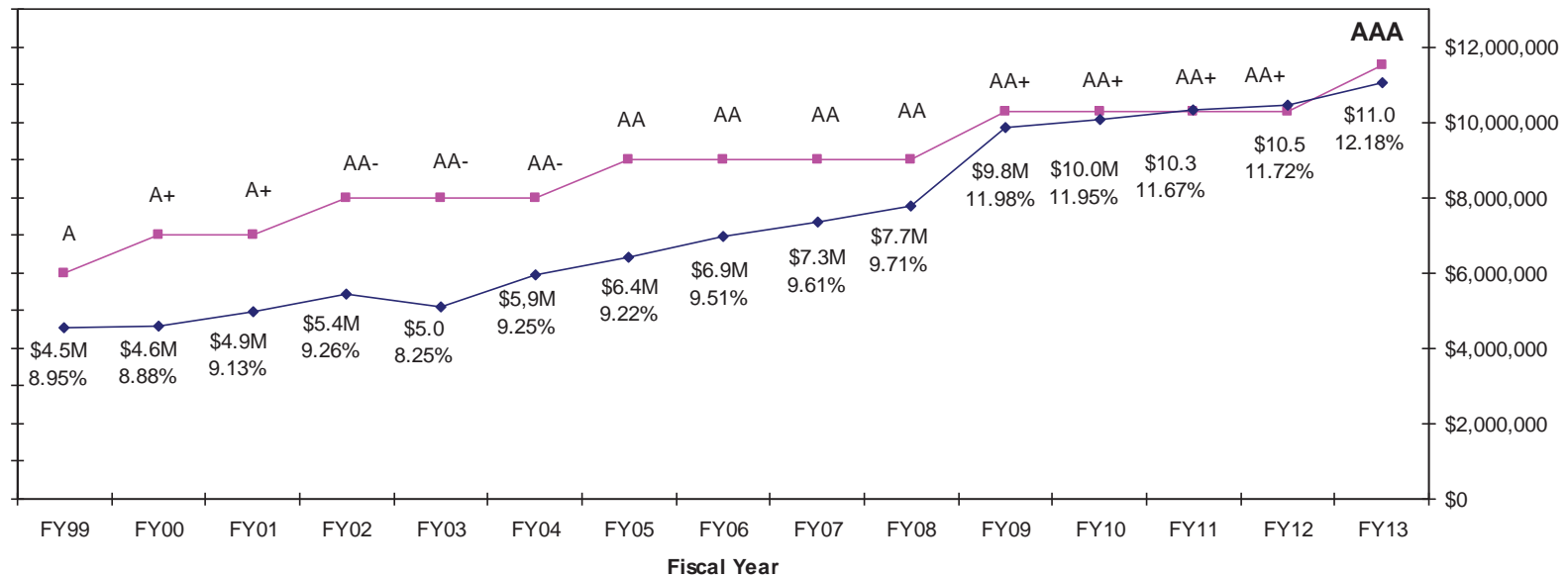
History of Bond rating Relative to Unassigned Fund Balance

INVESTMENT GRADE RATINGS	
Standard & Poor's	Moody's
AAA	Aaa
AA+	Aa1
AA	Aa2
AA-	Aa3
A+	A1
A	A2
A-	A3
BBB+	Baa1
BBB	Baa2
BBB-	Baa3
BB	Ba

Standard & Poor's		Moody's	
Year	City of Portsmouth	Year	City of Portsmouth
2013	AAA	2013	Aa1
2012	AA+	2012	Aa1
2011	AA+	2011	Aa1
2010	AA+	*2010	Aa1
2009	AA+	2009	Aa2
2008	AA	2008	Aa2
2007	AA	2007	Aa3
2006	AA	2006	Aa3
2005	AA	2005	Aa3
2004	AA-	2004	Aa3
2003	AA-	2003	Aa3
2002	AA-	2002	Aa3
2001	A+	2001	A1
2000	A+	2000	A1
1999	A	1999	A
1998	A	1998	A
1997	A	1997	A
1996	A	1996	A
1995	A	1995	Baa1
1994	A	1994	Baa1
		1993	Baa
		1992	Ba
		1991	Ba

*Moody's Investment Services changed their rating system to no longer use A as a rating.

Unassigned Fund Balance



FY15 Tax Rate Summary

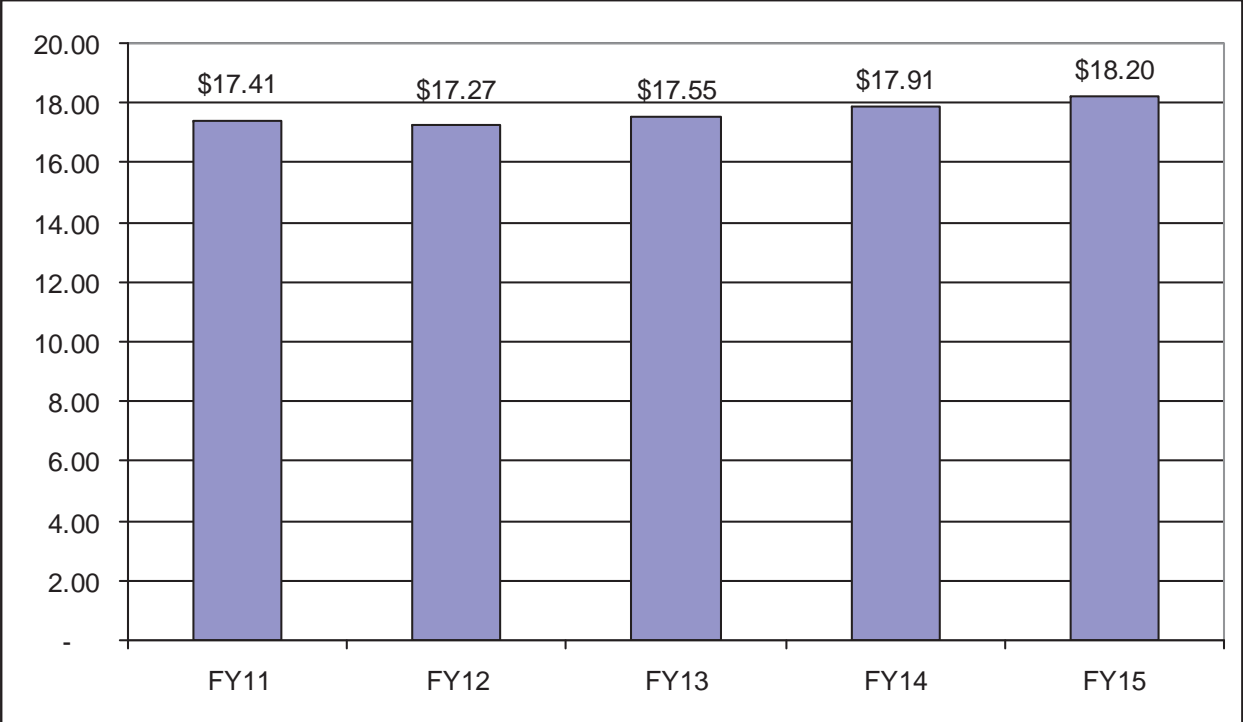
	FY 15	Tax Rate Effect
Increase in Appropriation		
Operating	\$2,374,117	\$0.57
Non-Operating	\$1,282,508	\$0.31
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	\$3,656,625	\$0.88
Increase in Revenues	-\$1,324,126	-\$0.32
	<hr/>	<hr/>
Effect on Tax Rate without Growth	\$2,332,499	\$0.56
Estimated New Growth		
\$59,800,000	\$1,088,360	-\$0.27
Existing Tax Base	\$1,244,139	\$0.29
	<hr/>	
	\$2,332,499	

Median Residential Home

\$316,600

	Tax Rate Increase	\$ Annual Increase
Property Tax Increase	\$0.29	\$91.81
Total Monthly Increase		\$7.65

Tax Rate



Tax Rate History

	Tax Rate	\$ Rate Increase
FY11	17.41	
FY12	17.27	(0.14)
FY13	17.55	0.28
FY14	17.91	0.36
FY15 Proposed (1.64% over FY14)	18.20	0.29

Four-year average of 20¢ or 1.1% per year

Portsmouth



FY15 BUDGET

	Budget	Increase	%
Public Hearing	9,434,629	259,970	2.83%
Reduction After Public Comment & City Mgr. Work Session	(26,094)		
Police Commission Budget Request	9,408,535	233,876	2.55%
City Mgr. Recommended Reduction <i>Health Insurance Premium Reduction</i>	(64,541)		
FY15 Police Budget	9,343,994	169,335	1.85%

Impacts

Auxiliary 15,073

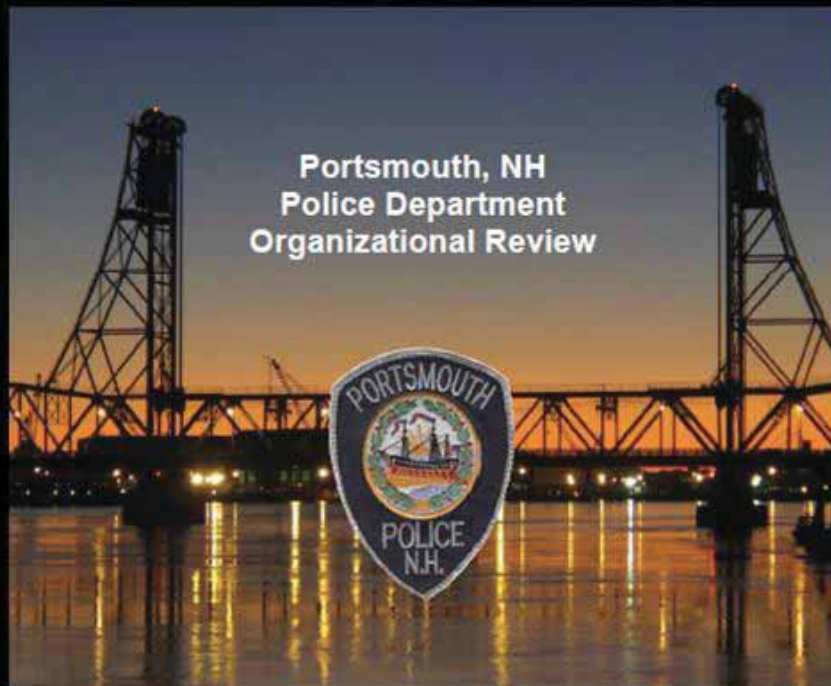
Gasoline 18,433

Software Maint. 4,905
New Technologies

Training 1,500
Formerly free

**Restoration
Officer #62** 45,575
Delay Hire (11/2014)

PSSG RECOMMENDATIONS



Portsmouth, NH
Police Department
Organizational Review



Prepared by
The Public Safety Strategies Group
November 16, 2011



Flatten Rank Structure

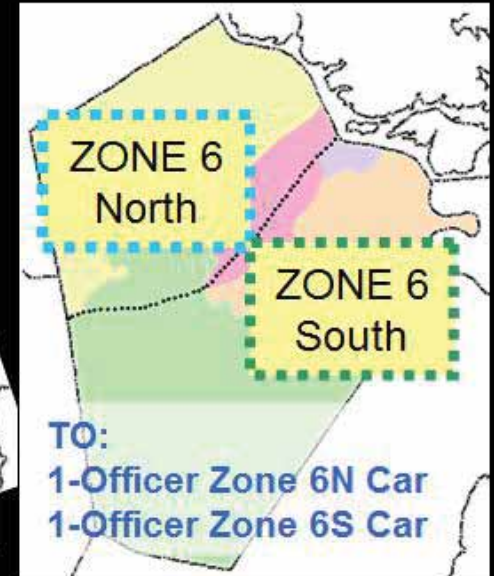
Increase # Patrol Sgt's
Through Attrition of
Capt's & Lt's

<u>2011</u>	<u>Now-FINAL</u>
3 Capt	2 Capt
5 Lt	4 Lt
7 Sgt*	9 Sgt*

* 1 Sgt is 100% Grant Funded

PSSG RECOMMENDATIONS

Permanent Downtown Foot Patrols



Revisit School Resource Officers (SRO) & Partnership with the Schools



H.S. SRO



M.S. SRO



Elem-SRO

Reduce Internet Crimes Against Children (ICAC) Footprint

2011

0.25 Capt

1.0 Sgt

0.8 Detective

0.3 Detective

1.0 Adm Asst

0.1 Secretary

3.45

Now

1 Sgt

0.8 Detective

1.8





Portsmouth



Portsmouth Fire Department

FY 15 BUDGET PREPARATION



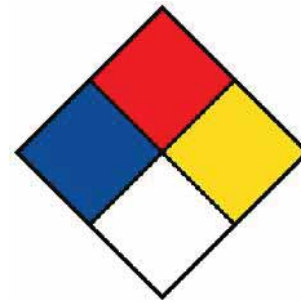
Essential Services



Fire Protection



Emergency Medical



Hazardous Materials
and Disaster Response



Marine and Waterfront



Fire Prevention and
Inspection



Emergency
Management



Community Services



Budget Comments

Department Request

FY 15 Budget Request = \$7,807,210.00

Represents \$276,132.00 or 3.67% increase over FY 14


CM Recommended Budget = \$7,757,108.00; an increase of \$226,030.00 or 3.0% over FY14

Increases in

- Shift coverage
- Benefits
- Retirement
- Water / Sewer fees

Maintains current level of service, staffing, stations, and resources

Does not take into account the following:

- COLA for expiring PMA and Deputy contracts (June 30, 2014)
 - COLA or new collective bargaining agreements for Firefighters and Officers
- 

Goals and Objectives

The Department will...

maintain and strengthen reliable delivery of essential emergency and non-emergency services,

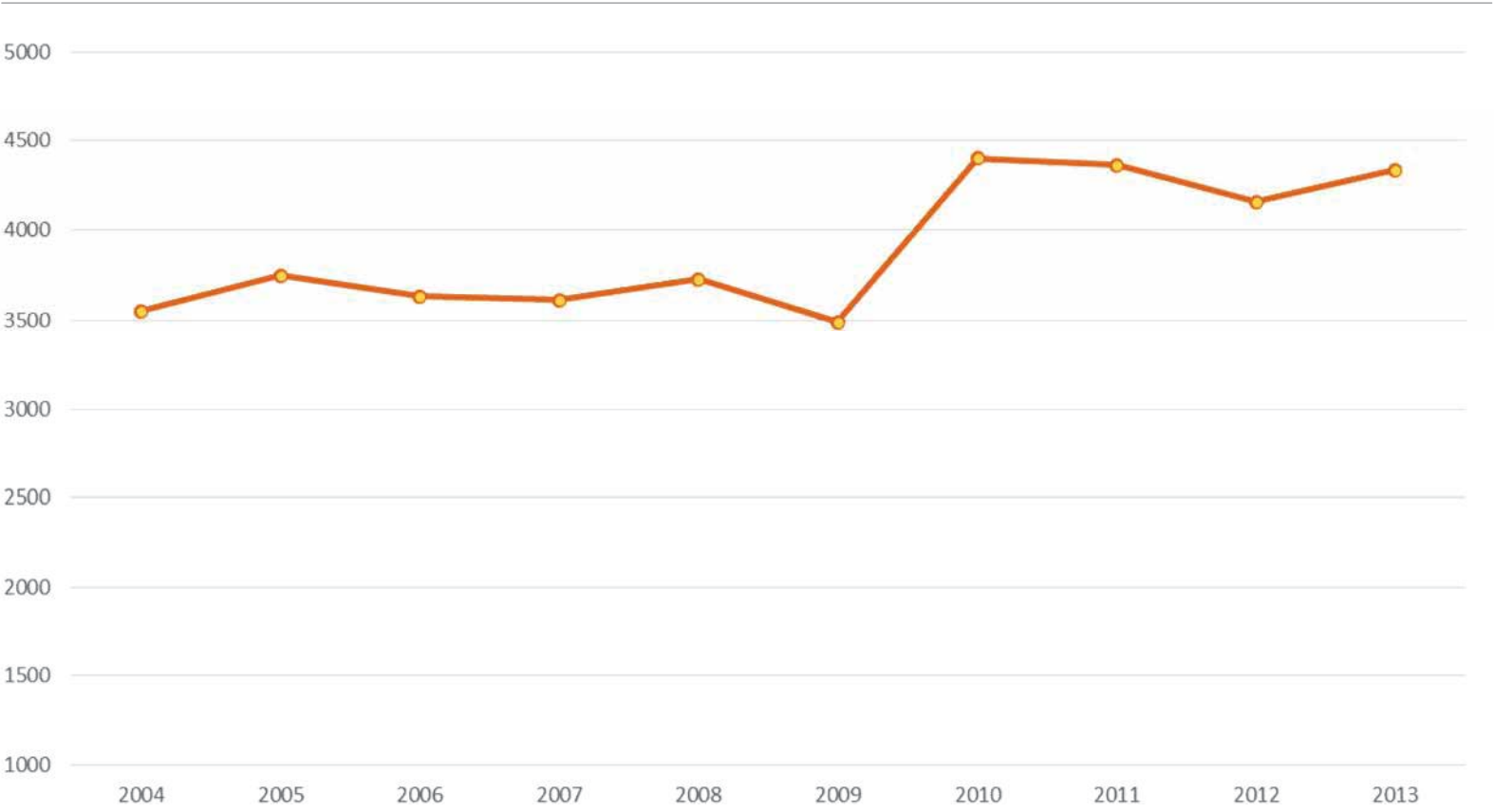
promote the safety of employees and the community through comprehensive education and training,

minimize the risk of life and property loss through proactive planning, education and enforcement of safe practices, and

provide effective, efficient, and customer-centered services.



Incident Activity for Last 10 Years



Ambulance Net Revenues

FY 13

- \$682,973.00

FY12

- \$681,475.00

FY 11

- \$654,089.00

FY 10

- \$542,168.00

FY 09

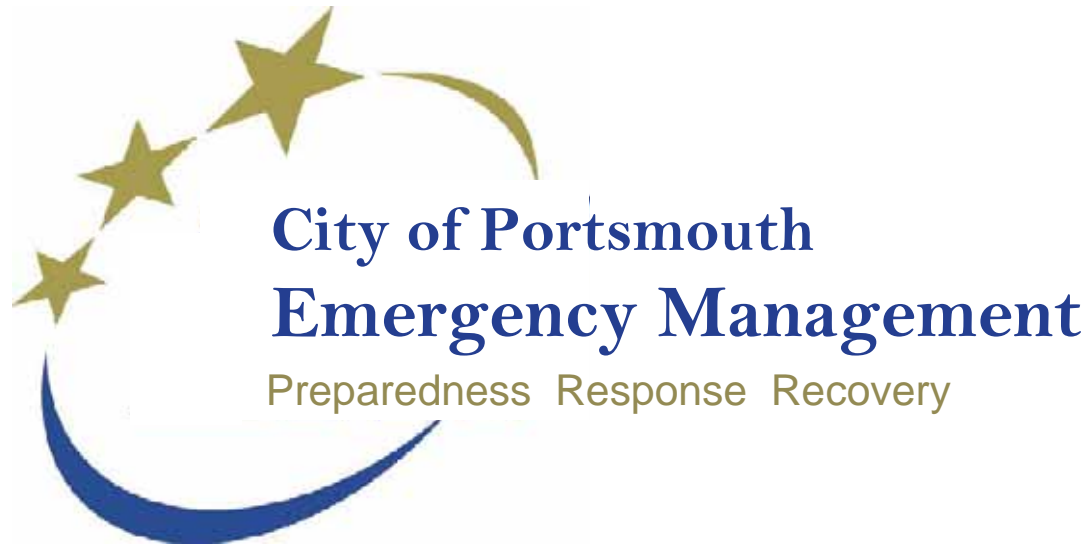
- \$421,427.00



76.9% Collection Rate over last 5 years

Source: City Finance Department

Portsmouth Emergency Management Office



Budget Comments Goals

Budget Comments:

FY 15 Budget Request = \$11,751.00

Represents \$1,751 or 17.51% increase over FY 14

Increases or decreases annually depending on the schedule of training exercises and drills. These expenses would increase dramatically in the event of an actual emergency

Goals:

Maintain and revise local emergency response plans to meet federal requirements for grant funding and emergency preparedness.

Insure readiness of the City's Emergency Management team to respond to, coordinate and mitigate emergencies of a magnitude that would require activation of the Emergency Operations Center.



PUBLIC WORKS DEPARTMENT



PUBLIC WORKS

HIGHWAY



GENERAL
FUND
REVENUES

58.05
EMPLOYEES

WATER



ENTERPRISE
FUND
REVENUES

23.35
EMPLOYEES

WASTEWATER



ENTERPRISE
FUND
REVENUES

26.95
EMPLOYEES

PARKING & TRANSPORTATION



PARKING
REVENUES

10.7
EMPLOYEES

119.05 Full Time Employees

Public Works Department Highway Division

- 58.05 Employees
- 136+/- Miles of roadway
- 50 Miles of sidewalk
- 14 Bridges
- 8 Municipal buildings (226,268 sq. ft.)
- 145 Pieces of equipment/vehicles
- 5 Historic cemeteries
- 10,000 Households (solid waste services)

Public Works Department HIGHWAY BUDGET

FY14 BUDGET	PROPOSED FY15 BUDGET	% INCREASE
\$6,040,782.00	\$6,104,151.00	1.05%
58% of budget is Salaries/Benefits (\$3,567,725.00)		

Public Works Department

HIGHWAY BUDGET BREAKDOWN

OPERATION	BUDGET REQUEST	BUDGET %
Municipal Buildings	\$1,470,681.00	24%
Solid Waste	\$1,206,953.00	20%
Streets, Sidewalks, Bridges & Street Cleaning	\$1,267,211.00	21%
Equipment Maintenance	\$833,000.00	14%
Snow	\$324,236.00	5%
Administration	\$379,894.00	6%
Parks, Cemeteries & Trees	\$303,225.00	5%
Engineering	\$191,951.00	3%
Mosquito Control	\$115,000.00	2%
TOTAL	\$ 6,104,151.00	100%

Public Works Department

SIGNIFICANT BUDGET ADJUSTMENTS

HIGHWAY DIVISION

DECREASES

Snow	\$150,000
Part Time Salaries	\$49,992
Tree Program	\$10,800

INCREASES

Road Maintenance	\$ 100,000
Energy Contract	\$ 35,000
Road Line Marking	\$ 25,000
Contract Engineering	\$ 30,000

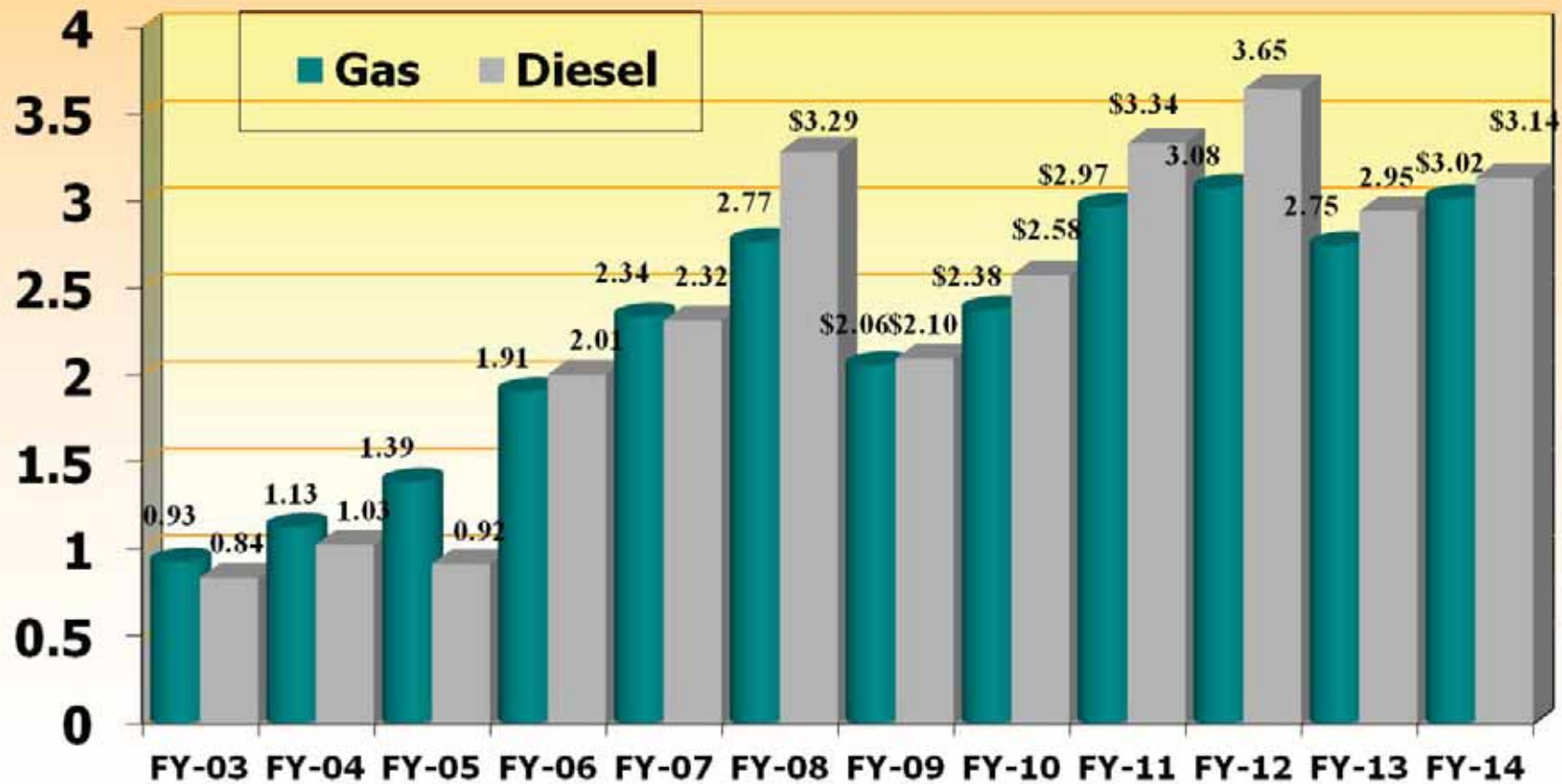
Public Works Department SALT PRICES

FY00 / FY14

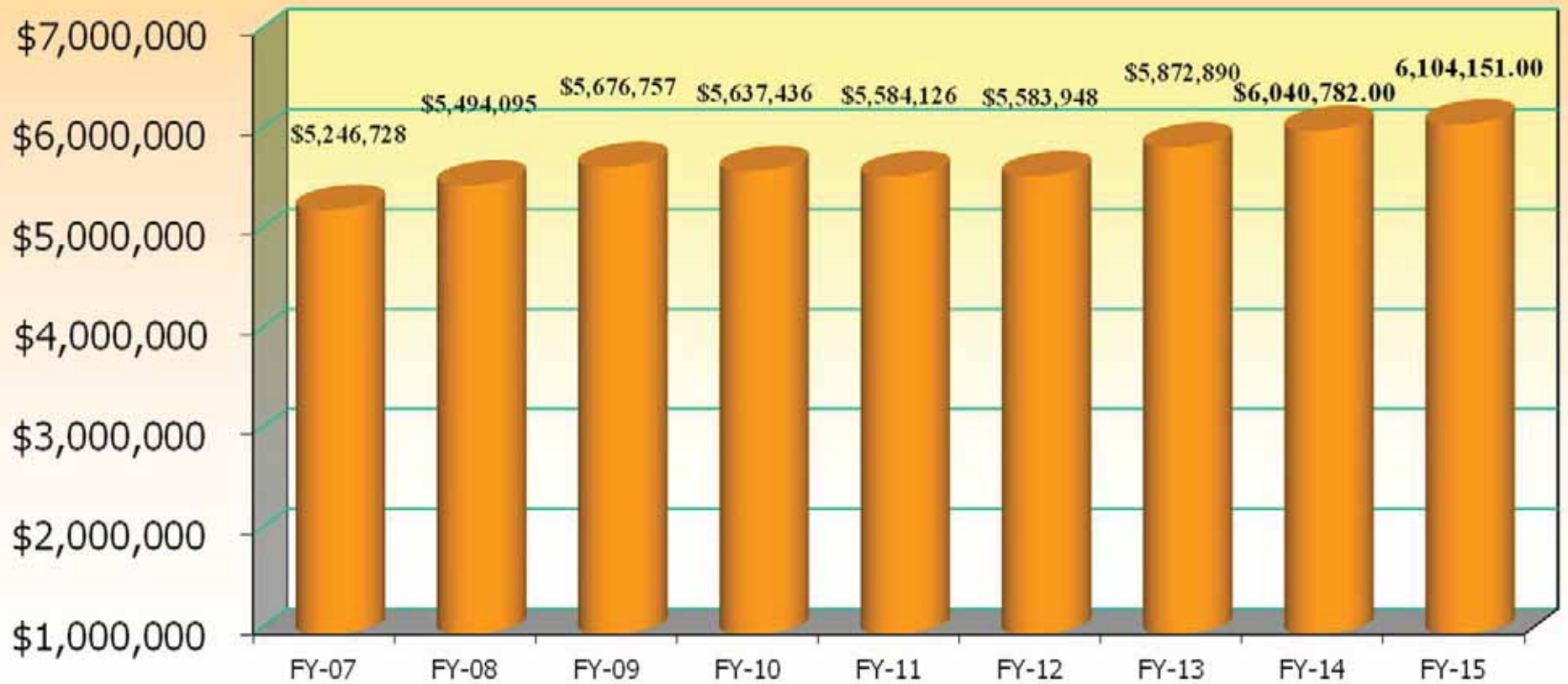


Public Works Department FUEL PRICES

Average Gas/Diesel Prices (*Tax Exempt)



Public Works Department HIGHWAY DIVISION BUDGET FY07 / FY15



PUBLIC WORKS DEPARTMENT

Parking & Transportation Division



Parking & Transportation Division FACTS

- 37.7 Employees
 - 10.7 Full-time
 - 27 Part-time
- Parking Assets
 - 902-space Garage
 - 17 Surface Lots/Parking Areas w/ 1244 spaces
 - 785 Spaces On-Street
 - 220 Single-Space Meters
 - 58 Pay & Display Meters
- EasyPark
 - 901 devices sold
 - 782 accounts



Parking & Transportation Division BUDGET

FY14 BUDGET	PROPOSED FY15 BUDGET	% INCREASE
\$2,659,858.00	\$3,047,195.00	14.6%
40% of budget is Salaries/Benefits (\$1,230,390.00)		

Parking & Transportation Division

BUDGET BREAKDOWN

OPERATION	BUDGET REQUEST	BUDGET %
Parking Administration	\$615,920.00	20%
Public Transportation	\$543,800.00	18%
Parking Garage	\$434,226.00	14%
Capital Projects	\$435,000.00	14%
Parking Enforcement	\$296,002.00	10%
Downtown Snow Removal	\$250,000.00	8%
Parking Collection	\$199,112.00	7%
Debt Service	\$150,000.00	5%
Parking Meters	\$123,135.00	4%
TOTAL	\$3,047,195.00	100%

Parking & Transportation Division MAJOR BUDGET INCREASES

Snow Removal	\$ 150,000.00
Shuttle Service	\$ 200,000.00
Collective Bargaining Contingency	\$ 22,000.00



Parking & Transportation Division BUDGET FY08 / FY15



Recreation Department

Senior Services

	<u>Staff</u>	<u>Operating</u>	<u>Total</u>
FY 14:	\$35,519 (1 part-time position)	\$10,000	\$45,519
FY 15:	\$66,513 (1 full-time; 1 part time)	\$26,600	\$93,113



Senior Services

The budget increase is primarily due to:

- Increasing the part-time position to a full-time position
- Funding part-time staff
- Operating an interim senior activity space to expand senior services
- Other operating costs associated with senior services include printing newsletter, senior luncheons and the creation of new programs



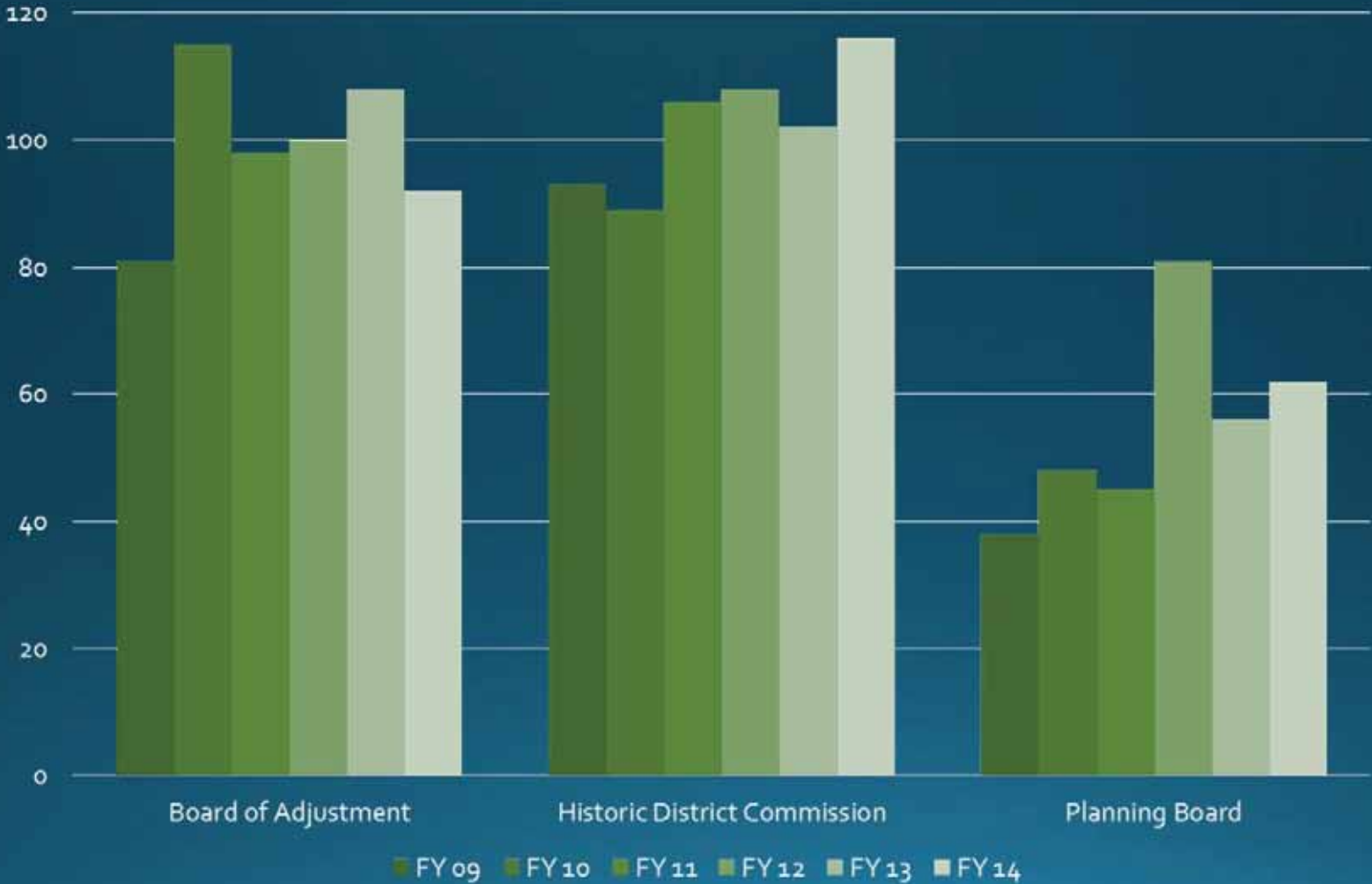
Senior Activity Center



Planning Department Staff



Land Use Applications, FY09-FY14



Planning Projects

2007-2010	Prime Wetlands Study
2009-2010	Public Undeveloped Land Assessment
2012-2013	Coastal Resilience Initiative
<hr/>	
2013-2014	Wayfinding Program
2013-2015	Form-Based Zoning
2013-2014	Bicycle/Pedestrian Master Plan
2013-2016	Master Plan

Transportation Planning

- Wayfinding Program
- Bicycle & Pedestrian Plan
- Cooperative Alliance for Seacoast Transit (COAST)
- Parking Shuttle
- Bike Parking
- Regional Recreational Routes
 - East Coast Greenway
 - Hampton Branch Rail Trail
- New Hampshire Coastal Byway
- Complete Streets

Budget Changes

- FY 12: Restored Principal Planner position
- FY 13: New Transportation Planner position
- FY 14: Design review tools for HDC
 - Electronic 3D Model
 - Building Design Guidelines
 - Updated Survey of Historic District (since 1982)
- FY 14: New Associate Planner position
 - Permit application intake, review & processing
 - Support for site plan and subdivision review
- FY 14-15: New part-time staffing for land use boards
 - Meeting attendance and minutes
- FY 15: Planning consulting services
 - Review construction plans for zoning compliance
 - Perform inspections for zoning compliance

Budget Summary

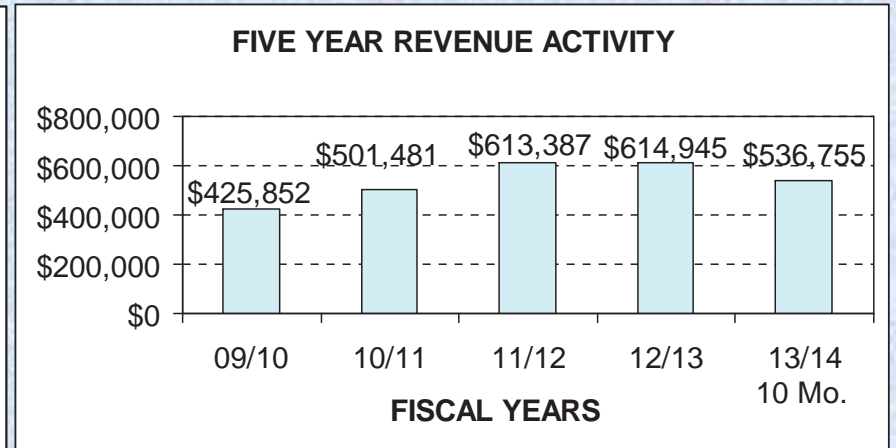
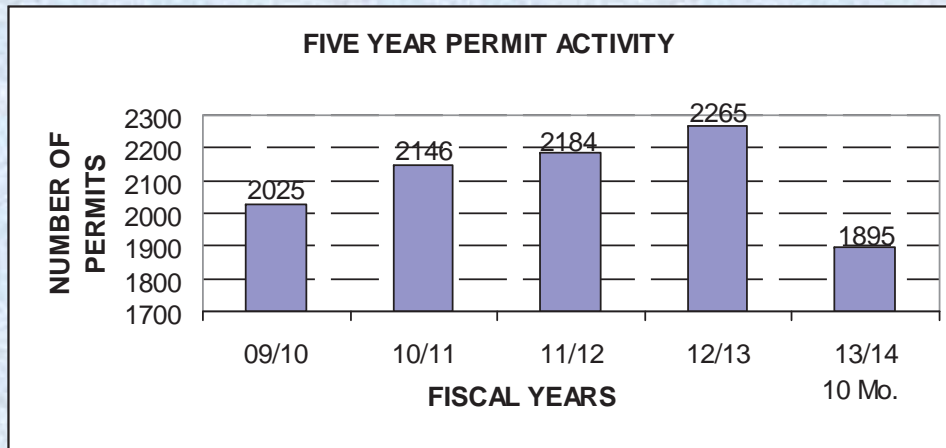
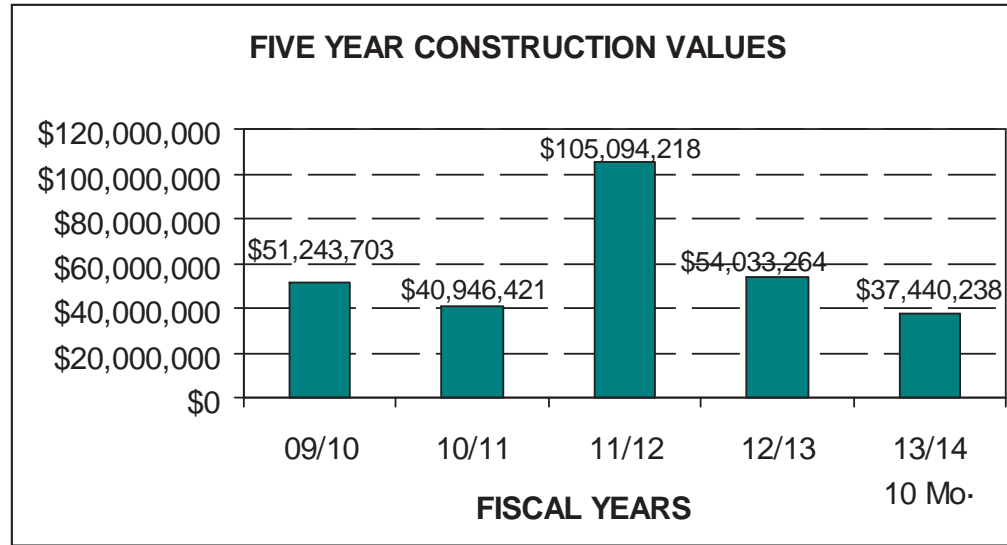
	FY 2014	FY 2015
Salaries and Benefits	\$542,557	\$588,138
Contracted Services	\$1,000	\$73,000
HDC Design Tools	\$150,000	\$0
Other Operating	\$52,861	\$56,756
TOTAL	\$746,418	\$717,894

Inspection Department

**To Preserve and Ensure the Integrity of Portsmouth's
Built Environment Through:**

- Structural Integrity**
- Safe Wiring**
- Sound Plumbing**
- Safe Mechanical Systems**
- Other Building Features & Systems for Life Safety, Accessibility and Sustainability**

Statistics



FY 2015 Request \$408,800

FY 2015 Budget Summary

Department Salaries and Benefits:	\$ 382,520
Other Operating:	<u>\$ 26,280</u>
FY 2015 TOTAL REQUEST:	\$ 408,800
Percent Change from FY 2014:	3.10%

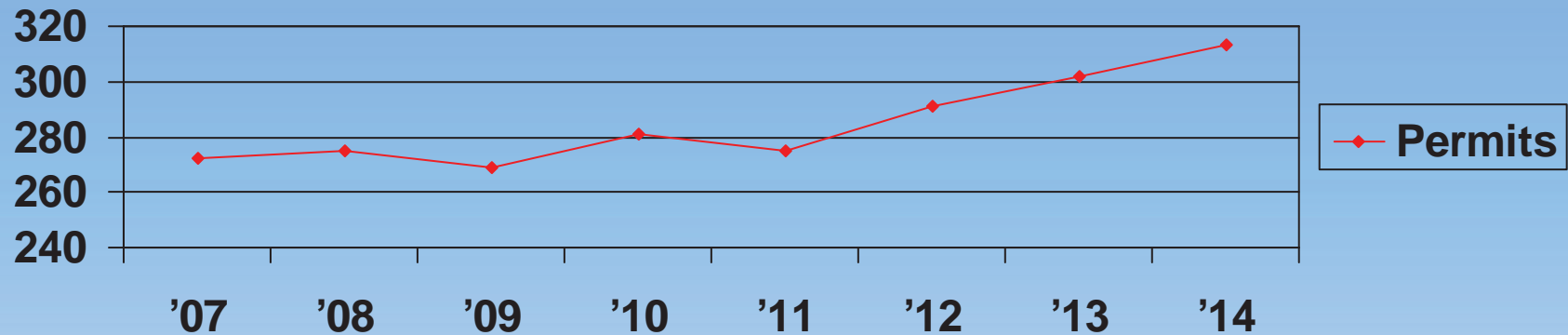
Significant Customer Service Improvement:
Regain full time Electrical Inspector

Health Department

To protect, promote and enhance the health and well-being of Portsmouth residents, visitors and environment by:

- Environmental Health planning/services
- Public Health Emergency Response planning

Food Service



- **Temporary Events** - Polar Grill Fest, Home Show, Farmers' Market, Multiple Road Races, Chowder Fest, Market Square Day, Taste of the Nation, An American Celebration, Greek Festival, Chamber Annual Dinner, Hook Fest, Community Day, Vintage & Vine, Passport, Fishtival, Criterium, Fairy House Tours, Jackson Hill Cider Day, Chili Fest, Fall Fest, Brew Fest, Ghosts on the Banke, Christmas Stroll...

- **22,259+ Seats** **Indoor: 20,043** **Outdoor: 2,216** **Liquor: 19,254**

FY 2015 Budget Summary

Department Salaries and Benefits:	\$138,403
Other Operating:	<u>\$ 4,500</u>
FY 2015 TOTAL REQUEST:	\$142,903
Percent Change from FY 2014:	0.17%*

* *Increase due to contractual obligations associated with salaries and benefits*

Finance Department

Finance Department

Proposed FY15 Budget

\$1,900,858

- Assessing
- Tax Collection
- Information Technology
- Accounting & Finance

Increase of \$37,863 or 2% from FY14

Fire Department

School Department

Community Development Department

Health Department

Parking & Transportation

Sewer Department

Police Department

Inspection Department

Planning Department

Public Works Dept

City Council

Legal Department

City Manager Department

Recreation Department

City Clerk Department

Trust Funds

UDAG

Public Library

Welfare Department

Water Department



Assessing Division

■ Annual Assessment of 8,326 Properties

- 6,937 Residential
- 1,353 Commercial



■ Compliance

- NH State Statutes
- NH Assessing Standards Boards
- Monitored by NH Department of Revenue

■ 2015 Revaluation (FY 2016)

- In process of measuring and listing
- Completion: October/November 2015
 - Values will be as of April 1, 2015



■ Abatement Process

- Application to Assessors office by March 31
- if not satisfied*
- Application to BTLA or Superior Court by September 1

■ Exemptions and Credits

- Elderly / Disabled / Blind exemption
- Veterans credit
- Solar exemption
- Wood heating energy exemption
- Tax Deferral Program

Revenue Collection Division



■ **Motor Vehicle Registration Municipal Agent of the State of NH**

- 23,000 transactions
 - 1,200 renewal notices mailed monthly
 - Renewals by Mail
 - Renewals by on-line payment

■ **Collection of Property Taxes**

- Approx. 8,300 Tax bills due two times a year.
December and June

■ **Water & Sewer Collection**

- Processing of ~ 8,000 payments monthly

■ **Central Collection for all Departments**

- Police, Fire, School, Library, Recreation, Public Works Recycling Center, and all City Hall Departments

■ **Convenient methods of Payment**

- Check by Mail
- Gray Box located in front of City Hall
- Cash or Check over the Counter
- On-line Payment – ACH or Credit Card
 - MV Registration Renewals
 - Property Tax Bills
 - Parking Violations
 - Utility Payments
 - Auto Debit to Checking or Savings Account
- Computer Kiosk for on-line payment
- ATM

■ **Future Convenient Payment method**

- Over the Counter Credit Card Payment
 - Modification or replacement of Software
 - Number of different type of services
 - Convenience Fee
 - Daily and monthly reconciliation

Information Technology

■ Web & Social Media

- Websites Hits from May 1, 2013 – May 1, 2014
 - Park Portsmouth 10,928
 - Plan Portsmouth 24,824
 - Portsmouth Waste Water Master Plan 2,818
 - Portsmouth African Burying Ground 3,000
 - City of Portsmouth 918,962
 - Portsmouth Parking Shuttle

- Twitter
 - 10-twitter accounts used for real-time updates

- Channel 22 / Meeting online
 - City Council, Planning Board, Board of Adjustment, Police Commission, School Board and HDC published to the City's YouTube Channel

- Bi-weekly Newsletter
 - 2,700 subscribers

■ Hardware and Software Support

- Hardware
 - 406 Computers
 - 23 Servers
- Metropolitan Area Network
 - Connecting 15-sites
- Departments Supported
 - General Government, Public Works, Recreation, Library, Police and Fire
- 24/7 Technical Support
 - Supporting All City departments

■ Software Training and Support

- Over 14 different Software systems city-wide
- Training for
 - **New Employees**
 - New Software Applications
 - New Versions of Software Applications



Accounting Division

■ Purchasing

- Process over 70 Bids & Request for Proposal – up from approx 55/year
 - Advertising on Website
 - Reaches out to a more Competitive Market
 - Saves on printing / paper and postage
 - Conducting Bid openings
 - Process Bid tabulations
 - Award and rejects letters
- Process Purchase Orders for all departments

■ Payroll

- In house payroll processing
 - Approx 500 employees including seasonal staff
 - Reporting of all state and Federal Taxes
 - Employee Deductions
 - W-2 processing

■ Account Payable

- All Departments excluding School
 - Approx 9,600 checks annually
 - Maintain all vendor information
 - Generates 1099 at year end

■ Billing

- Water and Sewer
 - Works closely with Public Works
 - Generates 8,000 bills monthly
- Police Outside Detail
- Annual Health Permits
- Fire Alarm Billing
- Special Agreements

■ General Ledger and Bank Reconciliations



Financial Responsibilities

- **Compliance**
 - City Ordinances and Policies, NH State Statutes and Federal Law
 - (GAAP) Generally Accepted Accounting Principles
 - (GASB) Governmental Accounting Standards Board

- **Treasury Function**
 - Daily Cash Management - Investments
 - Oversight of Revenue Collections and Expenditures

- **DRA-Tax Rate Setting**

- **Bond Issuance**
 - Official Statements
 - Continuing Disclosure Annual Report

- **Establish & Maintain Internal Controls**

- **Monthly Financial Summary Report**

- **Capital Improvement Plan**

- **Annual Audits – Including Single Audit**

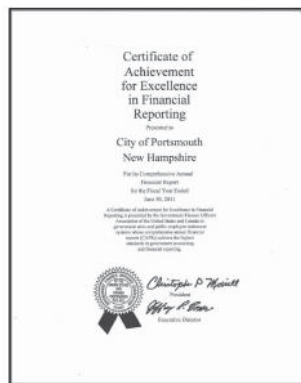
Government Finance Officers Association (GFOA)

Achievement for Excellence in Financial Reporting

Comprehensive Annual Financial Report (CAFR)

- Introductory Section / includes a letter from the Finance Director
- Management's discussion and analysis (MD&A)
- Report of the independent auditor
- Financial Statements
- Note disclosures
- Statistical Section

20 Awards
Year ending June 30
1988, 1989
1995 - 2013



Budget Presentation Award

- Policy Document
 - Financial Guidelines and Policies
 - Priorities and long-term planning
- Financial Plan
 - Detailed Debt Service Summary
 - Capital Project Summary
- Operations Guide
 - Budget Summary by departments
 - Program and Services by departments
 - Performance Measures by departments
- Communications Device

8 Awards
Year Beginning July 1
2006 - 2013



Welfare Proposed FY15 Budget \$374,747

Increase of \$31,522 or 9.18% from FY14

- Administration \$2,522
 - Salaries and Benefits
 - Step Increase
- Direct Assistance \$29,000
 - Primary increases:
 - Shelter \$38,000
 - Primary decreases:
 - Utilities (\$7,000)
 - Transportation (\$1,000)
 - Food & Personal Goods (\$1,000)

Outside Social Services
FY15 Budget
\$148,228

21 Local Agencies

1 Veteran's Organization

Level Funded Since FY12

HUMAN RESOURCES DEPARTMENT

- **The Human Resources Department is responsible to fund all the contractual benefits for the municipal departments.**
- **The proposed Human Resources Budget for FY 15 is \$2,509,573.**
- **This represents an increase of \$46,373 or 1.88% over FY 14.**
- **The majority of this increase is due to the increase in Health insurance of 2.6%**

STATISTICS

Recruitment

- 1,451 resumes received
- 175 employees interviewed
- 82 employees hired
- 166 criminal background checks conducted for substitutes

Benefits Administration

- Administer benefits for 733 employees & 474 Retirees
- Processed 15 Retirements
- 190 employees participated in wellness programs
- Processed 52 Family Medical Leave Requests
- 9 Long Term Disability Claims

Classification and Compensation

- Processed 152 step increases
- Developed 9 job descriptions
- Participated in 6 salary surveys

Risk Management

- Processed 90 Property & Liability Claims
- 73 Workers compensation Claims
- Attended 5 Unemployment Hearings
- Conducted 7 ergonomic evaluations

CHALLENGES FACING HR IN FY 15

- **Affordable Care Act**
- **Recruitment**
- **Succession Planning**
- **Contract negotiations (13 contracts expire on June 30, 2014)**
- **Looking at Health Insurance Alternatives**
- **Continued Increase of Human Resources Services to the School Department**

LEGAL DEPARTMENT STAFF

Robert P. Sullivan
City Attorney

Raeline O'Neil
Administrative Assistant

Suzanne M. Woodland
Deputy City Attorney

Jane M. Ferrini
Staff Attorney
(Contract/Part-time)

Kathleen M. Dwyer
Assistant City Attorney
(Part-time funded by
School Department)

Jason C. Page
Zoning Enforcement
Officer

Rena DiLando
Prosecutor

David Colby
Assistant Prosecutor
(Funded by District Court
Fees & Police Dept.)



CITY CLERK / ELECTIONS

○ City Clerk Budget

The proposed City Clerk budget for FY15 is \$230,628.00.

This represents an increase of \$4,651.00 or 2.06% from FY14.

○ Election Budget

The proposed Election budget for FY15 is \$52,880.00.

This equates to a net increase of \$13,532.00 or 34.39% from FY14.

CITY CLERK STAFF



Kelli L. Barnaby, CMC/CNHMC
City Clerk
President of New England Association
of City and Town Clerks



Valerie French
Office Manager / Deputy City Clerk I

Dianne Kirby
Deputy City Clerk I



NEMCI&A
New England Municipal Clerks' Institute & Academy
Grow and Learn with us...





Elections

- The City of Portsmouth currently has 15,681 registered voters.
- There will be 2 Elections in 2014.
- The State Primary Election will be held on Tuesday, September 9, 2014.
- The State General Election will be held on Tuesday, November 4, 2014.



CITY CLERK / ELECTIONS

- **City Clerk Statistical Data**

Calendar Year 2013

- ✓ Vital Records Issued 4,538
- ✓ Marriage Licenses Issued 333
- ✓ Ordinances Adopted 13
- ✓ Resolutions Adopted 14
- ✓ Attended 34 City Council meetings and Work Sessions
- ✓ Prepared 24 City Council Binders for Regular City Council meetings
- ✓ Issued Dog Licenses 2,587
- ✓ Issued Event, Tag Day and Raffle Permits 64

- **Election Information**

- ✓ 1st Congressional District
- ✓ Senate District 21 (Durham, Lee, Madbury, Newfields, Newington, Newmarket & Portsmouth)
- ✓ The City of Portsmouth has 7 State Representatives that make up Districts 25 - 31
- ✓ District 31 is a Floterial District in Ward 3 that is shared with Greenland, Newington and North Hampton
- ✓ The of Election Workers that participated in the Municipal Election was 68

This concludes my presentation. Thank you for the opportunity to present this information to each of you today.

Are there any questions?





PORTSMOUTH PUBLIC LIBRARY

Budget Fiscal Year 2014-2015

*The Portsmouth Public Library is a center for learning.
The Portsmouth Public Library is community space.*

AREAS OF GROWTH

Programs

- 23,000 adults, children and young people in attendance

Electronic resources

- 16,000+ eBooks
- 7,000+ downloadable audiobooks
- 100+ databases

Literacy

- Over 1,200 people trained in computer classes
- Listening, reading and writing groups for all ages

Individual assistance

- 360 individuals helped with electronic devices
- Over 31,000 informational and genealogical assistance sessions

Increasing Door Count
Exceeding 1,000 per day for
FY14

PROCESS

MEASUREMENT AND EVALUATION

FY13 AND FY14 GOALS AND OBJECTIVES

MEASUREMENT OF ACTIVITY IN 2013, EXTRAPOLATION FOR 2014, AND PROJECTIONS FOR 2015

SURVEY OF INDUSTRY TRENDS AND DEVELOPMENTS

LIBRARY

PUBLISHING

TECHNOLOGY

ENERGY

Sources

- **Institute of Museum and Library Services: Annual Public Library Comparison**
- **Library and Book Trade Almanac 58th edition, 2013**
- **Pew Research Center Internet and American Life Project. Library Services in the Digital Age**
- **Library Journal price indexes**
- **U.S. Energy Information Administration. Annual Energy Outlook 2014**

Areas of high performance and stability

Performance / statistics	Fiscal year 2013
Visits to the Library	295,485
Items checked out or downloaded	449,548
Reference questions answered	31,329
Computer use	52,533 (average users/month=1,750)
Database logins	217,675
Wireless network use	40,647 (average users/month=717)

Annual Library Visits per Capita



Circulation of Materials per Capita



Reference Transactions per Capita



	FY14 Adopted	FY15 Working	
Salaries/Benefits			
Regular Salaries	\$713,006.00	\$728,207.00	
Part Time Salaries	\$318,816.00	\$291,868.00	
Overtime	\$1,500.00	\$1,500.00	
Longevity	\$5,879.00	\$5,628.00	
Social Security	\$64,430.46	\$68,596.71	
Medicare	\$15,068.41	\$16,042.78	
Professional Services	\$200.00	\$200.00	
Retirement	\$77,585.46	\$79,195.58	
Subtotal Salaries/Benefits	\$1,196,485.34	\$1,191,238.07	-0.44%

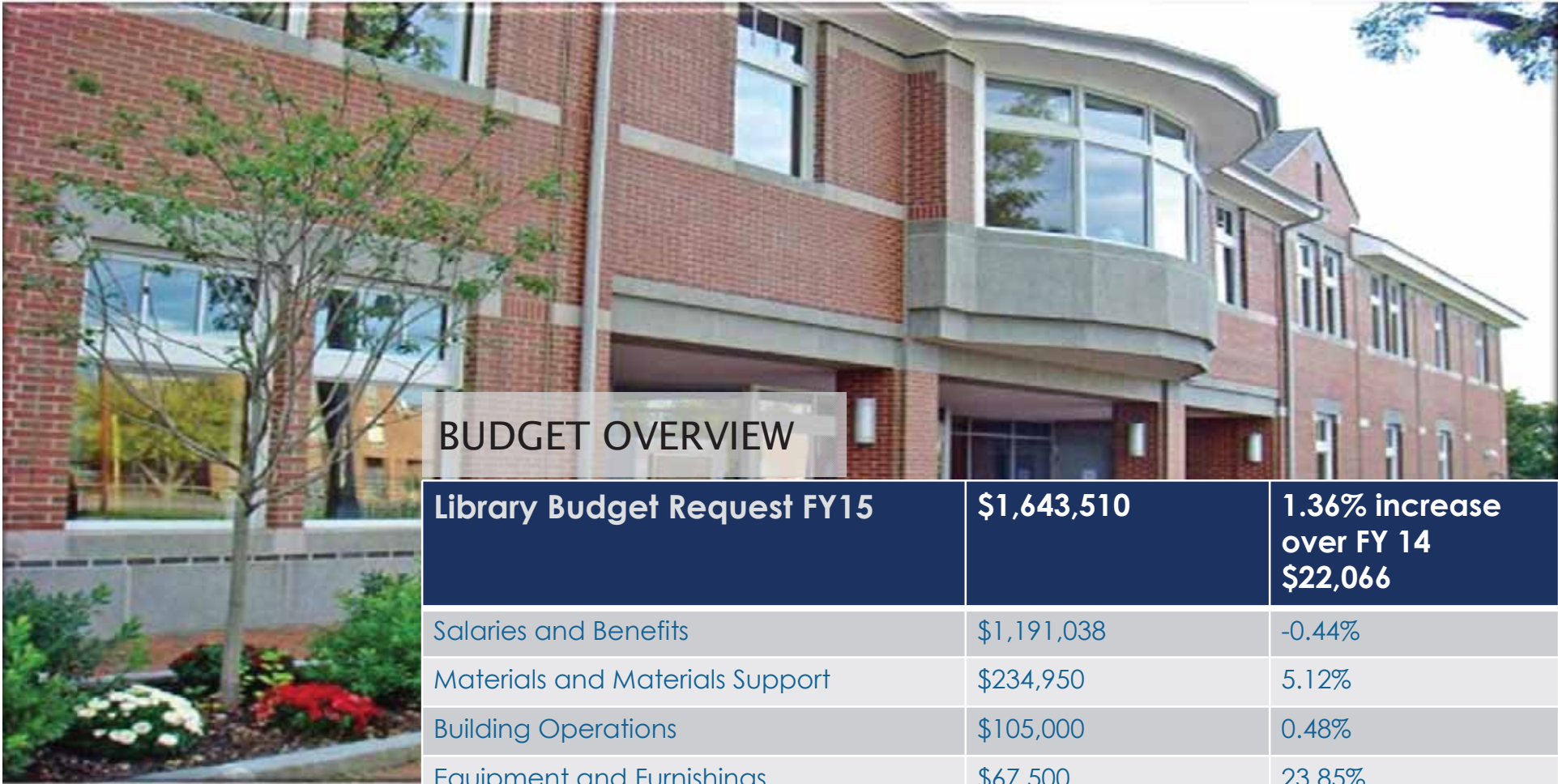
Organize and assign staff to duties of programming, teaching, coaching, individual assistance, reaching out into the community.

Materials			
Books & Media	\$132,000.00	\$142,000.00	
Periodicals	\$18,000.00	\$20,000.00	
Micromedia	\$45,000.00	\$45,000.00	
Subtotal Materials	\$195,000.00	\$207,000.00	6.15%

Allocate resources to eBooks and downloadable media while maintaining a strong in-house collection.

Equipment-Maintenance & Repair			
Repairs-Computer Equipment	\$1,000.00	\$1,000.00	
Technology Equipment	\$3,000.00	\$10,000.00	
Rental Other Equipment	\$1,100.00	\$1,100.00	
Comp/Software Maintenance	\$43,400.00	\$49,900.00	
Subtotal Equipment/Maintenance	\$48,500.00	\$62,000.00	27.84%

Efficient use of funds to supply library-specific technology in the public and school libraries along with developing consumer technology.



BUDGET OVERVIEW

Library Budget Request FY15	\$1,643,510	1.36% increase over FY 14 \$22,066
Salaries and Benefits	\$1,191,038	-0.44%
Materials and Materials Support	\$234,950	5.12%
Building Operations	\$105,000	0.48%
Equipment and Furnishings	\$67,500	23.85%
Other/Programs/Supplies/Training	\$45,022	0.06%

Portsmouth School Department FY 15 Budget

*Providing all of our children a school experience
characterized by*

Personalized Learning

With rich exposure to

Arts and Athletics

and where every student graduates

Career and College

&

Citizenship Ready

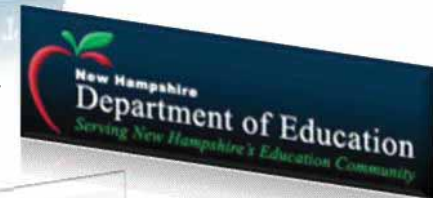


District Recognition



Higher Numbers
Participating;
High Performance
(3+) Results

NFS –
Commissioner’s
Circle of Excellence



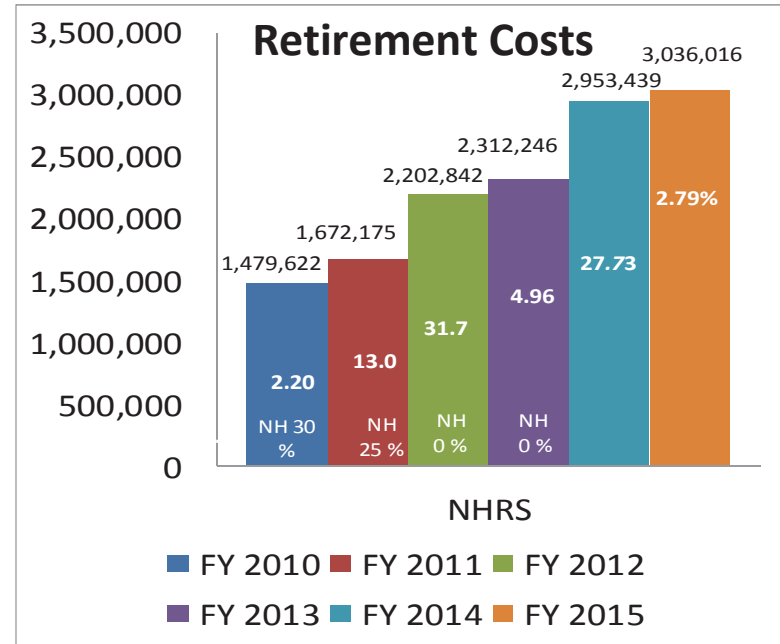
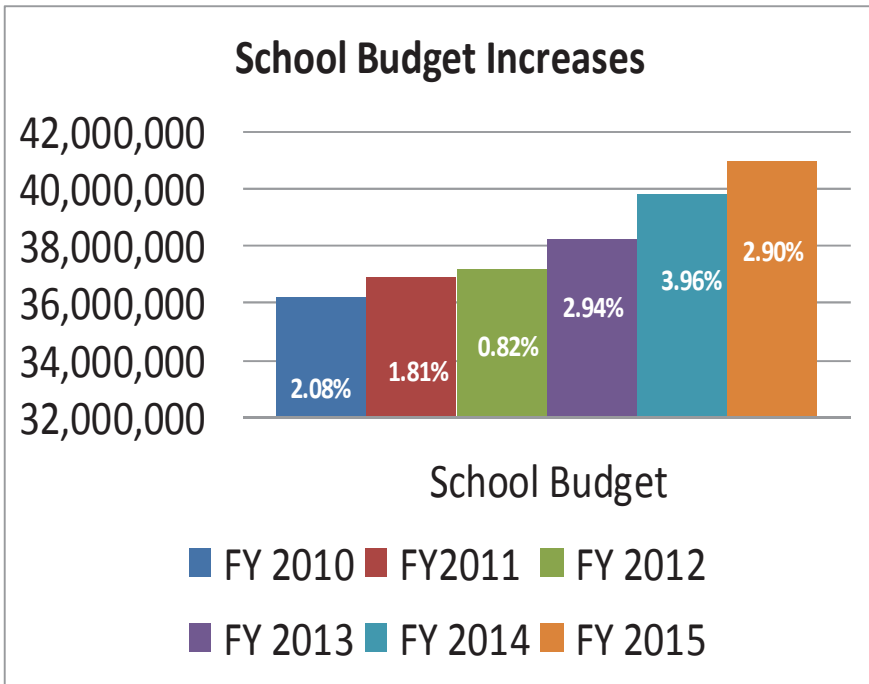
PHS, Silver Award,
Ranked # 8 in NH



PSD Recognized As One Of The
Best Towns (#6) For Young
Families

FY 15 Key Drivers Recent Budgets

Key Drivers in FY 15 Budget		
Salary:	\$599,526	(52%)
Benefits:	\$233,057	(20%)
Operating	\$321,855	(28%)
TOTAL	\$1,154,438	(100%)



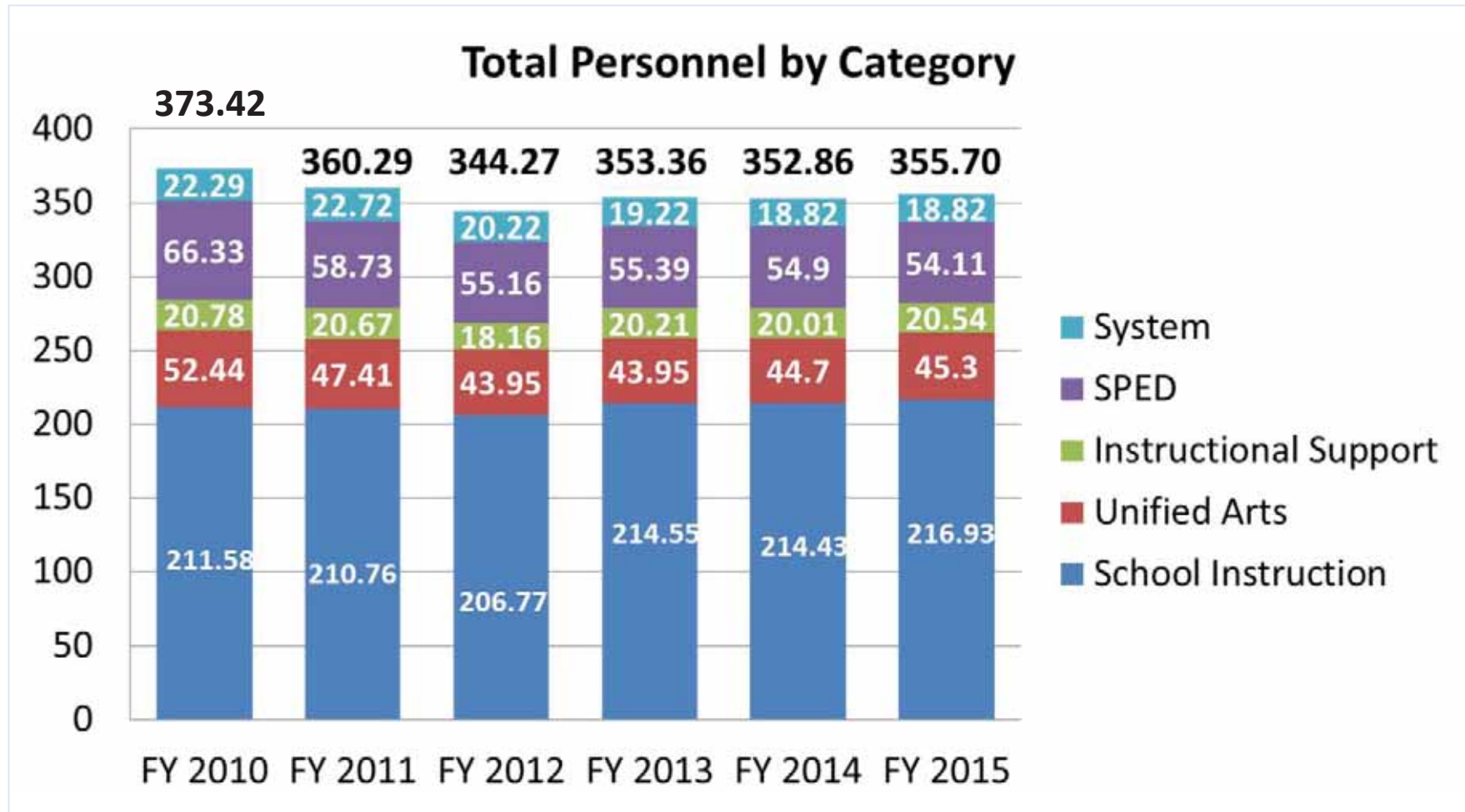
Health Insurance Budget

FY 13	FY 14	FY 15	FY 15*
5,648,665	5,693,234	6,107,701	5,841,258

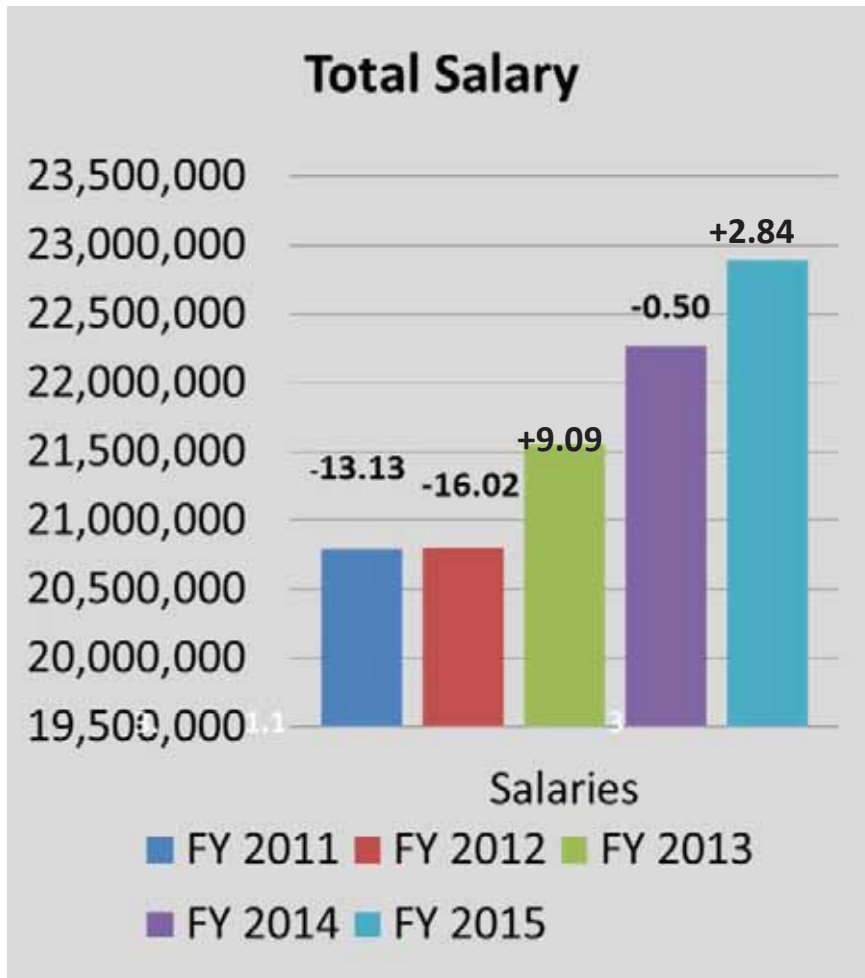
Originally, FY 15 Health Insurance Increase @ 10 Year Average of 7.28% (+\$414,467)

Adjusted to FY 15 rate of 2.60%
(+148,024)

Staffing, by Category, in GF



Salaries & Collective Bargaining



No COLA's In Budget Units

Teachers, Administrators, Custodians
Food Service and Paraprofessionals
All steps included

**Teacher ½ Year COLA
Delay Added Back**

Year	Total Salary	\$ Increase
FY 2013	21,548,337	746,467
FY 2014	22,270,304	721,976
FY 2015	22,869,830	599,526

Operating Expenses

Tuition, Transportation, Utilities, Maintenance, Other

■ FY 2010 ■ FY 2011 ■ FY 2012 ■ FY 2013 ■ FY 2014 ■ FY 2015



Major Increases – Operating

	Cost Center	13/14 Budget	14/15 Request	Increase
108	Middle School	88,900	98,556	9,656
113	Instrumental Music	36,134	46,134	10,000
115	Athletics	302,579	326,595	24,016
117	K-12 Computer	12,783	24,500	11,717
131	District Assessment	10,695	19,095	8,400
132	Elementary Math	39,545	76,505	37,051
165	Out of District Tuition	1,556,793	1,623,450	66,657
177	Technology Plan	285,822	297,785	11,963
179	Large Equipment	42,393	60,399	17,946
188	Maintenance	414,118	444,118	30,000
189	Energy	1,071,551	1,106,162	34,611
195	Pupil Transportation	809,491	846,994	37,503